

Phone Statement Analyzer

User guide

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Phone Statement Analyzer



General



Introduction

Thank you for your interest in [Phone Statement Analyzer](#)!

If this is the first time that you are using this software, please start by reading through the [Getting Started](#) tutorial. This is the quickest way of getting up and running.

More features will be adding in the next release, so please check for [updates](#) to this software regularly.



How to contact us



Please feel free to contact us should you have any questions, comments or suggestions.

Web – www.strategyonline.co.za

Email – support@strategyonline.co.za

How to get help

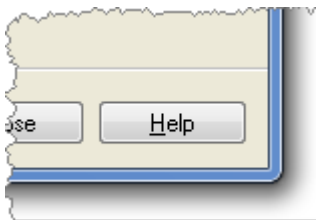


While we have gone to great lengths to ensure that Phone Statement Analyzer is as simple to use as possible, we have also provided several forms of help.

We recommend that you start by reading the [Getting Started](#) tutorial, which covers the basic functionality and will get you up and running as quickly as possible.

Once you have done that, take a look at the [Program Features](#) section, which covers Phone Statement Analyzer functionality in more detail. Even if you're comfortable using Phone Statement Analyzer, it's worth reading this section to learn about features that you may not be aware of, or which you may not be using to their full extent.

Most of the screens in Phone Statement Analyzer feature a Help button, as pictured here...



Simply click that button if you're unsure how to do something.

Also, if you point your mouse at most of the controls in Phone Statement Analyzer, a tooltip will appear. Alternatively, if a screen has a question mark at the top of it...



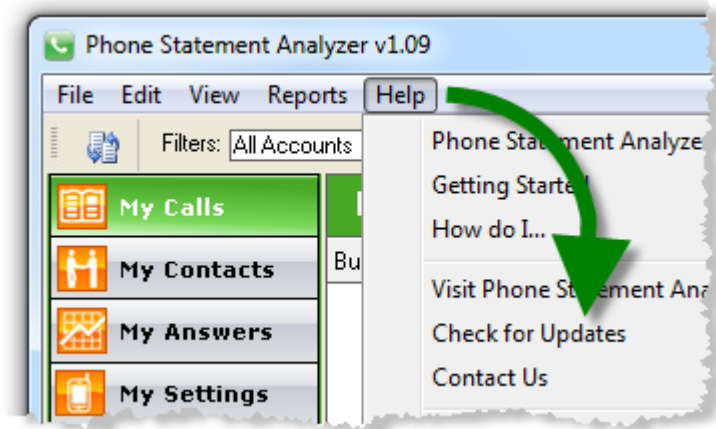
...you can then click on this question mark, and then click on any control on that screen. Phone Statement Analyzer will then display the above mentioned tooltip in a small popup window.

Lastly, be sure to take a look at Phone Statement Analyzer's "Help" menu, which provides useful links to the product documentation, Frequently Asked Questions, etc.

Staying up to date

We are constantly looking for ways to improve Phone Statement Analyzer, and therefore recommend that you ensure that you stay up to date with the latest versions of the software.

The easiest way to do this is to simply click on the "Help" menu, and then click on "Check for updates", as shown below.



License Agreement

CONDITIONS OF USE

IMPORTANT - PLEASE READ CAREFULLY

The "Phone Statement Analyzer" software to be installed on the user's computer is developed and owned by Hheldersoft CC, trading as StrategyOnline.co.za.

SOFTWARE PRODUCT LICENSE

The software is protected by copyright laws and international copyright treaties, as well as other intellectual property laws and treaties. The software is licensed, not sold. It may not be rented, leased, sold, or lent to anyone else. The software may also not be modified, decompiled disassembled or reverse engineered and any contravention of these conditions of use, may result in criminal penalty and/ or civil action proceedings being instituted.

LIABILITY AND INDEMNITY

The software is only secure when downloaded onto the user's computer from www.strategyonline.co.za and the user hereby agrees not to download the software from any other site or source. Should the user download and install the software from another source, Hheldersoft CC will not be liable for any loss whatsoever caused by fraudulent activities performed by any party, including, but not limited to phishing.

Hheldersoft CC makes no warranties or representations whether express or implied in respect of the software and under no circumstances will they be liable for direct, indirect, special, incidental or consequential damages arising out of the use or inability to use the software.

The user hereby indemnifies Hheldersoft CC and its employees against all claims, loss, liability, damage or expense which the user may suffer or sustain as a result of, or which may be attributed to the use of or inability to use the software or the download of the software from another site/source as specified herein.

Thank you for your understanding and cooperation.

How to purchase this software

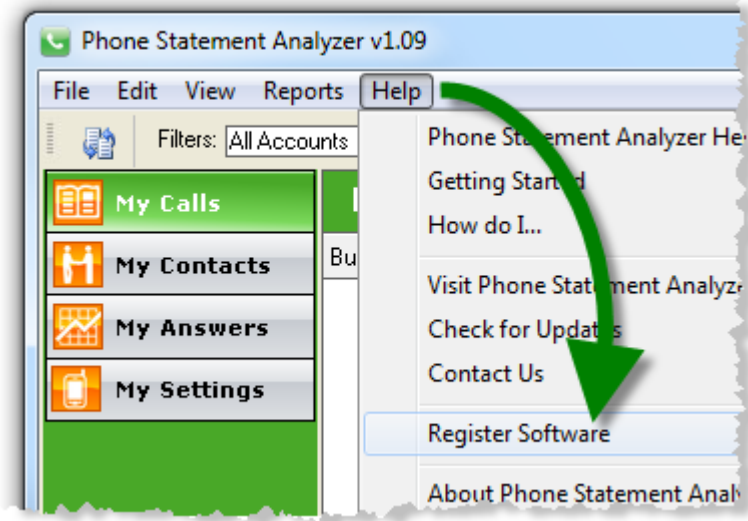
Phone Statement Analyzer comes in two editions, the **free version**, and the **paid for** version.

The paid for version is essentially the same as the free edition, with the following added benefits:

- Additional features.
- No need to download new versions of the software every six months.
- You will be supporting our company, and future development of the product.

Purchasing the paid for version is simple and inexpensive, and can be done online in a matter of minutes. Once you have purchased the software, we will simply email you an activation code, which you will then enter into the software. That will unlock the additional features.

To purchase a copy of Phone Statement Analyzer, simply click on the "Help" menu, then choose "Register Statement Analyzer", then click on the "Buy" button, as shown here...



Version History

Version 1.12 (20 Jan 2011)

- FEATURE: Maintenance release.
- NOTE: Trial license extended to 12 months.

