There are many different ways users are able to sort, filter and group data using the new bill viewer. Moreover, the interface has similar functionality as Excel and allows users much more flexibility.

	ost Center Reports	436) USER CALL SUMMARY = BILL SUMMARY REPORT EXTENSION DETAIL REPORT = BILL	BY DE REPO DECE THE C	EFAULT, THE LIST OF ORTS IS SORTED BY DATE ENDING STRATING WITH CURRENT BILL PERIOD.	COST CENTER(S) THE USER IS AUTHORIZED TO VIEW.		THIS USE REP	ALLOWS THE R TO SHARE ORTS VIA EMAIL.		
	1.10									
3.4	Page 1 or	22		*				*	COLUMN	Displaying Rows 1 - 20 of 436
De	lete? Report		Bill Group	Bill Period Accounting Period	Cost Center	File Type	File Date	Email Re	HEADERS	
	User Call Sum	lary	ACCTS	1/31/14	103031-533041-40 - PAUL L FOSTER SOM A	PDF	02/07/201			1
	User Call Sumr	lary	ACCTS	1/31/14	133018-533063-40 - DEVELOPMENT PAUL L	PDF	02/07/201			
	User Call Sumr	hary	ACCTS	1/31/14	103048-533061-10 - CLINIC AND BASIC SCI	PDF	02/07/201			
	User Call Sum	nary	ACCTS	1/31/14	533101 - GME ELP	PDF	02/07/201			
	User Call Sum	harv	ACCTS	1/31/14	103085-533048-20 - BIOMEDICAL SCIENCE	PDF	02/07/201			
	User Call Sumr	lary	ACCTS	1/31/14	103074-533302-20 - CTR OF EXC IN CANCE	PDF	02/07/201			
	User Call Sumr	lary	ACCTS	1/31/14	103061-203201-60 - BUSINESS AFFAIRS ELP	PDF	02/07/201			
	User Call Sumr	hary	ACCTS	1/31/14	183054-533101-40 - GME ELP	PDF	02/07/201			
	User Call Sum	laiv	ACCTS	1/31/14	133018-533041-40 - PAUL L FOSTER SOM A	PDF	02/07/201			
	User Call Sumr	<u>tary</u>	ACCTS	1/31/14	103077-533317-20 - CTR OF EXC DISEASE/	PDF	02/07/201			
	User Call Sum	lary I Second	ACCIS	1/31/14	103037-533371-10 - EL PASO MEDICAL	PUF	02/07/201			
	Extension Deta	Report	ACCIS	1/31/14	103061-203201-60 - BUSINESS AFFAIRS ELP	HIML	02/07/201			
	Extension Deta	кероп	ACCIS	1/31/14	183054-533101-40 - GME ELP	HIML	02/07/201			
	Extension Deta	Likepon	ACCTS	1/31/14	103037-533371-10 - EL PASO MEDICAL	HIML	02/07/201			
	Extension Deta	пероп	ACCIS	1/31/14	103085-533048-20 - BIOMEDICAL SCIENCE	HIML	02/07/201			
	Extension Deta	LReport	ACCTS	1/31/14	133018-533063-40 - DEVELOPMENT PAUL L	HTML	02/07/201			
	Extension Deta	I Report	ACCTS	1/31/14	103048-533061-10 - CLINIC AND BASIC SCI	HIML	02/07/201			
	Extension Deta	Report	ACCIS	1/31/14	103031-533041-40 - PAOL L POSTER SOM A	HIML	02/07/201			
	Extension Deta	Report	AUCIS	1/31/14	103074-533302-20 - CTR OF EXC IN CANCE	HIML	02/07/201			

When the user logs in, this is the screen/components that appear:

More Buttons of Interest:

