

Department of Chemistry

**Telecommunications
Report Reconciliation**

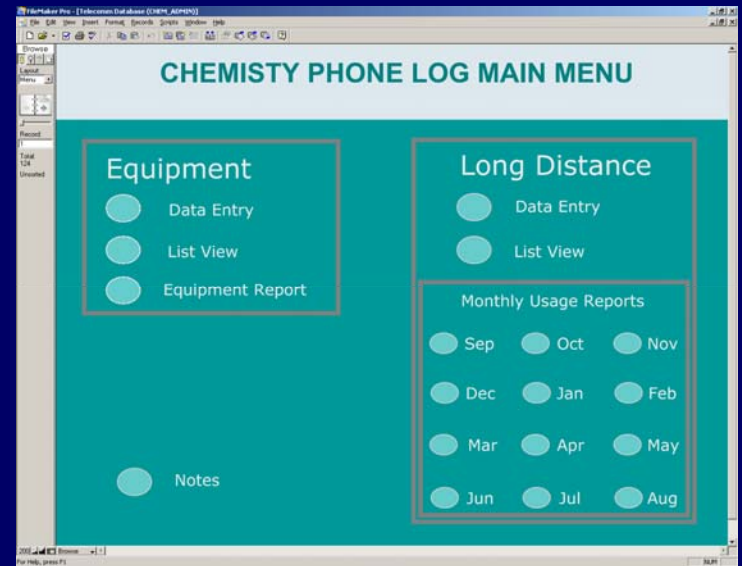


Telecommunications Report Reconciliation

- There are two components to the telecommunication report :
 - * Equipment [Slide 5]
 - * Long Distance Usage [Slide 11]
-

Telecommunication Report Reconciliation

- Department of Chemistry Telecommunications Database





Telecommunications Report Reconciliation

- Telecommunications Equipment
[by cost center [Speed type].

* Using departmental extensions, compare equipment listed on the report to equipment listed in the department FileMaker Pro database.

Telecommunications Report Reconciliation

UH Telecommunications Report

Page: 93

Date: 12/05/05
Time: 12:48:13

University of Houston
Computing and Telecommunications
Usage Report
Summary of Organization
Period: 11/01/2005 - 11/30/2005

Organization: H35000
Organization Name: Chemistry

Employee Name & Assets	Total Calls	Total Duration	Total Usage	Installed Equipment	Recurring Charges	Other Chgs & Credits	Total
Advincula, Rogoberto	15	01:48:12	0.000	77.75	0.00	0.00	77.750*
Ext UHM/31755 (EXT)	15	01:48:12	0.000	15.00	0.00	0.00	15.000
BRIDGE				10.00			
SHD PHM				0.00			
UHUMS				5.00			
Ext UHM/31760 (EXT)	0	00:00	0.000	62.75	0.00	0.00	62.750
RP624SL				57.75			
UHUMS				5.00			
Albright, Thomas A	1	02:00	0.000	26.00	0.00	0.00	26.000*
Ext UHM/33270	1	02:00	0.000	26.00	0.00	0.00	26.000
RP120				21.00			
UHUMS				5.00			
Albright's, Lab	0	00:00	0.000	26.00	0.00	0.00	26.000*
Ext UHM/33269	0	00:00	0.000	26.00	0.00	0.00	26.000
RP120				21.00			
UHUMS				5.00			
Anderson, Charles L	11	46:36	0.000	30.00	0.00	0.00	30.000*
Ext UHM/32728	11	46:36	0.000	26.00	0.00	0.00	26.000
RP120				21.00			
UHUMS				5.00			
Ext UHM/7136087669 (PAGER)	0	00:00	0.000	4.00	0.00	0.00	4.000
PCLN				4.00			
Baldelli, Steve	0	00:00	0.000	26.00	0.00	0.00	26.000*
Ext UHM/35107 (EXT)	0	00:00	0.000	26.00	0.00	0.00	26.000
RP120				21.00			
UHUMS				5.00			
Baldelli's, Lab	15	01:16:30	0.000	91.50	0.00	0.00	91.500*
Ext UHM/33241 (EXT)	6	21:48	0.000	68.00	0.00	0.00	68.000
RP120				63.00			
SHD PHM				0.00			
UHUMS				5.00			
Ext UHM/35106 (EXT)	9	54:42	0.000	23.50	0.00	0.00	23.500
ANALOG				18.50			

