How-to View Current Charges and Past Bills in VeraSmart

Introduction
Pacific uses VeraSmart to process long distance, wireless and other telecommunication charges. Faculty/staff can also view these charges by accessing the VeraSmart intranet web interface from each campus. This document describes the steps for viewing current balances and past bills in VeraSmart.

Long Distance Rates
All long distance calls within the U.S. are charged at 4 cents a minute. International rates vary according to country. Contact the Customer Support Center for more information.

Log into VeraSmart at http://verasmartapp.stk.pacific.edu using your Active Directory credentials. Click on the Personnel Telecom Charges report to view details.

View Call and Billing Info
You can toggle between various views as shown below. Charges refer to Cellular charges. Call Accounting Call Detail shows your desk phone calls charges. Wireless Call Detail shows your cellular calls and any additional charges.

View Past Bills
Simply click on the report for the desired billing period. Reports are generated on the 15th of each month and cover activity for the previous month.