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## Section 1: VzCost Overview

### Section 1.1: Foreword

The VzCost system is used to calculate and present Verizon's cost of products and services to the regulators of specific jurisdictions. The system is an Internet based proprietary system that is intended to be used solely by authorized users in the course of legitimate corporate business. Users are monitored to the extent necessary to properly administer the system, to identify unauthorized users or users operating beyond their proper authority, and to investigate improper access or use. By accessing the VzCost system, the user is consenting to this monitoring.

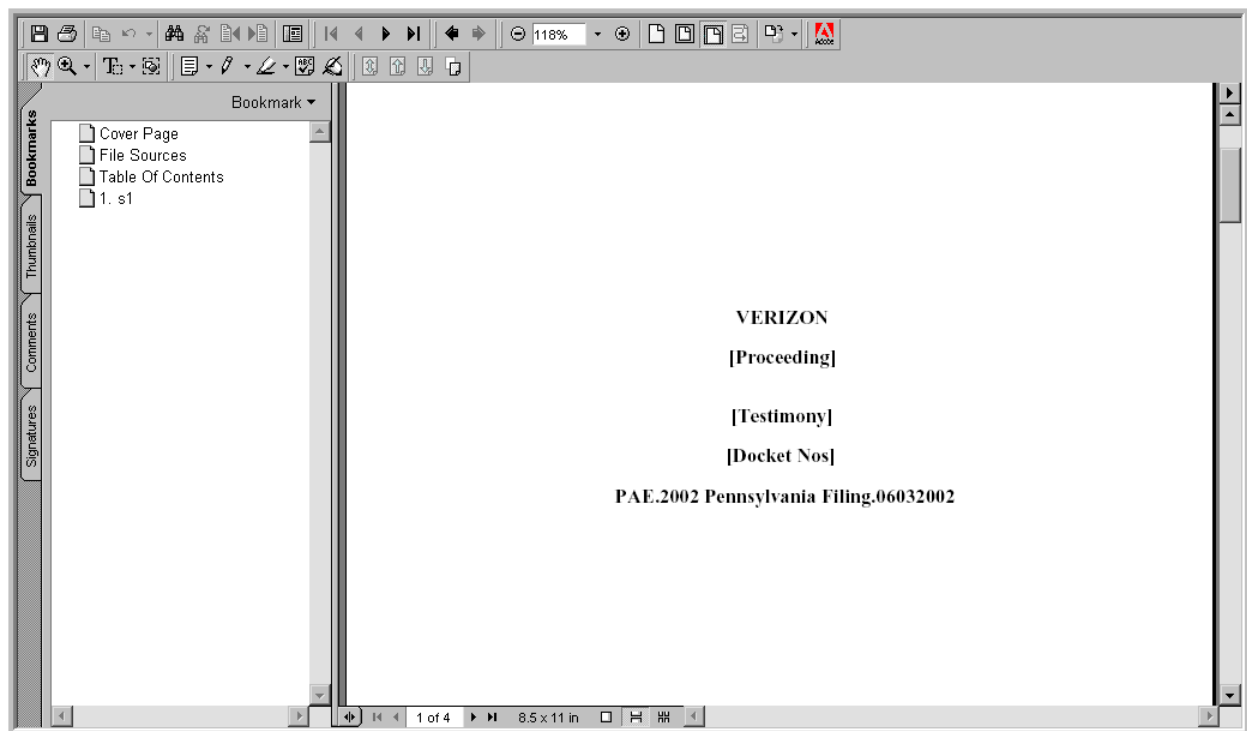
All illustrations and screen shots contained within this documentation are for illustrative purposes only. The data shown within these illustrations and screen shots should not be considered accurate as it was derived for the sole purpose of illustrating this documentation.





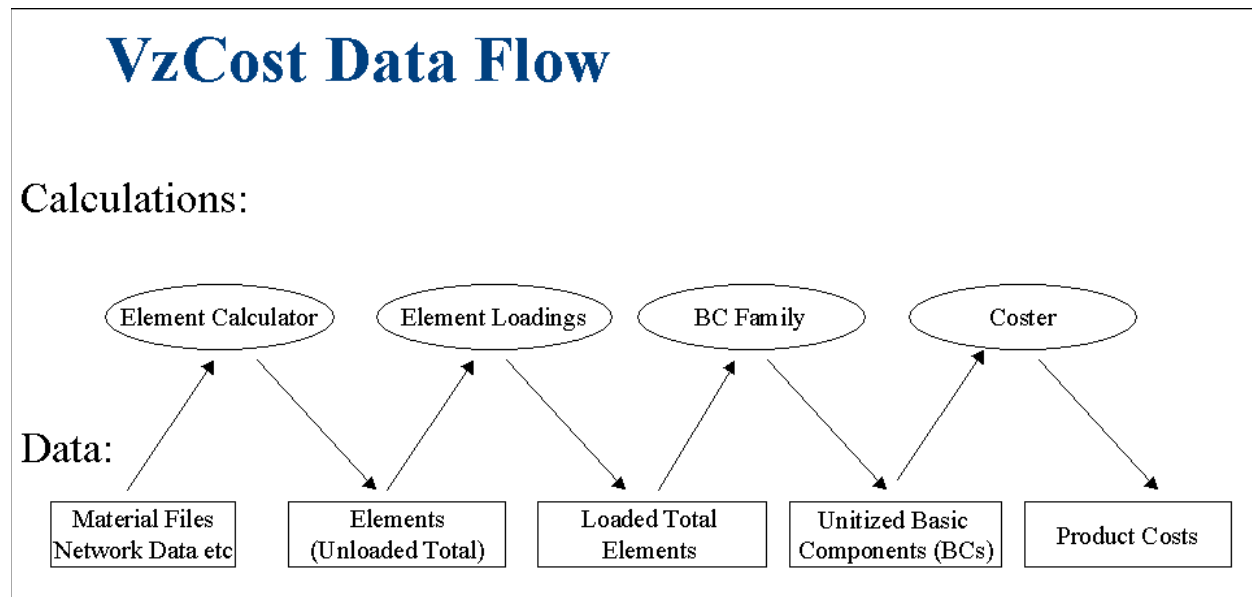
## Section 1.2: Adobe Acrobat Reader

The Acrobat Reader by Adobe Systems, version 4.0 or newer, is required so that the user can view document sets and reports. Versions older than version 4.0 will not work with the VzCost system. To find out what version of Adobe Acrobat is functioning on the user's computer, the user should open Adobe Acrobat, click 'Help' in the Menu Bar, and choose the 'About Adobe Acrobat' option. The user may obtain a new copy or update an older version of the Adobe Acrobat Reader for free by downloading the software from <http://www.adobe.com/acrobat>. An example of a report viewed in the Adobe Acrobat Reader version 5.0 is shown below. To download and install this software, the user will need to have administrative rights on the computer being used. If the user does not have such rights, then someone with those rights must be located before this software can be installed or upgraded.



### Section 1.3: Data Flow

The data flow within VzCost contains two categories. These categories are data and calculations. A basic overview of how data flows between these two categories is shown and described below.

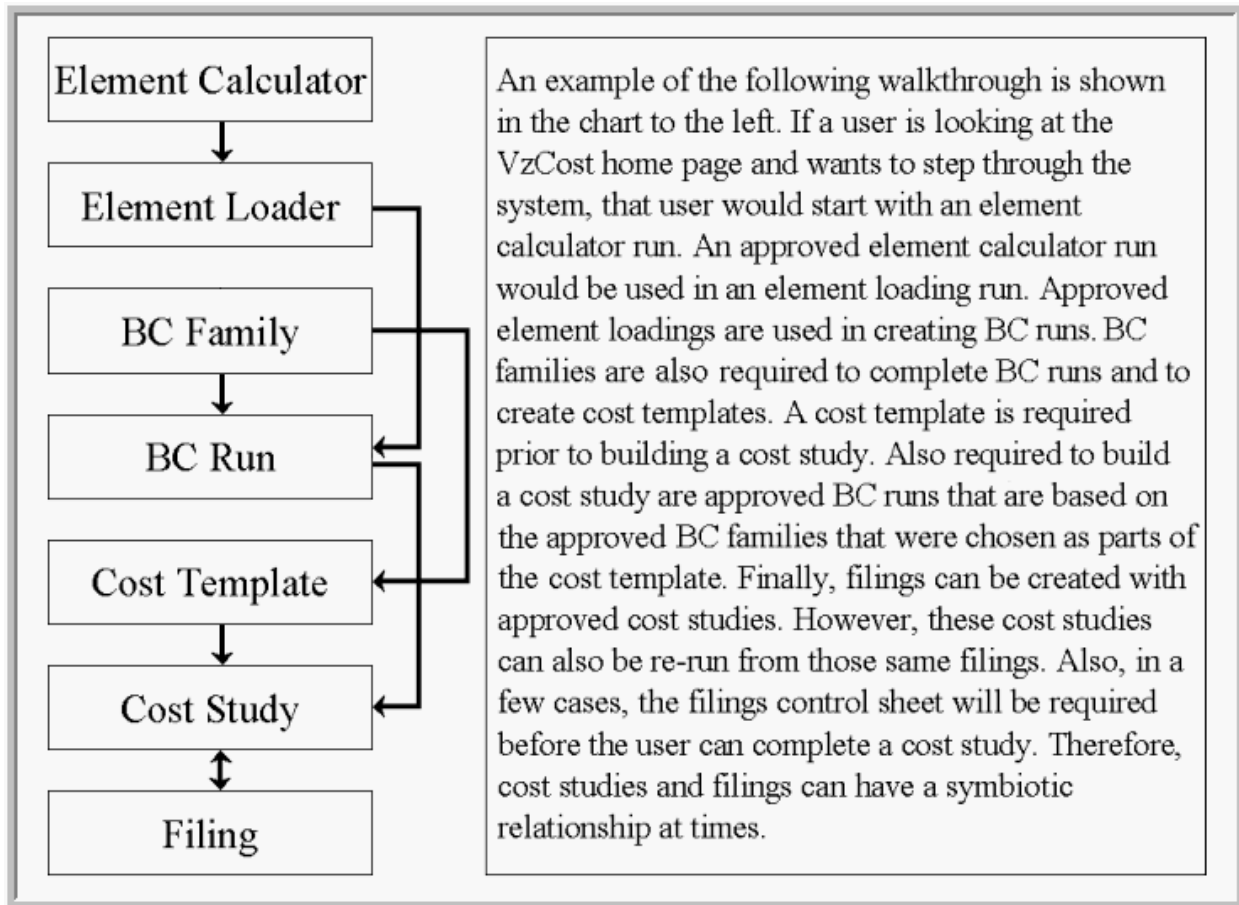


- Material files and other network data are fed into the [Element Calculator](#) in order to receive the Unloaded Total Element data.
- The Unloaded Total Element data is fed into the [Element Loader](#) in order to receive the Loaded Total Element data.
- The Loaded Total Element data is used to create [BC Families](#) that are used in [BC runs](#).
- The results of the [BC runs](#), also known as the [BCs](#), are fed into the [Coster](#) in order to receive the Product Costs.



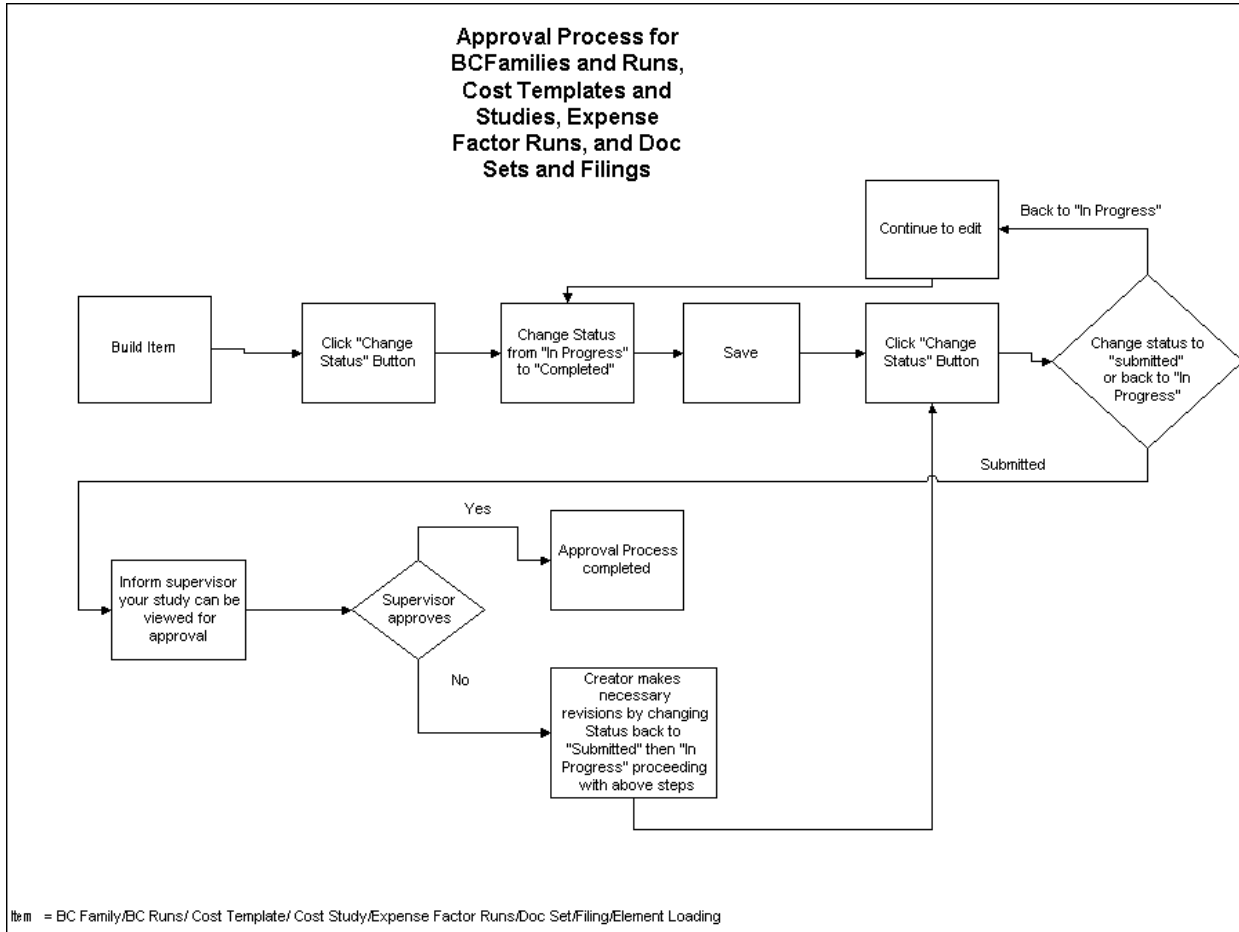
## Section 1.4: Basic Process Flow

The chart shown below provides a logical overview of the VzCost process flow that a user would follow if a cost study or a filing was being created. There will also be other process flows in the VzCost system that are based on other needs. However, cost studies and filings are the most commonly utilized functions of the VzCost system and thus, are the processes demonstrated in this chart.

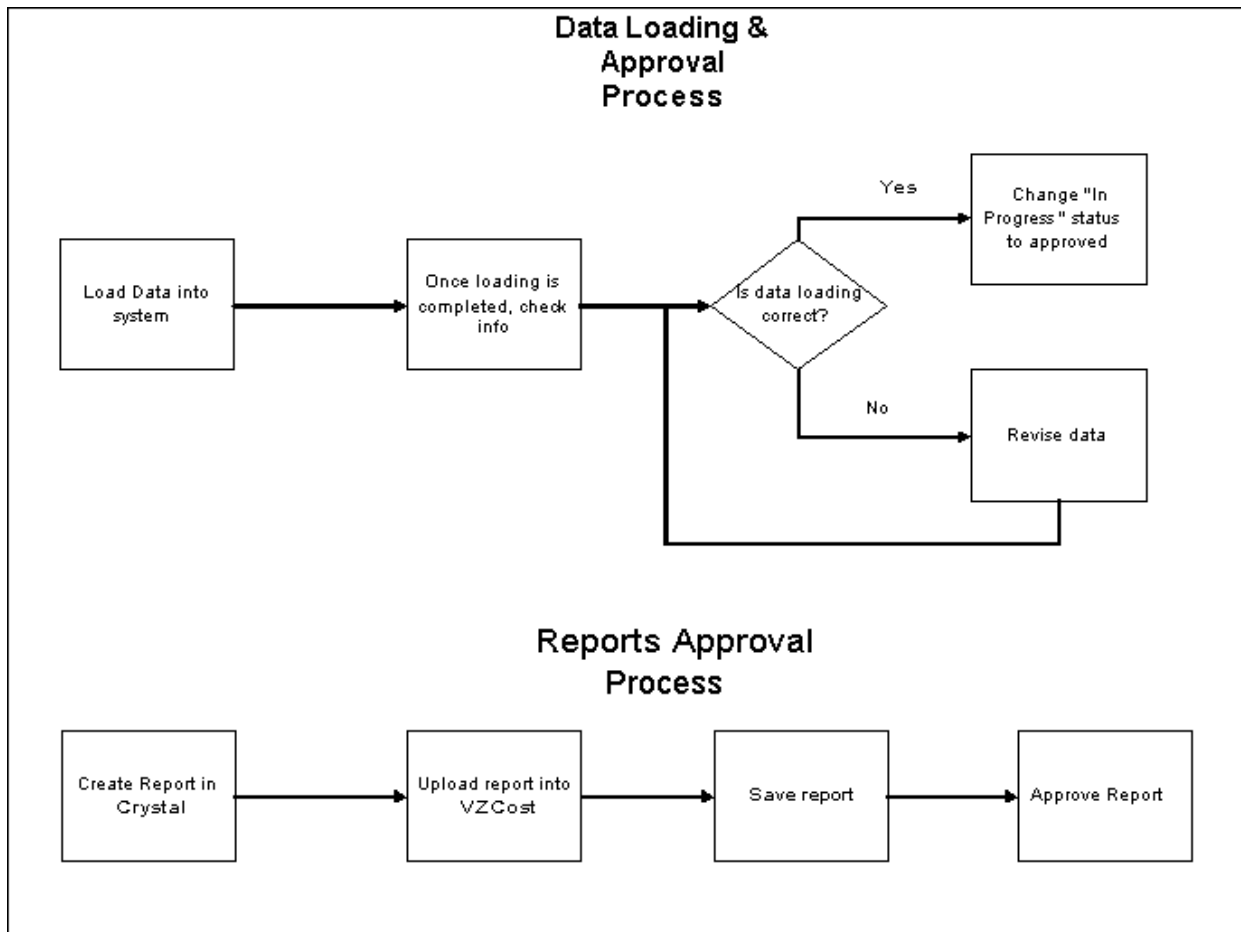


### Section 1.5: Approval Process within VzCost

Many of the modules in the VzCost system have 'Change Status' screens. The following chart shows the process by which a new item with an 'In Progress' status can ultimately be approved for use in a cost study or a filing.



Data loadings follow an approval process illustrated in the top part of the chart below. Reports follow an approval process illustrated in the bottom part of the chart below.





## Section 1.6: Calculation Engine Business Rules

There are rules that the VzCost calculation engine uses in the calculation of data. In this subsection, these rules are explained in detail.

Calculations may be performed at three geography levels. These geography levels are the jurisdictional level, the wire center level, and the switch level. Before any calculations may be performed all data must be converted to the level of data at which the calculations are going to be performed.

Result Level	Switch Level Data	Wire Center Level Data	Jurisdictional Data
Switch	-	Use the wire center value for each switch in the wire center	Use the jurisdictional value for all switches
Wire Center	Sum each piece of data to the wire center level	-	Use the jurisdictional value for all wire centers
Jurisdiction	Sum each piece of data to a single jurisdiction number	Sum each piece of data to a jurisdictional number	-

The chart above shows the following for each level:

- **Switch Level**: A study can be created at this level or aggregated to either a wire center or a jurisdictional level.
- **Wire Center Level**: A study can be run at this level or aggregated to the jurisdictional level.
- **Jurisdiction Level**: A study can be run at this level.

If data is only calculated at the jurisdictional level, studies can be run at the wire center or switch level, but it will assume the same data for all wire centers or switches. If data is calculated at the wire center level, it will be assumed to be the same for all switches or switch level studies.

## Section 1.6.1: Basic Math Rules

### Addition and Subtraction

In order for addition or subtraction to actually be performed the two numbers being added or subtracted must both have either the same account number or match because neither has an account number. They must also have either the same direct or shared designation or match because neither has a direct or shared designation. If they do not match, both numbers will be kept but not consolidated. In the event that one number has an account number associated with it but the other number does not, both numbers will be kept but not consolidated and an exception will be reported in the message center at the time of the run as described in the [message center subsection](#) of this document. The two charts shown below contain supporting sample data.

Element	Account	D/S	Value
Const1	-	-	3
Const2	-	-	4
Account1	222322	-	5
Account2	222100	-	6
DirectValue	-	D	7
SharedValue	-	S	8
Account1Dir	222322	D	9
Account2Shr	222100	S	10
Null	-	-	Null

Formula	Account	D/S	Value
Const1 + Const 2	-	-	7
Account1 + Account 2	222322	-	5
	222100	-	6
DirectValue + SharedValue	-	D	7
	-	S	8
Account1Dir + Account2Shr	222322	D	9
	222100	S	10
Account1 + Account1	222322		10
Account1Dir + Account1Dir	222322	D	18
Const1 + Account1 + DirectValue + Account1Dir +	-	-	3
	222322	-	5
	-	D	7
	222322	D	9

## Multiplication and Division

In order for multiplication to be performed the two values being multiplied or divided must both have the same account number or one of them may have no account number. The two values being multiplied or divided must also have the same direct or shared status or one of them may have no direct or shared status. If the two numbers cannot be multiplied or divided, then those numbers will be dropped. In the event that a number is dropped, an exception will be reported in the message center at the time of the run as described in the [message center subsection](#) of this document. The two charts shown below contain supporting sample data.

Element	Account	D/S	Value
Const1	-	-	3
Const2	-	-	4
Account1	222322	-	5
Account2	222100	-	6
DirectValue	-	D	7
SharedValue	-	S	8
Account1Dir	222322	D	9
Account2Shr	222100	S	10
Null1	-	-	Null

Formula	Account	D/S	Value
Const1 * Const2	-	-	12
Account1 * Account1	222322		25
Account1 * Account2			Null
Account1 * Const1	222322		15
DirectValue *	-	D	49
DirectValue			
DirectValue *			Null
SharedValue			
DirectValue *	222322	D	35
Account1			
DirectValue * Const1		D	21
Account1Dir *			Null
Account2Shr			
Account1Dir*	222322	D	45
Account1			
Account1Dir *	222322	D	27
Const1			
Account1Dir *	222322	D	63
DirectValue			
Account1Dir *			Null
SharedValue			

## Section 1.6.2: Null Value Math Rules

For each data source there will be a list of valid elements on which formulas can be built. For data tables this will be the item table list. For studies it will be the formula ids that are listed in the template. Although this is the master list the user will not always find a record for each element in each wire center or switch. However, each record that does exist must be complete and thus, the value column may not be null. Missing records in source data for an investment indicates that there is no capability for that investment. For example if a given wire center has no loop investment records for poles, then the entire wire center will be using buried cable. Thus, the wire center will have no aerial facilities or poles. The goal of calculating with null values is to simulate a zero record, allowing the user to write a single formula that can be used across multiple wire centers. For example if the user wanted to calculate the total NID investment, the following formula could be written. Notice that, in any wire centers where everything is underground there would be null values for the aerial variables, B\_DISTNIDAER and R\_DISTNIDAER.

Assume that the following equation is the equation for total NID investment:

$$\mathbf{NID = B\_DISTNIDAER + B\_DISTNIDBUR + R\_DISTNIDAER + R\_DISTNIDBUR.}$$

For any wire centers that do not have any aerial facilities, this formula effectively becomes:

$$\mathbf{NID = B\_DISTNIDBUR + R\_DISTNIDBUR}$$

and an exception would be reported in the message center at the time any run is completed as described in the [message center subsection](#) of this document.

## Arithmetic with Nulls

Addition or subtraction of a value and a null value yields the original value. Multiplication or division of a value by a null value yields a null value. Examples of arithmetic with nulls are shown in the chart below.

Element	Account	D/S	Value
Const1	-	-	3
Const2	-	-	4
Account1	222322	-	5
Account2	222100	-	6
DirectValue	-	D	7
SharedValue	-	S	8
Account1Dir	222322	D	9
Account2Shr	222100	S	10
Null1	-	-	Null

Formula	Account	D/S	Value
Const1 + Null1	-	-	3
Account1 + Null1	222322	-	5
DirectValue - Null1	-	D	7
Null1 - SharedValue	-	S	-8
Account1Dir + Null1	222322	D	9
Null1 - Account2Shr	222100	S	-10

Formula	Account	D/S	Value
Const1 * Null1	-	-	Null
Account1 / Null1	-	-	Null
DirectValue * Null1	-	-	Null
Null1 / SharedValue	-	-	Null
Account1Dir * Null1	-	-	Null
Null1 / Account2Shr	-	-	Null

## Section 1.7: Custom Cost Functions

The custom functions that are listed in the figure shown below are used in formulas when the user is developing either basic components or cost templates. These custom functions are accessible

Formula ID	Formula Name
Abs	Abs(Arg1) - Returns the absolute value of the argument
ApplyCommon	ApplyCommon(Investment, Common Factor)
ApplyExpense	ApplyExpense(Arg1,Arg2) - Multiplies the 2 arguments
ApplyFactor	ApplyFactor
COST_OF_MONEY	COST_OF_MONEY
ChildFormula	ChildFormula
Composite_Income_Tax_rate	Composite_Income_Tax_rate
Cost	Cost(Arg1)
Cost_PA	Cost_PA(Arg1) - Calculates Investment cost for PA
Cost_PA_RTU	Cost_PA_RTU(Arg1) - Calculates Investment Cost for PA with
Cost_VZ	Cost_VZ(Arg1) - Calculates Investment cost
Cost_VZ_RTU	Cost_VZ_RTU(Arg1) - Calculates Investment Cost for VZ with
Cost_With_Marketing	Unit Cost with Marketing Loading
Cost_With_Mkt_And_Other_Su	Unit Cost with Marketing and Other Support
DTRY_GRL_COST_PA	DTRY_GRL_COST_PA
DTRY_GRL_COST_VZ	DTRY_GRL_COST_VZ
DirectOnly	Direct Values Only
EXP_PA_DTRY	Directory Costs for PA
EXP_VZ_DTRY	Directory Costs for VZ
ExcludeAccounts	ExcludeAccounts(Element, "list of accounts")
ExcludeDirectShares	ExcludeDirectShares(Element, "list of Direct/Shares")
ExcludeGeographies	ExcludeGeographies(Element, "list of geographies")
GenerateAccounts	GenerateAccounts - Assigns the integer value to all the
GetInflationFactor	GetInflationFactor(Arg1, first year, study period) - returns
If	If(Expression, if True, if False)
IfGreaterThan0	IfGreaterThan0(Arg1) - If(Arg1>0, Arg1,0)
IncludeAccounts	IncludeAccounts(Element, "list of accounts")
IncludeDirectShares	IncludeDirectShares(Element, "list of Direct Shared")
IncludeGeographies	IncludeGeographies(Element, "list of geographies")
Increment	Increment(Arg1, Constant) - Adds constant value to every WC.
MacrosLookUp	MacrosLookUp
MarkCommon	MarkCommon(Arg1)
MarkDirect	MarkDirect(Arg1)
MarkShared	MarkShared(Arg1)
MarkShared	MarkShared(Arg1)
Marketing_Cost	Marketing Cost
MatchAccount	Match Account - Returns all accounts in Arg2 that match any
Other_Support_Costs_D	Other Support Costs From Direct
Other_Support_Costs_S	Other Support Costs From Shared
ParentFormula	ParentFormula
PercentToKeep	PercentToKeep(Arg1) - Ex 95% returns 5%
Pmt	Pmt(arg1, arg2, arg3)
PositivesOnly	PositivesOnly(Arg1) - If Arg1 is positive, it returns Arg1
SharedOnly	Shared Values Only
Sign	Sign(Arg1) - Returns 1, 0, -1 depending on the sign of the
Total	Total(Arg1)
TotalAccount	TotalAccount(Arg1) - Totals out direct/shared leaving only
TotalDirectShared	TotalDirectShared(Arg1) - Totals out account, leaving only
Truncate	Truncate(arg1,integer) - Truncates arg1 to the integer number

when the user is either creating a new formula or editing an existing formula. The 'Formula ID' column on the left side of the figure displays the actual VzCost formula identifier for each custom function. The 'Formula Name' column on the right side of the figure shows the formula name for the custom function and in some cases, a brief description of that function. Some of these functions are automatically used when applying the custom cost function to an investment that develops both the capital and the expense costs. However, a user may also use some of those custom functions individually to identify specific portions of the total cost. The selection of tables for formula building is explained in more detail in the '[BC](#)' and '[Cost Template](#)' sections of this document. Please note that, while these custom functions can be included in either BC or cost template development, certain functions will only operate in the running of a cost template.

The remainder of this subsection contains examples of how the custom functions are applied. Each example shows an initial formula as it would appear in either a BC or a cost template. The 'Formula' column shows an example of how the custom formula should be written. The second part of each example shows the output results as it would look in a study run from running the BC or cost template.

**Abs (Arg1)** - This function returns the absolute value of an argument.

*If initial formula is*

Formula Name	Formula ID	Formula
Abs (Arg1)	Abs_	Abs(Value_)

Where Value\_ = -20

*System Run returns results of*

Name	Account	D/S	Value	Reference
Abs_			20	Abs(Value_)

**ApplyExpense (Arg1, Arg2)** - This function multiplies Arg1 by Arg2 using the direct and shared component of Arg2.

*If initial formula is*

Formula Name	Formula ID	Formula
Apply Expense(Arg1,Arg2)	ApplyExpense_	ApplyExpense(( Tot_2_Wire_Lp_Inv_D + Tot_2_Wire_Lp_Inv_S),Expense.EXP_FACTOR)

The calculation engine develops annual expenses for investments *Tot\_2\_Wire\_Lp\_Inv\_D + Tot\_2\_Wire\_Lp\_Inv\_S* and

*System Run returns results of*

Name	Account	D/S	Value	Reference
ApplyExpense_	241100	S	2.40887831641759	ApplyExpense(( Tot_2_Wire_Lp_Inv_D + Tot_2_Wire_Lp_Inv_S),Expense.EXP_FACTOR)
	242210	S	0.0018646643852983	
	242310	S	1.26088655880576	
	244100	S	0.0083449326354057	
	242310	D	4.7554628823833	
	242210	D	0.007013875210755	
	242110	D	9.70634249147585	
	242110	S	2.57372699157325	

**Cost(Arg1)** - This function, when applied against an element, returns either a monthly or an annual capital and expense cost.

*If initial formula is*

Formula Name	Formula ID	Formula
Cost(Arg1)	Cost_	Cost(Tot_2_Wire_Lp_Inv_D+Tot_2_Wire_Lp_Inv_S)

Where, *Tot\_2\_Wire\_Lp\_Inv\_...* represents loop investment with multiple accounts.

*System Run returns results of*

Name	Account	D/S	Value	Reference
Cost_	241100	S	0.654257527350085	Cost(Tot_2_Wire_Lp_Inv_D+ Tot_2_Wire_Lp_Inv_S)
	242110	S	0.214477249297771	
	242110	D	2.58679514025139	
	242210	D	0.0036334154526739	
	242310	D	1.13676716835643	
	244100	S	0.0130830463035785	
	242310	S	0.10507387990048	
	242210	S	0.0001553886987749	

**GetInflationFactor (Arg1, first year, study period)** - This function returns the cumulative inflation factor for Arg1 based on the first year of the study and the study period. An inflation factor is calculated for each account in Arg1.

*If initial formula is*

Formula Name	Formula ID	Formula
GetInflationFactor(Arg1, first year, study period)	GetInflationFactor_	GetInflationFactor((Tot_2_Wire_Lp_Inv_D +Tot_2_Wire_Lp_Inv_S), 2002,3)

*System Run returns results of*

Name	Account	D/S	Value	Reference
GetInflationFactor_	241100		1	GetInflationFactor((Tot_2_Wire_Lp_Inv_D +Tot_2_Wire_Lp_Inv_S), 2002,3)
	242110		1	
	242210		1	
	242310		1	
	244100		1	

In the example above the inflation factors for those accounts were all zero and therefore the factor was one.



**If (Expression, IfTrue, IfFalse)** - If the expression compares two constants (For example: Cost\_Of\_Money = 1) then it simply returns the corresponding element in the ifTrue or ifFalse portion of the function. If the expression, however, compares two elements then the calc engine loops through the elements evaluating each account's direct/shared value for its truth. It then returns the portion of the appropriate element that has the corresponding account's direct/shared status. If either the IfTrue or IfFalse is a constant it will create an element that contains the account's direct/shared status with the constant value.

**If initial formula is**

Formula Name	Formula ID	Formula
If(Expression, IfTrue, IfFalse)	If_	If((NAL_2W_Demo_TR303_COM_R_D + NAL_2W_Demo_TR303_COM_R_S)=2,0,(NAL_2W_Demo_RT_COM_R_D+NAL_2W_Demo_RT_COM_R_S))

And if the components of Arg1 or NAL\_2W\_Demo\_TR303\_COM\_R\_D + NAL\_2W\_Demo\_TR303\_COM\_R\_S is

Name	Account	D/S	Value
NAL_2W_Demo_TR303_COM_R_D	223221	D	77.215122039104
NAL_2W_Demo_TR303_COM_R_S	223221	S	12.5213393133564

And if the components of Arg2 or NAL\_2W\_Demo\_RT\_COM\_R\_D+NAL\_2W\_Demo\_RT\_COM\_R\_S is

Name	Account	D/S	Value
NAL_2W_Demo_RT_COM_R_D	223221	S	96.6316956802084
NAL_2W_Demo_RT_COM_R_S	223221	S	14.7211731048287

**System Run returns results of**

Name	Account	D/S	Value	Reference
If_	223221	D	96.6316956802084	If((NAL_2W_Demo_TR303_COM_R_D + NAL_2W_Demo_TR303_COM_R_S)=2,0,(NAL_2W_Demo_RT_COM_R_D+NAL_2W_Demo_RT_COM_R_S))
	223221	S	14.7211731048287	

In the example above the system looks at the components of Arg 1 to see if it was = 2. Since the statement was false, the system returned the value of Arg2 or 96.6316956802084(direct) and 14.7211731048287(shared).

**IfGreaterThanOrEqualTo(Arg1)** - In this function, if Arg1>0 then Arg1 is true, otherwise the result will be equal to zero.

**If initial formula is**

Formula Name	Formula ID	Formula
IfGreaterThanOrEqualTo(Arg1)	IfGreaterThanOrEqualTo_	IfGreaterThanOrEqualTo( Total_ )

Where Total\_ = 4.71424281561118

**System Run returns results of**

Name	Account	D/S	Value	Reference
IfGreaterThanOrEqualTo_			4.71424281561118	IfGreaterThanOrEqualTo( Total_ )

**Increment(Arg1, Constant)** - This function will increment Arg1 by the value of the constant.

*If initial formula is*

Formula Name	Formula ID	Formula
Increment(Arg1, Constant)	Increment_	Increment(Loading_Factors.COMMON_OH_LOADING, 1)

Where Loading\_Factors.COMMON\_OH\_LOADING is a database value = .075752434

*System Run returns results of*

Name	Account	D/S	Value	Reference
Increment_		S	1.075752434	Increment(Loading_Factors.COMMON_OH_LOADING,1)

**MatchAccount(Arg1,Arg2)** - This function returns all accounts in Arg1 that match Arg2. The system returns only the portion of Arg2 that has accounts that are part of Arg1. For example, if Arg1 is an investment with only one account, and Arg2 is the capital factor that has data for all accounts, it will return just the capital factors for the matching investment account. The example below will return the depreciation factor (Capital.DEPR) by account for the element Tot\_2\_Wire\_Lp\_Inv\_D.

*If initial formula is*

Formula Name	Formula ID	Formula
MatchAccount(Arg1,Arg2)	MatchAccount_	MatchAccount(Tot_2_Wire_Lp_Inv_D, Capital.DEPR)

*System Run returns results of*

Name	Account	D/S	Value	Reference
MatchAccount_	242110		0.073469	MatchAccount(Tot_2_Wire_Lp_Inv_D, Capital.DEPR)
	242210		0.073469	
	242310		0.07013	

**PercentToKeep(Arg1)** - This function returns a result equal to (1 - Arg1). For example, if Arg1 = .95, the result returned will be .05.

*If initial formula is*

Formula Name	Formula ID	Formula
PercentToKeep(Arg1)	PercentToKeep_	PercentToKeep(.95)* Wire_2_Lp_TotActCMo

*System Run returns results of*

Name	Account	D/S	Value	Reference
PercentToKeep_		D	0.186359786203025	PercentToKeep(.95)* Wire_2_Lp_TotActCMo
		S	0.0493523545775345	PercentToKeep(.95)* Wire_2_Lp_TotActCMo

**PositivesOnly(Arg1)** - If Arg1 is positive then the result will return Arg1, but if Arg1 is negative, then the result returns zero.

*If initial formula is*

Formula Name	Formula ID	Formula
PositivesOnly(Arg1)	PositivesOnly_	PositivesOnly(Value_1)

*System Run returns results of*

Name	Account	D/S	Value	Reference
PositivesOnly_			0	PositivesOnly(Value_1)

**Total(Arg1)** - This function instructs the calc engine to total the direct, shared, and account components of elements in Arg1. This function is equivalent to the following formula:  
TotalAccount(TotalDirectShared(Arg1)).

*If initial formula is*

Formula Name	Formula ID	Formula
Total(Arg1)	Total_	Total( Wire_2_Lp_TotCMo )

Where Wire\_2\_Lp\_TotCMo is an example that has Direct Cost= 3.72719572406049 and Shared Cost = 0.987047091550688.

*System Run returns results of*

Name	Account	D/S	Value	Reference
Total_			4.71424281561118	Total( Wire_2_Lp_TotCMo )

**TotalAccount(Arg1)** - This function will total out direct and shared data, leaving only the account values.

*If initial formula is*

Formula Name	Formula ID	Formula
TotalAccount(Arg1)	TotalAccount_	TotalAccount(Tot_2_Wire_Lp_Inv_D+ Tot_2_Wire_Lp_Inv_S)

Where, Tot\_2\_Wire\_Lp\_Inv\_, represents loop investment with multiple accounts.

*System Run returns results of*

Name	Account	D/S	Value	Reference
TotalAccount_	241100		29.4124336558924	TotalAccount(Tot_2_Wire_Lp_Inv_D+ Tot_2_Wire_Lp_Inv_S)
	242110		99.756860138498	
	242210		0.171070127091585	
	244100		0.834493263540574	
	242310		41.751210556482	

**TotalDirectShared(Arg1)** - This function will total out accounts, leaving only the direct and shared values.

*If initial formula is*

Formula Name	Formula ID	Formula
TotalDirectShared(Arg1)	TotalDirectShared_	TotalDirectShared( Tot_2_Wire_Lp_Inv_D + Tot_2_Wire_Lp_Inv_S )

Where, Tot\_2\_Wire\_Lp\_Inv\_, represents loop investment with multiple accounts.

*System Run returns results of*

Name	Account	D/S	Value	Reference
TotalDirectShared_		S	30.246926919433	TotalDirectShared( Tot_2_Wire_Lp_Inv_D + Tot_2_Wire_Lp_Inv_S )
		D	141.679140822072	

**Truncate(Arg1, Integer)** - This function truncates (shortens) Arg1 to the number of decimal places specified by the integer number.

*If initial formula is*

Formula Name	Formula ID	Formula
Truncate(Arg1, Integer)	Truncate_	Truncate(Total_2)

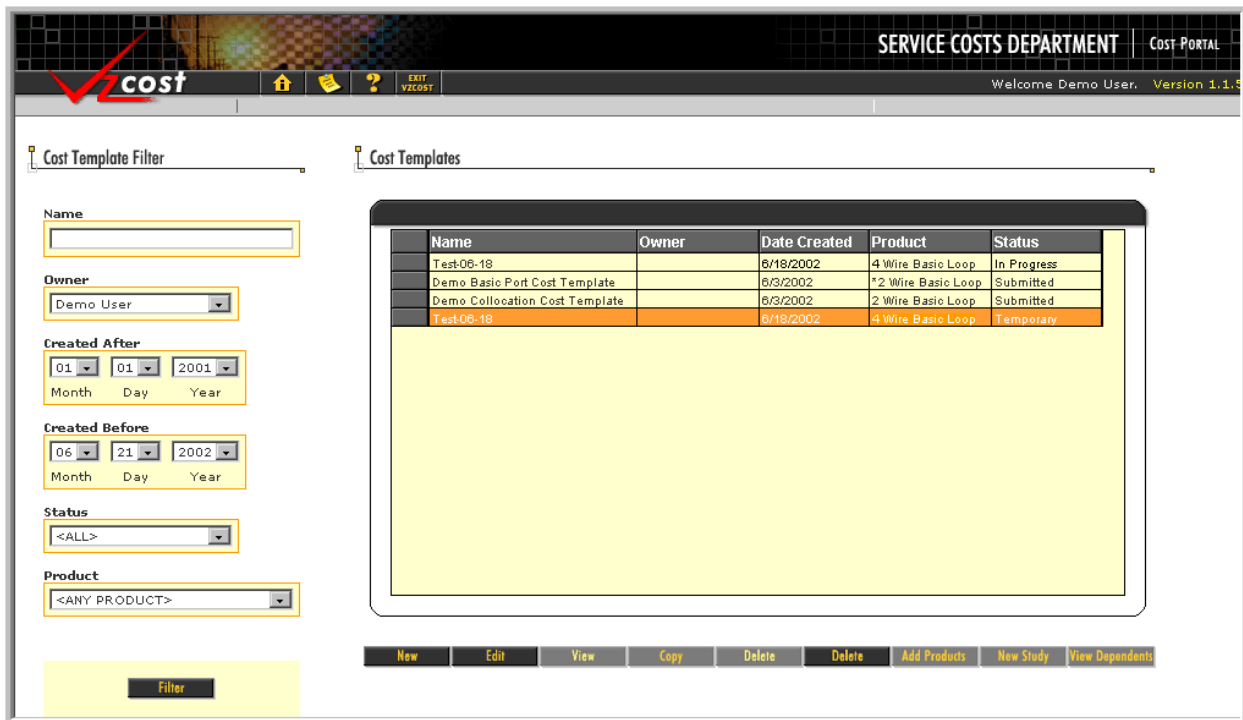
Where Total\_ = 4.71424281561118

*System Run returns results of*

Name	Account	D/S	Value	Reference
Truncate_			4.71	Truncate(Total_2)

## Section 1.8: Temporary Status

Status levels provide the user with a status designation for each item that may be created in a VzCost run. However, for an item to be assigned a 'Temporary' status, the user must have exited that item without either saving, cancelling, or in some cases running that item. For example, this may happen if the user was in the middle of working on an item, such as a cost template, and gets kicked out of the system for remaining idle too long. When the user logs back into the system, the item will have been automatically stored in a temporary status. In the figure below, a temporary cost template is highlighted on the ['Cost Templates' page](#). The user may choose to either continue working with or delete the temporary item. Notice that there is also another cost template with the same name on this screen. In this example, this happened because the template was saved at some point. Then, at a later time, the user went in to edit the template. When editing the template, the user never saved or cancelled the work before exiting the template. Thus, both the saved copy and the temporary copy are available.



Name	Owner	Date Created	Product	Status
Test-06-18		6/18/2002	4 Wire Basic Loop	In Progress
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted
Test-06-18		6/18/2002	4 Wire Basic Loop	Temporary

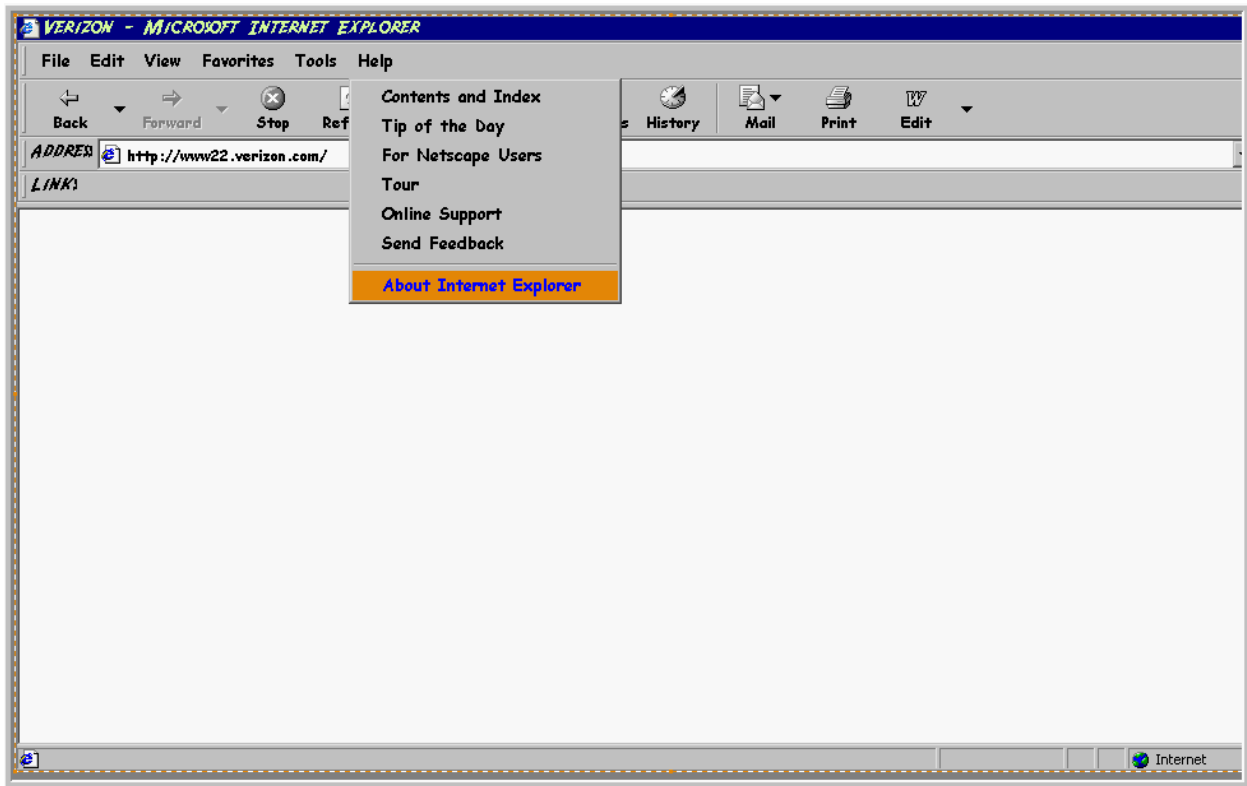
## Section 1.9: Prior to Accessing VzCost

A user name and a password are required before a user may have access to the VzCost system. To obtain a user name and password, the user must contact the VzCost System Administrator. The VzCost System Administrator has the ability to assign and revoke access as needed.

## Section 2: System Access

### Section 2.1: Browser Requirements

The VzCost system is a web based system that was designed to be accessed with Microsoft's Internet Explorer web browser version 5.5 or newer. Below is an example of an Internet Explorer screen with the 'Help' menu open.





Users attempting to access the VzCost system with other web browsers or with older versions of Internet Explorer will experience compatibility problems. To locate what version of Internet Explorer is functioning on the user's computer, Internet Explorer should already be open and the user should click 'Help' in the menu bar. Once the help menu has opened, the user should choose the 'About Internet Explorer' option. When this option has been selected, an 'About Internet Explorer' dialog box, similar to the one shown at the right, will appear on the screen. If the user does not have Internet Explorer version 5.5 or newer and wants to download the software, the user can do so by going to the [Internet Explorer Home Page](#) on the Internet. To install a new version of Internet Explorer, the user will either need administrative rights on the computer being used or the user will need to get assistance from someone else that has such rights. The user will not be able to use the 'Standard Buttons' toolbar in Internet Explorer. Amongst other buttons, this toolbar includes the 'Back', 'Forward', and 'Refresh' buttons, which are also shown at the right. These buttons will not work with VzCost and thus, will cause problems for the user.

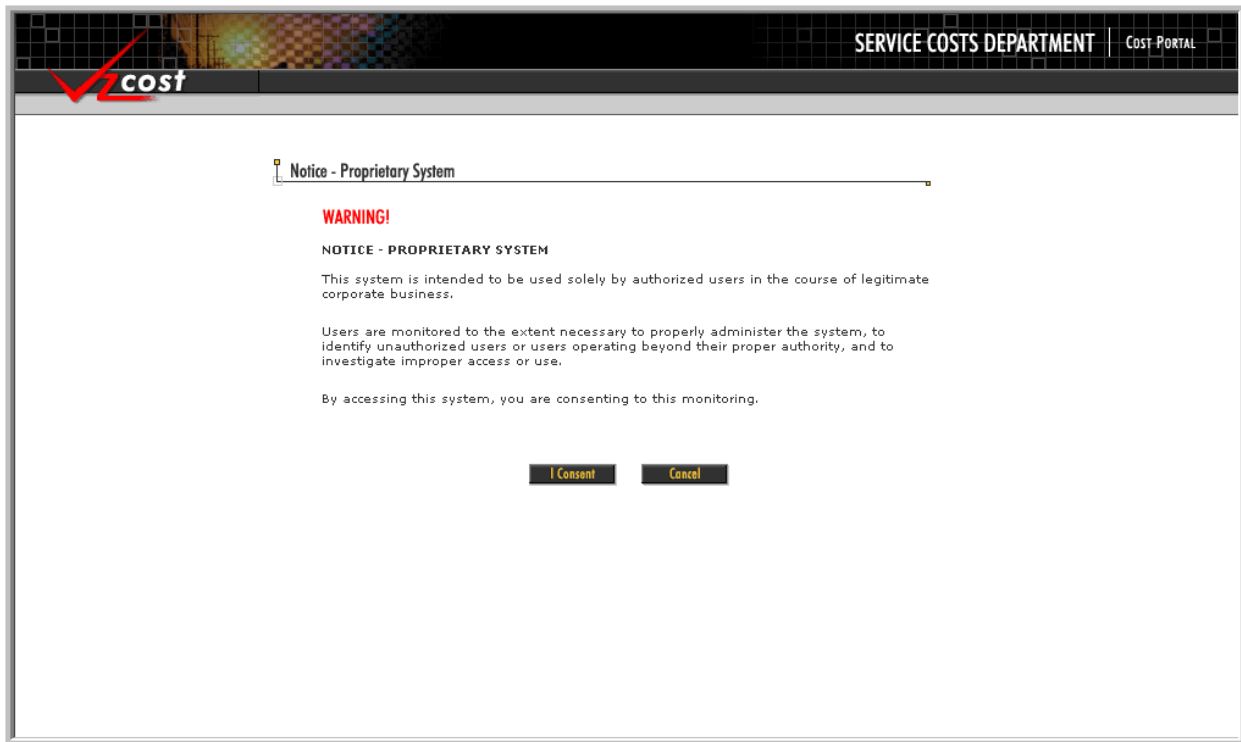


## Section 2.2: Accessing the VzCost System

To access the VzCost system, the user must have either an Internet connection or a connection to Verizon's Wide Area Network (WAN). The URL address which provides access to the system is <http://www.verizon.com/vzcost/>. This address can be accessed using a web browser as described in [Section 2.1](#). Users accessing through the Internet will be required to go through a firewall for authentication before gaining access to the system.


## Section 2.3: The Proprietary System Statement

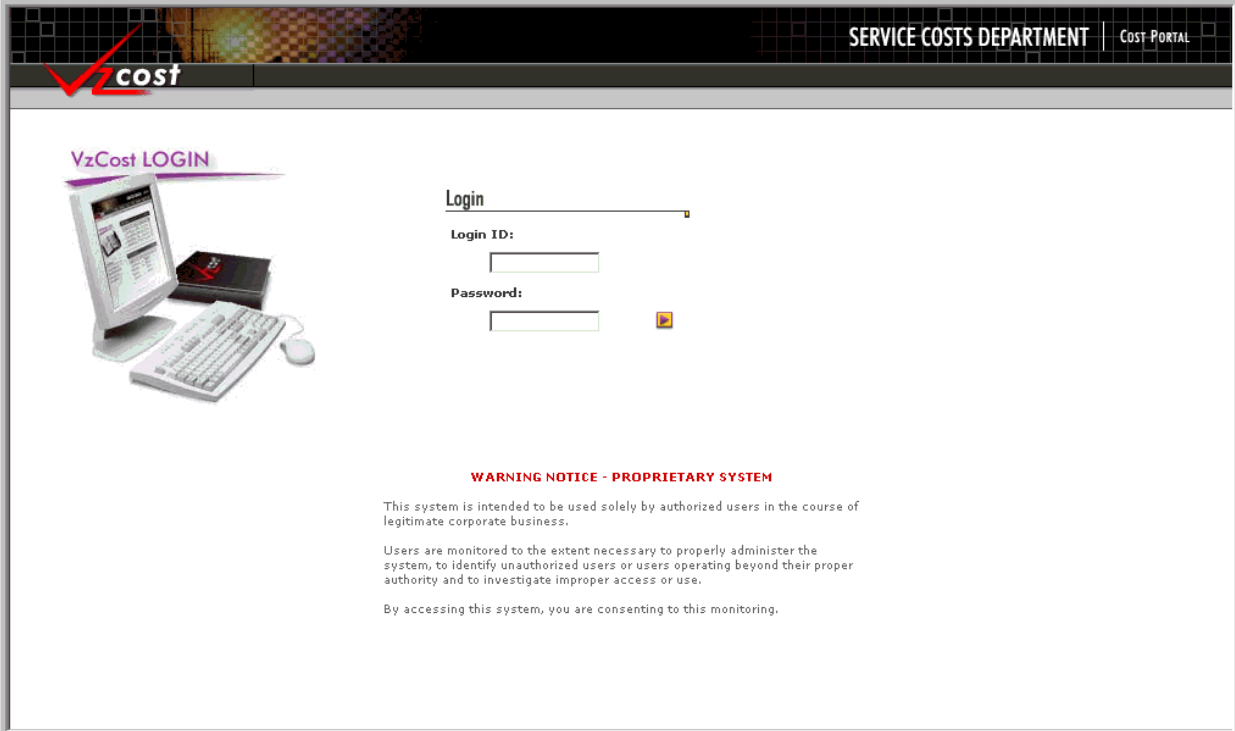
Prior to logging in, the user is shown the proprietary system statement, also known as either a privacy statement or a confidentiality statement. The user is prompted to either consent to the terms of the proprietary system statement or cancel. If the user decides to cancel, the 'Cancel' button (  ) is pressed and the user will not be allowed to proceed to the login screen. If the user accepts the terms of the privacy statement, the 'I Consent' button (  ) is pressed and the system routes the user to the 'Login Screen'.





## Section 2.4: Login to VzCost

Upon consenting to the proprietary system statement, the 'Login' screen (shown below) will appear. To login, the user identifies a user name and password and then either clicks on the button (  ) to the right of the password field or presses enter. If the user does not have a user name and password, the user should request access as described in [the 'Prior to Accessing VzCost' subsection](#). Please note that the user name must always be in lower case. The password must have a minimum of eight characters that contains at least one uppercase alpha character, at least one lower case alpha character, at least one number character, and at least one special character. In some versions of Microsoft Windows, the computer's operating system will ask the user if it should remember the password so that the user will not have to type it again in the future. For security reasons, the suggested answer to this question is 'No'.



**WARNING NOTICE - PROPRIETARY SYSTEM**

This system is intended to be used solely by authorized users in the course of legitimate corporate business.

Users are monitored to the extent necessary to properly administer the system, to identify unauthorized users or users operating beyond their proper authority and to investigate improper access or use.

By accessing this system, you are consenting to this monitoring.








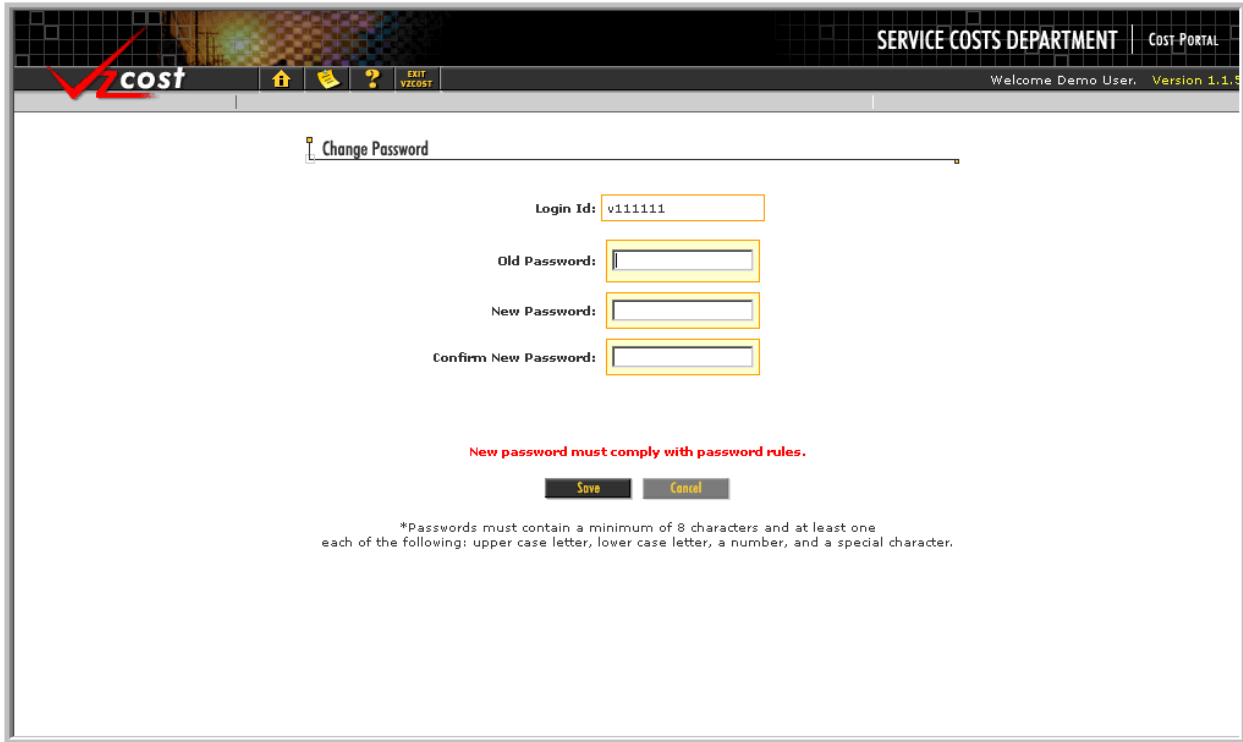
## Section 2.5: Expired Passwords

The first time that a new user logs on to the VzCost system, that user's password will already be expired. Beyond that, passwords in the VzCost system will continue to expire every 90 days. If a user logs on to the VzCost system with an expired password, the system will require the user to change the password and the screen shown below will be displayed immediately after the 'Login' screen.

All passwords in the VzCost system must contain a minimum of eight total characters with at least one lowercase, one uppercase, one numeric, and one special character. This screen has four fields on it, one of which is populated by the system. The other three fields must be filled out for a password change to be accepted.

- The 'Login ID' field is the location where the system automatically populates the user's vz id. All Verizon employees have been assigned a vz id which begins with a lowercase v followed by six numbers. For example, v111111 may be a user's vz id. For assistance with vz id assignments, the user should contact a supervisor because the vz id is an id used throughout the company and thus, is not specific to VzCost.
- The 'Old Password' field is the location where the user will enter the old password that is being replaced.
- The 'New Password' field is the location where the user will enter the new password that is replacing the previous password.
- The 'Confirm New Password' field is the location where the user will enter the new password for a second time, thus confirming that no mistake was made in the process of entering the new password.

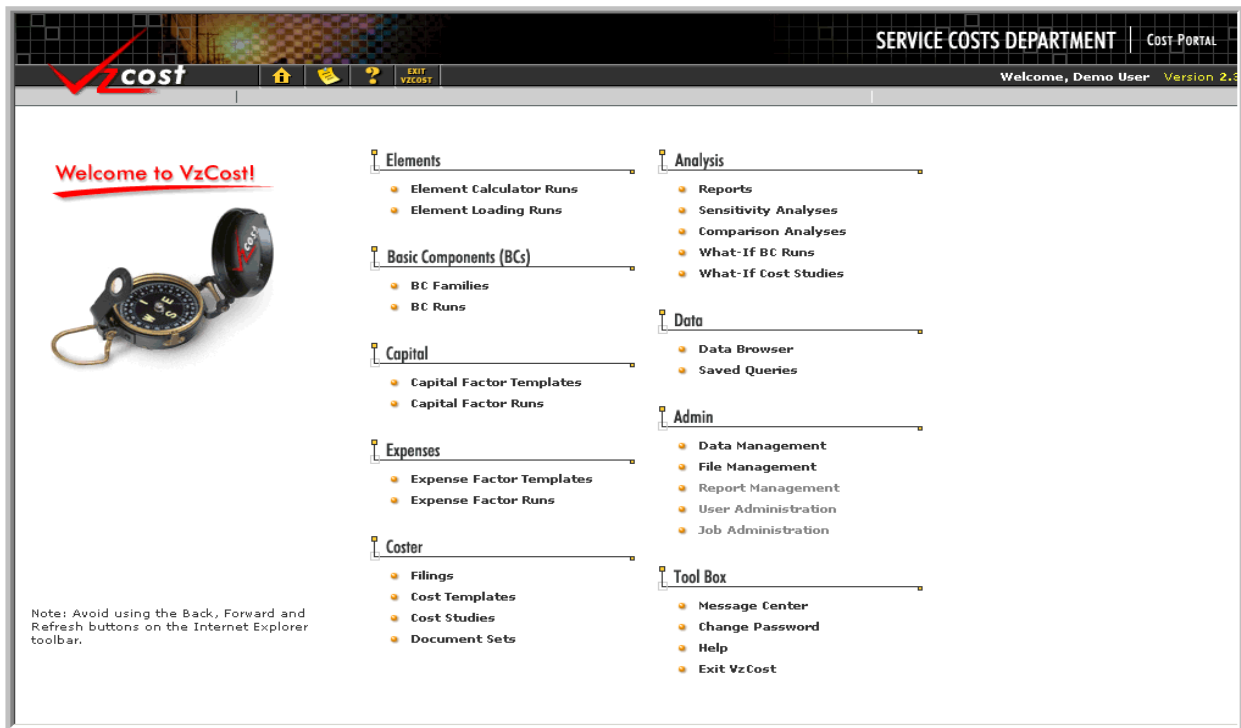
Once the user has filled out all four fields, the user may press the 'Save' button (  ), thus saving the new password, sending the user to the VzCost home page, and completing the login process. In this case, the 'Cancel' button (  ) is disabled because the user's password must be changed before the system will allow the user to login. If the user does press the 'Save' button (  ) and an error exists on the page, a warning will be given to the user, as shown below, and the user will have to try again.

A screenshot of the VzCost web application's "Change Password" page. The page has a dark header with the VzCost logo on the left and "SERVICE COSTS DEPARTMENT" and "COST PORTAL" on the right. Below the header is a navigation bar with icons for home, help, and a search icon, along with the text "EXIT VZCOST". The main content area is titled "Change Password" and contains four input fields: "Login Id:" with the value "v111111", "Old Password:", "New Password:", and "Confirm New Password:". Below the fields is a red error message: "New password must comply with password rules." At the bottom of the form are "Save" and "Cancel" buttons. A footnote at the bottom of the page states: "\*Passwords must contain a minimum of 8 characters and at least one each of the following: upper case letter, lower case letter, a number, and a special character."

## Section 3: The Home Page

### Section 3.1: Home Page Basics

After logging into the VzCost system and agreeing to the terms of the proprietary system statement, the user is brought to the 'VzCost Home Page'. The 'Home Page' is the primary page for navigation through the VzCost system. An example of the 'Home Page' is shown below.



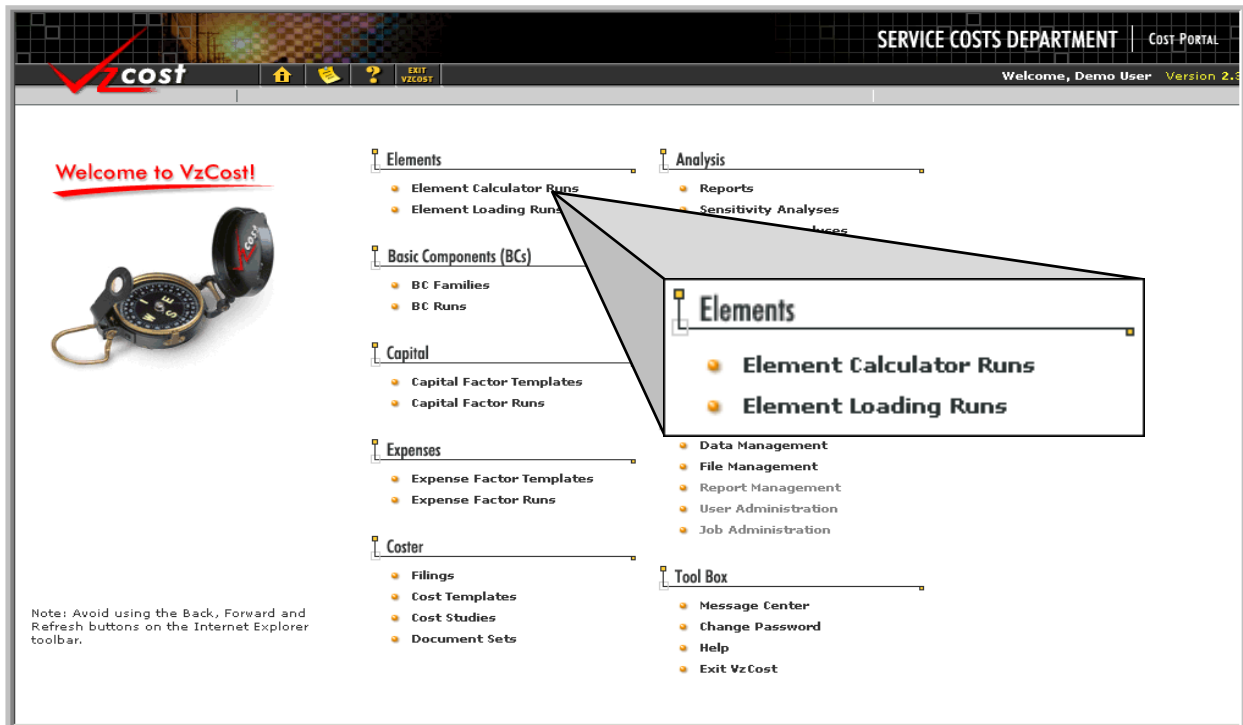
The 'Home Page' is split into nine sections. Those sections, which serve as the entry points for the VzCost domains, will be described in detail in the sections to follow. An overview of each of the eight sections begins on the next page.

## Section 3.2: Sections on the Home Page

### 1. [Elements](#):

This VzCost component is split into two subsections.

- [Element Calculator Runs](#): This option allows the user to create new, edit, delete, run, or change the status of an element calculator run. An element calculator run will create unloaded total elements for use in element loading runs.
- [Element Loading Runs](#): This option allows the user to create new, edit, rename, delete, run, or change the status of an element loading run. It also allows the user to view results from completed element loading runs. An element loading run will generate the loaded total elements. Please notice that at least one element calculator run must be completed and approved before the user can complete an element loading run.

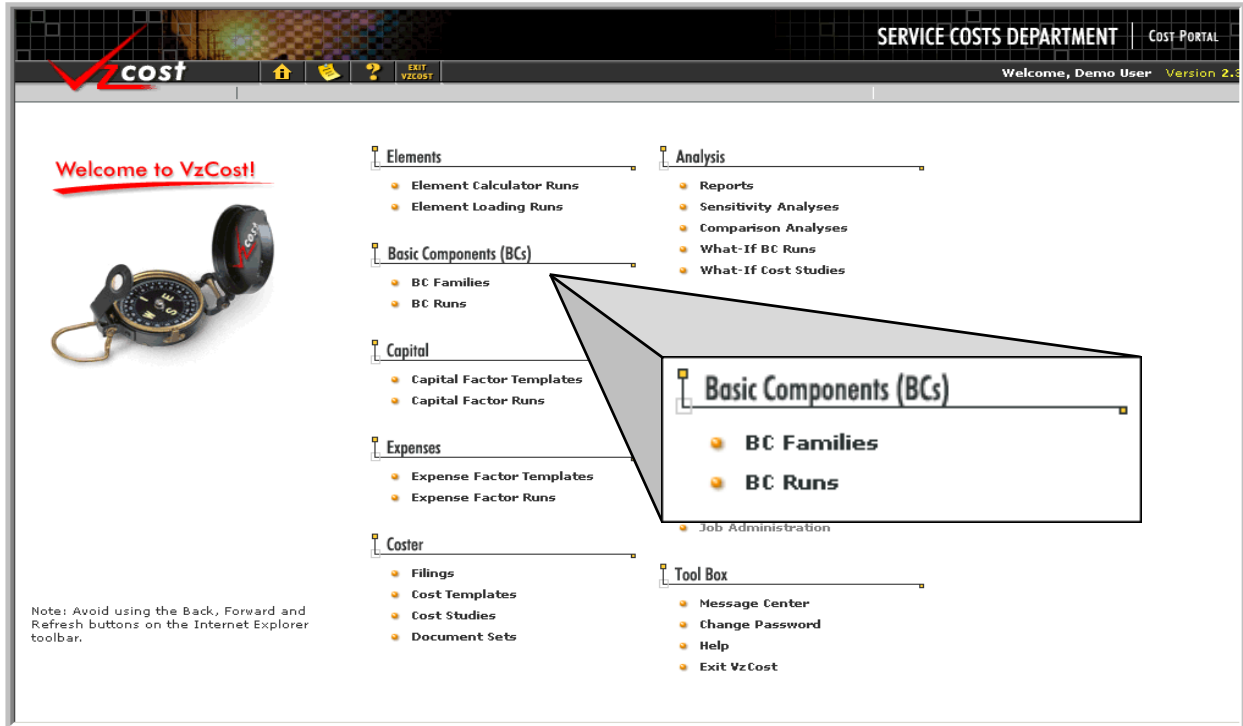


The screenshot shows the VzCost home page interface. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an 'EXIT VzCost' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is logged in as 'Welcome, Demo User' using 'Version 2.3'. The main content area is titled 'Welcome to VzCost!' and features a compass icon. A navigation menu is displayed on the right, with a callout box highlighting the 'Elements' section. The 'Elements' section contains two items: 'Element Calculator Runs' and 'Element Loading Runs'. Other sections in the menu include 'Analysis' (Reports, Sensitivity Analyses), 'Basic Components (BCs)' (BC Families, BC Runs), 'Capital' (Capital Factor Templates, Capital Factor Runs), 'Expenses' (Expense Factor Templates, Expense Factor Runs), 'Coster' (Filings, Cost Templates, Cost Studies, Document Sets), and 'Tool Box' (Data Management, File Management, Report Management, User Administration, Job Administration, Message Center, Change Password, Help, Exit VzCost). A note at the bottom left states: 'Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.'

## 2. [Basic Components \(BCs\)](#):

At least one element loading run must be completed and approved before the user can complete a BC Run. This VzCost component is split into two subsections.

- [BC Families](#): This option allows the user to create new, edit, copy, delete, or change the status of a BC family. It also allows the user to start a new BC run without exiting to the Home Page. BC families contain the formulas that allow the user to run multiple BCs with one set of inputs.
- [BC Runs](#): This option allows the user to create new, edit, rename, delete, run, view results of, or change the status of a BC Run. A BC run will calculate the values for the BCs.



**Welcome to VzCost!**

**Basic Components (BCs)**

- BC Families
- BC Runs

**Notes:** Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

**Navigation Menu:**

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

3. [Capital](#):

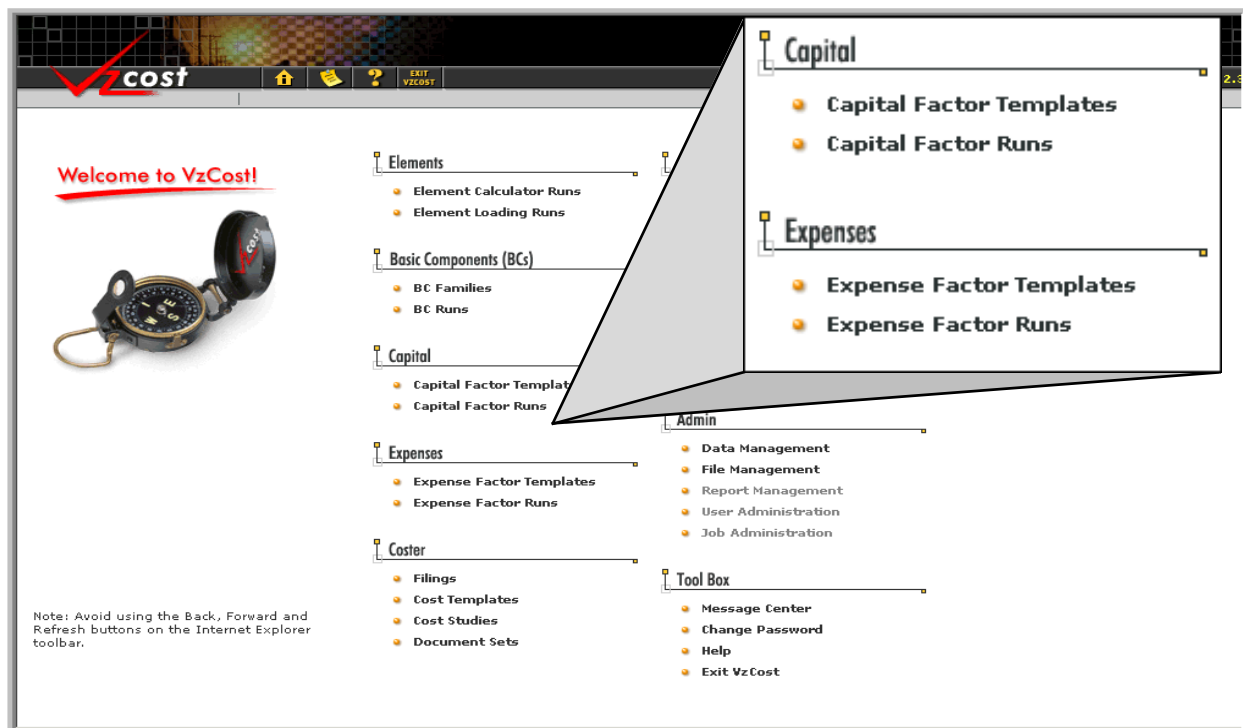
This VzCost component is split into two subsections.

- [Capital Factor Templates](#): This option allows the user to create new, edit, copy, delete, create capital factor runs from, or change the status of capital factor templates. A capital factor template is a set of formulas that are used to calculate capital factors.
- [Capital Factor Runs](#): This option allows the user to create new, edit, rename, delete, run, or change the status of a capital factor run. It also allows the user to view the results of a completed capital factor run. Capital factors are calculated by the VzCost calc engine.

4. [Expenses](#):

This VzCost component is split into two subsections.

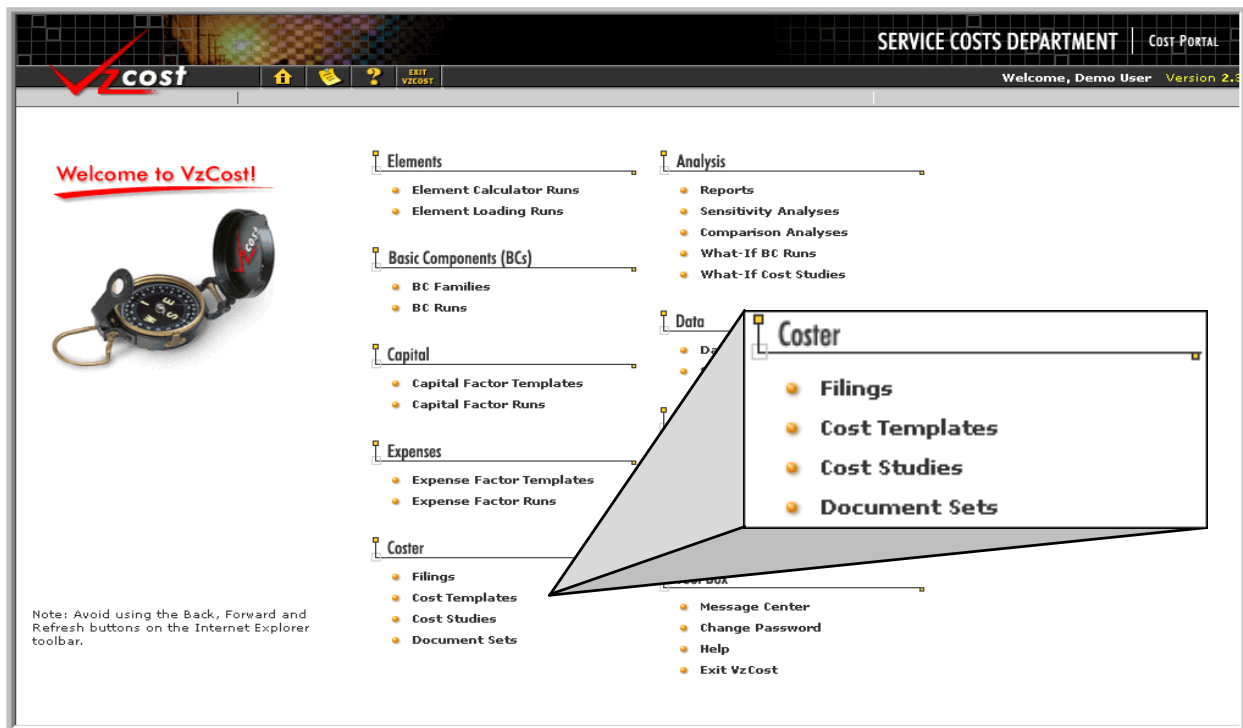
- [Expense Factor Templates](#): This option allows the user to create new, edit, copy, delete, create expense factor runs from, or change the status of expense factor templates. An expense factor template is a set of formulas that are used to calculate expense factors.
- [Expense Factor Runs](#): This option allows the user to create new, edit, rename, delete, run, or change the status of an expense factor run. It also allows the user to view the results of a completed expense factor run. Expense factors are calculated by the VzCost calc engine.



### 5. [The Coster Module:](#)

At least one BC family and one BC run must be completed and approved before the user can effectively use all of the functions in the coster module. This VzCost component is split into four subsections.

- [Filings](#): This option allows Project Managers to create new filings, edit existing filings, delete filings, view dependent data connected with filings, and mark filings as filed within the VzCost system.
- [Cost Templates](#): This option allows the user to create new, edit, copy, delete, create cost studies from, or change the status of cost templates. A cost template is a set of formulas that are used to calculate cost. Each cost template will only contain formulas for one single product.
- [Cost Studies](#): This option allows the user to create cost studies, edit cost studies that have not been approved or filed, delete cost studies that have not been approved or filed, run cost studies, view results of cost studies that have been run, and change the status of cost studies. Two cost study types can be created. These types are standalone studies and studies for a filing.
- [Document Sets](#): This option allows the user to create new, edit, delete, copy, run, view, or change the status of documents sets for filings or for cost studies. When the user selects run, document sets are saved in PDF format for use with the Adobe Acrobat Reader. All document sets correspond with a specific cost study or filing.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Message Center**

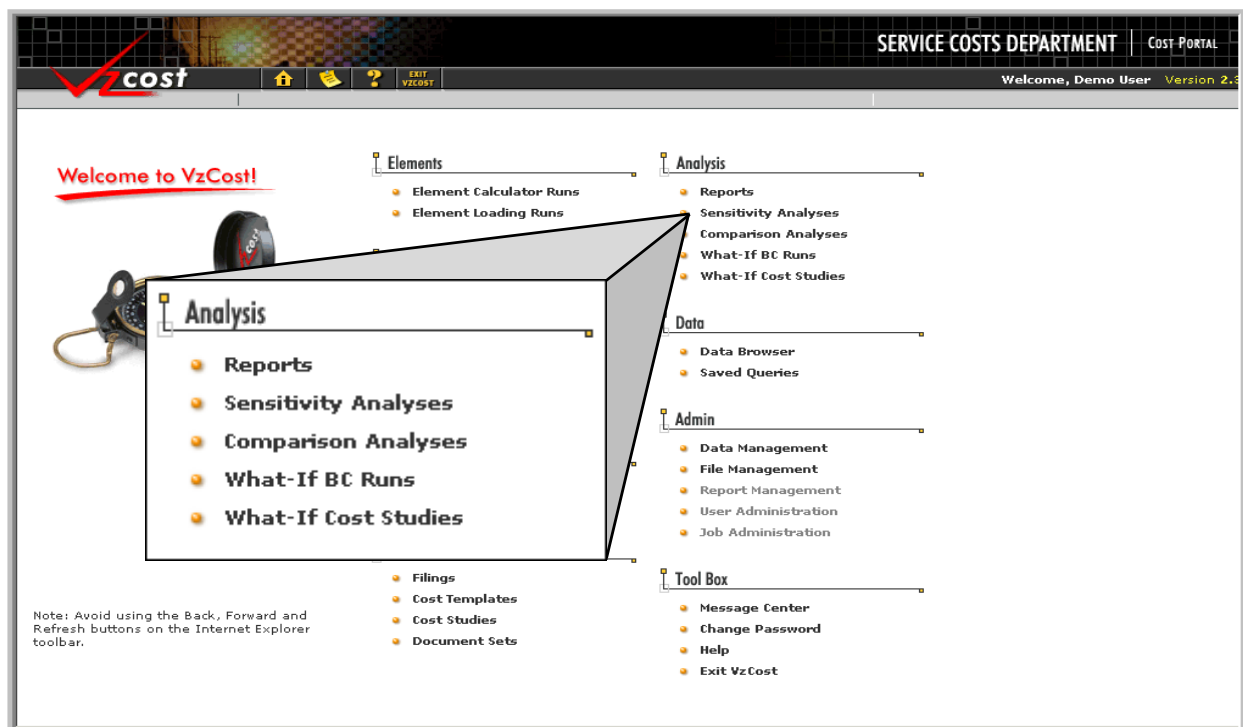
- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

6. [Analysis](#):

This VzCost component is split into five subsections.




- [Reports](#): This option allows the user to run standalone reports using report templates that have been created and set up by Crystal Reports developers. Crystal Reports is a software package, separate from VzCost, which is used to create report templates and query files that are accessible through report management piece of the VzCost interface.
- [Sensitivity Analyses](#): This option allows the user to create new, delete, and view results of sensitivity analyses by changing selected inputs.
- [Comparison Analyses](#): This option allows the user to create new, edit existing, and delete existing comparison analyses. The user can also click on the compare button to run a specific analysis. Thus, a user can compare two result sets such as BC runs or cost studies.
- [What-If BC Runs](#): This option allows the user to create new, edit, delete, run, or view the results of a what-if. The what-if is based on a copy of the user's BC run results. That copy is generated by the system when the user creates a new what-if.
- [What-If Cost Studies](#): This option allows the user to create new, edit, delete, run, or view the results of a what-if. The what-if is based on a copy of a cost study. That copy is generated by the system when the user creates a new what-if.

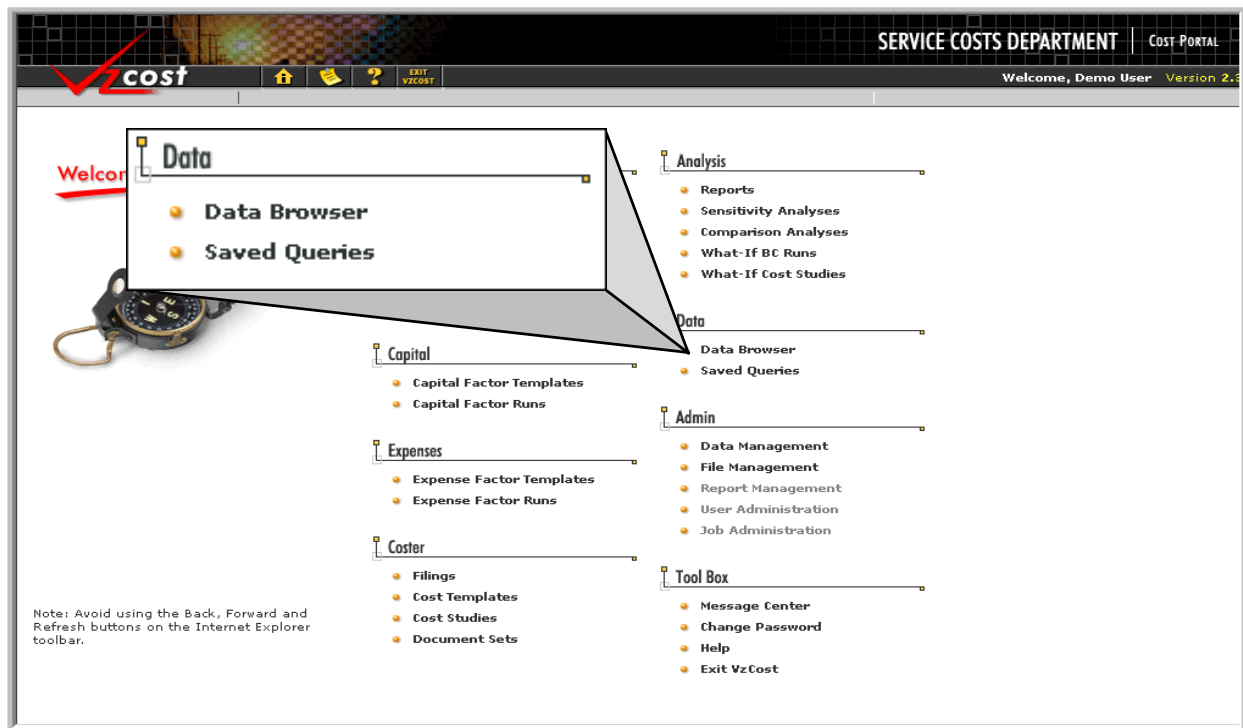




7. [Data](#):

This VzCost component is split into two subsections.

- [Data Browser](#): This option allows the user to view any approved data version by using a query builder that allows for the filtering of data. This feature is open to all analysts.
- [Saved Queries](#): This option allows the user to create new queries by directing the user to the data browser described above. The user may also view a saved query by pressing the 'Edit' button (  ), delete a saved query with the 'Delete' button (  ), or go directly to the results of a saved query by pressing the 'Run' button (  ).



**DATA**

- **Data Browser**
- **Saved Queries**

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

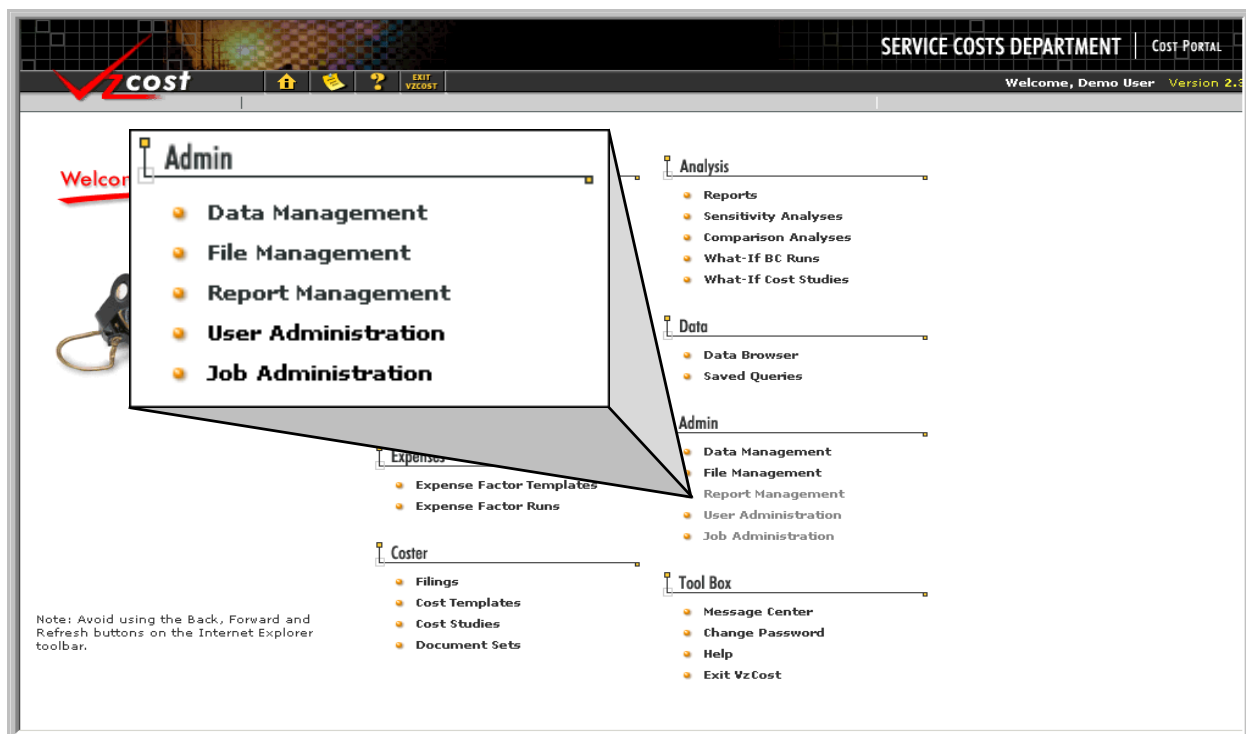
- Filings
- Cost Templates
- Cost Studies
- Document Sets

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

8. [Admin](#):


This VzCost component is split into four subsections.

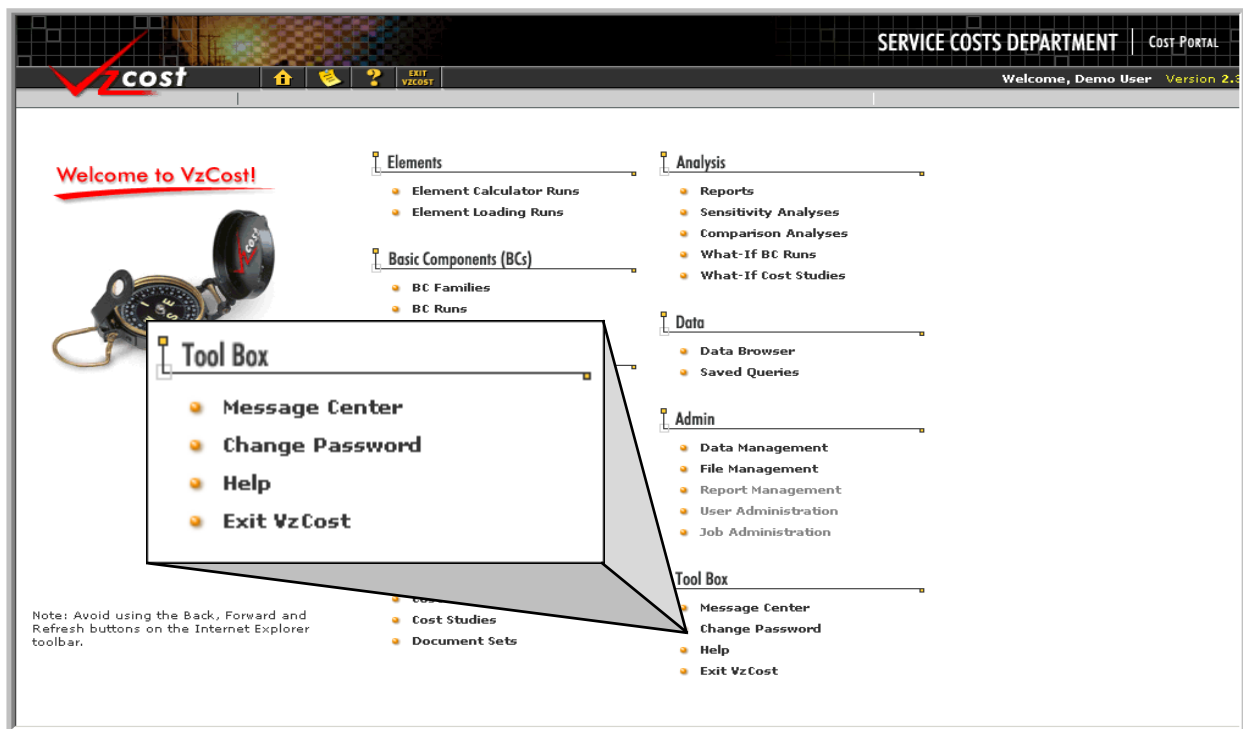
- [Data Management](#): This option allows the user to create new, view, copy, edit, approve, unapprove, and delete data tables. The user also has a Microsoft Excel template available for use with data in CSV files. Only data tables with an 'in progress' status may be edited or deleted and only data tables for which the user is a designated data owner will be visible. Users who are not data owners will not have access to the data management link.
- [File Management](#): This option allows the user to upload, delete, and preview files that are separate from the VzCost system. Only the data owner can delete an uploaded file and a file cannot be previewed until after it has been uploaded into VzCost.
- [Report Management](#): This option allows the user to create new, edit, delete, run, and approve report templates. Access to this function will be limited to authorized users only. Before a new report template may be created, a Crystal Reports developer must have created and saved a report in Crystal Reports. That report will then be uploaded into the system as a step in the report template creation process. RPT will always be the file type for a Crystal Report. Only reports with an 'in progress' status may be edited or deleted.
- [User Administration](#): This restricted option is only accessible by system administrators.
- [Job Administration](#): This restricted option is only accessible by system administrators.



9. [Tool Box](#):

This VzCost component is split into four subsections.

- [Message Center](#): This option takes the user to the message center which displays the status of any runs and will automatically refresh periodically. The user should watch the status field in the message center until the run has either failed or completed. Then, in most cases, the user can click on the job name in the job description field to view either the failure error or the completed results. To delete a message, the user will put a check mark in the box at the right of the 'Job Completed' field for the message to be deleted and then the user will press the 'Delete' button (  ) at the bottom of the page.
- [Change Password](#): This option allows the user to change or modify their password for the VzCost system.
- [Help](#): This option takes the user to the online help file for the VzCost system.
- [Exit VzCost](#): This option logs the user out of the VzCost system, sending the user back to the login page.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.








## Section 4: Recurring Functions

### Section 4.1: The VzCost Toolbar

At the top left of the 'Home Page' is the VzCost logo and the VzCost toolbar. All of the items listed in this paragraph will be present on every page within the VzCost system. The figure below shows the top left part of the 'Home Page'. The VzCost toolbar is visible within the figure.



The VzCost toolbar provides the following four functions for the user:

1.  The button indicated by an icon that resembles a house will navigate the user directly to the VzCost Home Page.
2.   The button indicated by an icon that resembles a piece of paper will navigate the user to the Message Center. When a message is waiting, this icon will appear with an exclamation point in the center of it. Use this option to either go to the Message Center or to refresh the Message Center when waiting for the results of a run. If the user does not use this button to refresh the Message Center, then the system will automatically do so periodically.
3.  The button indicated by an icon that resembles a question mark will provide the user with online help related to the specific page that is currently being accessed.
4.  The button indicated by the words 'EXIT VZCOST' will log the user out of the VzCost system, sending the user back to the [proprietary system statement page](#). Once this has been accomplished, the user may exit Internet Explorer by clicking 'File' in the Menu Bar, and choosing the 'Close' option.



## Section 4.2: Filters

Most sections of the VzCost system start with a screen similar to the example shown below which was copied from the [expense factor runs](#) subsection in the [expenses](#) section of the VzCost system. On such screens, the filters will always be on the left side and by default, all items owned by the current user will be shown in the list on the right side. However, if the user does not own any items, then the filter will default to all users' items. When using a filter, the system remembers the filter settings until the user either returns to the home page or logs out of the system. The user can use filters to sort through the data by either limiting or expanding a search as needed.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test 2001 v1.5		8/13/2002	PAE	Jurisdiction	Expense F

The following are some common filters that are available within VzCost. Each VzCost section will have different filters available and thus, no single section that will have all of the filters.


- Created After (Date)
- Created Before (Date)
- Domain
- File Description
- Filing
- Jurisdiction
- Name
- Owner
- Product
- Status
- Table
- Table Name
- Type
- Version Description

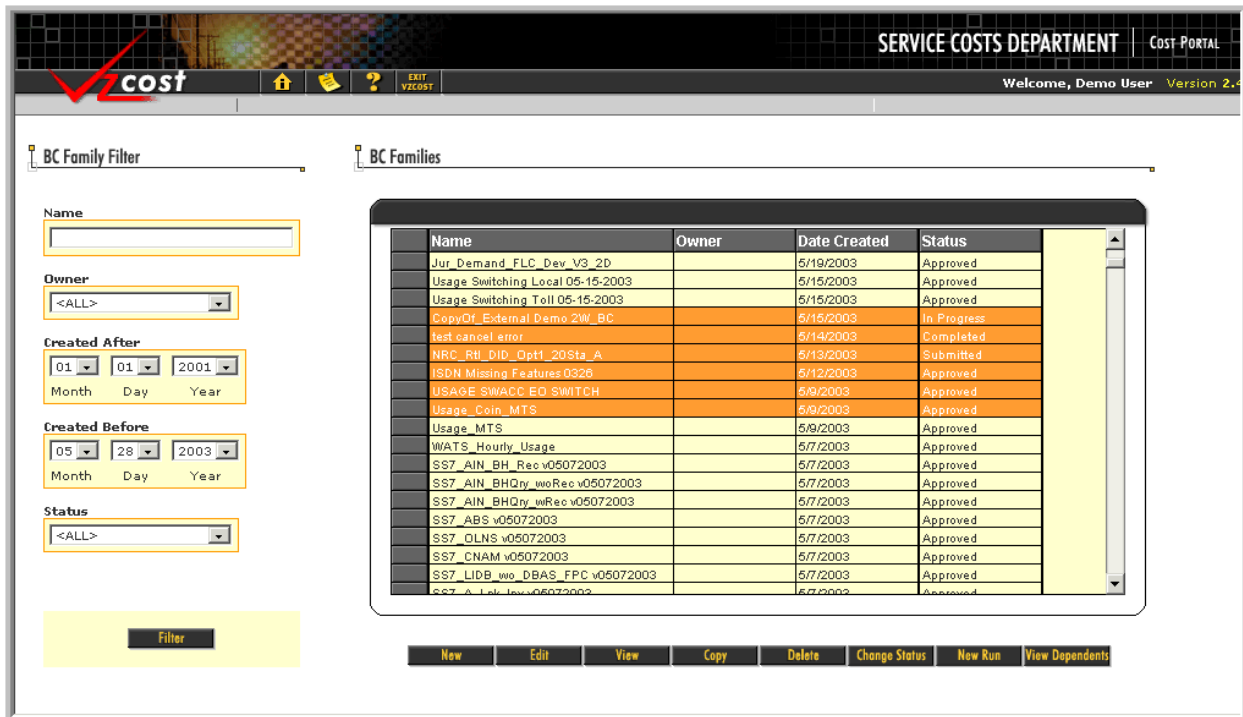
To help with the search, multiple filters can be chosen simultaneously. Depending on which filters are chosen, the user will either have to type the criteria directly into the appropriate field or use a drop down menu. To use a drop down menu, press the button (▼) at the right side of the appropriate field and then click on the desired selection. After selecting the needed search criteria, the user will click on the 'Filter' button (Filter) at the bottom, left of the screen. All information meeting the selected criteria will be displayed on the screen.

### Section 4.3: Multiple Selections

In the VzCost system, the user may choose to make multiple selections to expedite the completion of certain processes. To make multiple selections on a screen, the user will need to click on the first item to select it. Next the user will have two options.

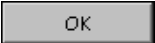
1. If the user is attempting to select multiple items that are grouped together, then the user will press and hold the shift key on the keyboard and then click on the last item to be selected. Thus, the two items that were clicked and all items between them will be highlighted.
2. If the user is attempting to select multiple items that are not grouped together, then the user will press and hold the ctrl key on the keyboard and then click on each subsequent item to be selected, one at a time. Thus, all of the items that have been selected will be individually highlighted.

Once the correct selections have been made, the user may press the appropriate button at the bottom of the screen to continue. Please note that the available buttons are determined by the last item that the user clicked on. Therefore, even if several of the user's items are selected, if the user clicked on another user's item last, then the delete button (  ) will not be active.




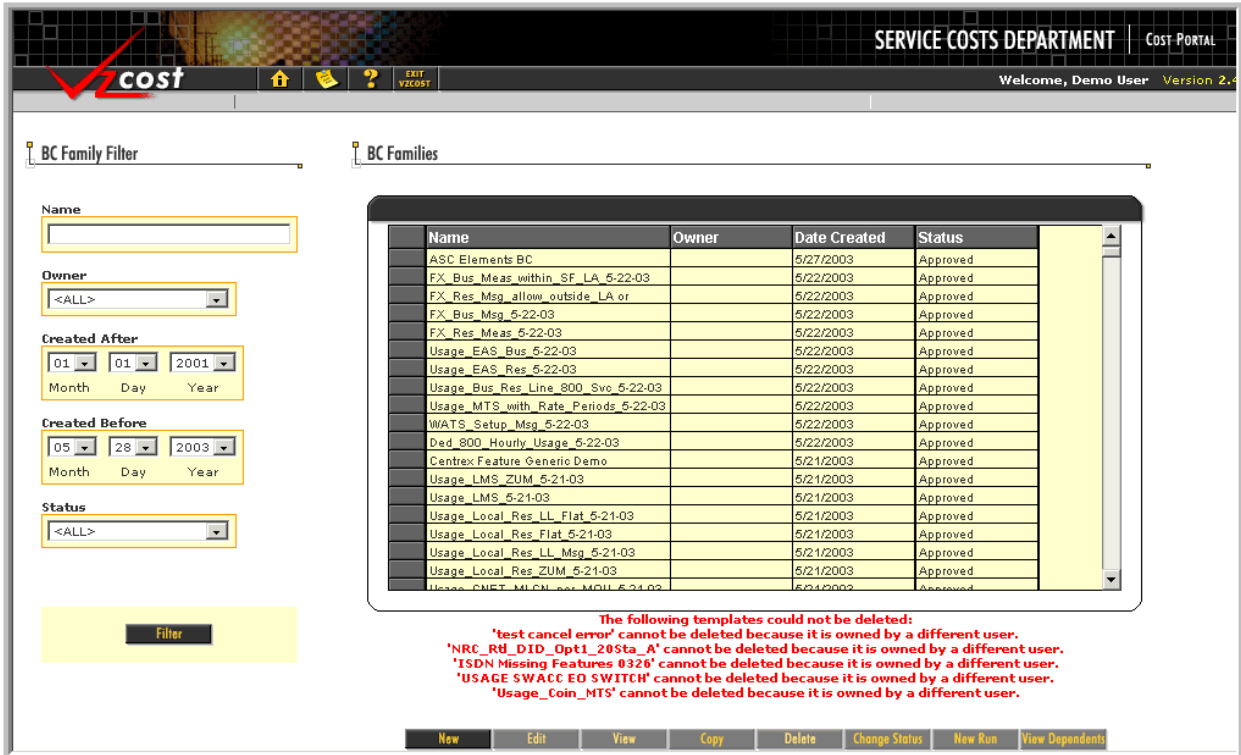
The screenshot shows the 'SERVICE COSTS DEPARTMENT' interface. On the left, there are filters for 'BC Family Filter' including Name, Owner, Created After (Month, Day, Year), Created Before (Month, Day, Year), and Status. A 'Filter' button is at the bottom left. The main area displays a table of 'BC Families' with columns: Name, Owner, Date Created, and Status. The table contains 18 rows of data. At the bottom of the table, there are action buttons: New, Edit, View, Copy, Delete, Change Status, New Run, and View Dependents.

Name	Owner	Date Created	Status
Jur_Demand_FLC_Dev_V3_2D		5/19/2003	Approved
Usage Switching Local 05-15-2003		5/15/2003	Approved
Usage Switching Toll 05-15-2003		5/15/2003	Approved
CopyOf_External Demo 2IW_BC		5/15/2003	In Progress
test cancel error		5/14/2003	Completed
NRC_RH_DID_Opt1_20Sta_A		5/13/2003	Submitted
ISDN Missing Features 0326		5/12/2003	Approved
USAGE SWACC EQ SWITCH		5/9/2003	Approved
Usage_Cein_MTS		5/9/2003	Approved
Usage_MTS		5/9/2003	Approved
WATS_Hourly_Usage		5/7/2003	Approved
SS7_AIN_BH_Rec v05072003		5/7/2003	Approved
SS7_AIN_BHQry_w0Rec v05072003		5/7/2003	Approved
SS7_AIN_BHQry_wRec v05072003		5/7/2003	Approved
SS7_ABS v05072003		5/7/2003	Approved
SS7_OLNS v05072003		5/7/2003	Approved
SS7_CNAM v05072003		5/7/2003	Approved
SS7_LIDB_w0_DBAS_FFC v05072003		5/7/2003	Approved
SS7_A_Lst_Inv v05072003		5/7/2003	Approved

The multiple selection function is available for copying templates, deleting templates, deleting studies, or deleting multiple formulas from a template. With that said, if the user makes multiple selections and then attempts to access a function other than the copy or delete functions, the system will provide the user with the error message shown at the right. This message lets the user know that the chosen function is not compatible with the multiple selection function. Thus, the user will then need to press the 'OK' button (  ) to continue.




If the user is clicking on multiple items, then the buttons at the bottom of the screen will be active for the last item that the user clicked on. In the example on the previous page, all except for one of the items selected was owned by another user. Thus, when the user presses the 'Delete' button (  ), only one item is deleted. Error messages are shown for the other five items. An example of this is shown in the example below. The user will also receive an error message if an item to be deleted has been associated with a study or a filing because the screen that allows users to delete an item with all related dependencies is not available for multiple selections.



The screenshot shows the 'SERVICE COSTS DEPARTMENT' interface. On the left, there are filters for 'BC Family Filter' and 'BC Families'. The 'BC Families' table lists various items with columns for Name, Owner, Date Created, and Status. A 'Filter' button is located below the table. At the bottom, there are buttons for 'New', 'Edit', 'View', 'Copy', 'Delete', 'Change Status', 'New Run', and 'View Dependents'.

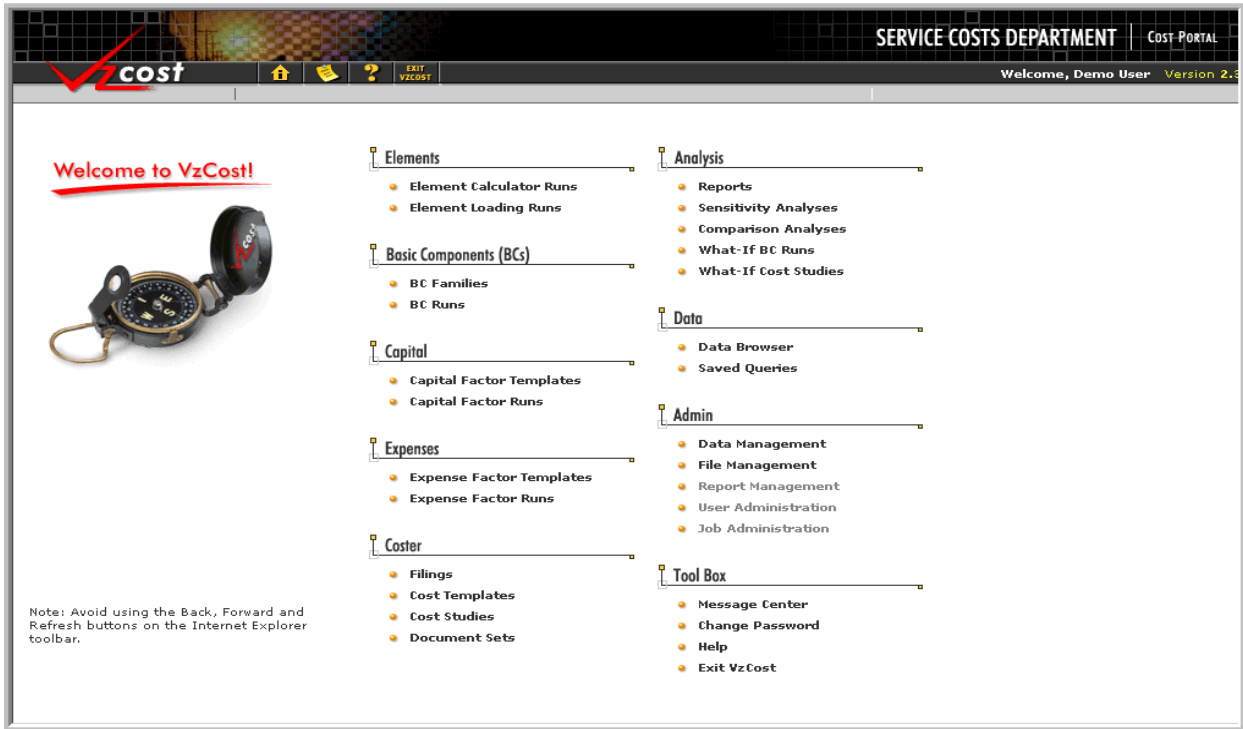
Name	Owner	Date Created	Status
ASC Elements BC		5/27/2003	Approved
FX_Bus_Meas_within_SF_LA_5-22-03		5/22/2003	Approved
FX_Res_Msg_allow_outside_LA_or		5/22/2003	Approved
FX_Bus_Msg_5-22-03		5/22/2003	Approved
FX_Res_Meas_5-22-03		5/22/2003	Approved
Usage_EAS_Bus_5-22-03		5/22/2003	Approved
Usage_EAS_Res_5-22-03		5/22/2003	Approved
Usage_Bus_Res_Line_800_Svc_5-22-03		5/22/2003	Approved
Usage_MTS_with_Rate_Periods_5-22-03		5/22/2003	Approved
WATS_Setup_Msg_5-22-03		5/22/2003	Approved
Ded_800_Hourly_Usage_5-22-03		5/22/2003	Approved
Centrex_Feature_Generic_Demo		5/21/2003	Approved
Usage_LMS_ZUM_5-21-03		5/21/2003	Approved
Usage_LMS_5-21-03		5/21/2003	Approved
Usage_Local_Res_LL_Flat_5-21-03		5/21/2003	Approved
Usage_Local_Res_Flat_5-21-03		5/21/2003	Approved
Usage_Local_Res_LL_Msg_5-21-03		5/21/2003	Approved
Usage_Local_Res_ZUM_5-21-03		5/21/2003	Approved
Usage_CNCT_MUCH_ser_MOD_5-21-03		5/21/2003	Approved

The following templates could not be deleted:  
 \*test cancel error\* cannot be deleted because it is owned by a different user.  
 \*NRC\_Rd\_DID\_Opt1\_20Sta\_A\* cannot be deleted because it is owned by a different user.  
 \*ISDN Missing Features 0320\* cannot be deleted because it is owned by a different user.  
 \*USAGE SWACC EO SWITCH\* cannot be deleted because it is owned by a different user.  
 \*Usage\_Coin\_MTS\* cannot be deleted because it is owned by a different user.

Please be advised that the arrow keys on the keyboard are functional for the user when the user selects multiple selections that are grouped together. In other words, the user may click only on the first item, press and hold the shift button, and then use either the up or down arrow key to expand the list of selection. However, if the user does this, the buttons that are active will be determined by the first item because that item is the only item that was clicked on. For example, the user may click on another user's item and then press the down arrow key three times to highlight three of the user's own items. All four of these items will be selected but the 'Delete' button (  ) will not be active because the first item selected belongs to another user.



## Section 5: Elements



The screenshot shows the VzCost web application interface. At the top, there is a navigation bar with the Vzcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is logged in as 'Welcome, Demo User' using 'Version 2.3'. The main content area is titled 'Welcome to VzCost!' and features a compass icon. The interface is organized into several functional areas, each with a list of options:

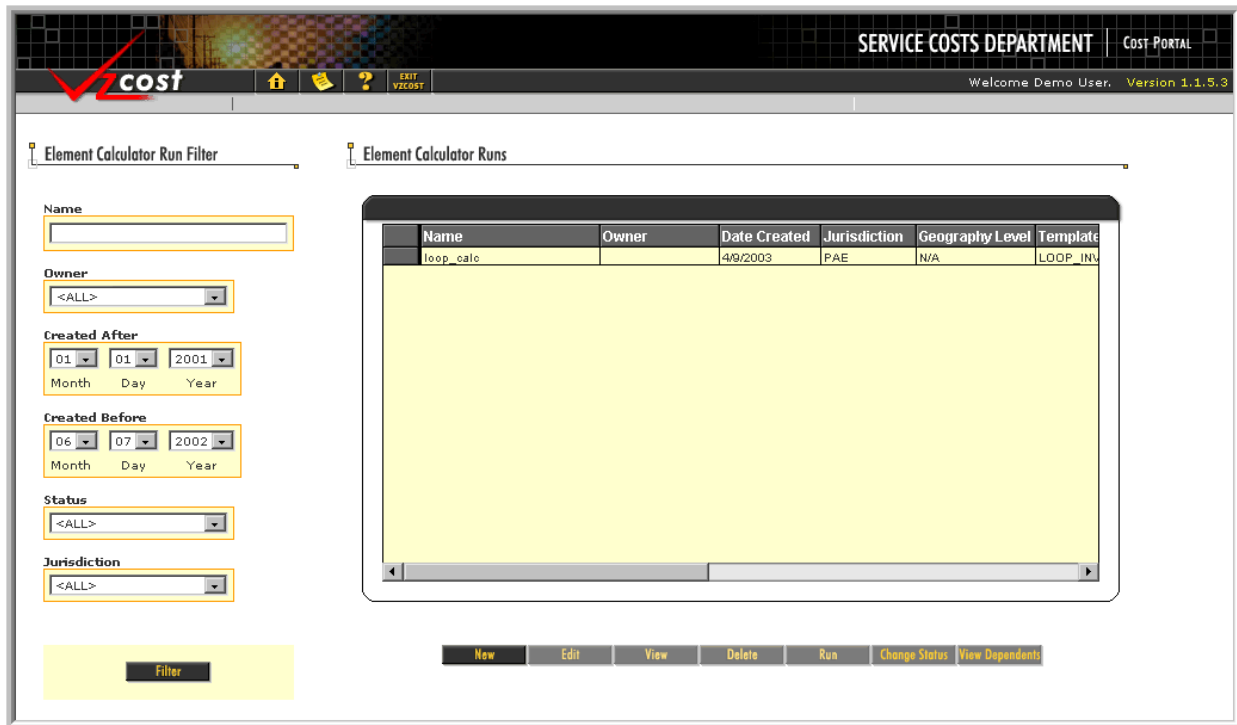
- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit Vz Cost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

Elements represent the starting point for the process of creating cost studies and filings in VzCost. The elements section of VzCost is divided into two functional areas, element calculator runs and element loading runs.

## Section 5.1: Element Calculator Runs

A completed element calculator run will provide the user with unloaded total elements. Element loading runs cannot be completed until unloaded total elements have been created by the element calculator and then approved by an authorized user. Click on the 'Element Calculator Runs' link on the 'VzCost Home Page' to bring up the 'Element Calculator Runs' screen which is shown below.



Element Calculator Run Filter

Element Calculator Runs

Name

Owner

Created After

Created Before

Status

Jurisdiction


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
loop_calc		4/9/2003	PAE	N/A	LOOP_IN

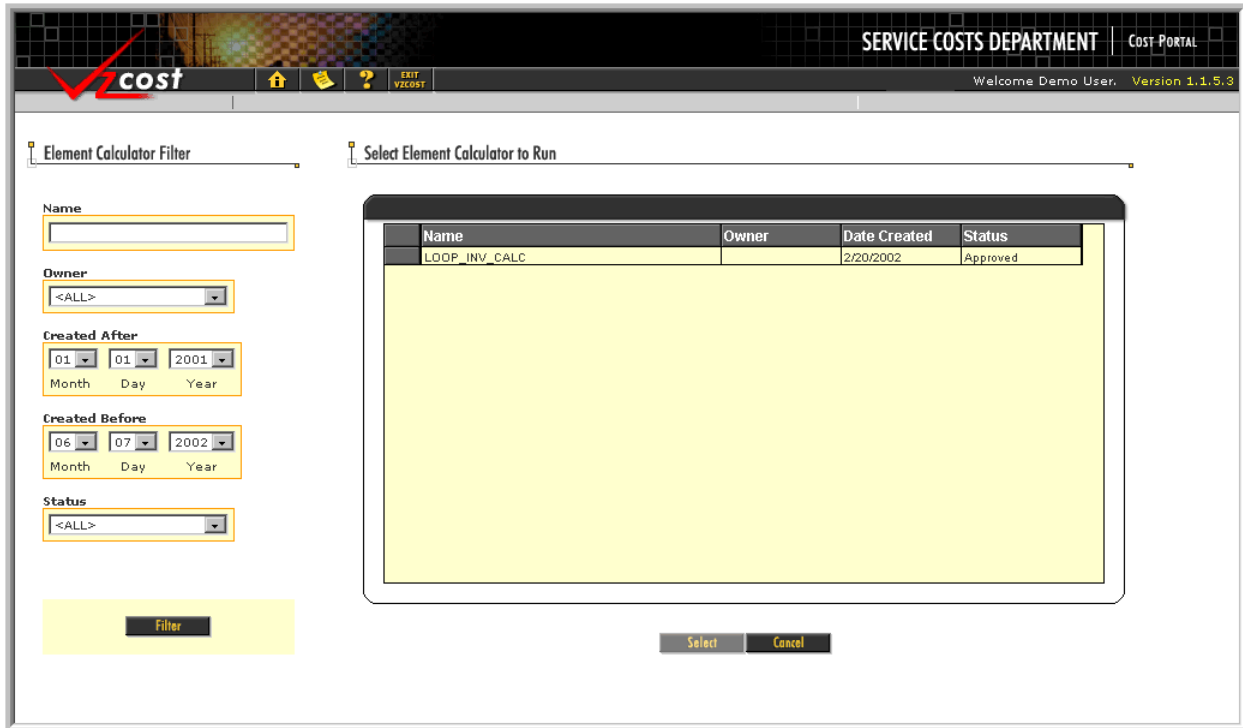
Filter

New Edit View Delete Run Change Status View Dependents



Filters may be used, as described in [section 4.4](#), to limit or expand the list of element calculator runs that are displayed on the screen. All element calculator runs that meet the filtered criteria will be displayed on the screen.

## Section 5.1.1: Creating a New Element Calculator Run

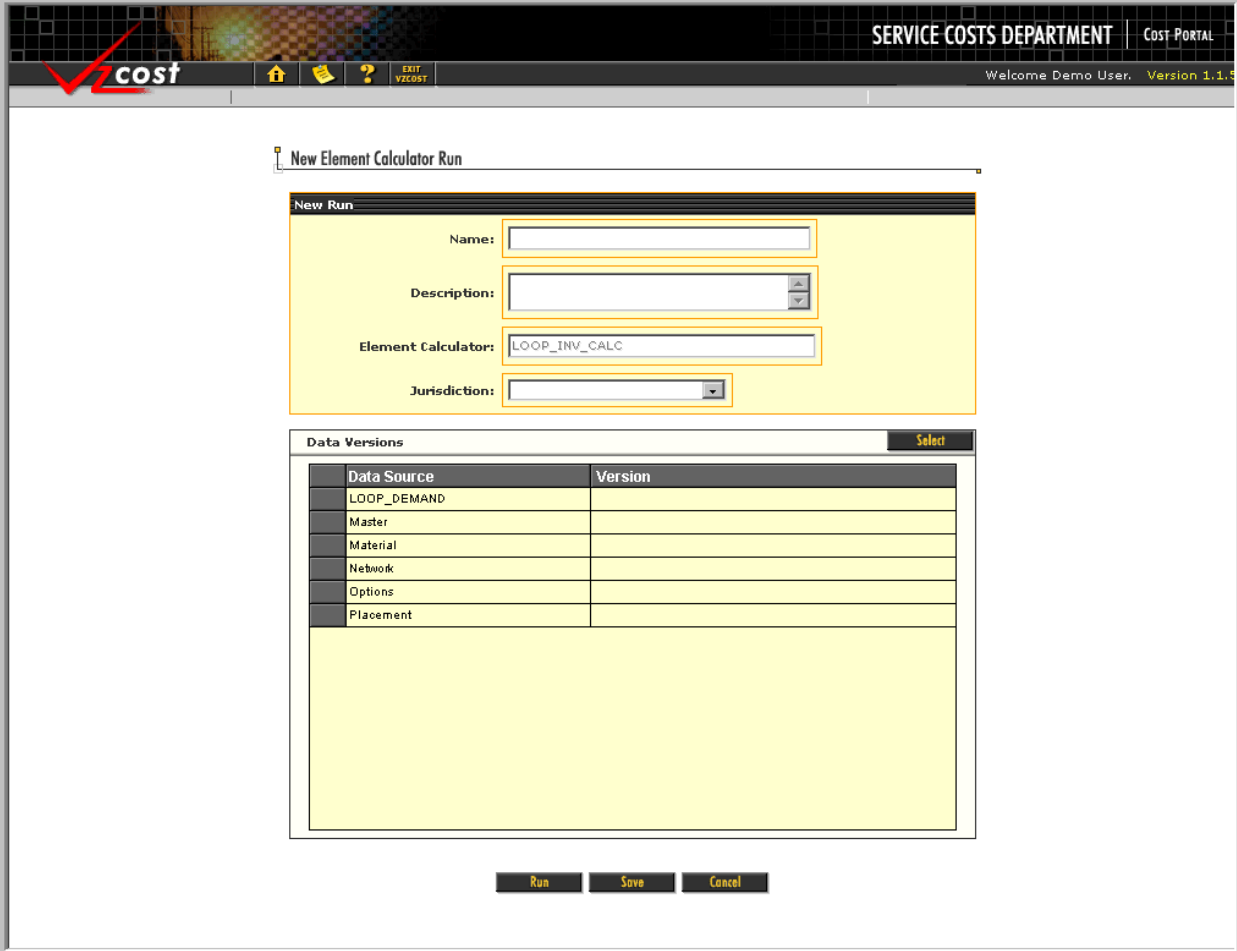
To create a new element calculator run, the user will press the 'New' button (  ) on the 'Element Calculator Runs' screen. The 'Element Calculator Selection' screen loads into memory. An example of this screen is shown below.



Name	Owner	Date Created	Status
LOOP_INV_CALC	Owner	2/20/2002	Approved

As before, filters may be used, as described in [section 4.4](#), to limit or expand the list of element calculator runs that are displayed on the screen. All element calculator runs that meet the filtered criteria will be displayed on the screen. When the desired element calculator is shown on the screen, the user should click on that calculator to highlight it and then press the 'Select' button (  ) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (  ) at the bottom of the screen.

In this example, the loop investment calculator was chosen and the screen shown below was loaded into memory.



**Service Costs Department | Cost Portal**  
Welcome Demo User. Version 1.1.9

**New Element Calculator Run**

**New Run**

Name:

Description:

Element Calculator: LOOP\_INV\_CALC

Jurisdiction:

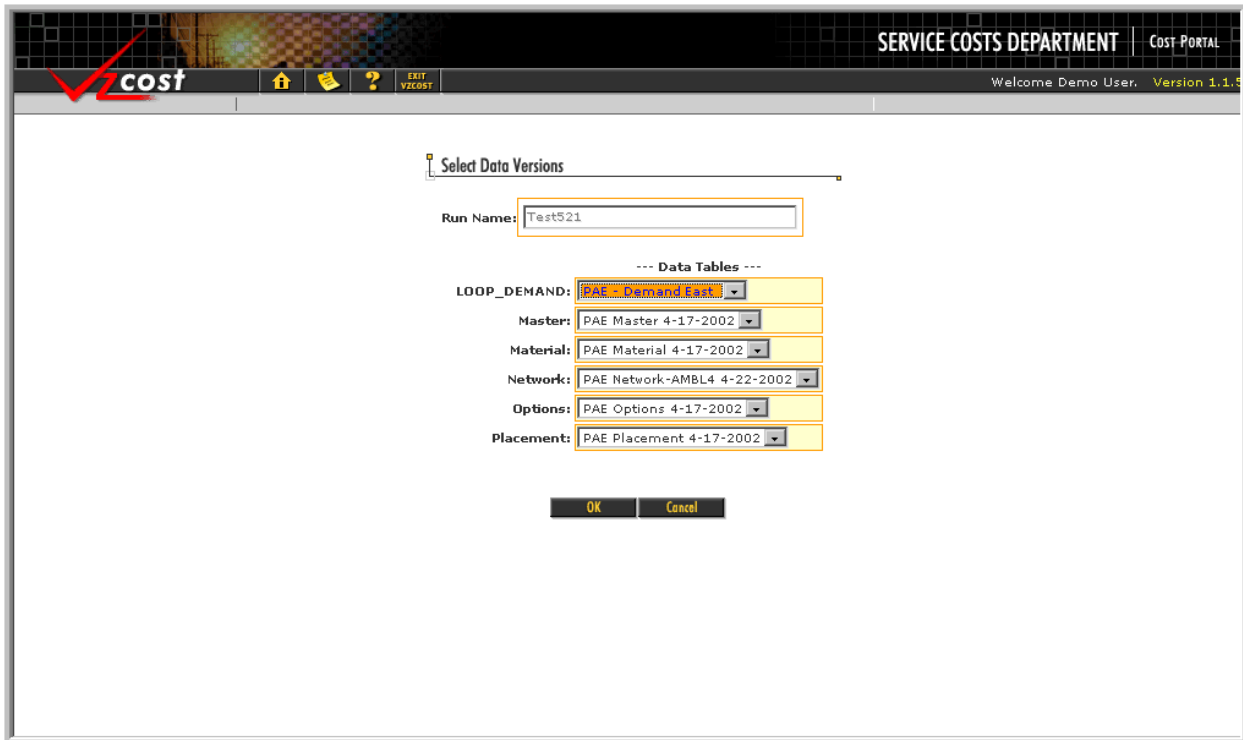
**Data Versions** Select




Data Source	Version
LOOP_DEMAND	
Master	
Material	
Network	
Options	
Placement	


Run Save Cancel

In the top portion of this screen, the user will provide both, a name for the study and a brief description of the study. Next, the user will select a jurisdiction by pressing the button (  ) to the right of the field and choosing an option from the drop down menu. The element calculator field cannot be changed from its current setting because this field was populated by the system earlier, when the user selected an element calculator. Once the top portion of the screen has been filled out, the user will need to complete the bottom portion of the screen. To accomplish this, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box. Please notice that, if the top part of the screen has not been completed and the user presses this button, the user will receive an error message.

The 'Data Versions Selection' page, shown below, is loaded up.

The screenshot shows a web application interface for 'zcost'. At the top, there is a navigation bar with the 'zcost' logo, a home icon, a help icon, and an 'EXIT' button. The text 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' is visible on the right. Below the navigation bar, the main content area is titled 'Select Data Versions'. It contains a 'Run Name' text box with 'Test521' entered. Below this is a section titled '--- Data Tables ---' with several dropdown menus: 'LOOP\_DEMAND' (PAE - Demand East), 'Master' (PAE Master 4-17-2002), 'Material' (PAE Material 4-17-2002), 'Network' (PAE Network-AMBL4 4-22-2002), 'Options' (PAE Options 4-17-2002), and 'Placement' (PAE Placement 4-17-2002). At the bottom of the form are 'OK' and 'Cancel' buttons.

Using the drop down menus by pressing the button (  ) at the right side of each field, the user will select one item for each of the categories except for the 'Run Name' category which is automatically populated by the system. The data versions will be automatically filtered for the selected jurisdiction. Once selections have been made in all of the fields, the user will press the 'OK' button (  ) and the system will save the selections, returning the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the previous screen disregarding any changes that have been made.

The selections made on the 'Data Versions Selection' screen are now displayed on the screen shown below. If the user presses the 'Run' button (  ) and the information on this page is incomplete, the system will show a warning message at the bottom of the screen. In the example below, the warning message is displayed because the 'Loop\_Demand' data version has not been populated, thus causing the error.

**Test521**

Name:

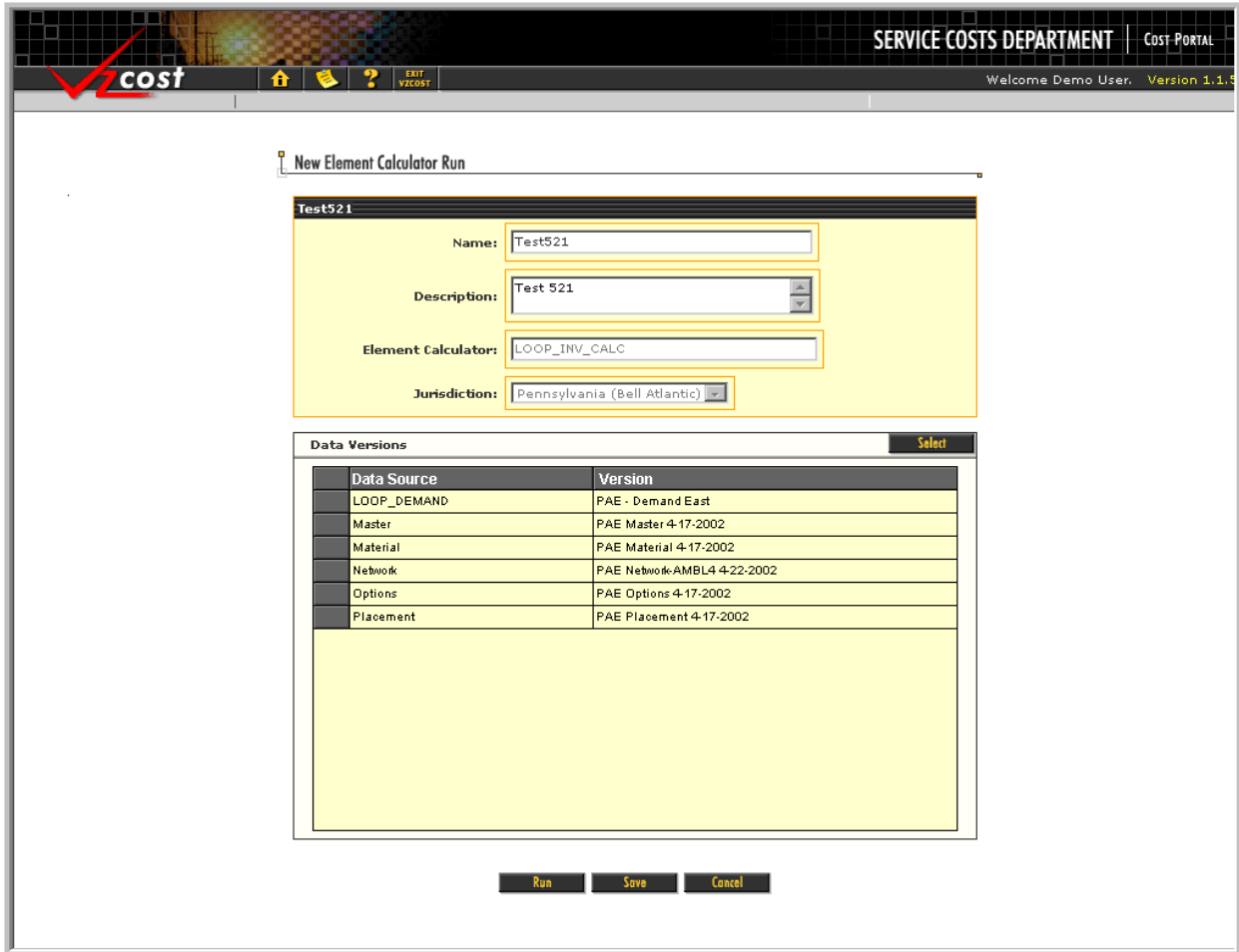
Description:

Element Calculator:

Jurisdiction:

Data Source	Version
LOOP_DEMAND	
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network-AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002

**Study is incomplete and cannot be run. Please complete study and run again.**



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.8

**New Element Calculator Run**

**Test521**

Name:

Description:

Element Calculator:

Jurisdiction:


**Data Versions** Select

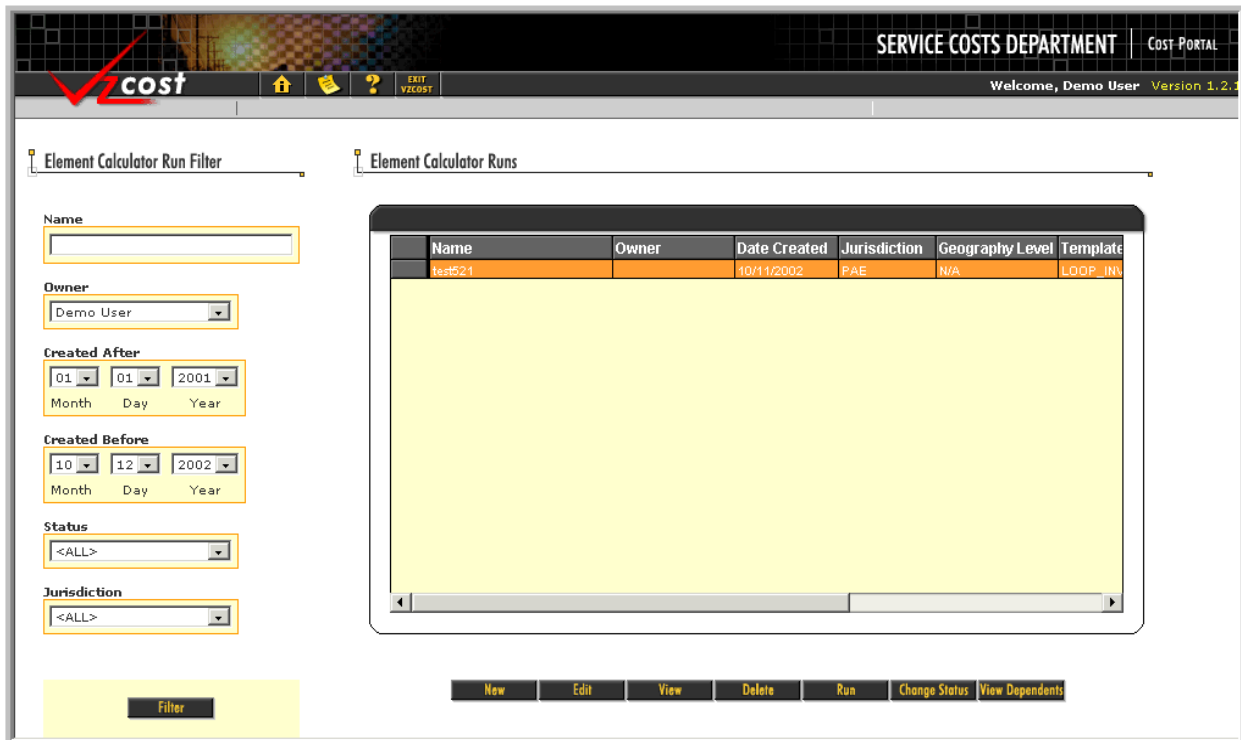
Data Source	Version
LOOP_DEMAND	PAE - Demand East
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network-AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002

If this screen has been completely populated, and thus, no errors exist, the user will have three options available.

1. Press the 'Run' (  ) button to start the element calculator. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to show a status of either failed or completed. Please notice that element calculator run results cannot be viewed from the message center. The user will have to go to the [data management section](#) of VzCost to view the results.
2. Press the 'Save' button (  ) to save the settings that have been selected and return to the 'Element Calculator Runs' screen without completing the run.
3. Press the 'Cancel' button (  ) to disregard all settings that have been selected and return to the 'Element Calculator Runs' screen.

## Section 5.1.2: Editing an Element Calculator Run

Use filters, described in [section 4.4](#), to limit or expand the list of element calculator runs that are displayed on the screen. All element calculator runs that meet the filtered criteria will be displayed on the screen. Once the correct element calculator run has been located, the user will click on it. As shown below, the run will be highlighted. If the user is not the data owner or originator of the element calculator run selected, then the edit, delete, and run buttons will be disabled. If the user is the data owner and the run has been previously completed, run will be the only disabled button; however, if the user saved the run prior to completion, no buttons will be disabled. To edit an element calculator run, press the 'Edit' button (  ) at the bottom of the screen.



**Element Calculator Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year

Status:

Jurisdiction:

**Element Calculator Runs**

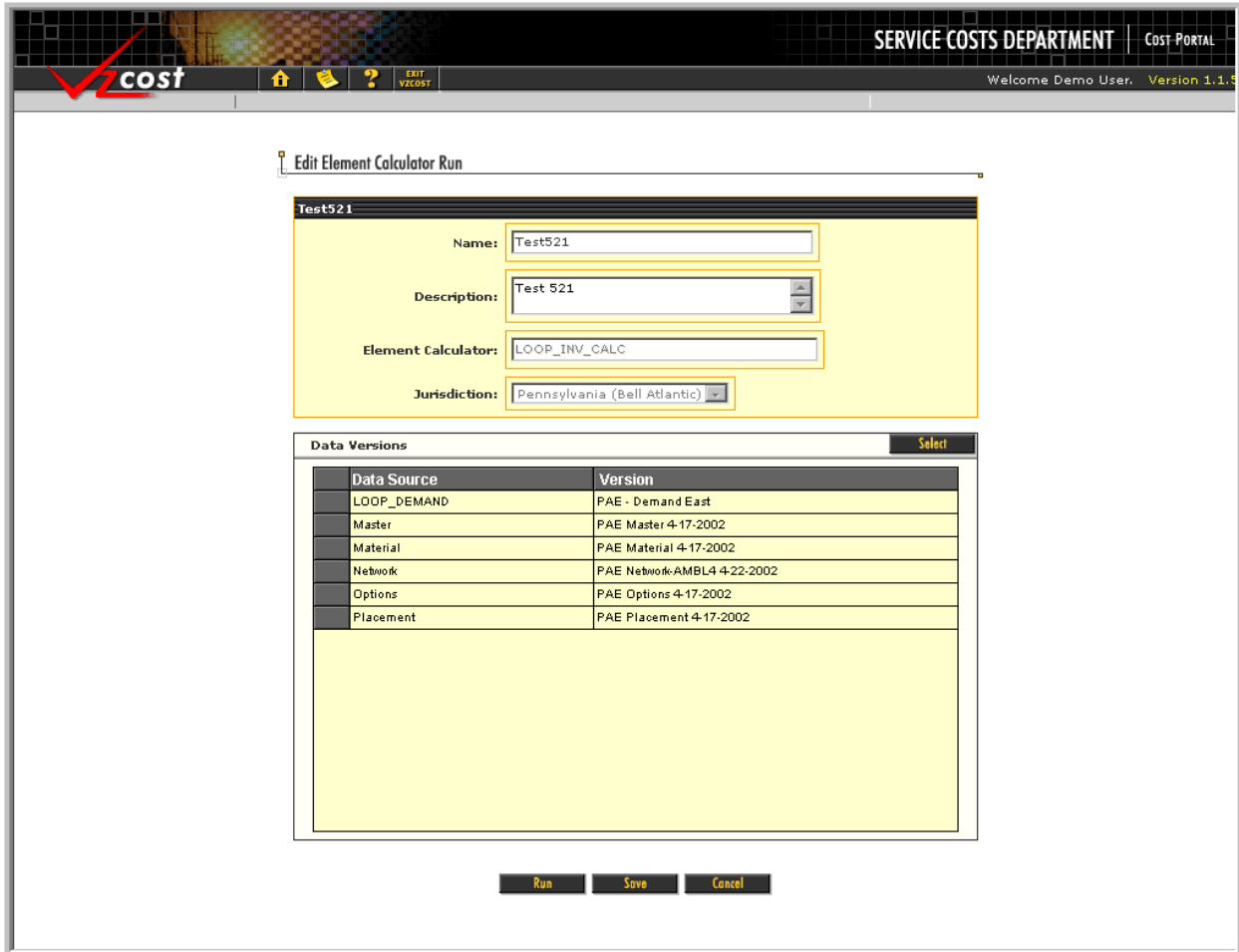
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Rest521		10/11/2002	PAE	N/A	LOOP_INV

**Buttons:** New Edit View Delete Run Change Status View Dependents

**Filter Button:** Filter



The 'Edit Element Calculator' screen is loaded. An example of this screen is shown at the bottom of this page. Even if the element calculator has already been run, the system will allow the user to edit the run. The system allows this because, if the user chooses to run the edited element calculator run, the results of the edit run will be contained within a new data version in the [data management section](#) of VzCost while the previous results will also remain as a previous data version.



**Test521**

Name:

Description:

Element Calculator:

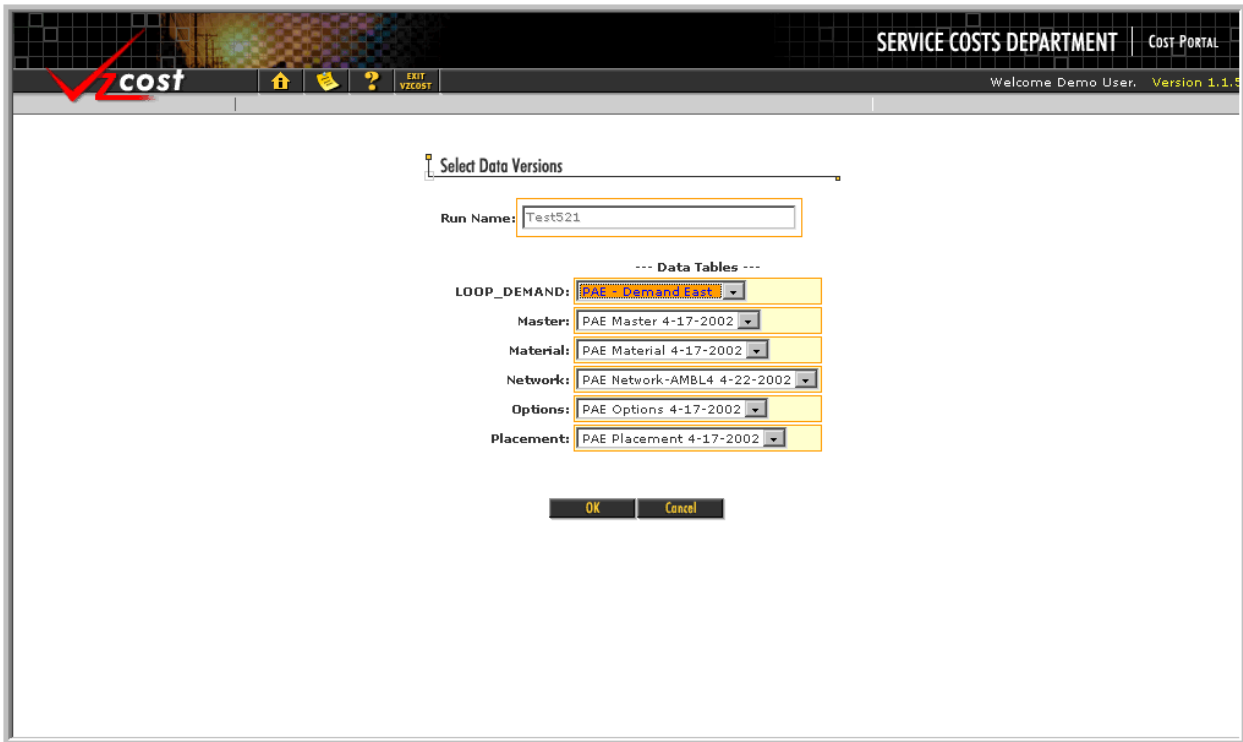
Jurisdiction:

**Data Versions** Select

Data Source	Version
LOOP_DEMAND	PAE - Demand East
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002

In the top portion of the screen the user may not edit any of the fields. In the bottom portion of the screen, if the data versions need to be edited, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box.




The 'Data Versions Selection' page, shown below, is loaded.

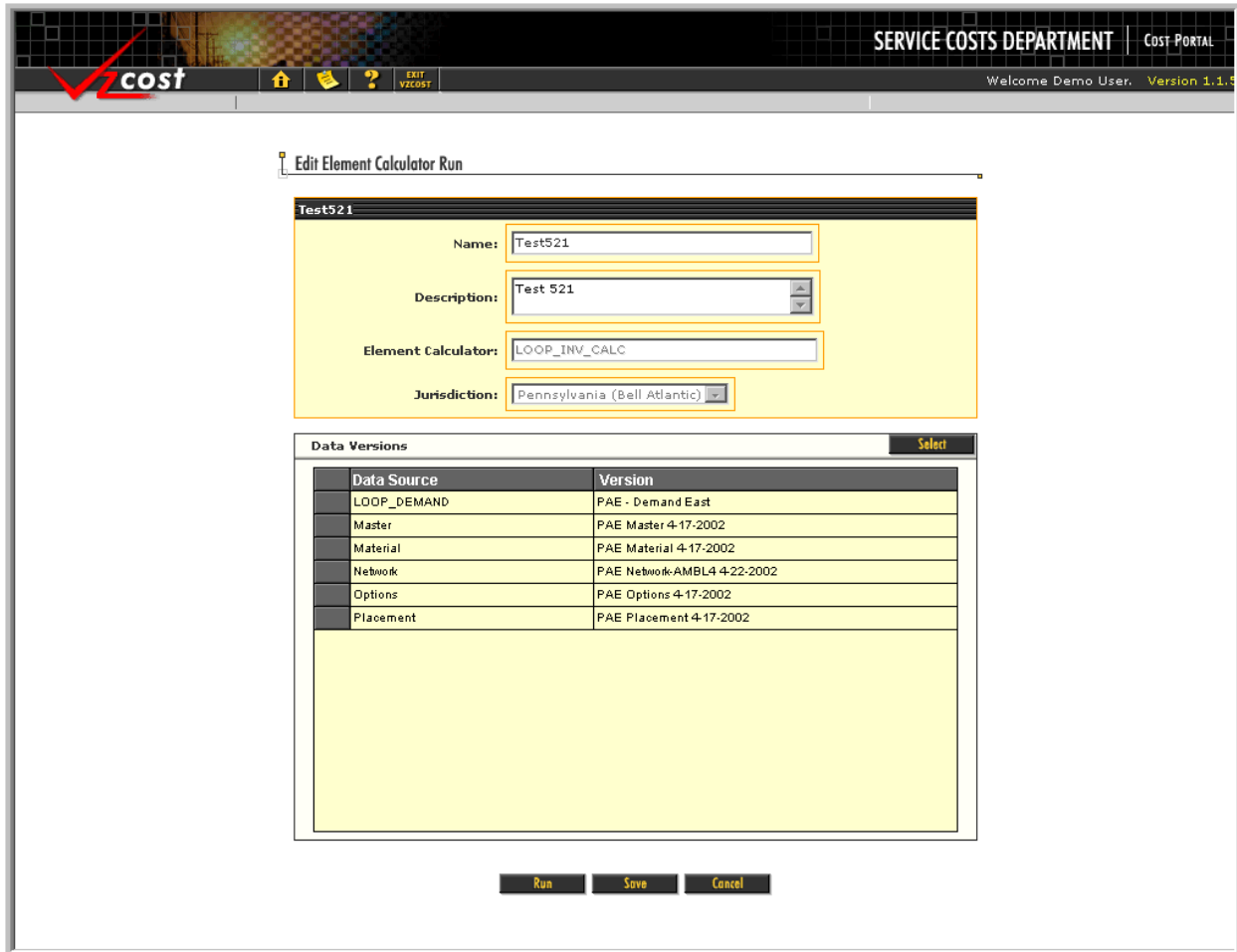


The screenshot shows the 'Select Data Versions' page. The page title is 'Select Data Versions'. The 'Run Name' field contains 'Test521'. Below this is a section titled '--- Data Tables ---' with the following dropdown menus:

Field	Selected Value
LOOP_DEMAND	PAE Demand East
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network-AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002

At the bottom of the form are 'OK' and 'Cancel' buttons.

Using the drop down menus by pressing the button (  ) at the right side of each field, the user may edit any or all of the selections except for the 'Run Name' category which is automatically populated by the system. The data versions have been automatically filtered for the selected jurisdiction. Once the selections have been edited, the user may press the 'OK' button (  ) and the system will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the previous screen disregarding any changes that have been made.



**Test521**

Name:

Description:




Element Calculator:

Jurisdiction:


Data Source	Version
LOOP_DEMAND	PAE - Demand East
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network-AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002

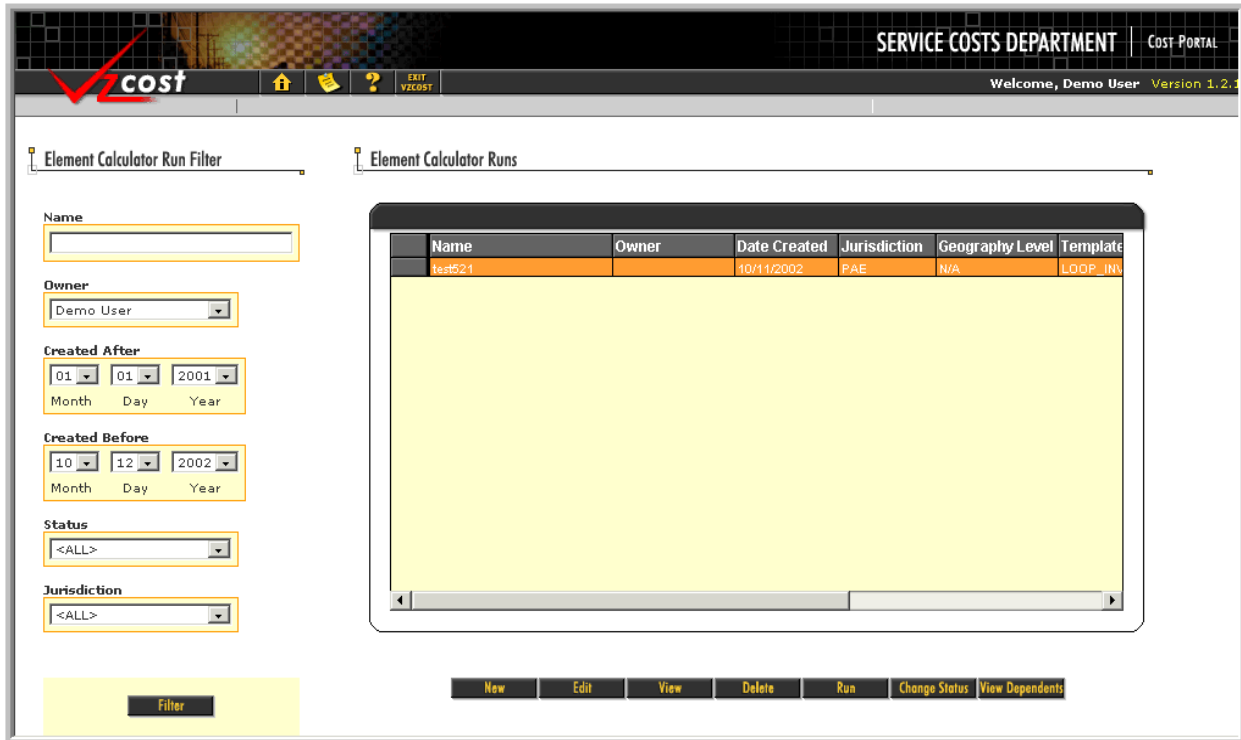
Run Save Cancel

Once the 'Data Versions Selection' screen has been edited, the user is returned to the screen shown above. The user will now have three options available.

1. Press the 'Run' (  ) button to start the element calculator. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to either fail or be completed. Notice that element calculator run results cannot be viewed from the message center. The user will have to go to the [data management section](#) of VzCost to view the results.
2. Press the 'Save' button (  ) to save the settings that have been selected and return to the 'Element Calculator Runs' screen without completing the run.
3. Press the 'Cancel' button (  ) to disregard all settings that have been selected and return to the 'Element Calculator Runs' screen.

### Section 5.1.3: Viewing the Inputs of an Element Calculator Run

The user may use filters, as described in [section 4.4](#), to limit or expand the list of element calculator runs that are displayed on the screen. All element calculator runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it. To view the inputs that have been selected for the element calculator run, the user will press the 'View' button (  ).



The screenshot shows the VZcost interface for managing Element Calculator Runs. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Demo User' and the version is '1.2.1'. The main area is divided into two sections: 'Element Calculator Run Filter' and 'Element Calculator Runs'.

The 'Element Calculator Run Filter' section contains the following fields:


- Name:** A text input field.
- Owner:** A dropdown menu with 'Demo User' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (10), Day (12), and Year (2002).
- Status:** A dropdown menu with '<ALL>' selected.
- Jurisdiction:** A dropdown menu with '<ALL>' selected.

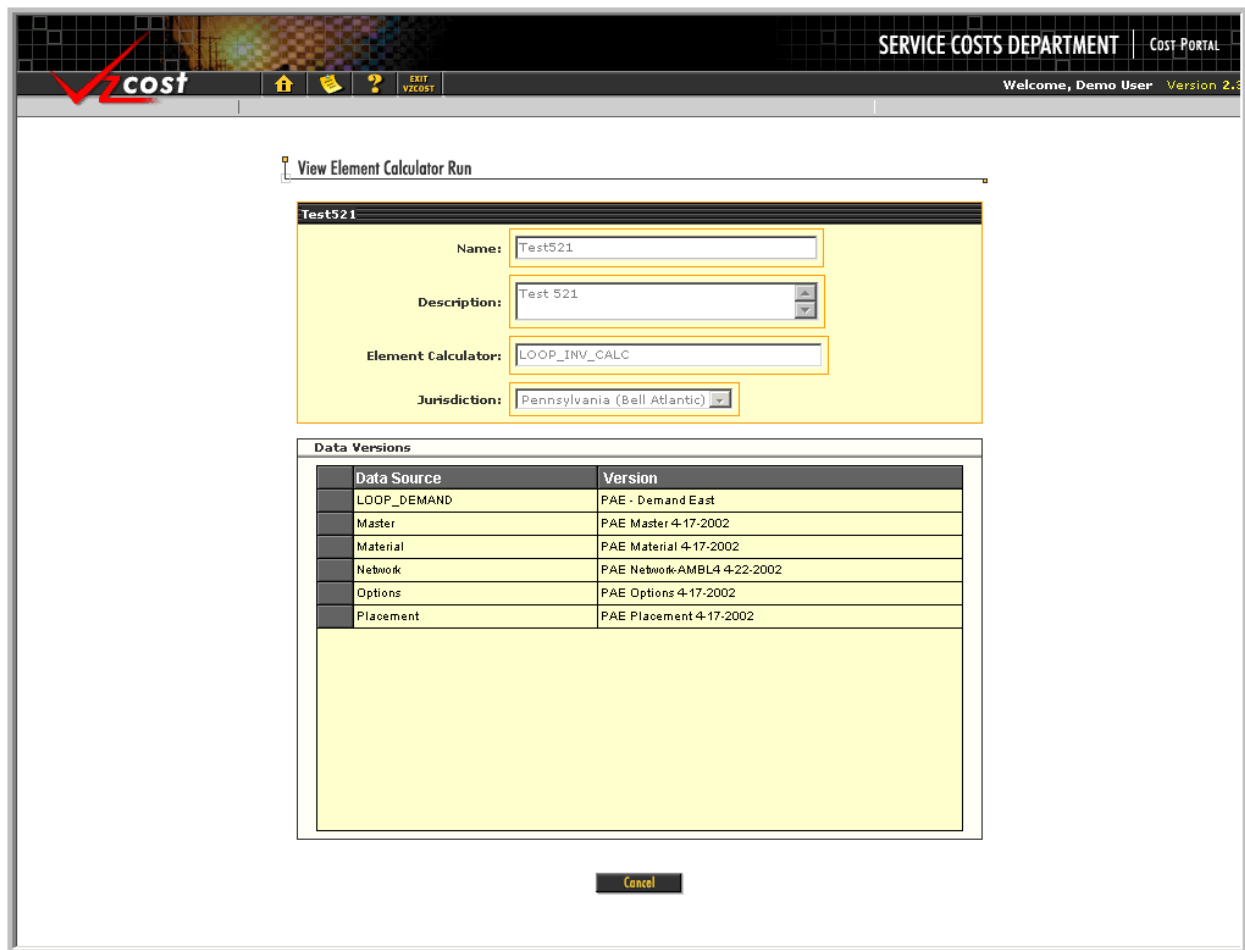
A yellow 'Filter' button is located below the filter fields.

The 'Element Calculator Runs' section displays a table with the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
test521		10/11/2002	PAE	N/A	LOOP_INV

Below the table is a yellow 'View' button. At the bottom of the interface, there is a row of action buttons: 'New', 'Edit', 'View', 'Delete', 'Run', 'Change Status', and 'View Dependents'.

Once the 'View' button (  ) has been pressed, the 'View Element Calculator Run' screen loads up as shown below. On this screen, the user may view the data versions or any of the other inputs that was selected for this element calculator run.



**View Element Calculator Run**

**Test521**

Name:


Description:

Element Calculator:

Jurisdiction:

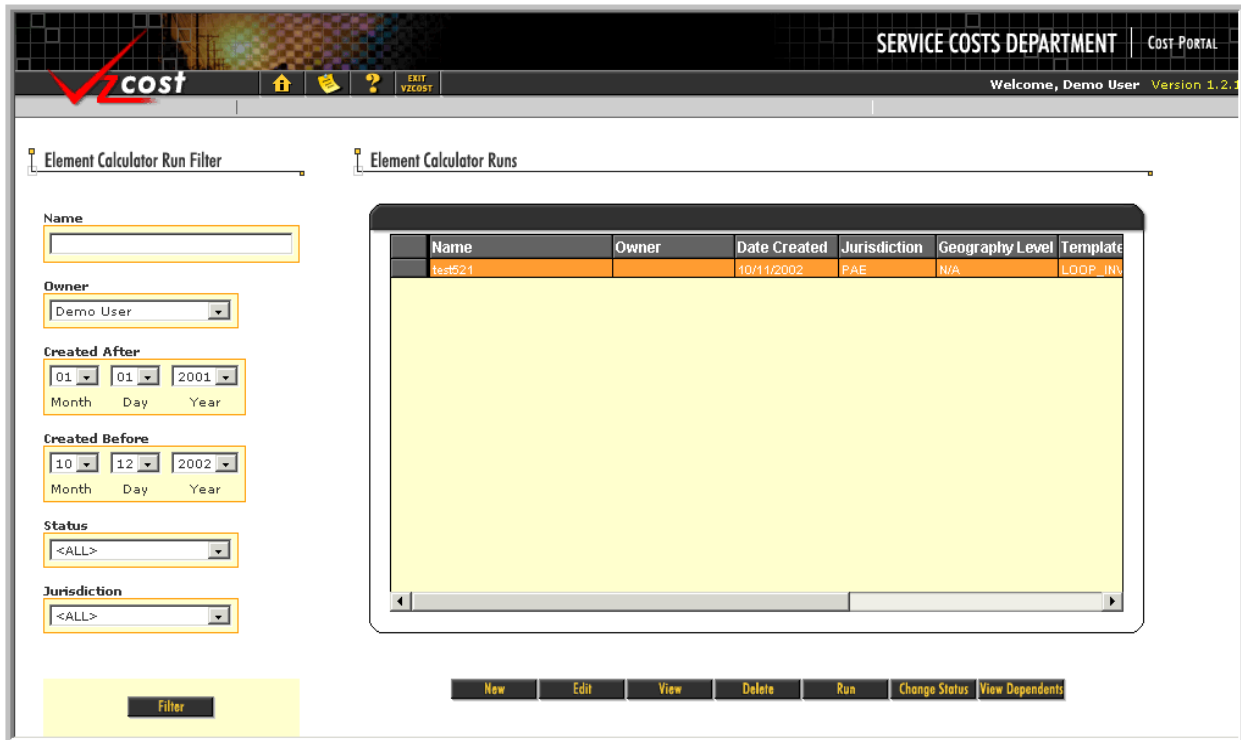
**Data Versions**

Data Source	Version
LOOP_DEMAND	PAE - Demand East
Master	PAE Master 4-17-2002
Material	PAE Material 4-17-2002
Network	PAE Network-AMBL4 4-22-2002
Options	PAE Options 4-17-2002
Placement	PAE Placement 4-17-2002



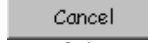
When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'Element Calculator Runs' screen.

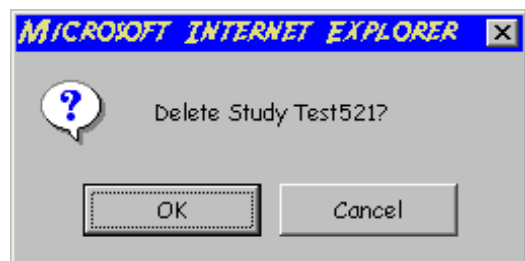
### Section 5.1.4: Deleting an Element Calculator Run

To delete an element calculator run, the user will use filters, as described in [section 4.4](#), to limit or expand the list of element calculator runs that are displayed on the screen. All element calculator runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it.






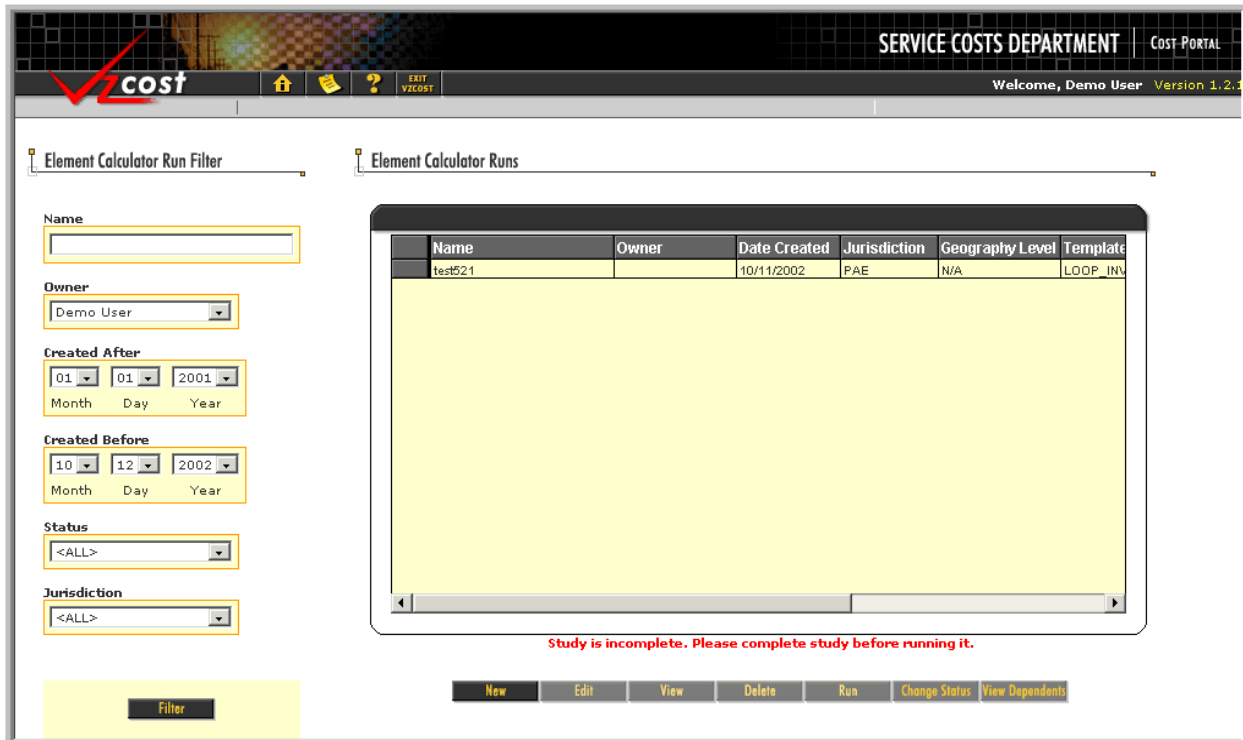
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
test521		10/11/2002	PAE	N/A	LOOP_IN

Next, the user will press the 'Delete' button (  ). Before deleting the run, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (  ) to complete the deletion or the 'Cancel' button (  ) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Element Calculator Runs' screen.



### Section 5.1.5: Running a Saved Element Calculator Run


When the element calculator run was first created, if the user pressed the 'Save' button (  ) to save the information rather than pressing the 'Run' button (  ) to complete the element calculator run, then the user may use this function to complete the saved element calculator run. To run a previously saved element calculator run, the user will use filters, (described in [section 4.4](#)) as needed to locate the correct run. Once that run has been located, the user will click on that run to highlight it and press the 'Run' button (  ) to run the study. If the run was incomplete when it was saved, the system will supply a warning message similar to the one shown below in the example below.



The screenshot shows the 'Element Calculator Runs' interface. On the left is the 'Element Calculator Run Filter' panel with fields for Name, Owner (Demo User), Created After (01/01/2001), Created Before (10/12/2002), Status (<ALL>), and Jurisdiction (<ALL>). A 'Filter' button is at the bottom. On the right is the 'Element Calculator Runs' table with columns: Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. One row is visible: Name: test521, Date Created: 10/11/2002, Jurisdiction: PAE, Geography Level: N/A, Template: LOOP\_INN. Below the table is a red warning message: 'Study is incomplete. Please complete study before running it.' At the bottom are buttons: New, Edit, View, Delete, Run, Change Status, View Dependents.


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
test521		10/11/2002	PAE	N/A	LOOP_INN

Study is incomplete. Please complete study before running it.

Otherwise, pressing this button will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message that the run has either failed or was completed. The 'Run' button (  ) will not be available for any run other than a saved study that has not been previously run. Notice that element calculator run results cannot be viewed from the message center. The user will have to go to the [data management section](#) of VzCost to view the results.

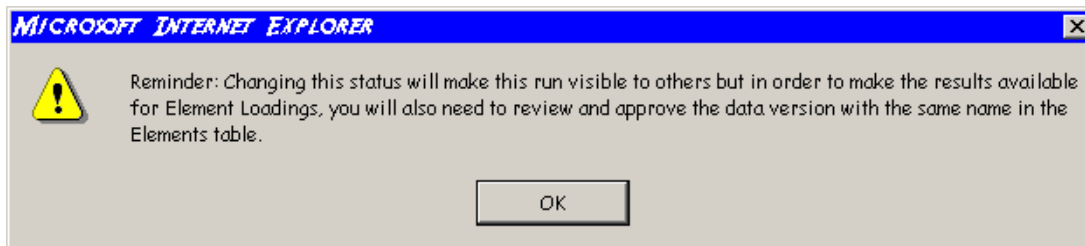
## Section 5.1.6: Changing the Status of an Element Calculator Run

Element calculator runs may only be approved in the [data management section](#) of VzCost. However, a run with in progress status may not be viewed by other users. Therefore, the change status function in this subsection will only allow other users to see that a run that has not been approved has been completed. This will help keep users from creating duplicate runs. To change the status of an element calculator run, the user will use filters, as described in [section 4.4](#), to locate the correct run, click on that run to highlight it, and then press the 'Change Status' button ( **Change Status** ). Once the button has been pressed, if there is any problem with the run, as shown in the example below, an error message will be displayed at the bottom of the screen.




The screenshot shows the 'Element Calculator Runs' interface. On the left is the 'Element Calculator Run Filter' panel with fields for Name, Owner (Demo User), Created After (01/01/2001), Created Before (10/12/2002), Status (<ALL>), and Jurisdiction (<ALL>). A 'Filter' button is at the bottom. The main area shows a table of runs with columns: Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. One row is visible: Name: test521, Owner: (blank), Date Created: 10/11/2002, Jurisdiction: PAE, Geography Level: N/A, Template: LOOP INV. Below the table is a red error message: 'Status cannot be changed until the Element Calculator Run has been set up completely.' At the bottom are buttons: New, Edit, View, Delete, Run, Change Status, and View Dependents.

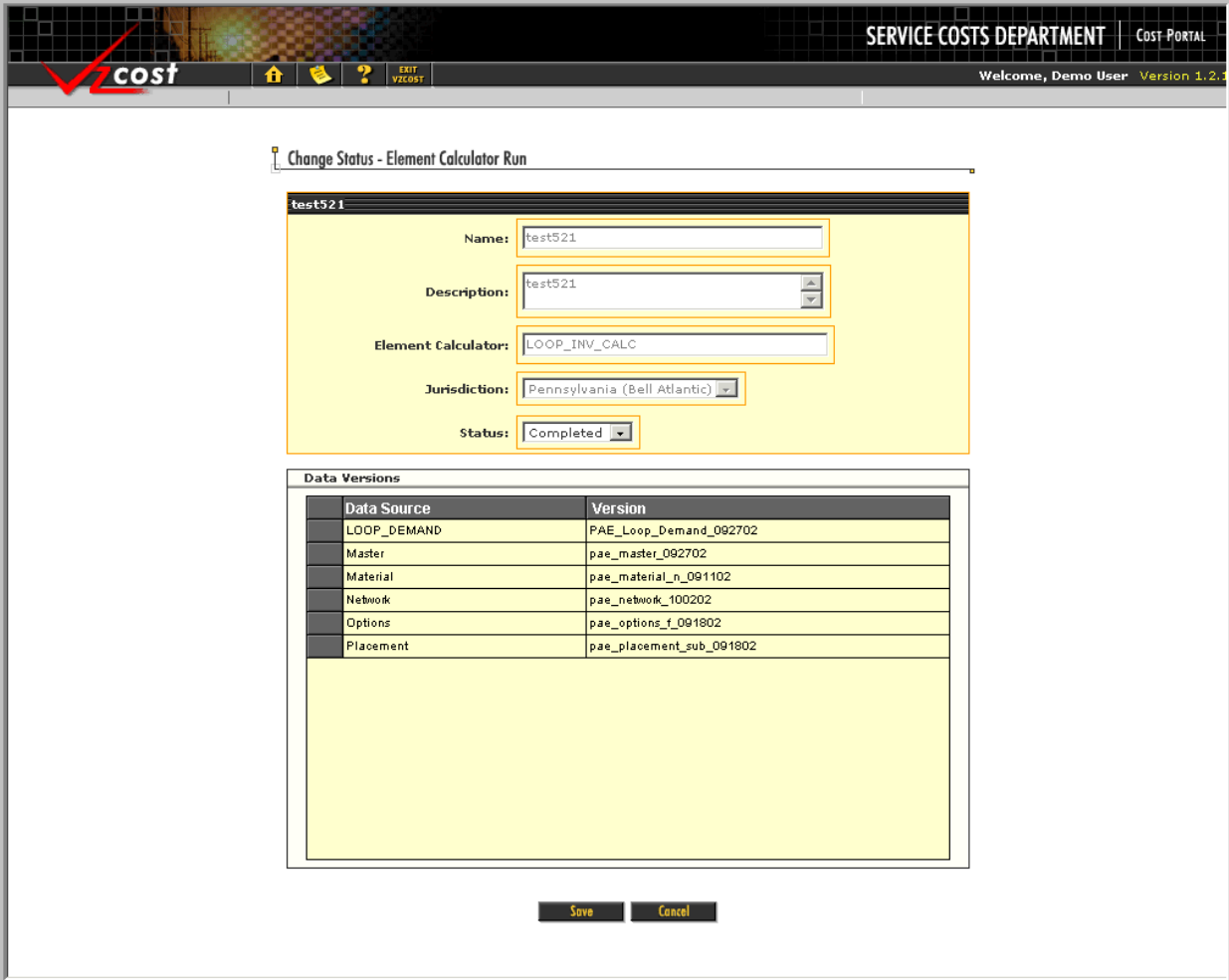
If there are no problems with the run, then the user will be shown a reminder message. This message tells the user that, while changing the status of the run will make the run visible to other users, the results will not be available to those users until the data has been approved in the elements table in the [data management section](#) of VzCost. The user will need to press the 'OK' button ( **OK** ) to continue.



The screenshot shows a 'MICROSOFT INTERNET EXPLORER' dialog box with a warning icon. The message reads: 'Reminder: Changing this status will make this run visible to others but in order to make the results available for Element Loadings, you will also need to review and approve the data version with the same name in the Elements table.' An 'OK' button is at the bottom.



The 'Change Status' screen looks like the 'Edit Element Calculator Run' screen with two differences. First, the top part of the page has a 'Status' field where the build status may be changed. Second, the 'Select' button (  ) has been removed from the bottom part of the page because no editing is available on this page.



Change Status - Element Calculator Run

test521

Name: test521

Description: test521


Element Calculator: LOOP\_INV\_CALC

Jurisdiction: Pennsylvania (Bell Atlantic)

Status: Completed

Data Source	Version
LOOP_DEMAND	PAE_Loop_Demand_092702
Master	pae_master_092702
Material	pae_material_n_091102
Network	pae_network_100202
Options	pae_options_f_091802
Placement	pae_placement_sub_091802

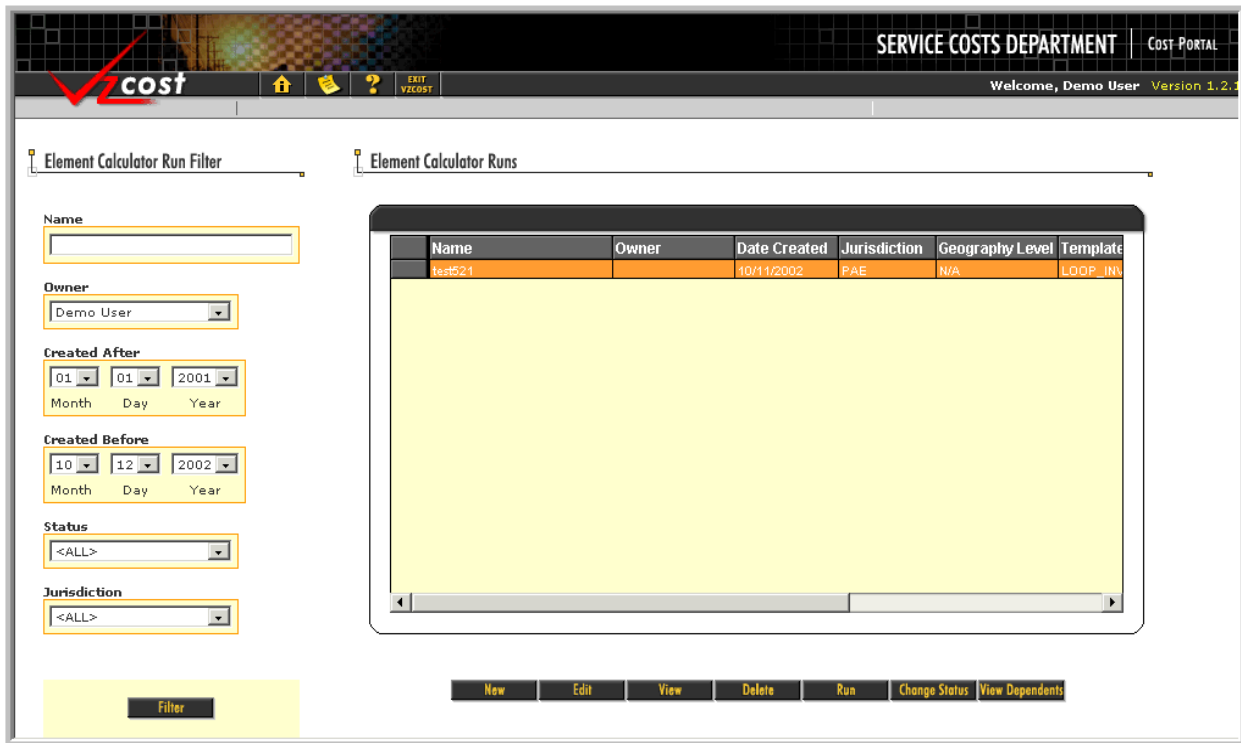
Save Cancel

To change an element calculator run's status, the user will choose from the 'Status' field drop down menu by pressing the button (  ) at the right of the field and then clicking on one of the menu options. In this case, when changing the status, there will be several options to choose from. Below is a description of those options:

1. In Progress: This is the default status setting and thus, the user will not be able to change the status to this level. In progress items can only be seen by the data owner.
2. Completed: Completed items can be seen by anyone but are not awaiting approval.
3. Submitted: Submitted items can be seen by anyone and are awaiting approval.

## Section 5.1.7: Viewing Dependents of an Element Calculator Run

The 'View Dependents' button ( **View Dependents** ) on the 'Element Calculator Runs' screen will allow the user to see the entire chain of data associated with a run. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of runs displayed on the screen. All runs meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed run and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.



Element Calculator Run Filter

Element Calculator Runs

Name

Owner

Created After

Created Before


Status

Jurisdiction

Filter

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
test521		10/11/2002	PAE	N/A	LOOP_INV

New Edit View Delete Run Change Status View Dependents


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected element calculator run, thus locking it. Any items in this window will need to be deleted before the element calculator run can be deleted. The bottom window shows the user items that the selected element calculator run is using. These items are locked and thus, can not be deleted until the element calculator run has been deleted. Once the element calculator run has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

**Element Calculator Run Dependencies**

Element Calculator Run:


Element Calculator Run is used by:


	Type	Name	Owner	Status



Element Calculator Run uses:

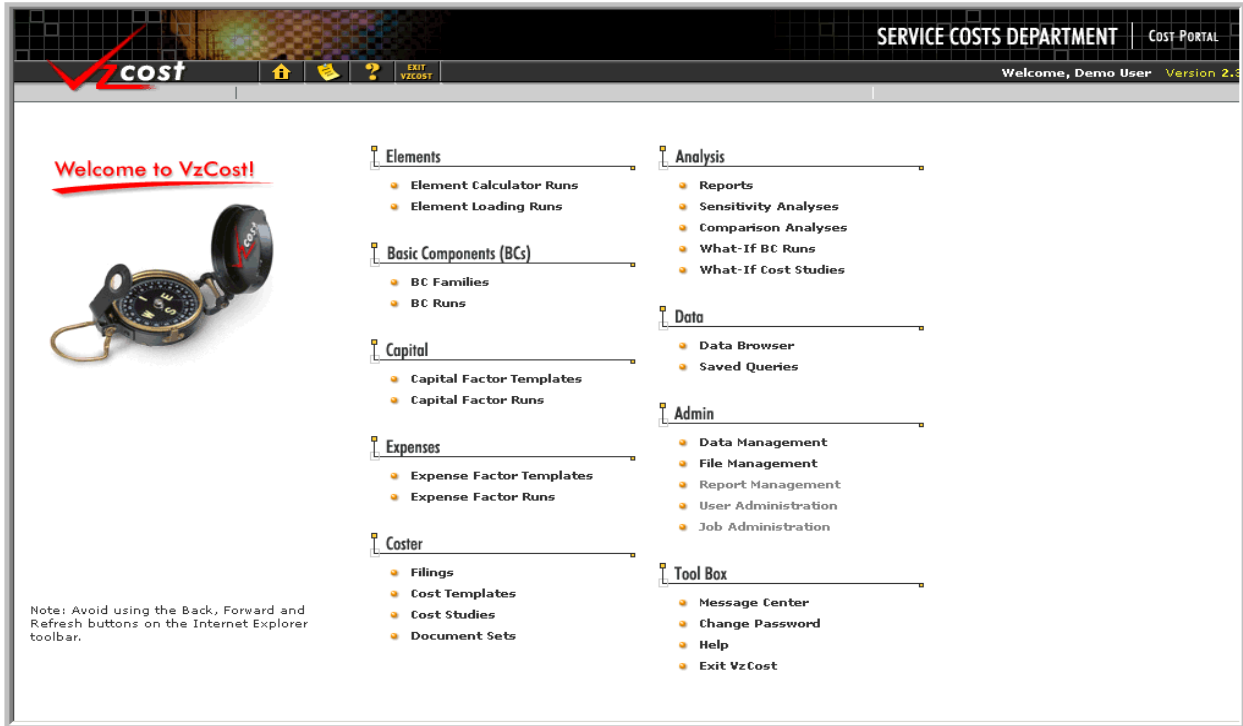
	Type	Name	Owner	Status
	Element Calculator	LOOP_INV_CALC_05		Approved
	Data Version	LOOP_DEMAND/PAE Loop Demand 032303		Approved
	Data Version	Master/PAE Master 040803		Approved
	Data Version	Material/pae_material_040903		Approved
	Data Version	Network/PAE Network 040803		Approved
	Data Version	Options/pae_options_f_040903a		Approved





## Section 5.1.8: Approving an Element Calculator Run

The results of an element calculator run, known as unloaded total elements, will be selectable as one of the data version fields in an element loading run. However, before the unloaded total elements can appear in an element loading run, the unloaded total elements must be approved.



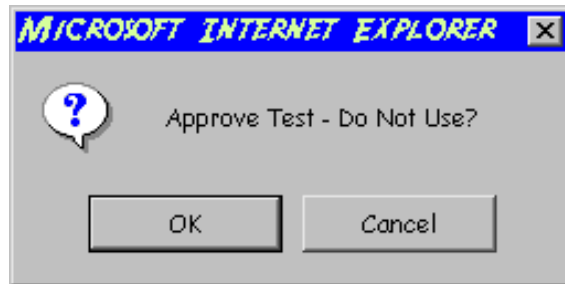
**Welcome to VzCost!**

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

To approve unloaded total elements, a user will click the [‘Data Management’](#) link on the ‘Home Page’. Please notice that access to the data management section is restricted. If a user needs access to this section and does not have it, that user should contact the system administrator. Furthermore, a run may only be approved by a user with appropriate security clearance and no user may approve his/her own unloaded total elements under any circumstances.

The 'Data Management' page loads up and the user will need to use the 'Table' filter to choose elements from the drop down menu. To access that drop down menu, the user should press the button ( ) at the right side of the field. Once the elements table has been chosen, the user will click the 'Filter' button ( ) to run the filter. Next, the user will select an item from the list, thus highlighting it, and then press the 'Approve' button ( ) to approve that item. An example of this is shown below. Next, as shown at the right, the system will prompt the user to confirm that the set of unloaded total elements should be approved. At this point, the user will either press the 'OK' button ( ) to complete the approval or press the 'Cancel' button ( ) to disregard the approval request. If the user would like to view the unloaded total elements prior to completing the approval, that user should use the 'View' button ( ) as explained in [section 12.1.2](#).

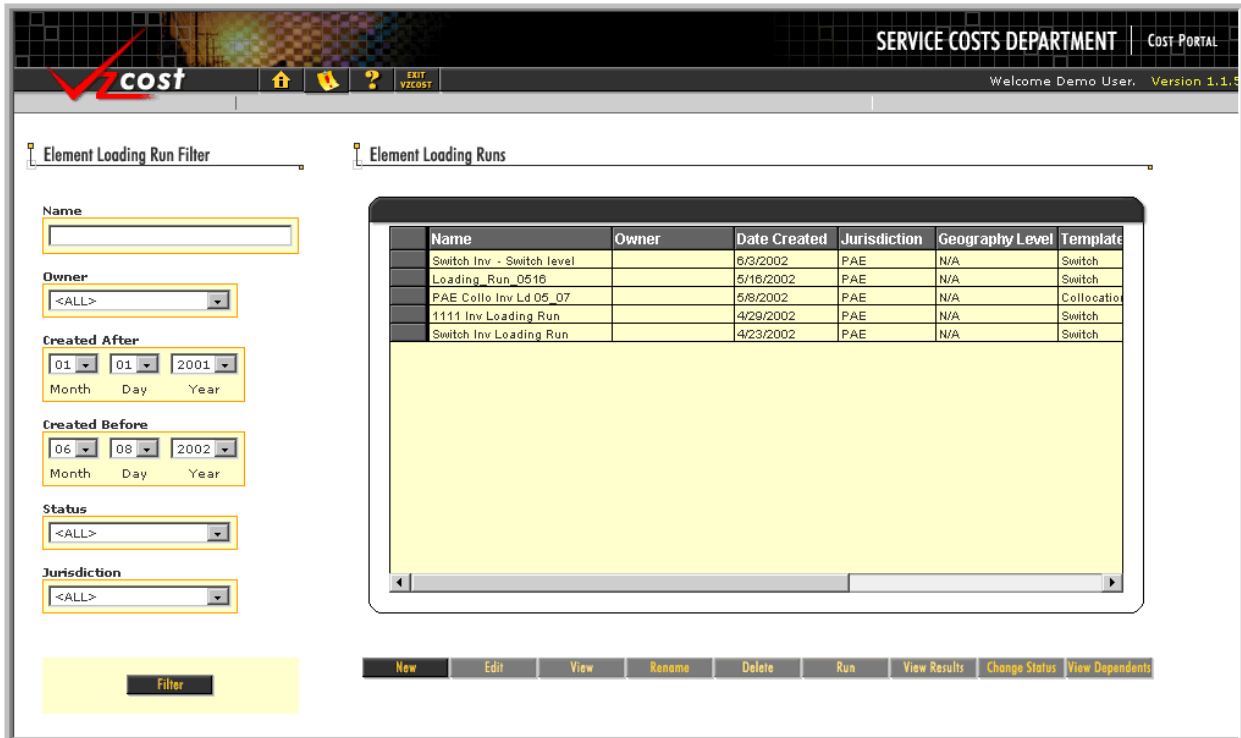


Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM_PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

Buttons: New, View, Copy, Edit, Approve, Unapprove, Delete, View Dependents, Download Excel Template

## Section 5.2: Element Loading Runs


A completed element loading run will provide the user with elements for use in creating BCs. However, unloaded total elements that are created by an element calculator run must be approved by an authorized user before an element loading run can be completed. Click on the 'Element Loading Runs' link on the 'VzCost Home Page' to bring up the 'Element Loadings' screen which is shown below.

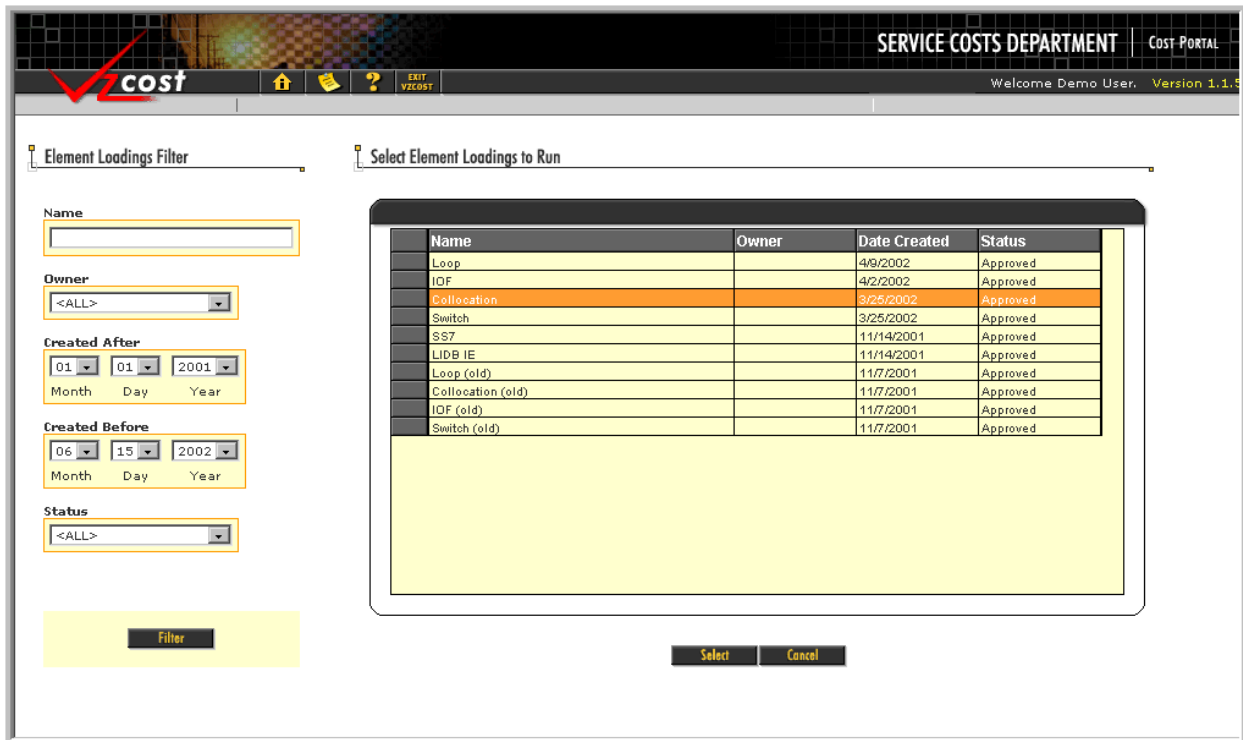


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation
1111 Inv Loading Run		4/29/2002	PAE	N/A	Switch
Switch Inv Loading Run		4/23/2002	PAE	N/A	Switch

Filters may be used, as described in [section 4.4](#), to limit or expand the list of element loading runs that are displayed on the screen. All element loading runs that meet the filtered criteria will be displayed on the screen.

## Section 5.2.1: Creating a New Element Loading Run

To create a new element loading run, the user will press the 'New' button (  ) on the 'Element Loadings' screen. The 'Elements Loadings Selection' screen loads into memory. An example of this screen is shown below.



**Element Loadings Filter**

Name:

Owner:

Created After:  /  /



Created Before:  /  /

Status:

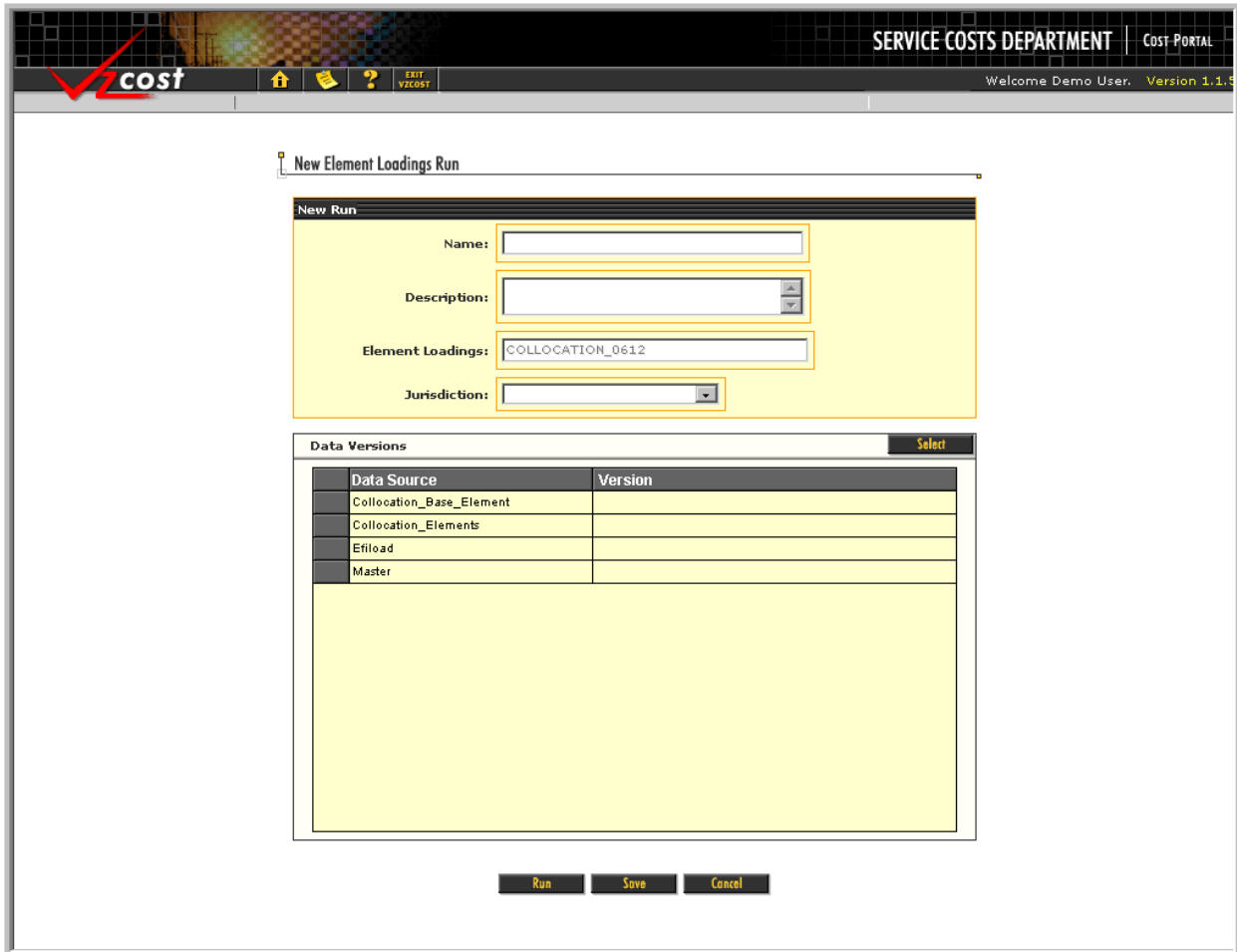
**Select Element Loadings to Run**

Name	Owner	Date Created	Status
Loop		4/9/2002	Approved
IOF		4/2/2002	Approved
Collocation		3/28/2002	Approved
Switch		3/25/2002	Approved
SS7		11/14/2001	Approved
LIDB IE		11/14/2001	Approved
Loop (old)		11/7/2001	Approved
Collocation (old)		11/7/2001	Approved
IOF (old)		11/7/2001	Approved
Switch (old)		11/7/2001	Approved

**Filter**      **Select**      **Cancel**

As before, filters may be used, as described in [section 4.4](#), to limit or expand the list of templates that are displayed on the screen. These templates are preloaded and thus, only the system administrator may create them. When the desired template is shown on the screen, the user should click on that loading to highlight it and then press the 'Select' button (  ) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (  ) at the bottom of the screen.

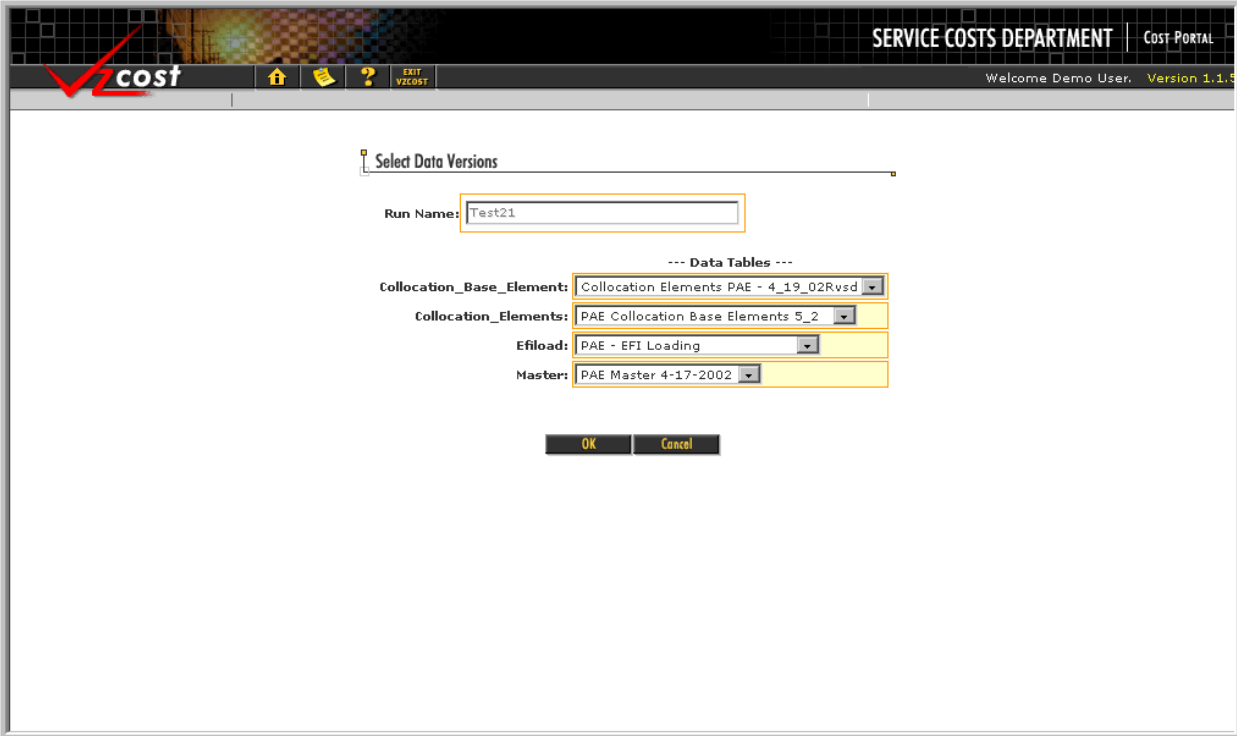
Once the user makes a selection, the 'New Element Loadings' screen, shown below, will load up.

The screenshot shows a web application interface for the 'SERVICE COSTS DEPARTMENT'. At the top, there is a navigation bar with the Verizon Cost logo, a home icon, a help icon, and an 'EXIT' button. The user is identified as 'Welcome Demo User' and the version is 'Version 1.1.3'. The main content area is titled 'New Element Loadings Run'. It contains a 'New Run' form with four fields: 'Name' (text input), 'Description' (text input with a dropdown arrow), 'Element Loadings' (text input containing 'COLLOCATION\_0612'), and 'Jurisdiction' (dropdown menu). Below this is a 'Data Versions' table with a 'Select' button at the top right. The table has two columns: 'Data Source' and 'Version'. The rows are: 'Collocation\_Base\_Element', 'Collocation\_Elements', 'Efiload', and 'Master'. At the bottom of the form are three buttons: 'Run', 'Save', and 'Cancel'.

In the top portion of this screen, the user will provide both, a name for the run and a brief description of the run. Next, the user will select a jurisdiction by pressing the button (▼) to the right of the field and choosing an option from the drop down menu. The 'Element Loadings' field cannot be changed from its current setting because this field was populated by the system earlier, when the user selected an element loading. Once the top portion of the screen has been filled out, the user will need to complete the bottom portion of the screen. To accomplish this, the user will press the 'Select' button ( **Select** ) at the top right of the 'Data Versions' box.



The 'Data Versions Selection' page, shown below, is loaded up.



Service Costs Department | COST PORTAL  
Welcome Demo User. Version 1.1.5

**Select Data Versions**

Run Name:




--- Data Tables ---

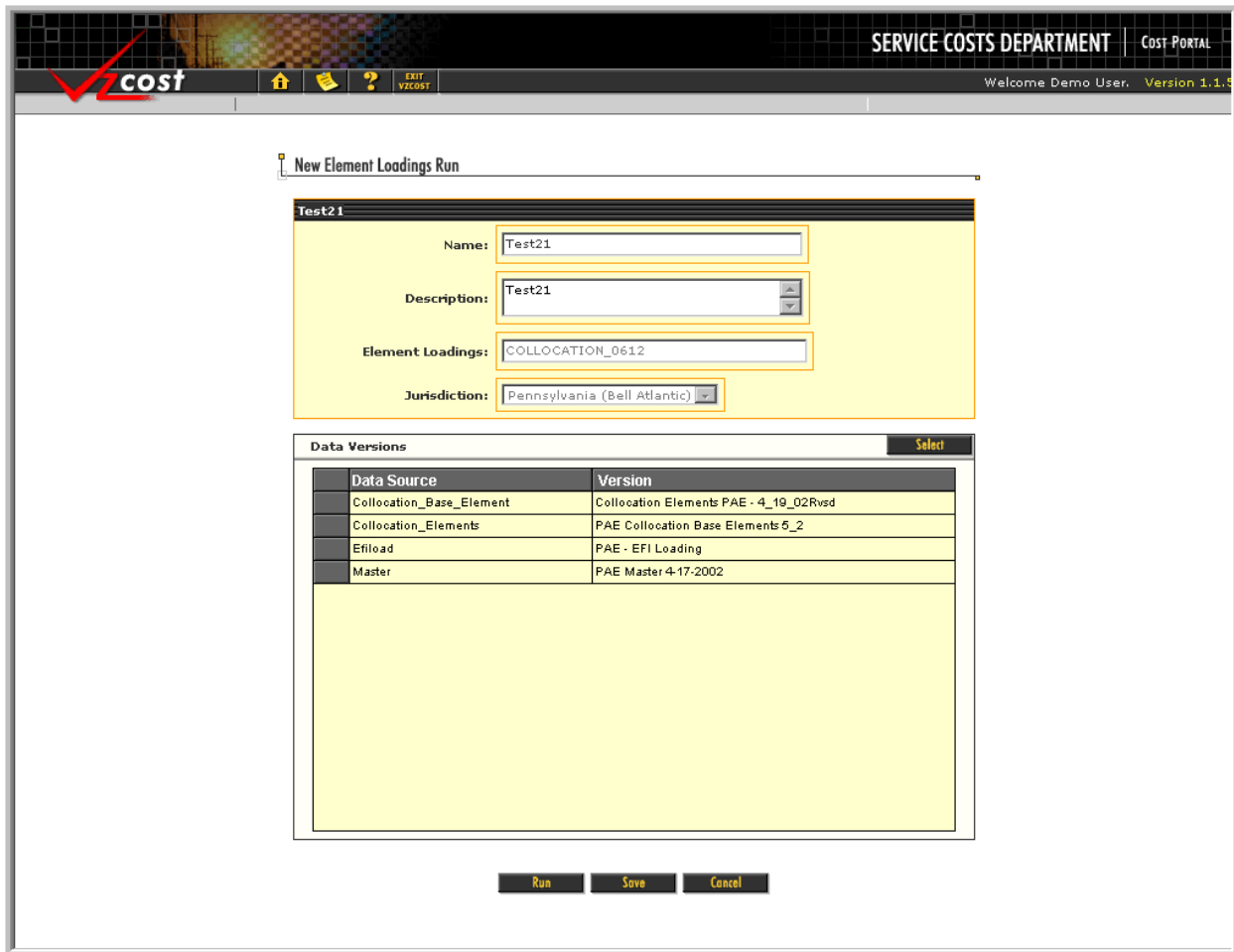
Collocation\_Base\_Element:

Collocation\_Elements:

Efileload:

Master:

Using the drop down menus by pressing the button (  ) at the right side of each field, the user will select one item for each of the categories except for the 'Run Name' category which is automatically populated by the system. The data versions will be automatically filtered for the selected jurisdiction. It is important to note that data from the element calculator is required on this screen. Thus, if the data from the earlier element calculator run has not been approved, then no data will be available in one or more of the fields on this page and the user will not be able to complete this page. Once selections have been made in all of the fields, the user will press the 'OK' button (  ) and the system will save the selections, returning the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the previous screen disregarding any changes that have been made.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**New Element Loadings Run**

**Test21**

Name: Test21

Description: Test21

Element Loadings: COLLOCATION\_0612





Jurisdiction: Pennsylvania (Bell Atlantic)

**Data Versions** Select


Data Source	Version
Collocation_Base_Element	Collocation Elements PAE - 4_19_02Rvsd
Collocation_Elements	PAE Collocation Base Elements 5_2
Efiload	PAE - EFl Loading
Master	PAE Master 4-17-2002

Run Save Cancel

The selections made on the 'Data Versions Selection' screen will be populated as shown on the screen shown above. Once the screen has been completely populated, the user will have three options available.

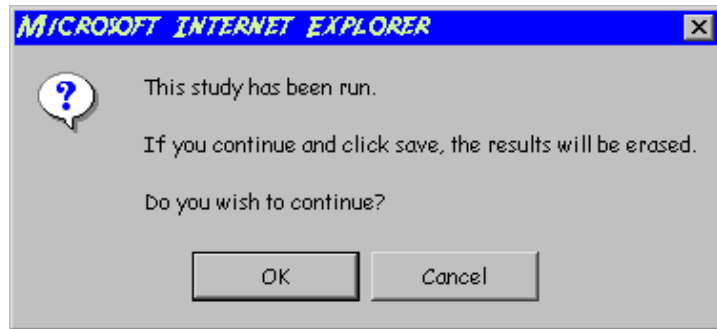
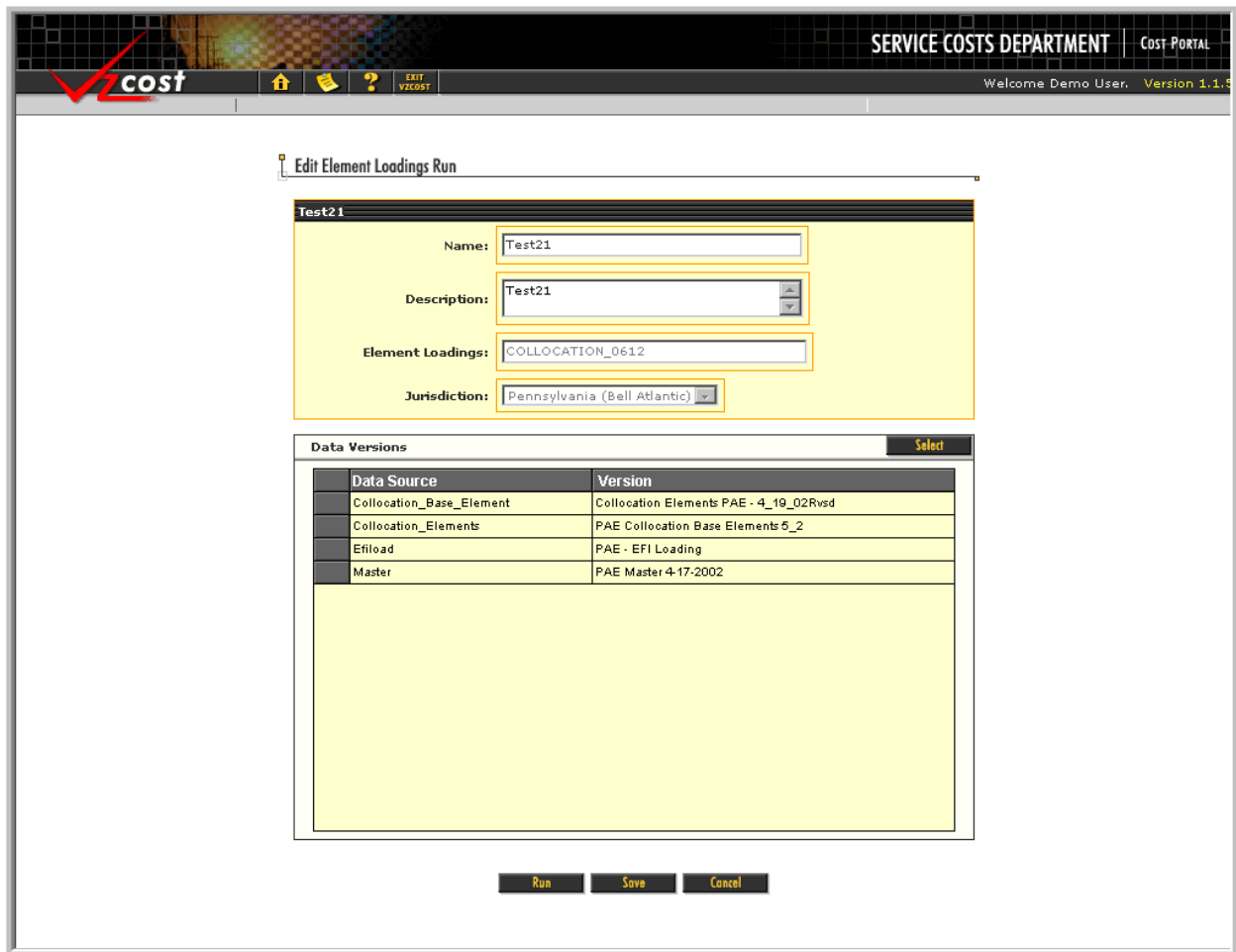
1. Press the 'Run' (  ) button to complete the element loading run. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that it has either failed or was completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'Element Loadings' screen as described in [section 5.2.5](#).
2. Press the 'Save' button (  ) to save the settings that have been selected and return to the 'Element Loadings' screen without completing the run.
3. Press the 'Cancel' button (  ) to disregard all settings that have been selected and return to the 'Element Loadings' screen.

### Section 5.2.2: Editing an Element Loading Run

Filters may be used, as described in [section 4.4](#), to locate the run if needed and then the user will click on that run. As shown below, the run will be highlighted. If the user is not the data owner or originator of the element loading run selected then the edit, rename, delete, and run buttons will be disabled. Otherwise, either run will be the only disabled button if the run has already been completed, or view results will be the only disabled button if the run was saved prior to completion. To edit an element loading run, press the 'Edit' button (  ) located at the bottom of the screen.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IOF_MFPA		6/14/2002	PAE	N/A	IOF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Cello ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IOF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Cello Inv Ld 05_07		5/8/2002	PAE	N/A	Collocatio

The 'Edit Element Loadings' screen is loaded. An example of this screen is shown below. If the element loadings have already been run, the system will warn the user that the results from the previous run could be lost as a consequence of editing this data. An example of this warning message is shown at the right. If the user presses the 'OK' button (  ), then the system will allow the user to continue. However, if the user runs the new data or saves any new changes, then data from the previous run will be lost because it will be replaced by the new data. However, if the user presses the 'Cancel' button (  ) instead, then the request will be cancelled and the system will take the user back to the previous screen.

**Test21**

Name:

Description:

Element Loadings:

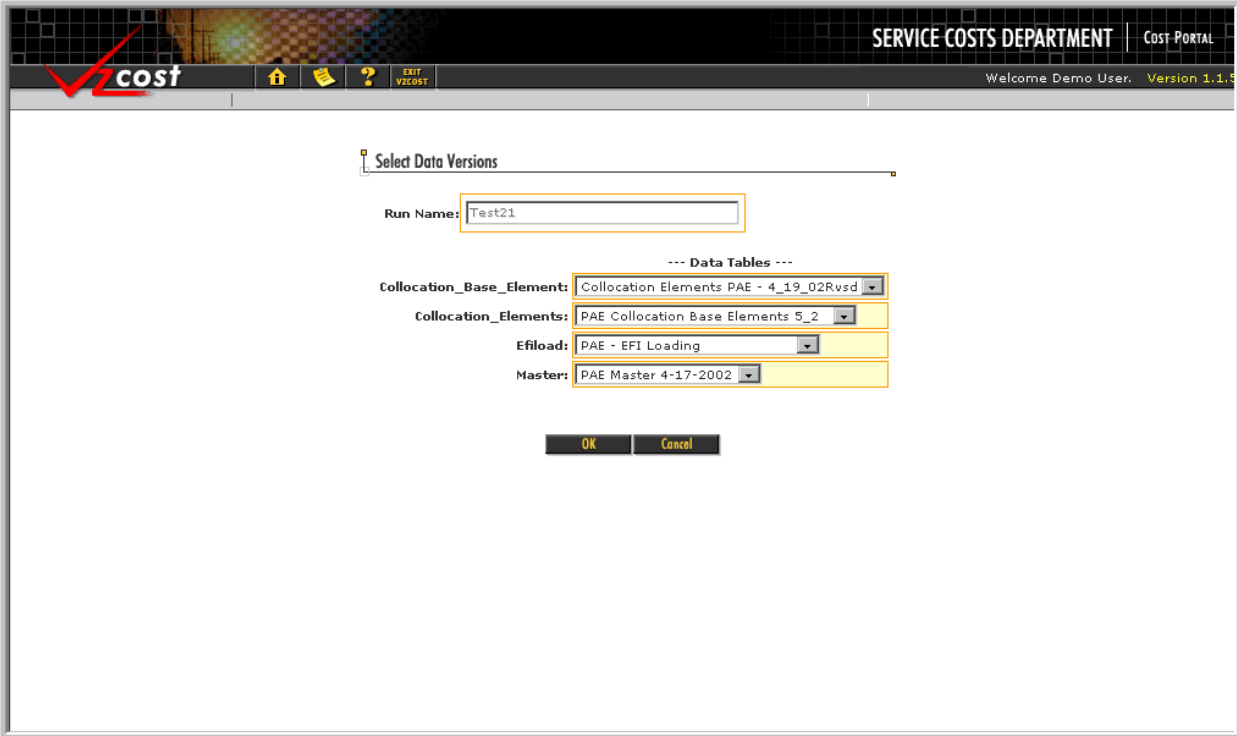
Jurisdiction:




**Data Versions**

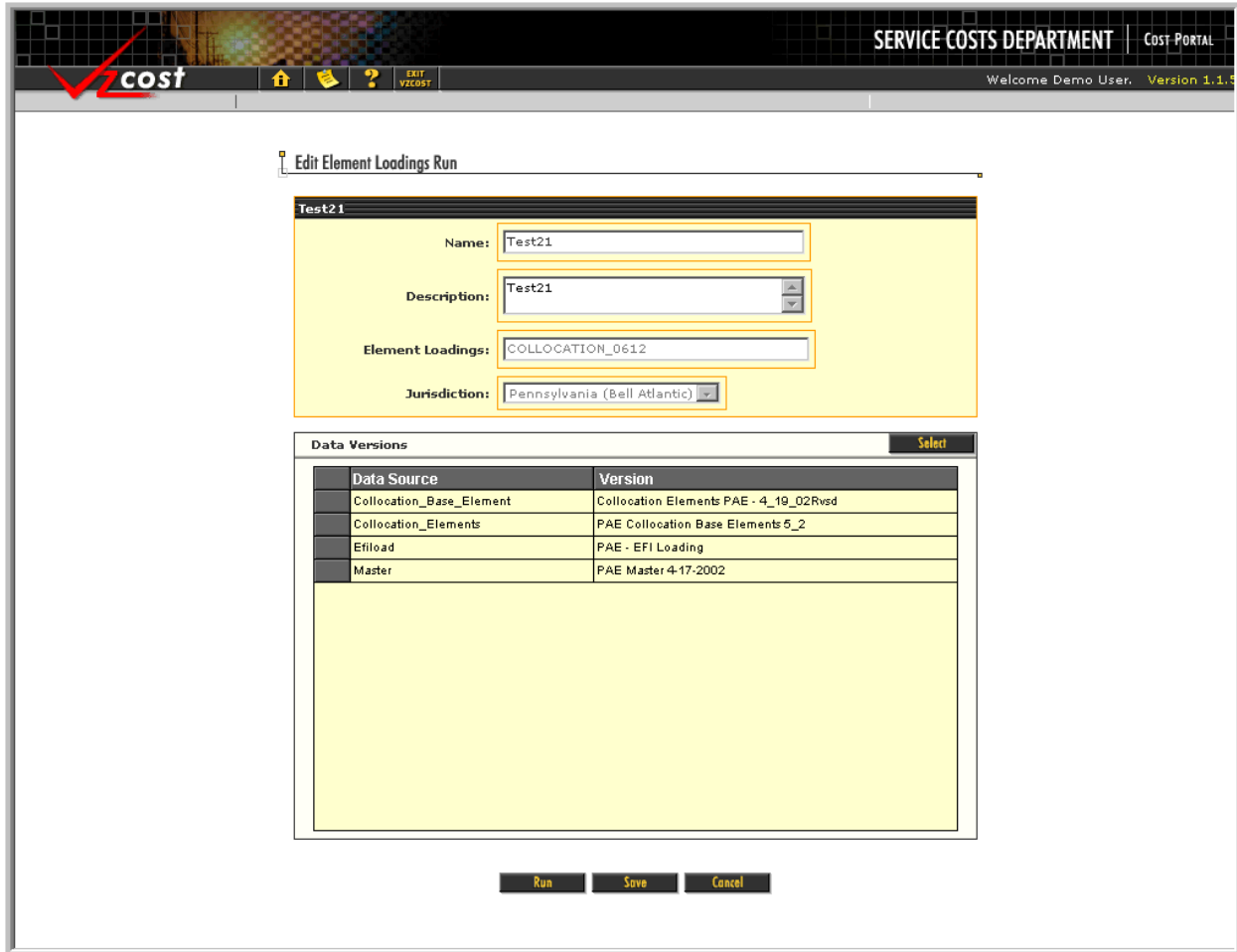
Data Source	Version
Collocation_Base_Element	Collocation Elements PAE - 4_19_02Rvsd
Collocation_Elements	PAE Collocation Base Elements5_2
Efiload	PAE - EFI Loading
Master	PAE Master 4-17-2002

In the top portion of the screen the user may edit the name and the description of the run. In the bottom portion of the screen, if the data versions need to be edited, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box.

The 'Data Versions Selection' page, shown below, is loaded.

The screenshot shows a web application interface for 'SERVICE COSTS DEPARTMENT'. The page title is 'Select Data Versions'. It features a 'Run Name' text input field containing 'Test21'. Below this is a section titled '--- Data Tables ---' containing four dropdown menus: 'Collocation\_Base\_Element' (selected: Collocation Elements PAE - 4\_19\_02Rvsd), 'Collocation\_Elements' (selected: PAE Collocation Base Elements 5\_2), 'Efileload' (selected: PAE - EFI Loading), and 'Master' (selected: PAE Master 4-17-2002). At the bottom of the form are 'OK' and 'Cancel' buttons. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' link. The user is identified as 'Welcome Demo User' and the version is 'Version 1.1.5'.

Using the drop down menus by pressing the button (  ) at the right side of each field, the user may edit any or all of the selections except for the 'Run Name' category which is automatically populated by the system. The data versions have been automatically filtered for the selected jurisdiction. Once the selections have been edited, the user may press the 'OK' button (  ) and the system will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the previous screen disregarding any changes that have been made.



**Test21**

Name:

Description:





Element Loadings:

Jurisdiction:


Data Source	Version
Collocation_Base_Element	Collocation Elements PAE - 4_19_02Rvsd
Collocation_Elements	PAE Collocation Base Elements 5_2
Efiload	PAE - EFI Loading
Master	PAE Master 4-17-2002

Run Save Cancel


Once the 'Data Versions Selection' screen has been edited, the user is returned to the screen shown above. The user will now have three options available.

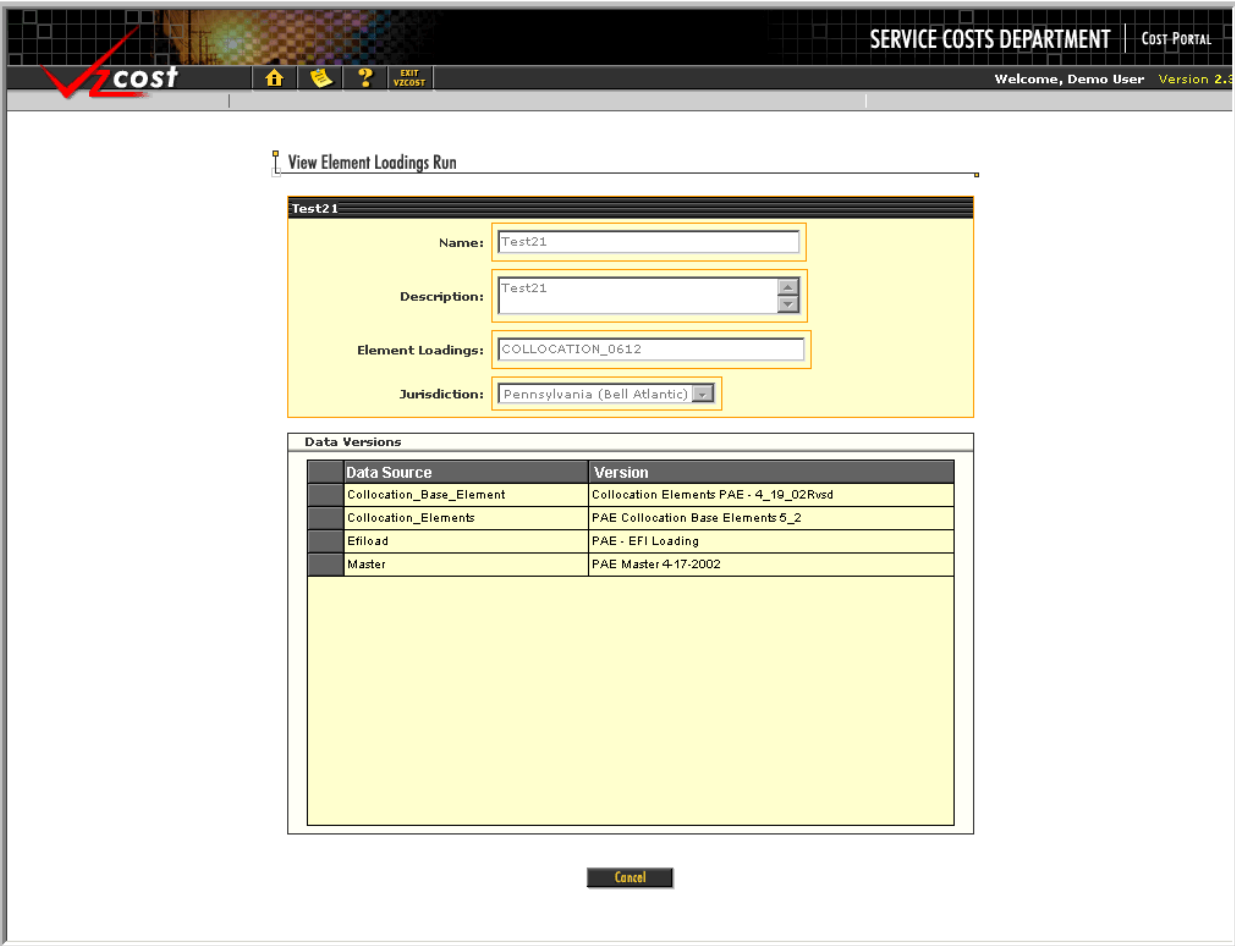
1. Press the 'Run' (  ) button to complete the element loading run. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run has either failed or was completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'Element Loadings' screen as described in [section 5.2.5](#).
2. Press the 'Save' button (  ) to save the settings that have been selected and return to the 'Element Loadings' screen without completing the run.
3. Press the 'Cancel' button (  ) to disregard all settings that have been selected and return to the 'Element Loadings' screen.

### Section 5.2.3: Viewing the Inputs of an Element Loading Run

The user may use filters, as described in [section 4.4](#), to limit or expand the list of element loading runs that are displayed on the screen. All element loading runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it. To view the inputs that have been selected for the element loading run, the user will press the 'View' button (  ).

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IDF_MFPA		6/14/2002	PAE	N/A	IDF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IDF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocatio

Once the 'View' button (  ) has been pressed, the 'View Element Loading Run' screen loads up as shown below. On this screen, the user may view the data versions or any of the other inputs that were selected for this element loading run.



View Element Loadings Run

Test21

Name:


Description:

Element Loadings:

Jurisdiction:


Data Versions

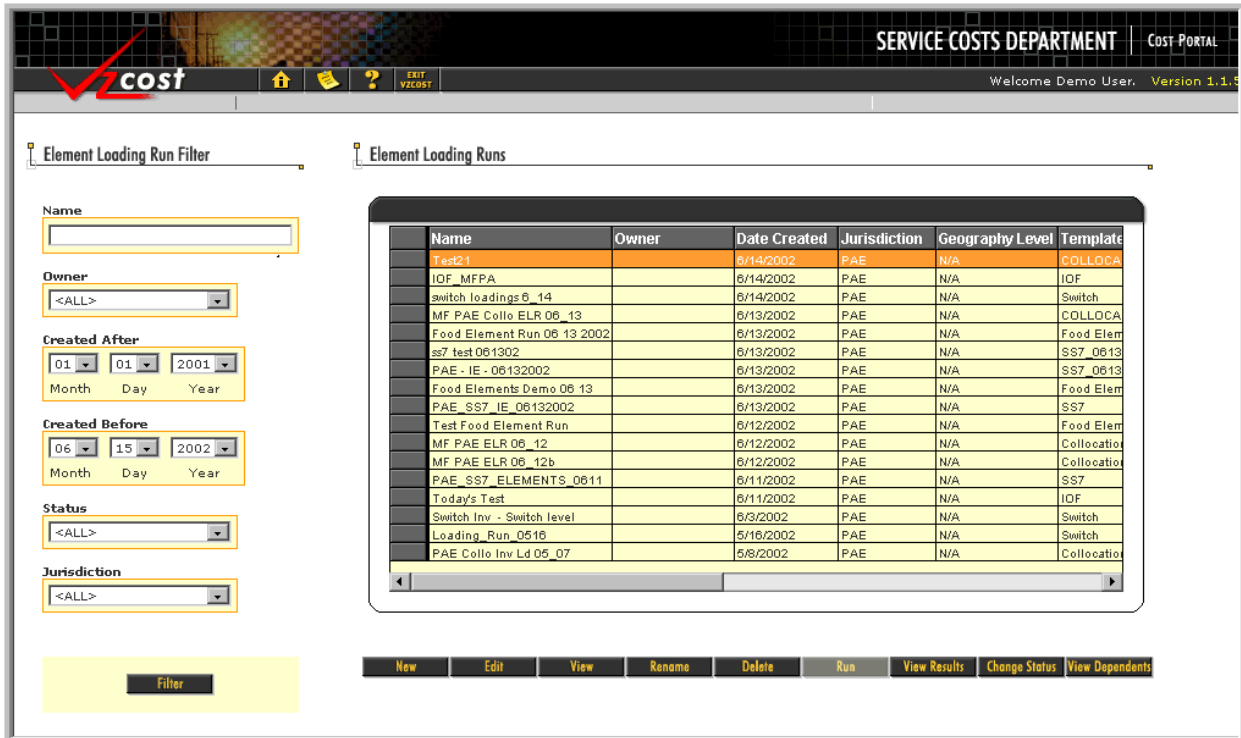
Data Source	Version
Collocation_Base_Element	Collocation Elements PAE - 4_19_02Rvsd
Collocation_Elements	PAE Collocation Base Elements 5_2
Efiload	PAE - EFl Loading
Master	PAE Master 4-17-2002

When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'Element Loading Runs' screen.



## Section 5.2.4: Renaming an Element Loading Run


To rename an element loading run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'Element Loadings' screen. As shown below, the user will click on that run to highlight it and then press the 'Rename' button (  ).

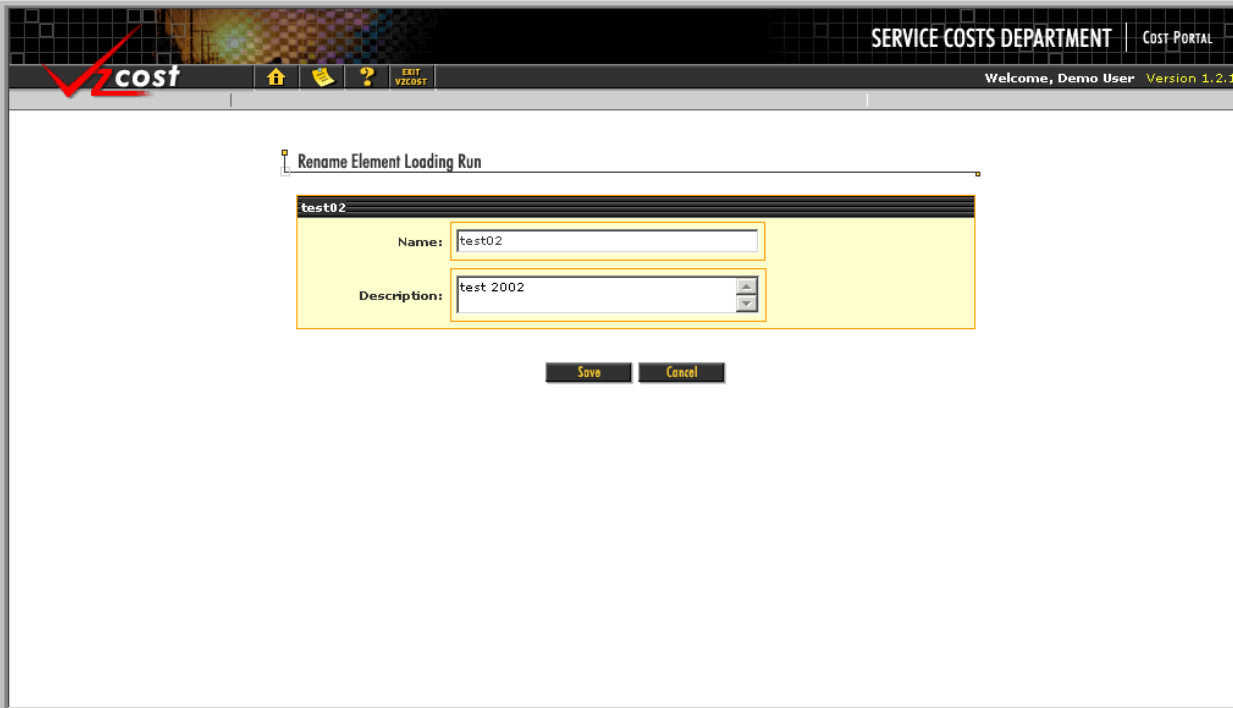


The screenshot displays the 'Element Loading Run Filter' and 'Element Loading Runs' sections. The filter section includes fields for Name, Owner, Created After (Month, Day, Year), Created Before (Month, Day, Year), Status, and Jurisdiction. The table below shows a list of runs with columns for Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The 'Rename' button is highlighted in the bottom toolbar.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IOF_MFPA		6/14/2002	PAE	N/A	IOF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IOF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocatio



The rename function will only be available to the person who created the element loading run, also known as the data owner. If a renamed run was used in another area or another run in VzCost prior to the name change, the name change will filter through the system to all areas and runs that are affected. VzCost can do this because, although the name has changed, the run has not changed and VzCost tracks the run itself, not the run's name. Please notice that the run may not be renamed if it has already been designated as either final or final and filed.

Once the user has pressed the 'Rename' button (  ), the 'Rename Element Loading Run' screen, shown below, will load up.



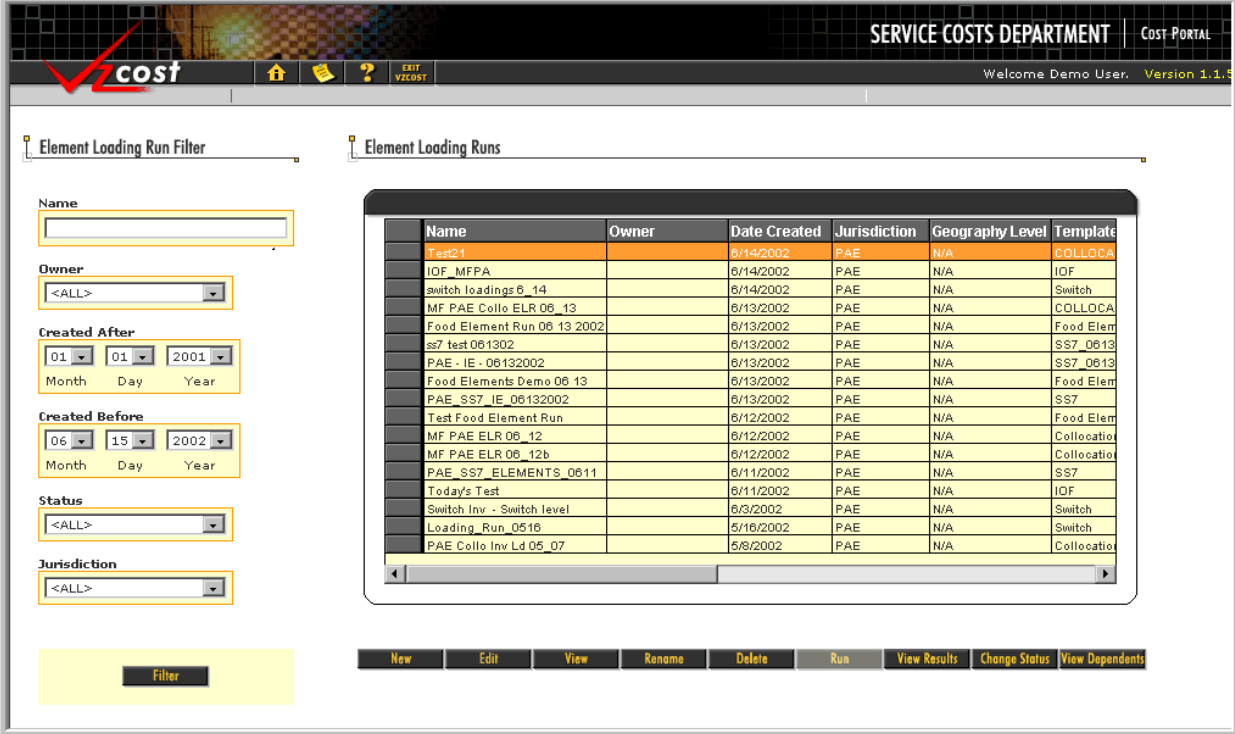
The screenshot shows a web application interface for renaming a loading run. The page header includes the 'zcost' logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL' and 'Welcome, Demo User Version 1.2.3'. The main content area is titled 'Rename Element Loading Run'. A yellow-bordered form is displayed with a title bar 'test02'. The form contains two input fields: 'Name:' with the value 'test02' and 'Description:' with the value 'test 2002'. Below the form are two buttons: 'Save' and 'Cancel'.

This screen allows the user to change both the name and the description of the run. Once the appropriate changes have been made, the user will have two choices.

1. Press the 'Save' button (  ) to save the new name and description.
2. Press the 'Cancel' button (  ) to disregard all changes and return to the 'Element Loadings' screen.

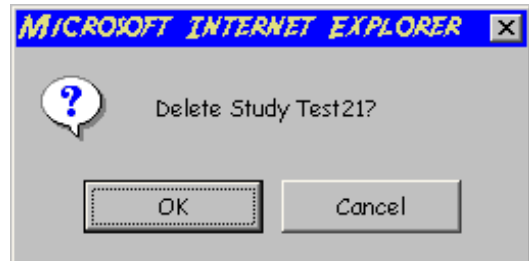
## Section 5.2.5: Deleting an Element Loading Run

To delete an element loading run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'Element Loadings' screen. As shown below, the user will click on that run to highlight it.





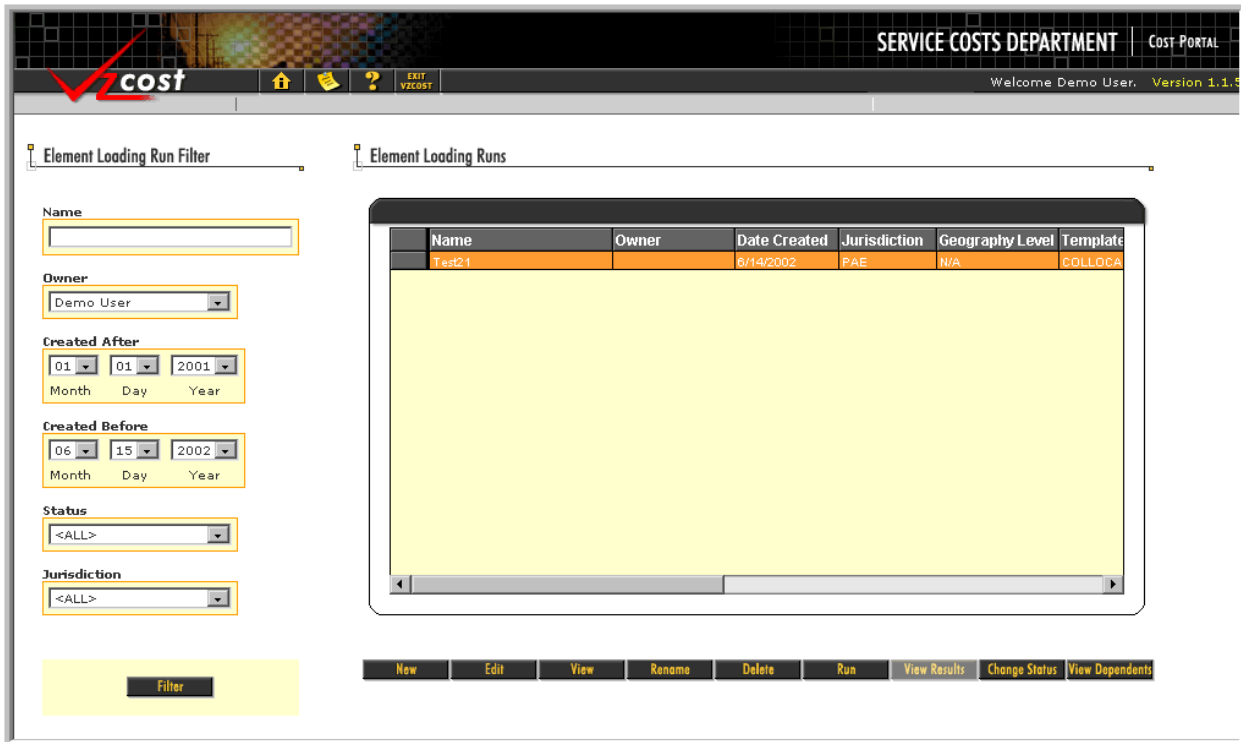
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IOF_MFPA		6/14/2002	PAE	N/A	IOF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06_13 2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06_13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocation
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocation
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IOF
Switch Inv - Switch level		6/2/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation

Next, the user will press the 'Delete' button (**Delete**). Before deleting the run, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (**OK**) to complete the deletion or the 'Cancel' button (**Cancel**) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Element Loadings' screen.



### Section 5.2.6: Running a Saved Element Loading Run

When the element loading run was first created, if the user pressed the ‘Save’ button (  ) to save the information rather than pressing the ‘Run’ button (  ) to complete the element calculator run, then the user may use this function to complete the saved element calculator run.



Element Loading Run Filter

Element Loading Runs

Name

Owner

Created After

Created Before



Status

Jurisdiction

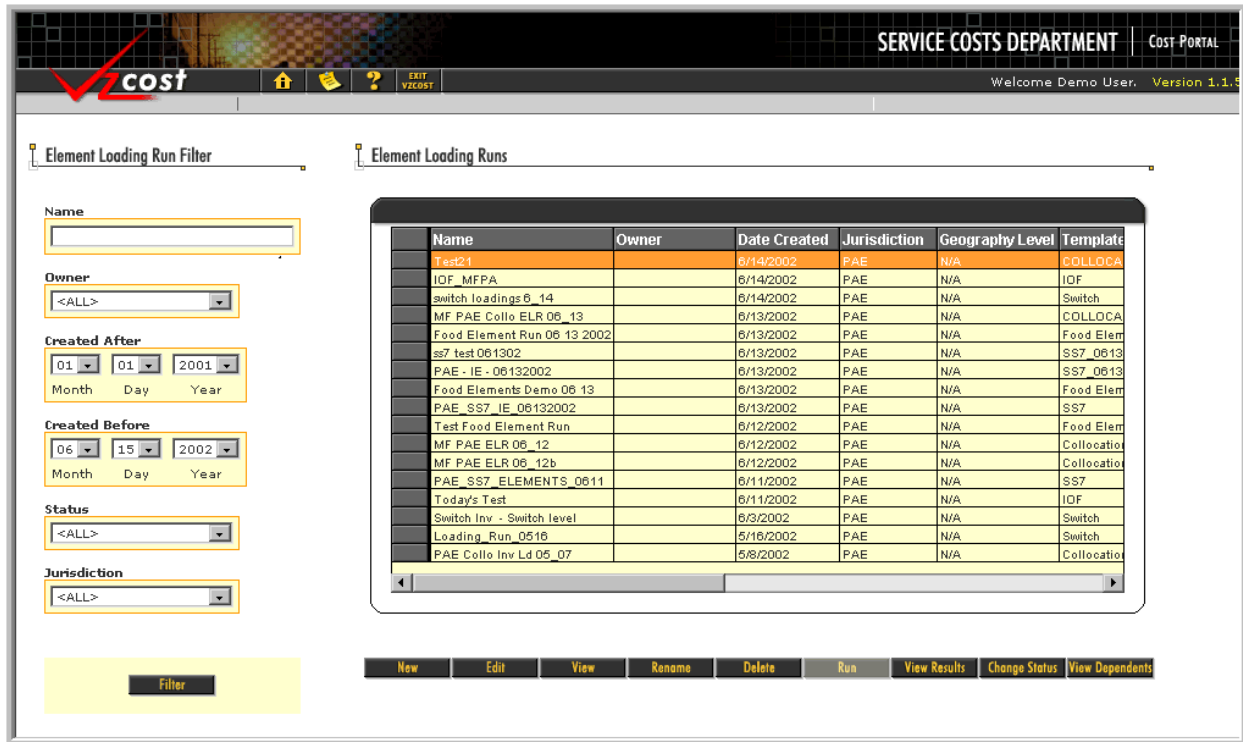
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21	Demo User	8/14/2002	PAE	N/A	CDLLOCA

Filter

New Edit View Rename Delete Run View Results Change Status View Dependents

To run a previously saved element loading run, the user will use filters, (described in [section 4.4](#)) as needed to locate the correct run, click on that run to highlight it, and press the ‘Run’ button (  ). Note that this button will not be available for any run other than a saved run that has not been previously completed. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run has either failed or was completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the ‘Job Description’ column once the run is complete or by using the ‘View Results’ button (  ) on the ‘Element Loadings’ screen as described in [section 5.2.5](#).

## Section 5.2.7: Viewing the Results of an Element Loading Run



**Element Loading Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year

Status:

Jurisdiction:

**Element Loading Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IOF_MFPA		6/14/2002	PAE	N/A	IOF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Cello ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06_13_2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06_13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IOF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Cello Inv Ld 05_07		5/8/2002	PAE	N/A	Collocatio

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependents**

To view the results of an element loading run without navigating to the message center, the user should follow these steps:

- Navigate to the 'Element Loadings' screen as described at the beginning of [section 5.2](#).
- Use filters if they are needed (described in [section 4.4](#)) to locate the correct run.
- As shown above, click on the correct run to highlight it.
- Press the 'View Results' button ( **View Results** ).

The 'Element Loading Run Results' screen, shown below, loads up. Notice that the three fields at the top of the page can not be modified.



**Element Loadings Run Results**

Test21 Printable Grid Hide Details

Element Loading Run Name: Test21

Element Loadings: COLLOCATION\_0612

Jurisdiction: Pennsylvania (Bell Atlantic)


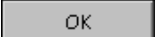
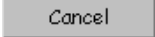
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All

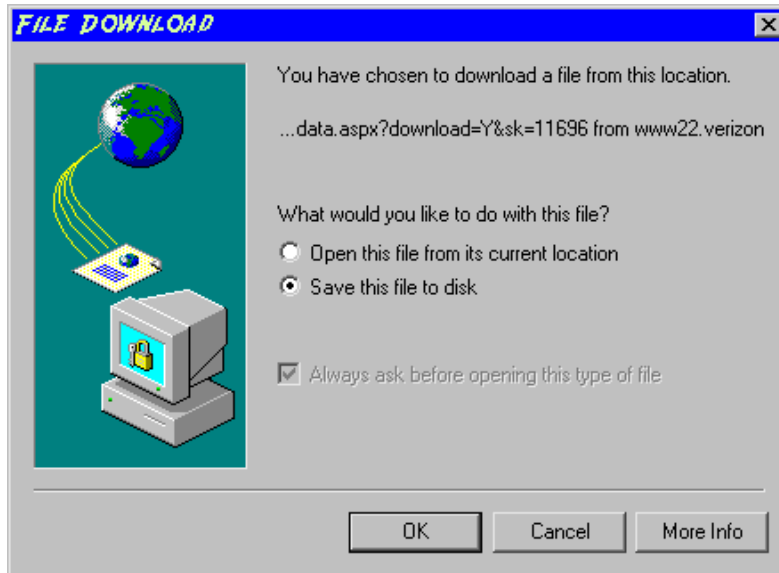
Name	Account	D/S	Value	Reference
LAND_FLOOR_SPACE	211100	D	3.38	LAND_FLOOR_SPACE
BUILDING_FLOOR_SPACE	212100	D	103.41	BUILDING_FLOOR_SPACE
BUILDING_SECURITY	212100	D	3812.19	BUILDING_SECURITY
CLEC_SPECIFIC_CONDITIONING_INVEST	212100	D	353.66	CLEC_SPECIFIC_CONDITIONING_INVESTMENT_PER_BAY
SPACE_CONDITIONING_INVESTMENT	212100	D	2233.95	SPACE_CONDITIONING_INVESTMENT_PER_BAY
AUTOMATIC_BREAKER	221200	D	54.861	AUTOMATIC_BREAKER
BATTERIES	221200	D	55.8026	BATTERIES
POWER_DISTRIBUTION_SERVICE_CAB	221200	D	15.1534	POWER_DISTRIBUTION_SERVICE_CABINET
RECTIFIERS	221200	D	59.7013	RECTIFIERS
MICROPROCESSOR_PLANT	221200	D	16.6098	MICROPROCESSOR_PLANT
EMERGENCY_ENGINE	221200	D	154.0935	EMERGENCY_ENGINE
BATTERY_DISTRIBUTION_FUSE_BAY	221200	D	9.8423	BATTERY_DISTRIBUTION_FUSE_BAY
CABLE_HOLE	223222	D	850.5	CABLE_HOLE
DS1_TERMINATION_PANEL_AT_DSX	223222	D	660.6808	DS1_TERMINATION_PANEL_AT_DSX
DS1_XCONN_CABLE	223222	D	266.2401	DS1_XCONN_CABLE
FIBER_SPOT_BAY_FRAME	223222	D	44.8479	FIBER_SPOT_BAY_FRAME
FIBER_SPLICE_CASE_SPLICE_TRAY_A	223222	D	20.8731	FIBER_SPLICE_CASE_SPLICE_TRAY_AND_INSERTS
FIBER_DISTRIBUTION_FRAME	223222	D	51.1912	FIBER_DISTRIBUTION_FRAME
DS3_XCONN_CABLE	223222	D	135.9167	DS3_XCONN_CABLE
DS3_TERMINATION_PANEL_AT_POT_B	223222	D	22.8308	DS3_TERMINATION_PANEL_AT_POT_BAY
DS3_TERMINATION_PANEL_AT_DSX3	223222	D	217.1718	DS3_TERMINATION_PANEL_AT_DSX3
DS3_SPOT_BAY_FRAME	223222	D	2.4407	DS3_SPOT_BAY_FRAME
DS3_FRAME	223222	D	10.373	DS3_FRAME
DS3_DCS_PORT	223222	D	516.1962	DS3_DCS_PORT
VIRTUAL_BAY_EQUIPMENT_FRAME	223222	D	600.730	VIRTUAL_BAY_EQUIPMENT_FRAME


Done Download

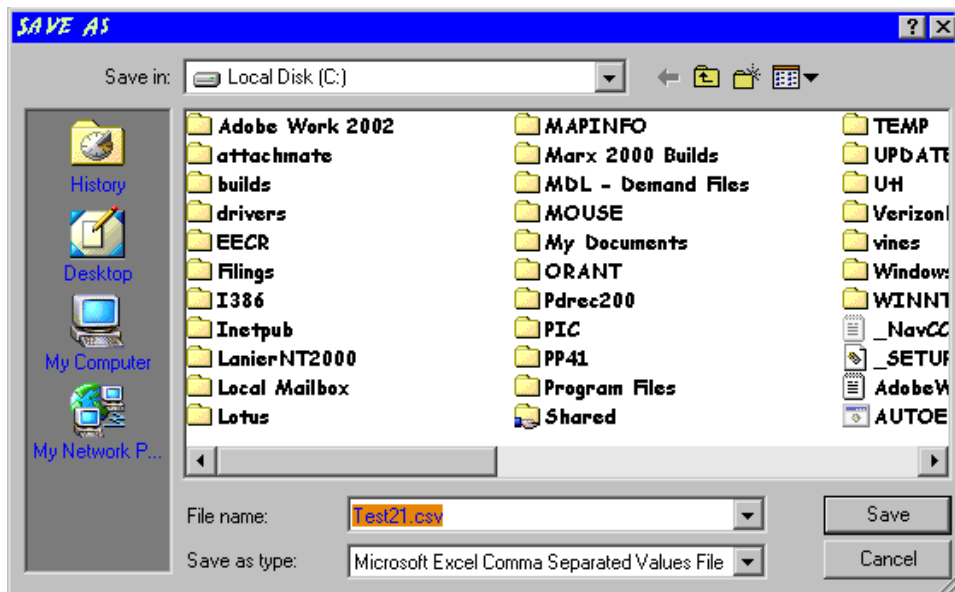
There are six parts of the results page that are functional for the user. The first two are listed and described below. The remaining four are listed on the next two pages.

- **Grid:** The 'Printable Grid' button ( Printable Grid ) changes the grid in the bottom part of the screen into a printable version. This printable version shows all results completely, and thus has no scroll bars. This allows the user to easily print the result set. The 'Functional Grid' button ( Functional Grid ), will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to scroll down, using the scroll bars, and print many pages. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button ( Show Details ) and 'Hide Details' button ( Hide Details ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.

- **Download:** The user may also press the 'Download' button (  ) which will download the data into a CSV file for the user to use with other applications or as needed. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user should make sure that the 'Save this file to disk' radio button has been selected and then press the 'OK' button (  ). Alternatively, the user could press the cancel button (  ) to disregard the download request and return to the previous screen.





Next, the 'Save As' dialog box will pop up and the user will select where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the destination is achieved. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the header row from the file before uploading it back into the system.




If any exceptions exist within the results of the element loading run, a link will appear at the top part of the screen, just below the 'Jurisdiction' field.

- Exceptions: A link to the exception log may or may not appear on the 'Element Loading Run Results' screen. If this link does appear, it will be located immediately below the 'Jurisdiction' field in the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the BC run. When the user clicks on this link, the screen shown below will load up. This screen provides the user with detailed information regarding the exceptions that have occurred.

If the user needs to sort the information before downloading the data or printing the data, the user will have these two options.


- Geography: This option is accessed with a drop down menu. To open the drop down menu, press the button () at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information previously selected. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- Account: This option is accessed with a drop down menu. To open the drop down menu, press the button () at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

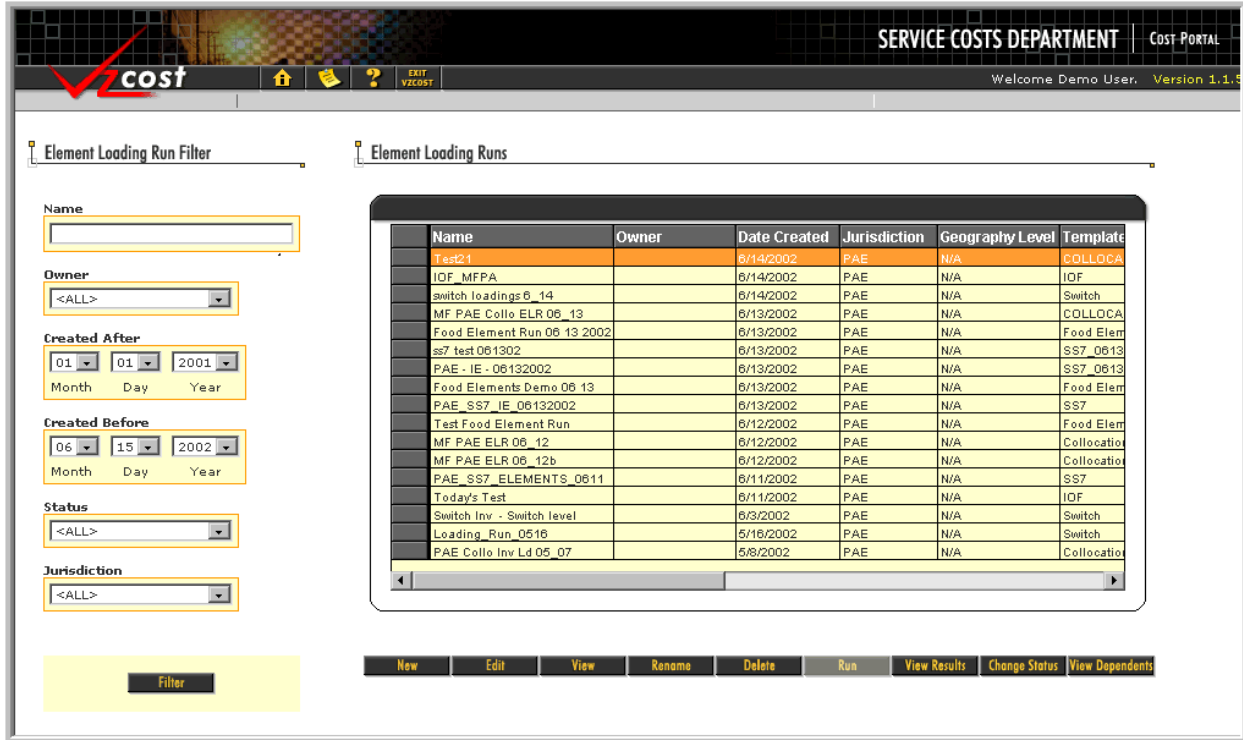
Finally when the user has finished using the 'Element Loading Run Results' screen, one more option will be available.

- Done: When the 'Done' button () is pressed, the system will close the 'Element Loading Run Results' screen and return the user to the 'Element Loadings' screen.



## Section 5.2.8: Changing the Status of an Element Loading Run

To change the status of an element loading run, the user will use filters on the 'Element Loadings' screen, as described in [section 4.4](#), to locate the correct run, click on that run to highlight it, and then press the 'Change Status' button (  ).



**Element Loading Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Jurisdiction:

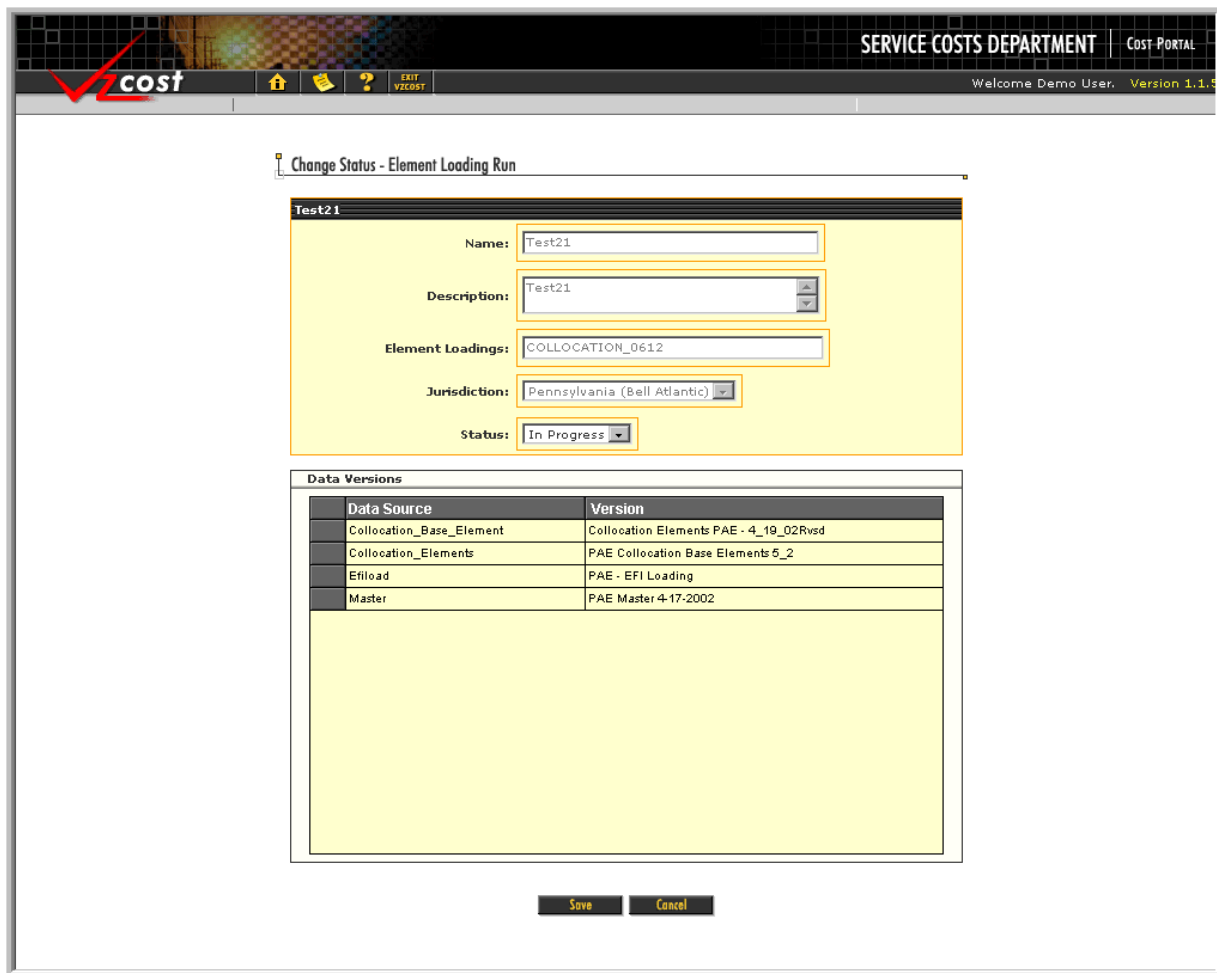
**Element Loading Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IDF_MFPA		6/14/2002	PAE	N/A	IDF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
ss7_test061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocation
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocation
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IDF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation

**Filter**

**Toolbar:** New Edit View Rename Delete Run View Results Change Status View Dependents

The 'Change Status' page looks like the 'View Element Loading Run' screen with one difference. At the top part of the screen, a 'Status' field has been added.



**Change Status - Element Loading Run**

**Test21**

Name:

Description:

Element Loadings:

Jurisdiction:

Status:

**Data Versions**

Data Source	Version
Collocation_Base_Element	Collocation Elements PAE - 4_19_02Rvsd
Collocation_Elements	PAE Collocation Base Elements 5_2
Efileload	PAE - EFI Loading
Master	PAE Master 4-17-2002


To change an element loadings run's status, the user will choose from the 'Status' field drop down menu by pressing the button (▼) and then clicking one of the menu options. When changing status, there may be up to seven options to choose from. Below is a description of those options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner.
3. **Completed:** Completed items can be seen by all users but have not yet been submitted for approval.
4. **Submitted:** Submitted items can be seen by anyone and are awaiting approval.
5. **Approved:** Approved items may now be used in other applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not edited further or deleted.

### Section 5.2.9: Viewing Dependents of an Element Loading Run

The 'View Dependents' button ( **View Dependents** ) on the 'Element Loading Runs' screen will allow the user to see the entire chain of data associated with a run. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of runs displayed on the screen. All runs meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed run and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test21		6/14/2002	PAE	N/A	COLLOCA
IDF_MFPA		6/14/2002	PAE	N/A	IDF
switch loadings 6_14		6/14/2002	PAE	N/A	Switch
MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
Test Food Element Run		6/12/2002	PAE	N/A	Food Elem
MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
Today's Test		6/11/2002	PAE	N/A	IDF
Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
Loading_Run_0516		5/16/2002	PAE	N/A	Switch
PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocatio


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected element loading run, thus locking it. Any items in this window will need to be deleted before the element loading run can be deleted. The bottom window shows the user items that the selected element loading run is using. These items are locked and thus, can not be deleted until the element loading run has been deleted. Once the element loading run has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

**Element Loading Run Dependencies**

**Element Loading Run:**


**Element Loading Run is used by:**


	Type	Name	Owner	Status



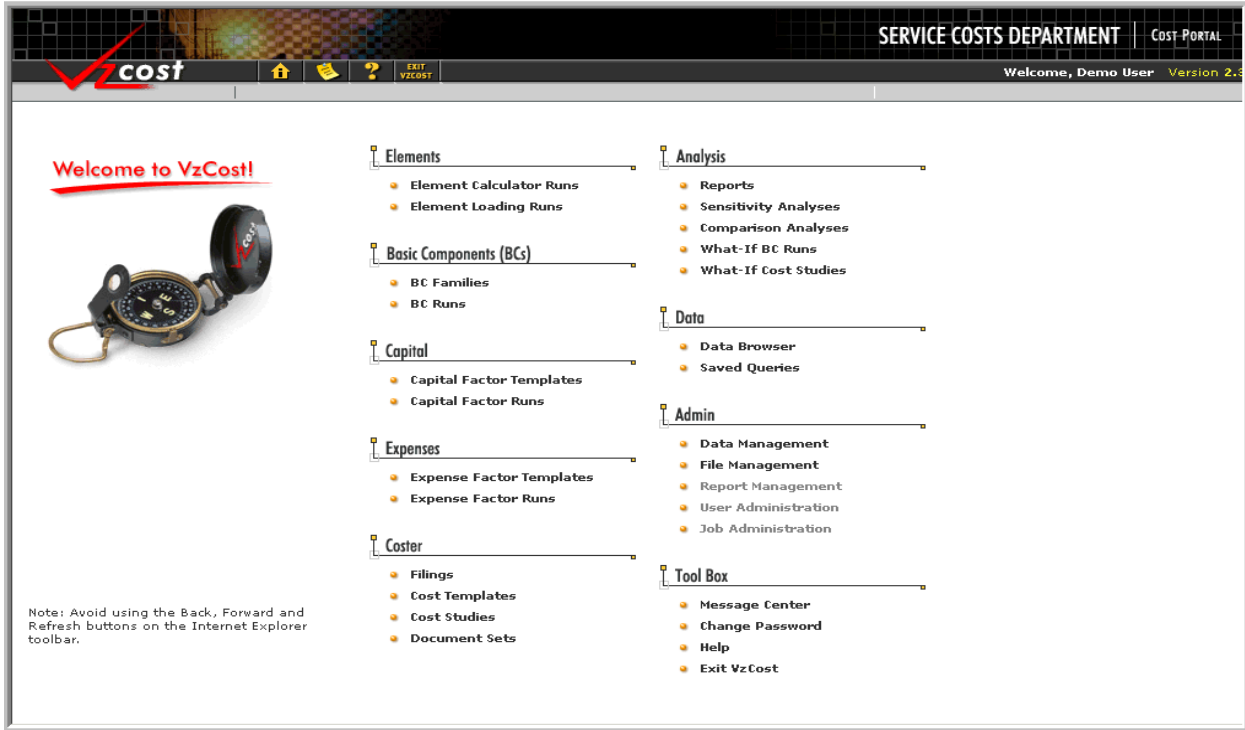
**Element Loading Run uses:**

	Type	Name	Owner	Status
	Element Loadings	LOOP_1118		Final and Filed





## Section 6: Basic Components



**Welcome to VzCost!**

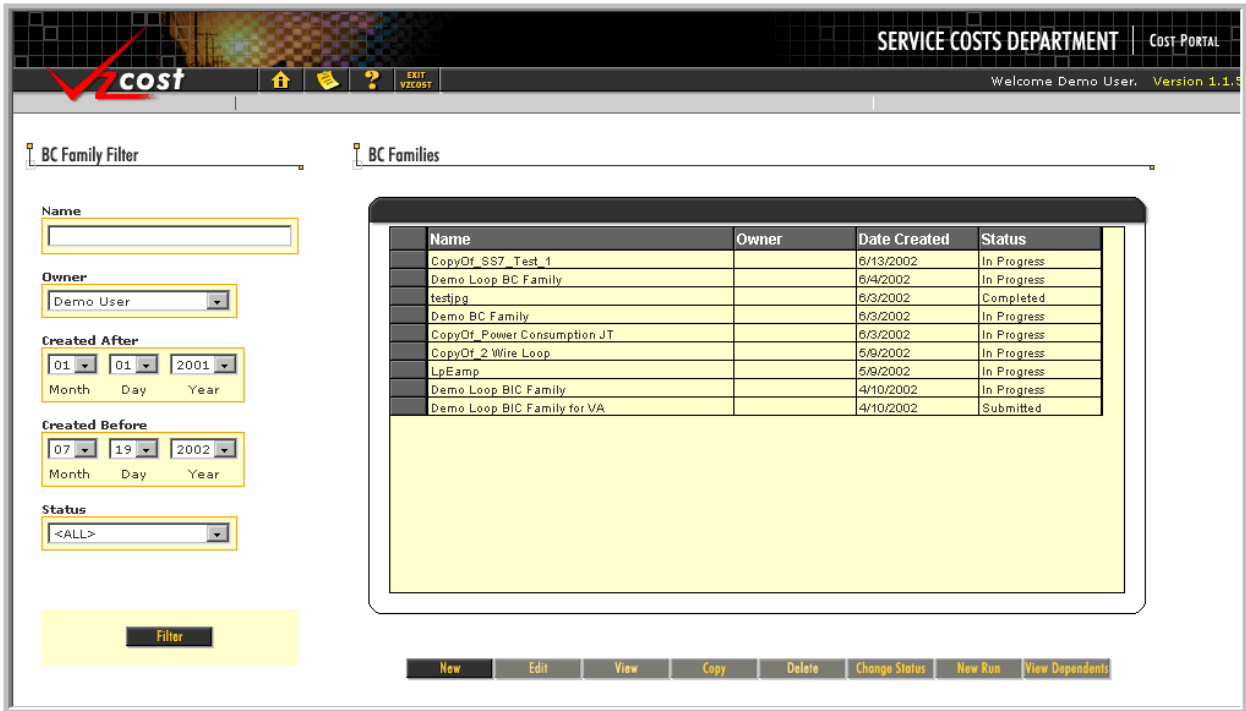
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

Basic components (BCs), also referred to as the building blocks for costing, are divided into two functional areas in the VzCost system. Both of these areas, BC families and BC runs, may be accessed by clicking on the appropriate link from the home page as shown above.

## Section 6.1: BC Families


A BC family is a collection of BCs that allows a user to run multiple BCs with one set of inputs. BC families will be used in both BC runs and in cost templates within the VzCost system. BC families contain formulas only and thus, do not contain or calculate any results.

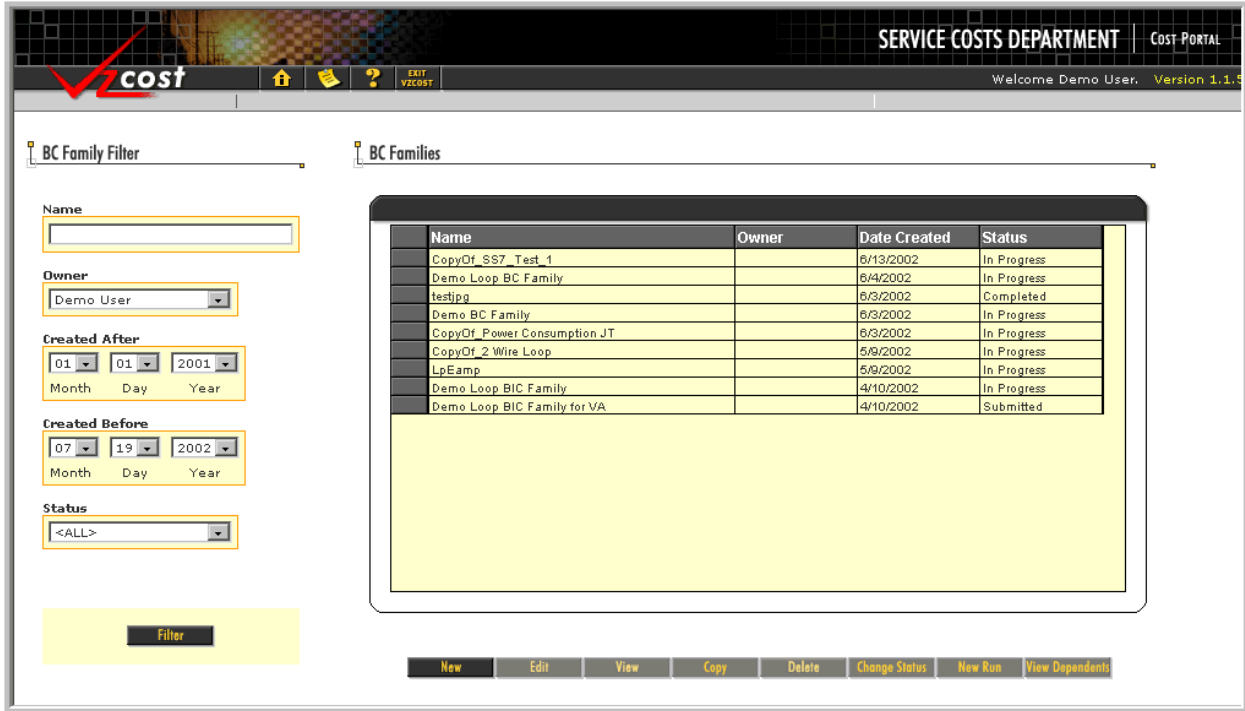


Name	Owner	Date Created	Status
CopyOf_SS7_Test_1		6/13/2002	In Progress
Demo Loop BC Family		6/4/2002	In Progress
testjgg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted

When the user clicks on the 'BC Families' link, the 'BC Families' screen loads up. On this page, filters may be used as described in [section 4.4](#) to limit or expand the list of families that are displayed on the screen. All families that meet the filtered criteria will be displayed on the screen.

## Section 6.1.1: Creating a New BC Family

As shown below, to create a new BC family, the user will need to press the 'New' button (  ) on the 'BC Families' screen. Once this button has been pressed, the 'New BC Family' screen will load up.



**BC Family Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

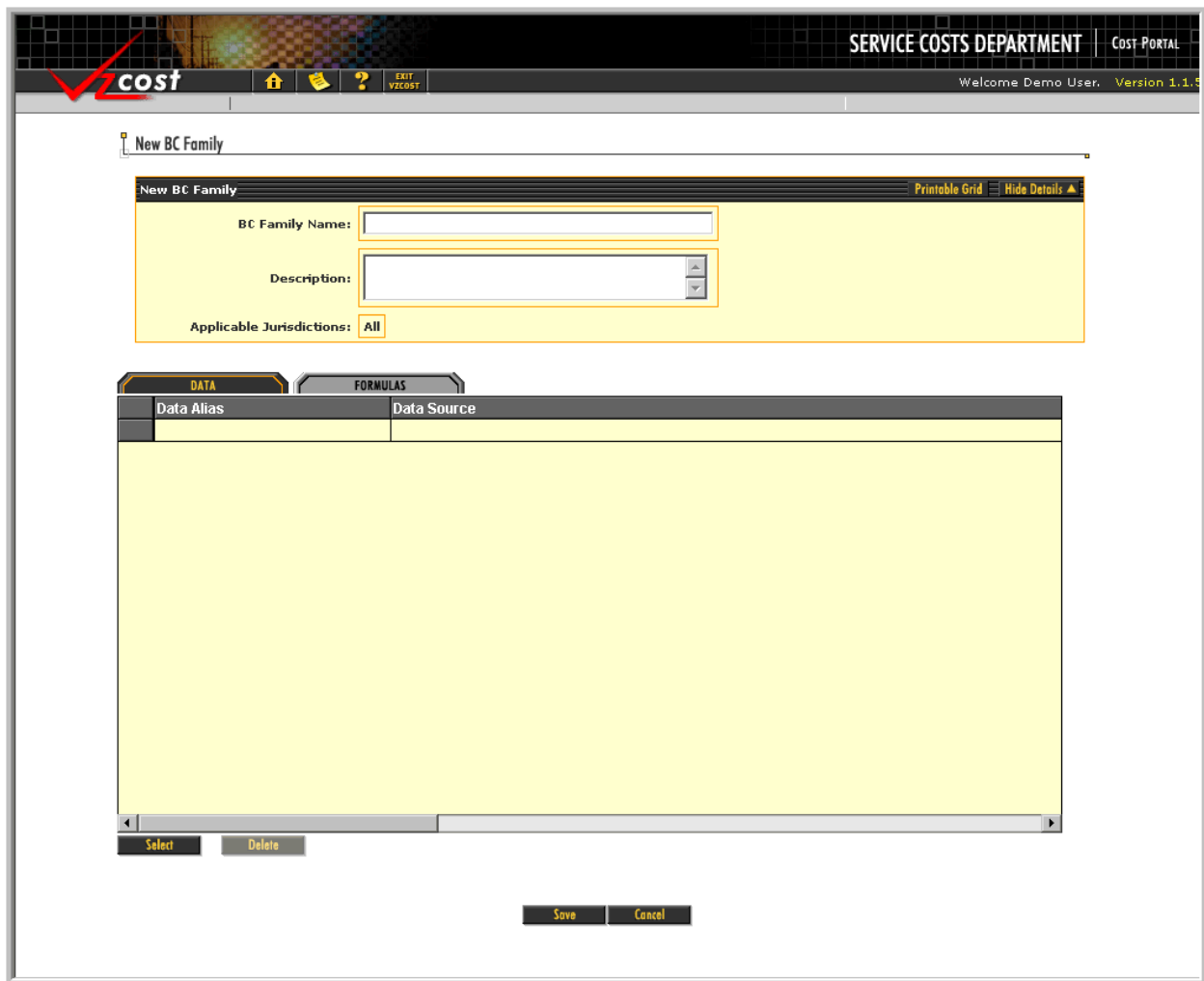
**BC Families**

Name	Owner	Date Created	Status
CopyOf_SS7_Test_1		6/13/2002	In Progress
Demo Loop BC Family		6/4/2002	In Progress
testjg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted

**Filter**

**New** **Edit** **View** **Copy** **Delete** **Change Status** **New Run** **View Dependents**


The user will need to manually complete the 'BC Family Name' and the 'Description' fields. Please notice that the system will not allow the user to select data or formulas until the 'BC Family Name' and the 'Description' fields have been populated. Even though both of these fields are required, the description is for informational purposes only. The 'Printable Grid' button (**Printable Grid**) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results from both, the 'Data' tab and 'Formula' Tab, all on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button (**Functional Grid**), will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to change tabs and, if needed, scroll down using scroll bars. Ultimately, the user would end up printing many pages. Thus, the printable grid feature saves the user considerable amounts of time and paper. Also located at the top right corner of the screen, the 'Show Details' button (**Show Details**) and 'Hide Details' button (**Hide Details**) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden. By default, the new BC family will be applicable to all jurisdictions. If the user needs to limit the new BC family to specific jurisdictions, the user will need to click on the word 'All' which is located in the 'Applicable Jurisdictions' field near the top of the page.



The screenshot shows the 'New BC Family' form in the VZcost system. The form is titled 'New BC Family' and has a 'Printable Grid' button and a 'Hide Details' button in the top right corner. The form contains three main fields: 'BC Family Name' (a text input field), 'Description' (a text input field with a scroll bar), and 'Applicable Jurisdictions' (a dropdown menu currently set to 'All'). Below the form is a grid with two tabs: 'DATA' and 'FORMULAS'. The grid has two columns: 'Data Alias' and 'Data Source'. The grid is currently empty. At the bottom of the grid are 'Select' and 'Delete' buttons. Below the grid are 'Save' and 'Cancel' buttons. The top of the screen shows the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' headers, along with a 'Welcome Demo User, Version 1.1.5' message.



If the user clicked on the word 'All' in the 'Applicable Jurisdictions' field, then the 'Applicable Jurisdictions' page will load up. An example of this page is shown below.








**Applicable Jurisdictions**


Choose jurisdictions for which this template is applicable

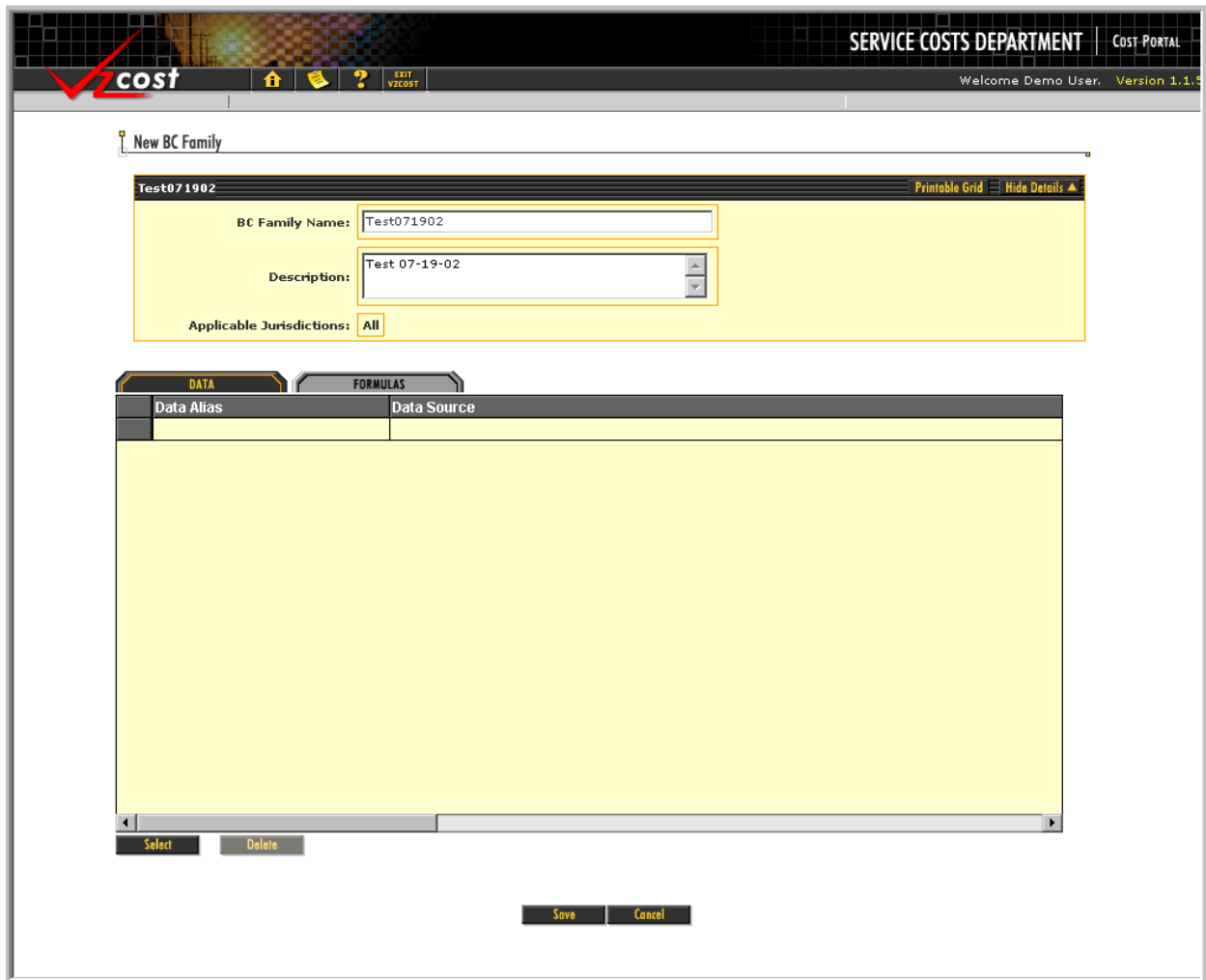
All Jurisdictions  
 Selected Jurisdictions

Jurisdictions	Selected Jurisdictions
Pennsylvania (Bell Atlantic)	Pennsylvania (Bell Atlantic) <input type="checkbox"/>
Pennsylvania (GTE)	
Virginia (Bell Atlantic)	
Virginia (GTE)	

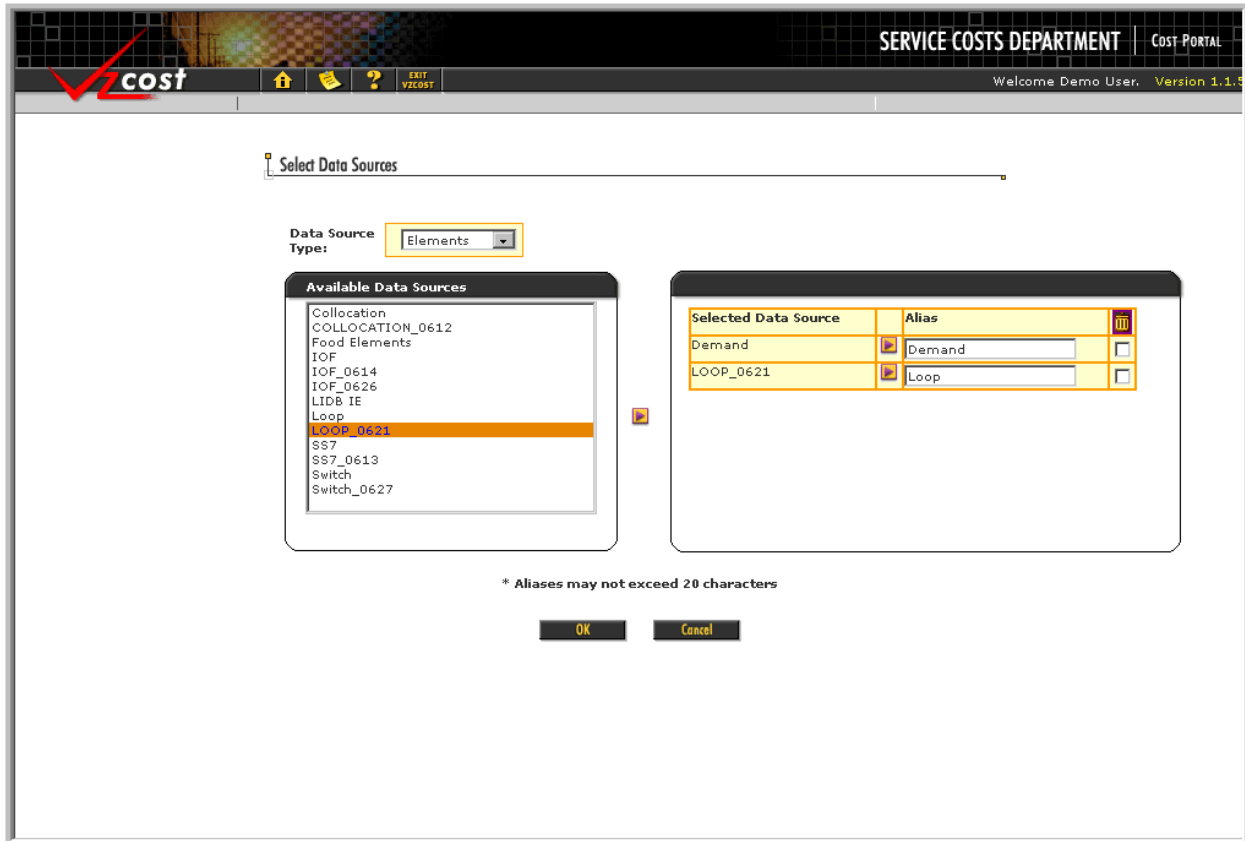
OK Cancel

To select the applicable jurisdictions, the user will first need to change the radio buttons at the top of the screen from 'All Jurisdictions' to 'Selected Jurisdictions'. Next, the user will click on a jurisdiction to be included and then press the arrow button (  ) at the center of the screen to include that jurisdiction in the list at the right of the screen. This step will be repeated until all of the needed jurisdictions have been included in the list at the right of the screen. When the user has finished, the 'OK' button (  ) will be pressed and the jurisdiction will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard this information and return to the previous screen. If the user accidentally selected a wire center that should not have been selected, then the user may click on the box (  ) to the right of that item. The box will be located under a trashcan icon (  ). Once this is done, to complete the deletion, the user will click on the trashcan icon (  ). Please notice that this function is basically another form of filter and thus, is not an aggregation method.

