

IT Fact Sheet

BILMAX USER GUIDE FOR COST CENTRE MANAGERS

1. Click on URL appearing in the email received from Telmax 21; you will receive an email each month as the reports become available.
Subject line: **Bilmax 21 Web Billing Reports.**

Save URL as a bookmark.
Enter Staff ID
Enter MyUWS password

Click login or hit enter.



2. You are now viewing the Bilmax21home page.

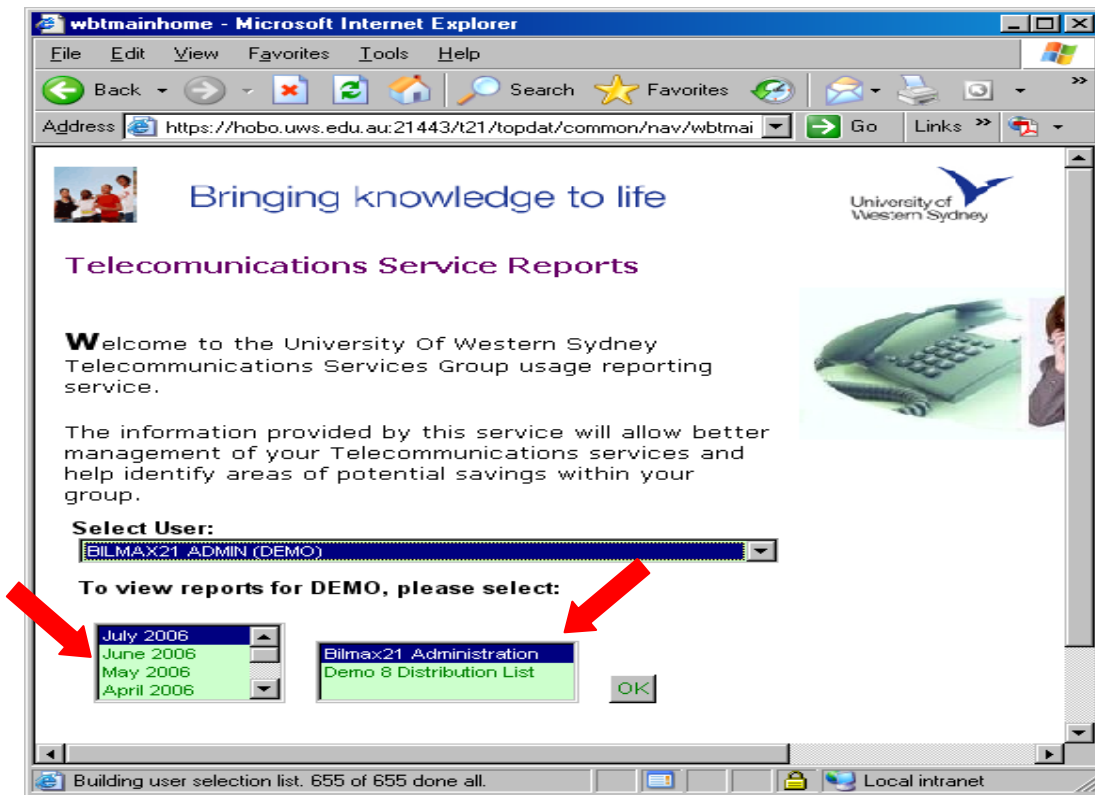
The Bilmax21 Home page provides the user with options to select the monthly period and the distribution list they wish to view.

Once selected, the first report is the **Cost Centre Summary** which lists all the cost centres the user has been set up to be to view.

If you have a UWS mobile telephone then there will be a Personal Report for your mobile for the current month only although the graphs on the bottom of the page will show history.

Use the drop down box to select individual monthly reports.
Click the OK button.

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3. The **Cost Centre Summary** page is now displayed with headings for Cost Centre, project, Description, Service Type and Total Cost.

Service Type is the heading for:

1. **Service & Equipment charges** (line rental),
2. **Fixed Line charges**,
3. **Mobile Calls and charges**.

The next level of reports is accessed by clicking on a Service Type to take you down to the Service **Detail** report. If you click on say the Fixed Line Call Charges there is two reports at this level which can be viewed by clicking on the button in the top navigation bar which switches between the two.

You can drill down on individual cost centres and on the service type, **any item that changes colour with the cursor over it is available for drill down**.

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Cost Centre Summary
April 2007

Centre: Project: Service Type:

Filter

Centre	Project	Description	Service Type	Total Cost
23501	00000	OFFICE OF THE ACADEMIC REGISTRAR	Equipment and Service Charges (8024)	\$141.06
	00000		Fixed Line Call Charges (8023) / Call Breakdown	\$45.08
	00000		Mobile Calls and Charges (8046) / Calls / Charges	\$35.54
23511	All	OAR-STUDENT ADMINISTRATION SERVICES	Equipment and Service Charges (8024)	\$2,895.03
	All		Fixed Line Call Charges (8023) / Call Breakdown	\$543.68
	All		Mobile Calls and Charges (8046) / Calls / Charges	\$118.92
23521	All	OAR-STUDENT ADMINISTRATION-OPERATIONS	Equipment and Service Charges (8024)	\$979.56
	All		Fixed Line Call Charges (8023) / Call Breakdown	\$304.73
	All		Mobile Calls and Charges (8046) / Calls / Charges	\$132.57
23531	All	OAR-STUDENT SYSTEMS	Equipment and Service Charges (8024)	\$799.34
	All		Fixed Line Call Charges (8023) / Call Breakdown	\$132.24
	All		Mobile Calls and Charges (8046) / Calls / Charges	\$185.23
23541	All	OAR-ACADEMIC SECRETARIAT	Mobile Calls and Charges (8046) / Calls / Charges	\$57.34
	All		Fixed Line Call Charges (8023) / Call Breakdown	\$129.24
	All		Equipment and Service Charges (8024)	\$517.22
Total				\$6,816.78

- Click icon to display charts which give a 12 month rolling total expense. The pie chart gives you a break down of the 3 services showing a percentage cost of each service.
- All costs are charged on a pro-rata basis, so if an extension is moved to another cost centre during the monthly billing period then the extension incurs charges in both cost centres for that month only.
- Virtual extensions are lines that incur **no** Service & Equipment charge (line rental) they are second numbers programmed onto a digital telephone, you will be able to view these numbers on your report.