

**California Department of Technology**  
**Billing System**

**CalTABS**  
**Training Manual**



**California**  
**DEPARTMENT OF TECHNOLOGY**



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## Table of Contents

<b>CalTABS - California Department of Technology Billing System .....</b>	<b>3</b>
<b>About CalTABS.....</b>	<b>3</b>
<b>Frequently Asked Questions .....</b>	<b>4</b>
<b>Navigation.....</b>	<b>7</b>
Login.....	7
Published Reports .....	10
Run Reports.....	18
Manage Favorite Reports.....	37
Favorite Reports .....	43
<b>Reports Description .....</b>	<b>46</b>
Report & Spreadsheet Parameters .....	46
<b>Glossary.....</b>	<b>47</b>
<b>Contact Information.....</b>	<b>47</b>



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## **CalTABS - California Department of Technology Billing System**

### **About CalTABS**

CalTABS is a solution that enables customers to view their billing information in an integrated, single billing system. CalTABS provides electronic invoice information in a secure format. CalTABS provides the following functionality:

- Collects resource (service) usage data
- Assigns service codes to each resource
- Delivers detailed information and reports about the use of services
- Provides easy reporting through a web portal
- Electronic invoicing – Ability to provide softcopy invoices by customer id/prefix

CalTABS reduces operational costs and supports Go-Green efforts.

- Reduction in printing costs of monthly invoices
- The ability to publish softcopy invoices by customer id/prefix
- The ability to view invoices and invoice detail reports via the Web

CalTABS improves customer service.

- Provides the ability to run monthly detail reports
- Provides the ability to export reports in Excel, PDF and Word format
- Provides a greater level of detail for many services (i.e. Mainframe services such as CICS, Tape, ADABAS)

The user can save, copy text from, and print reports. In addition, users are able to view detailed resource usage and cost information.



## Frequently Asked Questions

### Accessing CalTABS

***Q – How do I get my log on ID and who needs to approve it?***

A – To request a user id for the CalTABS system, please submit a Service Request. Please contact your Account Lead for assistance. The Account Lead directory link is: <https://cdt.ca.gov/account-lead-lookup/>

Please include the following information when requesting a CalTABS user id: Approver – note the name of your department contact who approves your request for a CalTABS user id, your name, your e-mail address, your phone # and the customer id code(s) that you need access for (i.e., AA) and indicate if this is for CDT (DC) or CalSTARS (CS) invoices.

***Q - Can employees access the CalTABS system from home?***

A - Yes, access to CalTABS is available via a web link from the following link: <https://cdt.ca.gov/caltabs/>

***Q - What is the CalTABS link/webpage location?***

A – CalTABS Landing Page: <https://cdt.ca.gov/caltabs/>

### Contact Information

For billing inquiries or CalTABS assistance, please contact [Billing@state.ca.gov](mailto:Billing@state.ca.gov)  
Application Errors please contact [ServiceDesk@state.ca.gov](mailto:ServiceDesk@state.ca.gov) or (916) 464 - 4311

***Q – How can we get training on how to use the CalTABS and view the invoices?***

A –The CalTABS Training Manual is available to view and download at: [www.cdt.ca.gov/CalTabs](http://www.cdt.ca.gov/CalTabs). Assistance in navigating and using the CalTABS system is also available by sending an e-mail to [Billing@state.ca.gov](mailto:Billing@state.ca.gov).



## GENERAL USER INFORMATION

Customer ID: Please use your customer id for 'Run Reports' with an 'X' in the third placeholder of the customer id. For example: AAX

***Q - How long will the Published Reports (Invoice Summary and Invoice by Account Code) be available?***

A – Published Reports (Invoice Summary and Invoice by Account Code) will be available 4 years + 1 = **5 years total**.

***Q – Will we receive an e-mail notification when invoices are available each month?***

A – Yes, an e-mail will be sent to notify the CalTABS users when the monthly invoices are available to view. An e-mail notification will be sent each month.

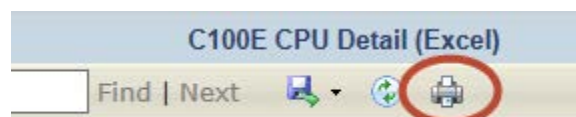
***Q – Why do the Excel formatted reports not include totals?***

A- The Excel formatted reports are designed for the customer to sort, filter and add totals based on their reporting and analysis needs.

***Q – How are adjustments posted or processed?***

A – Adjustments are processed in subsequent months. The process is for customers to submit requests for adjustments to: [Billing@state.ca.gov](mailto:Billing@state.ca.gov). We then review the request and research if more information is needed from the service area to approve the adjustment. The adjustment is then processed once we receive the approval for the request. Adjustments appear under the X301 Request for Adjustment Report or the X301 Adjustments invoice detail report under Run Reports.

