How can I access the IT Billing Portal and view details of IT charges that post to my Banner index?

The UNM Information Technologies Billing Portal can be accessed from the Information Technologies website at http://it.unm.edu under Quick Links.

To Log In:
Enter your UNM NetID and password.

How to: View Department Bills from the Account Manager Role

Overview:
This process shows you how to create Account bills and drill into the details of usage and non-usage charges on a particular bill (by index).

Process(s):

1. **Navigation Path:** *Account Manager > Accounts > Account Billing*

2. Click the Search button and select the billing date hyperlink for the Account Number Bill of interest (Note: the Account Number corresponds to an index within your department and is comprised of the Fund-Organization-Program-Activity or FOPA string). This will populate a list of accounts (indexes) for which billing reports are available and that you have access to.
You can also filter your Accounts by the Billing Date (the 1st business day of each month) or by the Account Number by using % as a wildcard in a search by org code.

3. Running the mouse over Account Billing in the left side will bring up a pop-up menu for Summary, Non-Usage Charges and Usage Charges.

4. Click the Summary By Account tab menu item to see the summary of charges for each account that is included in this Account (index) monthly bill.

5. Click the Non-Usage Charges or Usage Charges tab menu items, to see all the non-usage and usage charges for bill. This information can be exported to a .csv file by selecting the Export to CSV icon.

If you have any questions please submit a Help.UNM ticket or contact UNM Information Technologies Customer Support Services (IT CSS) by calling (505) 277-5757.