Version 1.10 (21 Oct 2010)

- FEATURE: Added a "Delete" button to the "Telephone Accounts" browse.
- IMPROVEMENT: Numerous minor cosmetic and standardization improvements.
- IMPROVEMENT: Numerous improvements and updates to the product documentation.

Version 1.09 (20 Oct 2010)

- CHANGE: Merged the 5 items in the Navigation Bar into 4, and renamed them.
- FIX: Several minor cosmetic fixes.

Version 1.08 (18 Oct 2010)

- FEATURE: You can now save graphs using the "File" menu ("File", "Save Graph...").
- FEATURE: Added a new "View" menu to the main screen.
- FEATURE: Added a new "Edit" menu to the main screen, moved the "Delete" items into this menu (from the "File" menu).
- FEATURE: Added numerous new items into the "Help", "How do I..." menu.
- FEATURE: The Tip Box can now display brand-specific tips and adverts, more on this in future releases.
- IMPROVEMENT: Numerous new tooltips, including the main screen.

Version 1.07 (20 Aug 2010)

- FEATURE: You can now import contacts from a CSV file.
- FEATURE: New "Users" droplist added to the filter bar. Various improvements around this feature.
- FEATURE: The "Top 10 / Top 20" droplist on the graphs now also includes Top 30, Top 40 and Top 50.
- FEATURE: Started adding context-sensitive help.
- FEATURE: Updated and better integrated documentation.
- FIX: Detected and fixed some calculation errors in the graphs.

- FIX: Fixed a problem whereby the graphing engine wasn't handling null data correctly.

Version 1.05 (11 Aug 2010)

- FEATURE: New graph titled "How much am I spending each month".
- FEATURE: Brand new graphing engine.
- IMPROVEMENT: Numerous minor cosmetic improvements.

Version 1.03 (25 June 2010)

- FEATURE: You can now specify business calls or business contacts by clicking on the "Business" column in the Telephone Calls browse and the Address Book browse.
- FEATURE: Added a new "Statement Analyzer Tip" section at the bottom of the main screen.
- IMPROVEMENT: Major improvements to the documentation.
- DEPRECATED: Removed the "Alerts" column from the Telephone Calls browse. Will reimplement this later on.
- CHANGE: Free version license runs until 30 Sep 2010.

Version 1.02 (7 May 2010)

- FEATURE: Numerous improvements, new features and changes. More detailed version history information will follow in the next release.

Version 1.01 (1 May 2010)

- FEATURE: We have changed the licensing model for this software. Users can now download and use the software for free, without any restrictions, or features turning off after a while etc. The only "catch" is that users need to download a newer version of the software every six months, to ensure that our "test base" is using the latest version of the software.
- FEATURE: Numerous other improvements throughout the software.

Version 1.0 Beta 24 (1 Mar 2010)

- FEATURE: Until now, the free / trial version of this software restricted users to importing no more than 50 calls. This limitation has now been done away with. While this software is still in beta, users can download and use it for free, without any limitations on functionality whatsoever.
- FEATURE: Add a new "Import Outlook Contacts" button to the Address Book screen.

- FEATURE: Major improvements to the Import Outlook Contacts functionality. Now much smarter.
- FEATURE: The Network Comparison graph now takes each Contact's actual network selection into account, making it more accurate.
- IMPROVEMENT: The Network Comparison graph now displays Telkom, MTN, Vodacom etc using their actual corporate colors.
- IMPROVEMENT: You can now delete items in the Address Book (by right-click, or the delete button).
- IMPROVEMENT: You can now specify "Other" as a valid cellphone type for your Contacts. Useful for contacts using a cellphone but based overseas.

Version 1.0 Beta 21 (2 Feb 2010)

- FEATURE: We can now import MTN CSV statements.

Version 1.0 Beta 20 (2 Feb 2010)

- FEATURE: Added "Print" to the "File" menu. You can now print the currently displayed calls.
- IMPROVEMENT: The accounts filter (droplist) now retains its position when you move from one screen to another.
- IMPROVEMENT: The graphs now display which account you are currently viewing / working with.
- IMPROVEMENT: Numerous minor improvements to the various reports.

Version 1.0 Beta 19 (1 Feb 2010)

- FEATURE: New "Statement Discrepancies" report.

Version 1.0 Beta 18 (28 Jan 2010)

- NOTE: First public release.
- FEATURE: Added "Quick Tips". For example – the first time you view a graph the software explains how to return to the main graphs screen. More tips will be added in future builds.
- FEATURE: Added support for MTN PDF statements. Still working on this.

Version 1.0 Beta 17 (24 Jan 2010)

- FEATURE: Started adding integrated help.
- IMPROVEMENT: The import code is now 10 to 15 times faster.

Version 1.0 Beta 16 (23 Jan 2010)

- FEATURE: New item in the "File" menu called "Import Outlook Contacts".
- FEATURE: New item in "File" menu called "Delete All Phone Records".
- FEATURE: Numerous improvements to the Import screen.
- FEATURE: The main screen now shows some stats in the status bar.
- FEATURE: Updated the documentation, and added new items to the "Help" menu.
- FEATURE: New "Help About" screen.
- REMOVED: Removed the "Call Info" column from the statements screen, will re-implement in the next build.
- REMOVED: Disabled the "Category Comparison" and "Account Breakdown" graphs, will re-implement in the next build.

Version 1.0 Beta 14 (19 Jan 2010)

- FEATURE: Added support for Nashua Mobile.
- IMPROVEMENT: Numerous internal improvements.

Version 1.0 Beta 12 (18 Jan 2010)

- First public release.

Tutorials



Getting Started



We have published an online tutorial which will get you up and running in no time at all. We highly recommend that you take five minutes to do that first, after which everything else will make a lot more sense.

