



# ADSI Bill Manager

Since 2002 ADSI have provided customers with a **unique comprehensive Bill Manager service.**

As an Accredited O2 Business Partner of course we want to look after your Mobile account, but at ADSI we like to go one step further and bring comprehensive reporting of expenditure and use, straight to the Bill payer...

You receive detailed reports with a breakdown of usage and costs for Mobile Phone Numbers (MPN), so you can not only understand your bill better but will hugely improve your understanding of the costs and assisting in allocating finances.

As well as being great for you, Bill Manager reporting allows us to monitor usage on your account, check whether you are on the correct tariff, still getting the most from your contract and advise on the best way to bring your account so you're achieving the maximum benefits.

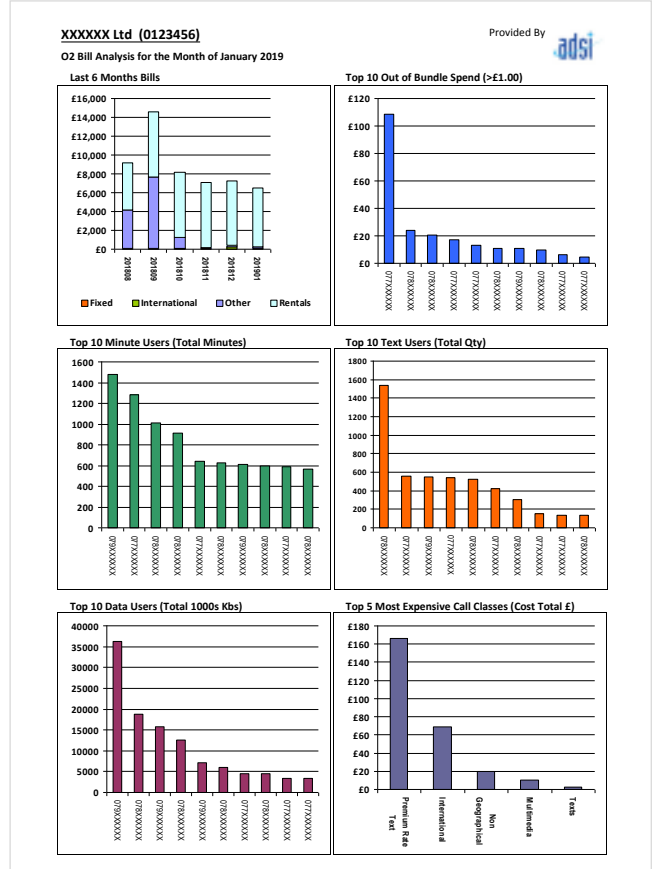
## *Contact*

ADSI, Alexander House  
Christy Court, Basildon  
Essex SS15 6TL

**Tel: 01268 495555**  
solutions@adsgroup.co.uk  
www.adsi.co.uk

# The Benefits...

ADSI Bill Manager provides a monthly email containing a summary pdf of the account along with detailed reports in an excel spreadsheet and your latest O2 invoice;



