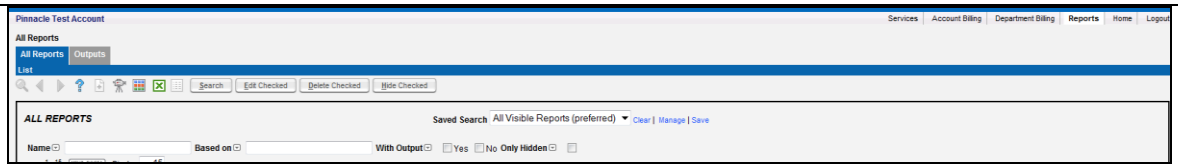
**Customer Invoice** in $Dollars for Billing period chosen for your respective agency authorization by Department, by Service type.

1. Open **Reports** Main Menu and go click on **All Reports** Tab.

Click Search

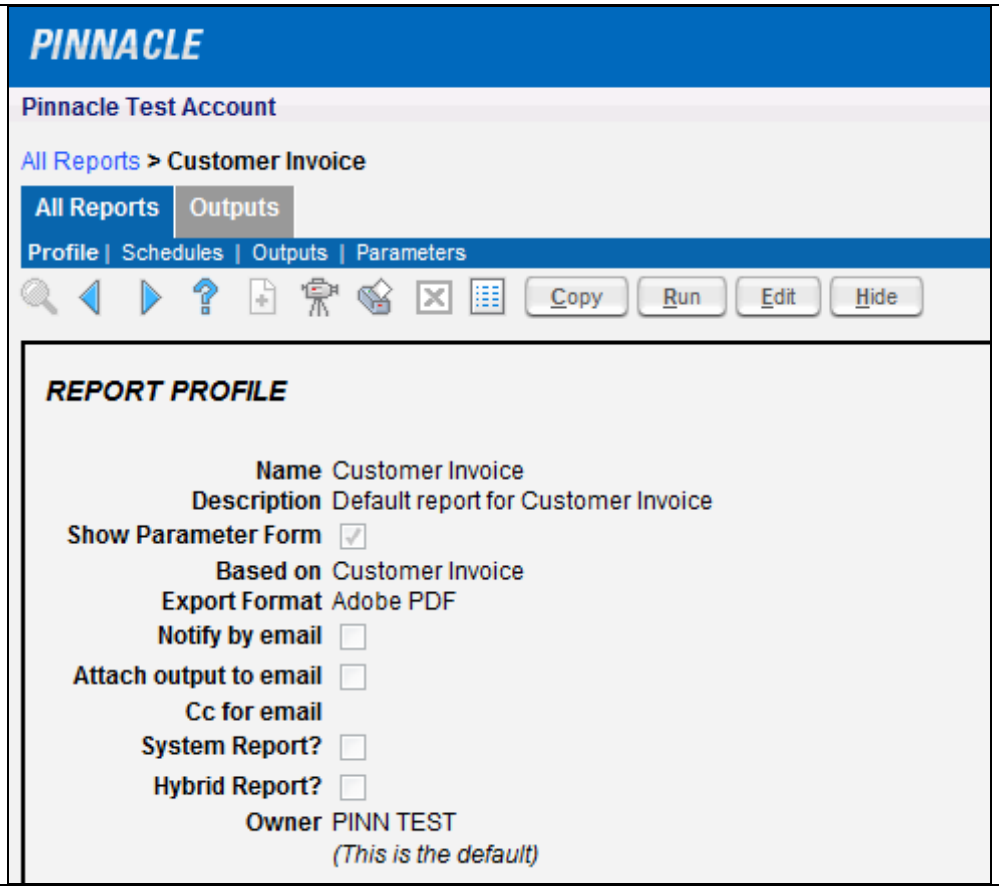


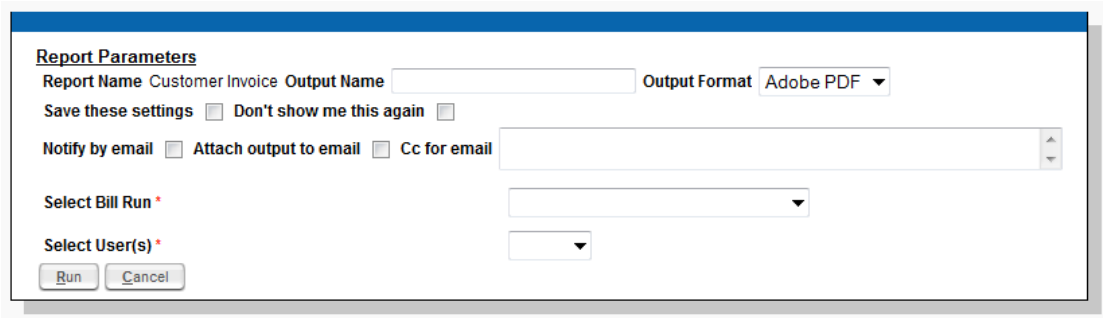
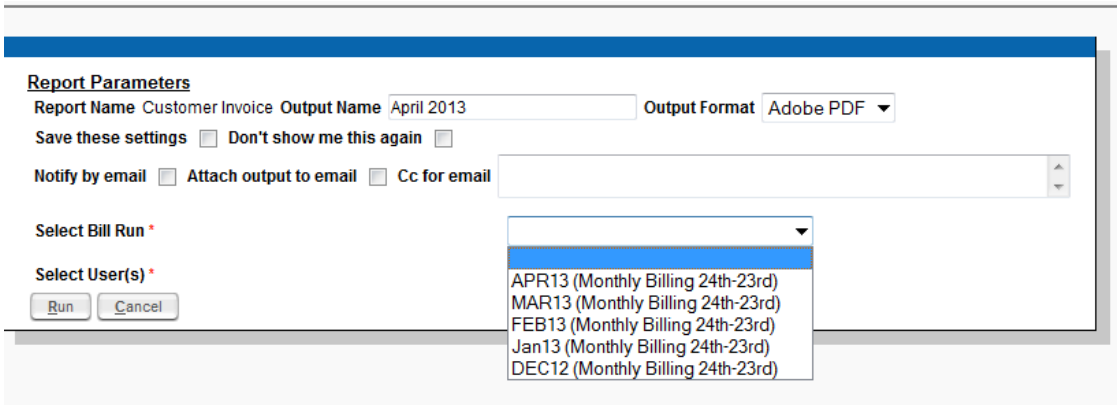
