



Instructions for Viewing Customer Files

Viewing Technology Services Bills in the PCR-360 Customer Center

There are two different ways you may view your Technology Services bill depending on what level of detail you are needing ("Standard" and "Full Detail" bill view). The "Standard" view only contains the summary of charges, while the more detailed version expands each of the individual sections for a further charge breakdown. Both bill views can be saved from the PCR-360 portal.

The first half of the invoice has the billing broken down by charge code, while the second half breaks it down by service ID (e.g. phone number, radio number, etc.).

The first half of the invoice has the billing broken down by charge code, while the second half breaks it down by service ID. Both of these views can be saved from the PCR-360 portal.

1. After logging into the online PCR-360 Customer Center at <https://pcr360.it.tamu.edu/cc>, you may view your bill by selecting "View My Bill" under the Quick Links.



2. When viewing the online bill, the "Bill Date Range" will automatically reflect the most recent bill dates. This date range can be updated as necessary.

Bill Date Range: ▼

3. Underneath the date range, there is a field that says "Charge Account." This will automatically be set to ALL, however you may select the specific account by clicking to the down arrow.

Charge Account: ▼

4. Once the account is selected, you should see the bill load for the desired date range and account. To see more detail, you may either (a) click the expandable arrow directly to the left of the individual charge code, or (b) select "Switch to full detail view" in the top right-hand corner of the browser window to expand every section of the bill. NOTE: This may take a few minutes to load depending on the bill size.

Download as: PDF | CSV

Switch to full detail view

5. Once the full detail version is loaded, you may scroll to the bottom to see further detail under "Services." This section will include the service ID information and the associated charges.



6. You may print your bill or save as a PDF or CSV (please view the top right-hand side of your browser).

Download as: PDF | CSV



Print



Generate PDF

“Invoice” Version of Online Bill

An alternate “Invoice” version of the bill may be viewed by clicking the invoice number provided on the previous online bill version.

Invoice: 026427

This version includes the FAMIS account title, contact name, and physical address.



Bill To:

(FAMIS Account Title)

(Name Here)

(Mail Stop/Address)

Account #: TAMU > ?? > ????? > ?????

Invoice

Invoice #:	??????
Invoice Date:	05/31/2021
Due Date:	07/15/2021
Billed Amount:	\$0.00

Note: This version does not break down services by individual service ID, however all transactions can be found when selecting “Show Details” at the top right-hand corner of the browser. This version of the bill may also be printed/saved as a PDF.



Show Details



Print



Generate PDF

Questions or concerns? We are happy to help. Please contact our billing team at tamu-it-billing@tamu.edu.