Telecom Expense Management

IT'S A PROCESS

1
BILLING AUDIT
All charges on voice, data and wireless bills are presumed incorrect until our methods and analysis proves them correct.

2
BRIDGE THE GAP
Gather all company information people, cost centers, sites, lines and GL codes and merge it to the vendor billing creating a single repository of information.

3
DIGITIZE
Leverage the power of software tools to automate everyday tasks and convert paper bills into electronic data and business intelligence.

4
MANAGEMENT ROUTINE
Load the monthly vendor bills; verify the information, reconcile the charges, correct the errors allocate the expenses, update the database, report on expenses and use this information to make better business decisions.

Save Time and Money.

4 Step Approach to
never worrying about telecom bills

Most companies are experiencing difficulty understanding vendor charges, reconciling billing to actual and communicating with their vendors on error resolution. The amount of bills and paper has seemingly doubled and the complexity has tripled! With no relief in sight, what do you do to stop worrying about your telecom vendor bills?

FIRST, you have to start with an Audit. It can be done manually, but we use a software system - FTS. Every charge must be scrutinized, compared to the tariff, contract or plan as well as determined if the service is still in use - these are the huge offenders. Many times we see that contract rates have not been implemented properly and you have not been told about other contracting opportunities which could reap additional savings. We also have found that wireless plans are not optimized to the way the employee uses the device. Conducting an audit will reduce the amount of money you spend on vendor bills, probably produce a refund check and allow you to establish a base-line from which to compare each month.

SECOND, in order to properly reconcile and process vendor bill charges each month you must have a source of information. Never impossible to create; UTR has been creating these sources of information for 17 years. In doing so, UTR collects information from various departments creating a people, cost center, site, lines and GL code centralized repository. This centralized database resides within our Financial Telemanagement System - the same system that was use to audit your telecom

bills in Step 1. At this point we have the vendor bills and your company information bridged together - common data such as line numbers, contracts, plans, and cost centers are linked.

THIRD, use a software tool to automate tasks like reconciliation, allocation, bill processing and reporting. If performed manually these tasks could take weeks to complete. FTS will digitize these tasks and produce business intelligence data within minutes saving you valuable man hours and pin-pointing vendor billing errors each month.

FOURTH and final, establish a management routine to reconcile and process the vendor bills every month. Our software system FTS was developed to import the vendor bills (paper or electronic) reconcile the billing, validate the charges, plans and contracts, allocate charges to cost centers and general ledger codes, provide expense analysis reports for cost center managers and prep the bill for payment. FTS interfaces with your corporate systems to retrieve company related information and can seamlessly download the bills from the vendor portals.

UTR's approach includes getting the billing correct, linking the billing with your company information and implementing a monthly routine that manages the bill and gives you the intelligence to run the business better.

For more information on our TEM solution and how it could save you time and money contact Donald Murphy at 201-567-6060 or
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