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The Billing Report page provides billing information for all meetings held in the specified date range. To find this page, click **Reports > Billing Report**.

Table: Field Reference and Output Field Reference: Billing Report Page

Field	Description
Report type	Output format, either text or HTML.
Destination	Output destination. For restrictions and recommendations for each option, see Reports and Exported Data .
Billing code	See Billing code .
Start date	Default: yesterday (mm/dd/yyyy)
End date	Default: today (mm/dd/yyyy)
Billing rate (voice)	Billing rate, in cents, used to calculate the usage cost for voice meetings. Default: 20
Billing rate (full web)	Billing rate, in cents, used to calculate the usage cost for full web meetings. Default: 20
Billing rate (lite web)	Billing rate, in cents, used to calculate the usage cost for lite web meetings. Default: 20
Billing rate (video)	Billing rate, in cents, used to calculate the usage cost for video meetings. Default: 20
Check Boxes and Output Fields	
Show all fields	Displays all fields in the report output. Unchecking this clears all check boxes, except Billing code , Owner ID , and Meeting ID .
Billing code	<i>Display only.</i> See Billing code .
Owner ID	<i>Display only.</i> User ID of the meeting owner.
Owner name	Last name and First name of the meeting owner.

	This field was called "Scheduler ID" in Release 7.0.1.
Date/time	Date and time the meeting started.
Meeting ID	<i>Display only.</i> Meeting ID, which uniquely identifies the meeting.
Voice minutes	Number of minutes used for all voice meetings.
Voice cost	Cost of all voice meetings. Calculated by multiplying the <u>Voice minutes</u> output field by the value configured in the <u>Billing rate (voice)</u> field.
Full web minutes	Number of minutes used for all full-web meetings.
Full web cost	Cost of all full-web meetings. Calculated by multiplying the <u>Full web minutes</u> output field by the value configured in the <u>Billing rate (full web)</u> field.
Lite web minutes	Number of minutes used for all lite web meetings.
Lite web cost	Cost of all lite web meetings. Calculated by multiplying the <u>Lite web minutes</u> output field by the value configured in the <u>Billing rate (lite web)</u> field.
Video minutes	Number of minutes used for all video meetings.
Video cost	Cost of all video meetings. Calculated by multiplying the <u>Video minutes</u> output field by the value configured in the <u>Billing rate (video)</u> field.
Total cost	Sum of the <u>Voice cost</u> , <u>Full web cost</u> , <u>Lite web cost</u> , and <u>Video cost</u> .
Additional Output Fields	
Total Meeting Stats User <User ID>	Total sum of the following fields for the specified end user: <ul style="list-style-type: none"> • <u>Voice minutes</u> • <u>Voice cost</u> • <u>Full web minutes</u> • <u>Full web cost</u> • <u>Lite web minutes</u> • <u>Lite web cost</u> • <u>Video minutes</u> • <u>Video cost</u> • <u>Total cost</u>
Total Meetings for User <User ID>	Total number of meetings billed to the specified end user.
Total Meeting Stats for Bill Code <Billing Code>	Sum of the following fields for all end users assigned to the specified billing code: <ul style="list-style-type: none"> • <u>Voice minutes</u> • <u>Voice cost</u> • <u>Full web minutes</u> • <u>Full web cost</u> • <u>Lite web minutes</u> • <u>Lite web cost</u> • <u>Video minutes</u> • <u>Video cost</u> • <u>Total cost</u>
Total Meetings for Bill Code <Billing Code>	Total number of meetings billed to this billing code.

Related Topics

- [Running Reports and Exporting Data from Cisco Unified MeetingPlace](#)