



Welcome to
the 2nd ***TNSConnect***
Billing Coordinators
Advisory Group
Meeting

Who

Mark Katsouros – TNS Director

Nancy Grout – Project Communications

Paula Walton – Billing Administrator

Pamela Bulmahn – Project Manager

Agenda

- Review Invoice Report Samples
- Invoice Reports Discussion
- Q & A
- Next Steps



Call Detail

Purple – Sample Call Detail

Call Detail Excel File

- One Excel file for all Long Distance charges per Billing Coordinator
- Sorted by:
 - Org & Dept
 - User Id
 - User Number (extension)
 - Date/Time of call



Demo Call Detail In Excel

Call Detail Excel Report Delivery

Options:

1. Excel Files sent to you via Email
2. You access reports via Customer Portal and export report to Excel



Invoice Summary Report

Blue – Sample Invoice with GEF & WO

Green – Sample Invoice Summary Only

White – Another Sample Invoice

Questions

- Do you want the User Id (HawkId) on the printed reports with the user name?
- Should the invoice summary be separated from the invoice details?
- Should Jack Id be included on Work Order Charges?

Excel Data

We have created special reports for you to look at your data in Excel.

Special reports were required to provide all the necessary information for slicing and dicing your data.



Demo Invoice Summary Excel Reports

Next Steps

- Collect Billing Coordinator Comments & Suggestions
- Create 2nd Round of Report Samples
- Complete Invalid MFK Updates
- Review service lists



Thank you for attending today!

Questions?

