

AT&T Control Center Invoice Example 2 Job Aid

Used to handle customized settlement solutions.

February 5, 2021



Monthly Invoice

Attention - AT&T Mobility Special Payments
Alpharetta Remittance Center, P.O. Box 16909
Atlanta GA 30321
Invoice Reference #: [REDACTED]
Billing Period: 06/19/2020 - 07/18/2020
Invoice Date : 07/28/2020

Previous Balance	Payments Received	Adjustments to Balance	Past Due Balance	Current Charges	Due Upon Receipt
\$4,422,255.28	\$0.00	\$0.00	\$4,422,255.28	\$723,194.93	\$5,145,450.21

Payments	Payment Post Date	Amount
Total Payments		\$0.00

Adjustments to Balance	Adjustment Post Date	Amount
Adjustments		
Total Adjustments		\$0.00

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Subscription Charge						
6MO_TRIAL	No	0	Packages	\$10.0000	\$0.0000	

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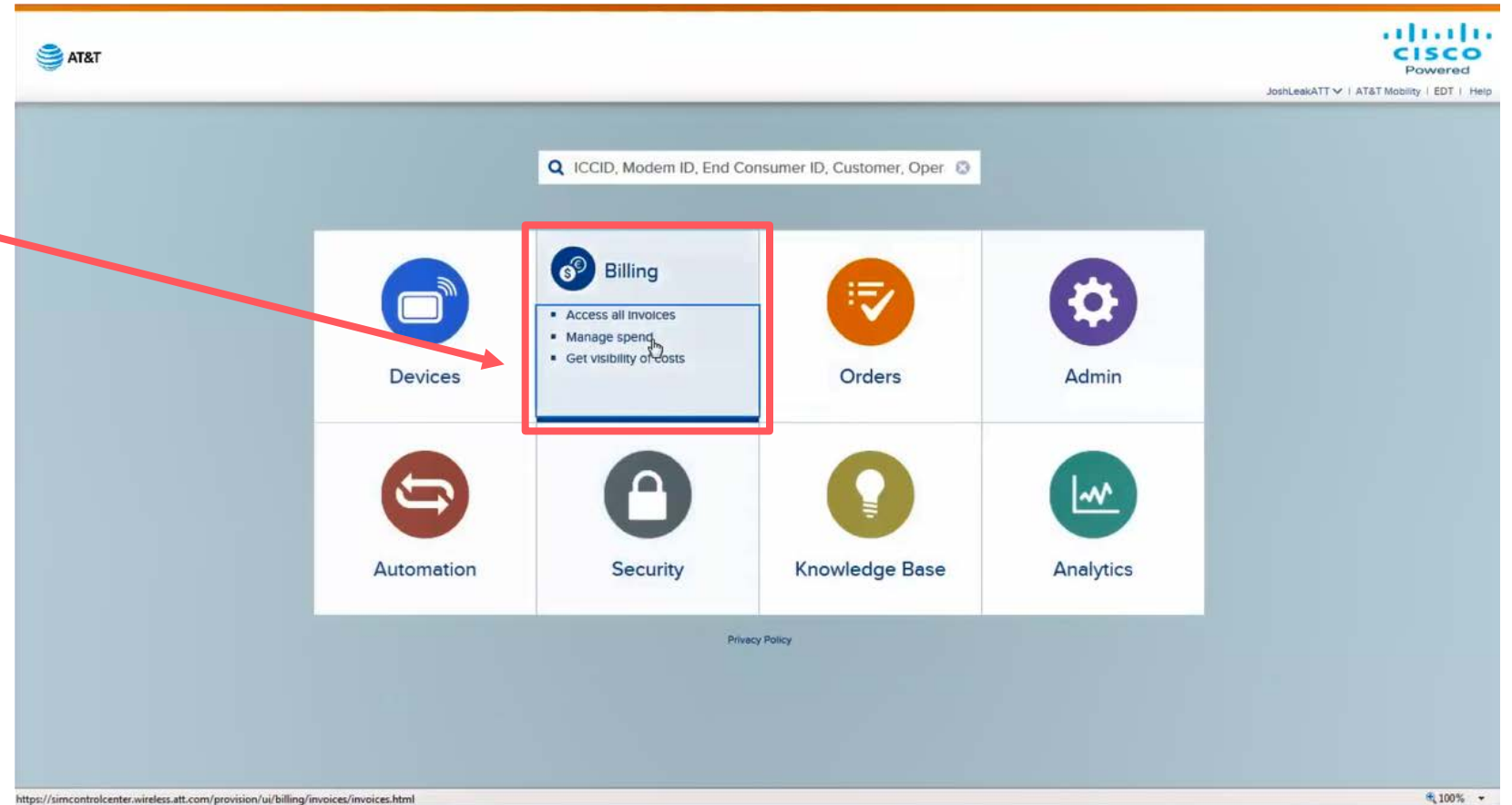
- [Retrieving an Invoice from the AT&T Control Center](#) Slide 3
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NOTE: All numbers and costs shown in this job aid are for demonstration purposes only and do not reflect actual pricing, customer invoices, or reports.

