

How to Run the ITS Monthly Billing Report (PDF) ITS_Bill_02 Detail PDF

To view billing reports and services from the Order IT web site, one must be a Department Contact and have been given authority by IT Services to view the monthly billing statements online. If you are not a Department Contact, you must ask your Department Contact to pull these reports for you.

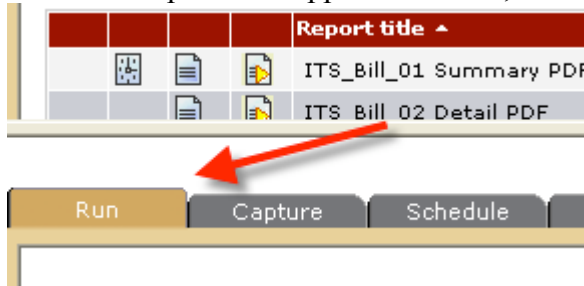
There are many reports you can run, but we are going to focus on the report that will display the billing detail for the latest billing month. The report title is '**ITS_Bill_02 Detail PDF**' report.

Delete Captured Report(s)

Report title ^			Description
		ITS_Bill_01 Summary PDF	Displays billing summary for latest billing month
		ITS_Bill_02 Detail PDF	Displays billing detail for latest billing month
		ITS_Bill_03 Detail (Non-Usage) Excel	Displays billing detail of non-usage data in Excel format for latest billing month

To view the monthly billing charges for a specific cost center:

1. You must know what cost center you want the charge detail for
2. You must have requested authority from the ITS Service Desk to access the cost center.
3. Open a Web browser and enter <http://orderit.stanford.edu>
4. Click 'Client Reports' at the menu at the top right of the window
5. Click on report '**ITS_Bill_02' Detail PDF**' report
6. A lower pane will appear with tabs, the RUN tab should be bold



7. At the 'RUN' tab, click the search button

Report Execution Parameters

Enter the report parameters below. Click the "Run" button to execute the report.

Report Title:	ITS_Bill_05 Detail By Org (Non-Usage) Excel
Select the output format:	MS Excel
Email notification:	Not for this one
Accounting Org:	<input type="text"/>

Click Search

Search

Fields marked with * are required.

Run

8. A search pop-up window will open

Reporting Parameter: Search Pop-up - Microsoft Internet Explorer

Select Account Number

For University Departments, in the Account field, enter either:

- the full PTAO (Project-Task-Award-Org)
- just the Project number
- the % sign and an Award or Org number

For Stanford Hospital cost Centers, in the Account field, add the prefix "HH" to the cost center. For LPCH, in the Account field, add the prefix "C0" to the cost center. **NOTE:** No more than 75 entries will be returned for any search Use checkboxes to select the account or cost center and press the "Apply" button.

Account Number: HH84814

Description:

Search Apply

Account Number	Description
<input checked="" type="checkbox"/> HH84814---ZCAA	TELECOMMUNICATIONS

Apply

9. In the 'Account Number' field, enter the cost center account number (i.e., HH87120 or C087221) **Leave the Description field blank.**
10. Click the search button. If no result, you do not have authority to view the cost center specified. Please submit a HelpSU requesting view access to the cost center.
11. If you get a result of more than one, click in the checkbox to the left of the cost center you want to pull the report for.
12. Click the Apply button.
13. Once you click the 'Apply' button you will be returned to the window.

Run Capture Schedule Outputs Help

Report Execution Parameters

Enter the report parameters below. Click the "Run" button to execute the report.

Execution Parameters

Report Title: ITS_Bill_Q2 Detail PDF

Select the output format: Adobe PDF

Email notification: Not for this one

Account Number: HH84814---ZCAA

Search

Fields marked with * are required.

