

# Instructions on how to drill into usage details in SUMS

Log into SUMS through the [SUMS Resource Page](#):

Hover your mouse over “Reports” Then click “Run Reports”

OhioAS Office of Information Technology Service Usage Management System (SUMS)

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Not currently signed in, please click Login to begin

### News

- [2/3/2015 December 2014 actual usage data is now available](#)
- [1/22/2015 3rd Quarter invoice; 1st Quarter 2015 reconciliation spreadsheet](#)
- [1/12/2015 July 2014 thru November 2014 Usage data is now available](#)
- [12/19/2014 Business Office Website updated](#)
- [7/29/2014 Mainframe CPU usage for June 2014 has been loaded to SUMS using a normalization factor of 4.9.](#)
- [7/29/2014 June 2014 data is now available](#)
- [7/29/2014 Storage usage associated with Virtual Servers has been delayed and is not included in June 2014 billing.](#)
- [6/23/2014 Mainframe CPU usage for May 2014 has been loaded to SUMS using a normalization factor of 4.7](#)
- [6/23/2014 May 2014 data is now available](#)
- [6/2/2014 April data is now available](#)
- [6/2/2014 Mainframe CPU usage for April 2014 has been loaded to SUMS using a normalization factor of 4.8](#)
- [5/14/2014 Mainframe CPU usage for March 2014 has been loaded to SUMS using a normalization factor of 4.2](#)
- [5/14/2014 March 2014 data is now available](#)
- [3/26/2014 February 2014 data is now available](#)
- [3/25/2014 Mainframe CPU usage for February has been loaded to SUMS using a normalization factor of 5.0](#)
- [3/5/2014 Mainframe CPU usage for January 2014 has been loaded to SUMS using a normalization factor of 4.0](#)

Favorite List

Log in. If you are having trouble logging in, please send an email to [csc@ohio.gov](mailto:csc@ohio.gov) or call the helpdesk at 614-644-6860.

## Login

User ID

Password

Click the OIT Standard link.

## Run Reports

- OIT Standard**
- Invoices
- Account Reports
- Top Usage Reports
- Variance Reports
- Trend
- Resource Detail
- Other
- Custom

## Run Reports

### ▣ OIT Standard

- DAS Customer Invoice
- Infrastructure Invoice with Job Number
- DAS 2290 Invoice – Governance and Acquisitions
- MARCS Invoice
- Infrastructure Invoice
- DAS 4P30 Invoice – DAS ITS
- DAS 2290 Job Number Invoice – Governance and Acquisitions
- DAS 5C20 Job Number Invoice - MARCS
- DAS 1330 Job Number Invoice – Infrastructure Services
- DAS 4P30 Job Number Invoice – DAS ITS
- Usage – Infrastructure Services
- Detailed Billing Report
- Run Total Invoice
- Service Usage YTD
- Summary Crosstab - Charges
- Summary Crosstab - Usage
- Run Total Percent
- Monthly Cost by Service group
- Monthly Usage by Service
- Weekly Crosstab - Charges
- Weekly Crosstab - Usage
- Monthly Crosstab - Charges
- Monthly Crosstab - Usage
- Top 10 Bar Graph
- Top 10 Pie Chart
- Cost Trend by Rate
- Application Cost

Click the “Usage - Infrastructure Services” report

Here is where things change for usage.

Using the drop down menu, change the “Account Code Level” to “Job Number, length 38

In the “Starting Account Code” field, type “OH.USE.(Your agency’s 5 digit OAKS identifier)” Remember, you are looking at usage, not what you were invoiced for. This is why you enter **USE** here instead of **DIR**.

Highlight and copy what is in the “Starting Account Code” field, paste it into the “Ending Account Code” field, or type it again if you prefer.

Set your date range for the quarter you wish to see, in this case, we are looking at the first quarter of FY2015. Enter in the “From” date as 7/1/2014 or click the calendar and select this date. Then enter 9/30/2014 in the “To” field, or click the calendar and select this date. Then click the “OK” box

## Usage – Infrastructure Services

Select parameters

Starting Account Code	OH.USE.DAS01	Custom
Ending Account Code	OH.USE.DAS01	Custom
Set the Date Range	Custom	
From	7/1/2014	
To	9/30/14	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>		

Now you may see the usage data in a familiar format similar to when you would view it in an invoice.

**Usage - Infrastructure Services**

**Ohio DAS** Office of Information Technology  
Service · Support · Solutions

**Intrastate Invoice** Payable to:  
OAKS Vendor ID: DAS01 Treasurer of State  
IS TV Cross Reference: DASB DAS Finance - Room 4060  
30 E Broad Street,  
Columbus, Ohio 43215-3414

**Usage - Infrastructure Services**

Invoice Number :  
Date Range: 7/1/2014 to 9/30/2014  
For questions about this invoice, please contact the Customer Service Center at 614-644-6860 or Toll Free at 877-644-6860 or via email at cso@ohio.gov

