U.S. General Services Administration

Federal Acquisition Service

Enhanced Monthly On-line Records and Reports of Information-Technology Services (E-MORRIS)

Training Overview

E-MORRIS Introduction

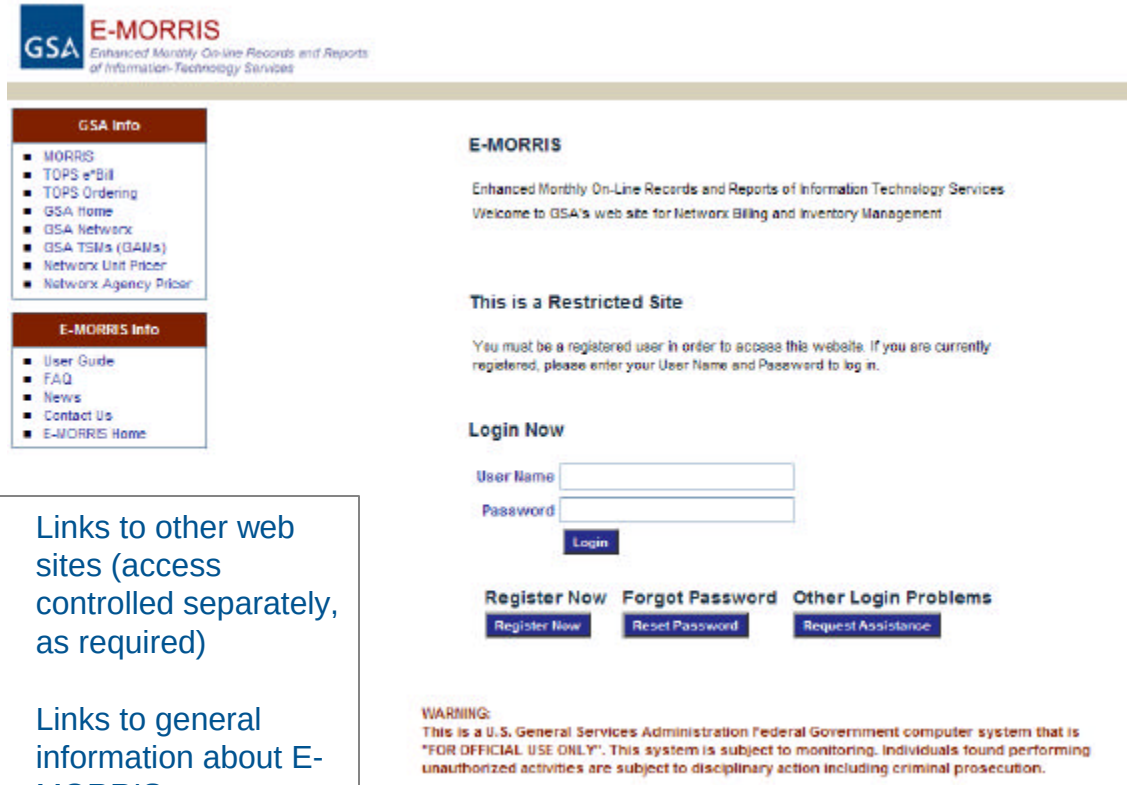
- E-MORRIS is GSA's system that supports billing and inventory for the Networx contracts.
- E-MORRIS enhances MORRIS functionality for Networx, but is a separate website with separate access.
  - URL: https://emorris.fasbilling.gsa.gov
- There are three levels of Agency access to the website:
  - Public – general info, account registration forms, reset password form
  - Agency User – inventory and billing, depending on approval of Agency DAR Admin
  - Agency DAR Administrator – Agency user, plus screens to manage other accounts
- This briefing covers the following topics:
  - Inventory and billing process overview
  - Website account registration process
  - User account set-up and navigation
  - Networx inventory screens
  - Networx billing reports
  - Manage Users screens (for Agency DAR Administrators)
  - E-MORRIS help and contact info

Inventory and Billing Process Overview

- Inventory Process (could be daily on business days)
  - Load vendor Service Order Completion Notice (SOCN) to inventory database
  - Check against Pricer and report errors to vendor (vendor may send corrected SOCN)
  - Post inventory data to tables for web access

- Billing Process (monthly)
  - Load vendor invoice, detail billing and adjustment files to billing database
  - Balance invoice to detail to ensure accuracy of billing data
  - Run verification check for:
    - Elements populated
    - SOCN for each order; billing consistent with SOCN
    - Correct prices
    - No duplicate billing
    - No over 90 day billing
    - Exceptions feed into disputes process (centralized only) and SLA count
  - Run customer billing (centralized only)
    - Feed to IPAC process
  - Post data to tables for billing web reports
    - View/print, download data, data layout

Home Page (public access)



- Links to other web sites (access controlled separately, as required)
- Links to general information about E-MORRIS

FOR DATA ACCESS:

- User ID & password required.
- **Agency users must be authorized by the Agency DAR Administrator.**
- **Agency must have a copy of the DAR Administrator letter on file with GSA.**
- 3 ways to get an account:
  - Register Now form (any user)
  - Multiple Users form (DAR Admin)
  - DAR Admin can create through web screens
- If you have an account and forget your password, click Reset Password and enter your email address.

Account Registration Screen

Information

This form registers one user for an E-MORRIS account. If you are a DAR Administrator and wish to register multiple users, please click here to download a form.

Please enter your contact information into the fields at the right.

* Indicates that you must provide this information.

Please make sure to provide a valid email address. You will be contacted at this address when your request has been processed.

Please enter at least one Agency Hierarchy Code (AHC). You must enter at least two characters; you may enter up to 28. A partial AHC means access to all AHCs starting with those characters (e.g., "47" means you are requesting all AHCs starting with 47. If you enter 47, you don't need to enter levels that roll to it, e.g., 4712, 47001234). You may enter multiple AHCs, either

E-MORRIS Registration Request Information

* Email Address	emorris.user@agency.gov
First Name	Emorris
* Last Name	User
* Phone	555-555-5555
Address	123 Mountain Road
City	West Glacier
State	MT
Zip	54321
* Agency Hierarchy Code(s)	TE01 TE03
* Module Access	☑ Networx Inventory ☑ Networx Billing
Comments	This is a demo request for E-MORRIS access

* Indicates a Required Field

Cancel | Submit Request

- Form accessed through Register Now button on the E-MORRIS home page.
- Submitted form populates a request table in E-MORRIS.
- Agency DAR Administrator and GSA get a system email with request information, and can access the request through a web screen.
- User gets a system email with UserID and password, once the DAR Admin or GSA has created the account.

Agency Hierarchy Codes

- Identify your requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more your access is restricted*, e.g..
  - If you enter TE, you get all AHCs starting with TE
  - If you enter TE00000000000000000000000000, you get only that AHC.
- You may enter multiple AHCs (separated by ; or on a separate line)

*Note: AHC access actually granted is subject to DAR Admin approval, and may be different from what is requested.

U.S. General Services Administration

Federal Acquisition Service

Multiple Users Registration Form

Instructions:

*****You must be an Agency Transition Manager or Agency DAR Administrator to use this form.*****

Transition Managers must approve access for the Transition Information Portal (TIP).

DAR Administrators must approve access for E-MORRIS (billing and/or inventory).

*****This form does not imply a single account for all applications. It is only a streamlined method of requesting access.*****

Please complete this form to indicate your approval for users in your agency to access GSA applications.
Check the box(es) next to Agency Transition Manager and/or Agency DAR Administrator as they apply to you.
Please include the information for yourself as the agency authorizing official (Agency Transition Manager and/or Agency DAR Administrator).
You may authorize multiple users and include them on this form.
Email the completed form to **fasbilling.help@gsa.gov**

Request Type:	For each user, check the box to Create a New Account, Modify an Existing Account or Delete an Existing Account
Access Permissions:	
Agency Hierarchy Codes:	E-MORRIS access is limited to the Agency Hierarchy Codes (AHCs) listed on this form. A partial AHC means that a user gets access to all AHCs starting with those characters (e.g., an AHC of "TE" means that a user gets access to all AHCs starting with TE). You must enter at least the first two characters. You may enter up to 28 characters. You do NOT need to enter lower level AHCs for a user if you enter the higher levels (e.g., If you enter TE for a user, you do not need to enter TE01, TE01AB, etc. You may enter multiple AHCs for a user if they are not levels of each other (e.g., TE01, TE03).
Functionality:	Access implies view/print/download capabilities. There is no edit or upload functionality for these modules.

Example completed form:

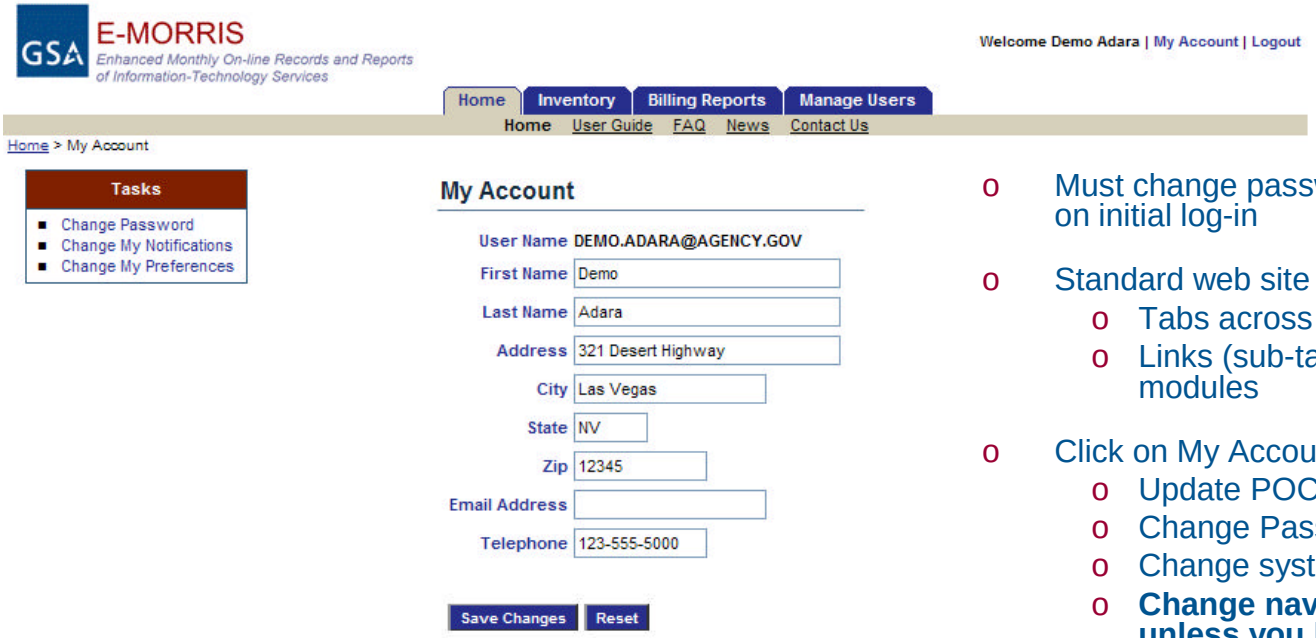
Point of Contact Information					Request Type			Access Permissions			
									TM Approval	DAR Admin Approval	
										E-MORRIS	
First Name	Last Name	Email Address	Phone Number	Agency Name	Create New Account	Modify Existing Account	Delete Existing Account	Agency Hierarchy Codes to Access List all	Transition Information Portal	Networx Inventory	Networx Billing
Agency Authorizing Official *(check all that apply for you)*											
x	Agency Transition Manager			x	Agency DAR Administrator						
Demo	*Adara*	*demo.adara@agency.gov*	*123-555-5000*	*TEST Agency*	x			*TE*	x	x	x
I approve the following users for system access:											
Test	*User*	*test.user@agency.gov*	*123-555-6000*	*TEST Agency*	x			*TE01*	x	x	x
								TE03	x	x	x
								TE05ABCD	x	x	
New	*Account*	*new.account@agency.gov*	*123-555-7000*	*TEST Sub-Agency*	x			*TE01ABCDXXXX12340000XXXX0000*		x	x
								TE01EFGHXXXX12340000XXXX0000		x	x

- Downloadable form accessed through link on Register Now page or Contact Us page.
- Agency DAR Administrator emails the completed form to the FAS Billing Help Desk (fasbilling.help@gsa.gov).
- GSA creates the requested accounts.
- Each user gets a system email with User ID and password, once GSA has created the account.

