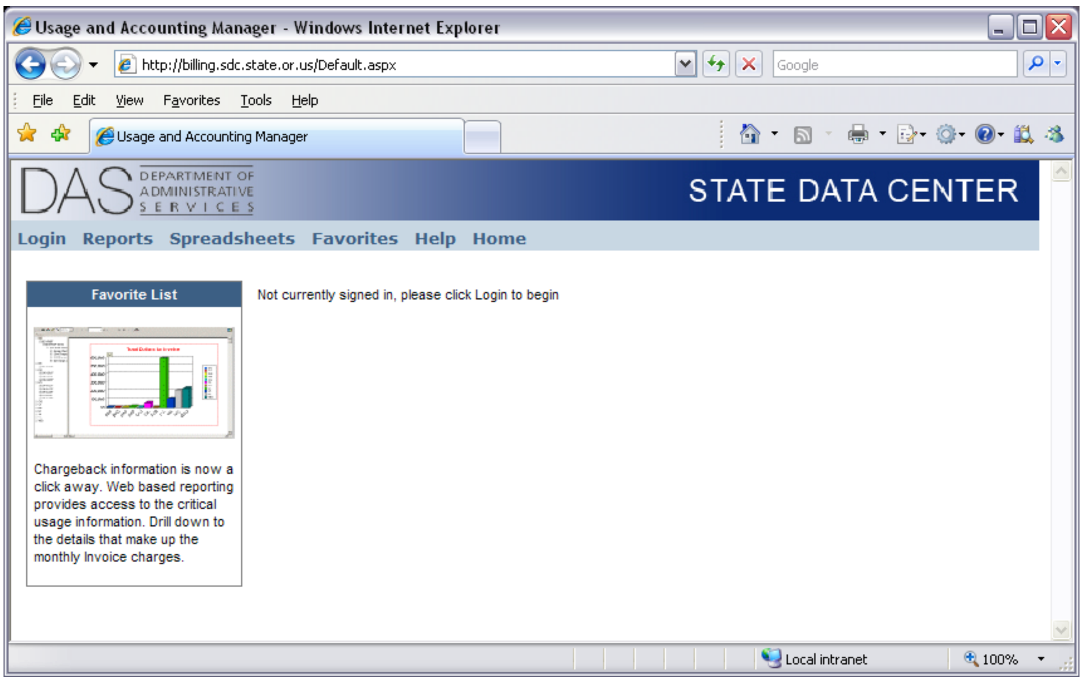
SDC Computing & Storage Invoice



Tivoli Usage and Accounting Manager (TUAM) Instructions

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Logging into your Computing & Storage Invoice

To log into your Computing & Storage invoices (TUAM), open your web browser and enter the *URL* in the **Address** bar.

The URL for the SDC Computing & Storage invoice is: http://billing.sdc.state.or.us

TUAM is best viewed if you are running Internet Explorer (IE) version 7.0 or earlier. If you are running IE 8.0, go to the tools menu in IE 8.0, click "Compatibility View" (not Compatibility View Settings). This will turn the setting off by default and should allow you to view the TUAM Invoice.

Changing Your Password

Your TUAM administrator assigns user IDs and passwords using the TUAM Server Administrator program. If the **Change Password** check box is present on the Login page, you can change your password as follows:

1. Click Login to open the Login page
2. Type your user ID and current password
3. Select the **Change Password** check box and then click **LOGIN**
4. On the Change Password Page, type a new password in the **New Password** box and then type it again in the **Confirm New Password** box. The password is alphanumeric and case-sensitive and can be a maximum of 16 characters.
5. Click **Chance Password** to change the password.
6. A message will appear saying "Your password has been changed!"
7. Click **Continue** to return to the home page.

Logging into TUAM

1. Click **Login**
2. Enter your User id and password then click **Login**.
3. If the logon information is correct then you should see a *Login Successful* message and a welcome message on your screen.

Logging Off

Click **Logout** to enable one user to log off and another to log on during the same session. The home page opens with the prompt:

`Not currently signed in, please click Login to begin.`

Running Reports (Viewing your Monthly Invoice and Detail Information)

This section provides the steps for running a report

To run a report

1. Point to **Reports → Run Reports**. The report page opens displaying reports categorized by groups.
2. To expand the groups, click next to the report group that contains the report that you want to run. The following are the most common reports that you will use:
   - **a** **Payable Invoice**—view the monthly invoice for payment
   - **b** **Account Code Report**—view the invoice by account code levels
3. Click on the name of the report that you want to run.
4. If the report requires parameters (i.e. Report Month, Report Year, Starting/Ending Account Codes, etc), enter the parameters on the parameters page and then click **OK** to generate the report.

