<div align="center">

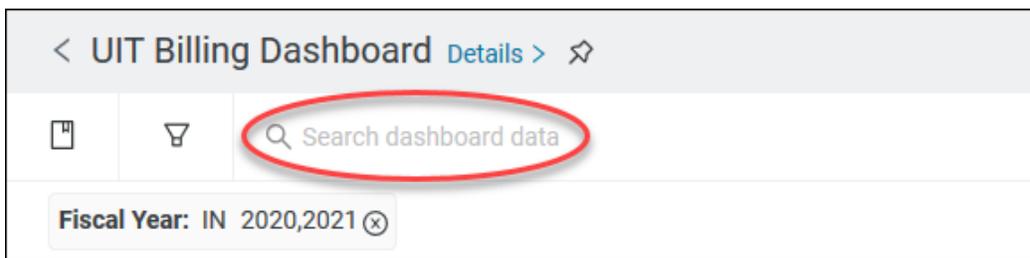**Stanford University**

UIT SHC Incorta Reporting

</div>

UIT Billing Dashboard

The UIT Billing Dashboard provides an interactive visualization tool to view UIT services charges for different departments. The tool can also be used to manage and reconcile UIT charges as well as identify billing trends.
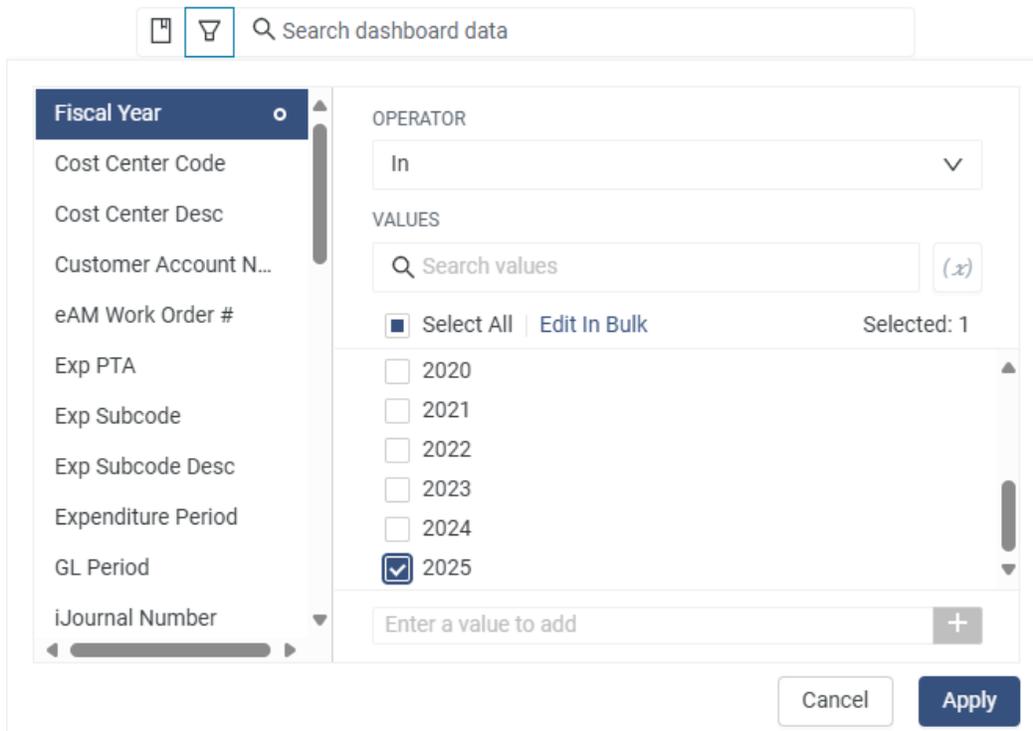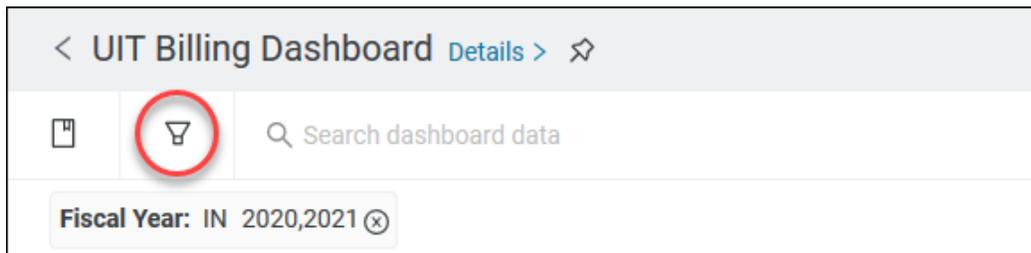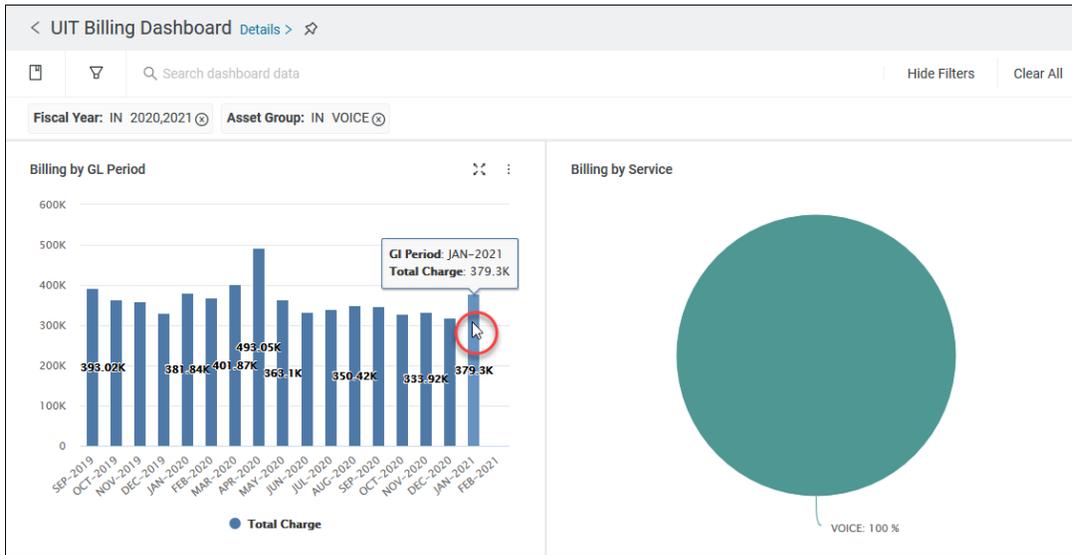
Go to Incorta Reporting

