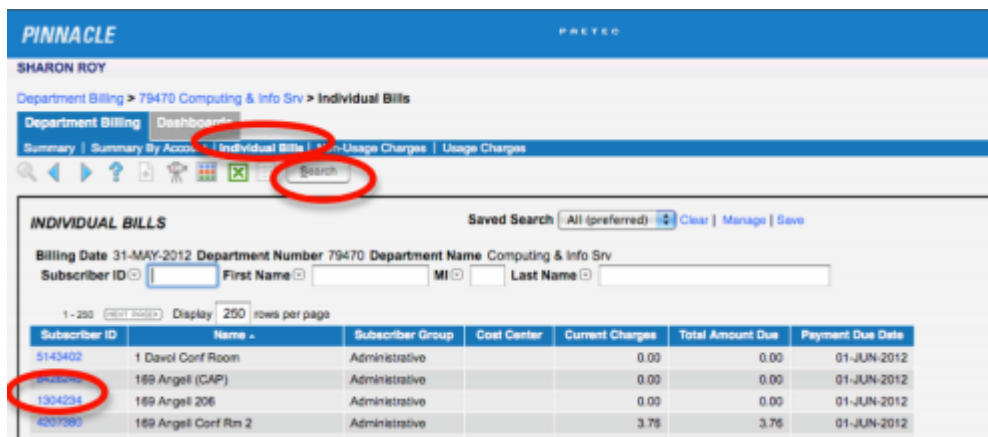


## View Individual Bills in Pinnacle

Stephanie Obodda - 2024-07-26 - Comments (0) - Pinnacle

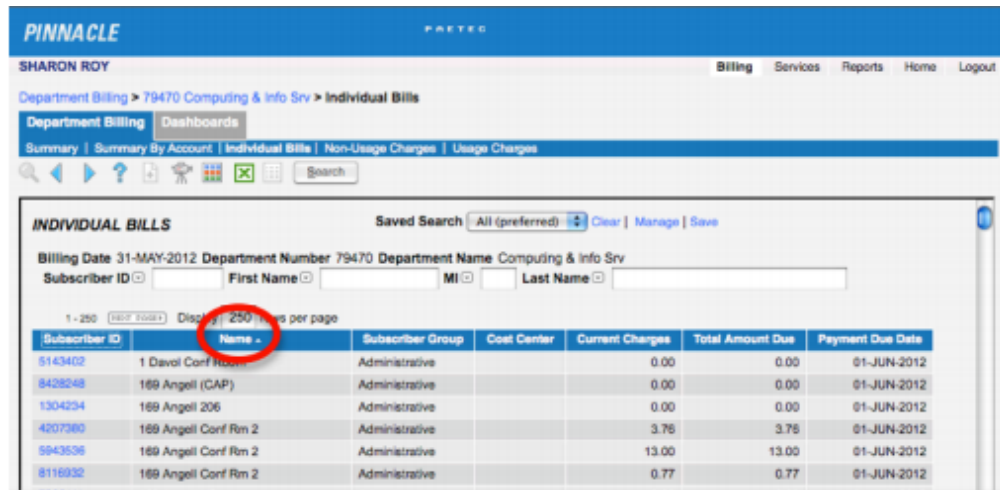
1. Click on Individual Bills and click Search (or enter criteria) to view totals for each location, person, or extension. Click on Subscriber ID to view the details for each.



The screenshot shows the Pinnacle interface for viewing individual bills. The user is Sharon Roy, and the department is 79470 Computing & Info Srv. The page has tabs for Department Billing, Dashboards, Summary, Summary By Account, Individual Bills, Non-Usage Charges, and Usage Charges. The Individual Bills tab is active. A search bar is highlighted with a red circle. Below the search bar, there are input fields for Billing Date (31-MAY-2012), Department Number (79470), Department Name (Computing & Info Srv), Subscriber ID, First Name, MI, and Last Name. A table of individual bills is displayed with columns: Subscriber ID, Name, Subscriber Group, Cost Center, Current Charges, Total Amount Due, and Payment Due Date. The Subscriber ID column is highlighted with a red circle.

Subscriber ID	Name	Subscriber Group	Cost Center	Current Charges	Total Amount Due	Payment Due Date
5143402	1 Davol Conf Room	Administrative		0.00	0.00	01-JUN-2012
8428248	169 Angell (CAP)	Administrative		0.00	0.00	01-JUN-2012
1304234	169 Angell 206	Administrative		0.00	0.00	01-JUN-2012
4207380	169 Angell Conf Rm 2	Administrative		3.76	3.76	01-JUN-2012

2. You can change the sort order by clicking on the top of the any column.



The screenshot shows the Pinnacle interface for viewing individual bills. The user is Sharon Roy, and the department is 79470 Computing & Info Srv. The page has tabs for Department Billing, Dashboards, Summary, Summary By Account, Individual Bills, Non-Usage Charges, and Usage Charges. The Individual Bills tab is active. A search bar is highlighted with a red circle. Below the search bar, there are input fields for Billing Date (31-MAY-2012), Department Number (79470), Department Name (Computing & Info Srv), Subscriber ID, First Name, MI, and Last Name. A table of individual bills is displayed with columns: Subscriber ID, Name, Subscriber Group, Cost Center, Current Charges, Total Amount Due, and Payment Due Date. The Name column header is highlighted with a red circle.

