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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.

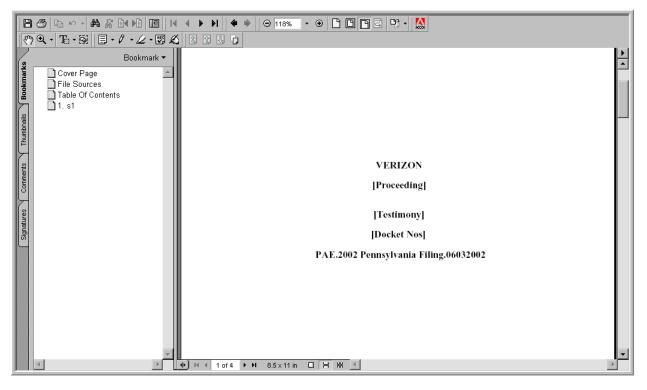






Section 1.2: Adobe Acrobat Reader

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.

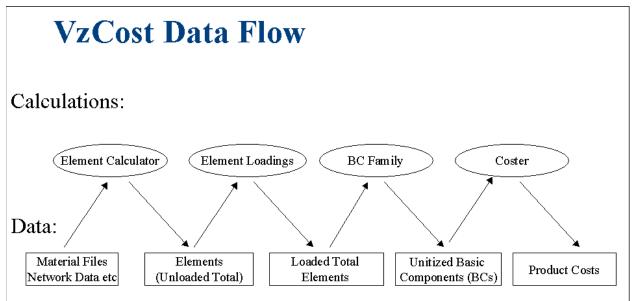






Section 1.3: Data Flow

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 <u>Element Calculator</u> in order to receive the Unloaded Total Element data.
- The Unloaded Total Element data is fed into the <u>Element Loader</u> in order to receive the Loaded Total Element data.
- The Loaded Total Element data is used to create <u>BC Families</u> that are used in <u>BC runs</u>.
- The results of the <u>BC runs</u>, also known as the <u>BCs</u>, are fed into the <u>Coster</u> in order to receive the Product Costs.

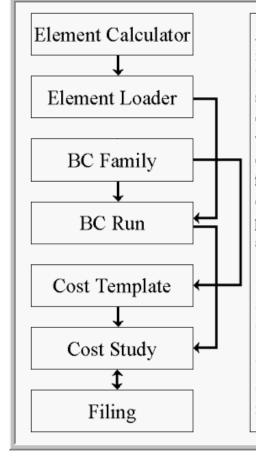




Section 1.4: Basic Process Flow

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.

Release 2.4.4



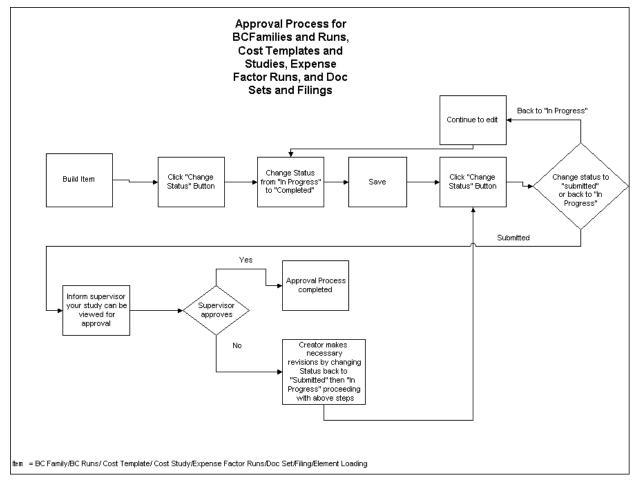
An example of the following walkthrough is shown in the chart to the left. If a user is looking at the VzCost home page and wants to step through the system, that user would start with an element calculator run. An approved element calculator run would be used in an element loading run. Approved element loadings are used in creating BC runs. BC families are also required to complete BC runs and to create cost templates. A cost template is required prior to building a cost study. Also required to build a cost study are approved BC runs that are based on the approved BC families that were chosen as parts of the cost template. Finally, filings can be created with approved cost studies. However, these cost studies can also be re-run from those same filings. Also, in a few cases, the filings control sheet will be required before the user can complete a cost study. Therefore, cost studies and filings can have a symbiotic relationship at times.





Section 1.5: Approval Process within VzCost

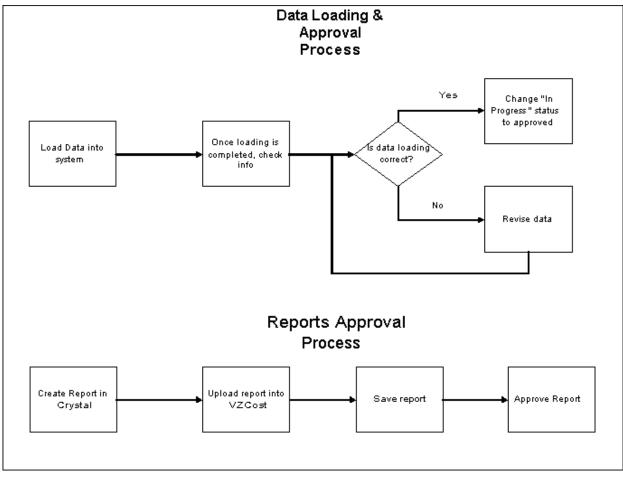
Many of the modules in the VzCost system have 'Change Status' screens. The following chart shows the process by which a new item with an 'In Progress' status can ultimately be approved for use in a cost study or a filing.







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:

- <u>Switch Level</u>: A study can be created at this level or aggregated to either a wire center or a jurisdictional level.
- <u>Wire Center Level</u>: A study can be run at this level or aggregated to the jurisdictional level.
- <u>Jurisdiction Level</u>: 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 <u>message center</u> subsection of this document. The two charts shown below contain supporting sample data.

Element	Account	D/S	Value
Constl	-	-	3
Const2	-	-	4
Accounti	222322	-	5
Account2	222100	-	6
DirectValue	-	D	7
SharedValue	-	S	8
Account1Dir	222322	D	9
Account2Shr	222100	S	10
Nulli	-	-	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 +	-	-	3
Account1Dir +	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 <u>message center subsection</u> 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
Nulli		-	-	Null
Formula	Account	D/S		Value
Const1 * Const 2	-	-	11	2
Acount1 * Account1	222322		2.	5
Account1 * Account2			N	luli
Account1 * Const1	222322		1.	5
DirectValue *	-	D	4	9
DirectValue				
DirectValue *			N	lull
SharedValue				
DirectValue *	222322	D	3.	5
Account1				
DirectValue * Const1		D	2	-
Account1Dir *			N	lul1
Account2Shr				-
Account1Dir*	222322	D	4.	5
Account1				-
Account1Dir *	222322	D	2	7
Const1				
Account1Dir *	222322	D	6	3
DirectValue				r11
Account1Dir * SharedValue			И	[u]]





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: NID = B_DISTNIDAER + B_DISTNIDBUR + R_DISTNIDAER + R_DISTNIDBUR.

For any wire centers that do not have any aerial facilities, this formula effectively becomes: $NID = B_DISTNIDBUR + R_DISTNIDBUR$

and an exception would be reported in the message center at the time any run is completed as described in the <u>message center subsection</u> 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.

cost

Element		Account	D/S	Value
Constl		-	-	3
Const2		-	-	4
Account1		222322	-	5
Account2		222100	-	6
DirectValue		-	D	7
SharedValue		-	S	8
Account1Dir		222322	D	9
Account2Shr		222100	S	10
Nulli		-	-	Null
		•	•	
Formula	Account	D/S	Valu	le
Constl + Nulll	-	-	3	
Account1 +Nu11	222322	-	5	
DirectValue – Null	-	D	7	
Null - SharedValue	-	S	-8	
Account1Dir + Null	222322	D	9	
Null - Account2Shr	222100	S	-10	
	•			
Formula	Account	D/S	Valu	e
Constl * Null1	-	-	Null	
Account1 /Null	-	-	Null	
DirectValue * Null	-	-	Null	
Null / Shared Value	-	-	Null	
Account1Dir * Null	-	-	Null	
Null/Account2Shr	-	-	Null	



VzCost Overview

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

cost

Formula ID	Formula Name
Abs	Abs(Arg1) - Returns the absolute value of the argument
ApplyCommon	ApplyCommon(Investement, 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 wit
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
	Unit Cost with Markting 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")
ExcludeDirectShareds	ExcludeDirectShareds(Element, "list of accounts")
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, ifTrue, ifFalse)
lfGreaterThan0	IfGreaterThanO(Arg1) - If(Arg1>0, Arg1,0)
IncludeAccounts	IncludeAccounts(Element, "list of accounts")
IncludeDirectShareds	IncludeDirectShareds(Element, "list of Direct Shared")
IncludeGeographies	IncludeGeographies(Element, "list of geographies")
Increment	Increment(Arg1, Constant) - Adds constant value to every Wi
MacrsLookUp	MacrsLookUp
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) - E×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
TotalAccount TotalDirectShared	TotalAccount(Arg1) - Totals out direct/shared leaving only TotalDirectShared(Arg1) - Totals out account, leaving only

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.



Section 1 VzCost Overview

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

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

<u>ApplyExpense (Arg1, Arg2)</u> - 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.EXF_FACTOR)

The calculation engine develops annual expenses for investments $Tot_2 _Wire_Lp_Inv_D + Tot_2 _Wire_Lp_Inv_S$ and

Name	Account	\mathbf{D}/\mathbf{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	ន	2.57372699157325	





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

If initial formula is

Ĺ	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	\mathbf{D}/\mathbf{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	ន	0.0130830463035785	
	242310	ន	0.10507387990048	
	242210	ន	0.0001553886987749	

<u>GetInflationFactor (Arg1, first year, study period)</u> - 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	GetInflationFactor_	GetInflationFactor((Tot 2 Wire Lp_Inv_D +Tot 2 Wire Lp_Inv_S) 2002 2)
	year, study period)		+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_DemoTR303_COM_R_D + NAL_2W_DemoTR303_COM_R_S)=2,0,(NAL_2W_DemoR T_COM_R_D+NAL_2W_DemoRT_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	Acco unt	D/S	Value
NAL_2W_DemoTR303_COM_R_D	223221	D	77.215122039104
NAL_2W_DemoTR303_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_DemoRT_COM_R_D	223221	S	96.6316956802084
NAL_2W_DemoRT_COM_R_S	223221	S	14.7211731048287

System Run returns results of

Name	Account	\mathbf{D}/\mathbf{S}	Value	Reference
If_	223221	D	96.6316956802084	If((NAL_2W_DemoTR303_COM_R_D + NAL_2W_DemoTR303_COM_R_S)=2,0,(NAL_2 W_DemoRT_COM_R_D+NAL_2W_DemoRT_C OM_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).

IfGreaterThan0(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
IfGreatherThan0(Arg1)	IfGreaterThan0_	IfGreaterThanO(Total_)

Where Total_ = 4.71424281561118

Name	Account	D/S	Value	Reference
IfGreaterThan0_			4.71424281561118	IfGreaterThan0(Total_)





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

If initial formula is

- 22			
	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_LOADI
				NG ,1)

<u>MatchAccount(Arg1,Arg2)</u> - 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 I	D/S	Value	Reference
MatchAccount_	242110		0.073469	MatchAccount(Tot_2_Wire_Lp_Inv_D,
				Capital.DEPR)
	242210		0.073469	
	242310		0.07013	

<u>PercentToKeep(Arg1)</u> - 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	\mathbf{D}/\mathbf{S}	Value	Reference
PercentToKeep_		D	0.186359786203025	PercentToKeep(.95)* Wire_2_Lp_TotActCMo
		S	0.0493523545775345	PercentToKeep(.95)* Wire_2_Lp_TotActCMo

<u>PositivesOnly(Arg1)</u> - 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)

Name	Acco unt	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	\mathbf{D}/\mathbf{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	Acco unt	\mathbf{D}/\mathbf{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

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 <u>'Cost Templates' page</u>. 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. Thus, both the saved copy and the temporary copy are available.

cost 🏠 🗞	2 PAT			SERVICE COS	TS DEPARTMENT	COST PORTAL
Cost Template Filter	Cost Templates					
Name Demo User Demo User Demo User Created After O1 • 01 • 2001 • Month Day Year Created Before O6 • 21 • 2002 • Month Day Year Status	Name Test08-18 Demo Basic Port Cost Templat Demo Collocation Cost Templa Test08-18		Date Created 6/18/2002 6/3/2002 8/18/2002 8/18/2002	Product 4 Wire Basic Loop *2 Wire Basic Loop 2 Wire Basic Loop 4 Wire Basic Loop	Status In Progress Submitted Submitted Temporary	
Filter	New Edit View	Сору	Delete Delete	Add Products	New Study View Depe	ndents

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 2.1: 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.

VERIZON - MICROSOFT INTERNET E	(PLORER			
File Edit View Favorites Tools	Help			
Back Forward Stop Ref	Contents and Index Tip of the Day	S History Mail	Drint Edit	•
ADDRES thtp://www22.verizon.com/ LINKS	For Netscape Users Tour			r
	Online Support Send Feedback			
	About Internet Explorer			
é				🔰 🚺 💙 Internet





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

↔ → ↔ Back Forward Refresh

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 <u>http://www.verizon.com/vzcost/</u>. This address can be accessed using a web browser as described in <u>Section 2.1</u>. 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 (**Cancel**) 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 (**Cancel**) is pressed and the user to the 'Login Screen'.

	SERVICE COSTS DEPARTMENT COST PORTAL
cost	
	Notice - Proprietary System
	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.
	I Consent Cancel





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 (\blacktriangleright) 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 <u>the 'Prior to Accessing VzCost'</u> 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'.

VzCost LOGIN	Login Login ID: Password:
legiti User syste autho	WARNING NOTICE - PROPRIETARY SYSTEM system is intended to be used solely by authorized users in the course of mate corporate business. s are monitored to the extent necessary to properly administer the mi, to identify unauthorized users or users operating beyond their proper rity and to investigate improper access or use. ccessing 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.

	Welcome Demo User. Version 1.1.5
E_Change Password	
Login Id: v111111	
Old Password:	
New Password:	
Confirm New Password:	
Your password has expired. Please enter a new pa	assword.
Save Cancel	
*Passwords must contain a minimum of 8 characters an each of the following: upper case letter, lower case letter, a numbe	nd at least one r, and a special character.

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 (<u>Sove</u>), thus saving the new password, sending the user to the VzCost home page, and completing the login process. In this case, the 'Cancel' button (<u>Cancel</u>) 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 (<u>Sove</u>) 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.

	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
L Change Password	u	
Login Id: viiiiii		
Old Password:		
New Password:		
Confirm New Password:		
New password must comply with password rules	5.	
Save Cancel		
*Passwords must contain a minimum of 8 characters and a each of the following: upper case letter, lower case letter, a number, a	at least one 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.

		SERVICE COSTS DEPARTMENT COST PORTAL
	. ? PRIT VZCOST	Welcome, Demo User Version 2.
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Runs Expenses Expense Factor Templates Expense Factor Runs	 Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies Data Browser Saved Queries Admin Data Management File Management Seport Management User Administration
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Coster Filings Cost Templates Cost Studies Document Sets 	 Job Administration Tool Box Message Center Change Password Help Exit VzCost

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. <u>Elements</u>:

This VzCost component is split into two subsections.

- <u>Element Calculator Runs</u>: 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.
- <u>Element Loading Runs</u>: 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.

	1	SERVICE COSTS DEPARTMENT COST PORTAL
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Element Loading Runs	Welcome, Demo User Version 2.3
Rest	Capital Factor Templates	ents Element Calculator Runs Element Loading Runs
	Expense Factor Templates Expense Factor Runs Expense Factor Runs User Ac	anagement nagement Management diministration ministration
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	L Coster Filings Cost Templates Cost Templates Cost Studies	je Center Password



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.

• <u>BC Families</u>: 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.

cost

• <u>BC Runs</u>: 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.

cost 🗅 😒	2 EXIT VZCOST	Welcome, Demo User Version 2.9
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Runs Copital Copital Copital Factor Templates Capital Factor Runs Expenses Expense Factor Templates Expense Factor Runs Expense Factor Runs	Analysis • Reports • Sensitivity Analyses • Omparison Analyses • What-If BC Runs • What-If Cost Studies • Basic Components (BCs) • BC Families • BC Runs • Job Administration
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 Sob Hammsbedden Tool Box Message Center Change Password Help Exit VzCost





3. Capital:

This VzCost component is split into two subsections.

- <u>Capital Factor Templates</u>: 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.
- <u>Capital Factor Runs</u>: 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.

- <u>Expense Factor Templates</u>: 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.
- <u>Expense Factor Runs</u>: 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.

Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Element Loading Runs Bosic Components (BCs) BC Families BC Runs Copital Capital Factor Templat Capital Factor Runs		Capital Capital Factor Templates Capital Factor Runs Expenses Expense Factor Templates Expense Factor Runs
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Expenses Expense Factor Templates Expense Factor Runs Coster Filings Cost Templates Cost Studies Document Sets	 File M Report User J Job A Tool Box Messa 	Management anagement •t Management Administration dministration dministration age Center le Password zCost

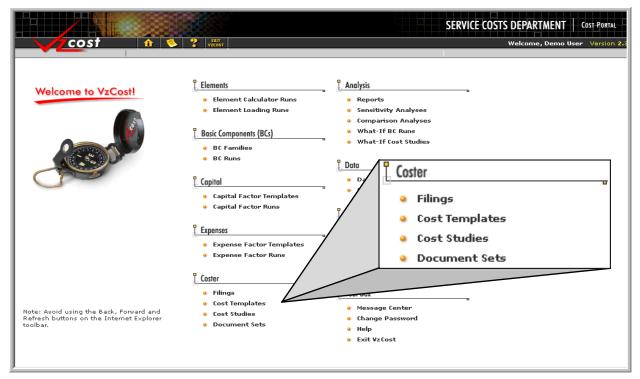




5. The Coster Module:

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.

- <u>Filings</u>: 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.
- <u>Cost Templates</u>: 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.
- <u>Cost Studies</u>: 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.
- <u>Document Sets</u>: 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.



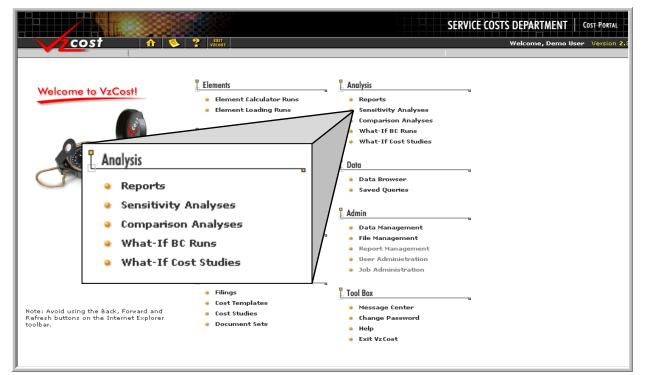




6. Analysis:

This VzCost component is split into five subsections.

- <u>Reports</u>: 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.
- <u>Sensitivity Analyses</u>: This option allows the user to create new, delete, and view results of sensitivity analyses by changing selected inputs.
- <u>Comparison Analyses</u>: 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.
- <u>What-If BC Runs</u>: 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.
- <u>What-If Cost Studies</u>: 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. <u>Data</u>:

This VzCost component is split into two subsections.

- <u>Data Browser</u>: 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.
- <u>Saved Queries</u>: 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 (<u>Edit</u>), delete a saved query with the 'Delete' button (<u>Delete</u>), or go directly to the results of a saved query by pressing the 'Run' button (<u>Run</u>).

	SERVICE COSTS DEPARTMENT
Welcor Data Browser Saved Queries	Welcome, Demo User Version 2: Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies
Capital Factor Templates Capital Factor Runs	Data Browser Saved Queries
Expenses Expense Factor Templates Expense Factor Runs Coster	 Data Management File Management Report Management User Administration Job Administration
e Filings e Cost Templates Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar. Document Sets	Tool Box Message Center Change Password Help Exit VzCost

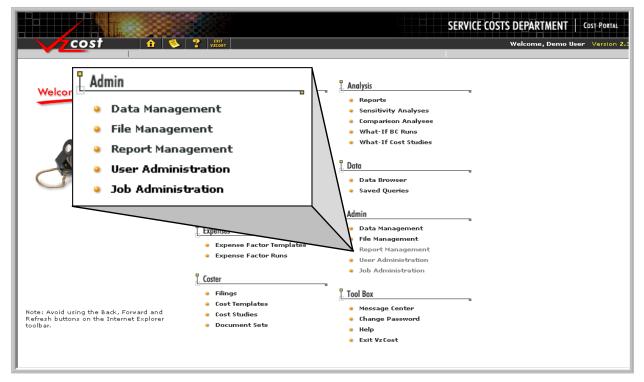




8. <u>Admin</u>:

This VzCost component is split into four subsections.

- <u>Data Management</u>: 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.
- <u>File Management</u>: 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.
- <u>Report Management</u>: 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.
- <u>User Administration</u>: This restricted option is only accessible by system administrators.
- Job Administration: This restricted option is only accessible by system administrators.







9. <u>Tool Box</u>:

This VzCost component is split into four subsections.

- <u>Message Center</u>: 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 (<u>Delete</u>) at the bottom of the page.
- <u>Change Password</u>: This option allows the user to change or modify their password for the VzCost system.
- <u>Help</u>: This option takes the user to the online help file for the VzCost system.
- <u>Exit VzCost</u>: This option logs the user out of the VzCost system, sending the user back to the login page.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 2.8
Welcome to VzCost! <p< th=""><th></th></p<>	











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. Solution 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 <u>expense factor runs</u> subsection in the <u>expenses</u> 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.

			SERVI	CE COSTS DEPARTMENT	COST PORTAL
cost 🗅 🗞				Welcome Demo User.	Version 1.1.5
Expense Factor Run Filter	Expense Factor Runs				٦
Name	Name Test 2001 v1.5	Owner	Date Created Jurisdiction 6/13/2002 PAE	Geography Level Template Jurisdiction Expense F	
Filter	New Edit	View Rename	Delete Run View	Results Change Status View Dependen	8

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 holf 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 (Delete) will not be active.

🖌 🗘 🖍 🕲	2 EXIT VZCOST			VICE COSTS DEP	ome, Demo User Ver
C Family Filter	L BC Families				
lame					
	Name	Owner	Date Created	Status	▲
	Jur_Demand_FLC_Dev_V3_20	>	5/19/2003	Approved	
)wner	Usage Switching Local 05-15-2		5/15/2003	Approved	
<all></all>	Usage Switching Toll 05-15-20	03	5/15/2003	Approved	
	CopyOf_External Demo 2W_B	c i i i i i i i i i i i i i i i i i i i	5/15/2003	In Progress	
reated After	test cancel error		5/14/2003	Completed	
	NRC Rtl DID Opt1 20Sta A		6/13/2003	Submitted	
01 🗸 01 🗸 2001 🗸	ISDN Missing Features 0326		5/12/2003	Approved	
Month Day Year	USAGE SWACC ED SWITCH		5/9/2003	Approved	
	Usage_Coin_MTS		6/9/2003	Approved	
reated Before	Usage_MTS		5/9/2003	Approved	
05 - 28 - 2003 -	WATS Hourly Usage		5/7/2003	Approved	
	SS7_AIN_BH_Rec v05072003		5/7/2003	Approved	
Month Day Year	SS7_AIN_BHQry_woRec v050	72003	5/7/2003	Approved	
	SS7_AIN_BHQry_wRecv0507;	2003	5/7/2003	Approved	
tatus	SS7_ABS v05072003		5/7/2003	Approved	
<all></all>	SS7_OLNS v05072003		5/7/2003	Approved	
	SS7_CNAM v05072003		5/7/2003	Approved	
	SS7_LIDB_W0_DBAS_FPC v0	5072003	5/7/2003	Approved	
	SS7 A Jak Jay 05072002		67/2002	Approved	
					/
Filter					
riller	New Edit	View Copy	Delete Change St	atus New Run Vie	ew Dependents
	COII	Сору	Change St	ulus new Kulli Vil	aw Dohounguiz

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 ($\bigcirc \kappa$) 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 (Delete), 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.

cost 🔒	S Cost			Wel	come, Demo User Vers
C Family Filter	L BC Families				
	BC Fullilles				
ame					
	Name	Owne	r Date Created	Status	
	ASC Elements	BC	5/27/2003	Approved	
wner		within SF LA 5-22-03	5/22/2003	Approved	
<all></all>		allow_outside_LA or	5/22/2003	Approved	
	FX Bus Msg		5/22/2003	Approved	
reated After	FX Res Meas		5/22/2003	Approved	
	Usage EAS B	us 5-22-03	5/22/2003	Approved	
01 🗸 01 🗸 2001 🗸	Usage EAS_R	es_5-22-03	5/22/2003	Approved	
Month Day Year	Usage Bus Re	es_Line_800_Svc_5-22-03	5/22/2003	Approved	
		vith_Rate_Periods_5-22-03	5/22/2003	Approved	
reated Before	WATS_Setup	Msg_5-22-03	5/22/2003	Approved	
05 • 28 • 2003 •	Ded_800_Hou	rly_Usage_5-22-03	5/22/2003	Approved	
	Centrex Featur	re Generic Demo	5/21/2003	Approved	
Month Day Year	Usage_LMS_Z	UM_5-21-03	5/21/2003	Approved	
	Usage_LMS_5	-21-03	5/21/2003	Approved	
tatus	Usage_Local_	Res_LL_Flat_5-21-03	5/21/2003	Approved	
<all></all>	Usage_Local_	Res_Flat_5-21-03	5/21/2003	Approved	
	Usage_Local_	Res_LL_Msg_5-21-03	5/21/2003	Approved	
		Res_ZUM_5-21-03	5/21/2003	Approved	
	Ucano CNET	MLCN per MOU 5 24 02	5/24/2002	Approved	
Filter	'NRC_R U 'ISDN Mi 'USAGE	The following ter st cancel error' cannot be del DID_Opt1_20Sta_A' cannot ssing Features 0326' cannot b SWACC EO SWITCH' cannot b age Coin MTS' cannot be del	be deleted because it is ow be deleted because it is own e deleted because it is own	a different user. ned by a different ned by a different ed by a different u	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 (Delete) will not be active because the first item selected belongs to another user.





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.

				SERVI	E COSTS DEPART	MENT COST PORTAL
🔹 🗘 🕐	2 EXIT VZCOST				Welcome D	emo User. Version 1
Element Calculator Run Filter	Element Calculator Runs					
Name	Name	Owner	Date Created	Jurisdiction	Geography Level T	Tommulate
	loop_calc	Owner	4/9/2003	PAE		
Owner <all> OI • OI • 2001 • Month Day Year Created Before O6 • 07 • 2002 • Month Day Year</all>						
Status CALL>						
Jurisdiction ALL>	1					
Filter	New	Edit View	Delete	Run Chang	e Status View Dependents	

Filters may be used, as described in <u>section 4.4</u>, 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 (**New**) on the 'Element Calculator Runs' screen. The 'Element Calculator Selection' screen loads into memory. An example of this screen is shown below.

			SERVICE COSTS	DEPARTMENT	COST PORTAL
	VICOST		V	Velcome Demo User.	Version 1.1.5.3
Element Calculator Filter	E Select Element Calculator to Run				-1
Name	Name LOOP_INV_CALC	Owner		atus proved	
Filter		Select Cancel			·

As before, filters may be used, as described in <u>section 4.4</u>, 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 (<u>Select</u>) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (<u>Cancel</u>) at the bottom of the screen.



Section 5 Elements

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

cost 🛧 🗞 ? 🔤		Welcome Demo User. Version 1.1.5
🖡 New Element Calculator Run		
New Run		
Nai	ne:	
Descript	on:	
Element Calculat	tor: LOOP_INV_CALC	
Jurisdict	on:	
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 (\checkmark) 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 ($\boxed{\text{Select}}$) 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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
Run Name:	
Data Tables	
LOOP_DEMAND: REF_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 -	
OK Cencel	

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.

			SERVICE CO	STS DEPARTMENT	COST PORTAL
cost 🏦 🗞 ? 🖽				Welcome Demo User.	Version 1.1.5
L New Element Calculator Run				-	
Test521			_		
Name:	Test521				
Description:	Test 521				
Element Calculator:	LOOP_INV_C	CALC			
Jurisdiction:	Pennsylvani	ia (Bell Atlantic) 💌			
Data Versions			Select		
Data Source		Version			
LOOP_DEMAND					
Master		PAE Master 4-17-2002			
Material Network		PAE Material 4-17-2002 PAE Network-AMBL4 4-22-2002			
Options		PAE Options 417-2002			
Placement		PAE Placement 4 17-2002			
Ch. d. : 1 :	and connett	e run. Please complete study	and we again	_	
study is incomplete	Run	Save Cancel	anu run ayam.		



Section 5	V_cost	Elements

					SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🔒 😒 ?	EXIT VZCOST					Welcome Demo User.	Version 1.1.5
	ulator Run						
						ъ I	
Test521		est521					
	Name:	estozi					
	Description:	est 521		4			
Eleme	ent Calculator:	OOP_INV_CA	LC				
	Jurisdiction:	ennsylvania	(Bell Atlantic) 💌				
Data Version	5				Select]	
Data Si	ource	v	ersion				
	EMAND	P#	AE - Demand East				
Master		P#	AE Master 4-17-2002				
Material		P#	AE Material 4-17-2002				
Network			AE Network-AMBL4 4-22-	2002			
Options			AE Options 4-17-2002				
Placeme	ent	P#	AE Placement 4-17-2002				
						1	
		Run	Save Cancel				
	_			_			
1							

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 (<u>Sove</u>) 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 (**Cancel**) 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 <u>section 4.4</u>, 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 (

				SERVIC	E COSTS DEPARTM	ENT COST PORTAL
cost 🔒 🔍	2 EXIT VZCOST				Welcome, De	mo User Version 1.2.1
L Element Calculator Run Filter	Element Calculator Runs					
Name	Name test521	Owner	Date Created	Jurisdiction	Geography Level Ter	nplate DP_INV
Owner						
Ol V Ol V 2001 V Month Day Year						
Io I2 2002 Month Day Year						
Status						
Jurisdiction						
Filter	Now Edit	View	Delete	Run Chang	e Status View Dependents	





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 <u>data</u> management section of VzCost while the previous results will also remain as a previous data version.

cost 🛉 🗞 ?	EXII VZCOST				SERVICE CO	STS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.5
Edit Element Col	culator Run					
Test521						
Test321	Name: Te	est521				
	Description:	est 521		4		
Elem	ent Calculator:	DOP_INV_C	ALC			
	Jurisdiction:	ennsylvania	a (Bell Atlantic) 💌			
Data Version	าร				Select	
Data S	Source		Version			
	DEMAND		PAE - Demand East			
Master			PAE Master 4-17-2002			
Materia	il	F	PAE Material 4-17-2002			
Network	(F	AE Network-AMBL4 4-22-	2002		
Options	5	F	PAE Options 4-17-2002			
Placem	ent	F	PAE Placement 4 17-2002			
		Run	Save Cancel			
<u></u>						

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 (**Select**) at the top right of the 'Data Versions' box.





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

	SERVICE COSTS DEPARTMENT COST PORTAL
cost 👌 🗞 ? 🛲	Welcome Demo User. Version 1.1.5
Run Name: Test521	
··· Data Tables ···	_
LOOP_DEMAND: PAE - Demand East -	-
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 🔽	_
OK Concel	

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 (OK) and the system will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (Cancel) will return the user to the previous screen disregarding any changes that have been made.



Section 5	·	vicost 📃	Elements
cost A	S 2 CETT		SERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.5
	Edit Element Calculator Run		
		Test521	
	Description:		
	Element Calculator:	.00P_INV_CALC	
	Jurisdiction:	Pennsylvania (Bell Atlantic) 💌	
	Data Versions		Select
	Data Source	Version	
	LOOP_DEMAND	PAE - Demand East	
	Master	PAE Master 4-17-2002	
1	Material Network	PAE Material 4-17-2002 PAE Network-AMBL4 4-22-2002	
	Options	PAE Options 4-17-2002	
	Placement	PAE Placement 4-17-2002	

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' (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 (<u>Sove</u>) 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 (**Cancel**) 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 <u>section 4.4</u>, 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 (

		SERVI	CE COSTS DEPARTMENT
🛛 🖌 cost 🔒 💈	2 EXIT VZCOST		Welcome, Demo User Version 1.2.3
Element Calculator Run Filter	Element Calculator Runs		,
Name			
	Name Own		
Owner Demo User	test521	10/11/2002 PAE	
Created After 01 • 01 • 2001 • Month Day Year			
Created Before 10 • 12 • 2002 • Month Day Year			
Status <all></all>			
Jurisdiction (ALL)	<u> </u>		
Filter	Now Edit	View Delete Run Chan	ge Status View Dependents





Once the 'View' button (**View**) 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.

				SERVICE COST	TS DEPARTMENT	COST PORTAL
cost 🔒					Welcome, Demo U	ser Version 2.3
	View Element Calculator Run					
	Test521					
	Name:	Test521				
	Description:	Test 521				
	Element Calculator:	LOOP_INV_CALC				
	Jurisdiction:	Pennsylvania (Bell Atlanti	0 🗸			
	Data Versions					
	Data Source LOOP_DEMAND	Version PAE - Demand E	act			
	Master	PAE - Demand B PAE Master 4-17				
	Material	PAE Material 4				
	Network	PAE Network-Alv	IBL4 4-22-2002			
	Options	PAE Options 4-1	7-2002			
	Placement	PAE Placement	4 17-2002			
		Concel				

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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.

				SERVIC	E COSTS DEPAR	TMENT Cost Portal
cost 🔒 🔌	2 EKIT VZCOST				Welcome,	Demo User Version 1.2
L Element Calculator Run Filter	Element Calculator Runs					
Name						
	Name test521	Owner		Jurisdiction	Geography Level	Template
Owner Demo User Created After O1 O1 O2 Vear Created Before 10 12 2002 Month Day Year						
Status ALL> Jurisdiction ALL>	4			1		
Filter	New	Edit Visw	Delete [F	tun Chang	e Status View Dependent	1

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 Calculator Runs' screen.

MICROSOFT INTERN	ET EXPLORER X
Delete Study	y Test521?
ОК	Cancel





Section 5.1.5: Running a Saved Element Calculator Run

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 🛸	P EXIT VZCOST		Welcome, Demo Usa	er Version 1.2.1
Element Calculator Run Filter	Element Calculator Runs			
Name	Name	Owner Date Created	Jurisdiction Geography Level Template	
	test521	10/11/2002	Jurisdiction Geography Level Template	
Owner Demo User Created After 01 • 01 • 2001 • Month Day Year Created Before 10 • 12 • 2002 • Month Day Year Status				
<all></all>				
Jurisdiction	I 1		•	
<all></all>				J
	Study is in	complete. Please complete stud	dy before running it.	
Filter	New Edit	View Delete	Run Change Status View Dependents	

Otherwise, pressing this button will navigate the user to the message center, described in <u>section</u> <u>13.1</u> of this document, where the user will wait for a message that the run has either failed or was completed. The 'Run' button (**Run**) 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 <u>data management section</u> 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 <u>data management section</u> 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 <u>section 4.4</u>, to locate the correct run, click on that run to highlight it, and then press the 'Change Status' button (<u>Change Status</u>). 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.

			SERVI	CE COSTS DEPARTMENT	COST PORTAL
cost 🗈 😒	2 EXIT VZCOST			Welcome, Demo Use	r Version 1.2.1
Element Calculator Run Filter	Element Calculator Runs				
Name					
	Name test521	Owner Date Cre		Geography Level Template	
Owner Demo User Created After Ol V Ol V 2001 V Month Day Year Created Before 10 V 12 V 2002 V Month Day Year	Testo∠1	10/11/2002	PAE		
Status ALL> Jurisdiction	4				
<all></all>	Status cannot be cha	nged until the Element Calcu	ator Run has beer	a set up completely.	J
Filter	New Edit	View Delete	Run Chan	ge Status 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 <u>data management section</u> of VzCost. The user will need to press the 'OK' button ($\bigcirc K$) to continue.

M/CROSO	FT INTERNET EXPLORER X
	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.
	ок



Section 5 Elements

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.

				SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🗅					Welcome, Demo User	Version 1.2.1
L <u>Char</u>	nge Status - Element Calculator Rur	n				
tes	t521					
		test521				
	Name:	Lescorr.				
	Description:	test521				
	Element Calculator:	LOOP_IN	V_CALC			
	Jurisdiction:	Pennsylv	ania (Bell Atlantic) 🗾			
	Status:	Complet	ed 💌			
D	ata Versions					
	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			
		Sav	e Cancel			

To change an element calculator run's status, the user will choose from the 'Status' field drop down menu by pressing the button (\checkmark) 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. <u>In Progress</u>: 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. <u>Completed</u>: Completed items can be seen by anyone but are not awaiting approval.
- 3. <u>Submitted</u>: 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 <u>section 4.4</u> 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.

			SERVI	CE COSTS DEPARTMENT	COST PORTAL
cost 🔒				Welcome, Demo Us	er Version 1.2.1
Element Calculator Run Filter	Element Calculator Runs				
Name	Name	During Data C		C	
	test521	Owner Date C 10/11/2	reated Jurisdiction	Geography Level Template	
Owner Demo User					
Created After					
Created Before 10 • 12 • 2002 • Month Day Year					
Status <all></all>					
Jurisdiction	I			Þ	
Filter	New Ed	it View Delete	Run Chong	e 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 Close

	Run: pae_loop_calc_2c					
Element Calculato						
Туре	Name	Owner	Status			
Element Calculato	View Dependents • Run uses:					
Element Calculator Type		Owner	Status			
Туре	Run uses:	Owner	Status Approved	-		
Туре	- Run uses: Name	Owner				
Type Element Calcula	Run uses: Name LOOP_INV_CALC_05	Owner	Approved			
Type Element Calcula Data Version	Name LOOP_INV_CALC_05 LOOP_DEMAND/PAE Loop Demand 032303	Owner 	Approved Approved			
Type Element Calcula Data Version Data Version	Run uses: Name LOOP_INV_CALC_05 LOOP_DEMAND/PAE Loop Demand 032303 Master/PAE Master 040803	Owner J	Approved Approved Approved			
Type Element Calcular Data Version Data Version Data Version	Name Nore LOOP_INV_CALC_05 LOOP_DEMAND/PAE Loop Demand 032303 Master/PAE Master 040803 Material/pae_material_040903	Owner Owner	Approved Approved Approved Approved 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.

			SERVICE COSTS DEPARTMENT
cost 🗈 🗞	vztost		Welcome, Demo User Version 2.3
Welcome to VzCostl	Elements Element Calculator Runs Element Loading Runs Bosic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Runs Expense Factor Templates Expense Factor Templates Expense Factor Runs	Analysis Analysis Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If BC Runs Data Browser Data Browser Admin Data Browser Admin Data Management Report Management Report Management User Administration	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 Job Administration Tool Box Message Center Change Password Help Exit VzCost 	

To approve unloaded total elements, a user will click the <u>'Data Management'</u> 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

COST

click the 'Filter' button (Filter) to run the filter. Next, the user will select an item from the list, thus highlighting it, and then press the 'Approve' button (Approve) 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

MICROX	OFT INTERI	NET EXPLORER	×
?	Approve Te	st - Do Not Use?	
	ОК	Cancel	

either press the 'OK' button ($\bigcirc \kappa$) to complete the approval or press the 'Cancel' button ($\bigcirc cancel$) 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 ($\bigcirc View$) as explained in section 12.1.2.

			SERV	ICE COSTS DI	PARTMENT COST PORTA
cost 🔒 😵 ?	EXIT VZCOST			We	lcome, Demo User Version
<u> </u>	Data Management - Data Versions				
Table			_	_	
ABC_COST	Version	Source Description	Jurisdiction	Owner	Load Date
	FWD_STDPARM_PAE		PAE		6/21/2002
Version Name	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
urisdiction	another loop test * another loop test *		PAE		6/17/2002 6/17/2002
<all jurisdictions=""> Conner (All > Conner (All > Conner (All > Conner (All > Conner (Conner) (Co</all>					
Status	•				
Filter	New View (Copy Edit D	Approve Unop ownload Excel Template	prove Delate	View Dependents



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.

ment Loading Run Filter	1 🚯 ?	vent Loading Runs					: Demo User, Ve
me							
		Name	Owner	Date Created	Jurisdiction	Geography Leve	l Template
	<u> </u>	Switch Inv - Switch level	ONTICI	6/3/2002	PAE	N/A	Switch
ner		Loading_Run_0516		5/16/2002	PAE	N/A	Switch
		PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation
ALL>		1111 Inv Loading Run		4/29/2002	PAE	N/A	Switch
ated After		Switch Inv Loading Run		4/23/2002	PAE	N/A	Switch
ated Before ated Before 6 08 2002 onth Day Year tus ALL>		٩]					B

Filters may be used, as described in <u>section 4.4</u>, 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 (**New**) on the 'Element Loadings' screen. The 'Elements Loadings Selection' screen loads into memory. An example of this screen is shown below.

			SERVICE C	DSTS DEPARTMEN	Cost Port
cost 🏦 💈				Welcome Demo U	ser. Version
	_				
Element Loadings Filter	Select Element Loadings to Run				
Name					
	Name	Owner	Date Created	Status	
	Loop		4/9/2002	Approved	
Owner	IOF		4/2/2002	Approved	
<all></all>	Collocation		3/25/2002	Approved	
	Switch		3/25/2002	Approved	
Created After	SS7		11/14/2001	Approved	
	LIDB IE		11/14/2001	Approved	
01 - 01 - 2001 -	Loop (old)		11/7/2001	Approved	
Month Day Year	Collocation (old)		11/7/2001	Approved	
	IOF (old)		11/7/2001	Approved	
Created Before	Switch (old)		11/7/2001	Approved	
06 V 15 V 2002 V Month Day Year					
Status					
<all></all>					
·					
200					
Filter		Select Cancel			
		Select Cancel			

As before, filters may be used, as described in <u>section 4.4</u>, 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 (<u>Select</u>) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (<u>Cancel</u>) at the bottom of the screen.





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

				SERVICE CO	STS DEPARTMENT COST PORTAL
cost 🔶	S COST				Welcome Demo User. Version 1.1.5
	w Element Loadings Run				-
Ne	ew Run				
	Name:]	
	Description:		Ā]	
	Element Loadings:	COLLOCATIO	ON_0612		
	Jurisdiction:				
	Data Versions			Select	
	Data Source		Version		
	Collocation_Base_Eleme	ent			
	Collocation_Elements				
	Efiload				
	Master				
1		Run	Save Cancel		
1					
1					

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 () at the top right of the 'Data Versions' box.





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

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
Run Name:	
Data Tables Collocation_Base_Element: Collocation Elements PAE - 4_19_02Rvsc	
Collocation_Elements: PAE Collocation Base Elements 5_2 💌	
Efiload: PAE - EFI Loading	

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.



Section 5	📃 🗸 💆	Elements
	¥ ———	

				SERVICE CO	STS DEPARTMENT COST PORTAL
cost 🗅 😒	2 EXIT VZCOST				Welcome Demo User. Version 1.1
New Eler	nent Loadings Run				-
Test21					
	Name:	Test21			
	Description:	Test21			
	Element Loadings:	COLLOCATIO	DN 0612		
		-			
	Jurisdiction:	Pennsylvania	a (Bell Atlantic) 🔽		
Data	Versions			Select	[
	Data Source		Version		-
	Collocation_Base_Eleme	ent	Collocation Elements PAE - 4_19_02R	vsd	
	Collocation_Elements		PAE Collocation Base Elements 5_2		
	Efiload		PAE - EFI 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.

- 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 (**Cancel**) 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 <u>section 4.4</u>, 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.

ting Runs me F_MFPA tich loadings 5_14	Owner	Date Created	Jurisdiction	Geography Level	Tomplate
ame st21 F_MFPA	Owner			Geography Level	Tomplate
st21 F_MFPA	Owner			Geography Level	Template
st21 F_MFPA	Owner			Geography Level	Tomplate
st21 F_MFPA	Owner			Geography Lever	
F_MEPA					COLLOCA
		6/14/2002	PAE	N/A N/A	IOF
		6/14/2002	PAE	N/A	Switch
F PAE Collo ELR 06 13		6/13/2002	PAE	N/A	COLLOCA
			PAE	N/A	Food Elem
					SS7 0613
					SS7 0613
					Food Elem
					SS7
					Food Elem
					Collocation
				N/A	Collocation
E SST ELEMENTS 0611		6/11/2002	PAE	N/A	SS7
day's Test		6/11/2002	PAE	N/A	IOF
vitch Inv - Switch level		6/3/2002	PAE	N/A	Switch
ading_Run_0516		5/16/2002	PAE	N/A	Switch
AE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation
					Þ
	test 061302 E - IE - 06132002 od Elements Demo 06 13 E - SS7 IE - 06132002 at Food Element Run PAE ELR 06, 12 PAE ELR 06, 12 E - SS7_ELEMENTS_0611 days Test tich Inv - Switch Ievel ading_Run_0616	E - IE - 06132002 of Elements Demo 06 13 E _ SS7_IE_06132002 st Food Element Run PAE ELR 06_12 PAE ELR 06_12 PAE ELR 06_12b E_SS7_ELEMENTS_0611 days Test itch Inv - Switch level ading_Run_0616	test 061302 6/13/2002 E - IE - 06132002 6/13/2002 od Elements Demo 0613 6/13/2002 E SS7 - IE 06132002 6/13/2002 et Food Element Run 6/12/2002 PAE ELR 06_122 6/12/2002 PAE ELR 06_124 6/12/2002 E_SS7 - ELEMENTS_0611 6/11/2002 days Test 6/11/2002 tinh Inv - Switch level 6/3/2002	test 061302 6/13/2002 PAE E - IE - 06132002 6/13/2002 PAE od Elements Demo 06 13 6/13/2002 PAE E_ SS7_IE_06132002 6/13/2002 PAE E_ SS7_IE_06132002 6/12/2002 PAE PAE ELR 06_12 6/12/2002 PAE PAE ELR 06_12 6/12/2002 PAE PAE ELR 06_12 6/12/2002 PAE e_SS7_ELEMENTS_0611 6/11/2002 PAE days Test 6/11/2002 PAE daing_Run_0616 6/10/2002 PAE	test 061302 6/13/2002 PAE N/A E · IE · 06132002 6/13/2002 PAE N/A od Elements Demo 0613 6/13/2002 PAE N/A E SS7 / IE 06132002 6/13/2002 PAE N/A E SS7 / IE 06132002 6/13/2002 PAE N/A st Food Element Run 6/12/2002 PAE N/A PAE ELR 06_122 6/12/2002 PAE N/A PAE ELR 06_12b 6/12/2002 PAE N/A E_SS7 ELEMENTS_0611 6/11/2002 PAE N/A days Test 6/11/2002 PAE N/A ido Ing_Run_0516 6/16/2002 PAE N/A





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 press the 'OK' button ($\bigcirc \kappa$), 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 (<u>Concel</u>) instead, then the request will be cancelled and the system will take the user back to the previous screen.

			SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🔒 😒 ?	EXIT VZCOST			Welcome Demo User.	Version 1.1.5
Privet of	l: D				
L Edit Element Loo	adings Kun			7	
Test21					
	Name: Test21				
	Testor				
	Description:				
	nent Loadings: COLLOCATIO	DN 0610			
Elen	COLLOCATIO	JN_0612			
	Jurisdiction: Pennsylvani	a (Bell Atlantic) 🗾			
]	
Data Versio			Select		
	Source	Version			
	ation_Base_Element ation_Elements	Collocation Elements PAE - 4_19_02Rvsd PAE Collocation Base Elements 5_2			
Efiload		PAE - EFI Loading			
Master		PAE Master 4-17-2002			
		l.			
]	
	Run	Save Cancel			
I					

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 (Select) at the top right of the 'Data Versions' box.





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

	SERVICE COSTS DEPARTMENT COST- PORTAL
cost 🗚 🗞 ? 🖽	Welcome Demo User. Version 1,1.5
Run Name:	,
Collection Rase Elements	Data Tables Collocation Elements PAE - 4_19_02Rvsd 💌
	PAE Collocation Base Elements 5_2
	PAE - EFI Loading
Master	PAE Master 4-17-2002 💌
-	OK Concel

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 (OK) and the system will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button (Cancel) will return the user to the previous screen disregarding any changes that have been made.



Section 5	cost	Elements

			SERVICE CO	STS DEPARTMENT COST PORTAL
Cost 🕂 🌯 ? 🖽				Welcome Demo User. Version 1.1.
Edit Element Loadings Run				
Test21				
Name:	Test21]		
Description:	Test21			
			1	
Element Loadings:	COLLOCATION	_0612		
Jurisdiction:	Pennsylvania	(Bell Atlantic) 🔽		
Data Versions			Select	
			Survi	
Data Source Collocation_Base_Elem		/ersion ollocation Elements PAE - 4_19_02	Busd	
Collocation_Elements		AE Collocation Base Elements 5_2		
Efiload		AE - EFI Loading		
Master	P	AE 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 <u>section 13.1</u> 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 (View Results) on the 'Element Loadings' screen as described in <u>section 5.2.5</u>.
- 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 (**Cancel**) 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 <u>section 4.4</u>, 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 (

lement Loading Run Filter	Element	t Loading Runs					
	_						
ame							
		Name	Owner	Date Created	Jurisdiction	Geography Level	Template
· · ·		Test21		6/14/2002	PAE	N/A	COLLOCA
Jwner		IOF_MFPA		6/14/2002	PAE	N/A	IOF
<all></all>		switch loadings 6_14		6/14/2002	PAE	N/A	Switch
		MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
reated After		Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elerr
		ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
01 • 01 • 2001 •		PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Month Day Year		Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elerr
		PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
reated Before		Test Food Element Run		6/12/2002	PAE	N/A	Food Elerr
06 • 15 • 2002 •		MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocation
		MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocation
Month Day Year		PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
tatus		Today's Test		6/11/2002	PAE	N/A	IOF
		Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
<all></all>		Loading_Run_0516		5/16/2002	PAE	N/A	Switch
		PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation
urisdiction	•						
<all></all>							





Once the 'View' button (**View**) 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.

			SERVICE COS	STS DEPARTMENT	COST PORTAL
				Welcome, Demo U	ser Version 2.3
View Element Loadings Run				•	
Test21				-	
		1			
Nam	Test21				
Descriptio	Test21	A V			
Element Loading	collocati	ON 0612			
	. COLLOCATI	0.0012			
Jurisdictio	Pennsylvani	a (Bell Atlantic) 💌			
Data Versions]	
Data Source		Version			
Collocation_Base_El		Collocation Elements PAE - 4_19_02			
Collocation_Element	:	PAE Collocation Base Elements 5_2			
Efiload Master		PAE - EFI Loading			
Master		PAE Master 4-17-2002			
				-	
		Cancel			
<u></u>					

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (**Rename**).

Element Loading Run Filter	Element Loading Runs					
lame						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
· ·	Test21		6/14/2002	PAE	N/A	COLLOCA
lwner	IOF_MFPA		6/14/2002	PAE	N/A	IOF
<all></all>	switch loading	s6_14	6/14/2002	PAE	N/A	Switch
	MF PAE Collo	ELR 06_13	6/13/2002	PAE	N/A	COLLOCA
reated After	Food Element	t Run 06 13 2002	6/13/2002	PAE	N/A	Food Elem
	ss7 test 06130	2	6/13/2002	PAE	N/A	SS7_0613
01 🗸 01 🗸 2001 🗸	PAE - IE - 061	32002	6/13/2002	PAE	N/A	SS7_0613
Month Day Year	Food Element	ls Demo 06 13	6/13/2002	PAE	N/A	Food Elem
	PAE_SS7_IE	06132002	6/13/2002	PAE	N/A	SS7
reated Before	Test Food Ele	ment Run	6/12/2002	PAE	N/A	Food Elem
06 • 15 • 2002 •	MF PAE ELR (06_12	6/12/2002	PAE	N/A	Collocation
	MF PAE ELR 0	06_12b	6/12/2002	PAE	N/A	Collocation
Month Day Year	PAE_SS7_EL	EMENTS_0611	6/11/2002	PAE	N/A	SS7
	Today's Test		6/11/2002	PAE	N/A	IOF
tatus	Switch Inv - S	witch level	6/3/2002	PAE	N/A	Switch
<all></all>	Loading_Run	_0516	5/16/2002	PAE	N/A	Switch
	PAE Collo Inv	Ld 05_07	5/8/2002	PAE	N/A	Collocation
ALL>	•					F

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 (**Rename**), the 'Rename Element Loading Run' screen, shown below, will load up.

	SERVICE COS	TS DEPARTMENT COST PORTAL
		Welcome, Demo User Version 1.2.1
L. Rename Element Loadin	g Run	
test02		I
Name:	test02	
Description:	test 2002	
	Sove 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 (**Sove**) to save the new name and description.
- 2. Press the 'Cancel' button (**Cancel**) to disregard all changes and return to the 'Element Loadings' screen.



Section 5 Elements

Section 5.2.5: Deleting an Element Loading Run

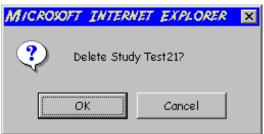
To delete an element loading run, the user will use filters, as described in <u>section 4.4</u>, to locate the correct run on the 'Element Loadings' screen. As shown below, the user will click on that run to highlight it.

lement Loading Run Filter	Eleme	nt Loading Runs					
ame		-					
		Name	Owner	Date Created	Jurisdiction	Geography Level	Template
		Test21		6/14/2002	PAE	N/A	COLLOCA
lwner		IOF_MFPA		6/14/2002	PAE	N/A	IOF
<all></all>		switch loadings 6_14		6/14/2002	PAE	N/A	Switch
		MF PAE Collo ELR 06_13		6/13/2002	PAE	N/A	COLLOCA
reated After		Food Element Run 06 13 2002		6/13/2002	PAE	N/A	Food Elem
01 • 01 • 2001 •		ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
		PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Month Day Year		Food Elements Demo 06 13		6/13/2002	PAE	N/A	Food Elem
		PAE_SS7_IE_06132002		6/13/2002	PAE	N/A	SS7
reated Before		Test Food Element Run		6/12/2002	PAE	N/A	Food Elerr
06 • 15 • 2002 •		MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
Month Day Year		MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocation
Mondi Day Tear	_	PAE_SS7_ELEMENTS_0611		6/11/2002	PAE	N/A	SS7
tatus		Today's Test		6/11/2002	PAE	N/A	IOF
		Switch Inv - Switch level		6/3/2002	PAE	N/A	Switch
<all></all>		Loading_Run_0516		5/16/2002	PAE	N/A	Switch
		PAE Collo Inv Ld 05_07		5/8/2002	PAE	N/A	Collocation
urisdiction	4						•
<all></all>							

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

(<u>cancel</u>) 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 (Sove) to save the information rather than pressing the 'Run' button (Run) to complete the element calculator run, then the user may use this function to complete the saved element calculator run.

				SERVIC	E COSTS DEPARTMENT	COST PORTAL
cost A S	EKIT VZCOST				Welcome Demo Use	r. Version 1.1.5
Element Loading Run Filter	Element Loading Runs					
Name						
	Name Test21	Owner		lurisdiction	Geography Level Template	
Owner Demo User						
Created After						
Month Day Year						
Created Before 06 • 15 • 2002 •						
Month Day Year						
<all></all>						
Jurisdiction <a>ALL> 					Þ	J
Filter	New Edit Vie	w Rename	Delete Ru	in View I	Results Change Status View Depen	dents

To run a previously saved element loading run, the user will use filters, (described in <u>section 4.4</u>) as needed to locate the correct run, click on that run to highlight it, and press the 'Run' button

(**Run**). 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 <u>section 13.1</u> 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 (**View Results**) on the 'Element Loadings' screen as described in <u>section 5.2.5</u>.





Section 5.2.7: Viewing the Results of an Element Loading Run

cost 🔒 🔌	2 EXIT VZCOST				Welcome	Demo User. Versior
ilement Loading Run Filter	Element Loading Runs					
lame						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	Test21		6/14/2002	PAE	N/A	COLLOCA
)wner	IOF MEPA		6/14/2002	PAE	N/A	IOF
<all></all>	switch loadings 6_14		6/14/2002	PAE	N/A	Switch
	MF PAE Collo ELR 00	3_13	6/13/2002	PAE	N/A	COLLOCA
reated After	Food Element Run Of	3 13 2002	6/13/2002	PAE	N/A	Food Elem
	ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
01 - 01 - 2001 -	PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
Month Day Year	Food Elements Demo	06 13	6/13/2002	PAE	N/A	Food Elem
	PAE_SS7_IE_061320	002	6/13/2002	PAE	N/A	SS7
reated Before	Test Food Element R	un	6/12/2002	PAE	N/A	Food Elem
06 - 15 - 2002 -	MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocatio
	MF PAE ELR 06_12b		6/12/2002	PAE	N/A	Collocatio
Month Day Year	PAE_SS7_ELEMENT	S_0611	6/11/2002	PAE	N/A	SS7
	Today's Test		6/11/2002	PAE	N/A	IOF
tatus	Switch Inv - Switch le	rvel	6/3/2002	PAE	N/A	Switch
<all></all>	Loading_Run_0516		5/16/2002	PAE	N/A	Switch
	PAE Collo Inv Ld 05	07	5/8/2002	PAE	N/A	Collocatio
urisdiction	•					
<all></all>	•					
	New Edit	View Rename	Delete	Run View	Results Change Status	Minu Deservedunts

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 <u>section 5.2</u>.
- Use filters if they are needed (described in <u>section 4.4</u>) to locate the correct run.
- As shown above, click on the correct run to highlight it.
- Press the 'View Results' button (<u>View Results</u>).

Section 5 Elements

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.

Ost 🏦 🌭 ? 🕬	т			Welcome, Demo
lement Loadings Run Results				
Test21				Printable Grid Hide Details
	104			
Element Loading Run Name: T	est21			
Element Loadings: C	OLLOCAT	ION	_0612	
Jurisdiction: P	ennsylva	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Bell A	(tlantic))	-	1	Account: All
			-	
Name	Account	D/S	Value	Reference
	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_INVES	212100	D	353.66	CLEC_SPECIFIC_CONDITIONING_INVESTMENT_PER_BAY
	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		D	15.1534	POWER_DISTRIBUTION_SERVICE_CABINET
	221200 221200	D	59.7013 16.6098	RECTIFIERS MICROPROCESSOR_PLANT
MICDODDOCECCOD DI ANT	221200	D	154.0935	EMERGENCY_ENGINE
MICROPROCESSOR_PLANT		-		Emeriorite
EMERGENCY_ENGINE		D	9.8423	BATTERY DISTRIBUTION FUSE BAY
EMERGENCY_ENGINE	221200 223222	D D	9.8423 850.5	BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE	221200	-		BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE	221200 223222	D	850.5	CABLE_HOLE
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX	221200 223222 223222	D D	850.5 660.6808	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE	221200 223222 223222 223222 223222 223222	D D D	850.5 660.6808 266.2401	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_A	221200 223222 223222 223222 223222 223222	D D D D	850.5 660.6808 266.2401 44.8479	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SFLICE_TRAY_A FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE	221200 223222 223222 223222 223222 223222 223222 223222 223222	D D D D	860.5 660.6808 266.2401 44.8479 20.8731	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_AND_INSERTS
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_A FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_E	221200 223222 223222 223222 223222 223222 223222 223222 223222 223222	D D D D D D D D	850.5 860.5808 266.2401 44.8479 20.8731 51.1912 135.9167 22.8308	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_AND_INSERTS FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_BAY
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_A FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_E DS3_TERMINATION_PANEL_AT_DSX3	221200 223222 223222 223222 223222 223222 223222 223222 223222 223222 223222		860.5 660.6808 268.2401 44.8479 20.8731 61.1812 135.9167 22.8308 217.1718	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_BAY DS3_TERMINATION_PANEL_AT_DSX3
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_A FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_E DS3_TERMINATION_PANEL_AT_DSX3 DS3_SPOT_BAY_FRAME	221200 223222 223222 223222 223222 223222 223222 223222 223222 223222 223222 223222		860.5 860.8808 266.2401 44.8479 20.8731 51.1912 135.9187 22.8308 217.1718 2.4407	CABLE_HOLE CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_BAY DS3_TERMINATION_PANEL_AT_DSX3 DS3_SPOT_BAY_FRAME
EMERGENCY_ENGINE BATTERY_DISTRIBUTION_FUSE_BAY CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_SPLICE_CASE_SPLICE_TRAY_A FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_E DS3_TERMINATION_PANEL_AT_DSX3	221200 223222 223222 223222 223222 223222 223222 223222 223222 223222 223222		860.5 660.6808 268.2401 44.8479 20.8731 61.1812 135.9167 22.8308 217.1718	CABLE_HOLE DS1_TERMINATION_PANEL_AT_DSX DS1_XCONN_CABLE FIBER_SPOT_BAY_FRAME FIBER_DISTRIBUTION_FRAME DS3_XCONN_CABLE DS3_TERMINATION_PANEL_AT_POT_BAY DS3_TERMINATION_PANEL_AT_DSX3

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.

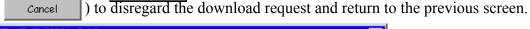
- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) changes the grid in the bottom part of the screen into a printable version. This printable version shows all results completely, and thus has no scroll bars. This allows the user to easily print the result set. The 'Functional Grid' button (<u>Functional Grid</u>), 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.



Section 5



<u>Download</u>: The user may also press the 'Download' button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user could press the cancel button





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 (Save). 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.

SAVE AS				? ×
Save in:	🖃 Local Disk (C:))	- t - t	
History History Desktop My Computer My Network P	Adobe Work attachmate builds drivers EECR Filings I386 Lanier NT200 Local Mailbox	0	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PIC PP41 Program Files Shared	TEMP UPD ATR UH Verizonl vines Window: WINNT I NavCC SETUF AdobeW
	File name: Save as type:	Test21.csv Microsoft Excel C	omma Separated Values File 💌	Save Cancel



Section 5

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.

<u>Exceptions</u>: 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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

• <u>Done</u>: When the 'Done' button (<u>Done</u>) 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 <u>section 4.4</u>, to locate the correct run, click on that run to highlight it, and then press the 'Change Status' button (Change Status).

ent Loading Run Filter	Element Loading Runs					
e	[
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	Test21		6/14/2002	PAE	N/A	COLLOCA
er	IOF_MEPA		6/14/2002	PAE	N/A	IOF
LL>	switch loadings 6_14		6/14/2002	PAE	N/A	Switch
	MF PAE Collo ELR 0	6_13	6/13/2002	PAE	N/A	COLLOCA
ted After	Food Element Run O	6 13 2002	6/13/2002	PAE	N/A	Food Elem
	ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
▼ 01 ▼ 2001 ▼	PAE - IE - 06132002		6/13/2002	PAE	N/A	SS7_0613
nth Day Year	Food Elements Demo	06 13	6/13/2002	PAE	N/A	Food Elerr
	PAE_SS7_IE_06132	002	6/13/2002	PAE	N/A	SS7
ted Before	Test Food Element R	un	6/12/2002	PAE	N/A	Food Elerr
• 15 • 2002 •	MF PAE ELR 06_12		6/12/2002	PAE	N/A	Collocation
	MF PAE ELR 06_12b)	6/12/2002	PAE	N/A	Collocation
nth Day Year	PAE_SS7_ELEMEN	FS_0611	6/11/2002	PAE	N/A	SS7
	Today's Test		6/11/2002	PAE	N/A	IOF
us	Switch Inv - Switch I	evel	6/3/2002	PAE	N/A	Switch
LL> -	Loading_Run_0516		5/16/2002	PAE	N/A	Switch
	PAE Collo Inv Ld 05	07	5/8/2002	PAE	N/A	Collocation
diction	•					•
LL>	•					
	(



Section 5 Elements

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.

			SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🔒				Welcome Demo User.	Version 1.1.5
L Chan	ge Status - Element Loading Run			_	
Test					
	Name:	Test21			
	Description:	Test21			
	Element Loadings:	COLLOCATION_0612			
	Ju ri sdiction:	Pennsylvania (Bell Atlantic) 💌			
	Status:	In Progress 💌			
Da	ata Versions]	
	Data Source	Version			
	Collocation_Base_Element	Collocation Elements PAE - 4_1	9_02Rvsd		
	Collocation_Elements	PAE Collocation Base Elements	5_2		
	Efiload	PAE - EFI Loading			
	Master	PAE Master 4-17-2002			
				•	
		Save Cancel			

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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by all users but have not yet been submitted for approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: Final and filed items, which have been included in a filing, may not edited further or deleted.



Section 5



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 <u>section 4.4</u> 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.

ment Loading Run Filter	Element Loading Runs					
-						-
me						
	Name	Owner	Date Created	Jurisdiction	Geography Level	l Template
	Test21		6/14/2002	PAE	N/A	COLLOCA
ner	IOF MEPA		6/14/2002	PAE	N/A	IOF
ALL>	switch loadings 6	14	6/14/2002	PAE	N/A	Switch
	MF PAE Collo EL		6/13/2002	PAE	N/A	COLLOCA
ated After	Food Element Ru	n 06 13 2002	6/13/2002	PAE	N/A	Food Elem
	ss7 test 061302		6/13/2002	PAE	N/A	SS7_0613
1 🗸 01 🗸 2001 🗸	PAE - IE - 061320	02	6/13/2002	PAE	N/A	SS7_0613
onth Day Year	Food Elements De	emo 06 13	6/13/2002	PAE	N/A	Food Elem
	PAE_SS7_IE_061	132002	6/13/2002	PAE	N/A	SS7
ated Before	Test Food Elemen		6/12/2002	PAE	N/A	Food Elerr
6 • 15 • 2002 •	MF PAE ELR 06_	12	6/12/2002	PAE	N/A	Collocation
onth Day Year	MF PAE ELR 06		6/12/2002	PAE	N/A	Collocation
onth Day Tear	PAE_SS7_ELEMI	ENTS_0611	6/11/2002	PAE	N/A	SS7
tus	Today's Test		6/11/2002	PAE	N/A	IOF
	Switch Inv - Switc		6/3/2002	PAE	N/A	Switch
ALL>	Loading_Run_05		5/16/2002	PAE	N/A	Switch
	PAE Collo Inv Ld	05_07	5/8/2002	PAE	N/A	Collocatio
isdiction	•					F
ALL>						





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 (

Element Loading Run Dependencies			
Element Loading Run: Technical Documen	tation		
Element Loading Run is used by:			
Type Name	Ov	vner Stat	us
		· · ·	
	View Dependents		
Element Loading Run uses:			
Type Name Element Loadings LOOP_1118	Ov	vner Stat	us I and Filed
	View Dependents		
	Close		





Section 6: Basic Components

Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs	Welcome, Demo User Version 2.3 Analysis Reports Sensitivity Analyses Comparison Analyses What-IF BC Runs What-IF Cost Studies
	Capital Factor Templates Capital Factor Runs Expenses Expenses Expense Factor Templates	Data Browser Data Browser Admin Data Management File
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Expense Factor Runs Coster Filings Cost Templates Cost Studies Document Sets 	 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.

🖌 cost 🗈 🗞	P EXIT VZCOST			Welcome Demo Use	r, Versi
Family Filter	BC Families				
ime					
	Name	Owner	Date Created	Status	
	CopyOf_SS7_Test_1		6/13/2002	In Progress	
vner	Demo Loop BC Family		6/4/2002	In Progress	
Demo User	testjpg		6/3/2002	Completed	
	Demo BC Family		6/3/2002	In Progress	
eated After	CopyOf_Power Consumption JT		6/3/2002	In Progress	
	CopyOf_2 Wire Loop		5/9/2002	In Progress	
)1 🗸 01 🗸 2001 🗸	LpEamp		5/9/2002	In Progress	
onth Day Year	Demo Loop BIC Family		4/10/2002	In Progress	
	Demo Loop BIC Family for VA		4/10/2002	Submitted	
eated Before			· · ·		
17 • 19 • 2002 • onth Day Year					
atus					
<all></all>					
					J
Filter	·				_
	New Edit	View Copy Delete	Charles Charles 1	ew Run View Dependents	

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 <u>section 4.4</u> 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 (New) on the 'BC Families' screen. Once this button has been pressed, the 'New BC Family' screen will load up.

			SERVICE C	OSTS DEPARTMEN	Cost Po
cost 🔒 💈	EKIT VZCOST			Welcome Demo U	ser. Versior
BC Family Filter	E BC Families				B
Name		0	D-4- 04-1	Status	
I	Name	Owner	Date Created		
_	CopyOf_SS7_Test_1		6/13/2002	In Progress	
Owner	Demo Loop BC Family		6/4/2002	In Progress	
Demo User 🗾	testjpg		6/3/2002	Completed	
	Demo BC Family		6/3/2002	In Progress	
Created After	CopyOf_Power Consumption JT		6/3/2002	In Progress	
01 - 01 - 2001 -	CopyOf_2 Wire Loop		5/9/2002	In Progress	
	LpEamp		5/9/2002	In Progress	
Month Day Year	Demo Loop BIC Family		4/10/2002	In Progress	
	Demo Loop BIC Family for VA		4/10/2002	Submitted	
Created Before 07 V 19 V 2002 V Month Day Year					
Status <all></all>					
Filtor	\				
	New Edit Vie	r Copy Delete	Change Status N	ew Run View Dependents	



Section 6



Basic Components

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 \blacktriangle) 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.

cost 🔒 🛸	P EXIT VZCOST	SERVICE COSTS DEPARTMEN
New BC Family		
New BC Family		Printoble Grid 🔤 Hide Detoils 🔺
BC Family Name		
Description	•	
Applicable Jurisdictions	: All	
Contract of the second se	Sove	8



Section 6 Basic Components

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.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
Applicable Jurisdictions Choose juridictions for which this template is applicable All Jurisdictions Selected Jurisdictions Urisdictions Urisdictions Virginia (Bell Atlantic) Virginia (GTE) Complete Atlantic) Virginia (GTE) Complete Atlantic Complete Atlantic Complet	,

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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) to the right of that item. The box will be located under a trashcan icon ($\boxed{\circlet}$). Please notice that this function is basically another form of filter and thus, is not an aggregation method.



Section 6 Basic Components

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 (Select) at the bottom, left of the screen

cost 🕜 🗞	2 RAT VZCOST	Welcome Demo U:
New BC Family		
Test071902		Printable Grid 📃 Hide Details 🔺
BC Family Name:	Test071902	
Description:	Test 07-19-02	
Applicable Jurisdictions:	All	
DATA	FORMULAS	
Data Alias	Data Source	
Select Delete		
	Sove Cancel	





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 (\checkmark) 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 (\blacktriangleright) 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 ($\boxed{10}$) 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 ($\boxed{10}$) and continue.

	Welcome Demo User. Version 1.1.5
Select Data Sources Data Source Type: Available Data Sources Collocation Collocation Collocation Food Elements IOF_0614 IOF_0626 LiDB IE Loop SS7_0613 Switch_0627	Selected Data Source Alias
* Aliases may not e	xceed 20 characters
OK	Cancel





To use the data source name as the alias, the user should press the arrow button (\triangleright) 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 (\triangleright) and then adding to the text. In the example shown below, the user pressed the arrow button (\triangleright) 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.

elected Data Source	Alias	面
remand	Demand	
OOP_0621	Loop	

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.

cost 🔥 🍕	2 VERT	SERVICE COSTS DEPARTMEN Welcome Demo L
	VZC057	welcome Demo C
New BC Family		
Test071902		Printable Grid 🔰 Hide Details 🔺
BC Family Nar	ne: Test071902	
Descripti	Test 07-19-02	
	·	
Applicable Jurisdictio	ns: All	
DATA	FORMULAS	
Data Alias Demand	Data Source Demand	
Loop	Loop (old)	

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).



Section 6 Basic Components

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.

		SERVICE COSTS DEPARTMENT
cost 🔒 😒	2 VICOST	Welcome Demo User. Versio
New BC Family		
Test071902		Printable Grid 🚽 Hide Details 🔺
BC Family Name:	Test071902	
Description:	Test 07-19-02	
Applicable Jurisdictions:	All	1
	FORMULAS	
Formula Name For	mula ID Formula	
New (Insert) Edit	Delete 🔺 Move Up 🔻 Move Down Insert Label	Insert Prompt Copy
Move Above		
	Save Cancel	

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



Section 6 Basic Components

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:

- <u>Formulas</u> 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.
- <u>Custom Formulas</u> 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.
- <u>All Others</u> These are all of the <u>data sources</u> that were selected earlier in the BC family creation. These would consist of either element loadings or data tables.

cost 🛧 🗞 ? 🖽	Welcome Demo User. Version 1.1.5
New BC Formula Formula Name: Test Formula Formula ID: TestFormula	
Item Type: Loop	
Formula ID Formula Name B_COND_DISTCOPU6_S B_COND_DISTCOPU6_S B_COND_DISTFBRU6_FLS B_COND_DISTFBRU6_FLS B_COND_DISTFBRU6_FP_S B_COND_DISTFBRU6_FLS B_COND_FORTBRU6_HCS B_COND_DISTFBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_FLS B_COND_FORTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBRU6_HCS B_COND_SUBSTBR_FH_S B_COND_SUBSTBR_FFS B_DISTCOPAER B_DISTCOPAER B_DISTCOPAER B_DISTCOPAER B_DISTCOPAER B_DISTCOPAER	+Demand.RES)/Loop.B_DISTCOPAER
Filter Items:	Validate
Filter Reset OK Add Another Cancel	



Section 6



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 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. In the case shown below, an error was found because two slashes were used instead of one slash to indicate division.

COST

New BC Formula	la	Welcon	ne Demo User, Versior
Formula ID: TestFormul Item Type:	a	Error in formula at /:Expected an operand	
B_COND_DISTFBRUG_ B_COND_DISTFBRUG_ B_COND_FDRCOPUG_ B_COND_FDRFBRUG_I B_COND_FDRFBRUG_I B_COND_FDRFBRUG_I B_COND_FDRFBRUG_I	FH_S B_COND_DISTFBRUG_FH_S FP_S B_COND_DISTFBRUG_FP_S HC_S B_COND_FDRCOPUG_S FH_S B_COND_FDRFBRUG_FH_S FP_S B_COND_FDRFBRUG_FF_S HC_S B_COND_FDRFBRUG_FF_S FD_S B_COND_FDRFBRUG_FF_S HC_S B_COND_FDRFBRUG_FLS S B_COND_FDRFBRUG_S HC_S B_COND_SUBSFBRUG_HC_S HC_S B_COND_SUBSFBRUG_HC_S	(Demand.BUS+Demand.RES)//Loop.B_DISTCOPAER	
Filter Items:		Validate	



Section 6 Basic Components

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.

	Welcome Demo User. Version 1.1.5
New BC Formula Formula Name: Test Formula Formula ID: TestFormula Item Type: Loop Formula ID Formula ID	
B_COND_DISTFBRUG_FP_S B_COND_DISTFBRUG_HC_S B_COND_FDRCOPUG_S B_COND_FDRCOPUG_S B_COND_FDRFBRUG_FH_S B_COND_FDRFBRUG_FF_S B_COND_FDRFBRUG_FF_S B_COND_FDRFBRUG_HC_S B_COND_FDRFBRUG_HC_S B_COND_FDRFBRUG_HC_S B_COND_SUBSFBRUG_HC_S B_COND_SUBSFBR_FH_S B_COND_SUBSFBR_FH_S B_COND_SUBSFBR_FF_S B_OINTCOPAER B_DISTCOPAER B_DISTCOPAER B_DISTCOPAER B_DISTCOPAED	1
Filter Items:	Validate
Filter Reset OK Add Another (ancel

Once the user has completed the formula, 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 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 (**Edit**) to edit the formula or pressing the 'Delete' button (**Delete**) 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 (**Move Up**) or the 'Move Down' button (**Move Down**) 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.

