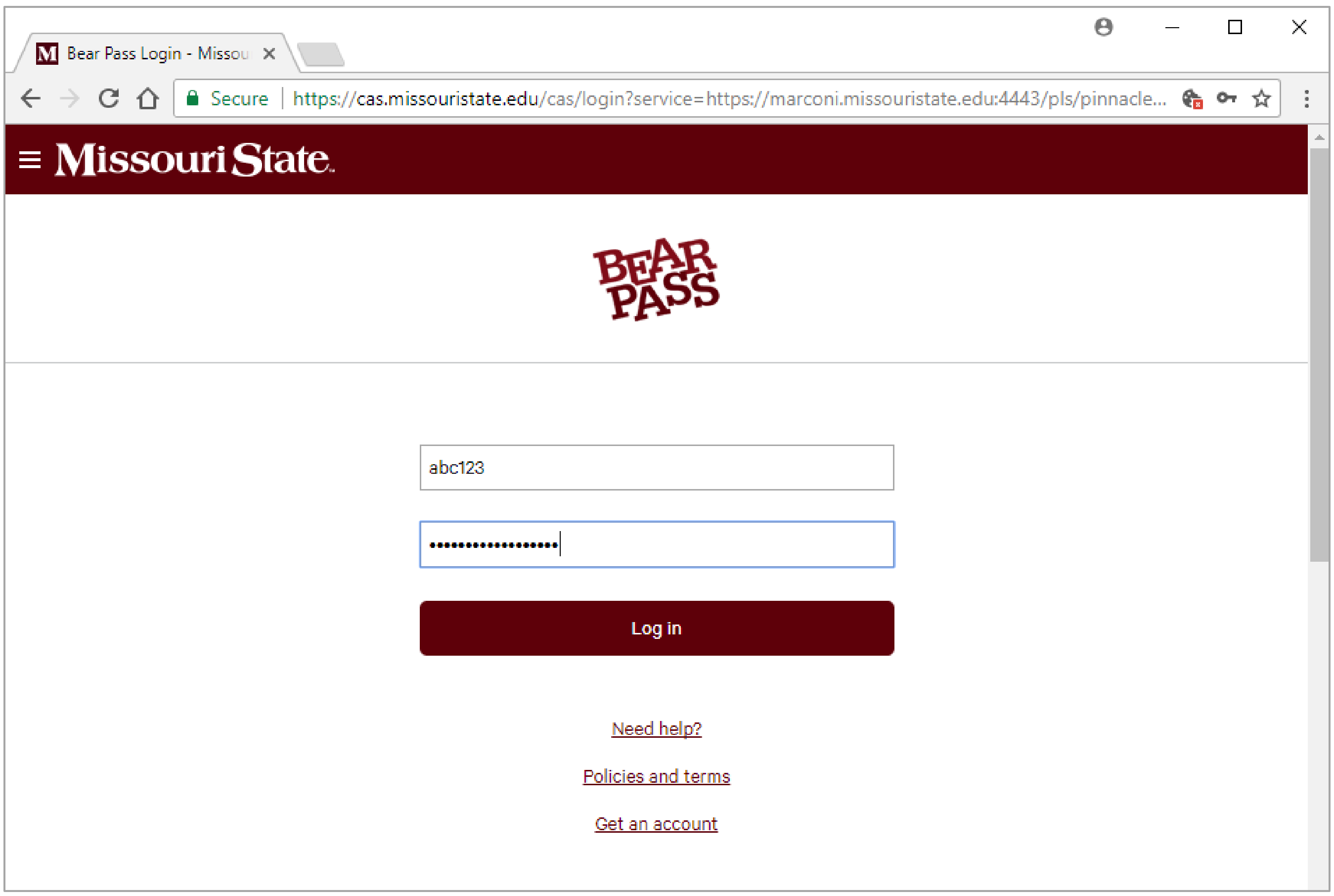
Guide to Accessing Missouri State University Networking and Telecommunications Invoices

Accessing Your Networking and Telecommunications Invoice

Supported Browsers: Google Chrome, Mozilla Firefox, and Internet Explorer.

Not Supported: Microsoft Edge, Safari.

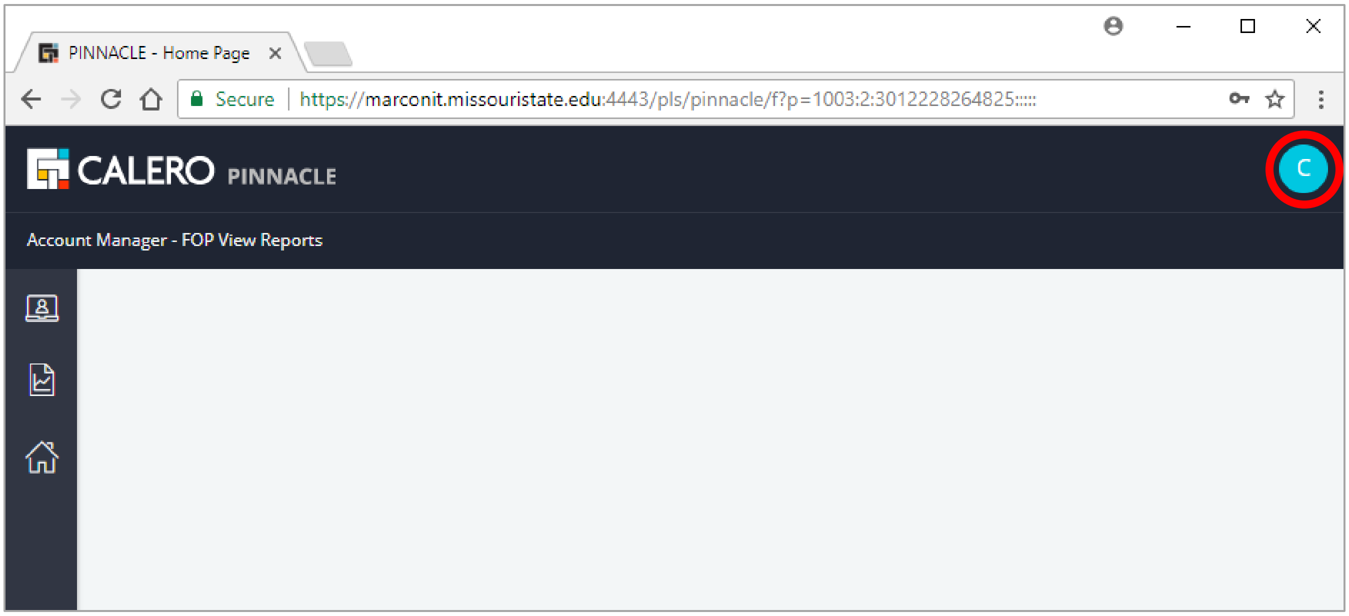
1. Access the login page by going to http://TelecomInvoices.missouristate.edu or by clicking here.
2. Enter your BearPass Login and Password in the appropriate spaces and click [**Log in**].