Agency Hierarchy Codes

- Identify requested level of data access
- You must enter at least two characters
- You may enter up to 28 characters
- The more characters you enter, the more a user's access is restricted, e.g..
  - If you enter TE, user will get all AHCs starting with TE
  - If you enter TE00000000000000000000000000, user will get only that AHC.
- You may enter multiple AHCs

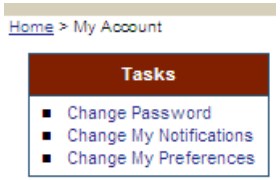
Navigation and Account Set-up



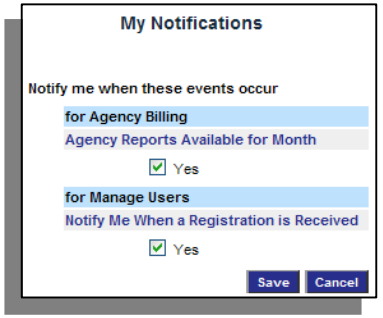
- Must change password and accept Rules of Behavior on initial log-in
- Standard web site navigation
  - Tabs across top for modules
  - Links (sub-tabs) underneath for pages within modules
- Click on My Account link in top right corner to:
  - Update POC info - optional
  - Change Password - required every 90 days
  - Change system notifications - optional
  - **Change navigation preferences – optional unless you have more than 500 Agency Hierarchy Codes *(see slides 26-29 for more info)***

Navigation and Set-up (continued)

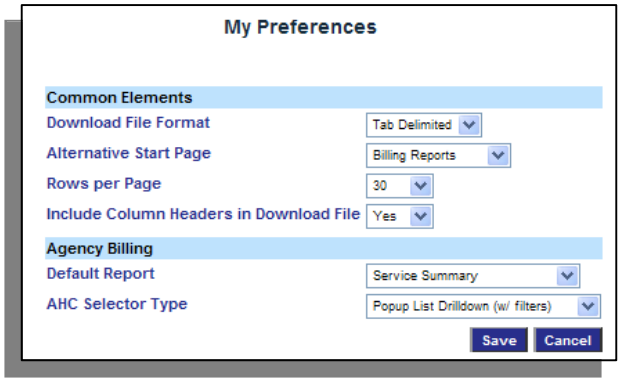
My Account task screens



- Options available for all users
- If you are an Agency DAR Administrator/ Account Manager, you can set these options for your users *(see slide 41)*, as well as yourself
- However, users can change the settings through their own accounts.



- Change notifications – options for getting system emails
  - Billing reports available
  - Registration request received (option for DAR Admin account only)

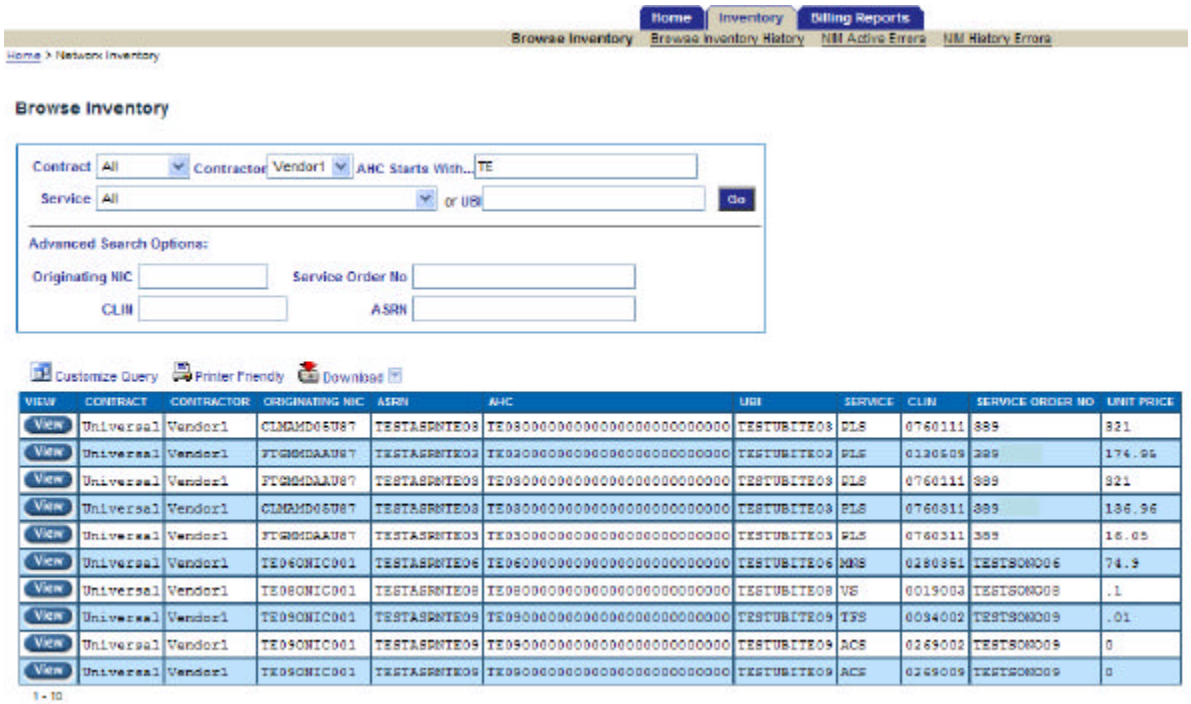


- Change web site preferences – options for changing navigation defaults
  - **Download format – recommend tab delimited (TSV)***
  - Alternative start page after log-in – default is Home
  - Rows per page – default is 30
  - Include column headers – default is yes
  - Default report when first clicking on billing tab – default is MSOA
  - AHC selector type – default is dropdown
- **Changing these settings is optional, with the exception of AHC Selector Type IF you have more than 500 AHCs *(see slides 26 – 29)***

*Note: Default download format is comma delimited (CSV), but there is an issue in which Excel translates AHCs to scientific notation. TSV format negates the issue. If you don't set the default here, you can choose TSV format for any report by clicking on the down arrow next to the Download icon and selecting tab delimited.

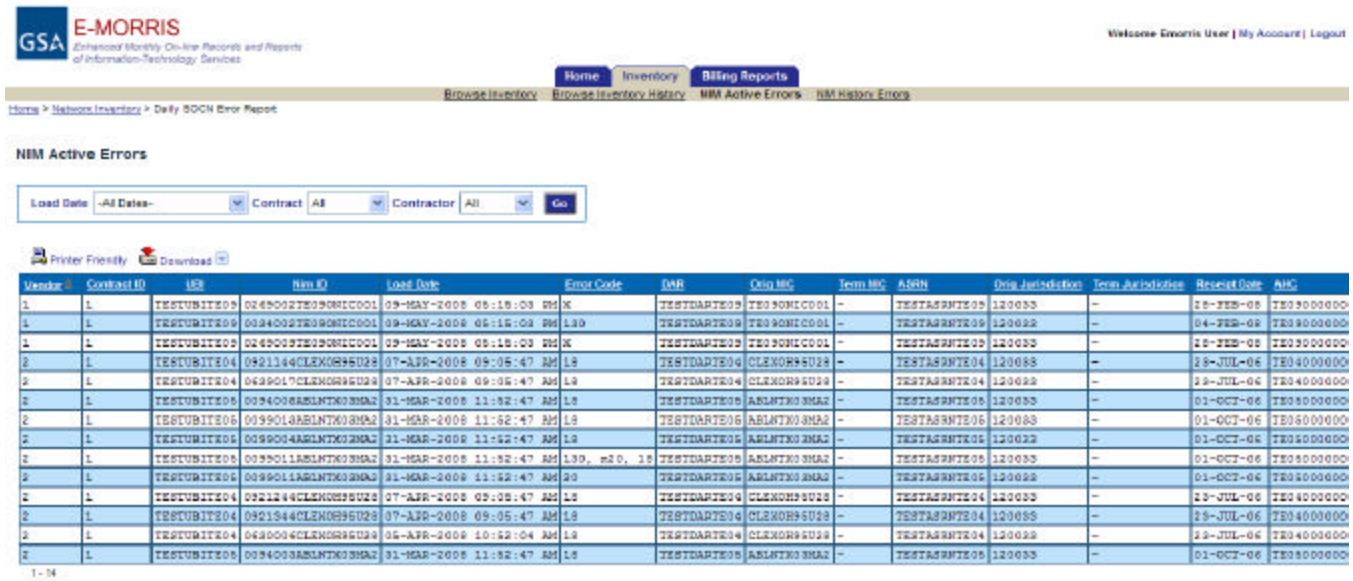
Networx Inventory Management (NIM)

browse screens – active and history



- Populated from vendor SOCN files
- Query by AHC or UBI. Additional filters optional.
- Click on View to see details.
- Add report fields through customized query link.
- Download contains all Gov't-requested J.12.2-4 (SOCN) fields.
- View inventory history via the Browse Inventory History link

NIM error reports – active and history



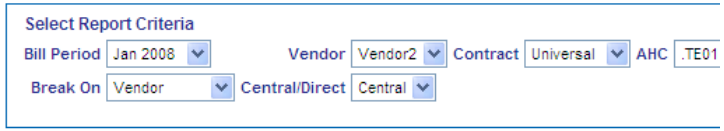
- Report of SOCN errors found and reported to vendor.
- Active errors link shows open errors. History errors link shows corrected errors.
- Shows all NIM fields, plus error descriptions.
- Vendor errors can only be corrected by a new SOCN from the vendor – GSA does not change vendor SOCN data.

Billing Reports

- Billing Summary – total charges by vendor and contract
- MSOA – charges by Networx service type and category
- Service Summary – charges by Networx service
- Call Detail Summary – usage charges by phone/card number
- CLIN Detail – charges by CLIN
- Conferencing Services – charges for audio, video and web conferencing services
- Vendor Adjustments – detail of vendor adjustments
- GSA Adjustments – detail of GSA adjustments (central only)
- Charges by Service – total charges by AHC and service (download only)
- UBI Summary – charges by vendor Unique Billing Identifier
- GSA Disputes – detail of disputes filed by GSA on behalf of Agencies (central only)
- Vendor Disputes – detail of disputes as provided by vendors

- All reports apply to central and direct billing, unless noted above.
- All reports have printer friendly and download options, unless noted above.
- Data layouts are available with the download files, and in the billing report user guide.

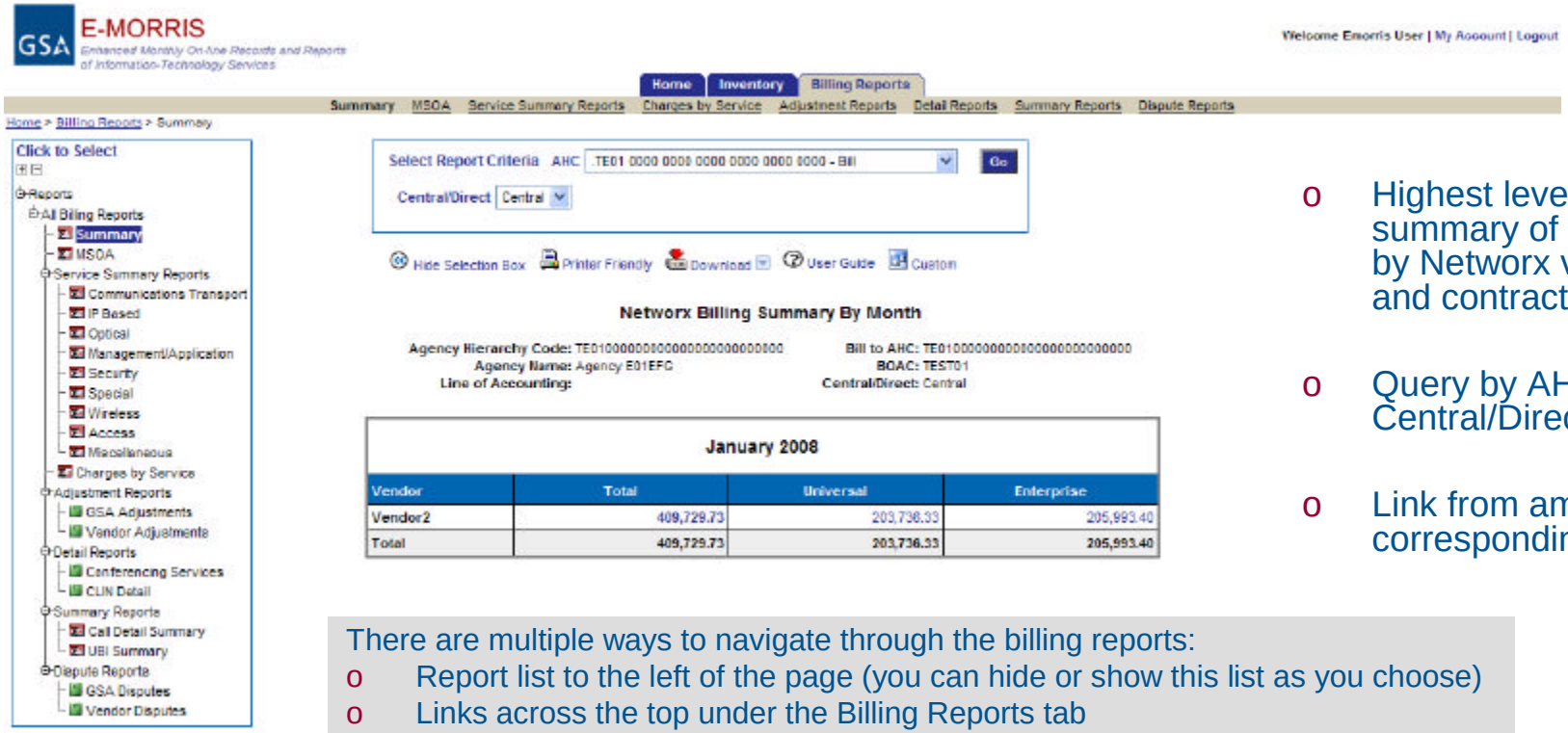
MSOA / Reports Availability



- E-MORRIS "bill period" is the usage month
- The vendor invoice is delivered by the 15th business day of the following month (approx. the 21st or 22nd)
- E-MORRIS billing reports are available 2 months after the usage month (between the 10th – 15th calendar day)
- For example:

