



United Nations  
Department of Field Support

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*Guide for Telephone Billing Unit (TBU) Read Only*

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# ***Introduction to eBilling Telephone System***

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## **What is it?**

eBilling Telephone System is a centralized web application which automates and streamlines the processing of telephone bills by missions. It is fully electronic and easy-to-use and facilitates the recovery of costs associated with the personal use of UN telephones.

## **Why is it needed?**

Previously, missions relied on a variety of custom-developed, standalone solutions to manage their telephone billing. These were often overlapping and inconsistent, using different types of databases and different procedures to handle the same functions. Over the years, many of these systems became obsolete, and the significant resources which would be required to maintain and upgrade them are not available.

eBilling was created to fill the need for a single, uniform, and secure electronic telephone billing system to replace these diverse legacy systems.

## **What are its main features?**

- eBilling standardizes the processes by which bills are reviewed, categorized, approved, and processed
- It provides full online support for bills which are generated electronically
- It supports upload functionality for paper bills from mobile and satellite vendors
- It provides look-up tables and live call summaries for easy access to information
- It generates system and email notifications to users
- It enables report generation in PDF and Excel formats
- It integrates with other DFS solutions, including FSS and Active Directory
- It provides heightened security, with centralized procedures for backup and recovery of data.

## **What benefits does it provide?**

- eBilling improves efficiency by reducing error-prone manual processes
- It empowers staff by enabling all end users to manage their own bills and contact lists
- Through its roles-based functionality, it provides multiple oversight layers for review and assessment of expenditures.

## ***About this Guide***

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This Guide was written from the vantage point of Telephone Billing Unit (TBU) Read Only Administrators. Additional Guides are available for End Users, Finance Admins, Mission Admins, PABX Admins, and Super Admins.

### **Who is a TBU Read Only Administrator**

TBU Read Only Administrators are members of the Telephone Billing Unit who can only view TBU Administrator features but cannot execute them; these functions include:

- View TBU Contacts
- View eBilling notifications
- View Reimbursement eBilling notifications
- View a list of existing assets/issuance Logs
- View Upload calls history (including upload samples and error reports)
- View Asset reassignment history
- View Staff & Assets associations
- View TBU Contact Information
- View Existing eBilling notifications/ reimbursement eBilling notifications
- View Uploaded Calls History
- View Bill Generation History
- View unknown calls
- Generating and viewing different kinds of reports
- View Archived reports

## Access to eBilling

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Access to eBilling is through the UN network. Since it is a web-based application, eBilling is compatible with all major browsers – including Internet Explorer, Firefox, Chrome, Opera, and Safari; however, it is optimized for IE – the official UN browser, versions 7 and above.

When logging in to eBilling, you can use either Unite ID or Windows credentials. However, since the United Nations is implementing use of global authentication, **it is strongly recommended for users to log in with their Unite ID username and password when accessing the eBilling system for the first time.**

**NOTE:** *The kind of log in used the first time you access eBilling determines how you will be logging on in future as explained below:*

**Unite ID:** *If Unite ID is used to log in the first time a user accesses eBilling, their profile is automatically associated with their Unite ID and they will only be able to log in using their Unite ID username and password in future.*

**Windows:** *If Windows username and password are used to log in the first time a user accesses eBilling, their profile is associated with their Windows credentials, but they will also be able to log in to the system using their Unite ID in future.*

## Logging In

1. Open Internet Explorer and enter the appropriate URL in the browser's address bar:

<https://ebilling.un.org>

If accessing eBilling remotely use the following URL:

<https://ebillingremote.un.org/Account/Login>

2. The eBilling Login screen is displayed

It is recommended to use your Azure ID to login. If you don't have, please use your Unite ID or Windows Username and Password.

Select Your Domain:

-- Select --

Login

[Forgot your Unite ID? Click here](#)

[Forgot your password? Click here](#)

[Ebilling Documents](#)



3. Select your AD domain from the dropdown list then click the **Login** button.

It is recommended to use your Azure ID to login. If you don't have, please use your Unite ID or Windows Username and Password.

Select Your Domain:

UNHQ-NY

Login

[Forgot your Unite ID? Click here](#)

[Forgot your password? Click here](#)

[FAQ](#)

[Ebilling Documents](#)

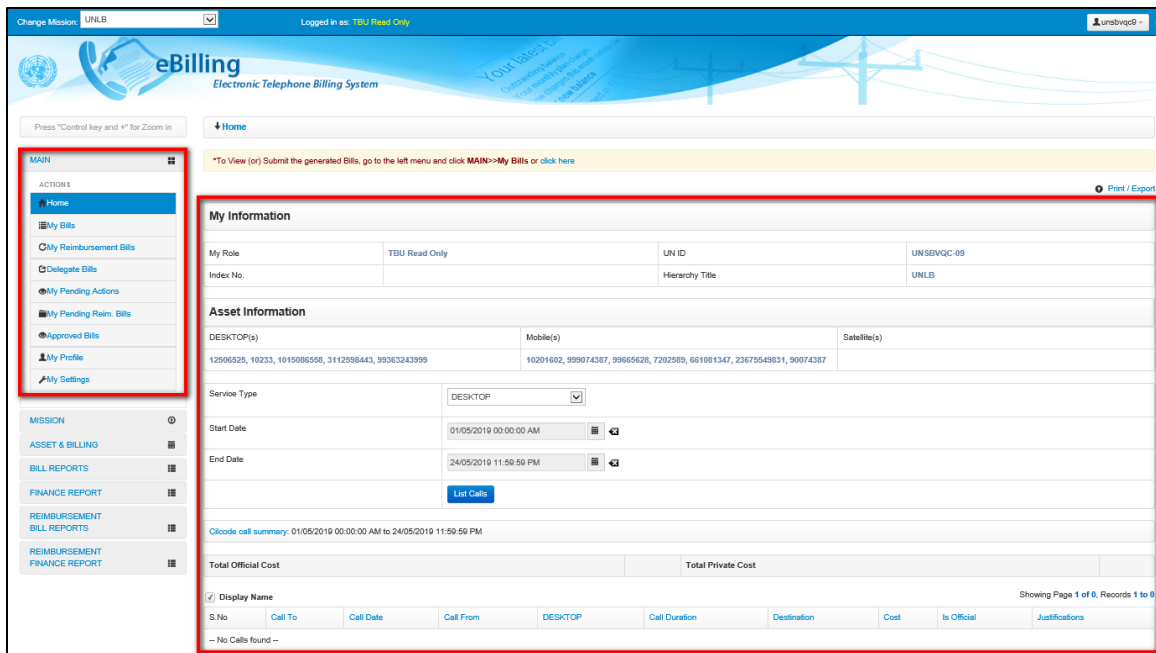
**NOTE:** You can access user manuals for different eBilling user roles by clicking the **eBilling Documents** link displayed under the **Login** button. These manuals can be accessed even before you log in.

### Home Screen

Upon logging into eBilling, the **Home** screen is displayed. Since the TBU Administrator is both an end user and a TBU Read Only administrator, the **Home** screen has features and functionalities that relate to both end users and TBU Read Only administrators.

End User features on the home screen include:

- User Information, Asset Information as well as a call summary are displayed at the center of the screen.
- A MAIN menu on the left of the screen which has links to the user's bills, reimbursement bills, profile and settings.



## My Information

This section displays information about the TBU Administrator; this includes their user role in eBilling, UN Index Number, UN ID and Hierarchy Title.

My Information			
My Role	TBU Read Only	UN ID	QC-4
Index No.		Hierarchy Title	UNLB/UNOPS/UNOPSV/FSS

## Asset Information

This section displays information about all assets assigned to the TBU Administrator; this includes:

- Asset numbers for all types of assets assigned to the user
- Option to list calls of the assets assigned to the user
- Summary of current call status

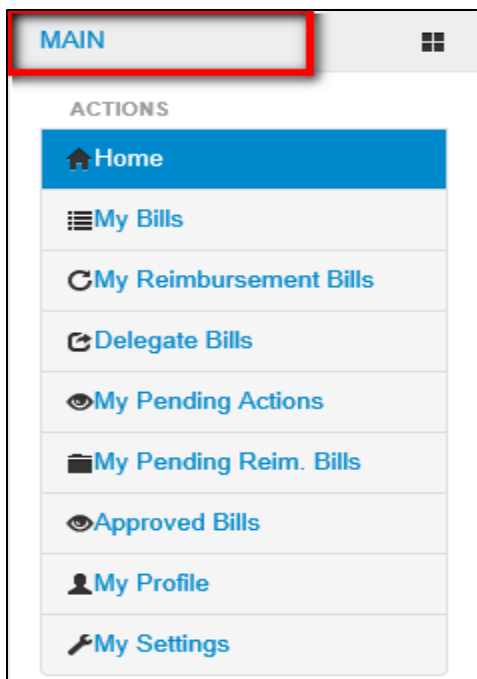
Asset Information									
DESKTOP(s)			Mobile(s)			Satellite(s)			
79556397, 90075136, 1002, 213849, 5000, 48851457			20202, 646466, 55686			99665620			
Service Type		Mobile <input type="button" value="v"/>							
Start Date		01/05/2019 00:00:00 AM		<input type="button" value="🗑️"/>		<input type="button" value="↶"/>			
End Date		20/05/2019 11:59:59 PM		<input type="button" value="🗑️"/>		<input type="button" value="↶"/>			
<input type="button" value="List Calls"/>									
Cilcode call summary: 01/05/2019 00:00:00 AM to 20/05/2019 11:59:59 PM									
Total Official Cost					Total Private Cost				
<input checked="" type="checkbox"/> Display Name									Showing Page 1 of 0, Records 1 to 0
S.No	Call To	Call Date	Call From	DESKTOP	Call Duration	Destination	Cost	Is Official	Justifications
-- No Calls found --									

## MAIN Menu

The MAIN menu is found on the left side of the screen and is accessible from the **Home** screen as well as any other screen in eBilling.

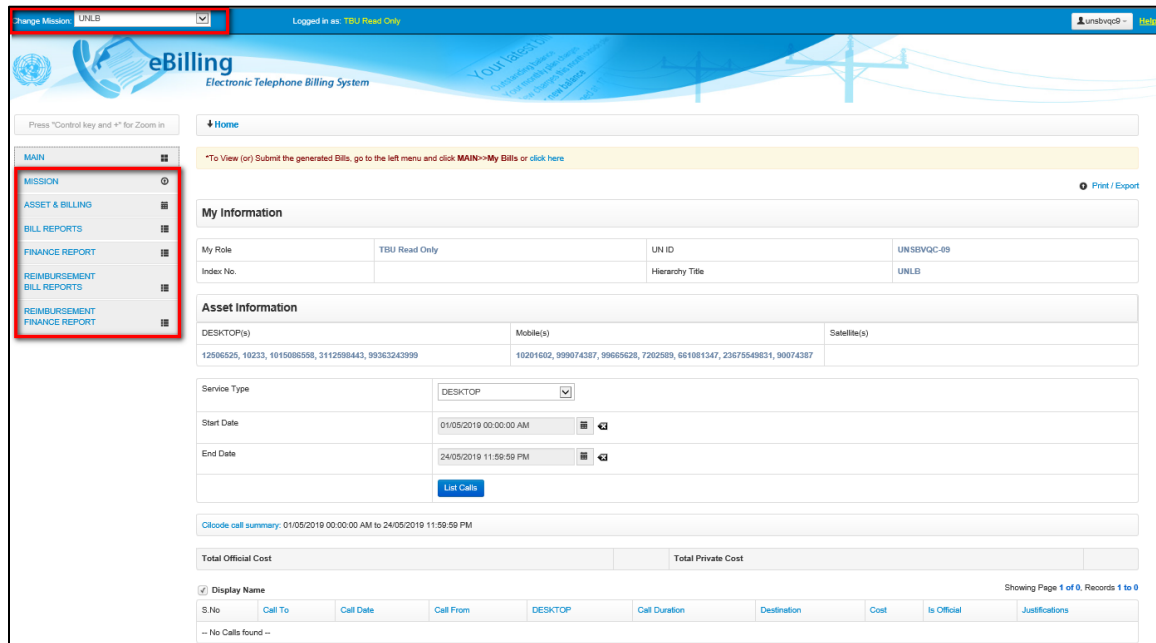
It has links which a user can click on to navigate to different sections of the eBilling application like **My Bills**, **My Reimbursement bills**, **Delegate bills**, **My Pending actions**, **My Pending Reimbursement bills**, **Approved Bills**, **My Profile**, **My Settings** or even to return to the **Home** page.

Click the **MAIN** link to view options/actions under the **MAIN** menu (*actions under this menu can also be hidden or displayed by clicking on **MAIN***).



TBU Read Only Administrator features on the home screen include:

- A **Change Mission** dropdown in the top left corner of the screen that allows the TBU Admin to select another Mission (if they are assigned the TBU Read Only Admin role for multiple missions)
- **My Pending Actions** and **My Pending Reim. Bills** links that enable a TBU Read Only Admin to approve normal and reimbursement bills that have been assigned to them for approval.
- Links to the different functions a TBU Read Only Administrator can perform are on the left side of the screen below the MAIN menu. These functions include managing Mission settings, managing Assets & Billing, Bill Reports, Finance Reports, Reimbursement Bill Reports, Reimbursement Finance Reports and managing Look Ups.



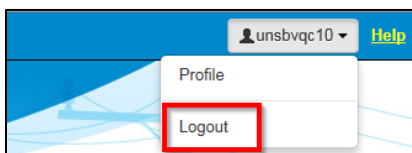
**NOTE:** The different TBU Read Only Administrator functions are explained in detail in the rest of this manual.

## Logging Out

1. Click the username in the upper right corner of the screen.



2. A popup menu is displayed with options to view profile or logout of eBilling. Click the **Logout** option.

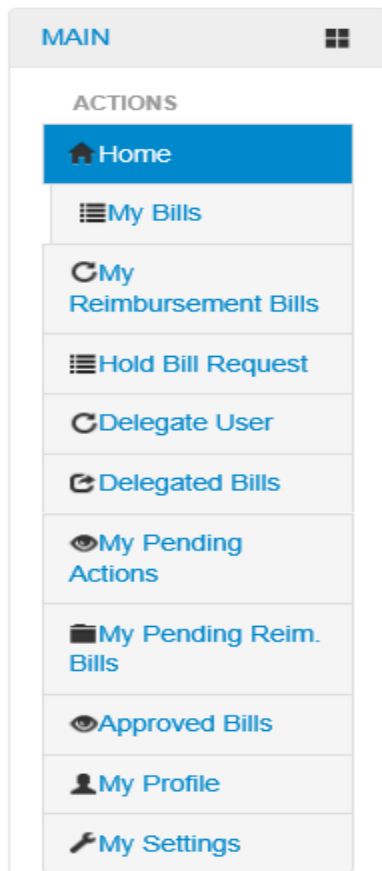


## MAIN Menu

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The MAIN menu has links to end user features which can be used by the TBU Read Only Administrator to do the following:

- View and manage their own bills.
- View and manage their own reimbursement bills.
- View and manage bills that have been delegated to them.
- View bills that are pending their action.
- View and manage their pending actions.
- View and manage reimbursement bills that are pending their action.
- View approved bills.
- Review their Personal Information, UN Profile Information as well as information about all assets assigned to them.
- Review or set threshold limits for all assets assigned to them as well as add or edit their telephone contacts.



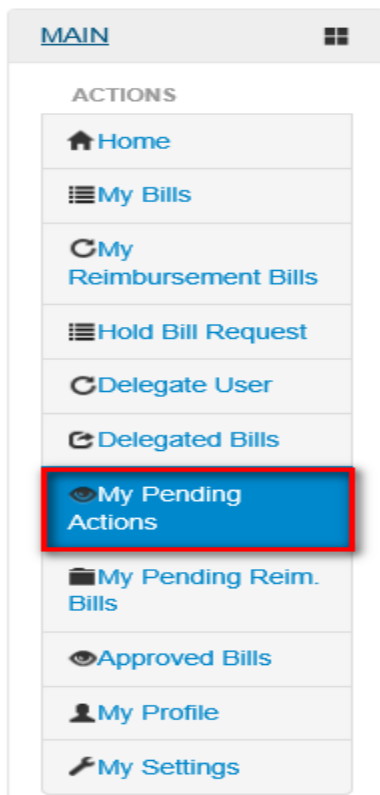
For a more detailed description of the different end user functions that can be carried out by a TBU Read Only Administrator, refer to the **eBilling Guide for End Users**.

## My Pending Actions

This section allows a TBU Read Only Administrator to search for and view bills that are pending approval.

The TBU Read Only Administrator can also view details of calls on the bills that are pending approval.

1. To view bills assigned to a TBU Read Only Administrator that are pending their action, click the **My Pending Actions** link found under the **MAIN** menu.



2. **My Pending Actions** page is displayed showing a list of all bills that are assigned to the currently logged in TBU Read Only Administrator.

This page also has option to search for, filter and view either only bills assigned to the currently logged in user or bills assigned to all approvers.

↓ My Pending Bills

Search   Requested\_to\_me  All Search

Print / Export

Showing Page 1 of 1, Records 1 to 1

Staff Member	Requested Approver	Bill Title	Asset Number	Official Cost	Total Cost	Status	
unsvq10	unsvq3	September 2016	90075137	EUR 185.48	EUR 1101.08	Submitted	Actions <span>▾</span>

3. To view bill, click the ▾ on the **Actions** button on the row of the bill you want to view.

*A popup menu is displayed with a **View Bill** option. Click the **View Bill** option.*

Print / Export

Showing Page 1 of 1, Records 1 to 1

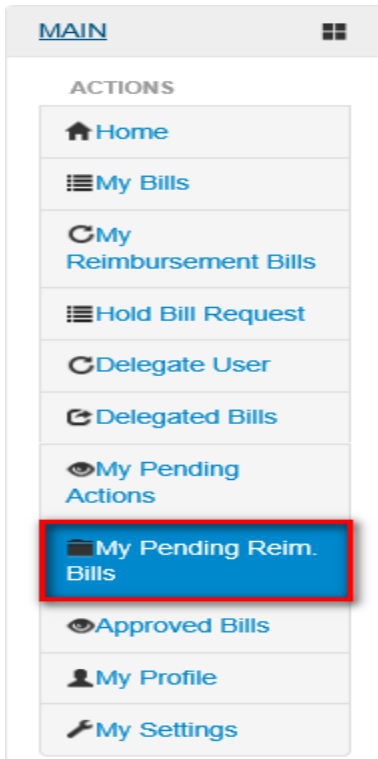
Staff Member	Requested Approver	Bill Title	Asset Number	Official Cost	Total Cost	Status	
unsvq10	unsvq3	September 2016	90075137	EUR 185.48	EUR 1101.08	Submitted	Actions <span>▾</span> <span>View Bill</span>

## My Pending Reim. Bills

This section allows a TBU Read Only Administrator to search for and view reimbursement bills that are pending approval.

The TBU Read Only Administrator can also view details of calls on the reimbursement bills that are pending approval.

1. To view reimbursement bills that are pending approval, click the **My Pending Reim. Bills** link found under the **MAIN** menu.



2. **My Pending Reim. Bills** page is displayed showing a list of all reimbursement bills.

This page also has option to search for, filter and view either only bills assigned to the currently logged in user or reimbursement bills assigned to all approvers.

↓ My Pending Reimbursement Bills

Search   Requested\_to\_me  All [Search](#)

[Print / Export](#)  
Showing Page 1 of 1, Records 1 to 1

Staff Member	Requested Approver	Bill Title	Asset Number	Official Cost	Total Cost	To be Reimbursed	Total Evaluated	Status	
unsvqc4	unsvqc3	August 2016	20202	EUR 0.00	EUR 8.10	EUR 1.80	EUR -1.80	Submitted	Actions <span style="float: right;">▼</span>

3. To view bill, click the ▼ on the **Actions** button on the row of the reimbursement bill you want to view.

A popup menu is displayed with a **View Bill** option. Click the **View Bill** option.



Print / Export  
Showing Page 1 of 1, Records 1 to 1

Staff Member	Requested Approver	Bill Title	Asset Number	Official Cost	Total Cost	To be Reimbursed	Total Evaluated	Status	Actions
unsbvqc4	unsbvqc3	August 2016	20202	EUR 0.00	EUR 8.10	EUR 1.80	EUR -1.80	Submitted	<a href="#">View Bill</a>

- The selected reimbursement bill is opened and displayed; only calls that were selected for re-evaluation are displayed in the Call Details section of the bill.

