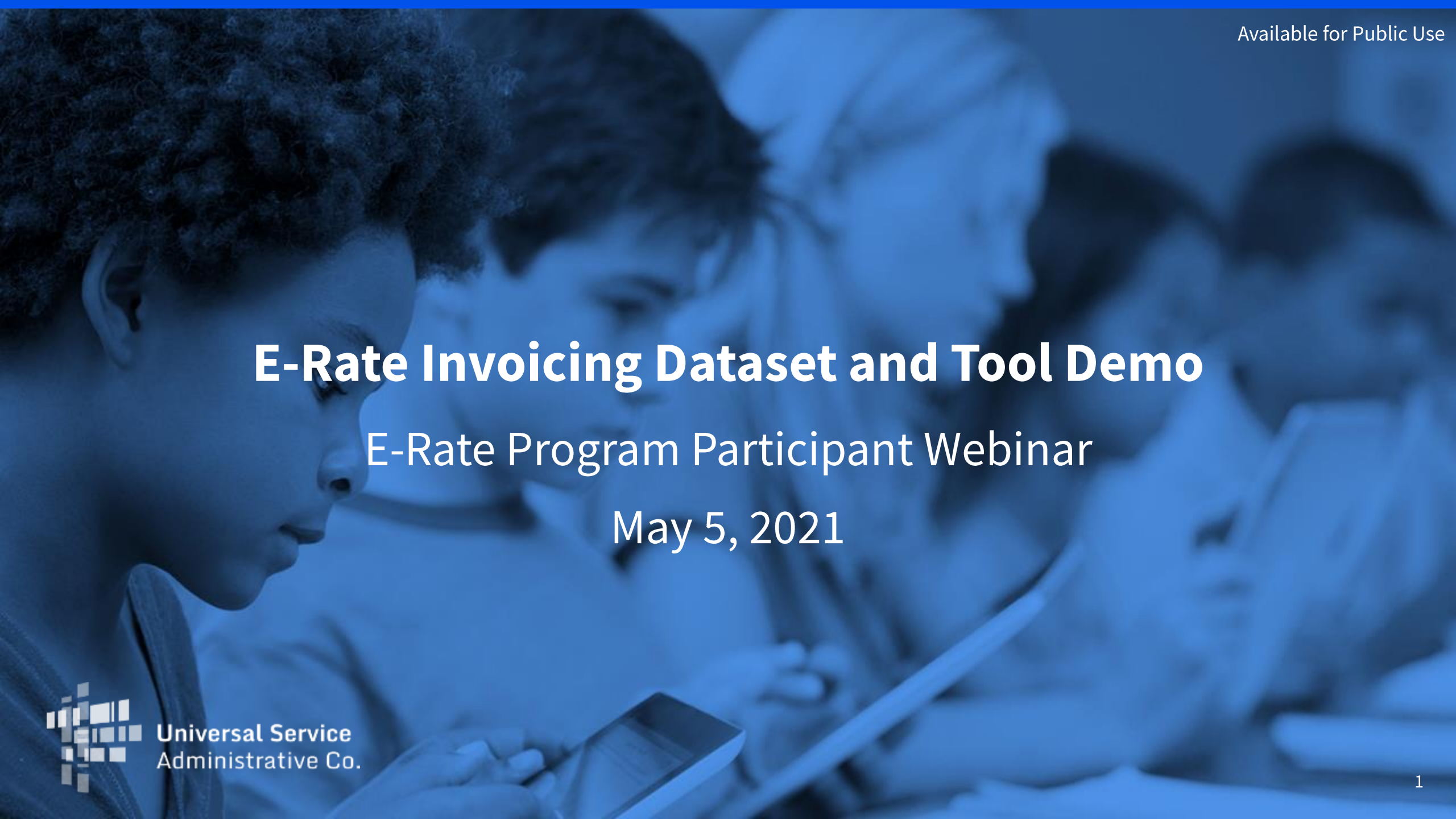


E-Rate Invoicing Dataset and Tool Demo

E-Rate Program Participant Webinar

May 5, 2021

Universal Service Administrative Co.

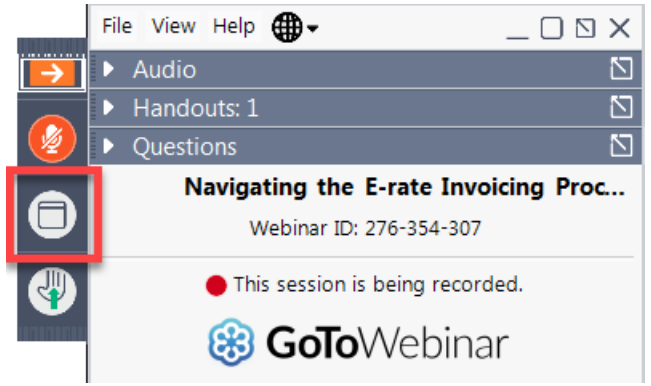
HOUSEKEEPING – WEBINAR PANEL

- The webinar panel is located on the right-hand side of the screen.
- Open the panel by clicking the orange arrow.

