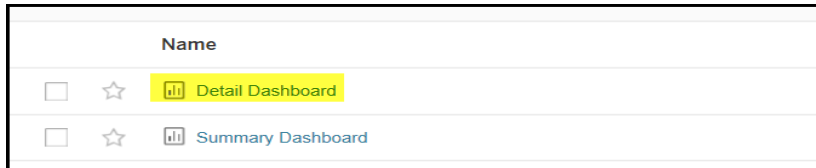


The IT Converged Fee Report has the most current data, since the report updates real time.

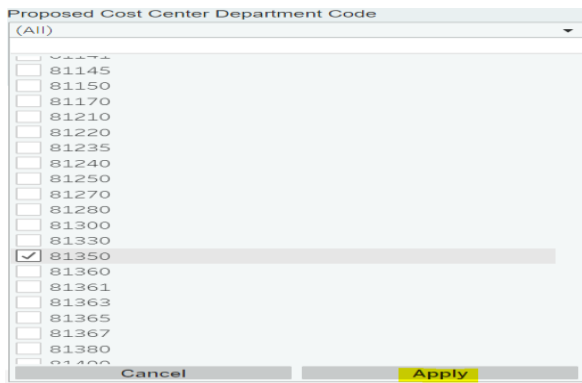
- Access [Tableau](#)
- Select the **IT Converged Fees** report (use the search field as needed)
- Select **Detail Dashboard**



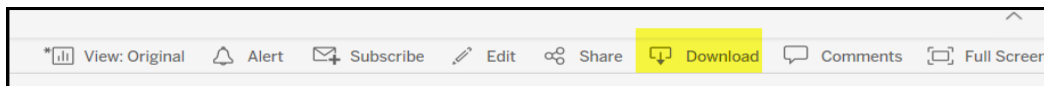
- Select the applicable **Fiscal Year** and **Fiscal Year Month** (# of months into the fiscal year)  
For example: March would be the Ninth month of the fiscal year.

<b>FISCAL YEAR</b>	<b>FISCAL MONTH</b>
2022	09

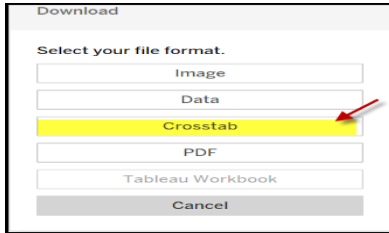
- From the **Proposed Cost Center Department Code** drop down menu select the department(s) for which you would like to generate the report.



- Click the **<Apply>** button
- The report data will be generated
- To export the report to Excel, click the **Download** button.



- From the download pop up box select the **Crosstab** button.



- Select either Excel or CSV and click the <Download> button



- Your results will be generated.

First Name	Last Name	Emp Fte	Department Code	Position Code	Position Desc	1018 or 9203?	CNS Annual Rate	CNS Monthly Fee	Proposed Cost Center
Best	Employee	100	81220	50107725	Research Farm Technician II	1018	360	30	1012578260
Awesome	Worker	100	81220	50107734	Administrative Services Assistant	1018	720	60	1012578260
Number	One	100	81060	50109240	Professor	1018	295.42	24.62	1012578160

**Pro Tip:** If this is a report that you plan to run frequently, use the Star feature to create a Favorite. For additional information on creating and using favorites click [here](#).