The Call Details section also has a column labeled **Is Re-Challenged** which a TBU Administrator can use to challenge calls that have been selected for re-evaluation.

Mobile Calls

Print / Export

### Telephone Bill for February 2016

unsbvqc4  
QC-4  
unsbvqc4@un.org  
UNLB  
UNLB/UNOPS/UNOPSV/FSS

Bill Id # 10007  
 Bill Title February 2016  
 Bill Period 31-01-2016 - 02-02-2016  
 Generated Date 24-10-2017

**Bill Details - Finance Report Title : April 2016**

Asset Number	Asset Type	Official Call Cost	Total Cost	To be Reimbursed	Total Revaluated
20202	Mobile	0 EUR	1.35 EUR	0.30 EUR	-0.30 EUR
<b>Total</b>			<b>1.35 EUR</b>		

**Call Details**

Display Name

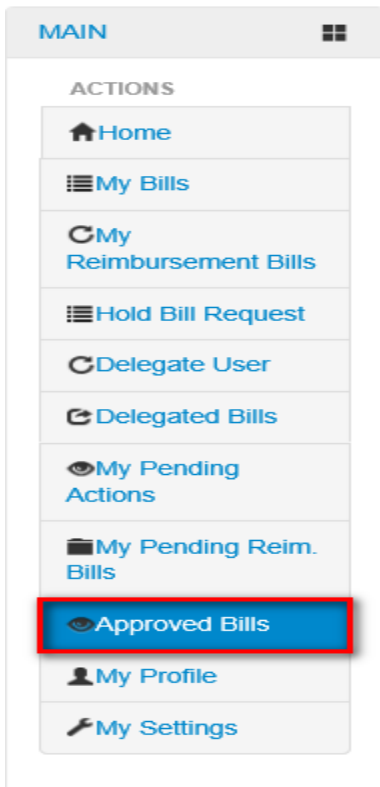
Showing Page 1 of 1, Records 1 to 2

S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	Is Official	<input checked="" type="checkbox"/> Is Re-Evaluated	<input type="checkbox"/> Is Challenged	<input type="checkbox"/> Is Re-Challenged	Justifications
1	903594667	01/02/2016 00:15:36 AM	00:00:10			0.15	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	call is to be re-evaluated because of xyz
2	918870560	01/02/2016 00:28:33 AM	00:00:20			0.15	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Approved Bills

This section allows a TBU Read Only Administrator to search and view approved bills.

- To view approved bills, click the **Approved Bills** link found under the **MAIN** menu.



2. Approved Bills page is displayed showing a list of approved bills.


↓ Approved Bills

Search   All  Requested to me Search

Print / Export

Showing Page 1 of 10, Records 1 to 10 of 93

S.No	Staff Member	Requested Approver	Approved By	Bill Title	Asset Number	Fixed Charges	Official Cost	Private Cost	Total Cost	Status	Actions
1	Belen MOLINER CARBO		Super Administrator	February 2019	90075136	EUR 0.00	EUR 11.69	EUR 0.00	EUR 11.69	Closed	Actions
2	Belen MOLINER CARBO		Super Administrator	February 2019	90075136	EUR 0.00	EUR 8.46	EUR 0.00	EUR 8.46	Closed	Actions
3	Belen MOLINER CARBO	unsvbqc3 unsvbqc3	unsvbqc3 unsvbqc3	January 2017	7283	USD 0.00	USD 1.00	USD 0.00	USD 1.00	Closed	Actions
4	Belen MOLINER CARBO	unsvbqc2 unsvbqc2	unsvbqc2 unsvbqc2	January 2019	90075136	EUR 0.00	EUR 23.65	EUR 81.91	EUR 105.56	Closed	Actions
5	Belen MOLINER CARBO	unsvbqc3 unsvbqc3	unsvbqc3 unsvbqc3	January 2019	2607	USD 0.00	USD 9.00	USD 28.50	USD 37.50	Closed	Actions

- To view bill, click the  on the **Actions** button on the row of the approved bill you want to view.

A popup menu is displayed with a **View Bill** option. Click the **View Bill** option.

↓ Approved Bills

Search   All  Requested to me Search

Print / Export  
Showing Page 1 of 10, Records 1 to 10 of 93

S.No	Staff Member	Requested Approver	Approved By	Bill Title	Asset Number	Fixed Charges	Official Cost	Private Cost	Total Cost	Status	Actions
1	Belen MOLINER CARBO		Super Administrator	February 2019	90075136	EUR 0.00	EUR 11.69	EUR 0.00	EUR 11.69	Closed	<div style="border: 1px solid gray; padding: 2px;">           Actions            ↓  <span style="border: 2px solid red; padding: 2px;">View Bill</span> </div>

- The selected bill is opened and displayed.

### Telephone Bill for February 2019

971393  
moliner@un.org

Bill Id # 283797  
 Bill Title February 2019  
 Bill Period 31-01-2019 - 05-02-2019  
 Generated Date 25-02-2019

#### Bill Details

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
90075136	Mobile	11.69 EUR	0 EUR	0 EUR	11.69 EUR
				<b>Total</b>	<b>11.69 EUR</b>

#### Call Details

Display Name  All Calls  Official Calls  Private Calls Showing Page 1 of 1, Records 1 to 9

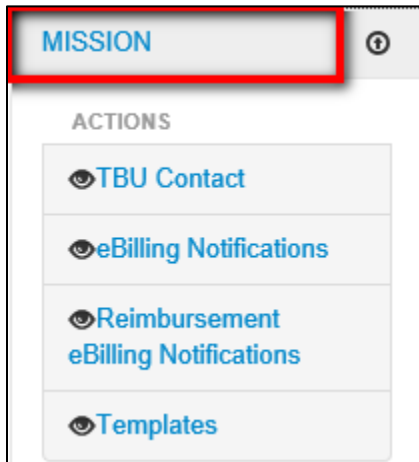
S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	<input type="checkbox"/> Is Official	<input type="checkbox"/> Is Challenged	Justifications
1	3	04/02/2019 05:51:27 AM	03:00:00		7	0.95	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	4	04/02/2019 05:51:37 AM	04:00:00		3	0.56	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	5	04/02/2019 05:51:58 AM	05:00:00		3	1.23	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4	6	04/02/2019 05:52:03 AM	06:00:00		3	2.55	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5	0	04/02/2019 06:00:28 AM	00:20:00		10	1.10	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## MISSION Menu

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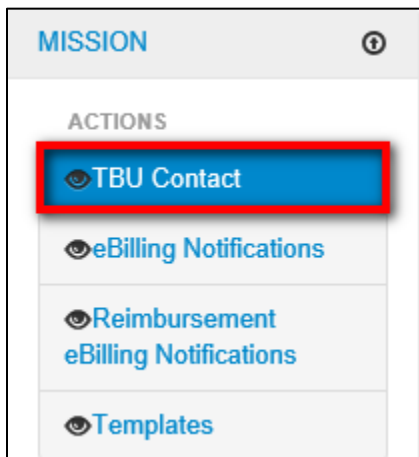
The MISSION menu has links that enable a TBU Read Only Administrator to view existing TBU Contacts, eBilling Notifications, Reimbursement eBilling Notifications and Templates.

Click on **MISSION** to view options / actions under the **MISSION** menu (*actions under this menu can also be hidden or displayed by clicking on **MISSION***).



### TBU Contact

This section allows a TBU Read Only Administrator to view TBU Contact details. Click the **TBU Contact** link under the **MISSION** menu.



The **TBU Contact** page is displayed. It shows a list of all existing TBU Contacts.

↓ TBU Contact

Search

Print / Export  
Showing Page 1 of 1, Records 1 to 1

S.No	Mission	Contact Name	Email	Telephone	Is Active	Actions
1	UNLB	Pauline Ndiritu	[REDACTED]	9581	No	Actions <input type="button" value="v"/>

### View TBU Contact Details

- To view details of a TBU Contact, click the  icon (found under the Actions column) on the contact.

Print / Export  
Showing Page 1 of 1, Records 1 to 1

S.No	Mission	Contact Name	Email	Telephone	Is Active	Actions
1	UNLB	Pauline Ndiritu	[REDACTED]	9581	No	Actions <input type="button" value="v"/>

- A dropdown menu is displayed. Click the **Details** option.

S.No	Mission	Contact Name	Email	Telephone	Is Active	Actions
1	UNLB	Pauline Ndiritu	[REDACTED]	9581	No	Actions <input type="button" value="v"/> Details

- A **TBU Contact Details** dialog box is displayed. It shows details of the selected TBU Contact.

**TBU Contact Details** [Close]

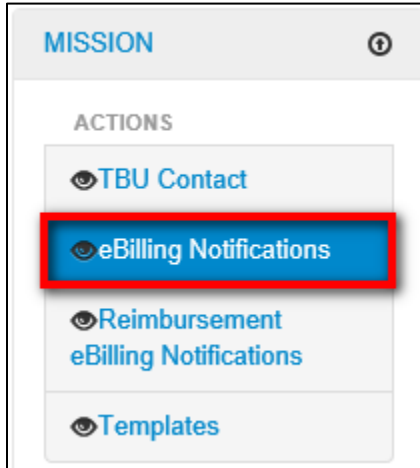
↓ TBU Contact

Mission	UNLB
Contact Name	Pauline Ndiritu
Email	[REDACTED]
Telephone	9581
Is Active	No

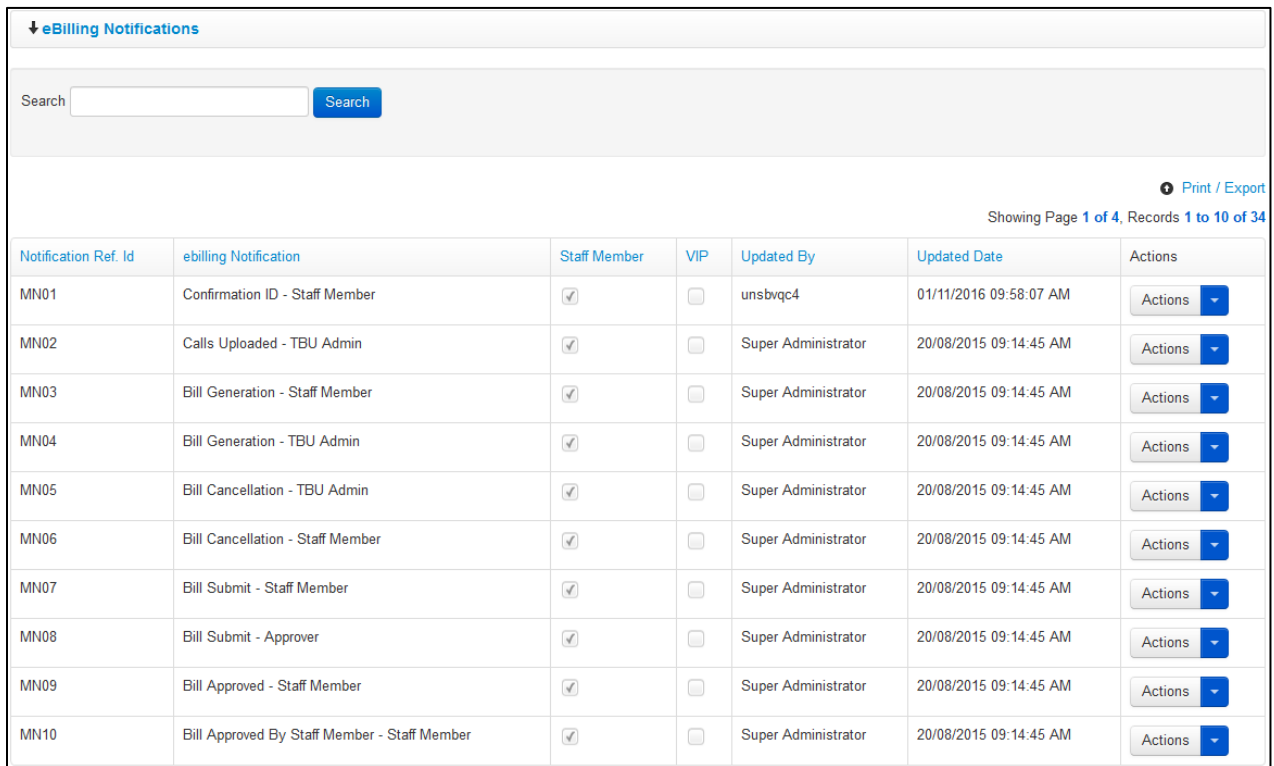
## eBilling Notifications

This section allows a TBU Read Only Administrator to view a list of all existing eBilling notifications.

To view existing eBilling notifications, click the **eBilling Notifications** link under the **MISSION** menu.



The **eBilling Notifications** page is displayed. The page has a list of all existing eBilling notifications.

A screenshot of the eBilling Notifications page. At the top, there is a search bar with a 'Search' button. Below the search bar, there is a table with 7 columns: Notification Ref. Id, eBilling Notification, Staff Member, VIP, Updated By, Updated Date, and Actions. The table contains 10 rows of data. Each row has a checkbox in the Staff Member column and a radio button in the VIP column. The Actions column contains a dropdown menu for each row. The page also shows 'Showing Page 1 of 4, Records 1 to 10 of 34' and a 'Print / Export' link.

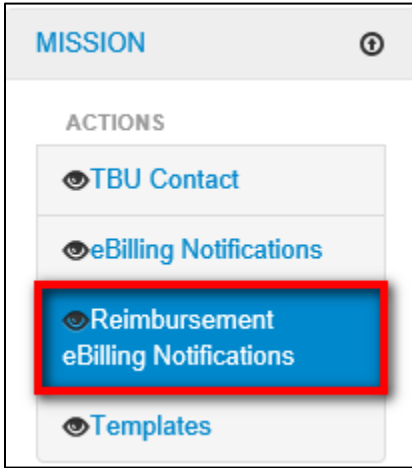
Notification Ref. Id	eBilling Notification	Staff Member	VIP	Updated By	Updated Date	Actions
MN01	Confirmation ID - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	unsvqc4	01/11/2016 09:58:07 AM	Actions
MN02	Calls Uploaded - TBU Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN03	Bill Generation - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN04	Bill Generation - TBU Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN05	Bill Cancellation - TBU Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN06	Bill Cancellation - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN07	Bill Submit - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN08	Bill Submit - Approver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN09	Bill Approved - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions
MN10	Bill Approved By Staff Member - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	20/08/2015 09:14:45 AM	Actions

**NOTE:** A selected checkbox under **Staff Member** column means that particular notification will be sent to only non-VIP staff members and a selected checkbox under the **VIP** column means that particular notification will be sent to only VIP staff members.

# Reimbursement eBilling Notifications

This section allows a TBU Read Only Administrator to view a list of all existing reimbursement eBilling notifications.

To view existing reimbursement eBilling notifications, click the **Reimbursement eBilling Notifications** link under the MISSION menu.



The **Reimbursement eBilling Notifications** page is displayed. The page has a list of all existing Reimbursement eBilling notifications.

↓ Reimbursement eBilling Notifications

Search

Print / Export  
Showing Page 1 of 3, Records 1 to 10 of 24

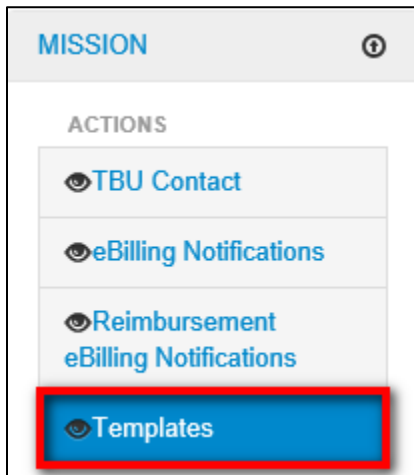
Notification Ref. Id	eBilling Notification	Staff Member	VIP	Updated By	Updated Date	Actions
RP01	Bill Re-Initiated - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP02	Bill Re-Initiated - TBU Admin	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP03	Reimbursement Process: Bill Submit - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP04	Reimbursement Process: Bill Submit - Approver	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP05	Reimbursement Process: Bill Approved - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP06	Reimbursement Process: Bill Approved By Staff Member - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP07	Reimbursement Process: Challenged Bill - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP08	Reimbursement Process: Reopen Bill - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP09	Reimbursement Process: Hold Bill - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾
RP10	Reimbursement Process: Release Bill - Staff Member	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Super Administrator	21/09/2017 08:25:18 AM	Actions ▾

**NOTE:** A selected checkbox under **Staff Member** column means that notification will be sent to only non-VIP staff members and a selected checkbox under the **VIP** column means that particular notification will be sent to only VIP staff members.

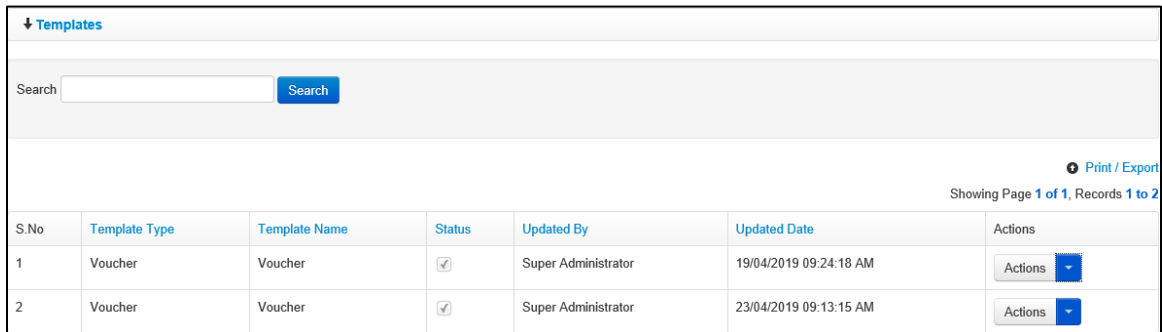
## Templates

This section allows a TBU Read Only Administrator to view a list of available templates.

To view the templates, click **Templates** link under the **MISSION** menu.



The Templates page is displayed.



The screenshot shows the 'Templates' page. At the top, there is a search bar with a 'Search' button. Below the search bar, there is a table with the following columns: S.No, Template Type, Template Name, Status, Updated By, Updated Date, and Actions. The table contains two rows of data. The first row has S.No 1, Template Type Voucher, Template Name Voucher, Status checked, Updated By Super Administrator, and Updated Date 19/04/2019 09:24:18 AM. The second row has S.No 2, Template Type Voucher, Template Name Voucher, Status checked, Updated By Super Administrator, and Updated Date 23/04/2019 09:13:15 AM. The Actions column for each row contains a dropdown menu with 'Actions' selected. In the top right corner, there is a 'Print / Export' link and a status message 'Showing Page 1 of 1, Records 1 to 2'.

S.No	Template Type	Template Name	Status	Updated By	Updated Date	Actions
1	Voucher	Voucher	<input checked="" type="checkbox"/>	Super Administrator	19/04/2019 09:24:18 AM	Actions
2	Voucher	Voucher	<input checked="" type="checkbox"/>	Super Administrator	23/04/2019 09:13:15 AM	Actions



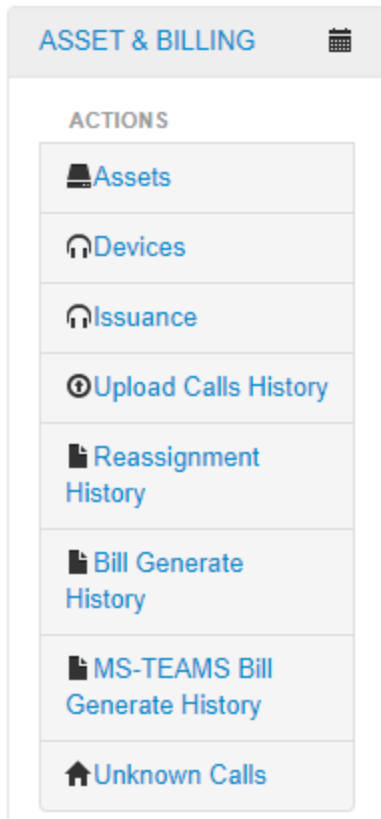
## ASSET & BILLING Menu

---

The ASSET & BILLING menu has links that enable a TBU Read Only Administrator to view asset and billing details, activities that can be carried out under this menu include:

- Viewing Assets
- Viewing Devices
- Viewing Issuance details
- Viewing Call upload history
- Viewing Reassignment history
- Viewing Bill Generation history
- Viewing Unknown calls

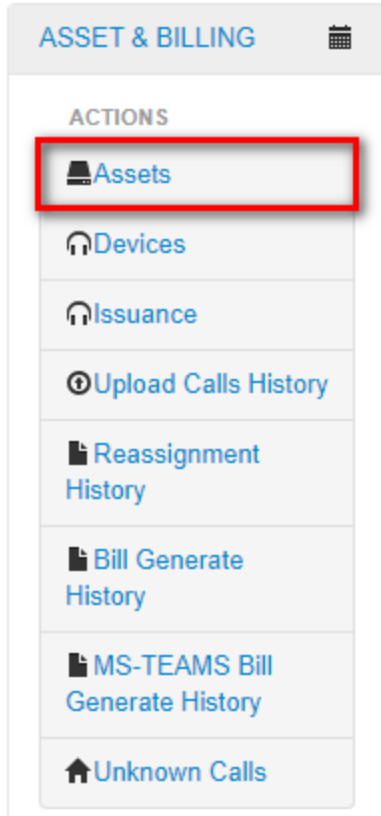
Click on **ASSETS & BILLING** to view options / actions under the **ASSETS & BILLING** menu (actions under this menu can also be hidden or displayed by clicking on **ASSETS & BILLING**).