The window on this screen has two tabs. These tabs are labelled as 'Data' and 'Formulas'. The next step for the user will be to make certain that the 'Data' tab is selected and then press the 'Select' button (  ) at the bottom, left of the screen



The 'Data Sources' page loads up. The user should select 'Element Loadings', 'Data Tables', or 'BC Families' from the 'Data Source Type' field by pressing the button (▼) to the right of the field and clicking on the correct item. Please notice that items in the 'Element Loadings' table come directly from element loading runs. Once the data source type has been selected, the user may highlight items in the available data sources table on the left and move those items to the right column by pressing the arrow button (▶) between the two columns. To remove an item from the right column, click inside the box at the right of the item and then click on the trashcan icon (🗑) above the checked box. Also, once an item has been moved to the right column an alias must be assigned before the system will allow the user to press the 'OK' button (OK) and continue.






**Select Data Sources**




Data Source Type: Elements



Available Data Sources	Selected Data Source	Alias	
Collocation			
COLLOCATION_0612			
Food Elements			
IOF			
IOF_0614			
IOF_0626			
LIDB IE			
Loop			
<b>LOOP_0621</b>			
SS7			
SS7_0613			
Switch			
Switch_0627			
	Demand	Demand	🗑
	LOOP_0621	Loop	🗑

\* Aliases may not exceed 20 characters

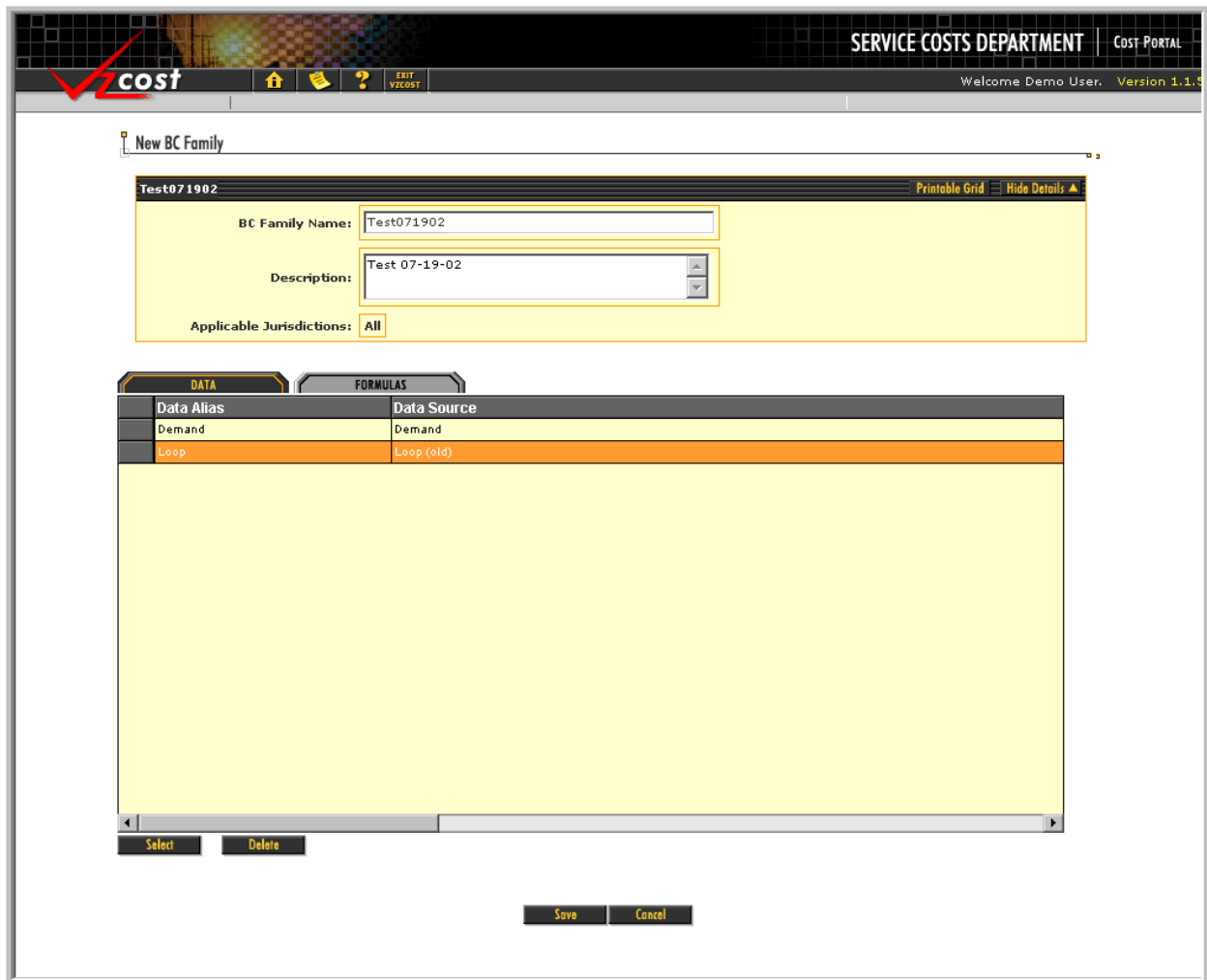
OK Cancel

To use the data source name as the alias, the user should press the arrow button (  ) to the left of the 'Alias' field. The user may also type in a different alias name manually or use both options by pressing the arrow button (  ) and then adding to the text. In the example shown below, the user pressed the arrow button (  ) for both data sources and then removed the date reference for the loop alias while the demand alias was not modified. Please note that an alias cannot contain spaces or special characters with the exception of the underscore, which may be used.

Selected Data Source		Alias	
Demand		Demand	<input type="checkbox"/>
LOOP_0621		Loop	<input type="checkbox"/>

Once the user has selected all needed data sources and assigned aliases to them, two options will be available. The user may press the 'OK' button (  ) to save the selections and return the user to the previous screen or the user may press the 'Cancel' button (  ) to disregard all changes and return the user to the previous screen.

Notice that the information is now populated within the 'Data' tab.



Test071902

Printable Grid Hide Details ▲

BC Family Name: Test071902


Description: Test 07-19-02

Applicable Jurisdictions: All

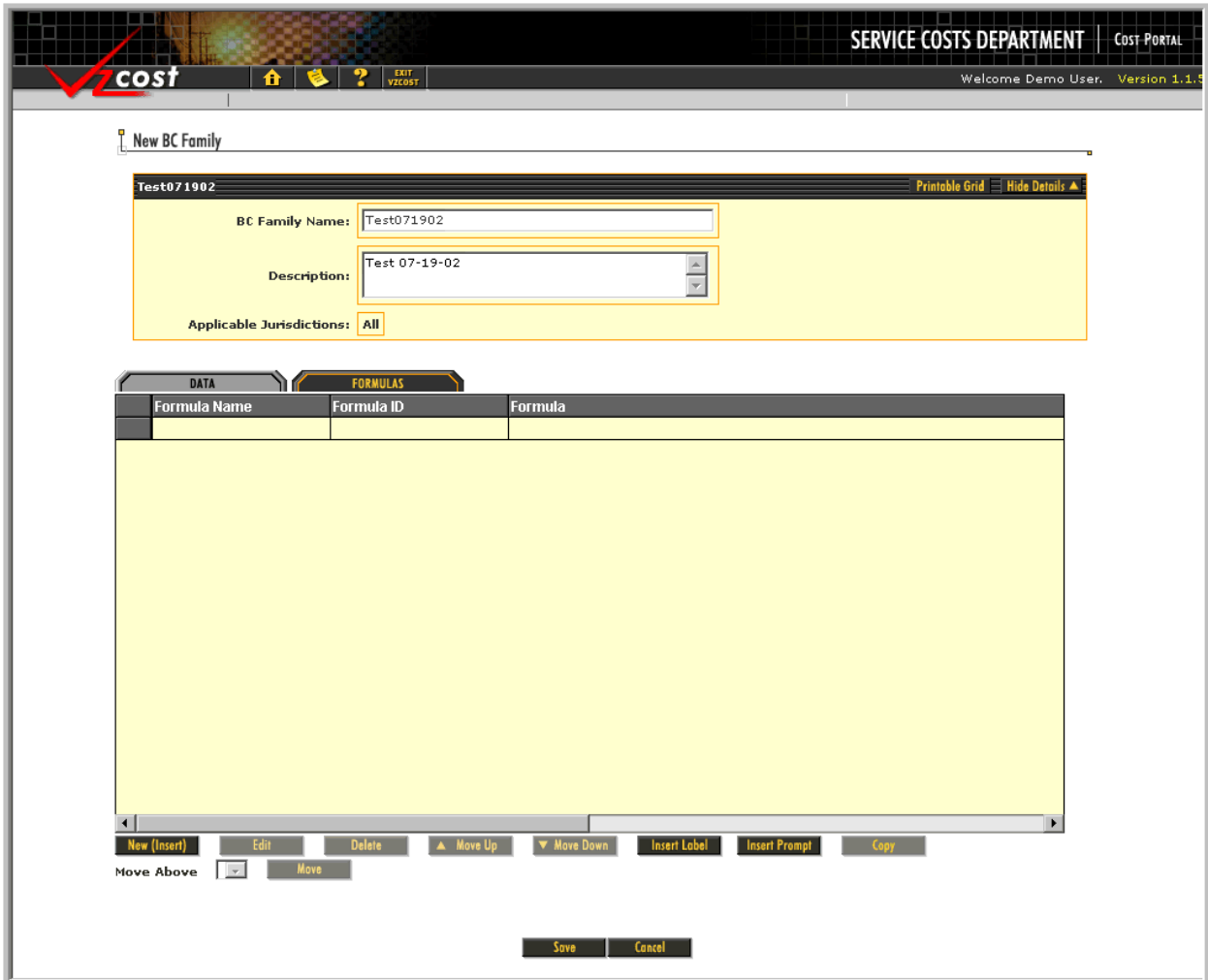
Data Alias	Data Source
Demand	Demand
Loop	Loop (old)

Select Delete

Save Cancel

If an item of data needs to be deleted, the user should click on that item to highlight it and then press the delete button (  ).

Next the user will need to create formulas for the BC family. Thus, the user will click on the 'Formula' tab and the screen shown below will appear.



The screenshot displays the 'New BC Family' interface. At the top, the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' are visible. The user is identified as 'Welcome Demo User' and the version is 'Version 1.1.5'. The main form contains the following fields:

- BC Family Name:** Test071902
- Description:** Test 07-19-02
- Applicable Jurisdictions:** All

Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, showing a table with the following columns:

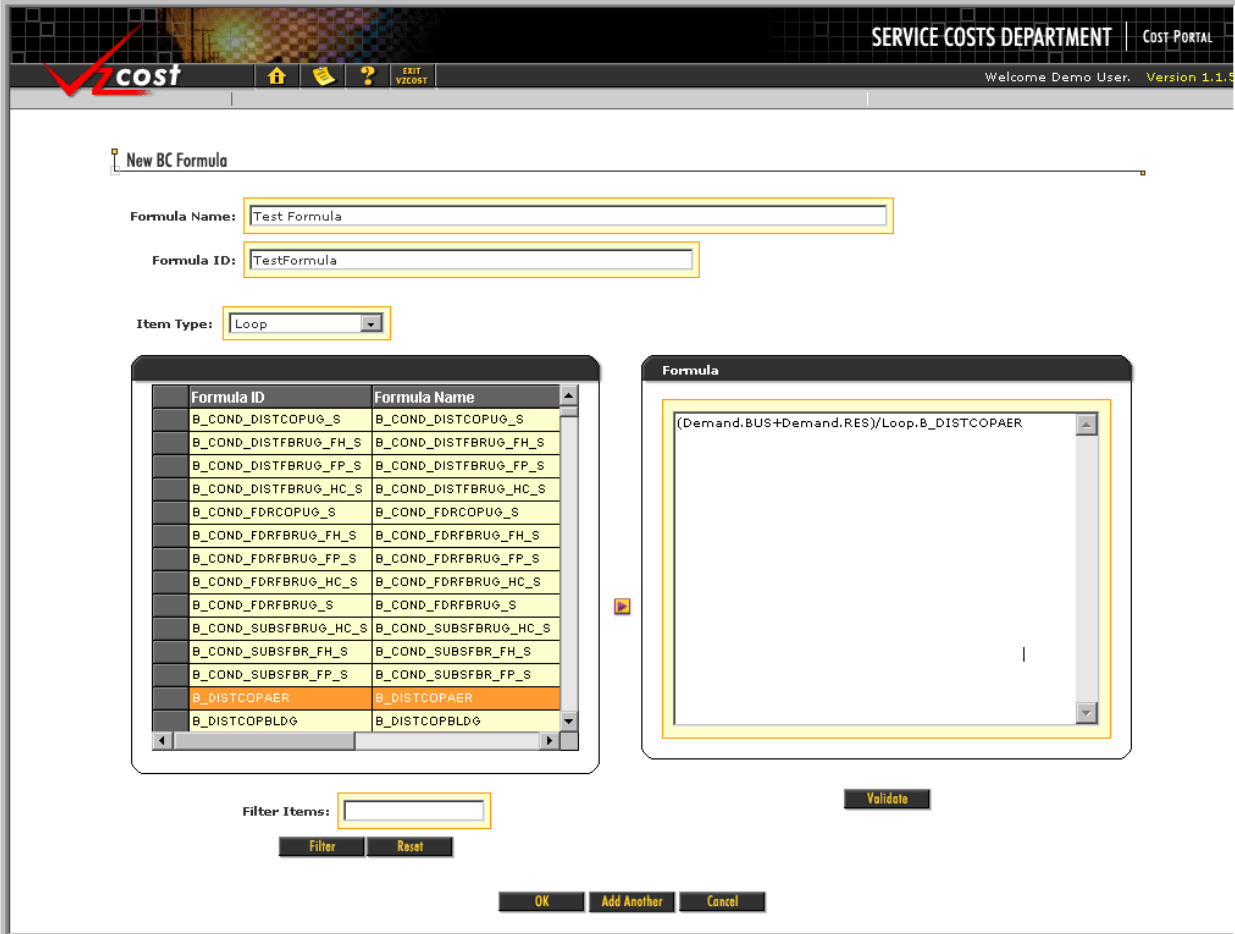
Formula Name	Formula ID	Formula
--------------	------------	---------

At the bottom of the screen, there are several buttons: 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompl', 'Copy', 'Move Above', 'Move', 'Save', and 'Cancel'.

To create the needed formulas, the user will press the 'New (Insert)' button ( **New (Insert)** ) at the bottom left side of the screen.

The new BC formula screen loads up. The user will provide a 'Formula Name' which should be a descriptive name of the formula and a 'Formula ID' which should be an abbreviated name for the formula. Next, the user will select from the 'Item Type' drop down box by pressing the button (▼) to the right of the field. There will be three item types available:

- Formulas – Formulas are the lists of formulas that have been previously created. If this is the first formula for the BC family than there will be no options available.
- Custom Formulas – Contains a list of functions that, when applied against a formula, will perform a pre-designed calculation. Some examples of custom formulas, just to list a few, are cost, total, total cost, total direct shared, and match account.
- All Others – These are all of the [data sources](#) that were selected earlier in the BC family creation. These would consist of either element loadings or data tables.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.9

**New BC Formula**

Formula Name:

Formula ID:



Item Type:

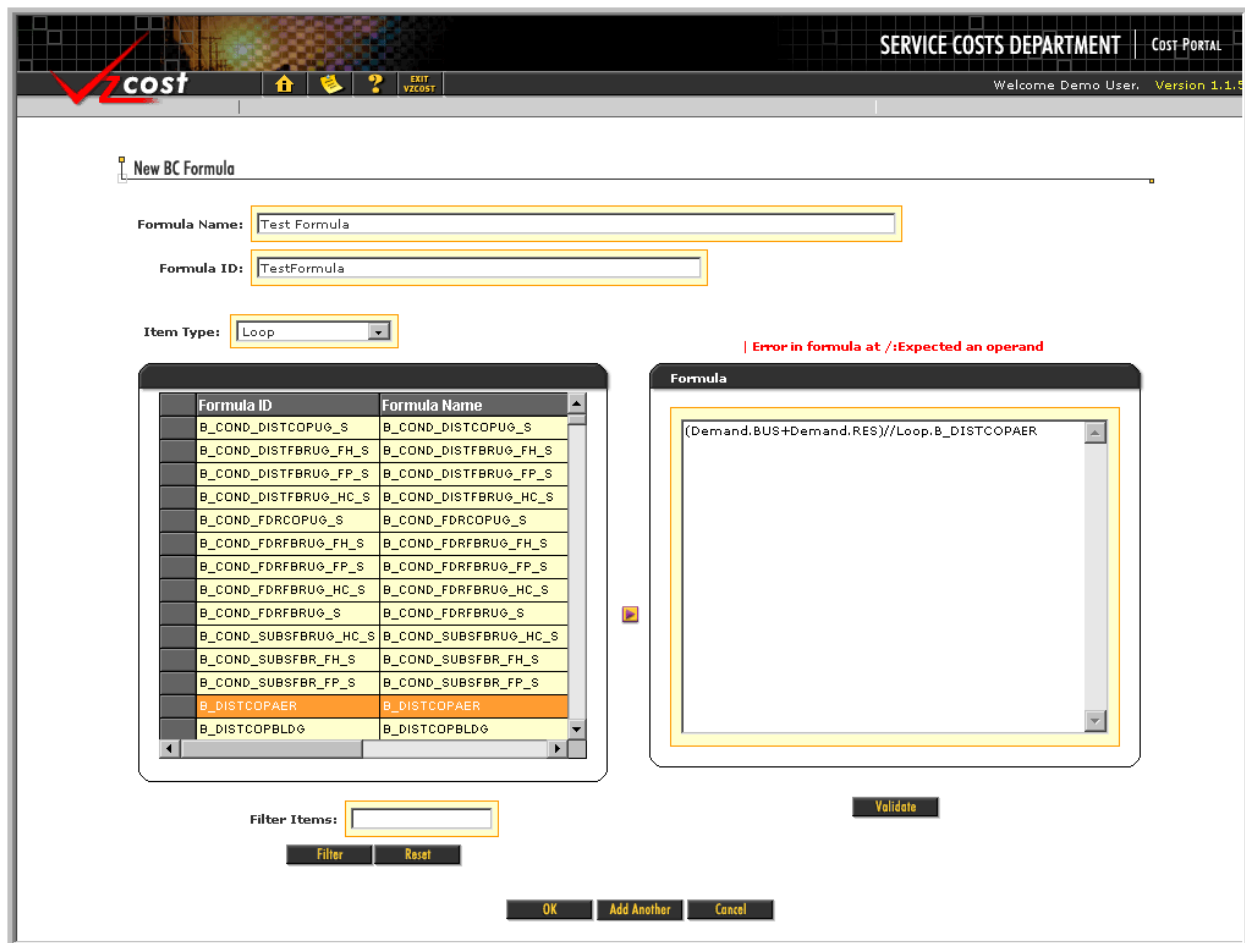
Formula ID	Formula Name
B_COND_DISTCOPUG_S	B_COND_DISTCOPUG_S
B_COND_DISTFBRUG_FH_S	B_COND_DISTFBRUG_FH_S
B_COND_DISTFBRUG_FP_S	B_COND_DISTFBRUG_FP_S
B_COND_DISTFBRUG_HC_S	B_COND_DISTFBRUG_HC_S
B_COND_FDRCOPUG_S	B_COND_FDRCOPUG_S
B_COND_FDRFBRUG_FH_S	B_COND_FDRFBRUG_FH_S
B_COND_FDRFBRUG_FP_S	B_COND_FDRFBRUG_FP_S
B_COND_FDRFBRUG_HC_S	B_COND_FDRFBRUG_HC_S
B_COND_FDRFBRUG_S	B_COND_FDRFBRUG_S
B_COND_SUBSFBRUG_HC_S	B_COND_SUBSFBRUG_HC_S
B_COND_SUBSFBR_FH_S	B_COND_SUBSFBR_FH_S
B_COND_SUBSFBR_FP_S	B_COND_SUBSFBR_FP_S
B_DISTCOPAER	B_DISTCOPAER
B_DISTCOPBLDG	B_DISTCOPBLDG

Formula:

Filter Items:

Buttons: Filter, Reset, Validate, OK, Add Another, Cancel

On the screen shown below, the width of the columns in the window on the left are adjustable. By positioning the mouse in the header row, directly between the two columns until a bidirectional arrow appears, the user can stretch either the left or right window to view more of the data in the column. In the example shown below, the 'Demand' data table, previously selected as a data source, was the first item chosen from the 'Item Type' field. One at a time, the user highlighted 'Bus' and 'Res' in the window on the left and moved them to the formula box on the right by clicking on the arrow button (  ) between the two columns. Next, the user chose the 'Loop' data table, previously selected as a data source, from the 'Item Type' field. Then the user highlighted 'B\_DISTCOPAER' and moved it into the formula box on the right. 'BUS' and 'RES' were then enclosed in a parenthesis and a plus sign was placed between them to indicate addition. Next, a slash was added to the right of the closing parenthesis but before the 'B\_DISTCOPAER'. This is just one example of the many formulas that can be built using these formulas in conjunction with arithmetical operations. Once the formula is complete, the user will press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. In the case shown below, an error was found because two slashes were used instead of one slash to indicate division.



**Formula Name:** Test Formula

**Formula ID:** TestFormula

**Item Type:** Loop

Formula ID	Formula Name
B_COND_DISTCOPUG_S	B_COND_DISTCOPUG_S
B_COND_DISTFBRUG_FH_S	B_COND_DISTFBRUG_FH_S
B_COND_DISTFBRUG_FP_S	B_COND_DISTFBRUG_FP_S
B_COND_DISTFBRUG_HC_S	B_COND_DISTFBRUG_HC_S
B_COND_FDRCOPUG_S	B_COND_FDRCOPUG_S
B_COND_FDRFBRUG_FH_S	B_COND_FDRFBRUG_FH_S
B_COND_FDRFBRUG_FP_S	B_COND_FDRFBRUG_FP_S
B_COND_FDRFBRUG_HC_S	B_COND_FDRFBRUG_HC_S
B_COND_FDRFBRUG_S	B_COND_FDRFBRUG_S
B_COND_SUBSFBRUG_HC_S	B_COND_SUBSFBRUG_HC_S
B_COND_SUBSFBR_FH_S	B_COND_SUBSFBR_FH_S
B_COND_SUBSFBR_FP_S	B_COND_SUBSFBR_FP_S
B_DISTCOPAER	B_DISTCOPAER
B_DISTCOPBLDG	B_DISTCOPBLDG

**Formula:** (Demand.BUS+Demand.RES)//Loop.B\_DISTCOPAER

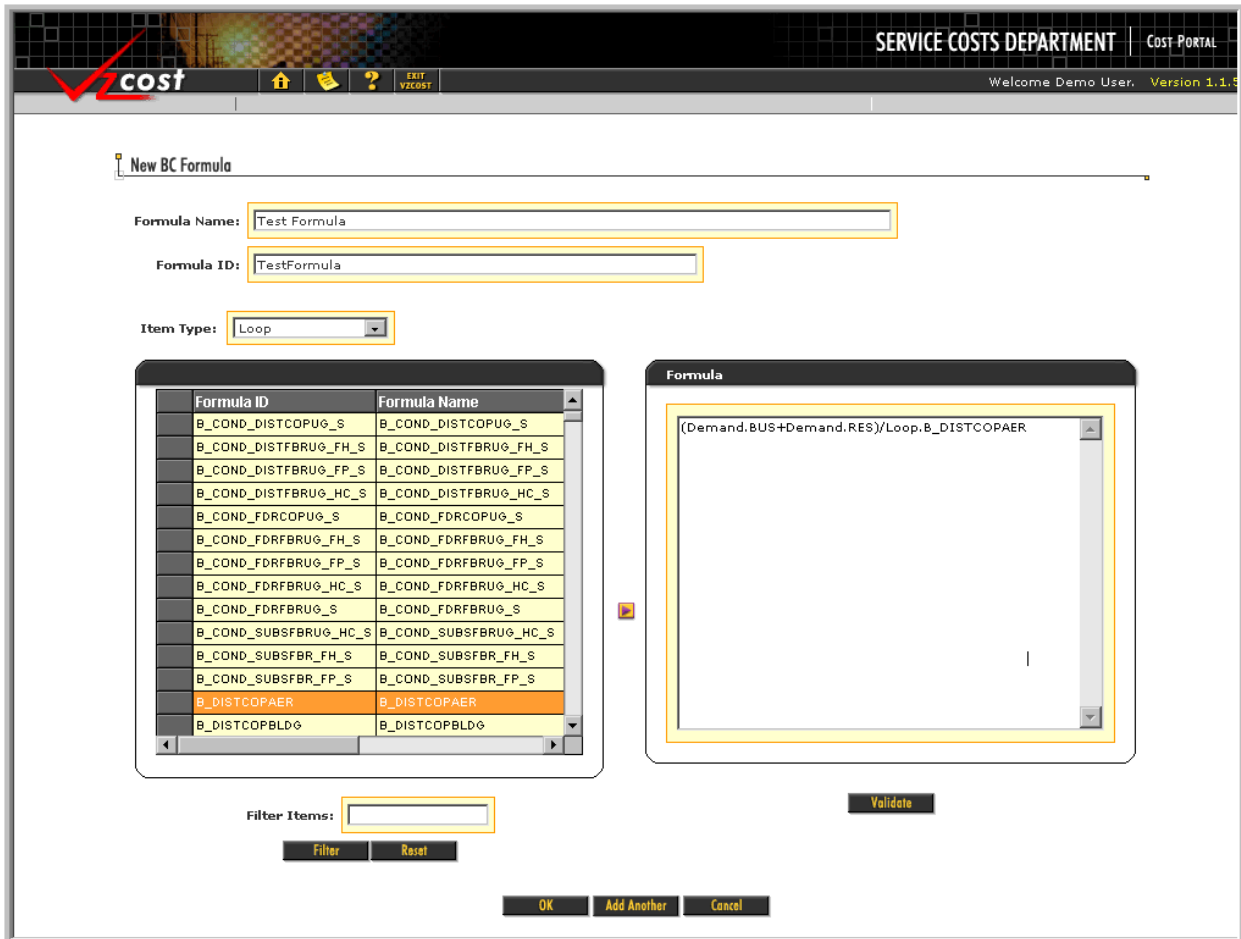
**Filter Items:**

**Buttons:** Filter, Reset, Validate, OK, Add Another, Cancel

**Error Message:** | Error in formula at /:Expected an operand



If the user is choosing from a large list of 'Formula ID's, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button ( **Filter** ). Pressing the 'Reset' button ( **Reset** ) will remove all filters and restore the entire list.



**Formula ID** | **Formula Name**

B_COND_DISTCOPUG_S	B_COND_DISTCOPUG_S
B_COND_DISTFBRUG_FH_S	B_COND_DISTFBRUG_FH_S
B_COND_DISTFBRUG_FP_S	B_COND_DISTFBRUG_FP_S
B_COND_DISTFBRUG_HC_S	B_COND_DISTFBRUG_HC_S
B_COND_FDRCOPUG_S	B_COND_FDRCOPUG_S
B_COND_FDRFBRUG_FH_S	B_COND_FDRFBRUG_FH_S
B_COND_FDRFBRUG_FP_S	B_COND_FDRFBRUG_FP_S
B_COND_FDRFBRUG_HC_S	B_COND_FDRFBRUG_HC_S
B_COND_FDRFBRUG_S	B_COND_FDRFBRUG_S
B_COND_SUBSFBRUG_HC_S	B_COND_SUBSFBRUG_HC_S
B_COND_SUBSFBRUG_FH_S	B_COND_SUBSFBRUG_FH_S
B_COND_SUBSFBRUG_FP_S	B_COND_SUBSFBRUG_FP_S
B_DISTCOPAER	B_DISTCOPAER
B_DISTCOPBLDG	B_DISTCOPBLDG

**Formula**





```
(Demand.BUS+Demand.RES)/Loop.B_DISTCOPAER
```

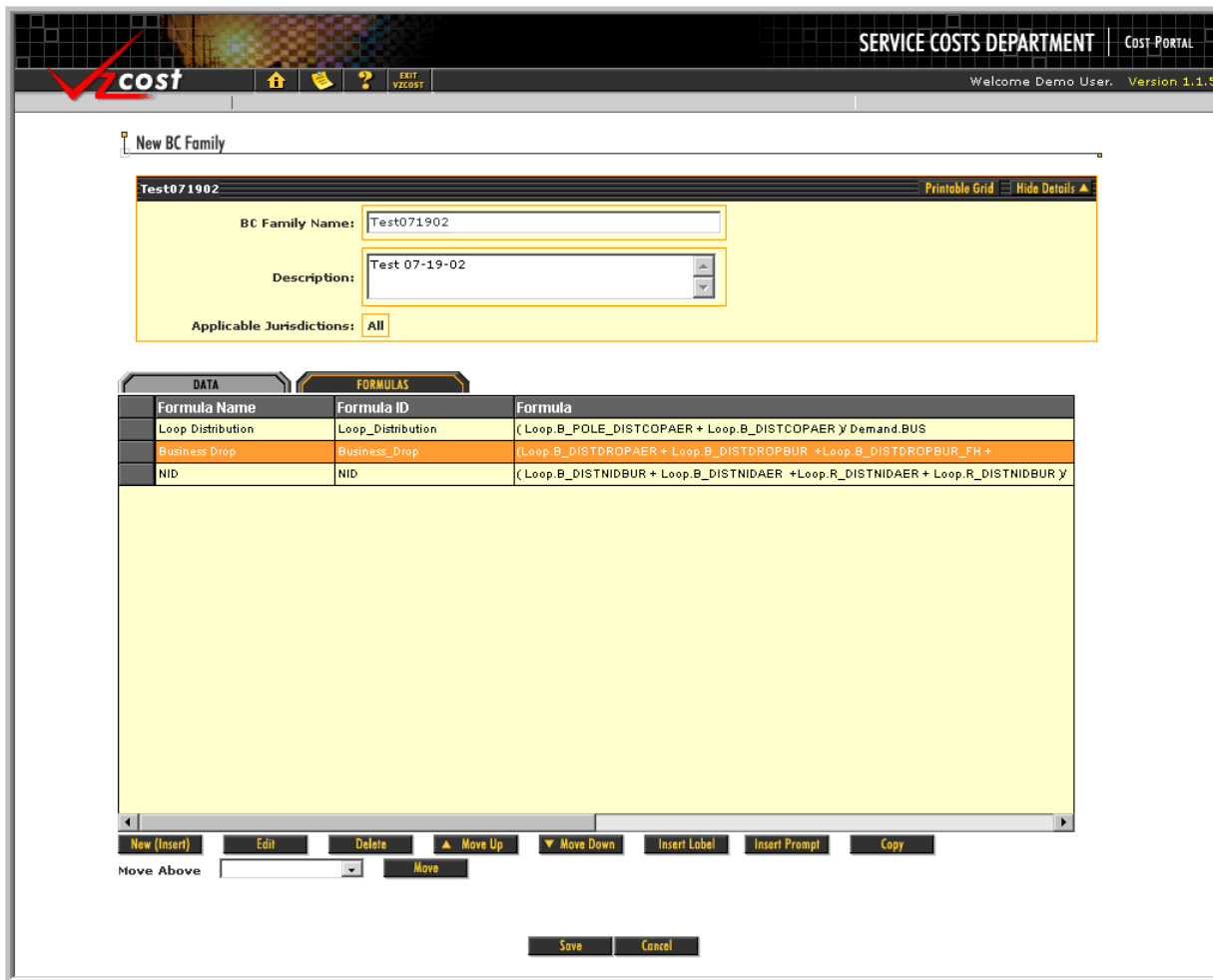
**Filter Items:**

**Buttons:** Filter, Reset, Validate, OK, Add Another, Cancel

Once the user has completed the formula, three options will be available.


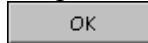
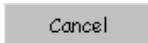
- The user can press the 'OK' button ( **OK** ) which will save the formula and return to the 'New BC Family' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'New BC Family' screen where the 'Formula' tab will remain active.

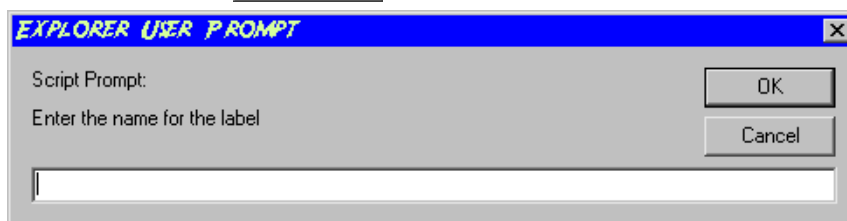
The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ) to edit the formula or pressing the 'Delete' button (  ) to delete the formula. If certain formulas need to be grouped together, they may be moved up or down within the list. To accomplish this, the user should click on a formula to highlight it and then press either the 'Move Up' button (  ) or the 'Move Down' button (  ) at the bottom of the screen. This may be continued until the highlighted formula has been successfully relocated to the correct location within the list.



The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. At the top, there is a navigation bar with the 'Zcost' logo, a home icon, a help icon, and a user profile icon. The main content area is titled 'New BC Family' and contains a form for 'Test071902'. The form has fields for 'BC Family Name' (Test071902), 'Description' (Test 07-19-02), and 'Applicable Jurisdictions' (All). Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, showing a table with three columns: 'Formula Name', 'Formula ID', and 'Formula'. The table contains three rows: 'Loop Distribution', 'Business Drop', and 'NID'. Below the table is a toolbar with buttons for 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompt', and 'Copy'. At the bottom of the screen are 'Save' and 'Cancel' buttons.

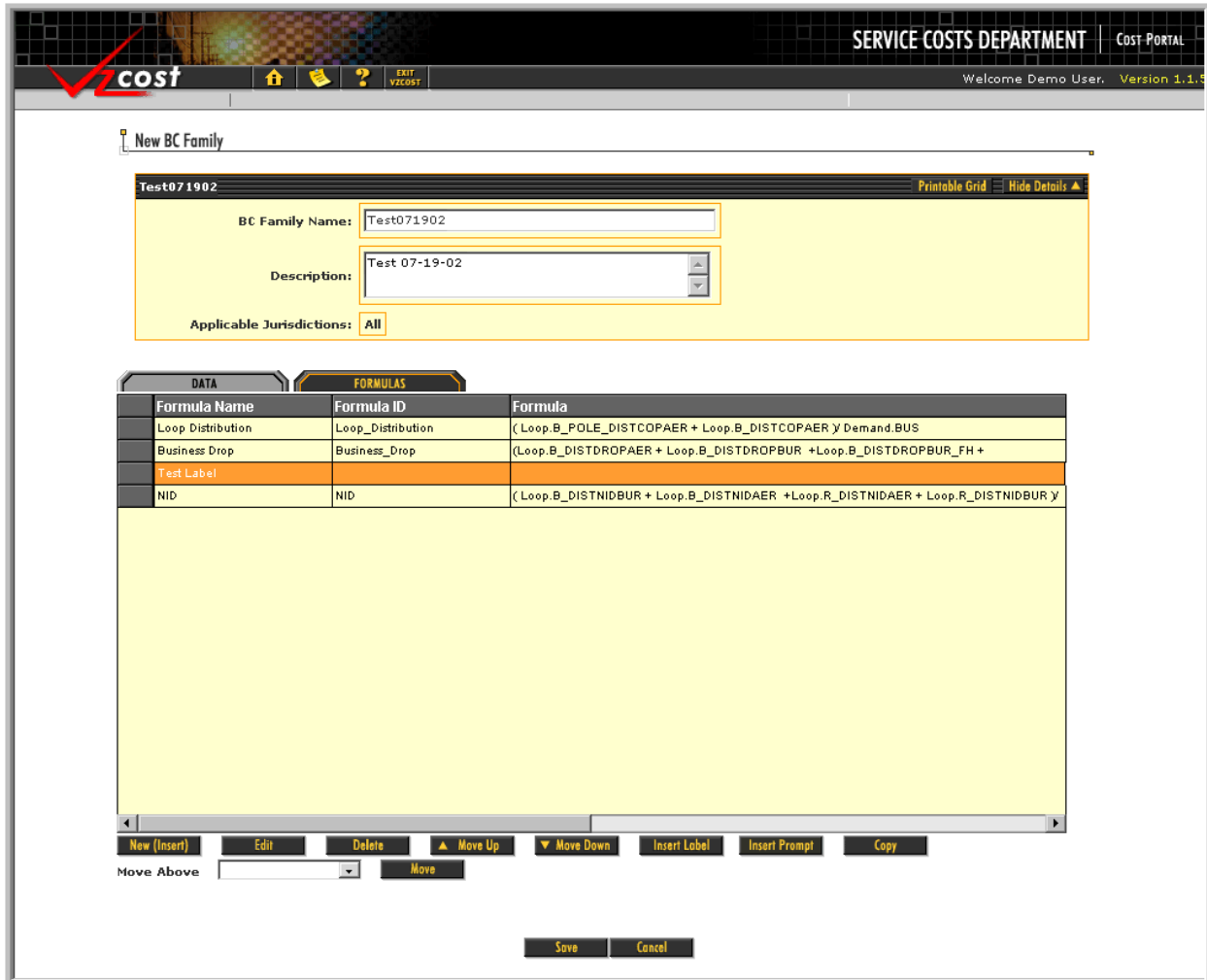
Formula Name	Formula ID	Formula
Loop Distribution	Loop_Distribution	( Loop_B_POLE_DISTCOPAER + Loop_B_DISTCOPAER ) Demand.BUS
Business Drop	Business_Drop	( Loop_B_DISTDROPAER + Loop_B_DISTDROPBUR + Loop_B_DISTDROPBUR_FH +
NID	NID	( Loop_B_DISTNIDBUR + Loop_B_DISTNIDAER + Loop_R_DISTNIDAER + Loop_R_DISTNIDBUR )

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (  ). As shown below, when this button is pressed, the user will be prompted to enter a name for the label. The user may enter a name and then press the 'OK' button (  ). The label name appears in the 'Formula Name' column. The move up and move down functions will allow the user to move the label as needed. The user may also press the 'Cancel' button (  ) which will cancel the request to insert a label.



The screenshot shows a dialog box titled 'EXPLORER USER PROMPT'. It has a 'Script Prompt:' label and a text input field containing the text 'Enter the name for the label'. There are two buttons: 'OK' and 'Cancel'.

As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, [described earlier](#), will allow the user to move the label as needed.



**Test071902** Printable Grid Hide Details

BC Family Name: Test071902



Description: Test 07-19-02

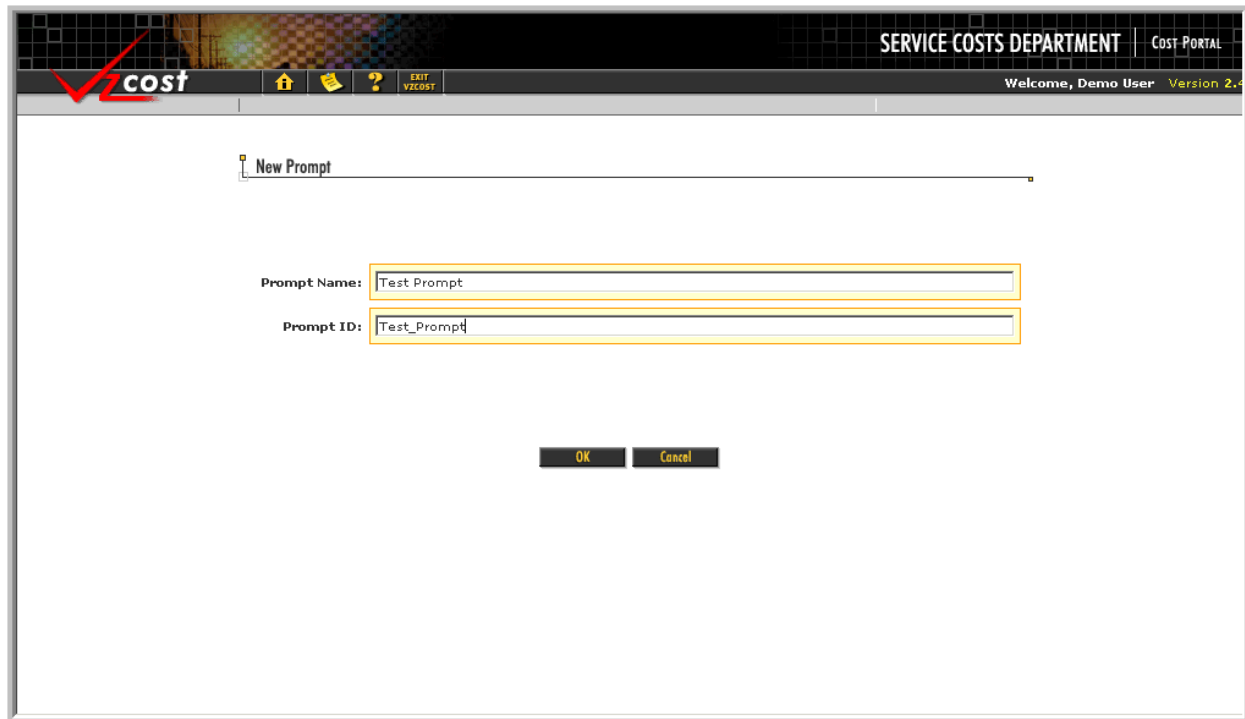
Applicable Jurisdictions: All

Formula Name	Formula ID	Formula
Loop Distribution	Loop_Distribution	( Loop_B_POLE_DISTCOPAER + Loop_B_DISTCOPAER * Demand.BUS
Business Drop	Business_Drop	(Loop_B_DISTDROPAER + Loop_B_DISTDROPBUR + Loop_B_DISTDROPBUR_FH +
Test Label		
NID	NID	( Loop_B_DISTNDBUR + Loop_B_DISTNDAER + Loop_R_DISTNDAER + Loop_R_DISTNDBUR * Y

New (Insert) Edit Delete Move Up Move Down Insert Label Insert Prompt Copy  
 Move Above [ ] Move Save Cancel

The insert prompt function allows the user to add a prompt to the BC family. Rather than building a formula, a prompt will allow the user to select the specific investment value when the BC run is processed. This is useful in situations where the needed investment values may change periodically. To insert a prompt, the user will press the 'Insert Prompt' button ( **Insert Prompt** ).

The 'New Prompt' screen, shown below, loads up. To create a prompt, the user will have two fields that will need to be populated on this screen. The 'Prompt Name' field is equivalent to the 'Formula Name' field in the formula builder. The 'Prompt ID' field is equivalent to the 'Formula ID' field in the formula builder. When done, the user can press the 'OK' button (  ) which will save the prompt and return to the 'New BC Family' screen where the 'Formula' tab will remain active or the user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New BC Family' screen where the 'Formula' tab will remain active.

The screenshot shows the 'New Prompt' screen within the VZcost application. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Demo User' and the version is '2.4'. The main content area has a title 'New Prompt' and two input fields: 'Prompt Name' with the value 'Test Prompt' and 'Prompt ID' with the value 'Test\_Prompt'. At the bottom, there are 'OK' and 'Cancel' buttons.

NEW PROMPT

Prompt Name:

Prompt ID:

OK Cancel



CopyOf\_Technical Documentation ONLY Printable Grid Hide Details ▲



BC Family Name:

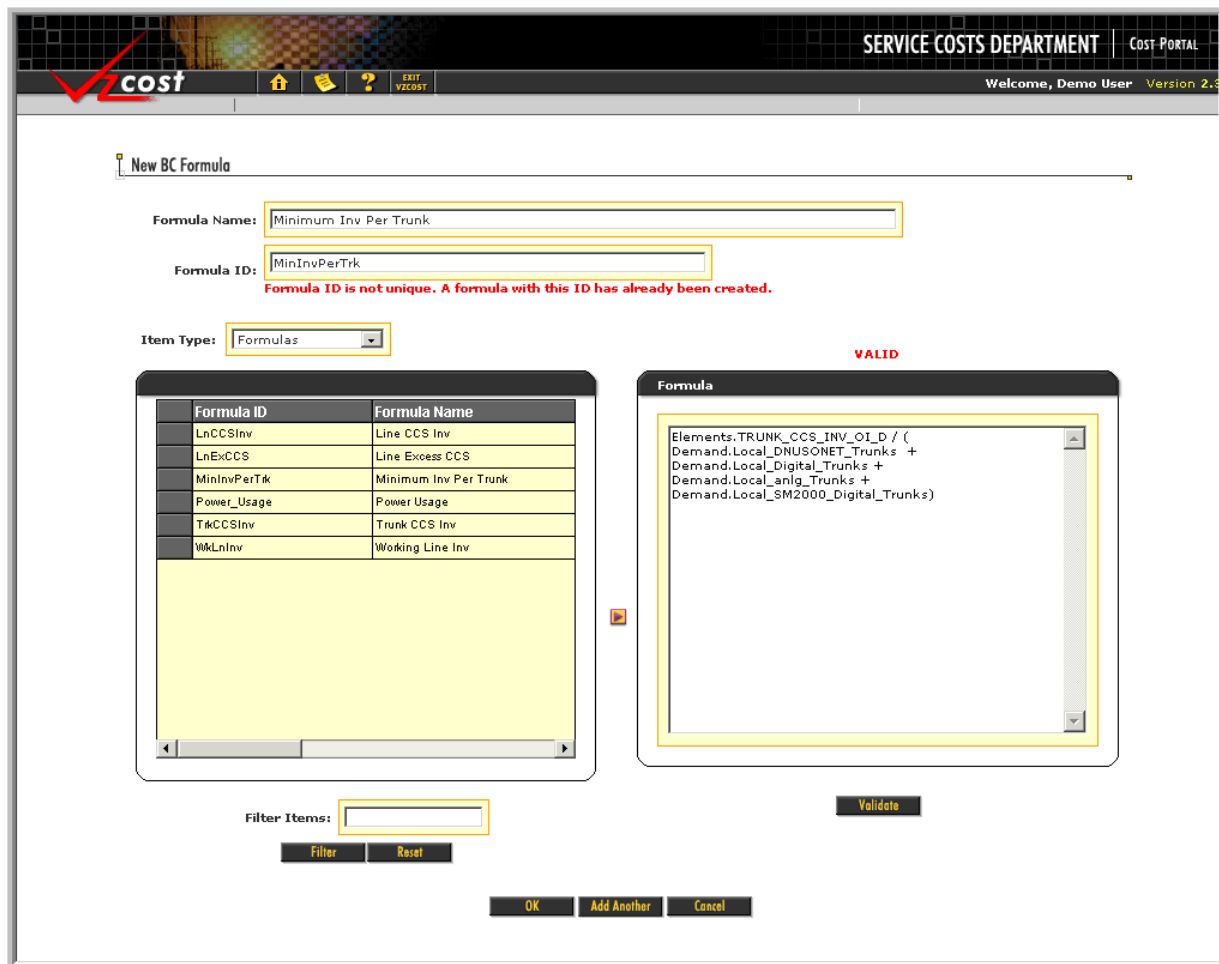
Description:

Applicable Jurisdictions:

Formula Name	Formula ID	Formula
ILLUSTRATIVE FORMULA	ILLUS_Formula	Loop_Elements.B_DISTCOPUG + Loop_Elements.B_DISTFBRUG_HC
Test Prompt	Test_Prompt	<Prompt>

The formula copy function that allows the user to copy a formula for use in a new formula. To use this function, the user will click on the formula to be copied and then press the ‘Copy’ button (  ). Once the button is pressed, the ‘New BC Formula’ screen loads up with the ‘Formula Name’ field, the ‘Formula ID’ field, and the formula box at the right of the screen already populated with the information from the original formula. The user must modify the two fields at the top of the page to make them different from the comparable fields in the formula that was originally copied. Next the user make any needed changes to the copied formula as described [earlier in this subsection](#). If choosing from a large list of ‘Formula ID’s, the list can be filtered by typing characters of the formula id name in the ‘Filter Items’ box at the bottom of the screen and pressing the ‘Filter’ button (  ). Pressing the ‘Reset’ button (  ) will remove all filters and restore the entire list.

Once the user has finished modifying the formula, the 'Validate' button (  ) will be pressed to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. If the user presses the 'OK' button (  ) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.



**Formula Name:** Minimum Inv Per Trunk

**Formula ID:** MinInvPerTrk  
 Formula ID is not unique. A formula with this ID has already been created.

**Item Type:** Formulas

Formula ID	Formula Name
LnCCSInv	Line CCS Inv
LnExCCS	Line Excess CCS
MinInvPerTrk	Minimum Inv Per Trunk
Power_Usage	Power Usage
TrkCCSInv	Trunk CCS Inv
WkLnInv	Working Line Inv

**Formula**




```
Elements.TRUNK_CCS_INV_OI_D / (
Demand.Local_DNUSONET_Trunks +
Demand.Local_Digital_Trunks +
Demand.Local_anlg_Trunks +
Demand.Local_SM2000_Digital_Trunks)
```



**VALID**

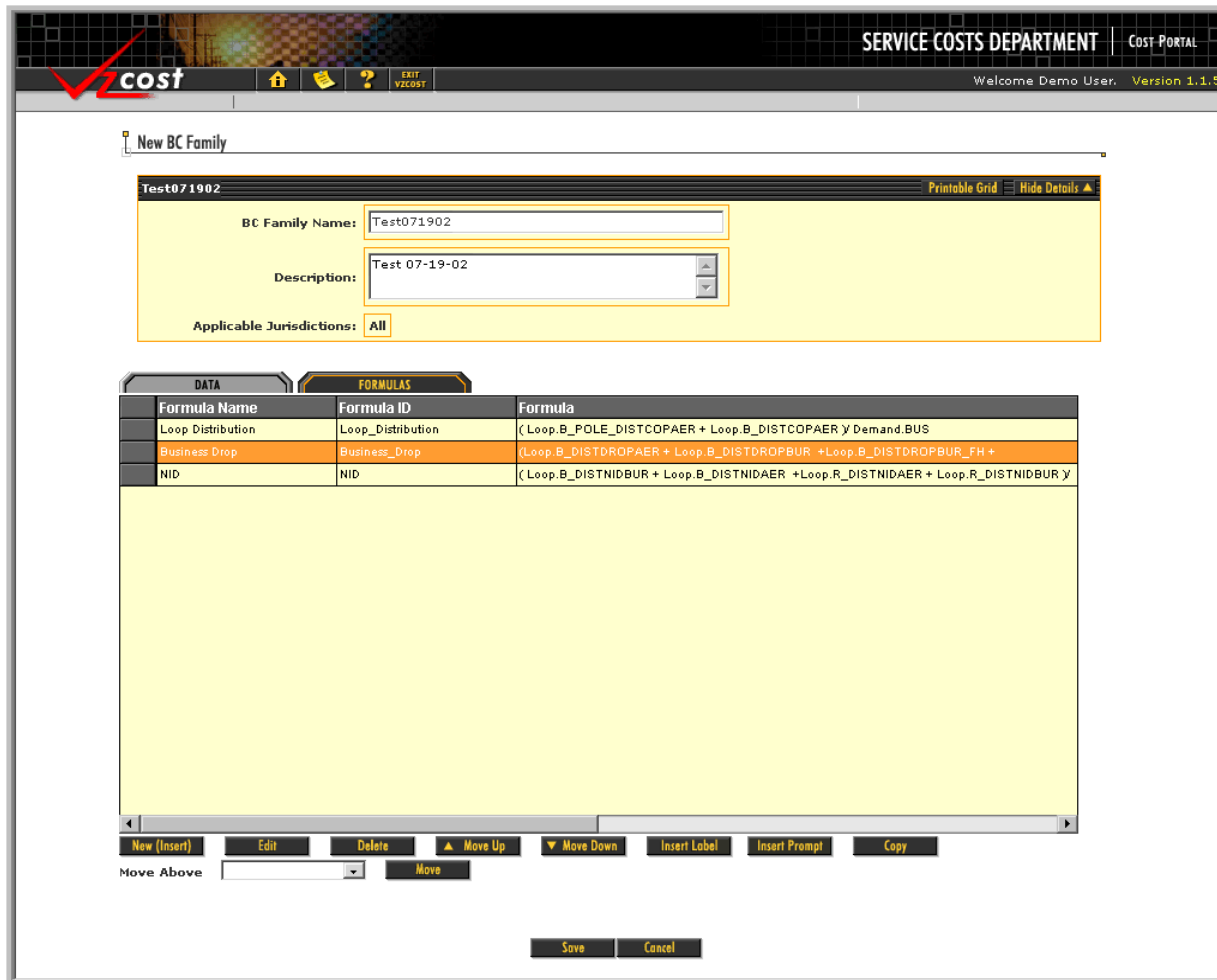
**Filter Items:**

**Buttons:** Filter, Reset, Validate, OK, Add Another, Cancel

Once the user has made all of the needed modifications, three options will be available.



- The user can press the 'OK' button (  ) which will save the formula and return to the 'New BC Family' screen, shown below, where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New BC Family' screen, shown below, where the 'Formula' tab will remain active.

The move function works similar to the move up/move down function [described earlier](#). However, with the move function, the user will click on the formula to be moved. Then the user will select a formula name from the drop down box in the 'Move Above' field by pressing the button (  ) to the right of the field and making a selection. Finally, the user will press the 'Move' button (  ) to move the selected formula above the formula named in the drop down box.




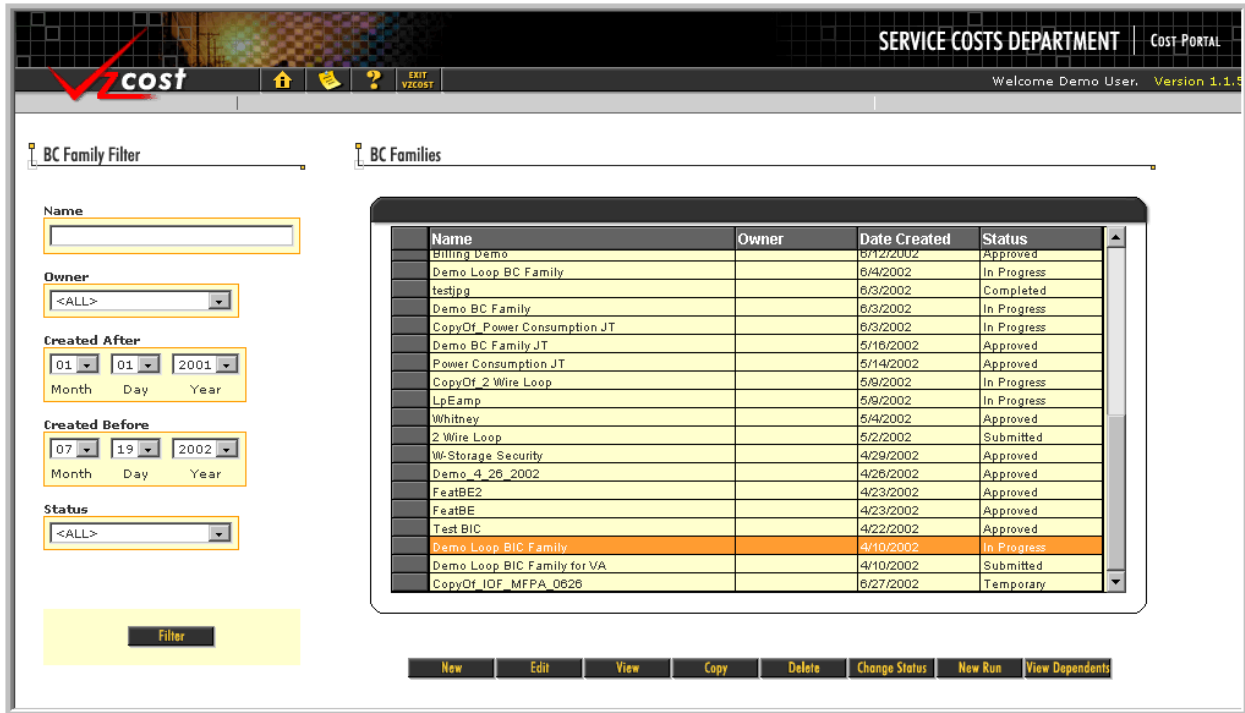
Formula Name	Formula ID	Formula
Loop Distribution	Loop_Distribution	( Loop_B_POLE_DISTCOPAER + Loop_B_DISTCOPAER ) Demand.BUS
Business Drop	Business_Drop	( Loop_B_DISTDROPAER + Loop_B_DISTDROBUR + Loop_B_DISTDROBUR_FH +
NID	NID	( Loop_B_DISTNIDBUR + Loop_B_DISTNIDAER + Loop_R_DISTNIDAER + Loop_R_DISTNIDBUR )

Now, assuming that the entire BC family is complete, the user will have two options.

- The user may press the 'Save' button (  ) to save the new BC family and return to the 'BC Families' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'BC Families' screen without saving anything.

## Section 6.1.2: Editing a BC Family

A BC family can not be edited if it has been used in a BC Run. To edit a BC family, the user will start by clicking on the family that needs to be edited, thus highlighting it, and then pressing the 'Edit' button (  ) at the bottom of the screen.



**BC Family Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

**Filter**




**BC Families**

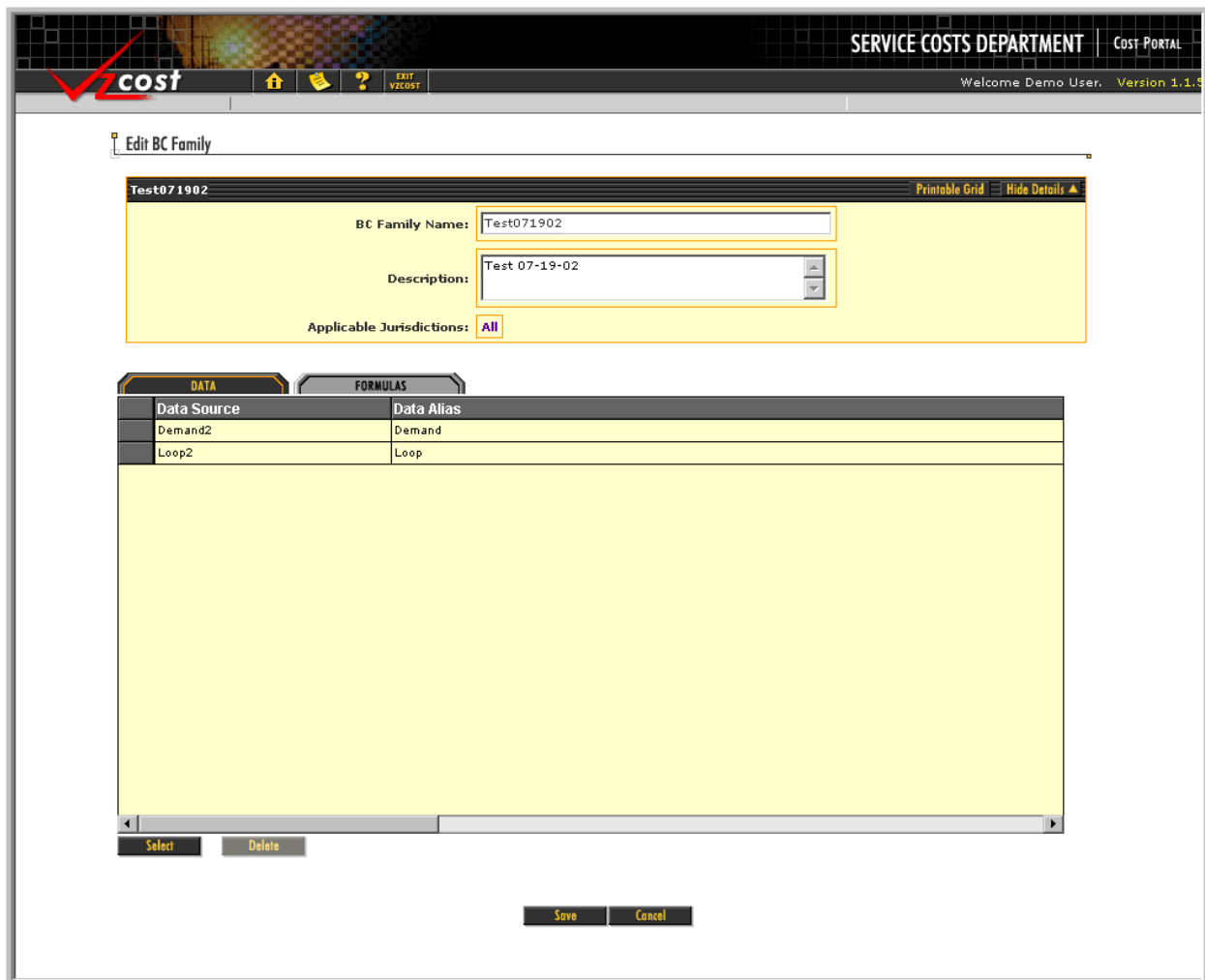
Name	Owner	Date Created	Status
Billing Demo		6/12/2002	Approved
Demo Loop BC Family		6/4/2002	In Progress
testjgg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
Demo BC Family JT		5/16/2002	Approved
Power Consumption JT		5/14/2002	Approved
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Whitney		5/4/2002	Approved
2 Wire Loop		5/2/2002	Submitted
Wf-Storage Security		4/29/2002	Approved
Demo_4_26_2002		4/26/2002	Approved
FeatBE2		4/23/2002	Approved
FeatBE		4/23/2002	Approved
Test BIC		4/22/2002	Approved
<b>Demo Loop BIC Family</b>		<b>4/10/2002</b>	<b>In Progress</b>
Demo Loop BIC Family for VA		4/10/2002	Submitted
CopyOf_IOF_MFPA_0626		6/27/2002	Temporary

**New Edit View Copy Delete Change Status New Run View Dependents**



The 'Edit BC Family' screen loads up and the bottom window defaults to the 'Data' tab. Unless this run has been used elsewhere in the system, the user will be able to change any of the items at the top of the screen. Without changing tabs, the user will have two options available at the bottom left corner of the screen.

- The user may press the 'Select' button (  ) to change or update all items on the data sources page.
- The user may click on a particular data source shown in the list on this page, thus highlighting it, and then press the 'Delete' button (  ). By doing this, the user is deleting the data source that was highlighted. If a user deletes a data source by mistake, the 'Cancel' button (  ) at the bottom, center of the page can be pressed to disregard all changes and to exit the edit function.



Test071902

Printable Grid Hide Details

BC Family Name: Test071902




Description: Test 07-19-02

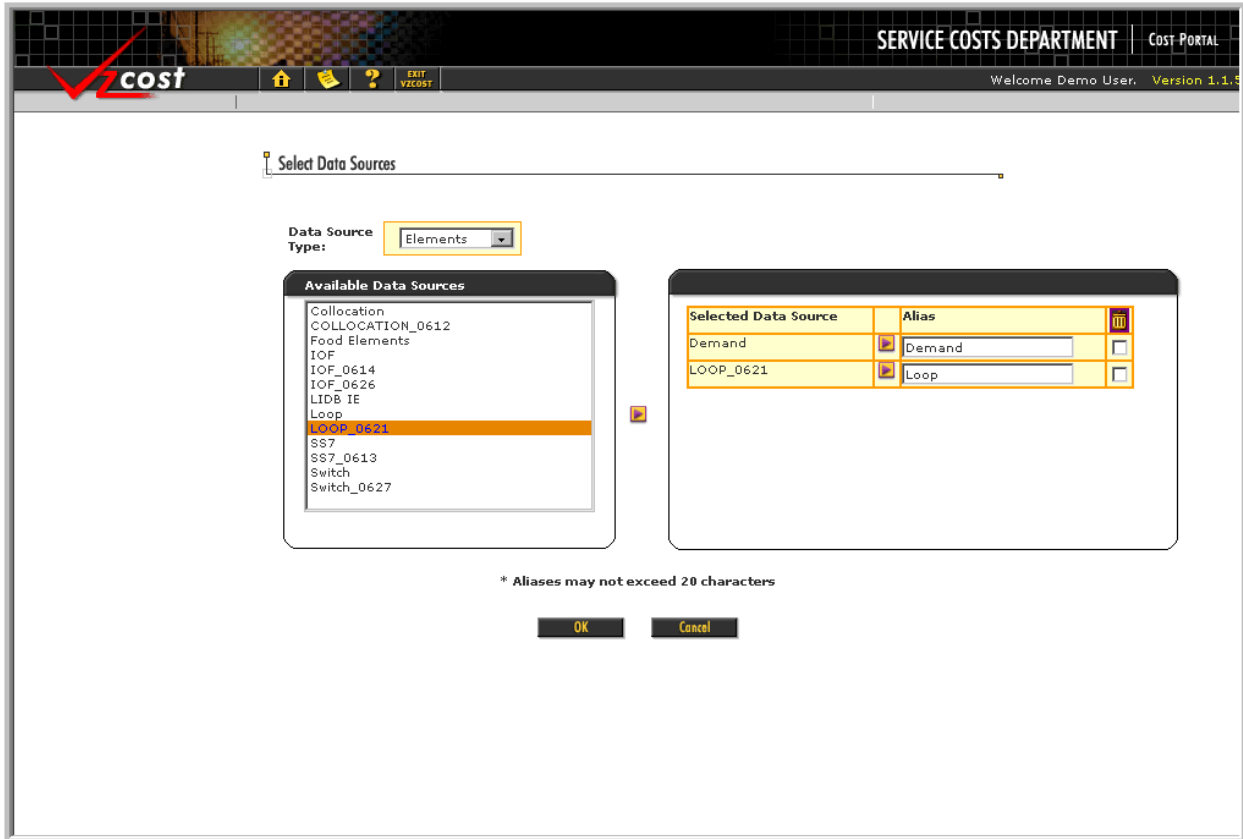
Applicable Jurisdictions: All

Data Source	Data Alias
Demand2	Demand
Loop2	Loop

Select Delete


Save Cancel

If the 'Select' button (  ) was pressed, the 'Data Sources' page will load up. At this point, the user may make any desired changes to this page. For example, if so desired, the user may remove existing data sources, add new data sources, or change alias names. Once all of the required changes are complete, the user will press the 'OK' button (  ) to save the changes and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.



The screenshot shows the 'Select Data Sources' page in the VZcost application. The page header includes the VZcost logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT COST PORTAL'. The main content area is titled 'Select Data Sources' and features a 'Data Source Type' dropdown menu set to 'Elements'. Below this, there are two panels: 'Available Data Sources' and 'Selected Data Source'. The 'Available Data Sources' panel lists various data sources, with 'LOOP\_0621' selected. The 'Selected Data Source' panel shows a table with two columns: 'Selected Data Source' and 'Alias'. The table contains two rows: 'Demand' with an alias of 'Demand', and 'LOOP\_0621' with an alias of 'Loop'. Below the panels, there is a note: '\* Aliases may not exceed 20 characters'. At the bottom of the page, there are 'OK' and 'Cancel' buttons.

Selected Data Source	Alias
Demand	Demand
LOOP_0621	Loop


SERVICE COSTS DEPARTMENT | COST PORTAL  
 Welcome Demo User. Version 1.1.5

**Edit BC Family**

Test071902 Printable Grid Hide Details

BC Family Name:

Description:

Applicable Jurisdictions:












DATA		FORMULAS
Formula Name	Formula ID	Formula
Loop2	Loop_2	((Loop2.RESIDENCE+Loop2.BUSINESSYDemand2.BUSY*2
Deamnd2	Demand2	IF(Demand2.BRI<100,100,Demand2.BRI)





Move Above

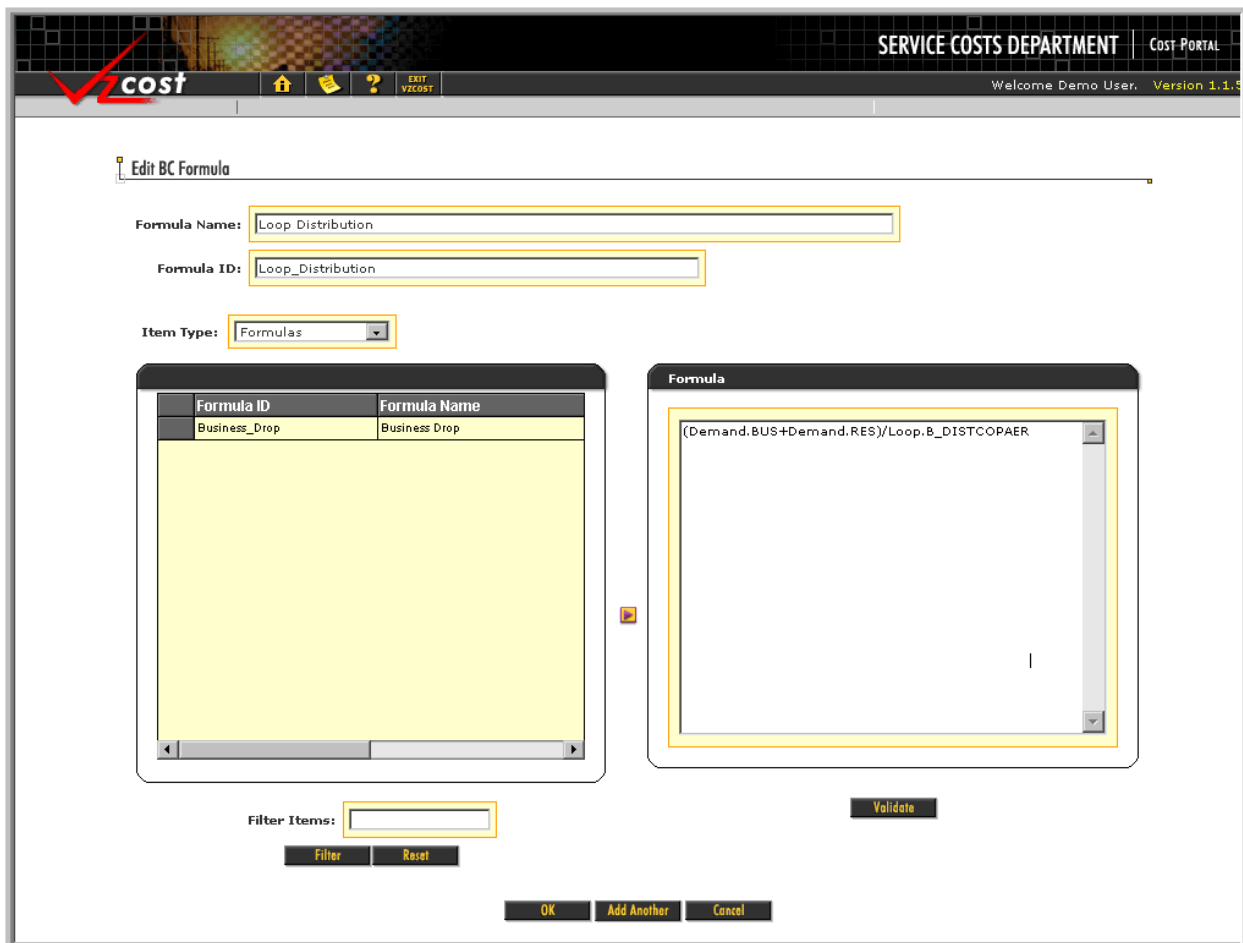
The 'Edit BC Family' screen loads up again with the 'Data' tab still selected. From this screen, the user can also click on the 'Formulas' tab as shown above.



The user will have several options within this tab.

- The ‘New (Insert)’ button (  ) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in [section 6.1.1](#). If no formulas are highlighted when this button is pressed, then the new formula that will be created will appear at the bottom of the list of formulas on the ‘Edit BC Family’ screen. However, if the user highlights a formula before pressing the ‘New (Insert)’ button (  ), then the new formula that will be created will appear immediately above the formula that was highlighted on the ‘Edit BC Family’ screen.
- The user may edit a formula that has been created by clicking on that formula to highlight it and then pressing the ‘Edit’ button (  ).
- The user may delete a formula that has been created by clicking on that formula to highlight it and then pressing the ‘Delete’ button (  ). If a user deletes a formula by mistake, the ‘Cancel’ button (  ) at the bottom, center of the page can be pressed to disregard all changes and exit the edit BC family function.
- The ‘Move Up’ button (  ) and the ‘Move Down’ button (  ) remain available, as described in [section 6.1.1](#), in case the user needs them.
- The ‘Insert Label’ button (  ) remains available, as described in [section 6.1.1](#).
- The ‘Insert Prompt’ button (  ) remains available, as described in [section 6.1.1](#), in case the user needs to select specific investment values at BC run time.
- The ‘Copy’ button (  ) remains available, allowing the user to copy an existing formula for use within a new formula as described in [section 6.1.1](#).
- The ‘Move’ button (  ) remains available, as described in [section 6.1.1](#).

If the user chooses the 'Edit' button (  ) to edit a particular formula, then the 'Edit BC Formula' screen loads up. If needed, the user may change the two fields at the top of the screen, filter the formula IDs at the left, and make changes to the formula in the formula box on the right. If the user is choosing from a large list of 'Formula ID's at the left, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button (  ). Pressing the 'Reset' button (  ) will remove all filters and restore the entire list. If changes were made to the formula box on the right, the user will need to press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**Edit BC Formula**

Formula Name:

Formula ID:

Item Type:

Formula ID	Formula Name
Business_Drop	Business Drop




Filter Items:


Formula:

**Validate**

**OK Add Another Cancel**

Once the user has finished editing the formula, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'Edit BC Family' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the formula and reset the existing screen so that another formula can be created.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'BC Family' screen where the 'Formula' tab will remain active.



HOME HELP EXIT VZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome Demo User. Version 1.1.9

---

Edit BC Family
Printable Grid | Hide Details ▲

Test071902

BC Family Name:

Description:

Applicable Jurisdictions:



DATA	FORMULAS	
Formula Name	Formula ID	Formula
Loop2	Loop_2	((Loop2.RESIDENCE+Loop2.BUSINESSYDemand2.BUSY)*2
Deamnd2	Demand2	I(Demand2.BRI<100,100,0demand2.BRI)

New (Insert) Edit Delete ▲ Move Up ▼ Move Down Insert Label Insert Prompt Copy


Move Above  Move

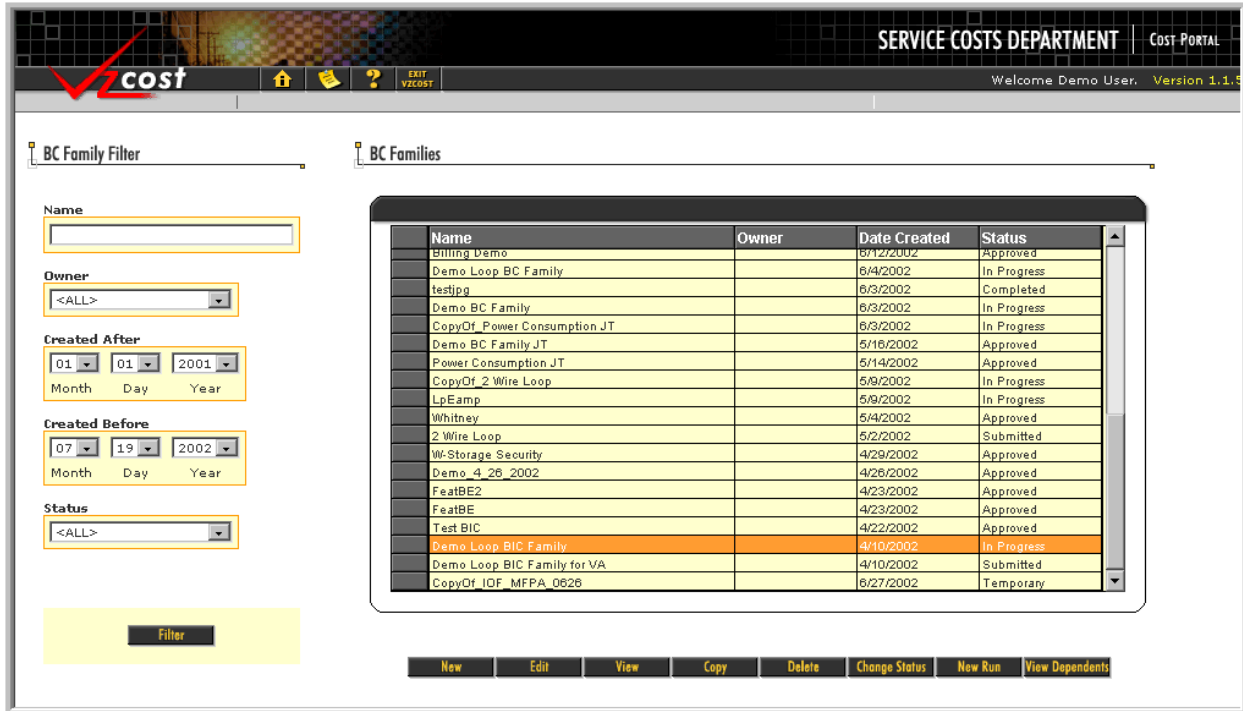
Save Cancel

Once the user has returned to the 'Edit BC Family' screen, the user will have two options:

- The user may press the 'Save' button (  ) to save the BC family and return to the 'BC Families' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'BC Families' screen without saving anything.

### Section 6.1.3: Viewing the Inputs of a BC family

The user may use filters, as described in [section 4.4](#), to limit or expand the list of BC families that are displayed on the screen. All BC families that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct family to highlight it. To view the inputs that have been selected for the family, the user will press the 'View' button (  ).



The screenshot shows the Verizon Cost portal interface. The top navigation bar includes the Verizon Cost logo, a home icon, a help icon, and an 'EXIT VERCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User, Version 1.1.5'.

The main content area is divided into two sections: 'BC Family Filter' and 'BC Families'.


**BC Family Filter:**

- Name:** A text input field.
- Owner:** A dropdown menu with '<ALL>' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (07), Day (19), and Year (2002).
- Status:** A dropdown menu with '<ALL>' selected.
- Filter:** A yellow button to apply the filters.

**BC Families:**

Name	Owner	Date Created	Status
Billing Demo		6/12/2002	Approved
Demo Loop BC Family		6/4/2002	In Progress
festjgg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
Demo BC Family JT		5/16/2002	Approved
Power Consumption JT		5/14/2002	Approved
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Whitney		5/4/2002	Approved
2 Wire Loop		5/2/2002	Submitted
W-Storage Security		4/29/2002	Approved
Demo_4_26_2002		4/26/2002	Approved
FeatBE2		4/23/2002	Approved
FeatBE		4/23/2002	Approved
Test BIC		4/22/2002	Approved
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted
CopyOf_IDF_MFPA_0626		6/27/2002	Temporary

Below the table is a row of action buttons: **New**, **Edit**, **View**, **Copy**, **Delete**, **Change Status**, **New Run**, and **View Dependents**.

Once the 'View' button (  ) has been pressed, the 'View BC Family' screen loads up as shown below. On this screen, the user may view the data source information or the formulas that were selected for this BC family.



View BC Family

Demo BC Family Printable Grid Hide Details

BC Family Name:


Description:

Applicable Jurisdictions:

Data Source	Data Alias
SWITCH_DEMAND_VALUE	Demand
Switch	Elements
Collocation	Collocation

Select Delete

Save Cancel

When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'BC Families' screen.

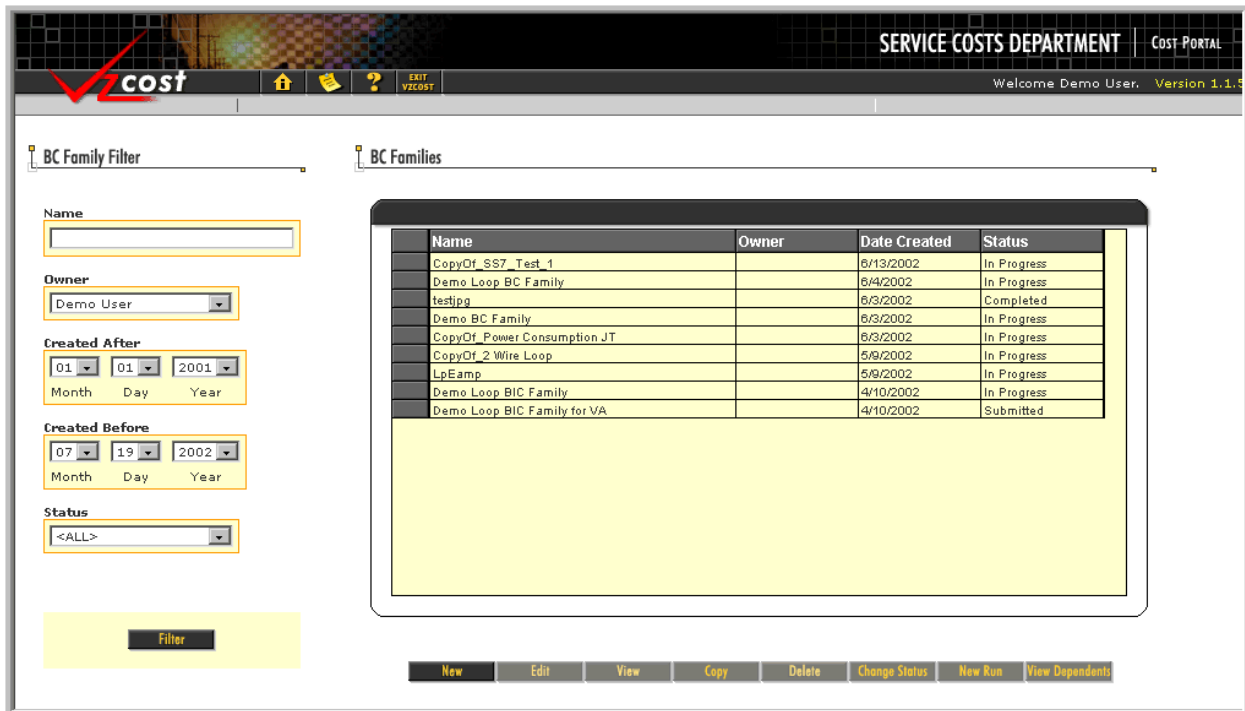


### Section 6.1.4: Copying a BC Family


At some point in time a user may decide to copy a BC family. Usually this would be done under one of two scenarios.

1. The user will not be able to modify or delete a BC family if it has been used in either a BC run or in a cost template.
2. The user would like to edit another user's BC family for whatever reason, which is not possible.


In both of these scenarios, the user could make a copy of the existing BC family. The user may use this copy as needed.

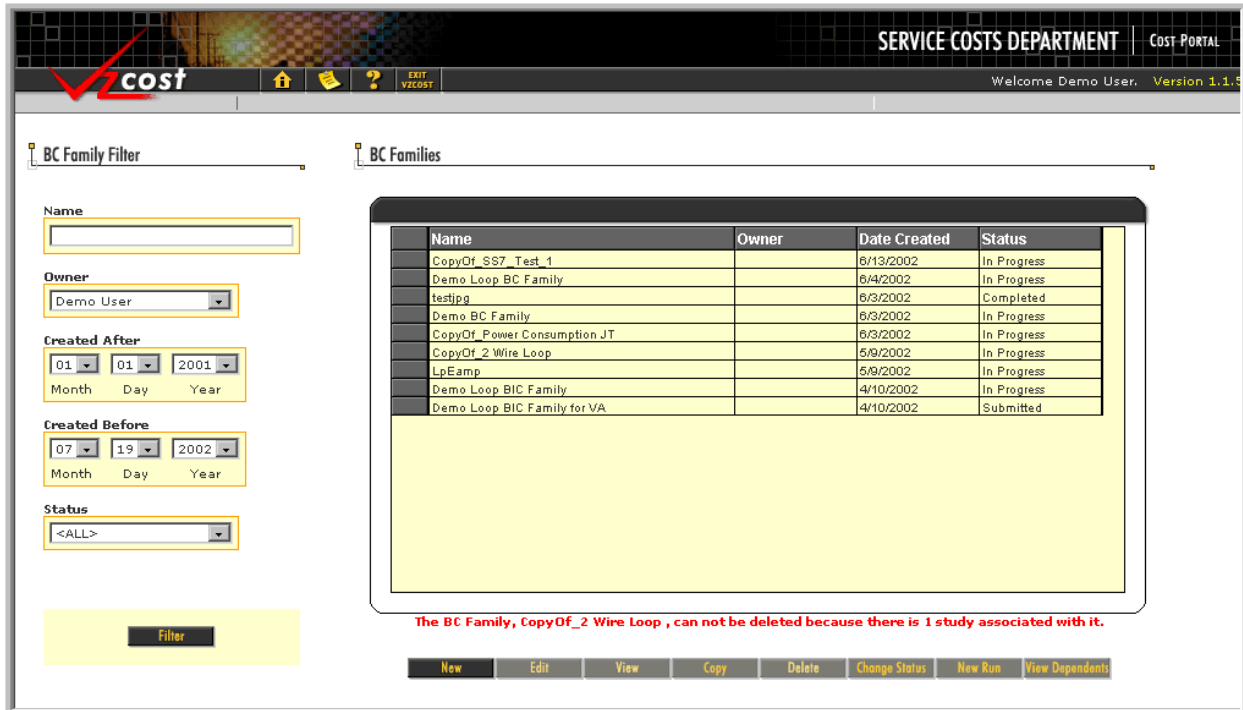


Name	Owner	Date Created	Status
CopyOf_SS7_Test_1		6/13/2002	In Progress
Demo Loop BC Family		6/4/2002	In Progress
testjg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted

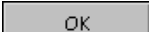
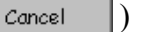
The user will click on the BC family which needs to be copied, thus highlighting it, and then click on the 'Copy' button (  ). Please notice that the system not only creates a copy of the family, but it also creates a new name by appending the words "CopyOf\_" in front of the old BC family's name. In the example shown above, the user would like to modify another user's family. The user cannot do this so the user copies it instead. The user will be able to modify the copy as needed. If so desired, the user can edit the BC family's name by using the edit function described in [section 6.1.2](#).

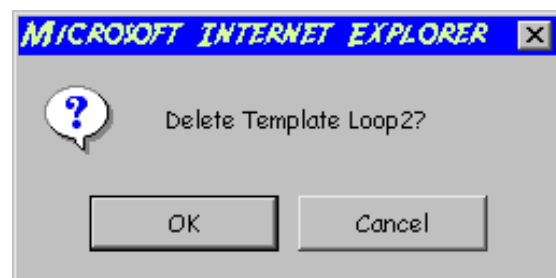
### Section 6.1.5: Deleting a BC Family

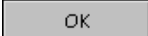
If the user wishes to delete a BC family, that user should click on that family to highlight it. Next, the user should press the 'Delete' button (  ). If the user is not the data owner for either a cost template or a BC run that is associated with the BC family, then the family can not be deleted. An example of the message received when a BC family can not be deleted is shown below.

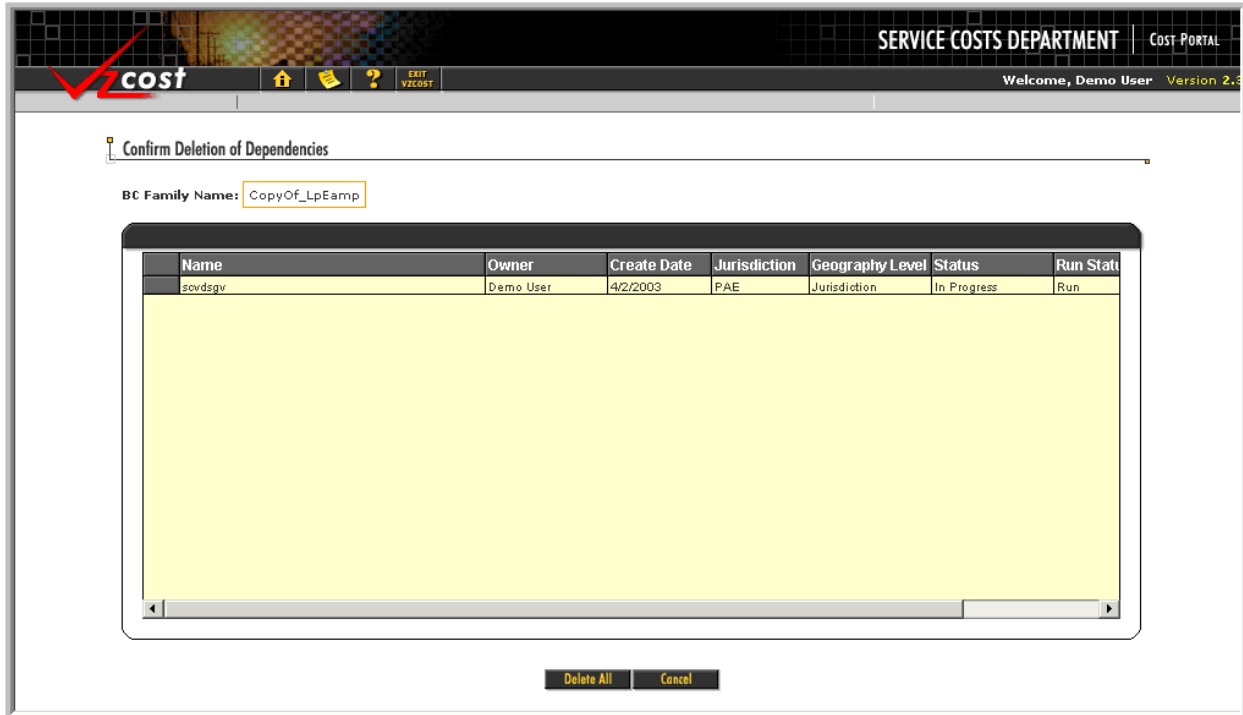


Name	Owner	Date Created	Status
CopyOf_SS7_Test_1		6/13/2002	In Progress
Demo Loop BC Family		6/4/2002	In Progress
testjpg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted



Before deleting a run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the template or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'BC Families' screen.



Please note that the BC family can not be deleted once if it has a status level of approved or higher. Also, if the user creates a BC run or a cost template using this family and neither the family or the BC run/cost template have a status level of approved or higher, then the user will have another option. Once the user presses the 'OK' button (  ) to complete the deletion of the family, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

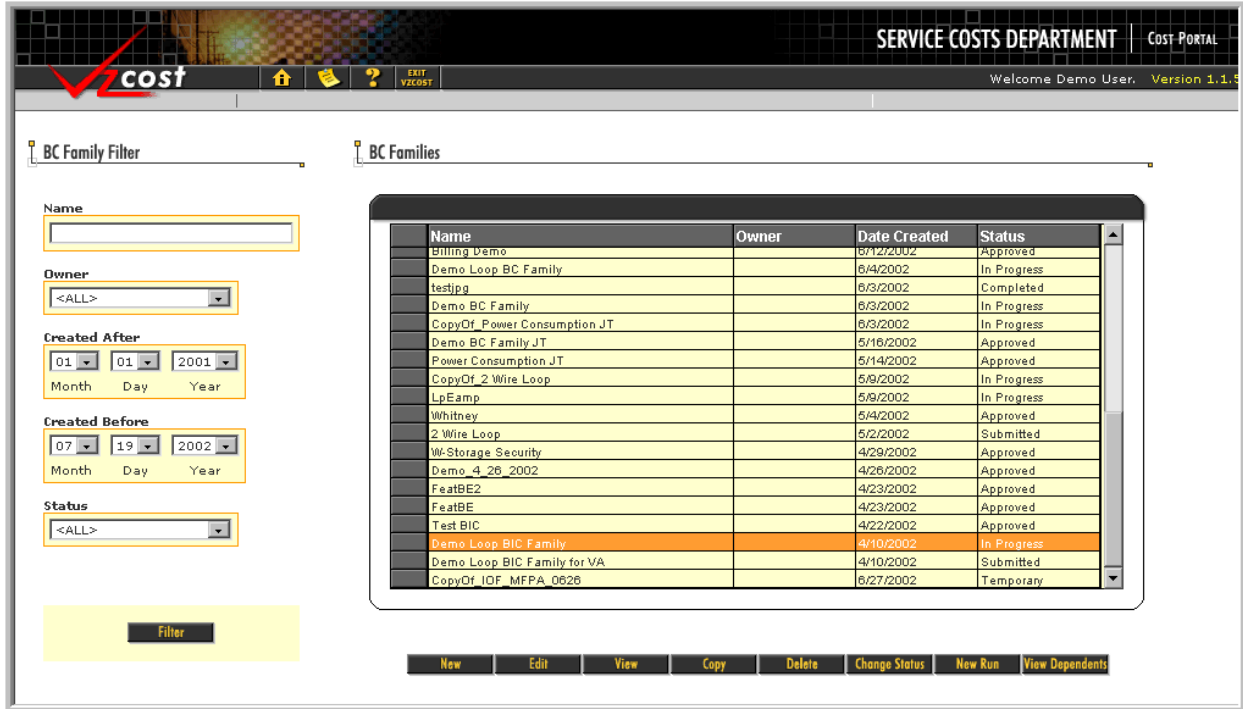
The screenshot shows a web application interface for 'Confirm Deletion of Dependencies'. At the top, there is a navigation bar with the 'vZcost' logo, a home icon, a help icon, and an 'EXIT vZCOST' button. The page title is 'Confirm Deletion of Dependencies'. Below the title, there is a text input field for 'BC Family Name' containing the value 'CopyOf\_LpEamp'. A table with 8 columns is displayed: Name, Owner, Create Date, Jurisdiction, Geography Level, Status, and Run Stat. The table contains one row with the following data: Name: scvdsqv, Owner: Demo User, Create Date: 4/2/2003, Jurisdiction: PAE, Geography Level: Jurisdiction, Status: In Progress, Run Stat: Run. Below the table, there are two buttons: 'Delete All' and 'Cancel'.

The user will have two options on this screen.

1. The user may press the 'Delete All' button (  ) which will delete the template and all related dependencies. When this button is pressed, the system will ask the user to confirm that the chosen family and all related dependencies should be deleted.
2. The user may press the 'Cancel' button (  ) to cancel the deletion request and return to the 'Capital Factor Templates' screen.

## Section 6.1.6: Changing the Status of a BC Family

To change the status of a BC family, the user will click on a family to highlight it and then press the 'Change Status' button ( **Change Status** ). A screen that is very similar to the 'Edit BC Family' screen loads up.



**BC Family Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

**Filter**

**BC Families**

Name	Owner	Date Created	Status
Billing Demo		6/12/2002	Approved
Demo Loop BC Family		6/4/2002	In Progress
testjgs		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
Demo BC Family JT		5/16/2002	Approved
Power Consumption JT		5/14/2002	Approved
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Whitney		5/4/2002	Approved
2 Wire Loop		5/2/2002	Submitted
W-Storage Security		4/29/2002	Approved
Demo_4_26_2002		4/26/2002	Approved
FeatBE2		4/23/2002	Approved
FeatBE		4/23/2002	Approved
Test BIC		4/22/2002	Approved
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted
CopyOf IOF MFPA 0626		6/27/2002	Temporary

**New Edit View Copy Delete Change Status New Run View Dependents**



Change Status - BC Family

**Demo Loop BC Family**

BC Family Name: Demo Loop BC Family

Description: Collection of Loop BCs

Applicable Jurisdictions: All

Status: In Progress

Data Alias	Data Source
Demand	Demand
Loop	Loop (old)



New Delete Save Cancel

The difference between this screen and the 'Edit BC Family' screen is the 'Status' field on this screen which does not exist on the 'Edit BC Family' screen. The user may select from the drop down menu next to the 'Status' field by pressing the button (▼) at the right of the field.


There may be up to seven options available for the user to choose from when changing status. Below is a description of each of these options:

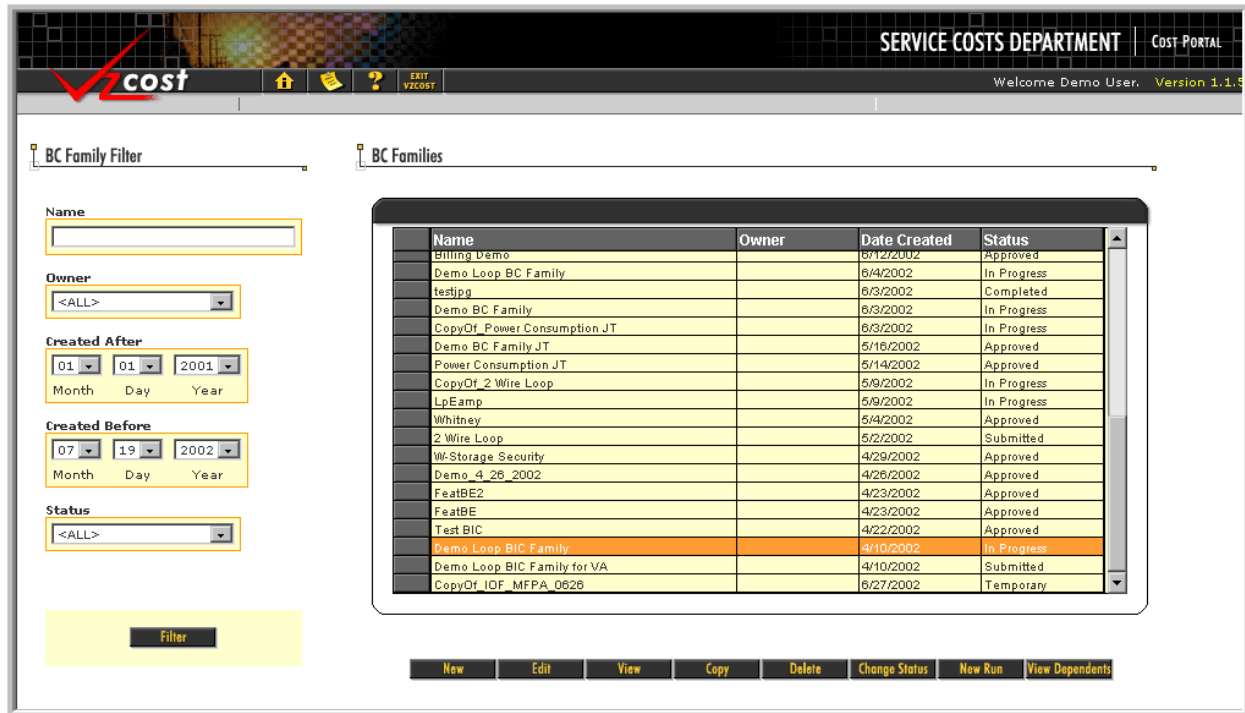
1. Temporary: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. In Progress: In progress items can only be seen by the data owner. The data owner may use an 'In Progress' BC family in a BC run, but the status of the BC run will be locked to 'In Progress' and therefore hidden from other users because the BC run can not be set to a higher status level than the related BC family.
3. Completed: Completed items can be seen by all users but have not yet been submitted for approval. Users may use 'Completed' BC families in BC runs, but the status of the BC run will be locked to either 'In Progress' or 'Completed' and because the BC run can not be set to a higher status level than the related BC family.
4. Submitted: Submitted items can be seen by anyone and are awaiting approval. While these BC families await approval, they function the same as 'Completed' BC families, which are described in described above.
5. Approved: Approved items may now be used in other applicable sections of the VzCost system as needed. A BC family may not be selected as a part of a [cost template](#) until it has been approved. A BC run that is related to an approved BC family may not be selected as a part of a [cost study](#) until both, the related BC family has been chosen in the cost study's cost template and the BC run has been approved. An item may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own item under any circumstances.
6. Final: Final items may not be edited further or deleted even though they have not been included in a filing.
7. Final and Filed: Final and filed items, which have been included in a filing, may not be edited further or deleted.

Once the user has changed the status, two options will be available at the bottom of the screen:

- The user may press the 'Save' button (  ) to save the BC family and return to the 'BC Families' screen.
- The user may press the 'Cancel' button (  ) to disregard all changes and return to the 'BC Families' screen.

## Section 6.1.7: New Run

The 'New Run' button (  ) was designed as a bridging point between the BC families and BC runs sections in VzCost. Creating a BC run is the next step in VzCost after creating a BC family. This button links the user to the next step so that the user, if so desired, may avoid returning to the 'Home Page' prior to creating a BC run.



**BC Family Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

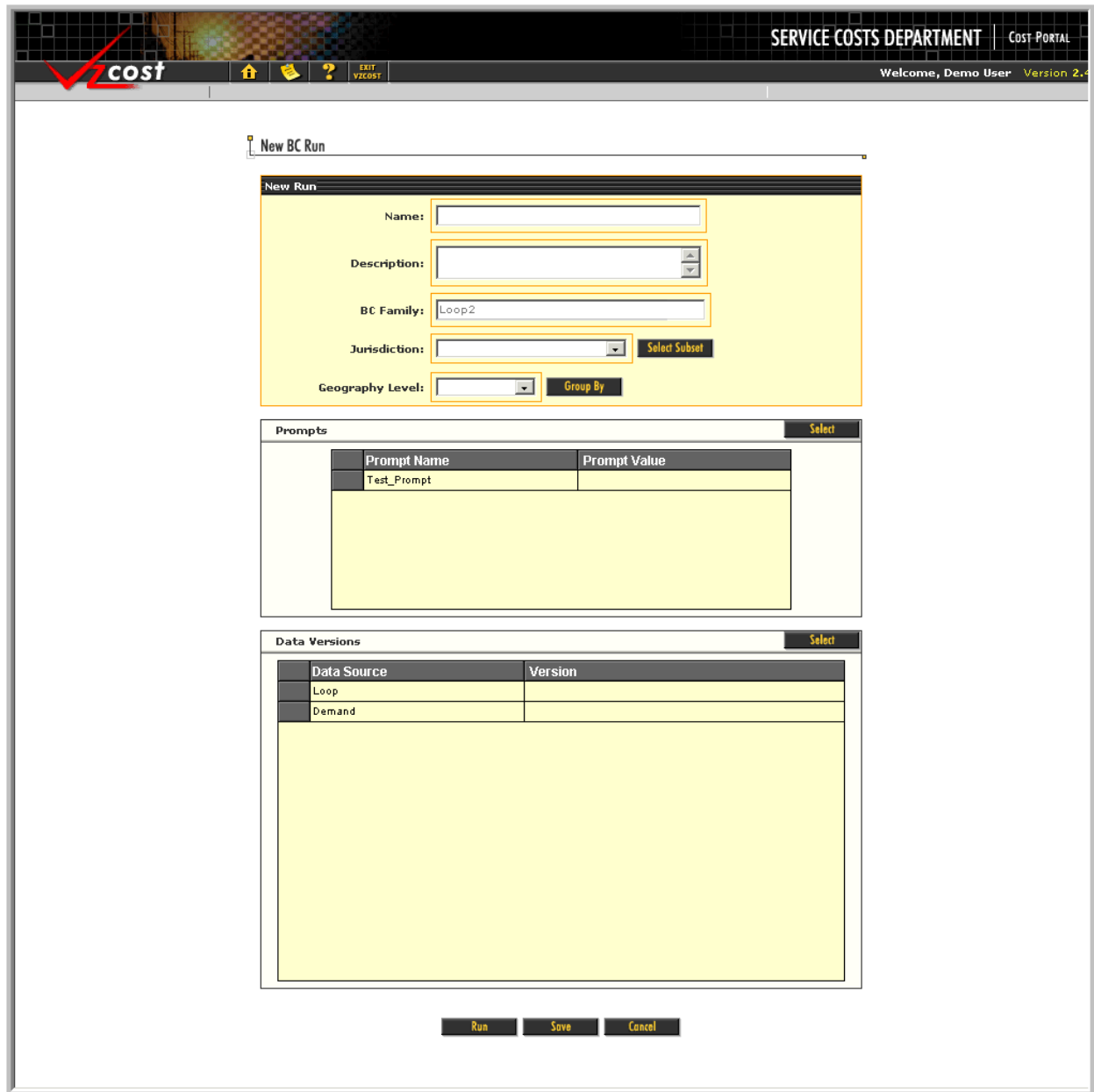
**Filter**

**BC Families**

Name	Owner	Date Created	Status
Billing Demo		6/12/2002	Approved
Demo Loop BC Family		6/4/2002	In Progress
festjgg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
Demo BC Family JT		5/16/2002	Approved
Power Consumption JT		5/14/2002	Approved
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Whitney		5/4/2002	Approved
2 Wire Loop		5/2/2002	Submitted
W-Storage Security		4/29/2002	Approved
Demo_4_26_2002		4/26/2002	Approved
FeatBE2		4/23/2002	Approved
FeatBE		4/23/2002	Approved
Test BIC		4/22/2002	Approved
<b>Demo Loop BIC Family</b>		<b>4/10/2002</b>	<b>In Progress</b>
Demo Loop BIC Family for VA		4/10/2002	Submitted
CopyOf_IDF_MFPA_0626		6/27/2002	Temporary

**New Edit View Copy Delete Change Status New Run View Dependents**

The 'New BC Run' screen loads up and the user is ready to complete a new BC run as described in [section 6.2.1](#) of this document.



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**New BC Run**

**New Run**

Name:

Description:

BC Family:

Jurisdiction:  **Select Subset**

Geography Level:  **Group By**

**Prompts** **Select**

Prompt Name	Prompt Value
Test_Prompt	

**Data Versions** **Select**

Data Source	Version
Loop	
Demand	

**Run** **Save** **Cancel**





Please note that, if the user does not complete the run, then the 'Save' button ( **Save** ) may be used to save the BC run and route the user to the 'BC Runs' screen shown below. The user may also press the 'Cancel' button ( **Cancel** ), thus disregarding all entries on the page and returning the user to the 'BC Families' screen.

**BC Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year

Status:

Jurisdiction:

**Filter**

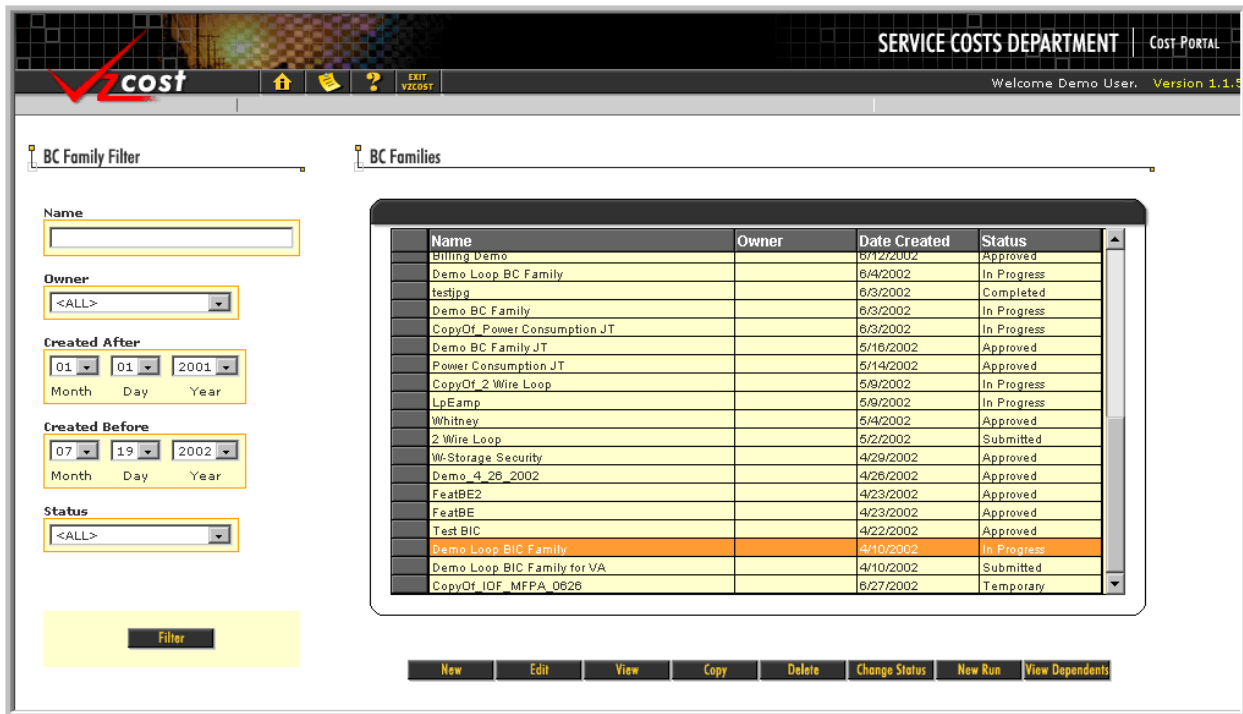
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
External Demo 2W_BC	Demo User	3/25/2003	PAE	Jurisdiction	External D

**BC Runs**

**Filter**   **New**   **Edit**   **View**   **Rename**   **Delete**   **Run**   **View Results**   **Change Status**   **View Dependents**

## Section 6.1.8: Viewing Dependents of a BC Family

The 'View Dependents' button ( **View Dependents** ) on the 'BC Families' screen will allow the user to see the entire chain of data associated with the family. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of families displayed on the screen. All families meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed family and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.



**BC Family Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year


Status:


**Filter**

**BC Families**

Name	Owner	Date Created	Status
Billing Demo		6/12/2002	Approved
Demo Loop BC Family		6/4/2002	In Progress
testjgg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
Demo BC Family JT		5/16/2002	Approved
Power Consumption JT		5/14/2002	Approved
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Whitney		5/4/2002	Approved
2 Wire Loop		5/2/2002	Submitted
W-Storage Security		4/29/2002	Approved
Demo_4_26_2002		4/26/2002	Approved
FeatBE2		4/23/2002	Approved
FeatBE		4/23/2002	Approved
Test BIC		4/22/2002	Approved
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted
CopyOf_IDF_MFPA_0626		6/27/2002	Temporary

**New Edit View Copy Delete Change Status New Run View Dependents**


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected BC family, thus locking it. Any items in this window will need to be deleted before the BC family can be deleted. The bottom window shows the user items that the selected BC family is using. These items are locked and thus, can not be deleted until this BC family has been deleted. Once the BC family has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

 **BC Family Dependencies**

**BC Family:**


**BC Family is used by:**


	Type	Name	Owner	Status
	BC Run	External Demo 2W_BC		Approved
	Filing	PAE.External Demo Only.03252003		In Progress
	Filing	PAE.Stress Test.05292003		In Progress



**BC Family uses:**

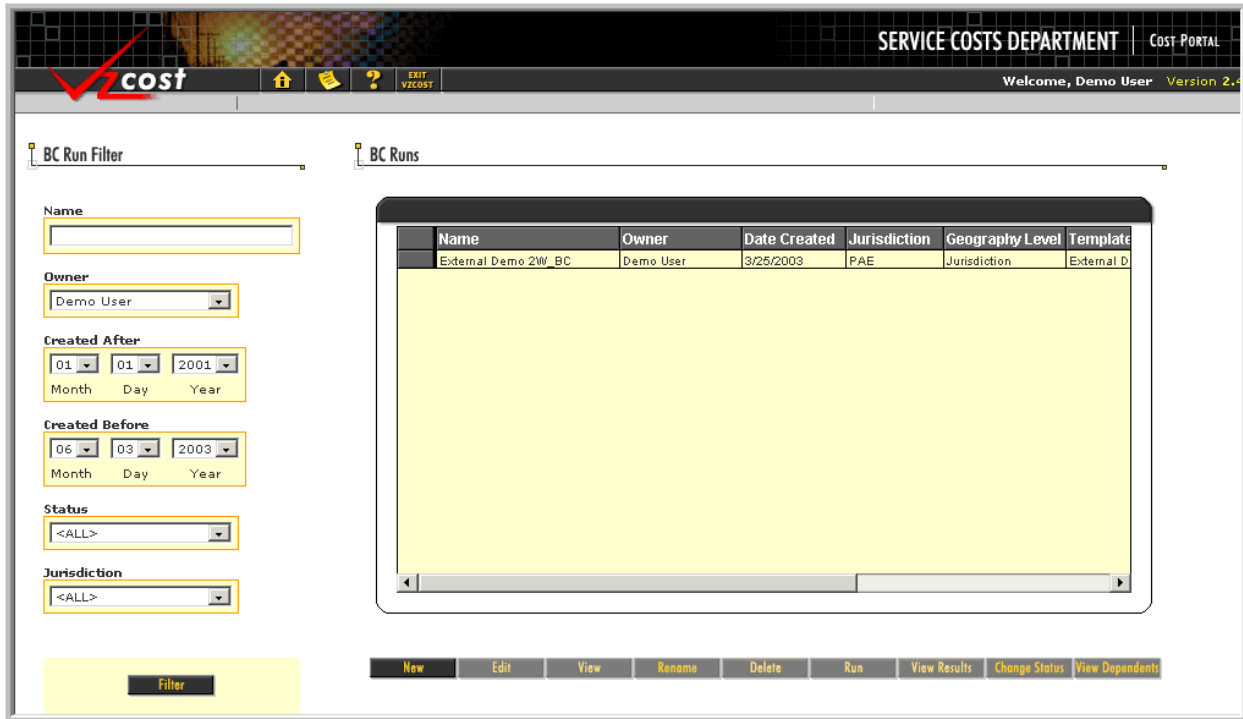
	Type	Name	Owner	Status
	Element Loadings	LOOP_1118		Final and Filed





## Section 6.2: BC Runs

A BC run will calculate the results of the formulas contained in a BC family. An approved BC run will be required before the user may complete a cost study. This approved BC run must be related to an approved BC family because, in order for the BC run to be available for the cost study, the approved BC family must have been chosen in the cost study's cost template. To enter the 'BC Runs' screen, the user will click on the 'BC Runs' link on the home page.



**BC Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Jurisdiction:

**Filter**


**BC Runs**

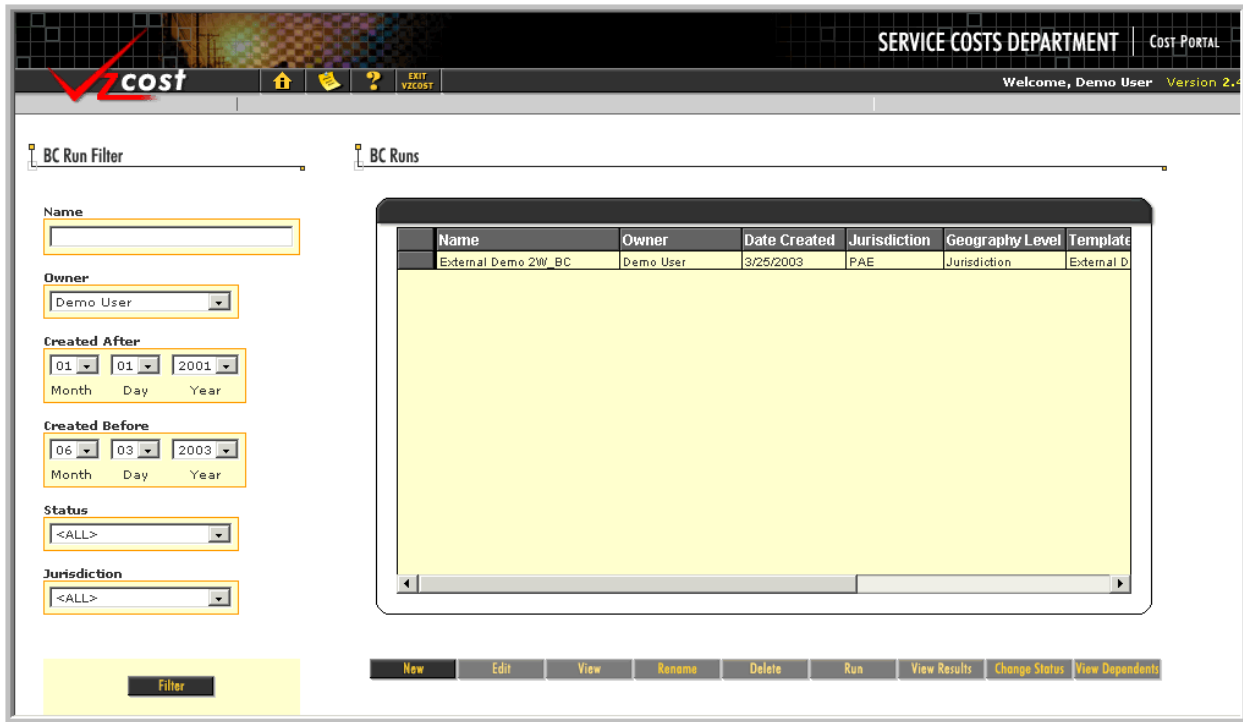
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
External Demo 2W BC	Demo User	3/25/2003	PAE	Jurisdiction	External D

**Toolbar:** New Edit View Rename Delete Run View Results Change Status View Dependents

The 'BC Runs' screen is shown above. In the BC runs segment of VzCost, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen.

### Section 6.2.1: Creating a New BC Run



To create a new BC run, the user will need to press the 'New' button (  ) located at the bottom of the 'BC Runs' screen. An example of this screen is shown below.



Name	Owner	Date Created	Jurisdiction	Geography Level	Template
External Demo 2W BC	Demo User	3/25/2003	PAE	Jurisdiction	External D

Once the 'New' button ( **New** ) has been pressed, the 'Select BC Family to Run' screen will load up. An example of the screen is shown below. The user will click on the appropriate family to highlight it and then press the 'Select' button ( **Select** ) at the bottom of the screen. By pressing the cancel button ( **Cancel** ), the user may also choose to return to the previous screen without saving any selections.

Name	Owner	Date Created	Status
CopyOf_SS7_Test_1		6/13/2002	In Progress
<b>Demo Loop BC Family</b>		6/4/2002	In Progress
testjpg		6/3/2002	Completed
Demo BC Family		6/3/2002	In Progress
CopyOf_Power Consumption JT		6/3/2002	In Progress
CopyOf_2 Wire Loop		5/9/2002	In Progress
LpEamp		5/9/2002	In Progress
Demo Loop BIC Family		4/10/2002	In Progress
Demo Loop BIC Family for VA		4/10/2002	Submitted

Assuming that the user pressed the 'Select' button (  ), the 'New BC Run' screen will load up. The user will need to manually complete the 'Name' and the 'Description' fields. Even though both of these fields are required, the description field is for informational purposes only. The 'BC Family' field will be populated by the system based on information forwarded from the previous screen. Next, by pressing the button (  ) at the right of each field, the user will use drop down menus to populate the 'Jurisdiction', and 'Geography Level' fields. The system will not allow the user to select data or prompts until the top portion of the screen has been completed. Please notice that the prompts window, shown in the middle of the screen, may or may not be present on the 'New BC Run' screen. If a prompt was inserted in the formula tab when the user created the selected BC family, then this window will be present. Otherwise, the prompts window will not appear on this screen.

**NEW BC Run**

**New Run**

Name:

Description:

BC Family:

Jurisdiction:  **Select Subset**

Geography Level:  **Group By**

**Prompts** **Select**

Prompt Name	Prompt Value
Test_Prompt	

**Data Versions** **Select**

Data Source	Version
Loop	
Demand	

**Run** **Save** **Cancel**

In the example below, all of the fields in the top part of the screen have been completed. The user may choose to limit the run to a subset of specific jurisdictions. To do this, the user will press the ‘Select Subset’ button ( **Select Subset** ). This function allows the user to select a subset of wire centers for the run instead of using the entire jurisdiction.



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**New BC Run**

**test-demo**

Name:

Description:

BC Family:

Jurisdiction:  **Select Subset**

Geography Level:  **Group By**

**Prompts** **Select**






Prompt Name	Prompt Value
Test_Prompt	

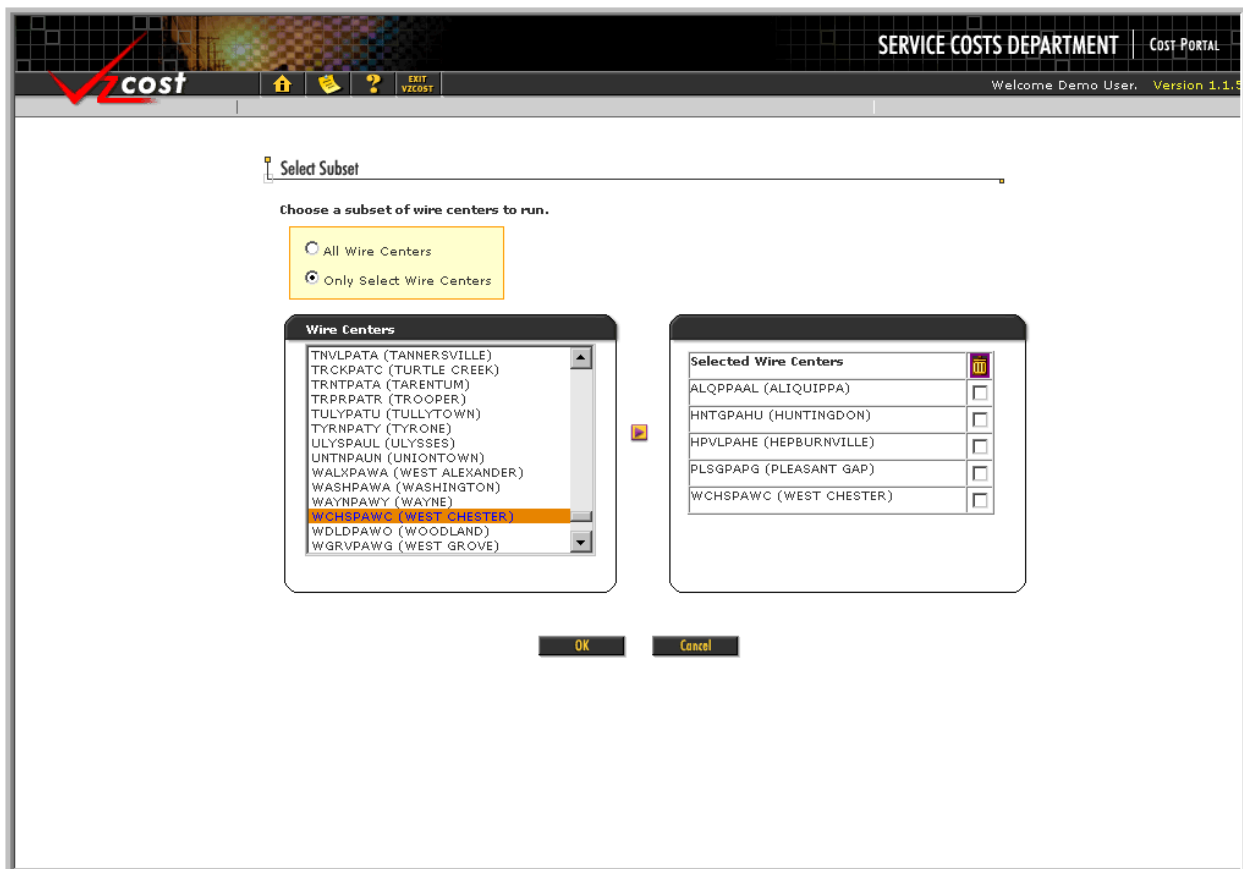
**Data Versions** **Select**

Data Source	Version
LOOP_0621	
Demand	

**Run** **Save** **Cancel**



To select a subset of wire centers, the user will first need to change the radio button selection at the top of the screen from 'All Wire Centers' to 'Only Select Wire Centers'. Next, the user will click on a wire center to be included in the subset and then press the arrow button () at the center of the screen to include that wire center in the list at the right of the screen. This step will be repeated until all of the wire centers needed for this subset are included in the list at the right of the screen. When the user has finished adding wire centers to the list, then the 'OK' button () will be pressed and the wire center choices will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button () to disregard this information and return to the previous screen. If the user accidentally selected a wire center that should not have been selected, then the user may click on the box () to the right of that item. The box will be located below the trashcan icon (). Once this is done, to complete the deletion, the user will click on the trashcan icon (). Please notice that this function is basically another form of filter and thus, is not an aggregation method.



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### Select Subset

Choose a subset of wire centers to run.

All Wire Centers

Only Select Wire Centers

Wire Centers	Selected Wire Centers
TNLVDATA (TANNERSVILLE)	ALQPPAAL (ALQUIPPA)
TRCKPATC (TURTLE CREEK)	HNTGPAHU (HUNTINGDON)
TRNTPATA (TARENTUM)	HPVLPAAE (HEPBURNVILLE)
TRRPRATR (TROOPER)	PLSGPAPG (PLEASANT GAP)
TULYPATU (TULLYTOWN)	WCHSPAWC (WEST CHESTER)
TYRNPATY (TYRONE)	
ULYSPAUL (ULYSSES)	
UNTNPAUN (UNIONTOWN)	
WALXPAWA (WEST ALEXANDER)	
WASHPAWA (WASHINGTON)	
WAYNPAWY (WAYNE)	
<b>WCHSPAWC (WEST CHESTER)</b>	
WDLDPAWO (WOODLAND)	
WGRVPAWG (WEST GROVE)	

**OK** **Cancel**

Shown below, once again, is the 'New BC Run' screen. In this instance, all of the fields at the top of the screen have been completed. If the user requires the results of the run to be grouped at a level other than the level chosen in the 'Geography Level' field, then the user should press the 'Group By' button ( **Group By** ). Please notice that, once a grouping selection has been made, the geography level will no longer be changeable.



**test-demo**

Name:

Description:

BC Family:

Jurisdiction:  **Select Subset**

Geography Level:  **Group By**

**Prompts** **Select**

Prompt Name	Prompt Value
Test_Prompt	

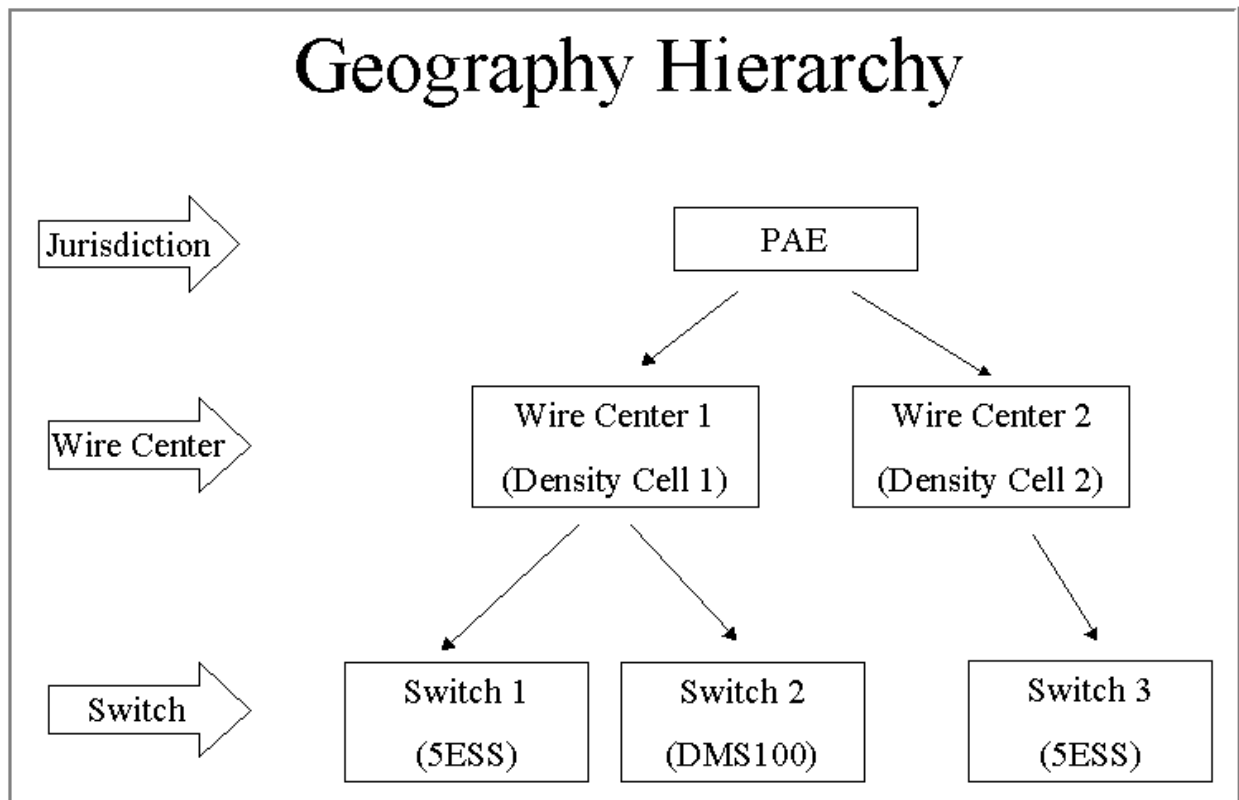
**Data Versions** **Select**

Data Source	Version
LOOP_0621	
Demand	



**Run** **Save** **Cancel**

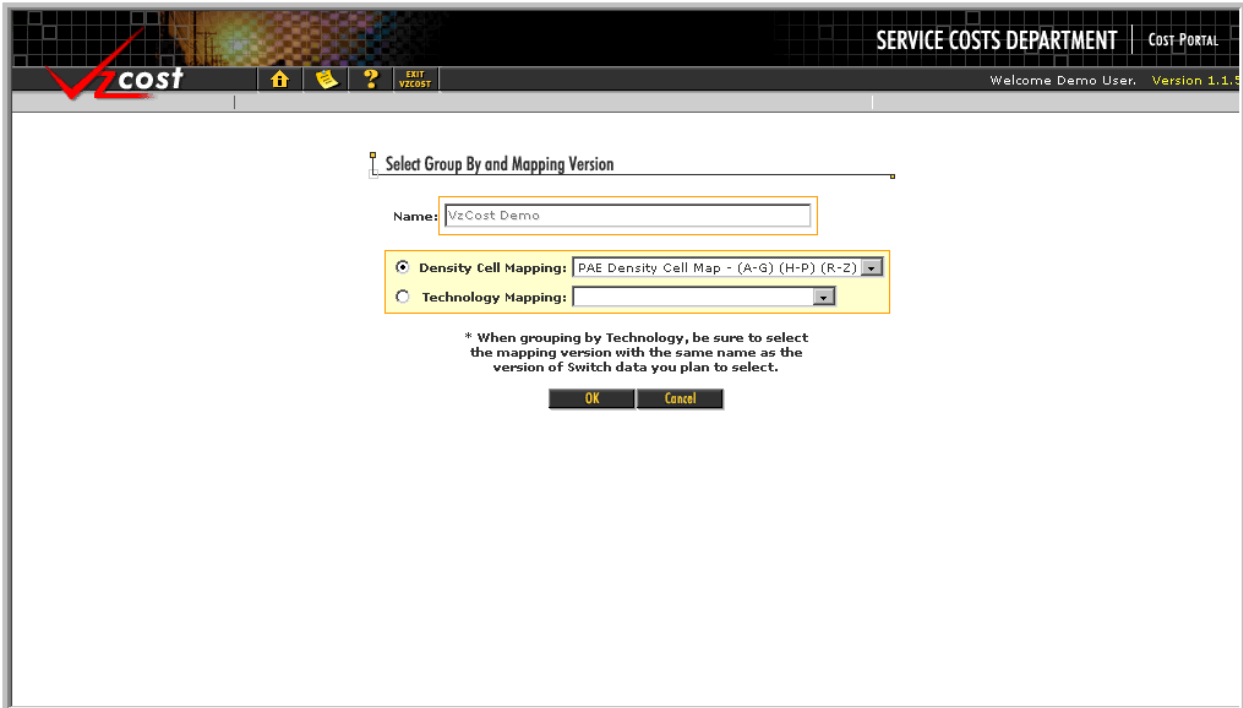
This function will allow the user to select how the result set from the study will be grouped, thus yielding six types of result set possibilities. These result set types are:

- Jurisdictional
- Jurisdictional grouped by density cell
- Jurisdictional grouped by technology
- Wire Center
- Wire Center grouped by technology
- Switch






Within this framework, the density cell level is located at the wire center level and the technology level is located at the switch level. Thus, as an example, if the user ran a BC at the jurisdictional level grouped by technology, then the run would take place at the jurisdictional level, but the result set would be grouped at the switch level.

Thus, when the 'Group By' button (  ) is pressed, the screen shown below will load up. If the user chooses jurisdiction for the geography level, then the user will be able to use this screen to group by density cell or to group by technology. However, since this is not a required screen, the user may choose to skip the 'Group By' button (  ) completely and then the result set would be reported at the chosen geography level which was the jurisdictional level in this case.

The screenshot shows a web application interface for the VzCost system. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The main header area contains 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' on the right, and 'Welcome Demo User. Version 1.1.5' on the left. The central content area is a dialog box titled 'Select Group By and Mapping Version'. It has a 'Name:' field containing 'VzCost Demo'. Below this are two radio button options: 'Density Cell Mapping:' with a dropdown menu showing 'PAE Density Cell Map - (A-G) (H-P) (R-Z)' selected, and 'Technology Mapping:' with an empty dropdown menu. At the bottom of the dialog, there is a note: '\* When grouping by Technology, be sure to select the mapping version with the same name as the version of Switch data you plan to select.' and two buttons: 'OK' and 'Cancel'.

If the user chooses wire center for the geography level, then the user will be able to use this screen to group by technology. Density cell grouping is not an available selection at this geography level because the wire center geography level in VzCost is equivalent to and therefore, already grouped at the density cell level.

The same is true when switch is chosen for the geography level. In VzCost, density cell grouping is located at the wire center level, above the switch level. Therefore, density cell grouping is not available at the switch geography level. Technology grouping is also not an available selection at this geography level because, in VzCost, the switch geography level is equivalent to and therefore, already grouped at the technology level. Thus, if the user presses the 'Group By' button (  ) at this geography level, the screen will advise that user that no groupings are available.

Once the user has completed this screen, two options will be available. The user may press the 'OK' button (  ) and the grouping choices will be saved while the user is returned to the previous screen. The user may also press the 'Cancel' button (  ) to disregard this information and return to the previous screen.

Once the top half of the screen has been completed, if the user chose a grouping, the screen will look like one of the two captions shown below.

**VzCost Demo**

Name: VzCost Demo

Description: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic) **Select Subset**

Geography Level: Jurisdiction

Density Cell Mapping: PAE Density Cell Map - (A-G) (H-P) (R-Z) **Group By**

**VzCost Demo**

Name: VzCost Demo

Description: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic) **Select Subset**

Geography Level: Jurisdiction

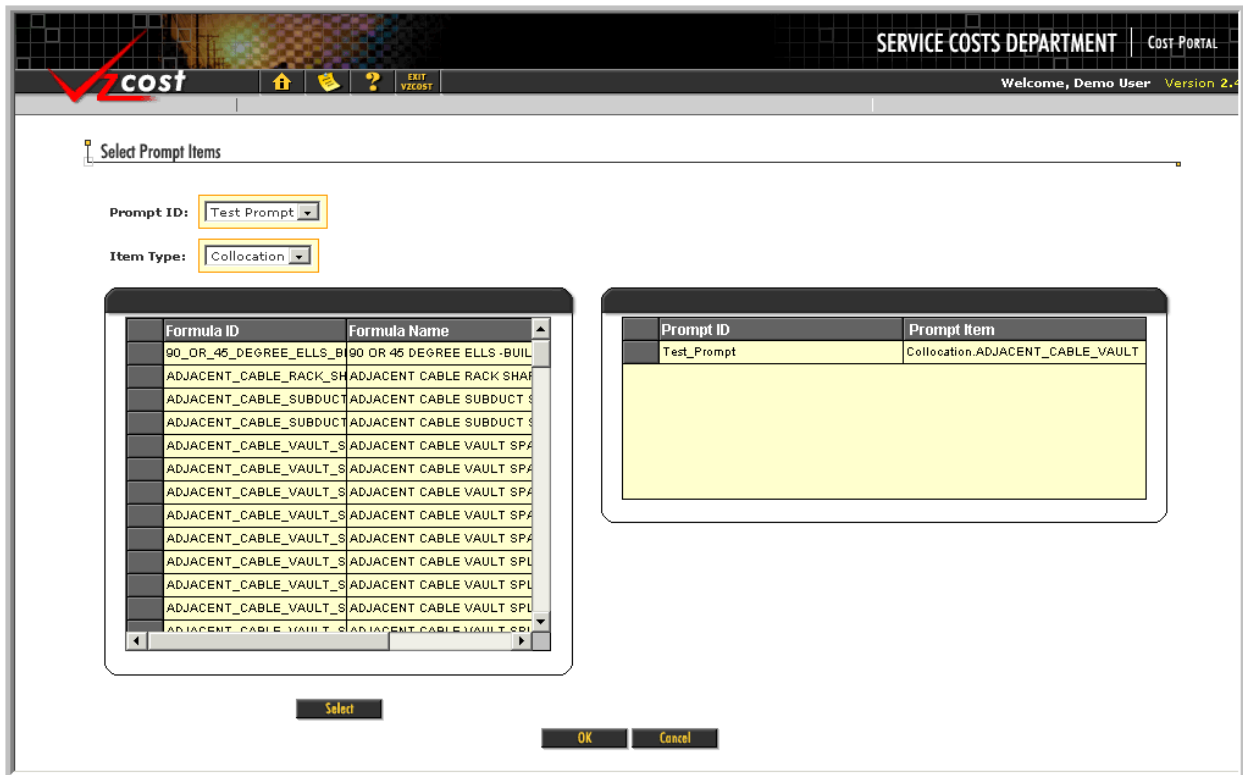
Technology Mapping: PAE Technology Map **Group By**

Once the top section has been completed, if the 'Prompt' window is present, then the user will need to populate the prompts that are displayed in this window. To select prompt values, press the 'Select' button ( **Select** ) at the top right of the window.

**Prompts** **Select**

Prompt Name	Prompt Value
Test_Prompt	

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the family, then the user will select a prompt from the 'Prompt ID' field by pressing the button (▼) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (▼) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New BC Formula' screen in the BC family had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



**Select Prompt Items**

Prompt ID:

Item Type:


Formula ID	Formula Name
90_OR_45_DEGREE_ELLS_B	90 OR 45 DEGREE ELLS - BUIL
ADJACENT_CABLE_RACK_SHA	ADJACENT CABLE RACK SHA
ADJACENT_CABLE_SUBDUCT	ADJACENT CABLE SUBDUCT
ADJACENT_CABLE_SUBDUCT	ADJACENT CABLE SUBDUCT
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL

Prompt ID	Prompt Item
Test_Prompt	Collocation.ADJACENT_CABLE_VAULT




Select OK Cancel

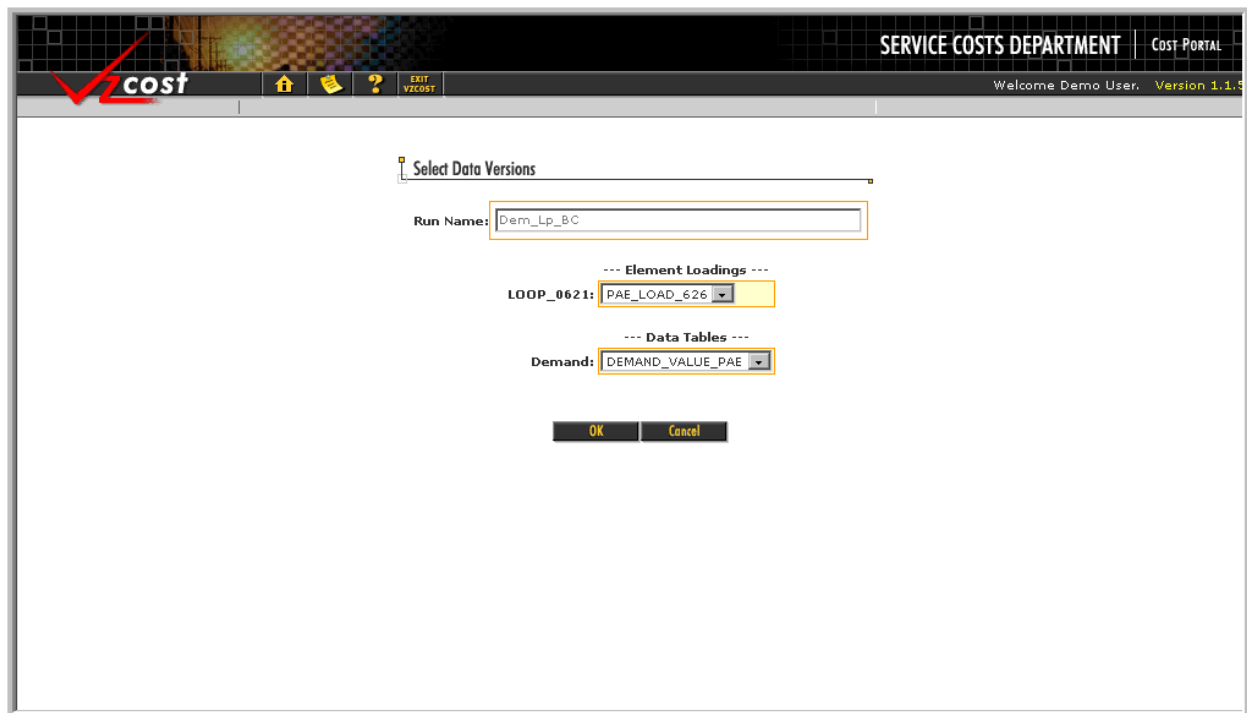
Once selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user will need to click on a formula from the box on the left side of screen and then press the 'Select' button (  ) at the bottom left of the screen to continue. Once an item has been selected, the prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button (  ) to save the selected prompt item or press the 'Cancel' button (  ) to disregard this information and return to the previous screen.



Next, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' window. This will allow the user to select the appropriate data versions for the study. Please notice that, once the data versions have been selected, both the geography level and the jurisdiction fields will no longer be changeable.

Data Versions		Select
Data Source	Version	
LOOP_0621	PAE_LOAD_626	
Demand	DEMAND_VALUE_PAE	

The 'Select Data Versions' screen loads up. The 'Run Name' field will be automatically populated by the system. All of the other fields will be populated by pressing the button (  ) at the right side of each field and then selecting an option from the drop down menu. Please notice that the user will not be able to complete this page if the element loading runs that were created in [section 5.2](#) have not been approved. When the user has finished, the 'OK' button (  ) will be pressed to save the data version and the user will be returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard all inputs and return to the previous screen.

The screenshot shows the 'Select Data Versions' interface. At the top, there is a navigation bar with the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The text 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' is visible on the right. Below the navigation bar, the main content area has a title 'Select Data Versions'. The 'Run Name' field is populated with 'Dem\_Lp\_BC'. Below this, there are two sections: '--- Element Loadings ---' with a dropdown menu for 'LOOP\_0021' set to 'PAE\_LOAD\_626', and '--- Data Tables ---' with a dropdown menu for 'Demand' set to 'DEMAND\_VALUE\_PAE'. At the bottom, there are two buttons: 'OK' and 'Cancel'.





**test-demo**

Name:

Description:

BC Family:

Jurisdiction:

Geography Level:

**Prompts**

Prompt Name	Prompt Value
Test_Prompt	Collocation.ADJACENT_CABLE_VAULT


**Data Versions**

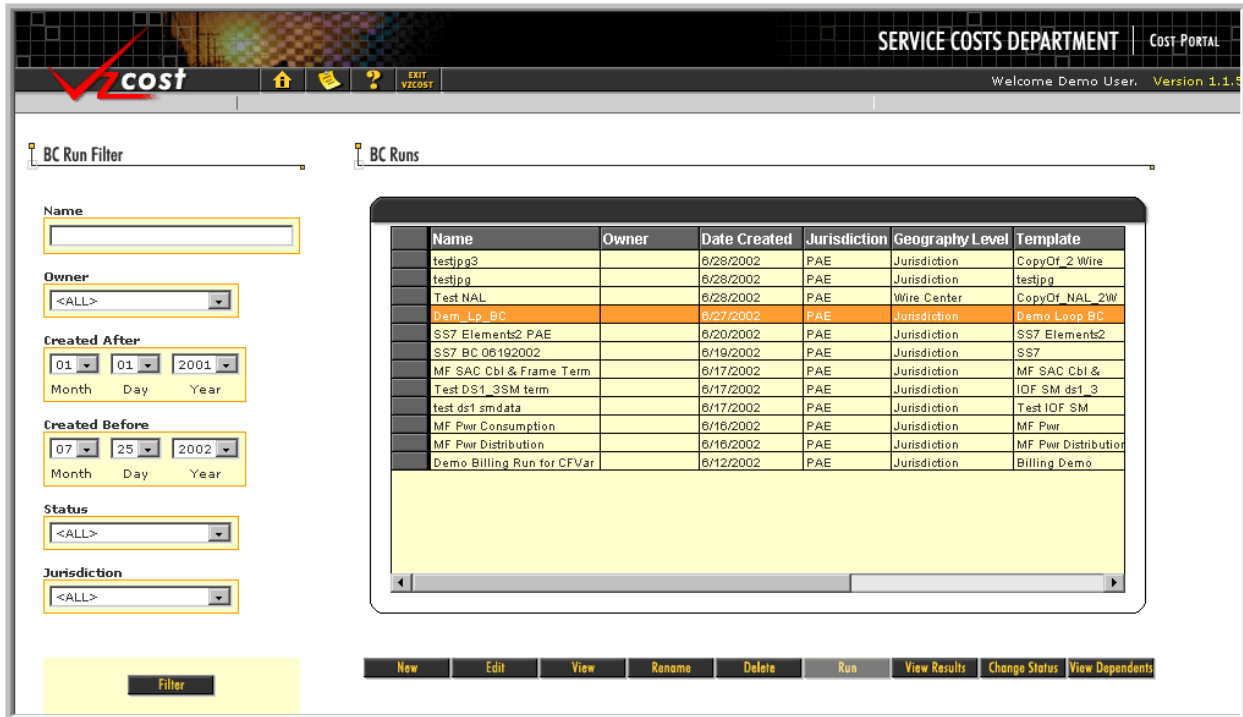
Data Source	Version
LOOP_0821	PAE_LOAD_826
Demand	DEMAND_VALUE_PAE

Now that the 'New BC Run' screen has been completed, the user will have three options available.

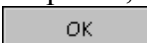
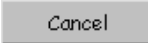
1. Press the 'Run' (  ) button to complete the BC run. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message that the run has either failed or was completed.
2. Press the 'Save' button (  ) to save the run and return to the 'BC Runs' screen without actually completing the run.
3. Press the 'Cancel' button (  ) to disregard all inputs and return to the 'BC Runs' screen.

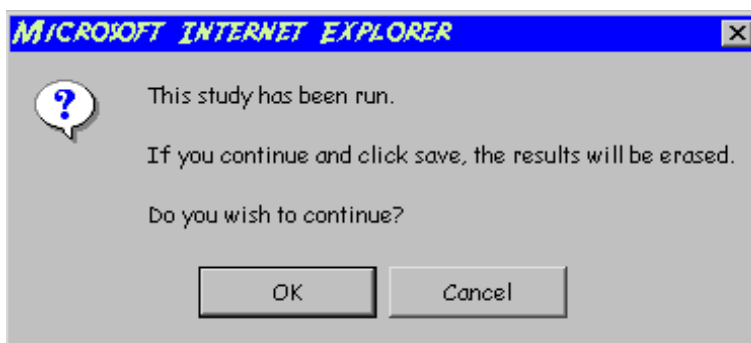
## Section 6.2.2: Editing a BC Run

To edit a BC run, the user will click on the run that needs to be edited, thus highlighting it, and then press the 'Edit' button (  ) at the bottom of the 'BC Runs' screen. An example of this screen is shown below.

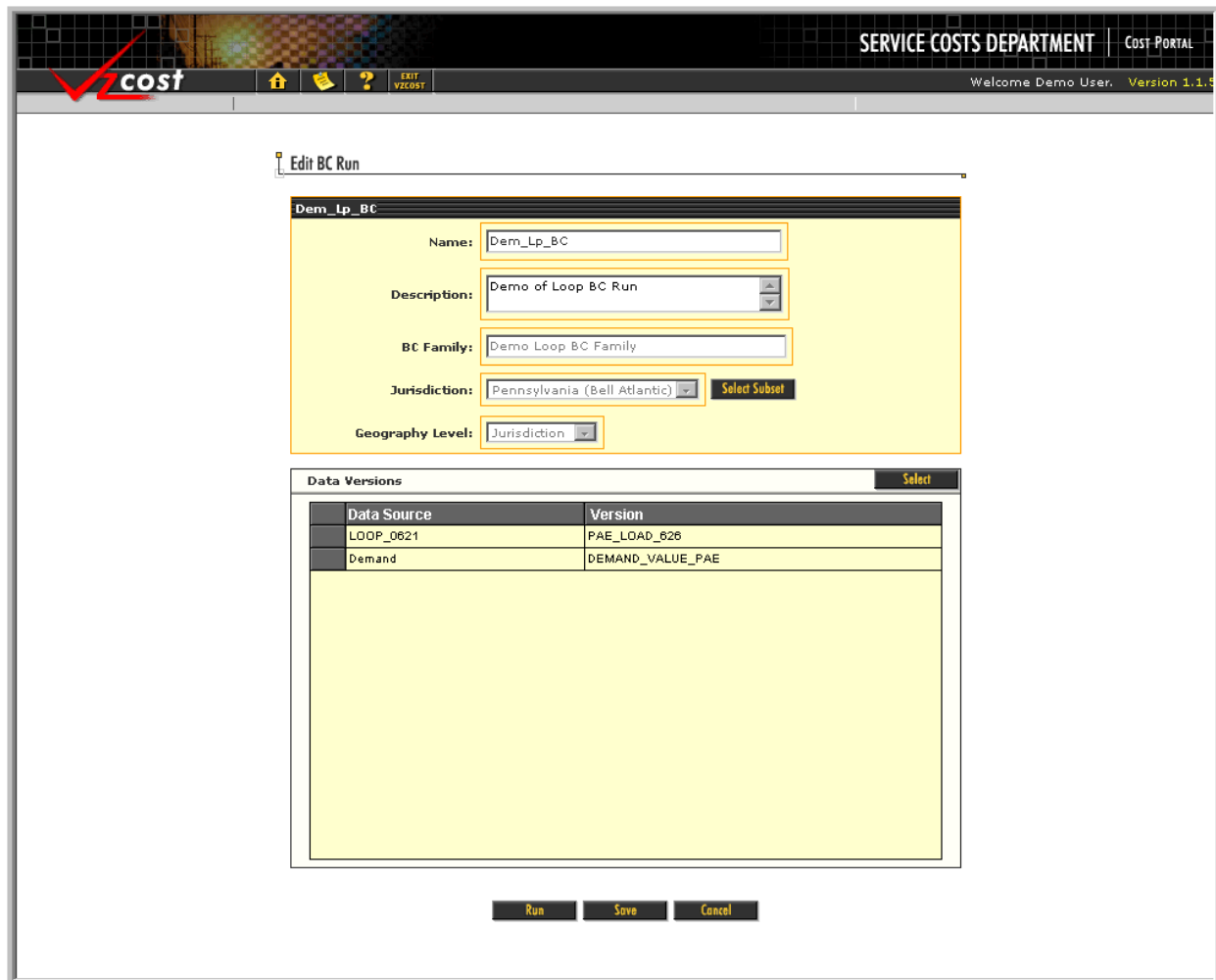


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjgg3		6/28/2002	PAE	Jurisdiction	CopyOf_2_Wire
testjgg		6/28/2002	PAE	Jurisdiction	testjgg
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Test_DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds1_3
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF SM
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo

As shown below, if the run has already been completed, then the system will provide a warning message. If the user presses the 'OK' button (  ), then the system will allow the user to continue. However, if the user saves any changes or runs new data, then data from the previous run will be lost because it will be replaced by the new data. If the user chooses to press the 'Cancel' button (  ) instead, then the system will return the user to the previous screen.



Once the 'Edit BC Run' screen, shown below, loads up, the user may edit the run. In the top part of the screen, the 'Name' and the 'Description' can be modified. Instead of using the entire jurisdiction, the user may create or modify a subset of wire centers to be used for the BC run. To do this, the user will press the 'Select Subset' button ( **Select Subset** ). Please notice that the prompts window may or may not be present on the 'Edit BC Run' screen. If this window does is available, it will be located in the middle of the screen and the data versions window will be pushed downward to the bottom of the screen. If a prompt was inserted in the formula tab when the user created the selected BC family, then this window will be present. Otherwise, the prompts window will not appear on this screen. In the example shown below, no prompts were selected in the BC family and thus, the prompt window does not appear.



**Service Costs Department | COST PORTAL**  
Welcome Demo User, Version 1.1.5

**Edit BC Run**

**Dem\_Lp\_BC**

Name: Dem\_Lp\_BC

Description: Demo of Loop BC Run

BC Family: Demo Loop BC Family






Jurisdiction: Pennsylvania (Bell Atlantic) **Select Subset**

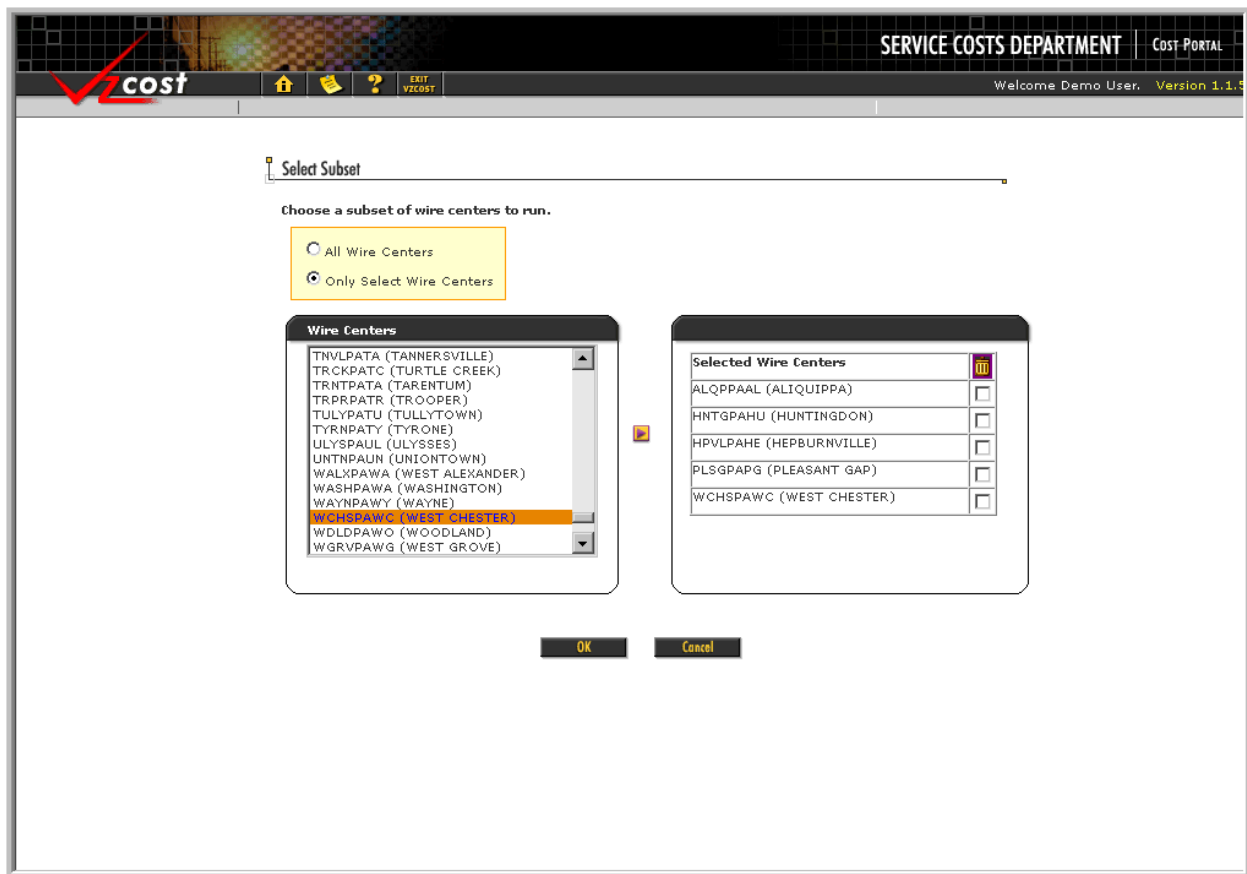
Geography Level: Jurisdiction

**Data Versions** **Select**

Data Source	Version
LOOP_0621	PAE_LOAD_626
Demand	DEMAND_VALUE_PAE

**Run Save Cancel**

To select or edit a subset of wire centers, the user may need to change the radio buttons at the top of the screen from the 'All Wire Centers' button to the 'Only Select Wire Centers' button. Next, the user will click on a wire center to be included in the subset and then press the arrow button (  ) at the center of the screen to include that wire center in the list at the right of the screen. This step will be repeated until all of the wire centers needed for this subset are included in the list at the right of the screen. When the user has finished adding wire centers to the list, then the 'OK' button (  ) will be pressed and the wire center choices will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard any changes and return to the previous screen. If the user accidentally selected a wire center that should not have been selected or decides to delete wire centers that were previously chosen, then the user may click on the box (  ) to the right of each item to be deleted. The box will be located under a trash can icon (  ). Once this is done, to complete the deletion, the user will click on the trashcan icon (  ). Please notice that this function is basically another form of filter and thus, is not an aggregation method.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**Select Subset**

Choose a subset of wire centers to run.

All Wire Centers  
 Only Select Wire Centers

Wire Centers	Selected Wire Centers
THVLPATA (TANNER SVILLE)	ALQPPAAL (ALQUIPPA)
TRCKPATC (TURTLE CREEK)	HNTGPAHU (HUNTINGDON)
TRNTPATA (TARENTUM)	HPVLPAHE (HEPBURNVILLE)
TRRPRATR (TROOPER)	PLSGPAPG (PLEASANT GAP)
TULYPATU (TULLYTOWN)	WCHSPAWC (WEST CHESTER)
TYRNPATY (TYRONE)	
ULYSPAUL (ULYSSES)	
UNTNPAUN (UNIONTOWN)	
WALXPAWA (WEST ALEXANDER)	
WASHPAWA (WASHINGTON)	
WAYNPAWY (WAYNE)	
<b>WCHSPAWC (WEST CHESTER)</b>	
WDLDPAWO (WOODLAND)	
WGRVPAWG (WEST GROVE)	

**OK** **Cancel**

Once the top section has been edited, if the 'Prompt' window is present, then the user may also edit any existing prompts. To edit prompt values, press the 'Select' button ( ) at the top right of the window shown below.

Prompts		Select
Prompt Name	Prompt Value	
Test_Prompt	Collocation.ADJACENT_CABLE_VAULT	

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the family, then the user will select a prompt from the 'Prompt ID' field by pressing the button ( ) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button ( ) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New BC Formula' screen in the BC family had. These two exceptions are the custom formulas and the other existing formulas which will not be available.

SERVICE COSTS DEPARTMENT | COST PORTAL

Welcome, Demo User Version 2.4

---

Select Prompt Items




Prompt ID:


Item Type:

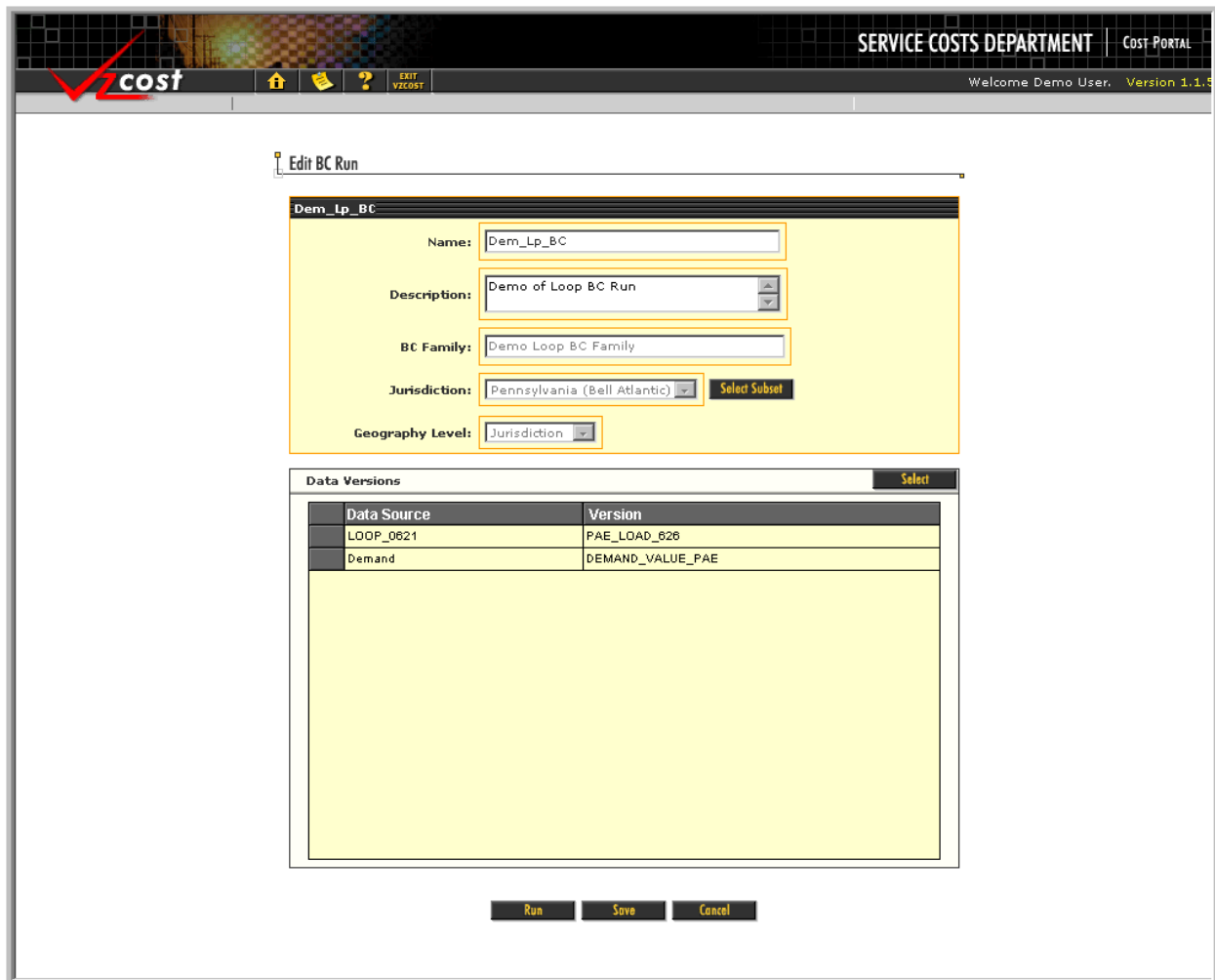
Formula ID	Formula Name
90_OR_45_DEGREE_ELLS_B	90 OR 45 DEGREE ELLS-BUIL
ADJACENT_CABLE_RACK_SH	ADJACENT CABLE RACK SHAF
ADJACENT_CABLE_SUBDUCT	ADJACENT CABLE SUBDUCT S
ADJACENT_CABLE_SUBDUCT	ADJACENT CABLE SUBDUCT S
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPA
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL
ADJACENT_CABLE_VAULT_S	ADJACENT CABLE VAULT SPL

Prompt ID	Prompt Item
Test_Prompt	Collocation.ADJACENT_CABLE_VAULT

Select
OK
Cancel

Once the existing selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user may click on a formula from the box on the left side of screen and then press the 'Select' button (  ) at the bottom left of the screen to continue. This new selection will replace any previous selection for the selected prompt. Once a new item has been selected, the new prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button (  ) to save the selected prompt item or press the 'Cancel' button (  ) to disregard this information and return to the previous screen.

Next, the user may also choose to edit the data versions. To do this, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' window.



Service Costs Department | COST PORTAL  
Welcome Demo User. Version 1.1.4

**Edit BC Run**

**Dem\_Lp\_BC**

Name:

Description:

BC Family:

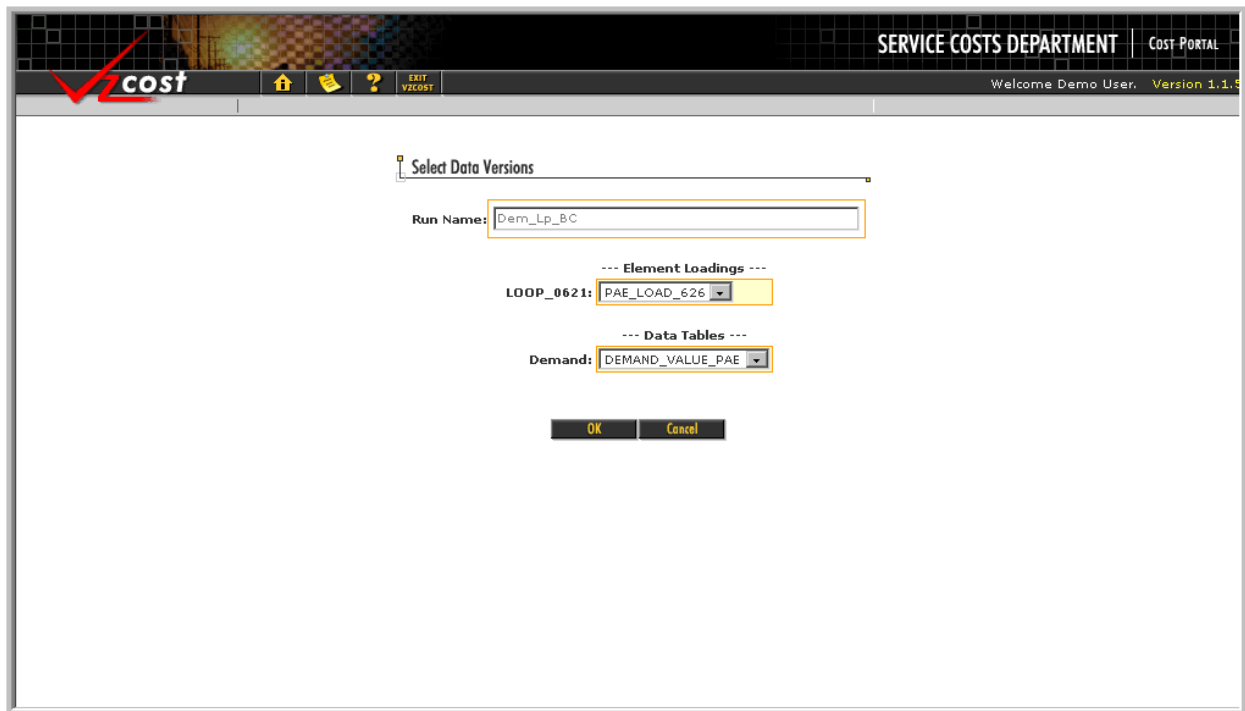
Jurisdiction:

Geography Level:

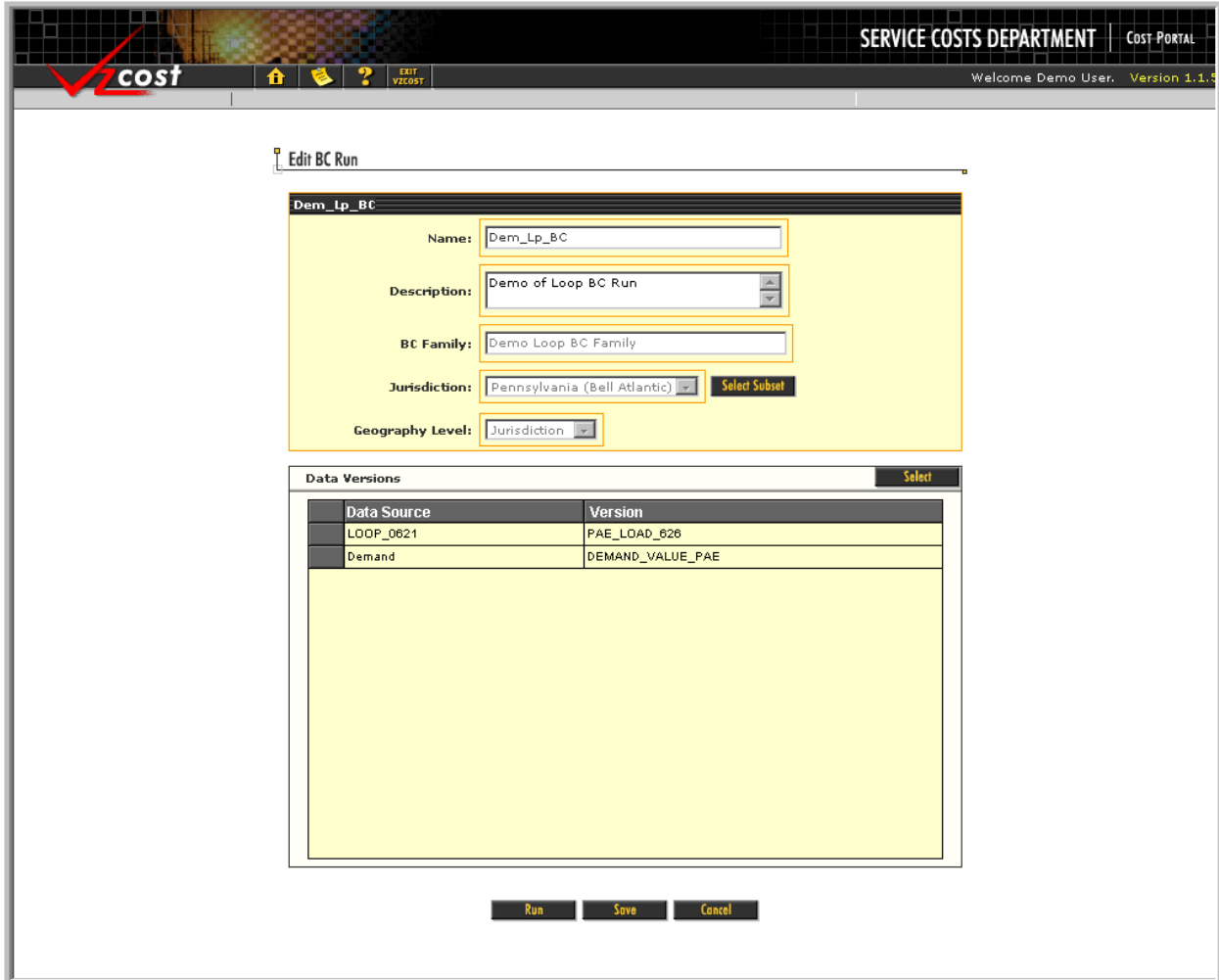
**Data Versions**

Data Source	Version
LOOP_0621	PAE_LOAD_626
Demand	DEMAND_VALUE_PAE

The 'Select Data Versions' screen loads up. The 'Run Name' field may not be modified but all of the other fields may be modified by pressing the button (▼) at the right side of each field and then selecting an option from the drop down menu. When the user has made all of the needed modifications, the 'OK' button (OK) will be pressed to save those modifications and return to the previous screen. If needed, the user may also press the 'Cancel' button (Cancel) to disregard all modifications and return to the previous screen.



The screenshot shows the 'Select Data Versions' screen within the vZcost application. The interface includes a header with the vZcost logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL'. Below the header, the 'Run Name' field is set to 'Dem\_Lp\_BC'. Under the '--- Element Loadings ---' section, the 'LOOP\_0621' field is set to 'PAE\_LOAD\_626'. Under the '--- Data Tables ---' section, the 'Demand' field is set to 'DEMAND\_VALUE\_PAE'. At the bottom of the form, there are 'OK' and 'Cancel' buttons.



Dem\_Lp\_BC

Name: Dem\_Lp\_BC

Description: Demo of Loop BC Run

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic) **Select Subset**

Geography Level: Jurisdiction

Data Versions **Select**

Data Source	Version
LOOP_0621	PAE_LOAD_626
Demand	DEMAND_VALUE_PAE


**Run** **Save** **Cancel**

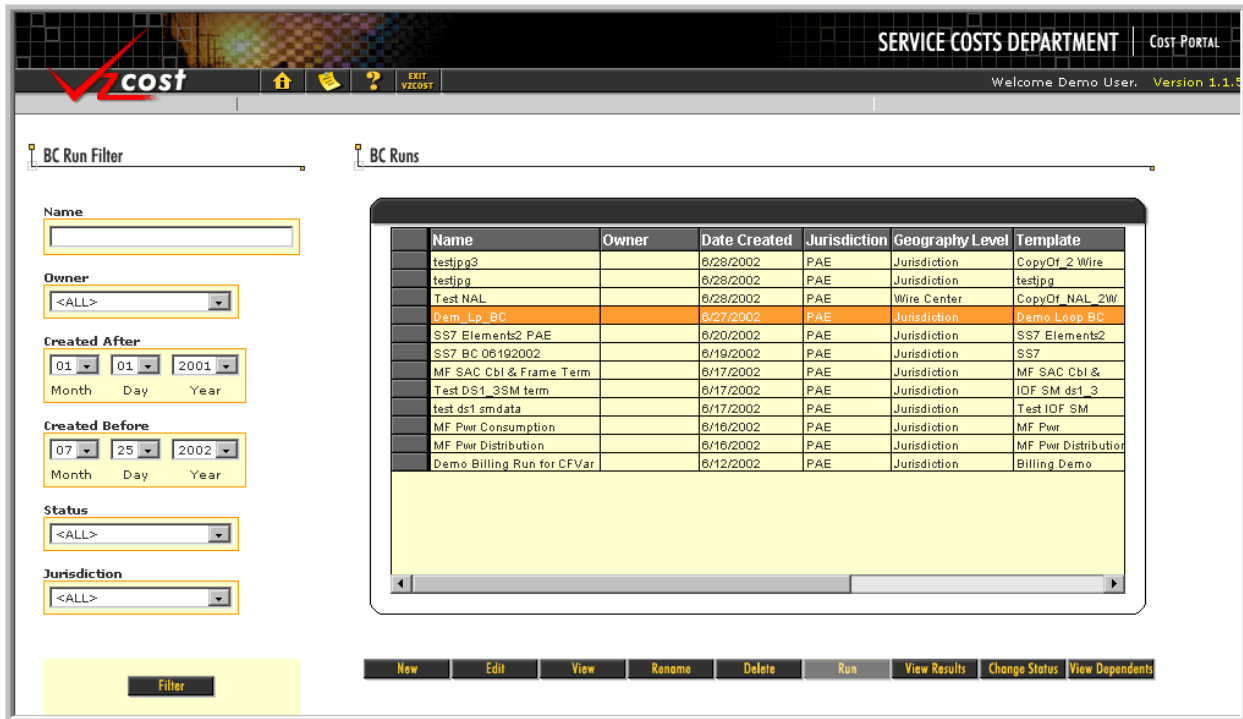
Now that the BC run has been completely edited, the user will have three options available.

1. Press the 'Run' ( **Run** ) button to complete the BC run. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message that the run has either failed or was completed.
2. Press the 'Save' button ( **Save** ) to save the run and return to the 'BC Runs' screen without actually completing the run.
3. Press the 'Cancel' button ( **Cancel** ) to disregard all changes and return to the 'BC Runs' screen.



### Section 6.2.3: Viewing the Inputs of a BC Run

The user may use filters, as described in [section 4.4](#), to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it. To view the inputs that have been selected for the run, the user will press the 'View' button (  ).



The screenshot shows the SERVICE COSTS DEPARTMENT COST PORTAL interface. The top navigation bar includes the Verizon Zcost logo, a home icon, a help icon, and an 'EXIT' button. The user is logged in as 'Demo User' and the version is '1.1.5'. The main content area is divided into two sections: 'BC Run Filter' and 'BC Runs'.

The 'BC Run Filter' section contains several input fields:


- Name:** A text input field.
- Owner:** A dropdown menu with '<ALL>' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (07), Day (25), and Year (2002).
- Status:** A dropdown menu with '<ALL>' selected.
- Jurisdiction:** A dropdown menu with '<ALL>' selected.

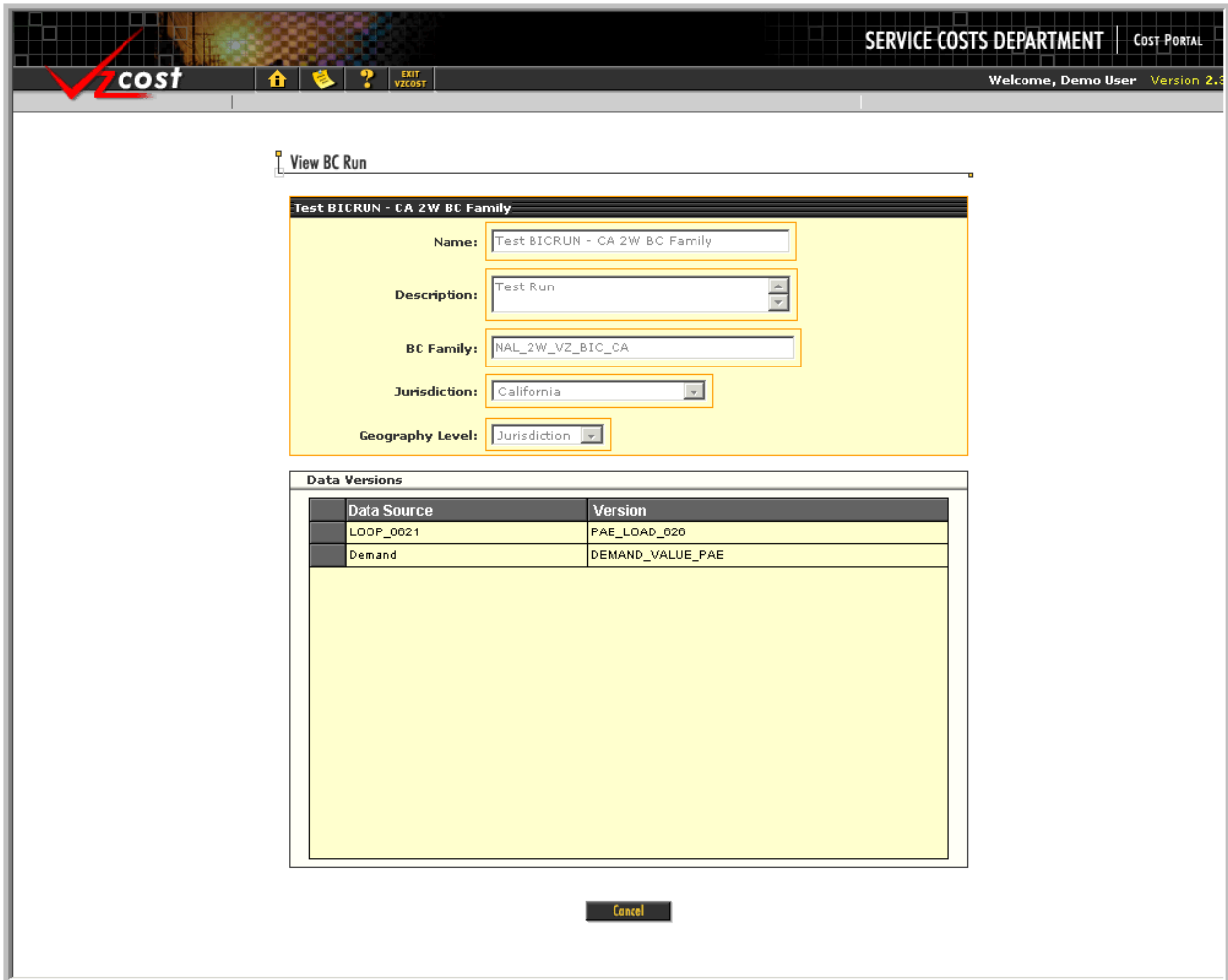
A 'Filter' button is located below the filter fields.

The 'BC Runs' section displays a table of BC runs. The table has the following columns: Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The row for 'Dem\_Lp\_BC' is highlighted in orange.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjg3		6/28/2002	PAE	Jurisdiction	CopyOf_2_Wire
testjg		6/28/2002	PAE	Jurisdiction	testjg
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds1_3
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF SM
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo

Below the table is a 'Filter' button and a row of action buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, and View Dependents.

Once the 'View' button (  ) has been pressed, the 'View BC Run' screen loads up as shown below. On this screen, the user may view the data versions for this BC run.




The screenshot shows the 'View BC Run' screen. At the top, there is a navigation bar with the 'Zcost' logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is identified as 'Welcome, Demo User' and the version is 'Version 2.3'. The main content area is titled 'View BC Run' and contains a form for 'Test BICRUN - CA 2W BC Family'. The form fields are:

- Name: Test BICRUN - CA 2W BC Family
- Description: Test Run
- BC Family: NAL\_2W\_VZ\_BIC\_CA
- Jurisdiction: California
- Geography Level: Jurisdiction


Below the form is a table titled 'Data Versions':

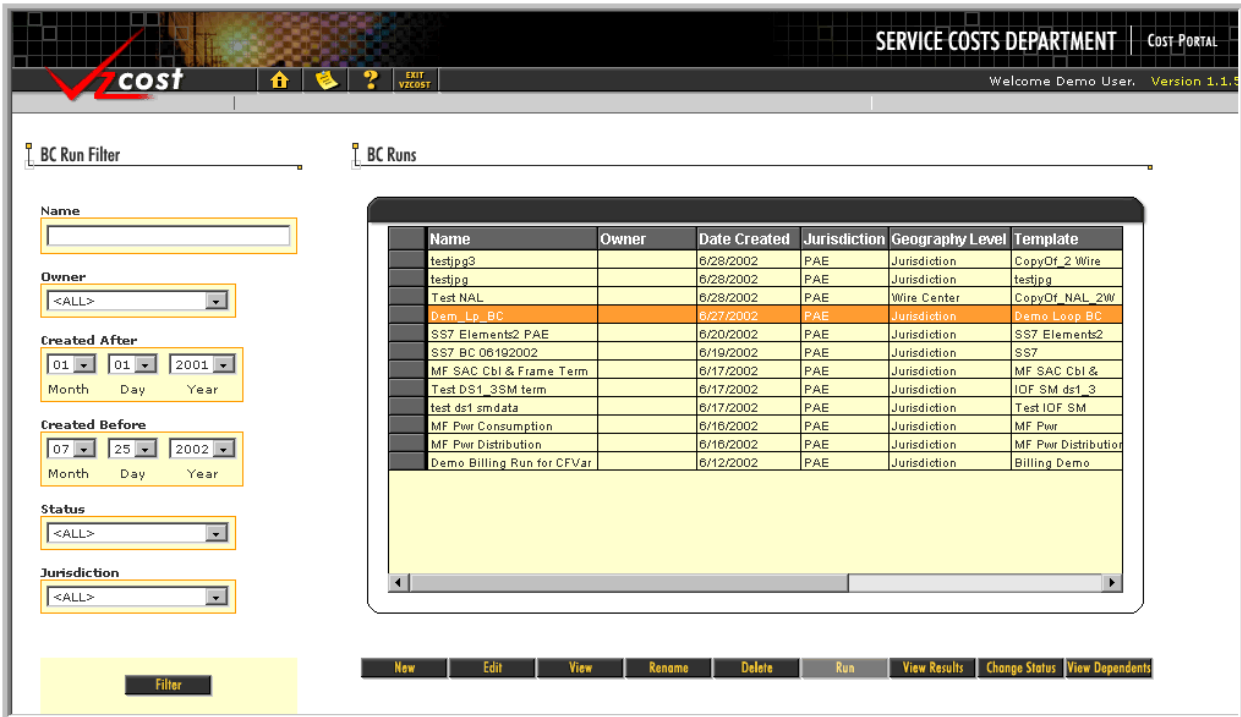
Data Source	Version
LOOP_0621	PAE_LOAD_B26
Demand	DEMAND_VALUE_PAE

At the bottom of the screen, there is a 'Cancel' button.

When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'BC Runs' screen.

### Section 6.2.4: Renaming a BC Run

To rename a BC run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'BC Runs' screen. As shown below, the user will click on that run to highlight it and then press the 'Rename' button (  ).



**BC Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:


Jurisdiction:

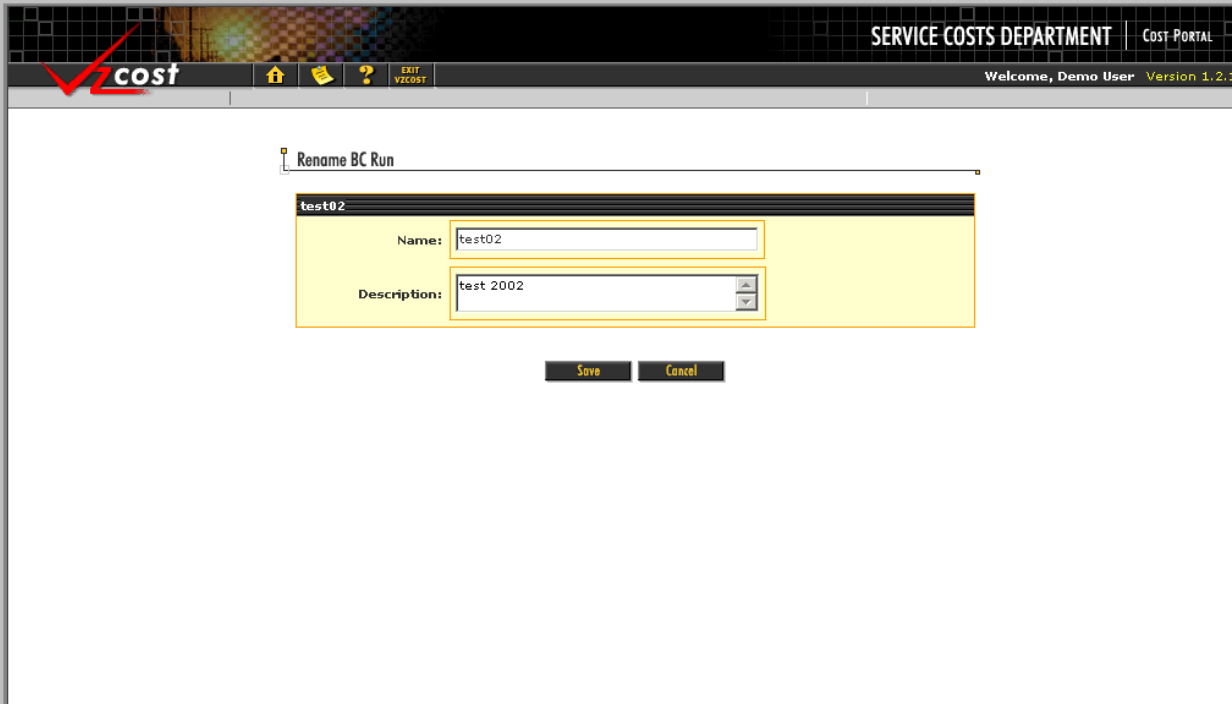
**BC Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjgg3		6/28/2002	PAE	Jurisdiction	CopyOf_2_Wire
testjgg		6/28/2002	PAE	Jurisdiction	testjgg
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds1_3
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF SM
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo

The rename function will only be available to the person who created the BC run, also known as the data owner. If a renamed run was used in another area or another run in VzCost prior to the name change, the name change will filter through the system to all areas and runs that are affected. VzCost can do this because, although the name has changed, the run has not changed and VzCost tracks the run itself, not the run's name. Please notice that the run may not be renamed if it has already been designated as either final or final and filed.





Once the user has pressed the 'Rename' button (  ), the 'Rename BC Run' screen, shown below, will load up.




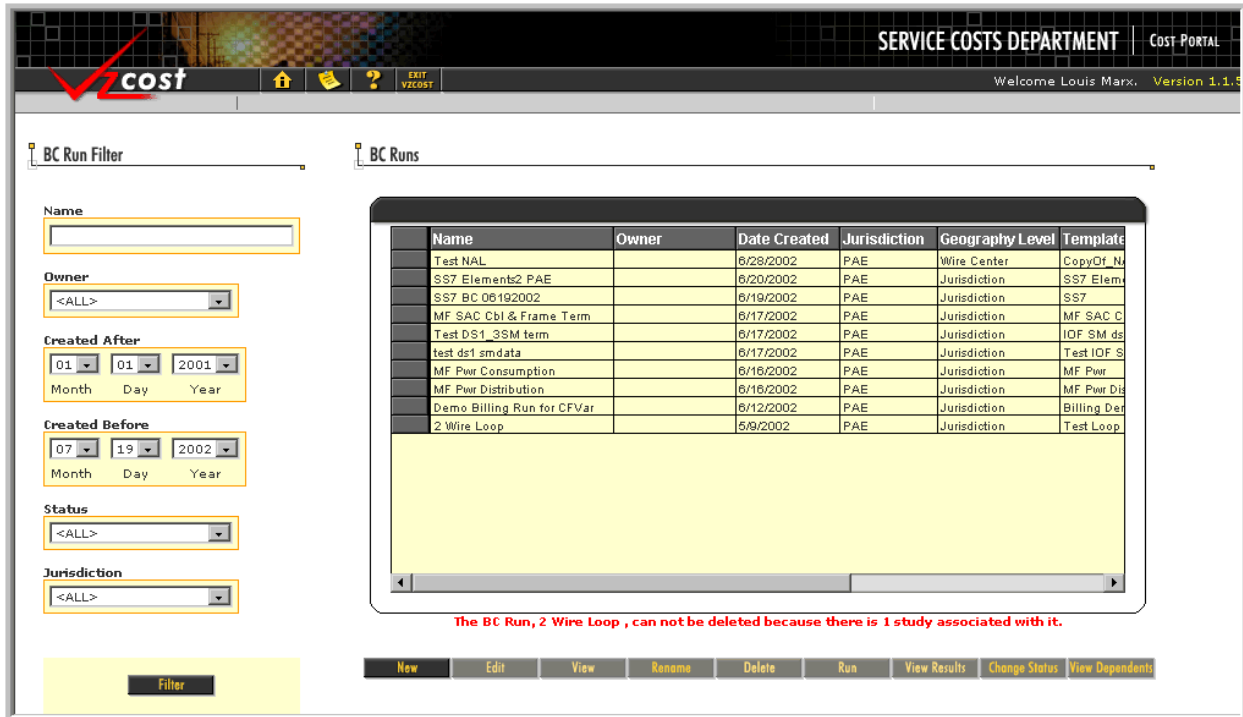
The screenshot shows a web application interface for the 'SERVICE COSTS DEPARTMENT COST PORTAL'. The user is logged in as 'Demo User' and the version is '1.2.3'. The main content area displays a 'Rename BC Run' dialog box. The dialog has a title bar 'test02' and contains two text input fields: 'Name:' with the value 'test02' and 'Description:' with the value 'test 2002'. Below the dialog are two buttons: 'Save' and 'Cancel'.

This screen allows the user to change both the name and the description of the run. Once the appropriate changes have been made, the user will have two choices.

1. Press the 'Save' button (  ) to save the new name and description.
2. Press the 'Cancel' button (  ) to disregard all changes and return to the 'BC Runs' screen.

### Section 6.2.5: Deleting a BC Run

If the user wishes to delete a BC run, that user should click on the appropriate run to highlight it and then press the 'Delete' button (  ). Please note that the system will not allow a run to be deleted if it has been used in a cost study. Shown below is an example of the warning message that will be provided by the system if an attempt is made to delete a run that has been used in a cost study.



**Service Costs Department | COST PORTAL**  
Welcome Louis Marx, Version 1.1.5

**BC Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

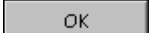
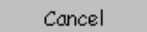
Status:

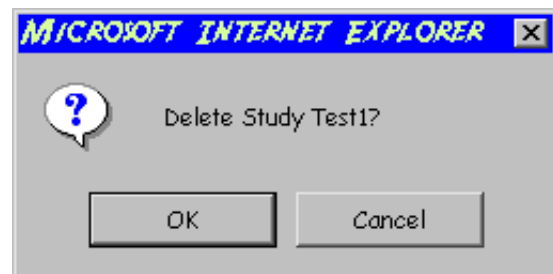
Jurisdiction:

**BC Runs**




Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test NAL		6/28/2002	PAE	Wire Center	CopyOf N
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elem
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbi & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC C
Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF S
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Di
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Der
2 Wire Loop		5/9/2002	PAE	Jurisdiction	Test Loop

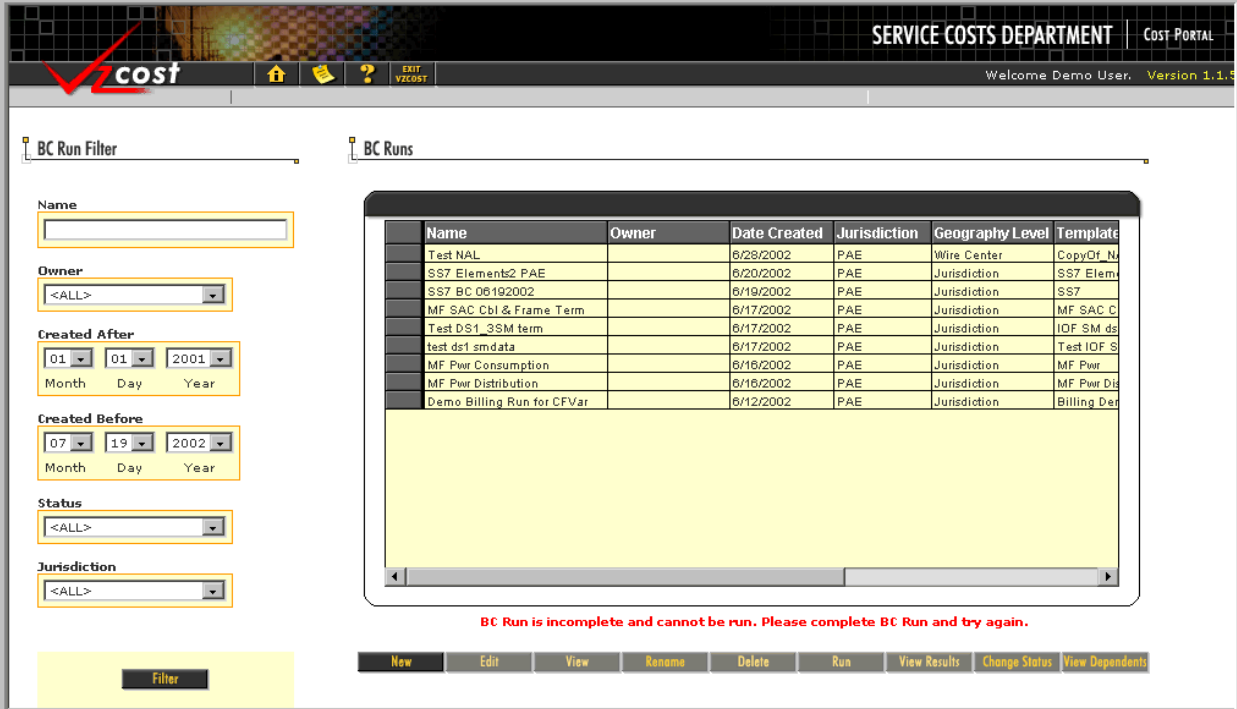
The BC Run, 2 Wire Loop , can not be deleted because there is 1 study associated with it.

Before deleting a run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the run or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'BC Runs' page.



### Section 6.2.6: Running a Saved BC Run

When the BC run was either created or when it was most recently edited, if the user pressed the 'Save' button (  ) to save the information rather than pressing the 'Run' button (  ) to run the BC run, then the user may use this function to complete the saved BC run. To run a previously saved BC run, the user will locate the correct BC run, click on that BC run to highlight it, and then press the 'Run' button (  ) to complete the BC run. If the study is incomplete, the system will supply a warning message similar to the one shown below in the example below. This same warning message may be received if the user attempts to run an incomplete BC run from the 'New BC Run' screen or from the 'Edit BC Run' screen.



**BC Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year


Status:

Jurisdiction:

**BC Runs**


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_N
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elem
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC C
Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF S
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Dis
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Der

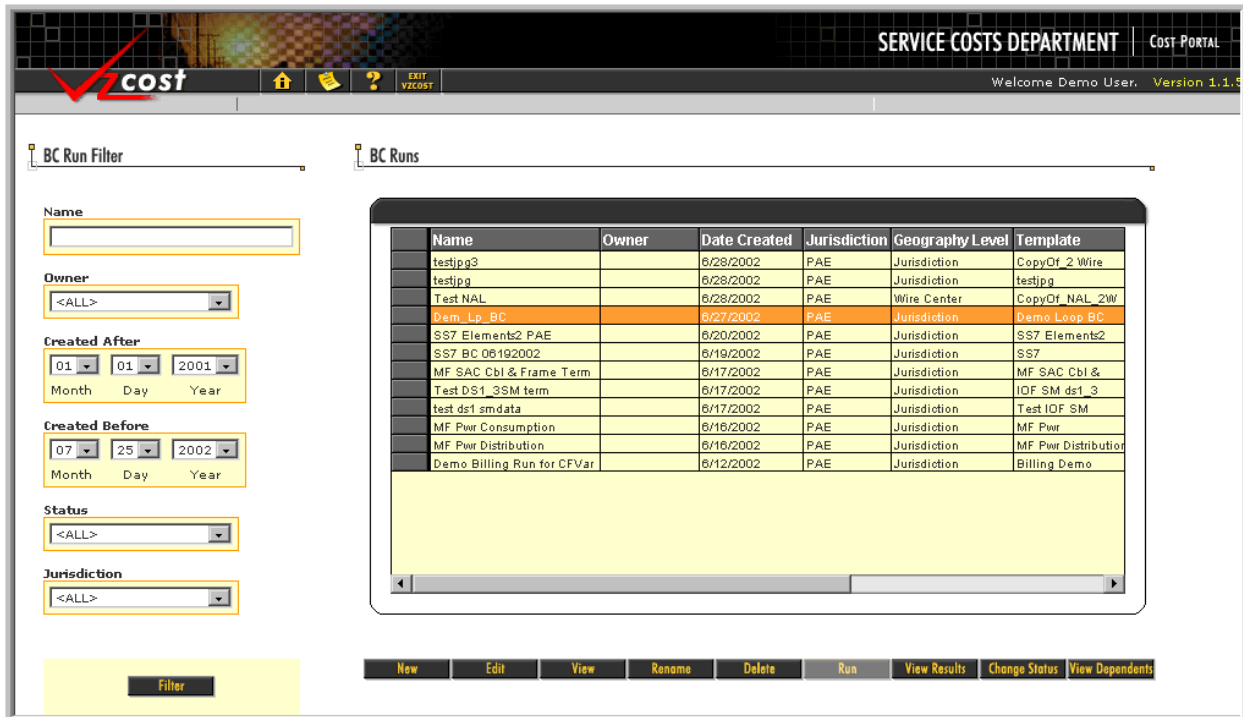
**BC Run is incomplete and cannot be run. Please complete BC Run and try again.**

Otherwise, pressing this button will navigate the user to the message center as described in [section 13.1](#) of this document, where the user will wait for a message that the run has either failed or was completed. The 'Run' button (  ) will only be available for a saved study that has not been previously run.

## Section 6.2.7: Viewing the Results of a BC Run

To view the results of a BC run without navigating to the message center, the user should follow these steps:

- Access the ‘BC Runs’ screen as described at the beginning of [section 6.2](#).
- Use filters if they are needed (described in [section 4.4](#)) to locate the correct run.
- As shown below, click on the correct run to highlight it.
- Press the ‘View Results’ button (  ).



The screenshot shows the 'BC Runs' screen in the Verizon Cost Portal. The page header includes 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. The user is logged in as 'Demo User'.

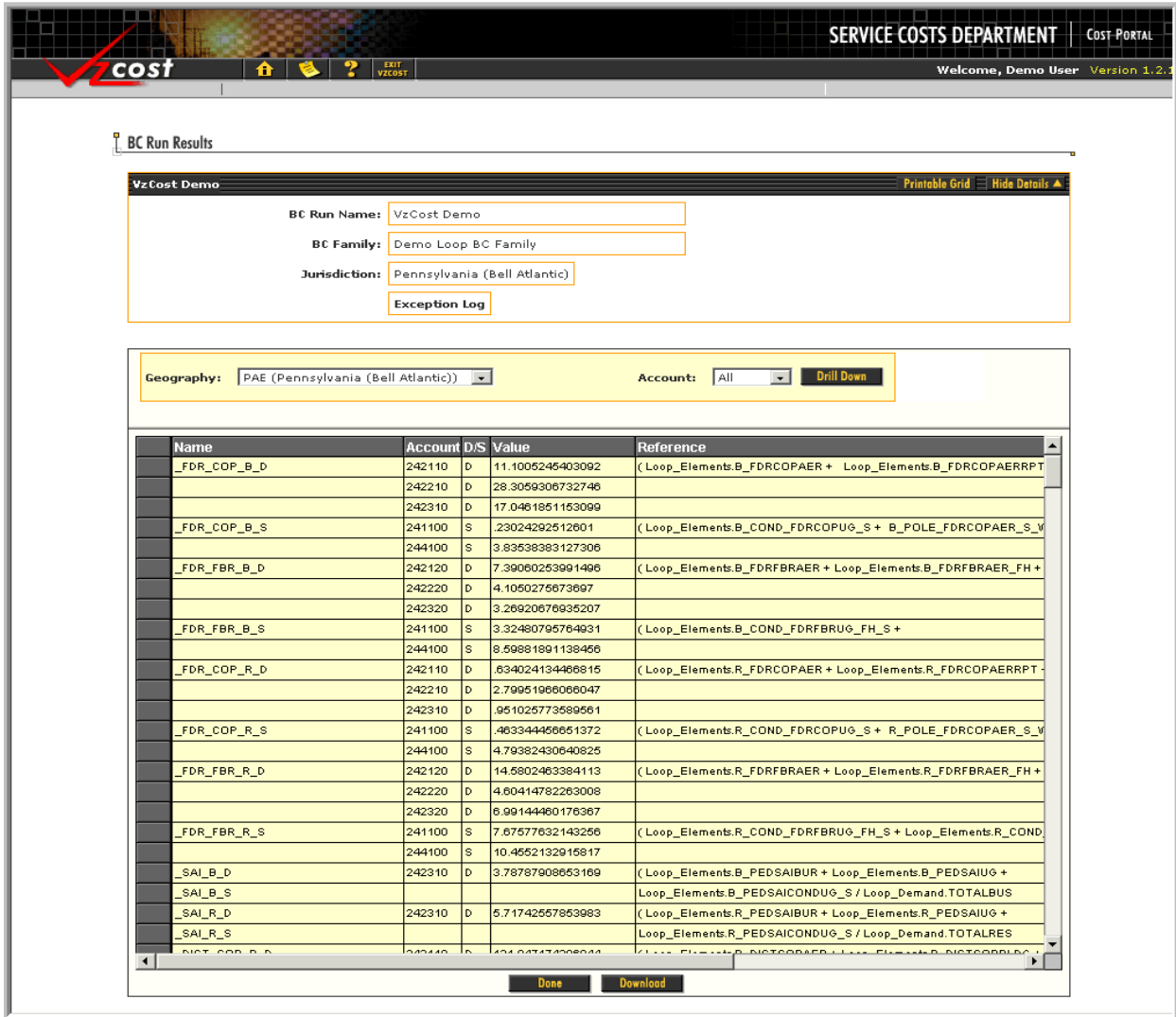
The 'BC Runs' section contains a table with the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjgg3		6/28/2002	PAE	Jurisdiction	CopyOf_2_Wire
testjgg		6/28/2002	PAE	Jurisdiction	testjgg
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds1_3
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF SM
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distributor
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo

Below the table, there is a 'View Results' button highlighted in yellow.

Please notice that the ‘View Results’ button (  ) will only be available for a BC run that has already been completed.

The 'BC Run Results' page, shown below, loads up. Notice that the three fields at the top of the page cannot be modified.



**BC Run Results**

VzCost Demo Printable Grid Hide Details ▲

BC Run Name: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic)

Exception Log

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down

Name	Account	D/S	Value	Reference
_FDR_COP_B_D	242110	D	11.1005245403092	( Loop_Elements.B_FDRCOPAER + Loop_Elements.B_FDRCOPAERRPT
	242210	D	28.3059306732746	
	242310	D	17.0461851153099	
_FDR_COP_B_S	241100	S	.23024292512601	( Loop_Elements.B_COND_FDRCOPIUG_S + B_POLE_FDRCOPAER_S_V
	244100	S	3.83538383127306	
_FDR_FBR_B_D	242120	D	7.39060253991496	( Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FDRFBRAER_FH +
	242220	D	4.1050275673697	
	242320	D	3.26920676935207	
_FDR_FBR_B_S	241100	S	3.32480795764931	( Loop_Elements.B_COND_FDRFBRIUG_FH_S +
	244100	S	8.59881891138456	
_FDR_COP_R_D	242110	D	.634024134466815	( Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT -
	242210	D	2.79951966066047	
	242310	D	.951025773589561	
_FDR_COP_R_S	241100	S	.463344456651372	( Loop_Elements.R_COND_FDRCOPIUG_S + R_POLE_FDRCOPAER_S_V
	244100	S	4.79382430640825	
_FDR_FBR_R_D	242120	D	14.5802463384113	( Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH +
	242220	D	4.60414782263008	
	242320	D	6.99144460176367	
_FDR_FBR_R_S	241100	S	7.67577632143256	( Loop_Elements.R_COND_FDRFBRIUG_FH_S + Loop_Elements.R_COND
	244100	S	10.4552132915817	
_SAL_B_D	242310	D	3.78787908853169	( Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PEDSAIUG +
_SAL_B_S				Loop_Elements.B_PEDSAICONDUUG_S / Loop_Demand.TOTALBUS
_SAL_R_D	242310	D	5.71742557853983	( Loop_Elements.R_PEDSAIBUR + Loop_Elements.R_PEDSAIUG +
_SAL_R_S				Loop_Elements.R_PEDSAICONDUUG_S / Loop_Demand.TOTALRES

Done Download

There are eight functional parts of the 'BC Run Results' page. The first two are listed and described below. The remaining six are listed and described on the next five pages.

- **Grid:** The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results from both, the 'Data' tab and 'Formula' Tab, all on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page, thus using a large number of pages. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button ( **Show Details ▼** ) and 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



- **Exceptions:** A link to the exception log may or may not appear on the ‘BC Run Results’ page. If this link does appear, it will be located immediately below the ‘Jurisdiction’ field in the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the BC run. When the user clicks on this link, the screen shown below will load up. This screen provides the user with detailed information regarding the exceptions that have occurred.

**Calculation Exceptions**

BC Run Name:

BC Family Name:

Last Modified:

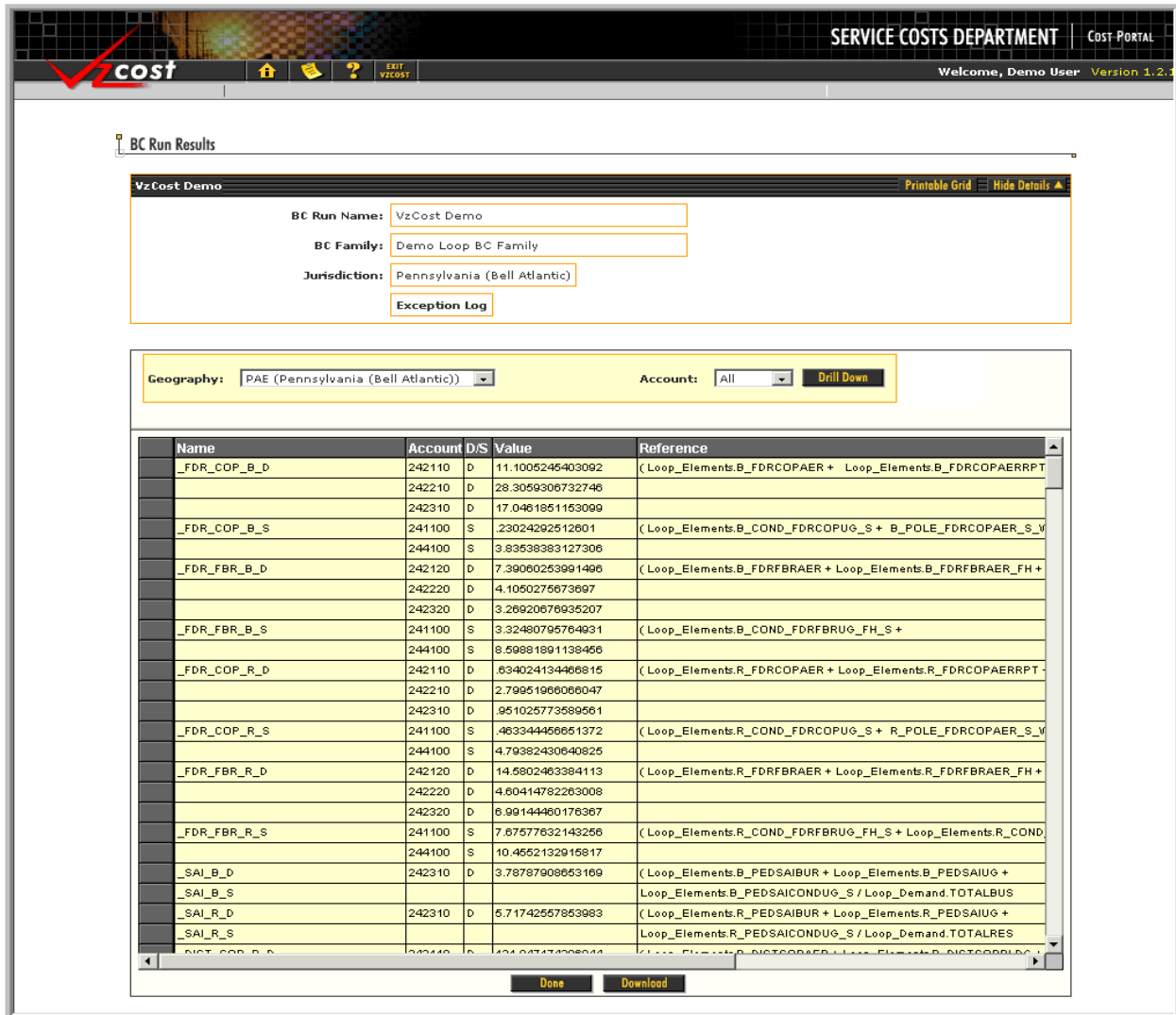
Formula ID	Type	Exception	Geography
FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCPAERRPT In Formula_FDR_COP_B_D has	PAE
FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCPBURRPT In Formula_FDR_COP_B_D has	PAE
FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCPRPRT In Formula_FDR_COP_B_D has no	PAE
FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCPUGRPT In Formula_FDR_COP_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRER_FH In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRER_FP In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRER_FH In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRER_FP In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRUG_FP In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRUG_FH In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_S	Missing Value	Element LOOP_ELEMENTS.B_COND_FDRFBRUG_FH_S In Formula	PAE
FDR_FBR_B_S	Missing Value	Element LOOP_ELEMENTS.B_COND_FDRFBRUG_FP_S In Formula	PAE
FDR_FBR_B_S	Missing Value	Element LOOP_ELEMENTS.B_COND_SUBSFBRUG_FP_S In Formula	PAE
FDR_FBR_B_S	Missing Value	Element LOOP_ELEMENTS.B_COND_SUBSFBRUG_FH_S In Formula	PAE
FDR_FBR_B_S	Operation resulted	LOOP_ELEMENTS.B_COND_FDRFBRUG_FH_S	
FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCPAERRPT In Formula_FDR_COP_R_D has	PAE
FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCPRPRT In Formula_FDR_COP_R_D has no	PAE
FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCPBURRPT In Formula_FDR_COP_R_D has	PAE
FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCPUGRPT In Formula_FDR_COP_R_D has	PAE

**Close**

- Once the user has finished examining the data on this page, the user may press the ‘Close’ button ( ) at the bottom of the screen to close this page and return to the ‘BC Run Results’ page.

If the user needs to sort the information before downloading the data or printing the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To access the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information previously selected. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To access the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.



**BC Run Results**

VzCost Demo

Printable Grid Hide Details ▲

BC Run Name: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic)

Exception Log

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down


Name	Account	D/S	Value	Reference
_FDR_COP_B_D	242110	D	11.1005246403092	( Loop_Elements.B_FDRCOFAER + Loop_Elements.B_FDRCOFAERRPT
	242210	D	28.3059306732746	
	242310	D	17.0461851153099	
_FDR_COP_B_S	241100	S	.23024292512601	( Loop_Elements.B_COND_FDRCOFUG_S + B_POLE_FDRCOFAER_S_V
	244100	S	3.83538383127306	
_FDR_FBR_B_D	242120	D	7.39060253991406	( Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FDRFBRAER_FH +
	242220	D	4.1050275673697	
	242320	D	3.26920676935207	
_FDR_FBR_B_S	241100	S	3.32480795764931	( Loop_Elements.B_COND_FDRFBRUG_FH_S +
	244100	S	8.59881891138466	
_FDR_COP_R_D	242110	D	.634024134466815	( Loop_Elements.R_FDRCOFAER + Loop_Elements.R_FDRCOFAERRPT
	242210	D	2.79951966066047	
	242310	D	.951025773589561	
_FDR_COP_R_S	241100	S	.463344456651372	( Loop_Elements.R_COND_FDRCOFUG_S + R_POLE_FDRCOFAER_S_V
	244100	S	4.79382430640825	
_FDR_FBR_R_D	242120	D	14.6802463384113	( Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH +
	242220	D	4.60414782263008	
	242320	D	6.99144460176367	
_FDR_FBR_R_S	241100	S	7.67577632143256	( Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_Elements.R_COND
	244100	S	10.4552132915817	
_SAI_B_D	242310	D	3.78787908653169	( Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PEDSAIUG +
_SAI_B_S				Loop_Elements.B_PEDSAICONDUUG_S / Loop_Demand.TOTALBUS
_SAI_R_D	242310	D	5.71742557853983	( Loop_Elements.R_PEDSAIBUR + Loop_Elements.R_PEDSAIUG +
_SAI_R_S				Loop_Elements.R_PEDSAICONDUUG_S / Loop_Demand.TOTALRES

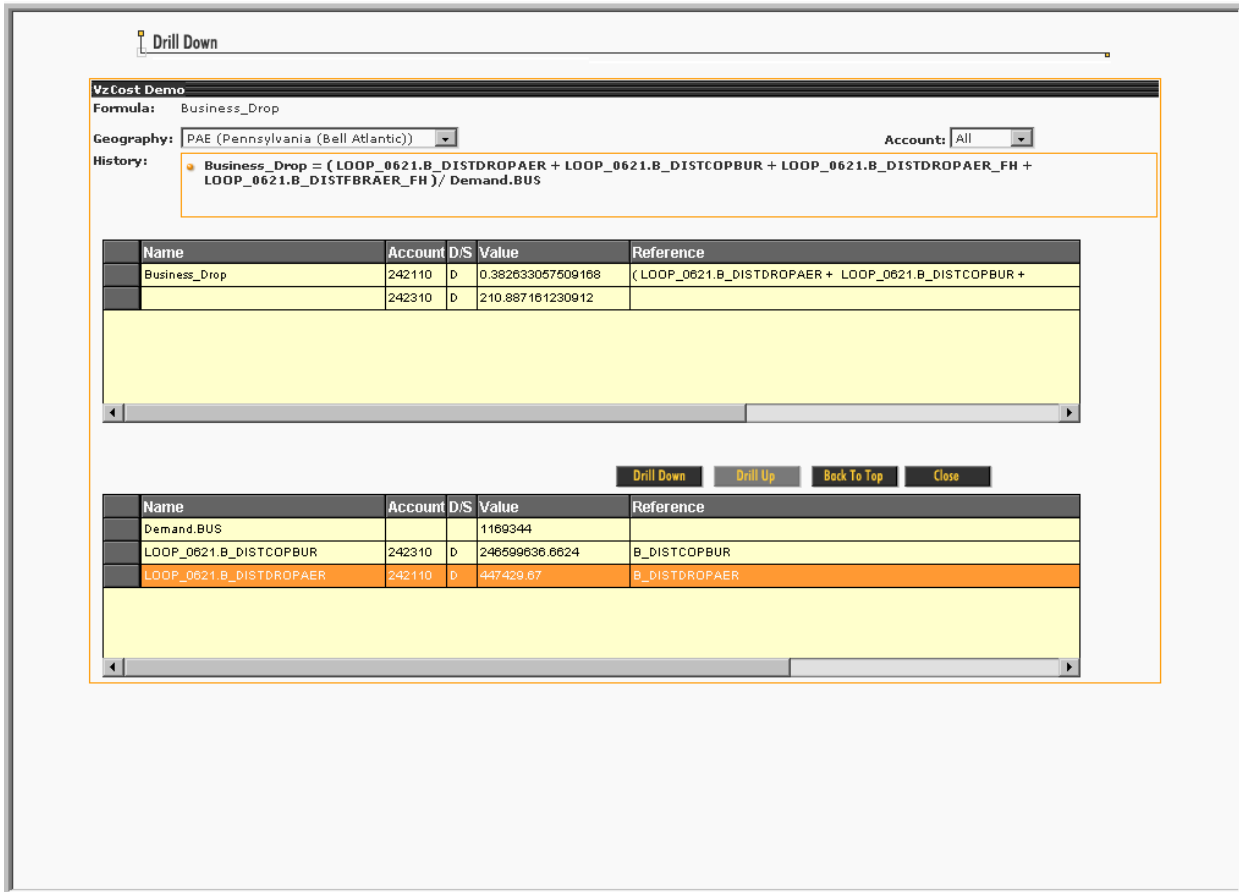
Done Download

If the user does not need to drill into or download the data or just has no further need for information from this screen, then the screen should be closed.

- **Done:** When the 'Done' button ( Done ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'BC Runs' screen.

Otherwise, the user may choose to either download the information from these results or view the details of their calculations by drilling down into the results.

- **Drill Down:** To drill down into the results, the user would select any line within the results, thus highlighting that line, and then press the ‘Drill Down’ button (  ). It is important for the user to realize that the drill down function drills on the formula(s) and not on the value(s). As shown below, the ‘Drill Down’ screen loads up in a separate window.



**Drill Down**

VzCost Demo

Formula: Business\_Drop

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All


History: Business\_Drop = ( LOOP\_0621.B\_DISTDROPAER + LOOP\_0621.B\_DISTCOPBUR + LOOP\_0621.B\_DISTDROPAER\_FH + LOOP\_0621.B\_DISTFBRAER\_FH ) / Demand.BUS

Name	Account	D/S	Value	Reference
Business_Drop	242110	D	0.382633057509168	( LOOP_0621.B_DISTDROPAER + LOOP_0621.B_DISTCOPBUR +
	242310	D	210.887161230912	

Drill Down Drill Up Back To Top Close

Name	Account	D/S	Value	Reference
Demand.BUS			1169344	
LOOP_0621.B_DISTCOPBUR	242310	D	248599636.6624	B_DISTCOPBUR
LOOP_0621.B_DISTDROPAER	242110	D	447429.67	B_DISTDROPAER

The areas on the ‘Drill Down’ screen break down as follows:

- There will not be any geography options available other than that which was selected prior to completing the BC run.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu that opened when the button was pressed. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting ‘All’ from the drop down menu, or for items that have no account number, if such items exist, by selecting ‘None’ from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

**Drill Down**

VzCost Demo

Formula: Business\_Drop

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All

History: Business\_Drop = ( LOOP\_0621.B\_DISTDROPAER + LOOP\_0621.B\_DISTCOPBUR + LOOP\_0621.B\_DISTDROPAER\_FH + LOOP\_0621.B\_DISTFBRAER\_FH ) / Demand.BUS


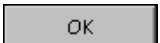
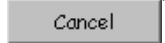
Name	Account	D/S	Value	Reference
Business_Drop	242110	D	0.382633057509168	( LOOP_0621.B_DISTDROPAER + LOOP_0621.B_DISTCOPBUR +
	242310	D	210.887161230912	

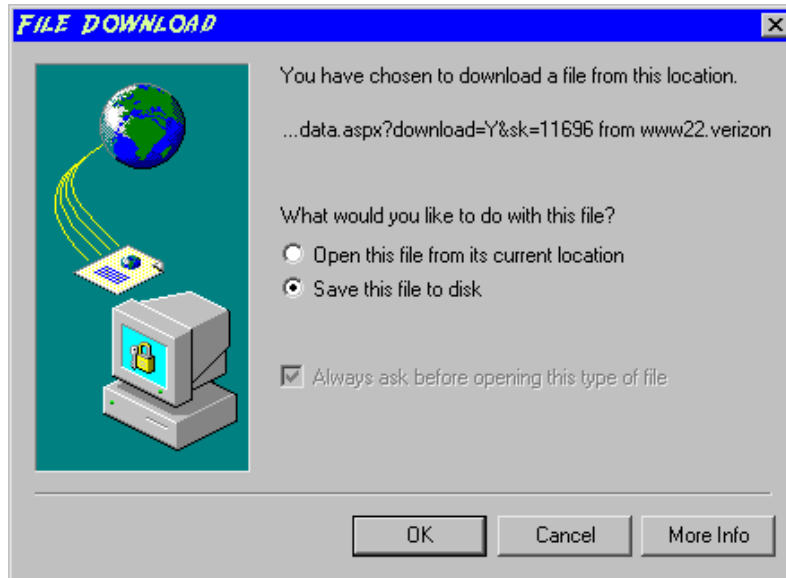
Drill Down Drill Up Back To Top Close

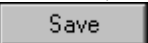
Name	Account	D/S	Value	Reference
Demand.BUS			1169344	
LOOP_0621.B_DISTCOPBUR	242310	D	246599636.6624	B_DISTCOPBUR
LOOP_0621.B_DISTDROPAER	242110	D	447429.67	B_DISTDROPAER

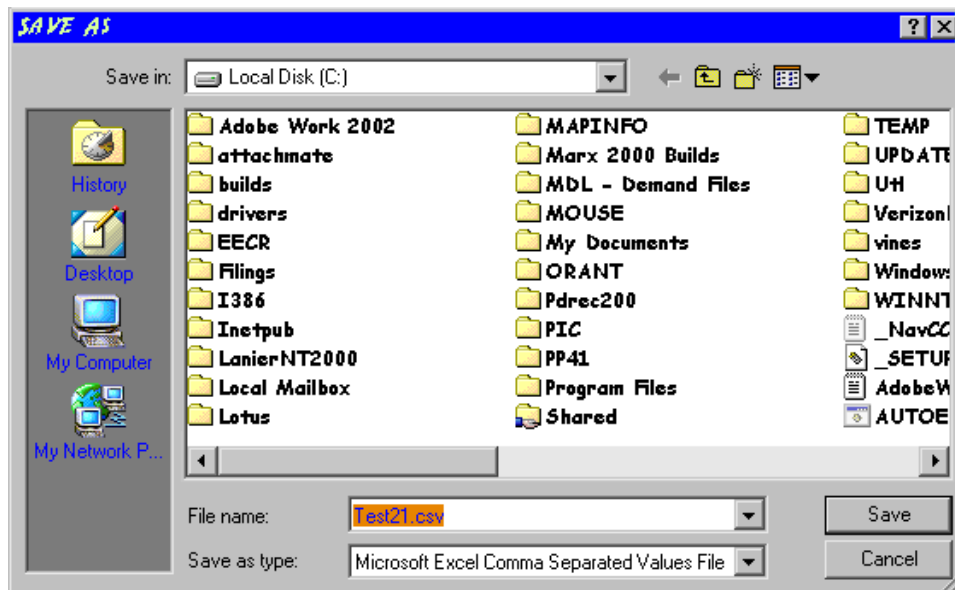
The user may do the following on this screen:

- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button ( **Drill Down** ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button ( **Drill Up** ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button ( **Back To Top** ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Close' button ( **Close** ) can be used at any time to close the 'Drill Down' screen completely.

- **Download:** The user may also press the ‘Download’ button (  ) which will download the data into a CSV file for the user to use with other applications or as needed. Once the button has been pressed, the ‘Download’ screen, shown below, will appear. The user should make sure that the ‘Save this file to disk’ radio button is selected and then press the ‘OK’ button (  ). Alternatively, the user could press the cancel button (  ) to disregard the download request and return to the previous screen.

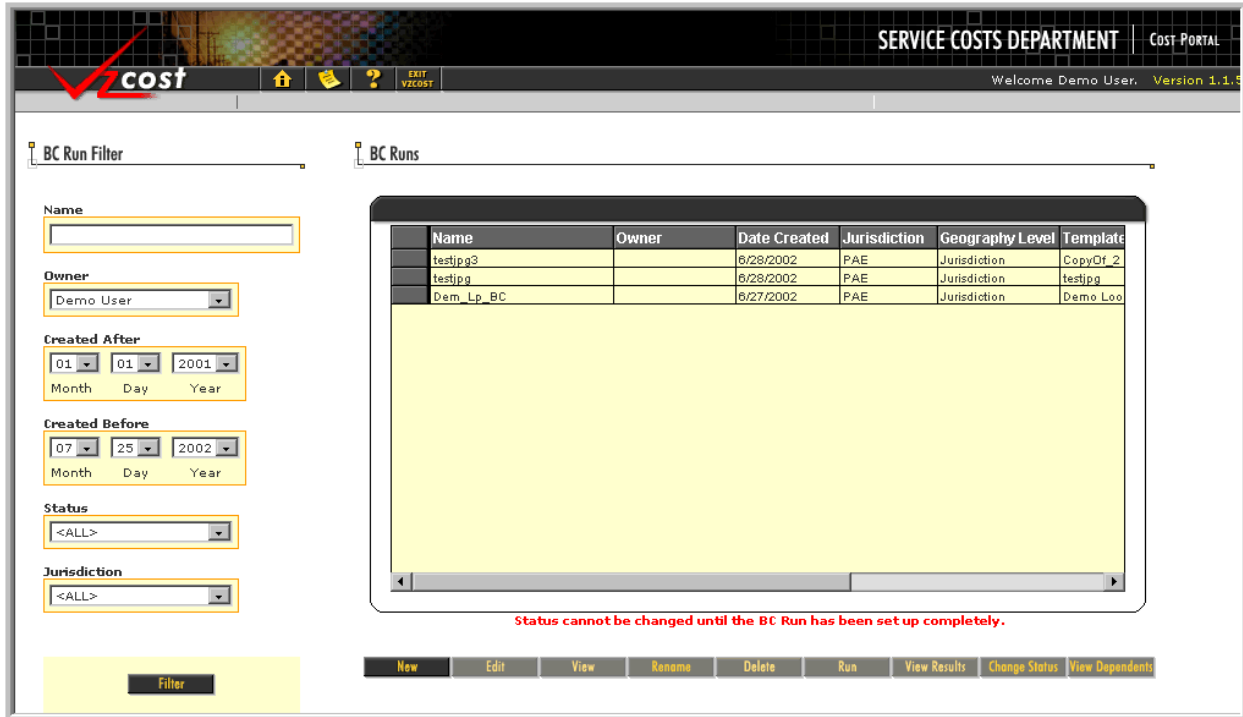


Next, the ‘Save As’ dialog box will pop up and the user will need to select where to save the file by using the ‘Save in’ field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the destination is achieved. Once the correct location is found, the user will type a name in the ‘File name’ field and then press the ‘Save’ button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file’s header row before uploading it back to the system.



## Section 6.2.8: Changing the Status of a BC Run

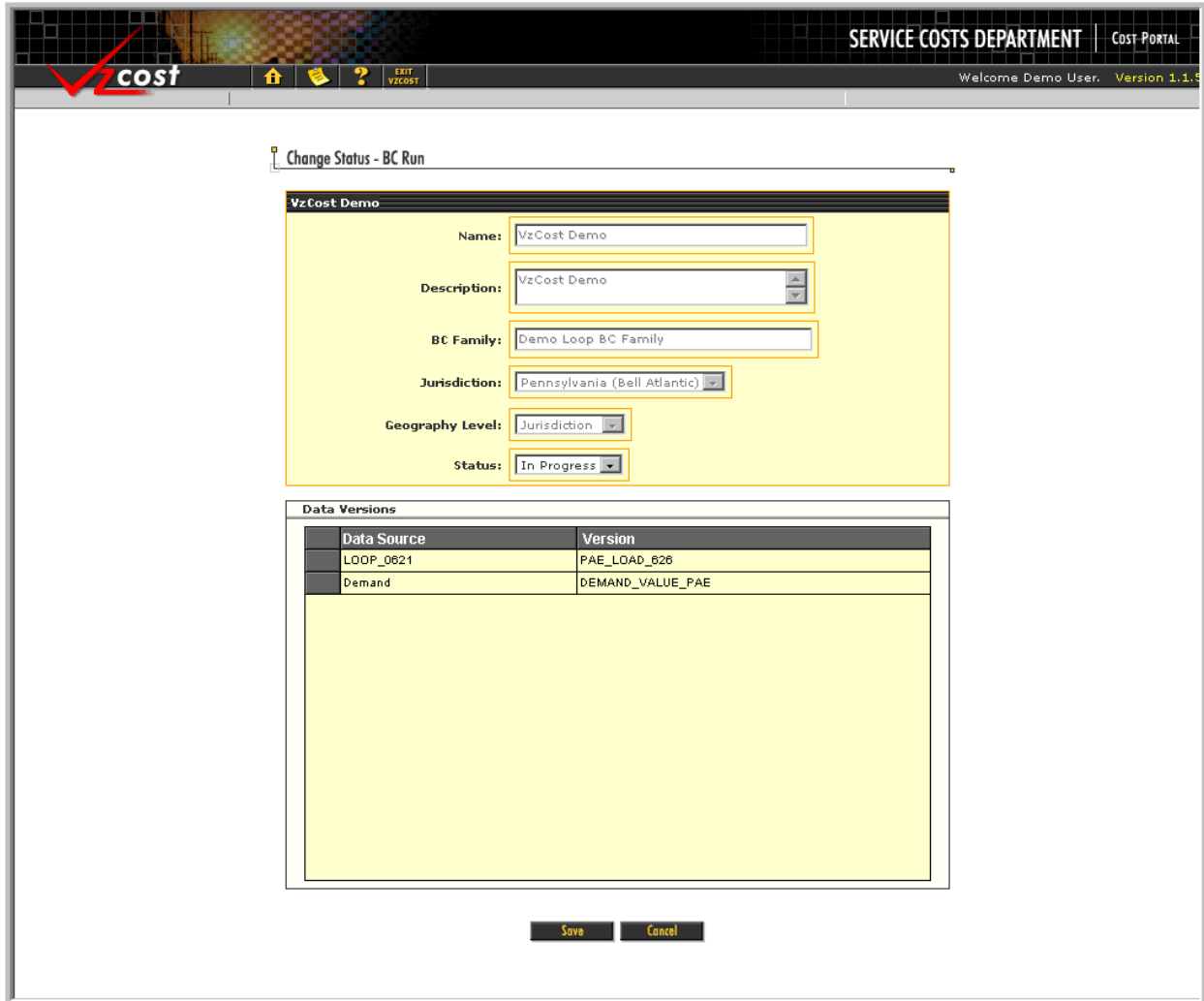
To change the status of a BC run, the user will click on a run to highlight it and then press the 'Change Status' button ( **Change Status** ). If the run has not been set up correctly, the system will provide an error message like the one shown in the figure below. Otherwise, a screen that is very similar to the 'View BC Run' screen will load up.



The screenshot shows the 'BC Runs' interface in the zcost system. The interface includes a header with the zcost logo, 'SERVICE COSTS DEPARTMENT', and 'COST PORTAL'. Below the header is a navigation bar with icons for home, help, and exit. The main content area is divided into two sections: 'BC Run Filter' on the left and 'BC Runs' on the right. The 'BC Run Filter' section contains several input fields: 'Name' (text box), 'Owner' (dropdown menu with 'Demo User'), 'Created After' (Month: 01, Day: 01, Year: 2001), 'Created Before' (Month: 07, Day: 25, Year: 2002), 'Status' (dropdown menu with '<ALL>'), and 'Jurisdiction' (dropdown menu with '<ALL>'). A 'Filter' button is located below these fields. The 'BC Runs' section contains a table with the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjgg3		8/28/2002	PAE	Jurisdiction	CopyOf_2
testjgg		8/28/2002	PAE	Jurisdiction	testjgg
Dem_Lp_BC		8/27/2002	PAE	Jurisdiction	Demo Loo

Below the table, a red error message reads: "Status cannot be changed until the BC Run has been set up completely." At the bottom of the interface, there is a toolbar with buttons for 'New', 'Edit', 'View', 'Rename', 'Delete', 'Run', 'View Results', 'Change Status', and 'View Dependents'.



**Change Status - BC Run**

**VzCost Demo**

Name: VzCost Demo

Description: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography Level: Jurisdiction

Status: In Progress

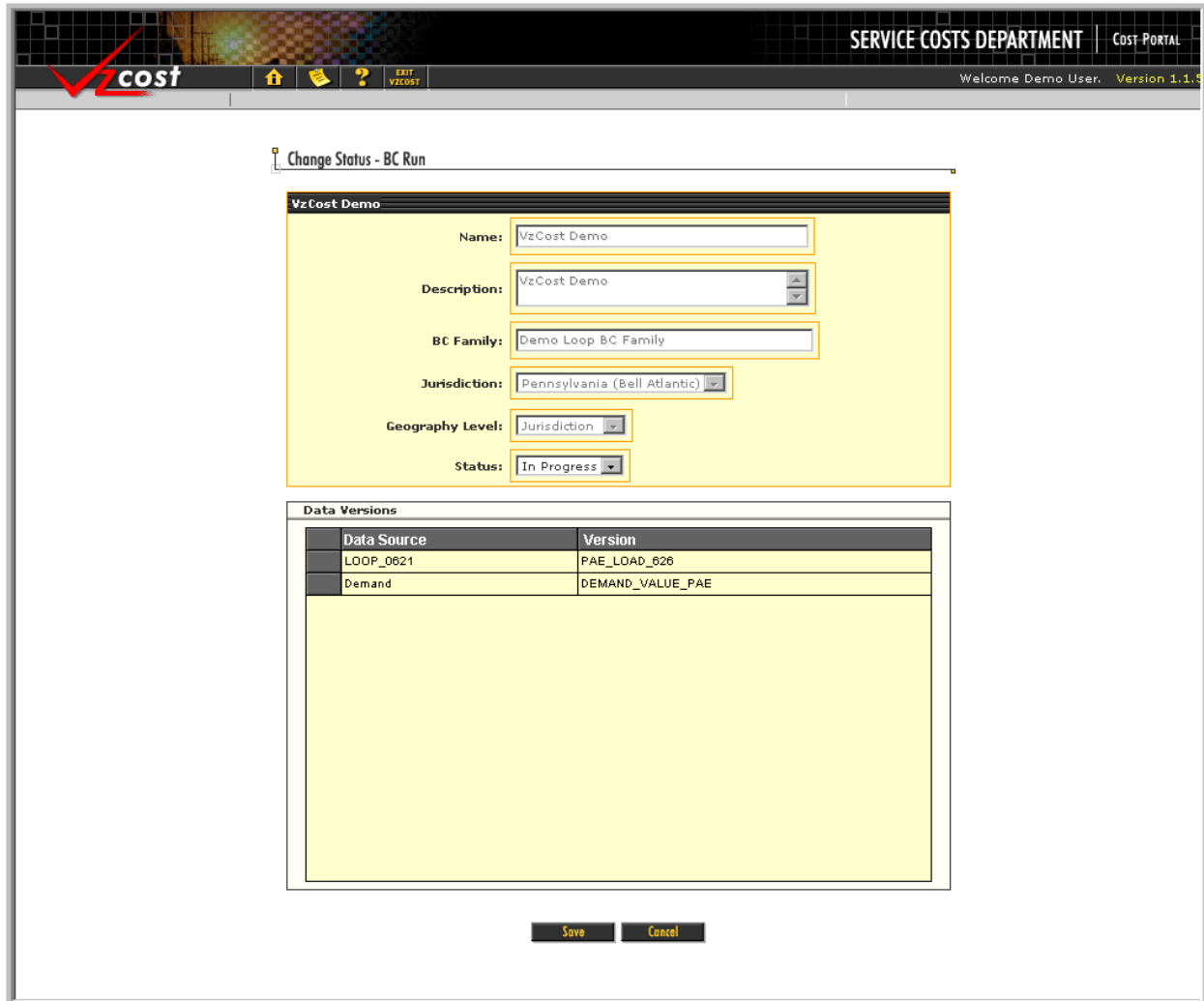
**Data Versions**

Data Source	Version
LOOP_0621	PAE_LOAD_626
Demand	DEMAND_VALUE_PAE

Save Cancel

The difference between this screen and the 'View BC Run' screen is the 'Status' field on this screen. The user may select from the drop down menu next to the 'Status' field by pressing the button (▼) at the right of the field. There may be up to seven options available for the user to choose from when changing status. Below is a description of each of these options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner.
3. **Completed:** Completed items can be seen by anyone but are not yet awaiting approval.
4. **Submitted:** Submitted items can be seen by anyone and are awaiting approval.
5. **Approved:** Approved items may now be used in cost studies as needed. The BC run may not be approved until the related BC family has been approved. Then, it may only be approved by a user with the appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not be edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not be edited further or deleted.



Change Status - BC Run

**VzCost Demo**

Name: VzCost Demo

Description: VzCost Demo

BC Family: Demo Loop BC Family

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography Level: Jurisdiction



Status: In Progress

**Data Versions**

Data Source	Version
LOOP_0621	PAE_LOAD_626
Demand	DEMAND_VALUE_PAE

Save Cancel

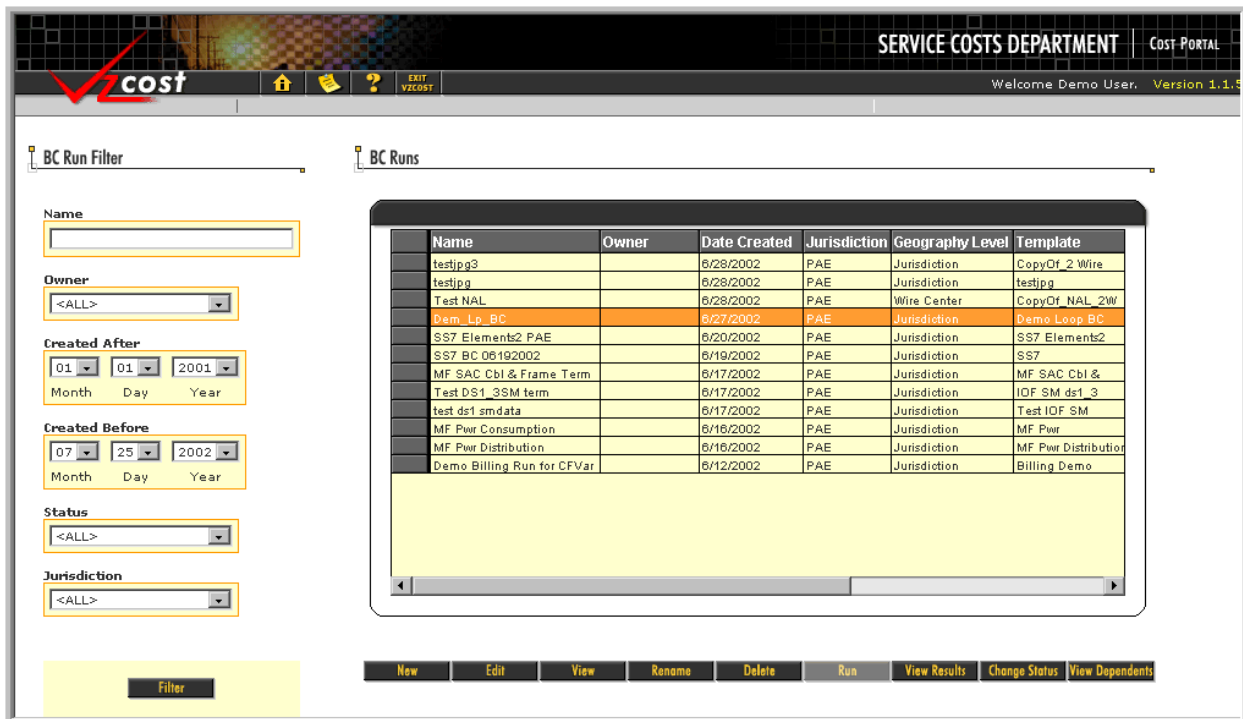
Once the user has changed the status, two options will be available:

- The user may press the 'Save' button (  ) to save the BC run and return to the 'BC Runs' screen.
- The user may press the 'Cancel' button (  ) to disregard all changes and return to the 'BC Runs' screen.



## Section 6.2.9: Viewing Dependents of a BC Run

The 'View Dependents' button ( **View Dependents** ) on the 'BC Runs' screen will allow the user to see the entire chain of data associated with the run. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of runs displayed on the screen. All runs meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed run and then press the 'View Dependents' button ( **View Dependents** ) as shown below.




The screenshot shows the 'BC Runs' interface. On the left, there is a 'BC Run Filter' section with the following controls:

- Name:** A text input field.
- Owner:** A dropdown menu set to '<ALL>'.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (07), Day (25), and Year (2002).
- Status:** A dropdown menu set to '<ALL>'.
- Jurisdiction:** A dropdown menu set to '<ALL>'.

At the bottom left of the filter section is a yellow 'Filter' button. The main area displays a table of BC Runs:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
testjgg3		6/28/2002	PAE	Jurisdiction	CopyOf_2_Wire
testjgg		6/28/2002	PAE	Jurisdiction	testjgg
Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Test_DS1_3SM term		6/17/2002	PAE	Jurisdiction	IDF SM ds1_3
test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IDF SM
MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo

At the bottom of the table area is a row of action buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, and View Dependents.


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected BC run, thus locking it. Any items in this window will need to be deleted before the BC run can be deleted. The bottom window shows the user items that the selected BC run is using. These items are locked and thus, can not be deleted until this BC run has been deleted. Once the BC run has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

BC Run Dependencies

**BC Run:**


**BC Run is used by:**


	Type	Name	Owner	Status



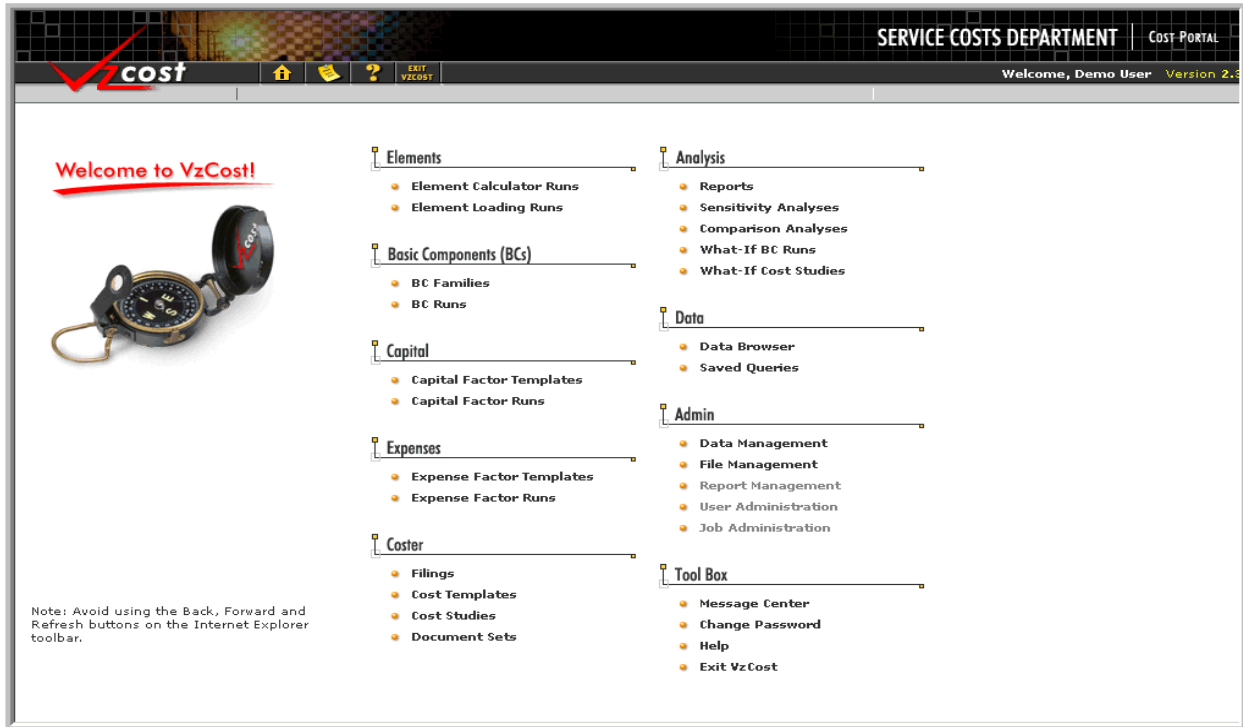
**BC Run uses:**

	Type	Name	Owner	Status
	BC Family	External Demo 2W_BC		Approved
	Element Loading	pae_loop_load_112002a		Final and Filed
	Data Version	Demand/Demand table_External Demo 3-21-03		Approved





## Section 7: Capital



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

**Tool Box**

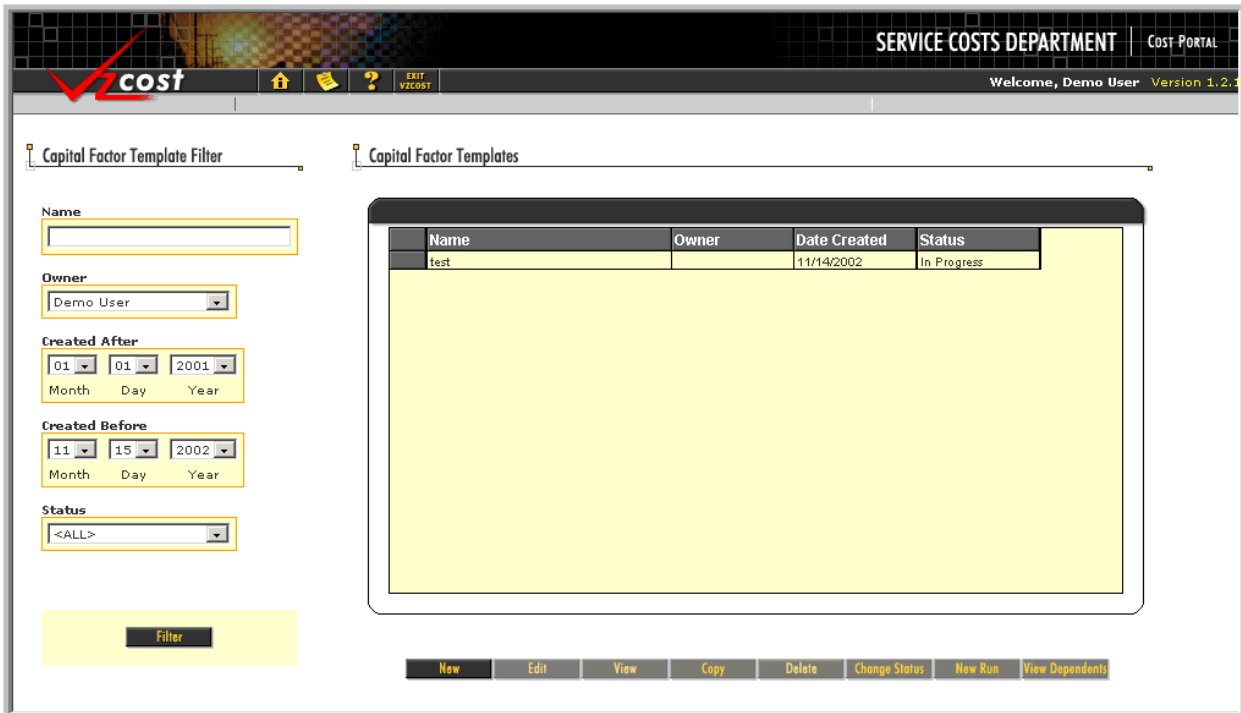
- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

Capital factors are calculated by the VzCost Calc Engine. The capital factor domain in VzCost is divided into two functional areas. Both of these areas, capital factor templates and capital factor runs, may be accessed by clicking on the appropriate link from the home page shown above.

## Section 7.1: Capital Factor Templates


A capital factor template is a set of formulas that are used to run capital calculations. While the template contains formulas, it does not contain any results. Capital factor runs will provide results. However, the user will not be able to create a capital factor run until a capital factor template has been created. The 'Capital Factor Templates' screen is shown below.



Name	Owner	Date Created	Status
test		11/14/2002	In Progress

Throughout this section, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of capital factor templates that are displayed on the screen. All capital factor templates that meet the filtered criteria will be displayed on the screen.

## Section 7.1.1: Creating a New Capital Factor Template

To create a capital factor template, the user will press the 'New' button (  ) at the bottom of the 'Capital Factor Templates' screen. The 'New Capital Factor Template' screen loads into memory. An example of this screen is shown below.

The screenshot shows a web application interface for creating a new capital factor template. At the top, there is a navigation bar with the Verizon Cost logo, a home icon, a help icon, and an "EXIT VZCOST" button. The page title is "SERVICE COSTS DEPARTMENT" and "COST PORTAL". Below the navigation bar, the main content area is titled "New Capital Factor Template". It contains a form with the following fields: "Capital Factor Template Name:" (a text input field), "Description:" (a text area with a scroll bar), and "Applicable Jurisdictions:" (a dropdown menu currently set to "All"). There are "Printable Grid" and "Hide Details" links in the top right of the form. Below the form is a table with two columns: "Data Source" and "Data Alias". The table is currently empty. At the bottom of the table are "Select" and "Delete" buttons. At the very bottom of the screen are "Save" and "Cancel" buttons.

At the top of the page, the user will provide a name and a brief description of the new capital factor template in the appropriate fields. By default, the applicable jurisdiction is 'All' and thus, the template may be used to run any capital factor run. To limit the applicable jurisdictions, the user should click the word 'All' which also serves as a link.







**Applicable Jurisdictions**

Choose jurisdictions for which this Capital Factor Template is applicable

All Jurisdictions  
 Selected Jurisdictions

Available Jurisdictions	Selected Jurisdictions
Alabama	
Arizona	
California	
Connecticut	
Delaware	
Florida	
Hawaii	
Idaho	
Illinois	
Indiana	
Kentucky	
Maine	
Maryland	
Massachusetts	
	Selected Jurisdictions
	Pennsylvania (Bell Atlantic) <input type="checkbox"/>
	Pennsylvania (GTE) <input type="checkbox"/>

**OK** **Cancel**

After the link has been clicked, the screen shown above will load up. The user will select the needed jurisdictions in the left column and press the arrow button (  ) between the two columns. Doing this moves the jurisdictions to the list in the right column and changes the radio button at the top of the screen from 'All Jurisdictions' to 'Selected Jurisdictions'. To remove an item from the right column, click the check box next to the item to be deleted and then click the trash can icon (  ) at the top of the column. Pressing the 'OK' button (  ) will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.

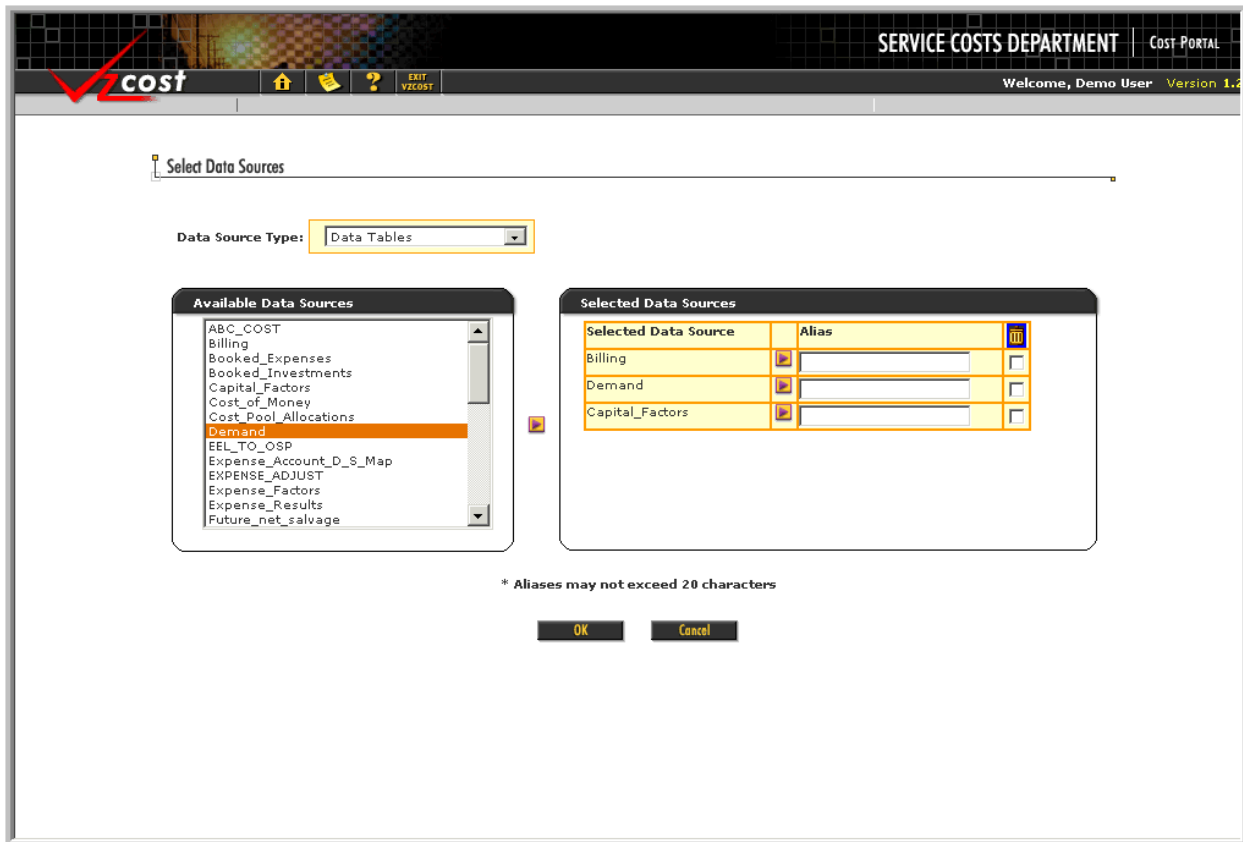
The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the 'New Capital Factor Template' screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the data sources and formulas on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to print data one page at a time, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper. Also at the top right corner of the screen, the 'Show Details' button ( **Show Details ▼** ) and the 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



The screenshot shows the 'New Capital Factor Template' screen. At the top, there is a header with 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. Below the header is a navigation bar with 'cost' logo, home, help, and exit buttons. The main content area is titled 'New Capital Factor Template'. It contains a form with fields for 'Capital Factor Template Name', 'Description', and 'Applicable Jurisdictions' (set to 'All'). There are buttons for 'Printable Grid' and 'Hide Details ▲'. Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The table has columns for 'Data Source' and 'Data Alias'. At the bottom of the table are 'Select' and 'Delete' buttons. At the bottom of the screen are 'Save' and 'Cancel' buttons.

The window at the bottom of the screen has two tabs. These tabs are labelled as 'Data' and 'Formulas'. The user needs to make certain that the 'Data' tab is selected and then press the 'Select' button ( **Select** ) at the bottom, left of the screen.

The 'Select Data Sources' screen loads up. The user should select the 'Data Tables' option from the 'Data Source Type' field by pressing the button (▼) to the right of the field and clicking on the correct item. Once the data source type has been selected, the user may highlight items in the available data sources table on the left and move those items to the right column by pressing the arrow button (▶) between the two columns. To remove an item from the right column, click inside the box at the right of the item and then click on the trash can icon (🗑) above the checked box. Also, once an item has been moved to the right column an alias must be assigned before the system will allow the user to press the 'OK' button (OK) and continue.



Service Costs Department | COST PORTAL

Welcome, Demo User | Version 1.2

### Select Data Sources

Data Source Type: Data Tables



Available Data Sources	Selected Data Sources
ABC_COST	
Billing	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
<b>Demand</b>	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

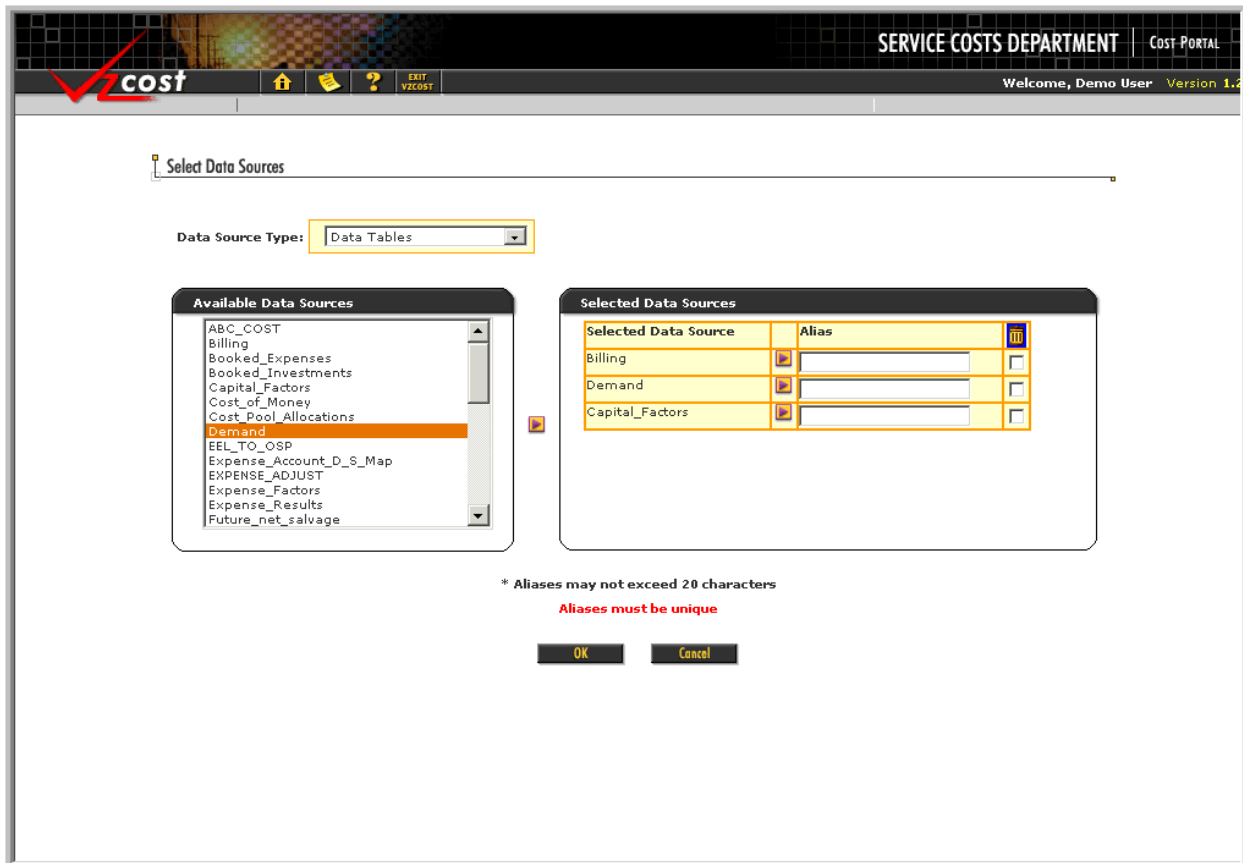
Selected Data Source	Alias	
Billing		🗑
Demand		🗑
Capital_Factors		🗑

\* Aliases may not exceed 20 characters

OK Cancel



To use the data source name as the alias, the user should press the arrow button (  ) to the left of the 'Alias' field. The user may also type in a different alias name manually or use both options by pressing the arrow button (  ) and then adding to the text. In the example shown below, the user tried to continue without providing an alias and the system responded with the error message shown. Please note that an alias cannot contain spaces or special characters with the exception of the underscore, which may be used.



Service Costs Department | COST PORTAL

Welcome, Demo User | Version 1.2

Select Data Sources



Data Source Type: Data Tables

Available Data Sources	Selected Data Sources
ABC_COST	
Billing	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
<b>Demand</b>	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

Selected Data Source	Alias	
Billing		<input type="checkbox"/>
Demand		<input type="checkbox"/>
Capital_Factors		<input type="checkbox"/>

\* Aliases may not exceed 20 characters  
Aliases must be unique

OK Cancel

Once the user has selected all needed data sources and assigned aliases to them, two options will be available. The user may press the 'OK' button (  ) to save the selections and return the user to the previous screen or the user may press the 'Cancel' button (  ) to disregard all changes and return the user to the previous screen.

Notice that the information selected by the user is now populated within the 'Data' tab.



test1-03

Capital Factor Template Name: test1-03

Description: test1-03 - do not use

Applicable Jurisdictions: All

Data Source	Data Alias
Demand	Demand
Billing	Billing
Capital_Factors	Capital_Factors

Select Delete Save Cancel

If an item of data needs to be deleted, the user should click on that item to highlight it and then press the delete button ( **Delete** ).

Next the user will need to create formulas for the capital factor template. Thus, the user will click on the 'Formula' tab and the contents of the formula tab will replace the contents of the data tab on the screen, as shown below.




The screenshot displays the 'New Capital Factor Template' interface. At the top, the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' are visible. The user is logged in as 'Welcome, Demo User' using 'Version 1.2'. The main form is titled 'New Template' and contains the following fields:

- Capital Factor Template Name:** test1-03
- Description:** test1-03 - do not use
- Applicable Jurisdictions:** All

Below the form is a table with the following structure:

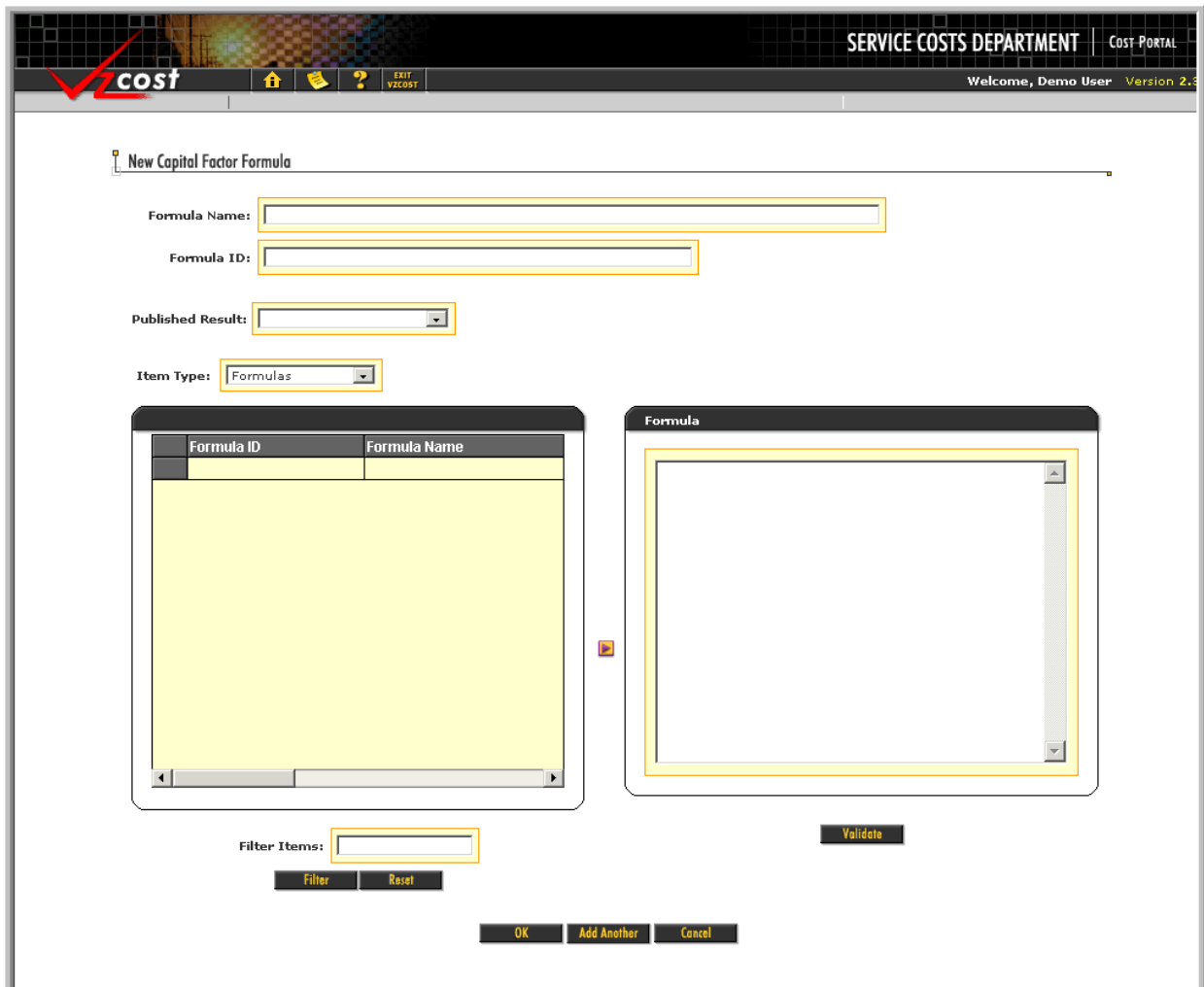
DATA		FORMULAS	
Formula Name	Formula ID	Formula	

At the bottom of the screen, there are several action buttons: 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompt', 'Copy', 'Move Above', 'Move', 'Save', and 'Cancel'.

To create the needed formulas, the user will press the 'New (Insert)' button (  ) at the bottom of the screen.

The 'New Capital Factor Formula' screen loads up. The user will provide a 'Formula Name' which should be a descriptive name of the formula and a 'Formula ID' which should be an abbreviated name for the formula. Next the user must decide whether or not to publish the results of the capital factor run. When publishing results, the user is creating a data version based on the final results of the capital factor run. Thus, once the data version is approved, an analyst may use that data version without having to drill through the intermediate level results of the capital factor run. In order to use the publish function, a formula must be assigned to each of the available items in drop down menu for the 'Published Result' field. All of the items in this field will be formatted as follows: table name.item (example: Capital factors.DEPR would represent the depreciation item from the capital factors table. Next, the user will select from the 'Item Type' drop down box by pressing the button (▼) to the right of the field. There will be three item types available:

- Formulas – Formulas contains a list of other capital factor formulas that have already been created. If no other capital factor formulas have been created yet, then there will be no formula options available.
- Custom Formulas – Contains a list of functions that, when applied against a formula, will perform a pre-designed calculation. Some examples of custom formulas, just to list a few, are cost, total, total cost, total direct shared, and match account.
- All Others – These are all of the [data sources](#) that were selected earlier in the creation of the capital factor template.



Formula ID

Formula ID	Formula Name



Formula

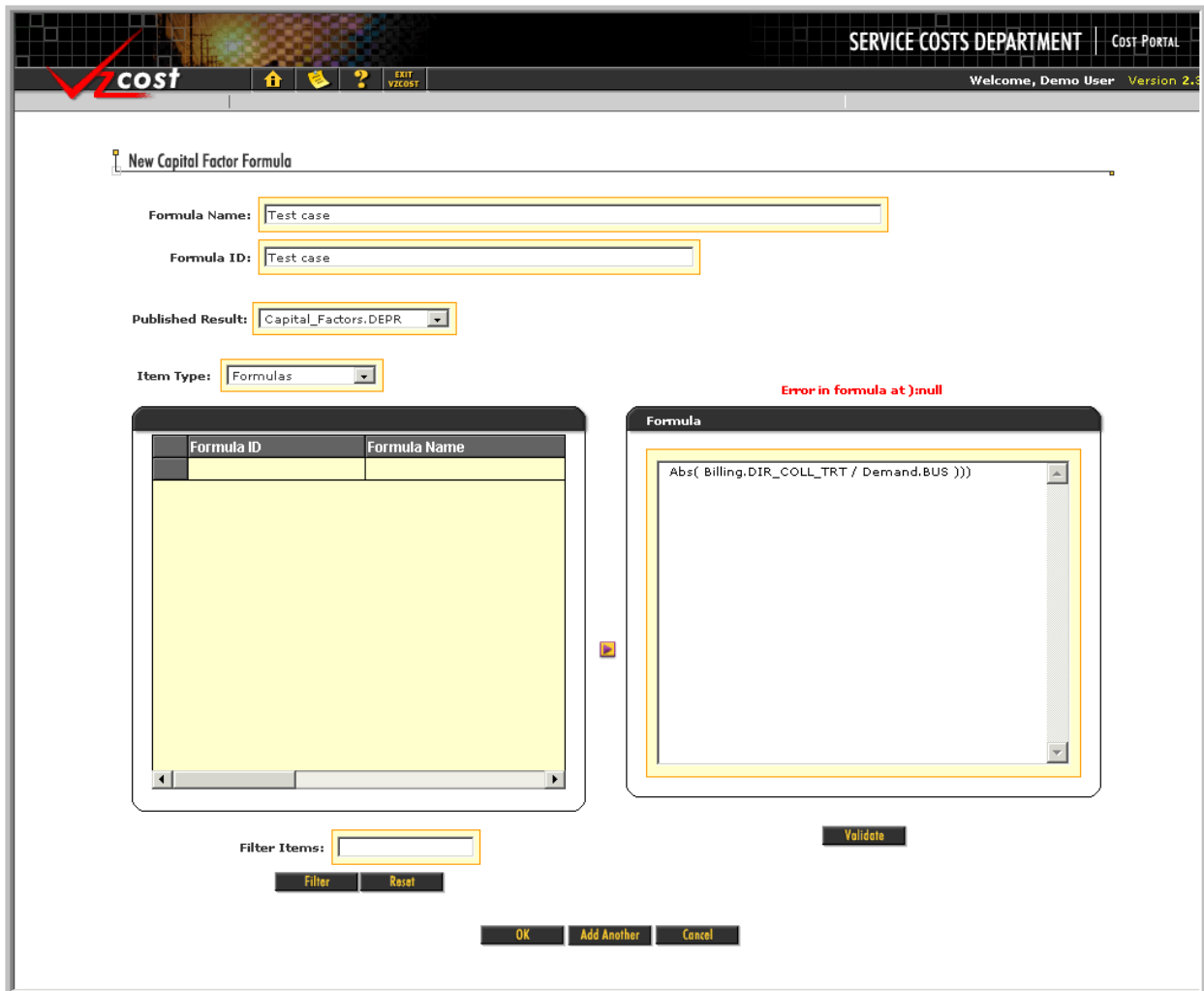
Filter Items:

Filter Reset

Validate

OK Add Another Cancel

On the screen shown below, the width of the columns in the window on the left are adjustable. By positioning the mouse between the two columns in the header row, a bidirectional arrow appears and the user can stretch either the left or right window to view more of the data in the column. In the example below, 'Custom\_Formulas' was chosen from the 'Item Type' field first. The user highlighted 'Abs' and moved it to the formula box on the right by clicking on the arrow button (  ) between the two columns. This function returns the absolute value of any formula that is in the parenthesis located immediately to the right of it. The next item type chosen was 'Billing' and the user selected 'billing.DIR\_COLL\_TRT'. The next item type chosen was 'Demand' and the user selected 'demand.BUS'. These two selections were placed to the right of the word 'Abs' and were surrounded by parenthesis. A forward slash (/) was placed between the two items to indicate division. Thus, the formula was completed by taking the absolute value of the billing being divided by the demand. This is just one example of many formulas that can be built here. Once the formula is complete, the user will press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. The validate function does NOT verify that the data in the formulas were chosen correctly. As shown below, if the formula does not validate properly, an error message will appear above the formula box. Otherwise, as shown on the next page, the word 'VALID' will appear above the formula box.



**Formula Name:** Test case

**Formula ID:** Test case

**Published Result:** Capital\_Factors.DEPR

**Item Type:** Formulas

Formula ID	Formula Name

**Formula:** Abs( Billing.DIR\_COLL\_TRT / Demand.BUS )))

**Error in formula at ;)null**

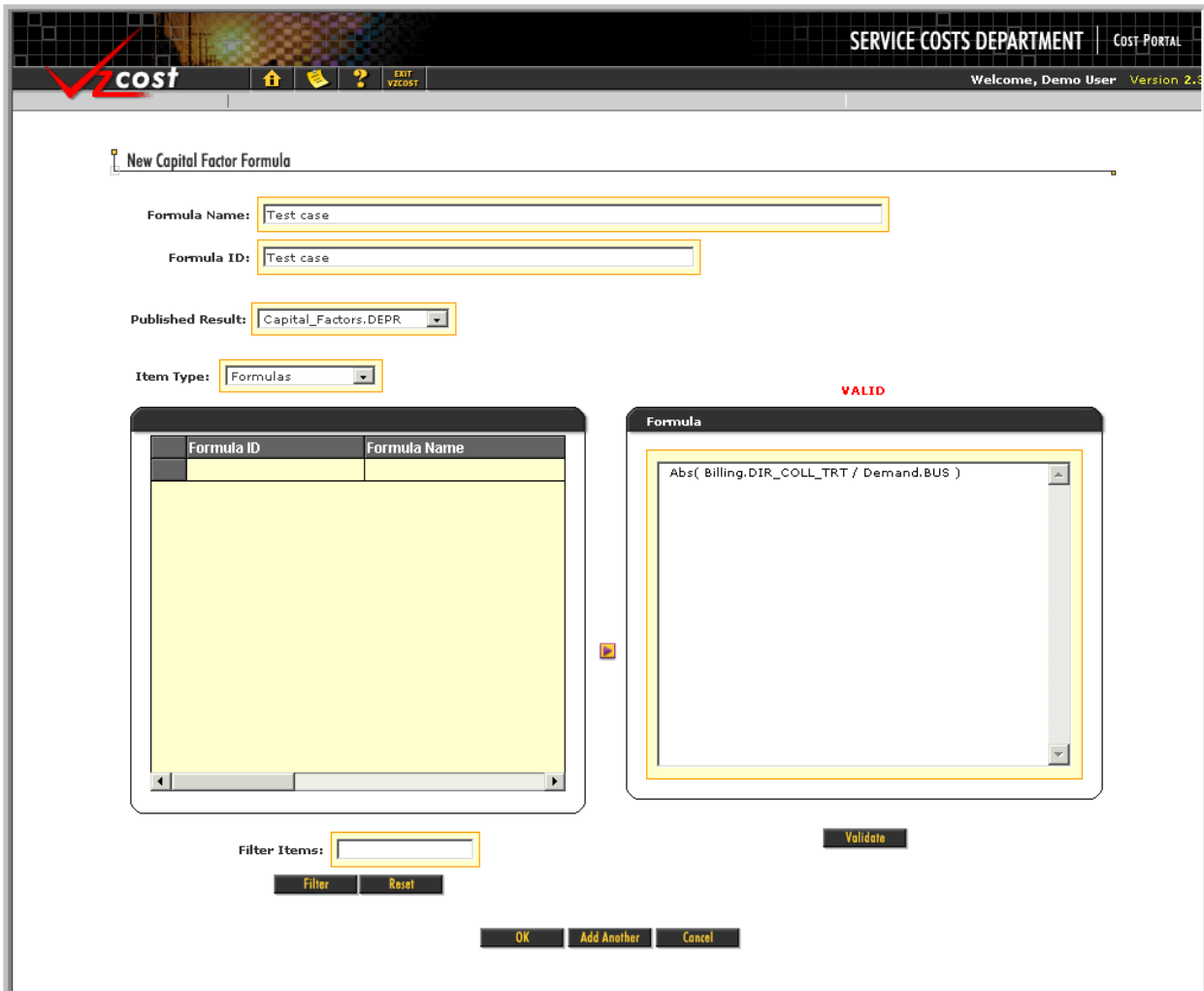
**Validate**

**Filter Items:**

**Filter** **Reset**

**OK** **Add Another** **Cancel**

If the user is choosing from a large list of formula ID's, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button ( **Filter** ). Pressing the reset button ( **Reset** ) will remove all filters and restore the entire list.



**Formula Name:** Test case

**Formula ID:** Test case

**Published Result:** Capital\_Factors.DEPR

**Item Type:** Formulas

Formula ID	Formula Name

**Formula:** Abs( Billing.DIR\_COLL\_TRT / Demand.BUS )

**VALID**





**Filter Items:**


**Filter** **Reset** **Validate**

**OK** **Add Another** **Cancel**

Once the user has completed the formula, three options will be available.

- The user can press the 'OK' button ( **OK** ) which will save the formula and return to the 'New Capital Factor Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It appears in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'New Capital Factor Template' screen where the 'Formula' tab will remain active.

The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ) to edit the formula or pressing the 'Delete' button (  ) to delete the formula. If certain formulas need to be grouped together, they may be moved up or down within the list. To accomplish this, the user should click on a formula to highlight it and then press either the 'Move Up' button (  ) or the 'Move Down' button (  ) at the bottom of the screen. This may be continued until the highlighted formula has been successfully relocated to the correct location within the list.




