NTP Software Storage Financials™

User Manual

Version 7.5 - September 2015

This guide details the method for using NTP Software Storage Financials™. Upon completion of the steps within this document, NTP Software Storage Financials can be used to manage your enterprise community effectively.

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Executive Summary

Storage is a valuable resource. In any enterprise, you pay for the storage consumed by its users. NTP Software Storage Financials™ is a powerful calculation tool that is used to generate bills for storage consumption on the level of individual departments in an enterprise. With NTP Software Storage Financials, you experience the following powerful benefits:

- **Cost calculation.** The storage consumption is calculated for each department in your environment, and the generated bill is emailed to specified recipients.

- **At-a-glance information.** Useful details about your environment are ready at hand, including the total number of departments, total number of users, rates by which bills increase, average rate of the bill, and so on.

- **Easy management.** It is simple to import department information, configure bill details, manage tiers, and manage users in your environment.

NTP Software Storage Financials Configuration

After installing NTP Software Storage Financials in your environment, the first step is to configure the application and specify the setup options. This section specifies how to configure the application settings. This step is highly important, as it affects all the bills generated through the application.

Setting up the System

Setting up the system requires defining several values, including the logging level and the location of the log file. You should also specify the SMTP gateway that is used for sending emails, as well as the sender's email address and the recipients' email addresses. Finally, specify the currency symbol and format, date format, and precision control.

To set up the system, perform the following steps:

1. On the left-hand side menu, click **Setup**.

2. On the **NTP Software Storage Financials™ Setup** dialog box, specify the required settings information, and then click the **Save Settings** button.
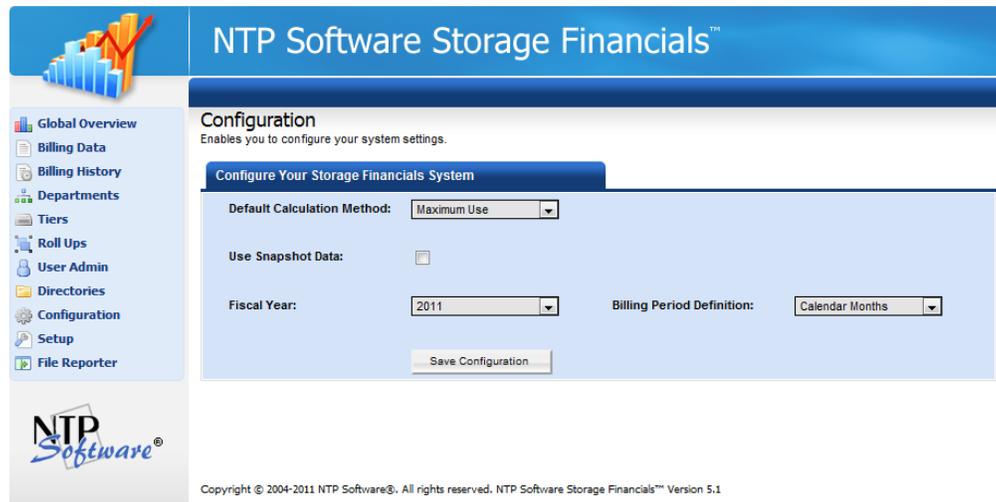
Configuring Billing Options

Configuring the system requires defining several options including the calculation method, the fiscal year, and the billing period definition.

To configure the system, perform the following steps:

1. On the left-hand side menu, click **Configuration**.

2. In the **Configure Your Storage Financials System** dialog box, select the default calculation method, the fiscal year, and the billing period definition, then click the **Save Configuration** button.
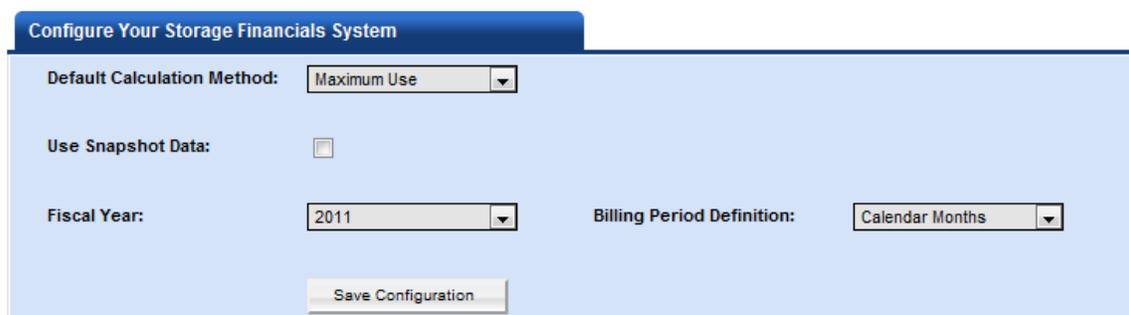
NOTES:

Once a bill is generated, the **Billing Period Definition** setting cannot be changed for the calendar year, to avoid conflicting or corrupt data.

If you select 13 Month Calendar in the **Billing Period Definition** drop-down menu, you need to configure the start date and end date for each individual month. The dates must be consecutive, without skipping a month.

NTP Software Storage Financials Management

After the configuration and setup of the application, you are now ready to start managing items using NTP Software Storage Financials. Managing the application includes managing the application tiers, departments and their associated users, and directories, as well as the bills.

This section guides you through using the main features of NTP Software Storage Financials. This includes using tiers, creating/importing departments to the application, adding roll ups, assigning departments to roll ups, assigning users to departments, generating bills, and viewing historical billing data. This reflects your entire environment within NTP Software Storage Financials and results in calculating bills accurately and efficiently.

Managing Tiers

The main advantage behind enabling the use of tiers is to provide administrators with the option to add different storage media with different rates and then to store the data on the storage media that satisfy their needs and their cost limits.

The tier management feature of NTP Software Storage Financials provides administrators with several options, including adding a new tier, editing an existing tier, removing a tier, assigning a server to a tier, and finally removing a previously assigned server.

There is a tier added to the application by default. The Default Tier cannot be removed. In addition, all volumes are initially assigned to the Default Tier.

Adding a New Tier

Adding tiers helps administrators categorize their storage media and define certain rates for each tier. In this section, we provide the steps of adding a new tier, including accompanying details.

To add a new tier, perform the following steps:

1. On the left-hand side menu, click **Tiers**.

2. In the **Manage Tiers** dialog box, specify the necessary values, and then click the **Add** button to add the tier to the existing application tiers collection. The new tier is added to a tabular form outlined below.

Editing a Tier

This section enables administrators to modify existing tiers. You can edit the tier name as well as the rate to meet your business needs.

To edit an existing tier, perform the following steps:

1. On the left-hand side menu, click **Tiers**.

2. In the **Manage Tier** dialog box, click the **Edit** link next to the tier name you wish to edit.

3. Make the changes required and then click the **Update** link to save the changes or click **Cancel** to undo the changes.