Usage	Vendor Invoice	E-MORRIS Reports	IPAC / Bill (central)
Jan 1 – 31	dated Feb 2008, delivered by Feb 21 or 22	dated Jan 2008, posted between Mar 10 - 15	dated Jan 2008, billed between Mar 22 – 28

Billing Summary Report

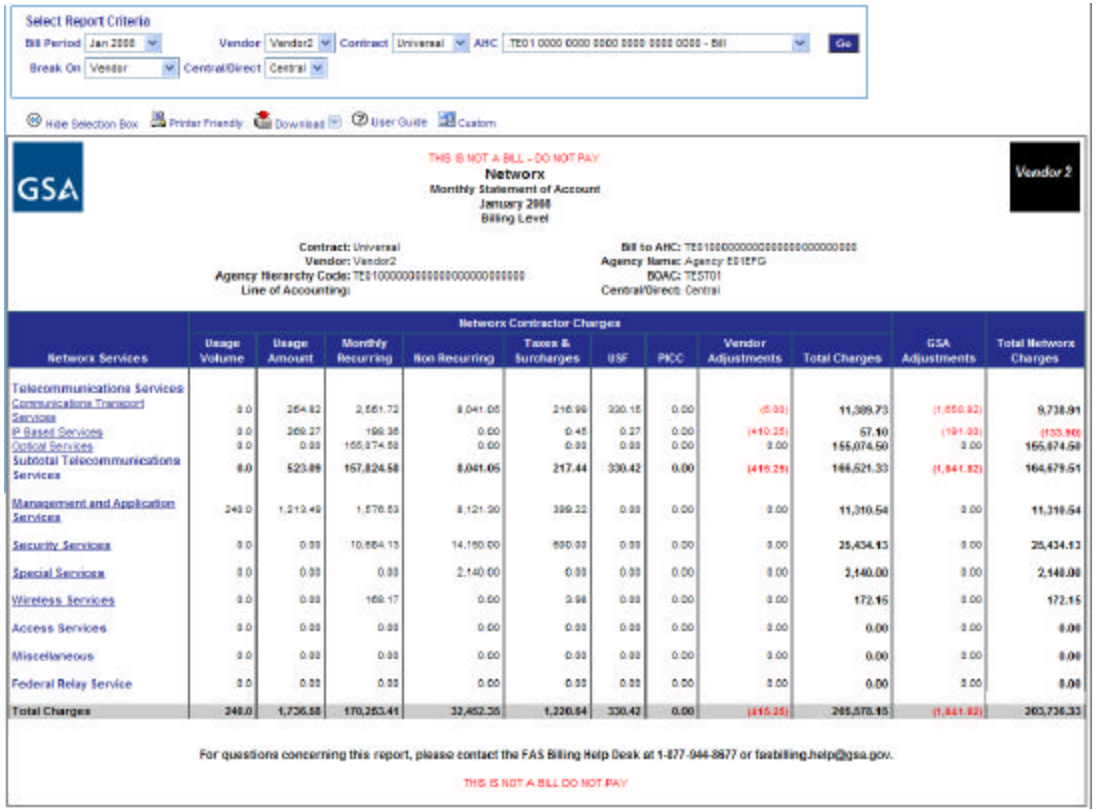


- Highest level summary of charges by Networx vendor and contract
- Query by AHC and Central/Direct
- Link from amounts to corresponding MSOA

There are multiple ways to navigate through the billing reports:

- Report list to the left of the page (you can hide or show this list as you choose)
- Links across the top under the Billing Reports tab
- Links from within summary reports to lower level reports

Monthly Statement of Account (MSOA)



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Break On: Vendor | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

GSA

THIS IS NOT A BILL - DO NOT PAY

Networx

Monthly Statement of Account

January 2008

Billing Level

Vendor 2

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

Networx Services	Networx Contractor Charges									GSA Adjustments	Total Networx Charges
	Usage Volume	Usage Amount	Monthly Recurring	Non Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	Total Charges		
Telecommunications Services											
Communications Transport Services	0.0	264.82	2,561.72	8,041.05	216.99	330.15	0.00	(5.00)	11,389.73	(1,650.82)	9,738.91
IP Based Services	0.0	259.27	199.36	0.00	0.45	0.27	0.00	(410.25)	67.10	(191.00)	(123.90)
Optical Services	0.0	0.00	155,074.50	0.00	0.00	0.00	0.00	0.00	155,074.50	0.00	155,074.50
Subtotal Telecommunications Services	0.0	523.09	157,824.58	8,041.05	217.44	330.42	0.00	(415.25)	166,521.33	(1,841.82)	164,679.51
Management and Application Services	248.0	1,212.49	1,576.53	8,121.20	399.22	0.00	0.00	0.00	11,310.54	0.00	11,310.54
Security Services	0.0	0.00	10,564.13	14,150.00	690.00	0.00	0.00	0.00	25,404.13	0.00	25,404.13
Special Services	0.0	0.00	0.00	2,140.00	0.00	0.00	0.00	0.00	2,140.00	0.00	2,140.00
Wireless Services	0.0	0.00	169.17	0.00	3.98	0.00	0.00	0.00	173.15	0.00	173.15
Access Services	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Miscellaneous	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Federal Relay Service	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Charges	248.0	1,736.58	170,253.41	32,452.25	1,326.64	330.42	0.00	(415.25)	205,678.15	(1,841.82)	203,736.33

For questions concerning this report, please contact the FAS Billing Help Desk at 1-877-944-8877 or fasbilling.help@gsa.gov.

THIS IS NOT A BILL DO NOT PAY

- High level summary of charges at Service Type/ Category level
- Query by Bill Period, Vendor, Contract, AHC and Central/Direct
- Link from the Networx Services column to the corresponding Service Summary report

Service Summary report

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Break On: Vendor | Service Type: Communications Transport Services | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

Networx
Summary By Service
January 2008
Communications Transport Services
Billing Level

Vendor 2

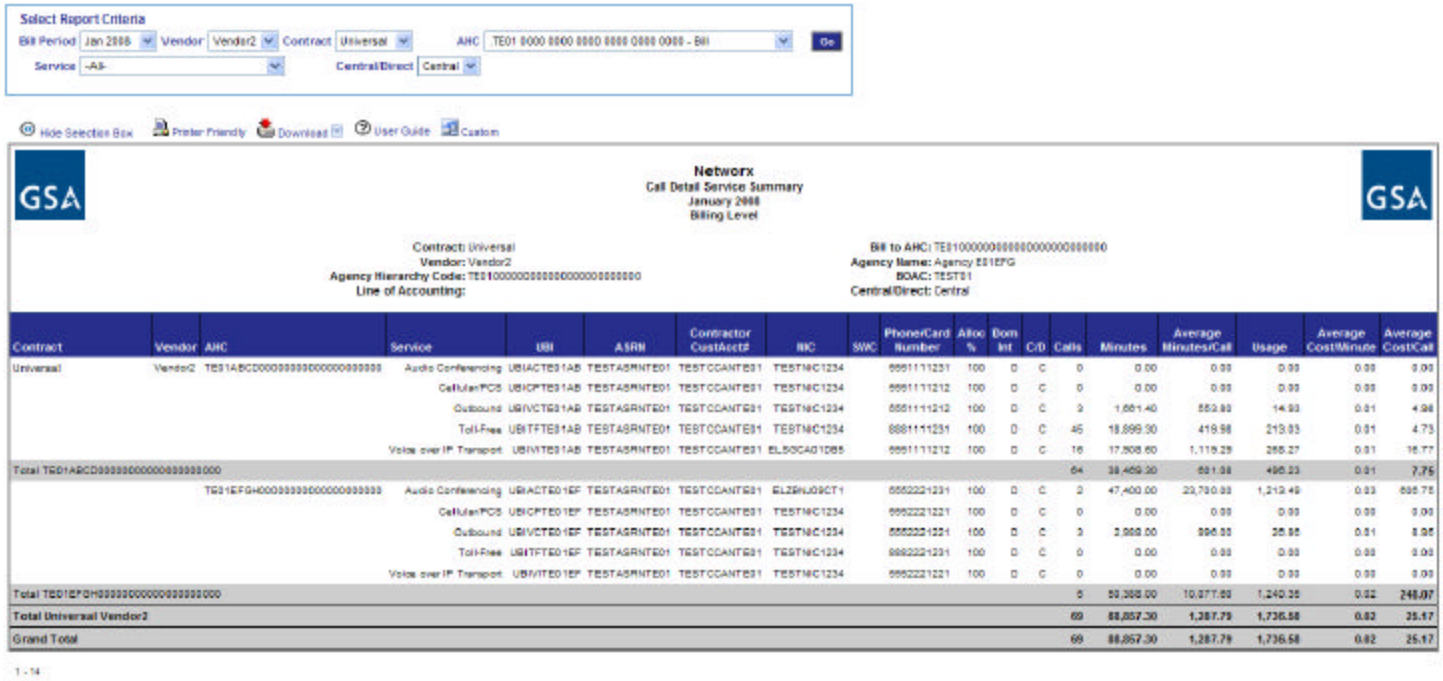
Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

Service	Usage Volume	Usage Amount	Monthly Recurring	Non-Recurring	Taxes & Surcharges	USF	PICC	Vendor Adjustments	GSA Adjustments	Total Networx Charges
Asynchronous Transfer Mode	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Circuit Switched Data	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Combined (local and Long distance)	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Ethernet	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Frame Relay	0.0	0.00	905.94	0.00	10.58	48.69	0.00	0.00	(481.96)	483.25
Private Line	0.0	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Toll-Free	0.0	213.03	1,291.28	8,041.05	204.62	276.98	0.00	(5.00)	(1,166.56)	8,855.40
Voice	0.0	41.79	354.50	0.00	1.79	4.48	0.00	0.00	(2.30)	400.26
Total	**0.0**	**254.82**	**2,551.72**	**8,041.05**	**216.99**	**330.15**	**0.00**	**(5.00)**	**(1,650.82)**	**9,738.91**

- High level summary of charges at Service level
- Query by Bill Period, Vendor, Contract, AHC, Service Type and Central/Direct
- Link from Service column to corresponding CLIN Detail report, Usage Volume/ Amount columns to corresponding Call Detail Summary report, Vendor Adjust column to Vendor Adjust report, and GSA Adjust column to GSA Adjust report

Call Detail Summary report



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: -All- | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

Networx
Call Detail Service Summary
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

