

FI TELEPHONE LONG DISTANCE REPORTING

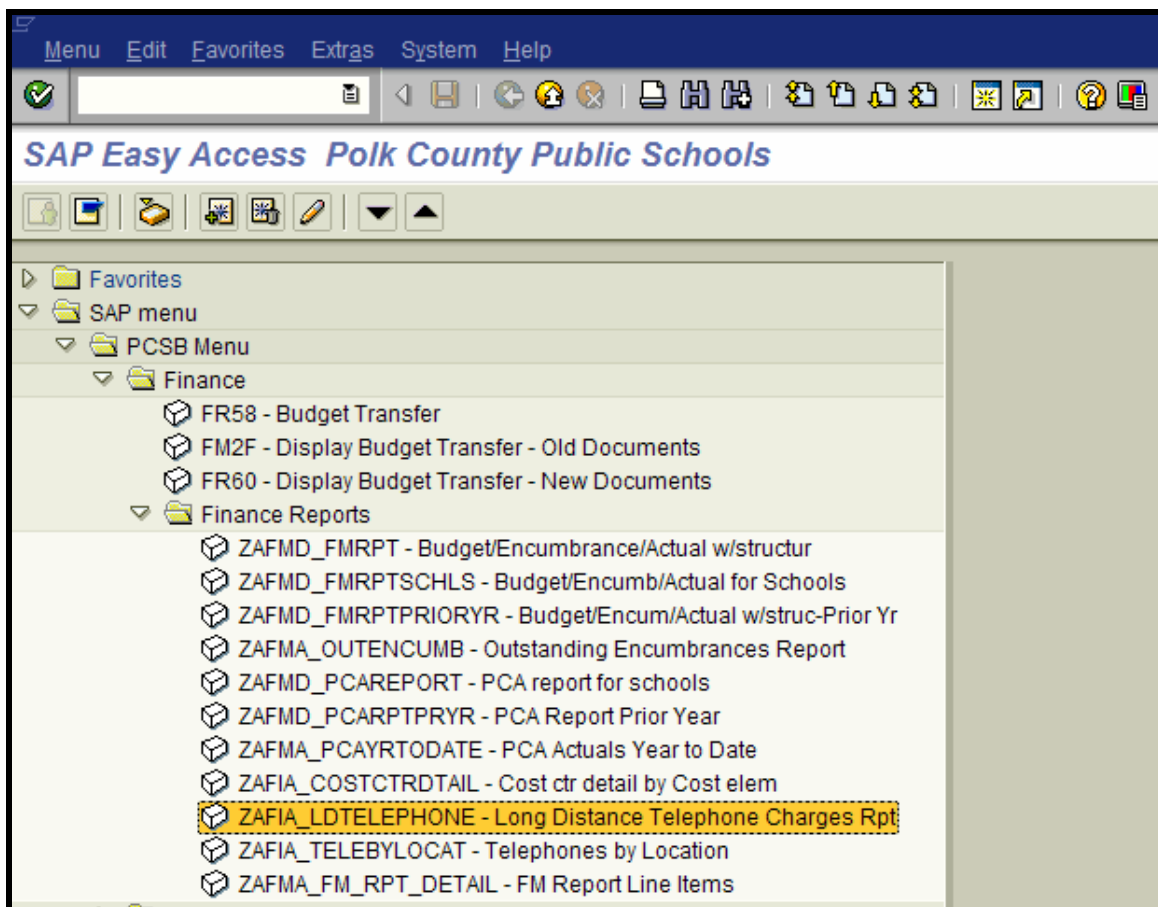
User Manual

OVERVIEW:

This process allows for the reporting of long distance charges by telephone number, by location, by period, or combinations of the three. If the user only knows the Suncom or CentraNet number, the related Suncom or CentraNet number can be retrieved using the “Get associated numbers” option. Once the reports are run, they can be saved as unconverted text files and e-mailed to the appropriate people or departments.

HOW TO RUN:

From the Main Menu: **SAP Easy Access Polk County Public School** screen
Open the PCSB Menu => Finance => Finance Reports => Double Click Long Distance Telephone Charges Rpt.