Instructions to run each report

Payable Invoice—view the monthly invoice for payment

- **a** Go to **Reports→Run Reports→Invoices**
- **b** Click on the **Payable Invoice** link
  - **i** STARTING ACCOUNT CODE: Click on the dropdown menu and select the AGENCY NUMBER or LOWEST POSSIBLE ACCOUNT
  - **ii** ENDING ACCOUNT CODE: Click on the dropdown menu and select the AGENCY NUMBER or HIGHEST POSSIBLE ACCOUNT
  - **iii** YEAR: 2009 or select the current calendar year
  - **iv** PERIOD: select the number that represents the month you are running.
    1=January
    2=February
    3=March
    4=April
    5=May
    6=June
    7=July
    8=August
    9=September
    10=October
    11=November
    12=December
- **c** Click on the **OK** button
- **d** The **Payable Invoice** will appear and now you can drill down to get the detail information *(see Drilling Down in Reports).*

Account Code Report—view the invoice by account code levels

a Go to **Reports→Run Reports→Account Reports→Account Code Report**

A parameters page appears…

b **Starting Account Code:** Click on the dropdown menu and select your agency

c **Ending Account Code:** Click on the dropdown menu and select your agency

d **Set the Date Range**: If you want to view last months invoice, you can select **Last month** and this will fill in the dates in the **From/To** fields. If you are viewing an invoice prior to the previous month, select **Custom** and fill in the **From/to** fields as follows:

i **From:** Click on the calendar and select the first day of the month you want to view

ii **To:** Click on the calendar and select the last day of the month you want to view.

e Click on the **OK** button

f The **Account Code Report** will appear. You will see a list to the left of the screen called the **Document Map** and to the right you will see the report detail. If you click the ⊞ next to the agency number/name it will list the account codes. Each time you click a ⊞ it will display the account code in greater detail.

i Next to each total you will see an Invoice link. If you click on the link, it will open a new window and display a report showing the services that make up the charges and the total for each. At this time you have the option to drill down on the information to get greater detail, such as, CPU, RACFIDs, Server information, etc. *(see Drilling Down in Reports).*

Drilling Down in Reports

For certain items in a report, you can drill down to view information specific to that item or you can drill down to generate a separate report for the item. For example, in invoices, you can drill down on *resource units* to open a report that breaks out the units by *identifier*. Your selection will determine how the report is sorted and totaled.

Note • *Try using different identifiers to select the information that best suits your needs.*

The icon becomes a hand when you point to an item that enables you to drill down to another report.

To drill down in a report

1 Whenever your cursor/pointer is over the usage in the **UNITS** column it turns into a hand. This means that you can drill down to view additional detailed information. The **UNITS** column is the only area that you can drill down to get detailed information. Place the cursor on the appropriate item in the report and double-click.

2 A separate window will appear and parameters will need to be set for the report first. Here are some examples of the identifiers that could be used, but not limited to:

Service	Identifier
Mainframe Batch CPU Minutes	ACCOUNT_CODE
	JOBNAME
	RACF_USER_ID
Mainframe CICS CPU Minutes	USERID
Mainframe DB2 CPU Minutes	ACCOUNT_CODE
	PLAN_NAME
	AUTHORIZATION_ID

Mainframe TSO CPU Minutes	ACCOUNT_CODE
	RACF_USER_ID
Mainframe DAS ROSCOE CPU Minutes	ACCOUNT_CODE
Mainframe Disk Space Allocated (MB/Day)	ACCOUNT_CODE
	DSN_ACCOUNT_CODE_1 (returns 1st 4digits of dataset name)
	DSN_ACCOUNT_CODE_2
TEIR 1 Disk Storage (GB) **TEIR 2 Disk Storage (GB)** **TIER 3 Disk Storage (GB)**	ACCOUNT_CODE
	SERVERNAME
	APPLNAME
	PLATFORM
	SERVICECODE
Mainframe Tape (MB/Day)	ACCOUNT_CODE
	ACCOUNT_1
TIER 4 Tape Storage (GB)	ACCOUNT_CODE
	SERVERNAME
	APPLNAME
	SERVICECODE
TIER 5 Tape Storage (GB)	ACCOUNT_CODE
	SERVERNAME
	APPLNAME
	PLATFORM
	SERVICECODE
Midrange Servers – Standard **Midrange Servers – Non-Standard** **Midrange Servers – Support**	ACCOUNT_CODE
	SERVERNAME
	APPLNAME
	SERVERBILLINGGROUP
	PLATFORM
	SERVICECODE
Distributed Servers – Local **Distributed Servers - Remote**	ACCOUNT_CODE
	SERVERNAME
	SERVERBILLINGGROUP
	PLATFORM
	SERVICECODE
Software Chargeback	ACCOUNT_CODE
	SERVERNAME
	SERVERBILLINGGROUP
	PLATFORM
	SERVICECODE
Misc Adjustments	DESCRIPTION