Tier Name	Rate	Assign Servers	Edit Tier	Remove Tier
Default Tier	US $40.00	Configure	Edit	
Tier A	450.00	Configure	Update Cancel	×

1-2 of 2 Record(s)   1 Page(s) Page Size: 5 ▼ 1 ◄Previous   Next►

Removing a Tier

This section enables administrators to delete certain tiers if these tiers are no longer in use or are currently unnecessary for business needs.

To remove an existing tier, perform the following steps:

1. On the left-hand side menu, click **Tiers**.

2. In the **Manage Tier** dialog box, click ✕ next to the tier you wish to remove.

Manage Tiers

Enables administrators to add different storage media with different rates and to store data on the storage media based on their needs and their cost limit.

> New storage tier has been added successfully.

Manage Tiers

Tier Name:		Default Rate (Per GB):	

Add

Tier Name	Rate	Assign Servers	Edit Tier	Remove Tier
Default Tier	US $40.00	Configure	Edit	
Tier A	US $450.00	Configure	Edit	✕

1-2 of 2 Record(s) 1 Page(s) Page Size: 5 ▾ 1 ◄ Previous Next ►

3. When the confirmation message is displayed, click **OK** to confirm the selected tier deletion.

Message from webpage ✕

? Are you sure you want to delete this Tier?

OK   Cancel
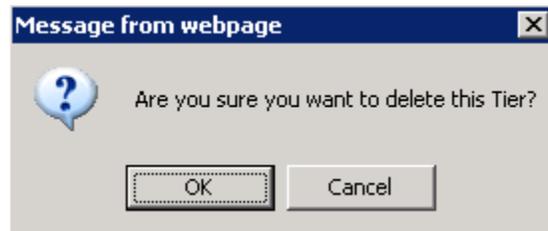
Assigning a Volume to a Tier

This section guides you through the steps of assigning a volume to a tier. You are allowed to assign a volume to only one tier, because each server has a certain normal rate and overdraft rate of the tier with which the server volumes are associated.

To assign a server volume to a tier, perform the following steps:

1. On the left-hand side menu, click **Tiers**.

2. In the **Manage Tiers** dialog box, click the **Configure** link next to the tier to which you wish to add volume(s).

3. From the servers drop-down menu in the **Assign Volume to <Tier Name> Tier** dialog box, select the server and the volume you wish to assign to the specified tier, then click the **Add** button.

NOTE: The selected volume is added to a table specifying the volume's name and the date when this volume was assigned to the selected tier.

Server Name	Volume Name	Assign Date
sChicago	C	04/15/11
sChicago	D	04/15/11
sChicago	E	04/15/11
sChicago	F	04/15/11
sHouston	C	04/15/11

Reassigning a Volume Assigned to a Tier

This section guides administrators through the steps of reassigning volumes. You can easily remove a volume previously assigned to a tier if the assignment is no longer necessary or in order to assign the volumne to another tier. This accommodates the changing needs of the business.

To reassign volume(s) assigned to a certain tier, perform the following steps:

1. On the left-hand side menu, click **Tiers**.

2. In the **Manage Tier** dialog box, click the **Configure** link next to the tier from which you wish to un-assign volume(s). The **Assign Volume to <Tier Name>** tabular form is displayed with the volumes assigned currently to the selected tier.

Manage Tiers

Enables administrators to add different storage media with different rates and to store data on the storage media based on their needs and their cost limit.

💬 New storage tier has been added successfully.

Manage Tiers

Tier Name:		Default Rate (Per GB):	

Add

Tier Name	Rate	Assign Servers	Edit Tier	Remove Tier
Default Tier	US $40.00	Configure	Edit	
Tier A	US $450.00	Configure	Edit	✕

1-2 of 2 Record(s) 1 Page(s) Page Size: 5 ▼ 1 ◀ Previous Next ▶

3. In the **Assign Volume to <Tier Name>** dialog box, select the new server and volume that you need to reassign to the selected tier.

Assign Volume to Tier 1 Tier

Server:	sPhiladelphia ▼	Volume:	D ▼

Add

Server Name	Volume Name	Assign Date
sPhiladelphia	C	03/23/11

4. Click the **Add** button.

Managing Departments

To be able to inherit the exact infrastructure of your enterprise, NTP Software Storage Financials deals with enterprises as a group of entities consisting of departments. Each department contains users that consume storage. The departments management feature provides administrators with several options, including importing departmental information, finding departments, and editing departments' information.

Importing Department Information

This section enables administrators to import all of the departmental information to the application. The departmental information includes the department name and charge code, as well as the user's account name and domain. This reflects the exact enterprise organization within the application.

To import your organization departmental information to the system, perform the following steps:

1. On the left-hand side main menu, click **Departments**. The Departments page is displayed.

2. In the **Import Departments Information** dialog box, click the **Choose File** button and select a file with the extension .CSV (for comma-separated value).

3. Click the **Import** button to import the file.

NOTE: Department information must be formatted correctly in order to be imported. Following is the correct format (do not include spaces between items):

<department name>,<department charge code>,<username>,<domain>

For example: Sales,2739406,lbond,Domain1

IMPORTANT: The NTP Software File Reporter AD DCA can be used to automatically scan your environment/Active Directory to retrieve departmental information. This enables administrators to have departments shown up automatically in the NTP Software Storage Financials system and avoids the need to import department information manually.

Please refer to the documentation on NTP Software File Reporter and NTP Software Data Collection Agent for Active Directory for further information.

Finding a Department

This section helps administrators easily locate departments based on the search criteria specified. This feature is very useful, since huge enterprises often have a large number of associated departments.

To search for departments in the system, perform the following steps:

1. On the left-hand side main menu, click **Departments**. The Departments page is displayed.

2. In the **Edit department information** dialog box, specify the search criteria, and then click the **Search** button. Search results are displayed in a tabular form.

> **NOTE**: Clicking the **Search** button with all the search criteria blank displays all the departments present in your entire environment in a table.
>
> | | Department | Charge Code | Calculation Method |
> |---|---|---|---|
> | Configure | Account Management | Ac2901 | Maximum Use |
> | Configure | Administrative Services | Ad2902 | Maximum Use |
> | Configure | Attorneys | At2903 | Maximum Use |
> | Configure | Business Development | Bu2904 | Maximum Use |
> | Configure | Business Sales | Bu2905 | Maximum Use |
>
> 1-5 of 25 Record(s)   5 Page(s) Page Size: 5 ▼   1 2 3 4 5 ◄Previous   Next►

Editing Department Information

This section enables administrators to edit departmental information easily. In case any of your departmental information is updated, you can simply reflect the updates to the system without having to import all of your departments again.