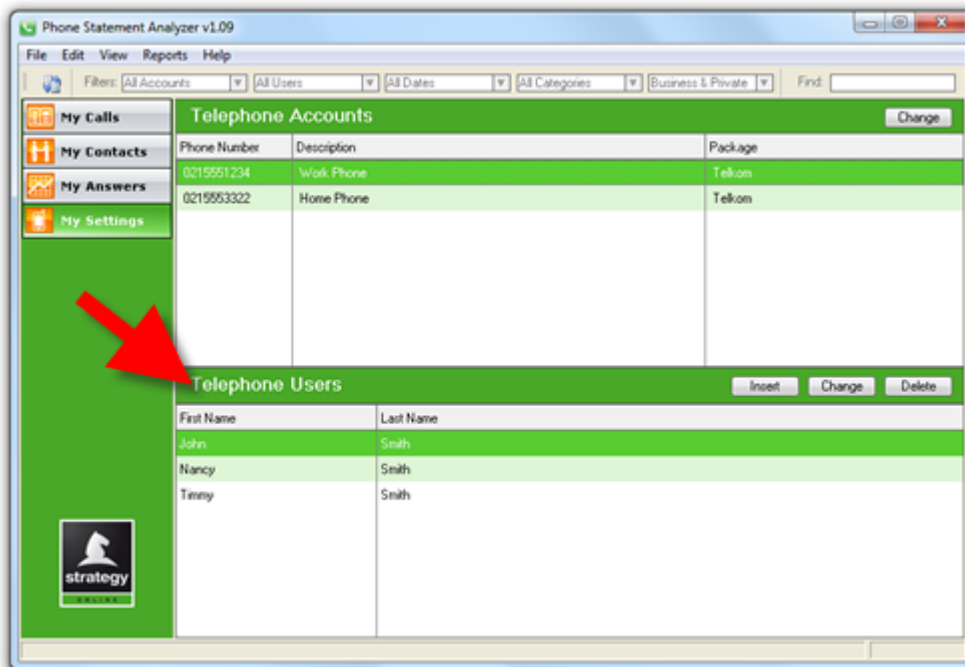
To view the tutorial online, simply click [here](#).

Once you have worked through this tutorial and have successfully imported your phone statements, we then recommend reading through the [Program Features](#) documentation.

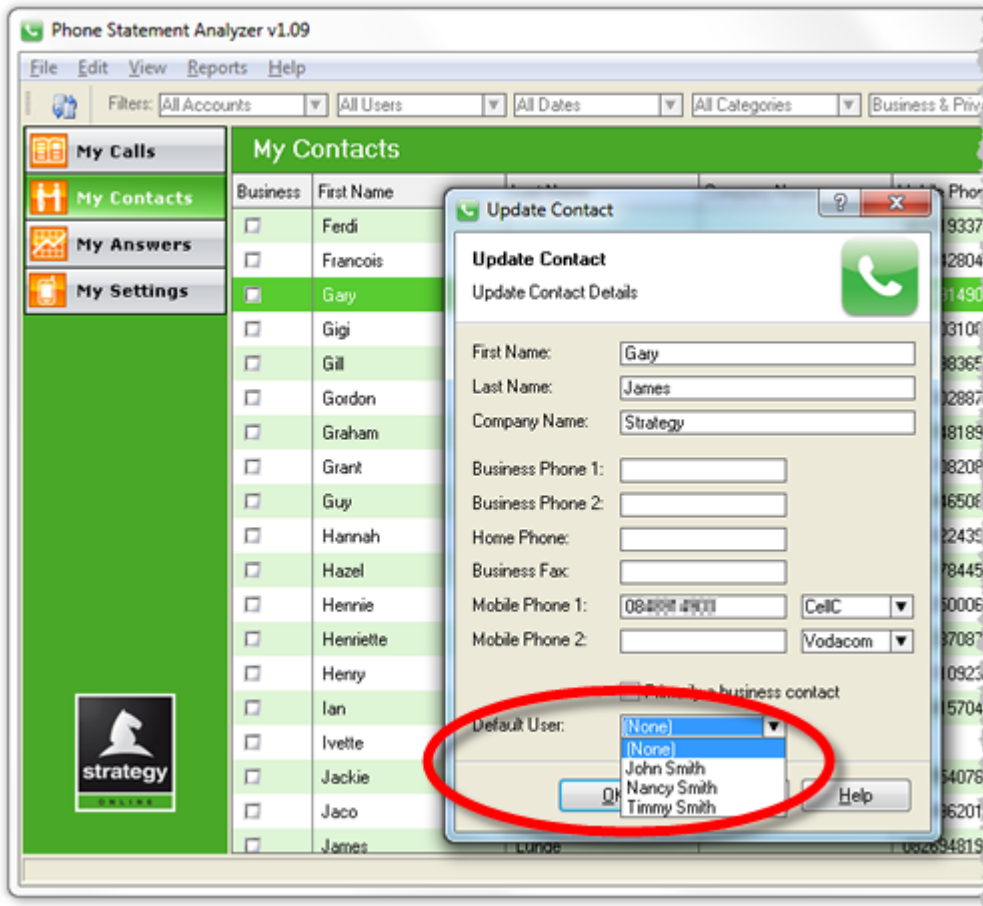
Tracking individual phone users

Phone Statement Analyzer lets you what portion of your phone bill should be allocated to the various members of your family / organization / business.

Start by setting up the members of your family / organization / business using the [Settings](#) screen, as shown here. As you set up each user, you will be asked to tick which phones in your organization the various users have access to.



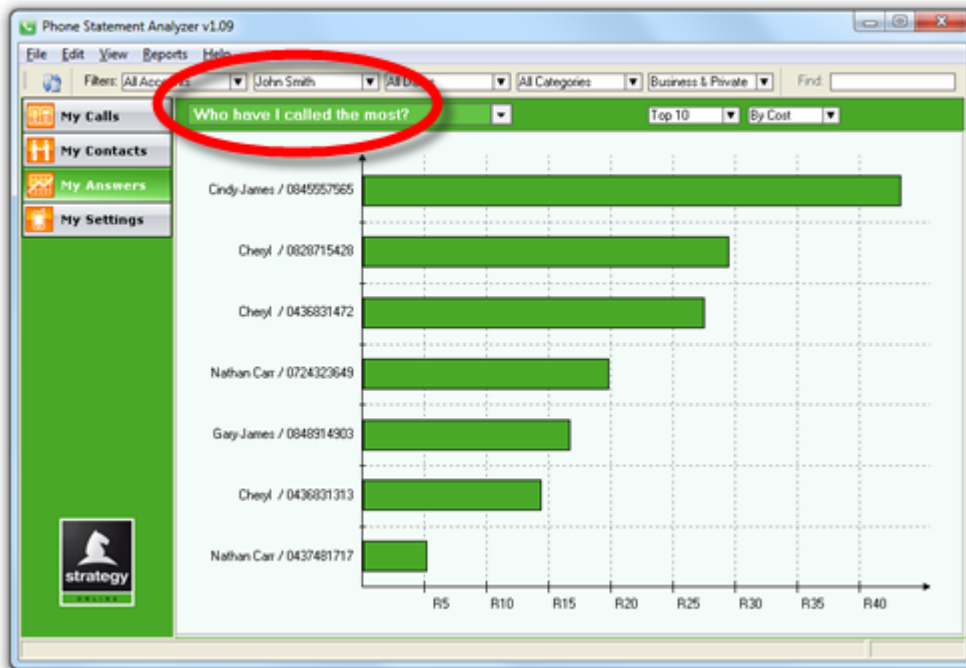
Once you have set up your Users, you can then edit your Contacts (the people who you phone) as shown below. What we're doing here is specifying a "Default User" for this contact. In this example, we are saying that all calls made to "Gary James" should be assumed to "belong" to the user "John Smith".