New BC Family		
Test071902		Printoble Grid 👘 Hide Details 🔺
BC Family Na	ne: Test071902	
	Test 07-19-02	
Descripti	ion:	
Applicable Jurisdictio	ins: All	
DATA	FORMULAS	
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 (Insert Label'). 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 ($\bigcirc \kappa$). 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 ($\bigcirc cancel$) which will cancel the request to insert a label.

EXPLORER USER PROMPT	X
Script Prompt:	ОК
Enter the name for the label	Cancel



Section 6 Basic Components

As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, <u>described earlier</u>, will allow the user to move the label as needed.

COST A	2 Exit Vizcost	Welcome Demo User,
Test071902		
Test071902		
Test071902		
		0
		Printoble Grid 🚽 Hide Details 🔺
BC Family N	ame: Test071902	
bortanny		
Descri	Test 07-19-02	× •
Desch		
Applicable Jurisdic	tions: All	
••		
DATA	FORMULAE	
DATA Formula Name	FORMULAS 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_DISTNIDBUR + Loop.B_DISTNIDAER +Loop.R_DISTNIDAER + Loop.R_DISTNIDBUR)
New (Insert) Edit Move Above	Delete A Move Up	▼ Move Down Insert Label Insert Prompt Copy Sove 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 (OK) 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 (Cancel) which will disregard everything on the current screen and return to the 'New BC Family' screen where the 'Formula' tab will remain active.

		SERVICE COSTS DEPARTMENT COST- PORTAL
cost 🔒 😒	VICOST	Welcome, Demo User Version 2.4
L. New Prompt		
Prompt Name: Prompt ID:		
	OK Concel	-



Section 6	cost	Basic Components

nily echnical Documen			
echnical Document			
	tation ONLY		Printable Grid 📃 Hide Details 🔺
BC Family Na	me: CopyOf_Technica	I Documentation ONLY	
	Illustrative Purpo	ses ONLY	
Descripti	ion:		
plicable Jurisdictio	ns: Pennsylvania (Re	Il Atlantic)	
	Tempyround (be		
TA			
		Formula	
RATIVE FORMULA	ILLUS_Formula	Loop_Elements.B_DISTCOPUG + Loop_Elements.B_	DISTFBRUG_HC
mpt	Test_Prompt	<prompt></prompt>	
		s Up 🔻 Mave Down Insert Label Insert Promp	
Edit	Delete A Move		
	Descripti oplicable Jurisdictic TA a Name RATIVE FORMULA	Description: Illustrative Purpo pplicable Jurisdictions: Pennsylvania (Be TA FORMULAS a Name Formula ID RATIVE FORMULA ILLUS_Formula	Description: Illustrative Purposes ONLY pplicable Jurisdictions: Pennsylvania (Bell Atlantic) TA PORNULAS a Name Formula ID Formula Loop_Elements.B_DISTCOPU0 + Loop_Elements.B_





Once the user has finished modifying the formula, the 'Validate' button (<u>Validate</u>) 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 (<u>OK</u>) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.

			SER	VICE COSTS DEPARTMENT	Cost Portal
cost 🔒 😒	2 EXIT VZCOST			Welcome, Demo U	er Version 2.8
New BC Formula					
Formula Name: Minimum Inv	Per Trunk			1	
Formula ID:	not unique. A formula with this ID	has already bee	en created.		
Item Type: Formulas		, , , , , , , , , , , , , , , , , , ,	VALII	D	
		Formu	da.		• I
Formula ID LnCCSInv LnExCCS MininvPerTik Power_Usage TikCCSInv WkLninv	Formula Name Line ECS Inv Line Excess CCS Minimum Inv Per Trunk Power Usage Trunk CCS Inv Working Line Inv	Elen Den Den Den	nants.TRUNK_CCS_INV_OI_D nand.Local_DNUSONET_Trunk nand.Local_Digital_Trunks + nand.Local_oig_Trunks + nand.Local_SM2000_Digital_T	s +	
Filter Items:	Reset		Valida	10	
	ОК	Add Another C	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 (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, shown below, where the 'Formula' tab will remain active.





The move function works similar to the move up/move down function <u>described earlier</u>. 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 (\frown) to the right of the field and making a selection. Finally, the user will press the 'Move' button (\frown) to move the selected formula above the formula named in the drop down box.

COLUMN TO A		SERVICE COSTS DEPARTMENT
cost 🔒	EXIT VZCOST	Welcome Demo U
New BC Family		
Test071902		Printoble Grid 📑 Hide Details 🔺
BC Fami	Iy Name: Test071902	
Dortain		
Des	Test 07-19-02	×
Applicable Juris	sdictions: All	
DATA	FORMULAS	1
Formula Name	Formula ID	Formula
Loop Distribution Business Drop	Loop_Distribution Business_Drop	(Loop.B_POLE_DISTCOPAER + Loop.B_DISTCOPAER y Demand.BUS (Loop.B_DISTDROPAER + Loop.B_DISTDROPBUR +Loop.B_DISTDROPBUR_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 (5000) to save the new BC family and return to the 'BC Families' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 (

🖌 🔁 🔬	2 EXIT VZCOST	Welcome Demo User, Vers			
Family Filter	BC Families				
ame	Name	Owner	Date Created	Status	
	Billing Demo	Owner	6/12/2002	Approved	
wner	Demo Loop BC Family		6/4/2002	In Progress	
	testjpg		6/3/2002	Completed	
<all></all>	Demo BC Family		6/3/2002	In Progress	
	CopyOf_Power Consumption JT		6/3/2002	In Progress	
eated After	Demo BC Family JT		5/16/2002	Approved	
01 • 01 • 2001 •	Power Consumption JT		5/14/2002	Approved	
Ionth Day Year	CopyOf_2 Wire Loop		5/9/2002	In Progress	
ional bay rear	LpEamp		5/9/2002	In Progress	
eated Before	Whitney		5/4/2002	Approved	
	2 Wire Loop		5/2/2002	Submitted	
07 • 19 • 2002 •	W-Storage Security		4/29/2002	Approved	
lonth Day Year	Demo_4_26_2002		4/26/2002	Approved	
	FeatBE2		4/23/2002	Approved	
atus	FeatBE		4/23/2002	Approved	
<all></all>	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	-
Filter					
			Change Status N		



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 (Select) 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 (Delete). 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 (Concel) at the bottom, center of the page can be pressed to disregard all changes and to

exit the edit function.

			SERVICE COSTS DEPARTM
COST 🔒	S C C C C C C C C C C C C C C C C C C C		Welcome Dem
Test071902		PT 1071000	Printoble Grid 👘 Hide Deto
	BC Family Name: Description:	Test071902	
	Applicable Jurisdictions:	All	
DATA Data Source	FORMULAS Data Alias		
Demand2 Loop2	Demand Loop		
Select Delete	-		





If the 'Select' button (Select) 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 (OK) to save the changes 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.

		SERVICE COSTS DEPARTMENT
Cost A 2 Views		Welcome Demo User. Version 1.1
* Aliases may no	otexcee	ed 20 characters
OK		Concel



	/	
Section 6	cost	Basic Components

				SERVICE COSTS DEPAR	
cost 🔒 💈				Welcome I	Demo User, Versi
Edit BC Family					
Test071902				Printable Grid Hide	Details 🔺
BC Family Nam	e: Test071902				
	Test 07-19-02				
Descriptio	n:	<u>^</u>			
Applicable Jurisdiction					
Applicable Junsdiction	IS: AII				
DATA	FORMULAS				
Formula Name	Formula ID	Formula			
	Loop_2	((Loop2.RESIDENCE+Loop2.BUSINE			
Deamnd2	Demand2	If(Demand2.BRI<100,100,Demand2.	вкі)		
New (Insert) Edit Move Above	Delete 🔺 Move Up	v Move Down Insert Label	Insert Prompt	Сору	×
		Save Cancel			

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.

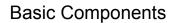




The user will have several options within this tab.

- The 'New (Insert)' button (<u>New (Insert</u>)) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in <u>section 6.1.1</u>. 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 (<u>New (Insert)</u>), 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 (Delete). If a user deletes a formula by mistake, the 'Cancel' button (Cancel) 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 (A Move Up) and the 'Move Down' button (Move Down) remain available, as described in section 6.1.1, in case the user needs them.
- The 'Insert Label' button (Insert Label) remains available, as described in section 6.1.1.
- The Insert Prompt' button (Insert Prompt) 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 (<u>Copy</u>) remains available, allowing the user to copy an existing formula for use within a new formula as described in <u>section 6.1.1</u>.
- The 'Move' button () remains available, as described in <u>section 6.1.1</u>.





If the user chooses the 'Edit' button (Edit) 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 (Filter). Pressing the 'Reset' button (Filter) 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 (Velidate) 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.

	Welcome Demo User. Version 1.1.
Edit BC Formula	
Formula Name: Loop Distribution	
Formula ID: Loop_Distribution	
Item Type: Formulas	
Formula ID Formula Name Business_Drop Business Drop	Image: state of the state
Filter Items:	Volidate
Filter Raset	
ОК	Add Another Concel

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 (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 'BC Family' screen where the 'Formula' tab will remain active.



cost 1			Welcome	Demo User. Ve
Edit BC Family				
Test071902			Printable Grid Hid	e Details 🔺
BC Fa	mily Name: Test071902			
	Test 07-19-02			
C	escription:	* *		
Applicable Ju	risdictions: All			
DATA	FORMULAS			
Formula Name	Formula ID	Formula		
Loop2 Deamnd2	Loop_2 Demand2	((Loop2.RESIDENCE+Loop2.BUSINESS)/ If(Demand2.BRI<100,100,Demand2.BRI))emand2.BUS)*2	
1				8
New (Insert) Edit	Delete Mid	we Up ▼ Move Down Insert Label	Insert Prompt	•
	Delete A Mo	vve Up Vove Down Insert Label	Insert Prompt Copy	
New (Insert) Edit		vve Up 🛛 🕶 Mare Down Insert Label	Insert Prompt Copy	8
New (Insert) Edit		we Up ▼ Move Down Insert Label	Insert Prompt Copy	•

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

- The user may press the 'Save' button (Sove) to save the BC family and return to the 'BC Families' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (**View**).

cost n 🔊	2 Per VICOST		SERVICE CO	STS DEPARTMENT	COST PORTAL
BC Family Filter	BC Families				
Name Owner <all></all>	Name Billing Demo Demo Loop BC Family testjog Demo BC Family CopyOf_Power Consumption JT Demo BC Family JT	Owner	Date Created 8/12/2002 6/3/2002 6/3/2002 6/3/2002 6/3/2002 5/16/2002	Status Approved In Progress Completed In Progress In Progress Approved	
01 01 2001 Month Day Year Created Before 07 19 2002 Month Day Year	Power Consumption JT CopyOf_2 Wire Loop LpEamp Whitney 2 Wire Loop Wire Loop Wistorage Security Demo_4_28_2002 FeatBE2		5/14/2002 5/9/2002 5/9/2002 5/4/2002 5/2/2002 4/29/2002 4/29/2002 4/28/2002	Approved In Progress Approved Submitted Approved Approved Approved	
Status <all></all>	FeatBE Test BIC Demo Loop BIC Family Demo Loop BIC Family for VA CopyOf_IOF_MFPA_0626		4/23/2002 4/22/2002 4/10/2002 4/10/2002 6/27/2002	Approved Approved In Progress Submitted Temporary	
Filter	New Edit View	Copy Delete	Change Status N	ew Run View Dependents	_



Once the 'View' button (**View**) 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		
		Printoble Grid 🚽 Hide Details #
Demo BC Family BC Family Name:	Demo BC Family	Printable Gride Hide Defails A
BC Family Name:		
Description:	This BC Family has been built for demo	
Applicable Jurisdictions:	All	
Data Source switch_demand_value	Data Alias Demand	
Switch	Elements	
Collocation	Collocation	
■ Select Delete		Þ

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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.

cost

- 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.

Family Filter	BC F	amilies			
me					
oner Demo User		Name CopyOf_SS7_Test_1 Demo Loop BC Family testipg Demo BC Family CopyOf_Power Consumption JT CopyOf_2 Wire Loop	Owner	Date Created 6/13/2002 6/4/2002 6/3/2002 6/3/2002 6/3/2002 6/3/2002 5/9/2002	Status In Progress Completed In Progress In Progress In Progress In Progress In Progress In Progress
D1 • 01 • 2001 • Ionth Day Year eated Before D7 • 19 • 2002 • Ionth Day Year	-	LpEamp Demo Loop BIC Family Demo Loop BIC Family for VA		5/9/2002 4/10/2002 4/10/2002	In Progress In Progress Submitted
atus «ALL>					

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 (Delete). 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.

cost 🔒	? v.		_		Welcome Demo User, Ve
Family Filter	BC Fam	ilies			
me					
		Name	Owner	Date Created	Status
		CopyOf_SS7_Test_1		6/13/2002	In Progress
ner		Demo Loop BC Family		6/4/2002	In Progress
emo User 🗾		testjpg		6/3/2002	Completed
		Demo BC Family		6/3/2002	In Progress
eated After		CopyOf_Power Consumption JT		6/3/2002	In Progress
		CopyOf_2 Wire Loop		5/9/2002	In Progress
		LpEamp		5/9/2002	In Progress
onth Day Year		Demo Loop BIC Family		4/10/2002	In Progress
		Demo Loop BIC Family for VA		4/10/2002	Submitted
ated Before 17 19 2002 1 Jonth Day Year atus					
Filter		The BC Family, CopyOf_2 Wire Loop , c	an not be deleted be	cause there is 1 stud	y 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 ($\bigcirc \kappa$) to complete the deletion of the template or press the 'Cancel' button ($\bigcirc cancel$) 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 ($\bigcirc \kappa$) to complete the deletion of the family, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

Confirm Deletion of Dependencies						
BC Family Name: CopyOf_LpEamp						
Name sovdsgv	Owner Demo User	Create Date	Jurisdiction	Geography Level	Status In Progress	Run Stati

The user will have two options on this screen.

- 1. The user may press the 'Delete All' button (Delete All) 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 (**Cancel**) 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.

cost n S	Exit Viziost		SERVICE C	OSTS DEPARTN	IENT Cost Port
BC Family Filter	BC Families				
Name					
	Name	Owner	Date Created	Status	
	Billing Demo		8/12/2002	Approved	
Owner	Demo Loop BC Family		6/4/2002	In Progress	
<all></all>	testjpg		6/3/2002	Completed	
	Demo BC Family		6/3/2002	In Progress	
Created After	CopyOf_Power Consumption JT		6/3/2002	In Progress	
	Demo BC Family JT		5/16/2002	Approved	
01 - 01 - 2001 -	Power Consumption JT		5/14/2002	Approved	
Month Day Year	CopyOf_2 Wire Loop		5/9/2002	In Progress	
	LpEamp		5/9/2002	In Progress	
Created Before	Whitney		5/4/2002	Approved	
	2 Wire Loop		5/2/2002	Submitted	
07 • 19 • 2002 •	W-Storage Security		4/29/2002	Approved	
Month Day Year	Demo_4_26_2002		4/26/2002	Approved	
	FeatBE2		4/23/2002	Approved	
Status	FeatBE		4/23/2002	Approved	
<all></all>	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	•
Filter	Now Edit Viow	Copy Delete	Change Status N	ew Run View Depen	dents



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		SERVICE COSTS DEPARTMEN
cost		Welcome Demo U
Change Status - BC Fa	mily	
Demo Loop BC Fam		
BCF	amily Name: Demo Loop BC Family	
	Collection of Loop BCs	
	Description:	
Applicable J	lurisdictions: All	
	Status: In Progress 🗸	
	The region -	
DATA Data Alias	FORMULAS Data Source	
Demand	Demand	
Loop	Loop (old)	
New Dela	ste	X

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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: 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. <u>Completed</u>: 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. <u>Submitted</u>: 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. <u>Approved</u>: 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 <u>cost template</u> 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 <u>cost study</u> 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. <u>Final</u>: Final items may not be edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: 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 (**Cancel**) to disregard all changes and return to the 'BC Families' screen.





Section 6.1.7: New Run

The 'New Run' button (New Run) 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.

cost 🔒	Part VZCOST			Welcome Demo	
Family Filter	BC Families				
ame					
	Name	Owner	Date Created	Status	_
	Billing Demo		6/12/2002	Approved	
vner	Demo Loop BC Family		6/4/2002	In Progress	
<all></all>	testjpg		6/3/2002	Completed	
	Demo BC Family		6/3/2002	In Progress	
eated After	CopyOf_Power Consumption J	T	6/3/2002	In Progress	
	Demo BC Family JT		5/16/2002	Approved	
)1 🗸 01 🗸 2001 🗸	Power Consumption JT		5/14/2002	Approved	
onth Day Year	CopyOf_2 Wire Loop		5/9/2002	In Progress	
	LpEamp		5/9/2002	In Progress	
eated Before	Whitney		5/4/2002	Approved	
)7 • 19 • 2002 •	2 Wire Loop		5/2/2002	Submitted	
	W-Storage Security		4/29/2002	Approved	
ionth Day Year	Demo_4_26_2002		4/26/2002	Approved	
	FeatBE2		4/23/2002	Approved	
atus	FeatBE		4/23/2002	Approved	
<all></all>	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	
Filter					
1 III VI					
	New Edit	View Copy Delete	Change Status N	ew Run View Depende	a tr



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.

cost 1	Extr vzcost			SERVICE COS	TS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.4
	VZCOST				
L Nev	v BC Run				T.
Ne	w Run	-			
	Name:				
	Description:		A 7		
	BC Family:	Loop2			
	Jurisdiction:		Select Subset		
	Geography Level:				
	Prompts			Select	
	Prompt Nai Test_Prompt		Prompt Value		
	Data Versions			Select	
	Data Source	Versio	n		
	Loop Demand				
		Run Sove	Gancel		



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

				SERVIC	E COSTS DEPARTMENT	COST PORTAL
					Welcome, Demo U	ser Version 2.4
L BC Run Filter	BC Runs					
Name	Name	Owner	Date Created	Jurisdiction	Geography Level Template	
Owner Demo User	External Demo 2W_BC	Demo User	3/25/2003	PAE	Jurisdiction External D	
Created After 01 • 01 • 2001 • Month Day Year						
Created Before 06 • 03 • 2003 • Month Day Year						
Status <all></all>						
Jurisdiction						
Filter	New Edit Vie	w Rename	Delete	Run View	Results Change Status View Depen	dents





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 Fomily Filter BC Fomilies Name Owner Date Created Status 64LL> 01 01 01 01 01 01 01 01 01 01 01 01 01 0	cost 1				Welcome Demo Us	er, V
Name Owner Date Created Status Billing Demo Billing Demo Billing Demo Approved Demo Loop BC Family Billing Demo Billing Demo Billing Demo <all> Image: CopyOf Power Consumption JT Billing Demo Billing Demo 01 • 01 • 2001 • Opmode C Family Billing Demo Billing Demo 01 • 01 • 2001 • Demo BC Family JT Billing Demo Billing Demo 01 • 01 • 2001 • Demo BC Family JT Billing Demo Billing Demo 01 • 01 • 2001 • Demo BC Family JT Billing Demo Approved Power Consumption JT Billing Demo Billing Demo Approved Power Consumption JT Billing Demo Billing Demo Approved Power Consumption JT Billing Demo Billing Demo Billing Demo 01 • 01 • 2001 • Month Day Year Billing Demo Billing Demo reated Before Billing Demo Billing Demo Billing Demo Billing Demo 07 • 19 • 2002 • Whitney Billing Demo Billing Demo Approved Vistorage Security Approved Approved Bemo Approved Demo 4 28 2002 • Approved Approved FeatBE Approved</all>	amily Filter	BC Families				
Name Owner Date Created Status Billing Demo 6/12/2002 Approved Demo Loop BC Family 6/3/2002 In Progress cALL> 6/3/2002 In Progress reated After 6/3/2002 In Progress 01 • 01 • 2001 • 6/3/2002 In Progress Month Day Year 6/3/2002 In Progress reated Before 6/3/2002 In Progress 07 • 19 • 2002 • Whitney 6/4/2002 Approved Whitney 6/4/2002 Approved Vorth Day Year 6/4/2002 Approved Power Consumption JT 6/4/2002 Approved CopyOf 2 Wire Loop 6/4/2002 Approved Vorth Day Year 6/4/2002 Approved Vistorage Security 4/28/2002 Approved Demo 4.20/2002 • 4/28/2002 Approved FeatBE 4/23/2002 Approved FeatBE 4/23/2002 Approved Call> Test BIC 4/22/2002 Approved	-					
Billing Demo Br/1/2/2002 Approved wmer Demo Loop BC Family 6/4/2002 In Progress <all> 6/4/2002 In Progress Demo BC Family 6/4/2002 In Progress reated After 01 01 2001 6/4/2002 In Progress 01 01 2001 01 6/4/2002 Approved Month Day Year 6/4/2002 Approved Vire Loop 6/4/2002 Approved Approved 07 19 2002 Whitney 6/4/2002 Approved Vire Loop 6/4/2002 Approved Approved 07 19 2002 Whitney 6/4/2002 Approved Month Day Year 4/26/2002 Approved Approved Vire Loop 6/4/2002 Approved Approved Approved Vire Loop 4/28/2002 Approved Approved FeatBE2 4/28/2002 Approved Vire Loop Year Year</all>		Name	Owner	Date Created	Status	
testing B/3/2002 Completed ALL> Easting B/3/2002 In Progress Sted After CopyOf_Power Consumption JT B/3/2002 In Progress Sted After Demo BC Family B/3/2002 In Progress O1 2001 B/3/2002 In Progress oted After Demo BC Family B/3/2002 Approved O1 2001 B/4/2002 Approved opyOf_Power Consumption JT S/4/4/2002 Approved CopyOf_2 Wire Loop S/9/2002 In Progress Whitney S/9/2002 In Progress Whitney S/9/2002 Approved 2 Wire Loop S/9/2002 Submitted V Storage Security 4/29/2002 Approved Power 4 28,2002 Approved EsatBE 4/23/2002 Approved FeatBE 4/23/2002 Approved EsatBE Approved Test BIC 4/22/2002 Approved Approved	1	Billing Demo		6/12/2002		
ALL> Image: Construction of the second o	er	Demo Loop BC Family		6/4/2002	In Progress	
bene BC Family BX22002 In Progress bated After Demo BC Family JT BX2002 In Progress 1 01 2001 Demo BC Family JT BX2002 Approved 1 01 2001 Power Consumption JT BX2002 Approved copyOf 2 Vire Loop BX2002 In Progress beter Before SX42002 Approved 7 19 2002 Optime Loop BX2002 Approved 0 Whitney BX2002 Approved Approved 2 Wire Loop BX2002 Approved 0 Unit Loop BX2002 Approved 2 Wire Loop BX2002 Approved 0 Wite Loop BX2002 Approved 19 2002 Oproved Approved PeatBE Demo 4_26_2002 Approved FeatBE 4Y232002 Approved FeatBE 4Y22/2002 Approved Approved Test BIC 4Y22/2002<		testjpg		6/3/2002	Completed	
ated After Demo BC Family JT 5/18/2002 Approved 11 01 2001 Fower Consumption JT 5/14/2002 Approved onth Day Year CopyOf_2 Wire Loop 5/9/2002 In Progress ated Before 5/9/2002 Verses 5/9/2002 Approved 17 19 2002 Wire Loop 5/9/2002 Approved 2 Wire Loop 5/9/2002 Approved Approved 19 2002 Owned 5/9/2002 Approved 2 Wire Loop 5/9/2002 Approved 0 Approved 4/20/2002 Approved 2 Wire Loop 4/20/2002 Approved 0 Peroved 4/20/2002 Approved atus FeatBE2 4/23/2002 Approved Approved Test BIC 4/22/2002 Approved		Demo BC Family		6/3/2002	In Progress	
1 01 2001 Demos Consumption JT 01/02/02 Approved onth Day Year CopyOf 2 Wire Loop 6//4/2002 In Progress cated Before 01/2002 In Progress 0//4/2002 Approved 7 19 2002 0 6//2/2002 Submitted 0 0 0//2/2002 Submitted 0 0 0//2/2/2002 Approved 0 1 1 1 1 0 1 1 1 1 0 1 1 1 1 1		CopyOf_Power Consumption JT		6/3/2002	In Progress	
onth Day Year bated Before 5/9/2002 In Progress Vhitney 5/9/2002 Approved 2 Wire Loop 5/9/2002 Approved 19 v 2002 v 6/9/2002 Approved onth Day Year 4/29/2002 Approved stus FeatBE2 4/29/2002 Approved stus FeatBE1 4/29/2002 Approved rext BIC 4/22/2002 Approved 4/22/2002	ated After	Demo BC Family JT		5/16/2002	Approved	
LpEamp 5/9/2002 In Progress eated Before 6/4/2002 Approved 201 19 2002 Winthey 6/4/2002 Approved 201 19 2002 Wire Loop 6/2/2002 Submitted Wrig Loop 4/29/2002 Approved 4/29/2002 Approved atus FeatBE 4/23/2002 Approved FatBE 4/22/2002 Approved Approved Test BIC 4/22/2002 Approved	• 01 • 2001 •	Power Consumption JT		5/14/2002	Approved	
LpEamp 5%/2002 In Progress eated Before Whitney 6/4/2002 Approved 2 Wire Loop 5/2/2002 Submitted 19 • 2002 • We Loop 6/2/2002 Approved We Storage Security 4/29/2002 Approved atus FeatBE2 4/22/2002 Approved cALL> Test BIC 4/22/2002 Approved	ath Day Yaar	CopyOf_2 Wire Loop		5/9/2002	In Progress	
2 Wire Loop 5/2/2002 Submitted 17 19 2002 W:Storage Security 4/29/2002 Approved Ionth Day Year Demo 4,26,2002 4/20/2002 Approved atus FeatBE2 4/23/2002 Approved Approved cALL> Test BIC 4/22/2002 Approved	nui Day Tear	LpEamp		5/9/2002	In Progress	
2 Wire Loop 5/2/2002 Submitted 07 19 2002 W:Storage Security 4/29/2002 Approved 40nth Day Year Demo. 4, 26, 2002 4/20/2002 Approved FeatBE2 4/23/2002 Approved 4/23/2002 Approved catus FeatBE2 4/23/2002 Approved Year FeatBE2 4/23/2002 Approved	ted Deferre	Whitney		5/4/2002	Approved	
Month Day Year W=Sorage Security 4/26/2002 Approved atus FeatBE2 4/26/2002 Approved <all> Test BIC 4/22/2002 Approved</all>		2 Wire Loop		5/2/2002		
Damo Demo 4_26_2002 Approved FeatBE2 4/26/2002 Approved FeatBE 4/28/2002 Approved CALL> Test BIC 4/22/2002 Approved	• 19 • 2002 •	W-Storage Security		4/29/2002	Approved	
FeatBE2 4/23/2002 Approved abus FeatBE 4/23/2002 Approved <all> Test BIC 4/22/2002 Approved</all>	nth Day Year			4/26/2002		
FeatBE 4/23/2002 Approved <all> Test BIC 4/22/2002 Approved</all>				4/23/2002		
<all> Test BIC 4/22/2002 Approved</all>	us					
Demo Loop BIC Family for VA. 4/10/2002 Submitted						
CopyOf_IOF_MFPA_0626 6/27/2002 Temporary						
Copyor_Cor_wnrA_0020 0/2/2002 Tempolary				16/2/12002	Temporary	۱J



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 (

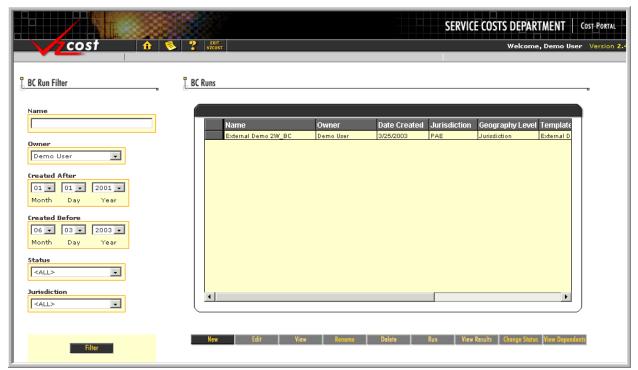
BC Family: Exte	rnal Demo 2W_BC		
BC Family is use	d by:		
Туре	Name	Owner	Status
BC Run	External Demo 2W_BC		Approved
Filing	PAE.External Demo Only.03252003		In Progress
Filing	PAE.Stress Test.05292003		In Progress
Pf Family users	View Dependents	1	
BC Family uses: Type	Name	Owner	Status Final and Filad
	Name		Status Final and Filed
Туре	Name		
Туре	Name		
Туре	Name		
Туре	Name Ings LOOP_1118	Owner	
Туре	Name	Owner	





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.



The 'BC Runs' screen is shown above. In the BC runs segment of VzCost, please notice that filters may be used as described in <u>section 4.4</u> 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 (**New**) located at the bottom of the 'BC Runs' screen. An example of this screen is shown below.

			SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒	S P ERIT VZCOST		Welcome, Demo User Version 2,4
EC Run Filter	BC Runs		v
Name Owner Demo User Ot 01 01 01 02001 0 Month Day Year Created Before 06 03 02003 0 Month Day Year	Name External Demo 2W_BC	Owner Date Created Demo User 3/25/2003	Jurisdiction Geography Level Template PAE Jurisdiction External D
Status ALL> Jurisdiction ALL>	1		,
Filter	Now Edit V	iew Ranoma Delete I	Run View Results Change Status View Dependents





Once the 'New' button (______) 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 (______) at the bottom of the screen. By pressing the cancel button (______), the user may also choose to return to the previous screen without saving any selections.

cost 🗈 🗞			SERVICE CO	OSTS DEPARTMENT	COST PORTAL
BC Family Filter	Select BC Family to Run				B
Name Downer Demo User Created After Ol Ol Ol Ol Vear Created Before Ol Ol Ol Vear Status CALL>	Name CopyOf_SS7_Test_1 Demo Loop BC Family testipg Demo BC Family CopyOf_Power Consumption JT CopyOf_2 Wire Loop LpEamp Demo Loop BIC Family Demo Loop BIC Family Demo Loop BIC Family for VA	Select Cancel	Date Created 0/13/2002 0/3/200 0/3/200 0/3/2002 0/3/2002 0/3/2002 0/3	Status In Progress Completed In Progress In Progress In Progress In Progress Submitted	





Basic Components

Assuming that the user pressed the 'Select' button (Select), 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.

					SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🗅	EKIT VZCOST					Welcome, Demo U	ser Version 2.4
I I	New BC Run						
	New Run					•	
	Name:						
	Description:						
	BC Family:	Loop2					
	Jurisdiction:	[Select Subset			
	Geography Level:		Group By				
	Prompts				Select		
	Prompt Na Test_Promp		Prompt V:	alue			
	Data Versions				Select		
	Data Source		Version				
	Demand						
		Run	Save Car	ncel			



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 (<u>Select Subset</u>). This function allows the user to select a subset of wire centers for the run instead of using the entire jurisdiction.

cost A	ENT VICCOST			SERVICE COS	TS DEPARTMENT Cost Portal Welcome, Demo User Version 2.4
	New BC Run				
	test-demo				
	Name:	test-demo			
	Description:	demo use only			
	BC Family:	CopyOf_Demo BC Fami	ly		
		Pennsylvania (Bell Atla			
	Geography Level:	Jurisdiction 🗾 Gro	нир Ву		
	Prompts Prompt Na Test_Prompt		Prompt Value	Select	
1	Data Versions			Select	
	Data Source	Vorcion			
	LOOP_0621	Version			
	Demand				
l					
		Run Sove	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 (\blacktriangleright) 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 (\frown) 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 (\frown) to the right of that item. The box will be located below the trashcan icon (\frown). Once this is done, to complete the deletion, the user will click on the trashcan icon (\frown). Please notice that this function is basically another form of filter and thus, is not an aggregation method.

cost

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
Select Subset Choose a subset of wire centers to run. I Wire Centers I only Select Wire Centers Vire Centers I THVLPATA (TANDRESVILLE) I SEPAPG (PLEASANT GAP) WANDDAWO (WOODLAND) WIDDPAWO (WOODLAND) WIDDPAWO (WOODLAND) WIDDPAWO (WOODLAND) MICHAPANE (MEST GROVE) I THVLPATA (TANDRESVILLE) I THVLPATA (TANDRESVILLE)	, , , , ,





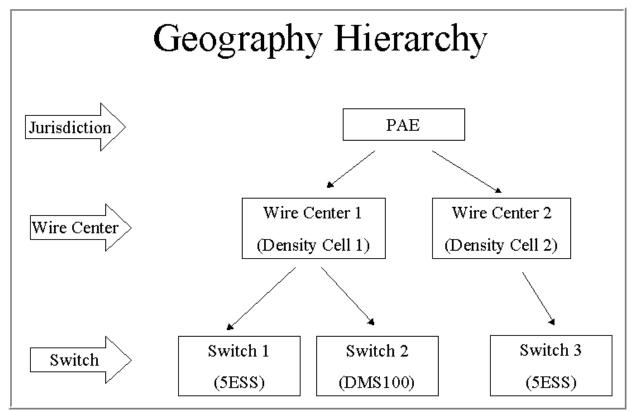
Shown below, once again, is the 'New BC Run' screen. In this instance, all of the fields at the top of the screen have been completed. If the user requires the results of the run to be grouped at a level other than the level chosen in the 'Geography Level' field, then the user should press the 'Group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

			SERVICE COS	STS DEPARTMENT COST PORTAL
cost 🗅				Welcome, Demo User Version 2.4
	lew BC Run test-demo			
	Name:	test-demo		
	Description:	demo use only		
	BC Family:	CopyOf_Demo BC Family		
	Jurisdiction:	Pennsylvania (Bell Atlantic) 🗾 Select :	Subset	
	Geography Level:	Jurisdiction 🔽 Group By		
l F	Prompts		Select	
	Prompt Na Test_Prompt			
	Data Versions		Select	ļ
	Data Source LOOP_0621 Demand	Version		
		Run Save Cancel	l	



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 (Group By) 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 (Group By) completely and then the result set would be reported at the chosen geography level which was the jurisdictional level in this case.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🗅 😒	2 ERT VECOST	Welcome Demo User.	Version 1.1.5
	Select Group By and Mapping Version Name: Density Cell Mapping: PAE Density Cell Map - (A-G) (H-P) Technology Mapping: * 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. Version of Switch data you plan to select. Version of Switch data you plan to select. 	(R-2) •	

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 (**Group By**) 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 (**OK**) and the grouping choices will be saved while the user is returned to the previous screen. The user may also press the 'Cancel' button (**Cancel**) 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) 💌 Soled Subset
Geography Level:	Jurisdiction
Density Cell Mapping: F	PAE Density Cell Map - (A-G) (H-P) (R-Z) Group By
Density Cell Mapping: F	AE Density Cell Map - (A-G) (H-P) (R-Z) Group By
¥z€ost Demo	VzCost Demo
¥z€ost Demo Name:	VzCost Demo
VzCost Demo Name: Description:	VzCost Demo
VzCost Demo Name: Description: BC Family:	VzCost Demo

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 (\checkmark) 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 (\checkmark) 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
cost 🕂 😒 ? 👯	Welcome, Demo User Version
L Select Prompt Items	
t sold i temp nons	
Prompt ID:	
Item Type: Collocation 💌	
Formula ID Formula Name 🏼 Prompt	
90_OR_46_DEGREE_ELLS_B 90 OR 46 DEGREE ELLS -BUIL	mpt Collocation.ADJACENT_CABLE_VAULT
ADJACENT_CABLE_RACK_SH ADJACENT CABLE RACK SHAF	
ADJACENT_CABLE_SUBDUCT ADJACENT CABLE SUBDUCT \$	
ADJACENT_CABLE_SUBDUCT ADJACENT CABLE SUBDUCT S	
ADJACENT_CABLE_VAULT_S ADJACENT CABLE VAULT SP4	
ADJACENT_CABLE_VAULT_S ADJACENT CABLE VAULT SP4	
ADJACENT_CABLE_VAULT_S ADJACENT CABLE VAULT SP4	
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 SPU	
Select	
OK Concel	1
	•

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 (Select) 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 changable.

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 (\checkmark) 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 (\bigcirc) 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 (\bigcirc) to disregard all inputs and return to the previous screen.

	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
Cost Image: Cost Image: Cost Select Data Versions Run Name: Dem_Lp_BC Image: Cost Image: Loop_0621: PAE_LOAD_626 Image: Cost Image: Cost Image: Demand: Demand: Demand: Demand: Cost Image: Cost OK Cost	Welcome Demo User	Version 1.1.5



		/		
Section 6		cost	Ba	sic Components
cost			SERVICE COS	TS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.4
	L New BC Run			
	test-demo Name: test-demo			
	Description: demo use o	nly		
	Jurisdiction: Pennsylvan	a (Bell Atlantic) 🔽 Select Subset		
	Geography Level: Jurisdiction Prompts		Select	
	Prompt Name Test_Prompt	Prompt Value Collocation.ADJACENT_C4	BLE_VAULT	
	Data Versions		Select	
	Data Source LOOP_0621 Demand	Version PAE_LOAD_626 DEMAND_VALUE_PAE		

Now that the 'New BC Run' screen has been completed, 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 <u>section 13.1</u> of this document, where the user will wait for a message that the run has either failed or was completed.

Run Save Cancel

- 2. Press the 'Save' button (Sove) 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 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.

				S	ERVICE COSTS I	DEPARTMENT COST PORT
cost 🏦 👟	2 EXIT VZCOST				We	lcome Demo User. Version
	· · ·					
BC Run Filter	BC Runs					
Name						
	Name	Owner D	ate Created	Jurisdiction	Geography Level	Template
	testjpg3	6.		PAE	Jurisdiction	CopyOf_2 Wire
Owner	testjpg	6.		PAE	Jurisdiction	testjpg
<all></all>	Test NAL	6	/28/2002	PAE	Wire Center	CopyOf_NAL_2W
	Dem_Lp_BC	6.	/27/2002	PAE	Jurisdiction	Demo Loop BC
Created After	SS7 Elements2 PAE	6	/20/2002	PAE	Jurisdiction	SS7 Elements2
	SS7 BC 06192002	6	/19/2002	PAE	Jurisdiction	SS7
01 - 01 - 2001 -	MF SAC Cbl & Frame Term	6.	/17/2002	PAE	Jurisdiction	MF SAC Cbl &
Month Day Year	Test DS1_3SM term	6	/17/2002	PAE	Jurisdiction	IOF SM ds1_3
	test ds1 smdata	6	/17/2002	PAE	Jurisdiction	Test IOF SM
Created Before	MF Pwr Consumption	6	/16/2002	PAE	Jurisdiction	MF Pwr
07 • 25 • 2002 •	MF Pwr Distribution	6	/16/2002	PAE	Jurisdiction	MF Pwr Distribution
Month Day Year	Demo Billing Run for CFVar	6	/12/2002	PAE	Jurisdiction	Billing Demo
Status ALL> Jurisdiction ALL>	1					
Filter	New Edit View	Rename	Delete	Run	View Results Chan	ge Status View Dependents

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 ($\bigcirc K$), 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 ($\bigcirc Cancel$) instead, then the system will return the user to the previous screen.

MICRON	OFT INTERNET EXPLORER X
?	This study has been run.
~V*	If you continue and click save, the results will be erased.
	Do you wish to continue?
	OK Cancel



Basic Components

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 (<u>Select Subset</u>). 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.

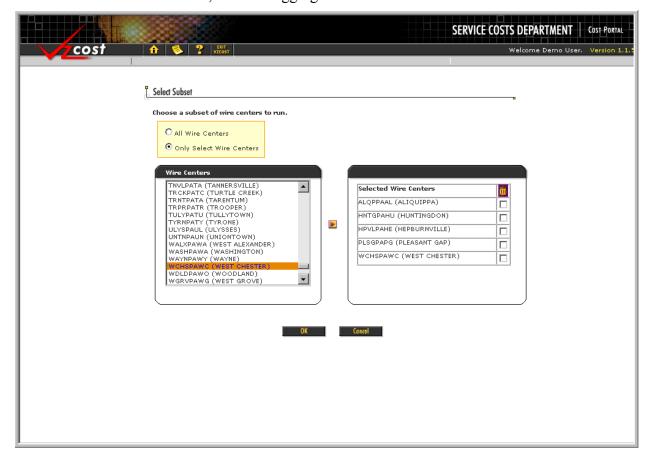
			SERVICE COSTS DEPA	RTMENT COST PORTAL
cost 🔒			Welcom	e Demo User. Version 1.1.5
•	Edit BC Run			
<u> </u>	Edif BL KUN			
	Dem_Lp_BC			
	Name:	Dem_Lp_BC		
	Description:	Demo of Loop BC Run		
	BC Family:	Demo Loop BC Family]	
	Jurisdiction:	Pennsylvania (Bell Atlantic) 🔽 Select Subset	1	
	Geography Level:	Jurisdiction		
	Data Versions		Select	
	Data Source	Version		
	LOOP_0621	PAE_LOAD_626 DEMAND_VALUE_PAE		
	Demand	DEMAND_VALUE_FAE		
		Due tour		
		Run Save Cancel		





Basic Components

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') will be pressed and the wire center choices will be saved while the user is button (OK returned to the previous screen. If needed, the user may also press the 'Cancel' button (ancel) 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 (\square) 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 (iii). Please notice that this function is basically another form of filter and thus, is not an aggregation method.





Section 6 Basic Components

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 (Select) 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 (\checkmark) 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 (\checkmark) at the right side of the field and then clicking on the right side of the field and then clicking on 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.

L Select Prompt Items	
Prompt ID: Test Prompt Item Type: Collocation	*
Formula ID Formula Name 90_OR_46_DEGREE_ELLS_B 00 OR 46 DEGREE ELLS -BUIL ADJACENT_CABLE_RACK_SH ADJACENT CABLE RACK SHAF ADJACENT_CABLE_SUBDUCT ADJACENT CABLE SUBDUCT § ADJACENT_CABLE_SUBDUCT ADJACENT CABLE SUBDUCT § ADJACENT_CABLE_VAULT_S ADJACENT CABLE SUBDUCT § ADJACENT_CABLE_VAULT_S ADJACENT CABLE VAULT SPF ADJACENT_CABLE_VAULT_S ADJACENT CABLE VAULT SPF	Prompt Item Collocation ADJACENT_CABLE_VAULT





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.

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 COS	TS DEPARTMENT COST PORTAL
cost 🔶	EXIT VZCOST				Welcome Demo User. Version 1.1.5
🖁 Edit E	BC Run				u
Den	n_Lp_BC			_	
	Name:	Dem_Lp_BC			
	Description:	Demo of Loop	BC Run		
	BC Family:	Demo Loop B	C Family		
	Jurisdiction:	Pennsylvania	(Bell Atlantic) 🗾 Select Subset		
	Geography Level:	Jurisdiction	2		
Da	ata Versions			Select	
	Data Source		Version		
	LOOP_0621 Demand		PAE_LOAD_626 DEMAND_VALUE_PAE		
		Run	Save Cancel		





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 (\checkmark) 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 (\bigcirc) will be pressed to save those modifications and return to the previous screen. If needed, the user may also press the 'Cancel' button (\bigcirc) to disregard all modifications and return to the previous screen.

	SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🕂 🗞 ? 🛲	Welcome Demo User.	Version 1.1.5
L Select Data Versions	3	
Run Name: Dem_Lp_BC		
Element Loadings LOOP_0621: PAE_LOAD_626 •		
Data Tables Demand: DEMAND_VALUE_PAE -		
ОК Спяхеі		



Section 6		cost 📃	Basic Components
cost	A S ? Harr	S	ERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.1
	L Edit BC Run		
	Dem_Lp_BC Name: Dem_Lp_BC		
	Description: Demo of Loop BC	Run	
	BC Family: Demo Loop BC Far	nily	
	Jurisdiction: Pennsylvania (Bel	Atlantic)	
	Geography Level: Jurisdiction		
	Data Versions		Select
		sion	
		_LOAD_626 IAND_VALUE_PAE	
	Run	Sove Concel	

Now that the BC run has been completely edited, 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 <u>section 13.1</u> 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 (<u>Sove</u>) 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 <u>section 4.4</u>, 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 (<u>View</u>).

cost 🖈 🗞				S	ERVICE COSTS we	DEPARTMENT Cost Port
BC Run Filter	EC Runs					
Name	Name	Owner	Date Created	lurisdiction	Geography Level	Template
· · · · · · · · · · · · · · · · · · ·		Owner				
Owner	testjpg3		6/28/2002	PAE	Jurisdiction	CopyOf_2 Wire
	testjpg Test NAL		6/28/2002	PAE	Jurisdiction Wire Center	testjpg CopyOf NAL 2W
<all></all>	Dem Lp BC		6/28/2002 6/27/2002	PAE		Demo Loop BC
	SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction Jurisdiction	SS7 Elements2
Created After	SS7 Elements2 PAE SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7 Elementsz
01 - 01 - 2001 -	MF SAC Cbl & Frame Term		6/19/2002	PAE	Jurisdiction	MF SAC CH &
Month Day Year	Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IOF SM ds1_3
Month Day Year	test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF SM
Created Before	MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
	MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
07 - 25 - 2002 -	Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo
Month Day Year Status CALL> Jurisdiction			0/12/2002		Junsarquon	
Filter	New Edit View	Rename	Delete	Run	View Results Char	nge Status View Dependents



Section 6 Basic Components

Once the 'View' button (View D 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.

				TS DEPARTMENT COST PORTAL
cost 🗅				Welcome, Demo User Version 2.8
	V: DCD			
	View BC Run			
	Test BICRUN - CA 2W BC Far			
	Name:	Test BICRUN - CA 2W BC Family		
	Description:	Test Run	A V	
	BC Family:	NAL_2W_VZ_BIC_CA		
	Jurisdiction:	California		
	Geography Level:	Jurisdiction		
	Data Versions			
	Data Source	Version		
	LOOP_0621 Demand	PAE_LOAD_626 DEMAND_VALUE_PAE		
		Cancel		
p				

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (<u>Rename</u>).

cost	1 🔖 ? 🐭	ut 051				We	elcome Demo User.
Run Filter	E BC Run	5					
me							
		Name	Owner	Date Created	Jurisdiction	Geography Level	Template
		testjpg3		6/28/2002	PAE	Jurisdiction	CopyOf_2 Wire
ner		testjpg		6/28/2002	PAE	Jurisdiction	testipg
ALL>		Test NAL		6/28/2002	PAE	Wire Center	CopyOf NAL 2W
		Dem Lo BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
ated After		SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
		SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
. 🗸 01 🗸 2001 🗸		MF SAC Cbl & Frame Term		6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
nth Day Year		Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IOF SM ds1_3
·		test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF SM
eated Before		MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pour
17 • 25 • 2002 •		MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
		Demo Billing Run for CFVar		6/12/2002	PAE	Jurisdiction	Billing Demo
onth Day Year atus :ALL>							
risdiction	•						Þ

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.



Section 6 Basic Components

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

		SERVICE COST	S DEPARTMENT	COST PORTAL
			Welcome, Demo User	Version 1.2.1
E Rename BC Run				
test02				
Name:				
Description	test 2002			
	Sove Concel			

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 (**Sove**) to save the new name and description.
- 2. Press the 'Cancel' button (**Cancel**) 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 (Delete). 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.

cost 🔒				SERVIO	E COSTS DEP	ARTMENT Cost
	_					
Run Filter	BC Runs					
						-
ame						
	Name	Owner	Date Created	Jurisdiction	Geography Lev	el Template
	Test NAL		6/28/2002	PAE	Wire Center	CopyOf_N/
ner	SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elemi
<all></all>	SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
	MF SAC Cbl & Frame T	erm	6/17/2002	PAE	Jurisdiction	MF SAC C
eated After	Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IOF SM ds
	test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF S
1 - 01 - 2001 -	MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pour
onth Day Year	MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pour Dis
	Demo Billing Run for C	FVar	6/12/2002	PAE	Jurisdiction	Billing Der
eated Before	2 Wire Loop		5/9/2002	PAE	Jurisdiction	Test Loop
07 • 19 • 2002 • Nonth Day Year						
ALL>						
ALL>						• J
	The BC Run, 2 Wi	re Loop , can not be	deleted because t	here is 1 study	associated with	it.
	New Edit	View Panama	Delete	Run View	Results Change Sta	tus View Dependents
Filter	Lon Lon	Non Activitie	Delete	Alew Alew	change sta	inter poperacius

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 ($\bigcirc \kappa$) to complete the deletion of the run or press the 'Cancel' button ($\bigcirc cancel$) 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.







Basic Components

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.

				SERVI	CE COSTS DEPA	RTMENT Cost Por
🖌 🗘 😒 ?	EXIT VZCOST				Welcome	Demo User, Versior
BC Run Filter 🖁 B	C Runs					
U						0
Name						
	Name	Owner	Date Created	Jurisdiction	Geography Leve	l Template
	Test NAL		6/28/2002	PAE	Wire Center	CopyOf_N/
Owner	SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elem
<all></all>	SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
	MF SAC Cbl & Frame T	erm	6/17/2002	PAE	Jurisdiction	MF SAC C
Created After	Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IOF SM ds
01 • 01 • 2001 •	test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF S
	MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
Month Day Year	MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Dis
	Demo Billing Run for C	FVar	6/12/2002	PAE	Jurisdiction	Billing Der
Created Before						
07 • 19 • 2002 •						
Month Day Year						
Status						
<all></all>						
Jurisdiction						
<all></all>	. ◀					•
SALL>)
	BC Run is in	complete and canno	t be run. Please co	mplete BC Ru	n and try again.	
	New Edit	View Rename	Delete	Run View	Results Change State	us View Dependents
Filter						

Otherwise, pressing this button will navigate the user to the message center as described in <u>section</u> <u>13.1</u> of this document, where the user will wait for a message that the run has either failed or was completed. The 'Run' button (**Run**) 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 <u>section 6.2</u>.
- Use filters if they are needed (described in <u>section 4.4</u>) to locate the correct run.
- As shown below, click on the correct run to highlight it.
- Press the 'View Results' button (View Results).

				S	ERVICE COSTS	DEPARTMENT
cost 🔒					We	elcome Demo User
Run Filter	BC Runs					
	5					
me						
me		_	_			
	Name	Owner	Date Created		Geography Level	
	testjpg3		6/28/2002	PAE	Jurisdiction	CopyOf_2 Wire
ner	testjpg		6/28/2002	PAE	Jurisdiction	testjpg
ALL>	Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
	Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
ted After	SS7 Elements2 PAE		6/20/2002	PAE	Jurisdiction	SS7 Elements2
	SS7 BC 06192002		6/19/2002	PAE	Jurisdiction	SS7
01 • 2001 •	MF SAC Cbl & Frame T	erm	6/17/2002	PAE	Jurisdiction	MF SAC Cbl &
nth Day Year	Test DS1_3SM term		6/17/2002	PAE	Jurisdiction	IOF SM ds1_3
	test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF SM
ted Before	MF Pwr Consumption		6/16/2002	PAE	Jurisdiction	MF Pwr
7 • 25 • 2002 •	MF Pwr Distribution		6/16/2002	PAE	Jurisdiction	MF Pwr Distribution
	Demo Billing Run for Cl	FVar	6/12/2002	PAE	Jurisdiction	Billing Demo
tus ALL> ▼	۲) ۲					•
ALL>						
Filter	New Edit	View Renar	me Delete	Run	View Results Cha	nge Status View Depend
Filler						

Please notice that the 'View Results' button (<u>View Results</u>) 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.

st 🔒 🌭	EXIT VZCOST			w	/elcome, Demo
Run Results					
:Cost Demo				Printable	e Grid 📃 Hide Deta
BC Run N	ame: VzCost De	emo			
BC Fa	mily: Demo Loo	рВ	C Family		
Jurisdia	tion: Pennsulua	nia	(Bell Atlantic)		
Julijuk					
	Exception	Log			
Geography: PAE (Pennsylvan	ia (Bell Atlantic))	•	3	Account: All The Drill Down	
Name	Accoun	_		Reference	
_FDR_COP_B_D	242110	D	11.1005245403092	(Loop_Elements.B_FDRCOPAER + Loop_Elements.B_	FDRCOPAERRP
	242210	D	28.3059306732746		
	242310	DS	17.0461851153099 .23024292512601		
EDD COD D C					
_FDR_COP_B_S	241100	-		(Loop_Elements.B_COND_FDRCOPUG_S + B_POLE_F	FDRCOPAER_S_
	241100 244100 242120	s D	3.83538383127306		
_FDR_COP_B_S	244100	s		(Loop_Elements.B_COND_FDRCOPUG_S + B_POLE_F (Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI	
	244100 242120	s D	3.83538383127306 7.39060253991496		
	244100 242120 242220	S D D	3.83538383127306 7.39060253991496 4.1050275673697		
_FDR_FBR_B_D	244100 242120 242220 242320	S D D D	3.83538383127306 7.39060253991496 4.1050275673897 3.26920676935207	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI	
_FDR_FBR_B_D	244100 242120 242220 242320 241100 244100 242110	S D D S S D	3.83538383127306 7.39060253991496 4.1050275673897 3.28920676935207 3.32480795764931 8.59881891138456 634024134466815	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI	DRFBRAER_FH +
_FDR_FBR_B_D	244100 242120 242220 242320 241100 244100 24210 24210	S D D S S D D D	3.83538383127306 7.39060253991496 4.105027673997 3.26920679935207 3.32480795764931 6.59881891138465 .634024134468815 2.79951986086047	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S +	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D	244100 242120 242220 242320 241100 244100 242110 242210 242310	S D D S S S D D D D	3.83538383127306 7.39060253991496 4.1050275673897 3.2692067693207 3.32480795764931 8.59881891138466 8.34024134468815 2.79951966066047 951025773589561	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F	DRFBRAER_FH 4
_FDR_FBR_B_D	244100 242120 242220 242320 241100 244100 242100 242210 242210 242310 241100	S D D S S S D D D S S	3.83538383127308 7.99060253991496 4.1050275673997 3.26920676935207 3.32490796764931 8.59881891138466 634024134468615 2.7995196606047 951026773589561 483344456651372	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S +	DRFBRAER_FH 4
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S	244100 242120 242220 24100 241100 244100 24210 242210 242310 242310 241100 241100	S D D S S S D D D D	3.83538383127306 7.39060253991496 4.1050275673697 3.26920676935207 3.32490795764931 8.59861891138466 8.34024134468615 2.79951960068047 961025773689661 .463344466651372 4.79382430640825	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_F	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D	244100 242120 242220 242320 241100 244100 242100 242210 242210 242310 241100	S D D D S S S D D D S S S	3.83538383127308 7.99060253991496 4.1050275673997 3.26920676935207 3.32490796764931 8.59881891138466 634024134468615 2.7995196606047 951026773589561 483344456651372	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S	244100 24220 24220 24230 241100 244100 24210 24210 24210 241100 241100 244100 242120	S D D S S D D D D S S S D D S S S D D D S S S D D D D S S S D D S S S D D D S S S S D D S S S S D D D D D S	3.83538383127308 7.39060253991496 4.1050276573997 3.26920876935207 3.32490795764931 8.59881891139466 834024134468815 2.7995186008047 .951025773589861 483344456651372 4.79382430640825 14.5802463384113	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_F	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S	244100 242120 242220 241100 244100 24210 24210 24210 24230 241100 241100 241100 241100 241100 242120	S D D S S D D D S S S S D D D D D D D D	3.83538383127306 7.39060253991496 4.1050275673697 3.26920676935207 3.32480795764931 6.59881891138466 6.34024134468815 2.79951966060047 951025773889661 4.79382430640825 14.6802463384113 4.680414782263008	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_F	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S _FDR_COP_R_S	244100 242120 242220 241100 241100 24210 24210 242210 242310 241100 244100 244100 244120 242120 242220	S D D S S S D D D S S S S D D D D D D D	3.83538383127306 7.39060253991496 4.1050276573697 3.26920676935207 3.32480795764931 8.59881891138465 6.34024134468815 2.79951966068047 961025773689561 4.63944468651372 4.79382430640825 14.6802463384113 4.60414782263008 6.99144460176367	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPU6_S + R_POLE_F (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FI	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S SAI_B_D	244100 242120 242220 241100 244100 242110 24210 242210 242310 241100 242120 242220 242220 242320	S D D S S S D D D S S S D D D S S S S S	3.83538383127306 7.39060253991496 4.1050275673997 3.26920676935207 3.32490795784931 8.59881891138456 634024134468815 2.7995196608047 951025773589561 4.80344466651372 4.79382430640825 14.6502463384113 4.80414782263008 6.99144460176367 7.87577832143256	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_F (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FI (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_E (Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PI	DRFBRAER_FH +
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S _SAI_B_D _SAI_B_S	244100 242120 242220 24100 241100 244100 24210 24210 24210 241100 241100 241100 242120 24220 24220 24230 241100 2441400 242310	S D D S S D D S D D S S S S S S S S S S S S S S S	3.83538383127306 7.39060253991496 4.1050276573997 3.26920876935207 3.32480795764931 6.59881891138466 6.34024134468815 2.79951966060047 .951025773589561 4.483344456651372 4.793824305440825 14.5802463384113 4.60414782263008 6.99144460173367 7.87577832143266 10.4652132915817 3.78787908653169	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPU6_S + R_POLE_F (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FI (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_E (Loop_Elements.B_PEDSAIGUR + Loop_Elements.B_P Loop_Elements.B_PEDSAIGUNDU6_S / Loop_Demand.	DRFBRAER_FH + "DRCOPAERRPT FDRCOPAER_S_ DRFBRAER_FH + Elements.R_CONI EDSAIUG + .TOTALBUS
_FDR_FBR_B_D _FDR_FBR_B_S _FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S SAI_B_D	244100 242200 242220 242300 241100 242100 24210 242310 242310 241100 242120 242220 242220 242220 242220 242320 242100	S D D S S D D S D D S S S S S S S S S S S S S S S	3.83538383127306 7.39060253991496 4.1050276573697 3.26920676935207 3.32490795764931 8.59881891138466 6.34024134468816 2.79951965068047 961025773689661 4.63344466861372 4.79382430640825 14.6802463384113 4.80414782263008 6.99144460173857 7.67577632143266 10.4652132915817	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FI (Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_F (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_F (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FI (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_E (Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PI	DRFBRAER_FH +

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.





• <u>Exceptions</u>: 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 <u>message</u> <u>center subsection</u> 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 occured.

		W_VZ_BICRUN_PAE_JUR	
BC Family	y Name: NAL_2	N_VZ_BIC_POLES_REV	
Last M	todified: 10/10/	2002	
Formula ID	Туре	Exception	Geography
_FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCOPAERRPT In Formula _FDR_COP_B_D has	PAE
FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCOPBURRPT In Formula_FDR_COP_B_D has	PAE
_FDR_COP_B_D	Missing Value	Element LOOP_ELEMENTS.B_FDRCOPRPT In Formula _FDR_COP_B_D has no	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRCOPUGRPT In Formula _FDR_COP_B_D has	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRAER_FH In Formula _FDR_FBR_B_D has	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRAER_FP In Formula _FDR_FBR_B_D has	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRBUR_FH In Formula_FDR_FBR_B_D has	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRBUR_FP In Formula_FDR_FBR_B_D has	PAE
	Missing Value	Element LOOP_ELEMENTS.B_FDRFBRUG_FP In Formula_FDR_FBR_B_D has	PAE
FDR_FBR_B_D FDR_FBR_B_S	Missing Value Missing Value	Element LOOP_ELEMENTS.B_FDRFBRUG_FH In Formula_FDR_FBR_B_D has Element LOOP_ELEMENTS.B_COND_FDRFBRUG_FH_S In Formula	PAE
	Missing Value	Element LOOP_ELEMENTS.B_COND_FDRFBR06_FR_SIN Formula	PAE
FDR FBR B S	Missing Value	Element LOOP ELEMENTS.B COND SUBSFBRUG FP S In Formula	PAE
	Missing Value	Element LOOP_ELEMENTS.B_COND_SUBSFBRUG_FH_S In Formula	PAE
	Operation resulted	LOOP_ELEMENTS.B_COND_FDRFBRUG_FH_S	
FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCOPAERRPT In Formula _FDR_COP_R_D has	PAE
_FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCOPRPT In Formula _FDR_COP_R_D has no	PAE
_FDR_COP_R_D	Missing Value	Element LOOP_ELEMENTS.R_FDRCOPBURRPT In Formula_FDR_COP_R_D has	PAE
END COD D D	Missing) (alue	Element I OOP ELEMENTE & ENDODUIGERT IN Formula END COP & D. har	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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

st 🔒 📚 ? 🗤	COST			Welcome, Demo
un Results				
Cost Demo				Printable Grid Hide Detai
BC Run Name:	VzCost De	2000		
BC Family:	Demo Loo	ор ВС	C Family	
Jurisdiction:	Pennsylva	ania I	(Bell Atlantic)	
	Exception	1 Log]	
			-	
eography: PAE (Pennsylvania (Be	II Atlantic))		1	Account: All 🔽 Drill Down
Name	Accoun	t D/S	Value	Reference
_FDR_COP_B_D	242110	D	11.1005245403092	(Loop_Elements.B_FDRCOPAER + Loop_Elements.B_FDRCOPAERRP1
	242210	D	28.3059306732746	
	242310	D	17.0461851153099	
_FDR_COP_B_S	241100	s	.23024292512601	(Loop_Elements.B_COND_FDRCOPUG_S + B_POLE_FDRCOPAER_S_)
	244100	S	3.83538383127306	
_FDR_FBR_B_D	242120 242220	D	7.39060253991496 4.1050275673697	(Loop_Elements.B_FDRFBRAER + Loop_Elements.B_FDRFBRAER_FH +
		D	3.26920676935207	
	242320			
FDR FBR B S	242320 241100	s		(Loop Elements.B COND FDRFBRUG FH S+
FDR_FBR_B_S	242320 241100 244100	-	3.32480795764931 8.59881891138456	(Loop_Elements.B_COND_FDRFBRUG_FH_S +
	241100	s	3.32480795764931	(Loop_Elements.B_COND_FDRFBRUG_FH_S + (Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT
	241100 244100	S	3.32480795764931 8.59881891138456	
	241100 244100 242110	s s D	3.32480795764931 8.59881891138456 .634024134466815	
	241100 244100 242110 242210 242310 241100	S S D D D S	3.32480795764931 8.59881891138456 8.34024134466815 2.79951966066047 .951025773589561 .463344456651372	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT
_FDR_COP_R_D	241100 244100 24210 242210 242310 241100 244100	S S D D D S S	3.32480795764931 8.59881891138456 1.534024134466815 2.79951966066047 1.951025773589561 1.463344456651372 4.79382430640825	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_
_FDR_COP_R_D	241100 244100 24210 242210 242310 241100 244100 242120	S S D D D S S S D	3.32480796764931 8.59881891138456 634024134468815 2.7995196068047 .951025773589561 483344456551372 4.79382430640825 14.5802463384113	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_
_FDR_COP_R_D	241100 244100 24210 242210 242310 241100 244100 242120 242220	S D D D S S D D D	3.32480796764931 8.59881891138456 634024134466815 2.7996186006047 .951025773589561 483344466651372 4.79382430640825 14.5802463384113 4.60414782263008	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_
_FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D	241100 244100 24210 242210 242310 241100 241100 242120 242220 242220 242320	S D D D S S D D D D D D D D	3.32480796764931 8.59881891138456 634024134466815 2.79661960060047 .951025773589651 4463344466851372 4.793824300640825 14.6502463384113 4.80414782263008 8.99144460178367	(Loop_Elements:R_FDRCOPAER + Loop_Elements:R_FDRCOPAERRPT (Loop_Elements:R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_ (Loop_Elements:R_FDRFBRAER + Loop_Elements:R_FDRFBRAER_FH +
_FDR_COP_R_D	241100 24210 242210 242310 24100 241100 24100 242120 242220 242220 242320 241100	S D D S S S D D D S S S S S S S S S S S	3.32480795764931 8.59881891138466 8.34024134468815 2.7995196606047 951025773588561 4.483344466851372 4.79932430040825 14.6802463384113 4.80414782263008 6.99144460175387 7.67577632143266	(Loop_Elements:R_FDRCOPAER + Loop_Elements:R_FDRCOPAERRPT (Loop_Elements:R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_ (Loop_Elements:R_FDRFBRAER + Loop_Elements:R_FDRFBRAER_FH +
_FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S	241100 244100 24210 242210 242310 241100 244100 242120 242220 242220 242320 241100	S D D D S S D D D D D D D D	3.32480796764931 8.59881891138456 634024134466815 2.79661960060047 .951025773589651 4463344466851372 4.793824300640825 14.6502463384113 4.80414782263008 8.99144460178367	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_ (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH + (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_Elements.R_COND
_FDR_COP_R_D _FDR_COP_R_S _FDR_FDR_R_D _FDR_FBR_R_S _FDR_FBR_R_S _SAL_B_D	241100 24210 242210 242310 24100 241100 24100 242120 242220 242220 242320 241100	S D D D S S D D D S S S S S S	3.32480795764931 8.59881891138456 8.34024134458815 2.7995196606047 951025773589561 4.63344456651372 4.79382430640825 14.6802463384113 4.80414782263008 6.99144460176357 7.57577632143256 10.4552132915817	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_ (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH + (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_Elements.R_COND (Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PEDSAIUG +
_FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S	241100 244100 24210 242210 242310 241100 244100 242120 242220 242220 242320 241100	S D D D S S D D D S S S S S S	3.32480795764931 8.59881891138456 8.34024134458815 2.7995196606047 951025773589561 4.63344456651372 4.79382430640825 14.6802463384113 4.80414782263008 6.99144460176357 7.57577632143256 10.4552132915817	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_ (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH + (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_Elements.R_COND
_FDR_COP_R_D _FDR_COP_R_S _FDR_FBR_R_D _FDR_FBR_R_S SAL_B_D SAL_B_S	241100 244100 24210 242210 24230 241100 244100 24210 24220 24220 24220 24220 24320 24320 24320	S D D D S S S D D D D S S S S D	3.32480795764931 8.59881891138456 634024134468815 2.7995196006047 951025773589561 433344456551372 4.79382430640825 14.5802463384113 4.80414782263008 6.99144460176367 7.87577632143265 10.4552143265 3.7878908653169	(Loop_Elements.R_FDRCOPAER + Loop_Elements.R_FDRCOPAERRPT (Loop_Elements.R_COND_FDRCOPUG_S + R_POLE_FDRCOPAER_S_) (Loop_Elements.R_FDRFBRAER + Loop_Elements.R_FDRFBRAER_FH + (Loop_Elements.R_COND_FDRFBRUG_FH_S + Loop_Elements.R_COND (Loop_Elements.B_PEDSAIBUR + Loop_Elements.B_PEDSAIUG + Loop_Elements.B_PEDSAICONDUG_S / Loop_Demand.TOTALBUS

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.

• <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.

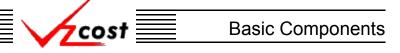
• <u>Drill Down</u>: To drill down into the results, the user would select any line within the results, thus highlighting that line, and then press the 'Drill Down' button (**Drill Down**). It is important for the user to realize that the drill down function drills on the formula(s) and not on the value(s).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

Name Account D/S Value Reference Business_Drop 242110 D 0.382633067509168 (L00P_0621.B_DISTORPAER + L0OP_0621.B_DISTCOPBUR + 242310 D 210.887161230912	
242310 D 210.887161230912	
۲	
Drill Down Drill Up Back To Top Close	_
Name Account D/S Value Reference	
Demand.BUS Demand.BUS Concerned Theorem	
LOOP_0621.B_DISTCOPBUR 242310 D 246599636.6624 B_DISTCOPBUR	
LOOP_0621.8_DISTDROPAER 242110 D 447429.67 B_DISTDROPAER	
4	

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.





Name		
Business_Drop	Account D/S Value 242110 D 0.382633057509168	Reference 8 (LOOP_0621.B_DISTDROPAER + LOOP_0621.B_DISTCOPBUR +
	242310 D 210.887161230912	
Name	Account D/S Value	Drill Down Drill Up Back To Top Close Reference
Demand.BUS	1169344	
LOOP_0621.B_DISTCOPBUR LOOP_0621.B_DISTDROPAER	242310 D 246599636.6624 242110 D 447429.67	B_DISTCOPBUR B_DISTDROPAER
۹		×

The user may do the following on this screen:

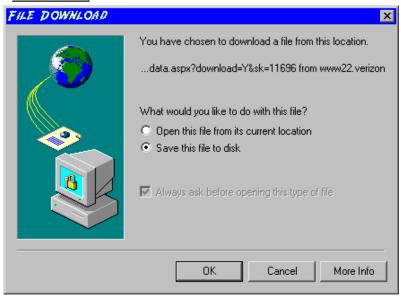
- The user may select a specific result by clicking on it and drilling down further if there are more levels that can be drilled through by pressing the 'Drill Down' button (Drill Down). If there are not more levels to drill through, then the button will be inactive.
- If the user has already drilled 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 (Beck 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.





Basic Components

- <u>Download</u>: The user may also press the 'Download' button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user could press the cancel button
 - (Cancel) 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 (Save). 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.

SAVE AS				? ×
Save in:	Local Disk (C:)		•
History Desktop My Computer	Adobe Work attachmate builds drivers EECR Filings I386 Inetpub Lanier NT200 Local Mailboy	0	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files Shared	TEMP UPD ATE UPD ATE UFI Verizon Vines Windows WINNT UPD ATE NavCC SNavCC AdobeW AUTOE
	File name: Save as type:	Test21.csv Microsoft Excel C	omma Separated Values File 💌	Save





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.

			SERVI	CE COSTS DEPAR	RTMENT C	OST PORTAL
cost 🗅 💈	P EXIT VZCOST			Welcome	Demo User. 🛝	Version 1.1.5
EC Run Filter	EC Runs					
Name						
	Name	Owner Date Crea	ted Jurisdiction	Geography Level	Template	
	testjpg3	6/28/2002	PAE		CopyOf_2	
Owner	testjpg	6/28/2002	PAE		testjpg	
Demo User 🔍	Dem_Lp_BC	6/27/2002	PAE	Jurisdiction	Demo Loo	
Created After 01 • 01 • 2001 • Month Day Year Created Before 07 • 25 • 2002 • Month Day Year Status <all> • Jurisdiction <all> •</all></all>	1 Status canno	t be changed until the BC Run			,	
Filter	New Edit View	Renome Delete	Run View	Results Change Status	View Dependents	



Section 6		vicost 📃	Basic Component
			SERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.3
	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	
	Data Versions		
	Data Source LOOP_0621 Demand	Version PAE_LOAD_626 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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by anyone but are not yet awaiting approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not be edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: Final and filed items, which have been included in a filing, may not be edited further or deleted.



		/	
Section 6		Vzcost 📃	Basic Components
	Image: Construction of the second s		SERVICE COSTS DEPARTMENT COST-PORTAL Welcome Demo User. Version 1.1.5
	L Change Status - BC Run		
	VzCost Demo Name	VzCost Demo	
	Description	VzCost Demo	
	BC Family	Demo Loop BC Family	
	Jurisdiction	Pennsylvania (Bell Atlantic) 💌	
	Geography Level	I Jurisdiction	
	Data Versions		
	Data Source	Version 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 (**Sove**) to save the BC run and return to the 'BC Runs' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 (<u>View Dependents</u>) 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 <u>section 4.4</u> 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 (<u>View Dependents</u>) as shown below.

C Run Filter	BC Runs					
ame	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	testjpg3		6/28/2002	PAE	Jurisdiction	CopyOf_2 Wire
wner	testipg		6/28/2002	PAE	Jurisdiction	testipg
<all></all>	Test NAL		6/28/2002	PAE	Wire Center	CopyOf_NAL_2W
	Dem_Lp_BC		6/27/2002	PAE	Jurisdiction	Demo Loop BC
reated After	SS7 Elements2 F	PAE	6/20/2002	PAE	Jurisdiction	SS7 Elements2
	SS7 BC 0619200	12	6/19/2002	PAE	Jurisdiction	SS7
01 - 01 - 2001 -	MF SAC Cbl & Fr	ame Term	6/17/2002	PAE	Jurisdiction	MF SAC CHI &
Nonth Day Year	Test DS1_3SM te	em	6/17/2002	PAE	Jurisdiction	IOF SM ds1_3
	test ds1 smdata		6/17/2002	PAE	Jurisdiction	Test IOF SM
reated Before	MF Pwr Consump	tion	6/16/2002	PAE	Jurisdiction	MF Pwr
07 • 25 • 2002 •	MF Pwr Distributi	on	6/16/2002	PAE	Jurisdiction	MF Pwr Distributior
Month Day Year	Demo Billing Rur	n for CFVar	6/12/2002	PAE	Jurisdiction	Billing Demo
tatus						
<all></all>						
irisdiction						
	•					•
<all></all>	l)





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 (Close) at the bottom of the screen should be pressed.

BC Run: External D	emo 2W_BC		
BC Run is used by:			
Туре	Name	Owner	Status
	View Dependents		
BC Run uses:	View Dependents		
BC Run uses: Type	View Dependents Name	Owner	Status
		Owner	Status Approved
Туре	Name	Owner	
Туре BC Family	Name External Demo 2W_BC	Owner	Approved
Type BC Family Element Loading	Name External Demo 2W_BC pae_loop_load_112002a	Owner	Approved Final and Filed
Type BC Family Element Loading	Name External Demo 2W_BC pae_loop_load_112002a	Owner	Approved Final and Filed





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.

			SEF	VICE COSTS DEPARTMENT	COST PORTAL
cost 🗅 🗞	2 EXIT VZCOST			Welcome, Demo U≤	er Version 1.2
Capital Factor Template Filter	Capital Factor Templates				
Name Owner Demo User Created After OI • OI • 2001 •	Name test	Owner	Date Created	Status In Progress	
Month Day Year Created Before 11 • 15 • 2002 • Month Day Year					
Status <all></all>					
Filter	New Edit	View Copy	Delete Change St	atus 🛛 New Run 🛛 View Dependents	_

Throughout this section, please notice that filters may be used as described in <u>section 4.4</u> 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.





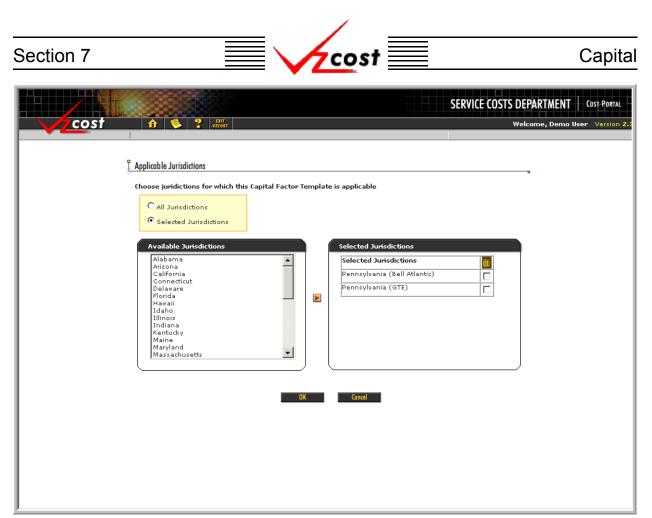
Section 7.1.1: Creating a New Capital Factor Template

To create a capital factor template, the user will press the 'New' button (**New**) 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.

	Welcome, Demo User Version 2.
L New Capital Factor Template	
New Template	Printable Grid 🔤 Hide Details 🔺
Capital Factor Template Name:	
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS Data Source Data Alias	
Select Delete	
Save Cancel	

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.