Retrieving an Invoice from the AT&T Control Center

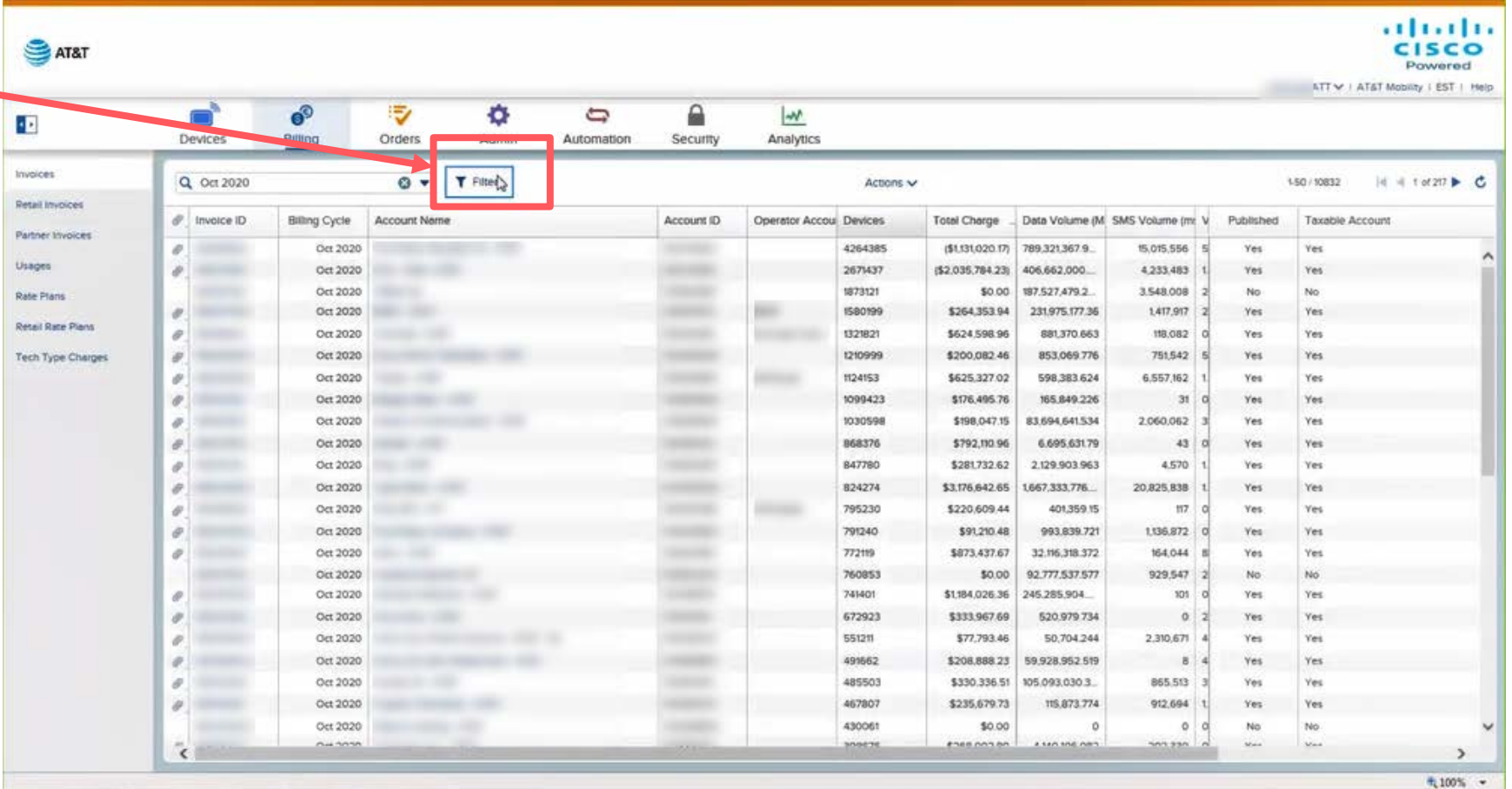
Retrieve an Invoice

1. Access AT&T Control Center.
2. Select the Billing tab.



Retrieve an Invoice cont.