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The following selection screen will be displayed.

FI: Long Distance Charge Report by Phone Number.

Program Edit Goto System Help

Phone Number(s) [] to [] [Go]

Period(s) (YYYYMM) [] to [] [Go]

Location []

Get associated numbers

Suncom

Syntra

DEV (1) (110) | sapr3dci | OVR | 01:23PM

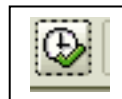
Values for input:

Phone Number(s) - Specific phone number(s) to list charges for.

Period - Period(s) to run, in the format 'YYYYMM'.

Location - Location to run the report.

Get associated numbers - Retrieves the associated Suncom/CentraNet number.



Once the values are set, execute the program.

Estimating run time:

The program runs from a few seconds up to 1 or 2 minutes depending on network traffic and the more periods of data the program has to retrieve.

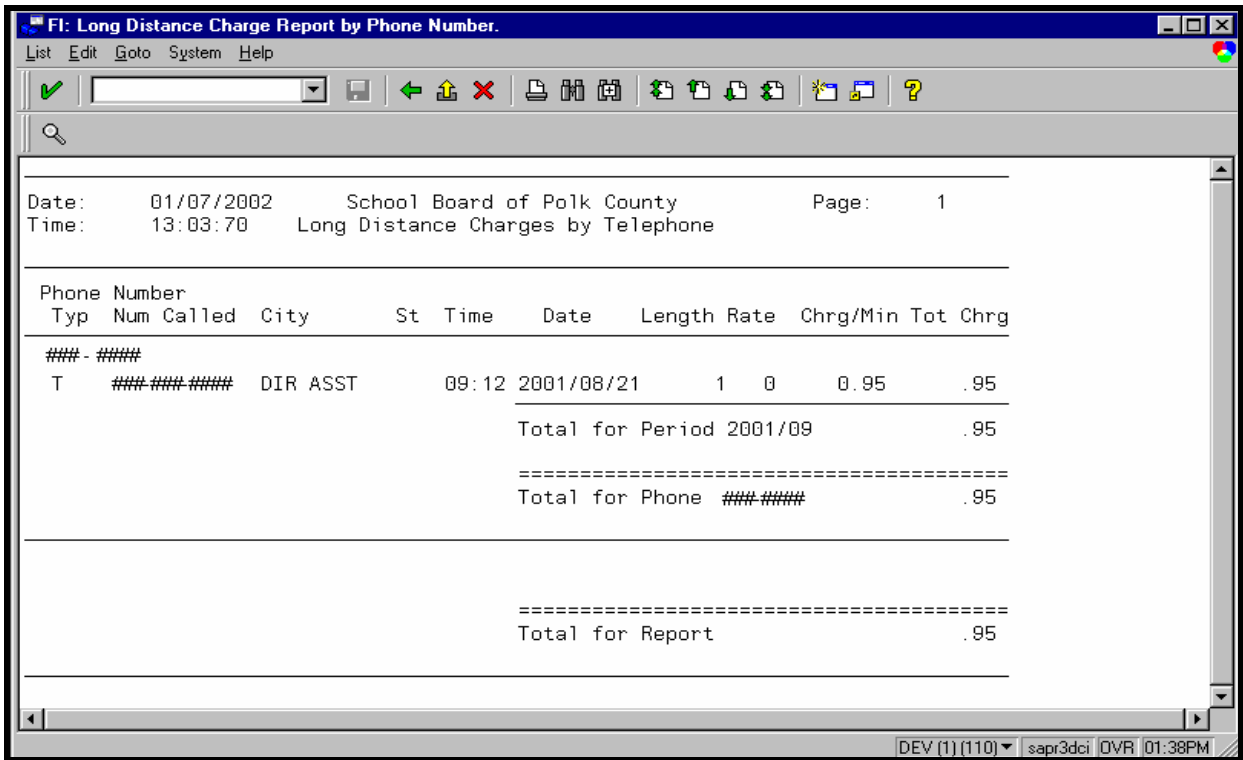
Sorting:

The report is sorted by phone number, period; date call was made, and calls time.

