

**Lucent Technologies**  
Bell Labs Innovations



**Call Accounting Systems**  
Cost Allocator Version 2 Enhanced  
Chargeback Module

555-006-512  
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# About This Document

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## **Purpose**

This document is intended to guide those who want to understand the Enhanced Chargeback option for the Cost Allocator Version 2 (CA V2) system. Complete details for installation and operation of the option are provided.

## **Intended Audience**

This document is written for the following audiences:

- Users and administrators of the CA V2 system
- AT&T installation, maintenance, and other service technicians
- Technical Support Center personnel

## **How This Document Is Organized**

This document describes every function of the CA V2 Enhanced Chargeback option. An introductory chapter precedes the installation procedures and function descriptions; an index follows.

- Chapter 1, *Overview*, describes how the option operates and explains telephone services and equipment charges.

- Chapter 2, *Installation*, describes how to install the option.
- Chapter 3, *Allocating Services and Equipment Charges*, describes how to identify your company's services and equipment charges and associate them with individuals.
- Chapter 4, *Reporting Services and Equipment Charges*, describes how to generate reports that contain services and equipment information.
- Chapter 5, *Managing the Charge Record Database*, describes how to perform global database operations and print a database table.

## **Document Design**

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This document is designed to be inserted into the *Cost Allocator Version 2.0 Administration, Operations, and Maintenance* binder. A tab is provided for quick identification of the Enhanced Chargeback documentation.

## **Conventions Used in This Document**

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The following typographic conventions are used in this document:

- Keys that you press are shown in brackets — for example:  
Press <ESC>.
- Two or more keys that you press simultaneously are shown together in brackets — for example:  
Press <Ctrl-c>.
- Most commands in a data-entry screen are executed by typing the first letter of the command name (shown in brackets) — for example:  
Press <U>pdate.
- The word “enter” in a procedure means to type a value and press <↵> (the carriage return on your keyboard) — for example:  
Enter *y* to continue.
- Information displayed on the screen is shown in `constant-width` type — for example:  
The message `Rating Running.` appears.

- User entries are shown in **constant-width bold** type if they must be typed exactly as shown — for example:

At the login: prompt, enter **v2**

- Variables that you supply are shown in *italic* type — for example:

Enter the time in *mm:ss* format.

## **Related Resources**

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The following documents may provide you with additional or related information:

- *Cost Allocator Version 2 Administration, Operations, and Maintenance* (555-006-506) — primary user manual for CA V2, describing call accounting networks and operation in general, and CA V2 functionality and report capability in detail.
- *Cost Allocator Version 2 Installation and Verification* (555-006-111) — manual directed at AT&T technicians and/or others interested in understanding or performing an installation.
- CA V2 option documentation — Enhanced Chargeback is one of a group of options for CA V2. User manuals that describe the installation and operation of the following software options are included with the software package:
  - *Cost Allocator Version 2 Enhanced Reporting Module* (555-006-508)
  - *Cost Allocator Version 2 Enhanced Rating I* (555-006-510)
  - *Cost Allocator Version 2 Enhanced Rating II* (555-006-511)
  - *Cost Allocator Version 2 Integrated Poller* (555-006-512)
- *Call Detail Recording Unit/SE* (555-006-215) — installation and administration manual for the CDRU/SE.
- *Call Detail Recording Unit/Small* (555-006-215) — installation and administration manual for the CDRU/S.
- *UNIX System V/386 Release 3.2.3 Operations/System Administration* — administration manual for the UNIX operating system, running on a 6386 WGS processor.
- *UNIX System V/386 Release 3.2.3 FACE User's Administrator's Guide* — administration manual for the 6386 WGS under UNIX System V, using the FACE menu system.

## **How to Make Comments About This Document**

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Reader comment cards are included at the beginning of this document. We are interested in your suggestions for improving this document and urge you to fill out a card and send it in. If the reader comment cards have been removed from this document, please send your comments to:

AT&T Technical Publications Department  
Room 22-2c11  
11900 North Pecos Street  
Denver, Colorado 80234

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The Enhanced Chargeback option package consists of a disk containing the option software and this manual explaining the installation and use of the option.

