Addendum to Introduction to DSCI Billing:

The DSCI CD Bill

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DSCI

Building Better Business Networks. Together.

Introduction

DSCI's flexible account structure allows you to customize your invoice in a way that makes sense for your business. If you manage multiple accounts, and prefer not to receive a large paper bill each month, you may opt for the CD Database Bill. The database bill gives you an electronic archive and custom reporting of your bills. It provides all of your invoices on CD-ROM in the easy to use Microsoft Access database format.

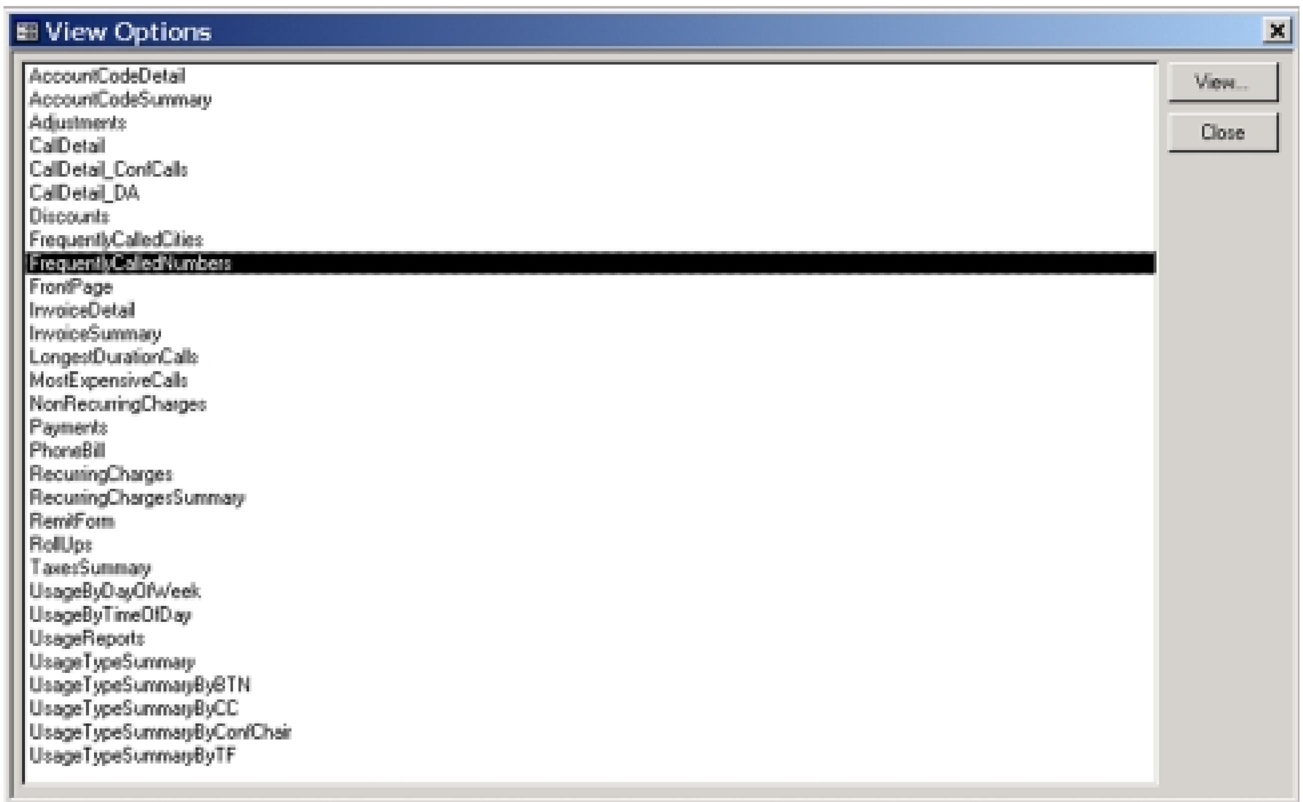
The following guide will give you a brief introduction to Microsoft Access and help you understand how to use your CD Bill. This guide may be used in conjunction with the **Introduction to DSCI Billing Guide**, which will provide you with detailed information about each report that appears in the CD Bill. You can get a copy of the billing guide from your Account Executive, or access it in PDF format on the DSCI Website.