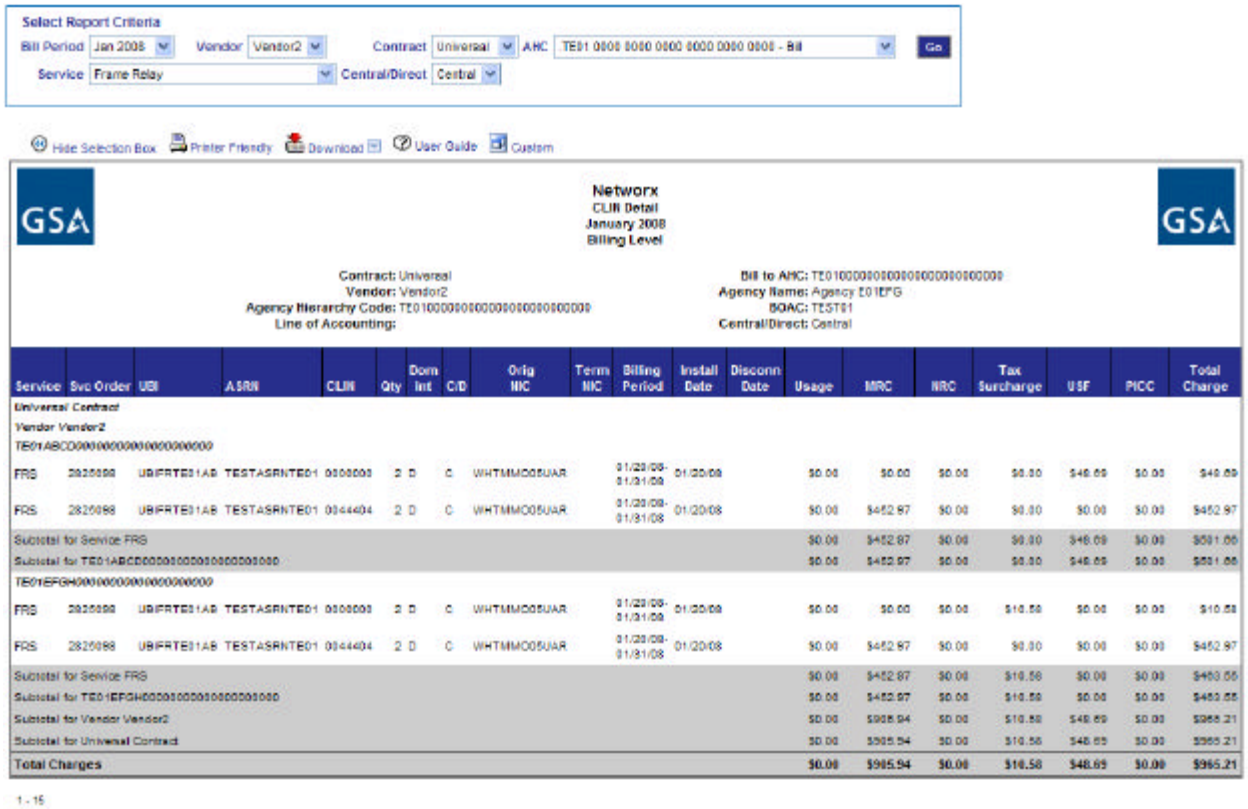
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	ASRN	Contractor CustAcct#	BIC	SWC	PhoneCard Number	Alloc %	Dom Int	C/D	Calls	Minutes	Average Minutes/Call	Usage	Average Cost/Minute	Average Cost/Call
Universal	Vendor2	TE01ABCD0000000000000000000000	Audio Conferencing	UBIACTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111231	100	D	C	0	0.00	0.00	0.00	0.00	0.00
			Cellular/PCS	UBICPTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111212	100	D	C	0	0.00	0.00	0.00	0.00	0.00
			Outbound	UBIVCTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5551111212	100	D	C	3	1,661.40	552.80	14.93	0.01	4.98
			Toll-Free	UBITFTE01AB	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8881111231	100	D	C	45	18,899.30	419.98	213.03	0.01	4.73
			Voice over IP Transport	UBIVITE01AB	TESTASRNTE01	TESTCCANTE01	EL50CA01D65		5551111212	100	D	C	16	17,808.60	1,113.29	266.27	0.01	16.77
Total TE01ABCD0000000000000000000000													64	38,469.30	601.08	496.23	0.01	7.75
		TE01EFGH0000000000000000000000	Audio Conferencing	UBIACTE01EF	TESTASRNTE01	TESTCCANTE01	ELZ8NJ09CT1		5552221231	100	D	C	2	47,400.00	23,700.00	1,212.49	0.03	606.75
			Cellular/PCS	UBICPTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	D	C	0	0.00	0.00	0.00	0.00	0.00
			Outbound	UBIVCTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	D	C	3	2,988.00	996.00	35.85	0.01	0.95
			Toll-Free	UBITFTE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		8882221231	100	D	C	0	0.00	0.00	0.00	0.00	0.00
			Voice over IP Transport	UBIVITE01EF	TESTASRNTE01	TESTCCANTE01	TESTNIC1234		5552221221	100	D	C	0	0.00	0.00	0.00	0.00	0.00
Total TE01EFGH0000000000000000000000													5	50,388.00	10,077.60	1,248.35	0.02	248.07
Total Universal Vendor2													69	88,857.30	1,287.79	1,736.58	0.02	25.17
Grand Total													69	88,857.30	1,287.79	1,736.58	0.02	25.17

1 - 14

- Summary of usage charges by phone/ card number
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/ Direct

CLIN Detail Report



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: Frame Relay | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Customs

GSA

Networx
CLIN Detail
January 2008
Billing Level

GSA

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

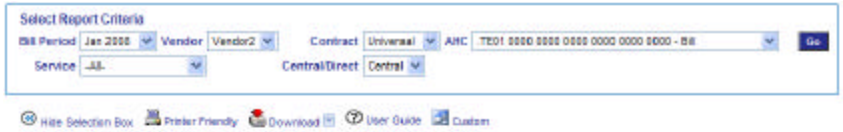
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

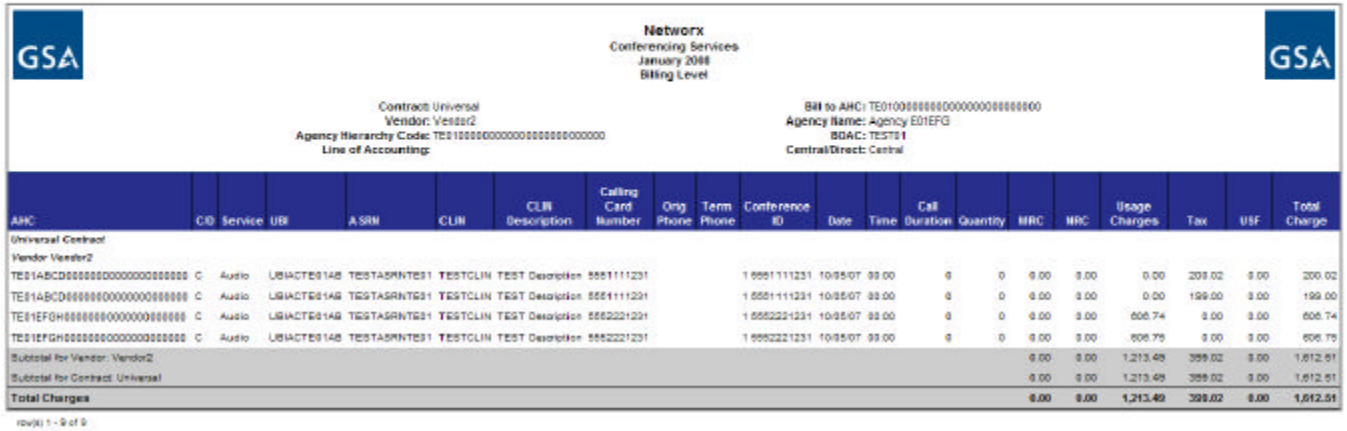
Service	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig NIC	Term NIC	Billing Period	Install Date	Disconn Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge
Universal Contract																			
Vendor Vendor2																			
TE01ABCD0000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000003	2	D	C	WHTMMC05UAR		01/20/08-01/31/08	01/20/08		$0.00	$0.00	$0.00	$0.00	$48.69	$0.00	$48.69
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMMC05UAR		01/20/08-01/31/08	01/20/08		$0.00	$452.97	$0.00	$0.00	$0.00	$0.00	$452.97
Subtotal for Service FRS													$0.00	$452.97	$0.00	$0.00	$48.69	$0.00	$501.66
Subtotal for TE01ABCD0000000000000000000													$0.00	$452.97	$0.00	$0.00	$48.69	$0.00	$501.66
TE01EFGH0000000000000000000																			
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0000003	2	D	C	WHTMMC05UAR		01/20/08-01/31/08	01/20/08		$0.00	$0.00	$0.00	$10.58	$0.00	$0.00	$10.58
FRS	2825098	UBIFRTE01AB	TESTASRNTE01	0044404	2	D	C	WHTMMC05UAR		01/20/08-01/31/08	01/20/08		$0.00	$452.97	$0.00	$0.00	$0.00	$0.00	$452.97
Subtotal for Service FRS													$0.00	$452.97	$0.00	$10.58	$0.00	$0.00	$463.55
Subtotal for TE01EFGH0000000000000000000													$0.00	$452.97	$0.00	$10.58	$0.00	$0.00	$463.55
Subtotal for Vendor Vendor2													$0.00	$905.94	$0.00	$10.58	$48.69	$0.00	$965.21
Subtotal for Universal Contract													$0.00	$905.94	$0.00	$10.58	$48.69	$0.00	$965.21
Total Charges													**$0.00**	**$905.94**	**$0.00**	**$10.58**	**$48.69**	**$0.00**	**$965.21**

1 - 15

- Detail of charges by CLIN. Lowest level of data available in E-MORRIS.
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download includes all Gov't-requested fields from J.12.4.2 (Detail Billing File)
- Does not include call detail usage

Conferencing Services report





Networx
Conferencing Services
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

AHC	C/D	Service	UBI	ASRN	CLIN	CLIN Description	Calling Card Number	Orig Phone	Term Phone	Conference ID	Date	Time	Call Duration	Quantity	MRC	NRC	Usage Charges	Tax	USF	Total Charge
Universal Contract																				
Vendor Vendor2																				
TE01ABCD0000000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			15551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	200.02	0.00	200.02
TE01ABCD0000000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5551111231			15551111231	10/05/07	00:00	0	0	0.00	0.00	0.00	199.00	0.00	199.00
TE01EFGH0000000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5552221231			15552221231	10/05/07	00:00	0	0	0.00	0.00	606.74	0.00	0.00	606.74
TE01EFGH0000000000000000000000	C	Audio	UBIACTE01AB	TESTASRNTE01	TESTCLIN	TEST Description	5552221231			15552221231	10/05/07	00:00	0	0	0.00	0.00	606.75	0.00	0.00	606.75
Subtotal for Vendor: Vendor2															0.00	0.00	1,213.49	399.02	0.00	1,612.51
Subtotal for Contract: Universal															0.00	0.00	1,213.49	399.02	0.00	1,612.51
Total Charges															**0.00**	**0.00**	**1,213.49**	**399.02**	**0.00**	**1,612.51**

row(s) 1 - 9 of 9

- Detail of usage & non-usage charges for Audio, Video and Web conferencing services
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Usage charges also found in Call Detail Summary
- Non usage charges also found in CLIN Detail

Vendor Adjustments report

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: .TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: -All- | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

Networx
Vendor Adjustments
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

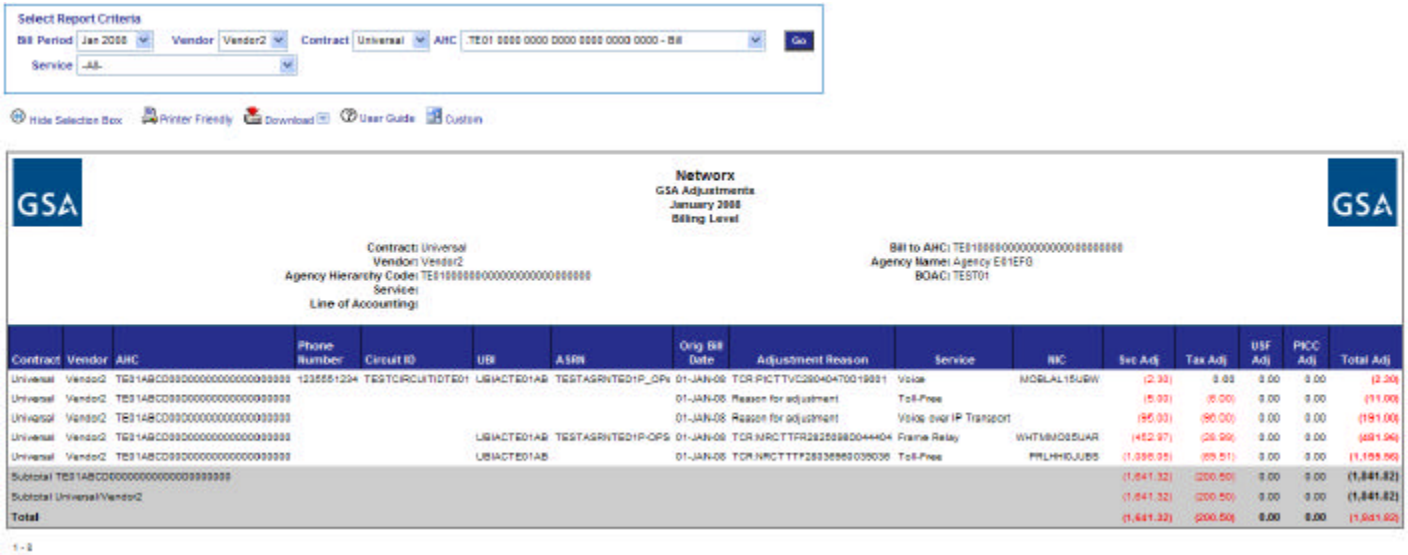
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EFG
BOAC: TEST01
Central/Direct: Central

AHC	Vendor Disp No	Gov Disp No	Invoice Date	Svc	UBI	ASRN	Orig NIC	Term NIC	CLIN	C/D	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj	Explanation
Universal Contract																
Vendor Vendor2																
TE01ABCD00000000000000000000		GOVDISP0001	12/12/07	TFS	UBITFTE01AB					C	-$5.00	$0.00	$0.00	$0.00	**-$5.00**	Explanation of adjustment
TE01ABCD00000000000000000000		GOVDISP0002	12/12/07	VOIPTS	UBIVITE01AB					C	-$410.25	$0.00	$0.00	$0.00	**-$410.25**	Explanation of adjustment
Subtotal for TE01ABCD00000000000000000000											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Subtotal for Vendor Vendor2											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Subtotal for Universal Contract											-$415.25	$0.00	$0.00	$0.00	**-$415.25**	
Total Adjustments											**-$415.25**	**$0.00**	**$0.00**	**$0.00**	**-$415.25**	