***Q – Print function using the Print Icon in the Detail reports.***



A - To print a report from the 'Run Reports', Invoice Detail Reports, select either the **PDF** or **Excel** formats and export to the appropriate format by selecting the Diskette Icon to **export** the report to PDF or Excel. After you export the report you can open it and then either print the report or do a save as to save it to your local drives/folder. To print the report in Excel, you may need to use 'Fit to Page' or 'Set Print Range' so that the report will print on 8.5 X 11" paper





## Navigation

### Login

All users will have their own user ID with specific controlled permissions. User accounts are associated with a specific user group and each user group will have defined access. For example: If an employee is in the DCHHX group, the employee only sees information that belongs to that department.

CalTABS is not compatible with Microsoft Edge. Please use Microsoft IE or Chrome as your internet browser.

Access CalTABS from: <https://cdt.ca.gov/caltabs/>



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CalTABS Billing System (V2)

LOGIN | REPORTS | FAVORITES | HELP | HOME

Login

User Id

Password

☐ Change Password

[Forgot Password?](#)

Login





## CalTABS Billing System (V2)

LOGIN

REPORTS

FAVORITES

HELP

HOME

### Login

User Id



Password



☐ Change Password

[Forgot Password?](#)

Login



Step	Action
1.	Click in the <b>User ID</b> field.
2.	Type your User ID into the <b>User ID</b> field.
3.	Click in the <b>Password</b> field.
4.	Enter your password into the <b>Password</b> field.
5.	Click the <b>Login</b> button.
6.	Change Password – check the box if you want to change your password
7.	Forgot Password – click on the link to select a new password





After logging into CalTABS you will see this page as the main home page:

[LOGOUT](#) | [REPORTS](#) | [FAVORITES](#) | [HELP](#) | [HOME](#)


Welcome Cindy.Maciel@state.ca.gov, you are currently signed on as Cindy Maciel

Invoice Reports: ☒ Summary ☐ Detail ☐ Statement

September 2018

 | 

### Favorites



[G100E Consulting Services Detail \(Excel\)](#)

[F300P Tenant Managed Services Detail \(PDF\)](#)

[E100E Relay & Mobile Device Services \(Excel\)](#)

[X301E Billing Adjustment Detail \(Excel\)](#)

[N210E Remote Lan Dial Detail \(Excel\)](#)

### Messages

Password Policy Changed [View](#)

Change the default password [View](#)

From this screen, you can select Invoice Reports:

- Summary** for the Invoice Summary (INV102) in either PDF or Excel (select one of those icons)
- Detail** for the Invoice Detail Report by Account Code (INV103) in either PDF or Excel (select one of those icons)
- Statement** for Statement of Accounts in either PDF or Excel (select one of those icons)




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Welcome Cindy.Maciel@state.ca.gov, you are currently signed on as Cindy Maciel

Invoice Reports: ☒ Summary ☐ Detail ☐ Statement

March 2019

**Favorites**



[G100E Consulting Services Detail \(Excel\)](#)

[F300P Tenant Managed Services Detail \(PDF\)](#)

[E100E Relay & Mobile Device Services \(Excel\)](#)

[X301E Billing Adjustment Detail \(Excel\)](#)





**Messages**

Password Policy Changed [View](#)

Change the default password [View](#)

### Invoice Reports



These reports are available monthly for customers to view, save and/or print in Excel or PDF format. Select Summary, Detail or Statement to view these reports from the main screen:

-  **INV102E INVOICE SUMMARY (Excel).XLS - 10/12/2018 4:54:03 PM**
-  **INV102P INVOICE SUMMARY (PDF).PDF - 10/12/2018 4:53:20 PM**
-  **INV103E INVOICE BY ACCOUNT CODE (Excel).Xls - 10/15/2018 1:51:01 PM**
-  **SOA100P STATEMENT OF ACCOUNT (PDF).PDF - 10/15/2018 4:44:11 PM**

For historical reports, you can use the Reports/Published Reports to view:

**Note:** The Folder Names are based on the month when the invoices are generated.

For Example:

-  **2018- 06** contains May 2018 invoices
-  **2018 - 07** contains June 2018 invoices



 **2018 – 10** contains September 2018 invoices

Example:

Select a folder:



**2018 - 10**



**INV102E INVOICE SUMMARY (Excel).XLS - 10/12/2018 4:54:03 PM**



**INV102P INVOICE SUMMARY (PDF).PDF - 10/12/2018 4:53:20 PM**



**INV103E INVOICE BY ACCOUNT CODE (Excel).Xls - 10/15/2018 1:51:01 PM**



**SOA100P STATEMENT OF ACCOUNT (PDF).PDF - 10/15/2018 4:44:11 PM**



LOGOUT

REPORTS

FAVORITES

HELP

HOME

## Published Reports

Select published groups to display.



☒ Group ☒ User




→  **Group**  
User

## Published Reports

Select published groups to display.