To edit departments, perform the following steps:

1. On the left-hand side main menu, click **Departments**. The Departments page is displayed.

2. In the **Edit department information** dialog box, search for the department you wish to edit, as explained in the *Finding a Department* section.

3. Click the **Configure** link before the department you wish to edit.

	Department	Charge Code	Calculation Method
Configure	Account Management	Ac2901	Maximum Use
Configure	Administrative Services	Ad2902	Maximum Use
Configure	Attorneys	At2903	Maximum Use
Configure	Business Development	Bu2904	Maximum Use
Configure	Business Sales	Bu2905	Maximum Use

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4. In the **Edit (Account Management) department** information dialog box, you can edit the department's charge code, rate, or calculation method. Click the **Save** button.

Edit (Account Management) department

Modify the required department fields then click the Save Button to save your modifications.

Charge Code: Ac2901

Rate: US $ 40.00   Set default rates

Calculation Method: Maximum Use ▼

Save

Managing Roll Ups

The use of roll ups enables administrators to build a hierarchal structure of billing for the organization departments. This feature provides administrators with several options, including adding a new roll up, deleting an existing roll up, and assigning a department to a roll up.
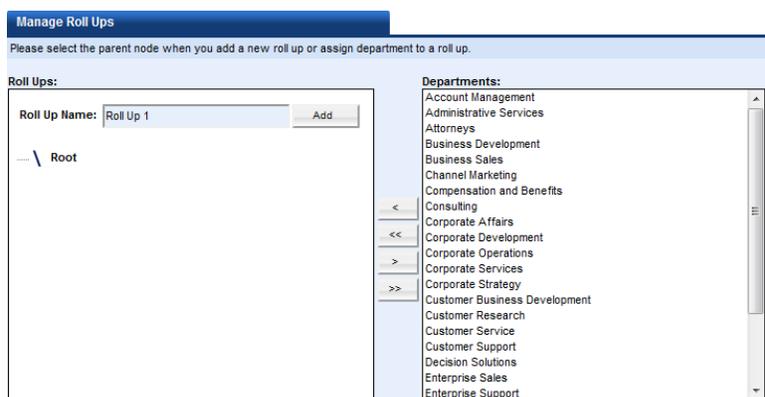
Adding a New Roll Up

To add a new roll up to the system, perform the following steps:
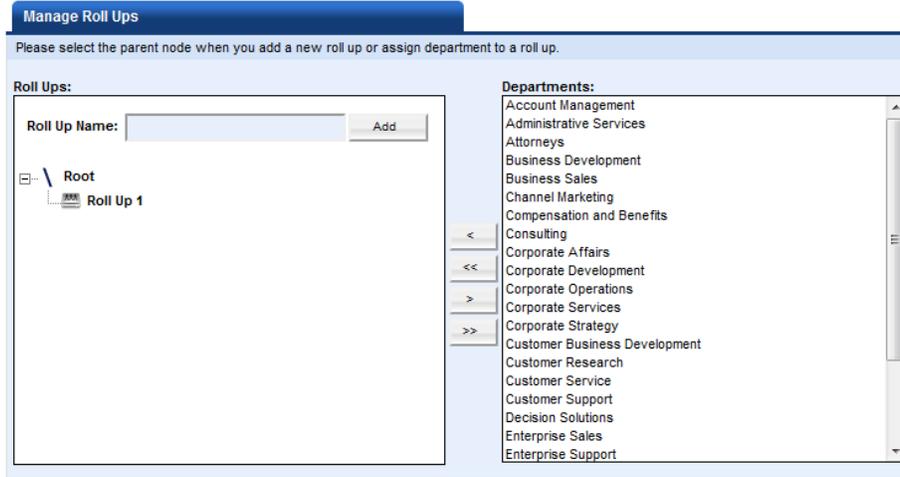
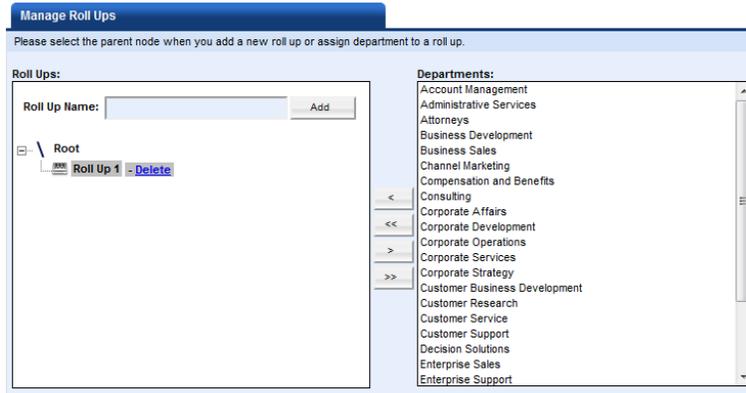1. On the left-hand side main menu, click **Roll Ups**.
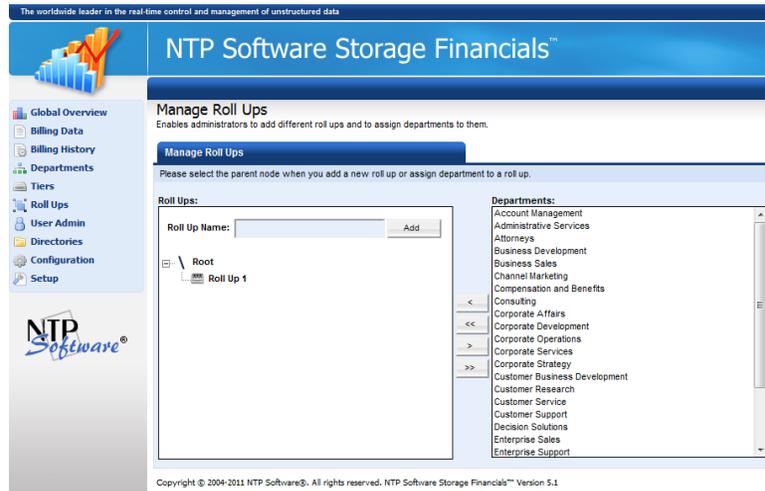
2. In the **Manage Roll Ups** dialog box, enter the roll up name and then click the **Add** button.

