

Business Office Annual Review Process

The ITNS Preliminary Annual Review of telephone and data charges (fiscal year 2009-2010) for your department is now available for review before charges are posted in July. Purdue telephone and data rates will not change for 2009-10.

There are different formats available to submit corrections. If everything is correct, you need NOT return anything.

- For changes to be reflected in FY 09-10 annual billing, corrections must be returned to ITNS Telecommunications by **Friday, June 5th**.
 - If you are changing all voice and data charges from one account number to another, you do not need to list every item. Send email to telephones@purdue.edu and state "Move all voice and data charges from (old account number) to (new account number). Everything on the old account number will be moved to the new account number. The individual submitting must have approved Comptroller delegation.
 - To send corrections written on a paper listing: Make corrections/changes on the printed copy in "RED" ink; include the name and phone number of the contact person. "Mail" correction(s) by **Friday, June 5th** to: Annual Bill, ITNS, TEL Bldg. Please do NOT fax changes. The individual submitting must have approved Comptroller delegation.
 - To submit corrections in an electronic spreadsheet: Add a column(s) to record changes and email to telephones@purdue.edu by **June 5th**. The individual submitting must have approved Comptroller delegation.
- If a SAP journal voucher is used during the fiscal year to change the Account Number for ITNS charges **without** notifying ITNS to correct the underlying Account Number in the ITNS billing system, future annual billing charges will continue to post on the incorrect Account Number.
- Please direct questions for **phone** charges to **44719**.
- Please direct questions for **data** connections to glaffoon@purdue.edu.

To use the web interface to review ITNS departmental telephone and data charges:

- Request access to view *Departmental Billing Detail* from the web interface on an [Authorized User Form](#). The detail lists the current telephone and data charges by Fund/Cost Center and is **updated daily**. Note: The interface allows data to be downloaded into Excel for sorting and redistributed to others for further review.
- Log on to the web interface from the [ITNS Telecommunications](#) home page by clicking on "[Check Departmental Billing Detail](#)" in the lower left hand corner with an authorized career account alias and password.
- From the *View Billing Information* home page, click on Departmental Billing.
- The record detail is displayed on the *View Departmental Bill* web page. The detail may be viewed on line or downloaded into Excel for additional sorting and filtering. Note: Unless an authorized user has less than 25 entries to review, downloading ALL the data is highly recommended as an initial step in the review process. An Account Number may appear in the "Filter by Account Number" drop down menu even though no records are currently active.
- To download ALL data: Select ALL in the "Filter by Account Number" drop down menu and click on "Download" in the upper right hand corner to Open or Save detailed records into an Excel spreadsheet. Note: Compare the number of records in the Excel file to the record count displayed at the top of the initial *View Departmental Bill* page.
- To manipulate data in Excel for a suggested review process: Add a data filter to the Header Row and sort rows by the Responsible Cost Center (column B), the Station/Circuit (column D) and then the Last Name (column E) of the individual responsible for the device/number. Insert subtotals for the Annual Cost (column K) as desired.
- Use the header filter and sort order to review:
 - Names of the personnel paid and/or appropriately associated with the Responsible Cost Center.
 - The type of device and features associated with an individual or a Station/Circuit. For questions on features consult the Services section on the left hand side of the [ITNS Telecommunications](#) home page or contact **44719**. Note: To remove or change equipment and

features the department business office will need to submit a [Web Service Request Form](#).

- Charges to Federal funds 41XXXXXX. Questions regarding allowability and allocability to Federal funds should be directed to the Costing Office, 41060.
- Charges for a specific building Location, in particular if departments and staff have recently changed buildings/locations. The Location field (column I) is in the Bldg/Floor/Room format. The Jack field (column J) is in the Bldg/Room/Jack format and is the field used on the [Web Service Request Form](#).
- Voice Station/Circuits without a Named individual responsible for the device/number. These are generally devices in conference rooms, fax machines, and devices for temporary staff. Note: Name assignments are useful when reviewing departmental billings or answering questions on how a particular device is configured or used to conduct University business. To add or change the individual responsible for the device/number the Named individual must have a valid PUID.
- Data connections can be filtered by selecting DTCHIGH, DTCMED and DTCLOW in the Equipment Column. Note: There are additional line items associated with these data connections which are used by technical staff to identify the data connection speed and IP address, however there are no charges associated with the additional line items.
- Staff who have converted to a Technology Allowance for personally owned Blackberry devices may still have Blackberry support fees, if the support is provided by ITAP DCS. Filter Equipment (column G) for the field containing "Privatized".
- Staff who continue to use University owned electronic devices are required to have a signed [agreement](#) on file to comply with the [University electronic device policy](#). "University Owned Agreement" will appear in the equipment field (column G), if an agreement is on file.

To locate the file in [PageCenter](#):

- PUBLIC (Public Mailbox), PUBFIN (Public Financial), the file title is TELANNREVIEW (TEL ANNUAL BILLING REVIEW). To send corrections with this method, make corrections/changes on the printed copy in "RED" ink; include the name and phone number of the contact person. The individual submitting must have approved Comptroller delegation. "Mail" your correction(s) by **FRIDAY June 5th, 2009** to: Annual Bill, ITNS, TEL Bldg. Please do NOT fax your changes to our department, because it isn't easy to accurately identify changes with a facsimile copy. Changes to phone services will need to be submitted using a [Web Service Request Form](#).