

# Viewing billing information in Uboss

December 2022

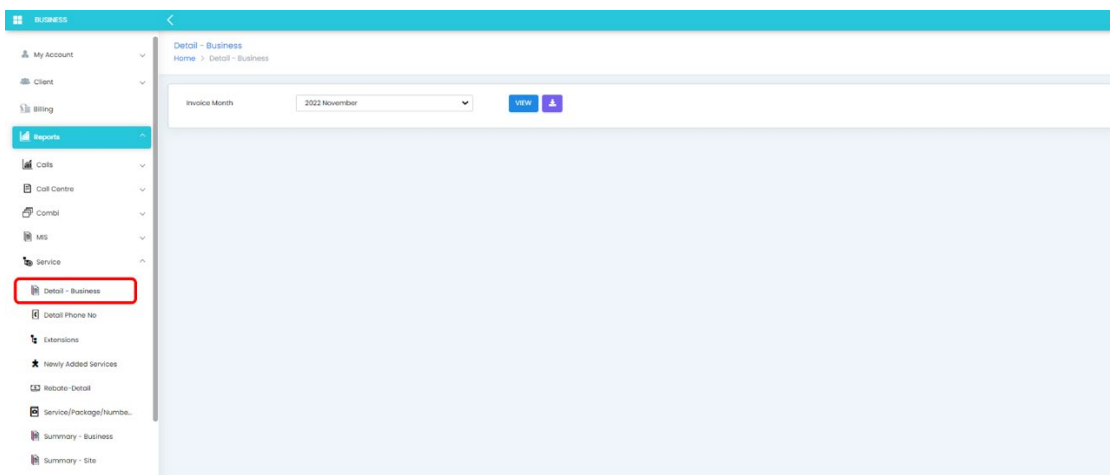
## How to view itemised billing data


UBOSS contains all of the billing data and allows the customer administrator to view each months itemised billing information.



There are a number of ways that this can be achieved, depending upon the level of detail required.

### Full itemisation - Business


Navigate to the **Reports – Service – Detail – Business** menu from the left hand side menu bar



Select the month you wish to see from the **Invoice Month** dropdown and select  The full detail will be displayed

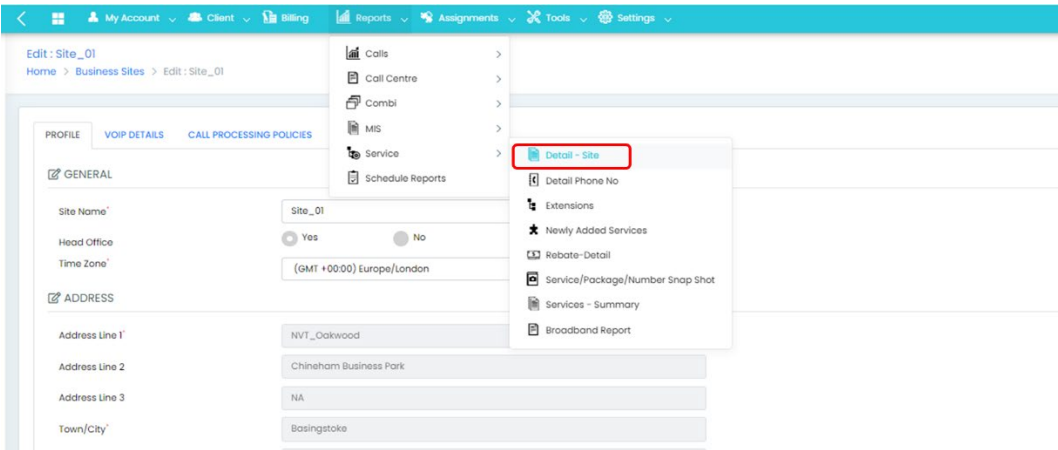
Invoice Month: 2022 October  

SITE NAME	DEPT	USER/INSTANCE	NOMINAL NAME	INVOICE NO	ADDED ON	BILLING PERIOD	CHARGE%	UNIT CHARGE	CHARGE
<b>Recurring Monthly</b>									
<b>Rented-Group Service</b>									
Auto Attendant - Multi Level									
Site_01		NV1 Test AA Pete	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
									<b>1</b>
Auto Attendant - Single Level									
Site_01		TEST-AA	No Charge Service	1056	22-Sep-2022	22-Sep-2022 - 31-Oct-2022		130.00	0.00
Site_02		Announcement Fault	No Charge Service	1056	22-Sep-2022	22-Sep-2022 - 31-Oct-2022		130.00	0.00
									<b>2</b>
BW-Call Centre Queue Basic									
Site_01		TEST Q4	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q1	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q2	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q6	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q7	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q3	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		TEST Q5	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
									<b>7</b>
BW-Group Night Forwarding-Group									
Site_01		Group Night Forwarding	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
Site_01		Group Night Forwarding	No Charge Service	1056	01-Jan-2022	01-Jan-2022 - 31-Oct-2022		1,000.00	0.00
									<b>2</b>
									<b>0.00</b>

The report shows ALL items regardless of whether they are actually charged and depending upon the size of the estate, some data may not show on screen however, the download button () will create a CSV file containing the complete data set where filters can be used to view specific data.