3. The newly added roll up appears under the **Root** list.

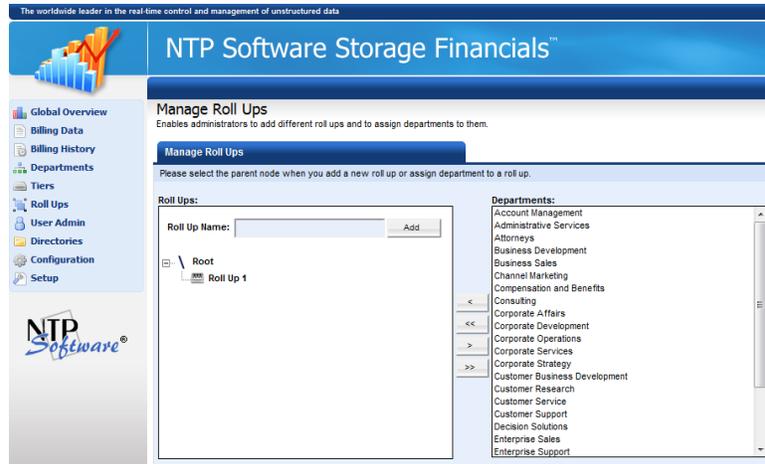NOTE: To delete a roll up, click the roll up name you want to remove and then click the **Delete** link next to it.

Assigning a Department to a Roll Up

To assign one department or more to a roll up, perform the following steps:

1. On the left-hand side main menu, click **Roll Ups**.

2. In the **Manage Roll Ups** dialog box, click the roll up to which you want to assign a department or multiple departments.
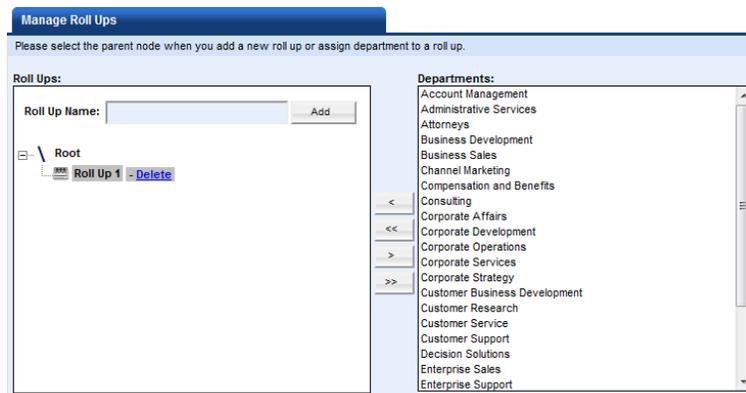
3. From the Departments list, select a department or departments that you want to assign to a selected roll up.

4. Click [<] to have the selected department(s) moved under the selected roll up.
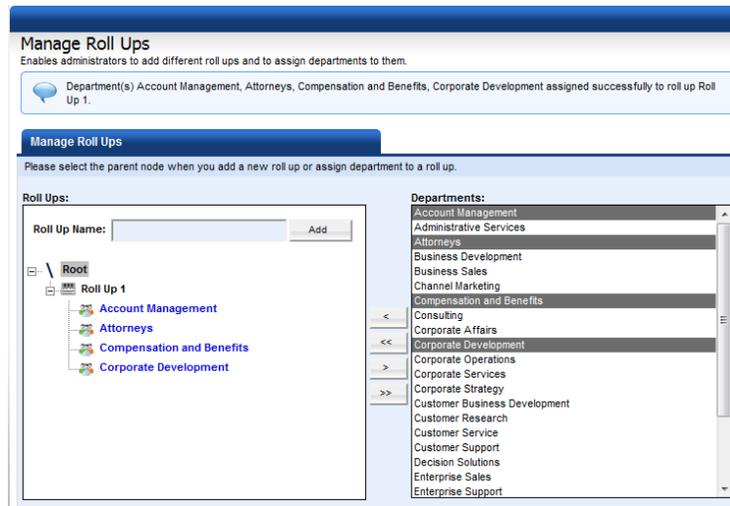
NOTES:

To have all the departments moved to the selected roll up, click [<<]

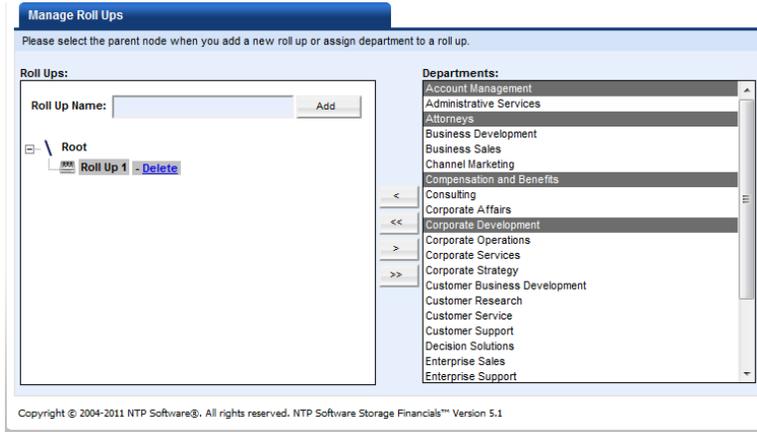To remove one department or more from the roll up, select the department(s) and then click [>]
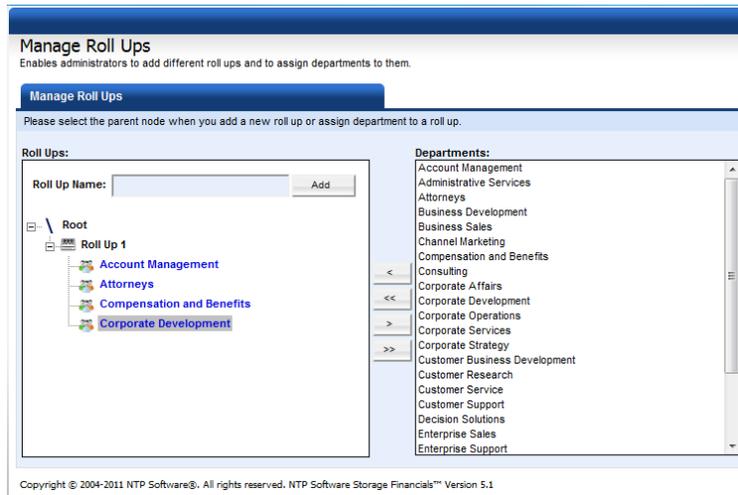
To have all the departments removed from the selected roll up, click [>>]

Managing Users

This feature provides administrators with several options including finding users, assigning users to departments, and switching users between departments.

Finding a User

This section enables administrators to find users easily. As large enterprises comprise large numbers of users, this feature enables administrators to locate users based on the search criteria they specify.