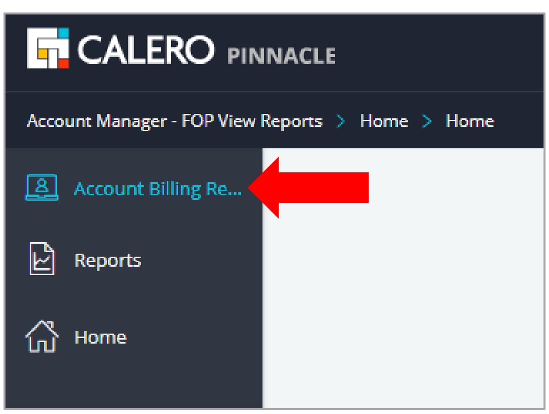
If you have trouble logging in contact Networking and Telecommunications.
Phone: 417-836-5100
Email: Telecommunications@MissouriState.edu.

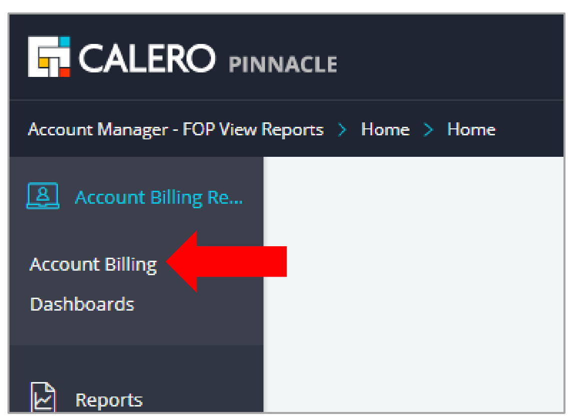
View Fund-Organization-Program (FOP) Accounts

1. If the budget number you want to view is a FOP, click the blue circle in the top-right corner and select [**Account Manager – FOP View Reports**] from the pop-out menu.



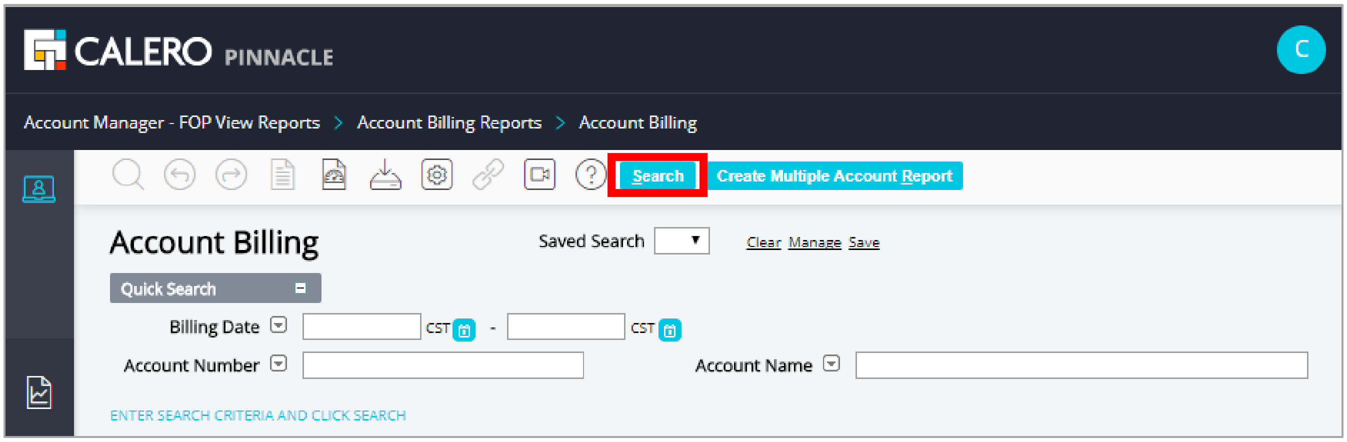
2. Rollover the left menu icons, then select [**Account Billing Reports**] to expand the sub-menu. Then click on [**Account Billing**].





3. In the **[Account Billing]** section, click the blue **[Search]** button to view all invoices that are available.

   You can enter or select a specific Billing Date and/or Account Number to narrow your search. Use the % sign as a wildcard to expand your search.