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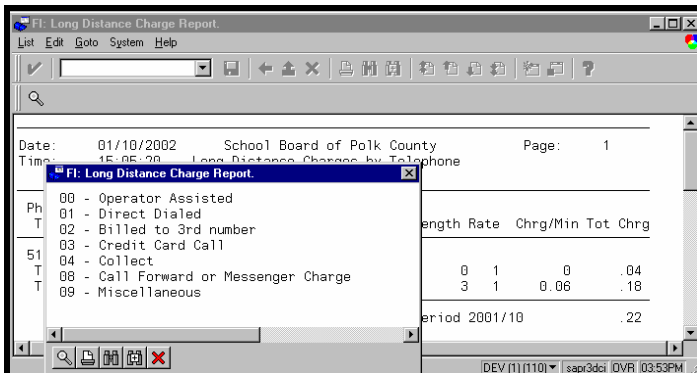
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When the report has completed processing, it will be displayed to the screen as follows.



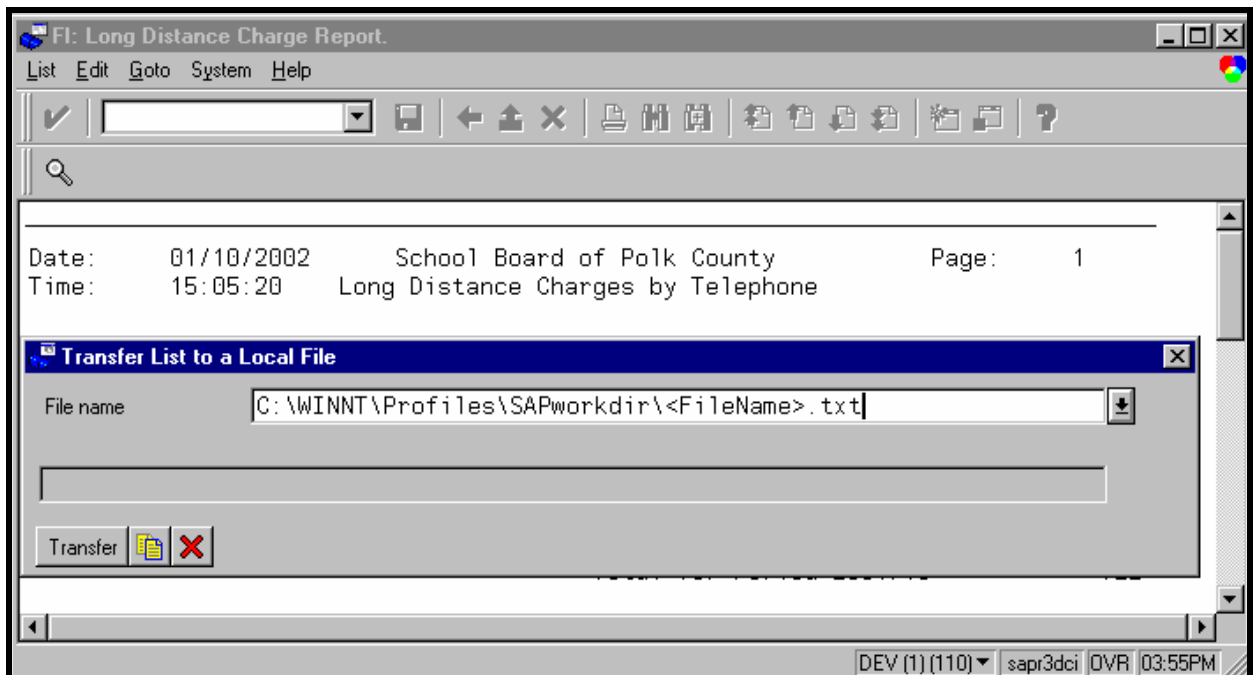
To obtain a description of the rate field, *Double Click* on the rate for the particular record. There are two different types of phone charges (T – CentraNet, SUN – Suncom), and each will pop-up a different listing of the rates based on the charge type. Below is an example of the pop-up.