After you have received your CD bill and placed it in the CD-ROM drive, you are ready to view your invoices.

View Options Menu

When you first open your CD bill, a pop-up window will appear that asks "Immediate Print?" If you would like to print your bill, you can select "Yes." If not, select "No" and you will see the **View Options** menu. If you would like to skip past the "Immediate Print?" question, you can hold down the shift key while you open the database.

The View Options Menu will allow you to see each report on your bill easily if you have minimal knowledge of Microsoft Access.



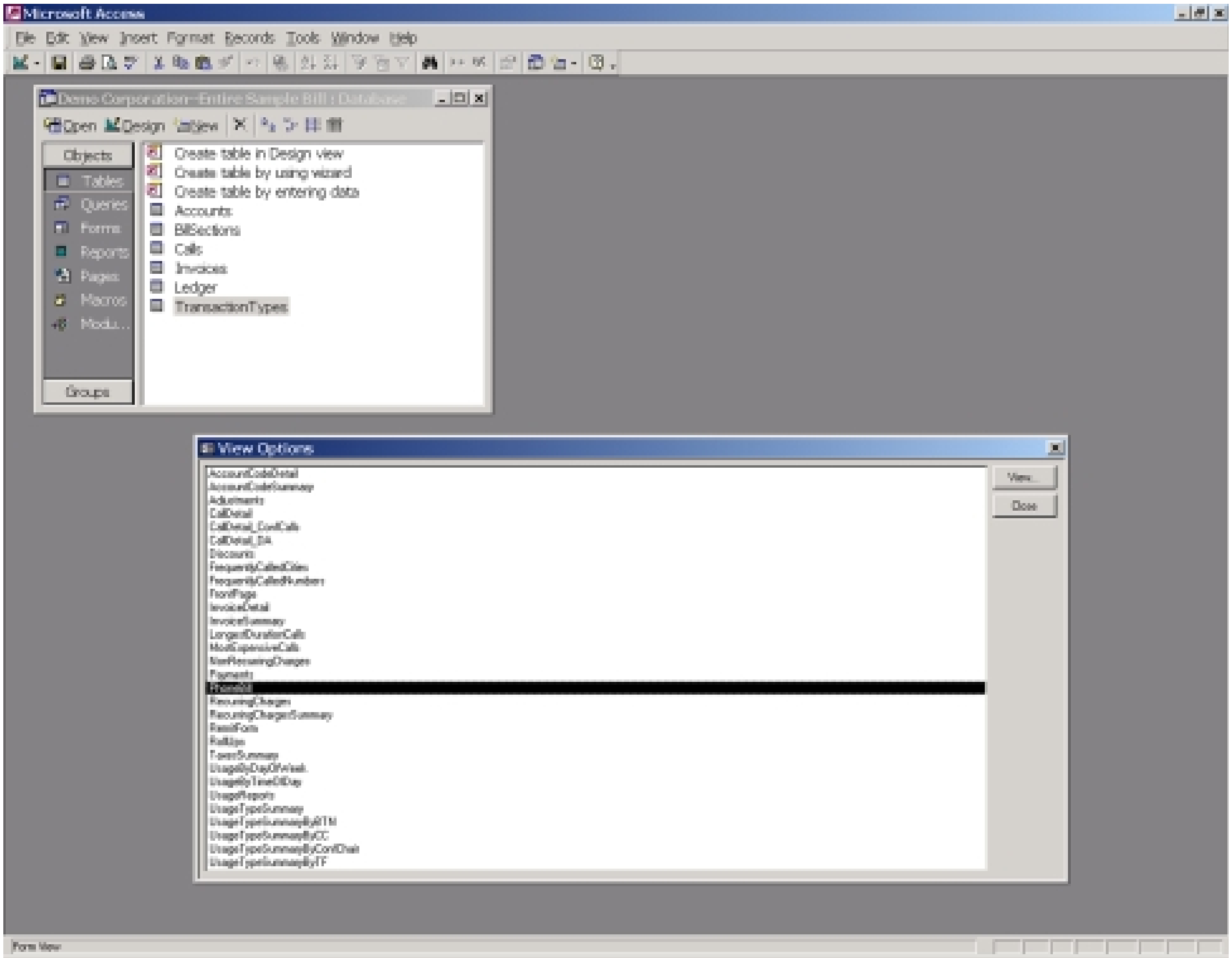
You can view a detailed report of each item on this list by double clicking on it or selecting the row and clicking on **View**. To see your entire phone bill, click on **Phone Bill**. You can view specific reports by clicking on the name. You will see just the line items that pertain to that report. ***Note:*** *Not all of the items on this list will have billing detail. Only those that had usage activity will open.* The reports on this menu are the same as those that appear on the paper bill. For a full description of each report, refer to the **Introduction to DSCI Billing Guide.**