## Assets

This section allows a TBU Read Only Administrator to view asset details.

To view details of eBilling assets, click the **Assets** link under the **Asset & Billing** menu.

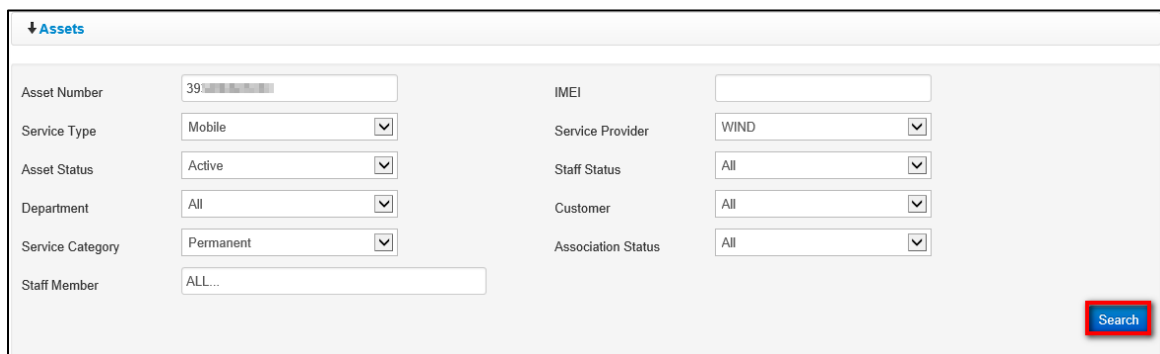



The **Assets** page is displayed. On this page, the TBU Read Only Administrator can carry out the following actions:

- View asset details
- View asset issuance logs

### View Asset Details

1. Search for the assets whose details are to be viewed; enter search criteria in the filters on the **Assets** screen and click the **Search** button.

A screenshot of the "Assets" search filter form. The form is titled "↓ Assets" and contains several input fields and dropdown menus for filtering assets. The fields are: Asset Number (text input with "39" and a masked area), Service Type (dropdown menu with "Mobile" selected), Asset Status (dropdown menu with "Active" selected), Department (dropdown menu with "All" selected), Service Category (dropdown menu with "Permanent" selected), Staff Member (text input with "ALL..."), IMEI (text input), Service Provider (dropdown menu with "WIND" selected), Staff Status (dropdown menu with "All" selected), Customer (dropdown menu with "All" selected), and Association Status (dropdown menu with "All" selected). A red "Search" button is located at the bottom right of the form.

- The asset is displayed. Click the  icon (under the **Actions** column) on the asset that has details you want to view.

Print / Export  
Showing Page 1 of 1, Records 1 to 1

S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	39	MINUSCA	Salary Deduction				Active	<div style="border: 1px solid gray; padding: 2px;">           Actions           <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px; text-align: center; color: blue; font-weight: bold;">v</div> </div>

- A popup menu is displayed with options of actions that can be carried out on the asset. Click the **Asset Details** option.

Showing Page 1 of 1, Records 1 to 1

S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	39	MINUSCA	Salary Deduction				Active	<div style="border: 1px solid gray; padding: 2px;">           Actions           <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px; text-align: center; color: blue; font-weight: bold;">v</div> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">             Asset Issuance Log             <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px; text-align: center; color: blue; font-weight: bold;">v</div> </div> <div style="border: 1px solid gray; padding: 2px; margin-top: 2px;">             Asset Details             <div style="border: 1px solid red; width: 15px; height: 15px; margin-left: 5px; text-align: center; color: blue; font-weight: bold;">v</div> </div>

Navigate Page(s):

- The **Asset Details** popup dialog box is displayed showing details of the selected asset.

**Asset Details**

Assets

Service Type	Mobile	Service Provider	WIND
Asset Number	39	Asset Category	Permanent
Contract Start Date		Contract End Date	
Subscription Plan		Provider Scheme	N/A
Serial No		Barcode	
Local Voice	True	Local Data	True
Roaming Voice	True	Roaming Data	True
International Access	True	Base Value	
Data Plan	N/A	Credit Limit	N/A
PIN 1	9754	PIN 2	
PUK		PUK 2	
Sim Type	N/A		
Receipt Date		Asset Status	Active

Page Action	Comments	Reference	Updated By	Updated Date


## View Asset Issuance Logs

- Search for the asset for which an asset issuance log is to be viewed; enter search criteria in the filters on the **Assets** screen and click the **Search** button.

Assets

Asset Number	<input type="text" value="39"/>	IMEI	<input type="text"/>
Service Type	Mobile	Service Provider	WIND
Asset Status	Active	Staff Status	All
Department	All	Customer	All
Service Category	Permanent	Association Status	All
Staff Member	<input type="text" value="ALL..."/>		

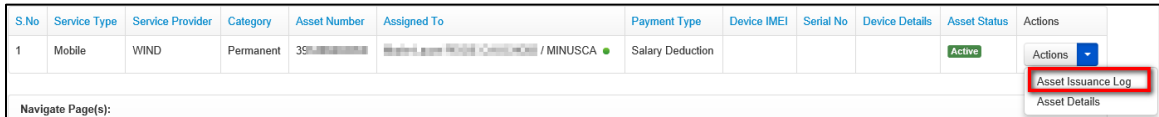
**Search**


- The asset is displayed. Click the  icon (under the **Actions** column) on the asset that has asset issuance log you want to view.



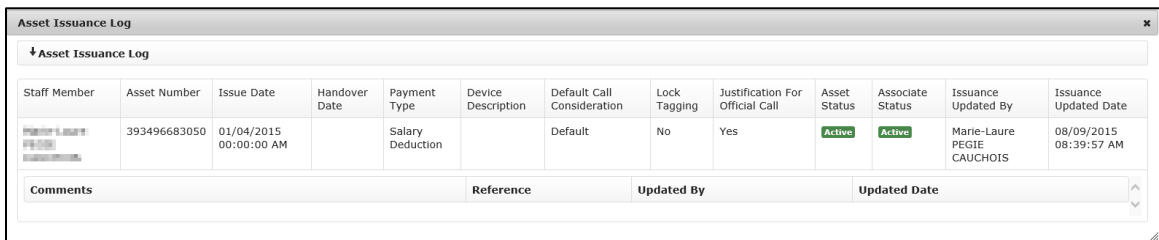
S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	393496683050	Marie-Laure PEGIE CAUCHOIS / MINUSCA	Salary Deduction				Active	Actions 

- A popup menu is displayed with options of actions that can be carried out on the asset. Click the **Asset Issuance Logs** option.



S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	393496683050	Marie-Laure PEGIE CAUCHOIS / MINUSCA	Salary Deduction				Active	Actions  <span style="border: 1px solid red; padding: 2px;">Asset Issuance Log</span> Asset Details

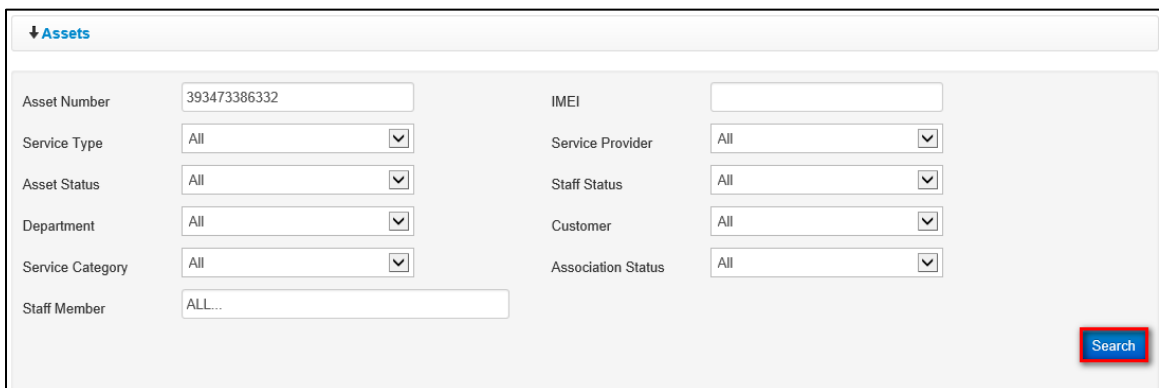
- The **Asset Issuance Log** for the selected asset is displayed.












Staff Member	Asset Number	Issue Date	Handover Date	Payment Type	Device Description	Default Call Consideration	Lock Tagging	Justification For Official Call	Asset Status	Associate Status	Issuance Updated By	Issuance Updated Date
Marie-Laure PEGIE CAUCHOIS	393496683050	01/04/2015 00:00:00 AM		Salary Deduction		Default	No	Yes	Active	Active	Marie-Laure PEGIE CAUCHOIS	08/09/2015 08:39:57 AM

## View Issuance Details

- Search for the asset for which an issuance details log is to be viewed; enter search criteria in the filters on the **Assets** screen and click the **Search** button.



Assets	
Asset Number	<input type="text" value="393473386332"/>
Service Type	<input type="text" value="All"/> 
Asset Status	<input type="text" value="All"/> 
Department	<input type="text" value="All"/> 
Service Category	<input type="text" value="All"/> 
Staff Member	<input type="text" value="ALL..."/>
IMEI	<input type="text"/>
Service Provider	<input type="text" value="All"/> 
Staff Status	<input type="text" value="All"/> 
Customer	<input type="text" value="All"/> 
Association Status	<input type="text" value="All"/> 
<input type="button" value="Search"/>	

- The asset is displayed. Click the  icon (under the **Actions** column) on the asset that has issuance details log you want to view.

S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Department - Customer	Coding Block	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	393473386332	In Stock	-						Active	Actions

3. A popup menu is displayed with options of actions that can be carried out on the asset. Click the **Issuance Details** option.

S.No	Service Type	Service Provider	Category	Asset Number	Assigned To	Department - Customer	Coding Block	Payment Type	Device IMEI	Serial No	Device Details	Asset Status	Actions
1	Mobile	WIND	Permanent	393473386332	In Stock	-						Active	Actions

Navigate Page(s):

1

- Asset Issuance Log
- Issuance Details**
- Asset Details

4. The **Issuance Details** for the selected asset is displayed.

**Issuance Details**

↓ Issuance Details

Request			
Request Type	Suspend	Request Category	Permanent
Request Number	658010	Requested By	unsvqc7 unsvqc7 - UNLB
Requested For		Requested Date	26/08/2020 04:19:54 PM
Approved By	unsvqc0 unsvqc0 - UNLB	Approved Date	26/08/2020 04:19:57 PM
Last Updated By	unsvqc3 unsvqc3 - UNLB	Last Updated Date	26/08/2020 04:28:00 PM

Issuance			
Service Type	Mobile	Service Sub Type	NUMBER
Asset Sub Type	SIM Number	Asset Service Provider	WIND
Asset Number	393496683050 - 8939880-6611000-9714 - Marie-Laure PEGIE CAUCHOIS		

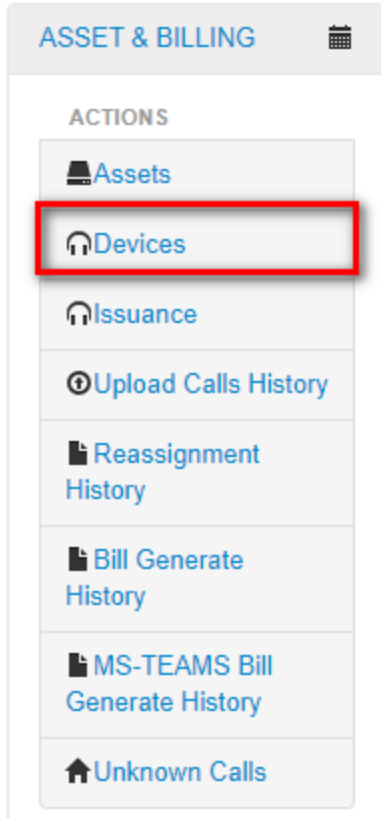
Special Features			
Suspend Date	28/08/2020 04:27:42 PM	Expected Activate Date	05/09/2020 04:27:46 PM
Suspend Reason	because of the PIT		

Comments	Reference	Updated By	Updated Date
rwwtrewtewerww	UNLB_Issuance_9333_26082020_162044.pdf	unsvqc3 unsvqc3	26/08/2020 04:28:00 PM

## Devices

This section allows the TBU Read Only Administrator to view device details.

To view details of eBilling devices, click the **Devices** link under the **Asset & Billing** menu.

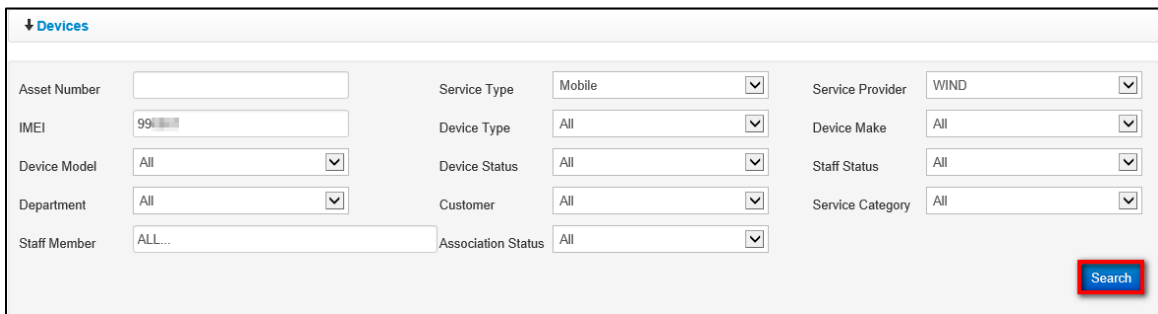



The **Devices** page is displayed. On this page, the TBU Read Only Administrator can carry out the following actions:


- View device details
- View device issuance logs

### View Device Details


1. Search for the asset whose details are to be viewed; enter search criteria in the filters on the **Devices** screen and click the **Search** button.

A screenshot of the 'Devices' search filter form. The form is titled 'Devices' and contains several search criteria fields: 'Asset Number' (text input), 'IMEI' (text input with '99' visible), 'Device Model' (dropdown menu), 'Department' (dropdown menu), 'Staff Member' (text input), 'Service Type' (dropdown menu), 'Device Type' (dropdown menu), 'Device Status' (dropdown menu), 'Customer' (dropdown menu), 'Association Status' (dropdown menu), 'Service Provider' (dropdown menu), 'Device Make' (dropdown menu), 'Staff Status' (dropdown menu), and 'Service Category' (dropdown menu). A red 'Search' button is located at the bottom right of the form.

- The asset is displayed. Click the  icon (under the **Actions** column) on the asset that has details you want to view.

S.No	Service Type	Service Provider	Category	IMEI	Serial No	Device Type	Make	Model	UNITE ID	Assigned To	Department - Customer	Coding Block	Asset Number	Device Status	Actions
1	DESKTOP	WIND	Permanent	1234		Desktop	DesktopMakerMan	6128 Silver 32 GB		Alexander			152780	Active	

- A popup menu is displayed with options of actions that can be carried out on the asset. Click the **Device Details** option.

S.No	Service Type	Service Provider	Category	IMEI	Serial No	Device Type	Make	Model	UNITE ID	Assigned To	Department - Customer	Coding Block	Asset Number	Device Status	Actions
1	DESKTOP	WIND	Permanent	1234		Desktop	DesktopMakerMan	6128 Silver 32 GB		Alexander			152780	Active	 Device Issuance Log Issuance Details <span style="border: 1px solid red; padding: 2px;">Device Details</span>
2	DESKTOP	WIND	Permanent	180621002		Desktop	DesktopMakerMan	6128 Gray MK892LL/A 64 GB					151069	Active	

- The **Device Details** popup dialog box is displayed showing details of the selected asset.

**Device Details** ✕

↓ Device Details

Service Type	Mobile	Device Type	Mobile Phone
Service Provider	WIND	Service Category	Permanent
Device Make	DDR	Device Model	Congo
Internal Memory	64 GB - GB	IMEI	99
Device Color	Black	Operating System	Android.
Barcode		Serial No.	
Contract Start Date		Contract End Date	
Base Value		Device Status	Active

Page Action	Comments	Reference	Updated By	Updated Date
Devices/ Create				12/04/2019 11:47:10 AM


### View Device Issuance Logs

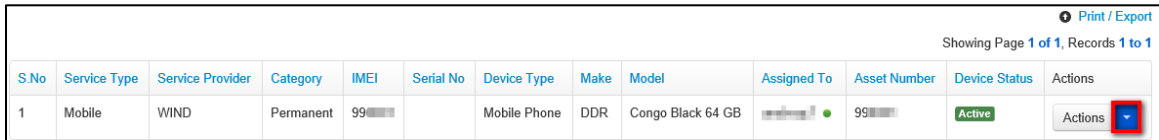
- Search for the asset for which an asset issuance log is to be viewed; enter search criteria in the filters on the **Device** screen and click the **Search** button.


↓ Devices

Asset Number	<input type="text"/>	Service Type	Mobile <input type="button" value="v"/>	Service Provider	WIND <input type="button" value="v"/>
IMEI	99 <input type="text"/>	Device Type	All <input type="button" value="v"/>	Device Make	All <input type="button" value="v"/>
Device Model	All <input type="button" value="v"/>	Device Status	All <input type="button" value="v"/>	Staff Status	All <input type="button" value="v"/>
Department	All <input type="button" value="v"/>	Customer	All <input type="button" value="v"/>	Service Category	All <input type="button" value="v"/>
Staff Member	ALL...	Association Status	All <input type="button" value="v"/>		

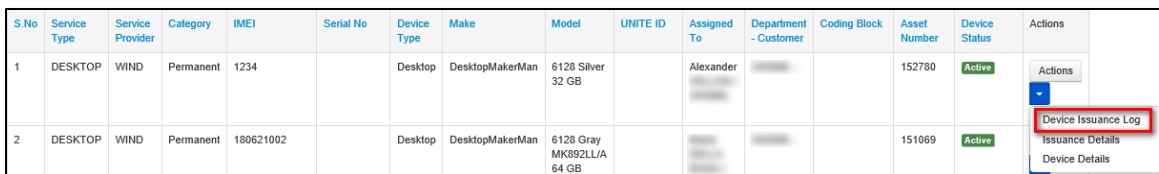
Search

- The device is displayed. Click the  icon (under the **Actions** column) on the device that has device issuance log you want to view.