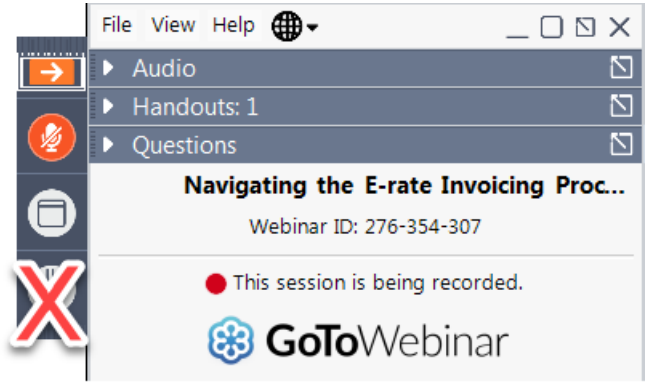
- Use the white arrows to open the sections in the panel.

HOUSEKEEPING – WEBINAR PANEL

- You can use the panel to view the presentation in full screen or window mode.

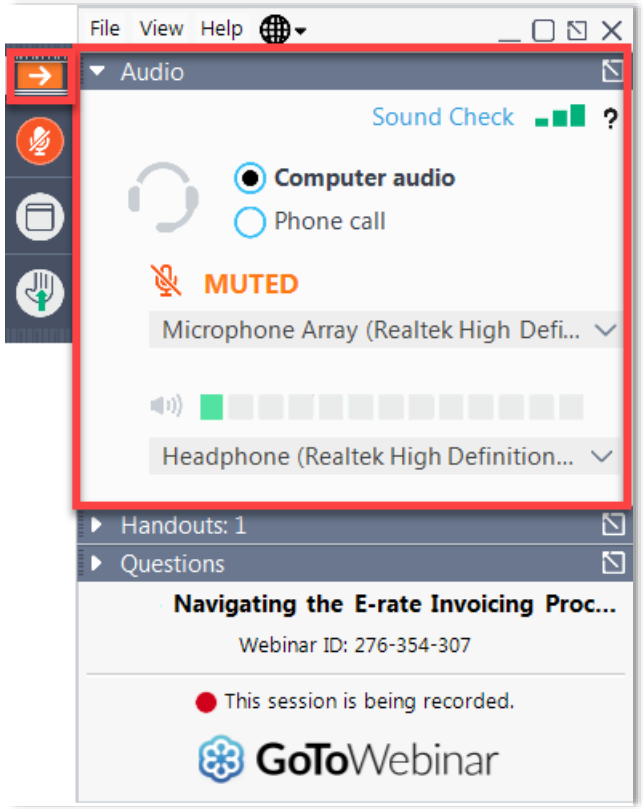


- We are not using the hand raise function.



