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

Service Name – remember to include the corresponding “Adjustment” Service Name

Cost Centers require the following prefixes:

- HH – for Hospital
- UH – UHA
- VC – Tri Valley

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.