You can override this behavior on a call-by-call basis later on, but by allocating contacts to your users (as shown above), you can easily view useful information in a matter of minutes, such as the graph shown below.

Notice on the graph how we have set the second filter droplist (indicated by the red arrow) to "John Smith", who is one of our Users. The graph will then limit the results which it displays to the calls which "belong" to that user. So in this graph we are looking at the top calls made by John Smith.

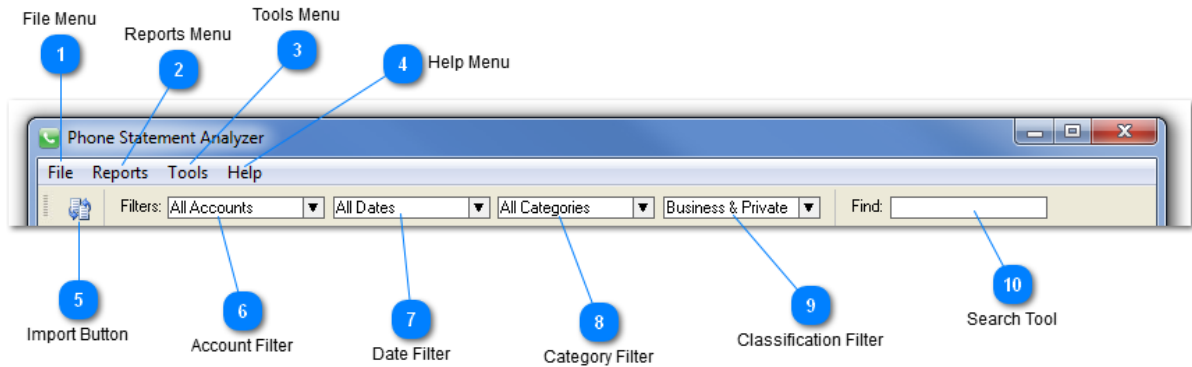
You can now easily establish how much money your daughter spent calling her friends! Or how much money / time each of your staff spent. The beauty of this system is that this information can be viewed *immediately*, without having to flag each phone call one by one.



Program Features



Menubar and Toolbar



Phone Statement Analyzer uses a common toolbar across all of its screens. The various items on the menubar and toolbar are explained below.

1 File Menu

File

Use the "File" menu to import your phone statements or your Microsoft Outlook Address book. You can also print and delete phone records from this menu.

2 Reports Menu

Reports

Use the "Reports" menu to access a range of useful reports, including a "Business Expense Claim Form" report, and a "Statement Discrepancies" report. More reports will be added in future releases.

3 Tools Menu

Tools

This menu has not yet been added.

4

Help Menu

Help

Use the "Help" menu to browse our Help document, or to check for updates to Phone Statement Analyzer, or to register or purchase a license for this software.

5

Import Button



The Import Button is used to import your phone statements. This is discussed in more detail in the [Getting Started](#) tutorial.

6

Account Filter

All Accounts ▼

The four Filter droplists can be used to control which phonecalls the software displays in the statements list, and also in the graphs and reports. Use these droplists to select which phone account you wish to view, which date range to use, etc.

7

Date Filter

All Dates ▼

The four Filter droplists can be used to control which phonecalls the software displays in the statements list, and also in the graphs and reports. Use these droplists to select which phone account you wish to view, which date range to use, etc.

8

Category Filter

All Categories ▼

The four Filter droplists can be used to control which phonecalls the software displays in the statements list, and also in the graphs and reports. Use these droplists to select which phone account you wish to view, which date range to use, etc.

9

Classification Filter

Business & Private ▼

The four Filter droplists can be used to control which phonecalls the software displays in the statements list, and also in the graphs and reports. Use these droplists to select which phone account you wish to view, which date range to use, etc.

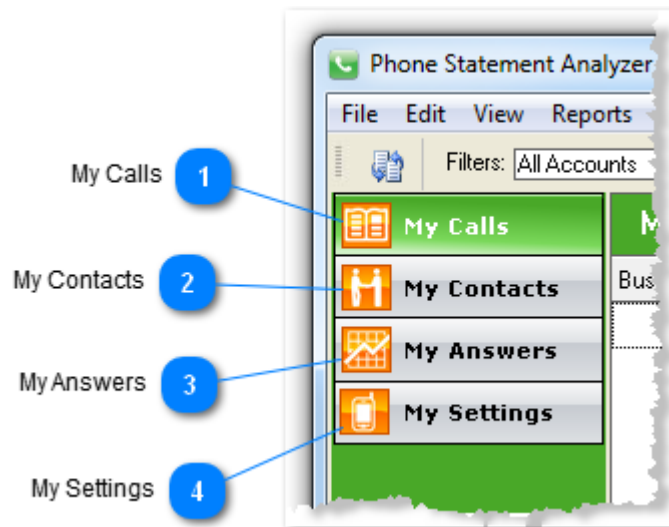
10

Search Tool

Find:

Use the Search Tool to search through your phone records. Simply enter something into the search field (part of a name, or part of a phone number), then hit the Enter key on your keyboard. Delete the contents of the search tool to undo its results.

The Navigation Pane



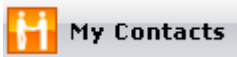
The Navigation Pane is used to navigate between the various areas within Phone Statement Analyzer.

1 My Calls



Click on the "My Calls" button to access the [My Calls](#) screen.

2 My Contacts



Click on the "My Contacts" button to access the [My Contacts](#) screen.

3

My Answers



My Answers

Click on the "My Answers" button to access the [My Answers](#) screen.