Telecommunication Report Reconciliation

Equipment Report for Extension 32728

Find Menu List

New Record

Last Name First Name Employee ID

Speed Type Owned By Funded By

Building Name Room # Jack # Room Description

	Bridged	RP 120	RP 120 + Misc.	RP 240	RP 240 Call ID	Unique Ext	Head Set	Pager	Analog Line	Analog Port	Basic Multi	Voice Mail
Total												

Cost Comments

FileMaker Pro database

Find individual equipment reports by Selecting "Find" from the toolbar menu, then entering the extension number.

Telecommunications Report Reconciliation

FileMaker Pro - [Telecomm Database (CHEM_ADMIN)]

Equipment Report for Extension Find Menu List

Anderson Charles New Record

Last Name First Name Employee ID

Department Dept

Speed Type Owned By Funded By Total Cost

Fleming Office

Building Name Room # Jack # Room Description

	Bridged	RP 120	RP 120 + Misc.	RP 240	RP 240 Call ID	Unique Ext	Head Set	Pager	Analog Line	Analog Port	Basic Multi	Voice Mail
	<input type="text"/>	<input type="text" value="1"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="1"/>
Total	<input type="text"/>	<input type="text" value="21"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="5"/>

Cost Comments

200 For Help, press F1 NUM



Telecommunications Report Reconciliation

- Once each extension assigned to a cost center [speed type] has been verified, print report for cost center.
-

Telecommunication Report Reconciliation

FileMaker Pro Equipment Report

EQUIPMENT REPORT

Speed Type	Employee ID	Last Name	First Name	Extention	Owned By	Funded By	Building Name	Room #	Jack #	Room Description	Bridged RP 120
35000		Advincula	Rigoberto	31760	Advincula	Dept	S&R 1	103		Office	
35000		Advincula	Rigoberto	31755	Advincula	Dept	S&R 1			Lab	10
35000		Albright	Thomas	33270	Albright	Dept	Fleming	218		Office	21
35000		Albright	Thomas	33269	Albright	Dept	Fleming	218		Lab	21
35000		Anderson	Charles	32728	Department	Dept	Fleming	302		Office	21
35000		Bean	Mary	32761	Department	Dept	Fleming	118		Office	21
35000		Bear	John	32782	Bear	Dept	Fleming	148		Office	21
35000		Bernal	Ivan	32718	Bernal	Dept	Fleming	35		Office	21
35000		Bernal	Ivan	32719	Bernal	Dept	Fleming	150	?		21
35000		Bernal	Ivan	32716	Bernal	Dept	Fleming	313		Lab	21
35000		Bernal	Ivan	32717	Bernal	Dept	Fleming	48		Lab	21
35000		Bittner	Eric	32775	Bittner	Dept	Fleming	221G		Office	21
35000		Bittner	Eric	35101	Bittner	Dept	Fleming	221F		Lab	21
35000		Bott	Simon	32771	Department	Dept	Fleming	138A		Office	21
35000		Cai	Chengzhi	32710	Cai	Dept	Fleming	208A		Office	21
35000		Cai	Chengzhi	32744	Cai	Dept	Fleming	207		Lab	21
35000		Carrasquillo	Edwin	33230	Carrasquillo	Dept	Fleming	6		Office	21
35000		Chemistry	Department	32709	Department	Dept	Fleming	136B		Office	
35000		Wilkins	Randy	32750	Department	Dept	Fleming	14		Shop	21
35000		Chemistry	Department	31692	Department	Dept	Fleming	24		Office	21
35000		Chemistry	Department	32701	Department	Dept	Fleming	136		Office	
35000		Chemistry	Department	32773	Department	Dept	?				
35000		Chemistry	Department	32774	Department	Dept	?				
35000		Chow	Dar-Chone	31798	Chow	Dept	Fleming	229		Office	21
35000		Chow	Dar-Chone	32748	Chow	Dept	Fleming	231		Lab	21
35000		Chu	Huan-Yi	30791 ?	Department	Dept	Fleming	145		Office	
35000		Cotright	LaSaundra	32712	Department	Dept	Fleming	136		Office	