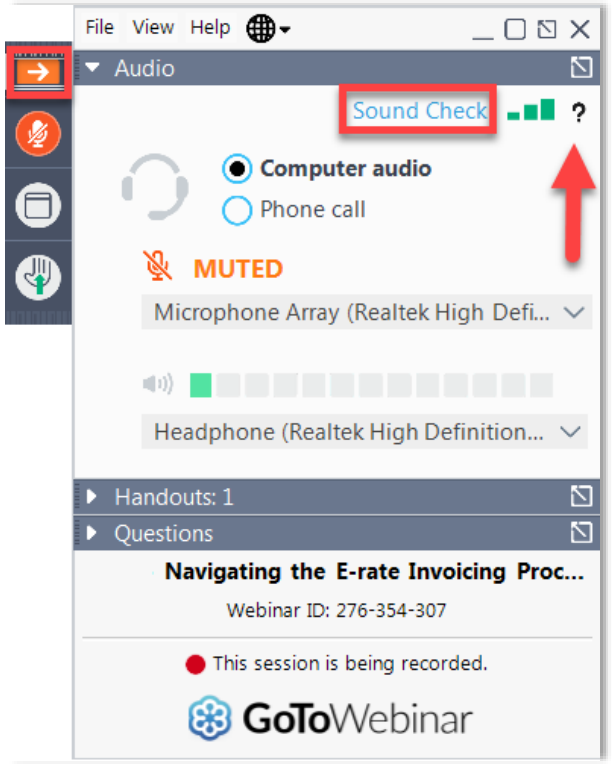
HOUSEKEEPING – AUDIO

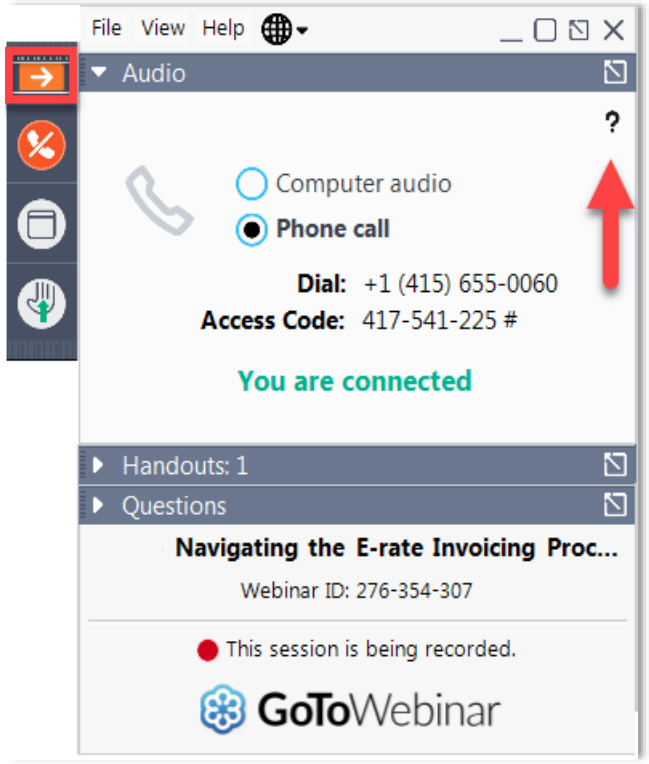
- Use the “Audio” section of your control panel to select an audio source.
- Choose one of the audio options:
  - Your computer's audio
  - Call in using an access code and audio PIN.
- The audience will remain on mute.



HOUSEKEEPING – TECHNICAL ISSUES

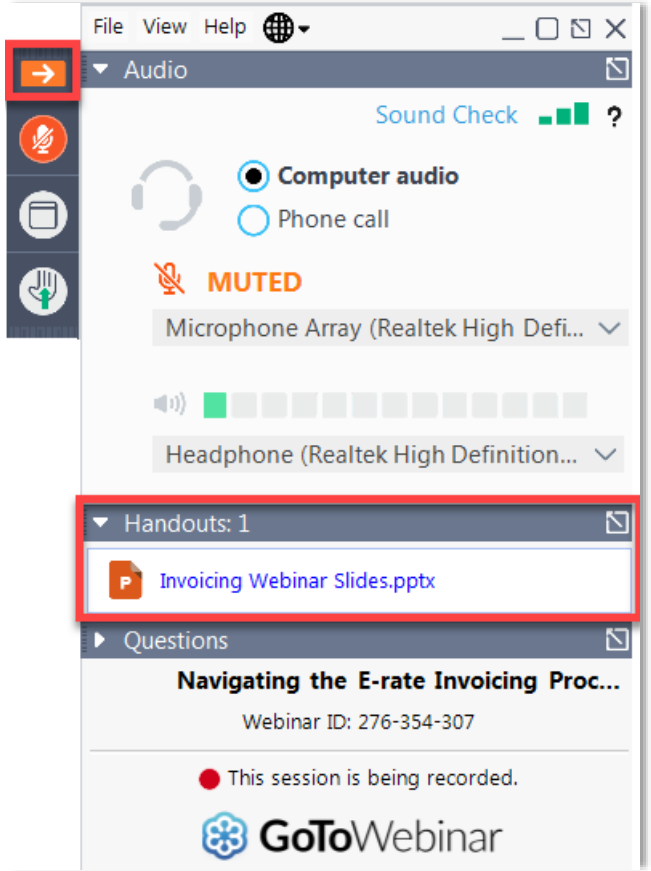
- Use the “Sound Check” link and click question mark icon for audio help.
- Exit webinar and click the check system requirements link in the event confirmation email to determine whether your computer meets the requirements to see and hear the webinar.
- If issues persist, call 833-851-8340 to troubleshoot with GoToWebinar.