3. If you run a report and realize that you do not have the right information, click on **Return** at the top of the screen to take you back to the parameters page. You can enter in different identifiers.

To drill down to another report:

1. Place the cursor on the appropriate item in the report. For example, an account code or resource units.
2. Click the item. Depending upon item that you pick, the report either appears in the same browser window or in a separate window. If the report opens in a separate window, the parameters page for the report appears first.

Closing the Drill Down View

To close the drill down view in a report:

Click the close button ☒ in the upper-right corner of the browser or click **Return** to go back to the parameters page, then click **Cancel** on the parameters page and this will prompt a dialog box asking if you would like to close the window.

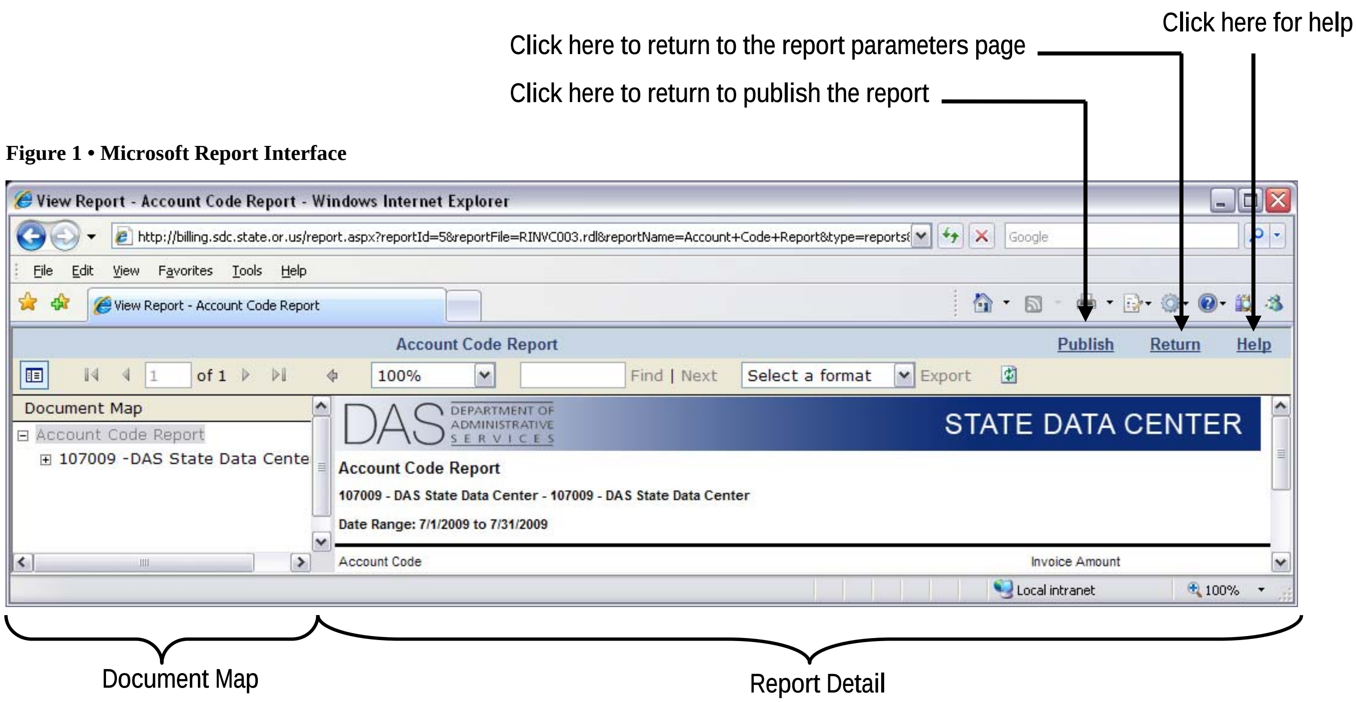
Working with the Report Interface

This section describes how to navigate and use reports. Except where noted, the information in this section is applicable to all report types.

