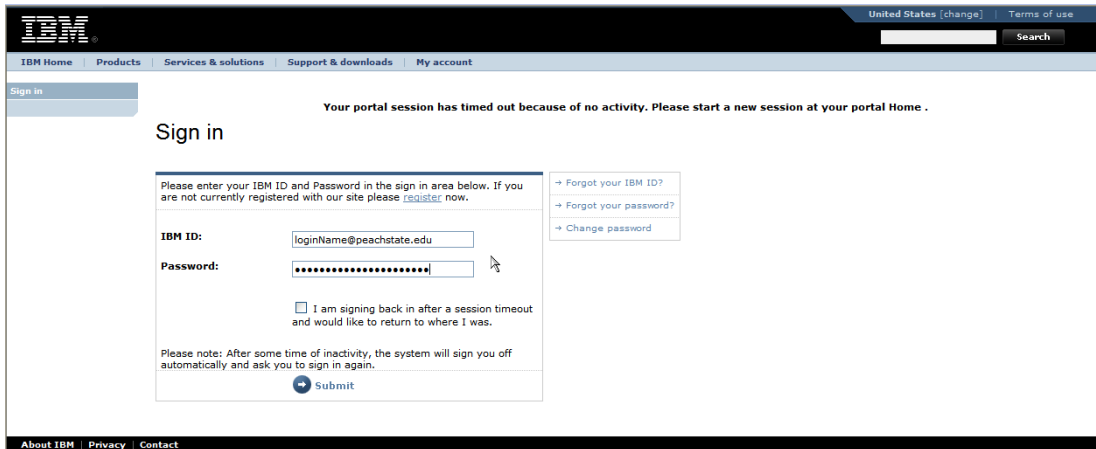


INSTRUCTIONS FOR CREATING THE PHONE BILL INTERFACE FILE in GeorgiaFIRST PeopleSoft Financials Version 8.9

The **DOAS Phone Bill** interface (BORRG005) has been modified to accommodate the new GTA/IBM invoice download files. In order for the process to work, you have to download the file in the appropriate format. The following instructions will assist you in downloading the correct formatted file from the GTA/IBM website

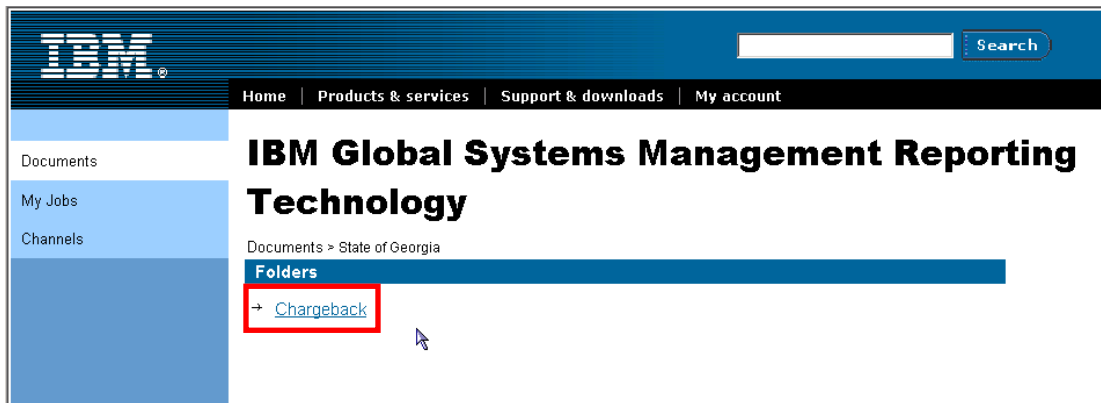
1. Log into the IBM web site with the **IBM ID** and **Password** that you have established.



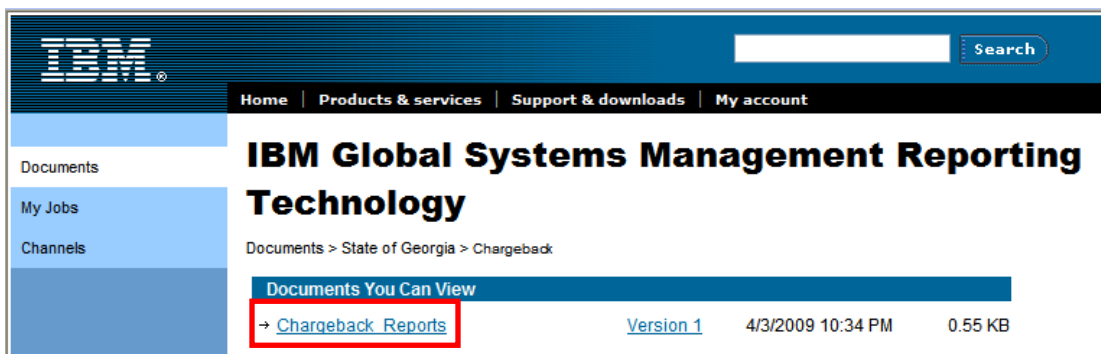
2. Click on  **Submit**. The **Home** page displays.