Report	Port	REFRESH BUTTON USE	D TO I WITH DATA	A.		ALTH "Logi	OUGH THIS E n", IT LOGS l	BUTTON ALV JSERS OUT	WAYS SAYS IF CLICKED (
Cost	st Ce t Cent	nter Reports (176)						QUICK LI DISABLE	NK BUTTON D ON USER I	IS NTERFACE.
M	4	Page 👥 1 of 9 🕨 🔰 🖬 😼 🔍							Displa	aying Rows 1 - 20 of 176
Dele	ete?	Report	Bill Group	Bill Period	Accounting Period	Cost Center	File Type	File Date	Email Re	
0		Extension Detail Report	ACCTS	1/31/14		132021-523501-40 - SURGERY AMA GENL	CSV	02/18/201		
0		Extension Detail Report	ACCTS	1/31/14		222030-102343-30 - LWBIWH CPRIT LBK	CSV	02/18/201		
0		Extension Detail Report	ACCTS	1/31/14		132021-523501-35 - SURGERY AMA GENL	CSV	02/18/201		

Scrolling/Navigating through pages: Keep in mind the monthly data will be sorted with the current month listed first in descending order. However, if the user wants to sort through the pages there are different ways of doing so:

Examples, Viewing Tips & Navigation Help

										📑 Log
R	eport Por		PAGE# & HIT							(
á	Cost C	enter Reports (176) AND NAVIGATE TO THE RE	SPECTIVE	PAGE.		USERS ANYWH	USERS CAN CLICK ANYWHERE IN THE BAR TO			
	Cost Cer	nter Header Page 1 of 9 P To THE LAST	LICK THE > OR CLICK : PAGE, I< FOR	FOR PAGE-E >I TO NAVIG R FIRST PAG	BY- ATE E.	NAVIGA PAGES	TE TO DIFF OF REPOR	ERENT TS.	Disp	aying Rows 1 - 20 of 176
	Delete?	Report	Bill Group	Bill Period	Accounting Period	Cost Center	File Type	File Date	Email Re	
ľ	0	Extension Detail Report	ACCTS	1/31/14		132021-523501-40 - SURGERY AMA GENL	CSV	02/18/201		
	0	Extension Detail Report	ACCTS	1/31/14		222030-102343-30 - LWBIWH CPRIT LBK	CSV	02/18/201		
	0	Extension Detail Report	ACCTS	1/31/14		132021-523501-35 - SURGERY AMA GENL	CSV	02/18/201		
	0	Extension Detail Report	ACCTS	1/31/14		222030-102341-30 - LWBIWH CPRIT EXECU	CSV	02/18/201		
	0	User Call Summary	ACCTS	1/31/14		222030-102341-30 - LWBIWH CPRIT EXECU	PDF	02/07/201		
	0	User Call Summary	ACCTS	1/31/14		132021-523501-40 - SURGERY AMA GENL	PDF	02/07/201		
	0	User Call Summary	ACCTS	1/31/14		222030-102343-30 - LWBIWH CPRIT LBK	PDF	02/07/201		
	-								-	

Each Column Header can be expanded or minimized and when the user hovers over any one of the headers, a drop-down arrow will appear. Click to access a search, sort & filter box:

Report Portal 🛛 🚭											
🚠 Cost	Center Reports (436)			_							
() Cost Ce	enter Header	1. HOVER OVER COLUMN HEADER	2. CLICK DR DOWN ARR	OP DW	SEARCH DO A SP RESPEC	H BOX ALLOWS USERS TO PECIFIC SEARCH ON THE CTIVE COLUMNS DATA.					
Delete?	Report		Bill Group	Bill Period	ccounting P	eriod Cost Center		File Type	File Date	Email Report	
0	User Call Summary	5	Search	-		103031-533041-40 - PAUL	L FOSTER SOM A	PDF	02/07/201		
0	User Call Summary					133018-533063-40 - DEVE	LOPMENT PAUL L	PDF	02/07/201		
0	User Call Summary		Sort Asce	nding	-	SORT DATA BY ASCEND	AND BASIC SCI	PDF	02/07/201		
0	User Call Summary		Sort Desc	ending		OR DESCEND OPTIONS		PDF	02/07/201		
0	User Call Summary		Columns	b.		103085-533048-20 - BIOM	EDICAL SCIENCE	PDF	02/07/201		
0	User Call Summary			· · · ·		103074-533302-20 - CTR 0	OF EXC IN CANCE	PDF	02/07/201		
0	User Call Summary		Σ Sum			103061-203201-60 - BUSIN	NESS AFFAIRS ELP	PDF	02/07/201		
0	User Call Summary		Filter Dage R	oculte		183054-533101-40 - GME	ELP	PDF	02/07/201		
0	User Call Summary		Filler Page N	esuits		USERS CAN USE THE	L FOSTER SOM A	PDF	02/07/201		
0	User Call Summary		Filter		-	FILTERING OPTION TO	F EXC DISEASE/	PDF	02/07/201		
0	User Call Summary		E Clear	Any Filters		OR RANGE OF DATA.	SO MEDICAL	PDF	02/07/201		
0	Extension Detail Report			-		103061-203201-60 - BUSIN	NESS AFFAIRS ELP	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		183054-533101-40 - GME	ELP	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103037-533371-10 - EL PA	SO MEDICAL	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103085-533048-20 - BIOM	EDICAL SCIENCE	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		133018-533063-40 - DEVE	LOPMENT PAUL L	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103048-533061-10 - CLINI	C AND BASIC SCI	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103031-533041-40 - PAUL	L FOSTER SOM A	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103074-533302-20 - CTR (OF EXC IN CANCE	HTML	02/07/201		
0	Extension Detail Report		ACCTS	1/31/14		103077-533317-20 - CTR (OF EXC DISEASE/	HTML	02/07/201		