1 - 8

- Detail of vendor adjustments
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct
- Download has additional fields:
  - Invoice Number
  - Charged Amount
  - Disputed Amount
  - Bill Start
  - Bill End

GSA Adjustments report



Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 0000 0000 0000 0000 0000 0000 - Bill | Go

Service: -All-

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

Networx
GSA Adjustments
January 2008
Billing Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Service:
Line of Accounting:

Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01EF0
BOAC: TEST01

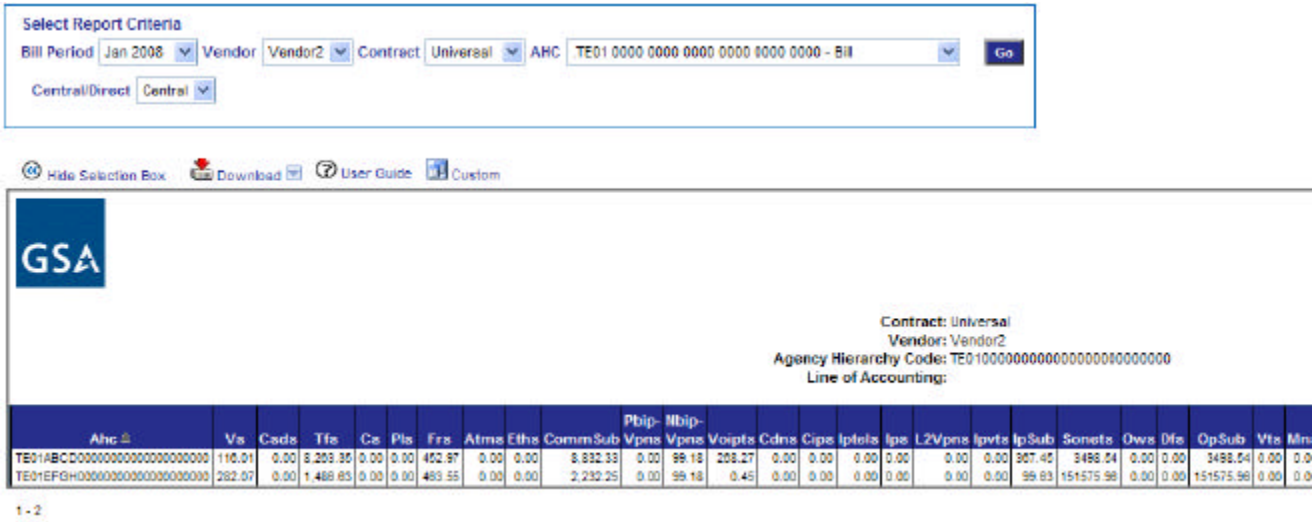
Contract	Vendor	AHC	Phone Number	Circuit ID	UBI	ASRN	Orig Bill Date	Adjustment Reason	Service	NIC	Svc Adj	Tax Adj	USF Adj	PICC Adj	Total Adj
Universal	Vendor2	TE01ABCD0000000000000000000000	1235551234	TEST/CIRCUITID/TE01	UBIACTE01AB	TESTASRNTE01P_OPs	01-JAN-08	TCR:PICTTVC2804047001 9001	Voice	MOBLAL15UBW	(2.30)	0.00	0.00	0.00	(2.30)
Universal	Vendor2	TE01ABCD0000000000000000000000					01-JAN-08	Reason for adjustment	Toll-Free		(5.00)	(6.00)	0.00	0.00	(11.00)
Universal	Vendor2	TE01ABCD0000000000000000000000					01-JAN-08	Reason for adjustment	Voice over IP Transport		(95.00)	(96.00)	0.00	0.00	(191.00)
Universal	Vendor2	TE01ABCD0000000000000000000000			UBIACTE01AB	TESTASRNTE01P-OPS	01-JAN-08	TCR:NRCTTFR2825998044404	Frame Relay	WHTMMOBSUAR	(452.97)	(28.99)	0.00	0.00	(481.96)
Universal	Vendor2	TE01ABCD0000000000000000000000			UBIACTE01AB		01-JAN-08	TCR:NRCTTFR2803686036036	Toll-Free	PRLHHOJUB5	(1,096.05)	(65.51)	0.00	0.00	(1,159.56)
Subtotal TE01ABCD0000000000000000000000											(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
Subtotal Universal/Vendor2											(1,641.32)	(200.50)	0.00	0.00	(1,841.82)
Total											(1,641.32)	(200.50)	0.00	0.00	(1,841.82)

1 - 2

- Detail of GSA adjustments (for centralized billing)
- Query by Bill Period, Vendor, Contract, AHC and Service
- Includes transition credits (identified by TCR in adjustment reason)*

*Note: Transition Credit reports for Direct Bill will be on the Transition Information Portal (TIP) web site, along with additional Central Billed transition credit reports.

Charges by Service report



Select Report Criteria

Bill Period Jan 2008 Vendor Vendor2 Contract Universal AHC TE01 0000 0000 0000 0000 0000 0000 - Bill Go

Central/Direct Central

Hide Selection Box Download User Guide Custom

GSA

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01000000000000000000000000
Line of Accounting:

Ahc	Vs	Cads	Tfs	Cs	Pls	Frs	Atms	Eths	CommSub	Pbip-Vpns	Nbip-Vpns	Voipts	Cdns	Cips	Iptels	Ips	L2Vpns	Ipvts	IpSub	Sonets	Ows	Dfs	OpSub	Vts	Mns
TE01ABCD00000000000000000000	116.01	0.00	8,269.36	0.00	0.00	452.97	0.00	0.00	8,832.33	0.00	99.18	208.27	0.00	0.00	0.00	0.00	0.00	0.00	367.45	3498.54	0.00	0.00	3498.54	0.00	0.0
TE01EFGH00000000000000000000	282.07	0.00	1,488.83	0.00	0.00	483.55	0.00	0.00	2,232.25	0.00	99.18	0.45	0.00	0.00	0.00	0.00	0.00	0.00	99.63	151575.98	0.00	0.00	151575.98	0.00	0.0

1 - 2

- Total charges by AHC and service
- Partial screen shot – report includes additional fields for each service and subtotals by service type/ category
- Query by Bill Period, Contract, Vendor, AHC and Central/Direct
- Download only – no print option

UBI Summary report

Select Report Criteria

Bill Period: Jan 2008 | Vendor: Vendor2 | Contract: Universal | AHC: TE01 ABCD 0000 0000 0000 0000 0000 - Detail Central | Go

Service: -ALL- | Central/Direct: Central

Hide Selection Box | Printer Friendly | Download | User Guide | Custom

Networx
UBI Summary
January 2008
Detail Level

Contract: Universal
Vendor: Vendor2
Agency Hierarchy Code: TE01ABCD0000000000000000000
Service:
Line of Accounting:

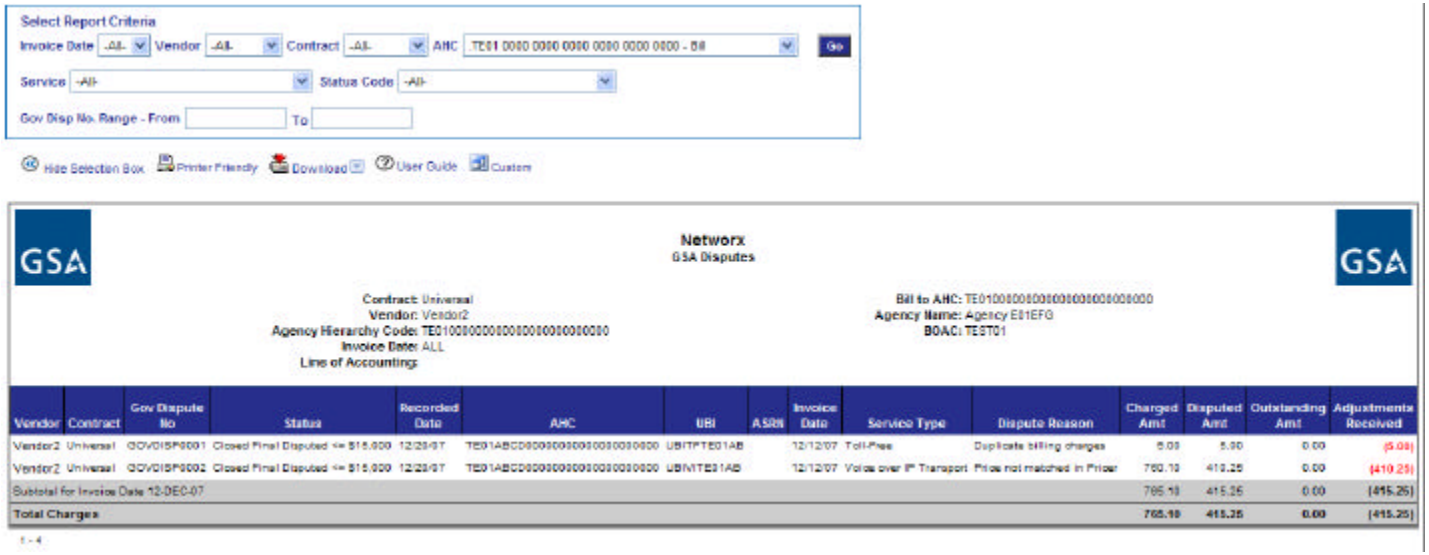
Bill to AHC: TE01000000000000000000000000
Agency Name: Agency E01ABC
BOAC: TEST01
Central/Direct: Central

Contract	Vendor	AHC	Service	UBI	C/D	Usage	MRC	NRC	Taxl Surchg	USF	PICC	Total Charge
Universal	Vendor2	TE01ABCD0000000000000000000	ACS	UBIACTE01AB	C	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Universal	Vendor2	TE01ABCD0000000000000000000	CPCS	UBICPTE01AB	C	0.00	163.09	0.00	0.00	0.00	0.00	163.09
Universal	Vendor2	TE01ABCD0000000000000000000	FRS	UBIFRTE01AB	C	0.00	452.97	0.00	0.00	48.69	0.00	501.66
Universal	Vendor2	TE01ABCD0000000000000000000	LMRS	UBILMTE01AB	C	0.00	0.00	1,070.00	0.00	0.00	0.00	1,070.00
Universal	Vendor2	TE01ABCD0000000000000000000	MFS	UBIMFTE01AB	C	0.00	0.00	10,700.00	0.00	0.00	0.00	10,700.00
Universal	Vendor2	TE01ABCD0000000000000000000	MTSS	UBIMTTE01AB	C	0.00	500.00	0.00	105.00	0.00	0.00	605.00
Universal	Vendor2	TE01ABCD0000000000000000000	NBIP-VPNS	UBINITE01AB	C	0.00	98.16	0.00	0.00	0.00	0.00	98.16
Universal	Vendor2	TE01ABCD0000000000000000000	SONETS	UBISOTE01AB	C	0.00	3,498.54	0.00	0.00	0.00	0.00	3,498.54
Universal	Vendor2	TE01ABCD0000000000000000000	TFS	UBITFTE01AB	C	0.00	0.00	8,041.05	0.00	0.00	0.00	8,041.05
Universal	Vendor2	TE01ABCD0000000000000000000	TWS	UBITWTE01AB	C	0.00	1,576.53	0.00	0.00	0.00	0.00	1,576.53
Universal	Vendor2	TE01ABCD0000000000000000000	VOIPTS	UBIVITE01AB	C	0.00	0.00	0.00	0.00	0.27	0.00	0.27
Universal	Vendor2	TE01ABCD0000000000000000000	VS	UBIVCTE01AB	C	0.00	100.43	0.00	0.00	0.00	0.00	100.43
Subtotal TE01ABCD0000000000000000000						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
Subtotal Universal/Vendor2						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75
Total						0.00	6,390.74	19,811.05	105.00	48.96	0.00	26,355.75