Key Features

1. Global search box – find any billing records containing your search phrase. This can be a Cost center, expenditure type, item code, user name, GL period etc.
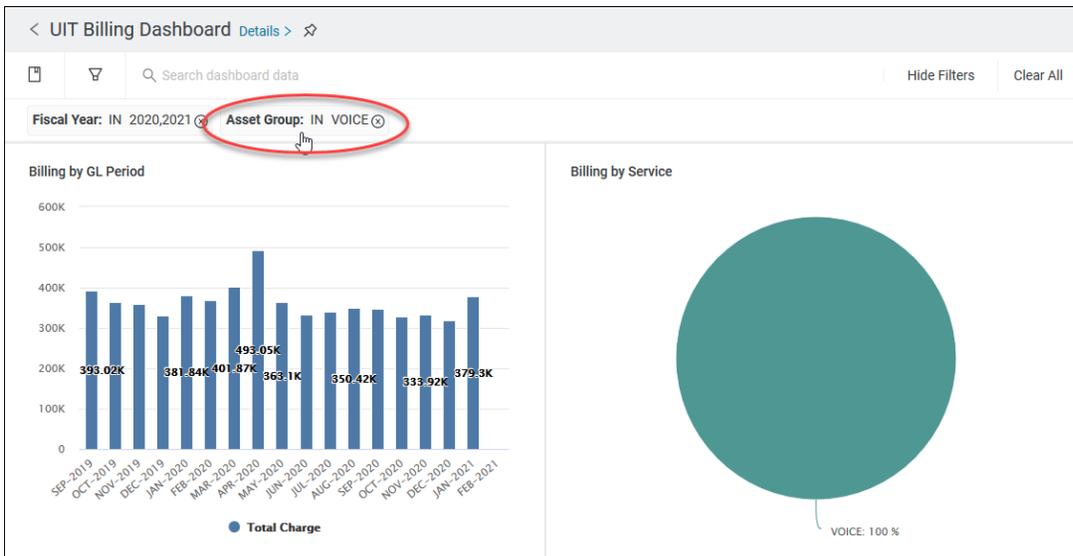

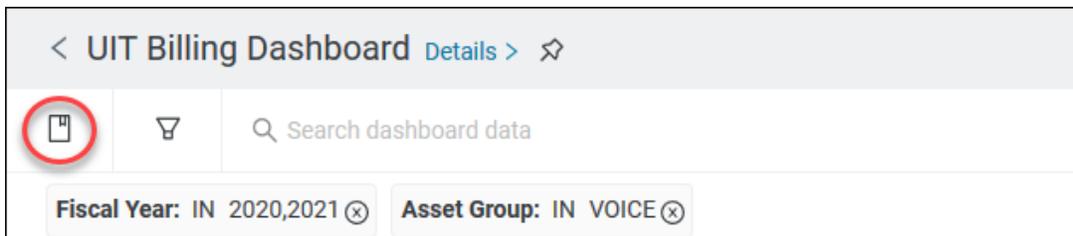2. Filters - filter down within a specific category. Choose the values needed and press Apply.

3. Interactive graphs - hover on any part of the graph then click to drill down into the data.

4. Criteria bubbles - click the bubbles to change the current search criteria.

5. Bookmark search criteria - save your search criteria for future use and/or set as a default landing page.

6. Export data - quickly download full billing details to a CSV, Excel file or PDF.

Fiscal Year	GI Period	Expense Period	Service Name	Service Identifier 1	Service Identifier 2	Service Identifier 3	Service Identifier 4	Service
2020	SEP-2019	SEP-2019	VOICE					
2020	SEP-2019	SEP-2019	VOICE					
2020	SEP-2019	SEP-2019	VOICE					ITS
2020	SEP-2019	SEP-2019	VOICE					ITS
2020	SEP-2019	SEP-2019	VOICE					ITS

Focus

Download CSV

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