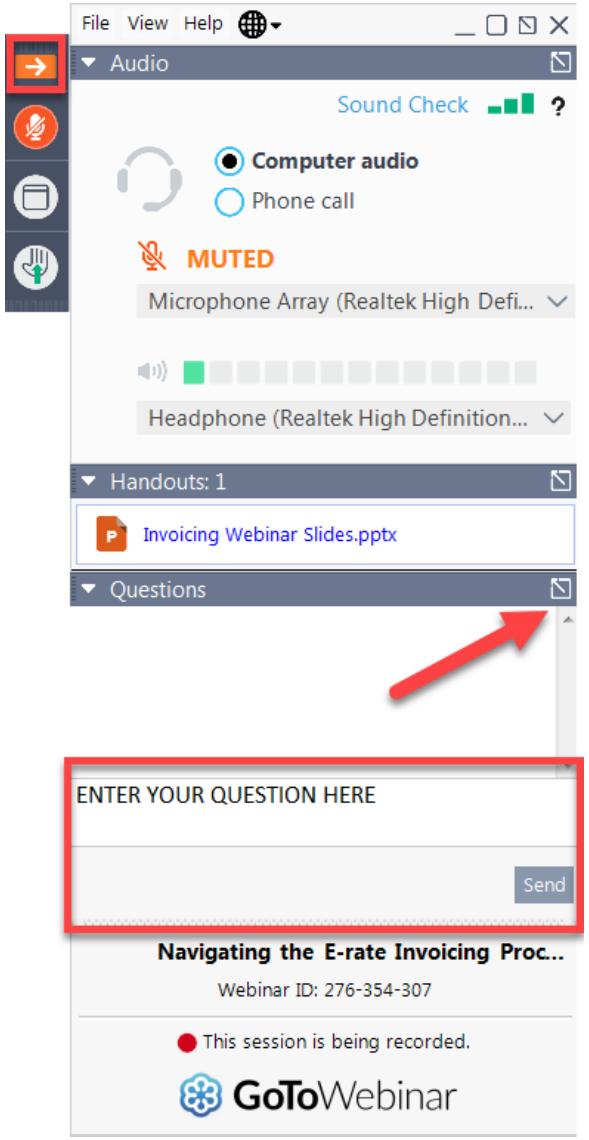
HOUSEKEEPING – RESOURCES

- The **slide deck** is available when you click the arrow to expand the "**Handouts**" tab.
- A recording of this webinar will be available after the event via the registration link.



HOUSEKEEPING – Q&A

- **There will be a live Q&A session focused on today's topics.**
- Tips for submitting questions:
  - Use the "Questions" box in your webinar control panel anytime during the presentation.
  - Click the box with the arrow above the questions box to expand it and see all written answers.
  - Write in full sentences.
  - Ask one question at a time.
  - Ask questions related to webinar content.



CLIENT SERVICE BUREAU (CSB)

Call us at (888) 203-8100

Monday – Friday 8:00 a.m. to 8:00 p.m. ET

Create a customer service case in the E-Rate Productivity Center (EPC):