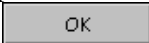
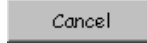
The screenshot shows the 'New Capital Factor Template' interface. At the top, there is a header for 'SERVICE COSTS DEPARTMENT' and 'COST-PORTAL'. Below the header, there is a navigation bar with icons for home, help, and exit. The main content area is titled 'New Capital Factor Template' and contains a form with the following fields:

- Capital Factor Template Name:
- Description:
- Applicable Jurisdictions:

Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, showing a table with the following data:

Formula Name	Formula ID	Formula
test case	test_case	Abs' Capital DEPR )
testcase2	testcase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

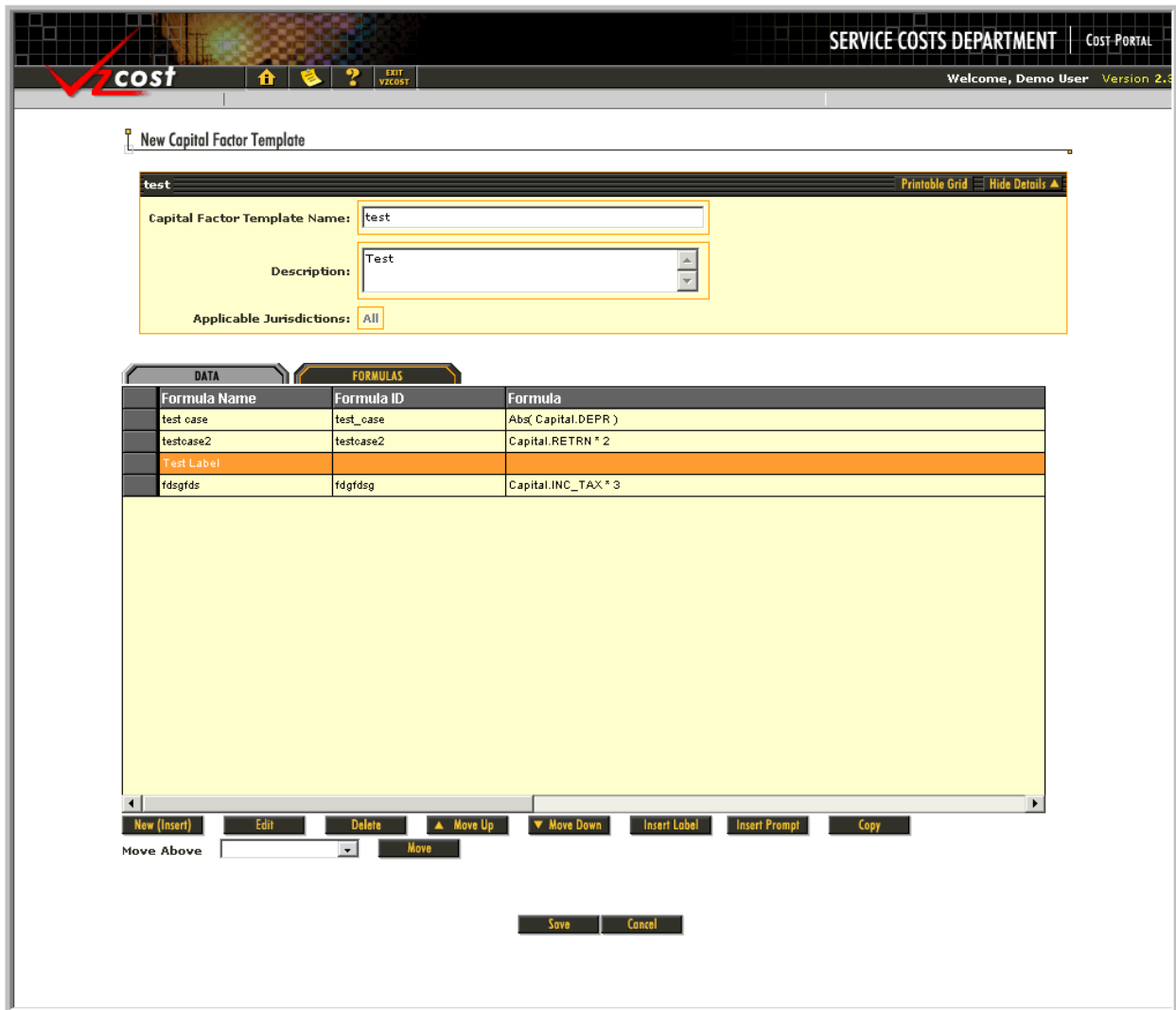
At the bottom of the interface, there is a toolbar with buttons for 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompt', and 'Copy'. Below the toolbar, there is a 'Move Above' dropdown menu and a 'Move' button. At the very bottom, there are 'Save' and 'Cancel' buttons.

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (  ). When this button is pressed, the user will be prompted to enter a name for the label. The user may enter a name and then press the 'OK' button (  ) or the user can choose to press the 'Cancel' button (  ) which will cancel the request.



The screenshot shows a dialog box titled 'EXPLORER USER PROMPT'. It contains a 'Script Prompt:' field with the text 'Enter the name for the label'. Below the prompt is an empty text input field. At the bottom right of the dialog, there are two buttons: 'OK' and 'Cancel'.

As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, [described earlier](#), will allow the user to move the label as needed.



test

Capital Factor Template Name: test

Description: Test

Applicable Jurisdictions: All



Formula Name	Formula ID	Formula
test case	test_case	Abs( Capital.DEPR )
testcase2	testcase2	Capital.RETRN * 2
Test Label		
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

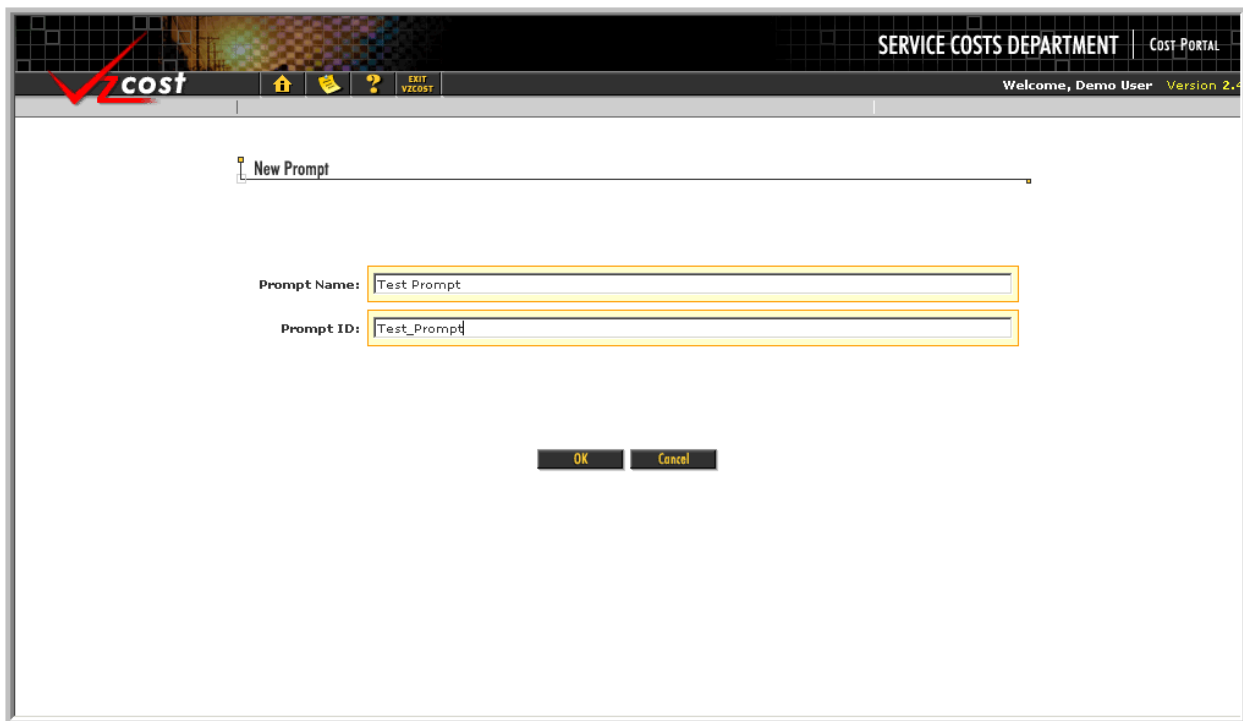
New (Insert) Edit Delete Move Up Move Down Insert Label Insert Prompt Copy

Move Above Move Save Cancel

The insert prompt function allows the user to add a prompt to the template. Rather than building a formula, a prompt will allow the user to select the specific investment value when the capital factor run is processed. This is useful in situations where the needed investment values change periodically. To insert a prompt, the user will press the 'Insert Prompt' button ( **Insert Prompt** ).



The 'New Prompt' screen, shown below, loads up. To create a prompt, the user will have two fields that will need to be populated on this screen. The 'Prompt Name' field is equivalent to the 'Formula Name' field in the formula builder. The 'Prompt ID' field is equivalent to the 'Formula ID' field in the formula builder. When done, the user can press the 'OK' button (  ) which will save the prompt and return to the 'New Capital Factor Template' screen where the 'Formula' tab will remain active or the user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Capital Factor Template' screen where the 'Formula' tab will remain active.

The screenshot shows the 'New Prompt' screen within the VZcost application. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is identified as 'Demo User' and the version is '2.4'. The main content area has a title 'New Prompt' and two input fields: 'Prompt Name' with the value 'Test Prompt' and 'Prompt ID' with the value 'Test\_Prompt'. At the bottom, there are 'OK' and 'Cancel' buttons.

Service Costs Department | COST PORTAL

Welcome, Demo User | Version 2.4

New Prompt

Prompt Name:

Prompt ID:



HOME ? EXIT VZCOST

SERVICE COSTS DEPARTMENT COST PORTAL

Welcome, External Demo Version 2.4

**New Capital Factor Template**

test Printable Grid Hide Details ▲



Capital Factor Template Name:

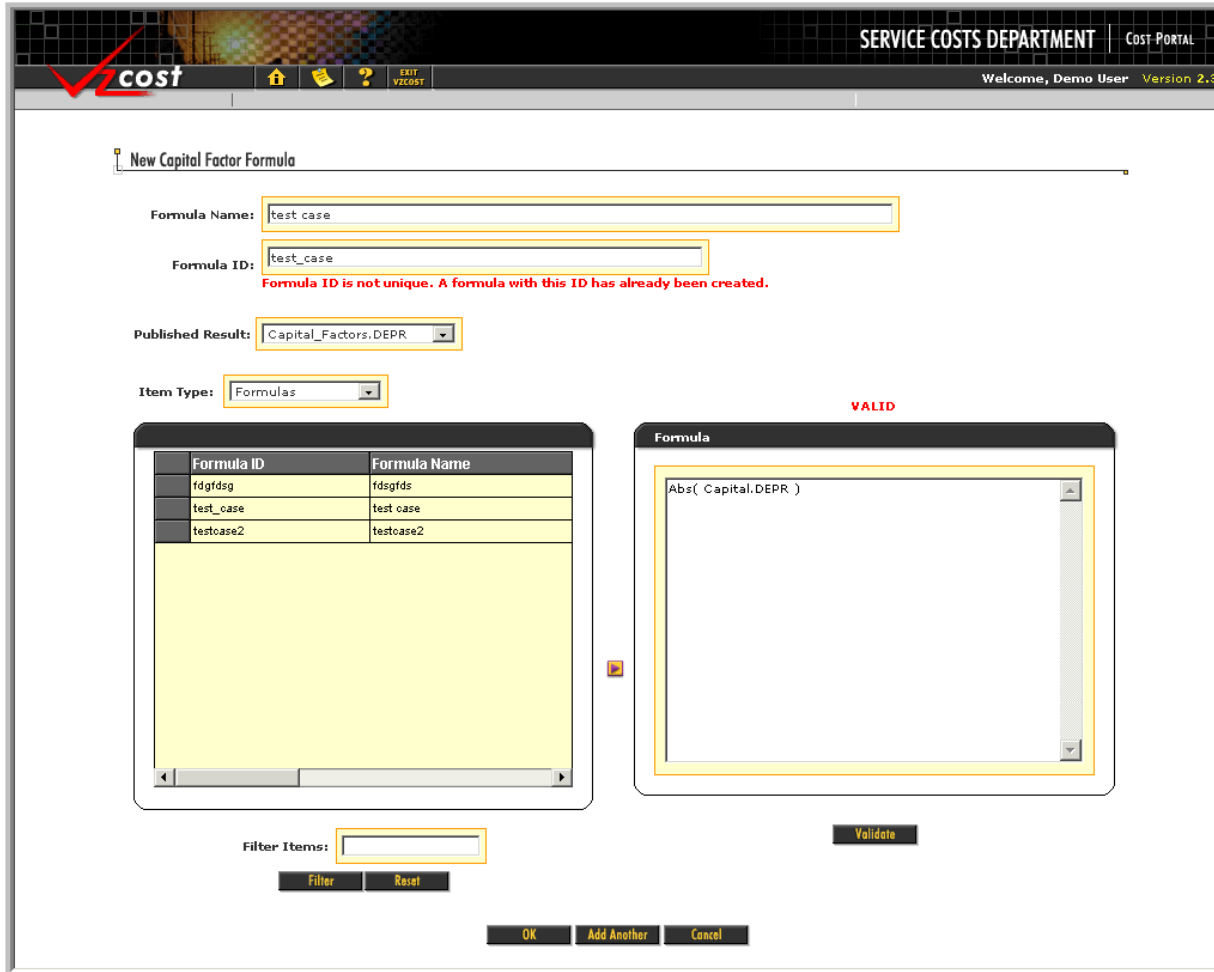
Description:

Applicable Jurisdictions:

DATA	FORMULAS	
Formula Name	Formula ID	Formula
test case	test_case	Abx( Capital.DEPR )
Test Prompt	Test_Prompt	<Prompt>

The formula copy function allows the user to copy an existing formula for use in a new formula. To use this function, the user will click on the formula to be copied and then press the ‘Copy’ button (  ). Once the button is pressed, the ‘New Capital Factor Formula’ screen loads up with the ‘Formula Name’ field, the ‘Formula ID’ field, and the formula box at the right of the screen already populated with the information from the original formula. The user must modify the two fields at the top of the page to make them different from the comparable fields in the formula that was originally copied. Next the user make any needed changes to the copied formula as described [earlier in this subsection](#). If choosing from a large list of ‘Formula ID’s, the list can be filtered by typing characters of the formula id name in the ‘Filter Items’ box at the bottom of the screen and pressing the ‘Filter’ button (  ). Pressing the ‘Reset’ button (  ) will remove all filters and restore the entire list.

Once the user has finished modifying the formula, the 'Validate' button (  ) will be pressed to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. If the user presses the 'OK' button (  ) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.



**Formula ID is not unique. A formula with this ID has already been created.**

Formula ID	Formula Name
fdgfdsg	fdsgfds
test_case	test case
testcase2	testcase2




VALID

Abs( Capital.DEPR )


Validate

OK Add Another Cancel

Once the user has made all of the needed modifications, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'New Capital Factor Template' screen, shown below, where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Capital Factor Template' screen, shown below, where the 'Formula' tab will remain active.

The move function works similar to the move up/move down function [described earlier](#). However, with the move function, the user will click on the formula to be moved. Then the user will select a formula name from the drop down box in the 'Move Above' field by pressing the button (▼) to the right of the field and making a selection. Finally, the user will press the 'Move' button (Move) to move the selected formula above the formula named in the drop down box.



**test** Printable Grid Hide Details ▲

Capital Factor Template Name: test

Description: Test

Applicable Jurisdictions: All

Formula Name	Formula ID	Formula
test case	test_case	Abs( Capital DEPR )
testcase2	testcase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

New (Insert) Edit Delete ▲ Move Up ▼ Move Down Insert Label Insert Prompt Copy


Move Above [▼] Move

Save Cancel

Now, assuming that the entire capital factor template is complete, the user will have two options.

- The user may press the 'Save' button ( Save ) to save the new capital factor template and return to the 'Capital Factor Templates' screen.
- The user may press the 'Cancel' button ( Cancel ) to disregard all work and return to the 'Capital Factor Templates' screen without saving anything.

## Section 7.1.2: Editing a Capital Factor Template

To edit a capital factor template, the user should navigate to the 'Capital Factor Templates' screen, click on the template that needs to be edited, thus highlighting it, and then press the 'Edit' button (  ) at the bottom of the screen. The 'Edit Capital Factor Template' screen, shown below, will load up.



Service Costs Department | COST PORTAL  
Welcome, Demo User | Version 2.3

**Edit Capital Factor Template**

**EditTest** Printable Grid Hide Details ▲

Capital Factor Template Name:

Description:

Applicable Jurisdictions: [All](#)

DATA	FORMULAS
Data Source	Data Alias
Capital_Factors	Capital

[Select](#) [Delete](#)

[Save](#) [Cancel](#)

If the template has not been used in a capital factor run, then the user will be able to modify the name, the description, and the applicable jurisdiction of the capital factor template. To change the applicable jurisdictions, the user will click the word 'All' which also serves as a link. If this was changed previously, then the user will click on one of the jurisdictions that are listed as they also serve as links. However, if the template has been used in a capital factor run, then the user will not be able to make any changes to the name, the description, or the applicable jurisdiction of the capital factor template.







**Applicable Jurisdictions**

Choose jurisdictions for which this Capital Factor Template is applicable

All Jurisdictions  
 Selected Jurisdictions

Available Jurisdictions	Selected Jurisdictions
Alabama	Selected Jurisdictions
Arizona	Pennsylvania (Bell Atlantic)
California	Pennsylvania (GTE)
Connecticut	
Delaware	
Florida	
Hawaii	
Idaho	
Illinois	
Indiana	
Kentucky	
Maine	
Maryland	
Massachusetts	

OK Cancel

If the link has been clicked, the screen shown above will load up. The user will have two options here. First, the user may select the needed jurisdictions in the left column and press the arrow button (  ) between the two columns. Doing this moves the jurisdictions to the list in the right column and, if the previous selection was 'All', changes the radio button at the top of the screen from 'All Jurisdictions' to 'Selected Jurisdictions'. Second, the user may remove an existing item from the right column by clicking the check box next to the item to be removed and then click the trash can icon (  ) at the top of the column. Pressing the 'OK' button (  ) will save any changes and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.

The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the 'Edit Capital Factor Template' screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the data sources and formulas on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to print data one page at a time, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper. Also at the top right corner of the screen, the 'Show Details' button ( **Show Details ▼** ) and the 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



The screenshot displays the 'Edit Capital Factor Template' interface. At the top, there is a navigation bar with the Verizon Cost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Welcome, Demo User' and the version is '2.3'. The main content area is titled 'Edit Capital Factor Template' and contains a form with the following fields:

- Capital Factor Template Name:** EditTest
- Description:** EditTest
- Applicable Jurisdictions:** All

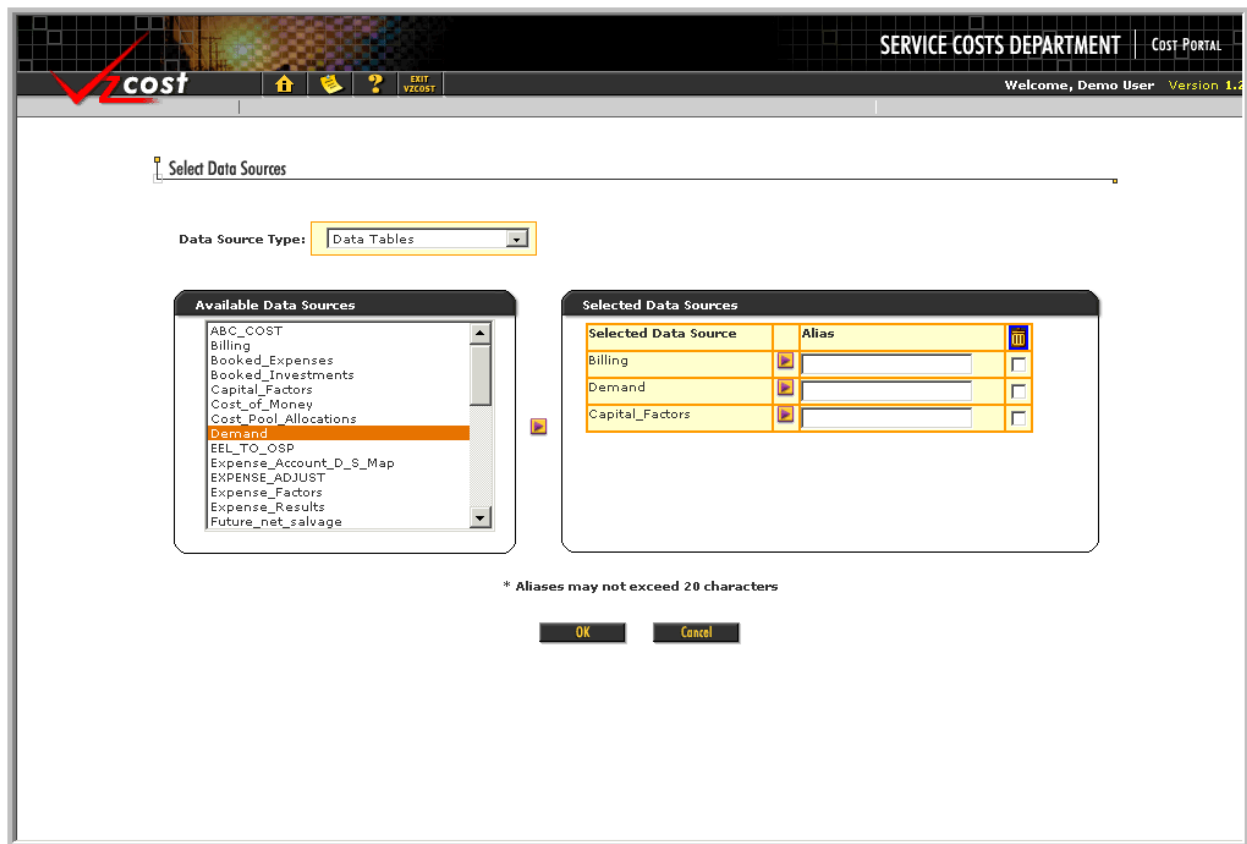
Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'DATA' tab is selected, showing a table with the following data:

Data Source	Data Alias
Capital_Factors	Capital

At the bottom of the screen, there are buttons for 'Select', 'Delete', 'Save', and 'Cancel'.

The window at the bottom of the screen has two tabs. These tabs are labelled as 'Data' and 'Formulas'. The user needs to make certain that the 'Data' tab is selected. To add new data sources, the user will press the 'Select' button ( **Select** ) at the bottom, left of the screen.

The 'Select Data Sources' screen loads up. The user may select the 'Data Tables' option from the 'Data Source Type' field by pressing the button (▼) to the right of the field and clicking on the correct item. Once the data source type has been selected, the user may highlight items in the available data sources table on the left and move those items to the right column by pressing the arrow button (▶) between the two columns. To remove an existing item from the right column, click inside the box at the right of the item and then click on the trash can icon (🗑) above the checked box. Also, once a new item has been moved to the right column an alias must be assigned before the system will allow the user to press the 'OK' button (OK) and continue.



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 1.2

**Select Data Sources**

Data Source Type: Data Tables



Available Data Sources	Selected Data Sources
ABC_COST	
Billing	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
<b>Demand</b>	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

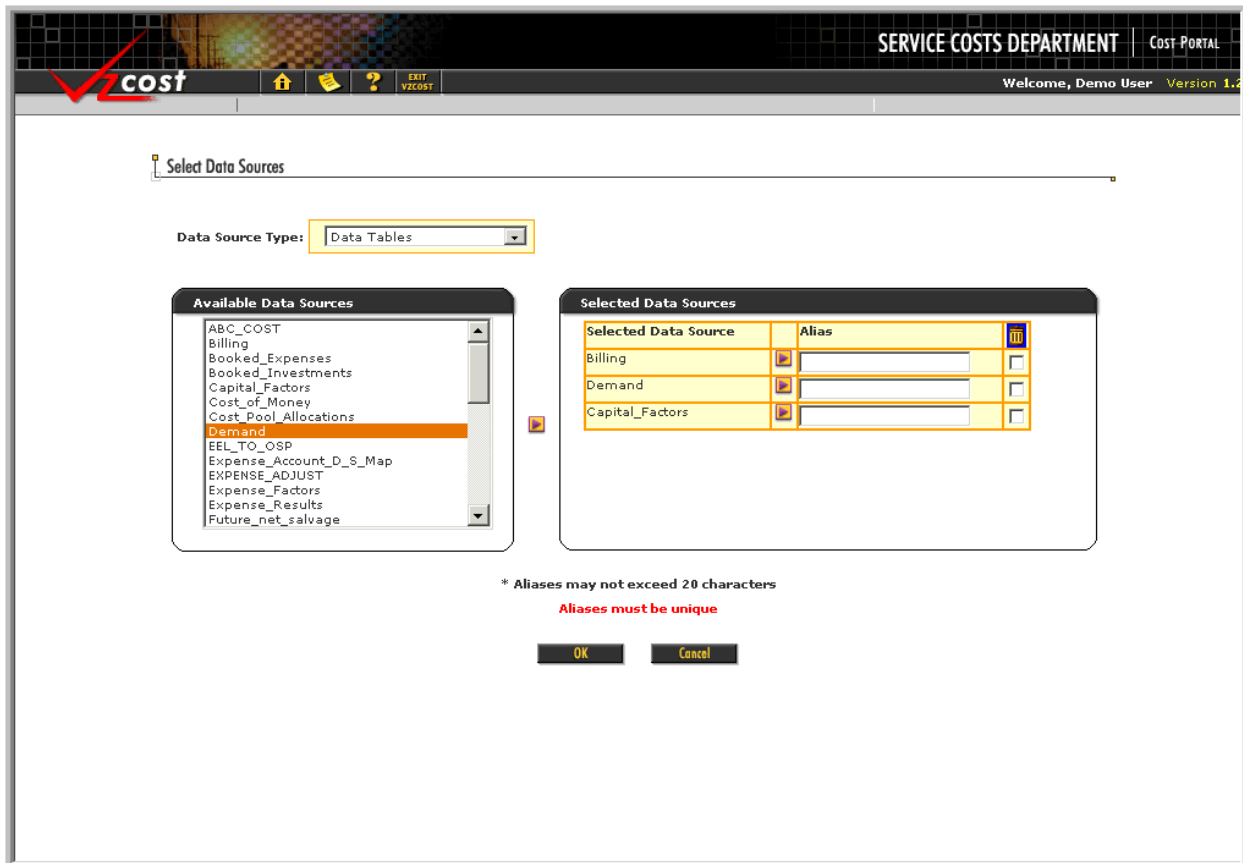
Selected Data Source	Alias	
Billing		🗑
Demand		🗑
Capital_Factors		🗑

\* Aliases may not exceed 20 characters

OK Cancel



To use the data source name as the alias for new data sources, the user should press the arrow button (  ) to the left of the 'Alias' field. The user may also type in a different alias name manually or use both options by pressing the arrow button (  ) and then adding to the text. In the example shown below, the user tried to continue without providing an alias and the system responded with the error message shown. Please note that an alias cannot contain spaces or special characters with the exception of the underscore, which may be used.





**Select Data Sources**


Data Source Type:

Available Data Sources	Selected Data Sources
ABC_COST	
Billing	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
<b>Demand</b>	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

Selected Data Source	Alias
Billing	
Demand	
Capital_Factors	

\* Aliases may not exceed 20 characters  
Aliases must be unique

Once the user has completed the desired modifications and assigned aliases to any new data sources, two options will be available. The user may press the 'OK' button (  ) to save the changes and return the user to the previous screen or the user may press the 'Cancel' button (  ) to disregard all changes and return the user to the previous screen.

The information that was modified by the user is now populated within the 'Data' tab. If an data source needs to be deleted, the user should click on that item to highlight it and then press the delete button (  ).

Service Costs Department | COST PORTAL

Welcome, Demo User | Version 2.3

### Edit Capital Factor Template

**EditTest** Printable Grid Hide Details

Capital Factor Template Name:

Description:

Applicable Jurisdictions:

DATA	FORMULAS
Data Source	Data Alias
Capital_Factors	Capital

If the user would like to make changes to or add additional formulas for the capital factor template, then that user will click on the 'Formula' tab and the contents of the formula tab will replace the contents of the data tab on the screen, as shown below.



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 2.3

**Edit Capital Factor Template**

**EditTest** Printable Grid Hide Details

Capital Factor Template Name:

Description:

Applicable Jurisdictions:

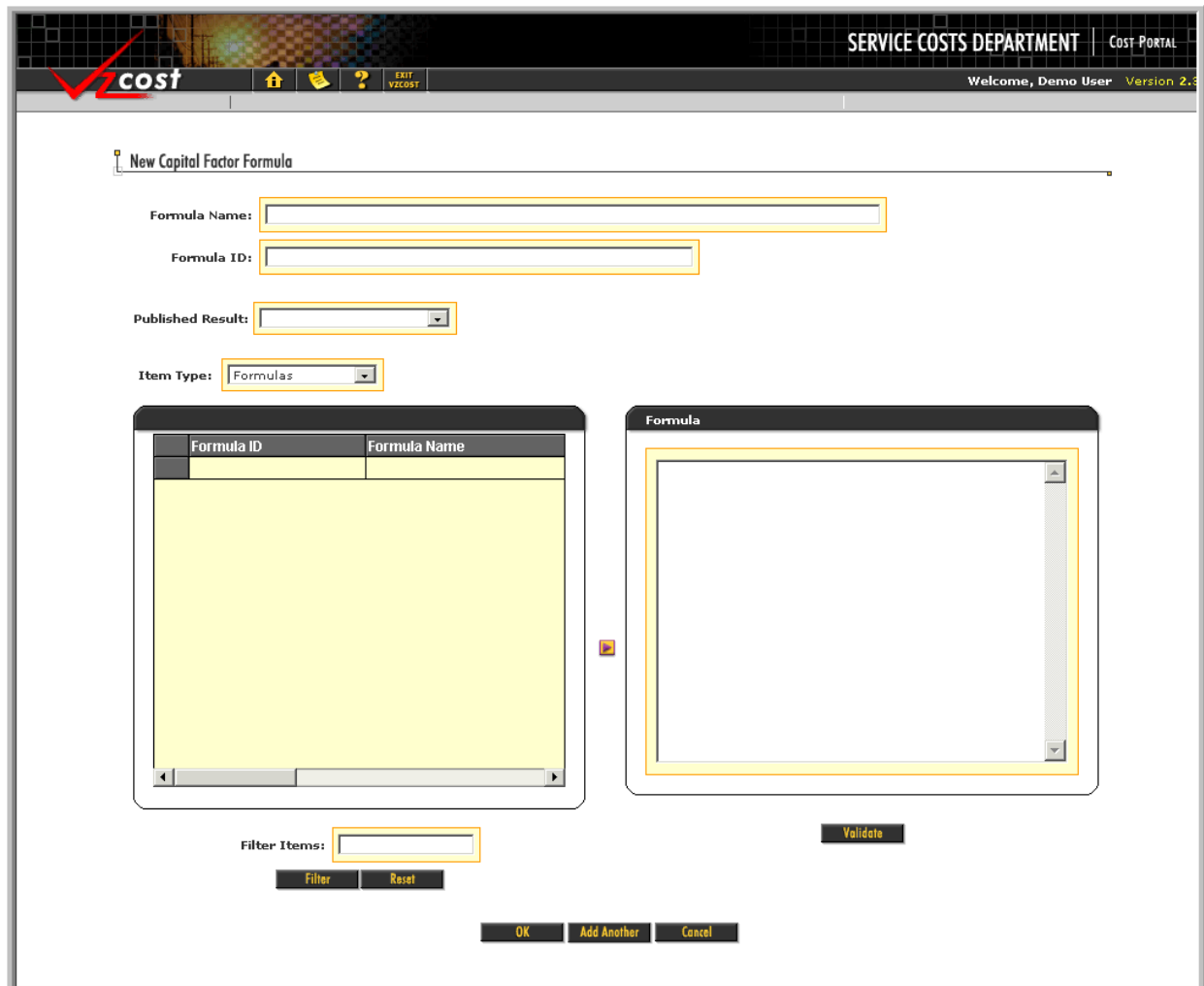
Formula Name	Formula ID	Formula
test_case	test_case	Abx(Capital.DEPR)
testcase2	testcase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

Move Above:

To create additional formulas, the user will press the 'New (Insert)' button (  ) at the bottom of the screen. If no formulas are highlighted when this button is pressed, then the new formula that will be created will appear at the bottom of the list of formulas on the 'Edit Capital Factor Template' screen. However, if the user highlights a formula before pressing the 'New (Insert)' button (  ), then the new formula that will be created will appear immediately above the formula that was highlighted on the 'Edit Capital Factor Template' screen.

The 'New Capital Factor Formula' screen loads up. The user may edit the 'Formula Name' and the 'Formula ID' as long as the template has not been used in a run. The user may also edit the publish results selections if any were made. If none were made, the user must decide whether such selections need to be made. When publishing results, a data version based on the final results of the capital factor run is being created. Once that data version is approved, an analyst may use it without having to drill through the intermediate level results of the capital factor run. Remember that, in order to use the publish function, a formula must be assigned to each of the available items in drop down menu for the 'Published Result' field. All of the items in this field will be formatted as follows: table name.item. So, capital factors.DEPR would represent the depreciation item from the capital factors table. Next, the user will select from the 'Item Type' drop down box by pressing the button (▼) to the right of the field. Three item types will be available:

- Formulas – Formulas contains a list of other capital factor formulas that have already been created. If no other capital factor formulas have been created yet, then there will be no formula options available.
- Custom Formulas – Contains a list of functions that, when applied against a formula, will perform a pre-designed calculation. Some examples of custom formulas, just to list a few, are cost, total, total cost, total direct shared, and match account.
- All Others – These are all of the [data sources](#) that were selected earlier in the creation of the capital factor template.



Service Costs Department | COST PORTAL  
Welcome, Demo User | Version 2.3

**New Capital Factor Formula**

Formula Name:

Formula ID:

Published Result:

Item Type:



Formula ID	Formula Name

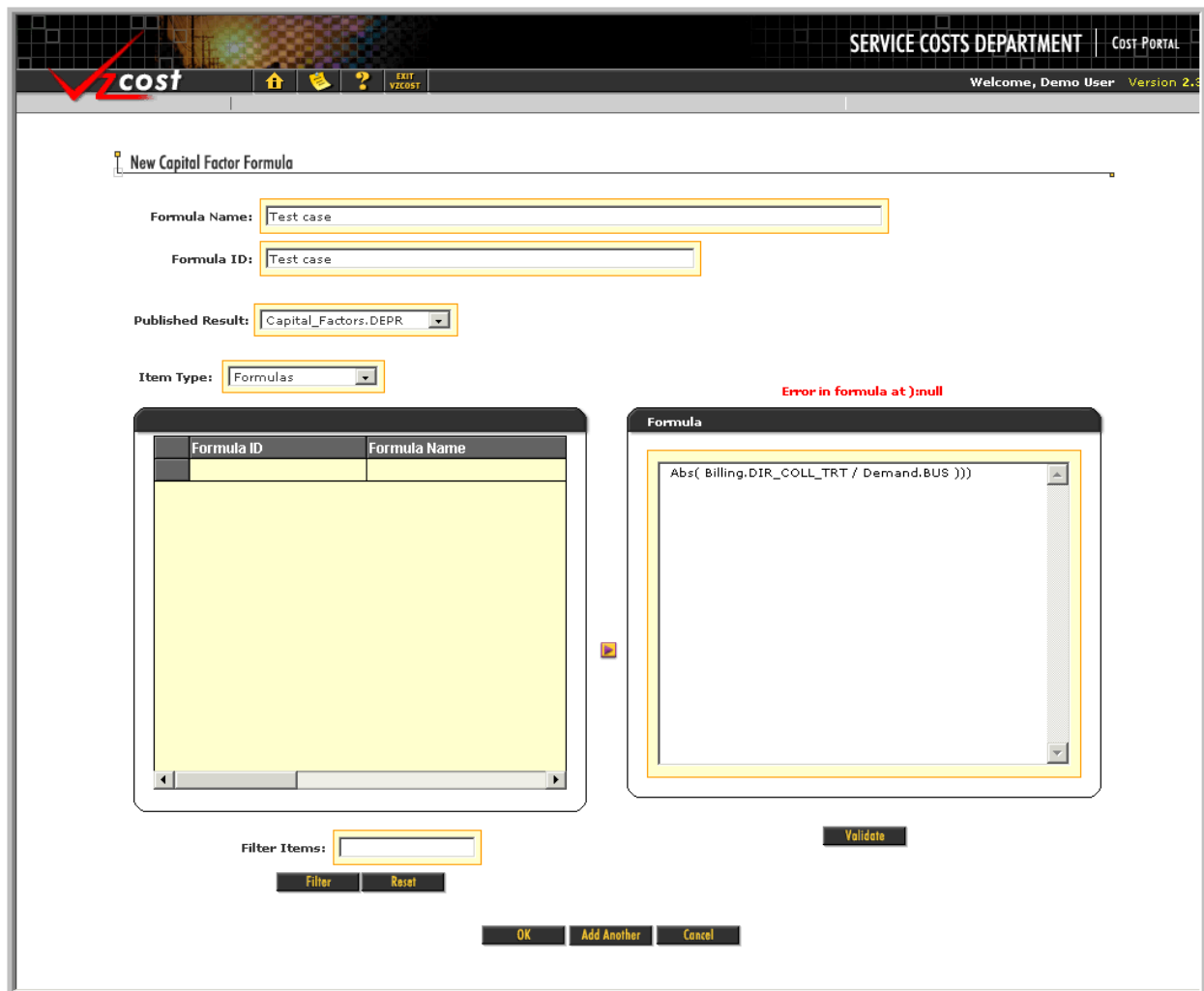
Formula

Filter Items:

Filter Reset Validate

OK Add Another Cancel

On the screen shown below, the width of the columns in the window on the left are adjustable. By positioning the mouse between the two columns in the header row, a bidirectional arrow appears and the user can stretch either the left or right window to view more of the data in the column. In the example below, 'Custom\_Formulas' was chosen from the 'Item Type' field first. The user highlighted 'Abs' and moved it to the formula box on the right by clicking on the arrow button (  ) between the two columns. This function returns the absolute value of any formula that is in the parenthesis located immediately to the right of it. The next item type chosen was 'Billing' and the user selected 'billing.DIR\_COLL\_TRT'. The next item type chosen was 'Demand' and the user selected 'demand.BUS'. These two selections were placed to the right of the word 'Abs' and were surrounded by parenthesis. A forward slash (/) was placed between the two items to indicate division. Thus, the formula was completed by taking the absolute value of the billing being divided by the demand. This is just one example of many formulas that can be built here. Once the formula is complete, the user will press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. The validate function does NOT verify that the data in the formulas were chosen correctly. As shown below, if the formula does not validate properly, an error message will appear above the formula box. Otherwise, as shown on the next page, the word 'VALID' will appear above the formula box.



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 2.4

**New Capital Factor Formula**

Formula Name:

Formula ID:

Published Result:

Item Type:

Formula ID	Formula Name

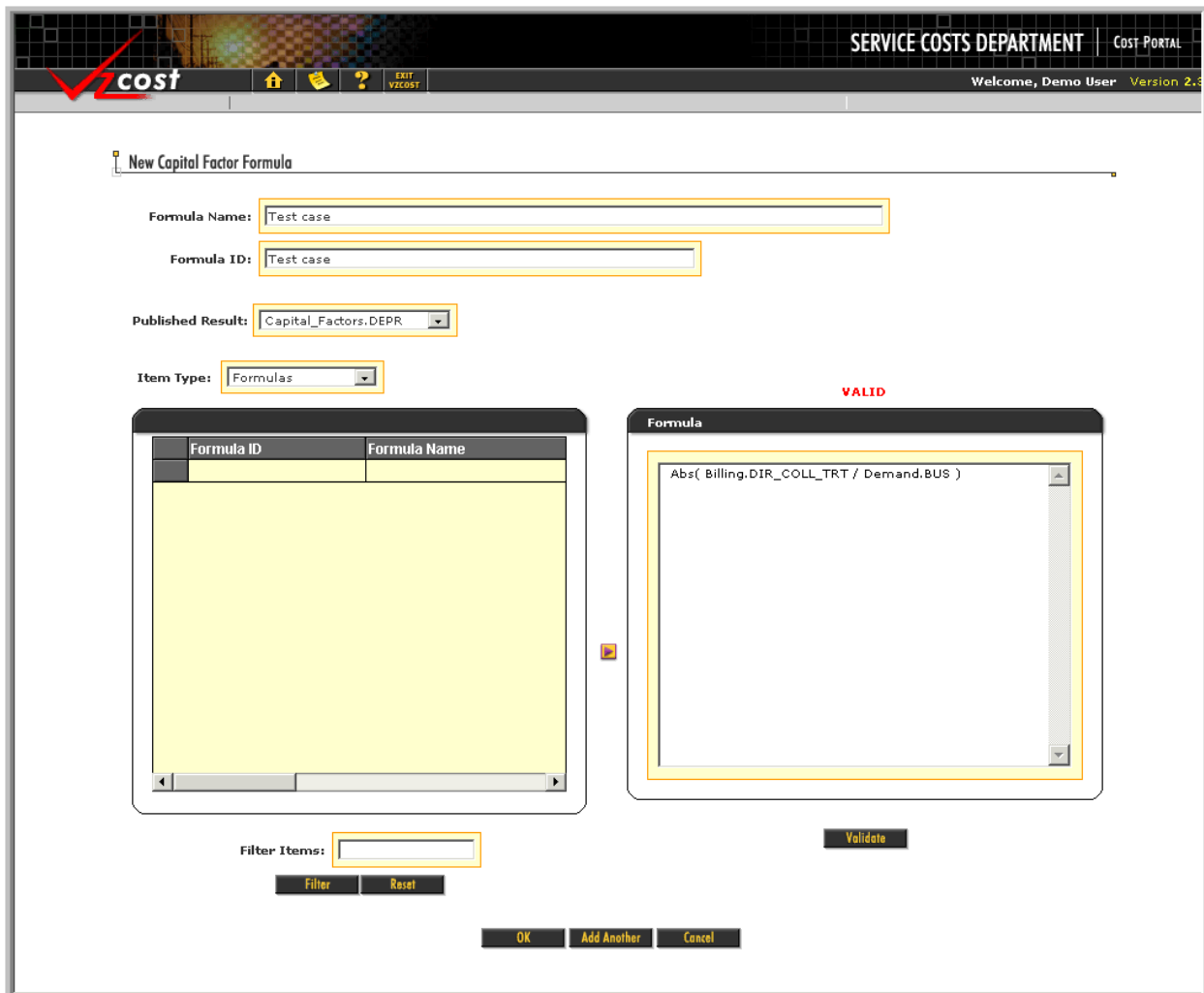
**Formula**

Error in formula at ;)null

Abs( Billing.DIR\_COLL\_TRT / Demand.BUS )))

Filter Items:

If the user is choosing from a large list of formula ID's, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button ( **Filter** ). Pressing the reset button ( **Reset** ) will remove all filters and restore the entire list.



**Formula Name:** Test case

**Formula ID:** Test case

**Published Result:** Capital\_Factors.DEPR

**Item Type:** Formulas

Formula ID	Formula Name

**Formula:** Abs( Billing.DIR\_COLL\_TRT / Demand.BUS )

**VALID**


**Filter Items:**

**Filter** **Reset**

**OK** **Add Another** **Cancel**

Once the user has finished adding the new formulas, three options will be available.

- The user can press the 'OK' button ( **OK** ) which will save the new formula and return to the 'Edit Capital Factor Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It appears in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'Edit Capital Factor Template' screen where the 'Formula' tab will remain active.

The user may edit a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ) to edit the formula. If the capital factor template has been used in a run, this button will not be available.

Service Costs Department | COST PORTAL  
Welcome, Demo User | Version 2.3

**Edit Capital Factor Template**

**EditTest** Printable Grid Hide Details


Capital Factor Template Name:

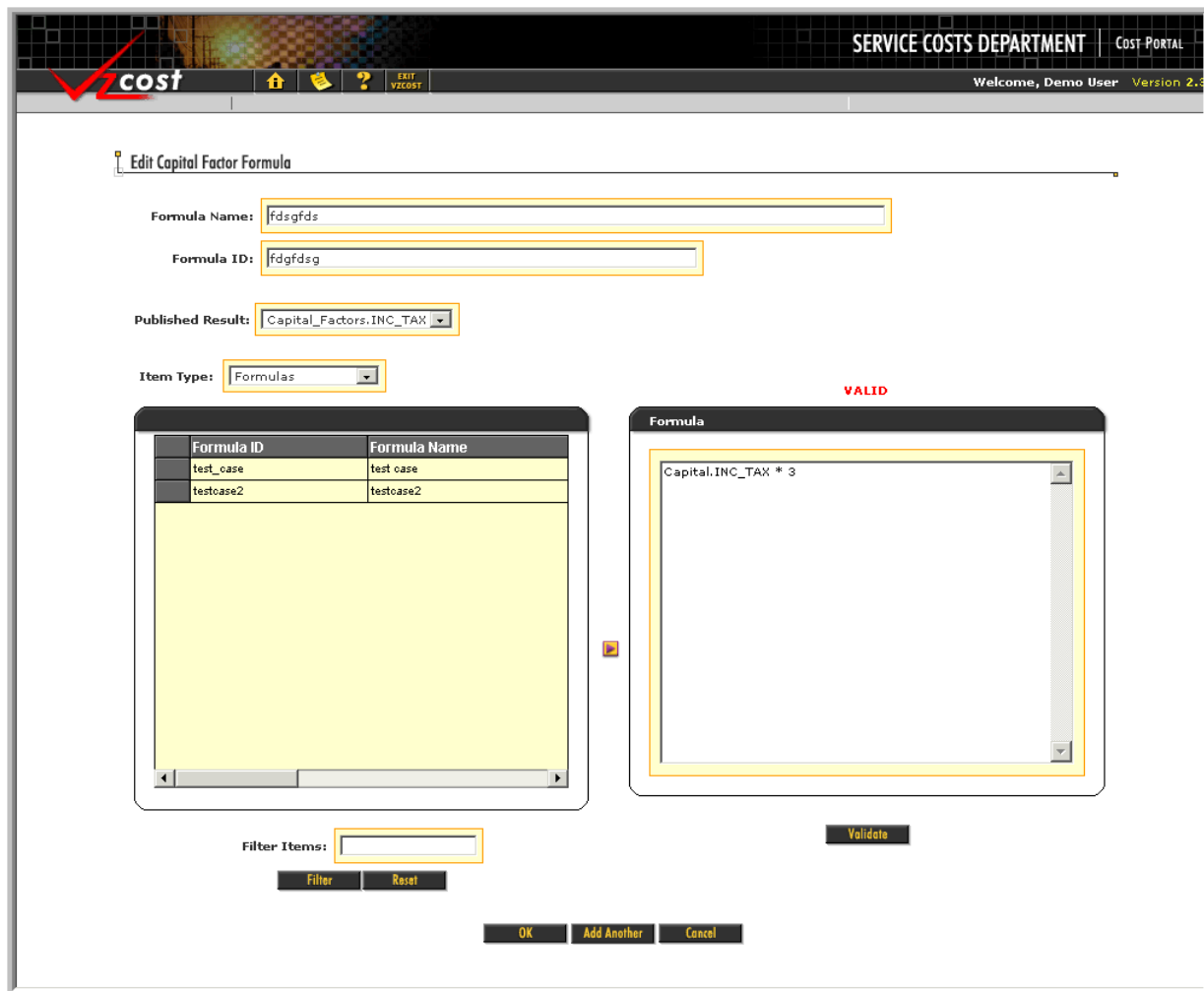
Description:

Applicable Jurisdictions:

Formula Name	Formula ID	Formula
test case	test_case	Abx(Capital.DEPR)
testcase2	testcase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

Move Above:

The 'Edit Capital Factor Formula' screen loads up so that the user may edit the formula. The formula name and ID may both be edited. New items can be added to the formula either manually or by adding them through the 'Item Type' drop down menu and then making a selection from the box on the left of the screen. The user can even edit or add selections from the published results drop down menu. All of these options were described earlier [in this section](#). Once the formula has been edited, the user will press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. The validate function does NOT verify that the data in the formulas were chosen correctly. As shown below, the word 'VALID' will appear above the formula box if the syntax of the formula is good.



**Edit Capital Factor Formula**

Formula Name:

Formula ID:

Published Result:

Item Type:




Formula ID	Formula Name
test_case	test case
testcase2	testcase2

Formula:





**VALID**

Filter Items:

Once the user has finished editing the formula, three options will be available.

- The user can press the 'OK' button (  ) which will save the edited formula and return to the 'Edit Capital Factor Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the edited formula and reset the screen so that a new formula can be created. The user should notice that, if needed, the edited formula will now be available for inclusion in any new formulas. It appears in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard all changes on the current screen and return to the 'Edit Capital Factor Template' screen where the 'Formula' tab will remain active.



The user may delete an existing formula by clicking on that formula to highlight it and then pressing the 'Delete' button (  ). If a formula is deleted in error, it can be quickly restored by pressing the 'Cancel' button (  ) at the bottom of the screen and then starting the edit process over again. If certain formulas need to be grouped together, they may be moved up or down within the list. To accomplish this, the user should click on a formula to highlight it and then press either the 'Move Up' button (  ) or the 'Move Down' button (  ) at the bottom of the screen. This may be continued until the highlighted formula has been successfully relocated to the correct location within the list.



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Welcome, Demo User | Version 2.3

Edit Capital Factor Template



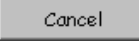
Capital Factor Template Name:

Description:

Applicable Jurisdictions:

Formula Name	Formula ID	Formula
test_oase	test_oase	Abg(Capital.DEPR)
testcase2	testcase2	Capital.RETRN * 2
fdsgtds	fdsgtds	Capital.INC_TAX * 3

Buttons: New (Insert), Edit, Delete, Move Up, Move Down, Insert Label, Insert Prompt, Copy, Move Above, Move, Save, Cancel

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (  ). When this button is pressed, the user will be prompted to enter a name for the label. The user may enter a name and then press the 'OK' button (  ) or the user can choose to press the 'Cancel' button (  ) which will cancel the request.



EXPLORER USER PROMPT

Script Prompt:

Enter the name for the label

Buttons: OK, Cancel

As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, [described earlier](#), will allow the user to move the label as needed.



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 2.3

**Edit Capital Factor Template**

**EditTest** Printable Grid Hide Details ▲

Capital Factor Template Name:


Description:

Applicable Jurisdictions:

Formula Name	Formula ID	Formula
test case	test_case	Abs( Capital.DEPR )
testcase2	testcase2	Capital.RETRN * 2
Label 2003		
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

Move Above:

The insert prompt function allows the user to add a prompt to the template. Rather than building a formula, a prompt will allow the user to select the specific investment value when the capital factor run is processed. This is useful in situations where the needed investment values change periodically. To insert a prompt, the user will press the 'Insert Prompt' button (  ). The user may insert prompts when the template is being created or when the template is being edited.



HOME ? EXIT VZCOST

SERVICE COSTS DEPARTMENT COST PORTAL

Welcome, External Demo Version 2.4

**Edit Capital Factor Template**

test Printable Grid Hide Details ▲

Capital Factor Template Name:



Description:

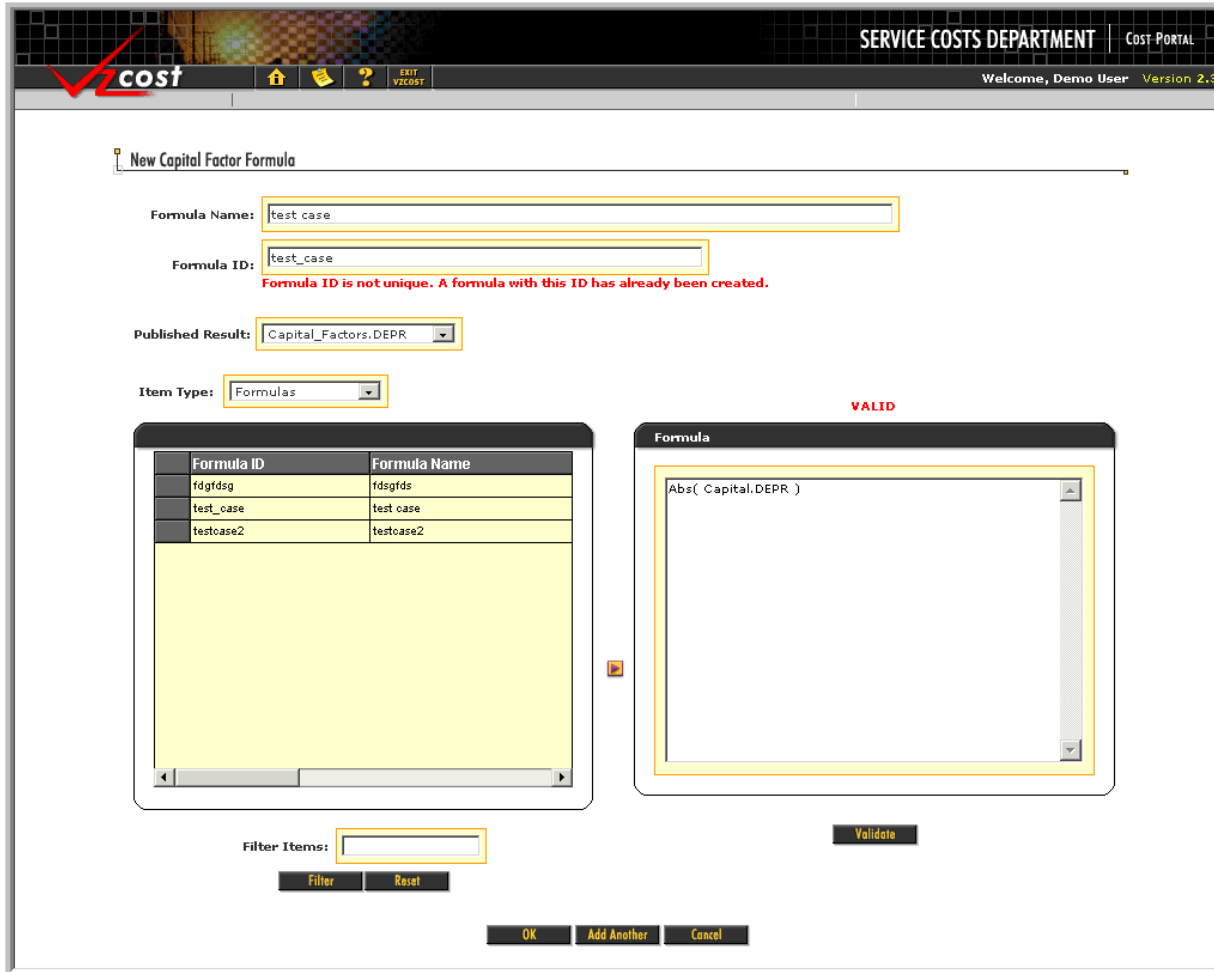
Applicable Jurisdictions:

DATA
FORMULAS

Formula Name	Formula ID	Formula
test case	test_case	Abx( Capital.DEPR )
Test Prompt	Test_Prompt	<Prompt>

The formula copy function that allows the user to copy a formula for use in a new formula. To use this function, the user will click on the formula to be copied and then press the ‘Copy’ button (  ). Once the button is pressed, the ‘New Capital Factor Formula’ screen loads up with the ‘Formula Name’ field, the ‘Formula ID’ field, and the formula box at the right of the screen already populated with the information from the original formula. The user must modify the two fields at the top of the page to make them different from the comparable fields in the formula that was originally copied. Next the user make any needed changes to the copied formula as described [earlier in this subsection](#). If choosing from a large list of ‘Formula ID’s, the list can be filtered by typing characters of the formula id name in the ‘Filter Items’ box at the bottom of the screen and pressing the ‘Filter’ button (  ). Pressing the ‘Reset’ button (  ) will remove all filters and restore the entire list.

Once the user has finished modifying the formula, the 'Validate' button (  ) will be pressed to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. If the user presses the 'OK' button (  ) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.



**New Capital Factor Formula**

Formula Name:

Formula ID:   
Formula ID is not unique. A formula with this ID has already been created.

Published Result:

Item Type:




Formula ID	Formula Name
fdgfdsg	fdsgfds
test_case	test case
testcase2	testcase2



Formula:


**VALID**

Filter Items:

Once the user has made all of the needed modifications, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'New Capital Factor Template' screen, shown below, where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Capital Factor Template' screen, shown below, where the 'Formula' tab will remain active.

The move function works similar to the move up/move down function [described earlier](#). However, with the move function, the user will click on the formula to be moved. Then the user will select a formula name from the drop down box in the 'Move Above' field by pressing the button (  ) to the right of the field and making a selection. Finally, the user will press the 'Move' button (  ) to move the selected formula above the formula named in the drop down box.



test

Capital Factor Template Name: test

Description: Test

Applicable Jurisdictions: All



Formula Name	Formula ID	Formula
test_case	test_case	Abs( Capital.DEPR )
testcase2	testcase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3

New (Insert) Edit Delete Move Up Move Down Insert Label Insert Prompt Copy


Move Above  Move

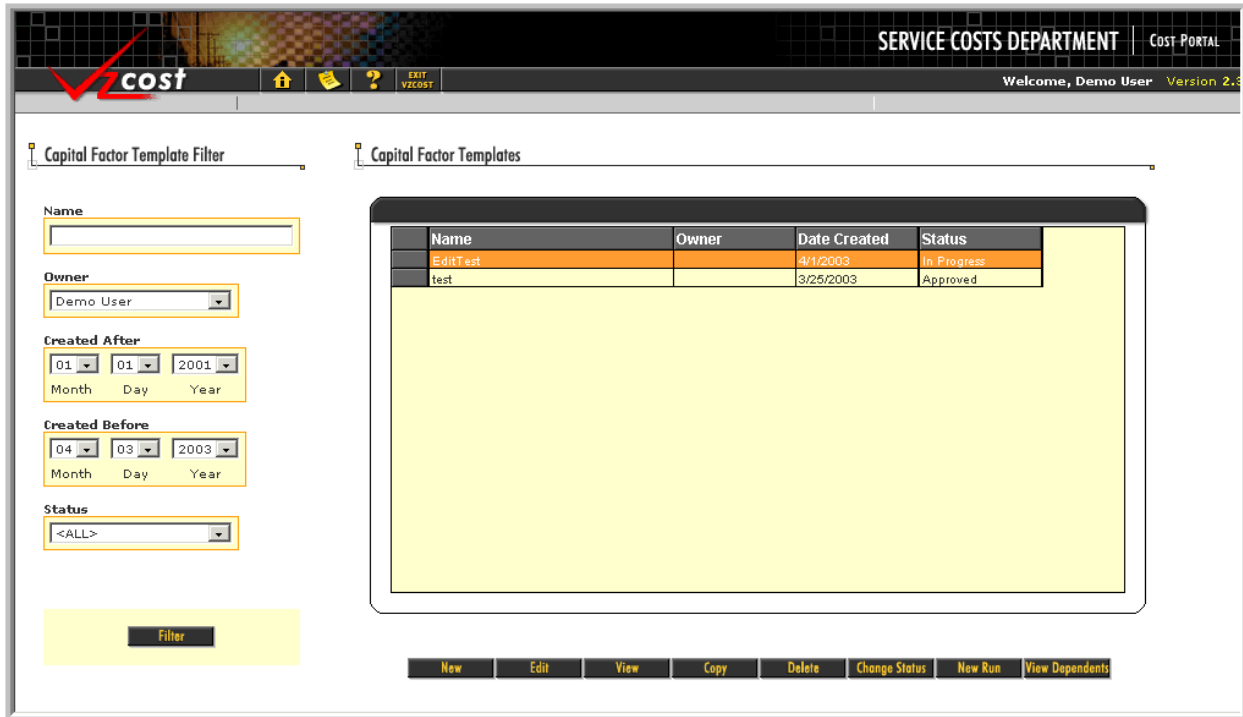
Save Cancel

Once the user has finished editing the capital factor template, two options will be available.

- The user may press the 'Save' button (  ) to save the edited capital factor template and return to the 'Capital Factor Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard all changes and return to the 'Capital Factor Templates' screen without saving anything. This function should be selected if a user accidentally deletes a formula as the delete function will not prompt before completing a formula deletion in a capital factor template.

### Section 7.1.3: Viewing the Inputs of a Capital Factor Template

The user may use filters, as described in [section 4.4](#), to limit or expand the list of capital factor templates that are displayed on the screen. All capital factor templates that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct template to highlight it. To view the inputs that have been selected for the template, the user will press the 'View' button (  ).



The screenshot shows the VZcost web application interface. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is logged in as 'Welcome, Demo User' using 'Version 2.4'. The main content area is divided into two sections: 'Capital Factor Template Filter' and 'Capital Factor Templates'.


The 'Capital Factor Template Filter' section contains the following controls:

- Name:** A text input field.
- Owner:** A dropdown menu with 'Demo User' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (04), Day (03), and Year (2003).
- Status:** A dropdown menu with '<ALL>' selected.
- Filter:** A yellow button to apply the filters.

The 'Capital Factor Templates' section displays a table with the following data:

Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved

Below the table is a toolbar with the following buttons: New, Edit, View, Copy, Delete, Change Status, New Run, and View Dependents.

Once the 'View' button (  ) has been pressed, the 'View Capital Factor Template' screen loads up as shown below. On this screen, the user may view the data source information or the formulas that were selected for this capital factor template.



test

Printable Grid Hide Details ▲

Capital Factor Template Name: test


Description: Test

Applicable Jurisdictions: All

Data Source	Data Alias
Capital_Factors	Capital

Select Delete

Save Cancel

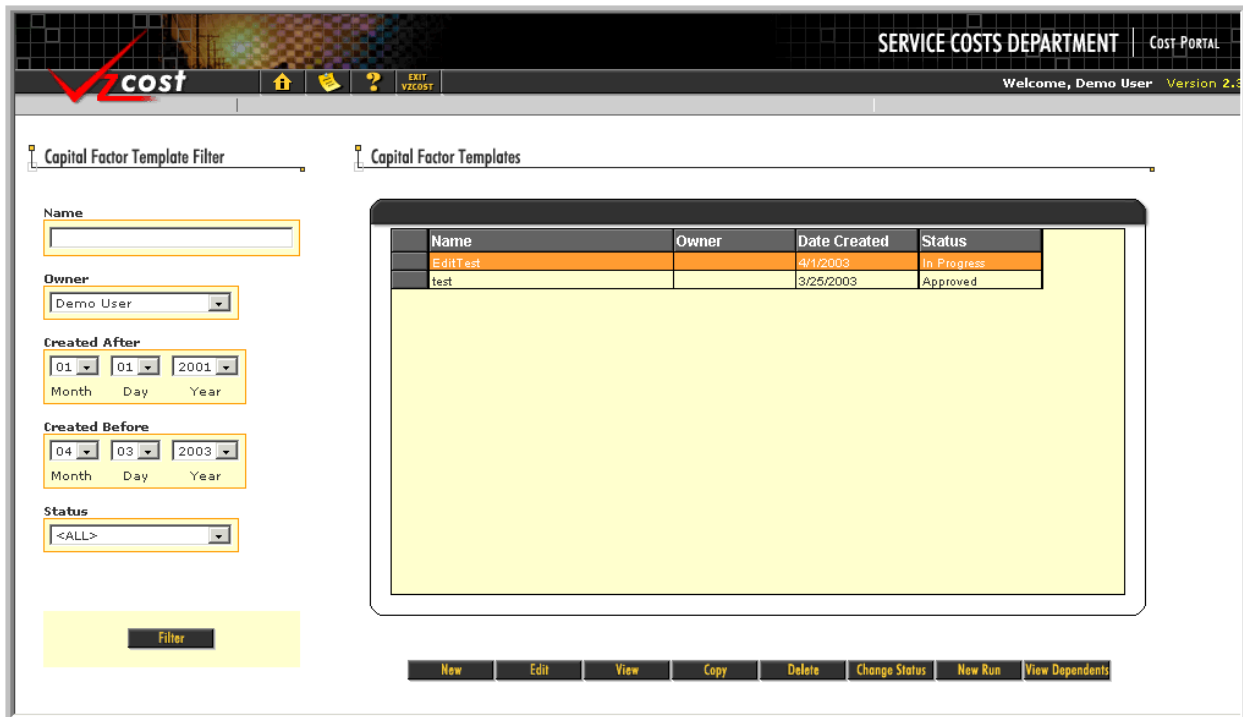
When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'Capital Factor Templates' screen.

## Section 7.1.4: Copying a Capital Factor Template

At some point in time a user may decide to copy a capital factor template. Usually this would be done under one of two scenarios.

1. The user may not be able to delete or modify certain parts of an capital factor template if it has been used in a capital factor run.
2. The user would like to edit another user's capital factor template for whatever reason, which is not possible.


In both of these scenarios, the user could make a copy of the existing capital factor template. The user may use this copy as needed.



The screenshot shows the 'Capital Factor Templates' page in the VZcost application. On the left is a 'Capital Factor Template Filter' panel with fields for Name, Owner (set to Demo User), Created After (01/01/2001), Created Before (04/03/2003), and Status (<ALL>). A 'Filter' button is at the bottom of the filter panel. On the right is a table of templates:

Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved

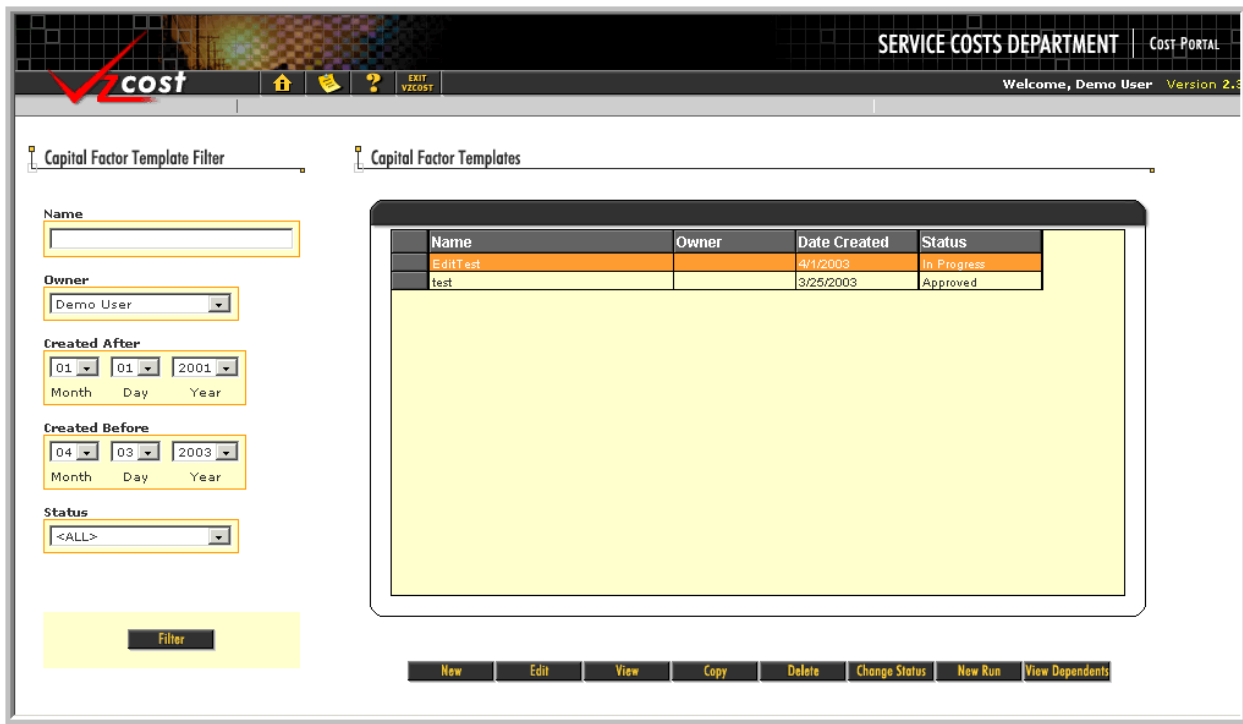
At the bottom of the table area is a toolbar with buttons: New, Edit, View, Copy, Delete, Change Status, New Run, and View Dependents. The 'Copy' button is highlighted.

The user will click on the capital factor that needs to be copied, thus highlighting it, and then press the 'Copy' button (  ). Please notice that the system not only creates a copy of the template, but it also creates a new name by appending the words "CopyOf\_" in front of the old capital factor template's name. In the example shown above, the user would like to modify another user's template. The user cannot do this so the user copies it instead. The user will be able to modify the copy as needed. If so desired, the user can edit the capital factor template's name by using the edit function described earlier [in this section](#).



## Section 7.1.5: Deleting a Capital Factor Template

If the user wishes to delete a capital factor template, that user should click on that template to highlight it. Next, the user should press the 'Delete' button (  ).



Capital Factor Template Filter

Capital Factor Templates

Name:

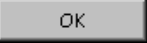
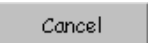
Owner:

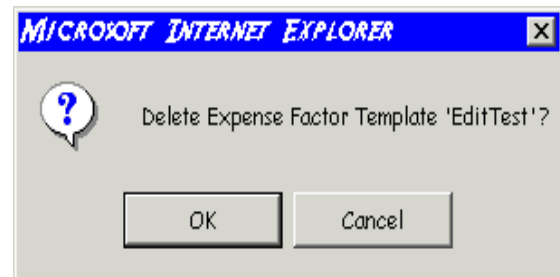
Created After:     
Month Day Year


Created Before:     
Month Day Year

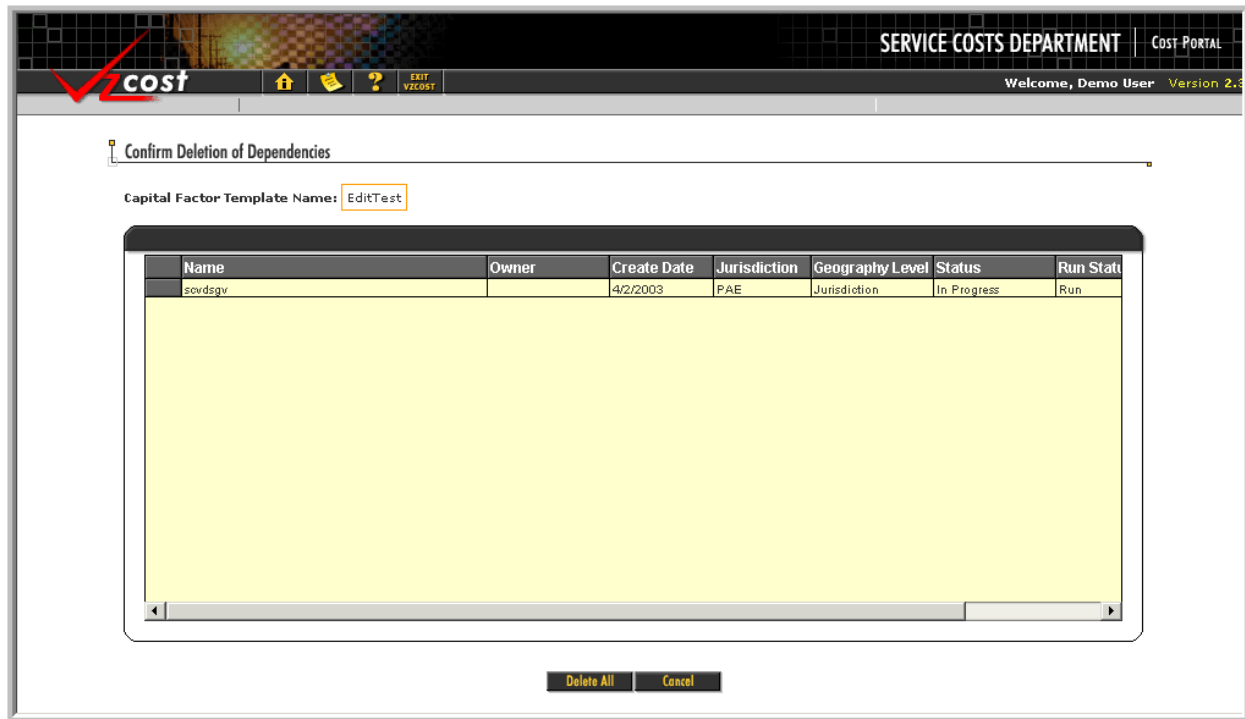
Status:

Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved



Before deleting the template, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the template or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the buttons has been pressed, the user will be returned to the 'Capital Factor Templates' page.





Please note that the template can not be deleted once if it has a status level of approved or higher. Also, if another user has created a run off of this template, the user will not be able to delete it. However, if the user creates a capital factor run off of this template and neither the template or the run have a status level of approved or higher, then the user will have another option. Once the user presses the 'OK' button (  ) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

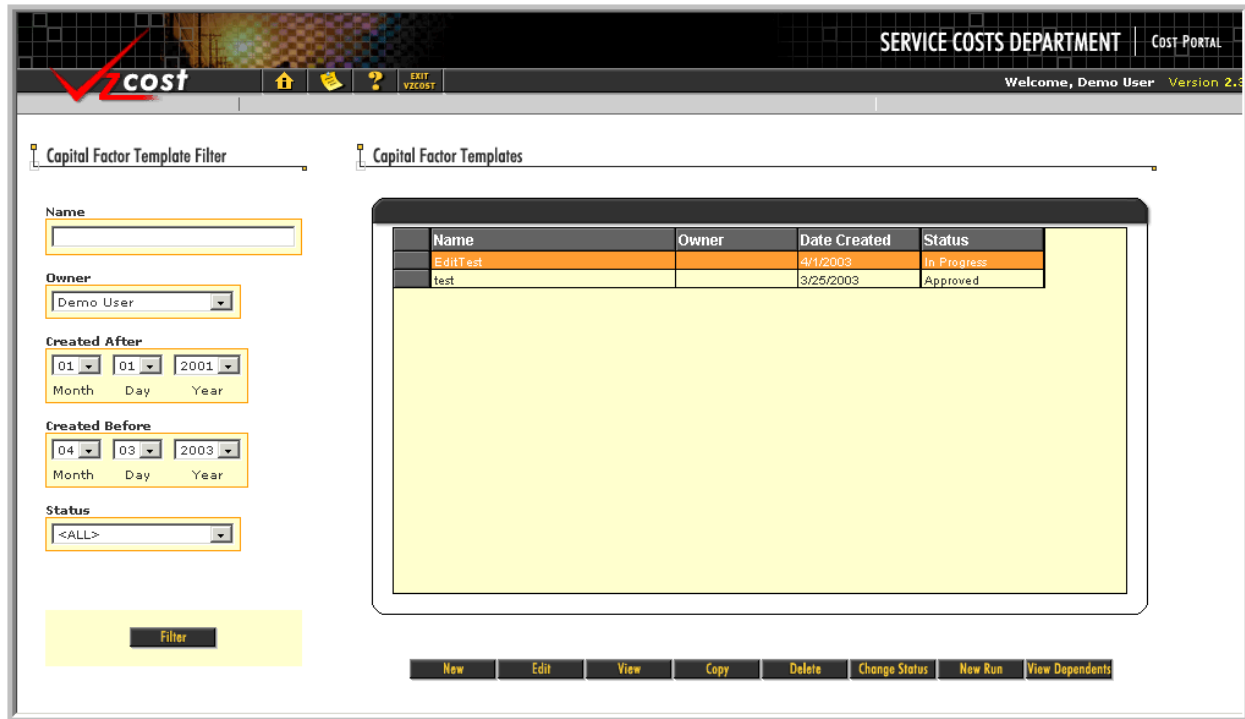


The user will have two options on this screen.

1. The user may press the 'Delete All' button (  ) which will delete the template and all related dependencies. When this button is pressed, the system will ask the user to confirm that the chosen template and all related dependencies should be deleted.
2. The user may press the 'Cancel' button (  ) to cancel the deletion request and return to the 'Capital Factor Templates' screen.

## Section 7.1.6: Changing the Status of a Capital Factor Template

To change the status of a capital factor template, the user will click on a template to highlight it and then press the 'Change Status' button (  ). A screen that is very similar to the 'Edit Capital Factor Template' screen loads up. The user may select from the drop down menu next to the 'Status' field by pressing the button (  ) at the right of the field.



Capital Factor Template Filter

Capital Factor Templates

Name

Owner  
Demo User

Created After  
01 01 2001  
Month Day Year


Created Before  
04 03 2003  
Month Day Year

Status  
<ALL>

Filter

Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved

New Edit View Copy Delete Change Status New Run View Dependents



HOME HELP EXIT VZCOST

**SERVICE COSTS DEPARTMENT** COST PORTAL  
 Welcome, Demo User Version 2.3

---

**Change Status - Capital Factor Template**

**test**

Capital Factor Template Name:

Description:

Applicable Jurisdictions:

Status:

**DATA**

Data Source	Data Alias
Capital_Factors	Capital

**FORMULAS**

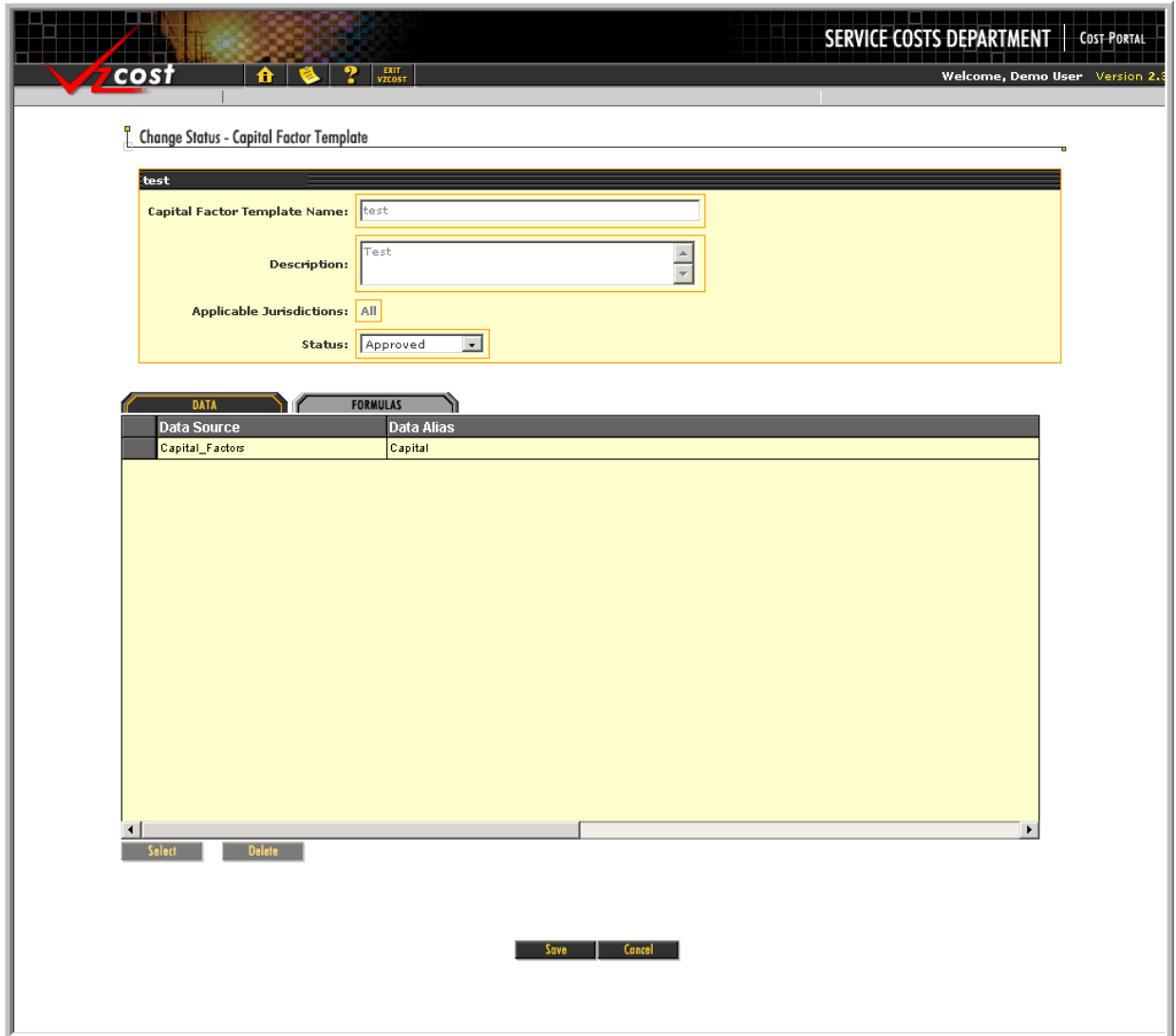
Select
Delete

Save Cancel

There may be up to seven status options available. Below is a description of those options:



1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner. Runs may be built off of these items, however, the status level of each run can not exceed the status level of the template that it is associated with. Therefore, only the data owner may see these runs.
3. **Completed:** Completed items can be seen by anyone but are not awaiting approval. Runs built off of these items can be see by anyone, however, the status level of each run can not exceed the status level of the template that it is associated with.
4. **Submitted:** Submitted items are completed items that are awaiting approval.
5. **Approved:** Approved items may now be used in all applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not edited further or deleted.

Once the user changes the status, two options will be available:





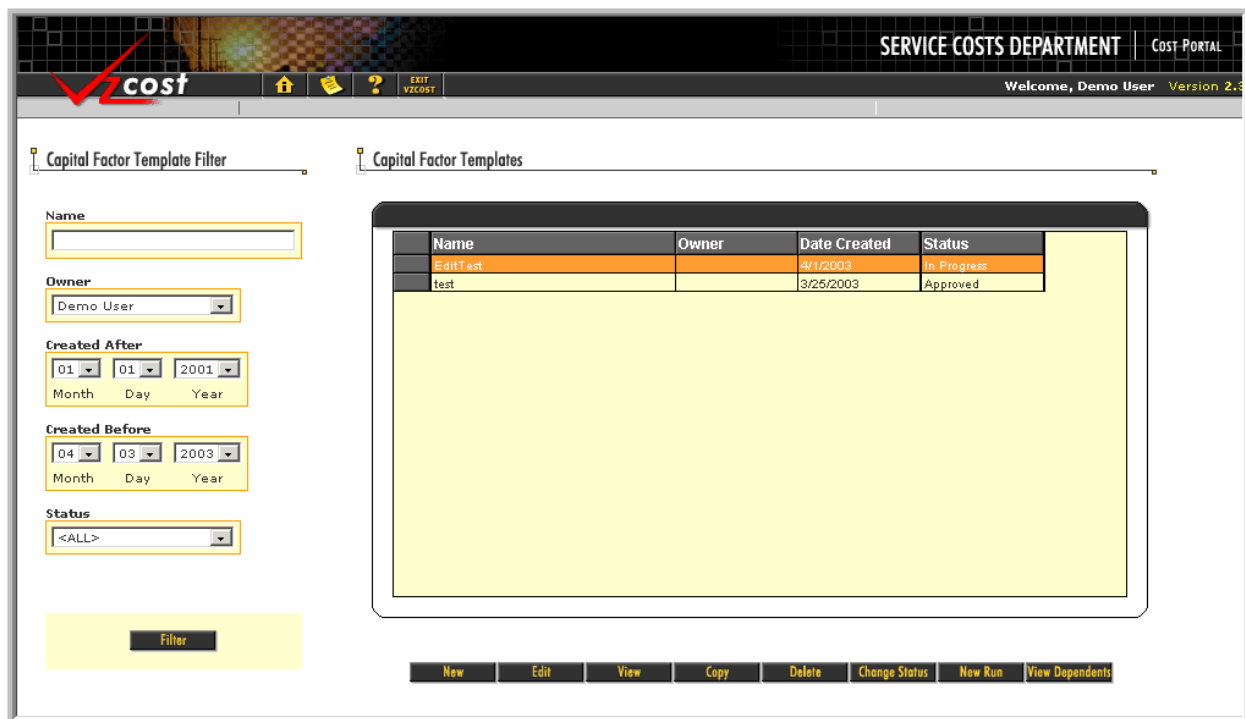
The screenshot shows a web application interface for 'SERVICE COSTS DEPARTMENT' with a 'COST PORTAL' header. The user is logged in as 'Welcome, Demo User' on 'Version 2.3'. The main window is titled 'Change Status - Capital Factor Template' and contains a form for editing a template named 'test'. The form fields are: 'Capital Factor Template Name' (text input with 'test'), 'Description' (text input with 'Test'), 'Applicable Jurisdictions' (dropdown menu with 'All'), and 'Status' (dropdown menu with 'Approved'). Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'DATA' tab is active, showing a table with two columns: 'Data Source' and 'Data Alias'. The table contains one row: 'Capital\_Factors' and 'Capital'. At the bottom of the table are 'Select' and 'Delete' buttons. Below the table are 'Save' and 'Cancel' buttons.

Data Source	Data Alias
Capital_Factors	Capital

- The user may press the 'Save' button (  ) to save the capital factor template and return to the 'Capital Factor Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard the status change and return to the 'Capital Factor Templates' screen without saving anything.

## Section 7.1.7: New Run

The 'New Run' button (  ) was designed as a bridging point between capital factor templates and capital factor runs in the VzCost system. Creating a capital factor run is the next step after creating a capital factor template. This button links the user to that next step so that the user, if so desired, may avoid returning to the 'Home Page' prior to creating a capital factor run. To use this function, on the 'Capital Factor Templates' screen, the user will click on a template to highlight it and then press the 'New Run' button (  ).



**Capital Factor Template Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

**Capital Factor Templates**

Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved

**Filter**

**Actions:** New Edit View Copy Delete Change Status **New Run** View Dependents

The 'New Capital Factor Run' screen loads up and the user is ready to start the run as described later [in this document](#) of this document.

EXIT  
YZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 2.4

**Edit Capital Factor Run**

**test capital factor run**

Name:

Description:

Capital Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

Assumption	Assumption Value
Asset Life Scenario	
Investment_Placement	

**Data Versions** Select

Data Source	Version
Cost_of_Money	
Future_net_salvage	
Macrs_rate	
Macrs_recovery	
Property_Taxes	
Service_life	
Tax_Rates	

Run Save Cancel

Please note that, if the user does not complete the run, then the 'Save' button ( ) may be used to save the run or the 'Cancel' button ( ) may be used to disregard all entries on the page.

**Capital Factor Run Filter**

Name:

Owner:

Created After:     
 Month Day Year

Created Before:     
 Month Day Year

Status:

Jurisdiction:

**Capital Factor Runs**

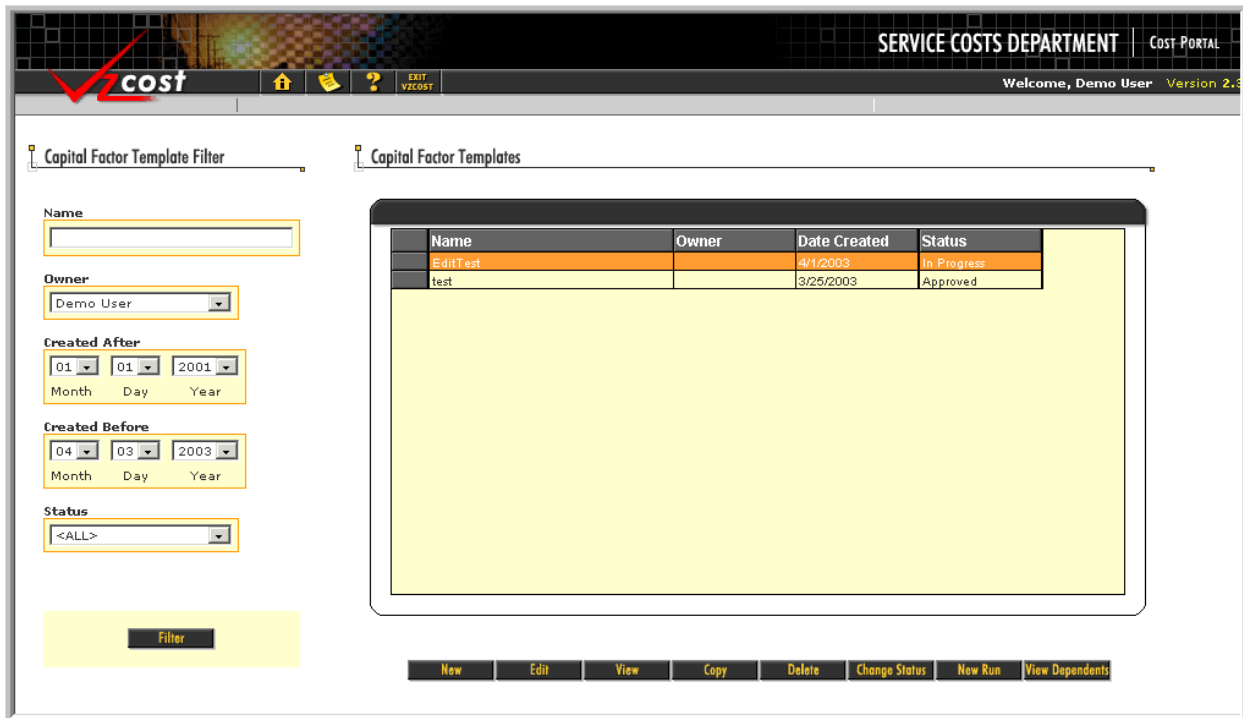
Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Externa
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependencies**




## Section 7.1.8: Viewing Dependents of a Capital Factor Template

The 'View Dependents' button (**View Dependents**) on the 'Capital Factor Templates' screen will allow the user to see the entire chain of data associated with the template. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of templates displayed on the screen. All templates meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed template by clicking on it, and then press the 'View Dependents' button (**View Dependents**) at the bottom of the screen.



Name	Owner	Date Created	Status
EditTest		4/1/2003	In Progress
test		3/25/2003	Approved


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected capital factor template, thus locking it. Any items in this window will need to be deleted before the template can be deleted. The bottom window shows the user items that the selected capital factor template is using. These items are locked and thus, can not be deleted until this template has been deleted. Once the template has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

### Capital Factor Template Dependencies

**Capital Factor Template:**


**Capital Factor Template is used by:**


Type	Name	Owner	Status
Capital Factor Run	Technical Doc 6-5 with Prompt		In Progress



**Capital Factor Template uses:**

Type	Name	Owner	Status





## Section 7.2: Capital Factor Runs

Throughout this section, filters may be used as described in [section 4.4](#) to limit or expand the list of capital factor runs that are displayed on the screen. All capital factor runs that meet the filtered criteria will be displayed on the screen.

**Capital Factor Run Filter**

Name:

Owner:

Created After:     
 Month Day Year

Created Before:     
 Month Day Year

Status:


Jurisdiction:

**Capital Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Externa
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17.87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11.25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11.25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11.25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11.25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11.25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11.25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FCC 11.25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11.25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11.25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11.25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11.25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11.25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11.25 COM		2/28/2003	NY	Jurisdiction	CopyOf
MI FCC 11.25 COM		2/28/2003	MI	Jurisdiction	CopyOf

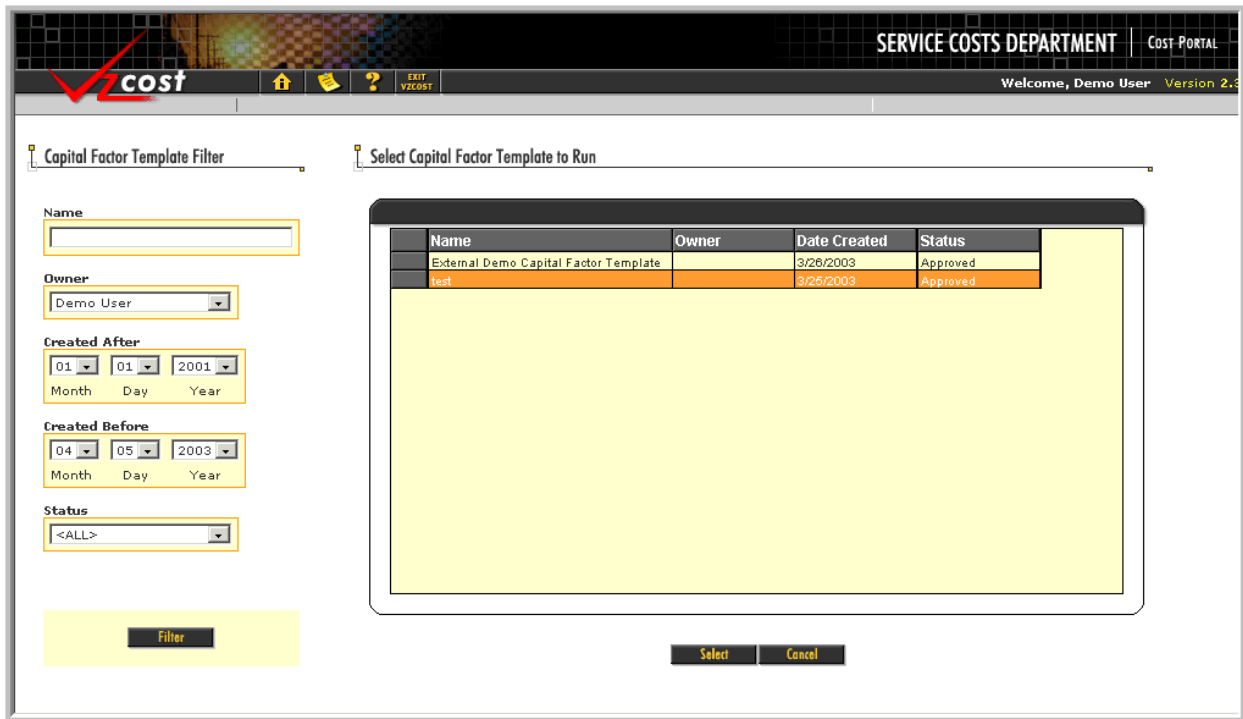
Buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, View Dependents

### Section 7.2.1: Creating a New Capital Factor Run



As shown below, to create a new capital factor run the user will press the 'New' button (  ) on the 'Capital Factor Runs' screen.

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11_25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/28/2003	PAE	Jurisdiction	Externa
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_07 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FCC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf

The system will load up the 'Capital Factor Template Selection' screen which is shown below.



Name	Owner	Date Created	Status
External Demo Capital Factor Template		3/28/2003	Approved
test		3/25/2003	Approved

As before, the filters on the left side of the screen may be used, as described in [section 4.4](#), to expand upon or limit the number of templates displayed on the screen. When the desired template is shown on the screen, the user should click on that template to highlight it and then press the 'Select' button (  ) at the bottom of the screen. If no templates are available, then the user will not be able to continue. Instead, the user will have to press the 'Cancel' button (  ) at the bottom of the screen, which will return the user to the previous screen.

**SERVICE COSTS DEPARTMENT** | COST PORTAL

Welcome, Demo User | Version 2.4

**Edit Capital Factor Run**

**test capital factor run**

Name:

Description:

Capital Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

Assumption	Assumption Value
Asset Life Scenario	
Investment_Placement	

**Data Versions** Select

Data Source	Version
Cost_of_Money	
Future_net_salvage	
Macrs_rate	
Macrs_recovery	
Property_Taxes	
Service_life	
Tax_Rates	

Once a capital factor template has been selected, the ‘New Capital Factor Run’ screen loads up as shown above. This page is used to select the prompts, assumptions, and data versions for the run.

Please notice that the prompts window, shown in the screen on the previous page, may or may not be present on the 'New Capital Factor Run' screen. If a prompt was inserted in the formula tab when the user created the selected capital factor template, then this window will be present. Otherwise, the prompts window will not appear on the 'New Capital Factor Run' screen. The top portion of the 'New Capital Factor Run' screen is shown below. The user must provide a name and a brief description for the new capital factor run. Next, the user will select a jurisdiction by pressing the button (▼) to the right of the field and then choose an option from the drop down menu. The capital factor template field was populated by the system earlier, when the user selected a template. Thus, this field cannot be changed.




**New Run**

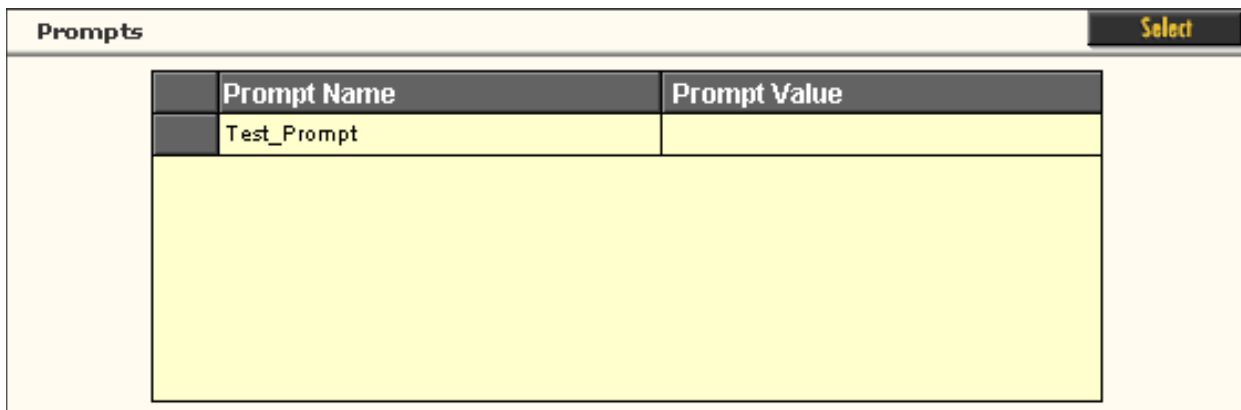
Name:

Description:

Capital Factor Template:

Jurisdiction:

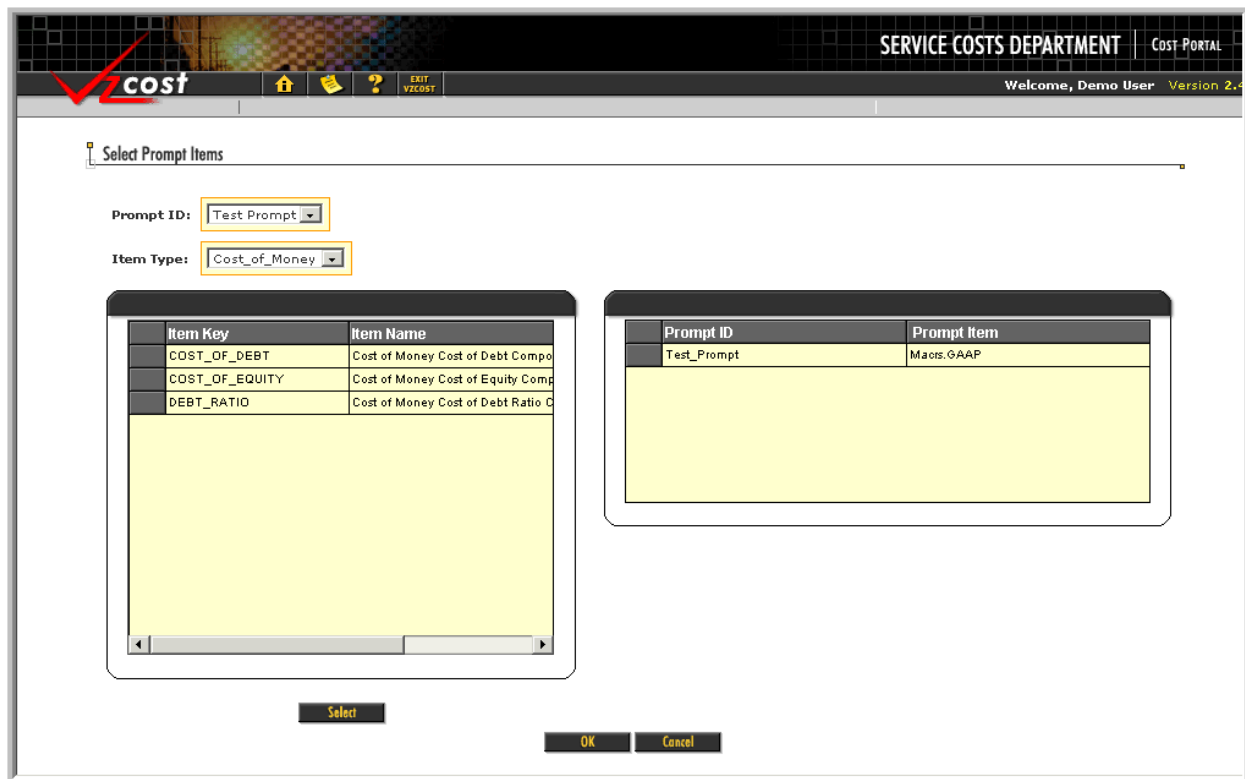
Once the top section has been completed, if the 'Prompt' window is present, then the user will need to populate the prompts that are displayed in this window. To select prompt values, press the 'Select' button (  ) at the top right of the window.



**Prompts** **Select**

Prompt Name	Prompt Value
Test_Prompt	

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (▼) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (▼) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Capital Factor Formula' screen in the template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



**Select Prompt Items**

Prompt ID:

Item Type:

Item Key	Item Name
COST_OF_DEBT	Cost of Money Cost of Debt Compo
COST_OF_EQUITY	Cost of Money Cost of Equity Comp
DEBT_RATIO	Cost of Money Cost of Debt Ratio C

Prompt ID	Prompt Item
Test_Prompt	Maacis.GAAP


Select OK Cancel


Once selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user will need to click on a formula from the box on the left side of screen and then press the 'Select' button (  ) at the bottom left of the screen to continue. Once an item has been selected, the prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button (  ) to save the selected prompt item or press the 'Cancel' button (  ) to disregard this information and return to the previous screen.



Next, the user will press the 'Select' button (  ) at the top right of the 'Assumptions' box which is located in the middle of the page.

Assumptions		Select
	Assumption	Assumption Value
	Asset Life Scenario	
	Investment_Placement	

However, if the user fails to complete the top portion of the screen prior to pressing the ‘Select’ button (  ) in the system will provide the user with error messages at the bottom of the screen. An example of this is shown below.



SERVICE COSTS DEPARTMENT | COST PORTAL

Welcome, Demo User | Version 2.4

**New Capital Factor Run**

**Demo Test Run**

Name:

Description:

Capital Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

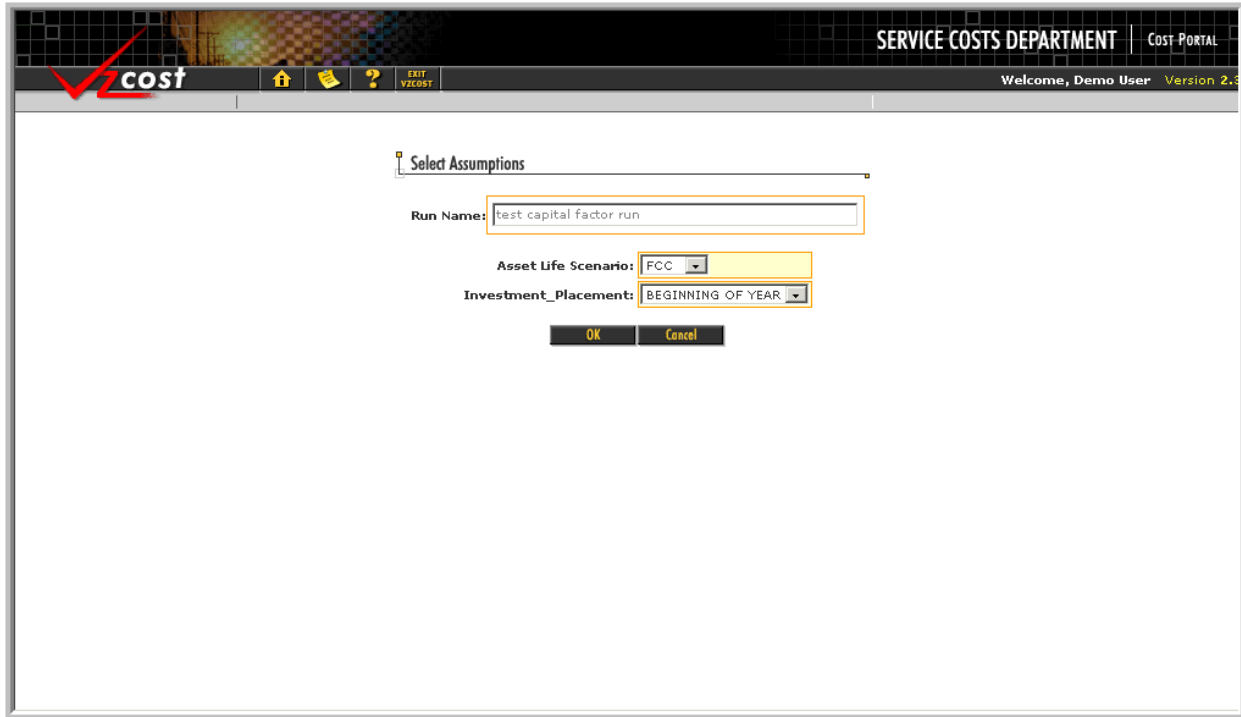
**Assumptions** Select

Assumption	Assumption Value
Asset Life Scenario	
Investment Placement	

**Data Versions** Select


Data Source	Version
Cost_of_Money	
Future_net_salvage	
Macrs_rate	
Macrs_recovery	
Property_Taxes	
Service_life	
Tax_Rates	

■ Please enter a name.  
 ■ Please enter a description.  
 ■ Please select a jurisdiction.



On the 'Assumption Selection' screen, the user will make a selection in each of the drop down menus provided. To access the drop down menus, the user will press the button (▼) at the right side of each field. Once selections have been made in each of the fields, the user will press the 'OK' button (OK) and the system will return the user to the 'New Capital Factor Run' screen. Notice that the selections made on the 'Assumption Selection' screen are now displayed on the 'New Capital Factor Run' screen. Alternatively, pressing the 'Cancel' button (Cancel) will return the user to the 'New Capital Factor Run' screen without making any changes.

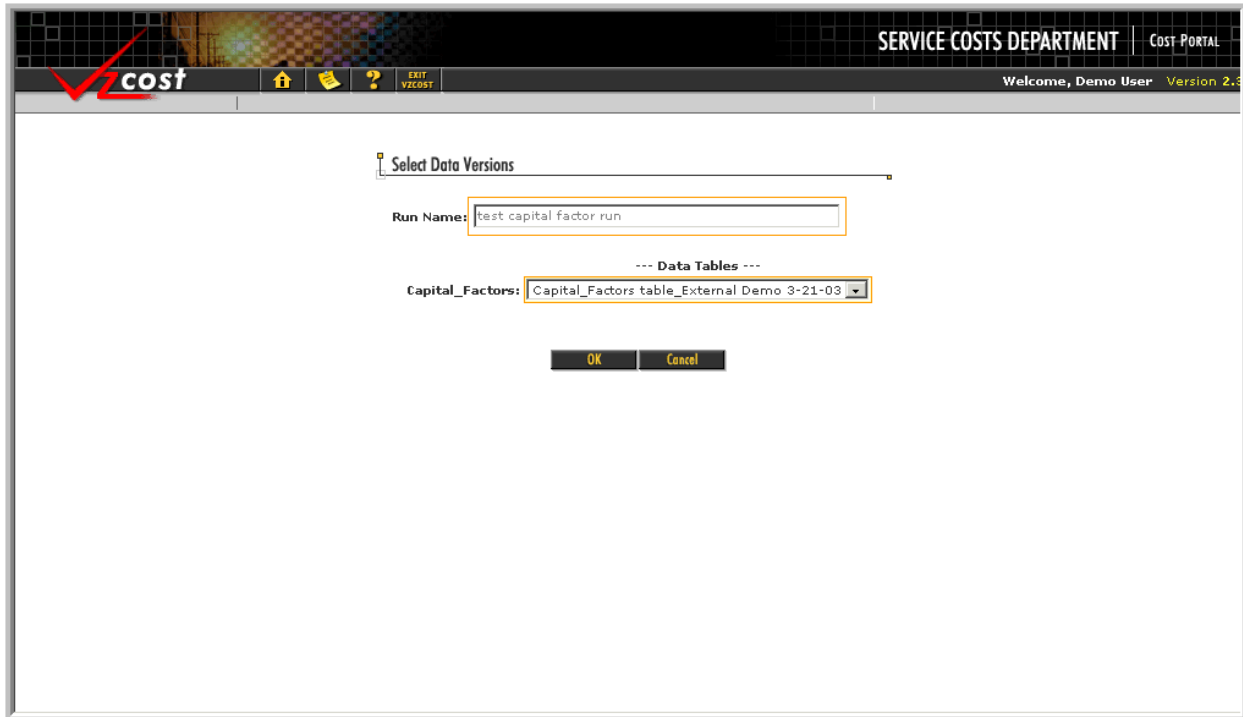



Once the assumptions have been populated on the 'New Capital Factor Run' screen, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box located at the bottom of the screen.



Data Versions		Select
	Data Source	Version
	Cost_of_Money	
	Future_net_salvage	
	Macrs_rate	
	Macrs_recovery	
	Property_Taxes	
	Service_life	
	Tax_Rates	







The 'Data Versions Selection' screen, shown below, is loaded.




Using the drop down menus by pressing the button (  ) at the right side of each field, the user will select one item for each of the categories except for the 'Run Name' category which is automatically populated by the system. The data versions will be automatically filtered for the selected jurisdiction.

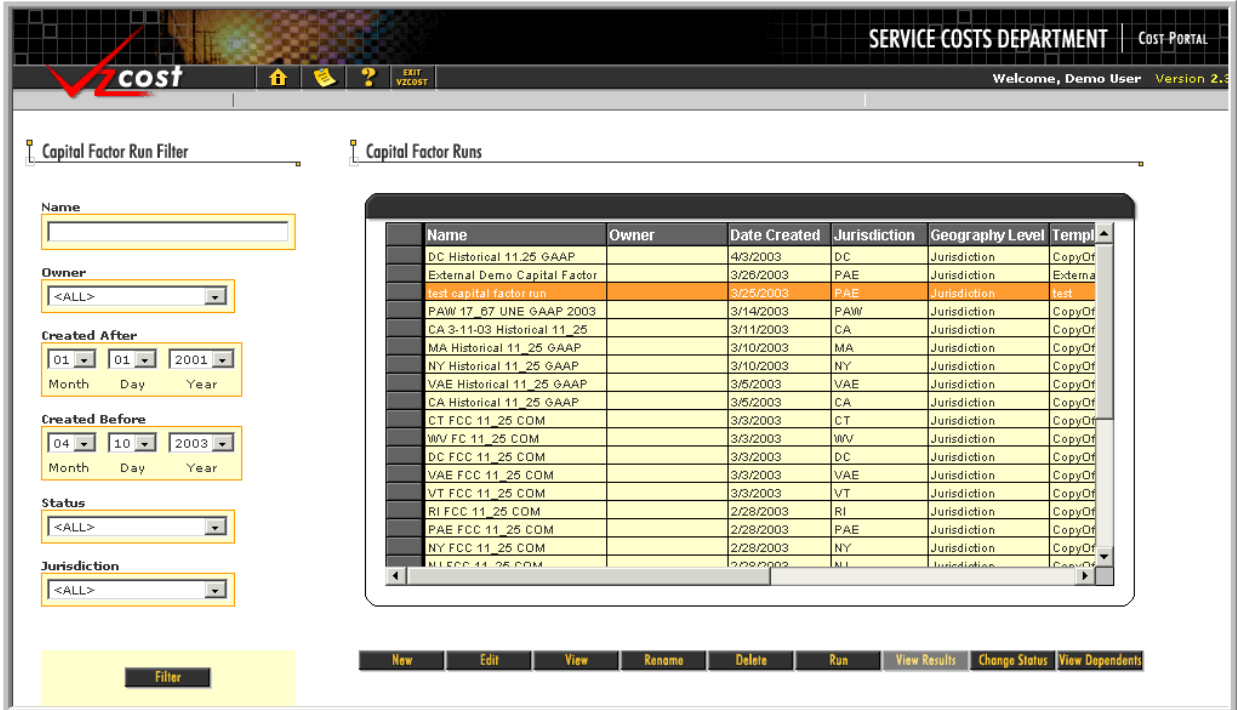
- Once selections have been made in all of the fields, the user will press the 'OK' button (  ) and the system will return the user to the 'New Capital Factor Run' screen. Notice that the selections made on the 'Data Versions Selection' screen are now displayed on the 'New Capital Factor Run' screen.
- Alternatively, pressing the 'Cancel' button (  ) will return the user to the 'New Capital Factor Run' screen, disregarding any changes that have been made.

Once the 'New Capital Factor Run' screen has been completely populated, the user will have these options available at the bottom of the screen:


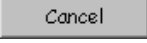
- Press the 'Run' (  ) button to calculate the capital factors. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that it has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) in the [capital factor runs subsection](#).
- Press the 'Save' button (  ) to save the 'New Capital Factor Run' screen and return to the 'Capital Factor Runs' screen.
- Press the 'Cancel' button (  ) to disregard all inputs and return to the 'Capital Factor Runs' screen.

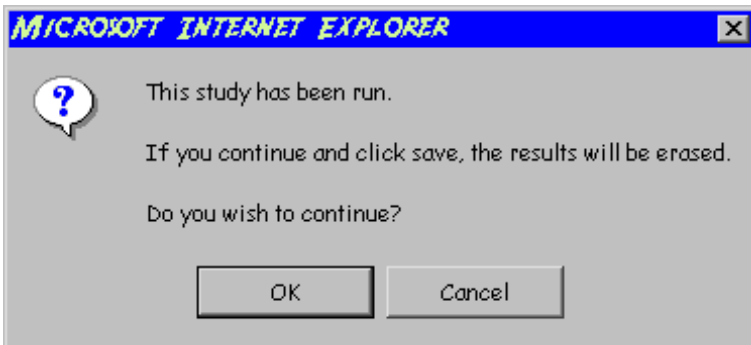
## Section 7.2.2: Editing a Capital Factor Run

To edit a capital factor run, the user will use filters (described in [section 4.4](#)) as needed to locate the correct run and then click on that run to highlight it. Next, the user will press the 'Edit' button (  ) at the bottom of the screen shown below.



Name	Owner	Date Created	Jurisdiction	Geography Level	Temp
DC Historical 11_25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/28/2003	PAE	Jurisdiction	Extens
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
MI FCC 11_25 COM		2/28/2003	MI	Jurisdiction	CopyOf

The 'Edit Capital Factor Run' screen appears on the screen and if these factors have already been run, the system will warn the user that the results from the previous run could be lost as a consequence of editing this data. An example of this warning is shown below. If the user presses the 'OK' button (  ), then the system continues. If the user runs or saves any new changes, then data from the previous run will be lost, replaced by the new data. However, if the user presses the 'Cancel' button (  ), the user will be returned to the previous screen.



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?

This study has been run.

If you continue and click save, the results will be erased.

Do you wish to continue?

OK Cancel

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**Edit Capital Factor Run**

**test capital factor run**

Name:

Description:

Capital Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	Macrs.GAAP

**Assumptions** Select


Assumption	Assumption Value
Asset Life Scenario	FCC
Investment_Placement	BEGINNING OF YEAR


**Data Versions** Select

Data Source	Version
Cost_of_Money	Cost_of_Money table_External Demo 3-26-03
Future_net_salvage	Future_net_salvage table_External Demo 3-26-03
Macrs_rate	Macrs_rate table_External Demo 3-26-03
Macrs_recovery	Macrs_recovery table_External Demo 3-26-03
Property_Taxes	Property_Taxes table_External Demo 3-21-03
Service_life	Service_life table_External Demo 3-26-03
Tax_Rates	Tax_Rates table_External Demo 3-26-03

**Run** **Save** **Cancel**


The 'Edit Capital Factor Run' screen, shown on the previous page, remains on the screen if one of these two criteria are met:

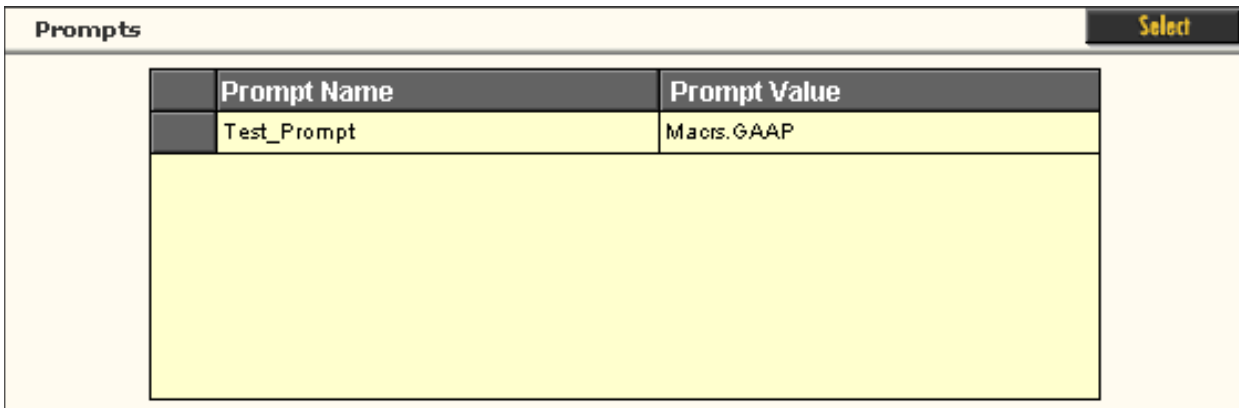
1. The capital factors have not been run yet.
2. If the user is warned about the risk of losing previous results, then the 'OK' button (  ) has been pressed.



The screenshot shows a window titled "test capital factor run" with the following fields:


- Name:** test capital factor run
- Description:** test
- Capital Factor Template:** test
- Jurisdiction:** Pennsylvania (Bell Atlantic)

The top portion of the 'Edit Capital Factor Run' screen is shown above. None of the first three fields in this portion of the screen may be modified. The user may, however, modify the jurisdiction information if no data versions have been selected at the bottom of the screen yet. Once the data versions have been selected, the ability to modify the jurisdiction will be lost. The jurisdiction may be changed by pressing the button (  ) to the right of the field and then choosing an option from the drop down menu.



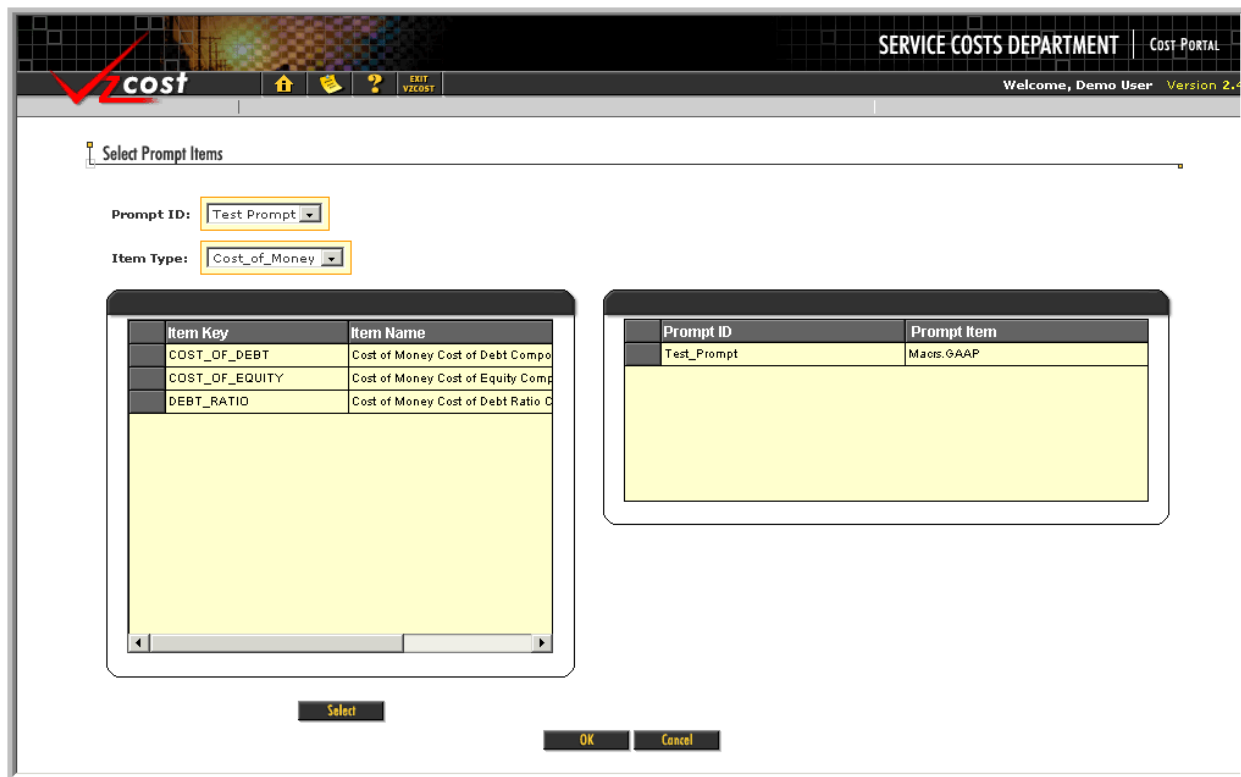
The screenshot shows a window titled "Prompts" with a "Select" button at the top right. The window contains a table with the following data:

Prompt Name	Prompt Value
Test_Prompt	Macrs.GAAP

Once the top section has been edited, if the 'Prompt' window is present, then the user may also edit any existing prompts. This window will not be present unless the user selected to insert a prompt when building the selected template. To edit prompt values, press the 'Select' button (  ) at the top right of the window shown above.



The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (▼) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (▼) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Capital Factor Formula' screen in the template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



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**Select Prompt Items**

Prompt ID:


Item Type:

Item Key	Item Name
COST_OF_DEBT	Cost of Money Cost of Debt Compo
COST_OF_EQUITY	Cost of Money Cost of Equity Comp
DEBT_RATIO	Cost of Money Cost of Debt Ratio C

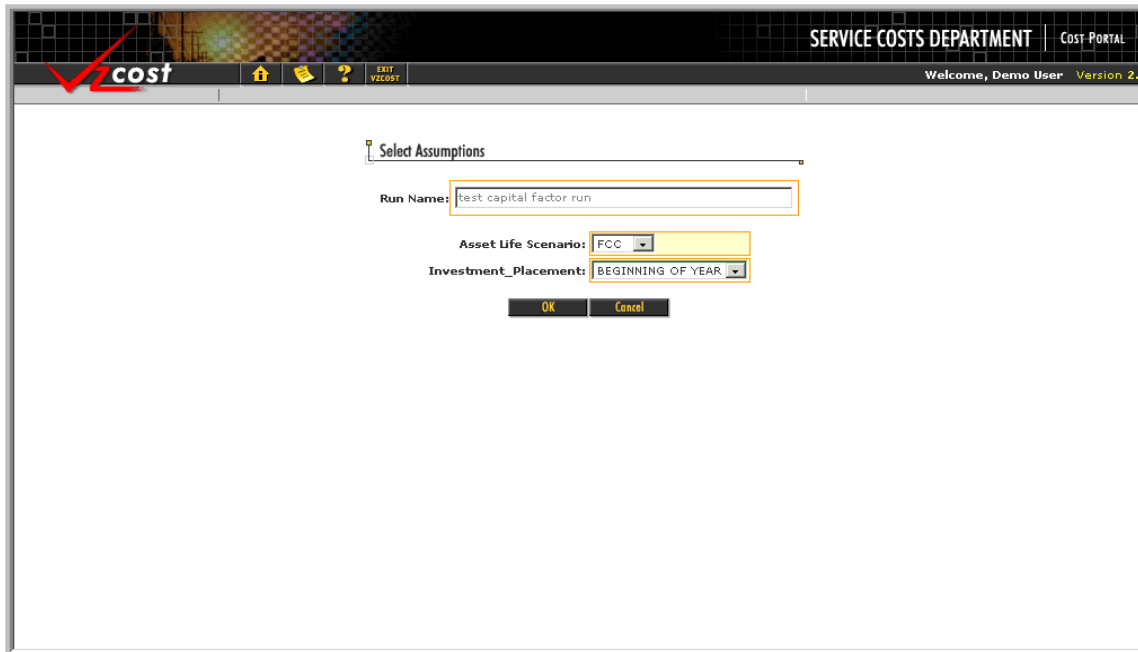
Prompt ID	Prompt Item
Test_Prompt	Maacs.GAAP

**Select**      **OK**      **Cancel**

Once the existing selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user may click on a formula from the box on the left side of screen and then press the 'Select' button ( **Select** ) at the bottom left of the screen to continue. This new selection will replace any previous selection for the selected prompt. Once a new item has been selected, the new prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button ( **OK** ) to save the selected prompt item or press the 'Cancel' button ( **Cancel** ) to disregard this information and return to the previous screen.

Once the top portion of the screen has been edited, the user may press the ‘Select’ button (  ) at the top right of the ‘Assumptions’ box to edit the assumptions. This box is located in the middle of the page.

Assumptions		Select
Assumption	Assumption Value	
Asset Life Scenario	FCC	
Investment_Placement	BEGINNING OF YEAR	



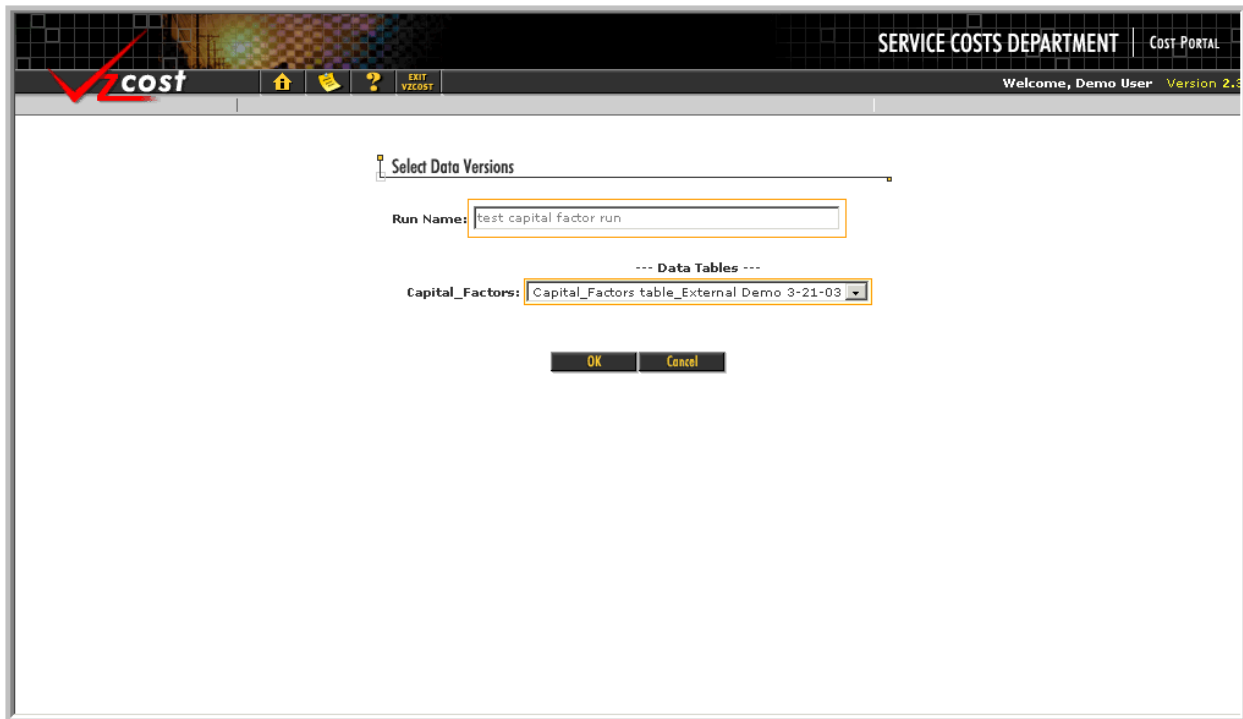
Select Assumptions  
 Run Name: test capital factor run  
 Asset Life Scenario: FCC  
 Investment\_Placement: BEGINNING OF YEAR  
 OK Cancel


On the 'Assumption Selection' screen, the user may edit previous selections in each of the drop down menus provided. To access the drop down menus, the user will press the button (▼) at the right side of each field. Once selections have been edited in each of the fields, the user will press the 'OK' button (OK) and the system will return the user to the 'Edit Capital Factor Run' screen. Alternatively, pressing the 'Cancel' button (Cancel) will return the user to the 'Edit Capital Factor Run' screen without making any changes.



Data Versions		Select
Data Source	Version	
Capital_Factors	Capital_Factors table_External Demo 3-21-03	

In addition to editing the assumptions on the 'Edit Capital Factor Run' screen, the user may also edit the data versions by pressing the 'Select' button (Select) at the top right of the 'Data Versions' box located at the bottom of the screen.





The 'Data Versions Selection' screen, shown below, is loaded.




Using the drop down menus by pressing the button (  ) at the right side of each field, the user may change any of the previous selections.

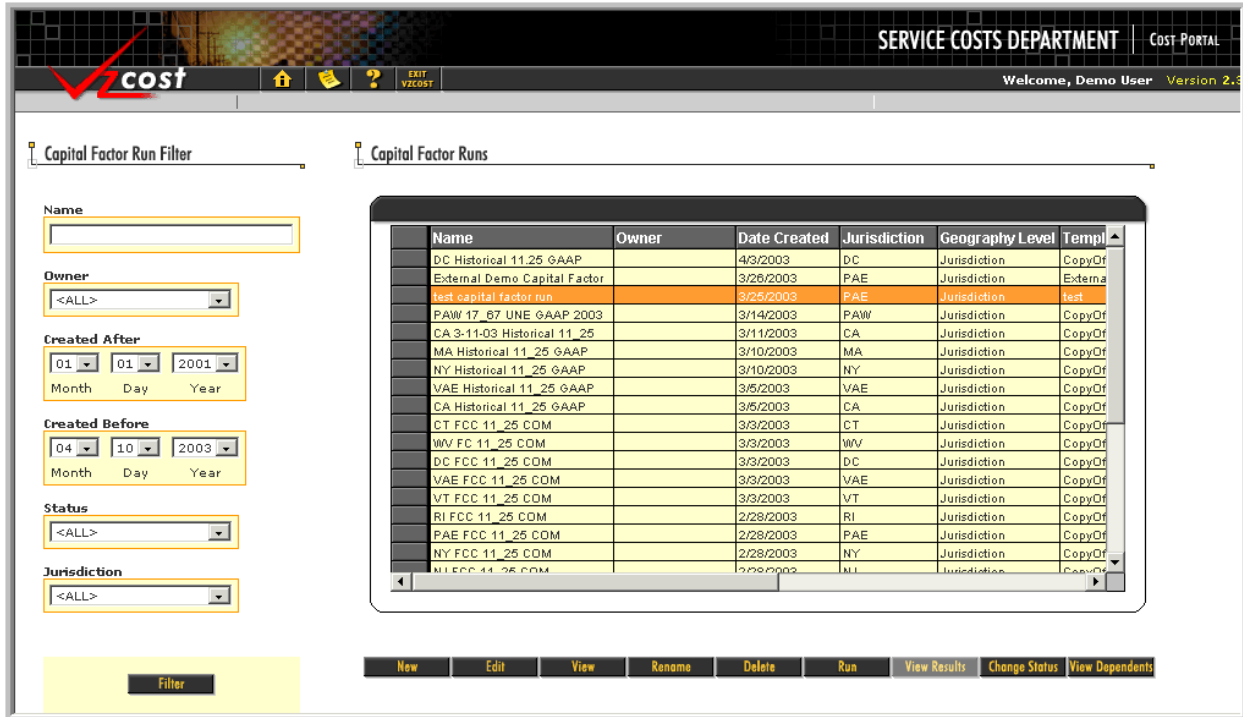
- Once all of the needed modifications have been made, the user will press the 'OK' button (  ) and the system will return the user to the 'Edit Capital Factor Run' screen.
- Alternatively, pressing the 'Cancel' button (  ) will return the user to the 'Edit Capital Factor Run' screen, disregarding any changes that have been made.

Once the user has made all necessary changes on the 'Edit Capital Factor Run' screen, the user will have these options available at the bottom of the screen:

- Press the 'Run' (  ) button to calculate the capital factors. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that it has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) in the [capital factor runs subsection](#).
- Press the 'Save' button (  ) to save the updated contents of the 'Edit Capital Factor Run' screen and return to the 'Capital Factor Runs' screen.
- Press the 'Cancel' button (  ) to disregard the updated information and return to the 'Capital Factor Runs' screen.

### Section 7.2.3: Viewing the Inputs of a Capital Factor Run

The user may use filters, as described in [section 4.4](#), to limit or expand the list of capital factor runs that are displayed on the screen. All capital factor runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it and then press the ‘View’ button (  ) to view the selected inputs for the run.



**Capital Factor Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year


Status:

Jurisdiction:

**Capital Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11_25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/28/2003	PAE	Jurisdiction	Externa
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 CDM		3/3/2003	CT	Jurisdiction	CopyOf
WV FC 11_25 CDM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 CDM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 CDM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 CDM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 CDM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 CDM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 CDM		2/28/2003	NY	Jurisdiction	CopyOf
NY FCC 11_25 CDM		2/28/2003	NY	Jurisdiction	CopyOf

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependents**

Once the ‘View’ button (  ) has been pressed, the ‘View Capital Factor Run’ screen loads up as shown on the next page. On this screen, the user may view the prompts, assumptions, and data versions that were selected for this capital factor run.

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**View Capital Factor Run**

**test capital factor run**

Name:

Description:

Capital Factor Template:

Jurisdiction:


Prompts	
Prompt Name	Prompt Value
Test_Prompt	Macrs.GAAP

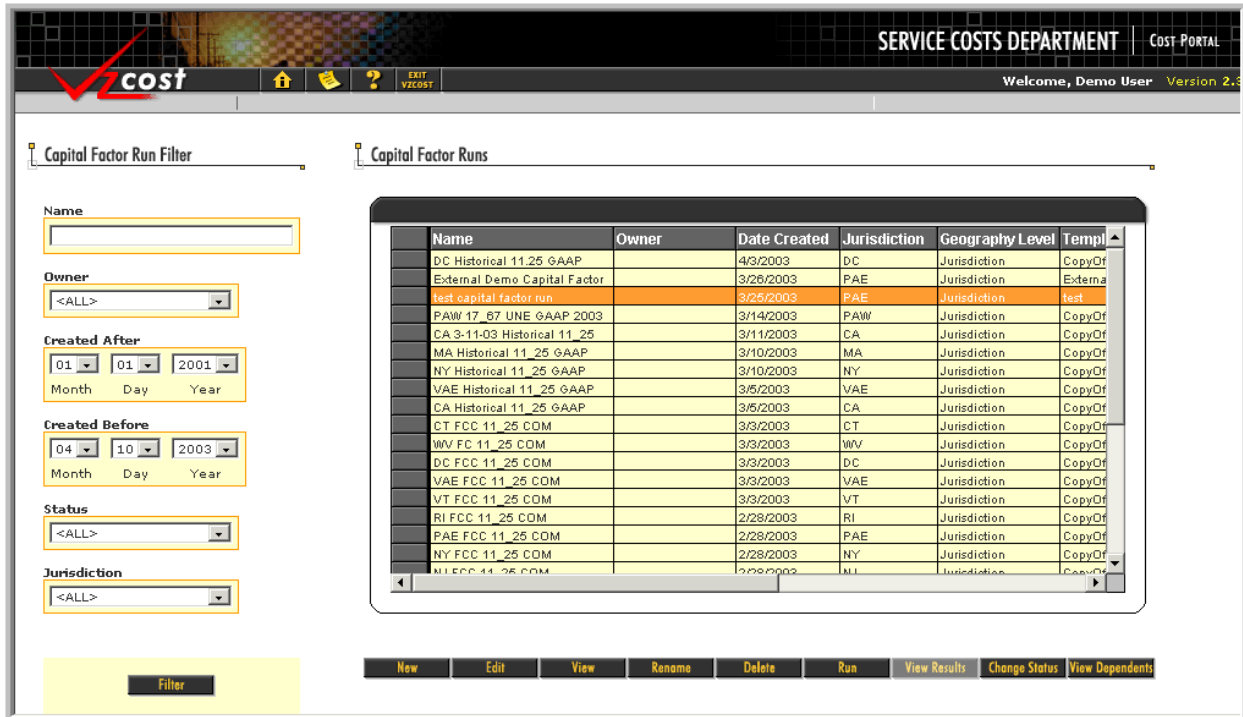
Assumptions	
Assumption	Assumption Value
Asset Life Scenario	FCC
Investment_Placement	BEGINNING OF YEAR

Data Versions	
Data Source	Version
Cost_of_Money	Cost_of_Money table_External Demo 3-26-03
Future_net_salvage	Future_net_salvage table_External Demo 3-26-03
Macrs_rate	Macrs_rate table_External Demo 3-26-03
Macrs_recovery	Macrs_recovery table_External Demo 3-26-03
Property_Taxes	Property_Taxes table_External Demo 3-21-03
Service_life	Service_life table_External Demo 3-26-03
Tax_Rates	Tax_Rates table_External Demo 3-26-03

When this screen is no longer needed, the user will press the 'Cancel' button ( ) at the bottom of the screen to return to the 'Capital Factor Runs' screen.


## Section 7.2.4: Renaming a Capital Factor Run

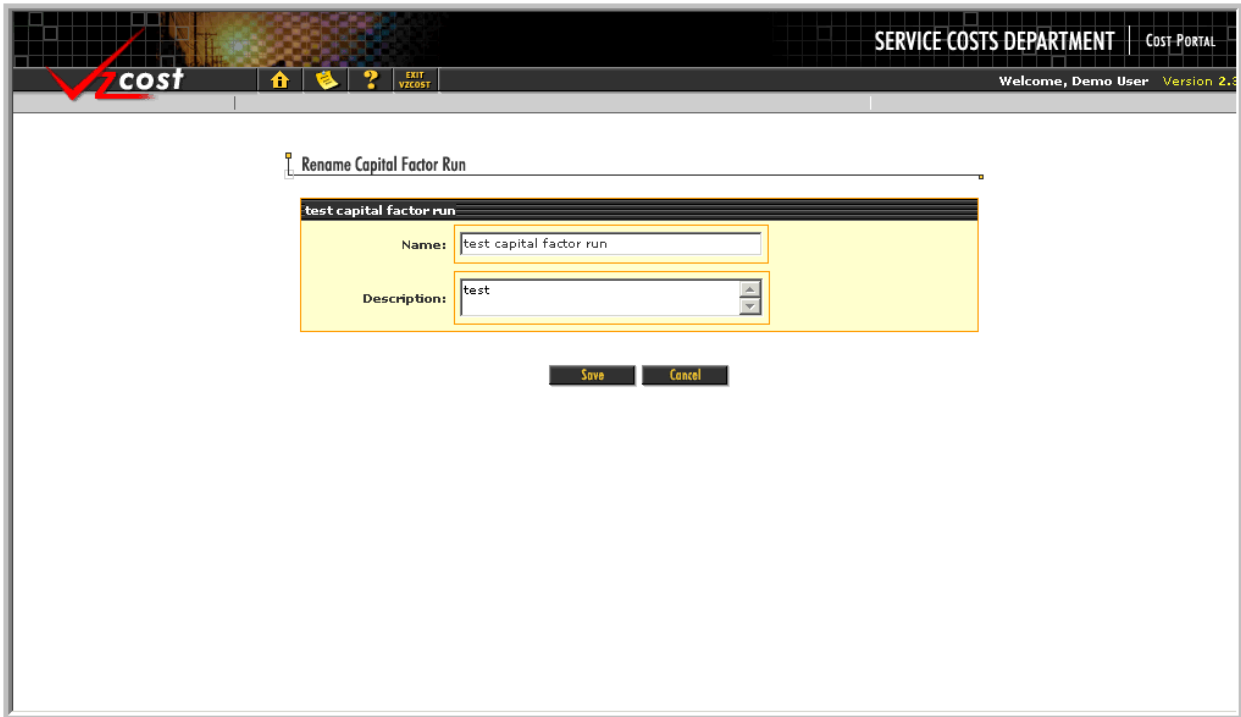
To rename a capital factor run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'Capital Factor Runs' screen. As shown below, the user will click on that run to highlight it and then press the 'Rename' button (  ).



Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Edema
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17 87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FCC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
MI FCC 11_25 COM		2/28/2003	MI	Jurisdiction	CopyOf



The rename function will only be available to the person who created the capital factor run, also known as the data owner. If a renamed run was used in another area or another area within the VzCost system prior to the name change, then the name change will filter through the system to all areas that are affected. VzCost can do this because, although the name has changed, the run has not changed and VzCost tracks the run itself, not the run's name. Please notice that the run may not be renamed if it has already been designated as either final or final and filed.

Once the user has pressed the 'Rename' button (  ), the 'Rename Capital Factor Run' screen, shown below, will load up.




The screenshot displays the 'Rename Capital Factor Run' interface. At the top, the page header includes the 'zcost' logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL | Welcome, Demo User | Version 2.4'. The main content area features a title bar 'Rename Capital Factor Run' and a form titled 'test capital factor run'. The form contains two text input fields: 'Name' with the value 'test capital factor run' and 'Description' with the value 'test'. Below the form are two buttons: 'Save' and 'Cancel'.

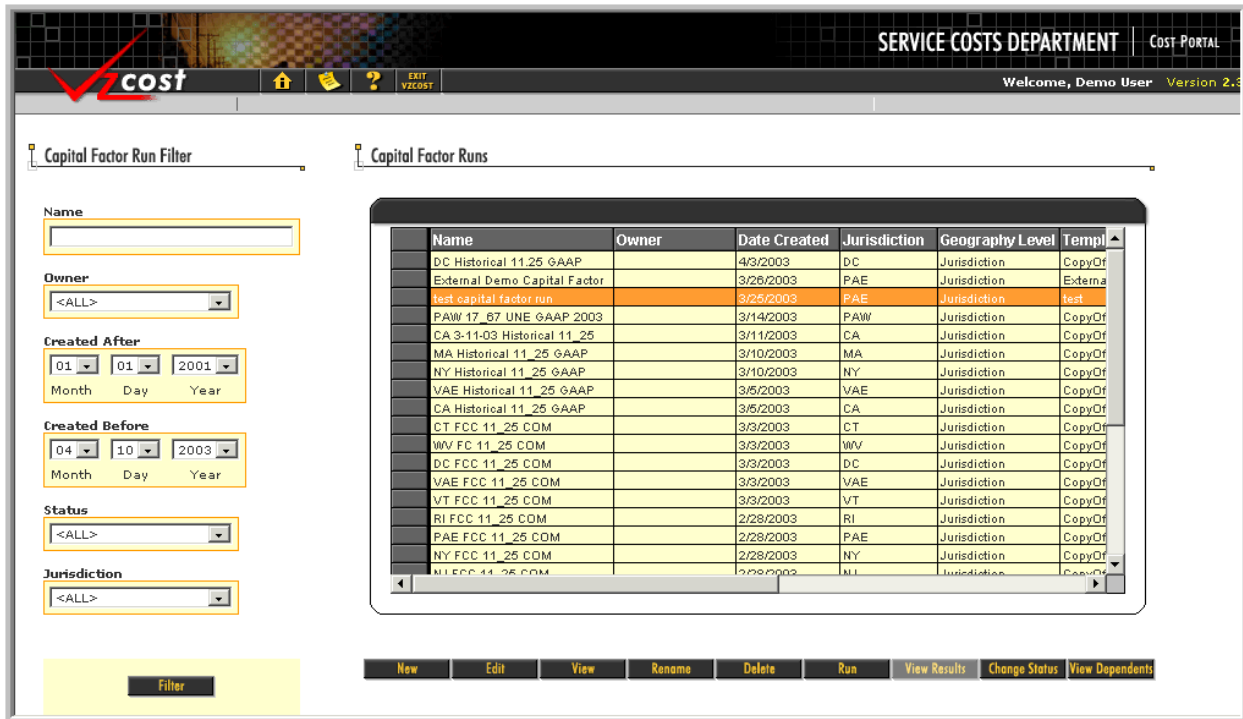
This screen allows the user to change both the name and the description of the run. Once the appropriate changes have been made, the user will have two choices.

1. Press the 'Save' button (  ) to save the new name and description.
2. Press the 'Cancel' button (  ) to disregard all changes and return to the 'Capital Factor Runs' screen.


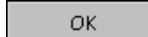
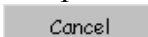


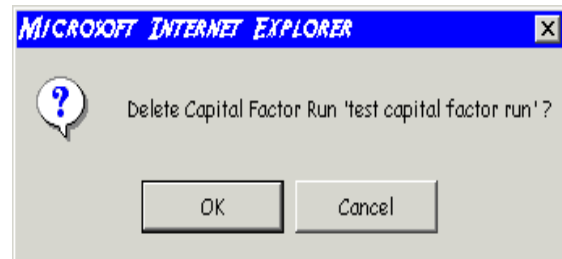
## Section 7.2.5: Deleting a Capital Factor Run

To delete a capital factor run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'Capital Factor Runs' screen. Once located, the user will click on that run to highlight it as shown below. If the user created this run, then the 'Delete' button (  ) will be available. Otherwise, this function will be disabled.





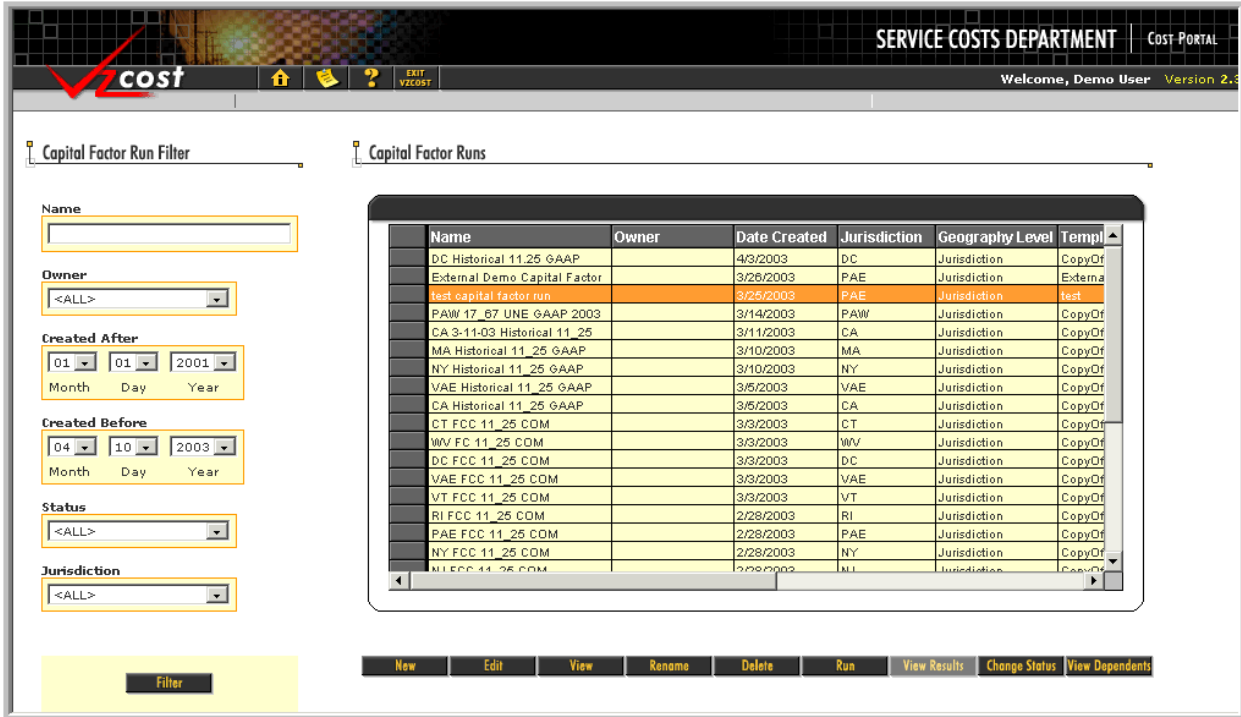
Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11_25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/28/2003	PAE	Jurisdiction	Extrema
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf

Next, the user will press the 'Delete' button (  ). Before deleting the run, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (  ) to complete the deletion or the 'Cancel' button (  ) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Capital Factor Runs' screen.



## Section 7.2.6: Running a Saved Capital Factor Run

When the capital factor run was first created, if the user pressed the 'Save' button (  ) to save the information rather than pressing the 'Run' button (  ) to complete the capital factor run, then the user may use this function to complete the saved run.



**Capital Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year


Status:

Jurisdiction:

**Capital Factor Runs**

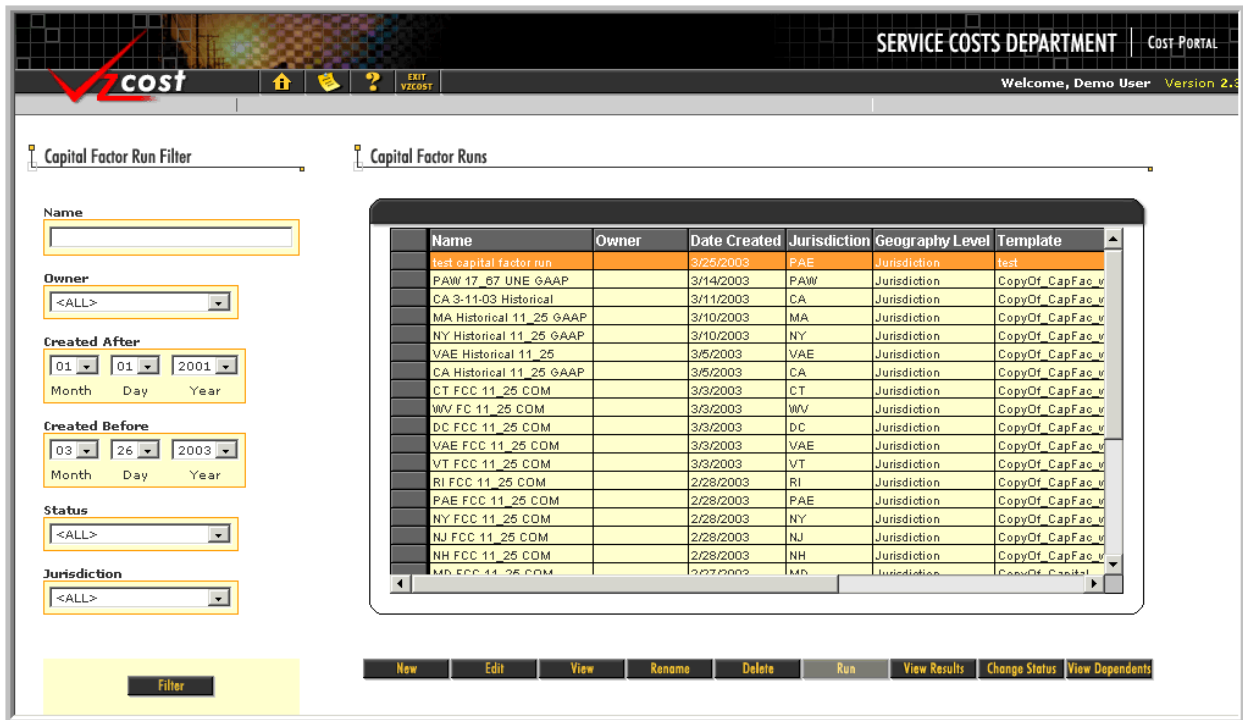
Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Edema
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17.87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11.25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11.25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11.25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11.25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11.25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11.25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FCC 11.25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11.25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11.25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11.25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11.25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11.25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11.25 COM		2/28/2003	NY	Jurisdiction	CopyOf
MI FCC 11.25 COM		2/28/2003	MI	Jurisdiction	CopyOf

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependents**

To run a previously saved capital factor run, the user will use filters (described in [section 4.4](#)) as needed to locate the correct run on the 'Capital Factor Runs' screen, click on that run to highlight it, and press the 'Run' button (  ). Note that this button will not be available for any run other than a saved run that has not been previously completed. Once the button has been pressed, the system will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run either failed or has been completed. The user may see the results of this run from the message center by clicking on the link that will be active in the 'Job Description' column once the run has completed.

## Section 7.2.7: Viewing Capital Factor Run Results

After a capital factor run has been completed, the user will have two ways to view the results of the run. The results can be viewed from the message center as described in [section 13.1](#) or from the 'Capital Factor Runs' screen shown below. On the 'Capital Factor Runs' screen, the user may use filters (described in [section 4.4](#)) as needed to locate the correct run. Once the correct run has been located, the user will click on that run to highlight it and then press the 'View Results' button ( **View Results** ). The 'View Results' button ( **View Results** ) will not be available if the capital factor run has not been run.



**Capital Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

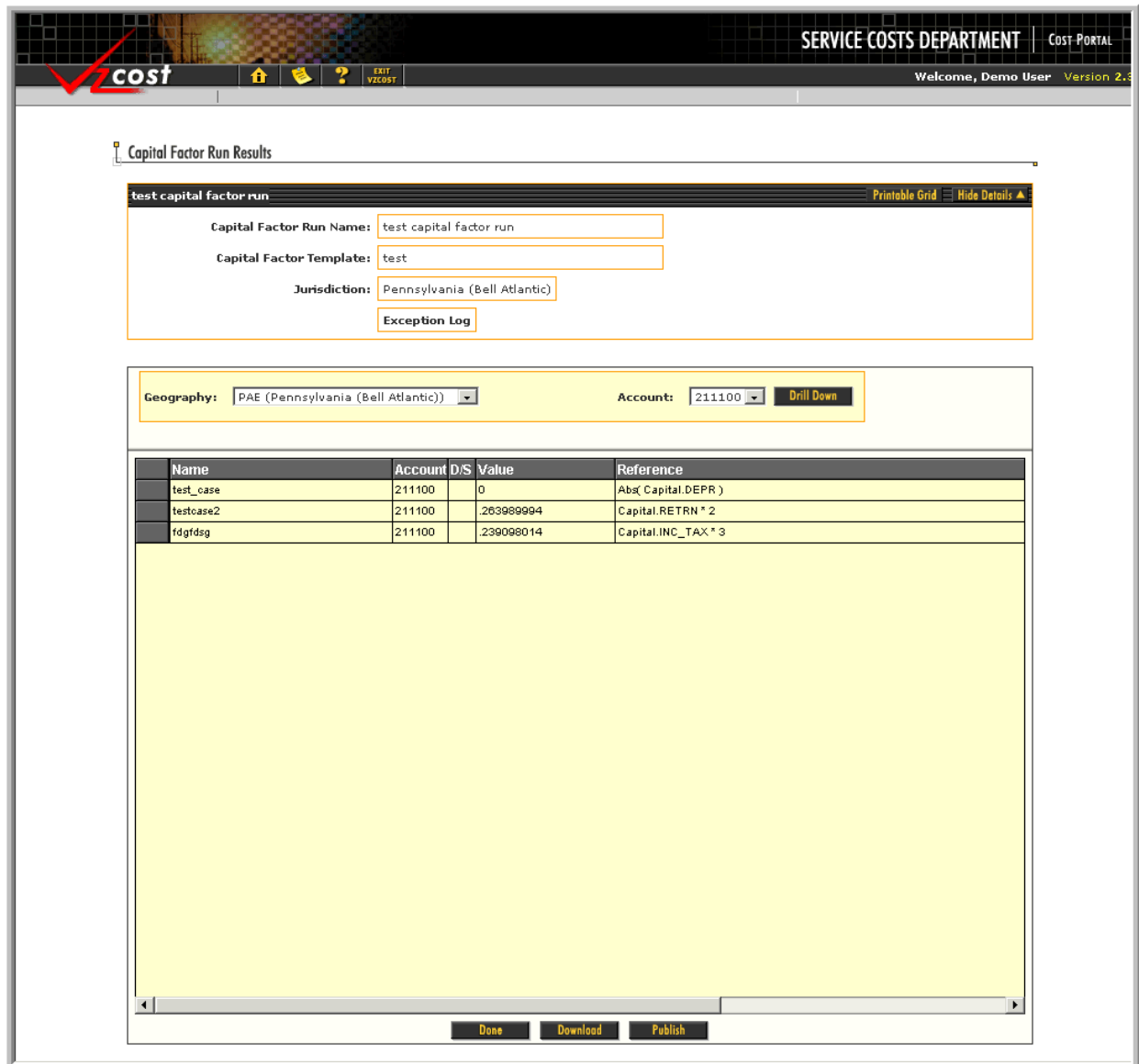
Jurisdiction:

**Capital Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
test capital factor run		3/25/2003	PAE	Jurisdiction	test
PAW 17_87 UNE GAAP		3/14/2003	PAW	Jurisdiction	CopyOf_CapFac.v
CA 3-11-03 Historical		3/11/2003	CA	Jurisdiction	CopyOf_CapFac.v
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf_CapFac.v
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf_CapFac.v
VAE Historical 11_25		3/5/2003	VAE	Jurisdiction	CopyOf_CapFac.v
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf_CapFac.v
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf_CapFac.v
WV FCC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf_CapFac.v
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf_CapFac.v
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf_CapFac.v
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf_CapFac.v
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf_CapFac.v
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf_CapFac.v
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf_CapFac.v
NJ FCC 11_25 COM		2/28/2003	NJ	Jurisdiction	CopyOf_CapFac.v
NH FCC 11_25 COM		2/28/2003	NH	Jurisdiction	CopyOf_CapFac.v
MD FCC 11_25 COM		2/27/2003	MD	Jurisdiction	CopyOf_CapFac.v

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependents**

The result set from the capital factor run is loaded into the ‘Capital Factor Run Results’ screen. Notice that the fields at the top of the page can not be modified.



**Capital Factor Run Results**

test capital factor run Printable Grid Hide Details ▲

Capital Factor Run Name: test capital factor run

Capital Factor Template: test

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: 211100 [Drill Down](#)

Name	Account	D/S	Value	Reference
test_0ase	211100		0	Abx(Capital.DEPR )
testcase2	211100		.263989994	Capital.RETRN * 2
fdgfdsg	211100		.239098014	Capital.INC_TAX * 3

[Done](#) [Download](#) [Publish](#)

There are nine functional parts of the ‘Capital Factor Results’ page. The first two are listed and described below. The remaining seven are listed and described over the next several pages.

- **Grid:** The ‘Printable Grid’ button ( [Printable Grid](#) ) at the top right corner of the screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the results on one printable screen, allowing the user to easily print the result set. The ‘Functional Grid’ button ( [Functional Grid](#) ) will return the user from the printable screen to the functional screen. If the user prints from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper.
- **Details:** At the top of the page, the ‘Show Details’ button ( [Show Details ▼](#) ) and the ‘Hide Details’ button ( [Hide Details ▲](#) ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.

- **Exceptions:** A link to the exception log may or may not appear on the ‘Capital Factor Run Results’ screen. If this link does appear, it will be located immediately below the ‘Jurisdiction’ field at the top of the screen. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the capital factor run. When the user clicks on this link, the screen shown below will load up. This screen provides the user with detailed information regarding the exceptions that have occurred.

**Calculation Exceptions**


**Capital Factor Run Name:** MM Capital Factors Test Run

**Capital Factor Template Name:** Capital Factors w Prop Tax V. 1.090

**Last Modified:** 02/01/2003

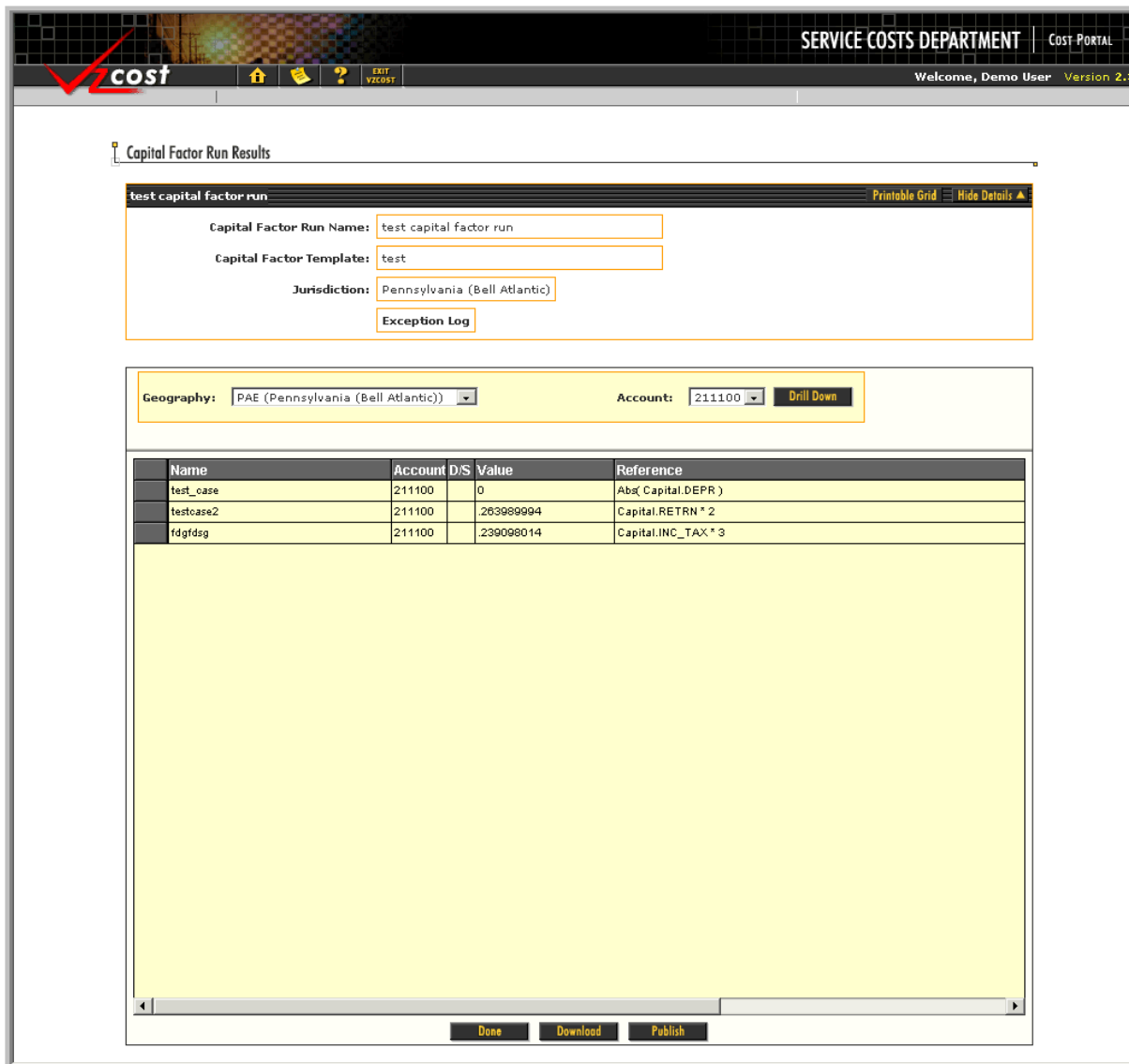
Formula ID	Type	Exception	Geography
Ret_on_Equity_01	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_01	Operation on	ISC_AVG_01 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_01	Operation on	ISC_AVG_01 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_02	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_02	Operation on	ISC_AVG_02 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_02	Operation on	ISC_AVG_02 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_03	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_03	Operation on	ISC_AVG_03 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_03	Operation on	ISC_AVG_03 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_04	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_04	Operation on	ISC_AVG_04 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_04	Operation on	ISC_AVG_04 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_05	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_05	Operation on	ISC_AVG_05 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_05	Operation on	ISC_AVG_05 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_06	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	
Ret_on_Equity_06	Operation on	ISC_AVG_06 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_06	Operation on	ISC_AVG_06 *1-DEBT_RATIO Both contain constants, this will give unspecified	
Ret_on_Equity_07	Inconsistent	Geographies are inconsistent in 1 - DEBT_RATIO	

**Close**

Once the user has finished examining the data on this screen, the ‘Close’ button (  ) at the bottom of the screen may be pressed to close this screen and return to the ‘Capital Factor Run Results’ page.

If the user needs to sort the information before downloading the data or printing the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information previously selected. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.



Capital Factor Run Results

test capital factor run Printable Grid Hide Details ▲

Capital Factor Run Name: test capital factor run

Capital Factor Template: test

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) ▼ Account: 211100 ▼ [Drill Down](#)


Name	Account D/S	Value	Reference
test_case	211100	0	Abx(Capital.DEPR )
testcase2	211100	.263989994	Capital.RETRN * 2
fdgfdg	211100	.239098014	Capital.INC_TAX * 3

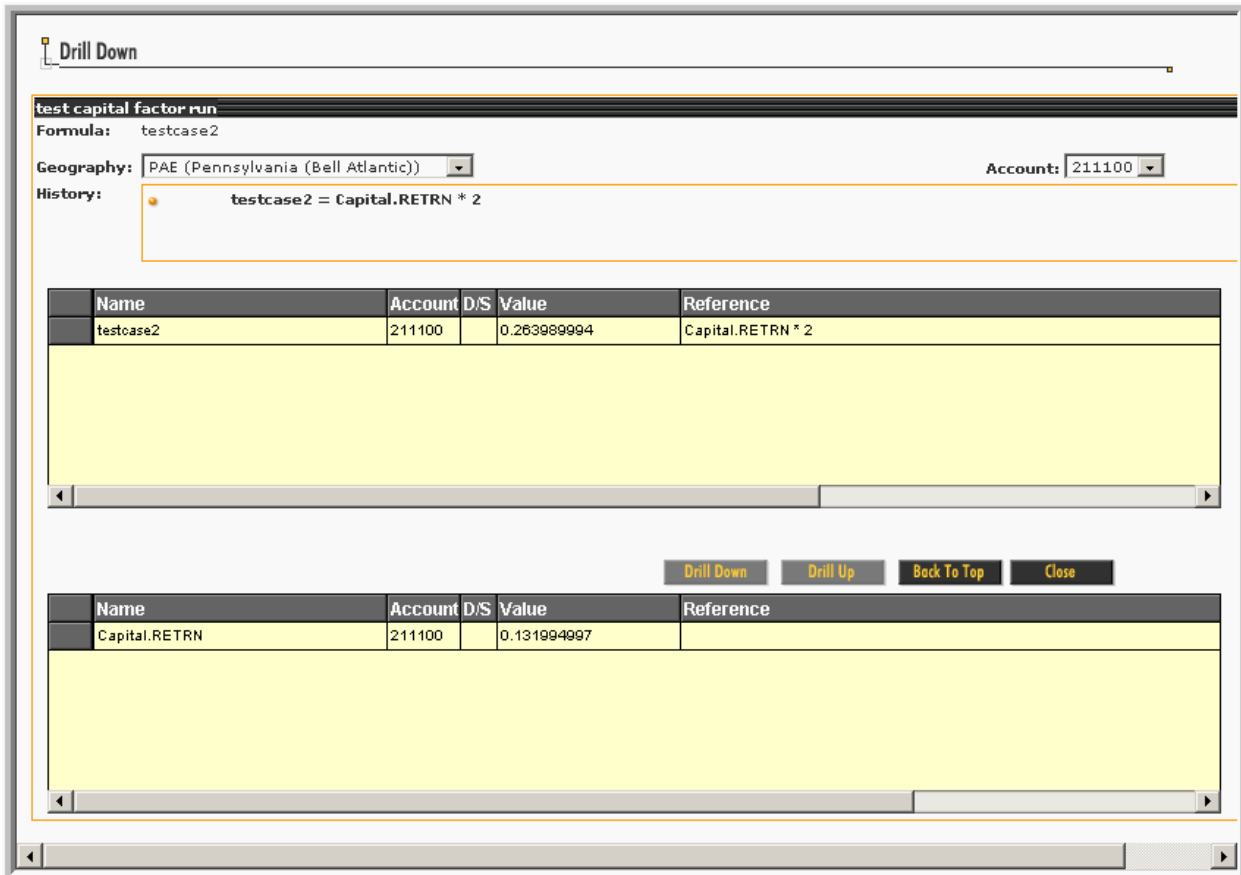
[Done](#) [Download](#) [Publish](#)

If the user does not need to publish, drill into, or download the data or just has no further need for information from this screen, then the screen should be closed.

- **Done:** When the 'Done' button ( [Done](#) ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'Capital Factor Runs' screen.

Otherwise, the user may choose to download the information from these results, view the details of their calculations by drilling down into them, or publish the results for use as a data version.

- **Drill Down:** To drill down in to the results, the user would select any line within the results, thus highlighting that line, and then press the ‘Drill Down’ button (  ). It is important for the user to realize that the drill down function drills on the formula(s) and not on the value(s). As shown below, the ‘Drill Down’ screen loads up in a separate window.



The screenshot shows a window titled "Drill Down" with the following content:


**test capital factor run**  
 Formula: testcase2  
 Geography: PAE (Pennsylvania (Bell Atlantic)) Account: 211100  
 History: testcase2 = Capital.RETRN \* 2

Name	Account	D/S	Value	Reference
testcase2	211100		0.263989994	Capital.RETRN * 2

Buttons: Drill Down, Drill Up, Back To Top, Close

Name	Account	D/S	Value	Reference
Capital.RETRN	211100		0.131994997	

The areas on the ‘Drill Down’ screen break down as follows:

- There will not be any geography options available other than that which was selected prior to completing the capital factor run.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu that opened when the button was pressed. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting ‘All’ from the drop down menu, or for items that have no account number, if such items exist, by selecting ‘None’ from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

**Drill Down**

**test capital factor run**

Formula: testcase2

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: 211100

History: testcase2 = Capital.RETRN \* 2

Name	Account	D/S	Value	Reference
testcase2	211100		0.263989994	Capital.RETRN * 2


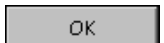
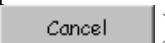
Drill Down Drill Up Back To Top Close

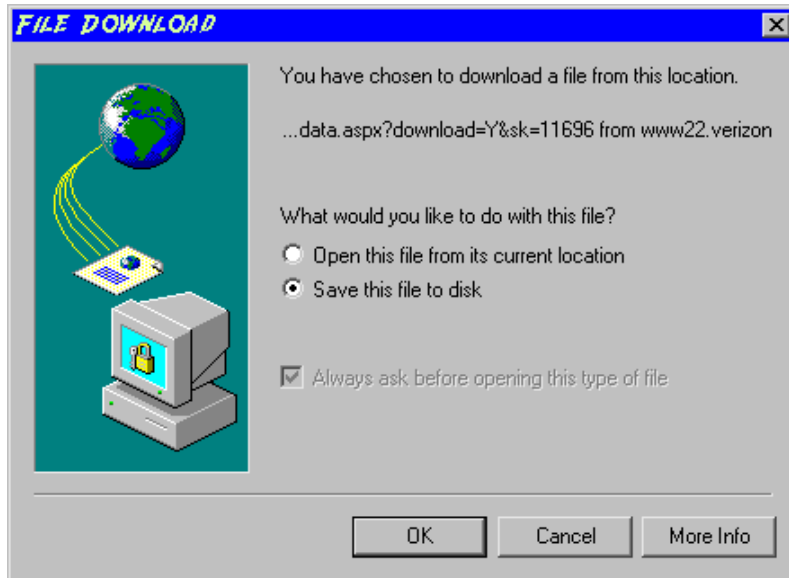
Name	Account	D/S	Value	Reference
Capital.RETRN	211100		0.131994997	

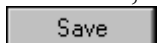
The user may do the following on the 'Drill Down' screen:

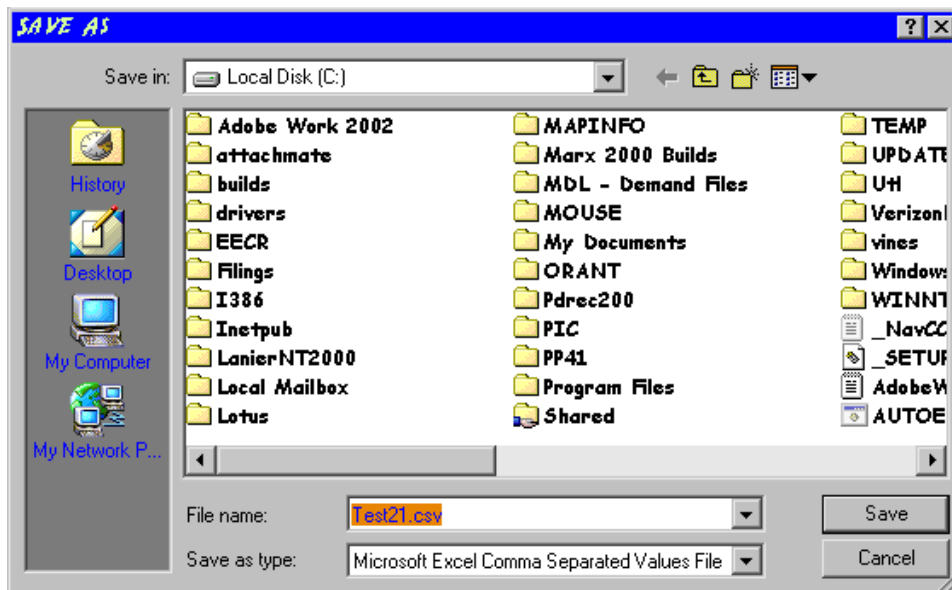
- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button ( **Drill Down** ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button ( **Drill Up** ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button ( **Back To Top** ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When the button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Close' button ( **Close** ) can be used at any time to close the 'Drill Down' screen completely.




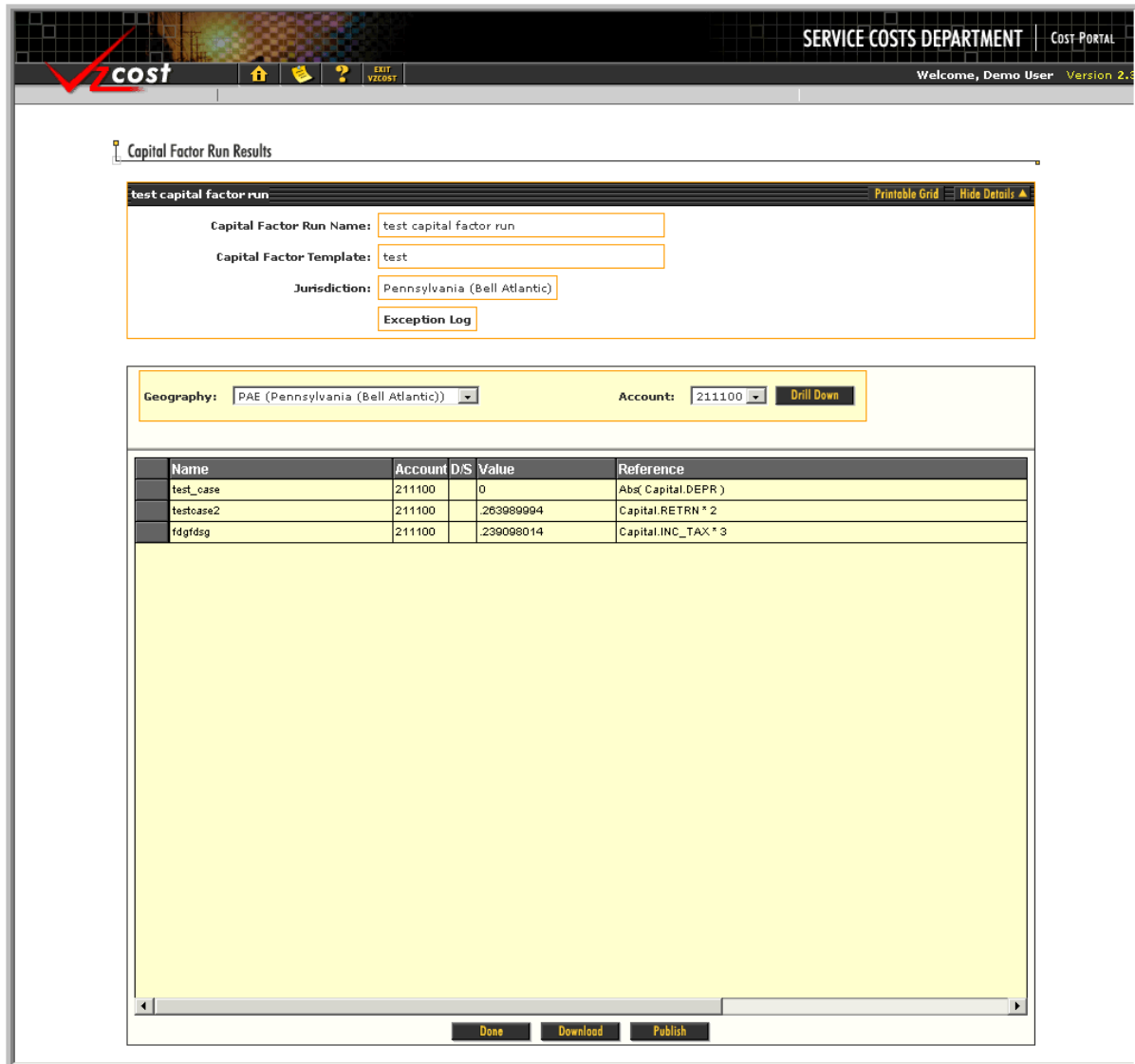
- The user may also press the 'Download' button (  ) which will download the data in to a CSV file for the user to use with other applications or as needed. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user should make sure that the 'Save this file to disk' radio button has been selected and then press the 'OK' button (  ). Alternatively, the user could press the cancel button (  ) to disregard the download request and return to the previous screen.



Next, the 'Save As' dialog box will pop up. The user will need to choose where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the destination is achieved. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back in to the system.



- **Publish:** The publish button serves to publish the results of the capital factor run as a data version so that analysts may use these results without having to dig through intermediate level data. Once the 'Publish' button (  ) has been pressed, the system will publish the data and return the user to the 'Capital Factor Runs' screen.



Capital Factor Run Results

test capital factor run

Capital Factor Run Name: test capital factor run

Capital Factor Template: test

Jurisdiction: Pennsylvania (Bell Atlantic)

Exception Log

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: 211100 Drill Down

Name	Account D/S	Value	Reference
test_case	211100	0	Abs( Capital.DEPR )
testoase2	211100	263989994	Capital.RETRN * 2
fdgfdsg	211100	239098014	Capital.INC_TAX * 3

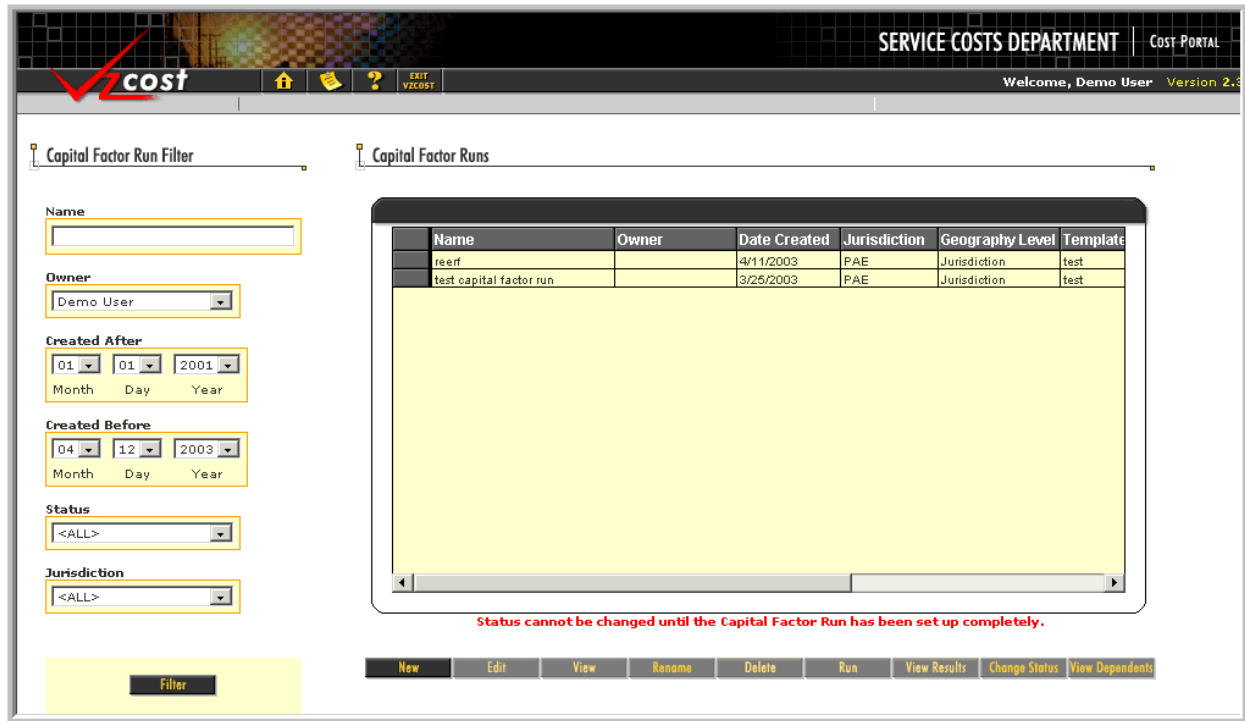
Done Download Publish

There are several rules related to the publish function. Without compliance to these rules, the publish function will not be available to the user.

- In the capital factor template, a formula must be assigned to each of the items available in the 'Published Result' drop down menu. Otherwise, the publish function will be inactive.
- Both the capital factor template and the capital factor run must be approved before the publish function will be available.
- The publish function available to the data owner.
- If either the capital factor template or the capital factor run has a status of final and filed, then the publish function will be not available.
- No capital factor run may be published more than once. Thus, after the run has been published, the publish function will no longer be available.

## Section 7.2.8: Changing the Status of a Capital Factor Run

To change the status of a capital factor run, the user will click on a run to highlight it and then press the 'Change Status' button ( **Change Status** ). If the run has not been set up correctly, the system will provide an error message like the one shown in the figure below. Otherwise, a screen that is very similar to the 'View Capital Factor Run' screen will load up.



The screenshot shows the 'SERVICE COSTS DEPARTMENT | COST PORTAL' header. The user is logged in as 'Demo User' (Version 2.3). The main content area is titled 'Capital Factor Runs' and contains a table with the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
reerf		4/11/2003	PAE	Jurisdiction	test
test capital factor run		3/25/2003	PAE	Jurisdiction	test

Below the table, a red error message states: "Status cannot be changed until the Capital Factor Run has been set up completely." The interface also includes a 'Capital Factor Run Filter' section on the left with fields for Name, Owner (Demo User), Created After (01/01/2001), Created Before (04/12/2003), Status (<ALL>), and Jurisdiction (<ALL>). A 'Filter' button is located at the bottom left. At the bottom right, there is a toolbar with buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, and View Dependents.

HOME

HELP

EXIT

YZCOST

SERVICE COSTS DEPARTMENT | COST PORTAL

Welcome, Demo User | Version 2.4

**Change Status - Capital Factor Run**

**test capital factor run**

Name:

Description:

Capital Factor Template:

Jurisdiction:

Status:

**Assumptions**

Assumption	Assumption Value
Asset Life Scenario	FCC
Investment_Placement	BEGINNING OF YEAR

**Data Versions**



Data Source	Version
Capital_Factors	Capital_Factors table_External Demo 3-21-03

The difference between this screen and the 'View Capital Factor Run' screen is the 'Status' field near the top of this screen. This field does not exist on the 'View Capital Factor Run' screen.

The user may select from the drop down menu next to the 'Status' field by pressing the button (▼) at the right of the field. There may be up to seven options available for the user to choose from when changing status. Below is a description of each of these options:

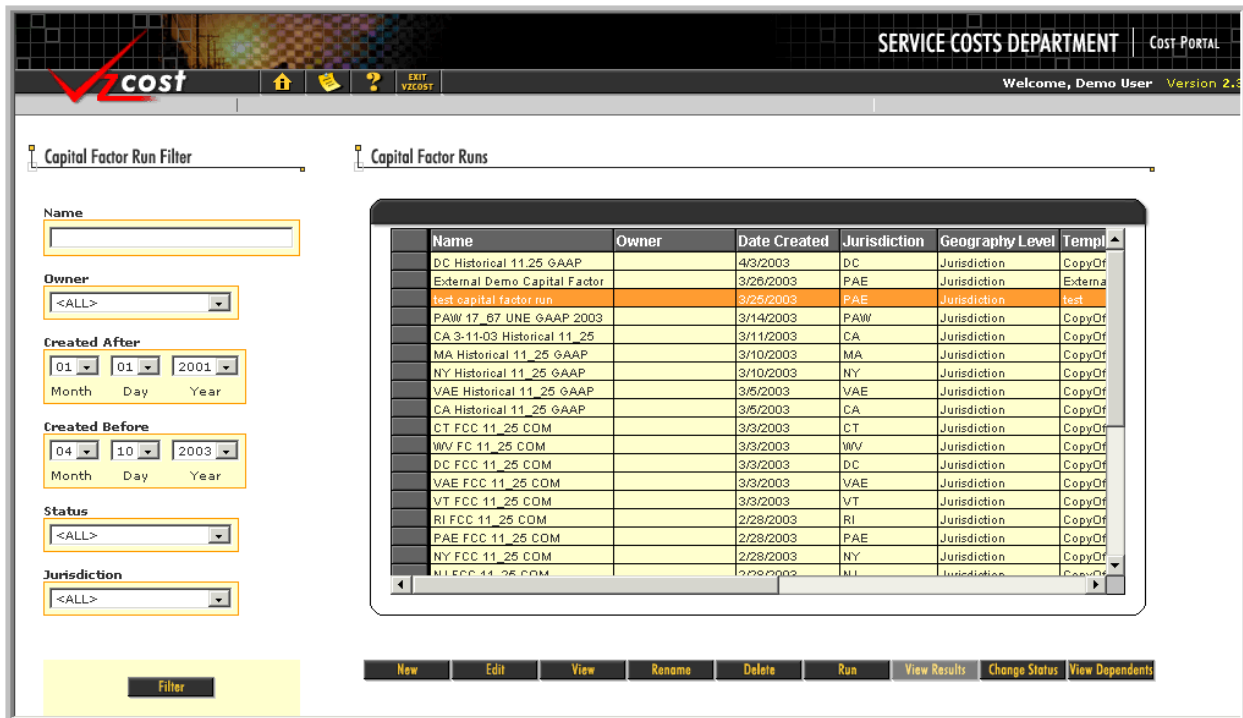
1. Temporary: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. In Progress: In progress items can only be seen by the data owner.
3. Completed: Completed items can be seen by anyone but are not yet awaiting approval.
4. Submitted: Submitted items can be seen by anyone and are awaiting approval.
5. Approved: Approved items may now be used in cost studies as needed. The capital factor run may not be approved until the related capital factor template has been approved. Then, it may only be approved by a user with the appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. Final: Final items may not be edited further or deleted even though they have not been included in a filing.
7. Final and Filed: Final and filed items, which have been included in a filing, may not be edited further or deleted.

Once the user has changed the status of the capital factor run, two options will be available at the bottom of the screen:

- The user may press the 'Save' button (  ) to save the capital factor run and return to the 'Capital Factor Runs' screen.
- The user may press the 'Cancel' button (  ) to disregard the status change and return to the 'Capital Factor Runs' screen.

## Section 7.2.9: Viewing Dependents of a Capital Factor Run

The 'View Dependents' button ( **View Dependents** ) on the 'Capital Factor Runs' screen will allow the user to see the entire chain of data associated with the run. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of runs displayed on the screen. All runs meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed run by clicking on it, and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.



**Capital Factor Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year


Status:

Jurisdiction:

**Capital Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
DC Historical 11_25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Externa
<b>test capital factor run</b>		<b>3/25/2003</b>	<b>PAE</b>	<b>Jurisdiction</b>	<b>test</b>
PAW 17_87 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
CT FCC 11_25 COM		3/3/2003	CT	Jurisdiction	CopyOf
WV FCC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf

**Filter**    **New**    **Edit**    **View**    **Rename**    **Delete**    **Run**    **View Results**    **Change Status**    **View Dependents**

The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected capital factor run, thus locking it. Any items in this window will need to be deleted before the run can be deleted. The bottom window shows the user items that the selected capital factor run is using. These items are locked and thus, can not be deleted until this run has been deleted. Once the run has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

**Capital Factor Run Dependencies**

**Capital Factor Run:**

**Capital Factor Run used by:**

Type	Name	Owner	Status

[View Dependents](#)

**Capital Factor Run uses:**

Type	Name	Owner	Status
Capital Factor	External Demo Capital Factor Template 3-26-03		Final and Filed
Data Version	Cost_of_Money/Cost_of_Money table_External		Approved
Data Version	Future_net_salvage/Future_net_salvage		Approved
Data Version	Macrs_rate/Macrs_rate table_External Demo		Approved
Data Version	Macrs_recovery/Macrs_recovery table_External		Approved
Data Version	Property_Taxes/Property_Taxes table_External		Approved

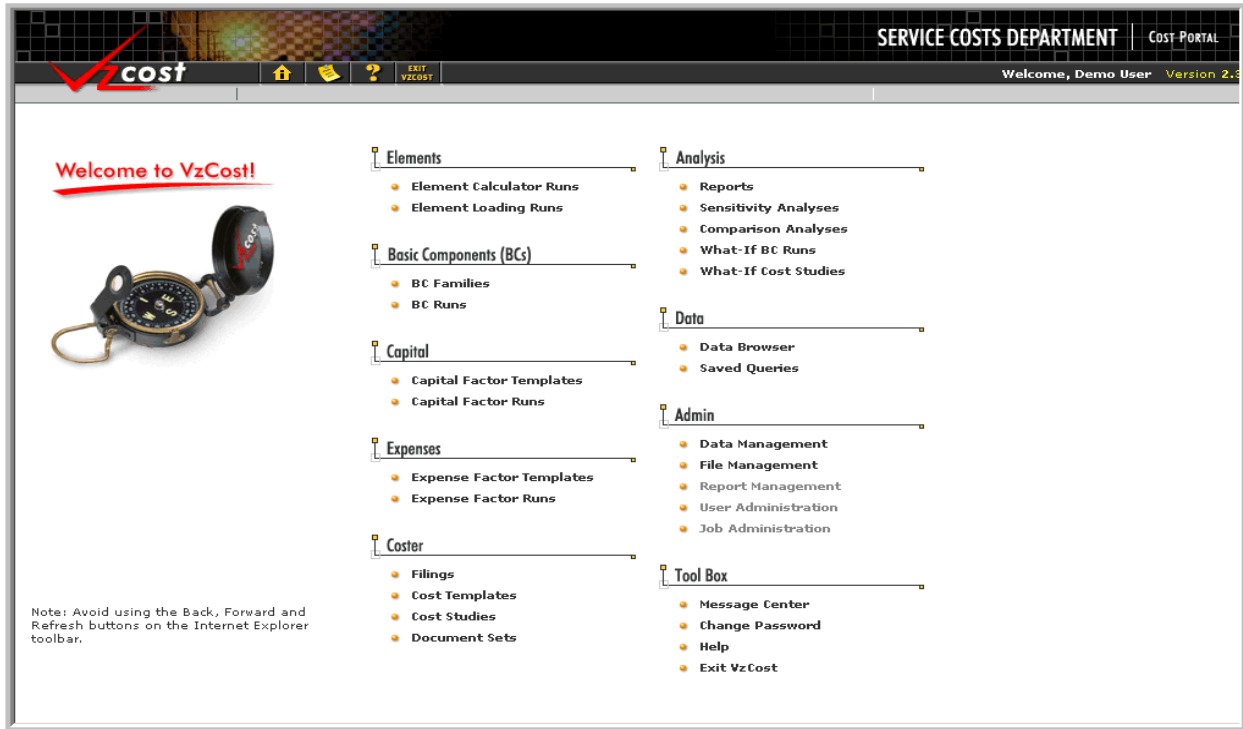
[View Dependents](#)

[Close](#)





## Section 8: Expenses



**Welcome to VzCost!**

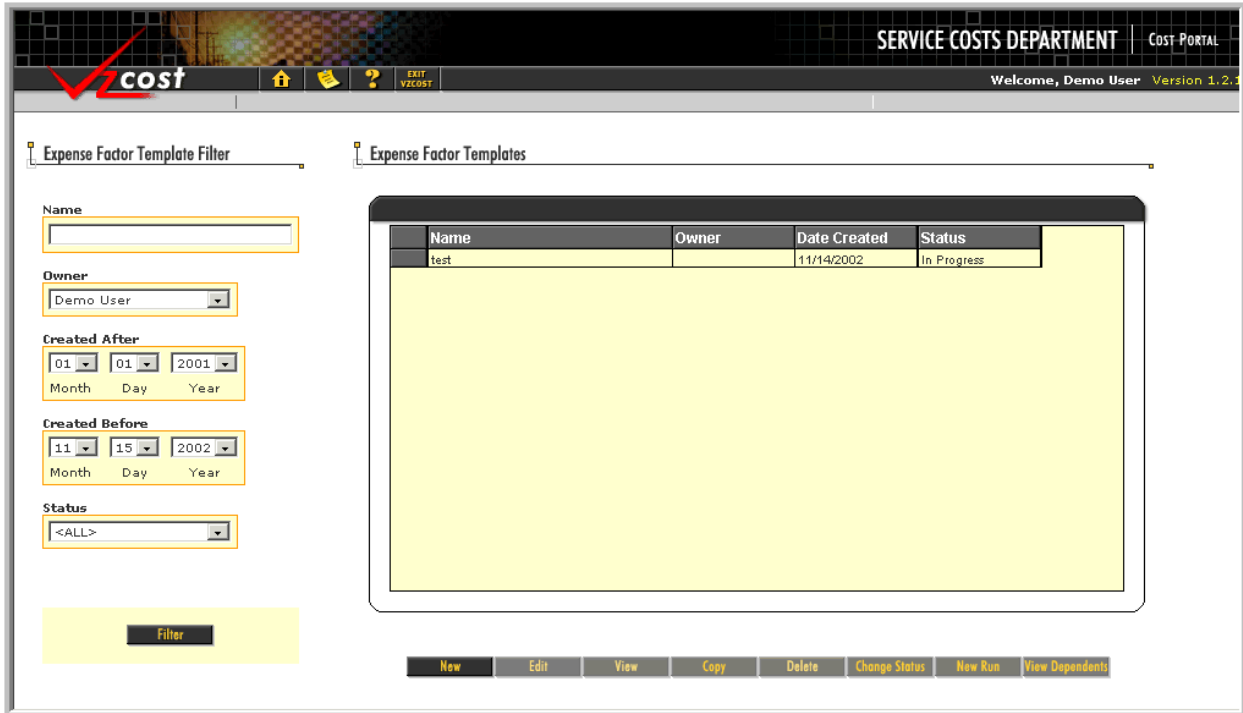
Notes: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

Expense factors are calculated by the VzCost Calc Engine. The expense factor domain in VzCost is divided into two functional areas. Both of these areas, expense factor templates and expense factor runs, may be accessed by clicking on the appropriate link from the home page shown above.

## Section 8.1: Expense Factor Templates

An expense factor template is a set of formulas that are used to run expense calculations. While the template contains formulas, it does not contain any results. Expense factor runs will provide results. However, the user will not be able to create an expense factor run until an expense factor template has been created.


The screenshot shows the "Expense Factor Templates" web application. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an "EXIT VZCOST" button. The page title is "SERVICE COSTS DEPARTMENT COST PORTAL" and the user is identified as "Welcome, Demo User" with "Version 1.2.3". The main content area is split into two sections: "Expense Factor Template Filter" on the left and "Expense Factor Templates" on the right. The filter section contains several dropdown menus: "Name" (empty), "Owner" (set to "Demo User"), "Created After" (Month: 01, Day: 01, Year: 2001), "Created Before" (Month: 11, Day: 15, Year: 2002), and "Status" (set to "<ALL>"). A yellow "Filter" button is located below these filters. The "Expense Factor Templates" section displays a table with the following data:

Name	Owner	Date Created	Status
test		11/14/2002	In Progress

Below the table is a row of action buttons: "New", "Edit", "View", "Copy", "Delete", "Change Status", "New Run", and "View Dependents".


Throughout this section, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of expense factor templates that are displayed on the screen. All expense factor templates that meet the filtered criteria will be displayed on the screen.

### Section 8.1.1: Creating a New Expense Factor Template

To create an expense factor template, the user will press the 'New' button (  ) at the bottom of the 'Expense Factor Templates' screen. The 'New Expense Factor Template' screen loads into memory. An example of this screen is shown below.

The screenshot shows a web application interface for creating a new expense factor template. At the top, there is a navigation bar with the 'VZcost' logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. A user greeting 'Welcome, Demo User' and 'Version 1.2.3' is visible. The main content area is titled 'New Expense Factor Template'. It contains a form with three fields: 'Expense Factor Template Name:' (a text input field), 'Description:' (a text area with a scroll bar), and 'Applicable Jurisdictions:' (a dropdown menu currently set to 'All'). Below the form is a table with two columns: 'Data Source' and 'Data Alias'. The table is currently empty. At the bottom of the form, there are 'Select' and 'Delete' buttons. At the very bottom of the page, there are 'Save' and 'Cancel' buttons.

At the top of the page, the user will provide a name and a brief description of the new expense factor template in the appropriate fields. By default, the jurisdiction is 'All' and thus, the template may be used to run any expense factor run. To limit the applicable jurisdictions, the user should click the word 'All' which also serves as a link.



**Applicable Jurisdictions**

Choose jurisdictions for which this template is applicable

All Jurisdictions  
 Selected Jurisdictions

Jurisdictions	
Pennsylvania (Bell Atlantic)	
Pennsylvania (GTE)	
Virginia (Bell Atlantic)	
Virginia (GTE)	

▶

Selected Jurisdictions	
Pennsylvania (Bell Atlantic)	<input type="checkbox"/>
Pennsylvania (GTE)	<input type="checkbox"/>

OK Cancel

After the link has been clicked, the screen shown above will load up. The user will select the needed jurisdictions in the left column and press the arrow button (▶) between the two columns. Doing this moves the jurisdictions to the list in the right column and changes the radio button at the top of the screen from 'All Jurisdictions' to 'Selected Jurisdictions'. To remove an item from the right column, click the check box next to the item to be deleted and then click the trash can icon (🗑) at the top of the column. Pressing the 'OK' button (OK) will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (Cancel) will disregard all changes and return the user to the previous screen.

The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the 'New Expense Factor Template' screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the data sources and formulas on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to print data one page at a time, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper. Also at the top right corner of the screen, the 'Show Details' button ( **Show Details ▼** ) and the 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



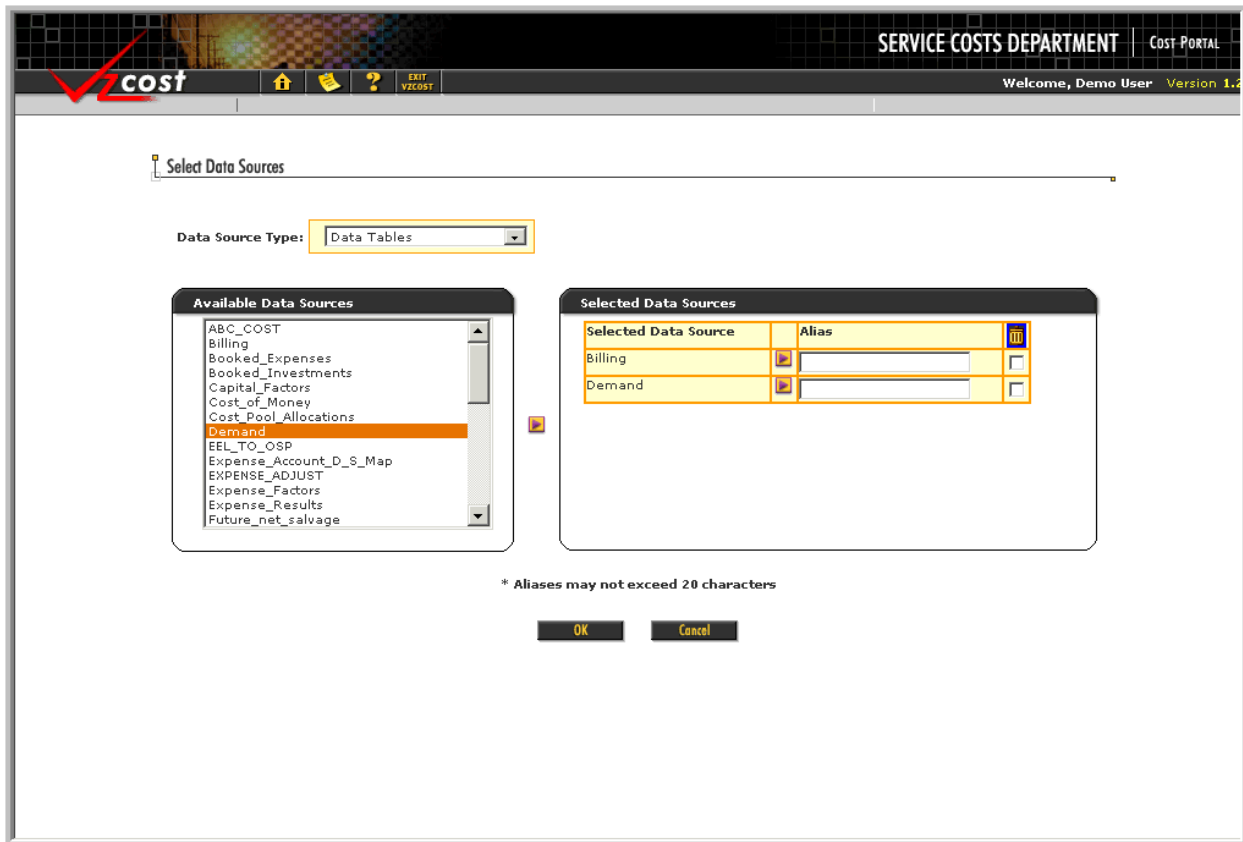
The screenshot displays the 'New Expense Factor Template' interface. At the top, there is a navigation bar with the Verizon Cost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Demo User' and the version is '1.2.1'. The main content area is titled 'New Expense Factor Template' and contains a form with the following fields:

- Expense Factor Template Name:** A text input field.
- Description:** A text input field with a scroll bar.
- Applicable Jurisdictions:** A dropdown menu currently set to 'All'.

Below the form is a grid with two tabs: 'DATA' and 'FORMULAS'. The 'DATA' tab is selected, and the grid is currently empty. At the bottom of the screen are buttons for 'Select', 'Delete', 'Save', and 'Cancel'.

The window at the bottom of the screen has two tabs. These tabs are labelled as 'Data' and 'Formulas'. The user needs to make certain that the 'Data' tab is selected and then press the 'Select' button ( **Select** ) at the bottom, left of the screen.

The 'Select Data Sources' screen, shown below, will load up. The user should make a selection from the 'Data Source Type' field by pressing the button (▼) to the right of the field and clicking on the correct item.





**Select Data Sources**

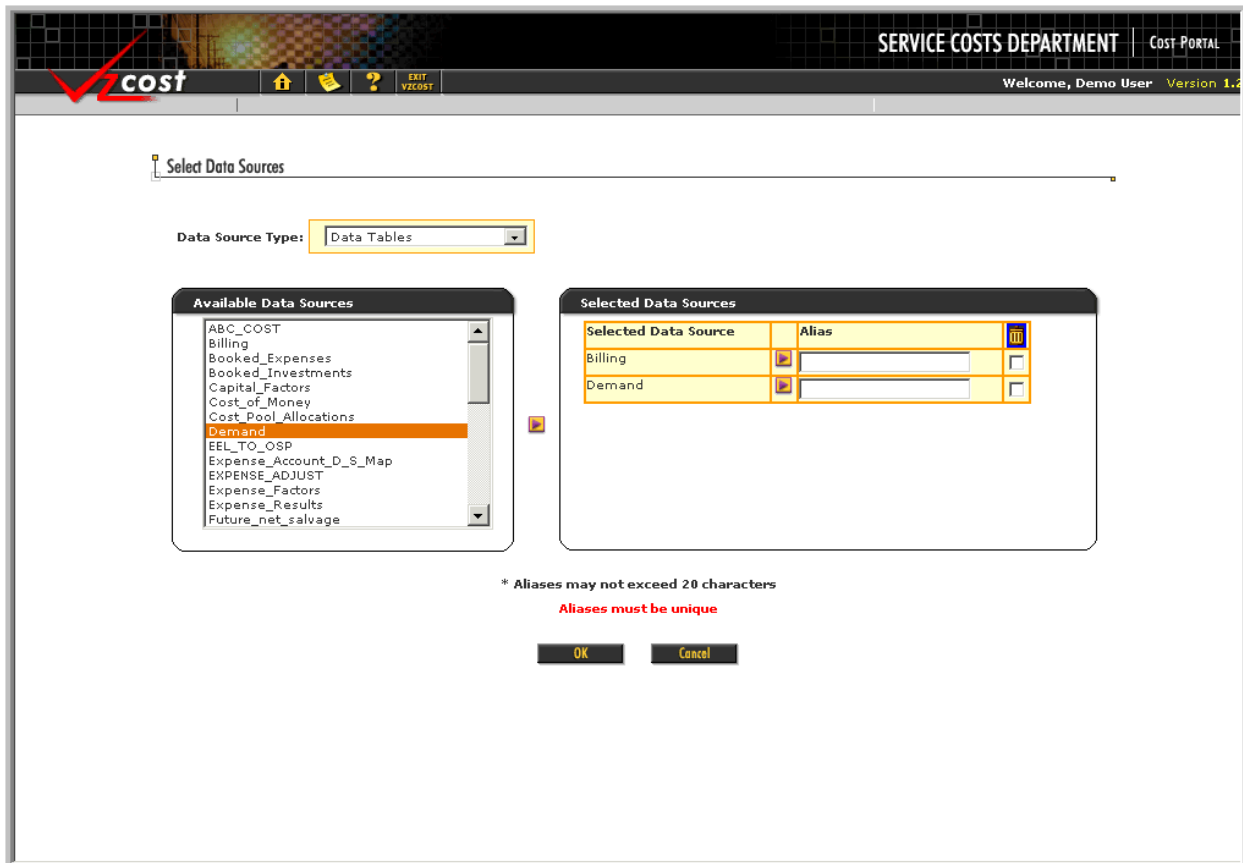
Data Source Type:



Available Data Sources	Selected Data Sources
ABC_COST	
Billing	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
<b>Demand</b>	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

\* Aliases may not exceed 20 characters

Once the data source type has been selected, the user may highlight items in the available data sources table on the left and move those items to the right column by pressing the arrow button (▶) between the two columns. To remove an item from the right column, click inside the box at the right of the item and then click on the trash can icon (🗑) above the checked box. Also, once an item has been moved to the right column an alias must be assigned before the system will allow the user to press the 'OK' button (  ) and continue.

To use the data source name as the alias, the user should press the arrow button (  ) to the left of the 'Alias' field. The user may also type in a different alias name manually or use both options by pressing the arrow button (  ) and then adding to the text. In the example shown below, the user tried to continue without providing an alias and the system responded with the error message shown. Please note that an alias cannot contain spaces or special characters with the exception of the underscore, which may be used.



Once the user has selected all needed data sources and assigned aliases to them, two options will be available. The user may press the 'OK' button (  ) to save the selections and return the user to the previous screen or the user may press the 'Cancel' button (  ) to disregard all changes and return the user to the previous screen.

Notice that the information selected by the user is now populated within the 'Data' tab.



test1-03

Expense Factor Template Name: test1-03

Description: test1-03 - do not use

Applicable Jurisdictions: All

Data Source	Data Alias
Demand	Demand
Billing	Billing

Select Delete

Save Cancel


If an item of data needs to be deleted, the user should click on that item to highlight it and then press the delete button ( **Delete** ).



Next the user will need to create formulas for the expense factor template. Thus, the user will click on the 'Formula' tab and the contents of the formula tab will replace the contents of the data tab on the screen, as shown below.

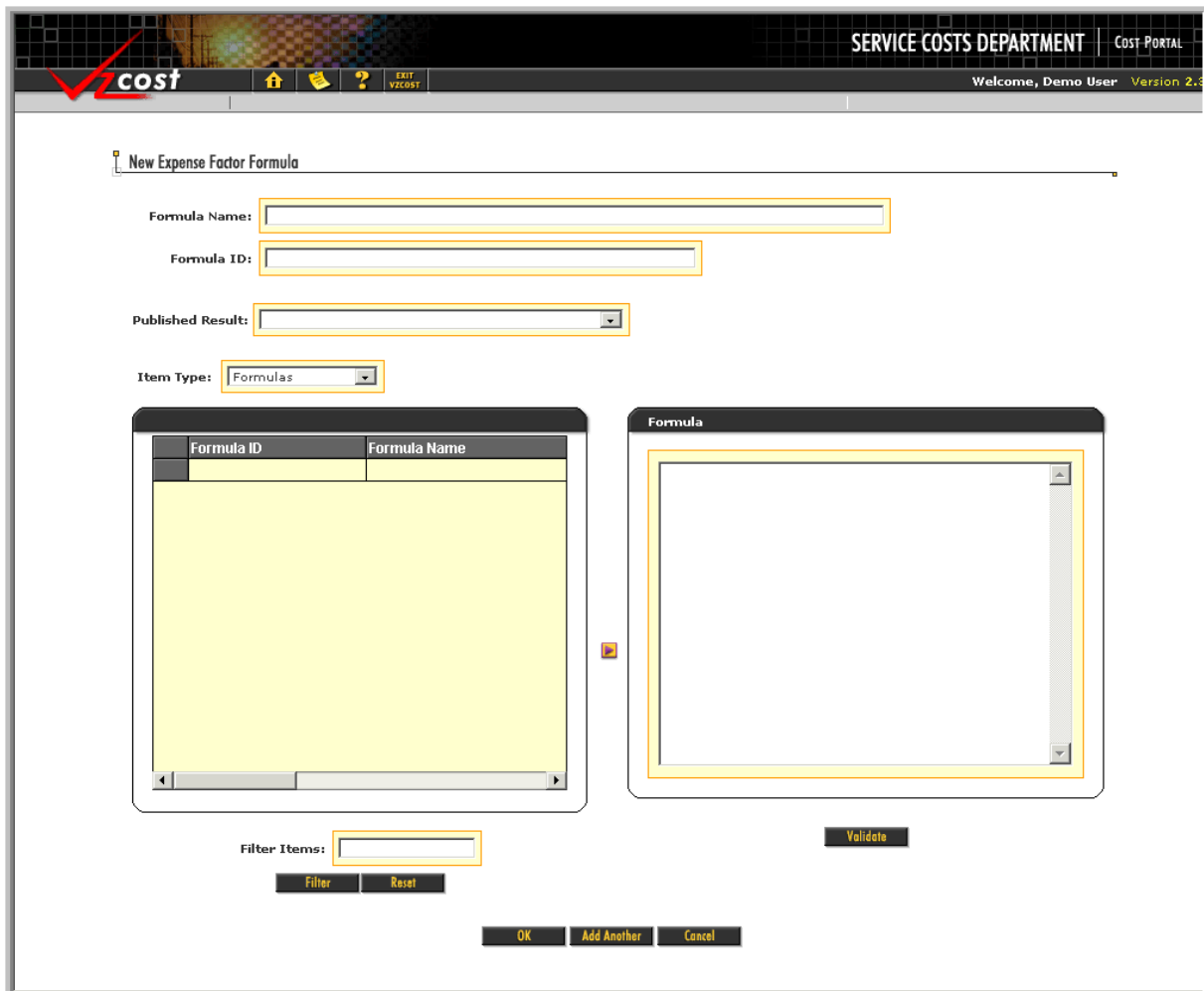


The screenshot displays the 'New Expense Factor Template' interface. At the top, the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' are visible. The main content area is titled 'New Expense Factor Template' and contains a 'New Template' form. The form has three main sections: 'Expense Factor Template Name' with the value 'test1-03', 'Description' with the value 'test1-03 - do not use', and 'Applicable Jurisdictions' set to 'All'. Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, showing a table with three columns: 'Formula Name', 'Formula ID', and 'Formula'. The table is currently empty. At the bottom of the interface, there is a toolbar with buttons for 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompt', 'Copy', 'Move Above', and 'Move'. Below the toolbar are 'Save' and 'Cancel' buttons.

To create the needed formulas, the user will press the 'New (Insert)' button (  ) at the bottom of the screen.



The 'New Expense Factor Formula' screen loads up. The user will provide a descriptive 'Formula Name' and a 'Formula ID' which should be an abbreviated name for the formula. Next the user must decide whether or not to publish the results of the expense factor run. When publishing results, the user is creating a data version based on the final results of the expense factor run. Thus, once the data version is approved, an analyst may use that data version without having to drill through the intermediate level results of the expense factor run. In order to use the publish function, a formula must be assigned to each of the available items in drop down menu for the 'Published Result' field. All of the items in this field will be formatted as follows: table name.item (example: Expense\_Factors.EEL\_TESTING would represent the 'EEL\_TESTING' item from the expense factors table. Next, the user will select from the 'Item Type' drop down box by pressing the button (▼) to the right of the field. There will be three item types available:

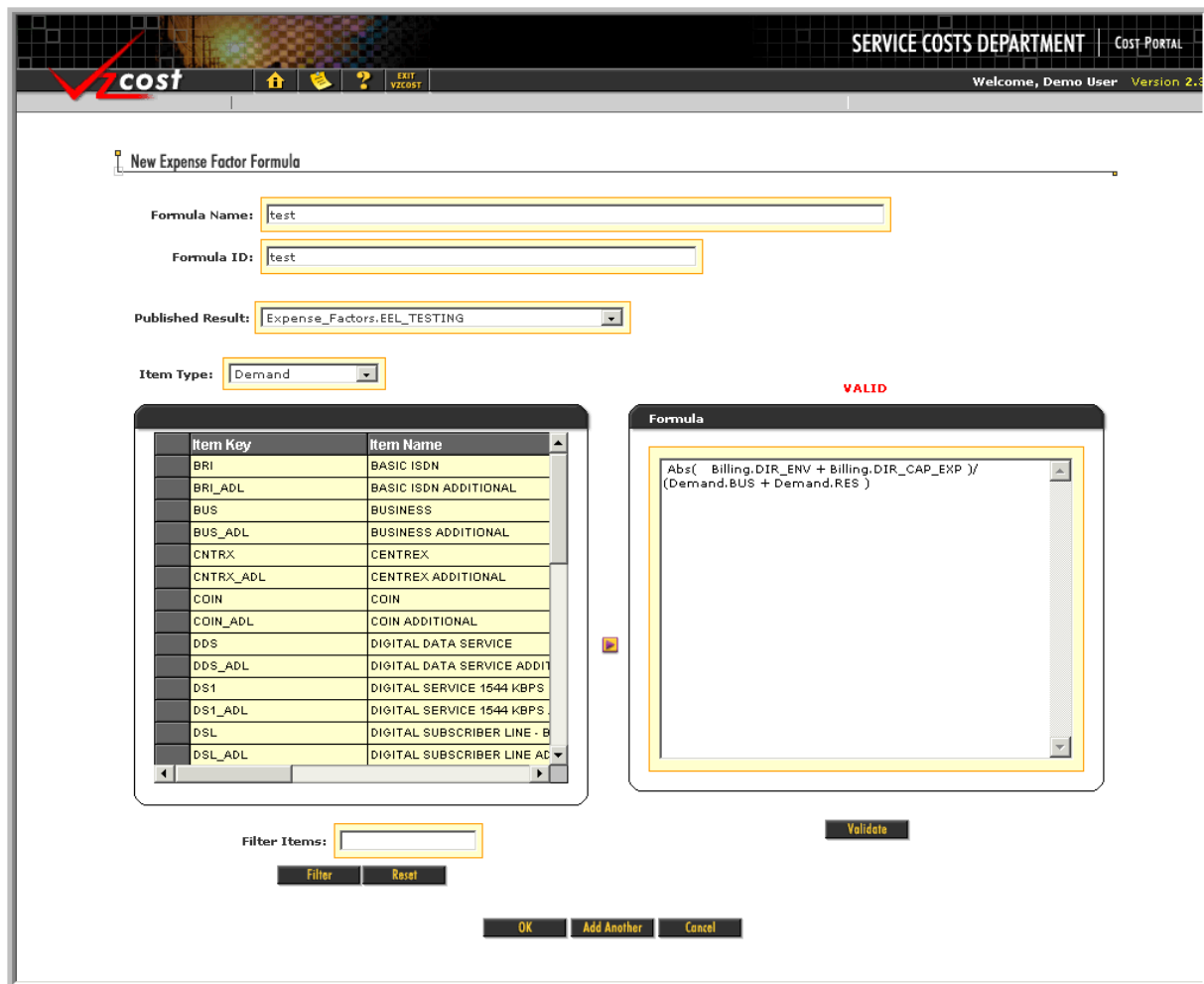
- Formulas – Formulas contains a list of other expense factor formulas that have already been created. If no other expense factor formulas have been created yet, then there will be no formula options available.
- Custom Formulas – Contains a list of functions that, when applied against a formula, will perform a pre-designed calculation. Some examples of custom formulas, just to list a few, are cost, total, total cost, total direct shared, and match account.
- All Others – These are all of the [data sources](#) that were selected earlier in the creation of the expense factor template. These will be either capital factor templates or data tables.



The screenshot shows the 'New Expense Factor Formula' web application interface. The header includes the 'VZcost' logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT COST PORTAL' and 'Welcome, Demo User Version 2.4.4'. The main form area contains the following fields and components:

- Formula Name:** A text input field.
- Formula ID:** A text input field.
- Published Result:** A dropdown menu.
- Item Type:** A dropdown menu currently set to 'Formulas'.
- Table Selection:** A table with columns 'Formula ID' and 'Formula Name' is displayed. The table is currently empty.
- Filter Items:** A text input field for filtering the table.
- Buttons:** 'Filter', 'Reset', 'Validate', 'OK', 'Add Another', and 'Cancel' buttons are present.

On the screen shown below, the width of the columns in the left window are adjustable. By positioning the mouse in the header row between the columns, a bidirectional arrow appears and the user may stretch either window to view more of the data in the column. In the example below, 'Custom\_Formulas' was chosen from the 'Item Type' field first. The user highlighted 'Abs' and moved it to the formula box on the right by clicking on the arrow button (  ) between the two columns. This function returns the absolute value of any formula that is in the parenthesis located to the right of it. The next item type chosen was 'Billing' and the user selected both 'Billing.DIR\_ENV' and 'Billing.DIR\_CAP\_EXP'. These selections were placed to the right of the word 'Abs' and were surrounded by parenthesis. A plus sign was placed between the selections to indicate addition and a forward slash (/) was placed after the last parenthesis to indicate division. Next, 'Demand' was chosen from the 'Item Type' field. The user selected both 'Bus' and 'Res' in the window on the left and placed them to the right of the forward slash (/) in the formula box on the right. The user surrounded these selections with parentheses and put a plus sign between the them to indicate addition. Thus, the formula was completed with the sum of the absolute value of the billing items being divided by the sum of the demand items. This is just one example of many formulas that can be built here. Once the formula is complete, the user will press the 'Validate' button (  ) to make certain that the formula syntax is mathematically correct. The validate function does NOT verify that the data in the formulas were chosen correctly. As shown below, if the formula validates properly, the word 'VALID' will appear above the formula box.



**Formula Name:** test

**Formula ID:** test

**Published Result:** Expense\_Factors.EEL\_TESTING

**Item Type:** Demand

Item Key	Item Name
BRI	BASIC ISDN
BRI_ADL	BASIC ISDN ADDITIONAL
BUS	BUSINESS
BUS_ADL	BUSINESS ADDITIONAL
CNTRX	CENTREX
CNTRX_ADL	CENTREX ADDITIONAL
COIN	COIN
COIN_ADL	COIN ADDITIONAL
DDS	DIGITAL DATA SERVICE
DDS_ADL	DIGITAL DATA SERVICE ADDI
DS1	DIGITAL SERVICE 1544 KBPS
DS1_ADL	DIGITAL SERVICE 1544 KBPS
DSL	DIGITAL SUBSCRIBER LINE - B
DSL_ADL	DIGITAL SUBSCRIBER LINE AC

**Formula**

Abs( Billing.DIR\_ENV + Billing.DIR\_CAP\_EXP ) / (Demand.BUS + Demand.RES )

**VALID**

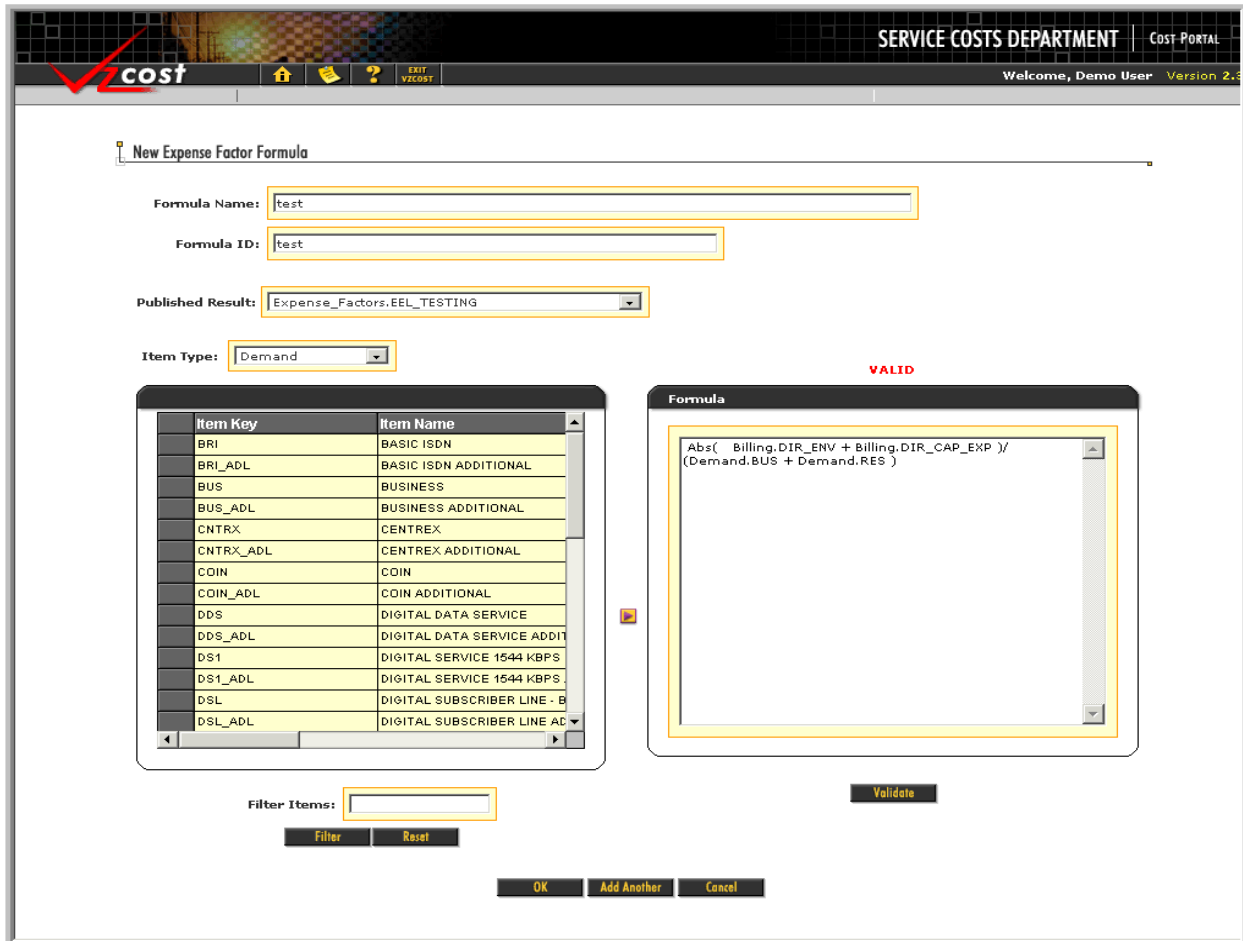
**Filter Items:**

Filter Reset

Validate

OK Add Another Cancel

If the user is choosing from a large list of formula ID's, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button ( **Filter** ). Pressing the reset button ( **Reset** ) will remove all filters and restore the entire list.



**Formula Name:** test

**Formula ID:** test

**Published Result:** Expense\_Factors.EEL\_TESTING

**Item Type:** Demand

Item Key	Item Name
BRI	BASIC ISDN
BRI_ADL	BASIC ISDN ADDITIONAL
BUS	BUSINESS
BUS_ADL	BUSINESS ADDITIONAL
CNTRX	CENTREX
CNTRX_ADL	CENTREX ADDITIONAL
COIN	COIN
COIN_ADL	COIN ADDITIONAL
DDS	DIGITAL DATA SERVICE
DDS_ADL	DIGITAL DATA SERVICE ADDIT
DS1	DIGITAL SERVICE 1544 KBPS
DS1_ADL	DIGITAL SERVICE 1544 KBPS
DSL	DIGITAL SUBSCRIBER LINE - B
DSL_ADL	DIGITAL SUBSCRIBER LINE AD

**Formula:** VALID





```
Abs( Billing.DIR_ENV + Billing.DIR_CAP_EXP ) /
(Demand.BUS + Demand.RES )
```

**Filter Items:**

**Buttons:** Filter, Reset, Validate, OK, Add Another, Cancel

Once the user has completed the formula, three options will be available.

- The user can press the 'OK' button ( **OK** ) which will save the formula and return to the 'New Expense Factor Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It appears in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'New Expense Factor Template' screen where the 'Formula' tab will remain active.

The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ) to edit the formula or pressing the 'Delete' button (  ) to delete the formula. If needed, formulas within the list may be moved up or down. To accomplish this, the user should click on a formula to highlight it and then press either the 'Move Up' button (  ) or the 'Move Down' button (  ) at the bottom of the screen. This may be continued until the highlighted formula has been successfully relocated to the correct location within the list.



**test1-03** Printable Grid Hide Details ▲

Expense Factor Template Name: test1-03

Description: test1-03 - do not use

Applicable Jurisdictions: All

Formula Name	Formula ID	Formula
test	test	Abs ( Billing.DIR_ENV + Billing.DIR_CAP_EXP Y(Demand.BUS + Demand.RES )
busi digital demand	dig_lines_div_by_tot_bus_line	(Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI )/Demand.TOTALB




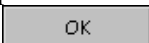
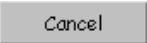


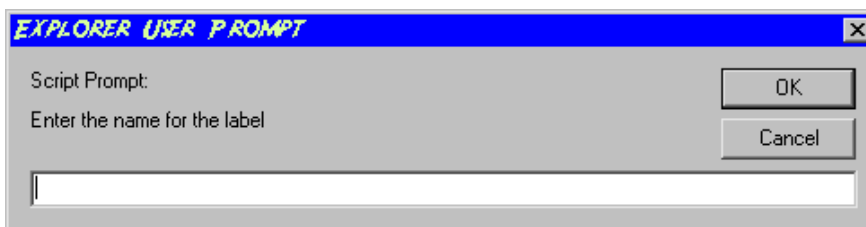





Move Above:  

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (  ). When this button is pressed, the user will be prompted to enter a name for the label. The user may enter a name and then press the 'OK' button (  ) or the user can choose to press the 'Cancel' button (  ) which will cancel the request.



**EXPLORER USER PROMPT**

Script Prompt:

Enter the name for the label

The label name appears in the 'Formula Name' column. The move up and move down functions, [described earlier](#), will allow the user to move the label as needed.



**test1-03** Printable Grid Hide Details ▲

Expense Factor Template Name: test1-03

Description: test1-03 - do not use

Applicable Jurisdictions: All



Formula Name	Formula ID	Formula
test	test	Abs ( Billing.DIR_ENV + Billing.DIR_CAP_EXP Y (Demand.BUS + Demand.RES )
Test Label		
busi digital demand	dig_lines_div_by_tot_bus_line	(Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI )Demand.TOTALB

New (Insert) Edit Delete ▲ Move Up ▼ Move Down Insert Label Insert Prompt Copy

Move Above [ ] Move

Save Cancel


The insert prompt function allows the user to add a prompt to the template. Rather than building a formula, a prompt will allow the user to select the specific investment value when the expense factor run is processed. This is useful in situations where the needed investment values change periodically. To insert a prompt, the user will press the 'Insert Prompt' button ( **Insert Prompt** ).

The 'New Prompt' screen, shown below, loads up. To create a prompt, the user will have two fields that will need to be populated on this screen. The 'Prompt Name' field is equivalent to the 'Formula Name' field in the formula builder. The 'Prompt ID' field is equivalent to the 'Formula ID' field in the formula builder. When done, the user can press the 'OK' button (  ) which will save the prompt and return to the 'New Expense Factor Template' screen where the 'Formula' tab will remain active or the user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Expense Factor Template' screen where the 'Formula' tab will remain active.

The screenshot shows the 'New Prompt' interface. At the top, there is a navigation bar with the 'VZcost' logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is identified as 'Welcome, Demo User' and the version is 'Version 2.4'. The main content area has a title 'New Prompt' and two text input fields. The first field is labeled 'Prompt Name:' and contains the text 'Test Prompt'. The second field is labeled 'Prompt ID:' and contains the text 'Test\_Prompt'. Below the input fields are two buttons: 'OK' and 'Cancel'.

SERVICE COSTS DEPARTMENT

COST PORTAL


EXIT VZCOST

Welcome, Demo User Version 2.4

**New Expense Factor Template**

test1-03 Printable Grid Hide Details ▲

Expense Factor Template Name:

Description:

Applicable Jurisdictions:




DATA
FORMULAS

Formula Name	Formula ID	Formula
..... Adjusted Investments		
VS Allocation	VS_Allocation	Book_Inv.VS_AMOUNT *Invest_Adjust.VS_PCT_TO_STATE
Investment Calibration	Investment_Calibration	IF(EXPENSE_TYPE = "EMBEDDED", Invest_Calib.EMBEDDED_CALIBRATION, IF(EXPENSE_T
Adjusted Support Investment	Adj_Support_Investment	PositivesOnly(( Book_Inv.BOOKED_INVESTMENTS + VS_Allocation )*)
Adjusted Forward Looking Rev	Adj_FL_Rev_Producing_Inv	PositivesOnly(( Book_Inv.BOOKED_INVESTMENTS + VS_Allocation )*)
Test Prompt	Test_Prompt	<Prompt>



New (Insert)
Edit
Delete
▲ Move Up
▼ Move Down
Insert Label
Insert Prompt
Copy

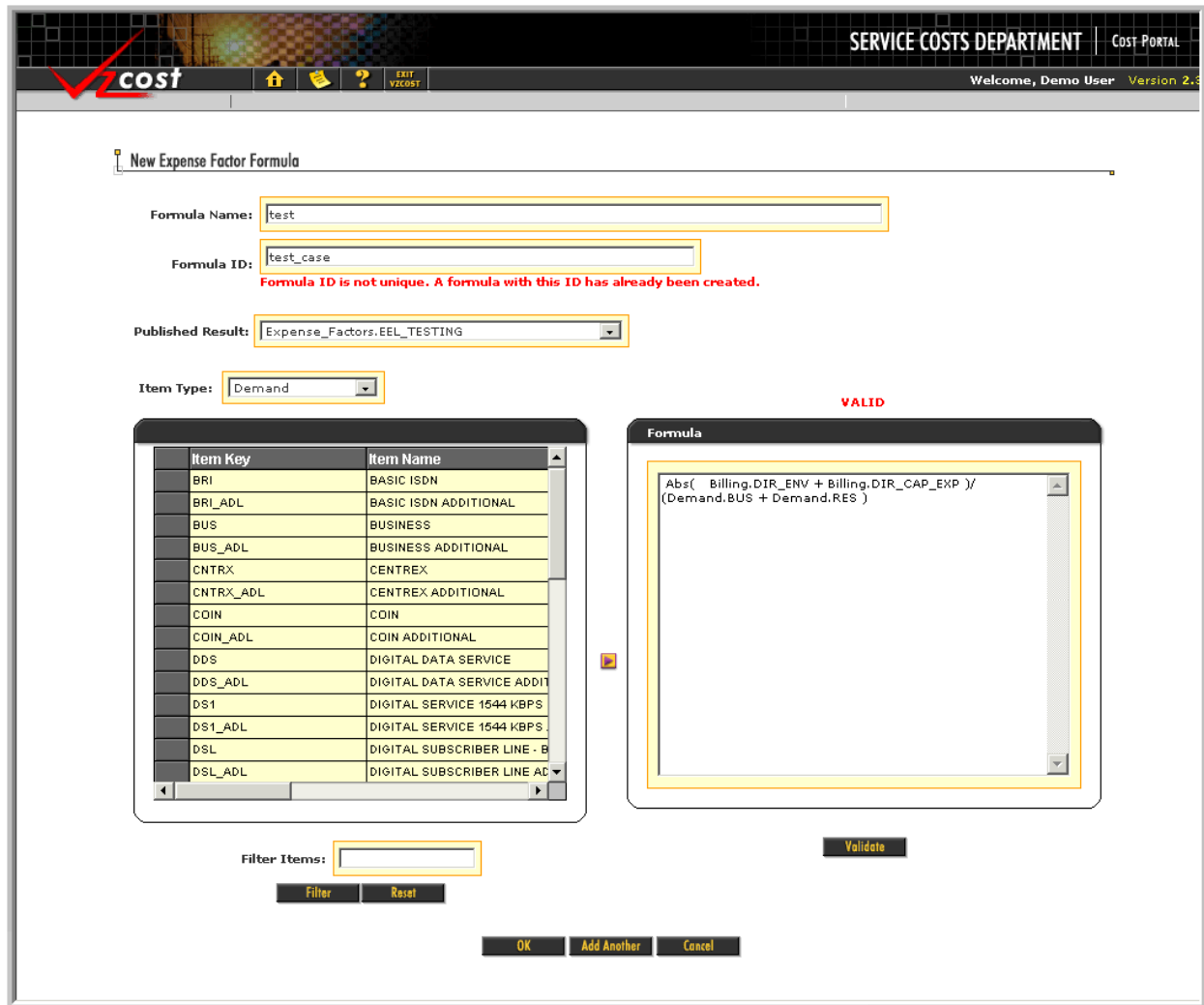
Move

Save
Cancel

The formula copy function that allows the user to copy a formula for use in a new formula. To use this function, the user will click on the formula to be copied and then press the ‘Copy’ button (  ). Once the button is pressed, the ‘New Expense Factor Formula’ screen loads up with the ‘Formula Name’ field, the ‘Formula ID’ field, and the formula box at the right of the screen already populated with the information from the original formula. The user must modify the two fields at the top of the page to make them different from the comparable fields in the formula that was originally copied. Next the user make any needed changes to the copied formula as described [earlier in this subsection](#). If choosing from a large list of ‘Formula ID’s, the list can be filtered by typing characters of the formula id name in the ‘Filter Items’ box at the bottom of the screen and pressing the ‘Filter’ button (  ). Pressing the ‘Reset’ button (  ) will remove all filters and restore the entire list.



Once the user has finished modifying the formula, the 'Validate' button (  ) will be pressed to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. If the user presses the 'OK' button (  ) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.



**Formula Name:** test

**Formula ID:** test\_case  
**Formula ID is not unique. A formula with this ID has already been created.**

**Published Result:** Expense\_Factors.EEL\_TESTING

**Item Type:** Demand

Item Key	Item Name
BRI	BASIC ISDN
BRI_ADL	BASIC ISDN ADDITIONAL
BUS	BUSINESS
BUS_ADL	BUSINESS ADDITIONAL
CNTRX	CENTREX
CNTRX_ADL	CENTREX ADDITIONAL
COIN	COIN
COIN_ADL	COIN ADDITIONAL
DDS	DIGITAL DATA SERVICE
DDS_ADL	DIGITAL DATA SERVICE ADDIT
DS1	DIGITAL SERVICE 1544 KBPS
DS1_ADL	DIGITAL SERVICE 1544 KBPS
DSL	DIGITAL SUBSCRIBER LINE - B
DSL_ADL	DIGITAL SUBSCRIBER LINE AC

**Formula**




```
Abs( Billing.DIR_ENV + Billing.DIR_CAP_EXP ) /
(Demand.BUS + Demand.RES )
```



**VALID**

**Filter Items:**

**Filter** **Reset** **Validate** **OK** **Add Another** **Cancel**

Once the user has made all of the needed modifications, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'New Expense Factor Template' screen, shown below, where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Expense Factor Template' screen, shown below, where the 'Formula' tab will remain active.

The move function works similar to the move up/move down function [described earlier](#). However, with the move function, the user will click on the formula to be moved. Then the user will select a formula name from the drop down box in the 'Move Above' field by pressing the button (  ) to the right of the field and making a selection. Finally, the user will press the 'Move' button (  ) to move the selected formula above the formula named in the drop down box.



**test1-03** Printable Grid Hide Details ▲

Expense Factor Template Name:



Description:

Applicable Jurisdictions:


DATA		FORMULAS
Formula Name	Formula ID	Formula
test	test	Abs ( Billing.DIR_ENV + Billing.DIR_CAP_EXP Y (Demand.BUS + Demand.RES )
busi digital demand	dig_lines_div_by_tot_bus_line	(Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI )Demand.TOTALB

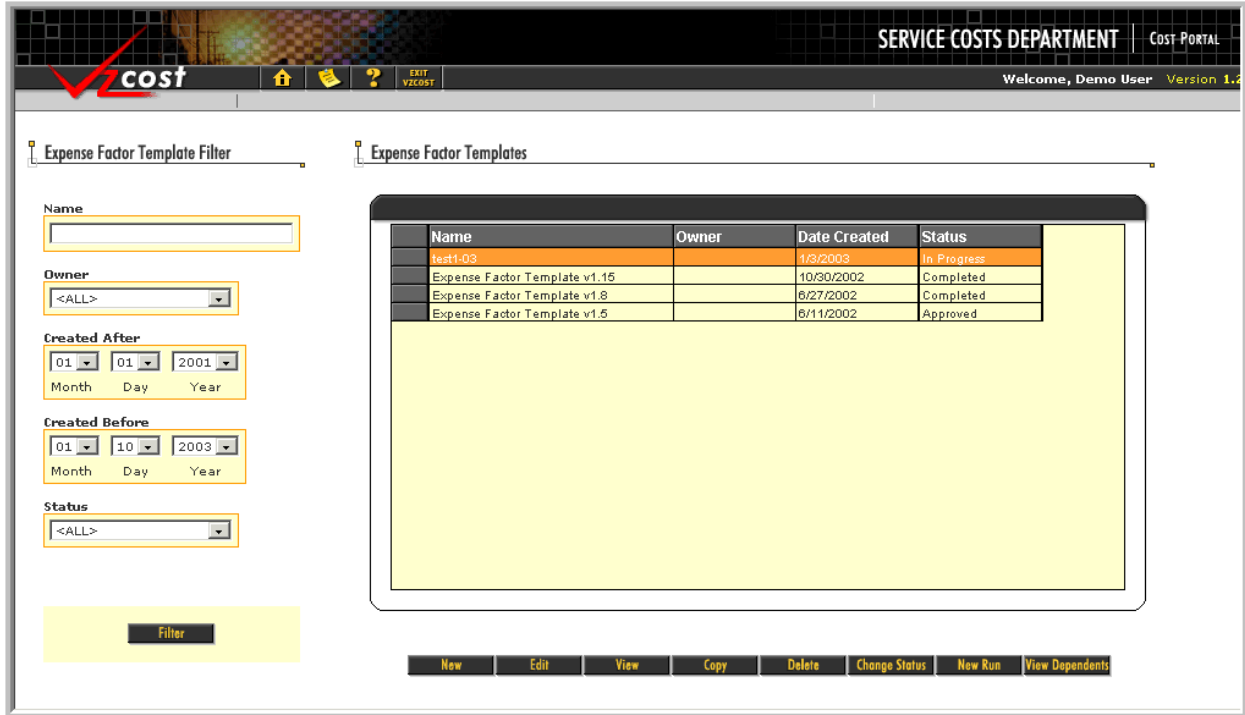
Move Above:

Now that the expense factor template is complete, the user has two options.

- The user may press the 'Save' button (  ) to save the new expense factor template and return to the 'Expense Factor Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'Expense Factor Templates' screen without saving anything.

## Section 8.1.2: Editing an Expense Factor Template

To edit an expense factor template, the user should navigate to the 'Expense Factor Templates' screen, click on the template that needs to be edited, thus highlighting it, and then press the 'Edit' button (  ) at the bottom of the screen.



The screenshot shows the 'Expense Factor Templates' web application interface. The top navigation bar includes the 'VZcost' logo, a home icon, a help icon, and the text 'EXIT VZCOST'. The right side of the header shows 'SERVICE COSTS DEPARTMENT', 'COST PORTAL', and 'Welcome, Demo User Version 1.2'.

The main content area is divided into two sections: 'Expense Factor Template Filter' on the left and 'Expense Factor Templates' on the right.

**Expense Factor Template Filter:**

- Name:** A text input field.
- Owner:** A dropdown menu with '<ALL>' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (01), Day (10), and Year (2003).
- Status:** A dropdown menu with '<ALL>' selected.
- Filter:** A yellow button at the bottom of the filter section.

**Expense Factor Templates:**

Name	Owner	Date Created	Status
test1-03		1/8/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		8/27/2002	Completed
Expense Factor Template v1.5		8/11/2002	Approved

At the bottom of the table, there is a row of action buttons: **New**, **Edit**, **View**, **Copy**, **Delete**, **Change Status**, **New Run**, and **View Dependents**.

The 'Edit Expense Factor Template' screen loads up and the bottom window defaults to the 'Data' tab. If the template has not been used in an expense factor run, in another template, or in a control sheet, then the user will be able to change any of the three items at the top of the screen. The user will also have two options available regardless of which tab is selected.

- The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the results from both tabs on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars and tabs to go through the data one page at a time, using a large amount of extra time and paper when printing. Thus, the printable grid feature would be preferable.
- At the top right corner of the screen, the 'Show Details' ( **Show Details ▼** ) and 'Hide Details' ( **Hide Details ▲** ) buttons will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown and the show button is visible when the fields are hidden.



test1-03







Expense Factor Template Name: test1-03

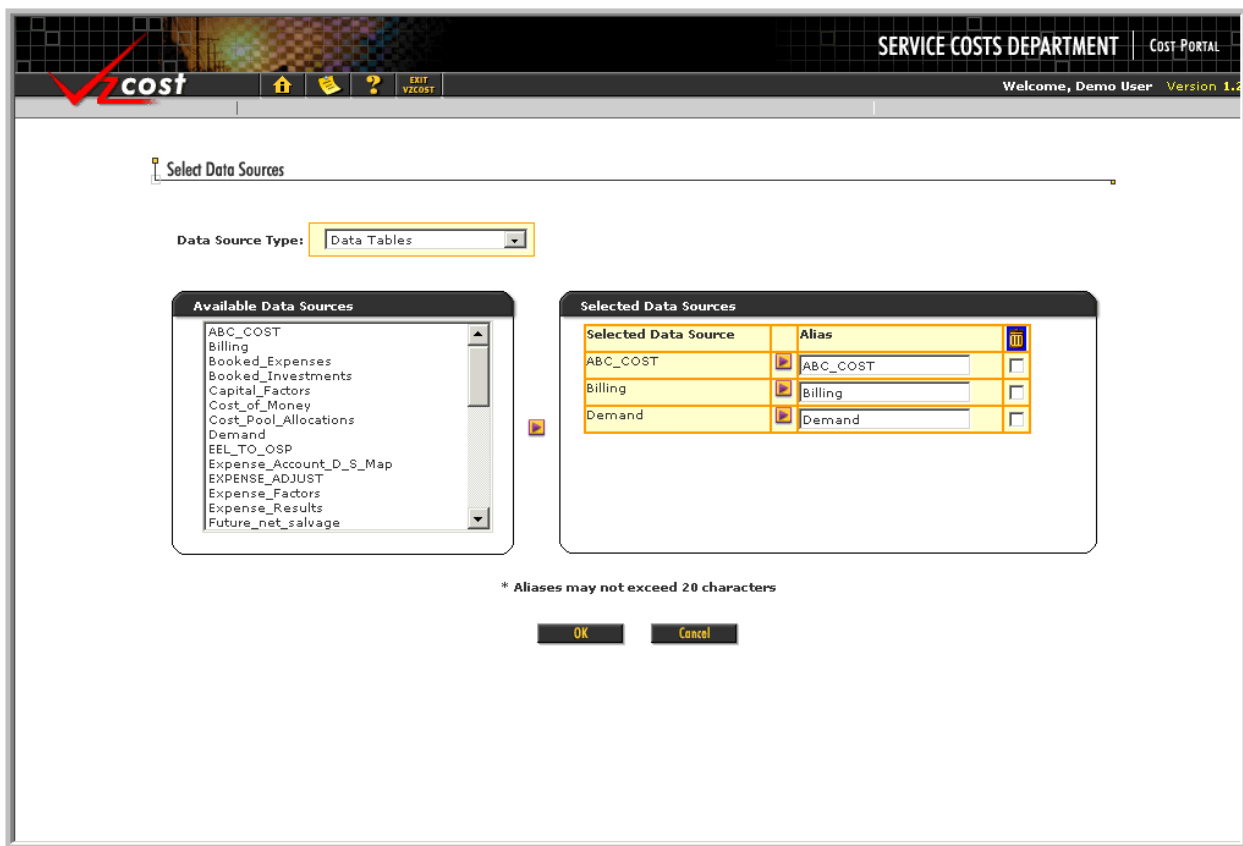
Description: test1-03 - do not use

Applicable Jurisdictions: All

Data Source	Data Alias
Demand	Demand
Billing	Billing

Select Delete Save Cancel

The user will have two options within the 'Data' tab available at the bottom left corner of the screen. The user may press the 'Select' button (  ) to change or update all items on the data sources page. The user may click on a particular data source shown in the list on this page, thus highlighting it, and then press the 'Delete' button (  ). By doing this, the user is deleting the data source that was highlighted. If a user deletes a data source by mistake, the 'Cancel' button (  ) at the bottom, center of the page can be pressed to disregard all changes and to exit the edit function. If the user pressed the 'Select' button (  ), the 'Data Sources' page loads up. At this point, the user may make any desired changes to this page. In the example below, the user has added 'ABC\_COST' in the window at the right and assigned it an alias. Once all of the required changes are complete, the user will press the 'OK' button (  ) to save the changes and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.



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**Select Data Sources**

Data Source Type:

Available Data Sources	Selected Data Sources
ABC_COST	<input checked="" type="checkbox"/> Selected Data Source
Billing	<input checked="" type="checkbox"/> Alias
Booked_Expenses	ABC_COST
Booked_Investments	Billing
Capital_Factors	Demand
Cost_of_Money	
Cost_Pool_Allocations	
Demand	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Expense_Factors	
Expense_Results	
Future_net_salvage	

\* Aliases may not exceed 20 characters

From the 'Edit Expense Factor Template' screen, the user can also click on the 'Formulas' tab.

The screenshot shows the 'Edit Expense Factor Template' interface. At the top, there is a header for 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. Below this, the user is identified as 'Welcome, Demo User' and the version is 'Version 1.2'. The main content area is titled 'test1-03' and contains a form with the following fields:












- Expense Factor Template Name:** test1-03
- Description:** test1-03 - do not use
- Applicable Jurisdictions:** All


Below the form, there are two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, displaying a table with the following data:

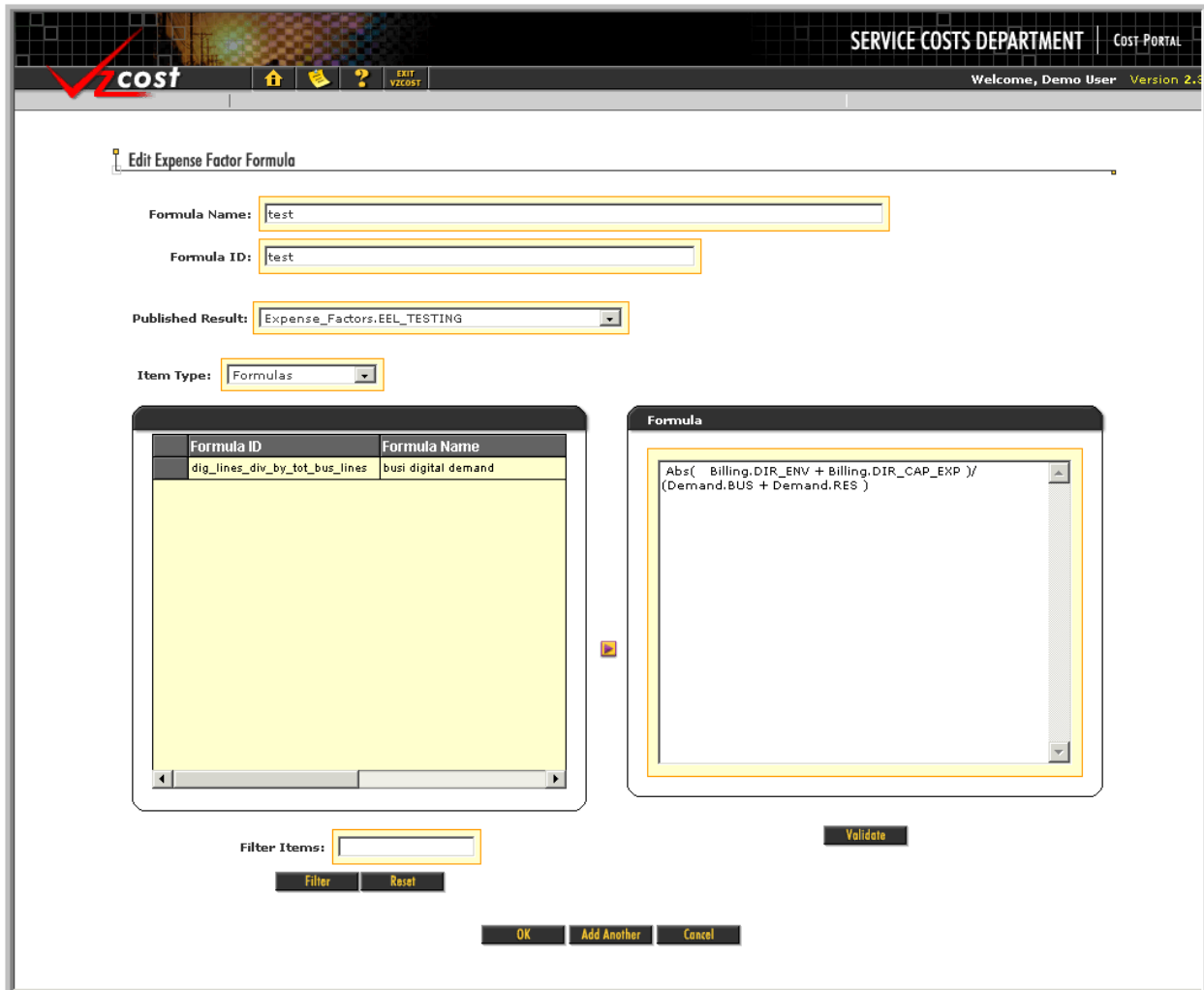
Formula Name	Formula ID	Formula
test	test	Abz ( Billing_DIR_ENV + Billing_DIR_CAP_EXP Y(Demand.BUS + Demand.RES )
busi digital demand	dig_lines_div_by_tot_bus_line	(Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI )Demand.TOTALB

At the bottom of the screen, there is a toolbar with various actions: New (Insert), Edit, Delete, Move Up, Move Down, Insert Label, Insert Prompt, Copy, and a 'Move Above' dropdown menu. There are also 'Save' and 'Cancel' buttons at the very bottom.

The user will have several options available within this tab.

- The 'New (Insert)' button (  ) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in [the previous subsection](#). If no formulas are highlighted when this button is pressed, then the new formula that will be created will appear at the bottom of the list of formulas on the 'Edit Expense Factor Template' screen. However, if the user highlights a formula before pressing the 'New (Insert)' button (  ), then the new formula that will be created will appear immediately above the formula that was highlighted on the 'Edit BC Family' screen.
- The user may edit an existing formula by clicking on the formula to highlight and then pressing the 'Edit' button (  ). This option is explained in more detail on the next page.
- The user may delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Delete' button (  ). If a user deletes a formula by mistake, the 'Cancel' button (  ) at the bottom, center of the page can be pressed to disregard all changes and exit the edit template function.
- The 'Move Up' button (  ) and the 'Move Down' button (  ) remain available, as described in [the previous subsection](#), in case the user needs them.
- The 'Insert Label' button (  ) remains available, as described in [the previous subsection](#), in case the user needs it.
- The 'Insert Prompt' button (  ) remains available, as described in [the previous subsection](#), in case the user needs to select specific investment values at expense factor run time.
- The 'Copy' button (  ) remains available in case the user needs to copy an existing formula as described in [the previous subsection](#).
- The 'Move' button (  ) remains available, as described in [the previous subsection](#), in case the user needs it.

If the user chose to edit a particular formula, the 'Edit Expense Factor Formula' screen will load up. If needed, the user may change the two fields at the top of the screen, choose an item type, filter the formula IDs at the left, and make changes to the formula in the formula box on the right. The user can even edit or add selections from the published results drop down menu. All of these options were described earlier [in the previous subsection](#). If changes were made to the formula box on the right, the user will need to press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly.



**Formula Name:** test

**Formula ID:** test

**Published Result:** Expense\_Factors.EEL\_TESTING

**Item Type:** Formulas

Formula ID	Formula Name
dig_lines_div_by_tot_bus_lines	busi digital demand




**Formula:**

```
Abs( Billing.DIR_ENV + Billing.DIR_CAP_EXP ) /
(Demand.BUS + Demand.RES )
```

**Filter Items:**

**Buttons:** Filter, Reset, OK, Add Another, Cancel, Validate

Once the user has finished editing the formula, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'Edit Expense Factor Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the formula and reset the existing screen so that another formula can be created.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'Edit Expense Factor Template' screen where the 'Formula' tab will remain active.




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**Edit Expense Factor Template**

test1-03 Printable Grid | Hide Details ▲

Expense Factor Template Name:

Description:

Applicable Jurisdictions:


DATA		FORMULAS
Formula Name	Formula ID	Formula
test	test	Abs ( Billing_DIR_ENV + Billing_DIR_CAP_EXP Y(Demand.BUS + Demand.RES )
busi digital demand	dig_lines_div_by_tot_bus_line	(Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI )/Demand.TOTALB

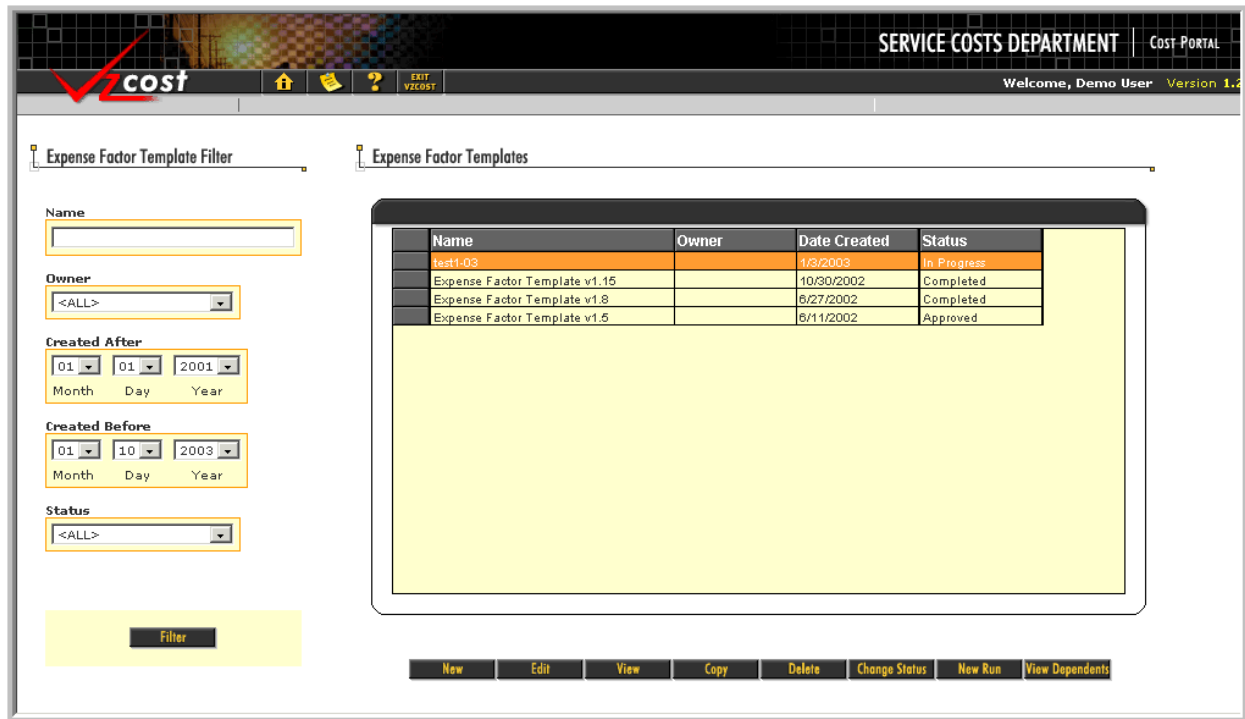
Move Above

Once the user has returned to the 'Edit Expense Factor Template' screen, the user will have two options:

- The user may press the 'Save' button (  ) to save the expense factor template and return to the 'Expense Factor Templates' page.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'Expense Factor Templates' page without saving anything.

### Section 8.1.3: Viewing the Inputs of an Expense Factor Template

The user may use filters, as described in [section 4.4](#), to limit or expand the list of expense factor templates that are displayed on the screen. All expense factor templates that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct template to highlight it. To view the inputs that have been selected for the template, the user will press the 'View' button (  ).



**Expense Factor Template Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year


Status:

**Filter**

**Expense Factor Templates**

Name	Owner	Date Created	Status
test1-03		1/3/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		6/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

**New Edit View Copy Delete Change Status New Run View Dependents**

Once the 'View' button (  ) has been pressed, the 'View Expense Factor Template' screen loads up as shown below. On this screen, the user may view the data source information or the formulas that were selected for this expense factor template.



View Expense Factor Template

Testing Printable Grid Hide Details ▲

Expense Factor Template Name:


Description:

Applicable Jurisdictions:

DATA		FORMULAS	
Data Source	Data Alias		
Demand	Demand		
Expense_Factors	Expense_Factors		

Select Delete

Cancel

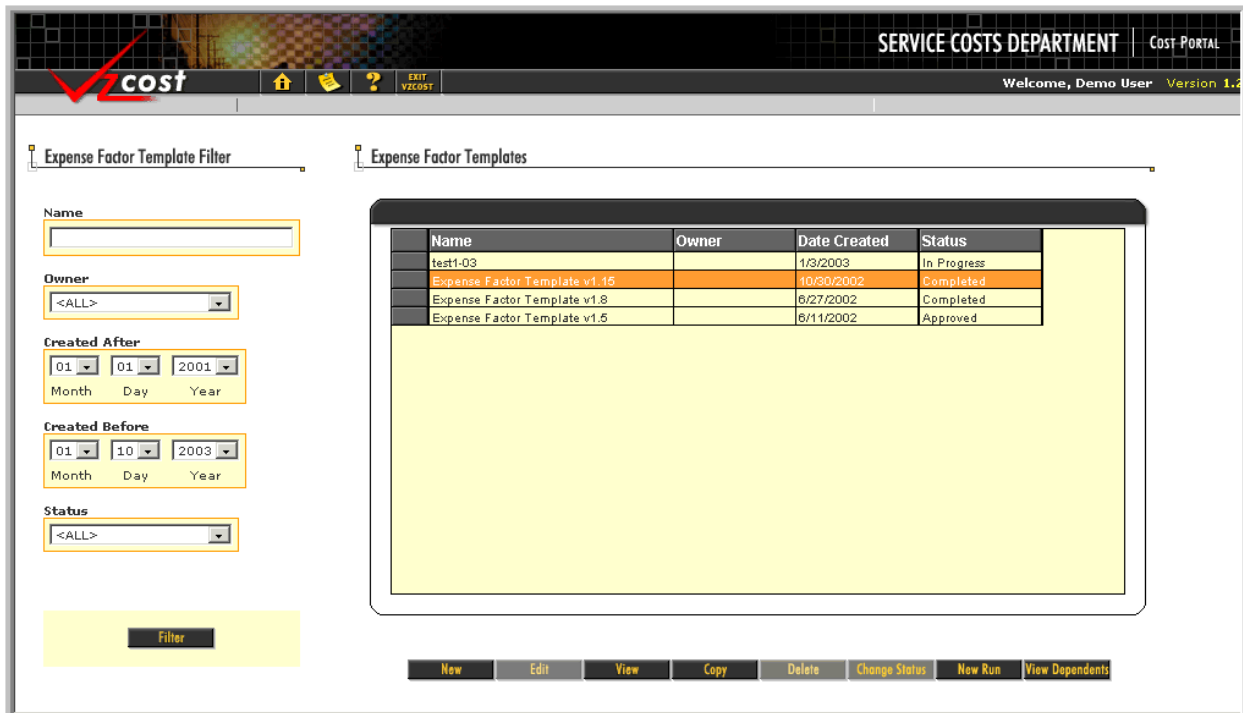
When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'Expense Factor Templates' screen.

### Section 8.1.4: Copying an Expense Factor Template

At some point in time a user may decide to copy an expense factor template. Usually this would be done under one of two scenarios.

1. The user may not be able to delete or modify certain parts of an expense factor template if it has been used in an expense factor run.
2. The user would like to edit another user's expense factor template for whatever reason, which is not possible.

In both of these scenarios, the user could make a copy of the existing expense factor template. The user may use this copy as needed.



The screenshot shows the 'Expense Factor Templates' page in the vZcost application. On the left is the 'Expense Factor Template Filter' panel with fields for Name, Owner, Created After (Month, Day, Year), Created Before (Month, Day, Year), and Status. A 'Filter' button is at the bottom of this panel. On the right is the 'Expense Factor Templates' table:

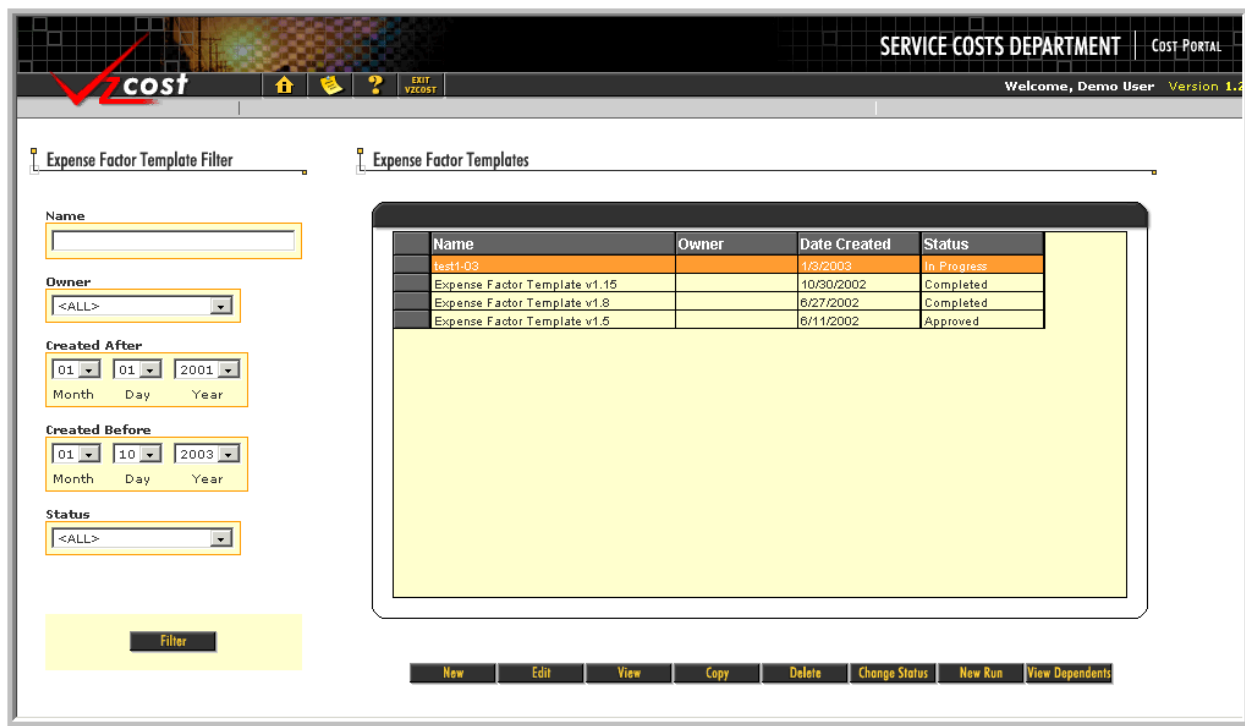
Name	Owner	Date Created	Status
test1-03		1/3/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		6/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

At the bottom of the table area are buttons for 'New', 'Edit', 'View', 'Copy', 'Delete', 'Change Status', 'New Run', and 'View Dependents'. The 'Copy' button is highlighted in the image.

The user will click on the expense factor that needs to be copied, thus highlighting it, and then press the 'Copy' button ( **Copy** ). Please notice that the system not only creates a copy of the template, but it also creates a new name by appending the words "CopyOf\_" in front of the old expense factor template's name. In the example shown above, the user would like to modify another user's template. The user cannot do this so the user copies it instead. The user will be able to modify the copy as needed. If so desired, the user can edit the expense factor template's name by using the edit function described earlier [in this section](#).

### Section 8.1.5: Deleting an Expense Factor Template

If the user wishes to delete an expense factor template, that user should click on the template to highlight it. Next, the user should press the 'Delete' button (  ).



**Expense Factor Template Filter**

Name:

Owner:

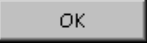
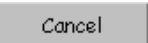
Created After:  /  /   
Month Day Year

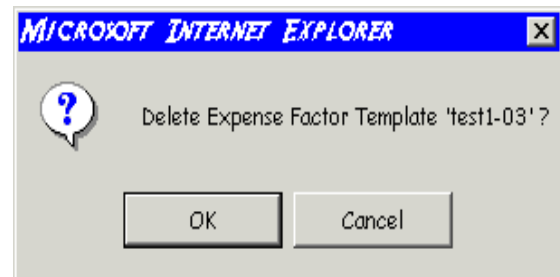
Created Before:  /  /   
Month Day Year

Status:

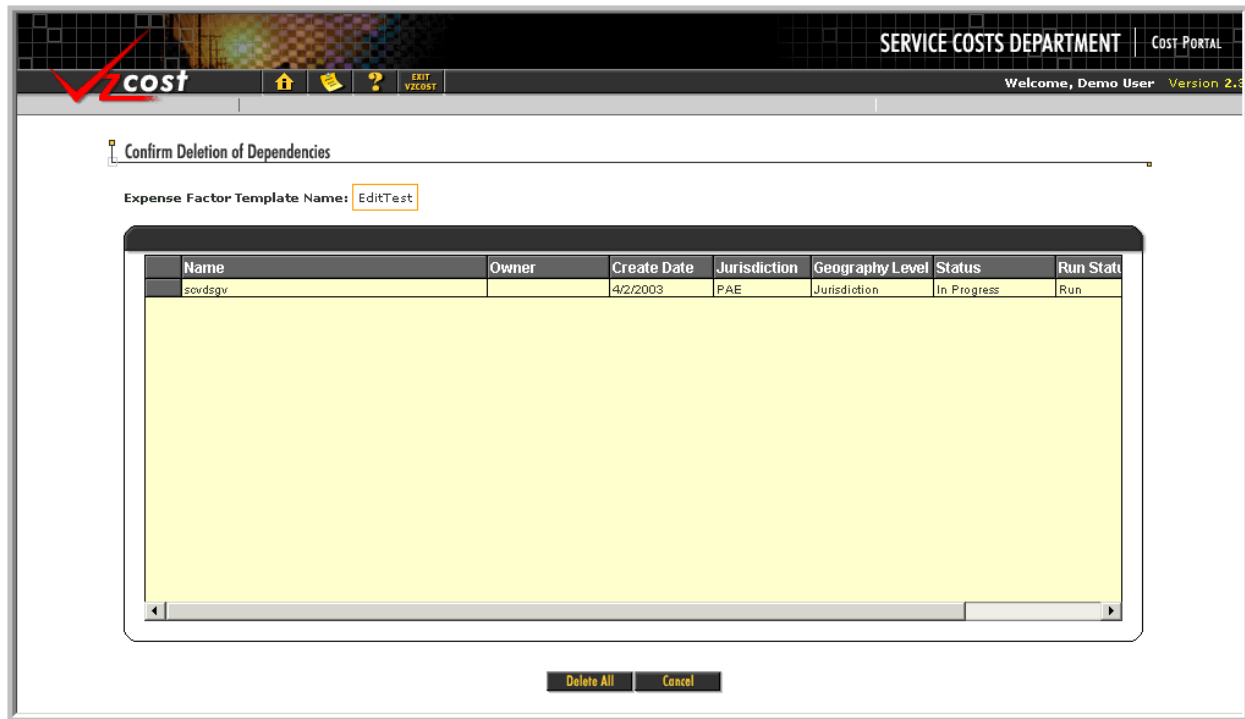
**Expense Factor Templates**

Name	Owner	Date Created	Status
test1-03		1/8/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		6/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

Before deleting the template, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the template or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the buttons has been pressed, the user will be returned to the 'Expense Factor Templates' page.





Please note that the template can not be deleted once if it has a status level of approved or higher. Also, if another user has created a run off of this template, the user will not be able to delete it. However, if the user creates an expense factor run off of this template and neither the template or the run have a status level of approved or higher, then the user will have another option. Once the user presses the 'OK' button (  ) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

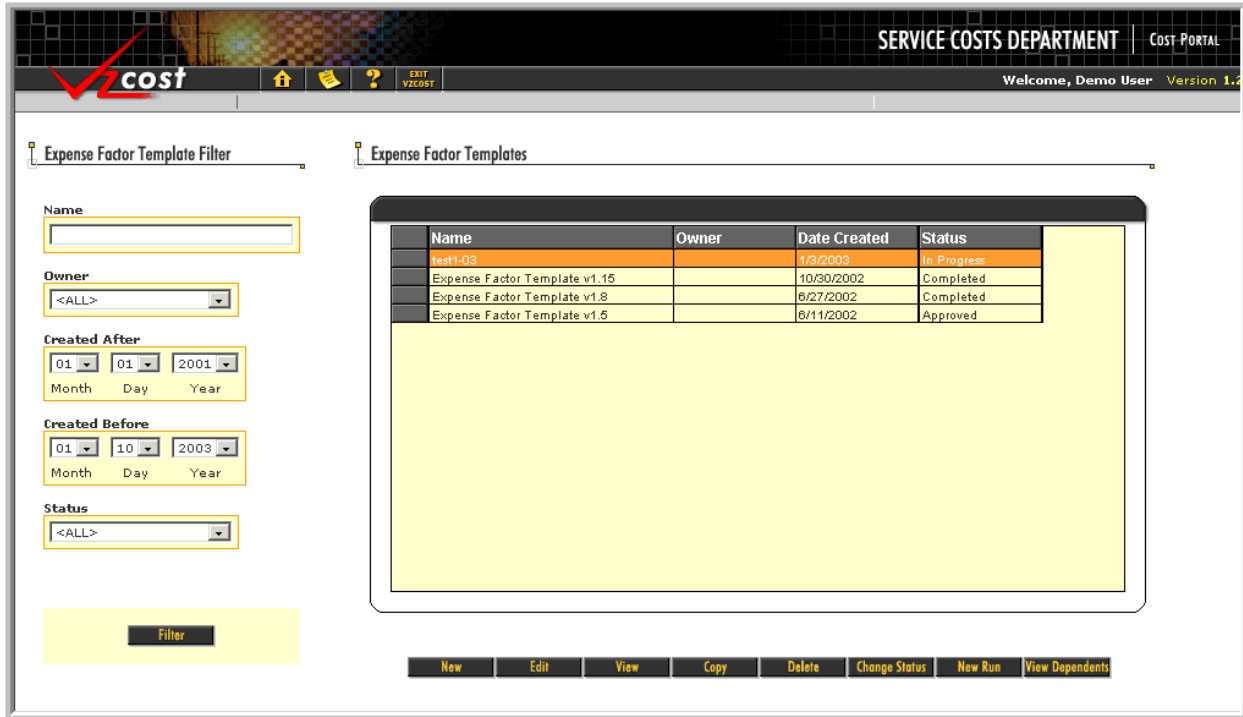


The user will have two options on this screen.

1. The user may press the 'Delete All' button (  ) which will delete the template and all related dependencies. When this button is pressed, the system will ask the user to confirm that the chosen template and all related dependencies should be deleted.
2. The user may press the 'Cancel' button (  ) to cancel the deletion request and return to the 'Expense Factor Templates' screen.

## Section 8.1.6: Changing the Status of an Expense Factor Template

To change the status of an expense factor template, the user will click on a template to highlight it and then press the 'Change Status' button (  ). A screen that is very similar to the 'View Expense Factor Template' screen loads up. The user may select from the drop down menu next to the 'Status' field by pressing the button (  ) at the right of the field.



**Expense Factor Template Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year


Status:

**Expense Factor Templates**

Name	Owner	Date Created	Status
test1-03		1/3/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		6/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

**Filter**

**New Edit View Copy Delete Change Status New Run View Dependents**



HOME HELP EXIT VZCOST

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---

**Change Status-Expense Factor Template**

**test1-03**

Expense Factor Template Name:

Description:

Applicable Jurisdictions:

Status:

DATA

FORMULAS

Data Source	Data Alias
Demand	Demand
Billing	Billing

New
Delete

Save
Cancel

There may be up to seven status options available. Below is a description of those options:

1. **Temporary**: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress**: In progress items can only be seen by the data owner. Runs may be built off of these items, however, the status level of each run can not exceed the status level of the template that it is associated with. Therefore, only the data owner may see these runs.
3. **Completed**: Completed items can be seen by anyone but are not awaiting approval. Runs built off of these items can be see by anyone, however, the status level of each run can not exceed the status level of the template that it is associated with.
4. **Submitted**: Submitted items are completed items that are awaiting approval.
5. **Approved**: Approved items may now be used in all applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final**: Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed**: Final and filed items, which have been included in a filing, may not edited further or deleted.



Once the user changed the status, two options will be available:





The screenshot shows a web application interface for 'SERVICE COSTS DEPARTMENT | COST PORTAL'. The user is logged in as 'Welcome, Demo User' and the version is '1.2'. The main heading is 'Change Status-Expense Factor Template'. Below this, there is a form for editing an expense factor template with ID 'test1-03'. The form fields are:

- Expense Factor Template Name: test1-03
- Description: test1-03 - do not use
- Applicable Jurisdictions: All
- Status: In Progress



Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'DATA' tab is active, showing a table with two columns: 'Data Source' and 'Data Alias'.

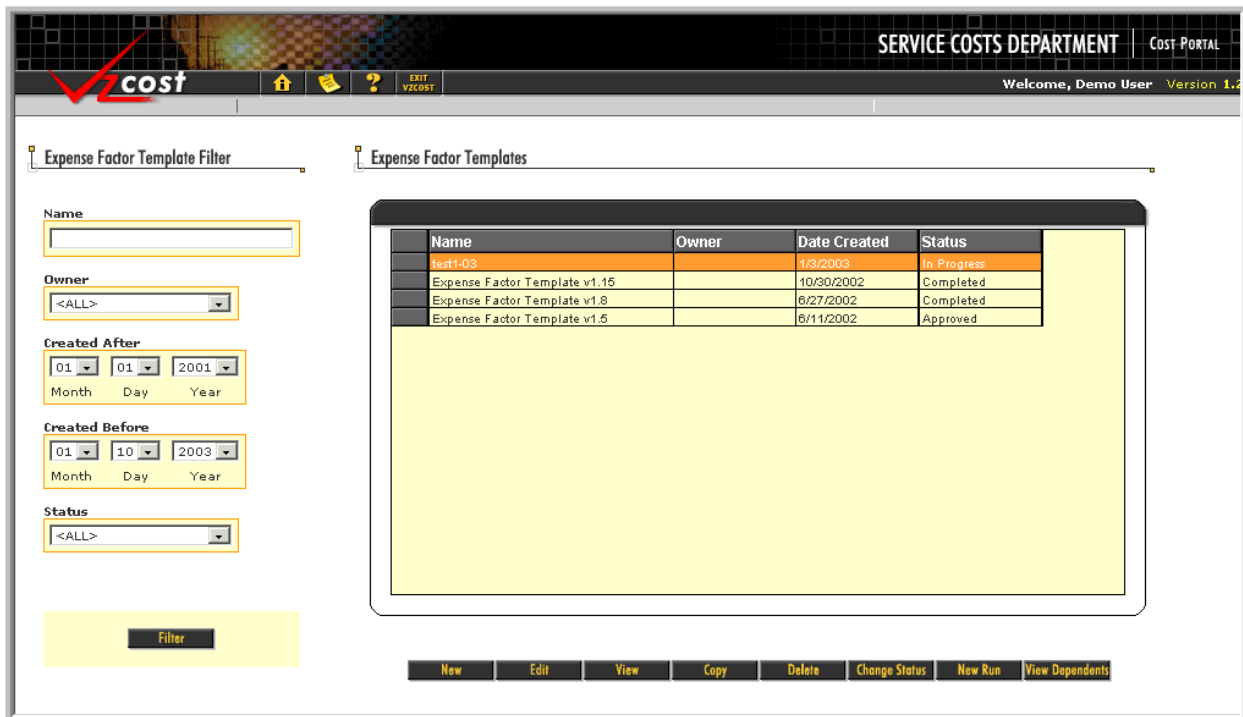
Data Source	Data Alias
Demand	Demand
Billing	Billing

At the bottom of the form, there are buttons for 'New', 'Delete', 'Save', and 'Cancel'.

- The user may press the 'Save' button (  ) to save the expense factor template and return to the 'Expense Factor Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'Expense Factor Templates' screen without saving anything.

### Section 8.1.7: New Run

The 'New Run' button (  ) was designed as a bridging point between the expense factor templates and expense factor runs area of the VzCost system. Creating an expense factor run is the next step after creating an expense factor template. This button links the user to that next step so that the user, if so desired, may avoid returning to the 'Home Page' prior to creating an expense factor run. To use this function, the user will press the 'New Run' button (  ) on the 'Expense Factor Templates' screen.



The screenshot displays the 'Expense Factor Templates' interface. On the left, there is a filter section with fields for Name, Owner, Created After (Month, Day, Year), Created Before (Month, Day, Year), and Status. A 'Filter' button is located below these fields. The main area contains a table with the following data:

Name	Owner	Date Created	Status
test1-03		1/8/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		8/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

At the bottom of the table, there is a row of buttons: New, Edit, View, Copy, Delete, Change Status, New Run, and View Dependents.

The 'New Expense Factor Run' screen, shown on the next page, loads up and the user is ready to start the run as described later [in this section](#) of this document.

