Running a Client Billing report (CB006):

**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_(CB006) Children’s 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

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.