4

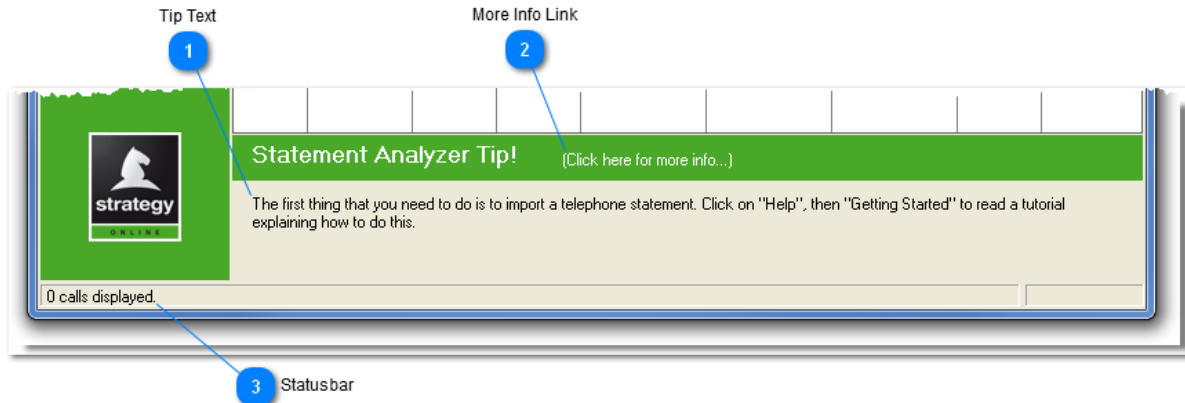
My Settings



My Settings

Click on the "My Settings" button to access the [My Settings](#) screen.

Statement Analyzer Tip Box



From time to time you will see the Phone Statement Analyzer Tip Box appearing at the bottom of the screen. This provides handy tips to assist you with whatever you are doing.

1 Tip Text

The first thing that you need to do is to import a telephone statement. Click on "Help", then "Getting Started" to read a tutorial explaining how to do this.

This area displays the tip text.

2 More Info Link

[\(Click here for more info...\)](#)

Click on this link to view more detailed help on the current tip.

3 Statusbar

0 calls displayed.

The Statusbar is not actually part of the Tip Box, but often displays helpful information.

My Calls

Date / Time / Duration Number Called / Person Called

Business / Private Called From Cost Data Comments

1 **2** **3** **4** **5** **6** **7**

Telephone Calls									
Business	Date	Time	Duration	Called From	Number Called	Person Called	Cost	Data	Comments
<input type="checkbox"/>	23/05/2010	17:37:36	0:00:30	021851 2538	0436831 472	Cheryl	R0.00	0 KB	
<input type="checkbox"/>	23/05/2010	15:26:58	0:00:32	021851 2538	086142 7627		R1.23	0 KB	
<input checked="" type="checkbox"/>	19/05/2010	9:54:12	0:00:01	021851 2538	084891 8882	Gary James	R1.29	0 KB	Landed the big deal!
<input type="checkbox"/>	18/05/2010	12:46:24	0:02:04	021851 2538	011994 8805		R0.89	0 KB	
<input type="checkbox"/>	18/05/2010	11:32:14	0:01:05	021851 2538	086100 3111		R0.47	0 KB	
<input type="checkbox"/>	18/05/2010	11:29:33	0:00:35	021851 2538	021856 8888		R0.00	0 KB	
<input type="checkbox"/>	18/05/2010	11:25:01	0:01:14	021851 2538	021856 8858		R0.00	0 KB	
<input type="checkbox"/>	18/05/2010	11:17:36	0:01:51	021851 2538	021852 788 5		R0.00	0 KB	
<input checked="" type="checkbox"/>	15/05/2010	13:18:17	0:00:03	021851 2538	084507 8888	Roslyn Lavery	R1.03	0 KB	Website consulting.

The *My Calls* screen shows a list of your phone calls.

1 Business / Private

Business
<input type="checkbox"/>
<input type="checkbox"/>
<input checked="" type="checkbox"/>

Use this column to specify which of your phone calls was a business call, and which was a personal call. Simply tick the checkboxes to indicate business calls, or leave the checkboxes unticked to indicate personal calls.

2 Date / Time / Duration

Date	Time	Duration

These columns display the date, time and duration of the phonecall.

3 Called From

Called From

This column displays the phone number from which the call was made.

4 Number Called / Person Called

Number Called	Person Called
---------------	---------------

These columns show the telephone number that was called, and (where possible) the name of the person who was called. The name is only displayed if it has been entered into your [Contacts](#).

5 Cost

Cost

Where possible, this column will display the total cost of each phone call.

6 Data

Data

This column indicates how much data was used when making data calls.

7 Comments

Comments

You can enter a comment for each of your phonecalls. Simply double-click on a call to add a comment.

Updating Telephone Calls

To edit a telephone call on the [My Calls](#) screen, simply right-click on a call and choose "Edit this phone record".

You will then be able to add a comment for the call, and can also specify whether the call was for business or private purposes.

View Call Info

On the [My Calls](#) screen you can right-click on a phone call and choose "More info on this call".

This will then display a window showing information pertaining to the selected call, including the per second rate, etc.

3 Change



Click this button to edit the currently selected contact.

4 Delete



Click this button to delete the currently selected contact.

Updating Contacts

To edit a contact in your [My Contacts](#) screen, use the "Change" button located at the top of the [My Contacts](#) screen. You can also right-click on a contact and choose "Edit this contact" from the popup menu.

Importing Contacts

Importing from Microsoft Outlook

One of the features that makes this product particularly powerful is its ability to bring in data from Microsoft Outlook.

To import your Outlook Address Book into Phone Statement Analyzer, simply click on the "File" menu, then click on "Import Contacts", then choose "Import Outlook Address Book".