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 (\searrow) 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 ($\overrightarrow{\mathbf{m}}$) at the top of the column. Pressing the 'OK' button ($\boxed{\mathbf{OK}}$) will save the selections and return the user to the previous screen. Alternatively, pressing the 'Cancel' button ($\boxed{\mathbf{Cancel}}$) will disregard all changes and return the user to the previous screen.



Section 7 Capital

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.

	SERVICE COSTS DEPARTMENT
cost 🔥 ? 🕬	Welcome, Demo User Version 2.8
L New Capital Factor Template	
New Template	Printable Grid 🔤 Hide Details 🔺
Capital Factor Template Name:	
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS	
Data Source Data Alias	
Select Delete	
Save Cancel	
<u> </u>	

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 (\frown) 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 (\frown) 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 (\frown) 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 (\frown) and continue.

	Welcome, Demo User Version 1.2
L Select Data Sources	
Data Source Type: Data Tables	
ABC_COST Billing Booked_Expenses Booked_Expenses Cost_of_Money Cost_of_Money Cost_of_Money Cost_of_Money Cost_Ool_Allocations Demand EEL_TO_OSP Expense_Account_D_S_Map Expense_Results Future_net_salvage	
* Aliases may not exceed 20 characters	





To use the data source name as the alias, the user should press the arrow button (\blacktriangleright) 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 (\blacktriangleright) 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.

COST A 2 VEOST			Welcome, Demo User Version 1.2
Data Source Type: Data Tables	•		
Available Data Sources A8C_COST Billing Bookad_Expenses Bookad_		Selected Data Sources Selected Data Source Billing Demand Capital_Factors	
*		s may not exceed 20 characters Aliases must be unique OK Cancel	
		UK Läinei	

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.

			SERVICE COSTS DEPARTMEN
cost 🚹 👟 '	EKIT VZCOST		Welcome, Dem
	VZC05T		weicome, Dem
-			
New Capital Factor Template			
test1-03			Printable Grid 🔄 Hide Details
	r		
Capital Factor Template Name:	test1-03		
	test1-03 - do not use		
Description:		*	
Applicable Jurisdictions:			
Applicable Junsdictions:	All		
	``		
	FORMULAS		
Data Source Demand	Data Alias Demand		
Billing	Billing		
Capital_Factors	Capital_Factors		
₹ Select Delete			•
	Sove	Cencel	
	Sove	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).



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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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
🖟 New Capital Factor Template	
New Template Capital Factor Template Name: test1-03	Printoble Grid 🔤 Hide Detoils 🔺
Description:	
Applicable Jurisdictions: All	
DATA	
Formula Name Formula ID Formula	
Keit Delete ▲ Move Up ▼ Move Down Insert Lobel	Insert Prompt Copy
Move Above Move	
Save Cancel	

To create the needed formulas, the user will press the 'New (Insert)' button (<u>New (Insert)</u>) 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 (\checkmark) to the right of the field. There will be three item types available:

- <u>Formulas</u> 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.
- <u>Custom Formulas</u> 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.
- <u>All Others</u> These are all of the <u>data sources</u> that where selected earlier in the creation of the capital factor template.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 2.8
New Capital Factor Formula	
Formula ID:	
Published Result:	
Formula ID Formula Name	
Filter Items:	Validate
Filter Reset	
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 (Validate) 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.

cost

	SERVICE COSTS DEPARTMENT
	Welcome, Demo User Version 2.
L. New Capital Factor Formula	
Formula Name: Test case	
Formula ID: Test case	
Published Result: Capital_Factors.DEPR	
Item Type: Formulas	Error in formula at):null
Formula ID Formula Name Image: state in the sta	definition de la constant de la cons



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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.

		SERVICE COSTS DEPARTMENT
cost	1 S 2 EXIT	Welcome, Demo User Version 2
New Capital Factor Fo	ormula	
Formula Name:	Test case	
Formula ID:	Test case	
Published Result:	Capital_Factors.DEPR	
Item Type: For	rmulas	VALID
Formula I	Iber Items:	Image: Second state of the second s
	OK	Add Another Cancel
		_

Once the user has completed the formula, 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 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.

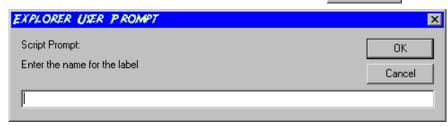




The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (Edit) to edit the formula or pressing the 'Delete' button (Delete) to delete the formula. If certain formulas need to be grouped together, they may be moved up 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 (Move Up) or the 'Move Down' button (Move Down) 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.

	VZCOST		Welcome, Demo
🖁 New Capital Factor Temp	late		
test			Printable Grid Hide Details
Capital Factor Templ	ate Name: test		
_	Test		
D	escription:	A ▼	
Applicable Ju	risdictions: All		
DATA	FORMULAS		
Formula Name	Formula ID	Formula	
test case	test_case	Abs(Capital.DEPR)	
testcase2 fdsgfds	testcase2 fdgfdsg	Capital.RETRN * 2 Capital.INC_TAX * 3	
	·		
•			
New (Insert) Edit	Delete 🔺 Mi	ove Up 🔷 Move Down Insert Label	Insert Prompt Copy
Move Above	- Move		

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button ($\boxed{\text{Insert Label}}$). 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 ($\boxed{\text{OK}}$) or the user can choose to press the 'Cancel' button ($\boxed{\text{Cancel}}$) which will cancel the request.





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As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, <u>described earlier</u>, will allow the user to move the label as needed.

			SERVICE COSTS DEPARTMENT
cost 🔒			Welcome, Demo User
🖁 New Capital Factor Templa	te		
	10		
test			Printable Grid 🚽 Hide Details 🔺
Capital Factor Templat	te Name: test		
	Test		
Der	cription:	<u>^</u>	
Applicable Juris	dictions: All		
DATA Formula Name	FORMULAS 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 🔺 M	ove Up 🔍 🔻 Move Down 🛛 Insert Label	Insert Prompt Copy
New (Insert) Edit Move Above	Move	the up insert Laber	Insert Prompt Copy
		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 (OK) 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 (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.

cost 🏠 📚 ? 🔤	Welcome, Demo User Version 2.4
L New Prompt	
Prompt Name: Test Prompt Prompt ID: Test_Prompt	
OK Cane	el



Section 7 Capital

	mplate			
test			Printable Grid 🔤 Hide D)etails 🔺
Capital Factor Tem	plate Name: test			
	Test			
	Description:	A ¥		
Applicable 3	Jurisdictions: All			
DATA	FORMULAS			
Formula Name	Formula ID	Formula		
test case	test_case	Abs(Capital.DEPR)		
Test Prompt	Test_Prompt	<prompt></prompt>		
	T FBL_F1011pt	<prompd< td=""><td></td><td></td></prompd<>		
Vew (insert) Ed		<promp⊅ Move Up ▼ Move Down Insert Lobel</promp⊅ 	nsert Prompt Copy	

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 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 <u>earlier in this subsection</u>. 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 (**West**) will remove all filters and restore the entire list.





Once the user has finished modifying the formula, the 'Validate' button (<u>Validate</u>) 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 (<u>OK</u>) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.

cost	1 S P EXIT		Welcome, Demo User Version 2.3
🖡 New Capital Factor Fo	ormula		
Formula Name:			v
Formula ID:	test_case Formula ID is not unique. A formula with this ID	has already been created.	
Published Result:	Capital_Factors.DEPR		
Item Type: For	mulas		VALID
Formula fdgrdsg test_case testcase2	D Formula Name fdsgfds test ase testase2 Her Items:	Formula	Validate
	OK A	dd Another Cancel	

Once the user has made all of the needed modifications, 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, shown below, 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 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 <u>described earlier</u>. 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 (\frown) to the right of the field and making a selection. Finally, the user will press the 'Move' button (\frown) to move the selected formula above the formula named in the drop down box.

Lest Capital Factor Template Capital Factor Template N Descri Applicable Jurisdic	Test		Welcome, Demo t Printable Grid — Hide Details ▲
L New Capital Factor Template	Test		Printoble Grid — Hide Details ▲
test Capital Factor Template M Descri	Test		Printoble Grid 🔤 Hide Details 🔺
Capital Factor Template M	Test		Printable Grid 📃 Hide Details 🔺
Capital Factor Template M	Test		
Descri	Test		
	Test		
	ntion:		
Applicable Jurisdic		*	
	tions: All		
DATA	FORMULAS		
Formula Name test case	Formula ID	Formula Abg(Capital.DEPR)	
testcase2	test_case testcase2	Capital.RETRN * 2	
fdsgfds	fdgfdsg	Capital.INC_TAX * 3	
	Data da Mari		
New (Insert) Move Above	Delete Mov	y Up ♥ Move Down Insert Label Insert Pr	rompt Copy
		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 (<u>Sove</u>) 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

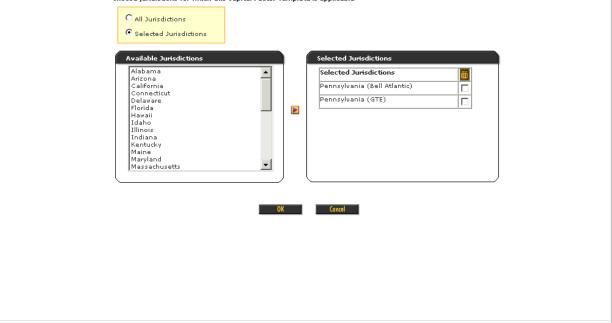
To edit a capital factor template, the user should navigate to the 'Capital Factor Templates' screen, click on the template that needs to be edited, thus highlighting it, and then press the 'Edit' button (**Edit**) at the bottom of the screen. The 'Edit Capital Factor Template' screen, shown below, will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

	SERVICE COSTS DEPARTMENT
cost 🛧 🗞 ? प्रस्क	Welcome, Demo User Version 2.8
Edit Capital Factor Template	
EditTest	Printoble Grid 🚽 Hide Details 🔺
Capital Factor Template Name:	
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS Data Source Data Alias	
Capital_Factors Capital	
Select Delete	<u>/</u>
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.







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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) at the top of the column. Pressing the 'OK' button ($\boxed{\circlet}$) will save any changes and return the user to the previous screen. Alternatively, pressing the 'Cancel' button ($\boxed{\circlet}$) will disregard all changes and return the user to the previous screen.



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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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 2.3
Edit Capital Factor Template	,
EditTest	Printable Grid 🔄 Hide Details 🔺
Capital Factor Template Name: EditTest	
Description:	
Applicable Jurisdictions: All	
DATA	
Data Source Data Alias Capital_Factors Capital	
Select Delete	•
Save 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 () and continue.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
Data Source Type: Data Tables	
Available Data Sources ABC_COST Selected Data Source Billing Booked_Expenses Booked_Investments Booked_Investments Capital_Factors Demand Cost_Pool_Allocations Demand EEL_TO_OSP Expense_Account_D_S_Map EXPENSE_ADJUST Expense_Results Future_net_salvage Image: Cost_Pool_Allocations	Alias
* Aliases may not exceed 20 character	s
OK Cencel	





To use the data source name as the alias for new data sources, the user should press the arrow button ($\mathbf{\blacktriangleright}$) 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 ($\mathbf{\blacktriangleright}$) 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	OST PORTAL
Cost references		Welcome, Demo User	Version 1.
Available Data Sources ABC_COST Billing Booked_Expenses Booked_Investments Capital_Factors Cost_of_Money Cost_of_Money Cost_of_Money Cost_of_Money Expense_Account_D_S_Map Expense_Account_D_S_Map ExPENSE_ADJUST Expense_Results Future_net_salvage	Selected Data Sources Selected Data Source Billing Demand Capital_Factors	Alias	
*.	Aliases may not exceed 20 charact Aliases must be unique OK Cancel	ters	

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 (OK) to save the changes and return the user to the previous screen or the user may press the 'Cancel' button (Cancel) to disregard all changes and return the user to the previous screen.



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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 (Delete).

cost 🗈 🗞 ? 🖽	Welcome, Demo User Version 2.8
Ledit Capital Factor Template	n
EditTest	Printoble Grid 🔤 Hide Detoils 🔺
Capital Factor Template Name: EditTest	
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS Data Source Data Alias Capital_Factors Capital	
Select Delete	•
Sove Concel	





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.

EditTest				P	rintable Grid 📃 Hide Details 🔺
Capital Factor Temp	late Name: EditTest				
	EditTest				
D	Description:		4		
Applicable 1u	risdictions: All				
hppicable ba					
DATA	FORMULAS	N			
Formula Name	Formula ID	Formula			
test case	test_case	Abs(Capital.DEPR)			
testcase2	testcase2	Capital.RETRN * 2			
fdsgfds	fdgfdsg	Capital.INC_TAX * 3			
tdsgrds	fdgfdsg	Capital.INC_TAX*3			
tdsgrds	fdgfdsg	Capital.INC_TAX*3			
tdsgrds ■ New (Insert) Edit		Capital.INC_TAX*3 Move Up	insert Label in	art Prompt	
▲			lasert Label In	vert Prampt	¥

To create additional formulas, the user will press the 'New (Insert)' button (<u>New (Insert)</u>) 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 (<u>New (Insert)</u>), then the new formula that will be created will appear immediately above the formula that was highlighted on the 'Edit Capital Factor Template' screen.



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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:

- <u>Formulas</u> 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.
- <u>Custom Formulas</u> 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.
- <u>All Others</u> These are all of the <u>data sources</u> that where selected earlier in the creation of the capital factor template.

	SERVICE COSTS DEPARTMENT COST-PORTAL
	Welcome, Demo User Version 2.8
New Capital Factor Formula	
Formula Name:	
Formula ID:	
Published Result:	
Item Type: Formulas	
Formula ID Formula Name	Validata
Filter Items:	- Tandola
Filter Reset	
OK Add Another Cancel	



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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 (Validate) 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.

cost

	SERVICE COSTS DEPARTMENT
	Welcome, Demo User Version 2.3
E New Capital Factor Formula	
Formula Name: Test case	
Formula ID: Test case	
Published Result: Capital_Factors.DEPR	
Item Type: Formulas	Error in formula at):null
Formula ID Formula Name Image: state stat	Validate



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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.

		SERVICE COSTS DEPARTMENT
cost	1 S ? VICOST	Welcome, Demo User Version 2.3
L New Capital Factor Fa	ormula	7
Formula Name:	Test case	
Formula ID:	Test case	
Published Result:	Capital_Factors.DEPR •	
Item Type: For	rmulas	VALID
Formula I	D Formula Name	Abs(Billing.DIR_COLL_TRT / Demand.BUS)
Fil	Iter Items:	Volidate
		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 (**Concel**) which will disregard everything on the current screen and return to the 'Edit Capital Factor Template' screen where the 'Formula' tab will remain active.



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

ost 🔒	? EXIT VZCOST	Welcome, D
Edit Capital Factor Templo	ite	
EditTest		Printoble Grid 🚽 Hide De
	In the second	
Capital Factor Templa	te Name: [EditTest	
	EditTest	A V
De	scription:	
Applicable Juri	sdictions: All	
DATA	FORMULAS	
Formula Name	Formula ID	Formula
test case	test_case	Abs(Capital.DEPR)
testoase2	testoase2	Capital.RETRN * 2
fdsgfds	fdgfdsg	Capital.INC_TAX * 3
Vew (Insert)	Delete	Move Up Vove Down Insert Label Insert Prompt Copy
New (Insert) Edit	Deleta 🔺	Move Up Y Move Down Insert Label Insert Prompt Copy
		Move Up Y Move Down Insert Label Insert Prompt Copy
New (Insert) Edit		Move Up T Move Down Insert Lobel Insert Prompt Copy
New (Insert) Edit		Move Up ▼ Move Down Insert Lobel Insert Prompt Copy





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 (**Validate**) 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.

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost			Welcome, Demo Use	er Version 2.3
Edit Capital Factor Fo	rmula			-1
Formula Name:	fdsgfds			
Formula ID:	fdgfdsg			
Published Result:	Capital_Factors.INC_TAX			
Item Type: For	mulas		VALID	
Formula II test_case testcase2	b Formula Name test case testoase2	Formula Capital.INC_TAX * 3	Volidete	
	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 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 (Add Another) 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 (**Cancel**) 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.



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The user may delete an existing formula by clicking on that formula to highlight it and then pressing the 'Delete' button (Delete). If a formula is deleted in error, it can be quickly restored by pressing the 'Cancel' button (Cancel) 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 (Move Up) or the 'Move Down' button (Move Down) 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.

		SERVICE COSTS DEP	ARTMENT COST PO
cost 1		Welco	ome, Demo User Vers
File Control Forder Terr			
Edit Capital Factor Tem	npiate		
EditTest		Printable Grid	Hide Details 🔺
Capital Factor Tem	plate Name: EditTest		
capital ractor tem	place Mariles.		
	Description:		
Applicable J	Jurisdictions: All		
DATA	FORMULAS		
Formula Name	Formula ID	Formula	
test case	test_case	Abs(Capital.DEPR)	
testcase2	testoase2	Capital.RETRN * 2	
fdsgfds	fdgfdsg	Capital.INC_TAX * 3	
 New (Inser) Edit 	it Delets 🔺	Aove Up ▼ Move Down Insert Label Insert Prompt Copy	
	it Delete 🔺 /	Aove Up 💌 Move Down Insert Label Insert Prompt Copy	y
New (Insert) Edi	= $=$ $ -$	Aove Up 💌 Move Down Insert Label Insert Prompt Copy	J
New (Insert) Edi	= $=$ $ -$	Aove Up 💌 Move Down Insert Label Insert Prompt Copy	K
New (Insert) Edi	= $=$ $ -$	Aove Up ▼ Move Down Insert Label Insert Prompt Copy Save Cancel	K
New (Insert) Edi	= $=$ $ -$		A
New (Insert) Edi	= $=$ $ -$		A

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button ($\boxed{\text{Insert Label}}$). 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 ($\boxed{\text{OK}}$) or the user can choose to press the 'Cancel' button ($\boxed{\text{Cancel}}$) which will cancel the request.

EXPLORER USER PROMPT	×
Script Prompt:	ОК
Enter the name for the label	Cancel



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As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, <u>described earlier</u>, will allow the user to move the label as needed.

cost 🔒 💈	EXIT VZCOST	Welcome, Demo User Versic
🖁 Edit Capital Factor Template		
EditTest		Printable Grid 📃 Hide Details 🔺
Capital Factor Template N	ame: EditTest	
Descrip	EditTest	× •
Applicable Jurisdict	tions: All	
DATA	FORMULAS	
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
lasgras	1991998	
New (Insert) Edit	Delete 🔺 Move Up	Jp ▼ Move Down Insert Label Insert Prompt Copy
Move Above		an and a set construction and a set of
HOVE ADOVE	- more	
		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 user may insert prompts when the template is being created or when the template is being edited.



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test			Printable Grid 🚽 Hide Details 🔺
Capital Factor Tem	plate Name: test		
	Test		
1	Description:	* *	
Applicable J	urisdictions: All		
DATA Formula Name	FORMULAS Formula ID	Formula	
test case	test_case	Abs(Capital.DEPR)	
Test Prompt	Test_Prompt	<prompt></prompt>	
4			





Once the user has finished modifying the formula, the 'Validate' button (<u>Validate</u>) 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 (<u>OK</u>) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.

cost	1 S P EXIT		Welcome, Demo User Version 2.3
🖡 New Capital Factor Fo	ormula		
Formula Name:			v
Formula ID:	test_case Formula ID is not unique. A formula with this ID	has already been created.	
Published Result:	Capital_Factors.DEPR		
Item Type: For	mulas		VALID
Formula fdgrdsg test_case testcase2	D Formula Name fdsgfds test ase testase2 Her Items:	Formula	Validate
	OK A	dd Another Cancel	

Once the user has made all of the needed modifications, 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, shown below, 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 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 <u>described earlier</u>. 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 (\frown) to the right of the field and making a selection. Finally, the user will press the 'Move' button (\frown) to move the selected formula above the formula named in the drop down box.

cost 🔒 🔒			SERVICE COSTS DEPARTMEN Welcome, Demo
cost 🔒	VZCOST		weicome, Demo
New Capital Factor Tem	plate		
test			Printable Grid Hide Details
Capital Factor Temp	late Name: test		
_	Test		
L	Pescription:	•	
Applicable Ju	risdictions: All		
DATA	FORMULAS		
Formula Name	Formula ID	Formula	
test case testcase2	test_case testcase2	Abs(Capital.DEPR) Capital.RETRN * 2	
fdsgfds	fdgfdsg	Capital.INC_TAX * 3	
1			
		Move Up ▼ Move Down Insert Label Insert Prod	npt Copy

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

- The user may press the 'Save' button (<u>Sove</u>) to save the edited capital factor template and return to the 'Capital Factor Templates' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (

cost A	S 2 ENT		SER	VICE COSTS DEP Welco	ARTMENT COST PORTAL me, Demo User Version 2.3
Capital Factor Template Filter	Capital Factor Templates				
Name Dwner Demo User Created After O1 O1 O1 O2001 Month Day Year Created Before O4 O3 Z003 Month Day Year Status <all></all>	Name EditTest test	Owner	Date Created 4/1/2003 3/26/2003	Status In Progress Approved	
Filter	Now Edit	View Copy	Delete Change St	atus New Run Viev	v Dependents





Once the 'View' button (**View**) 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.

	SERVICE COSTS DEPARTMENT COST PORTAL
cost 🕯 🗞 ? 🖽	Welcome, Demo User Version 2.3
Liew Capital Factor Template	
test	Printoble Grid Hide Details
Capital Factor Template Name: tast	- Fillioble Oria - Filos Defoits -
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS	
Data Source Data Alias Capital_Factors Capital	
	•
Select Delete	
Save Cancel	
When this series is no longer needed, the year will make th	a 'Canaal' huttan (

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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.

			SEI	RVICE COSTS DEPARTMEN	T COST PORTAL
cost 🔒				Welcome, Dem	o User Version 2.3
Capital Factor Template Filter	🖁 Capital Factor Templates				
Name					
	Name	Owner	Date Created	Status	
Owner	EditTest		4/1/2003	In Progress	
Demo User	test		3/25/2003	Approved	
Created After 01 • 01 • 2001 • Month Day Year Created Before 04 • 03 • 2003 • Month Day Year Status <all> •</all>					
Filter	New Edit	View Copy L	Delete Change S	tatus New Run View Dependents	

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 (

sital Factor Template Filter	Capit	al Factor Templates				b
me		Name	Owner	Date Created	Status	
ner		EditTest test	Owner	4/1/2003 3/25/2003	In Progress Approved	
emo User				·	• • •	-
ated After						
onth Day Year						
ated Before 4 • 03 • 2003 •						
onth Day Year						
ALL>						

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 ($\bigcirc K$) to complete the deletion of the template or press the 'Cancel' button ($\bigcirc Cancel$)) 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.

M/crox	OFT INTERNET	EXPLORER	×
?	Delete Expense	Factor Template '	EditTest'?
	ОК	Cancel	





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 ($\bigcirc K$) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

cost 🏦 🌭 ? 🔤				JERVI	CE COSTS DE	
					We	come, Demo U s
Confirm Deletion of Dependencies						
Capital Factor Template Name: EditTest						
<u> </u>						
Name	Owner	Create Date	Jurisdiction	Geography Level		Run Statu
sovdsgv		4/2/2003	PAE	Jurisdiction	In Progress	IKUN
						•
						/

The user will have two options on this screen.

- 1. The user may press the 'Delete All' button (Delete All) 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 (**Cancel**) 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 (**Change Status**). 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.

			SEF	RVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒	VICOST			Welcome, Demo	User Version 2.3
Capital Factor Template Filter	Capital Factor Templates				B
Name Owner Demo User	Name EditTest test	Owner	Date Created 4/1/2003 3/25/2003	Status In Progress Approved	
Created After					
04 v 03 v 2003 v Month Day Year					
<all></all>					
Filter	New Edit	View Copy	Delete Chonge Si	tatus New Run View Dependents	



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		SERVICE COSTS DEPARTMENT	COST PORTAL
cost A S	EXIT VZCOST	Welcome, Demo User	• Version 2.3
Change Status - Capital Factor Templ	ate		
test			
Capital Factor Template Name:	test		
Description:	Test		
Applicable Jurisdictions:	All		
Status:	Approved		
DATA	FORMULAS		
Data Source Capital_Factors	Data Alias Capital		
Select Delete		Þ	
	Save Cancel		
	- Zave Caucei		

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

- 1. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: 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. <u>Completed</u>: 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. <u>Submitted</u>: Submitted items are completed items that are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: 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:

cost 🔒 💈	RAT VZC05T	Welcome, Demo User Version 2.3
🖞 Change Status - Capital Factor Templ	ate	
test		
Capital Factor Template Name:	test	
Description:	Test	
Applicable Jurisdictions:	All	
Status:	Approved	
	FORMULAS	
Data Source Capital_Factors	Data Alias Capital	
Select Delete		•
	Save Cancel	
7		

- The user may press the 'Save' button (<u>Sove</u>) to save the capital factor template and return to the 'Capital Factor Templates' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 (New Run) 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 (New Run).

			SEF	RVICE COSTS DEPAR	TMENT COST PORTAL
cost 🔒	VICOST			Welcome	, Demo User Version 2.3
Capital Factor Template Filter	Capital Factor Templates				
Name Dwner Demo User Created After Ol Ol Ol Ol Vear Created Before Od Ol Ol Vear Status <all> <all></all></all>	Name EdiTest test	Owner	Date Created 4/1/2003 3/25/2003	Status In Progress Approved	
Filter	New Edit	View Copy	Delete Change Si	tatus New Run View De	pendents



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The 'New Capital Factor Run' screen loads up and the user is ready to start the run as described later <u>in this document</u> of this document.

cost 1 2 Hills	
	Welcome, Demo User Version 2.4
📙 Edit Capital Factor Run	
test capital factor run	
Name:	test capital factor run
Description:	test 💌
Capital Factor Template:	
	Pennsylvania (Bell Atlantic)
Prompts Prompt Name	Select Prompt Value
Test_Prompt	
Assumptions	Select
Assumption Asset Life Scenario	Assumption Value
Investment_Placeme	int
Data Versions	Select
Data Source Cost_of_Money	Version
Future_net_salvage Macrs_rate	
Maors_recovery Property_Taxes	
Service_life Tax_Rates	
-	Run Save Cancel
<u> </u>	



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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.

cost

cost n s	2 ERIT VZCOST			SERVI	CE COSTS DEPA Welcon	RTMENT Cost Por
Capital Factor Run Filter	Capital Factor Runs					
Name						
	Name	Owner	Date Created	Jurisdiction	Geography Leve	I Templ 🔺
	DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
Owner	External Demo Capital Facto	r	3/26/2003	PAE	Jurisdiction	Externa
<all></all>	test capital factor run		3/25/2003	PAE	Jurisdiction	test
	PAW 17_67 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
Created After	CA 3-11-03 Historical 11 25		3/11/2003	CA	Jurisdiction	CopyOf
	MA Historical 11 25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
01 - 01 - 2001 -	NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
Month Day Year	VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
	CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
Created Before	CT FCC 11_25 COM		3/3/2003	СТ	Jurisdiction	CopyOf
04 • 05 • 2003 •	WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
	DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
Month Day Year	VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
	VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
Status	RI FCC 11_25 COM		2/28/2003	BI	Jurisdiction	CopyOf
<all></all>	PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
	NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
Jurisdiction	NUECC 11 25 COM		0000000	M I	Inviction	ConvO4
<all></all>						
	<u></u>					
	New Edit View	Rename	Delete	Run View	Results Change Statu	s View Dependents
Filter	· · · · · · · · · · · · · · · · · · ·					





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 <u>section 4.4</u> 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.

cost 1	S ? Ext		SEF	VICE COSTS DEPA Welcon	RTMENT COST PORTAL
Capital Factor Template Filter	🖞 Capital Factor Templates				
Name Dumer Demo User Created After O1 O1 O1 O2001 Month Day Year Created Before O4 O3 Year Status CALL> V	Name EdiTest test	Owner	Date Created 4///2003 3/25/2003	Status In Progress Approved	
Filter	New Edit L	View Copy	Delete Change St	atus 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 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 (

Capital Factor Template Dependencies		
Capital Factor Template: Technical Doc 6-5 with prompt	t	
Capital Factor Template is used by:		
Type Name Capital Factor Run Technical Doc 6-5 with Prompt	Owner Status In Progress	
View Depe	ndents	
Capital Factor Template uses:		
Type Name	Owner Status	
View Depe	ndents	
Close		



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Section 7.2: Capital Factor Runs

Throughout this section, filters may be used as described in <u>section 4.4</u> 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.

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apital Factor Run Filter	Capital Factor Runs					
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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.

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

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	2 VICOST		Welcome, Demo	User Version 2.8
L Capital Factor Template Filter	Select Capital Factor Template to Run			
Name Owner Demo User Of 01 01 2001 0 Month Day Year Created Before 04 05 2003 0 Month Day Year Status <pre> </pre>	Name External Demo Capital Factor Template test	Owner Date Crea 3/23/2003 3/26/2003	ated Status Approved Approved	
Filter	I	Select Concel		

As before, the filters on the left side of the screen may be used, as described in <u>section 4.4</u>, 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 (<u>Select</u>) 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 (<u>Cancel</u>) at the bottom of the screen, which will return the user to the previous screen.



Section 7	cost 📃	Capital

			SERVICE	COSTS DEPARTMENT COST PORTAL
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	Edit Capital Factor Run			
	test capital factor run Name:	test capital factor run		-
	Description	test	E Contraction of the second se	
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	Capital Factor Template:	test		
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		Run Sové Cencel		

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:	test
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 (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 template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (\checkmark) 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 (\checkmark) 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			
		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.



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Next, the user will press the 'Select' button (**Select**) 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		1
]
			J



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However, if the user fails to complete the top portion of the screen prior to pressing the 'Select' button (**Select**) 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
cost 🔂 🗞 ? 🖽		Welcome, Demo User Version 2.4
🖁 New Capital Factor Run		
Demo Test Run		
Nar	ne:	
Descripti	DDN:	
Capital Factor Templa	te: test	
Jurisdicti		
Jansaita		
Prompts		Select
Prompt Name Test_Prompt	Prompt Value	
res_rompt		
Assumptions	AAi) (- I	Select
Assumption Asset Life Scena	Assumption Value	
Investment_Place	ement	
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. 	
	,	
'''''''''''''''''''''''''''''''''''''	Run Save Cancel	
J		



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cost 1			SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.3
	Belect Assumptions	run	- . 1
	Asset Life Scenar Investment_Placeme	nt: FCC	
	OK	Cancel	

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 (Select) at the top right of the 'Data Versions' box located at the bottom of the screen.

ata Versions		Selec
Data Source	Version	
Cost_of_Money		
Future_net_salvage		
Macrs_rate		
Macrs_recovery		
Property_Taxes		
Service_life		
Tax_Rates		
Tax_Rates		





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

	SERVICE COSTS DEPARTMENT
cost 🖈 🗞 ? 🖽	Welcome, Demo User Version 2.8
E Select Data Versions	_
Run Name: test capital factor run	
Data Tables Capital_Factors: Capital_Factors table_External Demo 3-21-03 💌]
OK Cancel	
,	

Using the drop down menus by pressing the button (\checkmark) 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
 (OK) 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 (**Cancel**) 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' (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 (View Results) in the capital factor runs subsection.
- Press the 'Save' button (Sove) to save the 'New Capital Factor Run' screen and return to the 'Capital Factor Runs' screen.
- Press the 'Cancel' button (**Cancel**) 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 will may use filters (described in <u>section 4.4</u>) as needed to locate the correct run and then click on that run to highlight it. Next, the user will press the 'Edit' button (**Edit**) at the bottom of the screen shown below.

cost 🗈 🛸 ?	EXIT VZCOST				Welcor	ne, Demo U ser Ve
pital Factor Run Filter	pital Factor Runs					ъ
ame	Name	Owner	Date Created	Jurisdiction	Geography Leve	I Tempi
		Owner				
vner	DC Historical 11.25 GAAP		4/3/2003	DC PAE	Jurisdiction	CopyOf
	External Demo Capital Fa	ctor	3/26/2003	PAE	Jurisdiction	Externa
CALL>	test capital factor run	202		PAE	Jurisdiction	
	PAW 17_67 UNE GAAP 20 CA 3-11-03 Historical 11_2		3/14/2003	CA	Jurisdiction Jurisdiction	CopyOf CopyOf
eated After	MA Historical 11 25 GAAR		3/10/2003	MA	Jurisdiction	CopyOf
01 - 01 - 2001 -	NY Historical 11 25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
onth Day Year	VAE Historical 11 25 GAA		3/5/2003	VAE	Jurisdiction	CopyOf
ond boy real	CA Historical 11 25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
eated Before	CT FCC 11_25 COM	1	3/3/2003	СТ	Jurisdiction	CopyOf
	WV FC 11 25 COM		3/3/2003	wv	Jurisdiction	CopyOf
	DC FCC 11 25 COM		3/3/2003	DC	Jurisdiction	CopyOf
onth Day Year	VAE FCC 11 25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
	VT FCC 11 25 COM		3/3/2003	VT	Jurisdiction	CopyOf
atus	RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
ALL>	PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
	NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
isdiction	NUSCE 44 25 COM		2000000	N.I.	Inviction	CanyOf
ALL>	•					
	New Edit Vie	w Rename	Delete	Run View	Results Change State	us View Dependents

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 ($\bigcirc K$), 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 ($\bigcirc Cancel$), the user will be returned to the previous screen.

MICROS	OFT INTERNET EXPL	ORER X
?	This study has been rur	۱.
٦ ٢	If you continue and cli	ck save, the results will be erased.
	Do you wish to continue	e?
	ОК	Cancel



cost 🛧 🗞 ? 🖽	SERVICE COSTS DEPARTMENT COST-PORTAL Welcome, Demo User Version 2.4
📙 Edit Capital Factor Run	
test capital factor run	
Name	test capital factor run
Description	test
Capital Factor Template	test
Jurisdiction	Pennsylvania (Bell Atlantic)
Prompts	Select
Prompt Name	Prompt Value
Test_Prompt	Macris GAAP
Assumptions	Select
Assumption Asset Life Scenario	Assumption Value
Investment_Placem	
Data Versions	Select
Data Source	Version
Cost_of_Money Future_net_salvage	Cost_of_Money table_External Demo 3-26-03 Future_net_salvage table_External Demo 3-26-03
Maors_rate	Maors_rate table_External Demo 3-26-03
Maors_recovery Property_Taxes	Maors_recovery table_External Demo 3-26-03 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
<u> </u>	





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
 - ок) has been pressed.

test capital factor run	
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 (\checkmark) 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 (Select) 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 (\checkmark) 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 (\checkmark) 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	1		
Prompt ID: Test Prompt • Item Type: Cost_of_Money	•		
Item Key COST_OF_DEBT COST_OF_EQUITY DEBT_RATIO	ttern Name Cost of Money Cost of Debt Compo Cost of Money Cost of Equity Comp Cost of Money Cost of Debt Ratio C	Prompt ID Test_Prompt	Prompt Item Maos: GAAP

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 (Select) at the top right of the 'Assumptions' box to edit the assumptions. This box is located in the middle of the page.

		Select
Assumption	Assumption Value	
Asset Life Scenario	FCC	
Investment_Placement	BEGINNING OF YEAR	
	· · · · · · · · · · · · · · · · · · ·	
	Asset Life Scenario	Assumption Assumption Value Asset Life Scenario FCC



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	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome, Demo Us	er Version 2.
Return		
E Select Assumptions	B	
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 (\checkmark) at the right side of each field. Once selections have been edited in each of the fields, the user will press the 'OK' button (\bigcirc) and the system will return the user to the 'Edit Capital Factor Run' screen. Alternatively, pressing the 'Cancel' button (\bigcirc) will return the user to the 'Edit Capital Factor Run' screen without making any changes.

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.

	T Welcome, Demo User Version 2.3
' Select	Data Versions
Run M	Name: test capital factor run
Caj	Data Tables Dital_Factors: Capital_Factors table_External Demo 3-21-03
	OK Cancel
<u> </u>	

Using the drop down menus by pressing the button (\checkmark) at the right side of each field, the user may changed any of the previous selections.

- Alternatively, pressing the 'Cancel' button (Cancel) 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 (View Results) in the capital factor runs subsection.
- Press the 'Save' button (Sove) to save the updated contents of the 'Edit Capital Factor Run' screen and return to the 'Capital Factor Runs' screen.
- Press the 'Cancel' button (<u>Cancel</u>) 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 <u>section 4.4</u>, 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 (View) to view the selected inputs for the run.

cost 🔒 😫	EXIT VZC05T				E COSTS DEP	me, Demo User 🛛 V
🖌 cost 🔒 💈	VZCOST				weico	me, Demo User 🔻
_						
ital Factor Run Filter 🕺 🛔	Capital Factor Runs					
						0
ne						
	Name	Owner	Date Created	Jurisdiction	Geography Lev	el Templ 📥
	DC Historical 11.25 G/	•AP	4/3/2003	DC	Jurisdiction	CopyOf
ner	External Demo Capita	l Factor	3/26/2003	PAE	Jurisdiction	Externa
ALL>	test capital factor run		3/25/2003	PAE	Jurisdiction	test
	PAW 17_67 UNE GAA	P 2003	3/14/2003	PAW	Jurisdiction	CopyOf
ated After	CA 3-11-03 Historical	11_25	3/11/2003	CA	Jurisdiction	CopyOf
	MA Historical 11_25 G	AAP	3/10/2003	MA	Jurisdiction	CopyOf
• 01 • 2001 •	NY Historical 11_25 G	AAP	3/10/2003	NY	Jurisdiction	CopyOf
nth Day Year	VAE Historical 11_25	GAAP	3/5/2003	VAE	Jurisdiction	CopyOf
	CA Historical 11_25 G	AAP	3/5/2003	CA	Jurisdiction	CopyOf
ated Before	CT FCC 11_25 COM		3/3/2003	ст	Jurisdiction	CopyOf
↓ ▼ 10 ▼ 2003 ▼	WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
	DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
nth Day Year	VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
	VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
tus	RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
ALL>	PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
	NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
sdiction	NUECC 44 25 COM		2000002	IN I	Invidiation	ConvOt
ALL>	↓					
	New Edit	View Rename	Delete	Run View	Results Change Sto	tus View Dependents
Filter	Lau	Kellullie	Derere	VIEW	Circlininge Sto	nos ince oopendents

Once the 'View' button (**View**) 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.



cost A S 2 HTST	SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.
Liew Capital Factor Run	
test capital factor run	
Name	test capital factor run
Description	test
Capital Factor Template	test
Jurisdiction	Pennsylvania (Bell Atlantic) 💌
Prompts	
Prompt Name	Prompt Value
Test_Prompt	Maors GAAP
Assumptions	
Assumption Asset Life Scenario	
Investment_Placen	hent BEGINNING OF YEAR
Data Versions	
Data Source	Version
Cost_of_Money Future_net_salvage	Cost_of_Money table_External Demo 3-28-03 Future_net_salvage table_External Demo 3-28-03
Maors_rate	Maors_rate table_External Demo 3-26-03
Macrs_recovery Property_Taxes	Maors_recovery table_External Demo 3-28-03 Property_Taxes table_External Demo 3-21-03
Service_life	Service_life table_External Demo 3-28-03
Tax_Rates	Tax_Rates table_External Demo 3-26-03
	Cancel
1	
When this screen is no longer needed, the	e user will press the 'Cancel' button (Cancel) at th

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel** 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 <u>section 4.4</u>, 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 (<u>Rename</u>).

	• EXIT			SERVI	E COSTS DEP	
cost 🔒 😣	Z EXIT VZCOST				Welco	me, Demo User 🛛 Ve
pital Factor Run Filter	Capital Factor Runs					
	cupilal raciol Kolis					
me						
	Name	Owner	Date Created	Jurisdiction	Geography Lev	el Templ 🔺
	DC Historical 11.25 GAA	P	4/3/2003	DC	Jurisdiction	CopyOf
ner	External Demo Capital F	actor	3/26/2003	PAE	Jurisdiction	Externa
ALL>	test capital factor run		3/25/2003	PAE	Jurisdiction	test
	PAW 17_67 UNE GAAP	2003	3/14/2003	PAW	Jurisdiction	CopyOf
eated After	CA 3-11-03 Historical 11	_25	3/11/2003	CA	Jurisdiction	CopyOf
	MA Historical 11_25 GA	AP	3/10/2003	MA	Jurisdiction	CopyOf
1 - 01 - 2001 -	NY Historical 11_25 GAA	P	3/10/2003	NY	Jurisdiction	CopyOf
onth Day Year	VAE Historical 11_25 GA	AP	3/5/2003	VAE	Jurisdiction	CopyOf
	CA Historical 11_25 GAA	P	3/5/2003	CA	Jurisdiction	CopyOf
eated Before	CT FCC 11_25 COM		3/3/2003	ст	Jurisdiction	CopyOf
14 • 10 • 2003 •	WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
	DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
onth Day Year	VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
	VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
atus	RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
ALL>	PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
	NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
risdiction	NUECC 44, 25 COM		2000000	IN I	Inviction	ConvOf
ALL>	•					
To State")
	New Edit 1	liew Rename	Delete	Run View	Results Change Sta	tus View Dependents
Filter						

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 (**Rename**), the 'Rename Capital Factor Run' screen, shown below, will load up.

	SERVICE COS	TS DEPARTMENT	COST PORTAL
		Welcome, Demo Us	er Version 2.
L Rename Capital Factor R			
test capital factor rur Name:	test capital factor run		
Description:	test 🔦		
	,		
	Save 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 (**Cancel**) 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 <u>section 4.4</u>, 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 (Delete) will be available. Otherwise, this function will be disabled.

apital Factor Run Filter	🖁 Capita	al Factor Runs					
ame		Name	Owner	Date Created	Jurisdiction	Geography Level	I Templ 🔺
		DC Historical 11.25 GAAP	Owner	4/3/2003	DC	Jurisdiction	
wner		External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	CopyOf Externa
		test capital factor run		3/25/2003	PAE	Jurisdiction	test
<all></all>		PAW 17 67 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
		CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
eated After		MA Historical 11 25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
01 🗸 01 🗸 2001 🗸		NY Historical 11 25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
1onth Day Year		VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
		CA Historical 11 25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
eated Before		CT FCC 11_25 COM		3/3/2003	СТ	Jurisdiction	CopyOf
04 • 10 • 2003 •		W/V FC 11_25 COM		3/3/2003	wv	Jurisdiction	CopyOf
		DC FCC 11 25 COM		3/3/2003	DC	Jurisdiction	CopyOf
1onth Day Year		VAE FCC 11 25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
		VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
atus		RI FCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
<all></all>		PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
		NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
risdiction		NUECC 44, 25 COM	1	2000000	M I	Inviction	ConvOf
<all></all>	_						
ALL>							

Next, the user will press the 'Delete' button (\bigcirc 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 (\bigcirc K) to complete the deletion or the 'Cancel' button (\bigcirc Cancel) 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 (**Sove**) to save the information rather than pressing the 'Run' button (**Run**) to complete the capital factor run, then the user may use this function to complete the saved run.

Cost 🔒 🗞					Welcor	ne, Demo User 🛛 Ver
	6 H F - B					
apital Factor Run Filter 🚬 🖁	Capital Factor Runs					D
ame	<u>[</u>					
	Name	Owner	Date Created	Jurisdiction	Geography Leve	l Templ 🔺
	DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
wner	External Demo Capital Fac	xtor	3/26/2003	PAE	Jurisdiction	Externa
<all></all>	test capital factor run		3/25/2003	PAE	Jurisdiction	test
	PAW 17_67 UNE GAAP 20	103	3/14/2003	PAW	Jurisdiction	CopyOf
eated After	CA 3-11-03 Historical 11_2	5	3/11/2003	CA	Jurisdiction	CopyOf
	MA Historical 11_25 GAAF	•	3/10/2003	MA	Jurisdiction	CopyOf
01 🗸 01 🗸 2001 🗸	NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
1onth Day Year	VAE Historical 11_25 GAA	Р	3/5/2003	VAE	Jurisdiction	CopyOf
	CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
eated Before	CT FCC 11_25 COM		3/3/2003	ст	Jurisdiction	CopyOf
04 • 10 • 2003 •	WV FC 11_25 COM		3/3/2003	ŴV	Jurisdiction	CopyOf
	DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
<mark>lonth Day Year</mark>	VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
	VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
atus	RIFCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
<all></all>	PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
	NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
risdiction	NUECC 44 25 COM		12000002	ы	Inviction	ConvOf
<all></all>						

To run a previously saved capital factor run, the user will use filters (described in <u>section 4.4</u>) 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 (<u>Run</u>). 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 <u>section 13.1</u> 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 <u>section 13.1</u> or from the 'Capital Factor Runs' screen shown below. On the 'Capital Factor Runs' screen, the user may use filters (described in <u>section 4.4</u>) 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 (<u>View Results</u>). The 'View Results' button (<u>View Results</u>) will not be available if the capital factor run has not been run.

upital Factor Run Filter							
	Capital I	Factor Runs					
•							
ame				_			
		Name	Owner	Date Created	Jurisdiction	Geography Level	Template 🔺
		test capital factor run		3/25/2003	PAE	Jurisdiction	test
vner		PAW 17_67 UNE GAAP			PAW	Jurisdiction	CopyOf_CapFac_v
<all></all>		CA 3-11-03 Historical			CA	Jurisdiction	CopyOf_CapFac_v
		MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf_CapFac_v
eated After		NY Historical 11_25 GAAP			NY	Jurisdiction	CopyOf_CapFac_v
		VAE Historical 11_25		3/5/2003	VAE	Jurisdiction	CopyOf_CapFac_v
		CA Historical 11_25 GAAP			CA	Jurisdiction	CopyOf_CapFac_v
Ionth Day Year		CT FCC 11_25 COM		3/3/2003	СТ	Jurisdiction	CopyOf_CapFac_v
		WV FC 11_25 COM		3/3/2003	wv	Jurisdiction	CopyOf_CapFac_v
eated Before		DC FCC 11_25 COM			DC	Jurisdiction	CopyOf_CapFac_v
D3 • 26 • 2003 •		VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf_CapFac_v
Ionth Day Year		VT FCC 11_25 COM			VT	Jurisdiction	CopyOf_CapFac_v
ionar Day Tear		RIFCC 11_25 COM			RI	Jurisdiction	CopyOf_CapFac_v
atus		PAE FCC 11_25 COM			PAE	Jurisdiction	CopyOf_CapFac_v
		NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf_CapFac_v
<all></all>		NJ FCC 11_25 COM		2/28/2003	NJ	Jurisdiction	CopyOf_CapFac_v
		NH FCC 11_25 COM			NH	Jurisdiction	CopyOf_CapFac_v
risdiction	•	MD 500 44, 25 00M	1	20220002	ыь	Inviction	ConvOf Canital
<all></all>							



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.

st 🔒 💈	P EKIT VZCOST	Welcome, D
oital Factor Run Results		
st capital factor run		Printable Grid Hide D
Capital Factor Ru	n Name: test capital factor run	
Capital Factor Te	mplate: test	
Juri	sdiction: Pennsylvania (Bell Atlantic)	
	Exception Log	
Geography: PAE (Pennsyl	vania (Bell Atlantic)) 💽	Account: 211100 V Drill Down
Name	Account D/S Value	Reference
test_case testcase2	211100 0 211100 .263989994	Abs(Capital.DEPR) Capital.RETRN * 2
fdgfdsg	211100 .239098014	Capital.INC_TAX * 3

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: At the top of the page, the 'Show Details' button (<u>Show Details</u>) and the 'Hide Details' button (<u>Hide Details</u>) 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.



• <u>Exceptions</u>: 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 <u>message center subsection</u> 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 occured.

	· · ·		apital Factors Test Run			
Capital Factor Templa			al Factors w Prop Tax V. 1.090			
Last	Last Modified: 02/01/2003					
Last	Houmed.	02/01	,2000			
Formula ID	Туре		Exception	Geography	_	
Ret_on_Equity_01	Inconsisten	+	Geographies are inconsistent in 1 - DEBT_RATIO	ocography	-	
Ret_on_Equity_01	Operation		ISC_AVG_01 *1-DEBT_RATIO Both contain constants, this will give unspecified			
Ret_on_Equity_01	Operation		ISC_AVO_01 *0-EBT_NATIO Both contain constants, this will give unspecified			
Ret_on_Equity_02	Inconsisten		Geographies are inconsistent in 1 - DEBT_RATIO			
Ret on Equity 02	Operation		ISC_AVG_02 *1-DEBT_RATIO Both contain constants, this will give unspecified			
Ret on Equity 02	Operation		ISC_AVG_02 *1-DEBT_RATIO Both contain constants, this will give unspecified			
Ret on Equity 03	Inconsisten		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	Inconsisten	t	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	Inconsisten	t	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	Inconsisten	t	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			
Pot on Equity 07	Inconsiston	+	Geographics are inconsistent in 4 DEBT RATIO			

Once the user has finished examining the data on this screen, the 'Close' button (**Cose** at the bottom of the screen may be pressed to close this screen and return to the 'Capital Factor Run Results' page.



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

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

		SERVICE COSTS DEPARTMENT
cost 🔒 💈 💡	XIT COST	Welcome, Demo Use
Control Control Dura Dura D		
Capital Factor Run Results		a
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 (Be	ll Atlantic)) 💽	Account: 211100 V Drill Down
Name	Account D/S Value	Reference
test_case	211100 0	Abs(Capital.DEPR)
fdgfdsg	211100 .263989994 211100 .239098014	Capital.RETRN * 2 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.

• <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.

• <u>Drill Down</u>: 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 (**Drill Down**). 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					
	testcase2				
Geography: History:	PAE (Pennsylvania (Bell Atla		2		Account: 211100 💌
Name		Account D		Reference	
testcas	se2	211100	0.263989994	Capital.RETRN * 2	
•					
				Drill Down Drill Up B	ack To Top Close
Name		Account D		Drill Down Drill Up B Reference	ack To Top Close
	e al.RETRN	Account D. 211100	S Value 0.131994997		ock To Top Close
					ack To Top 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 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.



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	factor run				
	testcase2		ſ		
ography: ;tory:	PAE (Pennsylvania (Bel				Account: 211100 💌
tory:	• testcase2 =	Capital.RETRN * :	2		
Name	e	Account D)/S Value	Reference	
testca:	se2	211100	0.263989994	Capital.RETRN * 2	
۹				Drill Down Drill Up	Back To Top Close
 Name 	e	Account D	υS Value	Drill Down Drill Up Reference	Back To Top Close
	e al.RETRN	Account D 211100	 VS Value 0.131994997 		Back To Top Close

cost

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 (Beck 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.



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The user may also press the 'Download' button (Download) 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 ($\bigcirc K$). Alternatively, the user could press the cancel button ($\bigcirc Cancel$) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	×
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon
	What would you like to do with this file?
	Open this file from its current location
	Save this file to disk
	Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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.

SAVE AS				? ×
Save in:	Local Disk (C:)	1	- E 🕂 🎟	▼
History Desktop My Computer	Adobe Work attachmate builds drivers EECR Filings I386 LanierNT200 Local Mailboy	0	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files Shared	TEMP UPDATE UH Verizoni Vines Window: WINNI I NavCC S _SETUF AdobeW
My Network P	•			►
	File name:	Test21.csv		Save
	Save as type:	Microsoft Excel C	omma Separated Values File 💌	Cancel



• <u>Publish</u>: 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 (**Publish**) has been pressed, the system will publish the data and return the user to the 'Capital Factor Runs' screen.

st 🔒 😣	2 EXIT		STS DEPARTMEN
pital Factor Run Results			
est capital factor run		Pri	ntable Grid 📃 Hide Detail:
	Name: test capital factor run		
Capital Factor Tem			
Jurisdi		ic)	
	Exception Log		
Geography: PAE (Pennsylvar	nia (Bell Atlantic)) 🛛 🔽	Account: 211100 🖵 Drill Down	
Name	Account D/S Value	Reference	
test_case	211100 0	Abs(Capital.DEPR)	
		, and approximate an unit	
testcase2	211100 .26398999	4 Capital.RETRN * 2	
testcase2 fdgfdsg	211100 .26398999 211100 .23909801	4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	
		4 Capital.RETRN * 2	

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 (<u>Change Status</u>). 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.

				SERVIC	E COSTS DEPA	RTMENT	COST PORTAL
cost 🔒	VICOST				Welcom	ne, Demo Use	r Version 2.3
Capital Factor Run Filter	Capital Factor Runs						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Tomplate	
,	reerf	Owner		PAE	Jurisdiction	test	
Owner	test capital factor run			PAE	Jurisdiction	test	
01 01 2001 Month Day Year Created Before 04 12 2003 Month Day Year Status							
<all></all>						•	
	Status cannot be	e changed until the Ca	apital Factor Ru	n has been se	t up completely.		
Filter	New Edit Vie	w Rename	Delete	Run View	Results Change Statu	s View Dependen	15



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	SERVICE COSTS DEPARTMENT COST- PORTAL
	Welcome, Demo User Version 2.3
L Change Status - Capital Factor Run	
test capital factor run	
Name: test capital factor run	
test	
Description:	×
Capital Factor Template:	
Jurisdiction: Pennsylvania (Bell Atlant	
Status: Submitted 💌	
Assumptions	
Assumption Assum	nption Value
Asset Life Scenario FCC Investment_Placement BEGINN	ING OF YEAR
Data Versions	
Data Source Version Capital_Factors Capital_Factors	ble_External Demo 3-21-03
Sove Concel	
	_
<u> </u>	

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 (\frown) 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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by anyone but are not yet awaiting approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not be edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: 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 (<u>Cancel</u>) to disregard the status change and return to the 'Capital Factor Runs' screen.



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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 <u>section 4.4</u> 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.

cost 1							
pital Factor Run Filter	Capita	l Factor Runs					
	-						-
me							
		Name	Owner	Date Created	Jurisdiction	Geography Leve	el Templ 🔺
		DC Historical 11.25 GAAP		4/3/2003	DC	Jurisdiction	CopyOf
ner		External Demo Capital Factor		3/26/2003	PAE	Jurisdiction	Externa
ALL>		test capital factor run		3/25/2003	PAE	Jurisdiction	test
		PAW 17_67 UNE GAAP 2003		3/14/2003	PAW	Jurisdiction	CopyOf
ated After		CA 3-11-03 Historical 11_25		3/11/2003	CA	Jurisdiction	CopyOf
		MA Historical 11_25 GAAP		3/10/2003	MA	Jurisdiction	CopyOf
1 🗸 01 🗸 2001 🗸		NY Historical 11_25 GAAP		3/10/2003	NY	Jurisdiction	CopyOf
onth Day Year		VAE Historical 11_25 GAAP		3/5/2003	VAE	Jurisdiction	CopyOf
		CA Historical 11_25 GAAP		3/5/2003	CA	Jurisdiction	CopyOf
ated Before		CT FCC 11_25 COM		3/3/2003	СТ	Jurisdiction	CopyOf
4 • 10 • 2003 •		WV FC 11_25 COM		3/3/2003	WV	Jurisdiction	CopyOf
		DC FCC 11_25 COM		3/3/2003	DC	Jurisdiction	CopyOf
onth Day Year		VAE FCC 11_25 COM		3/3/2003	VAE	Jurisdiction	CopyOf
thus		VT FCC 11_25 COM		3/3/2003	VT	Jurisdiction	CopyOf
itus		RIFCC 11_25 COM		2/28/2003	RI	Jurisdiction	CopyOf
ALL>		PAE FCC 11_25 COM		2/28/2003	PAE	Jurisdiction	CopyOf
		NY FCC 11_25 COM		2/28/2003	NY	Jurisdiction	CopyOf
isdiction	•	NUECC 44, 25 COM	I	2000000	Тыт	Inviction	Carry Of
ALL>	<u> </u>						





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 (

apital Factor Run	used by:			
Туре	Name	Owner	Status	
apital Factor Run	View Dependents uses:			
apital Factor Run Type		Owner	Status	
-	uses:	Owner	Status Final and Filed	
Туре	uses: Name	Owner		^
Type Capital Factor	uses: Name External Demo Capital Factor Template 3-26-03	Owner	Final and Filed	
Type Capital Factor Data Version	uses: Name External Demo Capital Factor Template 3-26-03 Cost_of_Money/Cost_of_Money table_External	Owner	Final and Filed Approved	
Type Capital Factor Data Version Data Version	uses: Name External Demo Capital Factor Template 3-26-03 Cost_of_Money/Cost_of_Money table_External Future_net_salvage	Owner Owner	Final and Filed Approved Approved	
Type Capital Factor Data Version Data Version Data Version	uses: Name External Demo Capital Factor Template 3-26-03 Cost_of_Money/Cost_of_Money table_External Future_net_salvage/Future_net_salvage Macrs_rate/Macrs_rate table_External Demo	Owner	Final and Filed Approved Approved Approved	









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.

			SEF	RVICE COSTS DEPAR	TMENT COST PORTAL
cost n s	2 EXIT VZCOST			Welcome,	Demo User Version 1.2.1
Expense Factor Template Filter	Expense Factor Templates				
Name Owner Demo User Other Ol • Out • Month • Day * Year Status <	Name test	Owner	Date Created	Status In Progress	
Filter	New Edit	View Copy	Delete Change St	tatus New Run View De	pendents

Throughout this section, please notice that filters may be used as described in <u>section 4.4</u> 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 (**New**) 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.

	SERVICE COSTS DEPARTMENT
Cost 🖈 😒 ? 🖽	Welcome, Demo User Version 1.2
L New Expense Factor Template	2
New Template	Printable Grid 📑 Hide Details 🔺
Expense Factor Template Name:	
Description:	
Applicable Jurisdictions: All	
Data FORMULAS Data Source Data Alias	
Select Delate	
Save Cancel	

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.



Section 8		vicost	Expenses
	Applicable Jurisdictions Choose juridictions for which this ten All Jurisdictions All Jurisdictions Selected Jurisdictions Jurisdictions Virginia (Bell Atlantic) Virginia (Bell Atlantic) Virginia (GTE)		SERVICE COSTS DEPARTMENT Cost Portal Welcome Demo User. Version 1.1.4

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.



Section 8



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.

	Welcome, Demo User Version
L New Expense Factor Template	
New Template	Printable Grid 🚽 Hide Details 🔺
Expense Factor Template Name:	
Description:	×
Applicable Jurisdictions: All	
DATA FORMULAS	
Data Source Data Alias	
4	•
Select Delete	
Save	Cancel
2046	Concor

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 (\frown) to the right of the field and clicking on the correct item.

Cost A 2 Refer Select Data Sources	Welcome, Demo User Version 1.2
Available Data Sources ABC_COST Selected Data Sources Billing Booked_Expenses Booked_Investments Gapital_Factors Cost_of_Money Cost_Pool_Allocations Demand EEL_TO_OSP EXPENSE_ADUUST Expense_Results Future_net_salvage V	Alias
* Aliases may not exceed 20 chara	cters
OK Cancel	

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 ($[\ensuremath{\square}]$) 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 ($[\ensuremath{\square}]$) 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 ($[\ensuremath{\square}]$) and continue.





To use the data source name as the alias, the user should press the arrow button (\blacktriangleright) 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 (\blacktriangleright) 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
Data Source Type: Data Tables	
Available Data Sources Selected Data Sources	
Booked Investments	Alias
* Aliases may not exceed 20 character	5
Aliases must be unique OK Concel	

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.

		SERVICE COSTS DEPARTMENT
cost 🏦 🛸 🤋	EXIT VZC05T	Welcome, Demo User Version
New Expense Factor Template		
test1-03		Printoble Grid 🔤 Hide Details 🔺
Expense Factor Template Name:	test1-03	
Description:	test1-03 - do not use	
Applicable Jurisdictions:	All	
<i>6</i>	``	
Data Source	Data Alias	
Data Source Demand	Data Allas Demand	
Billing	Billing	
1		
Select Delete		,
	Save Cancel	
	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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
L New Expense Factor Template	,
New Template	Printable Grid 🚽 Hide Details 🔺
Expense Factor Template Name:	
Description: test1-03 - do not use	
Applicable Jurisdictions: All	
DATA	
Formula Name Formula ID Formula	
New (Insert) Edit Delete ▲ Move Up ▼ Move Down Insert Label	Insert Prompt Copy
Move Above More	
Save Cancel	
1	

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



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Expenses

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 (\checkmark) to the right of the field. There will be three item types available:

- <u>Formulas</u> 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.
- <u>Custom Formulas</u> 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.
- <u>All Others</u> These are all of the <u>data sources</u> that where selected earlier in the creation of the expense factor template. These will be either capital factor templates or data tables.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 2.3
New Expense Factor Formula	
Formula Name:	
Formula ID:	
Item Type: Formulas	
Formula ID Formula Name	
Filter Items:	Volidate
Filter Reset	
OK Add Another Cancel	



Section 8



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 (Validate) 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.

COST

New Expense Fador Formu Formula Name: tes Formula ID: tes Published Result: Exp	it it	
Item Type: Demand	Item Name BASIC ISDN BASIC ISDN ADDITIONAL BUSINESS BUSINESS ADDITIONAL CENTREX CENTREX COIN COIN ADDITIONAL DIGITAL DATA SERVICE DIGITAL DATA SERVICE ADDITIONAL DIGITAL SERVICE 1644 KBPS DIGITAL SERVICE 1644 KBPS DIGITAL SUBSCRIBER LINE - B DIGITAL SUBSCRIBER LINE - C	Pormule (Aps(
Filter I	Filter Reset	nother Cancel



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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.

cost	A S Prost	SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.3
L New Expense Factor F	Formula	
Formula Name: Formula ID:		
	·	
Item Type:	mand	VALID
Item Key BRI BRI_ADL BUS_ADL CNTRX_AD COIN_ADL DDS DDS_ADL DS1_ADL DS1_ADL US1_ADL I S1_ADL I S1_ADL	BASIC ISDN BASIC ISDN ADDITIONAL BUSINESS BUSINESS ADDITIONAL CENTREX DL CENTREX ADDITIONAL COIN COIN COIN ADDITIONAL DIGITAL DATA SERVICE DIGITAL SERVICE 1544 KBPS DIGITAL SUBSCRIBER LINE AC DIGITAL SUBSCRIBER LINE AC THEMESE Filter Reset	Formula Abs(Billing.DIR_ENV + Billing.DIR_CAP_EXP)/ (Demand.BUS + Demand.RES) Velidate

Once the user has completed the formula, 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 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 (Edit) to edit the formula or pressing the 'Delete' button (Delete) 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 (A Move Up) or the 'Move Down' button (Move Down) 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.

cost 🔒 😒 ? 🔤	Welcome, Demo User Version 1.2
🚪 New Expense Factor Template	
test1-03	Printoble Grid Hide Details 🔺
	rimable oria 👝 nice Defails 🛋
Expense Factor lemplate Name:	
Description:	
Applicable Jurisdictions: All	
DATA FORMULAS Formula Name Formula ID Formula	
	CAP_EXP) (Demand.BUS + Demand.RES)
busi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Der	nand.DS1 + Demand.PBX + Demand.PRI_yDemand.TOTALB
✓ Edit Delete Move Up Move Down Insert Lobel Move Above ✓ Move	Insert Prompt Copy

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (lnsert Label). 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 (OK) or the user can choose to press the 'Cancel' button (Cancel) which will cancel the request.

EXPLORER USER PROMPT	X
Script Prompt: Enter the name for the label	OK Cancel



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The label name appears in the 'Formula Name' column. The move up and move down functions, <u>described earlier</u>, will allow the user to move the label as needed.

Image: Control of the second secon				SERVICE COSTS DEPARTME
Image: Section Templat: [test1-03 Description: [test1-03 do not use]] Applicable Jurisdictions: Al Image: Section Templat: [test1-03 do not use]] Applicable Jurisdictions: Al Image: Section Templat: [test1-03 do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section Test and the section do not use]] Image: Section do not use]	ost 🔒 🖏	2 EXIT VZCOST		Welcome, De
Expense Factor Template [est1-03 Description [est1-03-do not use]]] Applicable Jurisdictions: All Formula Name Formula D Formula Name Formula D FetLabel Itest Abs(Billing.DIR_ENV+Billing.DIR_CAP_EXP y(Demand.BUS + Demand.RES) FetLabel Itest Abs(Billing.DIR_ENV+Billing.DIR_CAP_EXP y(Demand.BUS + Demand.RES) FetLabel Itest Abs(Billing.DIR_ENV+Billing.DIR_CAP_EXP y(Demand.BUS + Demand.RES) FetLabel Itest Abs(Billing.DIR_CAP_EXP y(Demand.BUS + Demand.RES) FetLabel Itest Abs(Billing.DIR_CAP_EXP y(Demand.PRI yDemand.TOTALB busi digital demand Idig.lines_div_by_tot_bus_line Demand.BRI + Demand.DSI + Demand.PRI yDemand.TOTALB Nove Move by Move Move by				
Expense Factor Template Name: [sst1-03 Description: [sst1-03 - do not use] Applicable Jurisdictions: All DATA Formula ID Formula Name Formula ID Formula ID Formula ID Isst Abs(Billing DIR_ENV + Billing DIR_ENV + Billing DIR_ENV + Burand BUS + Demand RES) ForeXLabel dig_lines_div_by_tot_bus_line Duis digital demand dig_lines_div_by_tot_bus_line Vere (Interd Gate Keve Up Keve Down Interd Lobel Interd Colel Move Move	New Expense Factor Template			
Expense Factor Template Name: [est1-03 Description: [est1-03 - do not use] Applicable Jurisdictions: All DAM Formula ID Formula Name Formula ID Formula Name Formula ID Formula Name Formula ID Formula Name Formula ID Formula ID Formula ID Formula ID Gemand BRI+Demand.DDS_CAP_EXP Y (Demand.BUS + Demand.RES) Test Label dig_lines_div_by_tot_bus_line Dui digital demand dig_lines_div_by_tot_bus_line Use (inter) Edit Edit Move Up Move Down Interi Label Interi Cabel Interi Cabel Interi Move Move	tost1-02			Printoklo Grid - Hida Dato
Name: Image: I		late lucit on		
Applicable Jurisdictions: All DATA FORMULAS formula Name formula ID test Abs (Billing.DIR_ENV + Billing.DIR_CAP_EXP y(Demand.BUS + Demand.RES) test test busi digital demand dig_lines_div_by_tot_bus_line busi digital demand dig_lines_div_by_tot_bus_line test Kapplicable busi digital demand dig_lines_div_by_tot_bus_line test Image: State in the s	Na	me: Itest1-03		
Data Formula Formula Name Formula ID Formula Name Formula D test Abs (Billing.DIR_ENV + Billing.DIR_CAP_EXP y (Demand.BUS + Demand.RES.) Test Label Image: State of the state of th	Descript	test1-03 - do not use	e 🔺 🗸	
DATA FORMULAS Formula Name Formula ID test Abs (Billing.DIR_ENV + Billing.DIR_CAP_EXP y (Demand.BUS + Demand.RES)) Test Label Image: Care of the state	Applicable Jurisdicti	ons: All		
Formula ID Formula test Abs (Billing.DIR_ENV + Billing.DIR_CAP_EXP Y (Demand.BUS + Demand.RES) Test Label				
Formula ID Formula test Abs (Billing.DIR_ENV + Billing.DIR_CAP_EXP)/ (Demand.BUS + Demand.RES) Test Label	DATA	FORMULAS		
Test Label busi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.PBX + Demand.PRI)/Demand.TOTALB Were (Insert) Edit Delete Move Insert Lobel Insert Prempt Copy			Formula	
vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PRI yDemand.TOTALB vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PBX + Demand.PBX vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PBX vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.PBX + Demand.PBX vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.DS1 + Demand.PBX + Demand.PBX vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.DS1 + Demand.PBX + Demand.PBX vesi digital demand dig_lines_div_by_tot_bus_line (Demand.BRI + Demand.DDS + Demand.DS1 + Demand.DS1 + Demand.PBX + Demand.PBX vesi digital demand digital demand digital demand.PBX + Demand.DS1 + De		test	Abs (Billing.DIR_ENV + Billing.DIR_0	CAP_EXP)/ (Demand.BUS + Demand.RES)
✓ Insert Lobel Insert Prompt Copy				
New (Insert) Edit Delete A Move Up V Move Down Insert Label Insert Prompt Copy ove Above Move	busi digital demand	dig_lines_div_by_tot_bus_line	2 (Demand.BRI + Demand.DDS + Dem	and.DS1 + Demand.PBX + Demand.PRI_)/Demand.TOTALI
New (Insert) Edit Delete A Move Up V Move Down Insert Label Insert Prompt Copy Move Above Move				
	New (Insert) Edit			Insert Prompt Copy

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 (OK) 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 (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.

cost 🔒 🗞 ? 🖽	Welcome, Demo User Version 2.4
New Prompt	
Prompt Name: Test Prompt Prompt ID: Test_Prompt	
OK Concel	



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st1-03 Expense Factor Temp Na	ame:	Printoble Grid Hide Dr
Descript	test1-03 - do not use	e A
Applicable Jurisdictio	ons: All	
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
Adjusted Support Investment Adjusted Forward Looking Rev		PositivesOnly((Book_Inv.BOOKED_INVESTMENTS + VS_Allocation)* PositivesOnly((Book_Inv.BOOKED_INVESTMENTS + VS_Allocation)*
Test Prompt	v Adj_FL_Rev_Producing_Inv Test_Prompt	<pre>PositivesOnix(Book_mo.BOOKED_INVESTMENTS + VS_Anocation)* </pre>





Once the user has finished modifying the formula, the 'Validate' button (Validate) 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 (OK) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.

cost	1 🗞 ? Exit		Welcome, Demo User Version 2.3
L. New Expense Factor Fo	rmula		
			-
Formula Name:	test		
[test_case		
ronnua i.v.	Formula ID is not unique. A formula wit	th this ID has al	ready been created.
_			-
Published Result:	Expense_Factors.EEL_TESTING	•	
			-
Item Type: Dem	and 💽		
			VALID
			Formula
ltem Key BRI	Item Name BASIC ISDN		
BRI_ADL	BASIC ISDN ADDITIONAL		Abs(Billing.DIR_ENV + Billing.DIR_CAP_EXP)/
BUS	BUSINESS	_	
BUS_ADL	BUSINESS ADDITIONAL		
	CENTREX		
CNTRX_ADL	CENTREX ADDITIONAL		
COIN	COIN		
COIN_ADL	COIN ADDITIONAL		
DDS	DIGITAL DATA SERVICE		
DDS_ADL	DIGITAL DATA SERVICE A		
DS1	DIGITAL SERVICE 1544 KI		
DS1_ADL	DIGITAL SERVICE 1544 KI		
DSL	DIGITAL SUBSCRIBER LIN DIGITAL SUBSCRIBER LIN		
DSL_ADL	DIGITAL SUBSCRIBER LIN		
			()
			Volidate
Filte	er Items:		
	Filter Reset		
		OK Add Anot	ther 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 (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 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 <u>described earlier</u>. 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 (\frown) to the right of the field and making a selection. Finally, the user will press the 'Move' button (\frown) to move the selected formula above the formula named in the drop down box.

			SERVICE CO	STS DEPARTMENT COST PO	DRTAL
cost 🔒 😒	EXIT VZCOST			Welcome, Demo User Vers	sion 1.2
T. New Evenese Faster Templete					_
L New Expense Factor Template					
test1-03 Expense Factor Template			Pri	ntable Grid 📃 Hide Details 🔺	
Name:	test1-03				
Description:	test1-03 - do not use	A ¥			
	J				
Applicable Jurisdictions:	All				
DATA	FORMULAS				
Formula Name Formula Name Formula Name		ormula bs (Billing DIR , ENV + Billing DIR , (AP_EXP)/ (Demand.BUS + Demand	RES	
			ind.DS1 + Demand.PBX + Demand.F		
New (Insert) Edit	Delete 🔺 Move Up	▼ Move Down Insert Label	Insert Prompt Copy		
Move Above	Move				
	l	Save Cancel			

Now that the expense factor template is complete, the user has two options.

- The user may press the 'Save' button (**Sove**) to save the new expense factor template and return to the 'Expense Factor Templates' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 (**Edit**) at the bottom of the screen.

cost n s	Etty Vzčost		SEF	RVICE COSTS DE	PARTMENT COST PORTAL come, Demo User Version 3
Expense Factor Template Filter	Expense Factor Templates				
Name Cowner CALL> Created After Ol Ol Ol Ol Ol Month Day Year Created Before Ol Ol Ol Year Status CALL> Filter	Name festi-03 Expense Factor Template v1.15 Expense Factor Template v1.8 Expense Factor Template v1.6	Owner	Date Created	Status In Progress Completed Completed Approved	
	New Edit View	Сору	Delete Change St	iatus New Run	liew 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.

		SERVICE COSTS DEPARTMENT
<u>cost</u> 🟦 🛸 ?	EXIT VZCOST	Welcome, Demo User
Edit Expense Factor Template		
test1-03		Printable Grid 🚽 Hide Details 🔺
	test1-03	
Name:	10511-03	
Description:	test1-03 - do not use	1
Description.	v	1
Applicable Jurisdictions:	All	
DATA	RMULAS	
Data Source	Data Alias	
Demand	Demand	
Billing	Billing	
1		
Select Delete	Sove Cancel	



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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 (Select) 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 (Delete). 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 (Cancel) 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 (Select), 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 (OK) to save the changes 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.





From the 'Edit Expense Factor Template' screen, the user can also click on the 'Formulas' tab.

				SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 🔇	2 EXIT VZCOST			Welcome, Demo U	ser Version 1.2
🖁 Edit Expense Factor Template					_
				Printable Grid 🚽 Hide Details 🔺	•
test1-03 Expense Factor Temp	late []	Printable Grid 🚍 Hide Details 🔺	
Na	test1-03				
Descript	test1-03 - do not use	- -			
		v			
Applicable Jurisdictio	ons: All				
DATA Formula Name	FORMULAS Formula ID	Formula			
test	test	Abs(Billing.DIR_ENV+Billing.DIR_	_CAP_EXP)/ (Deman	d.BUS + Demand.RES)	
busi digital demand	dig_lines_div_by_tot_bus_line			.PBX + Demand.PRI_yDemand.TOTALBI	
₹ New (Insert) Edit Move Above	Delete Move Up	v Move Down Insert Label	Insert Prempt	Сору	



Section 8



The user will have several options available within this tab.

- The 'New (Insert)' button (<u>New (Insert)</u>) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in <u>the previous subsection</u>. 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 (<u>New (Insert)</u>), 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 (Edit). 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 (Delete). If a user deletes a formula by mistake, the 'Cancel' button (Cancel) at the bottom, center of the page can be pressed to disregard all changes and exit the edit template function.
- The 'Move Up' button (A Move Up) and the 'Move Down' button (Very Nove Down) remain available, as described in the previous subsection, in case the user needs them.
- The 'Insert Label' button (Insert Label) remains available, as described in the previous subsection, in case the user needs it.
- The Insert Prompt' button (<u>Insert Prompt</u>) remains available, as described in <u>the previous</u> <u>subsection</u>, 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 <u>the previous subsection</u>.
- The 'Move' button () remains available, as described in <u>the previous subsection</u>, 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 (<u>Validate</u>) 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
cost		Welcome, Demo User Version 2.3
Edit Expense Factor Fo	ormula	
Formula Name:	test	-
Formula ID:	test	
Published Result:	Expense_Factors.EEL_TESTING]
Item Type: For	mulas	
Formula II dig_lines_d	D Formula Name fiv_by_tot_bus_lines busi digital demand	Formula Abs(Billing,DIR_ENV + Billing,DIR_CAP_EXP_)/ (Demand.BUS + Demand.RES_)
Fil	iter Items:	Velidate
	Filter Reset	
	OK Add Ar	anther 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 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 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 Expense Factor Template' screen where the 'Formula' tab will remain active.