This option identifies the cost of your company's services and equipment charges as a portion of the total telephone system cost. Enhanced Chargeback functions create a database that associates an identifier, or *charge ID*, with a piece of equipment or service, and assigns the charge ID to an owner in the organizational hierarchy. In this way, services and equipment charges are allocated to cost centers for reporting.

Services and equipment charges are calculated at the end of each user-defined accounting period. Each piece of equipment or service item has 2 possible charges associated with it and up to 4 types of taxes.

The types of charges, how they are applied, and how they are taxed are described in the following paragraphs.

## **Recurring Charges**

A recurring charge is accrued on a regular schedule, either daily or for each period identified by the user-defined list of dates. If indicated, the system calculates a daily charge to prorate services or equipment that are removed or added during a period. Recurring charges assigned to an owner transferred during a period are split between the two appropriate cost centers.

Recurring charges include costs for equipment such as special telephone speakers or recorders, or services such as speed dialing, automatic call-back, security capabilities, or other PBX-like operations.

## **Nonrecurring Charges**

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Other charges that occur on a one-time basis — for example, installation or service charges — are allocated as nonrecurring charges. A nonrecurring charge is billed according to the date an owner starts using an assigned service or piece of equipment.

## **Taxes**

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Charge ID tax exemptions are possible in any of 4 categories: federal, state, county, or other. When taxes are indicated, the associated cost center's exemptions are checked and take precedence in case of a conflict. Services and equipment charges are taxed using the rates established for the associated owner's site unless a charge ID exemption exists or another site is indicated for taxes.

Installing the Enhanced Chargeback option is a simple process described in the steps below.

⇒ **NOTE:**

To perform an option installation, you must access CA V2 using the login created to install your software. Generally CA V2 is installed using the login **ca**. The installation login is part of the information passed onto you (the system administrator) from the account team.

1. Use the installation login to access the application. From the main menu, select **Administration**, then **Software Options and Modules**. A screen display prompts you for the **root password**. After you enter the password, a second prompt asks for the location of the drive containing the software option disk.
2. Identify the drive, insert the option software disk, and press <↓>. When the message **Installation Complete** displays, remove the disk, and follow the screen messages to return to the menu system.
3. To verify a successful installation, from the main menu, select **Organization**. Select each of the items listed below so that you view every function's data-entry screen.
  - **Charge Identifiers** – Edit, Global Update, List
  - **Charge Records** – Global Add, Global Delete
  - **Charge Assignments**
  - **Services and Equipment**

Press <E>xit to leave a data-entry screen. When complete, press <ESC> until you access the main menu.

4. Select `Exit`, then `Confirm`. Use your application login to reenter CA V2.

If you are unable to access any of the menus or functions, repeat the installation and verification procedures. If problems still exist, call the Technical Support Center at 1-800-442-6622.

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## Allocating Services and Equipment Charges

# 3

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This chapter is divided into the sections described below:

- *Entering Charge Identifiers* — describes how to identify charges for services and equipment used by your company and set up a costing structure for each.
- *Entering Charge Assignments* — describes how to link charges for services and/or equipment to the organization structure so they can be reported as part of your company's telephone system costs.

## Entering Charge Identifiers

Use the following procedure to create or modify the charge ID database.

1. From the main menu, select **Organization**, then **Charge Identifiers**, and finally **Edit**. A screen similar to the one below appears. Use **<Q>**uery, **<N>**ext, or **<P>**revious to display the desired charge ID information.

```

COMMANDS: Query Next Previous Add Update Remove Exit
           Query database for record
-----
                EDIT CHARGE IDS
-----
Charge ID:      1
Charge ID Name: Music on Hold
Vendor Cost Type: P
Vendor Charge:  $0.00
Recurring Charge: $6.00
Non-Recurring Charge: $0.00
Equipment?     N
Recurring Charge Prorated? N
Charge ID Tax Exemption: Fed? N
                State? N
                County? N
                Other? N
    
```

The list that follows describes the data-entry fields displayed.

- **Charge ID.** The user-defined code, 1-9 alphanumeric characters, for this service or piece of equipment.
- **Charge ID Name.** The user-defined name, 1-20 alphanumeric characters, for this type of service or piece of equipment.