1 - 15

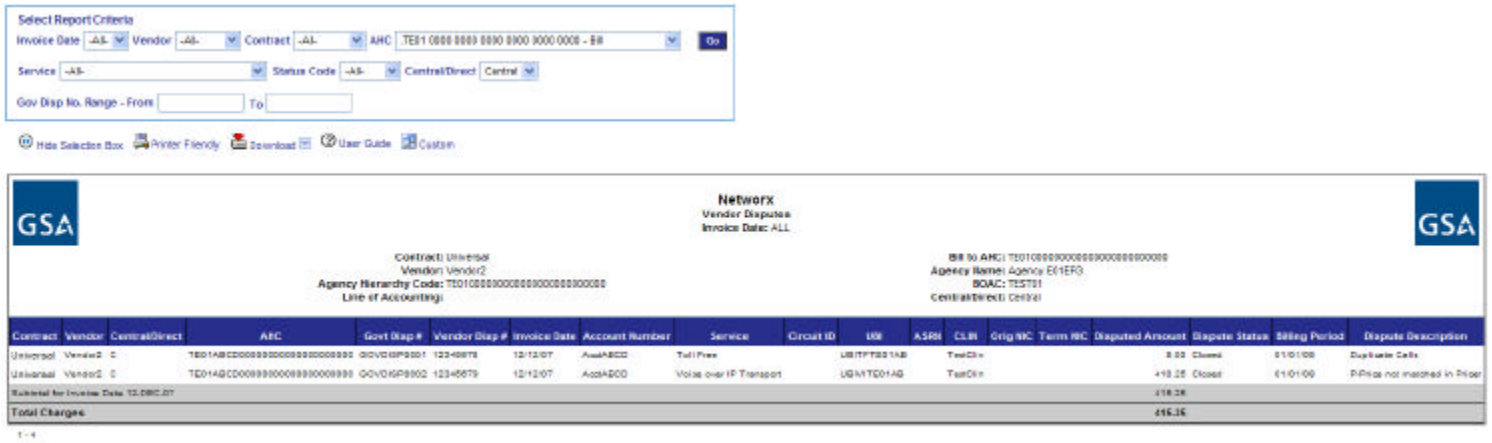
- Summary of charges by vendor Unique Billing Identifier
- Query by Bill Period, Vendor, Contract, AHC, Service and Central/Direct

GSA Disputes report



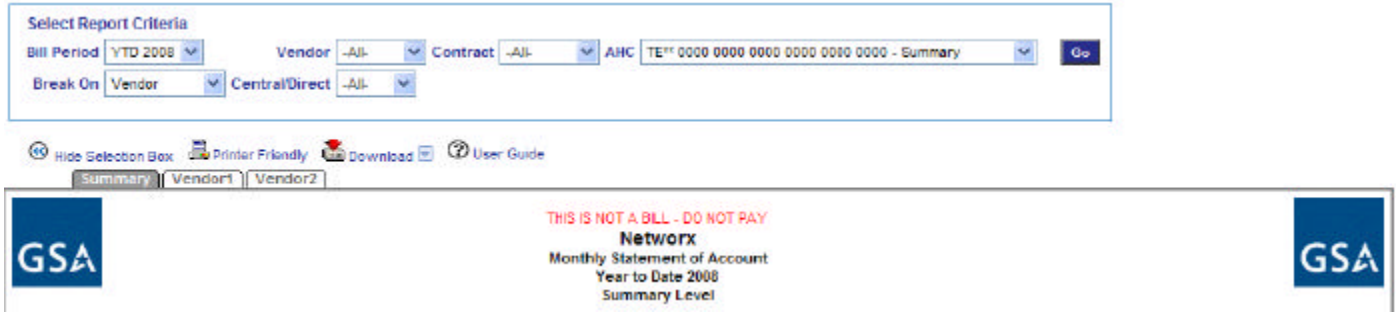
- Detail of disputes initiated by GSA on behalf of the Agency (for centralized billing)
- Query by Invoice Date, Vendor, Contract, AHC, Service and Status Code. Optional filter by Gov Dispute Number.
- Download includes additional fields.

Vendor Disputes report



- Detail of disputes as provided by vendor in J.12.5.1 Disputes file
- Query by Invoice Date, Vendor, Contract, AHC, Service, Status Code and Central/ Direct. Optional filter by Gov Dispute Number.
- Download includes additional fields.

Break-on option and report tabs



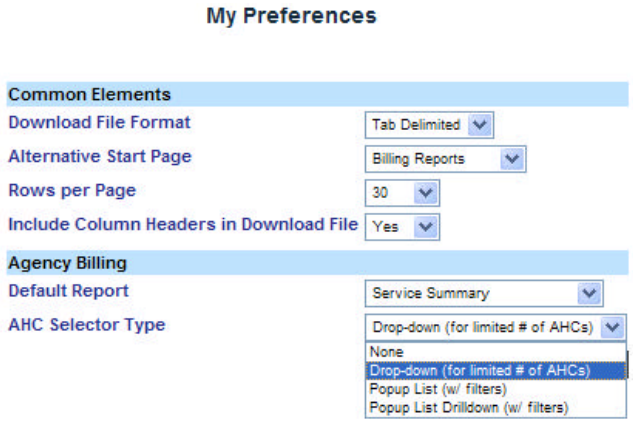
Break On	Other Query Option	Result
Bill Period	Bill Period = YTD	Tabs by month
Contract	Contract = All	Tabs by contract
Vendor	Vendor = All	Tabs by vendor
Central/Direct	Central/Direct = All	Tabs by central/direct

- Use the Break On query options to break your report into separate tabs, depending on your other query selections.
- Applies to the MSOA and Service Summary reports.
- The Billing Summary will automatically show tabs by month.
- The printer friendly option will show all the tabbed reports.

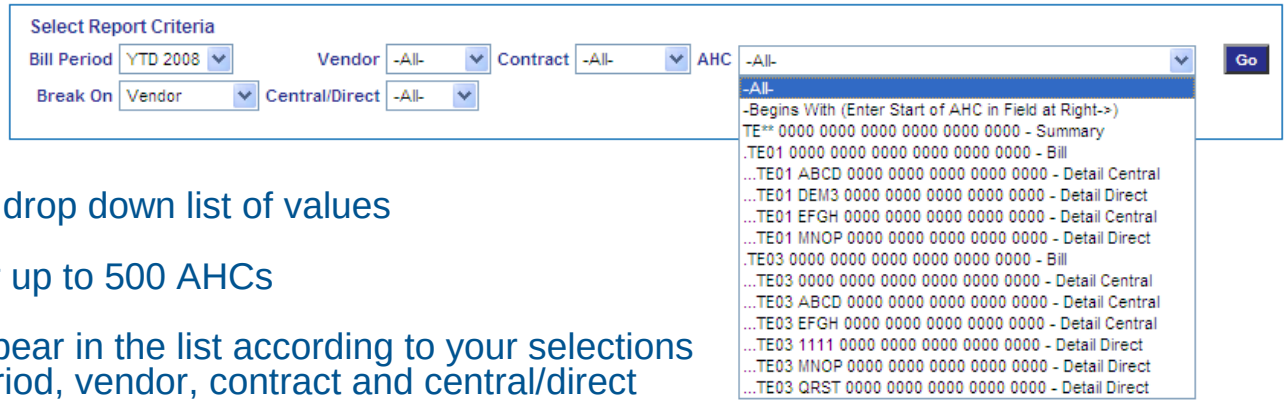
Report query AHC selector options

- 3 options for AHC selector, depending on how many AHCs you have
  - Dropdown list – fewer than 500 AHCs (system default)
  - Popup list with filters – between 500 and 2,000 AHCs
  - Popup list drilldown with filters – more than 2,000 AHCs

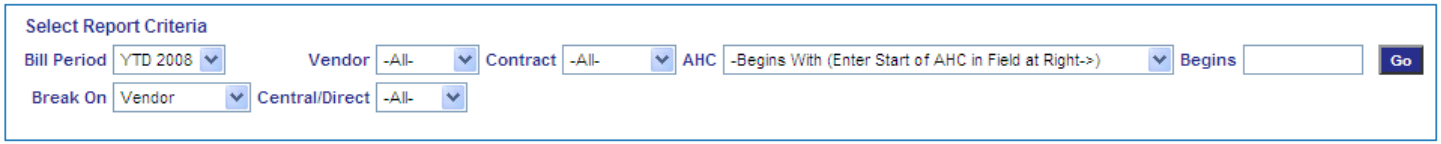
- How to change your default option
  1. Click the My Account link
  2. Click the Change My Preferences link.
  3. Click the down arrow next to AHC selector type and select an option.
  4. Click the save button.
  5. When you return to Billing Reports, you'll see the new AHC selector type.



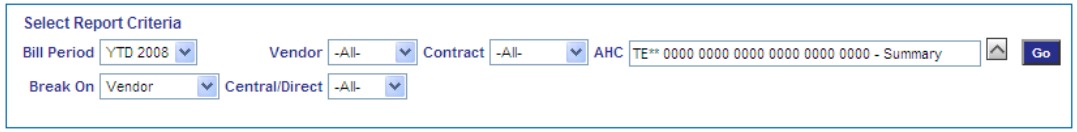
Dropdown list (system default)

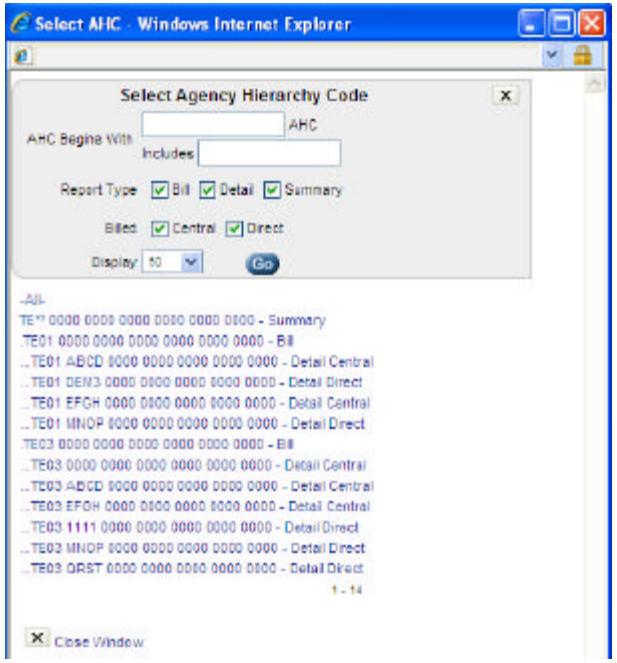


- Standard drop down list of values
- Works for up to 500 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Choose from summary, bill or detail levels *(note: bill applies to central only)*
- Can type in all or part of an AHC by selecting the "Begins with…" option



Popup list with filters

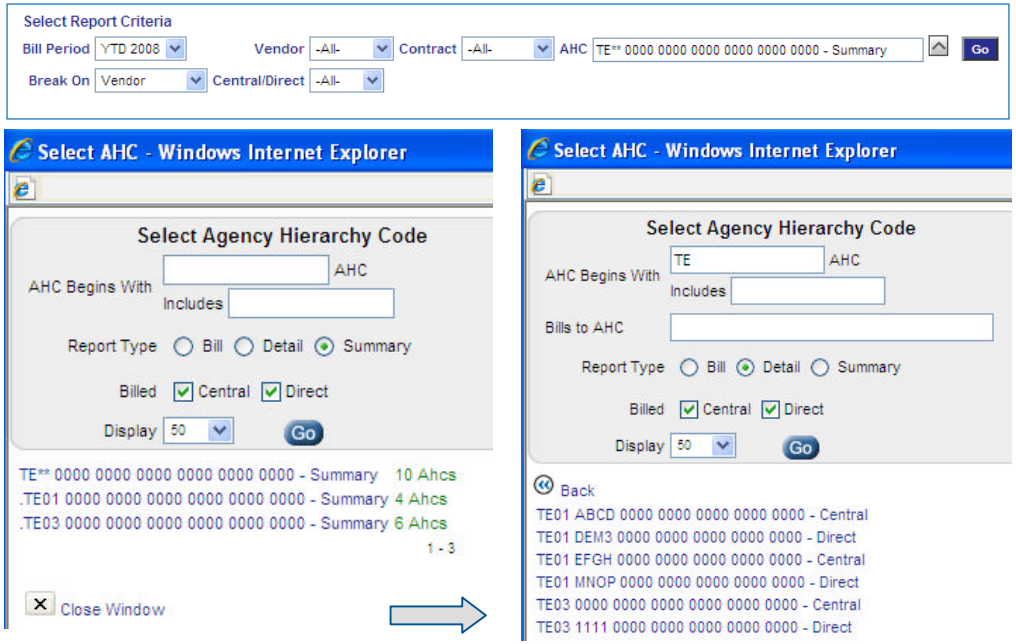




- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for up to 2,000 AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Check/ uncheck Report Type: Bill, Detail, Summary *(note: bill applies to central only)*
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click “Go” to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box

Popup list drilldown with filters

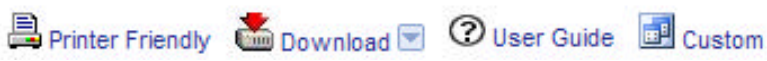
- AHC list appears in popup window when you click on the arrow to the right of AHC
- Works for any number of AHCs
- AHCs appear in the list according to your selections for bill period, vendor, contract and central/direct
- Filter your AHC list in the following ways:
  - Enter all or part of AHC in AHC Begins With field
  - Enter part of an AHC in the AHC Includes field
  - Select one Report Type: Bill, Detail or Summary *(note: bill applies to central only)*
  - Check/ uncheck central / direct
  - Select number of records to display
  - Click “Go” to refresh the list based on your filters
- Click on an AHC to populate the AHC field in the Select Report Criteria box