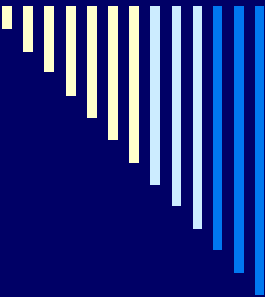


Telecommunications Report Reconciliation

- Telecommunication Report Long
Distance Usage

[by individual usage report]

- * From the Chemistry Phone Log Menu, select the desired month for data entry, i.e., November, and data enter the total long distance cost for that month.



Telecommunication Report Reconciliation

UH Telecommunications Usage Report

Page:

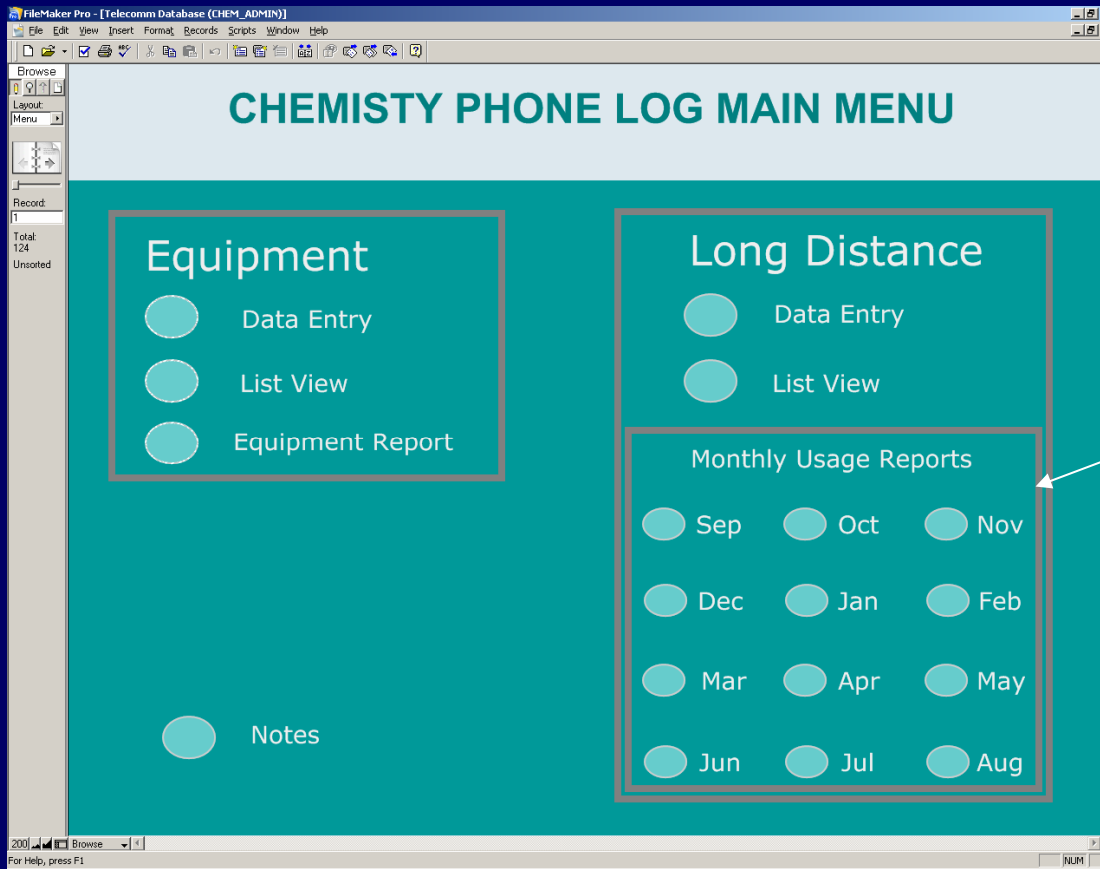
Date: 12/05/05
Time: 12:48:13

University of Houston
Computing and Telecommunications
Usage Report
Period: 11/01/2005 - 11/30/2005

