Reports

User Manual

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Table of Contents

1. Introduction

This document is intended to outline the actions required to generate finance reports from the Emersion billing system.

2. Document history

Version	Date	Author	Amendment Description
0.1	6th Nov 2009	Jim Ritchie	First draft for discussion
0.2	11th Nov 2009-	Jim Ritchie-	Added additional screen shots and updated service descriptions-
1.0	11th Nov 2009--	Jim Ritchie -	After review-
			-

3. Generating a Financial Report

This section will describe the steps required to generate a financial report

Action Steps

Path:

Report ➔ List ➔Finance

1. Select **Report** from the Tier 1 tab group

2. Select **List** from the Tier 2 tab menu

3. Select Finance from the Tier 3 sub tab menu

4. Results of available reports are displayed:

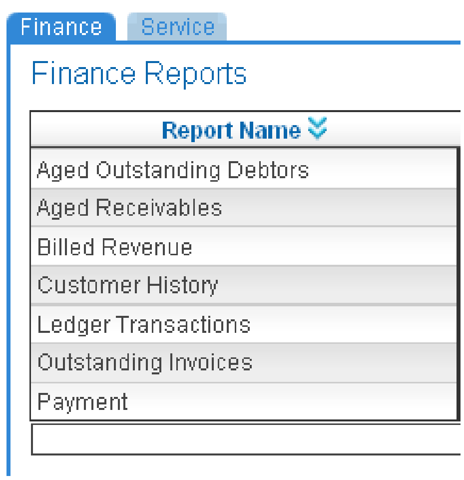


Figure 1. Finance Reports

Note:

The Following Reports are currently generated in the system :-

Aged Outstanding Debtors

A periodic report that classifies outstanding receivable balances according to customer and month of the Due Date of an Invoice.

Aged Receivables

A periodic report that classifies outstanding receivable balances according to customer and invoice Issue Due Date.

Billed Revenue

A report of invoices per month by customer for the previous 12 months.

Customer History

A report that classifies outstanding receivable balances according to customer for unpaid or partially paid Invoices.

Ledger Transactions

A report that displays Ledger Transactions according to customer for a given period.

Outstanding Invoices

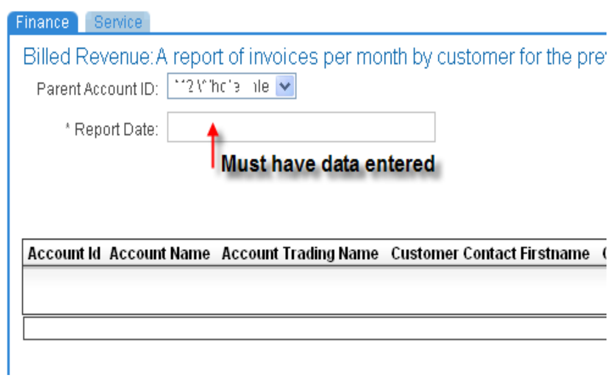
A report that classifies outstanding receivable balances according to customer for unpaid or partially paid invoices.

Payment

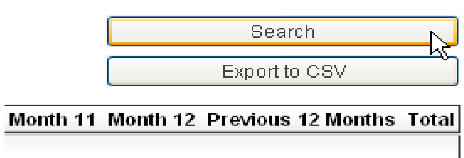
A report that payments according to customer.

5. Click the Generate Report link next to the report you would like to generate to navigate to the respective report screen where the reports can be searched and exported to a .CSV file.

6.



7.



You must click on the ‘Search’ tab to generate the report

8. If there is any information available the report will be populated, and can be downloaded following the steps below.

4. Retrieving (downloading) a Generated Report

This section will describe the steps required to download a generated financial report

Action Steps

Path:

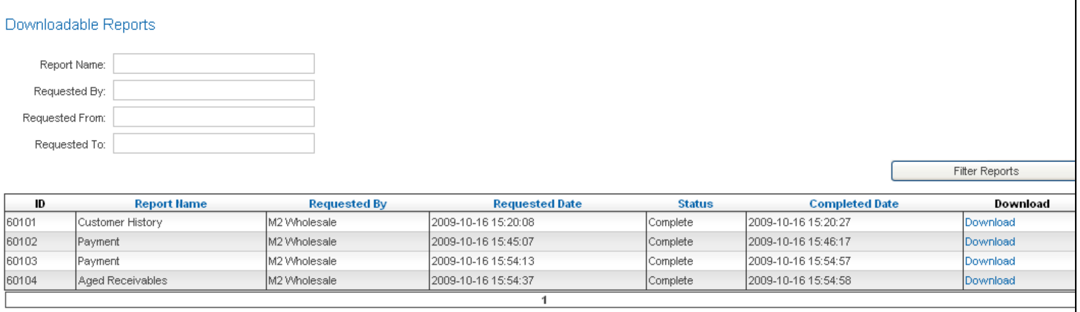
Report ➔ Generated Reports

1. Select **Report** from the Tier 1 tab group

2. Select **Generated Reports** from the Tier 2 tab menu

3. Select **Download** from the Tier 3 sub tab menu

4. Results of available reports are displayed:
   Only the reports that have been previously generated will be displayed and available for download. You can search for a report by:
   - Name
   - Requested By
   - Requested date / to and from