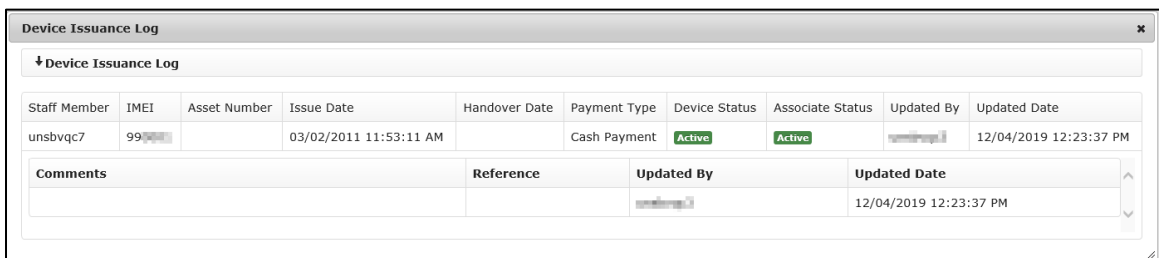
S.No	Service Type	Service Provider	Category	IMEI	Serial No	Device Type	Make	Model	Assigned To	Asset Number	Device Status	Actions
1	Mobile	WIND	Permanent	99		Mobile Phone	DDR	Congo Black 64 GB		99	Active	Actions 

- A popup menu is displayed with options of actions that can be carried out on the device. Click the **Device Issuance Logs** option.



S.No	Service Type	Service Provider	Category	IMEI	Serial No	Device Type	Make	Model	UNITE ID	Assigned To	Department - Customer	Coding Block	Asset Number	Device Status	Actions
1	DESKTOP	WIND	Permanent	1234		Desktop	DesktopMakerMan	6128 Silver 32 GB		Alexander			152780	Active	Actions Device Issuance Log Issuance Details Device Details
2	DESKTOP	WIND	Permanent	180621002		Desktop	DesktopMakerMan	6128 Gray MK892LLJA 64 GB					151069	Active	

- The **Device Issuance Log** for the selected device is displayed.



Staff Member	IMEI	Asset Number	Issue Date	Handover Date	Payment Type	Device Status	Associate Status	Updated By	Updated Date
unsvqc7	99		03/02/2011 11:53:11 AM		Cash Payment	Active	Active		12/04/2019 12:23:37 PM

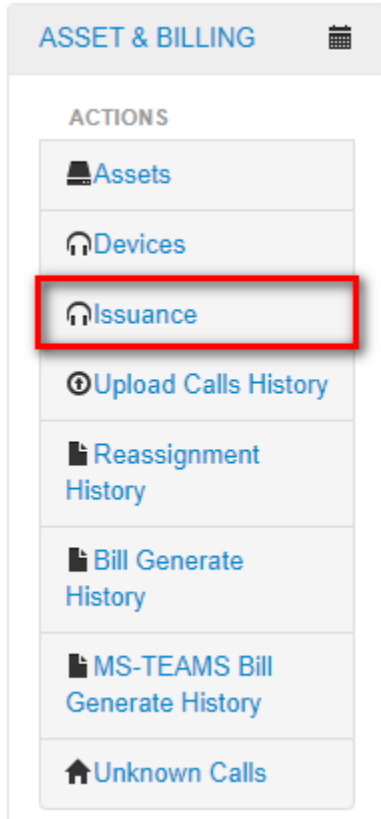
Comments	Reference	Updated By	Updated Date
			12/04/2019 12:23:37 PM

## Issuance

This section allows the TBU Read Only Administrator to view issuance details.

To view details of Issuance devices, click the **Issuance** link under the **Asset & Billing** menu.





The **Issuance** page is displayed. On this page, the TBU Read Only Administrator can carry out the following actions:

- Search for Issuance
- View Issuance details

### Search for Issuance

1. Search for the Issuance whose details are to be viewed; enter search criteria in the filters and click **Search** button.


The screenshot shows the "Issuance" search filter form. It contains the following fields and controls:

- Request Type: All (dropdown)
- Service Type: All (dropdown)
- Request Number: [Text Input]
- Requested By: [Text Input]
- Asset Number: 11123 (Text Input)
- Department: All (dropdown)
- Request Category: All (dropdown)
- Service Sub Type: All (dropdown)
- Requested For/Assign To: ALL... (Text Input)
- Issuance Status: All (dropdown)
- Device IMEI: [Text Input]
- Search button: [Red Search Button]

2. The system displays the Issuance searched for.

S.No	Request Type	Request Number	Request Category	Approved By	Requested By	Requested For/ Assigned To	Change of Responsibility (User)	Department	Service Type	Asset Number	Device IMEI	Status	Last Updated By	Last Updated Date	Actions
1	Suspend	45	Permanent		[REDACTED]	/			Mobile - NUMBER ONLY	[REDACTED]		In-Progress	[REDACTED]	01/09/2021 02:42:06 PM	Actions
2	Suspend	SR-19436	Permanent		[REDACTED]	/			Mobile - NUMBER ONLY	[REDACTED]		Completed	[REDACTED]	22/07/2021 08:07:48 AM	Actions

## View Issuance Details

1. Click the  icon (under the Actions column).

S.No	Request Type	Request Number	Request Category	Approved By	Requested By	Requested For/ Assigned To	Change of Responsibility (User)	Department	Service Type	Asset Number	Device IMEI	Status	Last Updated By	Last Updated Date	Actions
1	Suspend	45	Permanent		[REDACTED]	/			Mobile - NUMBER ONLY	[REDACTED]		In-Progress	[REDACTED]	01/09/2021 02:42:06 PM	Actions

2. A popup menu is displayed. Click **Issuance Details**.

S.No	Request Type	Request Number	Request Category	Approved By	Requested By	Requested For/ Assigned To	Change of Responsibility (User)	Department	Service Type	Asset Number	Device IMEI	Status	Last Updated By	Last Updated Date	Actions
1	Suspend	45	Permanent		[REDACTED]	/			Mobile - NUMBER ONLY	[REDACTED]		In-Progress	[REDACTED]	01/09/2021 02:42:06 PM	Actions
2	Suspend	SR-	Permanent		[REDACTED]	/			Mobile -	[REDACTED]		Completed	[REDACTED]	22/07/2021	Issuance Details

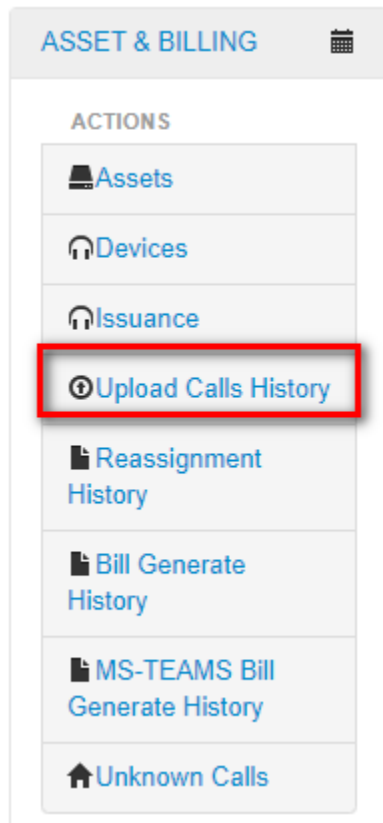
3. The Issuance Details are displayed.

Request			
Request Type	Update Existing Service	Request Category	Permanent
Request Number	SR-19436	Requested By	[REDACTED]
Requested For	[REDACTED]	Requested Date	15/07/2019 09:00:51 AM
Approved By	[REDACTED]	Approved Date	14/07/2019 09:01:01 AM
Issuance			
Service Type	Mobile	Service Sub Type	NUMBER
Asset Sub Type	SIM Number	Asset Service Provider	BB8
Asset Number	87[REDACTED]		
Asset Issue Date	12/07/2019 12:10:33 PM		
Special Features			
Default Call Consideration	Default	Lock Tagging	No
Self Approval	No		
Payment Type	Cash Payment	Email Forwarding To	
Official Call Justification	Yes	Assignment Type	Primary

## Upload Calls History

This section allows a TBU Read Only Administrator to view bills that have been successfully uploaded as well as error reports for uploaded calls.

To view upload call history, click the **Upload Calls History** link under the **Asset & Billing** menu.



The **Upload Calls History** page is displayed. This page has the following features:

- An option to search for uploaded calls.
- A list of all uploaded calls (the most recently uploaded calls are displayed at the top of the list).
- Option to view Samples calls and error report.


Upload Calls History

Search

Print / Export  
Showing Page 1 of 58, Records 1 to 10 of 571

S.No	Mission	Service Provider	Service Type	File Name	File Status	Updated By	Updated Date	Total Rows	Total Cost	
1	UNLB	WIND	Mobile	data for bills.xlsx	Completed	unsvbqc3 unsvbqc3	21/05/2019 03:25:40 PM	87	3247.06	Completed
2	UNLB	WIND	Satellite	data for bills.xlsx	Cancelled	unsvbqc3 unsvbqc3	21/05/2019 03:22:39 PM	87	3247.06	Actions
3	UNLB	WIND	Mobile	data for bills.xlsx	Completed	unsvbqc0 unsvbqc0	21/05/2019 03:16:03 PM	87	3247.06	Completed

## View Upload Samples

1. Click the  icon on the call that has the Actions button.

S.No	Mission	Service Provider	Service Type	File Name	File Status	Updated By	Updated Date	Total Rows	Total Cost	
1	UNLB	WIND	Mobile	data for bills.xlsx	Completed	unsvbqc3 unsvbqc3	21/05/2019 03:25:40 PM	87	3247.06	Completed
2	UNLB	WIND	Satellite	data for bills.xlsx	Cancelled	unsvbqc3 unsvbqc3	21/05/2019 03:22:39 PM	87	3247.06	Actions

2. A popup menu with option to **View Upload Samples** is displayed. Click the **View Upload Samples** option.


S.No	Mission	Service Provider	Service Type	File Name	File Status	Updated By	Updated Date	Total Rows	Total Cost	
1	UNLB	WIND	Mobile	data for bills.xlsx	Completed	unsvbqc3 unsvbqc3	21/05/2019 03:25:40 PM	87	3247.06	Completed
2	UNLB	WIND	Satellite	data for bills.xlsx	Cancelled	unsvbqc3 unsvbqc3	21/05/2019 03:22:39 PM	87	3247.06	Actions
3	UNLB	WIND	Mobile	data for bills.xlsx	Completed	unsvbqc0	21/05/2019 03:16:03	87	3247.06	View Upload Samples


3. The **Sample Upload Calls** is displayed.

**View Sample Upload Calls**


Mission	Call Date	Call From	Call To	Call Duration	Call Destination	Call Cost	Call Type	Service Type
UNLB	01/01/2019 00:15:36 AM	72124551	903594667	00:10:10		100.00	Data	Mobile
UNLB	02/01/2019 00:28:33 AM	72124551	918870560	00:20:10		5000.00	Data	Mobile
UNLB	03/01/2019 00:36:51 AM	72124551	918870560	00:40:10		10000.00	Data	Mobile
UNLB	04/01/2019 00:46:01 AM	72124551	912538484	01:40:10		10000.00	Data	Mobile
UNLB	05/01/2019 00:55:03 AM	72124551	915169095	02:40:10		10000.00	Data	Mobile
UNLB	06/01/2019 01:09:08 AM	72124551	922410260	03:40:10		10000.00	Data	Mobile
UNLB	07/01/2019 01:20:38 AM	72124551	910083259	04:40:10		10000.00	Data	Mobile

## View Error report

1. Click the  icon on the call that has the Actions button.

S.No	Mission	Service Provider	Service Type	File Name	File Status	Updated By	Updated Date	Total Rows	Total Cost	Actions
1	UNLB	MTN	Mobile	Call Ratings.xlsx.xlsx	Verification Pending	unsvq0 unsvq0	27/05/2019 08:41:32 AM	18	150200.00	

2. A popup menu with option to view Error Report is displayed. Click the **View Error Report** option.

S.No	Mission	Service Provider	Service Type	File Name	File Status	Updated By	Updated Date	Total Rows	Total Cost	Actions
1	UNLB	MTN	Mobile	Call Ratings.xlsx.xlsx	Verification Pending	unsvq0 unsvq0	27/05/2019 08:41:32 AM	18	150200.00	
2	UNLB	MTN	Mobile	CALLRATES_MINUSMA.xlsx	Verification Pending	unsvq0 unsvq0	27/05/2019 08:30:46 AM	0	0.00	<div style="border: 1px solid gray; padding: 2px;">           View Upload Samples  <b>View Error Report</b> </div>

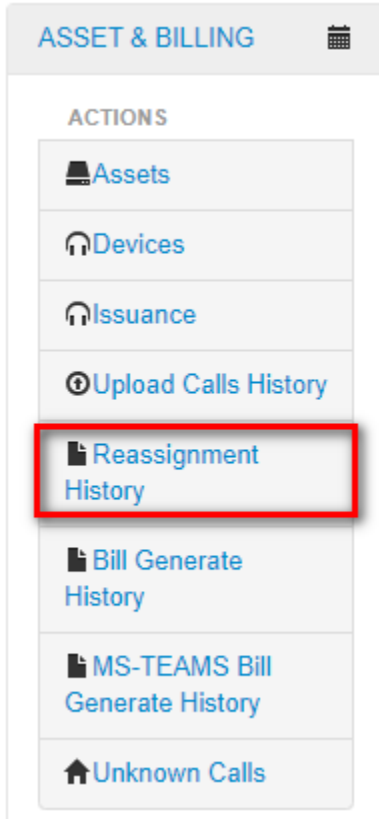
3. The Error Report is displayed.

File Name	Mission	Row Number	Error Message	Exception Field	Call Date	Call From	Call To	Cost	Uploaded By	Uploaded Date
Business Cost Report_106201991319224.xlsx	UNLB	0	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	1	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	2	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	3	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	4	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	5	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	6	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	7	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:09 AM
Business Cost Report_106201991319224.xlsx	UNLB	8	Column 'Asset Number' does not belong to table	callFrom	10/06/2019 09:37:09 AM	0	0	0.00	unsvq0	10/06/2019 09:37:10 AM

## Reassignment History

This section enables the TBU Read Only Administrator to track all reassignments (both calls and bills) carried out in eBilling. From this page, they can also view details of the reassigned calls and bills.

1. To view reassignment history, click the **Reassignment History** link found under the **Asset & Billing** menu.



2. The **Reassignment History** screen is displayed. The screen has the following features:

- An option to search for a reassigned item.
- A list of all reassigned items (both calls and bills). The list different columns that show all details of the reassignment. The most recently reassigned item is displayed at the top of the list.
- An option to view detailed calls for each reassigned item.

↓ Reassignment History

Search

Print / Export  
Showing Page 1 of 1, Records 1 to 10

S.No	Reassignment Scope	Bill Title	Asset Number	Reassigned From	Reassigned To	Reassigned Cost	Reassigned By	Reassigned Date	Actions
1	Bill	October 2016	23675424908	unsbvqc10	Tony [redacted]	USD 8484.90	unsbvqc4	04/11/2016 07:16:27 AM	Actions <input type="button" value="↓"/>
2	Calls	October 2016	99665628	unsbvqc10	Joseph [redacted]	USD 63.03	unsbvqc4	03/11/2016 03:05:51 PM	Actions <input type="button" value="↓"/>
3	Bill	July 2016	5000	unsbvqc4	unsbvqc5	USD 1.11	unsbvqc4	26/07/2016 03:55:00 PM	Actions <input type="button" value="↓"/>

3. To view call details of a reassigned item, click the  icon (found under the **Actions** column) on the reassigned item.

S.No	Reassignment Scope	Bill Title	Asset Number	Reassigned From	Reassigned To	Reassigned Cost	Reassigned By	Reassigned Date	Actions
1	Bill	December 2016	1993721	unsvqc7 unsvqc7	unsvqc3 unsvqc3	EUR 17.73	unsvqc3	03/05/2019 12:15:56 PM	Actions 

4. A popup menu is displayed. Click the **Detailed Calls** option on the popup menu displayed.

S.No	Reassignment Scope	Bill Title	Asset Number	Reassigned From	Reassigned To	Reassigned Cost	Reassigned By	Reassigned Date	Actions
1	Bill	December 2016	1993721	unsvqc7 unsvqc7	unsvqc3 unsvqc3	EUR 17.73	unsvqc3	03/05/2019 12:15:56 PM	Actions 
2	Bill	December 2016	1993721	Belen MOLINER CARBO	unsvqc7 unsvqc7	EUR 17.73	unsvqc3	26/01/2017 02:43:26 PM	<b>Detailed Calls</b>

5. Details of the selected reassigned item are displayed.

### Telephone Bill for July 2020

unsvqc3 unsvqc3  
UNSBVQC-03  
ebilling\_qc\_inbox@un.org  
UNLB  
UNLB

Bill Id # 304552  
Bill Title July 2020  
Bill Period 12-07-2020 - 12-07-2020  
Generated Date 16-06-2021

#### Bill Details

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
10111	Mobile	24.66 EUR	105.64 EUR	0 EUR	130.30 EUR
				<b>Total</b>	<b>130.30 EUR</b>

#### Call Details

Display Name   
  All Calls   
  Official Calls   
  Private Calls

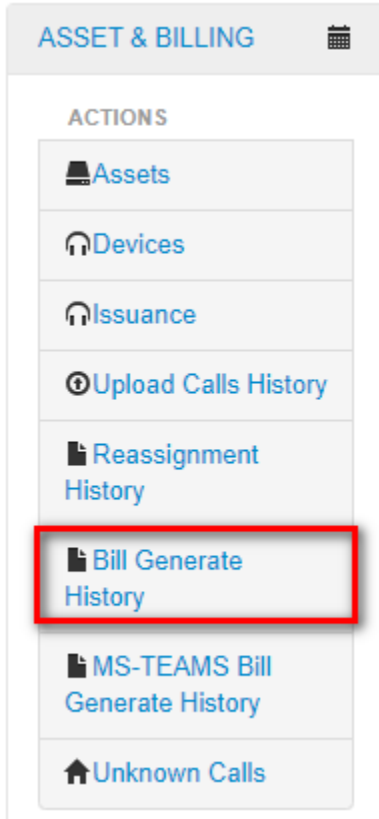
Showing Page **1 of 1**, Records **1 to 27**

S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	Is Official	Is Challenged	Justifications
1	903594667	12/07/2020 00:15:36 AM	00:00:10		3	1.35	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Bill Generate History

This section is used by the TBU Read Only Administrator to view bills that have been generated and to check on their status.

- To view bill generate history, click the **Bill Generate History** link found under the **Asset & Billing** menu.



- The **Bill Generate History** screen is displayed. It has an option for the Administrator to search for a bill as well as a list of recently generated bills.

↓ Bill Generate History

Search  [Search](#)

[Print / Export](#)

Showing Page 1 of 60, Records 1 to 10 of 592

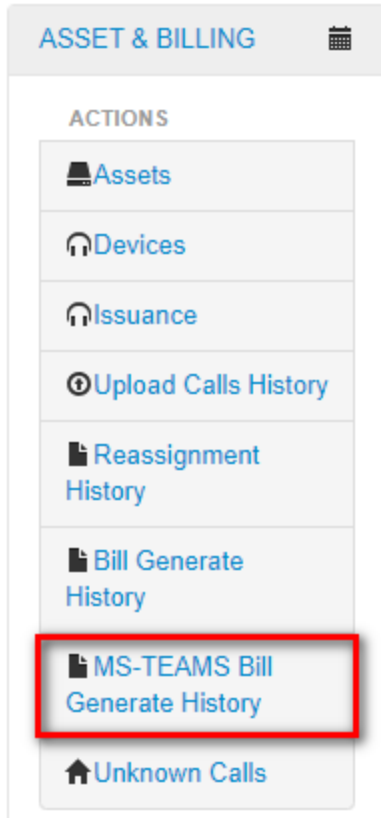
S.No	Bill Title	Bill Start Date	Bill End Date	Scope	Bill Generated To	Service Type	Service Provider	Generated By	Generated On	Mail to be sent	Bill Threshold	Status
1	January 2019	01/01/2017 00:00:00 AM	31/01/2017 11:59:59 PM	Staff Member		Satellite	WIND		30/08/2019 03:01:10 PM	Yes	False	Completed
2	January 2019	01/01/2017 00:00:00 AM	31/01/2017 11:59:59 PM	Staff Member		Satellite	WIND		30/08/2019 02:55:16 PM	Yes	False	Generated
3	January 2019	01/01/2017 00:00:00 AM	31/01/2017 11:59:59 PM	Staff Member		Satellite	WIND		30/08/2019 02:51:57 PM	Yes	False	Cancelled



## MS-TEAMS Bill Generate History

This section is used by the Mission Administrator to view MS-Teams bills that have been generated

To view MS-Teams bill generation history, click the **MS-TEAMS Bill Generate History** link found under the **Asset & Billing** menu.