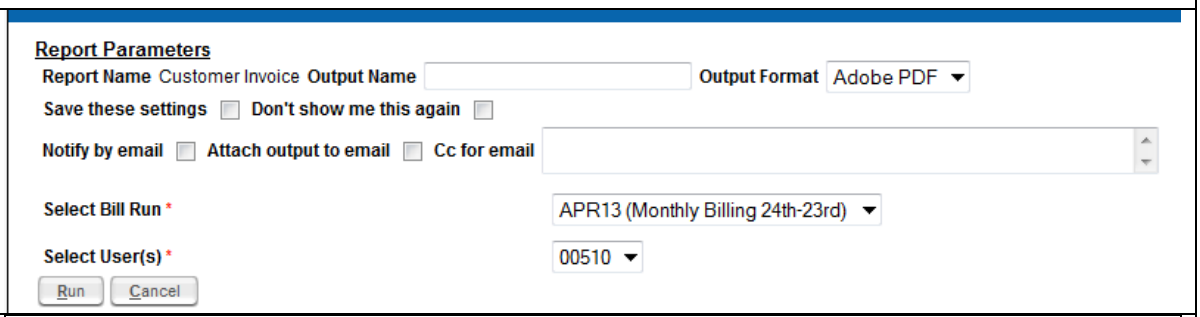

2. Click on the blue highlighted link : **Customer Invoice**, to open.

3. **Report Profile**
Shows Report Name and Description.

Notice that Outputs for this report shows NO DATA FOUND. This means that there were no previous outputs run and saved for this Report.

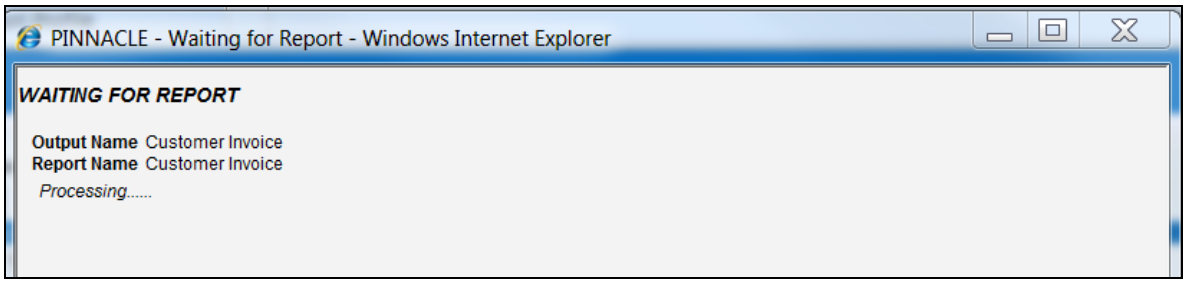
Now click Run which will open the **Report Parameters** pop-up box.