1. Log in to EPC.
2. Select the **Contact Us** link from the upper right menu on your landing page.

MEET THE TEAM

Lorenzo Sanchez

Sr. Data Analyst | E-Rate

Tom Nesbitt

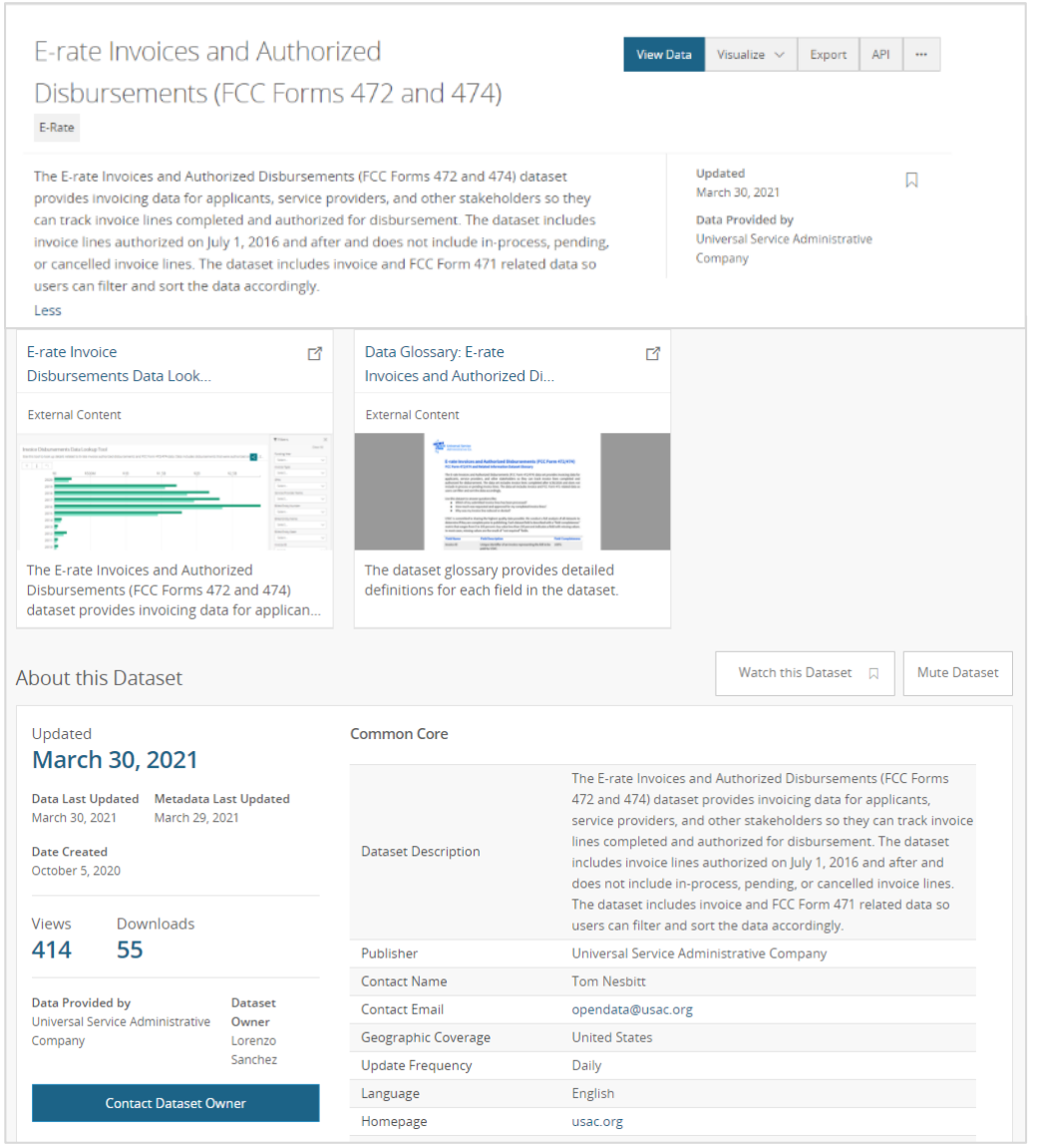
Senior Manager | E-Rate

Nkeshi Free

Communication Specialist | E-Rate

AGENDA

- Learning objectives
- Invoicing dataset and tool overview
- Demo of tool
- Data glossary and metadata
- How to submit tool and data related questions
- Q&A



LEARNING OBJECTIVES

- Understand the tool and dataset contents
- Learn how to search for invoicing data if you are an applicant, consulting firm, or service provider
- Learn how to export data
- Know what resources are available for dataset and tool related questions

INVOICING DATASET AND TOOL OVERVIEW

Users can:

- Track completed invoice lines authorized for disbursement
  - *Completed* = a decision was issued by USAC on payment (invoice line status = "*Sent to USAC*")
- Answer questions such as:
  - *Which of my submitted invoice lines has been completed?*
  - *How much was requested and approved for my completed invoice lines?*
  - *Why was my invoice line reduced or denied?*

Dataset and tool include:

- Invoice lines from all funding years completed on or after July 1, 2016
  - Pending or canceled invoice lines are not included
  - **Note:** It may take several business days after an invoice line's 'completion date' for funds to be received by recipient's bank account.
- Data from FCC Forms 472 and 474 (invoicing BEAR and SPI forms), FCC Form 471 applications, and applicant 498 ID for BEAR invoices

INVOICING DATASET AND TOOL OVERVIEW (CONTD.)

Dataset and tool include (contd.):

- 1.8+ million records
  - Each record = an invoice line
- 37 fields/columns

New data refresh schedule:

- On most** Tuesdays and Fridays by 9:00 a.m. ET, new invoice line records completed the prior day are added to the data.

