Finding Your Bill

1. Go to [https://its.unl.edu/services/its-billing-services](https://its.unl.edu/services/its-billing-services) for information on the billing cycle schedule, service news, and updates.

2. Click the **DEPARTMENTAL BILLING USERS** button on the right to view current and past bills.
   - To view recent bills, click the **PRODUCTION** button. The current month’s invoice will be available on the fourth to last business day.
   - To view older bills, click the link **Bills Created Prior to July 2018**.

3. You will login using your TrueYou credentials. **You may be required to use DUO two-factor authentication if it is enabled for your login.**

View Your Bill

1. From the **User Icon**, select **Department Mgr –UN**.
2. In the menu, click **Billing > Department Billing**.
3. Click the **Billing Date** of the date and department number you wish to view for details.
4. Click the **View Report** action button to open a .PDF of the bill.
Understanding Your Bill

Items appearing on a bill for the first time will be highlighted throughout the invoice.

First Page

Important messages or updates may appear here as well as new charges.

Department and Cost Object Overview

Summary of charges by department and cost object. It shows total, recurring monthly charges, one time charges, usage, tax and other for all of the cost objects included in the department’s invoice. The size of this section will depend on the number of cost objects used by the department.
**Department & Service Type Summary**

Summary by type of service for each service included in the department’s invoice. The size of this section will vary depend on the number of services the department is using (e.g. is being charged for).

**Cost Object & Service Type Summaries**

Breakdown of the service type associated with each cost object. The size of this section will depend on the number of cost objects and the number of services the department is using (e.g. being charged for).
### Cost Object 21################ Summary by Service Type and Service ID
Specific charges associated to the cost object grouped by type of service. In the example, there is one authcode, one cellular phone, and several dataports under the cost object. The size of this section will depend on the number of individual instances of each service type the department is using (e.g. being charged for).

<table>
<thead>
<tr>
<th>Service Type</th>
<th>User Name / Description</th>
<th>Location/Bldg-Rm</th>
<th>Use Qty</th>
<th>Usage Duration</th>
<th>Usage Amount</th>
<th>Recurring Amount</th>
<th>One Time Amount</th>
<th>Other Fees</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>Authcode</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
</tr>
<tr>
<td>Cellular</td>
<td>BRACE, DeWITT</td>
<td>XYZ123</td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>45.02</td>
<td>0.00</td>
<td>0.00</td>
<td>45.02</td>
</tr>
<tr>
<td>Dataport</td>
<td></td>
<td></td>
<td>0</td>
<td>0.00</td>
<td>0.00</td>
<td>45.02</td>
<td>0.00</td>
<td>0.00</td>
<td>45.02</td>
</tr>
</tbody>
</table>

#### Service ID Detail for Cost Object: 21################
Detailed usage and associated charges for each service associated with the cost object.