| | |
|---|---|
| 4. **Report Parameters**. Key in an Output Name. This will be the name shown in the Output Name list, but NOT on the report itself. Suggest that you use Month and Date for Billing Period. |  |
| | |
| 5. Select Bill Run from the dropdown list.<br><br>Select User: Your agency# will be listed in the dropdown list.<br><br>Now click Run |  |
| **Notify by Email** Check box. If Box is checked, Email will be sent to you telling you that Report is finished. |  |
| 5a. | **From:** automation@iot.in.gov [mailto:automation@iot.in.gov]<br>**Sent:** Thursday, June 06, 2013 9:22 AM<br>**To:** Watson, Mary<br>**Subject:** Report: 'April 13 test email' Completed 06-JUN-2013<br><br>The report 'April 13 test email' ('Customer Invoice') that you ran as of **06-JUN-2013** completed successfully. In order to see your report, please visit Pinnacle. |

6. Run command opens Pop-up box showing that report is processing.
Close this window.

*Please note: Some invoices can take several minutes to generate.*




7. Invoice Report is by Agency by Department by Service type.

00510-191000 is the first Department. All sums are in $.

INDIANA OFFICE OF TECHNOLOGY

**Invoice #:** 600373
**User ID:** 00510-191000
**Billing Month:** April 2013

Group: General Ledger

**Bill To :** DEPT OF WORKFORCE DEVELOPMENT

Billing Inquiries Call 317-234-2839 or 888-269-0016, E-mail Inquiries: billing@iot.in.gov

| Service Type | Product Code | Product Description | Total |
|---|---|---|---|
| 800 Services | 1038 | 800 Switched | 10.94 |
| | 1039 | 800 Dedicated | 6,801.99 |
| | 1107 | Long Distance Dedicated | 227.10 |
| | 1108 | NON CONTRACTED LONG DISTANCE | 18.70 |
| | | **800 Services Total** | 7,058.73 |

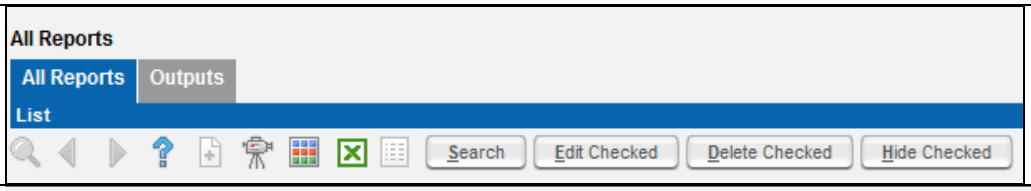
| Service Type | Product Code | Product Description | Total |
|---|---|---|---|
| Centrex Services | 1031 | AUTOMATIC CALL DISTRIBUTION | 697.80 |
| | 1036 | Directory Assisted | 3.98 |
| | 1037 | Long Distance Switched | 0.16 |
| | 1043 | TELEPHONE CENTREX | 10,365.47 |
| | 1044 | TELEPHONE REMOTE | 121.21 |
| | 1107 | Long Distance Dedicated | 1,555.21 |
| | 1108 | Toll | 139.50 |
| | 1163 | Technician Labor | 146.25 |
| | | **Centrex Services Total** | 13,029.58 |

| Service Type | Product Code | Product Description | Total |
|---|---|---|---|
| ISDN PRI Services | 1044 | TELEPHONE REMOTE | 5,750.47 |
| | | **ISDN PRI Services Total** | 5,750.47 |