Organization: H17835
Organization Name: Chemistry Service Facilities
Assignment: 32728 - Anderson, Charles L

Date	Time	Location Called	Dialed Number	Duration	Charge	Call Identification	In Trunk	Out Trunk	Alloc / Site Extension
***** Local Calls *****									
11/01/05	09:23	CLUTLJKJKN TX	1-979-285-8189	03:54	0.000			00000186 A	UHM/327
***** DDD - Interstate *****									
11/01/05	10:48	SAN DIEGO CA	1-619-275-1006	05:18	0.360			00000282 A	UHM/327
***** Call Type Summary *****									
Call Category	Calls	Duration	Cost	Average Duration	Average Cost	Average Cost/Min			
Local	1	03:54	0.000	03:54	0.000	0.000			
Interstate	1	05:18	0.360	05:18	0.360	0.068			
	2	09:12	0.360	04:36	0.180	0.039			
***** Equipment Summary *****									
Service	Equipment	Description	Quantity	Unit Cost	Cost				
Voice	ANALN	ANALOG LINE	1	30.000	30.000				
					30.000				
***** Total Charges *****									
Description	Cost								
Usage	0.360								
Voice Equipment	30.000								
Grand Total	30.360								

Telecommunications Report Reconciliation



FileMaker Pro
database

Select the month
you need.

Telecommunications Report Reconciliation

FileMaker Pro - [Telecomm Database (CHEM_ADMIN)]

Menu **November FY 06** Find

Long Distance Usage Spreadsheet

Department of Chemistry

University of Houston

List

Speed Type	Code	Last Name	First Name	Amount	Returned
<input type="text"/>	<input type="text"/>	anderson	<input type="text"/>	<input type="text"/>	<input type="text"/>

Find
Layout: [November...]
Request:
Total: 1
Omit
Symbols

FileMaker Pro database

1. Find the record you need.
2. Enter the total long distance cost for the given month.

FileMaker Pro - [Telecomm Database (CHEM_ADMIN)]

Menu **November FY 06** Find

Long Distance Usage Spreadsheet

Department of Chemistry

University of Houston

List

Speed Type	Code	Last Name	First Name	Amount	Returned
17835		Anderson	Charles	\$0.36	1/5/2006

Browse
Layout: [November...]
Record:
Found: 1
Total: 39
Unsorted



Telecommunications Report Reconciliation

- After you have entered each long distance usage report, print the long distance summary report for each cost center.
-

Telecommunications Report Reconciliation

The screenshot shows the FileMaker Pro interface for a database named 'Telecomm Database (CHEM_ADMIN)'. The main window displays a 'LONG DISTANCE REPORT' layout. At the top, there are buttons for 'FIND', 'Equipment', and 'MENU'. Below these is a table with the following columns: Speed Type, Employee ID, LastName, FirstName, Sep Amt, Oct Amt, Nov Amt, Dec Amt, and Jan Amt. The 'Speed Type' column contains the value '35000'. The table is currently empty of data rows. On the left side, there is a 'Find' panel with a search field containing '35000' and a 'Request' panel showing '1'.

Speed Type	Employee ID	LastName	FirstName	Sep Amt	Oct Amt	Nov Amt	Dec Amt	Jan Amt
35000								

FileMaker Pro database

Find records by speed type..