3. Select Filter.



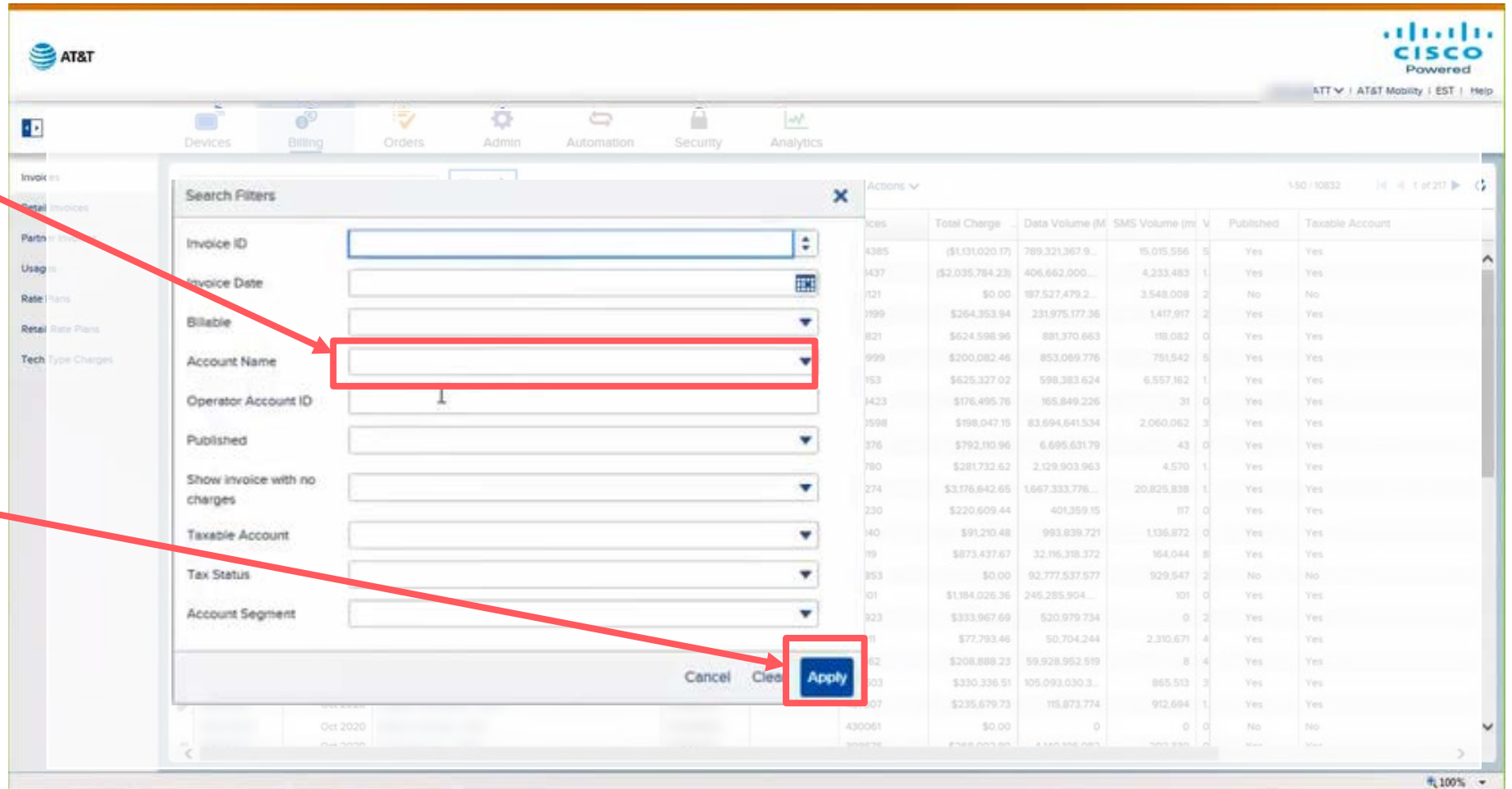
The screenshot shows the AT&T Control Center interface. At the top, there are navigation tabs for Devices, Billing, Orders, Admin, Automation, Security, and Analytics. The Admin tab is selected. Below the navigation, there is a search bar with 'Oct 2020' entered and a 'Filter' icon highlighted with a red box. A red arrow points from the text '3. Select Filter.' to this icon. The main content area displays a table of invoices for October 2020. The table has columns for Invoice ID, Billing Cycle, Account Name, Account ID, Operator Account, Devices, Total Charge, Data Volume (M), SMS Volume (M), Published, and Taxable Account. The table contains 21 rows of data.