⇒ **NOTE:**

We suggest that either or both the charge ID code and the charge ID name be defined in a manner conducive to the use of wildcard symbols. This allows more effective use of the global updating function.

For example, in the **Global Update** field, **Charge ID Name: Install%** selects all charge IDs associated with installation, such as **Install Handset**, **Install SpkrPhone**, etc.

- **Vendor Cost Type.** The method used to cost this service or type of equipment, either **<D>**aily or **<P>**eriodic.

⇒ **NOTE:**

If **<P>** is specified, the services or equipment charges accrue once per user-defined reporting period.

- Vendor Charge . The cost of the service or type of equipment, \$0.00 to \$9999.99, derived from your vendor's bill. (This information is supplied for informational purposes only and is not reflected in any report.)
- Recurring Charge . The cost, \$0.00 to \$9999.99, charged to an owner on a regular basis for the use of this service or piece of equipment.
- Non-Recurring Charge . The one-time cost, \$0.00 to \$9999.99, for example an installation fee, for this service or piece of equipment.
- Equipment? <Y>es if this charge ID is associated with a piece of equipment, <N>o otherwise.
- Recurring Charge Prorated? <Y>es if the recurring charge for this service or type of equipment is prorated, <N>o otherwise.
- Charge ID Tax Exemption Federal?, State?, County?, Other? <Y>es to exempt this charge ID from any of the types of taxes, <N>o otherwise.

⇒ **NOTE:**

The tax exemptions determined for charge IDs apply to the site indicated by the assigned owner. Moreover, if there is not agreement with the exemptions of the owner's cost center, the exemption is not applied.

- 2a. To add charge ID information, press <A>dd, enter data from the keyboard, or press <F1> when available to select from a help menu. Press <ESC> when complete.
- 2b. To make changes to displayed charge ID information, press <U>pdate and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete.
- 2c. To delete a displayed charge ID, press <R>emove. If the charge ID has no owner associations, it is removed.
3. Press <E>xit to return to the menu system.

## Entering Charge Assignments

Use the following procedure to create or modify the link between the services and equipment charge IDs and the organization hierarchy.

1. From the main menu, select **Organization**, then **Charge Assignments**. A screen similar to the one below appears.

```
COMMANDS: Query Next Previous Detail Exit
          Query database for record
-----
                        EDIT CHARGE ASSINGMENTS
-----
Owner: Jon Smith          Location: 3rd Floor
Room: 100                 Site Name: Headquarters
Extension: 1001
```

2. Use **<Q>**uery, **<N>**ext, or **<P>**revious to display the desired owner and related information. Press **<D>**etail. A screen similar to the one below appears.

```
COMMANDS: Query Next Previous Add Update Remove Master Exit
          Query database for record
-----
                        Edit Charge Assingments
-----
Owner: Jon Smith          Location: 3rd Floor
Room: 100                 Site Name: Headquarters
Extension: 1001

          Charge ID: 22222222
          Start Date: Aug 10 1992
          End Date:
          Equipment ID:
          Itemize Charges? N
          Tax Table Override?
```

The list that follows describes the data-entry fields displayed.

- **Charge ID.** A valid charge ID code.
- **Start Date.** The month, day, and year, *mm/dd/yy*, to begin allocating the costs associated with this charge ID to the selected owner.
- **End Date.** The month, day, and year, *mm/dd/yy*, to end allocating the costs associated with this charge ID to the selected owner.
- **Equipment ID.** The serial number or other identification, 1-23 characters, for the service or equipment associated with this charge ID.

- Itemize Charges? <Y>es to itemize services and equipment charges in detail reports, <N>o to summarize details.
  - Tax Table Override? The name of the site to use for calculating charge ID taxes if other than the assigned owner's site.
3. Use <Q>uery, <N>ext, or <P>revious to display the charge IDs associated with the displayed owner.
  - 4a. To add information, press <A>dd enter data from the keyboard, or press <F1> when available to select from a help menu. Press <ESC> when complete.
  - 4b. To make changes to displayed information, press <U>pdate and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete.
  - 4c. To disassociate a displayed charge ID from the owner, press <R>emove.
  5. To return to the previous menu, press <M>aster. Or press <E>xit to return to the menu system.



