INTRODUCING AN ENHANCED *MYFSU* SERVICE CENTER EXPERIENCE

DETAILED BILLING REPORT GUIDE

Link to PowerBI Report for Internal Customers:

https://app.powerbi.com/links/1Gyq7_iel2?ctid=a36450eb-db06-42a7-8d1b-026719f701e3&pbi_source=linkShare

- Summary By Department II

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 Fund

 Project

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 Project

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- 1. Navigate to the homepage of the Detailed Billing Report

2. Filter results using the menu bar on the left

	Summary By Department AUX DEPT FUND PROJECT DEPT DESCRIPTION TOTAL AUX1000001 001000 110 Presidents 983.35 Total 983.35	
Department ID		
Fund	Summary by P0 & P0 Line	
All 🗸	PO NUMBER PO LINE PO DESCRIPTION	TOTAL
	0002000316 2 ITS-EILE STORAGE AVETUAL COMPLITING	4.70
Project	0002000316 3 ITS-PHONE SERVICES	376.65
	0002000316 4 ITS-CELLPHONE SERVICES	44.00
All 🗸 🗸	0002000316 5 ITS-MANAGED PORT FEES	558.00
	Total	983.35
PO #		
	(PO Duty)	
Customer Aux #	PO Detail	
Guatomer Aux #	DESCRIPTION	QTY UNIT PRICE TOTAL BLDG ROOM
	VIS EMERGENCY PHONE FEE	1.00 3.00 3.00 WES 0211E
All 🗸	AS DUBLIC SAFETY, CAMPLIS ACCESS/SECURITY	1.00 1.56 1.56 WES 0211E
	MS PODEIC SAFETT-CAMPOS ACCESS/SECORIT	
All V	VIS VOICE OVER IP BUNDLED SERVICES	1.00 15.25 15.25 WES 0211E
All V Date	VS VOICE OVER 19 BUNDLED SERVICES EMERGENCY PHONE FEE	1.00 15.25 15.25 WES 0211E 1.00 3.00 3.00 WES 0211
All V Date	VS POBLC SAFETY CAMPUS ACCESS/SECURITY VS VOICE OVER IP BUNDLED SERVICES EMERGENCY PHONE FEE PUBLC SAFETY-CAMPUS ACCESS/SECURITY	1.00 15.25 15.25 WES 0211E 1.00 3.00 3.00 WES 0211 1.00 1.56 1.56 WES 0211
All V Date All V	IS POBLIC SPECTRAMPOS INCESS/SECURITY VS VOICE OVER IP BUNDLED SERVICES EMERGENCY PHONE FEE PUBLIC SERVICES VOICE OVER IP BUNDLED SERVICES	1.00 15.25 15.25 WES 0211E 1.00 3.00 3.00 WES 0211 1.00 1.56 VES 0211 1.00 1.56 VES 0211 1.00 1.56 VES 0211 1.00 15.25 VES 0211
All V Date All V	VS VOICE OVER 15 BUNCLED ALCEDY ACCUMUT VOICE OVER 15 BUNCLED ALCEDY ACCUMUT BURKISICY PROVIE FEE POBLIC SAFETY CAMPUS ACCESS/SECURITY VOICE OVER # BUNCLED SERVICES BURKISICY PHONE FEE BURKISICY PHONE FEE	1.00 15.25 15.25 WES 0.211 1.00 2.00 1.00 WES 0.211 1.00 1.54 1.56 WES 0.211 1.00 1.52 1.56 WES 0.211 1.00 1.52 1.56 WES 0.211 1.00 1.525 1.52 WES 0.211 1.00 1.523 1.52 WES 0.211 1.00 3.00 WES 0.404
All V Date All V	VIS VOICE OVER IP BUNDLED SEXUES SECURITY VIS VOICE OVER IP BUNDLED SEXUENTS BURBERGENCY PHONE REE PUBLIC SAFETY-CAMPUS ACCESS/SECURITY VOICE OVER IP BUNDLED SEXUES BURBERGENCY PHONE REE PUBLIC SAFETY-CAMPUS ACCESS/SECURITY VOICE OVER IP BUNDLED SEXUES	1.00 15.25 15.25 WES 0211E 1.00 3.00 WES 0211 1.00 1.56 1.56 WES 0211 1.00 15.25 15.25 WES 0211 1.00 15.20 3.00 WES 0408E 1.00 1.56 1.56 WES 0408E
All V Date All V Reset All	NS PORCE OVER IS BUILDED ACCESS/SECURITY VOICE OVER IS BUILDED ACCESS/SECURITY PORCE SHATTY-CAMPUS ACCESS/SECURITY VOICE OVER IS BUILDED SERVICES BUILDED ANTY-CAMPUS ACCESS/SECURITY VOICE OVER IN BUILDED SERVICES PORCE SHATTY-CAMPUS ACCESS/SECURITY VOICE OVER IS BUILDED SERVICES	1.00 1525 1525 WES 0211 1.00 8.00 300 WES 0211 1.00 154 156 WES 0211 1.00 1525 1525 WES 0211 1.00 3.00 2.00 WES 0211 1.00 3.00 2.00 WES 0408E 1.00 1525 1525 WES 0408E 1.00 1525 1525 WES 0408E





3. View charges



4. Export any section to Excel by selecting the three dots in the corner and clicking Export data



