

NHFIRST Telephone usage payment process Training and Instruction – Agency Users

The following document contains agency user review and maintenance information and instruction for the new telephone usage payment process in NHFIRST.

Topics include:

- Overview of the new telephone usage payment process.
- How to access forms for reviewing and maintaining agency telephone data
- Conducting review and maintenance
- Using report GL270 in LBI from NHFIRST for reference and assistance in review and maintenance of telephone data
- Availability of warehouse reports
- Changes to the process

Process Overview:

Known previously as the TBIL telephone expensing process, each month, statewide telephone and data line charges are billed and paid by Administrative Services. These expenses are then charged back to respective agencies (based on ownership use of telephone and data lines within the agency) through the state telephone usage payment process. Going forward, the overall process will remain the same as we convert from NHIFS to NHFIRST. As before, agency users will be able to:

- Access a specific form to review and maintenance of accounting distributions and other related information that is assigned to telephone numbers or data lines within their respective agency.
- Review the detail of usage for analysis and accuracy via warehouse reports as they have existed previously.
- Continue the same communication with the Telecom group as has been maintained for the purpose of updates of any kind (changes, additions or removals) to telephone and data lines within the agency.
- Continue to have a 5 day review period to make corrections during the billing cycle.
- Perform transfers of expenditures to the object codes used for telephone billing in order to pay charges.* (See Appendix A, item 1 for additional information)

Getting Started – Accessing Forms for Review and Maintenance:

Before starting, you must have access to forms GL70.1 “Recurring Journal (GL70.1)” and GL70.4 “Additional Information (GL70.4) in NHFIRST. If you don’t have access, be sure to submit a security form with the proper access designated for this purpose.

NOTE: GL70 forms are normally used for the purpose of entering and submitting recurring journal entries on a periodic basis. However, in this case, the forms are being used ONLY as a repository for maintaining statewide telephone information. You will not actually release the entry as you normally would when creating or maintaining for periodic submission, any other recurring journal entry.

Once signed into NHFIRST, key form GL70.1 into the search field and enter. The form should appear and is titled "Recurring Journal (GL70.1)". Next, in the "Company" field, key in "10". In the "Type" field, key in "T". In the "Recurring" field, key in "2006". Click on Inquire.

NOTE: This header information will be static going forward. You will use this header data when looking up telephone information for your agency.

Company 10 General Fund
 Type, Recurring I 2006 State Telephone (TBIL) Records
 Status Ready Unreleased

Position To 1851

New Entry Amounts Only Totals

FC	Co	Account	User Analysis	Activity	Amount	Units
1844	13700000	500215	Telecommunic.Primarily Voice	Emp Name or other descrip here		*
1845	13700000	500215	Telecommunic.Primarily Voice	Emp Name or other descrip here		*
1846	16500000	500215	Telecommunic.Primarily Voice	03030005 20110		*
1847	16500000	500215	Telecommunic.Primarily Voice	03030000 20110		*
1848	13700000	500215	Telecommunic.Primarily Voice	Emp Name or other descrip here		*
1850	13750000	500215	Telecommunic.Primarily Voice	Emp Name or other descrip here		*

Journal Net

.00

.00

A B C D E F G H I

A) This is the header information you will input each time you wish to see the contents of this entry. It should always be keyed in exactly as it appears here using company 10, type I journal entry number 2006.

B) This number (appearing in blue) indicates the line number for this line of data in the form. You can find any line number by either paging down through the entry manually or by keying the line number you wish to see into the “Position to” field **(I)** and then clicking on “Inquire”.

C) This field maintains the accounting unit to where telephone expenses will be charged for a specific telephone or data line within the agency. **Users have maintenance access in this field** to change the accounting unit as necessary in order to properly assign as telephone numbers or data lines change or are added and removed.

D) This field maintains the expense account to where telephone expenses will be charged. In the case of telephone numbers, the account will be 500215. In the case of data lines, the account will be 500221. These accounts will be static and will only be changed by Telecom when necessary depending on the type of line in use. **Users do not have access to this field to change this account number. Additionally, no other accounts will be used for telephone and/or data line expenses.** Budget shortages should be corrected by conducting a transfer of expenditures to these accounts. As a reminder, budgeting is still controlled at the class level so as long as you still have class 20 appropriations still available, (this is the class in which these objects reside), you will be able to cover the expenses.

