



CALNET AT&T Billing Consolidator

What's new – May 2022



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1. What's new?

The following enhancements were implemented in AT&T Billing Consolidator on May 22, 2022. This document provides a high-level overview of the specific customer-affecting changes that were made. Content will be integrated into the AT&T Billing Consolidator user guide.

2. History Summary Report

Previously the History Summary Report could only be run one calendar month at a time. Now you can choose to run the report for any desired date range that can span multiple months.

Select **Reports > History Summary**

The radio button defaults to **Bill Cycle** to run the report in the traditional way of selecting a month from the drop-down list.

Choose the radio button for **Invoice Date** to get the new Start Date and End Date fields. Enter your desired dates, select the format and click the **Get Report** button.

Report - History Summary

Customer ID

Billing Acct Nbr (BAN)

Bill Cycle Invoice Date

Start Date:

End Date:

Report Format:

The report will open in the selected format. Entering **Customer ID** or **Bill Payer (BAN)** will limit the data in your report.



The report shows the previous balance, current charges, adjustments, payments and total due for all related accounts during the selected dates.

| A | B | C | D | E | F | G | H | I | J |
|------------------|-----------------|----------------|------------|-----------|------------------|-----------------|-------------|----------|-----------|
| Bill Payer (BAN) | Bill Payer Name | Attention Name | Bill Date | Invoice # | Previous Balance | Current Charges | Adjustments | Payments | Total Due |
| 9391067055 | Test Account #1 | John Doe | 06/01/2020 | 8 | 17683.82 | 53921 | 0 | -4000.5 | 67604.32 |
| 9391067056 | Test Account #2 | Jane Doe | 06/01/2020 | 9 | 12195.34 | 0 | 0 | -5000.5 | 7194.84 |
| 9391067055 | Test Account #1 | John Doe | 04/01/2020 | 1 | 0 | 8025.46 | 0 | 0 | 8025.46 |
| 9391067056 | Test Account #2 | Jane Doe | 04/01/2020 | 2 | 0 | 4457.7 | 0 | 0 | 4457.7 |
| 9391067055 | Test Account #1 | John Doe | 05/01/2020 | 5 | 8025.46 | 9658.36 | 0 | 0 | 17683.82 |
| 9391067056 | Test Account #2 | Jane Doe | 05/01/2020 | 6 | 4457.7 | 7737.64 | 0 | 0 | 12195.34 |

If you have any questions on using AT&T Billing Consolidator or the content of this guide, please contact CALNETTraining@att.com.