If you would like to use Microsoft Access for additional reports and queries, read on to learn more about the database.

About Microsoft Access

Microsoft Access, a data management system that is part of the Microsoft Office Suite, allows you to organize, modify, and ask questions about your data. This information is then summarized in reports. You must have Access installed in your computer to use the CD Bill.

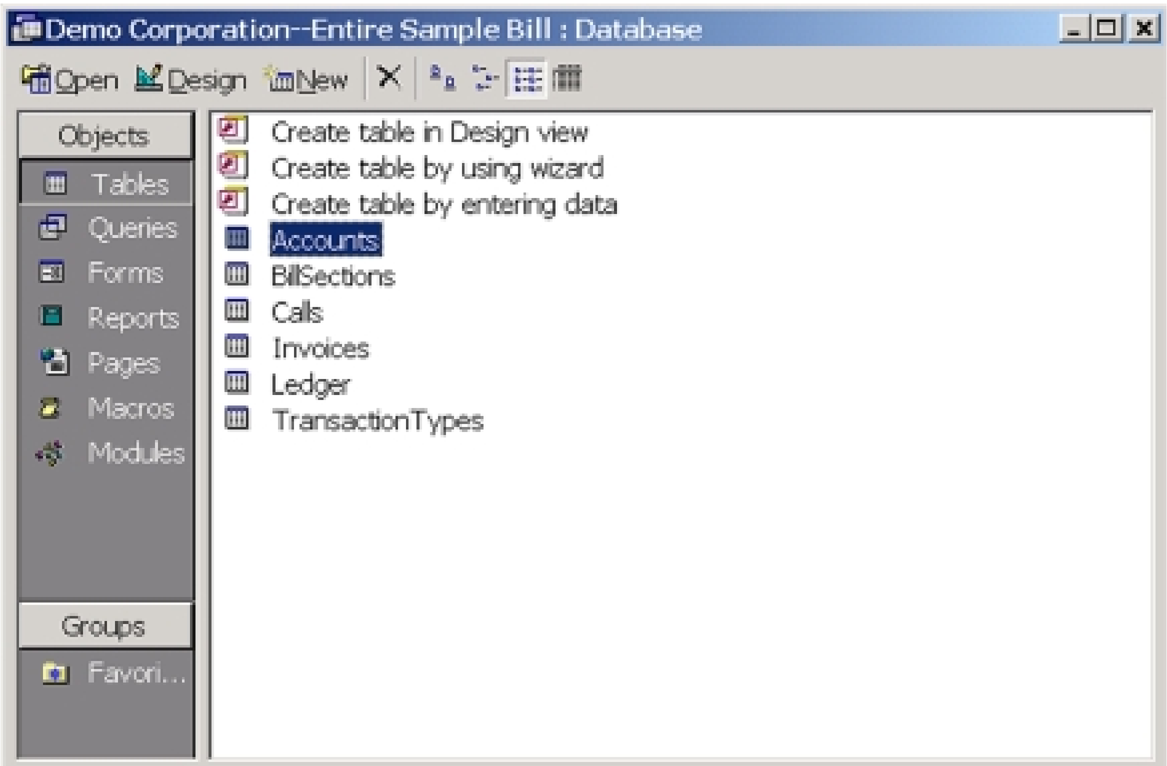
Access is broken into 4 basic modules: Tables, Queries, Forms, and Reports. When your bill is opened in Access, you will see the following screen:



Tables

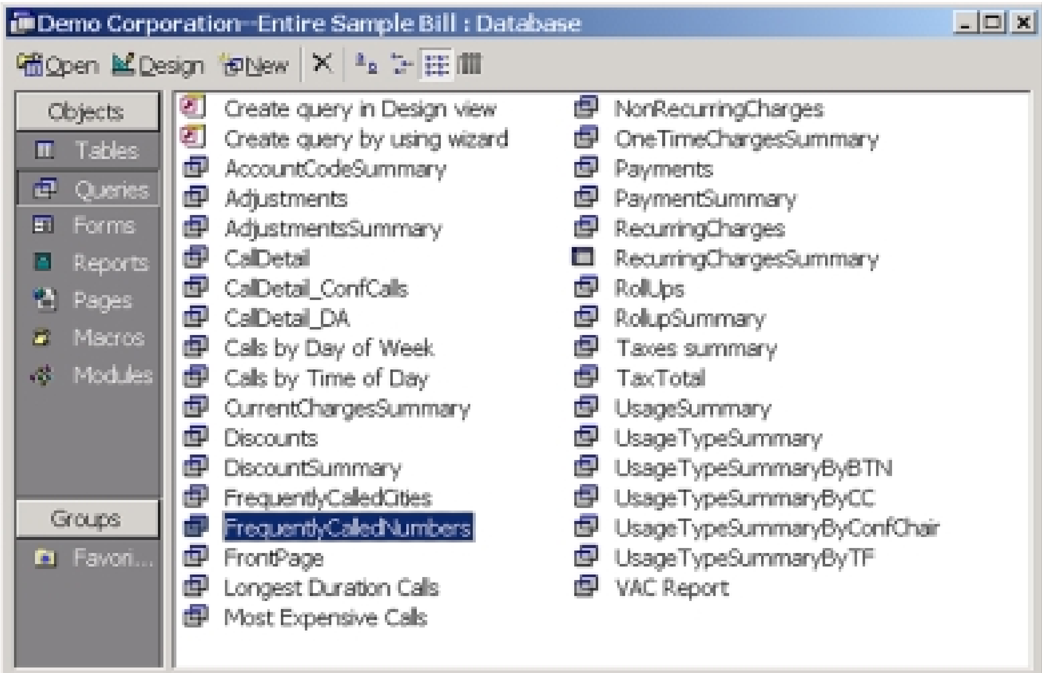
A table allows you to store your data in different columns called *fields*. Common fields, such as ID numbers, are used to relate tables to each other. The table format is similar to the Microsoft Excel spreadsheet format. When you click on the **Tables** button, you will see a list of tables relating to your DSCI Bill.

- **Accounts**: A list of all accounts associated with the account you are viewing such as sub-accounts or master accounts.
- **BillSections**: A list of each of the different sections of your bill with an ID number.
- **Calls**: A list of all your call activity with phone numbers and cost information.
- **Invoices**: Indicates the billing period and total invoice amount for the particular invoice being viewed.
- **Ledger**: Relates your call activity to a transaction type.
- **Transaction Types**: Each transaction type is given an ID number for the Access Database.