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## Reporting Services and Equipment Charges

# 4

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This chapter is divided into the sections described below:

- *Enhanced Allocation Detail Report* — describes the report produced by the Enhanced Chargeback option.
- *Enhanced Allocation Summary Report* — describes the report produced by the Enhanced Chargeback option.
- *Generating a Services and Equipment Report* — describes how to generate a list of costs and other information associated with the charge IDs.

## Enhanced Allocation Detail Report

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The Enhanced Chargeback module adds services and equipment charge information to the allocation detail report. Standard report features that remain the same are listed below:

- The reporting period is limited to the user-defined list of dates — the time covered in a current report is the last completed reporting period.
- Running an allocation detail report causes year-to-date summaries for each cost center included in the report to be calculated and updated (with the Enhanced Chargeback option, services and equipment charges are summarized as well).

Services and equipment charges are listed in separate sections following the associated owner's call-record information. A detailed entry is included for each charge ID. Owner subtotals are totaled by cost center.

Allocation detail report summaries of services and equipment costs are available in several formats:

- When defining an allocation detail report, enter <Y>es in *Summarize Services/Equipment Details?* to summarize information for all owners in the report. Enter <N>o to allow summaries to be created on the basis of other criteria.
- When using the *Edit Charge Assignments* function, enter <N>o in *Itemize Charges?* to summarize charges on the basis of charge ID.

Follow the procedure in *Defining and Generating Allocation Reports* in chapter 6 of *Cost Allocator Version 2 Administration, Operation, and Maintenance* (555-006-506) for complete instructions to output this report.

A sample report follows.

Reporting Services and Equipment Charges

Today: Aug 19 1992 1:42 PM  
 Company: MOSCOM

Page 137  
 Start Date: Jul 1 1992  
 End Date: Jul 31 1992

Allocation Detail Report #1

-----  
 Region            Sector            Division            Division            Division  
 -----  
 REGION 1            SECTOR 1A            SYS-ENGINEER            DEVELOPEMENT            GROUP C  
 -----

Cost Center: COST 4

Owner: ABRONOWITX, JACK

Site: CHEYENNE CUST 1 Location: FIXA

Room: FIXB

Extension: 406

Date	Time	Duration hh:mm:ss	Rate	Center	Dialed Number	* Direction/Service Carrier * Service DS	Call Type	Trunk	Exten	Site	Account Code	Cost
07/13/92	00:24	0:01:00	ROCHESTER	IN	219-223-0027	FLAT OV	UNK.		208	CHEYENNE CUST - 1		1.00
02/27/92	00:06	0:01:00	GRACE	ID	208-425-0009	ATT OV	OS-OL		208	CHEYENNE CUST - 1	100	0.13
		0:02:00	Detail Subtotal			2						1.13
		0:00:00	Other Excluded Calls			0						0.00
			Tax									0.00
-----												
SUBTOTAL		0:02:00	TOTAL CALLS:		2							1.13

Description	Charge ID	EQUIPMENT CHARGES Non-Recurring	Recurring	Tax	Total Cost
Multi-line Handset	MULTI01	0.00	15.50	0.31	15.81
SUBTOTAL		0.00	15.50	0.31	15.81

Description	Charge ID	SERVICE CHARGE Non-Recurring	Recurring	Tax	Total Cost
Multi-line Install	INST02	30.00	0.00	0.60	30.60
Callback	CALL01	0.00	7.75	0.16	7.91
Voice Mail Box	VOICE01	0.00	6.50	0.13	6.63
SUBTOTAL		30.00	14.25	0.89	45.14

OWNER TOTALS  
 DURATION: 0:02:00    TOTAL CALLS: 2    COST: 1.13    EQUIPMENT CHARGES 15.81    SERVICE CHARGES 45.14

COST CENTER TOTALS

	Basic Rate	47.33			
	Cost Center Markup	0.00			
	Tax	0.00			
-----					
DURATION: 1:37:00	TOTAL CALLS: 23	COST: 47.33	EQUIPMENT CHARGES 256.53	SERVICE CHARGES 747.47	

## Enhanced Allocation Summary Report

Like its detailed counterpart, the enhanced allocation summary report adds services and equipment information to the standard report. Summarized recurring and nonrecurring costs and taxes are listed for the specified organization levels.