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			SE	RVICE COSTS DEPARTMEN	
🖌 cost 🔒 💈	2 EXIT VZCOST			Welcome, Dem	o User 🛛 Vi
Edit Expense Factor Template					
test1-03				Printable Grid Hide Details	
Expense Factor Templa Nan	test1-03				
Description	test1-03 - do not use				
Descriptio		Y			
Applicable Jurisdiction	ns: All				
DATA	FORMULAS				
Formula Name	Formula ID	Formula			
test busi digital demand	test dig_lines_div_by_tot_bus_line	Abs (Billing.DIR_ENV + Billing.DIR_ (Demand.BRI + Demand.DDS + Dem			
New (Insert) Edit	Delete 🔺 Move Up	▼ Move Down Insert Label	Insert Prompt	Сору	
Move Above	Move		maarrromp		
		Save Cancel			

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 (<u>Sove</u>) to save the expense factor template and return to the 'Expense Factor Templates' page.
- The user may press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (

🖌 cost 🗈 😒	2 EXIT VZCOST			Welco	ome, Demo User Versi
xpense Factor Template Filter	Lange Factor Templates				
U					
ame	Name	Owner	Date Created	Status	
	test1-03		1/3/2003	In Progress	
wner	Expense Factor Template v1	.15	10/30/2002	Completed	1
<all></all>	Expense Factor Template v1		6/27/2002	Completed	
	Expense Factor Template v1		6/11/2002	Approved	1
Month Day Year reated Before 01 10 2003 Month Day Year tatus <all></all>					
Filter	\				



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Once the 'View' button (**View**) 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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒 💈	EXIT VZCOST	Welcome, Demo User Version 2.4
L. View Expense Factor Template		
Testing Expense Factor Template		Printable Grid 📃 Hide Details 🔺
Name:	Testing	
Description:	Testing	
	·	
Applicable Jurisdictions:	All	
DATA	FORMULAS	
Data Source	Data Alias	
Demand Expense_Factors	Demand Expense_Factors	
Select Delete		
	Cancel	
When this screen is no longer	r needed the user will press th	he 'Cancel' button (Cancel) at the

When this screen is no longer needed, the user will press the 'Cancel' button (**Cancel**) 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.

			SE	RVICE COSTS DEPA	RTMENT COST PORTAL
cost n 😒	2 EXIT VZCOST			Welco	ne, Demo User Version 1.
Expense Factor Template Filter	Expense Factor Templates				
Name	Name	Owner	Date Created	Status	
Owner ALL>	test1-03 Expense Factor Template v1.15 Expense Factor Template v1.8 Expense Factor Template v1.5		1/3/2003 10/30/2002 6/27/2002 6/11/2002	In Progress Completed Completed Approved	
Created After					
Created Before 01 V 10 V 2003 V Month Day Year					
Status					
Filter					
	New Edit View	Сору	Delete Change S	tatus New Run View	Dependents

The user will click on the expense 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 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 (Delete).

pense Factor Template Filter 👖 🖞	xpense Factor Templates				
me					
	Name	Owner	Date Created	Status	
	test1-03		1/3/2003	In Progress	
ner	Expense Factor Template v1.15		10/30/2002	Completed	
<all></all>	Expense Factor Template v1.8		6/27/2002	Completed	
	Expense Factor Template v1.5		6/11/2002	Approved	
anth Day Year ated Before 1 10 10 2003 1 onth Day Year atus ALL>					
Filter	New Edit View	Сору	Delete Change Si	atus New Run Viev	* Dependents

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 ($\bigcirc \square \square \square$) to complete the deletion of the template or press the 'Cancel' button ($\bigcirc \square \square \square$) 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.

M/crox	FT INTERNET EXPLORER 🛛 🗙
?	Delete Expense Factor Template 'test1-03'?
	OK Cancel





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 ($\bigcirc \kappa$) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

cos	; †	VICOST					We	elcome, Demo U≦
Confirm	Deletion of Depend	enrier						
6								
Expens	e Factor Template	e Name: EditTest						
	Name scydsgy		Owner	Create Date	Jurisdiction	Geography Leve	I Status In Progress	Run Statu
Ţ								Þ

The user will have two options on this screen.

- 1. The user may press the 'Delete All' button (Delete All) 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 (**Cancel**) 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 (**Change Status**). 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.

cost 🔒		Welcome, Demo User Version 1.
Expense Factor Template Filter	Expense Factor Templates	
Name Cover ALL> Created After Ol Ol Ol Ol Ol Ol Ol Ol Ol Ol	Name Owne test1-03	er Date Created Status 1/9/2003 In Progress 10/30/2002 Completed 6/27/2002 Completed 6/11/2002 Approved
Filter	New Edit View Co	opy Delete Change Status New Run View Dopendents



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		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🗅 🗞 🤋	EXIT VZCOST	Welcome, Demo Use	er Version 1.2
Change Status-Expense Factor Temple	nte		
	no		
testi-03			
Expense Factor Template Name:	test1-03		
Description:	test1-03 - do not use		
Applicable Jurisdictions:	All	1	
	In Progress 💌		
DATA	FORMULAS		
Data Source Demand	Data Alias Demand		
Billing	Billing		
New Delate		Þ	
	Save Cancel		

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

- 1. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: 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. <u>Completed</u>: 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. <u>Submitted</u>: Submitted items are completed items that are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: 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:

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒 😒 ?	EXIT VZC05T	Welcome, Demo User Version 1.2
🖞 Change Status-Expense Factor Template	3	
test1-03 Expense Factor Template		
Name:	test1-03	
Description:	test1-03 - do not use 🔺	
Applicable Jurisdictions:		
	In Progress 🔻	
3.303.		
DATA	RMULAS	
Data Source	Data Alias	
Demand	Demand	
Billing	Billing	
New Delete	Save Cancel	

- The user may press the 'Save' button (<u>Sove</u>) to save the expense factor template and return to the 'Expense Factor Templates' screen.
- The user may press the 'Cancel' button (**Cancel**) 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 (New Run) 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 a 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 (New Run) on the 'Expense Factor Templates' screen.

			SE	RVICE COSTS DEP	
cost 🗈				Welco	ome, Demo User Version
Expense Factor Template Filter	Expense Factor Templates				
Name					
	Name	Owner	Date Created	Status	
	test1-03		1/3/2003	In Progress	
Owner	Expense Factor Template v1.15		10/30/2002	Completed	
<all></all>	Expense Factor Template v1.8		6/27/2002	Completed	
·	Expense Factor Template v1.5		6/11/2002	Approved	
01 v 01 v 2001 v Month Day Year Created Before 01 v 10 v 2003 v Month Day Year Status					
Filter	New Edit View	Сору	Delete Change S	tatus New Run Vie	w 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 <u>in this section</u> of this document.



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	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 2.4
L New Expense Factor Run	
New Run	me:
Descrip	
Expense Factor Templ	
Jurisdict	
	Select
Prompts Prompt Name	Prompt Value
Test_Prompt	
Assumptions	Select
Assumption Data Vintage	Assumption Value
Expense Type	
First Year of Stud	by and a second s
Study Period	
Data Versions	Salect
Data Source	Version
Account_Inflation	
Booked_Expenses	
Booked_Investments Capital_Factors	
Cost_of_Money	
Cost_Pool_Allocations	
EEL_TO_OSP	
Expense_Account_D_S_Ma EXPENSE_ADJUST	
Inflation_Indices	
INVESTMENT_ADJUST	
Investment_Calibration_Ind	
INVEST_COST_POOL_MA Property_Taxes	
r openy_r uves	
	Run Save Cancel
-	
Please note that if the user does not co	mplete the run, then the 'Save' button (Save) ma

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 (Cancel) may be used to disregard all entries on the page.



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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.

cost 🔒	P ENT VICOST	_	SERVICE COSTS DEPARTMENT COST PORTA Welcome, Demo User Version		
Expense Factor Template Filter	Expense Factor Templates				
Name	Name	Owner	Date Created	Status	
Owner <all></all>	test1-03 Expense Factor Template v1.15 Expense Factor Template v1.8		1/3/2003 10/30/2002 6/27/2002	In Progress Completed Completed	
Created After 01 • 01 • 2001 • Month Day Year	Expense Factor Template v1.5	I	6/11/2002	Approved	1
Created Before 01 • 10 • 2003 • Month Day Year					
Status <all></all>					
Filter					
	New Edit	View Copy	Delete Change S	tatus New Run Vi	iew 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: Expense Factor Tem	nplate v1.17	
	Template is used by:		
Туре	Name	Owner	Status
	or Run Test CA 2001 FL A		Approved
Expense Fact	or Run Test CA 2001 FL C		Submitted
	or Run Test CA 2001 FL R		Approved
Expense Facto	or Run Test CA 2001 FL W		Approved
		View Dependents	
Expense Factor	Template uses:	View Dependents	
Expense Factor Type	·Template uses: Name	View Dependents Owner	Status
-			Status





Section 8.2: Expense Factor Runs

Throughout this section, filters may be used as described in <u>section 4.4</u> 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.

				SERVIC	E COSTS DEPARTMENT	COST PORTAL
cost 🔒 😒	2 EXIT VZC05T				Welcome Demo Us	er. Version 1.1.5
Expense Factor Run Filter	Expense Factor Runs					u
Name	Name	Owner	Date Created	Jurisdiction	Geography Level Templat	
Owner <all></all>	Test 2001 v1.5		6/13/2002	PAE	Jurisdiction Expense f	
Created After						
Created Before						
Status						
Jurisdiction						
Filter	New Edit View	Rename	Delete	Run View	Results Change Status View Depe	ndents





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.

				SERVICE COSTS DI	
	VICOST	_	_	Welc	ome Demo User, Version 1.1
Expense Factor Run Filter	Expense Factor Runs				
Name Downer ALL> Created After Differ Differ Differ Differ Created Before Differ Differ Day Year Status ALL> Jurisdiction ALL>	Name Test 2001 v1.5	Owner	Date Created Ju 8/13/2002 P/		evel Template Expense F
Filter	New Edit	View Rename	Delete Ruz	h View Results Change	Status View Dependents





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

			SERVICE CO	STS DEPARTMENT	COST PORTAL
cost 🗈 😒	2 EXIT VZCOST			Welcome Demo User.	Version 1.1.5
Expense Factor Template Filter	Expense Factor Templates				
Name Owner <pre> <all> </all></pre> Created After O1 • 01 • 2001 • Month Day Year Created Before 06 • 18 • 2002 • Month Day Year Status <pre> <pre> <pre> </pre> </pre></pre>	Name Expense Factor Template v1.5 Expense Factor Template	Owner	Date Created 6/11/2002 4/18/2002	Status Approved Approved	
Filter	Sele	ct Cancel	I		-

As before, the filters on the left side of the screen may be used, as described in <u>section 4.4</u>, 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 (<u>Select</u>) 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 (<u>Cancel</u>) at the bottom of the screen and either create or locate the correct template.



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cost a 2	ur 657			SERVICE COS	TS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.4
New Expense Factor	Run				
	Name: Description: Eactor Template: Copy	Of_Expens	se Factor Template v1.18		
	Jurisdiction:				
Prompts	Prompt Name Test_Prompt		Prompt Value	Select	
Assumptions				Select] [
	Assumption Data Vintage Expense Type		Assumption Value		
	First Year of Study Product Type Study Period				
Data Versions				Select	
Data Sou Account_I	nflation	Version		36160	
Booked_E Booked_I Capital_F. Cost_of_M	vestments ictors				
Cost_Pool EEL_TO_	_Allocations				
EXPENSE Inflation_I	_ADJUST				
	t_Calibration_Indices OST_POOL_MAP axes				
	Run	Save	Cancel]

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 (\checkmark) 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.

New Run		
Name:		
Description:		
Expense Factor Template:	Expense Factor Template v1.5	
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 (Select) at the top right of the window.

Prompts			Select
	Prompt Name	Prompt Value	1
	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 (\checkmark) 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 (\checkmark) 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.

	SERVICE COSTS DEPARTMENT
	Welcome, Demo User Version :
E 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 C	Column1 Column2 Test_Prompt Cost_of_Money.DEBT_RATIO
Select	OK Concel

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.



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

Assumptions			Select
	Assumption	Assumption Value]
	Data Vintage		1
	Expense Type		1
	First Year of Study		1
	Product Type		1
	Study Period		1
		•	1
]

If the user fails to fill out the top portion of the 'New Expense Factor Run' screen prior to pressing the 'Select' button (Select) 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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				SERVICE COS	TS DEPARTMENT COST PORTAL
cost 🗈 🗞 ?	EXIT VZCOST			_	Welcome, Demo User Version 2.4
	actor Pun				
te new cxpense r					
New Run					
	Name:				
	r				
	Description:		4		
	[o	To the Translate of 10]	
Exp	ense Factor Template:	CopyOr_Exper	ise Factor Template v1.18		
	Jurisdiction:				
Prompts				Select	
	Prompt Name Test_Prompt		Prompt Value		
	rest_riompt				
Assumptio	ND.C			Select	
Assumption				Joint	
	Assumption Data Vintage	_	Assumption Value		
	Expense Type				
	First Year of Study				
	Product Type Study Period				
Data Versi	ons			Select	1
	Source	Version			
	unt_Inflation	Version			
	ed_E×penses				
	ed_Investments tal_Factors				
	_of_Money				
Cost	Pool_Allocations				
	_TO_OSP nse_Account_D_S_Map				
	INSE_ACCOUNT_D_S_Map				
Inflat	ion_Indices				
	STMENT_ADJUST tment_Calibration_Indices				
	ST_COST_POOL_MAP				
	erty_Taxes				
		Please en	ter a name.		
		Please enter Please selec	· a description. t a jurisdiction.		
	Run	Save	Cancel		
1					



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	ERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
Seled Assumptions Run Name: Test 06-17 Data Vintage: 2001 Expense Type: CURRENT First Year of Study: 2002 Product Type: VHOLESALE Study Period: Two earder	

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.



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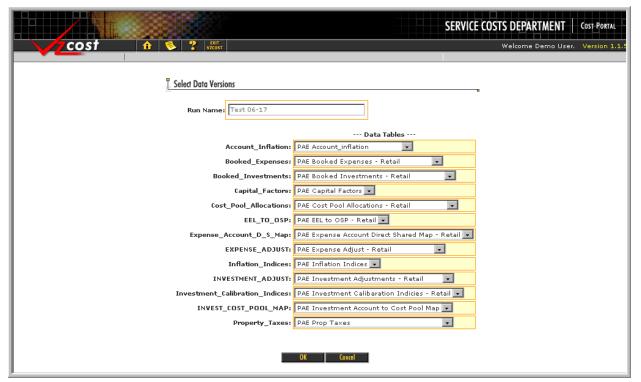
Once the assumptions have been populated on the 'New Expense Factor Run' screen, the user will press the 'Select' button (Select) at the top right of the 'Data Versions' box which is located at the bottom of the page.

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.



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 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 Calibaration Indicies - Retail
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Property_Taxes	PAE Prop Taxes

cost

Once the 'New Expense Factor Run' screen has been completely populated, the user will have three options available.

- 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 (View Results) 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 (**Cancel**) 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 <u>section 4.4</u>) as needed to locate the correct run. Click on that run to highlight it and then press the 'Edit' button (**Edit**) at the bottom of the 'Expense Factor Runs' screen shown below.

				SERVIC	E COSTS DEPA	RTMENT Cost Por
cost 🔒 😵 ?	EXIT VZCOST				Welcome	Demo User. Versior
Expense Factor Run Filter	nse Factor Runs					
Name						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F
Owner	V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F
<all></all>	Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F
	Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F
01 • 01 • 2001 • Month Day Year Created Before 06 • 18 • 2002 • Month Day Year						
Status (ALL>						
Jurisdiction	•					
Filter	Now Edit View	Rename	Delete	Run View	Results Change Statu	s 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 ($\bigcirc K$), 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 ($\bigcirc concel$), the system will take the user back to the expense factor run list on the first page of the expense factors section.

MICROS	OFT INTERNET EXPLORER
?	This study has been run.
٦V.	If you continue and click save, the results will be erased.
	Do you wish to continue?
	OK Cancel



Section 8 Expenses

cost 🗈 🗞 ? 🖽		SERVICE COSTS DEPARTMENT COST-PORTAL Welcome, Demo User Version 2
Edit Expense Factor Run		
New Run Name:		
Description: Expense Factor Template:		mplate v1.18
Jurisdiction	Pennsylvania (Bell Atlantic)	
Prompts Prompt Name Test_Prompt	Prompt Valu Cost_of_Money	Select y.DEBT_RATIO
		Select
Assumptions	Assumption	
Data Vintage	2001	
Expense Type	CURRENT	
First Year of Study Product Type	2002 RETAIL	
Study Period	Five years	
Data Variana		Select
Data Versions		SHOU
Data Source	Version PAE Account_inflation	
Booked_Expenses	PAE Booked Expenses - R	Retail
Booked_Investments	PAE Booked Investments -	- Retail
Capital_Factors	PAE Capital Factors	
Cost_of_Money Cost_Pool_Allocations	PAE Cost_of_Money PAE Cost Pool Allocations	ve. Retail
EEL_TO_OSP	PAE Cost Pool Allocations PAE EEL to OSP - Retail	
Expense_Account_D_S_Map	PAE Expense Account Dire	
EXPENSE_ADJUST	PAE Expense Adjust - Reta	tail
Inflation_Indices	PAE Inflation Indices	
INVESTMENT_ADJUST	PAE Investment Adjustmen PAE Investment Calibarati	
INVEST_COST_POOL_MAP	PAE Investment Account to	
Property_Taxes	PAE Prop Taxes	
	un 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 (ΟΚ).

Test 06-17	
Name:	Test 06-17
Description:	Test 06-17
Expense Factor Template:	CopyOf_Expense Factor Template v1.18
Jurisdiction:	Pennsylvania (Bell Atlantic) 💌

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.

		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 (Select) 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 (\checkmark) 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 (\checkmark) 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.

	SERVICE COSTS DEPARTMENT COST PORTAL
cost 🛧 😒 ? 🕬	Welcome, Demo User Version 2.4
E Select Prompt Items	
Prompt ID: Test Prompt -	
Item Type: Cost_of_Money 💌	
Item Key Item Name Column1 COST_OF_DEBT Cost of Money Cost of Debt Compo Test_Prompt	Column2 Cost_of_Money.DEBT_RATIO
COST_OF_EQUITY Cost of Money Cost of Equity Comp DEBT_RATIO Cost of Money Cost of Debt Ratio C	
)
Select	
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 (Select) 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	1
	Expense Type	CURRENT	1
	First Year of Study	2002	1
	Product Type	RETAIL	1
	Study Period	Five years	1
		•	
			J



Section 8		Expenses
cost free cost	ERT VZCOST	SERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.5

I	Select Assumptions
	Run Name: Test 06-17
I	Data Vintage: 2001 🗸
I	Expense Type: CURRENT
I	First Year of Study: 2002 🗸
I	Product Type: WHOLESALE 💌
I	Study Period: Five years 💌
	OK Cancel
l	
l	
IJ	

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 () 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 without making any changes.



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At the bottom of the screen, if the data versions need to be edited, the user will press the 'Select' button (Select) at the top right of the 'Data Versions' box.

Data	Source	Version
Acco	unt_Inflation	PAE Account_inflation
Book	ed_Expenses	PAE Booked Expenses - Retail
Book	ed_Investments	PAE Booked Investments - Retail
Capit	al_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
Expe	nse_Account_D_S_Map	PAE Expense Account Direct Shared Map - Retail
EXPE	NSE_ADJUST	PAE Expense Adjust - Retail
Inflat	ion_Indices	PAE Inflation Indices
INVE	STMENT_ADJUST	PAE Investment Adjustments - Retail
Inves	tment_Calibration_Indices	PAE Investment Calibaration Indicies - Retail
INVE	ST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Prop	erty_Taxes	PAE Prop Taxes





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

	Welcome Demo User. Version 1.1.5
E. Select Data Versions	
Run Name: Test 06-17	
	Data Tables
-	PAE Account_inflation
	PAE Booked Expenses - Retail
	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 Calibaration Indicies - Retail 🔽
INVEST_COST_POOL_MAP:	PAE Investment Account to Cost Pool Map 💌
Property_Taxes:	PAE Prop Taxes
-	OK Cancel

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 (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, disregarding any changes that have been made.



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 Calibaration Indicies - Retail
INVEST_COST_POOL_MAP	PAE Investment Account to Cost Pool Map
Property_Taxes	PAE Prop Taxes

/cost

Once the 'Edit Expense Factor Run' screen has been edited to the user's liking, the user will have three options available.

- 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 (**Cancel**) 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 <u>section 4.4</u>, 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 (View) to view the selected inputs for the run.

				SERVIC	E COSTS DEPA	RTMENT COST PORTAL
cost 🗈 🗞 ?	EXIT VZCOST				Welcome	Demo User. Version 1.
Expense Factor Run Filter	ense Factor Runs					
Name	Name	Owner	Date Created	Jurisdiction	Geography Level	Tomulate
		Owner				
Owner	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
<all></all>	Test 06-17 Test 2001 v1.5		6/17/2002 6/13/2002	PAE PAE	Jurisdiction Jurisdiction	Expense F Expense F
Created After 01 01 2001 Month Day Year Created Before 06 18 2002 Month Day Year Status <all> Jurisdiction</all>	۲					
Filter	New Edit View	Rename	Delete	Run View I	Results Change Status	View Dependents

Once the 'View' button (View D) 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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	SERVICE COSTS DEPARTMENT COST-PORTAL Welcome, Demo User Version 2.4
L View Expense Factor Run	
Test 06-17	
Name:	Test 06-17
Description:	Test 06-17
Expense Factor Template:	
Jurisdiction:	
Jungue don	Premisyikama (Den Adama) Pa
Prompts	
Prompt Name Test_Prompt	Prompt Value Cost_of_Money.DEBT_RATIO
Assumptions	
Assumption	Assumption Value
Data Vintage Expense Type	2001 CURRENT
First Year of Study	2002
Product Type	RETAIL
Study Period	Five years
Data Versions	
Data Source Account_Inflation	Version PAE Account_inflation
Booked_Expenses	PAE Booked Expenses - Retail
Booked_Investments	PAE Booked Investments - Retail
Capital_Factors Cost_of_Money	PAE Capital Factors PAE Cost_of_Money
Cost_Pool_Allocations	PAE Cost_Doi_Money 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 Inflation_Indices	PAE Expense Adjust - Retail PAE Inflation Indices
INVESTMENT_ADJUST	PAE Investment Adjustments - Retail
Investment_Calibration_Indices	PAE Investment Calibaration Indicies - Retail
	PAE Investment Account to Cost Pool Map PAE Prop Taxes
Property_Taxes	
	Cancel
When this screen is no longer needed the	user will press the 'Cancel' button (Cancel) 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 <u>section 4.4</u>, 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 (**Rename**).

			SERVIC	E COSTS DEPART	NENT COST PORTAL
cost 🔒 😒	2 EXIT VZCOST			Welcome De	mo User. Version 1.1.5
Expense Factor Run Filter	Expense Factor Runs				
	Name	Owner Date Created	Jurisdiction	Geography Level Te	emplate
	V1.5 Test with 1999 (Current)	6/17/2002	PAE		pense F
Owner	V1.5 Test with 1999	6/17/2002	PAE		pense F
<all></all>	Test 06-17	6/17/2002	PAE		pense F
	Test 2001 v1.5	6/13/2002	PAE	Jurisdiction Ex	pense F
Created After 101 • 01 • 2001 • Month Day Year Created Before 06 • 18 • 2002 • Month Day Year Status CALL> • Jurisdiction CALL> •					×
Filter	New Edit View	Rename Delete	Run View I	Results Change Status Vi	iew 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.



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

	SE	RVICE COSTS DEPARTMENT	COST PORTAL
		Welcome, Demo User	Version 1.2.1
🗍 Rename Expense Factor	Run		
test02			
Name:	test02		
Description:	test 2002		
	Save 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 (**Sove**) to save the new name and description.
- 2. Press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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.

xpense Factor Run Filter	vzcosy				E COSTS DEPA	Demo User.	Vers
							_
ame	Name	Owner	Date Created	Jurisdiction	Geography Level	l Templat <u>e</u>	
	V1.5 Test with 1999 (Current	t)	6/17/2002	PAE	Jurisdiction	Expense F	
vner	V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F	
<all></all>	Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F	
	Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F	
Ionth Day Year eated Before D6 18 2002 1 Ionth Day Year atus <all></all>							
risdiction (ALL>	 ∢[Þ	
Filter	New Edit View	Rename	Delete	Run View	Results Change Statu	s View Depende	ints

Next, the user will press the 'Delete' button (\bigcirc 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 (\bigcirc K) to complete the deletion or the 'Cancel' button (\bigcirc Cancel) 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 (**Sove**) to save the information rather than pressing the 'Run' button (**Run**) to complete the expense factor run, then the user may use this function to complete the saved expense factor run.

			SERVIC	E COSTS DEPA	RTMENT Cost F	PORTAL
🔒 🗘 🕐	2 EXIT VZCOST			Welcome	Demo User. Versi	sion 1.1
Expense Factor Run Filter	Expense Factor Runs					
	Name	Owner Date Created	Jurisdiction	Geography Level	Template	
·	V1.5 Test with 1999 (Current)	6/17/2002	PAE	Jurisdiction	Expense F	
Owner	V1.5 Test with 1999	6/17/2002	PAE	Jurisdiction	Expense F	
<all></all>	Test 06-17	6/17/2002	PAE	Jurisdiction	Expense F	
"" State"	Test 2001 v1.5	6/13/2002	PAE	Jurisdiction	Expense F	
O1 • 01 • 2001 • Month Day Year Created Before 06 • 18 • 2002 • Month Day Year Status						
Jurisdiction <all></all>	New Edit View	Renome Delete	Run View I	Results Change Status	View Dependents	

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 (**Run**). 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 <u>section 13.1</u> 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 <u>expense</u> 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 <u>section 13.1</u> or from the 'Expense Factor Runs' screen shown below. On the 'Expense Factor Runs' screen, the user may use filters (described in <u>section 4.4</u>) 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 (<u>View Results</u>). The 'View Results' button (<u>View Results</u>) will not be available if the expense factor run has not been run.

			S	ERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 😒				Welcome Demo User	. Version 1.1.5
Expense Factor Run Filter	Expense Factor Runs				
Name	Name Test 06-17	Owner	Date Created Jurisdi	ction Geography Level Template Jurisdiction Expense F	
Owner Demo User					
Created After					
Created Before 06 • 18 • 2002 • Month Day Year					
Status <all></all>					
Jurisdiction				•	J
Filter	New Edit N	liew Rename	Delote Run	View Results Change Status View Depend	ents



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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.

st 🚹 🋸 ? 🚽	XIT COST						Welcome, I
1							
ense Factor Run Results							
st 06-17	(Prin	table Grid 📃 Hide
Expense Factor Run Name:	Test 06-17						
Expense Factor Template:	Expense Fa	actor Te	mplate v1.5				
Jurisdiction:	Pennsylvan	nia (Bell	l Atlantic)				
	Exception L						
	Enception E	9					
Geography: PAE (Pennsylvania (Be	ll Atlantic))	-		Account: A		Drill Down D	ownload
	(inversion and it)						
Name	Account I	D/S Va	lue	Reference			
WP3 - Adjusted Investments							
VSG_Allocation	211100	0		Invest_Adjust.VS	G_AMOUNT	*Invest_Adjust.VSG_F	CT_TO_STATE
	211200	0					
	211300	0					
	211400	0					
	211400 211500	0					
	211400 211500 211600	0					
	211400 211500 211600 212100	0 0 0 0					
	211400 211500 211600 212100 212210	0 0 0 0					
	211400 211500 211600 212100 212210 212220	0 0 0 0					
	211400 211500 211600 212100 212210	0 0 0 0 0					
	211400 211500 211600 212100 212210 212220 212220 212310	0 0 0 0 0 0 0					
	211400 211500 211600 212100 212210 212220 212220 212310 212320	0 0 0 0 0 0 0 0					
	211400 211500 211600 212100 212210 212220 212220 212310 212320 212400	0 0 0 0 0 0 0 0 0 0					
	211400 211500 211600 212100 212210 212220 212310 212320 212400 221100	0 0 0 0 0 0 0 0 0 0 0					
	211400 211500 211600 212200 212210 212220 212310 212320 212400 221100 221200	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211600 211600 212100 212210 212210 212320 212320 212400 221100 221200 221600 222000 223100	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211600 211600 212100 21220 212210 21220 212300 221400 221100 221400 221600 222160 223100 223100	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211500 211500 21200 212200 212200 212200 212300 221000 221000 221500 222500 223210 22321	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211500 211500 212100 212200 212200 212310 212300 221400 221400 222100 222100 222000 22300 223221 223222	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211500 211500 212100 212200 212200 212300 221200 221400 22100 22100 222100 222000 223100 223201 223222 223222	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
	211400 211500 211500 212100 212200 212200 212310 212300 221400 221400 222100 222100 222000 22300 223221 223222	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: At the top of the page, the 'Show Details' button (<u>Show Details</u>) and the 'Hide Details' button (<u>Hide Details</u>) 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.





• <u>Exceptions</u>: 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 <u>message center subsection</u> 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 occured.

	Expense Factor Run Name:			PAE test v115							
xpen	se Factor Templat	e Name:	Expens	ense Factor Template v1.15							
	Last Modified: 10			2002							
	Formula ID	Type		Exception	Geography	-					
	VS Allocation	Piece of el	ement	IN BOOK INV.VS AMOUNT * INVEST ADJUST.VS PCT TO STATE The Record	PAE						
	VS Allocation	Piece of el	ement	In BOOK INV.VS AMOUNT*INVEST ADJUST.VS PCT TO STATE The Record	PAE						
	Carrying Costs Supp	Piece of el	ement	IN CAPITAL AND PROPERTY TAX * ADJ SUPPORT INVESTMENT THE Record	PAE						
	Carrying_Costs_Supp	Piece of el	ement	In CAPITAL_AND_PROPERTY_TAX * ADJ_SUPPORT_INVESTMENT The Record	PAE						
	Carrying_Costs_Supp	Piece of el	ement	IN CAPITAL_AND_PROPERTY_TAX * ADJ_SUPPORT_INVESTMENT The Record	PAE						
	Carrying_Cost_Rev_	Piece of el	ement	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE						
	Carrying_Cost_Rev_	Piece of el	ement	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE						
	Carrying_Cost_Rev_	Piece of el	ement	In CAPITAL_AND_PROPERTY_TAX * ADJ_FL_REV_PRODUCING_INV The	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
	Adjusted_Expenses	Piece of el	ement	In CURR_YEAR_FINANCIAL_AMT_EXP *	PAE						
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	Adjusted Expenses	Risss of al	omont	IN CHER YEAR ENANCIAL AMT EYRS	DAE	-					

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.



Section 8

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

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

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ense Factor Run Results			
st 06-17			Printoble Grid 🚽 Hide Detai
	T + 0(17		
Expense Factor Run Name:	Test 06-17		
Expense Factor Template:	Expense Fac	tor Template v1.5	
Jurisdiction:	Pennsylvania	a (Bell Atlantic)	
	Exception Lo	a	
		-	
eography: PAE (Pennsylvania (Be	11.04141-33	•	Account: All 🔽 Drill Down Download
eography: TPAc (Pennsylvania (be	ar Adande))	-	
Name	Account D	& Value	Reference
WP3 - Adjusted Investments	HECOUILE	-S Value	
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	211200	0	
	211300	0	
	211400	0	
	211500	0	
	211600	0	
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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.

• <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.

• <u>Drill Down</u>: 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 (**Drill Down**). 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.

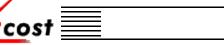
Name	Account D/S Value	Reference 🔤
VSG_Allocation	211100 0	Invest_Adjust.VSG_AMOUNT *Invest_Adjust.VSG_PCT_TO_STATE
	211200 0	
	211300 0	
	211400 0	
	211500 0	
	211600 0	
Name	Account D/S Value	Reference A
Invest_Adjust.VSG_AMOUNT	211100 0	
	211200 0	
	211300 0	
	211400 0	
	211500 0	
	211600 0	×

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.



Section 8



Name Account D/S Value Reference VS0_Allocation 211100 0 Invest_Adjust.VS0_AMOUNT *Invest_Adjust.VS0_PCT_T0_STATE 211200 0 - - - 211300 0 - - - 211400 0 - - - - 211400 0 - - - - - 211400 0 -	eography: PAE (Pennsylvania) istory:	(Bell Atlantic)) I = Invest_Adjust.VSG_AMOUNT *Inv	
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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 (Beck 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.



Section 8



Expenses

The user may also press the 'Download' button (Download) 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 ($\bigcirc K$). Alternatively, the user could press the cancel button ($\bigcirc Cancel$) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	×
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon
	What would you like to do with this file?
	Open this file from its current location
	Save this file to disk
	Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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.

SAVE AS					? ×
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	File name: Save as type:	Test21.csv Microsoft Excel C	omma Separated V	▼ alues File ▼	Save Cancel



Section 8 Expenses

• <u>Publish</u>: 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 (**Publish**) has been pressed, the system will publish the data and return the user to the 'Expense Factor Runs' screen.

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223210 0 223221 0 223222 0 223223 0 223224 0 223224 0 223224 0		211600 212100 212210 212220 212310 212320 212400 221100 221200	0 0 0 0 0 0 0 0 0 0		
223221 0 223222 0 223223 0 223224 0 223224 0		211600 212210 212220 212220 212310 212320 212400 221100 221200 221600	0 0 0 0 0 0 0 0 0 0 0		
223222 0 223223 0 223224 0		211600 212210 212220 212220 212310 212320 212400 221100 221200 221600 222000	0 0 0 0 0 0 0 0 0 0 0 0 0 0		
223223 0 223224 0		211600 212100 212210 212220 212310 212320 212400 221400 221100 221600 222000 223100 223100	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
223224 0		211600 212200 212220 212220 212300 212400 22100 22100 22100 222100 223200 223210	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
		211600 212100 212210 212210 21220 212310 212300 221000 221000 221000 222000 223000 223200 22321 22322	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		
		211600 212100 212201 212202 212300 212300 212400 221000 221000 223000 223100 223201 223221 223221	0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0		

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 (<u>Change Status</u>). 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.

				SERVIC	E COSTS DEPA	RTMENT	COST PORTAL
cost 🔒 🔌	2 EXIT VZCOST				Welcome	Demo User.	Version 1.1.
Expense Factor Run Filter	Expense Factor Runs						
Name	Name	Owner	Date Created	Jurisdiction	Geography Level	Template	
•	V1.5 Test with 1999 (Current)		6/17/2002	PAE	Jurisdiction	Expense F	
Owner	V1.5 Test with 1999		6/17/2002	PAE	Jurisdiction	Expense F	
<all></all>	Test 06-17		6/17/2002	PAE	Jurisdiction	Expense F	
	Test 2001 v1.5		6/13/2002	PAE	Jurisdiction	Expense F	
01 v 01 v 2001 v Month Day Year Created Before 06 v 18 v 2002 v Month Day Year Status <all> v Jurisdiction</all>	4					×	
Filter	New Edit View	Rename	Delete	Run View I	Results Change Statu	s View Dependent:	5



Section 8 Expenses

	Welcome Demo User. Version 1.1.5
Change Status - Expense Factor Run	
Test 06-17	
Name:	Test 06-17
Description:	Test 06-17
Expense Factor Template:	CopyOf_Expense Factor Template v1.18
Jurisdiction:	Pennsylvania (Bell Atlantic)
Status:	In Progress 🗸
Prompts Prompt Name	Prompt Value
Test_Prompt	Cost_of_Money.DEBT_RATIO
Assumptions	
Assumption	Assumption Value
Data Vintage Expense Type	2001 CURRENT
First Year of Study	
Product Type	RETAIL
Study Period	Five years
Data Versions	
Data Source	Version
Account_Inflation	PAE Account_inflation
Booked_Expenses Booked_Investments	PAE Booked Expenses - Retail PAE Booked Investments - Retail
Capital_Factors	PAE Capital Factors
Cost_of_Money	PAE Cost_of_Money
Cost_Pool_Allocations EEL_TO_DSP	PAE Cost Pool Allocations - Retail PAE EEL to OSP - Retail
Expense_Account_D_S_Map	
EXPENSE_ADJUST	PAE Expense Adjust - Retail
Inflation_Indices INVESTMENT_ADJUST	PAE Inflation Indices PAE Investment Adjustments - Retail
Investment_Calibration_Indice	
INVEST_COST_POOL_MAP	
Property_Taxes	PAE Prop Taxes
	Sove Cancel
<u></u>	

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 (\checkmark) at the right side of the 'Status' field and then clicking on one of the menu options.

Test 06-17	
Name:	Test 06-17
Description:	Test 06-17
Expense Factor Template:	CopyOf_Expense Factor Template v1.18
Jurisdiction:	Pennsylvania (Bell Atlantic) 💌
Status:	In Progress
	Completed 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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by anyone but are not awaiting approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: Final and filed items, which have been included in a filing, may not edited further or deleted.



Section 8



Section 8.2.9: Viewing Dependents of an Expense Factor Run

The 'View Dependents' button (<u>View Dependents</u>) 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 <u>section 4.4</u> 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 (<u>View Dependents</u>) at the bottom of the screen.

cost 🏦 🛸				SERVIC	E COSTS DEPAI	RTMENT	COST PORTAL
	2 EXIT VZCOST				Welcome	Demo User.	Version 1.1.5
Expense Factor Run Filter	Expense Factor Runs						-
Name							
	Name			Jurisdiction	Geography Level		
Owner	V1.5 Test with 1999 (Current)			PAE	Jurisdiction	Expense F	
	V1.5 Test with 1999 Test 06-17			PAE PAE	Jurisdiction Jurisdiction	Expense F Expense F	
<all></all>	Test 2001 v1.5			PAE	Jurisdiction	Expense F	
Created After 1 0 0 0 2001 Month Day Year Created Before 0 1 2002 Month Day Year Status www.status.com Status www.status.com Status www.status.com Status www.status.com Status <a a="" href="https://www.status.com" www.status.com"="" www.status.com<=""> Status <a a="" href="https://www.status.com" www.status.com"="" www.status.com<=""> Status	New Edit View	Rename	Delote	un View F	tesults Change Statu:	View Dependen	





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 (

Expense Factor Run Dependencies			
Expense Factor Run: test 99			
Expense Factor Run is used by:			
Type Name	Owner	Status	
View Dependents			
Expense Factor Run uses:			
Type Name Expense Factor CopyOf_Expense Factor Template v1.18	Owner Demo User	Status	
Expense Factor CopyOI_Expense Factor Template V1.18	Demo Oser	In Progress	
View Dependents			
Close			









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.

			SERVICE COSTS DEPARTMENT
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs)	Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs	Welcome, Demo User Version 2.3
	Basic Components (BCS) BC Families BC Runs Copital Capital Factor Templates Capital Factor Runs	 What-If Cost Studies Data Data Browser Saved Queries Admin 	n
	Expenses Expense Factor Templates Expense Factor Runs Cosler	 a Data Management a File Management a Report Management a User Administration a Job Administration 	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Filings Cost Templates Cost Studies Document Sets 	• • Message Center • Change Password • Help • Exit VzCost	.

As shown above, click on the 'Filings' link under the coster domain on the 'Home Page'.



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The 'Filings' screen loads up and all of the filings that have been created by the current user are displayed on the screen.

			SERVIC	E COSTS DEPARTM	ENT COST PORTAL
cost 🔒 😒	2 EXIT VZCOST			Welcome Dem	no User. Version 1.
🖁 Filing Filter 🚆 F	ilings				
	ings				
Name					
	Filing Name	Owner	Jurisdiction	Date Created	
	PAE.2002 Pennsylvania Filing.06032002	Owner	PAE	6/3/2002	
Owner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User	VAE.Demo VA Filing.04112002		VAE	4/11/2002	
	VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
<all> Created After 01 • 01 • Month Day Year</all>					
Created Before 06 • 22 • 2002 • Month Day Year					
Filter	New Edit View	Сору	Delete View Depende	nts Mark Filed	

Throughout this part of the documentation, please notice that filters may be used as described in <u>section 4.4</u> 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 (**New**) at the bottom of the 'Filings' screen.

				SERVIC	E COSTS DEPARTM	
cost 🗅	🔌 ?	EKIT VZCOST			Welcome Den	no User. Version 1.
rite rite	. cili					
Filing Filter	Filings					
Name						
		Filing Name	Owner	Jurisdiction	Date Created	
		PAE.2002 Pennsylvania Filing.06032002		PAE	6/3/2002	
Owner		VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 💌		VAE.Demo VA Filing.04112002		VAE	4/11/2002	
Jurisdiction		VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
<pre><all> Created After 01 • 01 • 2001 • Month Day Year</all></pre>						
Created Before						
	\subseteq					
Filter		New Edit View	Сору	Delete View Depende	nts Mark Filed	



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	SERVICE COSTS DEPARTMENT
cost 🛧 😒 ? 🗸	Welcome, Demo User Version 1.2.3
New Filing	_
Filing Name:	Filing Name will be (Jurisdiction).(Proceeding Name).(Creation Date)
Jurisdiction:	
Proceeding Name:	
Filing Date:	10 • 29 • 2002 • Month Day Year
Filing Description:	
CONTROL SHEETS Name	COST STUDIES DOCUMENT SETS Description Geography Level Image: Concelement of the set

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.

- 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 <u>document sets subsection</u>. 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
cost 🔒 💈 🕯	xrr Welcome Demo User. Version 1.1
L. New Filing	
Filing Name:	Filing Name will be (Jurisdiction).(Proceeding Name).(Creation Date)
Jurisdiction:	Pennsylvania (Bell Atlantic) 💌
Proceeding Name:	TestProceeding
Filing Date:	12 v 25 v 2002 v Month Day Year
Filing Description:	This is for test purposes only.
CONTROL SHEETS	COST STUDIES DOCUMENT SETS Description Geography Level Image: Cost of the second se



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	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
L New Control Sheet for Filing	
New Control Sheet	
	Documentation Example
Description:	Example only
Filing	PAE. TestProceeding.06212002
Geography Level:	Group By
Products	Jurisdiction Wire Center
Product	Switch Tariff Name
Assumptions Assumptions Study Type Methodology Filing Type Recurring / Non-Ri Economic Scenario Study Period Filing Through Pling Study Period Filing Through Pling Annual/Monthly C	ario anio anio anio anio anio anio anio an
Data Versions	Select
Data Source Another Test IDF	Version
Billing Demo	
os AF BC Family	
Demo BC Family Demo BC Family JT	
Demo_4_26_2002	
FeatBE FeatBE2	
Food Demo 06 13 2002	
Food Family	
IDF SM ds1_3 MF Pwr Consumption	
MF Pwr Distribution	
MF SAC Cbl & Frame Term	
	OK Concel

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 (\checkmark) 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.

Documentation Example			
Control Sheet Name:	Documentation Example		
Description:	Example Only		
Filing:	PAE.TestProceeding.06212002		
Geography Level:	Jurisdiction Group By		

- 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.

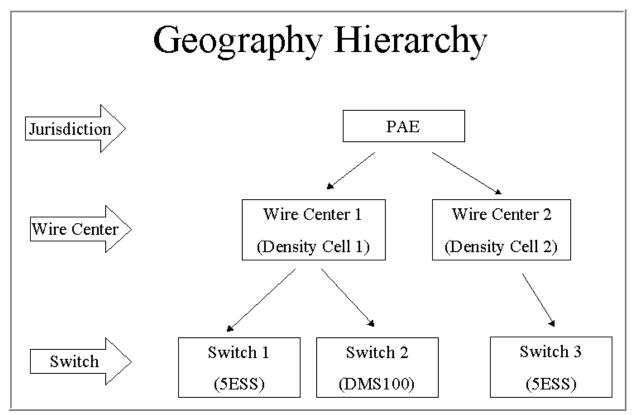
Please notice that all products will be calculated at the chosen geography level. If different products are required for different geography levels, then the user must create a separate control sheet for each geography level, choosing only the products that apply to that geography level on each control sheet.





The user also has the option of pressing the 'Group By' button (**Group By**). 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 (Group By) 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 (Group By) completely and then the result set would be reported at the jurisdictional level.

	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
Select Group By and Mapping Version		
Name: 2-Wire Loop_06282002-2		
Density Cell Mapping: PAE Density Cell Map for Demo		
C Technology Mapping:		
* 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.		
OK 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 (**Group By**) 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	
		•	



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4-Wire Loop Basic Port COIN Loop Extension DS-1 Loop Collo-CATT Collo-CATT		
Product Choices 2. Wire Customized Specified Loop 2. Wire Loop COIN Loop Extension DS-1 Loop DS-1 Loop Digital 4 Wire Loop (56864 Kbps) House and Riser Cable - Building A House and Riser Cable - Elor Acce ISDN BRI ISDN BRI I ISDN BRI I		
2 Wire Customized Specified Loop Products Tariff Name 2.Wire Loop 2-Wire Loop 2-Wire Loop 4.Wire Loop 2-Wire Loop 2-Wire Loop 0 COIN Loop Esci Port 2-Wire Loop 0 S-3 Loop Digital 4 Wire Loop (56864 Kbps) Another Collo-CATT House and Riser Cable - Building A House and Riser Cable - Flor Acce Saving and Splitting	Product Group: LOCAL LOOPS	
2 Wire Customized Specified Loop 2 Wire Loop 4 Wire Loop COIN Loop Extension D5:1 Loop D6:3 Loop Digital 4 Wire Loop (56864 Kbps) House and Riser Cable - Building A House and Riser Cable - Bion Acce ISDN BRI IsDN BRI Line Loop Extension	Product Choices Products	
4-Wire Loop Basic Port COIN Loop Extension DS-1 Loop DS-1 Loop DS-3 Loop DS-3 Loop Collo-CATT Digital 4 Wire Loop (56864 Kbps) House and Riser Cable - Building A House and Riser Cable - Boinding and Splitting ISDN BRI ISDN BRI		li i i i i i i i i i i i i i i i i i i
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 II ISDN BRI Line Loop Extension	2-Wire Loop 2-Wire Loop 2-Wire Loop	
Digital 4 Wire Loop (56864 Kbps) Unbundled OSS Costs for Line Image: Cost of Cost of Costs House and Riser Cable - Building A House and Riser Cable - Building A House and Riser Cable - Flor Acce Sharing and Splitting ISDN BRI Ison Ecop Extension	COIN Loop Extension Basic Port	
House and Riser Cable - Floor Acce ISDN BRI ISDN BRI Line Loop Extension	DS-3 Loop	
ISDN BRI Line Loop Extension	House and Riser Cable - Floor Acce	
	ISDN BRI Line Loop Extension	

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 (\bigcirc) 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 (\bigcirc) between the two windows to select the product. A product that has been selected may also be removed by clicking on the box (\bigcirc) which is located at the right of the row, beneath the trashcan icon (\bigcirc) 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 (**OK**) to save the products and return to the control sheet. The user may also press the 'Cancel' button (**Cancel**) which disregards the products and returns the user to the control sheet.



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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		
		·	



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	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
E 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: 🔿 🔽	
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.



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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 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 Terr	m	
		•





The 'Select Data Versions' screen, shown below, is described in detail on the next page.

	Welcome Demo User. Version 1,1,9
Select Data Versions for Control Shee	f
Control Sheet Name:	ation Example
	alon exemple
	BC Families
	Another Test IOF Run
	Demo Billing Run for CFVar 6_12_02 wc cs AF BC run
	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 \$M ds 1_3:	
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
MOFeatDataDemo:	
MOUnitBC_Demo:	
Power Consumption JT:	
sj test 0424:	
	SS7 BC 06192002 •
\$\$7 Elements:	SS7 Elements2 PAE
Switch_BC_Family_0516:	
Test BIC:	
	test ds1 smdata 🗸
W-Storage Security:	
Whitney:	
	For any Forther Translation
Expense Factor Template:	Expense Factor Templates
Expense Factor Template v1.5:	
Account Inflations	Data Tables PAE Account Inflation Mapping 💌
	PAE Billing Components
	PAE Capital Factors
	Demo Data Version 1
Expense_Factors:	PAE Exp Fctrs WO Land & Bidg
Inflation_Indices:	PAE Inflation Indices 🗸
LIDB_Expense:	<no available="" data=""></no>
Loading_Factors:	PAE Loading Factors Vintage 1999
Product_Specific_Expense:	
OK	Cancel
l	



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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 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.

If the user presses the 'OK' button (**OK**) 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 (**OK**) 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 (**Concel**) which will disregard the new control sheet and return to the 'New Filing' screen where the 'Control Sheet' tab will remain active.



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	or Filing			
Documentation E		-		
Control	Sheet Name:	Documentation	Example	
	Description:	Example Only		4
	Filing:	PAE. TestProceed	ding.06212002	
Geo	graphy Level:	Jurisdiction 💌		
Products				
	Product		Tariff Name	
	2-Wire Loop		2-Wire Loop	
	Basic Port Collo-CATT		Basic Port Collo-CATT	
		Costs for Line Sharing		
Assumptions				
	Assumption Annual/Monthly C	ost	Assumption Value	
	Cost of Money		12.5	
	Economic Scenar Filing Type	io	Standard State	
	First Year of Study	r	2002	
	Life Scenario		Compliance	
	Methodology Inflate Through P	lan Period	ON	
	Recurring / Non-R		Both	
	Study Period Study Type		Three years Access	
		Vers	ion	
Data Versions Data Sou Another Te	rce st IOF	Anoth	er Test IOF Run	
Data Versions Data Sou Another Te Billing Der	FCE Est IOF No	Anoth Demo	er Test IOF Run Billing Run for CFVar6_12_	
Data Versions Data Sou Another Te	FCE est IOF no amily	Anoth Demo wccs	er Test IOF Run	_02
Data Versions Data Sou Another T Billing Der or AF BC F Demo BC I Demo BC I Demo BC I	rCe est IOF no amily Family Family JT	Anoth Demo wccs	er Test IOF Run Billing Run for CFVar6_12_ AF BC run	_02
Data Versions Data Sou Another T Billing Der Gr AF BC F Demo BC Demo BC Demo 2	rCe est IOF no amily Family T	Anoth Demo wccs	er Test IOF Run Billing Run for CFVar6_12_ AF BC run	_02
Data Versions Data Sou Billing Der os AF BC F Demo BC Demo BC Demo BC Demo_4_2 FeatBE FeatBE2	FCE est IOF no amily family family f=amily JT 6_2002	Anoth Demo www.cs. Demo Another Anothe	er Test IOF Run Billing Run for CFVar 6_12_ AF BC run BC Run - Jurisdiction Level	_02
Data Versions Data Sou Another Tr Billing Der G & AF BC F Demo BC Demo BC Demo BC Demo C FeatBE2 FeatBE2 Food Dem	rce est IOF amity amity famity famity famity o 06 13 2002	Anoth Demo We os J Demo Another Demo Perod Food I	er Test IOF Run Billing Run for CFVar 6_12_ 4F BC run BC Run - Jurisdiction Level Demo 06 13 2002 BC Run	_02
Data Versions Data Sou Billing Der os AF BC F Demo BC Demo BC Demo BC Demo_4_2 FeatBE FeatBE2	rce st IDF no amity amity amity JT 66_2002 o 06 13 2002 ly	Anoth Demo Wec os J Demo A A A A A A A A A A A A A A A A A A A	er Test IOF Run Billing Run for CFVar 6_12_ AF BC run BC Run - Jurisdiction Level	_02
Data Versions Data Sou Another To Billing Den Gs AF BC F Demo BC I Demo BC I	rce st IOF no amily Family o 06 13 2002 ly 1,3 nsumption	Anoth Demo Wee or Demo Food I Food I Food I Test D MF Pv	er Test IOF Run Billing Run for CFVar 6_12_ AF BC run BC Run - Jurisdiction Level Demo 06 13 2002 BC Run Elements S1_SSM term # Consumption	_02
Data Versions Data Sou Another Te Billing Dere G & AF BC F Demo BC I Demo BC I Demo 42 FeatBE2 FeatBE2 Food Fami I DF SM do MF Pwr Dis	rce st IOF no amily Family o 06 13 2002 ly 1,3 nsumption	Anoth Demo worsy Demo Prood I Food I Test D MF Pv MF Pv	er Test IOF Run Billing Run for CFVar 6_12_ AF BC run BC Run - Jurisdiction Level Demo 06 13 2002 BC Run Elements S1_3SM term	_02



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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 (______) to save this filing and all of the completed control sheets. However, the user may also press the 'Cancel' button (______) which will disregard the filing and the new control sheets completely.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
L New Filing	
Filing Name:	PAE.TestProceeding.06212002
Jurisdiction:	Pennsylvania (Bell Atlantic)
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 PAE_UNE	Description Geography Level PAE UNE Filing Jurisdiction
	Save Concel





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 (**Edit**).

cost 🗈	2 PRIT VZCOST		_	Welcome Demo) User, Vers
ng Filter	Filings				
me					
	Filing Name	Owner	Jurisdiction	Date Created	
	PAE.2002 Pennsylvania Filing.0603	32002	PAE	6/3/2002	
iner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
emo User 💽	VAE.Demo VA Filing.04112002		VAE	4/11/2002	
	VAE.2002 Virginia Filing.04102002	2	VAE	4/10/2002	
ated After 1 • 01 • 2001 • onth Day Year					
eated Before 6 22 2002 onth Day Year					

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 (

cost 🖈 😒 ? ⊭	Welcome Demo User. Version 1.1.5
Edit Filing	
Filing Name:	PAE. TestProceeding. 06212002
Jurisdiction:	Pennsylvania (Bell Atlantic)
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 PAE_UHE	Description Geography Level PAE UNE Filing Jurisdiction
	Sove Concel

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.



Section 9

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1

			SERVICE COSTS DEPARTMENT COST PORTAL
cost 🟦 🗞 ? 🕬			Welcome Demo User. Version 1.1
Edit Control Sheet for Filing			
			-
Documentation Example			
Control Sheet Na	me: Documentation Ex	ample	
	Example Only	A	
Descrip		A •	
E	iling: PAE. TestProceedin	a.06212002	
Geography L	evel: Jurisdiction		
			Select
Products			3816(1
Product 2-Wire Loo		Tariff Name 2-Wire Loop	
Basic Port	P	Basic Port	
Collo-CAT	т	Collo-CATT	
Unbundled	OSS Costs for Line Sharing	oss	
Assumptions			Select
Assumpt		Assumption Value	
Annual/Mo Cost of Mo		Annual 12.5	
Economic		Standard	
Filing Type		State	
First Year of		2002	
Life Soena Methodolo		Compliance TELRIC	
	ough Plan Period	ON	
	Non-Recurring	Both	
Study Perio		Three years	
Study Type	2	Access	
Data Versions			Select
Data Source	Version		<u> </u>
Another Test IOF Billing Demo		Test IOF Run lling Run for CFVar 6_12_02	
os AF BC Family	we as AF		
Demo BC Family		Run - Jurisdiction Level	
Demo BC Family JT			
Demo_4_26_2002 FeatBE			
FeatBE			
Food Demo 06 13 20	02 Food Der	no 06 13 2002 BC Run	
Food Family	Food Ele		
IOF SM ds1_3		_3SM term	
MF Pwr Consumption MF Pwr Distribution		Consumption Pistribution 06/16/2002	
MF SAC Cbl & Frame		Cbl & Frame Term	•
•			
	OK	Cancel	

The 'Edit Control Sheet' screen, which looks similar to the 'New Control Sheet' screen, loads up. An example of this screen is shown above.



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At the top of the screen, the user may only edit the 'Control Sheet Name' and 'Description' fields.

Documentation Example	
Control Sheet Name:	Documentation Example
Description:	Example Only
Filing:	PAE.TestProceeding.06212002
Geography Level:	Jurisdiction Group By

The user may also edit the products for this control sheet by pressing the 'Select' button (<u>Select</u>) at the top, right of the products box shown below.

Products			Select
	Product	Tariff Name	
	2-Wire Loop	2-Wire Loop	1
	Basic Port	Basic Port	1
	Collo-CATT	Collo-CATT	1
	Unbundled OSS Costs for Line Sharing	oss	1
		·]
			J



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Select Products for Control Sheet Control Sheet: Documentation Example Product Group: COCAL LOOPS Virie Customized Specified Loop Virie Loop Virie Loop 2-Wire Loop Collin Loop Extension Dasic Port Digital 4 Wire Loop Basic Port Digital 4 Wire Loop (S6&64 Kbps) Basic Port House and Riser Cable - Building A House and Riser Cable - Floor Accel ISDN BRI Ine Loop Extension ISDN BRI Line Loop Extension Sist Nerg ISDN BRI Line Loop Extension Sost ISDN PRI E	SERVICE COSTS DEPARTMENT			EXIT VZCOST	÷ ?	cost
2 Wire Customized Specified Loop 2 Wire Loop 2 Wire Loop 4 - Wire Loop COIN Loop Extension DS-1 Loop Digital 4 Wire Loop (58:64 Kbps) House and Riser Cable - Building A House and Riser Cable - Floor Acce ISDM BRI ISDM BRI ISDM BRI					Documentation Example	Control Sheet:
		2-Wire Loop Basic Port Collo-CATT	Products 2-Wire Loop Basic Port Collo-CATT Unbundled OSS Co:		stomized Specified Loop op p Extension Wire Loop (56&64 Kbps) d Riser Cable - Building A d Riser Cable - Floor Acce	2 Wire Cus 4-Wire Loo COIN Loop DS-1 Loop Digital 4 W House and House and ISDN BRI ISDN BRI

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 (\bigcirc) 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 (\bigcirc) 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 <u>Select Product</u> 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 (<u>Select</u>) at the top, right of the assumptions box.

Assumptions	5		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

(ок) to confirm this action. However, if the data owner presses the 'Cancel' button (<u>cancel</u>) instead, the system will cancel this request. This warning only

MICROSO.	FT INTERNET EXPLORER
?	Editing Assumptions or Data Version of the Control Sheet will delete all dependent study results, reports, and documents.
	Are you sure you want to continue?
	OK Cancel

appears if the user attempts to edit the assumptions within the control sheet.



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	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 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: 💿 🔽]
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 (\checkmark) 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.



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The user may also edit the data versions for this control sheet by pressing the 'Select' button (select) at the top, right of the data versions box.

Data Source	Version	
Another Test IOF	Another Test IOF Run	
Billing Demo	Demo Billing Run for CFVar6_12_02	
cs AF BC Family	we as 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	

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



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 🏦 🛸 ? 🖽	Welcome Demo User. Version 1.1.
E Select Data Versions for Control Sheet	tu
Control Sheet Name: Documenta	ation Example
	BC Families
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 BC Run 🗸
	Food Elements •
IOF \$M ds 1_3:	
	MF Pwr Consumption
	MF Pwr Distribution 06/16/2002
	MF SAC Cbl & Frame Term
MOFeatDataDemo:	
MOUnitBC_Demo:	
Power Consumption JT:	
sj test 0424:	
	SS7 BC 06192002 -
\$\$7 Elements:	
	SS7 Elements2 PAE
Switch_BC_Family_0516:	
Test BIC:	
	test ds1 smdata 🔽
W-Storage Security:	
Whitney:	
	Expense Factor Templates
Expense Factor Template:	
Expense Factor Template v1.5:	
	Data Tables
Account Inflation:	PAE Account Inflation Mapping
	PAE Billing Components
	PAE Capital Factors
	Demo Data Version 1 🗸
	PAE Exp Fctrs WO Land & Bldg 🔽
	PAE Inflation Indices V
	PAE Loading Factors Vintage 1999 🗸
Product_Specific_Expense:	
OK	Cancel
J	



Section 9



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 (\checkmark) at the right of each of the fields. Once all needed changes have been made, the user will press the 'OK' button (\bigcirc) to save the changes and return to the control sheet. The user may also choose to press the 'Cancel' button (\bigcirc) 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.

Image: Cost Image: Cost Welcome Demo User. Versi Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost Image: Cost		
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 This is for test purposes only.	cost 🛕 🗞 ? 🖡	por 2001 Welcome Demo User. Version 1.1.5
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 This is for test purposes only.	-	
Jurisdiction: Jurisdiction cannot be changed after a Control Sheet has been created. Proceeding Name: Filing Date: TestProceeding Filing Date: This is for test purposes only.	<u>لِّ Edit Filing</u>	
Jurisdiction cannot be changed after a Control Sheet has been created. Proceeding Name: TestProceeding Filing Date: 12 • 25 • 2002 • Month Day Year This is for test purposes only. Image: State Stat	Filing Name:	PAE. TestProceeding. 06212002
Filing Date: 12 25 2002 V Month Day Year This is for test purposes only.		
Hing Date: Month Day Year This is for test purposes only. Image: Compare the second sec	Proceeding Name:	TestProceeding
	Filing Date:	
	Filing Description:	This is for test purposes only.
CONTROL SHEETS COST STUDIES DOCUMENT SETS	CONTROL SHEETS	COST STUDIES DOCUMENT SETS
Name Description Geography Level PAE_UNE PAE UNE Filing Jurisdiction	Name	Description Geography Level PAE UNE Filing Jurisdiction
New Edit Copy Delete		

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 (

			SERVIC	E COSTS DEPARTM	ENT COST PORTAL
cost 🔒 😣	2 ERIT VZCOST			Welcome Dem	o User. Version 1.1
ر Filing Filter ر الله الم	ilings				
Name	Filing Name	Owner	Jurisdiction	Date Created	
Owner	PAE.2002 Pennsylvania Filing.06032002 VAE.Demo Proceeding.04182002		PAE VAE	6/3/2002 4/18/2002	
Demo User	VAE.Demo VA Filing.04112002 VAE.2002 Virginia Filing.04102002		VAE	4/11/2002 4/10/2002	
<all></all>					
Created After 01 • 01 • 2001 • Month Day Year					
Created Before					
Filter	New Edit View	Сору	Delote View Depende	nts Mark Filed	





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 (**Re-Run**) 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 (Re-Run) 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 (Re-Run) 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.

cost 🔒 🛸 ? 🗸	EXIT ZCØST	Welcome Demo User. Version 1.1.
🖁 Edit Filing		
Filing Name:	PAE.TestProceeding.06212002	
Jurisdiction:	Pennsylvania (Bell Atlantic) 💌	
	Jurisdiction cannot be changed after a Cont	trol Sheet has been created.
Proceeding Name:	TestProceeding	
Filing Date:	12 • 25 • 2002 •	
	Month Day Year	_
	This is for test purposes only.	<u> </u>
Filing Description:		4
CONTROL SHEETS	COST STUDIES DOCUMEN	NT SETS
Product		st 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 (**Sove**) to save all of the updated information and return to the 'Filings' screen.
- 2. The user may press the 'Cancel' button (**Cancel**) 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 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 (

cost 🗈 🗞	P RET VEZOST		SERVIC	E COSTS DEPARTMEN	
	VZC05T			Welcome Demo	Jser, Version :
Filing Filter	ngs				
	- -				_
Name	Filing Name	Owner	Jurisdiction	Date Created	
		Ownier		6/3/2002	
Owner	PAE.2002 Pennsylvania Filing.06032002 VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User	VAE.Demo VA Filing.04112002		VAE	4/18/2002	
Demo oser	VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
Created After 01 • 01 • 2001 • Month Day Year					
Created Before					
Filter	New Edit View	Сору	Delete View Depende	ints Mark Filed)





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 (**Re-Run**) 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 (**Re-Run**) 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.

cost 🔒 💈 🗸	Welcome Demo User. Version 1.1.5
Edit Filing	
Filing Name:	PAE. TestProceeding. 06212002
Jurisdiction:	Pennsylvania (Bell Atlantic)
Proceeding Name:	TestProceeding
Filing Date:	12 V 25 V 2002 V Month Day Year
Filing Description:	This is for test purposes only.
CONTROL SHEETS	COST STUDIES COUNT SETS
Name	Filing/Cost Study Status Owner Last Modifie
	Sove

Once the user has re-run the document sets, two options will be available:

- 1. The user may press the 'Save' button (**Save**) to save all of the updated information and return to the 'Filings' screen.
- 2. The user may press the 'Cancel' button (**Cancel**) 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 <u>section 4.4</u>, 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 (<u>View</u>).

			SERVIC	E COSTS DEPARTM	ENT COST PORTAL
🕂 🔥 🖍 🕵	2 EKIT VZCOST			Welcome Dem	o User. Version 1.1.
L. Filing Filter	Filings				
Name					
	Filing Name	Owner	Jurisdiction	Date Created	
0	PAE.2002 Pennsylvania Filing.06032002		PAE	6/3/2002	
Owner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 💌	VAE.Demo VA Filing.04112002 VAE.2002 Virginia Filing.04102002		VAE	4/11/2002 4/10/2002	
Created After 01 • 01 • 2001 • Month Day Year					
Created Before 06 • 22 • 2002 • Month Day Year					
Filter	New Edit View	Сору	Delete View Depende	nts Mark Filed	





Once the 'View' button (**View**) 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.

cost 🔒 💈 🤉	EXIT TCOST	Welcome, Demo User Version 2.8
	•	
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 V Month Day Year	
Filing Description:	test only - do not use	
CONTROL SHEETS	COST STUDIES DOCUMENT SETS	3
Name	Description	Geography Level
Documenation	Example Only	Jurisdiction
	Done	
<u> </u>		

To view a control sheet, the user will click on that control sheet to highlight it and then press the 'View' button (View). The 'View Control Sheet for Filing' screen, shown on the next page, will load up.



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			SERVICE COSTS DEPARTMENT
			Welcome, Demo User Version
Uiew Control Sheet for Filing			
Documenation Example			
Control Sheet Name	: Documenation Ex	ample	
	Example Only		
Description	:	4 7	
Filing	PAE.test proceedi	ng - do not use.04242003	
Geography Level	: Jurisdiction 💌		
Products			
Product		Tariff Name	
CATT FRAME S		CATT FRAME SPACE	
POTS / PBX / C 2 Wire Basic Lo		POTS / PBX / CTX Port 2 Wire Basic Loop	
	°₽ 3 Costs for Line Sharing .		
Assumptions Assumption Annual/Monthly	r Cost	Assumption Value	
Cost of Money Economic Scen	ario	12.5 Standard	
Filing Type		State	
First Year of Stu Inflate Through		2002 ON	
Life Scenario		Compliance	
Methodology		TELRIC	
Recurring / Non- Study Period	-Recurring	Both Three years	
Study Type		Access	
Data Versions			
Data Source	Versia	n	<u> </u>
400_HC_A 400_HC_I			
ACD Centrex Features 042			
ACD Centrex Features Rev	rised		
ACD Features ACDFeatures			
ASC Announcement Hardw	ware ASC An	nouncement 112602	
ASC Elements	ASC Ele	ments 11-13-02	
ASC Elements CA BC Test Case			
Building Modification			
CAR_R_ENDS_DS3_SUBL	LOOP_v1		
CAR_R_ENDS_DS3_v1			
CAR_R_ENDS_0C12_v1			
	Don		

When this control sheet is no longer needed, the user will press the 'Done' button (Done) 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 clock 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.

		SE	RVICE COSTS DEPARTMENT	COST PORTAL
cost 👍 🗞 ? ,	EXIT		Welcome, Demo U	ser Version 2.3
L View Filing				
Filing Name:	PAE.test proceeding - do not use.042	42003		
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 DO	CUMENT SETS		
Product	Tariff Name	Cost Study Cost	t Template	
2 Wire Basic Loo				
CATT FRAME SI POTS / PBX / C1				
	Costs for Line OSS			
When this screen is no longer n	eeded the user will r	ress the 'Done' h	nutton (Done) at the

When this screen is no longer needed, the user will press the 'Done' button (Done) 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.

cost 1	Second Se		SERVIC	E COSTS DEPARTME Welcome Demi	
ling Filter	E Filings				
ame			_		
	Filing Name	Owner	Jurisdiction	Date Created	
	PAE.2002 Pennsylvania Filing.0603200	2	PAE	6/3/2002	
wner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 🔍	VAE.Demo VA Filing.04112002		VAE	4/11/2002	
	VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
<all> veated After 01 volt 01</all>					
reated Before 06 • 22 • 2002 • Month Day Year					
	(
	New Edit V	iew Copy	Delete View Depende	ents 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 <u>section 13.1</u> 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 (

cost 1	1 🔌 ?	EXIT VZC05T			Welcome Demo	User. Ver
Filing Filter	Filings					
Name						
		Filing Name	Owner	Jurisdiction	Date Created	
		PAE.2002 Pennsylvania Filing.06032002		PAE	6/3/2002	
Owner		VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 🔍		VAE.Demo VA Filing.04112002		VAE	4/11/2002	
		VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
Created After 01 v 01 v 2001 v Month Day Year						
Created Before 06 • 22 • 2002 • Month Day Year						
	\subseteq					





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 (Delete).

cost 👌 🌜 ? 🖉	terr zoost Welcome Demo User. Version 1,1.5
New Filing	
Filing Name:	PAE. TestProceeding. 06212002
Jurisdiction:	Pennsylvania (Bell Atlantic)
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 PAE_UNE	Description Geography Level PAE UNE Filing Jurisdiction

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 ($\bigcirc K$) to continue with the deletion or the 'Cancel' button ($\bigcirc Cancel$) 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 ($\bigcirc K$) the control sheet will no longer appear on the 'New Filing' screen, but the deletion is not yet complete.

MICROSO	NFT INTERNET EXPLORER X
?	Deleting this Control Sheet will delete all associated studies, reports, and documents.
	Are you sure you want to delete this Control Sheet?
	OK Cancel





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.

	mr Welcome Demo User, Version 1.1.5
L New Filing	
Filing Name:	PAE. TestProceeding. 06212002
Sunsuic don.	Pennsylvania (Bell Atlantic)
	TestProceeding
Filing Date:	12 v 25 v 2002 v Month Day Year
Filing Description:	This is for test purposes only.
CONTROL SHEETS	COST STUDIES DOCUMENT SETS
Name PAE_UNE	Description Geography Level PAE UNE Filing Jurisdiction
	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 (

			SERVIC	E COSTS DEPARTMEN	T Cost Port
🖌 🗘 🖒	2 EXIT VZCOST			Welcome Demo	User. Version
Filing Filter	lings				
Name					
	Filing Name	Owner	Jurisdiction	Date Created	
	PAE.2002 Pennsylvania Filing.06032002		PAE	6/3/2002	
lwner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 💽	VAE.Demo VA Filing.04112002		VAE	4/11/2002	
	VAE.2002 Virginia Filing.04102002		VAE	4/10/2002	
<all></all>					
reated Before 06 • 22 • 2002 • Month Day Year					
	Now Edit View	Сору	Delete View Depende	ents Mark Filed	
Filter					

Before deleting the filing, the system will prompt for confirmation, as shown at the right, and the user will either press the 'OK' button (\bigcirc K) to complete the deletion or the 'Cancel' button (\bigcirc Cancel) to disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Filings' screen.

MICROSO	FT INTERNET EXPLORER
?	Delete Filing PAE.TestProceeding.06212002 ?
	OK Cancel





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.

cost A			SERVIC	E COSTS DEPARTME	NT Cost Porta
E Filing Filter	Filings				u
Name	Filing Name	Owner	Jurisdiction	Date Created	
Owner Demo User	PAE 2002 Pennsylvania Filing 06032002 VAE.Demo Proceeding.04182002 VAE.Demo VA Filing.04112002 VAE.2002 Virginia Filing.04102002		PAE VAE VAE VAE	6/3/2002 4/18/2002 4/11/2002 4/10/2002	
Jurisdiction					
Created After					
Of • 22 • 2002 • Month Day Year					
Filter	New Edit View	Сору	Delete View Depende	ents 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 (**Close**) should be pressed.

cost		r ST			SERVICE COSTS I	
	Filing Dependencies					ъ
	Filings					1
	Filing Name	Owner	Jurisdiction	Date Created	Status	
	PAE.PAE UNE.100	72002	PAE	10/7/2002	In Progress	
	Studies	1			1 1	
	Туре	Name	Filing	Templa	te Gei	
	4				Þ	
	Templates					
	Туре	Name	Product	Created	l By Date Create	
	4					
	Data Versions	1			1 1	
	Table Account_Inflation	Name PAE 10-2 (add Expense Accts)	Jurisdiction	Owner	Date Created Sta 10/2/2002 App	
	Billing	PAE Billing Components	PAE		3/11/2002 App	
	Capital_Factors Demand	PAE 9-16-02 Capital Factors DEMAND_VALUE_PAE	PAE PAE		9/13/2002 App 6/27/2002 App	
	Expense_Factors Inflation_Indices	PAE Exp Fotrs With L&B PAE 9-16-02 Inflation Indices	PAE PAE		3/11/2002 App 9/16/2002 App	
	Loading_Factors	PAE 2001 GRL UNE	PAE		10/3/2002 App	
	_					
	•				Þ	
	Document Sets	I				
	Name	Type Study/Fi	ling Name	Owner	Date Created Sta	
					Þ	
			Done			





Section 9.1.10: Marking a Filing as Filed

When a user presses the 'Mark Filed' button (Mark Filed) 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 user the 'View Dependents' button (View Dependents) described in the <u>'Viewing Dependents of a Filing'</u> subsection of this section.

ing Filter	Filings				
ame					
	Filing Name	Owner	Jurisdiction	Date Created	
	PAE.2002 Pennsylvania Filing.060	032002	PAE	6/3/2002	
wner	VAE.Demo Proceeding.04182002		VAE	4/18/2002	
Demo User 💽	VAE.Demo VA Filing.04112002		VAE	4/11/2002	
	VAE.2002 Virginia Filing.0410200	02	VAE	4/10/2002	
eated After					
01 • 01 • 2001 • Nonth Day Year					
eated Before					
1onth Day Year					
					1

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 ($\bigcirc K$) may be pressed. Otherwise, the user will need to cancel this request by pressing the 'Cancel' button ($\bigcirc Cancel$). Once this request has either been completed or cancelled, the user will be returned to the 'Filings' screen.

M/CROSO	T INTERNET EXPLORER	x
?	Are you sure you want to mark filing "PAE.PAE UNE.10072002 " as "Final and Filed"	?
	OK Cancel	





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.

		SERVICE COSTS DEPARTMENT
cost 🗈 🗞		Welcome, Demo User Version 2
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Copital Copital Copital Factor Templates Capital Factor Runs	Andlysis • Reports • Sensitivity Analyses • Comparison Analyses • What-If BC Runs • What-If BC Runs • What-If Cost Studies • Data Browser • Saved Queries • Admin
	Expenses Expense Factor Templates Expense Factor Runs	Data Management File Management Report Management User Administration Job Administration
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Studies Document Sets	• 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 proceeded 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.

			SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗅 🗞	2 EXIT VZCOST		Welcome, Demo User Version 2
Cost Template Filter	Cost Templates		
Name			
Owner	Name Demo Basic Port Cost Template Demo Collocation Cost Template	Dwner Date Created 6/3/2002 6/3/2002	Product Status *2 Wire Basic Loop Submitted 2 Wire Basic Loop Submitted
Demo User			
Created Before			
Status			
ANY PRODUCT>			
	New Edit View	Copy Delete Change St	etus Add Products New Study View Dependents
Filter			
J			

Throughout this section, please notice that filters may be used as described in <u>section 4.4</u> 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.