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**New Expense Factor Run**

**New Run**

Name:

Description:

Expense Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

Assumption	Assumption Value
Data Vintage	
Expense Type	
First Year of Study	
Product Type	
Study Period	

**Data Versions** Select

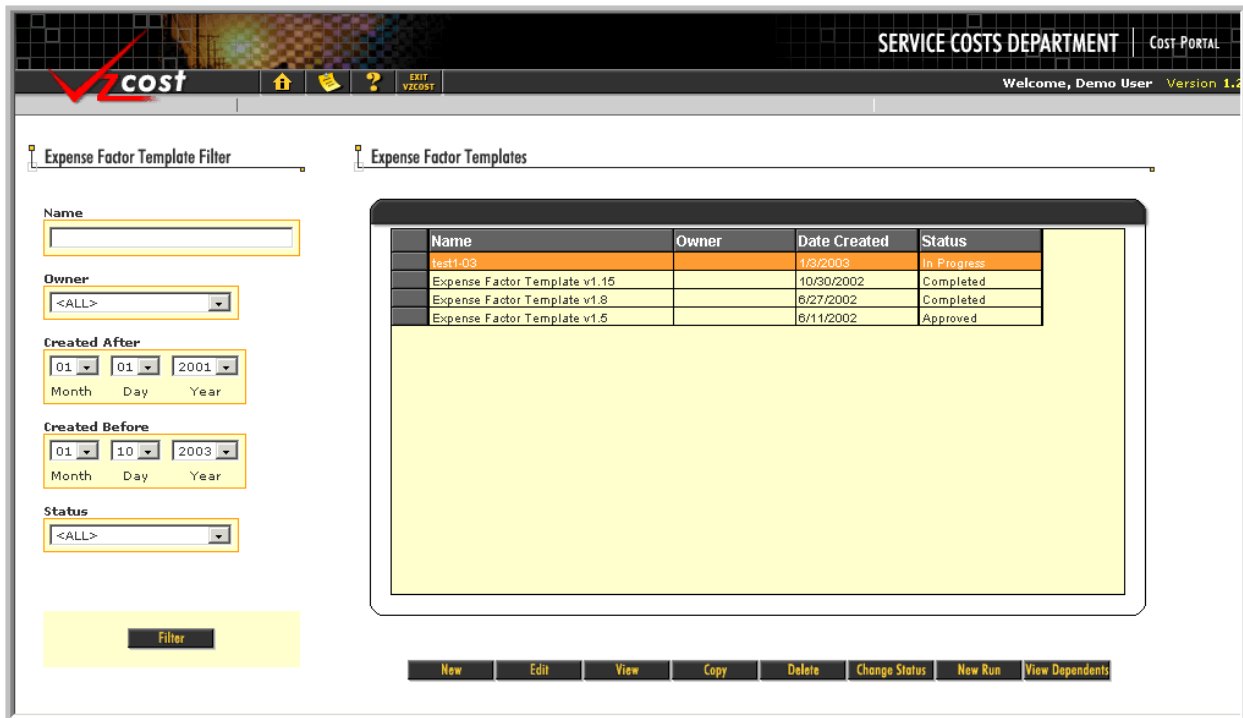
Data Source	Version
Account_Inflation	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
EEL_TO_DSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Inflation_Indices	
INVESTMENT_ADJUST	
Investment_Calibration_Indices	
INVEST_COST_POOL_MAP	
Property_Taxes	

Run Save Cancel

Please note that, if the user does not complete the run, then the 'Save' button ( ) may be used to save the run or the 'Cancel' button ( ) may be used to disregard all entries on the page.

## Section 8.1.8: Viewing Dependents of an Expense Factor Template

The 'View Dependents' button ( **View Dependents** ) on the 'Expense Factor Templates' screen will allow the user to see the entire chain of data associated with the template. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of templates displayed on the screen. All templates meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed template by clicking on it, and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.



**Expense Factor Template Filter**

Name

Owner

Created After  
    
 Month Day Year

Created Before  
    
 Month Day Year


Status

**Filter**

**Expense Factor Templates**

Name	Owner	Date Created	Status
test1-03		1/3/2003	In Progress
Expense Factor Template v1.15		10/30/2002	Completed
Expense Factor Template v1.8		6/27/2002	Completed
Expense Factor Template v1.5		6/11/2002	Approved

**New Edit View Copy Delete Change Status New Run View Dependents**


The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected expense factor template, thus locking it. Any items in this window will need to be deleted before the template can be deleted. The bottom window shows the user items that the selected expense factor template is using. These items are locked and thus, can not be deleted until this template has been deleted. Once the template has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.

**Expense Factor Template Dependencies**

**Expense Factor Template:**


**Expense Factor Template is used by:**


Type	Name	Owner	Status
Expense Factor Run	Test CA 2001 FL A		Approved
Expense Factor Run	Test CA 2001 FL C		Submitted
Expense Factor Run	Test CA 2001 FL R		Approved
Expense Factor Run	Test CA 2001 FL W		Approved



**Expense Factor Template uses:**

Type	Name	Owner	Status







## Section 8.2: Expense Factor Runs

Throughout this section, filters may be used as described in [section 4.4](#) to limit or expand the list of expense factor runs that are displayed on the screen. All expense factor runs that meet the filtered criteria will be displayed on the screen.

**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Jurisdiction:

**Expense Factor Runs**


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

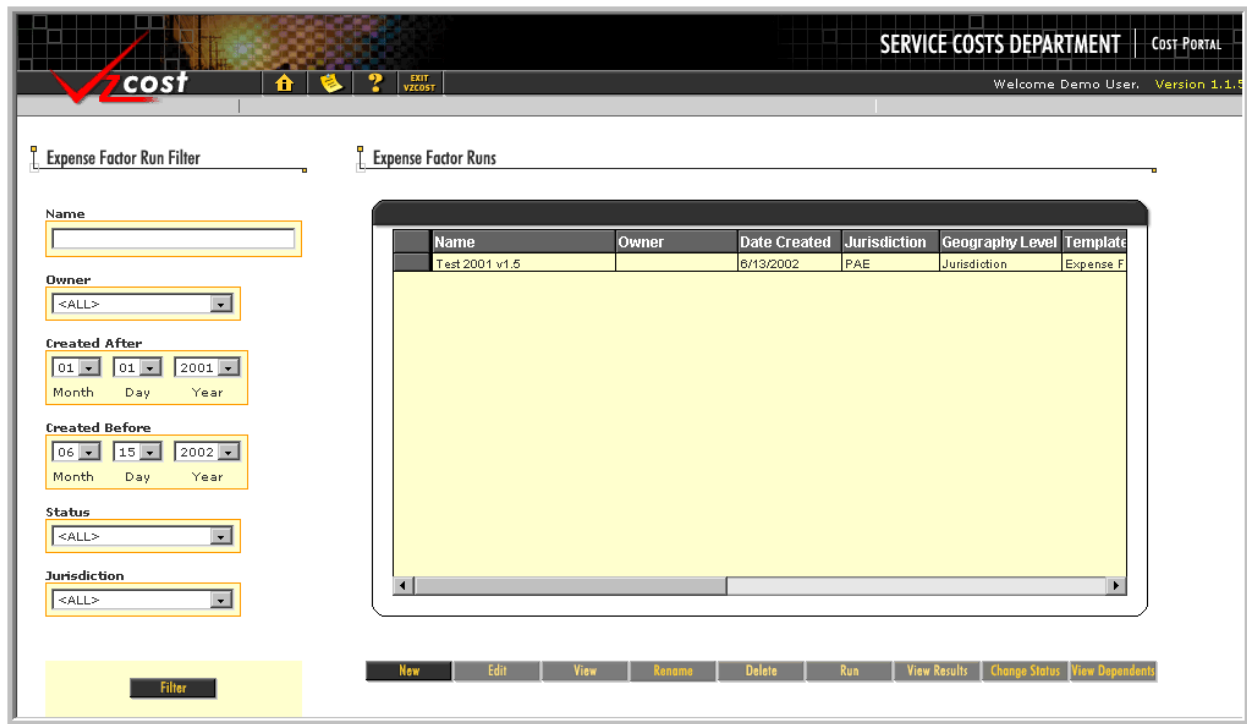
**Filter**

**Toolbar:** New Edit View Rename Delete Run View Results Change Status View Dependents



### Section 8.2.1: Creating a New Expense Factor Run

As shown below, to create a new expense factor run the user will press the 'New' button (  ) on the 'Expense Factor Runs' screen.



**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

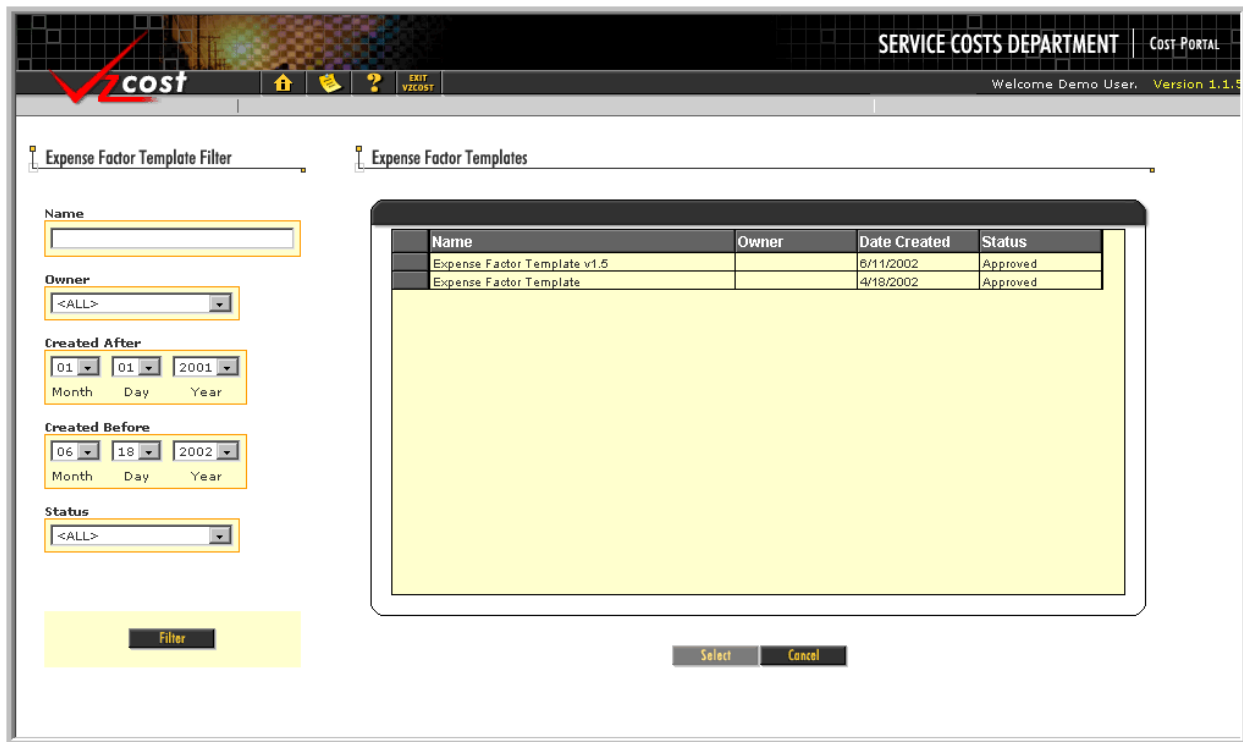
Jurisdiction:

**Expense Factor Runs**



Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test 2001 v1.5		8/13/2002	PAE	Jurisdiction	Expense F

**Filter**   **New**   **Edit**   **View**   **Rename**   **Delete**   **Run**   **View Results**   **Change Status**   **View Dependents**

The system will load up the 'Expense Factor Template Selection' screen which is shown below.



Name	Owner	Date Created	Status
Expense Factor Template v1.5		6/11/2002	Approved
Expense Factor Template		4/18/2002	Approved

As before, the filters on the left side of the screen may be used, as described in [section 4.4](#), to expand upon or limit the number of templates displayed on the screen. When the desired template is shown on the screen, the user should click on that template to highlight it and then press the 'Select' button (  ) at the bottom of the screen. However, if there are no templates, then the user will not be able to continue. Instead, the user will have to press the 'Cancel' button (  ) at the bottom of the screen and either create or locate the correct template.



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**New Expense Factor Run**

**New Run**

Name:

Description:

Expense Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

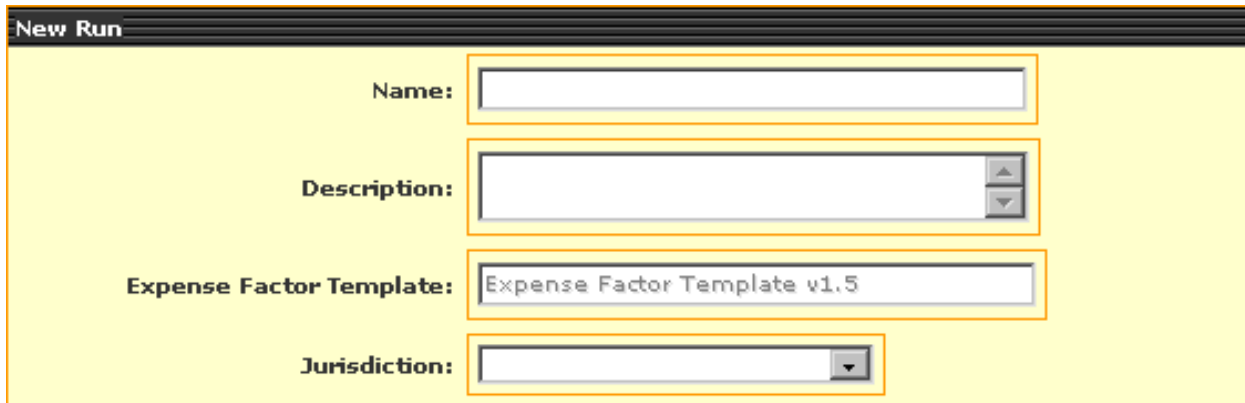
Assumption	Assumption Value
Data Vintage	
Expense Type	
First Year of Study	
Product Type	
Study Period	


**Data Versions** Select

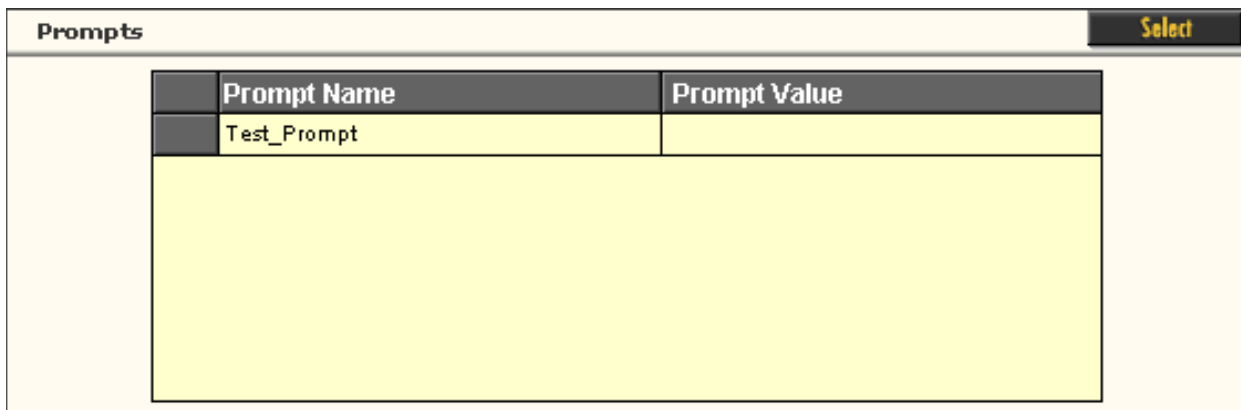
Data Source	Version
Account_Inflation	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Inflation_Indices	
INVESTMENT_ADJUST	
Investment_Calibration_Indices	
INVEST_COST_POOL_MAP	
Property_Taxes	

Once an expense factor template has been selected, the 'New Expense Factor Run' screen shown above, is loaded up. This page is used to select the run's prompts, assumptions, and data versions.

The prompt window shown on the 'New Expense Factor Run' screen will only be present if the user selected the insert prompt option when building the expense factor template. If no such selection was made, then this window will not appear on the 'New Expense Factor Run' screen at all. The top portion of the 'New Expense Factor Run' screen is shown below. First the user will name the new expense factor run and then a brief description of the run will follow. Next, the user will select a jurisdiction by pressing the button (▼) to the right of the field and choosing an option from the drop down menu. The expense factor template field was populated by the system earlier, when the user selected a template. Thus, this field cannot be changed either.

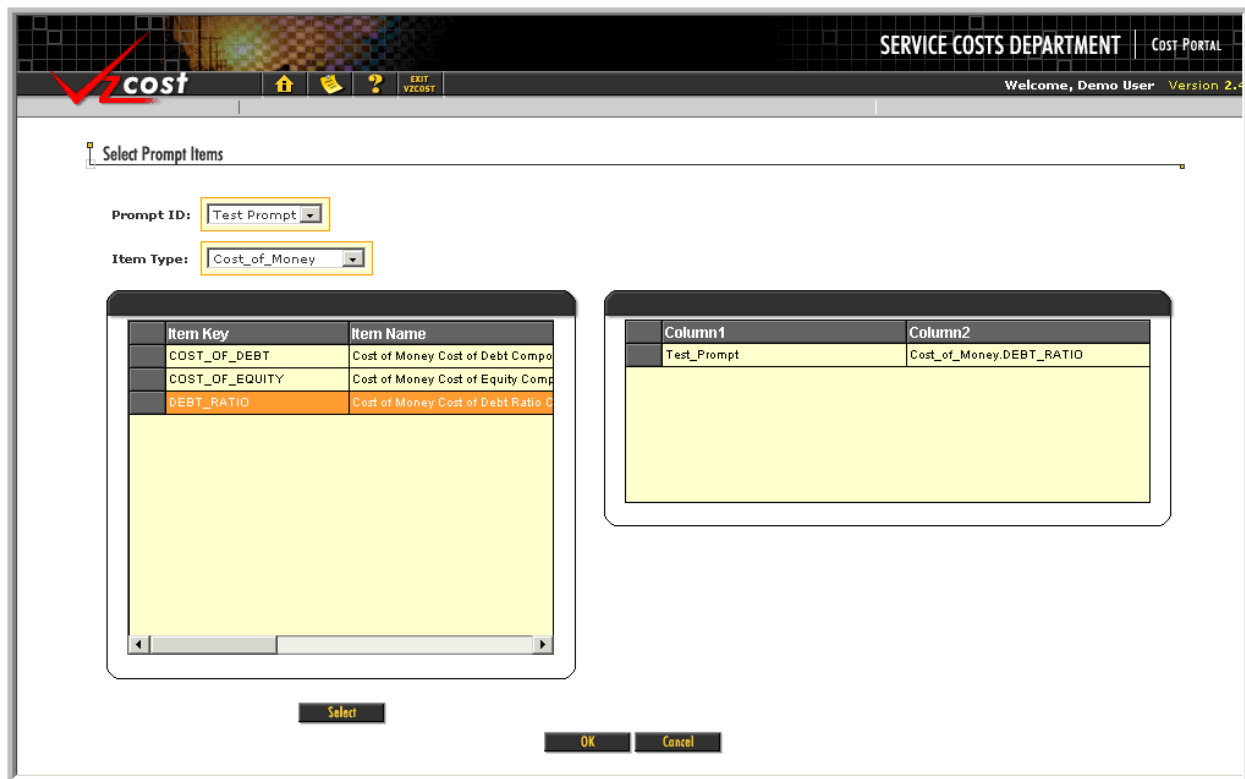
A screenshot of a web form titled "New Run". The form has a yellow background and a black header bar with the text "New Run". It contains four input fields, each with a label and a yellow border: "Name:" with a text input field; "Description:" with a text input field and a vertical scroll bar; "Expense Factor Template:" with a text input field containing the text "Expense Factor Template v1.5"; and "Jurisdiction:" with a dropdown menu.

Once the top section has been completed, if the 'Prompt' window is present, then the user will need to populate the prompts that are displayed in this window. To select prompt values, press the 'Select' button (  ) at the top right of the window.

A screenshot of a table titled "Prompts". The table has a black header bar with the text "Prompts" on the left and a "Select" button on the right. The table has two columns: "Prompt Name" and "Prompt Value". The first row contains the text "Test\_Prompt" in the "Prompt Name" column and is empty in the "Prompt Value" column. The rest of the table is empty.

Prompt Name	Prompt Value
Test_Prompt	

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (▼) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (▼) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Expense Factor Formula' screen in the template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



**Select Prompt Items**

Prompt ID:

Item Type:

Item Key	Item Name
COST_OF_DEBT	Cost of Money Cost of Debt Compo
COST_OF_EQUITY	Cost of Money Cost of Equity Comp
DEBT_RATIO	Cost of Money Cost of Debt Ratio R

Column1	Column2
Test_Prompt	Cost_of_Money.DEBT_RATIO


**Select** **OK** **Cancel**

Once selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user will need to click on a formula from the box on the left side of screen and then press the 'Select' button ( **Select** ) at the bottom left of the screen to continue. Once an item has been selected, the prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button ( **OK** ) to save the selected prompt item or press the 'Cancel' button ( **Cancel** ) to disregard this information and return to the previous screen.



Next, the user will press the 'Select' button (  ) at the top right of the 'Assumptions' box which is located in the middle of the page.

Assumptions		Select
	Assumption	Assumption Value
	Data Vintage	
	Expense Type	
	First Year of Study	
	Product Type	
	Study Period	

If the user fails to fill out the top portion of the 'New Expense Factor Run' screen prior to pressing the 'Select' button (  ) the system will provide the user with error messages at the bottom of the screen. An example of this is shown on the next page.

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**New Expense Factor Run**

**New Run**

Name:

Description:

Expense Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

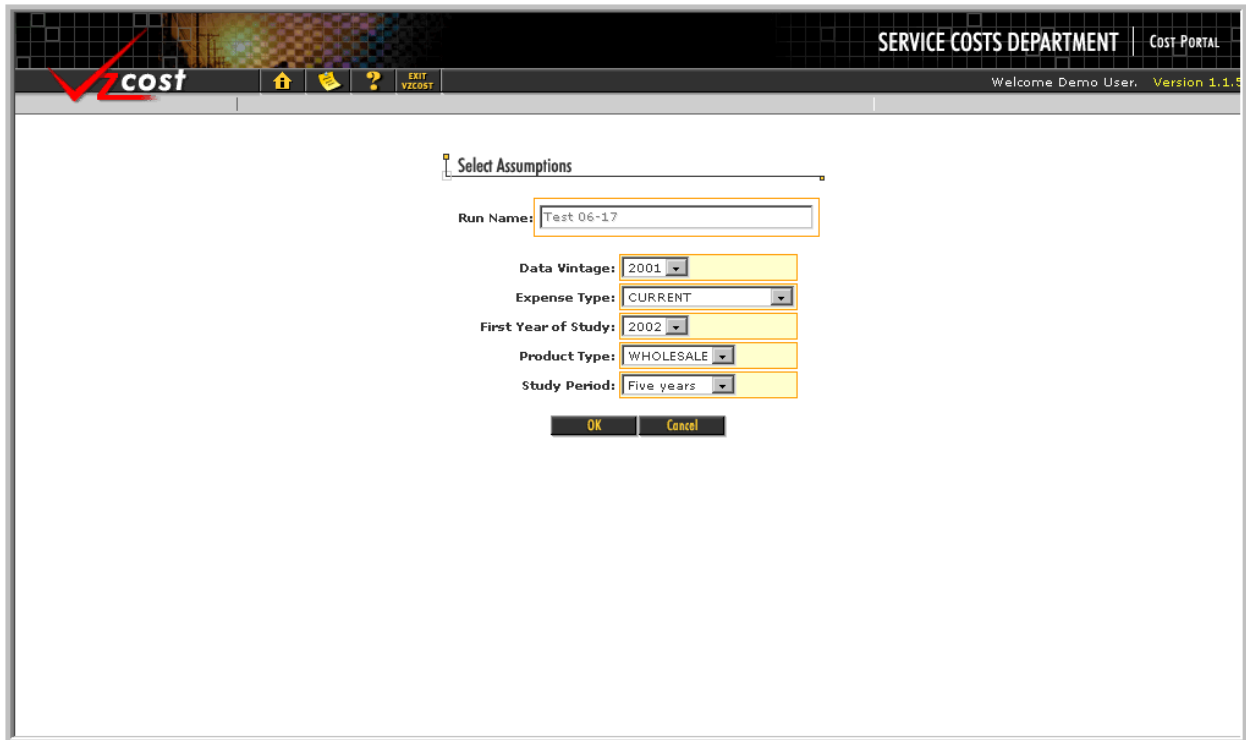
Assumption	Assumption Value
Data Vintage	
Expense Type	
First Year of Study	
Product Type	
Study Period	

**Data Versions** Select

Data Source	Version
Account_Inflation	
Booked_Expenses	
Booked_Investments	
Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
EEL_TO_OSP	
Expense_Account_D_S_Map	
EXPENSE_ADJUST	
Inflation_Indices	
INVESTMENT_ADJUST	
Investment_Calibration_Indices	
INVEST_COST_POOL_MAP	
Property_Taxes	

- Please enter a name.
- Please enter a description.
- Please select a jurisdiction.

Run Save Cancel



**Select Assumptions**

Run Name:

Data Vintage:


Expense Type:

First Year of Study:

Product Type:

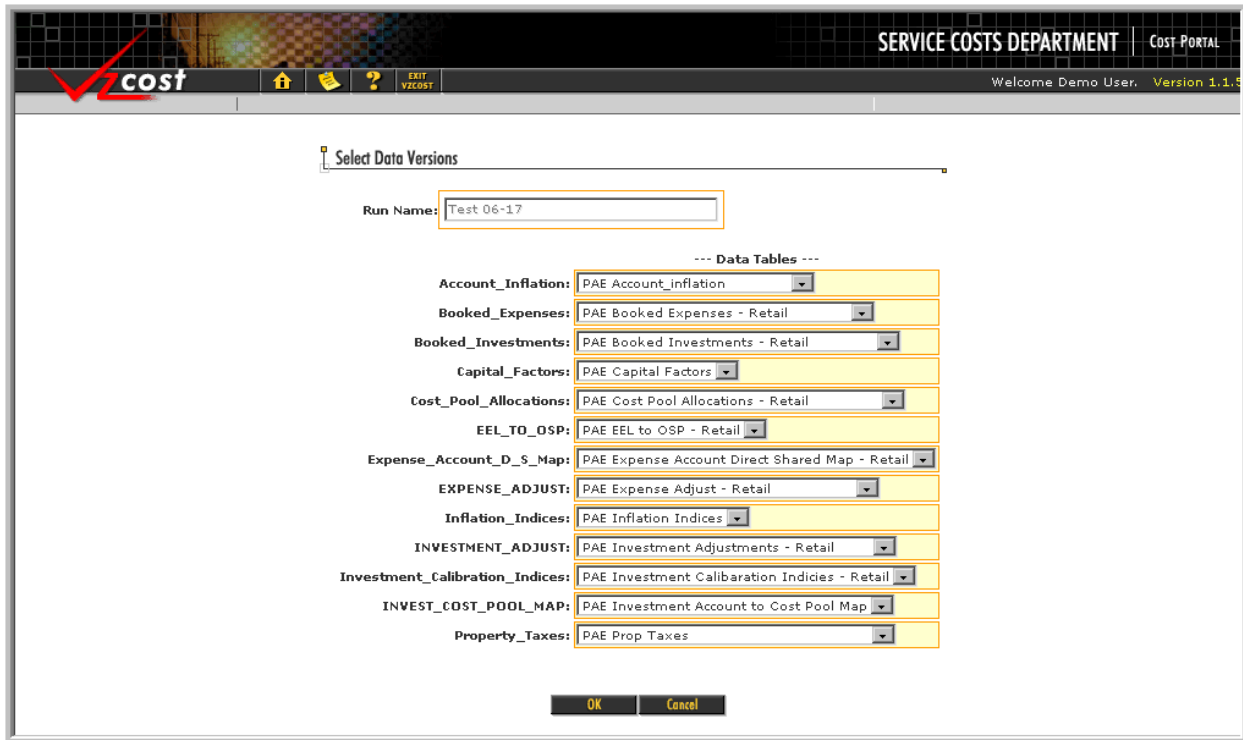
Study Period:

On the 'Assumption Selection' screen, using the drop down menus provided, the user will make a selection in five categories. To access the drop down menus, the user will press the buttons (▼) at the right side of each field. Once selections have been made in both fields, the user will press the 'OK' button (  ) and the system will return the user to the 'New Expense Factor Run' screen. Notice that the selections made on the 'Assumption Selection' screen are now displayed on the 'New Expense Factor Run' screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the 'New Expense Factor Run' screen without making any changes.

Once the assumptions have been populated on the 'New Expense Factor Run' screen, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box which is located at the bottom of the page.

Data Versions		Select
	Data Source	Version
	Account_Inflation	
	Booked_Expenses	
	Booked_Investments	
	Capital_Factors	
	Cost_Pool_Allocations	
	EEL_TO_OSP	
	Expense_Account_D_S_Map	
	EXPENSE_ADJUST	
	Inflation_Indices	
	INVESTMENT_ADJUST	
	Investment_Calibration_Indices	
	INVEST_COST_POOL_MAP	
	Property_Taxes	

The 'Data Versions Selection' page, shown below, is loaded.



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**Select Data Versions**

Run Name:

--- Data Tables ---

Account_Inflation:	<input type="text" value="PAE Account_inflation"/>
Booked_Expenses:	<input type="text" value="PAE Booked Expenses - Retail"/>
Booked_Investments:	<input type="text" value="PAE Booked Investments - Retail"/>
Capital_Factors:	<input type="text" value="PAE Capital Factors"/>
Cost_Pool_Allocations:	<input type="text" value="PAE Cost Pool Allocations - Retail"/>
EEL_TO_OSP:	<input type="text" value="PAE EEL to OSP - Retail"/>
Expense_Account_D_S_Map:	<input type="text" value="PAE Expense Account Direct Shared Map - Retail"/>
EXPENSE_ADJUST:	<input type="text" value="PAE Expense Adjust - Retail"/>
Inflation_Indices:	<input type="text" value="PAE Inflation Indices"/>
INVESTMENT_ADJUST:	<input type="text" value="PAE Investment Adjustments - Retail"/>
Investment_Calibration_Indices:	<input type="text" value="PAE Investment Calibration Indices - Retail"/>
INVEST_COST_POOL_MAP:	<input type="text" value="PAE Investment Account to Cost Pool Map"/>
Property_Taxes:	<input type="text" value="PAE Prop Taxes"/>

Using the drop down menus by pressing the button (▼) at the right side of each field, the user will select one item for each of the categories except for the 'Run Name' category which is automatically populated by the system. The data versions will be automatically filtered for the selected jurisdiction. Once selections have been made in all of the fields, the user will press the 'OK' button (  ) and the system will return the user to the 'New Expense Factor Run' screen. Notice that the selections made on the 'Data Versions Selection' screen are now displayed on the 'Expense Factor Runs' page. Alternatively, pressing the 'Cancel' button (  ) will return the user to the 'New Expense Factor Run' screen, disregarding any changes that have been made.




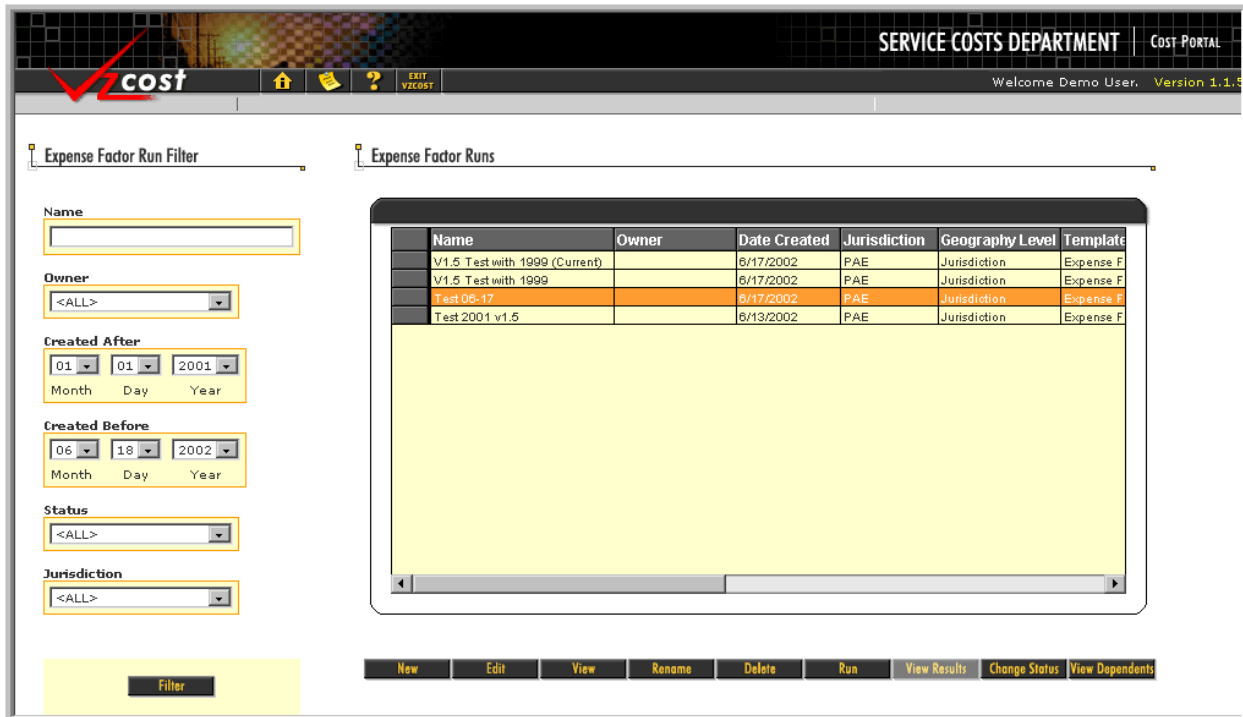
Data Versions		Select
Data Source	Version	
Account_Inflation	PAE Account_inflation	
Booked_Expenses	PAE Booked Expenses - Retail	
Booked_Investments	PAE Booked Investments - Retail	
Capital_Factors	PAE Capital Factors	
Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail	
EEL_TO_OSP	PAE EEL to OSP - Retail	
Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail	
EXPENSE_ADJUST	PAE Expense Adjust - Retail	
Inflation_Indices	PAE Inflation Indices	
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail	
Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail	
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map	
Property_Taxes	PAE Prop Taxes	

Once the 'New Expense Factor Run' screen has been completely populated, the user will have three options available.

1. Press the 'Run' (  ) button to calculate the expense factors. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message that the run either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) in the [expense factor runs subsection](#).
2. Press the 'Save' button (  ) to save the information on the 'New Expense Factor Run' screen and return to the 'Expense Factor Runs' screen.
3. Press the 'Cancel' button (  ) to disregard all inputs and return to the 'Expense Factor Runs' screen.

## Section 8.2.2: Editing an Expense Factor Run

To edit an expense factor run, use filters (described in [section 4.4](#)) as needed to locate the correct run. Click on that run to highlight it and then press the 'Edit' button (  ) at the bottom of the 'Expense Factor Runs' screen shown below.



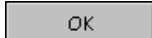
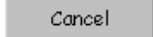
The screenshot shows the 'Expense Factor Runs' screen. On the left is the 'Expense Factor Run Filter' panel with the following fields:

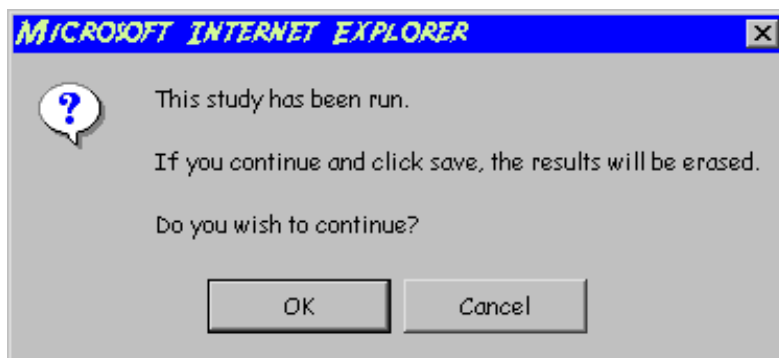
- Name:
- Owner:
- Created After: Month (01), Day (01), Year (2001)
- Created Before: Month (06), Day (18), Year (2002)
- Status:
- Jurisdiction:

At the bottom of the filter panel is a yellow 'Filter' button. The main area displays a table of runs:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

At the bottom of the table are buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, View Dependents.

The 'Edit Expense Factor Run' screen appears on the screen and if these expense factors have already been run, the system will warn the user that the results from the previous run could be lost as a consequence of editing this data. An example of this warning is shown below. If the user presses the 'OK' button (  ), then the system continues. If the user runs or saves any new changes, then data from the previous run will be lost, replaced by the new data. However, if the user presses the 'Cancel' button (  ), the system will take the user back to the expense factor run list on the first page of the expense factors section.



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**Edit Expense Factor Run**

**New Run**

Name:

Description:

Expense Factor Template:

Jurisdiction:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	Cost_of_Money.DEBT_RATIO

**Assumptions** Select

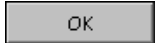
Assumption	Assumption Value
Data Vintage	2001
Expense Type	CURRENT
First Year of Study	2002
Product Type	RETAIL
Study Period	Five years

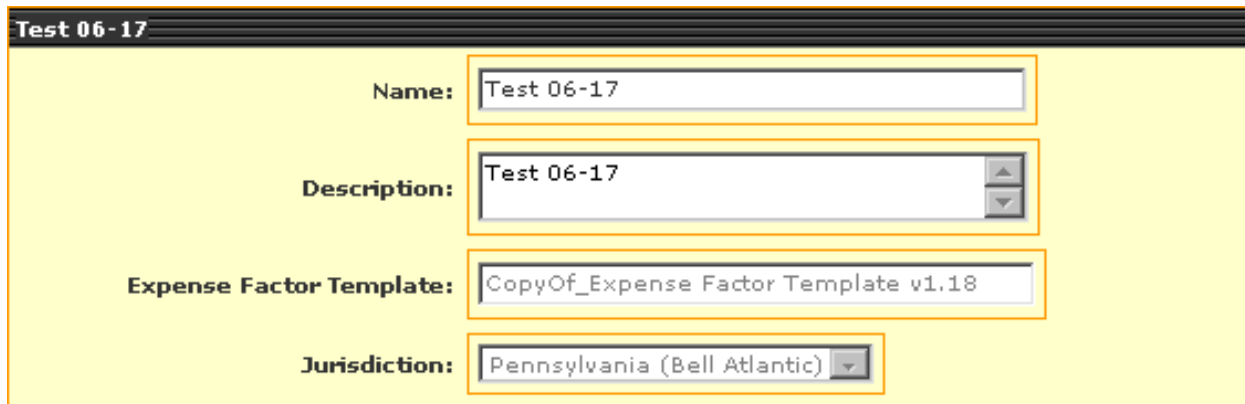
**Data Versions** Select

Data Source	Version
Account_Inflation	PAE Account_inflation
Booked_Expenses	PAE Booked Expenses - Retail
Booked_Investments	PAE Booked Investments - Retail
Capital_Factors	PAE Capital Factors
Cost_of_Money	PAE Cost_of_Money
Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail
EEL_TO_OSP	PAE EEL to OSP - Retail
Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail
EXPENSE_ADJUST	PAE Expense Adjust - Retail
Inflation_Indices	PAE Inflation Indices
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail
Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Property_Taxes	PAE Prop Taxes

Run Save Cancel

The 'Edit Expense Factor Run' screen, shown on the previous page, remains on the screen if one of these two criteria are met:

1. The expense factors have not been run yet.
2. If the system warned about the risk of previous results being lost, then the user has pressed the 'OK' button (  ).




**Test 06-17**

Name:


Description:

Expense Factor Template:

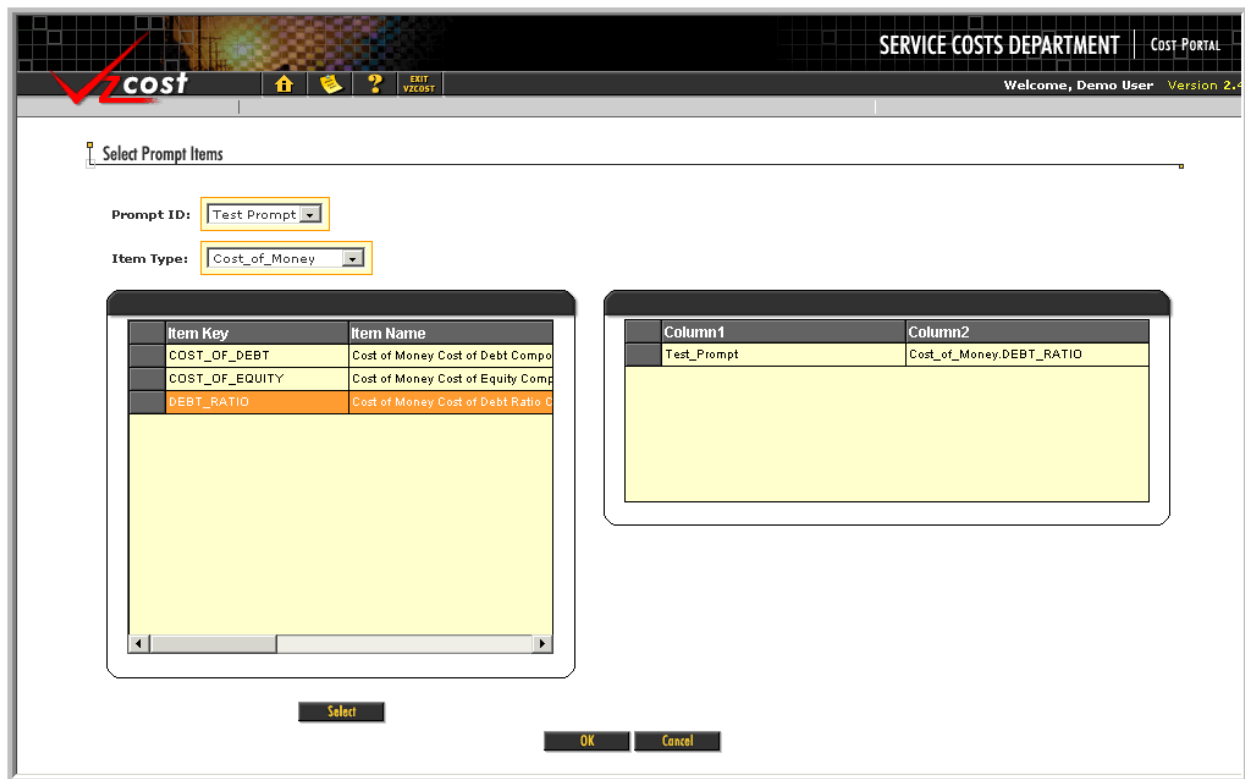
Jurisdiction:

The top portion of the 'Edit Expense Factor Run' screen is shown below. None of the first three fields in this portion of the screen may be modified. The user may, however, modify the jurisdiction information if no data versions have been selected at the bottom of the screen yet. Once the data versions have been selected, the ability to modify the jurisdiction will be lost. The jurisdiction may be changed by pressing the button (  ) to the right of the field and then choosing an option from the drop down menu.

Prompts		Select
Prompt Name	Prompt Value	
Test_Prompt	Macrs.GAAP	

Once the top section has been edited, if the 'Prompt' window is present, then the user may also edit any existing prompts. This window will not be present unless the user selected to insert a prompt when building the selected template. To edit prompt values, press the 'Select' button (  ) at the top right of the window shown above.

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (▼) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (▼) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Expense Factor Formula' screen in the template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



**Select Prompt Items**

Prompt ID: Test Prompt ▼


Item Type: Cost\_of\_Money ▼

Item Key	Item Name
COST_OF_DEBT	Cost of Money Cost of Debt Compo
COST_OF_EQUITY	Cost of Money Cost of Equity Comp
DEBT_RATIO	Cost of Money Cost of Debt Ratio B

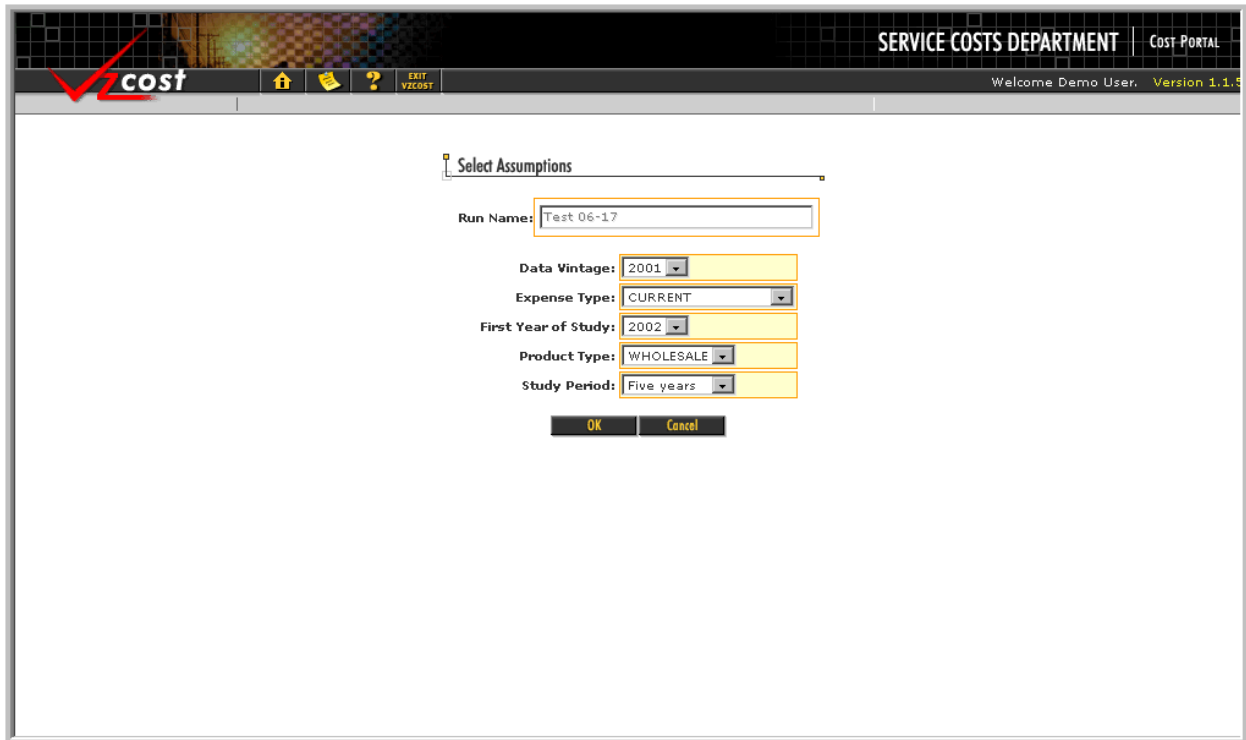
Column1	Column2
Test_Prompt	Cost_of_Money.DEBT_RATIO

Select OK Cancel

Once the existing selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user may click on a formula from the box on the left side of screen and then press the 'Select' button (Select) at the bottom left of the screen to continue. This new selection will replace any previous selection for the selected prompt. Once a new item has been selected, the new prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button (OK) to save the selected prompt item or press the 'Cancel' button (Cancel) to disregard this information and return to the previous screen.

The 'Assumptions' window is found in the middle of the page. The user may press the 'Select' button (  ) at the top right of the 'Assumptions' window if any of the assumptions need to be edited.

Assumptions		Select
	Assumption	Assumption Value
	Data Vintage	2001
	Expense Type	CURRENT
	First Year of Study	2002
	Product Type	RETAIL
	Study Period	Five years



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Select Assumptions

Run Name: Test 06-17

Data Vintage: 2001

Expense Type: CURRENT


First Year of Study: 2002

Product Type: WHOLESALE

Study Period: Five years

OK Cancel

On the 'Assumption Selection' screen, using the drop down menus provided, the user will change the existing selection in any or all of the five fields. To access the drop down menus, the user will press the button (▼) at the right side of the field. Once selections have been edited, the user will press the 'OK' button ( **OK** ) and the system will return the user to the 'Edit Expense Factor Run' screen. Alternatively, pressing the 'Cancel' button ( **Cancel** ) will return the user to the 'Edit Expense Factor Run' screen without making any changes.

At the bottom of the screen, if the data versions need to be edited, the user will press the 'Select' button (  ) at the top right of the 'Data Versions' box.

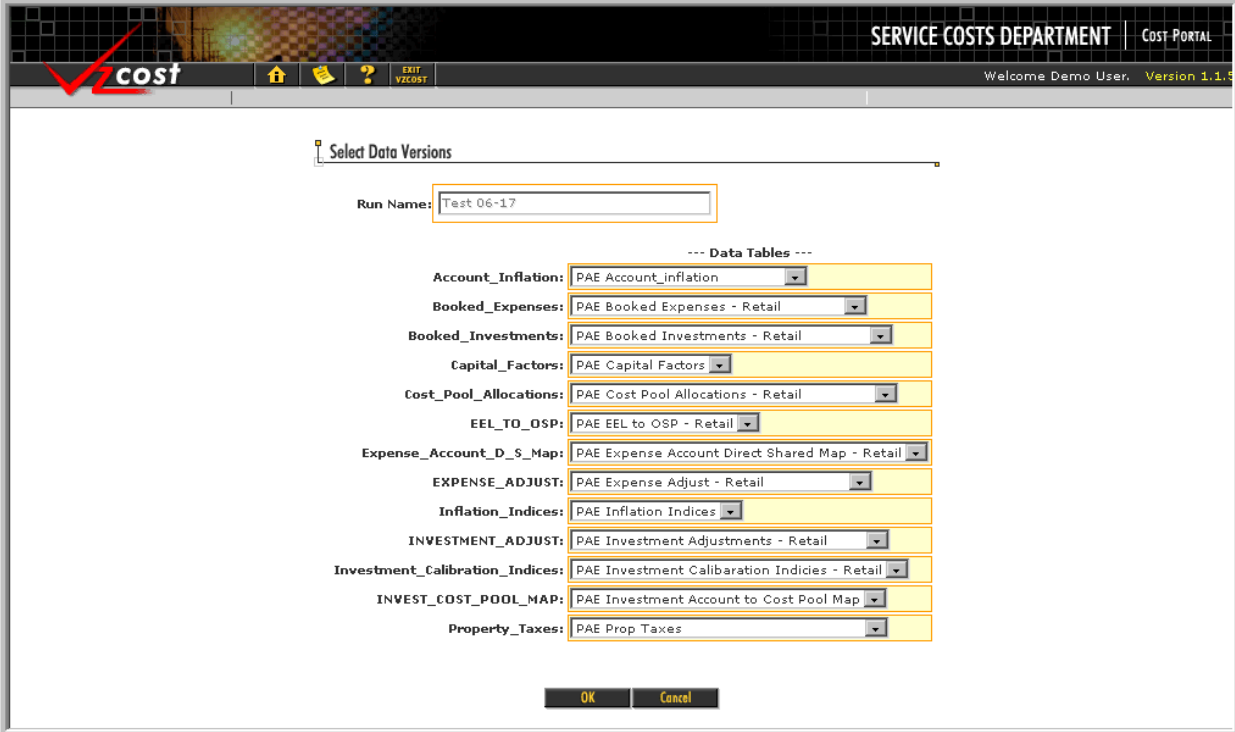
**Data Versions**
**Select**

	Data Source	Version
	Account_Inflation	PAE Account_inflation
	Booked_Expenses	PAE Booked Expenses - Retail
	Booked_Investments	PAE Booked Investments - Retail
	Capital_Factors	PAE Capital Factors
	Cost_of_Money	PAE Cost_of_Money
	Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail
	EEL_TO_OSP	PAE EEL to OSP - Retail
	Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail
	EXPENSE_ADJUST	PAE Expense Adjust - Retail
	Inflation_Indices	PAE Inflation Indices
	INVESTMENT_ADJUST	PAE Investment Adjustments - Retail
	Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail
	INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
	Property_Taxes	PAE Prop Taxes

**Run**
**Save**
**Cancel**



The 'Data Versions Selection' screen, shown below, is loaded.



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Select Data Versions

Run Name:

--- Data Tables ---

Account_Inflation:	<input type="text" value="PAE Account_inflation"/>
Booked_Expenses:	<input type="text" value="PAE Booked Expenses - Retail"/>
Booked_Investments:	<input type="text" value="PAE Booked Investments - Retail"/>
Capital_Factors:	<input type="text" value="PAE Capital Factors"/>
Cost_Pool_Allocations:	<input type="text" value="PAE Cost Pool Allocations - Retail"/>
EEL_TO_OSP:	<input type="text" value="PAE EEL to OSP - Retail"/>
Expense_Account_D_S_Map:	<input type="text" value="PAE Expense Account Direct Shared Map - Retail"/>
EXPENSE_ADJUST:	<input type="text" value="PAE Expense Adjust - Retail"/>
Inflation_Indices:	<input type="text" value="PAE Inflation Indices"/>
INVESTMENT_ADJUST:	<input type="text" value="PAE Investment Adjustments - Retail"/>
Investment_Calibration_Indices:	<input type="text" value="PAE Investment Calibration Indices - Retail"/>
INVEST_COST_POOL_MAP:	<input type="text" value="PAE Investment Account to Cost Pool Map"/>
Property_Taxes:	<input type="text" value="PAE Prop Taxes"/>


Using the drop down menus by pressing the button (▼) at the right side of each field, the user may edit any or all of the selections except for the 'Run Name' category which is automatically populated by the system. The data versions have been automatically filtered for the selected jurisdiction. Once the selections have been edited, the user will press the 'OK' button (  ) and the system will return the user to the 'Edit Expense Factor Run' screen. Alternatively, pressing the 'Cancel' button (  ) will return the user to the 'Edit Expense Factor Run' screen, disregarding any changes that have been made.

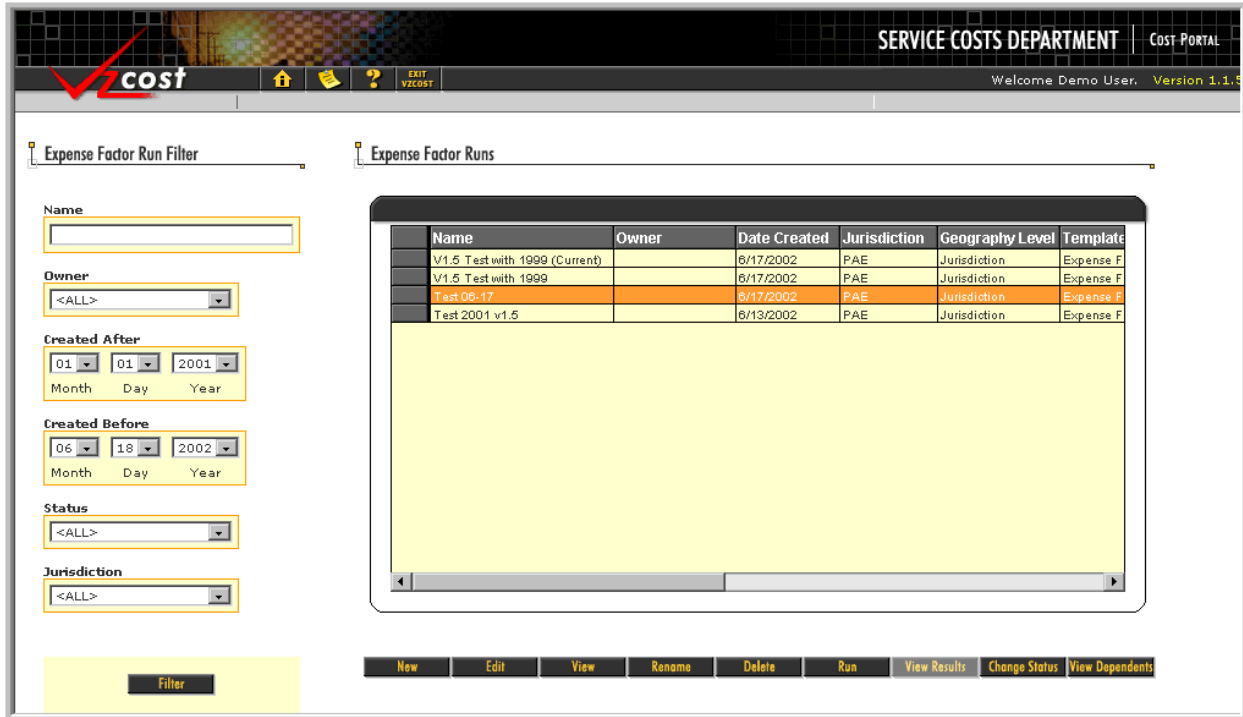
Data Versions		Select
Data Source	Version	
Account_Inflation	PAE Account_inflation	
Booked_Expenses	PAE Booked Expenses - Retail	
Booked_Investments	PAE Booked Investments - Retail	
Capital_Factors	PAE Capital Factors	
Cost_of_Money	PAE Cost_of_Money	
Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail	
EEL_TO_OSP	PAE EEL to OSP - Retail	
Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail	
EXPENSE_ADJUST	PAE Expense Adjust - Retail	
Inflation_Indices	PAE Inflation Indices	
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail	
Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail	
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map	
Property_Taxes	PAE Prop Taxes	

Once the 'Edit Expense Factor Run' screen has been edited to the user's liking, the user will have three options available.

1. Press the 'Run' (  ) button to calculate the expense factors. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run either failed or was completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) in the [expense factor runs subsection](#).
2. Press the 'Save' button (  ) to save the information on the 'Edit Expense Factor Run' screen and return to the 'Expense Factor Runs' screen.
3. Press the 'Cancel' button (  ) to disregard all changes and return to the 'Expense Factor Runs' screen.

### Section 8.2.3: Viewing the Inputs of an Expense Factor Run

The user may use filters, as described in [section 4.4](#), to limit or expand the list of expense factor runs that are displayed on the screen. All expense factor runs that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct run to highlight it and then press the ‘View’ button (  ) to view the selected inputs for the run.



**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year


Created Before:     
Month Day Year

Status:

Jurisdiction:

**Expense Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
<b>Test 06-17</b>		<b>6/17/2002</b>	<b>PAE</b>	<b>Jurisdiction</b>	<b>Expense F</b>
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

Once the ‘View’ button (  ) has been pressed, the ‘View Expense Factor Run’ screen loads up as shown on the next page. On the ‘View Expense Factor Run’ screen, the user may view the prompts, assumptions, and data versions that were selected for this expense factor run.

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**View Expense Factor Run**

**Test 06-17**

Name:

Description:

Expense Factor Template:

Jurisdiction:

**Prompts**

Prompt Name	Prompt Value
Test_Prompt	Cost_of_Money.DEBT_RATIO

**Assumptions**


Assumption	Assumption Value
Data Vintage	2001
Expense Type	CURRENT
First Year of Study	2002
Product Type	RETAIL
Study Period	Five years

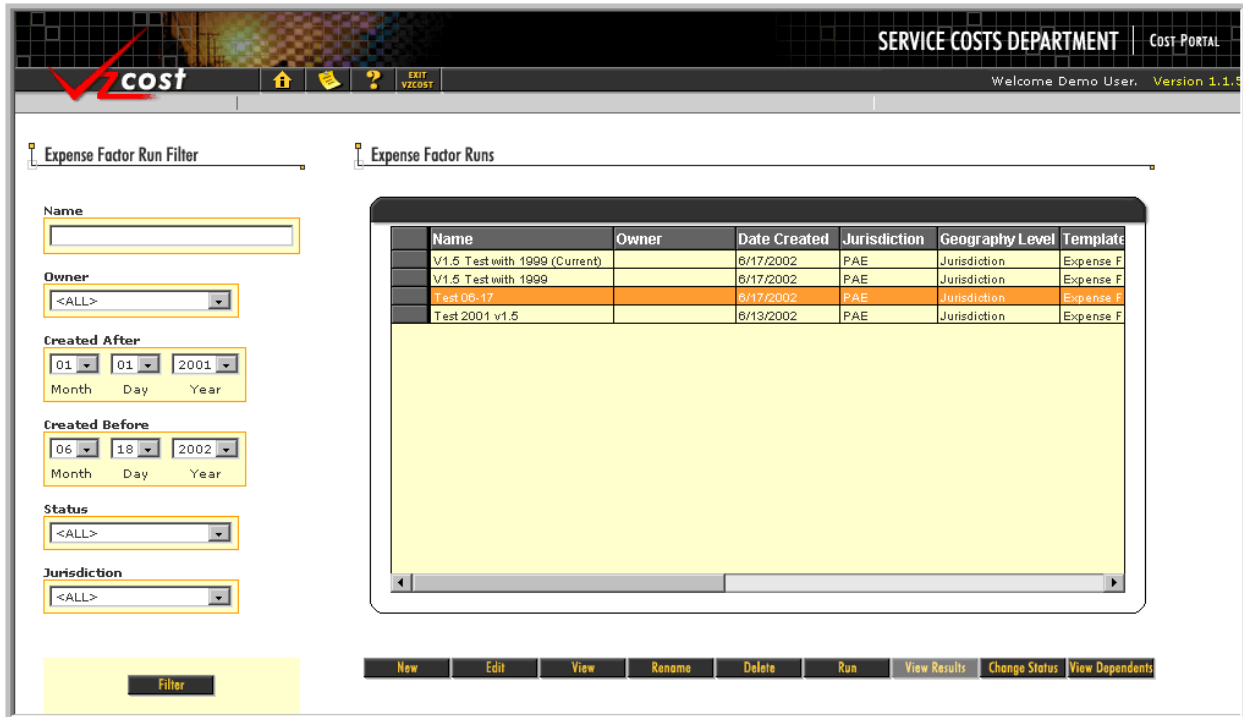
**Data Versions**

Data Source	Version
Account_Inflation	PAE Account_inflation
Booked_Expenses	PAE Booked Expenses - Retail
Booked_Investments	PAE Booked Investments - Retail
Capital_Factors	PAE Capital Factors
Cost_of_Money	PAE Cost_of_Money
Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail
EEL_TO_OSP	PAE EEL to OSP - Retail
Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail
EXPENSE_ADJUST	PAE Expense Adjust - Retail
Inflation_Indices	PAE Inflation Indices
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail
Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Property_Taxes	PAE Prop Taxes

When this screen is no longer needed, the user will press the 'Cancel' button ( ) at the bottom of the screen to return to the 'Expense Factor Runs' screen.

## Section 8.2.4: Renaming an Expense Factor Run

To rename an expense factor run, the user will use filters, as described in [section 4.4](#), to locate the correct run on the 'Expense Factor Runs' screen. As shown below, the user will click on that run to highlight it and then press the 'Rename' button (  ).



The screenshot displays the 'Expense Factor Runs' screen. On the left is the 'Expense Factor Run Filter' panel with the following fields:


- Name:
- Owner:
- Created After: Month (01), Day (01), Year (2001)
- Created Before: Month (06), Day (18), Year (2002)
- Status:
- Jurisdiction:

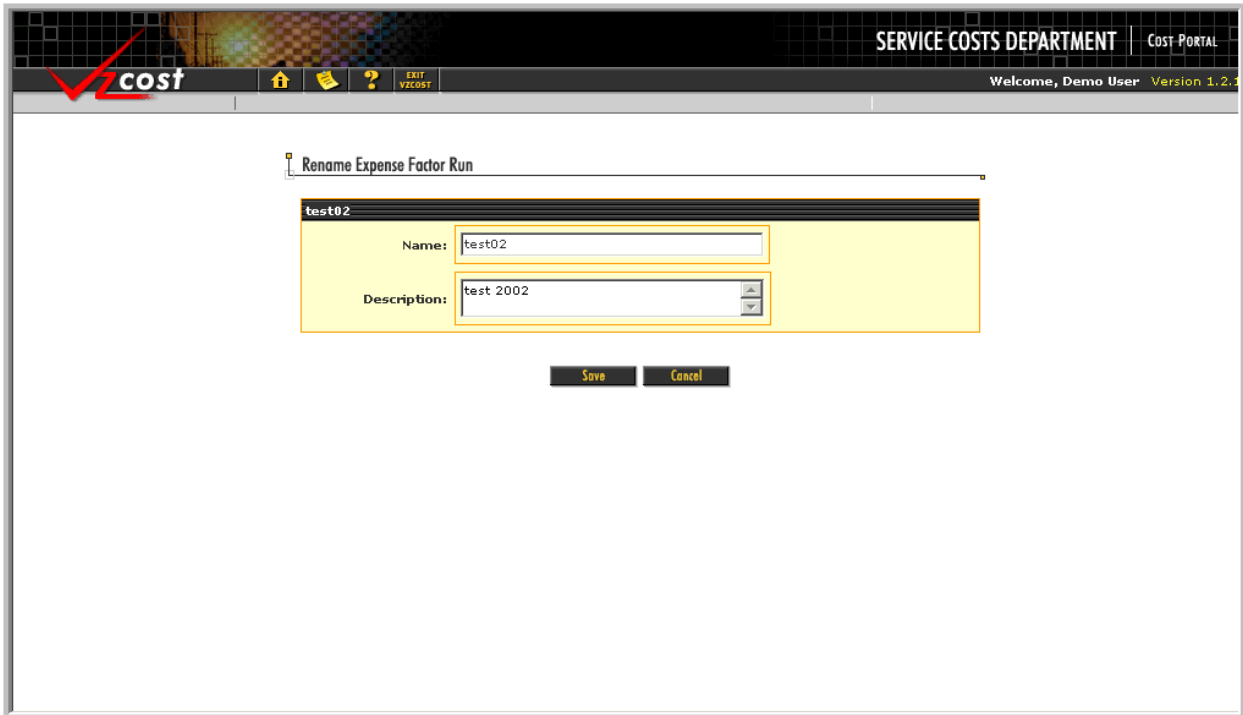
At the bottom of the filter panel is a **Filter** button. The main table, titled 'Expense Factor Runs', contains the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		8/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		8/17/2002	PAE	Jurisdiction	Expense F
<b>Test 06-17</b>		<b>8/17/2002</b>	<b>PAE</b>	<b>Jurisdiction</b>	<b>Expense F</b>
Test 2001 v1.5		8/13/2002	PAE	Jurisdiction	Expense F



At the bottom of the table are several action buttons: **New**, **Edit**, **View**, **Rename**, **Delete**, **Run**, **View Results**, **Change Status**, and **View Dependents**.

The rename function will only be available to the person who created the expense factor run, also known as the data owner. If a renamed run was used in another area or another run in VzCost prior to the name change, the name change will filter through the system to all areas and runs that are affected. VzCost can do this because, although the name has changed, the run has not changed and VzCost tracks the run itself, not the run's name. Please notice that the run may not be renamed if it has already been designated as either final or final and filed.

Once the user has pressed the 'Rename' button (  ), the 'Rename Expense Factor Run' screen, shown below, will load up.

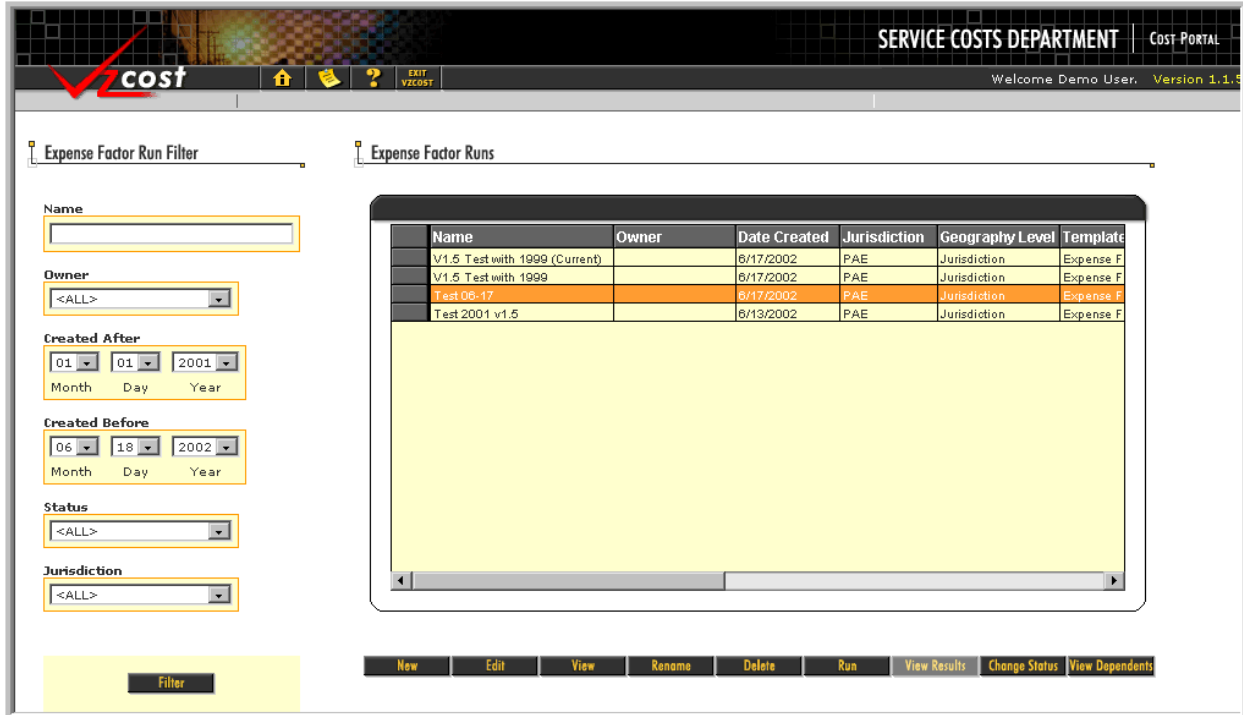


This screen allows the user to change both the name and the description of the run. Once the appropriate changes have been made, the user will have two choices.

1. Press the 'Save' button (  ) to save the new name and description.
2. Press the 'Cancel' button (  ) to disregard all changes and return to the 'Expense Factor Runs' screen.

## Section 8.2.5: Deleting an Expense Factor Run


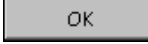
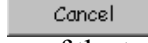
To delete an expense factor run, the user will use filters, as described in [section 4.4](#), to locate the correct run from the expense factor run list on the first page of the expense factors section. Then, the user will click on that run to highlight it as shown below.

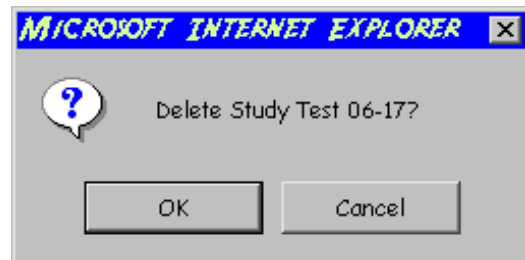


The screenshot shows the 'Expense Factor Runs' section of the VZcost web application. On the left is the 'Expense Factor Run Filter' panel with fields for Name, Owner, Created After, Created Before, Status, and Jurisdiction. On the right is a table of runs with columns: Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The 'Test 06-17' run is highlighted in orange.



Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		8/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		8/17/2002	PAE	Jurisdiction	Expense F
Test 06-17		8/17/2002	PAE	Jurisdiction	Expense F
Test 2001 v1.5		8/13/2002	PAE	Jurisdiction	Expense F

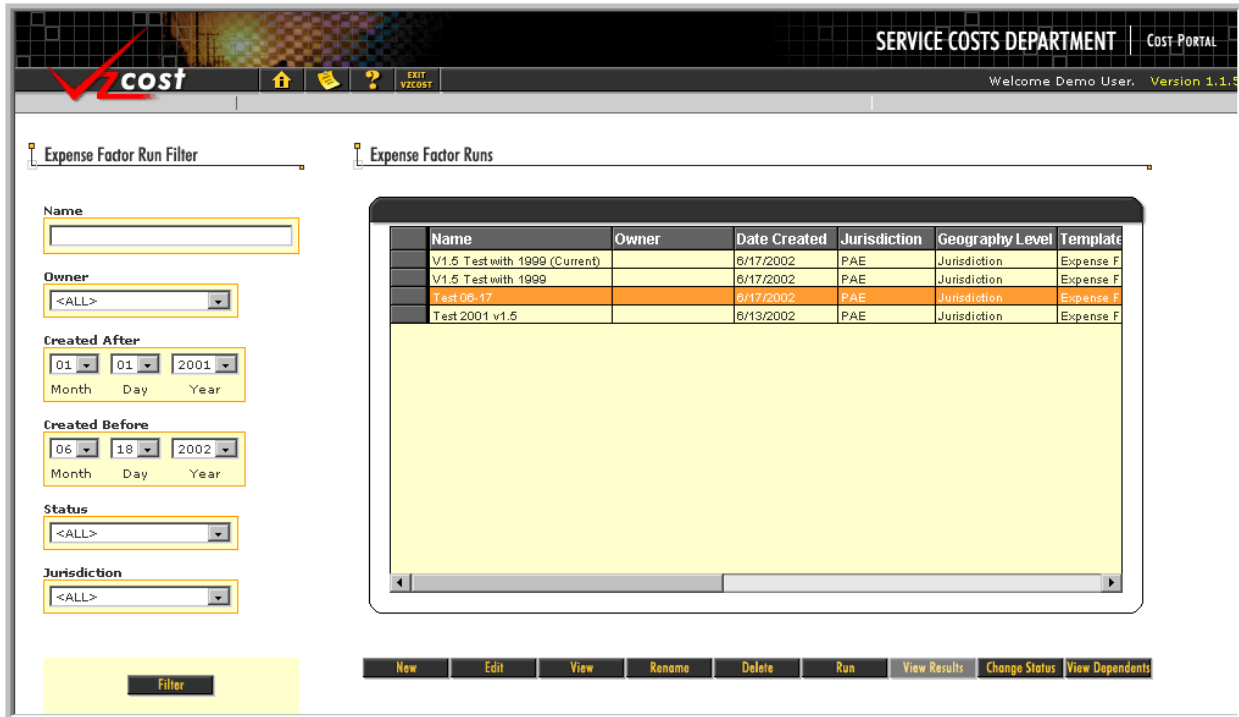
Below the table is a toolbar with buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, View Dependents. A yellow 'Filter' button is located below the filter panel.

Next, the user will press the 'Delete' button (  ). Before deleting the run, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (  ) to complete the deletion or the 'Cancel' button (  ) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the first page of the expense factors section.




## Section 8.2.6: Running a Saved Expense Factor Run

When the expense factor run was first created, if the user pressed the 'Save' button (  ) to save the information rather than pressing the 'Run' button (  ) to complete the expense factor run, then the user may use this function to complete the saved expense factor run.





The screenshot shows the 'Expense Factor Runs' section of the VZcost application. The interface includes a navigation bar with the VZcost logo, 'SERVICE COSTS DEPARTMENT', and 'COST PORTAL'. Below the navigation bar, there are two tabs: 'Expense Factor Run Filter' and 'Expense Factor Runs'. The 'Expense Factor Runs' tab is active, displaying a table of runs. The table has columns for Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The table contains four rows of data. Below the table, there is a 'Filter' button and a row of action buttons: New, Edit, View, Rename, Delete, Run, View Results, Change Status, and View Dependents.

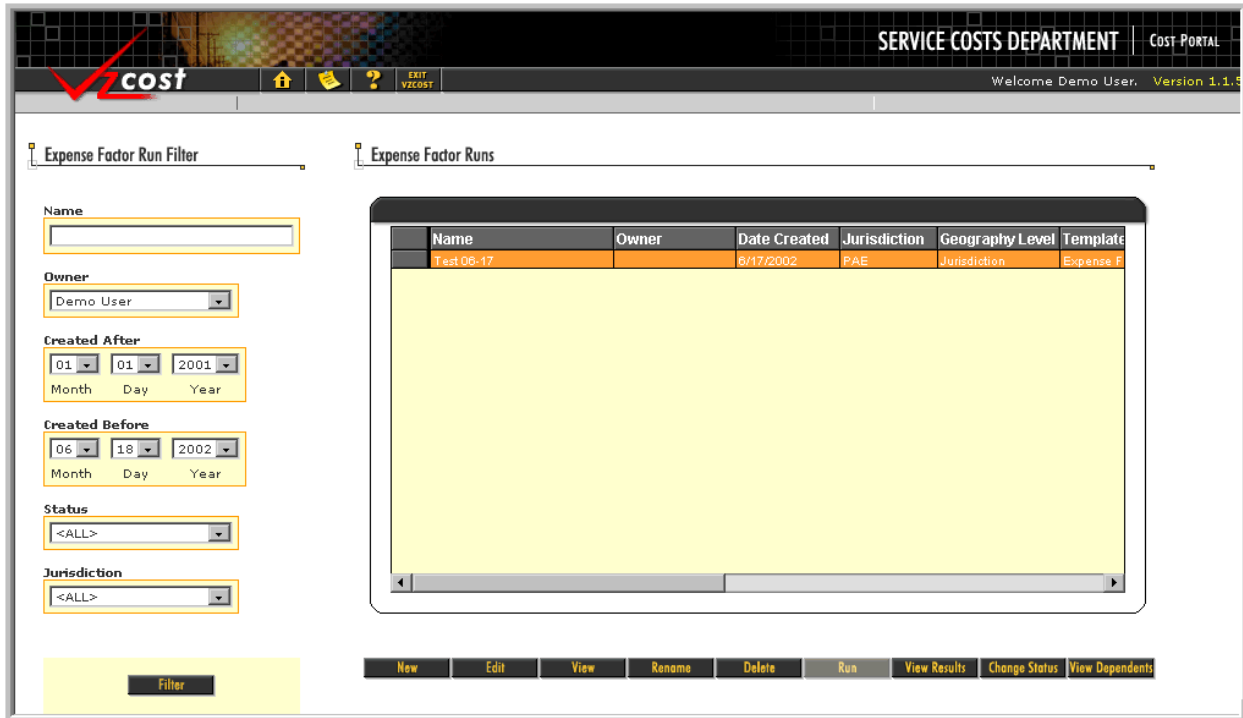
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

To run a previously saved expense factor run, the user will use filters (described in [section 4.4](#)) as needed to locate the correct run from the expense factor run list on the first page of the expense factors section, click on that run to highlight it, and press the 'Run' button (  ). Note that this button will not be available for any run other than a saved run that has not been previously completed. Once the button has been pressed, the system will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run either failed or was completed. Notice that expense factor run results cannot be viewed from the message center. The user will have to go back to the [expense factor runs subsection](#) to view the results.



## Section 8.2.7: Viewing Expense Factor Run Results

After an expense factor run has been completed, the user will have two ways to view the results of the run. The results can be viewed from the message center as described in [section 13.1](#) or from the 'Expense Factor Runs' screen shown below. On the 'Expense Factor Runs' screen, the user may use filters (described in [section 4.4](#)) as needed to locate the correct run. Once the correct run has been located, the user will click on that run to highlight it and then press the 'View Results' button (  ). The 'View Results' button (  ) will not be available if the expense factor run has not been run.



**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

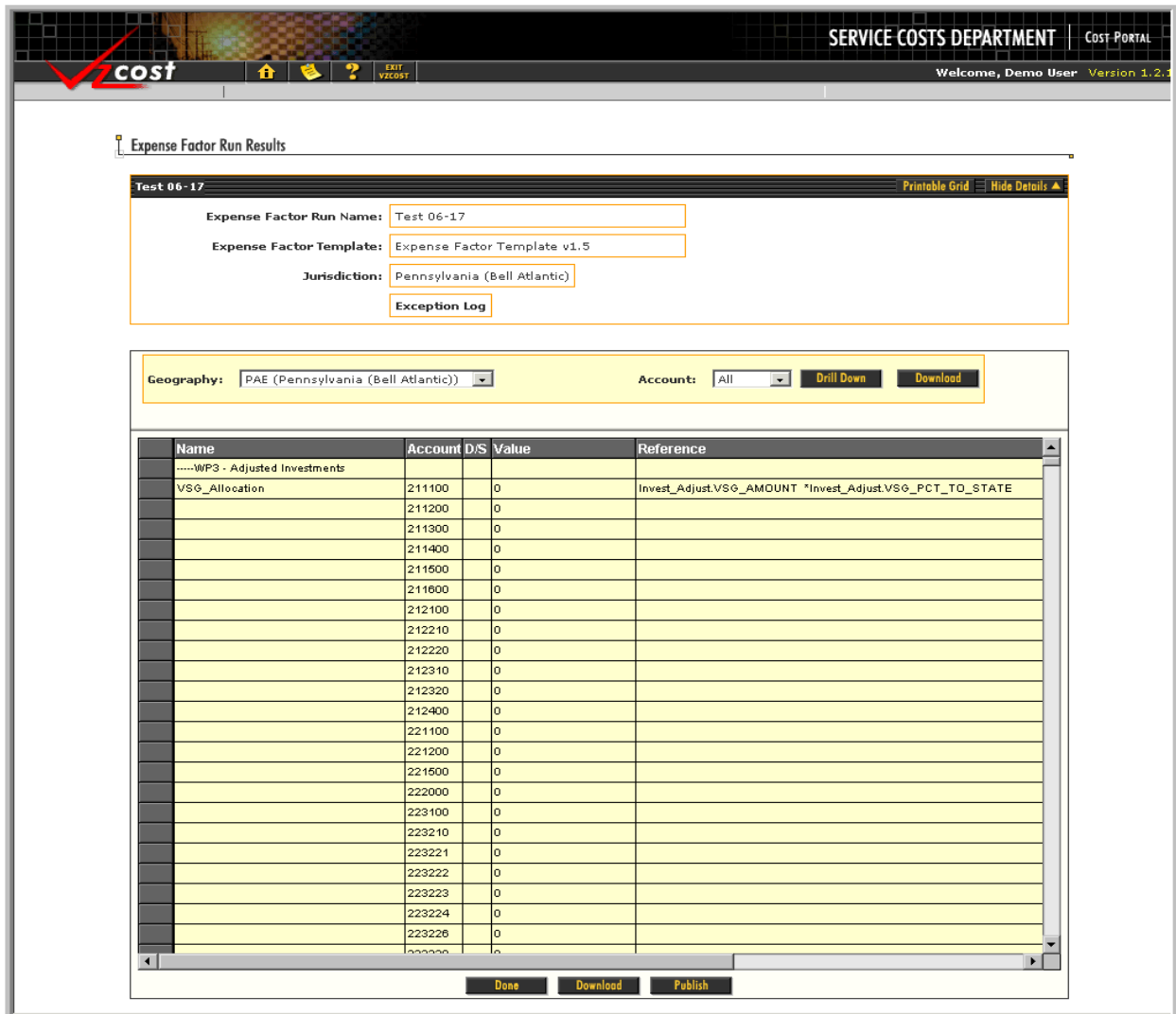
Status:

Jurisdiction:

**Expense Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F

The result set from the expense factor run is loaded into the 'Expense Factor Results' page. Notice that the three fields at the top of the page can not be modified.



**Expense Factor Run Results**

Test 06-17 Printable Grid Hide Details ▲

Expense Factor Run Name: Test 06-17

Expense Factor Template: Expense Factor Template v1.5

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All [Drill Down](#) [Download](#)

Name	Account D/S	Value	Reference
.....WP3 - Adjusted Investments			
VSG_Allocation	211100	0	Invest_Adjust.VSG_AMOUNT *Invest_Adjust.VSG_PCT_TO_STATE
	211200	0	
	211300	0	
	211400	0	
	211500	0	
	211600	0	
	212100	0	
	212210	0	
	212220	0	
	212310	0	
	212320	0	
	212400	0	
	221100	0	
	221200	0	
	221500	0	
	222000	0	
	223100	0	
	223210	0	
	223221	0	
	223222	0	
	223223	0	
	223224	0	
	223226	0	
	223228	0	

[Done](#) [Download](#) [Publish](#)

There are nine functional parts of the 'Expense Factor Results' page. The first two are listed and described below. The remaining seven are listed and described over the next several pages.

- **Grid:** The 'Printable Grid' button ( [Printable Grid](#) ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( [Functional Grid](#) ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper.
- **Details:** At the top of the page, the 'Show Details' button ( [Show Details ▼](#) ) and the 'Hide Details' button ( [Hide Details ▲](#) ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



- **Exceptions:** A link to the exception log may or may not appear on the ‘Expense Factor Results’ page. If this link does appear, it will be located immediately below the ‘Jurisdiction’ field at the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the expense factor run. When the user clicks on this link, the screen shown below will load up. This screen provides the user with detailed information regarding the exceptions that have occurred.

**Calculation Exceptions**

Expense Factor Run Name: PAE test v115

Expense Factor Template Name: Expense Factor Template v1.15

Last Modified: 10/10/2002

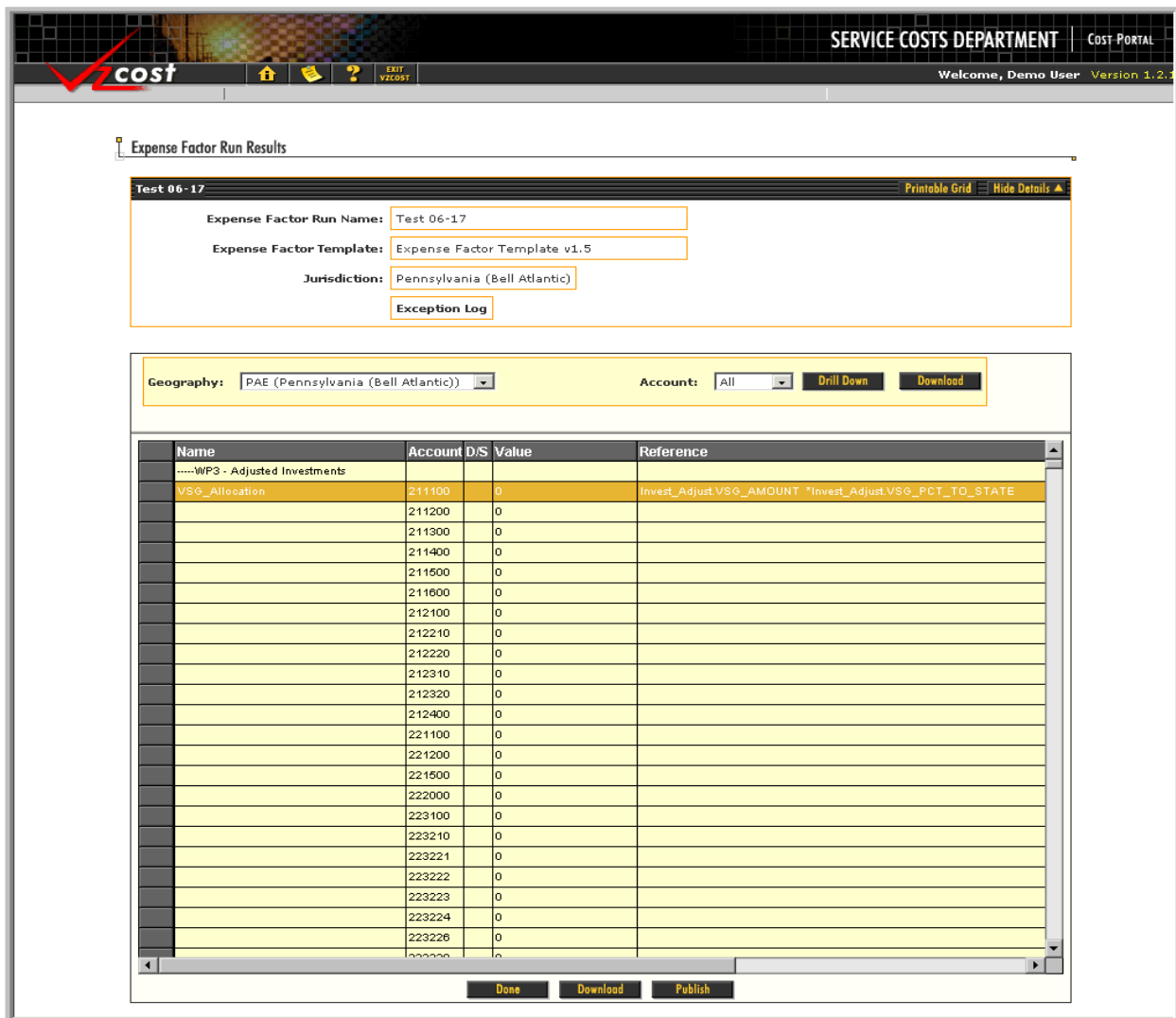
Formula ID	Type	Exception	Geography
VS_Allocation	Piece of element	In BOOK_INV.VS_AMOUNT * INVEST_ADJUST.VS_PCT_TO_STATE The Record	PAE
VS_Allocation	Piece of element	In BOOK_INV.VS_AMOUNT * INVEST_ADJUST.VS_PCT_TO_STATE The Record	PAE
Carrying_Costs_Sup	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_SUPPORT_INVESTMENT The Record	PAE
Carrying_Costs_Sup	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_SUPPORT_INVESTMENT The Record	PAE
Carrying_Costs_Sup	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_SUPPORT_INVESTMENT The Record	PAE
Carrying_Cost_Rev	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE
Carrying_Cost_Rev	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE
Carrying_Cost_Rev	Piece of element	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE
Adjusted_Expenses	Piece of element	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE

**Close**

Once the user has finished examining the data on this page, the user may press the ‘Close’ button ( **Close** ) at the bottom of the screen to close this page and return to the ‘BC Run Results’ page.

If the user needs to sort the information before downloading the data or printing the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information previously selected. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.



**Expense Factor Run Results**

Test 06-17 Printable Grid Hide Details ▲

Expense Factor Run Name: Test 06-17

Expense Factor Template: Expense Factor Template v1.5

Jurisdiction: Pennsylvania (Bell Atlantic)

Exception Log

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Download


Name	Account D/S	Value	Reference
.....WPG - Adjusted Investments			
VSG_Allocation	211100	0	Invest_Adjust.VSG_AMOUNT *Invest_Adjust.VSG_PCT_TO_STATE
	211200	0	
	211300	0	
	211400	0	
	211500	0	
	211600	0	
	212100	0	
	212210	0	
	212220	0	
	212310	0	
	212320	0	
	212400	0	
	221100	0	
	221200	0	
	221500	0	
	222000	0	
	223100	0	
	223210	0	
	223221	0	
	223222	0	
	223223	0	
	223224	0	
	223226	0	
	223228	0	
	223230	0	

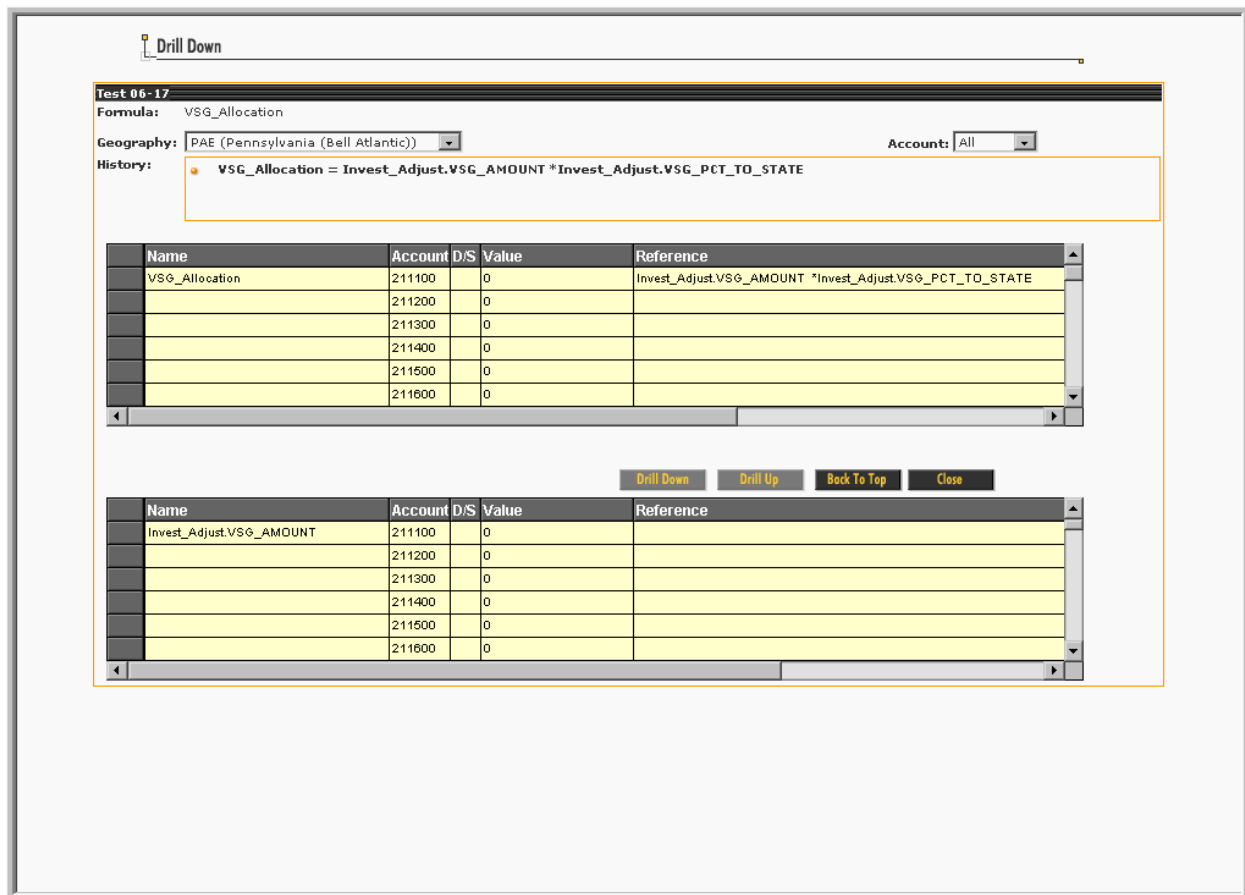
Done Download Publish

If the user does not need to publish, drill into, or download the data or just has no further need for information from this screen, then the screen should be closed.

- **Done:** When the 'Done' button ( Done ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'Expense Factor Runs' screen.

Otherwise, the user may choose to download the information from these results, view the details of their calculations by drilling down into them, or publish the results for use as a data version.

- **Drill Down:** To drill down in to the results, the user would select any line within the results, thus highlighting that line, and then press the ‘Drill Down’ button (  ). It is important for the user to realize that the drill down function drills on the formula(s) and not on the value(s). As shown below, the ‘Drill Down’ screen loads up in a separate window.



The screenshot shows a 'Drill Down' window with the following details:

- Test 06-17**
- Formula:** VSG\_Allocation
- Geography:** PAE (Pennsylvania (Bell Atlantic))
- Account:** All
- History:** VSG\_Allocation = Invest\_Adjust.VSG\_AMOUNT \* Invest\_Adjust.VSG\_PCT\_TO\_STATE

The upper grid displays the details of the formula being drilled into:


Name	Account	D/S	Value	Reference
VSG_Allocation	211100		0	Invest_Adjust.VSG_AMOUNT * Invest_Adjust.VSG_PCT_TO_STATE
	211200		0	
	211300		0	
	211400		0	
	211500		0	
	211600		0	

The lower grid displays the formulas that make up the formula being drilled into:

Name	Account	D/S	Value	Reference
Invest_Adjust.VSG_AMOUNT	211100		0	
	211200		0	
	211300		0	
	211400		0	
	211500		0	
	211600		0	

Buttons at the bottom of the window include: Drill Down, Drill Up, Back To Top, and Close.

The areas on the ‘Drill Down’ screen break down as follows:

- There will not be any geography options available other than that which was selected prior to completing the expense factor run.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu that opened when the button was pressed. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting ‘All’ from the drop down menu, or for items that have no account number, if such items exist, by selecting ‘None’ from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

**Drill Down**

Test 06-17  
 Formula: VSG\_Allocation  
 Geography: PAE (Pennsylvania (Bell Atlantic)) Accounts: All  
 History: VSG\_Allocation = Invest\_Adjust.VSG\_AMOUNT \* Invest\_Adjust.VSG\_PCT\_TO\_STATE


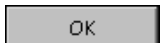
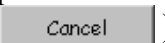
Name	Account	D/S	Value	Reference
VSG_Allocation	211100		0	Invest_Adjust.VSG_AMOUNT * Invest_Adjust.VSG_PCT_TO_STATE
	211200		0	
	211300		0	
	211400		0	
	211500		0	
	211600		0	

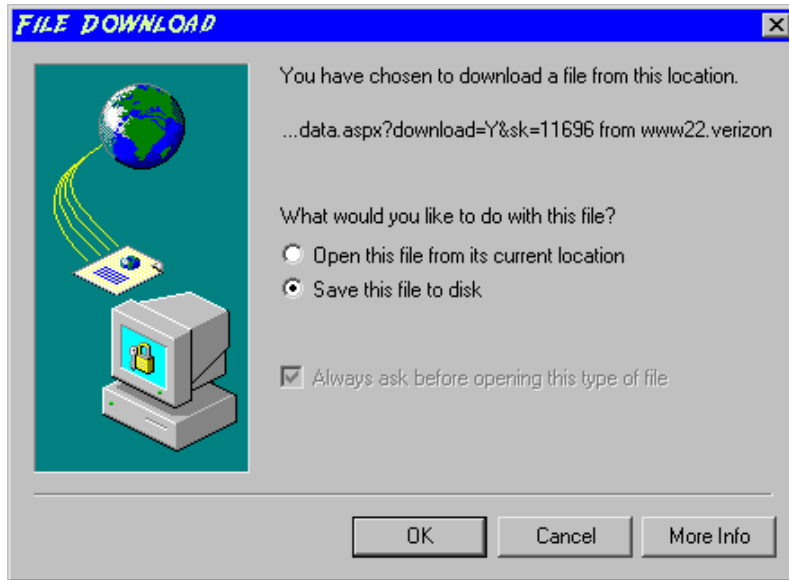
Drill Down Drill Up Back To Top Close

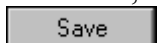
Name	Account	D/S	Value	Reference
Invest_Adjust.VSG_AMOUNT	211100		0	
	211200		0	
	211300		0	
	211400		0	
	211500		0	
	211600		0	

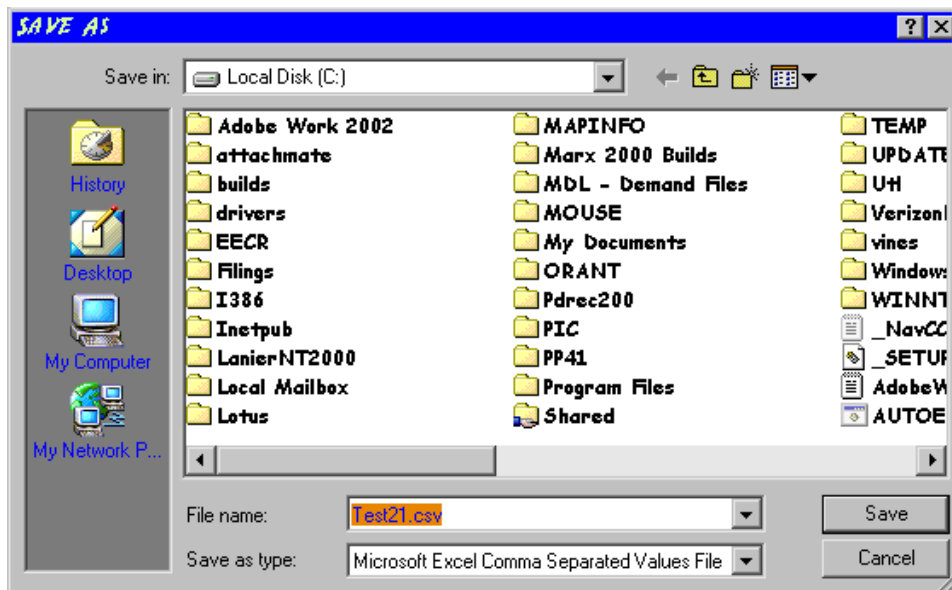
The user may do the following on this screen:


- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button ( **Drill Down** ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button ( **Drill Up** ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button ( **Back To Top** ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Close' button ( **Close** ) can be used at any time to close the 'Drill Down' screen completely.

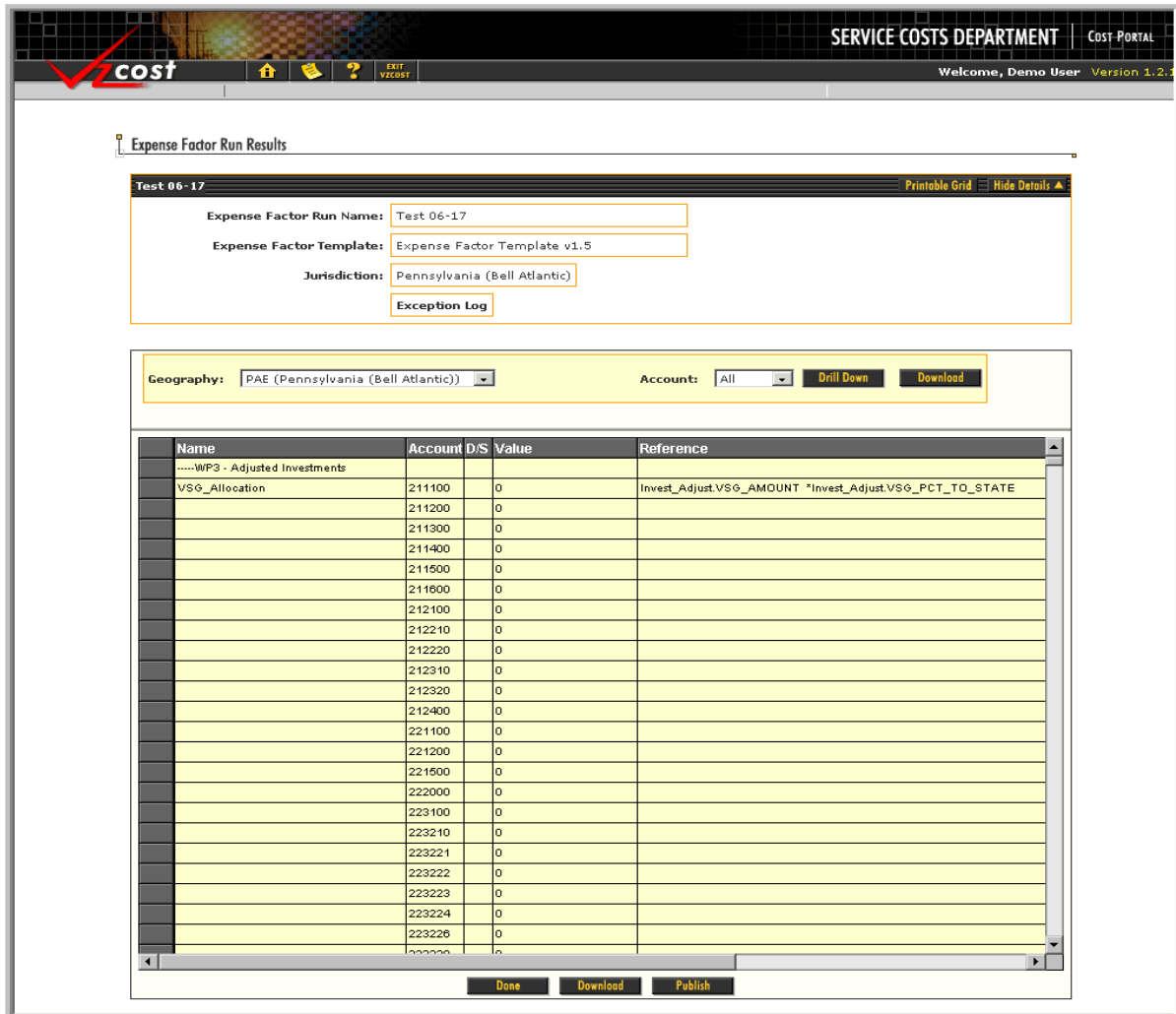
- The user may also press the 'Download' button (  ) which will download the data in to a CSV file for the user to use with other applications or as needed. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user should make sure that the 'Save this file to disk' radio button has been selected and then press the 'OK' button (  ). Alternatively, the user could press the cancel button (  ) to disregard the download request and return to the previous screen.



Next, the 'Save As' dialog box will pop up. The user will need to choose where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the destination is achieved. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back in to the system.



- **Publish:** The publish button serves to publish the results of the expense factor run as a data version so that analysts may use these results without having to dig through intermediate level data. Once the 'Publish' button (  ) has been pressed, the system will publish the data and return the user to the 'Expense Factor Runs' screen.



Expense Factor Run Results

Test 06-17 Printable Grid Hide Details

Expense Factor Run Name: Test 06-17

Expense Factor Template: Expense Factor Template v1.5

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All [Drill Down](#) [Download](#)

Name	Account D/S	Value	Reference
.....WP3 - Adjusted Investments			
VSG_Allocation	211100	0	Invest_Adjust.VSG_AMOUNT *Invest_Adjust.VSG_PCT_TO_STATE
	211200	0	
	211300	0	
	211400	0	
	211500	0	
	211600	0	
	212100	0	
	212210	0	
	212220	0	
	212310	0	
	212320	0	
	212400	0	
	221100	0	
	221200	0	
	221500	0	
	222000	0	
	223100	0	
	223210	0	
	223221	0	
	223222	0	
	223223	0	
	223224	0	
	223226	0	
	223228	0	

[Done](#) [Download](#) [Publish](#)

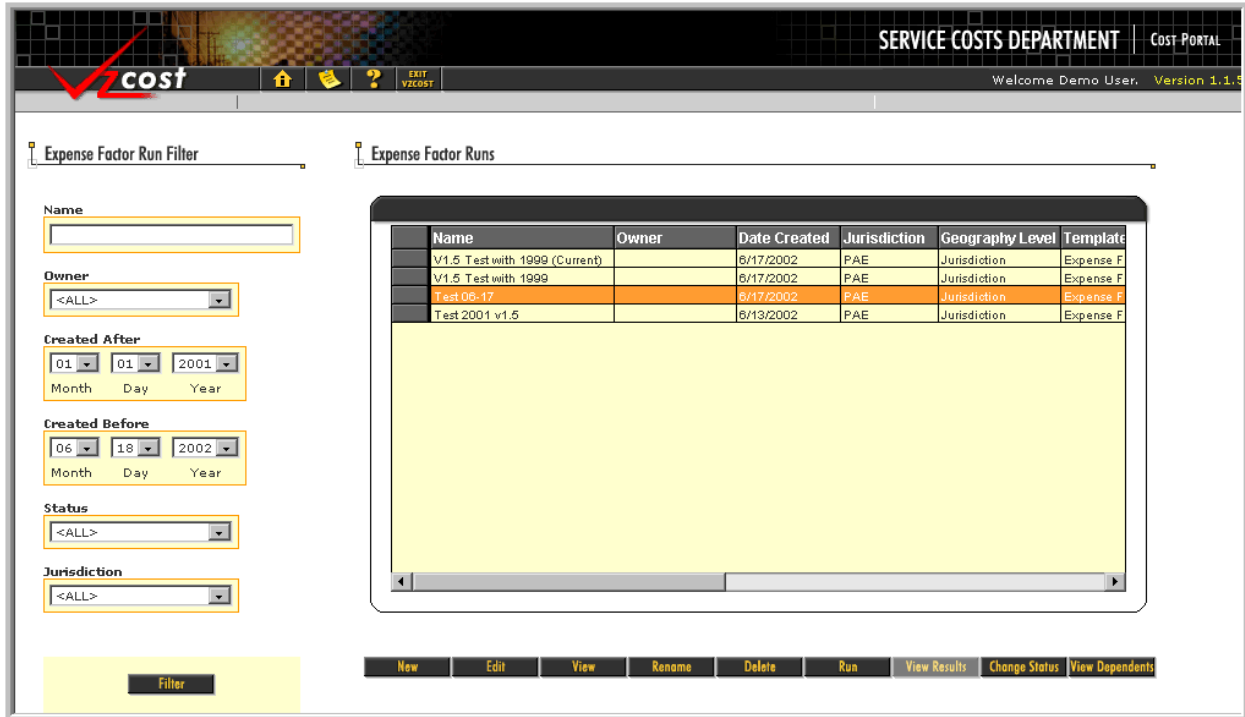
There are several rules related to the publish function. Without compliance to these rules, the publish function will not be available to the user.

- In the expense factor template, a formula must be assigned to each of the items available in the 'Published Result' drop down menu. Otherwise, the publish function will be inactive.
- Both the capital factor template and the capital factor run must be approved before the publish function will be available.
- The publish function available to the data owner.
- If either the capital factor template or the capital factor run has a status of final and filed, then the publish function will be not available.
- No capital factor run may be published more than once. Thus, after the run has been published, the publish function will no longer be available.



## Section 8.2.8: Changing the Status of an Expense Factor Run

To change the status of an expense factor run, the user will click on a run to highlight it and then press the 'Change Status' button ( [Change Status](#) ). If the run has not been set up correctly, the system will provide an error message like the one shown in the figure below. Otherwise, a screen that is very similar to the 'View Expense Factor Run' screen will load up.



**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Jurisdiction:

**Expense Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

**SERVICE COSTS DEPARTMENT** | COST PORTAL

Welcome Demo User, Version 1.1.5

---

**Change Status - Expense Factor Run**

**Test 06-17**

Name:

Description:

Expense Factor Template:

Jurisdiction:

Status:

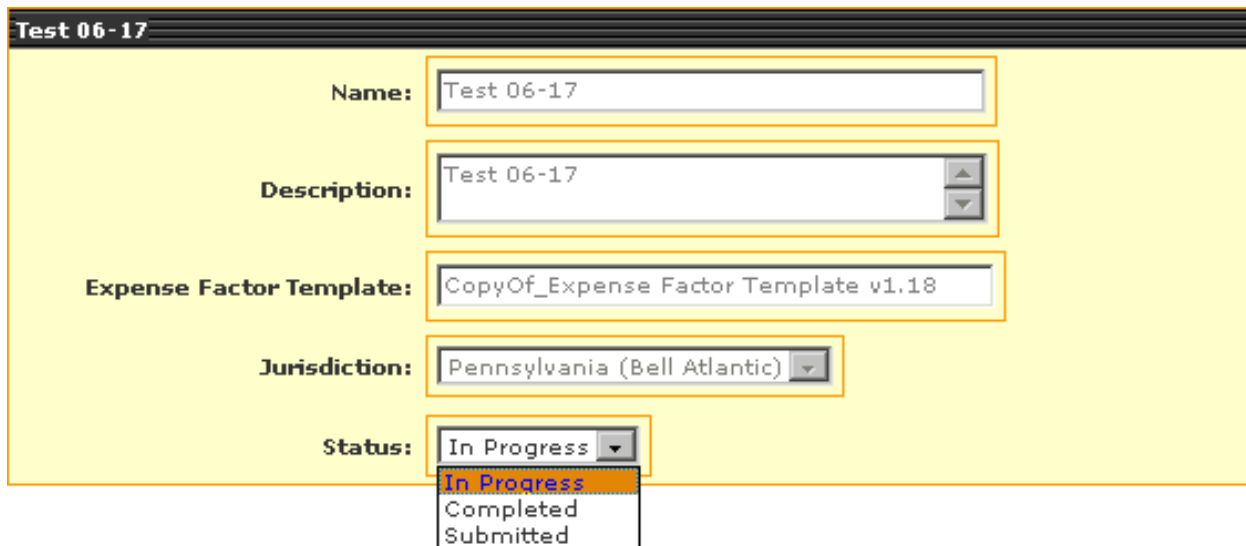
Prompts	
Prompt Name	Prompt Value
Test_Prompt	Cost_of_Money.DEBT_RATIO

Assumptions	
Assumption	Assumption Value
Data Vintage	2001
Expense Type	CURRENT
First Year of Study	2002
Product Type	RETAIL
Study Period	Five years

Data Versions	
Data Source	Version
Account_Inflation	PAE Account_inflation
Booked_Expenses	PAE Booked Expenses - Retail
Booked_Investments	PAE Booked Investments - Retail
Capital_Factors	PAE Capital Factors
Cost_of_Money	PAE Cost_of_Money
Cost_Pool_Allocations	PAE Cost Pool Allocations - Retail
EEL_TO_OSP	PAE EEL to OSP - Retail
Expense_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail
EXPENSE_ADJUST	PAE Expense Adjust - Retail
Inflation_Indices	PAE Inflation Indices
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail
Investment_Calibration_Indices	PAE Investment Calibration Indices - Retail
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Property_Taxes	PAE Prop Taxes

The 'Change Status' screen looks like the 'View Expense Factor Run' screen with one difference. The top section has a 'Status' field where the build status may actually be changed.

To change the status of the expense factor run, the user will make a choice from the from the drop down menu by pressing the button (▼) at the right side of the 'Status' field and then clicking on one of the menu options.



The screenshot shows a web form titled "Test 06-17" with a yellow background. The form contains several fields, each highlighted with a yellow border:

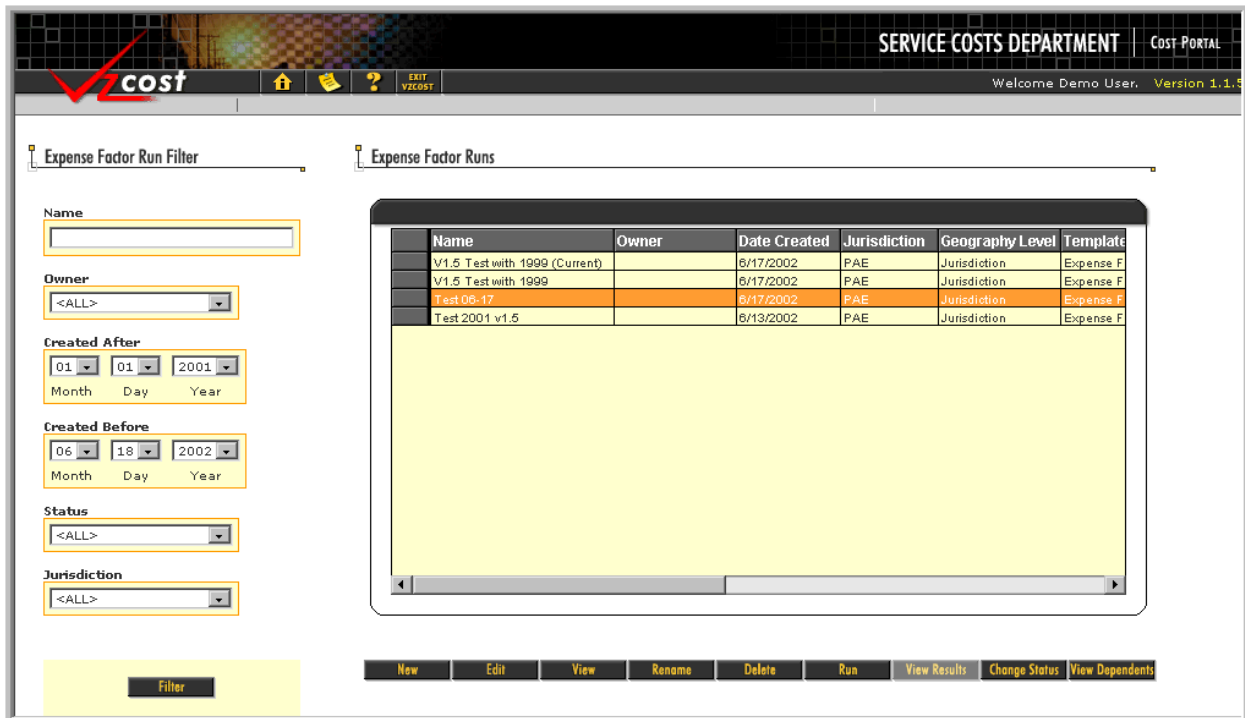
- Name:** Text input field containing "Test 06-17".
- Description:** Text input field containing "Test 06-17".
- Expense Factor Template:** Text input field containing "CopyOf\_Expense Factor Template v1.18".
- Jurisdiction:** Dropdown menu showing "Pennsylvania (Bell Atlantic)".
- Status:** Dropdown menu with "In Progress" selected. The dropdown menu is open, showing three options: "In Progress" (highlighted in orange), "Completed", and "Submitted".

There will be up to seven options available for the user to choose when changing status. Below is a description of each of those options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner.
3. **Completed:** Completed items can be seen by anyone but are not awaiting approval.
4. **Submitted:** Submitted items can be seen by anyone and are awaiting approval.
5. **Approved:** Approved items may now be used in other applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not edited further or deleted.

## Section 8.2.9: Viewing Dependents of an Expense Factor Run

The 'View Dependents' button ( **View Dependents** ) on the 'Expense Factor Runs' screen will allow the user to see the entire chain of data associated with the run. It does this by allowing the user to navigate from one object to the next so that related dependencies can be viewed. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of runs displayed on the screen. All runs meeting the filtered criteria will be displayed on the screen. To continue, the user should select the needed run by clicking on it, and then press the 'View Dependents' button ( **View Dependents** ) at the bottom of the screen.



**Expense Factor Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:


Jurisdiction:

**Expense Factor Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F
Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F

**Filter**

**View Dependents**

The 'View Dependencies' screen, which loads up on a separate screen, has two windows. The top window shows the user items that use the selected expense factor run, thus locking it. Any items in this window will need to be deleted before the run can be deleted. The bottom window shows the user items that the selected expense factor run is using. These items are locked and thus, can not be deleted until this run has been deleted. Once the run has been marked final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) at the bottom of the screen should be pressed.


**Expense Factor Run Dependencies**

---

Expense Factor Run:


Expense Factor Run is used by:


	Type	Name	Owner	Status



Expense Factor Run uses:

	Type	Name	Owner	Status
	Expense Factor	CopyOf_Expense Factor Template v1.18	Demo User	In Progress



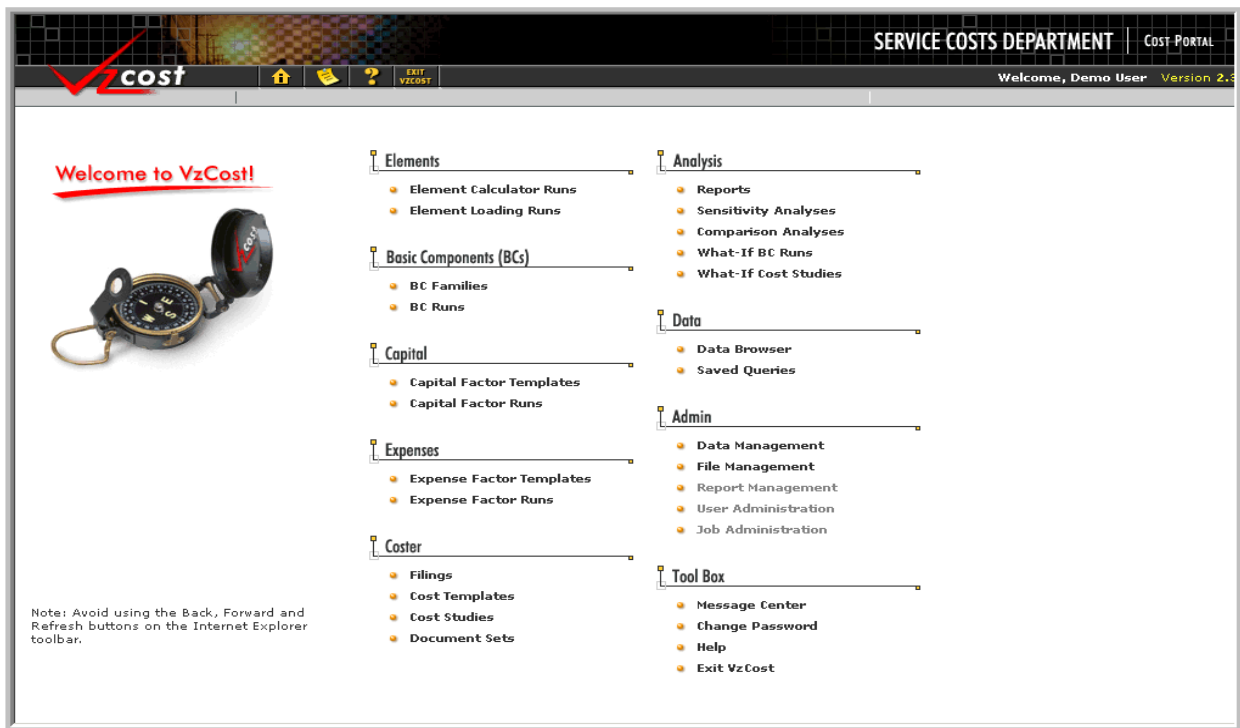




## Section 9: Coster

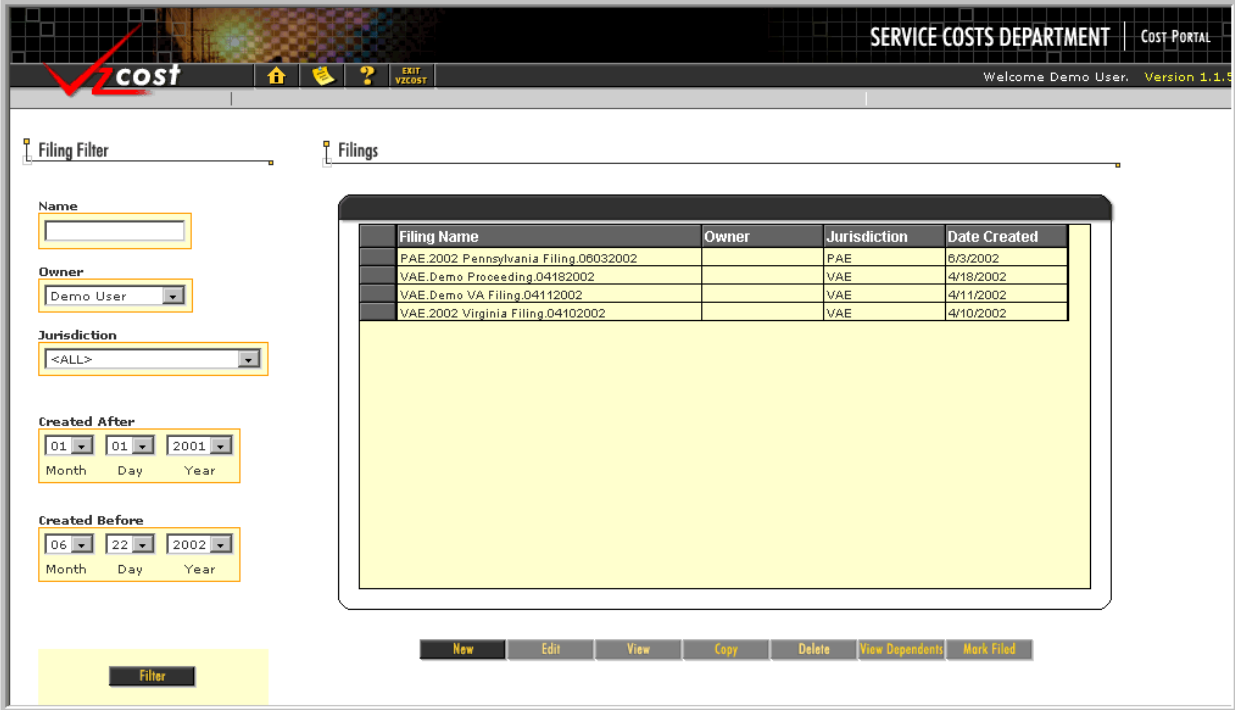
### Section 9.1: Filings

The filings function in VzCost will allow the users to create a control sheet containing any products, assumptions, and data versions required to create filings. Filings are sets of cost study results provided to federal and state regulatory agencies in both tariff and other regulatory proceedings.



As shown above, click on the 'Filings' link under the coster domain on the 'Home Page'.

The 'Filings' screen loads up and all of the filings that have been created by the current user are displayed on the screen.



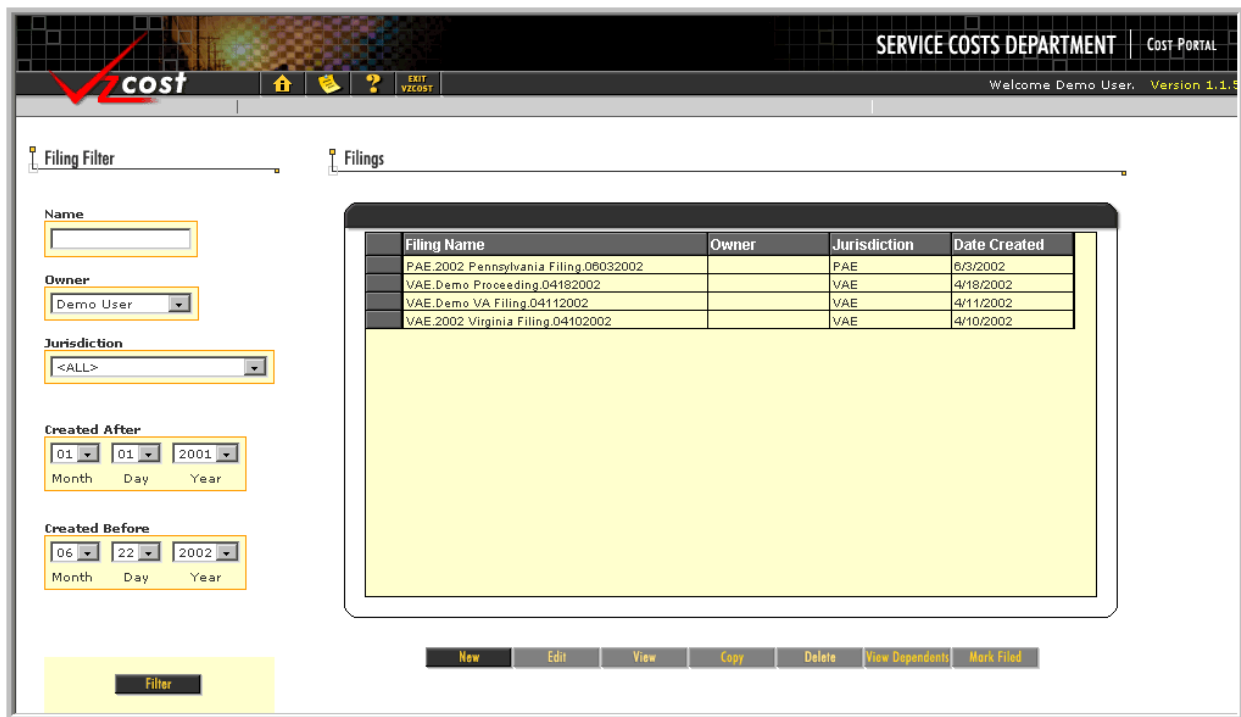
Filing Name	Owner	Jurisdiction	Date Created
PAE 2002 Pennsylvania Filing_09032002		PAE	6/3/2002
VAE Demo Proceeding_04182002		VAE	4/18/2002
VAE Demo VA Filing_04112002		VAE	4/11/2002
VAE 2002 Virginia Filing_04102002		VAE	4/10/2002

Throughout this part of the documentation, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of filings that are displayed on the screen. All filings that meet the filtered criteria will be displayed on the screen.



## Section 9.1.1: Creating a New Filing

To create a new filing, the user will press the 'New' button (  ) at the bottom of the 'Filings' screen.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.3

**Filing Filter**

Name:

Owner:

Jurisdiction:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year

**Filings**

Filing Name	Owner	Jurisdiction	Date Created
PAE 2002 Pennsylvania Filing_09032002		PAE	6/3/2002
VAE Demo Proceeding_04182002		VAE	4/18/2002
VAE Demo VA Filing_04112002		VAE	4/11/2002
VAE 2002 Virginia Filing_04102002		VAE	4/10/2002

**New** **Edit** **View** **Copy** **Delete** **View Dependents** **Mark Filed**

**Filter**



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 1.2.3

**New Filing**

Filing Name:

Jurisdiction:

Proceeding Name:

Filing Date:     
Month Day Year

Filing Description:


Name	Description	Geography Level
------	-------------	-----------------

**CONTROL SHEETS** | **COST STUDIES** | **DOCUMENT SETS**

The filing name will be automatically created by the system. It will come from a combination of the jurisdiction, the proceeding name, and the filing creation date. For this filing name to be generated, the user will need to populate the following two fields.

1. The user will populate the 'Jurisdiction' field by selecting the appropriate jurisdiction from a drop down menu. This drop down menu can be accessed by pressing the button (▼) on the right side of the field.
2. The user will populate the 'Proceeding Name' field manually by typing the name of the proceeding into the field.

On this page, the user will also need to provide a date and a description in the 'Filing Date' and 'Filing Description' fields. The filing creation date will always be the date on which the filing name was created. However, the filing date is selected by the user. The user populated filing date does not become a part of the filing name, but it will be posted to certain pages of the filing documentation package as shown in the [document sets subsection](#). The user will create the file description by manually typing that description into the field.

Next, the user will click on the 'Control Sheet' tab in the middle of the screen and then press the 'New' button (  ) at the bottom of the screen. Please notice that, once a control sheet has been created, the user will no longer be able to change the jurisdiction on that filing.

**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.8

**New Filing**

**Filing Name:** Filing Name will be (Jurisdiction).(Proceeding Name).(Creation Date)

**Jurisdiction:** Pennsylvania (Bell Atlantic)

**Proceeding Name:** TestProceeding

**Filing Date:** 12 / 25 / 2002  
Month Day Year

**Filing Description:** This is for test purposes only.

Name	Description	Geography Level
------	-------------	-----------------

**Buttons:** New, Edit, Copy, Delete, Save, Cancel



**SERVICE COSTS DEPARTMENT** | COST PORTAL

Welcome Demo User. Version 1.1.5

**New Control Sheet for Filing**

**New Control Sheet**

Control Sheet Name:

Description:

Filing:

Geography Level:

**Products**

Product	Tariff Name

**Assumptions**

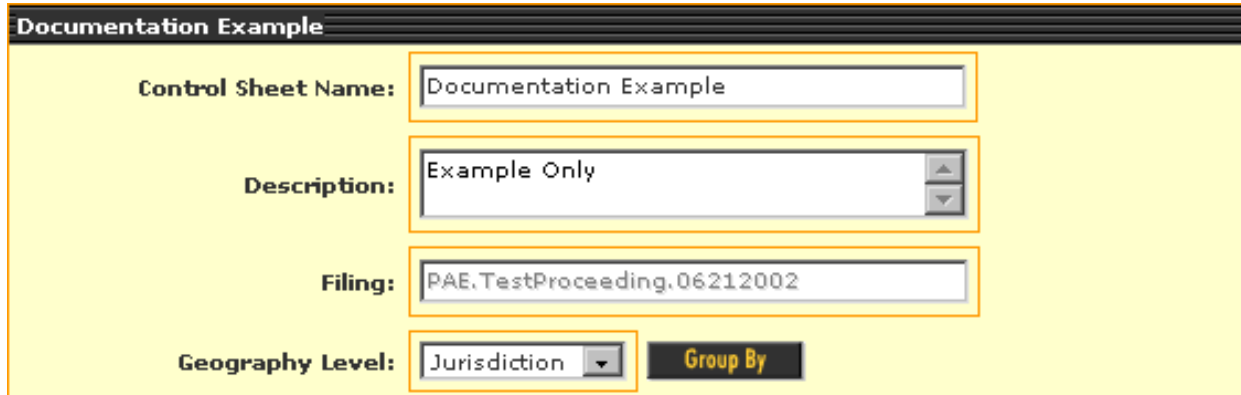
Assumption	Assumption Value
Cost of Money	
Study Type	
Methodology	
Filing Type	
Recurring / Non-Recurring	
Economic Scenario	
Life Scenario	
Study Period	
First Year of Study	
Inflate Through Plan Period	
Annual/Monthly Cost	

**Data Versions**

Data Source	Version
Another Test IOF	
Billing Demo	
cs AF BC Family	
Demo BC Family	
Demo BC Family JT	
Demo_4_26_2002	
FeatBE	
FeatBE2	
Food Demo 06 13 2002	
Food Family	
IOF SM ds1_3	
MF Pwr Consumption	
MF Pwr Distribution	
MF SAC Cbl & Frame Term	


The 'New Control Sheet' screen, shown above, will load up.

The user will provide a name and a description for the control sheet. The filing field is automatically populated by the system. Next, the user will select a geography level from a drop down menu. This drop down menu can be accessed by pressing the button (▼) on the right side of the field. This selection will determine the level of detail at which the results will be calculated. Each of the possible selections are listed below.

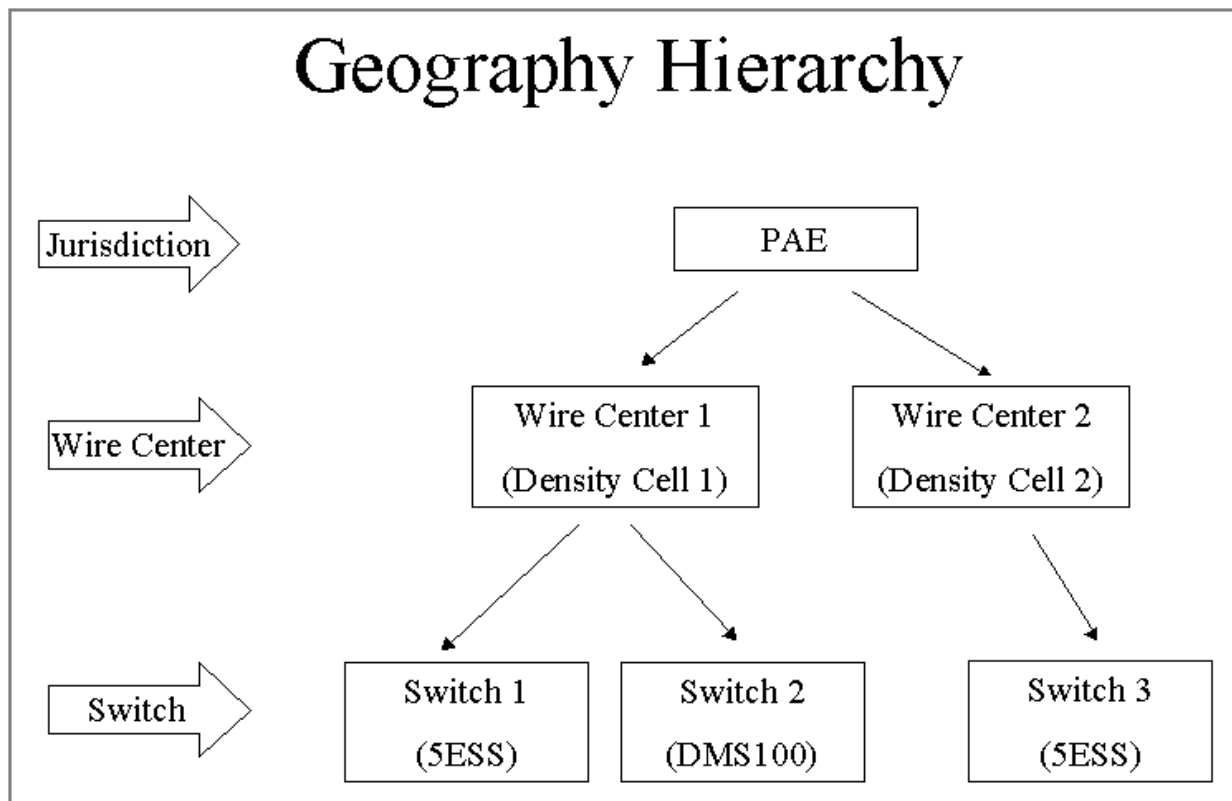
A screenshot of a web form titled "Documentation Example". The form has a yellow background and a black header bar. It contains four input fields: "Control Sheet Name" with the value "Documentation Example", "Description" with the value "Example Only", "Filing" with the value "PAE.TestProceeding.06212002", and "Geography Level" with a dropdown menu showing "Jurisdiction". To the right of the "Geography Level" dropdown is a black button with the text "Group By" in yellow.

- The user may select the jurisdictional level which will display results at the state level.
- The user may select the wire center level which will display results for each wire center within a jurisdiction.
- The user may select the switch level which will display results for each switch within a jurisdiction. Please notice that multiple switches can exist within one single wire center.



Please notice that all products will be calculated at the chosen geography level. If different products are required for different geography levels, then the user must create a separate control sheet for each geography level, choosing only the products that apply to that geography level on each control sheet.

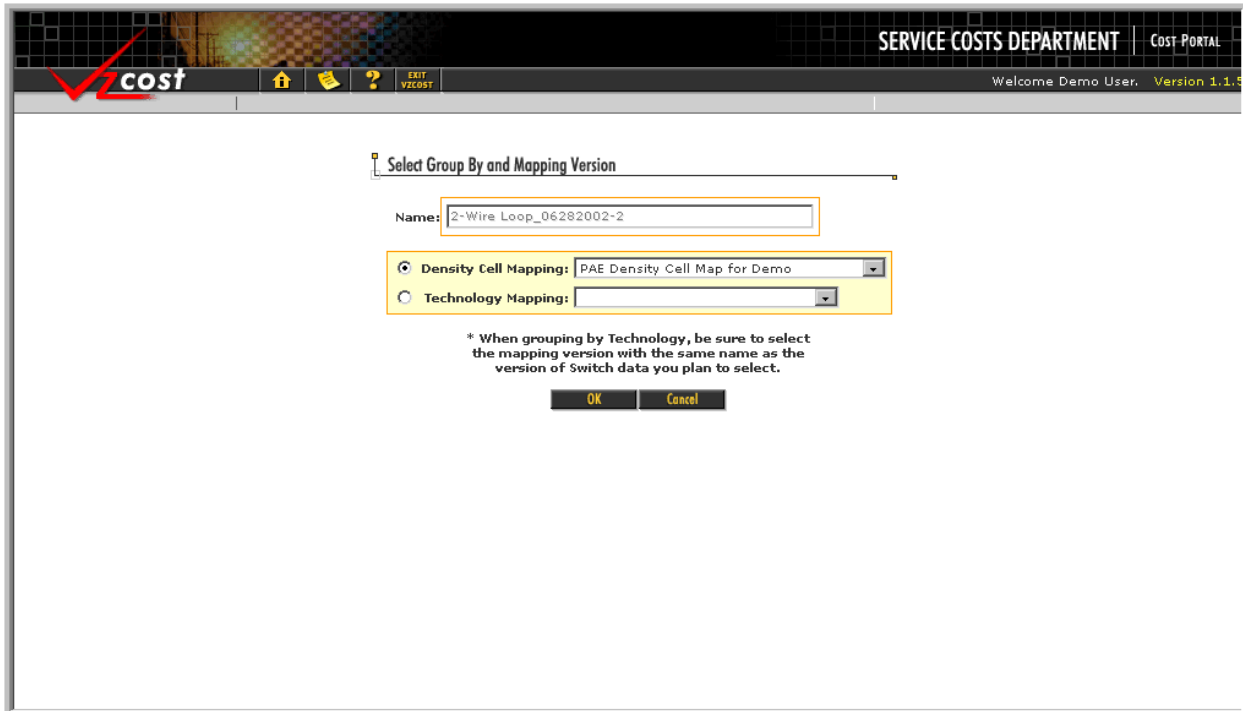
The user also has the option of pressing the 'Group By' button (  ). This function will allow the user to select how the result set from the control sheet will be grouped, thus yielding six types of result set possibilities. These result set types are:

- Jurisdictional
- Jurisdictional grouped by density cell
- Jurisdictional grouped by technology
- Wire Center
- Wire Center grouped by technology
- Switch






Within the VzCost framework, the density cell level is located at the wire center level and the technology level is located at the switch level. Thus, as an example, if the user ran a cost study at the jurisdictional level grouped by technology, then the run would take place at the jurisdictional level, but the result set would be grouped at the switch level.

Thus, when the 'Group By' button (  ) is pressed, the screen shown below will load up. If the user chooses jurisdiction for the geography level, then the user will be able to use this screen to group by density cell or to group by technology. However, since this is not a required screen, the user may choose to skip the 'Group By' button (  ) completely and then the result set would be reported at the jurisdictional level.

The screenshot shows a web application interface for the Service Costs Department. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Demo User' and the version is '1.1.5'. The main content area displays a dialog box titled 'Select Group By and Mapping Version'. The dialog has a 'Name' field containing '2-Wire Loop\_06282002-2'. Below this, there are two radio button options: 'Density Cell Mapping' (selected) and 'Technology Mapping'. The 'Density Cell Mapping' dropdown menu is set to 'PAE Density Cell Map for Demo'. At the bottom of the dialog, there is a note: '\* When grouping by Technology, be sure to select the mapping version with the same name as the version of Switch data you plan to select.' and two buttons: 'OK' and 'Cancel'.

If the user chooses wire center for the geography level, then the user will be able to use this screen to group by technology. Density cell grouping is not an available selection at this geography level because the wire center geography level in VzCost is equivalent to and therefore, already grouped at the density cell level.

The same is true when switch is chosen for the geography level. In VzCost, density cell grouping is located at the wire center level, above the switch level. Therefore, density cell grouping is not available at the switch geography level. Technology grouping is also not an available selection at this geography level because, in VzCost, the switch geography level is equivalent to and therefore, already grouped at the technology level. Thus, if the user presses the 'Group By' button (  ) at this geography level, the screen will advise that user that no groupings are available.

Once the user has completed this screen, two options will be available. The user may press the 'OK' button (  ) and the grouping choices will be saved while the user is returned to the previous screen. The user may also press the 'Cancel' button (  ) to disregard this information and return to the previous screen.

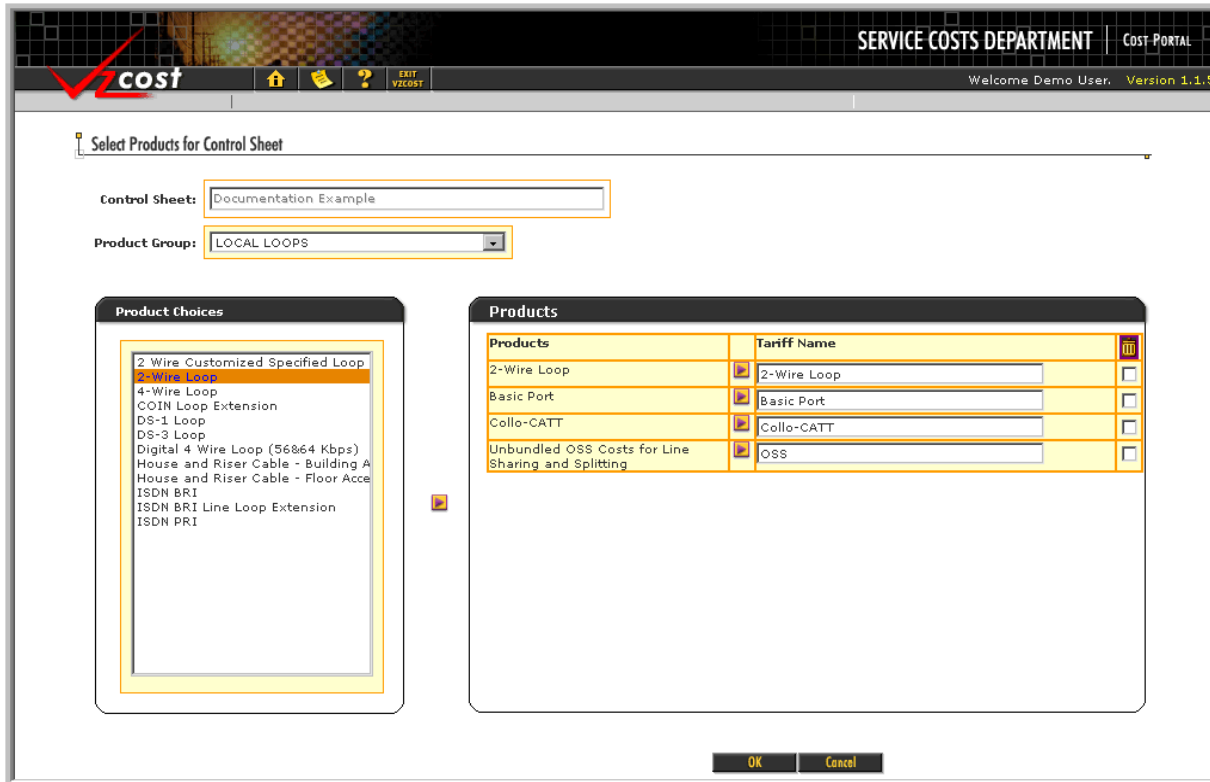


Once the top part of the page has been filled out, the user will press the 'Select' button ( **Select** ) at the top, right of the products box.

Products		Select
Product	Tariff Name	
2-Wire Loop	2-Wire Loop	
Basic Port	Basic Port	
Collo-CATT	Collo-CATT	
Unbundled OSS Costs for Line Sharing	OSS	







**Control Sheet:** Documentation Example

**Product Group:** LOCAL LOOPS





**Product Choices**



- 2-Wire Customized Specified Loop
- 2-Wire Loop
- 4-Wire Loop
- COIN Loop Extension
- DS-1 Loop
- DS-3 Loop
- Digital 4 Wire Loop (56&64 Kbps)
- House and Riser Cable - Building A
- House and Riser Cable - Floor Acce
- ISDN BRI
- ISDN BRI Line Loop Extension
- ISDN PRI



**Products**

Products	Tariff Name
2-Wire Loop	2-Wire Loop
Basic Port	Basic Port
Collo-CATT	Collo-CATT
Unbundled OSS Costs for Line Sharing and Splitting	OSS

OK Cancel

The 'Control Sheet' field will be automatically populated by the system. Thus, from the 'Select Products For Control Sheet' screen, the user selects the product group from the drop down menu by pressing the button (  ) at the right of the field. Selection of a product group acts as a filter that limits the product choices in the window on the left of the screen to only those choices within the specified product group. From the product choices area, the user selects products one at a time by either double clicking on the product name or clicking on the product name to highlight the product and then clicking the arrow button (  ) between the two windows to select the product. A product that has been selected may also be removed by clicking on the box (  ) which is located at the right of the row, beneath the trashcan icon (  ) and then clicking on that trashcan icon.

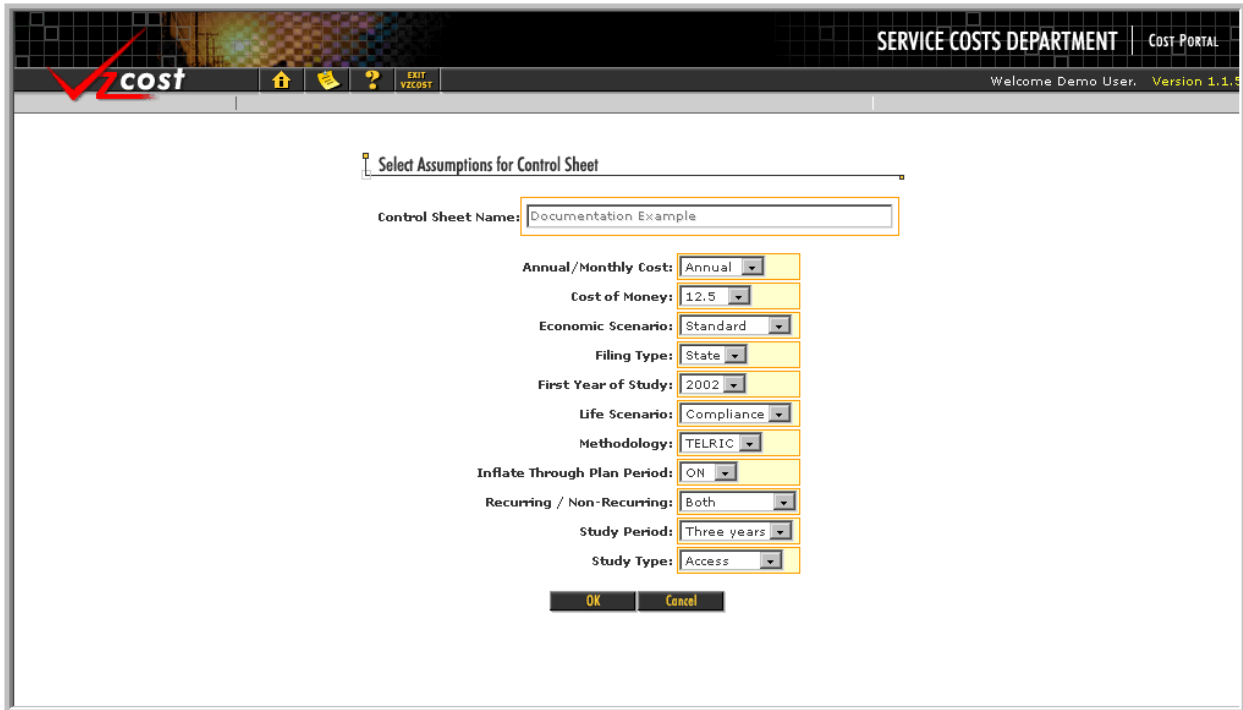
Once a product has been selected, a tariff name must be typed into the 'Tariff Name' field before the system will allow the user to press the 'OK' button (  ). The tariff name may be identical to the product name, in which case the product name can be copied into the 'Tariff Name' field by pressing the arrow button (  ) between the two columns within the window. Tariff names, however, may vary by jurisdiction for the same product. When a tariff name is specified the first time for a particular product and jurisdiction combination, VzCost writes the information to a database table and will, for subsequent filings, automatically populate the 'Tariff Name' field. Once a tariff name has been entered for a product, it may be changed for a particular filing, but the tariff name in the database table will not change. Only the System Administrator can make permanent changes to the tariff names in the database table.

Once all needed products have been selected, the user will press the 'OK' button (  ) to save the products and return to the control sheet. The user may also press the 'Cancel' button (  ) which disregards the products and returns the user to the control sheet.



Assuming that the user pressed the 'OK' button ( **OK** ), the control sheet now displays the selected products. Now that the top two parts of the page have been filled out, the user will press the 'Select' button ( **Select** ) at the top, right of the assumptions box.

Assumptions		Select
	Assumption	Assumption Value
	Annual/Monthly Cost	
	Cost of Money	
	Economic Scenario	
	Filing Type	
	First Year of Study	
	Life Scenario	
	Methodology	
	Inflate Through Plan Period	
	Recurring / Non-Recurring	
	Study Period	
	Study Type	



**zcost** SERVICE COSTS DEPARTMENT COST PORTAL  
Welcome Demo User. Version 1.1.1

Select Assumptions for Control Sheet

Control Sheet Name: Documentation Example

Annual/Monthly Cost: Annual

Cost of Money: 12.5

Economic Scenario: Standard

Filing Type: State

First Year of Study: 2002

Life Scenario: Compliance

Methodology: TELRIC

Inflate Through Plan Period: ON

Recurring / Non-Recurring: Both



Study Period: Three years


Study Type: Access

OK Cancel



The user will select a value for each field by using drop down menus. The user may open the drop down menus by pressing the buttons (▼) at the right of the fields. Most of these assumption choices are informational only, and thus, they do not drive system functionality. The exceptions are the 'Study Period', 'First Year of Study', and 'Inflate Through Plan Period' fields. The choices for the 'Inflate Through Plan Period' field will determine whether or not inflation will be applied across a multi-year planning period. If the user selects 'On' for the 'Inflate Through Plan Period' field, then the values for the 'Study Period' and 'First Year of Study' fields will be used in the inflation calculation.

Once all of the fields have been populated, the user will press the 'OK' button ( **OK** ) to save all of the choices and return to the control sheet. The user may also press the 'Cancel' button ( **Cancel** ) which will disregard all changes and return the user to the control sheet.

Assuming that the user pressed the 'OK' button (  ), the control sheet now displays the selected assumptions. Now that the top three parts of the page have been filled out, the user will press the 'Select' button (  ) at the top, right of the data versions box.

**Data Versions** 

Data Source	Version
Another Test IOF	
Billing Demo	
cs AF BC Family	
Demo BC Family	
Demo BC Family JT	
Demo_4_26_2002	
FeatBE	
FeatBE2	
Food Demo 06 13 2002	
Food Family	
IOF SM ds1_3	
MF Pwr Consumption	
MF Pwr Distribution	
MF SAC Cbl & Frame Term	

The 'Select Data Versions' screen, shown below, is described in detail on the next page.

Home Help Exit ZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL

Welcome Demo User. Version 1.1.5

Select Data Versions for Control Sheet

Control Sheet Name:

--- BC Families ---

Another Test IOF:

Billing Demo:

cs AF BC Family:

Demo BC Family:

Demo BC Family JT:

Demo\_4\_26\_2002:

FeatBE:

FeatBEZ:

Food Demo 06 13 2002:

Food Family:

IOF SM ds1\_3:

MF Pwr Consumption:

MF Pwr Distribution:

MF SAC Cbl & Frame Term:

MOFeatDataDemo:

MUnitBC\_Demo:

Power Consumption JT:

sj test 0424:

SS7:

SS7 Elements:

SS7 Elements2:

Switch\_BC\_Family\_0516:

Test BIC:

Test IOF SM:

W-Storage Security:

Whitney:

--- Expense Factor Templates ---

Expense Factor Template:

Expense Factor Template v1.5:

--- Data Tables ---

Account\_Inflation:

Billing:

Capital\_Factors:

Demand:

Expense\_Factors:


Inflation\_Indices:



LIDB\_Expense:




Loading\_Factors:

Product\_Specific\_Expense:

From the 'Select Data Versions' screen shown on the previous page, the user will select the versions of data for needed BC families, capital factor templates, expense factor templates, and data tables. The only approved data table versions that will not be listed on this page are those that have been labeled as product specific. Product specific data versions will be selected at study run time.

The user may open the drop down menu for each field by pressing the button (  ) at the right side of that field. These fields will allow the use to select from approved BC families, capital factor templates, expense factor templates, and data tables. The system will automatically populate the 'Control Sheet Name' field. The user will need to make a selection from the drop down menu for any of the remaining fields that are needed for this filing. **It is extremely important to note that this selection process is different from all of the other VzCost domains because the user will only be making selections from the fields for needed data versions.** All of the other fields will remain unpopulated. This is different because, in all other VzCost domains, all fields must be populated. As soon as the filing is final, all of the data sources for the data versions that were chosen on this page will be locked. Therefore, the user needs make certain to avoid selecting unneeded data versions.

Please notice that, if a data version that is required for one of the selected products in the control sheet is not populated, the entire study will fail to run. Once all of the needed fields have been populated, the user will press the 'OK' button (  ) to save all of the choices and return to the control sheet. The user may also press the 'Cancel' button (  ) which will disregard all changes return the user to the control sheet.

If the user presses the 'OK' button (  ) on the 'Select Data Versions' screen the control sheet now displays the selected data versions. As shown on the next page, the control sheet is now complete. With the control sheet completed, the user will press the 'OK' button (  ) to save the control sheet and return to the 'New Filing' screen where the 'Control Sheet' tab will remain active. The user may also press the 'Cancel' button (  ) which will disregard the new control sheet and return to the 'New Filing' screen where the 'Control Sheet' tab will remain active.

SERVICE COSTS DEPARTMENT | COST PORTAL
cost
Welcome Demo User. Version 1.1.4

**New Control Sheet for Filing**

**Documentation Example**

Control Sheet Name:

Description:

Filing:

Geography Level:

**Products** Select

Product	Tariff Name
2-Wire Loop	2-Wire Loop
Basic Port	Basic Port
Collo-CATT	Collo-CATT
Unbundled OSS Costs for Line Sharing	DSS

**Assumptions** Select

Assumption	Assumption Value
Annual/Monthly Cost	Annual
Cost of Money	12.5
Economic Scenario	Standard
Filing Type	State
First Year of Study	2002
Life Scenario	Compliance
Methodology	TELRIC
Inflate Through Plan Period	ON
Recurring / Non-Recurring	Both
Study Period	Three years
Study Type	Access

**Data Versions** Select

Data Source	Version
Another Test IOF	Another Test IOF Run
Billing Demo	Demo Billing Run for CFVar 6_12_02
cs AF BC Family	wc cs AF BC run
Demo BC Family	Demo BC Run - Jurisdiction Level
Demo BC Family JT	
Demo_4_26_2002	
FeatBE	
FeatBE2	
Food Demo 06 13 2002	Food Demo 06 13 2002 BC Run
Food Family	Food Elements
IOF SM ds1_3	Test DS1_3SM term
MF Pwr Consumption	MF Pwr Consumption
MF Pwr Distribution	MF Pwr Distribution 06/16/2002
MF SAC Cbl & Frame Term	MF SAC Cbl & Frame Term

Repeat the steps above to create more control sheets if they are needed. Once all of the needed control sheets have been created, the user will press the ‘Save’ button ( **Save** ) to save this filing and all of the completed control sheets. However, the user may also press the ‘Cancel’ button ( **Cancel** ) which will disregard the filing and the new control sheets completely.

**NEW FILING**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year


Filing Description: This is for test purposes only.

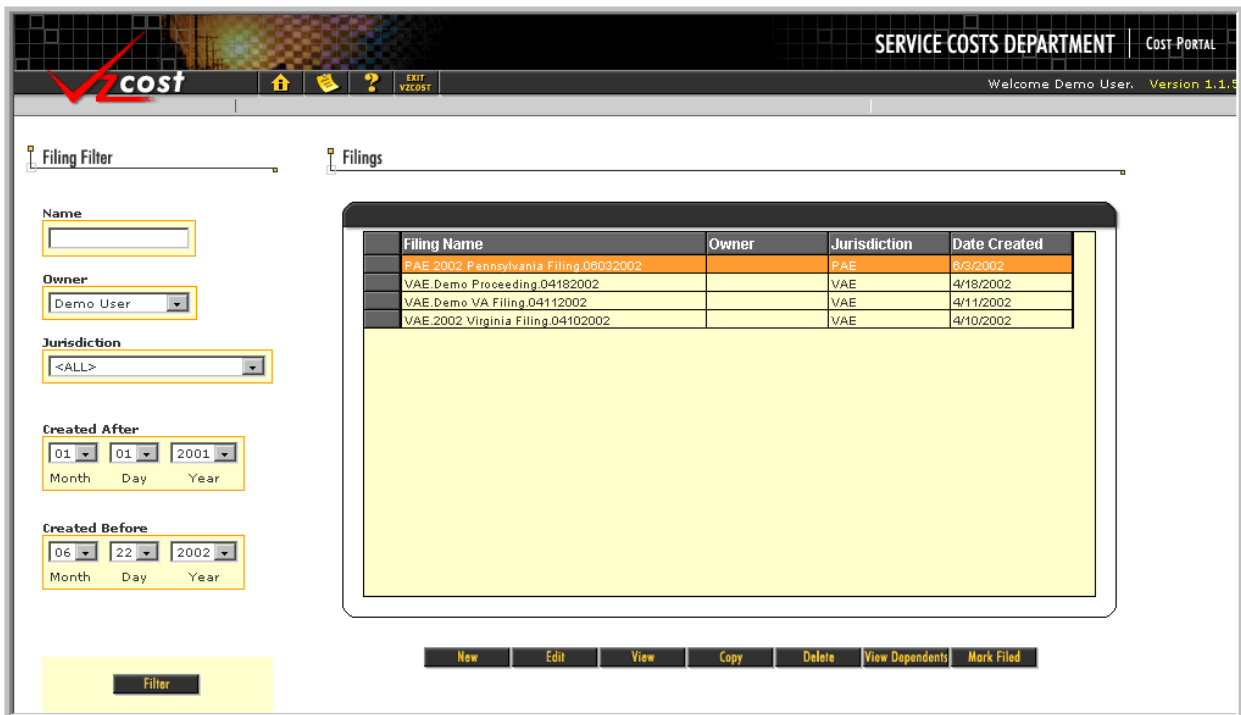
Name	Description	Geography Level
PAE_UNE	PAE UNE Filing	Jurisdiction

Buttons: New, Edit, Copy, Delete, Save, Cancel



## Section 9.1.2: Editing a Filing

The saved control sheets may be edited by the Project Manager. To edit a filing, click on that filing as shown below to highlight it and then press the 'Edit' button (  ).

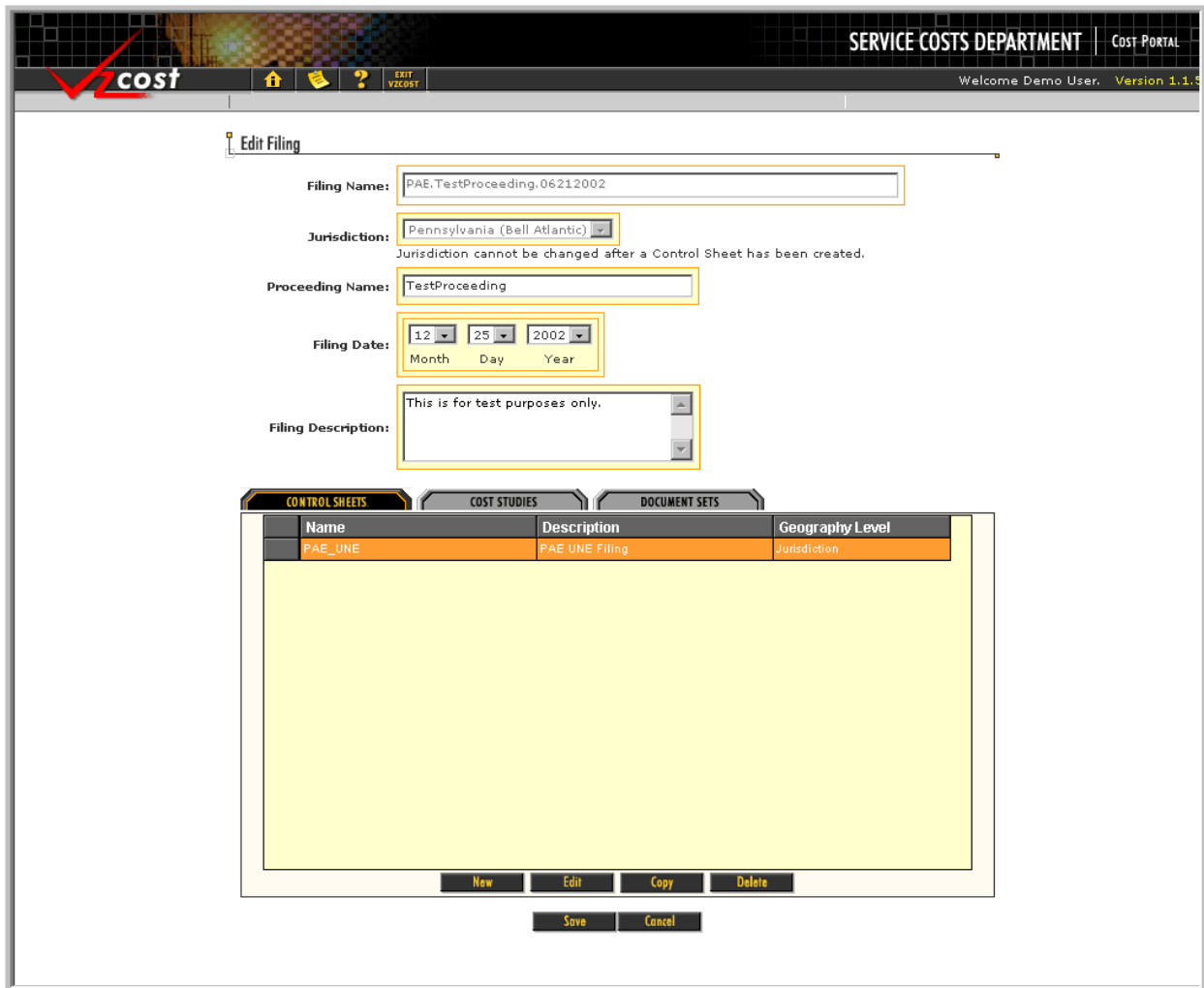


The screenshot shows the 'zcost' application interface. At the top, it says 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. Below that, it says 'Welcome Demo User, Version 1.1.4'. The main area is titled 'Filings' and contains a table of filings. To the left of the table are several filter fields: 'Name' (text input), 'Owner' (dropdown menu with 'Demo User' selected), 'Jurisdiction' (dropdown menu with '<ALL>' selected), 'Created After' (Month: 01, Day: 01, Year: 2001), and 'Created Before' (Month: 06, Day: 22, Year: 2002). A 'Filter' button is located below these filters. At the bottom of the table area, there is a row of buttons: 'New', 'Edit', 'View', 'Copy', 'Delete', 'View Dependents', and 'Mark Filed'.

Filing Name	Owner	Jurisdiction	Date Created
PAE 2002 Pennsylvania Filing_06032002		PAE	6/3/2002
VAE Demo Proceeding_04182002		VAE	4/18/2002
VAE Demo VA Filing_04112002		VAE	4/11/2002
VAE 2002 Virginia Filing_04102002		VAE	4/10/2002

As shown on the next page, the 'Edit Filing' screen, the user will not be able to edit the 'Filing Name' or the 'Jurisdiction' fields. However, the user may edit the 'Proceeding Name', 'Filing Date', and 'Filing Description' fields. Please remember that the user populated filing date will be posted to certain pages of the filing's document sets, but it will not be a part of the filing name.

To edit the control sheet, select the 'Control Sheets' tab, highlight the control sheet to be edited by clicking on it, and press the 'Edit' button (  ).



**Service Costs Department | COST PORTAL**  
Welcome Demo User, Version 1.1.4

**Edit Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year

Filing Description: This is for test purposes only.

Name	Description	Geography Level
PAE_UNE	PAE UNE Filing	Jurisdiction

Buttons: New, Edit, Copy, Delete, Save, Cancel

With two exceptions, editing a control sheet will automatically delete any study results or documentation that has been produced with that control sheet. This is necessary to ensure that any study results or document sets in the system can be reproduced at a future date. If a control sheet were changed while allowing studies and document sets to remain in the database, those studies and documentation could not be replicated in the future. The two exceptions are listed below:

1. As long as the assumptions and the data versions are not changed, the user may remove a product from a control sheet if the related cost studies have already been deleted. Remember that a cost study for a filing can not be created until the control sheet in the filing has been created. Thus, to delete a product from the control sheet, the reverse is true and that is why the cost study must be deleted first. In doing this, the remaining cost studies will remain intact and the structure of the document sets will also remain intact. However, the user will need to update the data in the document sets by rerunning them as described later [in this section](#).
2. As long as the assumptions and the data versions are not changed, the user may add a product to a control sheet. The user will need to make certain to create the needed cost studies for the new product. The user will also need to either modify the existing or add new document sets to be associated with the newly selected product.

SERVICE COSTS DEPARTMENT | COST PORTAL

Home | Help | Exit vZcost
Welcome Demo User. Version 1.1.5

### Edit Control Sheet for Filing

**Documentation Example**

Control Sheet Name:

Description:

Filing:

Geography Level:

**Products** Select

Product	Tariff Name
2-Wire Loop	2-Wire Loop
Basic Port	Basic Port
Cello-CATT	Cello-CATT
Unbundled OSS Costs for Line Sharing	OSS

**Assumptions** Select

Assumption	Assumption Value
Annual/Monthly Cost	Annual
Cost of Money	12.5
Economic Scenario	Standard
Filing Type	State
First Year of Study	2002
Life Scenario	Compliance
Methodology	TELRIC
Inflate Through Plan Period	DN
Recurring / Non-Recurring	Both
Study Period	Three years
Study Type	Access

**Data Versions** Select

Data Source	Version
Another Test IOF	Another Test IOF Run
Billing Demo	Demo Billing Run for CFVar6_12_02
cs AF BC Family	wo cs AF BC run
Demo BC Family	Demo BC Run - Jurisdiction Level
Demo BC Family JT	
Demo_4_26_2002	
FeatBE	
FeatBE2	
Food Demo 06 13 2002	Food Demo 06 13 2002 BC Run
Food Family	Food Elements
IOF SM ds1_3	Test DS1_3SM term
MF Pwr Consumption	MF Pwr Consumption
MF Pwr Distribution	MF Pwr Distribution 06/16/2002
MF SAC Cbl & Frame Term	MF SAC Cbl & Frame Term

The 'Edit Control Sheet' screen, which looks similar to the 'New Control Sheet' screen, loads up. An example of this screen is shown above.

At the top of the screen, the user may only edit the 'Control Sheet Name' and 'Description' fields.

**Documentation Example**

**Control Sheet Name:**

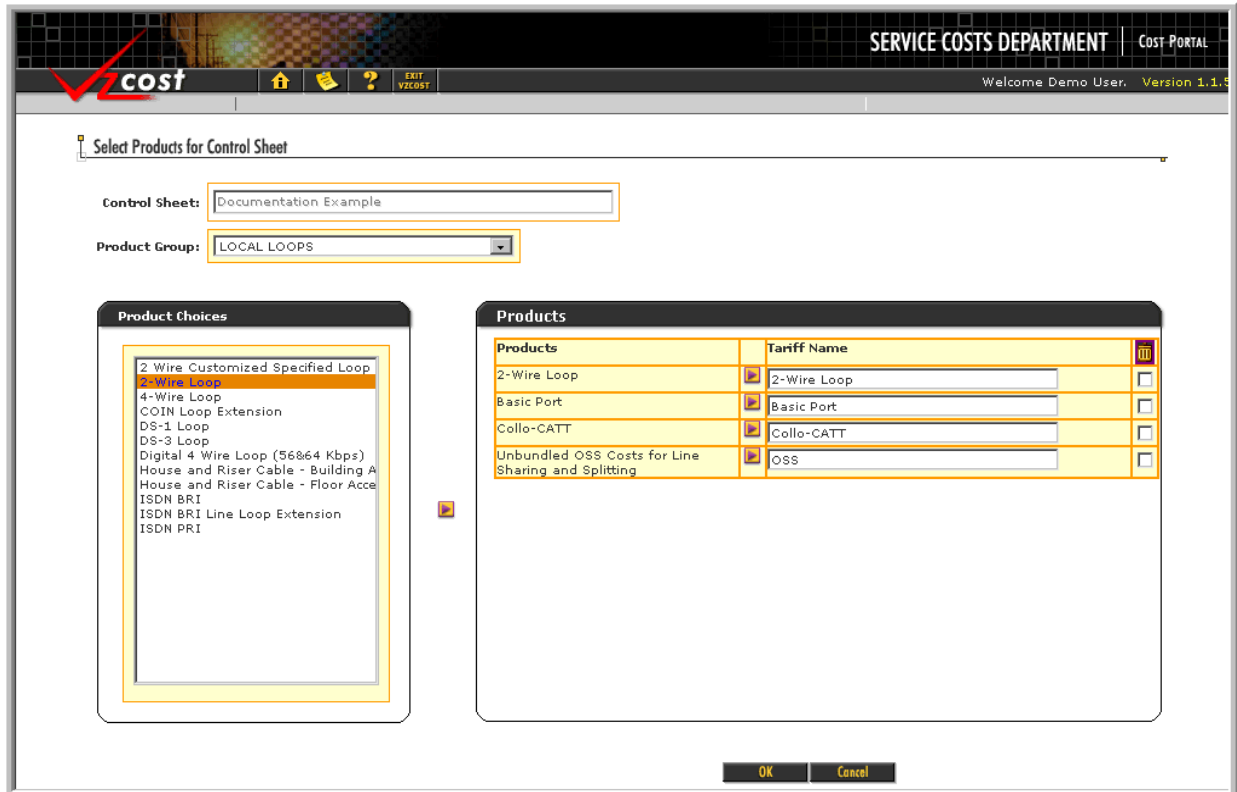
**Description:**

**Filing:**

**Geography Level:**  **Group By**

The user may also edit the products for this control sheet by pressing the 'Select' button ( **Select** ) at the top, right of the products box shown below.

Products		Select
	Product	Tariff Name
	2-Wire Loop	2-Wire Loop
	Basic Port	Basic Port
	Collo-CATT	Collo-CATT
	Unbundled OSS Costs for Line Sharing	OSS



**Control Sheet:** Documentation Example

**Product Group:** LOCAL LOOPS

**Product Choices**

- 2-Wire Loop
- 4-Wire Loop
- COIN Loop Extension
- DS-1 Loop
- DS-3 Loop
- Digital 4 Wire Loop (56864 Kbps)
- House and Riser Cable - Building A
- House and Riser Cable - Floor Access
- ISDN BRI
- ISDN BRI Line Loop Extension
- ISDN PRI

**Products**


Products	Tariff Name
2-Wire Loop	2-Wire Loop
Basic Port	Basic Port
Collo-CATT	Collo-CATT
Unbundled OSS Costs for Line Sharing and Splitting	OSS

OK Cancel

From the 'Select Products For Control Sheet' screen, the user may add new products by selecting a product group from the drop down menu by pressing the button (▼) at the right of the field. Selection of a product group acts as a filter that limits the product choices in the window on the left of the screen to only those choices within the specified product group. From the product choices area, the user selects products one at a time by either double clicking on the product name or clicking on the product name to highlight the product and then clicking the arrow button (▶) between the two windows to select the product.

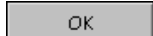
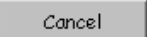
Once a product has been moved into the products window on the right side of the screen, a tariff name must be typed into the 'Tariff Name' field as previously described on the '[Select Product For Control Sheet](#)' screen. The user may also edit existing tariff names as needed. If a product on this screen should not have been selected, the user may remove that product by clicking on the box (□) which is located at the right of the row, beneath the trashcan icon (🗑) and then clicking on that trashcan icon (🗑).

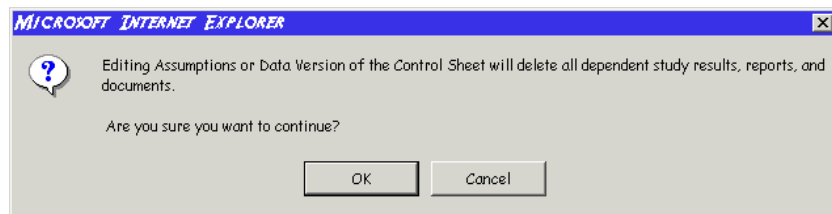
Once this screen has been edited, the user may press the 'OK' button (OK) to save the edited products and return to the control sheet. The user may also press the 'Cancel' button (Cancel) which will disregard all of the changes and return the user to the control sheet.

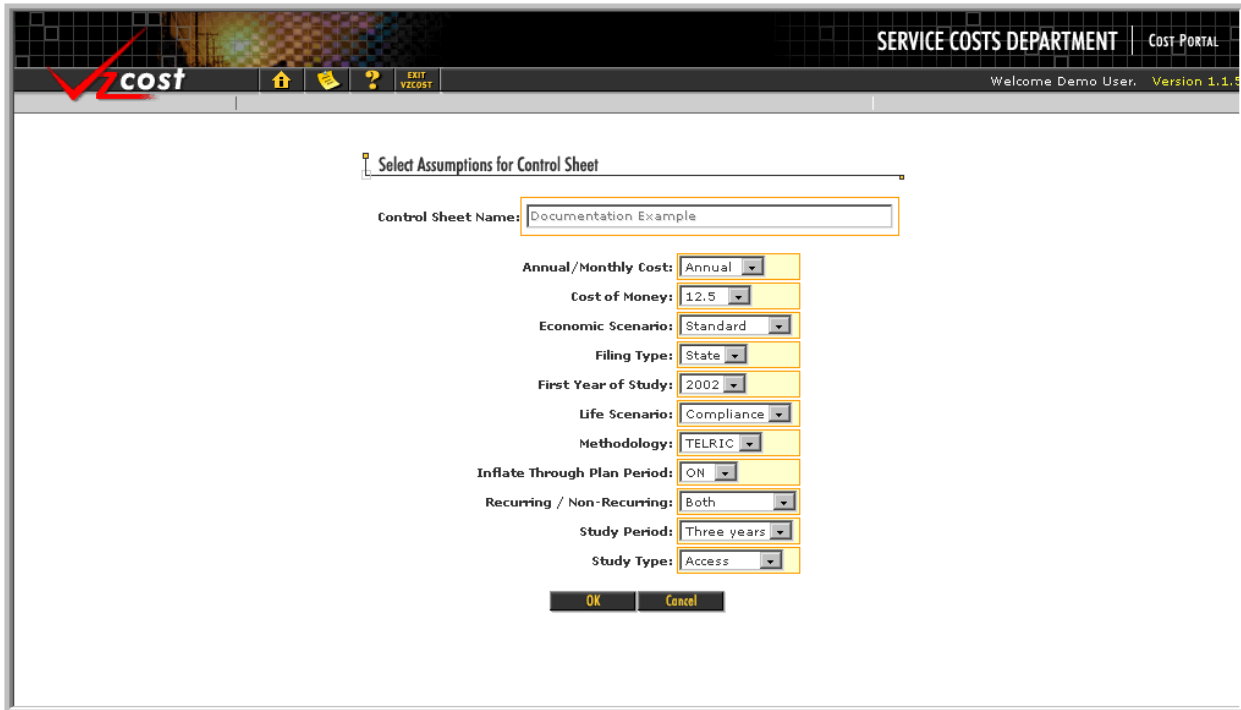
The user may also edit the assumptions for this control sheet by pressing the 'Select' button (  ) at the top, right of the assumptions box.

Assumptions		Select
	Assumption	Assumption Value
	Annual/Monthly Cost	Annual
	Cost of Money	12.5
	Economic Scenario	Standard
	Filing Type	State
	First Year of Study	2002
	Life Scenario	Compliance
	Methodology	TELRIC
	Inflate Through Plan Period	ON
	Recurring / Non-Recurring	Both
	Study Period	Three years
	Study Type	Access

As shown in the example at the right, the system will warn the data owner before deleting the associated study results and document sets. The data owner will press the 'OK' button

(  ) to confirm this action. However, if the data owner presses the 'Cancel' button (  ) instead, the system will cancel this request. This warning only appears if the user attempts to edit the assumptions within the control sheet.





**cost** SERVICE COSTS DEPARTMENT COST PORTAL  
Welcome Demo User. Version 1.1.8

Select Assumptions for Control Sheet

Control Sheet Name: Documentation Example

Annual/Monthly Cost: Annual

Cost of Money: 12.5

Economic Scenario: Standard

Filing Type: State

First Year of Study: 2002

Life Scenario: Compliance

Methodology: TELRIC


Inflate Through Plan Period: ON



Recurring / Non-Recurring: Both


Study Period: Three years

Study Type: Access

OK Cancel

The user may edit the values for each of fields by using drop down menus. The user may open the drop down menus by pressing the buttons (  ) at the right of the fields. Most of these assumption choices are informational only, and thus, they do not drive system functionality. The exceptions are the 'Study Period', 'First Year of Study', and 'Inflate Through Plan Period' fields. The choices for the 'Inflate Through Plan Period' field will determine whether or not inflation will be applied across a multi-year planning period. If the user selects 'On' for the 'Inflate Through Plan Period' field, then the values for the 'Study Period' and 'First Year of Study' fields will be used in the inflation calculation.

Once any needed changes have been made, the user will press the 'OK' button (  ) to save all of the changes and return to the control sheet. The user may also press the 'Cancel' button (  ) which will disregard all changes and return the user to the control sheet.



The user may also edit the data versions for this control sheet by pressing the 'Select' button (  ) at the top, right of the data versions box.

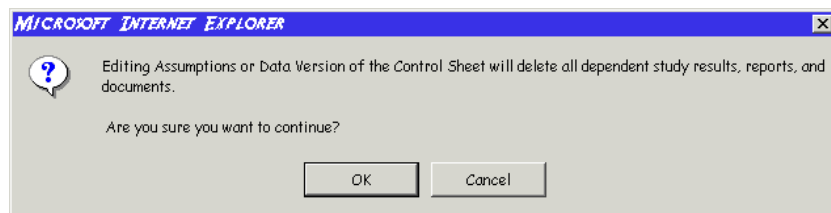
**Data Versions**
**Select**

Data Source	Version
Another Test IOF	Another Test IOF Run
Billing Demo	Demo Billing Run for CFVar 6_12_02
cs AF BC Family	wc cs AF BC run
Demo BC Family	Demo BC Run - Jurisdiction Level
Demo BC Family JT	
Demo_4_26_2002	
FeatBE	
FeatBE2	
Food Demo 06 13 2002	Food Demo 06 13 2002 BC Run
Food Family	Food Elements
IOF SM ds1_3	Test DS1_3SM term
MF Pwr Consumption	MF Pwr Consumption
MF Pwr Distribution	MF Pwr Distribution 06/16/2002
MF SAC Cbl & Frame Term	MF SAC Cbl & Frame Term

**OK**
**Cancel**

As shown in the example at the right, the system will warn the data owner before deleting the associated study results and document sets. The data owner will press the 'OK' button

(  ) to confirm this action. However, if the data owner presses the 'Cancel' button (  ) instead, the system will cancel this request. This warning only appears if the user attempts to edit the data versions within the control sheet.





The user may change from previously selected to new versions of data for any BC families, capital factor templates, expense factor templates, and data tables. The only data table versions that will not be listed are those that have been labeled as product specific. Product specific data versions will be selected at study run time. Remember that the user should only make selections from fields for needed data versions. All unneeded fields must remain unpopulated so that additional data sources for the data versions do not get locked up by the system.

SERVICE COSTS DEPARTMENT
COST PORTAL

Welcome Demo User. Version 1.1.5

**Select Data Versions for Control Sheet**

Control Sheet Name:

--- BC Families ---

Another Test IOF:

Billing Demo:

cs AF BC Family:

Demo BC Family:

Demo BC Family JT:

Demo\_4\_26\_2002:

FeatBE:

FeatBE2:

Food Demo 06 13 2002:

Food Family:

IOF SM ds 1\_3:

MF Pwr Consumption:

MF Pwr Distribution:

MF SAC Cbl & Frame Term:

MOFeatDataDemo:

MOUnitBC\_Demo:

Power Consumption JT:

sj test 0424:

SS7:

SS7 Elements:

SS7 Elements2:

Switch\_BC\_Family\_0516:

Test BIC:

Test IOF SM:

W-Storage Security:

Whitney:

--- Expense Factor Templates ---

Expense Factor Template:

Expense Factor Template v1.5:

--- Data Tables ---

Account\_Inflation:

Billing:

Capital\_Factors:

Demand:




Expense\_Factors:



Inflation\_Indices:

LIDB\_Expense:

Loading\_Factors:

Product\_Specific\_Expense:

The user may edit any selection by using the drop down menu for that field. The user can access a drop down menu by pressing the button (  ) at the right of each of the fields. Once all needed changes have been made, the user will press the 'OK' button (  ) to save the changes and return to the control sheet. The user may also choose to press the 'Cancel' button (  ) which will disregard the changes and return to the control sheet.

With the control sheet completely edited, the user will press the 'OK' button (  ) to save the changes to the control sheet and return to the 'Edit Filing' screen where the 'Control Sheets' tab will remain active. The user may also press the 'Cancel' button (  ) which will disregard the new changes to the control sheet and return to the 'Edit Filing' screen where the 'Control Sheets' tab will remain active. The 'Edit Filing' screen is shown below.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**Edit Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.



Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year


Filing Description: This is for test purposes only.

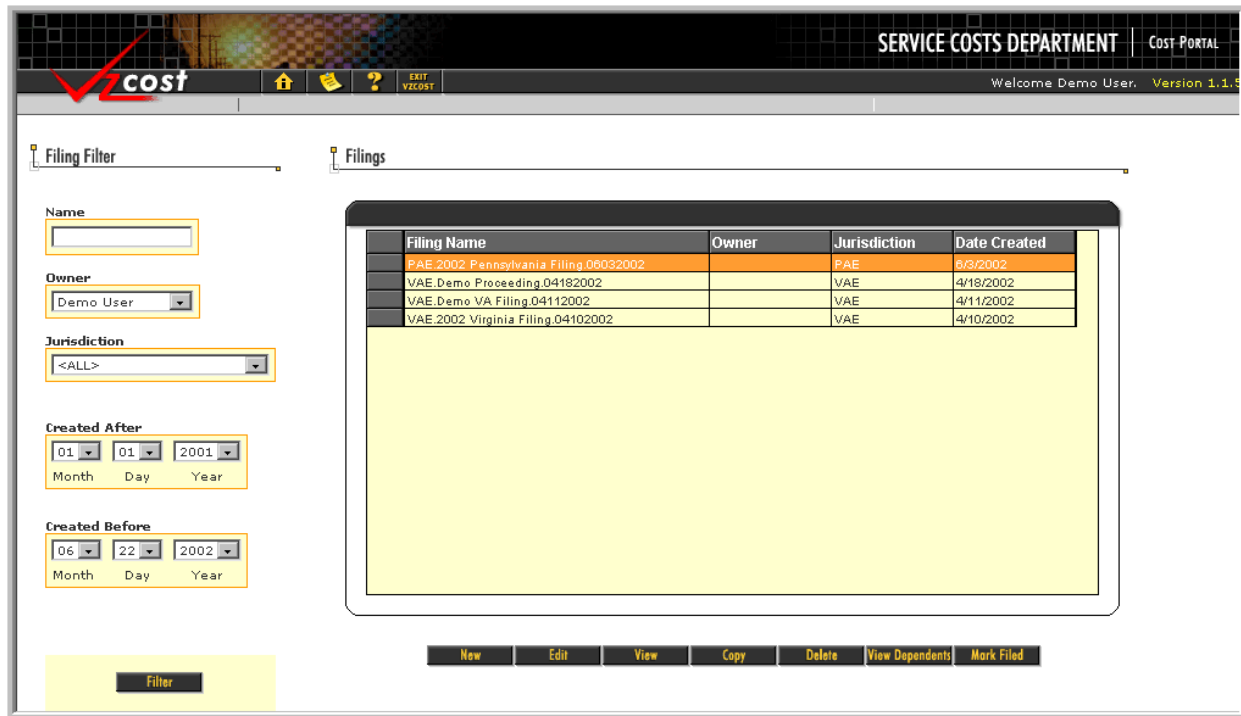
Name	Description	Geography Level
PAE_UNE	PAE UNE Filing	Jurisdiction

New Edit Copy Delete  
Save Cancel

As needed, the user may repeat the steps above to edit any additional control sheets that may exist. Once all of the needed changes to the control sheets have been completed, the user will press the 'Save' button (  ) to save all of the changes. However, if the changes need to be ignored, the user will press the 'Cancel' button (  ) which will disregard the changes.

### Section 9.1.3: Re-Running Cost Studies

As previously stated, with two exceptions, editing a control sheet will automatically delete any study results related to that control sheet because those results will no longer be repeatable with the new control sheet version. Thus, if none of the previously mentioned exceptions are realized, then the studies will still be present but the results will not. Therefore, in most cases, once a control sheet has been edited, cost studies related to that control sheet will also need to be re-run. To accomplish this, the user will need to edit the filing by clicking on the filing to highlight it and then pressing the 'Edit' button (  ).




The screenshot displays the 'SERVICE COSTS DEPARTMENT' COST PORTAL interface. The user is logged in as 'Demo User' (Version 1.1.5). The main area shows a 'Filings' table with the following data:



Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002		PAE	6/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

Below the table are buttons for 'New', 'Edit', 'View', 'Copy', 'Delete', 'View Dependents', and 'Mark Filed'. On the left, there is a 'Filing Filter' section with the following options:

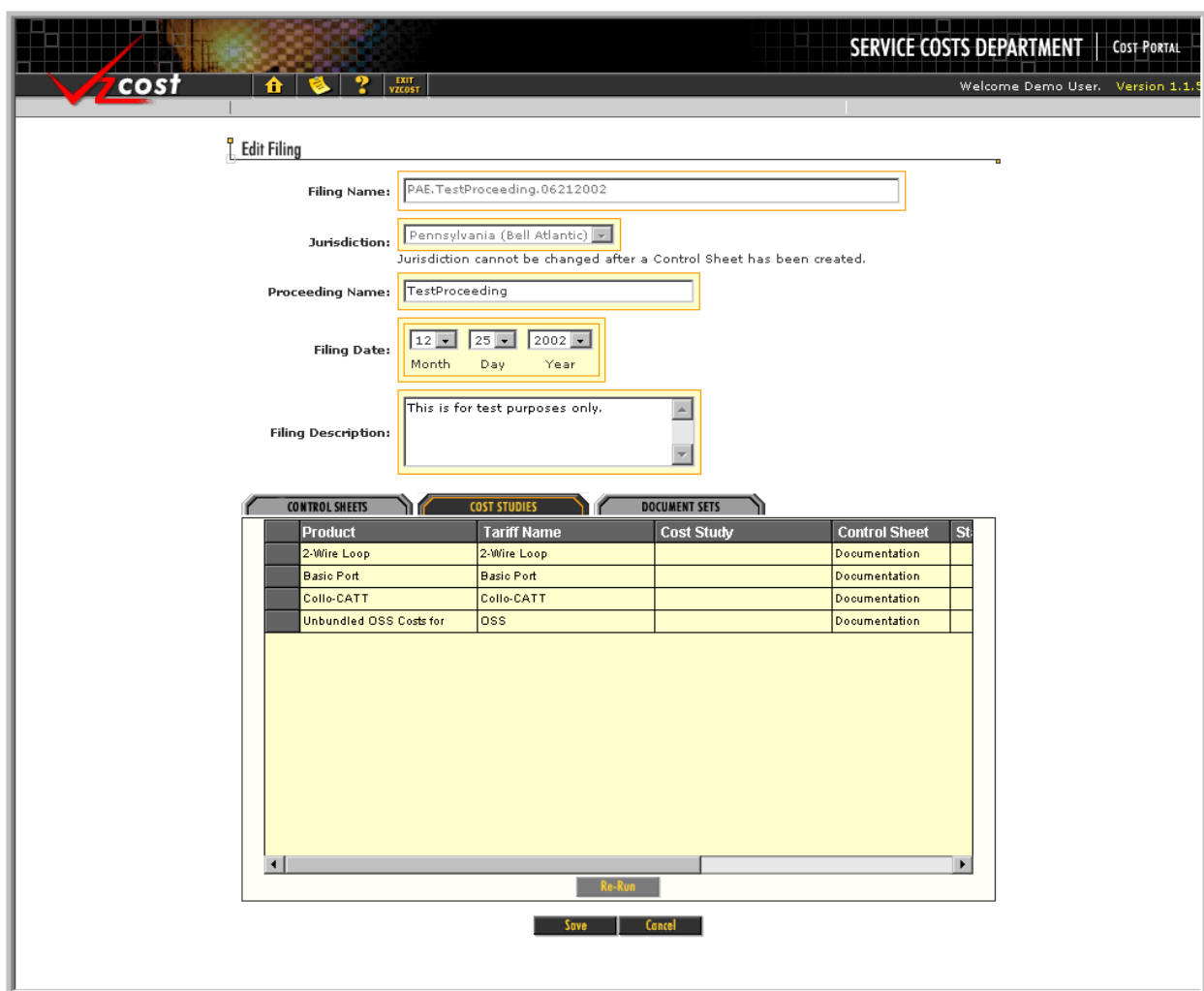
- Name:
- Owner:
- Jurisdiction:
- Created After:     
Month Day Year
- Created Before:     
Month Day Year

A 'Filter' button is located at the bottom left of the filter section.

The 'Edit Filing' screen loads up and the user will click on the 'Cost Studies' tab to continue. To re-run the cost study, the user will press the 'Re-Run' button (  ) which will produce new study results for the filing. This button will only work if the two following criteria are met:

1. A cost study must have previously been set up for the selected product as the product information was automatically populated from the user's product selections on the control sheet. If no cost study has been set up against that product, as shown in the figure below, the 'Cost Study' field will be blank and the 'Re-Run' button (  ) will not be active.
2. Any cost studies that are listed must have an approval status of 'Completed' or higher before the 'Re-Run' button (  ) will become active.

This screen will also allow the Project Manager to see which cost studies have or have not been created for the filing.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**zcost**

**Edit Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year



Filing Description: This is for test purposes only.

Product	Tariff Name	Cost Study	Control Sheet	St
2-Wire Loop	2-Wire Loop		Documentation	
Basic Port	Basic Port		Documentation	
Collo-CATT	Collo-CATT		Documentation	
Unbundled OSS Costs for	OSS		Documentation	


**Re-Run**

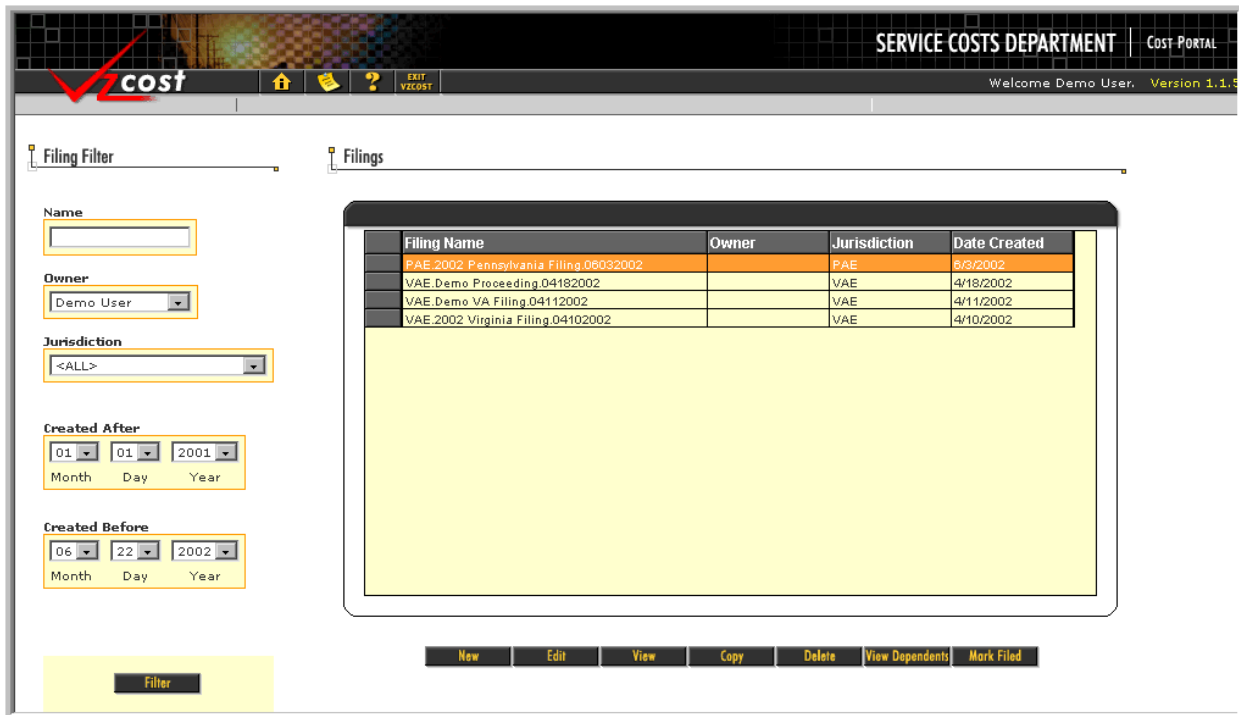
**Save Cancel**

Once the user has re-run the cost studies, two options will be available:

1. The user may press the 'Save' button (  ) to save all of the updated information and return to the 'Filings' screen.
2. The user may press the 'Cancel' button (  ) which will disregard the new or re-run information and then return the user to the 'Filings' screen.



### Section 9.1.4: Re-Running Document Sets

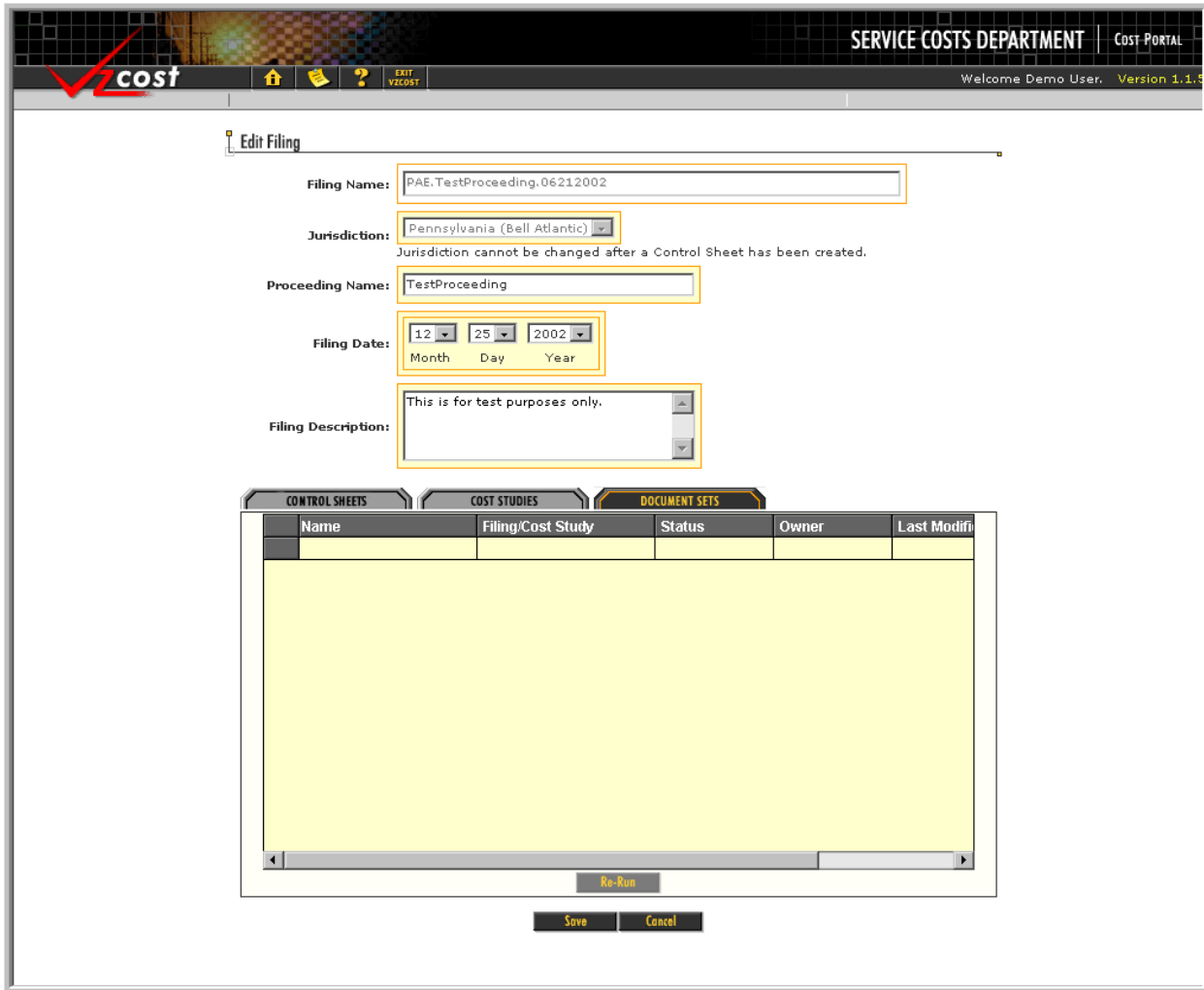
As previously stated, editing a control sheet will automatically delete any document sets related to that control sheet because the information within those document sets will no longer be repeatable with the new control sheet version. This means that, while the document set outline remains, the generated PDF is deleted. Thus, once a control sheet has been edited, document sets related to that control sheet will also need to be re-run. To accomplish this, the user will need to edit the filing by clicking on the filing to highlight it and then pressing the 'Edit' button (  ).



The screenshot displays the 'SERVICE COSTS DEPARTMENT' web application. The interface includes a navigation bar with the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is logged in as 'Demo User' and the application version is '1.1.8'. The main content area is titled 'Filings' and features a table of filing records. To the left of the table is a 'Filing Filter' section with several input fields: 'Name' (text box), 'Owner' (dropdown menu showing 'Demo User'), 'Jurisdiction' (dropdown menu showing '<ALL>'), 'Created After' (Month: 01, Day: 01, Year: 2001), and 'Created Before' (Month: 06, Day: 22, Year: 2002). A 'Filter' button is located below these fields. The table below has columns for 'Filing Name', 'Owner', 'Jurisdiction', and 'Date Created'. The table contains four rows of data. Below the table is a row of action buttons: 'New', 'Edit', 'View', 'Copy', 'Delete', 'View Dependents', and 'Mark Filed'.

Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002		PAE	6/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

The 'Edit Filing' screen loads up and the user will click on the 'Document Sets' tab to continue. To re-run a document set, the user will press the 'Re-Run' button (  ) which will reproduce the previously deleted PDF document using information from the new control sheet. In the example below, no document sets have been run for this filing so the re-run button (  ) is not active. This page will also allow the Project Manager to see which document sets have or have not been created for the filing.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.8

**cost**

**Edit Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year



Filing Description: This is for test purposes only.

Name	Filing/Cost Study	Status	Owner	Last Modified
------	-------------------	--------	-------	---------------


Re-Run

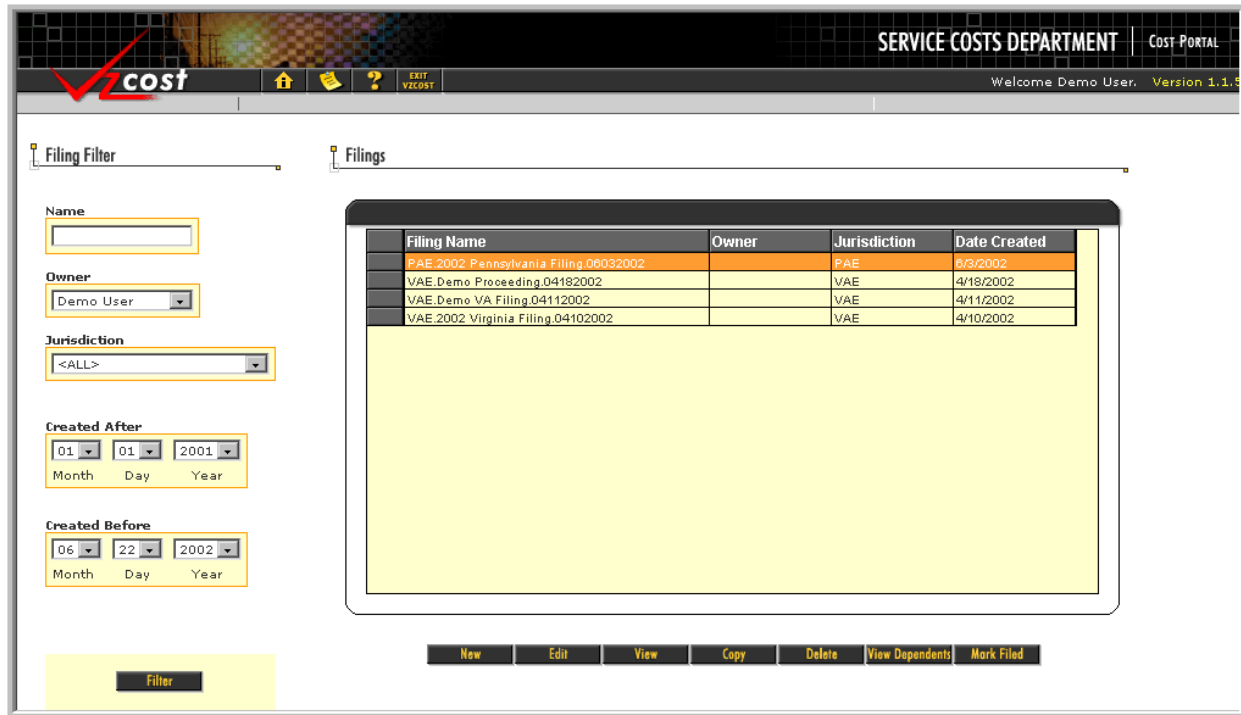
Save Cancel

Once the user has re-run the document sets, two options will be available:

1. The user may press the 'Save' button (  ) to save all of the updated information and return to the 'Filings' screen.
2. The user may press the 'Cancel' button (  ) which will disregard the new or re-run information and then return the user to the 'Filings' screen.

### Section 9.1.5: Viewing the Inputs of a Filing


The user may use filters, as described in [section 4.4](#), to limit or expand the list of filings that are displayed on the screen. All filings that meet the filtered criteria will be displayed on the screen. As shown below, the user will click on the correct filing to highlight it. To view the inputs that have been selected for the filing, the user will press the 'View' button (  ).

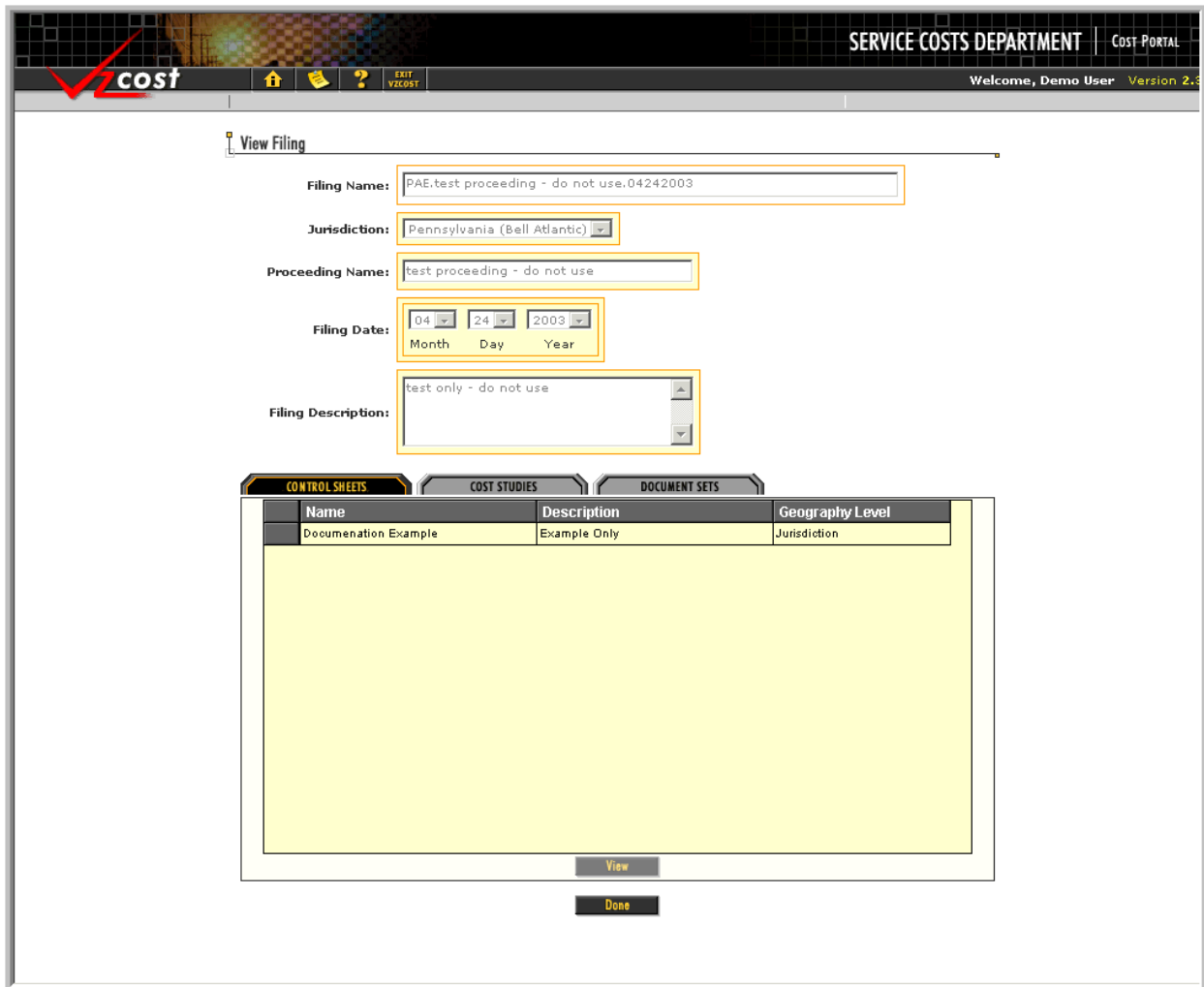


The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The 'Filing Filter' panel on the left includes fields for Name, Owner (set to 'Demo User'), Jurisdiction (set to '<ALL>'), Created After (Month: 01, Day: 01, Year: 2001), and Created Before (Month: 06, Day: 22, Year: 2002). A 'Filter' button is at the bottom left. The 'Filings' table on the right displays the following data:

Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.08032002		PAE	8/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

At the bottom of the interface, there is a row of action buttons: New, Edit, View, Copy, Delete, View Dependents, and Mark Filed.

Once the 'View' button (  ) has been pressed, the 'View Filing' screen loads up as shown below. On this screen, the user may select and view the control sheets, look at the related cost study data, and look at the related document set data.



**View Filing**

Filing Name: PAE.test proceeding - do not use.04242003

Jurisdiction: Pennsylvania (Bell Atlantic)

Proceeding Name: test proceeding - do not use


Filing Date: 04 / 24 / 2003  
Month Day Year

Filing Description: test only - do not use

Name	Description	Geography Level
Documentation Example	Example Only	Jurisdiction

**View**

**Done**

To view a control sheet, the user will click on that control sheet to highlight it and then press the 'View' button (  ). The 'View Control Sheet for Filing' screen, shown on the next page, will load up.



**SERVICE COSTS DEPARTMENT** COST PORTAL

Welcome, Demo User Version 2.4

**View Control Sheet for Filing**

**Documentation Example**

Control Sheet Name:

Description:

Filing:

Geography Level:

**Products**

Product	Tariff Name
CATT FRAME SPACE	CATT FRAME SPACE
POTS / PBX / CTX Port	POTS / PBX / CTX Port
2 Wire Basic Loop	2 Wire Basic Loop
Unbundled OSS Costs for Line Sharing an	OSS

**Assumptions**

Assumption	Assumption Value
Annual/Monthly Cost	Annual
Cost of Money	12.5
Economic Scenario	Standard
Filing Type	State
First Year of Study	2002
Inflate Through Plan Period	ON
Life Scenario	Compliance
Methodology	TELRIC
Recurring / Non-Recurring	Both
Study Period	Three years
Study Type	Access

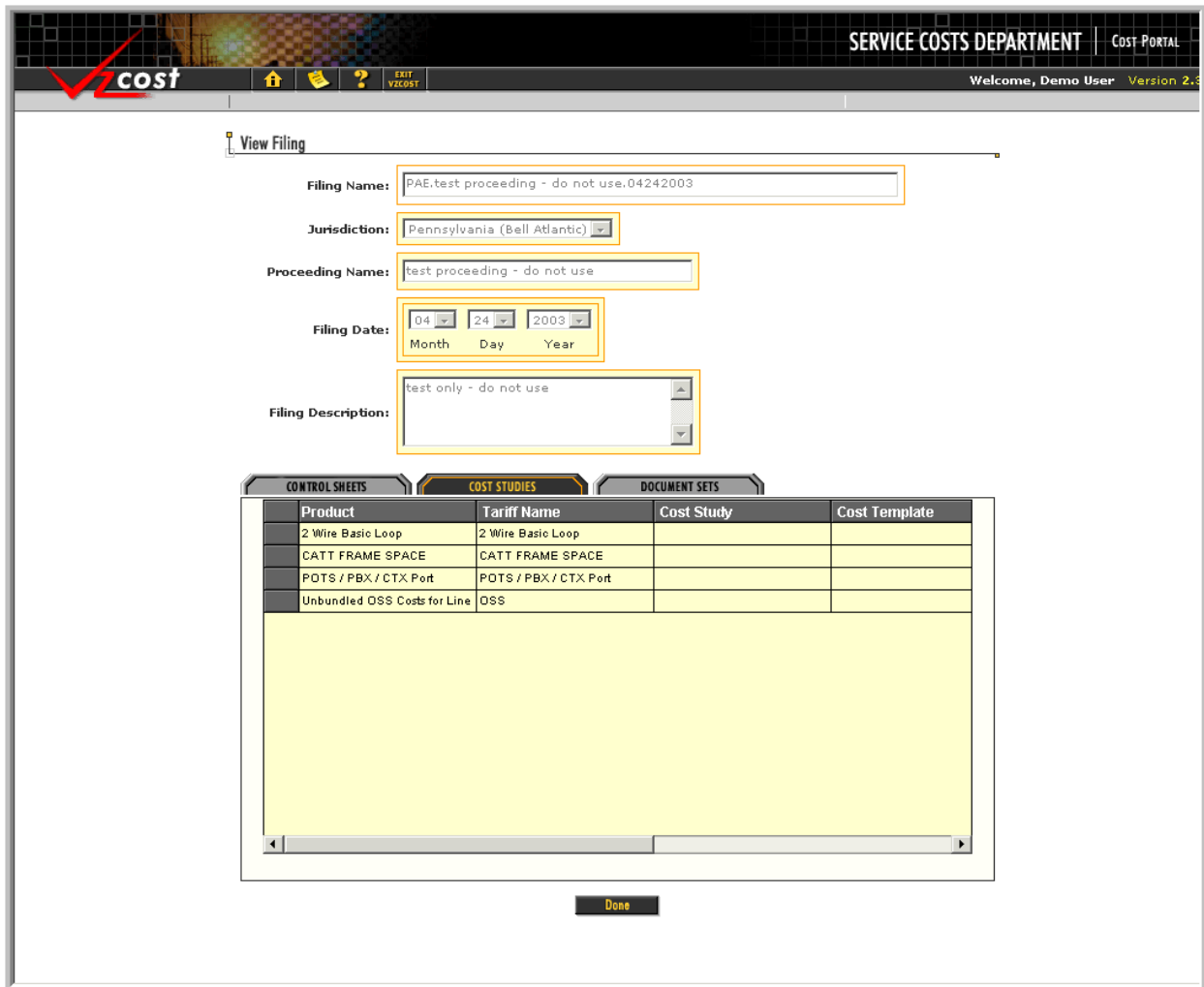
**Data Versions**

Data Source	Version
4W_HC_A	
4W_HC_I	
ACD Centrex Features 042203	
ACD Centrex Features Revised	
ACD Features	
ACDFeatures	
ASC Announcement Hardware	ASC Announcement 112602
ASC Elements	ASC Elements 11-13-02
ASC Elements CA	
BC Test Case	
Building Modification	
CAR_R_ENDS_DS3_SUBLOOP_v1	
CAR_R_ENDS_DS3_v1	
CAR_R_ENDS_OC12_v1	

**Done**

When this control sheet is no longer needed, the user will press the 'Done' button ( ) to return to the 'View Filing' screen.

When the 'View Filing' screen comes back up, the 'Control Sheet' tab is still active. The user will click on the appropriate tab to view the contents of either the 'Cost Studies' tab or the 'Document Sets' tab. In the example below, the cost studies tab has been selected.



**View Filing**

Filing Name: PAE.test proceeding - do not use.04242003

Jurisdiction: Pennsylvania (Bell Atlantic)

Proceeding Name: test proceeding - do not use


Filing Date: 04 / 24 / 2003  
Month Day Year

Filing Description: test only - do not use

**CONTROL SHEETS** | **COST STUDIES** | DOCUMENT SETS

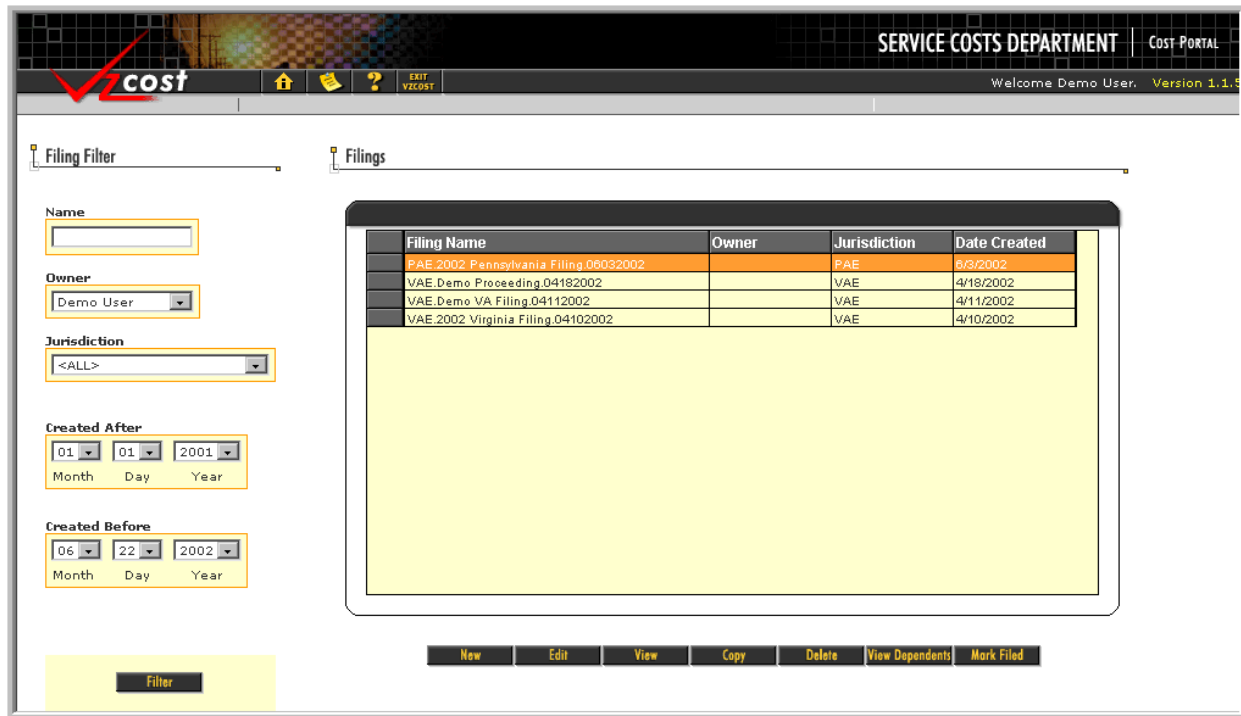
Product	Tariff Name	Cost Study	Cost Template
2 Wire Basic Loop	2 Wire Basic Loop		
CATT FRAME SPACE	CATT FRAME SPACE		
POTS / PBX / CTX Port	POTS / PBX / CTX Port		
Unbundled OSS Costs for Line	OSS		

Done

When this screen is no longer needed, the user will press the 'Done' button (  ) at the bottom of the screen to return to the 'Filings' screen.


### Section 9.1.6: Copying a Filing

At some point in time a user may decide to make a copy of a filing. An example of when this might be done would be a situation in which a compliance filing has been completed. Later the regulators decide that they want to see new capital factors in the filing. This would be a great time to use the copy function. However, realize that this function can not be undone. Thus, once a filing has been copied, all control sheets, studies, results, and doc sets will have been copied. However, the analysts that ran the studies still own them and, therefore, this copy can not be deleted as long as part of it is still owned by another user.




Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002		PAE	6/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

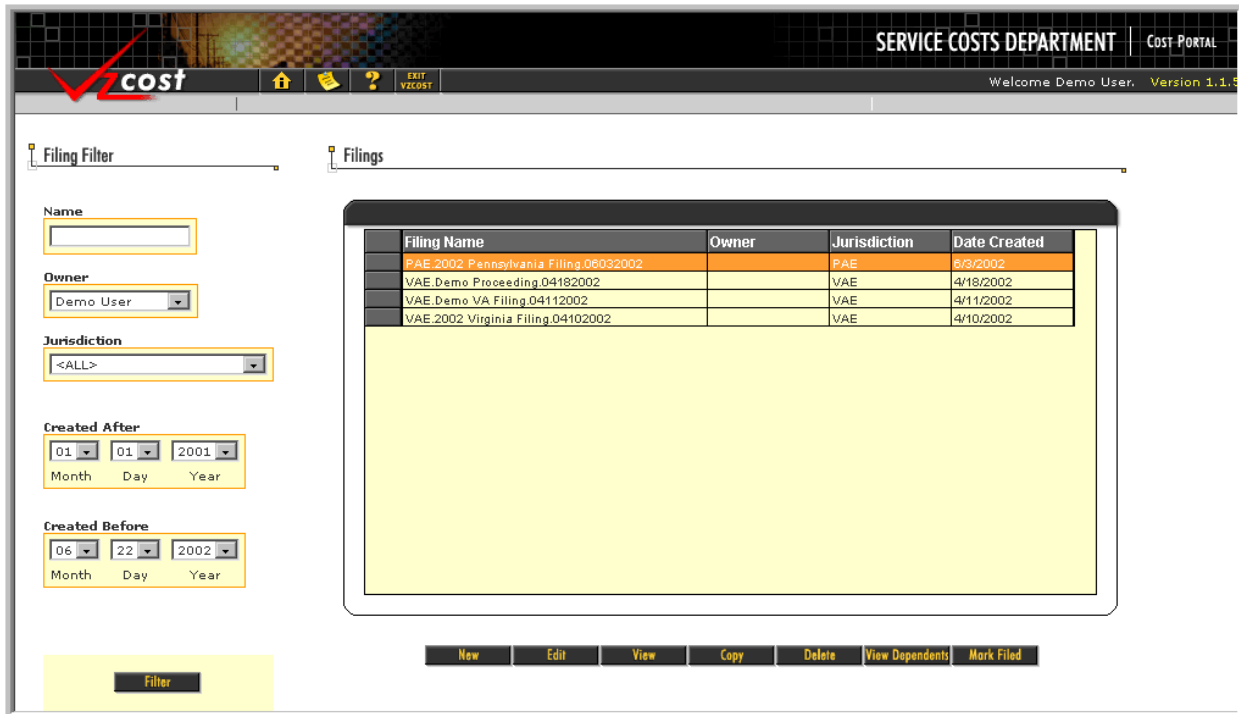
Buttons: New, Edit, View, Copy, Delete, View Dependents, Mark Filed

The user will click on the filing that needs to be copied, thus highlighting it, and then press the 'Copy' button (  ). This function takes a considerable amount of time. Therefore, when this button is pressed, the copy request will be executed as a job in the message center. The message center is described in greater detail in [section 13.1](#) of this document. Please notice that the system not only creates a copy of the filing, but it also creates a new name by appending the words "CopyOf\_" in front of the old filing's name.

### Section 9.1.7: Deleting a Control Sheet


Deleting a control sheet will automatically delete any study results or document sets that have been produced with that control sheet. This is necessary to ensure that any study results or documentation in the system can be reproduced at a future date. If a control sheet were deleted while allowing studies and documentation to remain in the database, those studies and documentation could not be replicated in the future.

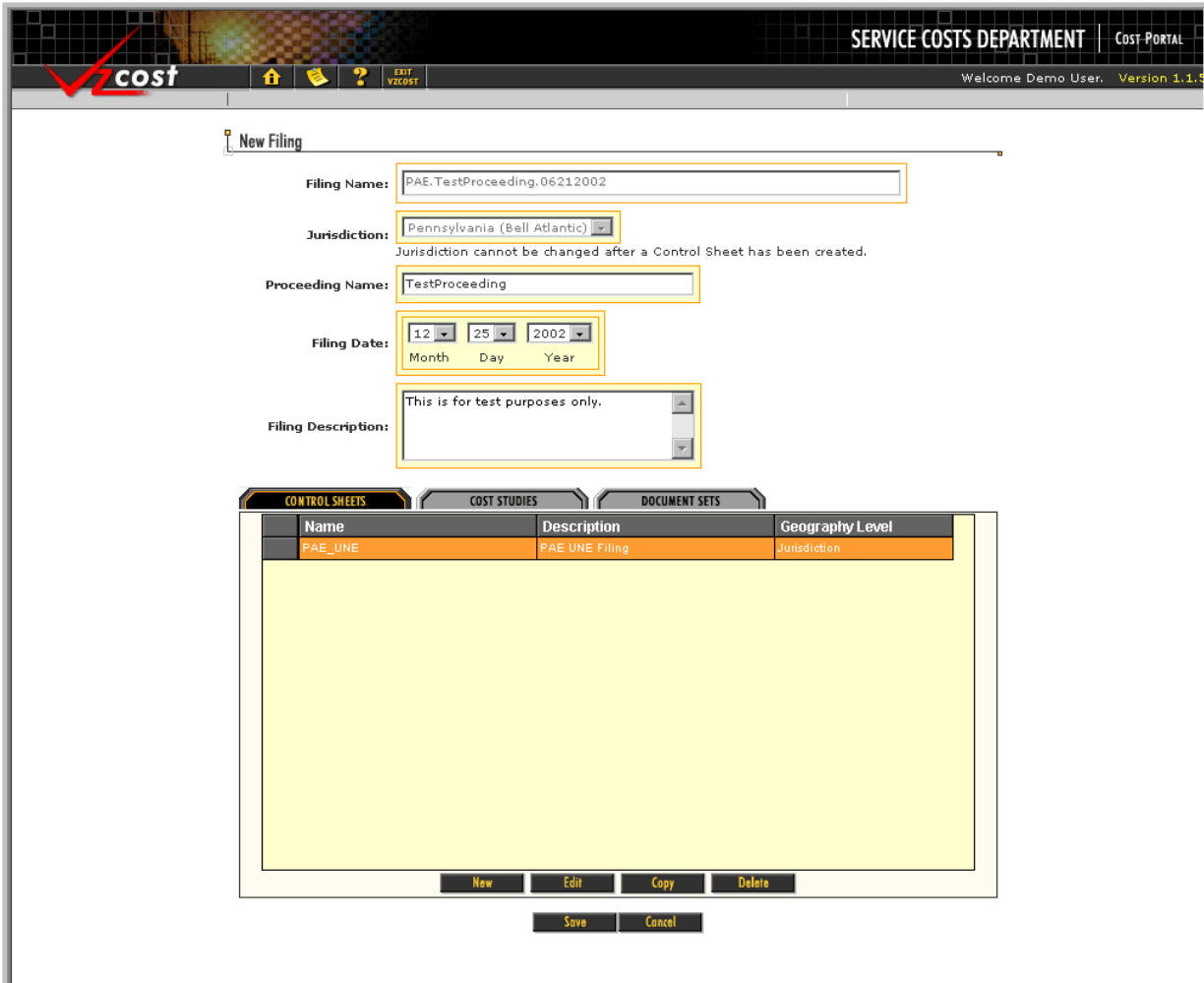
The saved control sheets may be deleted by the Project Manager. A control sheet may be deleted while the user is still creating a new filing or within the process of editing a filing. To delete a control sheet within the process of editing a filing, the user will click on the filing that contains the needed control sheet, thus highlighting that filing, and then press the 'Edit' button (  ).



The screenshot shows the 'zcost' application interface. The top navigation bar includes the 'zcost' logo, a home icon, a help icon, and an 'EXIT zcost' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User, Version 1.1.4'. The main content area is titled 'Filings' and contains a table of filing records. To the left of the table are filter controls for Name, Owner, Jurisdiction, Created After, and Created Before. A 'Filter' button is located at the bottom left of the filter section. At the bottom of the table, there is a row of action buttons: New, Edit, View, Copy, Delete, View Dependents, and Mark Filed.

Filing Name	Owner	Jurisdiction	Date Created
PAE 2002 Pennsylvania Filing_06032002		PAE	8/3/2002
VAE Demo Proceeding_04182002		VAE	4/18/2002
VAE Demo VA Filing_04112002		VAE	4/11/2002
VAE 2002 Virginia Filing_04102002		VAE	4/10/2002

In that case, the 'Edit Filing' screen will load up. However, in the example below, the user will be deleting a control sheet from a new filing. Thus, the 'New Filing' screen is shown. In the example below, the user has clicked on the 'Control Sheets' tab and then clicked on the control sheet to be deleted, thus highlighting it. Next, the user will press the 'Delete' button (  ).



**Service Costs Department** | COST PORTAL  
Welcome Demo User, Version 1.1.5

**New Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

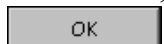
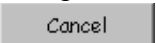
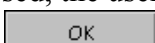
Proceeding Name: TestProceeding

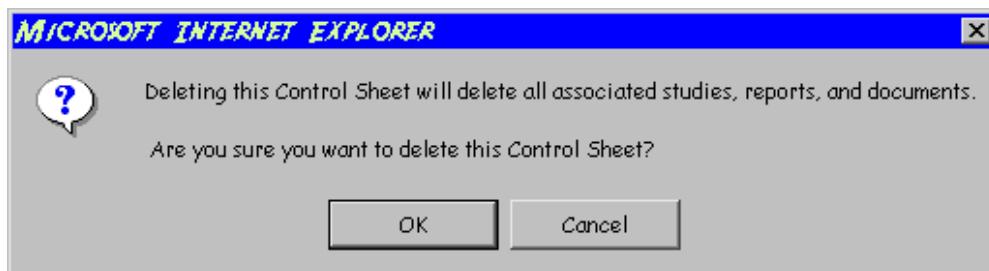
Filing Date: 12 / 25 / 2002  
Month Day Year



Filing Description: This is for test purposes only.

Name	Description	Geography Level
PAE_UNE	PAE UNE Filing	Jurisdiction

New Edit Copy Delete  
Save Cancel

Before deleting the control sheet, the system will prompt for confirmation, as shown at the bottom of the screen, and the user will either press the 'OK' button (  ) to continue with the deletion or the 'Cancel' button (  ) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'New Filing' screen. If the user pressed the 'OK' button (  ) the control sheet will no longer appear on the 'New Filing' screen, but the deletion is not yet complete.



To complete the deletion, while on the 'New Filing' screen, the user will need to press the 'Save' button (  ). This will save the changes to the filing, including the selection of the control sheet, and then return the user to the 'Filings' screen. However, if the user decides that the control sheet, in fact, should not be deleted, then the 'Cancel' button (  ) may be pressed. This will return the user to the 'Filings' screen and next time this filing is accessed, the control sheet will be available again.



**zcost** SERVICE COSTS DEPARTMENT COST PORTAL  
Welcome Demo User, Version 1.1.3

**New Filing**

Filing Name: PAE.TestProceeding.06212002

Jurisdiction: Pennsylvania (Bell Atlantic)  
Jurisdiction cannot be changed after a Control Sheet has been created.

Proceeding Name: TestProceeding

Filing Date: 12 / 25 / 2002  
Month Day Year


Filing Description: This is for test purposes only.

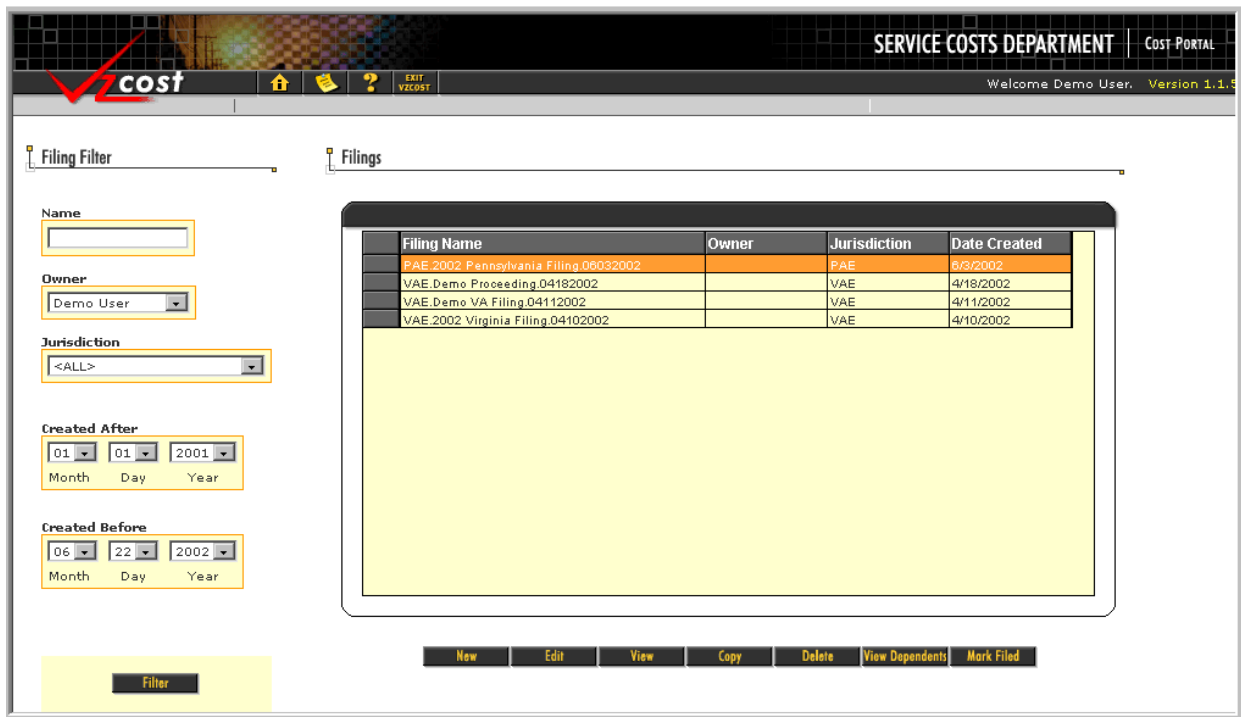
CONTROL SHEETS	COST STUDIES	DOCUMENT SETS
Name	Description	Geography Level
PAE_UNE	PAE UNE Filing	Jurisdiction

New Edit Copy Delete

Save Cancel

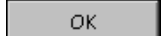
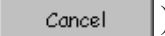
## Section 9.1.8: Deleting a Filing

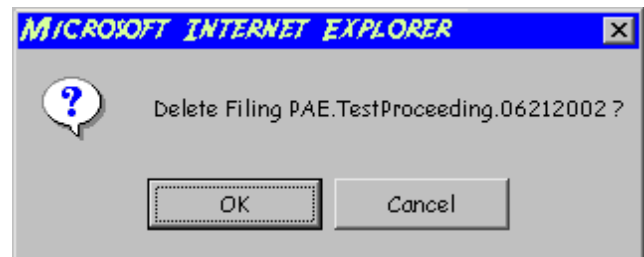
A filing may be deleted by the Project Manager for that filing, however, there may be consequences involved in the deletion of a filing and thus, it is not advisable to delete a filing unless absolutely necessary. To delete a filing, the user will click on that filing, thus highlighting it, and then press the 'Delete' button (  ).



Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002	PAE	PAE	8/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

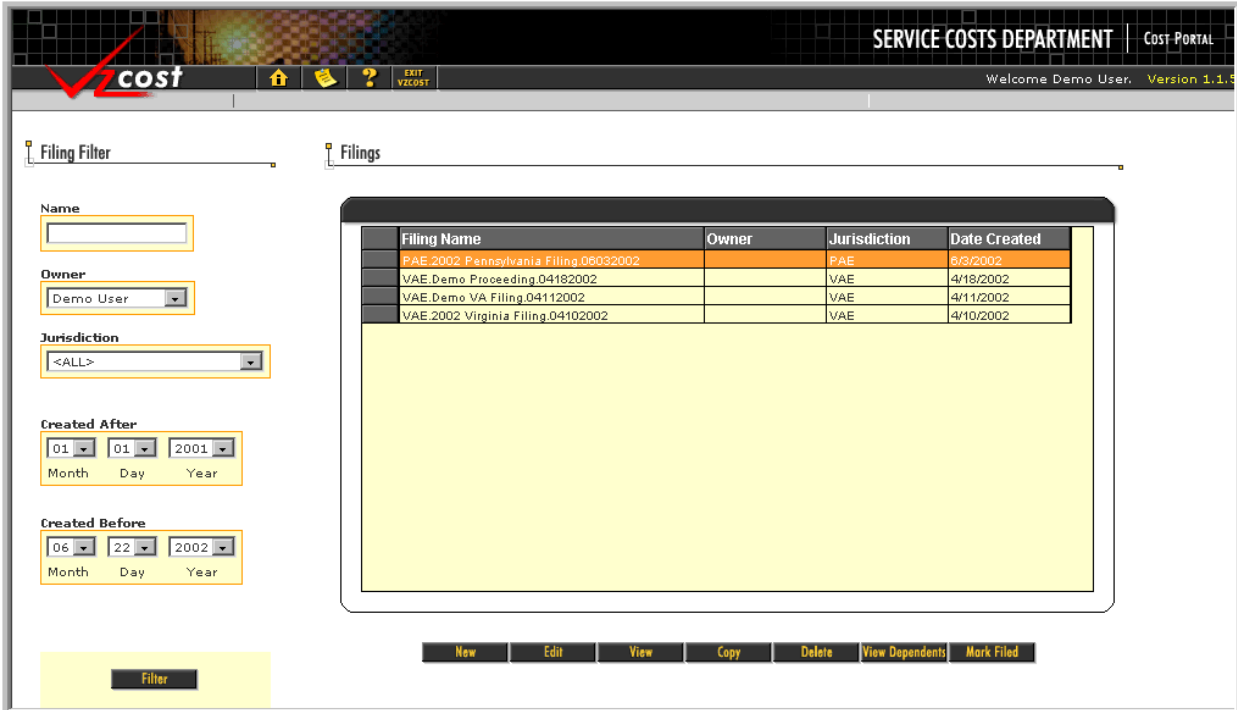
Buttons: New, Edit, View, Copy, Delete, View Dependents, Mark Filed

Before deleting the filing, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (  ) to complete the deletion or the 'Cancel' button (  ) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Filings' screen.



## Section 9.1.9: Viewing Dependents of a Filing

The 'View Dependents' button ( **View Dependents** ) on the 'Filings' screen will allow the user to see the entire chain of data associated with a filing. It does this by allowing the user to navigate from one object to the next in order to see the related dependencies. In using this function, filters may be used as described in [section 4.4](#) to limit or expand the list of filings that are displayed on the screen. All filings that meet the filtered criteria will be displayed on the screen. The user should select the needed filing and then press the 'View Dependents' button ( **View Dependents** ) to continue.




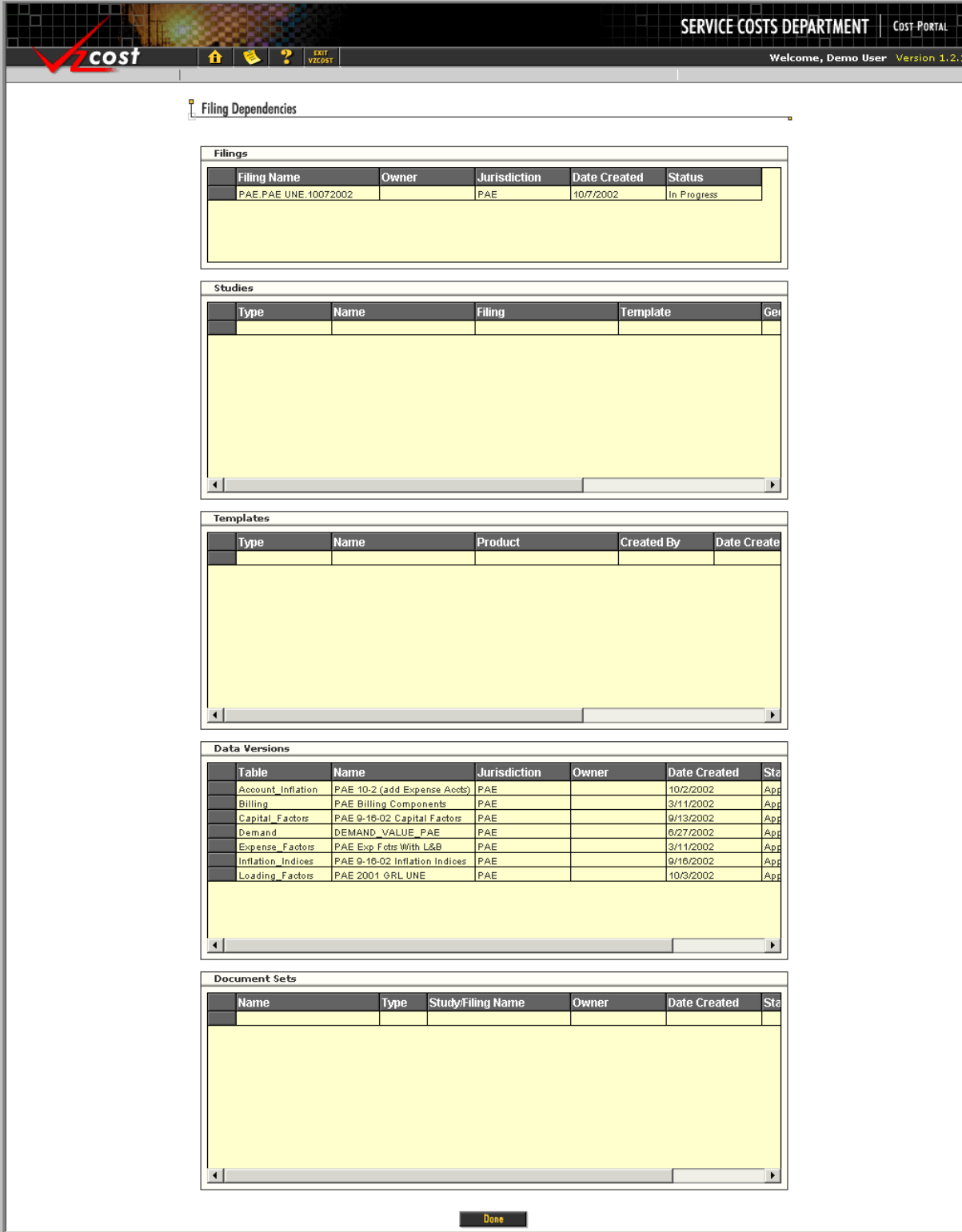
The screenshot shows the 'Filings' screen in the Zcost application. The interface includes a header with the Zcost logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL'. Below the header, there are tabs for 'Filing Filter' and 'Filings'. The 'Filing Filter' section contains several input fields: 'Name' (text box), 'Owner' (dropdown menu with 'Demo User' selected), 'Jurisdiction' (dropdown menu with '<ALL>' selected), 'Created After' (Month: 01, Day: 01, Year: 2001), and 'Created Before' (Month: 06, Day: 22, Year: 2002). A 'Filter' button is located below these fields. The 'Filings' section displays a table with the following data:

Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002		PAE	6/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

At the bottom of the table, there is a row of action buttons: 'New', 'Edit', 'View', 'Copy', 'Delete', 'View Dependents', and 'Mark Filed'.



The 'View Dependencies' screen shows the user the chain of filings, studies, templates, data versions, and document sets that are directly related to a specific filing. Once that specific filing is final, all data shown in this chain will be locked, and thus, unable to be edited or deleted. When the user is done with this screen, the 'Close' button (  ) should be pressed.



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 1.2.3

**Filing Dependencies**

**Filings**

Filing Name	Owner	Jurisdiction	Date Created	Status
PAE.PAE UNE.10072002		PAE	10/7/2002	In Progress

**Studies**

Type	Name	Filing	Template	Gen
------	------	--------	----------	-----

**Templates**

Type	Name	Product	Created By	Date Create
------	------	---------	------------	-------------

**Data Versions**



Table	Name	Jurisdiction	Owner	Date Created	Sta
Account_Inflation	PAE 10-2 (add Expense Accts)	PAE		10/2/2002	App
Billing	PAE Billing Components	PAE		3/11/2002	App
Capital_Factors	PAE 9-16-02 Capital Factors	PAE		9/13/2002	App
Demand	DEMAND_VALUE_PAE	PAE		6/27/2002	App
Expense_Factors	PAE Exp Fcts With L&B	PAE		3/11/2002	App
Inflation_Indices	PAE 9-16-02 Inflation Indices	PAE		9/16/2002	App
Loading_Factors	PAE 2001 GRL UNE	PAE		10/3/2002	App

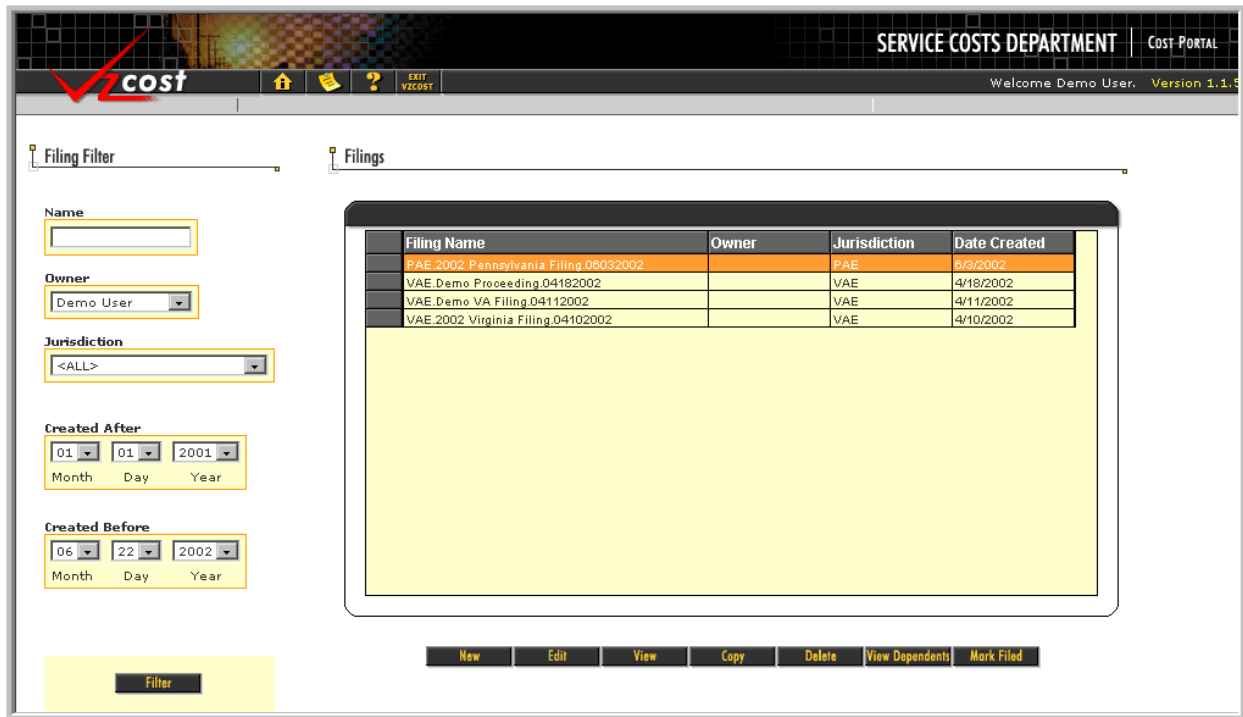
**Document Sets**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
------	------	-------------------	-------	--------------	-----

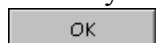
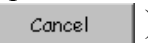
**Done**

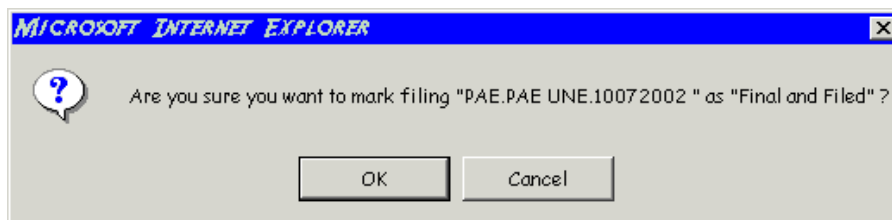
### Section 9.1.10: Marking a Filing as Filed

When a user presses the 'Mark Filed' button (  ) on the 'Filings' screen, the system will mark the filing and all of the filing's dependent data with a status of final and filed. This button should not be pressed unless the user is absolutely certain that the filing is complete. If a user is not certain what data is dependent with this filing, that user may use the 'View Dependents' button (  ) described in the ['Viewing Dependents of a Filing' subsection](#) of this section.



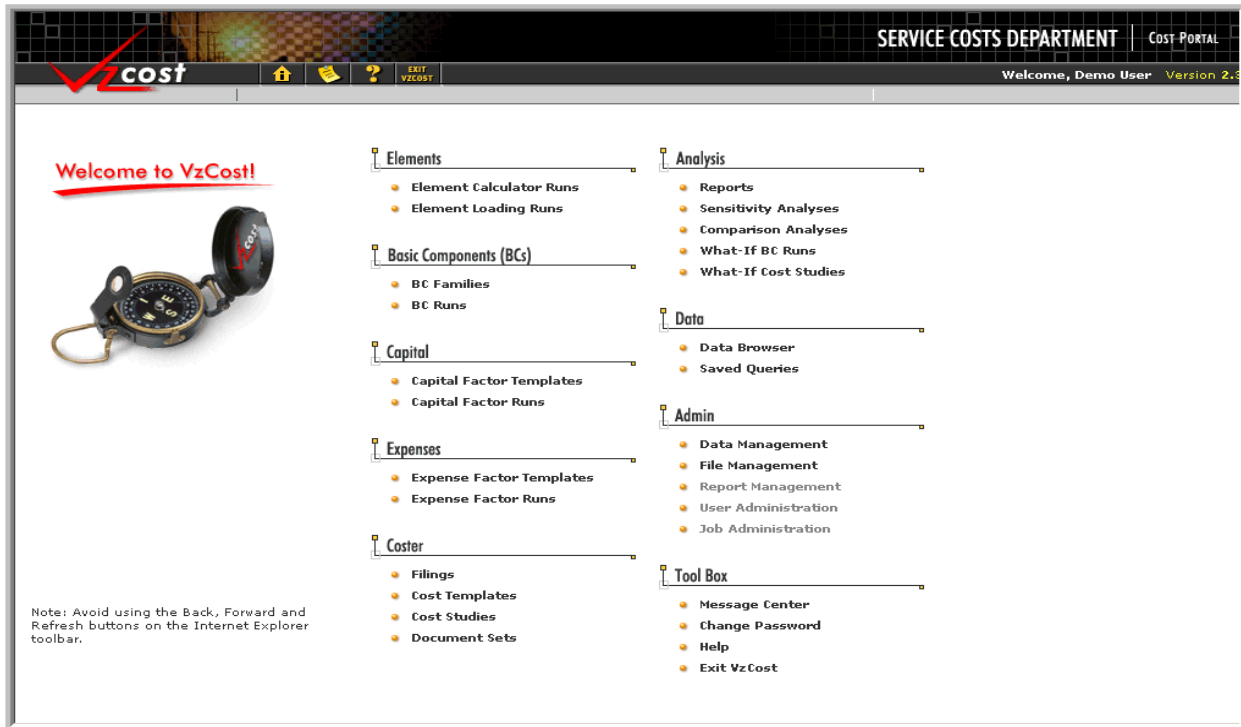
Filing Name	Owner	Jurisdiction	Date Created
PAE.2002.Pennsylvania.Filing.06032002		PAE	6/3/2002
VAE.Demo.Proceeding.04182002		VAE	4/18/2002
VAE.Demo.VA.Filing.04112002		VAE	4/11/2002
VAE.2002.Virginia.Filing.04102002		VAE	4/10/2002

If there is a problem that prevents the filing from being marked final and filed, then the system will generate an error message. However, if there are no problems, then the user will be prompted to confirm the request. An example of the confirmation message is shown below. If the user is absolutely certain that the filing should be marked as final and filed, then the 'OK' button (  ) may be pressed. Otherwise, the user will need to cancel this request by pressing the 'Cancel' button (  ). Once this request has either been completed or cancelled, the user will be returned to the 'Filings' screen.



## Section 9.2: Cost Templates

A cost template is a set of formulas which are used to run calculations for products or services. A single cost template can be mapped to one or more products. However, in most cases, only one cost template will be created for each individual product. While a cost template does contain formulas, it does not contain any results. To get results a cost study must be created.



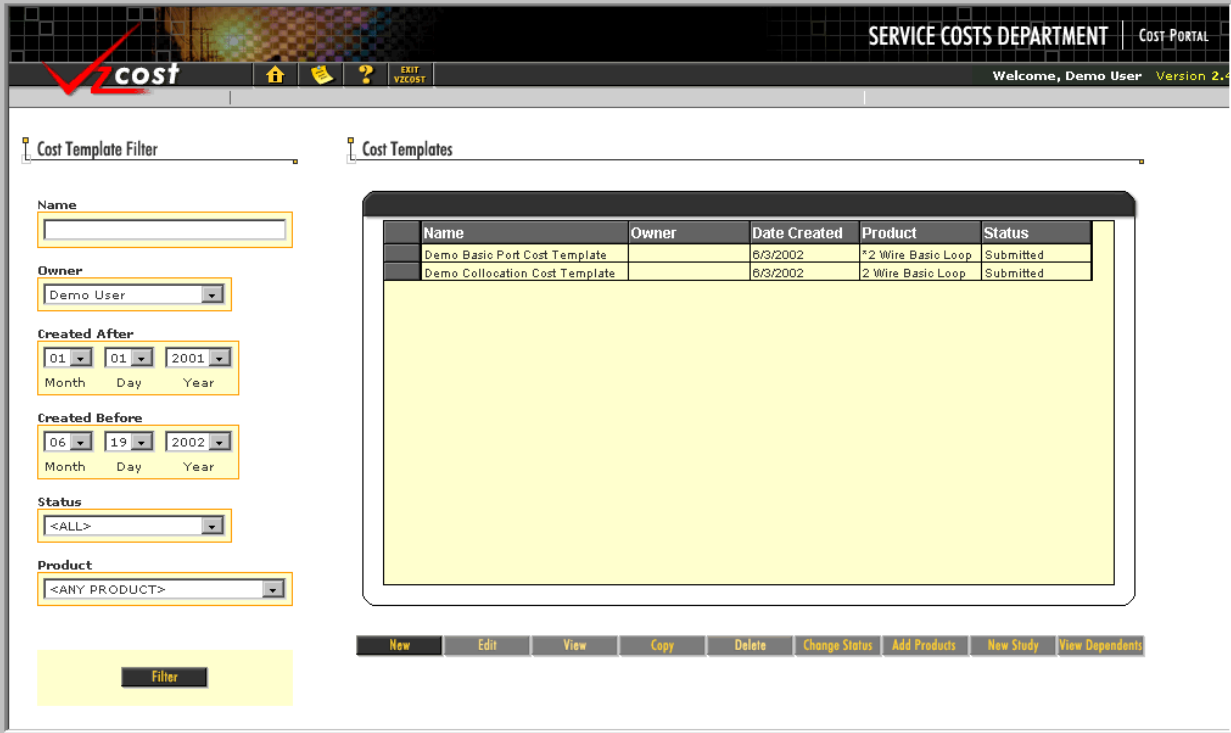
**Welcome to VzCost!**

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

Click on the 'Cost Templates' link on the 'VzCost Home Page' to bring up the 'Cost Templates' screen.

As shown below, if the cost template contains multiple products, then the product name will be preceded by an asterisk in the 'Product' column. In such a case, the only product name that will be displayed is the first one alphabetically. Even though the product names may not be displayed, the user may still use filters and successfully sort on any of the included products.



**Cost Template Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Product:

**Filter**

**Cost Templates**

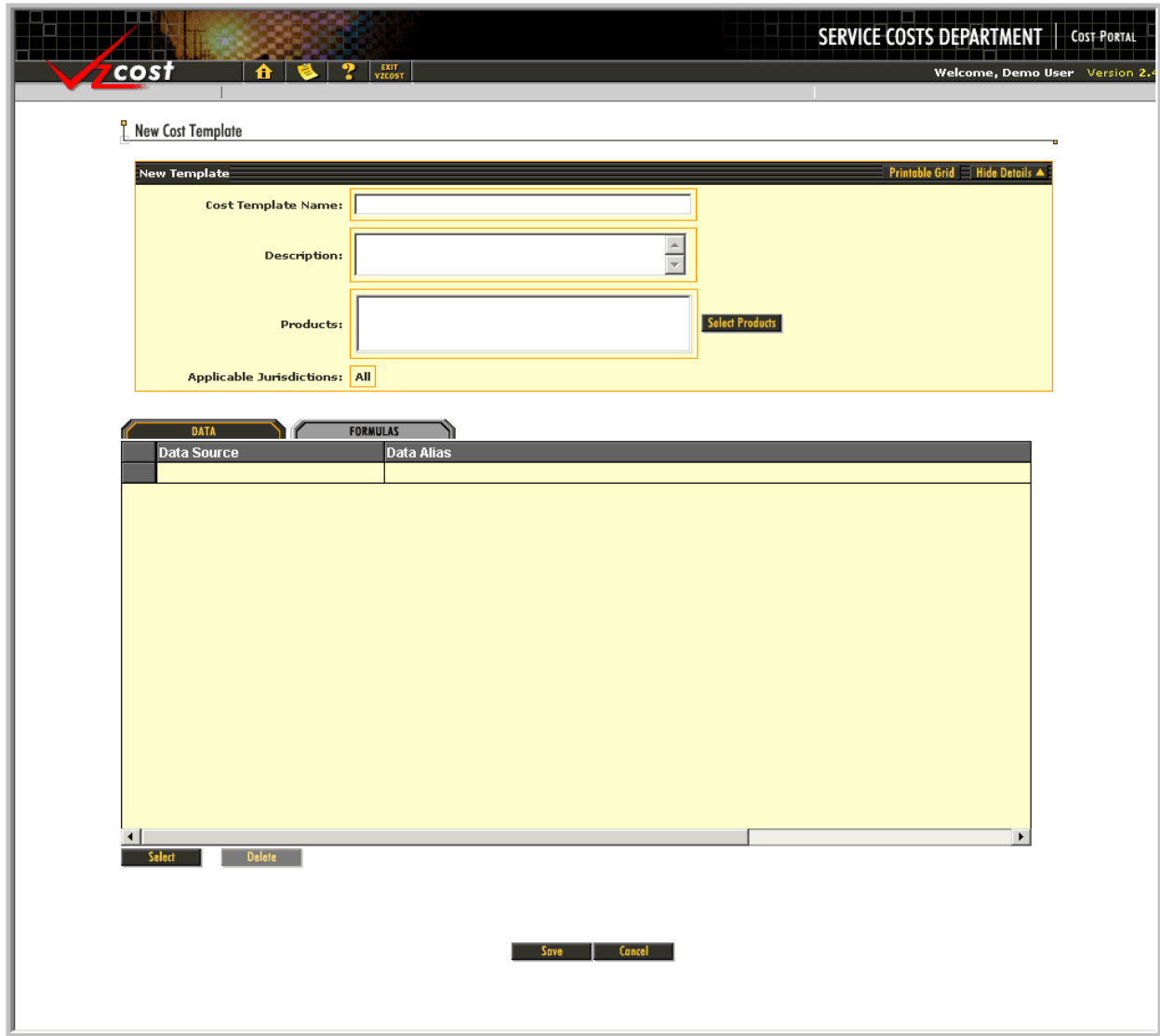
Name	Owner	Date Created	Product	Status
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted







**New Edit View Copy Delete Change Status Add Products New Study View Dependents**

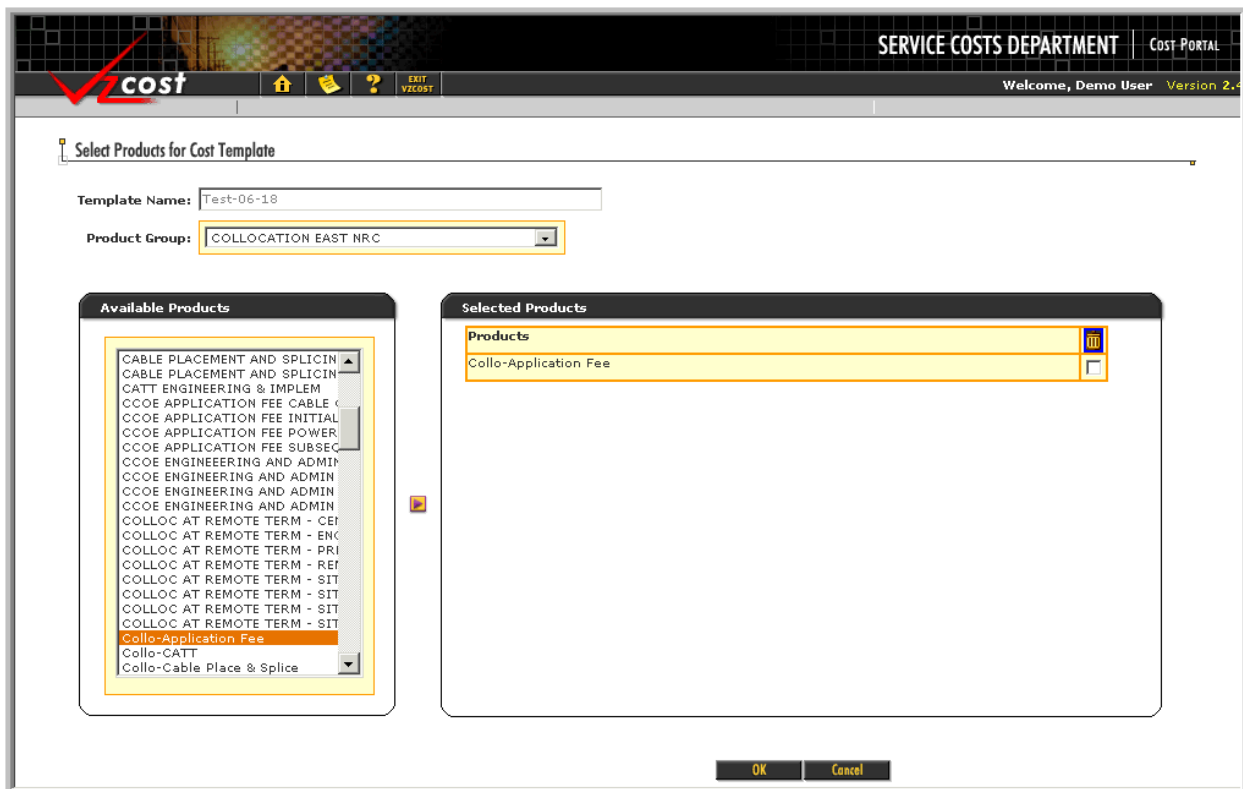
Throughout this section, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of cost templates that are displayed on the screen. All cost templates that meet the filtered criteria will be displayed on the screen.

### Section 9.2.1: Creating a New Cost Template

To create a cost template, the user will press the 'New' button ( **New** ) at the bottom of the 'Cost Templates' screen. The 'New Cost Template' screen loads into memory. An example of this screen is shown below. At the top of the page, the user will provide a name and a brief description of the new cost template in the appropriate fields.

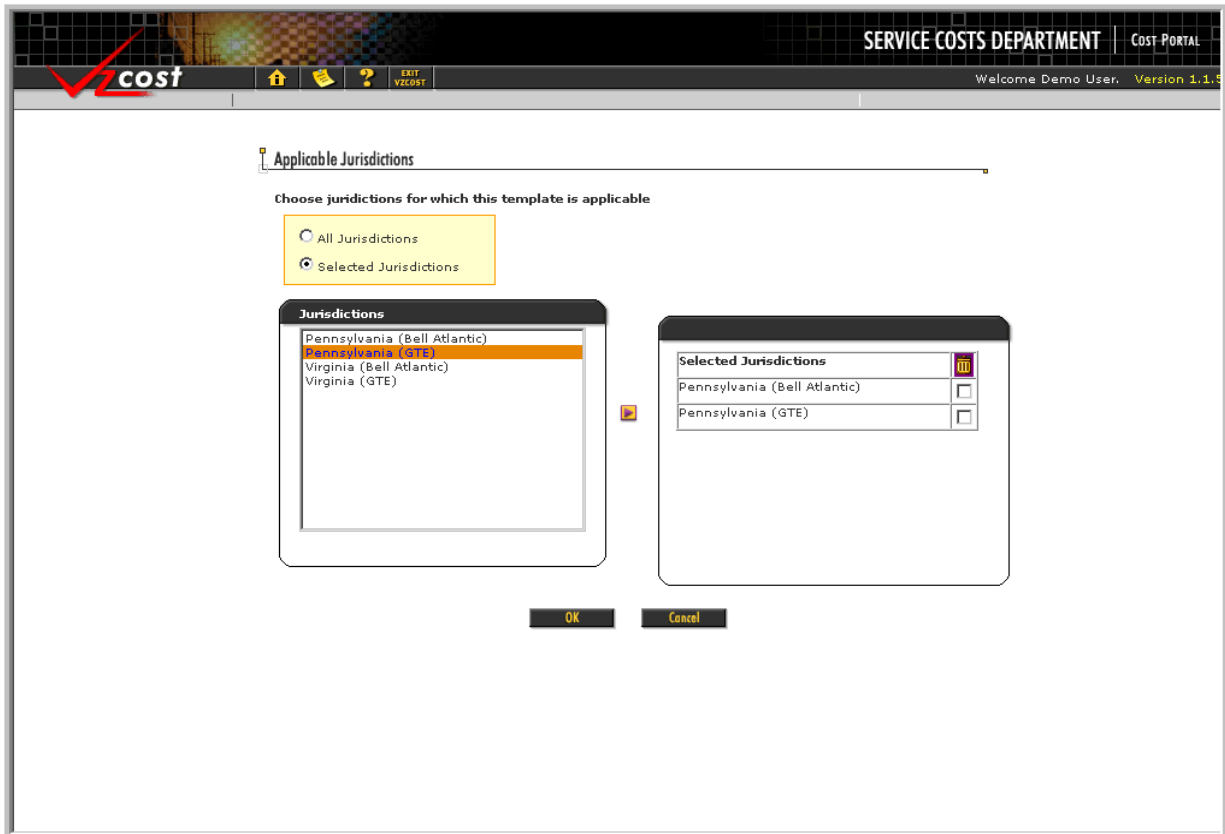


Next the user will press the 'Select Products' button (  ) which is located in the box at the top of the screen. The 'Select Products for Cost Template' screen, shown below, will load up. The template name field, at the top of this screen will be populated by the system. The user will need to make a selection from the 'Product Group' field by pressing the button (  ) at the right side of the field and clicking on the correct item in the drop down menu. Once a product group has been selected, the available products within that group will be displayed in the box on the left side of the screen. The user will select the needed products and press the arrow button (  ) between the two boxes. Doing this adds the selected products to the list in the box at the right side of the screen. To remove a selected product from the box at the right side of the screen, click the check box next to the item to be deleted and then click the trash can icon (  ) at the top of the column. Pressing the 'OK' button (  ) will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen. In the unlikely event that an appropriate product group or product does not exist, a system administrator will need to create it in the database.



The screenshot shows the 'Select Products for Cost Template' web application interface. At the top, there is a navigation bar with the 'VZcost' logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome, Demo User Version 2.4'. The main content area has a title 'Select Products for Cost Template'. Below the title, there are two input fields: 'Template Name: Test-06-18' and 'Product Group: COLLOCATION EAST NRC'. The interface is divided into two main sections: 'Available Products' and 'Selected Products'. The 'Available Products' section contains a list of products, with 'Collo-Application Fee' selected. The 'Selected Products' section contains a list of products, with 'Collo-Application Fee' selected. At the bottom of the interface, there are 'OK' and 'Cancel' buttons.

If the user chooses more than one product for this template, then the products will share the same list of data sources, the investments will come from the same BC families, and except for the investments, the formulas must be identical. If the user is not able to meet these criteria when creating the cost template, then a separate cost template will be required for any products with differing data sources, BC family investments, or formulas.



**Applicable Jurisdictions**





Choose jurisdictions for which this template is applicable

All Jurisdictions  
 Selected Jurisdictions

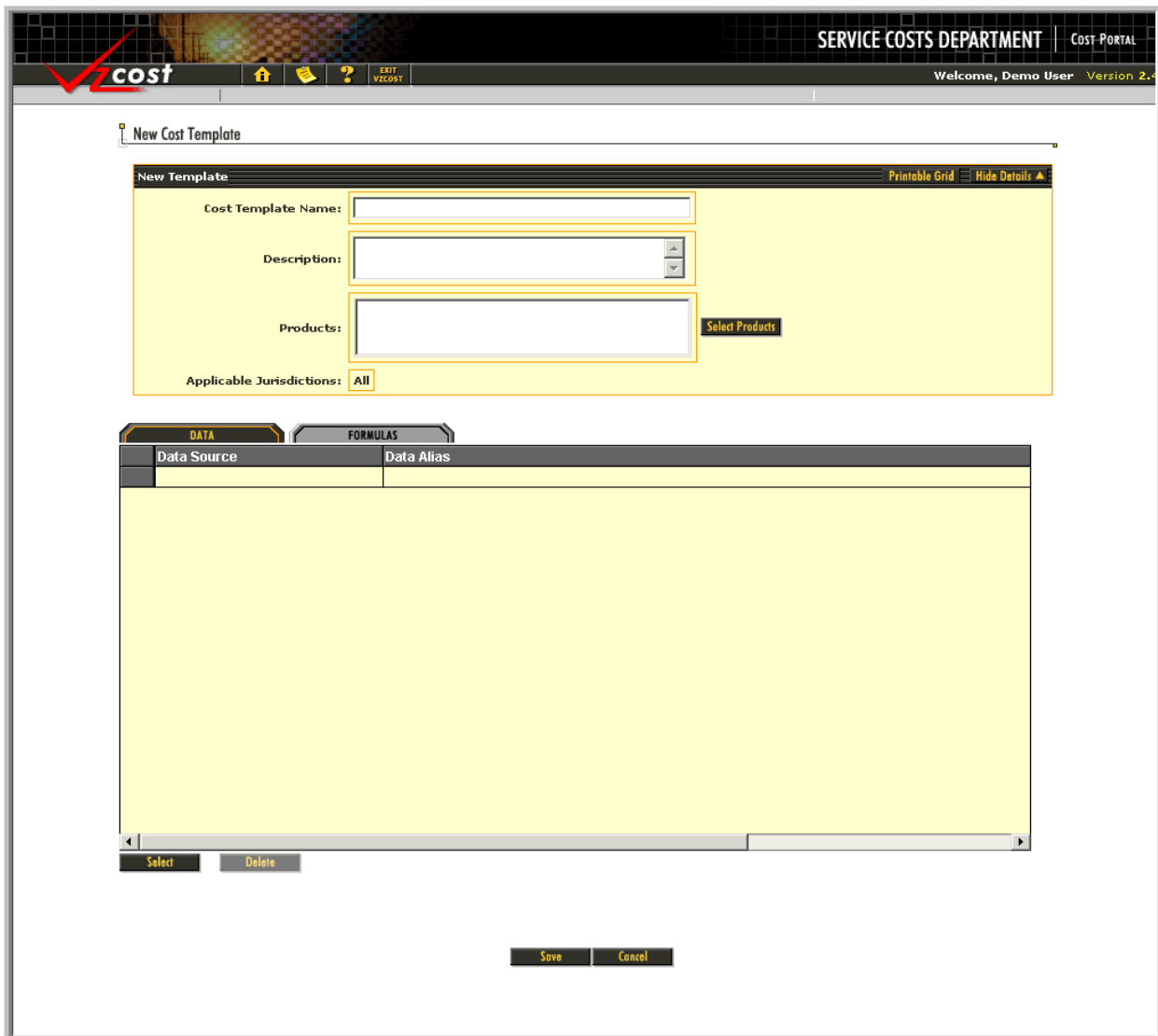
Jurisdictions	
Pennsylvania (Bell Atlantic)	
Pennsylvania (GTE)	
Virginia (Bell Atlantic)	
Virginia (GTE)	

Selected Jurisdictions	
Pennsylvania (Bell Atlantic)	<input type="checkbox"/>
Pennsylvania (GTE)	<input type="checkbox"/>

OK Cancel

By default, the jurisdiction is 'All' and thus, the template may be used to run any study. To limit the applicable jurisdictions, the user should click the word 'All' which is also a link. After the link has been clicked, the page shown above will load up. The user will select the needed jurisdictions in the left column and press the arrow button (  ) between the two columns. Doing this moves the jurisdictions to the list in the right column and changes the radio button at the top of the screen from 'All Jurisdictions' to 'Selected Jurisdictions'. To remove an item from the right column, click the check box next to the item to be deleted and then click the trash can icon (  ) at the top of the column. Pressing the 'OK' button (  ) will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.

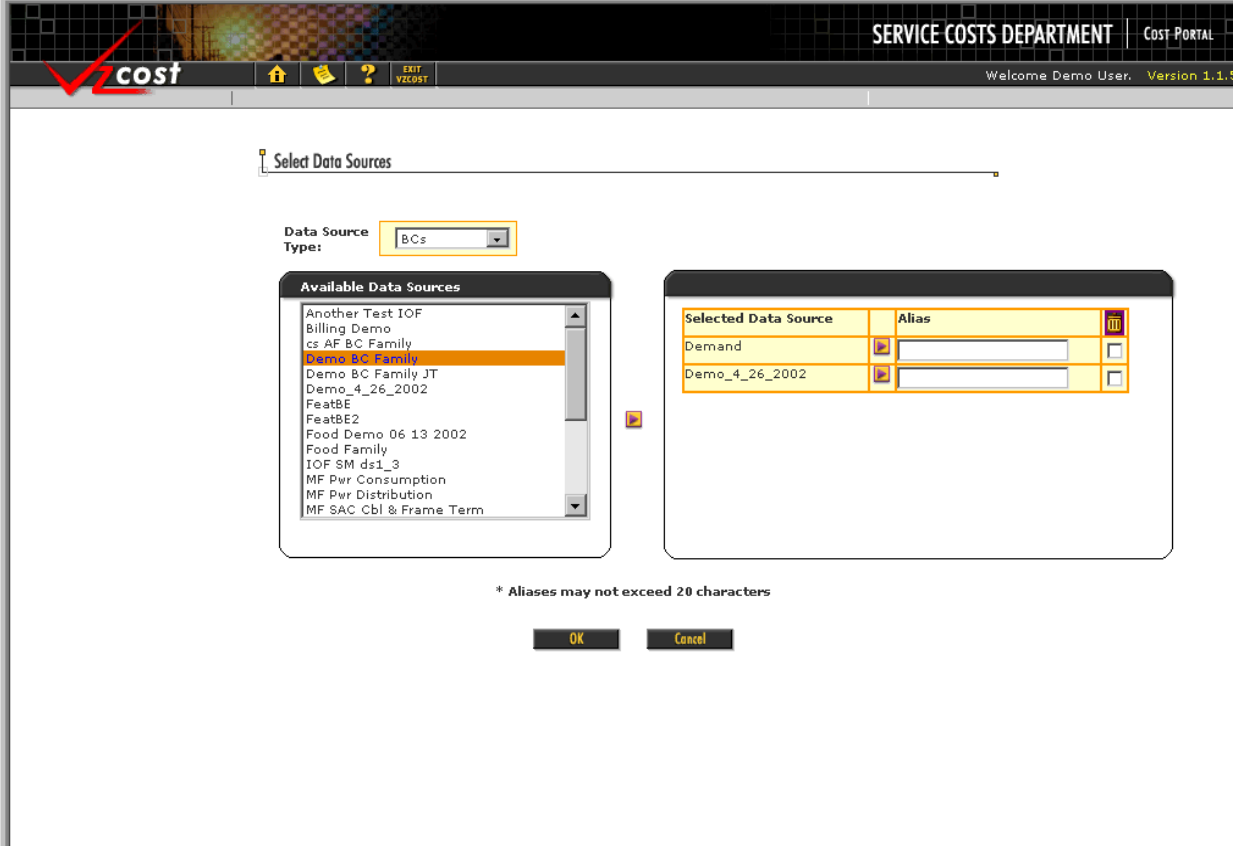
The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the 'New Cost Template' screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page, using a large number of pages. Thus, the printable grid feature will save the user considerable amounts of time and paper. Also at the top right corner of the screen, the 'Show Details' button ( **Show Details ▼** ) and the 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



The window at the bottom of the screen has two tabs. These tabs are labelled as 'Data' and 'Formulas'. The user needs to make certain that the 'Data' tab is selected and then press the 'Select' button ( **Select** ) at the bottom, left of the screen.



The 'Data Sources' screen loads up. The user should select either the 'BCs' or the 'Data' tables from the 'Data Source Type' field by pressing the button (▼) to the right of the field and clicking on the correct item. Please notice that items in the 'BCs' table come directly from approved BC runs. If no BC runs have been approved then no options will be available in the 'BCs' table. Once the data source type has been selected, the user may highlight items in the available data sources table on the left and move those items to the right column by pressing the arrow button (▶) between the two columns. To remove an item from the right column, click inside the box at the right of the item and then click on the trash can icon (🗑) above the checked box. Also, once an item has been moved to the right column an alias must be assigned before the system will allow the user to press the 'OK' button (OK) and continue.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

Select Data Sources




Data Source Type: BCs



Available Data Sources	Selected Data Source	Alias	
Another Test IOF	Demand		🗑
Billing Demo	Demo_4_26_2002		🗑
cs AF BC Family			
<b>Demo BC Family</b>			
Demo BC Family JT			
Demo_4_26_2002			
FeatBE			
FeatBE2			
Food Demo 06 13 2002			
Food Family			
IOF SM ds1_3			
MF Pwr Consumption			
MF Pwr Distribution			
MF SAC Cbl & Frame Term			

\* Aliases may not exceed 20 characters

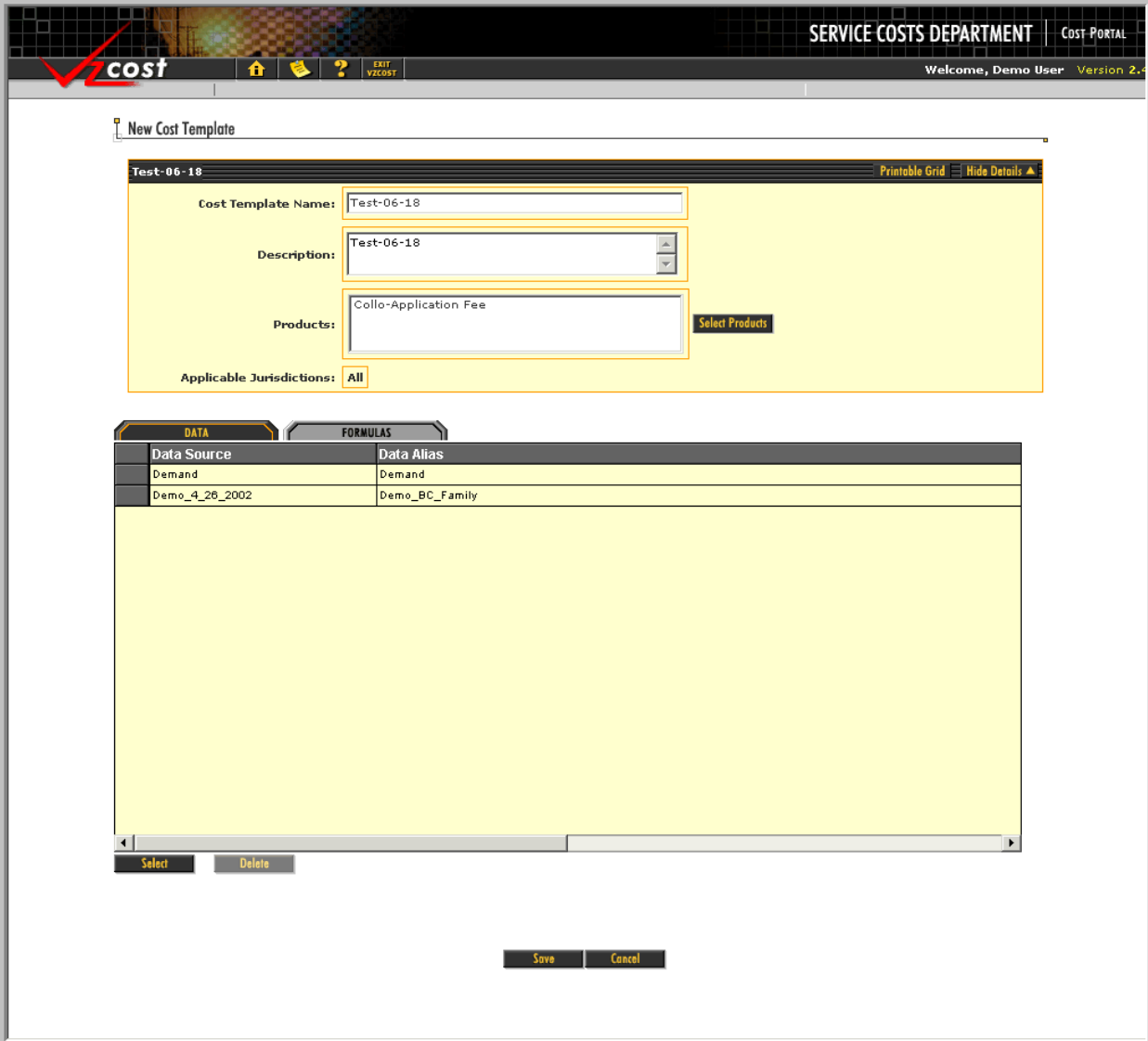
OK Cancel

To use the data source name as the alias, the user should press the arrow button (▶) to the left of the 'Alias' field. The user may also type in a different alias name manually or use both options by pressing the arrow button (▶) and then adding to the text. In the example shown below, the user typed a reference date for the demand data into the 'Alias' field in order to track the vintage of that item. This is one of many reasons that a user might choose to manually enter an alias. Please note that an alias cannot contain spaces or special characters with the exception of the underscore, which may be used.

Selected Data Source		Alias	
Demand		Demand_New_On_0614	<input type="checkbox"/>
Demo_4_26_2002		Demo_BC_Family	<input type="checkbox"/>

Once the user has selected all needed data sources and assigned aliases to them, two options will be available. The user may press the 'OK' button (  ) to save the selections and return the user to the previous screen or the user may press the 'Cancel' button (  ) to disregard all changes and return the user to the previous screen.