The **Bill Generate History** screen is displayed. It has an option for the Mission Administrator to search for a bill as well as a list of recently generated bills.

↓ Bill Generate History

Search  [Search](#)

[Print / Export](#)

Showing Page 1 of 6, Records 1 to 10 of 52

S.No	Mission	Bill Title	Bill Start Date	Bill End Date	Scope	Bill Generated To	Service Type	Service Provider	Generated By	Generated On	Mail to be sent	Bill Threshold	Status
1	UNLB	November 2021	01/11/2021 00:00:00 AM	30/11/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 01:08:44 PM	Yes	False	Generated
2	UNTSO	December 2021	01/11/2021 00:00:00 AM	31/12/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 12:50:56 PM	Yes	False	Generated
3	UNSOS	December 2021	01/11/2021 00:00:00 AM	31/12/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 12:50:56 PM	Yes	False	Generated
4	UNSOM	December 2021	01/11/2021 00:00:00 AM	31/12/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 12:50:56 PM	Yes	False	Generated

The report can be **printed** or **exported** to PDF or Excel format by clicking on the links shown below.



↓ Bill Generate History

[Export to Excel](#) [Export to PDF](#)

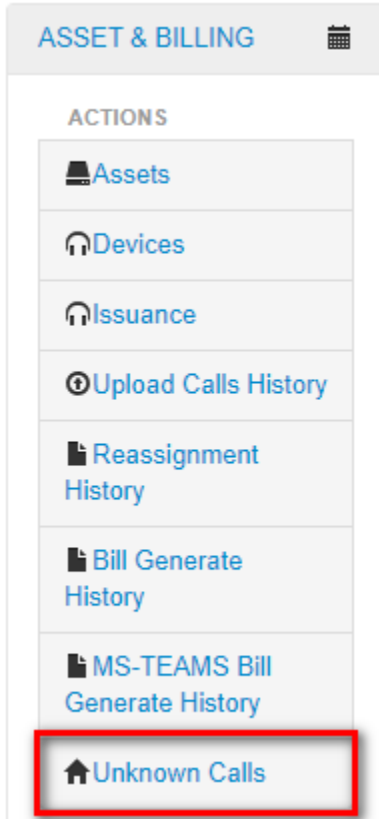
S.No	Mission	Bill Title	Bill Start Date	Bill End Date	Scope	Bill Generated To	Service Type	Service Provider	Generated By	Generated On	Mail to be sent	Bill Threshold	Status
1	UNLB	November 2021	01/11/2021 00:00:00 AM	30/11/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 01:08:44 PM	Yes	False	Generated
2	UNTSO	December 2021	01/11/2021 00:00:00 AM	31/12/2021 11:59:59 PM	Staff Member	All	MS-TEAMS	All	unsbvqc0 unsbvqc0	16/02/2022 12:50:56 PM	Yes	False	Generated

## Unknown Calls

This section enables a TBU Read Only Administrator to view unknown calls; unknown calls are calls which have been uploaded to eBilling but have not yet been included in any bill generated by the system.

### View Unknown Calls

- To view unknown calls, click the **Unknown Calls** link found under the **Asset & Billing** menu.



2. The **Unknown Calls** page is displayed. Enter search criteria in the fields displayed:
- **Service Type:** select service type for which you want to see unknown calls
  - **Service Provider:** select service provider
  - **Start Date & End Date:** select start and end date for the unknown calls you want to view


Click the **List Calls** button.

↓ Unknown Calls		* Fields are Required	
Service Type	Mobile	▼	
Service Provider	WIND	▼	
Start Date	01/01/2017	📅	✖
End Date	31/12/2017	📅	✖
<b>List Calls</b>			


A call summary of unknown calls that match search criteria entered is displayed.

Call Summary								Print / Export
S.No	Asset Number	Call Cost	Service Type	Service Provider	Assigned To	Asset Assigned Status	Actions	
1	23456	EUR 1.00	Mobile	WIND	Not Assigned	Not Assigned	Actions	
2	23456	EUR 83.30	Mobile	WIND	Belen MOLINER CARBO	Associated	Actions	
3	661081347	EUR 10.51	Mobile	WIND	unsvqc9 unsvqc9	Associated	Actions	

- To view details of unknown calls, click the  icon (found under the **Actions** column) on the calls.

								Print / Export
S.No	Asset Number	Call Cost	Service Type	Service Provider	Assigned To	Asset Assigned Status	Actions	
1	23456	EUR 1.00	Mobile	WIND	Not Assigned	Not Assigned	Actions 	

- A dropdown menu is displayed. Click the **View Detailed Calls** option on the menu displayed.

S.No	Asset Number	Call Cost	Service Type	Service Provider	Assigned To	Asset Assigned Status	Actions
1	23456	EUR 1.00	Mobile	WIND	Not Assigned	Not Assigned	Actions 
2	23456	EUR 83.30	Mobile	WIND	Belen MOLINER CARBO	Associated	View Detailed Calls

- A tab showing details of the selected unknown calls is displayed.

Call Summary									23456_1 Details [x]
S.No	Call Date	Call From	Call To	Service Type	Service Provider	Call Duration	Call Destination	Call Cost	
1	01/01/2017 01:38:06 PM	23456	0	Mobile	WIND	00:00:00		EUR 1.00	

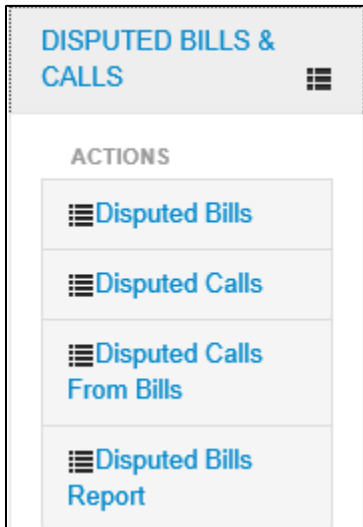
## ***DISPUTED BILLS & CALLS Menu***

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The DISPUTED BILLS & CALLS menu has links that enable a TBU Read Only Administrator to view disputed calls and bills, activities that can be carried out under this menu include:

- Disputed Bills
- Disputed Calls
- Disputed Calls From Bills
- Disputed Bills Report

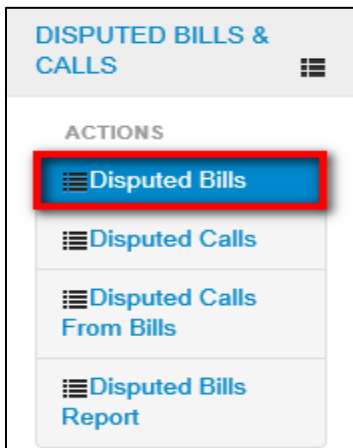
Click on **DISPUTED BILLS & CALLS** to view options / actions under the **DISPUTED BILLS & CALLS** menu. (actions under this menu can also be hidden or displayed by clicking on **DISPUTED BILLS & CALLS**).



### **Disputed Bills**

This section allows a TBU Read Only Administrator to search for and view disputed bills.

1. To search for disputed bills, click the **Disputed Bills** link found under the **DISPUTED BILLS & CALLS** menu.



- The Disputed Bills page is displayed. When appropriate search filters have been selected, click the **Search** button.

**Disputed Bills**

Bill Year:  Bill Title:

Service Type:  Service Provider:

Asset Number:

Mark as Disputed  Revert Disputed

**Search**

**Note:** When the option Mark as Disputed is selected will display bills that can be marked as Disputed.

<input type="checkbox"/>	S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
<input type="checkbox"/>	1	October 2017	unsbvqc10	99334683	I - International Staff on Mission Assignment	DESKTOP / Cilcode	WIND	USD 157.38	USD 34.76	USD 0.00	USD 192.14	Closed
<input type="checkbox"/>	2	October 2017	unsbvqc10	2007	I - International Staff on Mission Assignment	DESKTOP / Cilcode	WIND	EUR 311.14	EUR 0.00	EUR 0.00	EUR 311.14	Closed
<input type="checkbox"/>	3	October 2017	unsbvqc10	90074356	I - International Staff on Mission Assignment	Mobile	Airtel	USD 13.02	USD 0.00	USD 0.00	USD 13.02	Closed
<input type="checkbox"/>	4	October 2017	unsbvqc10	2917	I - International Staff on Mission Assignment	DESKTOP / Open Extension	Test Threshold 10 Eur	EUR 21.77	EUR 0.00	EUR 0.00	EUR 21.77	Reopened

- User can select the bill(s) that have been marked as disputed and click **Dispute** button.

<input type="checkbox"/>	S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
<input checked="" type="checkbox"/>	1	October 2017	unsbvqc10	2917	I - International Staff on Mission Assignment	DESKTOP / Open Extension	Test Threshold 10 Eur	EUR 21.77	EUR 0.00	EUR 0.00	EUR 21.77	Reopened

**Dispute**

- Confirm to mark the bill as disputed.

Do you wish to mark these bills as Disputed

**Yes**

- On confirming enter comments and click **Dispute** button.

✕

Do you wish to mark these bills as Disputed

**No**

Comments:

comment....

**Dispute**

The bill is removed from the list of marked as disputed.

- When the option **Revert Disputed** is selected the bills that have been marked as Disputed are displayed.

↓ **Disputed Bills**

Bill Year:  \*

Service Type:

Asset Number:

Bill Title:  \*

Service Provider:

Mark as Disputed
  **Revert Disputed**

**Search**

Print / Export

<input type="checkbox"/>	S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
<input type="checkbox"/>	1	October 2017	unsvq10	2917	I - International Staff on Mission Assignment	DESKTOP / Open Extension	Test Threshold 10 Eur	EUR 21.77	EUR 0.00	EUR 0.00	EUR 21.77	Reopened

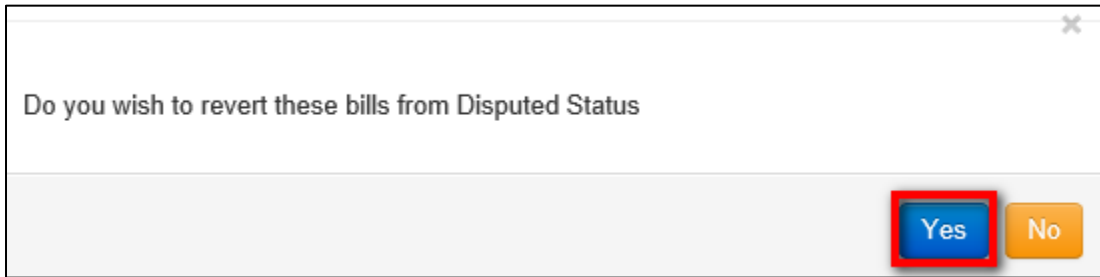
- User can select the bill(s) that have been reverted from disputed status and click on **Revert Dispute** button.

Print / Export

<input type="checkbox"/>	S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
<input checked="" type="checkbox"/>	1	October 2017	unsvq10	2917	I - International Staff on Mission Assignment	DESKTOP / Open Extension	Test Threshold 10 Eur	EUR 21.77	EUR 0.00	EUR 0.00	EUR 21.77	Reopened

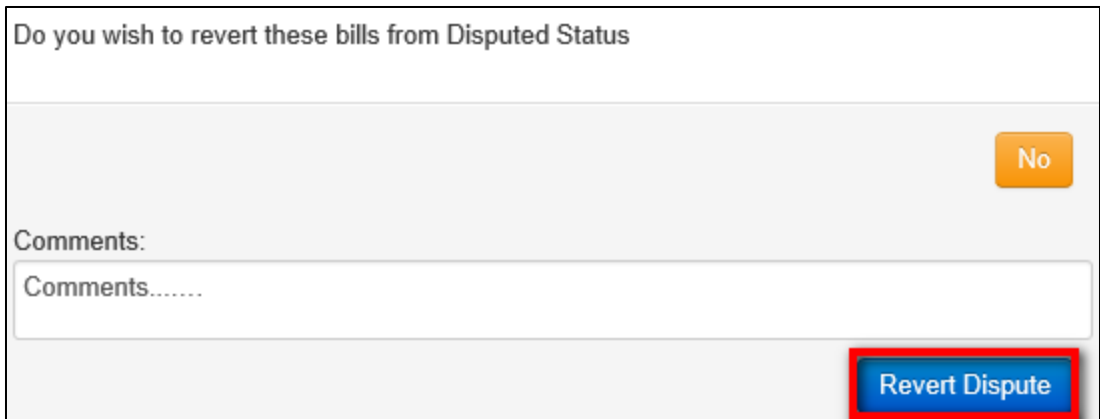
**Revert Dispute**

8. Confirm to revert the bill from disputed status.



A confirmation dialog box with a close button (X) in the top right corner. The text inside reads "Do you wish to revert these bills from Disputed Status". At the bottom right, there are two buttons: a blue "Yes" button and an orange "No" button. The "Yes" button is highlighted with a red border.

9. On confirming enter comments and click **Revert Dispute** button.



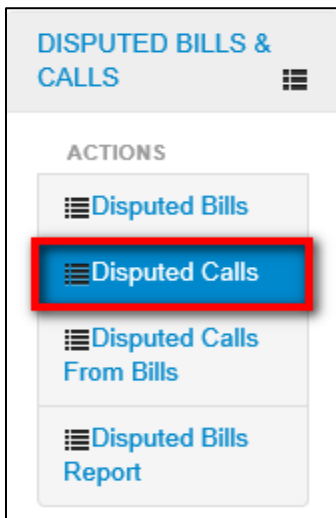
A confirmation dialog box with a close button (X) in the top right corner. The text inside reads "Do you wish to revert these bills from Disputed Status". Below the text is a "Comments:" label and a text input field containing "Comments.....". To the right of the input field is an orange "No" button. At the bottom right, there is a blue "Revert Dispute" button, which is highlighted with a red border.

The bill is removed from the list of bills that require to be reverted.

## Disputed Calls

This section allows a TBU Read Only Administrator to search for and view disputed calls.

1. To search for disputed calls, click the **Disputed Calls** link found under the **DISPUTED BILLS & CALLS** menu.





- The Disputed Calls page is displayed. When appropriate search filters have been selected, click the **List Calls** button.

**↓ Disputed Calls**

Disputed Status	<input checked="" type="radio"/> Mark as Disputed <input type="radio"/> Revert Disputed
Service Category	<input type="text" value="Permanent"/>
Service Type	<input type="text" value="Mobile"/>
Service Provider	<input type="text" value="WIND"/>
Asset Number	<input type="text" value="9833952123 - MOBILE - WIND"/>
Start Date	<input type="text" value="01/07/2019"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>
End Date	<input type="text" value="31/07/2019"/> <input type="button" value="Calendar"/> <input type="button" value="Clear"/>
<input type="button" value="List Calls"/>	

- The Disputed calls list is displayed. User can select calls marked as disputed and click **Dispute** button.

Select	S.No	Call Date	Call From	Call To	Call Duration	Destination	Call Type	Call Cost	Currency	Call Status	Is Challenged	Is Disputed
<input type="checkbox"/>												
<input checked="" type="checkbox"/>	1	15/07/2019 08:28:16 PM	9833952123	0	00:00:00	MOOV	DATA	0.00	EUR	Private	No	No
<input checked="" type="checkbox"/>	2	15/07/2019 08:28:16 PM	9833952123	99364179587	00:00:00		DATA	0.00	EUR	Private	No	No
<input checked="" type="checkbox"/>	3	14/07/2019 08:16:41 PM	9833952123	0	00:00:00	CELLULAIRE	DATA	0.00	EUR	Private	No	No
<input checked="" type="checkbox"/>	4	14/07/2019 08:16:41 PM	9833952123	99366168004	00:00:00		DATA	0.00	EUR	Private	No	No
<input type="button" value="Dispute"/>												

4. User can enter comments and click **Proceed** button.

Do you wish to mark these calls as Disputed?

Comments:

The calls are removed from the list of calls marked as disputed.

### Revert Disputed Calls

To revert disputed calls follow the steps below:

1. Mark the **Revert Disputed** option.

↓ Disputed Calls

Disputed Status  Mark as Disputed  Revert Disputed

2. When appropriate search filters have been selected, click the **List Calls** button.

↓ Disputed Calls \* Fields are Required

Disputed Status  Mark as Disputed  Revert Disputed

Service Category  \*

Service Type  \*

Service Provider  \*

Asset Number  \*

Start Date    \*

End Date    \*

3. *The Disputed calls list is displayed.* User can select calls marked as disputed and click **Revert Dispute** button.

Select All	S.No	Call Date	Call From	Call To	Call Duration	Destination	Call Type	Call Cost	Currency	Call Status	Is Challenged	Is Disputed
<input checked="" type="checkbox"/>	1	17/07/2019 10:57:00 PM	9833952123	0	00:13:00	ENVOI SMS OF	VOICE	45.90	EUR	Private	No	Yes
<input checked="" type="checkbox"/>	2	16/07/2019 09:07:26 PM	9833952123	0	00:00:00	SMS INTERNAT	DATA	0.16	EUR	Private	No	Yes
<input checked="" type="checkbox"/>	3	15/07/2019 08:28:16 PM	9833952123	0	00:00:00	MOOV	DATA	0.00	EUR	Private	No	Yes
<input checked="" type="checkbox"/>	4	15/07/2019 08:28:16 PM	9833952123	99364179587	00:00:00		DATA	0.00	EUR	Private	No	Yes
<input checked="" type="checkbox"/>	5	14/07/2019 08:16:41 PM	9833952123	0	00:00:00	CELLULAIRE	DATA	0.00	EUR	Private	No	Yes
<input type="checkbox"/>	6	14/07/2019 08:16:41 PM	9833952123	99366168004	00:00:00		DATA	0.00	EUR	Private	No	Yes
<input type="checkbox"/>	7	12/07/2019 01:35:58 PM	9833952123	0	00:00:00	ORANGE	DATA	0.01	EUR	Private	No	Yes
<input type="checkbox"/>	8	06/07/2019 05:58:33 PM	9833952123	75617225	00:00:00	ENVOI SMS ON	DATA	0.01	EUR	Private	No	Yes

**Revert Dispute**

4. User can enter comments and click **Proceed** button.

Do you wish to revert these calls from Disputed?

Comments:

Comments....

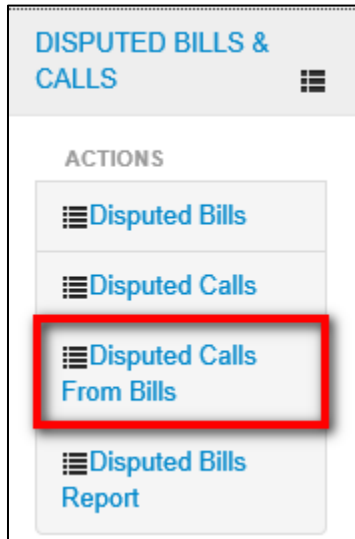
**Proceed** **Cancel**

The calls are removed from the list.

## Disputed Calls From Bills

This section allows a TBU Read Only Administrator to search for and view disputed calls from bills.

1. To search for disputed calls from bills, click the **Disputed Calls From Bills** link found under the **DISPUTED BILLS & CALLS** menu.



2. *The Disputed Bills Call page is opened. When appropriate search filters have been selected,* click the **List Calls** button.

↓ Disputed Bills Call	
Bill Year	2019 <input type="button" value="v"/> *
Bill Title	July 2019 <input type="button" value="v"/> *
Service Type	Mobile <input type="button" value="v"/> *
Service Provider	WIND <input type="button" value="v"/> *
Assest Details	9833952123 - 116.96 - EUR - Closed <input type="button" value="v"/> *
<input type="button" value="List Calls"/>	

3. *The Disputed calls from bills list is displayed. User can select calls marked as disputed and click **Dispute** button.*

S.No	Call Date	Call From	Call To	Call Duration	Call Destination	Call Cost	Dispute Calls
1	06/07//2019 17:58:33 PM	9833952123	75617225	00:00:00	ENVOI SMS ON	EUR 0.01	<input checked="" type="checkbox"/>
2	12/07//2019 13:35:58 PM	9833952123	0	00:00:00	ORANGE	EUR 0.01	<input checked="" type="checkbox"/>
3	16/07//2019 21:07:26 PM	9833952123	0	00:00:00	SMS INTERNAT	EUR 0.16	<input checked="" type="checkbox"/>
4	17/07//2019 22:57:0 PM	9833952123	0	00:13:00	ENVOI SMS OF	EUR 45.90	<input checked="" type="checkbox"/>

**Dispute**

4. Click Yes to mark the calls as Disputed.

Do you wish to mark these call as Disputed

**Yes** **No**

5. On confirming enter comments and click **Dispute** button.

Do you wish to mark these call as Disputed

**No**

Comments:  
Comments....