To find a certain user, perform the following steps:

1. On the left-hand side main menu, click **User Admin**. The User Admin page is displayed.
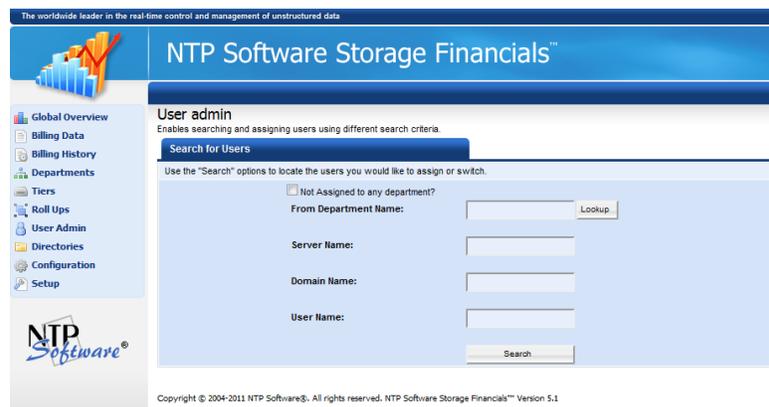
2. In the **Search for Users** dialog box, add the required information.

> **NOTES**:
>
> To locate all the users that are not assigned to departments select the **Not assigned to any department** checkbox.
>
> If you click the **Search** button with all the boxes blank, this displays all the users within your environment.

3. Click the **Search** button to search for the user(s) based on the specified criteria. Results are then displayed.

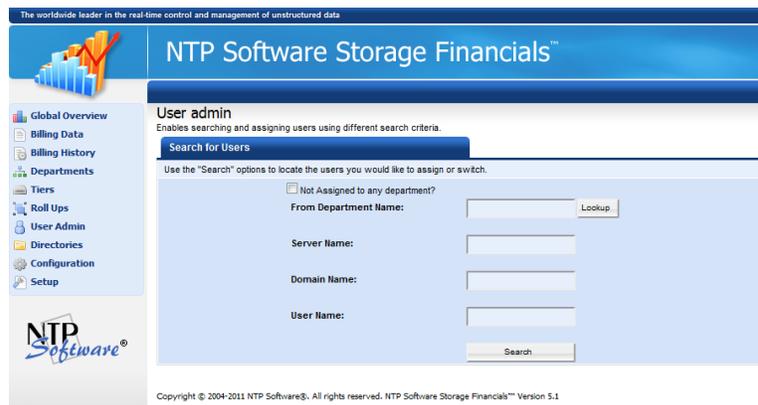| Select	Server name	Domain name	User name	Department name
☐	sChicago	NorthAmerica	Acacia	Financial Analysis
☐	cOttawa	NorthAmerica	Achilles	Corporate Operations
☐	sChicago	NorthAmerica	Adalia	Enterprise Support
☐	sPhiladelphia	NorthAmerica	Adele	Customer Business Development
☐	cBoston	NorthAmerica	Adelie	Consulting
☐	cWashington	NorthAmerica	Adeline	Financial Analysis
☐	sHouston	NorthAmerica	Adelphos	Corporate Operations
☐	cOttawa	NorthAmerica	Ademia	Customer Research
☐	cBoston	NorthAmerica	Adler	Channel Marketing
☐	cWashington	NorthAmerica	Adonica	Customer Support

☐ Select All   1-10 of 1744 Record(s)   175 Page(s)   Page Size: 10 ▾   1 2 3 4 5 6 7 8 9 ◀ Previous   Next ▶

Assigning Users to a Department

This section enables administrators to assign users to departments. If you are using NTP Software File Reporter®, you may face the situation in which certain users are present in the NTP Software File Reporter application but are not assigned to departments. Using this feature, you can easily assign those users to departments.

To assign user(s) to a specific department, perform the following steps:

1. On the left-hand side menu, click **User Admin**. The User Admin page is displayed.

2. In the **Search for Users** dialog box, select the **Not Assigned to any department?** checkbox and then click the **Search** button.

3. In the **Assign Users** dialog box specify the department to which you are moving users in the **To department name** box.

4. Select the users you wish to assign using the **Select** checkbox.
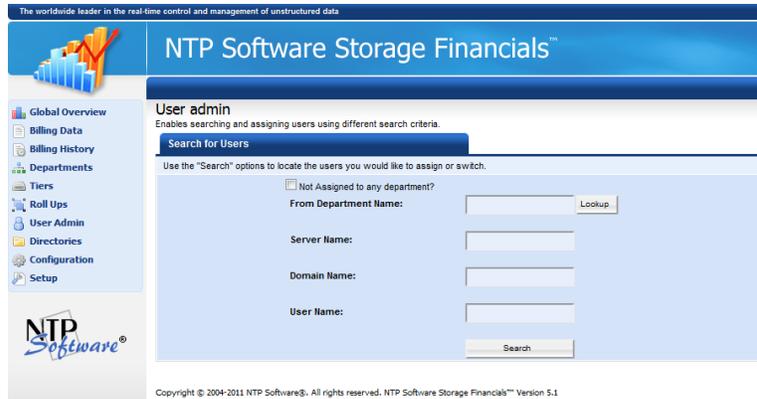

   NOTE: To select all the displayed users select the **Select All** checkbox.

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5. Click the **Move selected users** button to assign the selected users to the specified department.

Reassigning Users to a Department

Administrators often face the situation in which users change or switch departments. NTP Software Storage Financials enables you to reassign users to departments easily.

A. **To reassign/switch certain user(s) to an already existing department, perform the following steps:**

1. On the left-hand side menu, click **User Admin**. The User Admin page is displayed.

2. Use the **Search for Users** dialog box to find the needed users.

3. In the **Assign Users** dialog box, specify the department name you wish to assign users to in the **To department name** box.

4. Select the users you wish to re-assign using the **Select** checkbox.

5. Click the **Move selected users** button to re-assign the selected users to the specified department.

> **NOTE**: To select all the displayed users check the **Select All** checkbox.

6. A confirmation message is displayed specifying the number of users that have been successfully moved to the specified department.
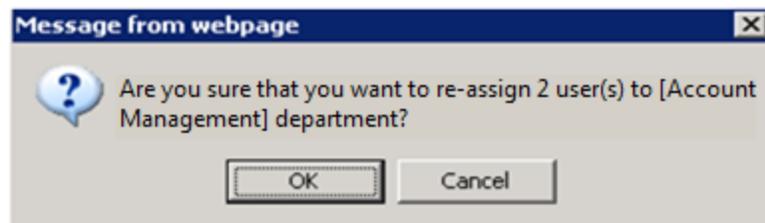
B. **To reassign/switch certain user(s) to a new department, perform the following steps:**