Notice that the information selected by the user is now populated within the 'Data' tab.



Test-06-18

Cost Template Name: Test-06-18

Description: Test-06-18

Products: Collo-Application Fee **Select Products**

Applicable Jurisdictions: All

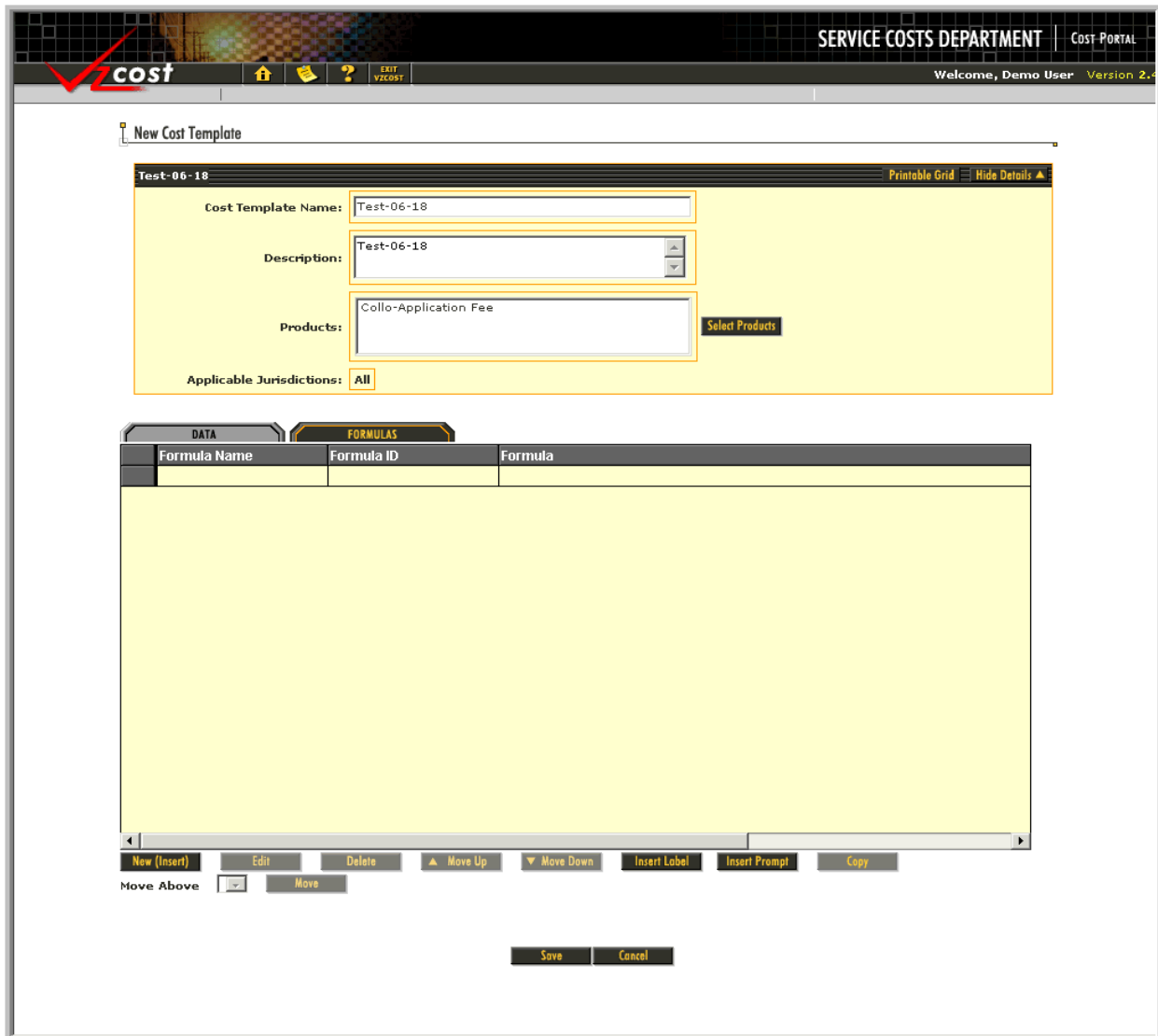
DATA	FORMULAS
Data Source	Data Alias
Demand	Demand
Demo_4_26_2002	Demo_BC_Family

**Select** **Delete**

**Save** **Cancel**

If an item of data needs to be deleted, the user should click on that item to highlight it and then press the delete button ( **Delete** ).

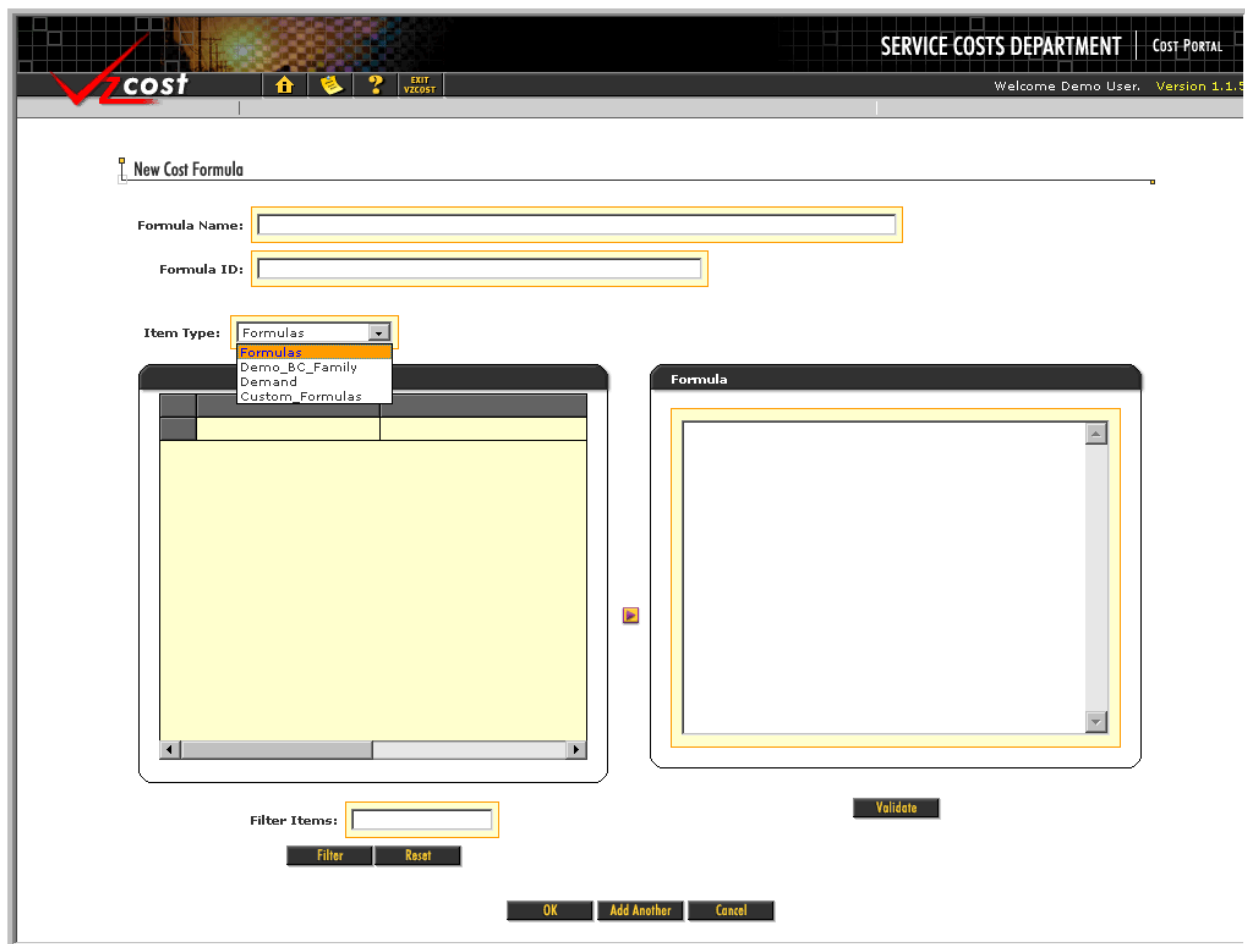
Next the user will need to create formulas for the cost template. Thus, the user will click on the 'Formula' tab and the screen shown below will appear.



The screenshot shows a web application interface for creating a cost template. At the top, there is a header with the Verizon Zcost logo, navigation icons, and the text "SERVICE COSTS DEPARTMENT COST PORTAL" and "Welcome, Demo User Version 2.4". The main content area is titled "New Cost Template" and contains a form for "Test-06-18". The form has fields for "Cost Template Name" (Test-06-18), "Description" (Test-06-18), "Products" (Cello-Application Fee), and "Applicable Jurisdictions" (All). A "Select Products" button is next to the products field. Below the form is a table with two tabs: "DATA" and "FORMULAS". The "FORMULAS" tab is active, showing a table with columns "Formula Name", "Formula ID", and "Formula". The table is currently empty. At the bottom of the screen, there are several buttons: "New (Insert)", "Edit", "Delete", "Move Up", "Move Down", "Insert Label", "Insert Prompt", "Copy", "Move Above", "Move", "Save", and "Cancel".

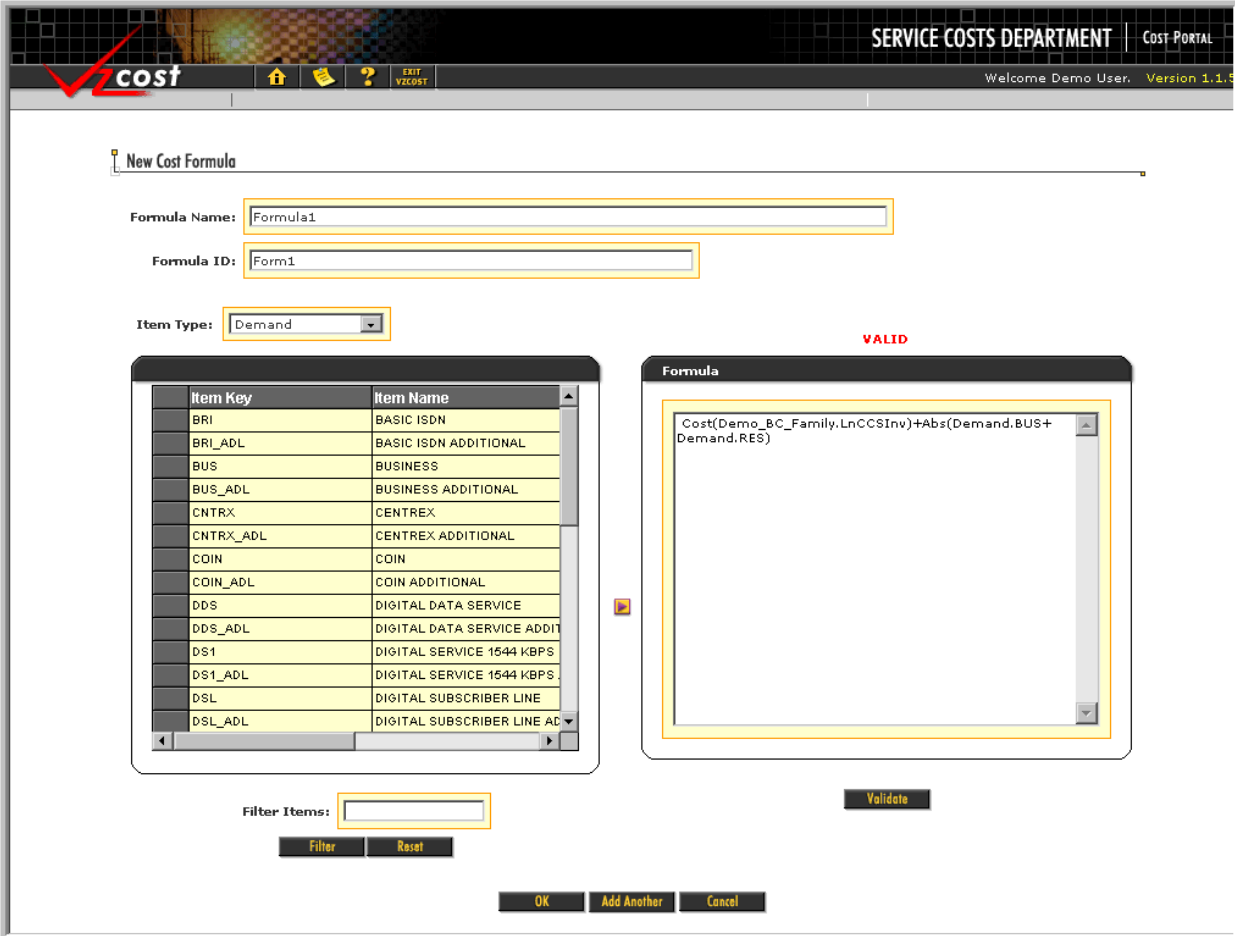
To create the needed formulas, the user will press the 'New (Insert)' button ( **New (Insert)** ) at the bottom left of the screen.

The 'New Cost Formula' screen loads up. The user will provide a 'Formula Name' which should be a descriptive name of the formula and a 'Formula ID' which should be an abbreviated name for the formula. Next, the user will select from the 'Item Type' drop down box by pressing the button (▼) to the right of the field. There will be three item types available:

- Formulas – Formulas are the lists of formulas that have been previously created for the cost template. If no cost template formulas have been created yet, then there will be no formula options available.
- Custom Formulas – Contains a list of functions that, when applied against a formula, will perform a pre-designed calculation. Some examples of custom formulas, just to list a few, are cost, total, total cost, total direct shared, and match account.
- All Others – These are all of the [data sources](#) that were selected earlier in the cost template creation. These would be either BCs or data tables.

The screenshot shows a web application interface for creating a new cost formula. At the top, there is a navigation bar with the Verizon Cost logo, a home icon, a help icon, and an 'EXIT YECOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User, Version 1.1.5'. The main content area is titled 'New Cost Formula'. It contains several input fields: 'Formula Name:' and 'Formula ID:' are text boxes. Below them is an 'Item Type:' dropdown menu with a list of options: 'Formulas', 'Demo\_BC\_Family', 'Demand', and 'Custom Formulas'. To the right of the dropdown is a large empty box labeled 'Formula'. Below the dropdown is a 'Filter Items:' text box with 'Filter' and 'Reset' buttons. At the bottom of the form are 'OK', 'Add Another', and 'Cancel' buttons. A 'Validate' button is located to the right of the 'Filter Items' box.

On the screen shown below, the width of the columns in the window on the left are adjustable. By positioning the mouse in the header row, directly between the two columns until a bidirectional arrow appears, the user can stretch either the left or right window to view more of the data in the column. In the example shown below, 'Custom\_Formulas' was chosen from the 'Item Type' field first. The user highlighted 'Cost' in the window on the left and moved it to the formula box on the right by clicking on the arrow button (  ) between the two columns. When a study is run, the 'Cost' function will be applied to any formula that is in the parenthesis located immediately to the right of the word cost. While in the 'Custom\_Formulas' the user also selected the 'Abs' function which returns the absolute value of any formula that is in the parenthesis located immediately to the right of it. The next item type chosen was 'Demo\_BC\_Family' and the user highlighted 'LnCCSInv' and moved it into the parenthesis to the right of the word cost. A plus sign was placed after the closing cost parenthesis to indicate addition and then the item type was changed to 'Demand'. Within the demand item type, 'BUS' and 'RES' were both chosen and placed inside the parenthesis to the right of 'Abs'. A plus sign was placed between the 'BUS' and 'RES' to indicate addition. This is just one example of the many formulas that can be built using these formulas in conjunction with arithmetical operations. Once the formula is complete, the user will press the 'Validate' button (  ) to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly.



**Formula Name:**

**Formula ID:**

**Item Type:**

Item Key	Item Name
BRI	BASIC ISDN
BRI_ADL	BASIC ISDN ADDITIONAL
BUS	BUSINESS
BUS_ADL	BUSINESS ADDITIONAL
CNTRX	CENTREX
CNTRX_ADL	CENTREX ADDITIONAL
COIN	COIN
COIN_ADL	COIN ADDITIONAL
DDS	DIGITAL DATA SERVICE
DDS_ADL	DIGITAL DATA SERVICE ADDIT
DS1	DIGITAL SERVICE 1544 KBPS
DS1_ADL	DIGITAL SERVICE 1544 KBPS
DSL	DIGITAL SUBSCRIBER LINE
DSL_ADL	DIGITAL SUBSCRIBER LINE AC

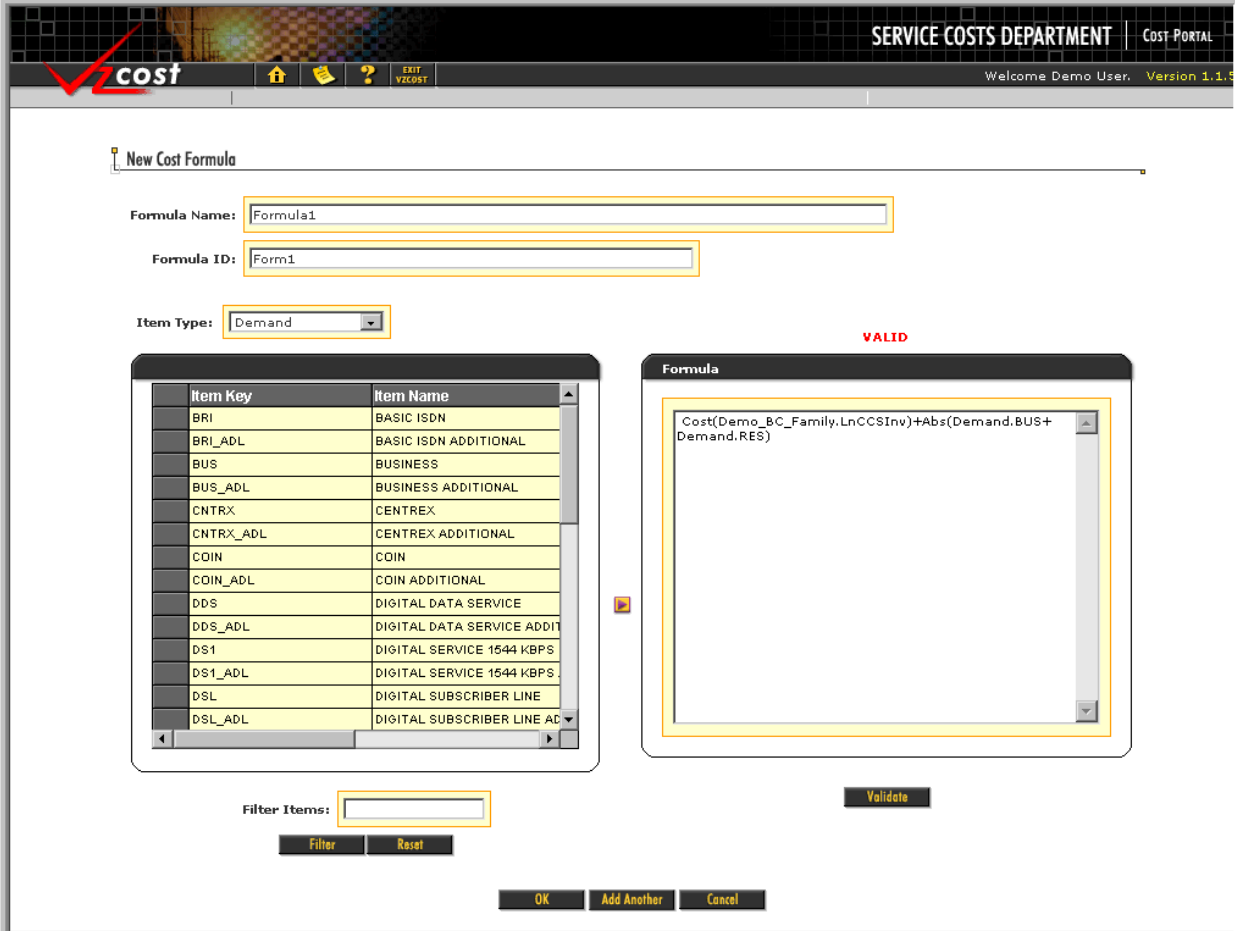
**Formula**

Cost(Demo\_BC\_Family.LnCCSInv)+Abs(Demand.BUS+Demand.RES)

**VALID**

**Filter Items:**

If the user is choosing from a large list of formula ID's, the list can be filtered by typing characters of the formula id name in the 'Filter Items' box at the bottom of the screen and then pressing the 'Filter' button ( **Filter** ). Pressing the reset button ( **Reset** ) will remove all filters and restore the entire list.



**VALID**





Item Key	Item Name
BRI	BASIC ISDN
BRI_ADL	BASIC ISDN ADDITIONAL
BUS	BUSINESS
BUS_ADL	BUSINESS ADDITIONAL
CNTRX	CENTREX
CNTRX_ADL	CENTREX ADDITIONAL
COIN	COIN
COIN_ADL	COIN ADDITIONAL
DDS	DIGITAL DATA SERVICE
DDS_ADL	DIGITAL DATA SERVICE ADDIT
DS1	DIGITAL SERVICE 1544 KBPS
DS1_ADL	DIGITAL SERVICE 1544 KBPS
DSL	DIGITAL SUBSCRIBER LINE
DSL_ADL	DIGITAL SUBSCRIBER LINE AD

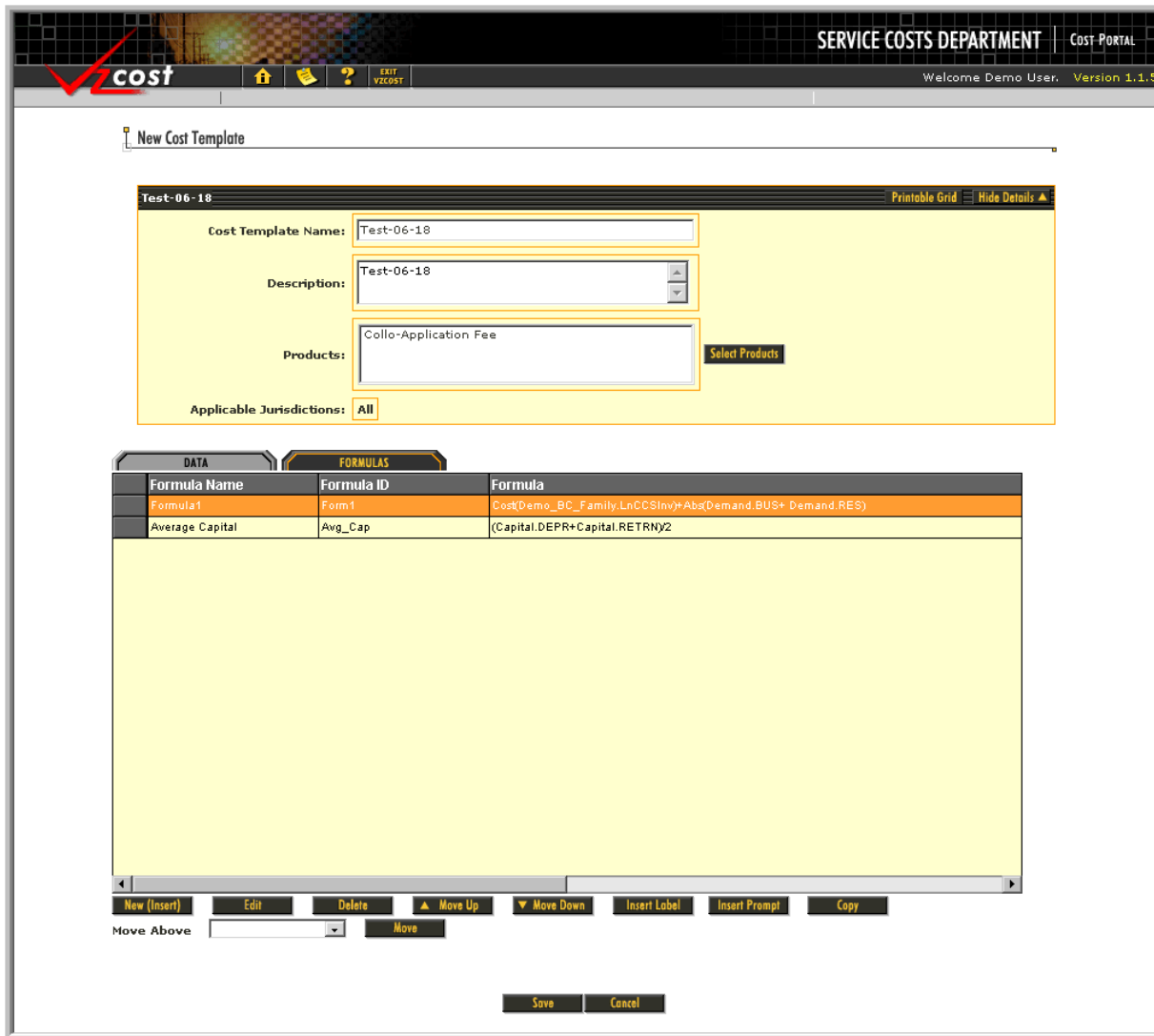
Filter Items:

**OK** **Add Another** **Cancel**

Once the user has completed the formula, three options will be available.

- The user can press the 'OK' button ( **OK** ) which will save the formula and return to the 'New Cost Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It appears in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'New Cost Template' screen where the 'Formula' tab will remain active.

The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ) to edit the formula or pressing the 'Delete' button (  ) to delete the formula. If certain formulas need to be grouped together, formulas within the list may be moved up or down. To accomplish this, the user should click on that formula to highlight it and then press either the 'Move Up' button (  ) or the 'Move Down' button (  ) at the bottom of the screen. This may be continued until the highlighted formula has been successfully relocated to the correct location within the list.



**Test-06-18** Printable Grid Hide Details ▲

Cost Template Name:



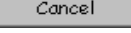
Description:

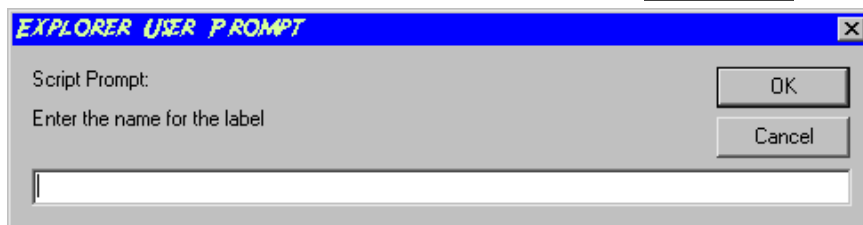
Products:  Select Products

Applicable Jurisdictions:

Formula Name	Formula ID	Formula
Formula1	Form1	Cost/Demo_BC_Family.LnCCSInv+Abs(Demand.BUS+ Demand.RES)
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRNY2)

Move Above

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (  ). When this button is pressed, the user will be prompted to enter a name for the label. The user may enter a name and then press the 'OK' button (  ) or the user can choose to press the 'Cancel' button (  ) which will cancel the request.



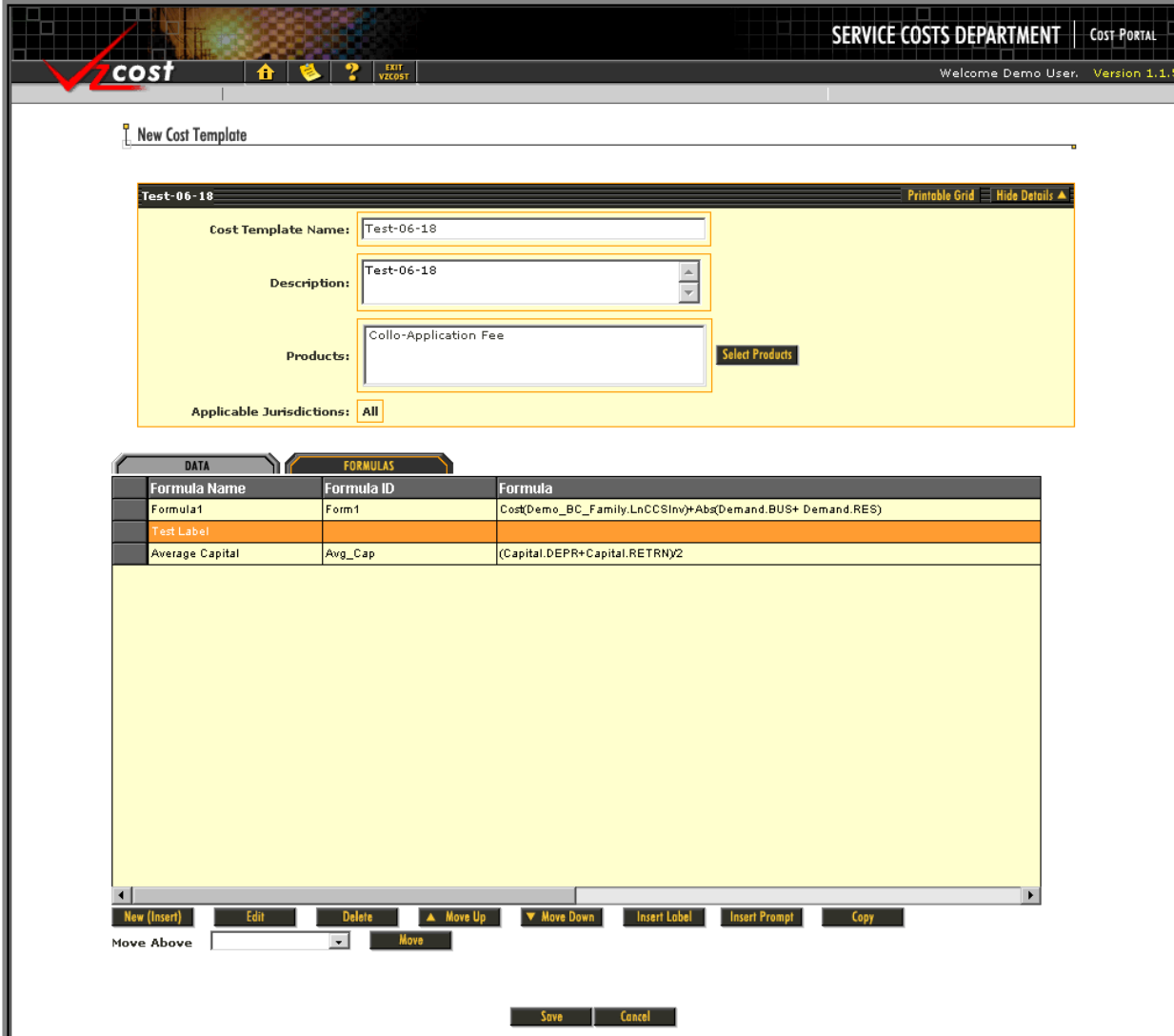
**EXPLORER USER PROMPT**

Script Prompt:

Enter the name for the label





As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, [described earlier](#), will allow the user to move the label as needed.

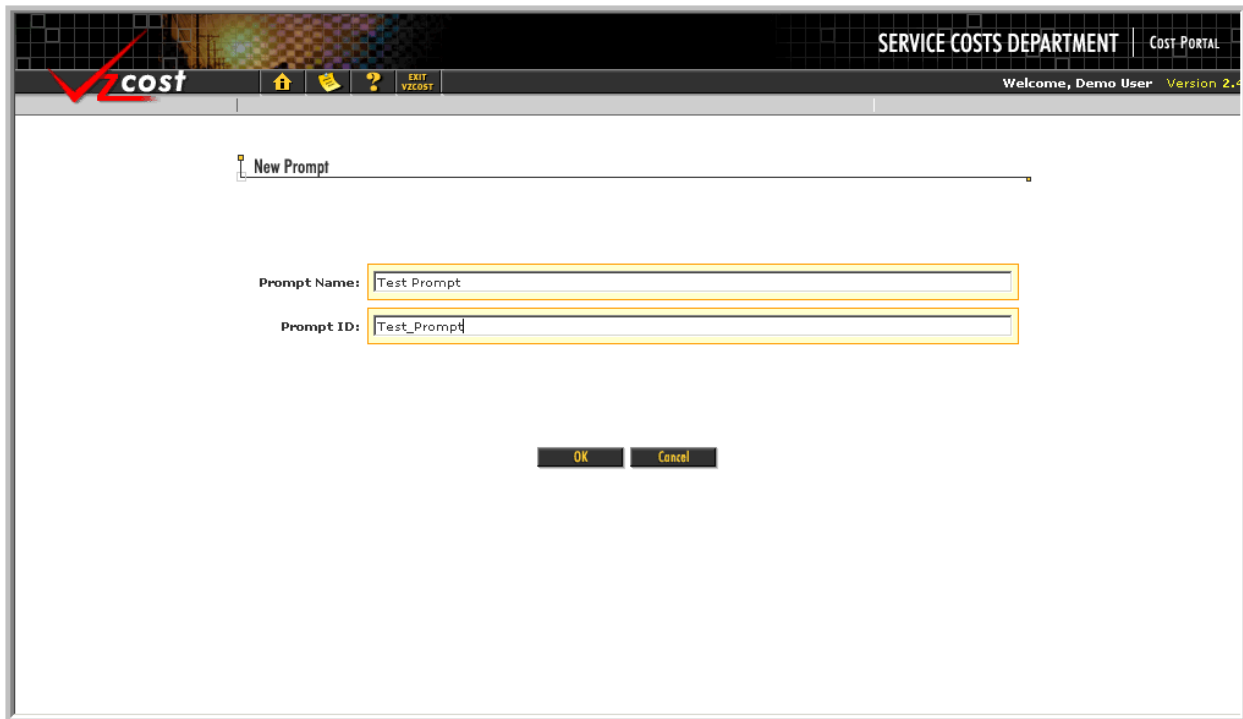


The screenshot displays the 'New Cost Template' form in the VZcost application. The form includes fields for 'Cost Template Name' (Test-06-18), 'Description' (Test-06-18), 'Products' (Collo-Application Fee), and 'Applicable Jurisdictions' (All). Below the form is a table with two tabs: 'DATA' and 'FORMULAS'. The 'FORMULAS' tab is active, showing a table with three rows: 'Formula1', 'Test Label', and 'Average Capital'. The 'Test Label' row is highlighted in orange. Below the table is a toolbar with buttons for 'New (Insert)', 'Edit', 'Delete', 'Move Up', 'Move Down', 'Insert Label', 'Insert Prompt', and 'Copy'. A 'Move Above' dropdown menu is also visible.

Formula Name	Formula ID	Formula
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
Test Label		
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRN)2

The insert prompt function allows the user to add a prompt to the template. Rather than building a formula, a prompt will allow the user to select the specific investment value when the cost study is run. This is useful in situations where the needed investment values may change periodically. To insert a prompt, the user will press the 'Insert Prompt' button ( **Insert Prompt** ).

The 'New Prompt' screen, shown below, loads up. To create a prompt, the user will have two fields that will need to be populated on this screen. The 'Prompt Name' field is equivalent to the 'Formula Name' field in the formula builder. The 'Prompt ID' field is equivalent to the 'Formula ID' field in the formula builder. When done, the user can press the 'OK' button (  ) which will save the prompt and return to the 'New Cost Template' screen where the 'Formula' tab will remain active or the user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Cost Template' screen where the 'Formula' tab will remain active.

The screenshot shows the 'New Prompt' screen within the VZcost application. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT | COST PORTAL'. The user is identified as 'Welcome, Demo User' and the version is 'Version 2.4'. The main content area has a title 'New Prompt' and two input fields: 'Prompt Name' with the value 'Test Prompt' and 'Prompt ID' with the value 'Test\_Prompt'. At the bottom, there are 'OK' and 'Cancel' buttons.

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome Demo User. Version 1.1.5

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**New Cost Template**

Test-06-18
Printable Grid | Hide Details ▲

Cost Template Name:

Description:

Products:  Select Products

Applicable Jurisdictions:

DATA	FORMULAS	
Formula Name	Formula ID	Formula
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
Test Label		
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRN)/2
Test Prompt	Test_Prompt	<Prompt>



New (Insert)
Edit
Delete
▲ Move Up
▼ Move Down
Insert Label
Insert Prompt
Copy

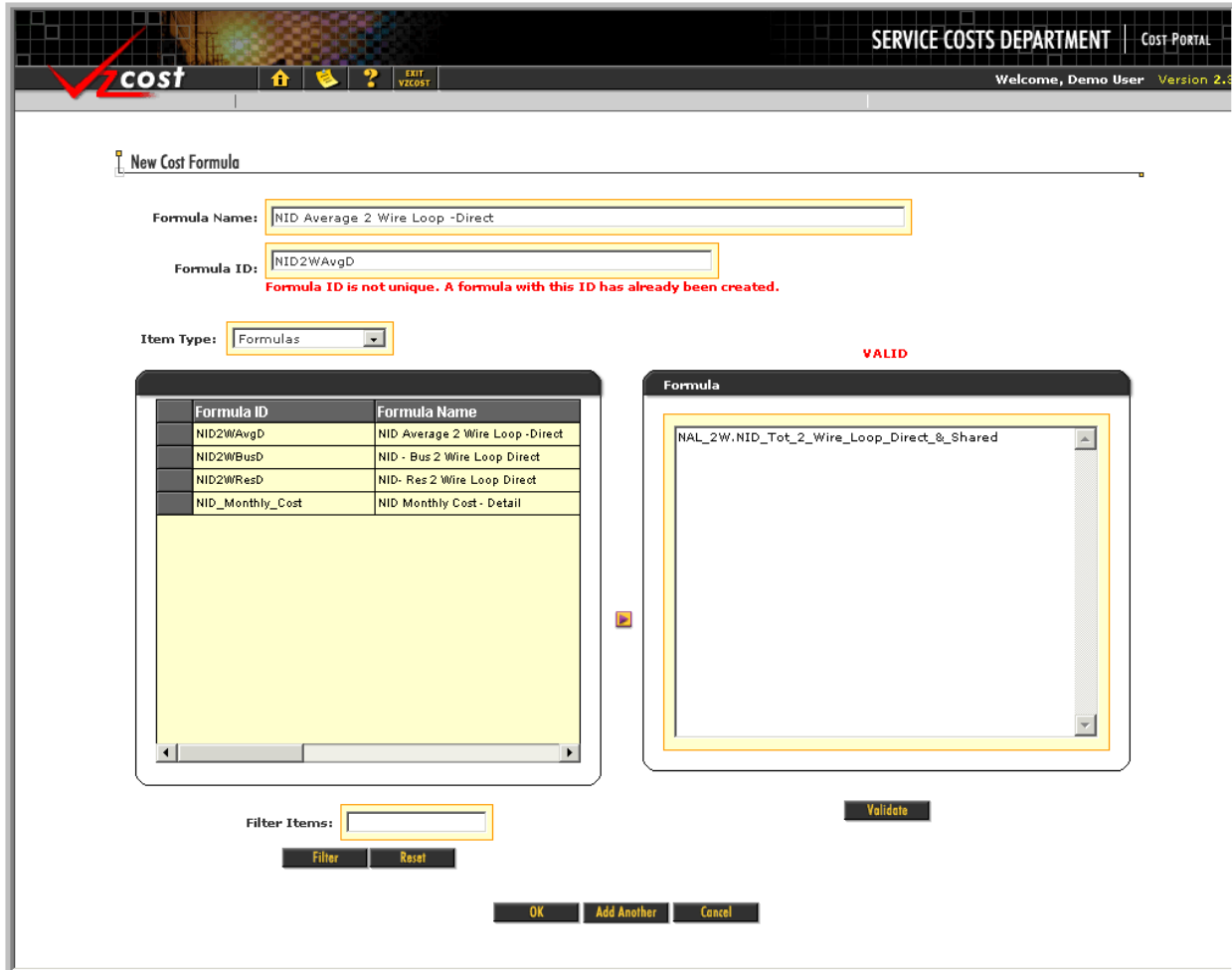
Move Above

Move

Save Cancel

The formula copy function allows the user to copy an existing formula for use in a new formula. To use this function, the user will click on the formula to be copied and then press the ‘Copy’ button ( Copy ). Once the button is pressed, the ‘New Cost Formula’ screen loads up with the ‘Formula Name’ field, the ‘Formula ID’ field, and the formula box at the right of the screen already populated with the information from the original formula. The user must modify the two fields at the top of the page to make them different from the comparable fields in the formula that was originally copied. Next the user make any needed changes to the copied formula as described [earlier in this subsection](#). If choosing from a large list of ‘Formula ID’s, the list can be filtered by typing characters of the formula id name in the ‘Filter Items’ box at the bottom of the screen and pressing the ‘Filter’ button ( Filter ). Pressing the ‘Reset’ button ( Reset ) will remove all filters and restore the entire list.

Once the user has finished modifying the formula, the 'Validate' button (  ) will be pressed to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly. If the user presses the 'OK' button (  ) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.



**Formula Name:** NID Average 2 Wire Loop -Direct

**Formula ID:** NID2WAvgD  
 Formula ID is not unique. A formula with this ID has already been created.

**Item Type:** Formulas

Formula ID	Formula Name
NID2WAvgD	NID Average 2 Wire Loop -Direct
NID2WBusD	NID - Bus 2 Wire Loop Direct
NID2WResD	NID- Res 2 Wire Loop Direct
NID_Monthly_Cost	NID Monthly Cost - Detail




**Formula:** NAL\_2W.NID\_Tot\_2\_Wire\_Loop\_Direct\_&\_Shared

**VALID**


**Filter Items:**

**Buttons:** Filter, Reset, Validate, OK, Add Another, Cancel

Once the user has made all of the needed modifications, three options will be available.

- The user can press the 'OK' button (  ) which will save the formula and return to the 'New Cost Template' screen, shown below, where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button (  ) which will save the current formula and reset the existing screen so that another formula can be created. The user should notice that, if needed, the saved formula will now be available for inclusion in any new formulas. It will appear in the 'Formula' list which is in the 'Item Type' drop down box.
- The user can press the 'Cancel' button (  ) which will disregard everything on the current screen and return to the 'New Cost Template' screen, shown below, where the 'Formula' tab will remain active.

The move function works similar to the move up/move down function [described earlier](#). However, with the move function, the user will click on the formula to be moved. Then the user will select a formula name from the drop down box in the 'Move Above' field by pressing the button (▼) to the right of the field and making a selection. Finally, the user will press the 'Move' button (Move) to move the selected formula above the formula named in the drop down box.



**Test-06-18** Printable Grid Hide Details ▲

Cost Template Name: Test-06-18

Description: Test-06-18

Products: Collo-Application Fee **Select Products**

Applicable Jurisdictions: All

Formula Name	Formula ID	Formula
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
Test Label		
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRN)2
Test Prompt	Test_Prompt	<Prompt>

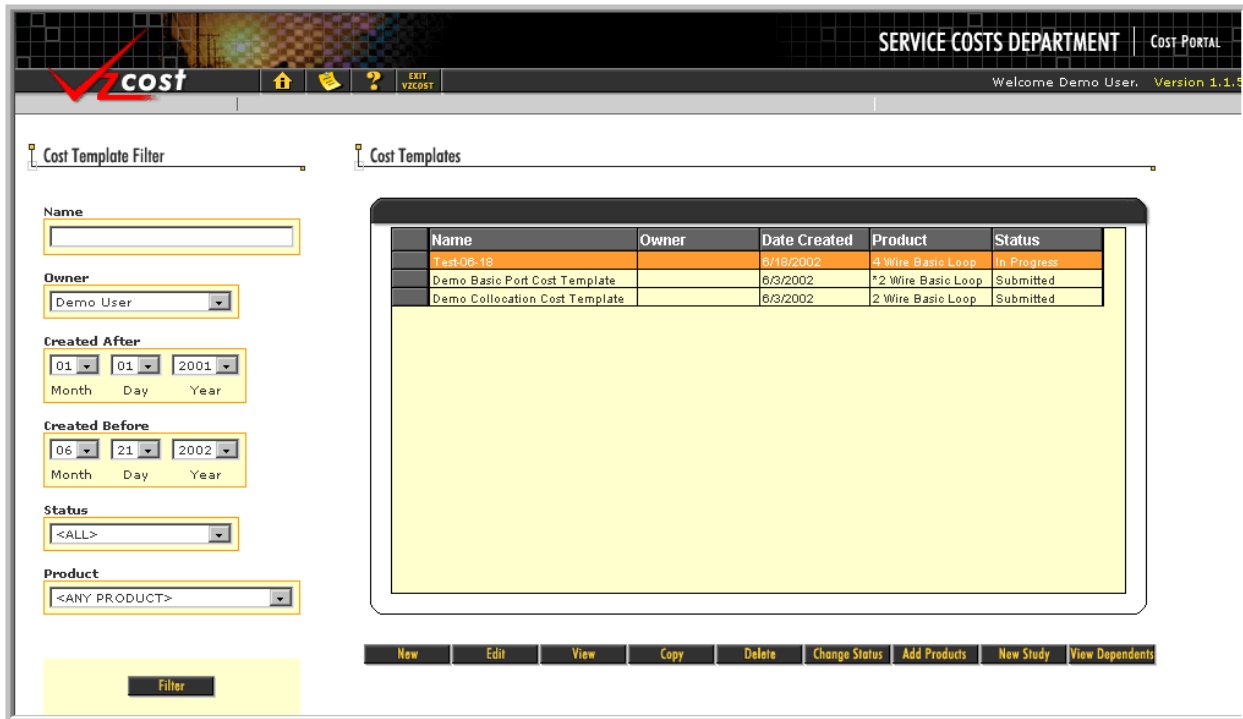
New (Insert) Edit Delete ▲ Move Up ▼ Move Down Insert Label Insert Prompt Copy  
 Move Above [▼] Move Save Cancel

Now that the cost template is complete, the user has two options.

- The user may press the 'Save' button ( Save ) to save the new cost template and return to the 'Cost Templates' screen.
- The user may press the 'Cancel' button ( Cancel ) to disregard all work and return to the 'Cost Templates' screen without saving anything.

## Section 9.2.2: Editing a Cost Template


As shown below, if the cost template contains multiple products, then the product name will be preceded by an asterisk in the 'Product' column. In such a case, the only product name that will be displayed is the first one alphabetically. Even though the product names may not be displayed, the user may still use filters and successfully sort on any of the included products.



The screenshot displays the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The 'Cost Template Filter' section on the left includes fields for Name, Owner (set to 'Demo User'), Created After (01/01/2001), Created Before (06/21/2002), Status (<ALL>), and Product (<ANY PRODUCT>). A 'Filter' button is located below these fields. The 'Cost Templates' table on the right lists three templates:

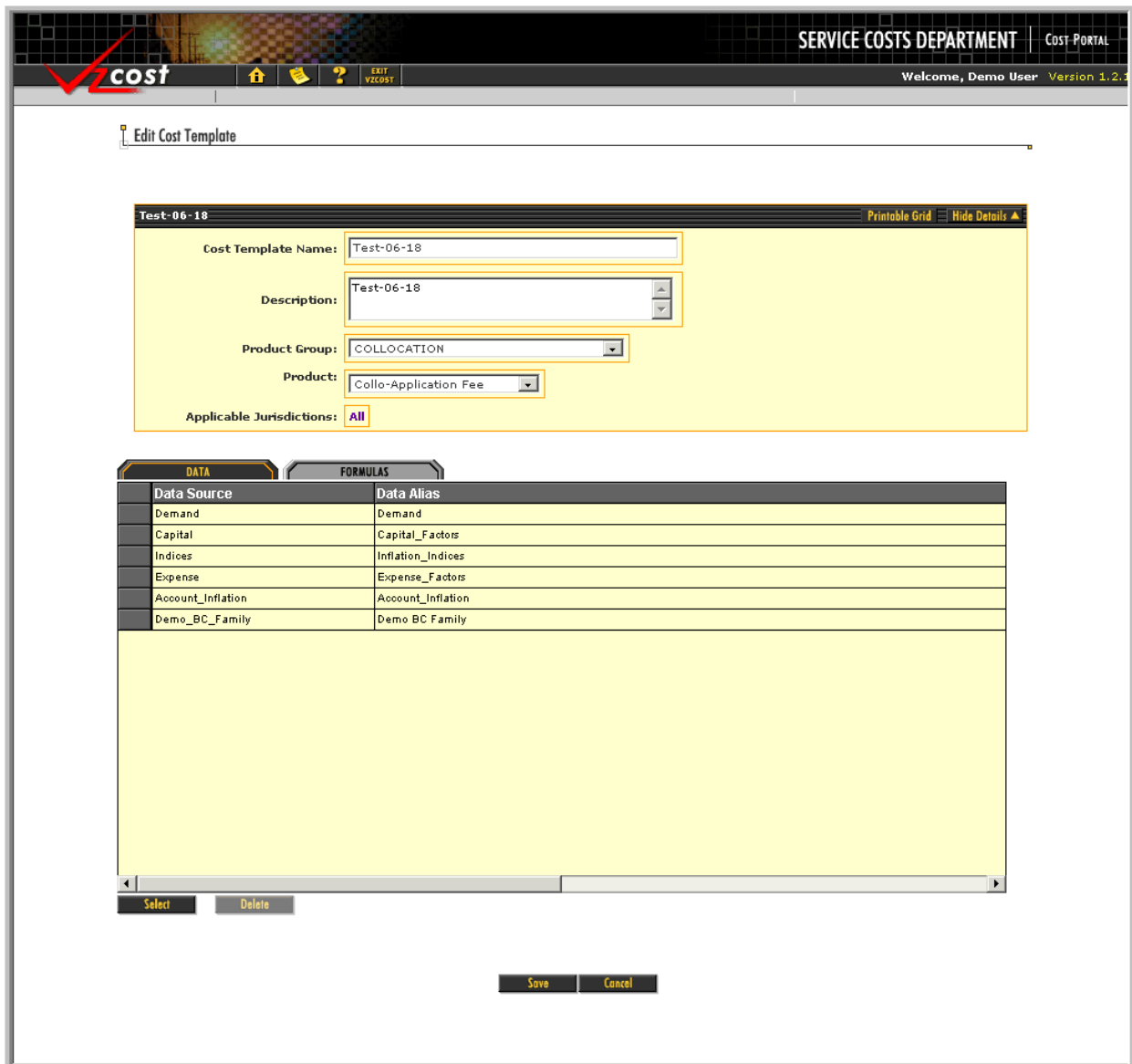
Name	Owner	Date Created	Product	Status
Test-06-18		6/18/2002	*4 Wire Basic Loop	In Progress
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted

At the bottom of the table, there is a row of buttons: New, Edit, View, Copy, Delete, Change Status, Add Products, New Study, and View Dependents. The 'Edit' button is highlighted in yellow.

To edit a cost template, the user should click on the template that needs to be edited, thus highlighting it, and then press the 'Edit' button (  ) at the bottom of the screen.

The 'Edit Cost Template' screen loads up and the bottom window defaults to the 'Data' tab. The user may be able to change any of the items at the top of the screen as long as they have not been used in a study. The user will also have two options available regardless of which tab is selected.

- The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the screen changes the grid in the bottom part of the screen into a printable version. This printable version shows all of the results from both tabs on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars and tabs to go through the data one page at a time, using a large number of pages when printing. Thus, the printable grid feature can save the user from wasting time and paper.
- At the top right corner of the screen, the 'Show Details' ( **Show Details ▼** ) and 'Hide Details' ( **Hide Details ▲** ) buttons will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown and the show button is visible when the fields are hidden.



**Test-06-18** Printable Grid Hide Details ▲

Cost Template Name:







Description:

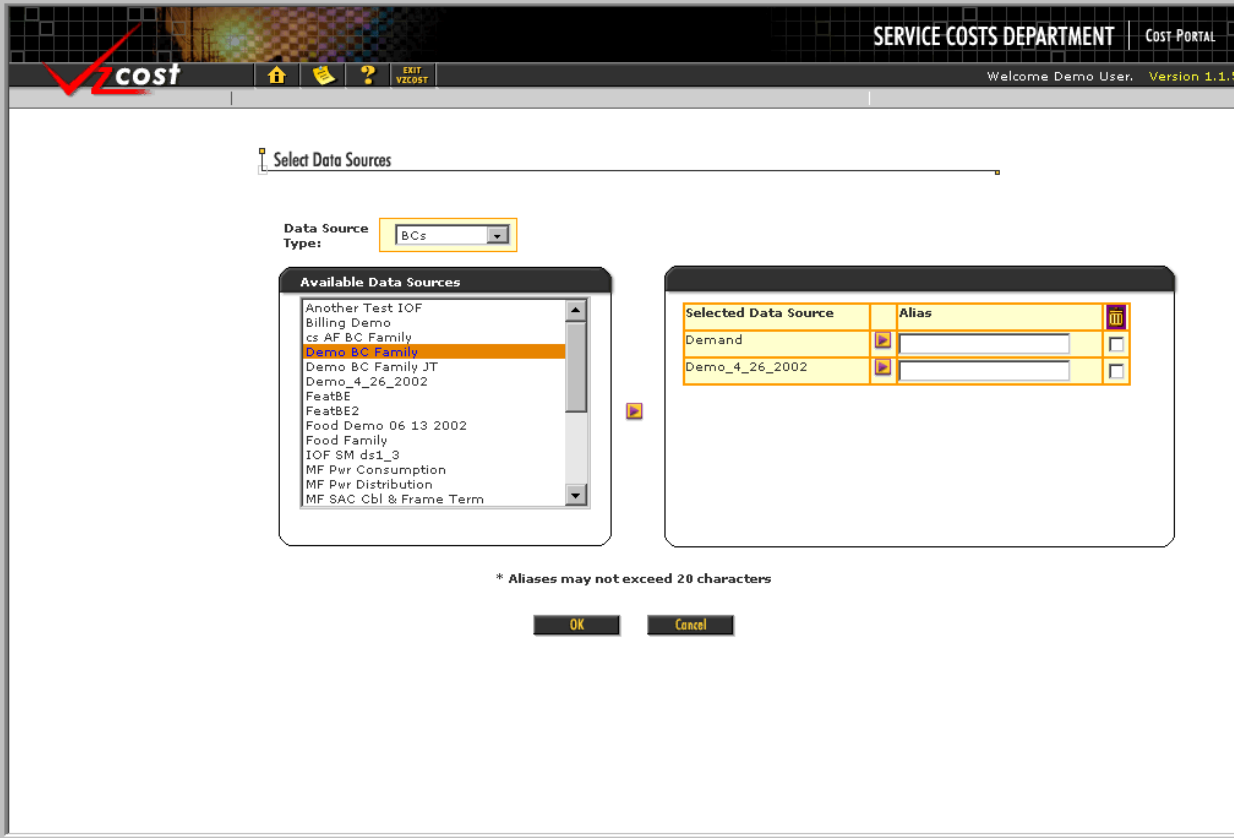
Product Group:

Product:

Applicable Jurisdictions:

Data Source	Data Alias
Demand	Demand
Capital	Capital_Factors
Indices	Inflation_Indices
Expense	Expense_Factors
Account_Inflation	Account_Inflation
Demo_BC_Family	Demo BC Family

The user will have two options within the 'Data' tab available at the bottom left corner of the screen. The user may press the 'Select' button (  ) to change or update all items on the data sources page. The user may click on a particular data source shown in the list on this page, thus highlighting it, and then press the 'Delete' button (  ). By doing this, the user is deleting the data source that was highlighted. If a user deletes a data source by mistake, the 'Cancel' button (  ) at the bottom, center of the page can be pressed to disregard all changes and to exit the edit function. If the user pressed the 'Select' button (  ), the 'Data Sources' screen loads up. At this point, the user may make any desired changes to this page. In the example below, the user has deleted the alias names in the window at the right and is using the edit function to assign new alias names. Once all of the required changes are complete, the user will press the 'OK' button (  ) to save the changes and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (  ) will disregard all changes and return the user to the previous screen.



Service Costs Department | COST PORTAL  
Welcome Demo User, Version 1.1.5


Select Data Sources

Data Source Type:

Available Data Sources	Selected Data Source	Alias
Another Test IOF	Demand	
Billing Demo	Demo_4_26_2002	
cs AF BC Family		
<b>Demo BC Family</b>		
Demo BC Family JT		
Demo_4_26_2002		
FeatBE		
FeatBE2		
Food Demo 06 13 2002		
Food Family		
IOF SM ds1_3		
MF Pwr Consumption		
MF Pwr Distribution		
MF SAC Cbl & Frame Term		

\* Aliases may not exceed 20 characters





Home Help EXIT VZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.2.2

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**Edit Cost Template**

**Test-06-18** Printable Grid | Hide Details ▲

Cost Template Name:

Description:

Product Group:

Product:

Applicable Jurisdictions:

DATA
FORMULAS

Formula Name	Formula ID	Formula
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRNY2)












New (Insert)
Edit
Delete
▲ Move Up
▼ Move Down
Insert Label
Copy

Move Above
▼
Move

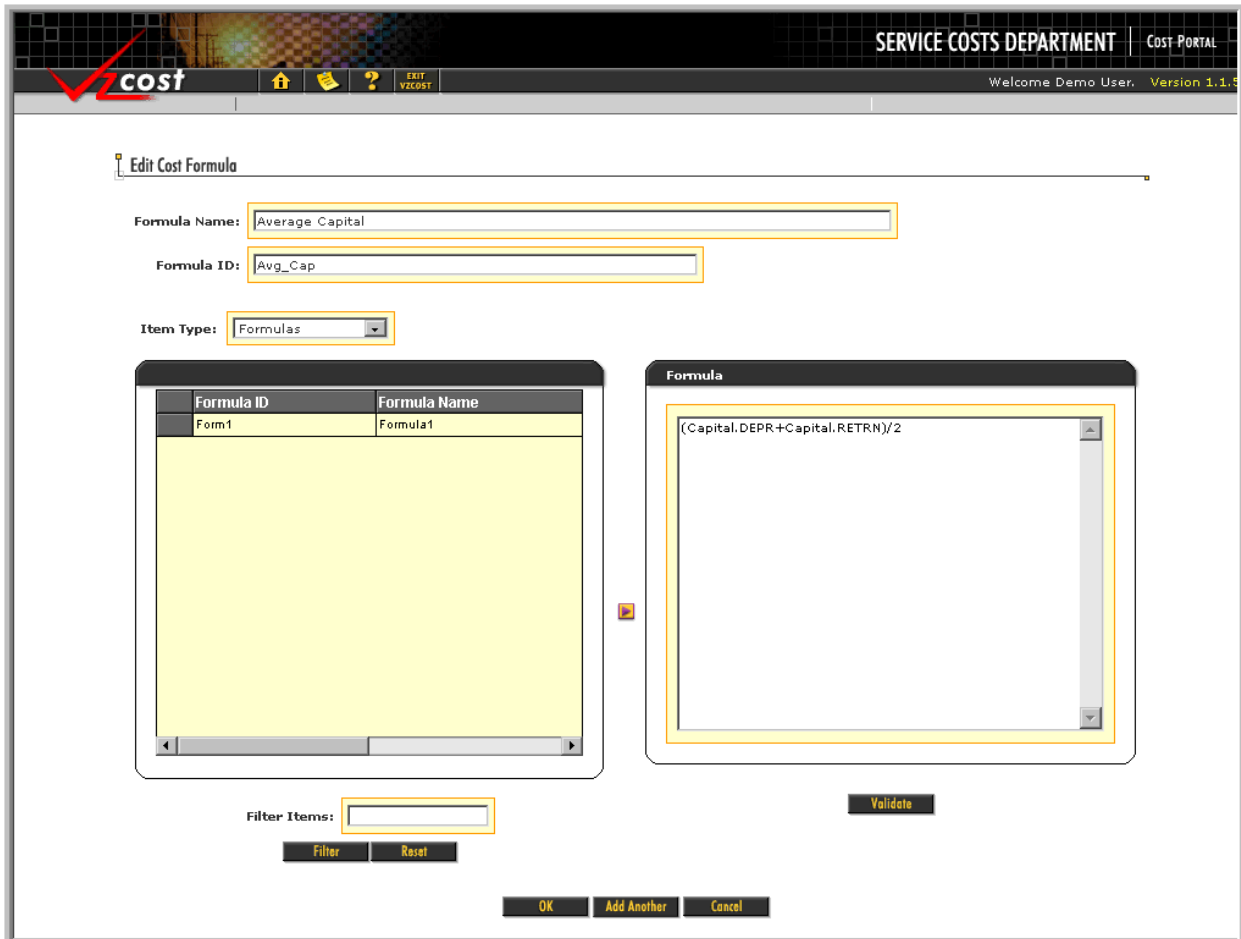
Save Cancel

On the 'Edit Cost Template' screen, the user can also click on the 'Formulas' tab. The user will have several options to choose from within this tab. Those options are listed on the next page.

As shown on the previous page, the 'Formulas' tab offer the user the following options to choose from:

- The 'New (Insert)' button (  ) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in [the previous subsection](#). If no formulas are highlighted when this button is pressed, then the new formula that will be created will appear at the bottom of the list of formulas on the 'Edit Cost Template' screen. However, if the user highlights a formula before pressing the 'New (Insert)' button (  ), then the new formula that is created will appear immediately above the formula that was highlighted on the 'Edit Cost Template' screen.
- The user may edit a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (  ).
- The user may delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Delete' button (  ). If a user deletes a formula by mistake, the 'Cancel' button (  ) at the bottom, center of the page can be pressed to disregard all changes and exit the edit function.
- The 'Move Up' button (  ) and the 'Move Down' button (  ) remain available, as described in [the previous subsection](#), in case the user needs to rearrange the formula groupings.
- The 'Insert Label' button (  ) remains available, as described in [the previous subsection](#), in case the user needs to assign a label to either a formula or a grouping of formulas.
- The 'Insert Prompt' button (  ) remains available, as described in [the previous subsection](#), in case the user needs to select specific investment values at study run time.
- The 'Copy' button (  ) remains available, allowing the user to copy an existing formula for use within a new formula as described in [the previous subsection](#).
- The 'Move' button (  ) which includes the 'Move Above' field remains available, as described in [the previous subsection](#), in case the user wants to move a formula to a specific spot in the formula list.

If the user chose to edit a particular formula, the 'Edit Cost Formula' screen will load up. If needed, the user may change the two fields at the top of the screen, filter the formula IDs at the left, and make changes to the formula in the formula box on the right. If changes were made to the formula box on the right, the user will need to press the 'Validate' button ( **Validate** ) to make certain that the syntax of the formula is mathematically correct. If the formula validates properly, the word 'VALID' will appear above the formula box. Please note that the validate function does not verify that the data in the formulas were chosen correctly.



**Edit Cost Formula**

Formula Name:

Formula ID:

Item Type:

Formula ID	Formula Name
Form1	Form1

Formula:

Filter Items:

**Filter** **Reset** **Validate** **OK** **Add Another** **Cancel**

Once the user has finished editing the formula, three options will be available.

- The user can press the 'OK' button ( **OK** ) which will save the formula and return to the 'Edit Cost Template' screen where the 'Formula' tab will remain active.
- The user can press the 'Add Another' button ( **Add Another** ) which will save the formula and reset the existing screen so that another formula can be created.
- The user can press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'Edit Cost Template' screen where the 'Formula' tab will remain active.

SERVICE COSTS DEPARTMENT

COST PORTAL

VZcost

Welcome, Demo User    Version 1.2.3

Test-06-18 Printable Grid   Hide Details ▲

Cost Template Name:

Description:

Product Group:

Product:

Applicable Jurisdictions:

DATA
FORMULAS

Formula Name	Formula ID	Formula
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)*Abs(Demand.BUS+ Demand.RES)
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRNY2)


New (Insert)   Edit   Delete   ▲ Move Up   ▼ Move Down   Insert Label   Copy

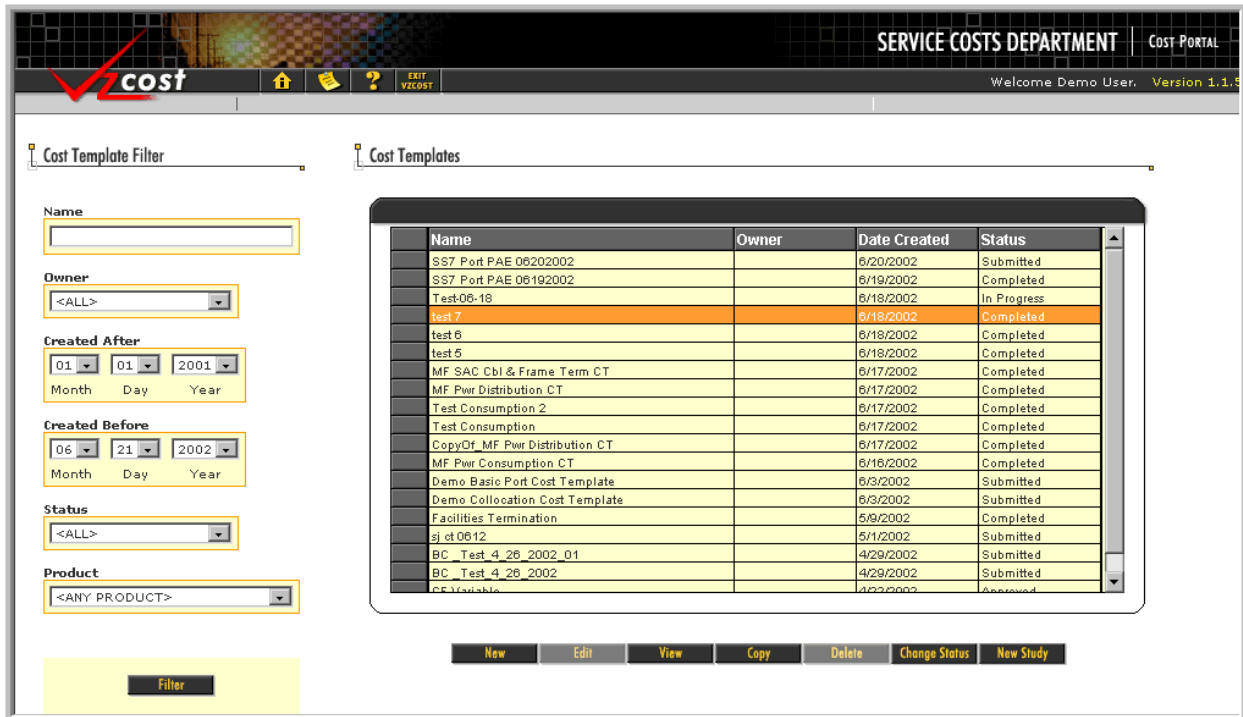
Move Above    Move

Once the user has returned to the 'Edit Cost Template' screen, the user will have two options:

- The user may press the 'Save' button (  ) to save the cost template and return to the 'Cost Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'Cost Templates' screen without saving anything.

### Section 9.2.3: Viewing the Inputs of a Cost Template

The user may use filters, as described in [section 4.4](#), to limit or expand the list of cost templates that are displayed on the screen. All cost templates that meet the filtered criteria will be displayed on the screen. To view the template, the user will click on the correct template to highlight it and then press the 'View' button (  ) to continue.



The screenshot shows the Verizon Cost Portal interface. The top navigation bar includes the Verizon Cost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User, Version 1.1.5'.

The main content area is divided into two sections: 'Cost Template Filter' and 'Cost Templates'.

**Cost Template Filter:**

- Name:** A text input field.
- Owner:** A dropdown menu with '<ALL>' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (06), Day (21), and Year (2002).
- Status:** A dropdown menu with '<ALL>' selected.
- Product:** A dropdown menu with '<ANY PRODUCT>' selected.


**Cost Templates:**

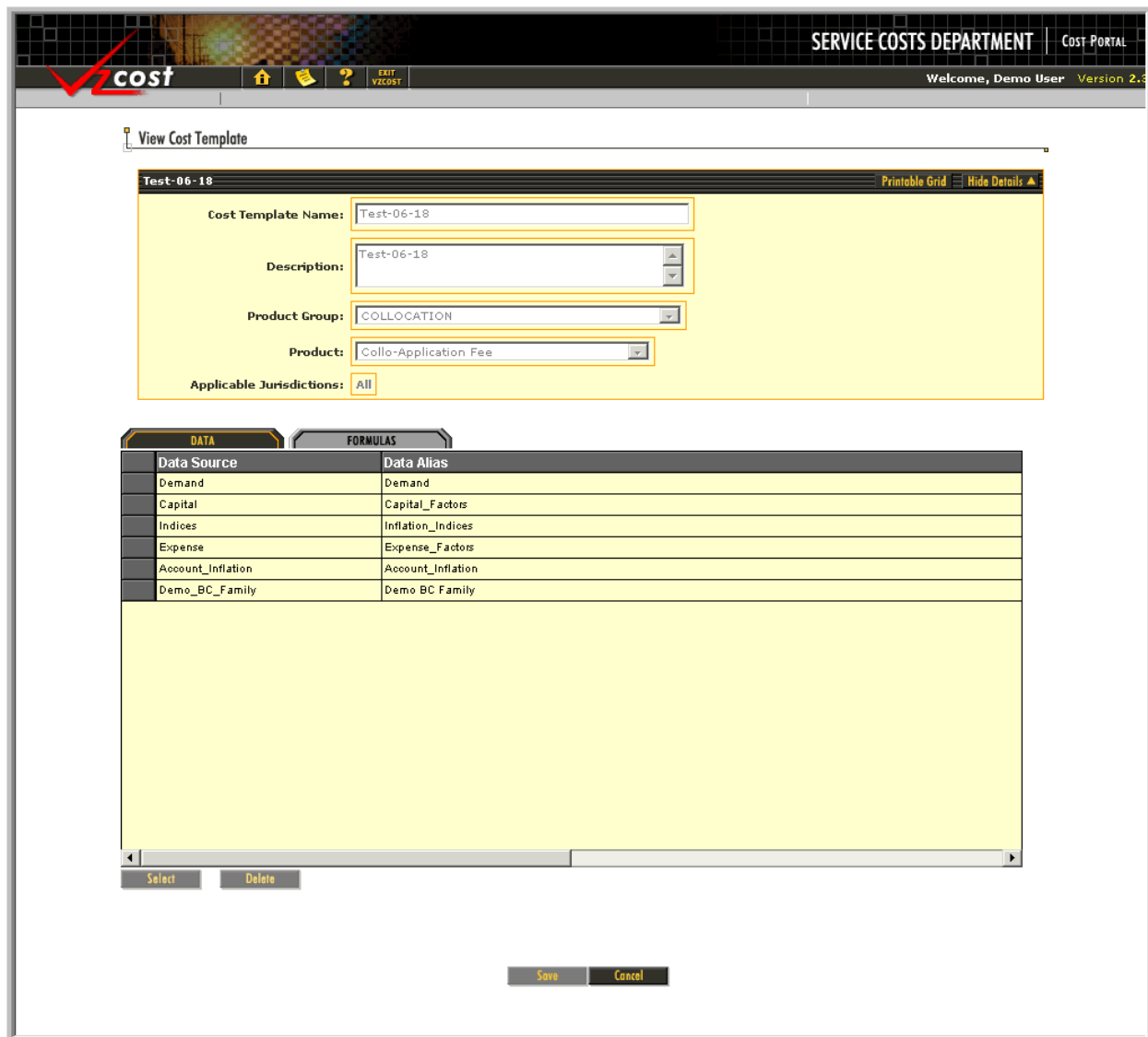
Name	Owner	Date Created	Status
SS7 Port PAE 06202002		6/20/2002	Submitted
SS7 Port PAE 06192002		6/19/2002	Completed
Test-06-18		6/18/2002	In Progress
test 7		6/18/2002	Completed
test 6		6/18/2002	Completed
test 5		6/18/2002	Completed
MF SAC Cbl & Frame Term CT		6/17/2002	Completed
MF Pwr Distribution CT		6/17/2002	Completed
Test Consumption 2		6/17/2002	Completed
Test Consumption		6/17/2002	Completed
CopyOf_MF Pwr Distribution CT		6/17/2002	Completed
MF Pwr Consumption CT		6/16/2002	Completed
Demo Basic Port Cost Template		6/3/2002	Submitted
Demo Collocation Cost Template		6/3/2002	Submitted
Facilities Termination		5/9/2002	Completed
sj ct 0612		5/1/2002	Submitted
BC_Test_4_26_2002_01		4/29/2002	Submitted
BC_Test_4_26_2002		4/29/2002	Submitted
CF Variable		4/23/2002	Approved

At the bottom of the 'Cost Templates' section, there is a row of buttons: New, Edit, View, Copy, Delete, Change Status, and New Study. The 'View' button is highlighted.

A 'Filter' button is located at the bottom left of the 'Cost Template Filter' section.

Please notice that, as shown above, if a user has highlighted a template that is owned by someone else, then some of the functions will not be available, however, the view function will be available regardless of ownership status.

Once the 'View' button (  ) has been pressed, the 'View Cost Template' screen loads up as shown below. On this screen, the user may view the data information or the formulas information by selecting the appropriate tab.



Test-06-18 Printable Grid Hide Details ▲

Cost Template Name:


Description:

Product Group:

Product:

Applicable Jurisdictions:

Data Source	Data Alias
Demand	Demand
Capital	Capital_Factors
Indices	Inflation_Indices
Expense	Expense_Factors
Account_Inflation	Account_Inflation
Demo_BC_Family	Demo BC Family

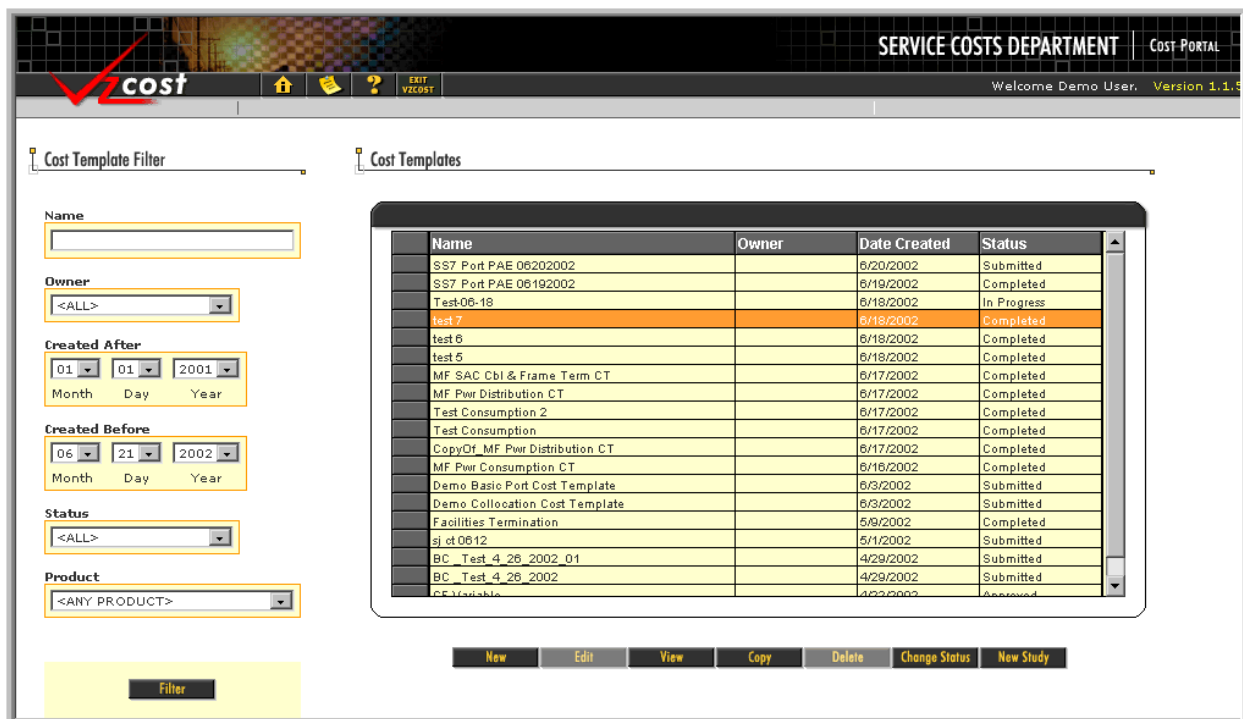
When this screen is no longer needed, the user will press the 'Cancel' button (  ) at the bottom of the screen to return to the 'Cost Templates' screen.

## Section 9.2.4: Copying a Cost Template


At some point in time a user may decide to copy a cost template. Usually this would be done under one of two scenarios.

1. The user will not be able to modify or delete a cost template if it has been used in a cost study that has already been run.
2. The user would like to edit another user's cost template for whatever reason, which is not possible.


In both of these scenarios, the user could make a copy of the existing cost template. The user may use this copy as needed.

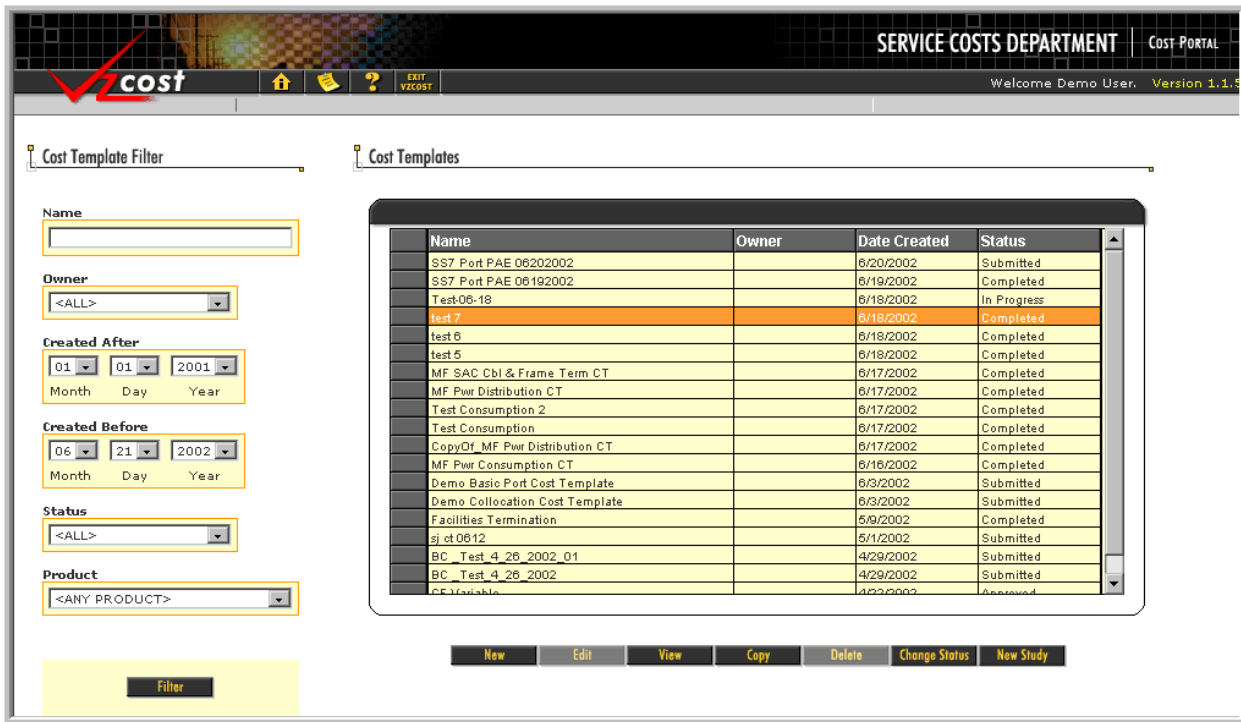


Name	Owner	Date Created	Status
SS7 Port PAE 06202002		6/20/2002	Submitted
SS7 Port PAE 06192002		6/19/2002	Completed
Test-06-18		6/18/2002	In Progress
test 7		6/18/2002	Completed
test 6		6/18/2002	Completed
test 5		6/18/2002	Completed
MF SAC Cbl & Frame Term CT		6/17/2002	Completed
MF Pwr Distribution CT		6/17/2002	Completed
Test Consumption 2		6/17/2002	Completed
Test Consumption		6/17/2002	Completed
CopyOf_MF Pwr Distribution CT		6/17/2002	Completed
MF Pwr Consumption CT		6/16/2002	Completed
Demo Basic Port Cost Template		6/3/2002	Submitted
Demo Collocation Cost Template		6/3/2002	Submitted
Facilities Termination		5/9/2002	Completed
sj ct 0612		5/1/2002	Submitted
BC_Test_4_26_2002_01		4/29/2002	Submitted
BC_Test_4_26_2002		4/29/2002	Submitted
CF Variable		4/29/2002	Approved

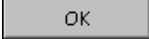
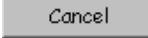
The user will click on the cost template that needs to be copied, thus highlighting it, and then press the 'Copy' button (  ). Please notice that the system not only creates a copy of the template, but it also creates a new name by appending the words "CopyOf\_" in front of the old cost template's name. In the example shown above, the user would like to modify another user's template. The user cannot do this so the user copies it instead. The user will be able to modify the copy as needed. If so desired, the user can edit the cost template's name by using the edit function described in [section 9.2.2](#).

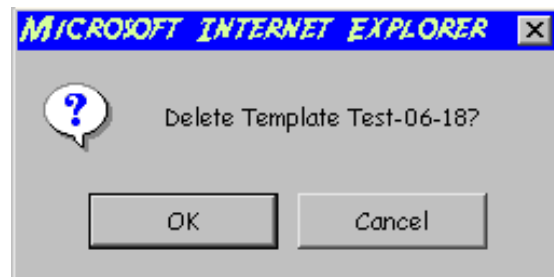
## Section 9.2.5: Deleting a Cost Template

If the user wishes to delete a cost template, that user should click on that template to highlight it. Next, the user should press the 'Delete' button (  ).




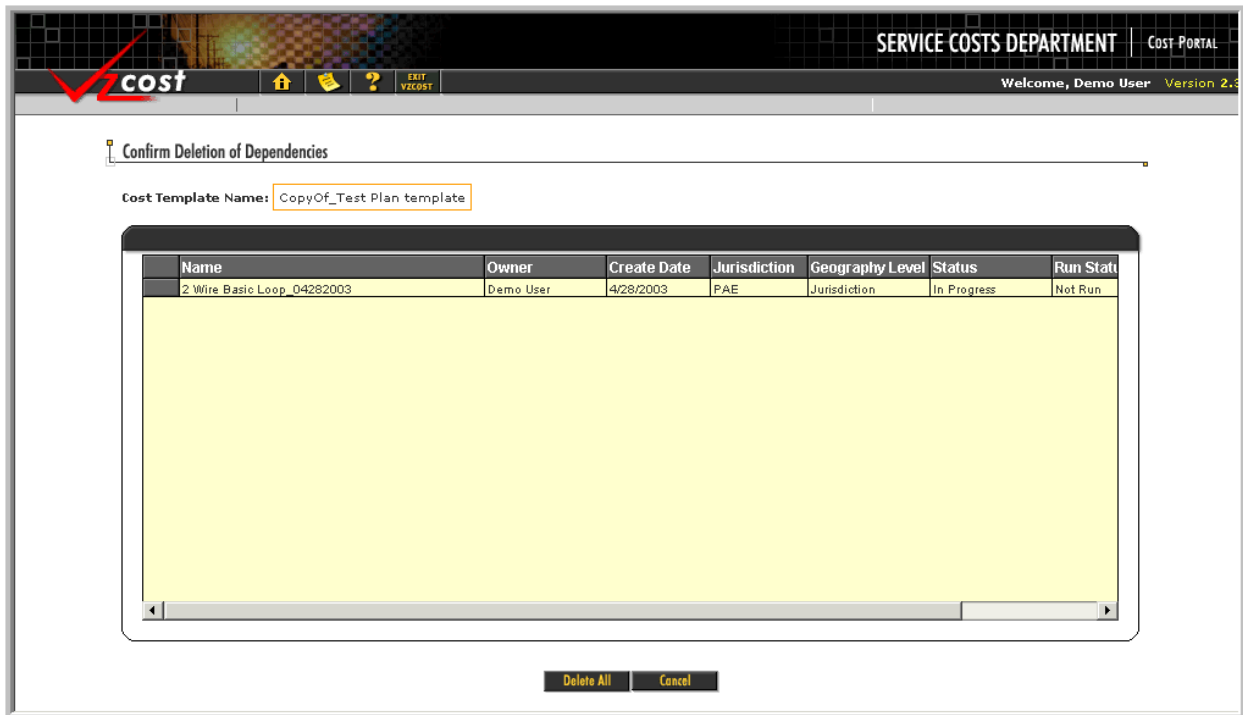
Name	Owner	Date Created	Status
SS7 Port PAE 06202002		6/20/2002	Submitted
SS7 Port PAE 06192002		6/19/2002	Completed
Test-06-18		6/18/2002	In Progress
test 7		6/18/2002	Completed
test 6		6/18/2002	Completed
test 5		6/18/2002	Completed
MF SAC Cbl & Frame Term CT		6/17/2002	Completed
MF Pwr Distribution CT		6/17/2002	Completed
Test Consumption 2		6/17/2002	Completed
Test Consumption		6/17/2002	Completed
CopyOf_MF Pwr Distribution CT		6/17/2002	Completed
MF Pwr Consumption CT		6/16/2002	Completed
Demo Basic Port Cost Template		6/3/2002	Submitted
Demo Collocation Cost Template		6/3/2002	Submitted
Facilities Termination		5/9/2002	Completed
sj ct 0612		5/1/2002	Submitted
BC_Test_4_26_2002_01		4/29/2002	Submitted
BC_Test_4_26_2002		4/29/2002	Submitted
BC Testable		4/29/2002	Approved

Before deleting the run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the template or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Cost Templates' screen.









Please note that the template can not be deleted once if it has a status level of approved or higher. Also, if another user has created a study using this template, the user will not be able to delete it. However, if the user creates a cost study off of this template and neither the template or the run have a status level of approved or higher, then the user will have another option. Once the user presses the 'OK' button (  ) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

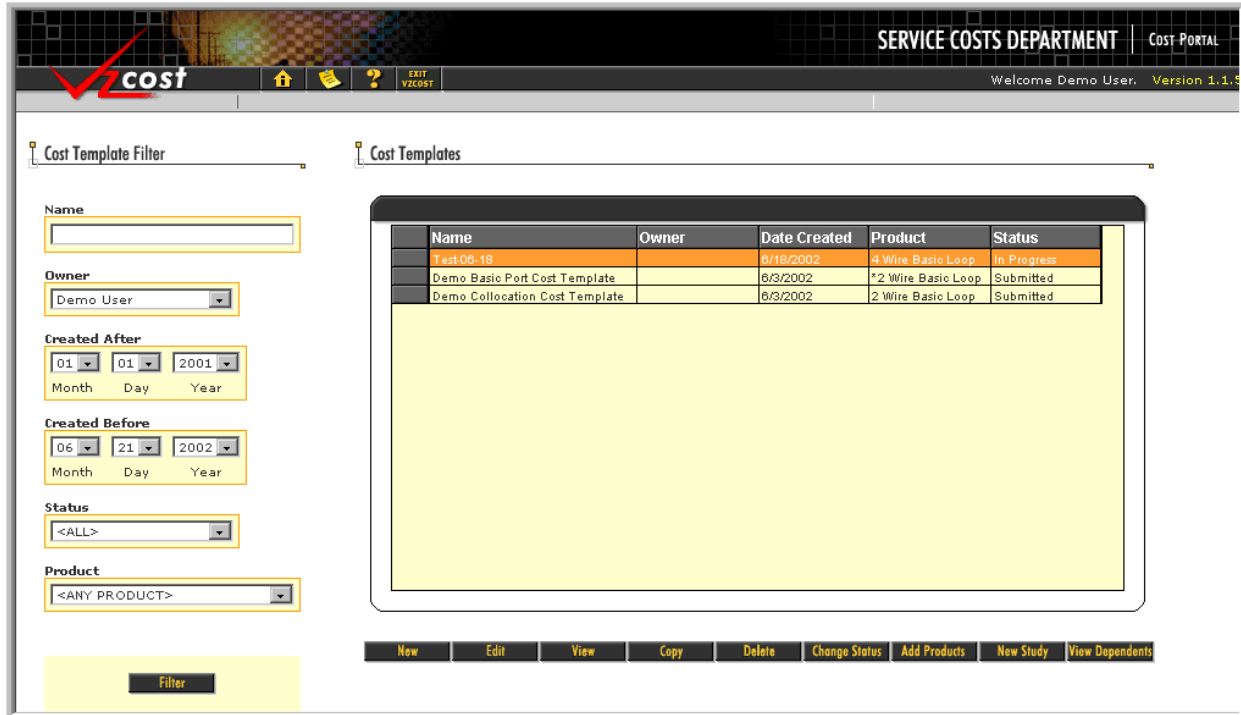


The user will have two options on this screen.

1. The user may press the 'Delete All' button (  ) which will delete the template and all related dependencies. When this button is pressed, the system will ask the user to confirm that the chosen template and all related dependencies should be deleted.
2. The user may press the 'Cancel' button (  ) to cancel the deletion request and return to the 'Cost Templates' screen.

## Section 9.2.6: Changing the Status of a Cost Template

To change the status of a cost template, the user will click on a template to highlight it and then press the 'Change Status' button (  ). A screen that is very similar to the 'Edit Cost Template' screen loads up. The user may select from the drop down menu next to the 'Status' field by pressing the button (  ) at the right of the field.



**Cost Template Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Product:

**Cost Templates**

Name	Owner	Date Created	Product	Status
Test-06-18		6/18/2002	4 Wire Basic Loop	In Progress
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted

**Filter**

**Toolbar:** New Edit View Copy Delete Change Status Add Products New Study View Dependents

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.2.3

---

Change Status - Cost Template

**Test-06-18**

Cost Template Name:   
 Description:   
 Product Group:   
 Product:   
 Applicable Jurisdictions:   
 Status:


DATA

FORMULAS

Data Source	Data Alias
Demand	Demand
Capital	Capital_Factors
Indices	Inflation_Indices
Expense	Expense_Factors
Account_Inflation	Account_Inflation
Demo_BC_Family	Demo BC Family

There may be up to seven status options available. Below is a description of those options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner. Cost studies may be built from these items, however, the status level of each study can not exceed the status level of the associated template. Therefore, only the data owner may see these studies.
3. **Completed:** Completed items can be seen by anyone but are not awaiting approval. Runs built off of these items can be see by anyone, however, the status level of each run can not exceed the status level of the template that it is associated with.
4. **Submitted:** Submitted items are completed items that are awaiting approval.
5. **Approved:** Approved items may now be used in all applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not edited further or deleted.



HOME HELP EXIT VZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.2.3

**Change Status - Cost Template**

**Test-06-18**

Cost Template Name:

Description:

Product Group:

Product:

Applicable Jurisdictions:

Status:



DATA
FORMULAS

Data Source	Data Alias
Demand	Demand
Capital	Capital_Factors
Indices	Inflation_Indices
Expense	Expense_Factors
Account_Inflation	Account_Inflation
Demo_BC_Family	Demo BC Family

New
Delete

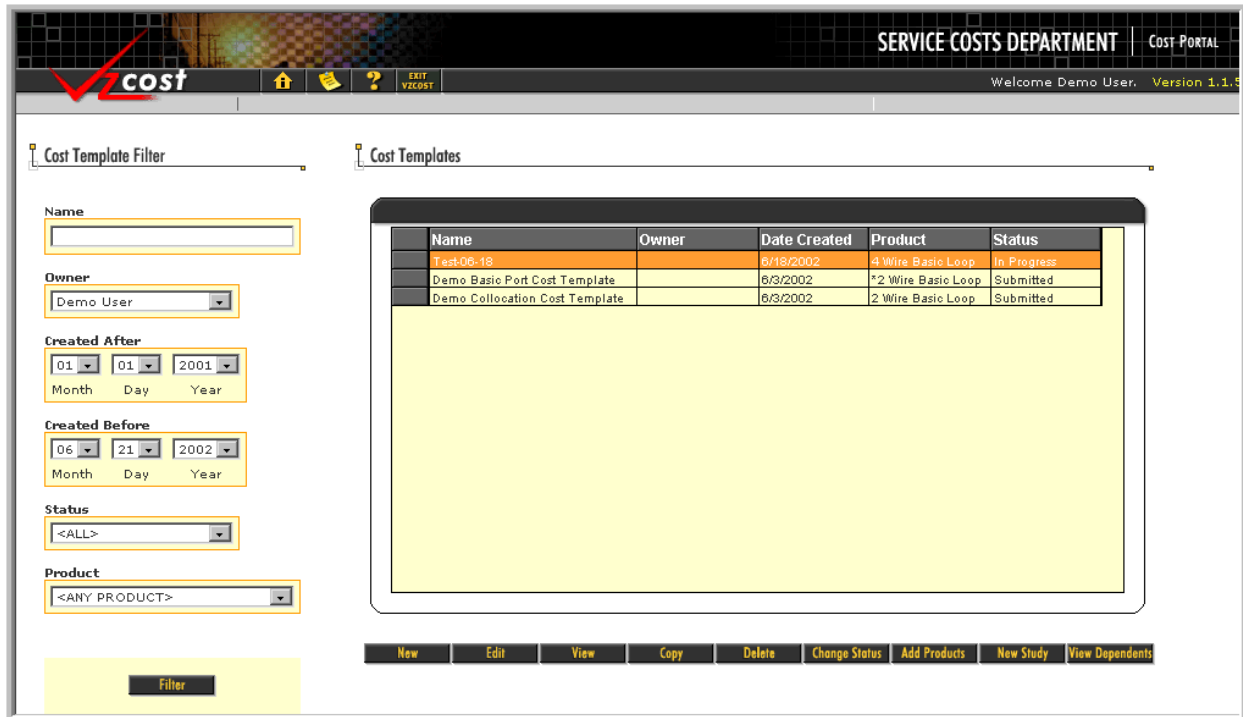
Save
Cancel

Once the user changed the status, two options will be available:

- The user may press the 'Save' button (  ) to save the cost template and return to the 'Cost Templates' screen.
- The user may press the 'Cancel' button (  ) to disregard all work and return to the 'Cost Templates' screen without saving anything.

## Section 9.2.7: Adding Products to a Cost Template

The user may choose to add more products to an existing cost template. This can be done at any time, even after cost studies have already used the template. To use this feature, this user must locate the needed cost template, click on that template to highlight it, and then press the 'Add Products' button ( **Add Products** ).



The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The 'Cost Template Filter' section on the left includes fields for Name, Owner (Demo User), Created After (01/01/2001), Created Before (06/21/2002), Status (<ALL>), and Product (<ANY PRODUCT>). A 'Filter' button is located below these fields. The 'Cost Templates' section on the right displays a table with the following data:

Name	Owner	Date Created	Product	Status
Test-06-18		6/18/2002	4 Wire Basic Loop	In Progress
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted

Below the table is a toolbar with buttons: New, Edit, View, Copy, Delete, Change Status, Add Products, New Study, and View Dependents.

On the 'Add Products' screen, shown below, the only changes that can be made are the addition of new products or the removal of existing products for which no cost studies have been run. To either add or remove products, the user will press the 'Select Products' button ( **Select Products** ).

**CopyOf\_External Demo 4\_01\_03 WC**

Cost Template Name: CopyOf\_External Demo 4\_01\_03 WC

Description: External Demonstration 4-01-03 WC








Products: 4 Wire Basic Loop **Select Products**

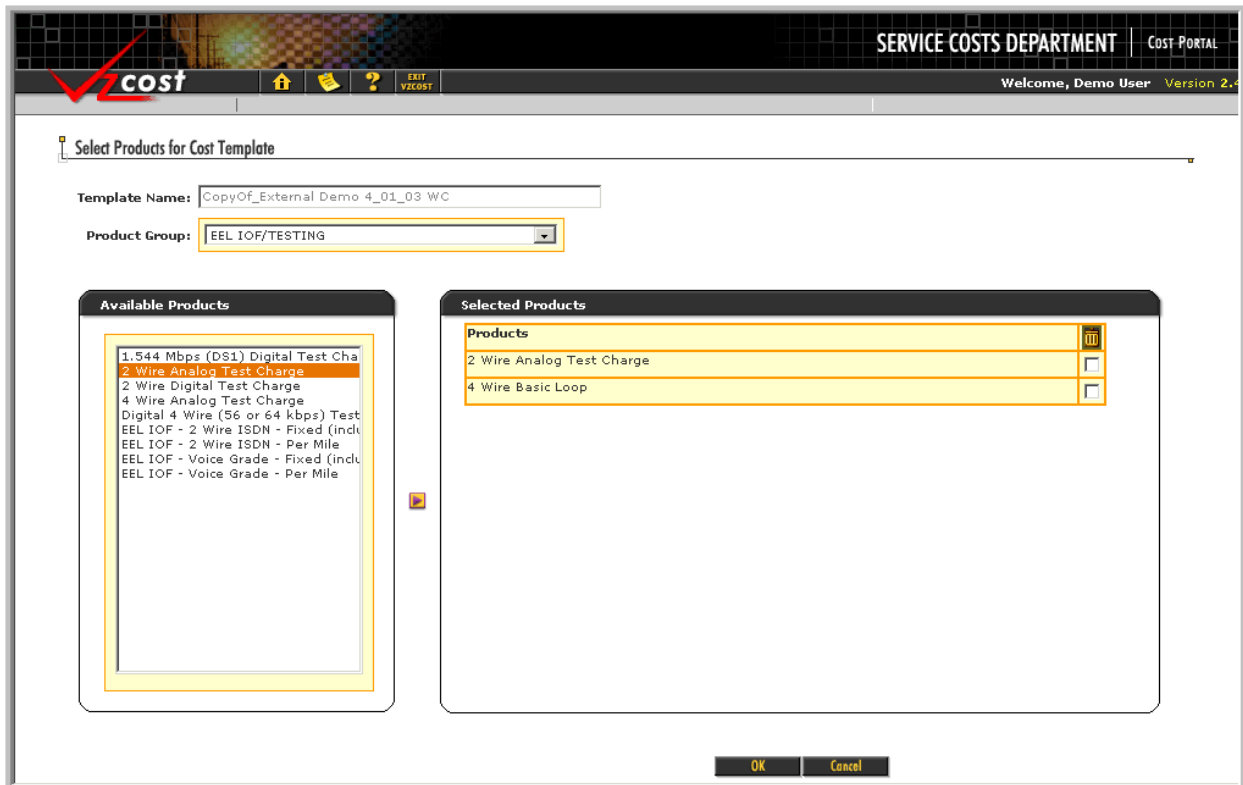
Applicable Jurisdictions: All

DATA		FORMULAS	
Data Source		Data Alias	
Capital_Factors		Capital_Factors	
Inflation_Indices		Indices	
Expense_Factors		Expense_Factors	
Loading_Factors		Loading_Factors	
Account_Inflation		Account_Inflation	
Property_Taxes		Property_Taxes	
RTU_Factor		RTU_Factor	
Expense_Results		Expense_Results	
External Demo_2W_BC		Loop_Elements	

Select Delete

Save Cancel

To add a product on the 'Select Products for Cost Template' screen, shown below, the user must make a selection from the associated with the 'Product Group' field. This menu may be accessed by pressing the button (  ) at the right side of the field. Once a selection has been made, a list of available products within that product group will appear in the window on the left side of the screen. To select a product, the user will click on that product to highlight it and then press the button (  ) between the two windows. To delete a previously selected product or to remove a product that has just been selected, click on the box (  ) which is located at the right of the row, beneath the trashcan icon (  ) and then click on the trashcan icon (  ) to continue. The system will not allow the user to delete a product that has been used as a part of a cost study run. Once the user has finished adding or deleting products, the 'OK' button (  ) will be pressed to save the changes that have been made and return to the 'Add Products' screen. However, if the user wishes, all changes may be discarded by pressing the 'Cancel' button (  ).





The screenshot displays the 'Select Products for Cost Template' interface. At the top, the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' are visible. The 'Template Name' is 'CopyOf\_External Demo 4\_01\_03 WC' and the 'Product Group' is 'EEL IOF/TESTING'. The 'Available Products' list includes:

- 1. 544 Mbps (DS1) Digital Test Charge
- 2. Wire Analog Test Charge
- 2 Wire Digital Test Charge
- 4 Wire Analog Test Charge
- Digital 4 Wire (56 or 64 Kbps) Test Charge
- EEL IOF - 2 Wire ISDN - Fixed (incl. Int'l)
- EEL IOF - 2 Wire ISDN - Per Mile
- EEL IOF - Voice Grade - Fixed (incl. Int'l)
- EEL IOF - Voice Grade - Per Mile



The 'Selected Products' list contains:

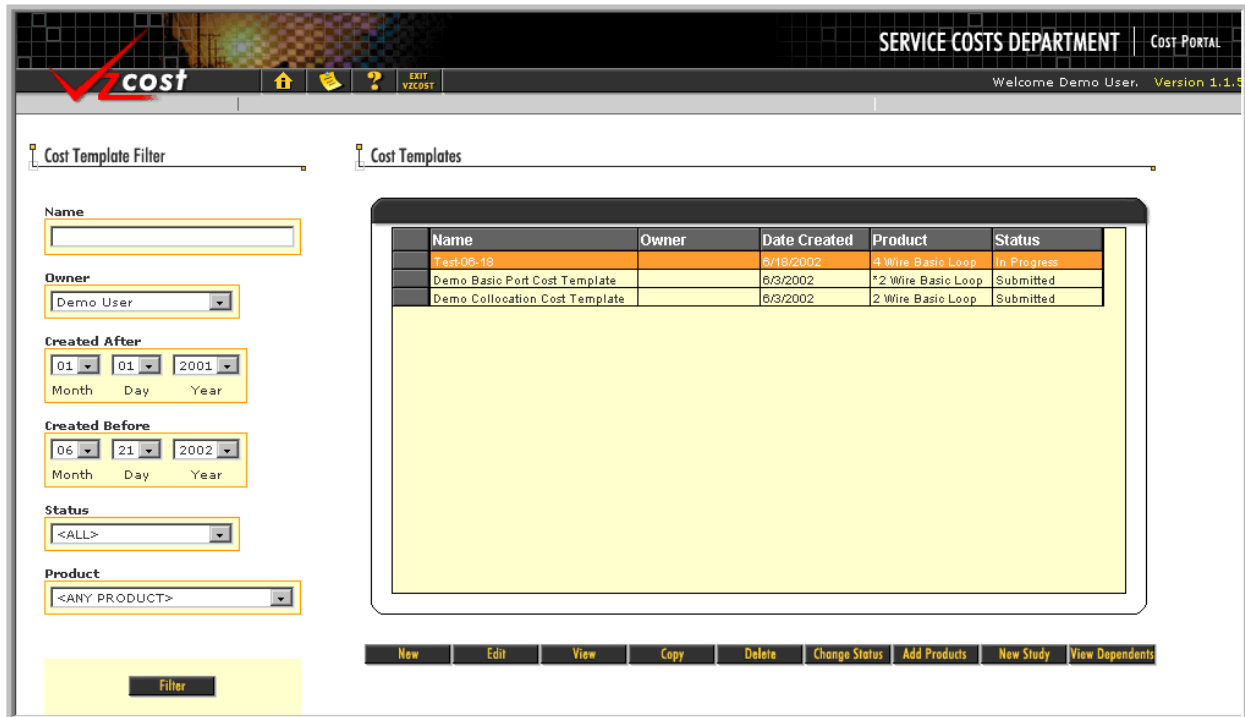
- 2 Wire Analog Test Charge
- 4 Wire Basic Loop

Buttons for 'OK' and 'Cancel' are located at the bottom right of the window.

Once the user has been returned to the 'Add Products' screen, two options will be available. The user may save the cost template by pressing the 'Save' button (  ). The user may also choose to disregard any product additions or deletions that have been made by pressing the 'Cancel' button (  ).

## Section 9.2.8: New Study

The 'New Study' button (  ) was designed as a bridging point between the cost templates and cost studies sections in VzCost. Creating a cost study is the next step after creating a cost template. This button links the user to the next step so that the user, if so desired, may avoid returning to the 'Home Page' prior to creating a cost study. This button will only link to a standalone cost study, and not to a cost study for a filing. To use this function, the user will press the 'New Study' button (  ).



The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The user is logged in as 'Demo User' (Version 1.1.9). The main content area is divided into two sections: 'Cost Template Filter' and 'Cost Templates'.

**Cost Template Filter:**

- Name:** Text input field.
- Owner:** Dropdown menu with 'Demo User' selected.
- Created After:** Date selection (Month: 01, Day: 01, Year: 2001).
- Created Before:** Date selection (Month: 06, Day: 21, Year: 2002).
- Status:** Dropdown menu with '<ALL>' selected.
- Product:** Dropdown menu with '<ANY PRODUCT>' selected.
- Filter:** Button to apply the filters.

**Cost Templates:**

Name	Owner	Date Created	Product	Status
Test-06-18		6/18/2002	4 Wire Basic Loop	In Progress
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Submitted
Demo Collocation Cost Template		6/3/2002	2 Wire Basic Loop	Submitted

Below the table is a toolbar with the following buttons: New, Edit, View, Copy, Delete, Change Status, Add Products, New Study, View Dependents.



The 'New Standalone Cost Study' screen loads up and the user is ready to complete this cost study as described in [section 9.3.1](#) of this document.

SERVICE COSTS DEPARTMENT | COST PORTAL

Welcome Demo User. Version 1.1.8

**New Cost Study - Standalone**

**Collo-Application Fee\_06202002**

Name:

Description:

Cost Template:

Product:

Tariff Name:

Jurisdiction:  Select Subset

Geography Level:  Group By

**Assumptions** Select

Assumption	Assumption Value
Annual/Monthly Cost	
Cost of Money	
Economic Scenario	
Filing Type	
First Year of Study	
Inflate Through Plan Period	
Life Scenario	
Methodology	
Recurring / Non-Recurring	
Study Period	
Study Type	

**Data Versions** Select

Data Source	Version
Demo BC Family	
Account_Inflation	
Capital_Factors	
Demand	
Expense_Factors	
Inflation_Indices	

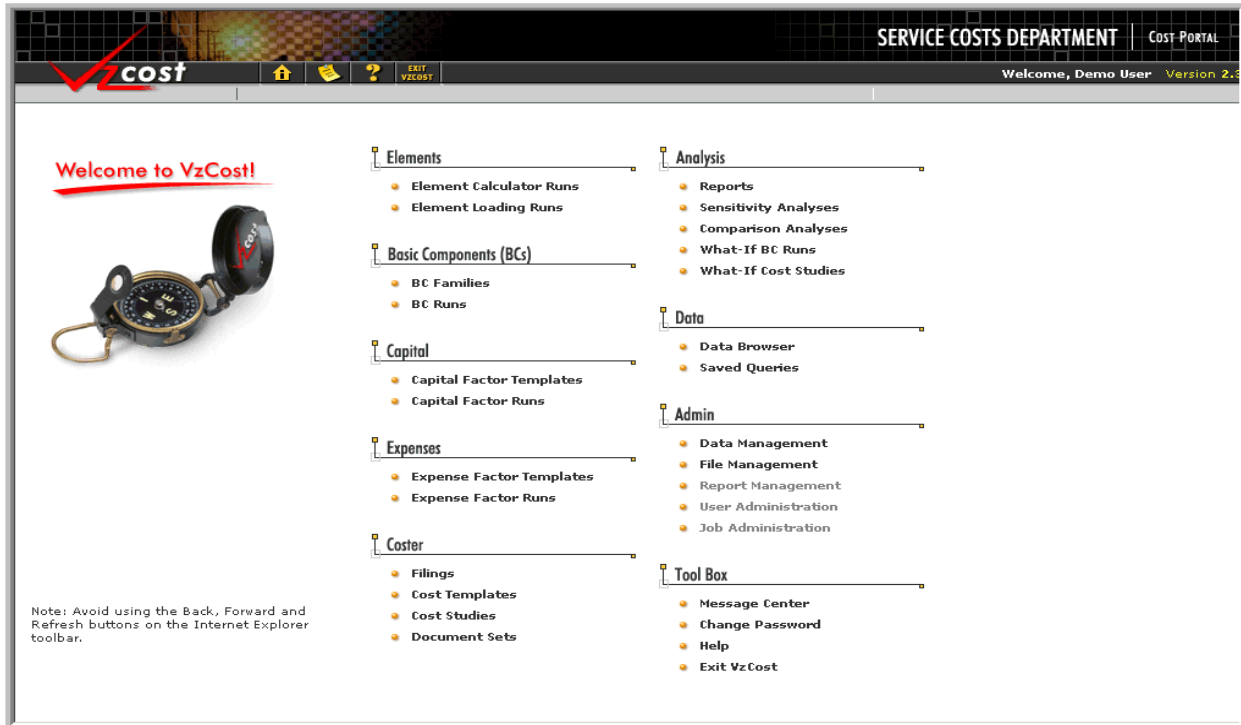
Run
Save
Cancel

Please note that, if the user does not complete the run, then the 'Save' button ( **Save** ) may be used to save the cost study or the 'Cancel' button ( **Cancel** ) may be used to disregard all entries on the page. If the user does so, the system will route the user back to the 'Cost Studies' screen shown below and not back to the 'Cost Templates' screen.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
------	-------	--------------	--------------	-----------------	----------

### Section 9.3: Cost Studies

In VzCost, there are two types of cost studies. Standalone cost studies are cost studies in which the study will NOT be a part of a filing. The analyst makes all of the decisions related to this type of cost study. A cost study for a filing is a cost study that will be included as a part of a filing. In this type of study, the Project Manager makes a majority of the selections to provide quality control, thus ensuring that the cost studies are created in a consistent manner.

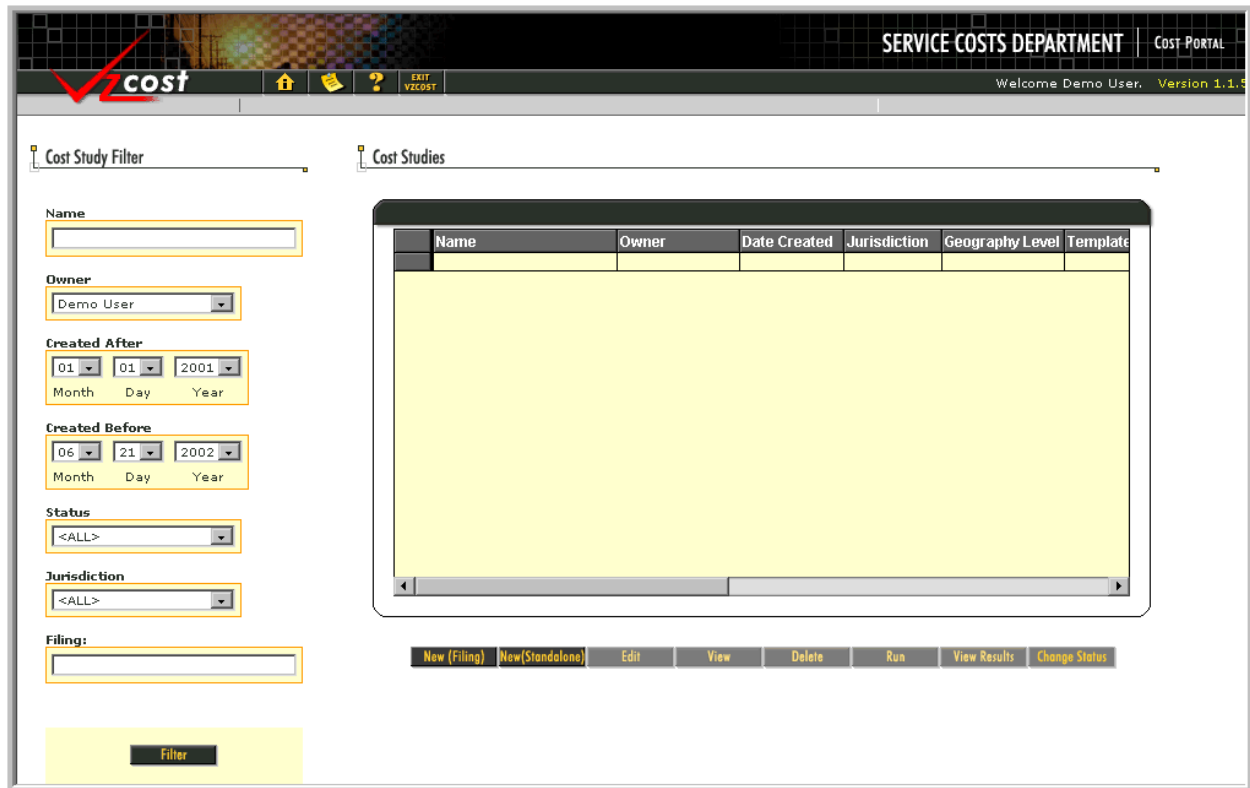


**Welcome to VzCost!**

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

As shown above, to enter the 'Cost Studies' screen, the user will click on the 'Cost Studies' link.

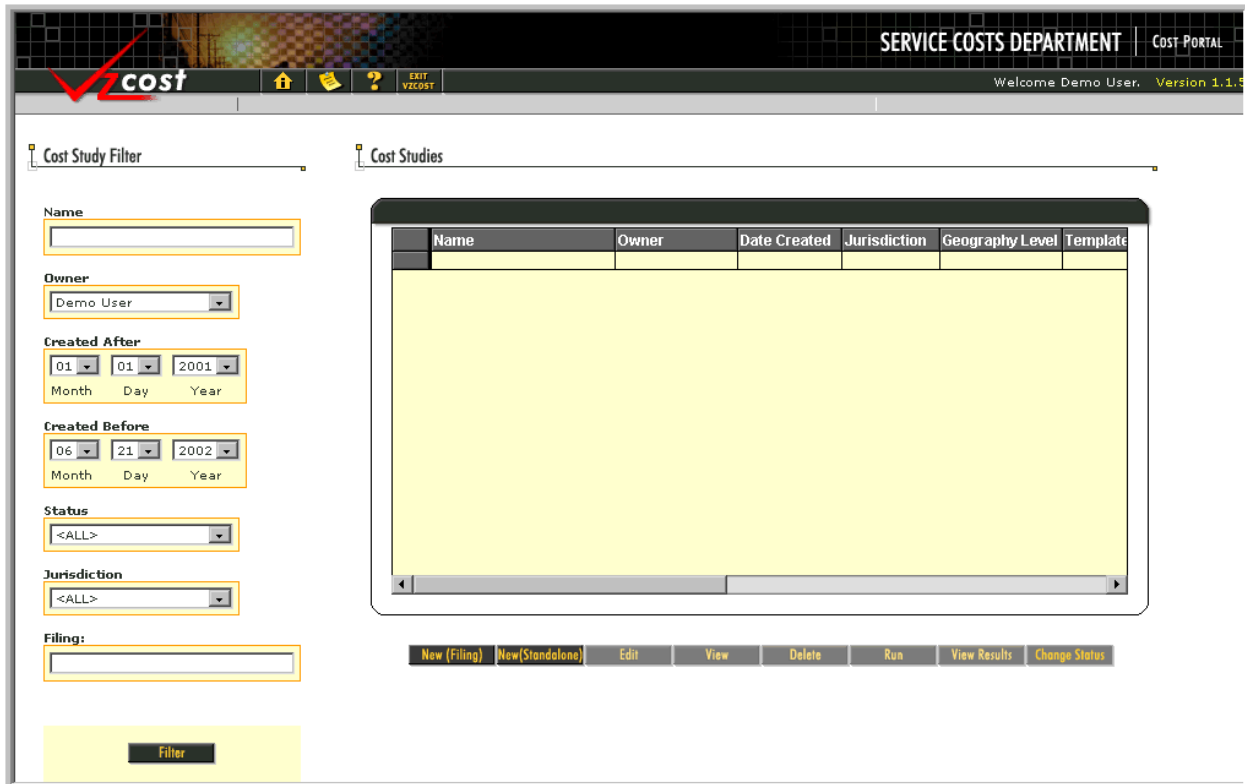
The screenshot shows the 'Cost Studies' interface. On the left is a 'Cost Study Filter' section with several input fields: 'Name' (text box), 'Owner' (dropdown menu with 'Demo User'), 'Created After' (Month: 01, Day: 01, Year: 2001), 'Created Before' (Month: 06, Day: 21, Year: 2002), 'Status' (dropdown menu with '<ALL>'), 'Jurisdiction' (dropdown menu with '<ALL>'), and 'Filing' (text box). A yellow 'Filter' button is at the bottom of this section. On the right is the 'Cost Studies' table, which is currently empty. The table has columns for Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. Below the table is a toolbar with buttons: 'New (Filing)', 'New(Standalone)', 'Edit', 'View', 'Delete', 'Run', 'View Results', and 'Change Status'. The top of the screen features a navigation bar with the VzCost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The right side of the navigation bar says 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. Below that, it says 'Welcome Demo User. Version 1.1.4'.

The 'Cost Studies' screen is shown above. Throughout the cost studies segment of VzCost, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of cost studies that are displayed on the screen. All cost studies that meet the filtered criteria will be displayed on the screen.

### Section 9.3.1: Creating a New Cost Study

Before creating a new cost study, the following conditions must be met:

- If the cost study is for a filing, the filing's control sheet needs to have already been created, filled out, and saved by a Product Manager as described in [section 9.1](#).
- If the cost study is for a filing, any needed cost templates will need to have been approved.



The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The user is logged in as 'Demo User' (Version 1.1.5). The main area is titled 'Cost Studies' and contains a filter section on the left and a table on the right.

**Cost Study Filter:**

- Name:** [Text Input Field]
- Owner:** [Dropdown Menu: Demo User]
- Created After:** [Month: 01] [Day: 01] [Year: 2001]
- Created Before:** [Month: 06] [Day: 21] [Year: 2002]
- Status:** [Dropdown Menu: <ALL>]
- Jurisdiction:** [Dropdown Menu: <ALL>]
- Filing:** [Text Input Field]

**Cost Studies Table:**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
[Empty Table Body]					

**Buttons:** New (Filing), New(Standalone), Edit, View, Delete, Run, View Results, Change Status

**Filter Button:** Filter

If the conditions above have been met, then the user must determine if the cost study will be a standalone study or a study for a filing. Once that decision has been made, the user will click whichever of the two buttons is correct, the 'New (Filing)' button ( **New (Filing)** ) or the 'New (Standalone)' button ( **New(Standalone)** ). If the study is a standalone cost study, then the user will skip the next two pages and go directly to the ['Cost Templates Selection' screen](#) below.

If the study is for a filing, the ‘Select Filing’ screen loads up as shown below. The user will click on a filing, thus highlighting it, and then either press the ‘Select’ button ( **Select** ) to continue or press the ‘Cancel’ button ( **Cancel** ) to disregard the request and return to the ‘Cost Studies’ screen.

**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.9

**Filing Filter**

Name:

Owner:

Jurisdiction:

Created After:     
Month Day Year

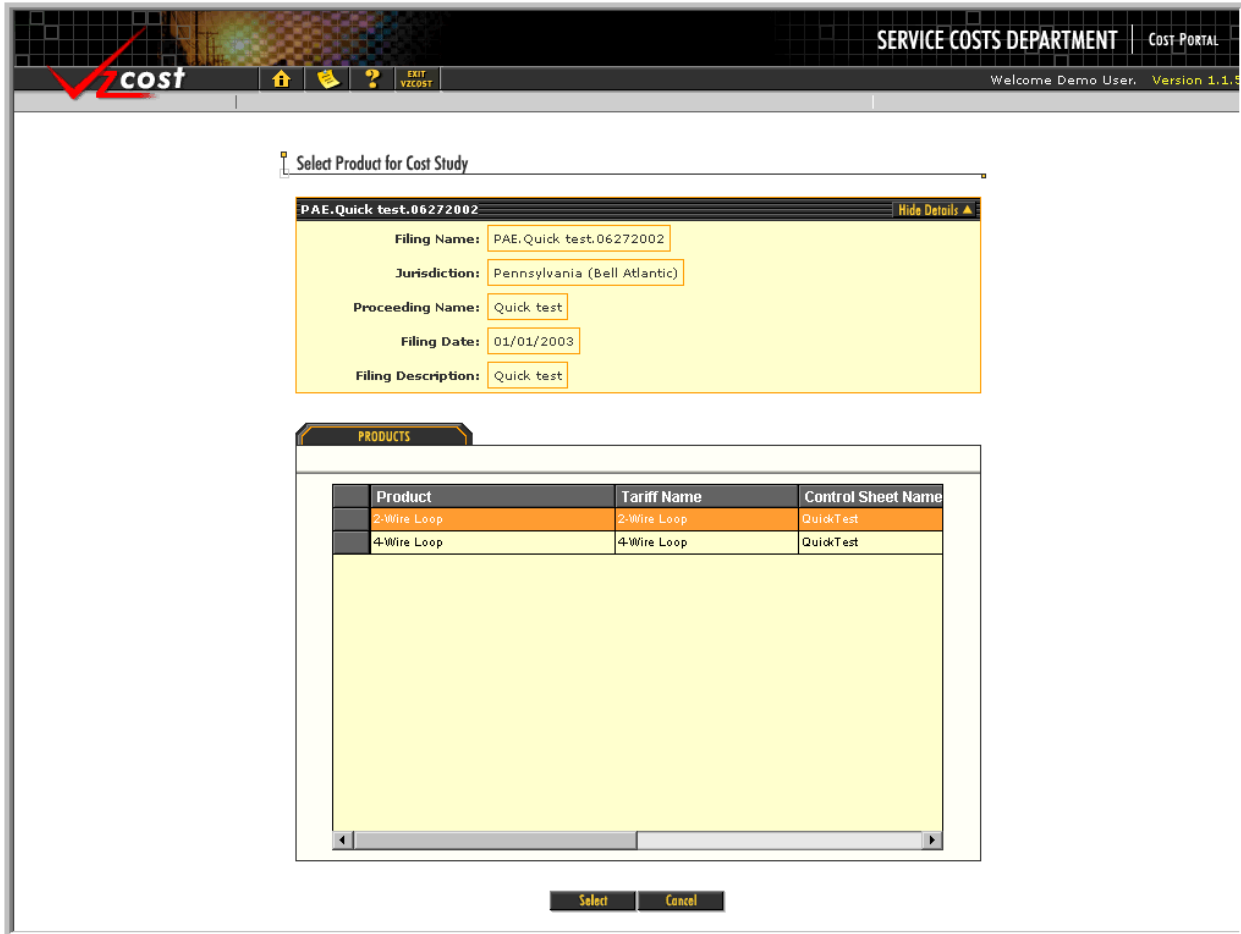
Created Before:     
Month Day Year

**Filings**

Filing Name	Owner	Jurisdiction	Date Created
PAE Proceeding123.06072002	PAE	PAE	8/7/2002

**Filter** **Select** **Cancel**

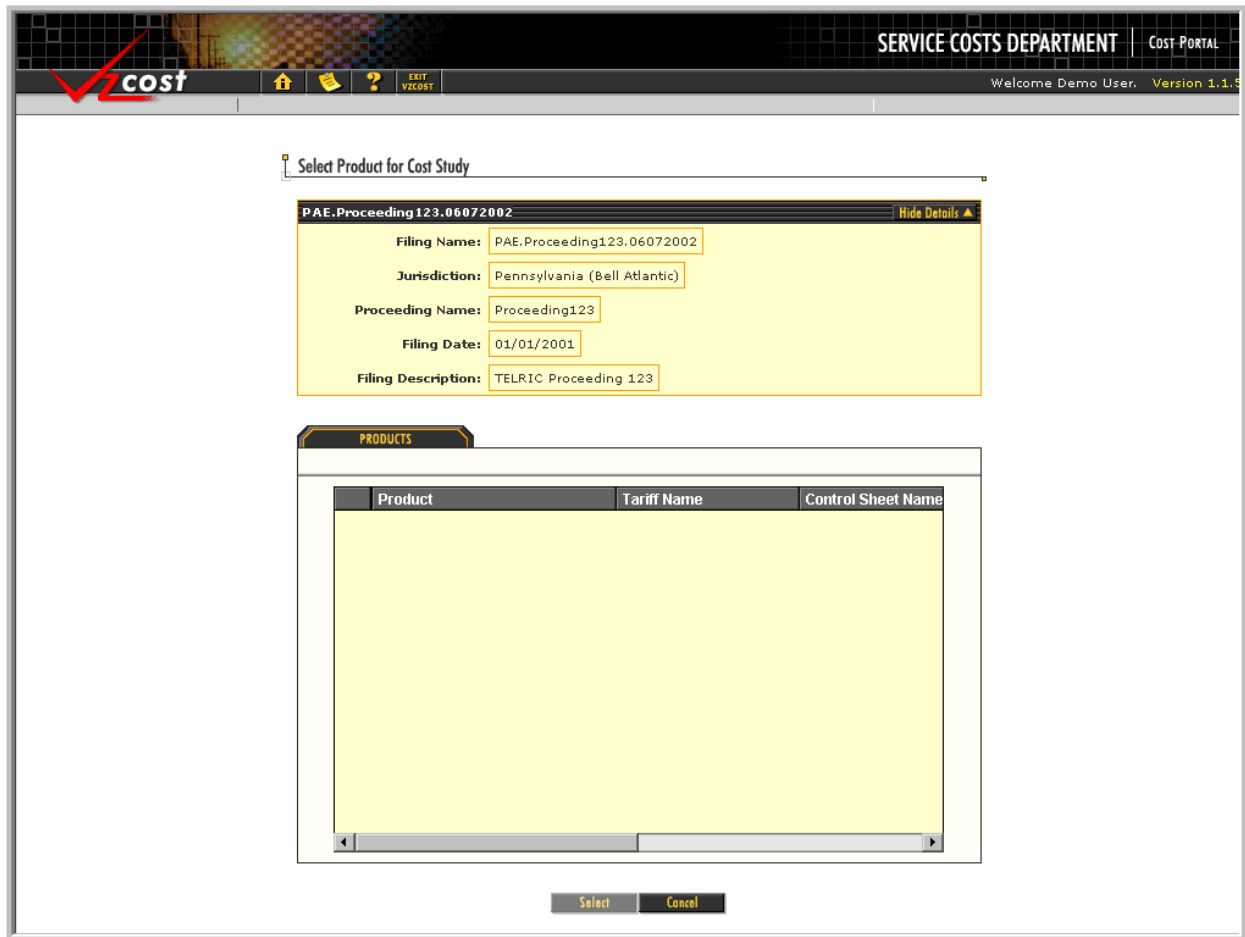
Once a filing has been selected, the ‘Select Product for Study’ screen loads up. In the top part of this screen, all of the information is automatically populated by the system. The user may choose to either use or hide that information as needed. The ‘Show Details’ button ( **Show Details ▼** ) and the ‘Hide Details’ button ( **Hide Details ▲** ) are at the top right and will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are already hidden.





Product	Tariff Name	Control Sheet Name
2-Wire Loop	2-Wire Loop	QuickTest
4-Wire Loop	4-Wire Loop	QuickTest

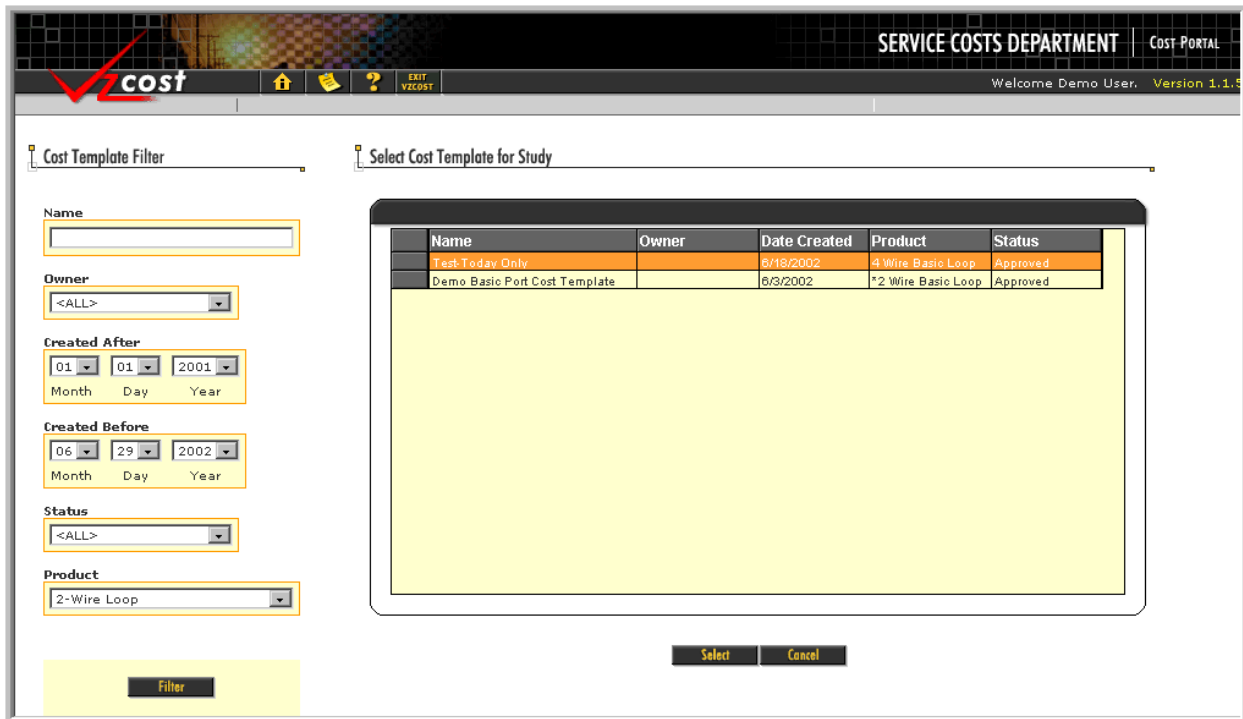
To continue, the user will click a product from the list at the bottom part of the page, thus highlighting it, and then either press the ‘Select’ button ( **Select** ) to continue or press the ‘Cancel’ button ( **Cancel** ) to disregard the request and return to the previous page. Remember that each cost study will be run on only one single product so a cost study will need to be run for each product in a given filing.

If a filing has not been created or no products have been chosen on the filing's control sheet, then there will be no products available to be chosen on the 'Select Product for Study' screen and the user will not be able to continue. An example of this is shown below.





The 'Cost Templates Selection' screen loads up. If the study is a standalone cost study, then the user was brought to this screen directly from the 'Cost Studies' screen. If the study, however, is for a filing, then the user will have selected both, a filing and a product before gaining access to this screen. A cost template must be selected to provide formulas to the cost study. As shown below, if the cost template contains multiple products, then the product name will be preceded by an asterisk in the 'Product' column. In such a case, the only product name that will be displayed is the first one alphabetically. Even though the product names may not be displayed, the user may still use the filter function and successfully sort on any of the included products. The user will click on an appropriate cost template to highlight it and then press the 'Select' button (  ). In order to create a cost study, an approved cost template must exist. Otherwise the user will be forced to press the 'Cancel' button (  ) and return to the previous screen.



**Cost Template Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year


Status:

Product:

**Select Cost Template for Study**

Name	Owner	Date Created	Product	Status
Test Today Only		6/18/2002	4 Wire Basic Loop	Approved
Demo Basic Port Cost Template		6/3/2002	*2 Wire Basic Loop	Approved

Once a template has been selected the 'New Cost Study' control sheet loads up. There are two versions that may appear depending on the type of study. The screen shown on the next page is a control sheet for a standalone study. At the top of the screen, the name of the study will be automatically populated with the product name and the date associated with that product.



HOME HELP EXIT YZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome Demo User. Version 1.1.5

**New Cost Study - Standalone**

**[Product Name] [Create Date]**

Name:

Description:

Cost Template:

Product:  ▼

Tariff Name:

Jurisdiction:  Select Subset

Geography Level:  Group By

**Assumptions** Select

Assumption	Assumption Value
Annual/Monthly Cost	
Cost of Money	
Economic Scenario	
Filing Type	
First Year of Study	
Inflate Through Plan Period	
Life Scenario	
Methodology	
Recurring / Non-Recurring	
Study Period	
Study Type	

**Data Versions** Select

Data Source	Version
IDF SM dst_3	
SS7	
Account_Inflation	
Capital_Factors	
Demand	
Expense_Factors	
Inflation_Indices	
Loading_Factors	
Property_Taxes	
SS7_ASSUMPTIONS_VALUE	

Run Save Cancel

As shown in the example above, if this study is a standalone study with multiple products available, then the 'Name' field will be populated with a shell reserved for the product name and associated date. The 'Cost Template' field will also be automatically populated. The 'Product' field will be automatically populated unless multiple products are available. If multiple products are available, then the user will need to select a product from the drop down menu for the 'Product' field by pressing the button (▼) that will appear at the right side of the field. The 'Description' and 'Tariff Name' fields will need to be manually populated by the user.

**SERVICE COSTS DEPARTMENT** COST PORTAL

Welcome, Demo User Version 2.4

**New Cost Study - Filing**

**2-Wire Loop\_06282002**

Name:

Description:

Cost Template:

Filing Name:

Control Sheet Name:

Product:

Tariff Name:

Jurisdiction:  Selected Subset

Geography Level:

**Prompts** Select

Prompt Name	Prompt Value
Test_Prompt	

**Assumptions** Select

Assumption	Assumption Value
Annual/Monthly Cost	Annual
Cost of Money	12.75
Economic Scenario	Standard
Filing Type	State
First Year of Study	2002
Inflate Through Plan Period	ON
Life Scenario	GAAP
Methodology	TELRIC
Recurring / Non-Recurring	Both
Study Period	Five years
Study Type	Access

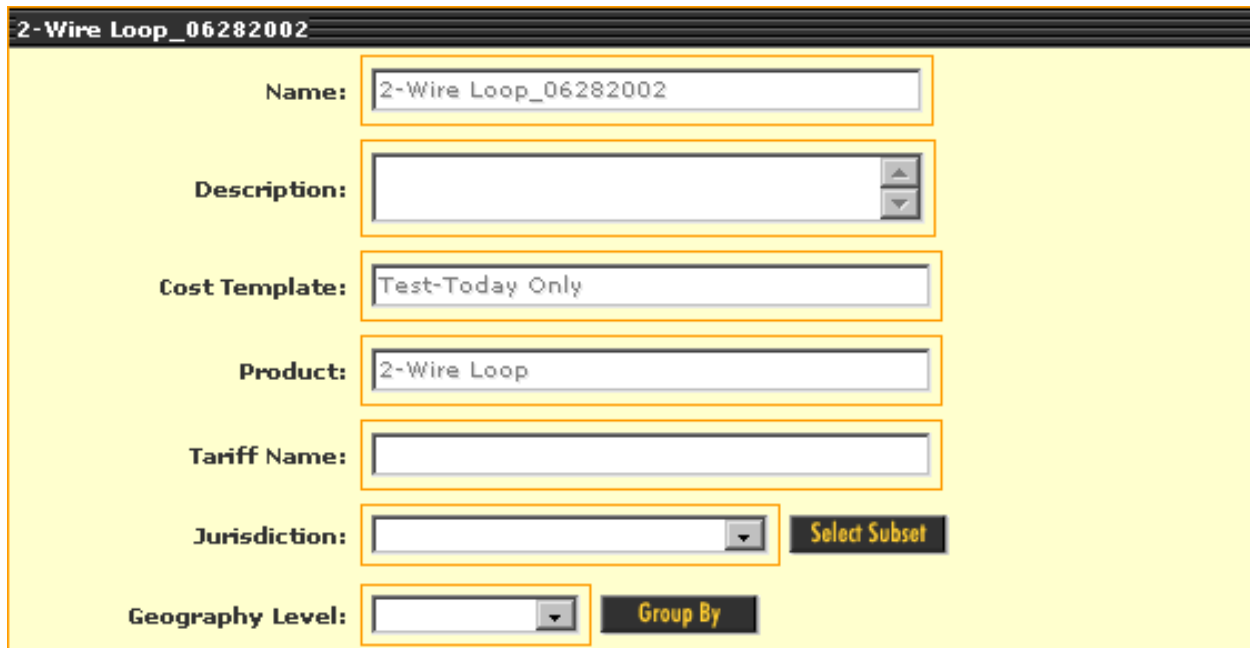
**Data Versions** Select

Data Source	Version
IDF SM ds1_3	Test DS1_3SM term
SS7	SS7 BC 06182002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fctrs WD Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002







Run Save Cancel

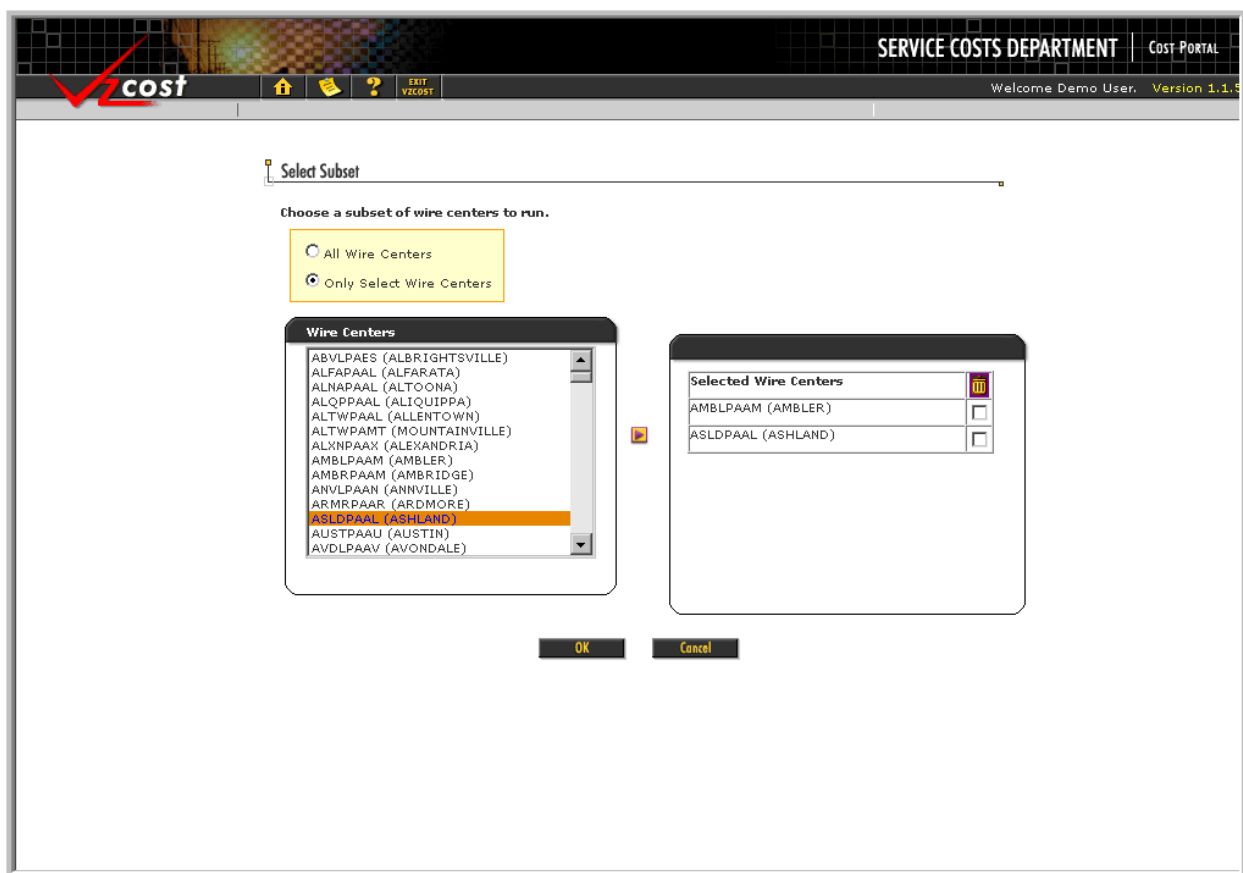
The screen shown above is a control sheet for a cost study that will be for a filing. On this screen, the user will be able to use the 'Description' field and also use prompts. All of the other fields on this page were preset by data selected in the filing and the cost template associated with this study.

On the 'New Cost Study - Filing' screen, shown on the previous page, notice the 'Prompts' window near the top of the screen. Although it is not shown in the example that was displayed two pages ago, this window may also appear on the 'New Cost Study - Standalone' screen. This window only appears if the cost template that was chosen for this study included at least one prompt at described [earlier in this section](#). Otherwise, this window will not appear on the screen at all. A detailed description about the usage of prompts in a cost study is included later in this subsection.

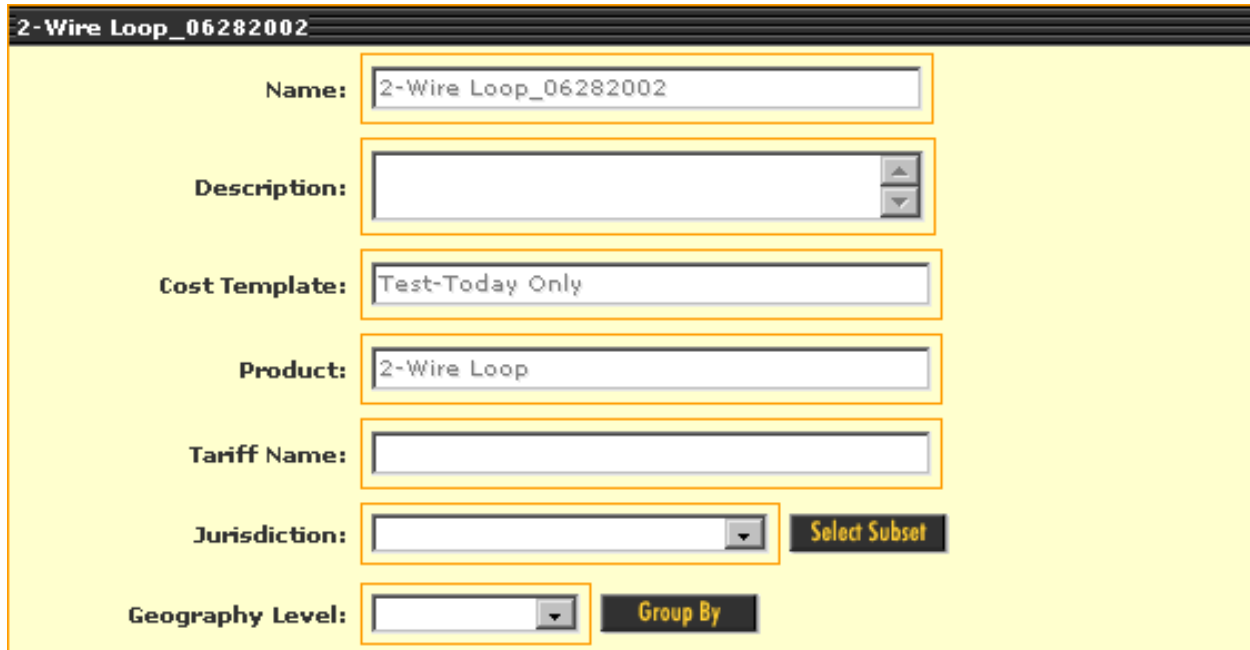
A screenshot of a web form titled "2-Wire Loop\_06282002". The form has a yellow background and contains several input fields and buttons. The fields are: "Name:" with the value "2-Wire Loop\_06282002"; "Description:" with an empty text area and scroll arrows; "Cost Template:" with the value "Test-Today Only"; "Product:" with the value "2-Wire Loop"; "Tariff Name:" with an empty text field; "Jurisdiction:" with a dropdown menu and a "Select Subset" button; and "Geography Level:" with a dropdown menu and a "Group By" button. All fields and buttons are highlighted with a yellow border.

Shown above is the top part of the screen for a standalone study and no fields in this example have been completed. In this particular instance, only one product was available so the 'Name' and 'Product' fields were automatically populated by the system. The user will access drop down menus by pressing the button (▼) at the right of the fields to populate the 'Jurisdiction', and 'Geography Level' fields. Once all of the fields have been completed, the user may press the 'Select Subset' button ( **Select Subset** ). This function will allow the user to select a subset of wire centers to run the study on rather than using the entire jurisdiction.

To select a subset of wire centers, the user will first need to change the radio buttons at the top of the screen from 'All Wire Centers' to 'Only Select Wire Centers'. Next, the user will click on a wire center to be included in the subset and then press the arrow button (  ) at the center of the screen to include that wire center in the list at the right of the screen. This step will be repeated until all of the wire centers needed for this subset are included in the list at the right of the screen. When the user has finished adding wire centers to the list, then the 'OK' button (  ) will be pressed and the wire center choices will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard this information and return to the previous screen. If the user accidentally selected a wire center that should not have been selected, then the user may click on the box (  ) to the right of that item. The box will be located under a trash can icon (  ). Once this is done, that wire center will be deleted from the list when the user is done with the list and presses the 'OK' button (  ). Please notice that this function is basically another form of filter and thus, is not an aggregation method.



Shown below, once again, is the top part of the screen for a standalone study and no fields in this example have been completed. Once all of the fields have been completed, the user may press the 'Group By' button ( **Group By** ). This button will not be available on a cost study for a filing because this information will have already been provided in the filing.



**2-Wire Loop\_06282002**

**Name:**

**Description:**

**Cost Template:**

**Product:**

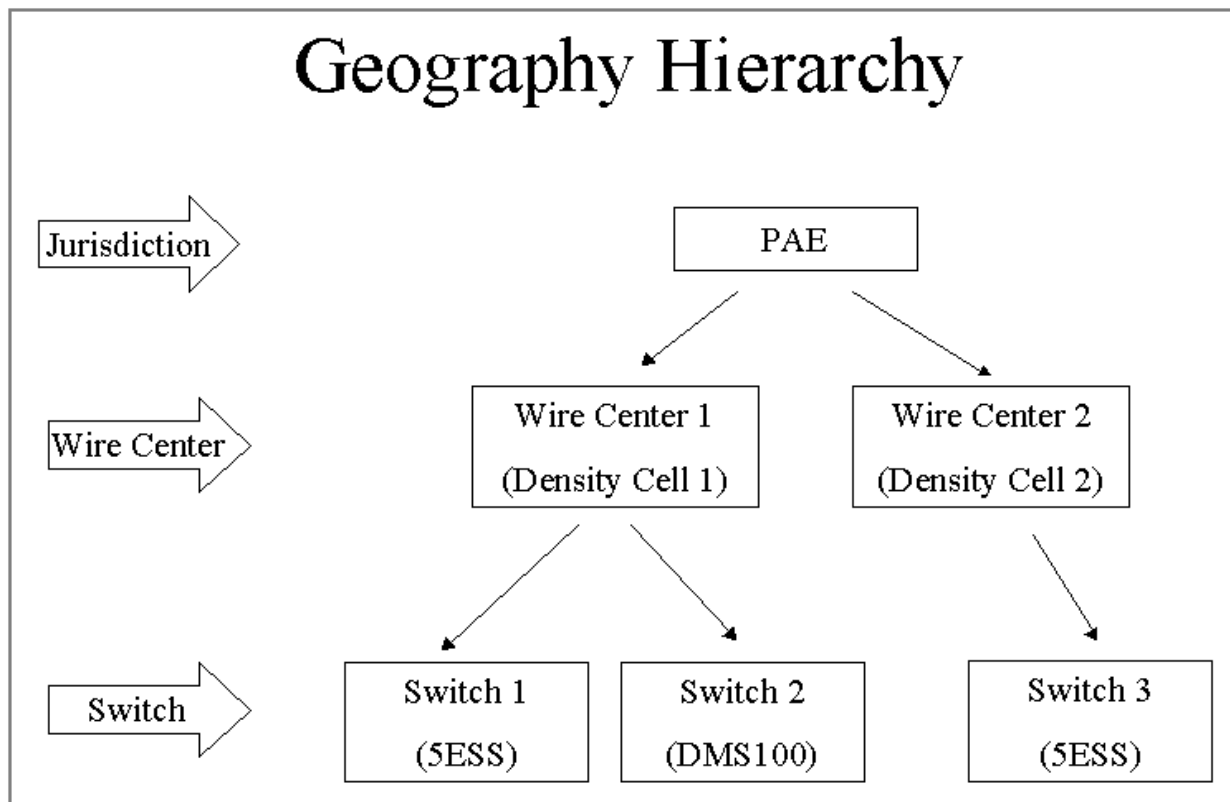
**Tariff Name:**

**Jurisdiction:**  **Select Subset**



**Geography Level:**  **Group By**

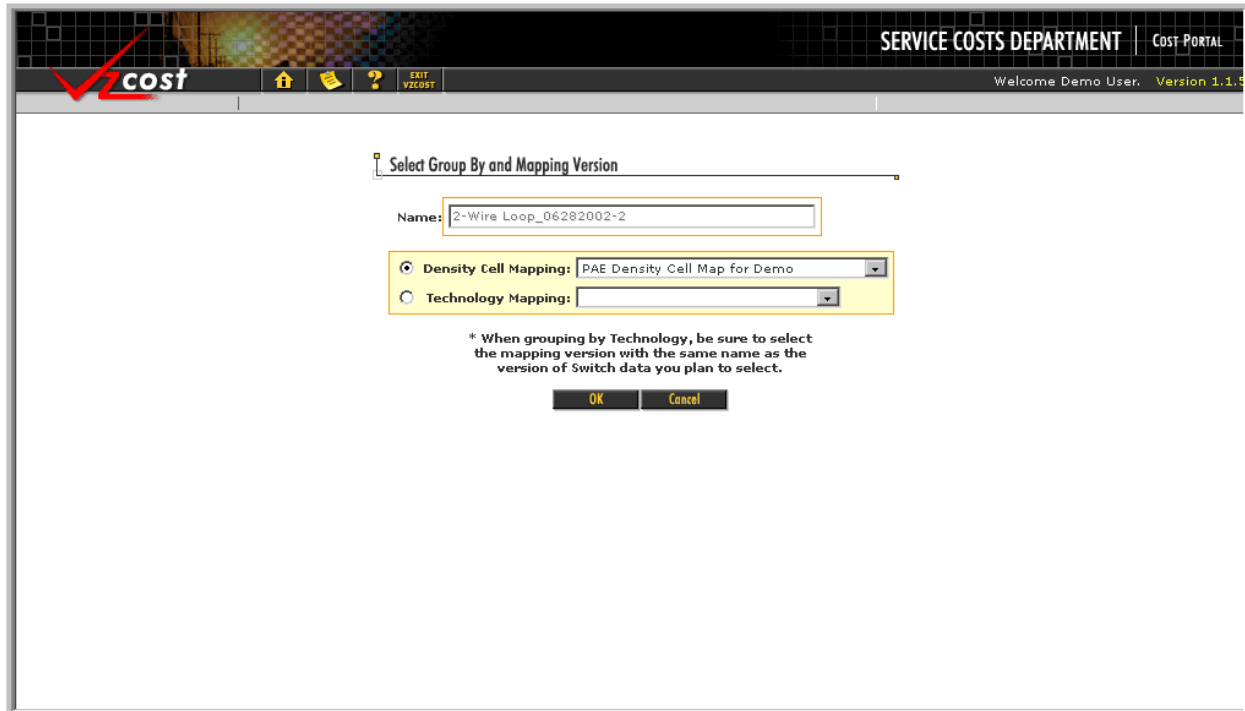
This function will allow the user to select how the result set from the study will be grouped, thus yielding six types of result set possibilities. These result set types are:

- Jurisdictional
- Jurisdictional grouped by density cell
- Jurisdictional grouped by technology
- Wire Center
- Wire Center grouped by technology
- Switch






Within the VzCost framework, the density cell level is located at the wire center level and the technology level is located at the switch level. Thus, as an example, if the user ran a study at the jurisdictional level grouped by technology, then the run would take place at the jurisdictional level, but the result set would be grouped at the switch level.

Thus, when the 'Group By' button (  ) is pressed, the screen shown below will load up. If the user chooses jurisdiction for the geography level, then the user will be able to use this screen to group by density cell or to group by technology. However, since this is not a required screen, the user may choose to skip the 'Group By' button (  ) completely and then the result set would be reported at the jurisdictional level.


The screenshot shows a web application interface for the Service Costs Department. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The user is identified as 'Welcome Demo User' and the version is 'Version 1.1.5'. The main content area displays a dialog box titled 'Select Group By and Mapping Version'. It contains a 'Name:' field with the value '2-Wire Loop\_06282002-2'. Below this are two radio button options: 'Density Cell Mapping:' with a dropdown menu showing 'PAE Density Cell Map for Demo', and 'Technology Mapping:' with an empty dropdown menu. A note below the options states: '\* When grouping by Technology, be sure to select the mapping version with the same name as the version of Switch data you plan to select.' At the bottom of the dialog are 'OK' and 'Cancel' buttons.

If the user chooses wire center for the geography level, then the user will be able to use this screen to group by technology. Density cell grouping is not an available selection at this geography level because the wire center geography level in VzCost is equivalent to and therefore, already grouped at the density cell level.



The same is true when switch is chosen for the geography level. In VzCost, density cell grouping is located at the wire center level, above the switch level. Therefore, density cell grouping is not available at the switch geography level. Technology grouping is also not an available selection at this geography level because, in VzCost, the switch geography level is equivalent to and therefore, already grouped at the technology level. Thus, if the user presses the 'Group By' button (  ) at this geography level, the screen will advise that user that no groupings are available.


Once the user has completed this screen, two options will be available. The user may press the 'OK' button (  ) and the grouping choices will be saved while the user is returned to the previous screen. The user may also press the 'Cancel' button (  ) to disregard this information and return to the previous screen.



Once the top section has been completed, if the 'Prompt' window is present, then the user will need to populate the prompts that are displayed in this window. This window may be available on both types of cost studies if at least one prompt was selected in the cost template. To select prompt values, press the 'Select' button (  ) at the top right of the window.

Prompts		Select
Prompt Name	Prompt Value	
Test_Prompt		

The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (  ) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (  ) at the right side of the field and then clicking on the appropriate selection. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Cost Formula' screen in the cost template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.



**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 2.4

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**Select Prompt Items**

Prompt ID:



Item Type:

Formula ID	Formula Name
Analog_line	Minimum_Inv_Per_Line
Local_Digital_trunk_term	Inv_per_loc_dig_trunk
MOU	Average_EO_MOU

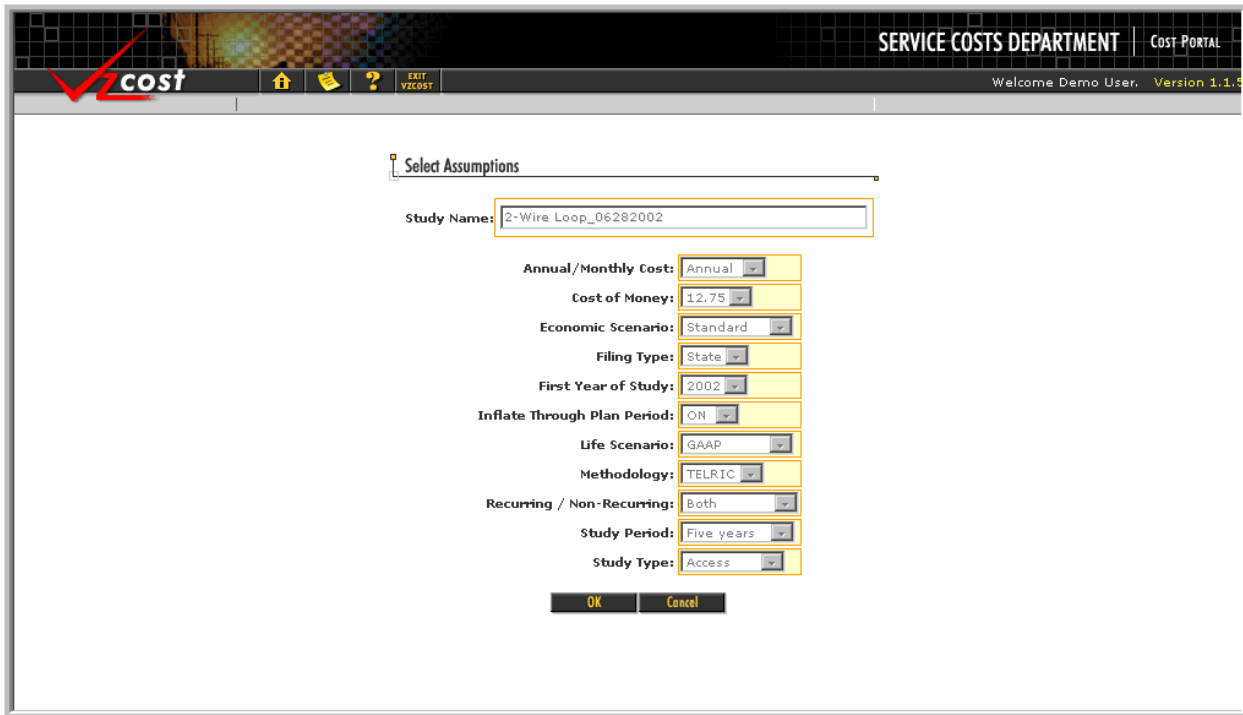
Prompt ID	Prompt Item
Test_Prompt	Demo_BC_Family.Local_Digital_trunk_te

Once selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user will need to click on a formula from the box on the left side of screen and then press the 'Select' button (  ) at the bottom left of the screen to continue. Once an item has been selected, the prompt item will be populated in the box at the right side of the screen. Now, the user may either press the 'OK' button (  ) to save the selected prompt item or press the 'Cancel' button (  ) to disregard this information and return to the previous screen.

Assumptions		Select
Assumption	Assumption Value	
Annual/Monthly Cost	Annual	
Cost of Money	12.75	
Economic Scenario	Standard	
Filing Type	State	
First Year of Study	2002	
Inflate Through Plan Period	ON	
Life Scenario	GAAP	
Methodology	TELRIC	
Recurring / Non-Recurring	Both	
Study Period	Five years	
Study Type	Access	

If the study is a standalone study, the user will need to select the appropriate assumptions by pressing the 'Select' button (  ) at the top right of the middle window. However, on a cost study for a filing, all of the assumptions will be populated from the filing. Thus, the user will still be able to press the 'Select' button (  ), however, in this instance, the assumptions will not be adjustable.

The screen shown below demonstrates the 'Select Assumptions' screen from a study for a filing. Notice that none of the fields on this page can be modified as the values were set by the filing. However, on a standalone study, the user will need to populate the assumptions by selecting an item from the drop down menu for each of the fields. These drop down menus can be accessed by pressing the button (▼) at the right of each field. The exception to this will be the 'Study Name' field which will be populated automatically by the system for both study types. When the user has finished, the 'OK' button (OK) will be pressed and the assumptions will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button (Cancel) to disregard this information and return to the previous screen.



Service Costs Department | COST PORTAL

Welcome Demo User, Version 1.1.5

Select Assumptions

Study Name: 2-Wire Loop\_06282002

Annual/Monthly Cost: Annual

Cost of Money: 12.75

Economic Scenario: Standard

Filing Type: State

First Year of Study: 2002

Inflate Through Plan Period: ON

Life Scenario: GAAP


Methodology: TELRIC


Recurring / Non-Recurring: Both

Study Period: Five years




Study Type: Access




OK Cancel

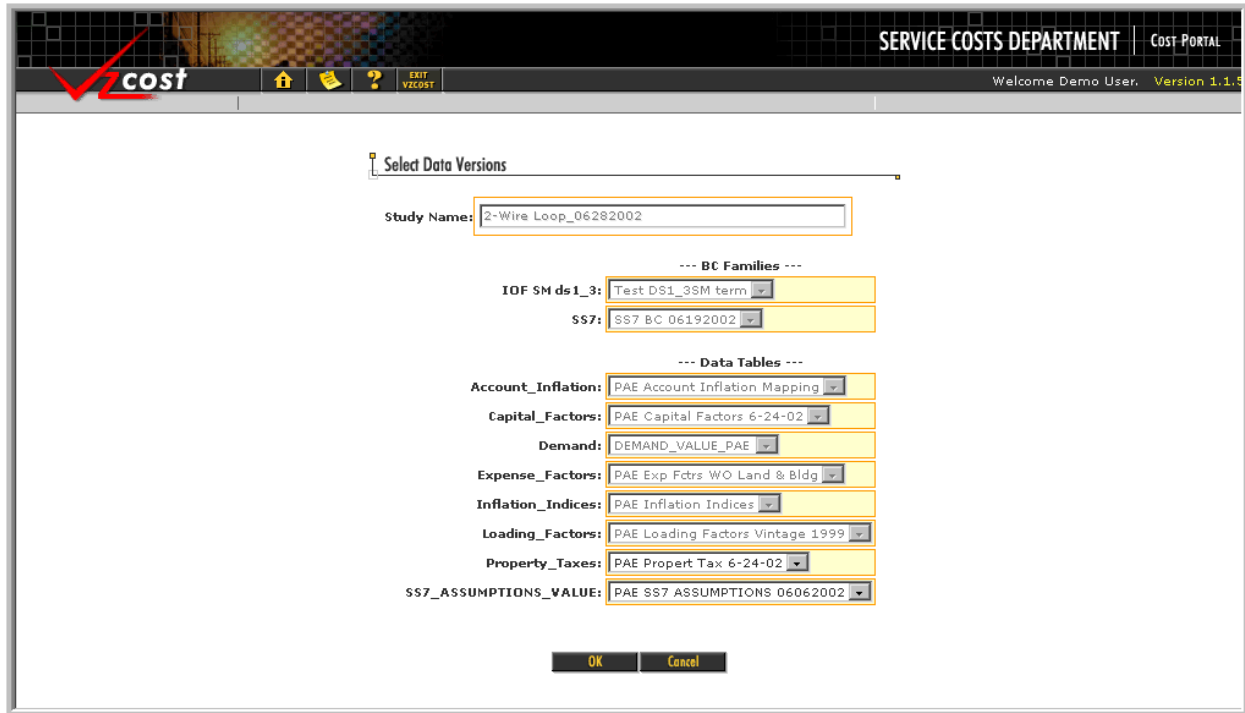
After the assumptions have been chosen, the user will press the 'Select' button (  ) at the top right of the window at the bottom of the screen. This will allow the user to select the appropriate data versions for the study.

**Data Versions** 

Data Source	Version
IOF SM ds1_3	Test DS1_3SM term
SS7	SS7 BC 06192002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fctrs W/O Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002

The 'Select Data Versions' screen loads up. The example shown below is from a study for a filing. Notice that only the 'Property\_Taxes' and the 'SS7\_Assumptions\_Value' fields can be modified because all remaining values were set by the filing. However, on a standalone study, the user will populate every field on the page except the 'Study Name' field which is populated automatically by the system in both study types. In either type of study, the fields will be populated by pressing the button (  ) at the right side of each field and then selecting an option from the drop down menu. When the user has finished, the 'OK' button (  ) will be pressed to save the data version and the user will be returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard all inputs and return to the previous screen.



zcost SERVICE COSTS DEPARTMENT COST PORTAL  
Welcome Demo User. Version 1.1.9

Select Data Versions

Study Name: 2-Wire Loop\_06282002

--- BC Families ---

IDF SM ds1\_3: Test DS1\_3SM term

SS7: SS7 B.C 06192002

--- Data Tables ---

Account\_Inflation: PAE Account Inflation Mapping

Capital\_Factors: PAE Capital Factors 6-24-02

Demand: DEMAND\_VALUE\_PAE

Expense\_Factors: PAE Exp Fctrs WO Land & Bldg

Inflation\_Indices: PAE Inflation Indices

Loading\_Factors: PAE Loading Factors Vintage 1999

Property\_Taxes: PAE Propert Tax 6-24-02

SS7\_ASSUMPTIONS\_VALUE: PAE SS7 ASSUMPTIONS 06062002

OK Cancel

**Data Versions**
Select


	Data Source	Version
	IOF SM ds1_3	Test DS1_3SM term
	SS7	SS7 BC 06192002
	Account_Inflation	PAE Account Inflation Mapping
	Capital_Factors	PAE Capital Factors 6-24-02
	Demand	DEMAND_VALUE_PAE
	Expense_Factors	PAE Exp Fctrs W/O Land & Bldg
	Inflation_Indices	PAE Inflation Indices
	Loading_Factors	PAE Loading Factors Vintage 1999
	Property_Taxes	PAE Propert Tax 6-24-02
	SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002


Run
Save
Cancel

Now that the study's control sheet has been completed, the user will have three options available.

1. Press the 'Run' ( Run ) button to run the cost study. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run either failed or was completed.
2. Press the 'Save' button ( Save ) to save the study and return to the 'Cost Studies' screen without completing the run.
3. Press the 'Cancel' button ( Cancel ) to disregard all inputs and return to the 'Cost Studies' screen.

### Section 9.3.2: Editing a Cost Study

To edit a cost study, the user will press the 'Edit' button (  ) from the 'Cost Studies' screen. This will load up the 'Edit Cost Study' screen which is shown below.



**SERVICE COSTS DEPARTMENT** | COST PORTAL

Welcome Demo User. Version 1.1.4

**Edit Cost Study - Filing**

**2-Wire Loop\_06282002**

Name:

Description:

Cost Template:

Filing Name:

Control Sheet Name:

Product:

Tariff Name:

Jurisdiction:  Select Subst

Geography Level:

**Assumptions** Select

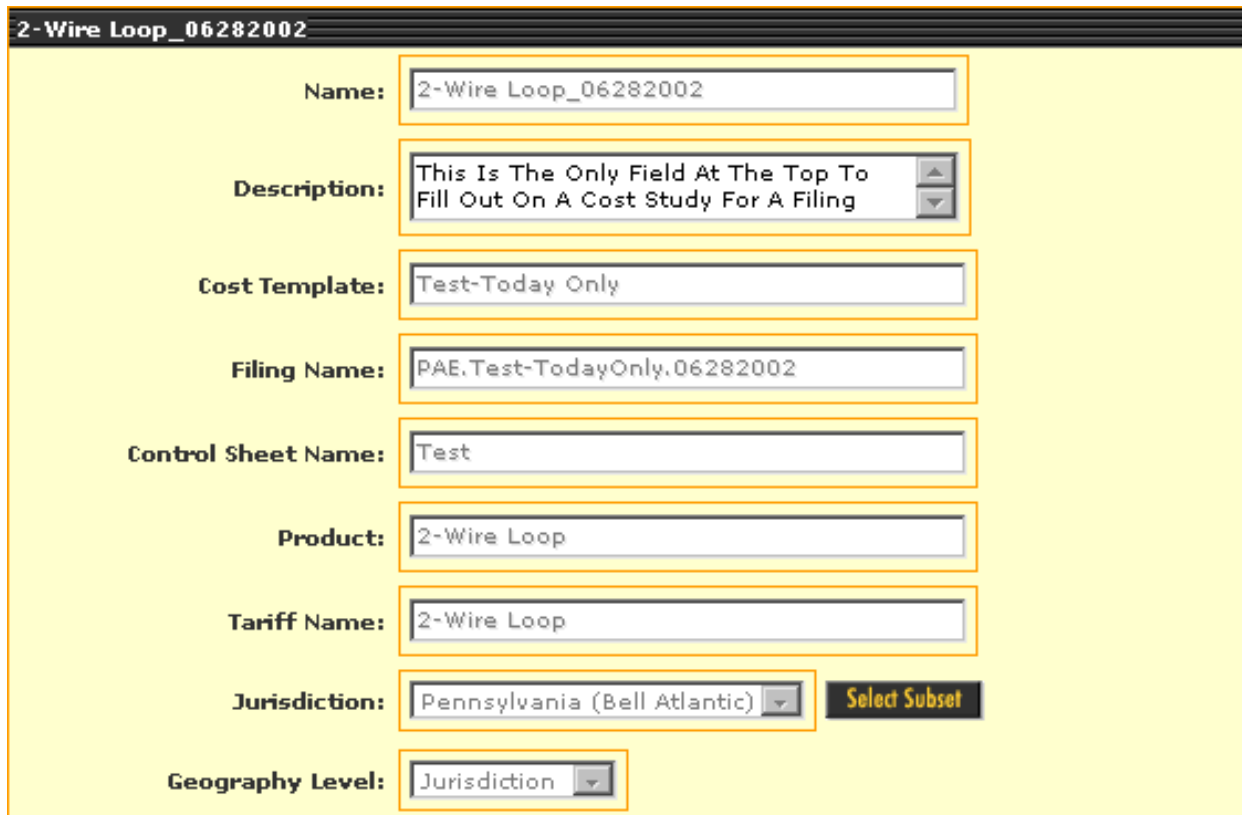
Assumption	Assumption Value
Annual/Monthly Cost	Annual
Cost of Money	12.75
Economic Scenario	Standard
Filing Type	State
First Year of Study	2002
Life Scenario	GAAP
Methodology	TELRIC
Inflate Through Plan Period	ON
Recurring / Non-Recurring	Both
Study Period	Five years
Study Type	Access

**Data Versions** Select

Data Source	Version
IQF SM ds1_3	Test DS1_3SM tem
SS7	SS7 BC 06192002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fcts' WD Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002

Run
Save
Cancel

Shown below is the top part of the 'Edit Cost Study' screen for a filing. At the top of the screen, the user will have two options depending on what type of study is being run. The user may edit the 'Description' and 'Tariff Name' fields for a standalone cost study. Otherwise, on a cost study for a filing, the user may only edit the 'Description' field. Once all of the fields have been edited, the user may press the 'Select Subset' button ( **Select Subset** ). This function will allow the user to select or edit a subset of wire centers to run the study on rather than using the entire jurisdiction.

The screenshot shows a web form titled "2-Wire Loop\_06282002" with a yellow background. The form contains several input fields and a button, all highlighted with a yellow border. The fields are: "Name" (text input with "2-Wire Loop\_06282002"), "Description" (text area with "This Is The Only Field At The Top To Fill Out On A Cost Study For A Filing"), "Cost Template" (text input with "Test-Today Only"), "Filing Name" (text input with "PAE.Test-TodayOnly.06282002"), "Control Sheet Name" (text input with "Test"), "Product" (text input with "2-Wire Loop"), "Tariff Name" (text input with "2-Wire Loop"), "Jurisdiction" (dropdown menu with "Pennsylvania (Bell Atlantic)" selected), and "Geography Level" (dropdown menu with "Jurisdiction" selected). A "Select Subset" button is located to the right of the "Jurisdiction" dropdown.

**2-Wire Loop\_06282002**

**Name:** 2-Wire Loop\_06282002

**Description:** This Is The Only Field At The Top To Fill Out On A Cost Study For A Filing

**Cost Template:** Test-Today Only

**Filing Name:** PAE.Test-TodayOnly.06282002

**Control Sheet Name:** Test






**Product:** 2-Wire Loop

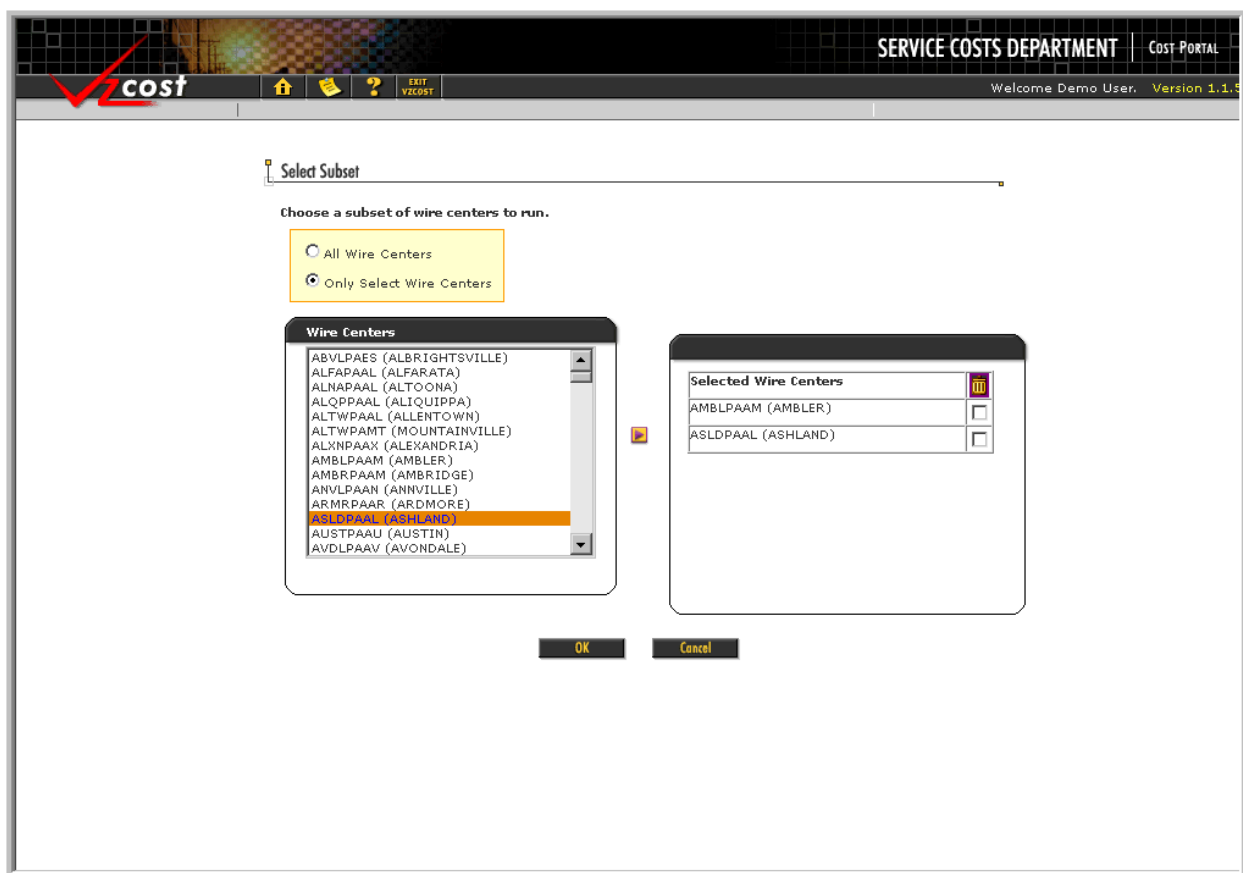
**Tariff Name:** 2-Wire Loop


**Jurisdiction:** Pennsylvania (Bell Atlantic) **Select Subset**

**Geography Level:** Jurisdiction





To select or edit a subset of wire centers, the user may need to change the radio buttons at the top of the screen from 'All Wire Centers' to 'Only Select Wire Centers'. Next, the user will click on a wire center to be included in the subset and then press the arrow button (  ) at the center of the screen to include that wire center in the list at the right of the screen. This step will be repeated until all of the wire centers needed for this subset are included in the list at the right of the screen. When the user has finished adding wire centers to the list, then the 'OK' button (  ) will be pressed and the wire center choices will be saved while the user is returned to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard any changes and return to the previous screen. If the user accidentally selected a wire center that should not have been selected or decides to delete wire centers that were previously chosen, then the user may click on the box (  ) to the right of each item to be deleted. The box will be located under a trash can icon (  ). Once this is done, that wire center will be deleted from the list when the user is done with the list and presses the 'OK' button (  ). Please notice that this function is basically another form of filter and thus, is not an aggregation method.



Once the top section has been completed, if the 'Prompt' window is present, the user may edit the prompts that are displayed in this window. This window may be available on both types of cost studies if at least one prompt was selected in the cost template. To edit the selected prompt values, press the 'Select' button (  ) at the top right of the window.




Prompts		Select
Prompt Name	Prompt Value	
Test_Prompt	Demo_BC_Family.Local_Digital_trunk_te	




The 'Select Prompt Items' screen loads up. An example of this screen is shown below. If there is more than one prompt in the template, then the user may select a prompt from the 'Prompt ID' field by pressing the button (  ) at the right side of the field and then clicking on the preferred prompt. Next, a selection must be made from the 'Item Type' field by pressing the button (  ) at the right side of the field and then clicking on the appropriate selection. This selection will determine the source of the new prompt item that the user will use to replace the existing prompt item. With two exceptions, the 'Item Type' field will have the same choices available that the 'Item Type' field on the 'New Cost Formula' screen in the cost template had. These two exceptions are the custom formulas and the other existing formulas which will not be available.

Formula ID		Formula Name	
Analog_line		Minum_Inv_Per_line	
Local_Digital_trunk_term		Inv_per_loc_dig_trunk	
MOU		Average_EO_MOU	



  




Prompt ID	Prompt Item
Test_Prompt	Demo_BC_Family.Local_Digital_trunk_te

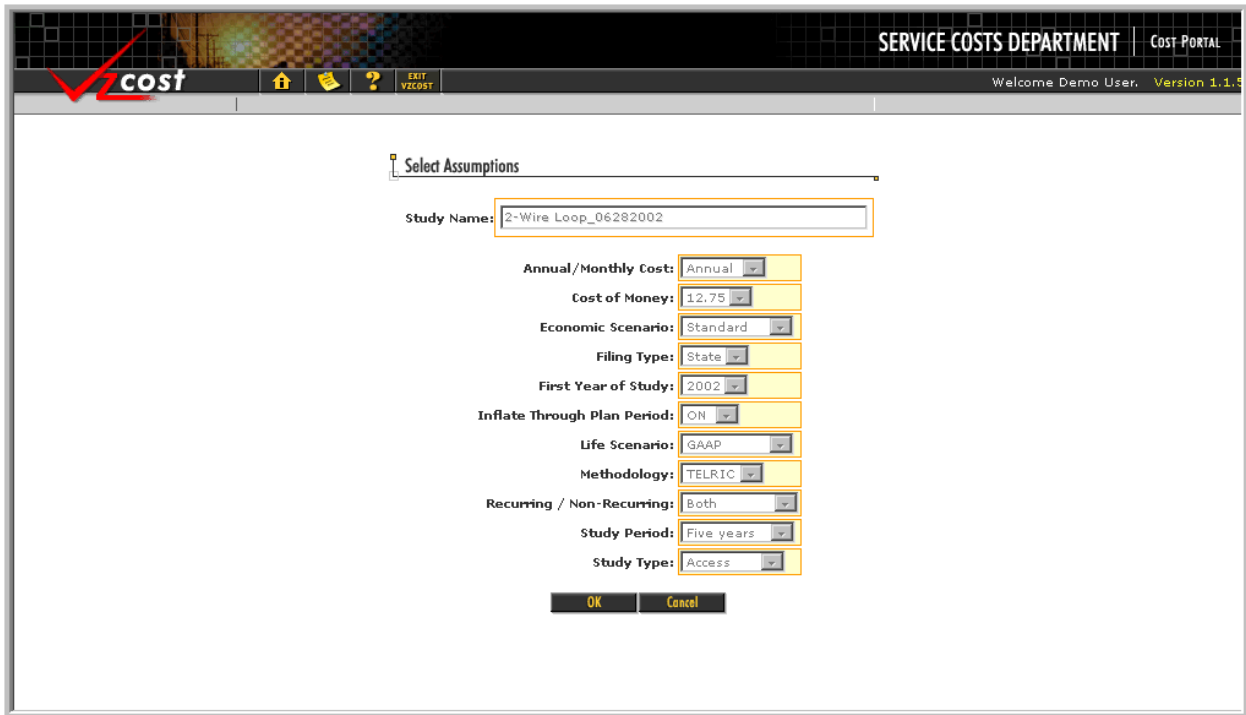




Once selections have been made in both the 'Prompt ID' and the 'Item Type' fields, the user may change the existing prompt item by clicking on a formula from the box on the left side of screen and then pressing the 'Select' button (  ) at the bottom left of the screen to continue. Once a new item has been selected, the prompt item will be populated in the box at the right side of the screen, replacing the previously selected prompt item. If the user wishes to complete this change, then the 'OK' button (  ) will be pressed to save the new prompt item. However, at any time, the user may cancel this change and return to the previous screen by pressing the 'Cancel' button (  ).


Assumptions		Select
Assumption	Assumption Value	
Annual/Monthly Cost	Annual	
Cost of Money	12.75	
Economic Scenario	Standard	
Filing Type	State	
First Year of Study	2002	
Inflate Through Plan Period	ON	
Life Scenario	GAAP	
Methodology	TELRIC	
Recurring / Non-Recurring	Both	
Study Period	Five years	
Study Type	Access	

Once the top section has been edited, if the study is a standalone study, the user may edit any of the chosen assumptions by pressing the 'Select' button (  ) at the top right of the middle window. However, on a cost study for a filing, all of the assumptions will be populated from the filing. Thus, the user will still be able to press the 'Select' button (  ), however, in this instance, the assumptions will not be adjustable.




The screen shown below demonstrates the 'Select Assumptions' screen from a study for a filing. Notice that none of the fields on this page can be modified as the values were set by the filing. However, on a standalone study, the user may edit any of the assumptions by selecting an item from the drop down menu for each of the fields. These drop down menus can be accessed by pressing the button (  ) at the right of each field. The exception to this will be the 'Study Name' field which will be populated automatically by the system for both study types. When the user has finished, the 'OK' button (  ) will be pressed to save any changes that have been made and return the user to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard any changes and return to the previous screen.




The screenshot shows the 'Select Assumptions' screen within the vZcost application. The interface includes a top navigation bar with the vZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The main content area is titled 'Select Assumptions' and contains a form with the following fields: 'Study Name' (text input with value '2-Wire Loop\_06282002'), 'Annual/Monthly Cost' (dropdown menu with 'Annual' selected), 'Cost of Money' (dropdown menu with '12.75' selected), 'Economic Scenario' (dropdown menu with 'Standard' selected), 'Filing Type' (dropdown menu with 'State' selected), 'First Year of Study' (dropdown menu with '2002' selected), 'Inflate Through Plan Period' (dropdown menu with 'ON' selected), 'Life Scenario' (dropdown menu with 'GAAP' selected), 'Methodology' (dropdown menu with 'TELRIC' selected), 'Recurring / Non-Recurring' (dropdown menu with 'Both' selected), 'Study Period' (dropdown menu with 'Five years' selected), and 'Study Type' (dropdown menu with 'Access' selected). At the bottom of the form are two buttons: 'OK' and 'Cancel'.

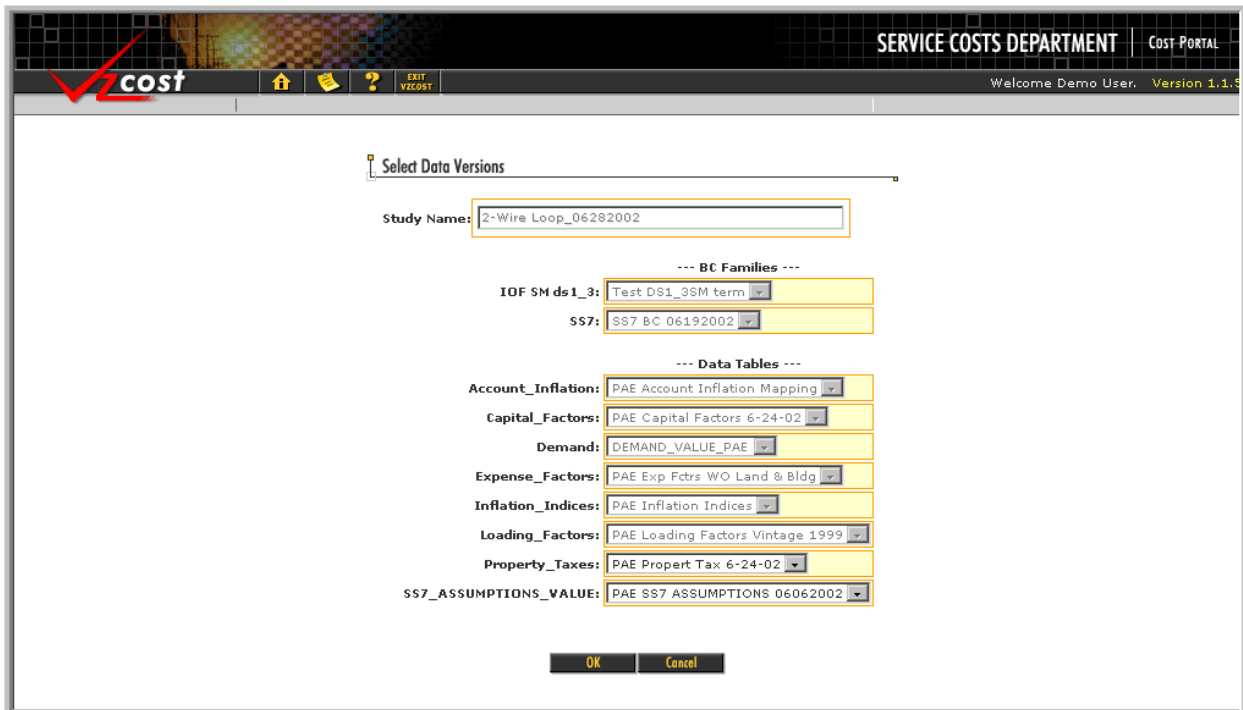
After the assumptions have been edited, the user may also choose to edit the data versions. To do this, the user will press the 'Select' button (  ) at the top right of the window at the bottom of the screen. This will allow the user to edit the data versions for the study.

**Data Versions** 

Data Source	Version
IOF SM ds1_3	Test DS1_3SM term
SS7	SS7 BC 06192002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fctrs W/O Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002

The 'Select Data Versions' screen loads up. The example shown below is from a study for a filing. Notice that only the 'Property\_Taxes' and the 'SS7\_Assumptions\_Value' fields can be modified because all remaining values were set by the filing. However, on a standalone study, the user will be able to edit every field on the page except for the 'Study Name' field which is populated automatically by the system in both study types. In either type of study, the fields will be populated by pressing the button (  ) at the right side of each field and then selecting an option from the drop down menu. When the user has finished, the 'OK' button (  ) will be pressed to save the all changes and return the user to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard all changes and return to the previous screen.



Service Costs Department | COST PORTAL  
Welcome Demo User. Version 1.1.5

### Select Data Versions

Study Name: 2-Wire Loop\_06282002

--- BC Families ---

IOF SM ds1\_3: Test DS1\_3SM term

SS7: SS7 BC 06192002

--- Data Tables ---

Account\_Inflation: PAE Account Inflation Mapping

Capital\_Factors: PAE Capital Factors 6-24-02

Demand: DEMAND\_VALUE\_PAE

Expense\_Factors: PAE Exp Fctrs WO Land & Bldg

Inflation\_Indices: PAE Inflation Indices

Loading\_Factors: PAE Loading Factors Vintage 1999

Property\_Taxes: PAE Propert Tax 6-24-02

SS7\_ASSUMPTIONS\_VALUE: PAE SS7 ASSUMPTIONS 06062002

OK Cancel

**Data Versions** **Select**


Data Source	Version
IOF SM ds1_3	Test DS1_3SM term
SS7	SS7 BC 06192002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fctrs W/O Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002

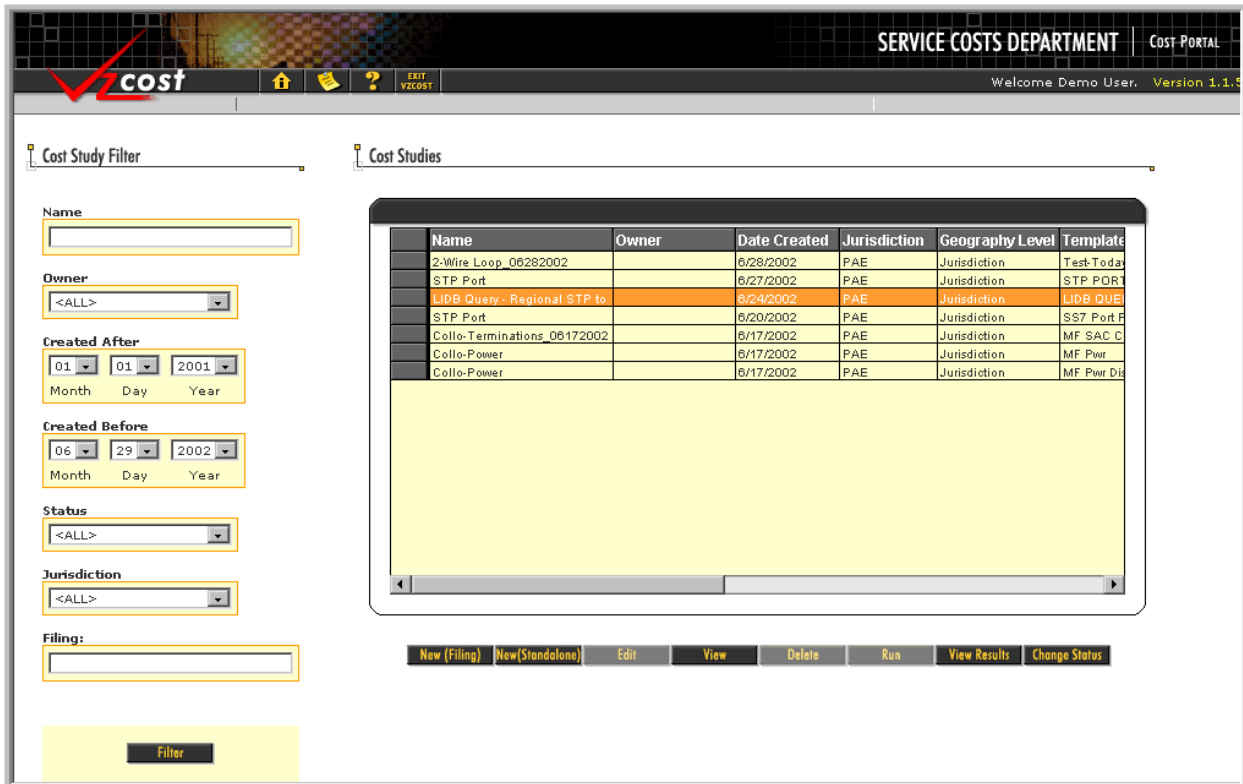
**Run**   **Save**   **Cancel**

Now that the study's control sheet has been completely edited, the user will have three options available.

1. Press the 'Run' ( **Run** ) button to run the cost study. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for the run to supply a message that the run either failed or was completed.
2. Press the 'Save' button ( **Save** ) to save the study and return to the 'Cost Studies' screen without completing the run.
3. Press the 'Cancel' button ( **Cancel** ) to disregard all inputs and return to the 'Cost Studies' screen.

### Section 9.3.3: Viewing the Inputs of a Cost Study

The user may use filters, as described in [section 4.4](#), to limit or expand the list of cost studies that are displayed on the screen. All cost studies that meet the filtered criteria will be displayed on the screen. To view a specific study, the user will click on the correct study to highlight it and then press the 'View' button (  ) to continue.



**Cost Study Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

Jurisdiction:

Filing:


**Cost Studies**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
2-Wire Loop_06282002		8/28/2002	PAE	Jurisdiction	Test-Toda
STP Port		8/27/2002	PAE	Jurisdiction	STP PORT
LIDB Query - Regional STP to		8/24/2002	PAE	Jurisdiction	LIDB QUE
STP Port		8/20/2002	PAE	Jurisdiction	SS7 Port F
Collo-Terminations_06172002		8/17/2002	PAE	Jurisdiction	MF SAC C
Collo-Power		8/17/2002	PAE	Jurisdiction	MF Pwr
Collo-Power		8/17/2002	PAE	Jurisdiction	MF Pwr Di

**View** (highlighted in the table)

**Buttons:** New (Filing) New(Standalone) Edit View Delete Run View Results Change Status

**Filter** (button)

Please notice that, as shown above, if a user has highlighted a study that is owned by someone else, then some of the functions will not be available, however, the view function will be available regardless of ownership status. Once the 'View' button (  ) has been pressed, the 'View Cost Study' screen loads up as shown on the next page.



SERVICE COSTS DEPARTMENT | COST PORTAL

Welcome, Demo User | Version 2.3

**View Cost Study - Filing**

**2 Wire Basic Loop\_12162002-5**

Name:

Description:

Cost Template:

Filing Name:

Control Sheet Name:

Product:

Tariff Name:

Jurisdiction:

Geography Level:

**Assumptions**

Assumption	Assumption Value
Annual/Monthly Cost	Monthly
Cost of Money	12.45
Economic Scenario	Standard
Filing Type	State
First Year of Study	2003
Inflate Through Plan Period	OFF
Life Scenario	GAAP
Methodology	TELRIC
Recurring / Non-Recurring	Both
Study Period	Three years
Study Type	Wholesale


**Data Versions**

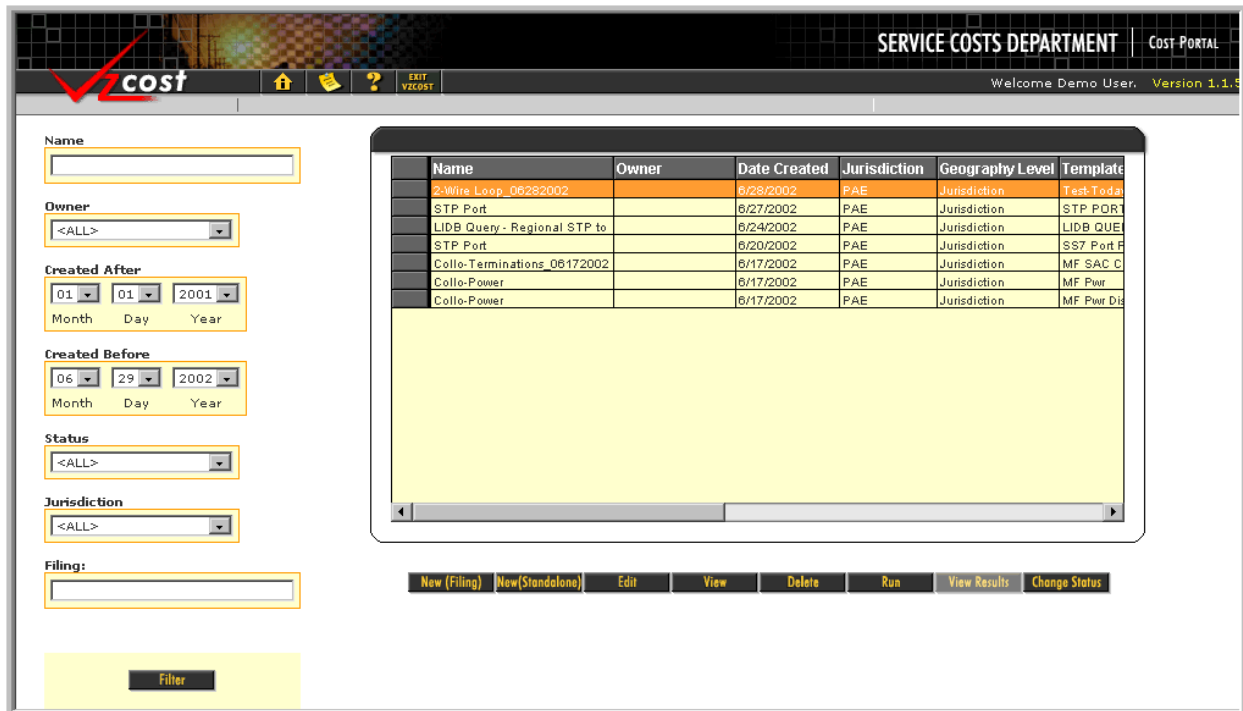
Data Source	Version
IDF SM ds1_3	Test DS1_3SM term
SS7	SS7 BC 06192002
Account_Inflation	PAE Account Inflation Mapping
Capital_Factors	PAE Capital Factors 6-24-02
Demand	DEMAND_VALUE_PAE
Expense_Factors	PAE Exp Fctrs W/O Land & Bldg
Inflation_Indices	PAE Inflation Indices
Loading_Factors	PAE Loading Factors Vintage 1999
Property_Taxes	PAE Propert Tax 6-24-02
SS7_ASSUMPTIONS_VALUE	PAE SS7 ASSUMPTIONS 06062002

**Cancel**

On this screen, the user may view the selected data versions or the selected assumptions. When this screen is no longer needed, the user will press the 'Cancel' button ( ) at the bottom of the screen to return to the 'Cost Studies' screen.

### Section 9.3.4: Deleting a Cost Study

If the user wishes to delete a cost study, that user should click on the study to be deleted, thus highlighting it. Next, the user should press the 'Delete' button (  ).



**SERVICE COSTS DEPARTMENT | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**Name**

**Owner**  
<ALL>

**Created After**  
01 01 2001  
Month Day Year

**Created Before**  
06 29 2002  
Month Day Year

**Status**  
<ALL>

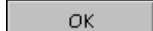
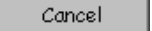
**Jurisdiction**  
<ALL>

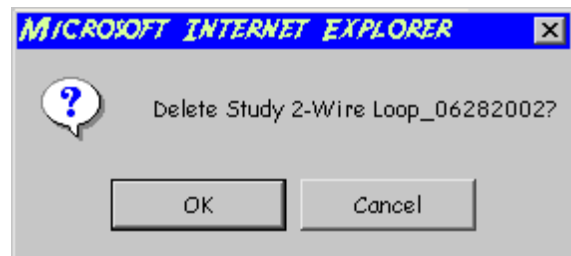
**Filing:**

**Filter**




Name	Owner	Date Created	Jurisdiction	Geography Level	Template
2-Wire Loop_06282002		6/28/2002	PAE	Jurisdiction	Test-Todal
STP Port		6/27/2002	PAE	Jurisdiction	STP PORT
LIDB Query - Regional STP to		6/24/2002	PAE	Jurisdiction	LIDB QUEI
STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
Collo-Terminations_06172002		6/17/2002	PAE	Jurisdiction	MF SAC C
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr D
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr D

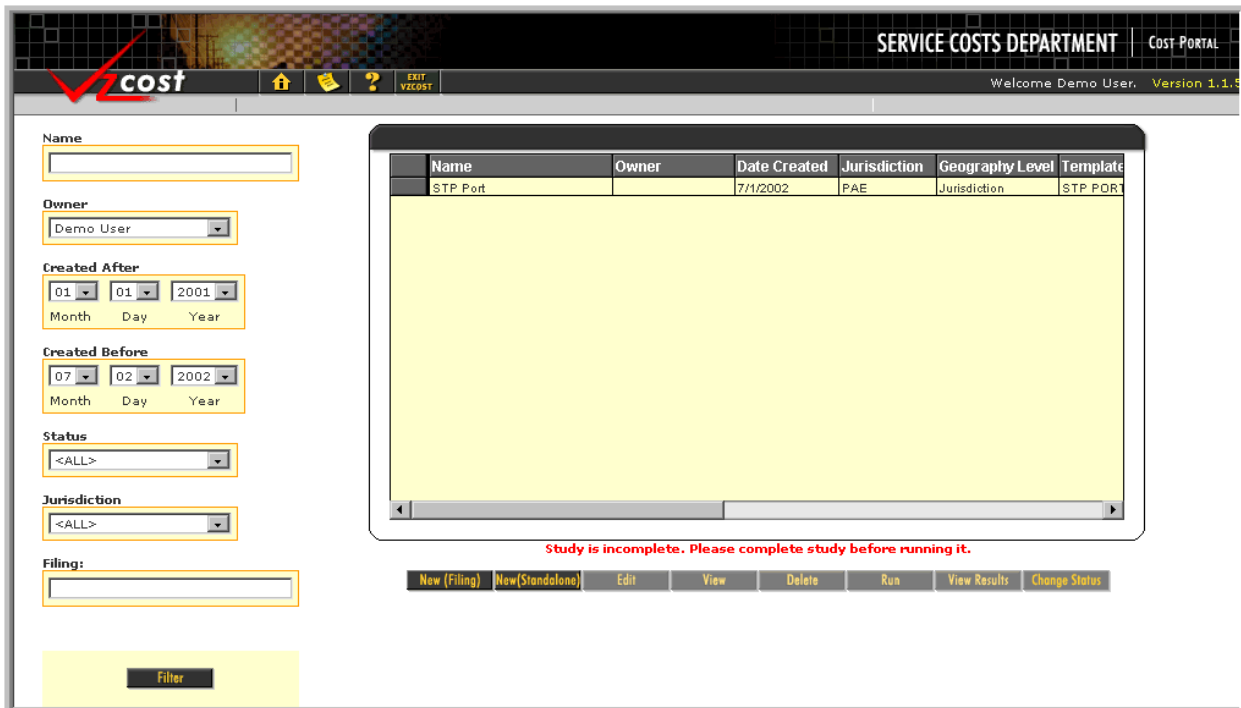
**New (Filing) | New(Standalone) | Edit | View | Delete | Run | View Results | Change Status**

Before deleting the run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the study or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Cost Studies' screen.




### Section 9.3.5: Running a Saved Cost Study

When the cost study was first created, if the user pressed the ‘Save’ button (  ) to save the information rather than pressing the ‘Run’ button (  ) to run the cost study, then the user may use this function to complete the saved cost study. To run a previously saved cost study, the user will use filters, (described in [section 4.4](#)) as needed to locate the correct study. Once that study has been located, the user will click on the study to highlight it and press the ‘Run’ button (  ) to run the study. If the study is incomplete, the system will supply a warning message similar to the one shown below in the example below. This same warning message may be received if the user attempts to run an incomplete study from the ‘New Cost Study’ control sheet or from the ‘Edit Cost Study’ screen.




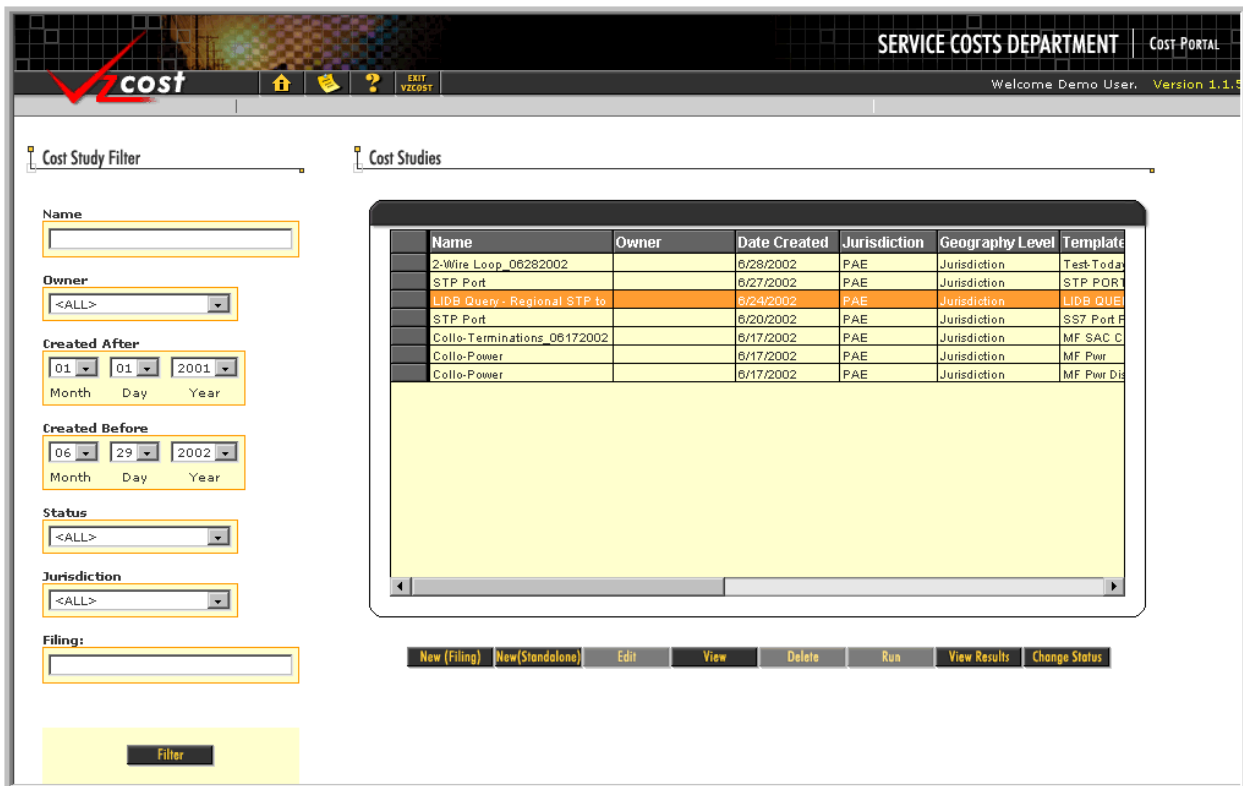
The screenshot shows the 'SERVICE COSTS DEPARTMENT' Cost Portal. The interface includes a navigation bar with 'VZcost' logo, home, help, and 'EXIT VZCOST' buttons. The user is logged in as 'Demo User' (Version 1.1.5). On the left, there are filter controls for Name, Owner (Demo User), Created After (01/01/2001), Created Before (07/02/2002), Status (<ALL>), and Jurisdiction (<ALL>). A 'Filing:' field is also present. The main area displays a table with columns: Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The table contains one entry: 'STP Port', 'PAE', '7/1/2002', 'Jurisdiction', and 'STP PORT'. Below the table, a red warning message states: 'Study is incomplete. Please complete study before running it.' At the bottom, there are buttons for 'New (Filing)', 'New(Standalone)', 'Edit', 'View', 'Delete', 'Run', 'View Results', and 'Change Status'. A 'Filter' button is located at the bottom left of the main content area.

Otherwise, pressing this button will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message that the run has either failed or was completed. The ‘Run’ button (  ) will only be available for a saved study that has not been previously run.

### Section 9.3.6: Viewing the Results of a Cost Study

To view the results of a cost study without navigating to the message center, the user should follow these steps:

- Navigate to the 'Cost Studies' screen as described at the beginning of [section 9.3](#).
- Use filters if they are needed (described in [section 4.4](#)) to locate the correct run.
- As shown below, click on the correct run to highlight it.
- Press the 'View Results' button (  ).



**Cost Study Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

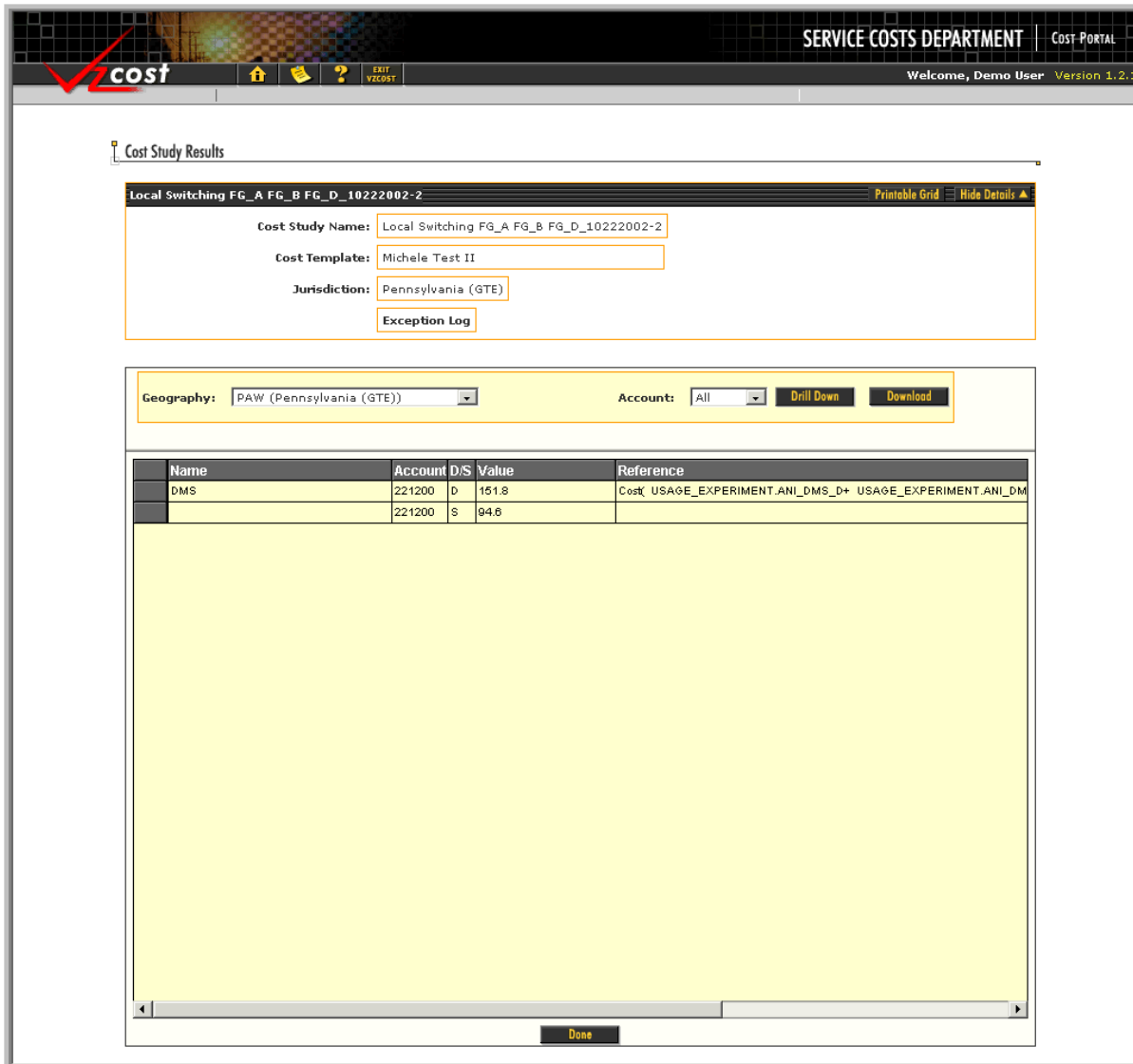
Jurisdiction:

Filing:

**Cost Studies**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
2-Wire Loop_06282002		6/28/2002	PAE	Jurisdiction	Test-Toda
STP Port		6/27/2002	PAE	Jurisdiction	STP POR
LIDB Query - Regional STP to		6/24/2002	PAE	Jurisdiction	LIDB QUE
STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
Collo-Terminations_06172002		6/17/2002	PAE	Jurisdiction	MF SAC C
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr Di

The 'Cost Study Results' screen, shown below, loads up. If a prompt was used in this study, the results will look identical to the results from the other formulas that appear on this screen. Thus, the prompt creates the same end result that would have been created by a formula originating in the cost template. The difference here is that the value was selected at study run time instead of when the template was created.



Local Switching FG\_A FG\_B FG\_D\_10222002-2

Cost Study Name: Local Switching FG\_A FG\_B FG\_D\_10222002-2

Cost Template: Michele Test II

Jurisdiction: Pennsylvania (GTE)

Exception Log



Geography: PAW (Pennsylvania (GTE)) Account: All Drill Down Download

Name	Account	D/S	Value	Reference
DMS	221200	D	151.8	Cost USAGE_EXPERIMENT_ANI_DMS_D+ USAGE_EXPERIMENT_ANI_DM
	221200	S	94.6	

Done

There are eight functional parts of the 'Cost Study Results' screen. The first one is listed and described below. The remaining six are listed and described on the next five pages.

- **Grid:** The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results from both, the 'Data' tab and 'Formula' Tab, all on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page, thus using a large number of pages. Thus, the printable grid feature saves the user considerable amounts of time and paper.

- Details:** At the top right corner of the page, the ‘Show Details’ button (  ) and ‘Hide Details’ button (  ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown and the show button is visible when the fields are hidden.
- Exceptions:** A link to the exception log may or may not appear on the ‘Cost Study Results’ screen. If this link does appear, it will be located immediately below the ‘Jurisdiction’ field in the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the cost study run. When the user clicks on this link, the screen shown below will load up. This screen provides the user with detailed information regarding the exceptions that have occurred.


**Calculation Exceptions**


Cost Study Name:

Cost Template Name:

Last Modified:

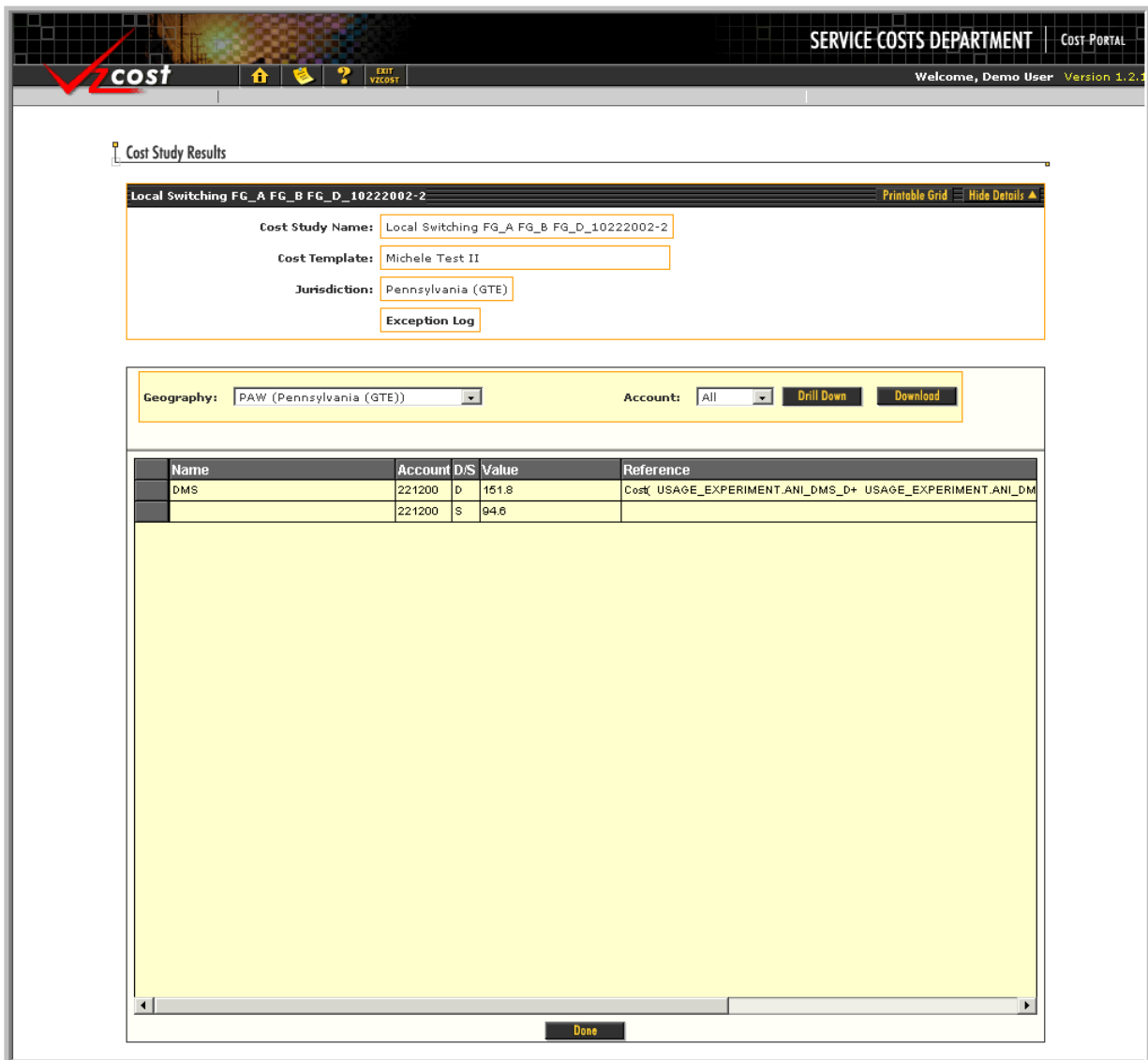
Formula ID	Type	Exception	Geography
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW
DMS	Piece of element	In	PAW



- Once the user has finished examining the data on this page, the user may press the ‘Close’ button (  ) at the bottom of the screen to close this page and return to the ‘BC Run Results’ screen.

If the user needs to sort the information before downloading the data or printing the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information previously selected. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.



Local Switching FG\_A FG\_B FG\_D\_10222002-2

Printable Grid Hide Details

Cost Study Name: Local Switching FG\_A FG\_B FG\_D\_10222002-2

Cost Template: Michele Test II

Jurisdiction: Pennsylvania (GTE)

Exception Log

Geography: PAW (Pennsylvania (GTE)) Account: All Drill Down Download


Name	Account D/S	Value	Reference
DMS	221200 D	151.8	Cost USAGE_EXPERIMENT.ANI_DMS_D+ USAGE_EXPERIMENT.ANI_DM
	221200 S	94.0	

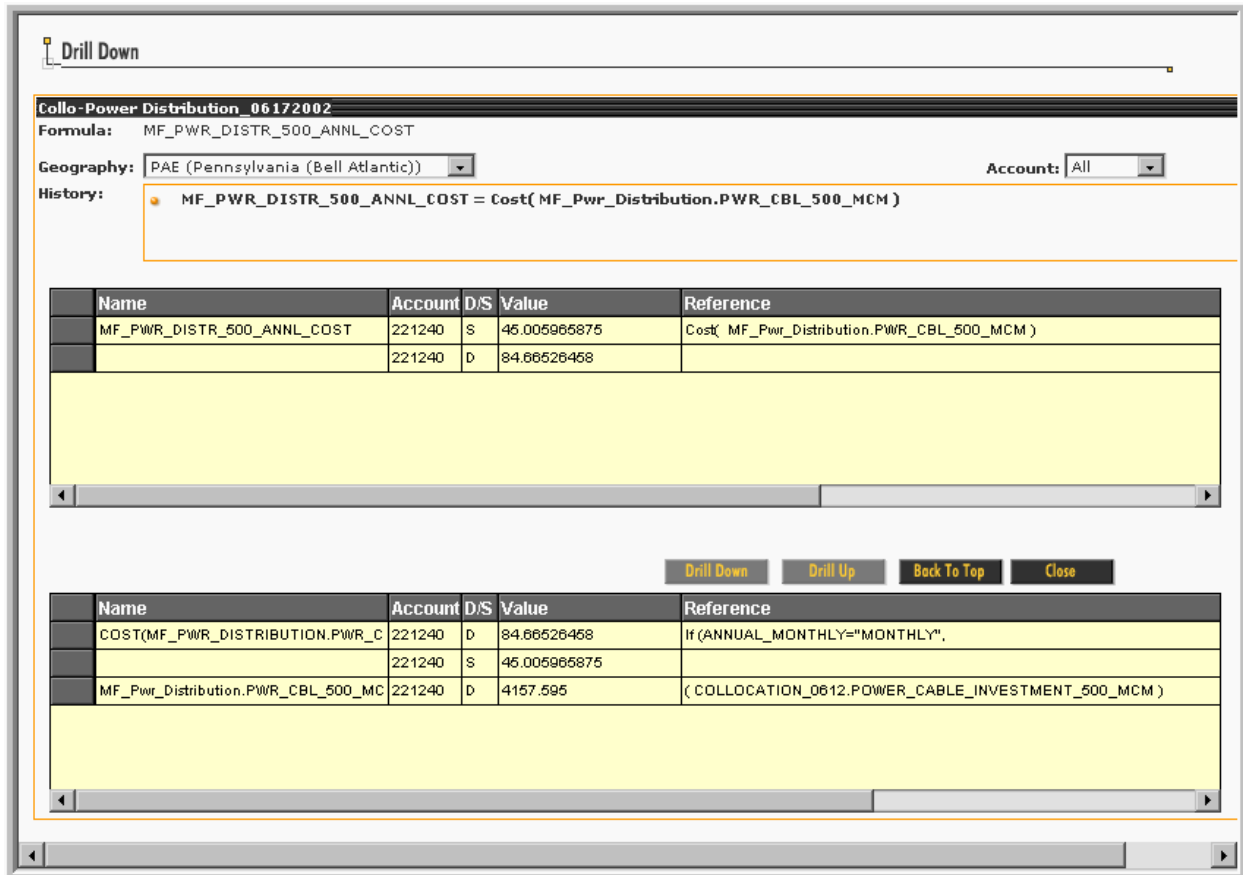
Done

If the user does not need to download or print the data or just has no further need for information from this screen, then the screen should be closed.

- **Done:** When the 'Done' button (Done) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'BC Runs' screen.

The user may also choose to either download the information from these results or view the details of their calculations by drilling down in to the results.

- **Drill Down:** To drill down in to the results, the user would select any line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). It is important for the user to realize that the drill down function drills on the formula(s) and not on the value(s). As shown below, the 'Drill Down' screen loads up in a separate window.



**Drill Down**

Collo-Power Distribution\_06172002

Formula: MF\_PWR\_DISTR\_500\_ANNL\_COST

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All


History: MF\_PWR\_DISTR\_500\_ANNL\_COST = Cost( MF\_Pwr\_Distribution.PWR\_CBL\_500\_MCM )

Name	Account	D/S	Value	Reference
MF_PWR_DISTR_500_ANNL_COST	221240	S	45.005965875	Cost( MF_Pwr_Distribution.PWR_CBL_500_MCM )
	221240	D	84.66526468	

Drill Down Drill Up Back To Top Close

Name	Account	D/S	Value	Reference
COST(MF_PWR_DISTRIBUTION.PWR_C	221240	D	84.66526468	If (ANNUAL_MONTHLY="MONTHLY",
	221240	S	45.005965875	
MF_Pwr_Distribution.PWR_CBL_500_MC	221240	D	4157.595	( COLLOCATION_0612.POWER_CABLE_INVESTMENT_500_MCM )

The areas on the 'Drill Down' screen break down as follows:

- There will not be any geography options available other than that which was selected prior to completing the cost study.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu that opened when the button was pressed. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling in to.
- The lower grid displays the formulas that make up the formula being drilled in to.



**Drill Down**

**Collo - Power Distribution\_06172002**

**Formula:** MF\_PWR\_DISTR\_500\_ANNL\_COST

**Geography:** PAE (Pennsylvania (Ball Atlantic)) **Account:** All

**History:**

- MF\_PWR\_DISTR\_500\_ANNL\_COST = Cost( MF\_Pwr\_Distribution.PWR\_CBL\_500\_MCM )




Name	Account	D/S	Value	Reference
MF_PWR_DISTR_500_ANNL_COST	221240	S	45.005965875	Cost( MF_Pwr_Distribution.PWR_CBL_500_MCM )
	221240	D	84.66526468	

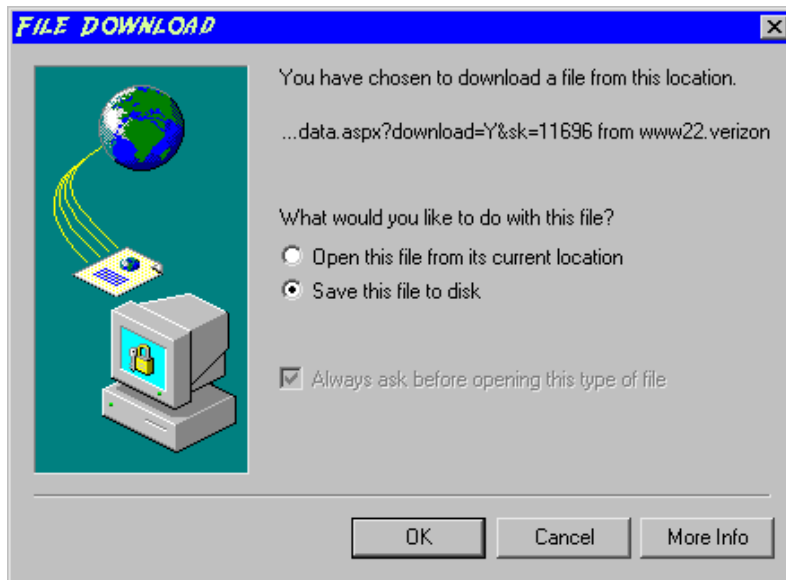
Drill Down Drill Up Back To Top Close


Name	Account	D/S	Value	Reference
COST(MF_PWR_DISTRIBUTION.PWR_C	221240	D	84.66526468	If (ANNUAL_MONTHLY="MONTHLY",
	221240	S	45.005965875	
MF_Pwr_Distribution.PWR_CBL_500_MC	221240	D	4157.595	( COLLOCATION_0612.POWER_CABLE_INVESTMENT_500_MCM )

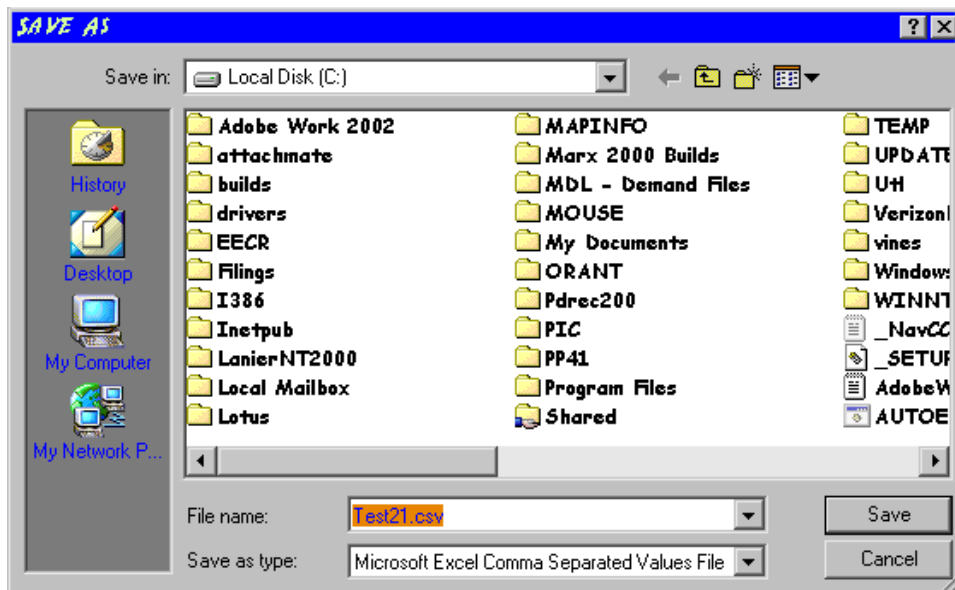
The user may do the following on this screen:

- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button ( Drill Down ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button ( Drill Up ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button ( Back To Top ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Close' button ( Close ) can be used at any time to close the 'Drill Down' screen completely.

- The user may also press the download button (  ) which will download the data in to a CSV file for the user to use with other applications or as needed. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user should make sure that the 'Save this file to disk' radio button has been selected and the press the 'OK' button (  ). Alternatively, the user could press the cancel button (  ) to disregard the download request and return to the previous screen.

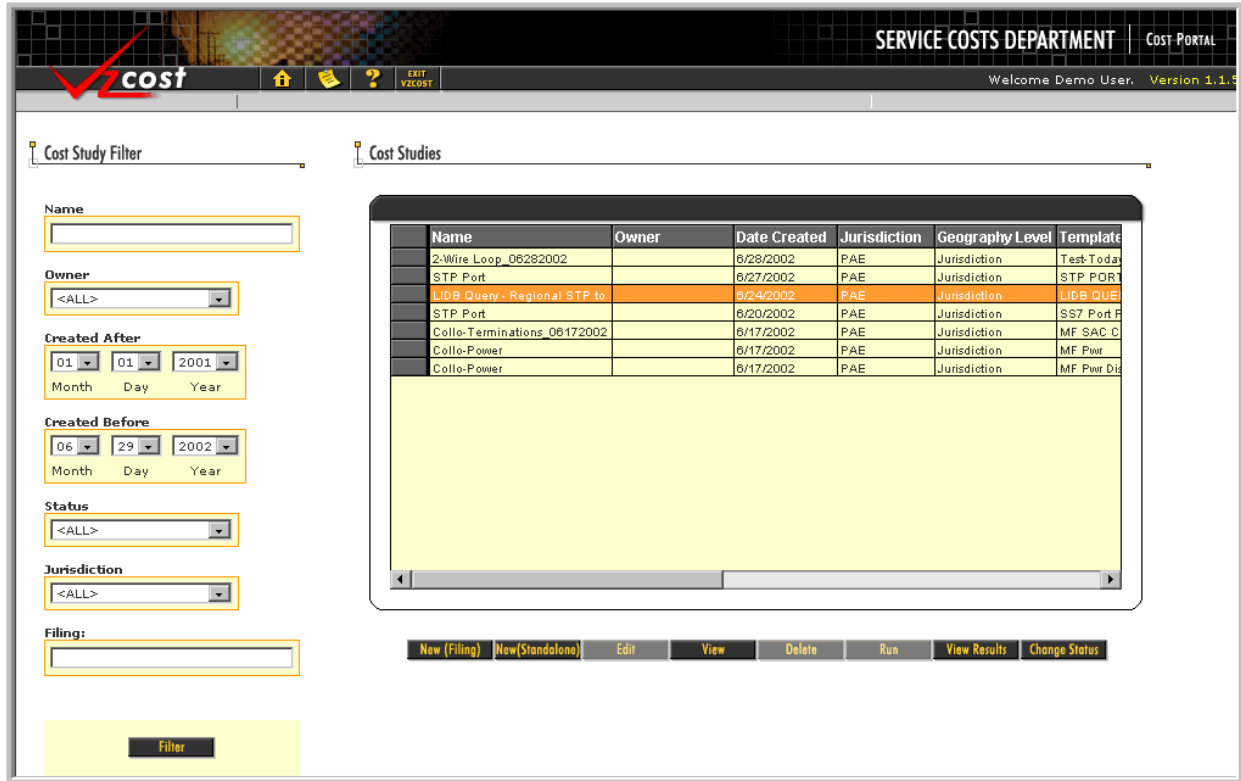


Next, the 'Save As' dialog box will pop up and the user will need to select where to save the file. This is done by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within chosen directories until the destination is located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back in to the system.




### Section 9.3.7: Changing the Status of a Cost Study

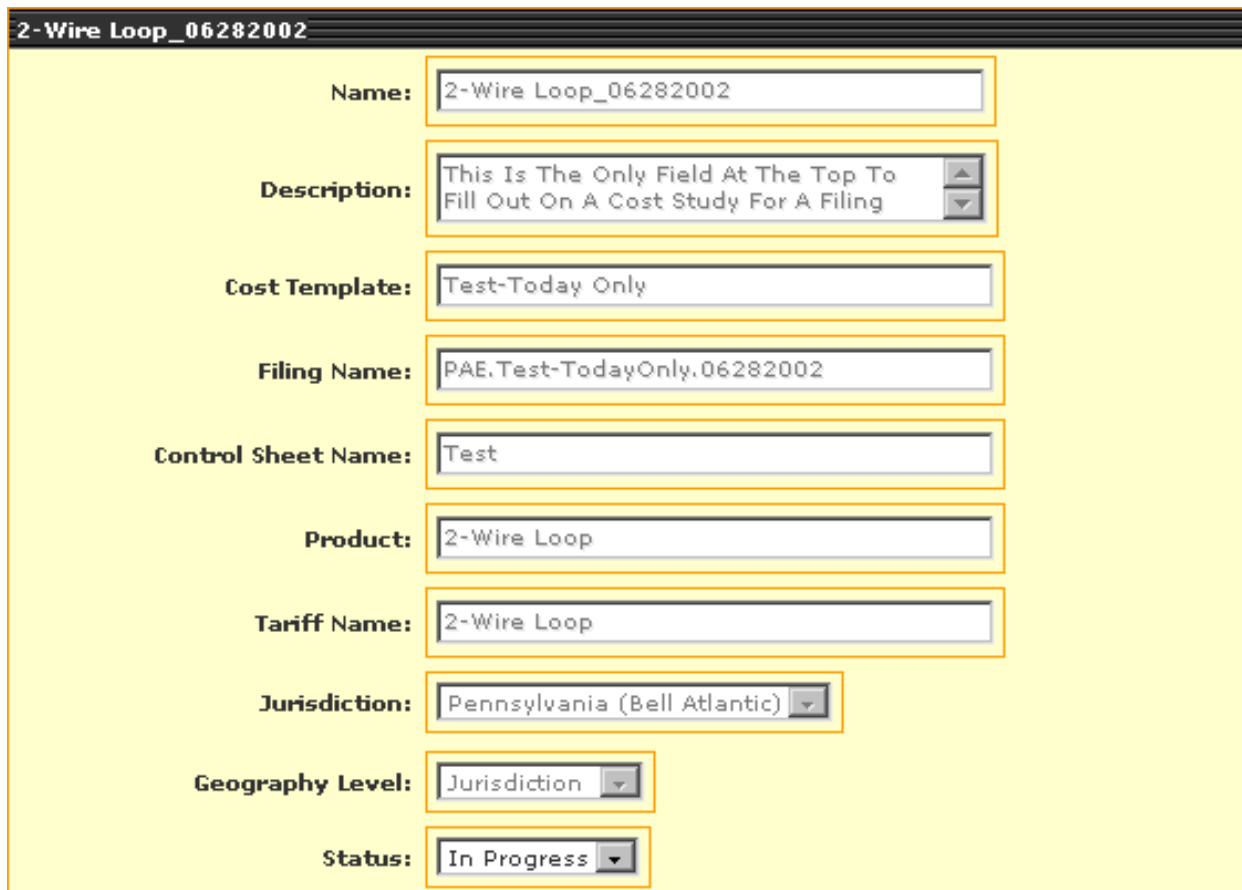
To change the status of a cost study, the user will use filters (described in [section 4.4](#)) to locate the correct run, click on that run to highlight it, and press the 'Change Status' button ( [Change Status](#) ).



The screenshot displays the 'SERVICE COSTS DEPARTMENT | COST PORTAL' interface. The 'Cost Study Filter' section on the left includes fields for Name, Owner, Created After (Month: 01, Day: 01, Year: 2001), Created Before (Month: 06, Day: 29, Year: 2002), Status, Jurisdiction, and Filing. The 'Cost Studies' table on the right lists various cost studies with columns for Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The row 'LIDB Query - Regional STP to STP Port' is highlighted in orange. Below the table is a toolbar with buttons: New (Filing), New (Standalone), Edit, View, Delete, Run, View Results, and Change Status. A yellow 'Filter' button is located at the bottom left of the filter section.

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
2-Wire Loop_06282002		6/28/2002	PAE	Jurisdiction	Test-Today
STP Port		6/27/2002	PAE	Jurisdiction	STP PORT
LIDB Query - Regional STP to		6/24/2002	PAE	Jurisdiction	LIDB QUEI
STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
Collo-Terminations_06172002		6/17/2002	PAE	Jurisdiction	MF SAC C
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr Dis

The 'Change Status' screen looks like the 'Edit Cost Study' screen with two differences. First, the top section has a new 'Status' field where the build status may actually be changed. Second, all of the 'Select' buttons (  ) have been removed from the entire page.



2-Wire Loop\_06282002

Name: 2-Wire Loop\_06282002

Description: This Is The Only Field At The Top To Fill Out On A Cost Study For A Filing

Cost Template: Test-Today Only

Filing Name: PAE.Test-TodayOnly.06282002

Control Sheet Name: Test


Product: 2-Wire Loop

Tariff Name: 2-Wire Loop

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography Level: Jurisdiction

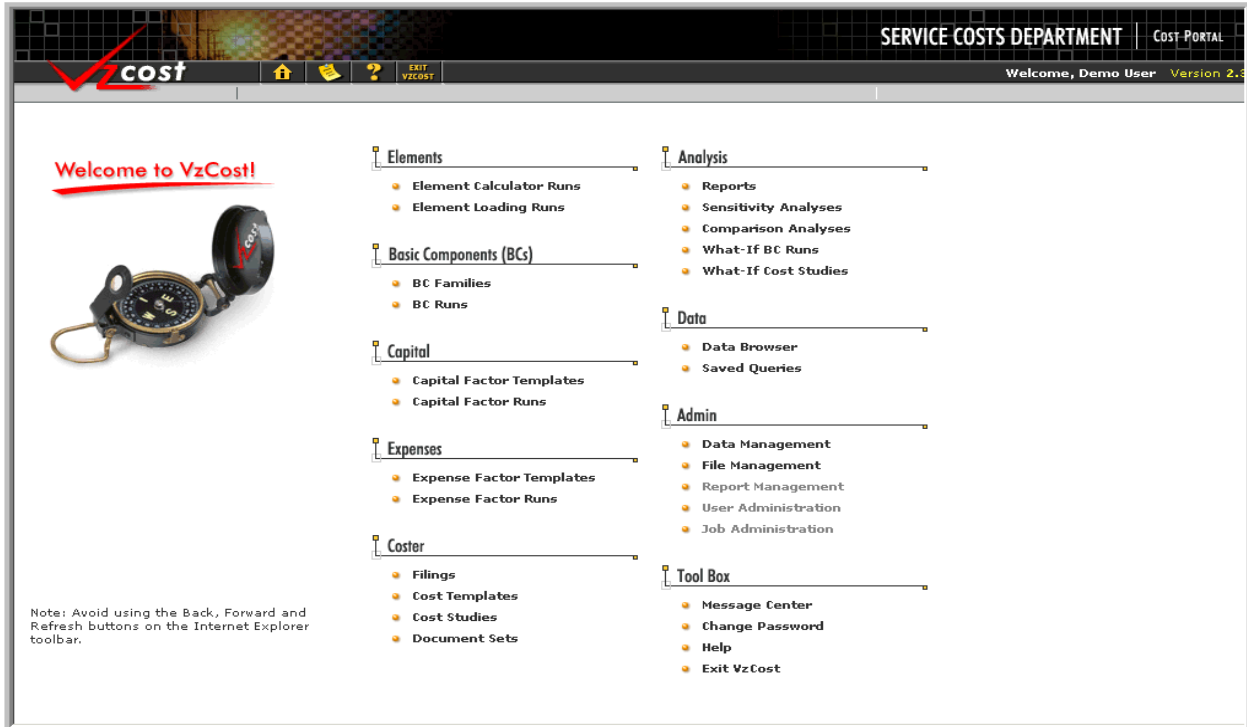
Status: In Progress

To change the status of the cost study, the user will make a choice from the from the drop down menu by pressing the button (  ) at the right side of the 'Status' field and then clicking on one of the available menu options. There may be up to five options available for the user to choose when changing status. Below is a description of each of those options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner.
3. **Completed:** Completed items can be seen by anyone but are not awaiting approval.
4. **Submitted:** Submitted items can be seen by anyone and are awaiting approval.
5. **Approved:** Approved items may now be used in other applicable sections of VzCost as needed. A run may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own run under any circumstances.
6. **Final:** Final items may not edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not edited further or deleted.

## Section 9.4: Document Sets

The 'Document Sets' link allows the user to set up re-usable documentation set outlines to produce filing-quality documentation packages for regulatory proceedings and individual cost studies. A standardized cover sheet and a table of contents are generated by the system based upon the selections made by the user. Any electronic documents may be included in a doc set by storing them in the VzCost Database and then attaching them to the documentation outlines.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

From the 'Home Page' the user will click on the 'Document Sets' link which is a part of the coster section located at the bottom left of the page.

The 'Document Sets' screen, shown below, is loaded up. In the document sets segment of VzCost, please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen.

Vzcost

SERVICE COSTS DEPARTMENT COST PORTAL

Home Help EXIT VZCOST

Welcome Demo User. Version 1.1.9

**Document Set Filter**

**Name**

**Owner**

**Created After**  
    
Month Day Year

**Created Before**  
    
Month Day Year

**Status**

Filter

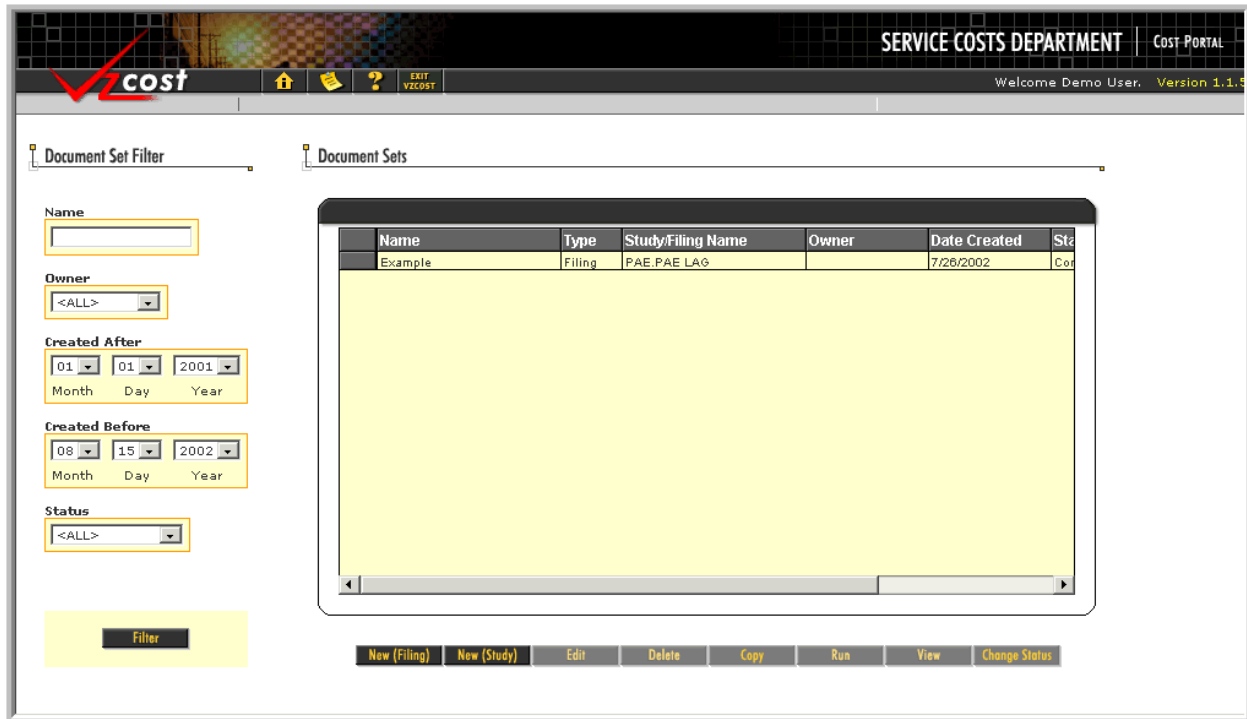
**Document Sets**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
Example	Filing	PAE,PAE LAG		7/26/2002	Co

New (Filing)
New (Study)
Edit
Delete
Copy
Run
View
Change Status

### Section 9.4.1: Creating a New Document Set

Before creating a document set, the user must determine if the doc set will be for a study or for a filing. Once that decision has been made, the user will click whichever of the two buttons is correct, the 'New (Filing)' button ( **New (Filing)** ) or the 'New (Study)' button ( **New (Study)** ) at the bottom of the 'Document Sets' screen.



**Document Set Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

**Document Sets**

Name	Type	Study/Filing Name	Owner	Date Created	Status
Example	Filing	PAE,PAE LAG		7/28/2002	Complete

**Filter**

**New (Filing)** **New (Study)** Edit Delete Copy Run View Change Status

If the doc set is for a filing, the ‘Select Filing’ screen loads up as shown below. The user will click on a filing, thus highlighting it, and then either press the ‘Select’ button ( **Select** ) to continue or press the ‘Cancel’ button ( **Cancel** ) to disregard the request and return to the ‘Document Sets’ screen.

**Service Costs Department | COST PORTAL**  
 Welcome Demo User. Version 1.1.9

**Filing Filter** | **Select Filing to Document**

**Name**

**Owner**

**Jurisdiction**

**Created After**  
    
 Month Day Year

**Created Before**  
    
 Month Day Year

Filing Name	Owner	Jurisdiction	Date Created
PAE.PAE LAG TEST.07012002		PAE	7/1/2002
PAE.Proceeding123.09072002		PAE	6/7/2002

**Filter** | **Select** | **Cancel**



If the doc set is for a study, the ‘Select Cost Study’ screen loads up as shown below. The user will click on a study, thus highlighting it, and then either press the ‘Select’ button ( **Select** ) to continue or press the ‘Cancel’ button ( **Cancel** ) to disregard the request and return to the ‘Document Sets’ screen.

**Cost Study Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year

Created Before:  /  /   
Month Day Year

Status:

Jurisdiction:

**Select Cost Study to Document**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
STP Port		8/27/2002	PAE	Jurisdiction	STP_POR1
LIDB Query - Regional STP to		8/24/2002	PAE	Jurisdiction	LIDB_QUE1
STP Port		8/20/2002	PAE	Jurisdiction	SS7_Port F
Collo-Terminations_08172002		8/17/2002	PAE	Jurisdiction	MF_SAC C
Collo-Power		8/17/2002	PAE	Jurisdiction	MF_Pwr Di

**Select** **Cancel**

**Filter**

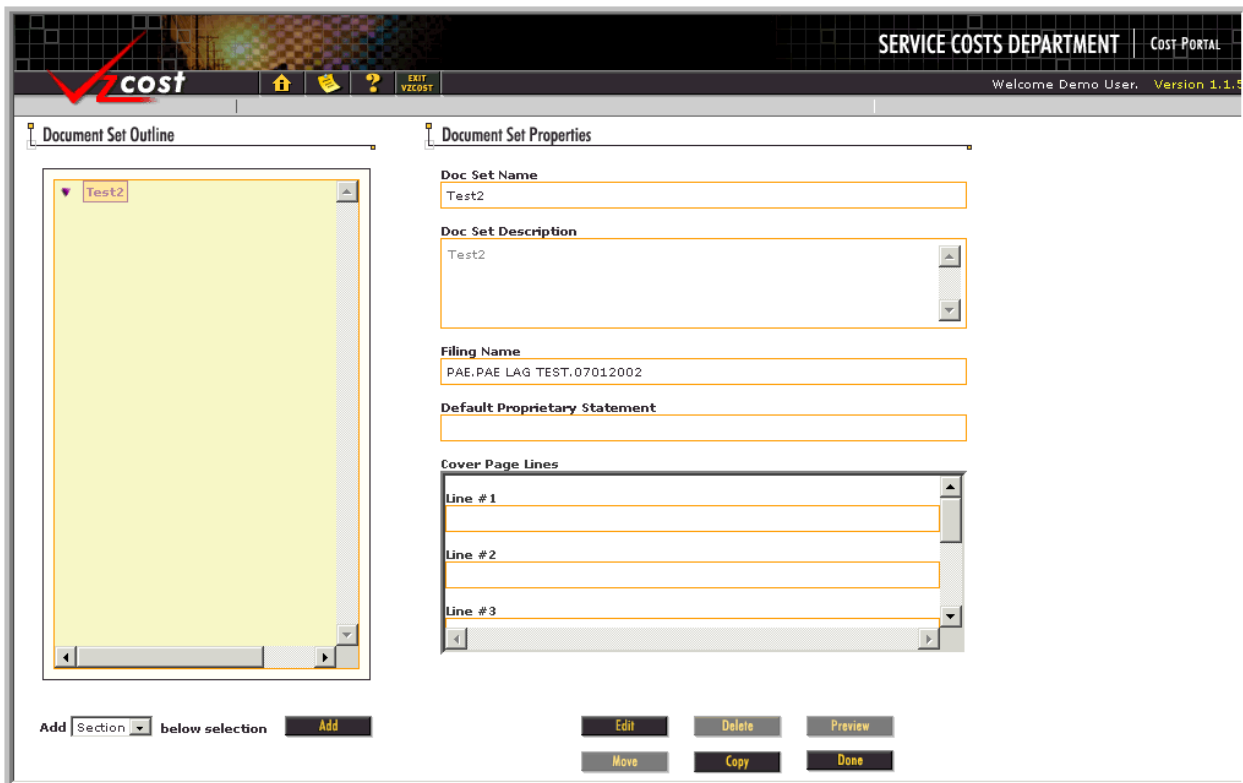


Regardless of whether the doc set will be for a filing or for a study, after that filing or study is selected, the 'New Document Set' screen, shown below, loads up. The user will need to input a name and a description for the doc set. The user may press the 'Save' button ( **Save** ) to continue or press the 'Cancel' button ( **Cancel** ) to disregard the request and return to the 'Document Sets' screen.

The screenshot shows a web application interface for creating a new document set. At the top, there is a navigation bar with the Verizon Zcost logo on the left and 'SERVICE COSTS DEPARTMENT | COST PORTAL' on the right. Below the navigation bar, a status bar displays 'Welcome Demo User. Version 1.1.9'. The main content area is titled 'New Document Set' and contains two text input fields: 'Document Set Name:' and 'Document Set Description:'. The 'Document Set Description:' field is a larger text area with vertical scrollbars. At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.



The 'Document Set Properties' screen loads up. This screen is divided into two parts. The part on the left shows the user an outline of the doc set. When this outline is completed, it will contain the document set's name as well as the names of the doc set's sections, subsections, files, and reports. The larger part, located on the right side of the screen, lists the doc set's properties. These properties include the doc set's name, description, filing or study name, default proprietary statement, and six cover page lines. These cover page lines can include descriptions of testimony, docket numbers, proceeding information, or any other relevant information that may be available for this document set.



Document Set Outline

Document Set Properties

Doc Set Name  
Test2

Doc Set Description  
Test2

Filing Name  
PAE.PAE LAG TEST.07012002

Default Proprietary Statement

Cover Page Lines

Line # 1

Line # 2




Line # 3

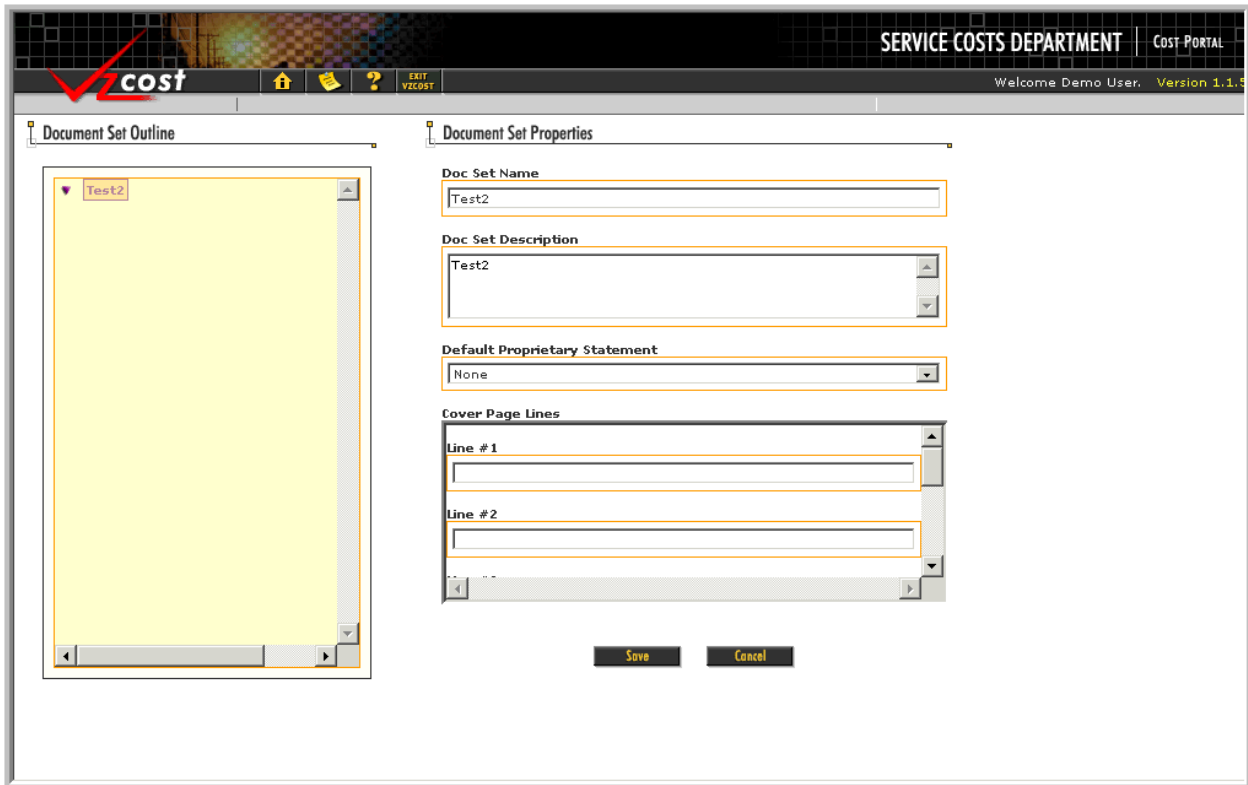
Add Section below selection Add

Edit Delete Preview

Move Copy Done

There are seven buttons on this screen. The first button, which is active, is located at the bottom of the outline which is on the left part of the screen. The other six of these buttons are located at the bottom of the right part of the screen. On the screen shown above, three of these six buttons are active while the other three are inactive and can not be used. Thus, the four active buttons on this page are described on the next four pages.


1. **Edit:** When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit any of the six fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the request and return to the previous screen.

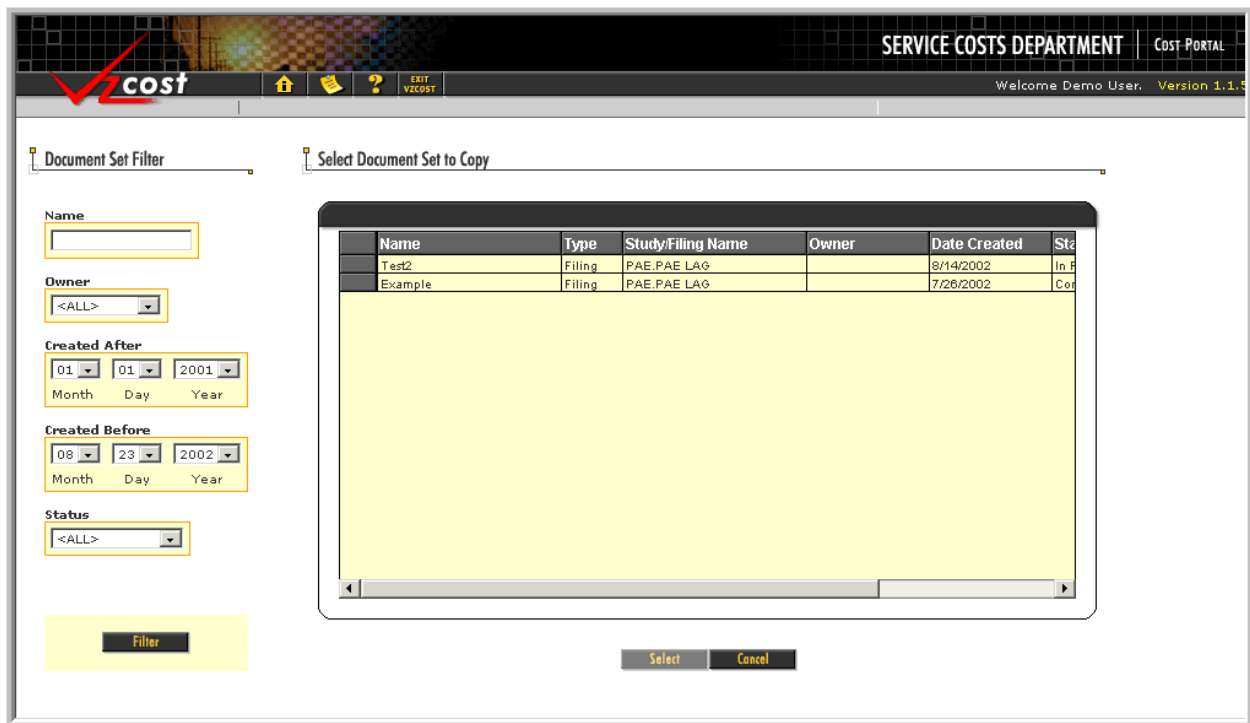


The screenshot shows the 'Document Set Properties' form in the VZcost application. The form is titled 'Document Set Properties' and is part of the 'SERVICE COSTS DEPARTMENT COST PORTAL'. The form contains several input fields:

- Doc Set Name:** Test2
- Doc Set Description:** Test2
- Default Proprietary Statement:** None
- Cover Page Lines:** Line #1 and Line #2

At the bottom of the form, there are two buttons: 'Save' and 'Cancel'.

2. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



**Document Set Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year



Created Before:  /  /   
Month Day Year

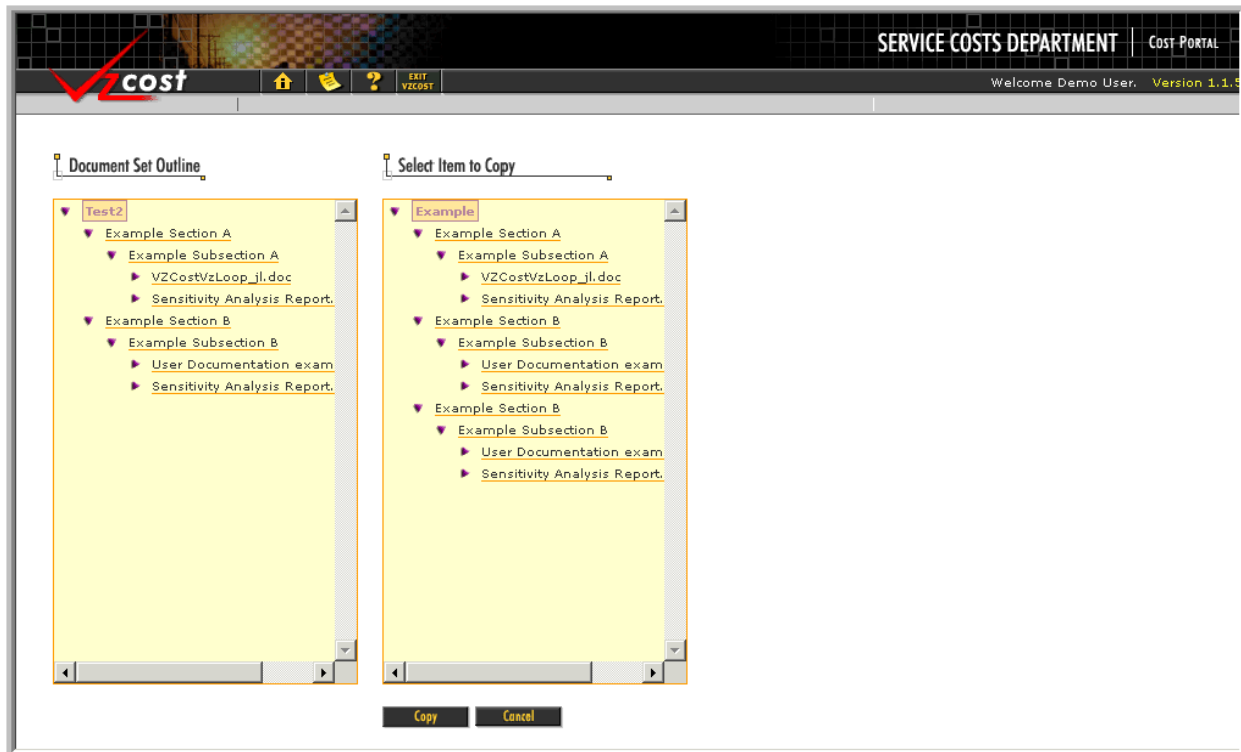
Status:








**Select Document Set to Copy**

Name	Type	Study/Filing Name	Owner	Date Created	Status
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

**Filter** **Select** **Cancel**

The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.







Assuming that the 'Select' button (  ) was pressed, the screen shown above will load up. The outline on the left represents the new doc set being created by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the new doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the 'Copy' button (  ) to execute the requested copy function. If, at any time before the 'Copy' button (  ) has been pressed, the user chooses to disregard the copy request, the 'Cancel' button (  ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the 'Cancel' button (  ) will have been replaced by a 'Done' button (  ). Now, the user can either copy another item or press the 'Done' button (  ) to exit the copy function completely.

**Cannot copy entire document set.**



**Unable to copy file. The file you selected already exists in the selected subsection.**

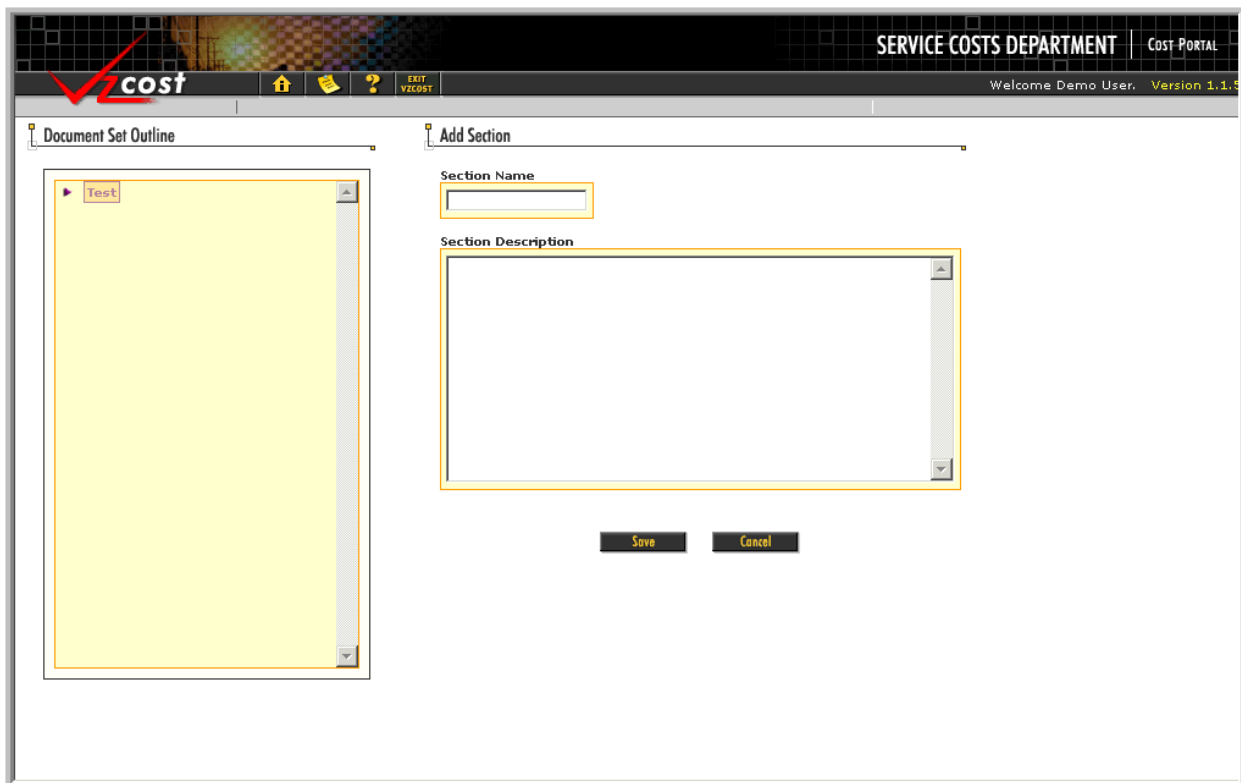
**Unable to Copy Node to Specified Location**


- The 'Cannot copy entire document set.' error message is received if the user attempts to copy the entire document set by clicking on the doc set's name at the top of the outline.
- The 'Unable to copy file. The file you selected already exists in the selected subsection.' error message is received if the user is trying to copy an item to a location that already has an item with the same name.
- The 'Unable to Copy Node to Specified Location' error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.

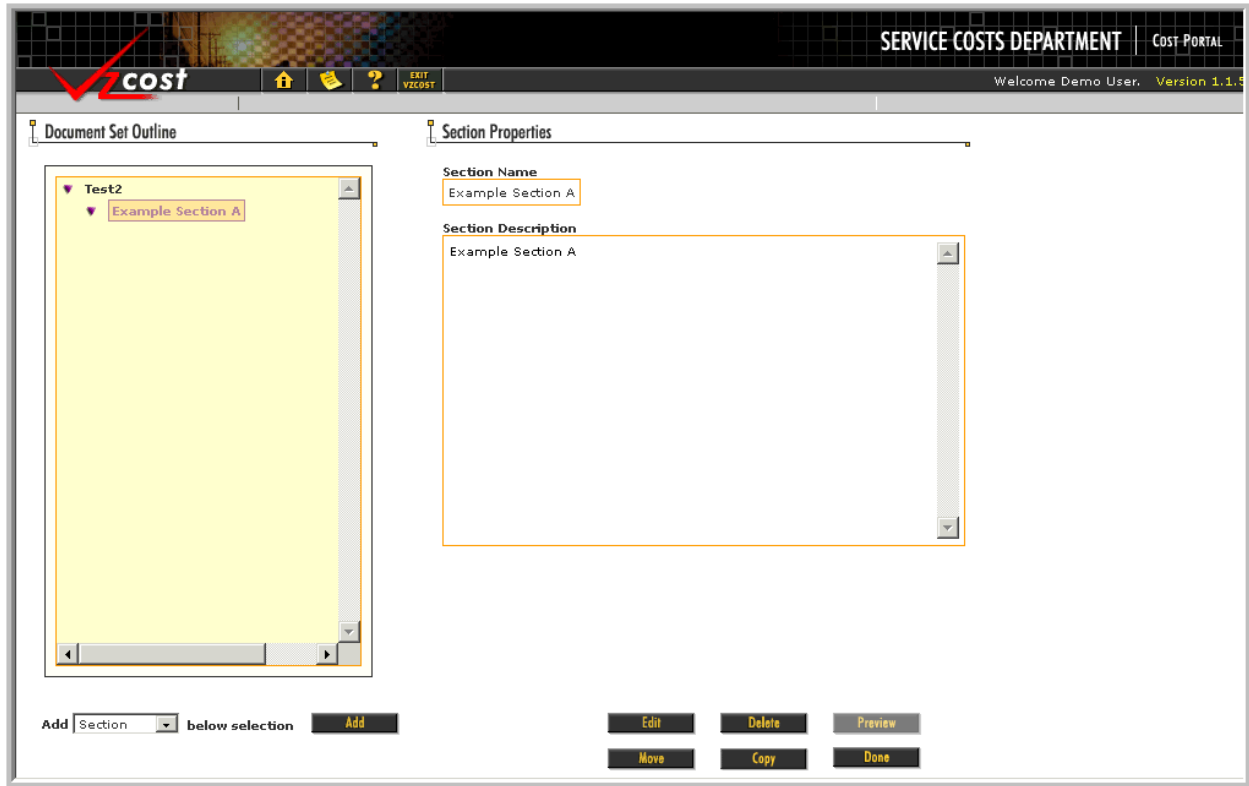
3. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen. Notice that there is no cancel button on the screen. If the user wishes to cancel or delete the entire doc set, the 'Done' button (  ) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in [section 9.4.3](#).
4. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

## Adding a Section




From the 'Document Set Properties' screen, section will be the only option available. When the user selects section and presses the button, the 'Add Section' screen, shown below, will appear in the right part of the screen while the 'Document Set Outline' screen remains on the left part of the screen. The user will need to enter a name in the 'Section Name' field and a Description in the 'Section Description' field. Next, the user may press the 'Save' button (  ) to continue to the 'Section Properties' screen. Alternatively, the user may choose to press the 'Cancel' button (  ) to disregard the request and return to the previous screen.

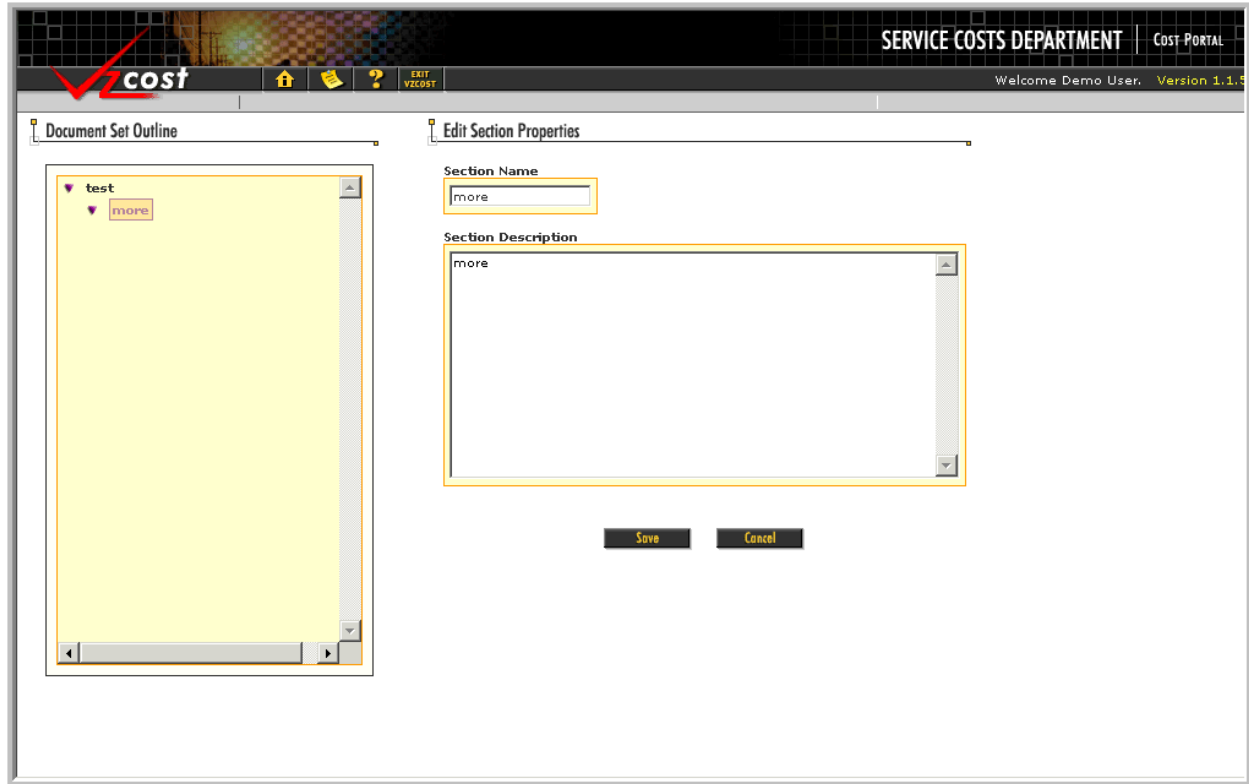





Assuming that the user pressed the 'Save' button (  ), the screen shown below will be loaded up. From this screen, the user may click on the doc set's name in the outline at the left to return to the 'Document Set Properties' screen. If the user chooses to stay on this screen, however, the user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next six pages.

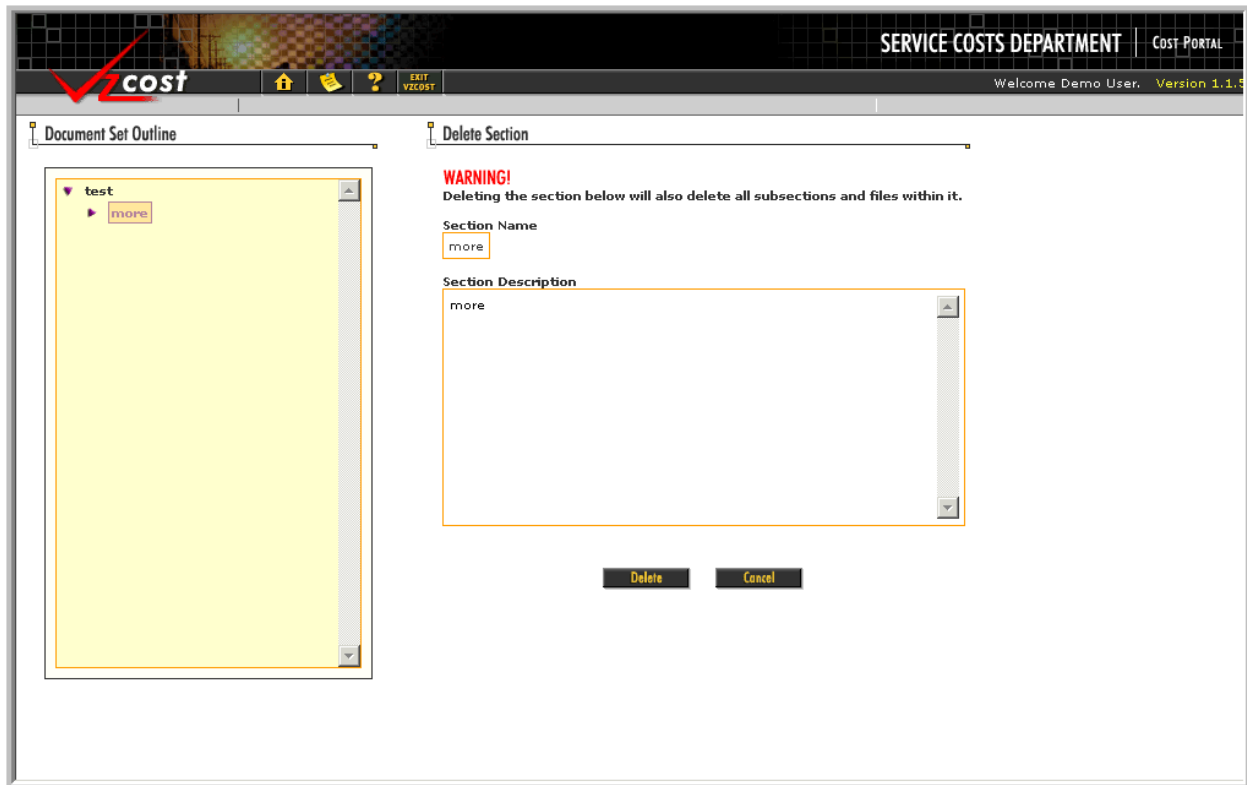












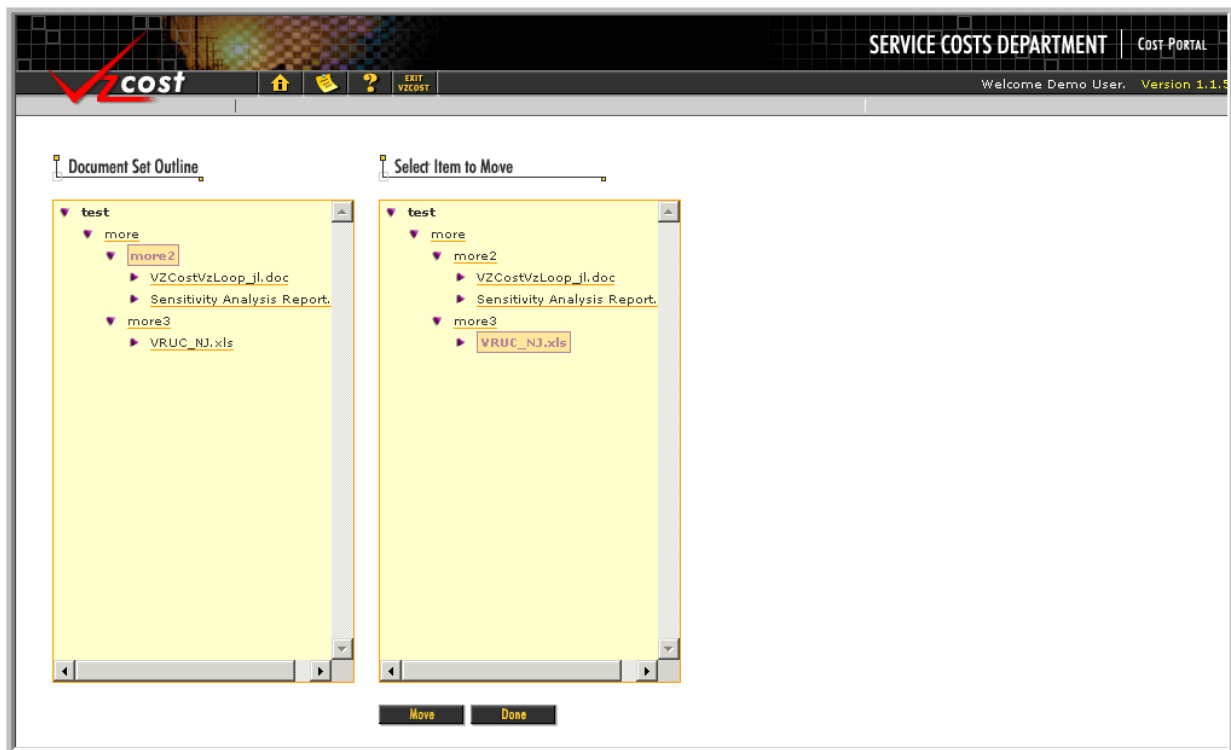
1. Edit: When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit either of the two fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the request and return to the previous screen.




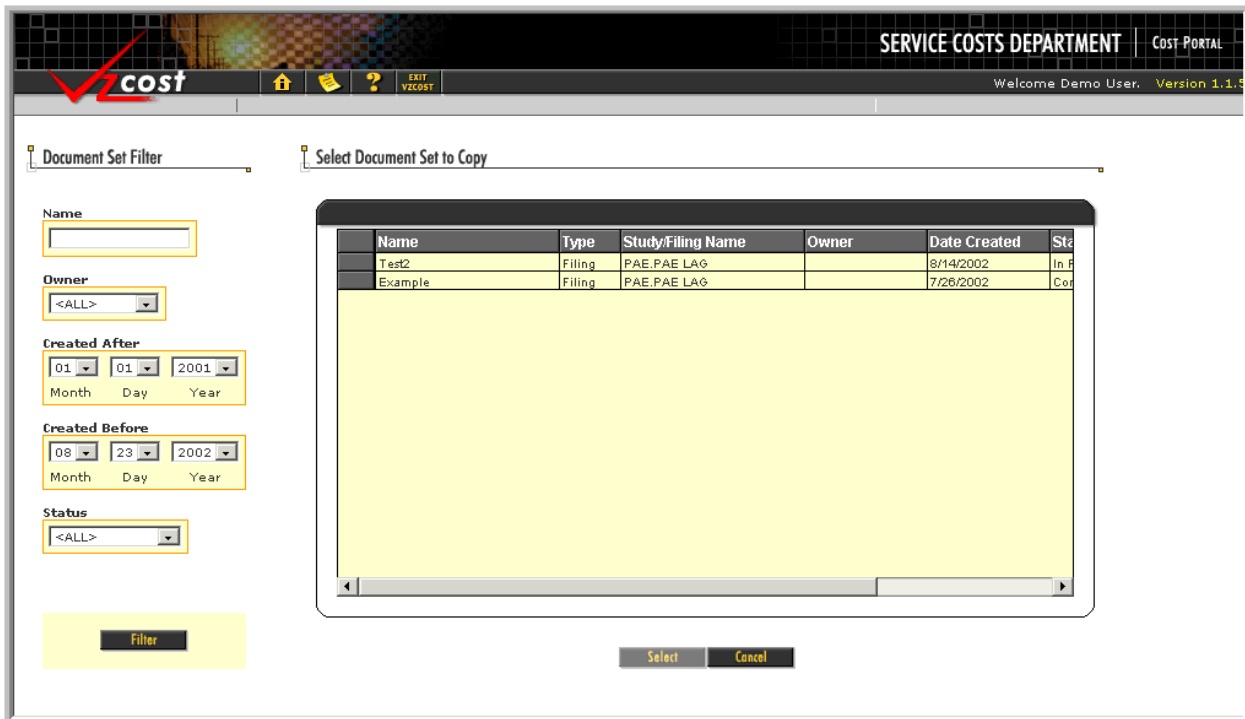
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this section and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the section should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this section and return to the 'Document Set Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.



3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. It is important to notice that, if the user has just created the first section in the outline, the move function, although available, will serve no useful purpose. After all, there will be no place to move the section when it is the only current component of the outline. Once the user begins creating more sections, subsections, files, and reports within the document set, then the move function will be more useful. Nevertheless, an example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus one a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.



4. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



Document Set Filter

Select Document Set to Copy

Name

Owner

Created After



Created Before

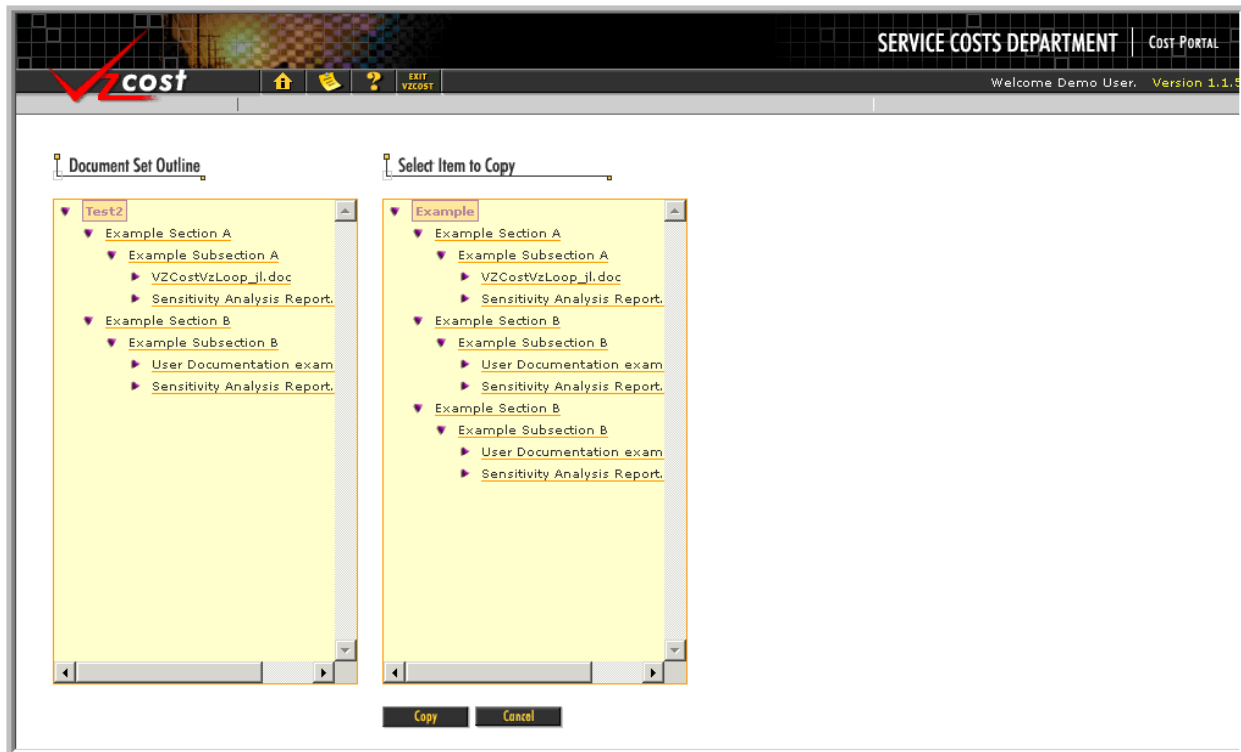
Status







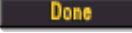
Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

Filter

Select Cancel





The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.





Assuming that the 'Select' button (  ) was pressed, the screen shown above will load up. The outline on the left represents the new doc set being created by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the new doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the 'Copy' button (  ) to execute the requested copy function. If, at any time before the 'Copy' button (  ) has been pressed, the user chooses to disregard the copy request, the 'Cancel' button (  ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the 'Cancel' button (  ) will have been replaced by a 'Done' button (  ). Now, the user can either copy another item or press the 'Done' button (  ) to exit the copy function completely.

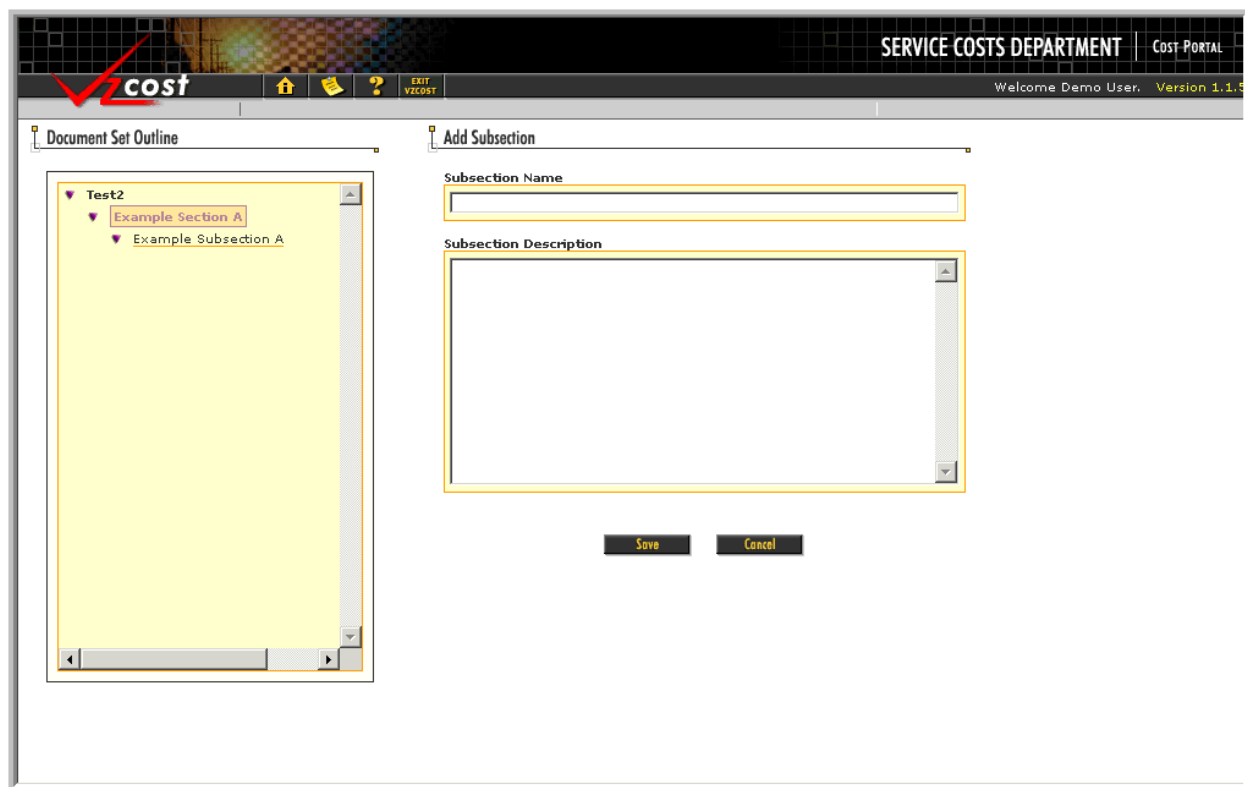
Cannot copy entire document set.  
 Unable to copy file. The file you selected already exists in the selected subsection.  
 Unable to Copy Node to Specified Location


- The 'Cannot copy entire document set.' error message is received if the user attempts to copy the entire document set by clicking on the doc set's name at the top of the outline.
- The 'Unable to copy file. The file you selected already exists in the selected subsection.' error message is received if the user is trying to copy an item to a location that already has an item with the same name.
- The 'Unable to Copy Node to Specified Location' error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.

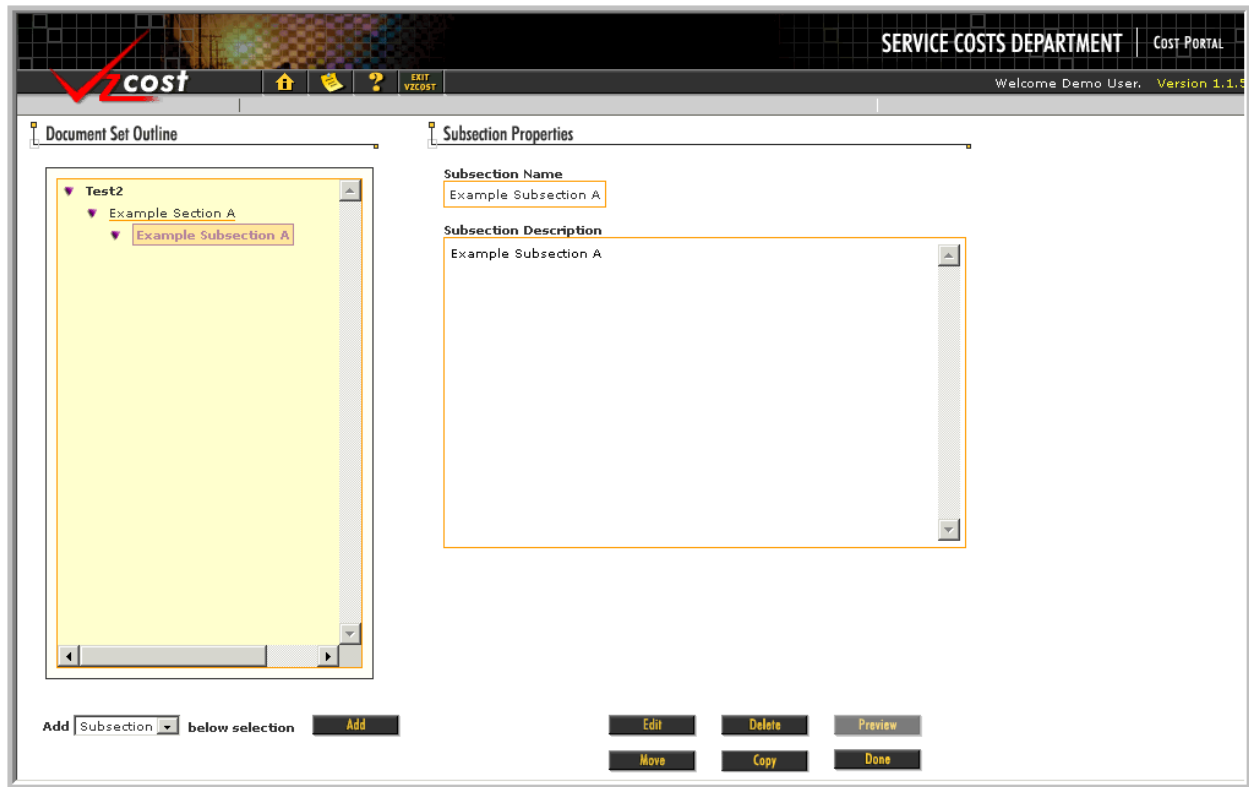
5. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen. Notice that there is no cancel button on the screen. If the user wishes to cancel or delete the entire doc set, the 'Done' button (  ) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in [section 9.4.3](#).
6. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.




## Adding a Subsection

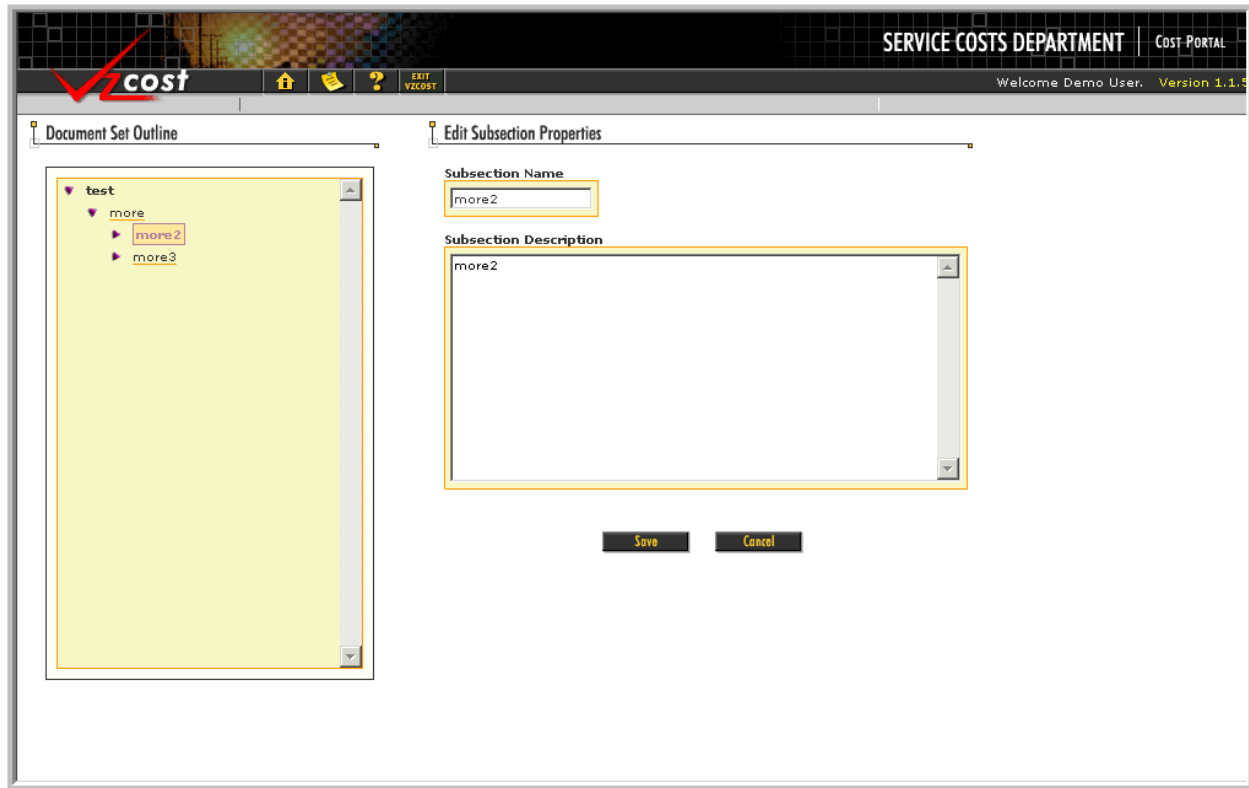
From the 'Section Properties' screen, section and subsection will be the only options available. When the user selects subsection and presses the button, the 'Add Subsection' screen, shown below, will appear in the right part of the screen while the 'Document Set Outline' screen remains on the left part of the screen. The user will need to enter a name in the 'Subsection Name' field and a Description in the 'Subsection Description' field. Next, the user may press the 'Save' button (  ) to continue to the 'Subsection Properties' screen. Alternatively, the user may choose to press the 'Cancel' button (  ) to disregard the request and return to the previous screen.






Assuming that the user pressed the 'Save' button (  ), the screen shown below will be loaded up. From this screen, the user may click on the doc set's name in the outline at the left to return to the 'Document Set Properties' screen. The user may also click on the section's name in the outline at the left to return to the 'Section Properties' screen. If the user chooses to stay on this screen, however, the user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next seven pages.

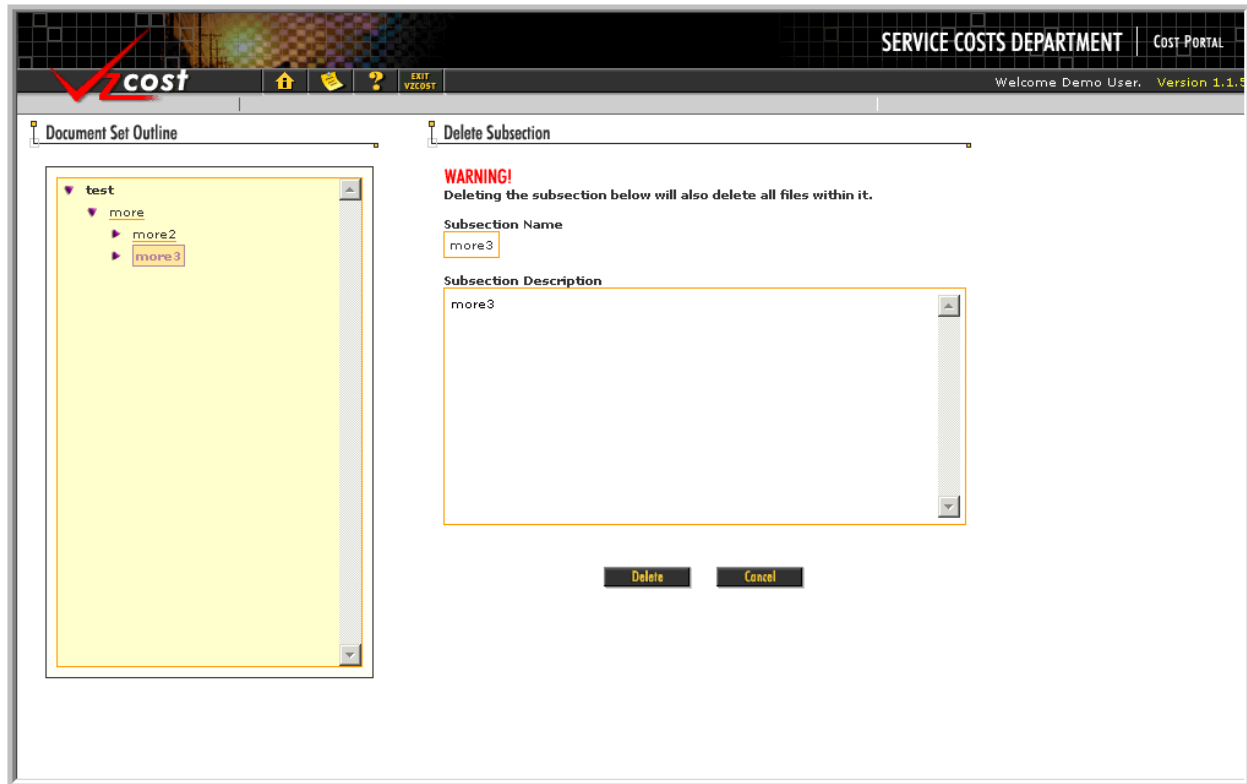










1. Edit: When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit either of the two fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the request and return to the previous screen.

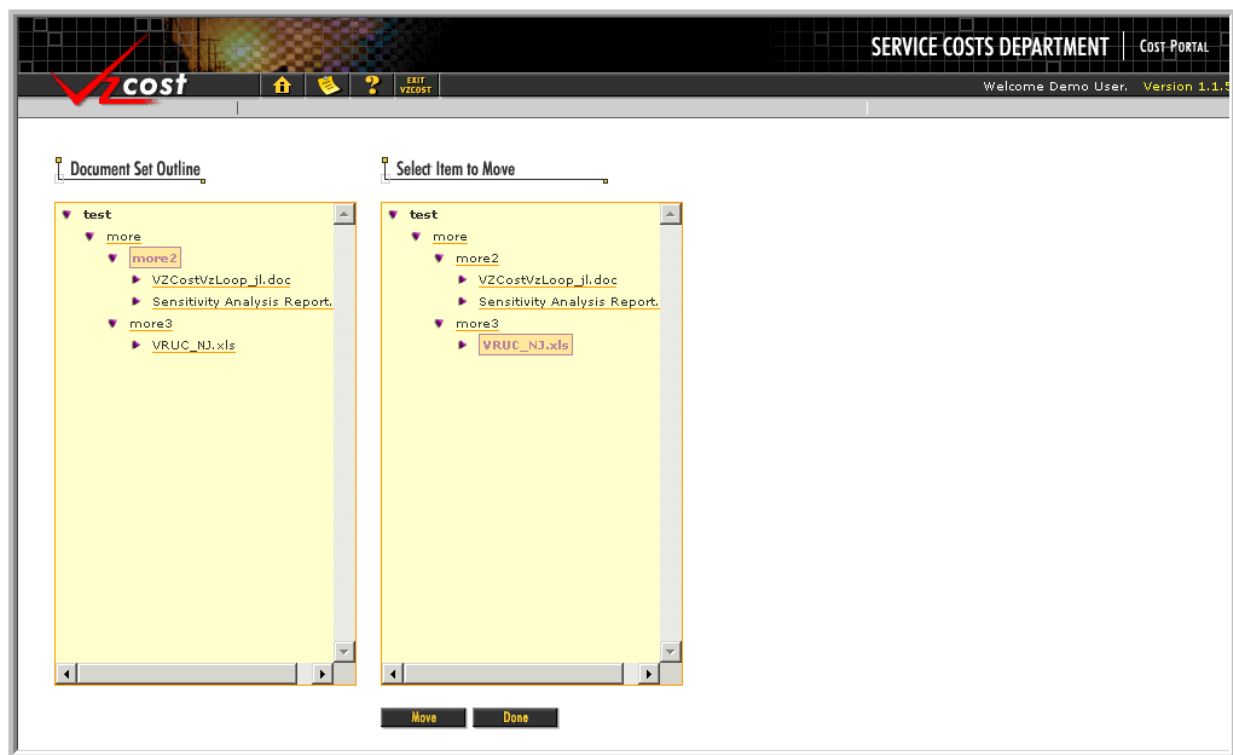





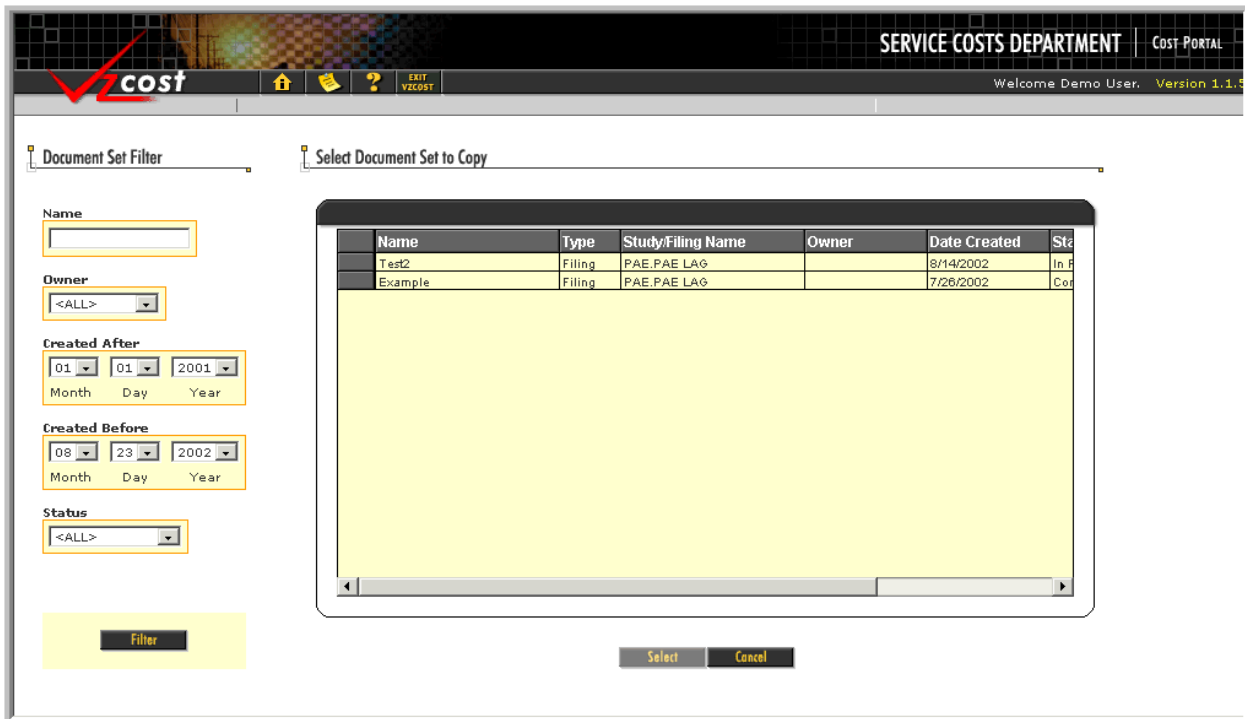
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this subsection and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the subsection should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this subsection and return to the 'Section Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.



3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus on a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.



4. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



**Document Set Filter**      **Select Document Set to Copy**

Name

Owner

Created After  
    
 Month Day Year



Created Before  
    
 Month Day Year

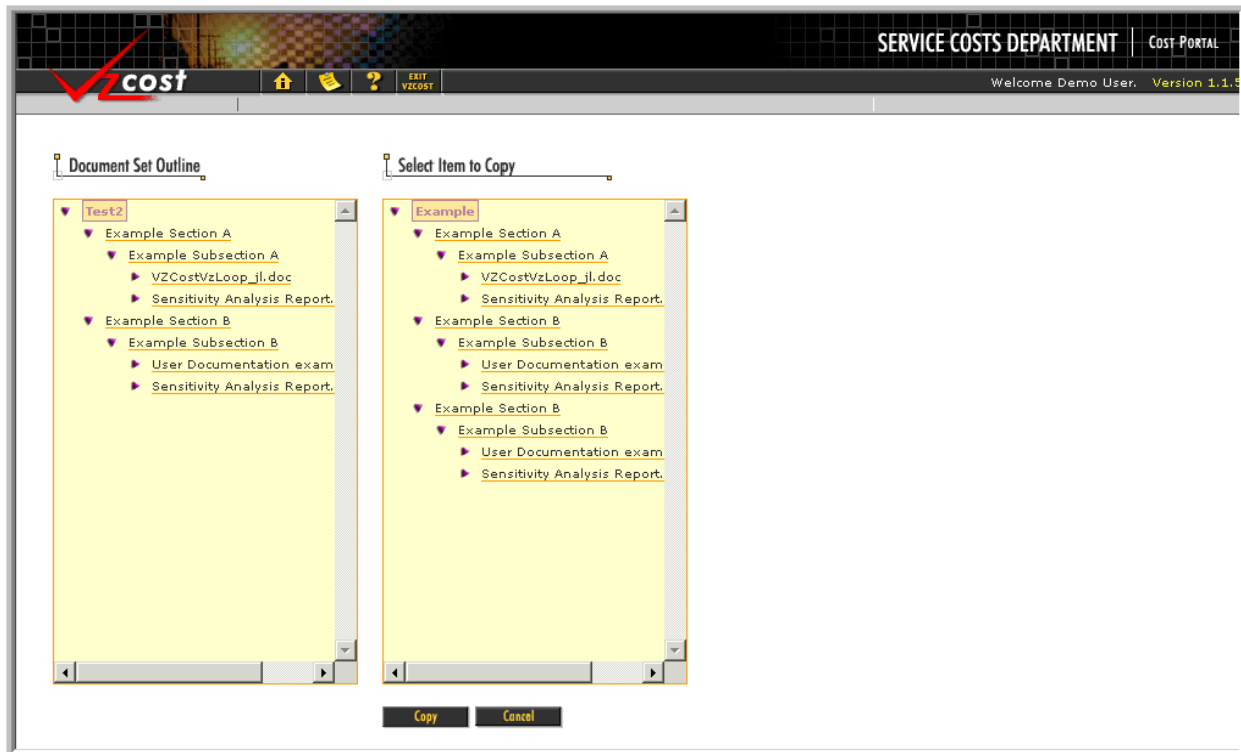
Status







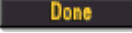
**Filter**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

**Select**      **Cancel**

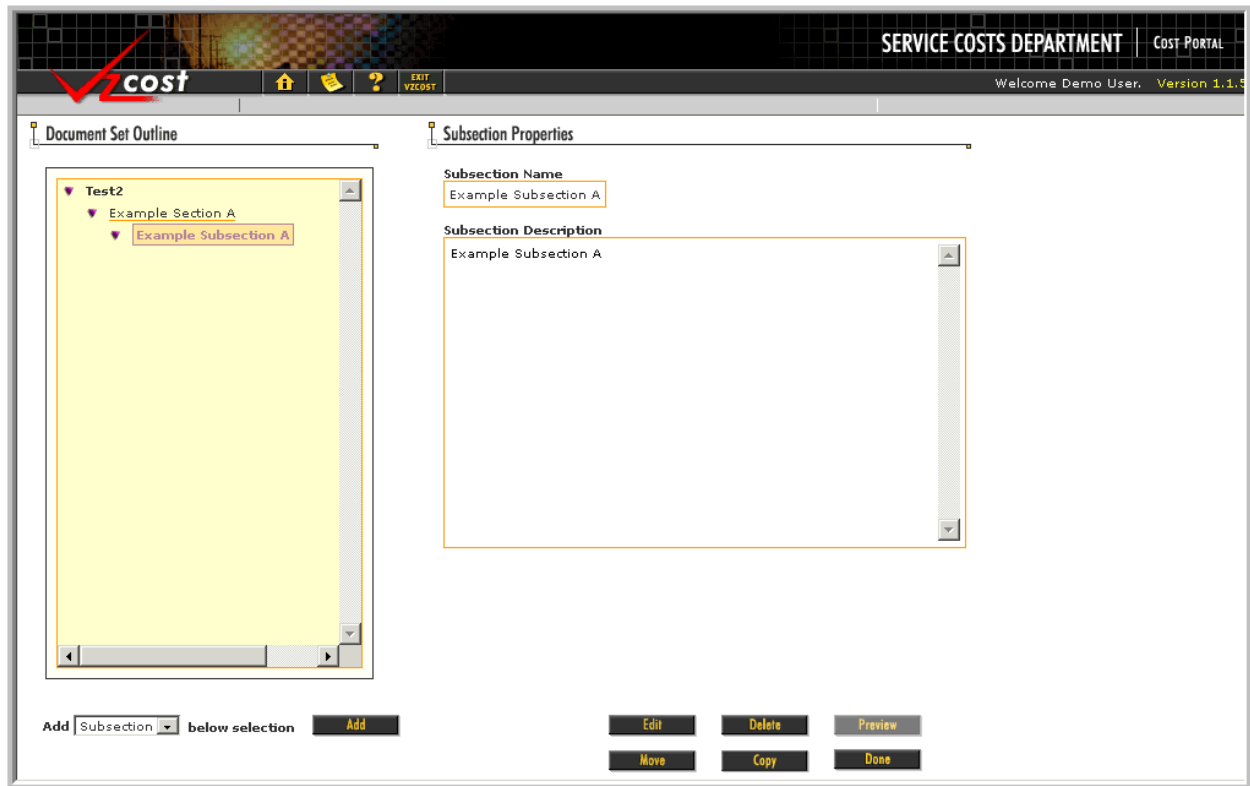
The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.







Assuming that the 'Select' button (  ) was pressed, the screen shown above will load up. The outline on the left represents the new doc set being created by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the new doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the 'Copy' button (  ) to execute the requested copy function. If, at any time before the 'Copy' button (  ) has been pressed, the user chooses to disregard the copy request, the 'Cancel' button (  ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the 'Cancel' button (  ) will have been replaced by a 'Done' button (  ). Now, the user can either copy another item or press the 'Done' button (  ) to exit the copy function completely.

Cannot copy entire document set.  
 Unable to copy file. The file you selected already exists in the selected subsection.  
 Unable to Copy Node to Specified Location

- The 'Cannot copy entire document set.' error message is received if the user attempts to copy the entire document set by clicking on the doc set's name at the top of the outline.
- The 'Unable to copy file. The file you selected already exists in the selected subsection.' error message is received if the user is trying to copy an item to a location that already has an item with the same name.
- The 'Unable to Copy Node to Specified Location' error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.

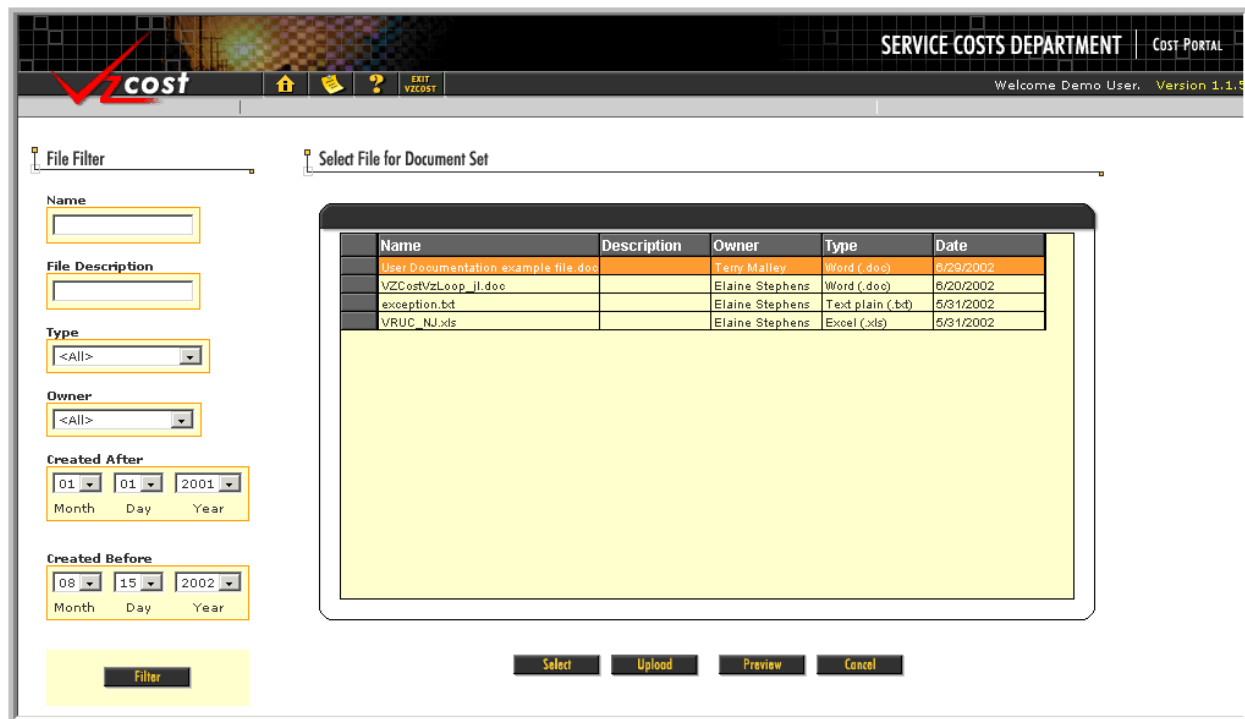


5. **Done**: When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen. Notice that there is no cancel button on the screen. If the user wishes to cancel or delete the entire doc set, the 'Done' button (  ) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in [section 9.4.3](#).

6. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

## Adding a File

From the 'Subsection Properties', 'File Properties', and 'Report Properties' screens, the subsection, file, and report options will all be available for selection in the 'Add' field. When the user selects file and presses the button, the 'Select File for Document Set' screen, shown below, will load up. Filters may be used as described in [section 4.4](#) to limit or expand the list of files that are displayed on the screen. All files that meet the filtered criteria will be displayed on the screen. Please notice that the doc set will only accept the following file types: Acrobat files (PDF), bitmap images (BMP), Excel files (XLS), graphic interchange format images (GIF), jpeg format images (JPG), PowerPoint files (PPT), report files (RPT), rich text files (RTF), text files (TXT), and Word files (DOC). The user will have the four buttons available on this screen. These buttons and their functions are described in the next several pages.



**File Filter**

Name:

File Description:

Type:


Owner:



Created After:     
Month Day Year

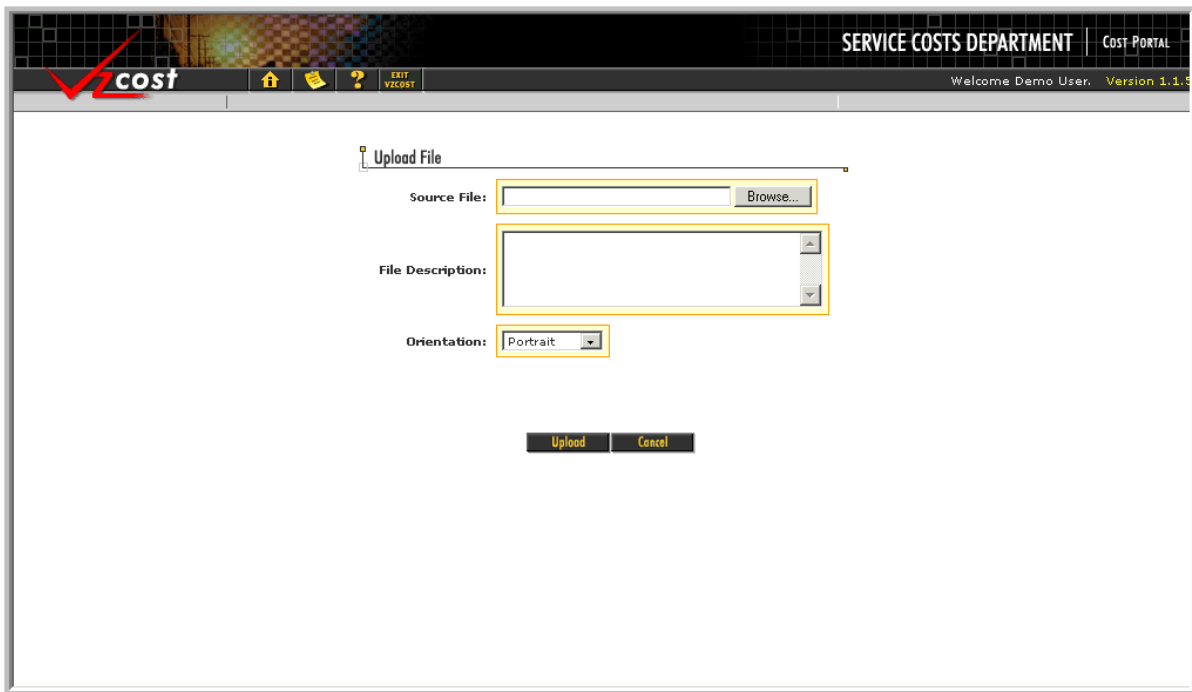
Created Before:     
Month Day Year


**Select File for Document Set**



Name	Description	Owner	Type	Date
User Documentation example file.doc		Terry Malley	Word (.doc)	8/29/2002
VZCostVzLoop_il.doc		Elaine Stephens	Word (.doc)	8/20/2002
exception.txt		Elaine Stephens	Text plain (.txt)	5/31/2002
VRUC_NJ.xls		Elaine Stephens	Excel (.xls)	5/31/2002

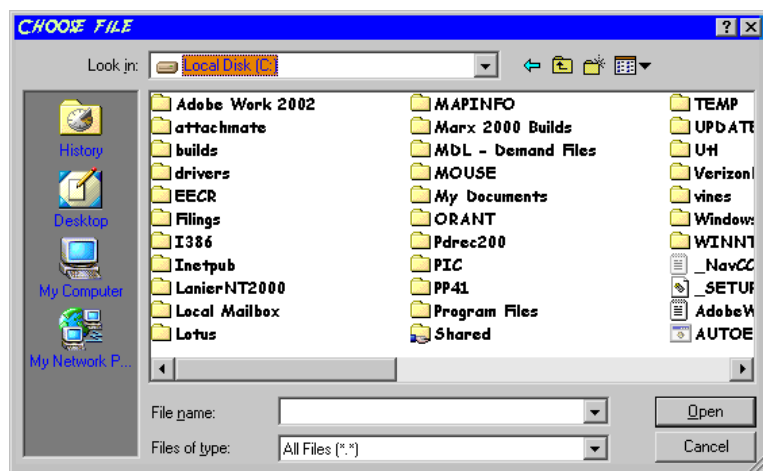
- If the needed file is an available selection, the user may click on that file to highlight it and then press the 'Select' button (  ). This button and its function will be described in full detail later in this section (9.4.1).


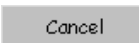
- If the needed file is not an available choice but the user has the file saved elsewhere, the user may upload the file by pressing the 'Upload' button (  ). Only the following file types can be used in a doc set: Acrobat files (PDF), bitmap images (BMP), Excel files (XLS), graphic interchange format images (GIF), jpeg format images (JPG), PowerPoint files (PPT), report files (RPT), rich text files (RTF), text files (TXT), and Word files (DOC). Once the button is pressed, the screen shown below will load up. The user will enter a file name into the 'Source File' field, a description into the 'File Description' field, and select either portrait or landscape from a drop down menu by pressing the button (  ) next to the 'Orientation' field.




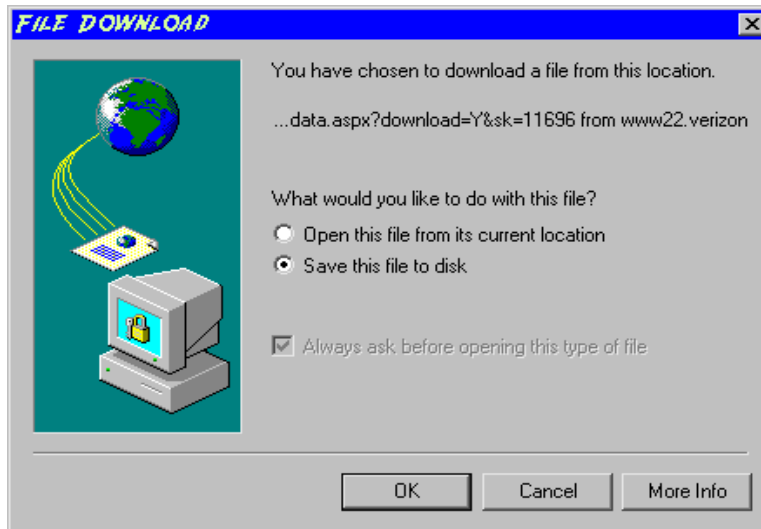
If the user does not know the exact file name for the 'Source File' field, then the 'Browse' button (  ) may be pressed to load up the window shown below. To locate the

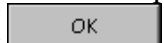
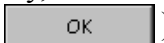
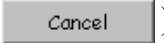
source, press the button (  ) next to the 'Look In' field and choose a source from the drop down menu. If the file is not found in the directory that is displayed, the user will double click on whichever folder leads to the proper directory. In some cases, the user may double click on additional folders that exist within the selected folders. Upon locating the file, the user will click on that file and then press the 'Open' button (  ).

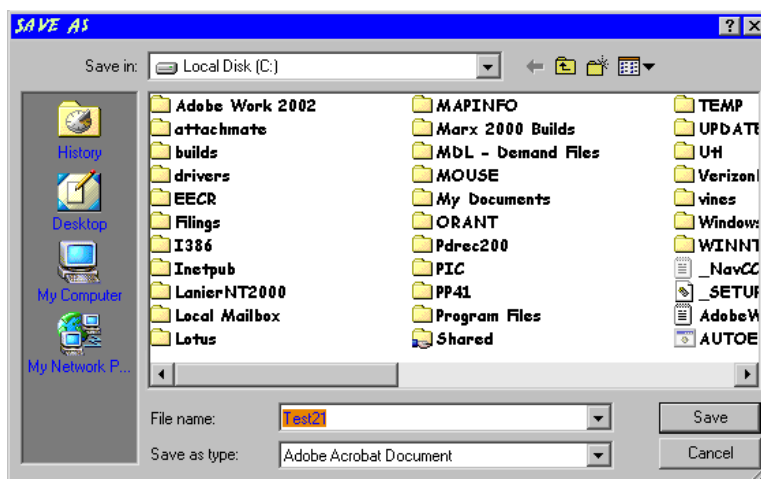



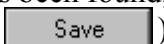
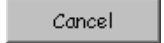
Once the file 'Open' button (  ) has been pressed, the user will be taken to the 'Select File for Document Set' screen and the uploaded file will now appear in the list of available files. If the file can not be located, to return to the previous screen without selecting a file, the user will press the 'Cancel' button (  ).

- If the user is not certain whether or not an available file is the correct file, that user may always choose to preview the file by pressing the 'Preview' button (  ). Once the button is pressed, the 'Download' screen, shown below, will appear.



If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button (  ), the preview will appear in a separate Adobe Acrobat window. Alternately, the user may choose the 'Save this file to disk' radio button and press the 'OK' button (  ) to load the 'Save As' dialog box shown below. To return to the previous screen, ignoring the preview request, the user will press the 'Cancel' button (  ).

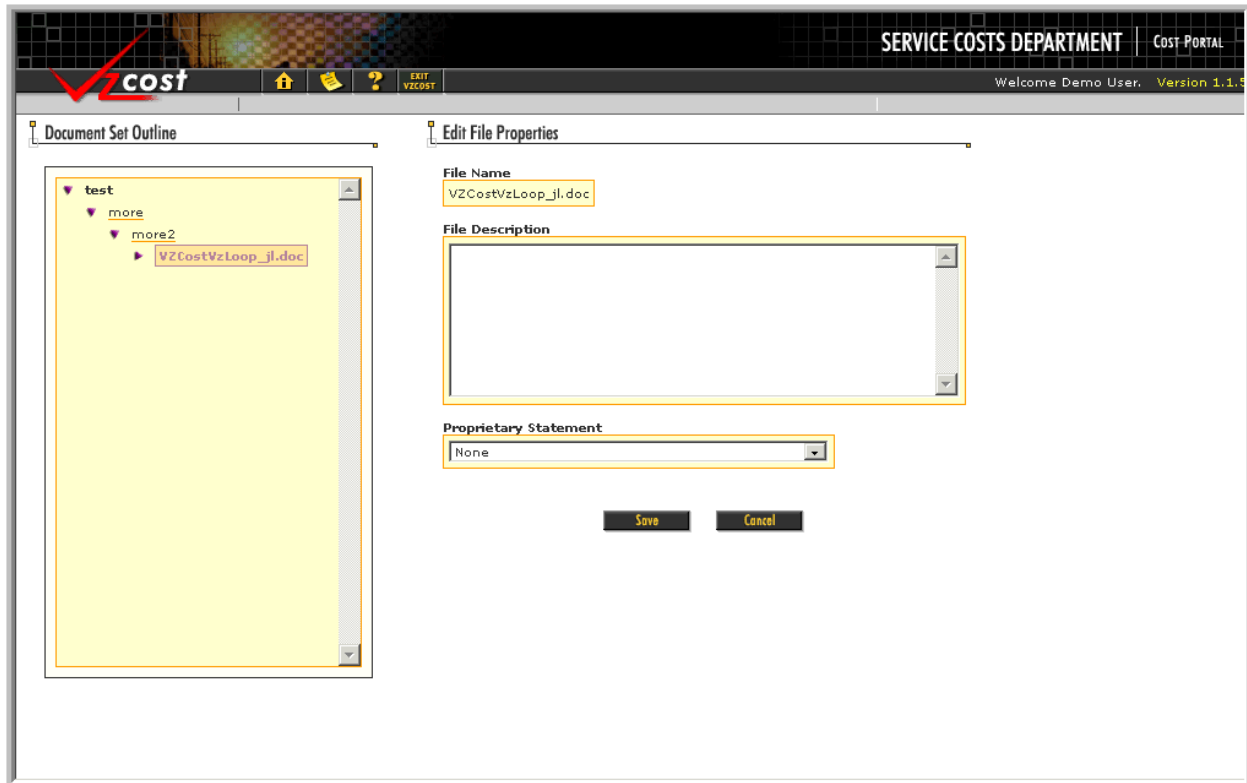



To choose where to save the file, the user will press the button (  ) and choose an option from the drop down menu for the 'Save in' field. The user will double click on whichever folder leads to the proper directory if the default directory is not the correct file location. If needed, the user may access additional folders that exist within the selected folders. Once the correct location has been found, the user will type a name in the 'File name' field and press the 'Save' button (  ). This will save the file as a Acrobat PDF file which will be usable at any time whether connected to VzCost or not. Alternatively, the user can press the cancel button (  ) to ignore the preview request and return to the previous screen.

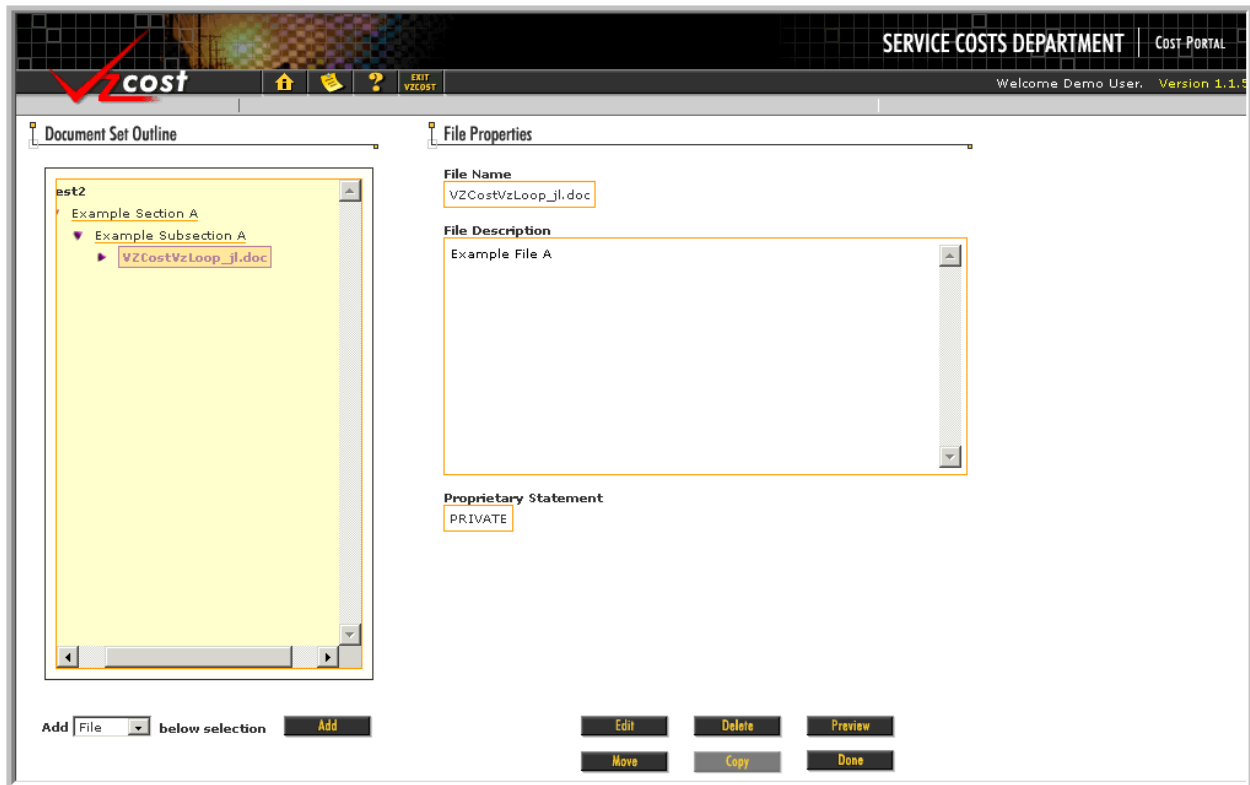
- The user will press the 'Cancel' button (  ) on the 'Select File for Document Set' screen to ignore the request to add a file to the document set and return to the previous screen.






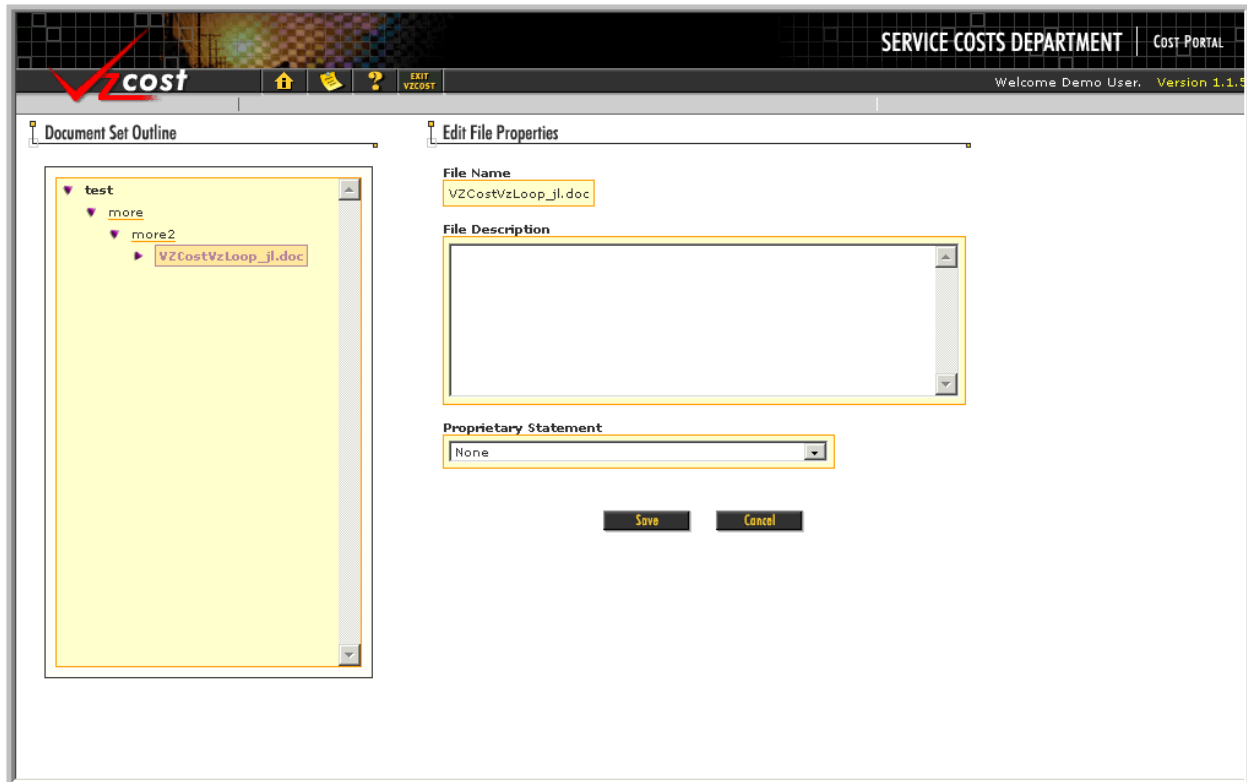
From the 'Select File for Document Set' screen, assuming that the user selected a file and then pressed the 'Select' button ( **Select** ), the 'Edit File Properties' screen shown below will load up. The user will need to enter a description into the 'File Description' field and choose an option from the drop down menu for the 'Proprietary Statement' field. Next, the user may press the 'Save' button ( **Save** ) to complete the file selection process and proceed to the 'File Properties' screen. Alternatively, the user may choose to press the 'Cancel' button ( **Cancel** ) to disregard the file selection request and return to the previous screen.






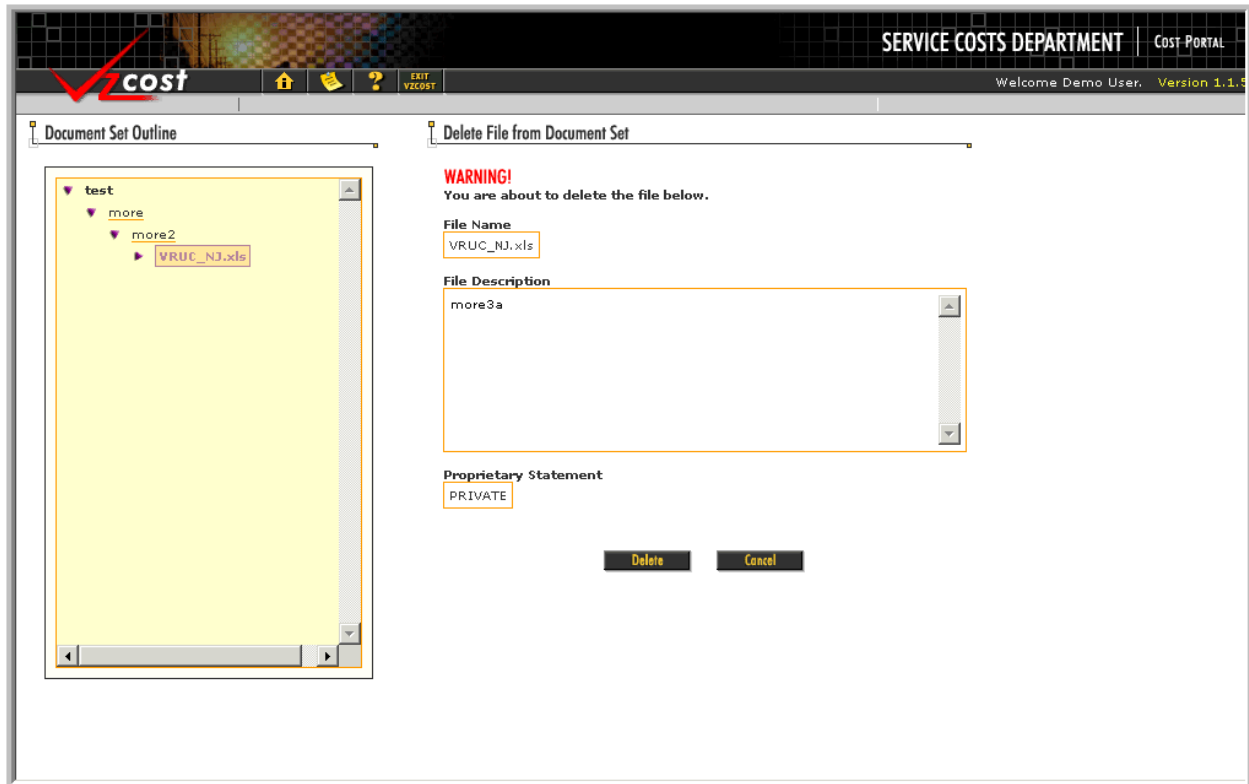
Assuming that the user pressed the 'Save' button (  ), the 'File Properties' screen shown below will be loaded up. From this screen, the user may click on the doc set's name in the outline at the left to return to the 'Document Set Properties' screen. In the outline at the left, the user may also click on the section's name to return to the 'Section Properties' screen or click on the subsection's name to return to the 'Subsection Properties' screen. If the user chooses to stay on this screen, however, the user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next five pages.



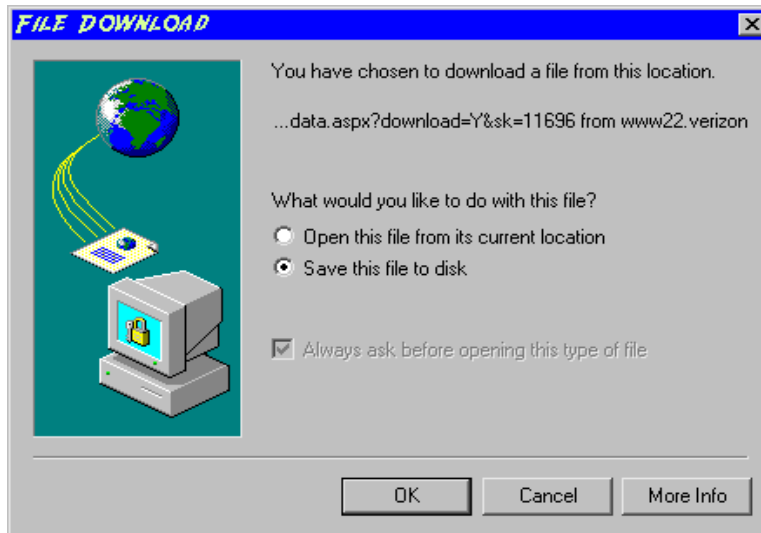
1. **Edit**: When the user presses the 'Edit' button (  ), the screen shown below will load up. The user will be able to edit the 'File Description' field and change the option chosen from the drop down menu for the 'Proprietary Statement' field. Once the desired changes have been made, the user may press the 'Save' button (  ) to save the changes or press the 'Cancel' button (  ) to disregard the changes. After either button has been pressed, the user will be returned to the 'File Properties' screen.



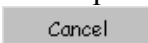


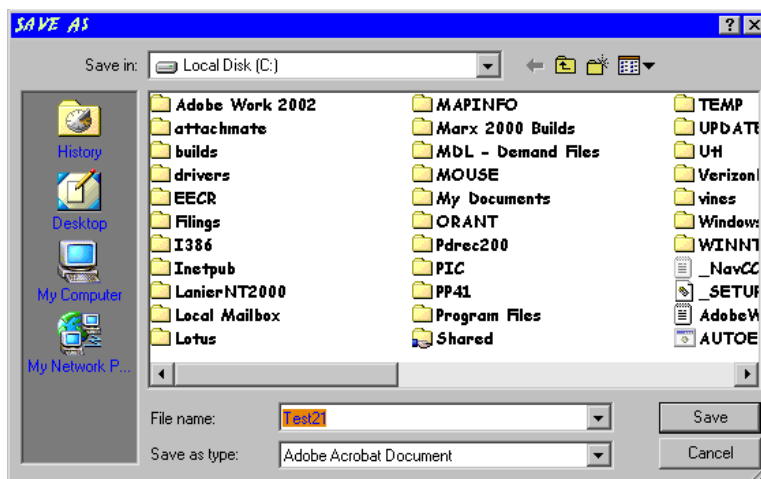
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this particular file and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the file should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this file and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.


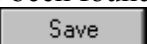











3. Preview: When the 'Preview' button (  ) is pressed, the user is requesting to preview the file and the 'Download' screen, shown below, will appear.

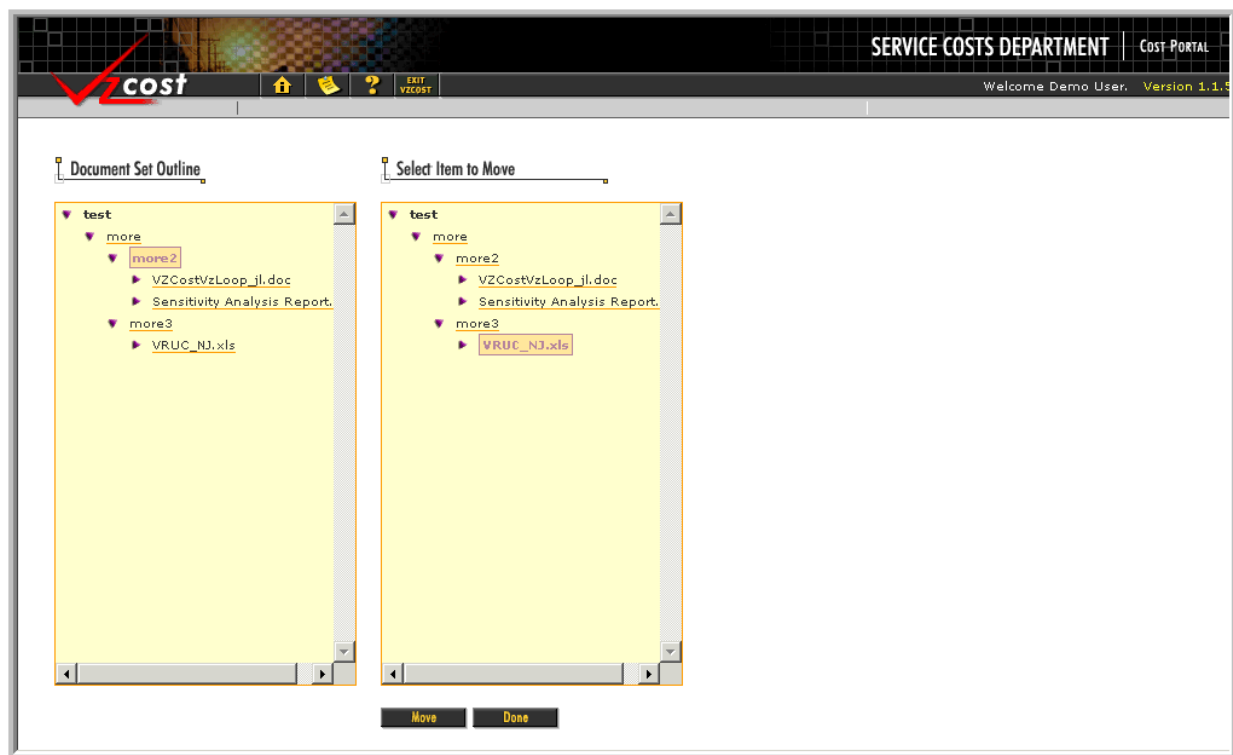




If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button (  ), the preview will appear in a separate Adobe Acrobat window. Alternately, the user may choose the 'Save this file to disk' radio button and press the 'OK' button (  ) to load the 'Save As' dialog box shown below. To return to the previous screen, ignoring the preview request, the user will press the 'Cancel' button (  ).





To choose where to save the file, the user will press the button (  ) and choose an option from the drop down menu for the 'Save in' field. The user will double click on whichever folder leads to the proper directory if the default directory is not the correct file location. If needed, the user may double click on additional folders that exist within the selected folders. Once the correct location has been found, the user will type a name in the 'File name' field and press the 'Save' button (  ). This will save the file as a Acrobat PDF file which will be usable at any time whether connected to VzCost or not. Alternatively, the user can press the cancel button (  ) to ignore the preview request and return to the previous screen.

4. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus one a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.

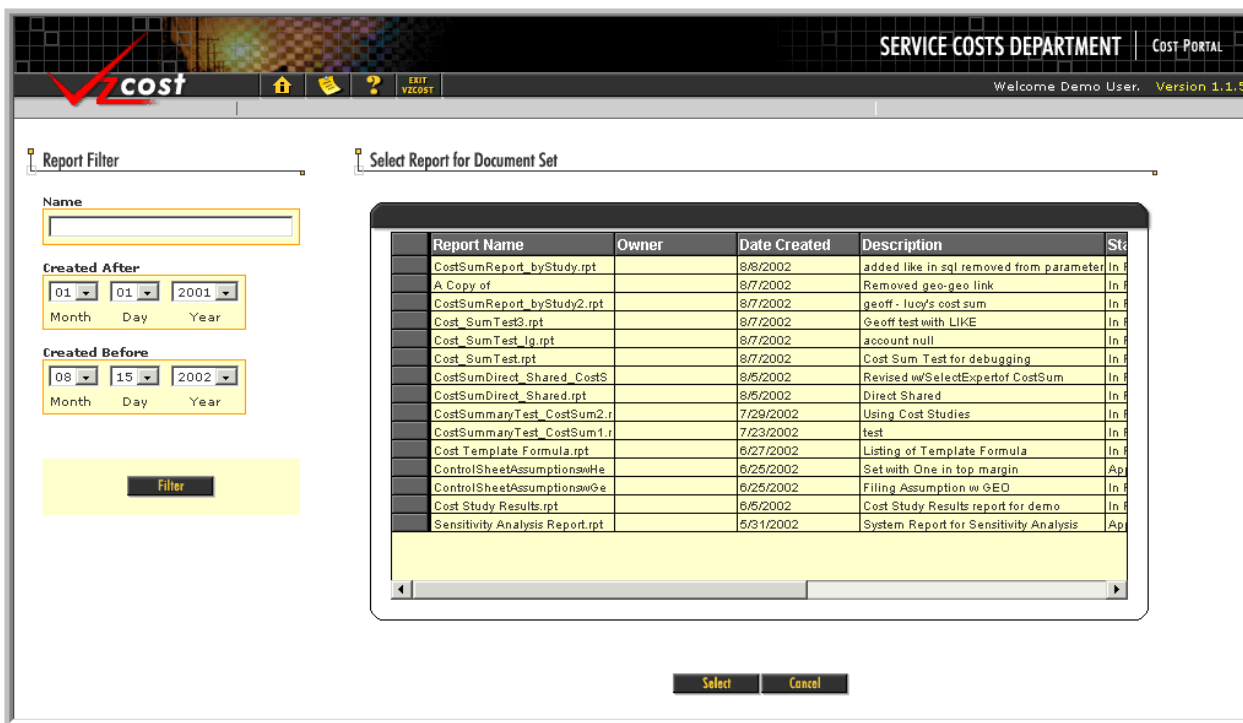


5. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen. Notice that there is no cancel button on the screen. If the user wishes to cancel or delete the entire doc set, the 'Done' button (  ) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in [section 9.4.3](#).



6. **Add**: The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.





## Adding a Report

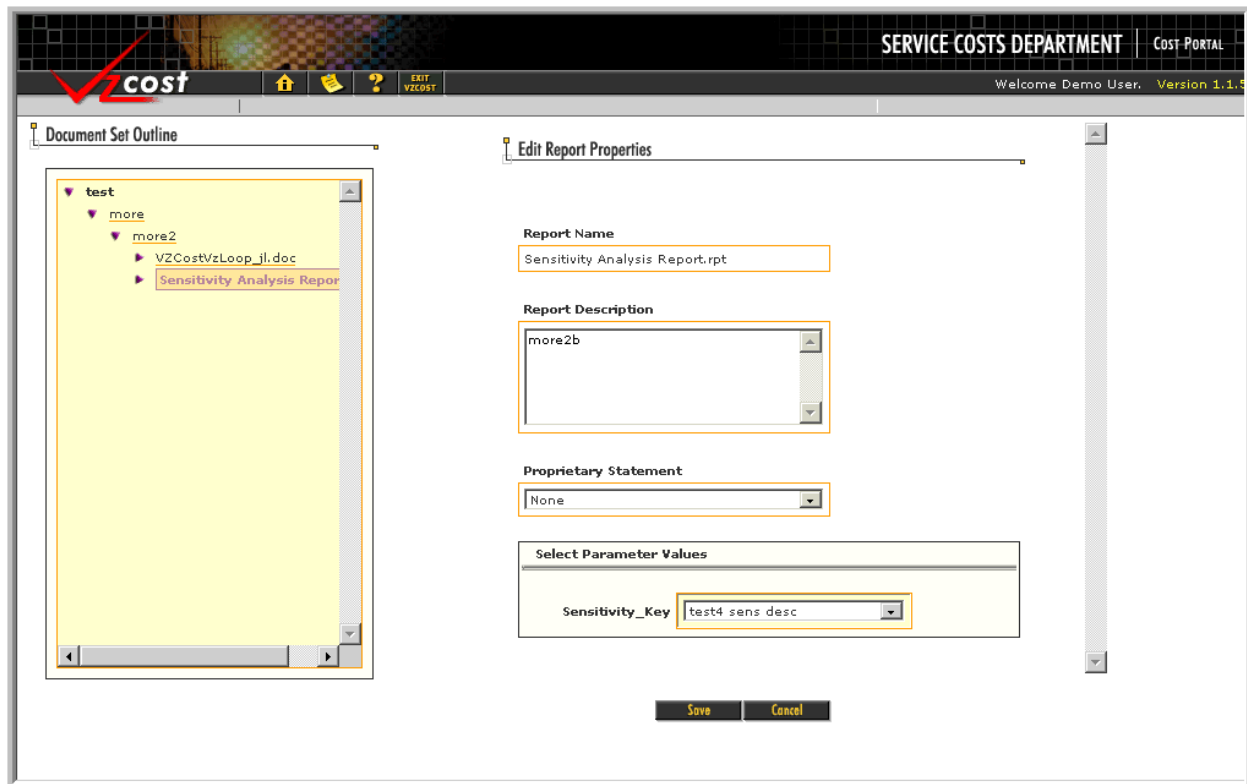
From the 'Subsection Properties', 'File Properties', and 'Report Properties' screens, the subsection, file, and report options will all be available for selection in the 'Add' field. When the user selects report and presses the button, the 'Select Report for Document Set' screen, shown below, will load up.



Report Name	Owner	Date Created	Description	Status
CostSumReport_byStudy.rpt		8/8/2002	added like in sql removed from parameter	In f
A Copy of		8/7/2002	Removed geo-geo link	In f
CostSumReport_byStudy2.rpt		8/7/2002	geoff - luoy's cost sum	In f
Cost_SumTest3.rpt		8/7/2002	Geoff test with LIKE	In f
Cost_SumTest_Ig.rpt		8/7/2002	account null	In f
Cost_SumTest.rpt		8/7/2002	Cost Sum Test for debugging	In f
CostSumDirect_Shared_CostS		8/5/2002	Revised w/SelectExpertof CostSum	In f
CostSumDirect_Shared.rpt		8/5/2002	Direct Shared	In f
CostSummaryTest_CostSum2.r		7/29/2002	Using Cost Studies	In f
CostSummaryTest_CostSum1.r		7/23/2002	test	In f
Cost Template Formula.rpt		6/27/2002	Listing of Template Formula	In f
ControlSheetAssumptionswHe		6/25/2002	Set with One in top margin	Ap
ControlSheetAssumptionswGe		6/25/2002	Filing Assumption w GEO	In f
Cost Study Results.rpt		6/5/2002	Cost Study Results report for demo	In f
Sensitivity Analysis Report.rpt		5/31/2002	System Report for Sensitivity Analysis	Ap

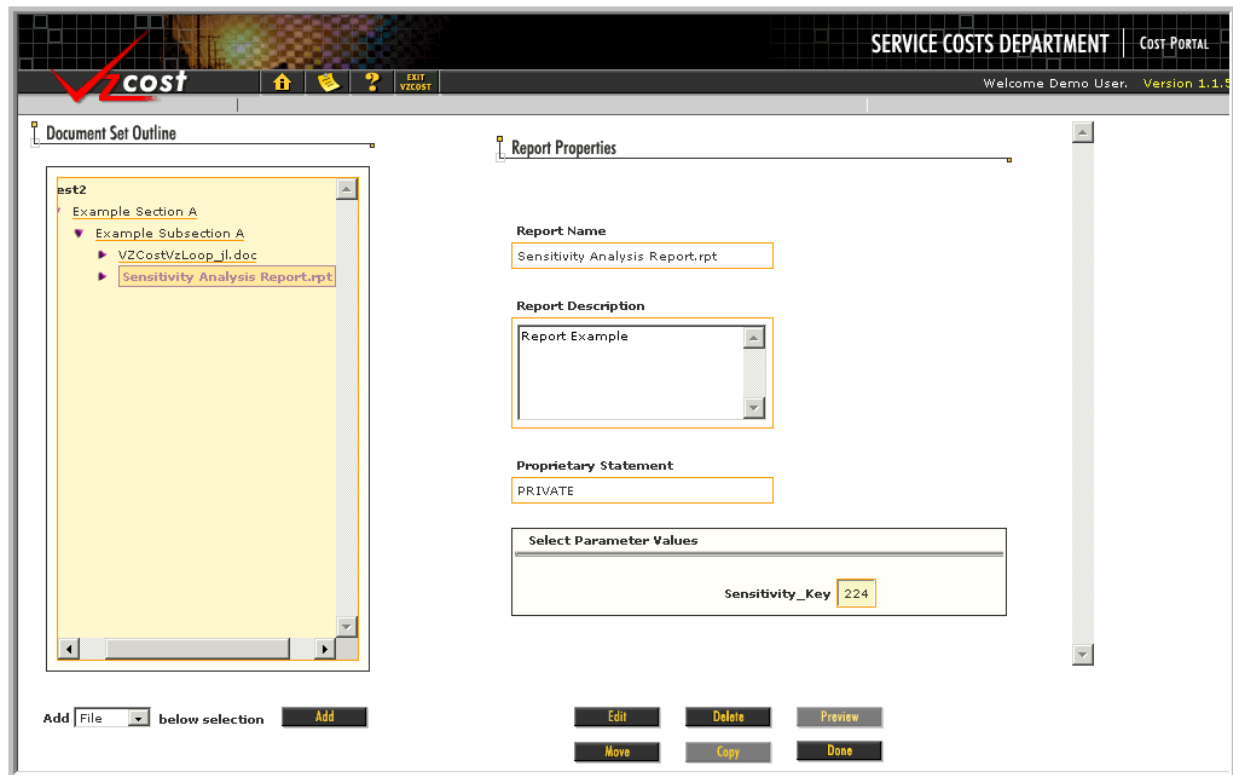
The user will need to click on one of the reports listed to highlight it. If the correct report is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of reports that are displayed on the screen. All reports that meet the filtered criteria will be displayed on the screen. Once the correct report has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted report and continue. If needed, the user may press the 'Cancel' button (  ) to disregard this request and return to the previous screen.

Assuming that the user chose a doc set and pressed the 'Select' button (  ), the 'Edit Report Properties' screen will be loaded up. On this screen, the user should provide a description in the 'Report Description' field, choose a selection from the 'Proprietary Statement' field's drop down menu by pressing the button (  ) at the right side of the field, and select any parameters that may be needed from the 'Select Parameter Values' window. In the example below, the 'Select Parameter Values' window contains a 'Sensitivity Key' field. Depending on the specific report that was chosen by the user, there may or may not be fields to populate in the 'Select Parameter Values' window. Once the needed information has been added to this page, the user may press the 'Save' button (  ) to save the changes or press the 'Cancel' button (  ) to disregard the changes.





Next, the 'Report Properties' screen, shown below, will load up. From this screen, the user may click on the doc set's name in the outline at the left to return to the 'Document Set Properties' screen. The user may also click on any other item within the outline to navigate to that item's properties screen. If the user choose, however, to stay on this screen, then several options available because five of the seven buttons on this page are active. These five active buttons are described on the next four pages.



**Document Set Outline**

- bst2
  - Example Section A
    - Example Subsection A
      - VZCostVzLoop\_jl.doc
        - Sensitivity Analysis Report.rpt

**Report Properties**

**Report Name**  
Sensitivity Analysis Report.rpt

**Report Description**  
Report Example





**Proprietary Statement**  
PRIVATE

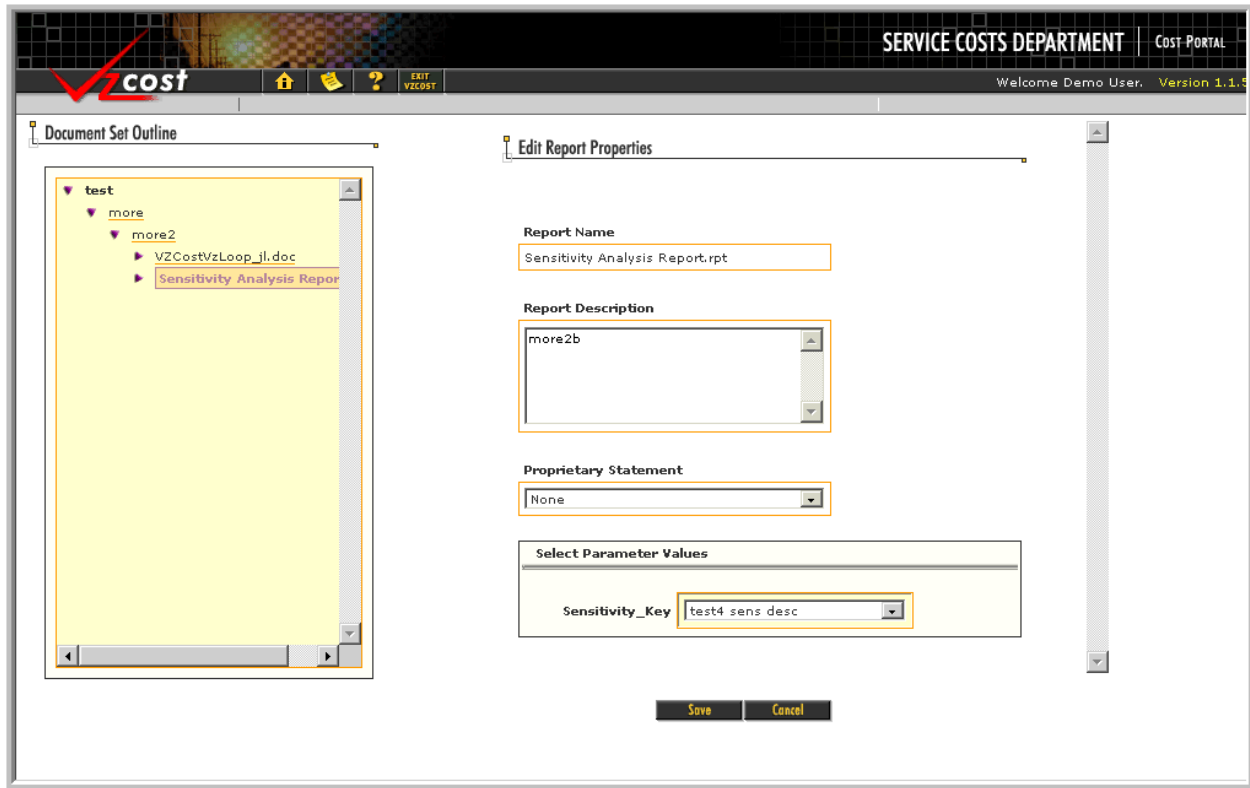
**Select Parameter Values**




Parameter Name	Value
Sensitivity_Key	224

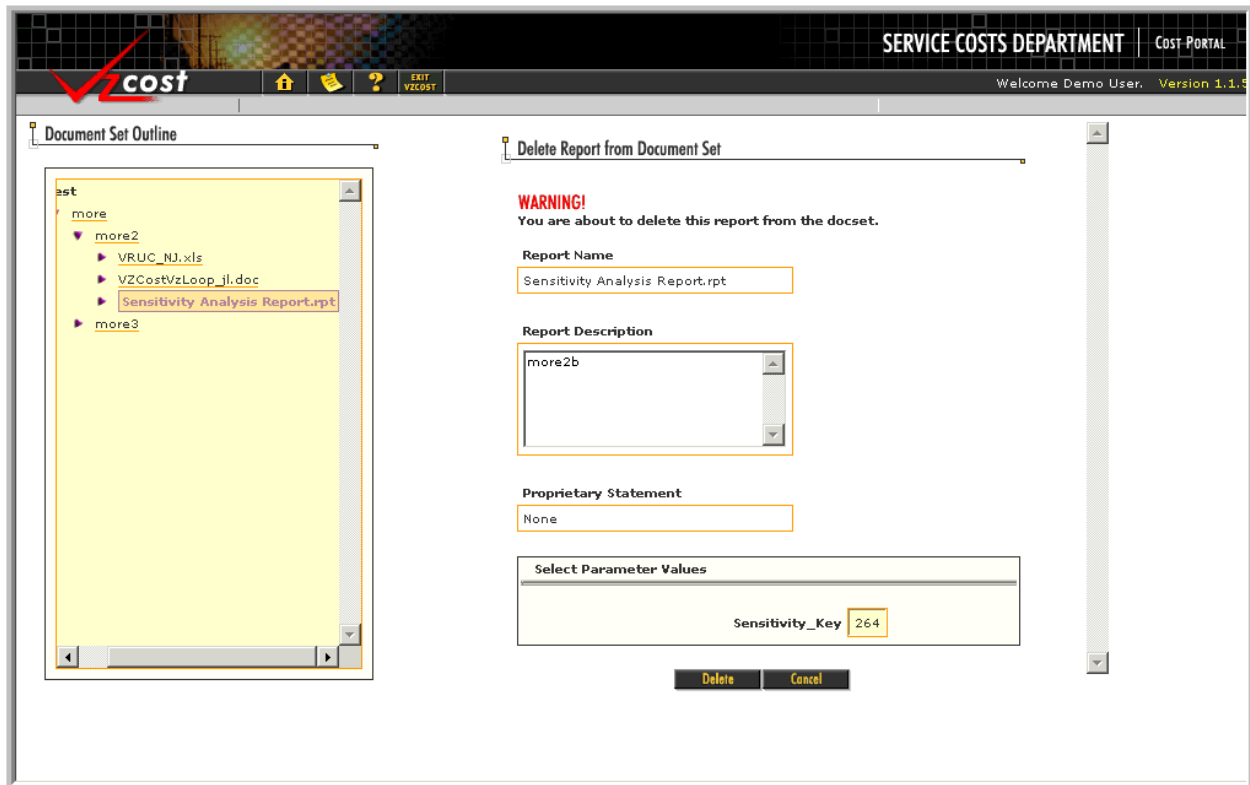
Add File below selection Add









Edit Delete Preview Move Copy Done

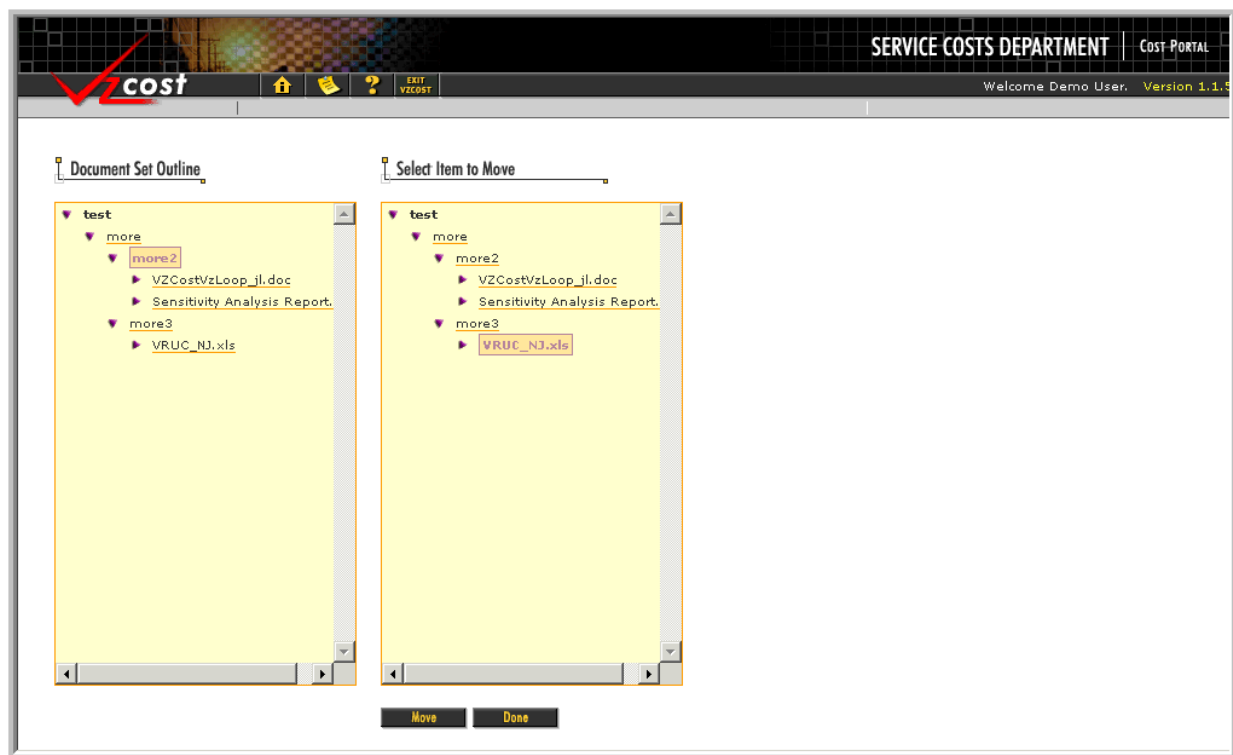
1. **Edit:** When the user presses the 'Edit' button (  ), the screen shown below will load up. On this screen, the user may edit the description in the 'Report Description' field, change the selection in the 'Proprietary Statement' field's drop down menu by pressing the button (  ) at the right side of the field, and change any parameters that may be present in the 'Select Parameter Values' window. In the example below, the 'Select Parameter Values' window contains a 'Sensitivity Key' field. Depending on the specific report, there may or may not be fields to populate in the 'Select Parameter Values' window. Once the needed modifications have been made to this page, the user may press the 'Save' button (  ) to save the changes or press the 'Cancel' button (  ) to disregard the changes.

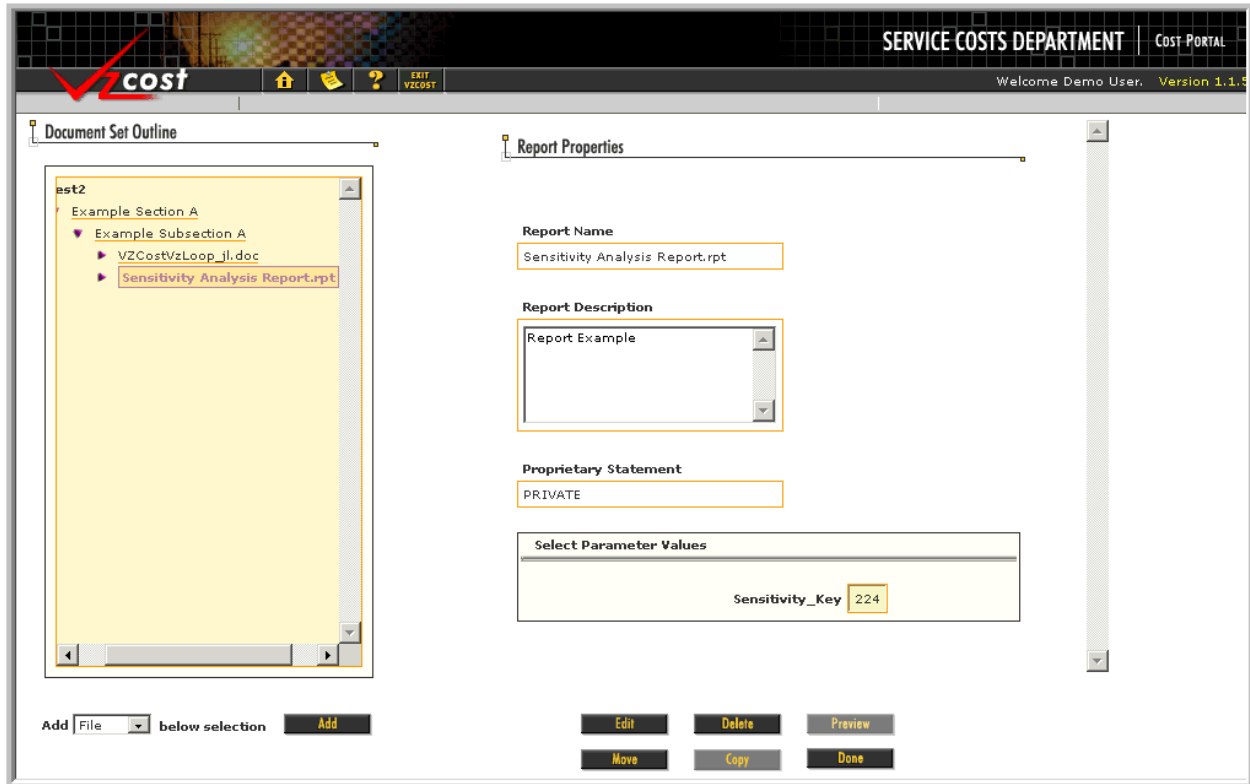
The screenshot shows the 'Edit Report Properties' window in the VZcost application. The window has a dark header with the 'VZcost' logo on the left and 'SERVICE COSTS DEPARTMENT | COST PORTAL' on the right. Below the header is a navigation bar with icons for home, help, and exit, along with the text 'EXIT VZCOST' and 'Welcome Demo User, Version 1.1.5'. The main content area is divided into two panes. The left pane, titled 'Document Set Outline', shows a tree view with a yellow background. The tree structure is: 'test' (expanded) -> 'more' (expanded) -> 'more2' (expanded) -> 'VZCostVzLoop\_jl.doc' -> 'Sensitivity Analysis Report'. The right pane, titled 'Edit Report Properties', contains several form fields: 'Report Name' (text box with 'Sensitivity Analysis Report.rpt'), 'Report Description' (text box with 'more2b'), 'Proprietary Statement' (dropdown menu with 'None' selected), and 'Select Parameter Values' (a sub-window containing a 'Sensitivity\_Key' dropdown menu with 'test4 sens desc' selected). At the bottom of the right pane are 'Save' and 'Cancel' buttons.


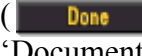


2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this particular report and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the report should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this report and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.





3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus on a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.

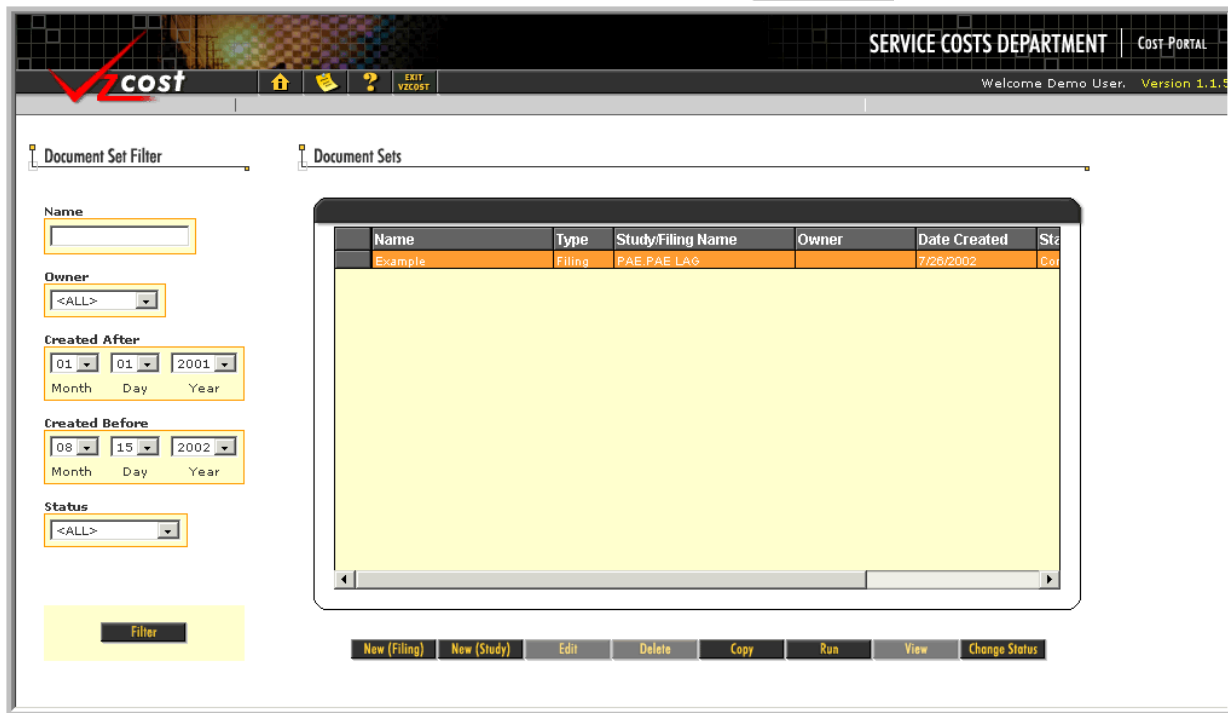




4. **Done**: When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen. Notice that there is no cancel button on the screen. If the user wishes to cancel or delete the entire doc set, the 'Done' button (  ) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in [section 9.4.3](#).
5. **Add**: The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

## Section 9.4.2: Editing a Document Set

The process of editing a document set is very similar to the process for creating a new document set. To edit an existing document set, the user will need to locate the correct document set, click on that set to highlight it, and then press the 'Edit' button (  ). Users will only be able to edit their own document sets. In the example shown below, the user is not the data owner of the document set that is highlighted. Thus, the 'Edit Button' (  ) is inactive.



**Document Set Filter**

Name:

Owner:


Created After:     
Month Day Year

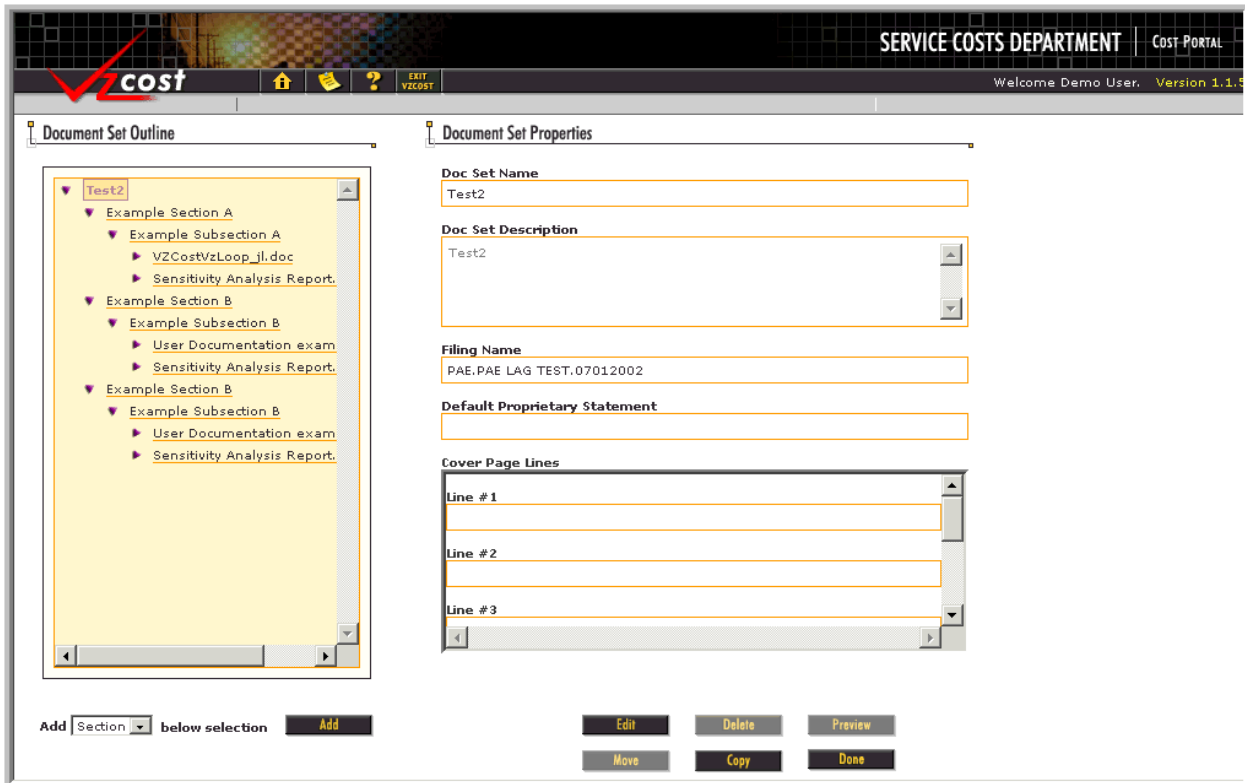
Created Before:     
Month Day Year

Status:




**Document Sets**

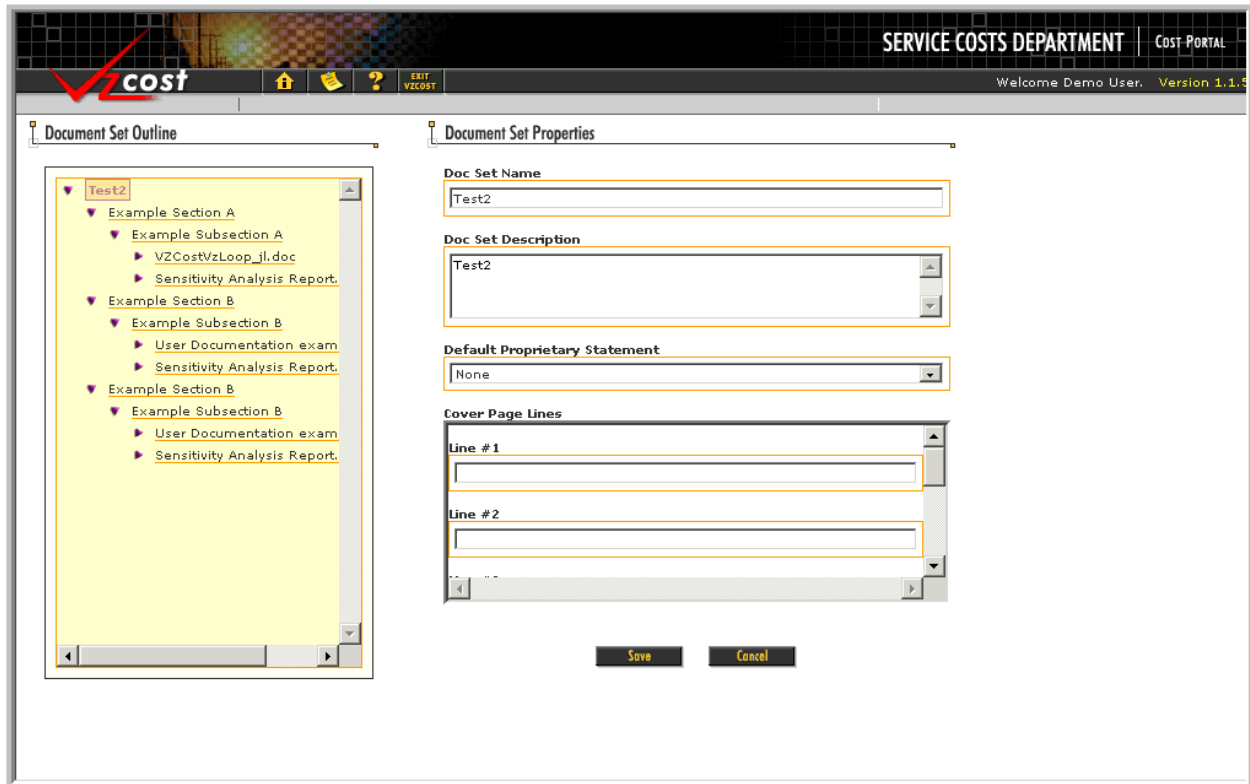
Name	Type	Study/Filing Name	Owner	Date Created	Status
Example	Filing	PAE.PAE.LAG		7/26/2002	Col

Once the 'Edit' button (  ) has been pressed, The 'Document Set Properties' screen loads up. This screen is divided into two parts. The part on the left shows the user an outline of the doc set. This outline show's the document set's name at the top level as well as the names of the doc set's sections, subsections, files, and reports at the lower levels. The larger part, located on the right side of the screen, lists the doc set's properties. These properties include the doc set's name, description, filing or study name, default proprietary statement, description of testimony, docket numbers, and proceeding information.




There are seven buttons on this screen. The first button, which is active, is located at the bottom of the outline which is on the left part of the screen. The other six of these buttons are located at the bottom of the right part of the screen. On the screen shown above, three of these six buttons are active while the other three are inactive and can not be used. Thus, the four active buttons on this page are described on the next four pages.

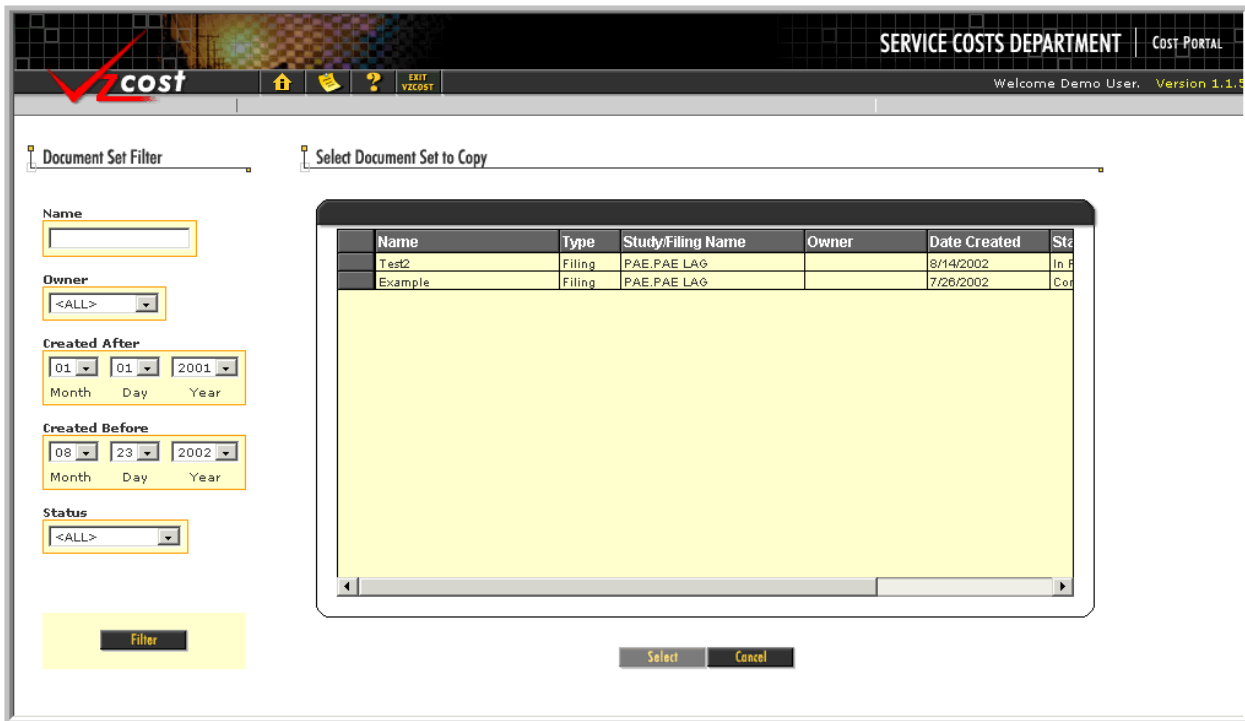
1. **Edit**: When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit any of the six fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the request and return to the previous screen.



The screenshot displays the 'Document Set Properties' form within the VZcost application. The form is titled 'SERVICE COSTS DEPARTMENT COST PORTAL' and 'Welcome Demo User. Version 1.1.5'. It features a 'Document Set Outline' on the left and a 'Document Set Properties' form on the right. The 'Document Set Properties' form includes fields for 'Doc Set Name' (Test2), 'Doc Set Description' (Test2), 'Default Proprietary Statement' (None), and 'Cover Page Lines' (Line #1 and Line #2). The 'Save' and 'Cancel' buttons are at the bottom.



2. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



Document Set Filter

Select Document Set to Copy

Name

Owner

Created After



Created Before

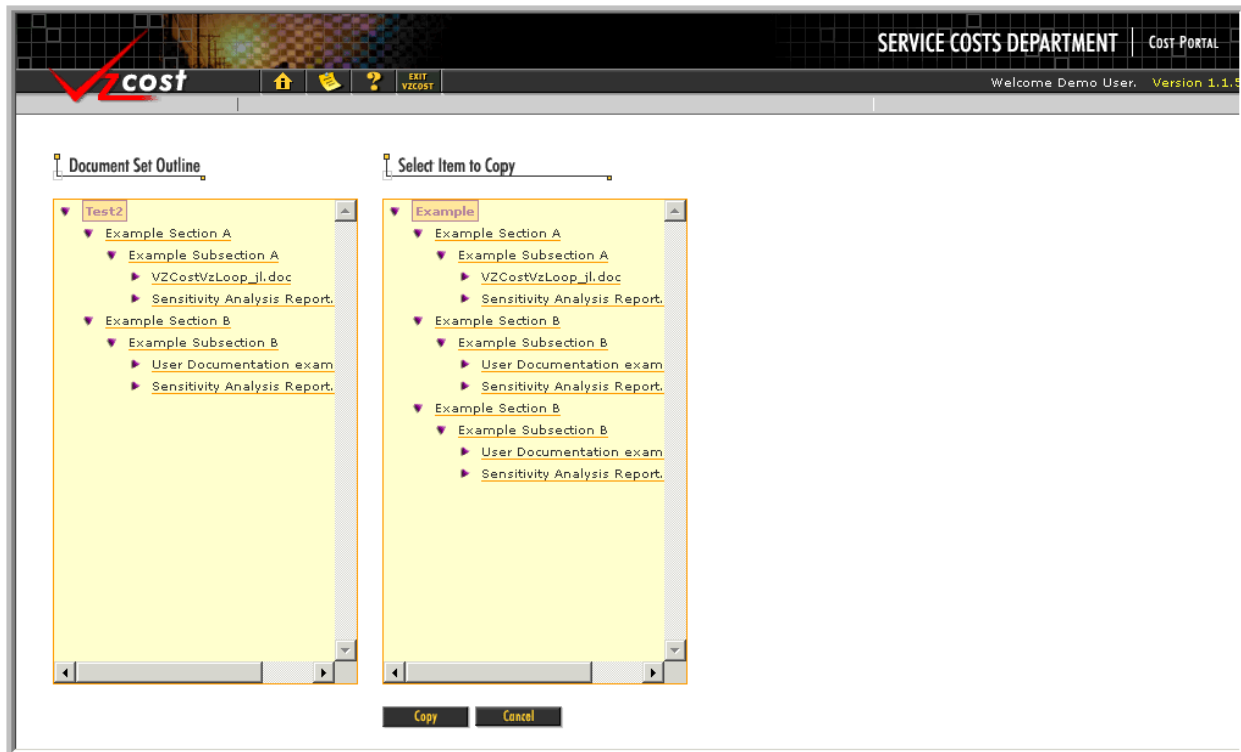
Status








Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

Filter

Select Cancel




The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.



Assuming that the ‘Select’ button (  ) was pressed, the screen shown above will load up. The outline on the left represents the doc set currently being edited by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the user’s doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the ‘Copy’ button (  ) to execute the requested copy function. If, at any time before the ‘Copy’ button (  ) has been pressed, the user chooses to disregard the copy request, the ‘Cancel’ button (  ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the ‘Cancel’ button (  ) will have been replaced by a ‘Done’ button (  ). Now, the user can either copy another item or press the ‘Done’ button (  ) to exit the copy function completely.

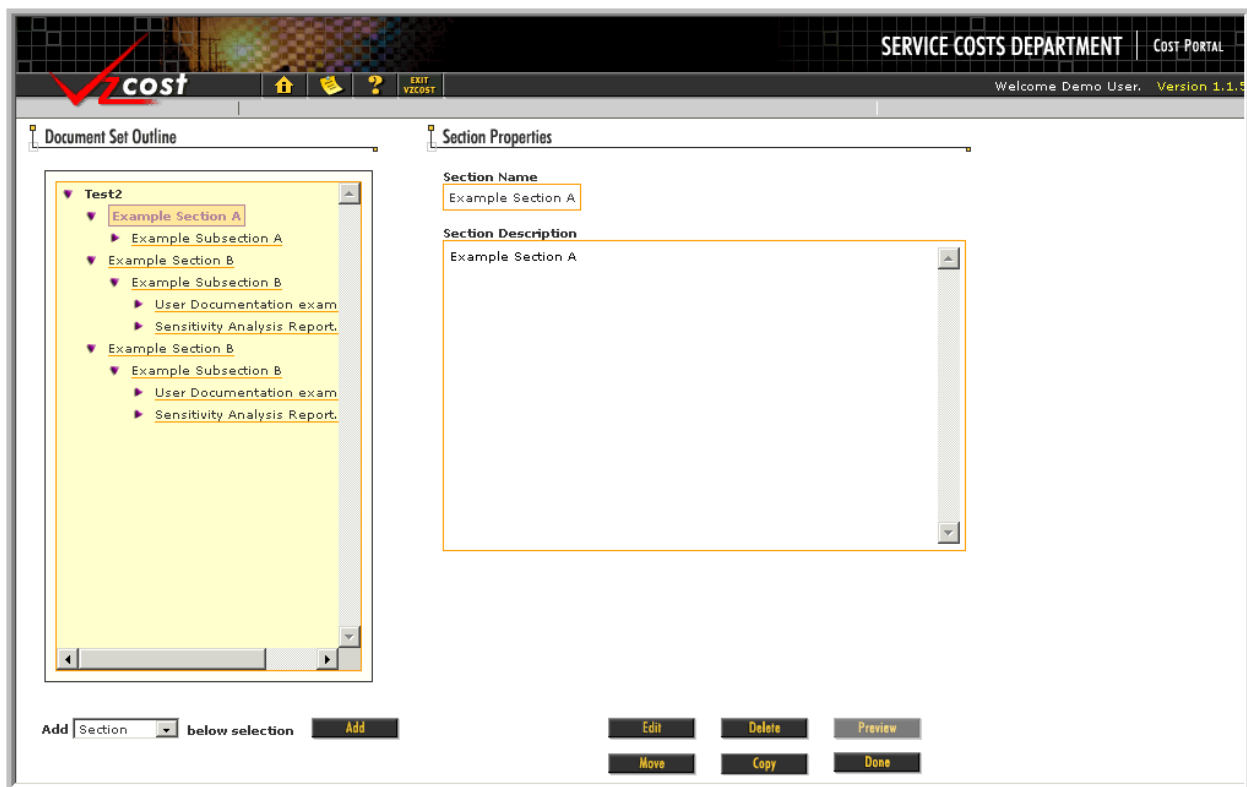
Cannot copy entire document set.  
 Unable to copy file. The file you selected already exists in the selected subsection.  
 Unable to Copy Node to Specified Location

- The ‘Cannot copy entire document set.’ error message is received if the user attempts to copy the entire document set by clicking on the doc set’s name at the top of the outline.
- The ‘Unable to copy file. The file you selected already exists in the selected subsection.’ error message is received if the user is trying to copy an item to a location that already has another item with the same name.
- The ‘Unable to Copy Node to Specified Location’ error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.




3. **Done:** When the 'Done' button (  ) is pressed, the system saves the changes made to the doc set and returns the user to the 'Document Sets' screen.
4. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

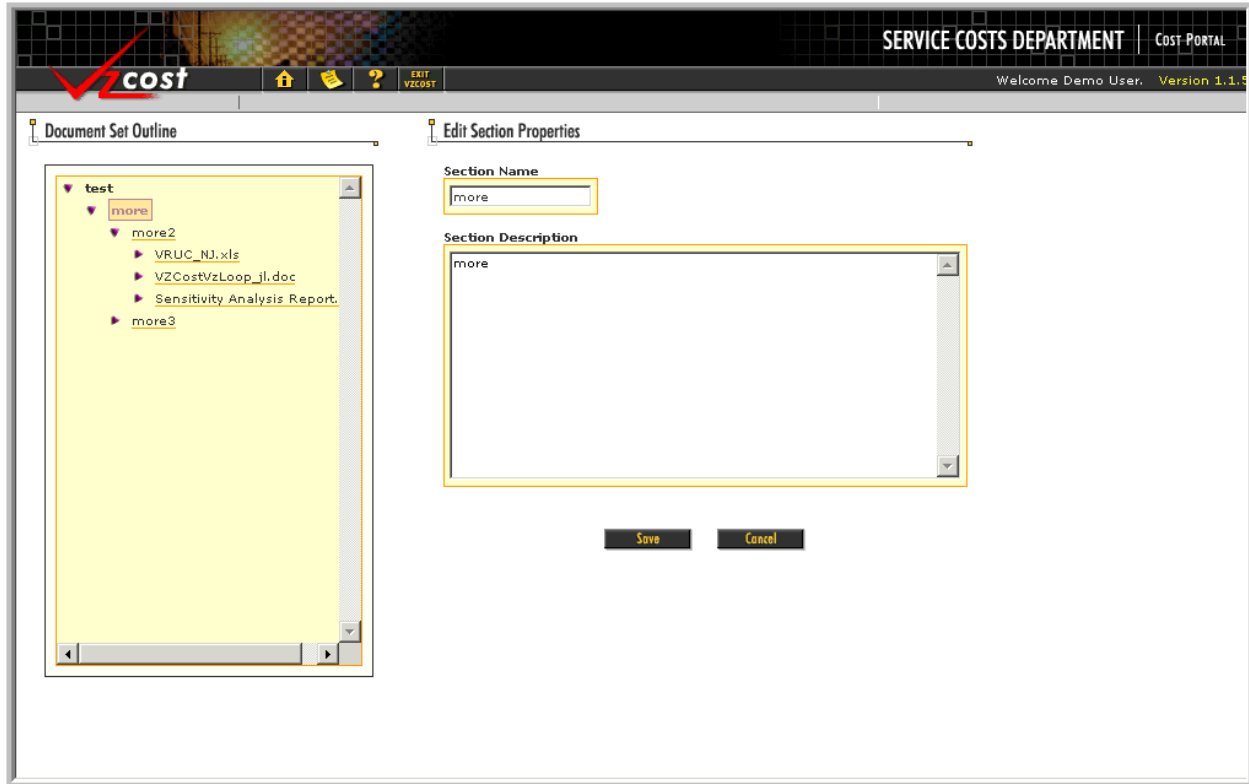
## Editing a Section




To edit a section, the user will first have to click on the name of that section in the outline on the left side of the screen. A section is a second level item. Therefore, in the example shown below, 'Example Section A' and the two occurrences of 'Example Section B' represent the sections of this document.

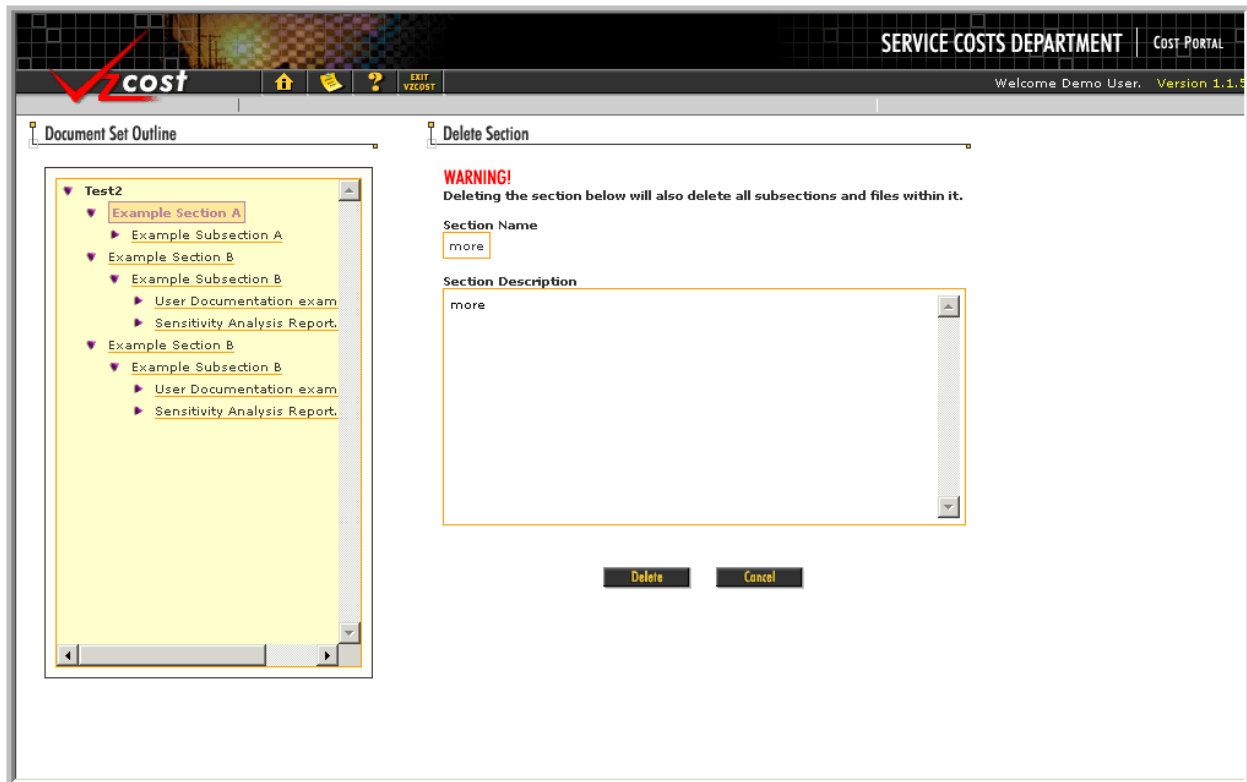










The user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next six pages.

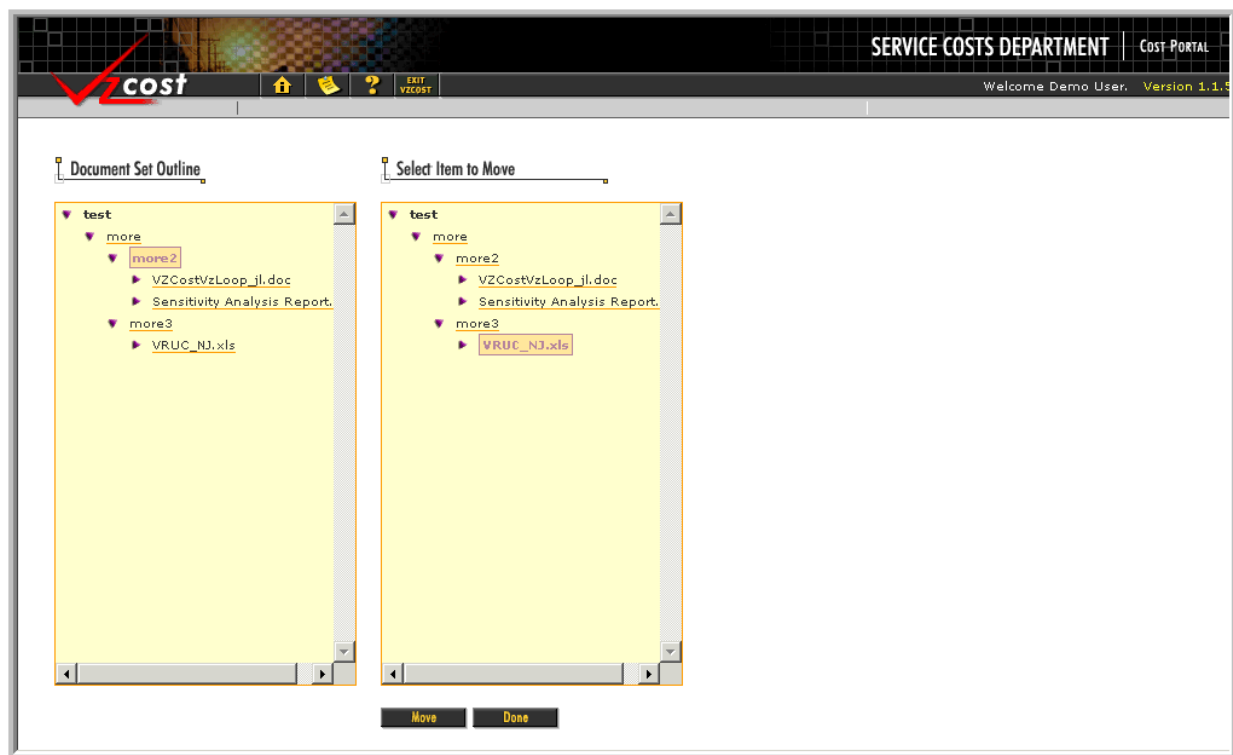
1. Edit: When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit either of the two fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the request and return to the previous screen.




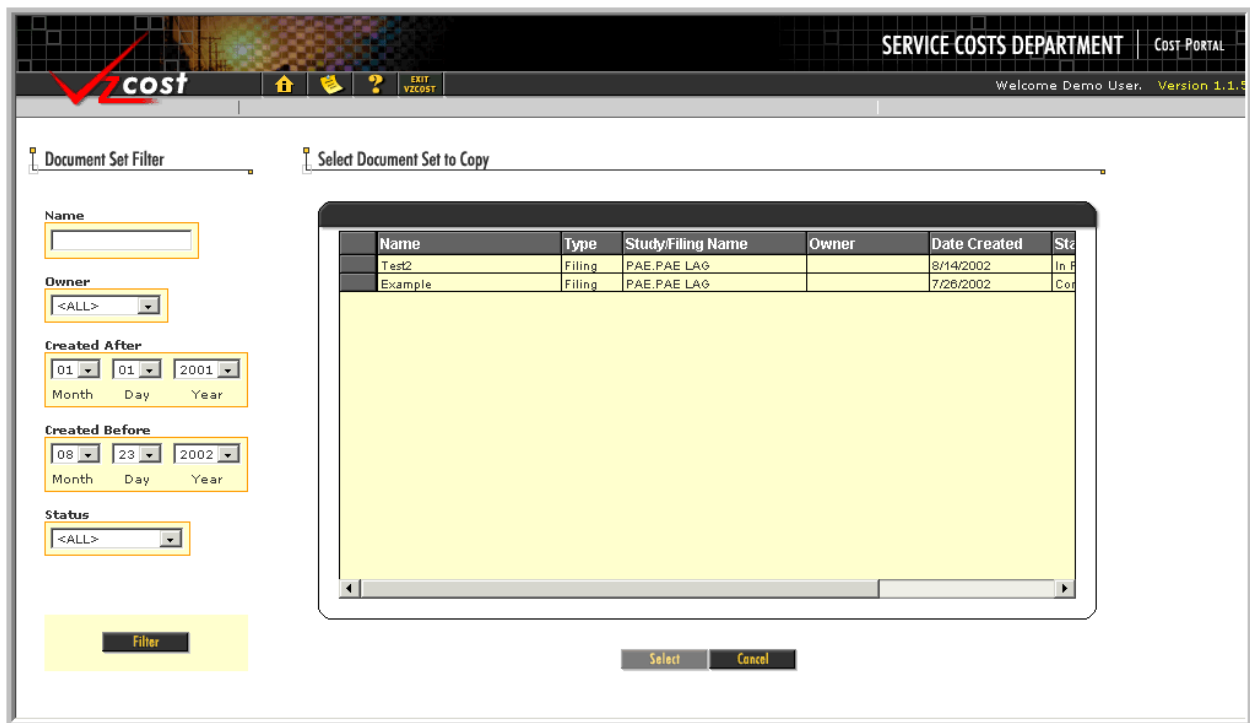
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this section and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the section should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this section and return to the 'Document Set Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.



3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus on a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.



4. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



**Document Set Filter**      **Select Document Set to Copy**

Name

Owner

Created After  
    
 Month Day Year



Created Before  
    
 Month Day Year

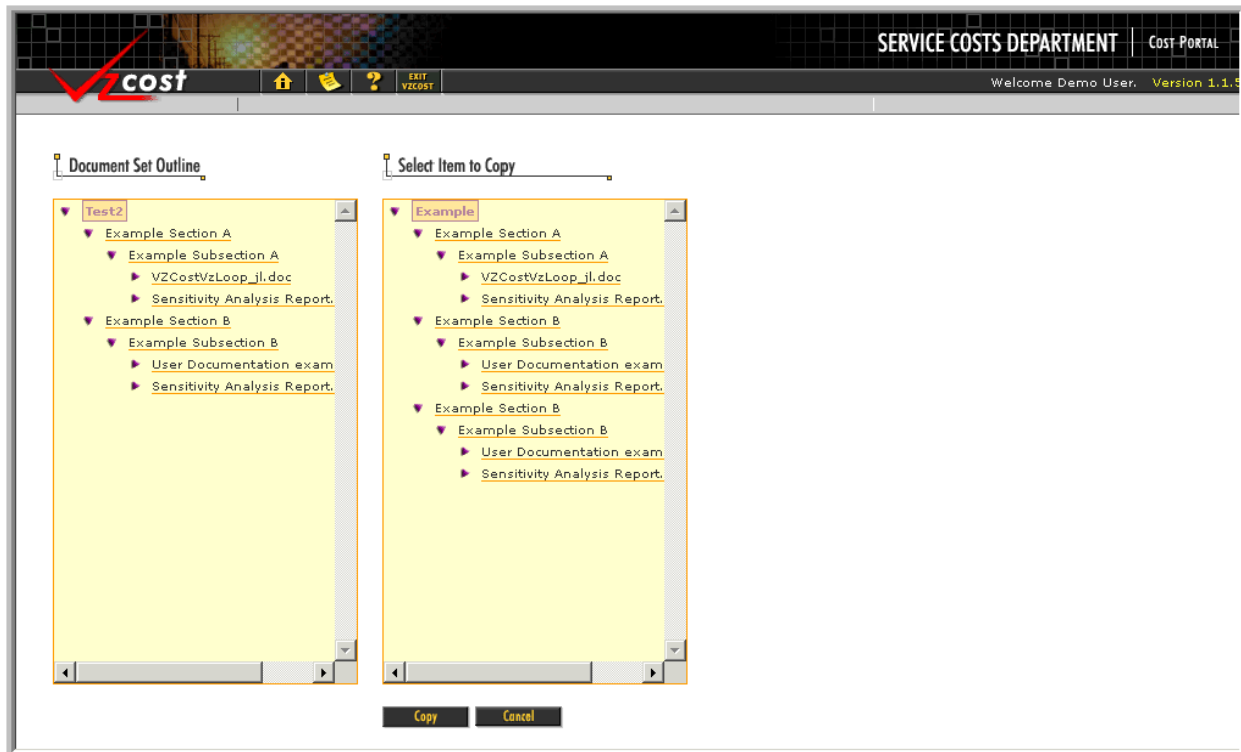
Status








**Filter**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

**Select**      **Cancel**

The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.






Assuming that the 'Select' button (  ) was pressed, the screen shown above will load up. The outline on the left represents the doc set currently being edited by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the user's doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the 'Copy' button (  ) to execute the requested copy function. If, at any time before the 'Copy' button (  ) has been pressed, the user chooses to disregard the copy request, the 'Cancel' button (  ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the 'Cancel' button (  ) will have been replaced by a 'Done' button (  ). Now, the user can either copy another item or press the 'Done' button (  ) to exit the copy function completely.

Cannot copy entire document set.  
 Unable to copy file. The file you selected already exists in the selected subsection.  
 Unable to Copy Node to Specified Location

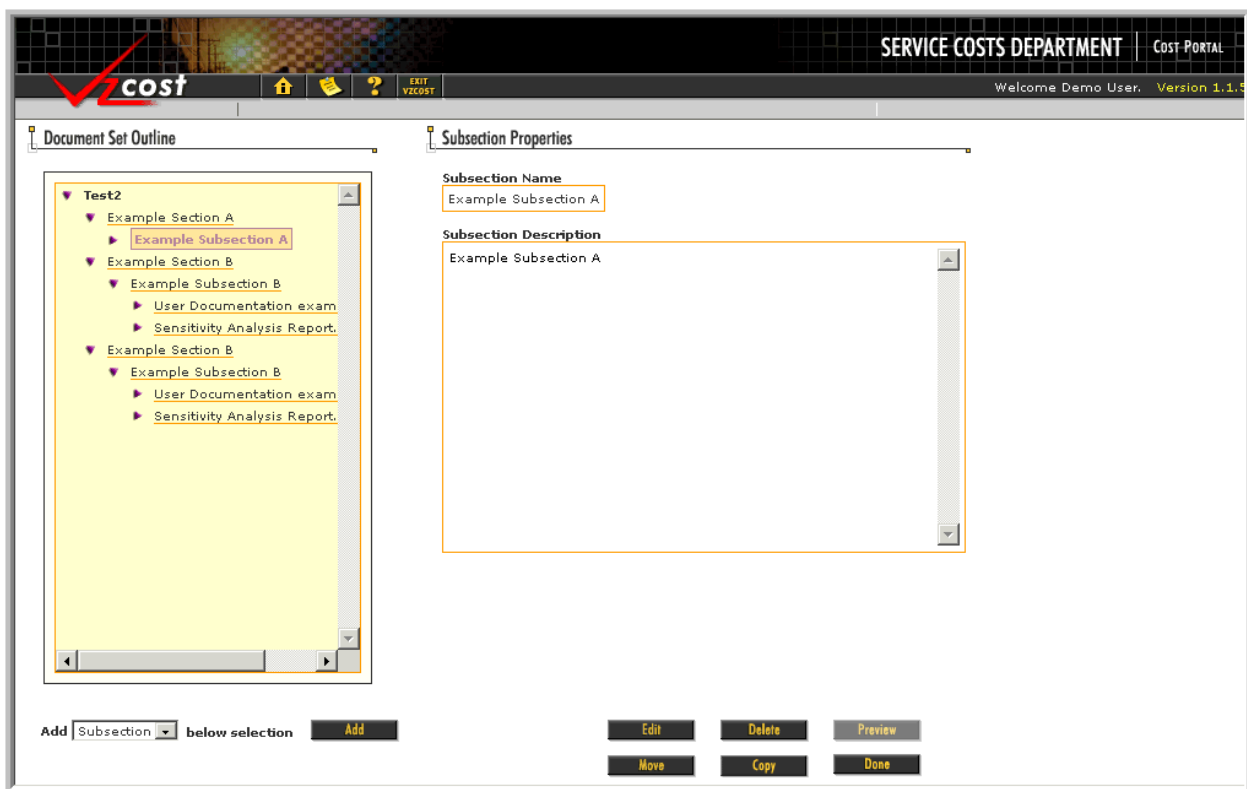
- The 'Cannot copy entire document set.' error message is received if the user attempts to copy the entire document set by clicking on the doc set's name at the top of the outline.
- The 'Unable to copy file. The file you selected already exists in the selected subsection.' error message is received if the user is trying to copy an item to a location that already has an item with the same name.
- The 'Unable to Copy Node to Specified Location' error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.






5. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.
6. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

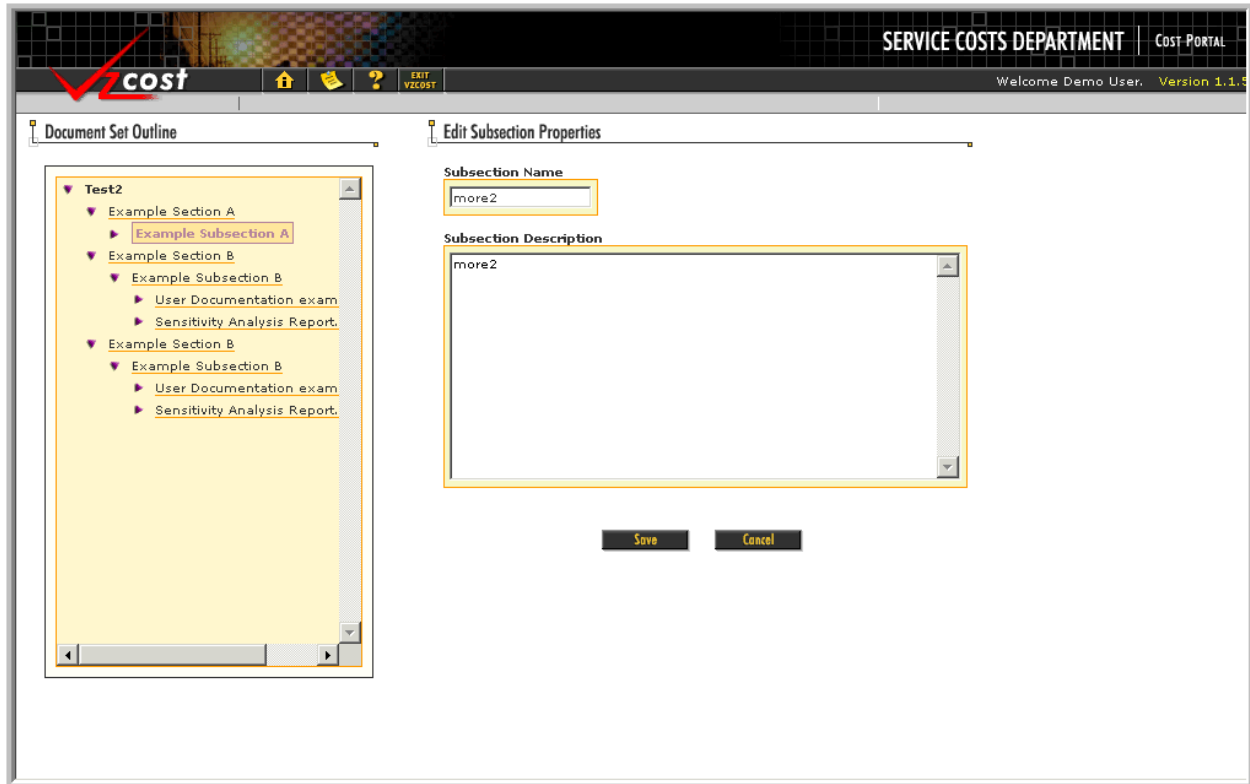
## Editing a Subsection




To edit a subsection, the user will first have to click on the name of that subsection in the outline on the left side of the screen. A subsection is a third level item in the outline. Therefore, in the example shown below, 'Example Subsection A' and the two occurrences of 'Example Subsection B' represent the subsections of this document.

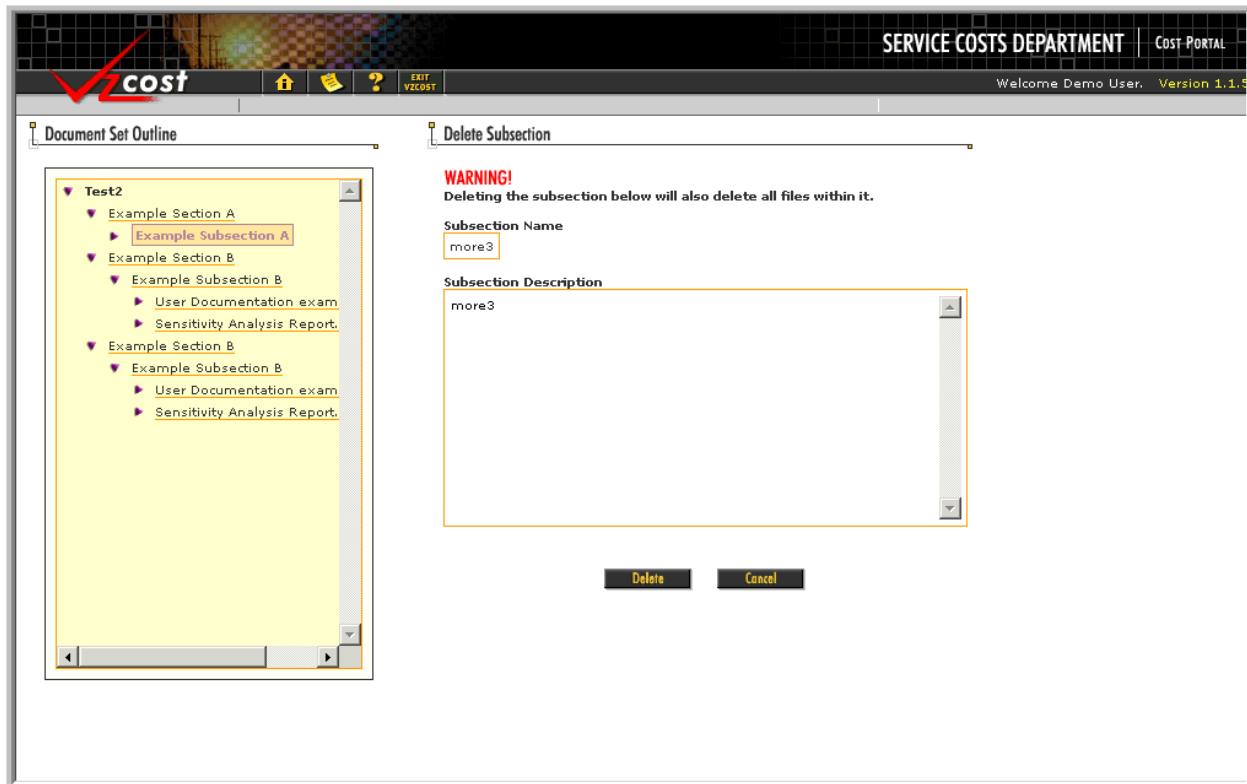










The user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next six pages.

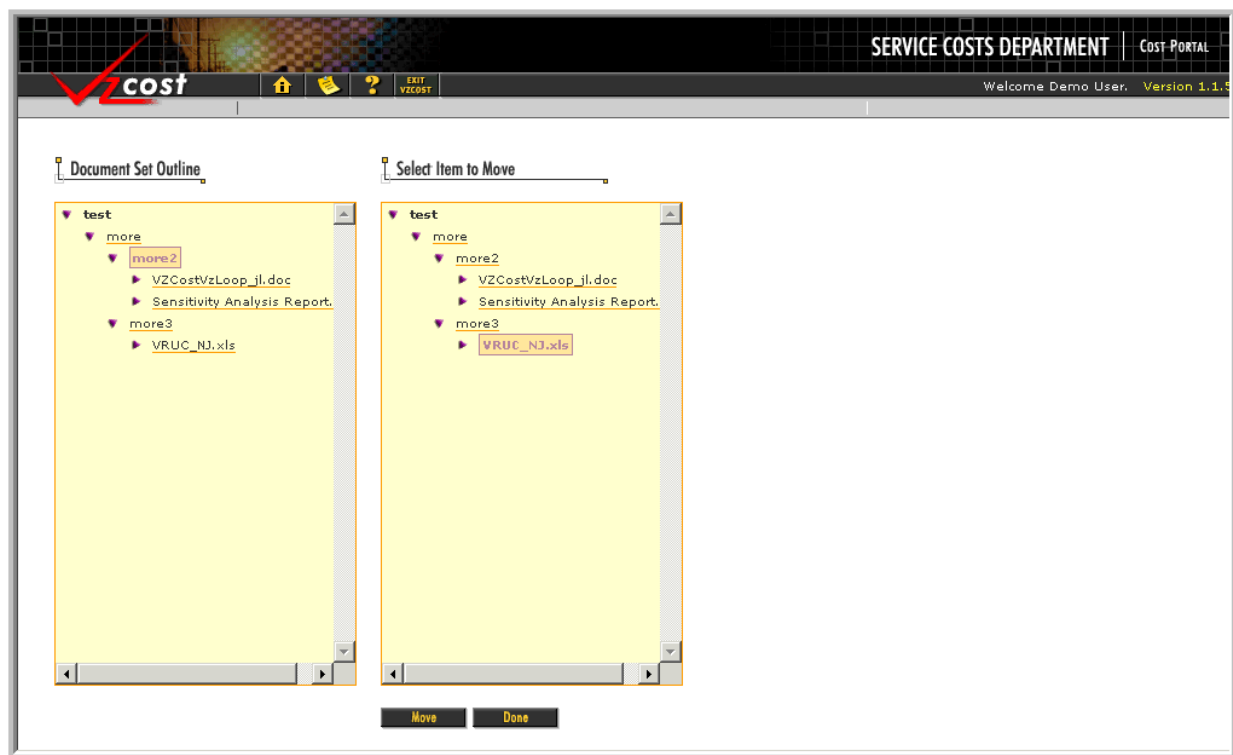
1. Edit: When the user presses the 'Edit' button (  ), the screen shown below will load up and the user will be able to edit either of the two fields on this page. Once the desired changes have been made, the user will press the 'Save' button (  ) to save the changes and return to the previous screen. If needed, the user may also press the 'Cancel' button (  ) to disregard the changes and return to the previous screen.




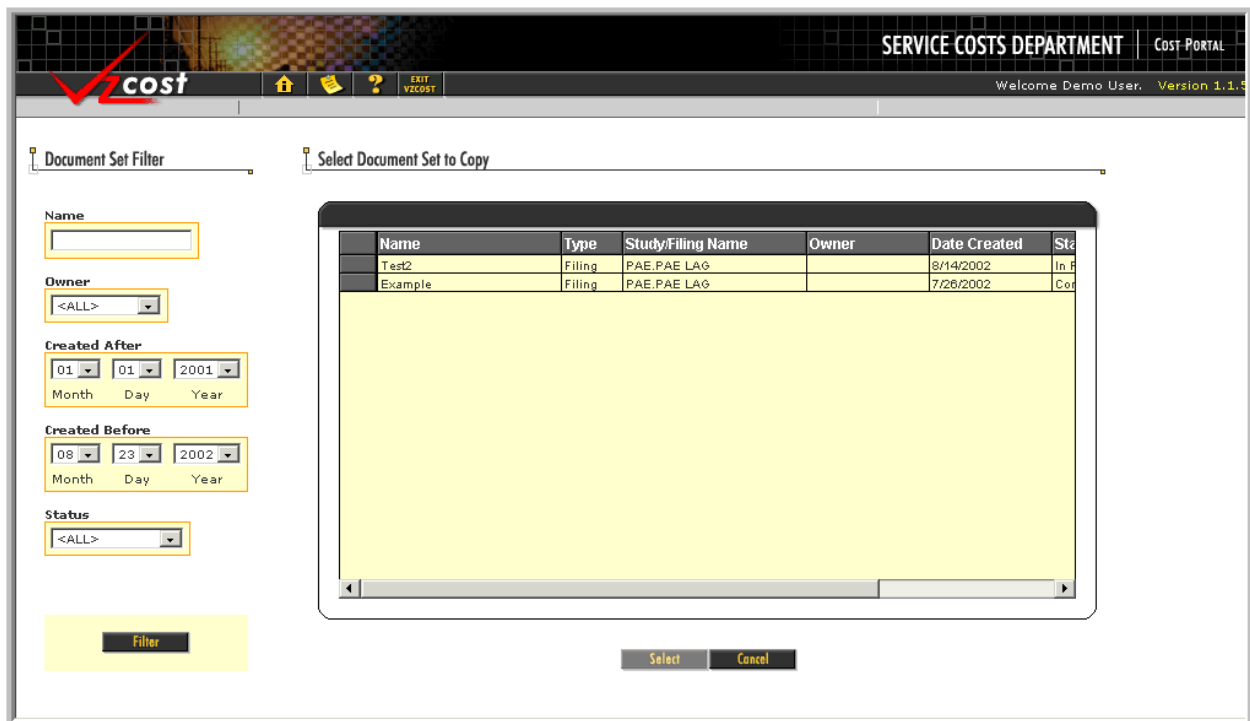
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this subsection and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the subsection should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this subsection and return to the 'Section Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.



3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus on a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.



4. **Copy:** When the 'Copy' button (  ) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.



**Document Set Filter**      **Select Document Set to Copy**

Name

Owner

Created After  
    
 Month Day Year



Created Before  
    
 Month Day Year

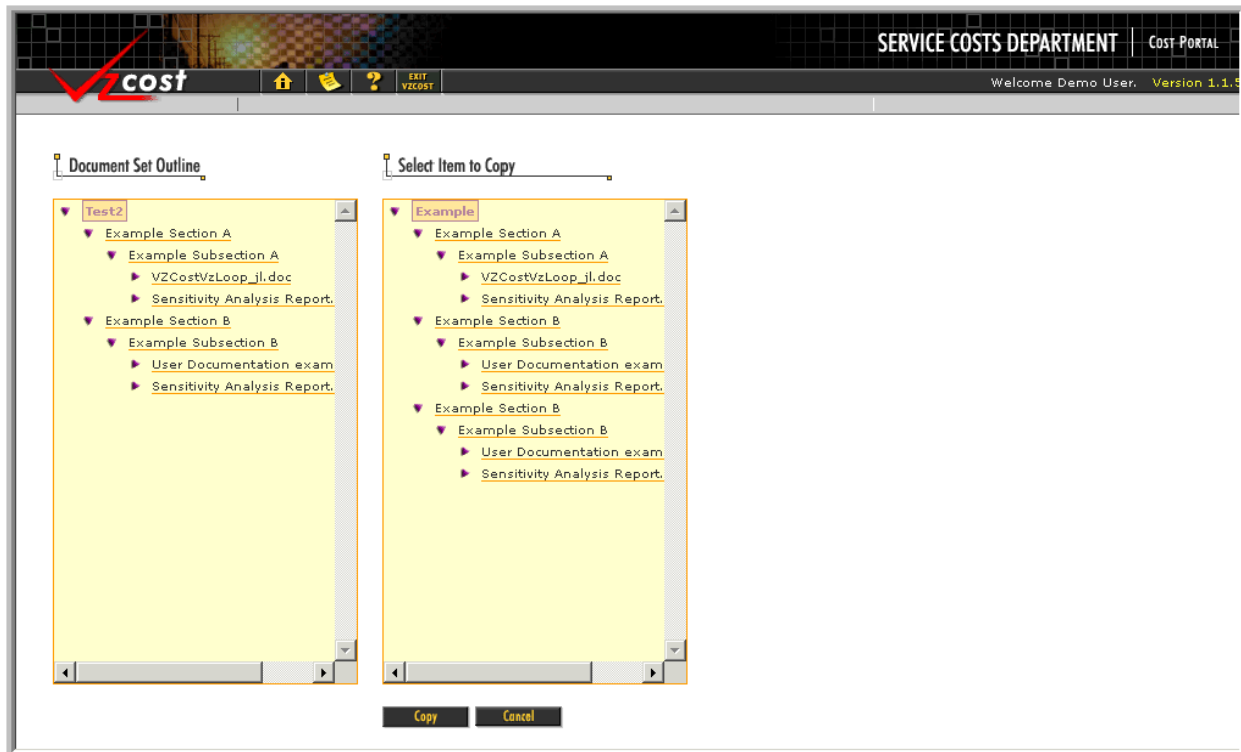
Status

**Filter**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE,PAE LAG		8/14/2002	In P
Example	Filing	PAE,PAE LAG		7/26/2002	Co

**Select**      **Cancel**




The user will need to click on one of the document sets listed to highlight it. If the correct document set is not listed, filters may be used as described in [section 4.4](#) to limit or expand the list of doc sets that are displayed on the screen. All doc sets that meet the filtered criteria will be displayed on the screen. Once the correct document set has been highlighted, the user will need to press the 'Select' button (  ) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (  ) to disregard the copy request and return to the previous screen.



Assuming that the 'Select' button ( **Select** ) was pressed, the screen shown above will load up. The outline on the left represents the doc set being edited by the user. The outline on the right represents the doc set chosen on the previous screen that contains items which will be copied to the user's doc set. The user will need to designate the item to be copied by clicking on it in the outline on the right. Then the user will also need to designate a destination for the copied item by clicking on the correct location in the outline on the left. Finally, the user will press the 'Copy' button ( **Copy** ) to execute the requested copy function. If, at any time before the 'Copy' button ( **Copy** ) has been pressed, the user chooses to disregard the copy request, the 'Cancel' button ( **Cancel** ) can be pressed and the user will be returned to the previous screen. If the user made an error in the copy request, the system will provide one of the error messages shown below. Otherwise, the screen will refresh, showing the results of the completed request and the 'Cancel' button ( **Cancel** ) will have been replaced by a 'Done' button ( **Done** ). Now, the user can either copy another item or press the 'Done' button ( **Done** ) to exit the copy function completely.

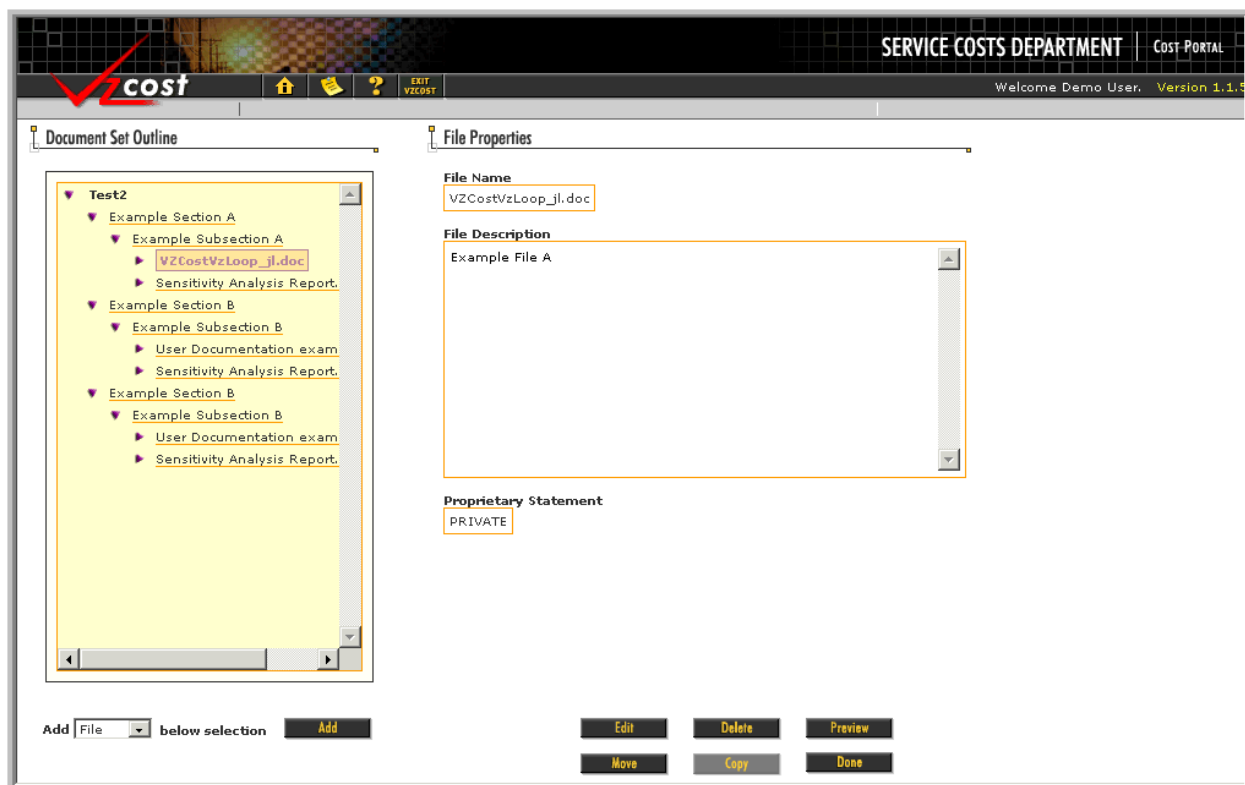
Cannot copy entire document set.  
 Unable to copy file. The file you selected already exists in the selected subsection.  
 Unable to Copy Node to Specified Location

- The 'Cannot copy entire document set.' error message is received if the user attempts to copy the entire document set by clicking on the doc set's name at the top of the outline.
- The 'Unable to copy file. The file you selected already exists in the selected subsection.' error message is received if the user is trying to copy an item to a location that already has an item with the same name.
- The 'Unable to Copy Node to Specified Location' error message occurs when the user attempts to copy an item to a location that can not support that type of item. For example a file may not be placed directly into a section. Instead, it must be placed into a subsection.




5. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.
6. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

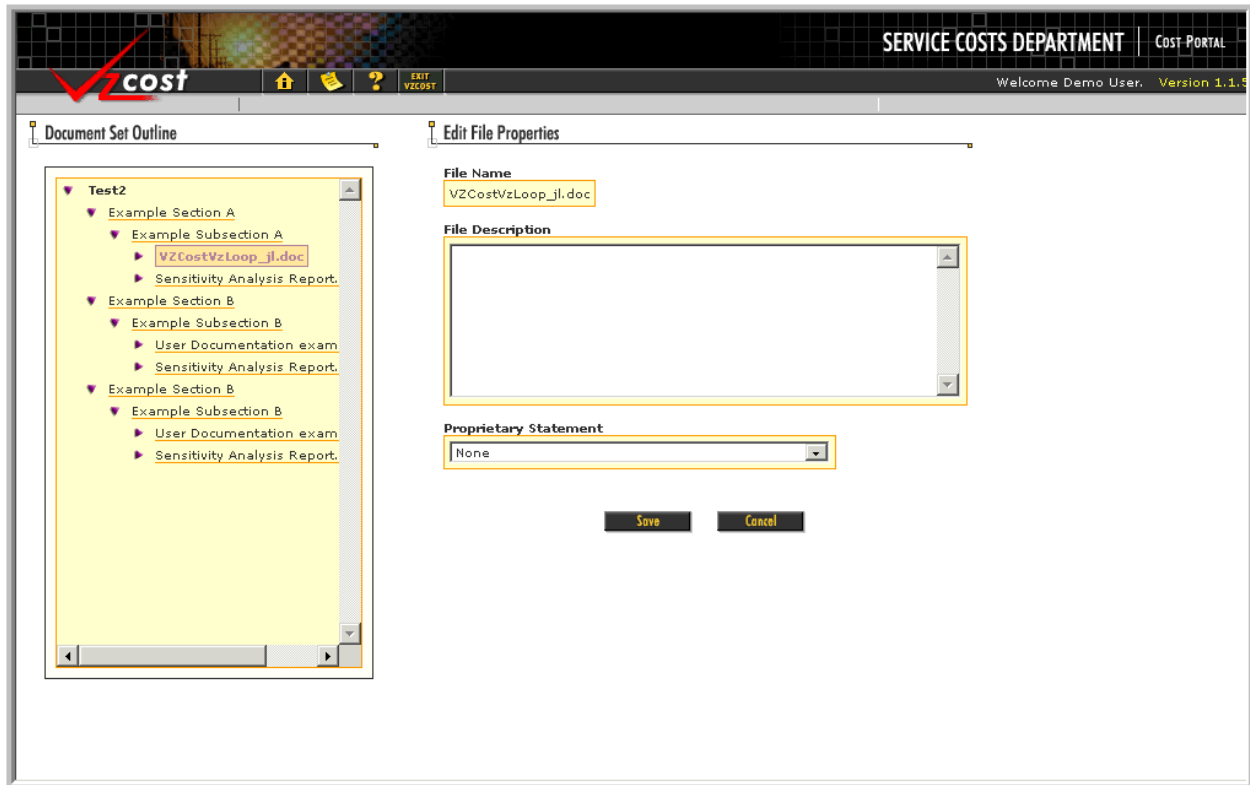
## Editing a File

If the user is going to edit the doc set by adding a new file, that user will need to follow the steps described in the ['Adding a File' unit](#) of section 9.4.1. To edit a file, the user will first have to click on the name of that file in the outline on the left side of the screen. Files and reports are fourth level items in the outline. Therefore, in the example shown below, 'VZCostVzLoop\_jl.doc' and the two occurrences of 'User Documentation exam.doc' represent the files in this document set.






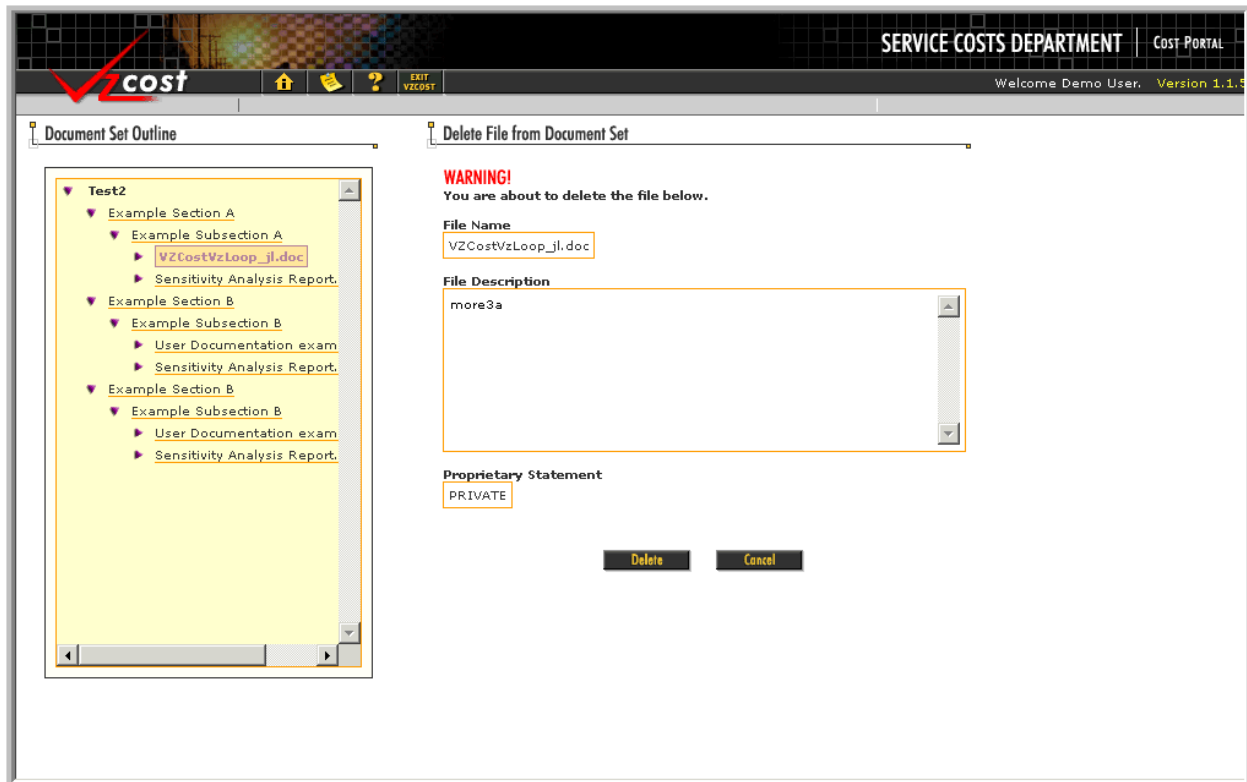
The user will have several options available because six of the seven buttons on this page are active. These six active buttons are described on the next five pages.

1. **Edit:** When the user presses the 'Edit' button (  ), the screen shown below will load up. The user will be able to edit the 'File Description' field and change the option chosen from the drop down menu for the 'Proprietary Statement' field. Once the desired changes have been made, the user may press the 'Save' button (  ) to save the changes or press the 'Cancel' button (  ) to disregard the changes. After either button has been pressed, the user will be returned to the 'File Properties' screen.

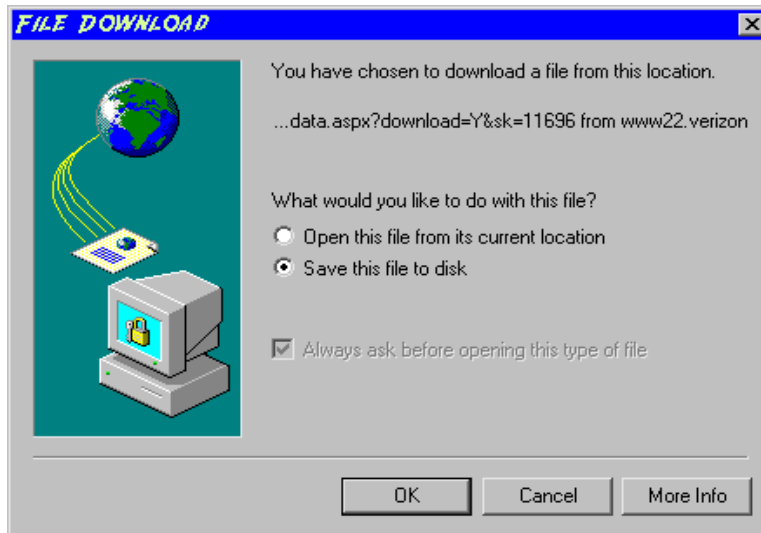




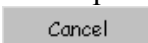


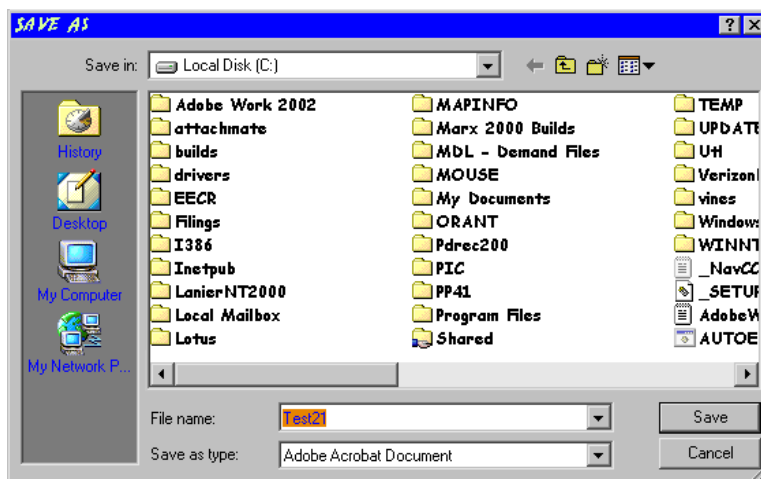
2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this particular file and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the file should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this file and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.


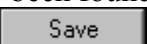
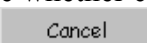










3. Preview: When the 'Preview' button (  ) is pressed, the user is requesting to preview the file and the 'Download' screen, shown below, will appear.

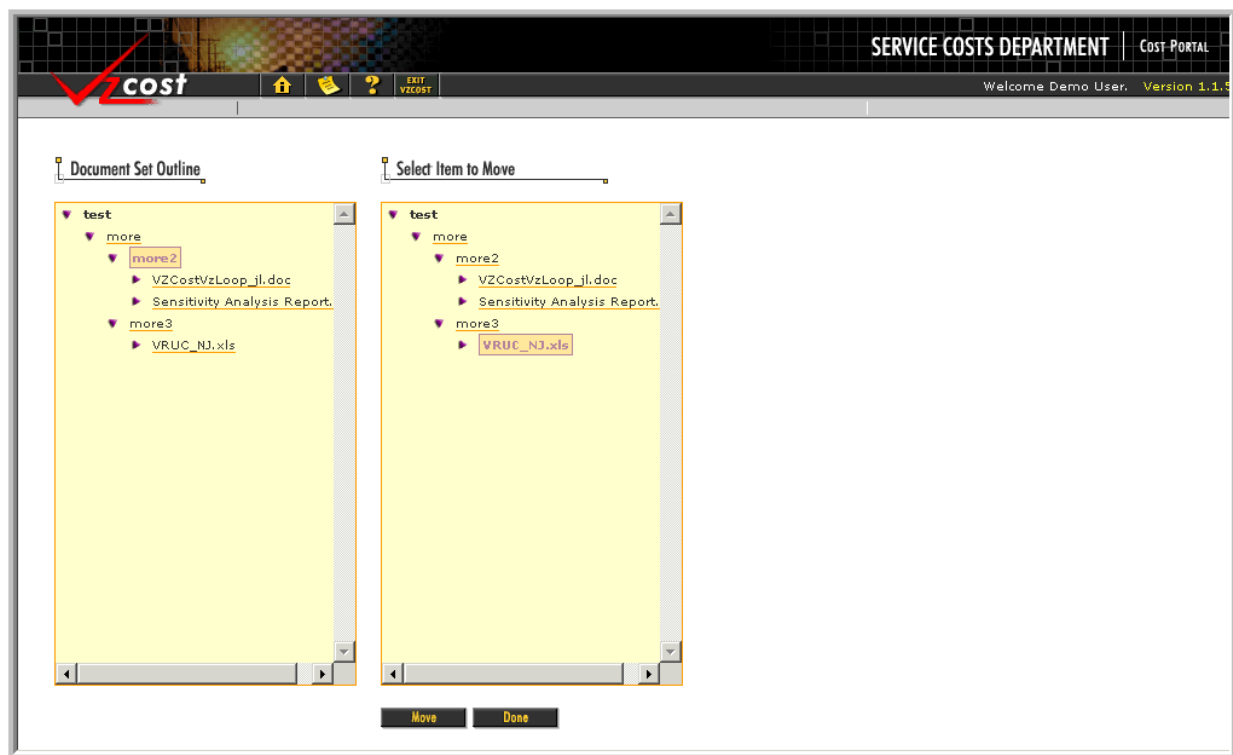


If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button (  ), the preview will appear in a separate Adobe Acrobat window. Alternately, the user may choose the 'Save this file to disk' radio button and press the 'OK' button (  ) to load the 'Save As' dialog box shown below. To return to the previous screen, ignoring the preview request, the user will press the 'Cancel' button (  ).





To choose where to save the file, the user will press the button (  ) and choose an option from the drop down menu for the 'Save in' field. The user will double click on whichever folder leads to the proper directory if the default directory is not the correct file location. If needed, the user may double click on additional folders that exist within the selected folders. Once the correct location has been found, the user will type a name in the 'File name' field and press the 'Save' button (  ). This will save the file as a Acrobat PDF file which will be usable at any time whether connected to VzCost or not. Alternatively, the user can press the cancel button (  ) to ignore the preview request and return to the previous screen.

4. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus one a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.

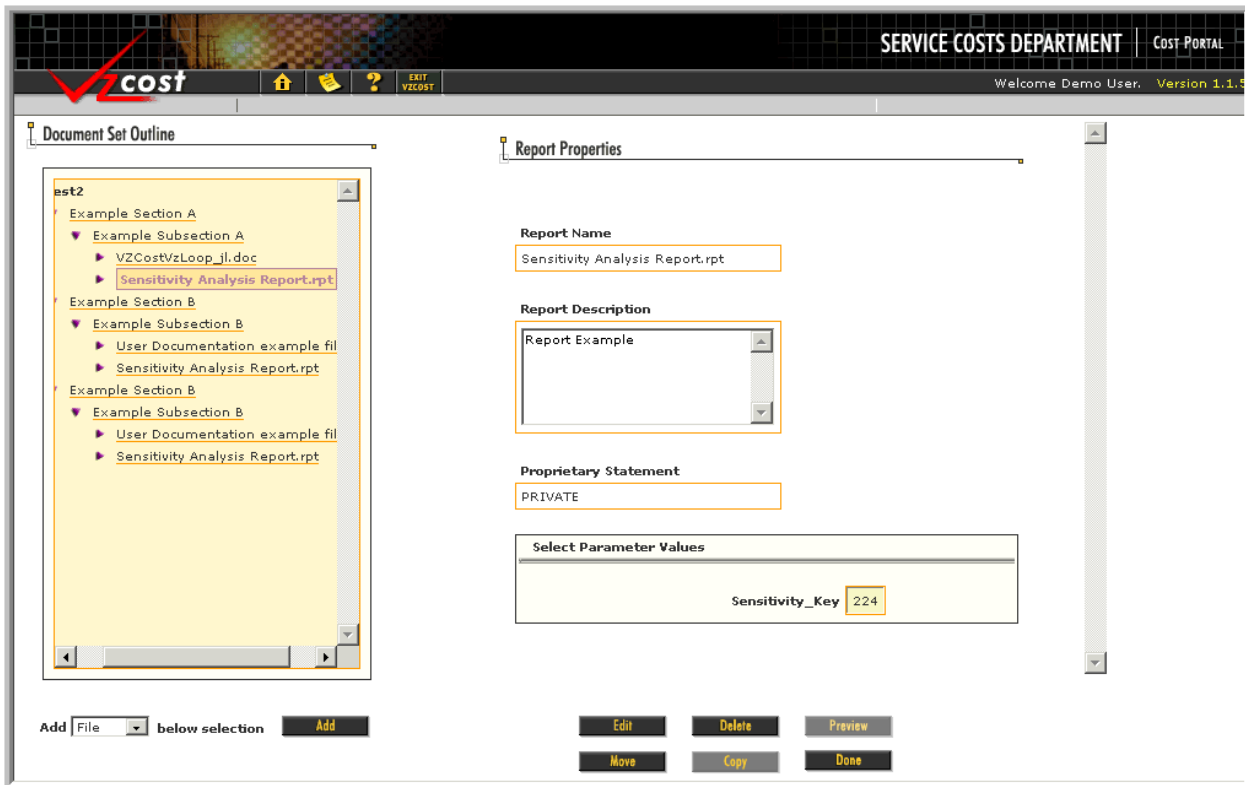


5. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.

6. **Add:** The user will use this function to add to the document set's outline. The 'Add' button () will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button () at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

## Editing a Report

If the user is going to edit the doc set by adding a new report, that user will need to follow the steps described in the ['Adding a Report' unit](#) of section 9.4.1. To edit a report, the user will first have to click on the name of that report in the outline on the left side of the screen. Files and reports are fourth level items in the outline. Therefore, in the example shown below, the three occurrences of 'Sensitivity Analysis Report.rpt' represent the reports in this document set. The user will have several options available because five of the seven buttons on this page are active. These five active buttons are described on the next four pages.







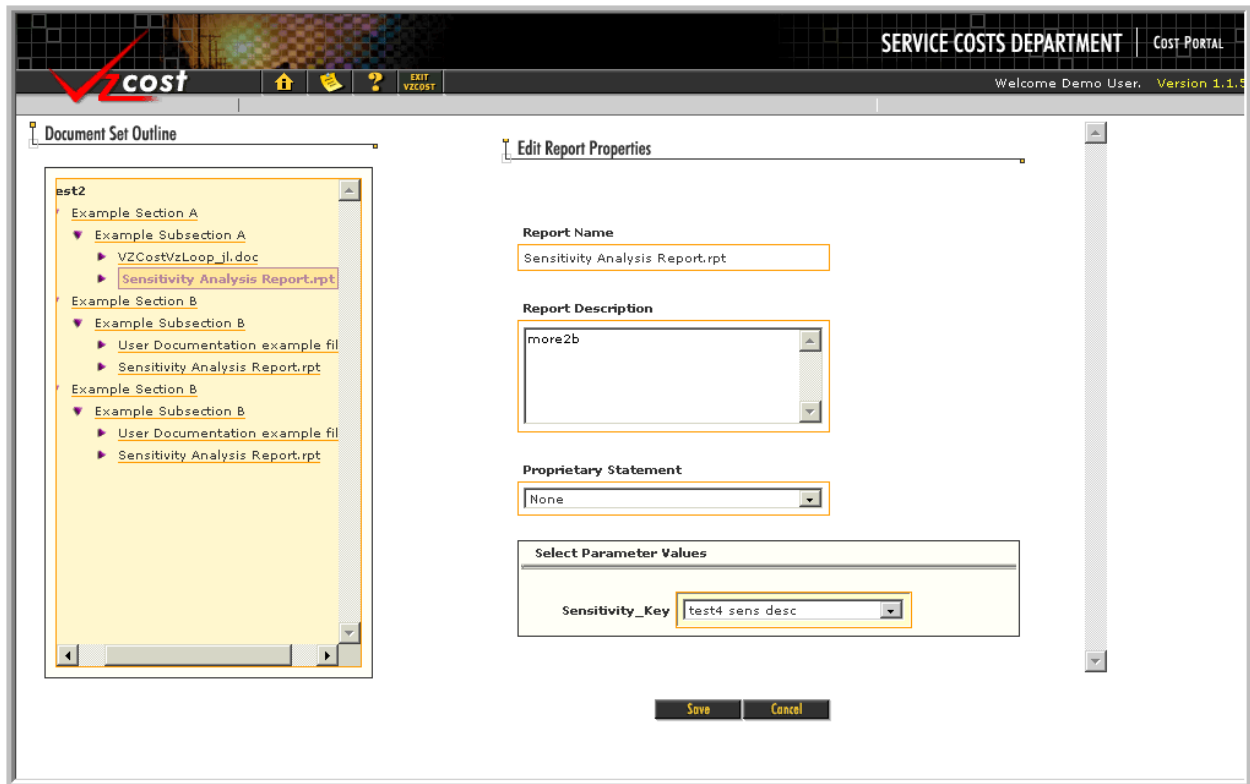
The screenshot displays the VZcost Coster application interface. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The main header shows 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. A user status bar indicates 'Welcome Demo User, Version 1.1.5'.




The interface is divided into two main sections:

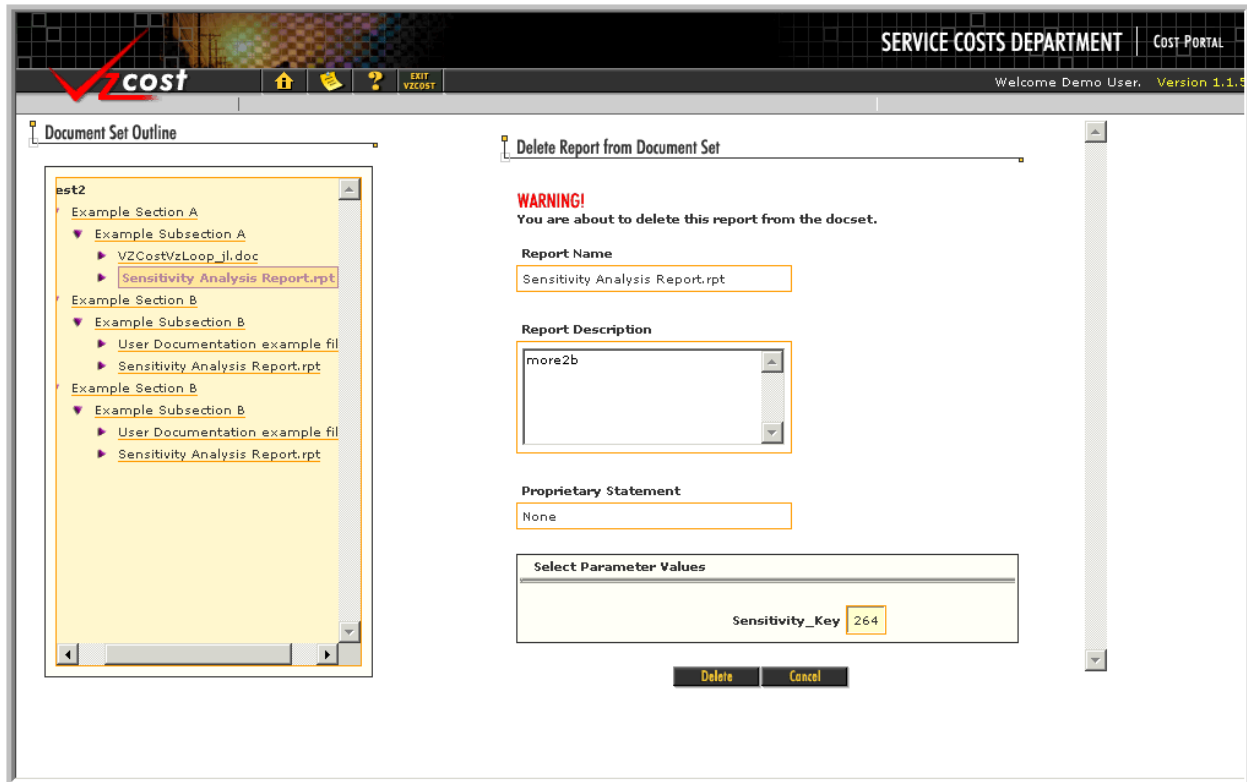
- Document Set Outline:** A tree view showing a hierarchy of sections and subsections. The selected item is 'Sensitivity Analysis Report.rpt' under 'Example Subsection B'.
- Report Properties:** A form for editing the selected report. It includes fields for:
  - Report Name:** 'Sensitivity Analysis Report.rpt'
  - Report Description:** 'Report Example'
  - Proprietary Statement:** 'PRIVATE'
  - Select Parameter Values:** A table with one row: 'Sensitivity\_Key' with the value '224'.









At the bottom, there are two rows of buttons. The first row contains 'Add', 'File', 'below selection', and 'Add'. The second row contains 'Edit', 'Delete', 'Preview', 'Move', 'Copy', and 'Done'.

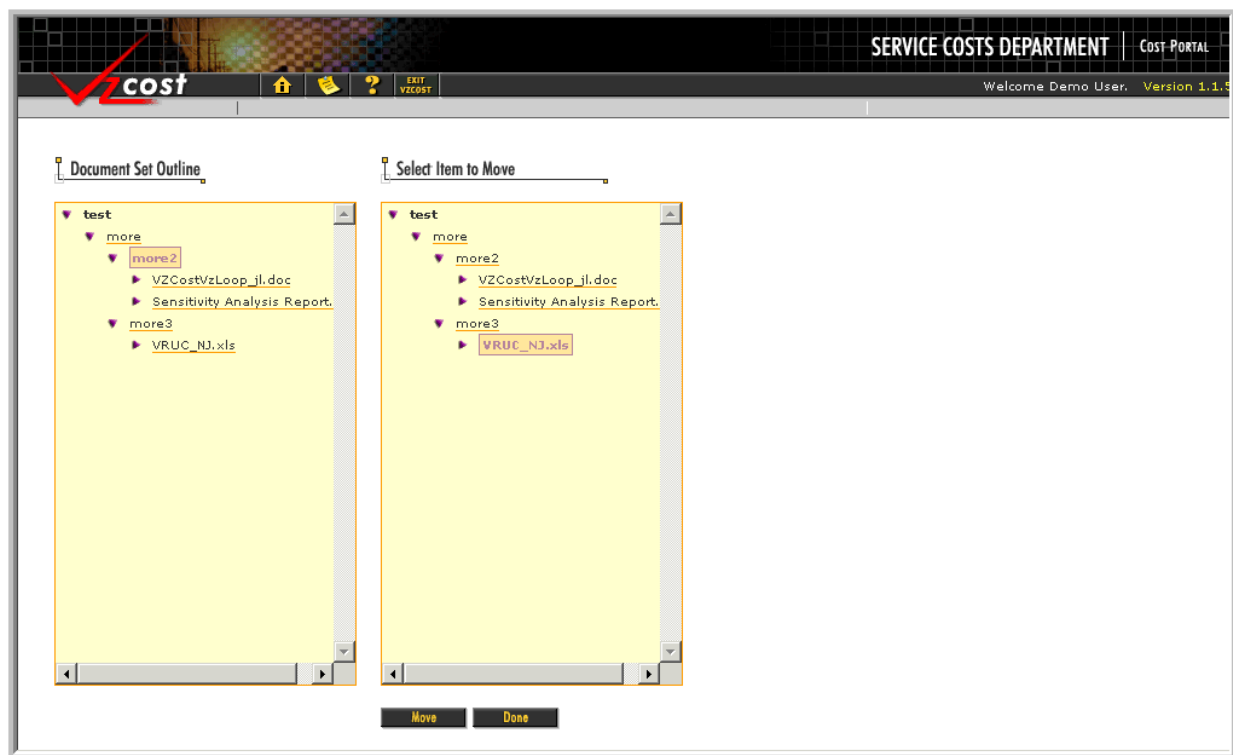
1. **Edit:** When the user presses the 'Edit' button (  ), the screen shown below will load up. On this screen, the user may edit the description in the 'Report Description' field, change the selection in the 'Proprietary Statement' field's drop down menu by pressing the button (  ) at the right side of the field, and change any parameters that may be present in the 'Select Parameter Values' window. In the example below, the 'Select Parameter Values' window contains a 'Sensitivity Key' field. Depending on the specific report, there may or may not be fields to populate in the 'Select Parameter Values' window. Once the needed modifications have been made to this page, the user may press the 'Save' button (  ) to save the changes or press the 'Cancel' button (  ) to disregard the changes.

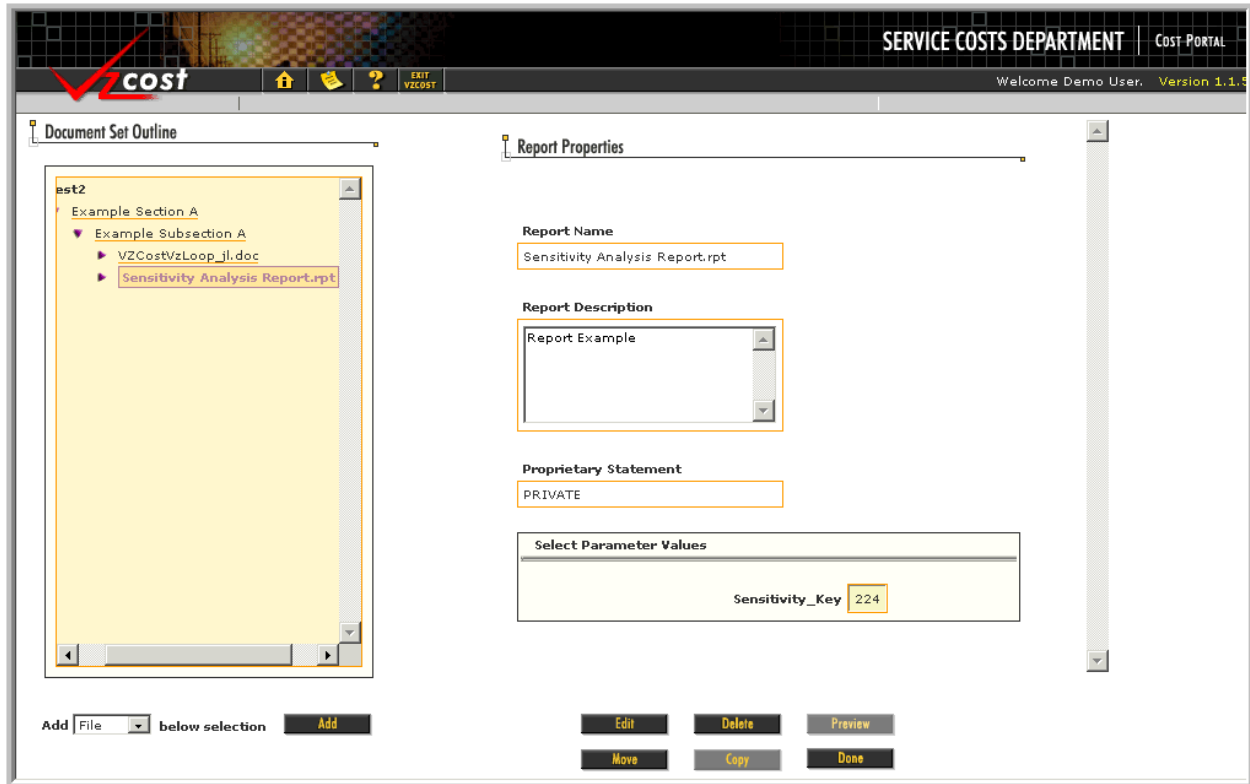
The screenshot shows the 'Edit Report Properties' window. On the left is a 'Document Set Outline' tree with a yellow background, showing a hierarchy of sections and subsections. The main area contains several form fields: 'Report Name' (text box with 'Sensitivity Analysis Report.rpt'), 'Report Description' (text area with 'more2b'), 'Proprietary Statement' (dropdown menu with 'None'), and 'Select Parameter Values' (a sub-window containing a 'Sensitivity\_Key' dropdown menu with 'test4 sens desc'). At the bottom are 'Save' and 'Cancel' buttons. The application header includes the VZcost logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT Cost PORTAL' and 'Welcome Demo User. Version 1.1.5'.




2. **Delete:** When the 'Delete' button (  ) is pressed, the user is requesting to delete this particular report and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the report should actually be deleted. The user may press the 'Delete' button (  ) to complete the deletion of this report and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (  ) to disregard the deletion request and return to the previous screen.



3. **Move:** When the 'Move' button (  ) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC\_NJ.xls' from subsection 'more3' to subsection 'more2.' To do this, in the outline on the left, the user will click on subsection 'more2' which will highlight it and designate it as the destination. Next, the user will select the file 'VRUC\_NJ.xls' in the outline on the right, thus designating it as the item to be moved. Finally the user will press the 'Move' button (  ) to execute the move. The user may repeat this process as many times as is needed. Once all moves have been completed, then the user may press the 'Done' button (  ) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (  ) or an arrowhead icon facing rightward (  ). The standard setting is for the arrowhead to be facing downward (  ). If the arrowhead is facing downward (  ) all subordinate items that are associated with this primary item will be visible. On the other hand, if the arrowhead is facing rightward (  ), then either there no subordinate items associated with this primary item or the subordinate items are hidden. This may be useful if the user needs to focus on a single area within a large document set outline. To toggle between the two types of arrowhead icons, the user should click on whichever arrowhead icon is present.





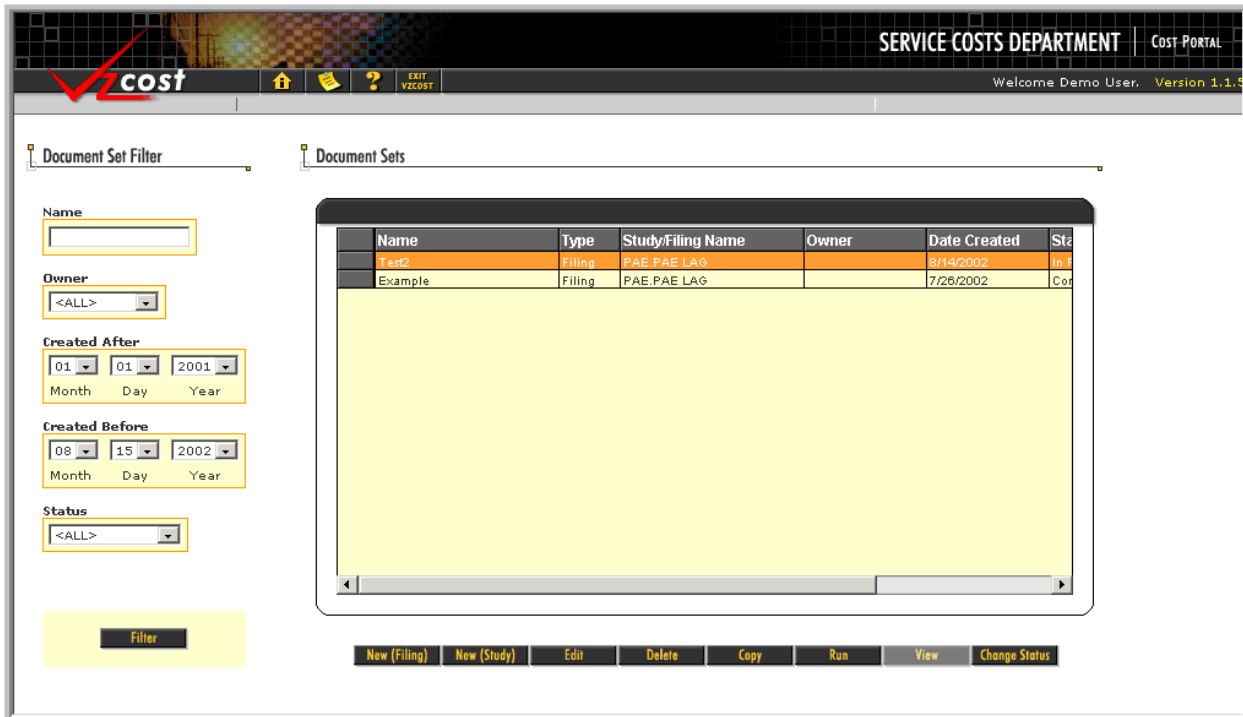


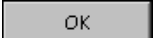
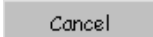
4. **Done:** When the 'Done' button (  ) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.
5. **Add:** The user will use this function to add to the document set's outline. The 'Add' button (  ) will be pressed only after the user has made a selection in the 'Add' field. Such a selection can be made using the drop down menu by pressing the button (  ) at the right side of the field. The available additions to the outline are section, subsection, file, and report. When the button is pressed, the item selected from the menu will be added below the level currently selected in the doc set's outline. Thus, a section must be added before a subsection may be added and a subsection must be added before a report or a file may be added.

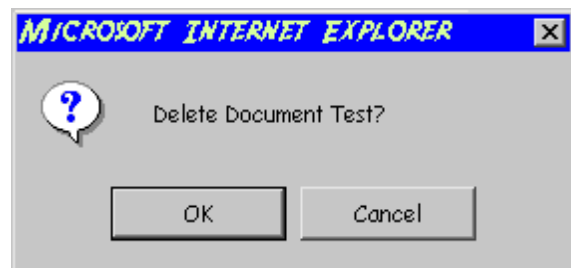


### Section 9.4.3: Deleting a Document Set

The 'Document Sets' screen is displayed below. To delete a document set, the user should click on the doc set to be deleted, thus highlighting it, and then press the 'Delete' button (  ). Users will only be able to delete their own document sets. If the user is not the data owner of the document set that is highlighted, the 'Delete Button' (  ) will be inactive.



Before deleting the run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the document set or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Document Sets' screen.

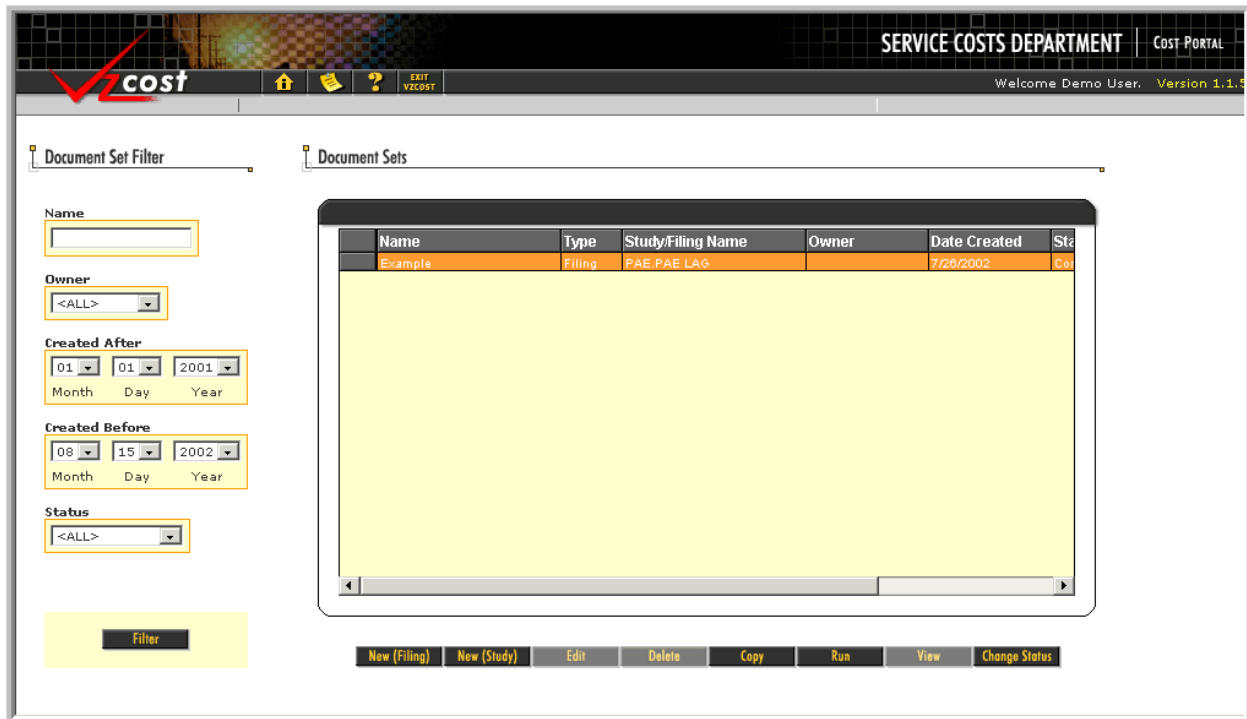



### Section 9.4.4: Copying a Document Set



At some point in time a user may decide to copy a document set. Usually this would be done under one of two scenarios.

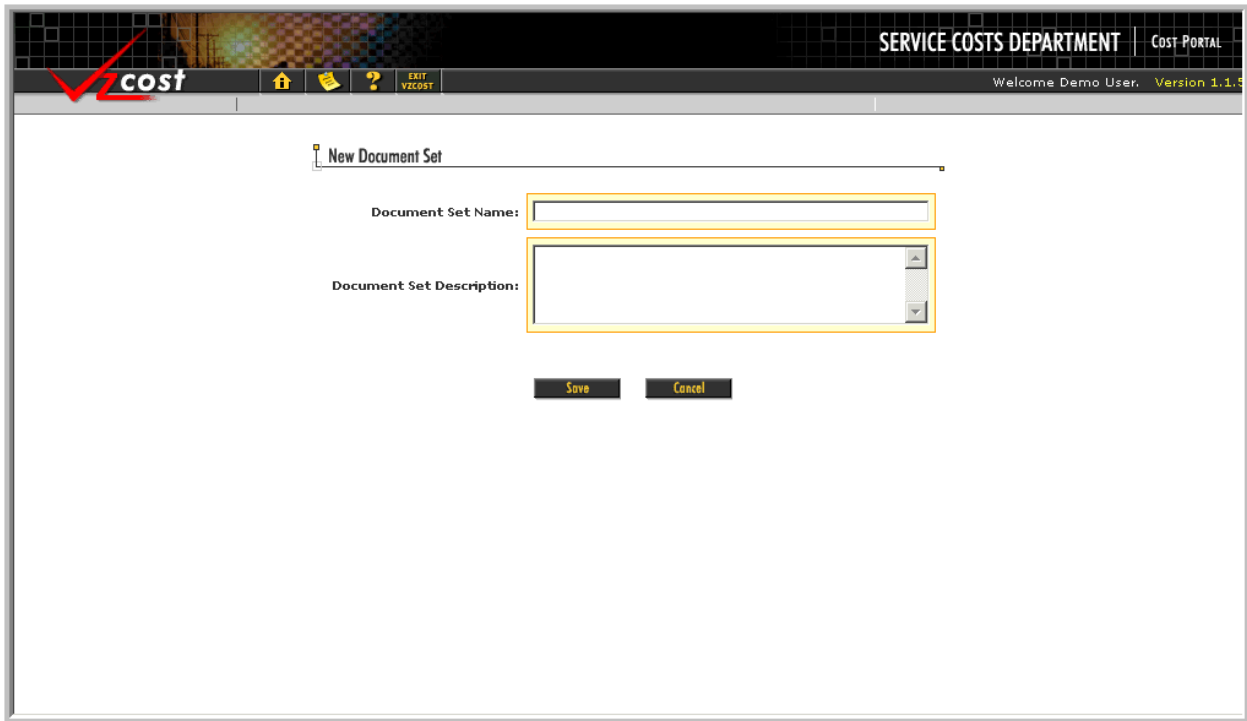
1. The user will not be able to edit or delete a document set if it has been connected to a filing.
2. As shown in the figure below, the user will not be able to edit or delete another user's document set.



In both of these scenarios, the user could make a copy of the existing document set and then use that copy as needed.

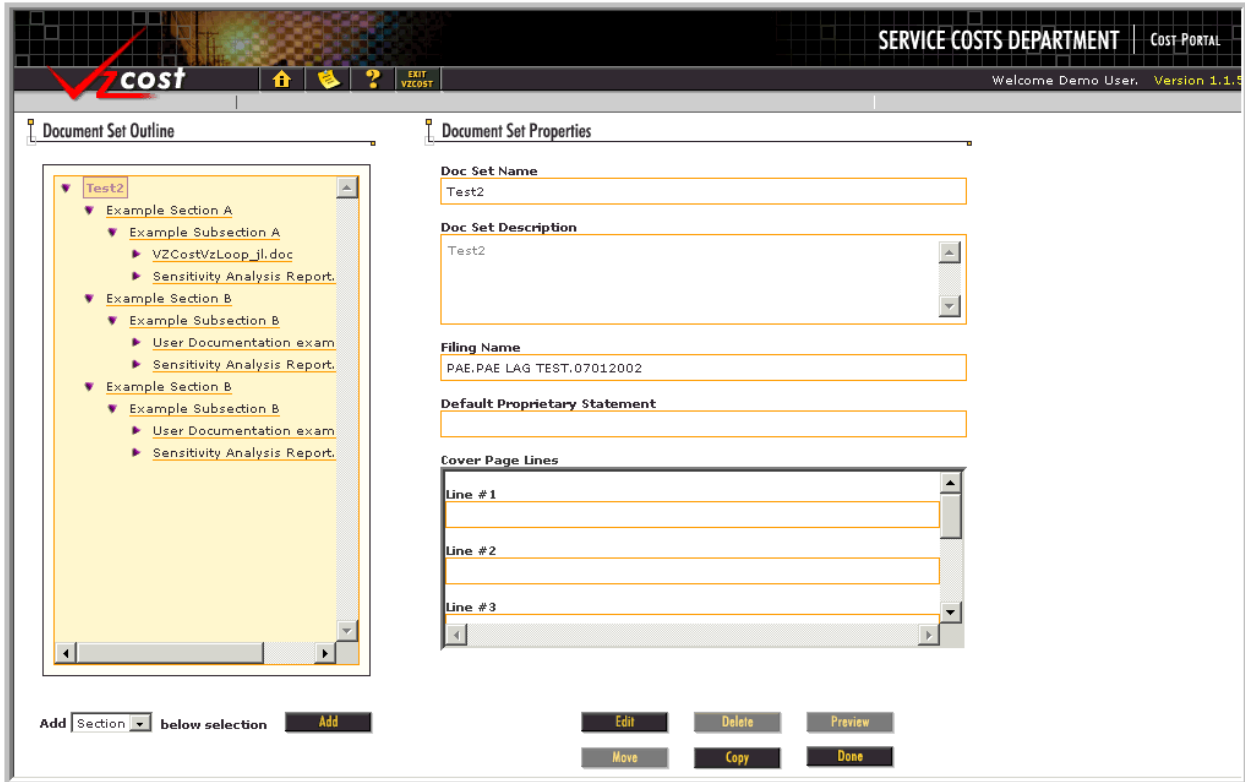


The user will click on the document set that needs to be copied, thus highlighting it, and then press on the 'Copy' button (  ).

The 'New Document Set' screen, shown below, loads up. The user will need to provide a name for the 'Document Set Name' field and a description for the 'Document Set Description' field. The user may press the 'Save' button (  ) to continue or press the 'Cancel' button (  ) to disregard the copy request and return to the 'Document Sets' screen.



If the user pressed the 'Save' button (  ), the 'Document Set Properties' screen loads up the same way as it would if the user was creating a new document set. In fact, the only difference between this doc set and a new one is that everything in this doc set was pre-populated by the copy function except for the doc set name and the doc set description. From this point, the user may proceed as needed or press the 'Done' button (  ) to save the doc set.



Document Set Outline

- Test2
  - Example Section A
    - Example Subsection A
      - VZCostVzLoop\_jl.doc
      - Sensitivity Analysis Report.
    - Example Section B
      - Example Subsection B
        - User Documentation exam
        - Sensitivity Analysis Report.
    - Example Section B
      - Example Subsection B
        - User Documentation exam
        - Sensitivity Analysis Report.

Document Set Properties

Doc Set Name  
Test2

Doc Set Description  
Test2

Filing Name  
PAE,PAE LAG TEST.07012002

Default Proprietary Statement

Cover Page Lines

Line # 1






Line # 2

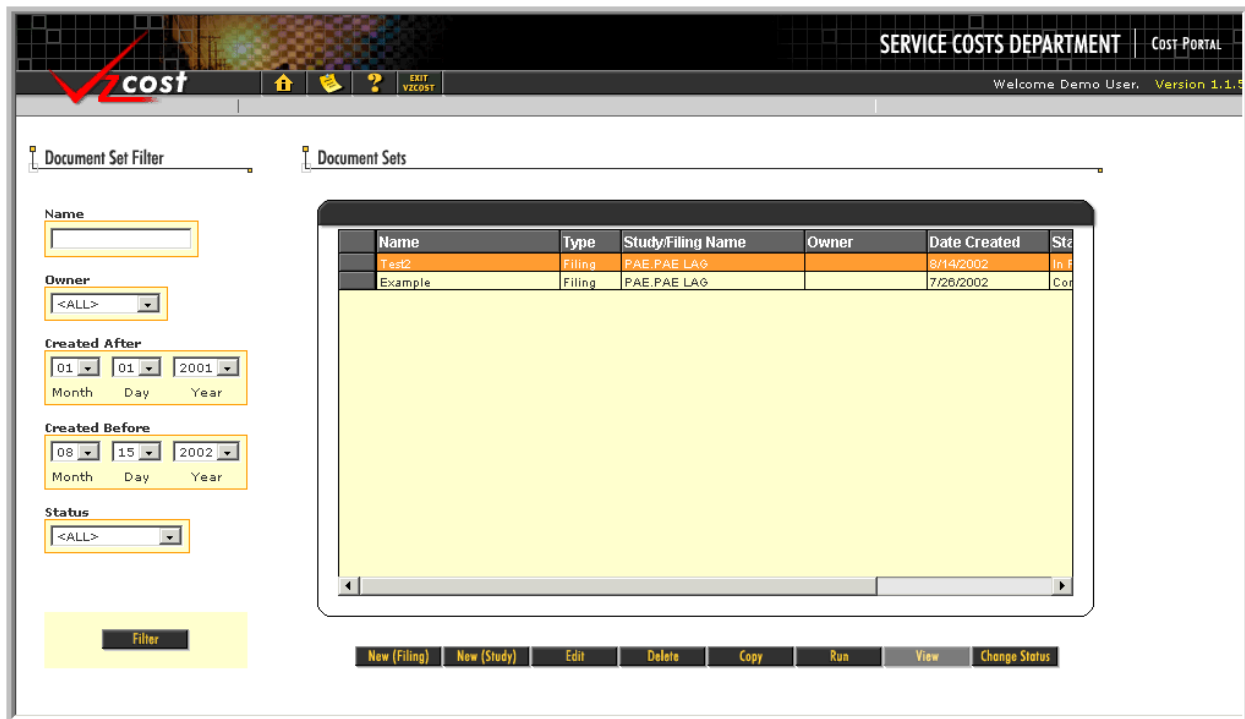
Line # 3

Add Section below selection Add


Edit Delete Preview  
Move Copy Done

### Section 9.4.5: Running a Document Set


To run a document set, the user will need to click on the correct document set to highlight it on the 'Document Sets' screen. Next, the user will press the 'Run' button (  ). Please notice that the 'Run' button (  ) and the 'View' button (  ) can not both be active at the same time. If the document set has not been run, then the 'Run' button (  ) will be the active button. Thus, if the document set has already been run, then the 'View' button (  ) will be the active button.

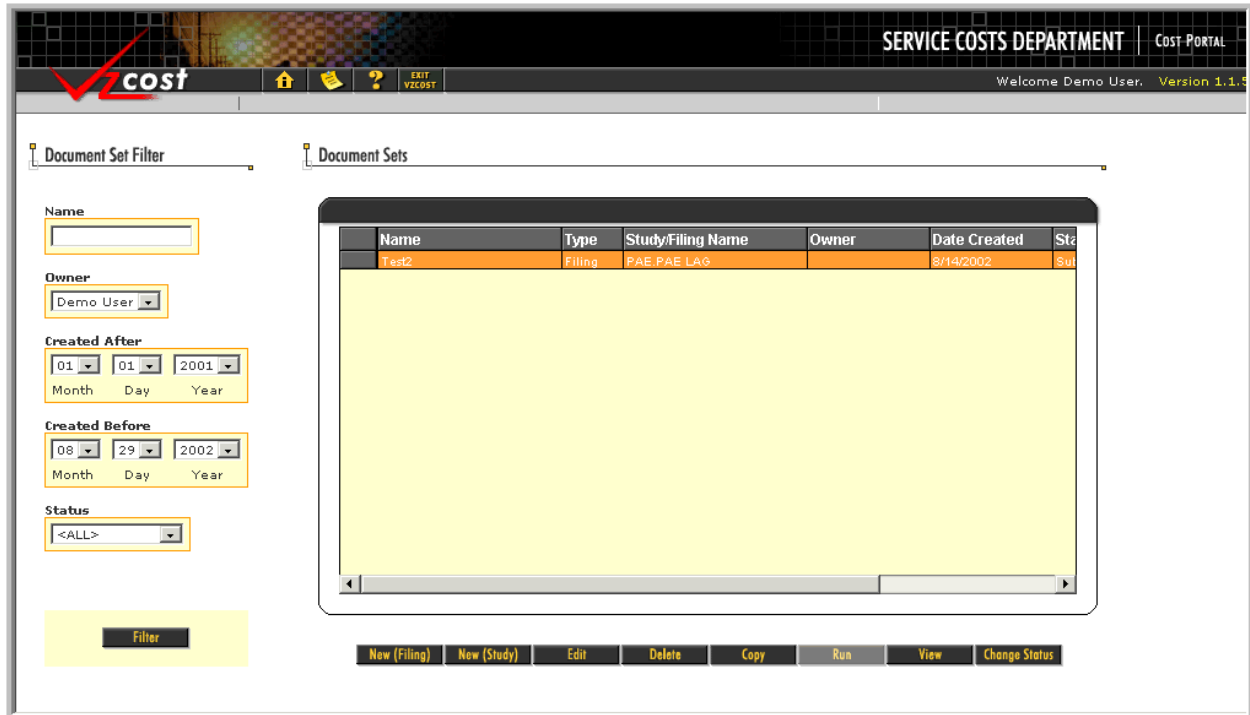



Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE.PAE LAG		8/14/2002	In F
Example	Filing	PAE.PAE LAG		7/28/2002	Cor

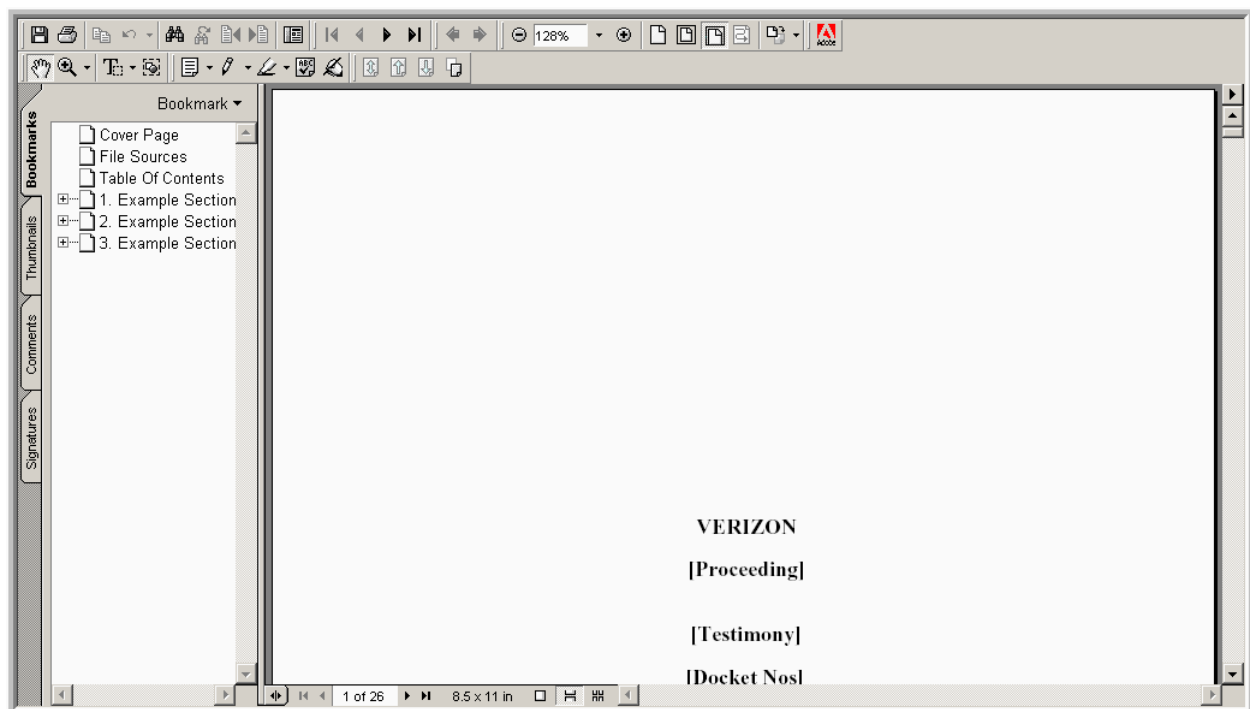
Once the user has pressed the 'Run' button (  ), the system will take the user to the message center where the user will wait for the run to provide either a failure message or a completion message. The results of the run can either be viewed from the message center as described in [section 13.1](#) of this document or with the view function on the 'Document Sets' screen.

## Section 9.4.6: Viewing a Document Set

To view a document set without navigating to the message center, navigate to the 'Document Sets' screen and then the user will click on the correct document set to highlight it. Then the user will press the 'View' button (  ).

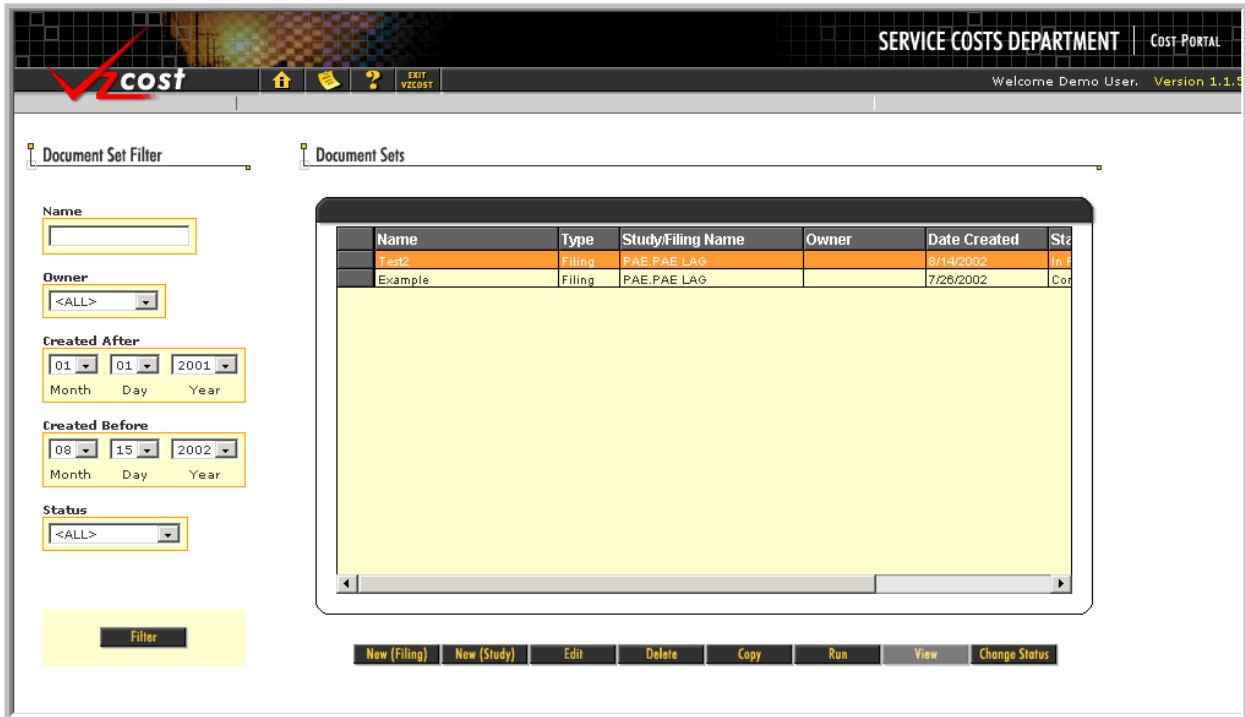


Once the 'View' button (  ) has been pressed, the completed document set will appear in a separate Adobe Acrobat window as shown below.



## Section 9.4.7: Changing the Status of a Document Set

From the 'Document Sets' screen, the status of a document set may be changed as needed clicking on that document set, thus highlighting it, and then pressing the 'Change Status' button ( **Change Status** ) to continue.



**Document Set Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

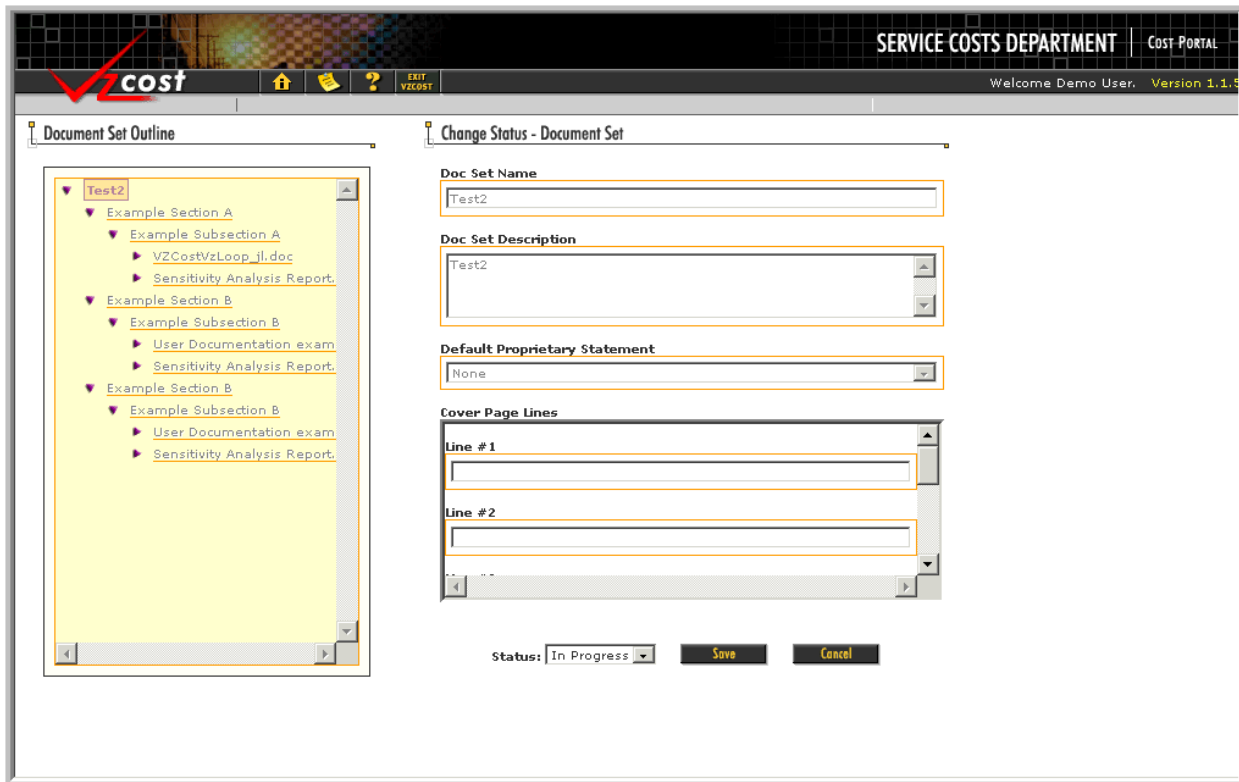
**Document Sets**

Name	Type	Study/Filing Name	Owner	Date Created	Sta
Test2	Filing	PAE.PAE LAG		8/14/2002	In f
Example	Filing	PAE.PAE LAG		7/26/2002	Cor

**Filter**

**New (Filing) New (Study) Edit Delete Copy Run View Change Status**

The 'Change Status' screen loads up. The 'Status' field will be the only active field on this page.



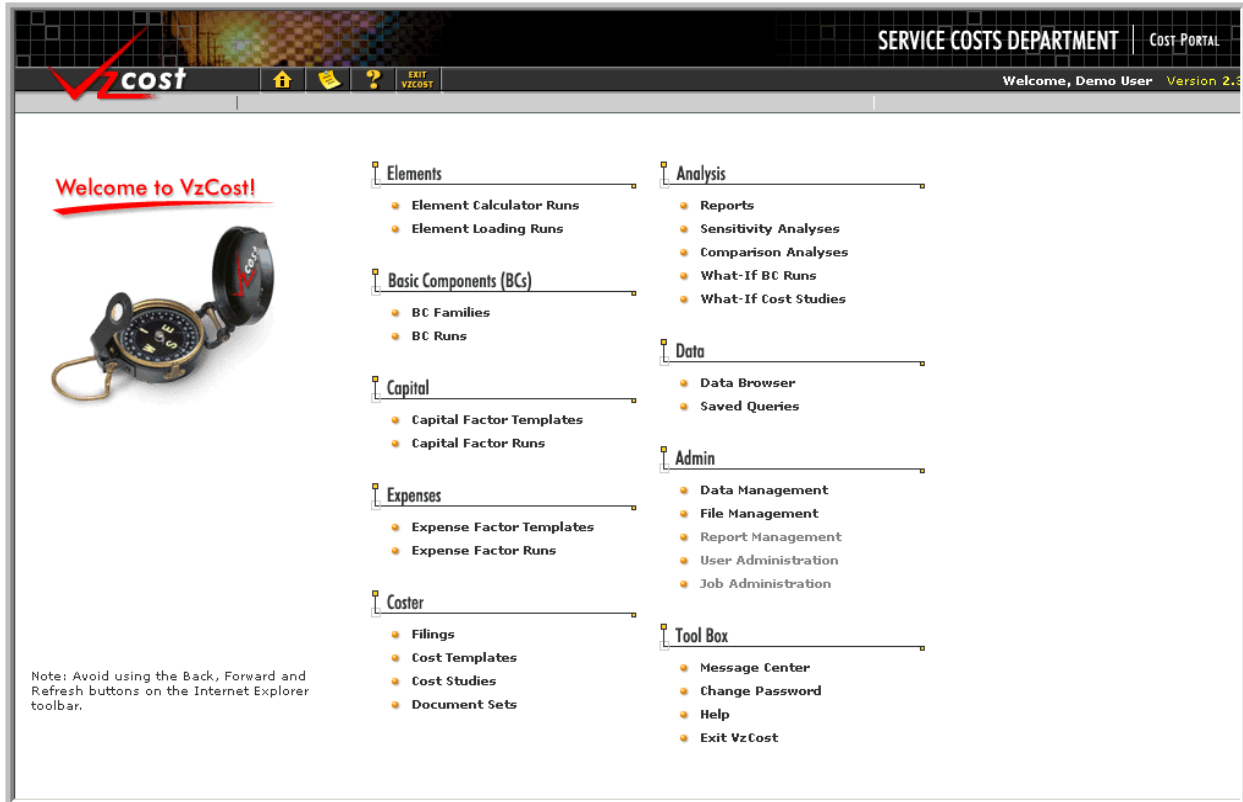
There may be up to seven status options available. Below is a description of those options:

1. **Temporary:** Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in [section 1.7](#).
2. **In Progress:** In progress items can only be seen by the data owner.
3. **Completed:** Completed items can be seen by anyone but are not awaiting approval.
4. **Submitted:** Submitted items can be seen by anyone and are awaiting approval.
5. **Approved:** Approved items may now be used in other applicable sections of VzCost as needed. A document set may only be approved by a user with appropriate security clearance. Furthermore, no user may approve his/her own document set under any circumstances.
6. **Final:** Final items may not be edited further or deleted even though they have not been included in a filing.
7. **Final and Filed:** Final and filed items, which have been included in a filing, may not be edited further or deleted.



## Section 10: Analysis

The analysis section of VzCost has five components. These five components will allow the user to run reports, conduct comparison and sensitivity analyses, and conduct what-if BC runs and what-if cost studies. As shown below, the analysis section is located at the top right portion of the home page. To select one of the components within the analysis section, click on the appropriate link for that component.



The screenshot shows the VzCost home page interface. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an "EXIT VZCOST" button. The page title is "SERVICE COSTS DEPARTMENT" and "COST PORTAL". The user is logged in as "Welcome, Demo User" and the version is "Version 2.3".

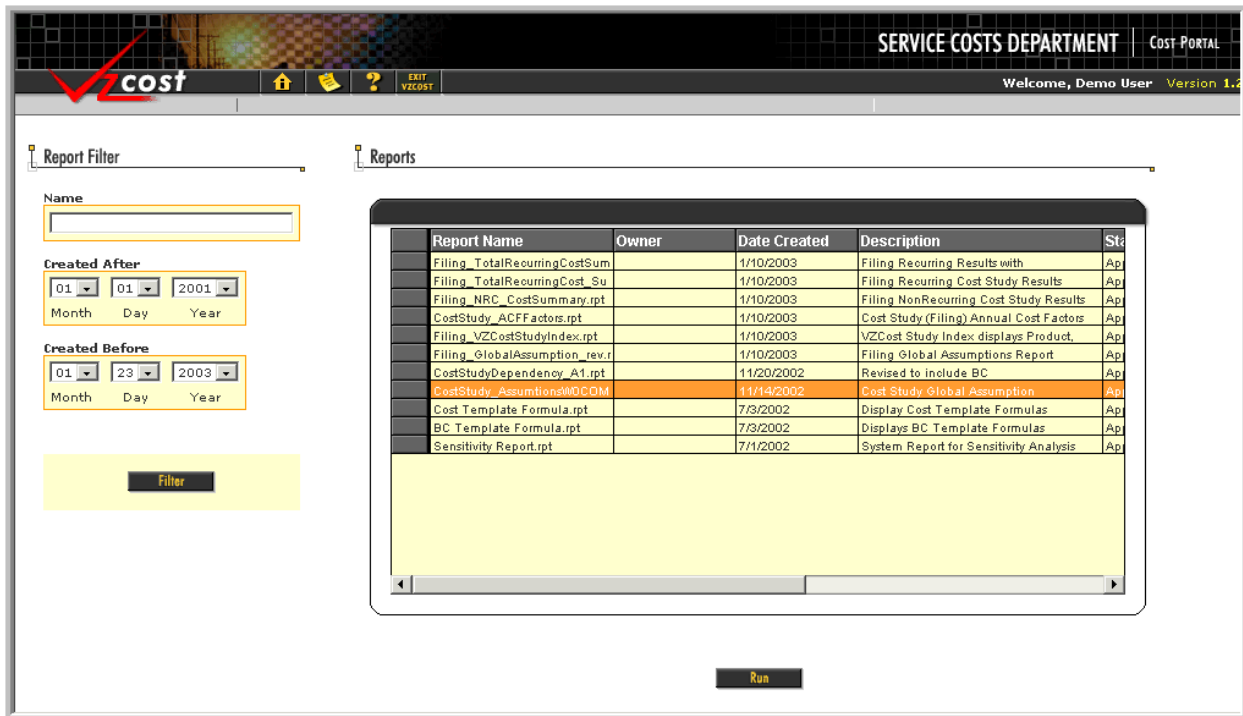
The main content area is divided into several sections:

- Welcome to VzCost!**: A red banner with a compass icon.
- Elements**:
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**:
  - BC Families
  - BC Runs
- Capital**:
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**:
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**:
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**:
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**:
  - Data Browser
  - Saved Queries
- Admin**:
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**:
  - Message Center
  - Change Password
  - Help
  - Exit VzCost


Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

## Section 10.1: Reports

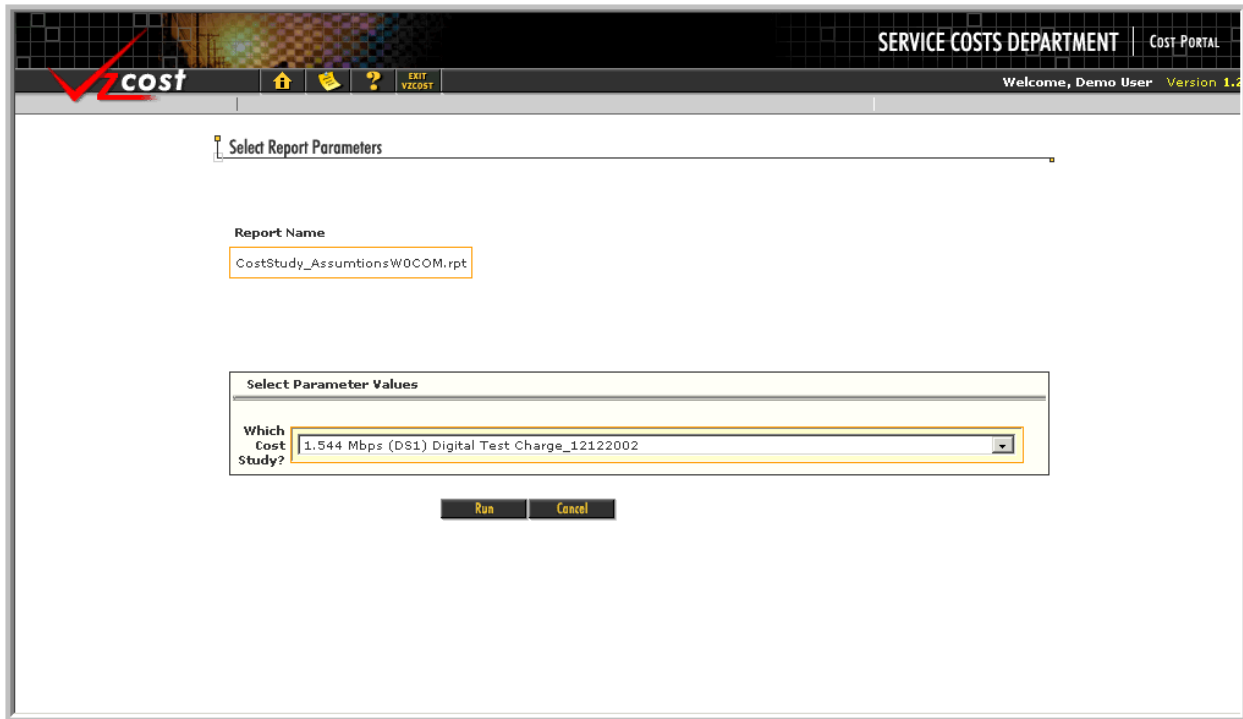
The reports piece of the analysis section allows the user to run reports that are based on information stored in the VzCost system. To facilitate these reports, an external software package called Crystal Reports is used in conjunction with VzCost. The user is not required to have Crystal Reports on their desktop in order to utilize reports. Instead, standard reports will be created by a Crystal Report developer who will then upload those reports to the VzCost system. If the user needs a special report because the user can not locate a report in VzCost that will meet their needs, then the user will need to contact the Crystal Reports developer.





Report Name	Owner	Date Created	Description	St
Filing_TotalRecurringCostSum		1/10/2003	Filing Recurring Results with	Ap
Filing_TotalRecurringCost_Su		1/10/2003	Filing Recurring Cost Study Results	Ap
Filing_NRC_CostSummary.rpt		1/10/2003	Filing NonRecurring Cost Study Results	Ap
CostStudy_ACFFactors.rpt		1/10/2003	Cost Study (Filing) Annual Cost Factors	Ap
Filing_VZCostStudyIndex.rpt		1/10/2003	VZCost Study Index displays Product	Ap
Filing_GlobalAssumption_rev.r		1/10/2003	Filing Global Assumptions Report	Ap
CostStudyDependency_A1.rpt		11/20/2002	Revised to include BC	Ap
CostStudy_Assumptions@OCOM		11/14/2002	Cost Study Global Assumption	Ap
Cost Template Formula.rpt		7/3/2002	Display Cost Template Formulas	Ap
BC Template Formula.rpt		7/3/2002	Displays BC Template Formulas	Ap
Sensitivity Report.rpt		7/1/2002	System Report for Sensitivity Analysis	Ap


Once the user has clicked on the reports link, the 'Reports' screen will load up as shown above. The reports that are available on this screen are standard reports that have been previously created by the Crystal Reports developer. Please notice that filters may be used as described in [section 4.4](#) to limit or expand the list of standard reports that are displayed on the screen. All reports that meet the filtered criteria will be displayed on the screen. Once the correct report has been located, the user will click on that report to highlight it and then press the 'Run' button (  ).

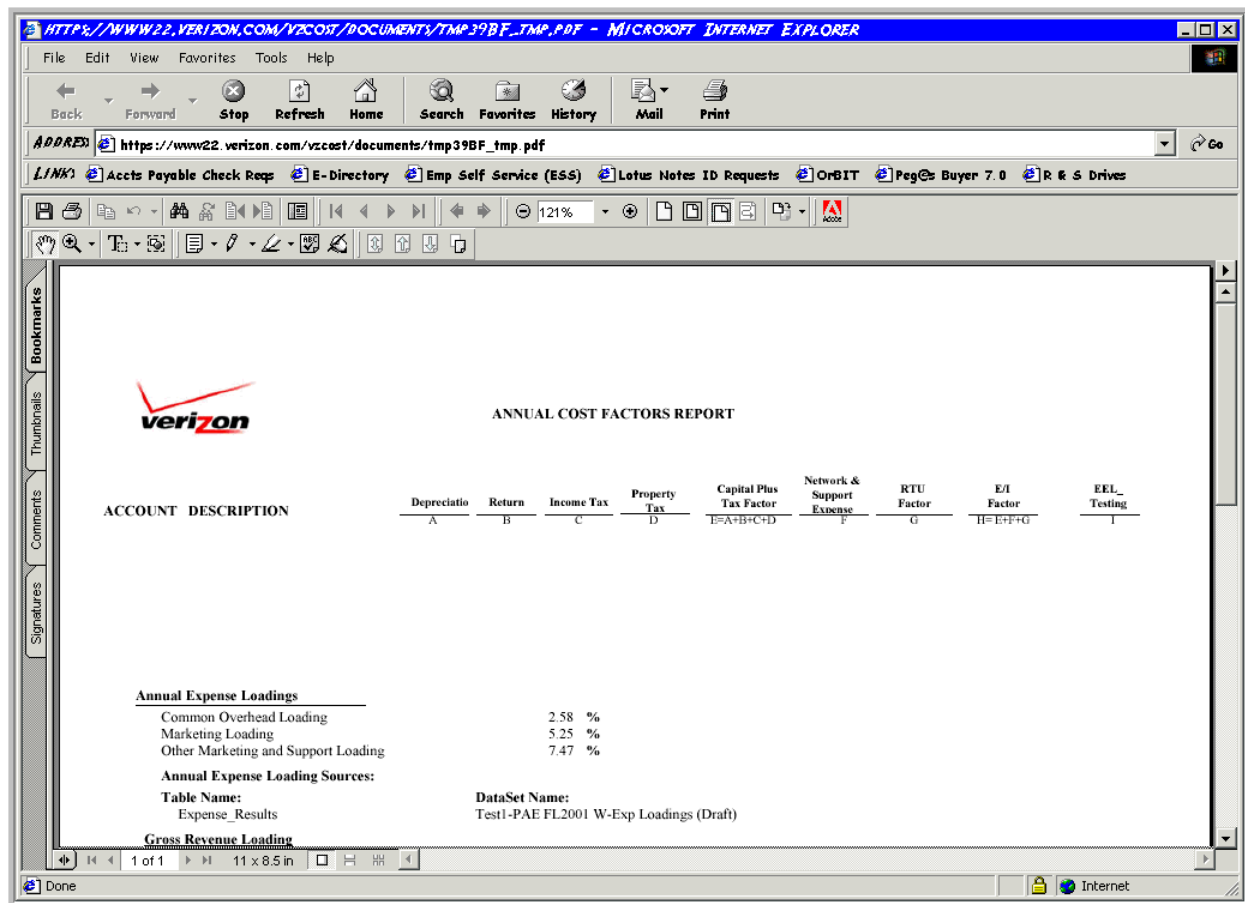
The 'Report Parameters' screen, shown below, is loaded. At the top of this screen, the name of the report that was selected on the 'Reports' screen is shown in the 'Report Name' field. Farther down the page, in the 'Select Parameter Values' field, the user will press the button (▼) at the right side of each of the drop down menus that are available to select the parameter value required for that field. In the example below, the only parameter value that is selectable is asking which cost study the report will be based on. However, depending on the specific report that is chosen, some reports will have more parameters values that will be selected by the user.




The screenshot shows a web application interface for the 'SERVICE COSTS DEPARTMENT COST PORTAL'. The page title is 'Select Report Parameters'. There is a 'Report Name' field containing 'CostStudy\_AssumptionsW0COM.rpt'. Below it is a 'Select Parameter Values' section with a dropdown menu labeled 'Which Cost Study?' showing the selected value '1,544 Mbps (DS1) Digital Test Charge\_12122002'. At the bottom of this section are 'Run' and 'Cancel' buttons. The top navigation bar includes the Verizon Zcost logo, a home icon, a help icon, and an 'EXIT YELCPST' button. The user is identified as 'Welcome, Demo User' and the version is 'Version 1.2'.

Once the user has selected all of the needed parameter values, the user will have two options available.

1. Press the 'Run' button (  ) to run the report.
2. Press the 'Cancel' button (  ) to disregard all parameters that have been selected and return to the 'Reports' screen.

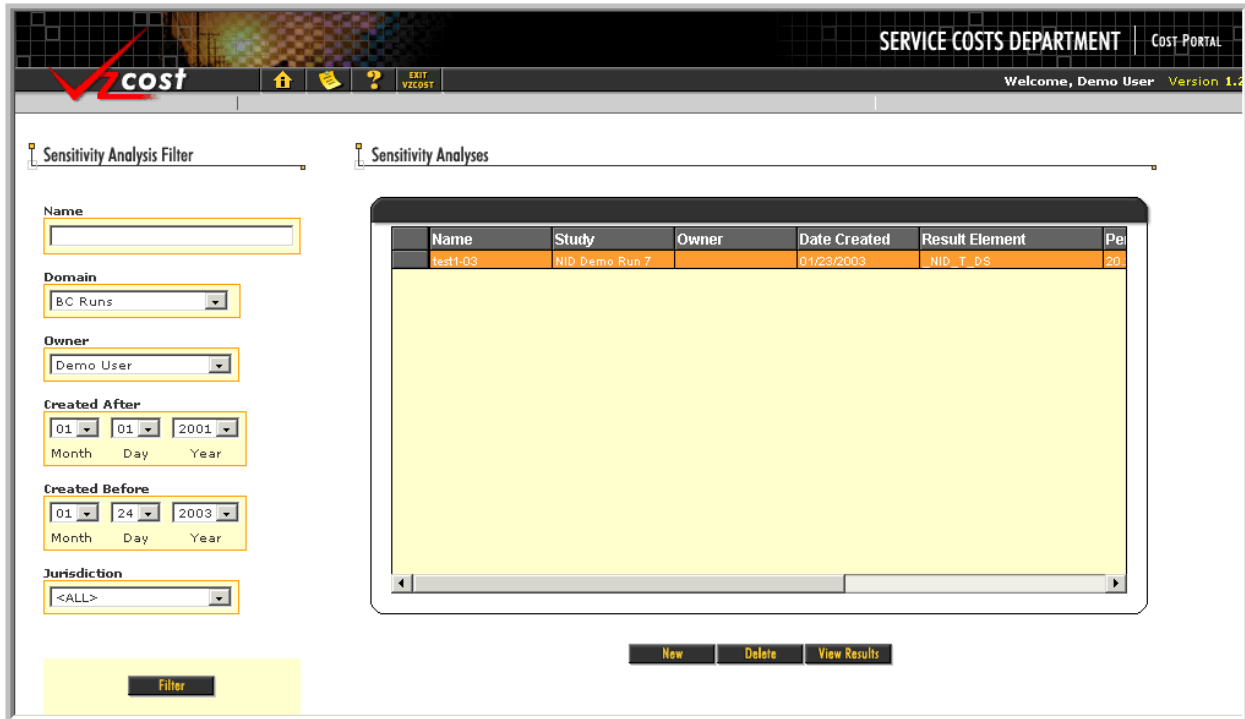
Once the 'Run' (  ) button has been pressed, the user's primary window will be taken back to the 'Reports' screen and the requested report will appear in a separate Adobe Acrobat window like the one that is shown below.



At this point the user may print the report by pressing the print icon (  ) that looks like a printer and is located near the top of the screen. The user may also save a copy of the report locally by pressing the save icon (  ) that looks like a disk and is also located near the top of the screen. Due to the fact that the report window is a separate window, the user will close this screen when the report is no longer needed. Closing this window will not affect the VzCost system or the user's connection to the system in any way. This window can be closed by clicking on the 'X' icon (  ) at the top right corner of the screen.

## Section 10.2: Sensitivity Analysis


A sensitivity analysis will test the sensitivity of a result based on changes in selected inputs. When the user accesses the sensitivity analyses piece in the analysis section of VzCost, the ‘Sensitivity Analyses’ screen, shown below, loads up.

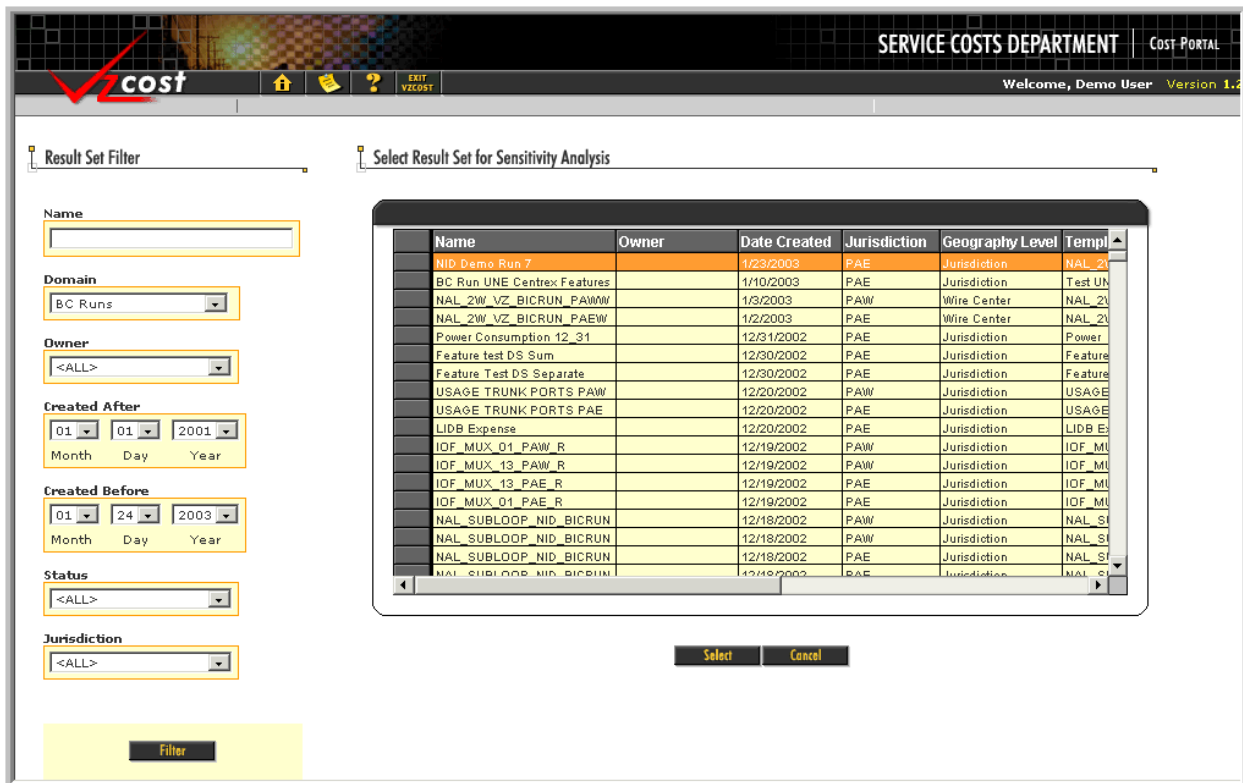


Name	Study	Owner	Date Created	Result Element	Page
test1-03	NID Demo Run 7		01/23/2003	NID_T_DS	20



Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of sensitivity analyses that are displayed on the screen. All sensitivity analyses that meet the filtered criteria will be displayed on the screen.


### Section 10.2.1: Creating a New Sensitivity Analysis


To create a new sensitivity analysis, the user needs to press the 'New' button (  ) on the 'Sensitivity Analyses' screen. Doing so will load up the 'Select Result Set for Sensitivity Analysis' screen, which is shown below. All sensitivity analyses must originate from a saved BC run, cost study, or expense factor run. Again, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of result sets that are displayed on the screen. All result sets that meet the filtered criteria will be displayed on the screen.






Name	Owner	Date Created	Jurisdiction	Geography Level	Temp
NID Demo Run 7		1/23/2003	PAE	Jurisdiction	NAL 21
BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL_2W_VZ_BICRUN_PAWW		1/3/2003	PAW	Wire Center	NAL 21
NAL_2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL 21
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IDF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IDF_ML
IDF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IDF_ML
IDF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IDF_ML
IDF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IDF_ML
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SI
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SI
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAE	Jurisdiction	NAL_SI
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAE	Jurisdiction	NAL_SI

Once the correct result set has been located, the user will click on that result set, highlighting it, and then press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to abandon this new sensitivity analysis and return to the previous screen.

Assuming that the user pressed the ‘Select’ button (  ), the ‘New Sensitivity Analysis’ screen, shown below, loads up. The user will use this screen to identify what inputs to adjust, by what percentage to adjust them, and what set of results should be displayed.



**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.0

**New Sensitivity Analysis**

Name:

Description:

Select Result:

**Input Elements**

Element Name	Element Description
Loop_Demand.DSL_ADL	Loop_Demand.DSL_ADL
Loop_Demand.NSW_PL	Loop_Demand.NSW_PL
Loop_Demand.NSW_PL_ADL	Loop_Demand.NSW_PL_ADL
Loop_Demand.NWKG	Loop_Demand.NWKG
Loop_Demand.OTH	Loop_Demand.OTH
Loop_Demand.PBX	Loop_Demand.PBX
Loop_Demand.PBX_ADL	Loop_Demand.PBX_ADL
Loop_Demand.PRI	Loop_Demand.PRI
Loop_Demand.PRI_ADL	Loop_Demand.PRI_ADL
Loop_Demand.RES	Loop_Demand.RES
Loop_Demand.RES_ADL	Loop_Demand.RES_ADL
Loop_Demand.RES_DSL	Loop_Demand.RES_DSL
Loop_Demand.SW56	Loop_Demand.SW56
Loop_Demand.SW56_ADL	Loop_Demand.SW56_ADL


**Selected Inputs**







Loop_Demand.BUS	<input type="checkbox"/>
Loop_Demand.RES	<input checked="" type="checkbox"/>

Filter Items:



Adjust by  %


In the two fields at the top of the screen, the user will be required to provide a name and a description for the new sensitivity analysis.

In the 'Select Result' field, the user will determine what result will be watched by the sensitivity analysis. The user will make this selection by pressing the button (  ) at the right side of the field and selecting one of the options from the drop down menu.

The input elements that the sensitivity analysis will vary are displayed in the box on the left side of the screen. If the list of input elements is too long, it may be filtered by typing part of the element name into the 'Filter Items' field at the bottom of the screen and then pressing the 'Filter' button (  ). Any input elements that contain the filtered criteria will be displayed on the screen. Pressing the 'Reset' button (  ) will remove all filters and restore the entire list. Once the desired input elements are located, the user may select an input by clicking on that input and then pressing the button (  ) located between the two boxes. This will add the input to the list of selected inputs in the box on the right side of the screen. Repeat this process until all of the needed inputs have been selected. To remove an element from the list of selected elements, the user may click on the box (  ) that is located the right of that item, under the trashcan icon (  ). Once this is done, to complete the deletion, the user will click on the trashcan icon (  ).


In the 'Adjust By' field at the bottom of the screen, the user will need to input the percentage, from zero through one hundred, that the selected inputs should be adjusted by.

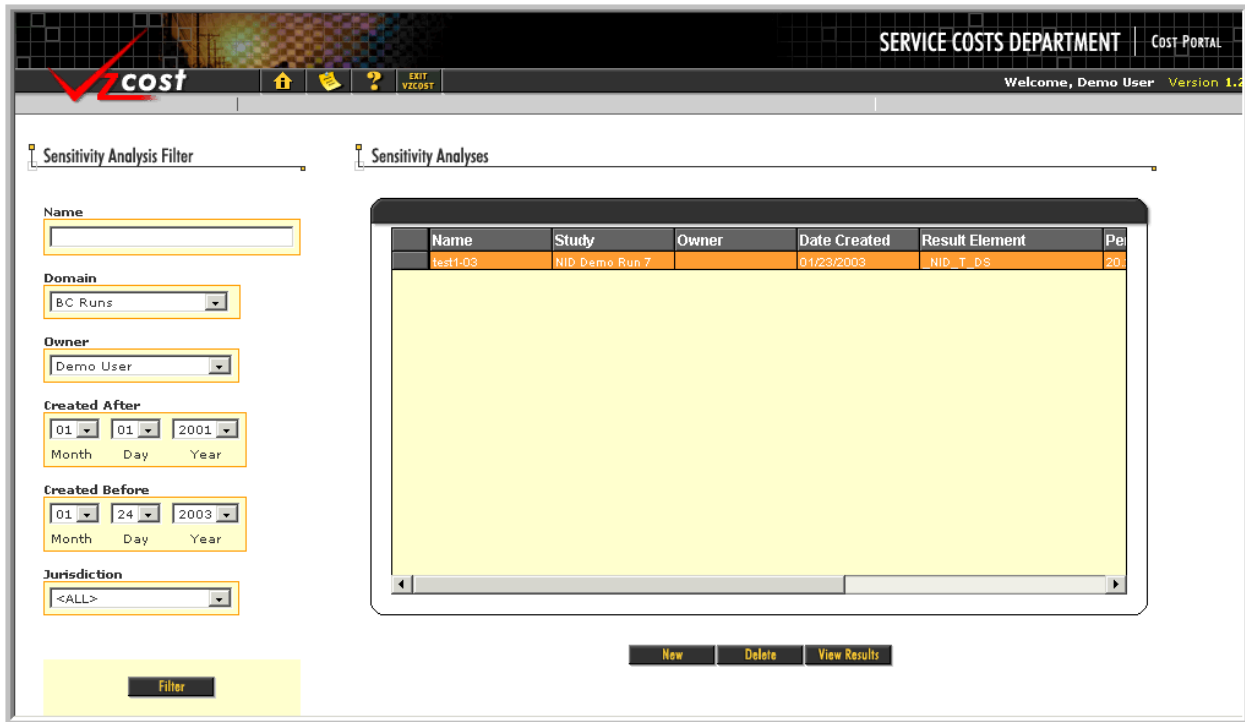
Now that the user has completed this screen, the 'Run' button (  ) should be pressed to process the analysis. This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the analysis has either failed or been completed. The results of this analysis may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'Sensitivity Analyses' screen as described in [later in this section](#).

If, at any time, the user decides to abandon this sensitivity analysis, the 'Cancel' button (  ) may be pressed and the user will be returned to the 'Sensitivity Analyses' screen.



## Section 10.2.2: Deleting a Sensitivity Analysis

To delete a sensitivity analysis, the user should click on the analysis to highlight it. Next, the user should press the 'Delete' button (  ).



The screenshot shows the VZcost web application interface. The top navigation bar includes the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is logged in as 'Welcome, Demo User Version 1.2'. The main content area is divided into two sections: 'Sensitivity Analysis Filter' and 'Sensitivity Analyses'.


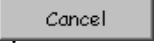
The 'Sensitivity Analysis Filter' section contains the following fields:

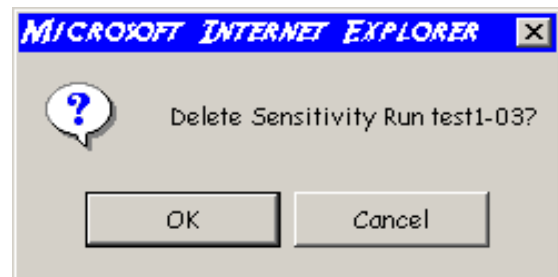
- Name:
- Domain:
- Owner:
- Created After:  /  /  (Month, Day, Year)
- Created Before:  /  /  (Month, Day, Year)
- Jurisdiction:

The 'Sensitivity Analyses' section displays a table with the following data:

Name	Study	Owner	Date Created	Result Element	Pe
test1-03	NID Demo Run 7		01/23/2003	NID_T_05	20


At the bottom of the 'Sensitivity Analyses' section, there are three buttons: 'New', 'Delete', and 'View Results'. A 'Filter' button is located at the bottom left of the filter section.

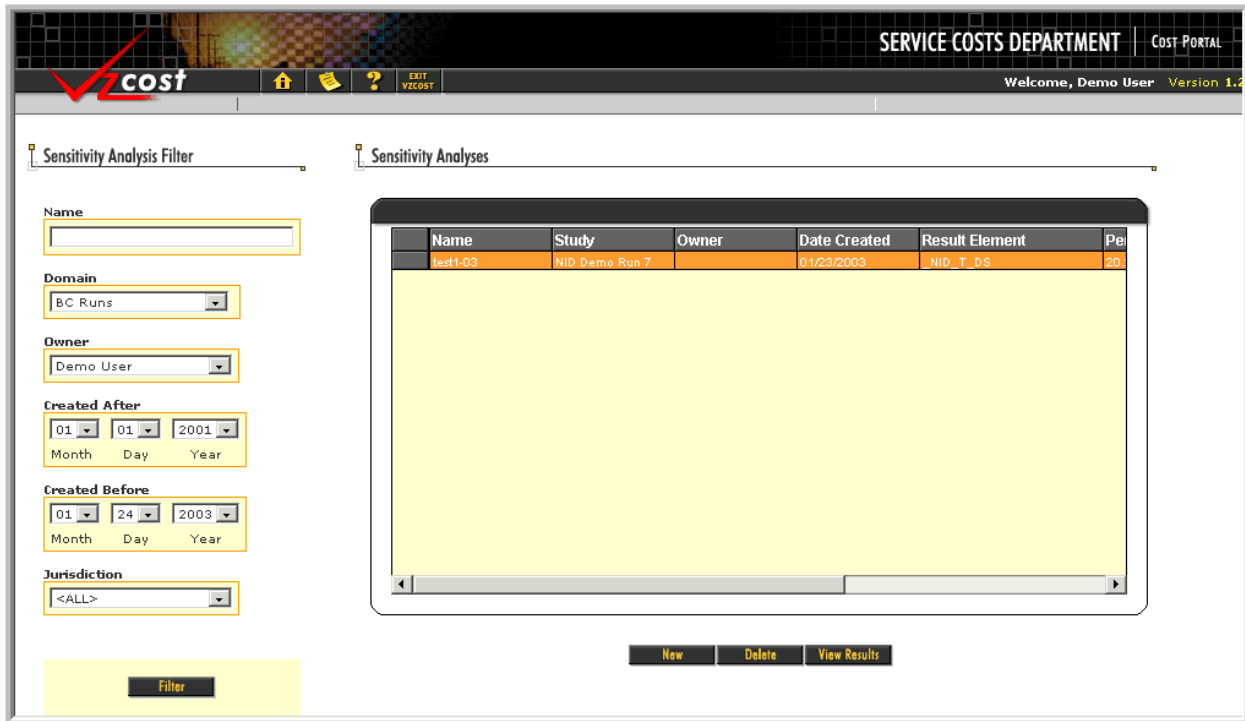
Before deleting a sensitivity analysis, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the sensitivity analysis or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Sensitivity Analyses' screen.



### Section 10.2.3: Viewing the Results of a Sensitivity Analysis

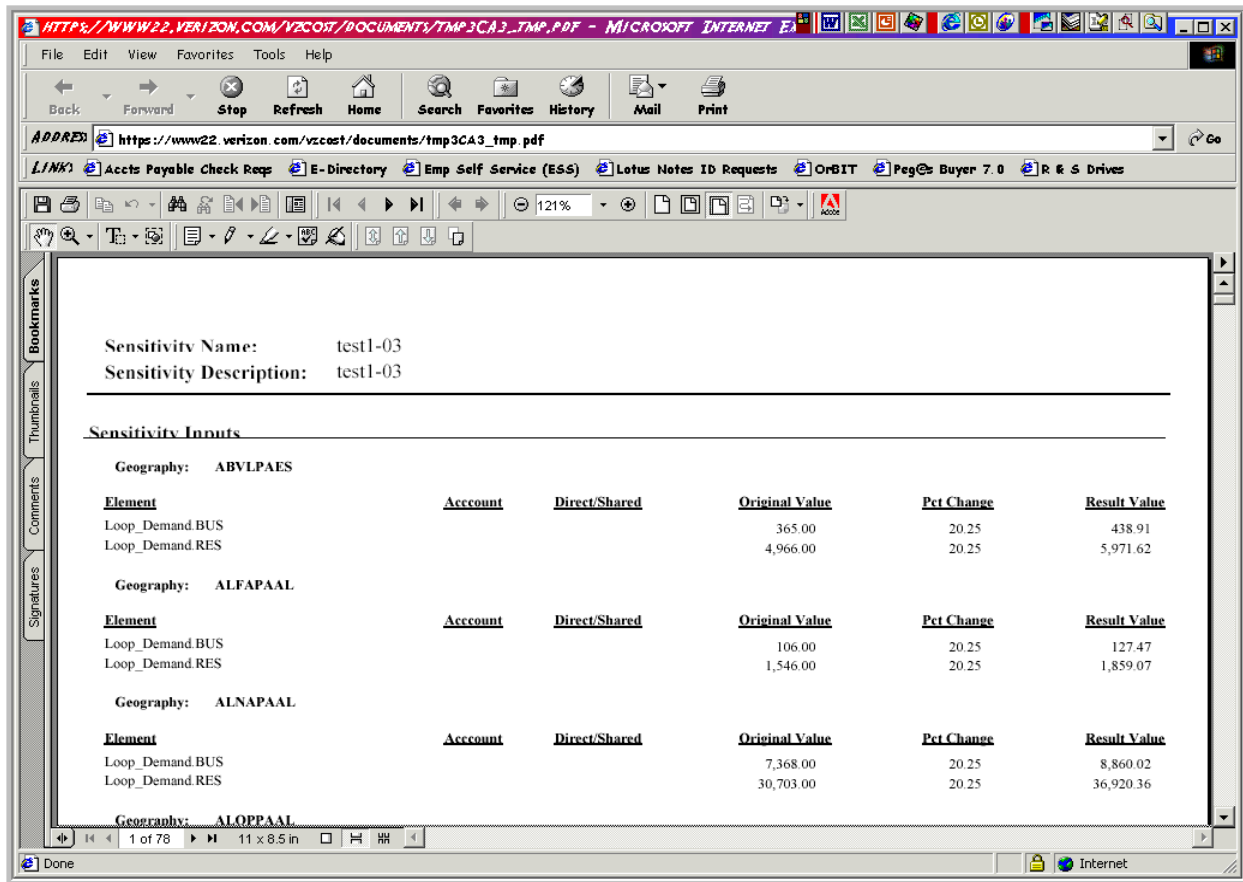
To view the results of a sensitivity analysis without navigating to the message center, the user should follow these steps:

- Navigate to the ‘Sensitivity Analyses’ screen as described at the beginning of [this section](#).
- Use filters if they are needed (described in [section 4.4](#)) to locate the required sensitivity analysis.
- As shown below, click on the correct run to highlight it.
- Press the ‘View Results’ button (  ).



Name	Study	Owner	Date Created	Result Element	Pri
test1-03	NID Demo Run 7	Demo User	01/23/2003	NID_T_DS	20

The results of a sensitivity analysis are displayed in a Crystal Report using a separate Adobe Acrobat Reader window. An example of this report is shown below.



Sensitivity Name: test1-03  
Sensitivity Description: test1-03

**Sensitivity Inputs**

Geography: ABVLPAES

Element	Account	Direct/Shared	Original Value	Pct Change	Result Value
Loop_Demand.BUS			365.00	20.25	438.91
Loop_Demand.RES			4,966.00	20.25	5,971.62




Geography: ALFAPAAL

Element	Account	Direct/Shared	Original Value	Pct Change	Result Value
Loop_Demand.BUS			106.00	20.25	127.47
Loop_Demand.RES			1,546.00	20.25	1,859.07

Geography: ALNAPAAL

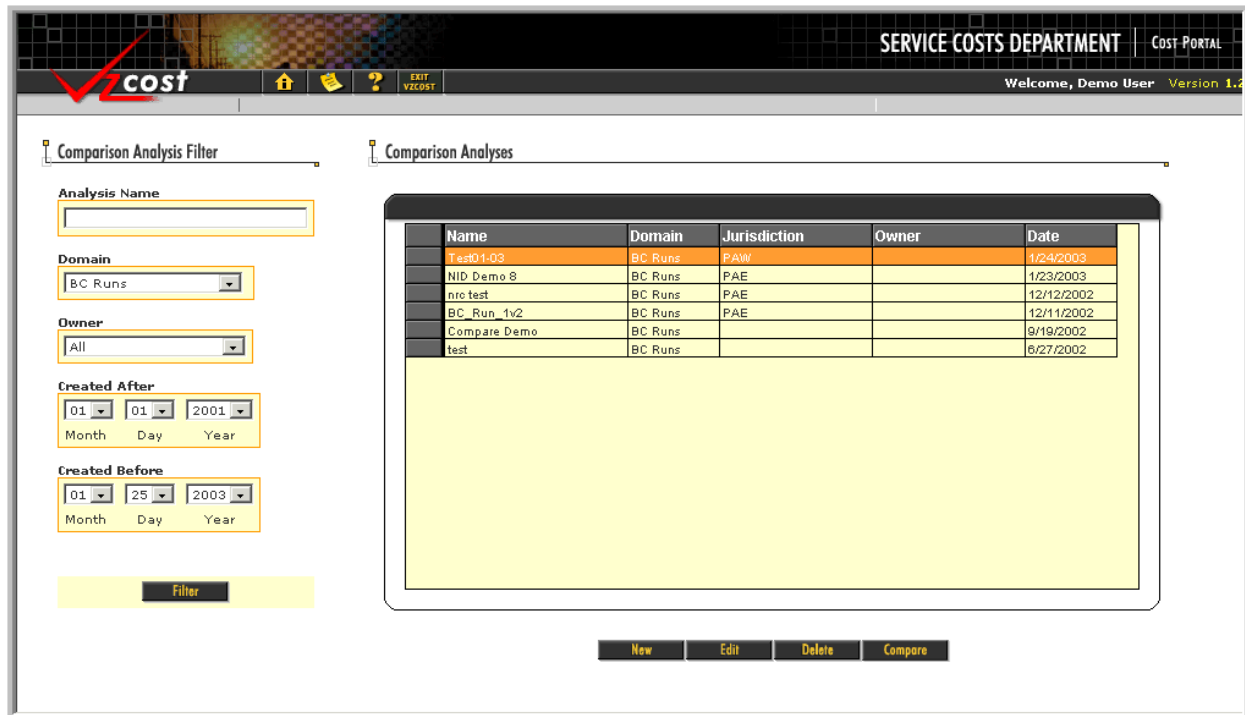
Element	Account	Direct/Shared	Original Value	Pct Change	Result Value
Loop_Demand.BUS			7,368.00	20.25	8,860.02
Loop_Demand.RES			30,703.00	20.25	36,920.36

Geography: ALOPPAAL

At this point the user may print the analysis by pressing the print icon (  ) that looks like a printer and is located near the top of the screen. The user may also save a copy of the analysis locally by pressing the save icon (  ) that looks like a disk and is also located near the top of the screen. Due to the fact that the result of the sensitivity analysis are displayed in a separate window, the user will close this window when the analysis is no longer needed. Closing this window will not affect the VzCost system or the user's connection to the system in any way. This window can be closed by clicking on the 'X' icon (  ) at the top right corner of the screen.

### Section 10.3: Comparison Analysis

A comparison analysis will compare individual result item from result sets chosen by the user. When the user accesses the comparison analyses piece in the analysis section of VzCost, the 'Comparison Analyses' screen, shown below, loads up.



**Comparison Analysis Filter**

Analysis Name:

Domain:

Owner:

Created After:  /  /   
Month Day Year


Created Before:  /  /   
Month Day Year

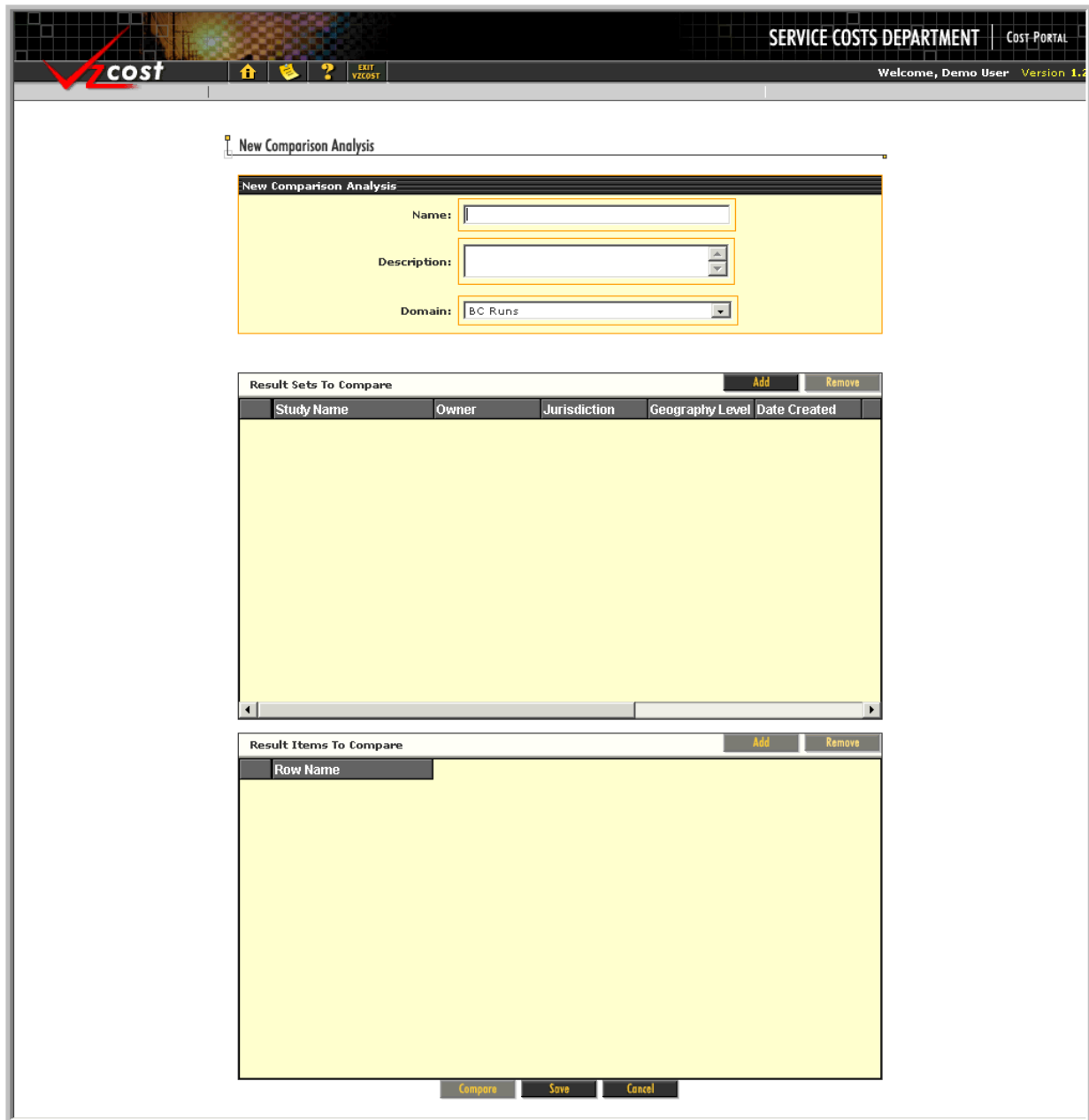
**Comparison Analyses**

Name	Domain	Jurisdiction	Owner	Date
Test01-03	BC Runs	PAW		1/24/2003
NID Demo 8	BC Runs	PAE		1/23/2003
nro test	BC Runs	PAE		12/12/2002
BC_Run_1v2	BC Runs	PAE		12/11/2002
Compare Demo	BC Runs			9/19/2002
test	BC Runs			8/27/2002

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of comparison analyses that are displayed on the screen. All comparison analyses that meet the filtered criteria will be displayed on the screen.

### Section 10.3.1: Creating a New Comparison Analysis

To create a new comparison analysis, the user needs to press the 'New' button (  ) on the 'Comparison Analyses' screen. Doing so will load up the 'New Comparison Analysis' screen, which is shown below.





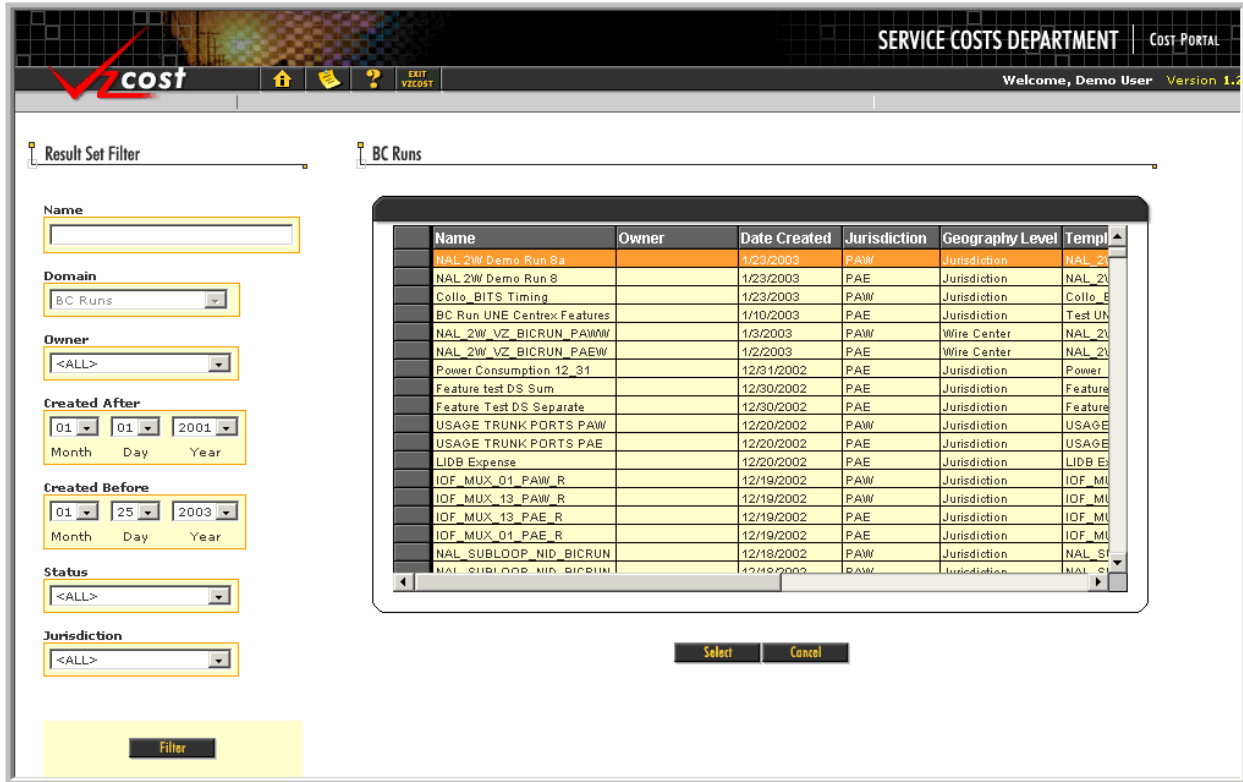
The screenshot shows the 'New Comparison Analysis' screen. At the top, there is a header with 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. Below the header is a navigation bar with the 'cost' logo and icons for home, help, and edit. The main content area is titled 'New Comparison Analysis' and contains three sections:

- New Comparison Analysis**: A form with three fields: 'Name', 'Description', and 'Domain'. The 'Domain' field is currently set to 'BC Runs'.
- Result Sets To Compare**: A table with columns: 'Study Name', 'Owner', 'Jurisdiction', 'Geography Level', and 'Date Created'. The table is currently empty.
- Result Items To Compare**: A table with a single column: 'Row Name'. The table is currently empty.

At the bottom of the screen, there are three buttons: 'Compare', 'Save', and 'Cancel'.

At the top of the 'New Comparison Analysis' screen, the user will need to provide a name for the analysis and a description of the analysis in the first two fields. In the next field, the user will need to select the domain, or the type of result set, that will be compared. The available domains will be BC runs, cost studies, element loading runs, or expense factor runs.



The 'Result Sets To Compare' box in the middle of the screen must be completed before the user will be able to use the 'Result Items To Compare' box at the bottom of the screen. Thus, the user will press the 'Add' button (  ) located at the top right corner of the 'Result Sets To Compare' box. In this example, the selected domain was BC Runs and thus, once the 'Add' button (  ) was pressed, the screen shown below loaded up.





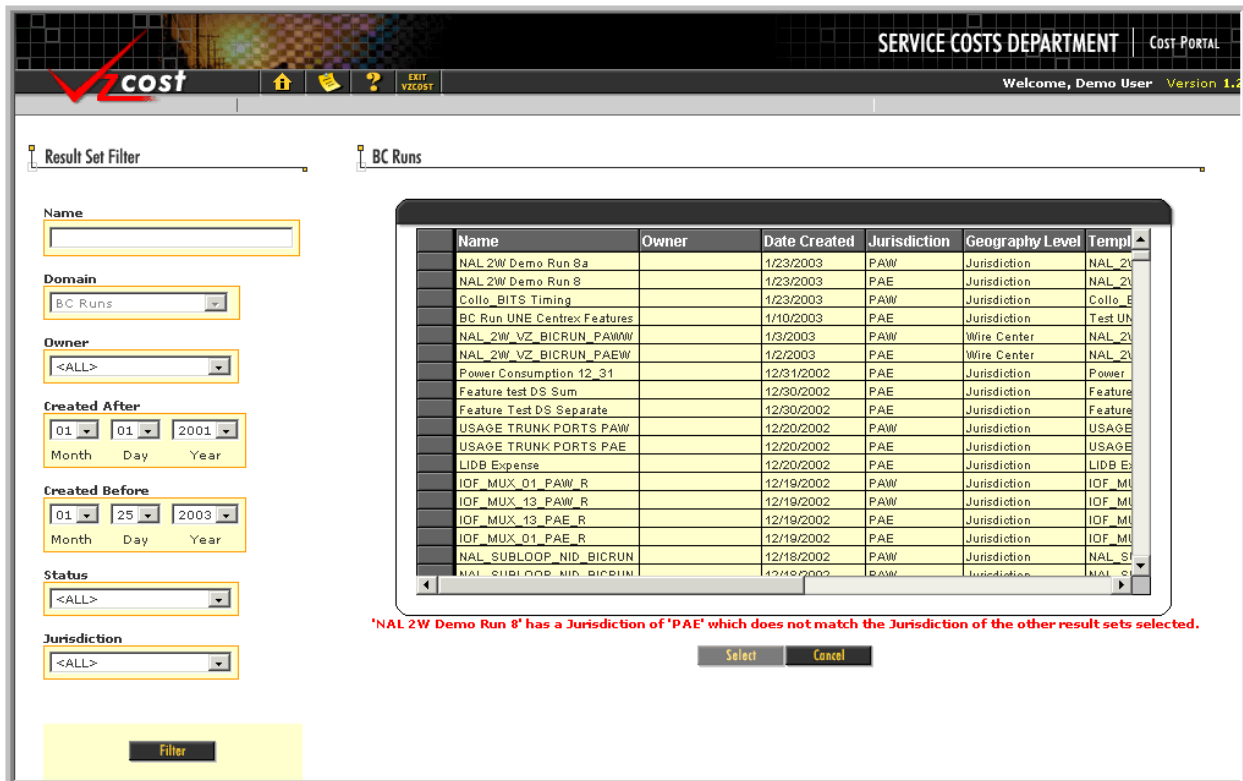
The screenshot shows the 'SERVICE COSTS DEPARTMENT COST PORTAL' interface. The 'Result Set Filter' section on the left includes fields for Name, Domain (set to 'BC Runs'), Owner (<ALL>), Created After (01/01/2001), Created Before (01/25/2003), Status (<ALL>), and Jurisdiction (<ALL>). A 'Filter' button is located at the bottom of this section. The 'BC Runs' table on the right displays a list of runs with columns for Name, Owner, Date Created, Jurisdiction, Geography Level, and Template. The table contains 18 rows of data, with the first row highlighted in orange.

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL 2
NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 2
Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL 2W_VZ_BICRUN_PAWWW		1/3/2003	PAW	Wire Center	NAL 2
NAL 2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL 2
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAG E
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAG E
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IDF_MUX_01_PA_W_R		12/19/2002	PAW	Jurisdiction	IDF_M
IDF_MUX_13_PA_W_R		12/19/2002	PAW	Jurisdiction	IDF_M
IDF_MUX_13_PA_E_R		12/19/2002	PAE	Jurisdiction	IDF_M
IDF_MUX_01_PA_E_R		12/19/2002	PAE	Jurisdiction	IDF_M
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_S
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_S

Buttons for 'Select' and 'Cancel' are located below the table. A 'Filter' button is located at the bottom of the filter section.

As before, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen. Once the correct BC run has been located, the user will click on that run to highlight it, and press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to return to the previous screen at any time.

At this point, the 'New Comparison Analysis' screen is gone and all further steps in building this comparison analysis originate from the 'Edit Comparison Analysis' screen. Thus, assuming that the user pressed the 'Select' button (  ), the user is taken to the 'Edit Comparison Analysis' screen. Next, the user will press the same 'Add' button (  ) again. This will allow the user to select another result set to compare with the first result set. This step may also be repeated if the user wishes to compare more than two result sets. Please notice, as shown in the example below, all result sets selected must have the same jurisdictional location and must also be grouped at the same geography level.





The screenshot shows the 'Edit Comparison Analysis' screen. On the left, there is a 'Result Set Filter' section with the following fields:


- Name:
- Domain:
- Owner:
- Created After: Month (01), Day (01), Year (2001)
- Created Before: Month (01), Day (25), Year (2003)
- Status:
- Jurisdiction:

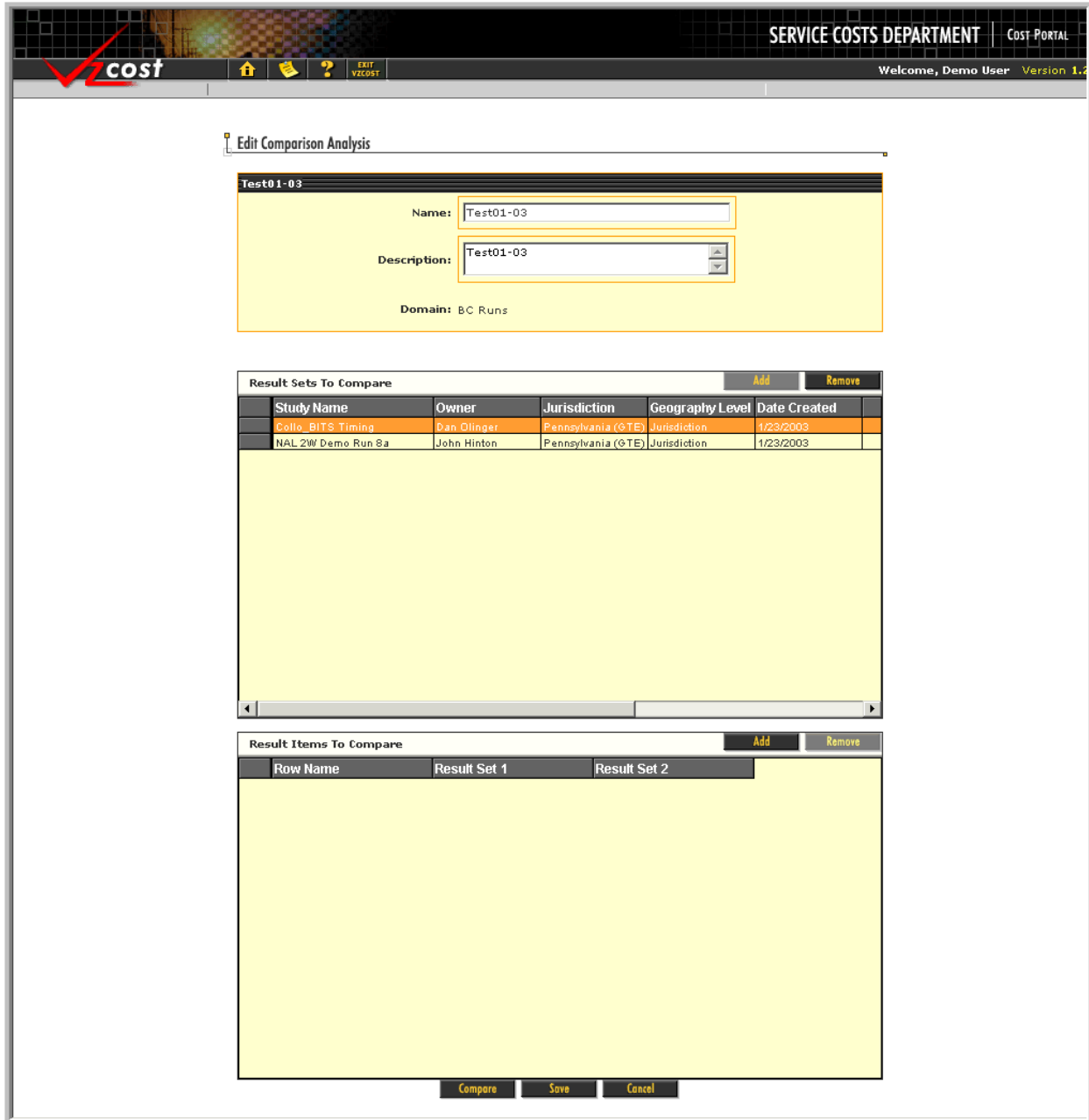
On the right, there is a table of BC Runs:

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL 2W
NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 2W
Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo B
BC Run UNE Centrex: Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL 2W_VZ_BICRUN_PAWW		1/3/2003	PAW	Wire Center	NAL 2W
NAL 2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL 2W
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_MU
IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_MU
IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_MU
IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_MU
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SF
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SF

Below the table, a red error message states: "NAL 2W Demo Run 8' has a Jurisdiction of 'PAE' which does not match the Jurisdiction of the other result sets selected." Below this message are 'Select' and 'Cancel' buttons.

Once again, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen. Once the correct BC run has been located, the user will click on that run to highlight it, and press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to return to the previous screen at any time.

Once the user has made any selections in the 'Result Sets To Compare' box, the 'Domain' field at the top of the screen will be unmodifiable. If the user chooses a result set that is not needed, the user may remove that result set from the 'Edit Comparison Analysis' screen by clicking on the selected run to highlight it and then pressing the 'Remove' button (  ) at the top right corner of the 'Result Sets To Compare' box. If the user removes all of the chosen result sets, then the 'Domain' field at the top of the screen will become modifiable again.



**Edit Comparison Analysis**

**Test01-03**

Name:

Description:

Domain: BC Runs

**Result Sets To Compare**

Study Name	Owner	Jurisdiction	Geography Level	Date Created
Collo_BITS Timing	Dan Olinger	Pennsylvania (GTE)	Jurisdiction	1/23/2003
NAL 2W Demo Run 8a	John Hinton	Pennsylvania (GTE)	Jurisdiction	1/23/2003

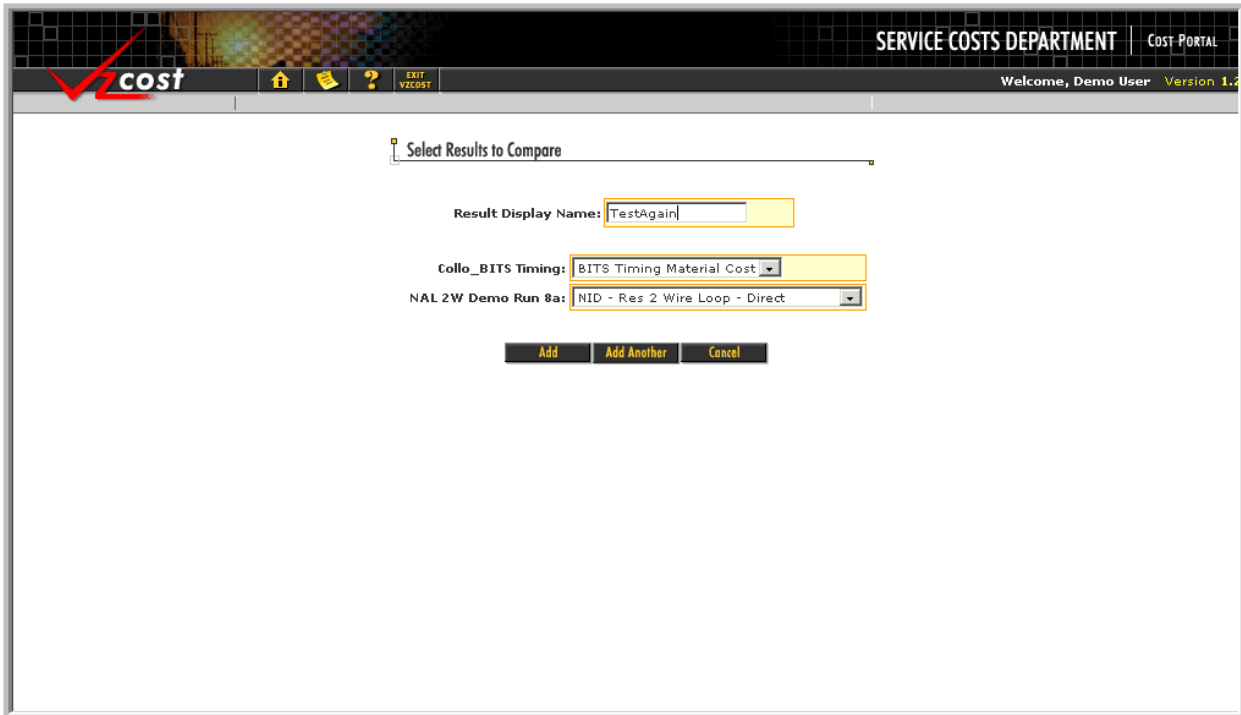
**Result Items To Compare**

Row Name	Result Set 1	Result Set 2
----------	--------------	--------------

Next, the user will press the 'Add' button (  ) located at the top right corner of the 'Result Items To Compare' box at the bottom of the screen.