## O2 Bill for XXXXXX Ltd for the Invoiced Period January 2019

Provided By **ads**

Mobile Number	User Name	Cost Centre	Number of Calls	Number of Texts	Volume (Mb)	Total Duration (hh:mm:ss)	Billed Rental	Billed Other	Bill Usage	Billed Total
0778000001	Adam Smith	Night Shift	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000002	Mark Brown	Warehouse	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000003	Sue Snow	Warehouse	86	7	1283.38	02:05:17	£8.67	(£1.08)	£0.00	£7.59
0778000004	Jane Fryer	Canvassing	19	0	36.28	01:09:03	£8.67	(£1.08)	£0.00	£7.59
0778000005	Bryn Goode	Brand	0	0	44.03	00:00:00	£2.00	(£0.13)	£0.00	£1.87
0778000006	Mike Matthews	Buying	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000007	James Locke	Sales	0	0	110.49	00:00:00	£2.00	(£0.13)	£0.00	£1.87
0778000008	Peter Cryer	Sales	0	0	0.21	00:00:00	£2.00	(£0.13)	£0.00	£1.87
0778000009	Liam Sand	Sales	0	0	0.00	00:00:00	£2.00	(£0.13)	£0.00	£1.87
0778000010	Abi Tatagill	Logistics - Driver	0	0	74.61	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000002	Gareth Ansell	Logistics - Driver	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000003	Carly Smythe	Logistics - Driver	78	4	0.00	01:09:35	£8.67	(£1.08)	£0.00	£7.59
0778000001	Rue Pascal	Facilities	8	0	0.00	00:09:05	£8.67	(£1.08)	£0.39	£7.98
0778000002	Amy Taylor	IT	51	0	0.00	00:38:28	£8.67	(£1.08)	£0.00	£7.59
0778000003	Scott Firth	Sales	0	0	248.58	00:00:00	£2.00	(£0.13)	£0.00	£1.87
0778000001	Rebecca Miles	HR	11	0	128.11	00:31:48	£8.67	(£1.08)	£0.00	£7.59
0778000002	Bob Martin	Technical	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000003	Harry Toll	Technical	58	4	142.57	01:15:51	£8.67	(£1.08)	£0.00	£7.59
0778000001	Bill Garth	Technical	13	0	0.00	00:13:11	£8.67	(£1.08)	£0.00	£7.59
0778000002	Dave Hope	Logistics - Driver	48	2	0.00	00:51:02	£8.67	(£1.08)	£0.00	£7.59
0778000003	Iain Flower	Sales	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
0778000001	Alfie Tyon	Logistics - Driver	7	2	0.00	00:04:12	£8.67	(£1.08)	£0.00	£7.59
0778000002	Gert Moon	Logistics - Driver	118	4	0.00	02:56:19	£8.67	(£1.08)	£3.26	£10.85
0778000003	Maria Wells	Accounts	0	0	0.00	00:00:00	£2.00	(£0.13)	£0.00	£1.87

# Bill Manager is as flexible as you want it to be!

The more information you give us, the more detail we can add to enhance your Bill Manager reports. For example, advise the name of the User against each number so it's immediately clear whose costs are whose, and opt to allocate one or all of your mobile numbers into Cost Centres for breakdown of expenditure i.e. Sales Department, Engineers, Administration etc.

You can include additional categories and we can summarise reporting on your customised requirements. This information makes it so much clearer to see, and easier for you to understand your bills when they arrive each month.

## O2 Bill for XXXXXX Ltd for the Invoiced Period January 2019

Provided By



MPN	User Name	Call Type	Qty	Breakdown	Post Bundle Cost
07788XXXXXX	John Smith	Non Geographical	1	18 seconds	£0.39
07788XXXXXX	John Smith	International	4	1246 seconds	£1.67
07788XXXXXX	John Smith	Multimedia	2	2 texts	£0.42
07788XXXXXX	Tom Booth	International	40	12858 seconds	£17.12
07788XXXXXX	Fred Blyth	International	54	9935 seconds	£13.24
07788XXXXXX	Fred Blyth	Texts	33	33 texts	£0.10
07788XXXXXX	Sue Cuff	International	9	1459 seconds	£1.93
07788XXXXXX	Sue Cuff	Texts	2	2 texts	£0.10
07788XXXXXX	Sue Cuff	Non Geographical	4	579 seconds	£4.16
07788XXXXXX	Emily Potts	Multimedia	1	1 texts	£0.21
07788XXXXXX	Emily Potts	Premium Rate Text	1	1 texts	£3.75
07788XXXXXX	James Hill	Non Geographical	2	404 seconds	£3.00
07788XXXXXX	James Hill	International	7	485 seconds	£6.18
07788XXXXXX	Chris Ade	International	1	19 seconds	£0.03
07788XXXXXX	Chris Ade	Texts	59	59 texts	£0.10
07788XXXXXX	Jackie Bright	International	1	39 seconds	£0.05
07788XXXXXX	Richard Watt	International	4	828 seconds	£1.09
07788XXXXXX	Richard Watt	Texts	135	135 texts	£0.30
07788XXXXXX	Richard Watt	Multimedia	1	1 texts	£0.21
07788XXXXXX	James Hill	Premium Rate Text	25	25 texts	£107.53
07788XXXXXX	James Hill	Non Geographical	1	148 seconds	£1.18
07788XXXXXX	Greg Ford	Data	31	48.11 MBs	£1.17
07788XXXXXX	Greg Ford	International	1	245 seconds	£0.33
07788XXXXXX	Greg Ford	Premium Rate Text	14	14 texts	£10.66

*It doesn't end there....*

Just let us know your requirements and we simply tailor your Bill Manager reports to meet them.

# What's included?

When your first O2 bill is ready, we set up your Bill Manager for you. This way you'll start receiving great, helpful information from the very beginning rather than just an invoice you may not understand.