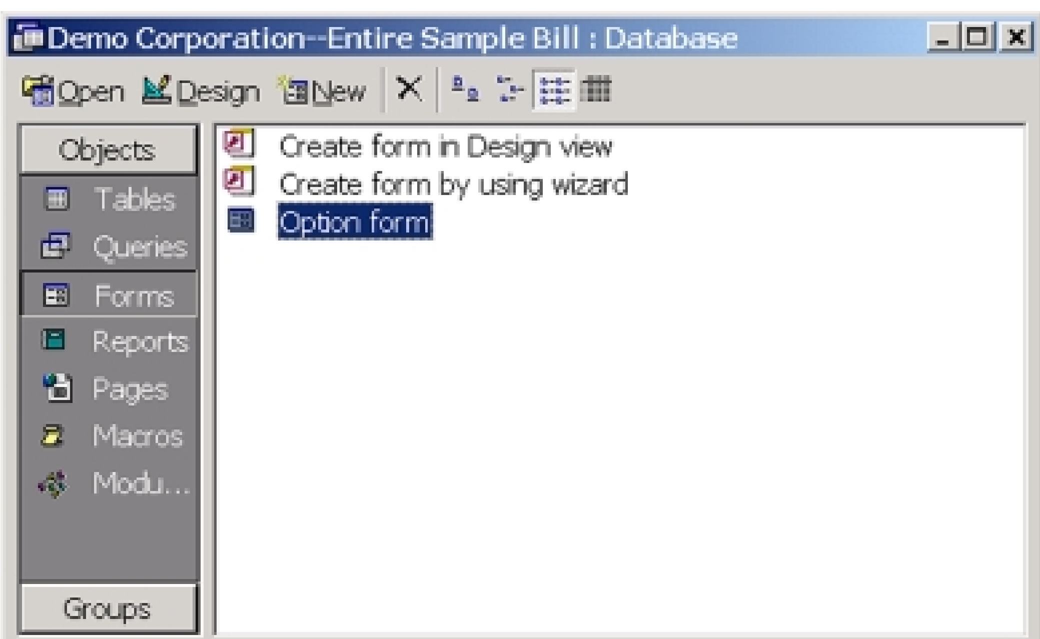
Queries

Queries can be used to view, change, and analyze data in different ways. You can use a query to sort and calculate data. For example, you could find out which numbers were called most frequently during a particular billing period. When you click on the **Queries** button, you will see a list of queries that appear on your DSCI Bill. If you wish to run additional queries that are not already on your bill, you can use the Access tutorial from the Help Menu and create a query either in design view or using the wizard. For descriptions of each query refer to the Appendix.



