

Workstation Billing and Inventory Reports

Before you begin

- Workstation billing and inventory reports can now be retrieved through Business Objects*.
- The Internet Explorer Browser is required for Business Objects.
- **Please note if you require to change/add/replace cost center numbers that department workstations are billed to, or to request access to these reports, please submit a Pegasus Ticket for [Inventory Management](#).**

*The Tolero Reporting tool was retired in August, 2019.

Find your department code

If you don't already know your three-digit department number, identify the yellow computer label on your workstation.

Your department number is represented by the three letters, 'DPT', in the images below.

STICKER FOR AN ADMINISTRATIVE WORKSTATION (AWS)



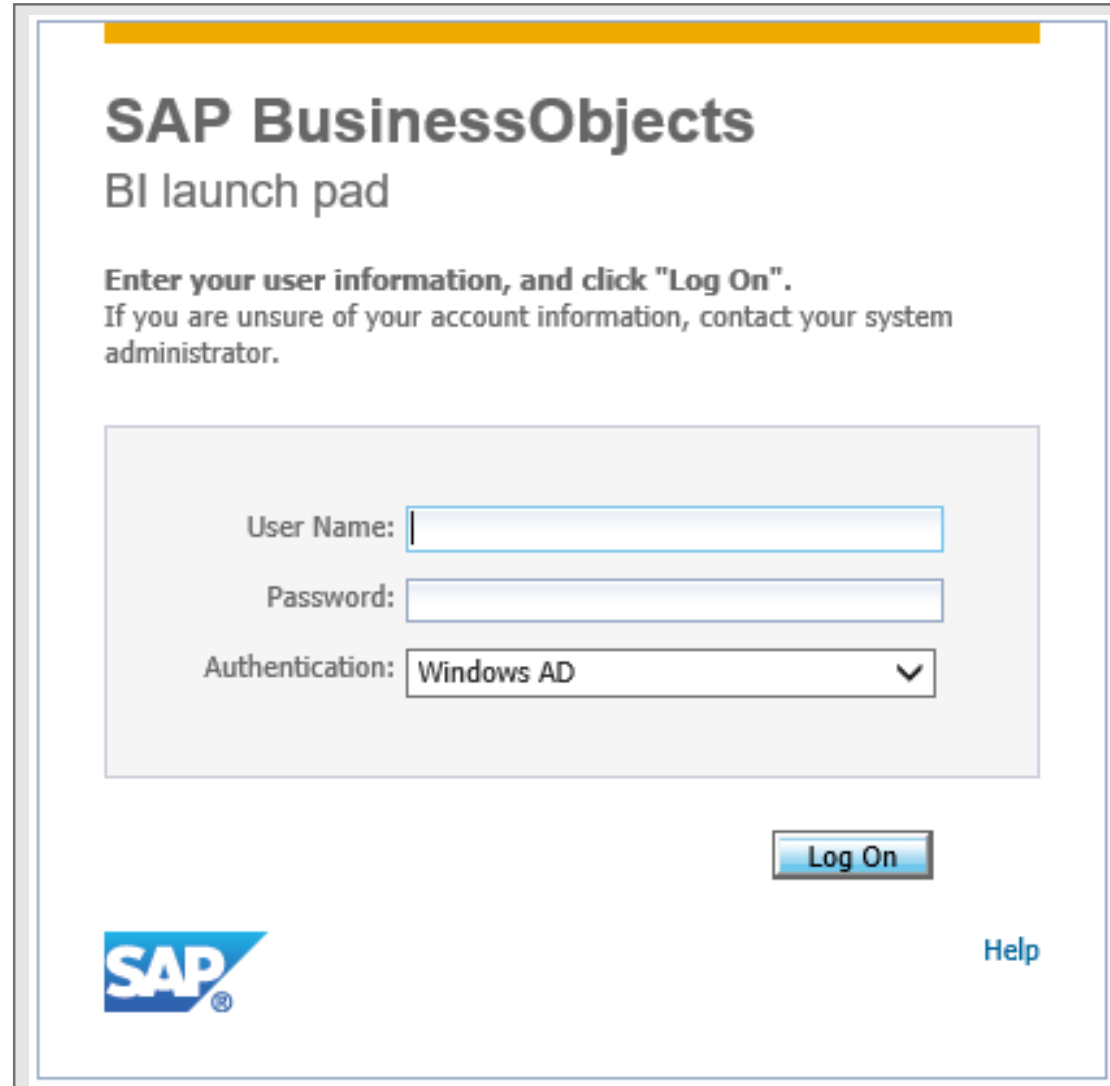
NLDDPTX01234567

Login to Business Objects

Login to Business Objects through the Internet Explorer Browser and enter your VUnetID and ePassword.

Bookmark the Business Objects Tool in your browser.