NOTE: USERS CAN ALSO SORT ASCEND/DESCEND DATA BY CLICKING ON ANY COLUMN HEADER:

Period	Cost Center 🔺	SORTED A SCENDING	File Type
Period	Cost Center -	SORTED DESCENDING	File Type

Here are some techniques/tips (Using previous displayed data for examples):

User x wants to see both the Bill Summary and Bill Detail's reports for Cost Center (FOP) 133018-533063-40 for the month of January 2013 only: Hover mouse over the "Cost Center" Column, 2) click on drop-down arrow, 3) type in FOP (Cost Center) in "Filter Page Results", 4) hit "Tab" on keyboard.

Report Portal											
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🕕 Cost Ce	enter Header										
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Delete?	Report	Bill Group	Bill Period	Accounting Period	Cost Center		File Type	File Date	Ema	il Re	
0	User Call Summary	ACCTS	1/31/14		103031-533041-40 - AUL L FOSTER SOM A	de la	Search				
0	User Call Summary	ACCTS	1/31/14		133018-533063-40 - DEVELOPMENT PAUL L				=		
0	User Call Summary	ACCTS	1/31/14		103048-533061-10 - CLINIC AND BASIC SCI.	2 ·	Sort Asce	ending	1		
0	User Call Summary	ACCTS	1/31/14		533101 - GME ELP	A.	Sort Des	cending	ľ		
0	User Call Summary	ACCTS	1/31/14		103085-533048-20 - BIOMEDICAL SCIENCE.		Columns				
0	User Call Summary	ACCTS	1/31/14		103074-533302-20 - CTR OF EXC IN CANCE				_		
0	User Call Summary	ACCTS	1/31/14		103061-203201-60 - BUSINESS AFFAIRS ELF	Σ	Sum		1		
0	User Call Summary	ACCTS	1/31/14		100054 533101-40 - GME ELP	Fil	ter Dage	Results 3.			
0	User Call Summary	ACCTS	1/31/14		4. After the FOP (Cost MA		iter ruge i	incourts			
0	User Call Summary	ACCTS	1/31/14		Center) is populated, hit	1	33018-53	3063-40			
0	User Call Summary	ACCTS	1/31/14				E Clea	r Any Filters	1		
0	Extension Detail Report	ACCTS	1/31/14		103061-203201-60 - BUSINESS AF AIRS ELF					\bowtie	
0	Extension Detail Report	ACCTS	1/31/14		183054-533101-40 - GME ELP		HTML	02/07/201	l		
0	Extension Detail Report	ACCTS	1/31/14		103037-533371-10 - EL PASO MEDICAL		HTML	02/07/201		\bowtie	
0	Extension Detail Report	ACCTS	1/31/14		103085-533048-20 - BIOMEDICAL SCIENCE.		HTML	02/07/201	Ĩ		
0	Extension Detail Report	ACCTS	1/31/14		133018-533063-40 - DEVELOPMENT PAUL L	I	HTML	02/07/201	ľ	\bowtie	
0	Extension Detail Report	ACCTS	1/31/14		103048-533061-10 - CLINIC AND BASIC SCI.		HTML	02/07/201	ľ		
0	Extension Detail Report	ACCTS	1/31/14		103031-533041-40 - PAUL L FOSTER SOM A	I	HTML	02/07/201	ľ		
0	Extension Detail Report	ACCTS	1/31/14		103074-533302-20 - CTR OF EXC IN CANCE.		HTML	02/07/201	ſ		
0	Extension Detail Report	ACCTS	1/31/14		103077-533317-20 - CTR OF EXC DISEASE/.		HTML	02/07/201	F		