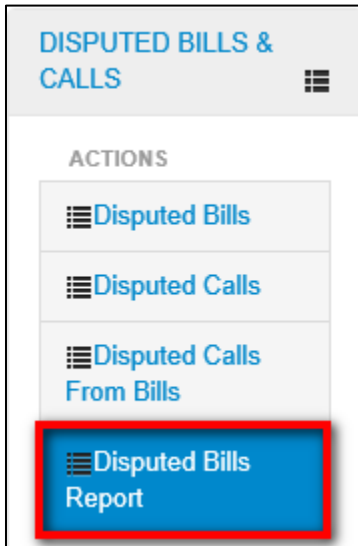
**Dispute**

The bills are removed from the list.

## Disputed Bills Report

This section allows a TBU Read Only Administrator to search for and view disputed calls from bills.

1. To search for disputed calls from bills, click the **Disputed Calls From Bills** link found under the **DISPUTED BILLS & CALLS** menu.



2. The Disputed Bills Report page is opened. When appropriate search filters have been selected, click **Search** button.

The screenshot shows the 'Disputed Bills Report' search form. It includes the following fields and controls:

- Bill Year:** A dropdown menu with '2019' selected.
- Bill Title:** A dropdown menu with 'April 2019' selected.
- Service Type:** A dropdown menu with 'All' selected.
- Service Provider:** A dropdown menu with 'All' selected.
- Asset Number:** A text input field.
- Search:** A blue button with white text, highlighted with a red box.

3. The Disputed Bills Report is displayed based on the filter criteria entered on step 2 above.

The screenshot shows the 'Disputed Bills Report' table. The table has 12 columns: S.No, Bill Title, Staff Member, Asset Number, Staff Category, Service Type, Service Provider, Private Call Cost, Official Call Cost, Fixed Charges, Total Call Cost, and Status. There are two rows of data. The 'Print / Export' link is highlighted with a red box.

S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
1	April 2019	[REDACTED]	11102	I - International Staff on Mission Assignment	Satellite	WIND	EUR 0.00	EUR 183.43	EUR 0.00	EUR 183.43	Disputed
2	April 2019	[REDACTED]	11103	I - International Staff on Mission Assignment	DESKTOP / Cilcode	WIND	EUR 0.00	EUR 151.44	EUR 0.00	EUR 151.44	Disputed

### Print / Export disputed bills report

To print or export the disputed bills report follow the steps below.

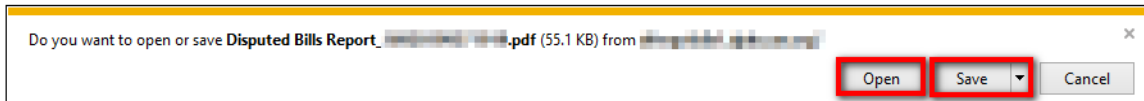
1. Click on the **Print / Export** link.

Print / Export											
S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
1	April 2019		11102	I - International Staff on Mission Assignment	Satellite	WIND	EUR 0.00	EUR 183.43	EUR 0.00	EUR 183.43	Disputed
2	April 2019		11103	I - International Staff on Mission Assignment	DESKTOP / Cilcode	WIND	EUR 0.00	EUR 151.44	EUR 0.00	EUR 151.44	Disputed

2. User has the option to **Export to Excel** or **Export to PDF**.

Disputed Bills Report											
Export to Excel Export to PDF											
S.No	Bill Title	Staff Member	Asset Number	Staff Category	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status
1	April 2019		11102	I - International Staff on Mission Assignment	Satellite	WIND	EUR 0.00	EUR 183.43	EUR 0.00	EUR 183.43	Disputed
2	April 2019		11103	I - International Staff on Mission Assignment	DESKTOP / Cilcode	WIND	EUR 0.00	EUR 151.44	EUR 0.00	EUR 151.44	Disputed

3. Select the preferred option to either open the report or save the report.



If one selects the option save, the user is required to select the location to save the file. If one clicks the Open option, the disputed bills report is opened.

# BILL REPORTS Menu

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The BILL REPORTS menu has links that enable a TBU Read Only Administrator to do the following:

- Searching for and view bills by staff member
- Generate call reports
- Generate integrity reports
- Generate custom reports
- View bills that are pending TBU verification

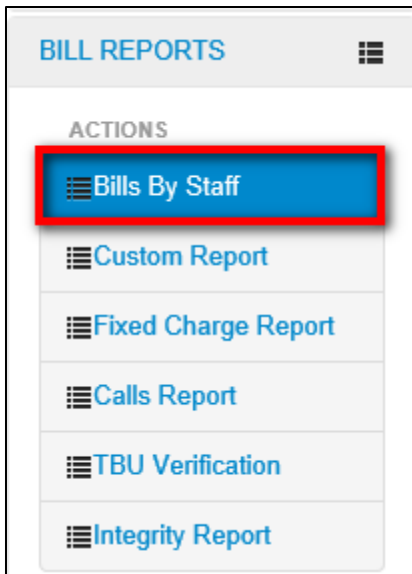
Click on **BILL REPORTS** to view options / actions under the **BILL REPORTS** menu (*actions under this menu can also be hidden or displayed by clicking on **BILL REPORTS***).



## Bills By Staff

This section allows a TBU Read Only Administrator to search for and view bills of a specific staff member.

1. To search for bills by staff member, click the **Bills By Staff** link found under the **BILL REPORTS** menu.





- The **Bills By Staff** page is displayed. In the field displayed, enter name or partial name of staff member; from the list of names displayed, click on the appropriate one to select then click the **Search** button.

↓ Bills By Staff

Search Staff Member - Please Enter Minimum 3 Characters

UNSBVQC3 UNSBVQC3 - UNLB

Search

- The report is displayed with a row for each provider and asset type assigned to the selected staff member.

↓ Bills By Staff

Archived Reports


Search Staff Member - Please Enter Minimum 3 Characters

UNSBVQC3 UNSBVQC3 - UNLB

Search

Print / Export

S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	View Bills
1	UNLB	unsvbqc3 unsvbqc3	Mobile	WIND	EUR 110.23	EUR 103.35	EUR 0.00	EUR 213.58	Actions
2	UNLB	unsvbqc3 unsvbqc3	Mobile	MTN	UGX 0.02	UGX 0.06	UGX 0.00	UGX 0.08	Actions
3	UNLB	unsvbqc3 unsvbqc3	Mobile	AA Pablo test 01	EUR 200404.77	EUR 1233.56	EUR 0.00	EUR 201638.33	Actions

- To view monthly bills, click the  on the **Actions** button (under the **View Bills** column) on the row of the asset whose monthly bills you want to view.

S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	View Bills
1	UNLB	unsvbqc3 unsvbqc3	Mobile	WIND	EUR 110.23	EUR 103.35	EUR 0.00	EUR 213.58	Actions


- A popup menu is displayed. Click the **View Detailed Bill** option on the popup menu displayed.

S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	View Bills
1	UNLB	unsvbqc3 unsvbqc3	Mobile	WIND	EUR 110.23	EUR 103.35	EUR 0.00	EUR 213.58	Actions
2	UNLB	unsvbqc3 unsvbqc3	Mobile	MTN	UGX 0.02	UGX 0.06	UGX 0.00	UGX 0.08	View Detailed Bill

6. A list of monthly bills for the selected asset is displayed chronologically as per the **Bill Title** column.

Bills By Staff												Print / Export
S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	October 2018	unsvqc3 unsvqc3	unsvqc2 unsvqc2	11	Mobile	WIND	EUR 11.47	EUR 44.70	EUR 0.00	EUR 56.17	Closed	Actions
2	April 2018	unsvqc3 unsvqc3	unsvqc9 unsvqc9	11	Mobile	WIND	EUR 7.35	EUR 20.07	EUR 0.00	EUR 27.42	Paid	Actions
3	December 2017	unsvqc3 unsvqc3		1402	Mobile	WIND	EUR 76.26	EUR 0.00	EUR 0.00	EUR 76.26	Paid	Actions
4	December 2016	unsvqc3 unsvqc3		1993721	Mobile	WIND	EUR 0.00	EUR 17.73	EUR 0.00	EUR 17.73	Closed	Actions
5	October 2016	unsvqc3 unsvqc3	unsvqc0 unsvqc0	1020304	Mobile	WIND	EUR 15.15	EUR 20.85	EUR 0.00	EUR 36.00	Paid	Actions

### View Detailed Calls

1. To view detailed calls in a bill, click the  on the **Actions** button (under the **View Bills** column) on the row of the bill you want to view.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	October 2018	unsvqc3 unsvqc3	unsvqc2 unsvqc2	11	Mobile	WIND	EUR 11.47	EUR 44.70	EUR 0.00	EUR 56.17	Closed	Actions

2. A popup menu is displayed. Click the **View Detailed Calls** option.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	October 2018	unsvqc3 unsvqc3	unsvqc2 unsvqc2	11	Mobile	WIND	EUR 11.47	EUR 44.70	EUR 0.00	EUR 56.17	Closed	Actions
2	April 2018	unsvqc3 unsvqc3	unsvqc9 unsvqc9	11	Mobile	WIND	EUR 7.35	EUR 20.07	EUR 0.00	EUR 27.42	Paid	View Detailed Calls

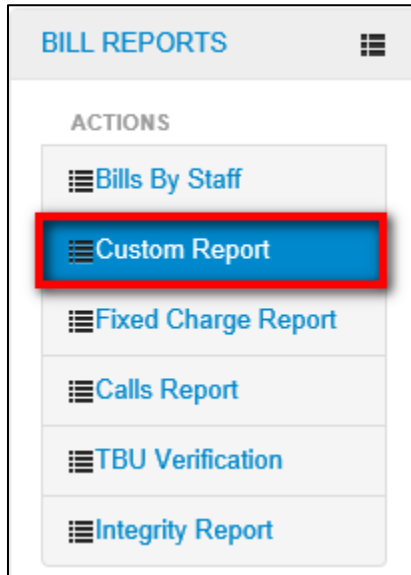
3. The selected bill is opened. All details of the selected bill i.e. bill details, call details and comments (if any) are displayed.

Mobile Calls												Print / Export
<b>Telephone Bill for October 2018</b>						unsvqc3 unsvqc3 UNSBVQC-03 ebilling_qc_inbox@un.org UNLB UNLB						Bill Id # 273522 Bill Title October 2018 Bill Period 04-10-2018 - 04-10-2018 Generated Date 05-10-2018
<b>Bill Details</b>												
Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total							
11	Mobile	44.7 EUR	11.47 EUR	0 EUR	56.17 EUR							
				<b>Total</b>	<b>56.17 EUR</b>							
<b>Call Details</b>												
<input checked="" type="radio"/> Display Name <input type="radio"/> All Calls <input type="radio"/> Official Calls <input type="radio"/> Private Calls <span style="float: right;">Showing Page 1 of 1, Records 1 to 27</span>												
S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	Is Official	Is Challenged	Justifications
1	903594667	04/10/2018 00:15:36 AM	00:00:10			2.01	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6656
2	918870560	04/10/2018 00:28:33 AM	00:00:20			1.35	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6656
3	Dawaha SALIH / UNAMID	04/10/2018 00:36:51 AM	00:00:30			1.01	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6656
4	912538484	04/10/2018 00:46:01 AM	00:00:40			1.01	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	6656

## Custom Report

This section allows a TBU Read Only Administrator to generate/ run custom reports for staff member telephone bills. The **Custom Report** page has several filters that a TBU Read Only Administrator can use to generate a custom report.

1. To generate a custom report, click the **Custom Report** link found under the **BILL REPORTS** menu.



2. *The **Custom Reports** screen is displayed.* The page has several filters; the TBU Read Only Administrator can use any of the filters to generate a custom report:

- **Bill Year:** select year of bills to be included in the custom report
- **Bill Title:** select month of bills to be included in the custom report
- **Service Type:** select type of service to be included in the custom report
- **Service Provider:** select a provider
- **Staff Category:** select staff category of eBilling users to be included in the report
- **Bill Status:** select status of bills to be included in the custom report
- **Payment Type:** select a payment type to be included in the custom report
- **Asset Number:** enter asset number to run a report of all bills for a specific asset
- **Departments:** select department of eBilling users to be included in the report
- **Customers:** select the customers to be included in the report
- **Group By:** select checkbox if you want search results to be grouped

**NOTE:** *You must select a value in the **Asset Type** field before you can select an **Asset Provider**.*

- When appropriate search filters have been selected, click the **Search** button to generate the desired report.

**Custom Report**

[Archived Reports](#)

Bill Year	All	Bill Title	All
Service Type	All	Service Provider	All
Staff Category	All	Bill Status	All
Payment Type	All	Asset Number	
Departments	All	Customers	All
Group By	<input type="checkbox"/>		

**Search**

- Bills that meet criteria used to search are listed.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	May 2019			11001	Mobile	WIND	EUR 266.88	EUR 0.00	EUR 0.00	EUR 266.88	Closed	Actions
2	May 2019			11003	DESKTOP / Cilcode	WIND	USD 0.00	USD 493.50	USD 0.00	USD 493.50	Closed	Actions
3	May 2019			11003	DESKTOP / Cilcode	WIND	USD 0.00	USD 391.68	USD 0.00	USD 391.68	Closed	Actions

**NOTE:** It is possible to view Detailed calls on each of the bills displayed on the report.

Click the on the **Actions** button (under the **View Bills** column) then select the **View Detailed Calls** option on the dropdown menu displayed.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	May 2019			11001	Mobile	WIND	EUR 266.88	EUR 0.00	EUR 0.00	EUR 266.88	Closed	Actions
2	May 2019			11003	DESKTOP / Cilcode	WIND	USD 0.00	USD 493.50	USD 0.00	USD 493.50	Closed	View Detailed Calls

The detailed calls report is displayed.

**Telephone Bill for May 2019**

unsbvqc7 unsbvqc7  
UNSBVQC-07  
ebilling\_qc\_inbox@un.org  
UNLB  
UNLB

Bill Id # 283816  
Bill Title May 2019  
Bill Period 02-05-2019 - 02-05-2019  
Generated Date 02-05-2019

**Bill Details**

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
11001	Mobile	0 EUR	266.88 EUR	0 EUR	266.88 EUR
				<b>Total</b>	<b>266.88 EUR</b>

**Call Details**

Display Name     All Calls     Official Calls     Private Calls    Showing Page 1 of 1, Records 1 to 27

S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	<input type="checkbox"/> Is Official	<input type="checkbox"/> Is Challenged	Justifications
1	903594667	02/05/2019 00:15:36 AM	00:00:10		11	63.00	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	918870560	02/05/2019 00:28:33 AM	00:00:20		12	1.35	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	Dawaha SALIH / UNAMID	02/05/2019 00:36:51 AM	00:00:30		13	2.37	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	912538484	02/05/2019 00:46:01 AM	00:00:40		14	1.01	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## View Archived Reports

It is possible to search for and view archived reports; this can be done on both the Bills By Staff or Custom Report pages.

To view archived reports, follow the steps detailed below:

1. Click the **Archived Report** button.

↓ Bills By Staff

Archived Reports

Search Staff Member - Please Enter Minimum 3 Characters

ALL

Search

2. *The Archived Reports page is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

↓ Archived Reports

Bills By Staff

Bill Year: All

Service Type: All

Staff Category: All

Payment Type: All


Bill Title: All


Service Provider: All

Bill Status: All

Search

3. A list of archived finance bills that meet search criteria used is displayed. The generated report can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	February 2016			90	Mobile	WIND	EUR 1057.30	EUR 43.78	EUR 0.00	EUR 1101.08	Verified	Actions 

To view detailed calls on the listed bills, the TBU Read Only Admin can click the  icon (found under the Actions column) on the bill then select the **View Detailed Calls** option on the dropdown menu displayed.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	February 2016			90	Mobile	WIND	EUR 1057.30	EUR 43.78	EUR 0.00	EUR 1101.08	Verified	Actions  View Detailed Calls

The detailed call is displayed.

### Telephone Bill for February 2016

QC-4  
@un.org  
UNLB  
UNLB/UNOPS/UNOPSV/FSS

Bill Id # 14  
Bill Title February 2016  
Bill Period 01-02-2016 - 29-02-2016  
Generated Date 12-10-2017

#### Bill Details

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
90	Mobile	43.78 EUR	1057.3 EUR	0 EUR	1101.08 EUR
				<b>Total</b>	<b>1101.08 EUR</b>

#### Call Details

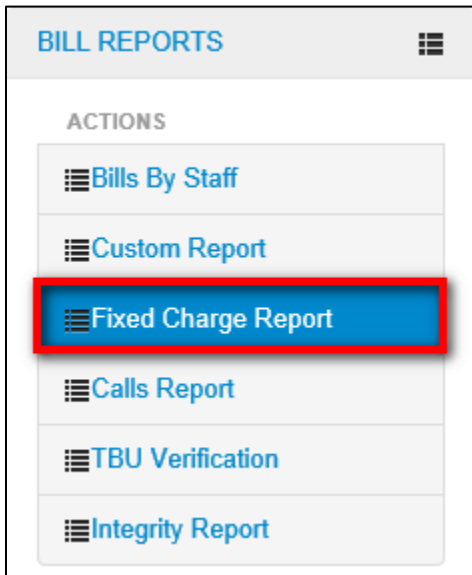
Display Name     All Calls     Official Calls     Private Calls    Showing Page 1 of 1, Records 1 to 25

S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	Is Official	Is Challenged	Justifications
1	71	10/02/2016 00:00:58 AM	00:02:06		0	158.59	VOICE	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	92	10/02/2016 00:03:31 AM	00:00:01		0	20.00	SMS	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	76	10/02/2016 00:04:16 AM	00:00:01		0	20.00	SMS	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

## Fixed Charge Report

This section enables a TBU Read Only Administrator to use different criteria to search for and view fixed charge report.

1. To generate a fixed charge report, click the **Fixed Charge Report** link found under the **BILL REPORTS** menu.



2. *The Fixed Charge Report is displayed.* Enter search criteria in any of the fields displayed then click the **Search** button.


The screenshot shows the "Fixed Charge Report" search form. It includes several input fields: "Bill Year" (All), "Service Type" (Mobile), "Start Date" (01/01/2018), "End Date" (16/07/2019), "Staff Member" (ALL), "Bill Title" (All), "Service Provider" (WIND), "Bill Status" (All), "Call Cost" (All, 00.00), and "Asset Number". A "Search" button is located at the bottom right. A red asterisk indicates that "Fields are Required".

3. *A list of calls that match search criteria used is displayed.* The calls report generated can be printed or exported to another format by clicking the **Print / Export** link.

The screenshot shows the results of the search. At the top right, there is a "Print / Export" link. Below it, the text "Showing Page 1 of 1, Records 1 to 1" is displayed. The table below contains one record:

S.No	Bill Title	Bill Status	Service Type	Service Provider	Staff Member	Number	Date	Call Cost	Actions
1	UNKNOWN	UNKNOWN	Mobile	WIND	unsbvqc1	121106989	08/15/18 2:56:04 PM	0.00	Actions

To view detailed charges, the TBU Read Only Admin can click the  icon (found under the Actions column) on the bill then select the **View Detailed Charges** option on the dropdown menu displayed.

S.No	Bill Title	Bill Status	Service Type	Service Provider	Staff Member	Number	Date	Call Cost	Actions
1	UNKNOWN	UNKNOWN	Mobile	WIND		121	08/15/18 2:56:04 PM	0.00	Actions  <span style="border: 1px solid red; padding: 2px;">View Detailed Charges</span> Generate Bill

Navigate Page(s):

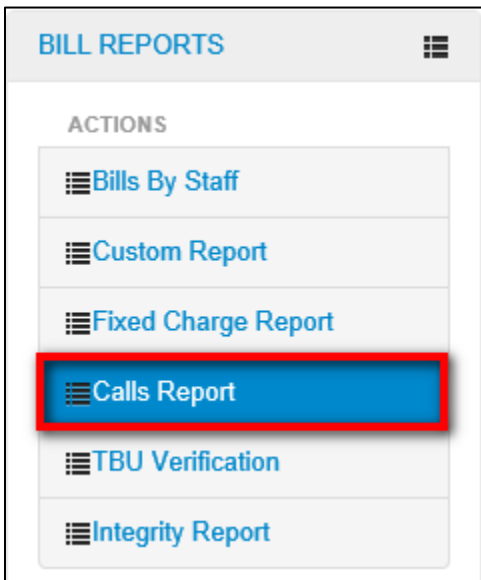
The detailed fixed charge bill is displayed.

