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Billing reports list the usage associated with individual users or groups of users for billing purposes. These reports can be run monthly to provide a bill-back report for other groups in a company. The billing code is based on the billing code assigned to a meeting.

Billing reports include the following:

- [Billing Information \(Summary\) Report](#)
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- [Disk Usage Information Report](#)
- [Outbound Dialing Report](#)

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## Billing Information (Summary) Report

The Billing Information (Summary) report provides information for a specific time interval. When running this report, users must enter a per-minute charge.

This report includes the following information:

- Billing code
- Total voice and full web (data) conference minutes and cost per billing code
- Total voice and full web (data) conference minutes and cost per system

## Billing Information (Detail) Report

The Billing Information (Detail) report provides billing information by billing code and by user for a specific time interval.

This report includes the following information:

- Date, time, minutes, and cost of meetings
- Voice minutes, full web minutes, roster-only web minutes, and video minutes of meetings
- Total billing minutes and cost for each user by billing code
- Total billing minutes and cost by billing code
- Total billing minutes and cost for the system

## **Disk Usage Information Report**

Disk Usage Information reports break down disk consumption, in minutes, for each meeting. Information includes the server that the meeting was held on, and recording and attachment space used for the meeting.

## **Outbound Dialing Report**

Outbound Dialing reports list outbound calls by user. They allow you to monitor the system and to watch for large numbers of calls, which can indicate unauthorized access or toll fraud.

This report includes:

- Total number of outbound calls made by user
- Total number of minutes of outbound calls
- Times of day when outbound calls occurred
- Destinations of outbound calls
- Meetings in which the calls were made