ITS Billing Details report – How-To Guide

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What is the ITS Billing Details report

Department administrators and delegates can now view the ITS Billing Details report for their fund numbers in BI using Analysis for Excel.

- ITS Billing Details report is available in BI Fund Detail Statement in a summarized view for all ITS expenses.
- Charges are categorized into easily recognizable services (example: desktops, laptops, and smartphones).
- Users have the ability to request changes for an ITS Billing asset from a Goto report.
- A new BI ITS Billing role will allow others in a department to view the report and manage ITS devices.
Accessing Weill Business Gateway for BI Reports

To access BI Reports from the Weill Business Gateway, follow these steps:

1) Navigate to [http://myapps.weill.cornell.edu](http://myapps.weill.cornell.edu) and log in with your CWID and password.

2) Click on the Weill Business Gateway icon from the MyApps portal and log in with your CWID and password.

3) Click on the BI Launch Pad tile.

Accessing Fund Detail Statement

Clicking on the BI Launch Pad tab will open the screen shown below. To view your Fund Detail Statement, follow these steps:

From the left-hand folder list click:

1) Public Folders
2) Enterprise Services
3) Finance
4) Funds Management
5) Double-click Fund Detail Statement to launch the Analysis for Excel report.
For more detail regarding the Analysis for Excel reports see the Analysis for Excel helpfiles Job Aid: JOB AID – Analysis for Excel

Fund Detail Statement report variable entry screen

1) Enter the fund number(s).
2) If you need to enter more fund numbers you can click the + button to the right of the Fund.
3) Enter Posting period.
4) Then click OK.

The Fund Detail statement report will contain information grouped by Fund number and includes information such as:

- **Fund**
- **Commitment Item**
- **Posting Date**
- **Fiscal Year**
- **Document Type**
- **Goto Report**
- **Document Number**
- **Item Text**
- **Current month and Fiscal Year to date**
- **Outstanding Commitments**
The Item Text column can show a summary of each type of ITS device for that fiscal year. The Current Month and Fiscal Year to date columns show the cost for these devices.

For more information regarding the Fund Detail Statement Report see the BI Reporting job aid from the Helpfiles website: **BI Job Aid – Fund Detail Statement**

### Accessing ITS Billing Details

For more information regarding ITS Billing for your fund number, refer to the following steps:

From the Fund Detail Statement, right-click the fund number for which you wish to view more information.

1) Click **Goto** from the menu.
2) Click **ITS Billing Details**.

The ITS Billing Details report contains items such as:

<table>
<thead>
<tr>
<th>Fund number</th>
<th>ITS Tag</th>
</tr>
</thead>
<tbody>
<tr>
<td>Commitment Item</td>
<td>Owned by(CWID)</td>
</tr>
<tr>
<td>Document number</td>
<td>Used by(CWID)</td>
</tr>
<tr>
<td>Reference number</td>
<td>Location</td>
</tr>
<tr>
<td>Category</td>
<td>Charge</td>
</tr>
</tbody>
</table>
You can also view **ITS Billing Details** by Reference number by following the steps below:

1) Right click on the Reference number you wish to report on.
2) From the menu click **Goto**.
3) Click **ITS Billing by Reference**.

**Request a change in ITS devices**

If you need to make a change to information for an ITS tag, you can request an action from ServiceNow. To do that follow these steps:
1) Right click on the IB Number

2) Click on Goto, then ITS Billing Details.

This will open a login window into ServiceNow:

Enter your CWID and password when prompted and press Login.
Here you can review the information provided, including fund number, category, service type, who the device is used by, department and the location. If there is a change or discrepancy in the ITS device, you can request a change right from ServiceNow.

1) Click the **Request Action** button in the upper right hand corner.

1) Verify your contact details.  
2) Click the drop-down menu, then select the reason for your requested change.  
3) If necessary, enter comments in the box below.  
4) Click **OK** to submit your change.
Saving a Report

If you alter the report layout (incorporating other data / free characteristics for example), you can always save that report to run with refreshed data.

1) Click File.
2) Click the Save Workbook button.
3) Click the Favorites Folder tab.
4) Name the report something that will enable you to find that specific version later.
5) Click Save.

Saving a Report Locally

If you wish to save the report locally, so that you can view the report at a later time without logging into the Weill Business Gateway, follow these steps:

1) From the Analysis for Excel report workbook, click the Analysis tab in the ribbon.
2) Click Display button.
3) Click Display Design Panel.
4) Click the Components tab.
5) Uncheck the Remove Data Before Saving option
6) Click **Save As** from the menu list, then click **Computer**.

7) Under **Computer** click **Local Disk (C: on [your computer tag number])**.
8) Browse to the location on your local hard drive you wish to save under, typically, **Users\your cwid\Documents**.
9) Name the report, and then click **Save**.

### Sharing a Report

Analysis for Excel also allows you to collaborate with other employees on reports you have modified.

1) Save the report following the steps in the previous section.
2) From the BI Launchpad, navigate to the **My Favorites** folder.
3) Right-click the report you saved.
4) Hover over **Send**.
5) Click **BI Inbox**.
6) Type the individual’s CWID in the **Find Title** field.
7) Click the > to add them to the Selected Recipients pane.
   a. Repeat Steps 6 and 7 to collaborate with multiple individuals on this report.
8) Click Send.
   a. The employees you’ve collaborated with will see these reports in their Inbox folder, located just under My Favorites.

Additional Resources
All BI Job Aids are available through the Help Files website:
http://helpfiles.med.cornell.edu/gm/folder-1.11.200108

The BI Basic Navigation Job Aid is available at the link below. Please refer to this document for a detailed walkthrough of all the navigation features of BI.
http://helpfiles.med.cornell.edu/ucontent/f6c04445af7e44f88e324a2ed692ca69/index.pdf

NOTE: BI Reports are updated on a nightly basis. The data is current as of the date displayed in the upper right-hand corner of the report under “Last Data Update”.