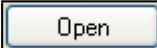

☒ Group ☒ User

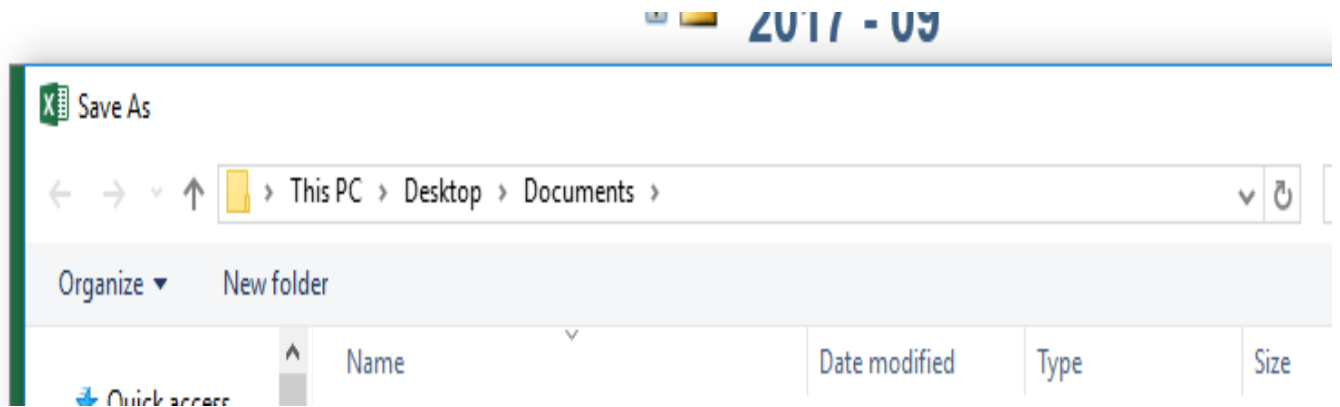
 **Group**  
→  **DCRCR**  
User

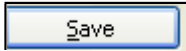

Step	Action	
1.	Click the <b>Expand Group</b> link.	
2.	Click the <b>Expand DCRCR</b> button.	
3.	Click the <b>Expand 2018 - 10</b> button.	
4.	Click the <b>INV102E INVOICE SUMMARY (Excel).XLS - 10/12/2018 4:54:03 PM</b> link.	



---

Step	Action
5.	Click the <b>Open</b> button. 
6.	Click the <b>File</b> menu. 
7.	Click the <b>Save As...</b> menu. 



Step	Action
8.	Click the <b>Save</b> button. 
9.	Click the <b>Close</b> button. 



## Run Reports

Invoice detail reports are available in PDF and Excel formats.

### Invoice Detail Reports Comprehensive List

This table lists the invoice detail reports and the applicable invoice service codes.

C100P CPU Detail	C101 - C108, C112
C105P CPU CICS Detail	C105; provides CICS detail at jobname/user id level
C105RP CPU CICS Detail by Region	C105; provides CICS detail at the Region level
C106P CPU ADABAS Detail	C106
C108P CPU DB2 Detail	C108
C300P Enterprise Linux Server Detail	C305 - C311
D101P Dedicated Charges Detail	D101, D118
D129P Training Center Detail	D110, D111, D116, D126 - D132, D201 - D207
E100P Relay & Mobile Device Services	E108 - E132
E200P Office 365 Shared Services	E201 - E233, E241, E242, E244, E245, K413 - K418
F300P Tenant Managed Services Detail	F114 - F116, F301 - F312
G100P Consulting Services Detail	Detail for Consulting Service Codes starting with G2XX - G7XX; H203 & H204
H400P Geographic Information Systems Detail	H401-H403
I100P Shared Web Services Detail	I201, I202, I203, I204, I205, I206, I211, I212
I110P SAFE Detail	I115 - I117





L100P CalCloud	K605 - K637, L1XX - L4XX
K100P IT Service Management	K115 - K125
K101P Vendor Hosted Subscription Services	K1XX - K5XX, K601 - K604, K701 - K703
M100P Mid Range Server Detail	D112, D113, I114 - I124, I206 - I212, I401 - I405, M101 - M639, N605, N606, N610, N611, N617, R302 – R309, S208, S210, S216, S217, S218, X118
M700P Server Based Computing Detail	M701, M702, M703, M704, M705, M706, M708, M710, M712, M714, M715, M716
N610P Network Detail	D114, D115, N604, N605, N606, N607, N611, N615, N617, N618, N619, N620, N621, N622, N623, N624, N625, T104 - T199; T201 - T299; T301 - T399; T401 - T499; T501 - T504; T601 - T699; T701 - T799
N209P VPN Detail	N209, N616
N210P Remote Lan Dial Detail	N210
N601P AAMVANet Detail	N601, N602, N621-N625
P100P Print Detail	P101-P108
R100P Disaster Recovery Detail	R201
S100P Mainframe Disk Storage Detail	S101
S102P Dedicated Disk Storage Detail	S102
S103P ADABAS Disk Storage Detail	S103
S107P HSM Disk Storage Detail	S107
S213P Tape Storage Detail	S205, S213
X104P Courier Detail	X104- X106



X301P Billing Adjustment Detail	All Service Codes
X302P Other Services	For those miscellaneous services.