<https://enterprisebiprod.app.vumc.org/BOE/BI>

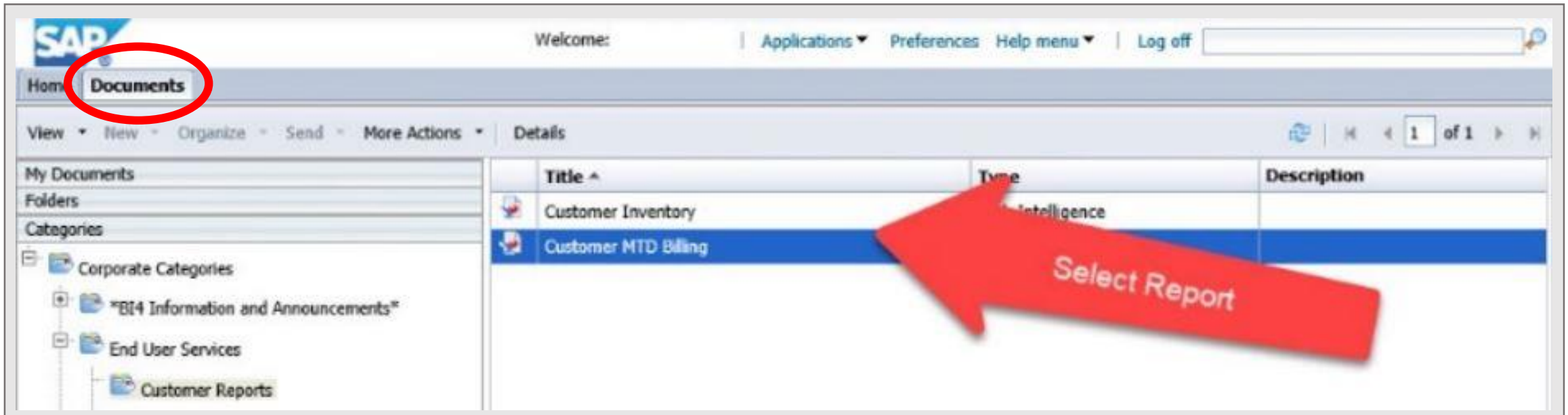


The screenshot shows the SAP BusinessObjects BI launch pad login interface. At the top, there is a yellow horizontal bar. Below it, the text "SAP BusinessObjects" is displayed in a large, bold, black font, followed by "BI launch pad" in a smaller black font. A bold instruction reads "Enter your user information, and click 'Log On'." Below this, a smaller line of text says "If you are unsure of your account information, contact your system administrator." The login form is contained within a light gray rectangular box and includes three input fields: "User Name:" with a text box, "Password:" with a text box, and "Authentication:" with a dropdown menu currently set to "Windows AD" and a downward arrow. Below the form is a blue "Log On" button. In the bottom left corner of the page is the SAP logo, and in the bottom right corner is a blue "Help" link.

Find your reports

Double click on the report you wish to view. Each report will populate in a different tab.

The **Documents** tab is your home tab to select and view your reports.



The screenshot shows the SAP Documents interface. The 'Documents' tab is highlighted with a red circle. The main area displays a table of reports with columns for Title, Type, and Description. The report 'Customer MTD Billing' is selected and highlighted in blue. A red arrow points to this report with the text 'Select Report'.

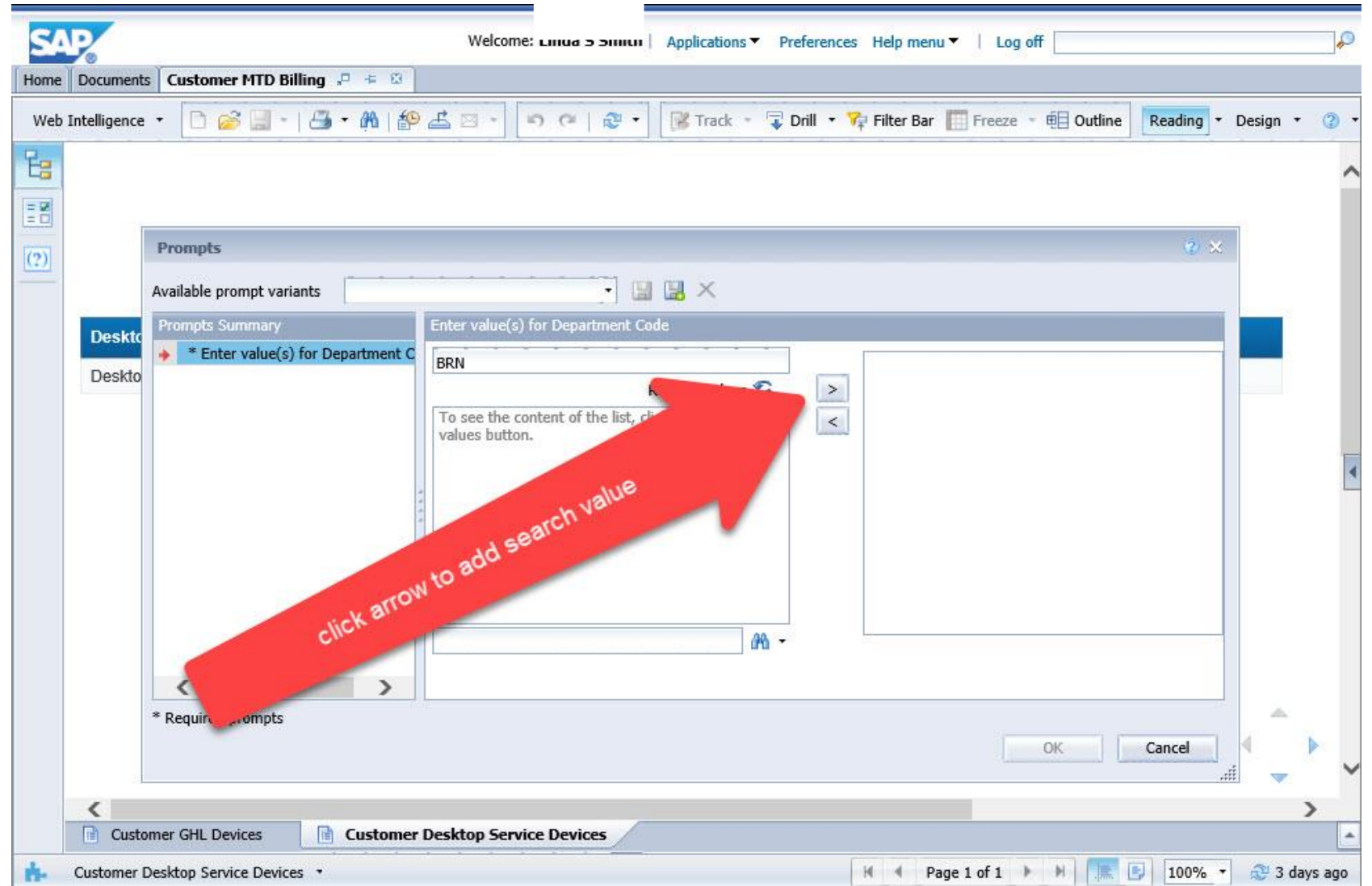
Title	Type	Description
Customer Inventory	Intelligence	
Customer MTD Billing		

