

Accessing ITConnect Billing Reports

- 1) Go to <http://itconnect.its.uiowa.edu/cc/report/history>
- 2) You will be prompted to login with your HawkID and HawkID Password
- 3) On the **Report History** list, click on the **Description** for the report you wish to open/save.
- 4) The report will open in a new browser tab.
 - a) Click the **Save button** to save the report as a PDF.
 - b) Click the **Export button** to Open or Save a copy of the report.
 - c) Click the **Email button** to email the report to yourself or someone else.

THE UNIVERSITY OF IOWA

INFORMATION TECHNOLOGY SERVICES

Reports

Welcome dsabers

Report History

Back to Report List

Search



Description	Assigned To	Created By	Run Date/Time
Call Details Excel Friendly April 2017	Sabers, Debra	dsabers	04/26/17 05:08:12
Invoice Services Excel Friendly April 2017	Sabers, Debra	dsabers	04/26/17 06:26:27
Invoice Summary by MFK April 2017	Sabers, Debra	dsabers	04/26/17 08:01:34

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INFORMATION TECHNOLOGY SERVICES

Reports

Welcome dsabers

Logout

BC-InvoiceSummary-dsabers 00665854 - Feb 28, 2017, 4:06 pm)

Export

Email

3/1/17 10:58AM

Invoice Summary by MFK for 02/03/2017 - 03/02/2017

Billing Coordinator: Debra Sabers (dsabers)

050.43.5063.00000.00000000.6270.000.00000.60.0000 ITS Telecomm and Network Svcs

Charge Code	Description	Count	\$Cost
3020	MONTHLY SVC VOICE	1	\$17.50
6010	MONTHLY SVC GEF	1	\$0.00
		2	\$17.50

Telecom Equipment and Recurring Charges

OwnerID	Owner Name	Service ID	Location	Jack	Billing Item	\$Cost	Charge Cd
5072	ITS Enterprise Infrastructure	335-0997			DIAL TONE	\$17.50	3020
5063	ITS Telecomm and Network	GEFVOICE			Bundle	\$0.00	6010
						\$17.50	

Summary

Export

Format

PDF

Export

Do you want to open or save BC-InvoiceSummary.pdf (611 KB) from itconnect-test.its.uiowa.edu?

Open Save Cancel

E-Mail

To

deb-sabers@uiowa.edu

Message

Here's the Invoice Summary Report

Format

PDF

Send

Billing Coord Reports

Last Updated: 05/19/21

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If you find yourself on a page other than the Report History page:

- 1) Click either the “**View Reports**” link on the getting started box OR on the **Reports** link at the top of the page under the “Information Technology Services” logo
- 2) Then click on the **Report History** link under the Available Reports header.

This will get you back to your report list and the directions on page 1 for downloading or emailing the report(s).