Browser address bar: <https://mcalutstbsepp1d0061/Default.aspx>

CA.gov |

### CalTABS Billing System (V2)

LOGOUT REPORTS FAVORITES HELP HOME

Welcome Cindy Maciel@state.ca.gov, you are currently signed on as Cindy Maciel

Current Month Invoice :

#### Favorites

- [G100E Consulting Services Detail \(Excel\)](#)
- [F300P Tenant Managed Services Detail \(PDF\)](#)
- [E100E Statewide E-Mail Detail \(Excel\)](#)
- [X301E Billing Adjustment \(Debit/Credit\) Detail \(Excel\)](#)
- [N210E Remote Lan Dial Detail \(Excel\)](#)

#### Last 3 Months Invoice

- [SEP 2018 - XLS Report](#)
- [SEP 2018 - PDF Report](#)
- [AUG 2018 - XLS Report](#)
- [AUG 2018 - PDF Report](#)
- [JUL 2018 - XLS Report](#)
- [JUL 2018 - PDF Report](#)

#### Messages

- Password Policy Changed [View](#)
- Change the default password [View](#)

[Run Reports](#)

[Published Reports](#)

[Favorite Reports](#)

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Windows taskbar: type here to search, icons for File Explorer, Word, PowerPoint, Outlook, Edge, etc. System tray: 1:39 PM 10/30/2018

Step	Action
1.	Point to the <b>Reports</b> tab.
2.	Click the <b>Run Reports</b> link.



LOGOUT

REPORTS

FAVORITES

HELP

HOME

## Run Reports



Invoice Detail Reports




INVOICE - Published Reports



Other Reports

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Step	Action
3.	Click the <b>Expand Invoice Detail Reports by clicking on the + symbol</b> 



Step	Action
4.	Click the <b>C100E CPU Detail (Excel)</b> link.

## Run Reports



### Invoice Detail Reports

- C100P CPU Detail (PDF)
- C100E CPU Detail (Excel) ←
- C105P CPU CICS Detail (PDF)
- C105E CPU CICS Detail (Excel)
- C105RP CPU CICS Detail By Region (PDF)
- C105RE CPU CICS Detail By Region (Excel)
- C106P CPU ADABAS Detail (PDF)
- C106E CPU ADABAS Detail (Excel)



## CalTABS Billing System (V2)

LOGOUT

REPORTS

FAVORITES

HELP

HOME

### C100E CPU Detail (Excel)


Select parameters


Account Code Level  ▼

Starting Account Code   ▼

Ending Account Code   ▼

Set the Date Range  ▼

From  

To  

Mainframe User ID

System ID

Jobname

OK

Cancel

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OK

Step	Action
5.	Click the <b>Previous Period</b> list item.
6.	Click the <b>OK</b> button.



C100E CPU Detail (Excel)							<a href="#">Publish</a>	<a href="#">Return</a>	<a href="#">Help</a>
1	of 2 ?		100%				Find   Next		
CPU DETAIL REPORT									
Billing Date	Service Code	Customer ID	Account Code	Service Description	Job Name	System ID	Start Date	End Date	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/29/2019	03/29/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/01/2019	03/01/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/04/2019	03/04/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/05/2019	03/05/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/06/2019	03/06/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/07/2019	03/07/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/08/2019	03/08/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/11/2019	03/11/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/12/2019	03/12/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/13/2019	03/13/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/14/2019	03/14/2019	
201903	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SY5P	03/18/2019	03/18/2019	



View Report - C100E CPU Detail (Excel) - Windows Internet Explorer

View Report - C100E CPU Detail (Excel)

C100E CPU Detail (Excel) Publish Return Help

1 of 2 ? 100% Find | Next

**CPU  
DETAIL  
REPORT**

Billing Date	Service Code	Customer ID	Account Code	Service Description	Job Name	System ID	Start Date	End Date
201204	S205	EAX	EAX675P	TAPE MOUNT	DCSRDEA	SY4P	04/23/2012	05/04/2012
201205	S205	EAX	EAX675P	TAPE MOUNT	DCSRDEA	SY4P	05/20/2012	05/25/2012
201205	C103	EAX	EAX675P			SY4P	05/20/2012	05/31/2012
201204	C103	EAX	EAX675P			SY4P	04/23/2012	05/04/2012
201204	C103	EAX	EAX675P			SY4P	04/23/2012	05/20/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/21/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/22/2012
201205	C103	EAX	EAX675P			SY4P	05/20/2012	05/28/2012
201205	C103	EAX	EAX675P			SY4P	05/20/2012	05/30/2012
201204	C103	EAX	EAX675P			SY4P	04/23/2012	05/05/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/27/2012
201204	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	04/23/2012	05/06/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/26/2012
201204	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	04/23/2012	05/01/2012
201204	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	04/23/2012	05/02/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/25/2012
201204	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	04/23/2012	05/03/2012
201205	C103	EAX	EAX675P	CPU STC NORMALIZED	DCSRDEA	SY4P	05/20/2012	05/23/2012

The request process can take seconds to minutes depending on the length of the report

Report is being generated  
[Cancel](#)





## CalTABS Billing System (V2)

LOGOUT

REPORTS

FAVORITES

HELP

HOME

### C100P CPU Detail (PDF)

Select parameters

Use the "Ending Account Code" when for a report that includes more than one Account Code. In this example there is only one Account code.

