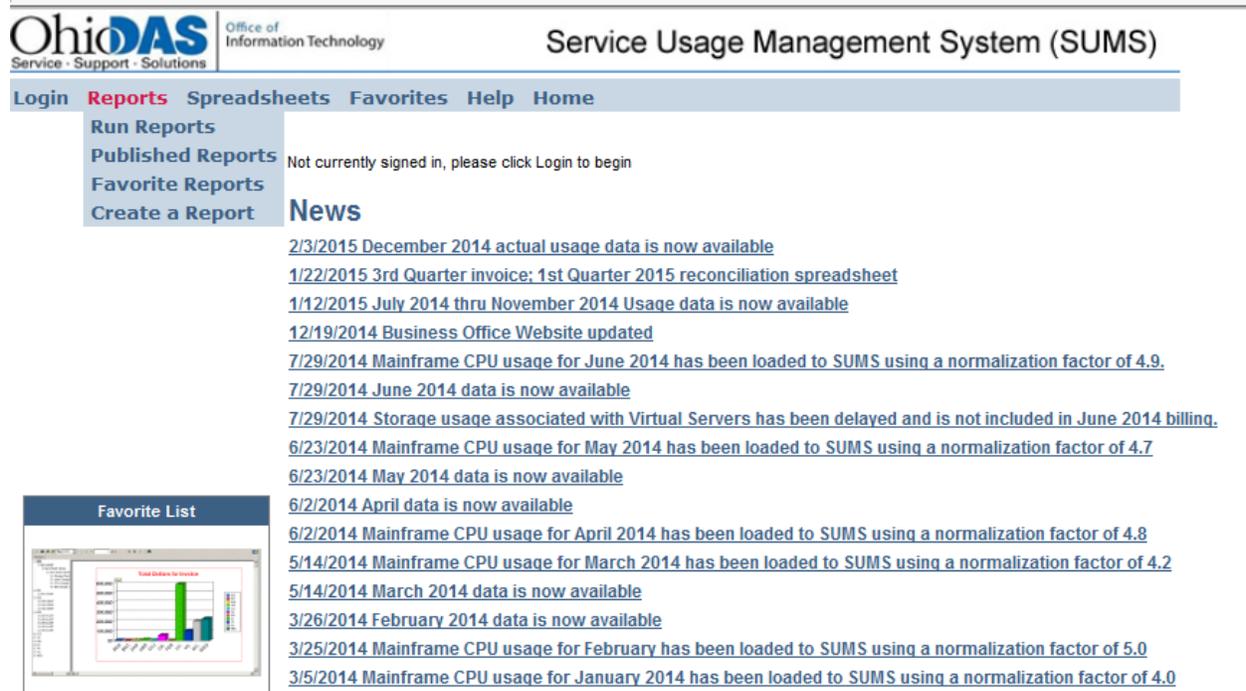


Instructions on how to view quarterly billing Statement

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

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



OhioAS Office of Information Technology
Service · Support · Solutions

Service Usage Management System (SUMS)

Login **Reports** Spreadsheets Favorites Help Home

Run Reports
Published Reports
Favorite Reports
Create a Report

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 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

Click the "DAS Customer Invoice" report

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
- ⊕ Invoices
- ⊕ Account Reports
- ⊕ Top Usage Reports
- ⊕ Variance Reports
- ⊕ Trend

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

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

DAS Customer Invoice

Select parameters

Starting Account Code Custom

Ending Account Code Custom

Set the Date Range ▾

From

To

Now you may see your Invoices for the first quarter of FY2015 for your agency.

The screenshot shows the 'DAS Customer Invoice' application. On the left is a 'Document Map' with a list of invoice entries. On the right is a detailed view of an invoice for 'OH.DIR.DAS01.00000000.0000.00BA - DAS/GSD Property & Facilities Management'. The invoice includes a table of services with columns for 'Units', 'Rate', and 'Charge'.

	Units	Rate	Charge
Virtual Connection	3.00	43.0000	129.00
Virtual Connection Management Bandwidth	6.00	1.0800	6.48
NETWORK SERVICES			135.48
Internet Bandwidth Pass-Through	9.00	3.0000	27.00
PASS-THROUGH ACCOUNTS			27.00
Total for: OH.DIR.DAS01.00000000.0000.00BA - DAS/GSD Property & Facilities Management			162.48

Each customer invoice shows the service, units, rates, and charge for the quarter with a total charge for the quarter on the bottom right.

This concludes our brief lesson on viewing the quarterly billing statement 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 or by phone at 614-644-6860.