

BillView Implementation Guide

Accounts

As early as possible please provide a **list of all customer account numbers** to be included within BillView and have them verified by the customer.

All customer accounts are required to be configured for electronic billing (EBS enabled) and tagged to a customer OBS account for delivery.

Important!

- If existing accounts are already EBS enabled, historical billing data may be available, otherwise BillView reporting will only be possible from the date they are enabled;
- OBS account production collates all customer accounts on a single date each month. If there are multiple account numbers with a wide span of invoice dates it may be required that they have their billing production dates aligned to be as close as possible, alternatively to have their accounts consolidated. This will prevent excessive delays between individual accounts billing and the presentation within BillView;

Cost Centre structure and Inventory

In order to populate the cost centre structure and other inventory fields please request and provide the following files:

- Telstra **Blitz** report (for mobile equipment details);
- An export from the customer's existing TEM system, Internal Directory (if available) or similar to obtain any existing **cost centre hierarchy**.
- An Excel spreadsheet listing all services with at minimum, cost centre and user/description fields populated. Other fields presented within BillView Inventory can be added with additional columns.
- A copy of the customers **financial loadfile** (if they require one)

- Please Note:**
- All fields to be loaded into BillView must be matched to a service number.
 - Tiers 2 to 4 do not need to be populated if not required;
 - Include GL Codes if a financial payment file is required as part of monthly delivery;
 - The GL codes are recommended to be part of the Tier hierarchy;

Site URL

What should the subdomain of your customers BillView site be named, e.g *www.billview.com.au\customername*
If you have a preference please provide it, otherwise a name will be automatically assigned.

User Access

Initial logins will be for Administrative access.

Please provide the first name, surname and email addresses of all those to have initial 'Administrator' level access.