Account Code Level

Starting Account Code

Ending Account Code

Set the Date Range

From

To

Mainframe User ID

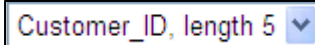
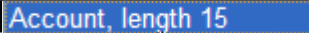


System ID

Jobname

OK

Cancel

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Step	Action
7.	Click the <b>Account Code Level</b> list. 
8.	Click the <b>Account, length 15</b> list item. 
9.	Click in the <b>Starting Account Code</b> field. 
10.	Enter the desired information into the <b>Starting Account Code</b> field. Enter <b>"HRX210P"</b> .
11.	Click the <b>OK</b> button. 



View Report - C100E CPU D... X

Convert Select

C100E CPU Detail (Excel) Publish Return Help

1 of 2 ? 100% Find | Next

CPU  
DETAIL  
REPORT

Billing Date	Service Code	Customer ID	Account Code	Service Description	Job Name	System ID	Start Date	End Date	User ID	Quantity	Rate	Unit	Charges
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/11/2019	06/11/2019	CAENFLP	0.00154	\$499.00	Hour	\$0.77
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/12/2019	06/12/2019	CAENFLP	0.00096	\$499.00	Hour	\$0.48
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/13/2019	06/13/2019	CAENFLP	0.00161	\$499.00	Hour	\$0.80
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/17/2019	06/17/2019	CAENFLP	0.00112	\$499.00	Hour	\$0.56
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/14/2019	06/14/2019	CAENFLP	0.00195	\$499.00	Hour	\$0.97
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/18/2019	06/18/2019	CAENFLP	0.00115	\$499.00	Hour	\$0.57
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/19/2019	06/19/2019	CAENFLP	0.00158	\$499.00	Hour	\$0.79
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/20/2019	06/20/2019	CAENFLP	0.00209	\$499.00	Hour	\$1.04
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/24/2019	06/24/2019	CAENFLP	0.00189	\$499.00	Hour	\$0.94
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/03/2019	06/03/2019	CAENFLP	0.00115	\$499.00	Hour	\$0.57
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/04/2019	06/04/2019	CAENFLP	0.00156	\$499.00	Hour	\$0.78
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/05/2019	06/05/2019	CAENFLP	0.00166	\$499.00	Hour	\$0.83
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/06/2019	06/06/2019	CAENFLP	0.00157	\$499.00	Hour	\$0.78
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920	SYSP	06/07/2019	06/07/2019	CAENFLP	0.00089	\$499.00	Hour	\$0.44

Step	Action
12.	Click the <b>Export</b> button. 



Although the "C100E CPU Detail (Excel)" document may be exported in any of 3 formats, in this example the reported data has been DESIGNED for the Excel export format.

View Report - C100E CPU D... K

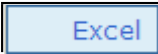
Convert Select

C100E CPU Detail (Excel)