Using the Reporting Toolbar

Figure 1 provides an introduction to the Microsoft reporting interface used with the TUAM application. The use of the interface, including how to use the toolbar, is discussed in the following sections.

Figure 1 • Microsoft Report Interface



Printing a Report/Invoice

To print the Payable invoice or other reports in TUAM, click the drop-down arrow and select ACROBAT (PDF) FILE and then click on EXPORT. This will open the invoice into a pdf application, such as, Acrobat or ECopy. Once this is open in the pdf application, you will need to follow the normal procedure for printing documents for the particular pdf application you are using.

Note • *Always use the Acrobat (PDF) file option on the report toolbar. If you use the print command in the File menu on your browser, it will not print properly.*

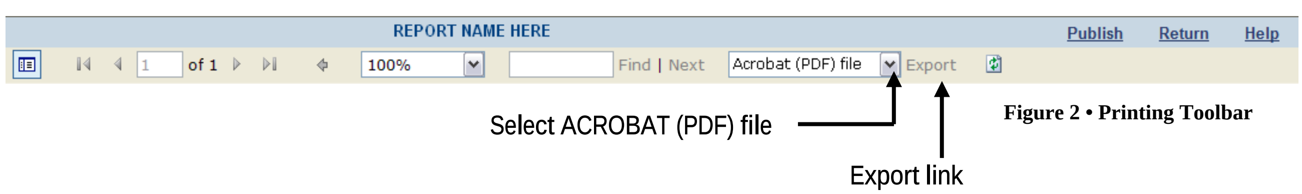


Figure 2 • Printing Toolbar

Navigating a Report

To navigate through the pages of the report, click the page arrows or type a page number.

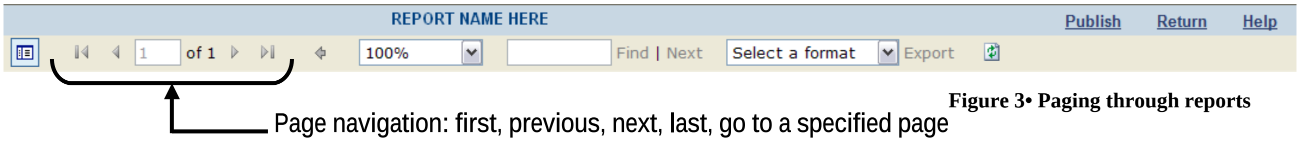


Figure 3• Paging through reports

Zooming In or Out

To enlarge or shrink the size of the information displayed, click the drop-down menu and select the size you want the information to display.

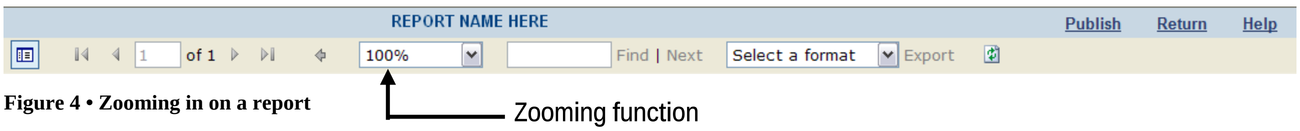


Figure 4 • Zooming in on a report

Searching Text in a Report

To search for text in the TUAM reports, type the text that you want to search and then click Find. To do an “find next” function, click Next.

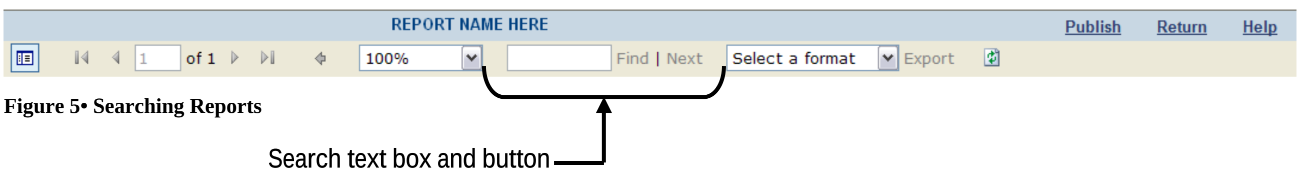


Figure 5• Searching Reports

Showing/Hiding Document Map

To show/hide the Document Map, click on the button on the toolbar.

