

**Information Technology Computing Invoice and Usage Reports****REPORTS**

Each month Information Technology Services (ITS) issues Computing Invoices and Usage Reports to each University unit having a computing account. These reports show expenditures related to computing usage.

**Non-University Clients**

ITS charges transactions of non-University clients through the University's Billing Receivables System (BRS). See *BPPM* 30.57.

**ERRORS/CORRECTIONS**

Departments, offices and individuals should review these reports each month.

When a review of the invoices and reports reveals an incorrect billing, send a request for adjustment and a copy of the incorrect billing to the Administrative and Financial Services (AFS) section of ITS.

**PRICE SCHEDULE**

The current schedule of computing prices is available from the ITS Phone Desk, CUE Room 302, or from the Administrative and Financial Services section of ITS.

**EXPLANATION OF  
IT COMPUTING INVOICE  
AND USAGE REPORTS**

The following numbered paragraphs refer to numbered sections on the invoice and report samples in [Figure 1](#) and [Figure 2](#). Unnumbered sections are considered self-explanatory.

Refer to the [Glossary of Terms](#) for definitions of terms.

This section, the samples and the glossary do not cover every possible term which may appear on reports. Contact ITS Administrative and Financial Services regarding questions; telephone 509-335-8643.

**IT Computing Invoice**

The IT Computing Invoice lists the usage, the rate charged, and the cost of each computing service.

## Invoice Number (1)

This is the number of this invoice which will be carried in the University accounting system as a document number for the indicated computing charges.

## Procedure Number (2)

ITS assigns each computing account a **Procedure Number** that identifies the user responsible for the listed computing charges (see also *BPPM* 85.35).

## Account Code (3)

These codes identify the account which supports the costs associated with the indicated computing services. Code components are: fund-subfund-program-budget-project.

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Title (4) The user assigns a *Procedure Number Title* which clearly identifies the related computing service transactions (see also *BPPM 85.35*).

Page 1	Washington State University Information Technology Computing Invoice July, 2007	1 Invoice Number: C29588	2 Procedure Number: 1234
5 Title: 4 SOCIAL ANALYSIS		3 Account Code: 001-01-01A-1238-0001	
User Name: J. SMITH		Term Date: INDEFINITE	
Budget Name: WSU USER GROUP			
Sub 6	Description 8	Total Units 9	Rate Per Unit 10
Obj			Total Cost 11
MJ	OBJECT 03 - GOODS AND SERVICES DISK STORAGE CMS/SFS DISK	2831.097	0.0061700/4K BLOCK TOTAL OBJECT 03: \$17.47
	OBJECT 05 - COMPUTING SERVICES		
MA	CMS PRIME CPU TIME	345.016	0.2340000/SECOND 80.73
MA	CMS NON-PRIME CPU TIME	5.002	0.0700000/SECOND .35
MA	CMS WEEKEND CPU TIME	4.803	0.0350000/SECOND .17
MA	UNIX PRIME CPU TIME	34.000	0.0000000/SECOND .00
MA	UNIX NON-PRIME CPU TIME	4.000	0.0000000/SECOND .00
MA	CMS FACILITY CMS ACCOUNT	9.000	0.5000000/MONTH 4.50
MA	CMS FACILITY EMAIL ACCOUNT	8.000	3.0000000/MONTH 24.00
MA	DISK STORAGE UNIX DISK	7742.129	0.0000000/1K BLOCK .00
			TOTAL OBJECT 05: \$109.75
			INVOICE TOTAL: \$127.22
		12 03 Funds Expended to Date: 95.16	
		05 Funds Expended to Date: 726.03	

**Figure 1**

- User Name (5) Name of the office, department, or individual billed for the computing services.
- Budget Name (6) Administrative unit within the institution. The *Budget Name* can also be an individual's name or a non-University organization.
- Term Date (7) Date the user's ITS account terminates (see also *BPPM 85.35*).
- Description (8) Lists the computing services provided by ITS. Refer to the [Glossary of Terms](#).
- Total Units (9) This is the total number of indicated units provided and billed or credited to the Procedure Number.

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Rate Per Unit (10) The amount charged for each unit. A unit is a single set quantity adopted as a standard of measurement, e.g., the quantity of the computing service or time used, manuals purchased, connections.

Total Cost (11) The total cost is calculated by multiplying *Total Units* by *Rate Per Unit*.

Funds Expended To Date (12) These are year-to-date totals by expenditure object for computing charges supported by the indicated user.

**WSU/IT Usage Report** The WSU/IT Usage Report helps budget administrators determine if computing use is within budget limits. The report also indicates who is using computing services.

Budget Number (1) The budget number identifies the budget supporting the computing charges. See *BPPM* 30.05 for a definition of budget numbers.

Customer Number (2) The customer number identifies non-University users.

WSU/IT USAGE REPORT - 07/01/95 TO 01/31/96								
FOR FRUIT TECHNOLOGY			BUDGET NUMBER 1238	CUSTOMER NUMBER 2	GENERAL UNIVERSITY FUNDS(OBJECT 05)			
PROC NUMBER	USER NAME	TITLE OF PROCEDURE NUMBER	TERM DATE	FUNDING CODES	DOLLARS ALLOCATED	DOLLARS USED	DOLLARS LEFT	
PROJECT TOTALS :					0.00	0.00	0.00	
BUDGET TOTALS :					0.00	0.00	0.00	
BUDGET 1238 ALLOCATION :					0.00			
BUDGET 1238 IS OVER ALLOCATED BY :					0.00			
BUDGET NUMBER 1238 TOTALS :					0.00	0.00	0.00	
ALL OTHER FUNDS (OBJECT 03)								
PROC NUMBER	USER NAME	TITLE OF PROCEDURE NUMBER	TERM DATE	FUNDING CODES	DOLLARS ALLOCATED	DOLLARS USED	DOLLARS LEFT	
1234	CECIL CRANE	NUTRIENT DATA UPDATE	99/99/99	001-01-01A-1238-0001	0.00	95.16	95.16-	
0229	TRAVIS TRITT	SCANNING	99/99/99	001-01-01A-1238-000	0.00	264.33	264.33-	
0403	ROBERT JONES	ADMINISTRATIVE SUPPORT	99/99/99	001-01-01A-1238-0001	0.00	15.93	15.93-	
PROJECT TOTALS					0.00	375.42		