OH.USE.DAS01.00000000.0000.1002

	Units	Rate	Charge
Firewall Services	1.00	1,198.2800	1,198.28
SSL Certificates	1.00	222.0000	222.00
<b>NETWORK SERVICES</b>			<b>1,420.28</b>
Database Services	32.60	160.0000	5,216.00
<b>PERSONNEL RATES</b>			<b>5,216.00</b>
Backup Services	7,190.36	0.3100	2,229.02
General Purpose Storage	5,153.55	0.1900	979.17
Capacity Storage	5,595.00	0.1200	671.40
<b>UNIX/AIX</b>			<b>3,879.59</b>
VIRTUAL SERVERS	8.00	72.5000	580.00
Exchange/Outlook Mail Services Basic/Core (300MB)	284.00	4.5000	1,278.00
Windows Systems Services	9.00	815.7700	7,341.93
Virtual Servers	16.00	122.9200	1,966.72
Shared File and Print Services	14,058.00	0.0063	88.56
Virtual Managed Server	24.00	247.5400	5,940.96
OIT 365 Management	420.00	1.1700	491.40
Virtual Servers - Memory Expansion	111.00	36.1000	4,007.10
Virtual Servers - CPU Expansion	36.00	29.6900	1,068.84
<b>WINDOWS SERVICES</b>			<b>22,763.51</b>
<b>Total for: OH.USE.DAS01.00000000.0000.1002</b>			<b>33,279.38</b>

You may search for the job number, customer number or any other key by using the find tool highlighted by the arrow closest to the top of the screen shot. You may also find the invoice you are looking for by scrolling through the list of invoices your search returned on the left, highlighted by the arrow on the left.

You may also drill into the units, like you were able to in the past by clicking on the units, as the arrow in the middle of the screen shot highlights.

By clicking on the units, you will get the following prompt screen in a new tab on your browser.

## Reporting

Select parameters

Identifier 1	Accounting Dates	▼
Identifier 2	**Optional**	▼
Identifier 3	**Optional**	▼
Identifier 4	**Optional**	▼
Identifier 5	**Optional**	▼

You may choose from several different identifiers, some are unique by service.

For this example, we will change identifier 1 to “Job Number” by using the drop down menu.

## Reporting

Select parameters

Identifier 1	JOBNUMBER	▼
Identifier 2	**Optional**	▼
Identifier 3	**Optional**	▼
Identifier 4	**Optional**	▼
Identifier 5	**Optional**	▼

## Reporting

Select parameters

Identifier 1	JOBNUMBER
Identifier 2	Accounting Dates Usage Dates
Identifier 3	JOBNUMBER
Identifier 4	ACCOUNT_CODE INV_NUM
Identifier 5	COLLECTION_DATE DESCRIPTION NAME USAGEDATE

Then click "OK."

The screenshot shows a web browser window displaying an intrastate invoice. The browser's address bar shows '1 of 1' and '100%' zoom. The page header includes the Ohio DAS logo and 'Office of Information Technology'. The invoice details are as follows:

Intrastate Invoice		Payable to:
OAKS Vendor ID: DAS01		Treasurer of State
ISTV Cross Reference: DASB		DAS Finance – Room 4060
		30 E Broad Street,
		Columbus, Ohio 43215-3414

  

Invoice Detail	
OH.USE.DAS01.00000000.0000.1002	
Database Services	
Billing Period: 7/1/2014 to 9/30/2014	
JOBNUMBER	
100454	32.60
<b>Total</b>	<b>32.60</b>

Run On: Monday, December 01, 2014 Page 1 of 1

Now you can see that these database services were consumed by job number 100454.

Now click return in the upper right of your browser window.



This will take you back to your parameters screen.

## Reporting

Select parameters

Identifier 1

Identifier 2

Identifier 3

Identifier 4

Identifier 5

This time, select "USAGEDATE," "NAME" and "JOBNUMBER" as your identifiers as seen in the screen shot and click "OK."

**Document Map**

- Reporting
- 20140701
- 20140702
- 20140707
- 20140708
- 20140709
- 20140710
- 20140711
- 20140714
- 20140715
- 20140716
- 20140717
- 20140718
- 20140721
- 20140722
- 20140723
- 20140724
- 20140729
- 20140730
- 20140731
- 20140801
- 20140804
- 20140805
- 20140806
- 20140807
- 20140808
- 20140811
- 20140813
- 20140814
- 20140818
- 20140819
- 20140820
- 20140821
- 20140822

**OhioDAS Office of Information Technology**

**Intrastate Invoice** Payable to:  
 Treasurer of State  
 DAS Finance – Room 4060  
 30 E Broad Street,  
 Columbus, Ohio 43215-3414

**0AKS Vendor ID:** DAS01  
**IS TV Cross Reference:** DASB

**Invoice Detail**

**Database Services**  
 Billing Period: 7/1/2014 to 9/30/2014

**USAGEDATE**

**NAME**

**JOBNUMBER**

Identifier	Amount
20140701	
STALNAKER,KENNETH	
100454	0.40
STALNAKER,KENNETH	0.40
20140701	0.40
20140702	
STALNAKER,KENNETH	
100454	2.40
STALNAKER,KENNETH	2.40
20140702	2.40
20140707	
STALNAKER,KENNETH	
100454	0.40
STALNAKER,KENNETH	0.40
20140707	0.40
20140708	
STALNAKER,KENNETH	
100454	0.40
STALNAKER,KENNETH	0.40
20140708	0.40
20140709	

Now you may see who worked on each job number, each day and how many units were charged each day. The date format in this particular table is YYYYMMDD.

This concludes our brief lesson on viewing usage in SUMS. If you have issues with the amount or level of usage, invoice questions or reconciliation questions, please contact the State of Ohio Customer Service Center via Email at [csc@ohio.gov](mailto:csc@ohio.gov) or by phone at 614-644-6860.