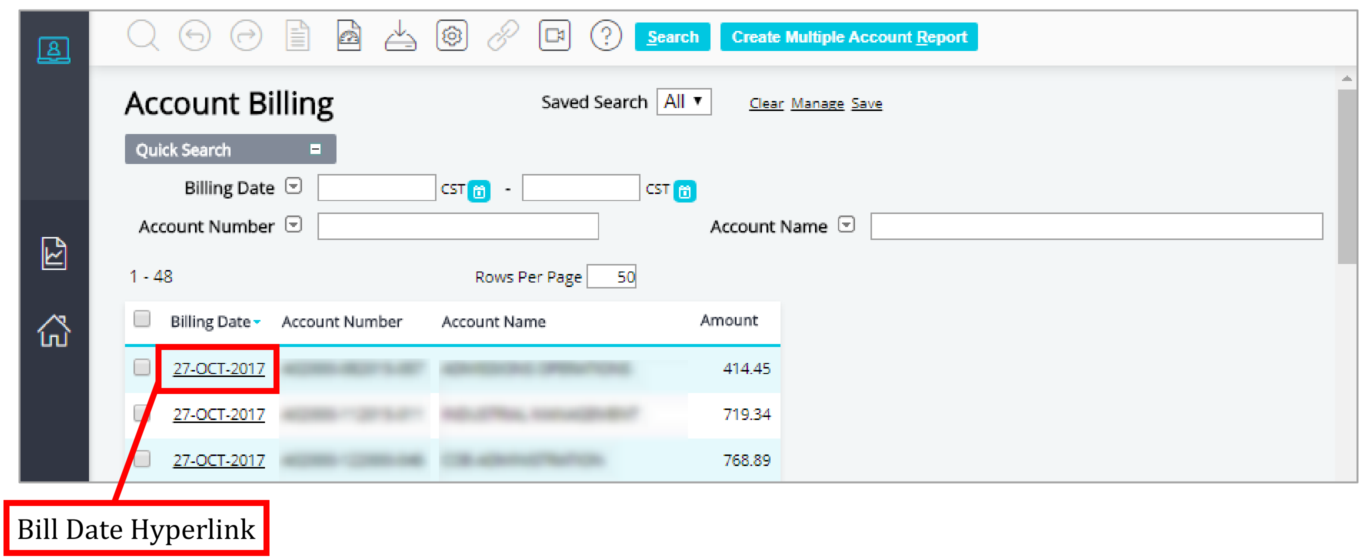


To clear search criteria click the Clear option located to the right of the Saved Search box. You can save frequently used searches for future use.

View Bill Details

1. To view a report, click on the Billing Date hyperlink.

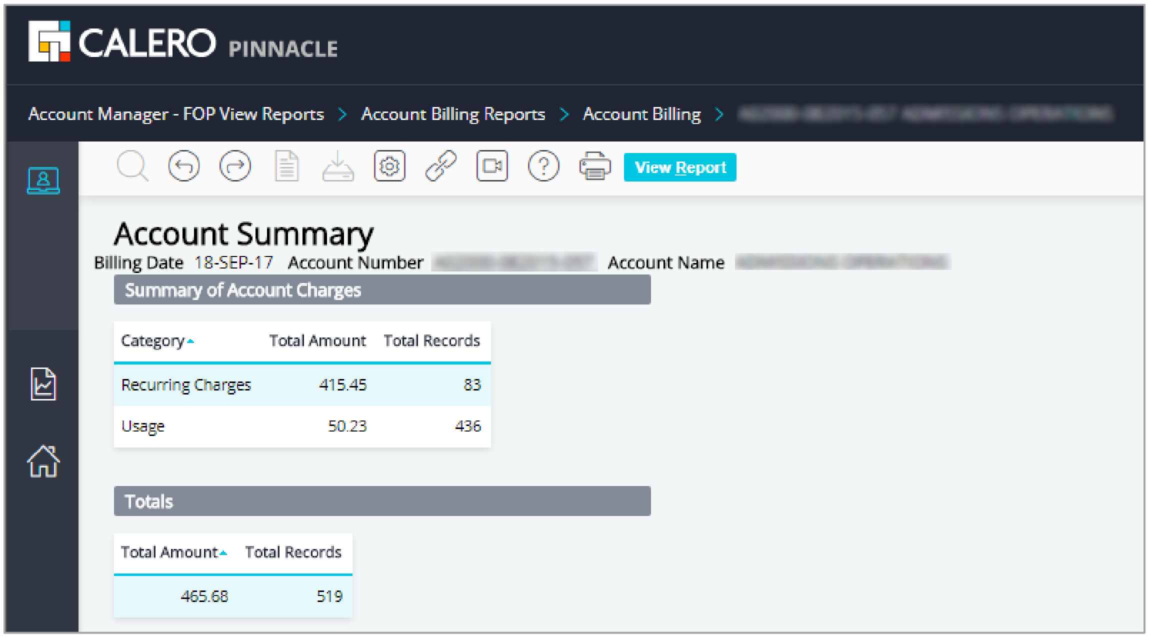
Typically the bill date will be the last day of the month, however, there are instances where this does not apply. For example, *27-OCT-2017* displays charges for October 2017, and an invoice *01-OCT-2017* displays charges for September 2017.