E) This field maintains the NHFIRST activity number that is being used to track telephone expenses at the NHFIRST activity level. In most cases, this is what was known in NHIFS as the job number. **Users have maintenance access to this field.**

F) This field maintains the activity account category code that is used in conjunction with the selected activity. **Users have maintenance access to this field.** NOTE: This field is required to be populated when selecting an activity for use within the accounting distribution. If an activity is not selected, this field should be left blank as well.

G) This field maintains the description information you wish to associate with the telephone or data line. Typically, it will be a person's name, a location of the phone (address), type of use such as Email, or other type of information specific to that phone number or data line. **Users have maintenance access to this field.**

H) This field is used as a search tool to navigate through the full document by inputting a particular line number you seek and inquiring. This action will take you straight to the line item in the document without the need to manually page through the document to find the line item. Its use will be important for maintenance purposes

I) This "MORE" button when pressed, will bring you to form GL70.4. This form contains the line item telephone or data line number as well as other attribute information including the distribution code, agency and IFS activity number. **Users will only have inquiry access in this form except the attribute fields and will not be able to change any information contained in this form other than the attribute fields.** Only Telecom personnel have access to maintain this form. (See example of this form below for more illustration)

LAWSON Additional Information (GL70.4) Christopher you are in data area UAT [logout] gl70.4

OK Cancel Detach

Reference 6032711534
 Automatic Reverse No
 Source Code TM

- Attributes -

TBIL Distribution Sort Code 14501375
 TBIL Agency Sort Code 014
 TBIL Activity (IFS) Sort Code 1450

- Compute Amount -
 Volume Rate

- Currency -

	Amount	Currency	Rate
Transaction Base		USD	1.0000000
Account To Company 10		USD	

Attribute Fields for use in report sorting

As you can see, the attribute fields contain information specific to the telephone number at the agency level. The first field contains the distribution sort code that can also be maintained here for use in sorting expense charges. Initially, this field will contain the distribution code as it is set up in NHIFS and seen on the TELEFAD reports in e-info library.

The second field holds the agency under which the telephone or data line resides.

The last field contains the old NHIFS activity designation. However, this field can be changed as well to reflect any type of sort code you wish to have entered for the purpose of sorting for reporting in the GL270 report.

Conducting Review and Maintenance:

You have now accessed the telephone data information in forms GL70.1 and GL70.4. The telephone data for the state is organized sequentially by number in the form. (See **B** above) Since the form contains the statewide listing of all telephone and data line records, security has been applied to this form in order to limit visibility for you to see only the sequence line numbers in GL70.1 that contain accounting units within your process level (agency). Therefore, many of the line numbers will appear blank to you. These blank lines indicate that they contain accounting units that are not within your agency. It will be necessary to page through the form in order to find the line numbers that contain accounting distributions belonging to your agency.

The initial setup of the statewide telephone list is grouped by agency. Therefore, you should be able to find your respective accounting distributions grouped by line numbers together in one section of the form as you search through the form. For example, if the form maintains 10,999 accounting distributions line items (one for each telephone number and data line within the state) and your agency's list of accounting distributions appear between line numbers 5000 and 6000, you will need to page down to those line numbers to see your agency's accounting distributions.

As new accounting distributions for new or changed telephone or data line numbers are added, they are input sequentially after the last line number in the form. Again, since the data is organized in the form sequentially by line number, new additions will appear as new line numbers added in sequence after the last line number at the bottom of the form. They cannot be added in sequence within the initial line number group of accounting distributions for your agency as it was first set up. That is, if new telephone numbers and their accounting distributions are added for your agency, they will be added after the last line number that existed in the whole form. In this example, the last line number is 10,999. So additions or changes by Telecom will be entered and appear starting as line numbers 11,000 or greater.