- Click on the [Click here to access service level and operational reports](#) link in the **Operational report viewer** section in the lower right hand side of the web site. A new window opens.




- Click on the [Chargeback](#) link. A new page displays.



- Click on the [Chargeback Reports](#) link. A new GTA window displays.

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 Georgia Technology Authority

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6. Click on the [MNS Invoice](#) link in the **Invoices** section. The **MNS Invoice Select Parameters** page displays.
 - **Note:** As GTA, IBM, and ATT add more reports to the web site, the menu choices may change and shift around.

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MNS Invoice


Select Parameters


Account Code Level

Starting Account Code [Select Start Account Code](#)

Ending Account Code [Select End Account Code](#)

Set the Date Range

From 

To 


7. Select **Identification, length 35** from the options in the **Account Code Level** field to fully extract all the Account Code information from the Invoice.

GA, length 4
Agency, length 10
Customer Defined, length 19
Identification, length 35

8. Select **your institution** in the **Starting Account Code** field.
9. Select **your institution** in the **Ending Account Code** field.
10. Select the **Set the Date Range** with which you wish to work, or enter or select the **From** and **To** dates.
 - **Note:** The import process into PeopleSoft will automatically pick up the **To** month and utilize it in processing the data.


Your **MNS Invoice Select Parameters** page should now look like this:

Show TOC First Prev Next Last Goto Page <input type="text" value="1"/> of 1 100% Search Download/Print	
MNS Invoice	
Select Parameters	
Account Code Level	Identification, length 35
Starting Account Code	GA01.54300
Ending Account Code	GA01.54300
Set the Date Range	Custom
From	7/1/2009
To	7/31/2009
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

11. Click on  and your invoice will be generated. The **MNS Invoice** page displays.

Show TOC First Prev Next Last Goto Page 1 of 25+ 100% Cancel **Search** Download/Print

MNS Invoice


Georgia Technology Authority

Georgia Technology Authority
P.O. Box 945941
Atlanta, GA 30394-5941

Invoice Number 924-543000709
Date Range: 07/01/2009 to 07/31/2009

Agency Totals for: GA01.54300.00000000.000000000120002

	Units	Unit Rate	Amount	GTA Admin Fee	Charge
Voice Port - Basic	364.7379	1.0000	364.74	27.98	392.72
Voice Mailbox	79.8214	1.0000	79.82	6.12	85.94
Voice Services			444.56	34.10	478.66
Grand Total for: GA01.54300.00000000.000000000120002					478.66

We will use the Invoice's **Search** feature to mark and extract the data required to generate the Phone Bill Journals.


12. Click on **Search** on the Invoice's tool ribbon rather than on your browser's toolbar. The Invoice will shift to the right to accommodate the Search criteria pane on the left side of the page.
 - **Note:** You may have to wait a few seconds for the Invoice to 'settle.' If you click on **Search** and nothing happens, wait a few seconds. You may notice the screen flicker, and the "Page 1 of 25+" may then read "Page 1 of ###" (total number of pages). Then you can try the **Search** command again.

Show TOC First Prev Next Last Goto Page 1 of 170 100% Search Download/Print

New Search Search Now Help X

Click on a report field to add it to the search

MNS Invoice


Georgia Technology Authority

Georgia Technology Authority
P.O. Box 945941
Atlanta, GA 30394-5941

Invoice Number 924-543000709
Date Range: 07/01/2009 to 07/31/2009

Agency Totals for: GA01.54300.00000000.000000000120002

	Units	Unit Rate	Amount	GTA Admin Fee	Charge
Voice Port - Basic	364.7379	1.0000	364.74	27.98	392.72
Voice Mailbox	79.8214	1.0000	79.82	6.12	85.94
Voice Services			444.56	34.10	478.66
Grand Total for: GA01.54300.00000000.000000000120002					478.66

On the resulting **Search** page, you will now click on the areas on the Invoice required to generate the phone bill.