Invoice ID	Billing Cycle	Account Name	Account ID	Operator Account	Devices	Total Charge	Data Volume (M)	SMS Volume (M)	Published	Taxable Account	
	Oct 2020				4264385	(\$1,131,020.17)	789,321,367.9...	15,015,556	5	Yes	Yes
	Oct 2020				2671437	(\$2,035,784.23)	406,662,000...	4,233,483	1	Yes	Yes
	Oct 2020				1873121	\$0.00	187,527,479.2...	3,548,008	2	No	No
	Oct 2020				1580199	\$264,353.94	231,975,177.36	1,417,917	2	Yes	Yes
	Oct 2020				1321821	\$624,598.96	881,370,663	118,082	0	Yes	Yes
	Oct 2020				1210999	\$200,082.46	853,069,776	751,542	5	Yes	Yes
	Oct 2020				1124153	\$625,327.02	598,383,624	6,557,162	1	Yes	Yes
	Oct 2020				1099423	\$176,495.76	185,849,226	31	0	Yes	Yes
	Oct 2020				1030598	\$198,047.15	83,694,641,534	2,060,062	3	Yes	Yes
	Oct 2020				868376	\$792,110.96	6,695,631.79	43	0	Yes	Yes
	Oct 2020				847780	\$281,732.62	2,129,903,963	4,570	1	Yes	Yes
	Oct 2020				824274	\$3,176,642.65	1,667,333,776...	20,825,838	1	Yes	Yes
	Oct 2020				795230	\$220,609.44	401,359,15	117	0	Yes	Yes
	Oct 2020				791240	\$91,210.48	993,839,721	1,136,872	0	Yes	Yes
	Oct 2020				772119	\$873,437.67	32,116,318,372	164,044	8	Yes	Yes
	Oct 2020				760853	\$0.00	92,777,537,577	929,547	2	No	No
	Oct 2020				741401	\$1,184,026.36	245,285,904...	101	0	Yes	Yes
	Oct 2020				672923	\$333,967.69	520,979,734	0	2	Yes	Yes
	Oct 2020				551211	\$77,793.46	50,704,244	2,310,671	4	Yes	Yes
	Oct 2020				491662	\$208,888.23	59,928,952,519	8	4	Yes	Yes
	Oct 2020				485503	\$330,336.51	105,093,030.3...	865,513	3	Yes	Yes
	Oct 2020				467807	\$235,679.73	115,873,774	912,694	1	Yes	Yes
	Oct 2020				430061	\$0.00	0	0	0	No	No
	Oct 2020				308178	\$268,003.80	1,110,104,083	303,330	0	Yes	Yes

Retrieve an Invoice cont.

4. Enter and choose the Account Name. Once you type the first few letters of the account, you may see previous entries by selecting the drop-down menu.

5. Select Apply.



Retrieve an Invoice cont.

The Screen will provide a summary of information, such as:

- Link to the invoice (paperclip icon)
 - Link to the Invoice ID detail
 - Billing Cycle
 - Account Name & ID
 - Devices
 - Charges
 - Volume/Usage
6. Open an invoice by selecting the paperclip icon.

