











How to Run ITS Monthly Billing Historical Reports ITS_Bill_08 Detail PDF – Historical

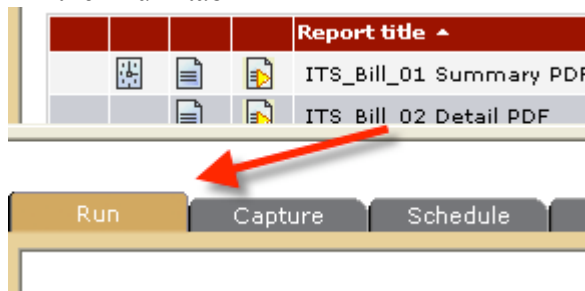
To view billing reports and services from the Order IT web site, one must be a Department Contact and have been given authority by IT Services to view the monthly billing statements online. If you are not a Department Contact, you must ask your Department Contact to pull these reports for you.

To run historical billing reports back two years, use the ‘ITS_Bill_08 Detail PDF – Historical’ report.

		ITS_Bill_05 Detail By Org (Non-Usage) Excel	Displays billing detail of non-usage data by org in Excel format for latest billing month
		ITS_Bill_06 Detail By Org (Usage) Excel	Displays billing detail of usage data by org in Excel format for latest billing month
		ITS_Bill_07 Summary PDF - Historical	Displays billing summary for a month in last 24 months
		ITS_Bill_08 Detail PDF - Historical	Displays billing detail for a month in last 24 months
		ITS_Bill_09 Detail (Non-Usage) Excel -	Displays billing detail of non-usage data in Excel format

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_08’ Detail PDF - Historical’ report
6. A lower pane will appear with tabs, the ‘Run’ tab should be bold. If not, click on the ‘Run’ tab



7. The ‘Report Execution Parameters’ (lower pane), select the Billing Date month from the pull-down menu selection for the report you wish to view. Click the ‘Run’ button

8. The Select Account Number window will pop up.

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

- In the 'Account Number' field, enter the cost center account number (i.e., HH87120 or C087221) **Leave the Description field blank.**
- 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.
- 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.
- Click the Apply button.
- Once you click the 'Apply' button you will be returned to the 'Report Execution Parameters' 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_08 Detail PDF - Historical

Select the output format: Adobe PDF

Email notification: Not for this one

Billing Date (DD-MON-YYYY): 24-SEP-2008

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.
15. Click the 'RUN' button at the bottom of window.
16. Your report will either open up automatically or you will need to click on the report to open it from the output tab.
17. 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
Last 24 Months
16-Apr-2009 2:44:33PM

Account Number: HH84814--ZCAA
Billing Date: September 24, 2008

Expense Code: 59642 ITS Hospital Charges

Subscriber Name	Type	Billing Code	Description	Jack	Service Nbr	Qty	Rate	Charge
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		2372561195	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		2372561195	1	\$236.16	\$236.16
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		2373719471	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		2373719471	1	\$431.88	\$431.88
TELECOMMUNICATIONS	OCC	CELL INTERIOR	SEPOS Cellular - SU Integration & Features		4086167790	1	\$10.00	\$10.00
TELECOMMUNICATIONS	OCC	WINCD-GSM	SEPOS Nbrnummnu		4086167790	1	\$10.00	\$10.00
TELECOMMUNICATIONS	OCC	WINCD-GSM	SEPOS Nbrnummnu		4086167790	1	\$104.98	\$104.98
TELECOMMUNICATIONS	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		4086167790	1	\$6.08	\$6.08
TELECOMMUNICATIONS	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		4086167790	1	\$0.43	\$0.43
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603236983	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603236983	1	\$23.70	\$23.70
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603236983	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603236983	1	\$23.70	\$23.70
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603237238	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603237238	1	\$22.41	\$22.41
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603277870	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603277870	1	\$22.41	\$22.41
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603279199	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603279199	1	\$261.49	\$261.49
Stanford Hospital an	OCC	BNT INTERIOR	SEPOS Integration Fee - BNT		603298977	1	\$10.00	\$10.00
Stanford Hospital an	OCC	CARRIER CD	SEPOS Rest of Vendor Charges - BNT		603298977	1	\$22.41	\$22.41
TELECOMMUNICATIONS	OCC	CELL INTERIOR	SEPOS Cellular - SU Integration & Features		603931206	1	\$10.00	\$10.00
TELECOMMUNICATIONS	OCC	WINCD-GSM	SEPOS Nbrnummnu		603931206	1	\$39.99	\$39.99
TELECOMMUNICATIONS	OCC	WINCD-GSM	SEPOS Nbrnummnu		603931206	1	\$4.00	\$4.00
TELECOMMUNICATIONS	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		603931206	1	\$0.22	\$0.22
TELECOMMUNICATIONS	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		603931206	1	\$2.78	\$2.78
EPIC Project	OCC	PARTS CELL	Iphone High-Cost Schmeling		603931584	1	\$324.74	\$324.74
EPIC Project	OCC	WINCD-GSM	SEPOS Nbrnummnu		603931584	1	\$66.67	\$66.67
EPIC Project	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		603931584	1	\$306.01	\$306.01
IT ADMINISTRATION	OCC	PARTS CELL	Iphone 80B-Tom Wilson		603987261	1	\$216.49	\$216.49
IT ADMINISTRATION	OCC	WINCD-GSM	SEPOS Nbrnummnu		603987261	1	\$35.00	\$35.00
IT ADMINISTRATION	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		603987261	1	\$3.91	\$3.91
Byerly, Carolyn	OCC	CELL INTERIOR	SEPOS Cellular - SU Integration & Features		6039874616	1	\$10.00	\$10.00
Byerly, Carolyn	OCC	WINCD-GSM	SEPOS Nbrnummnu		6039874616	1	\$138.60	\$138.60
Byerly, Carolyn	OCC	WINCD-GSM	SEPOS Nbrnummnu		6039874616	1	\$17.47	\$17.47
Byerly, Carolyn	OCC	WINCD-OTHER	SEPOS Wireless Other Charges & Fees		6039874616	1	\$305.97	\$305.97

Account: HH84814--ZCAA
Billing Date: September 24, 2008

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