



BROWN CIS IT Service Center

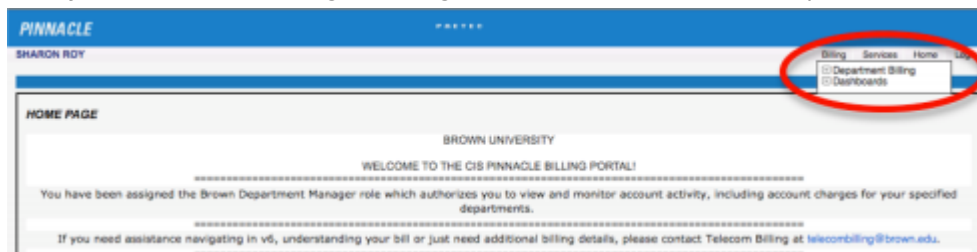
Portal > Knowledgebase > Business Systems > Pinnacle > Access a Department Bill in Pinnacle

Access a Department Bill in Pinnacle

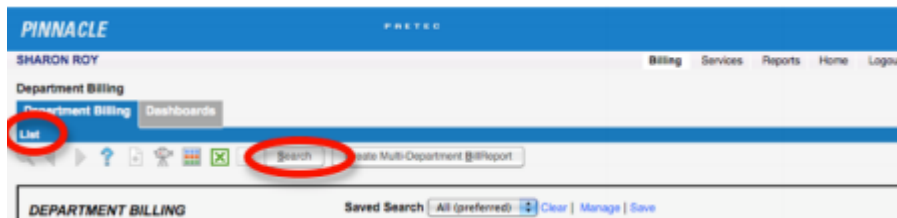
Stephanie Obodda - 2016-01-25 - 0 Comments - in Pinnacle

First, log in to Pinnacle. For instructions, see the article [Get Started with Pinnacle](#)

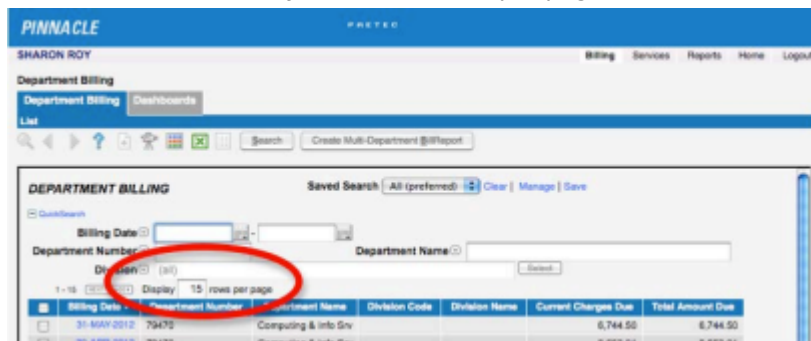
1. Hold your cursor over Billing in the right-hand menu and click on Department Billing.



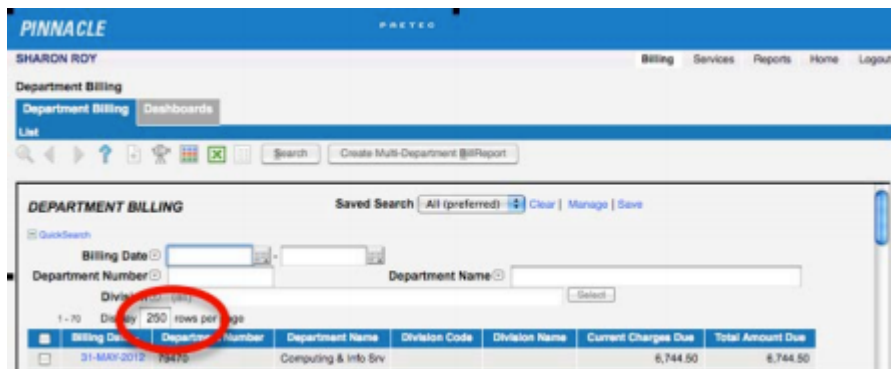
2. Click Search to list all monthly bills for your department(s) or enter search criteria. The Blue Arrow under the Department Billing tab offers Help if you need more information.



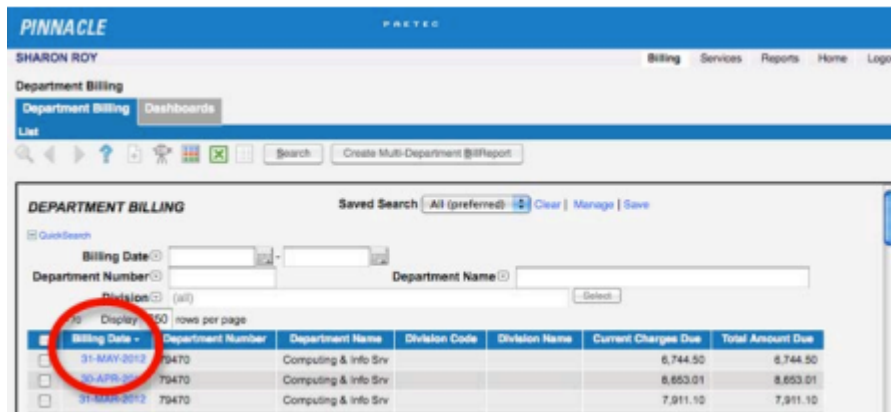
3. Notice that Pinnacle only returns 15 rows per page as a default.



4. Change the rows per page if you wish to view more rows. Then click Search or List again. The maximum is 250 rows per page.



5. Click on the date of the bill you are interested in. You can change the sort order by clicking on the top of any column.



More Views

The following articles demonstrate additional ways to view your Pinnacle bills.

- [View a Summary of a Bill in Pinnacle](#)
- [View a Summary of an Account in Pinnacle](#)
- [View Individual Bills in Pinnacle](#)
- [View Non-Usage Charges for a Department](#)
- [View Usage Charges for a Department](#)

Tags

Business Systems