Fixed Charges					
S.No	Date	Description	Charges	Is Re-Evaluated	Is Official
1	8/15/2018 2:56:04 PM	Other Charges	0.0000 EUR	<input type="checkbox"/>	<input checked="" type="checkbox"/>

## Calls Report

This section enables a TBU Read Only Administrator to use different criteria to search for and view a list of calls which have been included in generated bills.

- To generate a calls report, click the **Calls Report** link found under the **BILL REPORTS** menu.





- The **Calls Report** screen is displayed. Enter search criteria in any of the fields displayed then click the **Search** button.

↓ Calls Report \* Fields are Required

Bill Year: 2016  
 Service Type: Mobile  
 Start Date:   
 End Date:   
 Staff Member: ALL  
 Call Reference: Operational

Bill Title: All  
 Bill Status: All  
 Call Duration: All 00:00:00 Format: hh:mm:ss  
 Call Cost: All 00.00 Format: 00.00  
 Asset Number:

**Search**

- A list of calls that match search criteria used is displayed. The calls report generated can be printed or exported to another format by clicking the **Print / Export** link.

Print / Export

Showing Page 59 of 59, Records 2901 to 2941

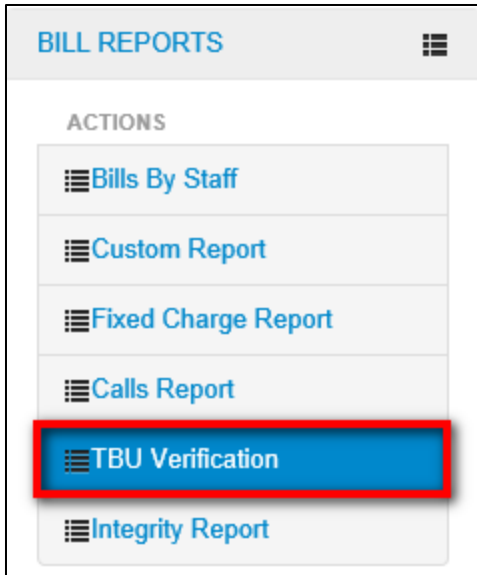
S.No	Bill Title	Bill Status	Service Type	Staff Member	Call Date	Call From	Call To	Call Duration	Call Destination	Call Cost
2901	October 2016	Closed	Mobile		19/07/2016 05:33:20 PM	99363243999	25772225302	00:00:00	On Net SMS	20.00
2902	October 2016	Closed	Mobile		19/07/2016 05:43:20 PM	99363243999	25772225302	00:00:00	On Net SMS	20.00
2903	October 2016	Closed	Mobile		19/07/2016 05:52:27 PM	99363243999	25772225302	00:00:00	On Net SMS	20.00
2904	October 2016	Closed	Mobile		19/07/2016 10:32:37 PM	99363243999	25772225302	00:00:00	On Net SMS	20.00
2905	October 2016	Closed	Mobile		19/07/2016 10:36:19 PM	99363243999	25772225302	00:00:00	On Net SMS	20.00
2906	October 2016	Closed	Mobile		19/07/2016 10:39:18 PM	99363243999	25779959799	00:00:00	On Net SMS	20.00

## TBU Verification

This section enables a TBU Read Only Administrator to search for and view bills that are pending TBU verification.

To search for and view bills that are pending TBU verification, do the following:

- Click the **TBU Verification** link found under the **BILL REPORTS** menu.




- The **TBU Verification** page is displayed. Use the fields displayed to select relevant search criteria then click the **Search** button.

The screenshot shows the 'TBU Verification' search form. It includes the following fields: Finance Year (2016), Finance Report Title (March 2016), Service Type (Mobile), Service Provider (All), and Staff Category (All). A red box highlights the 'Search' button. A note at the top right states '\* Fields are Required'.

- A list of all bills that meet search criteria used is displayed. The generated report can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Bill Title	Staff Member	Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total Call Cost	Payment Type	Actions
1	September 2018	[redacted]	11	Mobile	EUR 13.00	EUR 18.00	EUR 0.00	EUR 31.00	Salary Deduction	Actions
2	September 2018	[redacted]	11	Mobile	EUR 55.52	EUR 14.00	EUR 0.00	EUR 69.52	Salary Deduction	Actions
3	January 2018	[redacted]	90074387	Mobile	KES 0.00	KES 963.98	KES 0.00	KES 963.98	Salary Deduction	
4	January 2017	[redacted]	23456	Mobile	EUR 0.00	EUR 13.31	EUR 0.00	EUR 13.31	Cash Payment	
5	November 2016	[redacted]	1020304	Mobile	EUR 0.00	EUR 36.00	EUR 0.00	EUR 36.00	Cash Payment	
6	August 2015	[redacted]	1051	Mobile	EUR 0.00	EUR 4.95	EUR 0.00	EUR 4.95	Salary Deduction	

To view detailed calls on the listed bills, the TBU Read Only Admin can click the  icon (found under the Actions column) on the bill then select the **Detailed Calls** option on the dropdown menu displayed.

S.No	Bill Title	Staff Member	Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total Call Cost	Payment Type	Actions
1	September 2018	[redacted]	11	Mobile	EUR 13.00	EUR 18.00	EUR 0.00	EUR 31.00	Salary Deduction	Actions
2	September 2018	[redacted]	11	Mobile	EUR 55.52	EUR 14.00	EUR 0.00	EUR 69.52	Salary Deduction	Detailed Calls

The detailed call bill is displayed.

**Telephone Bill for September 2018**

unsvbqc10 unsvbqc10  
UNSVBQC-10  
ebilling\_qc\_inbox@un.org  
UNLB  
UNLB

Bill Id # 283529  
Bill Title September 2018  
Bill Period 30-09-2018 - 30-09-2018  
Generated Date 10-01-2019

**Bill Details**

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
11	Mobile	13 EUR	18 EUR	0 EUR	31 EUR
				<b>Total</b>	<b>31 EUR</b>

**Call Details**

Display Name     All Calls     Official Calls     Private Calls    Showing Page 1 of 1, Records 1 to 4

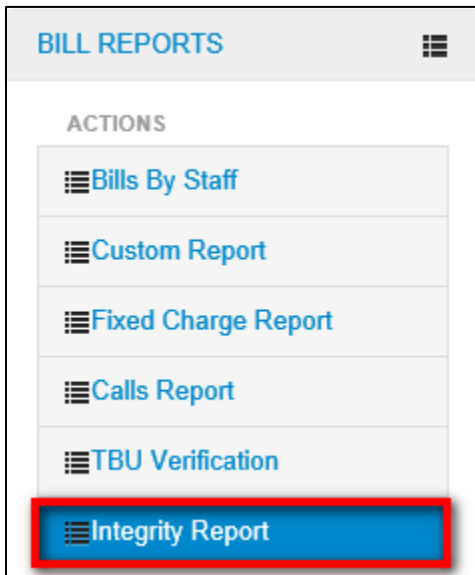
S.No	Call To	Call Date	Call Duration	Destination	Data Usage	Call Cost (EUR)	Call Type	Call Direction	Is Roaming	<input type="checkbox"/> Is Official	<input type="checkbox"/> Is Challenged	Justifications
1	918870560	30/09/2018 00:28:33 AM	00:00:20			13.00	DATA	Outgoing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	Dawaha SALIH / UNAMID	30/09/2018 00:36:51 AM	00:00:30			6.00	DATA	Outgoing	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official Call

## Integrity Report

This feature is used to generate and view bills for eBilling users that have multiple assets assigned to them. This helps the TBU Read Only Administrator to know which eBilling user has been assigned more than one asset and how the assets are being used.

To run an integrity report, the TBU Read Only Administrator should do the following:

1. Click the **Integrity Report** link found under the **BILL REPORTS** menu.



2. The **Integrity Report** page is displayed. Use the fields displayed to select relevant search criteria then click the **Search** button.


↓ Integrity Report

Bill Year: 2018    Bill Title: January 2018  
 Service Type: Mobile    Staff Category: All


**Search**


- A list of eBilling users that match search criteria used and having multiple assets assigned to them is displayed.

**NOTE:** The Integrity Report can be printed or exported by clicking the Print / Export link.

S.No	Mission	Bill Title	Service Type	Staff Member	Staff Category	No. of Assets & Bills	View Bills
1	UNLB	January 2018	Mobile	[REDACTED]	UNOPS National Staff	2	Actions 


[Print / Export](#)

- To view bills of any of the listed eBilling users, click the  icon found under the **View Bills** column.

S.No	Mission	Bill Title	Service Type	Staff Member	Staff Category	No. of Assets & Bills	View Bills
1	UNLB	January 2018	Mobile	[REDACTED]	UNOPS National Staff	2	Actions 

[Print / Export](#)

- A dropdown menu is displayed. Click the **View Bills** option.

S.No	Mission	Bill Title	Service Type	Staff Member	Staff Category	No. of Assets & Bills	View Bills
1	UNLB	January 2018	Mobile	[REDACTED]	UNOPS National Staff	2	Actions  <b>View Bills</b>

[Print / Export](#)

- A list of bills for the selected eBilling user are displayed.

**NOTE:** It is possible to view Detailed calls on each of the bills displayed on the report.

Click the  icon (found under the **View Bills** column) on the bill then select the **View Detailed Calls** option on the dropdown menu displayed.

Integrity Report Print / Export

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	May 2019			11003	DESKTOP / Cilcode	WIND	USD 0.00	USD 493.50	USD 0.00	USD 493.50	Closed	Actions
2	May			11003	DESKTOP /	WIND	USD 0.00	USD 391.68	USD 0.00	USD 391.68	Closed	View Detailed Calls

The detailed call bill is displayed.

### Telephone Bill for May 2019

unsbvqc7 unsbvqc7  
 UNSBVQC-07  
 ebilling\_qc\_inbox@un.org  
 UNLB  
 UNLB

Bill Id # 283821  
 Bill Date May 2019  
 Bill Period 06-05-2019 - 06-05-2019  
 Generated Date 07-05-2019

#### Bill Details

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total
11003	DESKTOP / Cilcode	493.5 USD	0 USD	0 USD	493.5 USD
				<b>Total</b>	<b>493.5 USD</b>

#### Call Details

Display Name   
  All Calls   
  Official Calls   
  Private Calls   
 Showing Page 1 of 1, Records 1 to 27

S.No	Call To	Call Date	Call From	CILCode	Call Duration	Destination	Call Cost (USD)	Is Roaming	Is Official	Is Challenged	Justifications
1	903594667	06/05/2019 00:15:36 AM	11003	11003	00:00:10		9.56	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
2	918870560	06/05/2019 00:28:33 AM	11003	11003	00:00:20		1.35	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3	Dawaha SALIH / UNAMID	06/05/2019 00:36:51 AM	11003	11003	00:00:30		2.37	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Official Call
4	912538484	06/05/2019 00:46:01 AM	11003	11003	00:00:40		12.11	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

## FINANCE REPORT Menu

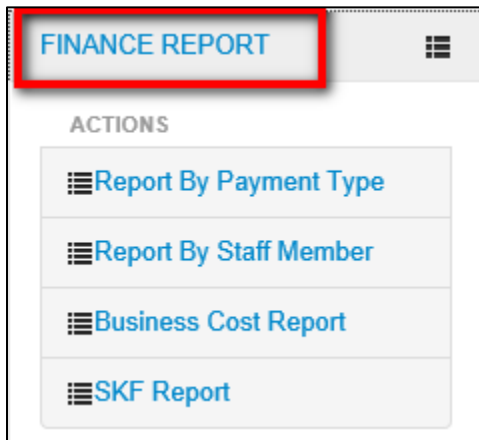
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The FINANCE REPORT menu has links that enable a TBU Read Only Administrator to search for and view reports for bills that have been verified.

Reports with the name of the previous month of the cutoff date when the bill was closed are included in finance reports.

Finance reports can be run by either payment type, staff member or business cost recovery.

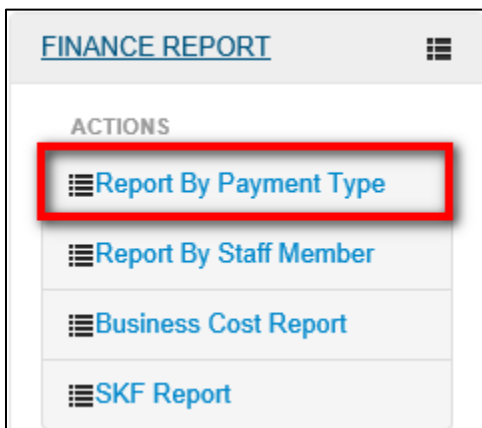
Click on **FINANCE REPORT** to view options / actions under the **FINANCE REPORT** menu (actions under this menu can also be hidden or displayed by clicking on **FINANCE REPORT**).



### Report By Payment Type

This section allows a TBU Read Only Administrator to search for, generate or view finance reports by payment type.

1. To run a finance report by payment type, click the **Report By Payment Type** link found under the **FINANCE REPORT** menu



- The **Report By Payment Type** screen is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

**NOTE:** Selecting a finance year and report title are mandatory.

\* Fields are Required

Archived Finance Report

Finance Year	2018	*	Finance Report Title	July 2018	*
Payment Type	Cash Payment		Service Type	All	
Service Provider	All		Staff Category	All	

Search

Bills with salary deduction as the payment type have a status of **Finance** on the list of bills displayed.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	90074356	November 2017			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 13.02	Finance	

Bills with cash payment as the payment type have a status of **Verified, Paid** or **R-Initiated** in the Bill Status column.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	90074387	October 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 32.21	Paid	Actions
2	Mobile	90074387	December 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 10.70	Paid	Actions
3	Mobile	1001215	November 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 230.53	Paid	Actions
4	Mobile	7202589	December 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 340.15	Verified	Actions
5	Mobile	7202589	December 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 39.00	Verified	Actions
6	Mobile	7202589	December 2017		NULL	UNSBVQC-09		UNOPS National Staff	UNLB	EUR 188.61	R-Initiated	

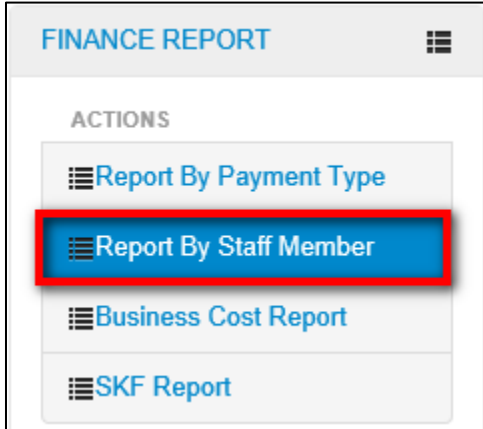
The TBU Read Only Administrator can print the report or export it to either PDF or Excel

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	90074356	November 2017			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 13.02	Finance	

## Report By Staff Member

This section allows a TBU Read Only Administrator to search for, generate or view finance reports by staff member.

- To run a finance report by staff member, click the **Report By Staff Member** link found under the **FINANCE REPORT** menu.



- The **Reports By Staff Member** screen is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

**NOTE:** Selecting a finance year and report title are mandatory.

Leaving the **Search Staff Member** field empty makes the search return all staff members that have bills in the selected Finance Report Title.

The screenshot shows the 'Report By Staff Member' search form. It includes a dropdown for 'Finance Year' set to '2016', a dropdown for 'Finance Report Title' set to 'June 2016', and a text input for 'Search Staff Member - Please Enter Minimum 3 Characters' with the value 'ALL'. A 'Search' button is highlighted with a red box. There is also an 'Archived Finance Report' button in the top right.

- A list of verified bills that meet search criteria used is displayed. The bills displayed will have a status of **Finance**, **Verified** or **Paid**.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	101031	September 2017	[REDACTED]		QC-0		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 21.77	Paid	Actions
2	Mobile	888	September 2017	[REDACTED]		QC-3		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	EUR 52.86	Paid	Actions



## View Archived Finance Report

It is possible to search for and view archived finance reports on either the report by payment type page or the report by staff member page.

To view archived finance reports, follow the steps detailed below:

1. Click the **Archived Finance Report** button.

↓ Report By Payment Type
\* Fields are Required

Archived Finance Report

Finance Year	2018	Finance Report Title	July 2018
Payment Type	Cash Payment	Service Type	All
Service Provider	All	Staff Category	All

Search

2. *The Archive Bills Finance Report page is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.

**NOTE:** *Selecting a finance year, payment type and report title are mandatory.*

↓ Archive Bills Finance Report
\* Fields are Required

Finance Year	2016	Finance Report Title	August 2016
Payment Type	Cash Payment	Service Type	All
Service Provider	All	Staff Category	All

Search

3. *A list of archived finance bills that meet search criteria used is displayed.* The generated report can be printed or exported to another format by clicking the **Print / Export** link.

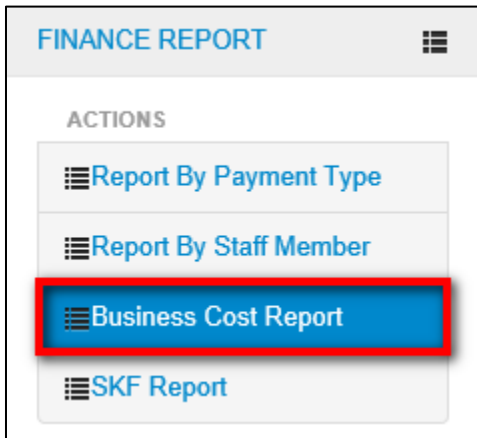
S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	Private Call Cost	Bill Status	Action
1	Mobile	23675436730	May 2016	Belen MOLINER CARBO	971393	971393		L - Local staff GS level	UNLB/UNOPS/UNOPSV/QC	EUR 807.00	Verified	<div style="border: 1px solid gray; padding: 2px; display: inline-block;">           Actions  <span style="font-size: 0.8em;">▼</span> </div>

Print / Export

## Business Cost Report

This section allows a TBU Read Only Administrator to search or view business cost recovery bills.

- To run the business cost recovery report, click the **Business Cost Report** link found under the **FINANCE REPORT** menu.



- The *Business Cost Report* screen is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

**Note:** Selecting a finance year and report title are mandatory.

Business Cost Report \* Fields are Required

Finance Year	2019	Finance Report Title	April 2019
Departments	All	Customers	All
Coding Block	ALL	Recovery Status	All

**Search**

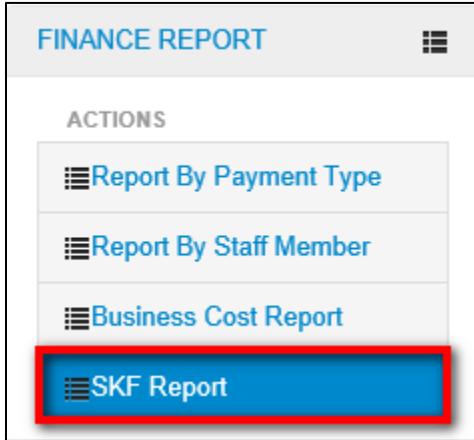
- The business cost recovery report is displayed based on the search criteria.

<input type="checkbox"/>	S.No	Service Type	Asset Number	Bill Title	Staff Name	Approved By	Functional Hierarchy	SKF Number	SKF Description	Department	Customer	Coding Block	Official Cost	Fixed Charges	Total Cost	Bill Status	Recovery Status	Action
<input type="checkbox"/>	1	Mobile	11	October 2018	unsbvqc7 unsbvqc7		UNLB	1234	Test 1234				6.10	0.00	6.10	Verified	Included	

## SKF Report

This section allows a TBU Read Only Administrator to search or view SKF report.

1. To run the business cost recovery report, click the **SKF Report** link found under the **FINANCE REPORT** menu.



2. The SKF Report screen is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

The screenshot shows the 'SKF Report' search form. It includes several dropdown menus and a text input field for search criteria: Finance Year (2019), Finance Report Title (April 2019), Departments (All), Customers (All), Coding Block (ALL), and Recovery Status (All). A red 'Search' button is located at the bottom right of the form. A red asterisk and the text '\* Fields are Required' are visible at the top right of the form area.

