UITs is proud to introduce electronic billing. To better serve our customers, UITS is providing a convenient and environmentally friendly method to review monthly invoices for phone, cell, video and data services.

Billing statements are available online eliminating the need to store or maintain large volumes of paper. With electronic billing you can view your current or past departmental bills online from any internet connection.

To assist you with navigating through the billing application, this document and recorded tutorials are available at:

telecom.uconn.edu, select Departmental Billing.

Please contact the UITS Help Center for questions and/or assistance:

telecom@uconn.edu  (860)486-HELP(4357), select option 2, then select 4 for Billing.
Logging In

Go to:  telecom.uconn.edu

Then click on Departmental Billing located on the left menu.
On the Departmental Billing page, you will have the options to assign authority, access tutorial and log into the application.

To access the system, click on UITS Billing and Services Application
You will be redirected to the NetID Single Sign-On page.

- Enter your NetID and password.
- Click on Login
• Click on the **Billing** menu

• Select **Department Billing**
Departmental Billing

• Click Search

This will show you all available billing dates and department numbers that you have access to.

If you need access to additional departments contact your supervisor to verify that you have been assigned as a delegate for that specific department in the Purchasing ATA workflow system.
All your available invoices will be listed.

- Click on the **Bill Date** for the department you want to review.

- To limit your search to a specific invoice, enter the **Department Number** and/or **Bill Date** in both date fields.

- Click **Search**.
After you have selected the **Department Number** you will be viewing the Summary of charges for that department.
To view the breakdown of charges by account (FRS):

- Click on **Summary By Account**
Refining your search

To further refine this search:

• Enter more criteria such as Expense Account (FRS) or Charge category.

• In the Expense Account field, type in the FRS code

• Next to the Charge Category field, click the Select button

• Make your selection.

• Click Search.
To review data by categories such as recurring, one time or usage charges.

- Click **Search** after you enter more search criteria.
View of refined search for Summary by Account/Recurring Charge.
Non usage charges include recurring and one time charges billed to a service or subscriber.

You can refine your search by entering criteria in any of the fields above.

Remember to click **Search** each time you change the search criteria.
Usage charges contain call detail for land lines and cellular services.

You can refine your search by entering criteria in any of the fields above.

Remember to click **Search** each time you change the search criteria.
Printing your Invoice

To view and/or print the complete invoice which contains services and billing details:

• Click on the “View Report” button.
Printing your Invoice

You can view, save or print the entire departmental invoice from this screen.

To save or print, click on one of the icons above.
If you need to print and distribute invoices to staff members you may want to use this option.

To view and/or print an individual subscriber bill:
• Click on “**Individual Bills**” found above.

  • Click **Search**.

  • Click on the **Subscriber ID** in blue.
Printing Individual Bills

• After you have selected the subscriber invoice you want to print, click the “View Report” button.

This will show you all charges and services for a specific subscriber.
Printing Individual Bills

View of Individual Invoice.
Recurring Charges

This tab shows all recurring monthly charges.

You can refine your search by entering criteria in any of the fields above. Remember to click Search again.
The One Time Charge tab includes all pending one time charges.

Examples of One Time Charges include fees for new installations, a move of service or cellular equipment purchases.

You can refine your search by entering criteria in any of the fields above. Remember to click **Search** again.