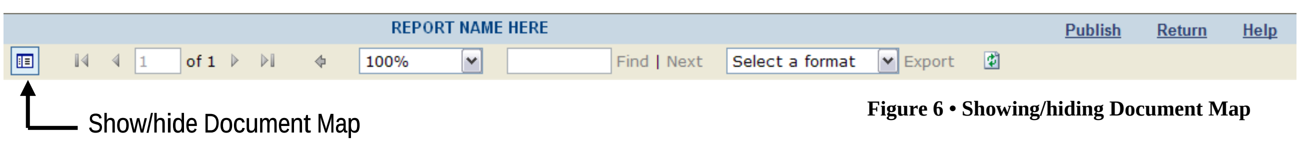


Figure 6 • Showing/hiding Document Map

Working with Favorite Reports

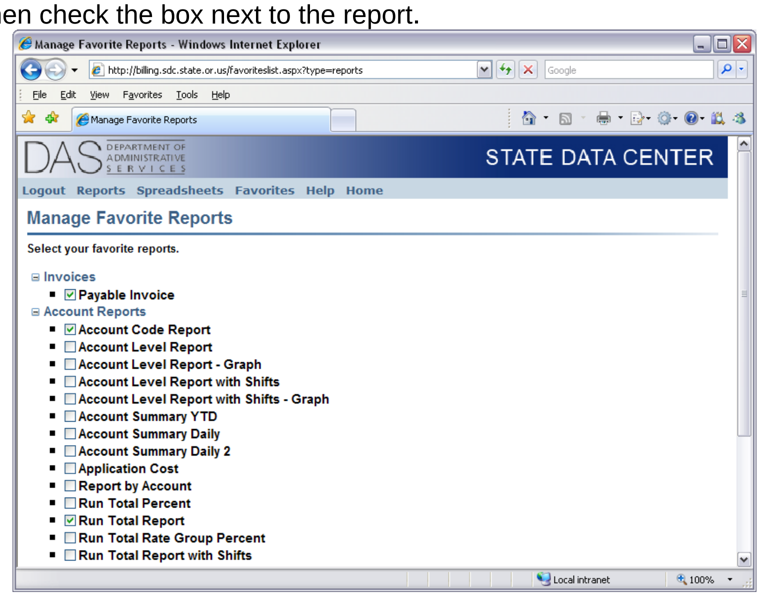
You can designate reports as favorite reports. This feature enables you to easily access favorite reports from the Favorites page or from shortcuts in the left frame of the home page.

Note • *Although you can designate multiple reports as favorites, only the first five reports that you add as favorites will appear on the home page.*

To add a report as a favorite

1 Click **Favorites → Manage Favorite Reports**

2 On the *Manage Favorite Reports* page, expand the report group that contains the report that you want, and then check the box next to the report.



3 Click Save.

The report is designated as a favorite.

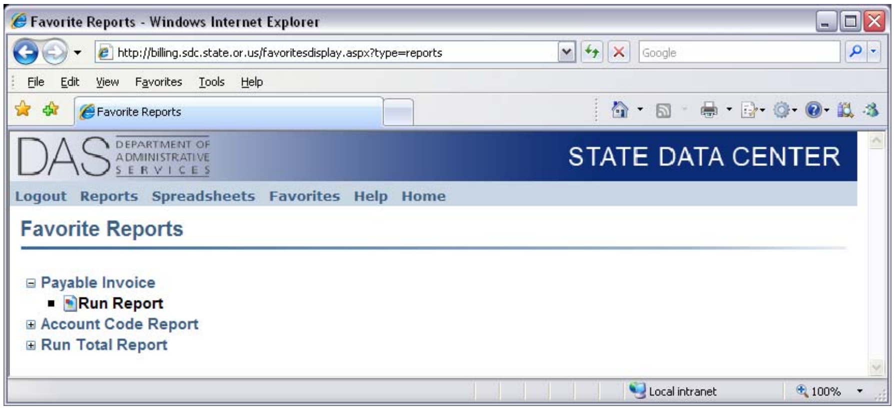
To access and run your Favorite reports go to:

1 Reports→Favorite Reports

2 Click the ⊞ next to the report you want to run

3 Click on ▪ **Run Report**

4 Then following the instructions for selecting parameters.


Favorite Reports - Windows Internet Explorer
http://billing.sdc.state.or.us/favoritesdisplay.aspx?type=reports
File Edit View Favorites Tools Help
Favorite Reports
DAS DEPARTMENT OF ADMINISTRATIVE SERVICES
STATE DATA CENTER
Logout Reports Spreadsheets Favorites Help Home
Favorite Reports
Payable Invoice
Run Report
Account Code Report
Run Total Report
Local intranet
100%