The 'Select Results to Compare' screen, shown below, loads up. This screen allows the user to select the individual results that should be compared from each result set.




The user may enter a name in the 'Result Display Name' field. If the user chooses not to make an entry into this field, the system will populate the field with the default text. The default text is the same text that will be populated in the next field when the user makes a selection in that field.

The names and available selections in each of the remaining fields on this screen are determined by the result sets that the user previously selected. In each of these fields, the user will press the button (▼) at the right side of the field to open the drop down menu and then click on the item to be selected for that field.

Once selections have been made in all of the fields on this page, the user will have three options at the bottom of the page.

1. The user may press the 'Add' button ( **Add** ) to accept the selected items for comparison and return to the 'Edit Comparison Analysis' screen.
2. The user may press the 'Add Another' button ( **Add Another** ) to accept the selected items for comparison and stays on the same screen, allowing the user to create another combination of item selections for comparison.
3. The user may press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'Edit Comparison Analysis' screen. Please notice that, if you used the add another function on this page, pressing the cancel button only cancels the current selection. All selections made prior to using the add another function will remain intact.



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✚ **Edit Comparison Analysis**

**Test01-03**

Name:

Description:

Domain: BC Runs

Result Sets To Compare <span style="float: right;">Add Remove</span>					
Study Name	Owner	Jurisdiction	Geography Level	Date Created	
Collo BITS Timing	Dan Olinger	Pennsylvania (GTE)	Jurisdiction	1/23/2003	
NAL 2W Demo Run 8a	John Hinton	Pennsylvania (GTE)	Jurisdiction	1/23/2003	


Result Items To Compare <span style="float: right;">Add Remove</span>		
Row Name	Result Set 1	Result Set 2
Test03	BITS Timing Material Cost	NID Tot 2 Wire Loop - Direct &
TestAgain	BITS Timing Material Cost	NID - Res 2 Wire Loop - Direct

Compare Save Cancel

If the user chooses comparison items that are not needed, the user may remove them from the 'Edit Comparison Analysis' screen by clicking on the selected items to highlight them and then pressing the 'Remove' button ( Remove ) at the top right corner of the 'Result Items To Compare' box. Otherwise, now that this screen has been completed, the user will have three choices of how to proceed.

1. The user may press the 'Compare' button ( Compare ) which will run the comparison and display the results as described [later in this section](#).
2. The user may press the 'Save' button ( Save ) to save this information for later use and return to the 'Comparison Analyses' screen.
3. The user may press the 'Cancel' button ( Cancel ) to disregard this comparison analysis and return to the 'Comparison Analyses' screen.



### Section 10.3.2: Editing a Comparison Analysis

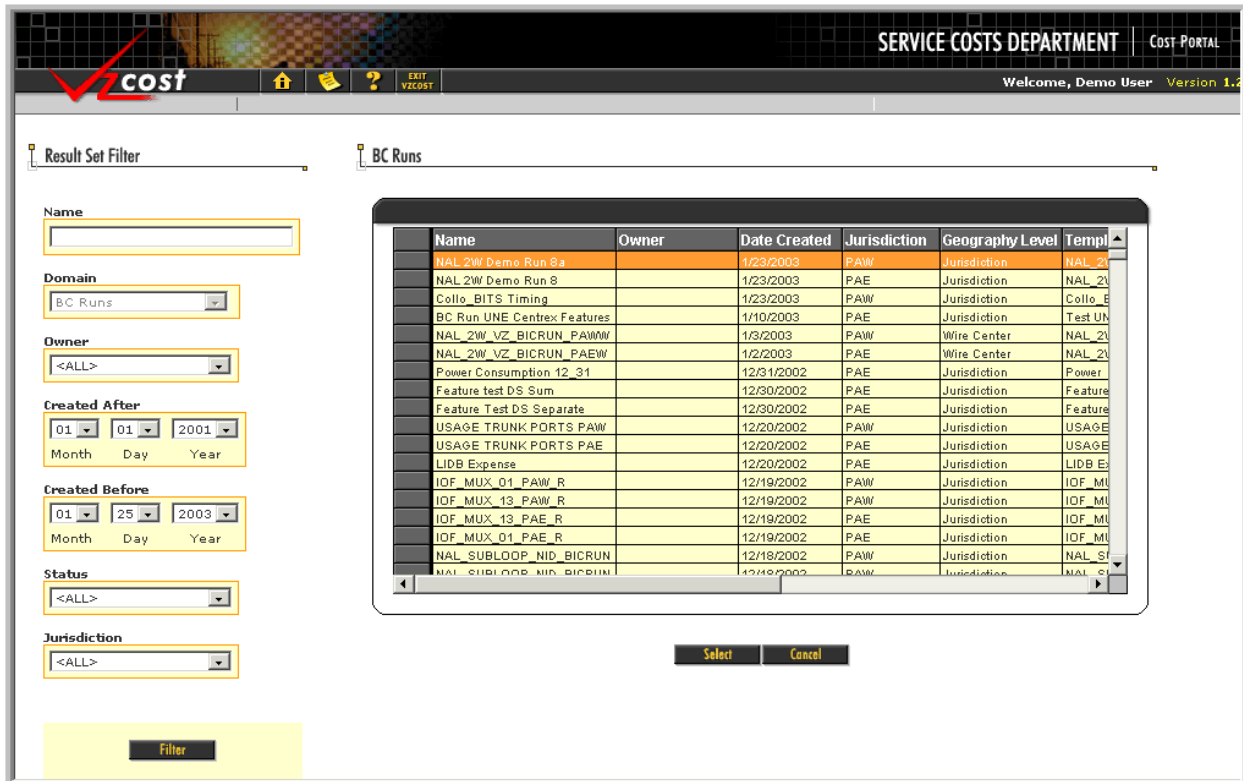
To edit a comparison analysis, the user needs to press the ‘Edit’ button (  ) on the ‘Comparison Analyses’ screen. However, the only person who will be capable of editing a comparison analysis is the user that created that particular analysis. For all other users, the button will not be active. Once the user has pressed the button, the ‘Edit Comparison Analysis’ screen, shown below, will load up.

The screenshot shows the 'Edit Comparison Analysis' screen. At the top, there is a navigation bar with the 'VZcost' logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The page title is 'Edit Comparison Analysis'. Below the title, there is a form for 'Test01-03' with fields for 'Name' (Test01-03), 'Description' (Test01-03), and 'Domain' (BC Runs). Below the form is a table titled 'Result Sets To Compare' with columns for 'Study Name', 'Owner', 'Jurisdiction', 'Geography Level', and 'Date Created'. The table contains two rows of data. Below the table is another table titled 'Result Items To Compare' with columns for 'Row Name', 'Result Set 1', and 'Result Set 2'. The table contains two rows of data. At the bottom of the screen, there are buttons for 'Compare', 'Save', and 'Cancel'.



Study Name	Owner	Jurisdiction	Geography Level	Date Created
Collo BITS Timing	Dan Olinger	Pennsylvania (G-TE)	Jurisdiction	1/23/2003
NAL 2W Demo Run 8a	John Hinton	Pennsylvania (G-TE)	Jurisdiction	1/23/2003



Row Name	Result Set 1	Result Set 2
Test03	BITS Timing Material Cost	NID Tot 2 Wire Loop - Direct &
TestAgain	BITS Timing Material Cost	NID - Res 2 Wire Loop - Direct

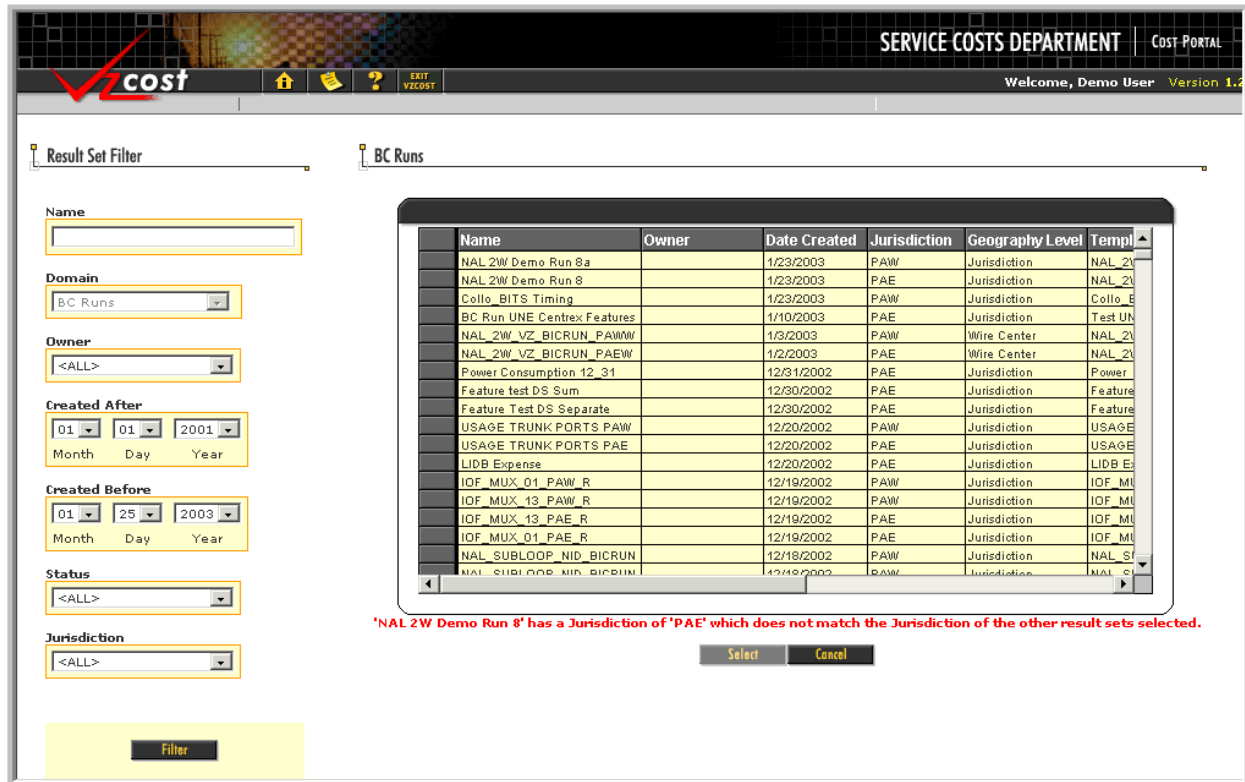
If the user needs to add a result set to a list of result sets that were previously chosen, then the user will press the 'Add' button (  ) located at the top right corner of the 'Result Sets To Compare' box. In this example, the selected domain was BC Runs and thus, once the 'Add' button (  ) was pressed, the screen shown below loaded up.



Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL_2
NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL_2
Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL 2W_VZ_BICRUN_PAWW		1/3/2003	PAW	Wire Center	NAL_2
NAL 2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL_2
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_S
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_S



As before, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen. Once the correct BC run has been located, the user will click on that run to highlight it, and press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to return to the previous screen at any time.


Assuming that the user pressed the 'Select' button (  ), the user is returned to the 'Edit Comparison Analysis' screen. The user may continue to press the same 'Add' button (  ) if more result sets are needed. Please remember that, as shown in the example below, all result sets selected must have the same jurisdictional location and must also be grouped at the same geography level.

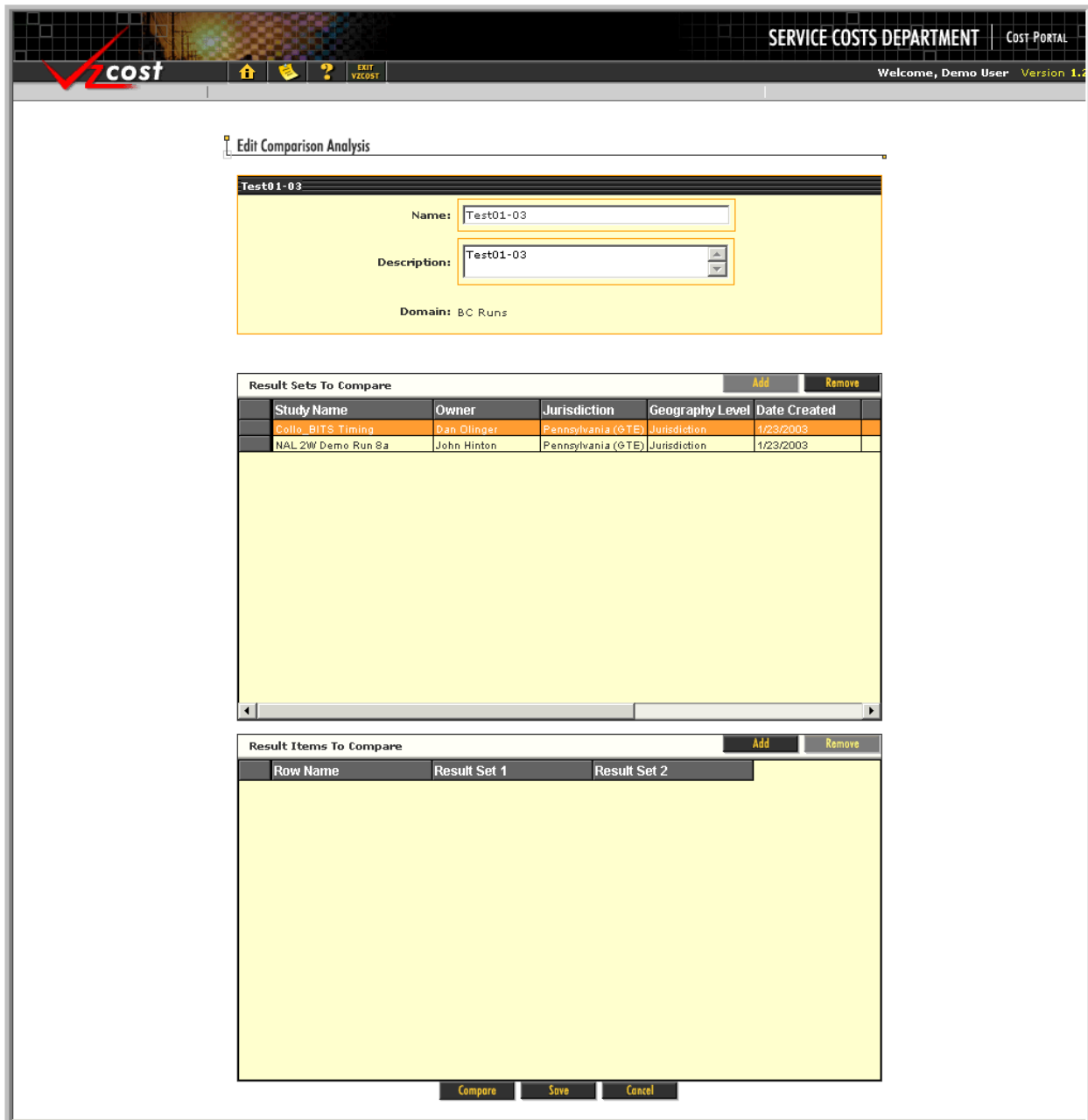


Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL_2W
NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL_2W
Collo_BITS Timing		1/23/2003	PAW	Jurisdiction	Collo_B
BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL_2W_VZ_BICRUN_PAWW		1/3/2003	PAW	Wire Center	NAL_2W
NAL_2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL_2W
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_MU
IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_MU
IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_MU
IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_MU
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SF
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SF

**\*NAL 2W Demo Run 8a has a Jurisdiction of 'PAE' which does not match the Jurisdiction of the other result sets selected.\***

Once again, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of BC runs that are displayed on the screen. All BC runs that meet the filtered criteria will be displayed on the screen. Once the correct BC run has been located, the user will click on that run to highlight it, and press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to return to the previous screen at any time.

If any selections exist in the 'Result Sets To Compare' box, the 'Domain' field at the top of the screen will be unmodifiable. However, if the user chooses a result set that is not needed, the user may remove that result set from the 'Edit Comparison Analysis' screen by clicking on the selected run to highlight it and then pressing the 'Remove' button (  ) at the top right corner of the 'Result Sets To Compare' box. If the user removes all of the chosen result sets, then the 'Domain' field at the top of the screen will become modifiable again.



**Test01-03**

Name:

Description:

Domain: BC Runs

**Result Sets To Compare** Add Remove

Study Name	Owner	Jurisdiction	Geography Level	Date Created
Collo_BITS Timing	Dan Olinger	Pennsylvania (GTE)	Jurisdiction	1/23/2003
NAL 2W Demo Run 8a	John Hinton	Pennsylvania (GTE)	Jurisdiction	1/23/2003

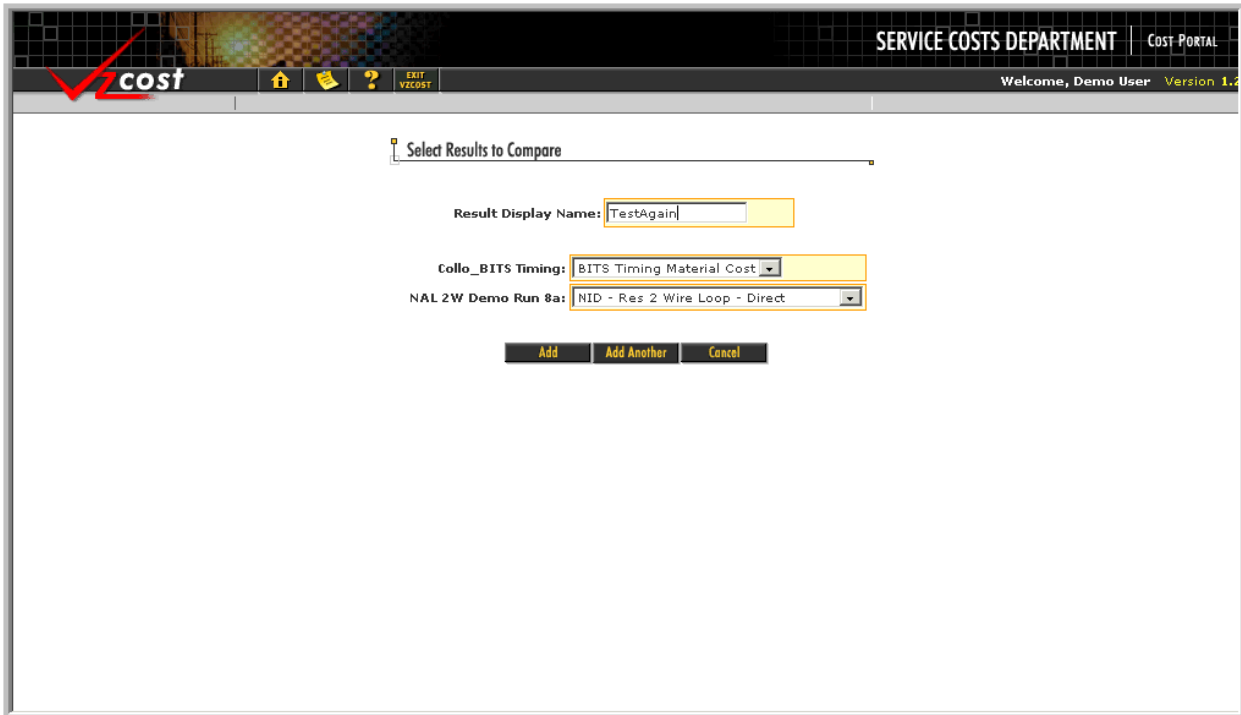
**Result Items To Compare** Add Remove

Row Name	Result Set 1	Result Set 2
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Compare Save Cancel

If the user would like to add more items in the 'Result Items To Compare' box at the bottom of the screen, the user will press the 'Add' button (  ) located at the top right corner of the box.

The 'Select Results to Compare' screen, shown below, loads up. This screen allows the user to select the individual results that should be compared from each result set.


The screenshot shows a web application interface. At the top, there is a navigation bar with the 'zcost' logo on the left, a home icon, a help icon, and an 'EXIT VZCOST' button. On the right side of the navigation bar, it says 'SERVICE COSTS DEPARTMENT | COST PORTAL' and 'Welcome, Demo User Version 1.2'. The main content area is titled 'Select Results to Compare'. It contains three input fields: 'Result Display Name:' with the value 'TestAgain', 'Collo\_BITS Timing:' with a dropdown menu showing 'BITS Timing Material Cost', and 'NAL 2W Demo Run 8a:' with a dropdown menu showing 'NID - Res 2 Wire Loop - Direct'. At the bottom of the form, there are three buttons: 'Add', 'Add Another', and 'Cancel'.

The user may edit the name in the 'Result Display Name' field.

The names and available selections in each of the remaining fields on this screen are determined by the result sets that the user previously selected. In each of these fields, the user will press the button (▼) at the right side of the field to open the drop down menu and then click on the item to be selected for that field.

Once selections have been made or edited in all of the fields on this page, the user will have three options at the bottom of the page.

1. The user may press the 'Add' button ( **Add** ) to accept the selected items for comparison and return to the 'Edit Comparison Analysis' screen.
2. The user may press the 'Add Another' button ( **Add Another** ) to accept the selected items for comparison and stays on the same screen, allowing the user to create another combination of item selections for comparison.
3. The user may press the 'Cancel' button ( **Cancel** ) which will disregard everything on the current screen and return to the 'Edit Comparison Analysis' screen. Please notice that, if you used the add another function on this page, pressing the cancel button only cancels the current selection. All selections made prior to using the add another function will remain intact.



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✚ Edit Comparison Analysis

**Test01-03**

Name:

Description:

Domain: BC Runs

Result Sets To Compare <span style="float: right;">Add Remove</span>					
Study Name	Owner	Jurisdiction	Geography Level	Date Created	
Collo BITS Timing	Dan Olinger	Pennsylvania (G-TE)	Jurisdiction	1/23/2003	
NAL 2W Demo Run 8a	John Hinton	Pennsylvania (G-TE)	Jurisdiction	1/23/2003	

Result Items To Compare <span style="float: right;">Add Remove</span>		
Row Name	Result Set 1	Result Set 2
Test03	BITS Timing Material Cost	NID Tot 2 Wire Loop - Direct &
TestAgain	BITS Timing Material Cost	NID - Res 2 Wire Loop - Direct


Compare Save Cancel

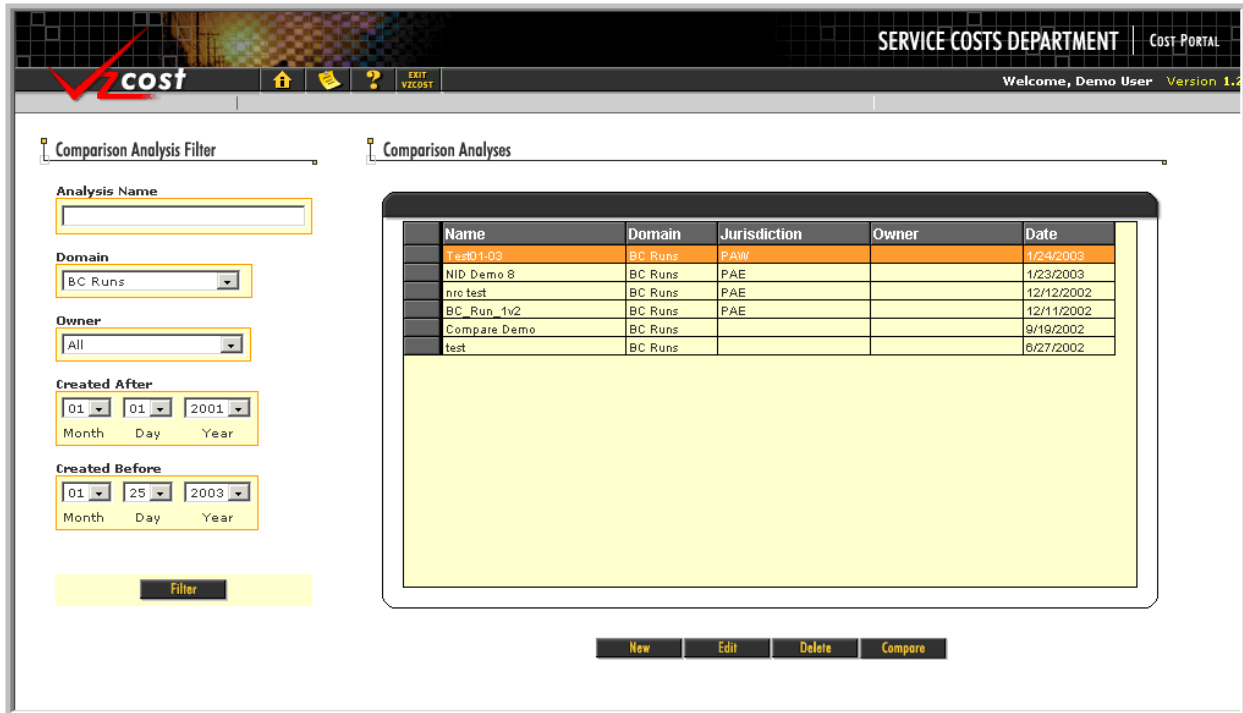
If the user chooses comparison items that are not needed, the user may remove them from the 'Edit Comparison Analysis' screen by clicking on the selected items to highlight them and then pressing the 'Remove' button ( Remove ) at the top right corner of the 'Result Items To Compare' box. Otherwise, now that this screen has been completely edited, the user will have three choices of how to proceed.

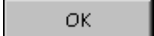
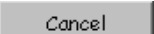
1. The user may press the 'Compare' button ( Compare ) which will run the comparison and display the results as described [later in this section](#).
2. The user may press the 'Save' button ( Save ) to save the updated information for later use and return to the 'Comparison Analyses' screen.
3. The user may press the 'Cancel' button ( Cancel ) to disregard the changes made to this comparison analysis and return to the 'Comparison Analyses' screen.

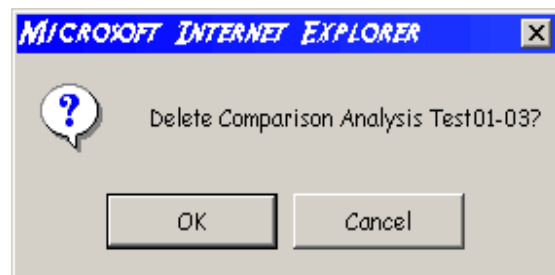


### Section 10.3.3: Deleting a Comparison Analysis




Only the user who created the comparison analysis will have access to delete that analysis. Otherwise the delete function will not be active. To delete a comparison analysis, the user should click on the analysis to highlight it. Next, the user should press the 'Delete' button (  ).

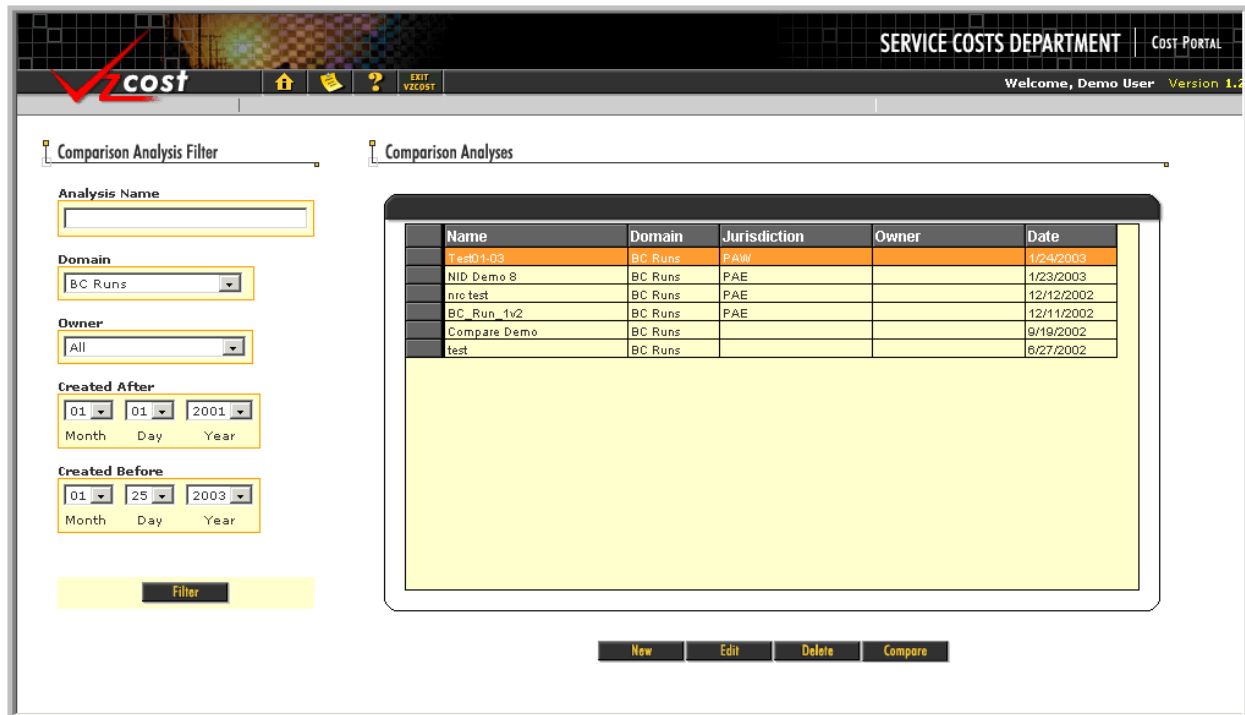


Before deleting a comparison analysis, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the comparison analysis or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Comparison Analyses' screen.



### Section 10.3.4: Running a Saved Comparison Analysis

When the comparison analysis was first created, if the user pressed the ‘Save’ button (  ) to save the information rather than pressing the ‘Compare’ button (  ) to run the comparison, then the user may use this function to complete the saved comparison analysis from the ‘Comparison Analyses’ screen. To run a saved comparison analysis, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of analyses that are displayed on the screen. All analyses that meet the filtered criteria will be displayed on the screen. Once the correct saved comparison analysis is located, the user will click on that analysis, thus highlighting it, and then press the ‘Compare’ button (  ).



**Comparison Analysis Filter**

Analysis Name:

Domain:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

**Comparison Analyses**

Name	Domain	Jurisdiction	Owner	Date
Test01-03	BC Runs	PAW		1/24/2003
MID Demo 8	BC Runs	PAE		1/23/2003
nrc test	BC Runs	PAE		12/12/2002
BC_Run_1v2	BC Runs	PAE		12/11/2002
Compare Demo	BC Runs			9/19/2002
test	BC Runs			8/27/2002



The 'Comparison Analysis Results' screen, shown below, will load up. On this screen, the user may press the button (▼) at the right side of the 'Geography' field to open the drop down menu for that field. Doing this will limit the results shown to only those items in the selected geography. If the analysis was built on runs that were reported at the jurisdictional level, then only one choice will be available. If the analysis, however, was built on runs that were reported at the switch or wire center level, then many more choices will be available. The user may also press the button (▼) at the right side of the 'Account' field to access the drop down menu for that field. Doing this will limit the results shown to only those items in the selected account.

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**Comparison Analysis Results**

**Test01-03**

Set	Name	Owner	Jurisdiction	Geo Level	Date
1	NAL 2W Demo Run 8a	John Hinton	Pennsylvania (GTE)	Jurisdiction	1/23/2003
2	Cello_BITS Timing	Dan Olinger	Pennsylvania (GTE)	Jurisdiction	1/23/2003

Geography: PAW (Pennsylvania (GTE)) Account: All

Result	Account	Direct Share	Set 1	Set 2
Test03	223200	D		408.2015
Test03	242110	D	26.1862998808856	
Test03	242310	D	12.4824526375136	
TestAgain	223200	D		408.2015
TestAgain	242110	D	30.9035722105049	
TestAgain	242310	D	14.8641574380335	

## Section 10.4: What-If

A what-if allows the user to create a hypothetical scenario by taking the results from a completed BC run or a completed cost study, drilling down into those results, and overriding either values or formulas to see what new results are created by those changes. All what-if runs will have a status of 'In Progress' and thus, can only be seen by the user who created the what-if run. The what-if piece of the VzCost system is broken into two pieces, what-if BC runs and what-if cost studies. To select one of these two pieces within the analysis section, click on the appropriate link for that component.




**Welcome to VzCost!**

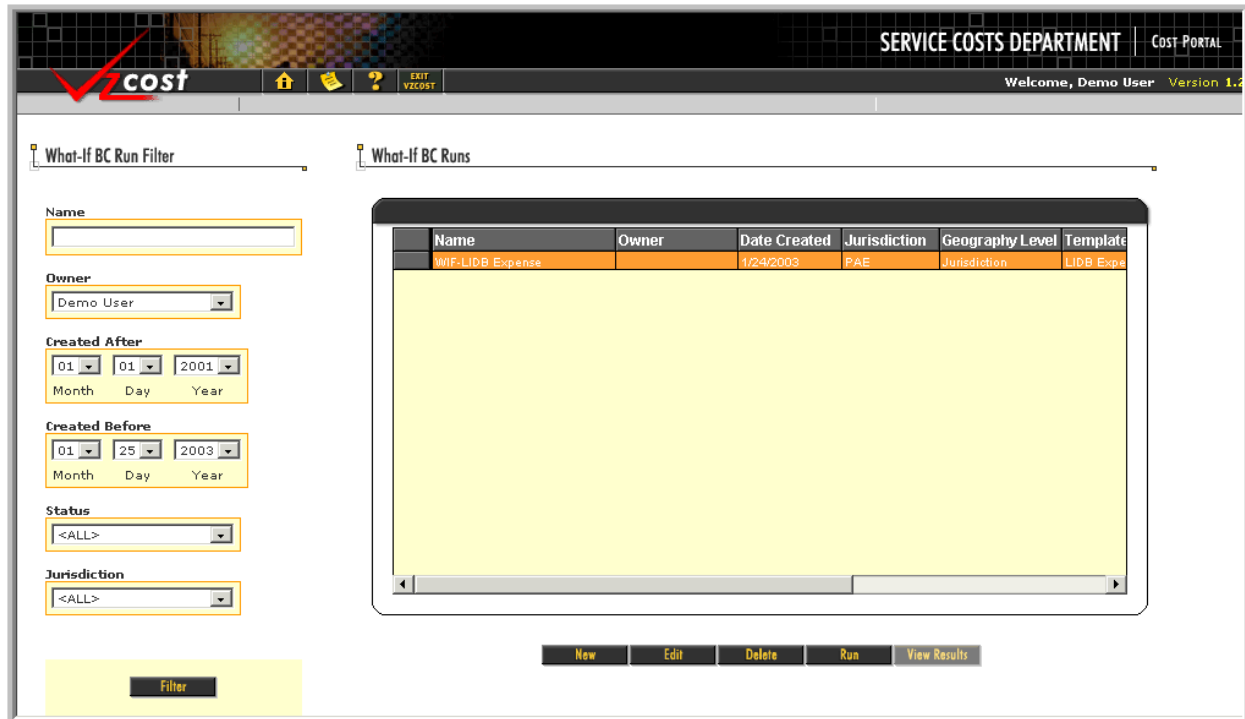
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

## Section 10.4.1: What-If BC Runs

### Creating a New What-If BC Run

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of runs that are displayed on the screen. All runs that meet the filtered criteria will be displayed on the screen. However, if the user would like to create a new run, the 'New' button (  ) on the 'What-If BC Runs' screen should be pressed.



What-If BC Run Filter

Name

Owner

Created After

Created Before

Status


Jurisdiction


What-If BC Runs

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-LIDB Expense		1/24/2003	PAE	Jurisdiction	LIDB Expense

New Edit Delete Run View Results

Filter

Once the 'New' button (  ) has been pressed, the 'Select BC Run to What-If' screen loads up. An example of this screen is shown below.


EXIT  
VZCOST

**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.2

---

**BC Run Filter**

Name

Owner

Created After  
 Month:  Day:  Year:



Created Before  
 Month:  Day:  Year:

Status

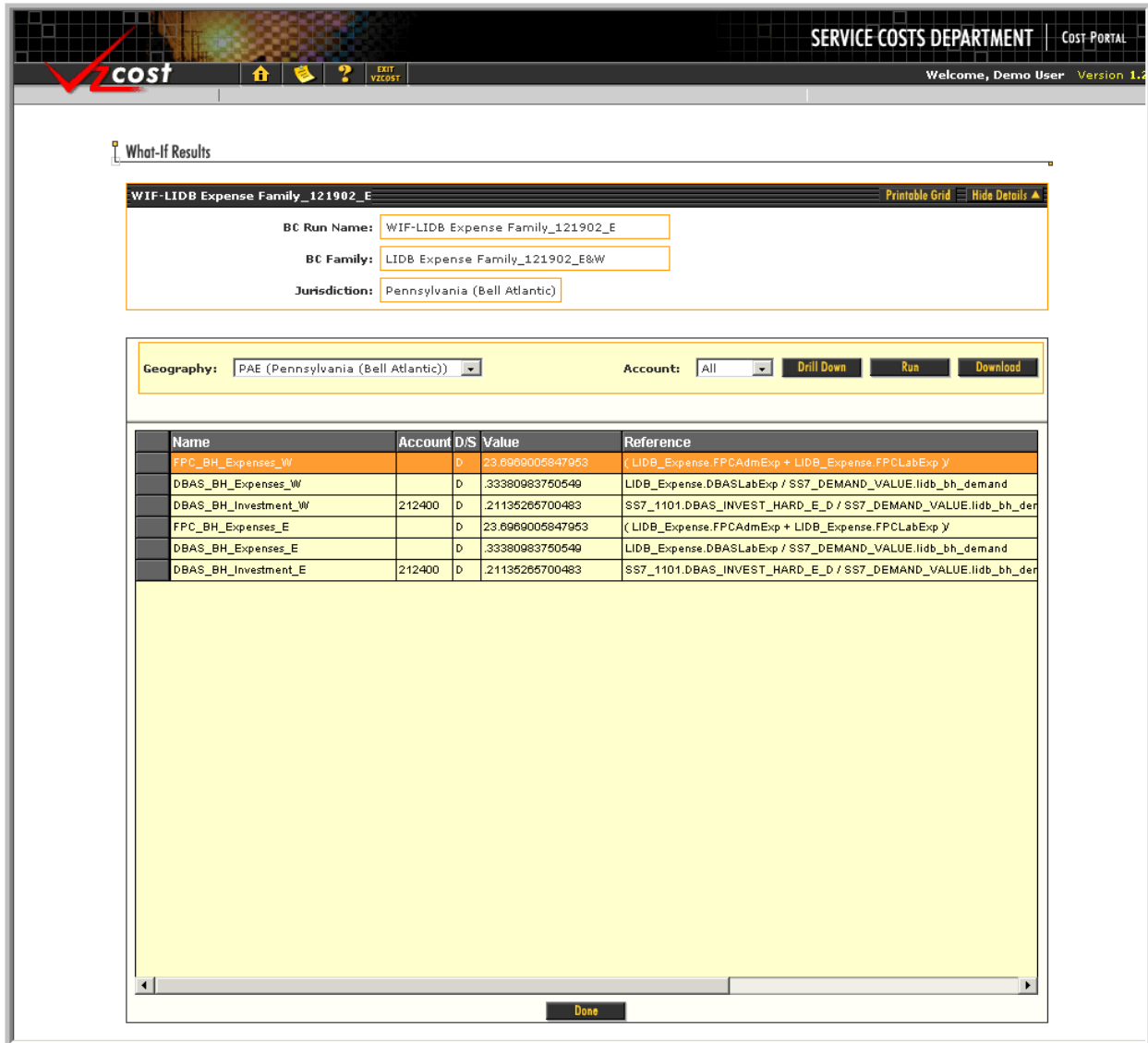
Jurisdiction

**Select BC Run to What-If**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL 2W
NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 2W
Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
NAL 2W_VZ_BICRUN_PAWWW		1/3/2003	PAW	Wire Center	NAL 2W
NAL 2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL 2W
Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E
IDF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IDF Mt
IDF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IDF Mt
IDF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IDF Mt
IDF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IDF Mt
NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL St
NAL_SUBLOOP_NID_BICRIN		12/18/2002	PAW	Jurisdiction	NAL St

Once again, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of runs that are displayed on the screen. All runs that meet the filtered criteria will be displayed on the screen. Once the needed run is displayed, the user will click on that run to highlight it, and then press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to abandon this new what-if BC run and return to the previous screen.

Once a completed BC run has been selected, a copy of the BC run results load up on the ‘What-If Results’ screen. An example of this screen is shown below.



**WIF-LIDB Expense Family\_121902\_E** Printable Grid  Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E

BC Family: LIDB Expense Family\_121902\_E&W

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp Y
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp Y
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

Done

There are eight functional parts of the ‘What-If Results’ page. The first two are listed and described below. The remaining six are listed and described on the next several pages.

- **Grid:** The ‘Printable Grid’ button ( **Printable Grid** ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The ‘Functional Grid’ button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The ‘Show Details’ button ( **Show Details ▼** ) and ‘Hide Details’ button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



If the user needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the BC run. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

**What-If Results**

WIF-LIDB Expense Family\_121902\_E Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E

BC Family: LIDB Expense Family\_121902\_E&W


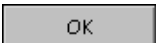
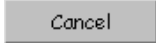
Jurisdiction: Pennsylvania (Bell Atlantic)

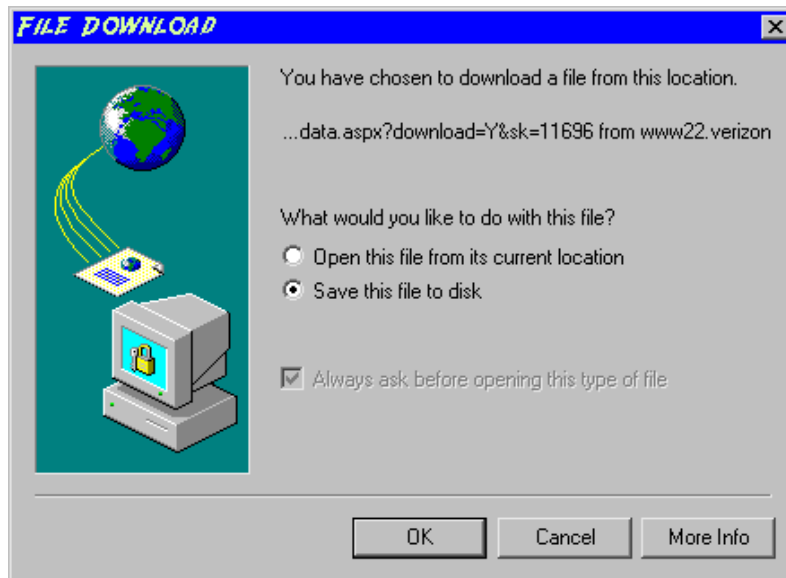
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

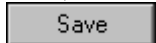
Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005947953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E		D 23.6969005947953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

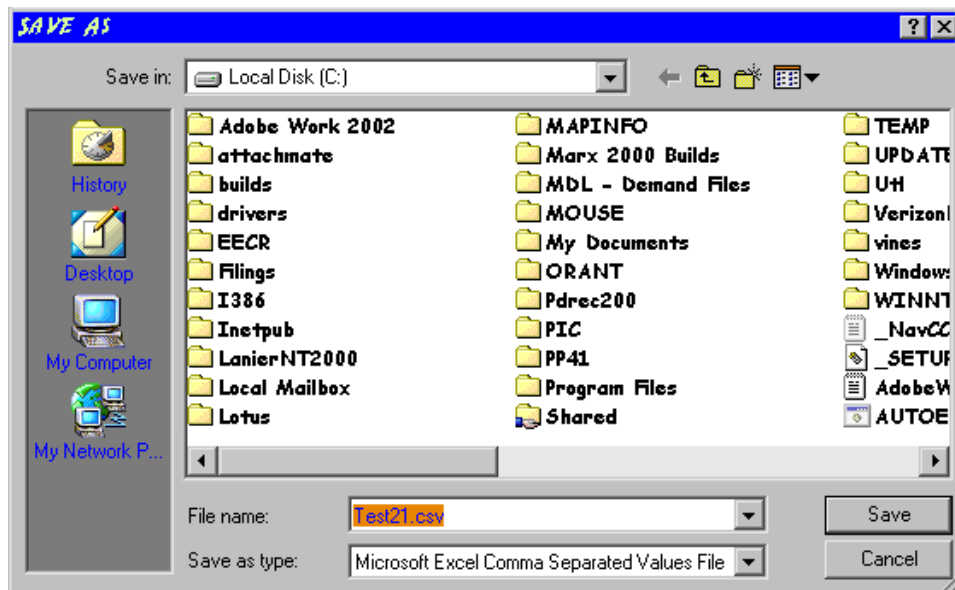
Done






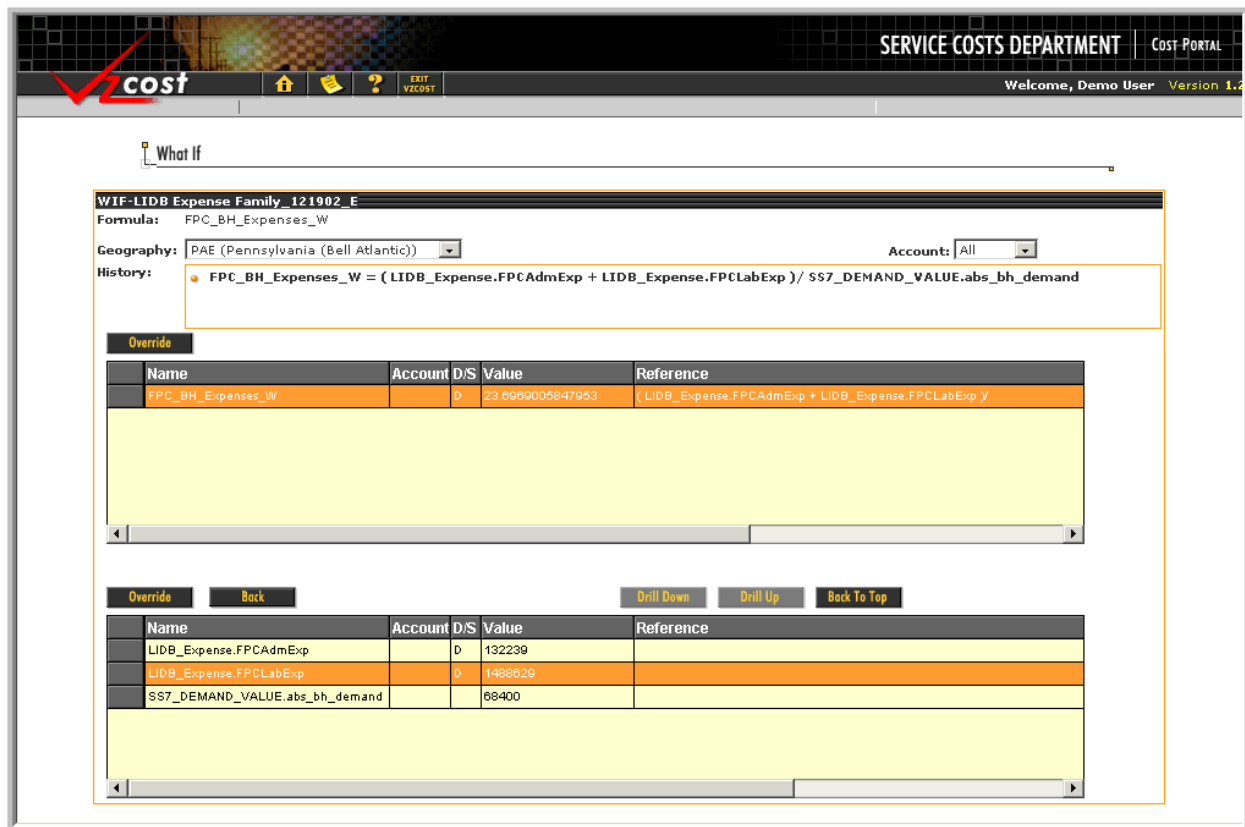
- **Download:** The user may press the download button (  ) to download the data into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user will make sure that the 'Save this file to disk' radio button is selected and then press the 'OK' button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the 'Save As' dialog box will pop up and the user will select where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file's header row before uploading it back to the system.



- **Run:** The 'Run' button (  ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the 'What-If Results' screen. Pressing this button will rerun the BC run results using the what-if scenario. Please note that these new results will be completely independent of the original BC run results, which remain unmodified in the BC runs area of the VzCost system. This function is described in full detail [later in this section](#).
- **Done:** When the 'Done' button (  ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'What-If BC Runs' screen. The user can use this button at any time. For example, if the user has not made changes to the BC run results yet, and this button is pressed, then the what-if is saved so that the user may continue later.
- **Drill Down:** In order to override either values or formulas for the what-if scenario that in being created, the user must first view the details of the BC run calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). As shown below, the 'What-If Drill Down' screen loads up.



What If

WIF-LIDB Expense Family\_121902\_E

Formula: FPC\_BH\_Expenses\_W

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All

History:

- FPC\_BH\_Expenses\_W = ( LIDB\_Expense.FPCAdmExp + LIDB\_Expense.FPCLabExp ) / SS7\_DEMAND\_VALUE.abs\_bh\_demand


Override

Name	Account	D/S	Value	Reference
FPC_BH_Expenses_W		D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp ) /







Override Back Drill Down Drill Up Back To Top

Name	Account	D/S	Value	Reference
LIDB_Expense.FPCAdmExp		D	132239	
LIDB_Expense.FPCLabExp		D	1488629	
SS7_DEMAND_VALUE.abs_bh_demand			68400	

The areas on the 'What-If Drill Down' screen break down as follows:

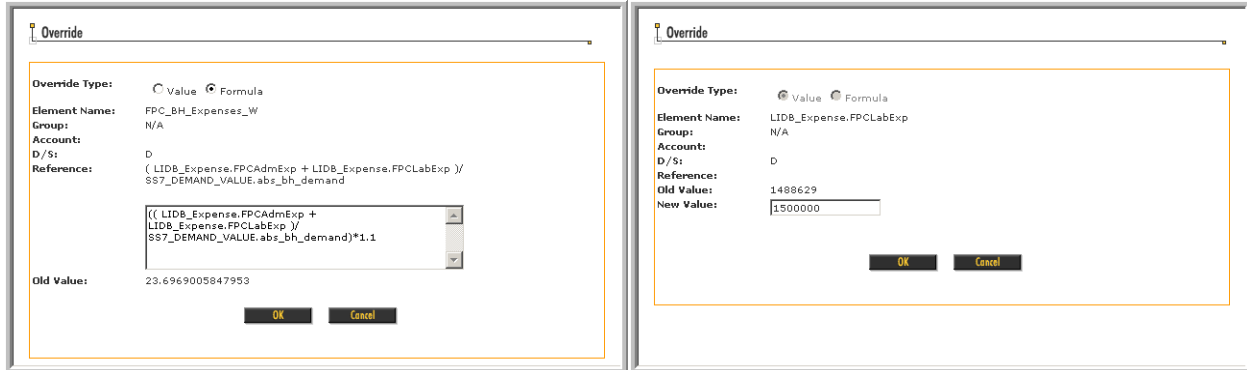
- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

The user may do the following on the 'What-If Drill Down' screen:

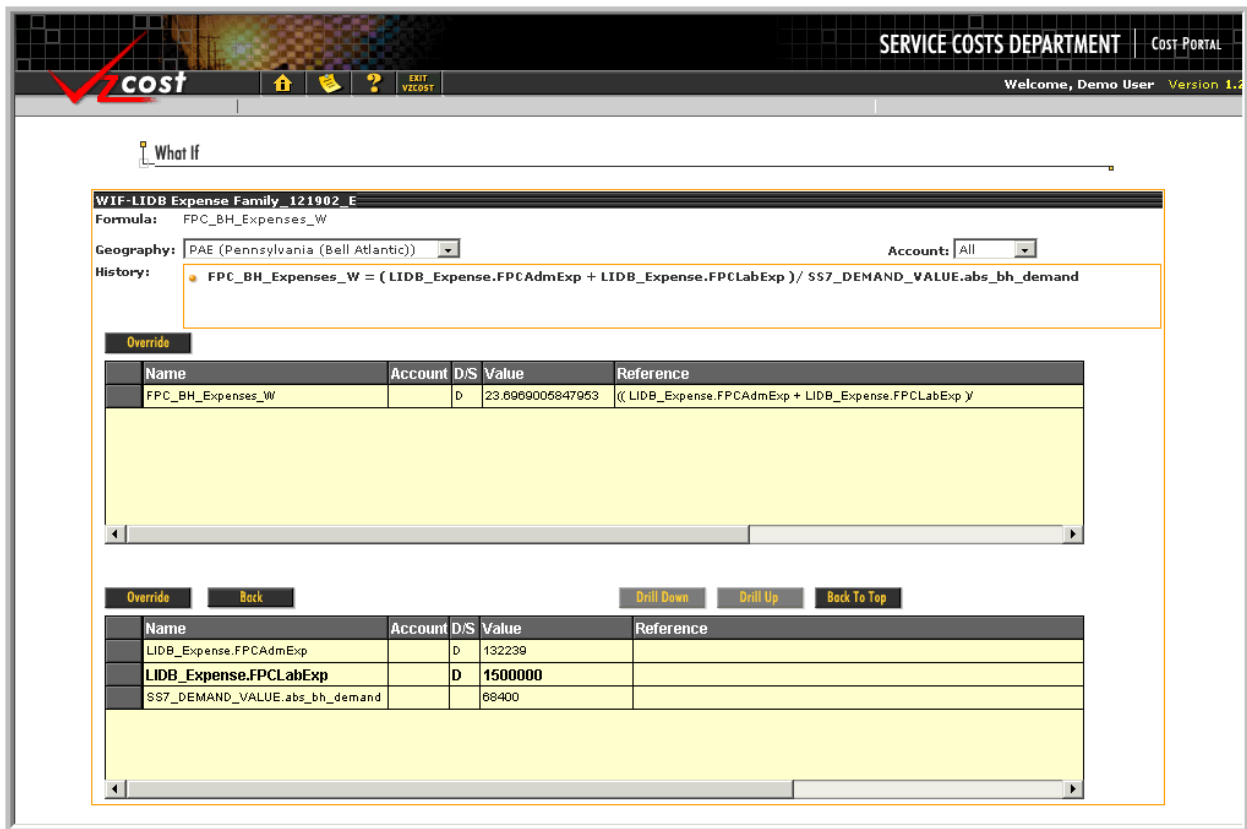
- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the BC run results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.




An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( **OK** ) to continue. However, the user may also press the 'Cancel' button ( **Cancel** ) to abandon the override and return to the previous screen.



As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if BC run, then the 'Back' button ( **Back** ), located above the left side of the lower grid, should be pressed.



Once the user has returned to the 'What-If Results' screen, the 'Run' button (  ) should be pressed to process the run with the overridden data.



**What-If Results**

WIF-LIDB Expense Family\_121902\_E Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E


BC Family: LIDB Expense Family\_121902\_E&W

Jurisdiction: Pennsylvania (Bell Atlantic)


Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

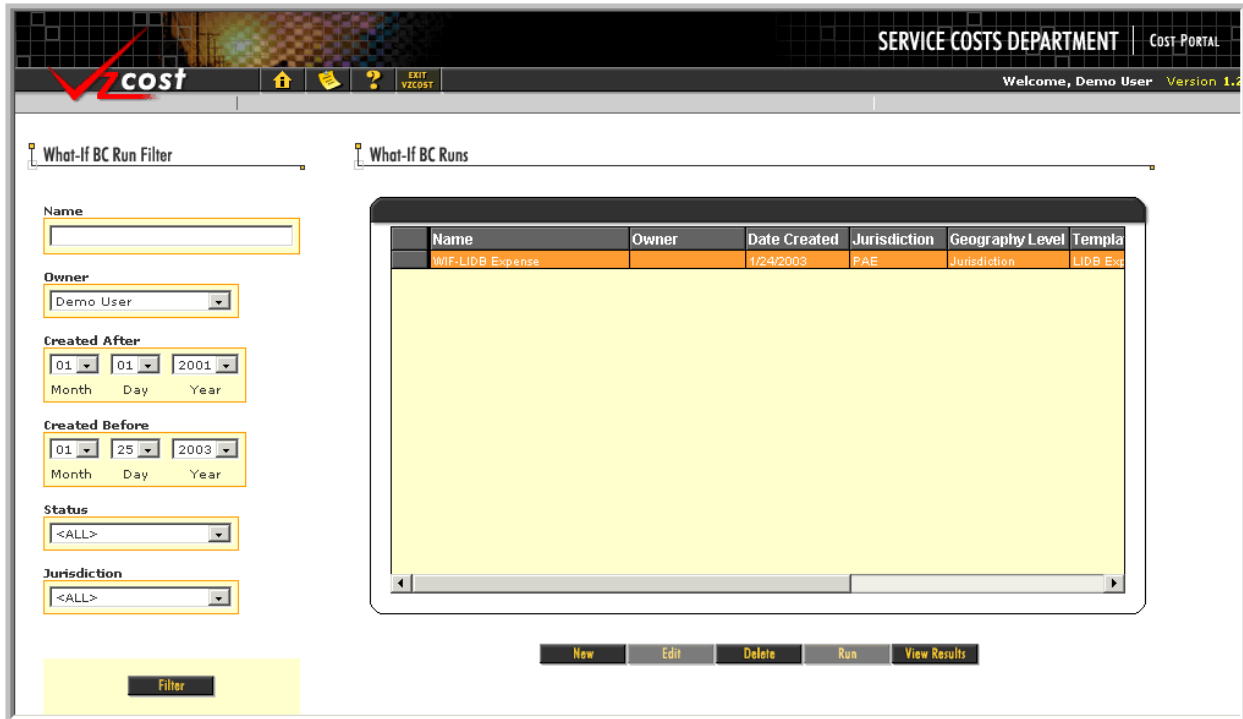
Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.iidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.iidb_bh_der
FPC_BH_Expenses_E		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.iidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.iidb_bh_der

Done

This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the run has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'What-If BC Runs' screen as described in [later in this section](#).

## Editing a What-If BC Run

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of runs that are displayed on the screen. All runs that meet the filtered criteria will be displayed on the screen. Once the needed run has been located, the user will click on that run to highlight it. If the user has not already completed the what-if run with the overridden data and would like to edit the what-if run, then the user will press the 'Edit' button (  ) on the 'What-If BC Runs' screen. As shown in the example below, if the run has already been completed, this function will not be available from this screen and this button will not be active.



**What-If BC Run Filter**

Name:

Owner:

Created After:  /  /   
Month Day Year


Created Before:  /  /   
Month Day Year

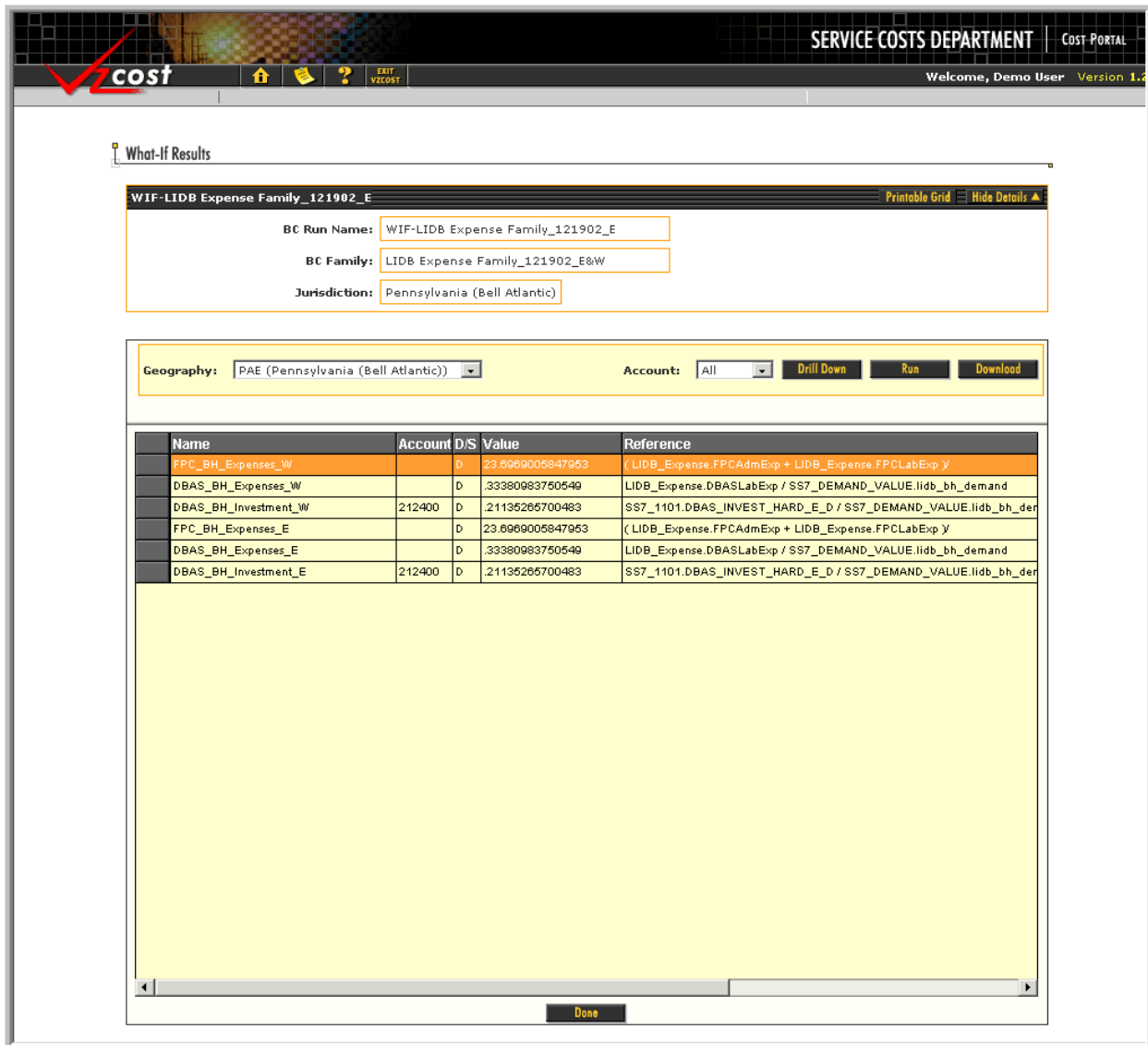
Status:


Jurisdiction:

**What-If BC Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templa
WIF-LIDB Expense	Owner	1/24/2003	PAE	Jurisdiction	LIDB Exp

Once the 'Edit' button (  ) has been pressed, a copy of the saved BC run results load up on the 'What-If Results' screen. An example of this screen is shown below.



**WIF-LIDB Expense Family\_121902\_E** Printable Grid  Hide Details 

BC Run Name: WIF-LIDB Expense Family\_121902\_E

BC Family: LIDB Expense Family\_121902\_E&W





Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp Y
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp Y
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

Done

There are eight functional parts of the 'What-If Results' page. The first two are listed and described below. The remaining six are listed and described on the next several pages.

- **Grid:** The 'Printable Grid' button (  ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button (  ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button (  ) and 'Hide Details' button (  ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



If the user needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the BC run. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

**What-If Results**

WIF-LIDB Expense Family\_121902\_E Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E

BC Family: LIDB Expense Family\_121902\_E&W


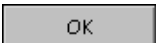
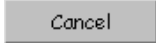
Jurisdiction: Pennsylvania (Bell Atlantic)

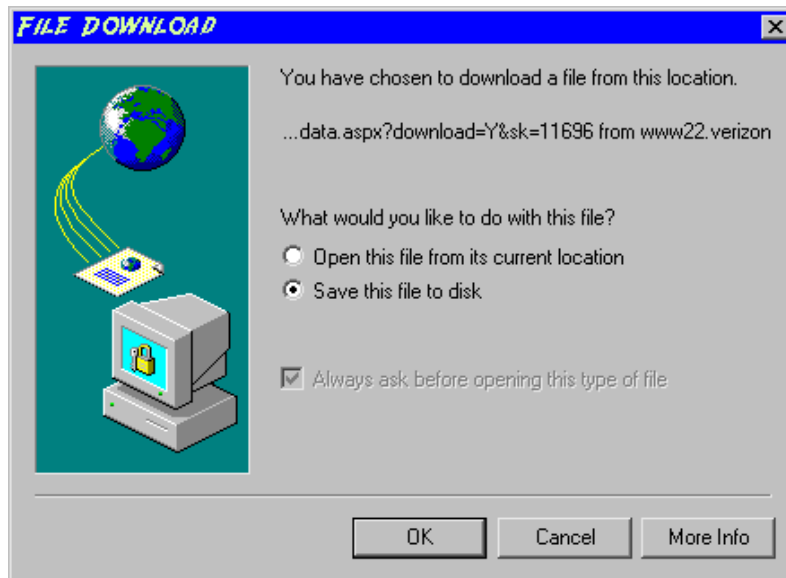
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

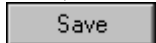
Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005947953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E		D 23.6969005947953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

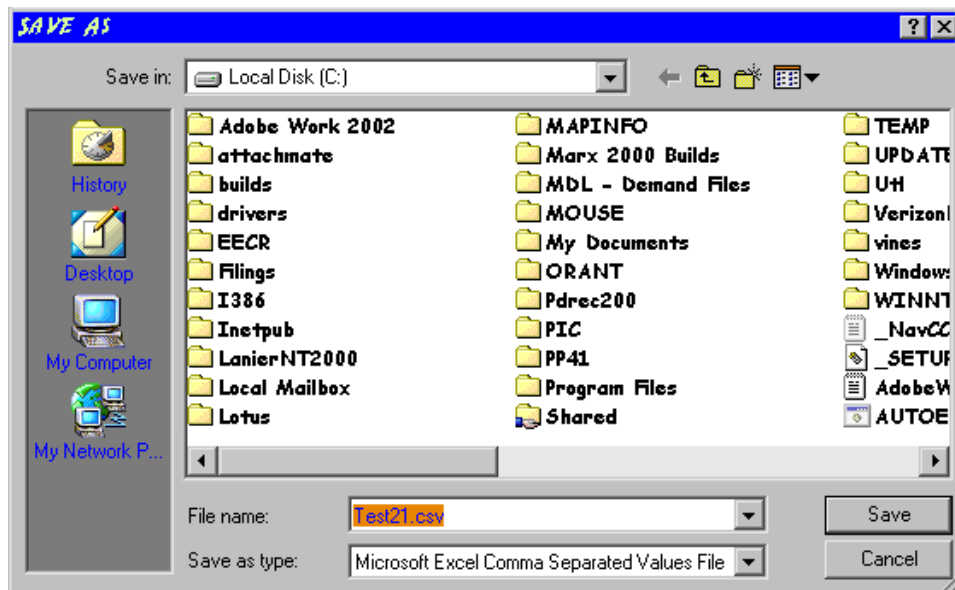
Done






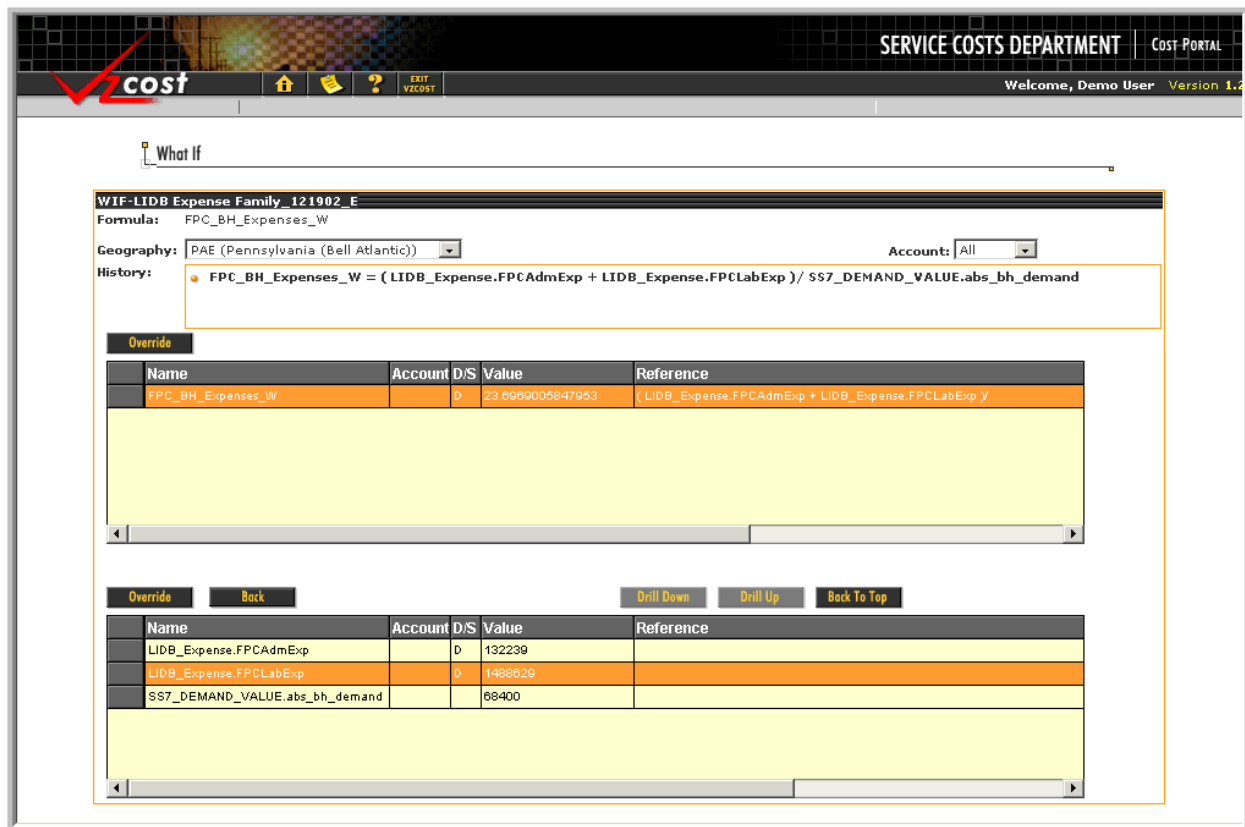
- **Download:** The user may press the download button (  ) to download the data into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the ‘Download’ screen, shown below, will appear. The user will make sure that the ‘Save this file to disk’ radio button is selected and then press the ‘OK’ button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the ‘Save As’ dialog box will pop up and the user will select where to save the file by using the ‘Save in’ field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the ‘File name’ field and then press the ‘Save’ button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file’s header row before uploading it back to the system.



- **Run:** The 'Run' button (  ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the 'What-If Results' screen. Pressing this button will rerun the BC run results using the what-if scenario. Please note that these new results will be completely independent of the original BC run results, which remain unmodified in the BC runs area of the VzCost system. This function is described in full detail [later in this section](#).
- **Done:** When the 'Done' button (  ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'What-If BC Runs' screen. The user can use this button at any time. For example, if the user wanted to override an input but is not ready to rerun the results yet, this button may be pressed and the what-if will be saved again so that the user may continue later.
- **Drill Down:** In order to override either values or formulas for the what-if scenario that is being created, the user must first view the details of the BC run calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). As shown below, the 'What-If Drill Down' screen loads up.



What If

WIF-LIDB Expense Family\_121902\_E

Formula: FPC\_BH\_Expenses\_W

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All

History:


- FPC\_BH\_Expenses\_W = ( LIDB\_Expense.FPCAdmExp + LIDB\_Expense.FPCLabExp ) / SS7\_DEMAND\_VALUE.abs\_bh\_demand

Name	Account	D/S	Value	Reference
FPC_BH_Expenses_W		D	23,696,900,584,795.3	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp ) /







Override Back Drill Down Drill Up Back To Top

Name	Account	D/S	Value	Reference
LIDB_Expense.FPCAdmExp		D	132,239	
LIDB_Expense.FPCLabExp		D	148,862	
SS7_DEMAND_VALUE.abs_bh_demand			68,400	

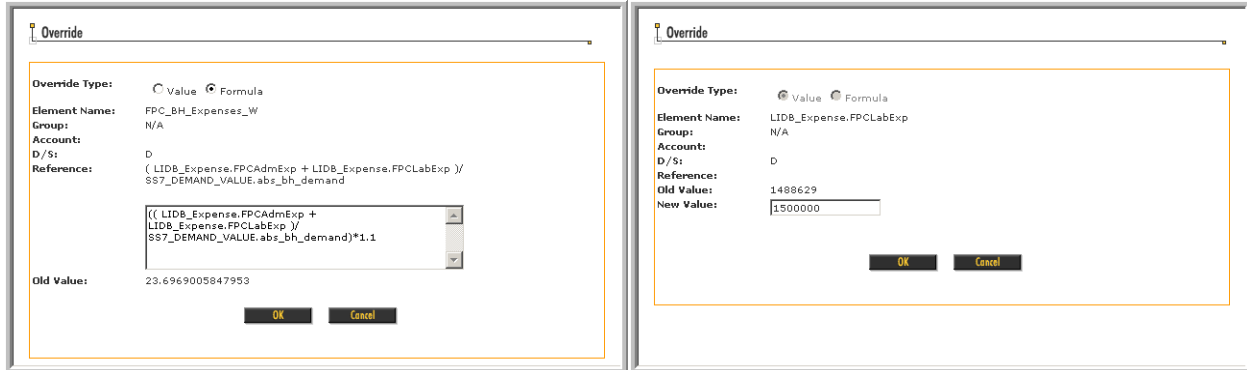
The areas on the 'What-If Drill Down' screen break down as follows:

- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

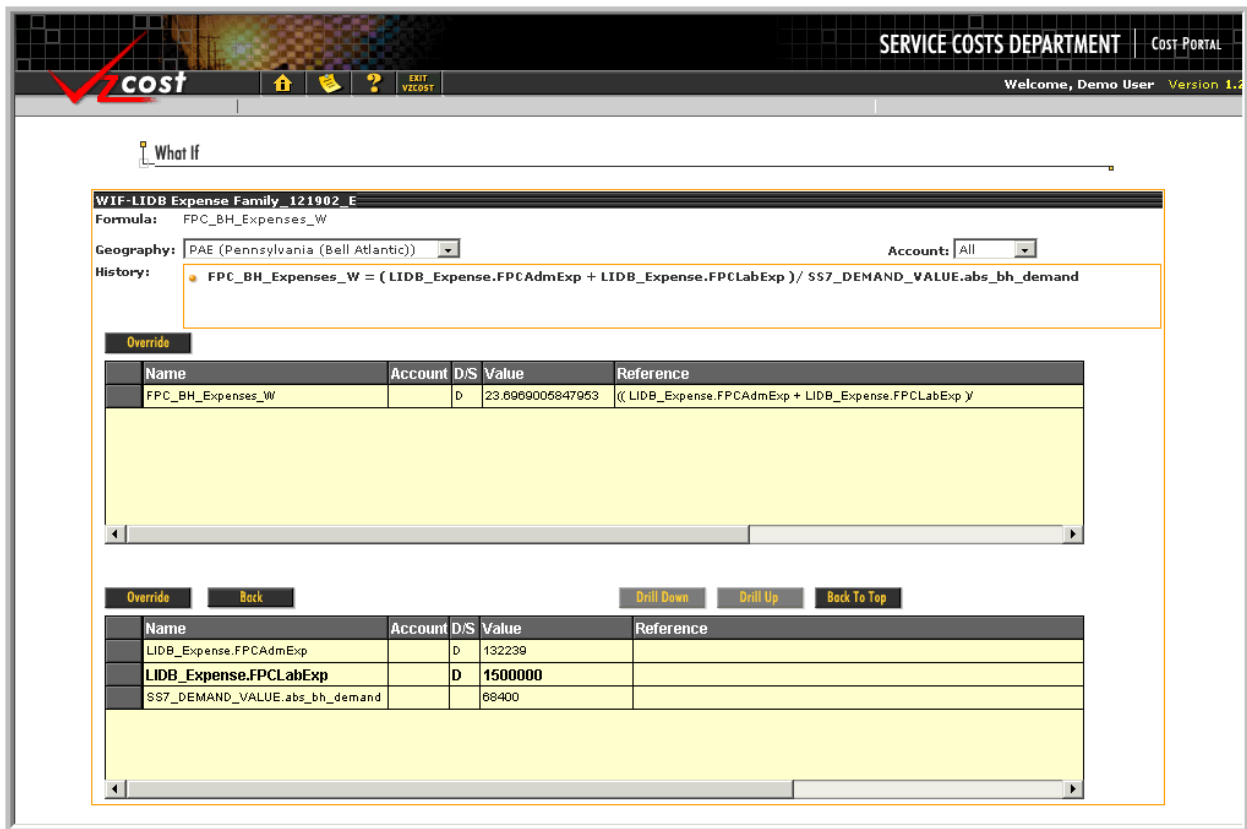
The user may do the following on the 'What-If Drill Down' screen:


- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the BC run results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.

An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( **OK** ) to continue. However, the user may also press the 'Cancel' button ( **Cancel** ) to abandon the override and return to the previous screen.



As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if BC run, then the 'Back' button ( **Back** ), located above the left side of the lower grid, should be pressed.



Once the user has returned to the 'What-If Results' screen, the 'Run' button (  ) should be pressed to process the run with the overridden data.



**What-If Results**

WIF-LIDB Expense Family\_121902\_E Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E


BC Family: LIDB Expense Family\_121902\_E&W

Jurisdiction: Pennsylvania (Bell Atlantic)


Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

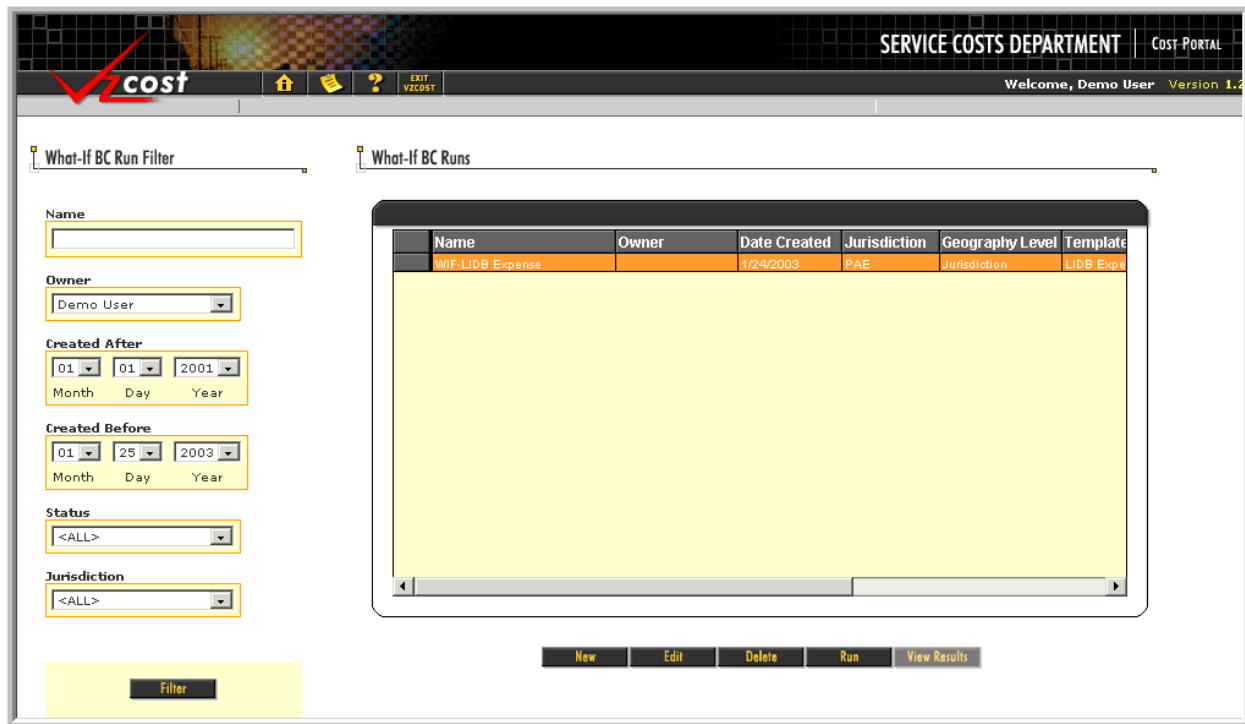
Name	Account D/S	Value	Reference
FPC_BH_Expenses_W	D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_W	D	.33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400 D	.21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E	D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_E	D	.33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400 D	.21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

Done


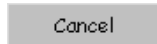
This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the run has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'What-If BC Runs' screen as described in [later in this section](#).

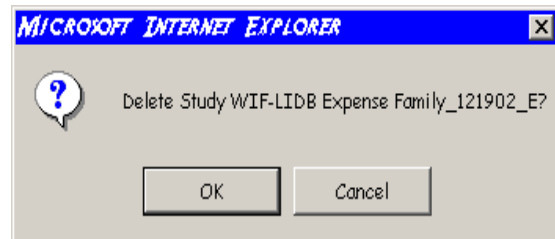
## Deleting a What-If BC Run

To delete a what-if BC run, the user should click on the run to highlight it. Next, the user should press the 'Delete' button (  ).






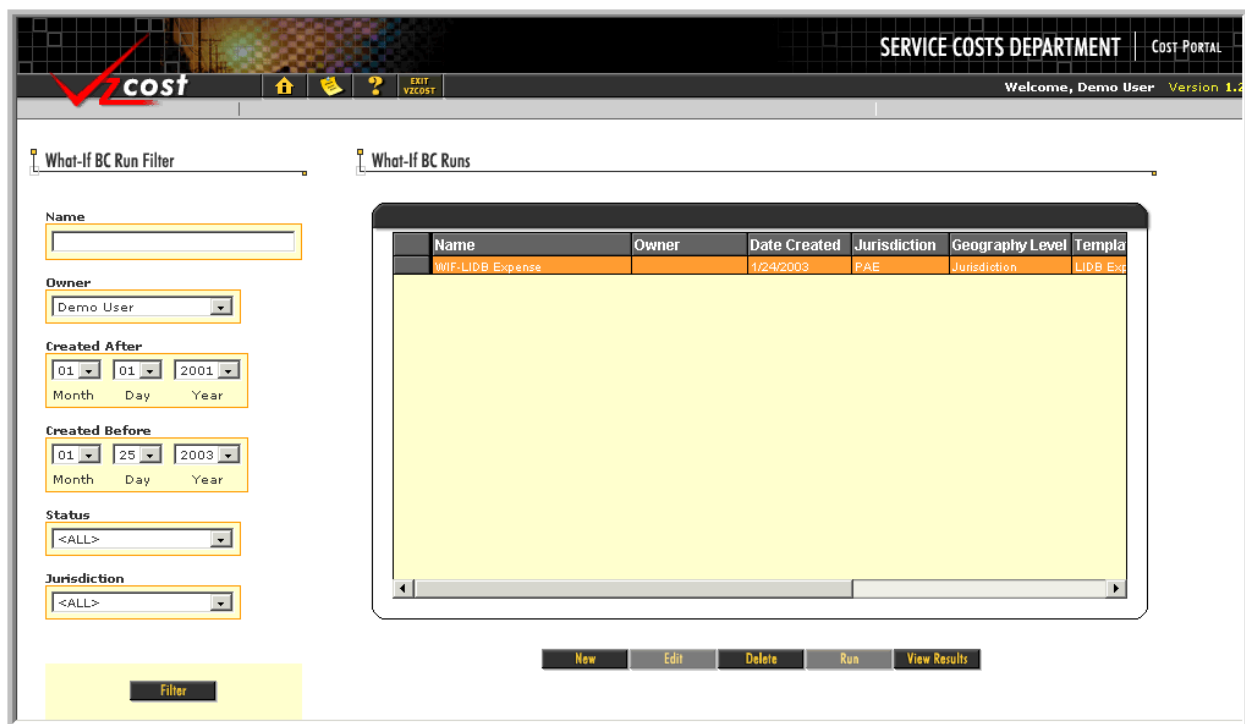
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-LIDB Expense	Demo User	1/24/2003	PAE	Jurisdiction	LIDB Expense

Before deleting a what-if BC run, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the what-if BC run or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'What-If BC Runs' screen.



## Running a Saved What-If BC Run

When the what-if BC run was first created, if the user pressed the 'Done' button (  ) to save the information rather than pressing the 'Run' button (  ) to complete the run, then the user may use this function to complete the saved run from the 'What-If BC runs' screen. To complete a saved what-if BC run, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of runs that are displayed on the screen. All runs that meet the filtered criteria will be displayed on the screen. Once the correct what-if BC run is located, the user will click on that run, thus highlighting it, and then press the 'Run' button (  ). However, if the user has already completed the run, as shown in the example below, the user will not be able to run the what-if again from this screen. If the user wanted to complete the run again with different overrides, then the user will need to do so using the [view results function](#).





The screenshot displays the 'What-If BC Runs' interface. On the left, there is a 'What-If BC Run Filter' section with the following fields:

- Name:
- Owner:
- Created After:    (Month, Day, Year)
- Created Before:    (Month, Day, Year)
- Status:
- Jurisdiction:


A 'Filter' button is located below these fields. On the right, the 'What-If BC Runs' table is shown with the following data:

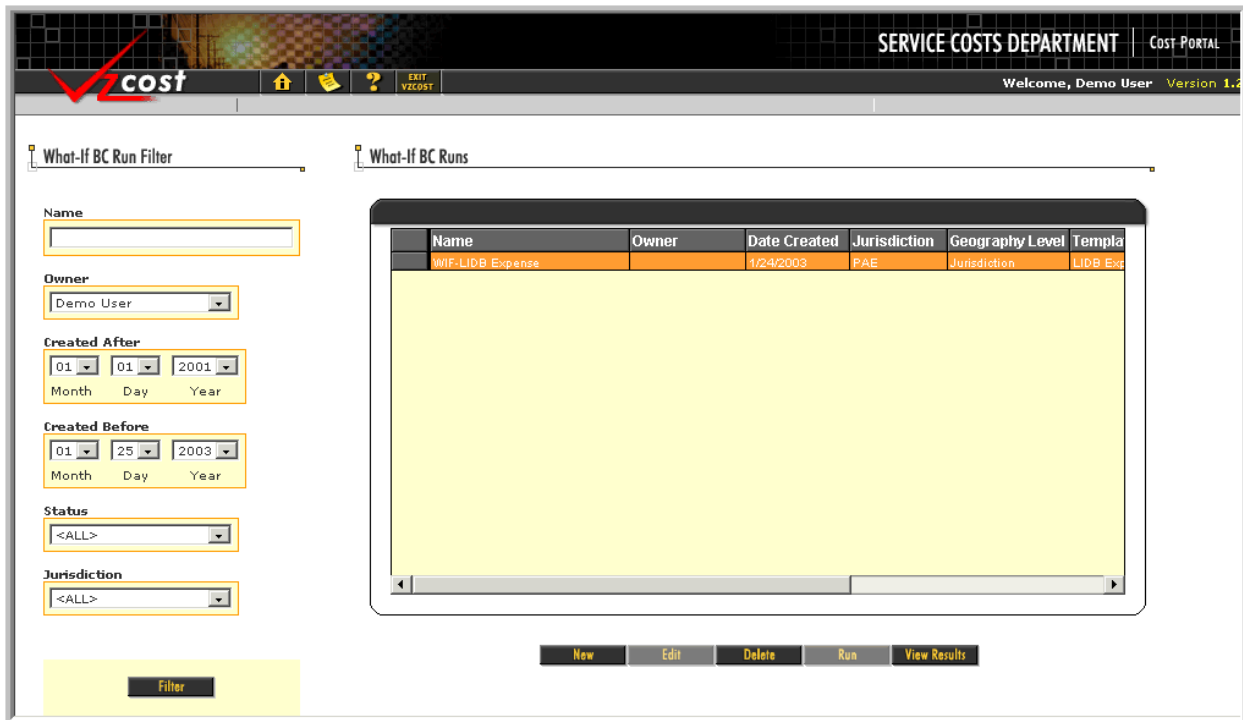
Name	Owner	Date Created	Jurisdiction	Geography Level	Templa
WIF-LIDB Expense	Demo User	1/24/2003	PAE	Jurisdiction	LIDB Exp

Below the table are buttons for 'New', 'Edit', 'Delete', 'Run', and 'View Results'. The 'Run' button is disabled.

Pressing the 'Run' button (  ) will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the run has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'What-If BC Runs' screen as described in [later in this section](#).

## Viewing the Results of a What-If BC Run

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of runs that are displayed on the screen. All runs that meet the filtered criteria will be displayed on the screen. Once the needed run has been located, the user will click on that run to highlight it. If the user would like to view the results of the completed what-if BC run, then the 'View Results' button (  ) on the 'What-If BC Runs' screen should be pressed. This function should also be used if the user would like to edit and rerun a what-if BC run that has already been completed.



**What-If BC Run Filter**

Name:

Owner:

Created After:     
Month Day Year

Created Before:     
Month Day Year

Status:

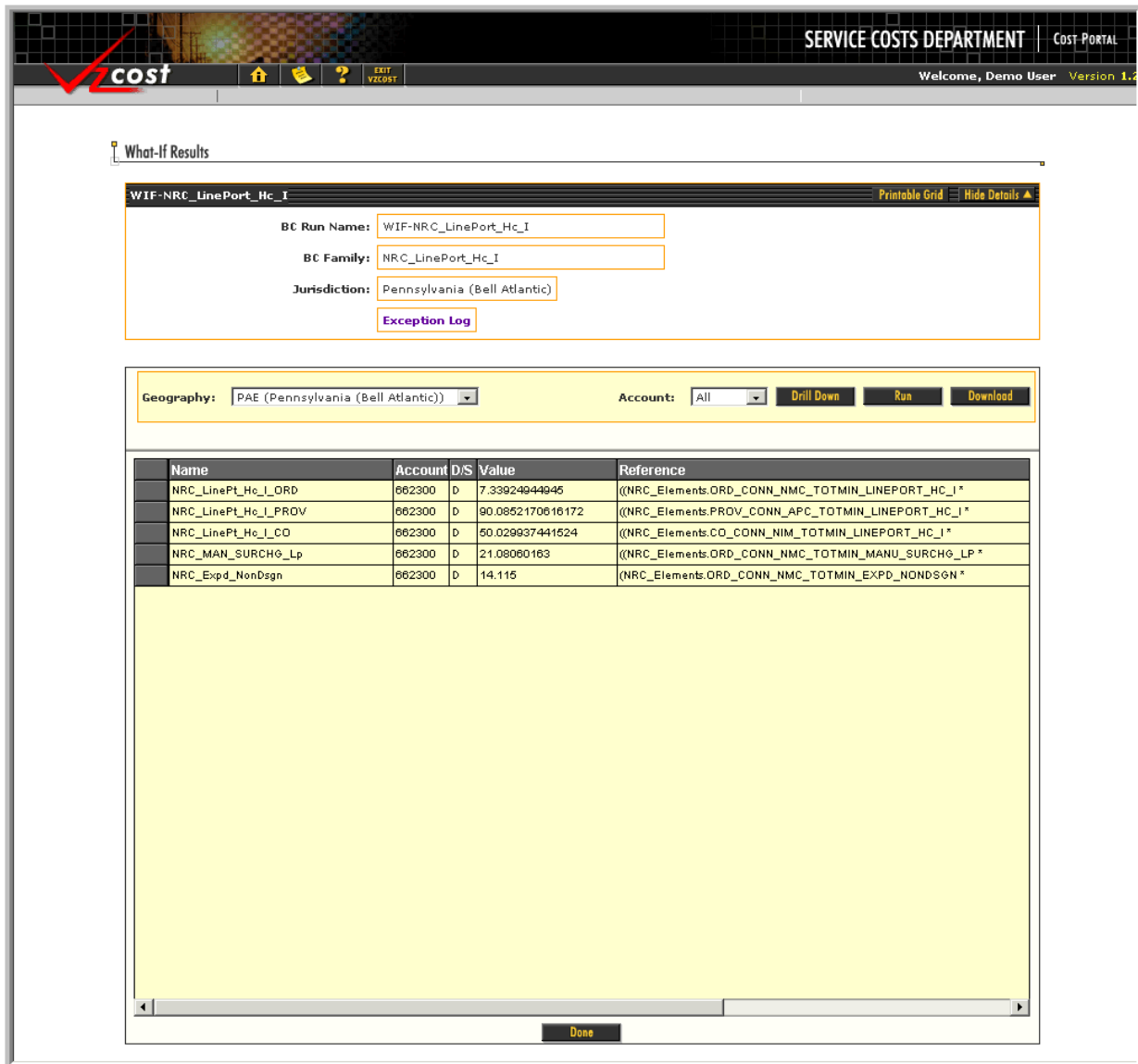
Jurisdiction:

**What-If BC Runs**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templa
WIF-LIDB Expense	Owner	1/24/2003	PAE	Jurisdiction	LIDB Exp



Once the 'View Results' button ( **View Results** ) has been pressed, the results from the completed run will appear on the 'What-If Results' screen. An example of this screen is shown below.



**What-If Results**

WIF-NRC\_LinePort\_Hc\_I Printable Grid Hide Details ▲

BC Run Name: WIF-NRC\_LinePort\_Hc\_I

BC Family: NRC\_LinePort\_Hc\_I

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
NRC_LinePt_Hc_I_ORD	662300 D	7.33924944945	((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I *
NRC_LinePt_Hc_I_PROV	662300 D	90.0852170616172	((NRC_Elements.PROV_CONN_APC_TOTMIN_LINEPORT_HC_I *
NRC_LinePt_Hc_I_CO	662300 D	50.029937441524	((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I *
NRC_MAN_SURCHG_Lp	662300 D	21.09060163	((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP *
NRC_Expd_NonDsgn	662300 D	14.115	((NRC_Elements.ORD_CONN_NMC_TOTMIN_EXPD_NONDSGN *

[Done](#)

There will be either eight or nine functional parts of the 'What-If Results' page. The first two are listed and described below. The remaining parts are listed and described on the next several pages.

- **Grid:** The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button ( **Show Details ▼** ) and 'Hide Details' button ( **Hide Details ▲** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.

- **Exceptions:** A link to the exception log may or may not appear on the 'What-If Results' page. If this link does appear, it will be located immediately below the 'Jurisdiction' field in the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the what-if BC run. Otherwise this link will not appear. When the user clicks on this link, the screen shown below will open in a separate window. This screen provides the user with detailed information regarding the exceptions that have occurred.

**Calculation Exceptions**


**BC Run Name:** WIF-NRC\_LinePort\_Hc\_I

**BC Family Name:** NRC\_LinePort\_Hc\_I

**Last Modified:** 01/27/2003

Formula ID	Type	Exception	Geography
NRC_MAN_SURCHG	Missing Value	Element NRC_ELEMENTS.ORD_DISC_NMC_PROB_MANU_SURCHG_LP In	PAE
NRC_MAN_SURCHG	Missing Value	Element NRC_ELEMENTS.ORD_DISC_NMC_FLPROB_MANU_SURCHG_LP In	PAE
NRC_MAN_SURCHG	Missing Value	Element NRC_ELEMENTS.ORD_DISC_NMC_TOTMIN_MANU_SURCHG_LP In	PAE
NRC_MAN_SURCHG	Operation resulted	NRC_ELEMENTS.ORD_DISC_NMC_TOTMIN_MANU_SURCHG_LP	
NRC_MAN_SURCHG	Operation resulted	NRC_ELEMENTS.ORD_DISC_NMC_TOTMIN_MANU_SURCHG_LP*NRC_ELEMEN	
NRC_MAN_SURCHG	Operation resulted	NRC_ELEMENTS.ORD_DISC_NMC_TOTMIN_MANU_SURCHG_LP*NRC_ELEMEN	
NRC_MAN_SURCHG	Operation resulted	NRC_ELEMENTS.ORD_DISC_NMC_TOTMIN_MANU_SURCHG_LP*NRC_ELEMEN	

**Close**

Once the user has finished examining the data on this page, the user may press the 'Close' button (  ) at the bottom of the screen to close this page and return to the 'What-If Results' screen.

If the user either needs to see specific results or needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the BC run. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

**What-If Results**

WIF-NRC\_LinePort\_Hc\_I Printable Grid Hide Details

BC Run Name: WIF-NRC\_LinePort\_Hc\_I

BC Family: NRC\_LinePort\_Hc\_I


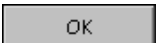
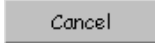
Jurisdiction: Pennsylvania (Bell Atlantic)

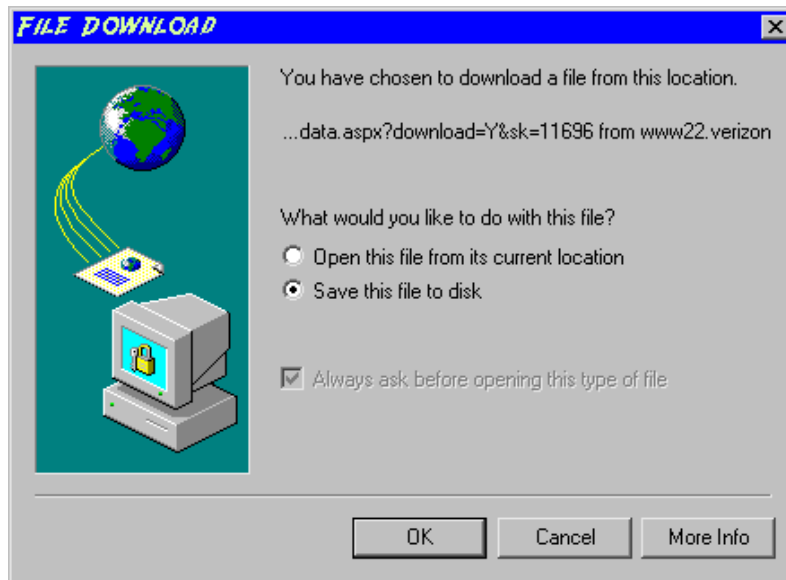
[Exception Log](#)

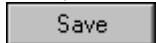
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

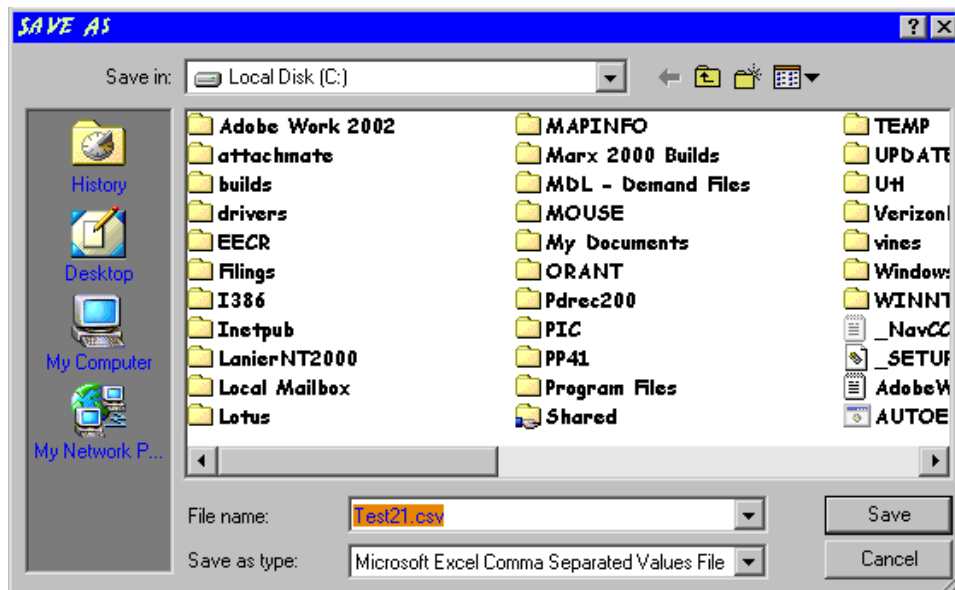
Name	Account	D/S	Value	Reference
NRC_LinePt_Hc_I_ORD	662300	D	7.33924944946	((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I *
NRC_LinePt_Hc_I_PROV	662300	D	90.0852170616172	((NRC_Elements.PROV_CONN_APC_TOTMIN_LINEPORT_HC_I *
NRC_LinePt_Hc_I_CO	662300	D	50.029937441524	((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I *
NRC_MAN_SURCHG_Lp	662300	D	21.08060163	((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP *
NRC_Expd_NonDsgn	662300	D	14.115	((NRC_Elements.ORD_CONN_NMC_TOTMIN_EXPD_NONDSGN *


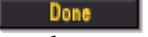

Done

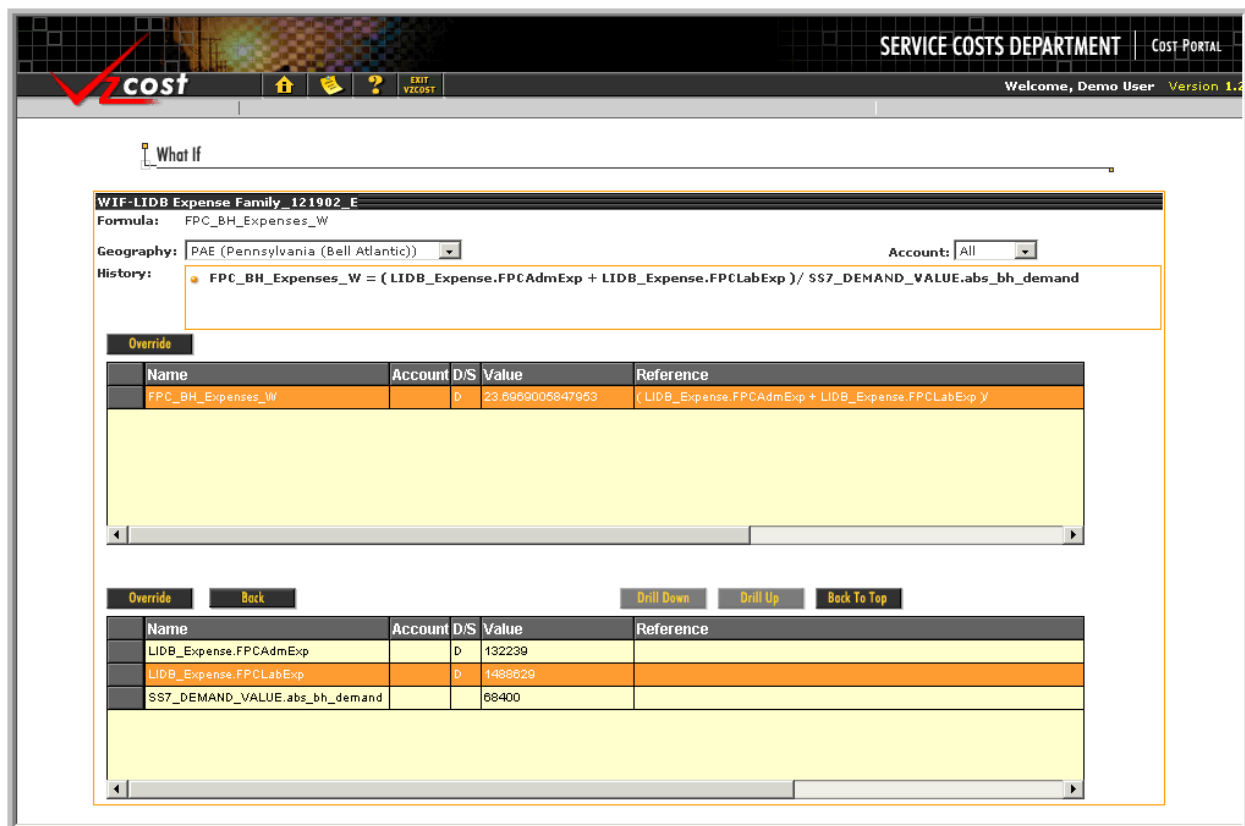
- **Download:** The user may press the download button (  ) to download the results into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the ‘Download’ screen, shown below, will appear. The user will make sure that the ‘Save this file to disk’ radio button is selected and then press the ‘OK’ button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the ‘Save As’ dialog box will pop up and the user will select where to save the file by using the ‘Save in’ field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the ‘File name’ field and then press the ‘Save’ button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file’s header row before uploading it back to the system.



- **Run:** If the user intends to further modify and rerun the completed run, then the 'Run' button (  ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the 'What-If Results' screen. Please note that these new results will supersede the original results from this what-if BC run. This function is described in full detail [later in this section](#).
- **Done:** When the 'Done' button (  ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'What-If BC Runs' screen. The user can use this button at any time.
- **Drill Down:** If the user intends to further modify and rerun the completed run, then this function will be used. In order to override either values or formulas for the what-if scenario that is being created, the user must first view the details of the BC run calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). As shown below, the 'What-If Drill Down' screen loads up.



What If


WIF-LIDB Expense Family\_121902\_E  
 Formula: FPC\_BH\_Expenses\_W  
 Geography: PAE (Pennsylvania (Bell Atlantic)) Accounts: All  
 History: FPC\_BH\_Expenses\_W = ( LIDB\_Expense.FPCAdmExp + LIDB\_Expense.FPCLabExp ) / SS7\_DEMAND\_VALUE.abs\_bh\_demand

Name	Account	D/S	Value	Reference
FPC_BH_Expenses_W		D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp ) /







Override Back Drill Down Drill Up Back To Top

Name	Account	D/S	Value	Reference
LIDB_Expense.FPCAdmExp		D	132239	
LIDB_Expense.FPCLabExp		D	1488629	
SS7_DEMAND_VALUE.abs_bh_demand			68400	

The areas on the 'What-If Drill Down' screen break down as follows:

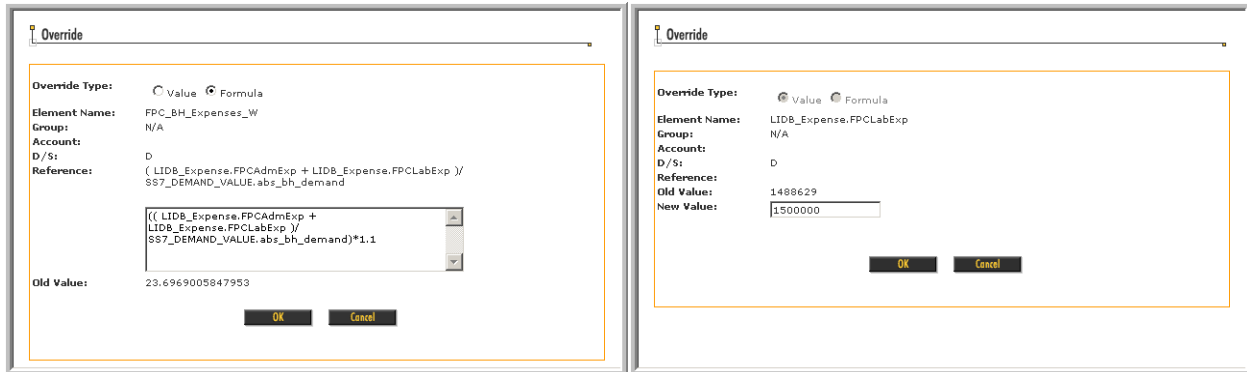
- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

The user may do the following on the 'What-If Drill Down' screen:

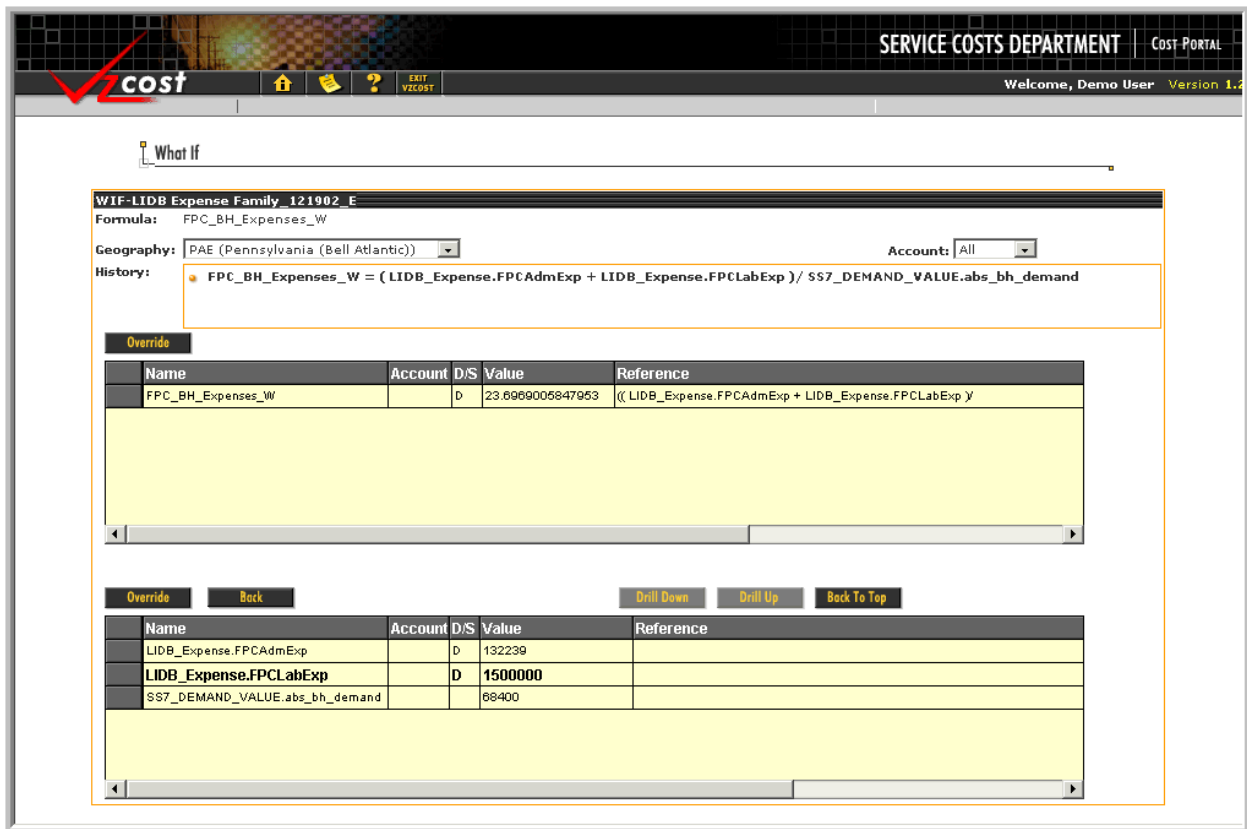
- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the BC run results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.




An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( **OK** ) to continue. However, the user may also press the 'Cancel' button ( **Cancel** ) to abandon the override and return to the previous screen.



As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if BC run, then the 'Back' button ( **Back** ), located above the left side of the lower grid, should be pressed.



Once the user has returned to the 'What-If Results' screen, the 'Run' button (  ) should be pressed to process the run with the overridden data.



**What-If Results**

**WIF-LIDB Expense Family\_121902\_E** Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E


BC Family: LIDB Expense Family\_121902\_E&W

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
FPC_BH_Expenses_W	D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp ) Y
DBAS_BH_Expenses_W	D	.33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.iidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.iidb_bh_der
FPC_BH_Expenses_E	D	23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp ) Y
DBAS_BH_Expenses_E	D	.33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.iidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.iidb_bh_der


Done

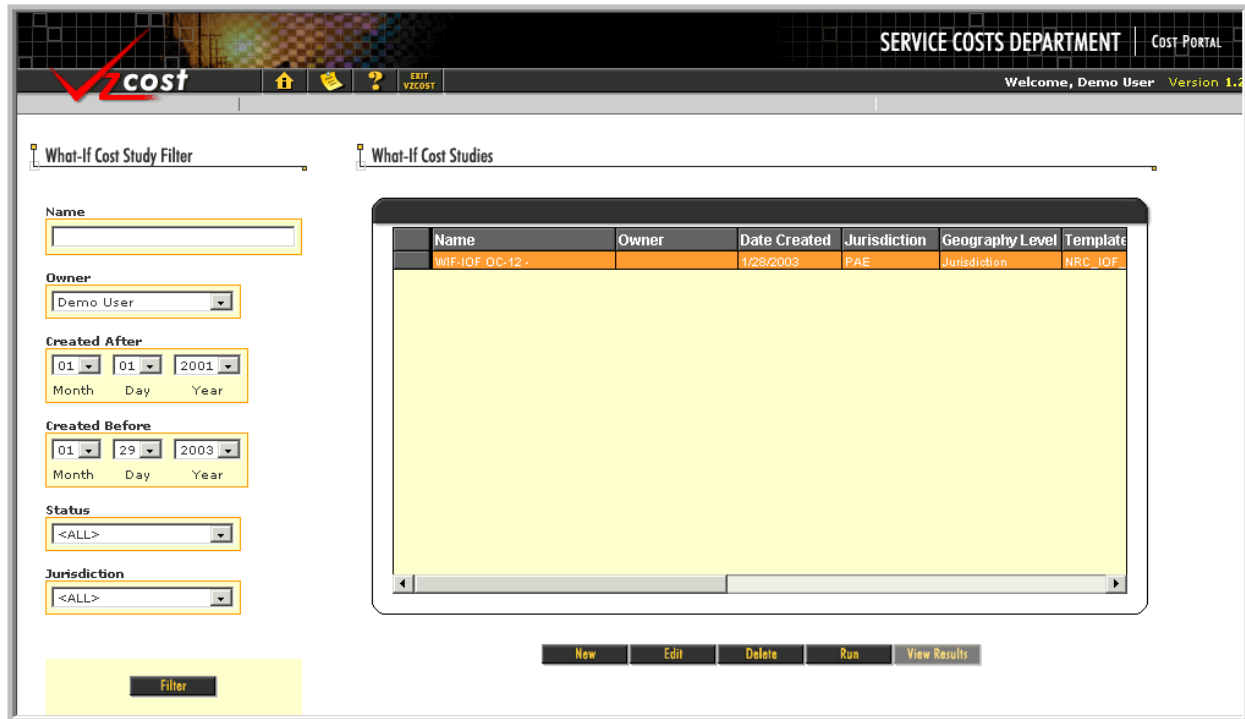
This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the run has either failed or been completed. The results of this run may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button (  ) on the 'What-If BC Runs' screen as just described in this section.



## Section 10.4.2: What-If Cost Studies

### Creating a New What-If Cost Study

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of studies that are displayed on the screen. All studies that meet the filtered criteria will be displayed on the screen. However, if the user would like to create a new study, the 'New' button (  ) on the 'What-If Cost Studies' screen should be pressed.



**What-If Cost Study Filter**

Name

Owner

Created After  
    
 Month Day Year

Created Before  
    
 Month Day Year

Status


Jurisdiction


**What-If Cost Studies**

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-IOF OC-12 -	PAE	1/28/2003	Jurisdiction	Jurisdiction	NRC_IOF

**Filter**

**New Edit Delete Run View Results**

Once the 'New' button (  ) has been pressed, the 'Select Cost Study to What-If' screen loads up. An example of this screen is shown below.



**SERVICE COSTS DEPARTMENT** | COST PORTAL  
 Welcome, Demo User | Version 1.2

---

**Cost Study Filter**

Name:

Owner:

Created After:  /  /   
 Month Day Year

Created Before:  /  /   
 Month Day Year

Status:



Jurisdiction:

**Filter**

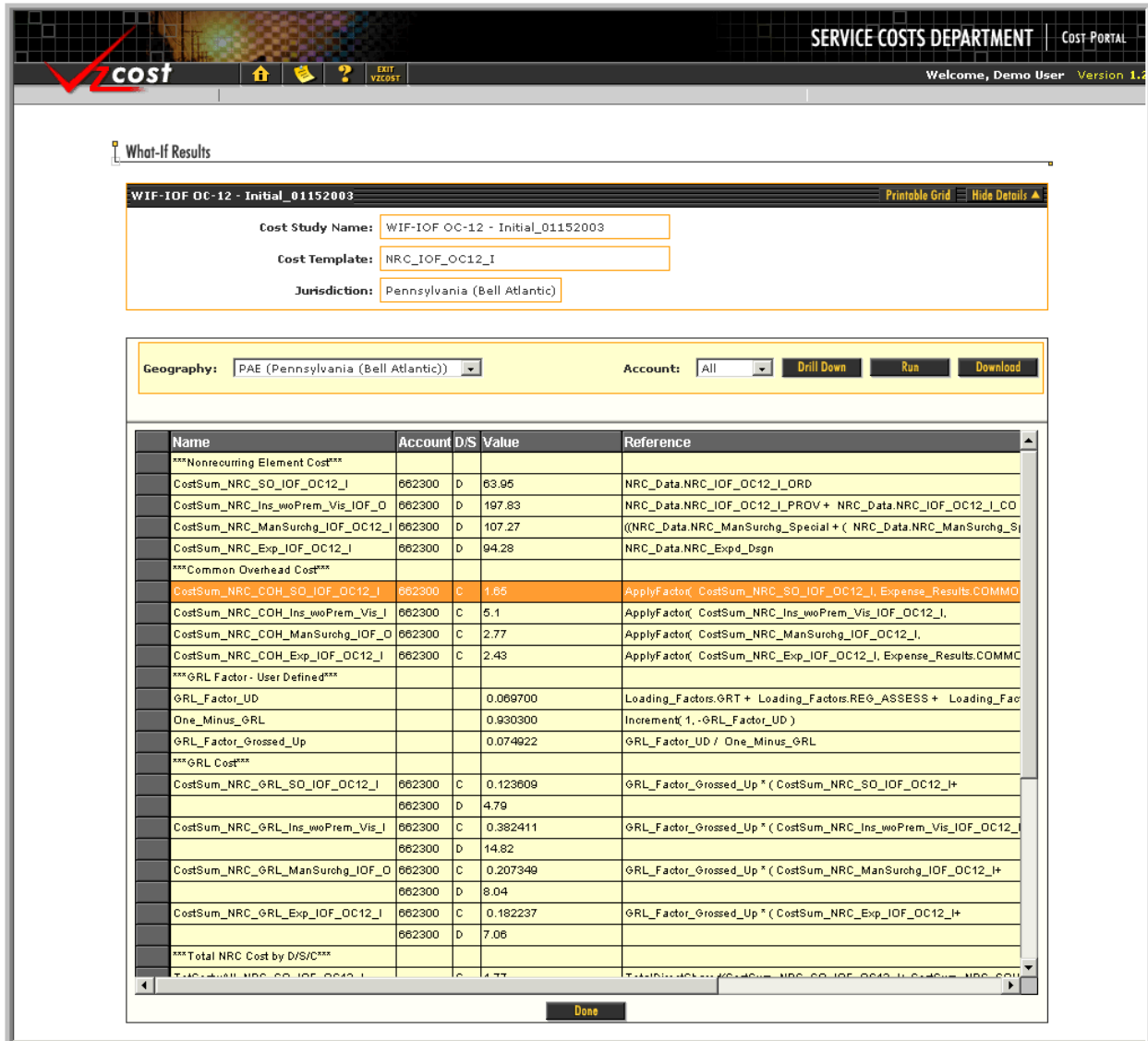
**Select Cost Study to What-If**

Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
2 Wire Analog-Digital UNE-P		1/27/2003	PAE	Jurisdiction	NRC_2
STP D-Link Translations for		1/24/2003	PAE	Jurisdiction	NRC_S
STP A-Link Translations for		1/24/2003	PAE	Jurisdiction	NRC_S
SS7 Link_01242003		1/24/2003	PAE	Jurisdiction	NRC_S
Subloop Feeder - Migration -		1/21/2003	PAE	Jurisdiction	NRC_S
Signalling Transfer Point		1/17/2003	PAE	Jurisdiction	NRC_S
Unbundled Public Access		1/16/2003	PAE	Jurisdiction	NRC_P
Unbundled Public Access		1/16/2003	PAE	Jurisdiction	NRC_P
Unbundled Coin Port (UCP) -		1/16/2003	PAE	Jurisdiction	NRC_C
Unbundled Coin Port (UCP) -		1/16/2003	PAE	Jurisdiction	NRC_C
Automatic Identified Outward		1/16/2003	PAE	Jurisdiction	NRC_A
Automatic Identified Outward		1/16/2003	PAE	Jurisdiction	NRC_A
SMDI Port -		1/16/2003	PAE	Jurisdiction	NRC_S
IDF OC-12 -		1/15/2003	PAE	Jurisdiction	NRC_IC
<b>IDF OC-12 - Initial_01152003</b>		<b>1/15/2003</b>	<b>PAE</b>	<b>Jurisdiction</b>	<b>NRC_IC</b>
IDF OC-3 -		1/15/2003	PAE	Jurisdiction	NRC_IC
IDF OC-3 - Initial_01152003		1/15/2003	PAE	Jurisdiction	NRC_IC
OC-12 UNE Extreme Quality		1/15/2003	PAE	Jurisdiction	NRC_C

**Select**   **Cancel**

Once again, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of studies that are displayed on the screen. All studies that meet the filtered criteria will be displayed on the screen. Once the needed study is displayed, the user will click on that study to highlight it, and then press the 'Select' button (  ). However, the user may also press the 'Cancel' button (  ) to abandon this new what-if cost study and return to the previous screen.

Once a completed cost study has been selected, a copy of the cost study results load up on the 'What-If Results' screen. An example of this screen is shown below.



**WIF-IOF OC-12 - Initial\_01152003** Printable Grid  Hide Details

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
***Nonrecurring Element Cost***			
CostSum_NRC_SO_IOF_OC12_I	662300 D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300 D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300 D	107.27	(NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300 D	94.28	NRC_Data.NRC_ExpD_Dsgn
***Common Overhead Cost***			
CostSum_NRC_COH_SD_IOF_OC12_I	662300 C	1.65	Apply factor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300 C	5.1	ApplyFactor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300 C	2.77	ApplyFactor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300 C	2.43	ApplyFactor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***			
GRL_Factor_UD		0.069700	Loading_Factors.GRT + Loading_Factors.RE@_ASSESS + Loading_Fac
One_Minus_GRL		0.930300	Increment(1, -GRL_Factor_UD)
GRL_Factor_Grossed_Up		0.074822	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***			
CostSum_NRC_GRL_SO_IOF_OC12_I	662300 C	0.123809	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I+)
	662300 D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300 D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300 C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I+)
	662300 D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300 C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I+)
	662300 D	7.06	
***Total NRC Cost by D/S/C***			
		4.77	

Done

There are eight functional parts of the 'What-If Results' page. The first two are listed and described below. The remaining six are listed and described on the next several pages.

- **Grid:** The 'Printable Grid' button ( Printable Grid ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( Functional Grid ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button ( Show Details ▼ ) and 'Hide Details' button ( Hide Details ▲ ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



If the user needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the BC run. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

**What-If Results**

WIF-IOF OC-12 - Initial\_01152003 Printable Grid Hide Details ▲

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)


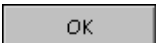
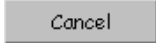
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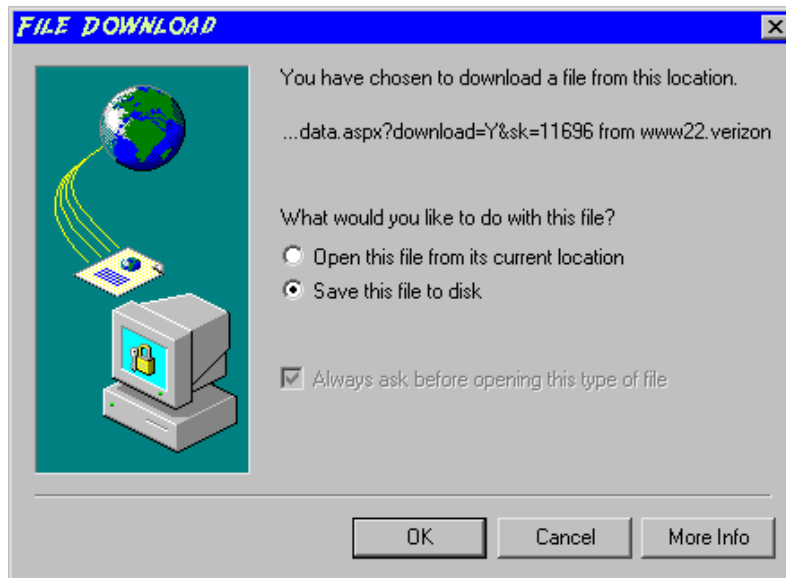
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

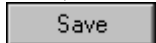
Name	Account	D/S	Value	Reference
***Nonrecurring Element Cost***				
CostSum_NRC_SO_IOF_OC12_I	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Expd_Dsgn
***Common Overhead Cost***				
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.65	Apply factor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	C	5.1	Apply factor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.77	Apply factor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	C	2.43	Apply factor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.RE@_ASSESS + Loading_Fac
One_Minus_GRL			0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up			0.074622	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***				
CostSum_NRC_GRL_SO_IOF_OC12_I	662300	C	0.123609	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I+)
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300	D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I+)
	662300	D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I+)
	662300	D	7.06	
***Total NRC Cost by D/S/C***				
			4.77	

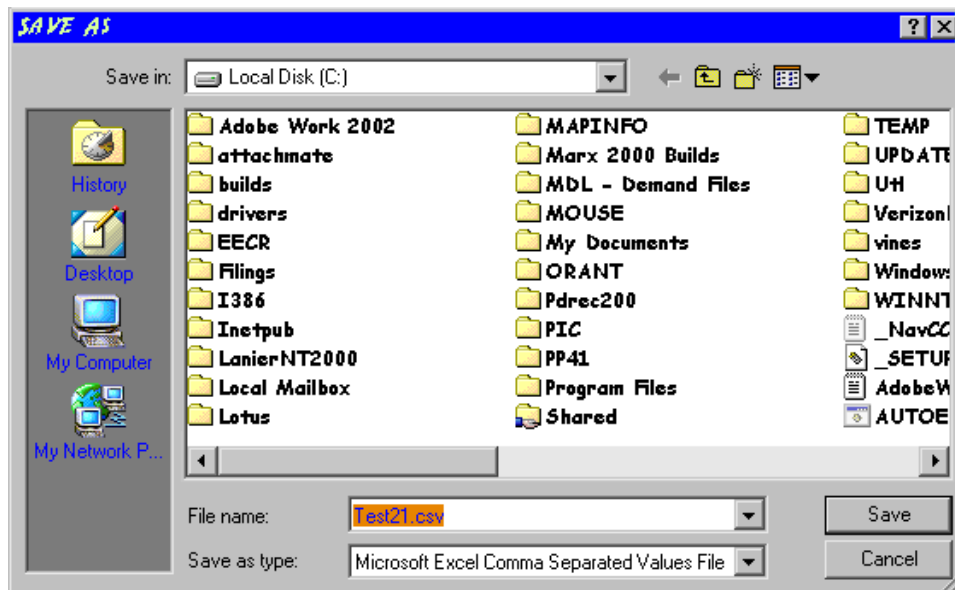
Done



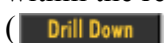


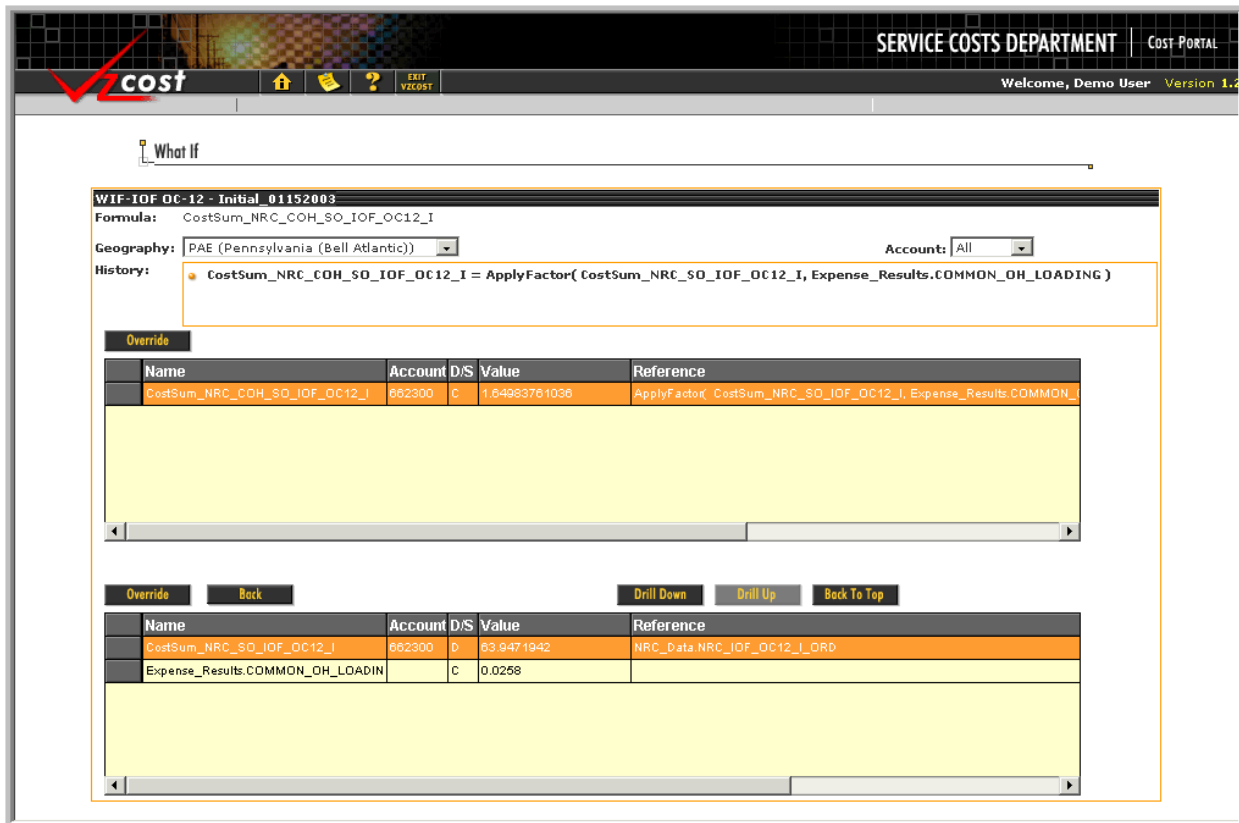
- **Download:** The user may press the download button (  ) to download the data into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user will make sure that the 'Save this file to disk' radio button is selected and then press the 'OK' button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the 'Save As' dialog box will pop up and the user will select where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file's header row before uploading it back to the system.



- **Run:** The 'Run' button (  ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the 'What-If Results' screen. Pressing this button will rerun the cost study results using the what-if scenario. Please note that these new results will be completely independent of the original cost study results, which remain unmodified in the cost studies area of the VzCost system. This function is described in full detail [later in this section](#).
- **Done:** When the 'Done' button (  ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'What-If Cost Studies' screen. The user can use this button at any time. For example, if the user has not made changes to the cost study results yet, and this button is pressed, then the what-if is saved so that the user may continue later.
- **Drill Down:** In order to override either values or formulas for the what-if scenario that in being created, the user must first view the details of the cost study calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). As shown below, the 'What-If Drill Down' screen loads up.



What If

WIF-IOF OC-12 - Initial\_01152003

Formula: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All


History: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I = ApplyFactor( CostSum\_NRC\_SO\_IOF\_OC12\_I, Expense\_Results.COMMON\_OH\_LOADING )

Name	Account	D/S	Value	Reference
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.64983761036	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_







Override Back Drill Down Drill Up Back To Top

Name	Account	D/S	Value	Reference
CostSum_NRC_SO_IOF_OC12_I	662300	D	93.9471942	NRC_Data.NRC_IOF_OC12_I_ORD
Expense_Results.COMMON_OH_LOADIN		C	0.0258	

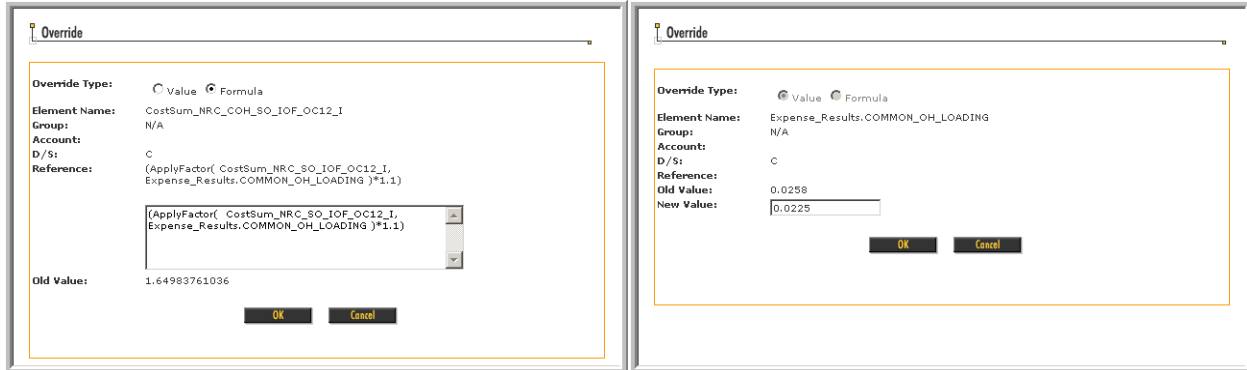
The areas on the 'What-If Drill Down' screen break down as follows:

- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

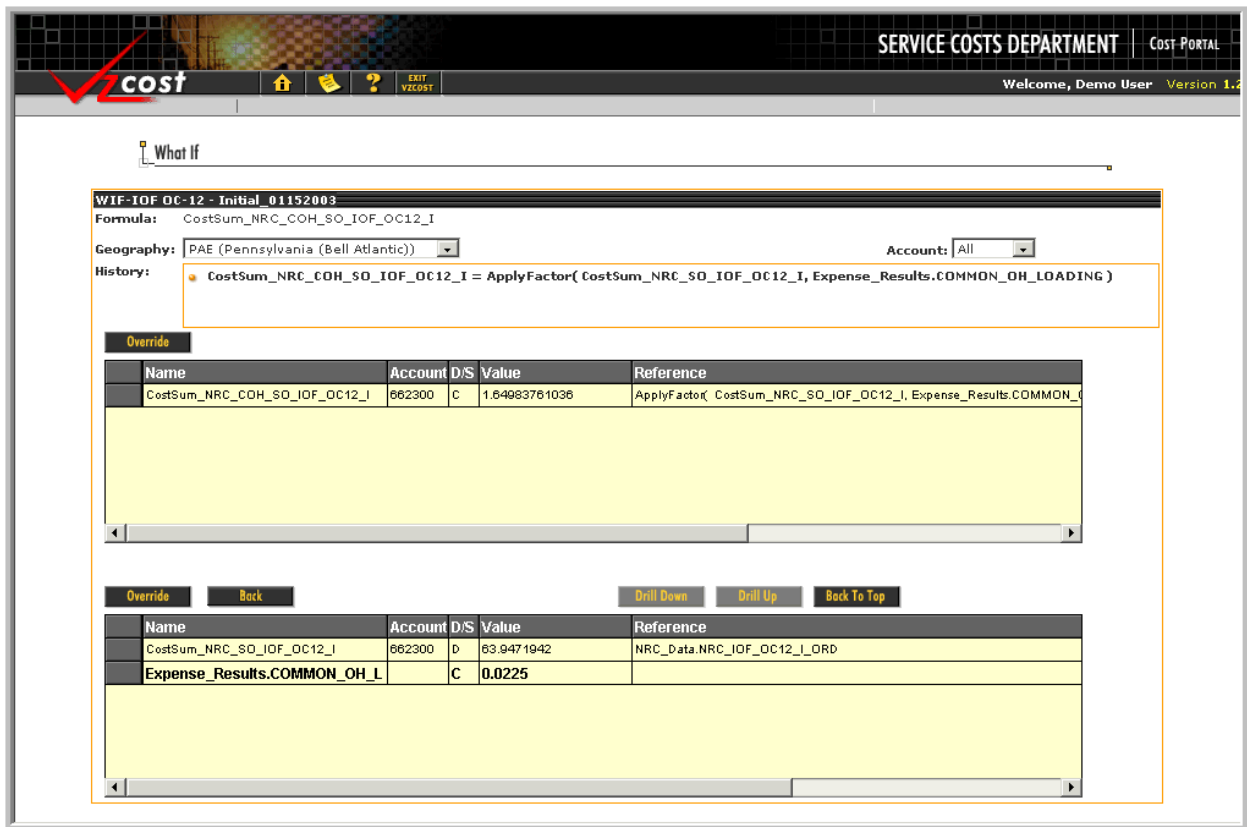
The user may do the following on the 'What-If Drill Down' screen:

- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the cost study results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.

An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( ) to continue. However, the user may also press the 'Cancel' button ( ) to abandon the override and return to the previous screen.




As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if cost study, then the 'Back' button ( ), located above the left side of the lower grid, should be pressed.







Once the user has returned to the 'What-If Results' screen, the 'Run' button (  ) should be pressed to process the run with the overridden data.

**What-If Results**

**WIF-IOF OC-12 - Initial\_01152003** Printable Grid | Hide Details ▲

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003


Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)


Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

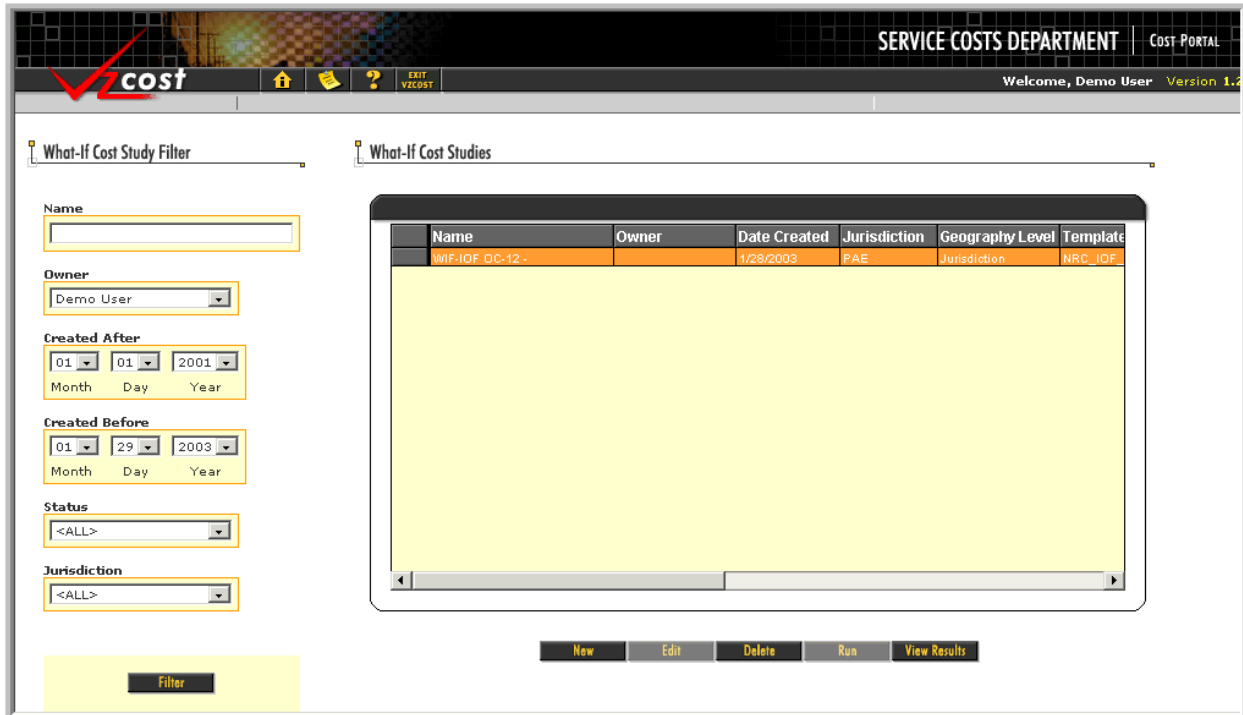
Name	Account	D/S	Value	Reference
***Nonrecurring Element Cost***				
CostSum_NRC_SO_IOF_OC12_I	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Expd_Dsgn
***Common Overhead Cost***				
CostSum_NRC_COH_SD_IOF_OC12_I	662300	C	1.65	Apply factor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	C	5.1	Apply factor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.77	Apply factor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	C	2.43	Apply factor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.RE@_ASSESS + Loading_Fac
One_Minus_GRL			0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up			0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***				
CostSum_NRC_GRL_SO_IOF_OC12_I	662300	C	0.123609	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I)+
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300	D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I)+
	662300	D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I)+
	662300	D	7.06	
***Total NRC Cost by D/S/C***				
			4.77	

Done

This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the study has either failed or been completed. The results of this study may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the study is complete or by using the 'View Results' button (  ) on the 'What-If Cost Studies' screen as described in [later in this section](#).

## Editing a What-If Cost Study

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of studies that are displayed on the screen. All studies that meet the filtered criteria will be displayed on the screen. Once the needed study has been located, the user will click on that study to highlight it. If the user has not already completed the what-if study with the overridden data and would like to edit the what-if study, then the user will press the 'Edit' button (  ) on the 'What-If Cost Studies' screen. As shown in the example below, if the study has already been completed, this function will not be available from this screen and this button will not be active.



What-If Cost Study Filter

Name

Owner

Created After

Created Before

Status


Jurisdiction

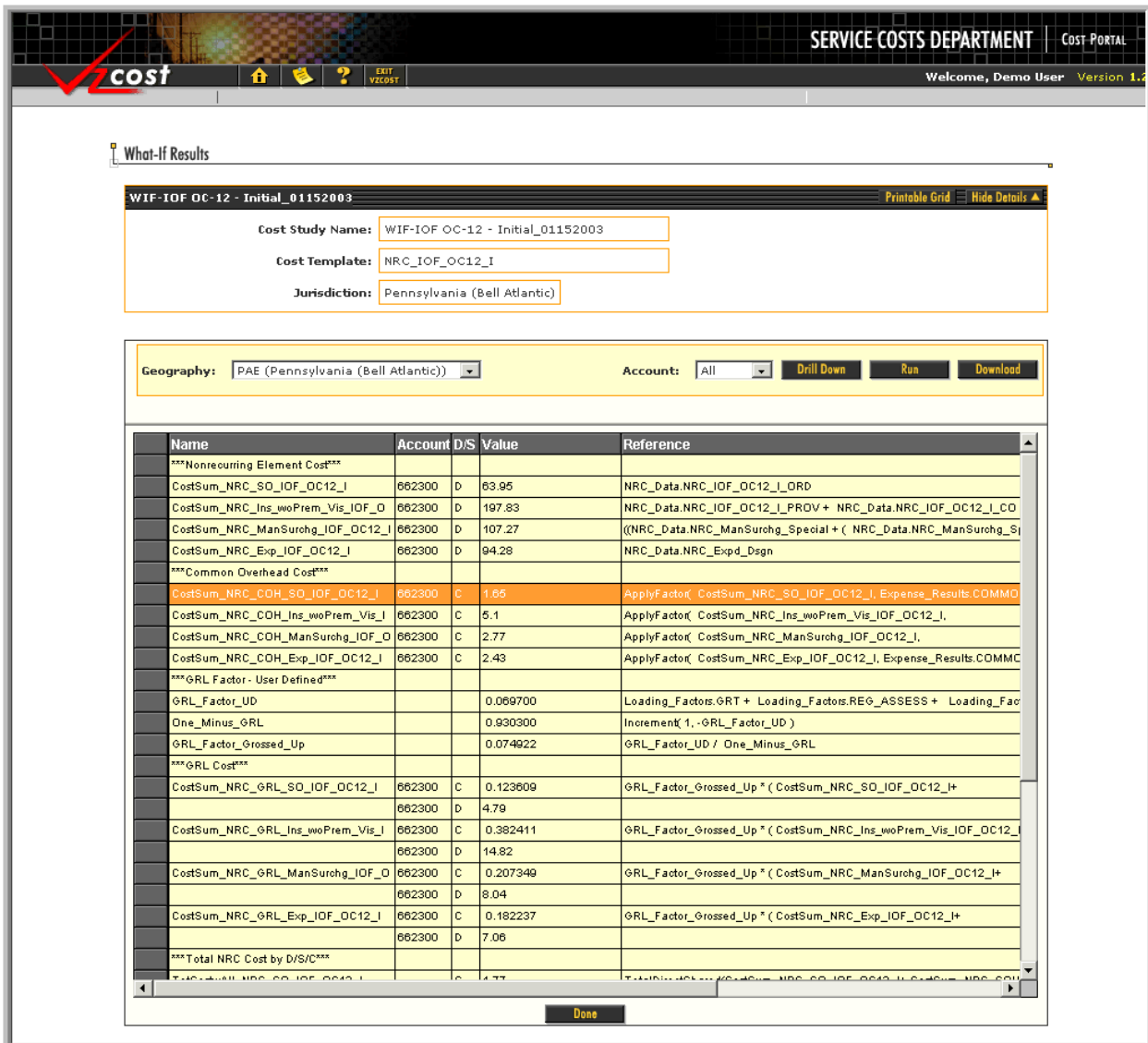
Filter



What-If Cost Studies

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-IOF OC-12 -		1/28/2003	PAE	Jurisdiction	MRC_IOF

New Edit Delete Run View Results

Once the 'Edit' button (  ) has been pressed, a copy of the saved cost study results load up on the 'What-If Results' screen. An example of this screen is shown below.



**WIF-IOF OC-12 - Initial\_01152003** Printable Grid  Hide Details 

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I





Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
***Nonrecurring Element Cost***			
CostSum_NRC_SO_IOF_OC12_I	662300 D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300 D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300 D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300 D	94.28	NRC_Data.NRC_Expd_Dsgn
***Common Overhead Cost***			
CostSum_NRC_COH_SO_IOF_OC12_I	662300 C	1.65	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300 C	5.1	ApplyFactor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300 C	2.77	ApplyFactor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300 C	2.43	ApplyFactor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***			
GRL_Factor_UD		0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac
One_Minus_GRL		0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up		0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***			
CostSum_NRC_GRL_SO_IOF_OC12_I	662300 C	0.123609	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I)+
	662300 D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300 D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300 C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I)+
	662300 D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300 C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I)+
	662300 D	7.06	
***Total NRC Cost by D/S/C***			

Done

There are eight functional parts of the 'What-If Results' page. The first two are listed and described below. The remaining six are listed and described on the next several pages.

- **Grid:** The 'Printable Grid' button (  ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button (  ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button (  ) and 'Hide Details' button (  ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.



If the user needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the BC run. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.

**What-If Results**

WIF-IOF OC-12 - Initial\_01152003 Printable Grid Hide Details ▲

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)


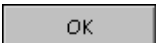
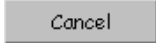
---

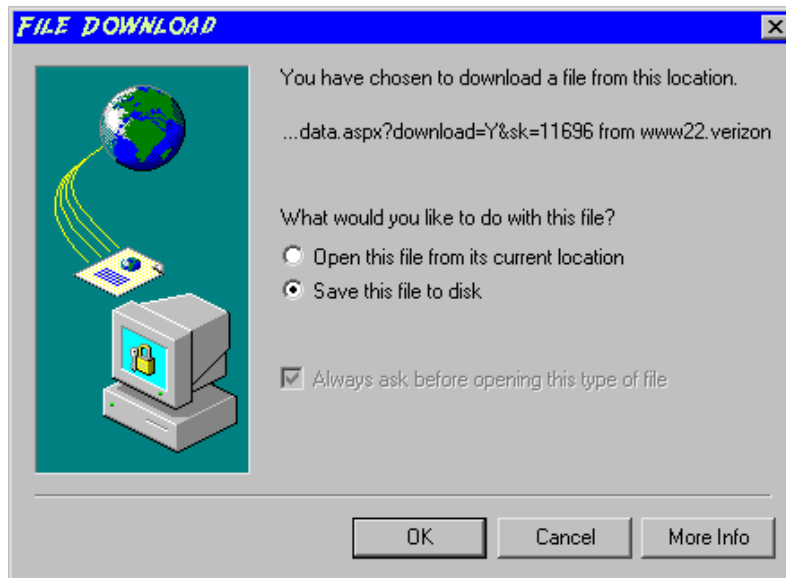
Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

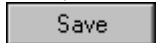
Name	Account	D/S	Value	Reference
***Nonrecurring Element Cost***				
CostSum_NRC_SO_IOF_OC12_I	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Exp_d_Dsgn
***Common Overhead Cost***				
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.66	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	C	5.1	ApplyFactor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.77	ApplyFactor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	C	2.43	ApplyFactor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.REQ_ASSESS + Loading_Fac
One_Minus_GRL			0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up			0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***				
CostSum_NRC_GRL_SO_IOF_OC12_I	662300	C	0.123609	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I_
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300	D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I_
	662300	D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I_
	662300	D	7.06	
***Total NRC Cost by D/S***				
		C	4.77	
		D	4.77	

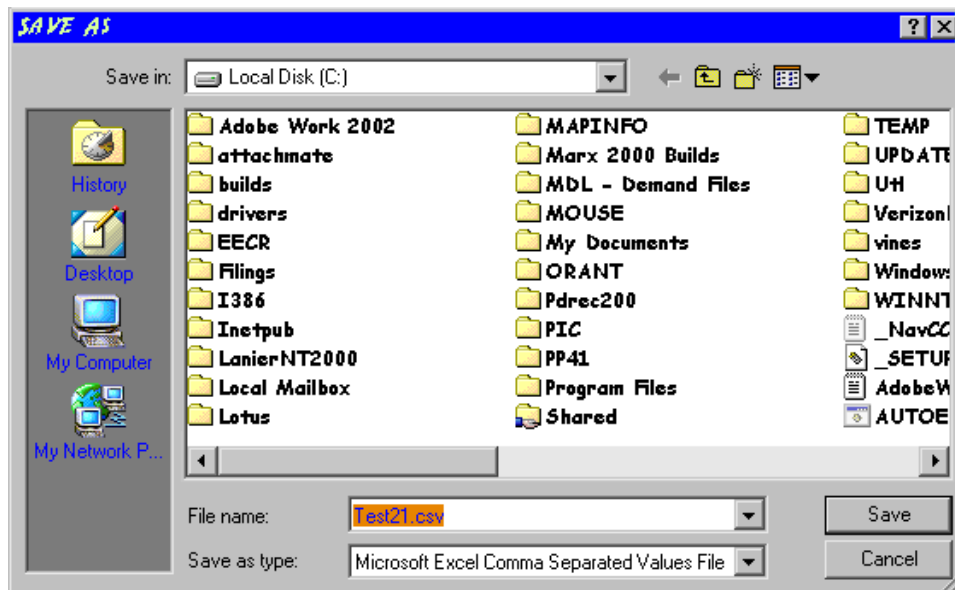
Done






- **Download:** The user may press the download button (  ) to download the data into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the 'Download' screen, shown below, will appear. The user will make sure that the 'Save this file to disk' radio button is selected and then press the 'OK' button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the 'Save As' dialog box will pop up and the user will select where to save the file by using the 'Save in' field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file's header row before uploading it back to the system.



- **Run:** The 'Run' button (  ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the 'What-If Results' screen. Pressing this button will rerun the cost study results using the what-if scenario. Please note that these new results will be completely independent of the original cost study results, which remain unmodified in the cost studies area of the VzCost system. This function is described in full detail [later in this section](#).
- **Done:** When the 'Done' button (  ) at the bottom of the screen is pressed, the system will close the results page and return the user to the 'What-If Cost Studies' screen. The user can use this button at any time. For example, if the user wanted to override an input but is not ready to rerun the results yet, this button may be pressed and the what-if will be saved again so that the user may continue later.
- **Drill Down:** In order to override either values or formulas for the what-if scenario that is being created, the user must first view the details of the cost study calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the 'Drill Down' button (  ). As shown below, the 'What-If Drill Down' screen loads up.

**What If**

WIF-IOF OC-12 - Initial\_01152003

Formula: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All


History: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I = ApplyFactor( CostSum\_NRC\_SO\_IOF\_OC12\_I, Expense\_Results.COMMON\_OH\_LOADING )

Name	Account	D/S	Value	Reference
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.64983761036	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_...







Buttons: Override, Back, Drill Down, Drill Up, Back To Top

Name	Account	D/S	Value	Reference
CostSum_NRC_SO_IOF_OC12_I	662300	D	93.9471942	NRC_Data.NRC_IOF_OC12_I_ORD
Expense_Results.COMMON_OH_LOADIN		C	0.0258	

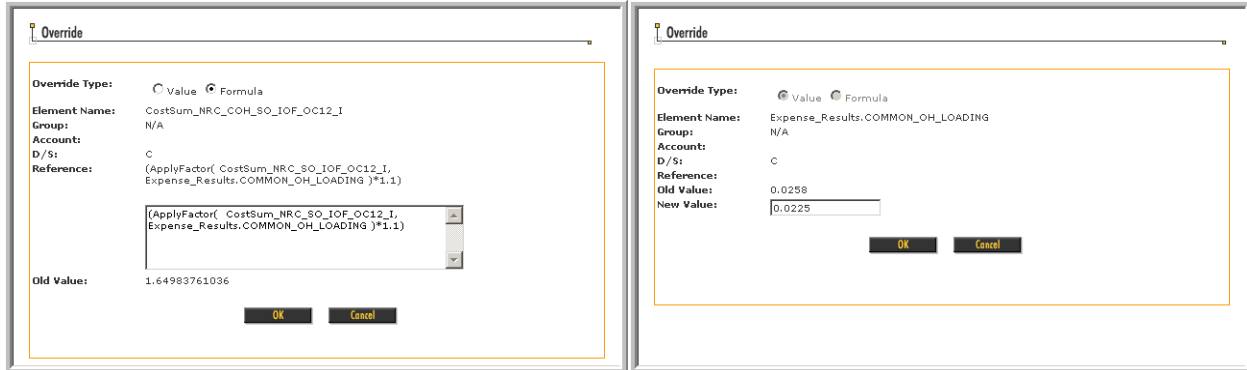
The areas on the 'What-If Drill Down' screen break down as follows:

- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

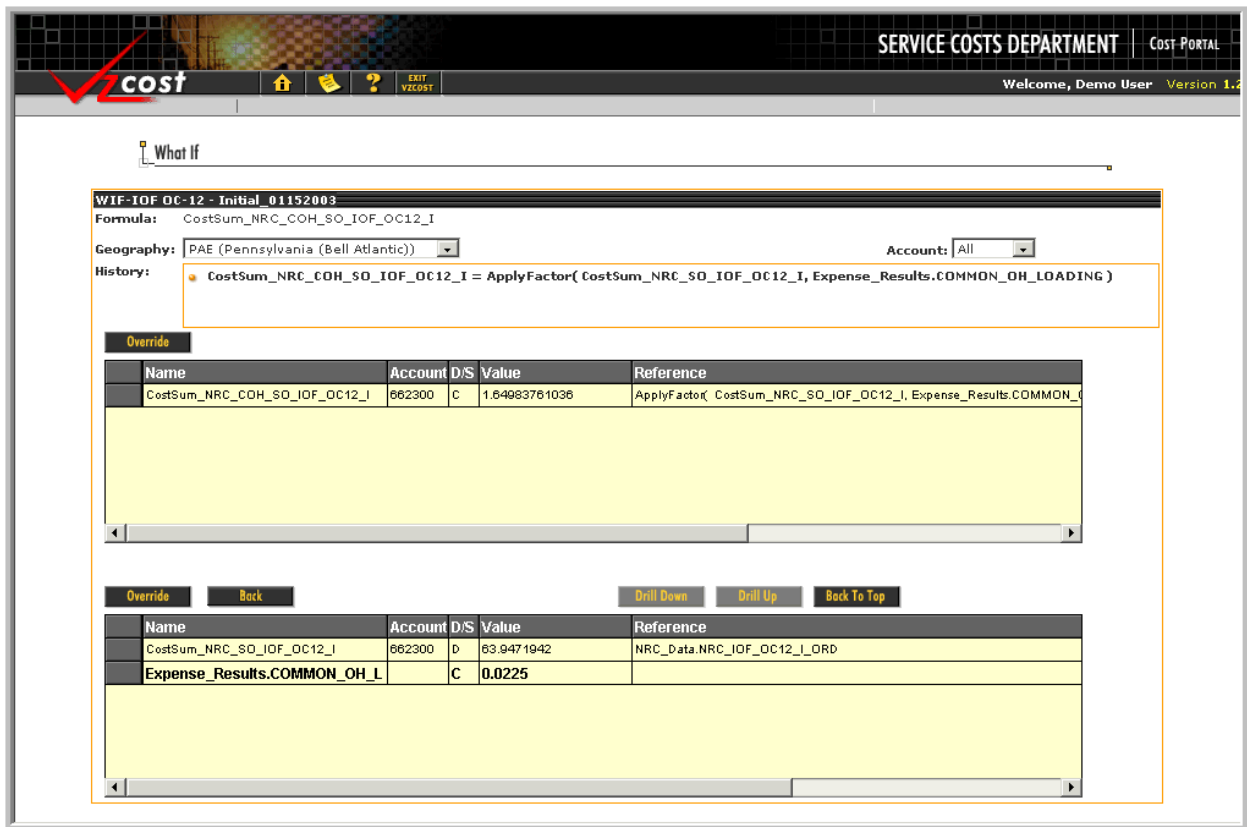
The user may do the following on the 'What-If Drill Down' screen:

- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the cost study results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.

An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( **OK** ) to continue. However, the user may also press the 'Cancel' button ( **Cancel** ) to abandon the override and return to the previous screen.



As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if cost study, then the 'Back' button ( **Back** ), located above the left side of the lower grid, should be pressed.







Once the user has returned to the 'What-If Results' screen, the 'Run' button ( **Run** ) should be pressed to run the study with the overridden data.

**What-If Results**

WIF-IOF OC-12 - Initial\_01152003 Printable Grid Hide Details

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)


Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All **Drill Down** **Run** **Download**

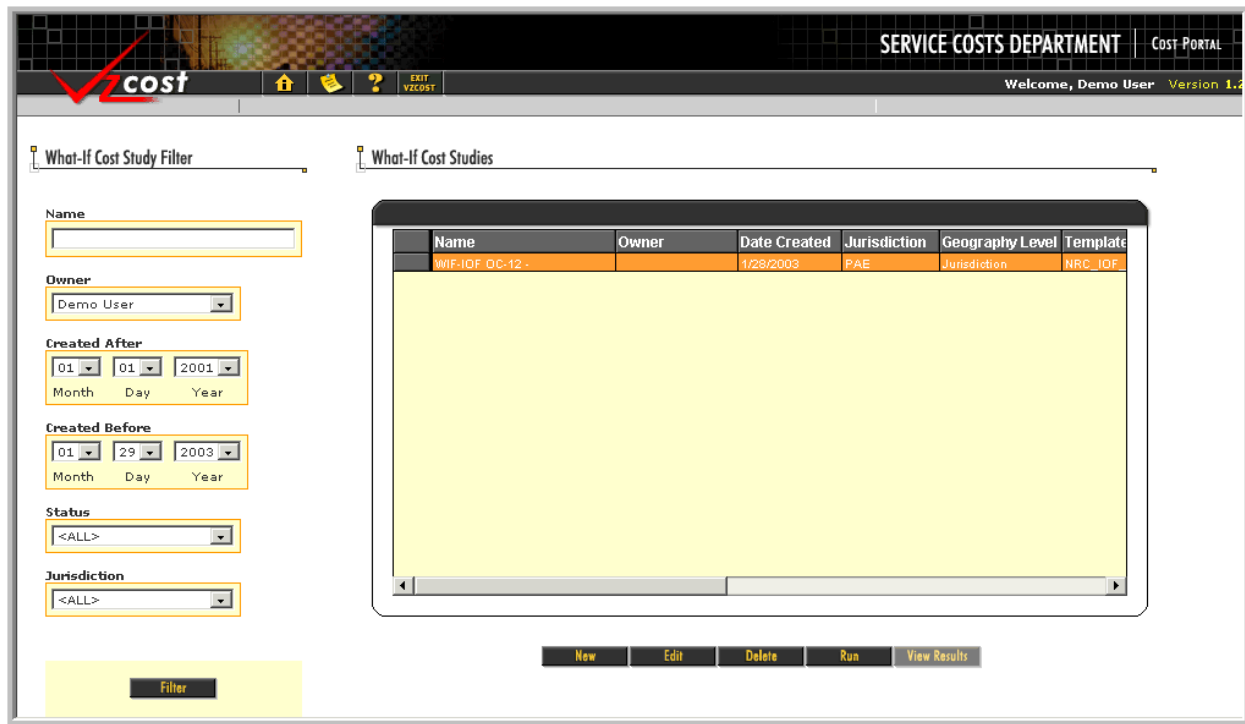
Name	Account D/S	Value	Reference
***Nonrecurring Element Cost***			
CostSum_NRC_SO_IOF_OC12_I	662300 D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300 D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300 D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_S
CostSum_NRC_Exp_IOF_OC12_I	662300 D	94.28	NRC_Data.NRC_Exp_Dsgn
***Common Overhead Cost***			
CostSum_NRC_COH_SO_IOF_OC12_I	662300 C	1.65	Apply Factor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300 C	5.1	Apply Factor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300 C	2.77	Apply Factor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300 C	2.43	Apply Factor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***			
GRL_Factor_UD		0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac
One_Minus_GRL		0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up		0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***			
CostSum_NRC_GRL_SO_IOF_OC12_I	662300 C	0.123609	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I+)
	662300 D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 C	0.382411	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300 D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300 C	0.207349	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I+)
	662300 D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300 C	0.182237	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I+)
	662300 D	7.06	
***Total NRC Cost by D/S/C***			
		1.77	

**Done**

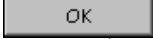
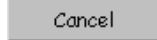
This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the study has either failed or been completed. The results of this study may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the run is complete or by using the 'View Results' button ( **View Results** ) on the 'What-If Cost Studies' screen as described in [later in this section](#).

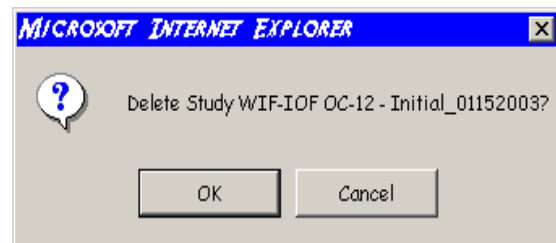
## Deleting a What-If Cost Study

To delete a what-if cost study, the user should click on the run to highlight it. Next, the user should press the 'Delete' button (  ).






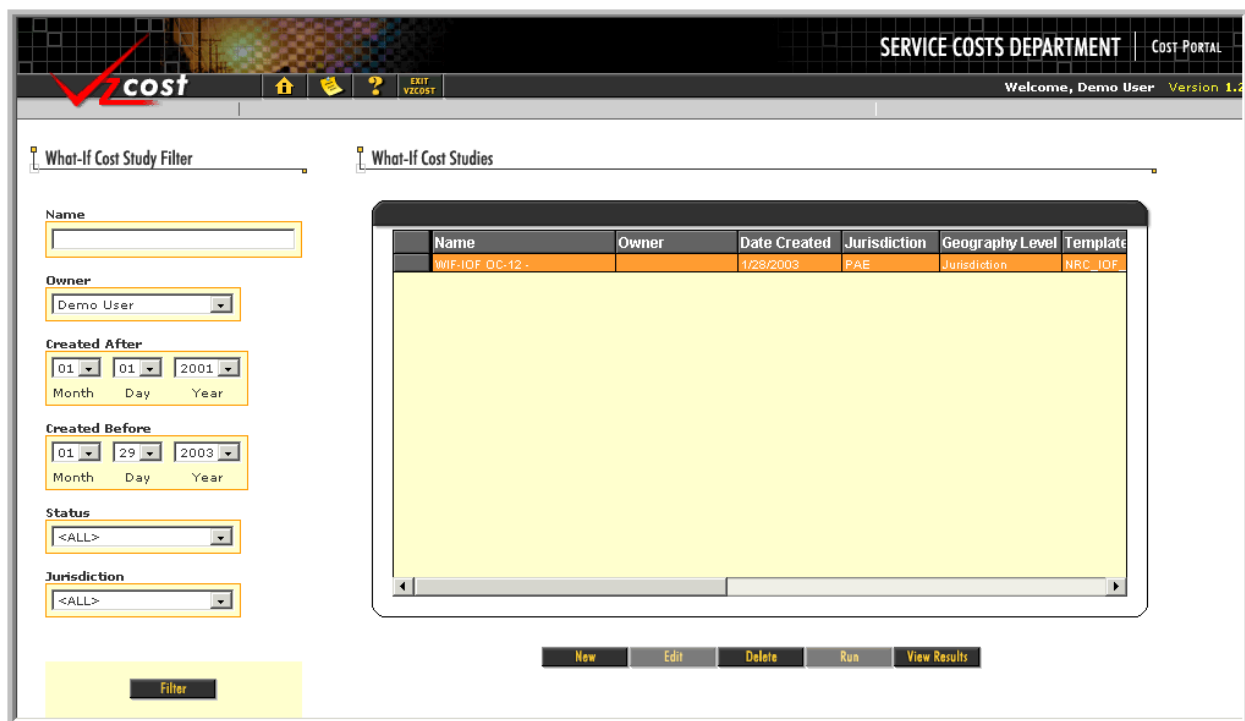
Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-IOF OC-12 -	PAE	1/28/2003	PAE	Jurisdiction	NRC_IOF

Before deleting a what-if cost study, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the what-if cost study or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'What-If Cost Studies' screen.





## Running a Saved What-If Cost Study


When the what-if cost study was first created, if the user pressed the ‘Done’ button (  ) to save the information rather than pressing the ‘Run’ button (  ) to run the study, then the user may use this function to complete the saved study from the ‘What-If Cost Studies’ screen. To complete a saved what-if cost study, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of studies that are displayed on the screen. All studies that meet the filtered criteria will be displayed on the screen. Once the correct what-if cost study is located, the user will click on that study, thus highlighting it, and then press the ‘Run’ button (  ). However, if the user has already run the study, as shown in the example below, the user will not be able to run the what-if again from this screen. If the user wanted to run the study again with different overrides, then the user will need to use the [view results function](#).

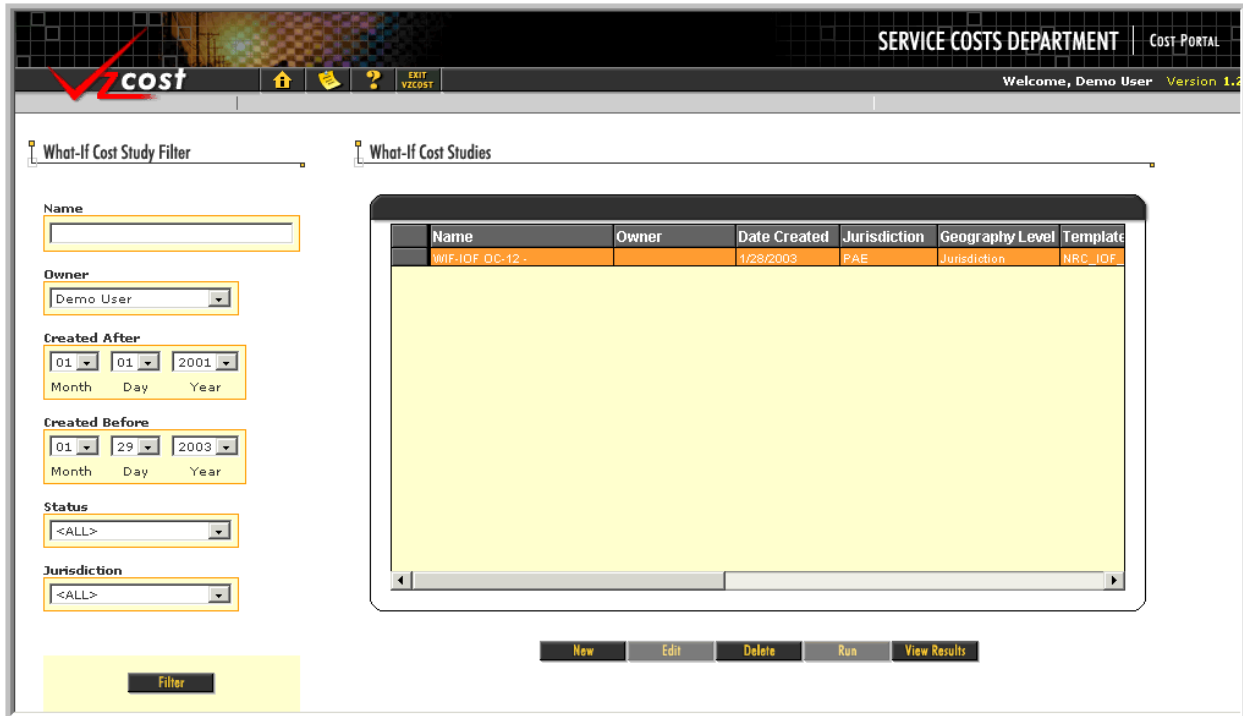


Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-IOF OC-12 -		1/28/2003	PAE	Jurisdiction	NRC_IOF

Pressing the ‘Run’ button (  ) will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the study has either failed or been completed. The results of this study may be viewed either from the message center by clicking on the link that will be active in the ‘Job Description’ column once the study is complete or by using the ‘View Results’ button (  ) on the ‘What-If Cost Studies’ screen as described in [later in this section](#).

## Viewing the Results of a What-If Cost Study

Please notice that filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of studies that are displayed on the screen. All studies that meet the filtered criteria will be displayed on the screen. Once the needed study has been located, the user will click on that study to highlight it. If the user would like to view the results of the completed what-if cost study, then the 'View Results' button (  ) on the 'What-If Cost Studies' screen should be pressed. This function should also be used if the user would like to edit and rerun a what-if cost study that has already been completed.



The screenshot displays the 'What-If Cost Studies' interface. On the left, there is a 'What-If Cost Study Filter' section with the following fields:

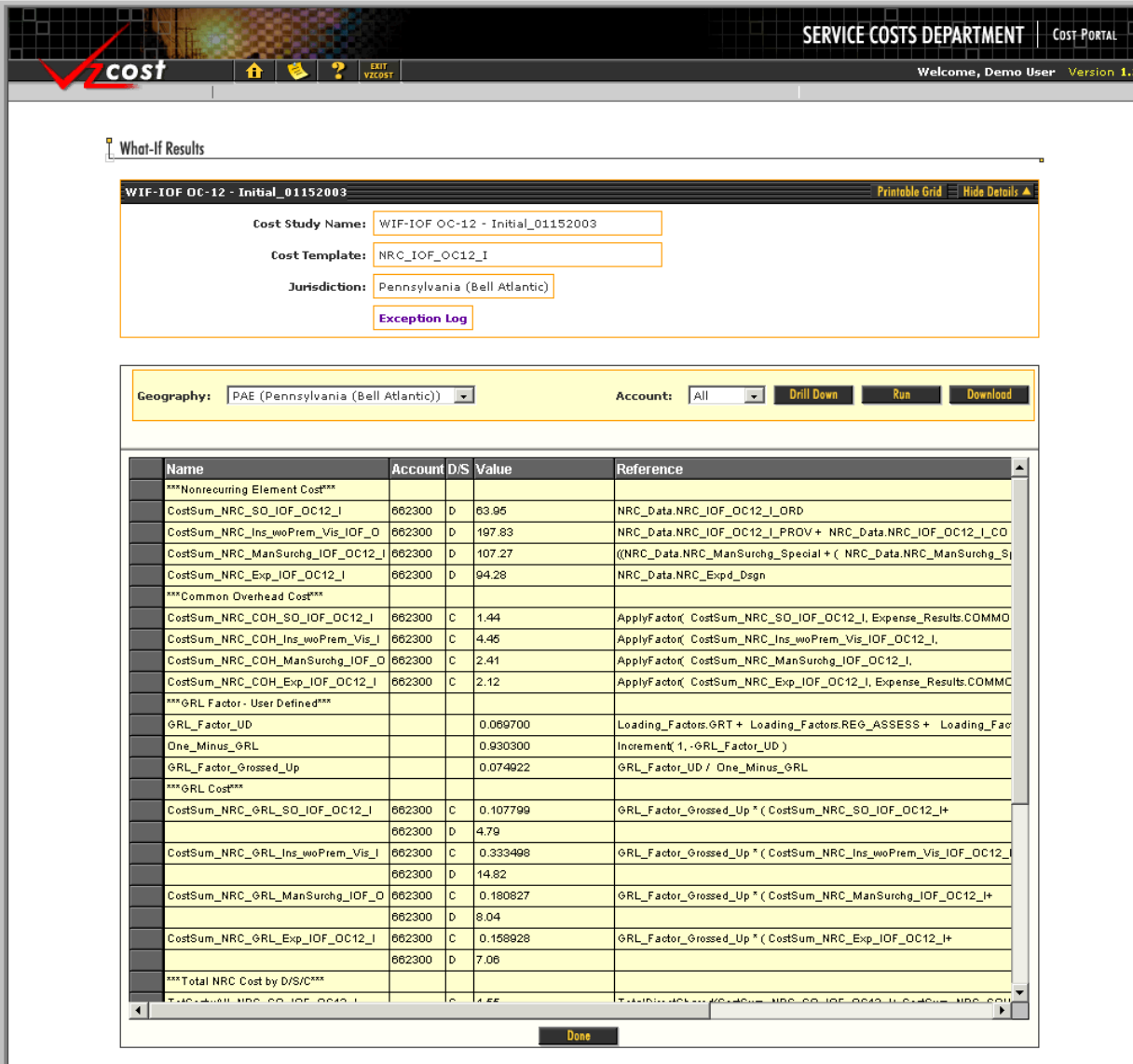
- Name:** A text input field.
- Owner:** A dropdown menu with 'Demo User' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (01), Day (29), and Year (2003).
- Status:** A dropdown menu with '<ALL>' selected.
- Jurisdiction:** A dropdown menu with '<ALL>' selected.

At the bottom left of the filter section is a yellow 'Filter' button. On the right, the 'What-If Cost Studies' section shows a table with the following data:

Name	Owner	Date Created	Jurisdiction	Geography Level	Template
WIF-IOF OC-12 -	PAE	1/28/2003	PAE	Jurisdiction	NRC_IOF_

Below the table are buttons for 'New', 'Edit', 'Delete', 'Run', and 'View Results'.

Once the 'View Results' button ( **View Results** ) has been pressed, the results from the completed study will appear on the 'What-If Results' screen. An example of this screen is shown below.



**What-If Results**

WIF-IOF OC-12 - Initial\_01152003 Printable Grid Hide Details

Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template: NRC\_IOF\_OC12\_I

Jurisdiction: Pennsylvania (Bell Atlantic)

[Exception Log](#)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account	D/S	Value	Reference
***Nonrecurring Element Cost***				
CostSum_NRC_SO_IOF_OC12_I	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_Si
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Exp_Dsgn
***Common Overhead Cost***				
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.44	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	C	4.45	ApplyFactor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.41	ApplyFactor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	C	2.12	ApplyFactor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac
One_Minus_GRL			0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up			0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***				
CostSum_NRC_GRL_SO_IOF_OC12_I	662300	C	0.107799	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I_+
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	C	0.333498	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I_+
	662300	D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	C	0.180827	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I_+
	662300	D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	C	0.158928	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I_+
	662300	D	7.06	
***Total NRC Cost by D/S/C***				
			4.55	

Done

There will be either eight or nine functional parts of the 'What-If Results' page. The first two are listed and described below. The remaining parts are listed and described on the next several pages.

- **Grid:** The 'Printable Grid' button ( **Printable Grid** ) at the top right corner of the page changes the grid in the bottom part of the screen into a printable version. This printable version shows all results on one printable screen. This allows the user to easily print the result set. The 'Functional Grid' button ( **Functional Grid** ) will return the user from the printable screen to the functional screen. If the user tries to print from the functional grid, only those items shown on the screen will be printed. To print everything, the user would have to use the scroll bars to scroll through the data one page at a time and then print each page. Thus, the printable grid feature saves the user considerable amounts of time and paper.
- **Details:** The 'Show Details' button ( **Show Details** ) and 'Hide Details' button ( **Hide Details** ) will either show or hide the fields at the top of the page. The hide button is visible when the fields are shown. The show button is visible when the fields are hidden.

- Exceptions:** A link to the exception log may or may not appear on the ‘What-If Results’ page. If this link does appear, it will be located immediately below the ‘Jurisdiction’ field in the top part of the page. This link appears if any of the exceptions that are described in the [message center subsection](#) of this document occur during the what-if cost study. Otherwise this link will not appear. When the user clicks on this link, the screen shown below will open in a separate window. This screen provides the user with detailed information regarding the exceptions that have occurred.

**Calculation Exceptions**


Cost Study Name: WIF-IOF OC-12 - Initial\_01152003

Cost Template Name: NRC\_IOF\_OC12\_I

Last Modified: 12/19/2002

Formula ID	Type	Exception	Geography
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES
CostSum_Basic_Lp	Piece of element	In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES

Close

Once the user has finished examining the data on this page, the user may press the ‘Close’ button (  ) at the bottom of the screen to close this page and return to the ‘What-If Results’ screen.



If the user either needs to see specific results or needs to sort the information before downloading, printing, or modifying the data, the user will have these two options.

- **Geography:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu will include either jurisdictional options or wire center level options depending on information selected in the cost study. There should only be one option at the jurisdictional level, but there should be many options available at the wire center level.
- **Account:** This option is accessed with a drop down menu. To open the drop down menu, press the button (▼) at the right of the field. This menu should include multiple account numbers, an 'All' option, and a 'None' option. Thus, the user can choose what specific accounts should be viewed within the result set.


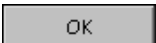
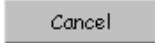
The screenshot shows the 'What-If Results' interface for a cost study. At the top, it displays 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. The main area is titled 'What-If Results' and shows the following configuration:

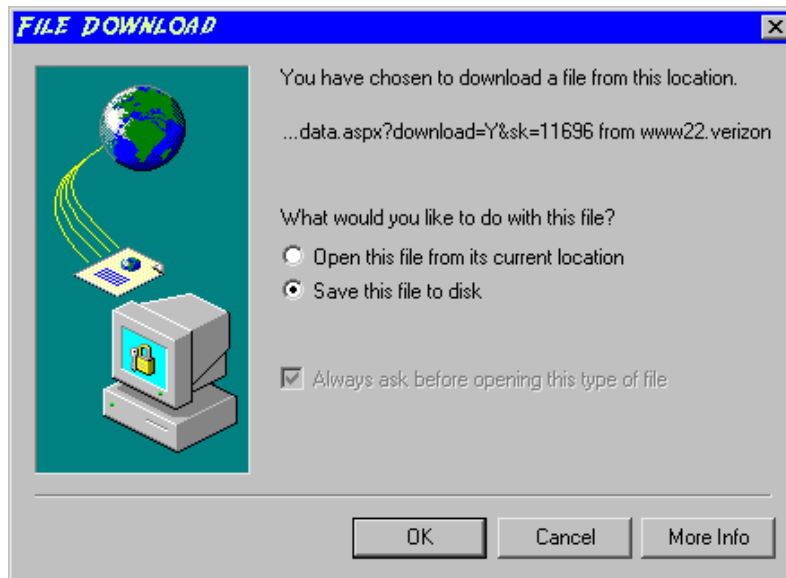
- Cost Study Name:** WIF-IOF OC-12 - Initial\_01152003
- Cost Template:** NRC\_IOF\_OC12\_I
- Jurisdiction:** Pennsylvania (Bell Atlantic)
- Exception Log:** (button)

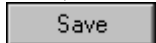
Below the configuration, there are controls for 'Geography' (set to PAE (Pennsylvania (Bell Atlantic))) and 'Account' (set to All). There are buttons for 'Drill Down', 'Run', and 'Download'.

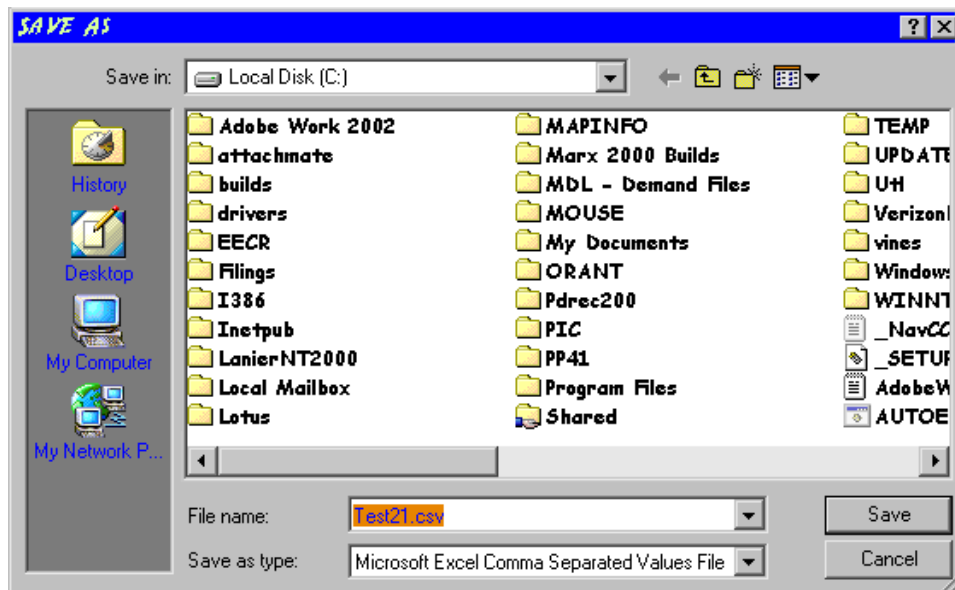
The main data table is as follows:

Name	Account	D/S	Value	Reference
***Nonrecurring Element Cost***				
CostSum_NRC_SO_IOF_OC12_I	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
CostSum_NRC_Ins_woPrem_Vis_IOF_O	662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + ( NRC_Data.NRC_ManSurchg_S
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Exp_d_Dsgn
***Common Overhead Cost***				
CostSum_NRC_COH_SO_IOF_OC12_I	662300	C	1.44	ApplyFactor( CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	C	4.45	ApplyFactor( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.41	ApplyFactor( CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	C	2.12	ApplyFactor( CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMC
***GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac
One_Minus_GRL			0.930300	Increment( 1, -GRL_Factor_UD )
GRL_Factor_Grossed_Up			0.074922	GRL_Factor_UD / One_Minus_GRL
***GRL Cost***				
CostSum_NRC_GRL_SO_IOF_OC12_I	662300	C	0.107799	GRL_Factor_Grossed_Up * ( CostSum_NRC_SO_IOF_OC12_I+)
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	C	0.333498	GRL_Factor_Grossed_Up * ( CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300	D	14.82	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	C	0.180827	GRL_Factor_Grossed_Up * ( CostSum_NRC_ManSurchg_IOF_OC12_I+)
	662300	D	8.04	
CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	C	0.158928	GRL_Factor_Grossed_Up * ( CostSum_NRC_Exp_IOF_OC12_I+)
	662300	D	7.06	
***Total NRC Cost by D/S/C***				
TOTAL NRC SO IOF OC12 I		C	1.44	TOTAL NRC SO IOF OC12 I
TOTAL NRC COH SO IOF OC12 I		C	4.45	TOTAL NRC COH SO IOF OC12 I
TOTAL NRC COH Ins woPrem Vis I		C	2.41	TOTAL NRC COH Ins woPrem Vis I
TOTAL NRC COH Exp IOF OC12 I		C	2.12	TOTAL NRC COH Exp IOF OC12 I
TOTAL NRC SO IOF OC12 I		D	63.95	TOTAL NRC SO IOF OC12 I
TOTAL NRC Ins woPrem Vis IOF O		D	197.83	TOTAL NRC Ins woPrem Vis IOF O
TOTAL NRC ManSurchg IOF OC12 I		D	107.27	TOTAL NRC ManSurchg IOF OC12 I
TOTAL NRC Exp IOF OC12 I		D	94.28	TOTAL NRC Exp IOF OC12 I

- **Download:** The user may press the download button (  ) to download the results into a CSV file for use with other applications or as needed. This can be done at anytime before or after a what-if has been rerun. Once the button has been pressed, the ‘Download’ screen, shown below, will appear. The user will make sure that the ‘Save this file to disk’ radio button is selected and then press the ‘OK’ button (  ). Alternatively, the user may press the cancel button (  ) to abandon the download request.



Next, the ‘Save As’ dialog box will pop up and the user will select where to save the file by using the ‘Save in’ field at the top of the screen and then by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within whatever directory was already chosen until the final destination is located. Once the correct location is found, the user will type a name in the ‘File name’ field and then press the ‘Save’ button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back into the system later, the user must remove the file’s header row before uploading it back to the system.





- **Run:** If the user intends to further modify and rerun the completed study, then the ‘Run’ button ( **Run** ) will be used after the user has drilled down into the items to be modified, overridden those items, and then returned to the ‘What-If Results’ screen. Please note that these new results will supersede the original results from this what-if cost study. This function is described in full detail [later in this section](#).
- **Done:** When the ‘Done’ button ( **Done** ) at the bottom of the screen is pressed, the system will close the results page and return the user to the ‘What-If Cost Studies’ screen. The user can use this button at any time.
- **Drill Down:** If the user intends to further modify and rerun the completed study, then this function will be used. In order to override either values or formulas for the what-if scenario that is being created, the user must first view the details of the cost study calculations by drilling down into the results. To drill down into the results, the user would select the needed line within the results, thus highlighting that line, and then press the ‘Drill Down’ button ( **Drill Down** ). As shown below, the ‘What-If Drill Down’ screen loads up.


WIF-IOF OC-12 - Initial 01152003  
 Formula: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I  
 Geography: PAE (Pennsylvania (Bell Atlantic)) Accounts: All  
 History: CostSum\_NRC\_COH\_SO\_IOF\_OC12\_I = ApplyFactor( CostSum\_NRC\_SO\_IOF\_OC12\_I, Expense\_Results.COMMON\_OH\_LOADING )

Name	Account D/S	Value	Reference
CostSum_NRC_COH_SO_IOF_OC12_I	662300 C	1.64983761036	ApplyFactor, CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_







  

Name	Account D/S	Value	Reference
CostSum_NRC_SO_IOF_OC12_I	662300 D	63.9471942	NRC_Data.NRC_IOF_OC12_I_ORD
Expense_Results.COMMON_OH_LOADIN	C	0.0258	

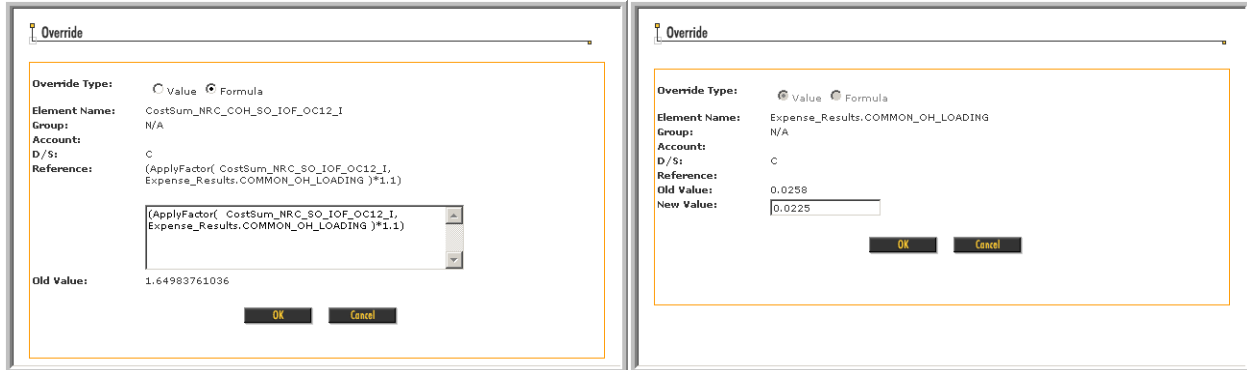
The areas on the 'What-If Drill Down' screen break down as follows:

- There will not be any geography options available other than that which was previously selected.
- The account menu may be accessed by pressing the button (  ) to the right of the field. The user may then select an account from the drop down menu. This option allows the user to either view the drill down information one account at a time, for all accounts by selecting 'All' from the drop down menu, or for items that have no account number, if such items exist, by selecting 'None' from the drop down menu. The screen will automatically refresh with the results as soon as the user makes a selection.
- The formula line provides the name of the formula that the user is currently drilling on.
- The history field tracks the formulas that the user has drilled through.
- The upper grid displays the details of the formula that the user is currently drilling into.
- The lower grid displays the formulas that make up the formula being drilled into.

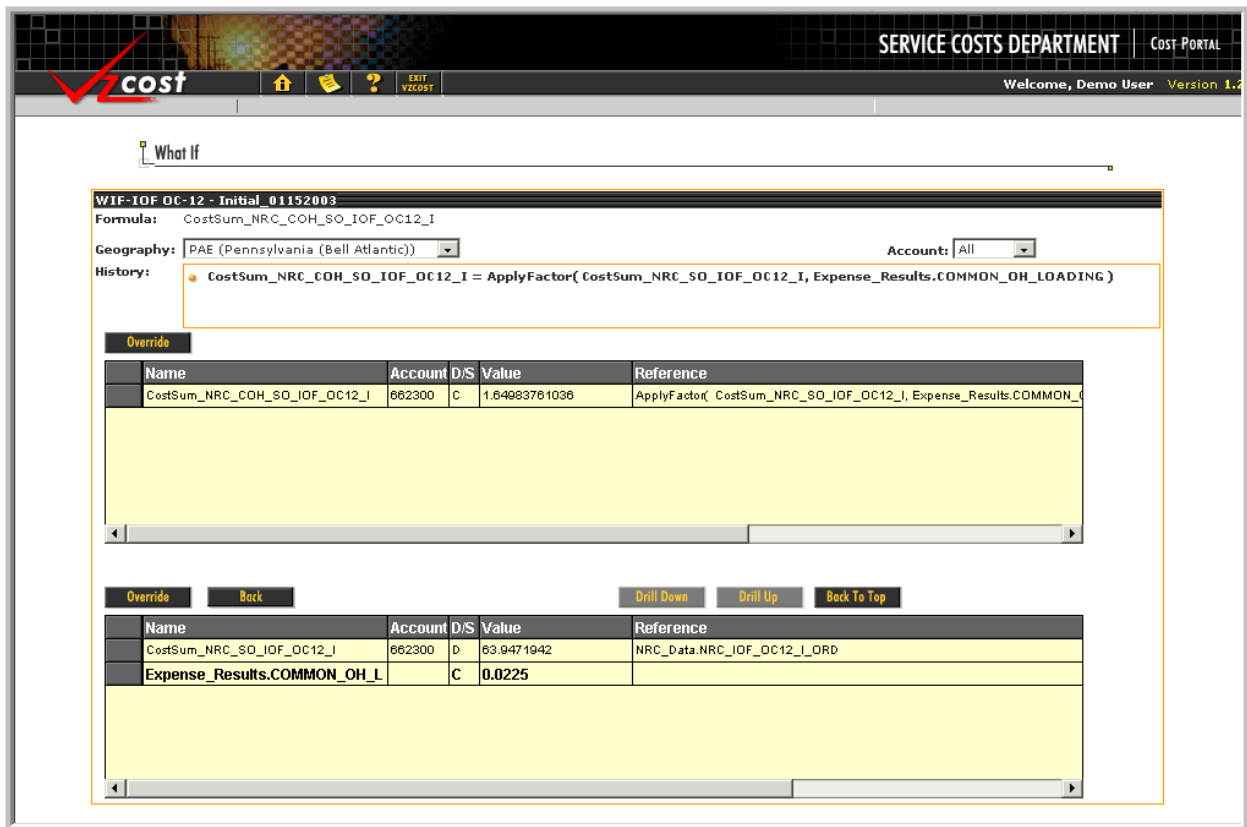
The user may do the following on the 'What-If Drill Down' screen:


- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (  ). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled down, the 'Drill Up' button (  ) will become active. This button will be active until the user drills back up to the original 'Drill Down' screen. From that point, the user will not be able to drill up any higher and thus, the button will be inactive.
- No matter where the user is located in the 'Drill Down' screen, the 'Back To Top' button (  ) will automatically return the user to the top level starting position of the 'Drill Down' screen. When this button is pressed, this function handles all drilling up and resets all scrolling that has occurred in the two grids on the screen.
- The 'Back' button (  ) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (  ) appears in two places on this screen. The user will use this button to change either the formula or the value of the specified line item. Depending on the original data from the cost study results, some items may not allow formula overrides. To use this function, the user will click on the line that is to be overridden, thus highlighting it. This line will be located in one of the two grids. Next, the user will click on the 'Override' button (  ) located above that grid on the left side of the page.

An example of each of the two types of overrides is shown in the two examples below. On the left is a formula override and on the right is a value override. In either case, the user will make the needed adjustment and then press the 'OK' button ( **OK** ) to continue. However, the user may also press the 'Cancel' button ( **Cancel** ) to abandon the override and return to the previous screen.



As shown in the example below, items that have been overridden will appear in bold. However, it is important to note that no other values will be changed because results do not recalculate until the user reruns the study. Thus, if the user would like to complete the what-if cost study, then the 'Back' button ( **Back** ), located above the left side of the lower grid, should be pressed.



Once the user has returned to the 'What-If Results' screen, the 'Run' button (  ) should be pressed to run the study with the overridden data.



**What-If Results**

WIF-LIDB Expense Family\_121902\_E Printable Grid Hide Details

BC Run Name: WIF-LIDB Expense Family\_121902\_E


BC Family: LIDB Expense Family\_121902\_E&W

Jurisdiction: Pennsylvania (Bell Atlantic)

Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Download

Name	Account D/S	Value	Reference
FPC_BH_Expenses_W		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_W		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_W	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der
FPC_BH_Expenses_E		D 23.6969005847953	( LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp )
DBAS_BH_Expenses_E		D .33380983750549	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Investment_E	212400	D .21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_der

Done

This will navigate the user to the message center, described in [section 13.1](#) of this document, where the user will wait for a message noting that the study has either failed or been completed. The results of this study may be viewed either from the message center by clicking on the link that will be active in the 'Job Description' column once the study is complete or by using the 'View Results' button (  ) on the 'What-If Cost Studies' screen as just described in this section.

## Section 11: Data

The data section of the VzCost system is designed to allow users access to view approved data versions and run queries against those data versions. The user may also save queries so that those queries may be run again at a later time. Thus, this section is split into two links from the VzCost home page. Those two links are the 'Data Browser' link and the 'Saved Queries' link.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

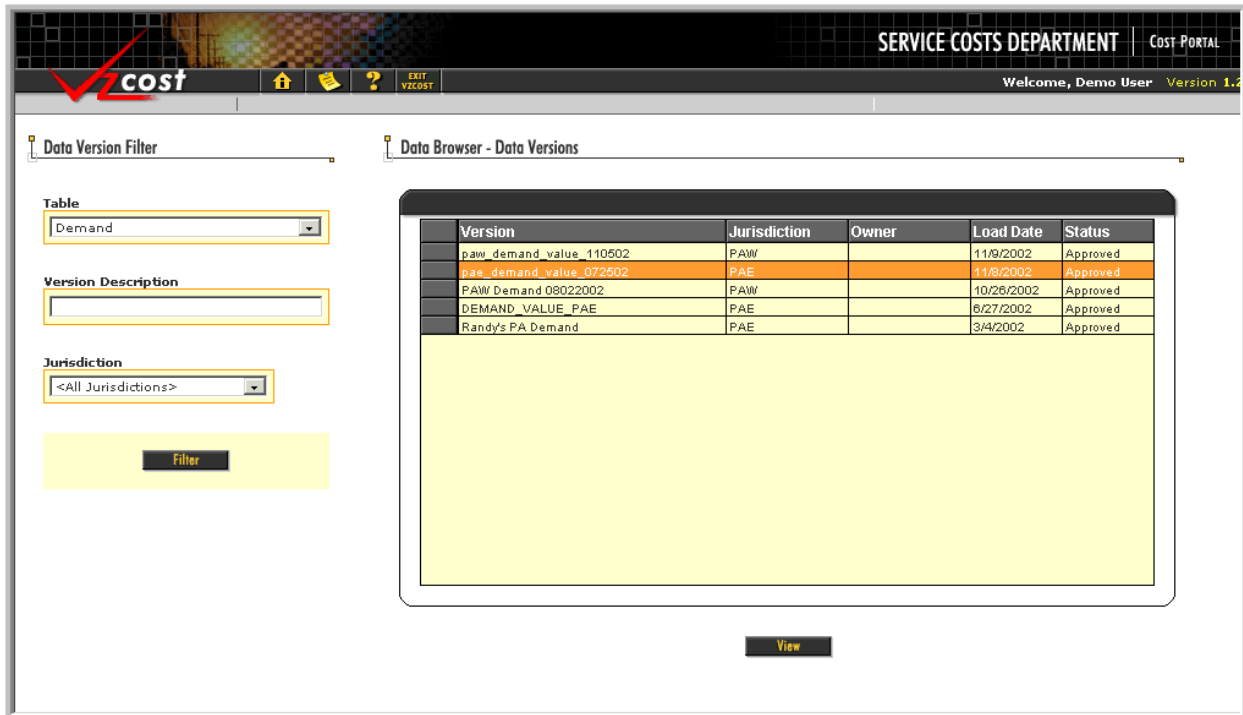
**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

## Section 11.1: Data Browser

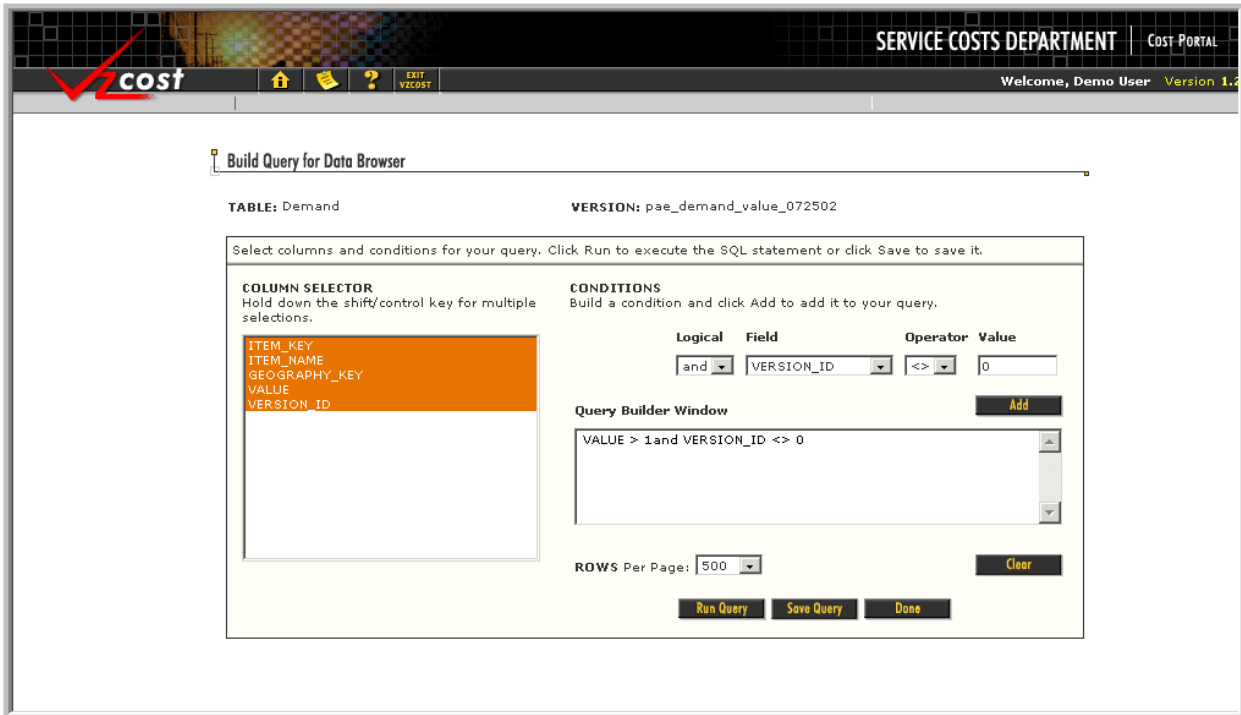
The data browser is the engine by which the user may view approved data versions. When entering this part of the system, the 'Data Browser Filter' screen, shown below, will load up.



Version	Jurisdiction	Owner	Load Date	Status
paw_demand_value_110502	PAW		11/9/2002	Approved
pae_demand_value_072502	PAE		11/8/2002	Approved
PAW Demand 08022002	PAW		10/26/2002	Approved
DEMAND_VALUE_PAE	PAE		6/27/2002	Approved
Randy's PA Demand	PAE		3/4/2002	Approved

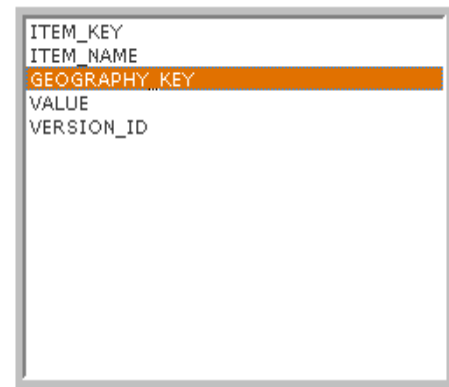
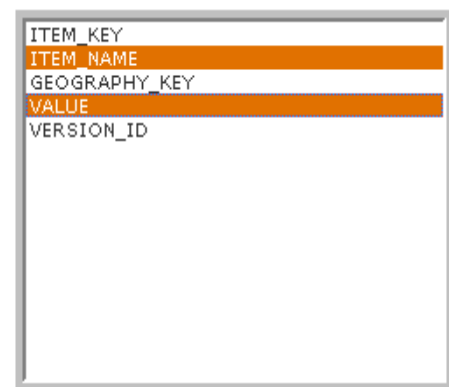
The filters on this page are different than the filters throughout the rest of the VzCost system. By using these filters, the user can limit or expand the list of data versions that are displayed on the screen. The 'Table' field is the first field and items in this field are selected via a drop down menu. By pressing the button (▼) at the right side of the field, the user may select what type of table to view. If the user chooses to use the 'Version Description' field, which is the center of the three filter fields, the user will need to input a string of characters. If this field is used, the system will search the version descriptions for each of the data versions. If the user wishes to view only data versions from a specific jurisdiction, that jurisdiction can be selected from the drop down menu in the 'Jurisdiction' field, located below the other two fields. By pressing the button (▼) at the right side of the field, the user may select the needed jurisdiction. The user may make changes to any one or all three of these fields as needed. Once the needed filters have been set up, the user will run the filters by pressing the 'Filter' button (Filter) at the bottom left of the screen. All data versions that meet the filtered criteria will be displayed on the screen. Once the correct data version has been located, the user will click on that data version to highlight it and then press the 'View' button (View) to view the selected data version.

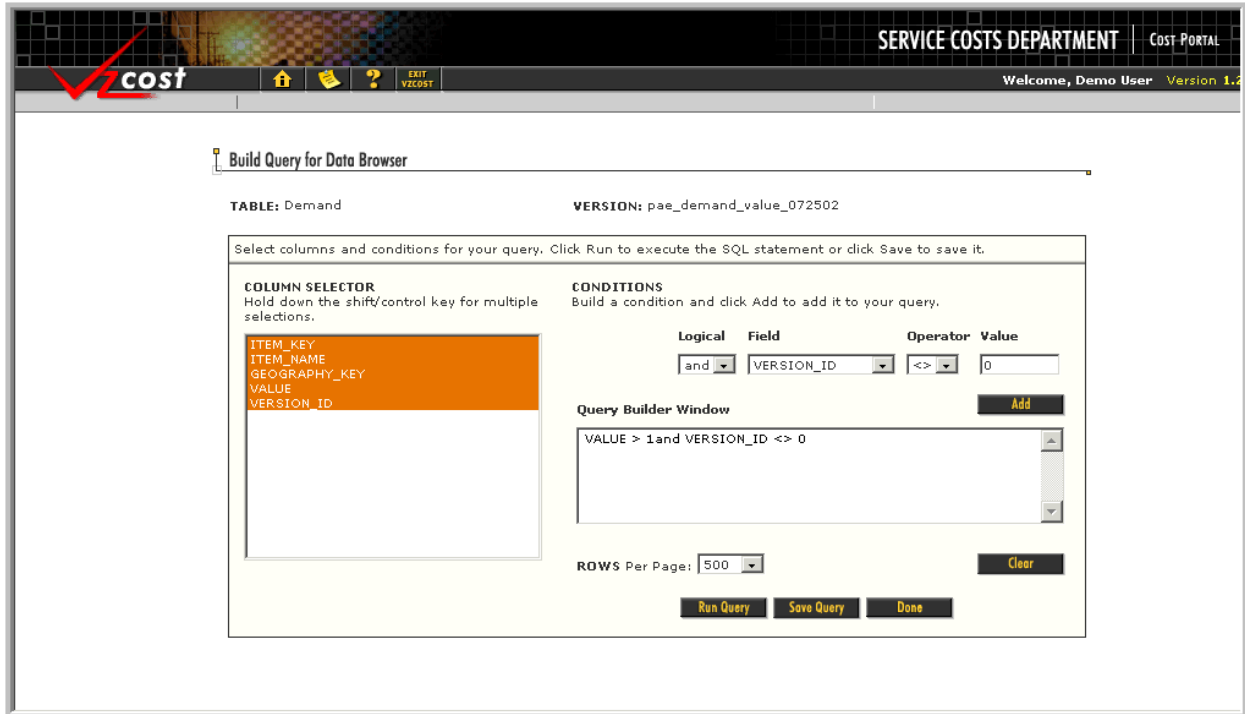
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.



The 'Column Selector' box at the left of this screen allows the user to choose which of the columns that are contained within the table should be displayed in this query. As shown at the right, the data owner may choose one column by clicking on it. Described below, however, are two ways for the data owner to select multiple columns from the 'Column Selector' box.

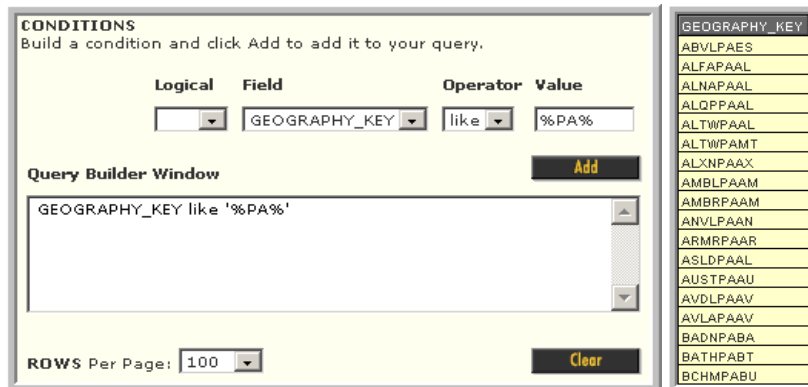
- To select a range of columns that are grouped together, the user will click on the first column name in the group, hold down the shift key on the keyboard, and then click on the last column name in the group. For example, in the 'Build Query for Data Editor' screen shown above, the user clicked on 'ITEM\_KEY', held down the shift key, and then clicked on 'VERSION\_ID'. Doing this selected all five columns in this list.
- To select multiple columns that are not grouped together, the user will click on the first column name to be selected, hold down the control key on the keyboard, and then click on each additional column name to be selected. For example, in the 'Column Selector' box shown to the right, the user clicked on 'ITEM\_NAME', held down the control key, and then clicked on 'VALUE'. Doing this selected both of these columns even though they are not grouped together.





Conditions may also be set for the query. When a condition is set, that condition will appear in the ‘Query Builder Window’. To set a condition, the user will make whatever selections are necessary from the following four fields:


- If multiple conditions exist, all conditions except for the first one must begin with a selection from the ‘Logical’ field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the ‘Logical’ field.
- One of the column names from the ‘Column Selector’ box will be selected from the drop down menu for the ‘Field’ field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The user will press the button (▼) at the right side of the ‘Operator Field’ to choose a mathematical operator for the condition.
- The user will enter a value in the ‘Value’ field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters ‘PA’ anywhere within the ‘GEOGRAPHY\_KEY’

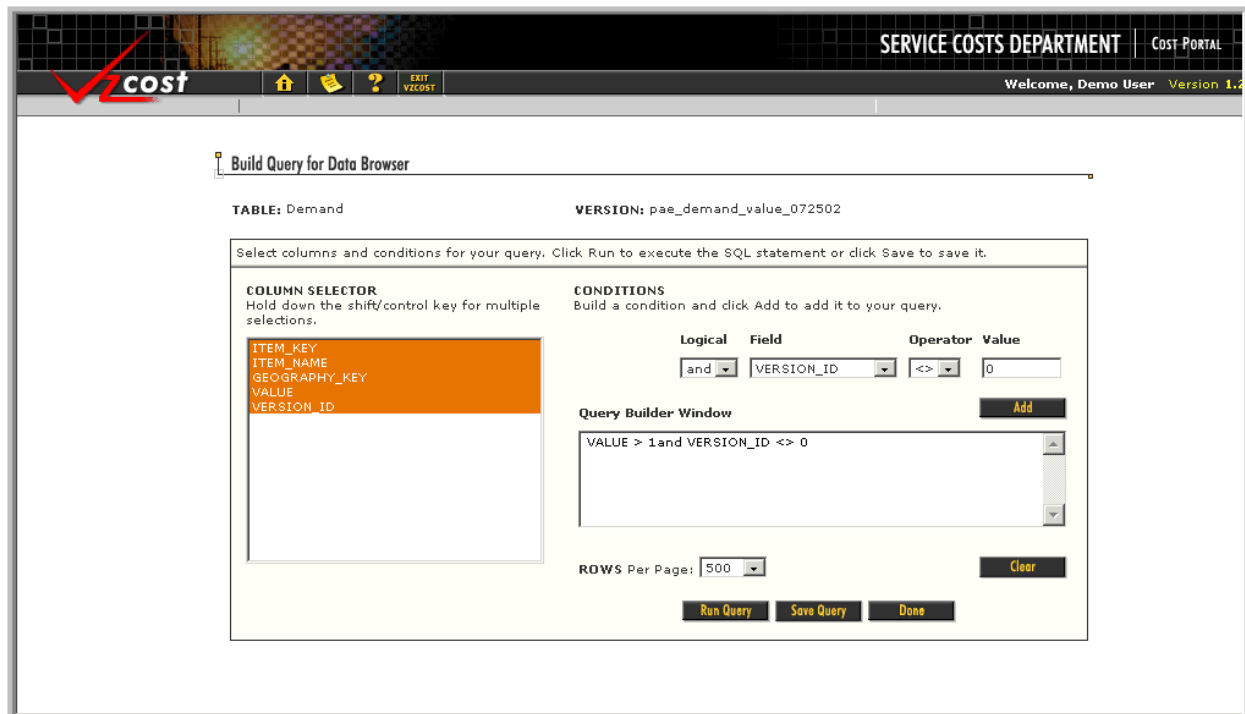


column of the table. Therefore, when the result set appears, all columns that were selected in the ‘Column Selector’ box that have the letters ‘PA’ included within the ‘GEOGRAPHY\_KEY’ column will be displayed on the screen.



Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. If the user needs to remove all of the conditions that have been added the 'Clear' button (  ) may be pressed. Alternatively, if the user needs to remove a single condition and other conditions exist, then the user will click on the condition to be deleted, thus highlighting it, and then press the 'Delete' key on the keyboard to delete it.

The user may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.



**Build Query for Data Browser**

TABLE: Demand      VERSION: pae\_demand\_value\_072502

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.



Logical	Field	Operator	Value
and	VERSION_ID	<>	0


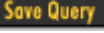
Query Builder Window

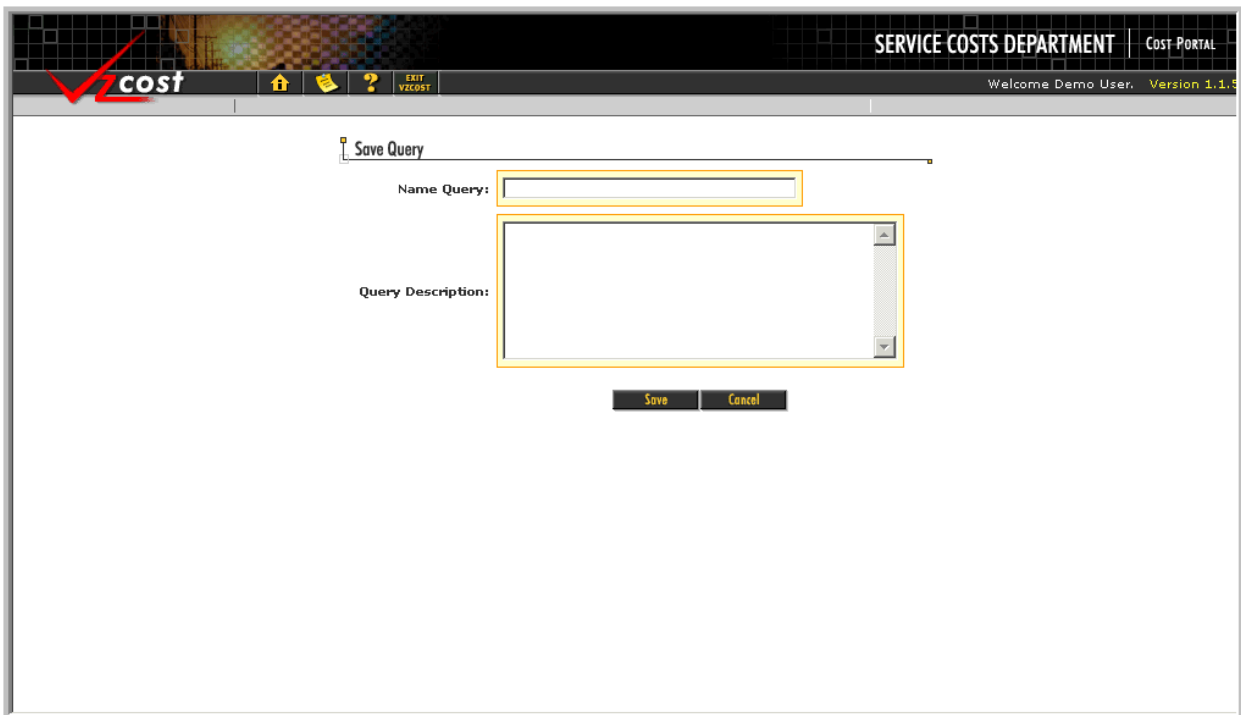
VALUE > 1 and VERSION\_ID <> 0



ROWS Per Page: 500

Buttons: Add, Clear, Run Query, Save Query, Done

In the example shown above, the user has selected all columns in the 'Column Selector' box, changed the number of rows per page to 500, added the condition that results in the 'VALUE' column must be greater than one, and has created the condition that the 'VERSION\_ID' column can not be equal to zero. The user must still press the 'Add' button (  ) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to exit this function, the 'Done' button (  ) may be pressed to exit the query builder and return to the 'Data Browser Filter' screen.

If the user is not ready to run the query yet or would just like to save the selected query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.



On this screen, the user will enter a name in the 'Name Query' field and a description in the 'Query Description' field. Once these fields have been populated, the user may press the 'Save' button (  ) to save the query. Otherwise, to disregard the save query request and return to the 'Build Query for Data Editor' screen, the user may press the 'Cancel' button (  ).

Assuming that the user pressed the 'Save' button (  ) to save the query, the system saves the query and the user is taken to the 'Queries' screen. An example of the 'Queries' screen, which a part of the saved queries function, is shown below. The saved queries function is described in more detail [later in this section](#).

**Query Filter**

Name:


Table Name:

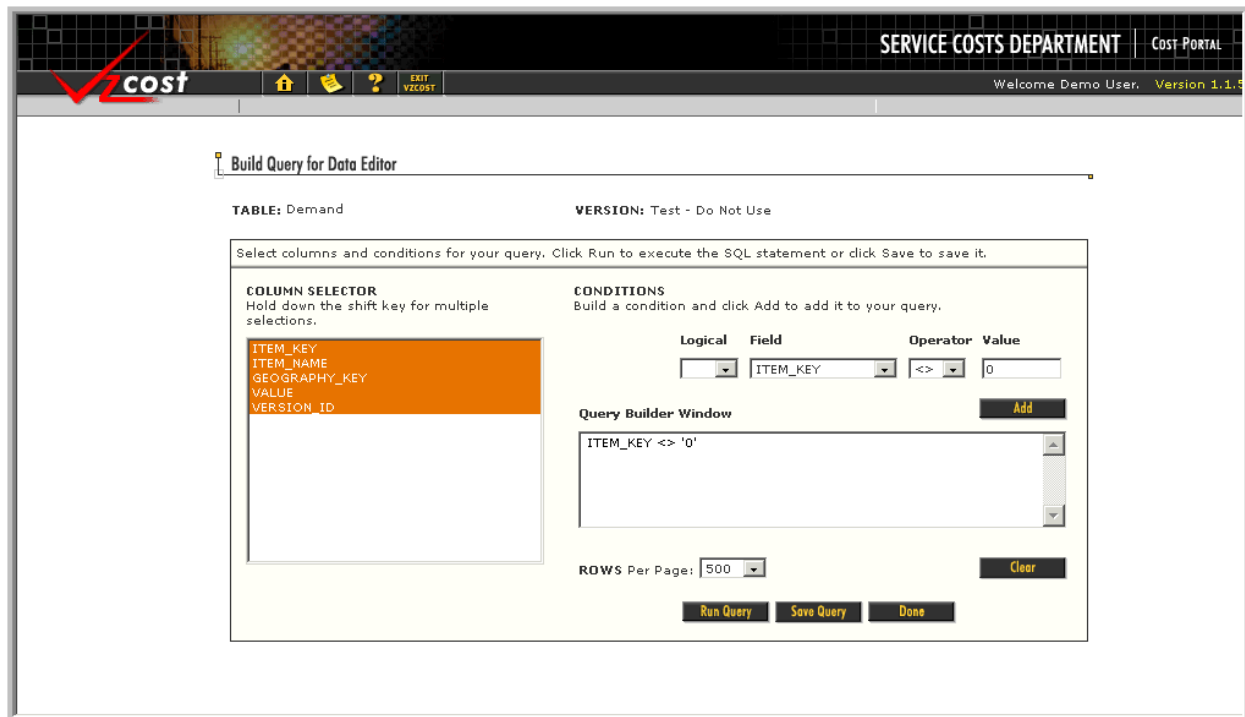
Owner:

Created After:     
 Month Day Year

Created Before:     
 Month Day Year

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Max Test - Do Not	Demo User	9/5/2002

On the 'Build Query for Data Editor' screen, once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the user is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



The screenshot shows the 'Build Query for Data Editor' interface. At the top, there is a navigation bar with the 'zcost' logo, a home icon, a help icon, and an 'EXIT' button. The page title is 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. A user greeting 'Welcome Demo User. Version 1.1.5' is visible.

The main content area is titled 'Build Query for Data Editor'. It displays the following information:

- TABLE:** Demand
- VERSION:** Test - Do Not Use

Below this, there is a section for building the query:

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

**COLUMN SELECTOR**  
Hold down the shift key for multiple selections.

ITEM_KEY
ITEM_NAME
GEOGRAPHY_KEY
VALUE
VERSION_ID

**CONDITIONS**  
Build a condition and click Add to add it to your query.



Logical	Field	Operator	Value
	ITEM_KEY	<>	0

**Query Builder Window**

```
ITEM_KEY <> '0'
```

**ROWS Per Page:** 500

At the bottom, there are three buttons: 'Run Query', 'Save Query', and 'Done'.

The 'Data Browser' screen will load up and display the results of the user's query. As selected in the query builder, 500 rows of the 12,320 rows are shown on this page. If needed, the user will use the scroll bar at the right side of the result window to move through the rows of results on this screen. To view the next 500 rows of results, the user will press the 'Next' button (  ) and to view the previous 500 rows of results, the user will press the 'Previous' button (  ). Please remember that these buttons will not always provide 500 rows of results. Instead they will display however many rows of results were specified in the query builder.

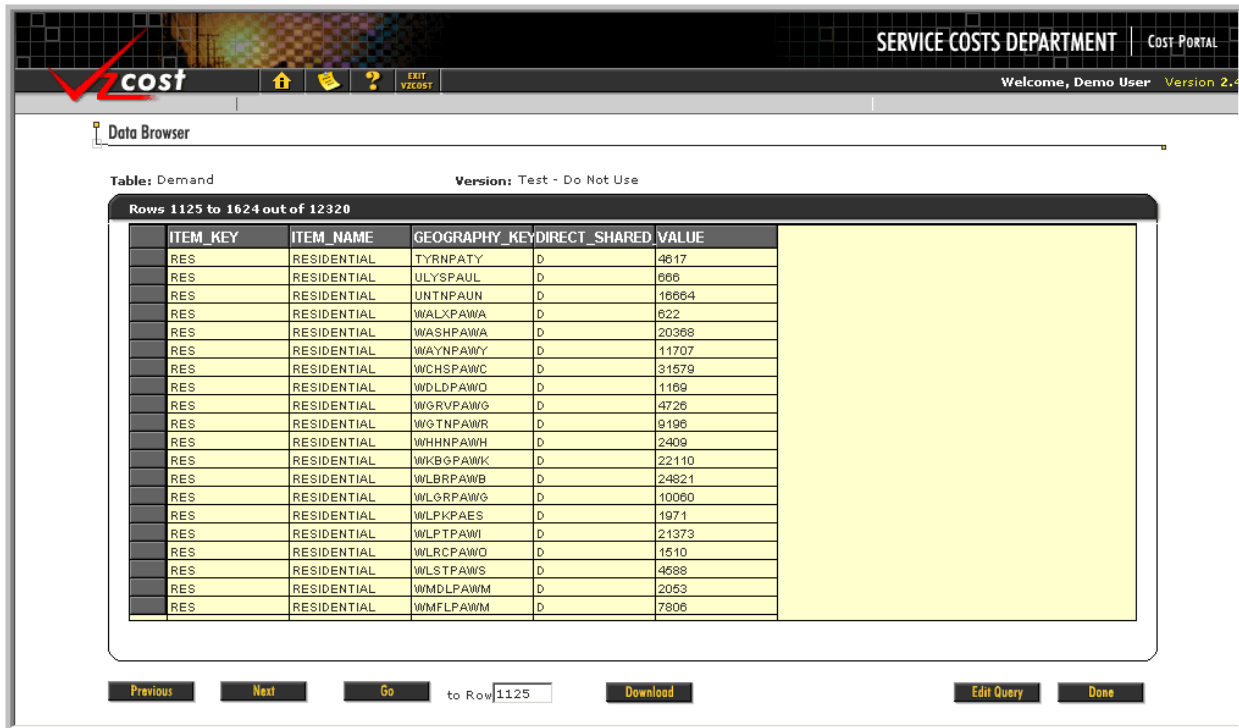










Table: Demand      Version: Test - Do Not Use


Rows 1125 to 1624 out of 12320

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	DIRECT_SHARED	VALUE
RES	RESIDENTIAL	TYRNPATY	D	4617
RES	RESIDENTIAL	ULYSPAUL	D	666
RES	RESIDENTIAL	UNTNPAUN	D	16664
RES	RESIDENTIAL	WALXPAWA	D	622
RES	RESIDENTIAL	WASHPAWA	D	20368
RES	RESIDENTIAL	WAYNPAWY	D	11707
RES	RESIDENTIAL	WCHSPAWC	D	31679
RES	RESIDENTIAL	WDLPAWO	D	1169
RES	RESIDENTIAL	WGRVPAWG	D	4726
RES	RESIDENTIAL	WGTNPAWR	D	9196
RES	RESIDENTIAL	WHHNPAAH	D	2409
RES	RESIDENTIAL	WKBGPAWK	D	22110
RES	RESIDENTIAL	WLBPAWB	D	24821
RES	RESIDENTIAL	WLGCPAWG	D	10060
RES	RESIDENTIAL	WLPKPAES	D	1971
RES	RESIDENTIAL	WLP TPAWI	D	21373
RES	RESIDENTIAL	WLRCPAWO	D	1610
RES	RESIDENTIAL	WLS TPAWS	D	4688
RES	RESIDENTIAL	WMDLPAWM	D	2053
RES	RESIDENTIAL	WMFLPAWM	D	7806


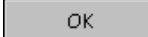
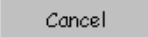
Navigation buttons:    to Row    

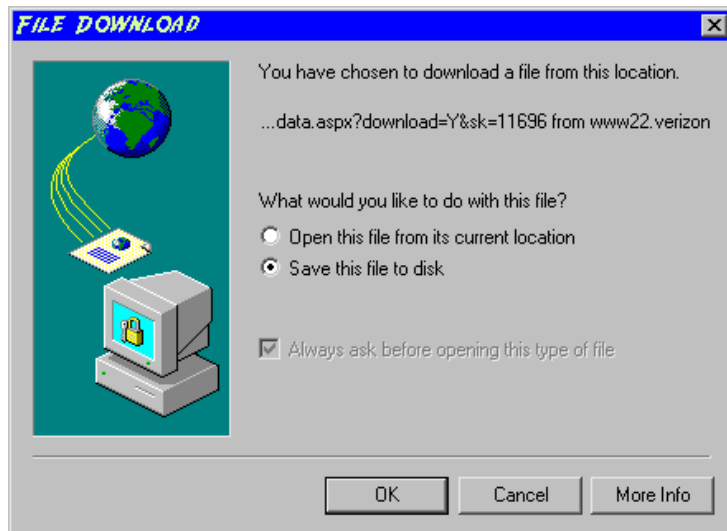
If there is a specific row number that the user would like to go to, that row number can be entered into the 'to Row' field and then the user must press the 'Go' button (  ). In the example above, the user has decided to go to row 1125. Thus, since 500 records per page were specified in the query builder, rows 1125 through 1624 are displayed on the page shown above.

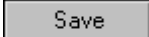
From this page, the user may press the 'Edit Query' button (  ) which will return the user to the 'Build Query for Data Editor' screen described [earlier in this section](#). In this case, the user can make any needed changes and then run the query again or save the new version of the query for later use.

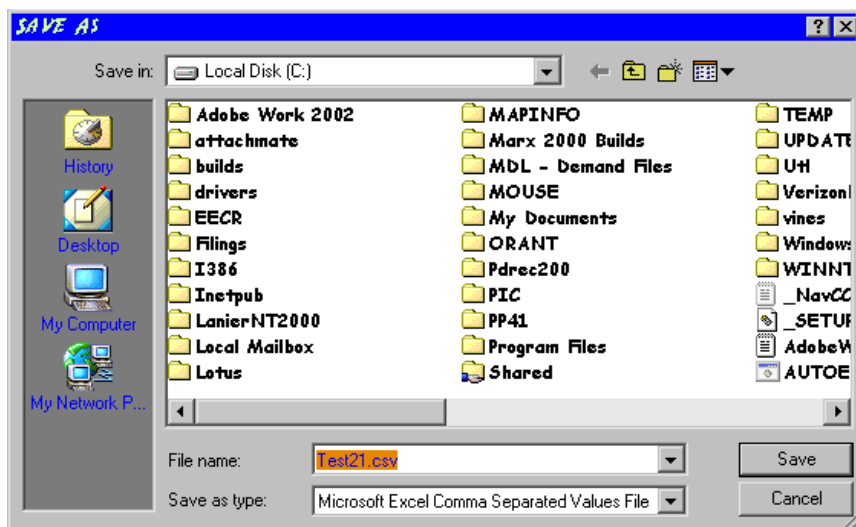
The user may also press the 'Download' button (  ) which will download the data into a CSV file for the user to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.

Once the user has is finished with this data browser, the 'Done' button (  ) should be pressed to close this page and return to the 'Data Browser Filter' screen.

Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The user may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the user select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the user has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The user could also press the cancel button (  ) to disregard the download request and return to the previous screen.

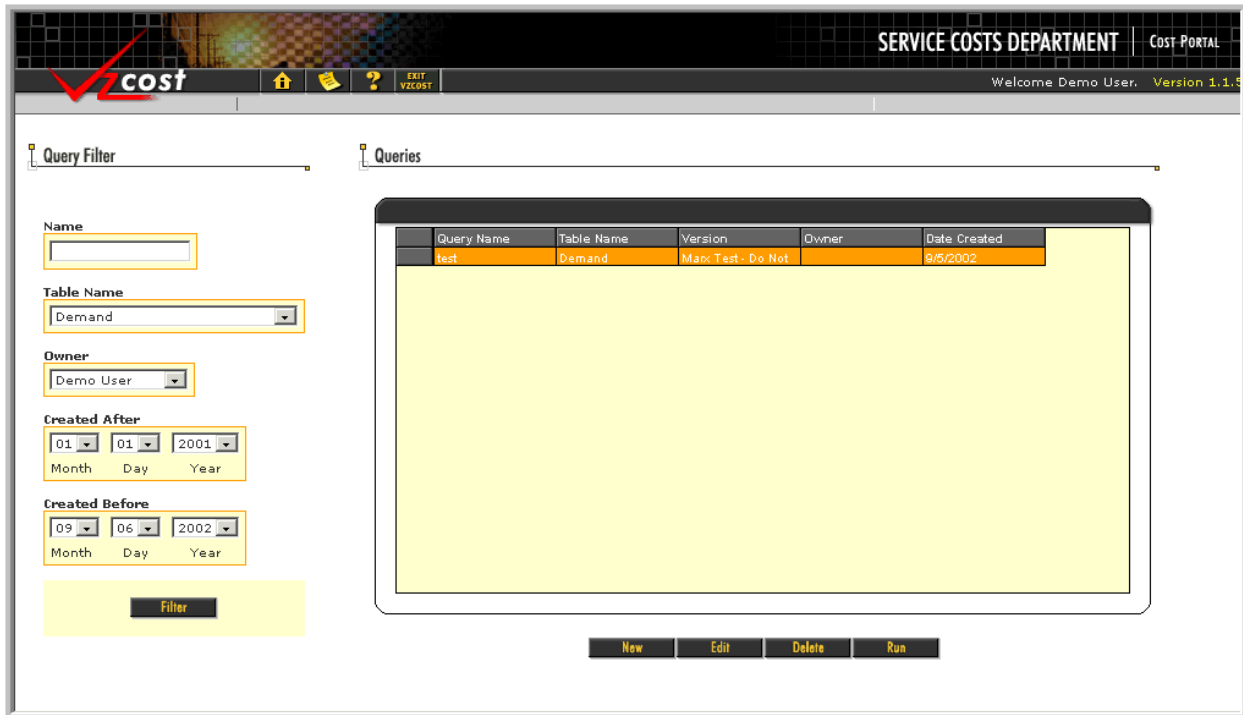


Next, the 'Save As' dialog box will pop up and the user will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back to the system.



## Section 11.2: Saved Queries


The saved queries section of VzCost allows the user to modify, edit, run, and delete previously saved queries. When entering the saved queries area of VzCost, the 'Queries' screen, shown below, loads up. The user will have four options from this screen. These options are described over the next several pages.

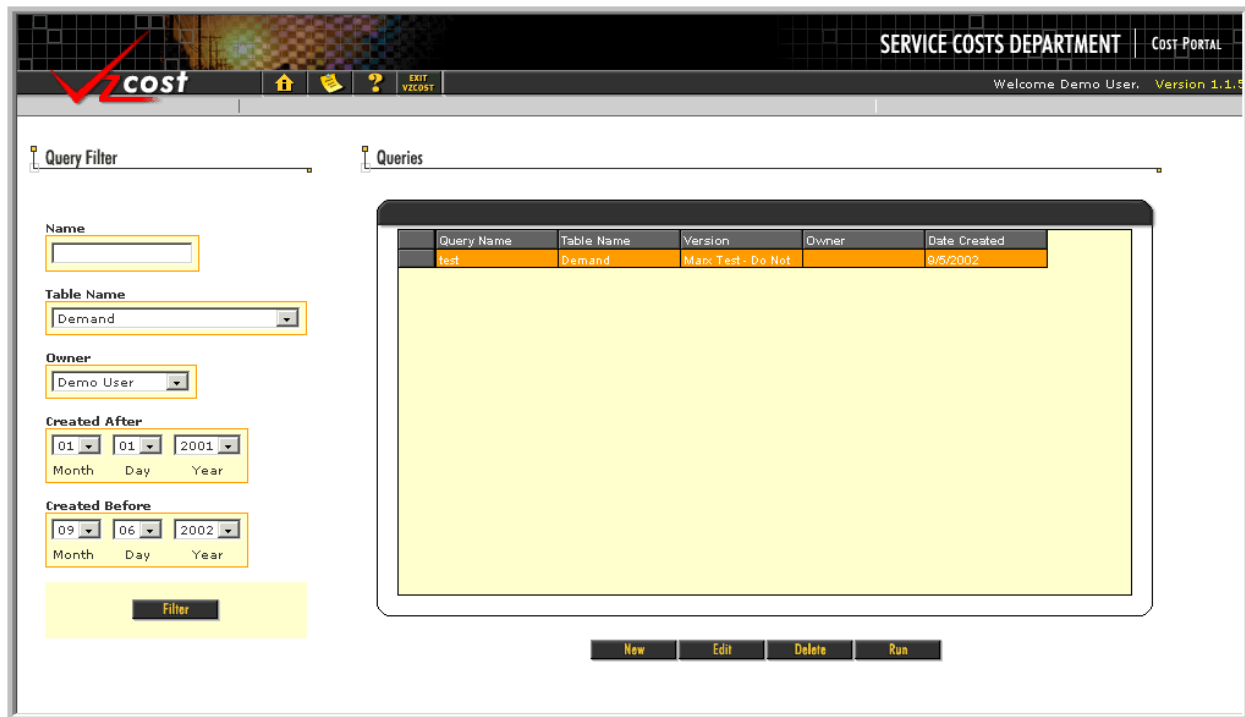
The screenshot shows the 'Queries' screen in the VzCost application. The interface includes a top navigation bar with the Vzcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The main header displays 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL'. A user greeting 'Welcome Demo User, Version 1.1.5' is visible. The screen is divided into two main sections: 'Query Filter' on the left and 'Queries' on the right. The 'Query Filter' section contains several input fields: 'Name' (text box), 'Table Name' (dropdown menu with 'Demand' selected), 'Owner' (dropdown menu with 'Demo User' selected), 'Created After' (three dropdown menus for Month, Day, and Year, with values 01, 01, and 2001), and 'Created Before' (three dropdown menus for Month, Day, and Year, with values 09, 06, and 2002). A 'Filter' button is located below these fields. The 'Queries' section features a table with the following data:

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Max Test - Do Not		9/5/2002

Below the table, there are four buttons: 'New', 'Edit', 'Delete', and 'Run'.

## Section 11.2.1: Creating a New Saved Query

Filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of saved queries that are displayed on the screen. All saved queries that meet the filtered criteria will be displayed on the screen. However, if the user needs to create a new saved query, the user should press the 'New' button (  ).



Service Costs Department | COST PORTAL  
Welcome Demo User. Version 1.1.9

Query Filter

Queries

Name

Table Name  
Demand

Owner  
Demo User

Created After  
01 01 2001  
Month Day Year


Created Before  
09 06 2002  
Month Day Year

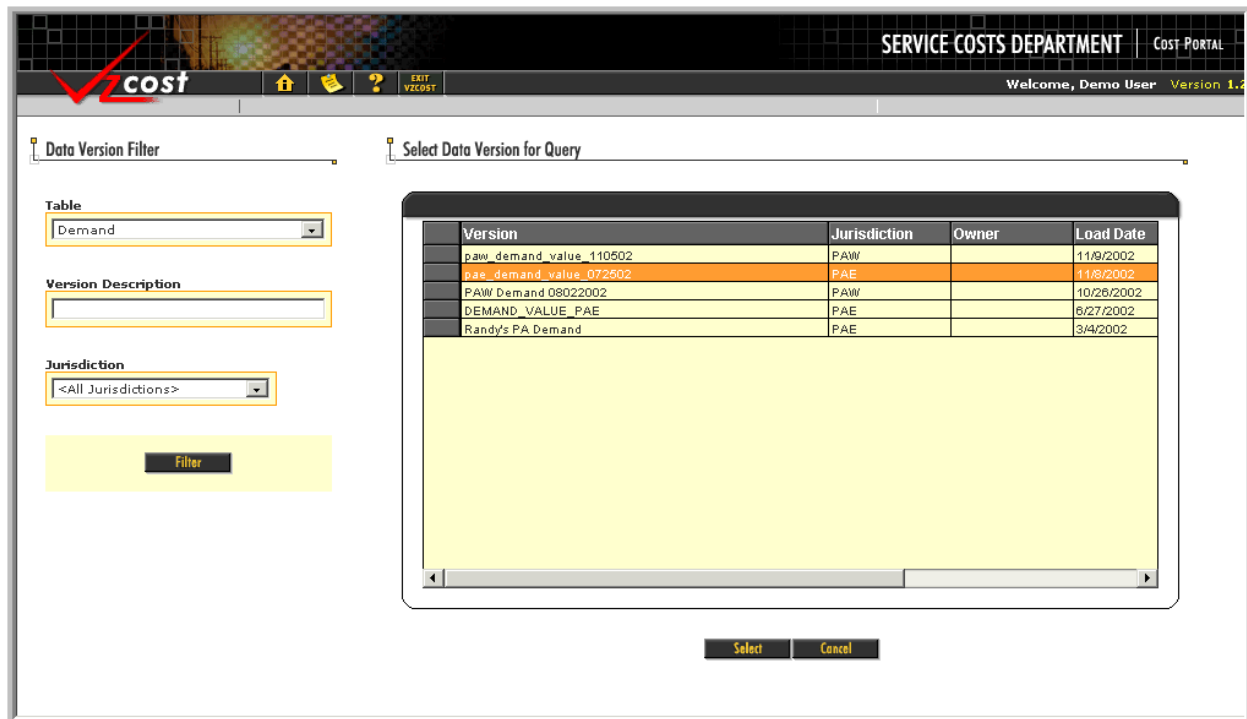
Filter

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Max: Test - Do Not	Demo User	9/5/2002



New Edit Delete Run



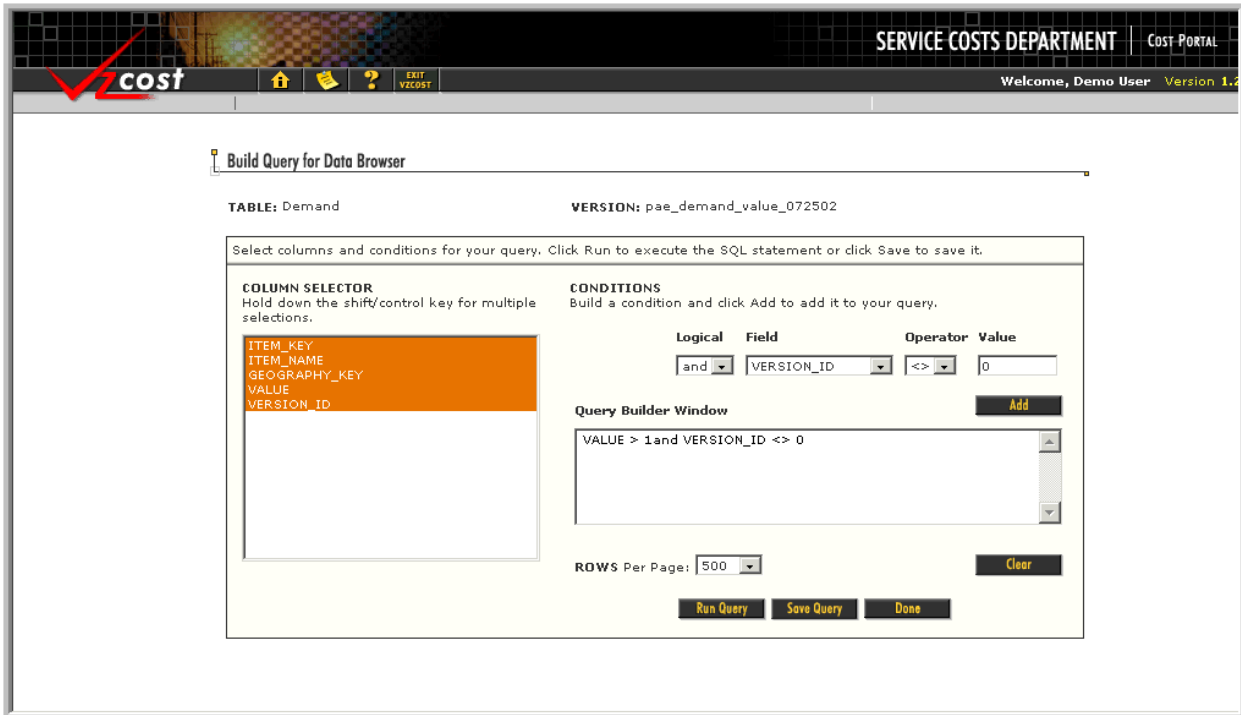
As shown below, once the 'New' button (  ) has been pressed, the 'Select Data Version for Query' screen loads up. As before, filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of data versions that are displayed on the screen. All data versions that meet the filtered criteria will be displayed on the screen.



Version	Jurisdiction	Owner	Load Date
paw_demand_value_110502	PAW		11/9/2002
<b>pae_demand_value_072602</b>	<b>PAE</b>		<b>11/8/2002</b>
PAW_Demand_08022002	PAW		10/26/2002
DEMAND_VALUE_PAE	PAE		8/27/2002
Randy's PA Demand	PAE		3/4/2002

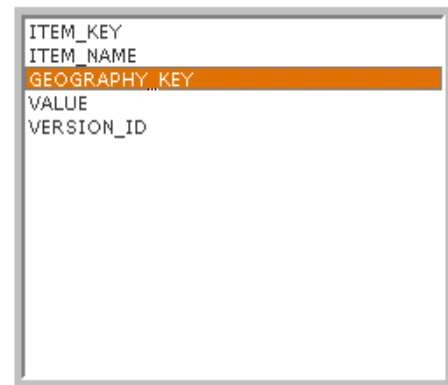
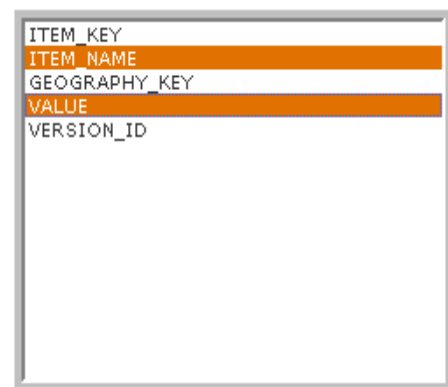
Once the correct data version has been located, the user will click on that data version to highlight it, and then press the 'Select' button (  ) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (  ) at the bottom of the screen.

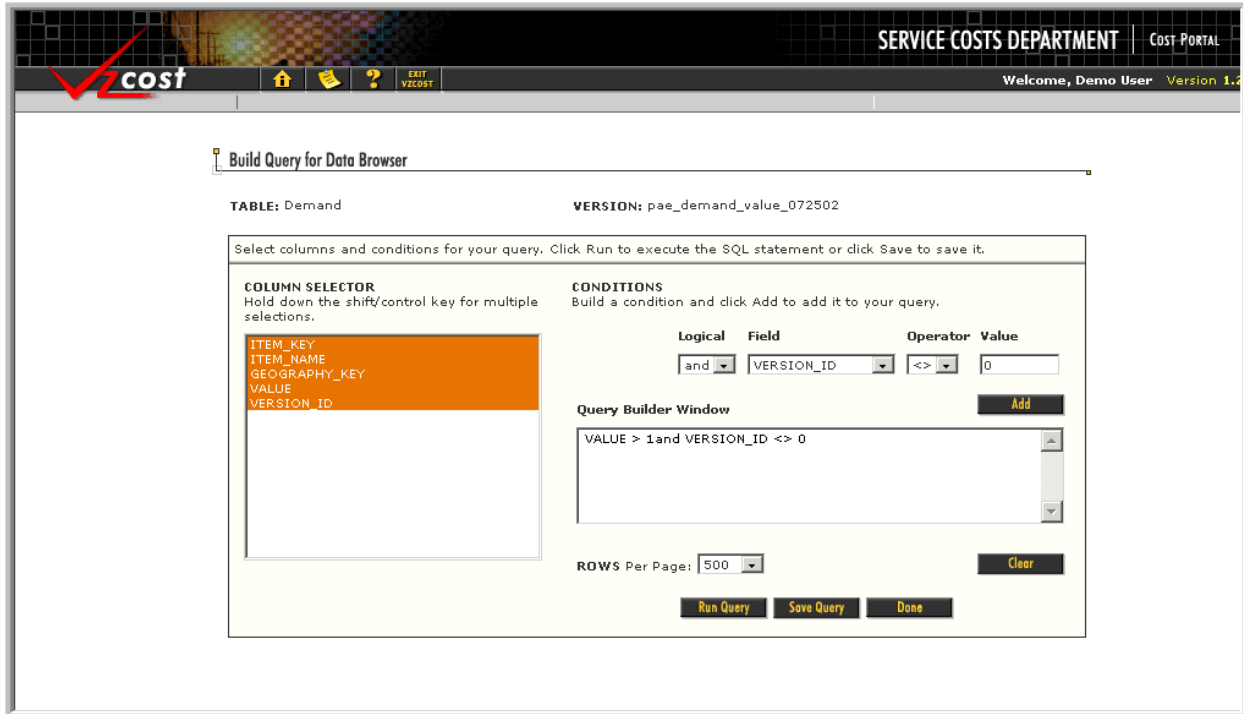
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.



The 'Column Selector' box at the left of this screen allows the user to choose which of the columns that are contained within the table should be displayed in this query. As shown at the right, the data owner may choose one column by clicking on it. Described below, however, are two ways for the data owner to select multiple columns from the 'Column Selector' box.

- To select a range of columns that are grouped together, the user will click on the first column name in the group, hold down the shift key on the keyboard, and then click on the last column name in the group. For example, in the 'Build Query for Data Editor' screen shown above, the user clicked on 'ITEM\_KEY', held down the shift key, and then clicked on 'VERSION\_ID'. Doing this selected all five columns in this list.
- To select multiple columns that are not grouped together, the user will click on the first column name to be selected, hold down the control key on the keyboard, and then click on each additional column name to be selected. For example, in the 'Column Selector' box shown to the right, the user clicked on 'ITEM\_NAME', held down the control key, and then clicked on 'VALUE'. Doing this selected both of these columns even though they are not grouped together.



**Build Query for Data Browser**



TABLE: Demand      VERSION: pae\_demand\_value\_072502


Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

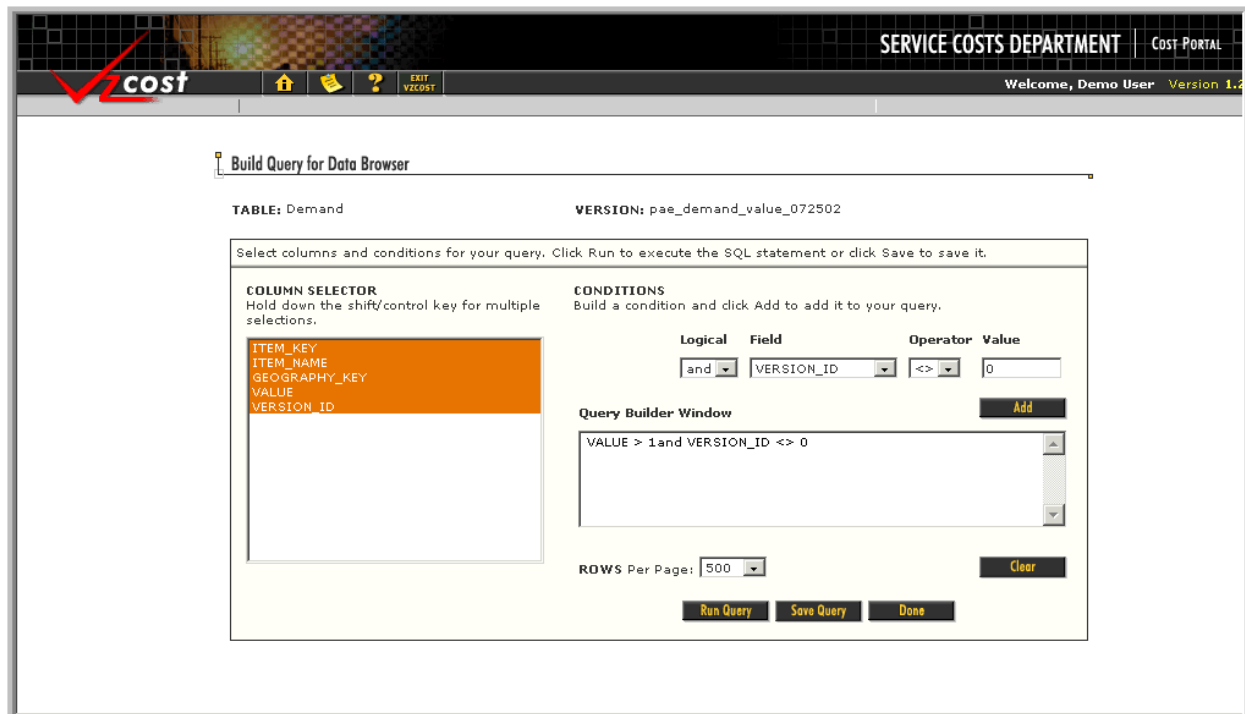
COLUMN SELECTOR	CONDITIONS								
Hold down the shift/control key for multiple selections.	Build a condition and click Add to add it to your query.								
ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	<table border="1"> <thead> <tr> <th>Logical</th> <th>Field</th> <th>Operator</th> <th>Value</th> </tr> </thead> <tbody> <tr> <td>and</td> <td>VERSION_ID</td> <td>&lt;=&gt;</td> <td>0</td> </tr> </tbody> </table>	Logical	Field	Operator	Value	and	VERSION_ID	<=>	0
Logical	Field	Operator	Value						
and	VERSION_ID	<=>	0						
	Query Builder Window VALUE > 1 and VERSION_ID <=> 0								
	ROWS Per Page: 500								
	Run Query   Save Query   Done								

Conditions may also be set for the query. When a condition is set, that condition will appear in the 'Query Builder Window'. To set a condition, the user will make whatever selections are necessary from the following four fields:

- If multiple conditions exist, all conditions except for the first one must begin with a selection from the 'Logical' field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the 'Logical' field.
- One of the column names from the 'Column Selector' box will be selected from the drop down menu for the 'Field' field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The user will press the button (▼) at the right side of the 'Operator Field' to choose a mathematical operator for the condition.
- The user will enter a value in the 'Value' field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters 'PA' anywhere within the 'GEOGRAPHY\_KEY' column of the table. Therefore, when the result set appears, all columns that were selected in the 'Column Selector' box that have the letters 'PA' included within the 'GEOGRAPHY\_KEY' column will be displayed on the screen.

Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. If the user needs to remove all of the conditions that have been added the 'Clear' button (  ) may be pressed. Alternatively, if the user needs to remove a single condition and other conditions exist, then the user will click on the condition to be deleted, thus highlighting it, and then press the 'Delete' key on the keyboard to delete it.

The user may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.



**Build Query for Data Browser**

TABLE: Demand      VERSION: pae\_demand\_value\_072502

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.



Logical	Field	Operator	Value
and	VERSION_ID	<=>	0


Query Builder Window

VALUE > 1 and VERSION\_ID <=> 0

ROWS Per Page: 500

Buttons: Add, Clear, Run Query, Save Query, Done

In the example shown above, the user has selected all columns in the 'Column Selector' box, changed the number of rows per page to 500, added the condition that results in the 'VALUE' column must be greater than one, and has created the condition that the 'VERSION\_ID' column can not be equal to zero. The user must still press the 'Add' button (  ) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to exit this function, the 'Done' button (  ) may be pressed to exit the query builder and return to the 'Data Browser Filter' screen.

Once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the user is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.



Logical	Field	Operator	Value
	ITEM_KEY	<>	0

**Query Builder Window**      **Add**

ITEM\_KEY <> '0'

ROWS Per Page: 500      **Clear**

**Run Query**    **Save Query**    **Done**

The 'Data Browser' screen will load up and display the results of the user's query. As selected in the query builder, 500 rows of the 12,320 rows are shown on this page. If needed, the user will use the scroll bar at the right side of the result window to move through the rows of results on this screen. To view the next 500 rows of results, the user will press the 'Next' button (  ) and to view the previous 500 rows of results, the user will press the 'Previous' button (  ). Please remember that these buttons will not always provide 500 rows of results. Instead they will display however many rows of results were specified in the query builder.

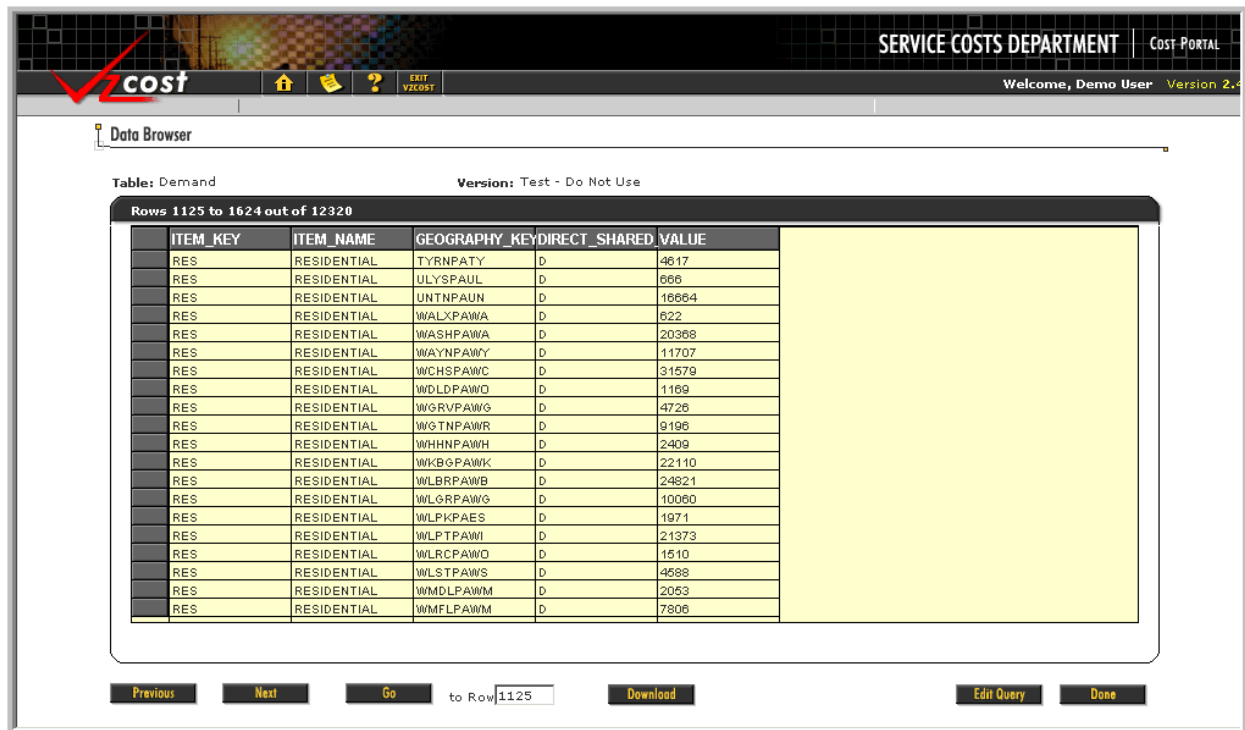




Table: Demand Version: Test - Do Not Use


Rows 1125 to 1624 out of 12320

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	DIRECT_SHARED	VALUE
RES	RESIDENTIAL	TYRNPATY	D	4617
RES	RESIDENTIAL	ULYSPAUL	D	666
RES	RESIDENTIAL	UNTNPAAUN	D	16664
RES	RESIDENTIAL	WALXPAAWA	D	622
RES	RESIDENTIAL	WASHPAWA	D	20368
RES	RESIDENTIAL	WAYNPAAWY	D	11707
RES	RESIDENTIAL	WCHSPAWC	D	31679
RES	RESIDENTIAL	WDLPAWO	D	1169
RES	RESIDENTIAL	WGRVPAWG	D	4726
RES	RESIDENTIAL	WGTNPAWR	D	9196
RES	RESIDENTIAL	WHHNPAAWH	D	2409
RES	RESIDENTIAL	WKBGPAWK	D	22110
RES	RESIDENTIAL	WLBPAWB	D	24821
RES	RESIDENTIAL	WLGPAWG	D	10060
RES	RESIDENTIAL	WLKPAES	D	1971
RES	RESIDENTIAL	WLP TPAWI	D	21373
RES	RESIDENTIAL	WLRCPAWO	D	1510
RES	RESIDENTIAL	WLS TPAWS	D	4688
RES	RESIDENTIAL	WMDLPAWM	D	2053
RES	RESIDENTIAL	WMFLPAWM	D	7806


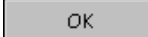
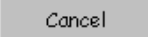
Navigation buttons: Previous, Next, Go to Row 1125, Download, Edit Query, Done

If there is a specific row number that the user would like to go to, that row number can be entered into the 'to Row' field and then the user must press the 'Go' button (  ). In the example above, the user has decided to go to row 1125. Thus, since 500 records per page were specified in the query builder, rows 1125 through 1624 are displayed on the page shown above.

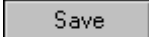
From this page, the user may press the 'Edit Query' button (  ) which will return the user to the 'Build Query for Data Editor' screen described [earlier in this section](#). In this case, the user can make any needed changes and then run the query again or save the new version of the query for later use.

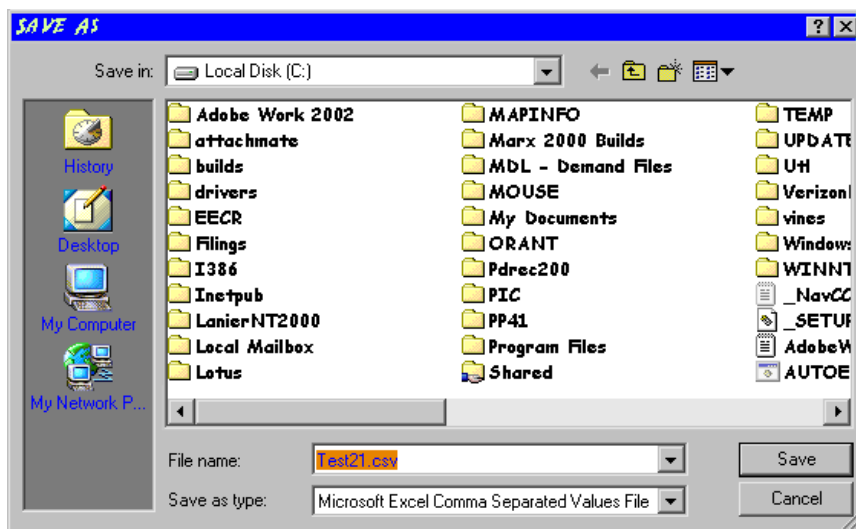
The user may also press the 'Download' button (  ) which will download the data into a CSV file for the user to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.



Once the user has is finished with this data browser, the 'Done' button (  ) should be pressed to close this page and return to the 'Queries' screen.

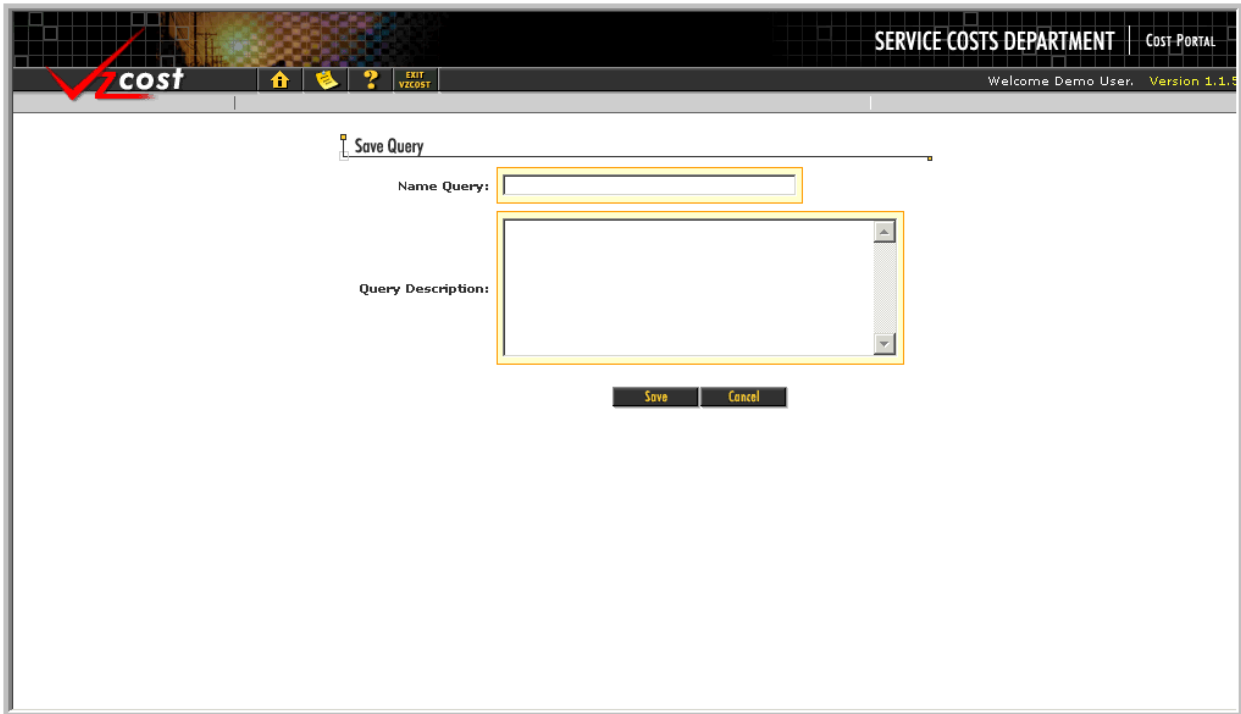
Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The user may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the user select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the user has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The user could also press the cancel button (  ) to disregard the download request and return to the previous screen.





Next, the 'Save As' dialog box will pop up and the user will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back to the system.




On the 'Build Query for Data Editor' screen, if the user is not ready to run the query yet or would just like to save the selected query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.

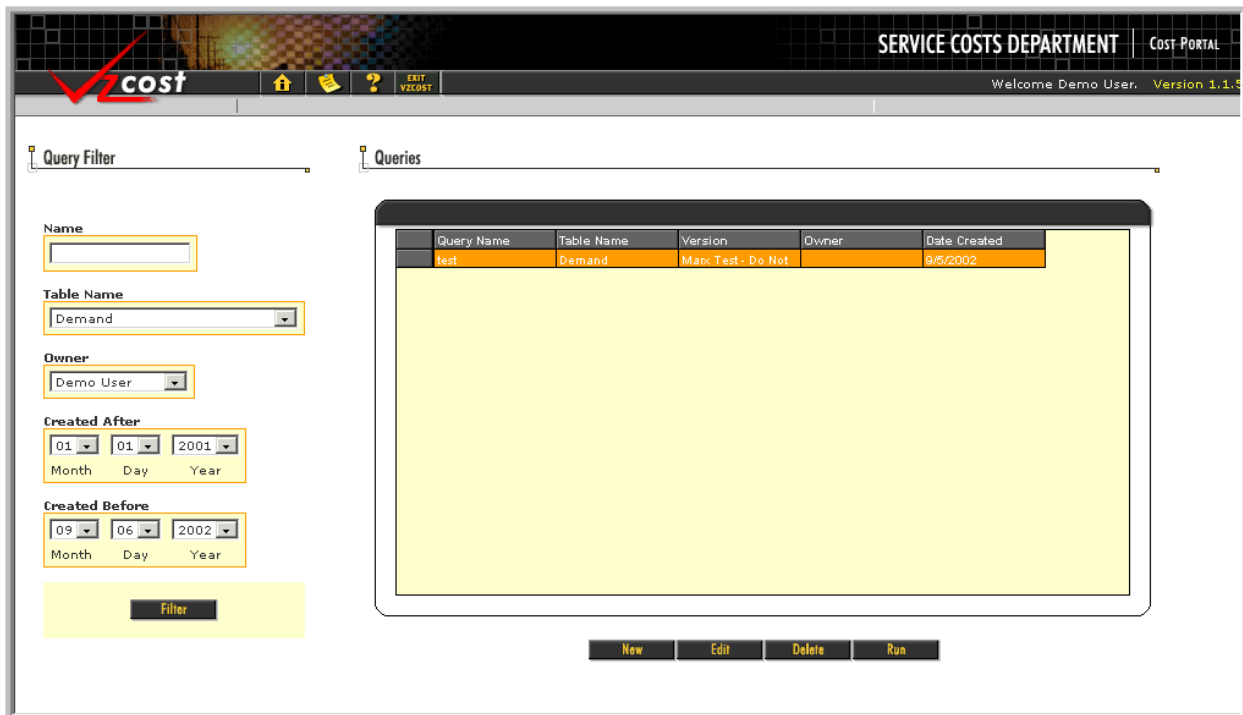


On this screen, the user will enter a name in the 'Name Query' field and a description in the 'Query Description' field. Once these fields have been populated, the user may press the 'Save' button (  ) to save the query. Otherwise, to disregard the save query request and return to the 'Build Query for Data Editor' screen, the user may press the 'Cancel' button (  ).



## Section 11.2.2: Editing a Saved Query

Filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of saved queries that are displayed on the screen. All saved queries that meet the filtered criteria will be displayed on the screen. Once the correct query has been located, the user will click on that query to highlight it and then press the 'Edit' button (  ). Please notice that any user may edit any other user's queries because, if an edited query is saved, it will be saved with a different query name, completely independent from the original query.



The screenshot shows the 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' header. The user is logged in as 'Demo User' (Version 1.1.9). The 'Query Filter' section includes:

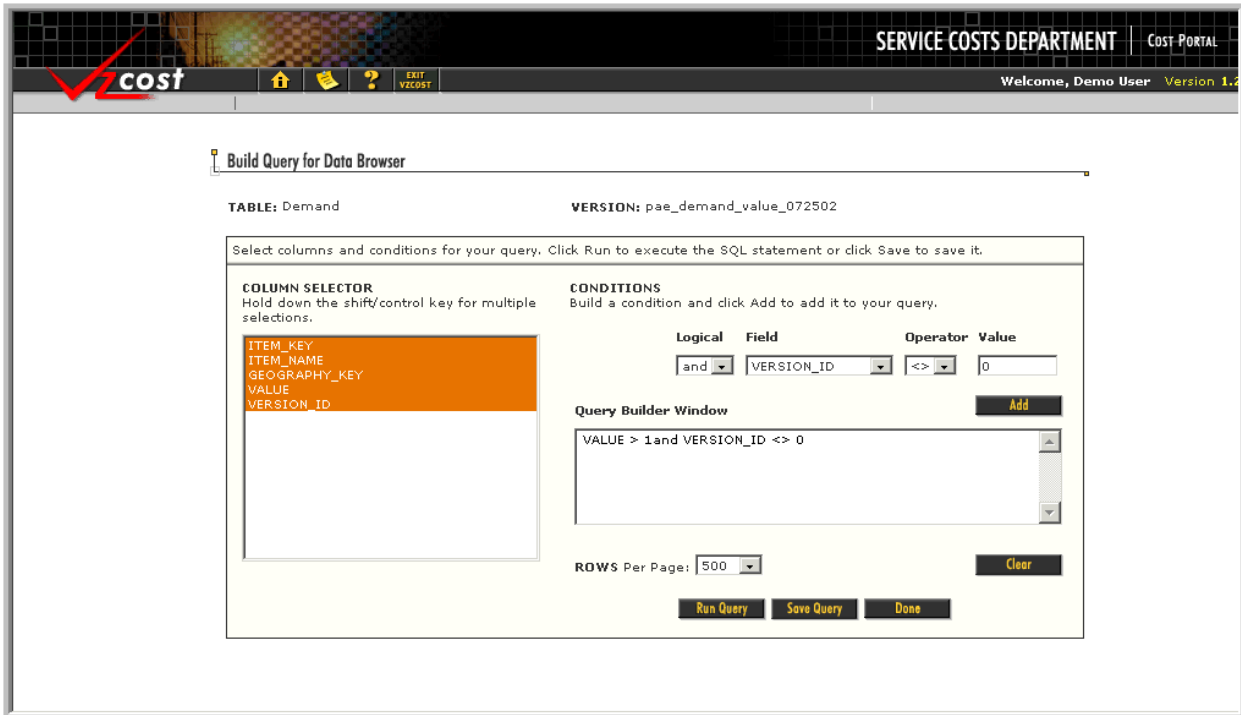
- Name:
- Table Name:
- Owner:
- Created After:    (Month Day Year)
- Created Before:    (Month Day Year)

The 'Queries' table contains the following data:

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Main Test - Do Not	Demo User	9/5/2002

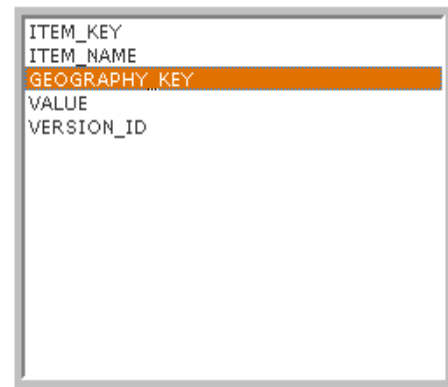
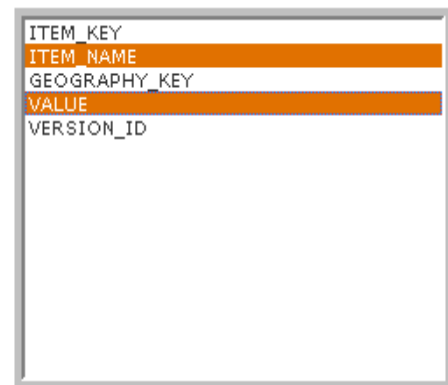
Buttons at the bottom:

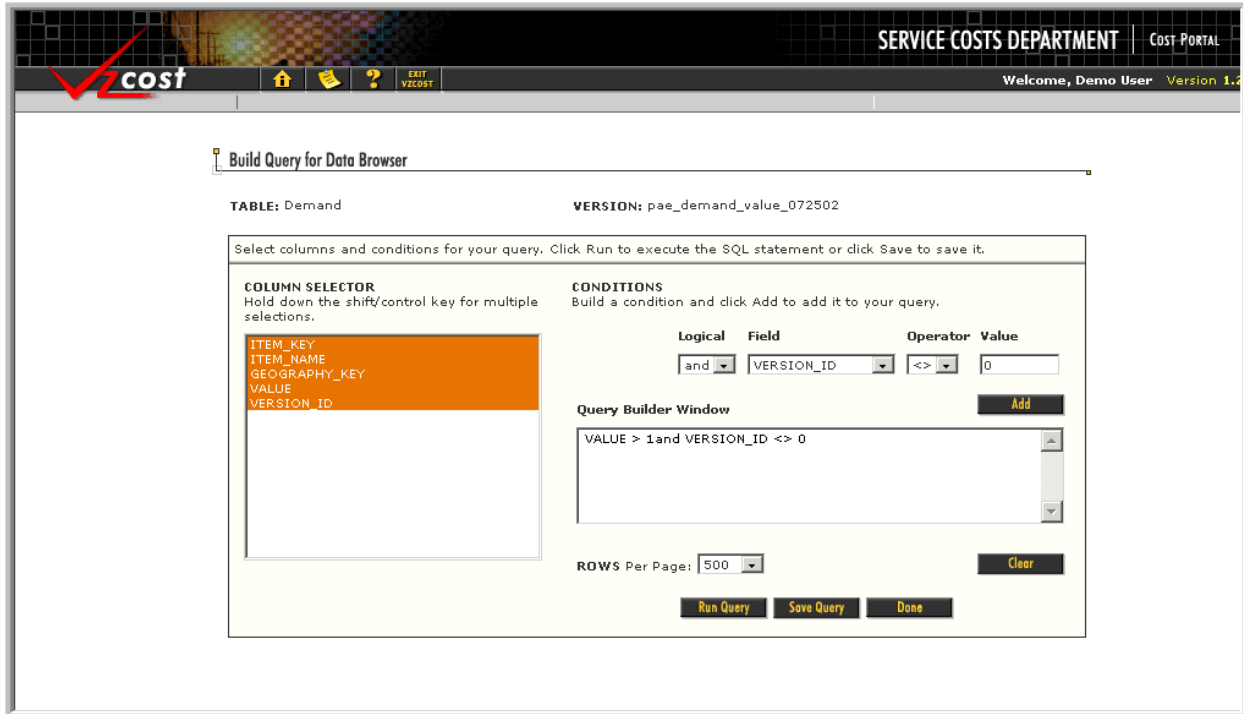
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.



The 'Column Selector' box at the left of this screen allows the user to choose which of the columns that are contained within the table should be displayed in this query. As shown at the right, the data owner may choose one column by clicking on it. Described below, however, are two ways for the data owner to select multiple columns from the 'Column Selector' box.

- To select a range of columns that are grouped together, the user will click on the first column name in the group, hold down the shift key on the keyboard, and then click on the last column name in the group. For example, in the 'Build Query for Data Editor' screen shown above, the user clicked on 'ITEM\_KEY', held down the shift key, and then clicked on 'VERSION\_ID'. Doing this selected all five columns in this list.
- To select multiple columns that are not grouped together, the user will click on the first column name to be selected, hold down the control key on the keyboard, and then click on each additional column name to be selected. For example, in the 'Column Selector' box shown to the right, the user clicked on 'ITEM\_NAME', held down the control key, and then clicked on 'VALUE'. Doing this selected both of these columns even though they are not grouped together.



**Build Query for Data Browser**

TABLE: Demand      VERSION: pae\_demand\_value\_072502

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

**COLUMN SELECTOR**  
Hold down the shift/control key for multiple selections.

ITEM_KEY
ITEM_NAME
GEOGRAPHY_KEY
VALUE
VERSION_ID

**CONDITIONS**  
Build a condition and click Add to add it to your query.

Logical	Field	Operator	Value
and	VERSION_ID	<=>	0

**Query Builder Window**



```
VALUE > 1 and VERSION_ID <=> 0
```


ROWS Per Page: 500

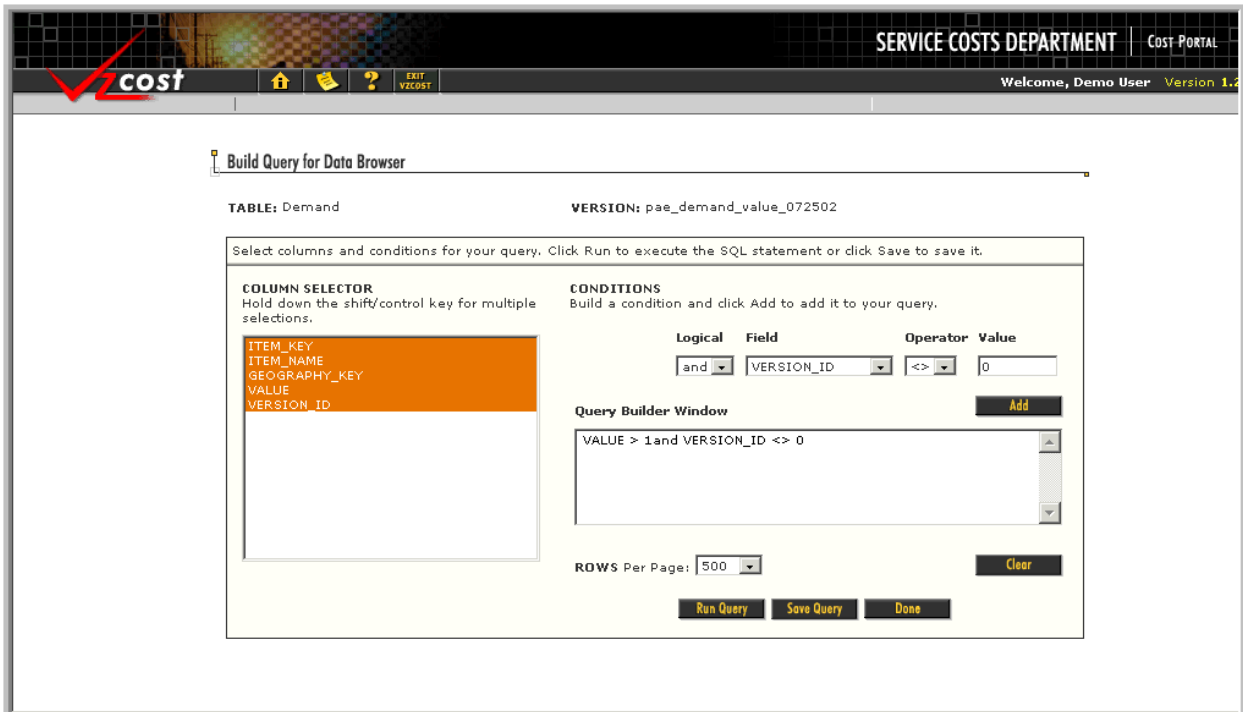
Buttons: Run Query, Save Query, Done, Add, Clear

Conditions may also be set for the query. When a condition is set, that condition will appear in the 'Query Builder Window'. To set a condition, the user will make whatever selections are necessary from the following four fields:

- If multiple conditions exist, all conditions except for the first one must begin with a selection from the 'Logical' field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the 'Logical' field.
- One of the column names from the 'Column Selector' box will be selected from the drop down menu for the 'Field' field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The user will press the button (▼) at the right side of the 'Operator Field' to choose a mathematical operator for the condition.
- The user will enter a value in the 'Value' field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters 'PA' anywhere within the 'GEOGRAPHY\_KEY' column of the table. Therefore, when the result set appears, all columns that were selected in the 'Column Selector' box that have the letters 'PA' included within the 'GEOGRAPHY\_KEY' column will be displayed on the screen.

Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. If the user needs to remove all of the conditions that have been added the 'Clear' button (  ) may be pressed. Alternatively, if the user needs to remove a single condition and other conditions exist, then the user will click on the condition to be deleted, thus highlighting it, and then press the 'Delete' key on the keyboard to delete it.

The user may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.



**Build Query for Data Browser**

TABLE: Demand      VERSION: pae\_demand\_value\_072502

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.