**Figure 2**

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## **Information Technology Computing Invoice and Usage Reports**

Procedure Number (3)	ITS assigns each computing account a procedure number which identifies the user to the Center (see also <i>BPPM</i> 85.35).
User Name (4)	The name of the office, department, or individual billed for computing services.
Title of Procedure Number (5)	The Procedure Number Title identifies related computing service transactions (see also <i>BPPM</i> 85.35).
Term Date (6)	Date the user's ITS account terminates. 99/99/99 means indefinite (see also <i>BPPM</i> 85.35).
Funding Codes (7)	Funding codes made of several components which permit identification of each account. Components are: fund-subfund-program-budget-project (see also <i>BPPM</i> 30.05).
Dollars Used (8)	Total amount used to date.

## **GLOSSARY OF TERMS**

Terms frequently used in Computing Invoices and Usage Reports are listed with a brief explanation of each.

<b>Access</b>	Admittance or entry to computing systems.
<b>Account</b>	The University uses accounts to monitor financial transactions ( <i>BPPM</i> 30.05).
<b>Asynch</b>	(Asynchronous) One of two communications modes between terminals and a central computer facility. Asynchronous connections are normally connected with twisted-pair cable.
<b>Banner Pages</b>	A job divider for printed output; one at the front and one at the end of a job.
<b>Basic Printing</b>	Impact line printing, billed by the line.
<b>Batch Jobs</b>	Work that is submitted to the computing system for processing with no further user interaction necessary.
<b>Bursting</b>	Breaking continuous form printouts into separate sheets.
<b>Comm-Local Network</b>	Local (Pullman) communications network.
<b>CPU</b>	(Central Processing Unit) The part of a computer that processes data.

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<b>Cyl</b>	(Cylinder) A unit of disk storage.
<b>Data and File Transfer</b>	Transferring from one storage medium to another.
<b>Dedctd</b>	A dedicated, not shared, connection to a network or a computer.
<b>Disk Storage</b>	Online disk storage is located on tracks, cylinders, or blocks on a disk drive.
<b>FM Agreement</b>	Facilities Management Agreement between ITS and non-ITS University unit; e.g., agreement for charges to house servers.
<b>Host System</b>	An ITS-supported system. Users are billed for resources used on an ITS host system.
<b>Hrs</b>	Hours
<b>ITS</b>	(Information Technology Services) A University unit responsible for providing computer-related services. Refer to the ITS home page at:  <a href="http://infotech.wsu.edu">infotech.wsu.edu</a>
<b>LAN</b>	Local area network.
<b>Local Printing</b>	Printing performed at the ITS dispatch room.
<b>Local Access</b>	Access to the ITS computing facility from a local work station.
<b>Miscellaneous</b>	A nonrecurring computing charge in the specified category. Contact ITS Administrative and Financial Services for an explanation of a given computing charge.
<b>Mnt</b>	Maintenance
<b>Mo</b>	Month
<b>MVS</b>	(Multiple Virtual System) An operating system which provides access to Administrative Information Systems (AIS).
<b>MVS Migrated</b>	Mainframe data storage, stored on disk.
<b>MVS Track</b>	Mainframe data storage, migrated to slower devices.
<b>Nonprime</b>	A time period which is weekdays other than 8 a.m - 5 p.m.

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## **Information Technology Computing Invoice and Usage Reports**

<b>Optical Scanning</b>	A special service provided by ITS. Used for scanning input from tests, evaluations, and surveys.
<b>Page Images</b>	Page images printed on a page printer, i.e., laser printer.
<b>Page Printer</b>	A laser printer.
<b>Paper Surcharge</b>	A charge for special paper or forms, e.g., 2-part, 3-part, and 4-part. Line printers only.
<b>Plotter</b>	A device used for plotting graphs and charts.
<b>Port</b>	A connection to a network or a computer.
<b>Pr.</b>	See: Prime.
<b>Prime</b>	The period of weekdays, 8 a.m. to 5 p.m.
<b>Rebilling</b>	Charges for computer-related goods or services originally incurred by an entity other than ITS.
<b>Shipping</b>	Shipping and handling charges for mailing users' materials, e.g., tapes, reports, listings.
<b>Software Surcharges</b>	Fees charged to off-campus users for using specific mainframe software packages.
<b>Special Forms Mount</b>	Printer/plotter charge for having the operator mount special forms, e.g., paychecks.
<b>Standard</b>	A nonpriority base charge for printing.
<b>Std</b>	See: Standard.
<b>UNIX</b>	An operating system which provides general computing and network services.
<b>Weekend</b>	Time period including Saturdays, Sundays, and holidays.
<b>Wkd</b>	See: Weekend.
<b>WSU Database Usage</b>	A usage charge which covers input/output overhead for accessing databases associated with Administrative Information Systems.

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**WSU Online Administrative**    Computing charge for CPU time related to the use of  
Administrative

**Usage**    Information Systems (AIS). See *BPPM* 85.33 for a list of available  
information systems.