The screenshot shows the AT&T Control Center Billing interface. The top navigation bar includes 'Devices', 'Billing', 'Orders', 'Admin', 'Automation', 'Security', and 'Analytics'. The left sidebar lists 'Retail Invoices', 'Partner Invoices', 'Usages', 'Rate Plans', 'Retail Rate Plans', and 'Tech Type Charges'. The main content area displays a table of invoices for 'Oct 2020'. The table has columns for Invoice ID, Billing Cycle, Account Name, Account ID, Operator Account, Devices, Total Charge, Data Volume (M), SMS Volume (m), Published, and Taxable Account. A red box highlights the table, and a red arrow points from the text 'Open an invoice by selecting the paperclip icon.' to the paperclip icon in the first row of the table.

Invoice ID	Billing Cycle	Account Name	Account ID	Operator Account	Devices	Total Charge	Data Volume (M)	SMS Volume (m)	Published	Taxable Account	
	Oct 2020				8544	\$12,157.65	36,230.899	1	0	Yes	Yes

AT&T Control Center (ACC) Invoice Example 2

AT&T Control Center (ACC) Invoice Example 2 Review

The top section of the ACC Invoice Example 2 provides the following:

1. Customer information: Company name, address, etc.
2. Purchase Order: Per customer request, this customer has provided a purchase order number that funds are debited from, instead of paying by check or electronic funds transfer.
3. Remittance information and invoice information:
 - Invoice Reference Number
 - Billing Period
 - Invoice Date

The screenshot shows an AT&T Monthly Invoice. Callout 1 points to a red-bordered box containing blurred customer information. Callout 2 points to a red-bordered box containing a blurred purchase order number. Callout 3 points to a red-bordered box containing remittance information: Attention - AT&T Mobility Special Payments, Alpharetta Remittance Center, P.O. Box 16909, Atlanta GA 30321, Invoice Reference #: [blurred], Billing Period: 06/19/2020 - 07/18/2020, Invoice Date: 07/28/2020.

Previous Balance	Payments Received	Adjustments to Balance	Past Due Balance	Current Charges	Due Upon Receipt
\$4,422,255.28	\$0.00	\$0.00	\$4,422,255.28	\$723,194.93	\$5,145,450.21

Payments	Payment Post Date	Amount
Total Payments		\$0.00


Adjustments to Balance	Adjustment Post Date	Amount
Adjustments		
Total Adjustments		\$0.00

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Subscription Charge						
6MO_TRIAL	No	0	Packages	\$10.0000	\$0.0000	

AT&T Control Center (ACC) Invoice Example 2 Review cont.

The top section also provides the following:

1. Previous Balance.
2. Payment received (no payments received in this example).
3. Adjustments to Balance, if any (no adjustments in this example).
4. Past Due Balance (is the same as Previous Balance when no payments are received and no adjustments are applied).
5. Current Charges.
6. Due Upon Receipt - This is the Past Due Balance and Current Charges added together.



Monthly Invoice

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Total Adjustments		\$0.00

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Subscription Charge						
6MO_TRIAL	No	0	Packages	\$10.0000	\$0.0000	

Note: Payments and Adjustment descriptions would if applicable.

AT&T Control Center (ACC) Invoice Example 2 Review Sections

Scroll down to continue reviewing the invoice.

The ACC Invoice Example 2 is broken out into three sections:

1. In this example, trials, one-time charges, monthly recurring charges, or other types of charges related to the device.
2. Settlements (Retail Revenue Share, Partner Funded Packages).
3. Usage

This Job Aid provides a review each of these sections individually.

Payments	Payment Post Date	Amount
Total Payments		\$0.00

Adjustments to Balance	Adjustment Post Date	Amount
Adjustments		
Total Adjustments		\$0.00

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Subscription Charge						
6MO_TRIAL	No	0	Packages	\$10.0000	\$0.0000	
6MO_TRIAL	No	0	Packages	\$20.0000	\$0.0000	
6MO_TRIAL-AAUTRS	No	5,986	Packages	\$10.0000	\$59,860.0000	
6MO_TRIAL-AEPTRS	No	19	Packages	\$10.0000	\$190.0000	
6MO TRIAL FEE	No	0	Packages	\$15.6000	\$0.0000	
6MO TRIAL FEE-AUTRS	No	151	Packages	\$15.6000	\$2,355.6000	
Gen 2 10 Yr LTE SSD	No	7,546	Packages	\$7.0000	\$52,822.0000	
Gen 2 10 Yr SSD	No	101	Packages	\$9.0000	\$909.0000	
Gen 2 300MB Info DMO	No	188,941	Packages	\$0.0000	\$0.0000	
GEN 2 InfoTrial 3GB Pooled	No	45,924	Packages	\$0.0000	\$0.0000	
GEN 2 InfoTrial Fleet 6GB Pooled	No	380	Packages	\$0.0000	\$0.0000	