Importing from CSV

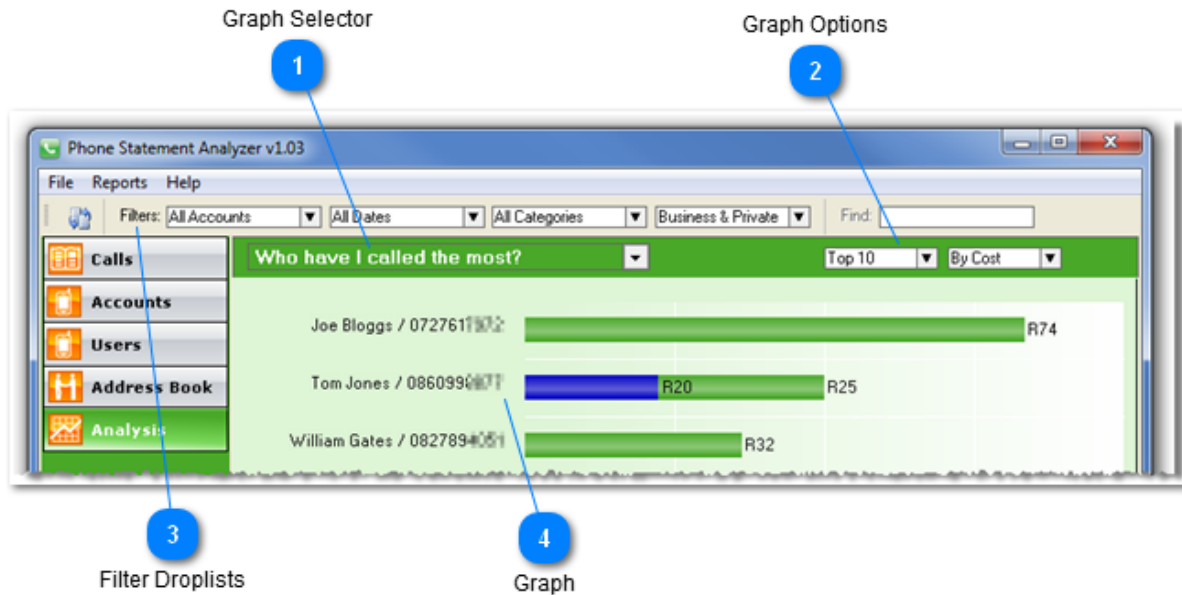
If you store your contact data in programs other than MS Outlook, chances are that you will be able to export that data using a CSV file. CSV is an industry standard, and many programs are able to export data using this format.

Phone Statement Analyzer can import contact data from a CSV file, as long as the CSV file matches the following format:

```
Field 1 = First Name
Field 2 = Last Name
Field 3 = Company Name
Field 4 = Business Telephone 1
Field 5 = Business Telephone 2
Field 6 = Home Telephone
Field 7 = Business Fax
Field 8 = Mobile 1
Field 9 = Mobile 2
```

To import a CSV file into Phone Statement Analyzer simply click on the "File" menu, then click on "Import Contacts", then choose "Import from CSV File".

My Answers



The *My Answers* screen shows several useful graphs to help you better understand your phone statements. Use the Graph Selector droplist (see above) to choose which graph you wish to view, then use the various Graph Options to fine-tune each graph.

1 Graph Selector

Use the Graph Selector droplist to choose which graph you wish to view.

2 Graph Options

Each graph comes with its own set of options.

3 Filter Droplists



You can use the standard [Filter Droplists](#) on most of the graphs as well.

4 Graph



Most of the graphs are interactive as well, meaning that you can right-click on various parts of each graph and drill down etc.

View Phone Number Info

On certain graphs on the *My Answers* screen you are able to right-click on the parts of the graph which represent individual telephone numbers, and choose "More info on this number".

My Settings

The My Settings screen can be accessed by clicking "My Settings" on the [Navigation Pane](#).

This screen consists of two parts, an area where you can tell Phone Statement Analyzer about the [telephones](#) in your organization, and an area where you can tell the software about the [users](#) in your organization who have access to those phones.

Telephone Accounts

Phone Number	Description	Package	Change
Telephone Accounts			Change
Phone Number	Description	Package	
0218510099	Work 1	Telkom	
0218512539	Work 2	Telkom	
0218516329	Home	Telkom	
0218523281	Garys Cellphone	Vodacom	

When you import your phone statements, Phone Statement Analyzer will automatically detect your various telephone accounts, and will add them to this list. You can click on the "Change" button to edit various settings for each telephone account though, such as a description and package details.

1 Phone Number

Phone Number

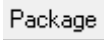
This column displays the telephone numbers for each of your accounts.

2 Description

Description

You can enter a more "friendly" description for each of your telephone accounts by clicking on the "Change" button, pictured above.

3 Package



This column shows either the telephone network, or the account package type. This can be selected by clicking on the "Change" button, pictured above.

4 Change



Click on this button to edit the selected telephone account.

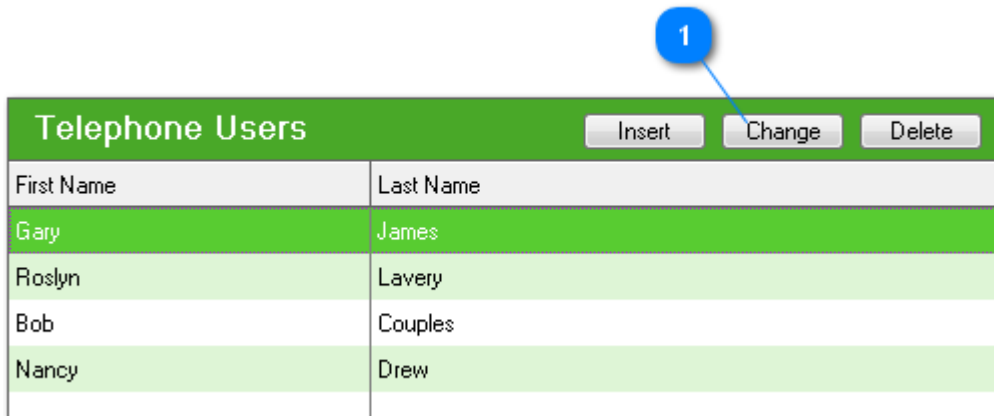
Updating Telephone Accounts

To edit a telephone account on the [Telephone Accounts](#) screen, simply right-click on an account and choose "Edit this account". Or select the account and click on the "Change" screen above it.

You will then be able to enter a description for the account (such as "Home Phone"), as well as select a network for the telephone account.

Telephone Users

Insert / Change / Delete



Telephone Users		Insert	Change	Delete
First Name	Last Name			
Gary	James			
Roslyn	Lavery			
Bob	Couples			
Nancy	Drew			

"Telephone Users" are the people in your home or office (or wherever) who use your telephones. In other words, they are the people who will make calls using your phones.

Use the "Insert" button to add users into the system. We have also published a [tutorial](#) explaining the concept of "Users" which you may find helpful.

1 Insert / Change / Delete



Use these buttons to add, edit, or delete users.