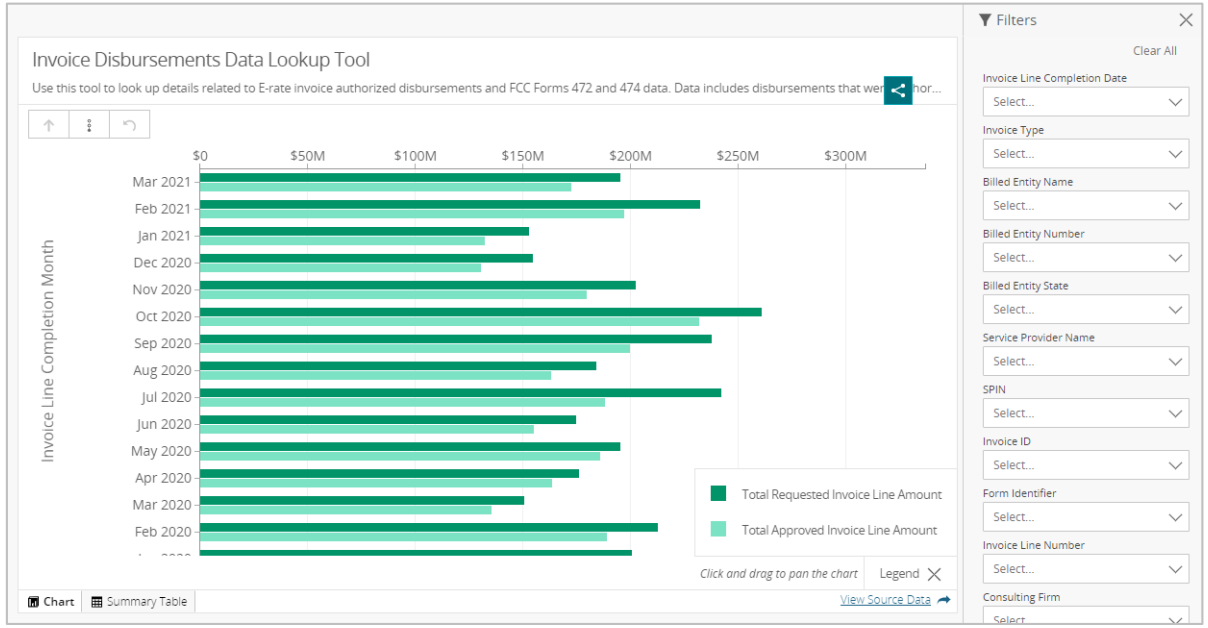
Monday	Tuesday	Wednesday	Thursday	Friday
New invoice lines are completed and batched for payment.	By 9:00 a.m. ET invoicing dataset is updated with previous day's new completed invoice lines.		New invoice lines are completed and batched for payment.	By 9:00 a.m. ET invoicing dataset is updated with previous day's new completed invoice lines.

***On some end-of-month dates payment processing is shifted to the first business day of the following month.*

***On some federal holidays, payment processing is shifted to the next business day.*

DEMO OF TOOL - AGENDA

- How to access Invoice Disbursements Data Lookup Tool
- Tool layout overview
- Filters and step-by-step use cases for:
  - Applicants
  - Service providers
  - Consultants for applicants
- Tool chart area