AT&T Control Center (ACC) Invoice Example 2 Review

One-time Fees, Monthly Recurring Charges - Column Information/Descriptions

The information provided in the columns includes:

1. Description: Provides the wholesale rate plan/retail rate plan AT&T is charging for.
2. Credit: Indicates whether there is a credit. Typically, the indication will be No because these are debits.
3. Counts: Indicates the number of devices. This is used to calculate the complete charge.
4. Units: Packages is indicated, which is the measurement.
5. Rate: This is the rate for each count in column 3.
6. Charge: Counts x Rate = Charge.
7. Subtotal: The subtotal of these charges is provided at the bottom of the section.

1	2	3	4	5	6	7
Description	Credit	Counts	Units	Rate	Charge	Subtotal
End User Prepaid Plan	No	0	Packages	\$15.6000	\$0.0000	
Executive Trial Prepaid Plan	No	0	Packages	\$15.6000	\$0.0000	
Test Plan Fixed Pooled	No	48	Packages	\$0.0000	\$0.0000	
						\$358,073.60
Retail Revenue Share	Yes	32,664	Packages		(\$77,753.1560)	(\$77,753.16)
Good Will Adjustments	No	241			\$0.0000	\$0.00
Partner Funded Packages	No	36			\$2,289.5000	\$2,289.50
Usage						
ATT DefRP						
Data PPU	No	80.5062	Megabytes		\$0.0000	
						\$0.00

AT&T Control Center (ACC) Invoice Example 2 Review Settlements

Retail Revenue Share

Headers across the top are the same as the previous section.

1. Key difference in this section - There could be a Yes indicator in the Credit column, as in this example. This means a credit is being applied to the invoice.
2. The Rate column is blank because these amounts vary. JPO Reports can be used to validate the numbers.
3. There were 32,664 devices that triggered either a debit or credit. In this example, the net resulted in a credit in the customer's favor of \$77,753.16.

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Retail Revenue Share	Yes	32,664	Packages		(\$77,753.1560)	(\$77,753.16)
Good Will Adjustments	No	241			\$0.0000	\$0.00
Partner Funded Packages	No	36			\$2,289.5000	\$2,289.50

AT&T Control Center (ACC) Invoice Example 2 Review Settlements cont.

Adjustments

Headers across the top are the same as the previous section.

In this example, there are 241 devices, but there is no charge because they are Good Will Adjustments.

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Retail Revenue Share	Yes	32,664	Packages		(\$77,753.1560)	(\$77,753.16)
Good Will Adjustments	No	241			\$0.0000	\$0.00
Partner Funded Packages	No	36			\$2,289.5000	\$2,289.50

AT&T Control Center (ACC) Invoice Example 2 Review Settlements cont.

Partner Funded Packages (Retail Plans)

Headers across the top are the same as the previous section.

36 devices. No rate is listed because there are multiple different rates.

The 36 devices generated a charge of \$2,289.50.

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Retail Revenue Share	Yes	32,664	Packages		(\$77,753.1560)	(\$77,753.16)
Good Will Adjustments	No	241			\$0.0000	\$0.00
Partner Funded Packages	No	36			\$2,289.5000	\$2,289.50

Note: The Subtotal is provided for each line item in the Settlements section.

AT&T Control Center (ACC) Invoice Example 2 Review Usage

Each subsection within the Usage section is broken down by rate plan, and then by usage type.

Rate Plans on these types of invoice are often Pooled plans. There are two types of usage on Pooled plans.

1. Bucket - The amount of data used that did not exceed the plan allotment. In this example, for all devices, there is an included 49,950,168 MB of usage.
2. Pay per Use (PPU) - Usage over the allotment. This is what creates a usage charge. Bucket Data and Data PPU = Total Data Usage. It is important to remember the Bucket usage is subtracted from the Total usage to calculate the usage charges. The PPU determines the overage rate.