Updating Telephone Users

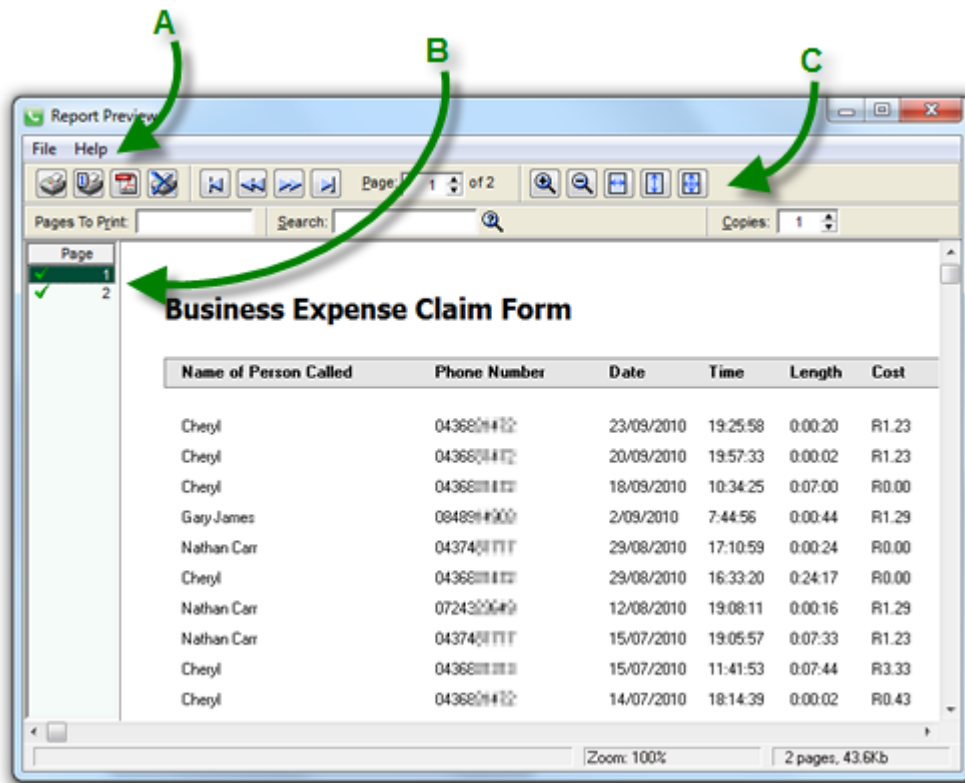
To edit the details for a telephone user (or to add a new user), use the "Insert" or "Change" buttons, located at the top of the [Telephone Users](#) screen.

This form allows you to enter a First Name and Last Name for the user. It also enables you to specify which telephones in your home / office each user has access to.

Reports



The Report Previewer



Use the Report Previewer to first preview Phone Statement Analyzer's reports on screen, before printing them (or saving them to PDF).

Printing

To print the report, either click on "File" ("A", above), then "Print", or use the toolbar ("C", above).

Saving to PDF

To save the report to a PDF document, either click on "File" ("A", above), then "Save as PDF", or use the toolbar ("C", above).

Navigating Pages

If your report contains more than 1 page, use the Pages list ("B", above) to navigate between the pages. You can also use the arrow keys on the toolbar ("C", above) to navigate page by page.

Business Expense Claim Form

The Business Expense Claim Form can be printed out to claim back business calls from your employer. To print this report, click on the "Reports" menu, then choose "Business Expense Claim Form".

Business Expense Claim Form

Name of Person Called	Phone Number	Date	Time	Length	Cost	Comment
Joe Bloggs	0796340686	12/05/2010	14:59:43	0:00:22	R1.29	
Joe Bloggs	0796340686	18/03/2010	10:29:23	0:00:35	R1.29	
Joe Bloggs	0796340686	26/02/2010	13:17:03	0:00:29	R1.65	
David Coreia	0620257221	16/02/2010	15:39:56	0:02:53	R4.96	
Hannah Levey	0795224398	16/02/2010	15:30:58	0:04:40	R8.27	
Joe Bloggs	0117097710	2/02/2010	11:58:32	0:13:16	R5.71	Setting up a meeting.
Joe Bloggs	0117097710	2/02/2010	11:39:14	0:12:37	R5.43	Tech support.
Joe Bloggs	0117097710	1/02/2010	10:54:55	0:34:04	R14.66	Tech support.
Joe Bloggs	0117097710	1/02/2010	10:54:06	0:00:31	R0.43	Setting up a meeting.
Hannah Levey	0795224398	21/01/2010	21:41:46	0:05:01	R5.67	
TOTAL:					R49.36	

Frequently Asked Questions



How do I download my phone statements?

Part of the challenge in building this software has been to actually document how users go about obtaining detailed phone statements from the various phone companies.

So far we have established how to download statements from Telkom, Vodacom and MTN. We are still working on the others. If you are a Nashua Mobile, CellC or Virgin Mobile customer and are willing to assist us with this, please [let us know](#).

Please click on the following links for detailed instructions outlining how to download statements from the various companies, or click [here](#) to find out how we can take care of this for you!

- [Telkom](#)
- [Vodacom](#)
- [MTN](#)
- [CellC](#) (Not yet documented.)
- [Nashua Mobile](#) (Not yet documented.)

How do I download Telkom statements?

To download Telkom statements, either follow the instructions given below, or click [here](#) to watch a short (2 minute) online video demonstration!

Alternatively, click [here](#) to find out about our Statement Automation service, whereby we will take care of this step on your behalf!

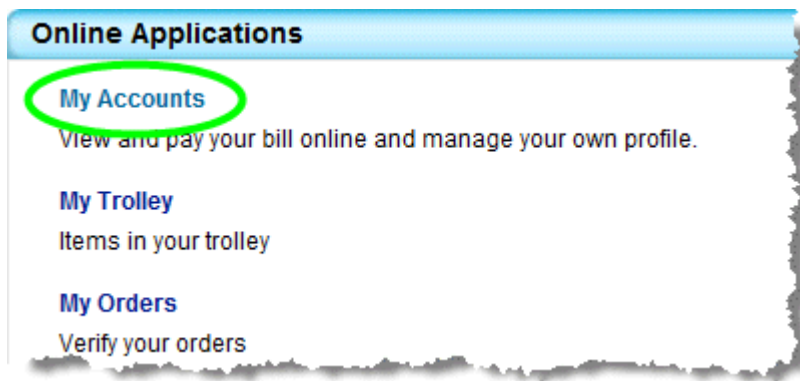
Step 1

Login to www.telkom.co.za (as shown below), then proceed as follows...