1. On the left-hand side menu, click **User Admin**. The User Admin page is displayed.
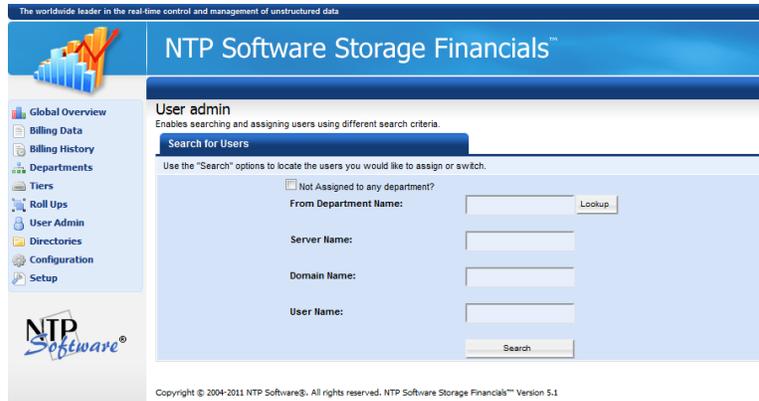
2. In the **Search for Users** dialog box, clear the **Not Assigned to any department?** check box and then click the **Search** button. A list of all users assigned to departments appears.
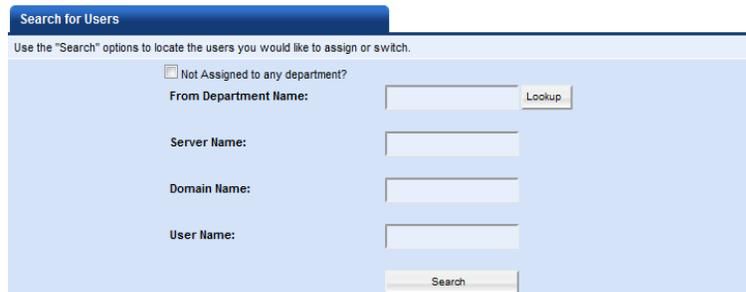
3. In the **Assign Users** dialog box, click the checkbox before the user(s) you want to move from their departments to a new one.

4. Enter the name of the new department to which you wish to move/reassign users in the **To department name** box and then click **Move selected users**.

5. When you are prompted to reassign the selected user(s) to the specified new department, click **OK**.

6. When you are prompted to create the specified department as a new department, click **OK**.

7. In the **Create new department** dialog box, enter a charge code for the new department and then click **Create Department**.

> **NOTE**: A message informing you that the new department has been created successfully pops up above the **Create new department** dialog box.

8. On the **Assign Users** dialog box, click **Move Selected Users** and then click **OK** to confirm that you want to reassign the selected user(s) to the new department.

> **NOTE**: A confirmation message is displayed specifying the number of users that were successfully moved to the specified department.

Managing Directories

Directories are folders used for grouping users' files. You can assign a directory/directories to a certain department that will be charged for storage used in all assigned directories.

Use the managing directories feature of NTP Software Storage Financials to configure the directories assigned to individual departments. This includes assigning new directories, editing existing directories, and removing undesired directories.

> **NOTE:** If a directory is assigned to two departments, it gets automatically assigned to the new department and unassigned from the old one.

Assigning a New Directory

In today's business environment, some departments need to have assigned folder(s) to store data realated to departments. NTP Software Storage Financials enables administrators to assign directories to departments.

> **NOTE**: Each department is charged for all of its assigned directories regardless of the users consuming the directories' storage.

To assign a new directory to a department, perform the following steps:

1. On the left-hand side menu, click **Directories**. The Directories page is displayed.

2. In the **Departments and Directories** dialog box, specify the desired search criteria or leave all the boxes blank if you want to return information about all directories. Click **Search**.

3. In the search results, click the **Configure Directories** link next to the desired department.

4. Select the server and volume and enter the directory path you want to assign to the selected department. Click the **Add** button.

Removing a Directory

This section enables administrators to un-assign directory/directories from a certain department. This flexibly allows administrators to remove un-used folders to cope with the business needs.

To remove an existing directory, perform the following steps:

1. On the left-hand side menu, click **Directories**. The Directories page is displayed.

2. In the **Departments and Directories** dialog box, search for the department where the directory you wish to remove exists.

3. Click the **Configure Directories** link next to the department name.

Department	Charge Code	Calculation Method	
Account Management	Ac2901	Maximum Use	Configure Directories
Administrative Services	Ad2902	Maximum Use	Configure Directories
Attorneys	At2903	Maximum Use	Configure Directories
Business Development	Bu2904	Maximum Use	Configure Directories
Business Sales	Bu2905	Maximum Use	Configure Directories

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4. In the **Assigned Directories** table, click ✕ before the directory you wish to remove from the application.

Assigned directories:

Remove	Server Name	Directory Name	Creation Date
✕	sChicago	C\	05/27/09

5. When the confirmation message is displayed, click **OK** to confirm deletion.

Message from webpage ✕

? Are you sure you want to remove this directory assignment?

OK   Cancel
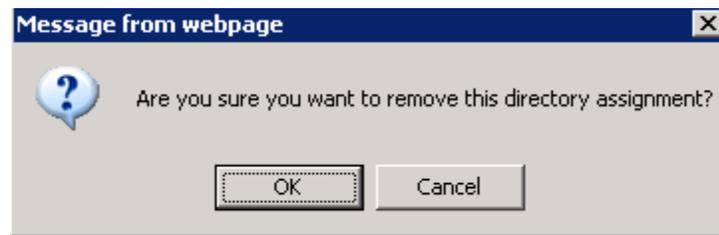
NOTE: A confirmation message is displayed specifying the number of deleted directories.

💬 1 record(s) deleted successully.

Managing Bills

After system configuration, setup, and management, it is time to start generating and retrieving bills.

Generating a Bill

Generating a bill is the main benefit of NTP Software Storage Financials. In this section, we describe how to specify the billing period and the type(s) of report(s) you wish to generate. All of NTP Software Storage Financials reports are customizable with respect to your business needs. NTP Software Storage Financials generates the bills for the specified billing period based on the users' storage consumption.

To generate a bill, perform the following steps:

1. On the left-hand side menu, click **Billing Data**. The Billing Data page is displayed.
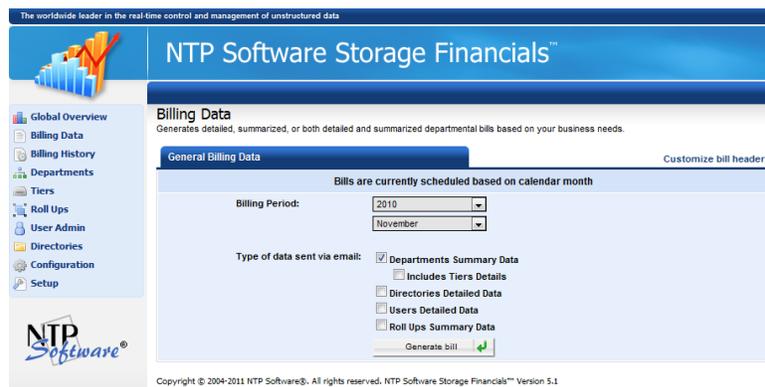
> **NOTE:** Use the Customize bill headers option to choose the headers that are to be displayed on the bill.