**On standard reporting, we include;**

- Chargeable Call by MPN (Mobile Phone Number)
- Most Expensive Calls
- Most Frequently Dialed Numbers
- Most Popular Dialed by MPN Most called NGN (Non Geographical Number)
- Most called NGN

O2 Bill for XXXXXX Ltd for the Invoiced Period January 2019							Provided By
MPN	User Name	Date	Time	Dialled Number	Duration	Call Type	Post Bundle Cost
07870XXXXXX	Adam Smith	06/12/2018	22:33:56	00123456789	00:22:33	International Call to Zone 6	£17.27
07870XXXXXX	Mark Brown	08/12/2018	09:46:41	00123456790	00:05:12	International Call to Zone 6	£3.98
07870XXXXXX	Sue Snow	03/12/2018	15:02:04	00123456791	00:08:45	NGN Call PP SC08	£3.75
07870XXXXXX	Jane Fryer	22/12/2018	08:18:41	00123456792	00:06:40	NGN Call PP SC04	£2.63
07870XXXXXX	Bryn Goode	24/12/2018	17:08:16	00123456793	00:30:44	International Call to Zone 2	£2.46
07870XXXXXX	Mike Matthews	21/12/2018	19:43:13	00123456794	00:03:02	International Call to Zone 6	£2.32
07870XXXXXX	James Locke	17/12/2018	16:18:36	00123456795	00:04:58	NGN Call PP SC08	£2.13
07870XXXXXX	Peter Cryer	24/12/2018	18:02:28	00123456796	00:24:48	International Call to Zone 2	£1.98
07870XXXXXX	Liam Sand	08/12/2018	09:36:28	00123456797	00:02:14	International Call to Zone 6	£1.71
07870XXXXXX	Abi Tatagill	21/12/2018	12:30:42	00123456798	00:02:09	International Call to Zone 6	£1.65
07870XXXXXX	Gareth Ansell	12/12/2018	16:55:57	00123456799	00:04:07	NGN Call PP SC03	£1.59
07870XXXXXX	Carly Smythe	24/12/2018	17:40:55	00123456800	00:19:10	International Call to Zone 2	£1.53
07870XXXXXX	Rue Pascal	31/12/2018	18:41:38	00123456801	00:14:55	International Call to Zone 2	£1.19
07870XXXXXX	Amy Taylor	08/12/2018	18:58:00	00123456802	00:02:28	NGN Call PP SC14	£1.18
07870XXXXXX	Scott Firth	31/12/2018	18:12:34	00123456803	00:13:52	International Call to Zone 2	£1.11
07870XXXXXX	Rebecca Miles	13/12/2018	14:32:30	00123456804	00:13:51	International Call to Zone 2	£1.11
07870XXXXXX	Bob Martin	06/12/2018	09:21:30	00123456805	00:02:50	NGN Call PP SC03	£1.10
07870XXXXXX	Harry Toll	13/12/2018	15:58:59	00123456806	00:02:12	NGN Call PP SC14	£1.05
07870XXXXXX	Bill Garth	19/12/2018	14:31:48	00123456807	00:13:03	International Call to Zone 2	£1.04
07870XXXXXX	Dave Hope	31/12/2018	18:00:22	00123456808	00:11:49	International Call to Zone 2	£0.95

However there are plenty of options you can have to further enhance the bill reports.  
*Remember the more information you give us, the more reporting benefits we can give you.*

# Your choice

Tell us what your business requirements are and we will help you achieve your goals...

*Reporting options include;*

## Customer MPN Apportionment

Each Number on Account is listed, with User Names if allocated, and a summary of the billed usage and costs against the number.

## Cost Centre Distribution

users can be grouped into cost centres i.e. Sales, Admin, Management for assisting accounts postings. This option will give you Cost Centre summaries.