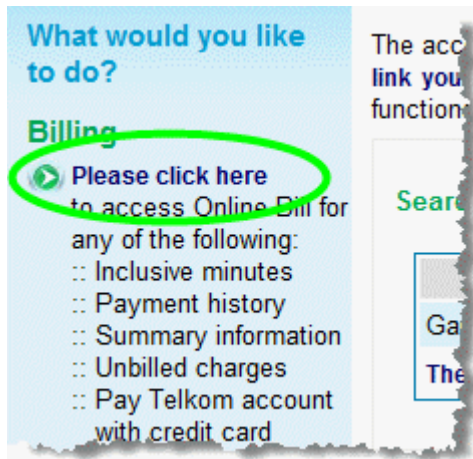
Step 2

Click on "My Accounts", as shown below:



Step 3

On the left of the page, click on "Please click here to access Online Bill...", as shown below:



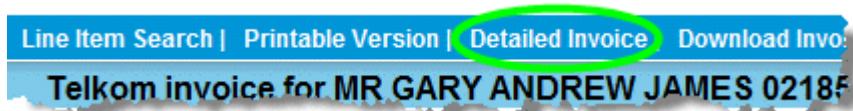
Step 4

Click on the account number which you wish to download, as follows:

Account	Invoice Date	Date Due	Past payments
115440330001	Dec 08, 2009	Dec 30, 2009	View

Step 5

A new page will appear showing the selected invoice. Click on "Detailed Invoice" at the top of the page, as follows:



Step 6

A new page will load. At the bottom of this page click on the link that says "Your telephony detail". At the bottom of the next page you see some text about "If there are more than 200 calls...", followed by a link to download the statement. Click on this link (as shown here):

Local	5	R3.27
Long distance	7	R15.16
Mobile	2	R9.78
Subtotal		R28.21
Total (usage)		R28.21
<small>* Note: If there are more than 200 calls for a service, those calls may not be viewed. To access this information, rather download this invoice.</small>		

Step 7

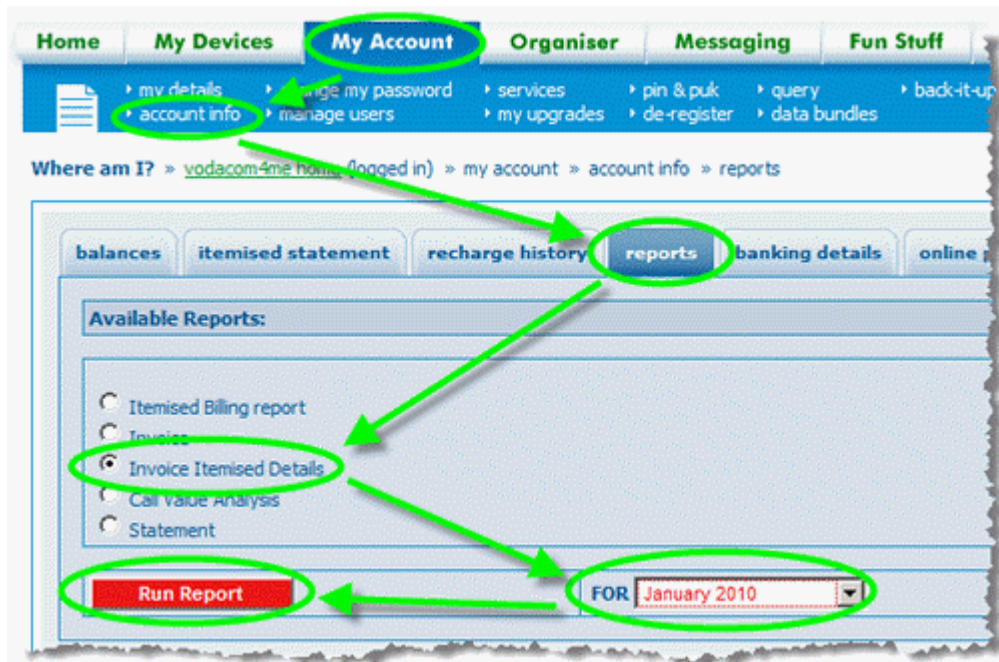
You will then be asked where you want to save your statement to. Be sure to select "My Documents\My Phone Statements\Telkom". Feel free to change the name of the statement to anything that you like so as to not overwrite an existing statement.

How do I download Vodacom statements?

To download statements from Vodacom, login to www.vodacom.co.za, then proceed as follows.

Alternatively, click [here](#) to find out about our Statement Automation service, whereby we will take care of this step on your behalf!

Click on "My Accounts" (see picture below), then "Account Info", then "Reports", then select "Invoice Itemised Details", then select the month which you would like to download from the indicated droplist, then click the "Run Report" button.



A new page will then load, showing your statement. You may need to login to Vodacom again before you see this page though.

At the top of this page, click the "Download" button, as follows:

Another page will now appear, as shown below. Make sure to select "PDF", then "Current Page", then click the "Save Report" button.

Export Report To:

PDF
 Excel Data
 Excel Display
 RTF
 Fully Editable RTF

PDF Quality: 100
Split Large Pages: Default
Page Width: Page Height:

Tips:
1. Upgrade IE to version 4.0.5 (or later) or save the PDF report before viewing.
2. Excel Data format is good for data manipulation. It was designed for tabular and listing reports.
3. Fully Editable RTF format is good for multi-control editing, but significantly larger files than RTF format.
4. PDF Quality level 100 gives the lowest image quality but the smallest PDF file size, and 300 gives the highest image quality but the largest PDF file size.

Page Range:

All
 Current page
 Pages:

Enter page numbers and continuous page ranges separated by commas. For example: 1,2,3,4,5

You will then be asked where you want to save your statement to. Be sure to select "My Documents\My Phone Statements\Vodacom". Feel free to change the name of the statement to anything that you like so as to not overwrite an existing statement.

How do I download MTN statements?

To download statements from MTN, login to <https://active.mtn.co.za/mtnsc/>, then proceed as follows.

Alternatively, click [here](#) to find out about our Statement Automation service, whereby we will take care of this step on your behalf!

Click on the "Invoices" submenu, as follows:



Then scroll down to the bottom of the page, and click on "Download Invoice", as follows:



After a few moments a "Save As" dialog window will appear. Save the statement to "My Documents\My Phone Statements\MTN". Feel free to change the name of the statement to anything that you like so as to not overwrite an existing statement.

How do I download CellC statements?

This software does not yet support CellC statements.

If you are a CellC client and are willing to assist us with testing this functionality, please [let us know](#).

How do I download Nashua Mobile statements?

This software can already import statements from Nashua Mobile, but we have not yet documented this process.

If you are a Nashua Mobile client and are willing to assist us with documenting this functionality, please [let us know](#).

Online Video Tutorials



Downloading and installing PSA

This video tutorial shows how to do the following:

- Download and Install Phone Statement Analyzer
- Use Phone Statement Analyzer for the first time

Please click [here](#) to watch this video tutorial - you will need to be connected to the internet in order to watch this video.

Downloading Telkom statements

This video tutorial shows how to do the following:

- Download phone statements from Telkom

Please click [here](#) to watch this video tutorial - you will need to be connected to the internet in order to watch this video.