Downloadable Reports

Report Name:
Requested By:
Requested From:
Requested To:

Filter Reports

ID	Report Name	Requested By	Requested Date	Status	Completed Date	Download
60101	Customer History	M2 Wholesale	2009-10-16 15:20:08	Complete	2009-10-16 15:20:27	Download
60102	Payment	M2 Wholesale	2009-10-16 15:45:07	Complete	2009-10-16 15:46:17	Download
60103	Payment	M2 Wholesale	2009-10-16 15:54:13	Complete	2009-10-16 15:54:57	Download
60104	Aged Receivables	M2 Wholesale	2009-10-16 15:54:37	Complete	2009-10-16 15:54:58	Download

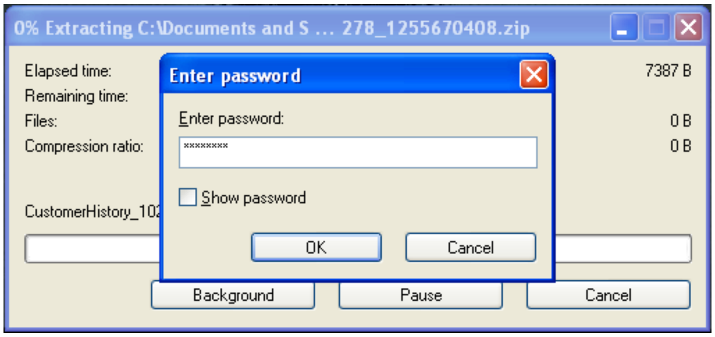
1

Figure 2. Downloadable Reports

5. Click the Download link next to the report you would like to download.

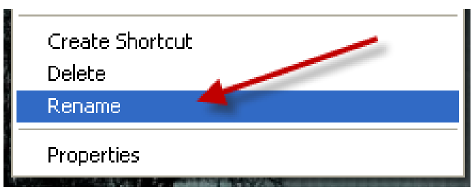
6. Save the ZIP file to your computer & remember the location as you will need to modify the filename in the following steps

7. As this file is compressed & password protected, you will be required to *unzip* it to your computer using the password *emersion* (lowercase).



8. The *unzipped* file will NOT have a file extension so you will need to *rename* this file and append the extension **.csv** to it.

- Right-click on the file & select *Rename*



- Type *.csv* (note the period (**.**) to indicate a file extension)

- Press *ENTER* on your keyboard to save the filename change

9. You may now simply open the *CSV* file with your spreadsheet of choice – MS Excel for example.

- Fields are separated by commas and by default MS Excel will separate the data into columns & rows based on a comma field separator.

Note:

- All generated & downloaded financial reports will be available in the CSV (Comma Separated Values) file format
- All reports will be password protected with the password *emersion*

5. Generating a Service Report

	Path: **Report ➔ List ➔Service**
1.	Select **Report** from the Tier 1 tab group
2.	Select **List** from the Tier 2 tab menu
3.	Select Service from the Tier 3 sub tab menu
4.	Results of available reports are displayed:

Service Reports

Report Name
Churn Gain Loss
Provisioning Log
RBT On And Off
RBT Service
Radius Reconciliation
Service Qualifications
Services By Service Types

Figure 3. Service Reports

Note:

The Following Reports are currently generated in the system :-

Churn Gain Loss:
This report gives service numbers that have been churned into the account and those churned away

Provisioning Log
Gives a list of provisioning actions from the start date selected. Shows SP, provisioning status and end user name and address

RBT On And Off
Displays a list of services that have been either started or canceled by SP

RBT Service
Displays a list of current RBT services active by SP or All. This report displays all details regarding the service including plan name start date and end user address details

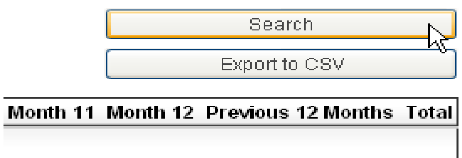
Radius Reconciliation
Gives a list of active services according to the M2 radius, showing username password and line speed and realm.

Service Qualifications
This reports show the number of Service Qualification (SQ) performed within a specified date range. Results show SP result of SQ, date performed, and SP that requested the SQ

Services By Service Types
The report gives a summary of services ordered by SP and status of those serivces

5. Click the Generate Report link next to the report you would like to generate to navigate to the respective report screen where the reports can be searched and exported to a .CSV file.

6.



Do not forget to click the '*Search*' button to generate the report

6. Retrieving (downloading) a Generated Report

This section will describe the steps required to download a generated service report

This follows the same directions as described in section 4