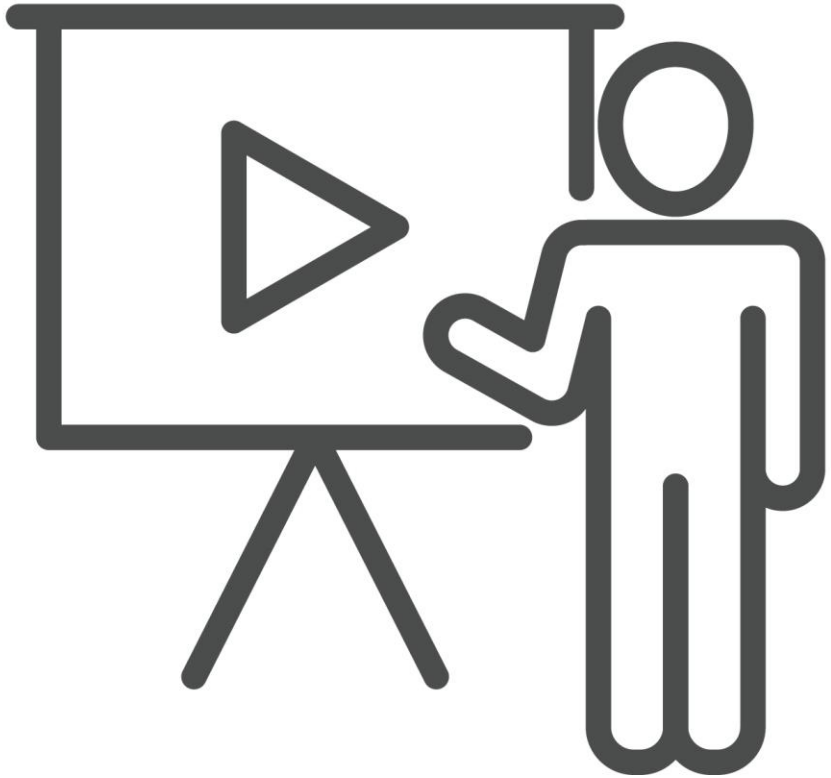


Available for Public Use

Invoicing Dataset

Demo of the Tool

DATASET TOOL DEMO



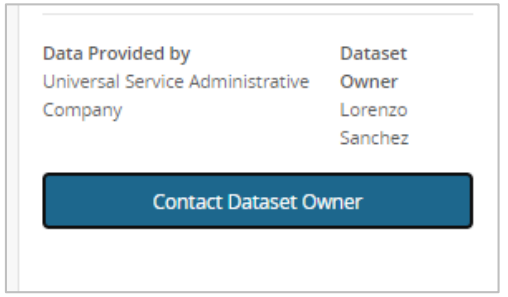
HOW TO SUBMIT TOOL AND DATA RELATED QUESTIONS

Reminder: *Review the data glossary for column definitions – it will answer many questions.*

For generic questions or feedback about the tool or dataset

Use '*Contact Dataset Owner*' button or email us at opendata@usac.org for:

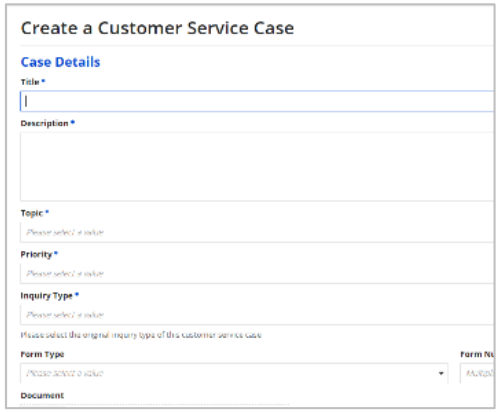
- Questions about how to use the tool or about what data is included or not included
- Feedback about tool/dataset issues not related to E-Rate program rules



For specific questions not mentioned above

Contact** the *Client Service Bureau (CSB)* for:

- Questions about E-Rate program rules, policies, or decision codes/explanations
- Specific questions about your invoices or applications

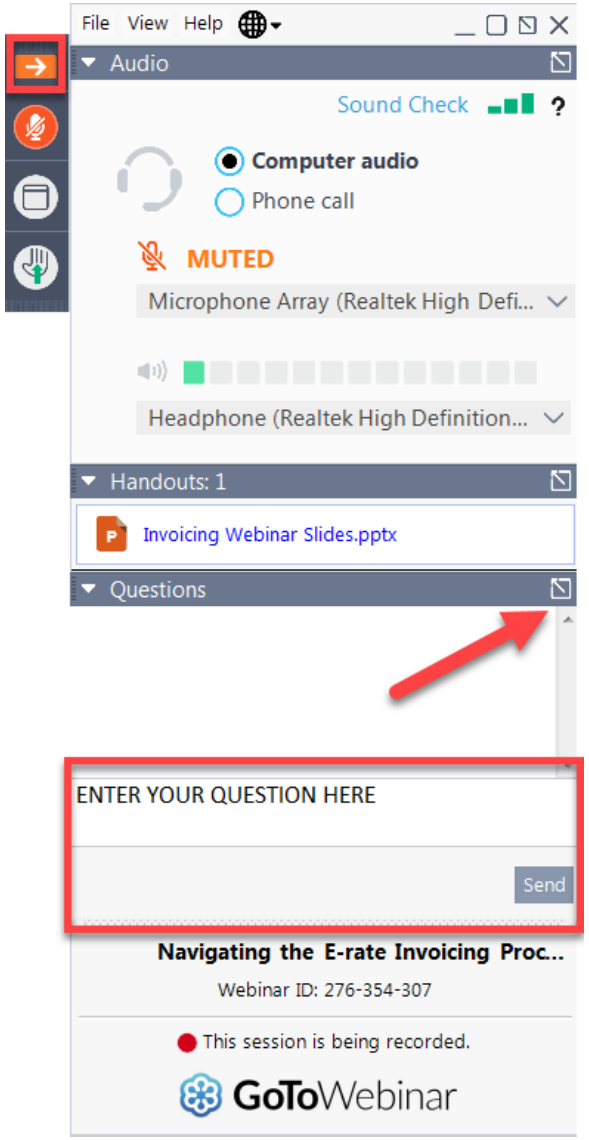


****To contact CSB:**

File an EPC customer service case (for existing participants) or Call (888) 203-8100 M-F, 8:00 a.m. to 8:00 p.m. ET.