The data used in this report is derived from updates generated when the allocation detail report is run. Generate a detail report for each cost center once during every reporting period to keep the current and year-to-date subtotals consistent for all cost centers.

Follow the procedure in *Defining and Generating Allocation Reports* in chapter 6 of *Cost Allocator Version 2 Administration, Operation, and Maintenance (555-006-506)* for complete instructions to output this report.

A sample report follows.

Today: Aug 19 1992 4:08 PM  
Company: MOSCOM

Page 1  
Start Date: Jul 1 1992  
End Date: Jul 31 1992

Allocation Summary Report #1

Region	Sector	Division	Division	Division				
REGION 1	All	All	All	All				
Sector	Calls	Duration hh:mn:ss	Telephone	Equipment Non-recurring Recurring	Services Non-recurring Recurring	Tax	Total Cost	
SECTOR 1A	359	63:39:19	425.25	0.00 743.50	425.52 1740.35	38.07	3380.69	
SECTOR 2A	127	18:42:12	132.23	0.00 201.50	0.00 575.25	27.43	936.41	
CURRENT TOTALS	486	82:21:31	557.48	0.00 945.00	425.52 2323.60	65.50	4317.10	
YEAR-TO-DATE TOTALS	1167	192:33:27	1423.21	781.80 1016.36	427.32 2324.51	563.34	6536.54	

## Generating a Services and Equipment Report

Use the following procedure to generate a listing of cost center services and equipment charges for the last completed user-defined period.

1. From the main menu, select **Organization**, then **Charge Identifiers**, and finally **Services and Equipment**. A screen similar to the one below appears.

```

COMMANDS:  Update Generate Remove Exit
           Update the displayed record
-----
                LIST SERVICES AND EQUIPMENT
-----

Output Method:  F  Send to File
Output Modifier:
Output File:    chagidlst

```

The list that follows describes the fields displayed.

- **Output Method.** Output is sent to a <F>ile, default <P>rinter, or device <1> to <9>.
  - <F>ile. This method commits a defined report to a file. Use the file to view the report on your terminal or to print it at a later time. See *Viewing and Printing Reports on File* in chapter 6 of *Cost Allocator Version 2 Administration, Operations, and Maintenance (555-006-506)* for complete output procedures.
  - Default <P>rinter. This method directs the defined report to a default print spooler. CA V2 automatically chooses the print spooler for 132-column compressed mode if required by the size of the report; otherwise it chooses the print spooler for the standard 80-column mode.
  - Devices <1> through <9>. This method directs the defined report to one of the 9 devices configured in the *Device Configuration* function. The device can be defined in a number of ways — for example, laser printer, tape, uucp output, etc.
- **Output Modifier.** Name of the modifier, if any, to invoke before output. The modifier performs special functions, such as reformatting a report before it is sent to a file or other device.



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## Managing the Charge Record Database

# 5

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This chapter describes procedures to make global changes to the Enhanced Chargeback databases. It is divided into the sections described below.

- *Performing Global Charge Identifier Updates* — describes how to change information in a group of charge IDs records.
- *Performing Global Charge Record Additions* — describes how to add charge IDs to a group of owners.
- *Performing Global Charge Record Deletions* — describes how to delete charge IDs from a group of owners.
- *Listing the Charge Identifier Table* — describes how to generate a list of all charge IDs and corresponding information.

## Performing Global Charge Identifier Updates

Use this procedure to change one or more fields in a range of defined charge IDs. Identify all or some of the database records by using wildcard symbols in either the Charge ID or Charge ID Name fields.

For instance, name different levels of voice mail services VM1, VM2, VM3, etc. Then, enter VM% in Charge ID Name to allow changes to all of these services. Code ranges are defined in the same manner.

Use the following procedure to make global charge ID updates.