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Usage						
ATT DefRP						
Data PPU	No	80,5062	Megabytes		\$0.0000	
						\$0.00
Gen 2 10 Yr LTE SSD (Rate Plan)						
Bucket Data	No	49,950.168	Megabytes			
Bucket SMS	No	5,000	Messages			
Bucket Voice	No	6,835	Minutes			
Data PPU	No	427,215.5057	Megabytes		\$21,360.7257	
SMS PPU	No	512,160	Messages		\$10,243.0400	
Voice PPU	No	0	Minutes		\$0.0000	
						\$31,603.77
Gen 2 10 Yr SSD (Rate Plan)						
Bucket Data	No	44,018.1484	Megabytes			
Bucket SMS	No	1,081	Messages			
Bucket Voice	No	3,231	Minutes			
Data PPU	No	214,494.3441	Megabytes		\$15,013.6933	

AT&T Control Center (ACC) Invoice Example 2 Review

Usage cont.

SMS and Voice Bucket and PPU are detailed and calculated the same as Data Bucket and PPU.

1. In this example, you can see the customer did not exceed their voice allotment of 6,835, so there are no additional PPU charges.
2. Under usage, each Rate Plan on the account is broken out in this way. Each section provides the charges by line item. Those line items combined show the overage for the Rate Plan on this example invoice.
3. Adding together the total charge of each rate plan will provide you with the total usage charge.

Description	Credit	Counts	Units	Rate	Charge	Subtotal
Usage						
ATT DefRP						
Data PPU	No	80,5062	Megabytes		\$0.0000	
						\$0.00
Gen 2 10 Yr LTE SSD						
Bucket Data	No	49,950.168	Megabytes			
Bucket SMS	No	5,000	Messages			
Bucket Voice	No	6,835	Minutes			
Data PPU	No	427,215.5057	Megabytes		\$21,360.7257	
SMS PPU	No	512,160	Messages		\$10,243.0400	
Voice PPU	No	0	Minutes		\$0.0000	
						\$31,603.77
Gen 2 10 Yr SSD						
Bucket Data	No	44,018.1484	Megabytes			
Bucket SMS	No	1,081	Messages			
Bucket Voice	No	3,231	Minutes			
Data PPU	No	214,494.3444	Megabytes		\$15,013.6933	

1

2

3

AT&T Control Center (ACC) Invoice Example 2 Review

Other Charges and Credits

Continue scrolling to the Other Charges and Credits section, which provides the following:

1. A description of any charges/credits (adjustments) made to the invoice.
2. A Yes or No to indicate if there is a credit.
3. The actual charge (or credit).
4. The Subtotal of Other Charges and Credits.

1	2	Counts	Units	Rate	3	4
Description	Credit	Counts	Units	Rate	Charge	Subtotal
Other Charges and Credits						
Gen2 10 Yr LTE Activation Fee- Jun	No				\$46,755.0000	
Gen2 10 Yr SSD Activation Fee-Jun	No				\$810.0000	
USA-Activation Bounty (Jun 2020)	Yes				(\$1,460.0000)	
Federal Universal Service Charge	No				\$4,935.2400	
Test Plan Overage (Jun 2020)	Yes				(\$615.7200)	
Tier Rate Correction (Jun 2020)	Yes				(\$5,203.6300)	
Virginia Equipment Tax Recoupment	No				\$110.1500	
						\$45,331.04
Government Fees & Taxes						
County Sales Tax	No				\$475.6500	
Regional Sales Tax	No				\$332.9600	
VA State Sales Tax	No				\$2,045.3000	
Virginia Communications Sales Tax	No				\$3,538.6000	
						\$6,392.51

AT&T Control Center (ACC) Invoice Example 2 Review

Government Fees and Taxes

Continue scrolling to the Government Fees and Taxes section, which provides the following:

1. A description and breakdown of each fee and tax.
2. A Yes or No to indicate if there is a credit.
3. The actual charge (or credit).
4. The Subtotal of Government Fees and Taxes.

1	2	Counts	Units	Rate	3	4
Description	Credit				Charge	Subtotal
Government Fees & Taxes						
County Sales Tax	No				\$475.6500	
Regional Sales Tax	No				\$332.9800	
VA State Sales Tax	No				\$2,045.3000	
Virginia Communications Sales Tax	No				\$3,538.6000	
						\$6,392.51
Total Invoice:						\$723,194.93

The Total Invoice Charge is each of the section Subtotals added together.



AT&T Business