Results will display:

Report Portal 🔰 🤹												
Cost Center Reports (436)												
Cost Cer	nter Header Page 1 of 22 🕨 🔰 📊 🔩				*Columns with filters applied will have an							
Delete?	Report	Bill Group	Bill Period	Accounting Period	* Cost Center	File Type	File Date	Email Re				
0	User Call Summary	ACCTS	1/31/14		133018-533063-40 - DEVELOPMENT PAUL L	PDF	02/07/201					
0	Extension Detail Report	ACCTS	1/31/14		133018-533063-40 - DEVELOPMENT PAUL L	HTML	02/07/201					

<u>NOTE</u>: Since user x has access to view multiple FOPs (Cost Centers), the CSV type files are on latter pages respective to the FOP used in the example. If the user wants to view the CSV files for FOP 133018-533063-40, there are many ways this can accomplished: Simply navigate through pages and find the FOP and "file type" to be viewed; or Create a "CSV" filter in the "File Type" Column, then find the respective FOP to be viewed; or Scroll to the page with "CSV" file types and search for the respective FOP by either eye or using the Search box via Column Header drop-down.

NOTE: Keep in mind that the search and filter options only applies to the page that is displayed.

Techniques/tips (Using another user's accessed FOPs/Cost Centers):

New user x just wants to view December 2013 Bill Summaries and Bill Details only:

1) Hover over the "Bill Period" Column Header, 2) click on the drop-down arrow, 3) type in Bill Period (12/31/13) in "Filter Page Results", 4) hit "Tab" on keyboard.

Report Por	rtal 🤹													
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🕕 Cost Cei	Cost Center Header													
14 4	Page 1 of 4 🕨 🔰 🖬 🤤	•		1.	2.									
Delete?	Report	B	Bill Group	Bill Period	X	Accounting Period Cost Ce	nter	File Type	File Date	Email Re				
0	User Call Summary	A	ACCTS	1/3 314	1	Search	56004-200 - CHEMICAL ENGINEER	PDF	02/07/201					
0	User Call Summary	А	ACCTS	1/31/14			56004-100 - CHEMICAL ENGINEER	PDF	02/07/201	\mathbf{M}				
0	Extension Detail Report	А	ACCTS	1/31/14	Ż↓	Sort Ascending	56004-100 - CHEMICAL ENGINEER	HTML	02/07/201					
0	Extension Detail Report	А	ACCTS	1/31/14	×,	Sort Descending	56004-200 - CHEMICAL ENGINEER	HTML	02/07/201	\sim				
0	User Call Summary	Α	ACCTS	1/31/14		Columns	56004-200 - CHEMICAL ENGINEER	CSV	02/07/201					
0	User Call Summary	A	ACCTS	1/31/14			56004-100 - CHEMICAL ENGINEER	CSV	02/07/201					
0	testBillDetail		ACCTS	1/31/14	Σ	Sum	56004-100 - CHEMICAL ENGINEER	CSV	02/07/201					
0	testBillDetail	Δ	ACCTS	1/ 1/4	Fil	ter Page Results 3	56004-200 - CHEMICAL ENGINEER	CSV	02/07/201					
0	testBillDetail	4. After the bill p	period is				56004-100 - CHEMICAL ENGINEER	CSV	01/17/201					
0	Extension Detail Report	populated, hit " keyboard.	Tab" on			- 12/31/13	56004-100 - CHEMICAL ENGINEER	PDF	01/07/201					
0	User Call Summary					Clear Any Filters	56004-100 - CHEMICAL ENGINEER	PDF	01/07/201					
0	User Call Summary	A	ACCTS	1: 31/13	Ļ	1	56004-100 - CHEMICAL ENGINEER	CSV	01/07/201					
0	Extension Detail Report	A	ACCTS	11/30/13		16A050	-B56004-100 - CHEMICAL ENGINEER	PDF	12/05/201					
0	testBillDetail	А	ACCTS	11/30/13		16A050	-B56004-100 - CHEMICAL ENGINEER	CSV	12/05/201					
0	User Call Summary	Α	ACCTS	11/30/13		16A050	-B56004-100 - CHEMICAL ENGINEER	PDF	12/05/201					
0	User Call Summary	А	ACCTS	11/30/13		16A050	-B56004-100 - CHEMICAL ENGINEER	CSV	12/05/201					
0	Extension Detail Report	А	ACCTS	10/31/13		16A050	-B56004-100 - CHEMICAL ENGINEER	PDF	11/04/201					
0	testBillDetail		ACCTS	10/31/13		16A050	-B56004-100 - CHEMICAL ENGINEER	CSV	11/04/201					
0	User Call Summary	А	ACCTS	10/31/13		16A050	-B56004-100 - CHEMICAL ENGINEER	PDF	11/01/201					
0	User Call Summary	А	ACCTS	10/31/13		16A050	-B56004-100 - CHEMICAL ENGINEER	CSV	11/01/201	\sim				

