VUIT Reports Guide

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I. VUIT Reports Overview

Vanderbilt University Information Technology (VUIT) charges are available for review on BI Launch Pad. VUIT charge data is available online from December 2009 to the present.

VUIT report data will be updated on a monthly basis. VUIT reports for a given month are available to users on the morning of the sixth business day of the following month.

Reports contain detail relating to specific VUIT charges including 800 service charge calls, telephone equipment charges by line or room, and VNET calls itemized by VNET Code.

Access to VUIT reports has been granted to all eDog Viewers. If you would like access to the VUIT Charges reports, please fill out a Business Objects Access Request Form. When completing the form, enter ‘VUIT Charges’ under ‘Universe Requested.’ Once the form has been approved, forward the form to the appropriate person listed on the 2nd page of the document.

II. How to access VUIT Reports

VUIT reports are Business Object reports available through BI Launch Pad. You can find a BI Launch Pad login link at the following websites:

eBiz: http://www.vanderbilt.edu/ebiz/
Direct link: https://enterprisebi4.mis.vanderbilt.edu/BOE/BI

Steps:

1. BI Launch Pad uses Vanderbilt’s single sign on system. If you are not already logged on, enter your VUNetID and ePassword.

Note: Make sure that the authentication is set to Windows AD.

2. Select the Documents tab from the Launch Pad home page.
3. From the Document page, select the **Folders** or **Categories** tab at the bottom.

4. Expand the ‘Public Folders’ or ‘Corporate Categories’ by clicking the ‘+’ sign to the left of the folder.

5. Select ‘VUIT Charges’ from the list of available universes.

6. The list of available VUIT reports will appear in the Documents window.
III. AT&T Advertising and Local Service Charges

Run the AT&T Advertising and Local Service Charges report to review a summary of a single or multiple centers’ advertising and/or service charges in a given month.

Steps:

1. Within the VUIT universe, double click the title ‘ATT Advertising and Local Service Charges’ to generate report.

2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.
3. The **Prompts** dialog box appears. Select the prompt ‘Enter Center’. The value choices are listed in the pane on the lower left.

4. To enter the center number in the query:

   - Type center number in the box, and then use Add arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.
   - or-

   - Select the value from the lower pane and use the Add arrow button. Repeat this step to add multiple center

   **Note:** Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.
5. Click the ‘Enter Charge Month:’ prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

6. Click the ‘Enter Charge Year:’ prompt to enter the calendar year for the query or select the calendar year from the list of values box below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

Note: Data is available as of 12/2009.
Sample AT&T Advertising and Local Service Charges Report

IV. AT&T Itemized Phone Charges

Run the AT&T Itemized Phone Charges report to review detail of a single or multiple centers’ AT&T phone charges in a given month. These charges are for centers, usually off campus clinics, etc., that do not use VNET codes for long distance calling.

Steps:

1. Within the VUIT universe, double click the title ‘ATT Itemized Phone Charges’ to generate report.
2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.

3. The Prompts dialog box appears. Select the prompt ‘Enter Center’: The value choices are listed in the pane on the lower left.
4. To enter the center number in the query:

- Type center number in the box, and then use Add arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.

- or-

- Select the value from the lower pane and use the Add arrow button. Repeat this step to add multiple center numbers.

Note: Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.

5. Click the ‘Enter Charge Month’ prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

Note: This prompt is Calendar month, not report period (i.e., 2 = February).
6. Click the ‘Enter Charge Year:’ prompt to enter the calendar year for the query or select the calendar year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

Note: This prompt is Calendar year (not fiscal year).

Note: Data is available as of 12/2009.

Sample AT&T Itemized Phone Charges Report

<table>
<thead>
<tr>
<th>Call Time</th>
<th>Call From Location</th>
<th>Call To Location</th>
<th>Call From Number</th>
<th>Call To Number</th>
<th>Call Minutes</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/01/13</td>
<td>15:55</td>
<td>DECATUR</td>
<td>217-555-5555</td>
<td>615-376-9246</td>
<td>1</td>
<td>$0.14</td>
</tr>
<tr>
<td>1/26/13</td>
<td>15:39</td>
<td>KNOXVILLETEN</td>
<td>665-555-5555</td>
<td>615-376-9246</td>
<td>1</td>
<td>$0.14</td>
</tr>
</tbody>
</table>

Call Count 2 Total $0.28
V. VUIT Charges – 800 Service Charges

Run the ‘VUIT Charges – 800 Service Charges’ report to review specific charges related to calls that come in via an 800 number. These charges are listed by 800 number within each center with detail information on the date of the call, duration, number and location, and the charge associated with each call.

Steps:

1. Within the VUIT universe, double click the title ‘VUIT Charges – 800 Service Charges’ to generate report.

2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.
3. The **Prompts** dialog box appears. Select the prompt ‘**Enter Center**’. The value choices are listed in the pane on the lower left.

4. To enter the center number in the query:

   - Type center number in the box, and then use Add arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.
   - or-
   - Select the value from the lower pane and use the Add arrow button. Repeat this step to add multiple center

**Note:** Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.
5. Click the ‘Enter Charge Month:’ prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

**Note:** This prompt is Calendar month, not report period (i.e., 2 = February).

6. Click the ‘Enter Charge Year:’ prompt to enter the calendar year for the query or select the calendar year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

**Note:** This prompt is Calendar year (not fiscal year).

**Note:** Data is available as of 12/2009.
VI. VUIT Telephone Equipment Charges

Run the ‘VUIT Telephone Equipment Charges’ report to review specific charges your center incurred from VUIT for local phone equipment and monthly charges. Detail information on the report includes phone number, room, monthly charge, description of the item, and the date the charge began.