Publish Return Help


1 of 2 ? Find | Next

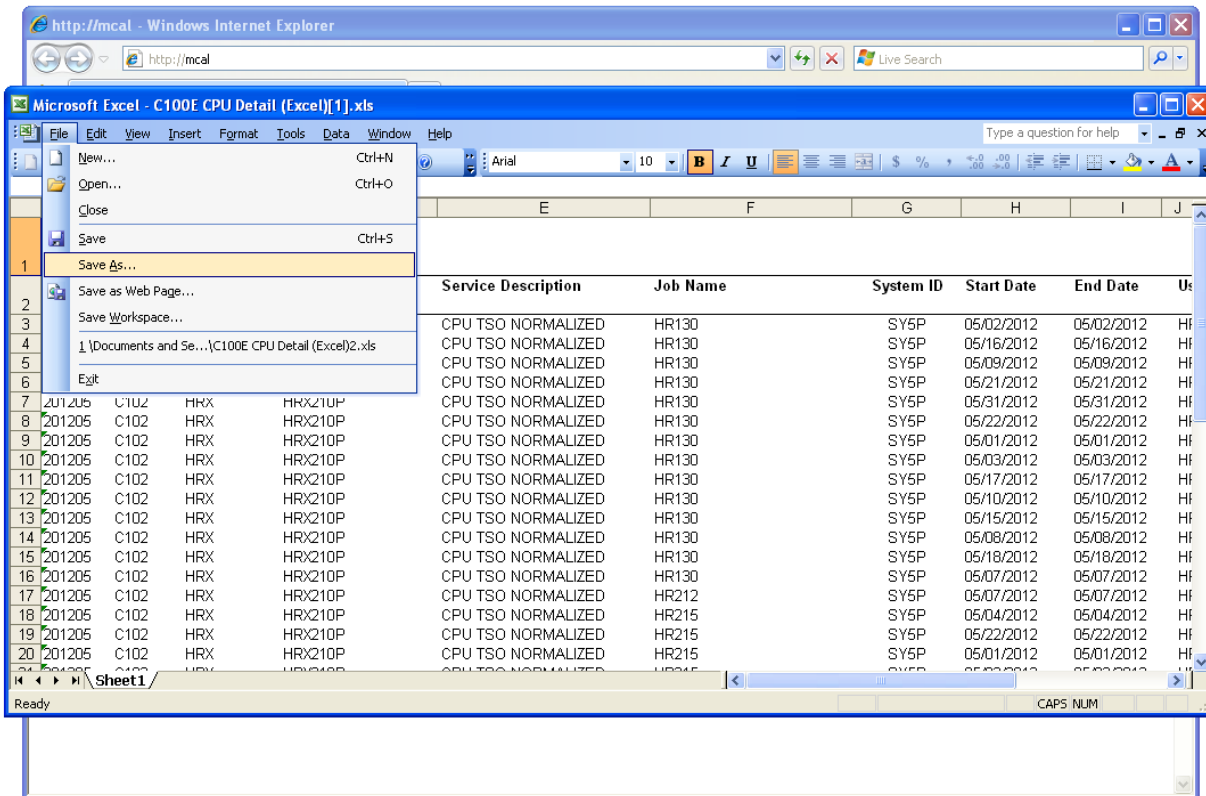
Billing Date	Service Code	Customer ID	Account Code	Service Description	JK	PDF	Item ID	Start Date	End Date	User ID	Quantity	Rate	Unit	Charges
201906	C101	AFX	AFX100P	CPU Batch Normalized	AI	Word	YSP	06/11/2019	06/11/2019	CAENFLP	0.00154	\$499.00	Hour	\$0.77
201906	C101	AFX	AFX100P	CPU Batch Normalized	AI	Word	YSP	06/12/2019	06/12/2019	CAENFLP	0.00096	\$499.00	Hour	\$0.48
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/13/2019	06/13/2019	CAENFLP	0.00161	\$499.00	Hour	\$0.80
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/17/2019	06/17/2019	CAENFLP	0.00112	\$499.00	Hour	\$0.56
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/14/2019	06/14/2019	CAENFLP	0.00195	\$499.00	Hour	\$0.97
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/18/2019	06/18/2019	CAENFLP	0.00115	\$499.00	Hour	\$0.57
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/19/2019	06/19/2019	CAENFLP	0.00158	\$499.00	Hour	\$0.79
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/20/2019	06/20/2019	CAENFLP	0.00209	\$499.00	Hour	\$1.04
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/24/2019	06/24/2019	CAENFLP	0.00189	\$499.00	Hour	\$0.94
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/03/2019	06/03/2019	CAENFLP	0.00115	\$499.00	Hour	\$0.57
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/04/2019	06/04/2019	CAENFLP	0.00156	\$499.00	Hour	\$0.78
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/05/2019	06/05/2019	CAENFLP	0.00166	\$499.00	Hour	\$0.83
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/06/2019	06/06/2019	CAENFLP	0.00157	\$499.00	Hour	\$0.78
201906	C101	AFX	AFX100P	CPU Batch Normalized	AFENF920		SYSP	06/07/2019	06/07/2019	CAENFLP	0.00089	\$499.00	Hour	\$0.44


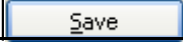


Step	Action
13.	Click the <b>Excel</b> link. 

Do you want to open or save C100P CPU Detail (PDF).xlsx from mcaldtstbsapp1d?

Open Save Cancel

Step	Action
14.	Click the <b>Open</b> button. 



Step	Action
15.	Click the <b>File</b> menu. 
16.	Click the <b>Save As...</b> menu. 
17.	Click the <b>Save</b> button. 
18.	Click the <b>Close</b> button. 



Browser window showing a PDF report titled "C100P CPU Detail (PDF)". The report is from the California Department of Technology, dated April 2019, for INDUSTRIAL RELATIONS, DEPT OF. The report displays a table of CPU details with columns: Service Code, Customer ID, Account Code, Service Description, Job Name, System ID, Start Date, End Date, User ID, Quantity, Rate, Unit, and Charges. The table contains 15 rows of data. A blue arrow points to the "Return" link in the top right corner of the PDF viewer.