Telecommunication Report Reconciliation

FileMaker Pro - [Telecomm Database (CHEM_ADMIN)]

File Edit View Insert Format Records Scripts Window Help

Menu

November FY 06

Long Distance Usage Spreadsheet

Department of Chemistry

University of Houston

Find

List

Speed Type	Code	Last Name	First Name	Amount	Returned
35000		Bott	Simon	\$3.88	1/4/2006
35000		Cotright	Lasaundra	\$0.00	
35000		Davis	LaRuth	\$0.42	1/02/2006
35000		Fletcher	Kim	\$0.42	1/02/2006

DBA Signature

Date

2006 Browse

For Help, press F1

NUM

Browser: November

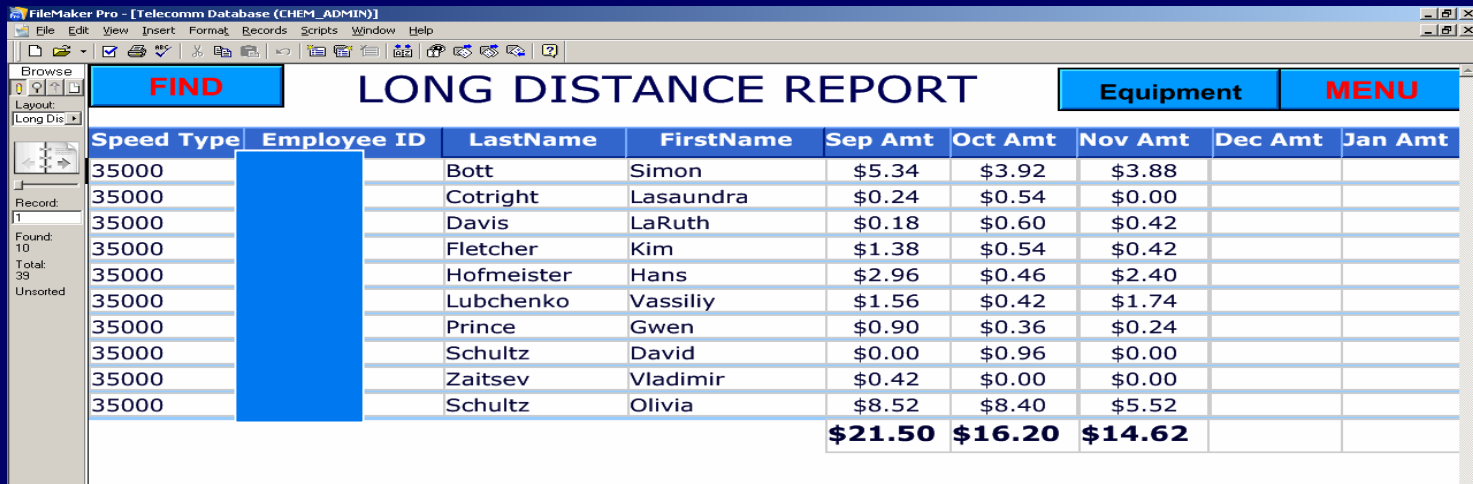
Record: 1

Found: 10

Total: 39

Unsorted

Telecommunications Report Reconciliation



The screenshot shows a FileMaker Pro window titled "Telecomm Database (CHEM_ADMIN)". The main window displays a table titled "LONG DISTANCE REPORT" with a "FIND" button on the left and "Equipment" and "MENU" buttons on the right. The table has the following columns: Speed Type, Employee ID, LastName, FirstName, Sep Amt, Oct Amt, Nov Amt, Dec Amt, and Jan Amt. The data rows show 10 records with various employee names and monthly amounts. The total for each month is displayed at the bottom of the table.

Speed Type	Employee ID	LastName	FirstName	Sep Amt	Oct Amt	Nov Amt	Dec Amt	Jan Amt
35000		Bott	Simon	\$5.34	\$3.92	\$3.88		
35000		Cotright	Lasaundra	\$0.24	\$0.54	\$0.00		
35000		Davis	LaRuth	\$0.18	\$0.60	\$0.42		
35000		Fletcher	Kim	\$1.38	\$0.54	\$0.42		
35000		Hofmeister	Hans	\$2.96	\$0.46	\$2.40		
35000		Lubchenko	Vassiliy	\$1.56	\$0.42	\$1.74		
35000		Prince	Gwen	\$0.90	\$0.36	\$0.24		
35000		Schultz	David	\$0.00	\$0.96	\$0.00		
35000		Zaitsev	Vladimir	\$0.42	\$0.00	\$0.00		
35000		Schultz	Olivia	\$8.52	\$8.40	\$5.52		
				\$21.50	\$16.20	\$14.62		

FileMaker Pro database

Select the Long Distance Report layout to print this view.



