

Download Bill Information

Selecting Data to Download	32
File Naming Conventions	34

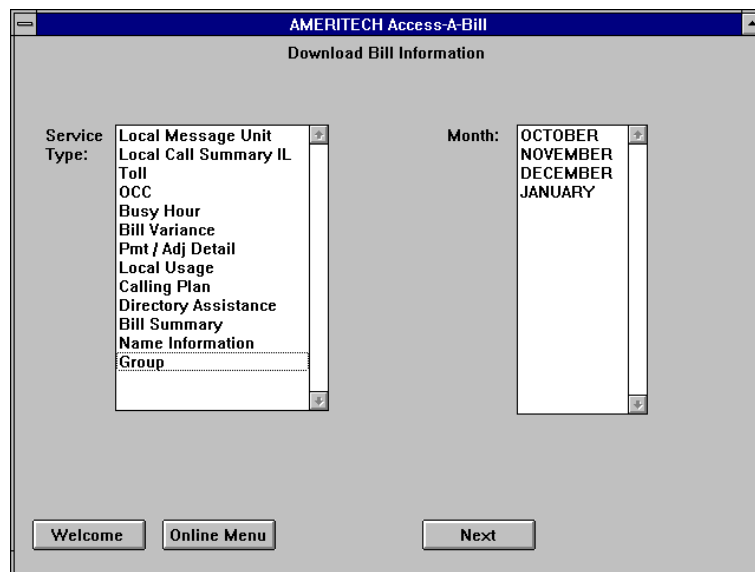
Selecting Data to Download

Access-A-Bill allows you to download billing statistics for your account. Once you save this information on your PC, you can use the **Report from PC Files** option on the Welcome screen to create standard or custom reports.

Note | You need at least 3 MB of available disk space to download billing data.

To select data to download:

1. Click on **Download Bill Information** in the Online Menu. The Download Bill Information screen displays as shown below:



2. In the **Service Type** list box, click on the type of billing information you want to download based on service type. Except for **Group**, each service type is equivalent to a line item on your bill. The **Group** service type allows you to download billing information for all members of a particular group or for a certain member under a particular group.

3. In the **Month** list box, click on the month's data you want to download for the selected service type.

Note | Although Access-A-Bill may display four months in the **Month** list box, the system maintains data for only 2–3 complete billing cycles. Access-A-Bill displays four months of data to compensate for the lag between the end of a billing cycle and the inclusion of data in the Access-A-Bill system. You can maintain data for each billing cycle on your PC if you download your billing information every month.

4. Click **Next** to submit your download request to the Access-A-Bill system. Access-A-Bill will take several minutes to process the request.
5. When Access-A-Bill successfully processes the request, it displays a confirmation message. If Access-A-Bill could not find any data to match your request, it displays **NO DATA WAS RETRIEVED**. Review the message, then click **OK**.
6. If you want to download billing information for another service type, repeat steps 1–5. Otherwise, to exit the Download Bill Information screen, click **Online Menu**.

Warning | You must run Access-A-Bill in the foreground while you are downloading data. If you switch to another Windows task while downloading data, Access-A-Bill suspends the download operation until you return it to the foreground.

File Naming Conventions

When you complete the download process, Access-A-Bill downloads your billing data to two files on the PC hard disk in the WINFOCUS subdirectory. These two files have the following file name conventions:

xxxxmmyy.FOC (FOCUS for Windows file format)
xxxxmmyy.MAS (Master file description for Report Painter)

Where:

xxxx: The code representing the type of billing data (four character maximum):

LM: Local Message Unit
LSCI: Local Call Summary Illinois
IC: Toll
OC: OCC
BH: Busy Hour
BV: Bill Variance
PA: Pmt / Adj Detail
LUD: Local Usage
CPD: Calling Plan
DAD: Directory Assistance
SM: Bill Summary
NM: Name Information
HI: Hierarchy (Group)

mmyy: The month and year of the billing data.