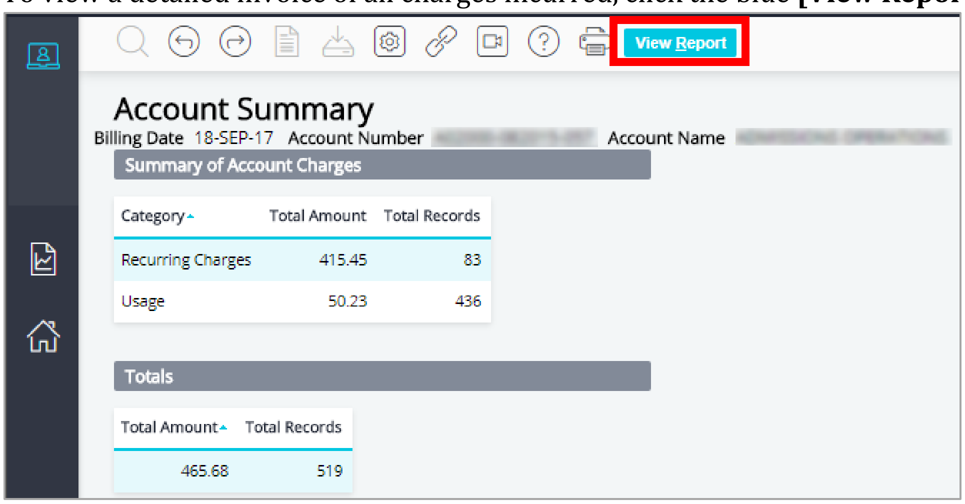
View Account Summary

The Account Summary section displays grand totals of all charges incurred for the month.

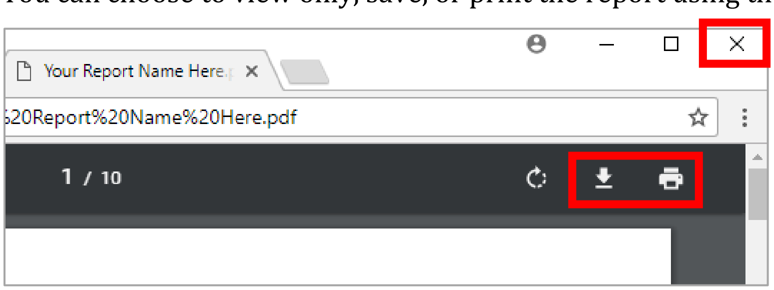
1. After navigating to the Billing Date Hyperlink, you are taken to the summary subtab.



2. To view a detailed invoice of all charges incurred, click the blue **[View Report]** button.



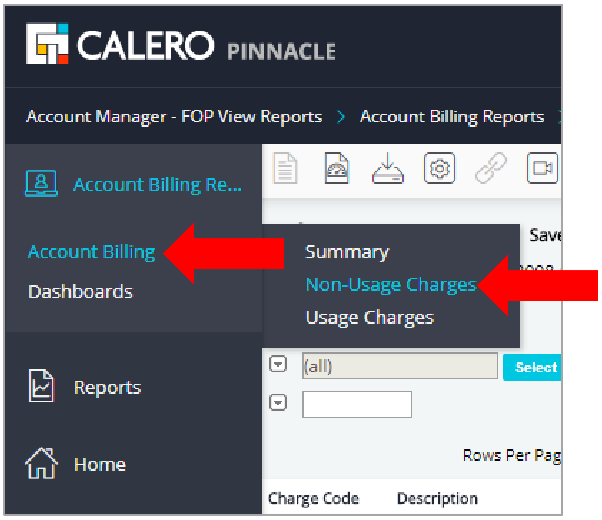
3. You can choose to view only, save, or print the report using the available icons.



