

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

## Access a Department Bill in Pinnacle

Stephanie Obodda - 2016-01-25 - Comments (0) - 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.

PINNACLE		
SHARON RDY		Dilling Services Home Log Department Billing Dashboards
HOME PAGE		
	BROWN UNIVERSITY	
	WELCOME TO THE CIS PINNACLE BILLING PORTALI	
You have been assigned	I the Brown Department Manager role which authorizes you to view and monitor account activity, including acco departments.	unt charges for your specified
If you need assistant	ce navigating in v6, understanding your bill or just need additional billing details, please contact Telecom Billing	at telecombilling@brown.edu.

 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.

PINNACLE						
SHARON ROY		Biling	Services	Reports	Home	Logout
Department Billing Destboards						
DEPARTMENT BILLING	Saved Search All (preferred) Clear   Manu	age   Save				

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.

PINNACLE							
SHARON ROY				Billing	Services Reports	Home	Logou
Department Billing Department Billing List							
4 4 🕨 ? 🖻 😤 🖩 🗵	Bearch Create Mu	6-Department Billik	port				
DEPARTMENT BILLING	Saved Se	arch All (preferm	ed) 🔹 Clear   N	tanage   Save			0
Department Number 3		Department Nam	e				
Division (all)	20		6	Gelect		124	
to Display bu nows per pa							
Billing Date - Department No	unber Department Hame	Division Code	Division Name	<b>Current Charges Du</b>	e Total Amount I	Jue	
Billing Data - Department No 31-MAY-2012 / 79470	Computing & Info Srv	Division Code	Division Name	Gurrent Charges Du 6,744.5	Total Amount 0 0 6,74	4.50	
Chipley CV rows per page Dilling Data  Department No S1-MAY-2012 79470 S0-APR-92 79470	Computing & Info Snv Computing & Info Snv	Division Code	Division Name	Current Charges Du 6,744.5 6,853.0	Total Ansount 0 10 6.74 11 8.65	4.50	

## 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
- <u>View Usage Charges for a Department</u>