## Full itemisation - Site

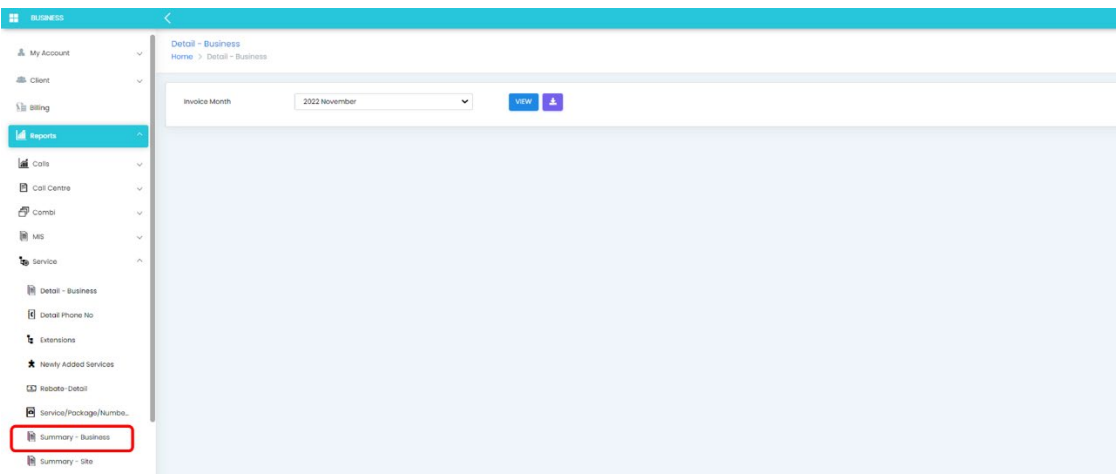
The same information can be viewed at a site level simply by navigating to the desired site and following the steps above but from the Site navigation menu bar as shown below



## Summary Billing Data

It is also possible to view a summary of the billing data

Navigate to the **Reports – Service – Summary–Business** menu from the left hand side menu bar




Select the month you wish to see from the **Invoice Month** dropdown and select [VIEW](#)

A summary of charges for that month will be displayed, this time split between Packages and Services

Invoice Month: 2022 October VIEW Download

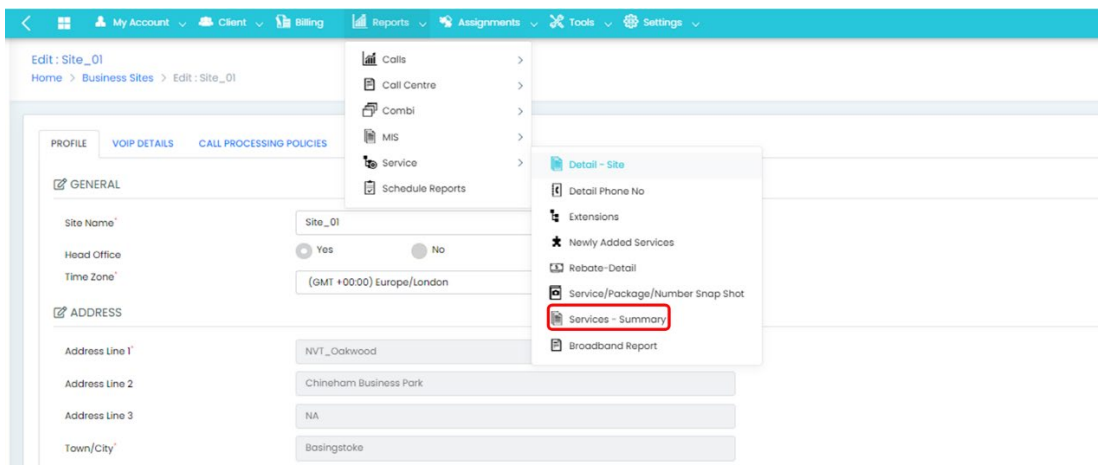
PACKAGE	SERVICE	PACKAGE TYPE	INSTANCES	COST(£)
Attendant Console Enterprise		Rented Package	5	1250.00
Basic User		Rented Package	1	6.87
Call Recording Service		Rented Package	1	150.00
Premium User		Rented Package	25	1,921.04
Standard User		Rented Package	8	300.13
<b>Total</b>			<b>40</b>	<b>3,628.04</b>

Packages are the Primary and Secondary services (licenses) that are assigned to users while Services are either those that are assigned at a 'Group level' e.g. Hunt Group, or at User level. User Level services are usually contained within the packages.

The download button (  ) can be used to download the information to a CSV file for further analysis.

## Site Summary

Again, Site level summary data is available through the Site menu bar as shown below and following the steps highlighted above



The screenshot shows the 'Edit: Site\_01' page with a dropdown menu open. The 'Services - Summary' option is highlighted with a red box. The page includes sections for 'GENERAL' (Site Name, Head Office, Time Zone) and 'ADDRESS' (Address Line 1-3, Town/City).