New Cost Template		
New Template		Printoble Grid 🔄 Hide Details 🔺
Cost Template Name		
Description		
Product		lect Products
Applicable Jurisdictions	All	
DATA	FORMULAS	
Data Source	Data Alias	
٩		F
✓ Delete		F





Next the user will press the 'Select Products' button (<u>Select Products</u>) 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. 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.

cost

cost 🕂 🗞 ? 🕬	Welcome, Demo User 🛛 V
Select Products for Cost Template	
Template Name: Test-06-18 Product Group: COLLOCATION EAST NRC	
Available Products Selected Products CABLE PLACEMENT AND SPLICIN CABLE PLACEMENT AND SPLICIN CABLE PLACEMENT AND SPLICIN CABLE PLACEMENT AND SPLICIN CAT TengINEERING & IMPLET Collo-Application FEE CABLE CCOE APPLICATION FEE FORMER COIDCA PREING AND ADMIN CCOE ENGINEERING AND ADMIN CCOE ENGINEERING AND ADMIN CCOE ENGINEERING AND ADMIN CCOE ENGINEERING AND ADMIN CCOLOC AT REMOTE TERM - SEI COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII COLLOC AT REMOTE TERM - SII Collo-CATT Collo-CATT Collo-CATT Collo-CATE SIIC	

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.





cost	1 Sector	SERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.
	Applicable Jurisdictions Choose juridictions for which this template is applicable C All Jurisdictions Selected Jurisdictions Jurisdictions Pennsylvania (Bell Atlantic) Virginia (Bell Atlantic) Virginia (Bell Atlantic) Virginia (Bell Atlantic) Pennsylvania (Bell Atlantic) Pennsylvania (GTE)	rtic)
	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.

	EUT VZCOST	SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.
New Cost Template		
New Template		Printoble Grid 🔤 Hide Details 🔺
Cost Template Name:		
Description:		
Products:	Select Products	
Applicable Jurisdictions:	All	
Data Data Source	Data Alias	
	Sove 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 '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 (\checkmark) 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 (\blacktriangleright) 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 ($\boxed{10}$) 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 ($\boxed{0}$) and continue.

	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
Select Data Sources Type: Another Test IOF Billing Demo cs AF BC Family Demo A_262_2002 FeatbE FeatbEI Food Family IOF FM ds1_3	Alias	
MF Pwr Consumption MF Pwr Consumption 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 (\square) 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 (\square) 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	ά
Demand	Demand_New_On_0614	
Demo_4_26_2002	Demo_BC_Family	

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 (OK) to save the selections and return the user to the previous screen or the user may press the 'Cancel' button (Cancel) 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.

		SERVICE COSTS I	DEPARTMENT COST PORTAL
	EXIT VZCOST	W	elcome, Demo User Version
L New Cost Template			
Test-06-18		Printable G	rid 📃 Hide Details 🔺
	Test-06-18		
Description:	Test-06-18	<u>^</u>	
Products:	Collo-Application Fee	Select Products	
Applicable Jurisdictions:	All		
DATA Data Source	ORMULAS Data Alias		
Data Source	Demand		
Demo_4_26_2002	Demo_BC_Family		
▼ Select Delete			k
	Sove Co	incel	

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.

	XIT COST	Welcome, Demo User Version 2.4
New Cost Template		
Test-06-18		Printoble Grid 🔤 Hide Details 🔺
	-06-18	
Description:	-06-18	
Products:	o-Application Fee Select Products	
Applicable Jurisdictions: All	<u>الـ</u>	
DATA FORMUL Formula Name Formula		
New (Insert) Edit Delete Move Above Move	🔺 Move Up 🔍 Move Down Insert Label Insert Prompt	Сору
	Save Cancel	
J		

To create the needed formulas, the user will press the 'New (Insert)' button (<u>New (Insert)</u>) 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:

- <u>Formulas</u> 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.
- <u>Custom Formulas</u> 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.
- <u>All Others</u> These are all of the <u>data sources</u> that where selected earlier in the cost template creation. These would be either BCs or data tables.

cost 👌 🗞 ? 🖽	Welcome Demo User. Version 1.1.
Formula Name:	,
Item Type: Formulas Formulas Custom - Formulas Custom - Formulas Filter Items:	
Filter Reset	
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, '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 (\mathbf{P}) 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 (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.

cost

New Cost Formula		
Formula ID: Form1	×	VALID
Item Key BRI BRI_ADL BUS_ADL COTRX COIN_ADL DDS_ADL DDS_ADL DS1_ADL DSL_ADL SL_ADL	Item Name BASIC ISON BASIC ISON ADDITIONAL BUSINESS BUSINESS ADDITIONAL CENTREX CENTREX ADDITIONAL COIN COIN ADDITIONAL DIGITAL DATA SERVICE DIGITAL DATA SERVICE DIGITAL SERVICE 1544 KBPS DIGITAL SUBSCRIBER LINE DIGITAL SUBSCRIBER LINE	



Section 9	cost	Coster

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.

New Cost Formula		
Formula ID: Form1		
Item Type: Demand		VALID
		Formula
Item Key BRI BRI_ADL BUS_ADL CNTRX CNTRX_ADL COIN_ADL DDS DDS_ADL DS1_ADL DS1_ADL DS1_ADL	Item Name BASIC ISDN BASIC ISDN ADDITIONAL BUSINESS ADDITIONAL CENTREX CENTREX ADDITIONAL COIN COIN ADDITIONAL DIGITAL DATA SERVICE DIGITAL SERVICE 1544 KBPS DIGITAL SERVICE 1544 KBPS	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
DSL DSL_ADL	DIGITAL SUBSCRIBER LINE DIGITAL SUBSCRIBER LINE AC -	*

Once the user has completed the formula, 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 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 (**Concel**) which will disregard everything on the current screen and return to the 'New Cost Template' screen where the 'Formula' tab will remain active.

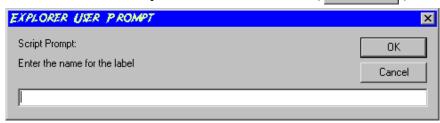




The user may edit or delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Edit' button (**Edit**) to edit the formula or pressing the 'Delete' button (**Delete**) to delete the formula. If certain formulas need to be grouped together, formulas within 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 (**Move Up**) or the 'Move Down' button (**Move Down**) 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.

			S	ERVICE COSTS DEPARTMEN
cost 🚹 🔌	2 EXIT VZCØST			Welcome Demo L
New Cost Template				
L				
Test-06-18				Printable Grid Hide Details
	-			
Cost Template Na	me: Test-06-18			
	Test-06-18	A		
Descript	tion:	* *		
Produ	Collo-Application F		Select Products	
Applicable Jurisdicti				
opplicable JunSulcu				
DATA	FORMULAS			
	Formula ID	Formula		
Formula1				
romular	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs		nd.RES)
	Form1 Avg_Cap	Cost(Demo_BC_Family.LnCCSInv)+Abs (Capital.DEPR+Capital.RETRN)/2	(Demand.BUS+ Demar	nd.RES)
			(Demand BUS+ Deman	nd RES)

Labels allow the user to separate multiple sets of formulas. To insert a label, press the 'Insert Label' button (Insert Label'). 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 ($\bigcirc \ltimes$) or the user can choose to press the 'Cancel' button ($\bigcirc cancel$) which will cancel the request.





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As shown below, the label name appears in the 'Formula Name' column. The move up and move down functions, <u>described earlier</u>, will allow the user to move the label as needed.

New Cost Template		
Test-06-18		Printoble Grid 🔤 Hide Details
Cost Template	Name: Test-06-18	
	Test-06-18	
Desc	ription:	
	<u> </u>	
	Collo-Applicati	
Pn	oducts:	Select Products
Applicable Jurisd	lictions: All	
DATA	FORMULAS	
Formula Name	Formula ID	Formula
Formula1 Test Label	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.BUS+ Demand.RES)
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 (OK) 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 (Cancel) which will disregard everything on the current screen and return to the 'New Cost Template' screen where the 'Formula' tab will remain active.

	Welcome, Demo User Version 2.4
L New Prompt	
Prompt Name: Test Prompt Prompt ID: Test_Prompt	
OK	Concol
	Cinci



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Test-06-18		Printable Grid Hide Details
Cost Template N	ame: Test-06-18	
Descrip	otion:	A Y
Prod	Collo-Application	Select Products
Applicable Jurisdict	tions: All	
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></prompt>
Test Prompt	Test_Prompt	<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 (**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 (<u>Validate</u>) 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 (<u>OK</u>) to save the new formula and the fields at the top have not been modified, then the error message shown below will appear.

cost 🖈 😒 ? 🖽	Welcome, Demo User Version 2.3
I New Cost Formula	
Formula Name: NID Average 2 Wire Loop -Direct	
Formula ID: NID2WAvgD Formula ID is not unique. A formula with this ID has	s already been created.
Item Type: Formulas	VALID
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_8_Shared
Filter Items:	Validate
OK Add a	Another Cancel

Once the user has made all of the needed modifications, 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, shown below, 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 Cost Template' screen, shown below, where the 'Formula' tab will remain active.





The move function works similar to the move up/move down function <u>described earlier</u>. 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 (\frown) to the right of the field and making a selection. Finally, the user will press the 'Move' button (\frown) to move the selected formula above the formula named in the drop down box.

						SERVICE COSTS DEPARTMENT	Cost
cost		EXIT VZCOST				Welcome Demo Use	
COST		VZCOST				Welcome Demo Ose	er, versi
1							
New Cost Temple	ite						-
							-
Test-06-18						Printable Grid 📃 Hide Details 🔺	E
							-
Cos	t Template Name:	Test-06-18					
		Test-06-18		A			
	Description:	1650 00 10		-			
		J					
		Collo-Application Fe	ie -				
	Products:				Select Products		
		<u> </u>					
Applic	able Jurisdictions:	All					
DATA	50	RMULAS					
Formula Nan		nula ID	Formula				
Formula1	Form:		Cost(Demo_BC_Fam	ilv.LnCCSInv)+Ab	s/Demand.BUS+ De	emand.RES)	
Test Label		·					
Average Capita	I Avg_I	Cap	(Capital.DEPR+Capit	al.RETRN)/2			
Test Prompt	Test_	Prompt	<prompt></prompt>				
1							
New (Insert)	Edit De	lete 🔺 Move Up	V Move Down	Insert Label	Insert Prompt	Сору	
Move Above		Move					
			Save	Cancel			

Now that the cost template is complete, the user has two options.

- The user may press the 'Save' button (**Sove**) 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 proceeded 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.

				SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🗅 🔌	EKIT VZCØST				Welcome Demo User.	Version 1.1.5
Lost Template Filter	Cost Templates					-
	Name	Owner	Date Created	Product	Status	
Owner Demo User	Test-06-18 Demo Basic Port Cost Template Demo Collocation Cost Template		6/18/2002 6/3/2002 6/3/2002	4 Wire Basic Loop *2 Wire Basic Loop 2 Wire Basic Loop	In Progress Submitted Submitted	
Created After						
Created Before 06 • 21 • 2002 • Month Day Year						
Status						
ANY PRODUCT>						J
Filter	New Edit View	Сору	Delete Change St	atus Add Products	New Study View Depende	ents

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 (**Edit**) 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.

				SERVICE COSTS DEPARTMEN	T Cost f
Edit Cast Template Tot 64-11 Tot 06-18 Description: Image: Collocation Fee Detected: Tot 000000000000000000000000000000000000	(co	st 🔒 🔌 🤋	EXIT VZCOST	Welcome, Demo	User Vers
Image: serie seri					
Image: state stat	9 r.	da Cast Tanadata			
Kest Template Name: Fest-06-19 Description: Fest-06-10 Product Group: Collocation Fest Detable Jurisdictions: Att Pata Same Damand Capital Factors Inflation Indies: Inflation Account_Inflation Account_Inflation Demo BC Family Demo BC Family	E EC	air Cost Template			
Kest Template Name: Fest-06-19 Description: Fest-06-10 Product Group: Collocation Fest Detable Jurisdictions: Att Pata Same Damand Capital Factors Inflation Indies: Inflation Account_Inflation Account_Inflation Demo BC Family Demo BC Family					
Kest Template Name: Fest-06-19 Description: Fest-06-10 Product Group: Collocation Fest Detable Jurisdictions: Att Pata Same Damand Capital Factors Inflation Indies: Inflation Account_Inflation Account_Inflation Demo BC Family Demo BC Family	_				_
Image: State Image: State		Test-06-18		Printable Grid Hide Details	▲
Use of the second s		Cost Template Name:	Test-06-18		
Description: Product Group: Collo-Application Fee Applicable unsidiction: At Capital Capital <th></th> <td></td> <td>,</td> <td></td> <td></td>			,		
Product Greury: Product: Product: <t< td=""><th></th><td>Description</td><td>Test-06-18</td><td></td><td></td></t<>		Description	Test-06-18		
Product: Clo-Application Fee Apticable Jurisdictions: Clo Dit FORMULA: Data Source Data Alias Demand Demand Capital Capital-Factors Inflation_indices Expense_Expense_Factors Account_inflation Account_inflation Demo BC Family Demo BC Family Term Demo BC Family Term Demo BC Family Term Demo BC Family		Description			
Product: Clo-Application Fee Apticable Jurisdictions: Clo Dit FORMULA: Data Source Data Alias Demand Demand Capital Capital-Factors Inflation_indices Expense_Expense_Factors Account_inflation Account_inflation Demo BC Family Demo BC Family Term Demo BC Family Term Demo BC Family Term Demo BC Family		Due due to Comme			
Aplacable Jurisdictions: Dif Data Alais Data Alais Data di Capital, Factors Indices Dirais Resease Expense					
OtA Demand Demand Demand Capital Capital_Factos Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family		Product:	Collo-Application Fee 💽		
OtA Demand Demand Demand Capital Capital_Factos Indices Espense Expense Espense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family		Applicable Traindictions			
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		Applicable Junsuicuolis:	80		
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	_				
■ emand Demand Capital Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family					
Capital Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family					
Indices Inflation_Indices Expense Expense_Factors Account_Inflation Demo_BC_Family Demo BC Family Select Delete					
Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family					
Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family Select Delete					
Demo_BC_Family Demo BC Family					
Select Dielete					
Select Delete		beino_bo_ranny	Pellio Do Falliny		
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Select Delete					
Sove Cancel		Select Delete			
Sove Cancel					
Sove Cancel					
			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 (Select) 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 (Delete). 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 (Cancel) 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 (Select), 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 (OK) to save the changes 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.

cost

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost		Welcome Demo User.	Version 1.1.5
	E Select Data Sources		
	Data Source BCs Itype:		
	Available Data Sources Another Test IOF Billing Demo GS AF BC Family 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	Alias	
	* Aliases may not exceed 20 characters		
	OK Concel		



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			SERVICE COSTS DEPARTMENT
cost 🔒			Welcome, Demo U
Ledit Cost Template			
Test-06-18			Printable Grid 🚽 Hide Details 🔺
Cost Templa	ate Name: Test-06-18		
De	Test-06-18		
Produ	Product: Collocation		
	Cono-Application	n Fee	
Applicable Jun	isdictions: All		
DATA	FORMULAS		
Formula Name Formula1	Formula ID Form1	Formula Cost(Demo_BC_Family.LnCCSInv)+Abs(Deman	BUS+ Demand RES)
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRN)/2	
1			≯

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.



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As shown on the previous page, the 'Formulas' tab offer the user the following options to choose from:

- The 'New (Insert)' button (<u>New (Insert)</u>) remains available in case the user wants to create new formulas in addition to the existing formulas, as described in <u>the previous subsection</u>. 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 (<u>New (Insert)</u>), 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 (**Edit**).
- The user may delete a formula that has been created by clicking on that formula to highlight it and then pressing the 'Delete' button (Delete). If a user deletes a formula by mistake, the 'Cancel' button (Cancel) at the bottom, center of the page can be pressed to disregard all changes and exit the edit function.
- The 'Move Up' button (A Move Up) and the 'Move Down' button (Move Down) remain available, as described in <u>the previous subsection</u>, in case the user needs to rearrange the formula groupings.
- The 'Insert Label' button (Insert Label) remains available, as described in <u>the previous</u> subsection, in case the user needs to assign a label to either a formula or a grouping of formulas.
- The Insert Prompt' button (Insert Prompt) remains available, as described in <u>the previous</u> <u>subsection</u>, in case the user needs to select specific investment values at study run time.
- The 'Copy' button (**Copy**) remains available, allowing the user to copy an existing formula for use within a new formula as described in <u>the previous subsection</u>.
- The 'Move' button (Move) which includes the 'Move Above' field remains available, as described in <u>the previous subsection</u>, 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.

cost r	SERVICE COSTS DEPARTMENT COST PORTAL Welcome Demo User. Version 1.1.3
Edit Cost Formula Formula Name: Average Capital Formula ID: Avg_Cap	
Item Type: Formulas	Image: Capital.DEPR+Capital.RETRN)/2 Image: Capital.DEPR+Capital.RETRN)/2
Filter Items: Filter Reset	Volidete 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 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.



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			SERVICE COSTS DEPARTMENT COST PORTA
cost 🔒	? EKIT VZCOST		Welcome, Demo User Version :
Edit Cost Template			
Test-06-18 Cost Templa	te Name: Test-06-18		Printable Grid 📃 Hide Details 🔺
cost templa			
De	scription:	×	
Produ	ct Group: COLLOCATION		
	Product: Collo-Applicatio		
Applicable Juri			
DATA Formula Name	FORMULAS Formula ID	Formula	
Formula1	Form1	Cost(Demo_BC_Family.LnCCSInv)+Abs(Demand.	BUS+ Demand.RES)
Average Capital	Avg_Cap	(Capital.DEPR+Capital.RETRN)/2	
✓ Insert) Edit	Delete 🔺 Ma	ove Up 🔍 Move Down Insert Label Cop	
Move Above	Detere A Mo	ve Up 🔍 Move Down Insert Label Cop	
		Saura Canacal	
		Save Cancel	

Once the user has returned to the 'Edit Cost Template' screen, the user will have two options:

- The user may press the 'Save' button (<u>Sove</u>) to save the 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 9.2.3: Viewing the Inputs of a Cost Template

The user may use filters, as described in <u>section 4.4</u>, 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 (View) to continue.

🖌 🔁 🔿	2 EXIT VZCOST			Welcome Demo	User. Versi
	-				
st Template Filter	Cost Templates				
ame					
	Name	Owner	Date Created	Status	
	SS7 Port PAE 06202002		6/20/2002	Submitted	
wner	SS7 Port PAE 06192002		6/19/2002	Completed	
<all></all>	Test-06-18		6/18/2002	In Progress	
	test 7		6/18/2002	Completed	
eated After	test 6		6/18/2002	Completed	
	test 5		6/18/2002	Completed	
	MF SAC Cbl & Frame Term CT		6/17/2002	Completed	
Ionth Day Year	MF Pwr Distribution CT		6/17/2002	Completed	
	Test Consumption 2		6/17/2002	Completed	
eated Before	Test Consumption		6/17/2002	Completed	
D6 - 21 - 2002 -	CopyOf_MF Pwr Distribution CT		6/17/2002	Completed	
	MF Pwr Consumption CT		6/16/2002	Completed	
lonth Day Year	Demo Basic Port Cost Template		6/3/2002	Submitted	
	Demo Collocation Cost Template		6/3/2002	Submitted	
atus	Facilities Termination		5/9/2002	Completed	
<all></all>	sj ct 0612		5/1/2002	Submitted	
	BC_Test_4_26_2002_01		4/29/2002	Submitted	_
oduct	BC _Test_4_26_2002		4/29/2002	Submitted	-
<any product=""></any>	CE) (aviable		4020002	Approved	
	<u></u>				
	New Edit	View Copy	Delete Change Statu	s New Study	

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 (**View**) 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.

View Cost Template		
Test-06-18		Printable Grid 🚽 Hide Details
Cost Template Name:	Test-06-18	Printopie Grio Philos Details
cost remplate Namer	[*	
Description:	Test-06-18	
Product Group:	COLLOCATION	
Product:	Collo-Application Fee	
Applicable Jurisdictions:	All	
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	
Select Delete		<u> </u>

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



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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.

	🟦 🛸 🥐 Ekit Vzcost			Welcome Demo User. 🛛 🛛
cost				
Template Filter	Cost Templates			
ne				
	Name	Owner	Date Created	Status 🔺
	SS7 Port PAE 06202002		6/20/2002	Submitted
er	SS7 Port PAE 06192002		6/19/2002	Completed
LL> •	Test-06-18		6/18/2002	In Progress
	test 7		6/18/2002	Completed
ted After	test 6		6/18/2002	Completed
	test 5		6/18/2002	Completed
• 01 • 2001 •	MF SAC Cbl & Frame Term CT		6/17/2002	Completed
th Day Year	MF Pwr Distribution CT		6/17/2002	Completed
	Test Consumption 2		6/17/2002	Completed
ted Before	Test Consumption		6/17/2002	Completed
▼ 21 ▼ 2002 ▼	CopyOf MF Pwr Distribution CT		6/17/2002	Completed
	MF Pwr Consumption CT		6/16/2002	Completed
th Day Year	Demo Basic Port Cost Template	2	6/3/2002	Submitted
	Demo Collocation Cost Templa	te	6/3/2002	Submitted
IS	Facilities Termination		5/9/2002	Completed
_L> 💽	sj ot 0612		5/1/2002	Submitted
	BC _Test_4_26_2002_01		4/29/2002	Submitted
uct	BC _Test_4_26_2002		4/29/2002	Submitted
	CE) (ariable		4020002	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 (Delete).

🖌 🔁 🖒	2 ERT VZCØST			Welcome Demo User	n vers
st Template Filter	Cost Templates				
a rompidio rinor	t cost templatos				
ime					
	Name	Owner	Date Created	Status 🔺	
	SS7 Port PAE 06202002		6/20/2002	Submitted	
ner	SS7 Port PAE 06192002		6/19/2002	Completed	
ALL>	Test-06-18		6/18/2002	In Progress	
	test 7		6/18/2002	Completed	
eated After	test 6		6/18/2002	Completed	
	test 5		6/18/2002	Completed	
	MF SAC Cbl & Frame Term CT		6/17/2002	Completed	
onth Day Year	MF Pwr Distribution CT		6/17/2002	Completed	
	Test Consumption 2		6/17/2002	Completed	
eated Before	Test Consumption		6/17/2002	Completed	
16 • 21 • 2002 •	CopyOf_MF Pwr Distribution CT		6/17/2002	Completed	
onth Day Year	MF Pwr Consumption CT		6/16/2002	Completed	
onth Day rear	Demo Basic Port Cost Template		6/3/2002	Submitted	
atus	Demo Collocation Cost Template		6/3/2002	Submitted	
	Facilities Termination		5/9/2002	Completed	
ALL>	sj et 0612		5/1/2002	Submitted	
	BC _Test_4_26_2002_01		4/29/2002	Submitted	
oduct	BC _Test_4_26_2002		4/29/2002	Submitted	
ANY PRODUCT>	CE) (ariable		4020002	Approved	
					/
	New Edit View	Сору	Delete Change Statu	s New Study	

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 ($\bigcirc \kappa$) to complete the deletion of the template or press the 'Cancel' button ($\bigcirc cancel$)) 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.

MICROSO	FT INTERN	IET EXPLORER	×
?	Delete Temp	olate Test-06-18?	
	ОК	Cancel	





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 ($\bigcirc K$) to complete the deletion of the template, the 'Confirm Deletion of Dependencies' screen, shown below, loads up.

cost						CE COSTS DI	
COST		T				We	lcome, Demo Use
Confirm Deletion of De	ependencies						
Cost Template Name	e: CopyOf_Test Plan terr	nplate					
Name		Owner	Create Date	Jurisdiction	Geography Leve	Status	Run Stati
2 Wire Basic	Loop_04282003	Demo User	4/28/2003	PAE	Jurisdiction	In Progress	Not Run
•							•
-							

The user will have two options on this screen.

- 1. The user may press the 'Delete All' button (Delete All) 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 (**Cancel**) 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 (Change Status). 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.

				SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🗅 😒	EKIT VZCOST				Welcome Demo User.	Version 1.1.5
Cost Template Filter	Cost Templates					
Name	Name Test-06-13	Owner	Date Created	Product 4 Wire Basic Loop	Status	
Owner Demo User	Demo Basic Port Cost Template Demo Collocation Cost Template		6/3/2002 6/3/2002 6/3/2002	4 Wire Basic Loop *2 Wire Basic Loop 2 Wire Basic Loop	In Progress Submitted Submitted	
Created After 01 • 01 • 2001 • Month Day Year						
Created Before 06 • 21 • 2002 • Month Day Year						
Status						
ANY PRODUCT>						J
Filter	New Edit View	Copy De	lete Change St	atus Add Products	New Study View Depende	nts



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Change Status - Cost Template Test-01-18 Cost Template Name Description Product Group: Collo-Application Fea Applicable Jurisdictions: Applicable Jurisdictions: Data Source Data Source Data Akias Demand Demos BC Family Demos BC Family	ost 🔒 😒	2 ERIT VZCOST	Welcome, Demo Us
Test-06-18 Cost Template Name: Product Group: OctLOCATION Product Group: Collo-Application Fee Applicable Jurisdictions: All Status: Completed Data Source Data Miles Demand Capital Capital Capital Capital Capital Demase Expense Account_Inflation Account_Inflation Damo BC Family	Change Status - Cost Template		
Cost Template Name: [*st+06-19] Description: [*st+06-18] Product Group: COLLOCATION Product: Collo-Application Fee Applicable Jurisdictions: All Status: Completed • NM FORMULA Parand Demand Capital Capital_factors Repare Expanse Expanse Expanse_factors Account_Inflation Account_Inflation Demo BC Family Demo BC Family			
Cost Template Name: [***06-19] Description: [***06-18] Product Group: COLLOCATION Product: Collo-Application Fee Applicable Jurisdictions: All Status: Completed • Data Source Data Allas Demand Demand Capital Capital_stors Expense Expense_Factors Account_Inflation Account_Inflation Demo BC Family Demo BC Family			
Pescription: Feit-06-18 Product Group: COLLOCATION Product: Collo-Application Fee Product: Collo-Application Fee Applicable Jurisdictions: All Status: Completed Implication Pata Source Data Alas Demand Demand Capital Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Ocenut_Inflation Demo_B0_Family Demo B0 Family	Test-06-18		
	Cost Template Name	Test-06-18	
Description: Product Group: Collo-Application Fee Product: Collo-Application Fee Applicable Jurisdictions: All Data Source Data Alias Demand Demand Capital Capita			
Product Group: COLLOCATION Product: Collo-Application Fee Applicable Jurisdictions: All Status: Completed Data Alias Demand Capital Capital Capital Factors Indices Expense Expense Expense, Factors Account_Inflation Demo_BC_Family Demo BC Family	Description	Test-06-18	
Product: Collo-Application Fee Applicable Jurisdictions: All Status: Completed Data Source Data Alias Demand Demand Capital_Factors Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family			
Applicable Jurisdictions: All Status: Completed C Data Alias Data Source Data Alias Demand Demand Capital Capital_Factors Inflation_Inflation Account_Inflation Demo_BC_Family Demo BC Family	Product Group	COLLOCATION	
Applicable Jurisdictions: All Status: Completed	Product	Collo-Application Fee	
Status: Completed DATA FORMULAS Demand Demand Capital Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family			
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	Applicable Jurisdictions	All	
Data Source Data Alias Demand Demand Capital Capital_Factors Inflation_Indices Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family	Status	Completed 💌	
Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family	Data Source	Data Alias	
Capital Capital_Factors Indices Inflation_Indices Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family			
Expense Expense_Factors Account_Inflation Account_Inflation Demo_BC_Family Demo BC Family	Data Source	Data Alias	
Account_Inflation Account_Inflation Demo_BC_Family	Data Source Demand	Data Alias Demand	
Demo_BC_Family Demo BC Family	Data Source Demand Capital Indices	Data Alias Demand Capital_Factors Inflation_Indices	
	Data Source Demand Capital Indices Expense	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
New Delete	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	
	Data Source Demand Capital Indices Expense Account_Inflation	Data Alias Demand Capital_Factors Inflation_Indices Expense_Factors Account_Inflation	

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

- 1. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: 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. <u>Completed</u>: 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. <u>Submitted</u>: Submitted items are completed items that are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: Final and filed items, which have been included in a filing, may not edited further or deleted.



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Test-06-18		-
Cost Template Name:	Test-06-18	
Description:	Test-06-18	
Product Group:	COLLOCATION	
Product:	Collo-Application Fee	
Applicable Jurisdictions:	All	
Status:	Completed 💌	
Capital	Capital_Factors	
Demand Capital	Demand Capital Eactors	
Indices	Inflation_Indices	
	Expense_Factors Account_Inflation	
Expense Account Inflation		
Account_Inflation Demo_BC_Family	Demo BC Family	

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

- The user may press the 'Save' button (<u>Sove</u>) to save the 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 9.2.7: 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).

				SERVICE COS	TS DEPARTMENT	COST PORTAL
cost 🗅 🔌	2 EXIT VZC05T				Welcome Demo User.	Version 1.1.5
Cost Template Filter	Cost Templates					
Name Owner Demo User Created After 01 • 01 • 2001 •	Name Test-06-18 Demo Basio Port Cost Template Demo Collocation Cost Template	6. 6.	0ate Created /18/2002 /3/2002 /3/2002	Product 4 Wire Basic Loop *2 Wire Basic Loop 2 Wire Basic Loop	Status In Progress Submitted Submitted	
Month Day Year Created Before 06 21 2002 Month Day Year						
Status ALL> Product ANY PRODUCT>						
Filter	New Edit View	Copy Delet	e Change Sta	itus Add Products	New Study View Depende	nts



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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 (<u>Select Products</u>).

pyOf_External Demo 4_01_0		
Cost Template Name	CopyOf_External Demo 4_01_03 WC	
Description	External Demonstration 4-01-03 WC	
Products	4 Wire Basic Loop	
Applicable Jurisdictions	: All	
Inflation_Indices Expense_Factors Loading_Factors	Indices Expense_Factors Loading_Factors	
Account_Inflation Property_Taxes	Account_Inflation Property_Taxes	
RTU_Factor	RTU_Factor	
Expense_Results External Demo_2W_BC	Expense_Results Loop_Elements	



Section 9



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 ().

Select Products for Cost Template Template Name: CopyOf_External Demo 4_01_03 WC Product Group: EEL IOF/TESTING Vailable Products Image: CopyOf_External Demo 4_01_03 WC Vailable Products Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC View Galog Test Charge Image: CopyOf_External Demo 4_01_03 WC Digital Test Charge Image: CopyOf_External Demo 4_01_03 WC Digital Copy Test Demo Figure Test Charge Image: CopyOf_External Demo 4_01_03 WC IDF - Voice Grade - Per Mile Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC Image: CopyOf_External Demo 4_01_03 WC	Welcome, Demo User Ve
Product Group: EEL IOF/TESTING Available Products Selected Products 1.544 Mbps (DS1) Digital Test Cha 2 Wire Analog Test Charge 4 Wire Analog Test Charge Digital 4 Wire (S6 or 64 kbps) Test EEL IOF - 2 Wire ISDN - Fixed (Indu EEL IOF - 2 Wire ISDN - Per Mile EEL IOF - Voice Grade - Fixed (Indu EEL IOF - Voice Grade - Per Mile	

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 (______).



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Section 9.2.8: New Study

The 'New Study' button (New Study) 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 (New Study).

Cost Template Filter Cost Templates Name Image: Cost Template Owner Owner Demo User Image: Cost Template Out Image: Cost Template Organization Cost Template Out Image: Cost Template Organization Cost Template Owner Organization Cost Template Owner Organization Cost Template Organization Cost Template Organization Cost Template Organizat			SERVICE COSTS DEPARTMENT	COST PORTAL
Name Name Owner Date Created Product Status Demo User Image: Created After 0/19/2002 4 Wire Basic Loop Submitted Owner Image: Created After 0/10/2001 2 Wire Basic Loop Submitted Owner Image: Created After 0/10/2001 2 Wire Basic Loop Submitted Owner Image: Created After 0/10/2001 2 Wire Basic Loop Submitted Oreated Before Image: Created Before Image: Created Before Image: Created Before Image: Created Before			Welcome Demo User	r. Version 1.1
Name Owner Date Created Product Status Demo User b/19/2002 4 Wire Basic Loop in Progress Demo User created After 0/3/2002 2 Wire Basic Loop Submitted Oll 01 2001 Month Day Year Created Before Created Before Created Before Created Demo Created Demo	L Cost Template Filter	L Cost Templates		
Owner 0/19/2002 4 Write 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 Oreated After 01 2001 2 2001 2 Wire Basic Loop Submitted Created Before Created Before 0/10/2002 1 1 1	Name	Name	Data Crastad Braduat Statua	
Created After 01 01 2001 Month Day Year Created Before Created Before		Test-06-18 Demo Basic Port Cost Template	6/18/2002 4 Wire Basic Loop In Progress 6/3/2002 *2 Wire Basic Loop Submitted	
Month Day Year Created Before	Created After		USS2002 12 wine Basic Loop Submitted	
	06 • 21 • 2002 •			
Month Day Year Status	Status			
<all> Product</all>	Product			
<any product=""></any>	<any product=""></any>			J
New Edit View Capy Delete Change Status Add Products New Study View Dependents	Filter	New Edit View Copy	Delete Change Status Add Products New Study View Depend	lents



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The 'New Standalone Cost Study' screen loads up and the user is ready to complete this cost study as described in <u>section 9.3.1</u> of this document.

			SERVICE CO	STS DEPARTMENT COST PORTAL
				Welcome Demo User. Version 1.1.5
L. New Cost Study - Standalon	0			-
Collo-Application Fee_0	6202002			
Nan	Collo-Applicatio	on Fee_06202002		
Descriptio	on:			
Cost Templa	te: Test-06-18			
Produ	ct: Collo-Applicatio	on Fee]	
Tariff Nan	ne:			
Jurisdictio	on:	Select Subset		
Geography Lev	el:	Group By		
Assumptions			Select	
Assum	ption	Assumption Value		
	Monthly Cost			
Cost of I	noney ic Scenario			
Filing T				
	r of Study			
	hrough Plan Period			
Life Sce				
	g / Non-Recurring			
Study P				
Study T	/pe			
Data Versions			Select	
Data Source		Version		
Demo BC Family				
Account_Inflation Capital_Factors				
Demand				
Expense_Factors				
Inflation_Indices				
1	Run	Save Cancel		
1				
P				





Please note that, if the user does not complete the run, then the 'Save' button (<u>Save</u>) may be used to save the cost study or the 'Cancel' button (<u>Cancel</u>) 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 <u>not</u> back to the 'Cost Templates' screen.

cost 🗅 🔇		Welcome Demo User. Version 1.1.
Cost Study Filter	Cost Studies	
Name Dumer Demo User Demo User Created After D1 01 2001 Year Created Before 06 21 2002 Month Day Year Status CALL>	Name	Owner Date Created Jurisdiction Geography Level Template
Jurisdiction	•	
Filing:	New (Filing) New(Stand	alone) Edit View Delete Run View Results Change Status
Filter		





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 <u>NOT</u> 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.

	2 ENT VICOST	SERVICE	COSTS DEPARTMENT Cost Portal Welcome, Demo User Version 2.3
Welcome to VzCost!	 Elements Element Calculator Runs Element Loading Runs Bosic Components (BCs) BC Runs BC Runs Capital Capital Factor Templates Capital Factor Runs Expense Factor Runs 	Analysis Reports Comparison Analyses What-If BC Runs What-If BC Runs What-If Cost Studies Data Browser Saved Queries Admin Data Management Report Management Report Management User Administration Job Administration	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Coster Filings Cost Templates Cost Studies Document Sets 	L 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.



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	2 VECOST			SERVICE C	OSTS DEPARTMEN Welcome Demo U	Cost-Portal
Cost Study Filter	Cost Studies					
Name Demo User Demo User Created After Ol Ol Ol Ol Vear Created Before Of 21 2002 Month Day Year	Name	Owner	Date Created	Jurisdiction Ge	ography Level Templa	(e
Status CALL> Jurisdiction CALL>	•				2	
Filing:	New (Filing) New(Stand	dalone) Edit V	fiew Delete	Q Run Vi	ew Results Change Status	

The 'Cost Studies' screen is shown above. Throughout the cost studies segment of VzCost, please notice that filters may be used as described in <u>section 4.4</u> 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 <u>section 9.1</u>.
- If the cost study is for a filing, any needed cost templates will need to have been approved.

		SERVICE COSTS DEPARTMENT
cost 🗅 🗞	? EXIT VZCQST	Welcome Demo User. Version 1.3
ို့ Cost Study Filter	Cost Studies	
Name Owner Demo User Of 2001 Created After Of 2001 Created Before Of 21 2002	Name Owner	Date Created Jurisdiction Geography Level Template
Month Day Year Status CALL> Jurisdiction CALL>	. •	
Filing:	New (Filing) New(Standalone) Edit	View Delete Run View Results Change Status

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 (<u>New (Filing)</u>) or the 'New (Standalone) button (<u>New (Standalone</u>)). If the study is a standalone cost study, then the user will skip the next two pages and go directly to the <u>'Cost Templates Selection' screen</u> 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 (Concel) to disregard the request and return to the 'Cost Studies' screen.

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 😒	EXIT VZCOST		Welcome Demo Use	Version 1.1.5
E Filing Filter	Filings			
Name	Filing Name		diction Date Created	
Owner <all></all>	PAE.Proceeding123.06072002	PAE	6/7/2002	
Jurisdiction				
Created After				
Created Before 06 • 28 • 2002 • Month Day Year				
)	
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 if automatically populated by the system. The user may choose to either use or hide that information as needed. The 'Show Details' button (Show Details \checkmark) and the 'Hide Details' button (Hide Details \blacktriangle) 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.

		SERVICE COSTS	DEPARTMENT Cost	Portal
cost 🏠 🗞 ? 🖽		W	elcome Demo User. Ver	sion 1.1.5
Select Product for Cost Study				
PAE.Quick test.0627200	2	Hide Details 🔺		
Filing Nam	e: PAE.Quick test.06272002			
Jurisdictio	Pennsylvania (Bell Atlantic)			
Proceeding Nam	e: Quick test			
Filing Dat	a: 01/01/2003			
Filing Descriptio				
PRODUCTS				
Product	Tariff Name	Control Sheet Name		
2-Wire Loop		QuickTest		
4-Wire Loop	4Wire Loop	QuidkTest		
		•		
	Select Cancel			
	Select Cancel			

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.

		SERVICE COSTS DEPARTMENT COST- PORTAL
cost 🔒		Welcome Demo User. Version 1.1.5
, in the second s	Select Product for Cost Study	
	PAE.Proceeding 123.06072002	Hide Details 🔺
	Filing Name: PAE.Proceeding123.06072	
	Jurisdiction: Pennsylvania (Bell Atlantic	
	Proceeding Name: Proceeding123	
	Filing Date: 01/01/2001	
	Filing Description: TELRIC Proceeding 123	
	PRODUCTS	
	Product Tariff N	ame Control Sheet Name
	۲	F
	Select C	ancel





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 proceeded 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 (Select). In order to create a cost study, an approved cost template must exist. Otherwise the user will be forced to press the 'Cancel' button (Select) and return to the previous screen.

			SERVICE COSTS DEPARTMENT	Cost Portal
cost 🔒 😣	2 EXIT VZC05T		Welcome Demo User	Version 1.1.5
Cost Template Filter	Select Cost Template for Study			
Name	Name Owner	Date Created	Product Status	
Owner <all></all>	Test-Today Only Demo Basic Port Cost Template	6/18/2002 6/3/2002	4 Wire Basic Loop Approved *2 Wire Basic Loop Approved	
Created After				
Created Before 06 • 29 • 2002 • Month Day Year				
Status				
Product 2-Wire Loop				J
		Select Cancel		
Filter				

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.



Section 9 Coster

Rew Cost Study - Standalone Image: Product Name: [Create Date] Description: [Product Name: [Create Date] Description: [Product Name: [Create Date] Product: [Product Name: [Create Date] Description: [Product Name: [Create Date] Product: [Product Name: [Create Date] Description: [Product Name: [Create Date] Product [Product [Product Name] Resumption [Product Name] State State[Product [Product Name] Product [Product [Product [Product Name] Product [Product [Pro
[Product Name] [Create Date] Name: [Product Name] [Create Date] Description: Cost Template: 2-Wire Loop_06282002 Product: Image: Cost Template: 3urisdiction: Jurisdiction: Geography Level: Ceography Level: Assumptions Seled
[Product Name] [Create Date] Name: [Product Name] [Create Date] Description: Cost Template: 2-Wire Loop_06282002 Product: Image: Cost Template: 3urisdiction: Jurisdiction: Geography Level: Ceography Level: Assumptions Seled
Name: [Product Name]_Create Date] Description:
Name: [Product Name]_Create Date] Description:
Cost Template: 2-Wire Loop_06282002 Product: Tariff Name: Jurisdiction: Ceography Level: Ceography Level: Select Assumptions Select Assumption
Cost Template: 2-Wire Loop_06282002 Product: Tariff Name: Jurisdiction: Ceography Level: Ceography Level: Select Assumptions Select Assumption
Product: Tariff Name: Jurisdiction: Geography Level: Assumptions Select Assumption
Tariff Name: Jurisdiction: Geography Level: Group By Assumptions Assumption Assumption Annual/Monthly Cost
Jurisdiction: Select Subst Geography Level: Group By Assumptions Select Assumption Assumption Value
Jurisdiction: Select Subst Geography Level: Group By Assumptions Select Assumption Assumption Value
Geography Level: Group By Assumptions Select Assumption Assumption Value Annual/Monthly Cost Image: Cost
Assumptions Select Assumption Assumption Assumption Value
Assumption Assumption Value Annual/Monthly Cost
Annual/Monthly Cost
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 ds1_3 SS7
Account_Inflation Capital_Factors
Demand
Expense_Factors Inflation_Indices
Loading_Factors
Property_Taxes SS7_ASSUMPTIONS_VALUE
Run Sove 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.



Section 9



					SERVICE COSTS	DEPARTMENT Cost	PORTAL
cost 🔒 😒	2 EXIT VZCOST					Welcome, Demo User 🕔	ersion 2.4
L. New Cost S	tudy - Filing						
2-Wire I	oop_06282002						
	Name:	2-Wire Loop_06282	002				
	l						
	Description:	This Is The Only Fie Fill Out On A Cost S	eld At The Top To tudy For A Filing	<u>∧</u>			
	Cost Template:	Test-Today Only					
	Filing Name:	PAE. Test-TodayOnly	06282002				
	Control Sheet Name:	Test					
	Product:	2-Wire Loop					
	Tariff Name:	2-Wire Loop					
	l	Pennsylvania (Bell .	Atlantic) 🗐 Select :	Subset			
	L L						
	Geography Level:	Jurisaiction					
Promp					Select		
	Prompt Name Test_Prompt	_	Prompt Value	_			
Assum	ptions				Select		
	Assumption		Assumption Value				
	Annual/Monthly	Cost	Annual				
	Cost of Money Economic Scena	rio	12.75 Standard		-		
	Filing Type		State				
	First Year of Stud		2002 ON		_		
	Life Scenario		GAAP		-		
	Methodology		TELRIC				
	Recurring / Non-P	Recurring	Both				
	Study Period		Five years				
	Study Type		Access		-		
Data V	ersions				Select		
)ata Source	Version					
	OF SM ds1_3	Test DS1	_3SM term				
	\$87	SS7 BC 0					
	apital_Factors		unt Inflation Mapping tal Factors 6-24-02				
	emand		_VALUE_PAE				
	ense_Factors	PAE Exp	Fctrs WO Land & Bldg				
	nflation_Indices		tion Indices				
	.oading_Factors ?roperty_Taxes		ling Factors Vintage 199 ert Tax 6-24-02	38 38			
	S7_ASSUMPTIONS_VAL		ASSUMPTIONS 060620	002			
	_						
		Run Sove	Cancel				
1							

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 <u>earlier in this section</u>. 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.

2-Wire Loop_06282002	
Name:	2-Wire Loop_06282002
Description:	
Cost Template:	Test-Today Only
Product:	2-Wire Loop
Tariff Name:	
Jurisdiction:	Select Subset
Geography Level:	Group By

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.



Section 9



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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) 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 ($\boxed{\circlet}$) to the right of that item. The box will be located under a trash can icon ($\boxed{\circlet}$). 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

cost

(_______). 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 1.1.8
Seled Subset Choose a subset of wire centers to run. Image: Select Wire Centers Only Select Wire Centers Wire Centers Image: Select Wire Centers Mathapaal (ALFARATA) ALAppaal (ALEARATA) ALAppaal (ALEWTOWN) ALTYMPaal	





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.

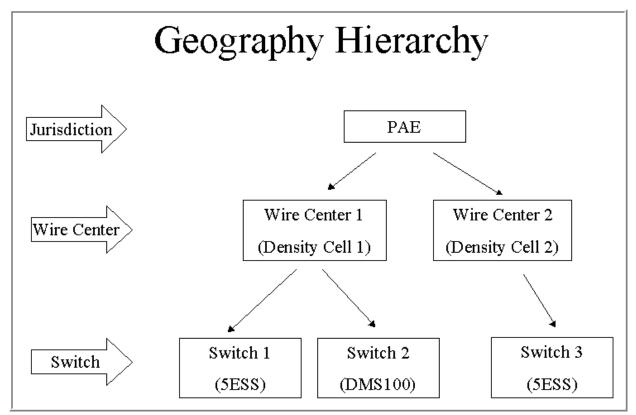
2-Wire Loop_06282002	
Name:	2-Wire Loop_06282002
Description:	
Cost Template:	Test-Today Only
Product:	2-Wire Loop
Tariff Name:	
Jurisdiction:	Select Subset
Geography Level:	Group By





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 (Group By) 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 (Group By) completely and then the result set would be reported at the jurisdictional level.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
· · · · · · · · · · · · · · · · · · ·	
E Select Group By and Mapping Version	
Name: 2-Wire Loop_06282002-2	
O Density Cell Mapping: PAE Density Cell Map for Demo	•
* 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.	
<u> </u>	

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 (**Group By**) 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 (**OK**) and the grouping choices will be saved while the user is returned to the previous screen. The user may also press the 'Cancel' button (**Cancel**) 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 (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 template, then the user will select a prompt from the 'Prompt ID' field by pressing the button (\checkmark) 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 (\checkmark) at the right side of the field and then clicking on the preferred prompt 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.

Select Prompt Items			
Item Type: Demo_BC	Eamily	Prompt ID Test_Prompt	Prompt Item Demo_BC_Family.Local_Digital_trunk_te



Section 9



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.

ssumptions			_
	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 () 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 () to disregard this information and return to the previous screen.

	SERVICE COSTS DEPARTMENT COST PORTAL
Cost 🔂 😵 ? 🔤	Welcome Demo User. Version 1.1.3
E 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:	
Life Scenario: GAAP	
Methodology: TELRIC 💌	
Recurring / Non-Recurring: Both	
Study Period: Five years	
	<u> </u>
OK Cancel	





After the assumptions have been chosen, the user will press the 'Select' button (<u>Select</u>) 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.

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 Fotrs WO Land & Bldg Inflation_Indices PAE Inflation Indices	
Account_Inflation PAE Account Inflation Mapping Capital_Factors PAE Capital Factors 6-24-02 Demand DEMAND_VALUE_PAE Expense_Factors PAE Exp Fotrs WO Land & Bidg	
Capital_Factors PAE Capital Factors 6-24-02 Demand DEMAND_VALUE_PAE Expense_Factors PAE Exp Fotrs WO Land & Bidg	
Demand DEMAND_VALUE_PAE Expense_Factors PAE Exp Fotrs WO Land & Bldg	
Expense_Factors PAE Exp Fotrs 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	





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 (OK) 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.

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🏦 🛸	2 EXIT VZC05T		Welcome Demo User.	Version 1.1.5
	L Select Data Versions			
	Study Name: 2-Wire Loop_0628	2002		
		BC Families		
	IOF \$M ds1_3:	Test DS1_3SM term 🔽		
	\$\$7:	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		



Section 9

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 Fotrs WO Land & Bidg
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

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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 <u>section 13.1</u> 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 () 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 (**Edit**) from the 'Cost Studies' screen. This will load up the 'Edit Cost Study' screen which is shown below.

				SERVICE COS	TS DEPARTMENT COST PORTAL
					Welcome Demo User. Version 1.1.8
Edit Cost Study - Filing					
2-Wire Loop_06282002					-
Name:	2-Wire Loop	_06282002			
Description:	Fill Out On A	Only Field At The Top To A Cost Study For A Filing			
Cost Template:	Test-Today	Only			
Filing Name:	PAE. Test-To	dayOnly.06282002			
Control Sheet Name:	Test				
Product:	2-Wire Loop				
Tariff Name:	2-Wire Loop				
Jurisdiction:	Pennsylvani	ia (Bell Atlantic) 🗾 🚺 Selec	ct Subset		
Geography Level:	Jurisdiction				
Assumptions				Select	
Assumption		Assumption Value	e		
Annual/Monthly Cost of Money	Cost	Annual 12.75			
Economic Scena	ario	12.70 Standard			
Filing Type		State			
First Year of Stu	dy	2002			
Life Scenario		GAAP			
Methodology	Dire Davie d				
Inflate Through Recurring / Non-		Both			
Study Period		Five years			
Study Type		Access			
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 Demand		PAE Capital Factors 6-24-02			
Expense_Factors		PAE Exp Fotrs WO Land & Bidg			
Inflation_Indices		PAE Inflation Indices			
Loading_Factors		PAE Loading Factors Vintage 1	999		
Property_Taxes SS7_ASSUMPTIONS_VAL		PAE Propert Tax 6-24-02 PAE SS7 ASSUMPTIONS 0606	2002		
	['	ALL SOF ASSOME HONS 0000	2002		
	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.

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



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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 (**E**) 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 (OK will be pressed and the wire center choices will be saved while the user is returned to the previous Cancel) to disregard any screen. If needed, the user may also press the 'Cancel' button (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 (\Box) to the right of each item to be deleted. The box will be located under a trash can icon (iii). 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 (OK). Please notice that this function is basically another form of filter and thus, is not an aggregation method.

cost

cost		Welcome Demo User. Version 1.1.5
cost	Select Subset Losse a subset of wire centers to run. All Wire Centers Only Select Wire Centers Vire Centers Only Select Wire Centers All Wire Centers Only Select Wire Centers All Para AL (ALFARATA) ALOPPAAL (ALIQUIPPA) ALOPPAAL (ALIQUIPPA) ALTWPAAL (ALIQUIPPA) ALTWPAAK (AMBRIDGE) ANNIPAARA (ARBBRIDGE) ANNIPAAR (ARBBRIDGE) ANULPAAN (ANNVILLE) ALVIPAAK (ARDMORE) ANULPAAN (AUSTIN) AUDIPAAR (ARDMORE) MOLIPAAR (ARDMORE) ANDLPAAR (ARDMORE) 	5





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 (Select) 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 (\checkmark) 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 (\checkmark) 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.





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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 (Select) 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 (OK) 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 (Cancel).

AssumptionAssumption ValueAnnual/Monthly CostAnnualCost of Money12.75Economic ScenarioStandardFiling TypeStateFirst Year of Study2002Inflate Through Plan PeriodONLife ScenarioGAAPMethodologyTELRICRecurring / Non-RecurringBothStudy PeriodFive yearsStudy TypeAccess	Assumptions		Sele
Cost of Money12.75Economic ScenarioStandardFiling TypeStateFirst Year of Study2002Inflate Through Plan PeriodONLife ScenarioGAAPMethodologyTELRICRecurring / Non-RecurringBothStudy PeriodFive years	Assumption	Assumption Value	
Economic ScenarioStandardFiling TypeStateFirst Year of Study2002Inflate Through Plan PeriodONLife ScenarioGAAPMethodologyTELRICRecurring / Non-RecurringBothStudy PeriodFive years	Annual/Monthly Cost	Annual	
Filing TypeStateFirst Year of Study2002Inflate Through Plan PeriodONLife ScenarioGAAPMethodologyTELRICRecurring / Non-RecurringBothStudy PeriodFive years	Cost of Money	12.75	
First Year of Study2002Inflate Through Plan PeriodONLife ScenarioGAAPMethodologyTELRICRecurring / Non-RecurringBothStudy PeriodFive years	Economic Scenario	Standard	
Inflate Through Plan Period ON Life Scenario GAAP Methodology TELRIC Recurring / Non-Recurring Both Study Period Five years	Filing Type	State	
Life Scenario GAAP Methodology TELRIC Recurring / Non-Recurring Both Study Period Five years	First Year of Study	2002	
Methodology TELRIC Recurring / Non-Recurring Both Study Period Five years	Inflate Through Plan Period	ON	
Recurring / Non-Recurring Both Study Period Five years	Life Scenario	GAAP	
Study Period Five years	Methodology	TELRIC	
	Recurring / Non-Recurring	Both	
Study Type Access	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.

cost	î	1	?	EKIT VZCOST	Welcome Demo User. Version 1.1.5
			ľ	Select Assumptions	n
				Study Name: 2-Wire Loop_06282002	
				Annual/Monthly Cost: Annual	
				Cost of Money: 12.75 -	
				Economic Scenario: Standard	
				Filing Type: State 🗸	1
				First Year of Study: 2002 💌	
				Inflate Through Plan Period: 💿 🛒	
				Life Scenario: GAAP	Y
				Methodology: TELRIC	
				Recurring / Non-Recurring: Both	
				Study Period: Five year	rs 🗾
				Study Type: Access	
				OK Cancel	
<u> </u>					





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 (Select) 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.

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	
Account_Inflation PAE Account Inflation Mapping Capital_Factors PAE Capital Factors 6-24-02 Demand DEMAND_VALUE_PAE	
Capital_Factors PAE Capital Factors 6-24-02 Demand DEMAND_VALUE_PAE	
Demand DEMAND_VALUE_PAE	
Expense_Factors PAE Exp Fotrs 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	





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 (OK) 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 (Cancel) to disregard all changes and return to the previous screen.

		SERVICE COSTS DEPARTMENT	Cost Portal
cost 👌 😒 ? 🖽		Welcome Demo User.	Version 1.1.5
L Select Data Versions Study Name: 2-Wire Loop_0628		-	
TOE SM de1 3:	BC Families Test DS1_3SM term		
_	SS7 BC 06192002 🔽		
		I	
Account Inflation	Data Tables PAE Account Inflation Mapping		
	PAE Capital Factors 6-24-02		
	DEMAND_VALUE_PAE		
	PAE Exp Fctrs WO Land & Bldg 🚽		
	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 🔽		
ОК	Cancel		



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IOF SM ds1_3	Ted Dod DomAsia
	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 Fotrs WO Land & Bidg
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

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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 <u>section 13.1</u> 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 () 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 <u>section 4.4</u>, 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 (view) to continue.

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 Pour
Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pwr Dis
					,
	2-Wire Loop_08282002 STP Port LIDB Overy- Regional STP to STP Port Collo-Terminations_08172002 Collo-Power Collo-Power	2-Wire Loop_06282002 STP Port LDB_Overy-Regional STP to STP Port Collo-Terminations_06172002 Collo-Power Collo-Power Collo-Power	2-Wire Loop_06282002 6/28/2002 STP Port 6/27/2002 LDB Quary - Regional STP to 6/24/2002 STP Port 6/20/2002 Collo-Terminations_06172002 6/17/2002 Collo-Power 6/17/2002 Collo-Power 6/17/2002	2-Wire Loop_06282002 8/28/2002 PAE STP Poit 6/27/2002 PAE LIDB Query, Regional STP to 6/24/2002 PAE STP Poit 8/20/2002 PAE Collo-Terminations_08172002 6/17/2002 PAE Collo-Power 6/17/2002 PAE Collo-Power 6/17/2002 PAE Collo-Power 6/17/2002 PAE	2-Wire Loop_06282002 6/28/2002 PAE Jurisdiction STP Pot 6/27/2002 PAE Jurisdiction LDB Query - Regional STP to 6/24/2002 PAE Jurisdiction STP Pot 6/20/2002 PAE Jurisdiction Collo- Ferminations_06172002 6/17/2002 PAE Jurisdiction Collo- Power 6/17/2002 PAE Jurisdiction Collo- Power 6/17/2002 PAE Jurisdiction

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.



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cost A S	P PRIT VZCOST				SERVICE CO	STS DEPARTMENT Cost Portal Welcome, Demo User Version 2.3
L View Cos	t Study - Filing					-
2 Wire	Basic Loop_12162002-5					
2 1116]	
	Name:	2-Wire Loo	p 06282	2002		
	Description:	2 Wire Bas	ic Loop	4		
	Cost Template:	Test				
	Filing Name:	PAE. Test C	6_28_02	.06282002	1	
	Control Sheet Name:	Test			1	
	Product:	2 Wire Bas	ic Loop			
	Tariff Name:	2 Wire Bas	ic Loop			
			1	Atlantic) 🔽		
	Geography Level:	Wire Cent	er 🔻			
Assu	mptions]
	Assumption			Assumption Value		
	Annual/Monthly C	Cost		Monthly		
	Cost of Money			12.45		
	Economic Scenar	rio		Standard		
	Filing Type			State		
	First Year of Stud	-		2003		
	Inflate Through P	'lan Period		OFF		
	Life Scenario			GAAP		
	Methodology			TELRIC		
	Recurring / Non-R Study Period	ecurring		Both		
	Study Type			Three years Wholesale		
Data	Versions]
	Data Source		Version]
	IOF SM ds1_3			_3SM term		
	SS7		SS7 BC 0			
	Account_Inflation		PAE Acco	unt Inflation Mapping		
	Capital_Factors			tal Factors 6-24-02		
	Demand			_VALUE_PAE		
	Expense_Factors			Fotrs WO Land & Bidg		
	Inflation_Indices Loading_Factors			tion Indices ling Factors Vintage 1999		
	Property_Taxes			ert Tax 6-24-02		
	SS7_ASSUMPTIONS_VALU	JE		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 (Delete).

cost 🔒 🔌					Welcome	Demo User. Versi
ame						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	2-Wire Loop_06282002		6/28/2002	PAE	Jurisdiction	Test-Today
vner	STP Port		6/27/2002	PAE	Jurisdiction	STP PORT
<all></all>	LIDB Query - Regional	STP to	6/24/2002	PAE	Jurisdiction	LIDB QUE
	STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
eated After	Collo-Terminations_06	172002	6/17/2002	PAE	Jurisdiction	MF SAC C
	Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pour
01 - 01 - 2001 -	Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pour Dis
atus <all></all>						
<all></all>						
				Run	View Results Chan	

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 ($\bigcirc K$) to complete the deletion of the study or press the 'Cancel' button ($\bigcirc Cancel$) 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.

MICROSO	FT INTERNE	T EXPLORER	×
?	Delete Study :	2-Wire Loop_0628	2002?
	ок	Cancel	



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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.

		SERVICE COSTS DEPARTMENT	COST PORTAL
	EXIT VZCØST	Welcome Demo User.	Version 1.1.5
Name	Name Owner STP Port	Date Created Jurisdiction Geography Level Template 7/1/2002 PAE Jurisdiction STP POR STP POR	
Filing:	New (Filing) New (Standalone) Edit Vi	iew Delete Run View Results Change Status	
Filter			

Otherwise, pressing this button will navigate the user to the message center, described in <u>section</u> <u>13.1</u> 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 <u>section 4.4</u>) to locate the correct run.
- As shown below, click on the correct run to highlight it.
- Press the 'View Results' button (View Results).

Cost Study Filter Cost Studies Name	cost A	2 vzost		SERVIO	E COSTS DEPA Welcome	RTMENT Cost Port
Name Owner Date Created Jurisdiction Ceography Level Template Cwner <td< th=""><th>Cost Study Filter</th><th>L Cost Studies</th><th></th><th></th><th></th><th></th></td<>	Cost Study Filter	L Cost Studies				
Owner 0/28/2002 6/28/2002 PAE Jurisdiction Test-Toda STP Port 6/27/2002 PAE Jurisdiction STP POR Created After 01 01 2001 01	Name		D	4 - 4 U:	C	
Owner STP Port 6/27/2002 PAE Jurisdiction STP PORT Image: StP Port 0/24/2002 PAE Jurisdiction IDP OUT Created After 0/2/2002 PAE Jurisdiction STP Port Image: One of the stress of	I					
CALL> LIDB Query-Regional STP to 0/24/2002 PAE Jurisdiction LIDB QUE Created After 0/201 0/1 0/20202 PAE Jurisdiction SS7 Port F Collo-Terminations_08172002 6/17/2002 PAE Jurisdiction MF SAC C Collo-Power 6/17/2002 PAE Jurisdiction MF Pwr Month Day Year Year Year Year Status Year Jurisdiction Year Status Year Jurisdiction Status <t< td=""><th>Owner</th><td></td><td></td><td></td><td></td><td></td></t<>	Owner					
STP Poit 6/20/2002 PAE Jurisdiction SS7 Poit F Created After Collo-Terminations_06172002 6/47/2002 PAE Jurisdiction MF SAC C Oll						
Created After Collo-Terminations_06172002 B/17/2002 PAE Jurisdiction MF SAC C Collo-Power 6/17/2002 PAE Jurisdiction MF Pwr Month Day Year 0/17/2002 PAE Jurisdiction MF Pwr Collo-Power 0/17/2002 PAE Jurisdiction MF Pwr Diverside Status	<all></all>					
Greated Profer 6/17/2002 PAE Jurisdiction MF Pwr Month Day Year 6/17/2002 PAE Jurisdiction MF Pwr Ceated Before 06 29 2002 Month Day Year Status Vesitiction Image: Image:	Currente d Affrei					
Created Before 06 29 2002 Month Day Year Status <all> Filing:</all>						
Created Before 06 29 2002 Month Day Year Status <all></all>		Collo-Power				MF Pwr Dis
	D6 29 2002 Month Day Year Status <all> • Jurisdiction <all> •</all></all>		Edit View Del	ete (Run	View Results Chor	





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.

				SERVICE COSTS DEPARTMENT
cost		π		Welcome, Demo l
Contraction Development				
Cost Study Resul				
Local Switchin	g FG_A FG_B FG_D_10222(Printable Grid Hide Details
		ocal Switching FG_A FG_B FG_	D_10222002-2	
	Cost Template: M Jurisdiction: P	nchele Test II ennsylvania (GTE)		
		xception Log		
	L			
	PAW (Pennsylvania (GTE)) 🔽	Account: All	Drill Down Download
Geography:	IPAW (Pennsylvania (Gre	<i>"</i>	Accounte	
Name		Account D/S Value	Deference	
Name DMS		221200 D 151.8	Reference Cost USAGE_EXPE	RIMENT.ANI_DMS_D+ USAGE_EXPERIMENT.ANI_DI
		221200 S 94.6		
•				•

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.

• <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.



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• <u>Details</u>: At the top right corner of the page, the 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.

cost

• <u>Exceptions</u>: 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 <u>message center subsection</u> 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 occured.

			hing FG_A FG_B FG_D_10222002-2		
Cost Temp	plate Name: M	1ichele Te	st II		
La	st Modified: 1	.0/22/200	2		
Formula ID	Туре	Ex	ception	Geography	
DMS	Piece of elem			PAW	
DMS	Piece of elem			PAW	
DMS	Piece of elem			PAW	
DMS	Piece of elem			PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem			PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMS	Piece of elem	nent In		PAW	
DMC	Ricco of clore	ant In		DAM/	

• 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' screen.



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

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

	lts			
Local Switchi	ng FG_A FG_B FG_D_1022	2002-2		Printable Grid 🚽 Hide De
	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 (G	TE)) 🔽	Account: All	Drill Down Download
Name		Account D/S Value	Reference	
DMS		221200 D 151.8 221200 S 94.6	Cost(USAGE_EXPERIMENT.	ANI_DMS_D+ USAGE_EXPERIMENT.AM
		221200 3 84.0		

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.

• <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.

• <u>Drill Down</u>: 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 (<u>Drill Down</u>). 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.

L_Drill Down	I				
Collo-Power	Distribution_06172002				
Formula:	MF_PWR_DISTR_500_ANNL_CO	эsт			
Geography:	PAE (Pennsylvania (Bell Atlan	tic)) 💽	•		Account: All
History:	MF_PWR_DISTR_500_A	NNL_COS	т = 0	Cost(MF_Pwr_Distribu	
Name	ρ	Account	D/S	Value	Reference
	WR_DISTR_500_ANNL_COST	221240	S	45.005965875	Cost(MF_Pwr_Distribution.PWR_CBL_500_MCM)
		221240	D	84.66526458	
•					• • • • • • • • • • • • • • • • • • •
				_	
					Drill Down Drill Up Back To Top Close
Name	е	Account	D/S	Value	Reference
COST	(MF_PWR_DISTRIBUTION.PWR_C	221240	D	84.66526458	If (ANNUAL_MONTHLY="MONTHLY",
		221240	s	45.005965875	
MF_P	wr_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.



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mula: MF_PWR_DISTR_500_ANNL_C ography: PAE (Pennsylvania (Bell Atlar tory: MF_PWR_DISTR_500_A	ntic)) <u> </u>	. T = 0	Cost(MF_Pwr_Dist	Account: All
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	84.66526458	
1		_		Drill Down Drill Up Back To Top Close
Name	Account	D/S	Value	Drill Down Drill Up Bock To Top Close Reference
Name COST(MF_PWR_DISTRIBUTION.PWR_C		D/S D	Value 84.66526458	
				Reference
	221240 221240	D	84.66526458	Reference

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 (**Bock 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.



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The user may also press the download button (**Download**) 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 (οк Cancel) to

disregard the download request and return to the previous screen.

FILE DOWNLOAD	X			
	You have chosen to download a file from this location.			
	data.aspx?download=Y&sk=11696 from www22.verizon			
	What would you like to do with this file?			
	Open this file from its current location			
	Save this file to disk			
	Always ask before opening this type of file			
	OK Cancel More Info			

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 (|Save 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.

SAVE AS					? ×
Save in:	Local Disk (C:)	•	← 🗈 💣 🎟▼	
History History Desktop My Computer	Adobe Work Attachmate builds drivers EECR Filings I386 Lanier NT200 Local Mailbox	0	MAPINFO Marx 2000 MDL - De MOUSE My Docum ORANT Pdrec200 PIC PP41 Program Fi Shared	0 Builds mand Files ents	TEMP UPDATE UH Verizoni Vines Window: WINNI UNNI UNNI UNNI UNNI UNNI UNNI UNN
My Network P	•				•
	File name:	Test21.csv		•	Save
	Save as type:	Microsoft Excel C	omma Separated V	'alues File 💌	Cancel







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 <u>section 4.4</u>) to locate the correct run, click on that run to highlight it, and press the 'Change Status' button (<u>Change Status</u>).

cost 🔶	2 EXIT VZCOST			SERVIC	E COSTS DEPAI	RTMENT Cost P
Cost Study Filter	Cost Studies					
Name						-
	Name	Owner	Date Created	Jurisdiction	Geography Level	Template
	2-Wire Loop_06282002		6/28/2002	PAE	Jurisdiction	Test-Today
wner	STP Port		6/27/2002	PAE	Jurisdiction	STP PORT
<all></all>	LIDB Query - Regional S	TP to	6/24/2002	PAE	Jurisdiction	LIDB QUE
	STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
reated After	Collo-Terminations_0617	2002	6/17/2002	PAE	Jurisdiction	MF SAC C
	Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pour
01 🗸 01 🖌 2001 🖌 Month Day Year	Collo-Power		6/17/2002	PAE	Jurisdiction	MF Pour Dis
06 • 29 • 2002 • Month Day Year •tatus <all> • urisdiction <all></all></all>	4					Þ
Filter	New (Filing) New(Standalone)	Edit	View Delete	Run	View Results Chan	ige Status



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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 (Select) 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 (\checkmark) 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. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by anyone but are not awaiting approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: 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.

cost A	2 EUT VZCOST		SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 2.3
Welcome to VzCost!	Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Runs Expense Factor Templates Expense Factor Runs	Analysis Reports Sensitivity Analyses Sensitivity Analyses What-If BC Runs What-If BC Runs What-If Cost Studies Data Browser Data Browser Admin Data Management File Management User Administration Job Administration Job Administration	°
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 Job Kalministradon Tool Box Message Center Change Password Help Exit VzCost 	

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 <u>section 4.4</u> 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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost	1 S 2 VICON	Welcome Demo User. Version 1.1.5
Document Set Filter	L Document Sets	v
Name	Name Type Study/Filing Name Example Filing PAE.PAE LAG	Owner Date Created Sta 7/28/2002 Con
Owner <all> Created After</all>		
01 V 01 V 2001 V Month Day Year		
08 • 15 • 2002 • Month Day Year		
Status	<[
Filter	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 (<u>New (Filing)</u>) or the 'New (Study)' button (<u>New (Study)</u>) at the bottom of the 'Document Sets' screen.

			SE	RVICE COSTS DEPARTMENT	COST PORTAL
cost	1 🔅 ? EATT VZCØST			Welcome Demo Us	er. Version 1.1.5
Locument Set Filter	Document Sets				
Name Owner CALL> Created After OI OI Year Created Before OB Year Created Before Status CALL> Year	Name Example	Type Study/Filing Name Filing PAE.PAE LAG	Owner	Date Created Sta 7/26/2002 Cor	
Filter	New (Filing) New (Study)	Edit Delete Copy	Run	View Change Status	



Section 9 Coster

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 🗅 😒	VICOST	Welcome Demo User. Version 1.:
L Filing Filter	Select Filing to Document	°
Name Owner <all> Jurisdiction</all>	Filing Name Owner PAE.PAE LAG TEST.07012002 PAE.Proceeding123.08072002	er Jurisdiction Date Created PAE 7/1/2002 PAE 6/7/2002
Created After		
08 15 2002 Month Day Year		
Filter	Select	Concel





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 (Concel) to disregard the request and return to the 'Document Sets' screen.

cost +	EXIT	π			SERVIC	E COSTS DEPA	RTMENT Cost Por
Cost Study Filter	Select Cos	st Study to Document					
Name							
		Name	Owner	Date Created	Jurisdiction	Geography Level	
		STP Port		6/27/2002	PAE	Jurisdiction	STP PORT
Owner		LIDB Query - Regional STP to		6/24/2002	PAE	Jurisdiction	LIDB QUE
<all></all>		STP Port		6/20/2002	PAE	Jurisdiction	SS7 Port F
		Collo-Terminations_06172002		6/17/2002	PAE	Jurisdiction	MF SAC C
Created After		Collo-Power Collo-Power		6/17/2002 6/17/2002	PAE	Jurisdiction Jurisdiction	MF Pour MF Pour Dis
Month Day Year Created Before Os I 15 V 2002 V Month Day Year Status <all> Jurisdiction</all>							
Filter			Select	Cancel	•		





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 (______) to continue or press the 'Cancel' button (______) to disregard the request and return to the 'Document Sets' screen.

	SERVICE CO	OSTS DEPARTMENT	COST PORTAL
		Welcome Demo User.	Version 1.1.5
L New Document Set			
Document Set Name:	_		
Document Set Description:	×		
Document set Description:	×		
	Save 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.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1,1.5
L Document Set Outline	Document Set Properties
Test2	Doc Set Name Test2 Filing Name PAE.PAE LAG TEST.07012002 Default Proprietary Statement
	Cover Page Lines
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.



Section 9 Coster

1. <u>Edit</u>: When the user presses the 'Edit' button (<u>Edit</u>), 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 (<u>Sove</u>) to continue or press the 'Cancel' button (<u>Cancel</u>) to disregard the request and return to the previous screen.

	SERVI	CE COSTS DEPARTMENT	Cost Portal
cost 🔒 😒 ?	EKIT 7ZCØST	Welcome Demo User.	Version 1.1.5
L Document Set Outline	Document Set Properties		
▼ Test2	Doc Set Name Test2		
	Doc Set Description	-	
	Test2	1	
	I	-	
	None		
	Line #1	<u> </u>	
	Line #2		
		-1	
	Save		
1			



Section 9

2. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) 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.

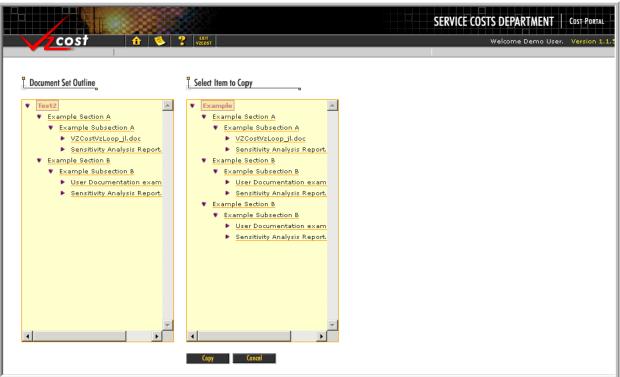
COS

cost	enr Vzcost			DEPARTMENT Cost Portal
L Document Set Filter	Select Document Set to Copy			
Name Cover Call> Created After Month Day Year Created Before Day Year Created Before Day Year Status Call> Filter	Name Test2 Example	Type Study/Filing Nam Filing PAE.PAE LAG Filing PAE.PAE LAG	ne Owner Date Creat 8/14/2002 7/26/2002	ed Sta In F Cor
Filler		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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 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 (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 (Concel) 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 (Concel) 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.



Section 9



- 3. <u>Done</u>: When the 'Done' button (Done) 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 (Done) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in <u>section 9.4.3</u>.
- 4. <u>Add</u>: The user will use this function to add to the document set's outline. The 'Add' button (<u>Add</u>) 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 (<u>)</u>) 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 (Sove) to continue to the 'Section Properties' screen. Alternatively, the user may choose to press the 'Cancel' button (Sove) to disregard the request and return to the previous screen.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🗅 🗞 ?	EKIT TZOʻST	Welcome Demo User.	Version 1.1.5
Document Set Outline	Section Name Section Description		





Assuming that the user pressed the 'Save' button (**Sove**), 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.

		SERVICE COSTS DEPARTMENT
cost 🔒 ?	EXIT VZC05T	Welcome Demo User. Version 1.1.
Document Set Outline	Section Properties	
Test2 Example Section A	Section Name Example Section A Section Description Example Section A	
Add Section 💌 below selection Add	Edit Move	Delete Proview Copy Done





1. <u>Edit</u>: When the user presses the 'Edit' button (<u>Edit</u>), 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 (<u>Sove</u>) to continue or press the 'Cancel' button (<u>Concel</u>) to disregard the request and return to the previous screen.

7 cost

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔶 ?	EKIT TZCØST	Welcome Demo User. Version 1.1.5
Document Set Outline	<u> Edit Section Properties</u> <u> Section Name </u> <u> more </u> <u> Section Description </u> <u> Sove Cancel </u>	





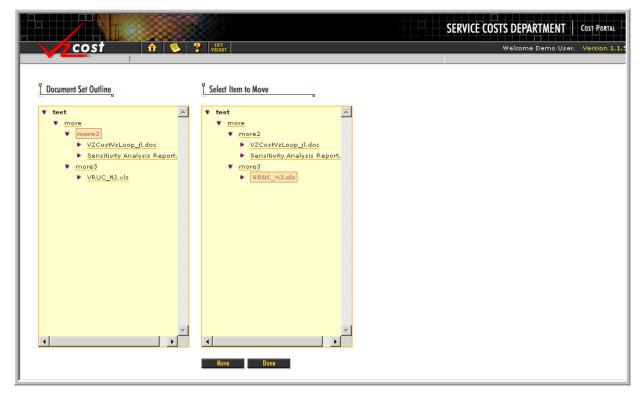
2. <u>Delete</u>: When the 'Delete' button (<u>Delete</u>) is pressed, the user is requesting to delete this section and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the section should actually be deleted. The user may press the 'Delete' button (<u>Delete</u>) to complete the deletion of this section and return to the 'Document Set Properties' screen. The user may also press the 'Cancel' button (<u>Cancel</u>) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost A S ?	EXT VICOST	Welcome Demo User. Version 1.
L Document Set Outline	L Delete Section	b
v test	WARNING! Deleting the section below will also delete all subsections and section Name more Section Description more	d files within it.