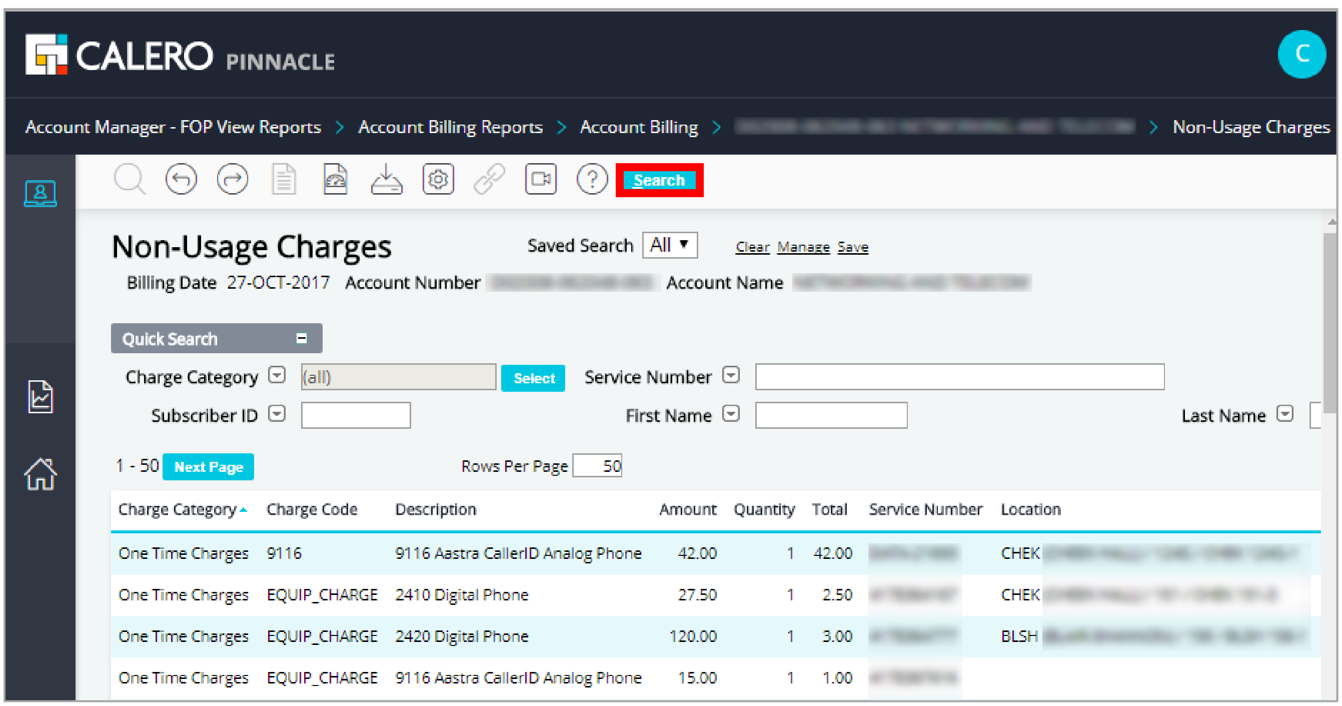
View Non-Usage Charges

The Non-Usage Charges section of a bill displays the details for billed services and equipment.

1. To view the Non-Usage Charges, rollover **[Account Billing]**, then click **[Non-Usage Charges]** from the pop-out menu.



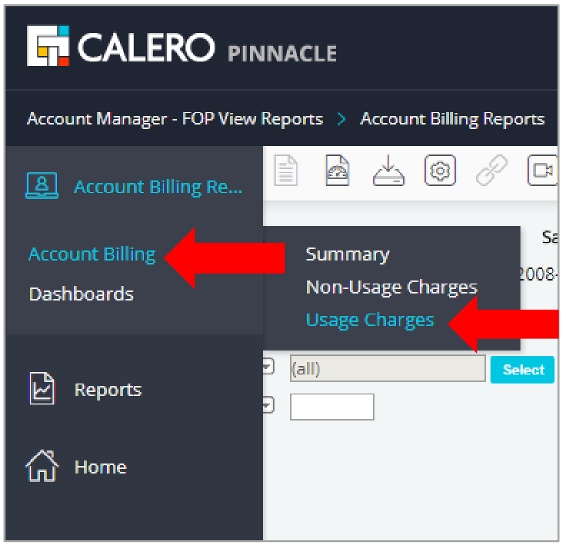
2. Click the blue **[Search]** button or enter specific search criteria in the fields provided.



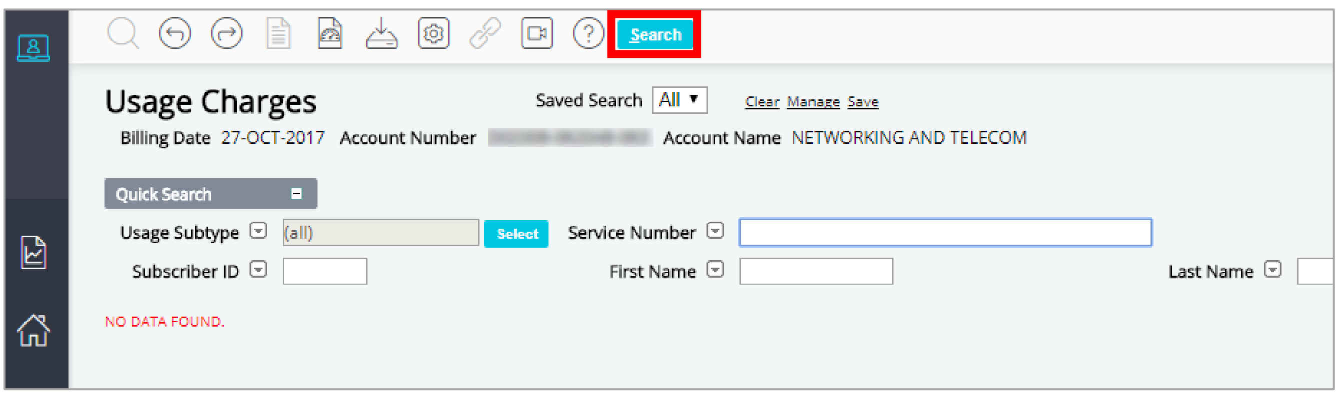
View Usage Charges

The Usage Charges section of a bill displays a detailed list of long distance charges.

1. To view the Usage Charges, rollover **[Account Billing]**, then click **[Usage Charges]** from the menu.

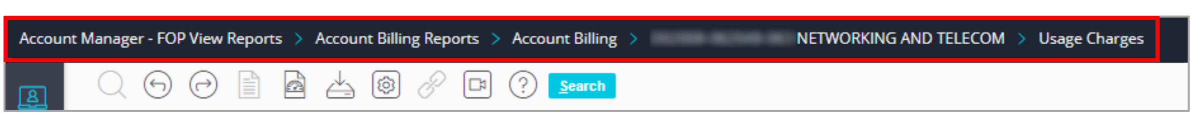


2. Click the blue **[Search]** button or enter specific search criteria in the fields provided.



DO NOT use the browser's back arrow to navigate to previous screens, this will cause your screen to lock up. Use the breadcrumb to navigate to a previous screen in the application, or click on the tab that you want to access.

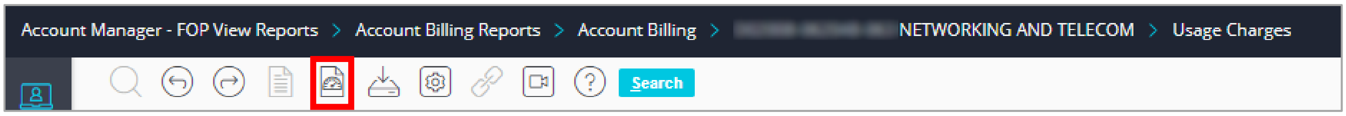
In the example below, breadcrumb back to Account Billing by clicking the word Account Billing in the string Account Billing > NETWORKING AND TELECOM > Usage Charges or simply click the Account Billing section of the left-side menu.



