

Instructions on how to view usage in SUMS

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

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

Service Usage Management System (SUMS)

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- Run Reports
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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 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 "Monthly Crosstab – Usage" 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

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

Monthly Crosstab - Usage

Select parameters

Account Code Level **Job Number, length 38**

Starting Account Code **OH.USE.DAS01** Custom

Ending Account Code **OH.USE.DAS01** Custom

Set the Date Range Custom

From **7/1/2014**

To **9/30/2014**

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

Monthly Crosstab - Usage

1 of 9 100%

Find | Next

Ohio DAS Office of Information Technology

Intrastate Invoice
State Number: 000001
OH.FY Cross Reference: 000000

Payable to:
University of State
500 Ohio State House, Room 4000
20 E. Broad Street
Columbus, Ohio 43216-3814

Document Map

- Monthly Crosstab - Usage

Monthly Crosstab - Usage
OH.USE.DAS01 - OH.USE.DAS01
Date Range: 7/1/2014 to 9/30/2014

		Period 1 2015	Period 2 2015	Period 3 2015	Total
OH.USE.DAS01.00000000.0000.0390.777010	ITS END-USER SUPPORT	4.00	4.00	4.00	12.00
OH.USE.DAS01.00000000.0000.0390.777289	ITS END-USER SUPPORT	2.00	1.00	2.00	5.00
OH.USE.DAS01.00000000.0000.0390.777355	ITS END-USER SUPPORT	10.00	9.00	9.00	28.00
	ITS END-USER LIMITED USE CONTRACTORS	12.00	8.00	8.00	28.00
OH.USE.DAS01.00000000.0000.00BA.OBA-CO	OHIO.GOV BACKBONE CONNECTION	1.00000	1.00000	1.00000	3.00000
	Internet Bandwidth Pass-Through	1.00	1.00	1.00	3.00
	Virtual Connection		1.00	1.00	2.00
	Virtual Connection Management Bandwidth	2.00	2.00	2.00	6.00
OH.USE.DAS01.00000000.0000.00BA.OBALAU	OHIO.GOV BACKBONE CONNECTION	0.31018	0.31018	0.31018	0.93054
	Internet Bandwidth Pass-Through	1.00	1.00	1.00	3.00
OH.USE.DAS01.00000000.0000.00BA.OBARIF	OHIO.GOV BACKBONE CONNECTION	0.31018	0.31018	0.31018	0.93054
	Internet Bandwidth Pass-Through	1.00	1.00	1.00	3.00
OH.USE.DAS01.00000000.0000.1002.100454	VIRTUAL SERVERS - MEMORY EXPANSION	34.00	34.00	34.00	102.00
	VIRTUAL SERVERS - CPU EXPANSION	12.00	12.00	12.00	36.00
	Backup Services	1,755.05	1,757.56	1,824.18	5,336.79
	General Purpose Storage	1,408.39	1,408.39	2,336.77	5,153.55
	Database Services	13.60	7.60	11.40	32.60
	Windows Systems Services	3.00	3.00	3.00	9.00

The table breaks down the usage for each job number, month over month with a total usage for the quarter on the right.

There is a similar report to this that will show you the cost for services in the .use

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 or by phone at 614-644-6860.