Results will display:

R	eport Por	tal 💋								
6	Cost C	enter Reports (68)								
	Cost Cer	nter Header								
	14 4	Page 1 of 4 🕨 🔰 📊 🖓		2						
	Delete?	Report	Bill Group	* Bill Period	Accounting Period	Cost Center		File Type	File Date	Email Re
	0	testBillDetail	ACCTS	12/31/13		16A050-B56	004-100 - CHEMICAL ENGINEER	CSV	01/17/201	
	0	Extension Detail Report	ACCTS	12/31/13	Only results	for 12/31/13	004-100 - CHEMICAL ENGINEER	PDF	01/07/201	
	0	User Call Summary	ACCTS	12/31/13	are displaye	d.	004-100 - CHEMICAL ENGINEER	PDF	01/07/201	
	-	User Call Summary	ACCTS	12/31/13		16A050-B56	004-100 - CHEMICAL ENGINEER	CSV	01/07/201	
	0	User Call Summary	ACCTS ACCTS	12/31/13 12/31/13	are displaye	d. 16A050-B560	004-100 - CHEMICAL ENGINEER 004-100 - CHEMICAL ENGINEER	PDF CSV	01/07/201	

- User x wants to send via email the Bill Details Report for FOP 16A050-B56004-100 directly from the interface:
- 1) Find the FOP and file type, and then click the envelope icon in the "Email Report" Column:

Examples, Viewing Tips & Navigation Help

eport Por	tal 💈											
Cost Center Reports (68)												
Cost Center Header												
🔢 4 Page 1 of 4 🕨 🕅 🔚 🔍												
Delete?	Report	Bill Group	* Bill Period	Accounting Period	Cost Center	File Type	File Date	Email Report				
0	testBillDetail	ACCTS	12/31/13		16A050-B56004-100 - CHEMICAL ENGINEER	CSV	01/17/201					
	Extension Detail Report	ACCTS	12/31/13		16A050-B56004-100 - CHEMICAL ENGINEER	PDF	01/07/201	1.				
0												
0	User Call Summary	ACCTS	12/31/13		16A050-B56004-100 - CHEMICAL ENGINEER	PDF	01/07/201	िन्दे				

2) Enter email of person(s) to send it to, 3) click send button at bottom of pop-up window.

Report Po	rtal 😤		
Cost C	Center Reports (68)		
Cost Ce	nter Header	Email	
-		Hom: USER X	
	Page 1 of 4 🕨 🔰 🖬 🛶	2. To: Personnel receiving	Splaying Rows 1 - 20 of 68
Delete?	Report Bill		
0	testBillDetail ACC	BC:	
0	Extension Detail Report ACC	Subject: Report: Extension Detail Report	
0	User Call Summary ACC	Attachment File: 75130_ext.pdf	
0	User Call Summary ACC		
		The report you requested is attached.	
		*	
		< >>	
		Sender Sender	

Email Sent-----