Service Code	Customer ID	Account Code	Service Description	Job Name	System ID	Start Date	End Date	User ID	Quantity	Rate	Unit	Charges
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY4P	04/01/2019	04/01/2019	IRIDMS5	0.00712	\$499.00	Hour	\$3.55
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY6P	04/01/2019	04/01/2019	IRIDMS5	0.00835	\$499.00	Hour	\$4.17
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY4P	04/02/2019	04/02/2019	IRIDMS5	0.00752	\$499.00	Hour	\$3.75
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY5P	04/02/2019	04/02/2019	IRIDMS5	0.00307	\$499.00	Hour	\$1.53
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY6P	04/02/2019	04/02/2019	IRIDMS5	0.00589	\$499.00	Hour	\$2.94
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY4P	04/03/2019	04/03/2019	IRIDMS5	0.01074	\$499.00	Hour	\$5.36
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY6P	04/03/2019	04/03/2019	IRIDMS5	0.00577	\$499.00	Hour	\$2.88
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY4P	04/04/2019	04/04/2019	IRIDMS5	0.01110	\$499.00	Hour	\$5.54
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY6P	04/04/2019	04/04/2019	IRIDMS5	0.00572	\$499.00	Hour	\$2.85
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY4P	04/05/2019	04/05/2019	IRIDMS5	0.00789	\$499.00	Hour	\$3.94
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY5P	04/05/2019	04/05/2019	IRIDMS5	0.00315	\$499.00	Hour	\$1.57
C101	ILX	ILX510T	CPU Batch Normalized	IRE03DEL	SY6P	04/05/2019	04/05/2019	IRIDMS5	0.00563	\$499.00	Hour	\$2.81

Step	Action
19.	Click the <b>Return</b> link.

Step	Action
20.	<b>End of Procedure.</b>



## Manage Favorite Reports

Users can bookmark reports or spreadsheets so that those reports that are most frequently accessed are easily accessible from the Home page and the Favorite Reports page in the CalTABS under REPORTS > Favorite Reports.

This section describes how to save and remove a favorite report. The term “report” also refers to spreadsheets.

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CalTABS Billing System (V2)

LOGIN REPORTS FAVORITES HELP HOME

**Login**

- Run Reports
- Published Reports
- Favorite Reports**

User Id

Password

☐ Change Password

[Forgot Password?](#)

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Step	Action
1.	Point to the <b>Reports</b> tab.
2.	Click the <b>Favorite Reports</b> link. <a href="#">Favorite Reports</a>



CalTABS Billing System (V2)

LOGIN

REPORTS

FAVORITES

HELP

HOME

Login

Manage Favorite Reports

User Id

Password

☐ Change Password

[Forgot Password?](#)

Login

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Step	Action
3.	Point to the <b>Favorites</b> tab. <a href="#">Manage Favorite Reports</a>
4.	Click the <b>Manage Favorite Reports</b> link.



## Manage Favorite Reports

Select your favorite reports.

Save

Cancel

### Invoice Detail Reports

- ☐ C100P CPU Detail (PDF)
- ☒ C100E CPU Detail (Excel) ←
- ☐ C105P CPU CICS Detail (PDF)
- ☐ C105E CPU CICS Detail (Excel)
- ☐ C105RP CPU CICS Detail By Region (PDF)
- ☐ C105RE CPU CICS Detail By Region (Excel)
- ☐ C106P CPU ADABAS Detail (PDF)
- ☐ C106E CPU ADABAS Detail (Excel)
- ☐ C108P CPU DB2 Detail (PDF)
- ☐ C108E CPU DB2 Detail (Excel)
- ☐ C300P Enterprise Linux Server Detail (PDF)
- ☐ C300E Enterprise Linux Server Detail (Excel)
- ☐ D101P Dedicated Charges Detail (PDF)
- ☐ D101E Dedicated Charges Detail (Excel)
- ☐ D129P Training Center Detail (PDF)
- ☐ D129E Training Center Detail (Excel)
- ☒ E100P Relay & Mobile Device Services (PDF) ←
- ☐ E100E Relay & Mobile Device Services (Excel)
- ☐ E200P Office 365 Shared Services (PDF)



Step	Action
5.	Click the <b>Expand Invoice Detail Reports</b> button.
6.	Click the <b>C100E CPU Detail (Excel)</b> option.
7.	Click the <b>E100P Relay &amp; Mobile Device Services (PDF)</b> option.





### Manage Favorite Reports


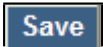

Select your favorite reports.



Save

Cancel

- ☐ Invoice Detail Reports
- ☐ INVOICE - Published Reports
- ☐ Other Reports

Step	Action
8.	Click the <b>Collapse Invoice Detail Reports</b> button. 
9.	Click the <b>Save</b> button. 
10.	Point to the <b>Reports</b> tab.
11.	Click the <b>Favorite Reports</b> link. 







### Favorite Reports

The selections from “Manage Favorite Reports” are now displayed on the **Favorites Reports** page.

- ✚ C100E CPU Detail (Excel)
- ✚ E100P Relay & Mobile Device Services (PDF)

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Step	Action
12.	Click the <b>Expand C100E CPU Detail (Excel)</b> button. 
13.	Click the <b>Expand E100P Statewide E-Mail Detail (PDF)</b> button. 
14.	<i>Information Only.</i> To generate the report, Click the <b>Run Report</b> link. 
15.	Click the <b>Home</b> link. 