Telecommunications Report Reconciliation

- Now compare the total per FileMaker Pro and total per Telecommunications Report for each speed type. The totals should equal.
-

Telecommunications Report Reconciliation

Date: 12/05/05
Time: 12:48:13

University of Houston
Computing and Telecommunications
Usage Report
Summary of Organization
Period: 11/01/2005 - 11/30/2005

Page: 104

Organization: H35000
Organization Name: Chemistry

Employee Name & Assets	Total Calls	Total Duration	Total Usage	Installed Equipment	Recurring Charges	Other Chgs & Credits	Total
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***** Call Type Summary *****

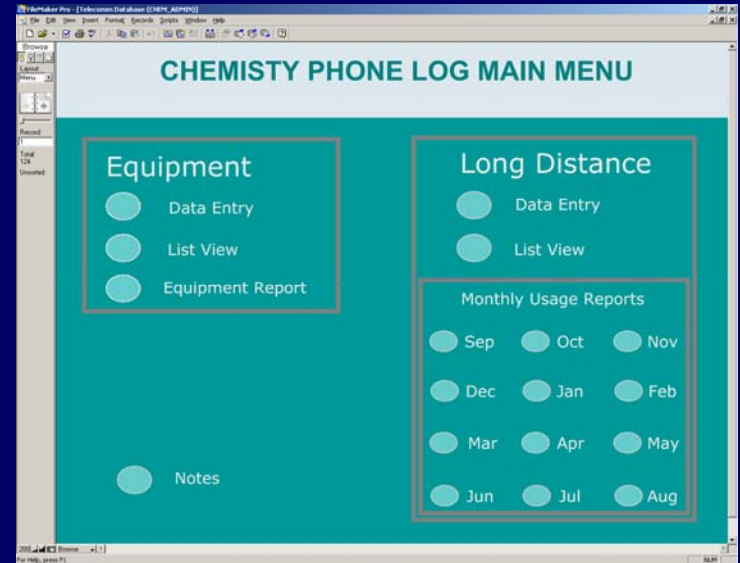
Call Category	Calls	Duration	Cost	Average Duration	Average Cost	Average Cost/Min
Local	33	01:19:24	0.000	02:24	0.000	0.000
Intrastate	9	15:36	1.200	01:44	0.133	0.077
Interstate	50	02:43:48	11.340	03:16	0.227	0.069
International	1	15:18	2.084	15:18	2.084	0.136
Service	559	55:34:42	0.000	05:57	0.000	0.000
	652	60:08:48	14.624	05:32	0.022	0.004

Telecommunications Report Reconciliation

Telecommunications Long Distance Usage

- To add new employees
 - * From the main menu, click {Data Entry}.

- * Enter new record.



Telecommunication Report Reconciliation

The screenshot displays the FileMaker Pro interface for a database named 'Telecomm Database (CHEM_ADMIN)'. The main window shows a form with the following fields and values:

Field Name	Value
Last Name	Advincula
First Name	Rigoberto
Employee ID	[Redacted]
LongDistanceCode	
Speed Type	29069

Additional interface elements include a 'New Record' button, a 'Find' button, and a 'Menu' button. The status bar at the bottom indicates 'Total: 39' and 'Unsorted' records. The system tray shows the year '200' and the 'Browse' window.



Telecommunications Report Reconciliation

- For each cost center [speed type], attach the appropriate report from the Telecomm database, i.e. equipment or long distance or both, then forward to the cost center reconciler with instructions to verify that the total shown on the Telecomm report matches the total that expends on the PS report.
-