### 02 Bill for XXXXXX Ltd for the Invoiced Period January 2019

Provided



Cost Centre	Number of Calls	Number of Texts	Volume (Mb)	Total Duration (hh:mm:ss)	Billed Rental	Billed Other	Bill Usage	Billed Total
Brand	0	0	228.06	00:00:00	£28.01	(£3.37)	£0.00	£24.64
Buying	500	160	4122.20	22:04:41	£140.72	(£17.41)	£1.47	£124.78
Canvassing	71	132	5024.40	01:55:30	£30.01	(£3.50)	£0.84	£27.35
Customer Services	34	28	164.70	02:10:33	£20.00	(£2.33)	£2.57	£20.24
Director	503	137	13401.68	17:21:48	£26.01	(£3.24)	£4.81	£27.58
Facilities	47	4	2788.21	01:37:32	£26.01	(£3.24)	£4.55	£27.32
Finance	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
HR	102	14	874.82	08:08:32	£17.34	(£2.16)	£0.00	£15.18
Hygiene Team	20	6	0.00	00:12:49	£17.34	(£2.16)	£0.00	£15.18
IT	529	79	21311.73	25:50:10	£106.04	(£13.09)	£11.05	£104.00
Logistics Manager	473	590	2857.10	19:08:15	£68.69	(£8.08)	£1.29	£61.90
Logistics	439	48	368.56	06:39:38	£69.36	(£8.64)	£0.00	£60.72
Logistics - Admin	13	0	0.00	00:08:58	£8.67	(£1.08)	£0.00	£7.59
Logistics - Driver	5999	569	21356.81	114:54:03	£1,167.78	(£145.11)	£46.46	£1,069.13
Sales Management	685	174	1858.72	28:38:51	£32.01	(£3.63)	£0.84	£29.22
Sales	143	33	0.00	03:23:12	£17.34	(£2.16)	£24.10	£39.28
Management	96	12	904.46	02:53:16	£10.67	(£1.21)	£0.21	£9.67
Night Shift	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
Pool	0	0	0.00	00:00:00	£8.67	(£1.08)	£0.00	£7.59
Prod-Management	141	38	55.15	02:39:03	£8.67	(£1.08)	£0.00	£7.59
Production	0	0	260.57	00:00:00	£2.00	(£0.13)	£0.00	£1.87
SPARE	358	605	7009.22	09:27:21	£152.72	(£18.19)	£0.21	£134.74
Supply Chain	223	39	83.25	09:49:22	£26.01	(£3.24)	£13.34	£36.11
Technical	209	69	1044.91	09:41:01	£86.70	(£10.80)	£17.12	£93.02
Warehouse	1070	123	1990.15	15:10:21	£190.74	(£23.76)	£2.47	£169.45
Yard Supervisor	14	0	0.00	00:04:56	£8.67	(£1.08)	£0.00	£7.59
<b>Totals</b>	<b>11669</b>	<b>2860</b>	<b>85704.70</b>	<b>453:27:57</b>	<b>£2,287.52</b>	<b>(£281.93)</b>	<b>£131.33</b>	<b>£2,136.92</b>



### Specify past Months by MPN –

Choose how many months you would like to see i.e. 12 months and this page summarises the Total and Average bills over the last 12 months.

Nov-18		Oct-18		Sep-18		Aug-18		Total:August-2018 to January-2019		Average:August-2018 to January-2019	
Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable	Fixed	Variable
£8.67	£0.00	£7.85	£0.00	£9.63	£0.19	£9.63	£0.00	£35.78	£0.19	£8.95	£0.05
£8.67	£0.00	£7.85	£0.00	£9.63	£0.00	£9.63	£0.00	£35.78	£0.00	£8.95	£0.00
£8.67	£0.00	£7.85	£1.37	£9.63	£551.00	£9.63	£569.85	£35.78	£1,122.22	£8.95	£280.56
£0.00	£2.00	£0.00	£-6.07	£0.00	£11.44	£0.00	£11.44	£0.00	£18.81	£0.00	£4.70
£8.67	£0.00	£7.85	£0.00	£9.63	£0.00	£9.63	£0.05	£35.78	£0.05	£8.95	£0.01
£0.00	£2.00	£-7.75	£6.59	£9.06	£0.39	£9.06	£1.18	£10.37	£10.16	£2.59	£2.54
£8.67	£0.00	£6.85	£-7.12	£10.80	£8.33	£10.80	£8.33	£37.12	£9.54	£9.28	£2.39
£0.00	£2.00	£-1.71	£5.82	£2.00	£2.96	£2.00	£3.67	£2.29	£14.45	£0.57	£3.61
£8.67	£0.00	£5.14	£6.30	£12.80	£0.21	£12.80	£0.87	£39.41	£7.38	£9.85	£1.85
£0.00	£2.00	£0.00	£-8.30	£0.00	£14.04	£0.00	£14.04	£0.00	£21.78	£0.00	£5.45
£0.00	£2.00	£0.00	£-8.30	£0.00	£14.04	£0.00	£14.04	£0.00	£21.78	£0.00	£5.45
£0.00	£2.00	£0.00	£-8.30	£0.00	£14.04	£0.00	£14.04	£0.00	£21.78	£0.00	£5.45
£8.67	£0.00	£7.85	£0.09	£9.63	£1.45	£9.63	£0.25	£35.78	£1.79	£8.95	£0.45
£8.67	£0.00	£9.56	£0.00	£7.63	£0.00	£7.63	£0.00	£33.49	£0.00	£8.37	£0.00
£8.67	£0.00	£9.56	£0.00	£7.63	£0.00	£7.63	£0.00	£33.49	£0.00	£8.37	£0.00
£8.67	£0.00	£9.56	£0.00	£7.63	£0.00	£7.63	£0.00	£33.49	£0.00	£8.37	£0.00
£8.67	£0.00	£7.85	£0.00	£9.63	£0.00	£9.63	£0.00	£35.78	£0.00	£8.95	£0.00
£0.00	£2.00	£0.00	£-8.74	£0.00	£14.56	£0.00	£14.56	£0.00	£22.38	£0.00	£5.60