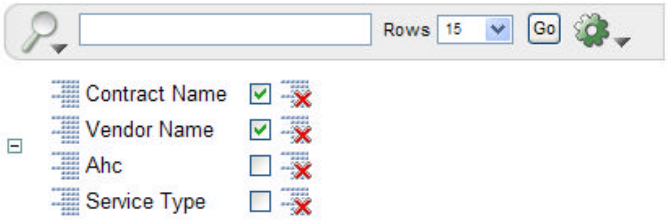
- Or click on the green number-of-record links to view the detail AHCs below a bill or summary level
- Click on an AHC to populate the AHC field in the Select Report Criteria box

Customized Billing Reports

Options for data analysis



- Each billing report has a custom icon along with print & download
- Click on the custom icon to access the custom query functionality



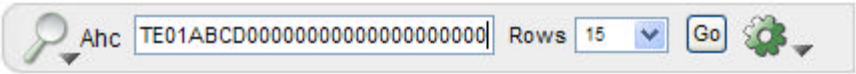
- Each custom report page includes:
  - Search bar
  - Query and format options
  - Data per query and format results

Contract Name : Enterprise, Vendor Name : Vendor2

Ahc	Service Type	Svc Order	UBI	ASRN	CLIN	Qty	Dom Int	C/D	Orig
TE01ABCD00000000000000000000	SSMT	987	UBIMTTE01AB	-	0224001	10	-	C	WASHDC
TE01ABCD00000000000000000000	WICP	2816	UBICPTE01AB	-	0630009	1	-	C	HRNDVA
TE01ABCD00000000000000000000	TTFR	282	UBIFRTE01AB	TESTASRNTE01	0000000	2	-	C	WHTMMC

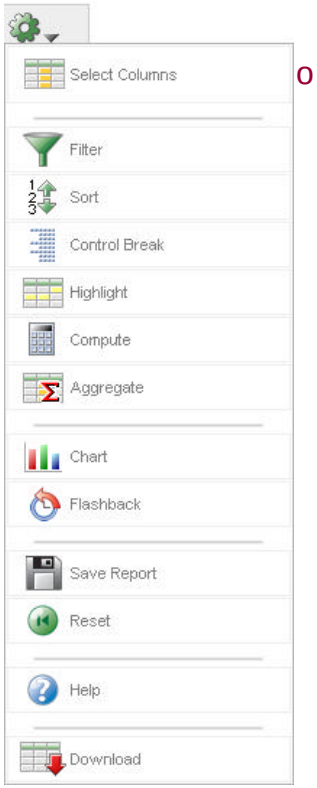
Customized Billing Reports

Options for data analysis (continued)



- Use the search bar to:
  - Set filters for querying the data
  - Set number of rows per page
  - Access the actions menu

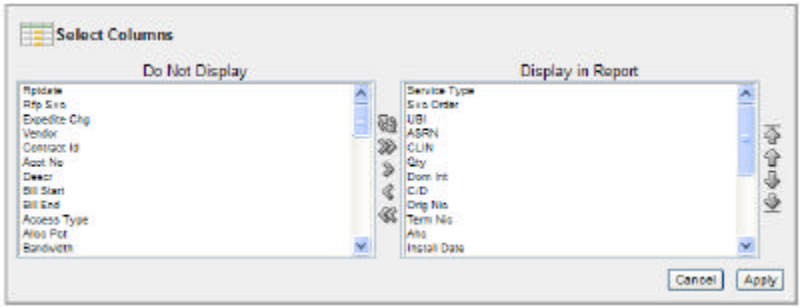
- Click on a column header to:
  - Sort on the column
  - Hide the column
  - Break the column out as a sub header
  - Filter the data in the column



- Use the actions menu to:
  - Select the fields you want to include
  - Set report filters
  - Select which fields to sort on
  - Select how to group the data
  - Highlight certain data conditions
  - Perform functions (e.g..,. sum, average)
  - Create basic charts
  - Save your changes in a new report
  - Reset default options
  - Download data

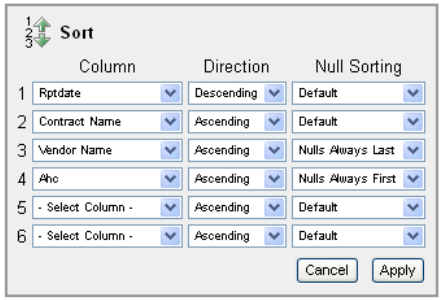
Customized Billing Reports

Action Menu

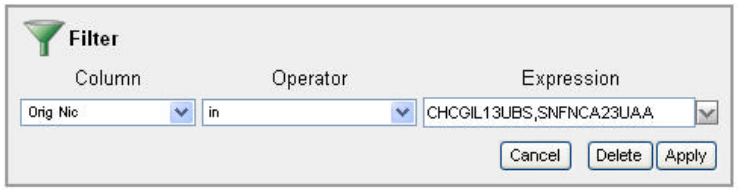


- Select which columns to display
- Select the display order

- Select which fields to break out as sub-headers
- Toggle between sub-headers and report fields



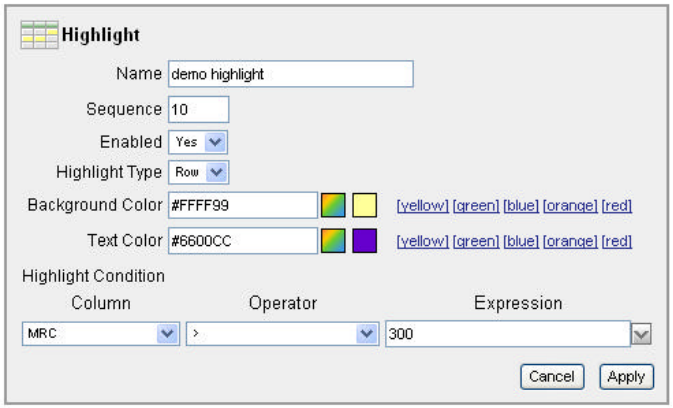
- Select which fields to sort by



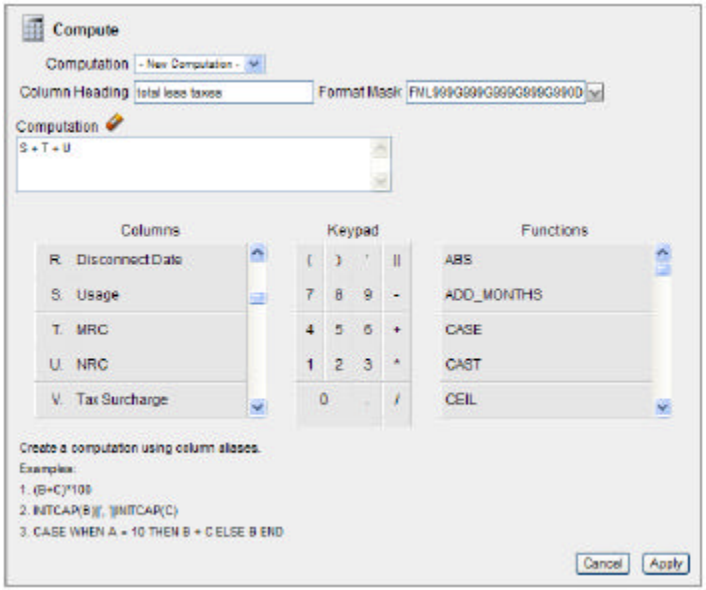
- Filter your query on any field
- Choose from multiple operators depending on the field selected
- Filter for multiple data values depending on the operator

Customized Billing Reports

Action Menu (continued)



- Highlight cells or rows per your designated data conditions
- Choose background and text colors by clicking on the color box or link
- Set the data conditions to be highlighted



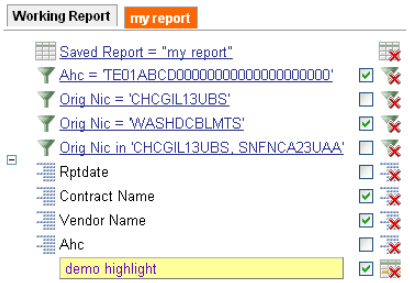
- Add new columns based on computations of existing columns (e.g.., total charges)
- Select columns and use the keypad to build the computation

- Add column totals or subtotals

- Save the report for later use

Customized Billing Reports

CLIN Detail example



- Your saved report appears in a new tab
- Report name also appears under the tab
  - Can be deleted by clicking the X

- Filters, control breaks and highlight conditions appear above the data
  - Can be toggled on or off by clicking the check box
  - Can be edited by clicking the link
  - Can be deleted by clicking the X

Contract Name : Enterprise, Vendor Name : Vendor2

Rptdate	Ahc	ASRN	UBI	Rfp Svc	Svc Order	CLIN	Qty	C/D	Orig Nic	Term Nic	Install Date	Disconnect Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge	total less taxes
01-JAN-08	TE01ABCD0000000000000000000000	-	UBIMTTE01AB	MTSS	987	0224001	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	500.00	0.00	150.00	0.00	0.00	650.00	$500.00
01-JAN-08	TE01ABCD0000000000000000000000	-	UBIMTTE01AB	MTSS	987	0224002	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	0.00	0.00	-45.00	0.00	0.00	-45.00	$0.00
													Sum: 0.00	Sum: 500.00	Sum: 0.00	Sum: 105.00	Sum: 0.00	Sum: 0.00	Sum: 605.00	Sum: $500.00

Contract Name : Universal, Vendor Name : Vendor2

Rptdate	Ahc	ASRN	UBI	Rfp Svc	Svc Order	CLIN	Qty	C/D	Orig Nic	Term Nic	Install Date	Disconnect Date	Usage	MRC	NRC	Tax Surcharge	USF	PICC	Total Charge	total less taxes
01-JAN-08	TE01ABCD0000000000000000000000	-	UBIMTTE01AB	MTSS	98765	0224002	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	0.00	0.00	-45.00	0.00	0.00	-45.00	$0.00
01-JAN-08	TE01ABCD0000000000000000000000	-	UBIMTTE01AB	MTSS	98765	0224001	10	C	WASHDCBLMTS	-	20-JAN-08	-	0.00	500.00	0.00	150.00	0.00	0.00	650.00	$500.00
													Sum: 0.00	Sum: 500.00	Sum: 0.00	Sum: 105.00	Sum: 0.00	Sum: 0.00	Sum: 605.00	Sum: $500.00

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- Fields are displayed in the order you set
- Sub-headers are broken out as you specify
- First sort is indicated by an arrow next to the field name

- Computed columns and subtotals appear as you set them
- You have the option to download the data in your report

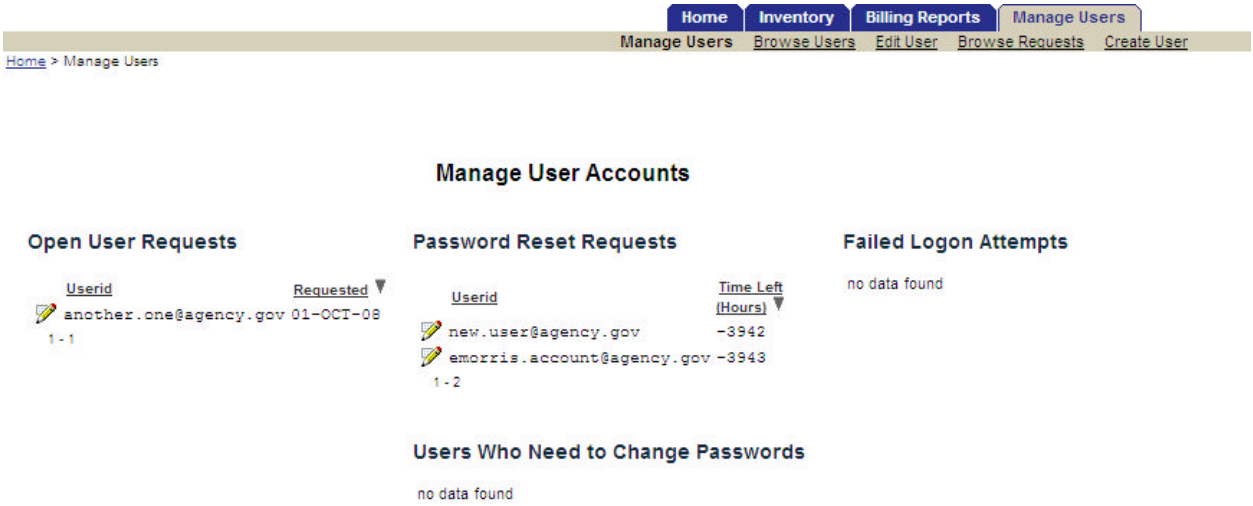
Manage Users Screens

- As an Agency DAR Administrator, you can act as an E-MORRIS account manager for your Agency (in addition to being an Agency user)
  - View and manage account requests submitted through the Register Now web form for your Agency Hierarchy Codes
  - Create and edit accounts for other users in your Agency
  - Assign AHCs as high as your access allows, or as low as 28 characters
  - You can not provide access outside of your own account permissions