3. <u>Move</u>: When the 'Move' button (Move) 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 (Move) 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 (**Done**) to return to the previous screen. Please notice that all items within these two outlines are preceded by either an arrowhead icon facing downward (\mathbf{P}) or an arrowhead icon facing rightward (\mathbf{P}) . The standard setting is for the arrowhead to be facing downward (\square). 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 (\mathbf{I}) , 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.

cost





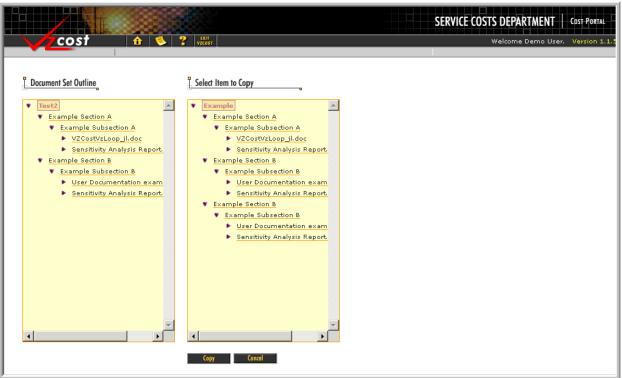
4. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) is pressed, the system will load up the screen shown below and it will require the user to specify which document set contains the data that needs to be copied into the new document set.

					SERVICE COSTS DEPARTMEN	T COST PORTAL
cost	1 S P S				Welcome Demo	User. Version 1.1.5
L Document Set Filter	Select Document Set to Copy					
Name	Name Test2	Type Filing	Study/Filing Name	Owner	Date Created Stz 8/14/2002 In f 7/26/2002 Cor	
Created After	Example	Filing	PAE.PAE LAG		7/26/2002 Cor	
Month Day Year Created Before						
08 • 23 • 2002 • Month Day Year						
<all></all>	×				×	
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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 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 (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 (Concel) 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 (Concel) 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. <u>Done</u>: When the 'Done' button (Done) 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 (Done) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in <u>section 9.4.3</u>.
- 6. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) 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.

	SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🗈 😒 ?	Welcome Demo User.	Version 1.1.5
Cost	Add Subsection subsection Name subsection Description Subsection Description Sore Carcel	Version 1.1.

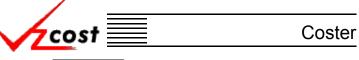




Assuming that the user pressed the 'Save' button (**Save**), the screen shown below will be loaded up. From this screen, the user may click on the doc set's name in the outline at the left to return to the 'Document Set Properties' screen. The user may also click on the section's name in the outline 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.

		SERVICE COSTS DEPARTMENT
cost 🗈 🗞 ?	EXIT VZCOST	Welcome Demo User. Version 1.1.
Document Set Outline Test2 Example Section A Example Subsection A	Subsection Properties Subsection Name Example Subsection A Subsection Description Example Subsection A	Velcome Demo User. Version 1.1.
Add Subsection below selection	Edit Nove	Delete Preview Copy Done





1. <u>Edit</u>: When the user presses the 'Edit' button (<u>Edit</u>), 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 (<u>Sove</u>) to continue or press the 'Cancel' button (<u>Concel</u>) to disregard the request and return to the previous screen.

		SERVICE COSTS DEPARTMENT COST-PORTAL
cost 🔶 ?	EIIT VZCQST	Welcome Demo User. Version 1.1.
Document Set Outline	Edit Subsection Properties Subsection Name Imore2 Sove	





2. <u>Delete</u>: When the 'Delete' button (<u>Delete</u>) 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 (<u>Delete</u>) to complete the deletion of this subsection and return to the 'Section Properties' screen. The user may also press the 'Cancel' button (<u>Cancel</u>) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 ? 🕫	ERT COST	Welcome Demo User.	Version 1.1.5
Document Set Outline	E Delete Subsection	B	
<pre>test more more more3 </pre>	WARNING! Deleting the subsection below will also delete all files within it. Subsection Name more3 Subsection Description more3 Delete Cencel	A V	





3. <u>Move</u>: When the 'Move' button (Move) 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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 (**D**), 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.

cost

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🖈 🔌	Y VZCOST	Welcome Demo User.	Version 1.1.
Document Set Outline	Select Item to Move		
 more2 VZCostVzLoop_il.doc Sensitivity Analysis Report. more3 VRUC_NJ.xIs 	 more2 VZCostVzLoop_il.doc Sensitivity Analysis Report. more3 VRUC_NJ.xls 		
VICO NUAS	FROCOLAS		
۲ ۲			
	Move Done		



4. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) 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.

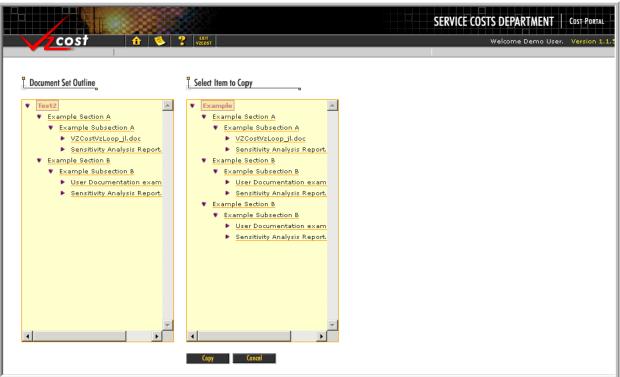
cos

					SERVICE COSTS DEPARTMEN	T COST PORTAL
<u>cost</u>	EXIT VZCOST				Welcome Demo L	Jser. Version 1.1.5
Document Set Filter	Select Document Set to Copy					
Name	Name Test2 Example	Type Filing Filing	Study/Filing Name PAE.PAE LAG PAE.PAE LAG	Owner	Date Created Sta 8/14/2002 In F 7/26/2002 Con	
Created After	Example	<u>Ir ung</u>	TAC.PAE LAU			
Month Day Year Created Before 08 23 2002						
Month Day Year Status ALL>						
					· · · · · · · · · · · · · · · · · · ·	
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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 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 (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 (Concel) 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 (Concel) 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.



	/	
Section 9	cost	Coster

	SERV	ICE COSTS DEPARTMENT COST PORTAL
cost 🗈 😒 ?		Welcome Demo User. Version 1.1.5
Document Set Outline	L Subsection Properties	
	Subsection Name Example Subsection A Subsection Description Example Subsection A	
Add Subsection dd	Edit Delete Preview Move Copy Done	

5. <u>Done</u>: When the 'Done' button (<u>Done</u>) 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 (<u>Done</u>) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in <u>section 9.4.3</u>.





6. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) 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 <u>section 4.4</u> 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.

-	? EXIT VZCQST				Weld	ome Demo	User. Versio
ile Filter	Select File for Document Set						
Name	Select File for Document Set						
		_	_		_		
	Name	Description	Owner	Туре	Date		
ile Description	User Documentation example file.c	loc	Terry Malley	Word (.doc)	6/29/2002		
	VZCostVzLoop_jl.doc		Elaine Stephens	Word (.doc)	6/20/2002		
	exception.txt		Elaine Stephens	Text plain (.txt)	5/31/2002		
Гуре	VRUC_NJ.xls		Elaine Stephens	Excel (.xls)	5/31/2002		
<all></all>							
SAI2							
Dwner							
<all></all>							
reated After							
01 - 01 - 2001 -							
Month Day Year							
Created Before							
08 • 15 • 2002 •							
Month Day Year)	
	Select	Upload	Preview	Cancel			

• If the needed file is an available selection, the user may click on that file to highlight it and then press the 'Select' button (Select). This button and its function will be described in full detail later in this section (9.4.1).



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• 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 (Upload). 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.

	Welcome Demo User. Version 1.1.
. Upload File	
Source File:	Browse
File Description:	×
Orientation:	Portrait
	Upload Cancel

If the user does not know the exact file name for the 'Source File' field, then the 'Browse' button (Browse...) 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

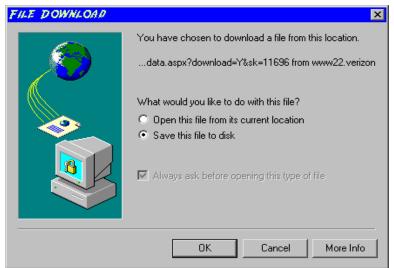
CHOOSE FILE			? ×
Look in:	🖃 Local Disk (C:)	▼ ⇔ 🗈 💣 💷 ▼	
History Desktop My Computer	Adobe Work 2002 attachmate builds drivers EECR Filings I 386 Inctpub Lanier NT2000 Local Mailbox Lotus	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My bocuments ORANT Pdrec200 IPIC PP41 Program Files	TEMP UPDATE UH Verizoni Window: Window: WINNI MAVCC SETUF AdobeW
My Network P	File name: Files of type:		▶ <u>O</u> pen Cancel

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 (_______).

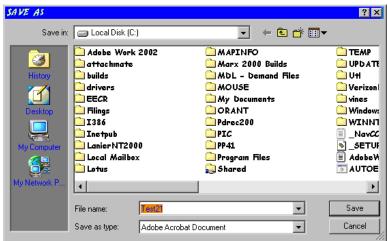




• If the user is not certain whether or not an available file is the correct file, that user may always choose to preview the file by pressing the 'Preview' button (**Preview**). Once the button is pressed, the 'Download' screen, shown below, will appear.



If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button ($\bigcirc \kappa$), 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 ($\bigcirc \kappa$) 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 ($\bigcirc cancel$).



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 (Save). 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 (Cancel) to ignore the preview request and return to the previous screen.

• The user will press the 'Cancel' button (**Cancel**) 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 (_______), 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 (_______) to complete the file selection process and proceed to the 'File Properties' screen. Alternatively, the user may choose to press the 'Cancel' button (______) to disregard the file selection request and return to the previous screen.

COSt Cost			SERVICE COSTS DEPARTMENT	COST PORTAL
Test V2CostVzLoop_jl.doc File Name V2CostVzLoop_jl.doc File Description	🛛 🖌 🔁 🕹 💈	EUT VZCØST	Welcome Demo User.	Version 1.1.5
Proprietary Statement Sove	Document Set Outline	Edit File Properties File Name V2CostVzLoop_Jl.doc File Description Proprietary Statement None		Version 1.1.





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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost a s	VIZCOST	Welcome Demo User. Version 1.1.5
L Document Set Outline	E File Properties	
est2 <u>Example Section A</u>	File Name VZCostVzLoop_jl.doc File Description	
Example Subsection A VZCostVzLoop_jl.doc	Example File A	
		Y
	Proprietary Statement PRIVATE	
I >		
Add File 💌 below selection Add	Edit Delete Move Copy	Preview



Section 9 Coster

Edit: When the user presses the 'Edit' button (Edit), 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 (Sove) to save the changes or press the 'Cancel' button (Concel) to disregard the changes. After either button has been pressed, the user will be returned to the 'File Properties' screen.

	SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗈 🗞 ?	Welcome Demo User. Version 1.1.
Cost A 2 Document Set Outline	Certeine Properties File Name Vacconstruction of the properties File Description Image: Certein of the properties of th





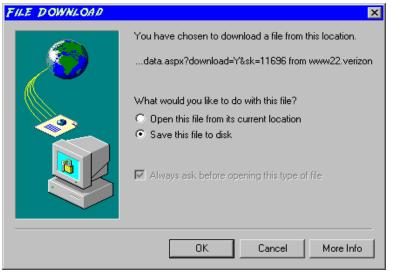
2. <u>Delete</u>: When the 'Delete' button (Delete) is pressed, the user is requesting to delete this particular file and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the file should actually be deleted. The user may press the 'Delete' button (Delete) to complete the deletion of this file and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (Cancel) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒 🗞 ?	ERIT VZCOST	Welcome Demo User. Version 1.1.5
Document Set Outline	L Delete File from Document Set	u
<pre>vest vest vest vest vest vest vest vest</pre>	WARNING! To use about to delete the file below. File Name URUC_NJ.xis File Description more 3a Proprietary Statement PRIVATE Delet Concel	



Section 9 Coster

3. <u>Preview</u>: When the 'Preview' button (<u>Preview</u>) 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 ($\bigcirc \kappa$), 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 ($\bigcirc \kappa$) 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 ($\bigcirc cancel$).

SAVE AS				? ×
Save in:	Local Disk (C:)	E	➡
History History Desktop My Computer	Adobe Work attachmate builds Carivers EECR Filings I 386 Lanier NT200 Local Mailbo: Lotus	10	MAPINFO Marx 2000 Builds MDL - Demand File MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files Shared	TEMP UPDATE UPDATE Verizonl vines Window: WINNT I NavCC] AdobeW AUTOE
	File name:	Test21		✓ Save
	Save as type:	Adobe Acrobat D	ocument	Cancel

To choose where to save the file, the user will press the button (\frown) 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 ($_$ Save $_$). 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 ($_$ Cance $_$) to ignore the preview request and return to the previous screen.





4. <u>Move</u>: 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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.

cost

		SERVICE COSTS DEPARTMENT	COST PORTAL
Document Set Outline	Select Item to Move	Welcome Demo User.	Version 1.1.
<pre>v test v more v more v v2CostVzLoop_il.doc v Sensitivity Analysis Report. v more3 v VRUC_NJ.xls v</pre>	<pre> test more more2 VZCostVzLoop_il.doc Sensitivity Analysis Report. more3 VRUC_NI.xls </pre>		
	Move Done		

5. <u>Done</u>: When the 'Done' button (<u>Done</u>) 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 (<u>Done</u>) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in <u>section 9.4.3</u>.





6. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) 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.

cost 🔒		OST			Welcome Demo) User, Vers
port Filter	L Select R	eport for Document Set				
ame	_					
1		Report Name	Owner	Date Created	Description	Sta
eated After		CostSumReport_byStudy.rpt		8/8/2002	added like in sql removed from paramete	ar In F
		A Copy of		8/7/2002	Removed geo-geo link	In F
		CostSumReport_byStudy2.rpt		8/7/2002	geoff - lucy's cost sum	In F
onth Day Year		Cost_SumTest3.rpt		8/7/2002	Geoff test with LIKE	In F
		Cost_SumTest_Ig.rpt		8/7/2002	account null	In F
eated Before		Cost_SumTest.rpt		8/7/2002	Cost Sum Test for debugging	In F
08 • 15 • 2002 •		CostSumDirect_Shared_CostS		8/5/2002	Revised w/SelectExpertof CostSum	In F
Ionth Day Year		CostSumDirect_Shared.rpt		8/5/2002	Direct Shared	In F
ondi Day Tear		CostSummaryTest_CostSum2.		7/29/2002	Using Cost Studies	In F
		CostSummaryTest_CostSum1.		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
Filter		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
	<u> </u>					

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 <u>section 4.4</u> 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

(**Select**) to select the highlighted report and continue. If needed, the user may press the 'Cancel' button (**Cancel**) to disregard this request and return to the previous screen.





Assuming that the user chose a doc set and pressed the 'Select' button (Select), 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 (Sove) to save the changes or press the 'Cancel' button (Cancel) to disregard the changes.

	SERVICE COST	S DEPARTMENT COST PORTAL
Cost 🔂 🗞 ? 🖽		Welcome Demo User. Version 1.1.5
Document Set Outline	Edit Report Properties	A
▼ test ▲		
VZCostVzLoop_jl.doc Sensitivity Analysis Repor	Report Name Sensitivity Analysis Report.rpt	
	Report Description	
	Proprietary Statement	
	None	_
	Sensitivity_Key test4 sens desc	
		Y
	Save Cancel	





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.

	SERVICE COSTS DEPARTMENT COST-PORTA
	Welcome Demo User. Version 1
Document Set Outline	E Report Properties
Example Section A	
Example Subsection A VZCostVzLoop_jl.doc Sensitivity Analysis Report.rpt	Report Name Sensitivity Analysis Report.rpt
	Report Description
	Keport Example
	Proprietary Statement
	PRIVATE
	Select Parameter Values
	Sensitivity_Key 224
	v.
Add File 💌 below selection 🛛 👫 🗖	Edit Delete Preview
	Move Copy Done





Coster

Edit: When the user presses the 'Edit' button (Edit), 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 (Sove) to save the changes or press the 'Cancel' button (Cancel) to disregard the changes.

	SERVICE COSTS DEPARTMENT COST PORTAL
cost 🟦 🗞 ? 🖽	Welcome Demo User. Version 1.:
Document Set Outline	Edit Report Properties
▼ test ▼ more ▼ more2 ► VZCostVzLoop_jl.doc ► Sensitivity Analysis Repor	Report Name Sensitivity Analysis Report.rpt
	Report Description
	Proprietary Statement None
	Select Parameter Values Sensitivity_Key test4 sens desc
	Sove





<u>Delete</u>: When the 'Delete' button (<u>Delete</u>) 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 (<u>Delete</u>) to complete the deletion of this report and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (<u>Cencel</u>) to disregard the deletion request and return to the previous screen.

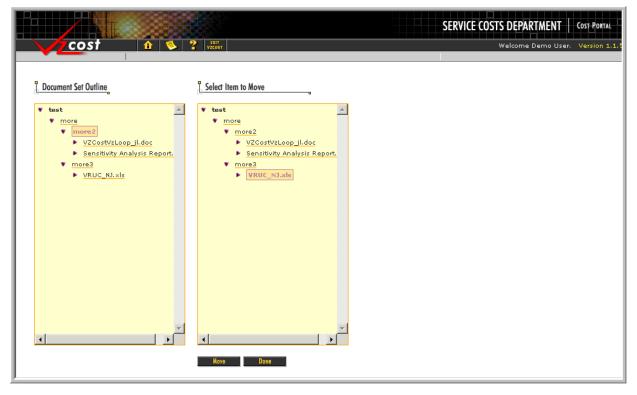
	SERVICE COSTS DEPARTMENT
cost 🗈 🗞 ? 🖽	Welcome Demo User. Version 1,1
Locument Set Outline	Delete Report from Document Set
≥st ▲ More more2 VRUC_NJ.xls	WARNING! You are about to delete this report from the docset. Report Name
VZCostVzLoop_il.doc Sensitivity Analysis Report.rpt more3	Sensitivity Analysis Report.rpt
	Report Description
	Proprietary Statement None
× •	Select Parameter Values Sensitivity_Key 264 Delete Concol





3. <u>Move</u>: 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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 (**D**), 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.

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Section 9	📃 🧹 cost 📃	Coster

	SERVICE COSTS	DEPARTMENT COST PORTAL
COST 🏦 🗞 ? 🖽	w	Velcome Demo User. Version 1.1.5
Document Set Outline	L Report Properties	<u> </u>
Est2		
Example Subsection A VZCostVzLoop_jl.doc Sensitivity Analysis Report.rpt	Report Name Sensitivity Analysis Report rpt	
annand malan union also	Report Description	
	Proprietary Statement	
	PRIVATE	
	Select Parameter Values	_
	Sensitivity_Key 224	
		Y
Add File 💌 below selection 🛛 👫 🕹	Edit Delete Preview	
	Move Copy Done	

- 4. <u>Done</u>: When the 'Done' button (<u>Done</u>) 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 (<u>Done</u>) must be pressed and then the delete function will have to be selected from the 'Document Sets' screen as described in <u>section 9.4.3</u>.
- 5. <u>Add</u>: The user will use this function to add to the document set's outline. The 'Add' button (<u>Add</u>) 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 (<u>-</u>) 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 (**Edit**). 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' (**Edit**) is inactive.

				SERVICE COSTS DEPARTMENT	Cost Portal
cost	1 S S S S S S S S S S S S S S S S S S S			Welcome Demo Us	er. Version 1.1.5
L Document Set Filter	E Document Sets				
Name	Name Ty	pe Study/Filing Name	Owner	Date Created Sta	
Owner <all></all>	Example Fil	ng PAE.PAE LAG		772672002 Con	
Created After 01 • 01 • 2001 • Month Day Year					
Created Before					
Status <all></all>					
]	•	
Filter	New (Filing) New (Study) Ed	t Delete Copy	Run	View Change Status	





Once the 'Edit' button (1) 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.

	SERVICE COSTS DEPARTMENT
cost 🗈 🗞 ?	EXIT VICIOST Welcome Demo User. Version 1,1.5
Document Set Outline	L Document Set Properties
 Test2 Example Section A VZCostVzLoop_il.doc Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Section B User Documentation exam Sensitivity Analysis Report. Sensitivity Analysis Report. Sensitivity Analysis Report. 	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 V
Add Section 💌 below selection	Edit Delete Preview
J	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.



Section 9 Coster

1. <u>Edit</u>: When the user presses the 'Edit' button (<u>Edit</u>), 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 (<u>Sove</u>) to continue or press the 'Cancel' button (<u>Cancel</u>) to disregard the request and return to the previous screen.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗈 😒 ?	VICOST	Welcome Demo User. Version 1.1.5
L Document Set Outline	Document Set Properties	
	Document Set Properties Doc Set Name Test2 Doc Set Description Test2 Default Proprietary Statement None Cover Page Lines Line #1 Line #2 Stree	
<u> </u>		



2. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) 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.

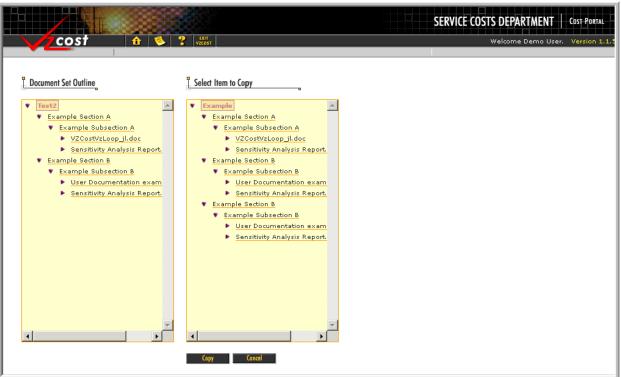
COS

cost	enr Vzcost			DEPARTMENT Cost Portal
L Document Set Filter	Select Document Set to Copy			
Name Cover Call> Created After Month Day Year Created Before Day Year Created Before Day Year Status Call> Filter	Name Test2 Example	Type Study/Filing Nam Filing PAE.PAE LAG Filing PAE.PAE LAG	ne Owner Date Creat 8/14/2002 7/26/2002	ed Sta In F Cor
Filler		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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 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 (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 (Concel) 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 (Concel) 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 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. <u>Done</u>: When the 'Done' button (<u>Done</u>) is pressed, the system saves the changes made to the doc set and returns the user to the 'Document Sets' screen.

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4. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) 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.

		SERVICE COSTS DEPARTMENT COST PORTAL
<u></u> cost 🔒 💈 ?	EXIT VZCQ5T	Welcome Demo User. Version 1.1.
Cost Cost	Section Properties Section Name Example Section A Example Section A Example Section A	Welcome Demo User. Version 1.1.
Add Section Selow selection Add	Edit Nove	Delete Preview Copy Done

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.



Section 9 Coster

1. <u>Edit</u>: When the user presses the 'Edit' button (<u>Edit</u>), 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 (<u>Sove</u>) to continue or press the 'Cancel' button (<u>Concel</u>) to disregard the request and return to the previous screen.

cost 🔒 ?	EXIT VZCØST	Welcome Demo User. Version 1.1.5
Document Set Outline	Edit Section Properties Section Name Tore Section Description Section Description Section Description	Cancel





2. <u>Delete</u>: When the 'Delete' button (<u>Delete</u>) 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 (<u>Delete</u>) to complete the deletion of this section and return to the 'Document Set Properties' screen. The user may also press the 'Cancel' button (<u>Cancel</u>) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 😵 ?	EXIT VZC051	Welcome Demo User	Version 1.:
Document Set Outline	L Delete Section		
	MARNING! Deleting the section below will also delete all subsections an Section Name more Section Description The Delete Cancel	ad files within it.	





3. <u>Move</u>: When the 'Move' button (Move) 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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 (**D**), 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.

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		SERVICE COSTS DEPARTMENT	COST PORTAL
cost n 🗞	2 EKTT VZC09T	Welcome Demo User.	Version 1.1
Locument Set Outline	Select Item to Move		
<pre>v test v more v V2CostVzLoop_jl.doc > Sensitivity Analysis Report. v more3 v VRUC_NJ.xls</pre>	<pre>v test v more2 v V2CostV2Loop (l.doc b Sensitivity Analysis Report. v more3 v VRUC_NJ.xls v</pre>		
	Move Done		



4. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) 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.

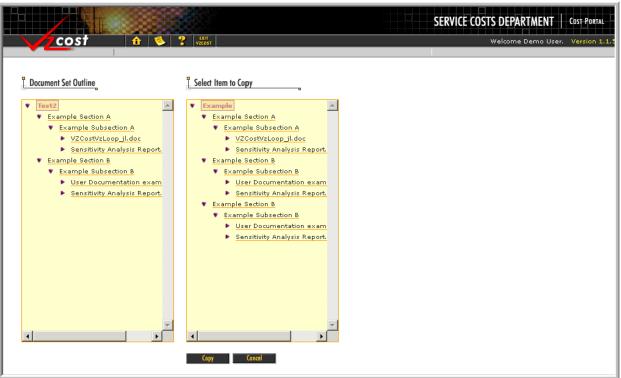
cos

					SERVICE COSTS DEPARTM	ENT C	OST PORTAL
cost	1 💈 ? Exit VZCOST				Welcome Dem	no User, 🛝	Version 1.1.5
L Document Set Filter	E Select Document Set to Copy						
Name Owner	Name Test2 Example	Type Filing Filing	Study/Filing Name PAE.PAE LAG PAE.PAE LAG	Owner	Date Created Stz 8/14/2002 In F 7/26/2002 Cor		
Created After							
Created Before 08 23 2002 Month Day Year Status							
<all></all>	ا				F		
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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 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 (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 (Copy) 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 (Concel) 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. <u>Done</u>: When the 'Done' button (<u>Done</u>) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.

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6. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) 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.

		SERVICE COSTS DEPARTMENT
cost 🗈 🗞 ?	EXIT	Welcome Demo User. Version 1,1.
Document Set Outline Test2 Example Section A Example Subsection A Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Sensitivi	Subsection Properties Subsection Name Example Subsection A Subsection Description Example Subsection A	
Add Subsection below selection	Edit Kove	Delete Preview Copy Done

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.





Edit: When the user presses the 'Edit' button (Edit), 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 (Sove) to save the changes and return to the previous screen. If needed, the user may also press the 'Cancel' button (Cancel) to disregard the changes and return to the previous screen.

	SERVICE COSTS DEPARTMENT
cost 🔒 ?	Welcome Demo User. Version 1.1.5
Document Set Outline Test2 Example Section A Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Testample Subsection B User Documentation exam Sensitivity Analysis Report. Testample Subsection B Sensitivity Analysis Report.	Edit Subsection Properties subsection Name more2 Subsection Description more2 Subsection Description





2. <u>Delete</u>: When the 'Delete' button (<u>Delete</u>) 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 (<u>Delete</u>) to complete the deletion of this subsection and return to the 'Section Properties' screen. The user may also press the 'Cancel' button (<u>Cancel</u>) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 💈 ?	EXIT VZCOST	Welcome Demo User.	Version 1.1
Document Set Outline			
	Deleting the subsection below will also delete all files within it. Subsection Name more3 Subsection Description more3 Delete Cencel		





3. <u>Move</u>: When the 'Move' button (Move) 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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 (**D**), 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.

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		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🖈 🔌	Y VZCOST	Welcome Demo User.	Version 1.1.
Document Set Outline	Select Item to Move		
 more2 VZCostVzLoop_il.doc Sensitivity Analysis Report. more3 VRUC_NJ.xIs 	 more2 VZCostVzLoop_il.doc Sensitivity Analysis Report. more3 VRUC_NJ.xds 		
VICO NUAS	FROCOLAS		
۲ ۲			
	Move Done		



4. <u>Copy</u>: When the 'Copy' button (<u>Copy</u>) 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.

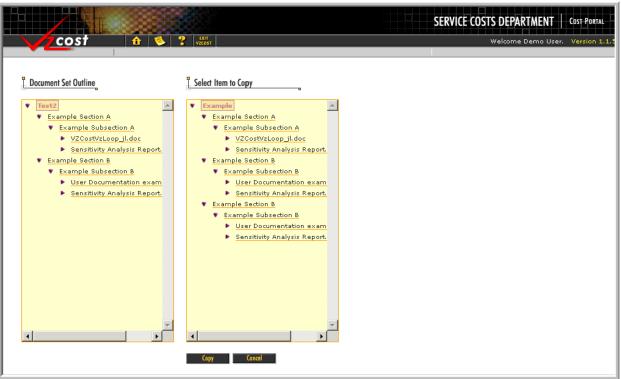
cos

					SERVICE COSTS DEPARTMEN	T COST PORTAL
<u>cost</u>	EXIT VZCOST				Welcome Demo L	Jser. Version 1.1.5
Document Set Filter	Select Document Set to Copy					
Name	Name Test2 Example	Type Filing Filing	Study/Filing Name PAE.PAE LAG PAE.PAE LAG	Owner	Date Created Sta 8/14/2002 In F 7/26/2002 Con	
Created After	Example	<u>Ir ung</u>	TAC.PAE LAU			
Month Day Year Created Before 08 23 2002						
Month Day Year Status ALL>						
					· · · · · · · · · · · · · · · · · · ·	
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 <u>section 4.4</u> 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 (<u>Select</u>) to select the highlighted doc set and continue. If needed, the user may press the 'Cancel' button (<u>Cancel</u>) 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 (Concel) 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 (Concel) 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. <u>Done</u>: When the 'Done' button (<u>Done</u>) 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 (Add) 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 <u>'Adding a File' unit</u> 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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗅 🔌 ?	VZC05T	Welcome Demo User. Version 1.1.
Locument Set Outline	E File Properties	
Test2 Example Section A Example Subsection A V2CostV2Loop_il.doc Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report.	File Name VZCostVzLoop_jl.doc File Description Example File A	
Add File 🔽 below selection Add	Edit Delete	Preview
	Моче Сору	Done

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.



Section 9 Coster

Edit: When the user presses the 'Edit' button (Edit), 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 (Sove) to save the changes or press the 'Cancel' button (Concel) to disregard the changes. After either button has been pressed, the user will be returned to the 'File Properties' screen.

COST Cost Cost Welcome Demo User. Version Document Set Outline Etit File Properties Etit File Properties Etit File Properties Example Subsection A Example Subsection A V2CostVzLoop_il.doc Etit File Properties Example Subsection B Example Subsection B Example Subsection B Example Subsection B Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam File Description Example Subsection B User Documentation exam Proprietary Statement Sensitivity Analysis Report. None Image: Contemport			SERVICE COSTS DEPARTMENT COST PORTA
Fie Name VZCostVzLoop_jl.doc Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Proprietary Statement	cost 🗈 😒 🕯		Welcome Demo User. Version 1
Sove Cancel	Document Set Outline Example Section A Example Subsection A V2CostVzLoopj.doc Sensitivity Analysis Report. Example Section B User Documentation exam Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Sensitivity Analysis Report. Sensitivity Analysis Report. Sensitivity Analysis Report. Sensitivity Analysis Report.	Edit File Properties File Name VZCostVzLoop_jl.doc File Description Proprietary Statement None	





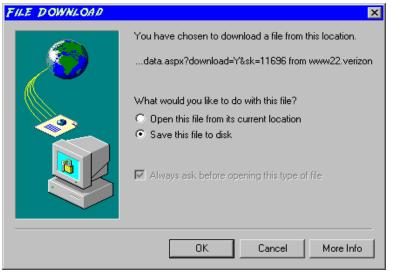
2. <u>Delete</u>: When the 'Delete' button (Delete) is pressed, the user is requesting to delete this particular file and the screen shown below will load up. This screen shows a warning message and prompts the user to confirm that the file should actually be deleted. The user may press the 'Delete' button (Delete) to complete the deletion of this file and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (Cancel) to disregard the deletion request and return to the previous screen.

		SERVICE COSTS DEPARTMENT COST POR
Cost A 2 2 Courdent Set Outline	Belete File from Document Set WARNING! You are about to delete the file below. File Name VZCostVzLoop_il.doc File Description more3a	SERVICE CUSIS DEPARIMENT Cost Por Welcome Demo User. Version
Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Section B Example Subsection B User Documentation exam Sensitivity Analysis Report.	Proprietary Statement PRIVATE	<u>.</u>
۲ ۲	Delete Cancel	



Section 9 Coster

3. <u>Preview</u>: When the 'Preview' button (<u>Preview</u>) 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 ($\bigcirc \kappa$), 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 ($\bigcirc \kappa$) 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 ($\bigcirc cancel$).

SAVE AS					? ×
Save in:	Local Disk (C:)	• •	☞ 🔤	
History History Desktop My Computer	Adobe Work attachmate builds EECR Filings I386 Inetpub Lanier NT200 Local Mailboy Lotus	0	MAPINFO Marx 2000 Builds MDL - Demand Fil MOUSE My Documents ORANT ORANT Pdrec200 PIC PP41 Program Files Shared	les	TEMP UPDATE UH Verizonl Window: WINNT INNT AdobeW AUTOE
	File name:	Test21		•	Save
	Save as type:	Adobe Acrobat D	ocument	•	Cancel

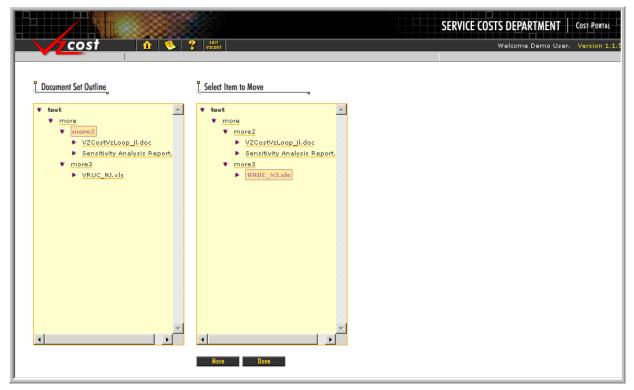
To choose where to save the file, the user will press the button () and choose an option from the drop down menu for the 'Save in' field. The user will double click on whichever folder leads to the proper directory if the default directory is not the correct file location. If needed, the user may double 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.





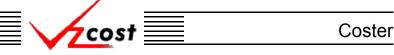
4. <u>Move</u>: When the 'Move' button (Move) is pressed, the system will load up the 'Select Item to Move' screen. An example of the move section, in which the outline contains sections, subsections, files, and reports, is shown below. In this case, the user is trying to move the file 'VRUC NJ.xls' 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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.

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5. <u>Done</u>: 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 (Add) 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 <u>'Adding a Report' unit</u> 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.

	SERVICE COSTS	DEPARTMENT COST PORTAL
	w	elcome Demo User. Version 1.1.5
Document Set Outline	E Report Properties	-
 Example Section A Example Subsection A VZCostVzLoop jl.doc Sensitivity Analysis Report.rpt Example Subsection B User Documentation example fill Sensitivity Analysis Report.rpt Example Section B Example Subsection B User Documentation example fill Sensitivity Analysis Report.rpt 	Report Name Sensitivity Analysis Report.rpt Report Description Report Example Image: Completele Statement PRIVATE	
Add File Delow selection Add	Select Parameter Values Select Parameter Values Sensitivity_Key Edit Delete Preview Nove Conv	-





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Edit: When the user presses the 'Edit' button (Edit), 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 (Sove) to save the changes or press the 'Cancel' button (Cancel) to disregard the changes.

cost 🔒 ?	emr vztosr Welcome Demo User. Version 1.1
Document Set Outline	Edit Report Properties
Example Section A Example Section A Example Subsection A VZCostVzLoop_jl.doc Sensitivity Analysis Report.rpt	Report Name Sensitivity Analysis Report rpt
Example Section B Example Subsection B User Documentation example fil Sensitivity Analysis Report.rpt Example Section B Example Subsection B User Documentation example fil	Report Description
Sensitivity Analysis Report.rpt	Proprietary Statement None Select Parameter Values
	Sensitivity_Key Test4 sens desc
	Sove



Section 9 Coster

<u>Delete</u>: When the 'Delete' button (<u>Delete</u>) 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 (<u>Delete</u>) to complete the deletion of this report and return to the 'Subsection Properties' screen. The user may also press the 'Cancel' button (<u>Cencel</u>) to disregard the deletion request and return to the previous screen.

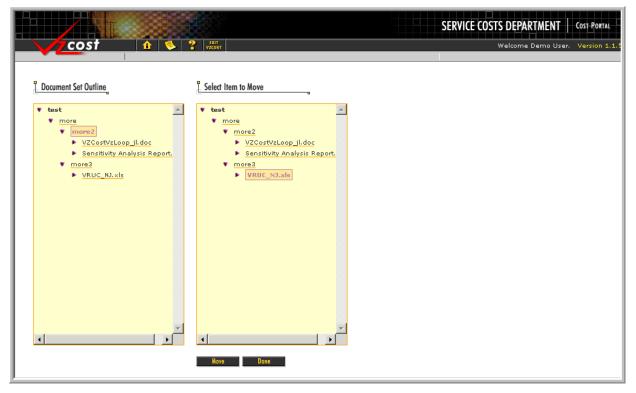
	SERVICE C	OSTS DEPARTMENT COST PORTAL
		Welcome Demo User. Version 1.1.5
Document Set Outline	Delete Report from Document Set	<u>*</u>
Example Section A Example Subsection A	WARNING! You are about to delete this report from the docset.	
VZCostVzLoop_jl.doc Sensitivity Analysis Report.rpt Example Section B	Report Name Sensitivity Analysis Report.rpt	
Example Subsection B User Documentation example fil Sensitivity Analysis Report.rpt Example Section B Example Subsection B User Documentation example fil Sensitivity Analysis Report.rpt	Report Description	
	Proprietary Statement None	
	Select Parameter Values Sensitivity_Key 264 Delote Cancel	T





3. <u>Move</u>: When the 'Move' button (Move) 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 Move) 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 **Done**) 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 (\mathbf{N}) . The standard setting is for the arrowhead to be facing downward (\mathbf{N}) . 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.

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Section 9	cost	Coster

cost 🚹 🗞 ? 🚽	ar Welcome Demo User. Version 1.1.
Locument Set Outline	Report Properties
est2	
Example Subsection A VZCostVzLoop_il.doc Sensitivity Analysis Report.rpt	Report Name Sensitivity Analysis Report.rpt
	Report Description
	Proprietary Statement PRIVATE
	Select Parameter Values
	Sensitivity_Key 224
Add File 💌 below selection 🛛 👫 🚺	Edit Delete Preview
	Move Copy Done

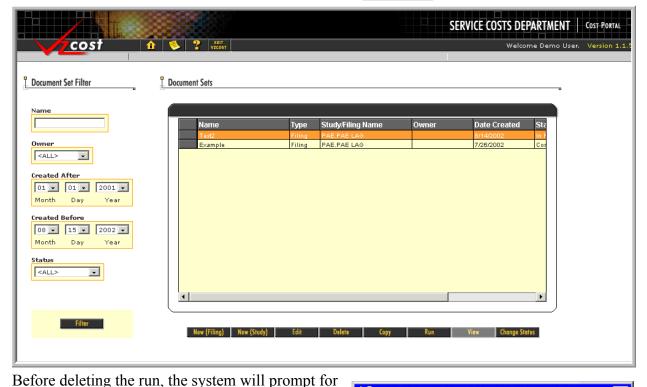
- 4. <u>Done</u>: When the 'Done' button (<u>Done</u>) is pressed, the system saves the doc set and returns the user to the 'Document Sets' screen.
- 5. Add: The user will use this function to add to the document set's outline. The 'Add' button (Add) will be pressed only after the user has made a selection 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 (Delete). 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' (Delete) will be inactive.



confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button ($\bigcirc K$) to complete the deletion of the document set or press the 'Cancel' button ($\bigcirc Cancel$) 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.

			SERVICE COSTS DEPA	
cost	1 🔅 ? EKIT VZCOST		Welcome	Demo User. Version 1.1.5
L Document Set Filter	Document Sets			
Name				
	Name	Type Study/Filing Name		Ste
Owner <all></all>	Example	Filing PAE.PAE LAG	7/26/2002	<u>=or</u>
Created After 01 • 01 • 2001 • Month Day Year				
Created Before 08 • 15 • 2002 • Month Day Year				
Status <a>ALL>				
	•			>
Filter	New (Filing) New (Study)	Edit Delete Copy	Run View Change Status	 I

The user will click on the document set that needs to be copied, thus highlighting it, and then press on the 'Copy' button (______).





	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.
L New Document Set	
Document Set Name:	
Document Set Description:	
	V
	Save
J	





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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗈 📚 ?	ENT ZCOST	Welcome Demo User. Version 1.1.
L Document Set Outline	Document Set Properties	
 Test2 Example Section A Example Subsection A VZCostVzLoop jl.doc Sensitivity Analysis Report. Example Subsection B User Documentation exam Sensitivity Analysis Report. Example Section B User Documentation exam Sensitivity Analysis Report. Sensitivity Analysis Report. Sensitivity Analysis Report. 	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 I	
Add Section 💌 below selection Add	Edit Delete Prev	vitw
	Move Copy Da	





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 (**Run**). Please notice that the 'Run' button (**Run**) and the 'View' button (**View**) can not both be active at the same time. If the document set has not been run, then the 'Run' button (**Run**) will be the active button. Thus, if the document set has already been run, then the 'View' button (**View**) will be the active button.

						SERVICE COSTS DEPARTMEN	Cost Portal
cost	1 🌭	2 EXIT VZC05T				Welcome Demo L	lser. Version 1.1.5
Document Set Filter		nent Sets					
Name		Name	Туре	Study/Filing Name	Owner	Date Created Sta	
Owner <all></all>		Test2 Example	Filing Filing	PAE.PAE LAG PAE.PAE LAG		8/14/2002 In F 7/26/2002 Cor	
Created After							
Created Before 08 • 15 • 2002 • Month Day Year							
Status <all></all>		1					
Filter		New (Filing) New (Stu	dy) Edit	Delete Copy	Run	View Change Status	

Once the user has pressed the 'Run' button (**Run**), 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 <u>section 13.1</u> of this document or with the view function on the 'Document Sets' screen.



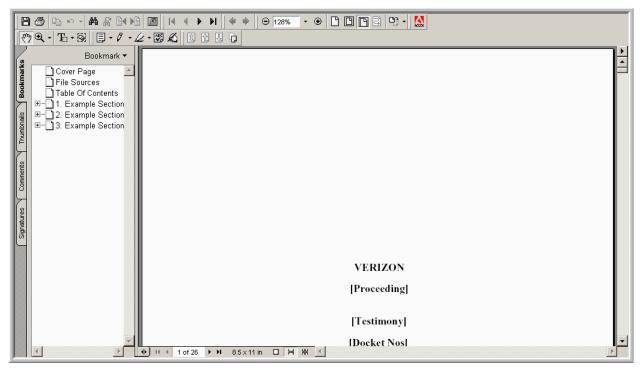


Section 9.4.6: Viewing a Document Set

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 (

				SERVICE COSTS DEPARTMENT	COST PORTAL
cost	1 👶 ? EKIT VZCOST			Welcome Demo Us	er. Version 1.1.5
L Document Set Filter	L Document Sets				
Name Owner	Name Test2	Type Study/Filing Name Filing PAE PAE LAG	Owner	Date Created Sta 8/14/2002 Sut	
Demo User V Created After 01 V 01 V 2001 V Month Day Year					
Created Before 08 • 29 • 2002 • Month Day Year					
Status <all></all>	.				
Filter	New (Filing) New (Study)	Edit Delete Copy	Run	View Change Status	

Once the 'View' button (**View**) 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.

				SERVICE COSTS DEPARTMEN	IT COST PORTAL
				Welcome Demo I	User. Version 1.1.5
L Document Set Filter	Document Sets				
Name Owner	Name Test2 Example	Type Study/Filing N Filing PAE.PAE LAG Filing PAE.PAE LAG	lame Owner	Date Created Standard 8/14/2002 In F 7/26/2002 Cont	
<pre><all> Created After 01 01 2001 Month Day Year</all></pre>					
Created Before 08 • 15 • 2002 • Month Day Year					
Status	.			J	
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.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🗈 😒	EXIT VZCØST	Welcome Demo User. Version 1.1.5
	Change Status - Document Set	
VZCostVzLoop_il.doc Sensitivity Analysis Report. Example Section B Example Subsection B User Documentation exam Sensitivity Analysis Report.	Doc Set Description Test2 Default Proprietary Statement None	×
 Example Section B Example Subsection B User Documentation exam Sensitivity Analysis Report: 	Cover Page Lines Line #1 Line #2	
T T	Status: In Progress 💌 Save	Cancel

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

- 1. <u>Temporary</u>: Temporary items can only be seen by and were never saved by the data owner. Further explanation of this status type is available in <u>section 1.7</u>.
- 2. <u>In Progress</u>: In progress items can only be seen by the data owner.
- 3. <u>Completed</u>: Completed items can be seen by anyone but are not awaiting approval.
- 4. <u>Submitted</u>: Submitted items can be seen by anyone and are awaiting approval.
- 5. <u>Approved</u>: 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. <u>Final</u>: Final items may not edited further or deleted even though they have not been included in a filing.
- 7. <u>Final and Filed</u>: Final and filed items, which have been included in a filing, may not 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 whatif 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.

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 💈	, ? EXT VICOST		Welcome, Demo U	ser Version 2.3
Welcome to VzCost!	 Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Runs Expense Factor Templates Expense Factor 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	n	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 Tool Box Message Center Change Password Help Exit VzCost 	,	





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.

cost 1		OST			Welcome, De	mo User
eport Filter	Reports					
Name						
		D	0	D-4- 04-1	D	01
		Report Name	Owner	Date Created	Description	Sta
reated After		Filing_TotalRecurringCostSum		1/10/2003	Filing Recurring Results with	Ap
01 • 01 • 2001 •		Filing_TotalRecurringCost_Su		1/10/2003	Filing Recurring Cost Study Results	Ap
Month Day Year		Filing_NRC_CostSummary.rpt		1/10/2003	Filing NonRecurring Cost Study Results	Apr
Hondi Day Tear		CostStudy_ACFFactors.rpt		1/10/2003	Cost Study (Filing) Annual Cost Factors	Ap
reated Before		Filing_VZCostStudyIndex.rpt Filing_GlobalAssumption_rev.r		1/10/2003	VZCost Study Index displays Product, Filing Global Assumptions Report	
01 • 23 • 2003 •		CostStudyDependency_A1.rpt		11/20/2002	Revised to include BC	Ap
		CostStudy Dependency_AT.Ipt		11/14/2002	Cost Study Global Assumption	Ap
Month Day Year		Cost Template Formula.rpt		7/3/2002	Display Cost Template Formulas	Apr
		BC Template Formula.rpt		7/3/2002	Displays BC Template Formulas	Ар
		Sensitivity Report.rpt		7/1/2002	System Report for Sensitivity Analysis	Ap
Filter	T					Þ

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 <u>section 4.4</u> 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 (\checkmark) 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.

	Welcome, Demo User Version 1.2
Select Report Parameters	v
Report Name CostStudy_AssumtionsW0COM.rpt	
Select Parameter Values Which Cost J1.544 Mbps (DS1) Digital Test Charge_12122002 Study?	
Run Cancel	

Once the user has selected all of the needed parameter values, the user will have two options available.

- 1. Press the 'Run' button (**Run**) to run the report.
- 2. Press the 'Cancel' button (<u>Cancel</u>) to disregard all parameters that have been selected and return to the 'Reports' screen.





Once the 'Run' (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.

HTTPs://WWW22,VERIZON,COM/VZ	COST/POCUMENTS/TMP39B	F_TMP,PDF - MICROX	FT INTERNET EXPLOR	ER.	
File Edit View Favorites Tools	Help				
+ , → , ⊗ ⊡		🖻 🧭 🖪 -	4		
Back Forward Stop Refr	1	orites History Mail	Print		
ADDRESS Entrys ://www22.verizon.com/					• P @ 60
LINK) 🔄 Accts Payable Check Reqs 🧧] E-Directory 🔌 Emp Self S	ervice (ESS) 🔌 Lotus No	tes ID Requests 🔌 Ort	3IT 🙋 Peg@s Buyer 7.0 🤞]R & S Drives
📙 🗂 🖻 🗠 - 🖊 🔏 🕪 🗎 🖬		\varTheta 121% ▼ 🛞 🎦	🖸 🛅 🖻 🥂 🔛 🗖		
(7) Q · To · S = · / · / ·					
					•
(×					<u>▲</u>
Bookmarks					
verizon	А	NNUAL COST FACTORS	REPORT		
Ref. 1					
			Netwo	rk &	
	Depreciatio Re	turn Income Tax Property	Capital Plus Supp Tax Factor Expe	ort RTU E/I	EEL_ Testing
ACCOUNT DESCRIPTION	A	B C D	E=A+B+C+D	F G H=E+F+G	- <u> </u>
8					
sau					
Signatures					
li i i					
Annual Expense Loadings					
Common Overhead Load	ding	2.58 %			
Marketing Loading Other Marketing and Su	pport Loading	5.25 % 7.47 %			
Annual Expense Loadi					
Table Name:	-	Set Name:			
Expense_Results	Test	1-PAE FL2001 W-Exp Loadir	gs (Draft)		
Gross Revenue Loading					
● I ◀ 1 of 1 → H 11 × 8.5 in					
🛃 Done					🔒 🍘 Internet 🛛 🖉

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.

				SEI	RVICE COSTS DEPARTM	ENT Co	DST PORTAL
cost 🔒 💈	2 EXIT VZCØST				Welcome, D	emo User	Version 1.2
Sensitivity Analysis Filter	Sensitivity Analyses						
Name	Name test1-03	Study NID Demo Run 7	Owner	Date Created	Result Element	Pe	
Domain BC Runs							
Owner Demo User Created After							
01 • 01 • 2001 • Month Day Year							
Created Before							
Jurisdiction						F	
			New Delete	View Results			
Filter							

Please notice that filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (**New**) 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 <u>section 4.4</u> 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.

cost 🔒	VICOST				Welcom	e, Demo User 🛛 V
sult Set Filter	E Select Result Set for Sensitivity Analy	sis				
me						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Templ 🔺
	NID Demo Run 7		1/23/2003	PAE	Jurisdiction	NAL 21
main	BC Run UNE Centrex Feature	es	1/10/2003	PAE	Jurisdiction	Test UN
C Runs	NAL_2W_VZ_BICRUN_PAW		1/3/2003	PAW	Wire Center	NAL 2
	NAL_2W_VZ_BICRUN_PAE		1/2/2003	PAE	Wire Center	NAL_2
ner	Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
	Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
ALL>	Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
	USAGE TRUNK PORTS PA	N	12/20/2002	PAW	Jurisdiction	USAGE
ated After	USAGE TRUNK PORTS PA	E	12/20/2002	PAE	Jurisdiction	USAGE
1 • 01 • 2001 •	LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E:
onth Day Year	IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
bildi Day Tear	IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
ated Before	IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
	IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
1 🗸 24 🗸 2003 🗸	NAL_SUBLOOP_NID_BICR	JN	12/18/2002	PAW	Jurisdiction	NAL_SI
onth Day Year	NAL_SUBLOOP_NID_BICR		12/18/2002	PAW	Jurisdiction	NAL_SI
	NAL_SUBLOOP_NID_BICR		12/18/2002	PAE	Jurisdiction	NAL_SI
atus		Do I	12/10/2002	DAE	Inviction	
ALL>						
	<u> </u>					
isdiction						
ALL>			Select Cancel			
ALL>		_		-		

Once the correct result set has been located, the user will click on that result set, highlighting it, and then press the 'Select' button (**Select**). However, the user may also press the 'Cancel' button (**Cancel**) to abandon this new sensitivity analysis and return to the previous screen.



Section 10 Analysis

Assuming that the user pressed the 'Select' button (Select), 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
Cost 🏦 🗞 ? 🖽		Welcome, Demo User Version 1.2
New Sensitivity Analysis		
Name: Test1-03		
Description: Test1-03		
Description: Dest1-03		
Select Result:		
Input Elements		
Element Name Element Description		Selected Inputs
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.RES
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		
)	
Filter Items:		
Filter Reset		Adjust by 20.25 %
		Run Concel



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 (\frown) 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 (**Filter**). Any input elements that contain the filtered criteria will be displayed on the screen. Pressing the 'Reset' button (**Reset**) 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 (**D**) located between the two boxes. This will be 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 (**D**) that is located the right of that item, under the trashcan icon (**D**). Once this is done, to complete the deletion, the user will click on the trashcan icon (**D**).

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 (**Run**) should be pressed to process the analysis. This will navigate the user to the message center, described in <u>section 13.1</u> 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 (**View Results**) on the 'Sensitivity Analyses' screen as described in <u>later in this section</u>.

If, at any time, the user decides to abandon this sensitivity analysis, the 'Cancel' button (**Cancel**) 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 (Delete).

ensitivity Analysis Filter	L Sensitivity Analyses			
ame	Name	Study Owner	Date Created Result Element	Per
Domain BC Runs	test1-03	NID Demo Run 7	01/23/2003 <u>NID_T_</u> DS	20.
Demo User				
reated After				
01 - 01 - 2001 - Month Day Year				
reated Before				
Month Day Year	•			•
<all></all>				

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 ($\bigcirc K$) to complete the deletion of the sensitivity analysis or press the 'Cancel' button ($\bigcirc Cancel$) 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.

MICROSOFT INTERN	NET EXPLORER
🕐 Delete Sen	isitivity Run test1-03?
ОК	Cancel





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 <u>section 4.4</u>) to locate the required sensitivity analysis.
- As shown below, click on the correct run to highlight it.
- Press the 'View Results' button (View Results).

cost 🔒 🗞	2 VIZOST	SEI	RVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 1.2
	VZC05T		welcome, Demo User Version 1.2
E. Sensitivity Analysis Filter	Sensitivity Analyses		
Name			
	Name Study test1-03 NID Demo Run 7	Owner Date Created	Result Element Per NID T DS 20.1
Domain BC Runs			
Owner Demo User			
Created After 01 • 01 • 2001 • Month Day Year			
Created Before 01 • 24 • 2003 • Month Day Year			
Jurisdiction	•		
	_	New Delete View Results	
Filter			



Section 10 Analysis

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.

e htti	* 5;//WWW22,VER1ZON,COM/VZCOST/00CU	MENTS/TMP3CA3_T	MP,PDF - MICROSOF	T INTERNET EX	🖸 🔷 🧭 🖸 🐠	
File	Edit View Favorites Tools Help					1
Bac	→	Search Favorite	🎯 🛃 🕶 s History Mail	Print		
ADDRI	🔊 🛃 https://www22.verizon.com/vzcost/docur	ients/tmp3CA3_tmp.j	pdf			▼ ∂ 60
LINKS	🖉 Accts Payable Check Reqs 🛛 E-Directory	🙆 Emp Self Servic	e (ESS) 🔌 Lotus Note	es ID Requests 🙋 OrBIT	🙆 Peg@s Buyer 7. 0	R & S Drives
88	3 Ea × - 44 & E∢ ▶ E IEI I4 4 I	> >) 121% 🔹 🕀 🕒	0 🖸 2 📑 - 🔝		
1 (B) 🕀	· To · Si 🗐 · Ø · ∠ · 😕 🐔 📧					
arks						-
Bookmarks						
B	Sensitivity Name: test1-0					
1	Sensitivity Description: test1-()3				
Thumbnails						
Thur	Sensitivity Inputs					
	Geography: ABVLPAES					
Comments	Element	Acccount	Direct/Shared	Original Value	Pct Change	Result Value
Ē	Loop_Demand.BUS			365.00	20.25	438.91
<u> </u>	Loop_Demand.RES			4,966.00	20.25	5,971.62
nres	Geography: ALFAPAAL					
Signatures	Element	Acccount	Direct/Shared	Original Value	Pct Change	Result Value
Ľ	Loop Demand.BUS	Account	Directonared	106.00	20.25	127.47
	Loop_Demand.RES			1,546.00	20.25	1,859.07
	Geography: ALNAPAAL					
	Element	Acccount	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					
		4				
🙋 Done	1					🔒 🥝 Internet

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.

7 cost

				SERVICE CO	STS DEPARTMENT	Cost P
🖌 🔁 🔁	2 EKIT VZCØST				Welcome, Demo Use	er Ver
I						
Comparison Analysis Filter	Comparison Analyses					
Analysis Name						_
·	Name	Domain	Jurisdiction	Owner	Date	
Domain	Test01-03	BC Runs	PAW		1/24/2003	
BC Runs 🔹	NID Demo 8	BC Runs	PAE		1/23/2003	
	nrc test	BC Runs	PAE		12/12/2002	
)wner	BC_Run_1v2	BC Runs	PAE		12/11/2002	
	Compare Demo	BC Runs			9/19/2002	
All	test	BC Runs			6/27/2002	
01 v 01 v 2001 v Month Day Year Created Before 01 v 25 v 2003 v Month Day Year						
		Now	Edit Delete	Compare		

Please notice that filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (**New**) on the 'Comparison Analyses' screen. Doing so will load up the 'New Comparison Analysis' screen, which is shown below.

		SERVICE COSTS DEPARTMENT COST PORTAL. Welcome, Demo User Version 1.2
📙 New Comparison Analysis		
New Comparison Analysis		
Name		
Description	**	
Domair	BC Runs	
Result Sets To Compare	A	dd Remove
Study Name C	wner Jurisdiction Geography Level	Date Created
4		Þ
Result Items To Compare	A	dd Remove
Row Name		
	Compare Save Cancel	
1	Compare Save 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 (Add) 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 (Add) was pressed, the screen shown below loaded up.

· · · · · · · · · · · · · · · · · · ·						
sult Set Filter	BC Runs					
me	[
	Name	Owner	Date Created	Jurisdiction	Geography Level	Templ
	NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL_21
nain	NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL_2\
C Runs 🗾	Collo_BITS Timing		1/23/2003	PAW	Jurisdiction	Collo_E
	BC Run UNE Centrex Fea		1/10/2003	PAE	Jurisdiction	Test UN
ner	NAL_2W_VZ_BICRUN_P.		1/3/2003	PAW	Wire Center	NAL_2\
ALL>	NAL_2W_VZ_BICRUN_P.		1/2/2003	PAE	Wire Center	NAL_2\
	Power Consumption 12_3	31	12/31/2002	PAE	Jurisdiction	Power
	Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
ated After	Feature Test DS Separate	2	12/30/2002	PAE	Jurisdiction	Feature
• 01 • 2001 •	USAGE TRUNK PORTS I		12/20/2002	PAW	Jurisdiction	USAGE
nth Day Year	USAGE TRUNK PORTS	PAE	12/20/2002	PAE	Jurisdiction	USAGE
	LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E:
ted Before	IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
	IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
✓ 25 ✓ 2003 ✓	IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
nth Day Year	IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
	NAL_SUBLOOP_NID_BIO		12/18/2002	PAW	Jurisdiction	NAL_SI
tus		PDIM	42/49/2002	D ASM	Inviction	
ALL>						

As before, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Concel</u>) 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 (Select), the user is taken to the 'Edit Comparison Analysis' screen. Next, the user will press the same 'Add' button (Add) 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.

Result Set Filter	E BC Runs						
ame							
		Name	Owner	Date Created	Jurisdiction	Geography Level	Templ 🔺
		NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL_21
omain		NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL_2
BC Runs		Collo_BITS Timing		1/23/2003	PAW	Jurisdiction	Collo_E
		BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
wner		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\
<all></all>		Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
		Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
reated After		Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
01 • 01 • 2001 •		USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
		USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
Month Day Year		LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E:
reated Before		IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
		IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
01 - 25 - 2003 -		IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
Month Day Year		IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
		NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SI
tatus		NAL SUBLOOD NID DICOUN		42/40/2002	D //30/	Inviction	MAL CI
<all></all>	•						

Once again, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Cancel</u>) 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 (**Remove**) 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.

cost 1 2 viiii	ERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 1.2
Edit Comparison Analysis	
Test01-03	
Name: Test01-03	
Description:	
Domain: BC Runs	
Result Sets To Compare Add	Remove
	/2003
NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23	/2003
•	F
Result Items To Compare Add	Remove
Row Name Result Set 1 Result Set 2	
Compare Save Cancel	

Next, the user will press the 'Add' button (Add) 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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
Select Results to Compare	1
Result Display Name: TestAgain	
Collo_BITS Timing: BITS Timing Material Cost - NAL 2W Demo Run 8a: NID - Res 2 Wire Loop - Direct	•
Add Another Cancel	
<u> </u>	

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 (\checkmark) 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.





cost 🔒					SERVICE CUST	S DEPARTMENT Welcome, Demo Us
🖁 Edit Co	mparison Analysis					
Test0						
		ame: Test01-03				
	Descrip			4		
	Dor	main: BC Runs				
	lt Sets To Compare				Add Remove	
	Study Name Collo_BITS Timing	Owner Dan Olinger	Jurisdiction Pennsylvania (GTE)	Geography Level	Date Created	
	NAL 2W Demo Run 8a	John Hinton	Pennsylvania (GTE)	Jurisdiction	1/23/2003	
						•
	It Items To Compare				Add Remove	
Resu	Row Name	Result Set 1	Result S	et 2	Add Remove	
Resu		Result Set 1 BITS Timing Materi BITS Timing Materi	ial Cost NID Tot 2		Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
Resu	Row Name Test03	BITS Timing Materi	ial Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	

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 <u>later in this section</u>.
- 2. The user may press the 'Save' button (**Sove**) 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 (**Edit**) 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.

cost 🔒 🗞	2 Eff		SERVICE COSTS DEPARTMENT COST PORTAL Welcome, Demo User Version 1.
	• 72031		
L Edit Compar			
Test01-03	Name: Test01-03	3	
	Description:		
	Domain: BC Runs		
Stud	e ts To Compare y Name Owner _BITS Timing Dan Olinger	Jurisdiction Geography Level	Add Remove Date Created
	200 Demo Run Sa John Hinton	Pennsylvania (GTE) Jurisdiction	1/23/2003
.			
Row	em s To Compare Name Result Set 1	Result Set 2	Add Remove
Test0			
	Compare	Save Cancel	





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 (Add) 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 (Add) was pressed, the screen shown below loaded up.

esult Set Filter	BC Run	S					
ame							
		Name	Owner	Date Created	Jurisdiction	Geography Level	Tempi 🔺
		NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL 21
omain		NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 21
BC Runs		Collo_BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
		BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
wner		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
<all></all>		Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
		Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
reated After		Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
01 • 01 • 2001 •		USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
		USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
Month Day Year		LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB E:
reated Before		IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
		IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
01 - 25 - 2003 -		IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
Month Day Year		IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
		NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SI
tatus		NAL SUBLOOD NID BIODUN		42/49/2002	D ASM	Inviction	MAL CI
<all></all>	•						
	\subseteq						
urisdiction							
				Select Cancel			
<all></all>				Cuncer			

As before, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Cancel</u>) to return to the previous screen at any time.





Assuming that the user pressed the 'Select' button (Select), the user is returned to the 'Edit Comparison Analysis' screen. The user may continue to press the same 'Add' button (Add) 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.

ult Set Filter	BC Runs						
ne							
		Name	Owner	Date Created	Jurisdiction	Geography Level	Tempi 🔺
		NAL 2W Demo Run 8a		1/23/2003	PAW	Jurisdiction	NAL 21
nain		NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 21
C Runs		Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
		BC Run UNE Centrex Features		1/10/2003	PAE	Jurisdiction	Test UN
ner		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
ALL>		Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
		Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
ated After		Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
1 - 01 - 2001 -		USAGE TRUNK PORTS PAW		12/20/2002	PAW	Jurisdiction	USAGE
		USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
onth Day Year		LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB Ex
ated Before		IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
		IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
1 🗸 25 🗸 2003 🗸		IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
onth Day Year		IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
		NAL_SUBLOOP_NID_BICRUN		12/18/2002	PAW	Jurisdiction	NAL_SI
tus		NAL SUBLOOD NID BICDUN		42/40/2002	DAW.	Inviction	MAL OF
ALL>	_						•
	<u> </u>						
sdiction	'NAL 2W D	emo Run 8' has a Jurisdictio	n of 'PAE' whi	ch does not match	the Jurisdictio	n of the other res	ult sets select
			5	elect Cancel			
ALL>				concor			

Once again, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Cancel</u>) 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 (Remove) 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.

				SERVICE COST	S DEPARTMENT COST PORTAL
Cost 🔂 🗞 ? 🖽					Welcome, Demo User Version 1.2
1					
Edit Comparison Analysis					
Test01-03	me: Test01-03		1		
	Testat an				
Descript	ion:				
Dom	ain: BC Runs				
				Add Deserved	_
Result Sets To Compare Study Name	Owner	Jurisdiction	Geography Level	Add Remove Date Created	
Collo_BITS Timing NAL 2W Demo Run 8a	Dan Olinger John Hinton	Pennsylvania (GTE) Pennsylvania (GTE)	Jurisdiction Jurisdiction	1/23/2003 1/23/2003	
Result Items To Compare			_	Add Remove	
	Result Set 1	Result Se	et 2		
	Compare	Save Cance	el		

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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
L Select Results to Compare	
Result Display Name: TestAgain	
Collo_BITS Timing: BITS Timing Material Cost 🔽 NAL 2W Demo Run 8a: NID - Res 2 Wire Loop - Direct	
Add Another 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 (\checkmark) 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.





Edit Comparison Analysis Test01-03 Description: Description: Domain: BC Runs Name: Marce: Domain: BC Runs Name: Domain: BC Runs Name: Domain: BC Runs Not Runs Not Runs Not Runs Not Runs Not Runs Result Set 5 To Compare Marce: Not Runs Description: Result Set 1	Test01-03 Description: Test01-03 Domain: BC Runs Nume: Test01-03 Test01-03 Domain: BC Runs Study Name Owner: Add Result Sets To Compare Add Result Sets To Compare Add NAL 2W/ Demo Run 8a John Hinton VAL 2W/ Demo Run 8a John Hinton Result Items To Compare Result Items To Compare Add	1 🗞 ? Exit					S DEPARTMENT
Test01-03 Description: Test01-03 Domain: BC Runs Result Sets To Compare Study Name Study Name Result Sets To Compare NAL: 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction NAL: 2W Demo Run 8a Result Items To Compare Row Name Row Name Result Items To Compare Add Row Name Result Set 1 Result Set 2 Result Set 1 Result Set 2 Result Set 1	Test01-03 Description: Domain: BC Runs Result Sets To Compare Add Rener Study Name Owner Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (of E) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (of E) Jurisdiction 1/23/2003 Result Sets To Compare Add Rener	_					
Name: rest01-03 Description: rest01-03 Domain: BC Runs Result Sets To Compare Add Result Study Name Owner Jurisdiction Geography Level Date Created Collo_BITS Timing Dan Olinger Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run Ba John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Result Items To Compare Add Result Set 2 Row Name Result Set 1 Result Set 2 Main Table Set 2	Name: Test01-03 Description: Test01-03 Domain: BC Runs Domain: BC Runs Result Sets To Compare Add Study Name Owner Otto: Otto: NAL 2W Demo Run 8.3 John Hinton Pennsylvania (OTE) Jurisdiction NAL 2W Demo Run 8.3 John Hinton Pennsylvania (OTE) Jurisdiction VIZIZZ003 HID Tot2 Wire Loop- Direct 8.	Edit Comparison Analysis					
Image: I	Result Sets To Compare Mdd Study Name Owner Jurisdiction NRL 200 Demo Run Ba John Hinton Pennsylvania (OTE) NRL 200 Demo Run Ba John Hinton Pennsylvania (OTE) NRL 200 Demo Run Ba John Hinton Pennsylvania (OTE) Mdd Result Set 1 Max Add Result Set 1 Result Set 1 Result Set 1 Tentog DITS Timing Material Codt DITS Timing Material Codt				1		
Result Sets To Compare Add Result Sets To Compare Study Name Owner Juristicition Geography Level Date Created Colo_BITS Timing Dan Olinger Pennsylvania (GTE) Juristicition 1/23/2003 NAL 200 Demo Run 8a John Hinton Pennsylvania (GTE) Juristicition 1/23/2003 NAL 200 Demo Run 8a John Hinton Pennsylvania (GTE) Juristicition 1/23/2003 Nal Z00 Demo Run 8a John Hinton Pennsylvania (GTE) Juristicition 1/23/2003 Note Result Items To Compare Add Remove Result Items To Compare Add Remove Tetra3 BITS Timing Material Cost HID Tot2 Wire Loop - Direct 4.	Domain: BC Runs Add Renove Study Name Owner Jurisdiction Geography Level Date Created Collo_BITS Timing Dan Olinger Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W/ Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W/ Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 V Tessol Tessol Mo Mo Mo Marce Result Set 1 Result Set 2 Tessol BITS Timing Material Cost HD Tot 2 Wire Loop - Direct 8.		Name: Test01-03				
Result Sets To Compare Add Remove Study Name Owner Jurisdiction Geography Level Date Created Colo, Bit's Timing Dan Olinger Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 Nature Result Set 1 Result Set 2 Result Set 1 Result 2 Wite Loop - Direct &	Result Sets To Compare Add Renove Study Name Owner Jurisdiction Geography Level Date Created Colic BITS Timing Dan Olinger Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Result Items To Compare Add Renove Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NiD Tot 2 Wire Loop - Direct &	Descr	ription: Test01-03		*		
Result Sets To Compare Add Remove Study Name Owner Jurisdiction Geography Level Date Created Colo, Bit's Timing Dan Olinger Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 Nature Result Set 1 Result Set 2 Result Set 1 Result 2 Wite Loop - Direct &	Result Sets To Compare Add Remove Study Name Owner Jurisdiction Geography Level Date Created Colo_BitTS Timing Dan Olinger Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Nat Result Set 1 Result Set 2 More Result Set 1 Result Set 2 Test33 BITS Timing Material Cost HID Tot 2 Wire Loop - Direct & HID Tot 2 Wire Loop - Direct &	a	omain: BC Rups				
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 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cod NiD Tot 2 Wire Loop - Direct &	Study Name Owner Jurisdiction Geography Level Date Created Collo_BITS Timing Dan Olinger Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W/Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W/Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W/Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Result Items To Compare Add Remove Row Name Result Set 1 Result Set 2 Test03 BiTS Timing Material Cost NiD Tot 2 Wire Loop - Direct &						
Study Name Owner Jurisdiction Geography Level Date Created Colie BITS Timing Pan Olinger Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 NAL 2W Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Result Items To Compare Add Remove Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot 2 Wire Loop - Direct &	Study Name Owner Jurisdiction Geography Level Date Created Collo_BITS Timing Pan Olinger Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 NAL 2W Demo Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 Naterial Control Run 8a John Hinton Pennsylvania (OTE) Jurisdiction 1/23/2003 Result Items To Compare Add Remove Row Name Result Set 1 Result Set 2 Test33 BITS Timing Material Cost ND Tot 2 Wire Loop - Direct 4	Result Sets To Compare				Add Remove	
NAL 2W Demo Run 8a John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Image: State of the state of t	NAL 2W Demo Run Sa John Hinton Pennsylvania (GTE) Jurisdiction 1/23/2003 Image: Second S		Owner	Jurisdiction	Geography Level		
Result Items To Compare Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot2 Wire Loop - Direct 4	Result Items To Compare Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot2 Wire Loop - Direct 4		Dan Olinger		Jurisdiction	1/23/2003	
Result Items To Compare Add Remove Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot 2 Wire Loop - Direct &	Result Items To Compare Add Remove Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot2 Wire Loop - Direct &						
Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot2 Wire Loop - Direct &	Row Name Result Set 1 Result Set 2 Test03 BITS Timing Material Cost NID Tot 2 Wire Loop - Direct 4						
						Add Banous	Þ
TestAgain BITS Timing Material Cost NID - Res 2 Wire Loop - Direct		Result Items To Compare	Result Set 1	Result S		Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	
		Result Items To Compare Row Name Test03	BITS Timing Materi.	al Cost NID Tot 2	et 2 Wire Loop - Direct &	Add Remove	

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 <u>later in this section</u>.
- 2. The user may press the 'Save' button (**Sove**) 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.



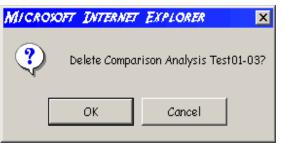


Section 10.3.3: Deleting a Comparison Analysis

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 (

Comparison Analysis Filter	Comp	parison Analyses				
Analysis Name						
		Name	Domain	Jurisdiction	Owner	Date
Domain		Test01-03	BC Runs	PAW		1/24/2003
BC Runs 🔹		NID Demo 8	BC Runs	PAE		1/23/2003
BC Runs		nro test	BC Runs	PAE		12/12/2002
		BC_Run_1v2	BC Runs	PAE		12/11/2002
Owner		Compare Demo	BC Runs			9/19/2002
All		test	BC Runs			6/27/2002
01 01 2001 Month Day Year Created Before 01 25 2003 Month Day Year						

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 (\bigcirc K) to complete the deletion of the comparison analysis or press the 'Cancel' button (\bigcirc Cancel) 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.









Analysis

Section 10.3.4: Running a Saved Comparison Analysis

When the comparison analysis was first created, if the user pressed the 'Save' button (**Sove**) to save the information rather than pressing the 'Compare' button (**Compare**) 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 <u>section 4.4</u> 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 (**Compare**).

					SERVICE CO	STS DEPARTMENT Cos	τP
cost 1	· 🛸 ? 🗸	EXIT ZCOST				Welcome, Demo User 🕚	Ver
Comparison Analysis Filter	Com	parison Analyses					
Analysis Name	_						
	┓ (
1		Name	Domain	Jurisdiction	Owner	Date	
Domain		Test01-03	BC Runs	PAW		1/24/2003	
BC Runs 🔹		NID Demo 8	BC Runs	PAE		1/23/2003	
		nrc test	BC Runs	PAE		12/12/2002	
Owner		BC_Run_1v2	BC Runs	PAE		12/11/2002	
		Compare Demo	BC Runs			9/19/2002	
All		test	BC Runs			6/27/2002	
Created After 01 V 01 V 2001 V Month Day Year Created Before 01 V 25 V 2003 V Month Day Year Filter							
			Now	Edit Delete	Compare		





The 'Comparison Analysis Results' screen, shown below, will load up. On this screen, the user may press the button (\checkmark) 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 (\checkmark) 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.

Test01-03	Set Name Set Name 1 NAL 2W Demo 2 Collo_BITS Till			isdiction nsylvania (GTE)		Date	
		iming Dan Olir				1/23/2003 1/23/2003	
Geography:	PAW (Pennsylvania (G	TE)) Account	: All 🔽		Set 2		
	Test03	223200	Direct Shar	eiset 1	Set 2 408.2015	_	
	Test03	242110	D	26.186299880885			
	Test03	242310	D	12.482452637513			
	TestAgain TestAgain	223200 242110	D	30.903572210504	408.2015		
			D	14.654157438033		_	
	TestAgain	242310	10				





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.

cost A	2 PUT VICOST	SERVICE COSTS DEPARTMENT COST-PORTAL Welcome, Demo User Version 2.3
Welcome to VzCost!	Elements Element Calculator Runs Element Calculator Runs Element Loading Runs Bosic Components (BCs) BC Families BC Runs Copital Copital Copital Factor Templates Capital Factor Runs Expenses	Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies Data Browser Saved Queries Admin Data Management
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Expense Factor Templates Expense Factor Runs Coster Cost Templates Cost Studies Document Sets 	 File Management Report Management User Administration Job Administration Job Administration Generation 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 <u>section 4.4</u> 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.