1. From the main menu, select Organization, then Charge Identifiers, and finally Global Update. A screen similar to the one below appears.

```

COMMANDS: Update Exit
          Enter charge ID parameters and update charges
-----
GLOBAL CHARGE ID UPDATE
-----
Charge ID: 1
Charge ID Name: VM%
Vendor Cost Type: P
New Vendor Charge: * $0.00
New Recurring Charge: $6.00
New Non-Recurring Charge: * $0.00
Equipment? N
Recurring Charge Prorated? N
Charge ID Tax Exemption: Fed? N
State? N
County? N
Other? N
    
```

The list that follows describes the fields in this function.

- Charge ID. A range of charge IDs to update. Wildcard symbols can be used. A blank does not define a range.
  - ? stands for any single character in that position
  - % stands for any number of characters or no characters

For example, 1% selects all charge IDs starting with "1". Or, to select all IDs that end with "4," enter %4.
- Charge ID Name. A range of charge ID names representing charge IDs you wish to update. Wildcard symbols can be used.
- Vendor Cost Type. <D>aily, <P>eriodically, or <\*> (no change).

- New Vendor Charge. Enter <+> (increase) or <-> (decrease) to change the existing charge by the amount indicated. Leave blank to replace the existing charge with a value in the range -\$9999.99 to +\$9999.99. Indicate percentage amounts to add or subtract by entering a <%> in the field behind the value.
  - New Recurring Charge. Data-entry criteria are the same as New Vendor Charge above.
  - New Non-Recurring Charge. Data-entry criteria are the same as New Vendor Charge above.
  - Equipment? <Y>es, <N>o, or <\*> (no change).
  - Recurring Charge Prorated? <Y>es, <N>o, or <\*> (no change).
  - Charge ID Tax Exemption Federal?, State?, County?, Other? <Y>es, <N>o, or <\*> for no change.
2. To enter or change information, press <U>pdate and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete and <E>xit to return to the menu system.

## Performing Global Charge Record Additions

Use this procedure to add charge ID records to a group of owners specified by a range of cost centers, extensions, or authorization codes.

1. From the main menu, select Organization, then Charge Records, and finally Global Add. A screen similar to the one below appears.

```
COMMANDS: Add Exit
          Add charge records with specified ranges for owners
-----
GLOBAL CHARGE RECORD ADD
-----
          Charge ID: 1
          Start Date: Jul 1 1992
Equipment Description: 10000001
          Itemize? Y
          Site for Tax Override: N
          Site for ADD Operation: Site 10

          Cost Centers: 1001 to 1009
          Extensions: to
          Authorization Codes: to
```

The list that follows describes the data fields in this function.

- Charge ID. A valid charge ID code.

- **Start Date.** The month, day, and year, *mm/dd/yy*, to assign this charge ID to the specified range.
- **Equipment Description.** A name or other identifier for equipment, in 1-23 characters.
- **Itemize?** <Y>es to itemize services and equipment charges in reports, <N>o to summarize details.
- **Site for Tax Override.** Use this site to calculate charge ID taxes if other than the Site for ADD Operation.
- **Site for ADD Operation.** The site containing the specified range. (An entry in this field is required.)
- **Cost Centers.** The beginning and ending of a range of cost centers.

⇒ **NOTE:**

Ranges are interpreted in standard ascii character set; for example, Cost Center100 comes before Cost Center2.

- **Extensions.** The beginning and ending of a range of extensions.
  - **Authorization Code.** The beginning and ending of a range of authorization codes.
2. To enter or change information, press <A>dd and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete and <E>xit to return to the menu system.

When the start date arrives, the charge is allocated to the owners indicated by the specified range.

## **Performing Global Charge Record Deletions**

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Use this procedure to remove a charge ID record assignment by identifying its end date for a range of start dates, cost centers, extensions, and/or authorization codes.

1. From the main menu, select *Organization*, then *Charge Records*, and finally *Global Delete*. A screen similar to the one that follows appears.

```
COMMANDS: Remove Exit
          Remove charge records within specified ranges for owners

-----
GLOBAL CHARGE RECORD REMOVE
-----

Charge ID: 1
End Date: Jul 1 1992
Site for DEL Operation: Site 10

Start Dates: [redacted] to [redacted]
Cost Centers: 1001 to 1009
Extensions: [redacted] to [redacted]
Authorization Codes: [redacted] to [redacted]
```

The list that follows describes the fields in this function.

