

KI8154: GTA Phone Bill Format Has Changed As of January Bill

UPDATED: April 15, 2014

STATUS: Resolved. An update was applied to production via Release 3.14 on Tuesday, March 25, 2014.

IMPACT: The PeopleSoft update will allow the new phone bill file format to load successfully into the BORIF009 interface. GTA has also provided updated instructions on how to download the new format from their website, which are attached beginning on page 2 of this document.

ORIGINALLY POSTED: January 22, 2014

KI8154 : GTA PHONE BILL FORMAT HAS CHANGED AS OF JANUARY BILL

FUNCTIONAL IMPACT

ITS has been made aware that the format of the GTA phone bill has changed as of the January bill. Institutions will not be able to load these new files into PeopleSoft Financials using the Phone Bill Interface (BORIF009) with this new format.

FUNCTIONAL WORKAROUND

At this time, ITS is aware of this format change and is currently researching a temporary and long term solution. ITS is working with GTA to obtain a test file to determine the extent of the changes.

Additional information will be provided as we learn more about these changes and determine if a functional workaround can be identified.

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit http://www.usg.edu/customer_services/service_level_guidelines. For USG services status, please visit <http://status.usg.edu>

How to export invoice data for PeopleSoft upload

On the Usage Accounting Reports tab in the GETS Portal:

Click on the Spreadsheet Invoice – University Format link (highlighted below)



State of Georgia

[Usage Accounting Reports Training Document](#)

Invoices

- [Infrastructure Invoice](#)
- [MNS Invoice](#)
- [Account Total Invoice](#)
- [Run Total Invoice](#)
- [Spreadsheet Invoice - Agency Format](#)
- [Spreadsheet Invoice - University Format](#)

Trend

- [Infrastructure Resource Usage Trend & Variance](#)
- [MNS Resource Usage Trend & Variance](#)
- [Cost Trend](#)
- [Cost Trend by Rate](#)
- [Resource Usage Trend](#)

Invoice Detail

- [Detail with Identifiers by RateGroup](#)
- [Report Group End User Computing](#)
- [Report Group Server and Storage](#)
- [Report Group Mainframe](#)
- [Report Group INF Miscellaneous Charges](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)
- [Report Group MNS Miscellaneous Charges](#)

Invoice Variance Detail

- [Report Group End User Computing](#)
- [Report Group Server and Storage](#)
- [Report Group LAN Services](#)
- [Report Group Voice Services](#)
- [Report Group WAN Services](#)

Specialty Reports

- [Top 10 Cost](#)
- [Exchange Mailbox Detail](#)

On the parameter screen make the following selections:

Account

Account Code Level - Identification (1-35)

Starting Account Code - your organization's Account Code (GTA used in the example)

Ending Account Code – your organization's Account Code (GTA used in the example)

Date Range

By default, this will be set to the current month. If you need to go back a month, click the drop down menu for the "Select desired date range for this report" and choose Last Month

Format

Choose Infrastructure, Managed Network Services, or Infrastructure and Managed Network Services
Click Finish to run Invoice.

Screenshot provided of selections

Parameter Selection

Account

Account Code Level *	Identification (1 - 35)	▼
Starting Account Code *	GA01.98000 - Georgia Technology Authority	▼
Ending Account Code *	GA01.98000 - Georgia Technology Authority	▼

Date Range

Select desired date range for report *	Date Range (below)	▼
Start Date	Mar 1, 2014	📅
	12 : 00 : 00 AM	⬆️ ⬇️ ⬆️
End Date	Mar 31, 2014	📅
	11 : 59 : 59 PM	⬆️ ⬇️ ⬆️

Format

Invoice Type *	Managed Network Services	▼
----------------	--------------------------	---

To export invoice results for PeopleSoft upload file

Click on the Page icon with a globe on it
Hover View in Excel Options
Click on View in CSV Format

Date Range	Account Code	Group Description	
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000098071	LAN Port	
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000101663 1-800-GEORGIA	Voice Mailbox	
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000101663 1-800-GEORGIA	LAN Port	
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000101665 GTA-Executive Operations Div	Voice Mailbox	4.32
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000113798 980160 - Information Security	WAN Type B	438.21
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000113798 980160 - Information Security	WAN Link without Co	403.28
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000142471 980210 - GTA GAIT Project	Voice Mailbox	4.32
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Remote VPN Subscriber - SSL Only Single Factor Authentication	4.93
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Voice Port - Basic	80.35
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Voice Port-Premium	26.78
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Voice Mailbox	8.64
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Audio Conferencing	7.93
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	LAN Port	63.25
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980111 CIO/Executive Director	Voice Port - Basic Adjustments	20.09
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980121 GTA / Administrative Support	Remote VPN Subscriber - SSL Only Single Factor Authentication	17.24
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980121 GTA / Administrative Support	Voice Port - Basic	20.09
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980121 GTA / Administrative Support	Voice Port-Premium	160.70
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980121 GTA / Administrative Support	Voice Mailbox	34.55
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980121 GTA / Administrative Support	LAN Port	158.11
03/01/2014 to 03/31/2014	GA01.98000.00000000.000000000980131 Communications	Remote VPN Subscriber - SSL Only Single Factor Authentication	12.32

A second browser window should open and a prompt to download should appear, depending on browser settings.

Do not open the file, just click on Save as and save to your desired location.