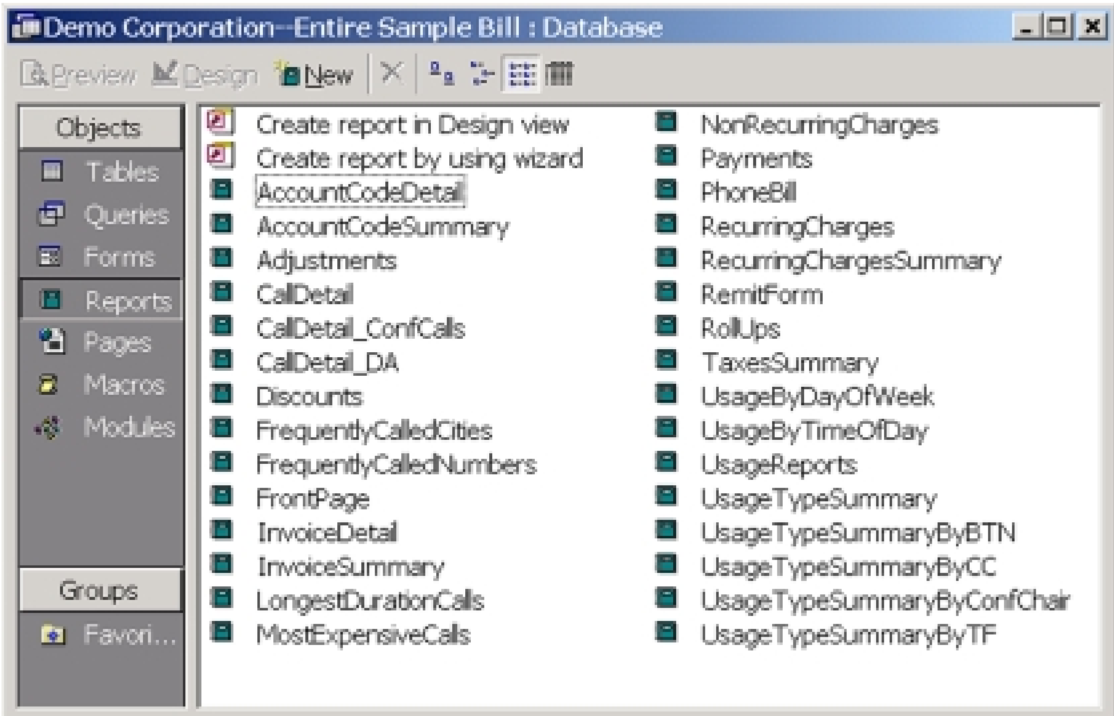
Forms

Forms are an alternative way to enter data into tables. When you click on the **Forms** button, you will see the screen below. If you click on "Option Form," the View Option box will open, from which you can view reports on your bill.



Reports

A report is a summary of the data in the tables and queries you have created. You can view each report on your invoice by clicking on the appropriate name. To view the entire invoice, click on **Phone Bill**. Refer to the **Introduction to DSCI Billing Guide** for more information on reports.



For more information

The Microsoft Access format of the DSCI bill allows you to easily manage your call information. For more information on using Access and running additional reports that do not already appear on your bill, you can refer to the Access Tutorial in the Help Menu of the program. For help with reading your bill or questions about your bill, you can contact your Account Executive at 781-862-8300, or refer to the **Introduction to DSCI Billing Guide**.

Appendix: Query Descriptions

- **AccountCodeSummary**: summary of call statistics and charges listed by account code
- **Adjustments**: list of each adjustment type and amount
- **AdjustmentsSummary**: sum of all adjustments made on your account.
- **CallDetail**: list of all calls made within the billing period with details on the origin and destination of each call and the type of call.
- **CallDetail_ConfCalls**: list of all conference calls made within the billing period
- **CallDetail_DA**: list of all directory assistance calls made within the billing period.
- **Calls by Day of Week**: totals the number of calls made and charges incurred on each day of the week.
- **Calls by Time of Day**: totals the number of calls made and charges incurred at each hour of the day.
- **CurrentChargesSummary**: sum of all charges from the current month.
- **Discounts**: list of all discounts that are applied to your account.
- **DiscountsSummary**: total of all discounts that are applied to your account.
- **FrequentlyCalledCities**: list of the 15 most frequently called cities with charges for each
- **FrequentlyCalledNumbers**: list of the 15 most frequently called numbers with charges for each
- **FrontPage**: summary of account information found on the front page of your invoice.
- **Longest Duration Calls**: list of the top 15 calls that had the longest duration during the billing cycle.
- **Most Expensive Calls**: list of the top 15 most expensive calls during the billing cycle
- **NonRecurringCharges**: list of one-time charges for labor, service installation, or service order changes.
- **OneTimeChargesSummary**: sum of all non-recurring charges
- **Payments**: list of all payments applied to your account
- **PaymentSummary**: sum of all payments.
- **RecurringCharges**: list of all charges, excluding call charges, that are applied to your account each month
- **RecurringChargesSummary**: total of all recurring charges
- **RollUps**: list of all roll-ups from sub-accounts and to parent accounts
- **RollupSummary**: total of all roll-ups from sub-accounts
- **Taxes summary**: list of all Federal, State and USF taxes applied to your account
- **TaxTotal**: sum of all taxes.
- **UsageSummary**: sum of all usage charges
- **UsageTypeSummary**: sum of all usage charges per type of usage
- **UsageTypeSummaryByBTN**: sum of all billing telephone number usage activity
- **UsageTypeSummaryByCC**: sum of calling card usage activity
- **UsageTypeSummaryByConfChair**: sum of all conference call usage activity
- **UsageTypeSummaryByTF**: sum of all toll free usage activity
- **VAC Report**: verified account code report