- Charge ID. A valid charge ID code.
- End Date. The month, day and year, *mm/dd/yy*, to terminate the specified charge ID.
- Site for DEL Operation. The site containing the specified range. (An entry in this field is required.)
- Start Dates. A range of start dates, *mm/dd/yy*.
- Cost Centers. The beginning and ending of a range of cost centers.

⇒ **NOTE:**

Ranges are interpreted in standard ascii character set; for example, Cost Center100 comes before Cost Center2.

- Extensions. The beginning and ending of a range of extensions.
- Authorization Codes. The beginning and ending of a range of authorization codes.

2. To enter or change information, press <R>emove and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete and <E>xit to return to the menu system.

When the end date arrives, the charge is no longer allocated to the owners indicated by the range.

## Listing the Charge Identifier Table

Use this procedure to generate a listing of current charge IDs and corresponding information.

1. From the main menu, select `Organization`, then `Charge Identifiers`, and finally `List`. A screen similar to the one below appears.

```

COMMANDS: Update Generate Exit
          Update the displayed record
-----
                    LIST CHARGE IDS
-----

Output Method: F
Output Modifier:
Output File: IDlst.txt
    
```

The list that follows describes the fields displayed.

- `Output Method`. Output is sent to a <F>ile, default <P>rinter, or device <1> to <9>.
  - <F>ile. This method commits the defined report to a file. You must also commit to a file any report that you wish to view on a terminal screen using the `View/Print Reports on File` function.
  - Default <P>rinter. This method directs the defined report to a default print spooler. CA V2 automatically chooses the print spooler for 132-column compressed mode if required by the size of the report; otherwise it chooses the print spooler for the standard 80-column mode.
  - Devices <1> through <9>. This method directs the defined report to one of the 9 devices configured in the `Device Configuration` function. The device can be defined in a number of ways — for example, laser printer, tape, uucp output, etc.
- `Output Modifier`. Name of the modifier, if any, to invoke before output. The modifier performs special functions, such as reformatting a report before it is sent to a file or other device.

- Output File. If you specify <F>ile as the output method, you must enter a file name in this field. CA V2 creates a file if the file name is unique; if the file name exists, screen prompts ask for another name. The file name is listed in a help menu in the View/Print Reports on File function.
  - Report Period. Length of time to be covered by this report: <A>ll, <Y>ear, <Q>uarter, <M>onth, <B>iweek, <W>eek, <D>ay, or a number of days up to 99.
  - Start Period. The date to begin the report period, mm/dd/yy (not used with <A>ll).
2. Press <U>pdate and enter data from the keyboard, or press <F1> when available to use a help menu. Press <ESC> when complete.
  3. Press <G>enerate to begin processing the report. You automatically return to the menu system. Or press <E>xit to return to the menu system.

Follow the procedure in *Scheduling Reports* in chapter 6 of *Cost Allocator Version 2 Administration, Operation, and Maintenance* (555-006-506) for the complete instructions to run this list at another time.

A sample report follows.

Today: Aug 19 1992 10:36 AM  
Company: MOSCOM

Page 1

CHARGE ID TABLE

Code	Description	Vendor Cost	Recurring Charge	Non Recurring	Cost Type	Equipment /Service	Prorated	--- TAX EXEMPTION STATUS ---	Federal	State	County	Other
CALL01	Callback	\$7.75	\$7.15	\$ .00	period	service	no	no	no	yes	no	no
HAND01	Handset	\$10.00	\$10.00	\$ .00	period	equipment	no	no	no	yes	no	no
INST01	Phone Installation	\$25.00	\$ .00	\$25.00	period	service	no	no	no	yes	no	no
INST02	Multi-line Install	\$30.00	\$30.00	\$ .00	period	service	no	no	no	yes	no	no
MULTI01	Multi-line handset	\$15.00	\$15.00	\$ .00	period	equipment	yes	no	no	yes	no	no
VOICE01	Voice Mail Box	\$6.50	\$6.50	\$ .00	period	service	no	no	no	yes	no	no

End of Charge ID Table. . .



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