Create Interactive Reports

The Interactive Reports feature allows you to create customized reports that you can save to a .CSV file for use in other desktop software.

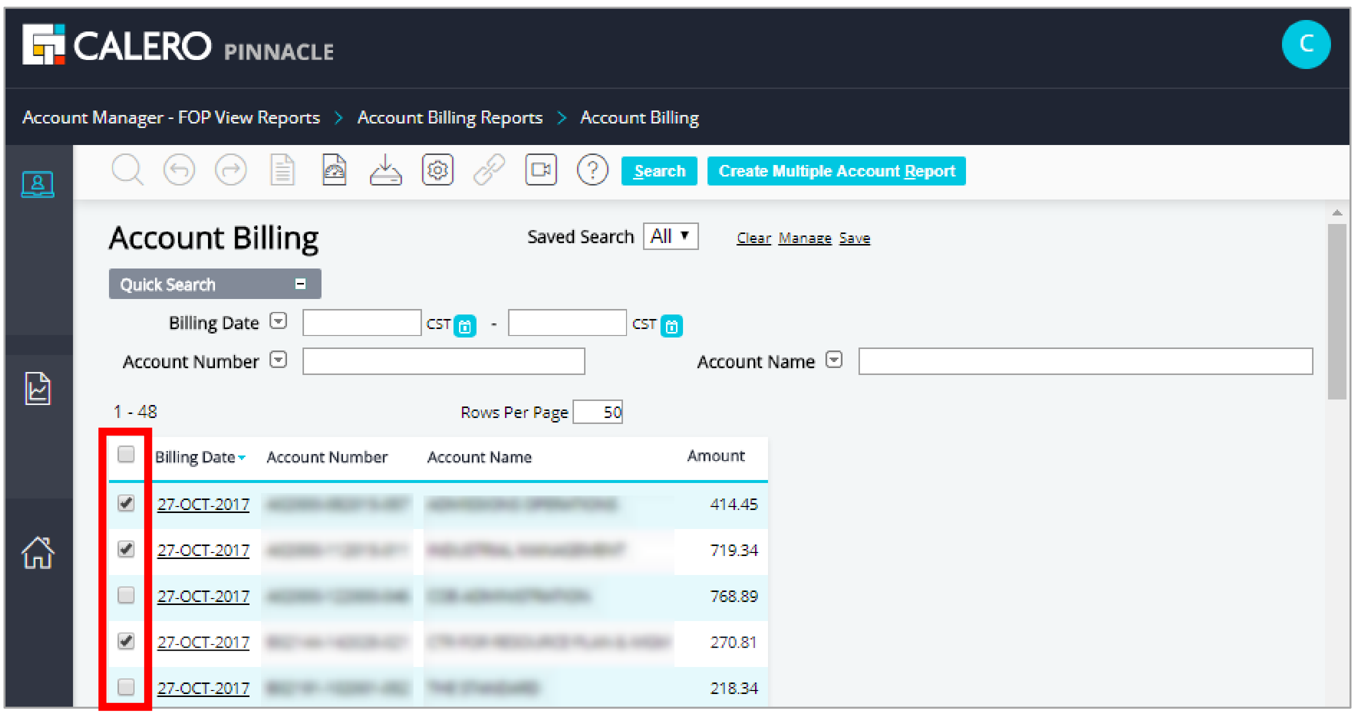
1. Click the Interactive Reports icon (see below) to open the reports wizard which will help you select how to format and choose information for your customized report.



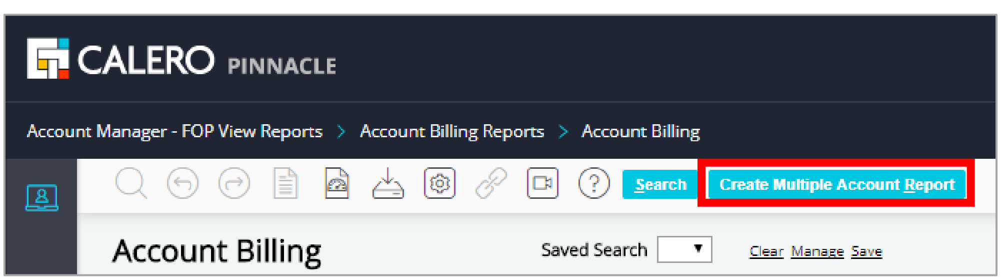
Create Consolidated Multiple FOP Invoices

This function is used to generate a consolidated report of multiple accounts invoices.

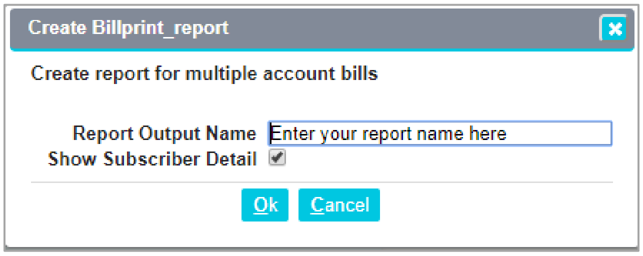
1. In the Account Billing section, click the small checkbox to the left of the Billing Date for each invoice that you want to appear in a single report.