Logical	Field	Operator	Value
and	VERSION_ID	<=>	0


Query Builder Window

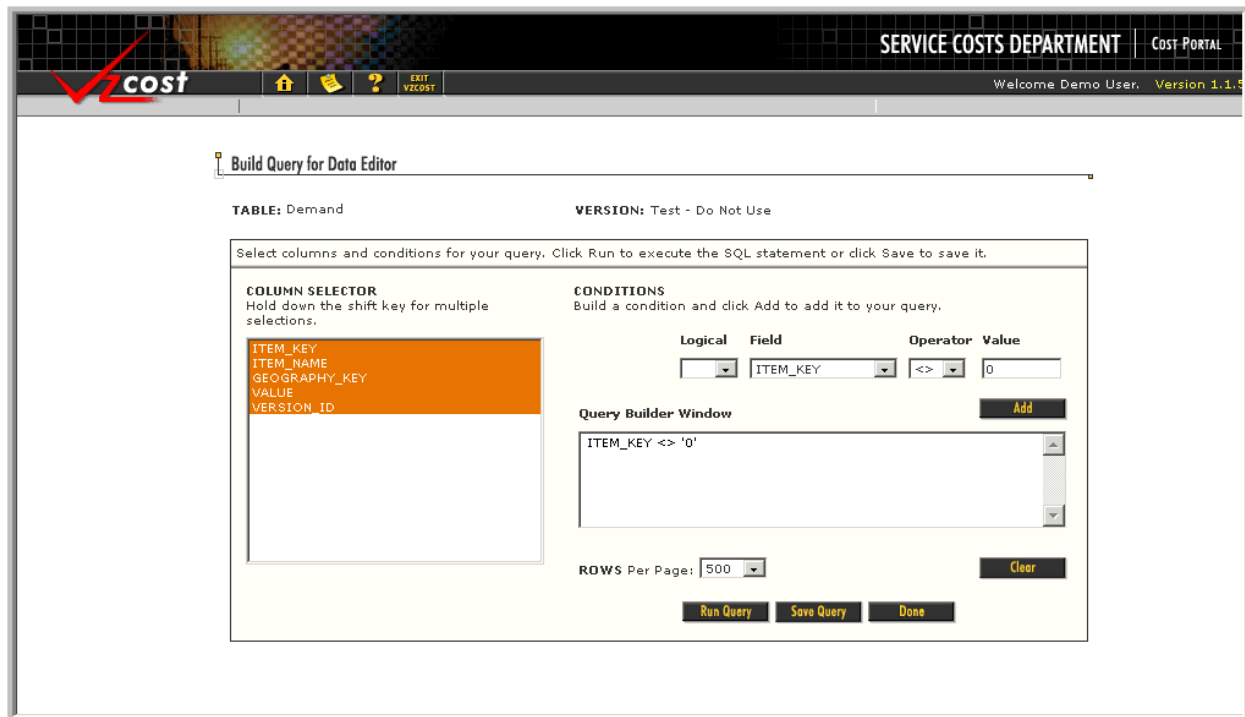
VALUE > 1 and VERSION\_ID <=> 0

ROWS Per Page: 500

Run Query   Save Query   Done   Clear

In the example shown above, the user has selected all columns in the 'Column Selector' box, changed the number of rows per page to 500, added the condition that results in the 'VALUE' column must be greater than one, and has created the condition that the 'VERSION\_ID' column can not be equal to zero. The user must still press the 'Add' button (  ) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to exit this function, the 'Done' button (  ) may be pressed to exit the query builder and return to the 'Data Browser Filter' screen.

Once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the user is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.



Logical	Field	Operator	Value
	ITEM_KEY	<>	0

**Query Builder Window**      **Add**

ITEM\_KEY <> '0'

ROWS Per Page: 500      **Clear**

**Run Query**   **Save Query**   **Done**

The 'Data Browser' screen will load up and display the results of the user's query. As selected in the query builder, 500 rows of the 12,320 rows are shown on this page. If needed, the user will use the scroll bar at the right side of the result window to move through the rows of results on this screen. To view the next 500 rows of results, the user will press the 'Next' button (  ) and to view the previous 500 rows of results, the user will press the 'Previous' button (  ). Please remember that these buttons will not always provide 500 rows of results. Instead they will display however many rows of results were specified in the query builder.

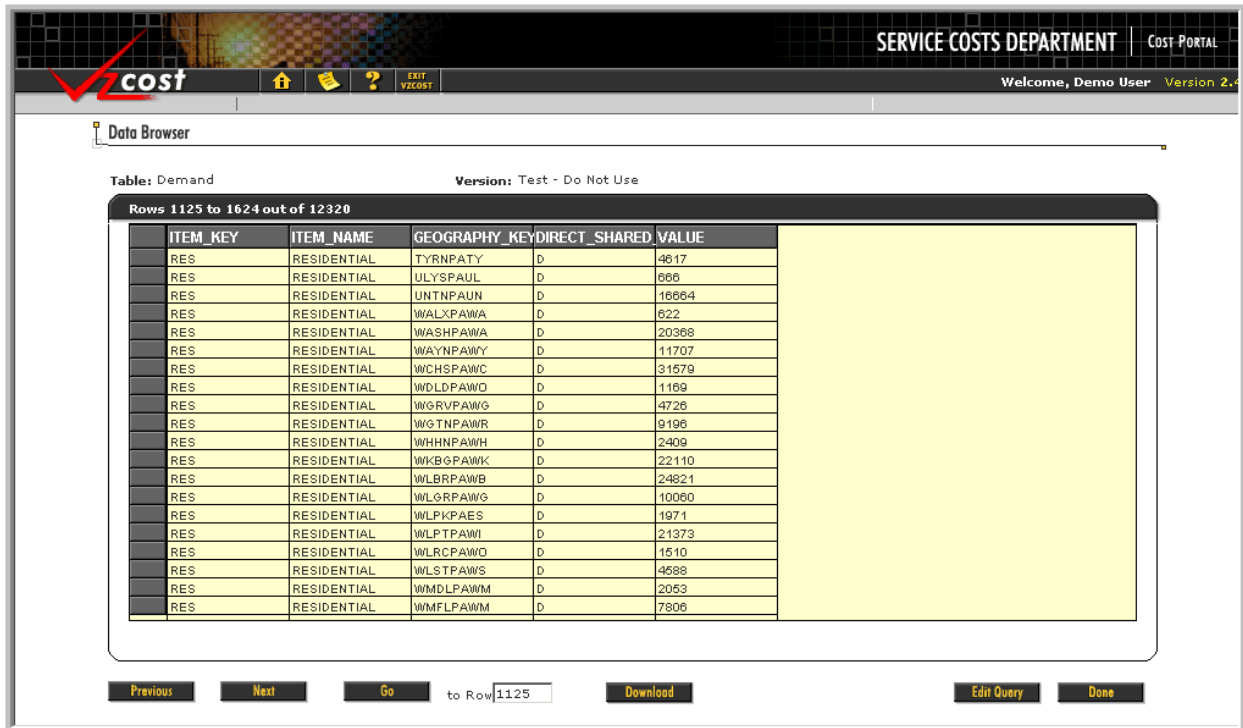




Table: Demand      Version: Test - Do Not Use


Rows 1125 to 1624 out of 12320

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	DIRECT_SHARED	VALUE
RES	RESIDENTIAL	TYRNPATY	D	4617
RES	RESIDENTIAL	ULYSPAUL	D	666
RES	RESIDENTIAL	UNTNPAUN	D	16664
RES	RESIDENTIAL	WALXPAWA	D	622
RES	RESIDENTIAL	WASHPAWA	D	20368
RES	RESIDENTIAL	WAYNPAWY	D	11707
RES	RESIDENTIAL	WCHSPAWC	D	31679
RES	RESIDENTIAL	WDLPAWO	D	1169
RES	RESIDENTIAL	WGRVPAWG	D	4726
RES	RESIDENTIAL	WGTNPAWR	D	9196
RES	RESIDENTIAL	WHHNPAWH	D	2409
RES	RESIDENTIAL	WKBGPAWK	D	22110
RES	RESIDENTIAL	WLBPAWB	D	24821
RES	RESIDENTIAL	WLGPAWG	D	10060
RES	RESIDENTIAL	WLKPAES	D	1971
RES	RESIDENTIAL	WLP TPAWI	D	21373
RES	RESIDENTIAL	WLRCPAWO	D	1510
RES	RESIDENTIAL	WLS TPAWS	D	4688
RES	RESIDENTIAL	WMDLPAWM	D	2053
RES	RESIDENTIAL	WMFLPAWM	D	7806


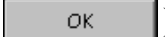
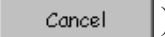
Navigation buttons: Previous, Next, Go to Row 1125, Download, Edit Query, Done

If there is a specific row number that the user would like to go to, that row number can be entered into the 'to Row' field and then the user must press the 'Go' button (  ). In the example above, the user has decided to go to row 1125. Thus, since 500 records per page were specified in the query builder, rows 1125 through 1624 are displayed on the page shown above.

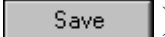
From this page, the user may press the 'Edit Query' button (  ) which will return the user to the 'Build Query for Data Editor' screen described [earlier in this section](#). In this case, the user can make any needed changes and then run the query again or save the new version of the query for later use.

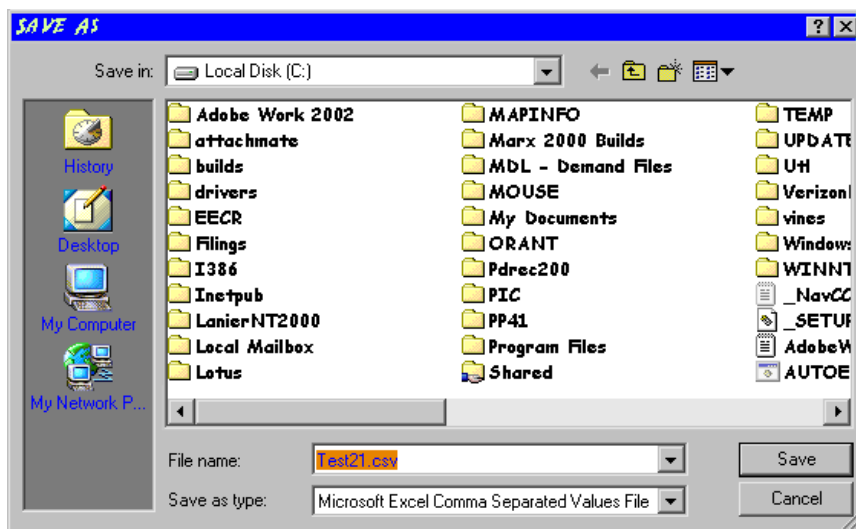
The user may also press the 'Download' button (  ) which will download the data into a CSV file for the user to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.



Once the user has is finished with this data browser, the 'Done' button (  ) should be pressed to close this page and return to the 'Queries' screen.

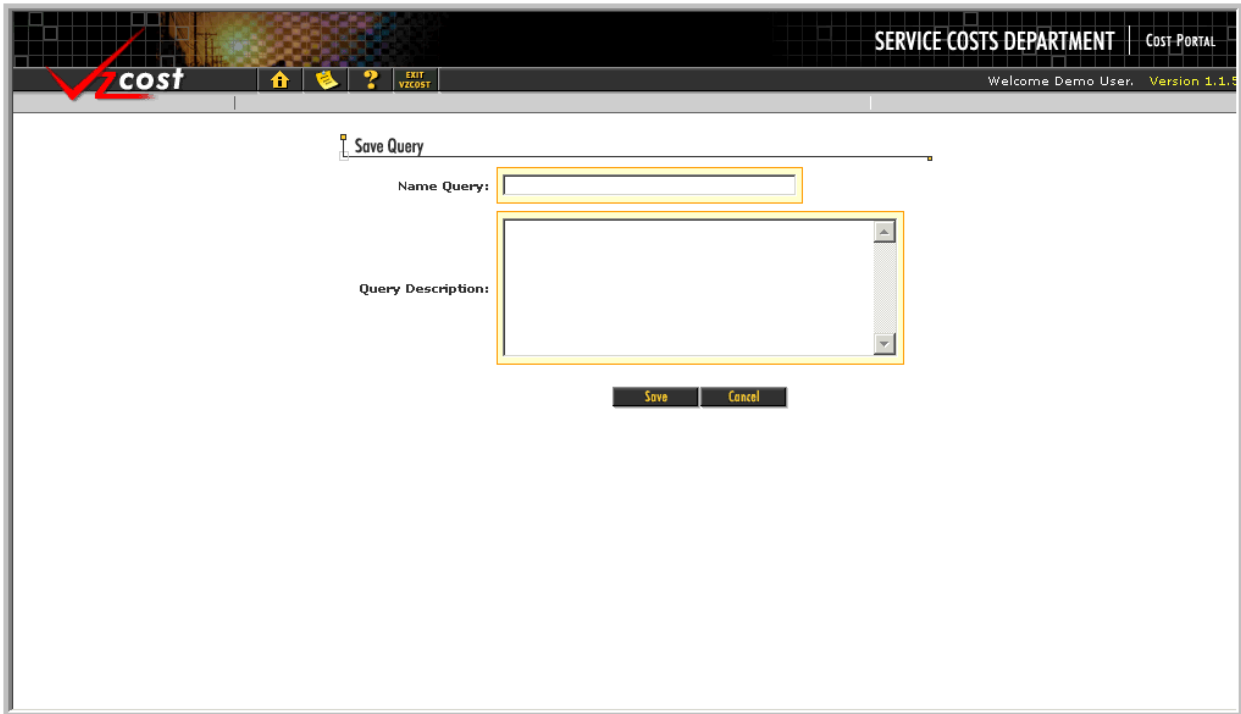
Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The user may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the user select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the user has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The user could also press the cancel button (  ) to disregard the download request and return to the previous screen.





Next, the 'Save As' dialog box will pop up and the user will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back to the system.




On the 'Build Query for Data Editor' screen, if the user is not ready to run the query yet or would just like to save the edited query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.

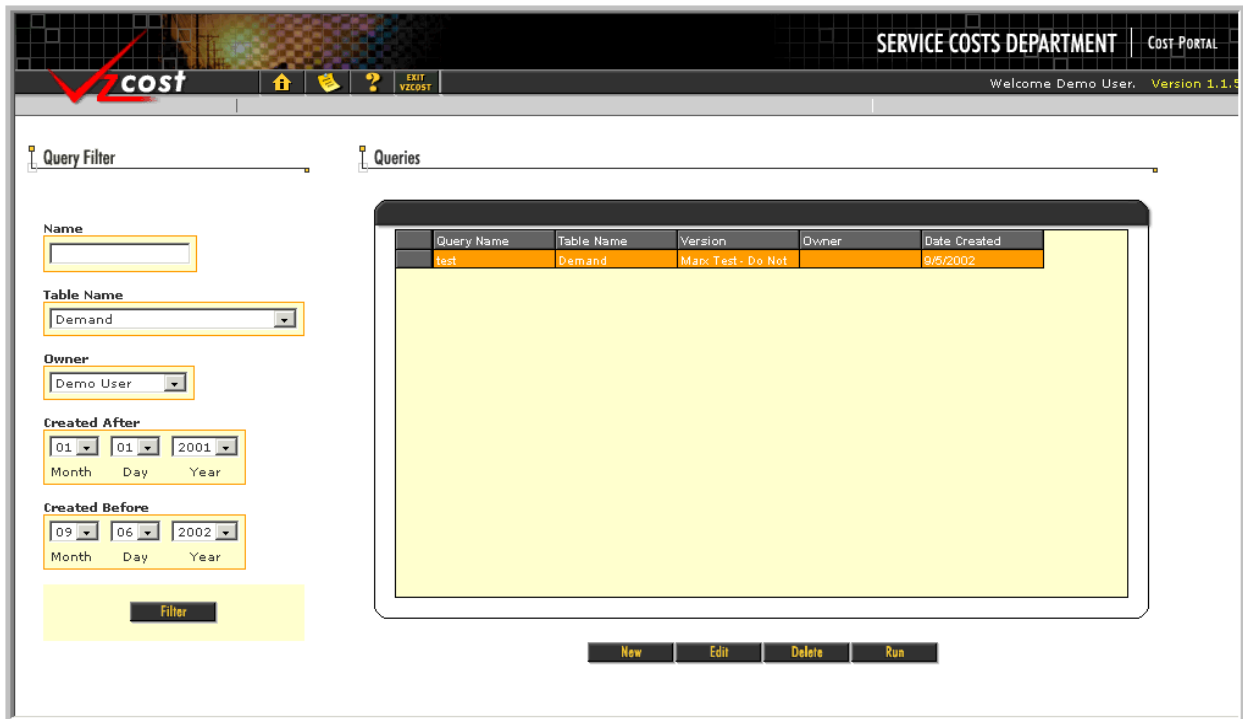
The screenshot shows a web application interface for saving a query. At the top, there is a navigation bar with the 'zcost' logo, a home icon, a help icon, and an 'EXIT zcost' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User, Version 1.1.0'. The main content area is titled 'Save Query' and contains two input fields: 'Name Query:' with a text box and 'Query Description:' with a larger text area. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

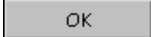

On this screen, the user will enter a new name in the 'Name Query' field and a description in the 'Query Description' field. Once these fields have been populated, the user may press the 'Save' button (  ) to save the query. Otherwise, to disregard the save query request and return to the 'Build Query for Data Editor' screen, the user may press the 'Cancel' button (  ).



### Section 11.2.3: Deleting a Saved Query


Only the user who created the saved query will have the access needed to delete it. Otherwise the delete function will not be available. To delete a saved query, the user should click on the query to highlight it. Next, the user should press the 'Delete' button (  ).

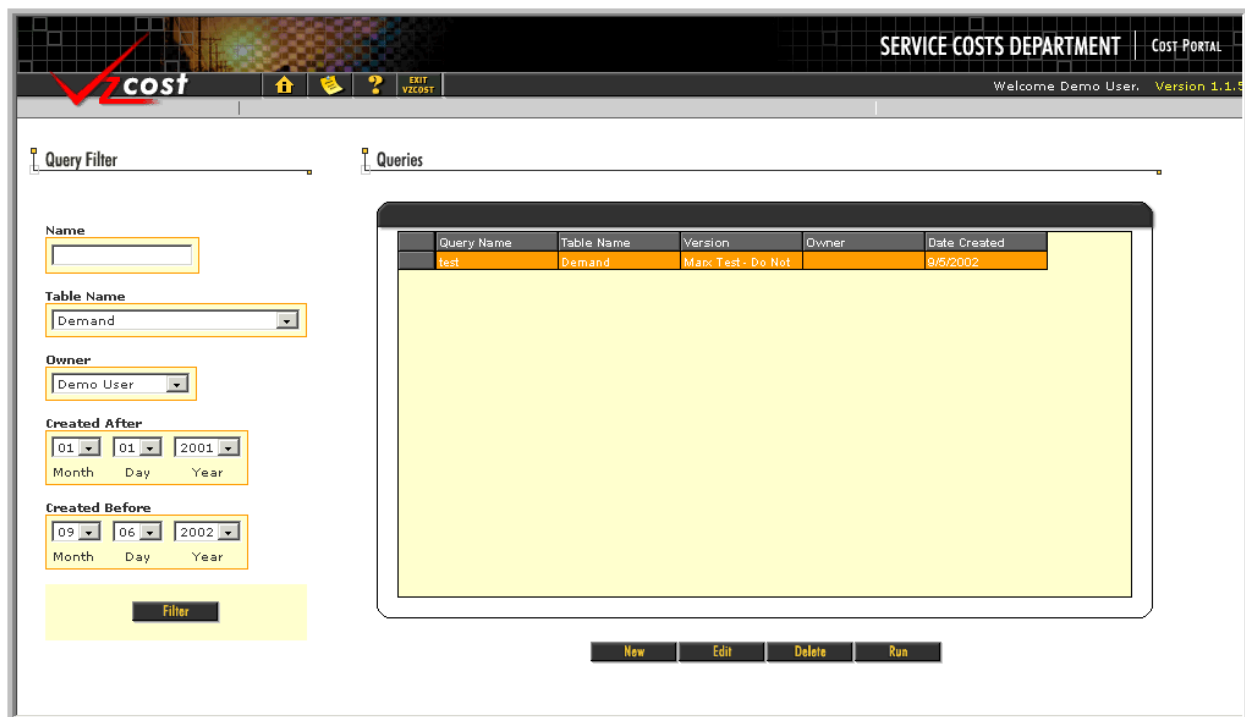


Before deleting a saved query, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button (  ) to complete the deletion of the saved query or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Queries' screen.



### Section 11.2.4: Running a Saved Query

Filters located at the left of the screen may be used as described in [section 4.4](#) to limit or expand the list of saved queries that are displayed on the screen. All saved queries that meet the filtered criteria will be displayed on the screen. Once the correct query has been located, the user will need to click on that query to highlight it. To run that saved query without making any modifications to the conditions that were set forth within the query, the user will need to press the 'Run' button (  ).



The screenshot displays the VZcost web application interface. At the top, there is a navigation bar with the VZcost logo, a home icon, a help icon, and an 'EXIT VZCOST' button. The text 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' is visible on the right side of the header. Below the header, the main content area is divided into two sections: 'Query Filter' and 'Queries'.

The 'Query Filter' section contains several input fields and dropdown menus for filtering queries:



- Name:** A text input field.
- Table Name:** A dropdown menu with 'Demand' selected.
- Owner:** A dropdown menu with 'Demo User' selected.
- Created After:** Three dropdown menus for Month (01), Day (01), and Year (2001).
- Created Before:** Three dropdown menus for Month (09), Day (06), and Year (2002).

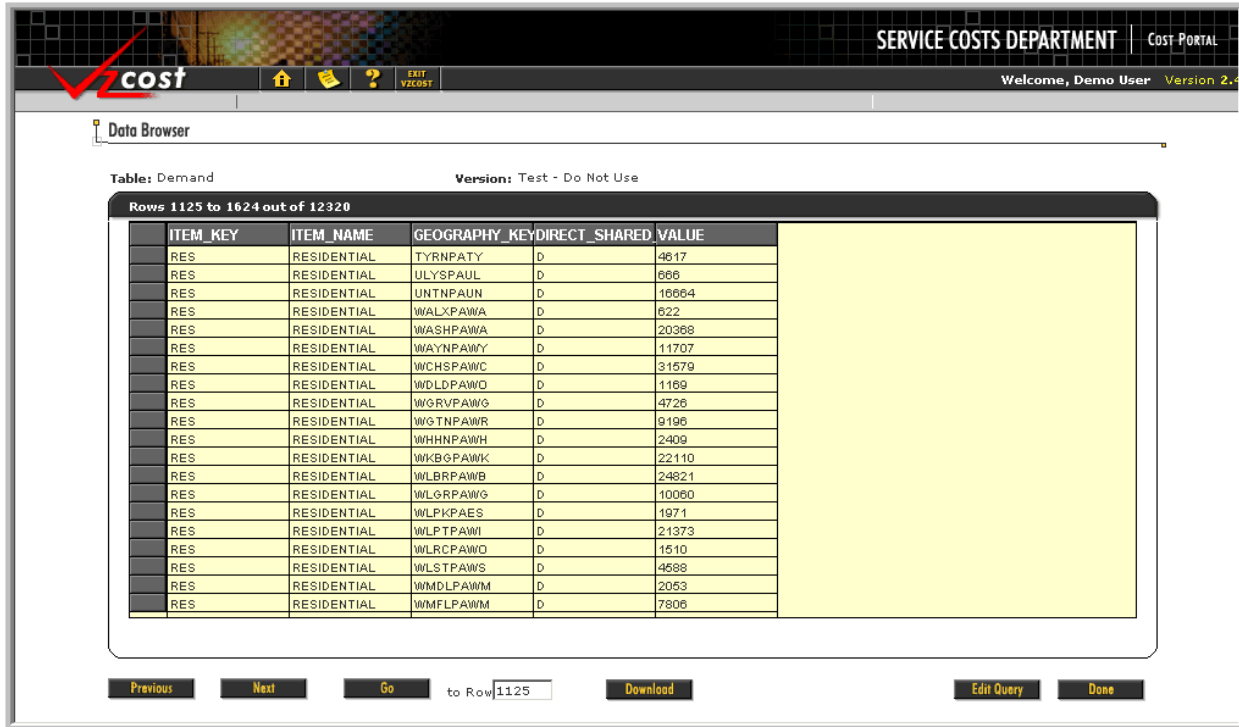
A yellow 'Filter' button is located below the filter fields.

The 'Queries' section displays a table with the following data:

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Max Test - Do Not		9/5/2002

Below the table, there are four buttons: 'New', 'Edit', 'Delete', and 'Run'.

The 'Data Browser' screen will load up, as shown below, and display the results of the user's query. If needed, the user will use the scroll bar at the right side of the result window to move through the rows of results on this screen. To view the next set of results, the user will press the 'Next' button (  ) and to view the previous set of results, the user will press the 'Previous' button (  ). These buttons will display however many rows of results were specified in the query builder.





The screenshot shows the 'Data Browser' window with the following details:


- Header: SERVICE COSTS DEPARTMENT | COST PORTAL
- User: Welcome, Demo User | Version 2.4
- Table: Demand | Version: Test - Do Not Use
- Rows 1125 to 1624 out of 12320


ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	DIRECT_SHARED	VALUE
RES	RESIDENTIAL	TYRNPATY	D	4617
RES	RESIDENTIAL	ULYSPAUL	D	666
RES	RESIDENTIAL	UNTNPAAUN	D	16664
RES	RESIDENTIAL	WALXPAAWA	D	822
RES	RESIDENTIAL	WASHPAWA	D	20368
RES	RESIDENTIAL	WAYNPAWY	D	11707
RES	RESIDENTIAL	WCHSPAWC	D	31679
RES	RESIDENTIAL	WDLPAWO	D	1169
RES	RESIDENTIAL	WGRVPAWVG	D	4726
RES	RESIDENTIAL	WGTNPAWR	D	9196
RES	RESIDENTIAL	WHHNPAWH	D	2409
RES	RESIDENTIAL	WKBGPAWK	D	22110
RES	RESIDENTIAL	WLBPAWB	D	24821
RES	RESIDENTIAL	WLGPAWVG	D	10060
RES	RESIDENTIAL	WLPKPAES	D	1971
RES	RESIDENTIAL	WLPTPAWI	D	21373
RES	RESIDENTIAL	WLRCPAWO	D	1510
RES	RESIDENTIAL	WLSTPAWS	D	4588
RES	RESIDENTIAL	WMDLPAWM	D	2053
RES	RESIDENTIAL	WMFLPAWM	D	7806


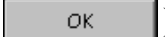
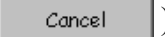
Navigation buttons: Previous, Next, Go (to Row 1125), Download, Edit Query, Done.

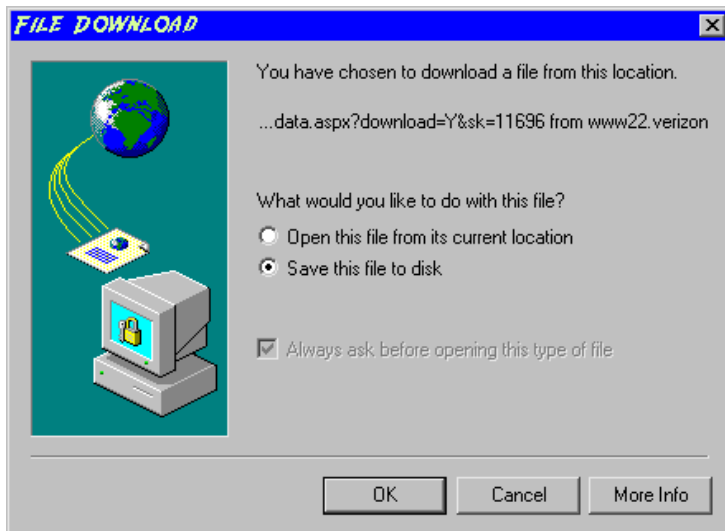
If there is a specific row number that the user would like to go to, that row number can be entered into the 'to Row' field and then the user must press the 'Go' button (  ). In the example above, the user has decided to go to row 1125.

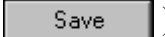
From this page, the user may press the 'Edit Query' button (  ) which will return the user to the 'Build Query for Data Editor' screen. In this case, the user can make any needed changes and then run the query again or save the new version of the query for later use.

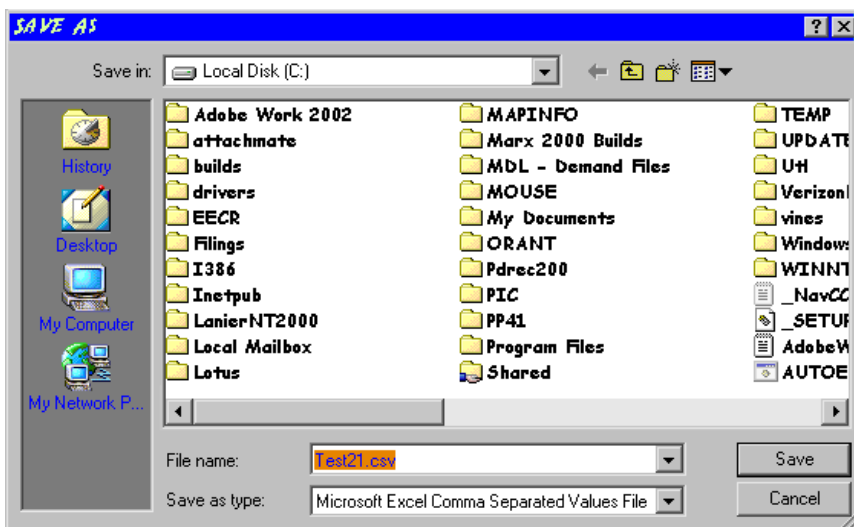
The user may also press the 'Download' button (  ) which will download the data into a CSV file for the user to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.

Once the user has is finished with this data browser, the 'Done' button (  ) should be pressed to close this page and return to the 'Queries' screen.

Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The user may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the user select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the user has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The user could also press the cancel button (  ) to disregard the download request and return to the previous screen.

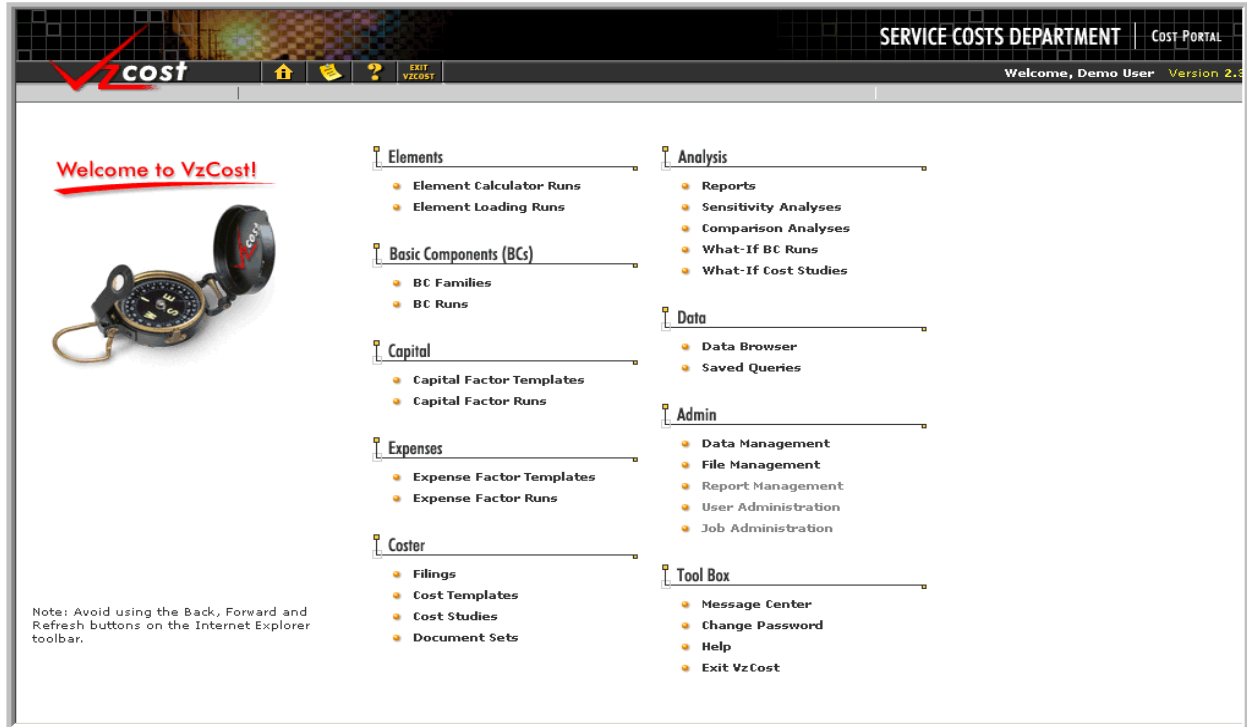


Next, the 'Save As' dialog box will pop up and the user will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the user decides to download an item that will be modified and then uploaded back in to the system later, the user must remove the header row from the file before uploading it back to the system.



## Section 12: Administrative

The administrative section of VzCost is divided into four functional areas. These functional areas are the 'Data Management', 'File Management', 'Report Management', and 'User Administration' areas. For most users, access will be restricted to some of these areas. However, the user may access any areas that are not restricted by clicking on the appropriate link from the home page as shown in the figure below.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

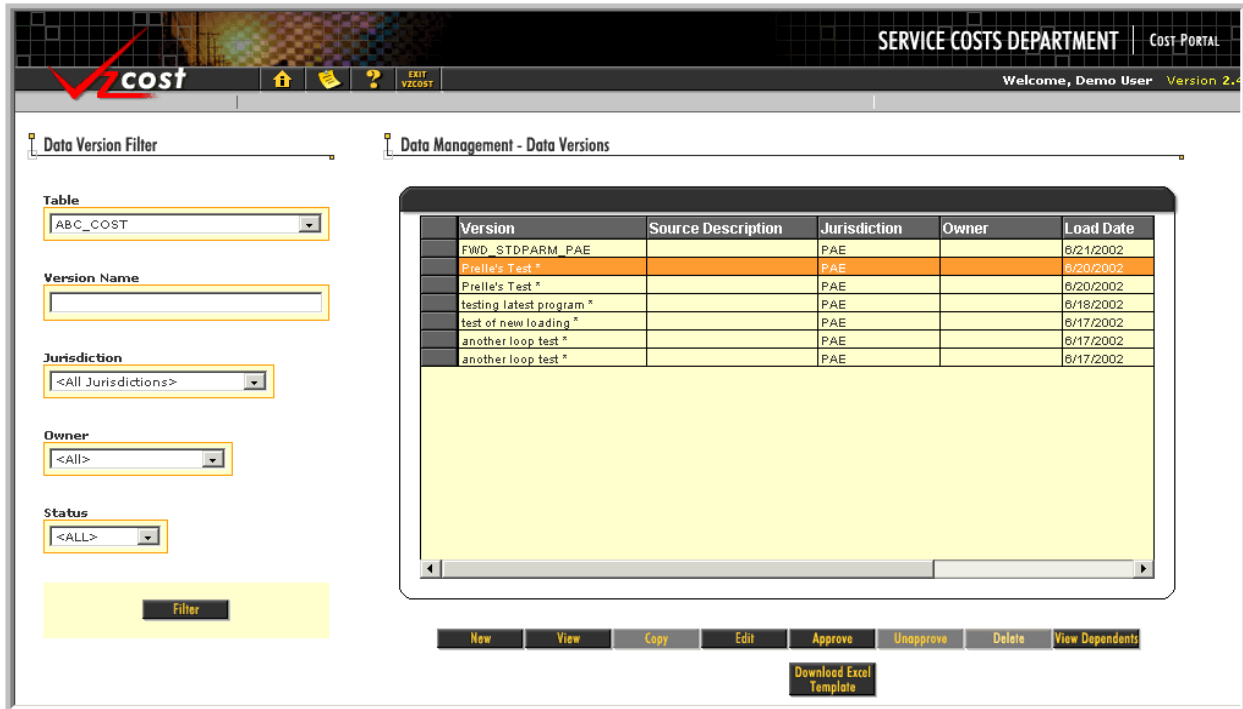
**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.


## Section 12.1: Data Management

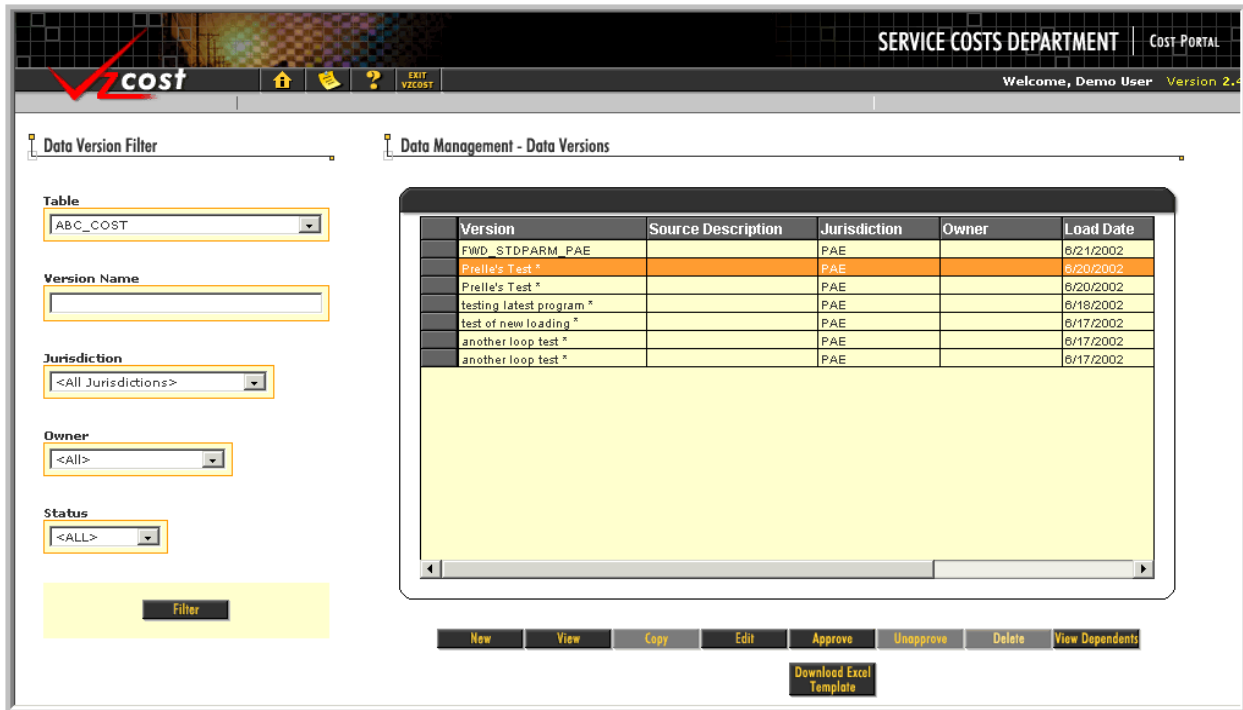
Access to the data management function is restricted. Thus, the data owners will be the only users that have the security clearance required for access. However, all data in the VzCost database will be viewable through the data browser feature. The Data Management feature will be used by data owners to load data into the VzCost database and, as needed, make changes to data that has been loaded. For any major changes or adjustments, it is recommended that the data owners make changes to the data outside of the VzCost system and then upload a new version of that data. The data owner will make the decision as to which method will be used when adjustments or other changes to the data are needed.






Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

This screen differs from other similar screens within VzCost because the 'Data Versions' list in the center of the screen displays a list of all data versions within one single table. The one table that will generate this list is selected by the user in the filter at the left of the screen in the 'Table' field. In other similar screens, this list would not require a selection from the filters and items displayed in the list would be limited to items that are created by the user and other user's items that have a status of completed or higher.


The filter on the 'Data Management' screen is different than the filters found throughout the other sections of VzCost. In the other sections, the filter may be used to help sort or limit the number of items displayed in the list at the center of the screen. The filter can be helpful but is not required. Thus, if the filter is not used, the lists in those sections will show all of the available items. On the 'Data Management' screen, however, the filter is required. It must be used to select a table because, unlike the lists in the other sections, the list on the 'Data Management' screen is only showing versions of that table. Therefore, if a table has not been selected, the list at the center of the screen will be empty. To use the 'Data Versions' filters, the user will make selections from the four filter options, described below, and then press the 'Filter' button (  ).

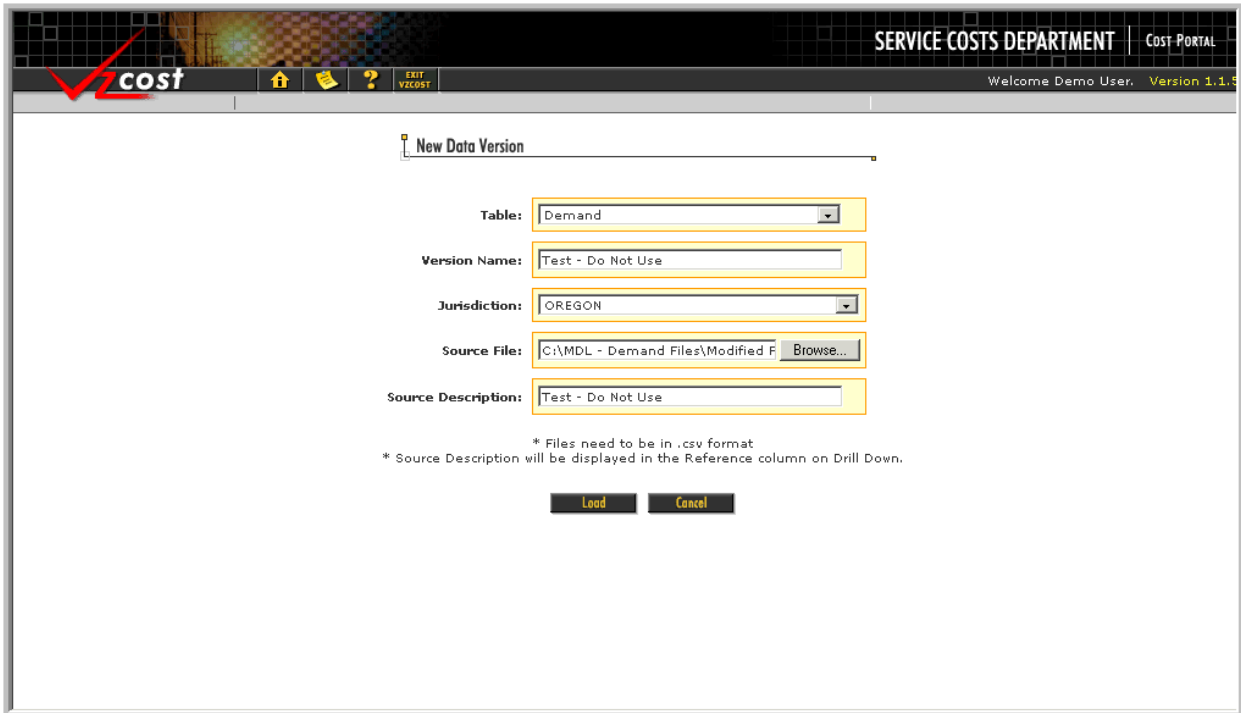


Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

- Options within the 'Table' drop down menu, accessible by pressing the button (  ) to the right side of the field, will include all tables for which the user is a data owner. Thus, if the user has not been designated as a data owner for a table, then it will not appear in the list of tables in the 'Table' field. Remember that most tables will have more than one data owner. Each data owner for a specific table will have access to all versions of the table, regardless of which data owner created that version.
- The 'Version Description' field will look for matches in the 'Version' column of the listed data versions. This filter automatically adds wildcards to any text that the user enters. For example, if the user enters 'vir' in this field, the system will look for the letters 'vir' at the beginning, the middle, and the end of all words and then display all matches in the list.
- Options within the 'Jurisdiction' drop down menu, accessible by pressing the button (  ) to the right side of the field, may be used to sort for versions of data based on jurisdictional information that may be designated within the data.
- Options within the 'Owner' drop down menu, accessible by pressing the button (  ) to the right side of the field, may be used to sort for versions of data that were uploaded by a specific data owner.

### Section 12.1.1: Uploading a New Data Version



To upload a new data version into the VzCost system, from the 'Data Management' screen, the user will press the 'New' button (  ) and the 'New Data Version' screen will load up. An example of the 'New Data Version' screen is shown below.

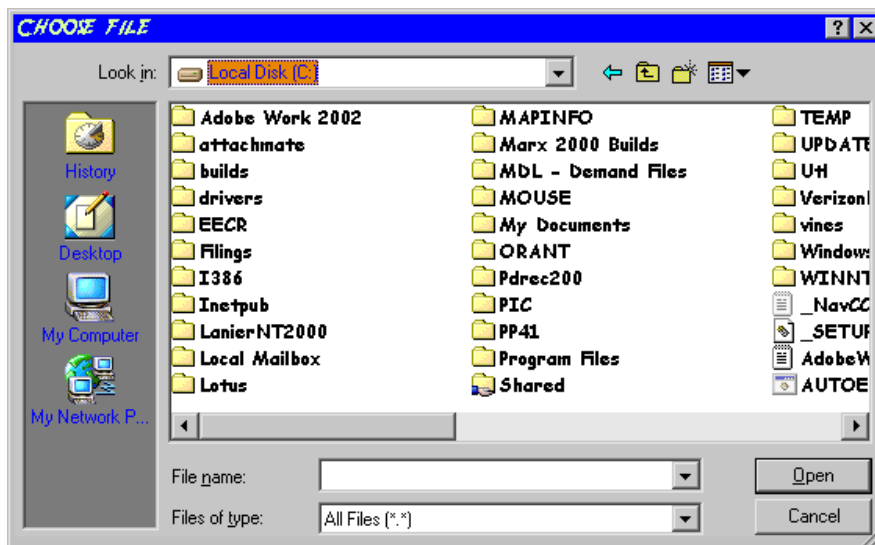


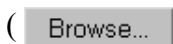

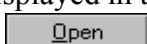
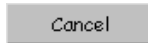
The screenshot shows the 'New Data Version' web form. The header includes the VzCost logo, navigation icons, and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL'. Below the header, the form title 'New Data Version' is displayed. The form contains five input fields: 'Table' (a dropdown menu with 'Demand' selected), 'Version Name' (a text box with 'Test - Do Not Use'), 'Jurisdiction' (a dropdown menu with 'OREGON' selected), 'Source File' (a text box with 'C:\MDL - Demand Files\Modified F' and a 'Browse...' button), and 'Source Description' (a text box with 'Test - Do Not Use'). Below the fields, there is a note: '\* Files need to be in .csv format' and '\* Source Description will be displayed in the Reference column on Drill Down.' At the bottom of the form are two buttons: 'Load' and 'Cancel'.

The 'New Data Version' screen contains five fields, described below. All five of these fields are required fields. A description of each of these fields is on the next page.





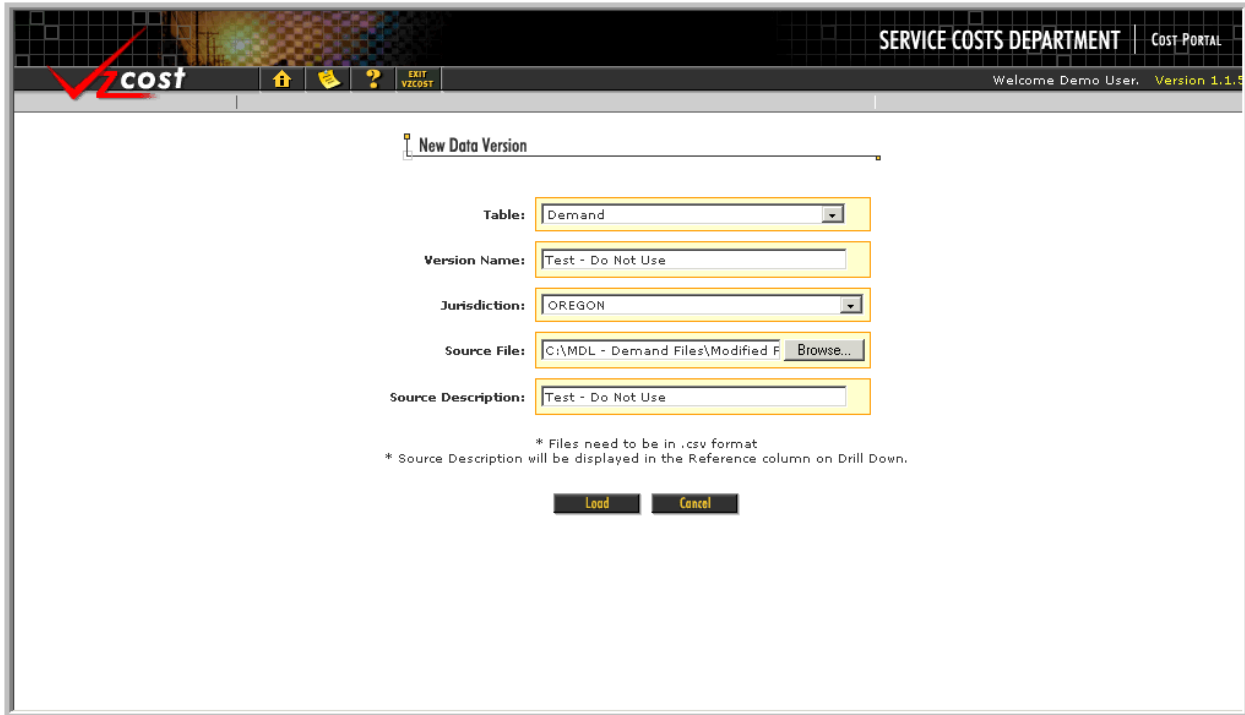
- Options within the 'Table' drop down menu, accessible by pressing the button (  ) to the right side of the field, will include all tables for which the user is a data owner. Thus, if the user has not been designated as a data owner for a table, then it will not appear in the list of tables in the 'Table' field. Remember that most tables will have more than one data owner. Each data owner for a specific table will have access to all versions of the table, regardless of which data owner created that version.
- The data owner will need to type a name into the 'Version Name' field that differentiates this version of the table from any other versions that might exist.
- Select a jurisdiction from the drop down menu by pressing the button (  ) at the right side of the 'Jurisdiction' field.
- The data owner will enter the path of the file to be uploaded in the 'Source File' field. Please notice that the header row, if one exists, must be removed from the file before it can be uploaded and CSV files are the only type of files that may be uploaded into the data management section. Also, the data in the CSV file must be arranged in the specific order that the VzCost system is looking for or the data load will fail. If the data owner is uncertain of what is the correct arrangement, that data owner may use the [Download Excel Template](#) function to view the correct arrangement for that table.
- The 'Source Description' field is for providing extra information. The data load drill down reference will display data that is entered into this field. In some cases, the 'Version Name' field will not provide enough space for an adequate explanation of the data load. In such cases, this 'Source Description' field is useful. For example, this field could say something like 'Data from Official Company Books' or provide some other informative statement.



If the data owner does not know the exact path of the source file, then the 'Browse' button (  ) at the end of the 'Source File' field may be pressed. The 'Choose File' dialog box, shown above, will appear. To locate the correct source location, the data owner will use the 'Look in' drop down menu at the top of the screen by pressing the button (  ) on the right side of the field. Next, in the display area, if the file is not in the currently displayed directory, the data owner will continue to double click on folders until the correct directory is displayed. Once the correct file is displayed in the display area, the data owner will click on that file and then click the 'Open' button (  ) to select the file. If the correct file can not be located, the data owner will need to press the 'Cancel' button (  ) which will return the data owner to the previous screen without a having selected a file.

Once the 'New Data Version' screen has been completely filled out, the data owner will have two options available.

- The data owner may press the 'Load' button (  ) to upload the selected file.
- The data owner may also press the 'Cancel' button (  ) to disregard the new data version request and return to the 'Data Management' screen.



**zcost** SERVICE COSTS DEPARTMENT COST PORTAL  
Welcome Demo User. Version 1.1.5

**New Data Version**

Table:


Version Name:

Jurisdiction:

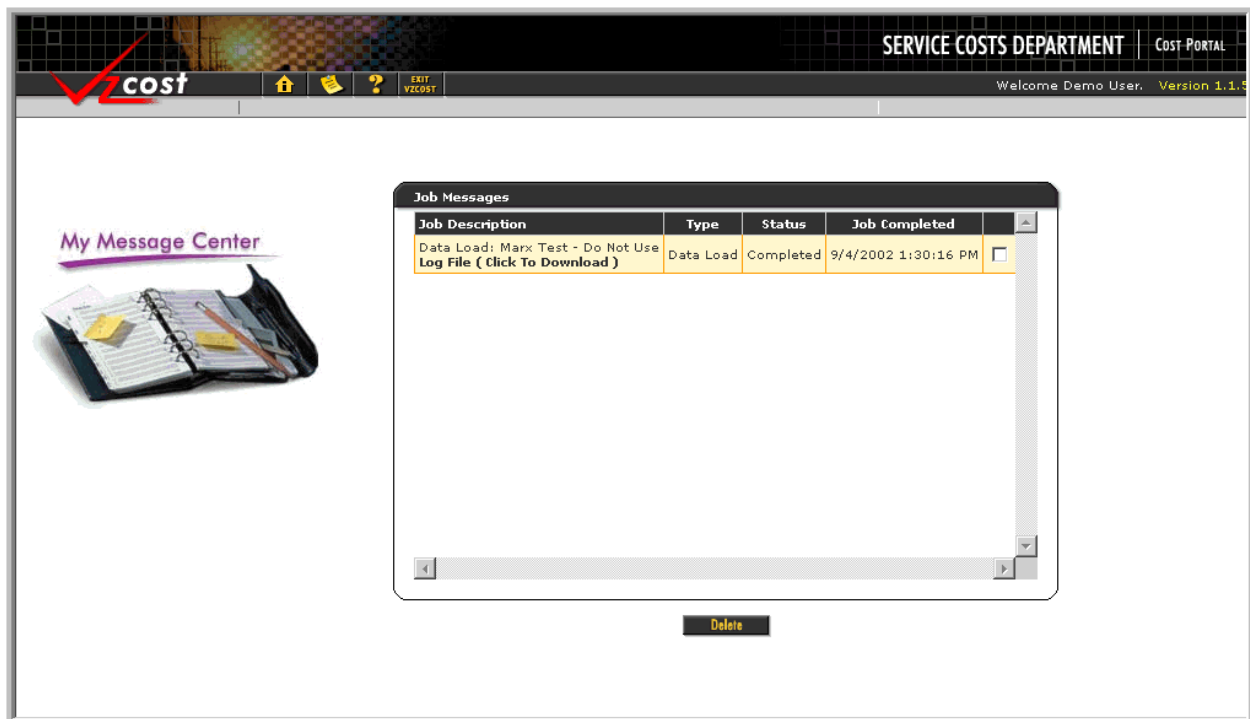
Source File:

Source Description:

\* Files need to be in .csv format  
\* Source Description will be displayed in the Reference column on Drill Down.

Assuming that the data owner pressed the 'Load' button (  ) button, the system take the data owner to the message center, described in [section 13.1](#) of this document. Once the job has processed, the 'Status' column will indicate that the job is either 'Complete', which indicates that the source file was uploaded successfully, or that it has 'Failed'. In this example, the job Failed due to bad data. where the user will wait for the run to either show a status of failed or completed. If the data load fails, the four most common causes of such failures are:


- A header row exists within the CSV file and thus the data load failed.
- The file uploaded is not a CSV file and thus the data load failed.
- The data within the uploaded file is not arranged in the specific order that the VzCost system is looking for. If the data owner is uncertain of what is the correct arrangement, that data owner may use the ['Download Excel Template'](#) function to view the correct arrangement for the table. Otherwise the data load will fail.
- The system will automatically validate the jurisdictional information. Thus, if the jurisdiction chosen on the 'New Data Version' screen does not match the jurisdiction of the data being uploaded, then the data load will fail.



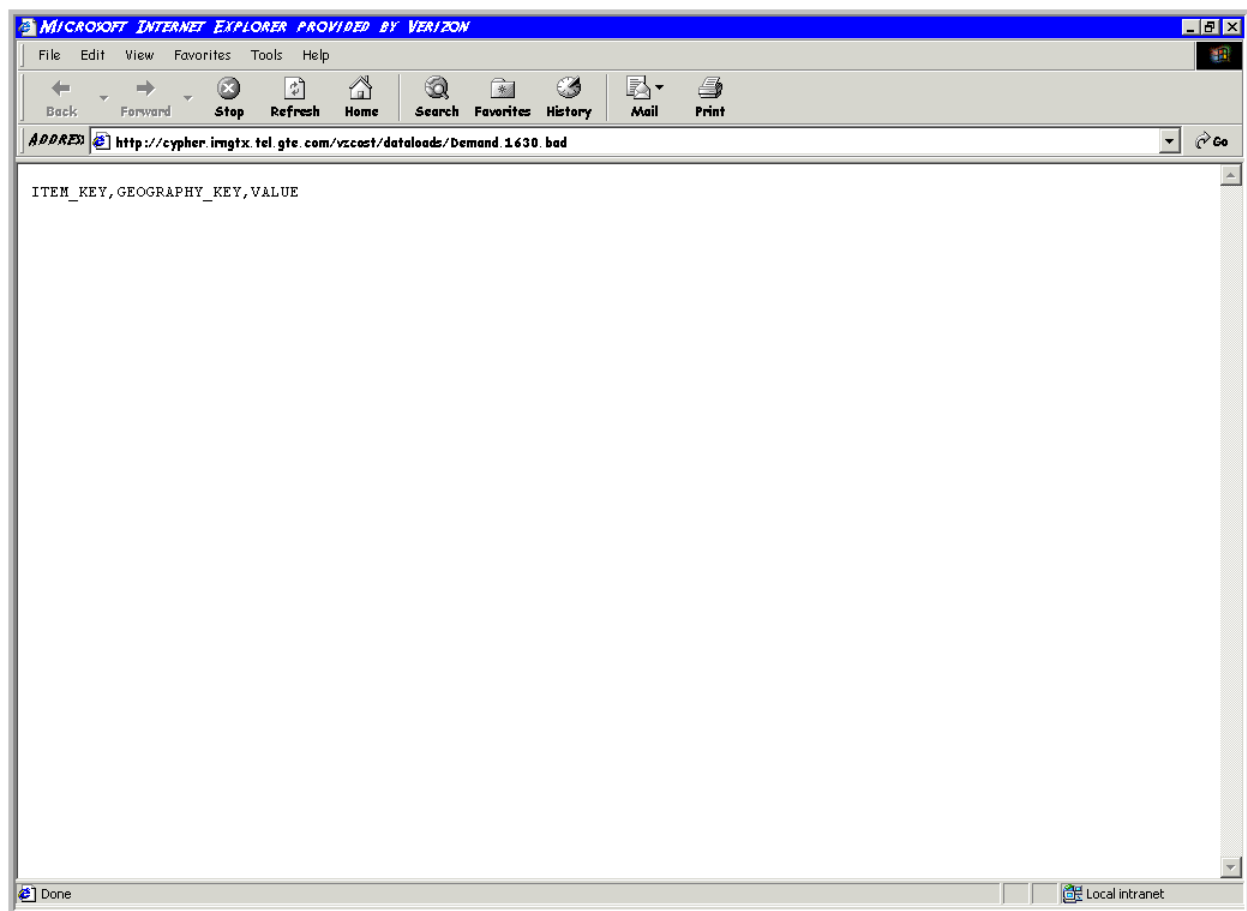
Job Description	Type	Status	Job Completed
Data Load: Marx Test - Do Not Use Log File ( Click To Download )	Data Load	Completed	9/4/2002 1:30:16 PM



The 'Job Description' field contains the name of the data run and links to additional information. When an item in the 'Job Description' field appears with bold text, the user may click on that bold text because it will act as a link.

In the example shown on the previous page, as with all successful data loads, the name itself will not be an active link. However, the 'Log File' link that can appear just below the name will be an active link. This link is described in more detail on the next page.

The system will reject an uploaded file even if only one item in that file has an error. If the run failed, there may be a 'Bad Data File' link. Clicking on this link, as shown below, will provide a summary of the actual items in error that caused the run to fail. The data owner may save the 'Bad Data' file by clicking on 'File' from the menu bar then choosing the 'Save As' option. The 'Save As' dialog box appears and the data owner will select a location for the file to be saved by using the 'Save in' field at the top of the screen. Then the data owner will type a name in the 'File name' field and press the 'Save' button (  ). This will complete the saving process.

On a failed run, there may also be a 'Log File' link that contains a synopsis of the problems with the file that the data owner tried to upload. However, if the run fails and neither of these links exist, then the name itself should become an active link. In the event that the name becomes an active link, the data owner can click on that link for a brief description of the error that caused the failure.



In a successful data load, the 'Log File' link that can appear with the name, will be an active link. The data owner may click on this link to view the log file. As shown below, the log file should load up in to a separate Microsoft Word window as a read only file. A read only file is a file that can not be modified or changed in any way. In this case, this file is a read only file because it exists within VzCost. If needed, however, the file may be saved locally as a text file on the data owner's computer. To do this, the data owner will press the save icon (  ) near the top left of the screen. If needed, the data owner may also print this file by clicking on the print icon (  ) near the top left of the screen.

```

DEMAND.1626.LOG (READ-ONLY) - MICROSOFT WORD
File Edit View Insert Format Tools Table Window Help
Plain Text Courier New 10 B I U
SQL*Loader: Release 8.1.7.0.0 - Production on Wed Sep 4 13:30:12 2002

(c) Copyright 2000 Oracle Corporation. All rights reserved.

Control File: e:\app\dataloads\Demand.1626.cnl
Data File: e:\app\dataloads\Demand.1626.csv
Bad File: e:\app\dataloads\Demand.1626.bad
Discard File: none specified

(Allow all discards)

Number to load: ALL
Number to skip: 0
Errors allowed: 50
Bind array: 64 rows, maximum of 65536 bytes
Continuation: none specified
Path used: Conventional

Table VZ_DATA.DEMAND_VALUE_T, loaded from every logical record.
Insert option in effect for this table: APPEND
TRAILING NULLCOLS option in effect


Column Name Position Len Term Encl Datatype
-----
ITEM_KEY FIRST * , O("") CHARACTER
GEOGRAPHY_KEY NEXT * , O("") CHARACTER
VALUE NEXT * , O("") CHARACTER
VERSION_ID NEXT * , O("") CHARACTER
SQL string for column : "1626"

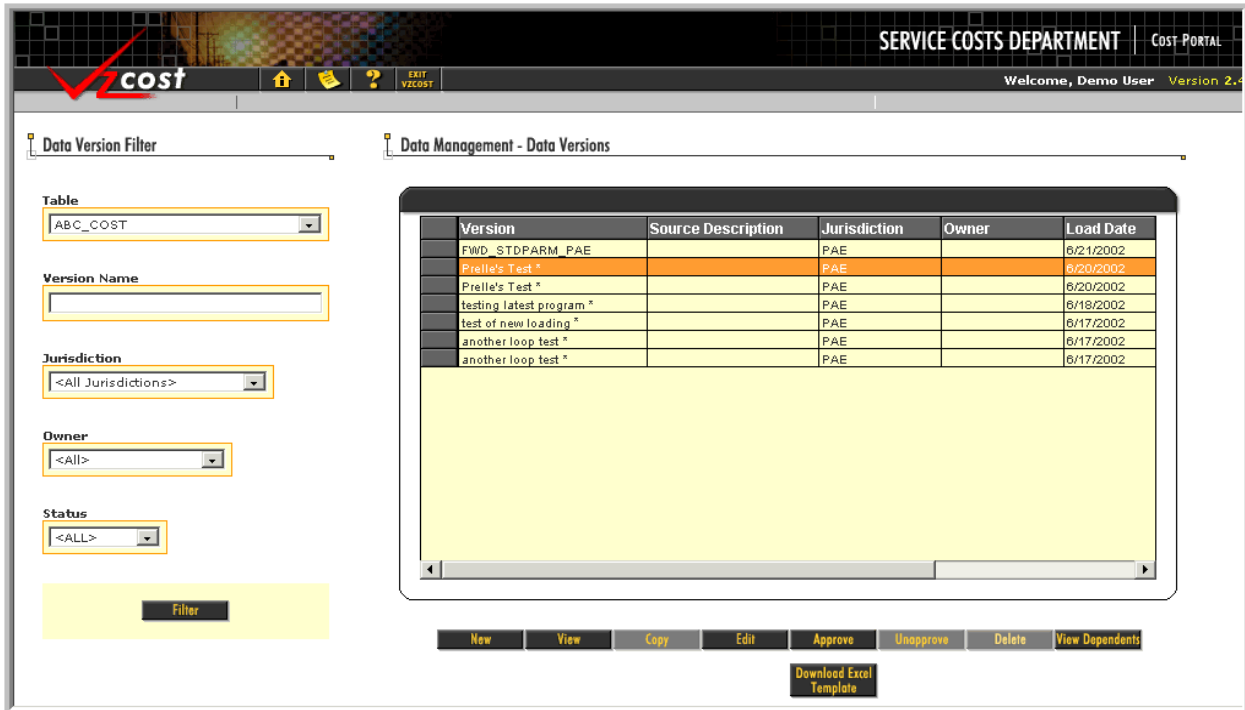
Table VZ_DATA.DEMAND_VALUE_T:
12320 Rows successfully loaded.

```

A data owner who has uploaded a new data version may test that data version without approving it. This is accomplished by creating a run based off of this data version. However, this run will not be visible to any other users or data owners. The run must remain at the in progress status level until either the run is deleted or the data version is approved.

## Section 12.1.2: Viewing a Data Version

The data owner may view any data version that appears on the screen. This includes versions of data that may have been created by other people who are also data owners for the specified table. Remember that all of the tables can have multiple data owners. To view a data version, the data owner will use the filters, as described previously in [this section](#), to limit or expand the list of data versions that are displayed on the screen. When the desired data version is shown, the user will click on it, thus highlighting it, and then press the 'View' button (  ).



The screenshot displays the 'Data Management - Data Versions' interface. On the left, there is a 'Data Version Filter' section with the following fields:

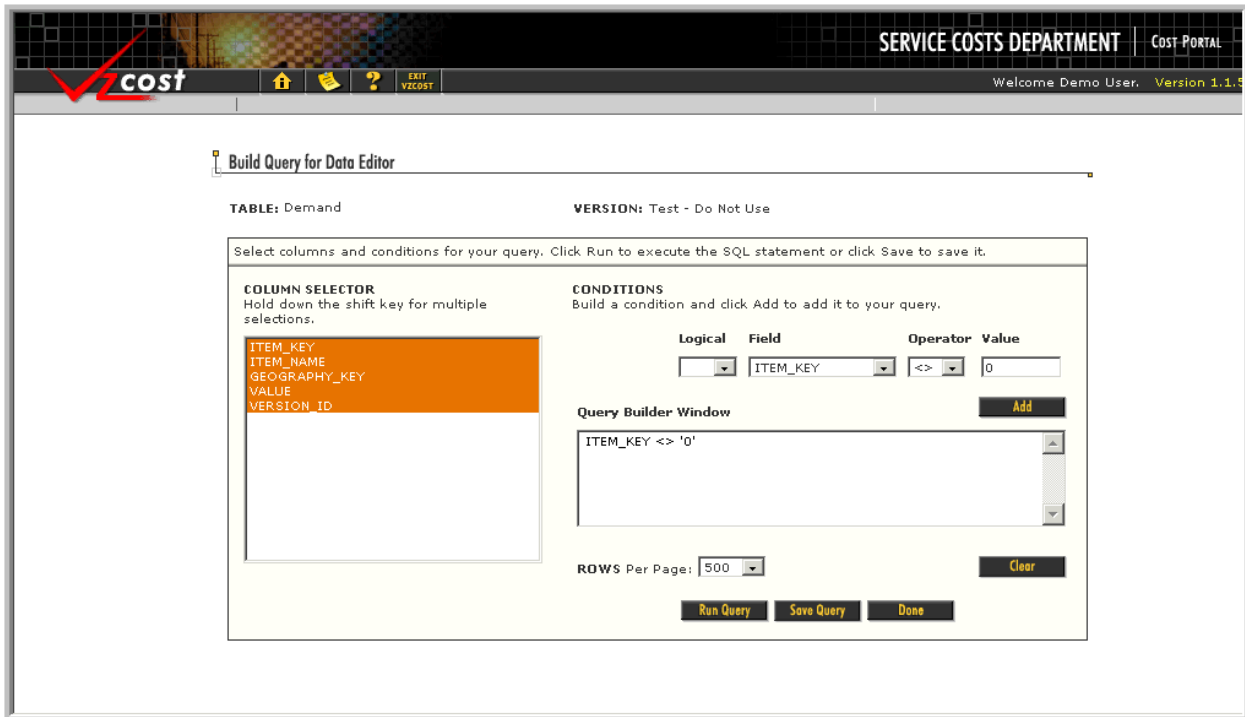
- Table:** ABC\_COST
- Version Name:** (empty text box)
- Jurisdiction:** <All Jurisdictions>
- Owner:** <All>
- Status:** <ALL>

A yellow 'Filter' button is located below these fields. The main area shows a table of data versions:

Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM PAE	PAE	PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

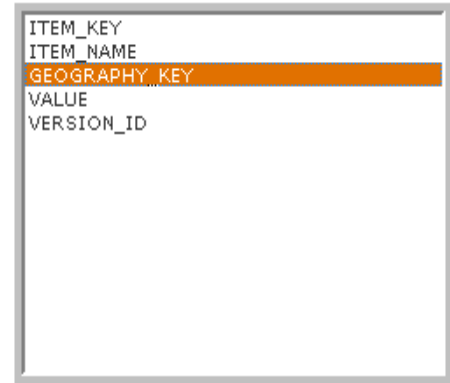
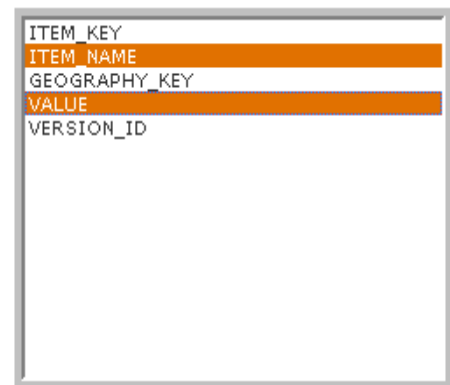
Below the table, there is a row of action buttons: New, View, Copy, Edit, Approve, Unapprove, Delete, and View Dependents. A 'Download Excel Template' button is also present.

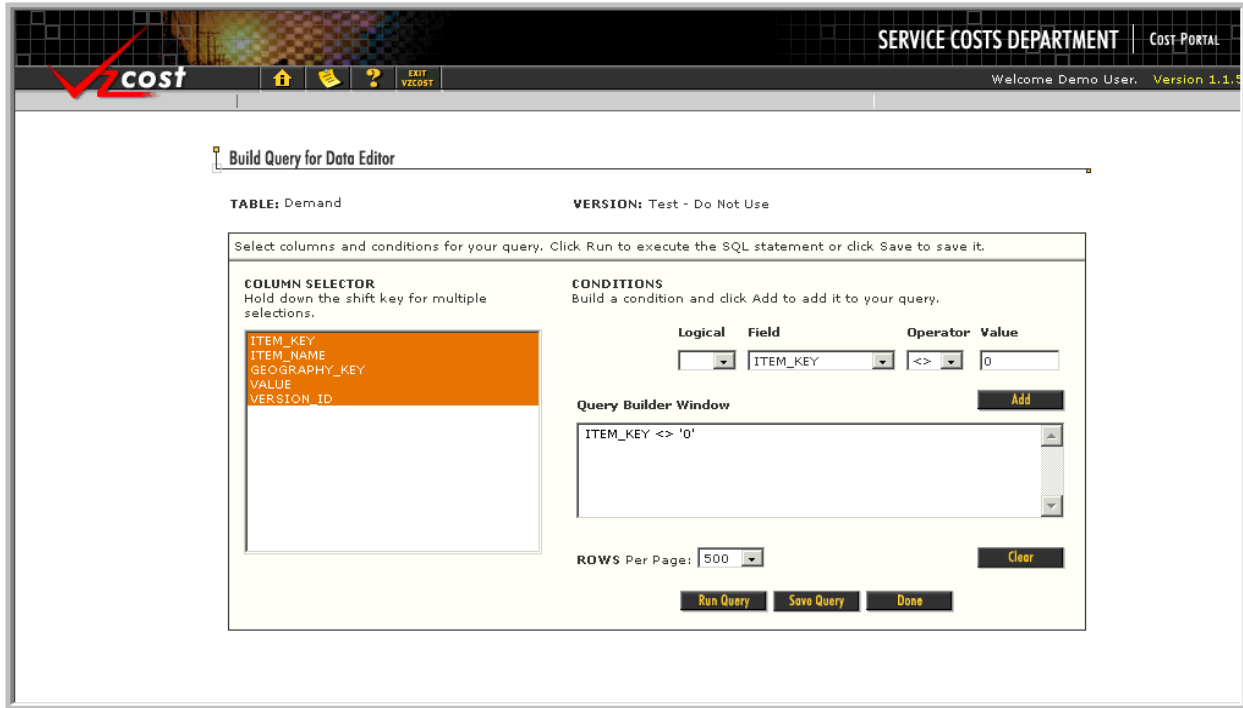
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.



The 'Column Selector' box at the left of this screen allows the user to choose which of the columns that are contained within the table should be displayed in this query. As shown at the right, the data owner may choose one column by clicking on it. Described below, however, are two ways for the data owner to select multiple columns from the 'Column Selector' box.

- To select a range of columns that are grouped together, the data owner will click on the first column name in the group, hold down the shift key on the keyboard, and then click on the last column name in the group. For example, in the 'Build Query for Data Editor' screen shown above, the data owner clicked on 'ITEM\_KEY', held down the shift key, and then clicked on 'VERSION\_ID'. Doing this selected all five columns in this list.
- To select multiple columns that are not grouped together, the data owner will click on the first column name to be selected, hold down the control key on the keyboard, and then click on each additional column name to be selected. For example, in the 'Column Selector' box shown to the right, the data owner clicked on 'ITEM\_NAME', held down the control key, and then clicked on 'VALUE'. Doing this selected both of these columns even though they are not grouped together.



**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

**COLUMN SELECTOR**  
Hold down the shift key for multiple selections.

- ITEM\_KEY
- ITEM\_NAME
- GEOGRAPHY\_KEY
- VALUE
- VERSION\_ID

**CONDITIONS**  
Build a condition and click Add to add it to your query.

Logical	Field	Operator	Value
	ITEM_KEY	<>	0

**Query Builder Window**

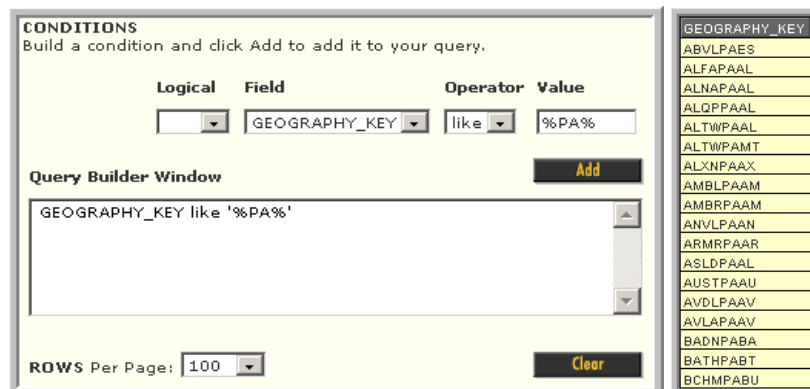
ITEM\_KEY <> '0'

ROWS Per Page: 500

Run Query   Save Query   Done

Conditions may also be set for the query. When a condition is set, that condition will appear in the 'Query Builder Window'. To set a condition, the data owner will make whatever selections are necessary from the following four fields:

- If multiple conditions exist, all conditions except for the first one must begin with a selection from the 'Logical' field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the 'Logical' field.
- One of the column names from the 'Column Selector' box will be selected from the drop down menu for the 'Field' field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The data owner will press the button (▼) at the right side of the 'Operator Field' to choose a mathematical operator for the condition.
- The data owner will enter a value in the 'Value' field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters 'PA' anywhere within the 'GEOGRAPHY\_KEY' column of the table.



**CONDITIONS**  
Build a condition and click Add to add it to your query.

Logical	Field	Operator	Value
	GEOGRAPHY_KEY	like	%PA%

**Query Builder Window**

GEOGRAPHY\_KEY like '%PA%'

ROWS Per Page: 100



Clear


**GEOGRAPHY\_KEY**

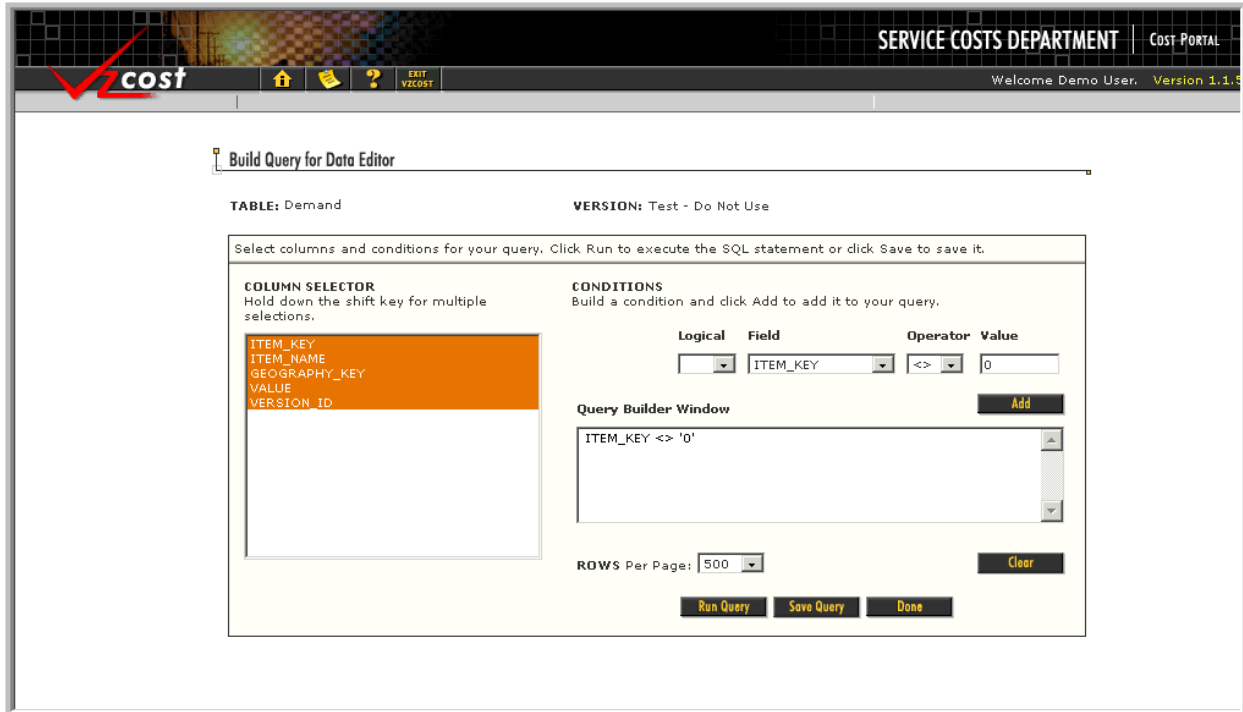
- ABVLPAES
- ALFAPAAL
- ALNAPAAL
- ALQPPAAL
- ALTWPAAL
- ALTWPAMT
- ALXNPAAX
- AMBLPAAM
- AMBRPAAM
- ANVLPAA
- ARMRPAAR
- ASLDPAAL
- AUSTPAAU
- AVDLPAAV
- AVLAPAAV
- BADNPABA
- BATHPABT
- BCHMPABU

Therefore, when the result set appears, all columns that were selected in the 'Column Selector' box that have the letters 'PA' included within the 'GEOGRAPHY\_KEY' column will be displayed on the screen.



Once the fields have been filled out to add a condition to the query, the data owner will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (  ) to remove all conditions that have been built or the data owner may also highlight a single condition and then press the 'Delete' key on the keyboard to delete that single condition.

The data owner may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.




**Build Query for Data Editor**



TABLE: Demand      VERSION: Test - Do Not Use




Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.


Logical	Field	Operator	Value
	ITEM_KEY	<>	0



**Query Builder Window** 

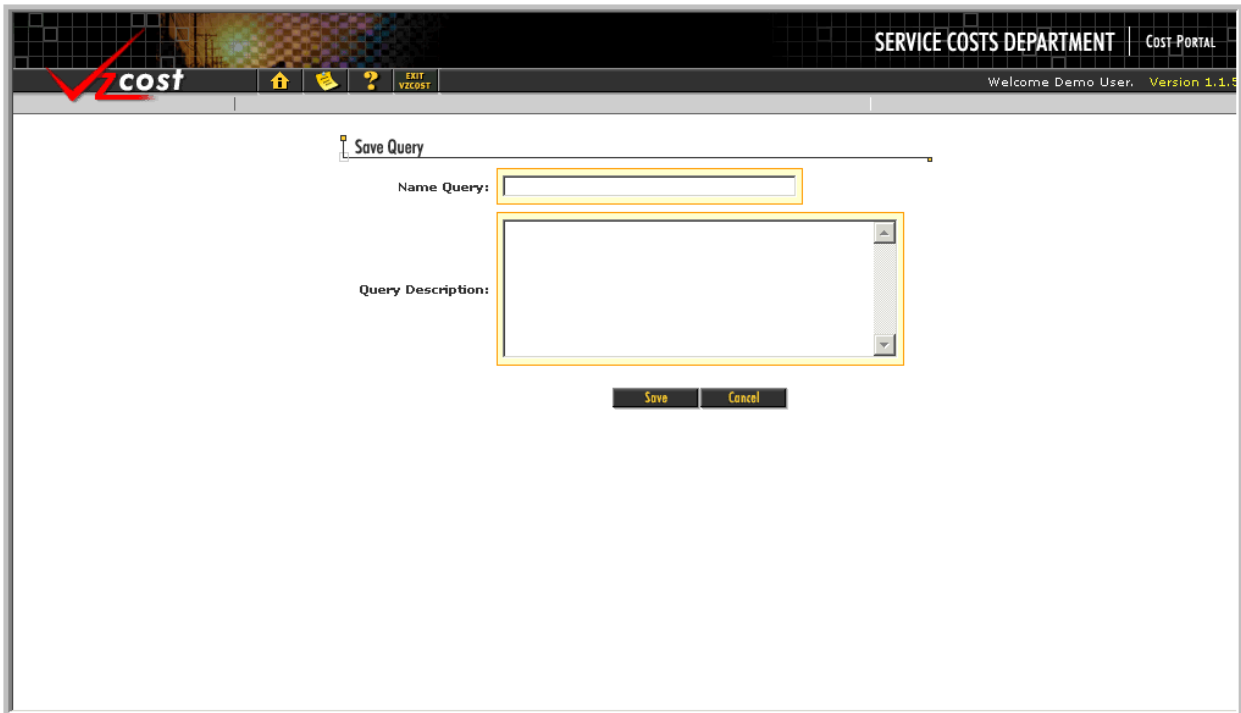
ITEM\_KEY <> '0'



ROWS Per Page: 500  


  

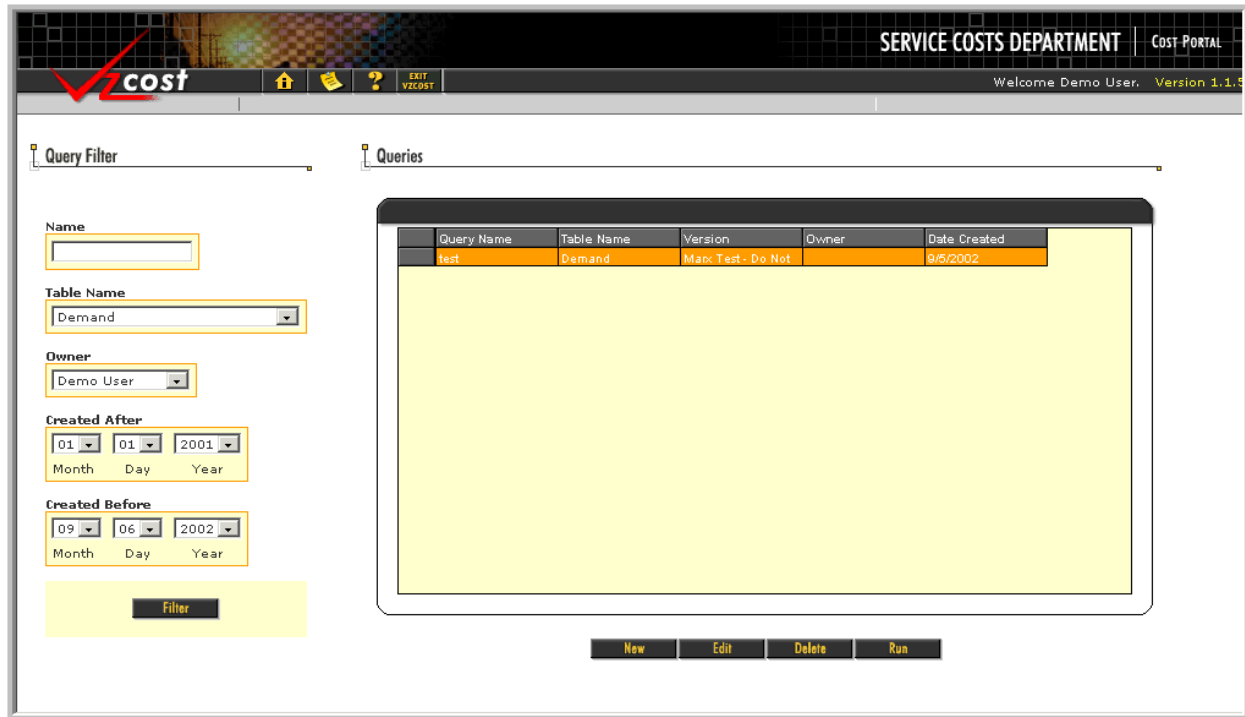
In the example shown above, the data owner has selected all columns in the 'Column Selector' box, added the condition that results in the 'ITEM\_KEY' column can not be equal to zero, and changed the number of rows per page to 500. This query is now ready to either be saved or run. However, the user may also exit the query builder and return to the 'Data Management' screen by pressing the 'Done' button (  ).

If the data owner is not ready to run the query yet or would just like to save the selected query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.

A screenshot of the 'Save Query' screen in the VZcost application. The screen has a dark header with the 'VZcost' logo on the left, 'SERVICE COSTS DEPARTMENT' and 'COST PORTAL' on the right, and 'Welcome Demo User. Version 1.1.8' in the bottom right. Below the header is a navigation bar with icons for home, help, and exit. The main content area is titled 'Save Query' and contains two input fields: 'Name Query:' with a text box and 'Query Description:' with a larger text area. At the bottom of the form are two buttons: 'Save' and 'Cancel'.

On this screen, the data owner will enter a name in the 'Name Query' field and a description in the 'Query Description' field. Once this information has been provided, the data owner may press the 'Save' button (  ) to continue. Otherwise, the data owner may press the 'Cancel' button (  ) to disregard the save query request and return to the 'Build Query for Data Editor' screen.

Assuming that the data owner pressed the 'Save' button (  ) to continue, the system saves the query and the user is taken to the 'Queries' screen. An example of the 'Queries' screen is shown below. This screen is also accessible by clicking on the 'Saved Queries' link in the 'Data' section on the VzCost Home Page. The saved queries function is described in more detail in [section 11.2](#) of this document.



Query Filter

Queries

Name

Table Name

Owner


Created After

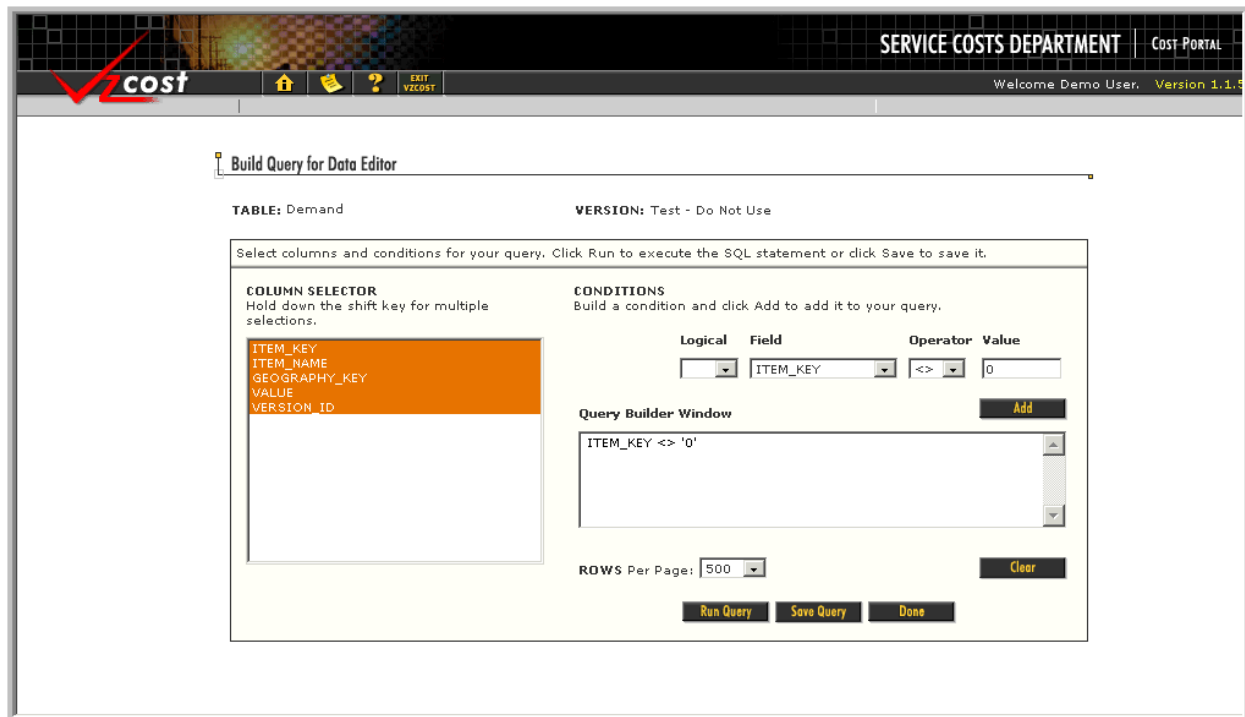
Created Before

Filter

Query Name	Table Name	Version	Owner	Date Created
test	Demand	Main Test - Do Not	Demo User	9/5/2002

New Edit Delete Run

On the 'Build Query for Data Editor' screen, once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the data owner is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



The screenshot shows the 'Build Query for Data Editor' interface. At the top, there is a navigation bar with the 'Zcost' logo, a home icon, a help icon, and an 'EXIT' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User. Version 1.1.5'.

The main content area is titled 'Build Query for Data Editor'. It displays the following information:

- TABLE:** Demand
- VERSION:** Test - Do Not Use

Below this, there is a text box: "Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it."

The interface is divided into two main sections:

- COLUMN SELECTOR:** A list of columns is shown, with 'ITEM\_KEY' selected. The list includes: ITEM\_KEY, ITEM\_NAME, GEOGRAPHY\_KEY, VALUE, and VERSION\_ID.
- CONDITIONS:** A section for building conditions. It includes a table with columns: Logical, Field, Operator, and Value. The current condition is: Logical (empty), Field (ITEM\_KEY), Operator (<>), and Value (0). Below this is a 'Query Builder Window' containing the text: 'ITEM\_KEY <> '0''. There are 'Add' and 'Clear' buttons for this section.

At the bottom of the interface, there is a 'ROWS Per Page' dropdown set to '500' and a 'Clear' button. At the very bottom, there are three buttons: 'Run Query', 'Save Query', and 'Done'.

The 'Data Browser' screen will load up and display the results of the data owner's query. As selected in the query builder, 500 rows of the 12,320 rows are shown on this page. The data owner will use the scroll bar at the right side of the result window to move through the rows of results on this page. To view the next 500 rows of results, the data owner should press the 'Next' button ( **Next** ) and to view the previous 500 rows of results, the data owner should press the 'Previous' button ( **Previous** ). Please remember that the number of rows shown per page was selected in the query builder so these buttons will not always provide 500 rows of results. Instead they will display however many rows of results were specified in the query builder.

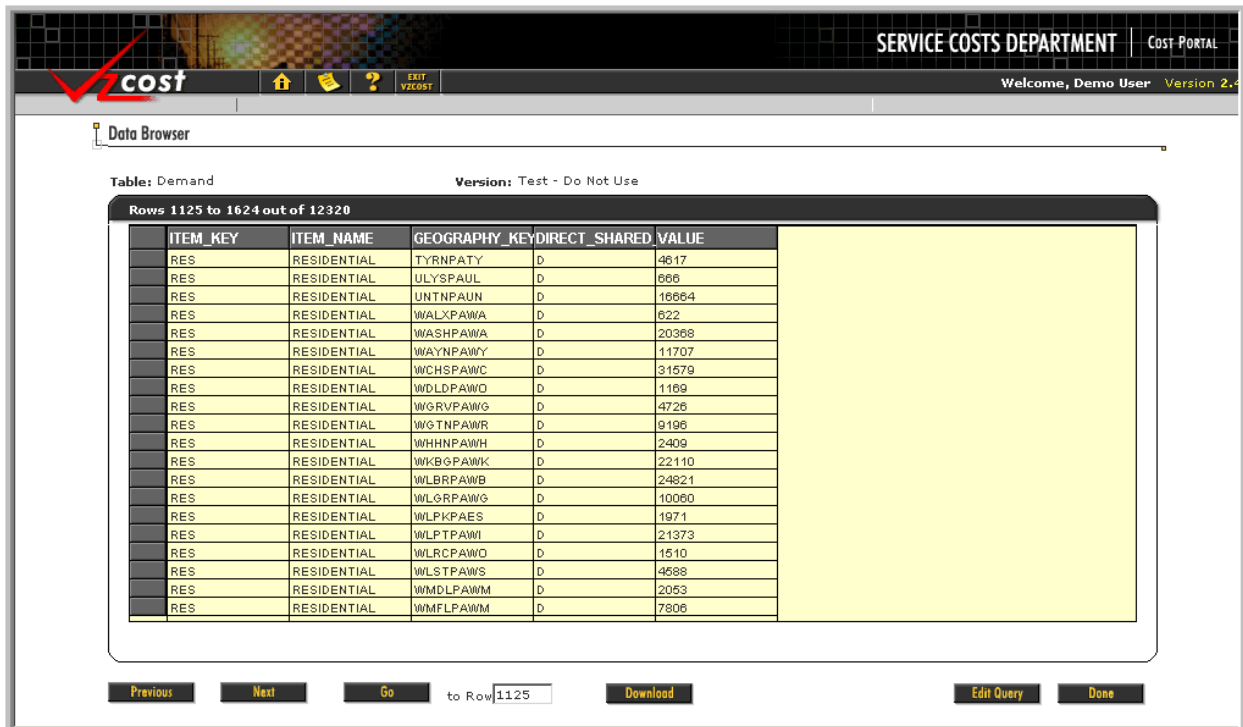


Table: Demand Version: Test - Do Not Use

Rows 1125 to 1624 out of 12320

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	DIRECT_SHARED	VALUE
RES	RESIDENTIAL	TYRNPATY	D	4617
RES	RESIDENTIAL	ULYSPAUL	D	666
RES	RESIDENTIAL	UNTNPAAUN	D	16664
RES	RESIDENTIAL	WALXPAAWA	D	622
RES	RESIDENTIAL	WASHPAWA	D	20368
RES	RESIDENTIAL	WAYNPAWY	D	11707
RES	RESIDENTIAL	WCHSPAWC	D	31579
RES	RESIDENTIAL	WDLPAWO	D	1169
RES	RESIDENTIAL	WGRVPAWG	D	4726
RES	RESIDENTIAL	WGTNPAWR	D	9196
RES	RESIDENTIAL	WHHNPAAWH	D	2409
RES	RESIDENTIAL	WKBPAAWK	D	22110
RES	RESIDENTIAL	WLBPAWB	D	24821
RES	RESIDENTIAL	WLGPAWG	D	10060
RES	RESIDENTIAL	WLPKPAES	D	1971
RES	RESIDENTIAL	WLPTPAWI	D	21373
RES	RESIDENTIAL	WLRCPAWO	D	1510
RES	RESIDENTIAL	WLSPAWS	D	4588
RES	RESIDENTIAL	WMDLPAWM	D	2053
RES	RESIDENTIAL	WMFLPAWM	D	7806


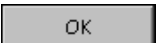
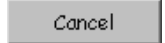
Navigation: **Previous** **Next** **Go** to Row  **Download** **Edit Query** **Done**

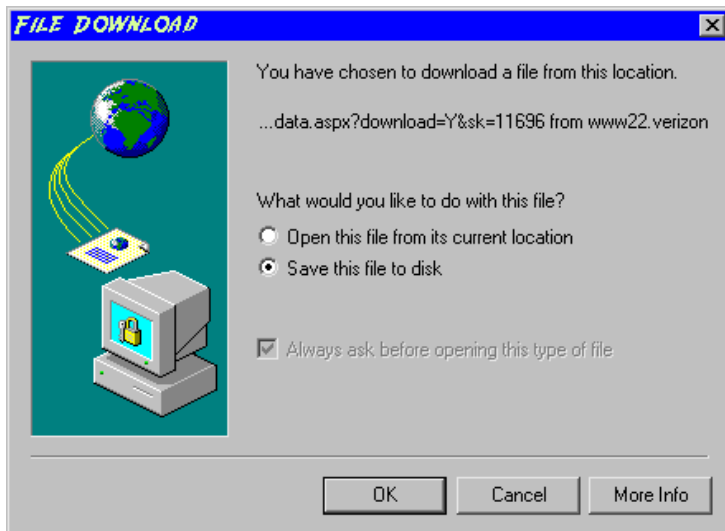
If there is a specific row number that the data owner would like to go to, the user can enter that row number in to the 'to Row' field and then press the 'Go' button ( **Go** ). In the example above, the user has decided to go to row 1125. Thus, since 500 records per page were specified in the query builder, rows 1125 through 1624 are displayed on the page shown above.

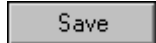
From this page, the data owner may press the 'Edit Query' button ( **Edit Query** ) which will return the data owner to the 'Build Query for Data Editor' screen described [earlier in this section](#). In this case, the data owner can make any needed changes and then run the query again or save the new version of the query for later use.

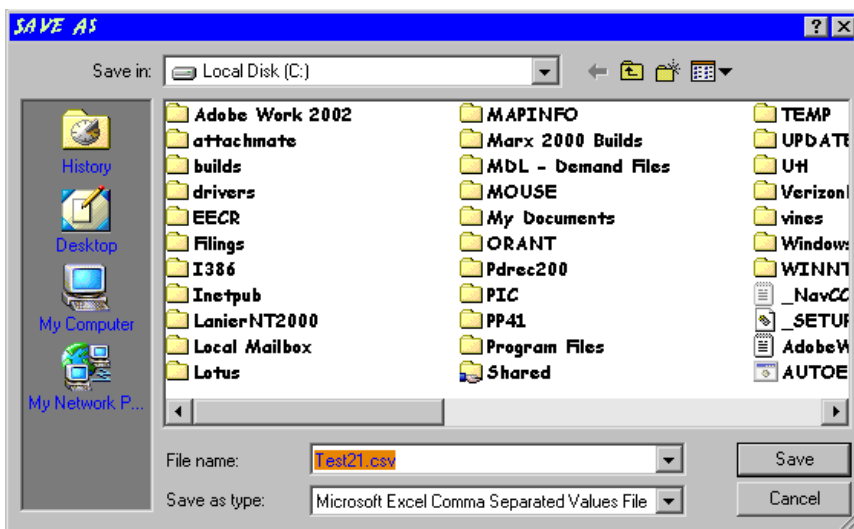
The data owner may also press the 'Download' button ( **Download** ) which will download the data into a CSV file for the data owner to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.

Once the data owner has is finished with this data browser, the 'Done' button ( **Done** ) should be pressed to close this page and return to the 'Data Management' screen.

Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The data owner may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the data owner select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the data owner has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The data owner could also press the cancel button (  ) to disregard the download request and return to the previous screen.

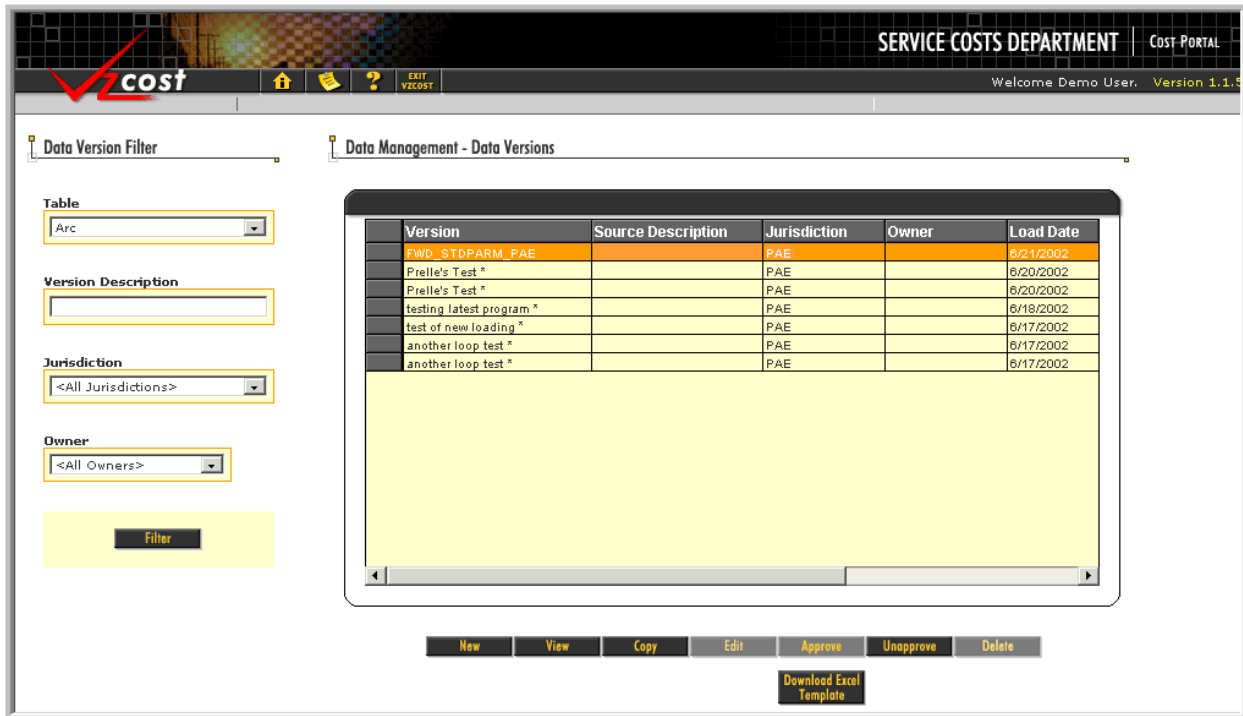


Next, the 'Save As' dialog box will pop up and the data owner will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the data owner decides to download an item that will be modified and then uploaded back in to the system later, the data owner must remove the header row from the file before uploading it back to the system.



### Section 12.1.3: Copying a Data Version

Data versions of any given table can only have two status levels. They can either be ‘In Progress’ or ‘Approved’. Data versions that have a status level of ‘In Progress’ can not be copied because there is no point to copying a data version that is ‘In Progress’. Remember, all data owners for any given table will have access to view and edit any ‘In Progress’ versions from any other data owner for the same table. However, once a data version has been approved, no one will be able to edit or delete that data version. Therefore, if someone needs that information, that person will have to make a copy of the data version.



**Service Costs Department | COST PORTAL**  
Welcome Demo User. Version 1.1.5

**Data Version Filter**

Table:

Version Description:

Jurisdiction:

Owner:

**Filter**



**Data Management - Data Versions**

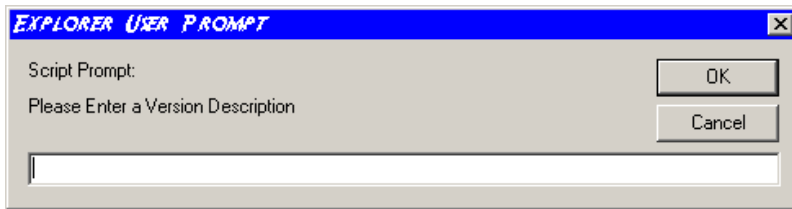
Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM_PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

**New View Copy Edit Approve Unapprove Delete**

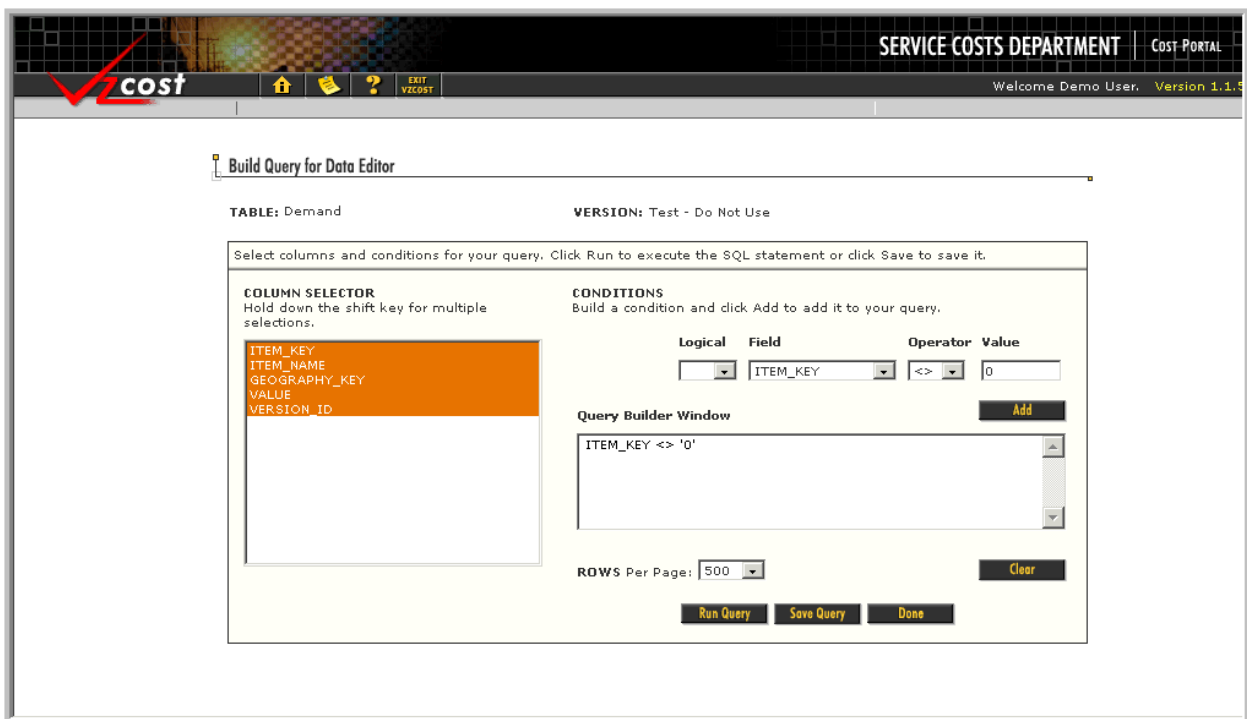
**Download Excel Template**

In the example above, the data owner has decided to copy an approved data version. Thus, the data owner will click on the data version to highlight it and then press the ‘Copy’ button ( **Copy** ) to continue.

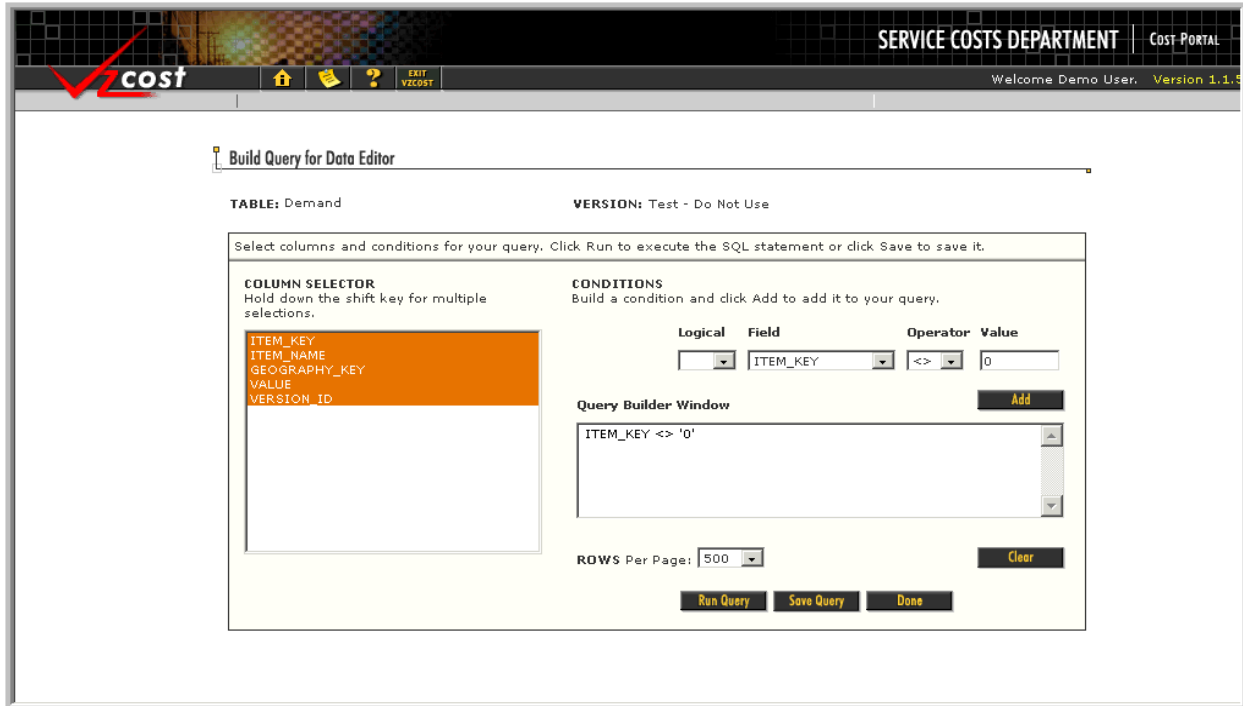
The system prompts the data owner to enter a version description for this new copy. The Data owner can enter a description and then press the 'OK' button (  ) to continue or the data owner can press the 'Cancel' button (  ) to disregard the copy request and return to the 'Data Management' screen.



If the data owner chose to continue, the 'Build Query for Data Editor' screen loads up. As a part of the copy function, the user will not be able to modify the 'Column Selector' box at the left of this screen in any way. However, all other functions of this page will continue to work as described over the next several pages.







**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

Logical	Field	Operator	Value
<input type="button" value="▼"/>	ITEM_KEY	<>	0

**Query Builder Window**     



ITEM\_KEY <> '0'


ROWS Per Page: 500     

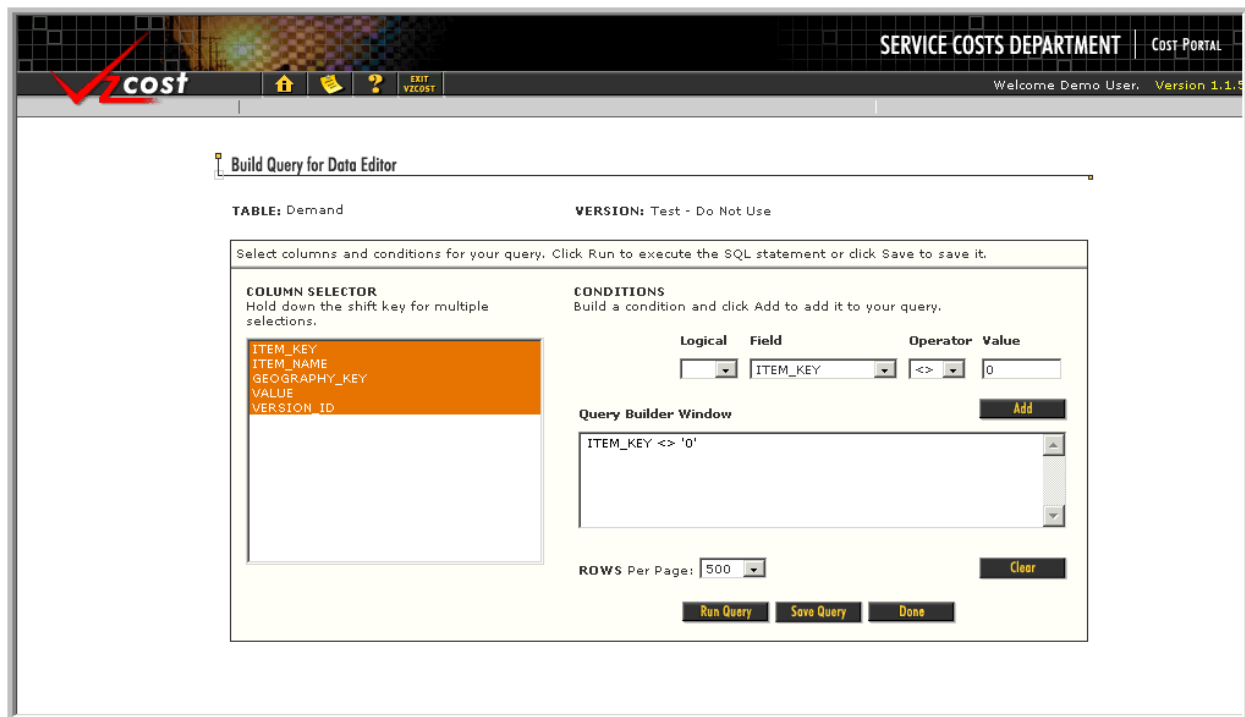
    

Conditions may be set for the query. When a condition is set, that condition will appear in the 'Query Builder Window'. To set a condition, the data owner will make whatever selections are necessary from the following four fields:

- If multiple conditions exist, all conditions except for the first one must begin with a selection from the 'Logical' field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the 'Logical' field.
- One of the column names from the 'Column Selector' box will be selected from the drop down menu for the 'Field' field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The data owner will press the button (▼) at the right side of the 'Operator Field' to choose a mathematical operator for the condition.
- The data owner will enter a value in the 'Value' field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters 'PA' anywhere within the 'GEOGRAPHY\_KEY' column of the table. Therefore, when the result set appears, all columns that were selected in the 'Column Selector' box that have the letters 'PA' included within the 'GEOGRAPHY\_KEY' column will be displayed on the screen.

Once the fields have been filled out to add a condition to the query, the data owner will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (  ) to remove all queries that have been built or the data owner may also highlight a single query and then press the 'Delete' key on the keyboard to delete that single query.

The data owner may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.




**Build Query for Data Editor**


TABLE: Demand      VERSION: Test - Do Not Use




Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.


Logical	Field	Operator	Value
<input type="checkbox"/>	ITEM_KEY	<>	0



**Query Builder Window** 

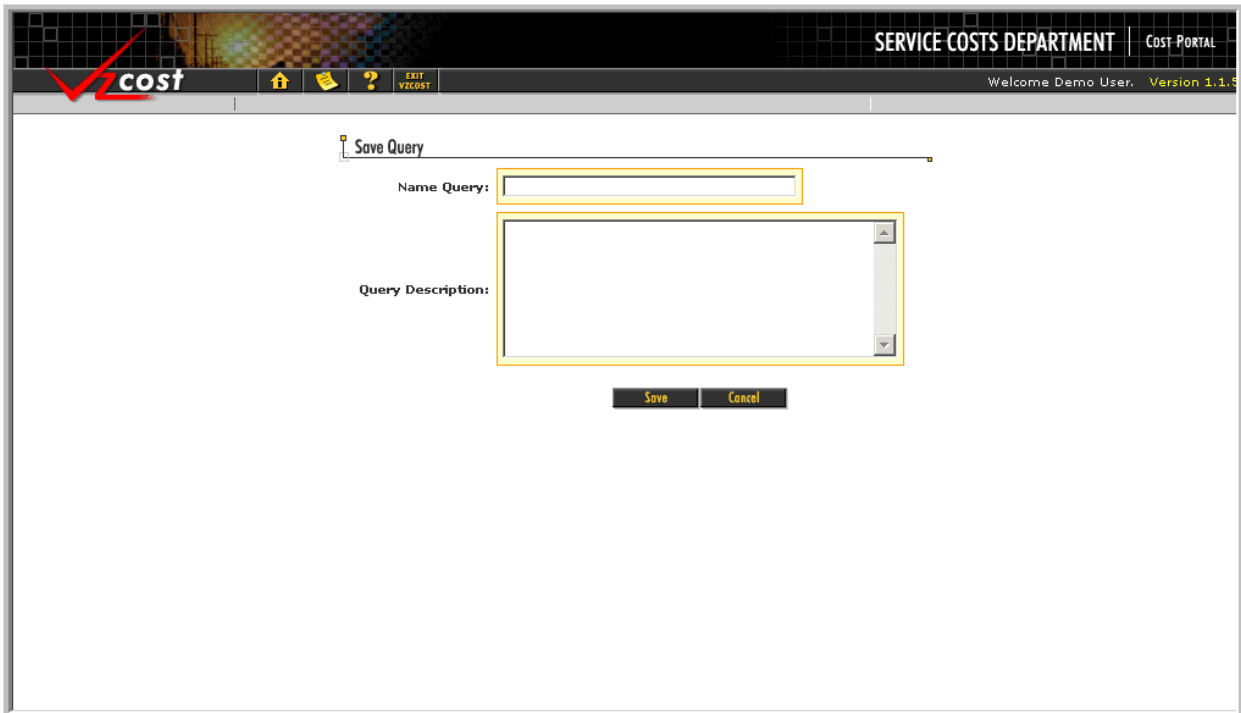
ITEM\_KEY <> '0'



ROWS Per Page: 500 


  

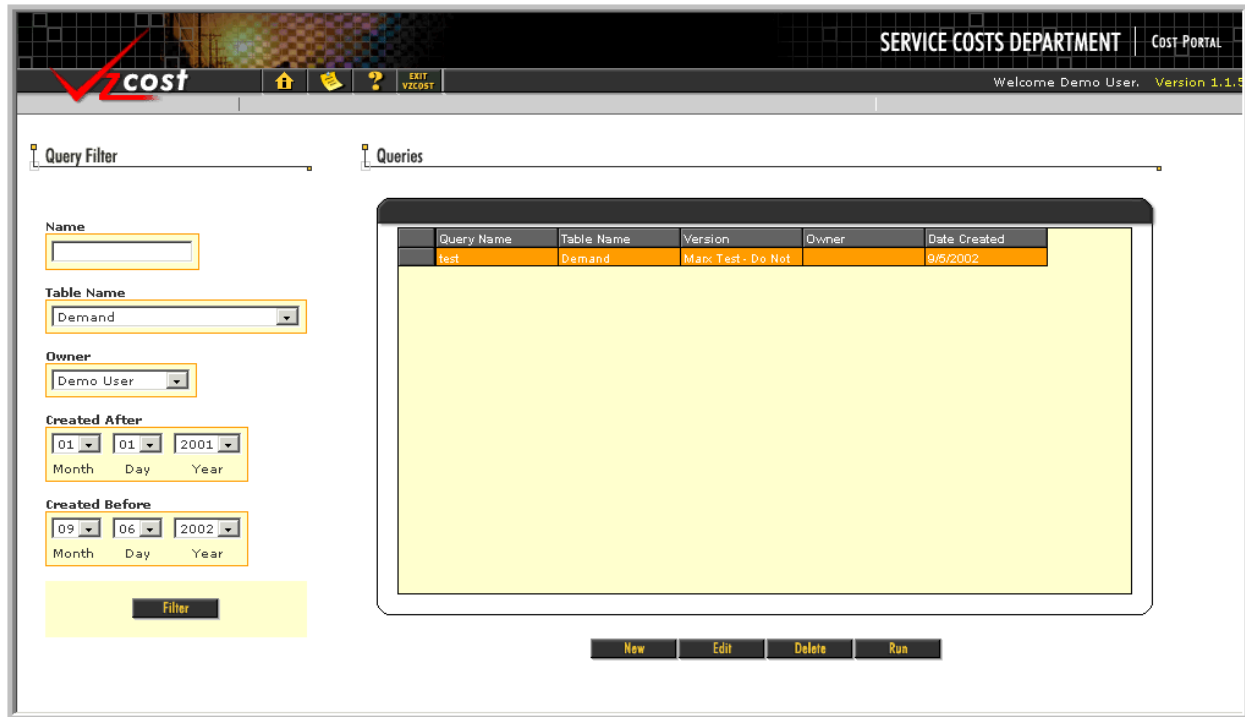
In the example shown above, the data owner has selected all columns in the 'Column Selector' box, added the condition that results in the 'ITEM\_KEY' column can not be equal to zero, and changed the number of rows per page to 500. This query is now ready to either be saved or run. However, the user may also exit the query builder and return to the 'Data Management' screen by pressing the 'Done' button (  ) In this case, the copied data version will be an exact duplicate of the original except for the new version description that was required for the copy.

If the data owner is not ready to run the query yet or would just like to save the selected query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.


The screenshot shows the 'Save Query' dialog box within the vZcost application. The application's header includes the 'vZcost' logo, navigation icons (home, help, exit), and the text 'SERVICE COSTS DEPARTMENT | COST PORTAL'. The user is identified as 'Welcome Demo User' and the version is 'Version 1.1.8'. The 'Save Query' dialog has a title bar with a close button. It contains two input fields: 'Name Query:' with a text box and 'Query Description:' with a larger text area. At the bottom of the dialog are two buttons: 'Save' and 'Cancel'.

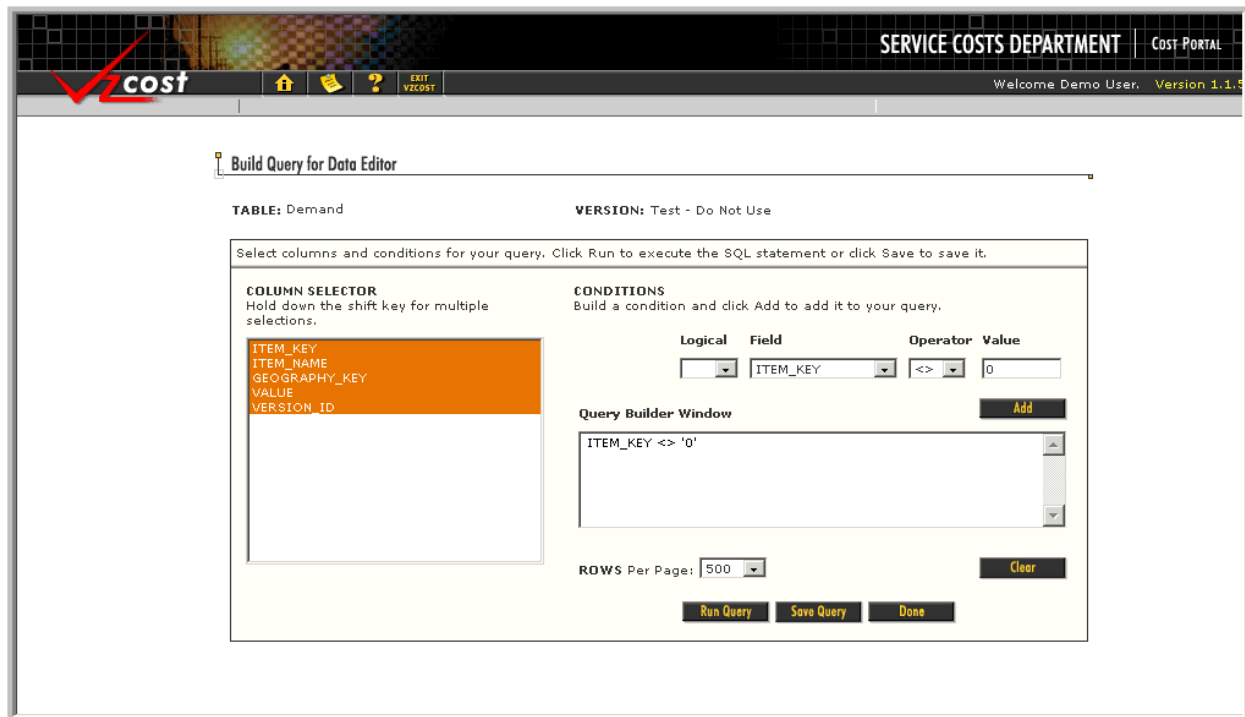
On this screen, the data owner will enter a name in the 'Name Query' field and a description in the 'Query Description' field. Once this information has been provided, the data owner may press the 'Save' button (  ) to continue. Otherwise, the data owner may press the 'Cancel' button (  ) to disregard the save query request and return to the 'Build Query for Data Editor' screen.

Assuming that the data owner pressed the 'Save' button (  ) to continue, the system saves the query and the user is taken to the 'Queries' screen. An example of the 'Queries' screen is shown below. This screen is also accessible by clicking on the 'Saved Queries' link in the 'Data' section on the VzCost Home Page. The saved queries function is described in more detail in [section 11.2](#) of this document.



Query Name	Table Name	Version	Owner	Date Created
test	Demand	Main Test - Do Not	Demo User	9/5/2002

On the 'Build Query for Data Editor' screen, once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the data owner is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



The screenshot shows the 'Build Query for Data Editor' interface. At the top, there is a navigation bar with the 'zcost' logo, a home icon, a help icon, and an 'EXIT' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User. Version 1.1.5'.

The main content area is titled 'Build Query for Data Editor'. It displays the following information:



- TABLE:** Demand
- VERSION:** Test - Do Not Use

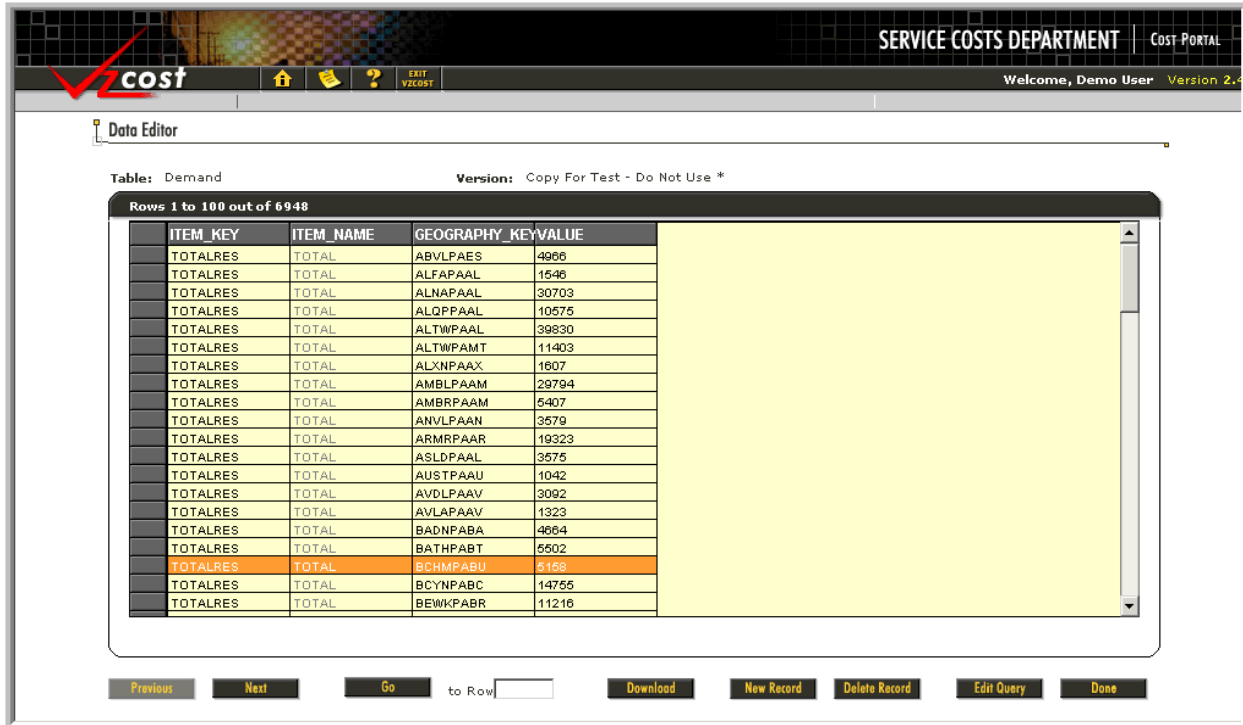
Below this, there is a text box: "Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it."

The interface is divided into two main sections:

- COLUMN SELECTOR:** A list of columns is shown, with 'ITEM\_KEY' selected. The list includes: ITEM\_KEY, ITEM\_NAME, GEOGRAPHY\_KEY, VALUE, and VERSION\_ID.
- CONDITIONS:** A section for building conditions. It includes a table with columns: Logical, Field, Operator, and Value. The current condition is: Logical (empty), Field (ITEM\_KEY), Operator (<>), and Value (0). Below this is a 'Query Builder Window' containing the text: 'ITEM\_KEY <> '0''. There is an 'Add' button next to the window.

At the bottom of the interface, there is a 'ROWS Per Page' dropdown set to '500' and a 'Clear' button. At the very bottom, there are three buttons: 'Run Query', 'Save Query', and 'Done'.


The 'Data Editor' screen will load up and display the results of the data owner's query. The data owner will use the scroll bar at the right side of the result window to move through the rows of results on this page. To view the next page of results, the data owner will need to press the 'Next' button (  ) and to view the previous page of results, the data owner will need to press the 'Previous' button (  ).




The screenshot shows the 'Data Editor' interface. At the top, it says 'SERVICE COSTS DEPARTMENT COST PORTAL' and 'Welcome, Demo User Version 2.4'. Below that, the 'Data Editor' title is visible. The main content area displays a table with the following data:

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE
TOTALRES	TOTAL	ABVLPAES	4966
TOTALRES	TOTAL	ALFAPAAL	1546
TOTALRES	TOTAL	ALNAPAAL	30703
TOTALRES	TOTAL	ALQPPAAL	10575
TOTALRES	TOTAL	ALTWPAAL	39830
TOTALRES	TOTAL	ALTWPAAMT	11403
TOTALRES	TOTAL	ALXNPAAX	1607
TOTALRES	TOTAL	AMBLPAAM	29794
TOTALRES	TOTAL	AMBRPAAM	5407
TOTALRES	TOTAL	ANVLPAAAN	3579
TOTALRES	TOTAL	ARMRPAAR	19323
TOTALRES	TOTAL	ASLDPAAL	3575
TOTALRES	TOTAL	AUSTPAAU	1042
TOTALRES	TOTAL	AVDLPAAV	3092
TOTALRES	TOTAL	AVLAPAAV	1323
TOTALRES	TOTAL	BADNPABA	4664
TOTALRES	TOTAL	BATHPABT	5502
TOTALRES	TOTAL	BCHMPABU	5168
TOTALRES	TOTAL	BCYNPABC	14755
TOTALRES	TOTAL	BEWKPABR	11216

Below the table, there are several buttons: 'Previous', 'Next', 'Go' (with a 'to Row' input field), 'Download', 'New Record', 'Delete Record', 'Edit Query', and 'Done'.


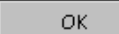

If there is a specific row number that the data owner would like to go to, the user can enter that row number in to the 'to Row' field and then press the 'Go' button (  ). That row number will start the page that loads up.

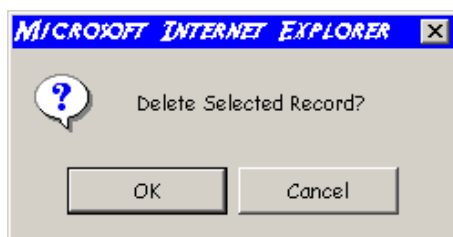
If the data owner needs to add a new record in to the table at a specific location, the data owner should click on the row that is immediately below the correct location to highlight it and then press the 'New Record' button (  ). As shown below, the new field will appear and it will be highlighted automatically.

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE	VERSION_ID
TOTALRES	TOTAL	ABVLPAES	4966	1626
TOTALRES	TOTAL	ALFAPAAL	1546	1626
TOTALRES	TOTAL	ALNAPAAL	30703	1626
TOTALRES	TOTAL	ALQPPAAL	10575	1626
TOTALRES	TOTAL	ALTWPAAL	39830	1626
TOTALRES	TOTAL	ALTWPAMT	11403	1626
TOTALRES	TOTAL	ALXNPAA	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAA	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAA	3575	1626
TOTALRES	TOTAL	AUSTPAAU	1042	1626
TOTALRES	TOTAL	AVDLPAAV	3092	1626
TOTALRES	TOTAL	AVLAPAAV	1323	1626
TOTALRES	TOTAL	BADNPABA	4664	1626
TOTALRES	TOTAL	BATHPABT	5502	1626
TOTALRES	TOTAL	BCHMPABU	5158	1626
TOTALRES	TOTAL	BCYNPABC	14755	1626

Next, one at a time, the data owner will double click on each field in the row except for the 'ITEM\_NAME' and 'VERSION\_ID' fields. The 'VERSION\_ID' field is automatically populated when the new field is created and the 'ITEM\_NAME' field will be automatically populated once the data owner changes pages. In each field, as demonstrated in the graphic below, the user will need to enter an acceptable value. Once all fields are populated, the user may click on another row to save the new record.

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE	VERSION_ID
TOTALRES	TOTAL	ABVLPAES	4966	1626
TOTALRES	TOTAL	ALFAPAAL	1546	1626
TOTALRES	TOTAL	ALNAPAAL	30703	1626
TOTALRES	TOTAL	ALQPPAAL	10575	1626
TOTALRES	TOTAL	ALTWPAAL	39830	1626
TOTALRES	TOTAL	ALTWPAMT	11403	1626
TOTALRES	TOTAL	ALXNPAA	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAA	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAA	3575	1626
TOTALRES	TOTAL	AUSTPAAU	1042	1626
TOTALRES	TOTAL	AVDLPAAV	3092	1626
TOTALRES	TOTAL	AVLAPAAV	1323	1626
TOTALRES	TOTAL	BADNPABA	4664	1626
TOTALRES	TOTAL	BATHPABT	5502	1626
TOTALRES	TOTAL	BCHMPABU	5158	1626
TOTALRES	TOTAL	BCYNPABC	14755	1626

The data owner may also choose to delete an individual record by clicking on that record to highlight it and then pressing the 'Delete Record' button (  ). The system will ask the data owner to confirm the deletion. The data owner will need to either press the 'OK' button (  ) to confirm the deletion request or press the 'Cancel' button (  ) to disregard the request. An example of the confirmation request is shown in the figure at the left.



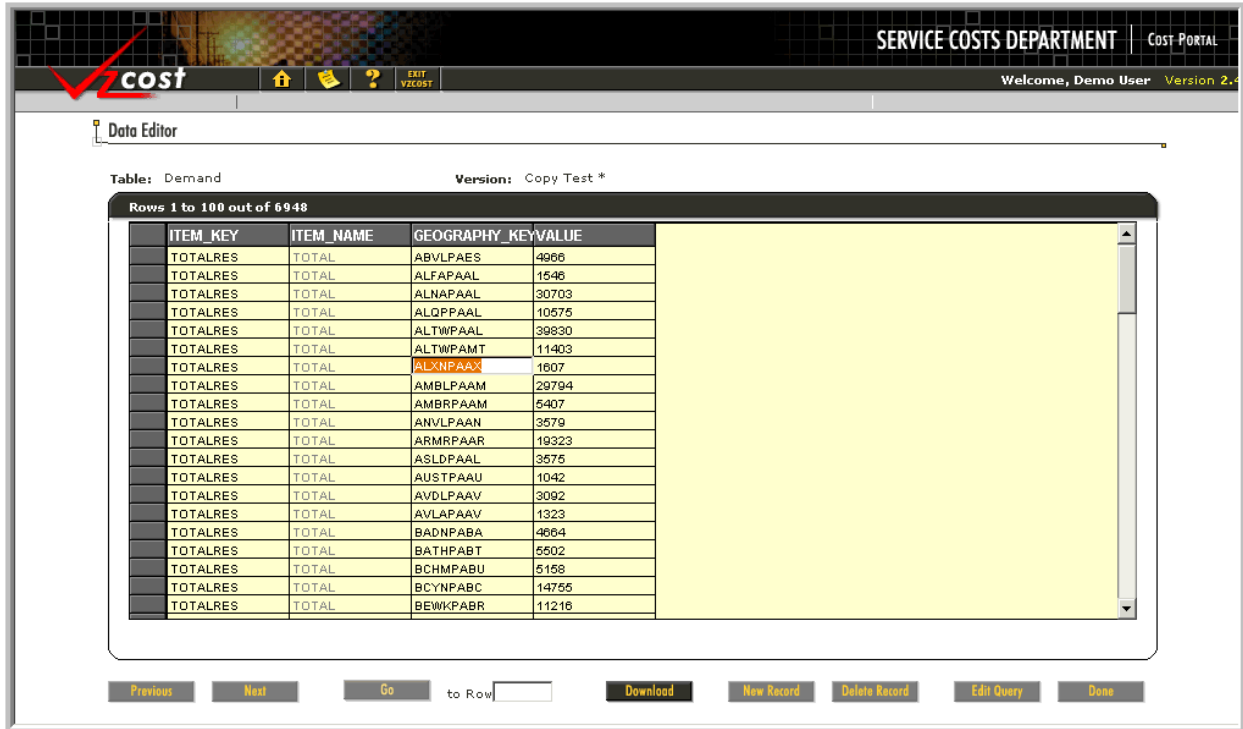



Table: Demand Version: Copy Test \*


Rows 1 to 100 out of 6948


ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE
TOTALRES	TOTAL	ABVLPAES	4966
TOTALRES	TOTAL	ALFAPAAL	1546
TOTALRES	TOTAL	ALNAPAAL	30703
TOTALRES	TOTAL	ALQPPAAL	10575
TOTALRES	TOTAL	ALTWPAAL	39830
TOTALRES	TOTAL	ALTWPAMT	11403
TOTALRES	TOTAL	ALXNPAAX	1607
TOTALRES	TOTAL	AMBLPAAM	29794
TOTALRES	TOTAL	AMBRPAAM	5407
TOTALRES	TOTAL	ANVLPAA	3579
TOTALRES	TOTAL	ARMRPAAR	19323
TOTALRES	TOTAL	ASLDPAAL	3575
TOTALRES	TOTAL	AUSTPAAU	1042
TOTALRES	TOTAL	AVDLPAAV	3092
TOTALRES	TOTAL	AVLAPAAV	1323
TOTALRES	TOTAL	BADNPABA	4664
TOTALRES	TOTAL	BATHPABT	5502
TOTALRES	TOTAL	BCHMPABU	5158
TOTALRES	TOTAL	BCYNPABC	14755
TOTALRES	TOTAL	BEWKPABR	11216

Previous Next Go to Row  Download New Record Delete Record Edit Query Done


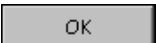
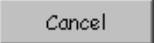
The data owner may also change an existing record, as shown above, by double clicking on the value to be changed, entering a new value, and then clicking on any other row to exit the modified row and save the changes.

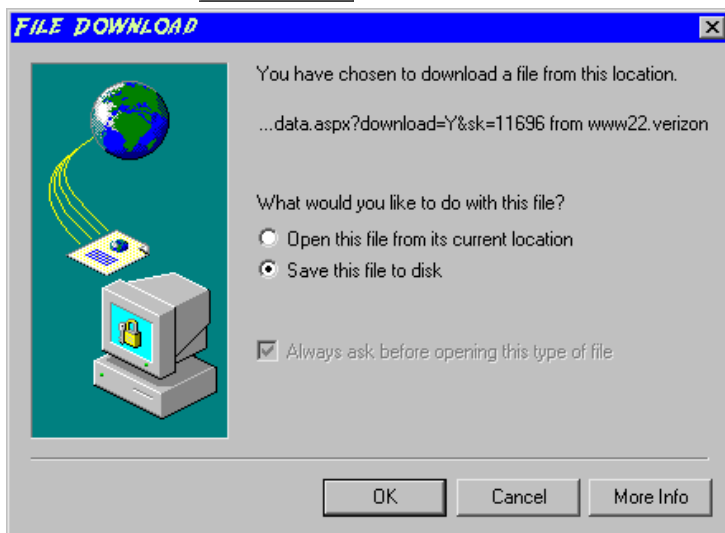
From this page, the data owner may press the 'Edit Query' button (  ) which will return the data owner to the 'Build Query for Data Editor' screen described earlier in this section. In this case, the data owner can make any needed changes and then either run the query again or save the new version of the query for later use.

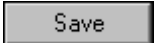
The data owner may also press the 'Download' button (  ) which will download the data into a CSV file for the data owner to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.

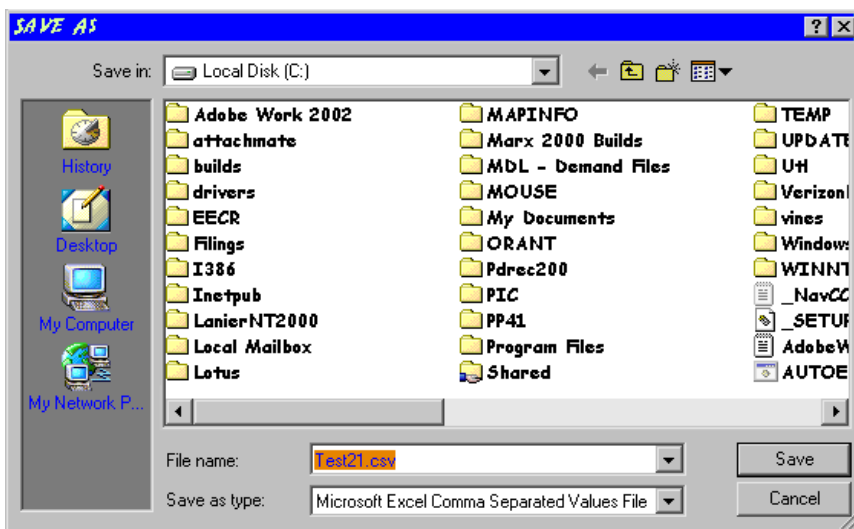
Once the data owner has finished with this data browser, the 'Done' button (  ) should be pressed to close this page and return to the 'Data Management' page.




Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The data owner may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the data owner select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the data owner has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The data owner could also press the cancel button (  ) to disregard the download request and return to the previous screen.

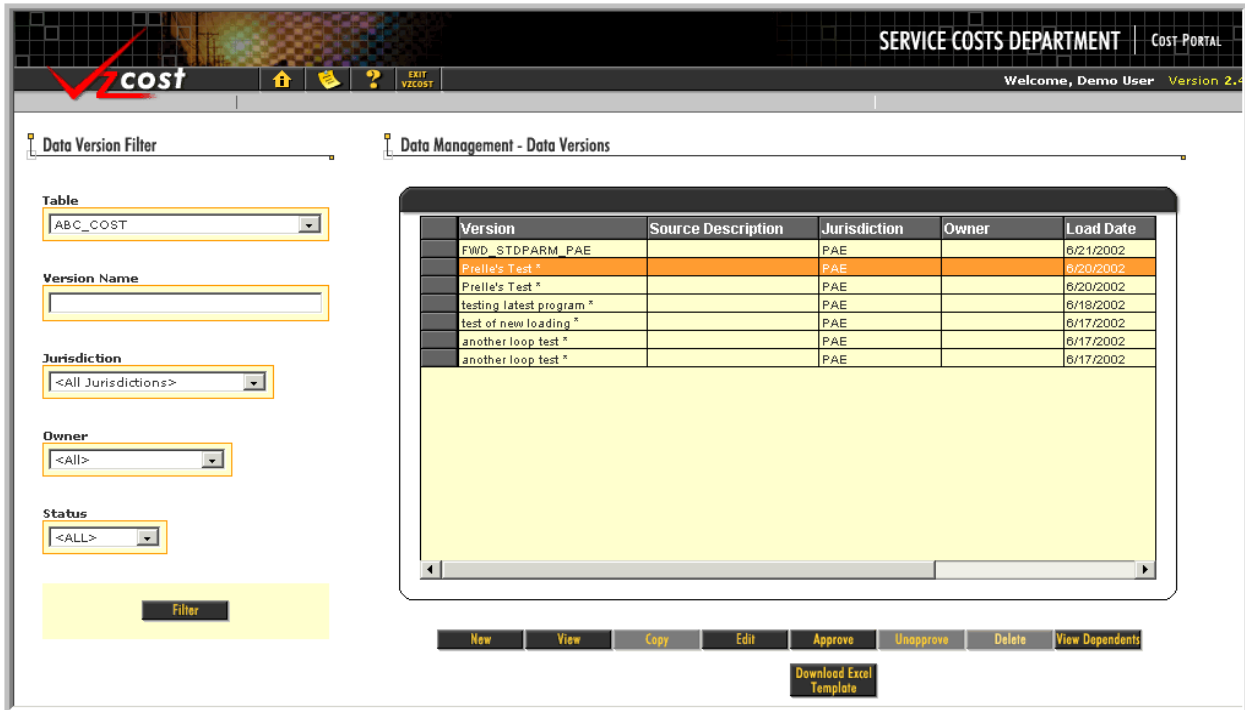


Next, the 'Save As' dialog box will pop up and the data owner will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the data owner decides to download an item that will be modified and then uploaded back in to the system later, the data owner must remove the header row from the file before uploading it back to the system.



### Section 12.1.4: Editing a Data Version

The data owner may edit any data version that has not been approved. This includes versions of data that may have been created by other people who are also data owners for the specified table. Remember that all of the tables can have multiple data owners. To edit a data version, the data owner will use the filters, as described previously in [this section](#), to limit or expand the list of data versions that are displayed on the screen. When the desired data version is shown, the user will click on it, thus highlighting it, and then press the 'Edit' button (  ).

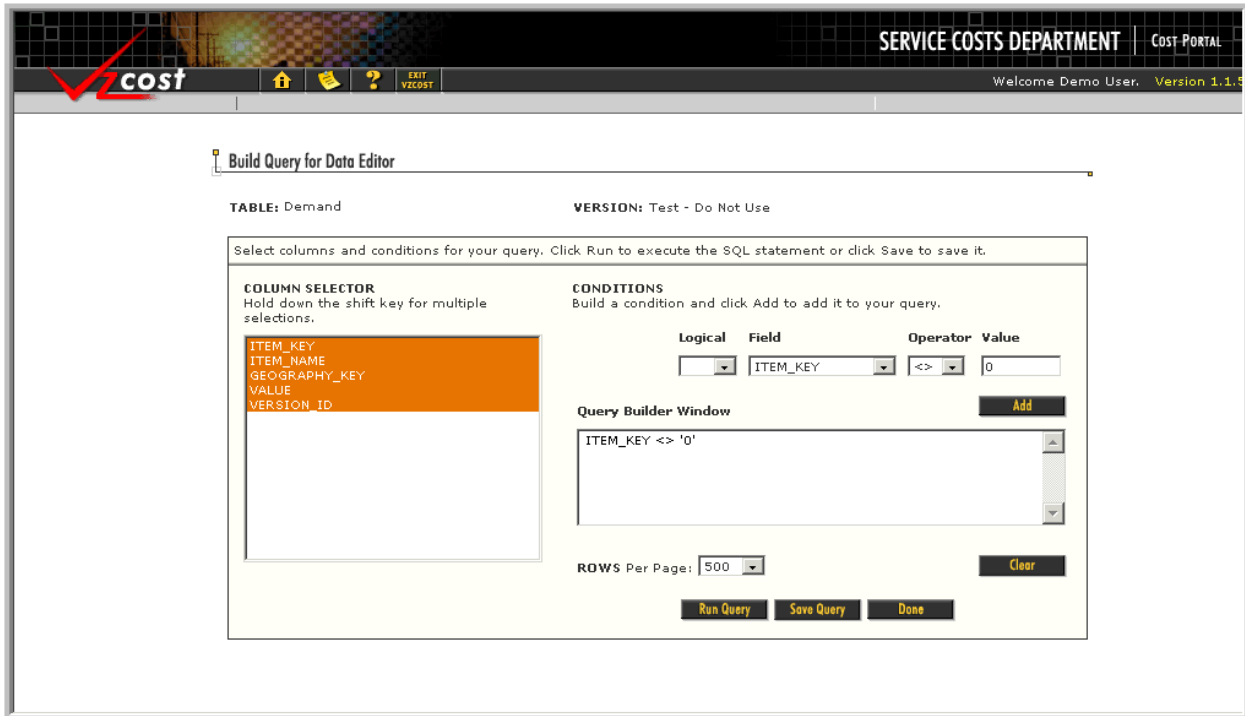


**Data Management - Data Versions**

Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

Buttons: New, View, Copy, Edit, Approve, Unapprove, Delete, View Dependents, Download Excel Template

The 'Build Query for Data Editor' screen loads up. As a part of the edit function, the user will not be able to modify the 'Column Selector' box at the left of this screen in any way because some of the edit functionality will apply to all columns on the screen. However, all other functions of this page will continue to work as described over the next several pages.



**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

**COLUMN SELECTOR**  
Hold down the shift key for multiple selections.

- ITEM\_KEY
- ITEM\_NAME
- GEOGRAPHY\_KEY
- VALUE
- VERSION\_ID

**CONDITIONS**  
Build a condition and click Add to add it to your query.

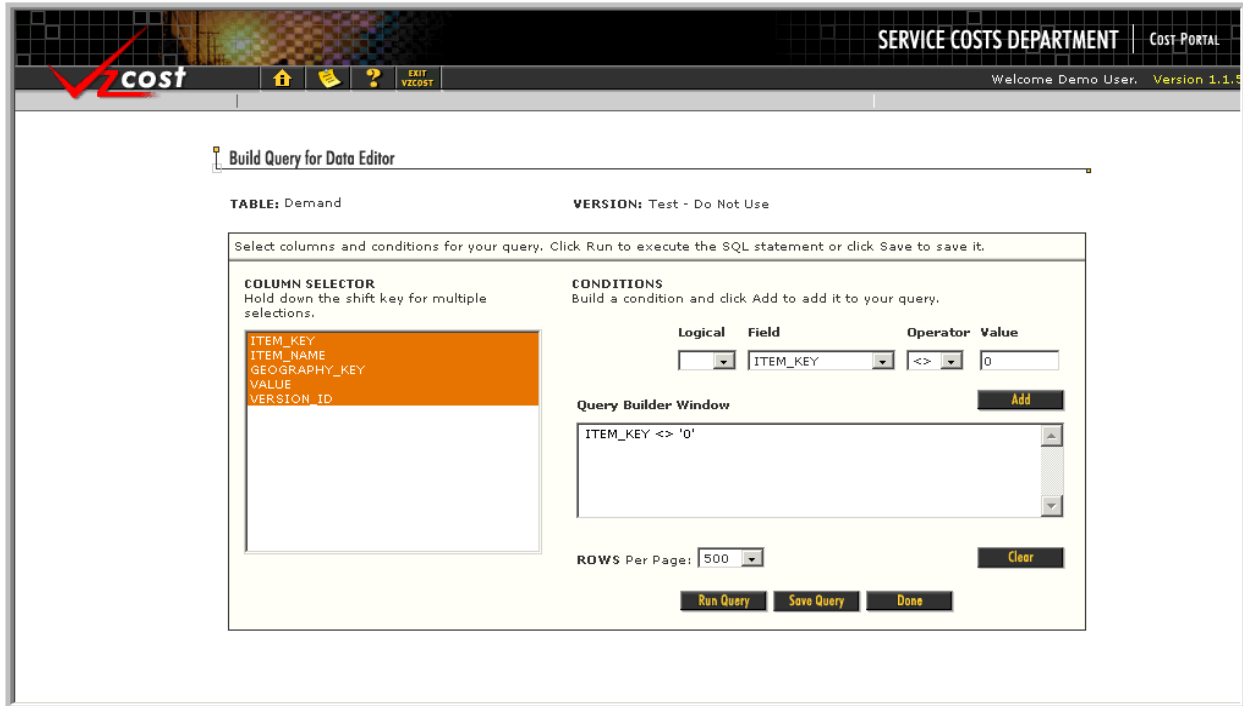
Logical	Field	Operator	Value
	ITEM_KEY	<>	0

**Query Builder Window**      Add

```
ITEM_KEY <> '0'
```

ROWS Per Page: 500      Clear

Run Query   Save Query   Done



**Build Query for Data Editor**

TABLE: Demand      VERSION: Test - Do Not Use

Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.

Logical	Field	Operator	Value
<input type="button" value="▼"/>	ITEM_KEY	<>	0

**Query Builder Window**     



ITEM\_KEY <> '0'


ROWS Per Page: 500     

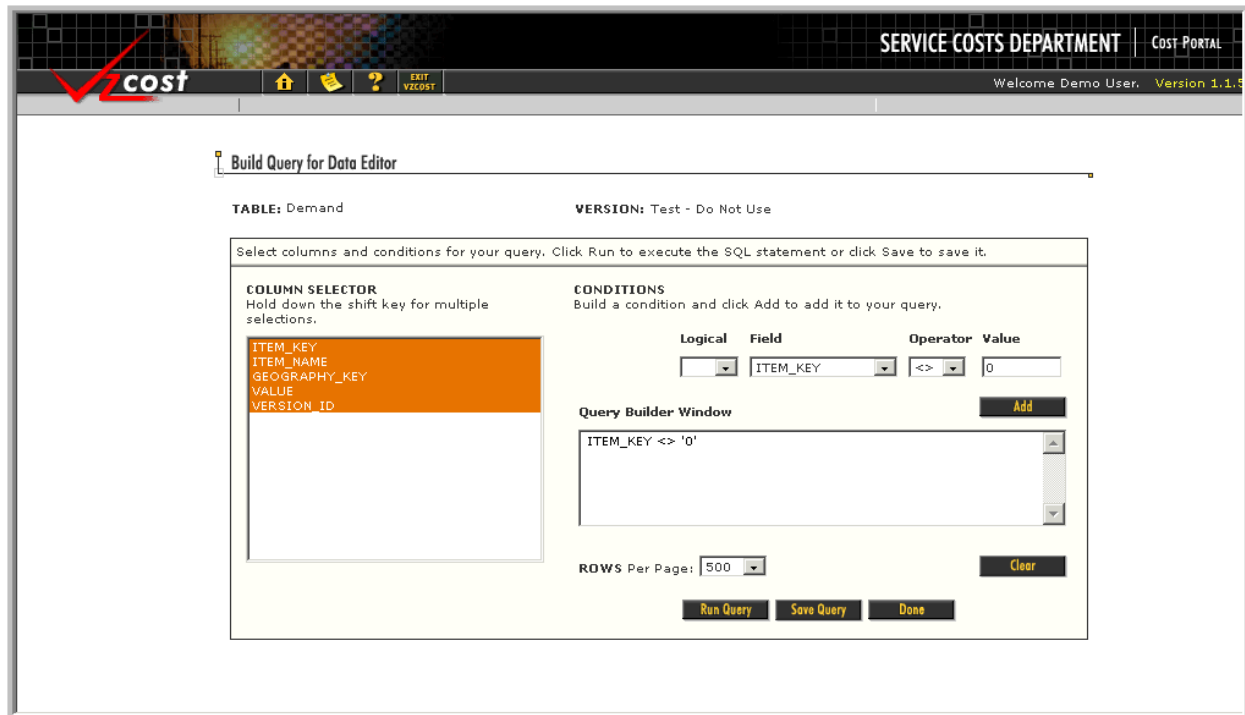
    

Conditions may be set for the query. When a condition is set, that condition will appear in the 'Query Builder Window'. To set a condition, the data owner will make whatever selections are necessary from the following four fields:


- If multiple conditions exist, all conditions except for the first one must begin with a selection from the 'Logical' field drop down menu. This drop down menu may be accessed by pressing the button (▼) at the right side of the field. If a condition is either the only condition for a query or the first one of multiple conditions for a query, no selection will be made in the 'Logical' field.
- One of the column names from the 'Column Selector' box will be selected from the drop down menu for the 'Field' field. This drop down menu may be accessed by pressing the button (▼) at the right side of the field.
- The data owner will press the button (▼) at the right side of the 'Operator Field' to choose a mathematical operator for the condition.
- The data owner will enter a value in the 'Value' field. The input options for this field are not restricted and the percent sign may be used as a wild card. In the example shown below, the user is looking in the query for the letters 'PA' anywhere within the 'GEOGRAPHY\_KEY' column of the table. Therefore, when the result set appears, all columns that were selected in the 'Column Selector' box that have the letters 'PA' included within the 'GEOGRAPHY\_KEY' column will be displayed on the screen.



Once the fields have been filled out to add a condition to the query, the data owner will press the 'Add' button (  ) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (  ) to remove all queries that have been built or the data owner may also highlight a single query and then press the 'Delete' key on the keyboard to delete that single query.

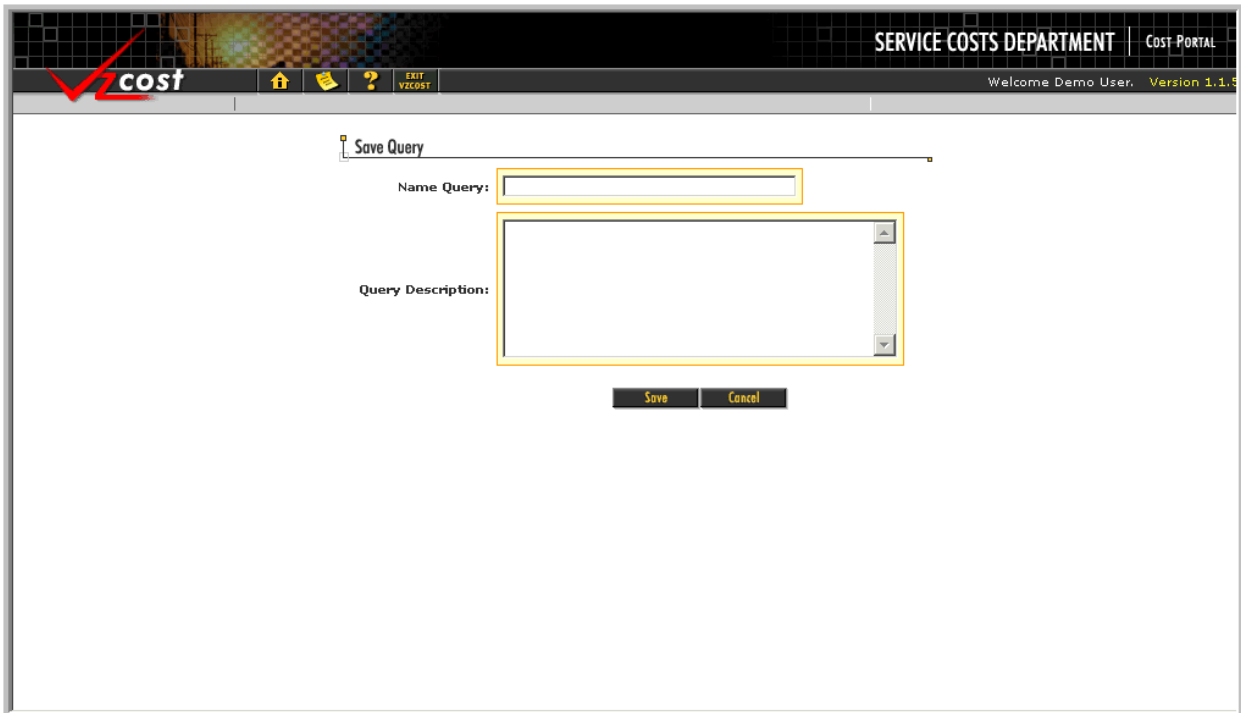
The data owner may also select how many rows of results should be displayed per page by choosing an option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (  ) at the right side of the field.






The screenshot displays the 'Build Query for Data Editor' window. At the top, it shows 'TABLE: Demand' and 'VERSION: Test - Do Not Use'. Below this, there is a text box with instructions: 'Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it.' The interface is divided into two main sections: 'COLUMN SELECTOR' and 'CONDITIONS'. The 'COLUMN SELECTOR' section has a list of columns: ITEM\_KEY, ITEM\_NAME, GEOGRAPHY\_KEY, VALUE, and VERSION\_ID. The 'CONDITIONS' section has a table with columns: Logical, Field, Operator, and Value. The table contains one row: Logical (empty), Field (ITEM\_KEY), Operator (<>), and Value (0). Below the conditions table is a 'Query Builder Window' containing the text 'ITEM\_KEY <> '0''. At the bottom, there is a 'ROWS Per Page' dropdown menu set to 500. Buttons for 'Add', 'Clear', 'Run Query', 'Save Query', and 'Done' are located at the bottom of the interface.

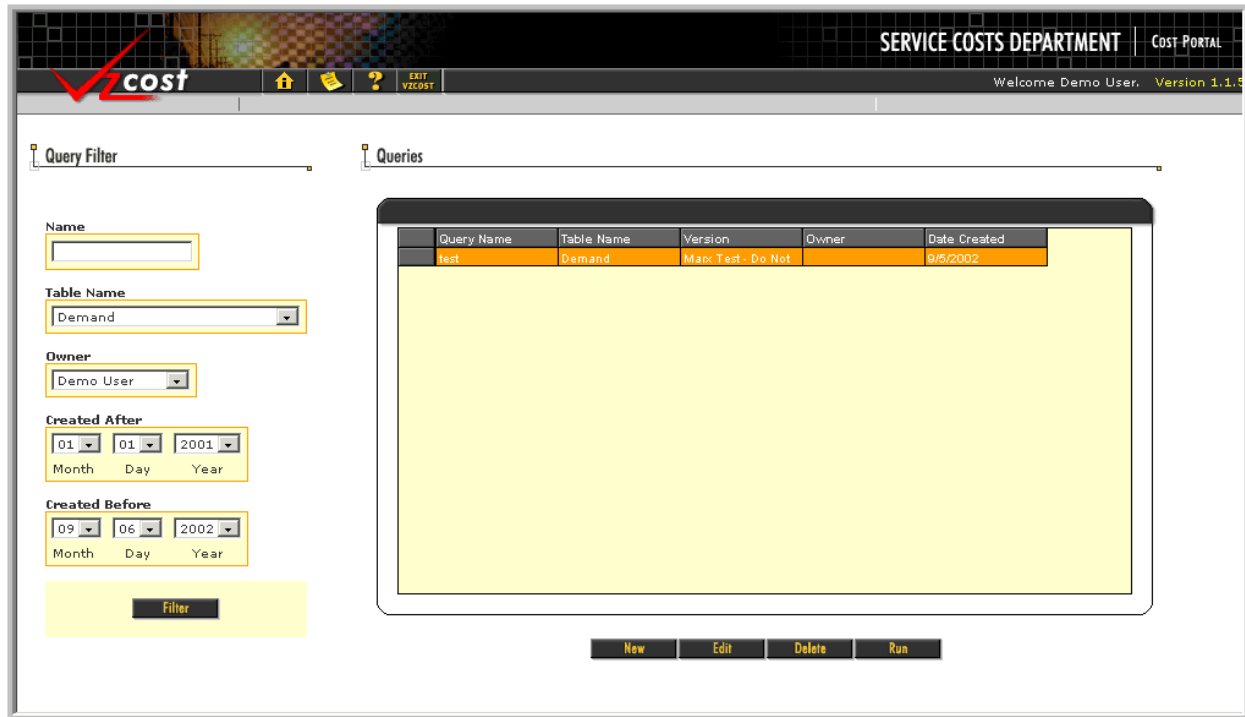
In the example shown above, the data owner has selected all columns in the 'Column Selector' box, added the condition that results in the 'ITEM\_KEY' column can not be equal to zero, and changed the number of rows per page to 500. This query is now ready to either be saved or run. However, the user may also exit the query builder and return to the 'Data Management' screen by pressing the 'Done' button (  ).

If the data owner is not ready to run the query yet or would just like to save the selected query's criteria for later use, then the 'Save Query' button (  ) should be pressed. When the 'Save Query' button (  ) is pressed, the 'Save Query' screen loads up.




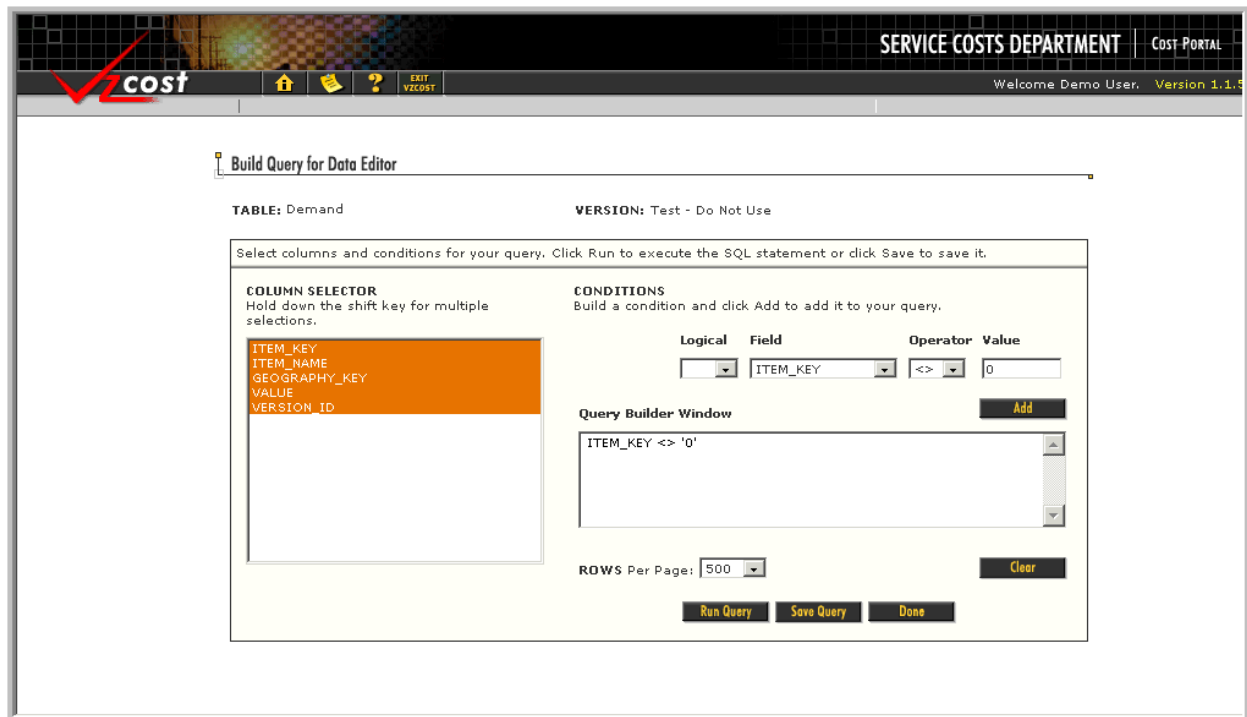
On this screen, the data owner will enter a name in the 'Name Query' field and a description in the 'Query Description' field. Once this information has been provided, the data owner may press the 'Save' button (  ) to continue. Otherwise, the data owner may press the 'Cancel' button (  ) to disregard the save query request and return to the 'Build Query for Data Editor' screen.

Assuming that the data owner pressed the 'Save' button (  ) to continue, the system saves the query and the user is taken to the 'Queries' screen. An example of the 'Queries' screen is shown below. This screen is also accessible by clicking on the 'Saved Queries' link in the 'Data' section on the VzCost Home Page. The saved queries function is described in more detail in [section 11.2](#) of this document.



Query Name	Table Name	Version	Owner	Date Created
test	Demand	Main Test - Do Not	Demo User	9/5/2002

On the 'Build Query for Data Editor' screen, once the columns have been selected in the 'Column Selector' box, any needed conditions have been added, the number of rows per page has been selected, and the data owner is ready to view the query results, then the 'Run Query' button (  ) at the bottom of the screen should be pressed.



The screenshot shows the 'Build Query for Data Editor' interface. At the top, there is a navigation bar with the 'zcost' logo, a home icon, a help icon, and an 'EXIT' button. The page title is 'SERVICE COSTS DEPARTMENT COST PORTAL' and the user is identified as 'Welcome Demo User. Version 1.1.5'.

The main content area is titled 'Build Query for Data Editor'. It displays the following information:

- TABLE:** Demand
- VERSION:** Test - Do Not Use



Below this, there is a text box: "Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it."

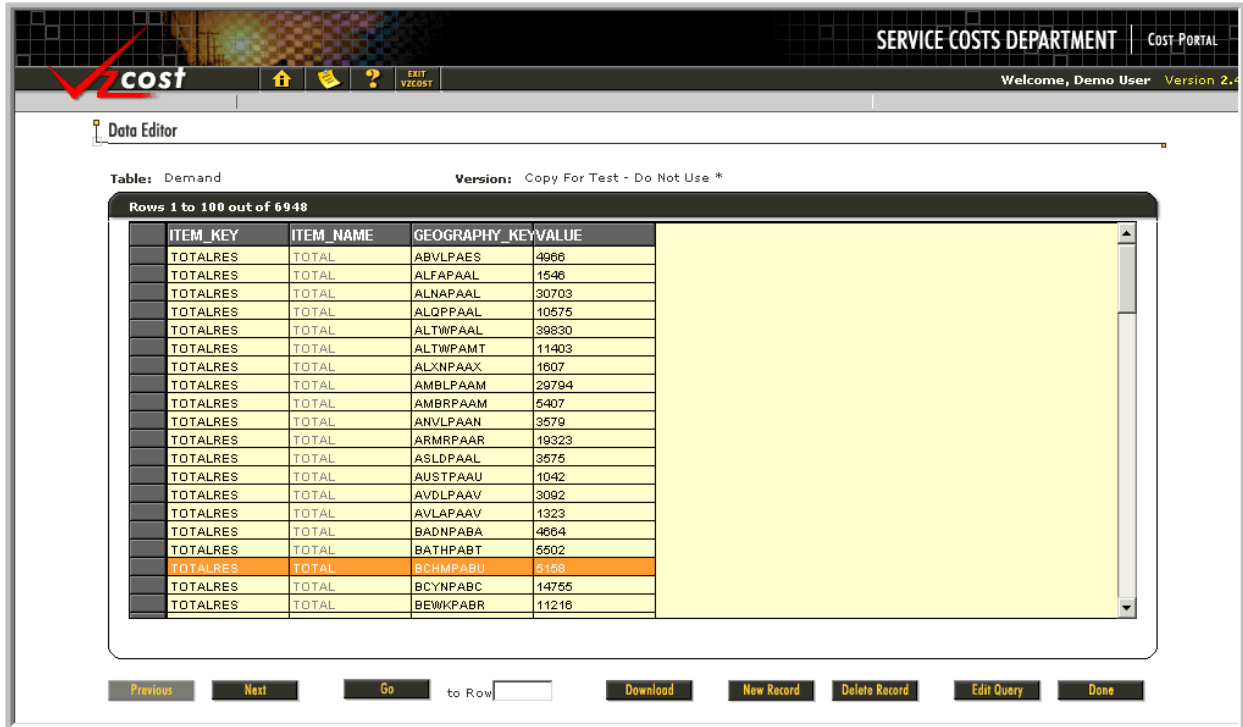
The interface is divided into two main sections:

- COLUMN SELECTOR:** A list of columns is shown, with 'ITEM\_KEY' selected. The list includes: ITEM\_KEY, ITEM\_NAME, GEOGRAPHY\_KEY, VALUE, and VERSION\_ID.
- CONDITIONS:** A section for building conditions. It includes a table with columns: Logical, Field, Operator, and Value. The current condition is: Logical (empty), Field (ITEM\_KEY), Operator (<>), and Value (0). Below this is a 'Query Builder Window' containing the text: 'ITEM\_KEY <> '0''. There is an 'Add' button next to the condition table.

At the bottom of the interface, there is a 'ROWS Per Page' dropdown set to '500' and a 'Clear' button. At the very bottom, there are three buttons: 'Run Query', 'Save Query', and 'Done'.




The 'Data Editor' screen will load up and display the results of the data owner's query. The data owner will use the scroll bar at the right side of the result window to move through the rows of results on this page. To view the next page of results, the data owner will need to press the 'Next' button (  ) and to view the previous page of results, the data owner will need to press the 'Previous' button (  ).




The screenshot shows the 'Data Editor' interface. At the top, it says 'Table: Demand' and 'Version: Copy For Test - Do Not Use \*'. Below this, a table displays data for 'Rows 1 to 100 out of 6948'. The table has four columns: ITEM\_KEY, ITEM\_NAME, GEOGRAPHY\_KEYVALUE, and a numerical value. The row for 'BCHMPABU' is highlighted in orange.

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEYVALUE	Value
TOTALRES	TOTAL	ABVLPAES	4966
TOTALRES	TOTAL	ALFAPAAL	1546
TOTALRES	TOTAL	ALNAPAAL	30703
TOTALRES	TOTAL	ALQPPAAL	10575
TOTALRES	TOTAL	ALTWPAAL	39830
TOTALRES	TOTAL	ALTWPAMT	11403
TOTALRES	TOTAL	ALXNPAAX	1607
TOTALRES	TOTAL	AMBLPAAM	29794
TOTALRES	TOTAL	AMBRPAAM	5407
TOTALRES	TOTAL	ANVLPAAAN	3579
TOTALRES	TOTAL	ARMRPAAR	19323
TOTALRES	TOTAL	ASLDPAAL	3575
TOTALRES	TOTAL	AUSTPAAU	1042
TOTALRES	TOTAL	AVDLPAAV	3092
TOTALRES	TOTAL	AVLPAAV	1323
TOTALRES	TOTAL	BADNPABA	4664
TOTALRES	TOTAL	BATHPABT	5502
TOTALRES	TOTAL	BCHMPABU	5158
TOTALRES	TOTAL	BCYNPABC	14755
TOTALRES	TOTAL	BEWKPABR	11216

At the bottom of the screen, there are several buttons: Previous, Next, Go, Download, New Record, Delete Record, Edit Query, and Done. The 'Go' button is highlighted in orange.



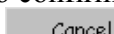
If there is a specific row number that the data owner would like to go to, the user can enter that row number in to the 'to Row' field and then press the 'Go' button (  ). That row number will start the page that loads up.

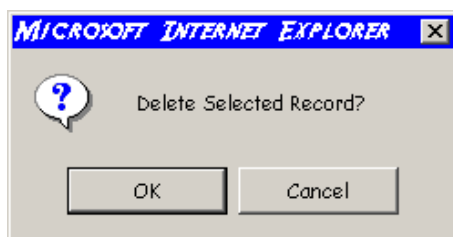
If the data owner needs to add a new record in to the table at a specific location, the data owner should click on the row that is immediately below the correct location to highlight it and then press the 'New Record' button (  ). As shown below, the new field will appear and it will be highlighted automatically.

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE	VERSION_ID
TOTALRES	TOTAL	ABVLPAES	4966	1626
TOTALRES	TOTAL	ALFAPAAL	1546	1626
TOTALRES	TOTAL	ALNAPAAL	30703	1626
TOTALRES	TOTAL	ALQPPAAL	10575	1626
TOTALRES	TOTAL	ALTWPAAL	39830	1626
TOTALRES	TOTAL	ALTWPAMT	11403	1626
TOTALRES	TOTAL	ALXNPAA	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAA	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAA	3575	1626
TOTALRES	TOTAL	AUSTPAAU	1042	1626
TOTALRES	TOTAL	AVDLPAAV	3092	1626
TOTALRES	TOTAL	AVLAPAAV	1323	1626
TOTALRES	TOTAL	BADNPABA	4664	1626
TOTALRES	TOTAL	BATHPABT	5502	1626
TOTALRES	TOTAL	BCHMPABU	5158	1626
TOTALRES	TOTAL	BCYNPABC	14755	1626

Next, one at a time, the data owner will double click on each field in the row except for the 'ITEM\_NAME' and 'VERSION\_ID' fields. The 'VERSION\_ID' field is automatically populated when the new field is created and the 'ITEM\_NAME' field will be automatically populated once the data owner changes pages. In each field, as demonstrated in the graphic below, the user will need to enter an acceptable value. Once all fields are populated, the user may click on another row to save the new record.

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE	VERSION_ID
TOTALRES	TOTAL	ABVLPAES	4966	1626
TOTALRES	TOTAL	ALFAPAAL	1546	1626
TOTALRES	TOTAL	ALNAPAAL	30703	1626
TOTALRES	TOTAL	ALQPPAAL	10575	1626
TOTALRES	TOTAL	ALTWPAAL	39830	1626
TOTALRES	TOTAL	ALTWPAMT	11403	1626
TOTALRES	TOTAL	ALXNPAA	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAA	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAA	3575	1626
TOTALRES	TOTAL	AUSTPAAU	1042	1626
TOTALRES	TOTAL	AVDLPAAV	3092	1626
TOTALRES	TOTAL	AVLAPAAV	1323	1626
TOTALRES	TOTAL	BADNPABA	4664	1626
TOTALRES	TOTAL	BATHPABT	5502	1626
TOTALRES	TOTAL	BCHMPABU	5158	1626
TOTALRES	TOTAL	BCYNPABC	14755	1626

The data owner may also choose to delete an individual record by clicking on that record to highlight it and then pressing the 'Delete Record' button (  ). The system will ask the data owner to confirm the deletion. The data owner will need to either press the 'OK' button (  ) to confirm the deletion request or press the 'Cancel' button (  ) to disregard the request. An example of the confirmation request is shown in the figure at the left.



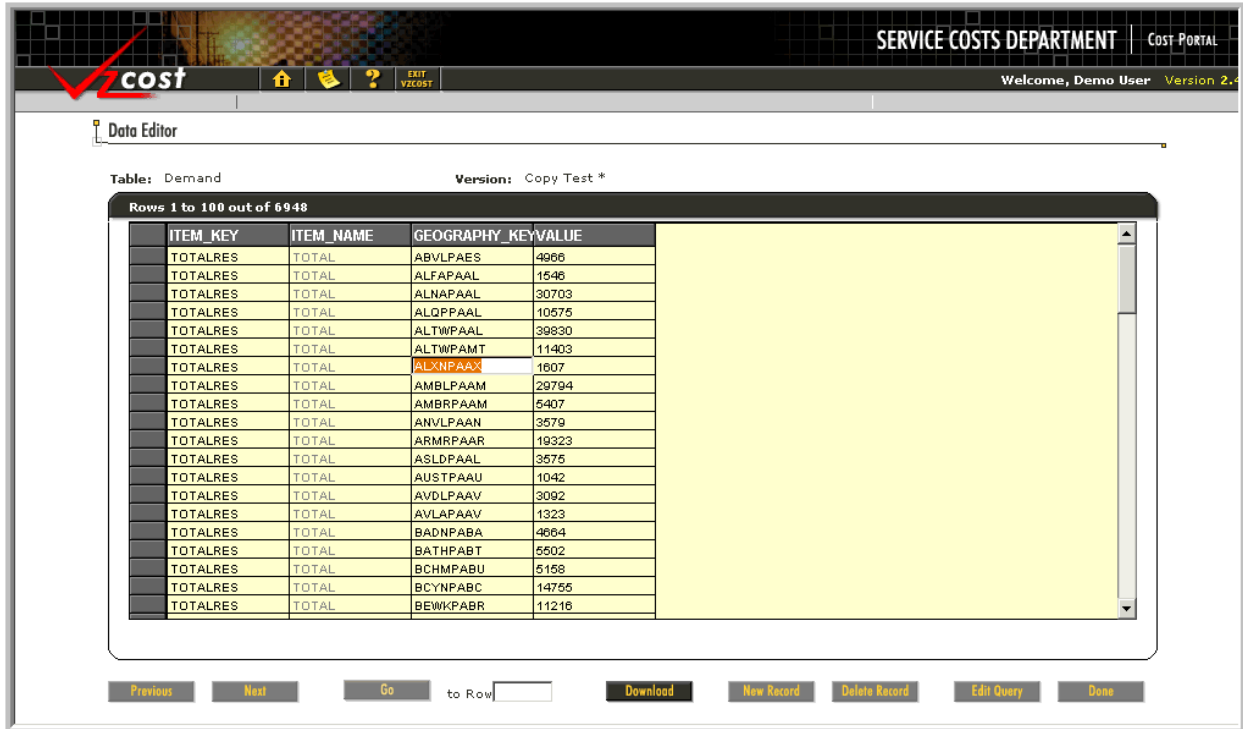


Table: Demand Version: Copy Test \*

Rows 1 to 100 out of 6948

ITEM_KEY	ITEM_NAME	GEOGRAPHY_KEY	VALUE
TOTALRES	TOTAL	ABVLPAES	4966
TOTALRES	TOTAL	ALFAPAAL	1546
TOTALRES	TOTAL	ALNAPAAL	30703
TOTALRES	TOTAL	ALQPPAAL	10575
TOTALRES	TOTAL	ALTWPAAL	39830
TOTALRES	TOTAL	ALTWPAMT	11403
TOTALRES	TOTAL	ALXNPAAX	1607
TOTALRES	TOTAL	AMBLPAAM	29794
TOTALRES	TOTAL	AMBRPAAM	5407
TOTALRES	TOTAL	ANVLPAA	3579
TOTALRES	TOTAL	ARMRPAAR	19323
TOTALRES	TOTAL	ASLDPAAL	3575
TOTALRES	TOTAL	AUSTPAAU	1042
TOTALRES	TOTAL	AVDLPAAV	3092
TOTALRES	TOTAL	AVLPAAV	1323
TOTALRES	TOTAL	BADNPABA	4664
TOTALRES	TOTAL	BATHPABT	5502
TOTALRES	TOTAL	BCHMPABU	5158
TOTALRES	TOTAL	BCYNPABC	14755
TOTALRES	TOTAL	BEWKPABR	11216


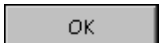
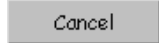
Buttons: Previous, Next, Go to Row: , Download, New Record, Delete Record, Edit Query, Done

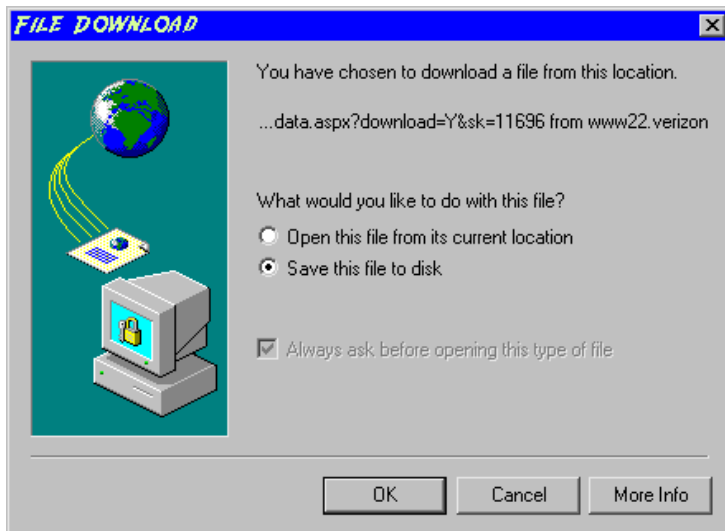
The data owner may also change an existing record, as shown above, by double clicking on the value to be changed, entering a new value, and then clicking on any other row to exit the modified row and save the changes.


From this page, the data owner may press the 'Edit Query' button ( **Edit Query** ) which will return the data owner to the 'Build Query for Data Editor' screen described earlier in this section. In this case, the data owner can make any needed changes and then either run the query again or save the new version of the query for later use.

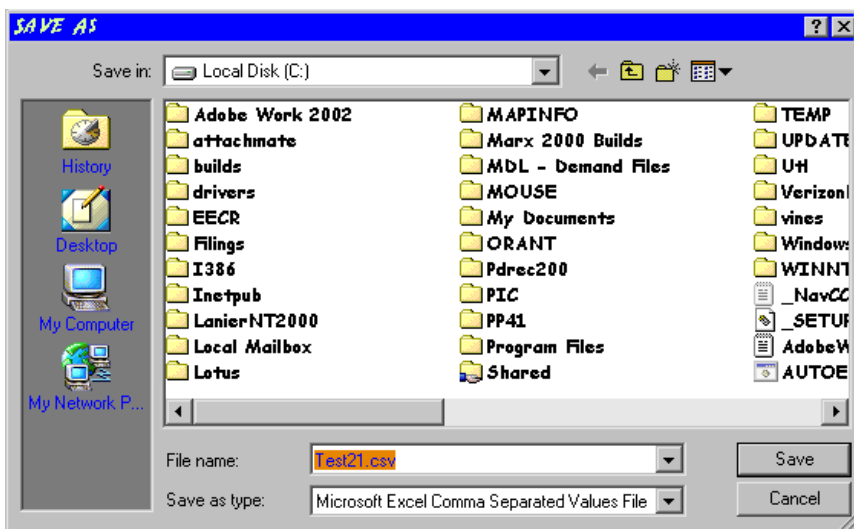
The data owner may also press the 'Download' button ( **Download** ) which will download the data into a CSV file for the data owner to use with other applications or to use as needed at a later time. This option is described in more detail on the next page.

Once the data owner has finished with this data browser, the 'Done' button ( **Done** ) should be pressed to close this page and return to the 'Data Management' page.


Once the 'Download' button (  ) has been pressed, the 'Download' screen, shown below, will appear. The data owner may 'Open this file from its current location'. Doing so will open the file in a separate Microsoft Excel window. However, any changes that are made will have to be saved locally. Therefore, it is recommended that the data owner select the 'Save this file to disk' radio button and then press the 'OK' button (  ). That way, the file is saved locally from the start and the data owner has the freedom to make any changes by using Microsoft Excel whenever those changes are actually needed. The data owner could also press the cancel button (  ) to disregard the download request and return to the previous screen.

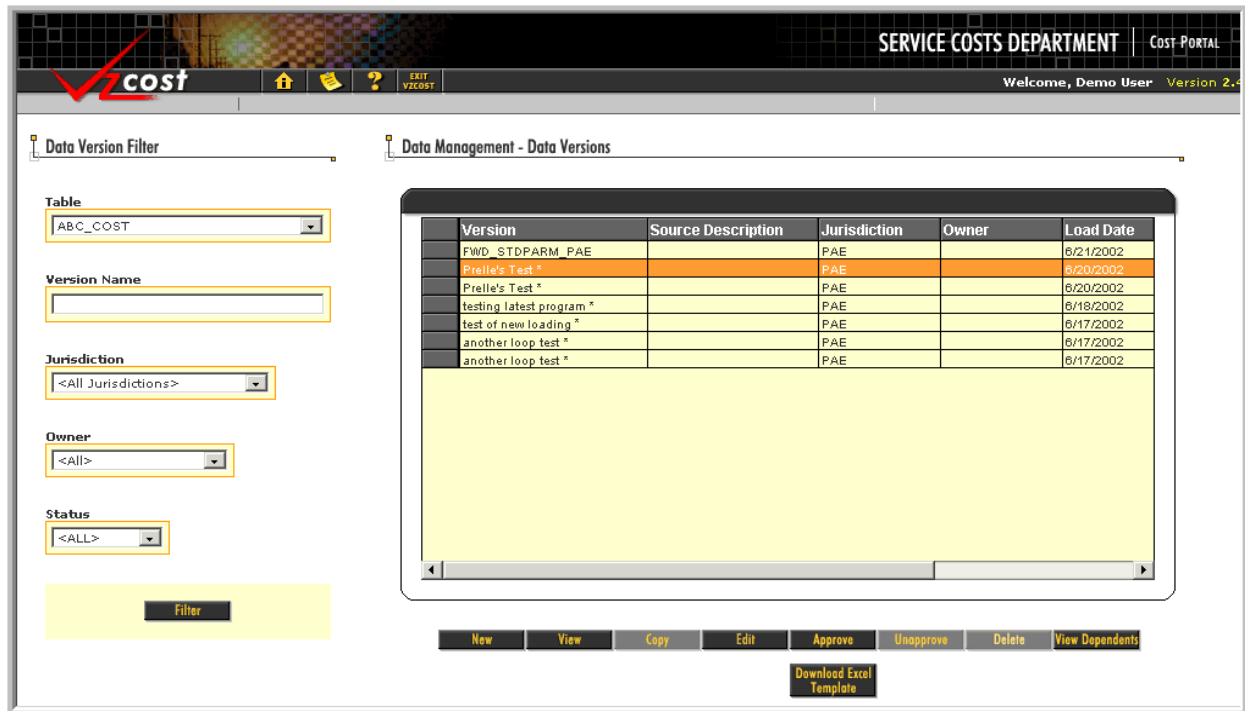


Next, the 'Save As' dialog box will pop up and the data owner will need to select where to save the file by using the 'Save in' field at the top of the screen and the by choosing a directory, if needed, in the center of the screen. The user may need to choose more directories within the initial directory that was already chosen until the destination is finally located. Once the correct location has been found, the user will type a name in the 'File name' field and then press the 'Save' button (  ). This will complete the saving process. Please notice that, if the data owner decides to download an item that will be modified and then uploaded back in to the system later, the data owner must remove the header row from the file before uploading it back to the system.

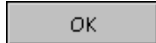
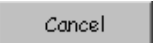


### Section 12.1.5: Approving a Data Version

A data version may only be approved by a data owner with the appropriate security clearance. Furthermore, no user may approve his/her own run under data version under any circumstances. The data owner needs to be completely certain that the data version is completely correct because, once a data version is approved, it can not be edited, changed, or deleted by anyone. To approve a data version, someone other than the data owner who has the correct security clearance should go to the 'Data Management' screen. Then that person should click on the data version to highlight it. Finally, that person should click on the 'Approve' button (  ) to approve the data version.




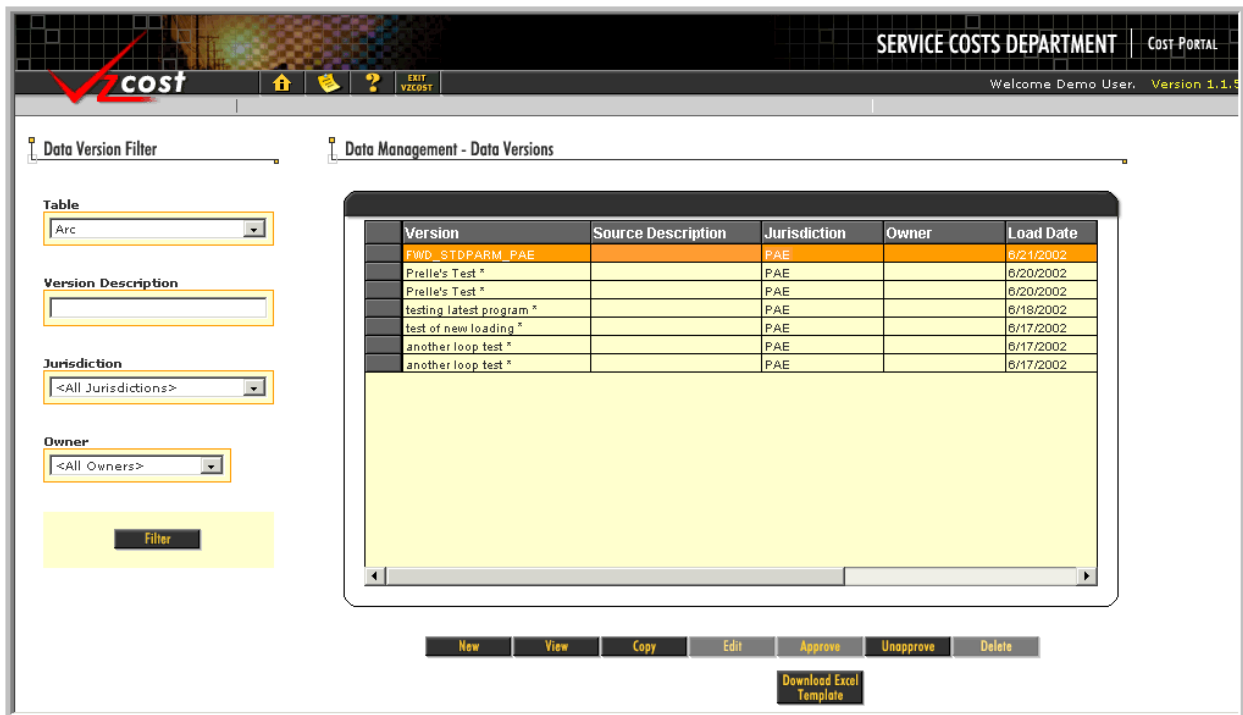
Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM_PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

Once the approve button has been pressed, the user will be prompted to confirm that the data version should be approved. The approving person will need to either press the 'OK' button (  ) to confirm the approval request or press the 'Cancel' button (  ) to disregard the request. An example of the approval confirmation request is shown in the figure below.

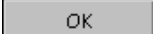
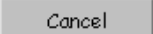


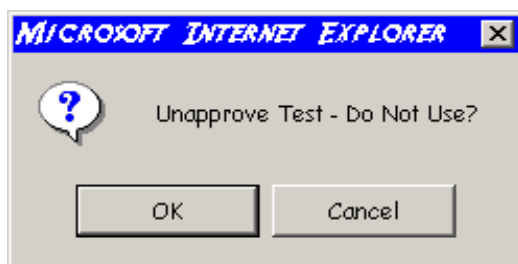
### Section 12.1.6: Unapproving a Data Version

A data version may only be unapproved by a data owner with the appropriate security clearance or by the person who originally approved the data. Furthermore, an item may not be unapproved if it has been used in a filing. To unapprove a data version, someone other than the data owner who has the correct security clearance should go to the 'Data Management' screen. Then that person should click on the approved data version to highlight it. Finally, that person should click on the 'Unapprove' button (  ) to unapprove the data version.




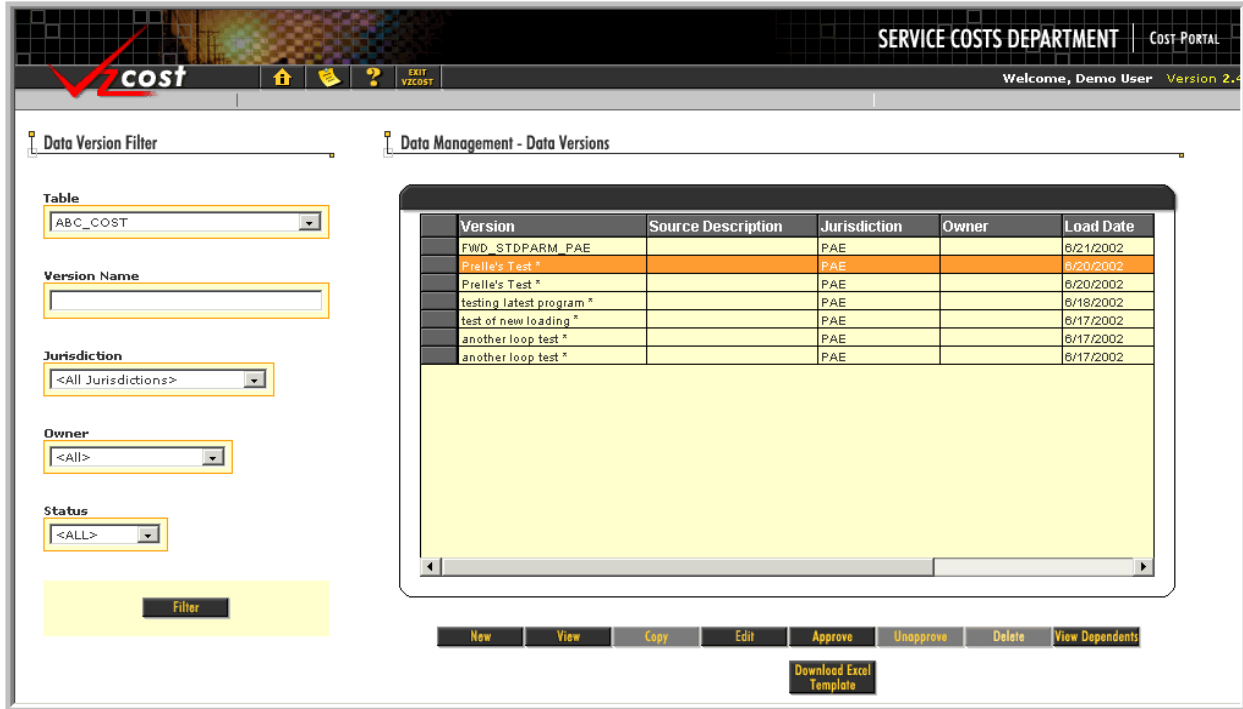
Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM_PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

Once the approve button has been pressed, the user will be prompted to confirm that the data version should be approved. The approving person will need to either press the 'OK' button (  ) to confirm the approval request or press the 'Cancel' button (  ) to disregard the request. An example of the approval confirmation request is shown in the figure below.



### Section 12.1.7: Deleting a Data Version

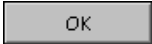
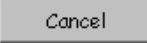
If a data owner wishes to delete a data version, that user should click on it to highlight it. Next, the data owner should press the 'Delete' button (  ). Please note that the data version can not be deleted once it has been approved.

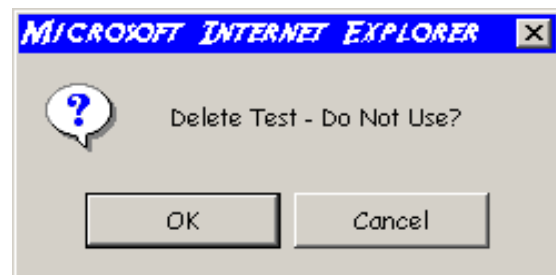


The screenshot shows the 'Data Management - Data Versions' page. On the left is a 'Data Version Filter' section with dropdown menus for Table (ABC\_COST), Version Name, Jurisdiction (<All Jurisdictions>), Owner (<All>), and Status (<ALL>), along with a 'Filter' button. The main area contains a table with the following data:


Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM_PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

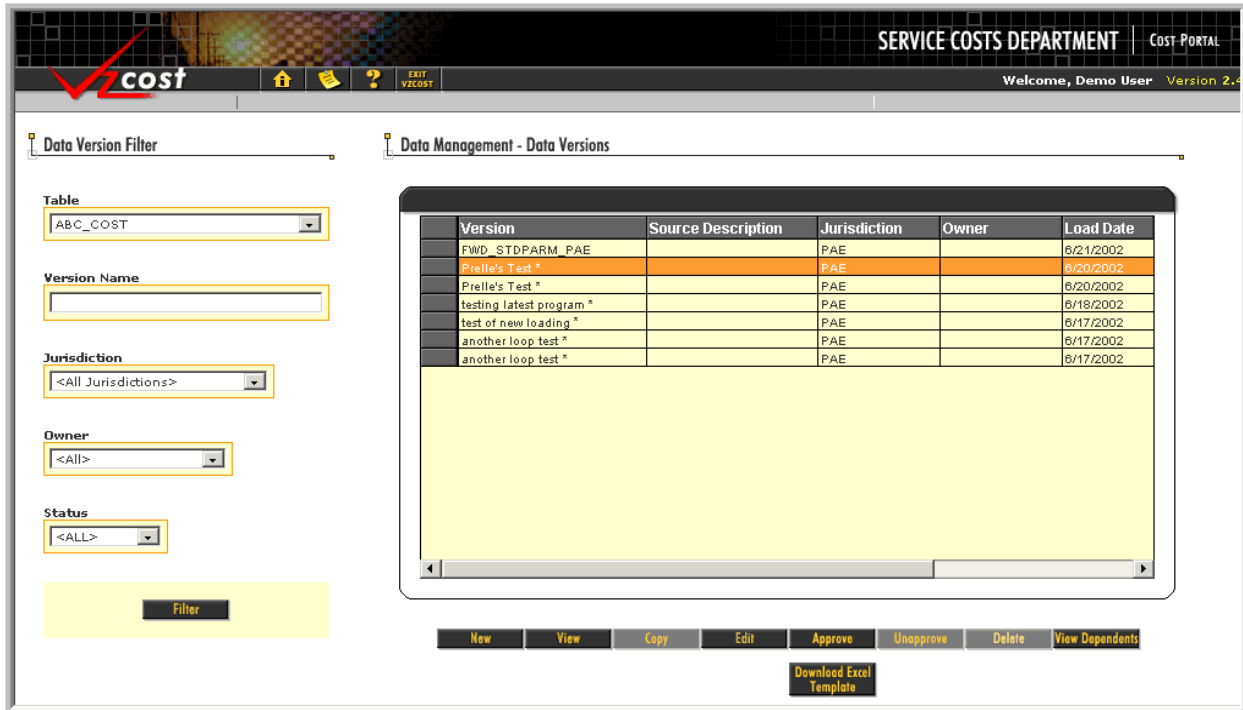
Below the table is a toolbar with buttons: New, View, Copy, Edit, Approve, Unapprove, Delete, View Dependents, and a 'Download Excel Template' button.

Before deleting a data version, the system will prompt for confirmation, as shown at the right of this page. At this point, the data owner must either press the 'OK' button (  ) to complete the deletion of the data version or press the 'Cancel' button (  ) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Data Management' screen.



## Section 12.1.8: Downloading an Excel Template

If the data owner user is unsure of how the data should look for a particular table, that user should use the filters, as described previously in [this section](#), to locate the correct table type and the data versions associated with it. Once the correct table type has been selected, then the user should press the 'Download Excel Template' button (  ).



**Service Costs Department | COST PORTAL**  
Welcome, Demo User | Version 2.4

**Data Version Filter**

Table: ABC\_COST

Version Name:

Jurisdiction: <All Jurisdictions>

Owner: <All>

Status: <ALL>

**Filter**



**Data Management - Data Versions**

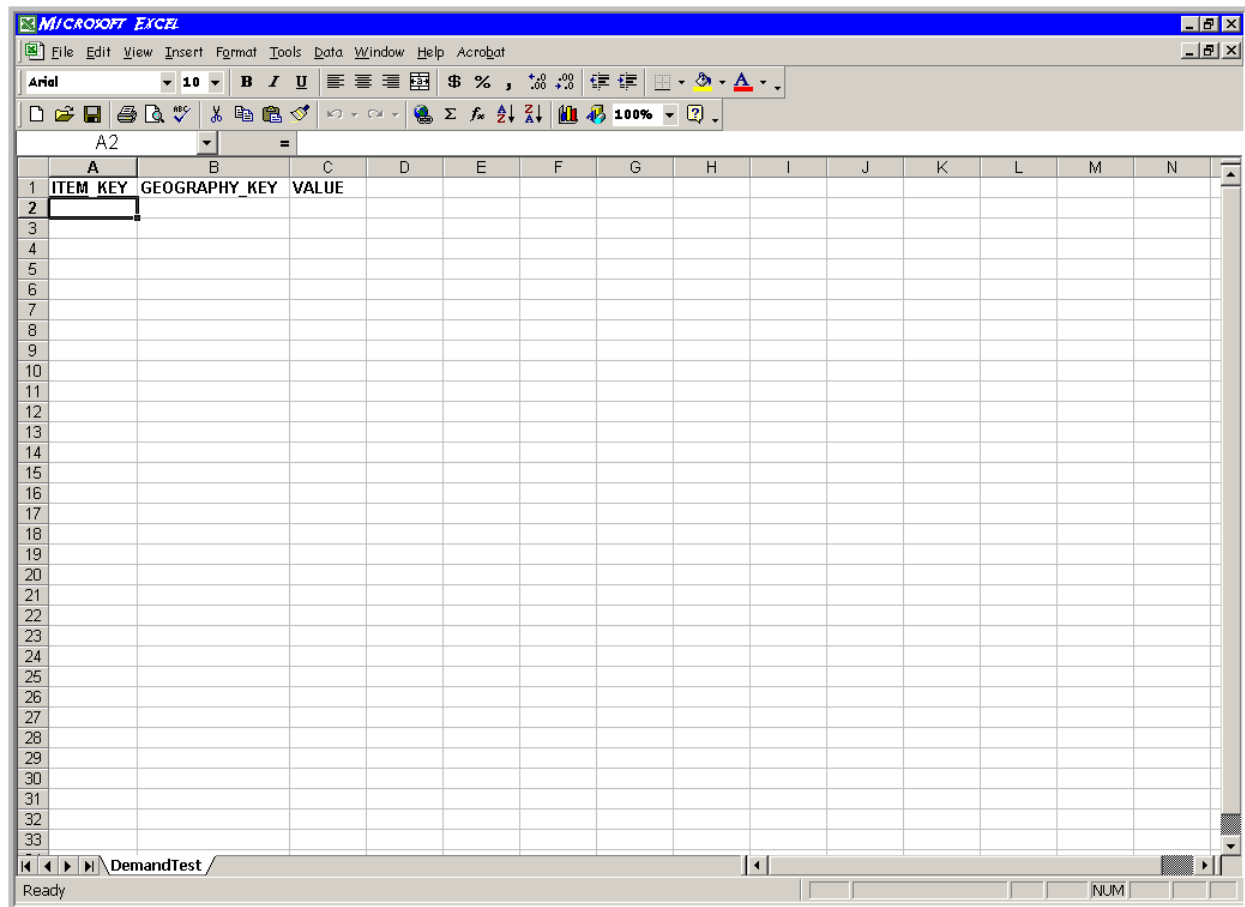
Version	Source Description	Jurisdiction	Owner	Load Date
FWD_STDPARM PAE		PAE		6/21/2002
Prelle's Test *		PAE		6/20/2002
Prelle's Test *		PAE		6/20/2002
testing latest program *		PAE		6/18/2002
test of new loading *		PAE		6/17/2002
another loop test *		PAE		6/17/2002
another loop test *		PAE		6/17/2002

**New View Copy Edit Approve Unapprove Delete View Dependents**

**Download Excel Template**



Once the button has been pressed, a template loads up in a separate Microsoft Excel window. This template shows the data owner which categories should be included in this type of table and what order those categories should appear in. This excel template is a read-only template on the VzCost server, however, the data owner may print this template or save it to the data owner's computer. To save, the data owner will press the save icon (  ) which is near the top left of the screen. If needed, To print, the data owner will press the print icon (  ) towards the top left of the screen



## Section 12.2: File Management

All files that will be available for selection in document sets must first be uploaded into VzCost. To upload files into VzCost, the user will go to the file management piece of the system. The 'File Management' screen, shown below, lists files that have already been uploaded into the system.

**File Filter**

Name:

File Description:

Type:

Owner:

Created After:     
 Month Day Year


Created Before:     
 Month Day Year

**File Management**

Name	Description	Owner	Type	Date
2Wire Loop_07312002-3.xls	Demo		Excel (.xls)	1/24/2003
CD#3 Index.doc	Contents of CD#3		Word (.doc)	1/15/2003
CD#1 Index.doc	Contents of CD#1		Word (.doc)	1/15/2003
Cost Manual PA Access.doc	PA Access Cost		Word (.doc)	1/13/2003
PAW_Recurr_Results.pdf	PAW Recurring		pdf	1/13/2003
PA Combined ACCESS_Cost	PA Consolidated		Excel (.xls)	1/13/2003
PAW_NRC_Results.pdf	PAW		pdf	1/13/2003
PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003
PAW Assumptns.pdf	PAW Global		pdf	1/13/2003
PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003
PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003
PAE_NRC_Results.pdf	PAE		pdf	1/13/2003
Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003
PAE Study Index.pdf	PAE VZCost		pdf	1/13/2003
PAE Assumptns.pdf	PAE Global		pdf	1/13/2003
PAE ACF Rpt.pdf	PAE Annual Cost		pdf	1/13/2003
E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003
PAW 2001 Expense	PAW 2001		pdf	1/6/2003
Diagram.net	Network Diagram		PowerPoint (.ppt)	1/29/2003

**Filter**      **Upload**      **Delete**      **Preview**

### Section 12.2.1: Uploading a File

From the 'File Management' screen, the user may want to upload a new file into the VzCost system. In this case, the user will need to press the 'Upload' button (  ).


The screenshot shows the 'File Management' interface. On the left, there is a 'File Filter' section with the following fields:

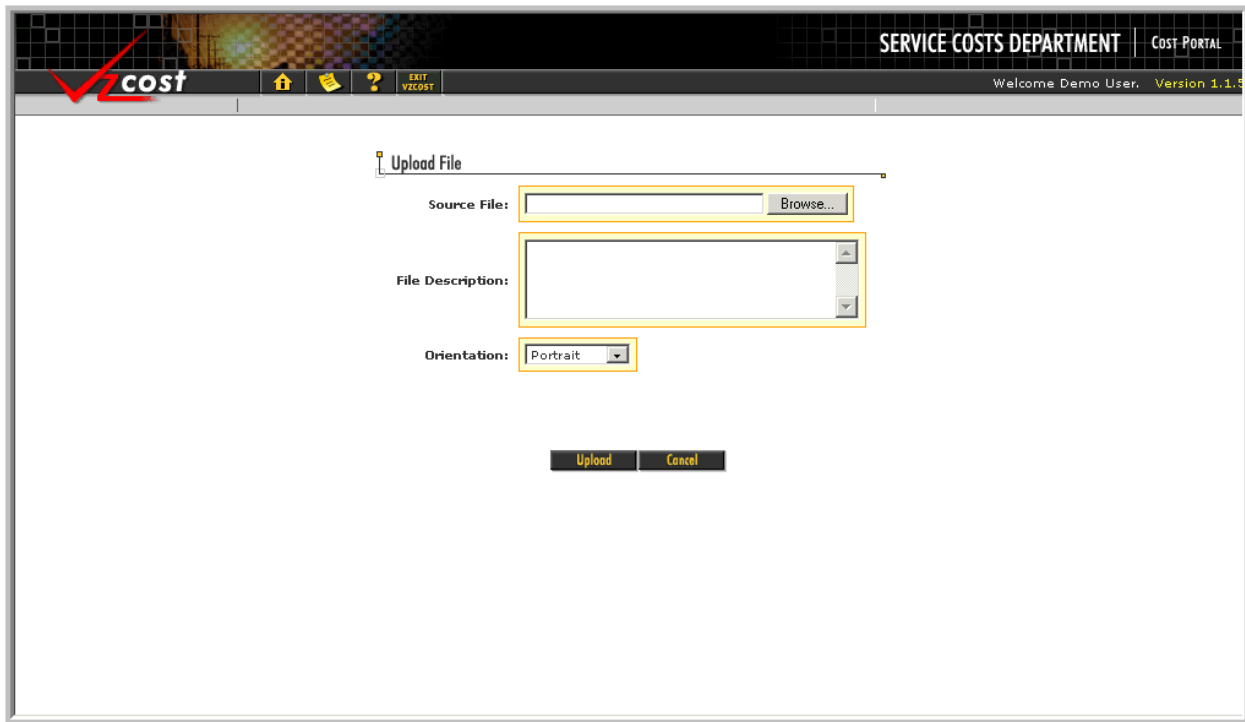
- Name:**
- File Description:**
- Type:**
- Owner:**
- Created After:** Month: 01, Day: 01, Year: 2001
- Created Before:** Month: 01, Day: 31, Year: 2003

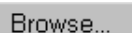

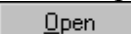
At the bottom of the filter section is a **Filter** button. The main area displays a table of files:

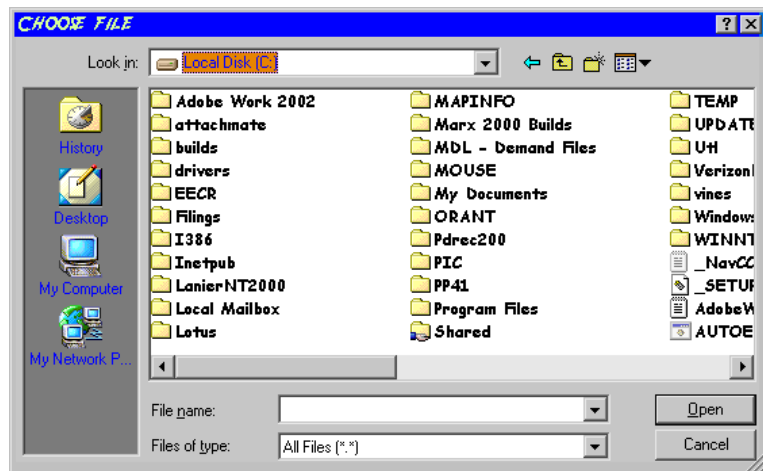
Name	Description	Owner	Type	Date
2-Wire Loop_07312002-3.xls	Demo		Excel (.xls)	1/24/2003
CD#3 Index.doc	Contents of CD#3		Word (.doc)	1/15/2003
CD#1 Index.doc	Contents of CD#1		Word (.doc)	1/15/2003
Cost Manual PA Access.doc	PA Access Cost		Word (.doc)	1/13/2003
PAW_Recur_Results.pdf	PAW Recuring		pdf	1/13/2003
PA Combined ACCESS_Cost	PA Consolidated		Excel (.xls)	1/13/2003
PAW_NRC_Results.pdf	PAW		pdf	1/13/2003
PAW_Study Index.pdf	PAW VZCost		pdf	1/13/2003
PAW Assumptns.pdf	PAW Global		pdf	1/13/2003
PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003
PAE_Recur_Results.pdf	PAE Recuring		pdf	1/13/2003
PAE_NRC_Results.pdf	PAE		pdf	1/13/2003
Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003
PAE Study Index.pdf	PAE VZCost		pdf	1/13/2003
PAE Assumptns.pdf	PAE Global		pdf	1/13/2003
PAE ACF Rpt.pdf	PAE Annual Cost		pdf	1/13/2003
E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003
PAW 2001 Expense	PAW 2001		pdf	1/8/2003
Diagram.pdf	Network Diagram		PowerPoint (.ppt)	12/20/2002

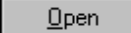

At the bottom of the table area are three buttons: **Upload**, **Delete**, and **Preview**.



The 'Upload File' screen, shown below, loads up. Only the following file types may be uploaded: Acrobat files (PDF), bitmap images (BMP), Excel files (XLS), graphic interchange format images (GIF), jpeg format images (JPG), PowerPoint files (PPT), report files (RPT), rich text files (RTF), text files (TXT), and Word files (DOC). The user will enter a file name into the 'Source File' field, a description into the 'File Description' field, and select either portrait or landscape from a drop down menu by pressing the button (  ) next to the 'Orientation' field.

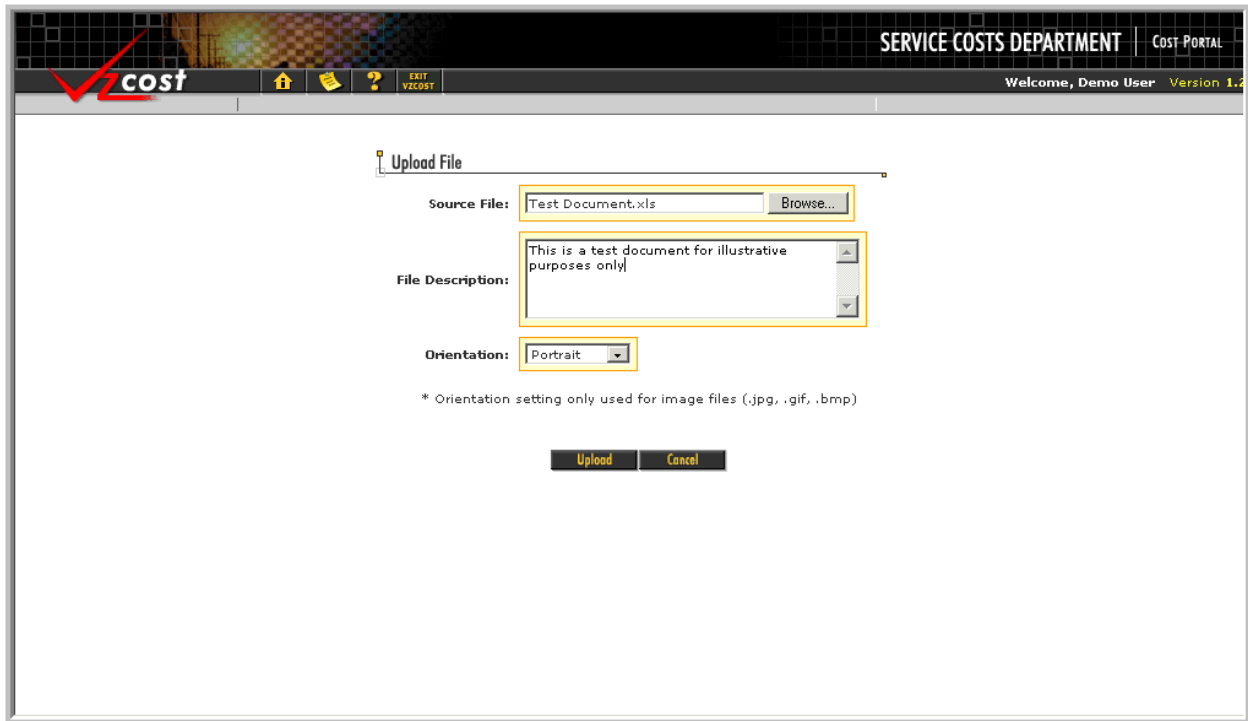


If the user does not know the exact file name for the 'Source File' field, then the 'Browse' button (  ) may be pressed. Doing this will load up the window shown below. To locate the source, press the button (  ) next to the 'Look In' field and choose a source from the drop down menu. If the file is not found in the directory that is displayed, the user will double click on whichever folder leads to the proper directory. In some cases, the user may double click on additional folders that exist within the selected folders. Upon locating the file, the user will need to click on that file and then press the 'Open' button (  ) to continue.



Once the 'Open' button (  ) has been pressed, the user will be returned to the 'Upload File' screen. If the file can not be located, to return to the previous screen without selecting a file, the user will press the 'Cancel' button (  ).

Once the fields on the 'Upload File' screen have been filled out, then the user will need to press the 'Upload' button (  ). Once this has occurred, the file will be uploaded to the system and the user will be returned to the 'File Management' screen. However, if the user is not ready to complete the upload or can not locate the correct file, the user may also press the 'Cancel' button (  ) to disregard this upload request and return to the 'File Management' screen.





Upload File

Source File:



File Description:

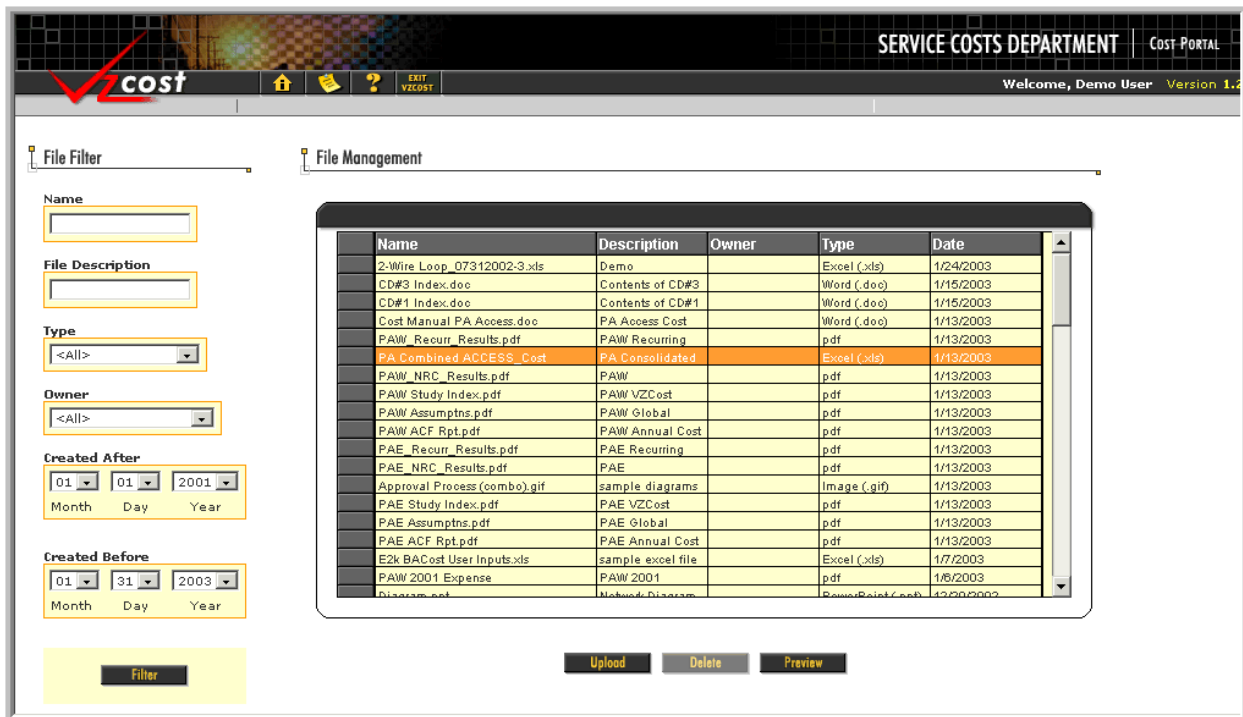
Orientation:

\* Orientation setting only used for image files (.jpg, .gif, .bmp)

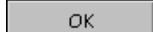
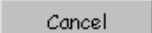
Please notice that, if another file with the same filename already exists when the user presses the 'Upload' button (  ), then the will provide the user with an error message stating that another file with the same name already exists. At this point, the user will need to change the file name and then press the 'Upload' button (  ) again.

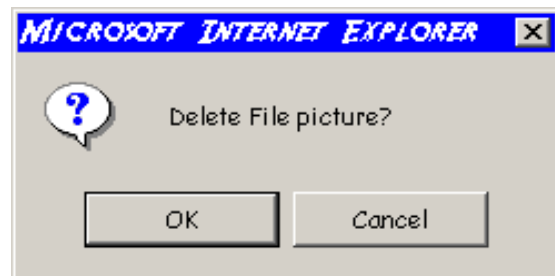
## Section 12.2.2: Deleting a File

Only the user that originally uploaded a file may delete that file. As shown below, if any other user clicks on that file, the 'Delete' button () will be inactive and this function will not be available. Filters may be used as described in [section 4.4](#) to limit or expand the list of files that are displayed on the screen. All files that meet the filtered criteria will be displayed on the screen. Once the needed file has been located, the user should click on the file to highlight it and then press the 'Delete' button ()




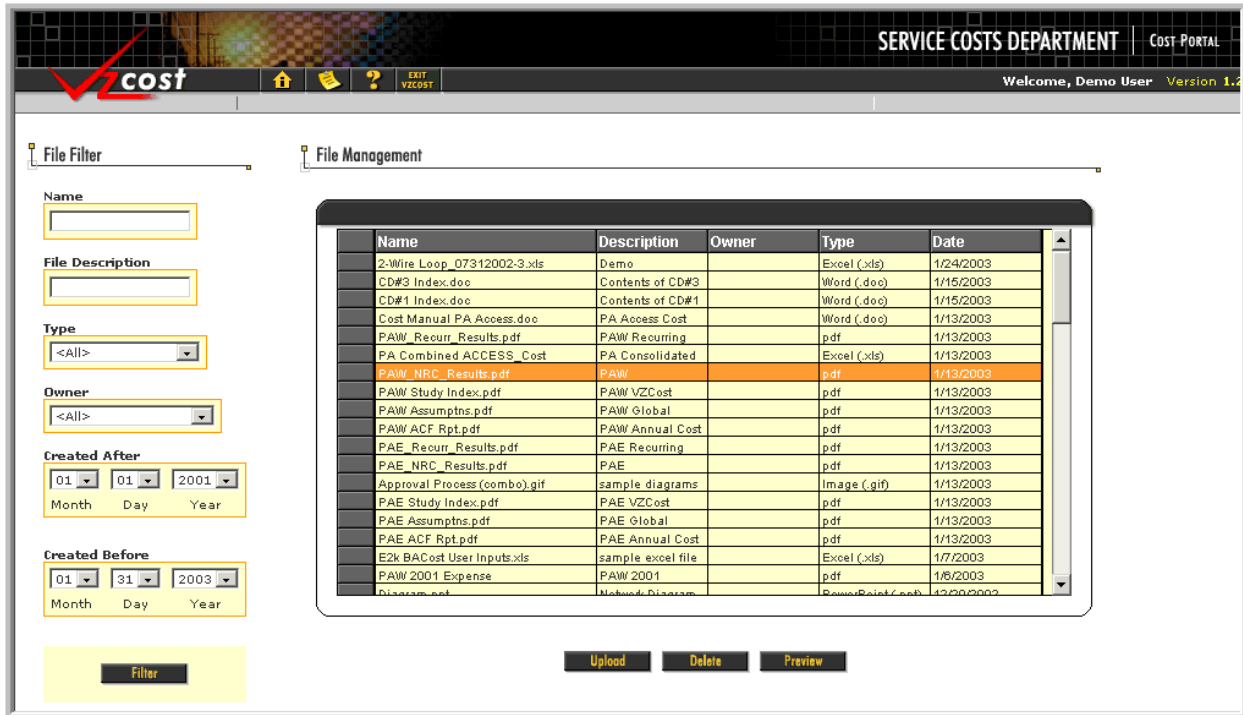
Name	Description	Owner	Type	Date
2Wire Loop_07312002-3.xls	Demo		Excel (.xls)	1/24/2003
CD#3 Index.doc	Contents of CD#3		Word (.doc)	1/15/2003
CD#1 Index.doc	Contents of CD#1		Word (.doc)	1/15/2003
Cost Manual PA Access.doc	PA Access Cost		Word (.doc)	1/13/2003
PAW_Recurr_Results.pdf	PAW Recurring		pdf	1/13/2003
PA Combined ACCESS_Cost	PA Consolidated		Excel (.xls)	1/13/2003
PAW_NRC_Results.pdf	PAW		pdf	1/13/2003
PAW_Study Index.pdf	PAW VZCost		pdf	1/13/2003
PAW Assumptns.pdf	PAW Global		pdf	1/13/2003
PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003
PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003
PAE_NRC_Results.pdf	PAE		pdf	1/13/2003
Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003
PAE_Study Index.pdf	PAE VZCost		pdf	1/13/2003
PAE Assumptns.pdf	PAE Global		pdf	1/13/2003
PAE ACF Rpt.pdf	PAE Annual Cost		pdf	1/13/2003
E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003
PAW 2001 Expense	PAW 2001		pdf	1/6/2003
Diagram.net	Network Diagram		PowerPoint (.ppt)	1/22/2003

Before deleting a file, the system will prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button () to complete the deletion of the file or press the 'Cancel' button () to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'File Management' screen.



### Section 12.2.3: Previewing a File

If the user needs to see what information is contained within a specific file, the user may preview that file. To preview a file, the user will need to use filters as described in [section 4.4](#) to limit or expand the list of files that are displayed on the screen. All files that meet the filtered criteria will be displayed on the screen. Once the needed file has been located, the user will click on the file to highlight it and then press the 'Preview' button (  ).



**File Filter**

Name:

File Description:

Type:

Owner:

Created After:     
Month Day Year

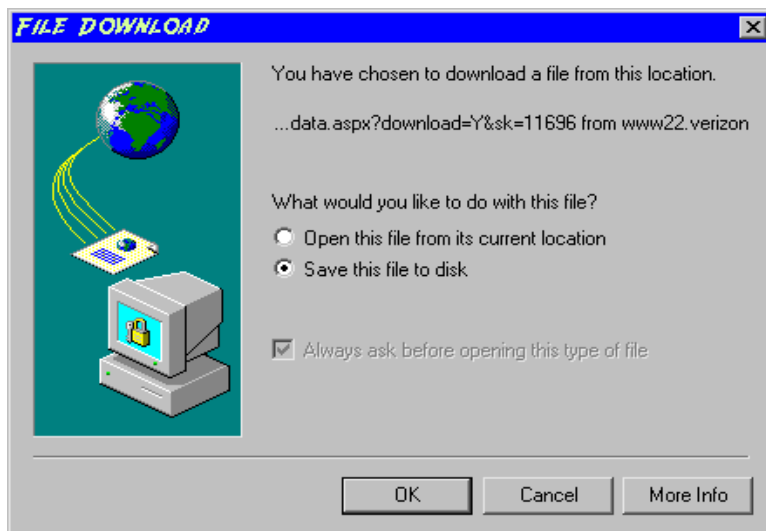
Created Before:     
Month Day Year

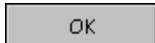
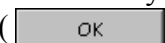
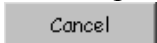
**File Management**

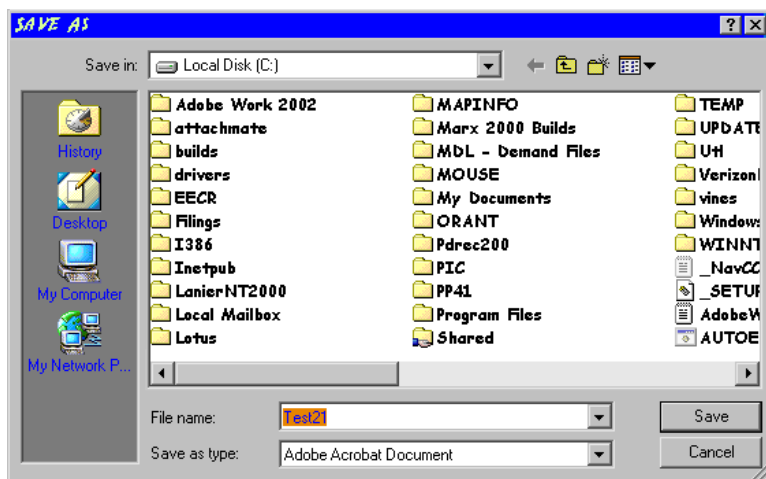
Name	Description	Owner	Type	Date
2-Wire Loop_07312002-3.xls	Demo		Excel (.xls)	1/24/2003
CD#3 Index.doc	Contents of CD#3		Word (.doc)	1/15/2003
CD#1 Index.doc	Contents of CD#1		Word (.doc)	1/15/2003
Cost Manual PA Access.doc	PA Access Cost		Word (.doc)	1/13/2003
PAW_Recur_Results.pdf	PAW Recuring		pdf	1/13/2003
PA Combined ACCESS Cost	PA Consolidated		Excel (.xls)	1/13/2003
<b>PAW_NRC_Results.pdf</b>	<b>PAW</b>		<b>pdf</b>	<b>1/13/2003</b>
PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003
PAW Assumptns.pdf	PAW Global		pdf	1/13/2003
PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003
PAE_Recur_Results.pdf	PAE Recuring		pdf	1/13/2003
PAE_NRC_Results.pdf	PAE		pdf	1/13/2003
Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003
PAE Study Index.pdf	PAE VZCost		pdf	1/13/2003
PAE Assumptns.pdf	PAE Global		pdf	1/13/2003
PAE ACF Rpt.pdf	PAE Annual Cost		pdf	1/13/2003
E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003
PAW 2001 Expense	PAW 2001		pdf	1/8/2003
Diagram.pdf	Network Diagram		PowerPoint (.ppt)	12/20/2002


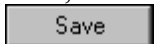
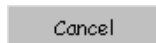
**Buttons:**

Once the button is pressed, the 'Download' screen, which is shown below, will load up.



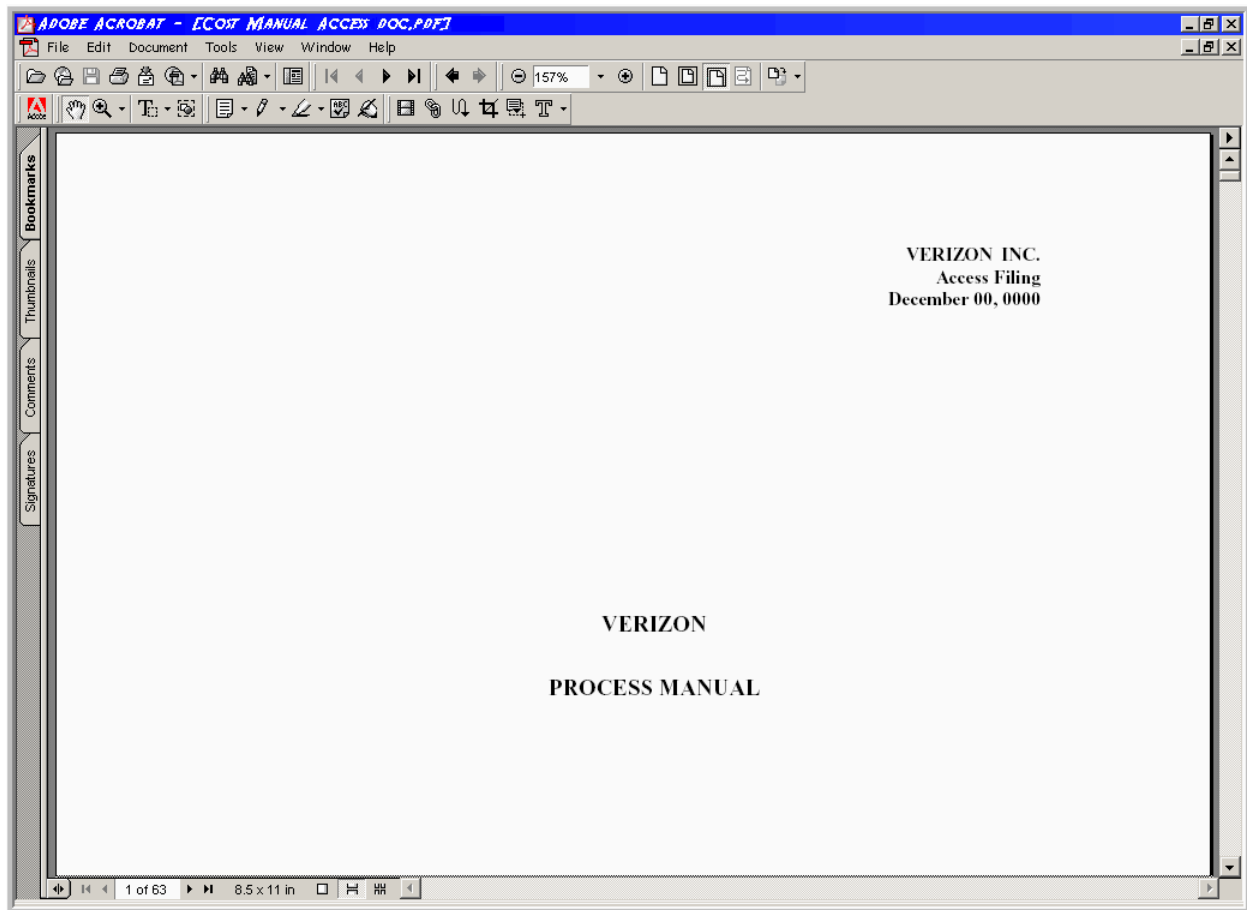
If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button (  ), the preview will appear in a separate Adobe Acrobat window. Alternately, the user may choose the 'Save this file to disk' radio button and press the 'OK' button (  ) to load the 'Save As' dialog box shown below. To return to the previous screen, ignoring the preview request, the user will press the 'Cancel' button (  ).



To choose where to save the file, the user will press the button (  ) and choose an option from the drop down menu for the 'Save in' field. The user will double click on whichever folder leads to the proper directory if the default directory is not the correct file location. If needed, the user may access additional folders that exist within the selected folders. Once the correct location has been found, the user will type a name in the 'File name' field and press the 'Save' button (  ). This will save the file as a Acrobat PDF file which will be usable at any time whether connected to VzCost or not. Alternatively, the user can press the cancel button (  ) to ignore the preview request and return to the previous screen.



Assuming that the user chose the 'Open this file from its current location' radio button, the preview will load up into a separate Adobe Acrobat window, as shown below. When the user is done with this page, clicking on the 'X' icon (✕) at the top right corner of the screen will close this screen.



### Section 12.3: Report Management

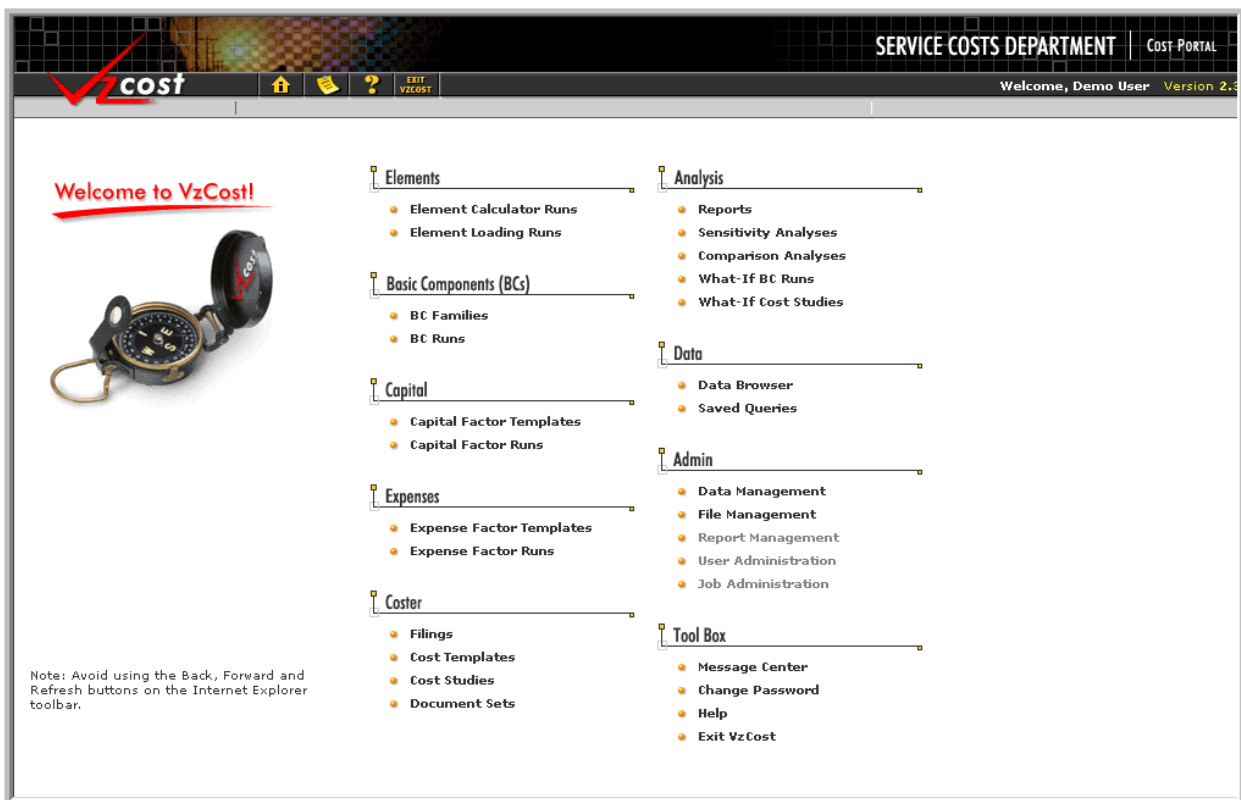
The 'Report Management' link on the home page will not be available to VzCost users. Only Crystal Reports developers will have access to this section.

### Section 12.4: User Administration

The 'User Administration' link on the home page will not be available to VzCost users. Only system administrators will have access to this section.

### Section 12.5: Job Administration

The 'Job Administration' link on the home page will not be available to VzCost users. Only system administrators will have access to this section.



**Welcome to VzCost!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

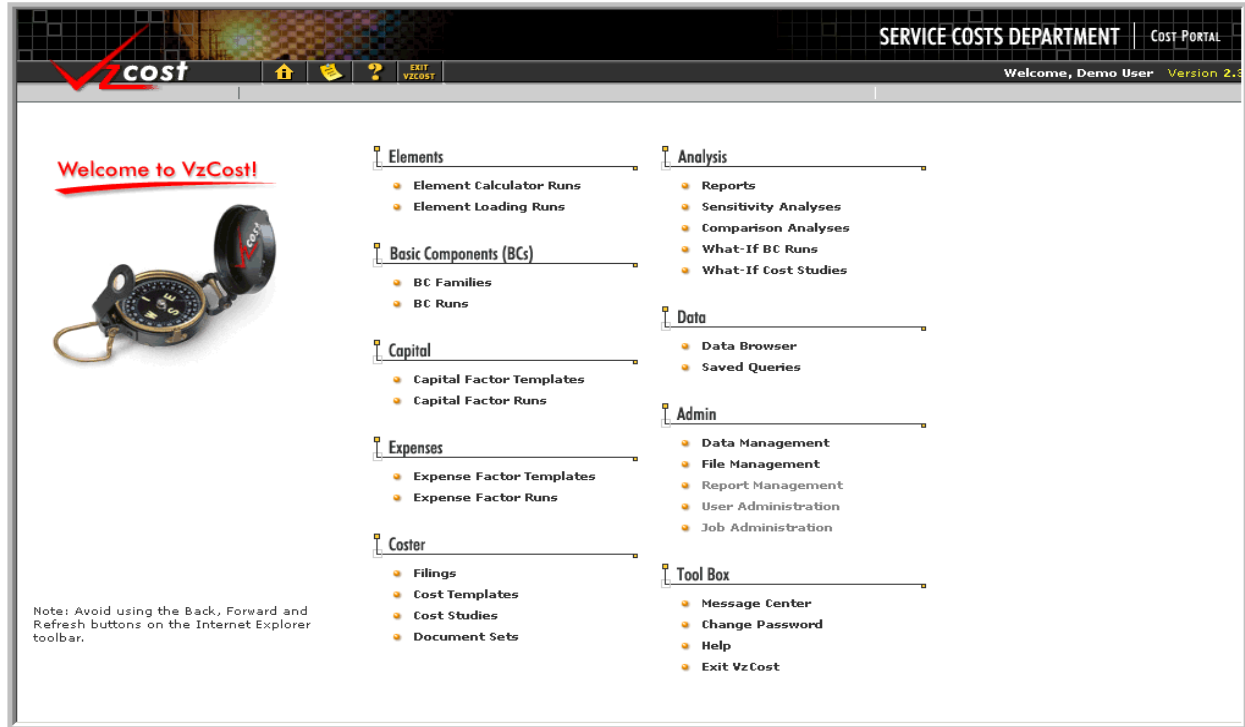
- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

**Tool Box**

- Message Center
- Change Password
- Help
- Exit VzCost



Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

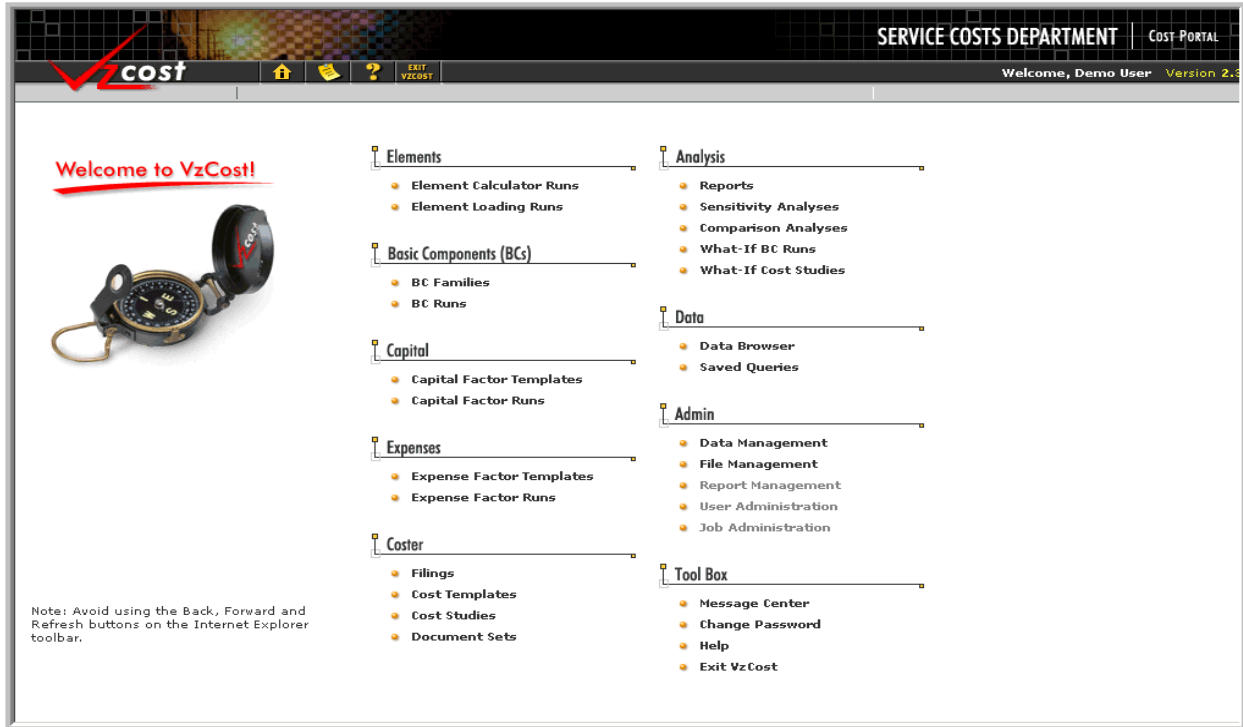
## Section 13: Tool Box



The tool box section of VzCost includes four functions that serve as utilities or tools. Those four functions are described in the pages that follow.

## Section 13.1: The Message Center

The message center is an area within VzCost that will be accessed frequently. Users will use the message center to view the results of several different types of runs types and user may also use the message center to confirm that a run has finished processing or to determine why a run may have failed. To access this area, the user will either click on the 'Message Center' link at the bottom right of the 'Home Page' or press the button (  ) that resembles a piece of paper in the VzCost toolbar at the top left of the screen. When a message is waiting in the message center, this button (  ) will appear with an exclamation point in the center of it.

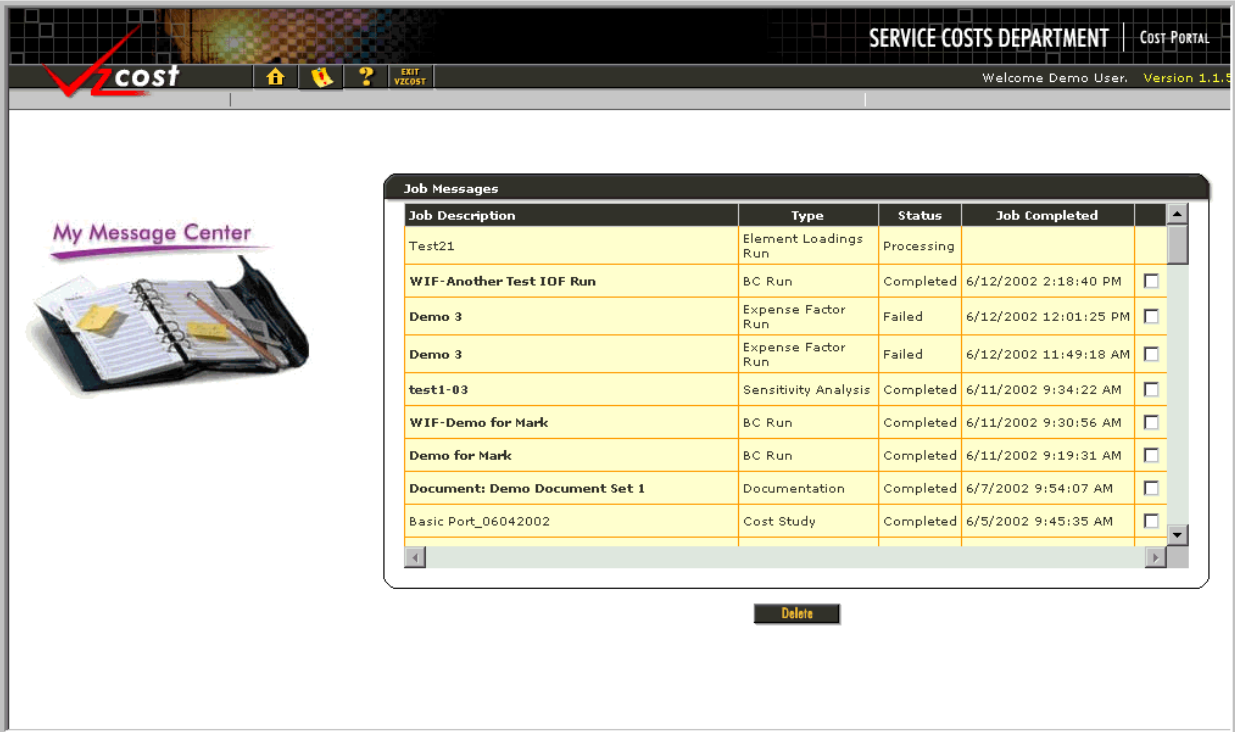


**Welcome to VzCost!**

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit VzCost

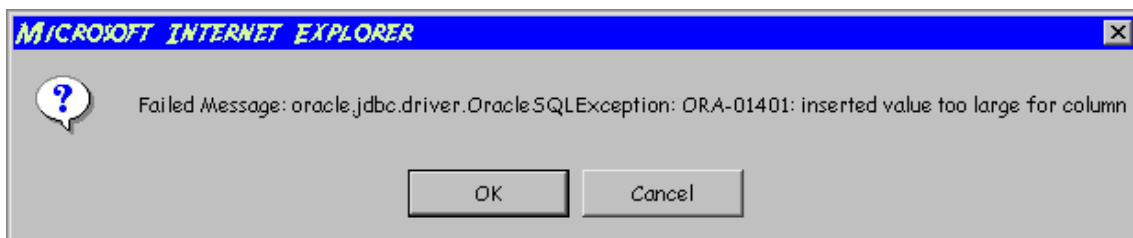
Once the user presses the link, the message center loads up. An example of the message center is shown below. The message center window is divided in to five columns. Those five columns are described in the upcoming pages.




Job Description	Type	Status	Job Completed	
Test21	Element Loadings Run	Processing		
<b>WIF-Another Test IOF Run</b>	BC Run	Completed	6/12/2002 2:18:40 PM	<input type="checkbox"/>
<b>Demo 3</b>	Expense Factor Run	Failed	6/12/2002 12:01:25 PM	<input type="checkbox"/>
<b>Demo 3</b>	Expense Factor Run	Failed	6/12/2002 11:49:18 AM	<input type="checkbox"/>
<b>test1-03</b>	Sensitivity Analysis	Completed	6/11/2002 9:34:22 AM	<input type="checkbox"/>
<b>WIF-Demo for Mark</b>	BC Run	Completed	6/11/2002 9:30:56 AM	<input type="checkbox"/>
<b>Demo for Mark</b>	BC Run	Completed	6/11/2002 9:19:31 AM	<input type="checkbox"/>
<b>Document: Demo Document Set 1</b>	Documentation	Completed	6/7/2002 9:54:07 AM	<input type="checkbox"/>
<b>Basic Port_06042002</b>	Cost Study	Completed	6/5/2002 9:45:35 AM	<input type="checkbox"/>

#### 1. Job Description:

This column contains the name of the run. This name will either be in bold lettering or normal lettering. The user may click on the run name in this column if the run name appears in bold lettering. In that case, the run name also acts as a link that will show the user the result set from that run as if the user had pressed the 'View Results' button ( [View Results](#) ) in the section of VzCost that the run originated from. There will not be a link if the run name is in normal lettering. Most runs that have either been completed or have failed will be in bold lettering. If a run is not in bold lettering, it may be because the related job has already been deleted from the system. However, results from some job types, such as element calculator runs, will never be viewable from the message center. Message center messages must be deleted separately from the jobs that they are referencing. Please notice that the user will still be able to click on the link if a run fails and the message center will provide information, as shown below, explaining why the run failed.




Whether a run fails or is successful, an exception log link may exist in this column. This link will usually appear just below the name of the run. When an exception occurs, the run will continue. Therefore, it is possible to have a successful run and still have exceptions too. The exception log is attached to the run and thus, if the user deletes the run, the exception log link will also be deleted. Also, if the message center message is deleted, the user may still view the exception log for a run by using the 'View Results' button (  ) in the section of VzCost that the run originated from. Six types of exceptions exist. Examples of these six exception types are shown below.

- Null Value and Missing Value exceptions: The null value exception is thrown because, despite the existence of other parts of the data, a value is missing from the database. The missing value exception is thrown when the item appears in the formula, but doesn't have a corresponding entry in the database.
- Piece of Element Dropped exception: This exception will be thrown when the user is trying to multiply two elements where, by the rules of multiplication, not all of the pieces of the elements will be in the result.
- Operation Resulted in Empty Element exception: This exception will be thrown when the user is trying to multiply two elements where, by the rules of multiplication, they cannot be multiplied.
- Operation Resulted in an Element with Inconsistent Attributes exception: This exception is caused when the user tries to add or subtract two numbers in which either one of the numbers has an associated account number and the other number does not or one of the numbers has a direct or shared attribute and the other number does not.
- Operation on Element with Inconsistent Attributes exception: This exception occurs when the user tries to multiply or divide by elements that have inconsistent attributes. The consistency of the resulting value is not guaranteed.

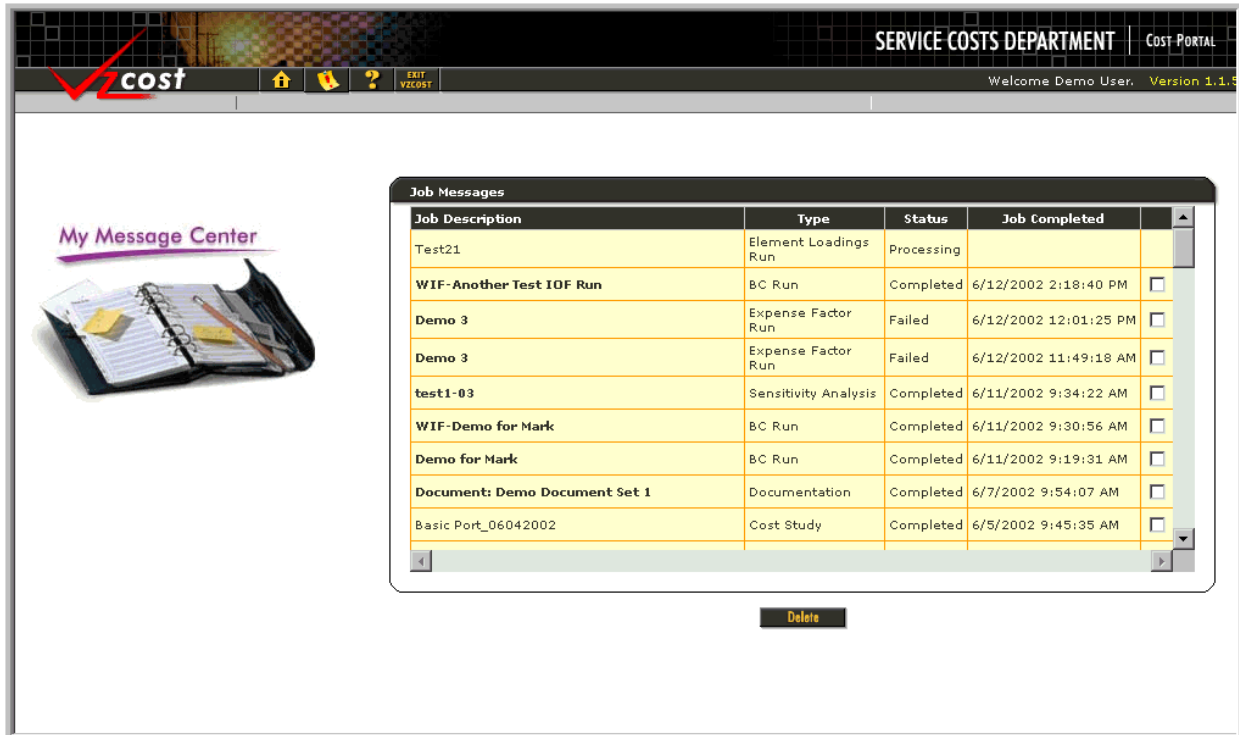
## 2. Type:

This field shows the user what type of run is present. This lets the user know what section of VzCost the run came from. Data load, cost study, BC run, and expense factor run are just some of the possible run types that may appear in this field.

## 3. Status:

This field will provide the user with the run status. Please notice that the run status is different than the build status. As noted throughout this document, there are five build status levels for most run types. However, the run status is the job status shown in the message center after the user presses the 'Run' button (  ) to complete a run and thus when status is used in this subsection, it will be referring to the run status. Although other run status messages may be available, the three most common messages are displayed below.

- Processing: The user will see this when the system has not completed the run and is still working on that run.
- Completed: The user will see this when the system has completed the run.
- Failed: The user will see this when the system was unable to complete the run for whatever reason.



**My Message Center**

Job Description	Type	Status	Job Completed	
Test21	Element Loadings Run	Processing		
WIF-Another Test IOF Run	BC Run	Completed	6/12/2002 2:18:40 PM	<input type="checkbox"/>
Demo 3	Expense Factor Run	Failed	6/12/2002 12:01:25 PM	<input type="checkbox"/>
Demo 3	Expense Factor Run	Failed	6/12/2002 11:49:18 AM	<input type="checkbox"/>
test1-03	Sensitivity Analysis	Completed	6/11/2002 9:34:22 AM	<input type="checkbox"/>
WIF-Demo for Mark	BC Run	Completed	6/11/2002 9:30:56 AM	<input type="checkbox"/>
Demo for Mark	BC Run	Completed	6/11/2002 9:19:31 AM	<input type="checkbox"/>
Document: Demo Document Set 1	Documentation	Completed	6/7/2002 9:54:07 AM	<input type="checkbox"/>
Basic Port_06042002	Cost Study	Completed	6/5/2002 9:45:35 AM	<input type="checkbox"/>

**Delete**

#### 4. Job Completed:

This field will show the user the date and time that a run either failed or was completed. If a run is still processing, then this field will remain blank.

#### 5. Trash:

This field, with no heading at the top of it, represents the first step in deleting a message from the message center. Please notice that deleting a message from message center does not delete the entire job, but instead, only removes the messages and any other references to that job from the message center. To delete the entire job, the user will need to go to the section in which the job originated. To delete a message from the message center, the user will click on the box () in this field for the message to be deleted and then press the 'Delete' button (**Delete**) at the bottom of the screen.



## Section 13.2: Change Password

Periodically, the user's password may need to be changed. When this need arises, the user will need to click on the 'Change Password' link at the bottom right of the 'Home Page'. Please notice that a user's password will expire if it goes unchanged for 90 days. In that event, the user will be required to change the password as described in [section 2.5](#).

**WELCOME TO VZCOST!**

**Elements**

- Element Calculator Runs
- Element Loading Runs

**Basic Components (BCs)**

- BC Families
- BC Runs

**Capital**

- Capital Factor Templates
- Capital Factor Runs

**Expenses**

- Expense Factor Templates
- Expense Factor Runs

**Coster**

- Filings
- Cost Templates
- Cost Studies
- Document Sets

**Analysis**

- Reports
- Sensitivity Analyses
- Comparison Analyses
- What-If BC Runs
- What-If Cost Studies

**Data**

- Data Browser
- Saved Queries

**Admin**

- Data Management
- File Management
- Report Management
- User Administration
- Job Administration

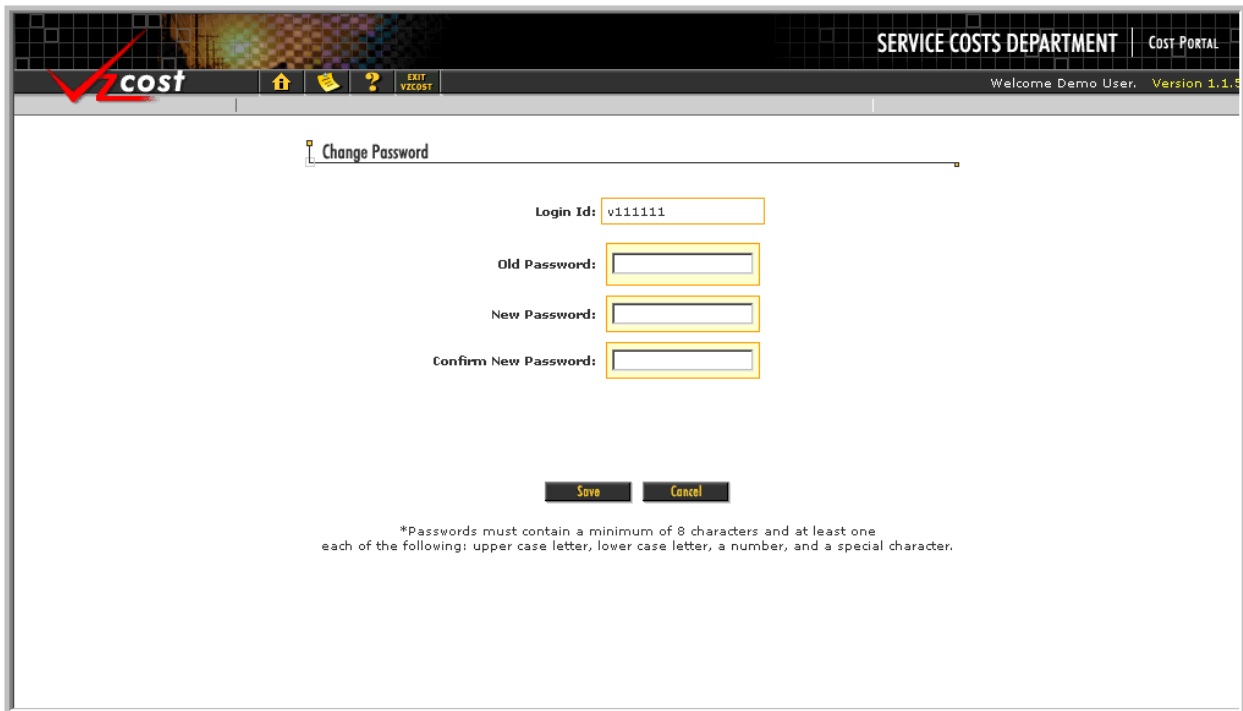
**Tool Box**

- Message Center
- Change Password
- Help
- Exit Vz Cost

Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.






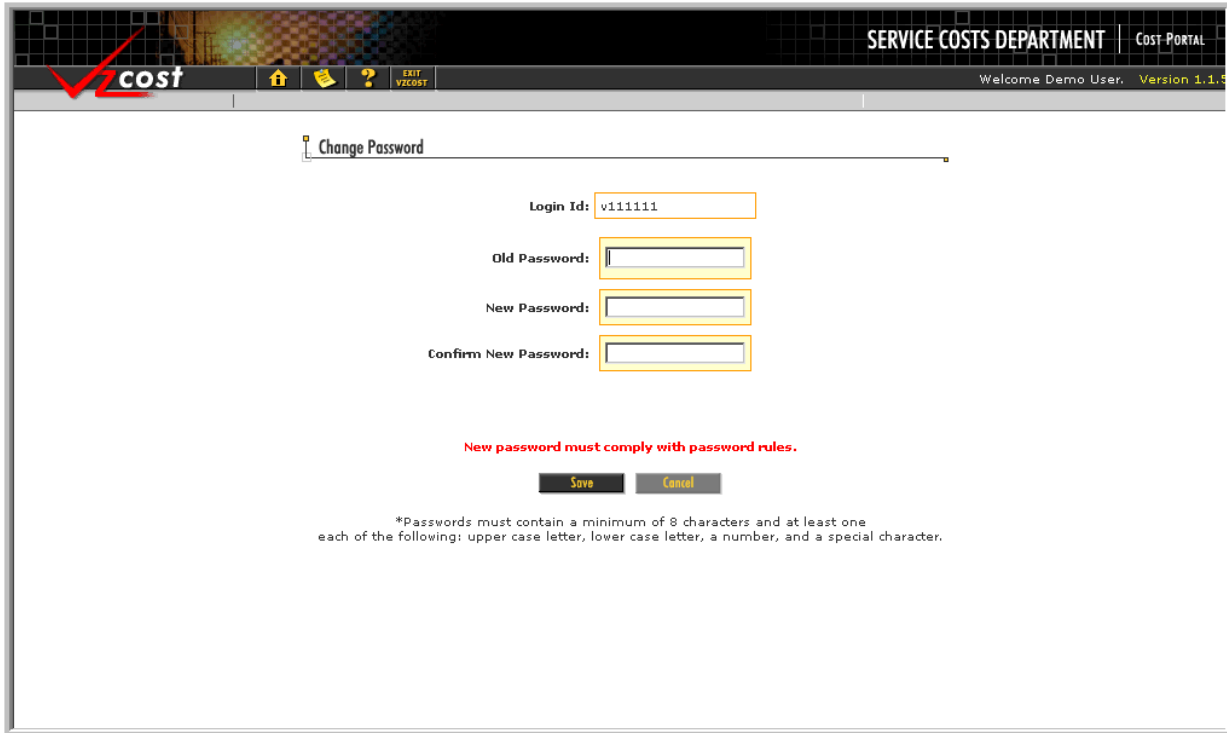
The change password screen will load up. All passwords in the VzCost system must contain a minimum of eight total characters with at least one lowercase, one uppercase, one numeric, and one special character.

A screenshot of the VzCost web application's "Change Password" screen. The page has a dark header with the VzCost logo on the left, navigation icons (home, help, exit) in the center, and "SERVICE COSTS DEPARTMENT" and "COST PORTAL" on the right. Below the header, the page title "Change Password" is centered. The main content area contains four input fields: "Login Id:" with the value "v111111", "Old Password:", "New Password:", and "Confirm New Password:". Below these fields are "Save" and "Cancel" buttons. At the bottom, a small asterisked note reads: "\*Passwords must contain a minimum of 8 characters and at least one each of the following: upper case letter, lower case letter, a number, and a special character." The user is identified as "Demo User" and the version is "1.1.8".

This screen has four fields on it, one of which is populated by the system. The other three fields must be filled out for a password change to be accepted.

- The 'Login ID' field is the location where the system automatically populates the user's vz id. All Verizon employees have been assigned a vz id which begins with a lowercase v followed by six numbers. For example, v111111 may be a user's vz id. For assistance with vz id assignments, the user should contact a supervisor because the vz id is an id used throughout the company and thus, is not specific to VzCost.
- The 'Old Password' field is the location where the user will enter the old password that is being replaced.
- The 'New Password' field is the location where the user will enter the new password that is replacing the previous password.
- The 'Confirm New Password' field is the location where the user will enter the new password for a second time, thus confirming that no mistake was made in the process of entering the new password.

Once all of the fields have been filled out, the user will have two buttons to choose from. The user may press the 'Save' button (  ), thus saving the new password and returning the user to the VzCost home page. The user may also press the 'Cancel' button (  ), thus disregarding the password change and returning the user to the VzCost home page. If the user does press the 'Save' button (  ) and an error exists on the page, a warning will be given to the user, as shown below, and the user will have to try again.

A screenshot of the VzCost web application's "Change Password" page. The page has a dark header with the VzCost logo on the left and "SERVICE COSTS DEPARTMENT" and "COST PORTAL" on the right. Below the header is a navigation bar with icons for home, help, and a "EXIT VZCOST" button. The main content area is titled "Change Password" and contains a form with the following fields: "Login Id:" with the value "v1111111", "Old Password:", "New Password:", and "Confirm New Password:". Below the form is a red error message: "New password must comply with password rules." and two buttons: "Save" and "Cancel". At the bottom of the page, there is a note: "\*Passwords must contain a minimum of 8 characters and at least one each of the following: upper case letter, lower case letter, a number, and a special character."/>

Change Password

Login Id: v1111111

Old Password:


New Password:

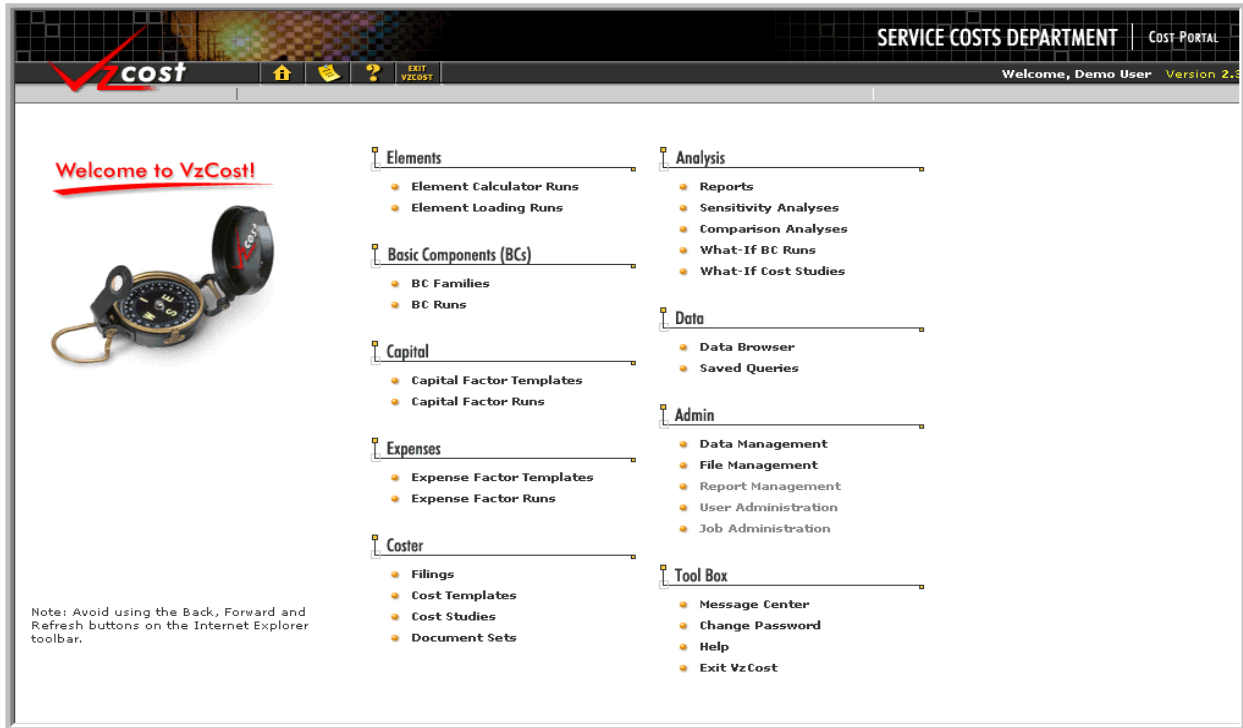
Confirm New Password:

**New password must comply with password rules.**

\*Passwords must contain a minimum of 8 characters and at least one each of the following: upper case letter, lower case letter, a number, and a special character.

## Section 13.3: Online Help

The online help within VzCost can be accessed in two ways. The user may click on the 'Help' link at the bottom right of the 'Home Page'. The user may also press the button (  ) in the VzCost toolbar that is indicated by an icon that resembles a question mark. Both of these options will take the user to the online help area.




The screenshot displays the VzCost application interface. At the top, there is a header bar with the VzCost logo on the left, a navigation bar with icons for Home, Help, and Exit, and the text "SERVICE COSTS DEPARTMENT" and "COST PORTAL" on the right. Below the header, the main content area is titled "Welcome to VzCost!" and features a compass icon. The interface is organized into several categories, each with a list of sub-items:

- Elements**
  - Element Calculator Runs
  - Element Loading Runs
- Basic Components (BCs)**
  - BC Families
  - BC Runs
- Capital**
  - Capital Factor Templates
  - Capital Factor Runs
- Expenses**
  - Expense Factor Templates
  - Expense Factor Runs
- Coster**
  - Filings
  - Cost Templates
  - Cost Studies
  - Document Sets
- Analysis**
  - Reports
  - Sensitivity Analyses
  - Comparison Analyses
  - What-If BC Runs
  - What-If Cost Studies
- Data**
  - Data Browser
  - Saved Queries
- Admin**
  - Data Management
  - File Management
  - Report Management
  - User Administration
  - Job Administration
- Tool Box**
  - Message Center
  - Change Password
  - Help
  - Exit Vz Cost

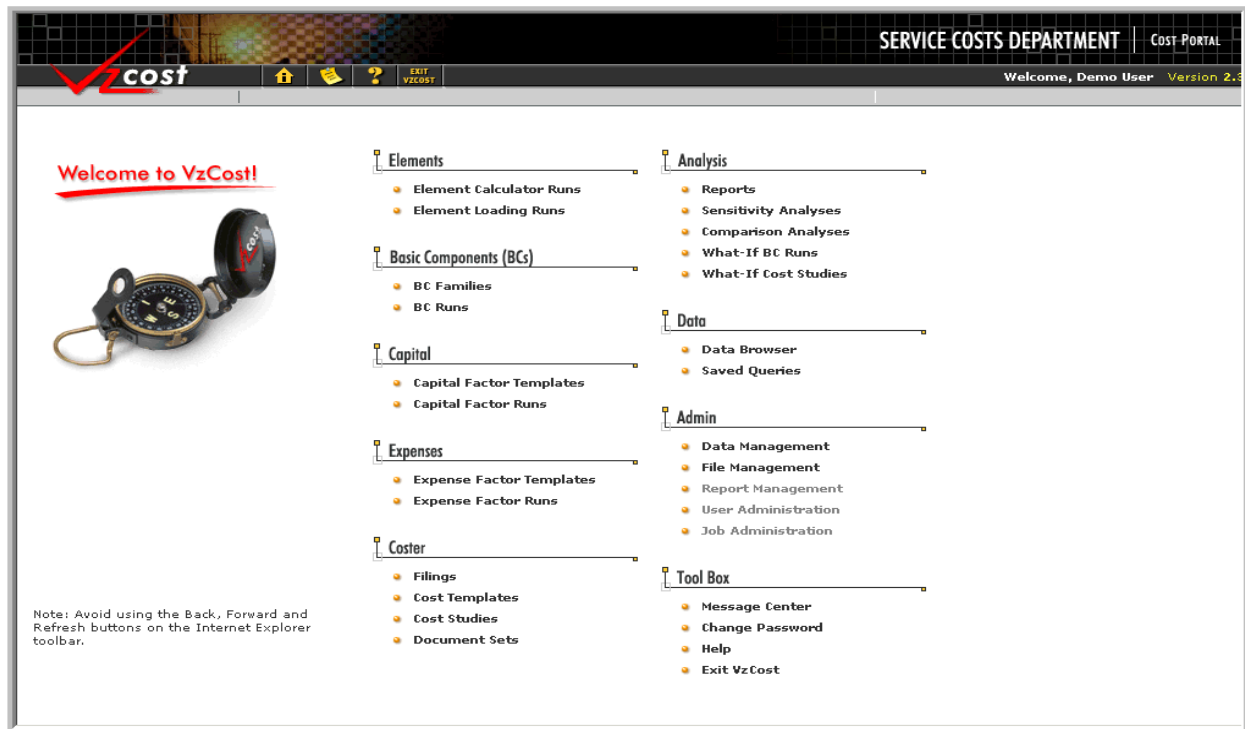
Notes: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.

## Section 13.4: Exit VzCost

There are three ways to exit the VzCost system.

1. The user may click on the 'Exit VzCost' link on the 'Home Page', as shown below.
2. The user may click on the button (  ) in the VzCost toolbar that is indicated by an icon that resembles an arrow.
3. The user may remain idle for an extended period of time and thus, be knocked out of the system due to timing out.

Whenever the user exits the system, the system will take the user to the proprietary system statement screen as described in [section 2.3](#).

The screenshot shows the VzCost web application interface. At the top, there is a navigation bar with the VzCost logo, a home icon, a help icon, and an "EXIT VZCOST" button. The main content area is titled "Welcome to VzCost!" and features a compass icon. Below the title, there are several menu categories with expandable lists of options: Elements (Element Calculator Runs, Element Loading Runs), Basic Components (BCs) (BC Families, BC Runs), Capital (Capital Factor Templates, Capital Factor Runs), Expenses (Expense Factor Templates, Expense Factor Runs), Coster (Filings, Cost Templates, Cost Studies, Document Sets), Analysis (Reports, Sensitivity Analyses, Comparison Analyses, What-If BC Runs, What-If Cost Studies), Data (Data Browser, Saved Queries), Admin (Data Management, File Management, Report Management, User Administration, Job Administration), and Tool Box (Message Center, Change Password, Help, Exit VzCost). A note at the bottom left of the main content area reads: "Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar." The top right of the interface displays "SERVICE COSTS DEPARTMENT | COST PORTAL" and "Welcome, Demo User Version 2.3".



[BCs](#) are the Basic Components that are the building blocks for costing.

A [BC family](#), also called Mapper A, is a collection of formulas used to map elements into BCs.

A [BC run](#) creates result sets, known as BCs, based on the user's selection of both BC families and data versions.

A [capital factor](#) is the ratio of the capital cost associated with a specific capital asset to the investment dollars associated with that same capital asset. Capital costs are recovered over the life of a capital asset, known as the asset life through the use of accepted accounting practices.

A [CLLI](#) code, or Common Language Location Identifier, is an eleven character standardized geographic identifier that uniquely identifies the geographic location of places and certain functional categories of equipment unique to the telecommunications industry. CLLI codes will be either eight or eleven digits long. An eight digit CLLI code will uniquely identify a building or other structure that contains equipment. An eleven digit CLLI code begins with the first eight digits described above and an additional three digits that uniquely identify specific equipment within that building.

The [comparison analysis](#) feature allows a user to compare outputs created in the VzCost system. The process for using this feature requires a user to select output elements from one run and then select similar output elements from another run for comparison.

A [cost template](#), also known as Mapper B, is used to collect formulas, known as BCs, for the purpose of using these formulas in the costing of products or services.

A [cost study](#) creates a result set based on the user's selection of cost templates and data versions.

A [database](#) is a collection of data related to a particular topic or purpose which, in many cases, includes the tools for using that data.

A [density cell](#), as defined within VzCost, is a user defined group of wire centers. For example, a user might want to find the cost of a product or service in groupings based on the interstate tariff groupings for a selected jurisdiction. In this example the analyst may group the jurisdictional results at the density cell level within the VzCost system.



A domain consists of the five primary functions within the VzCost system. These domains are Element Calculator Runs, Element Loading Runs, Expense Factor Runs, BC Runs, and Cost Studies.

The element calculator calculates the Unloaded Total Elements.

The element loadings are used to calculate the Loaded Total Elements.

An expense factor is a ratio of expense dollars to investment dollars associated with that expense. An example of an expense factor would be the maintenance expense dollars of a specific asset divided by the dollar value of that asset.

A field is an element within VzCost in which one piece of information that is either system generated or input by the user can be stored.

A link refers to a hypertext link that, when activated, will either move the user to the internet or intranet location identified by the hypertext link or if the link refers to an e-mail address, it will access the user's electronic mail and start a new message. A link will be either embedded into a text document or will function as a part of an internet web page.

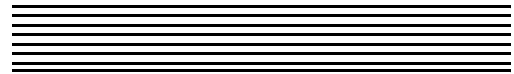
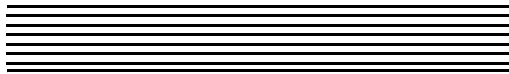
A query is a definable set of criteria from which a search of data may be performed, thus limiting the fields or records to be displayed.

The sensitivity analysis feature allows a user to select the output results of previously run BC or cost study and make percentage changes to selected output elements as well as selecting the output element that those changes will effect. The sensitivity analysis is a good tool for testing what the cost drivers are for a specific study.

A table is a collection of related information that is stored in rows and columns.

Technology grouping within the VzCost system refers to a wire center level or jurisdictional level grouping of wire centers, all having the same type of switching equipment.

A what if analysis is a feature in VzCost that allows a user to select the output results of previously run BCs or Cost Studies and make changes to the values or formulas in that output. This function is useful for seeing the effects that making changes to calculations or values would have on the final result.



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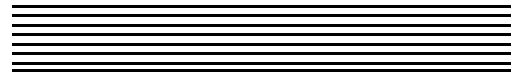
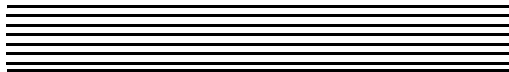
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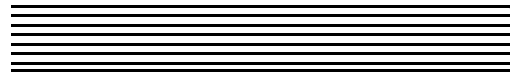
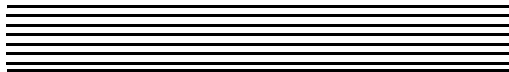
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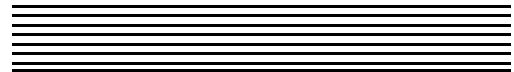
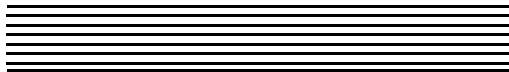
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