HOUSEKEEPING – Q&A

- Use the “Questions” box in your webinar control panel to submit your question in writing.
  - Click the box with the arrow above the questions box to expand it.
  - Ask questions related to webinar content.



Questions?

CLIENT SERVICE BUREAU (CSB)

Call us at (888) 203-8100

Monday – Friday 8:00 a.m. to 8:00 p.m. ET

Create a customer service case in the E-Rate Productivity Center (EPC):

1. Log in to EPC.
2. Select the **Contact Us** link from the upper right menu on your landing page.

UPCOMING WEBINARS

Today, May 5 at 2:00 p.m. ET

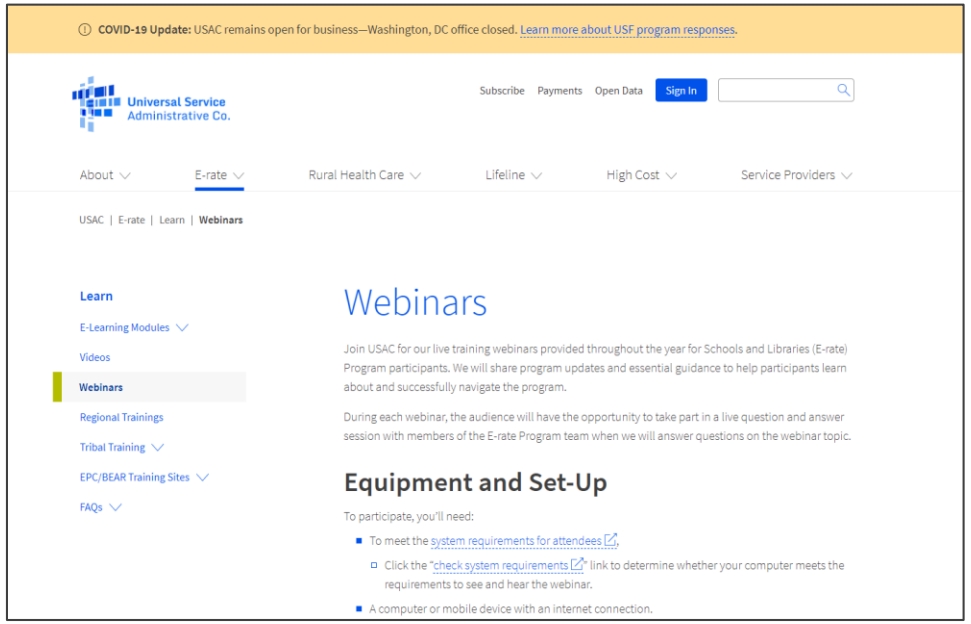
Customizing the E-Rate Invoicing Dataset

Recommended for:
Applicants and service providers

E-Rate Experience Level: Intermediate

Prerequisite: None

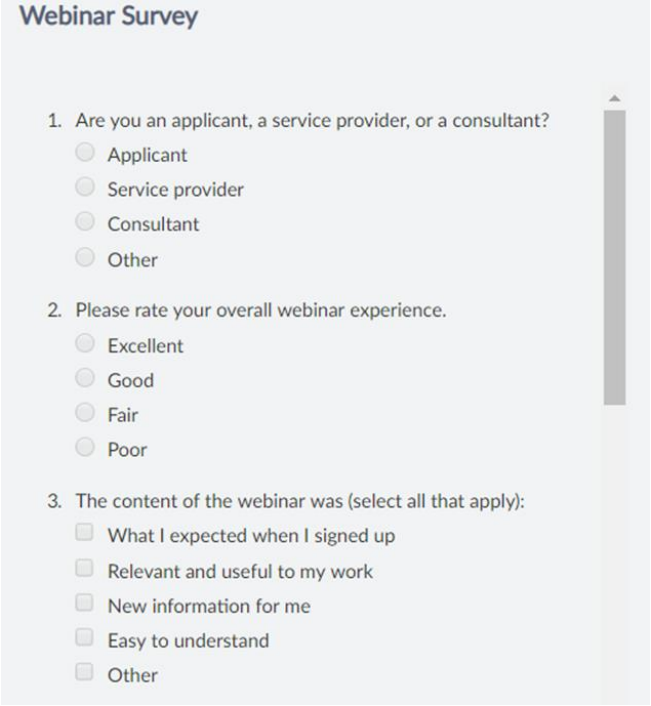
Go to the E-Rate Webinars page for additional information.



WEBINAR SURVEY

We would like your feedback on today's webinar.

Please fill out the webinar survey by using the link emailed to you after the event.



Thank You!

Available for Public Use

Universal Service
Administrative Co.