2. In the **General Billing Data** dialog box, specify the period for which the bill should be generated, using the drop-down lists to select the desired year and month.

3. Select the types of data needed to be included in the bill and then click the **Generate bill** button.

4. A report of the generated bills is displayed.

NOTE: If a bill has already been generated for a certain month, the drop-down list displays the month name and the text "*Billing Completed.*" This feature allows administrators to re-send the bill.

5. In the **Generate and confirm new bills** dialog box, enter the criteria by which you want to find the bills you want to send.

NOTE: The user must click the **Confirm and Send Bills** button on the above screen to generate and send the bills initially.

6. In the search results, click the **Send** button next to the bill you want to send to the predefined recipients.

Department Name	Billing Period	Charges	Charge Code	Storage Used(GB)	Status	Send Bill
Account Management	11/01/10(November) : 11/30/10(November)	US $0.00	Ac2901	0.00	✓	Send
Administrative Services	11/01/10(November) : 11/30/10(November)	US $8,381.96	Ad2902	209.55	✓	Send
Attorneys	11/01/10(November) : 11/30/10(November)	US $0.00	At2903	0.00	✓	Send
Business Development	11/01/10(November) : 11/30/10(November)	US $0.00	Bu2904	0.00	✓	Send
Business Sales	11/01/10(November) : 11/30/10(November)	US $0.00	Bu2905	0.00	✓	Send
Channel Marketing	11/01/10(November) : 11/30/10(November)	US $5.91	Ch2906	0.15	✓	Send
Compensation and Benefits	11/01/10(November) : 11/30/10(November)	US $0.00	Co2907	0.00	✓	Send
Consulting	11/01/10(November) : 11/30/10(November)	US $0.00	Co2908	0.00	✓	Send
Corporate Development	11/01/10(November) : 11/30/10(November)	US $0.00	Co2909	0.00	✓	Send
Corporate Operations	11/01/10(November) : 11/30/10(November)	US $0.00	Co2910	0.00	✓	Send

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Billing Data

NTP Software Storage Financials enables administrators to quickly grasp useful information through graphical charts.

Viewing Historical Billing Overview

To view a graphical representation of the historical bills, perform the following steps:

1. On the left-hand side main menu, click **Global Overview**, The **Overview Dashboard** page is displayed.
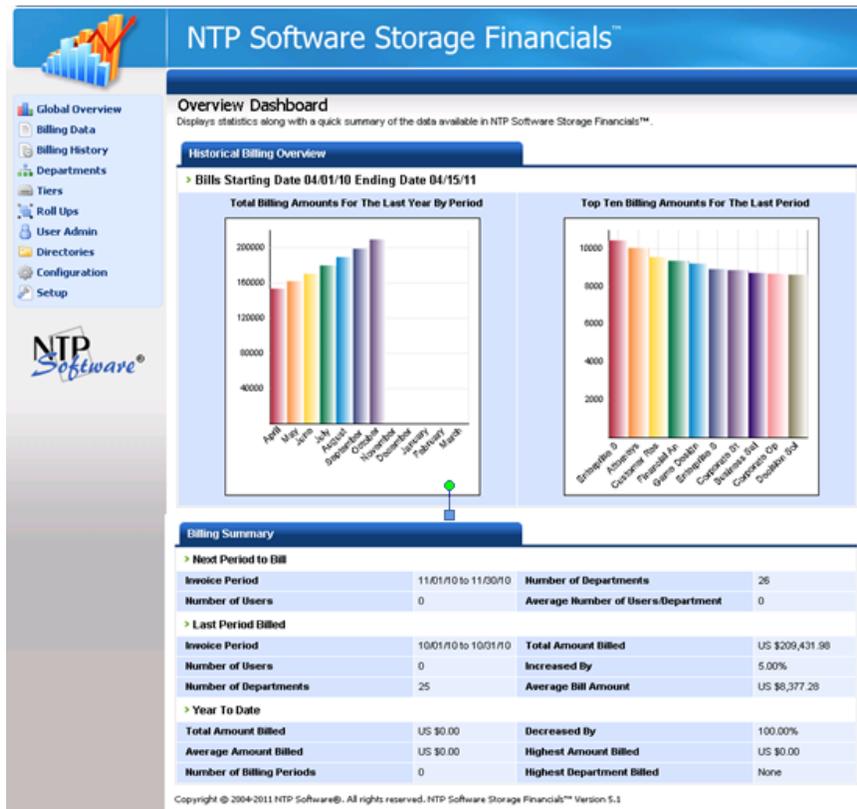
2. The **Historical Billing Overview** shows two graphs. The first represents the total billing amounts by period for the preceding year. The second graph displays the top 10 billing amounts for the previous period.
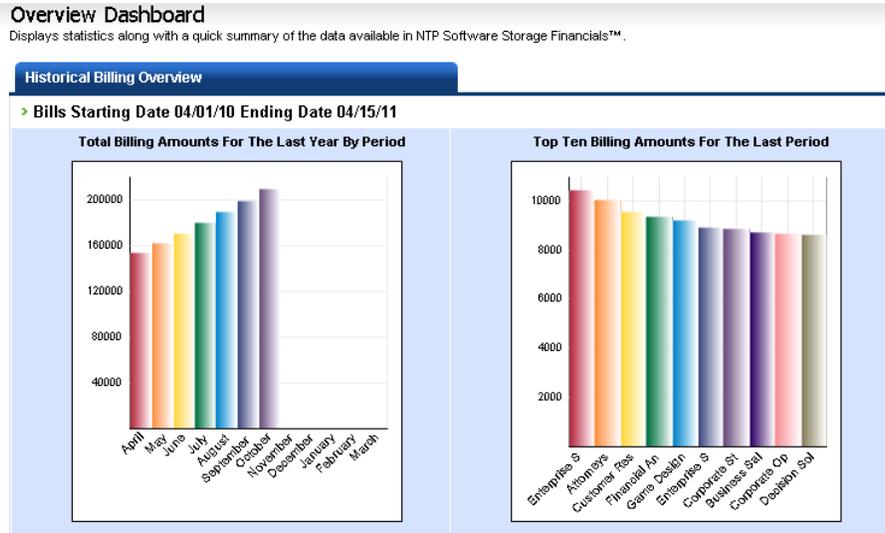
Viewing Billing Summary

NTP Software Storage Financials displays summarized data that helps administrators grasp important facts about the storage consumption of their entire environment.