- **Note:** These areas must also be chosen in order shown below so they are placed on the resulting file in the correct order.

13. Click on the **Date Range** (#1).

14. Click on the **Agency Totals** for that lists out the full Account information (#2). Note that your local institution is listed.

- **Note:** On the Invoice, this is also known as the **Account Code** field.

15. Click on **Voice Port – Basic**, which is the type of service in this example (#3).

- **Note 1:** On the Invoice, this is also known as the **Group Description** field.
- **Note 2:** It will not be necessary to click on the second entry, **Voice Mailbox**, as the system will include all the services on the invoice.

16. Click on the **Amount** in the Charge column to select the charges (#4).

- **Note 1:** Be sure to click on the amount and not the Charge header.
- **Note 2:** On the Invoice, this is also known as the **Rate Charge** field.

As you chose the field on the Invoice, the system will building the Search criteria on the left. Please make sure that your Search Criteria is in this order. Choose a section a second time to deselect it if you choose one out of order. Your **Search** page should now look like the following:

The screenshot shows the 'MNS Invoice' search interface. On the left, a 'Report Field' table is highlighted with a red box. The table has columns for 'Report Field', 'Value', and 'Display'. The fields are 'Date Range', 'Account Code', 'Group Description', and 'Rate Charge', each with a checked 'Display' box. Below this table is a 'Search Now' button. On the right, the 'MNS Invoice' details are shown, including the Georgia Technology Authority logo and contact information. The 'Invoice Number 924-543000709' and 'Date Range: 07/01/2009 to 07/31/2009' are circled in red and labeled #1. The 'Agency Totals for: GA01.54300.00000000.00000000120002' is circled in red and labeled #2. The 'Voice Port - Basic' service is circled in red and labeled #3. The 'Amount' column in the 'Voice Services' table is circled in red and labeled #4. The table shows the following data:

Service	Unit	Rate	Amount	Admin Fee	Charge
Voice Port - Basic	1.0000	364.74	364.74	27.98	392.72
Voice Mailbox	1.0000	79.82	79.82	0.00	85.84
Voice Services			444.56	34.10	478.66
Grand Total for: GA01.54300.00000000.00000000120002					478.66

Since we want to Search for everything, we do not want to put anything in the **Value** boxes on the left.

17. Click on **Search Now**. The “Smart Search” will list the number of individual Charges found. This will undoubtedly be more than the number of Organizational Departments seen in the Page count.

MNS Invoice

Georgia Technology Authority
P.O. Box 945941
Atlanta, GA 30394-5941

Invoice Number 924-543000709
Date Range: 07/01/2009 to 07/31/2009

Agency Totals for: GA01.54300.00000000.000000000120002		GTA		
	Units	Unit Rate	Amount	Charge
Voice Port - Basic	364.7379	1.0000	364.74	392.72
Voice Mailbox	79.8214	1.0000	79.82	85.94
Voice Services			444.56	478.66
Grand Total for: GA01.54300.00000000.000000000120002				478.66

18. Scroll down in the **Smart Search** results pane. At the bottom of the results pane, you will find the ability to download these search results.

Download search results as:

Comma delimited data [v] Go

19. Change **Comma delimited data** to **Tab delimited data** using the list of options.

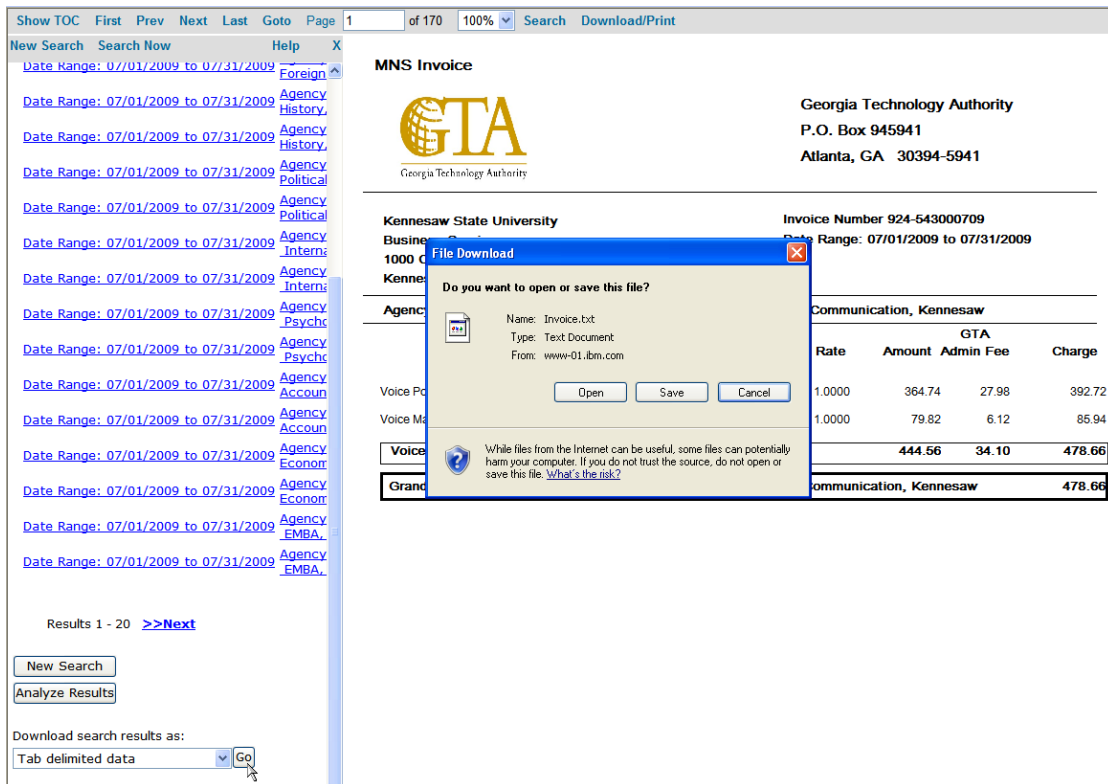
Comma delimited data
Unicode Comma delimited data
Tab delimited data
Unicode Tab delimited data
MS Excel File

Your page should now look like this:

Download search results as:

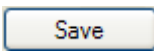
Tab delimited data [v] Go

20. Click on . The system will either prompt you on what you want to do with the file you are downloading, or it may automatically open it in Notepad.



The screenshot displays the GeorgiaFIRST Financials web interface. On the left, a search results list shows multiple entries for 'Date Range: 07/01/2009 to 07/31/2009' with various agency names like 'Foreign', 'Agency History', 'Agency Political', etc. The main content area shows an 'MNS Invoice' for 'Kennesaw State University'. A 'File Download' dialog box is open in the center, asking 'Do you want to open or save this file?' for a file named 'Invoice.txt' from 'www-01.ibm.com'. The background invoice details include 'Invoice Number 924-543000709' and a table with columns: Rate, Amount, Admin Fee, Charge. The table shows two rows of data and a total row.

The example above is prompting for an action. In this case, we want to save the file.

21. Click on . Please save it where you will be able to easily find it when you are ready to upload it into PeopleSoft.
 - **Note:** Refer to PSFIN Business Process **GL.040.004 – Running the DOAS Phone Bill Interface** for more information. This Business Process is located in the **General Ledger** file in the **Business Processes** section on the **Documentation** page on the GeorgiaFIRST Financials web site at: <http://www.usg.edu/gafirst-fin/documentation/>.

If your computer automatically opens this file, please be aware what program your computer is using to open and display the results. If it is in Notepad, please choose the menu command **File⇒Save As**. Whenever saving a file, always specify where you would like to save it; otherwise, Windows will save it to some location where you may not be looking when it's time to upload it. If it opens in any other program besides Notepad, that program may not save the file properly and you may need to contact your local workstation support personnel to remedy the situation.

If you want to save these and any extra data from this Invoice, please wait until after you have saved the data as indicated in these instructions. Once you have saved these data, you can click on **New Search** on the reports ribbon bar, add more data fields from the Invoice, perform another Search, and then save it in another format if you prefer.

ADDITIONAL OIIT RESOURCES and SUPPORT: To create a new or update an existing

production down, business interrupting (emergency) support request, call the **OIIT HELPDESK** immediately (706-583-2001; or toll free within Georgia 1-888-875-3697). For anything else, contact the **OIIT HELPDESK** at http://www.usg.edu/customer_services (support request self-service) or e-mail helpdesk@usg.edu. (Note: Self-service requires login using a user ID and password. Contact the **OIIT HELPDESK** at helpdesk@usg.edu to obtain self-service login credentials.