Manage Users Screens (continued)

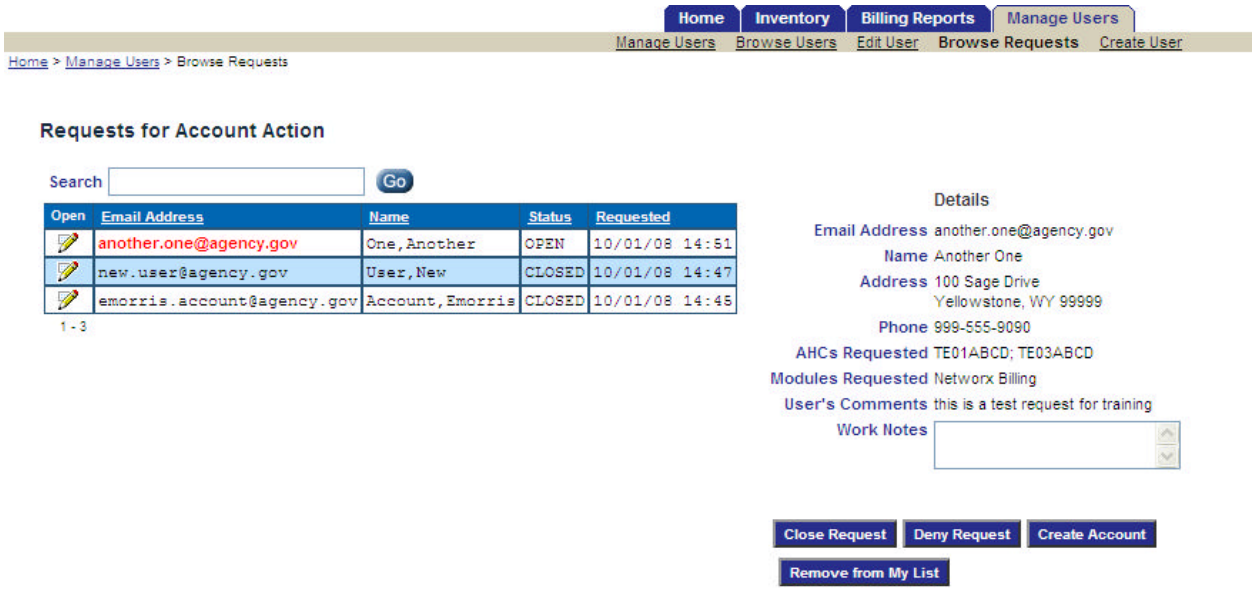
- Use of these screens is OPTIONAL
  - If you have E-MORRIS access, you will get a system email when a user in your Agency requests access through the registration web form
    - Approve (or deny) the request via the Manage Users screens, OR
    - Reply to the email and GSA will manage the request
  - If you do not have E-MORRIS access, GSA will forward the request information to you via email
    - Reply to the email and GSA will manage the request
  - You can also use the Multiple Users registration form

Manage Users screen



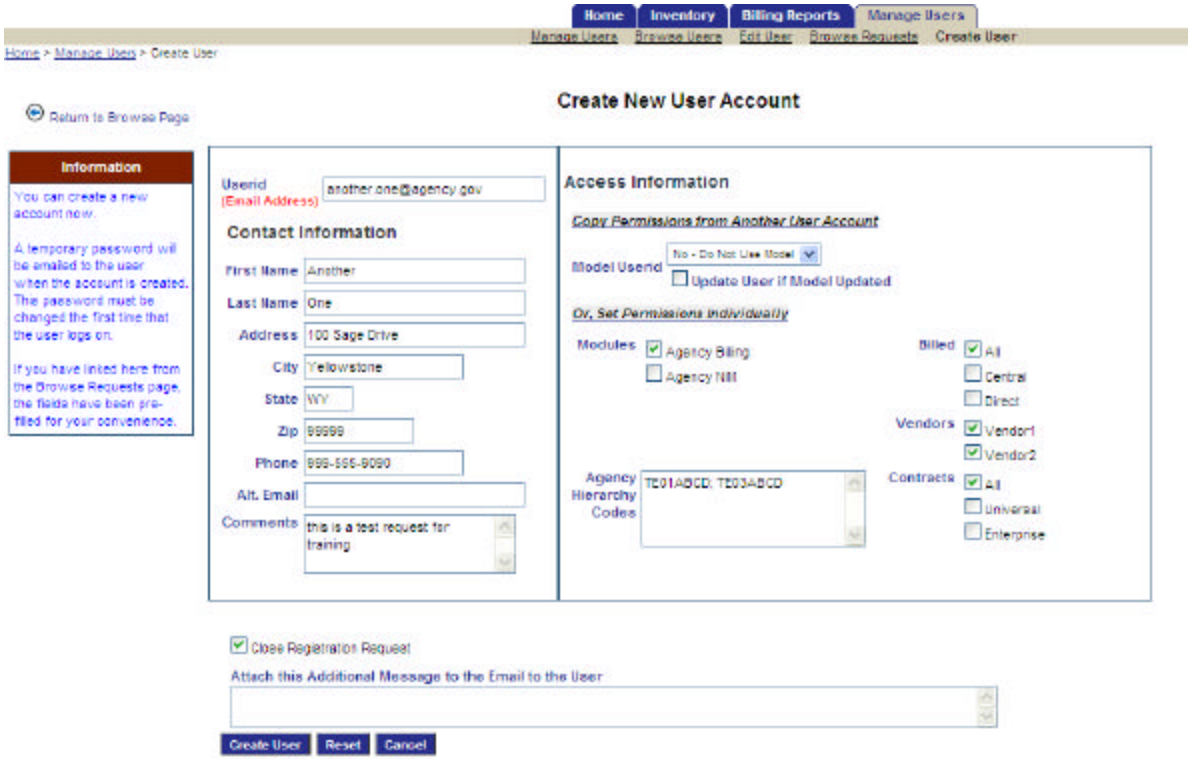
- Manage Users screens available to Agency DAR Administrators (and GSA)
- Access the screens by clicking on the Manage Users tab
- View open account requests, password reset requests and other status information
- Click on the icon to the left of an open user request record to view details of that request
- Or navigate among the screens by clicking on the links underneath the Manage Users tab

Browse Requests screen



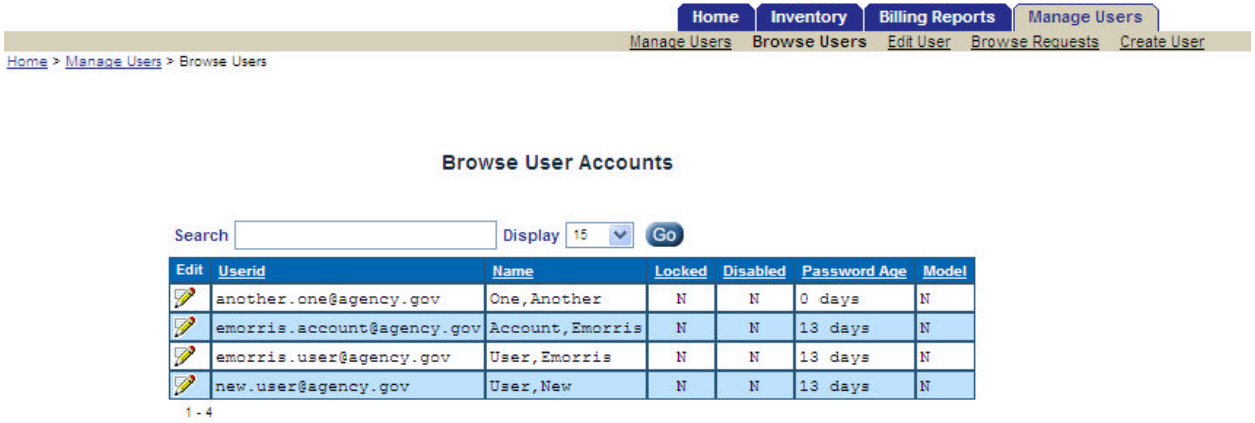
- View details of a user request by clicking on the icon to the left of a record
- You can enter work notes if you choose
- Click on the Create Account button to create the account
- Click on the Deny Request button if you don't authorize the account
- Click on the Close Request button if, for example, the request is a duplicate
- Click the Remove from My List button if the request is not from your Agency (this will flag GSA to investigate)

Create User screen



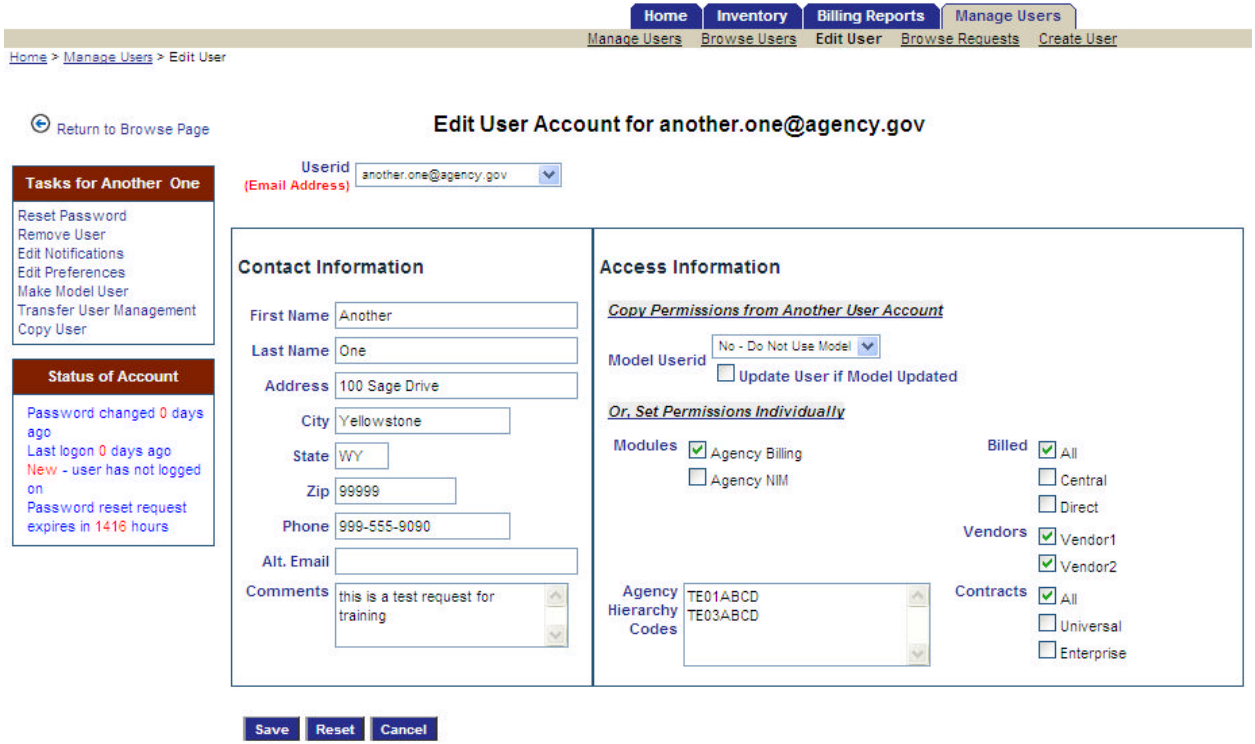
- If you link here from the Browse Requests screen, the fields will be auto-populated with the request information.
- You can change access (e.g.., lower level or additional AHCs) or create the account as requested.
- Click the Create User button to complete account set-up.
- The user will get a system email with User ID and password.
- You can add optional text to that email by entering it in the box provided (note: it will be the same font as the email, so you might want to surround it with asterisks (*****).
- You can also use this screen to create a user account without starting from a registration request.

Browse Users screen



- Once an account has been created, a record appears in the Browse Users list
- You can click on the icon to the left of a record to edit the account
- You can search by all or part of a User ID or Name
- You can sort on a column by clicking on the column header

Edit Users screen



- Select a User ID to view an account record (or link here from the Browse Users screen)
- Edit POC or access information
- Click on links in the task box to:
  - Reset password – optional, since any user can reset using the Reset Password button on the home page
  - Remove User – delete or temporarily disable an account, as needed
  - Edit Notifications or Preferences – optional, see slide 12
  - Make Model User – optional, use same permissions for subsequent accounts
  - Transfer User Mgt – send account back to GSA, if needed

E-MORRIS Help and Contact Info

- Contact Us link – FAS Billing Help Desk Info
  - Phone: 1-877-944-8677 (toll free)
  - Email: fasbilling.help@gsa.gov
- User Guide link
  - Detailed user guides (depending on access)
  - E-MORRIS presentation – training overview (public access)
  - Future: video training files (depending on access)
- Reset Password button
  - Web form for automatic password reset
- Request Assistance button
  - Web form for requesting assistance (other than password resets)