



Computing & Information Technology (C&IT)
Computing and Network Services
5925 Woodward Avenue
Detroit, Michigan 48202-3555
(313) 577-1977

M E M O R A N D U M

TO: WSU MANAGEMENT

**FROM: C&IT COMPUTING AND NETWORK SERVICES
TELEPHONE BILLING SERVICES**

PHONE: (313) 577-1969

FAX: (313) 577-5577

SUBJECT: MONTHLY TELEPHONE DETAIL (BILLING) REPORTS ARE NOW ONLINE

DATE: NOVEMBER 1, 2007

In Computing & Information Technology's efforts toward continuous service improvements and process efficiencies, Computing and Network Services has transitioned the monthly Telephone Detail Reports from paper to an online Website — starting with the October 2007 bills.

The new Online Phone Bills Website:

- lets units view detailed monthly phone bills sooner (usually by the 5th of each month),
- provides online access to prior phone bills (dating back to October 2003),
- reduces costs associated with the printing and distribution of paper bills.

C&IT Computing and Network Services will continue to print and mail paper Telephone Detail (Billing) Reports monthly through the end of calendar year 2007. Beginning with the January 2008 Report, however, WSU phone bills will be available only on the Web.

At this time, *only* the current recipients of WSU telephone bills can view and print their monthly telephone bills on a secure Website (at <http://phonebills.wayne.edu>). A memo with instructions on how to do this, as well as how to update Phone Bill Recipient information, is being included in the mailing of the October 2007 telephone bills.

In these challenging budgetary times, we understand that the timely receipt of billing information is important to controlling costs. C&IT Computing and Network Services is pleased to assist the University community in this endeavor.