2. Click the blue **[Create Multiple Account Report]** button on the icon bar to generate the report.

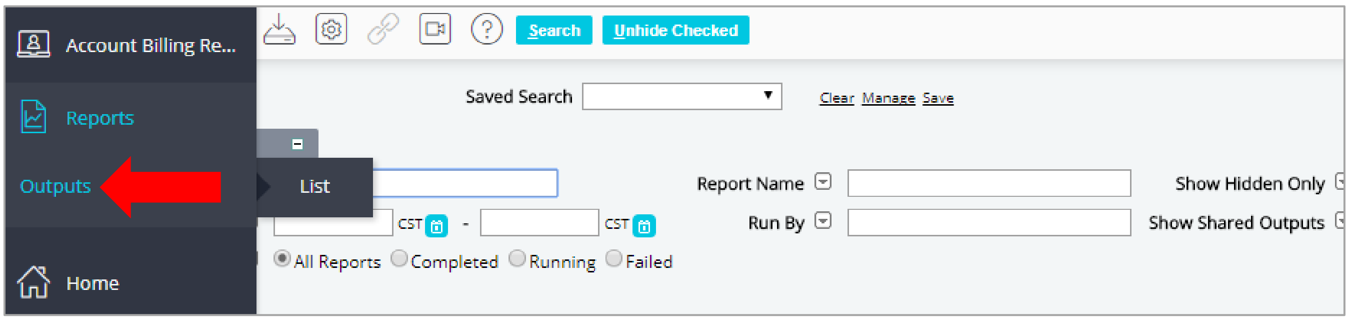


3. A window will appear labeled Create Billprint_report. Enter whatever you want your report to be named in the Report Output Name field as shown below. Click **[Ok]** to save the report.

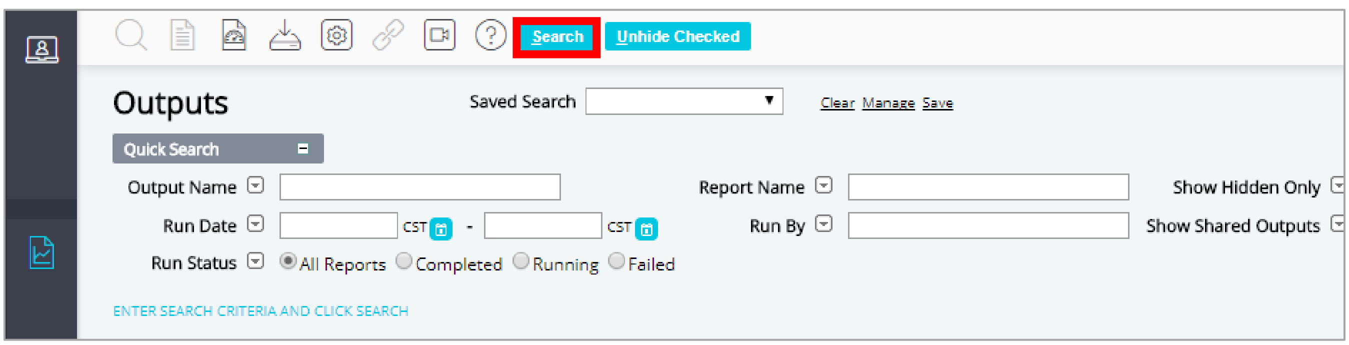


Only records that share the same billing date can be consolidated.

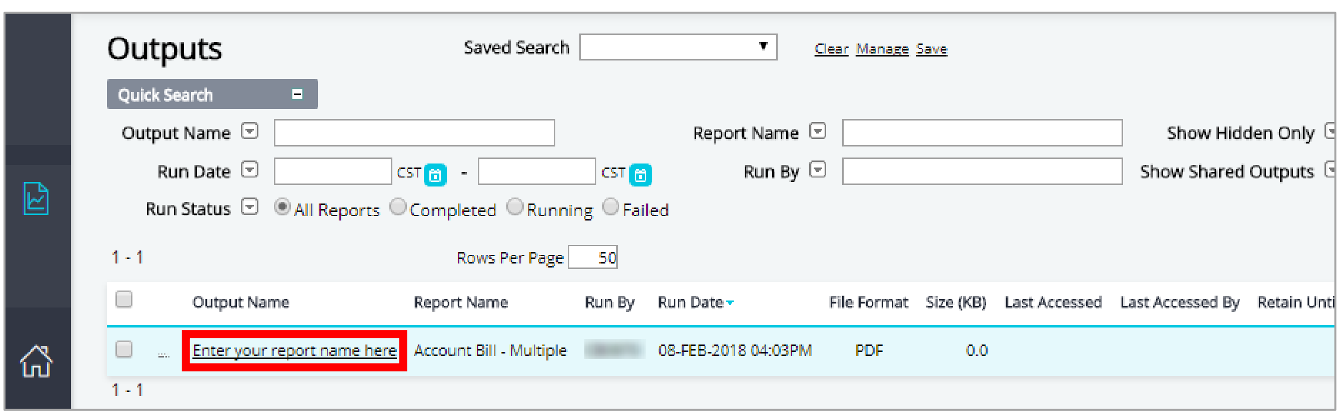
4. To view the consolidated report, click the **[Reports]** menu and then click the **[Outputs]** option.