Run

14. To email the report to yourself, select your email address from the pull-down menu. This is optional and not required.
14. Click the 'RUN' button at the bottom of window.
15. Your report will either open up automatically or you will need to click on the report to open it from the output tab.
16. This is what your report will look like. The information provided is:
 - a. Subscriber (department or individual)
 - b. Type of Charge: MRC (monthly recurring charge) or OCC (Other charges and credits)

- c. Billing code (internal to IT Services)
- d. Description of Service provided
- e. Service Location (Jack number). Only provided on services that require a location to deliver the service.
- f. Service Number
- g. Quantity
- h. Rate
- i. Total Charge

INFORMATION TECHNOLOGY SERVICES							Billing Statement Detail	
							Latest Billing Month	
							16-Apr-2009	2:14:23PM
							Account Number: HH84814--ZCAA	
							Billing Date: March 24, 2009	
Expense SubCode: 59042 ITS Hospital Charges								
							One Time (OCC) & Other Charges	
Subscriber Name	Type	Billing Code	Description	Jack	Service Nbr	Qty	Rate	Charge
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		2372661196	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		2372661196	1	\$233.54	\$233.54
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		2373719471	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		2373719471	1	\$431.83	\$431.83
TELECOMMUNICATIONS	OCC	WINCO-GSM	MAR09 Nlnrummunw		4086157790	1	\$129.98	\$129.98
TELECOMMUNICATIONS	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		4086157790	1	(\$21.84)	(\$21.84)
IT ADMINISTRATION	OCC	WINCO-GSM	MAR09 Nlnrummunw		6802136260	1	\$124.99	\$124.99
IT ADMINISTRATION	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6802136260	1	(\$20.55)	(\$20.55)
Stanford Hospital an	OCC	CARRIER CD	2009-03 Rebill of Vendor Charges-SDN Video Conf		6802890834	1	\$169.76	\$169.76
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803236883	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803236883	1	\$25.39	\$25.39
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803236883	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803236883	1	\$25.39	\$25.39
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803237238	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803237238	1	\$24.10	\$24.10
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803277870	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803277870	1	\$24.10	\$24.10
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803279199	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803279199	1	\$277.46	\$277.46
Stanford Hospital an	OCC	BNT INTERGR	MAR09 Integration Fee - BNT		6803299877	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	MAR09 Rebill of Vendor Charges - BNT		6803299877	1	\$24.10	\$24.10
TELECOMMUNICATIONS	OCC	WINCO-GSM	MAR09 Nlnrummkw		6803631206	1	\$39.99	\$39.99
TELECOMMUNICATIONS	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803631206	1	(\$5.97)	(\$5.97)
EPIC Project	OCC	WINCO-GSM	MAR09 Nlnrummunw		6803631584	1	\$124.99	\$124.99
EPIC Project	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803631584	1	(\$20.55)	(\$20.55)
IT ADMINISTRATION	OCC	WINCO-GSM	MAR09 Nlnrummunw		6803636317	1	\$124.99	\$124.99
IT ADMINISTRATION	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803636317	1	(\$20.55)	(\$20.55)
IT ADMINISTRATION	OCC	WINCO-GSM	MAR09 Nlnrummkw		6803872561	1	\$99.82	\$99.82
IT ADMINISTRATION	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803872561	1	(\$16.59)	(\$16.59)
Byerly, Carolyn	OCC	WINCO-GSM	MAR09 Nlnrummunw		6803874616	1	\$155.97	\$155.97
Byerly, Carolyn	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803874616	1	(\$20.25)	(\$20.25)
IT ADMINISTRATION	OCC	WINCO-GSM	MAR09 Nlnrummkw		6803875979	1	\$39.99	\$39.99
IT ADMINISTRATION	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803875979	1	(\$5.97)	(\$5.97)
TELECOMMUNICATIONS	OCC	WINCO-GSM	MAR09 Nlnrummkw		6803876207	1	\$84.99	\$84.99
TELECOMMUNICATIONS	OCC	WINCO-OTHER	MAR09 Wireless Other Charges & Fees		6803876207	1	(\$14.16)	(\$14.16)

Account: HH84814--ZCAA
Billing Date: March 24, 2009

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