### Itemised Call Listing

details every call, text and data usage for every number on the account.

Number/Description	Date	Time	Total Units	Unit of Measure	Pre Bundle Cost	Post Bundle Cost	Charge Type	Call Type
07788XXXXX	11/12/2018	09:26:25	4	Seconds	£0.33	£0.00	Call Charges	Calls to Other Network Mobiles
07788XXXXX	11/12/2018	09:27:24	75	Seconds	£0.00	£0.00	Call Charges	Free Calls to the Office
07788XXXXX	11/12/2018	09:46:14	241	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	11/12/2018	09:50:53	332	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	11/12/2018	10:03:13	3	Seconds	£0.33	£0.00	Call Charges	Calls to Other Network Mobiles
07788XXXXX	12/12/2018	04:24:55	20	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	12/12/2018	04:32:37	11	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	12/12/2018	04:33:11	9	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	12/12/2018	04:56:15	27	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	12/12/2018	08:20:40	11	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	12/12/2018	17:15:04	1	Seconds	£0.10	£0.00	Call Charges	Text Messages
07788XXXXX	12/12/2018	17:16:22	1	Seconds	£0.10	£0.00	Call Charges	Text Messages
07788XXXXX	13/12/2018	06:30:45	67	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	13/12/2018	06:52:28	1	Seconds	£0.10	£0.00	Call Charges	Text Messages
07788XXXXX	13/12/2018	07:53:29	2	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	13/12/2018	09:01:04	1	Seconds	£0.10	£0.00	Call Charges	Text Messages
07788XXXXX	13/12/2018	09:01:43	60	Seconds	£0.33	£0.00	Call Charges	Calls to Other Network Mobiles
07788XXXXX	13/12/2018	09:28:29	77	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles
07788XXXXX	13/12/2018	09:30:53	36	Seconds	£0.33	£0.00	Call Charges	Calls to Other Network Mobiles
07788XXXXX	13/12/2018	09:38:43	14	Seconds	£0.00	£0.00	Call Charges	Calls to O2 Mobiles

Simply set defined fields to ensure the reports suit your account and management requirements.

#### Other options include;

- You can specify to only show calls over a minimum call amount, or frequented calls dialled over an amount of times. Therefore highlighting items that may require watching.
- We can also send billing emails directly to your users.
- If your requirements are not listed, let us know and we will tailor the reporting accordingly.

# Your Bill Manager Email will include

---

- ADSI and O2 Latest News & Information
- Top Tips
- Handset releases and Offers
- Our recommendations for your account
- A personal message from your ADSI Account Manager

As mentioned, Bill Manager reporting allows us to monitor usage on your account, check whether you are on the correct tariff, still getting the most from your contract and advise on the best way to bring your account so you're achieving the maximum benefits.

Whether you are over your allocated minutes or text allowance, if you have started to call abroad or are surfing the net more regularly - we can act upon it quickly and advise a solution, whether that be an additional bolt on or a temporary amendment to the account.

If your account's just fine the way it is – we'll just let you know!

As well as all the information you need about your Account, we'll include news and information from your network provider and us that we hope you will find beneficial and useful.

*ADSI are the only O2 Partner that offers this unique service*



## Contact

ADSI, Alexander House  
Christy Court, Basildon  
Essex SS15 6TL

**Tel: 01268 495555**  
solutions@adsigroup.co.uk  
www.adsi.co.uk