			SERVIC	E COSTS DEPAR	TMENT COST PORTAL
cost 🔒				Welcome	e, Demo User Version 1.2
What-If BC Run Filter	What-If BC Runs				
Name	Name	Owner Date Created	Jurisdiction	Geography Level	Tomplate
	WIF-LIDB Expense	1/24/2003	PAE	Jurisdiction	
Owner Demo User Created After 01 • 01 • 2001 • Month Day Year Created Before 01 • 25 • 2003 • Month Day Year Status					
<all></all>	4				
Filter	New	Edit Delete	Run View	Results	



Section 10 Analysis

Once the 'New' button (**New**) has been pressed, the 'Select BC Run to What-If' screen loads up. An example of this screen is shown below.

cost 1	2 ERT VZCOST			SERVIC	E COSTS DEPA	RTMENT Cost P
BC Run Filter	Select BC Run to What-If					
Name						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Templ 🔺
	NAL 2W Demo Bun 8a		1/23/2003	PAW	Jurisdiction	NAL 21
wner	NAL 2W Demo Run 8		1/23/2003	PAE	Jurisdiction	NAL 21
<all></all>	Collo BITS Timing		1/23/2003	PAW	Jurisdiction	Collo E
	BC Run UNE Centrex Feature	s	1/10/2003	PAE	Jurisdiction	Test UN
eated After	NAL 2W VZ BICRUN PAW		1/3/2003	PAW	Wire Center	NAL 21
	NAL_2W_VZ_BICRUN_PAEW		1/2/2003	PAE	Wire Center	NAL 21
01 🗸 01 🗸 2001 🗸	Power Consumption 12_31		12/31/2002	PAE	Jurisdiction	Power
1onth Day Year	Feature test DS Sum		12/30/2002	PAE	Jurisdiction	Feature
	Feature Test DS Separate		12/30/2002	PAE	Jurisdiction	Feature
reated Before	USAGE TRUNK PORTS PAW	1	12/20/2002	PAW	Jurisdiction	USAGE
01 - 25 - 2003 -	USAGE TRUNK PORTS PAE		12/20/2002	PAE	Jurisdiction	USAGE
	LIDB Expense		12/20/2002	PAE	Jurisdiction	LIDB Ex
Month Day Year	IOF_MUX_01_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
	IOF_MUX_13_PAW_R		12/19/2002	PAW	Jurisdiction	IOF_ML
atus	IOF_MUX_13_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
<all></all>	IOF_MUX_01_PAE_R		12/19/2002	PAE	Jurisdiction	IOF_ML
	NAL_SUBLOOP_NID_BICRU		12/18/2002	PAW	Jurisdiction	NAL_SI
risdiction		u l	12/10/2002	DAW/	Invictiation	MAL CI
<all></all>						
Filter		Selec	t Cancel			

Once again, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Cancel</u>) to abandon this new what-if BC run and return to the previous screen.



Section 10 Analysis

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.

nat-If Results				
/IF-LIDB Expense Family_121902_E	WIE-LINP -	ve-	nse Family_121902_I	Printoble Grid 👘 Hide Detai
			nse Family_121902_1	
Jurisdiction:	Fennsylvan	na (ben Adande)	
Name	Account	D/S		Reference
FPC_BH_Expenses_W		D D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
DBAS_BH_Expenses_W DBAS_BH_Investment_W		D	.33380983750549 .21135265700483	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_
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_

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

FPC_BH_Expenses_E D 23.8969005847953 (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp y) DBAS_BH_Expenses_E D .33380983750549 LIDB_Expense.DBASLabExp / SST_DEMAND_VALUE.lidb_bh_demand	BC Family: LIDB Expense Family_121902_E8W Jurisdiction: Pennsylvania (Bell Atlantic) Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Orill Down Run Download Mame Account D// Value Reference FPC_BH_Expenses_W D 23 6060005947963 (LIDB_Expense.FPCLabExp / S07_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_W D 23 3380983750549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / S07_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23 308093750549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / S05_DEMAND_VALUE.lidb_bh_demand	BC Family: LIDB Expense Family_121902_E&W Jurisdiction: Pennsylvania (Bell Atlantic) Account: All I Image: Colspan="2">Orill Down Run Download Mame Account D/S Value Reference FPC_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DMAS_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DPAS_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DBAS_BH_Expenses_W D 23.3300083760540 LIDB_Expense.DBASLabExp / S37_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23.3300083760549 LIDB_Expense.FPCLabExp // DBAS_BH_Expenses_E D 33300083760549 LIDB_Expense.PPCLabExp // DBAS_BH_Expenses_E D 33300083760549 LIDB_Expense.DBASLabExp / S57_DEMAND_VALUE.lidb_bh_demand	IF-LIDB Expense Family_12190	02_E			P	rintable Grid 📃 Hide Details
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DBAS_BH_investment_E 212400 D .21135265700483 \$\$7_1101.DBAS_INVEST_HARD_E_D / \$\$7_DEMAND_VALUE.Hdb_bh_d	DBAS_BH_Investment_E 212400 p 21136286700483 \$\$7_1101.DBAS_INVEST_HARD_E_D / \$\$7_DEMAND_VALUE.Hdb_bh_d	UBAS_BH_Investment_E 212400 D .21135266700483 SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.Hdb_bh_d	DBAS_BH_Investment_W FPC_BH_Expenses_E	212400	D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP	CLabExp)/
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand





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<u>Download</u>: The user may press the download button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user may press the cancel button (<u>Cancel</u>) 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 (Save). 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.

SAVE AS					? ×
Save in:	Local Disk (C:))	•	+ 🗈 💣 🎟 🗸	
History Desklop My Computer	Adobe Work Attachmate builds drivers EECR Filings I386 LanierNT200 Local Mailbox	0	MAPINFC Marx 200 MDL - ba MOUSE My bocum ORANT Pdrec200 PIC PF41 Program I Shared)0 Builds emand Files nents	TEMP UPDATE UH Verizon Window: WINNTNavCCSETUF AdobeW AUTOE
My Network P	•				•
	File name: Save as type:	Test21.csv Microsoft Excel Co	omma Separated 1	▼ Values File ▼	Save Cancel





• <u>Run</u>: 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 <u>later in this section</u>.

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- <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

		EXIT VZCQ5T				Welcome, Demo User
What	If					
	pense Family_121902_E PC_BH_Expenses_W					
_	PAE (Pennsylvania (Bell Atlar	ntic)) 🔹			Account: All	•
			co EDC AdmEyn + 11	OB_Expense.FPCLabExp)/ S		
	• • • • _ • • _ • • • • • • • • • • • •					
Override						
Name		Account D/S		Reference		
	H_Expenses_W	Account D/S	Value 23.6969005847953	Reference (LIDB_Expense.FPCAdmExp +	LIDB_Expense.FPCLabExp)	
FPC_BH		Account D/S			LIDB_Expense.FPCLabExp y	
		Account D/S			LIDB_Expense.FPCLabExp y	F
FPC_BH		Account D/S			LIDB_Expense.FPCLabExp y	,
FPC_BH		Account D/S			LIDB_Expense.FPCLabExp y Back To Top	,
verride Name	H_Expenses_W Back	Account D/S	23.6999005347953			,
Cverride	H_Expenses_W Back xpense.FPCAdmExp	D	23.6999005347953 Value 132239	(LIDB_Expense.FPCAdmExp + Drill Down Drill Up		,
Verride	H_Expenses_W Back xpense.FPCAdmExp xpense.FPCLabExp	Account D/S	23.6609005347953 Value 132239 1488629	(LIDB_Expense.FPCAdmExp + Drill Down Drill Up		,
Verride	H_Expenses_W Back xpense.FPCAdmExp	Account D/S	23.6999005347953 Value 132239	(LIDB_Expense.FPCAdmExp + Drill Down Drill Up		, F



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 (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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

L Override		L <u>Override</u>	
Override Type: Element Name: Group: Account: D/S: Reference:	C: Value @ Formula FPC_DH_Expenses_W N/A D (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ SS7_DEMNAD_VALUE.abs_bh_demand ((LIDB_Expense.FPCLabExp)/ SS7_DEMAND_VALUE.abs_bh_demand)*1.1 ¥ 23.6969005047953 C Cased	Override Type: Element Name: Group: Account: D/S: Reference: Old Value: New Value:	€ Value € Formula LIDB_Expense.FPCLabExp N/A D 1488629 1500000

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.

cost	🔒 🛸 🤶	EXIT VZCOST				W	elcome, Demo U
L What	If						
<u>E_</u> min	11						0
	pense Family_121902_E						
Formula: F	PC_BH_Expenses_W						
	PAE (Pennsylvania (Bell Atlan	tic)) 💌				Account: All	•
History:	<pre>FPC_BH_Expenses_W = (</pre>	LIDB_Expen	se.FPCAdmExp + L	IDB_Expense.FPCL	abExp)/ \$\$7_DEM	AND_VALUE.abs_bh_	_demand
Override							
Name		Account D/S		Reference			
	H_Expenses_W	ACCOUNT DIS	23.6969005847953		AdmExp + LIDB_Exper	se EBCLabEvp V	
					1		Þ
1					1		F
■ Override	Bock			Drill Down	Drill Up Bock To 1	op	×
Override		Account D/S	. Value	Drill Down Boforonco	Drill Up Back To T	op	F
Override		Account D/S	Value 132239	Drill Down Reference	Drill Up Back To T	op	
Override Name				Drill Down Reference	Drill Up Back To T	op	•
Override Name LIDB_E	xpense.FPCAdmExp	D	132239	Drill Down Reference	Drill Up Back To T	op	F
Override Name LIDB_E	xpense.FPCAdmExp Expense.FPCLabExp	D	132239 1500000	Drill Down Reference	Drill Up Back To T	op	



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Once the user has returned to the 'What-If Results' screen, the 'Run' button (**Run**) should be pressed to process the run with the overridden data.

				Printable Grid Hide Detai
BC Run Name	: WIF-LIDB	Expe	ense Family_121902_E	
BC Family	: LIDB E×pe	nse	Family_121902_E&W	
Jurisdiction	: Pennsylva	nia (Bell Atlantic)	
Ceography: PAE (Pennsylvania (B				Account: All 🔽 Drill Down Run Download
Name	Account	t D/S		Reference
FPC_BH_Expenses_W DBAS_BH_Expenses_W		D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ 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_
FPC_BH_Expenses_E		D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
DBAS_BH_Expenses_E DBAS_BH_Investment_E	212400	D	.33380983750549 .21135265700483	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) on the 'What-If BC Runs' screen as described in <u>later in this section</u>.





Editing a What-If BC Run

Please notice that filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (**Edit**) 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.

			SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🏦 😒	2 EXIT VZCOST		Welcome, Demo Us	er Version 1.2
What-If BC Run Filter	What-If BC Runs			-
		Owner Date Created	Jurisdiction Geography Level Templa	
Owner Demo User Created After O1 • O1 • 2001 • Month Day Year	WNF-LIDB Expense	1/24/2003	PAE Jurisdiction LIDB Exc	
Created Before 01 • 25 • 2003 • Month Day Year				
Status ALL> Jurisdiction (ALL>			<u>ح</u>	
Filter	New	Edit Delete R	un View Results	



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Once the 'Edit' button (**Edit**) 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.

				Printable Grid 🔤 Hide Deta
BC Run Name:	WIF-LIDB	E×pe	ense Family_121902_B	
BC Family:	LIDB E×pe	nse	Family_121902_E&W	
Jurisdiction:	Pennsylva	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Be	ell Atlantic))	•]	Account: All 💌 Drill Down Run Download
Name	Account	t D/S		Reference
FPC_BH_Expenses_W		D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
DBAS_BH_Expenses_W DBAS_BH_Investment_W	212400	D	.33380983750549 .21135265700483	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_
FPC_BH_Expenses_E	212400	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.Iidb_bh_

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

FPC_BH_Expenses_E D 23.8969005847953 (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp y) DBAS_BH_Expenses_E D .33380983750549 LIDB_Expense.DBASLabExp / SST_DEMAND_VALUE.lidb_bh_demand	BC Family: LIDB Expense Family_121902_E8W Jurisdiction: Pennsylvania (Bell Atlantic) Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Orill Down Run Download Mame Account D// Value Reference FPC_BH_Expenses_W D 23 6060005947963 (LIDB_Expense.FPCLabExp / S07_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_W D 23 3380983750549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / S07_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23 308093750549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / S05_DEMAND_VALUE.lidb_bh_demand	BC Family: LIDB Expense Family_121902_E&W Jurisdiction: Pennsylvania (Bell Atlantic) Account: All I Image: Colspan="2">Orill Down Run Download Mame Account D/S Value Reference FPC_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DMAS_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DPAS_BH_Expenses_W D 23.0000005047063 (LIDB_Expense.FPCLabExp // DBAS_BH_Expenses_W D 23.3300083760540 LIDB_Expense.DBASLabExp / S37_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23.3300083760549 LIDB_Expense.FPCLabExp // DBAS_BH_Expenses_E D 33300083760549 LIDB_Expense.PPCLabExp // DBAS_BH_Expenses_E D 33300083760549 LIDB_Expense.DBASLabExp / S57_DEMAND_VALUE.lidb_bh_demand	IF-LIDB Expense Family_12190	02_E			P	rintable Grid 📃 Hide Details
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 6080000547053 (LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_demand D8As_BH_Expenses_W D 33380983760549 LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_d BAS_SH_Expenses_E D 23.6880005847063 (LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_d BAS_BH_Expenses_E D 23.80800058470634 LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_d BAS_BH_Expenses_E D 0 33380983760549 LIDB_Expense.DBASLabExp / ST_DEMAND_VALUE.lidb_bh_d BAS_BH_Expenses_E D 0 33380983760549 LIDB_Expense.DBASLabExp / ST_DEMAND_VALUE.lidb_bh_demand	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 23.6060005847953 (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_W D 3.3380983750549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23.6060005847963 (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23.80690058470549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp / ST_DEMAND_VALUE.lidb_bh_demand DBAS_BH_Expenses_E D 23.80690058470549 LIDB_Expense.DBASLabExp / SST_DEMAND_VALUE.lidb_bh_demand	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 23800903760549 LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp /ST_DEMAND_VALUE.lidb_bh_demand D8AS_BH_Expenses_E D 23809005847053 (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp /ST_DEMAND_VALUE.lidb_bh_demand D8AS_BH_Investment_W 212400 D 2135265700483 SST_1101.DBAS_INVEST_HARD_E_D / SST_DEMAND_VALUE.lidb_bh_d FPC_BH_Expenses_E D 23809063760549 LIDB_Expense.FPCLabExp /ST_DEMAND_VALUE.lidb_bh_d BAS_BH_Expenses_E D 23809063760549 LIDB_Expense.DBASLabExp / SST_DEMAND_VALUE.lidb_bh_demand	BC Run Na	ame: WIF-LIDE) Expe	ense Family_121902	:	
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DBAS_BH_investment_E 212400 D .21135265700483 \$\$7_1101.DBAS_INVEST_HARD_E_D / \$\$7_DEMAND_VALUE.Hdb_bh_d	DBAS_BH_Investment_E 212400 p 21136286700483 \$\$7_1101.DBAS_INVEST_HARD_E_D / \$\$7_DEMAND_VALUE.Hdb_bh_d	UBAS_BH_Investment_E 212400 D .21135266700483 SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.Hdb_bh_d	DBAS_BH_Investment_W FPC_BH_Expenses_E	212400	D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP	CLabExp)/
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand
			DBAS_BH_Investment_W FPC_BH_Expenses_E DBAS_BH_Expenses_E		D D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FP LIDB_Expense.DBASLabExp / SS7_DEMAND_VA	CLabExp) LUE.lidb_bh_demand





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<u>Download</u>: The user may press the download button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user may press the cancel button (<u>Cancel</u>) 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 (Save). 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.

SAVE AS					? ×
Save in:	😑 Local Disk (C:)	•	+ 🗈 💣 🎟 🗸	
History Desktop My Computer	Adobe Work attachmate builds drivers EECR Filings I386 Inetpub LanierNT200 Local Mailboy	0	MAPINK Marx 200 MDL - D MOUSE My Docum ORANT Pdrec200 PIC PP41 Program I Shared)0 Builds emand Files nents	TEMP UPDATR UH Verizonl Window: WINNT
My Network P	•				Þ
	File name: Save as type:	Test21.csv Microsoft Excel C	omma Separated	▼ Values File ▼	Save Cancel



• <u>Run</u>: 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 <u>later in this section</u>.

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- <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

1		I
What If		
WIF-LIDB Expense Family_121902_ Formula: FPC_BH_Expenses_W	E	
Geography: PAE (Pennsylvania (Bel	Atlantic)) 🔻	Account: All
		DB_Expense.FPCLabExp)/ \$\$7_DEMAND_VALUE.abs_bh_demand
Override		
Name	Account D/S Value	Reference
	Account D/S Value D 23 6060005847953	Reference (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
Name		
Name		
Name		(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
Name		(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
Name FPC_BH_Expenses_W		(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
Name FPC_BH_Expenses_W/	p 23 6969006947953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp) Drill Down Drill Up Back To Top
Name FPC_BH_Expenses_W/ Verride Back Name	D 23 69690065947953 Account D/S Value	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp) Drill Down Drill Up Back To Top
Name FPC_BH_Expenses_W Override Back Name LIDB_Expense.FPCAdmExp	D 23 8060005847953 Account D/S Value 132239 0 0 1488629	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp) Drill Down Drill Up Back To Top





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 (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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

L Override		Cverride	
Override Type: Element Name: Group: Account: D/S: Reference:	C Value C Formula FPC_BH_Expenses_W N/A D (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ SS7_DEMAND_VALUE.abs_bh_demand ((LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ SS7_DEMAND_VALUE.abs_bh_demand)*1.1	Override Type: Element Name: Group: Account: D/S: Reference: Old Value: New Value:	€ Value € Formula LIDB_Expense.FPCLabExp N/A D 1488629 1500000

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.

cost	1 🔌 ?	EXIT VZCOST				w	/elcome, Demo U
L What	If						
<u>E</u> _min	11						0
	pense Family_121902_E						
Formula: F	PC_BH_Expenses_W						
	PAE (Pennsylvania (Bell Atlan	tic)) 💌				Account: All	-
History:	<pre>FPC_BH_Expenses_W = (</pre>	LIDB_Expen	se.FPCAdmExp + L	IDB_Expense.FP	CLabExp)/ \$\$7_DEM	AND_VALUE.abs_bh	_demand
Override							
Name		Account D/S	Valuo	Reference			
	H_Expenses_W	D	23.6969005847953		CAdmExp + LIDB_Expe	nse.FPCLabExp V	
•							•
1							Þ
■ Override	Bock			Drill Down	Drill Up Bock To	Fop .	Þ
Override		Account DiS	Value	Drill Down Reference	Drill Up Bock To	Гор	
Override		Account D/S	Value 132239	Drill Down Reference	Drill Up Back To	Γορ	
Override Name				Drill Down Reference	Drill Up Back To	Тор	
Override Name LIDB_E	xpense.FPCAdmExp	D	132239	Drill Down Reference	Drill Up Back To	Гор	•
Override Name LIDB_E	xpense.FPCAdmExp Expense.FPCLabExp	D	132239 1500000	Drill Down Reference	Drill Up Back To	Гор	



		/	
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Once the user has returned to the 'What-If Results' screen, the 'Run' button (**Run**) should be pressed to process the run with the overridden data.

				Printable Grid Hide Detai
BC Run Name	: WIF-LIDB	Expe	ense Family_121902_E	
BC Family	: LIDB E×pe	nse	Family_121902_E&W	
Jurisdiction	: Pennsylva	nia (Bell Atlantic)	
Ceography: PAE (Pennsylvania (B				Account: All 🔽 Drill Down Run Download
Name	Account	t D/S		Reference
FPC_BH_Expenses_W DBAS_BH_Expenses_W		D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ 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_
FPC_BH_Expenses_E		D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
DBAS_BH_Expenses_E DBAS_BH_Investment_E	212400	D	.33380983750549 .21135265700483	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) on the 'What-If BC Runs' screen as described in <u>later in this section</u>.



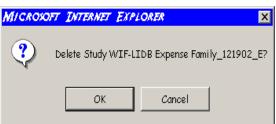
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Deleting a What-If BC Run

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 (Delete).

				SERVIC	E COSTS DEPART		Portal
cost 1	VICOST				Welcome,	Demo User 🛛 V	ersion 1.3
Unot-If BC Run Filter	L What-If BC Runs						
Name							
	WIF-LIDB Expense	Owner		urisdiction AE	Geography Level Te Jurisdiction LI	emplate DB Expe	
Owner Demo User							
Created After 01 • 01 • 2001 • Month Day Year							
Created Before 01 • 25 • 2003 • Month Day Year							
Status <all></all>							
Jurisdiction			[
		New Edit	Delete Run	n View R	tesults		
Filter							
Refore deleting a what-i	f BC run the syst	em will					

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 ($\bigcirc \kappa$) to complete the deletion of the what-if BC run or press the 'Cancel' button ($_ cancel$) 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.





Analysis

Running a Saved What-If BC Run

When the what-if BC run was first created, if the user pressed the 'Done' button (Done) to save the information rather than pressing the 'Run' button (Run) 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 (Run). 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.



Pressing the 'Run' button (______) will navigate the user to the message center, described in <u>section 13.1</u> 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 (View Results) on the 'What-If BC Runs' screen as described in <u>later in this section</u>.





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 <u>section 4.4</u> 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 (<u>View Results</u>) 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.

		SERVICE COSTS DEPARTMENT
cost 🗈 🔌	2 VICOST	Welcome, Demo User Version 1.2
L What-If BC Run Filter	What-If BC Runs	
Name Owner Demo User Created After Ol • Ol • 2001 • Month Day Year Created Before Ol • 25 • 2003 •	Name Owner WIF-LIDB Expense	Date Created Jurisdiction Geography Level Templa 1/24/2003 PAE Jurisdiction LIDB Exr
Month Day Year Status ALL> Jurisdiction CALL>	I dit	Delete Run View Results



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Once the 'View Results' button (<u>View Results</u>) 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.

Whet-If Results VIF-NRC_LinePort_Hc_I BC Run Name: WIF-NRC_LinePort_Hc_I BC Family: NRC_LinePort_Hc_I Jurisdiction: Pennsylvania (Bell Atlantic) Exception Log Name Account All Colspan="2">Owned NRC_LineP1_Hc_LORD 062300 D 7.33224944945 (INRC_Elements ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_LineP1_Hc_LORD 062300 D 00.0052170010122 (INRC_Elements ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_LineP1_Hc_LORD 062300 D 21.080200183 (INRC_Elements ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_LineP1_Hc_LORD 062300 D 21.080200183 (INRC_Elements ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_LineP1_Hc_LORD 062300 D 21.080200183 (INRC_Elements ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_Eixpa_NonDsgn 0 21.080200183 (INRC_Elements ORD_CONN_NMC	I		
WIF-NRC_LinePort_Hc_I Printable Grid Hide Date BC Run Name: WIF-NRC_LinePort_Hc_I BC Family: NRC_LinePort_Hc_I Jurisdiction: Pennsylvania (Bell Atlantic) Exception Log Exception Log Ceography: PAE (Pennsylvania (Bell Atlantic)) Account: All Orill Down Run Downlog Name Account D/S Value Reference NRC_LinePL_Ho_I_ORD 662300 D 7.33924944945 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePL_Ho_I_PROV 662300 D 00.862170616172 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePL_Ho_I_CO 662300 D 60.029937441624 (INRC_Elements.ORD_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_LinePL_Ho_I_P 662300 D 21.08060163 (INRC_Elements.ORD_CONN_NIM_TOTMIN_LINEPORT_HC_I*	hat-If Results		
BC Run Name: WIF-NRC_LinePort_Hc_I BC Family: NRC_LinePort_Hc_I Jurisdiction: Pennsylvania (Bell Atlantic) Exception Log Exception Log Regeraphy: PAE (Pennsylvania (Bell Atlantic)) Account: All Drill Down Run Downlog Name Account D/S Value Reference Northin_LinePort_Hc_I* NRC_LinePt_Hc_I_ORD 662300 D 7.33924944945 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Hc_I_CO 662300 D 90.0852170616172 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Hc_I_CO 662300 D 60.029937441524 (INRC_Elements.ORD_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCHG_Lp 862300 D 21.08060163 (INRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP*			Distable Call - Hide Date
BC Family: NRC_LinePort_Hc_I Jurisdiction: Pennsylvania (Bell Atlantic) Exception Log Ceography: PAE (Pennsylvania (Bell Atlantic)) Reception Log Account: All Dill Down Run Downlog Name Account D/S Value Reference NRC_LinePt_Ho_LORD 662300 D 7.339249449495 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_LinePt_Ho_LPROV 662300 D 0.0862170616172 (INRC_Elements.CO_CONN_APC_TOTMIN_LINEPORT_HC_1* NRC_LinePt_Ho_L_CO 662300 D 0.029937441624 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1* NRC_MAN_SURCH0_Lp 662300 D 21.08060163 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_1*		WIE-NBC LinePort Hc I	- + 1 muoie vino muo veron
Jurisdiction: Pennsylvania (Bell Atlantic) Exception Log Geography: PAE (Pennsylvania (Bell Atlantic)) Account: All Orill Down Ros Downlo Name Account D/S Value Reference Name Name			
Name Account All Drill Down Run Downlo Name Account All Drill Down Run Downlo Name Account D/S Value Reference Reference NRC_LinePt_Ho_LORD 662300 D 7.33924944945 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_L_PROV 662300 D 90.0852170616172 (INRC_Elements.CONN_CONN_APC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_L_CO 662300 D 60.029937441524 (INRC_Elements.ORD_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH0_Lp 662300 D 21.08060163 (INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I*			
Name Account D/S Value Reference NRC_LinePt_Ho_I_ORD 662300 D 7.33924944945 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_PROV 662300 D 90.0852170616172 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_CO 662300 D 50.029937441524 ((INRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH6_Lp 662300 D 21.08060163 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCH6_LP*			
Name Account D/S Value Reference NRC_LinePt_Ho_I_ORD 662300 D 7.33924944945 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_PROV 662300 D 90.0852170616172 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_CO 662300 D 50.029937441524 ((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCHG_Lp 862300 D 21.08060163 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP*			
Name Account D/S Value Reference NRC_LinePt_Ho_I_ORD 662300 D 7.33924944945 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_PROV 662300 D 90.0852170616172 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_I_CO 662300 D 50.029937441524 ((INRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH6_Lp 662300 D 21.08060163 ((INRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCH6_LP*			
NRC_LinePt_Ho_LORD 862300 D 7.33924944945 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LPROV 862300 D 90.0852170616172 ((NRC_Elements.PROV_CONN_APC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LCO 862300 D 50.029937441524 ((NRC_Elements.PROV_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LCO 862300 D 50.029937441524 ((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH6_Lp 862300 D 21.08080183 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCH6_LP*	Geography: PAE (Pennsylvania (Be	ell Atlantic)) 🔽	Account: All 🔽 Drill Down Run Download
NRC_LinePt_Ho_LORD 862300 D 7.33924944945 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LPROV 662300 D 90.0852170616172 ((NRC_Elements.PROV_CONN_APC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LCO 662300 D 50.029937441524 ((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH6_Lp 662300 D 21.08080163 ((NRC_Elements.COLCONN_NNC_TOTMIN_MANU_SURCH6_LP*			
NRC_LinePt_Ho_l_PROV 062300 D 90.0852170616172 ((NRC_Elements_PROV_CONN_APC_TOTMIN_LINEPORT_HC_I* NRC_LinePt_Ho_LCO 662300 D 50.029937441524 ((NRC_Elements_CO_CONN_NIM_TOTMIN_LINEPORT_HC_I* NRC_MAN_SURCH6_Lp 662300 D 21.08060163 ((NRC_Elements_ORD_CONN_NMC_TOTMIN_MANU_SURCH6_LP*			
NRC_LinePL_Ho_LCO 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_MAN_SURCHG_Lp 662300 D 21.08060163 ((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP *			

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.





• <u>Exceptions</u>: 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 <u>message</u> <u>center subsection</u> 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 occured.

BC Run Name:	WIF-N	RC_LinePort_Hc_I				
BC Family Name:	NRC_L	inePort_Hc_I				
Last Modified:	Last Modified: 01/27/2003					
Formula ID Type		Exception	Geography			
NRC_MAN_SURCHG Missing Va	lue	Element NRC_ELEMENTS.ORD_DISC_NMC_PROB_MANU_SURCHG_LP In	PAE			
NRC_MAN_SURCHG Missing Va	lue	Element NRC_ELEMENTS.ORD_DISC_NMC_FLPROB_MANU_SURCHG_LP In	PAE			
NRC_MAN_SURCHG Missing Va	lue	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				

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.

cost

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

Vhat-If Results			
WIF-NRC_LinePort_Hc_I	[Printable Grid 🚽 Hide Detail:
BC Run Name:			
BC Family:	NRC_LinePo		
Jurisdiction:		a (Bell Atlantic)	
	Exception L	og	
Geography: PAE (Pennsylvania (Be	ell Atlantic))		Account: All 🔽 Drill Down Run Download
Name	Account D)/S Value	Reference
NRC_LinePt_Ho_I_ORD	662300 D		((NRC_Elements.ORD_CONN_NMC_TOTMIN_LINEPORT_HC_I*
NRC_LinePt_Ho_I_PROV	662300 D		((NRC_Elements.PROV_CONN_APC_TOTMIN_LINEPORT_HC_I*
NRC_LinePt_Ho_I_CO	662300 D		((NRC_Elements.CO_CONN_NIM_TOTMIN_LINEPORT_HC_I*
NRC_MAN_SURCHG_Lp	662300 D		((NRC_Elements.ORD_CONN_NMC_TOTMIN_MANU_SURCHG_LP *
	662300 D	14.115	(NRC_Elements.ORD_CONN_NMC_TOTMIN_EXPD_NONDSGN *
NRC_Expd_NonDsgn			





Analysis

 $\frac{\text{Download}}{\text{Download}}$ The user may press the download button ($\boxed{\text{Download}}$) 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 (\boxed{OK}). Alternatively, the user may press the cancel button (\boxed{Cancel}) 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 (Save). 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.

SAVE AS			? ×
Save in:	😑 Local Disk (C:)		
History Desktop My Computer My Network P	Adobe Work 2002 Attachmate builds drivers EECR Filings I386 Lanier NT2000 Local Mailbox Lotus	APINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PIC PP41 Program Files	TEMP UPDATE UH Verizonl Vines Window: WINNT E NavCC S SETUF AdobeW AUTOE
	File name: Test21.csv	•	Save
	Save as type: Microsoft Exe	cel Comma Separated Values File 💌	Cancel







- <u>Run</u>: If the user intends to further modify and rerun the completed run, 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 BC run. This function is described in full detail <u>later in this section</u>.
- <u>Done</u>: 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 BC Runs' screen. The user can use this button at any time.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

		EXIT VZCOST				
P w/	. 16					
L_Who						
WIF-LIDB E	xpense Family_121902_E					
Formula:	FPC_BH_Expenses_W					
Geography:	PAE (Pennsylvania (Bell Atlar	tic)) 💌			Account: Al	
History:	FPC_BH_Expenses_W = (LIDB_Expen	se.FPCAdmExp + LI	DB_Expense.FPCLabExp)/ SS7_DEMAND_VALUE.a	bs_bh_demand
Override						
		Account D/S	ht-1	D-f		
Nam	BH_Expenses_W	Account D/S	value 23.6969005847953	Reference		e V
FPC_	⊖Hcxpenses_w		23.0808000047803	(LIDB_Expense.FPCAdmE	xp + LIDB_Expense.FPCLabEx	,
FPC_	en_expenses_w		23.0808000047803	(LIDB_Expense.FPCAdmE	xp + LIDB_Expense.FPULabEx	
	en_expenses_w		23.000000047.933	(LIDB_Expense FPCAdmE	xp + LIUB_Expense PPCLabEx	
	en_expenses_w		23.0000000047333	(UDB_Expense FPCAdmE	xp + LIUB_Expense PPCLabEx	
	en_expenses_w		23.0000000047333	(LIDB_Expense FPCAdmE	ар + LIDB_Expense / PCLabEx Back To Top	
Override	Back			Drill Down Drill Up		,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Override	Back	Account D/S				,, ,
Verride	Back Back	Account D/S	Value	Drill Down Drill Up		, ,
Verride	Bock 2 Expense.FPCAdmExp	Account D/S	Value 132239	Drill Down Drill Up		,, ,,



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 (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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

L Override	Uverride
Override Type: C Value @ Formula Element Name: FPC_DH_Expenses_W Group: N/A Account: D/S: D/S: D Reference: (LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)/ SST_DEMAND_VALUE.abs_bh_demand IUDD_Expense.FPCCAdmExp + IUDB_Expense.FPCCAbExp)/ SST_DEMAND_VALUE.abs_bh_demand)*1.1 Old Value: 23.6969005847953	Override Type: Value Formula Element Name: LDB_Expense.FPCLabExp Growthit NA Account: NA D/S: D Reference: OId Value: 1488629 New Value: 1500000

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.

🕇 cost 🔒 🚯 ?	EXIT VZCOST				W	/elcome, Demo U
1 What If						
<u>u</u>						U
WIF-LIDB Expense Family_121902_E Formula: FPC_BH_Expenses_W						
						_
Geography: PAE (Pennsylvania (Bell Atlan History:					Account: All	. .
History: • FPC_BH_Expenses_W = (LIDB_Expen	se.FPUAdmExp + L	IDB_Expense.FPCLa	DEXP J/ SS7_DEM	1AND_¥ALUE.abs_bh	_demand
Override						
Name	Account D/S		Reference			
FPC_BH_Expenses_W	D	23.6969005847953	((LIDB_Expense.FPCA	dmExp + LIDB_Expe	ense.FPCLabExp)/	
۲.						F
<u>ر</u>						Þ
Override Back			Drill Down Dr	ill Up Back To	Top	•
Override Back	Account D/S	Value		ill Up Back To	Тор	
	Account D/S	Value 132239	Dril Down Dr Reference	III Up Back To	Тор	
Override Back				III Up Back To	Тор	
Override Bock Name LIDB_Expense.FPCAdmExp	D	132239		ill Up Back To	Тор	
Override Bock Name LIDB_Expense.FPCAdmExp LIDB_Expense.FPCLabExp	D	132239 1500000		ill Up Back To	Тор	



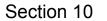
Section 10	cost	Analysis

Once the user has returned to the 'What-If Results' screen, the 'Run' button (**Run**) should be pressed to process the run with the overridden data.

IF-LIDB Expense Family_121902_E				Printable Grid 🚽 Hide Detai
BC Run Name:	WIF-LIDB E	:×pe	nse Family_121902_E	
BC Family:	LIDB E×per	nse l	Family_121902_E&W	
Jurisdiction:	Pennsylvar	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Bell	Atlantici)	•	1	Account: All 🔽 Drill Down Run Download
Geography: Text (Pennsylvania (Bell	Adantic))	-		
Name	Account	D/S	Valuo	Reference
FPC_BH_Expenses_W	ACCOUNT	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_
FPC_BH_Expenses_E	-	D	23.6969005847953	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp)
DBAS_BH_Expenses_E DBAS_BH_Investment_E	-	D D	.33380983750549 .21135265700483	LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) 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 <u>section 4.4</u> 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.

			SERVI	CE COSTS DEPARTMENT	COST PORTAL
cost 🔒	VICOST			Welcome, Demo Us	er Version 1.2
L What-If Cost Study Filter	Unat-If Cost Studies				
Name	Name	Owner	Date Created Jurisdiction	Geography Level Template	
Owner	WIF-IOF OC-1		1/28/2003 PAE	Jurisdiction NRC_IOF	
Demo User 🔽					
Created After					
Created Before					
01 • 29 • 2003 • Month Day Year					
Status					
Jurisdiction				Þ	
<all></all>				,	J
		New Edit	Delete Run View	Results	
Filter					



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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.

cost A S ?	BRF VICOST			SERVIO	E COSTS DEPA Welcon	RTMENT COST POR
Cost Study Filter	ct Cost Study to What-If					D
Name						
	Name	Owner	Date Created	Jurisdiction	Geography Level	Tempi 🔺
	2 Wire Analog-Digital UNE-P		1/27/2003	PAE	Jurisdiction	NRC 21
Owner	STP D-Link Translations for		1/24/2003	PAE	Jurisdiction	NRC S
<all></all>	STP A-Link Translations for		1/24/2003	PAE	Jurisdiction	NRC S
	SS7 Link_01242003		1/24/2003	PAE	Jurisdiction	NRC S
Created After	Subloop Feeder - Migration -		1/21/2003	PAE	Jurisdiction	NRC S
	Signaling Transfer Point		1/17/2003	PAE	Jurisdiction	NRC S
01 - 01 - 2001 -	Unbundled Public Access		1/16/2003	PAE	Jurisdiction	NRC_P
Month Day Year	Unbundled Public Access		1/16/2003	PAE	Jurisdiction	NRC_P
	Unbundled Coin Port (UCP) -		1/16/2003	PAE	Jurisdiction	NRC C
Created Before	Unbundled Coin Port (UCP) -		1/16/2003	PAE	Jurisdiction	NRC_C
01 • 29 • 2003 •	Automatic Identified Outward		1/16/2003	PAE	Jurisdiction	NRC_A
	Automatic Identified Outward		1/16/2003	PAE	Jurisdiction	NRC_A
Month Day Year	SMDI Port -		1/16/2003	PAE	Jurisdiction	NRC_S
	IOF 0C-12 -		1/15/2003	PAE	Jurisdiction	NRC_IC
Status	IOF 0C-12 - Initial_01152003		1/15/2003	PAE	Jurisdiction	NRC_IC
<all></all>	10F 0C-3 -		1/15/2003	PAE	Jurisdiction	NRC_IC
	IOF OC-3 - Initial_01152003		1/15/2003	PAE	Jurisdiction	NRC_IC
Jurisdiction	OC 42 UNE Entrance Encility		4/45/2002	DAE	Invictiation	NRC O
<all></all>	•					
Filter		Select	t Cancel	•		

Once again, filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (<u>Select</u>). However, the user may also press the 'Cancel' button (<u>Cancel</u>) to abandon this new what-if cost study and return to the previous screen.



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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.

st 🟦 🛸 ? Exit	π			Welcome, De
at-If Results				
				Printable Grid 🚽 Hide Det
IF-IOF OC-12 - Initial_01152003	/IE-10E (0-1	2 - Teitial 01152002	
· · · ·			-	
Cost Template: N	RC_IOF_	001:	2_1	
Jurisdiction: P	ennsylva	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Bell)	Atlantic))	Ŧ]	Account: All 🔽 Drill Down Run Downlog
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_C0
CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	((NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_
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	С	1.65	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMM
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		C	2.77	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined***	662300	С	2.43	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa
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	с	0.123609	GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+
	662300	D	4.79	
	662300	с	0.382411	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	D	14.82	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	_	С	0.207349	GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurchg_IOF_OC12_I+
CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_ManSurchg_IDF_O	662300			
	662300 662300	D	8.04	
		D C	8.04 0.182237	GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	-		GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+
CostSum_NRC_GRL_ManSurchg_IOF_O	662300 662300	С	0.182237	GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

ost 🚹 🌭 ? 🕬	ST			Welcome, Dem
hat-If Results				
VIF-IOF OC-12 - Initial_01152003				Printoble Grid Hide Detail
Cost Study Name: 🕚	NIF-IOF (DC-1	2 - Initial_01152003	
Cost Template:	RC_IOF_	0C1	2_I	
Jurisdiction:	ennsylva)	inia ((Bell Atlantic)	
L				
Geography: PAE (Pennsylvania (Bell	Atlantic))	-]	Account: All 🔽 Drill Down Run Download
		_	-	1
Name ***Nonrecurring Element Cost***	Accoun	t D/S	Value	Reference
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_ORD
CostSum_NRC_ManSurchg_IOF_OC12_		D	107.27	((NRC_Data.NRC_ManSurohg_Special + (_NRC_Data.NRC_ManSurohg_Sj
CostSum_NRC_Exp_IOF_0C12_I	662300	D	94.28	NRC_Data.NRC_Expd_Dsgn
Common Overhead Cost		1	0 1.20	
CostSum_NRC_COH_SO_IOF_OC12_I	662300	с	1.65	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I		с	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_C	-	с	2.77	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	С	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	С	0.123609	GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+
	662300	D	4.79	
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	С	0.382411	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
	662300	D	14.82	
	662300	С	0.207349	GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurchg_IOF_OC12_I+
CostSum_NRC_GRL_ManSurchg_IOF_C	662300	D	8.04	
CostSum_NRC_GRL_ManSurchg_IOF_C		1	0.182237	GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+
CostSum_NRC_GRL_ManSurohg_IOF_C CostSum_NRC_GRL_Exp_IOF_OC12_I	662300	С	0.102207	
	-	D	7.06	
	662300 662300	D		





Analysis

<u>Download</u>: The user may press the download button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user may press the cancel button (<u>Cancel</u>) 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 (Save). 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.

SAVE AS					? ×
Save in:	😑 Local Disk (C:)	•	+ 🗈 💣 🎟 🗸	
History Desktop My Computer	Adobe Work attachmate builds drivers EECR Filings I386 Inetpub LanierNT200 Local Mailboy	0	MAPINK Marx 200 MDL - D MOUSE My Docum ORANT Pdrec200 PIC PP41 Program I Shared)0 Builds emand Files nents	TEMP UPDATR UH Verizonl Window: WINNT
My Network P	•				Þ
	File name: Save as type:	Test21.csv Microsoft Excel C	omma Separated	▼ Values File ▼	Save Cancel



• <u>Run</u>: The 'Run' button (<u>Run</u>) 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 <u>later in this section</u>.

cost

- <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

		EXIT VZCOST				Welcome, De	
L Who	at If						
							•
WIF-IOF OC Formula:	CostSum_NRC_COH_SO_IOF_	OC12 I					
	PAE (Pennsylvania (Bell Atlan				Account:	All	
History:	CostSum_NRC_COH_SO_1		ApplyFactor(Co	stSum NRC SO IOF OC1			(a)
	• ••••••••• <u>•</u> ••• <u>•</u> ••• <u>•</u> •• <u>•</u> •• <u>•</u> •• <u></u>						,
Override							
Nam		Account D/S		Reference			
Nam	e um_NRC_COH_SO_IOF_OC12_I	Account D/S 662300 C	Value 1.84983761036		NRC_SO_IOF_OC12_I, Expen	se_Results.COMMON_(
Nam Cost3					NRC_SO_IOF_OC12_I, Expen	se_Results.COMMON_(
Nam					NRC_SO_IOF_OC12_I, Expen	se_Results.COMMON_(
Nam Cost3					NRC_SO_IOF_OC12_I, Expen	se_Results.COMMON_(
Nam Cost3					VRC_SO_IOF_OC12_I, Expen	se_Results.COMMON_(
Nam CostS	vum_NRC_COH_SO_IOF_OC12_1		1.64983761036	ApplyFactor(CostSum_t		se_Results.COMMON_(
Vam CostS Verride Nam CostS	vum_NRC_COH_SO_IOF_OC12_1 Back e vum_NRC_SO_IOF_OC12_1	662300 C Account D/S 662300 D	1.64983761036 Value 63.9471942	ApplyFactor, CostSum_t Drill Down Drill Up	Back To Top	se_Results.COMMON_(
Vam CostS Verride Nam CostS	rum_NRC_COH_SO_IOF_OC12_1	662300 C Account D/S 662300 D	1.64983761036 Value	ApplyFactor, CostSum_t Drill Down Drill Up Reference	Back To Top	se_Results.COMMON_(
Vam CostS Verride Nam CostS	vum_NRC_COH_SO_IOF_OC12_1 Back e vum_NRC_SO_IOF_OC12_1	662300 C Account D/S 662300 D	1.64983761036 Value 63.9471942	ApplyFactor, CostSum_t Drill Down Drill Up Reference	Back To Top	se_Results.COMMON_(



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 (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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

Cverride		L Ove	rride	
Override Type: Element Name: Group: Account: D/S: Reference:	C Value C Formula CostSum_NRC_COH_SO_IOF_OC12_I N/A C (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_OH_LOADING)*1.1) (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I; Expense_Results.COMMON_OH_LOADING)*1.1) C 1.64983761036 C Cantel	Eleme Group Accou D/S: Refer Old V	unt: rence:	Value Formula Expense_Results.COMMON_OH_LOADING N/A C 0.0258 0.0225

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.

	t 🔒 💈	EXIT VZC05T		Welcome, Demo Us
T Wh	at lf			
L				•
	C-12 - Initial_01152003			
Formula:	CostSum_NRC_COH_SO_IOF			
Geography				Account: All
History:	CostSum_NRC_COH_SO_	IOF_0012_I	= ApplyFactor(Cost	<pre>\$um_NRC_\$0_IOF_0C12_I, Expense_Results.COMMON_OH_LOADING)</pre>
Override				
Nan		Account D/S	Value	Reference
	Sum_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
Override		Account D/S	Value	
Override Nam		Account D/S	Value 63.9471942	Drill Down Drill Up Bock To Top Reference NRC_Data.NRC_IOF_OC12_LORD
Override Nam Cost	ne	662300 D		Reference



Section 10 Analysis

Once the user has returned to the 'What-If Results' screen, the 'Run' button (**Run**) should be pressed to process the run with the overridden data.

ost 🏦 🌭 ? 🖽	т			Welcome, Der
hat-If Results				
/IF-IOF OC-12 - Initial_01152003				Printoble Grid 🔤 Hide Deta
	IE-IOE C)C-1	2 - Initial_01152003	
· · · ·	RC_IOF_			
Jurisdiction:				
	ennsylva	na(ben Adando)	
Geography: PAE (Pennsylvania (Bell)	Atlantic))	Ŧ]	Account: All 🔽 Drill Down Run Download
		_		-
Name	Account	D/S	Value	Reference
Nonrecurring Element Cost	000000		00.05	
CostSum_NRC_SO_IOF_OC12_I	662300 662300	D	63.95 197.83	
CostSum_NRC_Ins_woPrem_Vis_IOF_O CostSum_NRC_ManSurchg_IOF_OC12_I	662300	D	107.27	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO ((NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_Special + (NRC_NRC_NRC_MANSURChg_Special + (NRC_NRC_NRC_MANSURChg_Special + (NRC_NRC_NRC_MANSURChg_Special + (NRC_NRC_NRC_NRC_NRC_MANSURChg_Special + (NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	NRC_Data.NRC_Expd_Dsgn
Common Overhead Cost	002000	-	04.20	Into_bata.tmo_baya.
CostSum_NRC_COH_SO_IOF_OC12_I	662300	С	1.65	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	с	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	с	2.77	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	с	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	С	0.123609	GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+
	662300	D	4.79	
	662300	C	0.382411	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	D	14.82	
	662300	C	0.207349	GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurchg_IOF_OC12_I+
CostSum_NRC_GRL_Ins_woPrem_Vis_I				
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	D		ABL Faster Assessed Up 3/ CastRum, NBC, Fun, IOF, CO40, U
	662300 662300	С	0.182237	ORL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	-		GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) on the 'What-If Cost Studies' screen as described in <u>later in this section</u>.





Editing a What-If Cost Study

Please notice that filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (**Edit**) 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.

		SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒 🗞	Y VICOST	Welcome, Demo Use	er Version 1.2
What-If Cost Study Filter	What-If Cost Studies		
Name Owner Demo User Created After Ol Ol Ol Vear Created Before Ol Vear		ite Created Jurisdiction Geography Level Template 18/2003 PAE Jurisdiction NRC_IOF	
Month Day Year Status CALL> Jurisdiction CALL> Filter	New Edit De	Nete Run View Results)



Section 10 Analysis

Once the 'Edit' button (**Edit**) 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.

st 🟦 🌜 ? 🕬				Welcome, Der
at-If Results				
IF-IOF OC-12 - Initial_01152003				Printable Grid 📃 Hide Detc
Cost Study Name: 🛛	/IF-IOF C	C-1	2 - Initial_01152003	
Cost Template: N	RC_IOF_	0012	2_I	
Jurisdiction: P	ennsvlva	nia í	Bell Atlantic)	
L				
Geography: PAE (Pennsylvania (Bell)	Atlantic))	-]	Account: All 🔽 Drill Down Run Downlog
-		_		1
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_CC
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_Expd_Dsgn
Common Overhead Cost				
Common Overnead Cost		0	1.65	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMM0
CostSum_NRC_COH_SO_IOF_OC12_I	662300	С.	1.00	
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I	662300 662300	С	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O	662300 662300	C C	5.1 2.77	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_SO_IOF_0C12_1 CostSum_NRC_COH_Ins_woPrem_Vis_1 CostSum_NRC_COH_ManSurohg_IOF_0 CostSum_NRC_COH_Exp_IOF_0C12_1	662300	C C C	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_SO_IOF_OC12_1 CostSum_NRC_COH_Ins_woPrem_Vis_1 CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_1 ***GRL Factor- User Defined***	662300 662300	-	5.1 2.77 2.43	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM
CostSum_NRC_COH_SO_IOF_OC12_1 CostSum_NRC_COH_Ins_woPrem_Vis_1 CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_1 ***GRL Factor- User Defined*** GRL_Factor- UD	662300 662300	-	5.1 2.77 2.43 0.069700	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_0C12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_0C12_I, ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa
CostSum_NRC_COH_SO_IOF_OC12_1 CostSum_NRC_COH_Ins_woPrem_Vis_1 CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_1 ***GRL Factor- User Defined*** GRL_Factor- UD One_Minus_GRL	662300 662300	-	5.1 2.77 2.43 0.069700 0.930300	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurohg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Inorement(1, .GRL_Factor_UD)
CostSum_NRC_COH_SO_IOF_OC12_1 CostSum_NRC_COH_Ins_woPrem_Vis_1 CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_1 ***GRL Factor- User Defined*** GRL_Factor- UD	662300 662300	-	5.1 2.77 2.43 0.069700	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Factors.REG_ASSES + Loading_FactorSES + Loading_FactorSES + Loading_FACTASSES + LOADING_FACTAS
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CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_0C12_I ***GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost***	662300 662300 662300	c	5.1 2.77 2.43 0.069700 0.930300 0.074922	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT+ Loading_Factors.REG_ASSESS+ Loading_Fa Inorement(1, -GRL_Factor_UD) GRL_Factor_UD/ One_Minus_GRL
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_0C12_I ***GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost***	662300 662300 662300	C C C	5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300 662300 662300 662300 662300	C C C C D	5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609 4.79	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300 662300 662300 662300 662300 662300 662300	C C C D C	5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609 4.79 0.382411	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL factor_Grossed_Up CostSum_NRC_GRL_SO_IOF_0C12_I CostSum_NRC_GRL_SO_IOF_0C12_I	662300 662300 662300 662300 662300 662300 662300 662300	C C C C D C	5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609 4.79 0.382411 14.82	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I)
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL factor_Grossed_Up CostSum_NRC_GRL_SO_IOF_0C12_I CostSum_NRC_GRL_SO_IOF_0C12_I	662300 662300 662300 662300 662300 662300 662300 662300 662300		5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609 4.79 0.382411 14.82 0.207349	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results:COMM Loading_Factors:GRT + Loading_Factors:REG_ASSESS + Loading_Fa Increment(1,-GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_UP * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_UP * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I)
CostSum_NRC_COH_SO_IOF_0C12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_0C12_I ***GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_0C12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300 662300 662300 662300		5.1 2.77 2.43 0.069700 0.930300 0.074922 0.123609 4.79 0.382411 14.82 0.207349 8.04	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurohg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Inorement(1GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurohg_IOF_OC12_I+

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

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nat-If Results				
/IF-IOF OC-12 - Initial_01152003				Printoble Grid Hide Detai
Cost Study Name: Y	VIF-IOF C	DC-1	2 - Initial_01152003	
Cost Template: 1	IRC_IOF_	0C1	2_I	
Jurisdiction:)ennsylva	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Bell	Atlantic))	-]	Account: All 🖃 Drill Down Run Download
Name ***Nonrecurring Element Cost***	Account	t D/S	Value	Reference
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_		D	107.27	((NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_Special + (NRC_NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_Special + (NRC_NRC_NRC_ManSurchg_Special + (NRC_NRC_NRC_NRC_MAnSurchg_Special + (NRC_NRC_NRC_NRC_MAnSurchg_Special + (NRC_NRC_NRC_NRC_NRC_MAnSurchg_Special + (NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_MAnSurchg_Special + (NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_NRC_
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	С	1.65	ApplyFactor(_CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMO
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	С	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_C	662300	С	2.77	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	С	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	С	0.123609	GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+
	662300	D	4.79	
Output NDO ODL ISS SUPPLY AGE 1	662300	С	0.382411	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I
CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300	D	14.82	
	662300	С	0.207349	GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurchg_IOF_OC12_I+
CostSum_NRC_ORL_INS_WOPTerm_VIS_I CostSum_NRC_ORL_ManSurohg_IDF_C	-	D	8.04	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300	+		GRL_Factor_Grossed_Up * (CostSum_NRC_Exp_IOF_OC12_I+
	662300	с	0.182237	
CostSum_NRC_GRL_ManSurchg_IOF_C CostSum_NRC_GRL_Exp_IOF_OC12_I	-	+	0.182237 7.06	
CostSum_NRC_GRL_ManSurchg_IOF_O	662300 662300	C D		





Analysis

<u>Download</u>: The user may press the download button (<u>Download</u>) 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 (<u>OK</u>). Alternatively, the user may press the cancel button (<u>Cancel</u>) 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 (Save). 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.

SAVE AS					? ×
Save in:	Local Disk (C:))	•	+ 🗈 💣 🎟 🗸	
History Desklop My Computer	Adobe Work Attachmate builds drivers EECR Filings I386 LanierNT200 Local Mailbox	0	MAPINFC Marx 200 MDL - ba MOUSE My bocum ORANT Pdrec200 PIC PF41 Program I Shared)0 Builds emand Files nents	TEMP UPDATE UH Verizon Window: WINNTNavCCSETUF AdobeW AUTOE
My Network P	•				•
	File name: Save as type:	Test21.csv Microsoft Excel Co	omma Separated 1	▼ Values File ▼	Save Cancel



• <u>Run</u>: The 'Run' button (<u>Run</u>) 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 <u>later in this section</u>.

cost

- <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

		EXIT VZCOST					Welcome, Den	no User
1. Who	- 1f							
	-12 - Initial_01152003							
Formula:	CostSum_NRC_COH_SO_IOF_	OC12_I						
5	PAE (Pennsylvania (Bell Atlar	rtic)) 💌				Account: All	•	
History:	CostSum_NRC_COH_SO_I	OF_OC12_I =	= ApplyFactor(Cos	tSum_NRC_SO_IOF_0)C12_I, Expense_I	Results.COMMON	OH_LOADING	i)
Override								
		Account D/C) falue	Deference				
Name		Account D/S 662300 C	Value 1.64983761036	Reference ApplyFactor(CostSur	m_NRC_SO_IOF_OC1	2_I, Expense_Resu	lts.COMMON_(
Name					n_NRC_SO_IOF_OC1	2_I, Expense_Resu	Its.COMMON_(
Name					n_NRC_SO_IOF_OC1	2_I, Expense_Resu		
Name CostS					m_NRC_SO_IOF_OC1	2_I, Expense_Resu		
Name CostS					m_NRC_SO_IOF_OC1		IS.COMMON_I	
Nam CostS	um_NRC_COH_SO_IOF_OC12_I Beck		1.64983761036	ApplyFactor(CostSur			IS.COMMON_I	
Name CostS	um_NRC_COH_SO_IOF_OC12_I Beck	662300 C	1.64983761036	ApplyFactor(CostSur Drill Down Drill	I Up Back To Top		IIS COMMON_I	
Name CostS	um_NRC_COH_SO_IOF_OC12_1	662300 C Account D/S 662300 D	1.64983761036 Value	ApplyFactor CostSur Drill Down Drill Reference Drill	I Up Back To Top		II: COMMON_I	
Name CostS	um_NRC_COH_SO_IOF_OC12_I Back B um_NRC_SO_IOF_OC12_I	662300 C Account D/S 662300 D	1.64983761036 Value 63.9471942	ApplyFactor CostSur Drill Down Drill Reference Drill	I Up Back To Top			



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 (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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

Cverride		L Ove	rride	
Override Type: Element Name: Group: Account: D/S: Reference:	C Value C Formula CostSum_NRC_COH_SO_IOF_OC12_I N/A C (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_OH_LOADING)*1.1) (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I; Expense_Results.COMMON_OH_LOADING)*1.1) C 1.64983761036 C Cantel	Eleme Group Accou D/S: Refer Old V	unt: rence:	Value Formula Expense_Results.COMMON_OH_LOADING N/A C 0.0258 0.0225

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.

	t 🔒 💈	EXIT VZC05T		Welcome, Demo Us
T Wh	at lf			
L				•
	C-12 - Initial_01152003			
Formula:	CostSum_NRC_COH_SO_IOF			
Geography				Account: All
History:	CostSum_NRC_COH_SO_	IOF_0012_I	= ApplyFactor(Cost	<pre>\$um_NRC_\$0_IOF_0C12_I, Expense_Results.COMMON_OH_LOADING)</pre>
Override				
Nan		Account D/S	Value	Reference
	Sum_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
Override		Account D/S	Value	
Override Nam		Account D/S	Value 63.9471942	Drill Down Drill Up Bock To Top Reference NRC_Data.NRC_IOF_OC12_LORD
Override Nam Cost	ne	662300 D		Reference



Section 10 Analysis

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.

st 🏦 🌭 ? 🕬	T			Welcome, Der
at-If Results				
IF-IOF OC-12 - Initial_01152003				Printable Grid 🚽 Hide Deta
Cost Study Name:		0-1	2 - Teitial 01152002	
			-	
Cost Template: N	RC_IOF_	0012	2_1	
Jurisdiction: P	ennsylvai	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (Bell)	Atlantic))	•	1	Account: All 🔽 Drill Down Run Download
acography. Trice (Fernisyltania (Beni	(dande))		,	
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 662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO
CostSum_NRC_ManSurchg_IOF_OC12_I CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	((NRC_Data.NRC_ManSurchg_Special + (NRC_Data.NRC_ManSurchg_S NRC_Data.NRC_Expd_Dsgn
Common Overhead Cost	002000		84.20	Inte_bata.inte_bxpte_bsgit
CostSum_NRC_COH_SO_IOF_OC12_I	662300	с	1.65	ApplyFactor(_CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMM0
CostSum_NRC_COH_Ins_woPrem_Vis_I	662300	с	5.1	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_ManSurchg_IOF_O	662300	С	2.77	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Exp_IOF_OC12_I	662300	С	2.43	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM0
*** GRL Factor - User Defined***				
GRL_Factor_UD			0.069700	Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac
			0.930300	Increment(1, -GRL_Factor_UD)
One_Minus_GRL			0.074922	GRL_Factor_UD / One_Minus_GRL
GRL_Factor_Grossed_Up				
GRL_Factor_Grossed_Up		-		
GRL_Factor_Grossed_Up	662300	с	0.123609	GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+
GRL_Facto_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_S0_IOF_0C12_I	662300	D	4.79	
GRL_Factor_Grossed_Up	662300 662300	D C	4.79 0.382411	
GRL_Factor_Grossed_Up ****GRL Cost*** CostSum_NRC_GRL_SO_IOF_DC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300	D	4.79 0.382411 14.82	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IDF_OC12_
GRL_Facto_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_S0_IOF_0C12_I	662300 662300 662300 662300	D C D C	4.79 0.382411 14.82 0.207349	
GRL_Factor_Grossed_Up ***GRL_Cost*** CostSum_NRC_GRL_S0_IOF_DC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_ManSurchg_IOF_0	662300 662300 662300 662300 662300	D C D C D	4.79 0.382411 14.82 0.207349 8.04	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_ GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurohg_IOF_OC12_I+
GRL_Factor_Grossed_Up ****GRL Cost*** CostSum_NRC_GRL_SO_IOF_DC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300	D C D C D C	4.79 0.382411 14.82 0.207349 8.04 0.182237	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IDF_OC12_
GRL_Factor_Grossed_Up ***GRL_Cost*** CostSum_NRC_GRL_S0_IOF_DC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_ManSurchg_IOF_0	662300 662300 662300 662300 662300	D C D C D	4.79 0.382411 14.82 0.207349 8.04	GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_ GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurohg_IOF_OC12_I+

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) on the 'What-If Cost Studies' screen as described in <u>later in this section</u>.



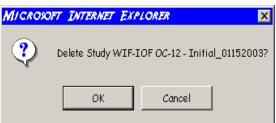


Deleting a What-If Cost Study

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 (Delete).

			SERVIC	CE COSTS DEPARTMENT	Cost Portal
cost 🗈 🗞	2 ERIT VZCOST			Welcome, Demo Uso	er Version 1.2
لِّ What-If Cost Study Filter	What-If Cost Studies				
Name					
	Name WIF-IOF OC-12 -	Owner	Date Created Jurisdiction 1/28/2003 PAE	Geography Level Template Jurisdiction NRC_IOF_	
Owner Demo User					
Created After					
Month Day Year					
Created Before 01 • 29 • 2003 • Month Day Year					
Status <all></all>					
Jurisdiction					
				Þ	J
		New Edit	Delete Run View	Results	
Filter					

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 ($\bigcirc K$) to complete the deletion of the what-if cost study or press the 'Cancel' button ($\bigcirc Cancel$) 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.

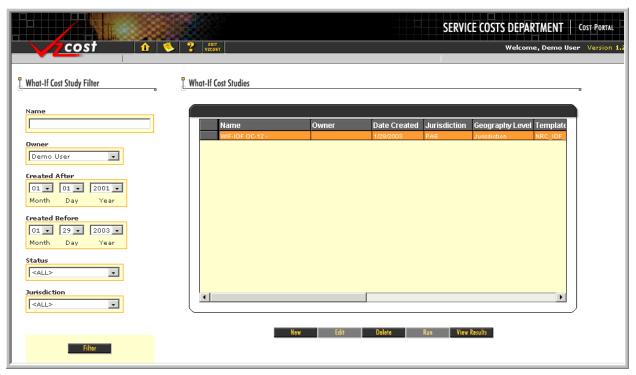




Analysis

Running a Saved What-If Cost Study

When the what-if cost study was first created, if the user pressed the 'Done' button (Done) to save the information rather than pressing the 'Run' button (Run) 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 (Run). 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.



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 (View Results) 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 <u>section 4.4</u> 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 (<u>View Results</u>) 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.

				SERVIC	E COSTS DEPAR	RTMENT	Cost Portal
cost 🔒 😒	2 EXIT VZCOST				Welcom	e, Demo Use	er Version 1.
Uhot-If Cost Study Filter	Uwhat-If Cost Studies						
Name	Name	Owner	Date Created	Jurisdiction	Geography Level	Template	
Owner Demo User	WIF-IOF OC-12 -		1/28/2003	PAE	Jurisdiction	NRC_IOF_	
01 • 01 • 2001 • Month Day Year Created Before							
01 29 2003 Month Day Year							
<all> Jurisdiction <all> </all> </all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all></all>	.	٢				•	
Filter		New Edit	Delete	Run View	Results		



Once the 'View Results' button (<u>View Results</u>) 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.

st 🚹 🌭 ? 🕬	r			Welcome, Der
at-If Results				
IF-IOF OC-12 - Initial_01152003				Printable Grid Hide Deta
Cost Study Name: 🛛 🕅	IF-IOF C)C-11	2 - Initial_01152003	
Cost Template: N	RC_IOF_	0012	2_I	
Jurisdiction: P	annsulua	nia (Bell Atlantic)	
			1	
E	ception	Log		
Geography: PAE (Pennsylvania (Bell A	(dande))	•	1	Account: All Drill Down Run Downloa
Name	Account	D/S	Value	Reference
Nonrecurring Element Cost				
	662300	D	63.95	NRC_Data.NRC_IOF_OC12_I_ORD
	662300 662300	D	197.83	NRC_Data.NRC_IOF_OC12_I_PROV + NRC_Data.NRC_IOF_OC12_I_CO ((NRC_Data.NRC_ManSurchg_Special + (_NRC_Data.NRC_ManSurchg_S
CostSum_NRC_Exp_IOF_OC12_I	662300	D	94.28	((NRC_Data.NRC_ManSurong_Special + (NRC_Data.NRC_ManSurong_S NRC_Data.NRC_Expd_Dsgn
		÷		
Common Overhead Cost		с	1.44	
	662300	10		ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMC
CostSum_NRC_COH_SO_IOF_OC12_I	662300 662300	c	4.45	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMC ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I		-	4.45 2.41	
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I	662300	С		ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined***	662300 662300	C C	2.41 2.12	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD	662300 662300	C C	2.41 2.12 0.069700	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_DC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Factors.REG_ASSES + Loading_FactorSES + LoADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES + LOADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES + LOADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES +
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchs_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I *** GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL	662300 662300	C C	2.41 2.12 0.089700 0.930300	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_DC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD)
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I *** GRL Factor - User Defined** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up	662300 662300	C C	2.41 2.12 0.069700	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_DC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Factors.REG_ASSES + Loading_FactorSES + LoADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES + LOADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES + LOADING_FACTORSE + LOADING_FACTORSE + LOADING_FACTORSES +
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ***0RL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up	662300 662300 662300	C C	2.41 2.12 0.069700 0.930300 0.074922	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurohg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT+Loading_Factors.REG_ASSESS+Loading_Fa Inorement(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ****GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ****GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300	C C C	2.41 2.12 0.089700 0.930300	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_DC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD)
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_ORL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300 662300 662300 662300		2.41 2.12 0.069700 0.930300 0.074922 0.107799	ApplyFactor(CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor - User Defined*** GRL_Factor - Ub One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300 662300 662300 662300 662300	C C C C	2.41 2.12 0.069700 0.930300 0.074922 0.107799 4.79	ApplyFactor(CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC22_I ***GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SD_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300	C C C C C C D C	2.41 2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498	ApplyFactor(CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I *** GRL Factor-User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300	C C C C C C C C C D C D C D	2.41 2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.RE6_ASSESS + Loading_Fac Increment(1,-GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor_USer Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_UP ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_ManSurchg_IOF_O	662300 662300 662300 662300 662300 662300 662300 662300	C C C C C C C D C C D C C	2.41 2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82 0.180827	ApplyFactor(CostSum_NRC_Ins_woPrem_VIs_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results:COMM Loading_Factors:GRT + Loading_Factors:RE6_ASSESS + Loading_Fa Increment(1,-GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+
CostSum_NRC_COH_SO_IOF_OC12_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ****GRL Factor-Ubsr Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ****GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_ManSurchg_IOF_O CostSum_NRC_GRL_ManSurchg_IOF_O	662300 662300 662300 662300 662300 662300 662300 662300 662300	C C C C C C C D C C D C C D C C D	2.41 2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82 0.180827 8.04	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I, ApplyFactor(CostSum_NRC_ManSurohg_IOF_OC12_I, ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Inorement(1, -GRL_Factor_UD) GRL_Factor_OT / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SD_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurohg_IOF_OC12_I+

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.

- <u>Grid</u>: The 'Printable Grid' button (<u>Printable Grid</u>) 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 (<u>Functional Grid</u>) 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.
- <u>Details</u>: The 'Show Details' button (<u>Show Details</u>) and 'Hide Details' button (<u>Hide Details</u>) 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.





• <u>Exceptions</u>: 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 <u>message</u> <u>center subsection</u> 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 occured.

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 e	ement In INV_INFL(LPELEMENTS)* CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_ Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_ Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_ Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_ Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_ Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
CostSum_Basic_Lp_Piece of e	ement In INV_INFL(LPELEMENTS) * CAPITAL.INC_TAX The Record	ABVLPAES					
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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.

cost

- <u>Geography</u>: 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.
- <u>Account</u>: 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.

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the later				
t-If Results				
F-IOF OC-12 - Initial_01152003				Printable Grid 🚽 Hide Deta
Cost Study Name: V	VIF-IOF C)C-1	2 - Initial_01152003	
Cost Template: N	RC_IOF_	001	2_I	
Jurisdiction:	ennsvlva	nia ((Bell Atlantic)	
			1	
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eography: PAE (Pennsylvania (Bell .	Atlantic))	-	1	Account: All 🖵 Drill Down Run Download
Name	Account	t 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		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_Expd_Dsgn
Common Overhead Cost				
	662300	С	1.44	ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMC
CostSum_NRC_COH_SO_IOF_OC12_I	662300	С	4.45	ApplyFactor(CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I,
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CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O	662300	C	2.41	ApplyFactor(CostSum_NRC_ManSurchg_IOF_OC12_I,
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurchg_IOF_O CostSum_NRC_COH_Exp_IOF_0C12_I		C C	2.41 2.12	
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined***	662300	-	2.12	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD	662300	-	2.12 0.069700	ApplyFactor(_CostSum_NRC_Exp_IOF_0C12_), Expense_Results.COMM Loading_Factors.QRT + Loading_Factors.REQ_ASSESS + Loading_Fa
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL	662300	-	2.12 0.069700 0.930300	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD)
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up	662300	-	2.12 0.069700	ApplyFactor(_CostSum_NRC_Exp_IOF_0C12_), Expense_Results.COMM Loading_Factors.QRT + Loading_Factors.REQ_ASSESS + Loading_Fa
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_ORL GRL_Factor_Grossed_Up	662300	-	2.12 0.069700 0.930300	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_), Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fa Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up	662300 662300	C	2.12 0.089700 0.930300 0.074922	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Factors.REG_ASSESS + Loading_Factors.REG_ASSESS + Loading_Factor_UD)
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor · User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300	C C	2.12 0.069700 0.930300 0.074922 0.107799	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac Increment (1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_0C12_I+
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_ORL GRL_Factor_Grossed_Up	662300 662300 	C C C C C D	2.12 0.069700 0.930300 0.074922 0.107799 4.79	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac Increment (1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_0C12_I+
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_ManSurohg_IOF_O CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor · User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SO_IOF_OC12_I	662300 662300 	C C C C C D C	2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac Increment (1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_0C12_I+
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL CostF** CostSum_NRC_GRL_SO_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 	C C C C D C D	2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82	ApplyFactor(CostSum_NRC_Exp_IOF_0C12_I, Expense_Results.COMM Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac Increment(1GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_S0_IOF_0C12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_0C12_I+
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_GRL GRL_Factor_Grossed_Up ***GRL CostF** CostSum_NRC_GRL_SO_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300 662300	C C C C D C C C	2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82 0.180627	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM(Loading_Factors.GRT + Loading_Factors.REG_ASSESS + Loading_Fac Increment(1GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_ORL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SD_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300 662300 662300		2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82 0.180827 8.04	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMMI Loading_Factors.ORT + Loading_Factors.REO_ASSESS + Loading_Fac Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SO_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_ManSurchg_IOF_OC12_I+
CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Ins_woPrem_Vis_I CostSum_NRC_COH_Exp_IOF_OC12_I ***GRL Factor - User Defined*** GRL_Factor_UD One_Minus_ORL GRL_Factor_Grossed_Up ***GRL Cost*** CostSum_NRC_GRL_SD_IOF_OC12_I CostSum_NRC_GRL_Ins_woPrem_Vis_I CostSum_NRC_GRL_Ins_woPrem_Vis_I	662300 662300 662300 662300 662300 662300 662300 662300 662300 662300		2.12 0.069700 0.930300 0.074922 0.107799 4.79 0.333498 14.82 0.180827 8.04 0.158928	ApplyFactor(CostSum_NRC_Exp_IOF_OC12_I, Expense_Results.COMM(Loading_Factors.ORT + Loading_Factors.REG_ASSESS + Loading_Fac Increment(1, -GRL_Factor_UD) GRL_Factor_UD / One_Minus_GRL GRL_Factor_Grossed_Up * (CostSum_NRC_SD_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+ GRL_Factor_Grossed_Up * (CostSum_NRC_Ins_woPrem_Vis_IOF_OC12_I+





Analysis

 $\frac{\text{Download}}{\text{Download}}$ The user may press the download button ($\boxed{\text{Download}}$) 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 (\boxed{OK}). Alternatively, the user may press the cancel button (\boxed{Cancel}) 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 (Save). 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.

SAVE AS			? ×
Save in:	😑 Local Disk (C:)		
History Desktop My Computer My Network P	Adobe Work 2002 Attachmate builds drivers EECR Filings I386 Lanier NT2000 Local Mailbox Lotus	APINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PIC PP41 Program Files	TEMP UPDATE UH Verizonl Vines Window: WINNT E NavCC S SETUF AdobeW AUTOE
	File name: Test21.csv	•	Save
	Save as type: Microsoft Exe	cel Comma Separated Values File 💌	Cancel



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- <u>Run</u>: 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 <u>later in this section</u>.
- <u>Done</u>: When the 'Done' button (<u>Done</u>) 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.
- <u>Drill Down</u>: 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 (<u>Drill Down</u>). As shown below, the 'What-If Drill Down' screen loads up.

	- 16					
L_Wh	at it					
WIF-IOF O	-12 - Initial_01152003					
Formula:	CostSum_NRC_COH_SO_IOF_	DC12_I				
Geography:	PAE (Pennsylvania (Bell Atlar	tic)) 💌			Account: All	•
History:	CostSum_NRC_COH_SO_1	OF_OC12_I = ApplyFa	ctor(CostSum_NRC_SC	_IOF_OC12_I, E>	pense_Results.COMM	ION_OH_LOADING)
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Override						
Nam		Account D/S Value	Reference			
Costs	um_NRC_COH_SO_IOF_OC12_I	662300 C 1.6498376	51036 ApplyFactor	(CostSum_NRC_SO	_IOF_OC12_I, Expense_R	Results.COMMON_C
4						
•						
■ Override	Bock		Drill Down	Drill Up	Bock To Top	<u> </u>
		Account D/S Value			Back To Top	,
Override		Account D/S Value 862300 D 63.94719-	Reference			•
Override Nam Costs	e		Reference	;		•



Section 10

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 (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 (Beck 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 'Back' button (**Back**) can be used at any time to return to the 'What-If Results' screen.
- The 'Override' button (Override) 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 (Override) 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.

Cverride		L Ove	rride	
Override Type: Element Name: Group: Account: D/S: Reference:	C Value C Formula CostSum_NRC_COH_SO_IOF_OC12_I N/A C (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_OH_LOADING)*1.1) (ApplyFactor(CostSum_NRC_SO_IOF_OC12_I; Expense_Results.COMMON_OH_LOADING)*1.1) C 1.64983761036 C Cantel	Eleme Group Accou D/S: Refer Old V	unt: rence:	Value Formula Expense_Results.COMMON_OH_LOADING N/A C 0.0258 0.0225

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.

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T wi	nat lf			
F- <u>m</u>				
	0C-12 - Initial_01152003			
Formula:	CostSum_NRC_COH_SO_IOF	_OC12_I		
Geography	: PAE (Pennsylvania (Bell Atl	antic)) 💌		Account: All
History:	CostSum_NRC_COH_SO	_10F_0C12_1	= ApplyFactor(Cost	<pre>Sum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_OH_LOADING)</pre>
Override				
Nan		Account D/S	2 Valuo	Reference
	Sum_NRC_COH_SO_IOF_OC12_I	662300 C	1.64983761036	ApplyFactor(_CostSum_NRC_SO_IOF_OC12_I, Expense_Results.COMMON_(
•				¥
•				
■ Override	Back			Drill Dewn Drill Up Back To Top
		Account D/5	s Value	Drill Down Drill Up Back To Top Reference
Override		Account D/5 662300 D	\$ Value 63.9471942	
Override Nam Cost	ne	662300 D		Reference



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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.

IF-LIDB Expense Family_121902_E				Printoble Grid Hide Details
BC Run Name:	WIF-LIDB E	Хре	ense Family_121902_I	E
BC Family:	LIDB Exper	nse	Family_121902_E&W	
Jurisdiction:	: Pennsylvan	nia (Bell Atlantic)	
Geography: PAE (Pennsylvania (B	ell Atlantic))		1	Account: All Drill Down Run Download
eography: [PAc (Pennsylvania (b	ien Adande))	-	1	
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		D	.21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_d
FPC_BH_Expenses_E DBAS_BH_Expenses_E		D	23.6969005847953 .33380983750549	(LIDB_Expense.FPCAdmExp + LIDB_Expense.FPCLabExp) LIDB_Expense.DBASLabExp / SS7_DEMAND_VALUE.lidb_bh_demand
DBAS_BH_Expenses_E DBAS_BH_Investment_E		D	.21135265700483	SS7_1101.DBAS_INVEST_HARD_E_D / SS7_DEMAND_VALUE.lidb_bh_demand

This will navigate the user to the message center, described in <u>section 13.1</u> 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 (<u>View Results</u>) on the 'What-If Cost Studies' screen as just described in this section.





