# Stanford University
UIT SHC BI Reporting

Running a Client Billing report (CB005):

Billing Detail reports provide information about services billed in previous months (updated once a month – final data is available after the Stanford University monthly financial close).

1. Go to [Oracle BI](#)

2. Your browser version is checked automatically. If it does not pass, please close the open browser and use a [recommended browser](#). You will need to use your SUNet ID and password to login.

3. In the blue toolbar at the top right, click **Catalog**
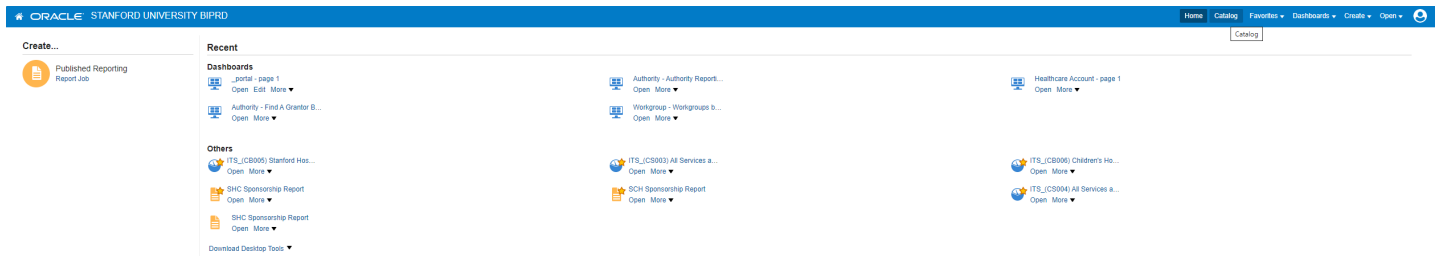
4. In the Folders panel, double-click **Shared Folders** to expand it, then choose **ITS Reports.** Select **ITS Clients** and then the report **ITS_(CB005) Stanford Hospital Billing Detail** using the **Open button.**
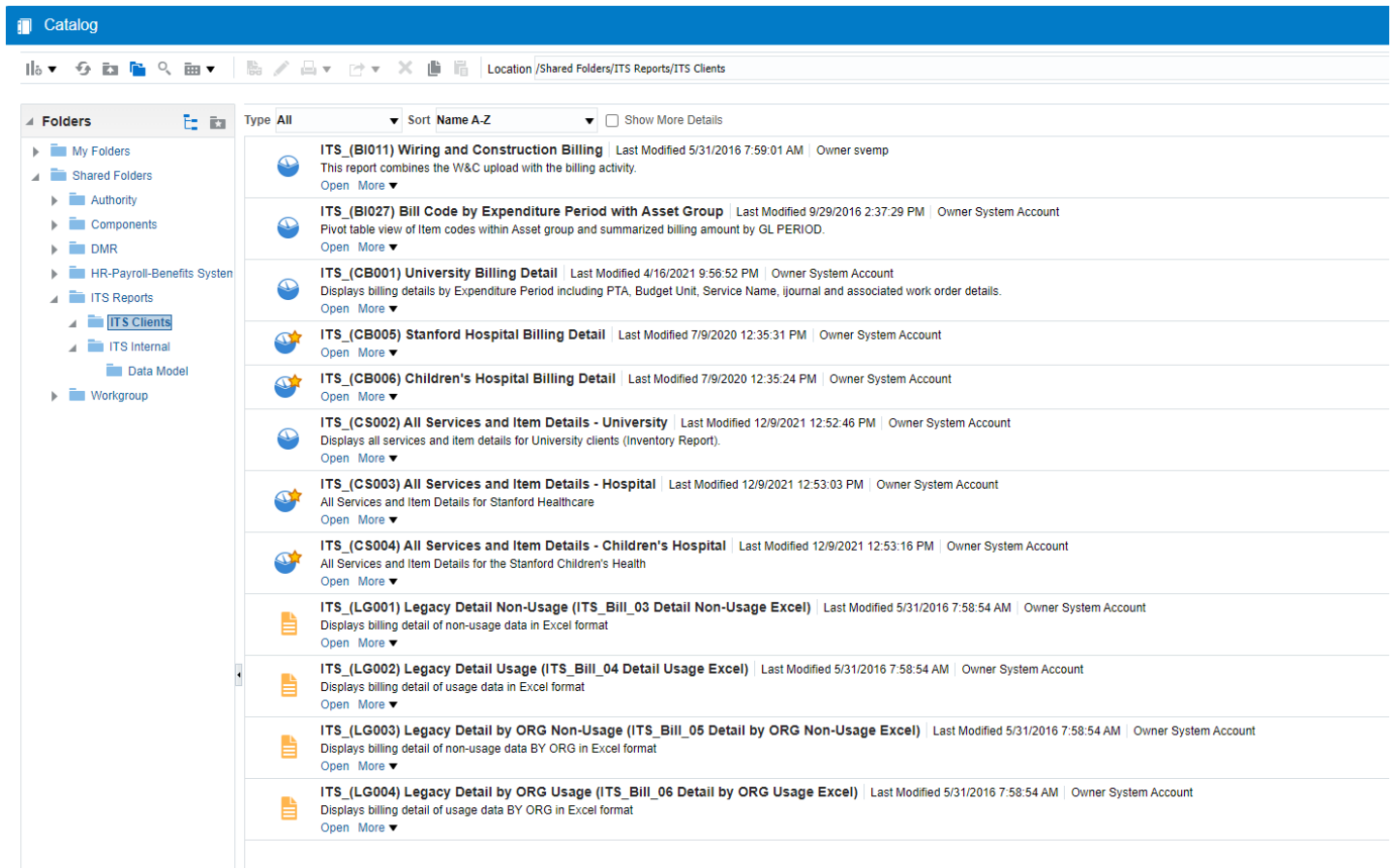
5. Use the filter field arrows to limit your report. **Note: field names are case-sensitive – see examples.**

Questions with an asterisk are required fields

Services Name – remember to include the corresponding "Adjustment" Service Name

Cost Centers require the following prefixes:

HH – for Hospital

UH – UHA

VC – Tri Valley

ITS_(CB005) Stanford Hospital Billing Detail

- Search prompts are case sensitive (examples represent case sensitive formatting)
- An asterisk * preceding a search prompt indicates a required field
- Use a semicolon as separator when entering multiple values in a single search prompt that has a drop down arrow
- Search prompts without a drop-down arrow allow only one value at a time (multiple values cannot be entered)
- Export results available only in a PDF or a Data Tab delimited format (Tab delimited format can be saved as an Excel spreadsheet)

* Expenditure Period (e.g., FEB-2013) =   --Select Value-- ▼

Cost Center (e.g., HH12345) contains any [   ]

Service Name (e.g., MOBILE DEVICE, VOICE, ...) =   --Select Value-- ▼

Service Number (e.g., ITS-6507251234) contains any [   ]

Item Code (e.g., AT&T O, CONV FEE, ...) contains any [   ]

Service Identifier 1 contains any --Select Value-- ▼

Service Identifier 2 contains any --Select Value-- ▼

Service Identifier 3 contains any --Select Value-- ▼

ijJournal Number (number only, e.g., 994756) contains any --Select Value-- ▼

OK   Reset ▼

Refresh - Copy

6. Click **OK**. The report may take a few minutes to display.

7. To export the report, scroll to the bottom of the page and click **Export > Data > Choose Format**. The report downloads to your computer.