Using report GL270 in LBI from NHFIRST for reference:

In order to simplify navigation through the form, you may use the "Position to" field (as indicated by **H** above) in order to expedite navigation through the form without the need to page down through the form manually. For example, if you know the line number that contains the accounting distribution you wish to maintain, you can simply input that number in the "Position to" field and click on inquire. This will navigate you directly to that line number within the form.

If you do not know the line number, you should use report GL270 for reference. This report contains the detail of the contents of form GL70.1 including all line numbers for all accounting distributions. This report will be available on LBI for daily access. You may search through the report by phone number, data line number or accounting unit to see what line number the information appears on in GL70.1. Then you can navigate to that line number in GL70.1 and

conduct maintenance on that line as needed. Below is an example of the contents of GL270. Note the search by phone number to find the line number in the form.

GL270 Date 06/16/09 Company 10 - General Fund USD Page 240
 Time 10:22 Recurring Edit Listing
 For Period 5 Ending November 30, 2008

Recurring Entry I 2006 State Telephone (TBIL) Records Journal Book
 Document (Continued)

Line	Co	Account	Activity	Reference	SC Rvs	Debit	Credit
1841	40010000	500215-0000	Telecommunic.Primarily Voice Desc --	6032711525	TM		
			Attributes: TBIL Distribution Sort Code 23404001 TBIL Agency Sort Code 023 TBIL Activity (IFS) Sort Code 2340				
1842	28120000	500215-0000	Telecommunic.Primarily Voice Desc --.B.O. FAX	6032711526	TM		
			Attributes: TBIL Distribution Sort Code 81002812 TBIL Agency Sort Code 081 TBIL Activity (IFS) Sort Code 8100				
1843	26110000	500215-0000	Telecommunic.Primarily Voice Desc --.VOLUNTEER ROOM	6032711527	TM		
			Attributes: TBIL Distribution Sort Code 20002611 TBIL Agency Sort Code 020 TBIL Activity (IFS) Sort Code 2000				
1844	13700000	500215-0000	Telecommunic.Primarily Voice Desc EDWARD.--.READ	6032711528	TM		
			Attributes: TBIL Distribution Sort Code 14151370 TBIL Agency Sort Code 014 TBIL Activity (IFS) Sort Code 1415				
1845	13700000	500215-0000	Telecommunic.Primarily Voice Desc JOHN.W.FARRELL	6032711529	TM		
			Attributes: TBIL Distribution Sort Code 14151370 TBIL Agency Sort Code 014 TBIL Activity (IFS) Sort Code 1415				
1846	16500000	500215-0000 03030005	Telecommunic.Primarily Voice Desc DAWN.M.HATCH	20110 6032711530	TM		
			Attributes: TBIL Distribution Sort Code 03001650 TBIL Agency Sort Code 003 TBIL Activity (IFS) Sort Code 0300				
1847	16500000	500215-0000 03030000	Telecommunic.Primarily Voice Desc --.27 HAZEN DR	20110 6032711531	TM		
			Attributes: TBIL Distribution Sort Code 03001650 TBIL Agency Sort Code 003 TBIL Activity (IFS) Sort Code 0300				
1848	13700000	500215-0000	Telecommunic.Primarily Voice Desc CHRISTOPHER.--.MARINO	6032711532	TM		
			Attributes: TBIL Distribution Sort Code 14151370 TBIL Agency Sort Code 014 TBIL Activity (IFS) Sort Code 1415				

Availability of warehouse reports:

Currently, the warehouse reports known as TELEPACT, TELEPAD, TELEFACT and TELEFAD will continue to be available in e-info library for review by agencies just as they are today. You will continue to use these reports to see detail charge activity per the billing invoice for detailed telephone charges.

Appendix A

1. In order to cover expenses for telephone use, it is sometimes necessary to transfer expenditures to class 20 in order to pay the charges. In NHFIRST, users will only be able to select expense objects 500215 or 500221 in class 20 for use to pay telephone expenses. Therefore, if class 20 appropriations are not adequate to cover telephone expenses, a transfer of expenditures into class 20 will be necessary. You will not be able to change the objects to a different object within another class.