To view a summary of statistics supporting the historical graphs, perform the following steps:

1. On the left-hand side main menu, click **Global Overview**. The **Overview Dashboard** page is displayed.

2. In the **Billing Summary** section, read the billing summary details highlighting important information at a glance.

Billing Summary			
> Next Period to Bill			
Invoice Period	11/01/10 to 11/30/10	Number of Departments	26
Number of Users	0	Average Number of Users/Department	0
> Last Period Billed			
Invoice Period	10/01/10 to 10/31/10	Total Amount Billed	US $209,431.98
Number of Users	0	Increased By	5.00%
Number of Departments	25	Average Bill Amount	US $8,377.28
> Year To Date			
Total Amount Billed	US $0.00	Decreased By	100.00%
Average Amount Billed	US $0.00	Highest Amount Billed	US $0.00
Number of Billing Periods	0	Highest Department Billed	None

NOTE: The follow is the billing summary description:

Next Period to Bill. Includes the duration period of the invoice and the total number of departments in the current environment, along with their total number of users and the average number of users per department.

Last Period Billed. Includes the duration period of the last invoice, the total amount paid in currency, and the rate of increase in the bill. Also included are the average bill amount, the total number of users, and the number of departments on which you are reporting.

Year to Date. This section displays the amount paid for the period starting from January of the current year to the current date, calculated from the previous consumption rate. Information includes the total and average bill amounts, the number of bills paid, the change in percentage between the total amount billed in the current year to date and the previous year to date, the amount of the highest bill, and the name of the department with the highest bill paid.

Viewing Previously Generated Bills

This feature enables administrators retrieve previously generated bills.

To view previously generated bills, perform the following steps:

1. On the left-hand side main menu, click **Billing History**. The **Billing History** page is displayed.
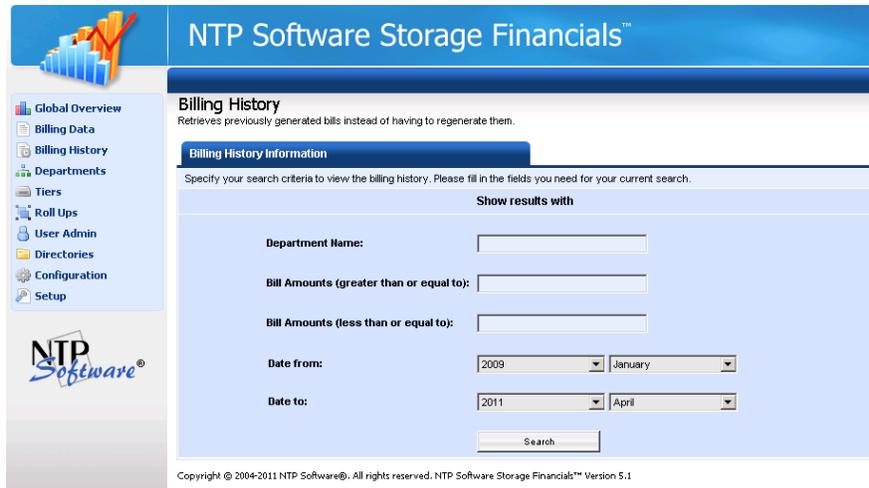
2. In the **Billing History Information** dialog box, specify the search criteria, including the department name and/or the range of the billed amounts. You can also specify the date in month and year format by selecting the required date from the displayed list.

3. The search results are displayed in a table, including the department name, billing period, and storage specifics used to calculate the bill. The table can be sorted by department name, billing period, billing amount, or status.

Department Name	Billing Period	Charges	Charge Code	Storage Used(GB)	Status	Send Bill
Account Management	11/01/10(November) : 11/30/10(November)	US $0.00	Ac2901	0.00	✔	Send
Administrative Services	11/01/10(November) : 11/30/10(November)	US $8,381.96	Ad2902	209.55	✔	Send
Attorneys	11/01/10(November) : 11/30/10(November)	US $0.00	At2903	0.00	✔	Send
Business Development	11/01/10(November) : 11/30/10(November)	US $0.00	Bu2904	0.00	✔	Send
Business Sales	11/01/10(November) : 11/30/10(November)	US $0.00	Bu2905	0.00	✔	Send
Channel Marketing	11/01/10(November) : 11/30/10(November)	US $5.91	Ch2906	0.15	✔	Send
Compensation and Benefits	11/01/10(November) : 11/30/10(November)	US $0.00	Co2907	0.00	✔	Send
Consulting	11/01/10(November) : 11/30/10(November)	US $0.00	Co2908	0.00	✔	Send
Corporate Development	11/01/10(November) : 11/30/10(November)	US $0.00	Co2909	0.00	✔	Send
Corporate Operations	11/01/10(November) : 11/30/10(November)	US $0.00	Co2910	0.00	✔	Send

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NOTES:

Symbols in the status column indicate the condition of the generated bill as follows:

Status Symbol	Indication
✔	Indicates that the bill was generated with no errors.
⚠	Indicates that the bill had issues such as an empty department.
✖	Indicates that the bill had errors such as a corrupt directory assigned to a department.

4. Click the **Send** button next to a bill to have such a bill sent to the specified recipients.

NOTES:

To view detailed information about department consumption, click the department name link. Three views are available on the departmental consumption with respect to:

1. Departmental Tiers Bill

2. Departmental Users Bill

3. Departmental Directories Bill

Department Bills

Displays details concerning the users storage consumption for the chosen department and details about department's assigned directories storage consumption and charged cost.

💬 Departmental Users Bill: No results found.

| Departmental Tiers Bill | Departmental Users Bill | Departmental Directories Bill |

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Assigned directories details:

Start Date	End Date	Department	Charge Code	Server name	Directory name	Storage Used(GB)	Charges(US $)
11/01/10	11/30/10	Administrative Services	Ad2902	sChicago	D:\	209.55	US $8,381.96

1-1 of 1 Record(s)   1 Page(s) Page Size: 10 ▾ 1 ◄Previous Next►

Assigned Directories Total Storage: 209.55GB

Assigned Directories Total Charges: US $8,381.96

To return to the search results, click the **Back** button.

About NTP Software

NTP Software puts users in charge of their file data and is the only company providing file data management solutions that deliver all of the enterprise-class features needed to understand, manage, monitor, and secure file data completely. NTP Software is a global leader and has been chosen by the majority of Fortune 1000 companies and thousands of customers in private and public sectors for providing leadership through superior solutions, professional services, experience, and trusted advice. NTP Software delivers a single solution across the entire data storage environment, from individual files and users to an entire global enterprise across thousands of systems and sites. NTP Software reduces the cost and complexity associated with the exponential growth of file data and is located on the web at www.ntpsoftware.com.

NTP Software Professional Services

NTP Software's Professional Services offers consulting, training, and design services to help customers with their storage management challenges. We have helped hundreds of customers to implement cost-effective solutions for managing their storage environments. Our services range from a simple assessment to in-depth financial analyses.

For further assistance in creating the most cost-effective Storage Management Infrastructure, please contact your NTP Software Representative at 800-226-2755 or 603-622-4400.

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