Steps:

1. Within the VUIT universe, double click the title ‘VUIT Telephone Equipment Charges’ to generate report.
2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.

3. The Prompts dialog box appears. Select the prompt ‘Enter Center’. The value choices are listed in the pane on the lower left.
4. To enter the center number in the query:

- Type center number in the box, and then use Add arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.

- or-

- Select the value from the lower pane and use the Add arrow button. Repeat this step to add multiple center numbers.

Note: Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.

5. Click the ‘Enter Charge Month’ prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

Note: This prompt is Calendar month, not report period. Therefore, 02 = February.
6. Click the ‘Enter Charge Year:’ prompt to enter the **calendar** year for the query or select the **calendar** year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click **Run Query**.

**Note:** This prompt is **Calendar** year (not fiscal year).

**Note:** Data is available as of 12/2009.

**Sample VUIT Telephone Equipment Charges Report**

![Sample Report](image)
VII. VUIT VNET Itemized Call Charges

Run the ‘VUIT VNET Itemized Call Charges’ report to review specific charges your center incurred from VUIT for Long Distance Charges incurred to your center by VNET code. Note: This detail report does not give you a total by center, only by VNET code.

Steps:

1. Within the VUIT universe, double click the title ‘VUIT VNET Itemized Call Charges’ to generate report.

2. To view report prompts, click either the button at the bottom right, or on the ‘User Prompt Input’ bar on the left. If the User Prompt Input bar is not on the left, click to enable.
3. The **Prompts** dialog box appears. Select the prompt ‘**Enter Center:**’. The value choices are listed in the pane on the lower left.

4. To enter the center number in the query:

   - Type center number in the box, and then use Add arrow (circled) to enter value. If reviewing multiple centers use a semicolon (;) between center numbers.
   
   - or -

   - Select the value from the lower pane and use the Add arrow button. Repeat this step to add multiple center numbers.

   **Note:** Use the search box to narrow the list of results by number or name. Use * at the end of a number for the wildcard. For example, searching for 123 will result in all centers containing 123. Whereas searching for 123* will result in all centers beginning with 123.
5. Click the ‘Enter Charge Month:' prompt to enter a specific calendar month for the query or select a calendar month from the list of values below. Click the Add arrow button.

6. Click the ‘Enter Charge Year:' prompt to enter the calendar year for the query or select the calendar year from the list of values below. Click the Add arrow button. Once all prompts have been entered, click Run Query.

Note: Data is available as of 12/2009.
Sample VUIT VNET Itemized Call Charges Report

Date Produced: 08/15/2013
Vanderbilt University
Billing Month/Year: 2 / 2013
VUIT VNET Itemized Call Charges
Recipient: ormsbyde

Center: 1-23-456-0000 MY SAMPLE CENTER
MY SAMPLE CENTER
Account No: 61310

This billing represents calls charged to VNET 12345XX

<table>
<thead>
<tr>
<th>CHARLIE B. EMPLOYEE</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Call Date</th>
<th>Call Time</th>
<th>Call From Number</th>
<th>Call To Number</th>
<th>Call To Location</th>
<th>Call Minutes</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/31/2013</td>
<td>17:34</td>
<td>3-4557</td>
<td>205-555-5555</td>
<td>HUNTSVILLEAL</td>
<td>1</td>
<td>$0.09</td>
</tr>
<tr>
<td>2/5/2013</td>
<td>06:14</td>
<td>3-4557</td>
<td>301-555-5555</td>
<td>KENSINGTONMD</td>
<td>5</td>
<td>$0.45</td>
</tr>
<tr>
<td>2/12/2013</td>
<td>15:00</td>
<td>3-4557</td>
<td>205-555-5555</td>
<td>HUNTSVILLEAL</td>
<td>2</td>
<td>$0.18</td>
</tr>
<tr>
<td>2/14/2013</td>
<td>11:11</td>
<td>3-4557</td>
<td>212-555-5555</td>
<td>NEW YORK CNY</td>
<td>2</td>
<td>$0.18</td>
</tr>
<tr>
<td>2/18/2013</td>
<td>10:01</td>
<td>3-4557</td>
<td>301-555-5555</td>
<td>FREDERICKMD</td>
<td>2</td>
<td>$0.18</td>
</tr>
<tr>
<td>2/19/2013</td>
<td>09:04</td>
<td>3-4557</td>
<td>270-555-5555</td>
<td>OWENSBOROKY</td>
<td>1</td>
<td>$0.09</td>
</tr>
<tr>
<td>2/19/2013</td>
<td>09:04</td>
<td>3-4557</td>
<td>270-555-5555</td>
<td>OWENSBOROKY</td>
<td>4</td>
<td>$0.36</td>
</tr>
<tr>
<td>2/21/2013</td>
<td>12:47</td>
<td>2-3456</td>
<td>205-555-5555</td>
<td>HUNTSVILLEAL</td>
<td>1</td>
<td>$0.09</td>
</tr>
<tr>
<td>2/25/2013</td>
<td>13:00</td>
<td>2-3456</td>
<td>205-555-5555</td>
<td>HUNTSVILLEAL</td>
<td>3</td>
<td>$0.27</td>
</tr>
<tr>
<td>3/20/2013</td>
<td>12:50</td>
<td>3-4557</td>
<td>508-555-5555</td>
<td>ORLEANSMA</td>
<td>35</td>
<td>$3.15</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>58</td>
<td>$5.04</td>
</tr>
</tbody>
</table>

Total: $5.04