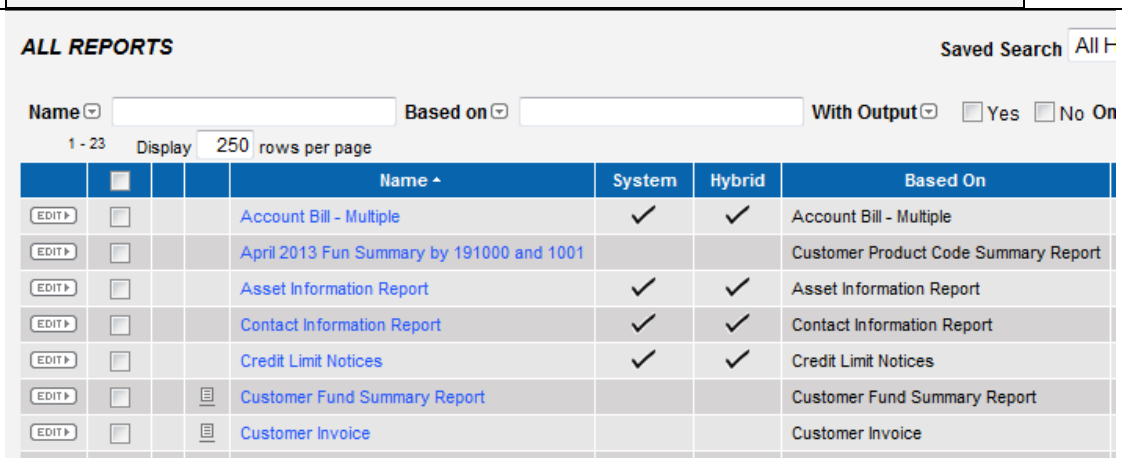
| Service Type | Product Code | Product Description | Total |
|---|---|---|---|
| IT Services | 1001A | PC REFRESH ACCESSORIES | 644.85 |
| | 1001 | SEAT SERVICES | 139,752.60 |
| | 1001U | PC REFRESH UPGRADES | 4,416.00 |
| | 1020 | CITRIX | 2,602.46 |
| | 1021 | REMOTE ACCESS: CLIENT VPN | 197.76 |
| | 1023 | EXTRANET FTP SERVICES | 19.90 |
| | 1034 | COMMUNICATION SERVICE ANALYST | 183.15 |
| | 1050 | PHYSICAL SERVER HOSTING | 25,919.38 |
| | 1052A | VM SERVER (1 EXTRA CPU) | 1,237.05 |
| | 1052B | VM SERVER (1 EXTRA GB RAM) | 2,473.20 |
| | 1052C | VM SERVER (1 EXTRA DISK) | 860.18 |
| | 1052 | VIRTUAL SERVER HOSTING | 2,720.85 |
| | 1056 | SHARED SAN STORAGE | 46,923.40 |
| | 1114A | DATABASE HOSTING OVERAGE | 16,702.50 |
| | 1114 | DATABASE HOSTING | 5,667.20 |
| | 1120 | PS - HR APPLICATION SERVICES | 6,453.18 |
| | 1121 | PS - FINANCIAL APPLICATION SERVICES | 66,074.65 |
| | 1136 | SEAT SERVICES (NON-NETWORK) | 1,645.00 |
| | 1137 | DISASTER RECOVERY | 743.10 |

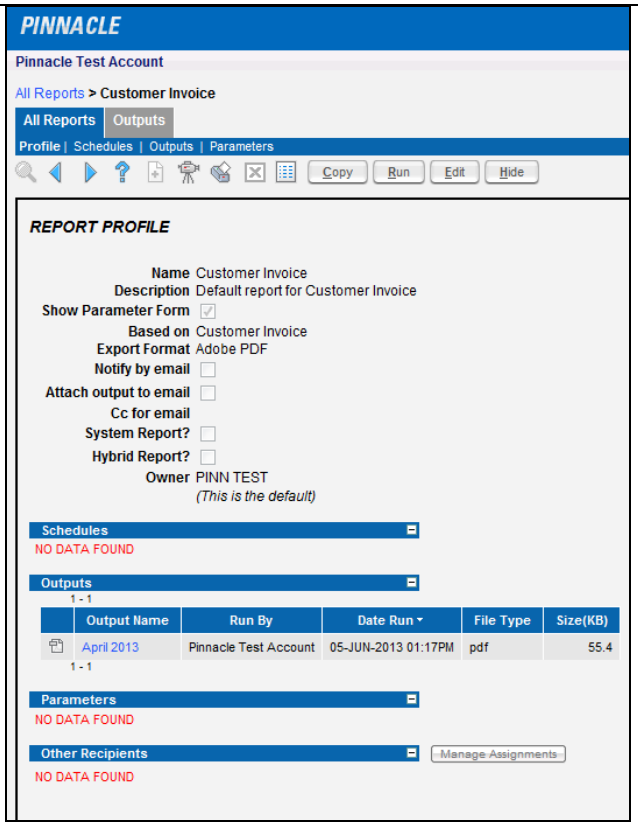
Page 1 of 2

8. For anyone in your agency with access, to quickly view this invoice in the future (without generating it), click on **All Reports** Tab.




9. Now click on the blue link, **Customer Invoice**.




10. This opens the Report Profile.

Scroll down to Outputs. These are the output(s) already run (and saved) for this report. If you need the April invoice, you can simply click on the blue highlighted link, Output Name, to open the report output.