Enter your department code

Enter your three letter department code in the “Enter value(s) for Department Code” box provided in the center of the Prompts window.

Click the > arrow to add your code to the box on the right hand side of the Prompts window.

Click OK.



Navigate your reports

Under the Documents tab, select between Customer Inventory Report and Customer Month-to-Date Billing reports.

The tabs at the bottom of your dashboard navigate between Customer Desktop Service Devices and Customer GHL Devices reports.

The screenshot displays the SAP Web Intelligence interface. At the top, the user is logged in as Linda S Smith. The main navigation bar includes 'Home', 'Documents', 'Customer Inventory', and 'Customer MTD Billing'. A red callout bubble points to the 'Customer MTD Billing' tab, stating: 'Use Tabs to navigate between Inventory and Billing Reports'. The main content area shows a report titled 'Customer Desktop Service Devices' with a table of data. At the bottom, a green callout bubble points to the 'Customer Desktop Service Devices' tab, stating: 'Use Tabs to navigate between Service Devices and GHL Devices Reports'. The status bar at the bottom indicates 'Page 1 of 1' and '6 minutes ago'.

Desktop Service	Cost Center	Count of Devices	Monthly Support Cost	AWS Support Statement
Desktop Services	2010910000	6 device(s)	\$250.00	AWS BRN Support
Desktop Services	3037074200	1 device(s)	\$41.67	AWS BRN Support
Desktop Services	3037176900	2 device(s)	\$83.33	AWS BRN Support

Navigate your reports

Click on active links within Desktop Service reports for detailed cost center billing information.

Customer Desktop Service Devices

Desktop Service	Cost Center	Count of Devices	Monthly Support Cost	AWS Support Statement
Desktop Services	2010910000	2 device(s)		\$83.33 AWS BRN Support
Desktop Services	3037074200	1 device(s)		\$41.67 AWS BRN Support
Desktop Services	3037170900	2 device(s)		\$83.33 AWS BRN Support

click on active link for cost center to view detailed cost center billing information

Exporting Data

1. Click the **Export** button to export reports to Excel, PDF etc.
2. Select the file type you wish to export (e.g. Excel, PDF or CSV)
3. Click **OK** to save to your computer

The screenshot shows the SAP Web Intelligence interface. The main window displays a report titled 'Hardware Inventory' with a table of data. A dialog box is open over the report, allowing the user to export the data. The dialog box has a 'Reports' section with 'Data' selected. Under 'Data', there are two checked options: 'Select All' and 'Hardware Inventory'. The 'File Type' dropdown is set to 'Excel (.xlsx)'. Below this, there are two radio buttons: 'Prioritize the formatting of the document' (unselected) and 'Prioritize easy data processing in Excel' (selected). The 'Images DPI' is set to 'Default'. The dialog box has 'OK' and 'Cancel' buttons at the bottom. A green callout bubble points to the 'Export' button in the top toolbar, and another green arrow points to the 'File Type' dropdown.

Click Export button to export reports to Excel etc.

Net Bios Name	Depart
NLBRNL--90TFTN2	BRN
NLBRNLG7265Y1Y	BRN
NLBRNLG80932WT	BRN
NLBRNWUA1050CN3	BRN
NLBRNWUA7142CCX	BRN

Select export file type

Hardware Inventory

Page 1 of 1 100% 1 minute ago