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.

		SE	RVICE COSTS DEPARTMENT COST PORTAL
	VIZCOST		Welcome, Demo User Version 2.3
Welcome to VzCost!	Elements • Element Calculator Runs • Element Loading Runs Basic Components (BCs) • BC Families • BC Runs Capital • Capital Factor Templates • Capital Factor Runs	Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies Data Data Browser Saved Queries Admin	
	Expenses Expense Factor Templates Expense Factor Runs	 Data Management File Management Report Management User Administration Job Administration 	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Filings Cost Templates Cost Studies Document Sets 	 Tool Box Message Center Change Password Help Exit VzCost 	



Section 11



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.

			SERVIC	E COSTS DEPA	
cost 🗅 🗞 ?	EXIT VZC05T			Welcon	ne, Demo User Versio
L Data Version Filter	Data Browser - Data Versions				
Table Demand	Version	Jurisdiction	Owner	Load Date	Status
			Owner		
	paw_demand_value_110502	PAW		11/9/2002	Approved
Version Description	pae_demand_value_072502 PAW Demand 08022002	PAE		10/26/2002	Approved Approved
	DEMAND_VALUE_PAE	PAE		6/27/2002	Approved
J	Randy's PA Demand	PAE		3/4/2002	Approved
Jurisdiction All Jurisdictions> Filter					
		View	I		

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 () 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 () to view the selected data version.



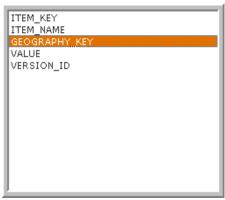


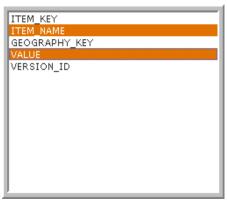
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.

	Welcome, D
Build Query for Data Browser	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 Add Query Builder Window Add VALUE > 1 and VERSION_ID <> 0
	ROWS Per Page: 500 V Clear

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.







Section 11		<mark>√</mark> zcost	Dat
	I. C. State	SERVICE COSTS DEPAR	TMENT COST PORTAL
	A S ? VZCOST	Welcome	e, Demo User Version 1
	Build Query for Data Browser		
	Build Query for Data Browser	VERSION: pae_demand_value_072502	
	TABLE: Demand	VERSION: pae_demand_value_072502 y. Click Run to execute the SQL statement or click Save to save it.	
	TABLE: Demand	y. Click Run to execute the SQL statement or click Save to save it.	_
	TABLE: Demand Select columns and conditions for your quer COLUMN SELECTOR Hold down the shift/control key for multiple	y. Click Run to execute the SQL statement or click Save to save it.	

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:

ROWS Per Page: 500 -

Run Query Save Query Done

- 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'

CONDITIONS Build a condition and click Add to add it to your query.	GEOGRAPHY_KEY ABVLPAES ALFAPAAL
Logical Field Operator Value	ALNAPAAL ALQPPAAL
GEOGRAPHY_KEY V like V %PA%	ALTWPAAL ALTWPAMT
Query Builder Window	ALXNPAAX AMBLPAAM
GEOGRAPHY_KEY like '%PA%'	AMBRPAAM ANVLPAAN ARMRPAAR
	ASLDPAAL AUSTPAAU
	AVDLPAAV
ROWS Per Page: 100 🔽 Clear	BADNPABA BATHPABT BCHMPABU

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.



Section 11



Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (Add) 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 (Clear) 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 and 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.

	SERVICE COSTS DEPARTMENT
Image: A state of the state	Welcome, Demo User
L Build Query for Data Browser	• VERSION: pae_demand_value_072502
Select columns and conditions for your query. COLUMN SELECTOR Hold down the shift/control key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value and VERSION_ID VERSION_ID Add VALUE > 1 and VERSION_ID VAL
	ROWS Per Page: 500 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 (Add) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to can this function, the 'Done' button (Done) 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 (<u>Save Query</u>) should be pressed. When the 'Save Query' button (<u>Save Query</u>) is pressed, the 'Save Query' screen loads up.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.
L Save Query	
Name Query:	
Query Description:	
	Save Cancel

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 (**Sove**) 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 <u>later in this section</u>.

						SERVICE COSTS DEPARTMENT	COST PORTAL
cost 🔒	Sector Se	г				Welcome Demo Use	r. Version 1.1.5
L Query Filter	Queries						
Name Table Name Demand Ummer Demo User Created After O1 • 01 • 2001 •		Query Name test	Table Name Demand	Version Marx Test- Do Not	Owner	Date Created 9/5/2002	
01 • 01 • 2001 • Month Day Year Created Before 09 • 06 • 2002 • Month Day Year			Now	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 user is ready to view the query results, then the 'Run Query' button (**Run Query**) at the bottom of the screen should be pressed.

cost 🔒 😣	2 EXIT VZCQST	Welcome Demo User.
		welcome being oser.
Build Query for Data	Editor	
TABLE: Demand		VERSION: Test - Do Not Use
Select columns an	d conditions for your quer	ry. Click Run to execute the SQL statement or click Save to save it.
COLUMN SELECT Hold down the st selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KE VALUE VERSION_ID	hift key for multiple	CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value TITEM_KEY V V V 0 Query Builder Window Add ITEM_KEY <> '0'
		ROWS Per Page: 500 Run 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 (Next) and to view the previous 500 rows of results, the user will press the 'Previous' button (Next). 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.

Data Browser	-					
Table: Demand		Version:	Test - Do Not	: Use		
Rows 1125 to 162	4 out of 12320					
ITEM_KEY	ITEM_NAME	GEOGRAPHY	KEYDIRECT SI	HARED VALUE		
RES	RESIDENTIAL	TYBNPATY	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	31579		
RES	RESIDENTIAL	WDLDPAWO	D	1169		
RES	RESIDENTIAL	WGRVPAWG	D	4726		
RES	RESIDENTIAL	WGTNPAWR	D	9196		
RES	RESIDENTIAL	WHHNPAWH	D	2409		
RES	RESIDENTIAL	WKBGPAWK	D	22110		
RES	RESIDENTIAL	WLBRPAWB	D	24821		
RES	RESIDENTIAL	WLGRPAWG	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		

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 (**Edit Query**) which will return the user to the 'Build Query for Data Editor' screen described <u>earlier in this section</u>. 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 (**Download**) 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 (Done) should be pressed to close this page and return to the 'Data Browser Filter' screen.



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Once the 'Download' button (Download) 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 the press the 'OK' button (OK). 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 (Cancel) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	×
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon What would you like to do with this file? Open this file from its current location Save this file to disk Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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 remov	e the header row from	the file before uploading	ng it back to the system.
SAVE AS			? ×
Save in:	🖃 Local Disk (C:)		
History History Desktop My Computer	Adobe Work 2002 attachmate builds drivers EECR Filings 1386 Lanier NT2000 Local Mailbox Lotus	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files Shared	TEMP UPDATE UH Verizon vines Window: WINNT AVACC S_SETUF AdobeW
	File name: Test21 csv	omma Separated Values File 💌	Save Cancel



Section 11



Data

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.

			SERVICE COSTS DEPARTMENT	COST PORTAL
			Welcome Demo User	Version 1.1.5
L. Query Filter	L. Queries			
Name Table Name	Query Name Table Name test Demand	Version Dwner Marx Test - Do Not	Date Created 9/5/2002	
Demand Demo User				
Created After				
Created Before				
Filter				
	Ne	w Edit Delete	Run	





Section 11.2.1: Creating a New Saved Query

Filters located at the left of the screen may be used as described in <u>section 4.4</u> 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
cost			Welcome Demo User	Version 1.1.5
L Query Filter	Queries			
Name Table Name Demand Owner Demo User Created After O1 O1 O2001 Month Day Year Created Before	Ouery Name Table Na test Demand		Date Created 9/5/2002	
09 06 2002 Month Day Year				
		New Edit Delete	Run	





As shown below, once the 'New' button (**Now**) 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 <u>section 4.4</u> 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.

		SERVI	CE COSTS DE	
cost 🗅 🗞 ?	ERIT VZCOST		Weld	come, Demo User Version 1
<u> </u>	Select Data Version for Query			,
Table Demand	Version	Jurisdiction	Owner	Load Date
		PAW	Owner	11/9/2002
	paw_demand_value_110502 pae_demand_value_072502	PAW		11/9/2002
Version Description	PAW Demand 08022002	PAE		10/26/2002
	DEMAND_VALUE_PAE	PAE		6/27/2002
P	Randy's PA Demand	PAE	-	3/4/2002
Jurisdictions>	<u>ر</u>			,
	-	Select Cancel		

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 (Select) at the bottom of the screen. To return to the previous screen without making a selection, the user should press the 'Cancel' button (Cancel) at the bottom of the screen.



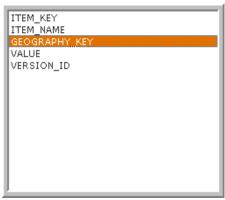


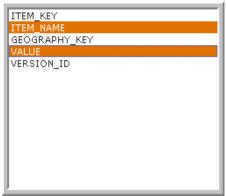
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.

	Welcome
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 dick Save to save it.
COLUMN SELECTOR Hold down the shift/control key for multiple selections.	CONDITIONS Build a condition and dick Add to add it to your query.
ITEM_KEY	Logical Field Operator Value
ITEM_NAME GEOGRAPHY_KEY VALUE	and VERSION_ID V <> V
VERSION_ID	Query Builder Window Add
	VALUE > 1and VERSION_ID <> 0
	×
	ROWS Per Page: 500 💌
	Run Query Save Query Done

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.







ction 11		zcost	D
cost •	Perr VICOST	SERVICE COST	Velcome, Demo User Versi
L Build Query for I	nd	VERSION: pae_demand_value_072502	°
COLUMN SEL	LECTOR he shift/control key for multiple Y_KEY	lick Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator V and VERSION_ID V <> 0 Query Builder Window VALUE > 1and VERSION ID <> 0	

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.



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Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (Add) 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 (Clear) 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 and option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (\neg) at the right side of the field.

St M Notice Welcome, Demo Us 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 Build a condition and click Add to add it to your query. Hold down the shift/control key for multiple selections. CONDITIONS Build a condition and click Add to add it to your query. TTEM_KEY ITEM_KEY O O VALUE VERSION_ID VERSION_ID Add Query Builder Window Add Add VALUE 1 and VERSION_ID <> 0 Image: State	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. UTEM_KEY ITEM_KEY ITEM_KEY ITEM_KEY USGRAPHY_KEY VERSION_ID Query Builder Window		SERVICE COSTS DEPARTMENT
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 Build a condition and click Add to add it to your query. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID Query Builder Window	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 Select columns and conditions for your query. Click Run to execute the SQL statement or click Save to save it. CONDITIONS Hold down the shift/control key for multiple Selections. TTEM_KEY VALUE VERSION_ID VERSION_ID VALUE VALUE VALUE > 1and VERSION_ID <> 0		Welcome, Demo Us
COLUMN SELECTOR CONDITIONS Build a condition and click Add to add it to your query. Selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID Query Builder Window	COLUMN SELECTOR Hold down the shift/control key for multiple selections. ITEM_KEY VALUE VERSION_ID Query Builder Window VALUE > 1and VERSION_ID <> 0	<u> </u>	<pre>version: pae_demand_value_072502</pre>
	ROWS Per Page: 500 V	COLUMN SELECTOR Hold down the shift/control key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE	CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value and VERSION_ID V <> 0 Query Builder Window

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 (Add) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to can this function, the 'Done' button (Done) 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 (**Run Query**) at the bottom of the screen should be pressed.

	SERVICE COSTS DEPARTMEN	Cost Pe
	Welcome Demo	ser. Versio
Build Query for Data Editor	version: Test - Do Not Use	
Select columns and conditions for your query. • COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	ck. Run to execute the SQL statement or dick Save to save it. CONDITIONS Build a condition and dick Add to add it to your query. Logical Field Operator Value Image: TITEM_KEY Image: Source Add Query Builder Window Add ITEM_KEY <> '0' Image: Source Image: Source ROWS Per Page: 500 Clear Run Query Save Query Dane	





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 (Next) and to view the previous 500 rows of results, the user will press the 'Previous' button (Next). 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.

able: Demand		Version: Te:	st - Do Not Use		
Rows 1125 to 1624 out of 12	2320				
ITEM_KEY ITEM	I_NAME GEO	GRAPHY_KEY	DIRECT_SHARED	VALUE	
				4617	
			D	666	
			D	16664	
RES RESI	DENTIAL WAL	XPAWA	D	622	7
RES RESI	DENTIAL WAS	SHPAWA	D	20368	
RES RESI	DENTIAL WAY	/NPAWY	D	11707	
RES RESI	DENTIAL WCH	ISPAWC	D	31579	
RES RESI	DENTIAL WDL	.DPAWO	D	1169	
RES RESI	DENTIAL WGP	RVPAWG	D	4726	
RES RESI	DENTIAL WG1	INPAWR	D	9196	
		INPAWH	D	2409	
			D	22110	
			D	24821	
			D	10060	_
			D	1971	_
				21373	_
			D	1510	-
			D	4588	-
	DENTIAL WMD	DLPAWM I	D	2053	_
	DENTIAL W/MF	FLPAWM	D	7806	

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 (**Edit Query**) which will return the user to the 'Build Query for Data Editor' screen described <u>earlier in this section</u>. 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 (**Download**) 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.



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Once the 'Download' button (Download) 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 the press the 'OK' button (OK). 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 (Cancel) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	X
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon What would you like to do with this file? Open this file from its current location Save this file to disk Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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.

				1	\mathcal{O}
SAVE AS					? ×
Save in:	Local Disk (C:)	• +	🗈 💣 🎟	
History Desktop My Computer	Adobe Work Attachinate builds drivers EECR Filings I386 LanierNT200 Local Mailboz	10	MAPINFO Marx 2000 Bi MDL - Demai MOUSE My Document ORANT Pdrec200 PIC P11 Program Files Shared	nd Files s	TEMP UPDATT UPDATT UH Verizonl Vines Window: Mindow: AUNNT III_NavCC SETUF AdobeW AdobeW AUTOE
	File name:	Test21.csv		•	Save
	Save as type:	Microsoft Excel Co	omma Separated Value	»s File 💌	Cancel





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 (Sove Query) should be pressed. When the 'Save Query' button (Sove Query) is pressed, the 'Save Query' screen loads up.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.9
L Save Query	
Name Query:	
Query Description:	
	Save
<u> </u>	

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 <u>section 4.4</u> 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 (**Edit**). 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.

				SERVICE COSTS DEPAR	TMENT COST PORTAL
cost 🗅	S COST			Welcome D	emo User, Version 1.1.5
L Query Filter	Lueries				
Name Table Name Demand Owner Demo User Demo User Created After O1 O1 O1 O200 Created Before O3 O O O O O O O O O O O O O O O O O O	Query Name Test	Table Name Demand	Version Ove Marc Test - Do Not	9/5/2002	
		New	Edit Delete	Run	



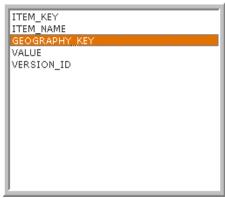


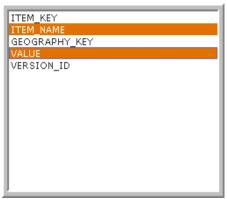
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.

	Welcome, D
Build Query for Data Browser	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 Add Query Builder Window Add VALUE > 1 and VERSION_ID <> 0
	ROWS Per Page: 500 V Clear

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.







tion 11		vicost	
cost	Trees of the second sec		SERVICE COSTS DEPARTMENT Cost PC Welcome, Demo User Vers
	TABLE: Demand	VERSION: pae_demand_value_072502	a
	Select columns and conditions for your query. COLUMN SELECTOR Hold down the shift/control key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click CONDITIONS Build a condition and click Add to add it to y Logical Field and VERSION_ID Query Builder Window	
		VALUE > 1and VERSION_ID <> 0 ROWS Per Page: 500	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.



Section 11



Once the fields have been filled out to add a condition to the query, the user will press the 'Add' button (Add) 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 (Clear) 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 and option from the drop down menu associated with the 'ROWS Per Page' field. This drop down menu may be accessed by pressing the button (\neg) at the right side of the field.

	SERVICE COSTS DEPARTMENT
A S P Corr	Welcome, Demo User
L build duely for Dulla Browser	<pre>version: pae_demand_value_072502</pre>
Select columns and conditions for your query. O COLUMN SELECTOR Hold down the shift/control key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value and VERSION_ID VERSION_ID Query Builder Window VALUE > 1 and VERSION_ID <> 0 ROWS Per Page: 500 Row Sup 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 (Add) to add that second condition. This query is now ready to either be saved or run. However, if the user wants to can this function, the 'Done' button (Done) 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 (**Run Query**) at the bottom of the screen should be pressed.

	SERVICE COSTS DEPARTMENT
1 Sector	Welcome Demo Us
Build Query for Data Editor	
TABLE: Demand	VERSION: Test - Do Not Use
Select columns and conditions for your qu	ery. Click Run to execute the SQL statement or click Save to save it.
COLUMN SELECTOR Hold down the shift key for multiple selections.	CONDITIONS Build a condition and click Add to add it to your query.
ITEM_KEY ITEM_NAME	Logical Field Operator Value
GEOGRAPHY_KEY VALUE VERSION_ID	Query Builder Window
	ITEM_KEY <> '0'
	-
	ROWS Per Page: 500 V
	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 (Next) and to view the previous 500 rows of results, the user will press the 'Previous' button (Next). 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.

Data Browser					
Table: Demand		Version:	Test - Do Not	Use	
Rows 1125 to 162	4 out of 12320				
ITEM_KEY	ITEM_NAME	GEOGRAPHY_I	Keydirect Sh	HARED 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	31579	
RES	RESIDENTIAL	WDLDPAWO	D	1169	
RES	RESIDENTIAL	WGRVPAWG	D	4726	
RES	RESIDENTIAL	WGTNPAWR	D	9196	
RES	RESIDENTIAL	WHHNPAWH	D	2409	
RES	RESIDENTIAL	WKBGPAWK	D	22110	
RES	RESIDENTIAL	WLBRPAWB	D	24821	
RES	RESIDENTIAL	WLGRPAWG	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	
1120	RESIDENTIAL	WMFLPAWM	D	7806	
RES RES RES RES RES RES	RESIDENTIAL RESIDENTIAL RESIDENTIAL RESIDENTIAL RESIDENTIAL RESIDENTIAL	WLBRPAWB WLGRPAWG WLPKPAES WLPTPAWI WLRCPAWO WLSTPAWS WMDLPAWM	D D D D D D D D D D	24821 10060 1971 21373 1510 4688 2053	

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 (**Edit Query**) which will return the user to the 'Build Query for Data Editor' screen described <u>earlier in this section</u>. 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 (**Download**) 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.



Section 11 Data

Once the 'Download' button (Download) 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 the press the 'OK' button (OK). 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 (Cancel) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	X
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon What would you like to do with this file? Open this file from its current location Save this file to disk Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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.

				1	0
SAVE AS					? ×
Save in:	Local Disk (C:)	•	⊨ 🗈 💣 📰▼	
History Desktop My Computer	Adobe Work Attachmate builds drivers EECR Filings I386 LanierNT200 Local Mailbo: t	0	MAPINFO Marx 2000 ML - Dem MOUSE My Documen ORANT Pdrec200 PIC PP41 Shared	and Files Its	TEMP UPDAT UFI Verizon Window: WINNI NavCC SETUF AdobeW AUTOE
	File name: Save as type:	Test21.csv Microsoft Excel Co	omma Separated Val	▼ ues File ▼	Save Cancel





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 (Save Query) should be pressed. When the 'Save Query' button (Save Query) is pressed, the

'Save Query' screen loads up.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1.5
E Save Query	
Name Query:	
	×
Query Description:	
	Save Cancel
<u> </u>	

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 (

cost 🔐 🕏	2 EXIT VZCOST					SERVICE COSTS DEPARTM		
cost 🗈 🗞	2 EKIT VZCOST					Welcome Der	no User. Ver:	rsio
Jery Filter	Queries							
ame			T 11 N	N	0			
		luery Name est	Table Name Demand	Version Marx Test - Do Not	Owner	Date Created 9/5/2002		
ble Name								
Demand 📃								
vner Demo User 🔻								
eated After								
<mark>1onth Day Year</mark>								
eated Before								
Aonth Day Year								
Filter								
			New	Edit	Delete	Run		
								_

prompt for confirmation, as shown at the right of this page. At this point, the user must either press the 'OK' button ($\bigcirc K$) to complete the deletion of the saved query or press the 'Cancel' button ($\bigcirc Cancel$) to completely disregard the deletion request. After one of the two buttons has been pressed, the user will be returned to the 'Queries' screen.

MICROXOFT	INTERNET	EXPLORER	×
?	Delete	: test?	
	ОК	Cancel	





Section 11.2.4: Running a Saved Query

Filters located at the left of the screen may be used as described in <u>section 4.4</u> 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 (

			SERVI	E COSTS DEPARTMENT	COST PORTAL
cost 🗅	VICCOST			Welcome Demo User.	Version 1.1.5
L. Query Filter	L Queries				
Name	Query Name test	Table Name Version Demand Marx Test - Do Not		Date Created 1/5/2002	
Table Name					
Owner Demo User Created After					
01 V 01 V 2001 V Month Day Year					
Created Before					
Filter					J
		New Edit	Delete 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 (<u>Next</u>) and to view the previous set of results, the user will press the 'Previous' button (<u>Previous</u>). These buttons will display however many rows of results were specified in the query builder.

Data Browser					
Table: Demand		Version:	Test - Do Not	: Use	
Rows 1125 to 1624	out of 12320				
ITEM_KEY	ITEM NAME	GEOGRAPHY_I	Keydirect si	HARED 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	31579	
RES	RESIDENTIAL	WDLDPAWO	D	1169	
RES	RESIDENTIAL	WGRVPAWG	D	4726	
RES	RESIDENTIAL	WGTNPAWR	D	9196	
RES	RESIDENTIAL	WHHNPAWH	D	2409	
RES	RESIDENTIAL	WKBGPAWK	D	22110	
RES	RESIDENTIAL	WLBRPAWB	D	24821	
RES	RESIDENTIAL	WLGRPAWG	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	

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 (**Edit Query**) 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 (**Download**) 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 (**Done**) should be pressed to close this page and return to the 'Queries' screen.



Section 11 Data

Once the 'Download' button (Download) 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 the press the 'OK' button (OK). 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 (Cancel) to disregard the download request and return to the previous screen.

FILE DOWNLOAD	×
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon What would you like to do with this file? Open this file from its current location Save this file to disk Always ask before opening this type of file
	OK Cancel More Info

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 (Save). 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 remov	e the header row from	the file before uploading	ng it back to the system	l.
SAVE AS			? ×	
Save in:	🚍 Local Disk (C:)	▼ 🖷 🛨 🔽		
History Desktop My Computer	Adobe Work 2002 attachmate builds drivers EECR Filings 1386 Inetpub Lanier NT2000 Local Mailbox Lotus	MAPINFO Marx 2000 Builds MDL - Demand Files MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files	TEMP UPDATE UH Verizon Vines Window: WINNT ANAVCC S_SETUE Adobe M AUTOE	
My Network P				
	File name: Test21.csv Save as type: Microsoft Excel C	omma Separated Values File 💌	Save Cancel	





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.

			SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒 🗞	2 EATT VZCOST		Welcome, Demo User Version 2
Welcome to VzCost!	<u>Elements</u> Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Templates Expense Factor Templates Expense Factor Templates Expense Factor Runs	Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies Data Browser Data Browser Admin Data Management File Management Report Management Report Management	T
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 User Administration Job Administration Tool Box Message Center Change Password Help Exit Vz Cost 	u





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.

cost 🔒	🖄 ? EXIT	T			We	lcome, Demo User
	10.05					
Net Verie Files	P	New New York				
Data Version Filter		a Management - Data Versions				
able						
ABC_COST		Version	Source Description	Jurisdiction	Owner	Load Date
		FWD_STDPARM_PAE		PAE		6/21/2002
ersion Name		Prelle's Test *		PAE		6/20/2002
ISION Name		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
urisdiction		another loop test *		PAE		6/17/2002
<ali><ali><ali><ali><ali><ali><ali><ali></ali></ali></ali></ali></ali></ali></ali></ali>		۹]				
Filter		Now View	Copy Edit	Approve Unop	prove Delete	View Dependents

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.



Section 12 Administrative

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 (

cost 🔒 😒 ?	EXIT VZC05T			We	lcome, Demo User 🛛 🗸
ta Version Filter	🖁 Data Management - Data Versior	15			
u					
ble					
ABC_COST	Version	Source Description	Jurisdiction	Owner	Load Date
	FWD STDPARM PAE		PAE		6/21/2002
	Prelle's Test *		PAE		6/20/2002
rsion Name	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
risdiction	another loop test *		PAE		6/17/2002
atus					
Filter	Now View	Copy Edit	Approve Unop	prove Delete	View Dependents

- 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 (**New**) and the 'New Data Version' screen will load up. An example of the 'New Data Version' screen is shown below.

		SERVICE COSTS DEPARTMENT	COST PORTAL
		Welcome Demo User.	Version 1.1.5
L. New Data Version		2	
Table:	Demand		
Version Name:	Test - Do Not Use		
Jurisdiction:	OREGON		
Source File:	C:\MDL - Demand Files\Modified F Browse		
Source Description:	Test - Do Not Use		
* Source Description v	* Files need to be in .csv format ill be displayed in the Reference column on Drill [Down.	
	Load 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.
- 2. 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.
- 3. Select a jurisdiction from the drop down menu by pressing the button (-) at the right side of the 'Jurisdiction' field.
- 4. 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.
- 5. 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.

CHOOSE FILE					? ×
Look in:	😑 Local Disk (C:			i 💣 🎟 🔻	
History Desktop My Computer	Adobe Work ; attachmate builds drivers EECR Filings I386 Inetpub LanierNT2000 Local Mailbox Lotus	0	MAPINFO Marx 2000 Build MDL - Demand MOUSE My Documents ORANT Pdrec200 PIC PP41 Program Files Shared		TEMP UPDATE UH Verizoni Vines Window: WINNI AvvCC SETUF AdobeW
My Network P	•				•
	File <u>n</u> ame:			•	<u>O</u> pen
	Files of <u>type</u> :	All Files (*.*)		•	Cancel

If the data owner does not know the exact path of the source file, then the 'Browse' button (<u>Browse...</u>) 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 (\checkmark) 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 (<u>Open</u>) to select the file. If the correct file can not be located, the data owner will need to press the 'Cancel' button (<u>Cancel</u>) 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 (**Load**) to upload the selected file.
- The data owner may also press the 'Cancel' button (**Cancel**) to disregard the new data version request and return to the 'Data Management' screen.

	SERVICE COSTS DEPARTMENT
Cost 🔂 😒 ? 🖏	Welcome Demo User, Version 1.1
	_
Table:	Demand
Version Name:	Test - Do Not Use
Jurisdiction:	OREGON
Source File:	C:\MDL - Demand Files\Modified F Browse
Source Description:	Test - Do Not Use
	* Files need to be in .csv format will be displayed in the Reference column on Drill Down.
	Load Cancel





Assuming that the data owner pressed the 'Load' button (Load) 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.

		SERVICE COSTS DEPARTMENT
cost 🔒 😒	2 VZC05T	Welcome Demo User. Version 1.1.
	Job Messages	
	Job Description Type Status Jo	b Completed
My Message Center	Data Load: Marx Test - Do Not Use Log File (Click To Download) Data Load Completed 9/4/2	002 1:30:16 PM
		· · · · · · · · · · · · · · · · · · ·
F		
		Ŧ
	4	
	Delete	

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.

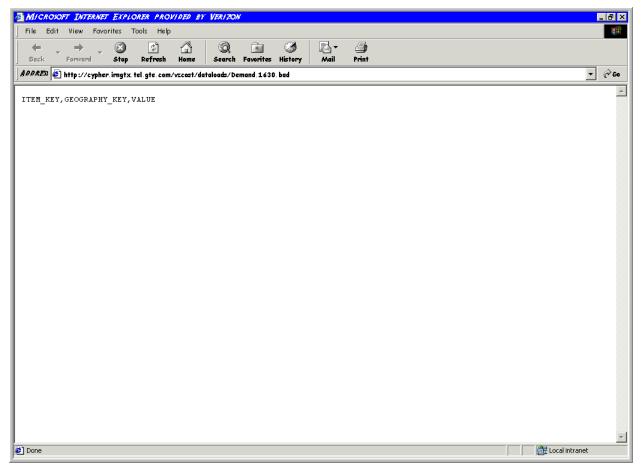




In the example shown on the previous page, as with all successful data loads, the name itself will not be an active link. However, the 'Log File' link that can appear just below the name will be an active link. This link is described in more detail on the next page.

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 the 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 (Save). 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 (\square) near the top left of the screen. If needed, the data owner may also print this file by clicking on the print icon (\blacksquare) near the top left of the screen.

DEMAND J626 LOC (READ-ONLY) - MICROXOFT WORD
File Edit View Insert Format Tools Table Window Help
Plain Text ▼ Courier New ▼ 10 ▼ B I U ≡ ≡ ≡ ≡ ⊑ ⊑ ‡ ‡ ⊡ • 2 • ▲ • ↓
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: O
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
GEOGRAPHY KEY NEXT * , O(*) GHARACTER
VALUE NEXT * , O(") CHARACTER
VERSION_ID NEXT * , O(") CHARACTER
SQL string for column : "1626"
Table VZ_DATA.DEMAND_VALUE_T: 12320 Rows successfully loaded.
$ \boxed{\begin{array}{c} b_{LOW} \star \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ \ $
Page 1 Sec 1 1/1 At 1" Ln 1 Col 1 REC TRK EXT OVR

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 <u>this section</u>, 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 (<u>View</u>).

cost 🔒 🔇	2 EXIT VZCOST			SERV	ICE COSTS DE	PARTMENT Cost
ita Version Filter	L. Data A	Aanagement - Data Versions				
ble						
ABC_COST		Version	Source Description	Jurisdiction	Owner	Load Date
		FWD_STDPARM_PAE		PAE		6/21/2002
		Prelle's Test *		PAE		6/20/2002
rsion Name		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
risdiction		another loop test *		PAE		6/17/2002
vner <ali></ali>						
atus <all></all>	•					<u> </u>
Filter		New View	Coox Edit	Approve Unap	prove Delete	View Dependents
		HOR TON		ownload Excel	proto L Delete	The separations



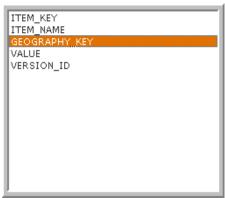


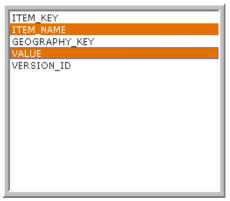
The 'Build Query for Data Editor' screen will load up. On this screen, multiple options are available. These options are explained over the next several pages.

A 🗞 ? Part	Welcome Dem
Build Query for Data Editor	N: Test - Do Not Use
Select columns and conditions for your query. COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	execute the SQL statement or click Save to save it. ONS ondition and click Add to add it to your query. Logical Field Operator Value TITEM_KEY Add Unilder Window EY <> '0' er Page: 500 Sove Query Done Clear

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.







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	SERVICE COSTS DEPARTMENT

cost			Welcome Demo User.	Version 1.1.5
	Build Query for Data Editor		u	
	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.	CONDITIONS Build a condition and click Add to add it to your query.		
	ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE	Logical Field Operator • ITEM_KEY • •	Value 0	
	VERSION_ID	Query Builder Window	Add	
		ITEM_KEY <> '0'	*	
		ROWS Per Page: 500 🔻	Clear	
		Run Query Sove 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'

CONDITIONS Build a condition and click Add to add it to your query.	GEOGRAPHY_KEY ABVLPAES ALFAPAAL
Logical Field Operator Value	ALNAPAAL
GEOGRAPHY_KEY IIke - %PA%	ALQPPAAL ALTWPAAL
	ALTWPAMT
Query Builder Window Add	ALXNPAAX AMBLPAAM
GEOGRAPHY_KEY like '%PA%'	AMBRPAAM ANVLPAAN
	ARMRPAAR
	ASLDPAAL
	AUSTPAAU
	AVDLPAAV
	AVLAPAAV
	BADNPABA
ROWS Per Page: 100 - Ceor	BATHPABT BCHMPABU

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.





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Once the fields have been filled out to add a condition to the query, the data owner will press the 'Add' button (Add) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (Clear) 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 and 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.

	SERVICE COSTS DEPARTMENT COST- POR
cost 🗈 🗞 ? 🖽	Welcome Demo User, Version
Build Query for Data Editor	VERSION: Test - Do Not Use
	. Click Run to execute the SQL statement or dick Save to save it.
COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value Image: TITEM_KEY Image: Second Sec

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 (



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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 (Save Query') should be pressed. When the 'Save Query' button (Save Query') is pressed, the 'Save Query' screen loads up.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
L Save Query	
Name Query:	
Query Description:	
	Sove 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 (Sove) to continue. Otherwise, the data owner may press the 'Cancel' button (Cancel) 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 (<u>Sove</u>) 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 <u>section 11.2</u> of this document.

Velcome Demo User. Ve	ersion 1.1.
L Query Filter	
Name Query Name Table Name Version Owner Table Name Image: Created after Image: Created after Image: Created after Image: Oreated after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created after Image: Open of Image: Created after Image: Created after Image: Created after Image: Created af	
Filter 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 (**Run Query**) at the bottom of the screen should be pressed.

	SERVICE COSTS DEPARTMENT
A Solution	Welcome Demo U
TABLE: Demand	VERSION: Test - Do Not Use
COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value COURT Builder Window Add ITEM_KEY COURT Add ROWS Per Page: 500 Row Save Query Dese Clear Row Query Save Query Dese





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.

Data Browser					
Table: Demand		Version:	Test - Do Not Us	e	
Rows 1125 to 1624	out of 12320				
ITEM_KEY	ITEM_NAME	GEOGRAPHY_M	EYDIRECT_SHAF	ED 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	31579	
RES	RESIDENTIAL	WDLDPAWO	D	1169	
RES	RESIDENTIAL	WGRVPAWG	D	4726	
RES	RESIDENTIAL	WGTNPAWR	D	9196	
RES	RESIDENTIAL	WHHNPAWH	D	2409	
RES	RESIDENTIAL	WKBGPAWK	D	22110	
RES	RESIDENTIAL	WLBRPAWB	D	24821	
RES	RESIDENTIAL	WLGRPAWG	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	

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 (______). 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 <u>earlier in this section</u>. 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 (\bigcirc) 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 the press the 'OK' button (\bigcirc). 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 (\bigcirc) 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 (Save). 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.

SAVE AS					? ×
Save in:	Local Disk (C:)	•	← 🗈 💣 🎞 マ	
History Desktop My Computer My Network P	Adobe Work Attachinate builds drivers EECR Filings I386 LanierNT200 Local Mailboz	0	AAPINFO Marx 2000 MDL - Den MOUSE My Docume ORANT Pdrec200 PIC PP41 Program Fil Shared	nand Files	TEMP UPDATE UH Verizonl Vines Window: WINNI NavCC SSETUF AdobeW AUTOE
	File name:	Test21.csv		•	Save
	Save as type:	Microsoft Excel C	omma Separated Va	alues File 💌	Cancel





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 CO	STS DEPARTMENT	COST PORTAL
cost 🔒 📢	EXIT VZCOST				Welcome Demo User	. Version 1.
Data Version Filter	Data Management - Data Versions					
Table						
Arc	Version	Source Description	Jurisdiction	Owner	Load Date	
	FWD_STDPARM_PAE		PAE		6/21/2002	
Handar Barada Kar	Prelle's Test *		PAE		6/20/2002	
Version Description	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	
Jurisdiction	another loop test *		PAE		6/17/2002	
<all jurisdictions=""> Owner <all owners=""> Filter</all></all>						
		w Cooy Edit		Harrows	Delete	
	New Vie	w Copy Edit	Download Excel Template	Unapprove	Delete	

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 (_______) 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 ($\bigcirc K$) to continue or the data owner can press the 'Cancel' button ($\bigcirc Cancel$) to disregard the copy request and return to the 'Data Management' screen.

EXPLORER USER PROMPT	×
Script Prompt: Please Enter a Version Description	OK Cancel
1	

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.

Image: Welcome 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. CONDITIONS Hold down the shift key for multiple selections. ITTEM_KEY VERSION_ID Query Builder Window ITEM_KEY <> '0' VERSION_ID		SERVICE COSTS DEPARTMENT
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. CONDITIONS Build a condition and click Add to add it to your query. ITTEM_KEY ITTEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID Logical Query Builder Window Field Query Builder Window		Welcome Demo Uso
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. TTEM_KEY TTEM_KEY VALUE VERSION_ID Query Builder Window		
Hold down the shift key for multiple selections. ITEM_KEY ITEM_KEY GEOGRAPHY_KEY VALUE VERSION_ID Query Builder Window Add		
	Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE	Build a condition and click Add to add it to your query. Logical Field Operator Value ITEM_KEY <> 0 Query Builder Window Add

veri7on

Section 12	📃	Administrative
		SERVICE COSTS DEPARTMENT COST PORTAL
cost A	2 ERT VIZCOST	Welcome Demo User. Version 1.1.5
🖁 Build Query for I	Data Editor	

TABLE: Demand	VERSION: Test - Do Not Use
Select columns and conditions for your query COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	y. Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value Query Builder Window Add ITEM_KEY <> '0' ROWS Per Page: 500 Clear Row Query Sore Query Done

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 (Add) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (Clear) 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 and 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.

		SERVICE COSTS DEPARTMENT
cost		Welcome Demo User. Version 1.1.5
	Build Query for Data Editor	VERSION: Test - Do Not Use
		VERSION: Test - Do Not Use Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value Query Builder Window Add ITEM_KEY >> 0 Query Builder Window Add ITEM_KEY <> '0' ROWS Per Page: 500 Sove Query Done

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 (Done) 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.



Section 12 Administrative

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 (Save Query') should be pressed. When the 'Save Query' button (Save Query') is pressed, the 'Save Query' screen loads up.

	SERVICE COSTS DEPARTMENT
	Welcome Demo User. Version 1.1.5
L Save Query	
Name Query:	
Query Description:	
	Sove 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 (Sove) to continue. Otherwise, the data owner may press the 'Cancel' button (Cancel) 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 (<u>Sove</u>) to continue, the system saves the query and the user us 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 <u>section 11.2</u> of this document.

					SERVICE COSTS DEPA	RTMENT	COST PORTAL
	EXIT VZC05T				Welcome	e Demo User.	Version 1.1.5
L Query Filter	Queries						
Name	Query Name test	Table Name Demand	Version Marx Test - Do Not	Owner t	Date Created 9/5/2002		
Table Name Demand							
Owner							
Created After 01 v 01 v 2001 v Month Day Year							
Created Before							
Filter							J
		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 (**Run Query**) at the bottom of the screen should be pressed.

T	SERVICE COSTS DEPARTMENT	Cost Portal
	Welcome Demo User	Version 1.
Build Query for Data Editor	VERSION: Test - Do Not Use	
Select columns and conditions for your query. COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value Value Query Builder Window Add ITEM_KEY <> '0' ROWS Per Page: 500 Rows Per Page: 500 Clear Row Query Sove Query 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 (Next) and to view the previous page of results, the data owner will need to press the 'Previous' button (Previous).

Data Editor							
Table: Den	nand		Version:	Copy For Test -	Do Not Use *		
Rows 1 to	o 100 out of 69	148					
ITE	M KEY	ITEM NAME	GEOGRAPHY KE	YVALUE			
	TALRES	TOTAL	ABVLPAES	4966			
	TALRES	TOTAL	ALFAPAAL	1546			
	TALRES	TOTAL	ALNAPAAL	30703			
	TALRES	TOTAL	ALQPPAAL	10575			
то	TALRES	TOTAL	ALTWPAAL	39830			
	TALRES	TOTAL	ALTWPAMT	11403			
то	TALRES	TOTAL	ALXNPAAX	1607			
то	TALRES	TOTAL	AMBLPAAM	29794			
то	TALRES	TOTAL	AMBRPAAM	5407			
то	TALRES	TOTAL	ANVLPAAN	3579			
	TALRES	TOTAL	ARMRPAAR	19323	_		
то	TALRES	TOTAL	ASLDPAAL	3575	_		
	TALRES	TOTAL	AUSTPAAU	1042			
	TALRES	TOTAL	AVDLPAAV	3092	_		
	TALRES	TOTAL	AVLAPAAV	1323	_		
	TALRES	TOTAL	BADNPABA	4664	_		
	TALRES	TOTAL	BATHPABT	5502			
	TALRES	TOTAL	BCHMPABU	5158	_		
	TALRES	TOTAL	BCYNPABC	14755	_		
то	TALRES	TOTAL	BEWKPABR	11216	_		

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.



Section 12 Administrative

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 (<u>New Record</u>). 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	ALXNPAAX	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAAN	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAAL	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 reocrd.

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	ALXNPAAX	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAAN	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAAL	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

MICROSOFT INTERI	NET EXPLORER 🛛 🗙
😲 Delete Sel	ected Record?
ОК	Cancel

highlight it and then pressing the 'Delete Record' button (Delete Record). The system will ask the data owner to confirm the deletion. The data owner will need to either press the 'OK' button (OK) to confirm the deletion request or press the 'Cancel' button (Cancel) to disregard the request. An example of the confirmation request is shown in the figure at the left.



Section 12	cost	Administrative
	▼ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	

Data Editor						
Table: Demand		Version:	Copy Test *			
Rows 1 to 100 out o	of 6948					
ITEM_KEY	ITEM_NAME	GEOGRAPHY_K	EYVALUE			A
TOTALRES	TOTAL	ABVLPAES	4966	-		
TOTALRES	TOTAL	ALFAPAAL	1546	-		
TOTALRES	TOTAL	ALNAPAAL	30703	7		
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	ANVLPAAN	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			-

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 wither 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' page.





Once the 'Download' button (\bigcirc) 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 the press the 'OK' button (\bigcirc). 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 (\bigcirc) 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 (Save). 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.

SAVE AS					? ×
Save in:	Local Disk (C:)	•	← 🗈 💣 🎞▼	
History Desktop My Computer	Adobe Work Attachmate builds drivers EECR Filings I386 LanierNT200 Local Mailbox Lotus	0	MAPINFO Marx 2000 MDL - Den MOUSE My Docume ORANT Pdrec200 PIC PP41 Program Fil Shared	nand Files	TEMP UPDATE UH Verizon Window: WINNT ANAVCC S_SETUF AdobeW AUTOE
	File name: Save as type:	Test21.csv Microsoft Excel Co	omma Separated Va	Ilues File	Save Cancel







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 <u>this section</u>, 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 (<u>Edit</u>).

cost A	exit vzcost			SERV	ICE COSTS DI	EPARTMENT Cost F Icome, Demo User Ve
Data Version Filter	L_Data Ma	anagement - Data Versions				
Table				_	1	
ABC_COST		Version	Source Description	Jurisdiction	Owner	Load Date
		FWD_STDPARM_PAE		PAE		6/21/2002
		Prelle's Test *		PAE		6/20/2002
Version Name		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
urisdiction		another loop test *		PAE		6/17/2002
All>						
						•
Filter		Now View	Copy Edit	Approve Unap	prove Delete	View Dependents
			D	lownload 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.

T. C. See See	SERVICE COSTS DEPARTME	T Cost Port
Build Query for Data Editor	Welcome Demo	Jser. Version
TABLE: Demand	VERSION: Test - Do Not Use 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 GEOGRAPHY_KEY VALUE VERSION_ID	CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value Value Cuery Builder Window Query Builder Window Add ITEM_KEY <> '0' ROWS Per Page: 500 C Run Query Sove Query Dose	



		/	
Section 12		<mark>√zco</mark> st <u></u>	Administrative
			SERVICE COSTS DEPARTMENT COST PORTAL
cost			Welcome Demo User. Version 1.1.5
	Build Query for Data Editor		
I	TABLE: Demand	VERSION: Test - Do Not Use	
1	Select columns and conditions for your que	ry. Click Run to execute the SQL statement or c	lick Save to save it.
	COLUMN SELECTOR Hold down the shift key for multiple	CONDITIONS Build a condition and click Add to add it to	o your query.

Query Builder Window

ROWS Per Page: 500 -

Logical Field

TTEM KEY

Run Query Save Query

Operator Value

Clear

• <> • 0

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 (Add) and the condition will appear in the 'Query Builder Window'. The data owner may press the 'Clear' button (Clear) 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 and 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.

	SERVICE COSTS DEPARTMENT COST-PORTAL
cost 🗈 🗞 ? 🔤	Welcome Demo User. Version 1,1.5
E Build Query for Data Editor	
TABLE: Demand	VERSION: Test - Do Not Use
Select columns and conditions for your query. C	lick 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 Logical Field Operator Value ITEM_KEY <> 0 Query Builder Window Add ITEM_KEY <> '0' < ITEM_KEY <> '0'
	ROWS Per Page: 500 💌 Clear

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 (



Section 12 Administrative

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 (Save Query') should be pressed. When the 'Save Query' button (Save Query') is pressed, the 'Save Query' screen loads up.

	Welcome Demo User. Version 1.1.5
E Save Query	
Name Query:	
Query Description:	
	Sove 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 (Sove) to continue. Otherwise, the data owner may press the 'Cancel' button (Cancel) 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 (<u>Sove</u>) to continue, the system saves the query and the user us 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 <u>section 11.2</u> of this document.

			SERVICE COSTS DEPARTMENT	COST PORTAL
	EKIT VZCOST		Welcome Demo Use	r. Version 1.1.5
L Query Filter	Queries			
Name Table Name Demand Owner Demo User Created After Ol Ol Ol Z001 Month Day Year Created Before Og O6 Z002 Month Day Year	Query Name Table Name Teat Demand	Version Owner Marx Test- Do Not	Date Created 9/5/2002	
Filter	New	Edit Delete	Run	
<u> </u>				





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 (**Run Query**) at the bottom of the screen should be pressed.

	SERVICE COSTS DEPARTMENT
A Solution	Welcome Demo U
TABLE: Demand	VERSION: Test - Do Not Use
COLUMN SELECTOR Hold down the shift key for multiple selections. ITEM_KEY ITEM_NAME GEOGRAPHY_KEY VALUE VERSION_ID	Click Run to execute the SQL statement or click Save to save it. CONDITIONS Build a condition and click Add to add it to your query. Logical Field Operator Value COURT Builder Window Add ITEM_KEY COURT Add ROWS Per Page: 500 Row Save Query Dese Clear Row Query Save Query Dese



Section 12 Administrative

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 (_______).

Data Editor						
Table: Demand	i	Version:	Copy For Test	- Do Not Use *		
Rows 1 to 10	0 out of 6948					
ITEM_H	EY ITEM NAME	GEOGRAPHY_K	EYVALUE			-
TOTAL		ABVLPAES	4966			
TOTAL		ALFAPAAL	1546			
TOTAL		ALNAPAAL	30703			
TOTAL	RES TOTAL	ALQPPAAL	10575			_
TOTAL	RES TOTAL	ALTWPAAL	39830			
TOTAL	RES TOTAL	ALTWPAMT	11403			
TOTAL	RES TOTAL	ALXNPAAX	1607			
TOTAL		AMBLPAAM	29794			
TOTAL		AMBRPAAM	5407			
TOTAL		ANVLPAAN	3579			
TOTAL		ARMRPAAR	19323			
TOTAL		ASLDPAAL	3575			
TOTAL		AUSTPAAU	1042			
TOTAL		AVDLPAAV	3092			
TOTAL		AVLAPAAV	1323			
TOTALE TOTALE		BADNPABA BATHPABT	4664 5502			
TOTAL		BCHMPABU	5158			
TOTAL		BCYNPABC	14755			
TOTAL		BEWKPABR	11216			
TOTAL	TOTAL	DEWKERDN	11210			-

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.



Section 12 Administrative

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 (<u>New Record</u>). 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	ALXNPAAX	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAAN	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAAL	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	ALXNPAAX	1607	1626
				1626
TOTALRES	TOTAL	AMBRPAAM	5407	1626
TOTALRES	TOTAL	ANVLPAAN	3579	1626
TOTALRES	TOTAL	ARMRPAAR	19323	1626
TOTALRES	TOTAL	ASLDPAAL	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 (**Delete Record**). The system will ask the data owner to confirm the deletion. The data owner will need to either press the 'OK' button (OK) to confirm the deletion request or press the 'Cancel' button (Cancel) to disregard the request. An example of the confirmation request is shown in the figure at the left.



Section 12	cost	Administrative
	▼ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	

Able i Demand Version: Copy Test * Ross 16 103 out of 6943 TEM_KEY TEM_NAME GEOGRAPHY_KEYVALUE TOTALRES TOTAL ABVLPAES 4966 TOTALRES TOTAL ALPAPAAL 1546 TOTALRES TOTAL ALPAPAAL 15073 TOTALRES TOTAL ALINPPAAL 10575 TOTALRES TOTAL ALTWPAAL 38830 TOTALRES TOTAL ALTWPAAL 10677 TOTALRES TOTAL ALTWPAAK 1607 TOTALRES TOTAL ALTWPAAK 1607 TOTALRES TOTAL ALTWPAAK 1607 TOTALRES TOTAL ALTWPAAK 1607 TOTALRES TOTAL AMBRPAAM 6407 TOTALRES TOTAL ANMEPAAM 5679 TOTALRES TOTAL ASUPPAAU 3623 TOTALRES TOTAL ASUPPAAU 3622 TOTALRES TOTAL AVUPAAV 323 TOTALRES TOTAL AVLPAAV 323 <td< th=""><th>a Editor</th><th></th><th></th><th></th><th></th><th></th><th></th></td<>	a Editor						
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TOTALRES TOTAL BCYNPABC 14755	TOTALRES TOTALRES TOTALRES	TOTAL TOTAL TOTAL	BATHPABT BCHMPABU BCYNPABC	5502 5158 14755			
	TOTALRES	TOTAL	BEWKPABR	11216			

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 wither 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' page.





Once the 'Download' button (\bigcirc) 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 the press the 'OK' button (\bigcirc). 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 (\bigcirc) 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 (Save). 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.

SAVE AS					? ×
Save in:	Local Disk (C:)	•	← 🗈 💣 🎞 マ	
History Desktop My Computer My Network P	Adobe Work Attachinate builds drivers EECR Filings I386 LanierNT200 Local Mailboz	0	AAPINFO Marx 2000 MDL - Den MOUSE My Docume ORANT Pdrec200 PIC PP41 Program Fil Shared	nand Files	TEMP UPDATE UH Verizonl Vines Window: WINNI NavCC SSETUF AdobeW AUTOE
	File name:	Test21.csv		•	Save
	Save as type:	Microsoft Excel C	omma Separated Va	alues File 💌	Cancel





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 (

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ıta Version Filter	P. Dt-	Nanananan Data Variana				
ia version filler		Management - Data Versions				
ble						
ABC_COST	•	Version	Source Description	Jurisdiction	Owner	Load Date
		FWD STDPARM PAE		PAE		6/21/2002
		Prelle's Test *		PAE		6/20/2002
rsion Name		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
risdiction		another loop test *		PAE		6/17/2002
vner <all></all>						
atus						•
atus <all> T</all>					-)

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 ($\bigcirc K$) to confirm the approval request or press the 'Cancel' button ($\bigcirc Cancel$) to disregard the request. An example of the approval confirmation request is shown in the figure below.

MICROX	OFT INTER	NET EXPLORER	×
?	Approve Tr	est - Do Not Use?	
	ОК	Cancel	







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 (Unapprove) to unapprove the data version.

				SERVICE CO	STS DEPARTMENT	COST PORTAL
cost 🔒 😣	2 EXIT VZCØST				Welcome Demo Use	r. Version 1.1.
L. Data Version Filter	ita Management - Data Versions					
Table						
Arc	Version	Source Description	Jurisdiction	Owner	Load Date	
	FWD_STDPARM_PAE		PAE		6/21/2002	
	Prelle's Test *		PAE		6/20/2002	
Version Description	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	
Jurisdiction	another loop test *		PAE		6/17/2002	
<all jurisdictions=""> Commer (All Owners> Filter</all>						
	I € New Vie	w Copy Edit	Approve Download Excel	Unapprove	Delete	

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 (\bigcirc K') to confirm the approval request or press the 'Cancel' button (\bigcirc Cancel) to disregard the request. An example of the approval confirmation request is shown in the figure below.

MICROX	DET INTERI	VET EXPLORER	×
?	Unapprove	: Test - Do Not Use?	,
	ок	Cancel	





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 (Delete). Please note that the data version can not be deleted once it has been approved.

			SERV	ICE COSTS DE	PARTMENT	COST PORTAL
cost 🗅 🗞 ?	EKIT VZCOST			We	lcome, Demo Us	er Version
	Data Management - Data Versions					
ABC_COST	Version	Source Description	Jurisdiction	Owner	Load Date	
1		Source Description		owner		
	FWD_STDPARM_PAE Prelle's Test *		PAE		6/21/2002 6/20/2002	
Version Name	Prelle's Test *		PAE		6/20/2002	- 1
	testing latest program *		PAE		6/18/2002	
P	test of new loading *		PAE		6/17/2002	
	another loop test *		PAE		6/17/2002	
Jurisdiction	another loop test *		PAE		6/17/2002	
Owner <ali> Status</ali>						
<all></all>	New View	Capy Edit	Approve Unap	prove Delete		
		D	ownload Excel Template			

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 ($\bigcirc K$) to complete the deletion of the data version or press the 'Cancel' button ($\bigcirc Cancel$) 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 <u>this section</u>, 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 (

cost n 🗞 ?	PERF VICEST		SERV	ICE COSTS DE we	PARTMENT COST PORTAL
L Data Version Filter	Data Management - Data Versions				,
Table	Version	Source Description	Jurisdiction	Owner	Load Date
Version Name	FWD_STDPARM_PAE Prelle's Test * Prelle's Test *		PAE PAE PAE		6/21/2002 6/20/2002 6/20/2002
	testing latest program * test of new loading * another loop test *		PAE PAE PAE		6/18/2002 6/17/2002 6/17/2002
Jurisdiction <a>All Jurisdictions>	another loop test *		PAE		6/17/2002
Owner <all></all>					
Status	4				
Filter					
	New View L	Copy Edit D	Approve Unap ownload Excel Template	prove Delete	View Dependents



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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 (\square) which is near the top left of the screen. If needed, To print, the data owner will press the print icon (\blacksquare) towards the top left of the screen

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Administrative

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.

cost 🔒	S CONT				W	elcome, Demo User 🛛 Ve
Filter	File Management					
me						
	[
	Name	Description	Owner	Туре	Date	
Description	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	
)e	PAW_Recurr_Results.pdf	PAW Recurring		pdf	1/13/2003	
All>	PA Combined ACCESS_Cost	PA Consolidated		Excel (.xls)	1/13/2003	
	PAW_NRC_Results.pdf	PAW		pdf	1/13/2003	
ner	PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003	
All>	PAW Assumpths.pdf	PAW Global		pdf	1/13/2003	
2012	PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003	
ated After	PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003	
	PAE_NRC_Results.pdf	PAE		pdf	1/13/2003	
1 🗸 01 🗸 2001 🗸	Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003	
onth Day Year	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	
ated Before	E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003	
1 • 31 • 2003 •	PAW 2001 Expense	PAW 2001		pdf	1/6/2003	
	Disacam pot	Motwork Diagram		RowerRoint (p	42/20/2002	
onth Day Year						





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 (Upload).

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le Filter	T File /	Management						
u di seconda	6							
ame								
		Name	Description	Owner	Туре	Date		
le Description		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		
/pe		PAW Recurr Results.pdf	PAW Recurring		pdf	1/13/2003		
<all></all>		PA Combined ACCESS Cost	PA Consolidated		Excel (.xls)	1/13/2003		
		PAW NRC Results.pdf	PAW		odf	1/13/2003		
wner		PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003		
<all></all>		PAW Assumpths.pdf	PAW Global		pdf	1/13/2003		
<ali></ali>		PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003		
reated After		PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003		
		PAE_NRC_Results.pdf	PAE		pdf	1/13/2003		
01 🗸 01 🗸 2001 🗸		Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003		
Nonth Day Year		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		
eated Before		E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003		
01 • 31 • 2003 •		PAW 2001 Expense	PAW 2001		pdf	1/6/2003		
		Diagram pot	Notwork Diagram		PowerPoint (pr	42/20/2002		
Month Day Year)	





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.

	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
لِّ Upload File		
Source File: Browse		
File Description:		
Orientation: Portrait		
Uplood Cancel		

If the user does not know the exact file name for the 'Source File' field, then the 'Browse' button (Browse.)) 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 () Open) to continue.

Look jn:	🖃 Local Disk (C:)		•	← 🗈 💣 📰▼	
History Desktop My Computer	Adobe Work attachmate builds drivers EECR Filings I386 Instpub LanierNT200 Local Mailbox	0	MAPINFO Marx 200 MbL - be MOUSE My Docum ORANT Pdrec200 PIC PP41 Program F Shared	0 Builds inand Files ents	TEMP UPDATE UH Verizoni Vines Window: WINNI UNAVCC SETUF AdobeW AUTOE
My Network P	File <u>n</u> ame:			•	▶ <u>O</u> pen
	Files of type:	All Files (*.*)		•	Cancel

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 (______).



2 X



Once the fields on the 'Upload File' screen have been filled out, then the user will need to press the 'Upload' button (Upload). 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 (Concel) to disregard this upload request and return to the 'File Management' screen.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome, Demo User Version 1.2
Upload File Source File: Test Document:xIs Browse	.
File Description:	×
Orientation: Portrait 💌	
* Orientation setting only used for image files (.jpg, .gif, .t	omp)
Uplood Cancel	

Please notice that, if another file with the same filename already exists when the user presses the 'Upload' button (Upload), 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 (Upload) 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 (Delete) 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 (Delete).

cost				SER	VICE COSTS D	EPARTMENT Cost
ile Filter	File Management					
8	L					•
ame						
	1					
	Name	Description (Owner	Туре	Date	▲
ile Description	2-Wire Loop 07312002-3.x			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.doo			Word (.doc)	1/13/2003	
ype	PAW Recurr Results.pdf	PAW Recurring		pdf	1/13/2003	
<all></all>	PA Combined ACCESS Co	× 1		Excel (.xls)	1/13/2003	
	PAW_NRC_Results.pdf	PAW		pdf	1/13/2003	
)wner	PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003	
<all></all>	PAW Assumptos.pdf	PAW Global		pdf	1/13/2003	
<ali></ali>	PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003	
	PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003	
reated After	PAE NRC Results.pdf	PAE		pdf	1/13/2003	
01 • 01 • 2001 •	Approval Process (combo).g	if sample diagrams		Image (.gif)	1/13/2003	
Month Day Year	PAE Study Index.pdf	PAE VZCost		pdf	1/13/2003	
	PAE Assumptions.pdf	PAE Global		pdf	1/13/2003	
	PAE ACF Rpt.pdf	PAE Annual Cost		pdf	1/13/2003	
reated Before	E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003	
01 • 31 • 2003 •	PAW 2001 Expense	PAW 2001		pdf	1/6/2003	
	Disaram out	Notwork Disaram		PowerPoint (p	12/20/2002	▼
Month Day Year						
		Upload Delet	P	review		
Filter		Delet	r r	ICAICW.		

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 $(\bigcirc \sigma \kappa \bigcirc$) to complete the deletion of the file or press the 'Cancel' button ($\bigcirc cancel \bigcirc$) 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 <u>section 4.4</u> 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 (**Preview**).

cost 🔒	EXIT VZC05T				W	elcome, Demo User 🛛 🗸
e Filter 9	File Management					
	rie wanagemeni					
me						
	Name	Description	Owner	Туре	Date	
Description	2-Wire Loop 07312002-3.xls	Demo	Owner	Excel (.xls)	1/24/2003	
: Description	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	
)e	PAW_Recurr_Results.pdf	PAW Recurring		pdf	1/13/2003	
All>	PA Combined ACCESS_Cost	PA Consolidated		Excel (.xls)	1/13/2003	
	PAW NRC Results.pdf	PAW		pdf	1/13/2003	
ner	PAW Study Index.pdf	PAW VZCost		pdf	1/13/2003	
All>	PAW Assumpths.pdf	PAW Global		pdf	1/13/2003	
All>	PAW ACF Rpt.pdf	PAW Annual Cost		pdf	1/13/2003	
	PAE_Recurr_Results.pdf	PAE Recurring		pdf	1/13/2003	
ated After	PAE_NRC_Results.pdf	PAE		pdf	1/13/2003	
1 🗸 01 🗸 2001 🗸	Approval Process (combo).gif	sample diagrams		Image (.gif)	1/13/2003	
onth Day Year	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	
ated Before	E2k BACost User Inputs.xls	sample excel file		Excel (.xls)	1/7/2003	
1 • 31 • 2003 •	PAW 2001 Expense	PAW 2001		pdf	1/6/2003	
	Diagram pot	Notwork Diagram		PowerPoint (pr	42/20/2002	
onth Day Year	(





Once the button is pressed, the 'Download' screen, which is shown below, will load up.

FILE DOWNLOAD	×
	You have chosen to download a file from this location. data.aspx?download=Y&sk=11696 from www22.verizon What would you like to do with this file? © Open this file from its current location © Save this file to disk IMAGE Always ask before opening this type of file
	OK Cancel More Info

If the user chooses the 'Open this file from its current location' radio button and presses the 'OK' button ($\bigcirc K$), 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

 $(\ ok \)$ 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 $(\ cancel \)$.

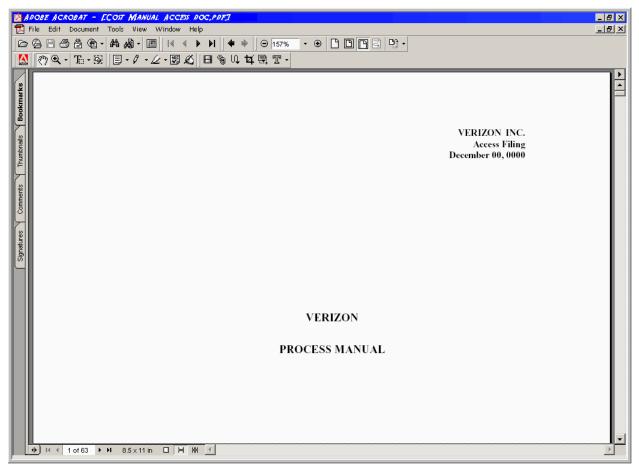
SAVE AS				? ×
Save in:	Local Disk (C:)	- te (*▼
History History Desktop My Computer	Adobe Work attachmate builds drivers EECR II386 Instpub Lanier NT200 Local Mailbo; Lotus	0	MAPINFO Marx 2000 Builds MoL - bemand File: MOUSE ORANT ORANT Pdrec200 PIC PPC PP41 Program Files Shared	TEMP
	File name:	Test21		▼ Save
	Save as type:	Adobe Acrobat Do	cument	Cancel

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 (Save). 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 (Cancel) 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 (\mathbf{x}) at the top right corner of the screen will close this screen.







Section 12.3: Report Management

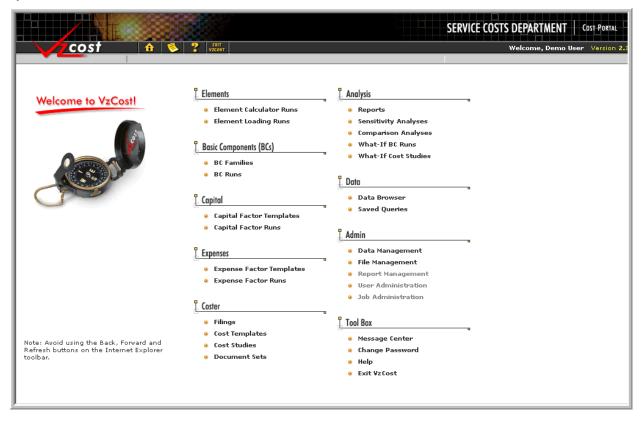
The 'Report Management' link on the home page will not be available to VzCost users. Only Crystal Reports developers will have access to this section.

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 Bosic Components (BCs) BC Families BC Runs Capital Factor Templates Capital Factor Runs Expense Factor Templates Expense Factor Templates Expense Factor Runs	Analysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If Cost Studies Data Browser Saved Queries Admin Data Management File Management User Administration
ote: Avoid using the Back, Forward and efresh buttons on the Internet Explorer oolbar.	Coster Filings Cost Templates Cost Studies Document Sets	 Job Administration Tool Box Message Center Change Password Help Exit VzCost

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.



Tool Box

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.

	Ettit Vizost		ERVICE CO	STS DEPARTMENT	COST PORTAL Version 1.
	Job Messages				
My Message Center	Job Description	Type Element Loadings	Status	Job Completed	
	Test21 WIF-Another Test IOF Run	Run Ö BC Run	Processing Completed	6/12/2002 2:18:40 PM	
	Demo 3	Expense Factor Run	Failed	6/12/2002 12:01:25 PM	
1 7 5	Demo 3	Expense Factor Run	Failed	6/12/2002 11:49:18 AM	
	test1-03	Sensitivity Analysis	Completed	6/11/2002 9:34:22 AM	
	WIF-Demo for Mark	BC Run	Completed	6/11/2002 9:30:56 AM	
	Demo for Mark	BC Run	Completed	6/11/2002 9:19:31 AM	
	Document: Demo Document Set 1	Documentation	Completed	6/7/2002 9:54:07 AM	
	Basic Port_06042002	Cost Study	Completed	6/5/2002 9:45:35 AM	
	4				Þ
	(Delete)
		Detete			

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 (<u>View Results</u>) 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.

MICROSO	FT INTERNET EXPLORER
ৃ	Failed Message: oracle.jdbc.driver.OracleSQLException: ORA-01401: inserted value too large for column
	OK Cancel





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 (<u>View Results</u>) in the section of VzCost that the run originated from. Six types of exceptions exist. Examples of these six exception types are shown below.

- <u>Null Value</u> and <u>Missing Value</u> 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.
- <u>Piece of Element Dropped</u> 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.
- <u>Operation Resulted in Empty Element</u> 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.
- <u>Operation Resulted in an Element with Inconsistent Attributes</u> 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.
- <u>Operation on Element with Inconsistent Attributes</u> 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.

- <u>Processing</u>: The user will see this when the system has not completed the run and is still working on that run.
- <u>Completed</u>: The user will see this when the system has completed the run.
- <u>Failed</u>: The user will see this when the system was unable to complete the run for whatever reason.



Section 13	cost	Tool Box

	Job Messages Job Description	Туре	Status	Job Completed	
My Message Center	Test21	Element Loadings Run	Processing	Job-completed	
	WIF-Another Test IOF Run	BC Run	Completed	6/12/2002 2:18:40 PM	
	Demo 3	Expense Factor Run	Failed	6/12/2002 12:01:25 PM	
	Demo 3	Expense Factor Run	Failed	6/12/2002 11:49:18 AM	
	test1-03	Sensitivity Analysis	Completed	6/11/2002 9:34:22 AM	
	WIF-Demo for Mark	BC Run	Completed	6/11/2002 9:30:56 AM	
	Demo for Mark	BC Run	Completed	6/11/2002 9:19:31 AM	
	Document: Demo Document Set 1	Documentation	Completed	6/7/2002 9:54:07 AM	
	Basic Port_06042002	Cost Study	Completed	6/5/2002 9:45:35 AM	
	4				Þ
	<u></u>	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 (\Box) in this field for the message to be deleted and then press the 'Delete' button (\Box) at the bottom of the screen.





Tool Box

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 <u>section 2.5</u>.

		SERVICE COSTS DEPARTMENT COST PORTAL
cost 🔒 🔌	· ? VICOST	Welcome, Demo User Version 2
Welcome to VzCost!	 Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Copital Capital Factor Templates Capital Factor Runs Expenses Expense Factor Templates 	 Analysis Reports Sensitivity Analyses Comparison Analyses Comparison Analyses What-If BC Runs What-If BC Runs What-If Cost Studies Data Browser Saved Queries <i>L</i> Admin Data Management File Management Report Management
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Expense Factor Runs Coster Filings Cost Templates Cost Studies Document Sets 	 User Administration Job Administration Tool Box Message Center Change Password Help Exit VzCost





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.

	SERVICE COSTS DEPARTMENT COST PORTAL
	Welcome Demo User. Version 1.1
Change Password	u
Login Id: v11:	1111
Old Password:	
New Password:	
Confirm New Password:	
Save	Cancel
*Passwords must contain a minim	um of 8 characters and at least one
each of the following: upper case letter, lower	r case letter, a number, and a 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.





	SERVICE COSTS DEPARTMENT	COST PORTAL
	Welcome Demo User.	Version 1.1.5
E Change Password	B	
Login Id: v111111		
Old Password:		
New Password:		
Confirm New Password:		
New password must comply with password rul	es.	
Sove Control		
*Passwords must contain a minimum of 8 characters and each of the following: upper case letter, lower case letter, a number,	d at least one , 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.

cost 🗈 🗞	2 ENT VZCOST	Welcome, Demo User Version 2.3
Welcome to VzCost!	 Elements Element Calculator Runs Element Loading Runs Basic Components (BCs) BC Families BC Runs Copital Capital Factor Templates Capital Factor Runs Expense Factor Templates Expense Factor Runs Coster 	Analysis • Reports • Sensitivity Analyses • Comparison Analyses • What-If BC Runs • What-If Cost Studies • Data • Data Browser • Saved Queries • Administration • Job Administration
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Filings Cost Templates Cost Studies Document Sets 	 Tool Box Message Center Change Password Help Exit VzCost





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.

cost

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 <u>section 2.3</u>.

			SERVICE COSTS DEPARTMENT COST PORTAL
Welcome to VzCostl	Elements Element Calculator Runs Element Loading Runs Element Loading Runs Bosic Components (BCs) BC Families BC Runs Copital Capital Factor Templates Capital Factor Runs	Andlysis Reports Sensitivity Analyses Comparison Analyses What-If BC Runs What-If BC Runs Data Browser Saved Queries Admin	Welcome, Demo User Version 2.3
	Expenses • Expense Factor Templates • Expense Factor Runs	 Data Management File Management Report Management User Administration Job Administration 	
Note: Avoid using the Back, Forward and Refresh buttons on the Internet Explorer toolbar.	 Filings Cost Templates Cost Studies Document Sets 	 Tool Box Message Center Change Password Help Exit VzCost 	"





BCs are the Basic Components that are the building blocks for costing.

A <u>BC family</u>, also called Mapper A, is a collection of formulas used to map elements into BCs.

A <u>BC run</u> creates result sets, known as BCs, based on the user's selection of both BC families and data versions.

A <u>capital factor</u> 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 <u>CLLI</u> 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 <u>comparison analysis</u> 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 <u>cost template</u>, 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 <u>cost study</u> creates a result set based on the user's selection of cost templates and data versions.

A <u>database</u> is a collection of data related to a particular topic or purpose which, in many cases, includes the tools for using that data.

A <u>density cell</u>, 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 <u>domain</u> 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 <u>element calculator</u> calculates the Unloaded Total Elements.

The <u>element loadings</u> are used to calculate the Loaded Total Elements.

An <u>expense factor</u> 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 <u>field</u> 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 <u>link</u> 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 <u>query</u> 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 <u>sensitivity analysis</u> 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.

<u>Technology grouping</u> 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 <u>what if analysis</u> 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.





A

Absolute Value
Access1, 19–24, 32, 58–59, 149, 152, 217, 225, 292, 301, 352, 415, 478, 551, 611, 639, 643–647, 661, 694, 696, 698
Account 8, 14–17, 78, 152–153, 236–237, 314–315, 445–446, 553, 558,
Admin1, 32, 643–696
Adobe Acrobat2, 29, 36, 476–478, 483, 512, 537, 690, 694–695
Aggregate
Alias89–90, 104, 166–167, 182–183, 252–253, 267, 375–376, 390
Analysis
Arithmetic
Assumptions . 212–218, 224–225, 227, 287–293, 300–302, 305, 325,
336
Authentication

B

Basic Component
Family3, 27, 29, 83–122, 124–125, 137, 157, 340, 351, 372
Run 3, 27, 29–30, 83–84, 97, 102, 111, 116–118, 122–160, 375,
BC
See Basic Component
BMP
Browser
Requirements

Requirements	
Standard Buttons Toolbar	1
Version	,
See Also Microsoft Internet Explorer	
Build Status	
See Status	

С

Calc Engine	7, 15, 17, 28, 161, 247
Calculations 3, 7, 10, 153, 162, 170, 186, 23	7, 248, 256, 315, 331, 369,
	446, 560, 568, 579,
Capital Factor	
Results	
Run . 28, 161–163, 170, 174, 179, 186	, 192, 198, 200, 204–205,
209–	
Template28, 161–208, 211–21	3, 240, 243, 256, 340, 351
Change Password	
See Password	

Change Status
Approved 5-6, 27, 29, 40, 54-55, 58, 60, 80, 89, 113, 116, 157,
170,
202, 278, 321, 340, 375, 401, 411, 415, 450, 526, 611–612,
Completed 27, 29, 55, 80, 116, 157, 202, 243, 278, 321, 354, 401,
Final 57, 71, 80, 82, 116, 121, 145, 157, 160, 202, 208, 229, 243,
Final and Filed . 29, 71, 80, 116, 145, 157, 202, 229, 240, 243,
278, 307, 318, 321, 368,
In Progress 5, 32, 54–55, 80, 116, 157, 202, 243, 278, 321, 401,
450,
Submitted .55, 80, 116, 157, 202, 243, 278, 321, 401, 450, 526
Submitted
1 2
Comparison Analysis
Compatibility
Condition 411, 614–615, 625–626, 633–634, 640, 654–655,
Confidentiality Statement
See Proprietary System Statement
Control Sheet 266, 325, 329–332, 335–338, 340, 342–350, 352–356,
358
Cost Study . 4–5, 29–30, 39, 116, 122, 147, 332, 344, 353–354, 358,
360,
406, 409–451, 455, 529, 532, 539, 554, 584–585, 588–589, 593,
For Filing 4–5, 29, 36, 39, 80, 116, 157, 202, 243, 278, 321, 325,
For Fining 4–3, 29, 30, 39, 80, 110, 137, 202, 243, 278, 321, 323,
401, 406, 409, 411–415, 417, 420, 424–425, 427, 430,
Standalone 29, 406–409, 411, 415, 418, 420, 424–425, 427,
Cost Template 12–13, 18, 29, 84, 111–112, 116, 122, 369–408, 411,,
423,
Coster
Crystal Reports
Developer





CSV 32, 77, 155, 239, 317, 448,	559, 567, 578, 587, 595, 606, 619,
628,	636, 641, 647, 649, 659, 670, 681
Custom Formula	

D

Data
Browser
Editor 613, 616, 618–619, 624, 628, 630, 632, 636, 638, 641,
653, 656, 658–659, 662, 665, 667–668, 670, 673,
676,
Flow
Management
Owner 32, 36, 46, 55, 65, 71, 80, 116, 145, 157, 202,, 229, 240,
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