3. The SKF report is displayed based on the search criteria.

S.No	Asset Type	Provider	Doc Text	SKF Number	Bill Title	Department	Customer	Coding Block	Total Cost	Recovery Status	Action
1	Mobile	MTN			January 2018			20NUA,1004, 0006,,3701	13.30	Completed	
2	Mobile	TestK			March 2017				10.04	Completed	

The TBU Read Only Administrator can export the SKF Report by clicking on the Export SKF Report link.

The screenshot shows the same SKF Report table as above. At the top right of the table, there are two links: 'Export SKF Report' (highlighted in a yellow box) and 'Print / Export'.

The TBU Read Only Administrator can choose to either **Open** or **Save** the report.

The screenshot shows a file dialog box with the text: 'Do you want to open or save SKF Report\_1672019151749189.xlsx from dfsvqctbiis1.dpko.un.org?'. There are three buttons: 'Open', 'Save' (with a dropdown arrow), and 'Cancel'. A close button (X) is also present.

If the **Open** option is selected, the report is opened in excel format. If the **Save** option is selected, select the location to save the file.

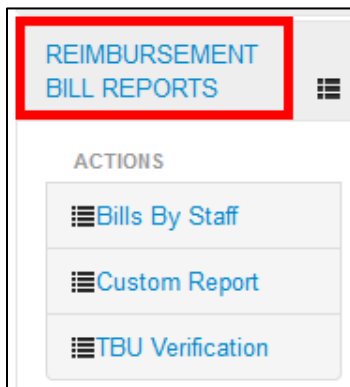
## ***REIMBURSEMENT BILL REPORTS Menu***

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The REIMBURSEMENT BILL REPORTS menu has links that enable a TBU Read Only Administrator to do the following:

- Generate and view reports for reimbursement bills by staff
- Generate and view custom reports for reimbursement bills
- View bills pending TBU verification

Click on **REIMBURSEMENT BILL REPORTS** to view options / actions under the **REIMBURSEMENT BILL REPORTS** menu (*actions under this menu can also be hidden or displayed by clicking on the menu title again*).



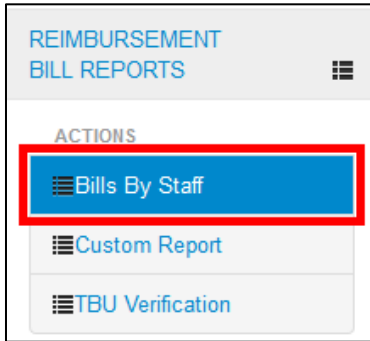
### **Bills By Staff**

This section allows a TBU Read Only Administrator to generate and view reimbursement bill reports for a specific staff member.

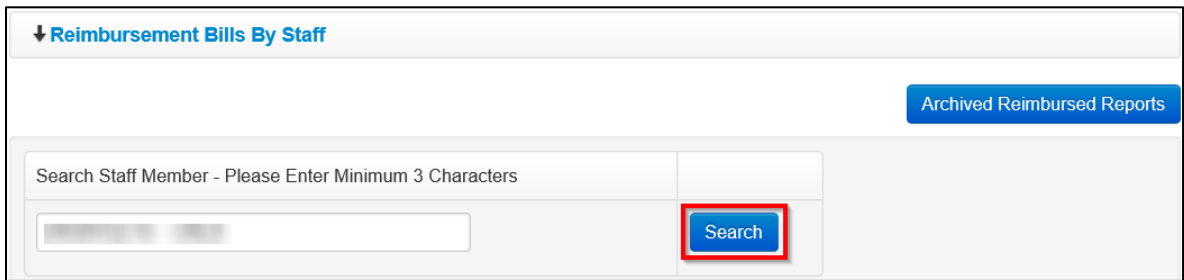
The Administrator can carry out the following actions on the Reimbursement Bills By Staff page:

- Generate reimbursement bill report for either a specific staff member or all staff members
- Print or export generated reports (in either PDF or Excel format)
- View detailed bill
- View detailed calls on each reimbursement bill
- View archived reimbursed reports

1. To generate and view reimbursement bill report by staff member, click the **Bills By Staff** link found under the **REIMBURSEMENT BILL REPORTS** menu.




2. *The Reimbursement Bills By Staff page is displayed.* In the field displayed, enter name or partial name of staff member; from the list of names displayed, click on the appropriate one to select it then click the **Search** button.



3. *The Reimbursement bill report for the selected staff member is displayed; the report is displayed with a row for each provider and asset type assigned to the selected staff member.*

S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	View Bills
1	UNLB	[blurred]	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Actions

4. To view reimbursement bills for a listed asset on the report, click the  icon (under the **View Bills** column) on the reimbursement bill.


S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	View Bills
1	UNLB	[blurred]	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Actions

5. *A popup menu is displayed.* Click the **View Detailed Bill** option on the popup menu displayed.

S.No	Mission	Staff Member	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	View Bills
1	UNLB	[blurred]	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Actions

6. A list of reimbursement bills by staff is displayed.

↓ Reimbursement Bills By Staff															Print / Export	
S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	Status	View Bills	
1	November 2017			666	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Closed	Actions	

7. Click the  Icon, below the Actions button.

↓ Reimbursement Bills By Staff															Print / Export	
S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	Status	View Bills	
1	November 2017			666	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Closed	Actions	

8. A popup menu is displayed. Click the **View Detailed Calls** option on the popup menu displayed.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	Status	View Bills
1	November 2017			666	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Closed	Actions

9. The detailed calls are displayed.

↓ Pin Calls Print / Export

**Telephone Bill for November 2017**

unsbvqc7 unsbvqc7  
UNSBVQC-07  
ebilling\_qc\_inbox@un.org  
UNLB  
UNLB

Bill Id # 9  
Bill Title November 2017  
Bill Period 01-07-2016 - 31-07-2016  
Generated Date 13-02-2018

**Bill Details - Finance Report Title : November 2017**

Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total Cost	To be Recovered	To be Reimbursed	Total Revaluated
666	DESKTOP	0 EUR	12706.38 EUR	0 EUR	12706.38 EUR	0 EUR	0 EUR	0 EUR
<b>Total</b>					<b>12706.38 EUR</b>			

**Call Details**

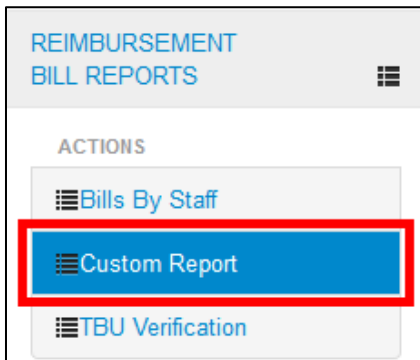
Display Name  
  All Calls  
  Reimbursed Calls  
  Recovered Calls  
 Showing Page 1 of 2, Records 1 to 50 of 91

S.No	Call To	Call Date	Call From	CILCode	Call Duration	Destination	Call Cost (EUR)	Is Roaming	Is Official	<input type="checkbox"/> Is Re-Evaluated	<input type="checkbox"/> Is Re-Challenged	Justifications
1	256756163848		666		00:00:01	SMS National	76.92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	dsfff
2	256756163848		666		00:00:01	SMS National	76.92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sdfdsf
3	256756163848		666		00:00:01	SMS National	76.92	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	sdfdsf

## Custom Report

This section allows a TBU Read Only Administrator to generate custom reports of staff members' reimbursement bills. The **Custom Report** page has several filters that the Administrator can use to generate a custom report.

1. To generate a custom report for reimbursement bills, click the **Custom Report** link found under the **REIMBURSEMENT BILL REPORTS** menu.



2. The **Custom Reports** screen is displayed. The page has several filters which the TBU Read Only Administrator can use to generate a custom report; these include:

- **Reimbursement Bill Year:** select year of reimbursement bills to be included in the custom report
- **Reimbursement Bill Title:** select month of reimbursement bills to be included in the custom report
- **Service Type:** select service type to be included in the custom report
- **Service Provider:** select a service provider
- **Staff Category:** select staff category of eBilling users to be included in the report
- **Bill Status:** select status of reimbursement bills to be included in the custom report
- **Payment Type:** select a payment type to be included in the custom report
- **Asset Number:** enter asset number to run a report of all reimbursement bills for a specific asset
- **Departments:** select the department to be included in the custom report
- **Customers:** select the customers to be included in the custom report
- **Group By:** select checkbox if you want search results to be grouped

- When appropriate search filters have been selected, click the **Search** button to generate the desired report.

↓ Custom Report

Archived Reimbursed Reports

Reimbursement Bill Year: All

Reimbursement Bill Title: All

Service Type: All

Service Provider: All

Staff Category: All

Bill Status: All

Payment Type: All

Asset Number:

Departments: All

Customers: All

Group By:

**Search**

- Reimbursement bills that meet criteria used to search are listed.* The custom report generated can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	To be Recovered	To be Reimbursed	Total Revaluated	Status	View Bills
1	December 2017			7202589	Mobile	WIND	EUR 188.61	EUR 151.54	EUR 0.00	EUR 340.15	EUR 0.00	EUR 0.00	EUR 0.00	Closed	Actions
2	November 2017		unsvqc3 unsvqc3	666	DESKTOP / Open Extension	WIND	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 12706.38	EUR 0.00	EUR 0.00	EUR 0.00	Closed	Actions
3	July 2016			757708407	Mobile	TEST AAA	KES 12706.38	KES 0.00	KES 0.00	KES 12706.38	KES 0.00	KES 0.00	KES 0.00	Closed	Actions

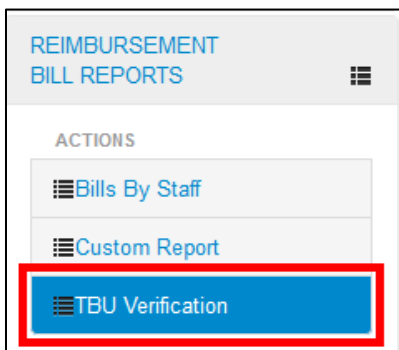
**Print / Export**

## TBU Verification

The TBU Read Only Administrator can generate / view a report of bills that are pending TBU verification.

To view reimbursement bills that are pending TBU Verification, the TBU Read Only Administrator should do the following:

- Click the **TBU Verification** link found under the **REIMBURSEMENT BILL REPORTS** menu.





2. The **TBU Verification** page is displayed. Use the fields displayed to select relevant search criteria then click the **Search** button.

**↓ TBU Verification** \* Fields are Required

Finance Year	<input type="text" value="2018"/>	*	Finance Report Title	<input type="text" value="July 2018"/>	*
Service Type	<input type="text" value="Mobile"/>	*	Service Provider	<input type="text" value="All"/>	
Staff Category	<input type="text" value="All"/>				

Search

3. A list of all reimbursement bills that meet search criteria used is displayed. Click the **Verified** button to verify bills in the list displayed.

The TBU Read Only Admin has options to either print or export the list to PDF or Excel; this can be done by clicking the **Print/Export** link.

To view detailed calls on a bill, click the icon (under the **Actions** column) on the bill then click the **Detailed Calls** option on the dropdown menu displayed.

													Print / Export
S.No	Bill Title	Staff Member	Asset Number	Service Type	Official Call Cost	Private Call Cost	Fixed Charges	Total Call Cost	To be Reimbursed	To be Recovered	Total Revaluated	Payment Type	Actions
1	December 2017		7202589	Mobile	EUR 151.54	EUR 188.61	EUR 0.00	EUR 340.15	EUR 0.00	EUR 0.00	EUR 0.00	Cash Payment	

## View Archived Reimbursed Reports

It is possible to search for and view archived reimbursed reports on either the bills by staff or custom report pages.

To view archived reimbursed reports, follow the steps detailed below:

1. Click the **Archived Reimbursement Reports** button.

**↓ Reimbursement Bills By Staff**

Archived Reimbursed Reports

<input type="text" value="Search Staff Member - Please Enter Minimum 3 Characters"/>	
<input type="text" value="ALL"/>	<span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 4px;">Search</span>

2. The **Archived Reimbursement Reports** page is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

↓ Archived Reimbursed Reports

Bills By Staff

Reimbursement Bill Year: 2015

Reimbursement Bill Title: All

Service Type: All

Service Provider: All


Staff Category: All


Bill Status: All

Payment Type: All

Search

3. A list of archived reimbursement bills that meet search criteria used is displayed. The generated report can be printed or exported to another format by clicking the **Print / Export** link.

To view detailed calls on a bill, click the  icon (under the **View Bills** column) on the bill then click the **View Detailed Bill** option on the dropdown menu displayed.

S.No	Bill Title	Staff Member	Requested Approver	Asset Number	Service Type	Service Provider	Private Call Cost	Official Call Cost	Fixed Charges	Total Call Cost	Status	View Bills
1	December 2015			10201602	DESKTOP / Open Extension	WIND	EUR 8.00	EUR 28.00	EUR 0.00	EUR 36.00	Paid	<div style="text-align: right;"> <span>Print / Export</span>            Actions   </div>

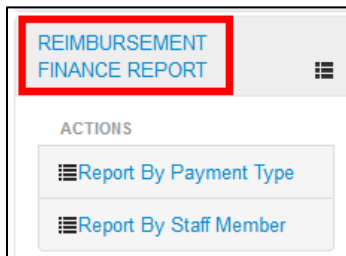
## ***REIMBURSEMENT FINANCE REPORT Menu***

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The REIMBURSEMENT FINANCE REPORT menu has links that enable a TBU Read Only Administrator to search for / generate and view reports for reimbursement bills that have been verified.

Reimbursement finance reports can be run by either payment type or staff member.

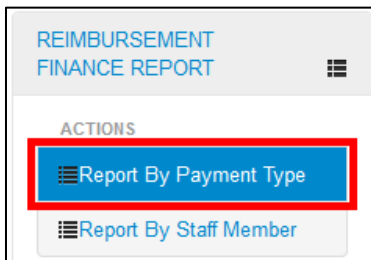
Click on **REIMBURSEMENT FINANCE REPORT** to view options / actions under this menu (*actions under this menu can also be hidden or displayed by clicking on **REIMBURSEMENT FINANCE REPORT***).



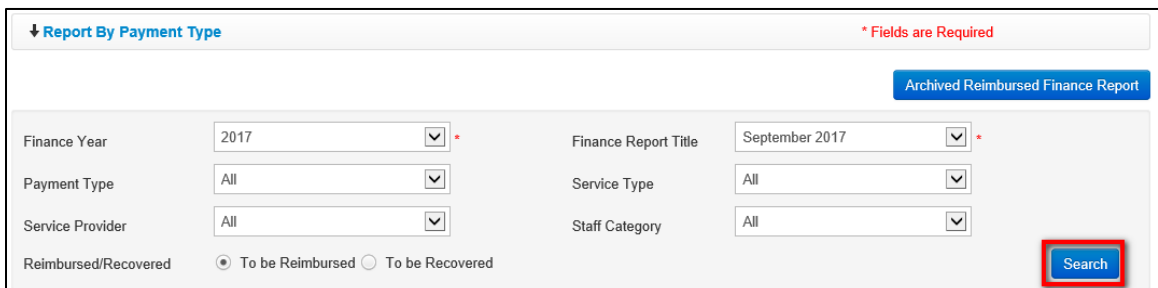
### **Report By Payment Type**

This section enables a TBU Read Only Administrator to search for, generate or view reimbursement finance reports by payment type.

1. To run a reimbursement finance report by payment type, click the **Report By Payment Type** link found under the **REIMBURSEMENT FINANCE REPORT** menu.



2. *The **Report By Payment Type** screen is displayed.* Select search criteria using the search filter fields displayed then click the **Search** button.



A screenshot of the "Report By Payment Type" search screen. At the top left, it says "Report By Payment Type" with a dropdown arrow. At the top right, it says "\* Fields are Required". Below this is a blue button labeled "Archived Reimbursed Finance Report". The main area contains several search filters: "Finance Year" (dropdown with "2017"), "Finance Report Title" (dropdown with "September 2017"), "Payment Type" (dropdown with "All"), "Service Type" (dropdown with "All"), "Service Provider" (dropdown with "All"), and "Staff Category" (dropdown with "All"). At the bottom left, there are radio buttons for "Reimbursed/Recovered": "To be Reimbursed" (selected) and "To be Recovered". At the bottom right, there is a blue "Search" button highlighted with a red rectangular box.

A list of reimbursement bills that meet search criteria used is displayed and the TBU Read Only Admin has options to either print or export them to PDF / Excel.

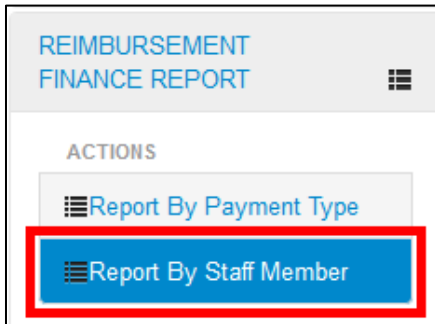
S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	23675271811	August 2016		NULL			UNOPS National Staff	UNLB	ARS 1501.16	Finance	

Print / Export

## Report By Staff Member

This section allows a TBU Read Only Administrator to search for, generate or view reimbursement finance reports by staff member.

- To run a reimbursement finance report by staff member, click the **Report By Staff Member** link found under the **REIMBURSEMENT FINANCE REPORT** menu.



- The **Reports By Staff Member** page is displayed. Select a finance report title and enter name of staff member then click the **Search** button.

**NOTE:** Selecting a finance year and report title are mandatory.

You can enter full or partial name of staff member in the **Search Staff Member** field then select appropriate staff member from the search results displayed.

Leaving the **Search Staff Member** field empty makes the search return all staff members that have reimbursement bills which have been approved and verified in the selected Finance Report Title.

The screenshot shows the 'Report By Staff Member' search form. It includes a dropdown for 'Finance Year' (set to 2017), a dropdown for 'Finance Report Title' (set to October 2017), radio buttons for 'Reimbursed/Recovered' (set to 'To be Recovered'), and a text input for 'Search Staff Member - Please Enter Minimum 3 Characters' (containing 'UNSBVQC10 - UNLB'). A red box highlights the 'Search' button.

3. A report that matches search criteria entered is displayed. The report generated can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	Mobile	270573	July 2017			QC-10		I - International Staff on Mission Assignment	UNLB/UNOPS/UNOPSV/FSS	USD 49.08	Paid	<a href="#">Print / Export</a> Actions

## View Archived Reimbursed Finance Reports

It is possible to search for and view archived reimbursed finance reports on either the report by payment type page or the report by staff member page.

To view archived reports, follow the steps detailed below:

1. Click the **Archived Reimbursed Finance Report** button.

↓ **Report By Staff Member**

**Archived Reimbursed Finance Report**

Finance Year:  \*

Finance Report Title:  \*

Reimbursed/Recovered:  To be Reimbursed  To be Recovered

Search Staff Member - Please Enter Minimum 3 Characters:

**Search**

2. The **Archived Reimbursed Finance Report** page is displayed. Select search criteria using the search filter fields displayed then click the **Search** button.

**NOTE:** Selecting a finance year, payment type and report title are mandatory.

↓ **Archived Reimbursed Finance Report** \* Fields are Required

**Report By Staff Member**

Finance Year:  \*

Finance Report Title:  \*

Payment Type:

Service Type:

Service Provider:

Staff Category:

Reimbursed/Recovered:  To be Reimbursed  To be Recovered

**Search**

3. A list of archived reimbursed bills that meet search criteria used is displayed. The generated report can be printed or exported to another format by clicking the **Print / Export** link.

S.No	Service Type	Asset Number	Bill Title	Staff Name	Index No	UNId	BP Number	Staff Category	Functional Hierarchy	To be Reimbursed	Bill Status	Action
1	DESKTOP / Open Extension	10201602	December 2015		NULL	UNSBVQC-10		UNOPS National Staff	UNLB	EUR 2.30	Paid	<a href="#">Print / Export</a> Actions
2	Mobile	10201601	February 2016		803378	803378		UNOPS National Staff	UNLB/UNOPS/UNOPSV/QC	EUR 3.65	Verified	Actions

## ***Revision History***

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<b>Date</b>	<b>Author</b>	<b>Reviewer</b>
13 Mar 2018	Mahmood Semyano	
21 February 2022	Peris Wanjiku	