You may see the term ECS in the description of some charges. This stands for Extended Calling Service. There is no breakdown of calls made to ECS numbers. The phone book has a good description of this service in the customer info guide.

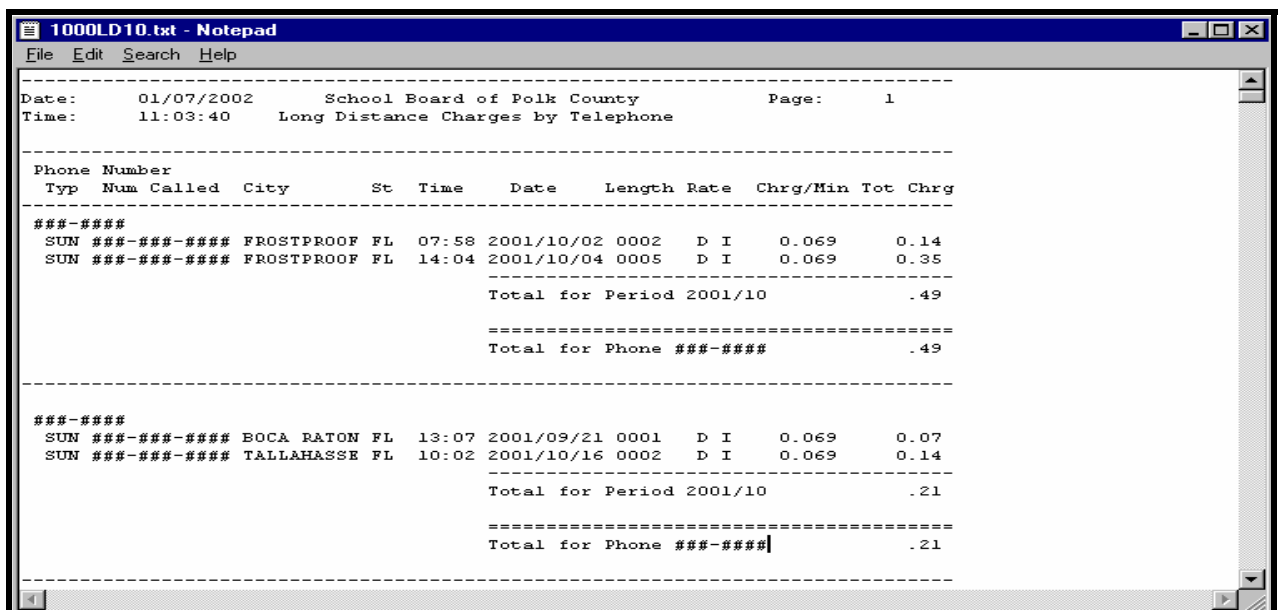


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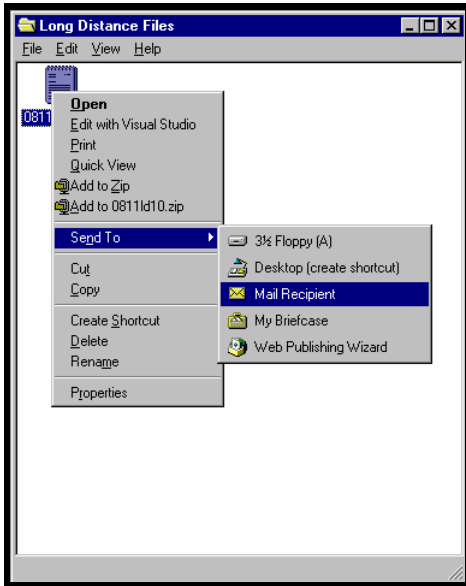
One example of a descriptive name is (4 digit location) (LD for Long Distance) (2 digit period).txt. An example name is 1000LD10.txt is for location 1000, period 10. This example will be saved to the desktop, but can be saved anywhere on the local PC.



Once the file has been saved, find the file icon in the folder where it was saved and *Right-Click* on the **file**. Choose **Send To => Mail recipient**.

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The file will be an attachment to a blank e-mail. Fill in any text, subject and individuals to receive the report electronically.