# Stanford | University IT

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 being checked automatically when you are logging in to the website. 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
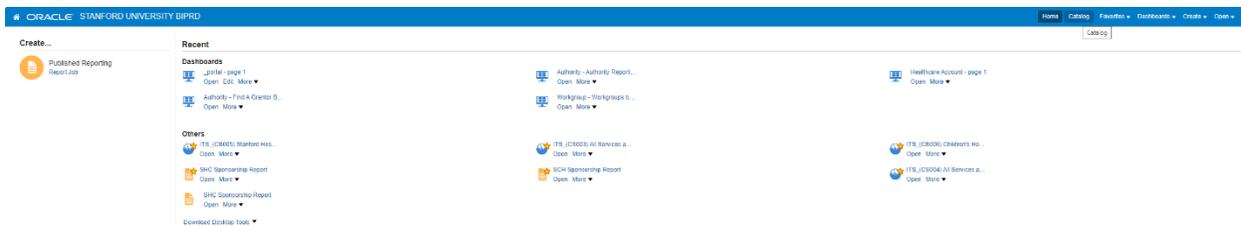
4. In the Folders panel, double-click **Shared Folders** to expand it, then choose **ITS Reports.** Select **ITS Clients** and then the report **ITS_(CB005) Stanford Hospital Billing Detail** using the **Open button.**
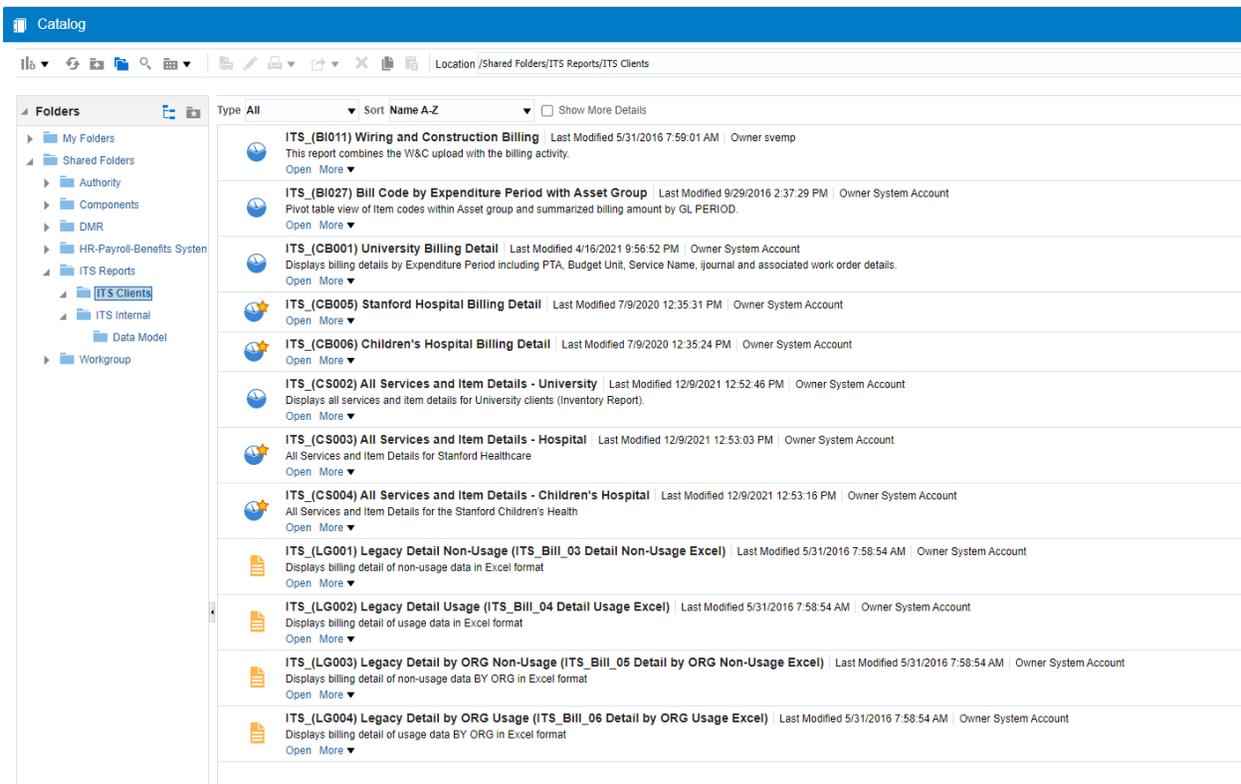
5. Use the filter field arrows to limit your report. A few tips:

- **Field names are case-sensitive**
- **Questions with an asterisk are required fields**
- **For multiple cost center information please leave the Cost Center field blank so the report will include all the cost centers that you have access to**

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.