



View a Summary of a Bill in Pinnacle

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You can review a Summary of your department's bills or click "View Report" to download in PDF format and print. Also notice the other options for analyzing data: Summary by Account, Individual Bills, Non-Usage Charges, and Usage Charges.

The screenshot shows the Pinnacle system interface. At the top, the user is identified as SHARON ROY. The navigation menu includes Billing, Services, Reports, Home, and Logout. The current page is titled "Department Billing > 79470 Computing & Info Srv". Below this, there are several tabs: Summary, Summary By Account, Individual Bills, Non-Usage Charges, and Usage Charges. The "View Report" button is circled in red. Below the navigation, the "DEPARTMENTAL BILL SUMMARY" is displayed for the Billing Date 31-MAY-2012, Department Number 79470, and Department Name Computing & Info Srv. A table titled "Summary Of Department Charges" shows the following data:

Bill Charge Category	Total Amount	Total Records
Recurring Charges	543.75	677
One Time Charges	5,870.86	1025
Usage	530.09	11664