5. Click the **[Search]** button to view available reports.



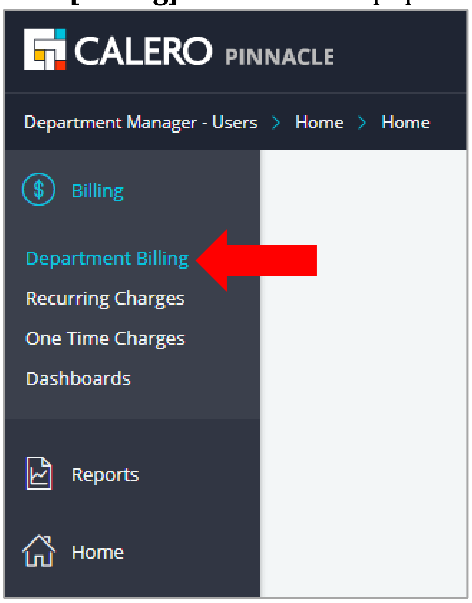
6. Click the hyperlinked name of the report to view it.



View Vendor or Resale ‘M’ Accounts

1. If the budget number you want to view is a nine character ‘M’ number, click the blue circle in the top-right corner and select **[Department Manager – Users]** from the pop-out menu.

2. Click **[Billing]** in the left-side pop-out menu, then click **[Department Billing].**



3. Click the blue **[Search]** button to view all invoices that are available.

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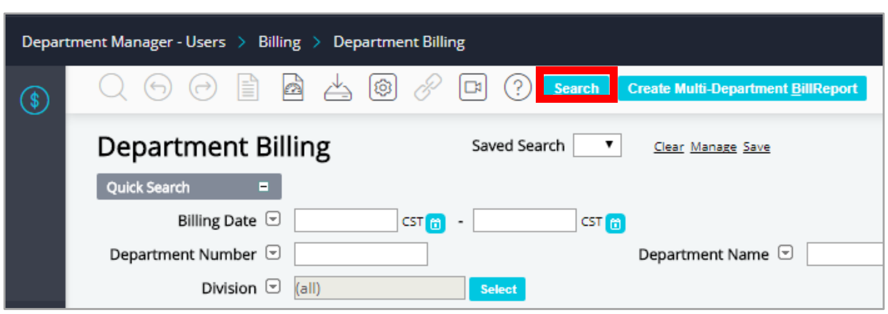
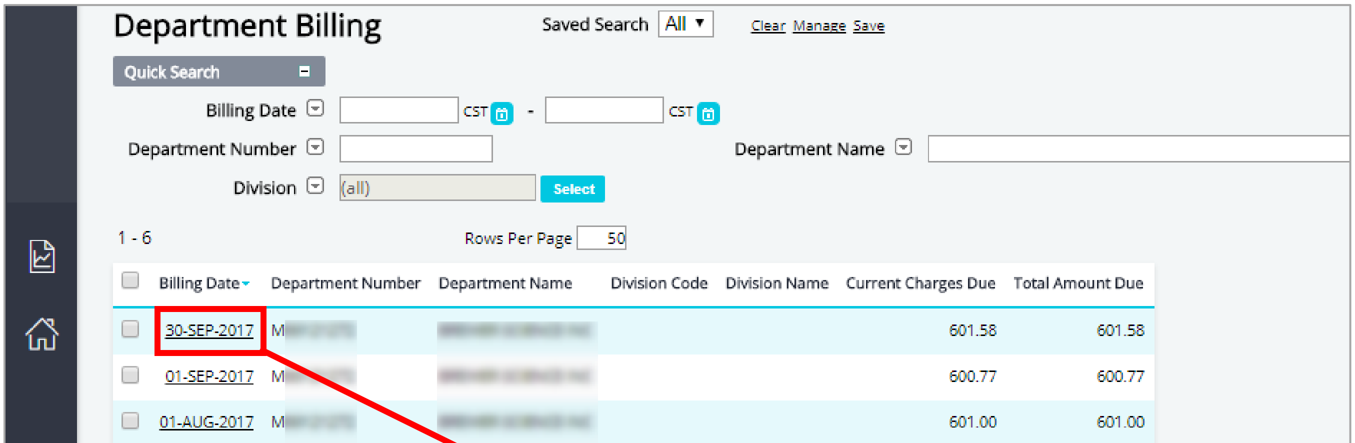


To clear the search criteria, click the Clear option located to the right of the Saved Search box. You can save frequently used searches for future use.

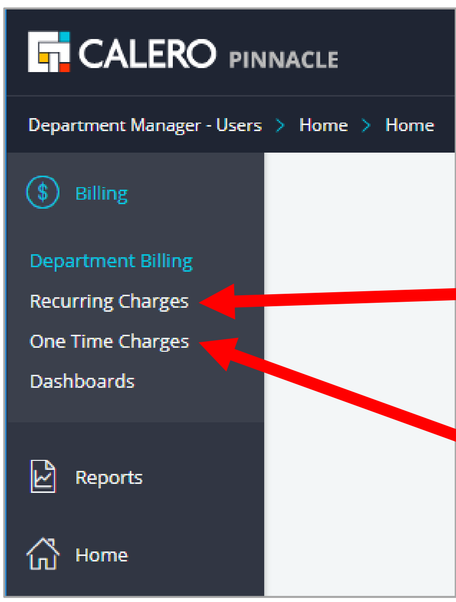
View Departmental Bill Details

1. To view a report, click on the Billing Date hyperlink.

Typically the bill date will be the last day of the month, however, there are instances where this does not apply. For example, *27-OCT-2017* displays charges for October 2017, and an invoice *01-OCT-2017* displays charges for September 2017.



Bill Date Hyperlink



The **Departmental Billing Summary** section displays grand totals of all charges incurred for the month.

The **Recurring Charges** section displays a detailed list of all recurring charges incurred for the month.

The **One Time Charges** section displays a detailed list of all one time charges incurred for the month.

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