

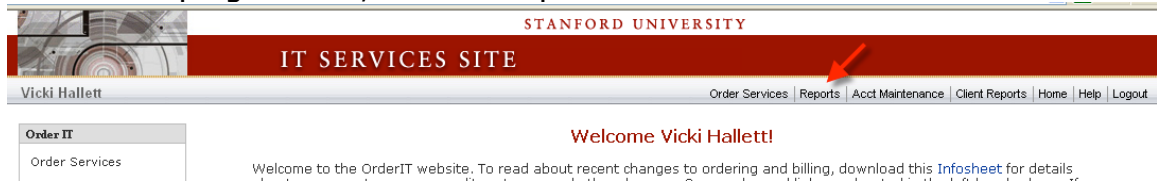
How to Get the Cell phone call detail for an individual

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.

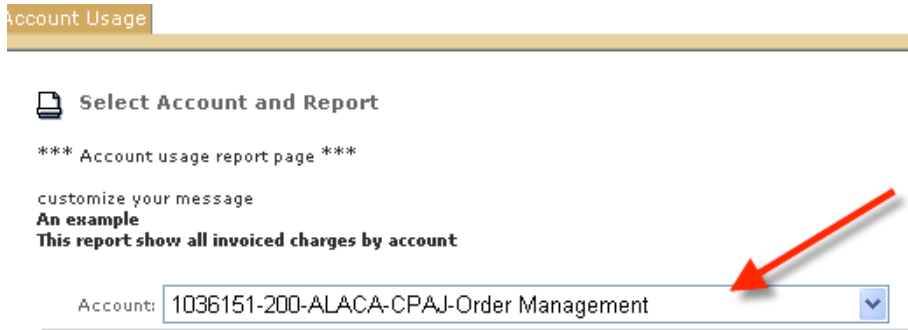
To view all charges including call detail, run the **'ITS_Bill_02 Detail PDF'** report.

To view an employees individual call detail, and to be able to print that individuals cellular call detail: follow these steps.

1. Login to Order it: <http://orderid.stanford.edu>
2. At the top right menu, click on 'Reports'



3. The 'Select Account and Report' window will open.
4. Select the cost center from the 'Account' pull-down menu where the cell service is billed.



5. A list of the current and past billing months will display.

Account: Output Method: Include Individual Detail

Account	Billing Date	Total	MRC	OCC	Toll	Local	Tax
1036151-200-ALACA-CPAJ-Order Management	24-Mar-2009	\$2,257.35	\$1,816.94	\$435.02	\$5.39	\$0.00	\$0.00
1036151-200-ALACA-CPAJ-Order Management	24-Feb-2009	\$2,475.58	\$1,816.94	\$647.80	\$10.84	\$0.00	\$0.00
1036151-200-ALACA-CPAJ-Order Management	24-Jan-2009	\$2,409.12	\$1,838.54	\$565.21	\$5.37	\$0.00	\$0.00
1036151-200-ALACA-CPAJ-Order Management	24-Dec-2008	\$3,242.85	\$2,011.44	\$1,222.55	\$8.86	\$0.00	\$0.00
1036151-200-ALACA-CPAJ-Order Management	24-Nov-2008	\$1,270.15	\$1,054.00	\$208.65	\$7.50	\$0.00	\$0.00
1036151-200-ALACA-CPAJ-Order Management	24-Oct-2008	\$1,254.29	\$1,050.00	\$196.44	\$7.85	\$0.00	\$0.00

6. Click on the billing month you want to review the call detail.
7. A lower pane will pop up presenting you with the list of subscribers of services being billed for this particular cost center. You may need to scroll to see the list of subscribers.

Report

Account Usage Report for 24-FEB-09

*** Account usage subscriber list report page ***
customize your message
An example

This list provides details of charged account by individual subscriber

Output Method: **HTML**

Account: 1036151-200-ALACA-CPAJ

Subscriber Summary For Acct: 1036151-200-ALACA-CPAJ

Subscriber	Subscriber ID	Total	MRC	OCC	Toll	Local	Tax
Client Support Opera	5432443	47.90	0.00	47.90	0.00	0.00	0.00
Consulting & Informa	4036077	339.09	250.00	89.09	0.00	0.00	0.00
Facilities	1768527	65.40	0.00	65.40	0.00	0.00	0.00
Finance Operations	8831408	1,054.00	1,054.00	0.00	0.00	0.00	0.00
Gutierrez, Nancy	5591562	66.64	0.00	66.64	0.00	0.00	0.00
Ibarra, Larry	4201421	43.61	0.00	43.61	0.00	0.00	0.00
Miller, Mellani	8260967	103.12	0.00	92.38	10.74	0.00	0.00

- Click on the individual you want to view their cell call detail.
- You will get another pop up that will provide you with all the data, call, and text detail for the individuals cell service.

Department Portal: Reports - Account Usage Tab - Detail - Microsoft Internet Explorer

Print button

Individual Detail for 24-FEB-09

*** Account usage individual detail report page ***
customize your message
An example

This report provides line-item details on all invoiced charges

Account: 1036151-200-ALACA-CPAJ

Subscriber of Service

Miller, Mellani ID: 8260967 Acct: 1036151-200-ALACA-CPAJ

Service: Cellular 6507143117 **Cell Phone Number**

Non Recurring Charges (OCC)

Item	Description	Note	Order #	Qty	Rate	Charge
WINCD-GSM	FEB09 Natrummunw			1	109.99	109.99
WINCD-OTHER	FEB09 Wireless Other Charges & Fees			1	-17.61	-17.61
Total (2)						92.38

GSM - Data Calls

- To print the complete list of call detail, click on the 'Print' icon at the top left corner of the window.