CalTABS Billing System (V2)

LOGOUT | REPORTS | FAVORITES | HELP | HOME

Welcome david.miura@state.ca.gov, you are currently signed on as David Miura

The selections from "Manage Favorite Reports" are also displayed on the Home page "Favorites List"

Invoice Reports: ☒ Summary ☐ Detail ☐ Statement

March 2019



Favorites

[C100E CPU Detail \(Excel\)](#)

[E100P Relay & Mobile Device Services \(PDF\)](#)

Messages

Password Policy Changed [View](#)

Change the default password [View](#)

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Step	Action
16.	End of Procedure.



## Favorite Reports

Users can easily view bookmarked reports or spreadsheets from the Home page and the Favorite Reports page in the CalTABS under **REPORTS** > Favorite Reports.

This section describes how to access a saved favorite report. The term “report” also refers to spreadsheets.

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CalTABS Billing System (V2)

LOGIN REPORTS FAVORITES HELP HOME

Login

User Id

Password

☐ Change Password

[Forgot Password?](#) [Login](#)

Run Reports  
Published Reports  
Favorite Reports

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Step	Action
1.	Point to the <b>Reports</b> tab.
2.	Click the <b>Favorite Reports</b> link. <a href="#">Favorite Reports</a>



### Favorite Reports

Bookmarked reports are available  
on both the Favorite Reports page

#### [-] C100E CPU Detail (Excel)

■ Run Report

#### [-] E100P Relay & Mobile Device Services (PDF)

■ Run Report

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Step	Action
3.	Click the <b>Expand C100E CPU Detail (Excel)</b> button. 
4.	Click the <b>Expand E100P Statewide E-Mail Detail (PDF)</b> button. 
5.	<i>Information Only:</i> To generate the report, Click the <b>Run Report</b> link. 
6.	Click the <b>Home</b> link. 



CalTABS Billing System (V2)

LOGOUT | REPORTS | FAVORITES | HELP | HOME

Welcome david.miura@state.ca.gov, you are currently signed on as David Miura

Invoice Reports: ☒ Summary ☐ Detail ☐ Statement

March 2019



Favorites

[C100E CPU Detail \(Excel\)](#)

[E100P Relay & Mobile Device Services \(PDF\)](#)

Messages

Password Policy Changed [View](#)

Change the default password [View](#)

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Step	Action
7.	<b>End of Procedure.</b>



## Reports Description

Use the menu bar to easily navigate the CalTABS Web Portal features. Position your cursor over REPORTS tab to view the Run Reports, Published Reports and Favorites Reports links. To view online help for the CalTABS Web Portal select Help from the menu bar.

**Note:** The Invoice Detail Reports, under the REPORTS tab at Run Reports, are DESIGNED to view, save or print in either the PDF or Excel format; however, a generated report can be exported as a PDF, Excel or Word document

## Report & Spreadsheet Parameters

Use this table to determine which parameters are required to generate standard reports and spreadsheets. Parameters may vary by report or spreadsheet.

For simplicity, the term "report" refers to reports and spreadsheets unless noted otherwise.

Table 1. Report and Spreadsheet Parameters	
Parameter	Description
<b>Account Code Level</b>	The account code level that you want to view in the report. For example, to see the high level for your accounts, AAX to AAX – where AA is your customer code select CUST ID Length 5. For research by customer determined account codes when you use full account code as it is shown on your invoice detail report change to Account Length_13
<b>From and To</b>	The beginning and end dates for the data you are searching for. Maximum date range is one month. For Invoice Detail reports, we recommend exact monthly ranges to balance to the invoice reports.
<b>Set the Date Range</b>	The date range filters the view of the report. We recommend this not be changed. The options in the drop down may or may not work.
<b>Starting and Ending Account Code</b>	This parameter works in conjunction with the Account Code Level parameter and specifies the account codes for that level that appear in the report. If you want all account codes for that level to appear in the report, click Lowest Possible Account for the starting account code and Highest Possible Account for the ending account code. If you want specific account codes, click the appropriate start and end codes, or click Custom and type the start and end codes.



## Glossary

ADABAS	Adaptable <b>DA</b> ta <b>BA</b> se <b>S</b> ystem
CalTABS	<b>Ca</b> lifornia <b>T</b> echnology <b>B</b> illing <b>S</b> ystem
CICS	<b>C</b> ustomer <b>I</b> nformation <b>C</b> ontrol <b>S</b> ystem
VPN	Virtual <b>P</b> rivate <b>N</b> etwork

## Contact Information

For billing inquiries, please contact [billing@state.ca.gov](mailto:billing@state.ca.gov)

For all other questions please contact [ServiceDesk@state.ca.gov](mailto:ServiceDesk@state.ca.gov) or (916) 464 – 4311