Subscriber ID	Name	Subscriber Group	Cost Center	Current Charges	Total Amount Due	Payment Due Date
5143402	1 Davol Conf Room	Administrative		0.00	0.00	01-JUN-2012
8428248	169 Angell (CAP)	Administrative		0.00	0.00	01-JUN-2012
1304234	169 Angell 206	Administrative		0.00	0.00	01-JUN-2012
4207380	169 Angell Conf Rm 2	Administrative		3.76	3.76	01-JUN-2012
5943636	169 Angell Conf Rm 2	Administrative		13.00	13.00	01-JUN-2012
8116932	169 Angell Conf Rm 2	Administrative		0.77	0.77	01-JUN-2012

3. To search for an individual by name, enter the name into the search criteria fields and click Search.

**PINNACLE** PRETEC

SHARON ROY

Department Billing > 79470 Computing & Info Srv > Individual Bills

Department Billing | Dashboards

Summary | Summary By Account | Individual Bills | Non-Usage Charges | Usage Charges

Individual Bills Saved Search [ ] Clear | Manage | Save

Billing Date 31-MAY-2012 Department Number 79470 Department Name Computing & Info Srv

Subscriber ID [ ] First Name [ ] MI [ ] Last Name [ Wynn ]

1-250 Display 250 rows per page

Subscriber ID	Name	Subscriber Group	Cost Center	Current Charges	Total Amount Due	Payment Due Date
5143402	1 Davol Conf Room	Administrative		0.00	0.00	01-JUN-2012
8428248	169 Angell (CAP)	Administrative		0.00	0.00	01-JUN-2012
1304234	169 Angell 206	Administrative		0.00	0.00	01-JUN-2012
4007000	169 Angell Conf Bldg	Administrative		0.00	0.00	01-JUN-2012

4. Click on Subscriber ID to open the record.

**PINNACLE** PRETEC

SHARON ROY

Department Billing > 79470 Computing & Info Srv > Individual Bills

Department Billing | Dashboards

Summary | Summary By Account | Individual Bills | Non-Usage Charges | Usage Charges

Individual Bills Saved Search [ ] Clear | Manage | Save

Billing Date 31-MAY-2012 Department Number 79470 Department Name Computing & Info Srv

Subscriber ID [ ] First Name [ ] MI [ ] Last Name [ Wynn ]

1-4 Display 250 rows per page

Subscriber ID	Name	Subscriber Group	Cost Center	Current Charges	Total Amount Due	Payment Due Date
2434013	Wynne ACD Phone, Denise	Administrative		0.00	0.00	01-JUN-2012
6210508	Wynne VOIP ACD, Denise	Administrative		0.00	0.00	01-JUN-2012
3020118	Wynne's Modem, Denise	Administrative		0.00	0.00	01-JUN-2012
4100310	Wynne, Denise	Administrative		71.50	71.50	01-JUN-2012

5. Notice that you can view the Individual Bill Summary, Non-Usage Charges, and Usage Charges by clicking on the horizontal menu under Department Billing.

Department Billing > 79470 Computing & Info Srv > Individual Bills > Wynne, Denise

Department Billing | Summary | Non-Usage Charges | Usage Charges

BILL SUMMARY

Billing Date 31-MAY-2012 Billing Cycle Administrative  
 Name Denise Wynne Subscriber ID 4100310 User Defined ID 010030127  
 Current Charges Due 71.50 Total Amount Due 71.50 Payment Due 1-JUN-2012 Invoice Number 38340

Summary of Charges

Category	Usage Subtype	Total Amount	Total Charge Records
One Time Charges		70.76	13

View Individual Non-Usage Charges

Click on Non-Usage Charges to see all plan and data fees, taxes, and surcharges. The breadcrumbs will help you to keep track of where you are and navigate between screens.

**Pinnacle**  
SHARON ROY

Department Billing > 79470 Computing & Info Svcs > Individual Bills > Wynne, Denise > Non-Usage

Summary | **Non-Usage** | Usage

**NON-USAGE CHARGES** Saved Search: All (preferred) Clear | Manage | Save

Billing Date: 31-MAY-2012 Billing Cycle: Administrative  
 Name: Denise Wynne Subscriber ID: 4100010 User Defined ID: 010030127  
 Current Charges Due: 71.50 Total Amount Due: 71.50 Payment Due: 1-JUN-2012 Invoice Number: 353489

Charge Category: (all) Service: (all) Location: (all)

Charge Category	Charge Code	Description	Amount	Quantity	Total	Service Number	Location	Work Order	Bill Note	Expense Account Number
One Time Charges	CINGULAR	Voice Plan	0.00	1	0.00	4013694271				234470
One Time Charges	CINGULAR AIR	Airtime Usage	0.00	1	0.00	4013694271				234470
One Time Charges	CINGULAR DAT	Data Usage	0.00	1	0.00	4013694271				234470
One Time Charges	CINGULAR EQU	Equipment Charges	0.00	1	0.00	4013694271				234470
One Time Charges	CINGULAR FEA	Data Features	29.10	1	29.10	4013694271				234470
One Time Charges	CINGULAR FEA	Data Features	65.00	1	65.00	4013694271				234470

View Individual Usage Charges

Click on Usage to see a listing of calls made and costs.

**Pinnacle**  
SHARON ROY

Department Billing > 79470 Computing & Info Svcs > Individual Bills > Wynne, Denise > Usage

Summary | Non-Usage | **Usage**

**USAGE** Saved Search: All (preferred) Clear | Manage | Save

Billing Date: 31-MAY-2012 Billing Cycle: Administrative  
 Name: Denise Wynne Subscriber ID: 4100010 User Defined ID: 010030127  
 Current Charges Due: 71.50 Total Amount Due: 71.50 Payment Due: 1-JUN-2012 Invoice Number: 353489

Service Number: Account Number: Location:

Contract Date	Service Number	Units	UOM	Usage Subtype	Usage Detail	Amount Billed	Location	Expense Account
16-APR-2012 12:14:00	4013694271	0:00	min.	Cingular	4013694271 to 4013387599 (PROVIDENCE, RI)	0.00		234470
16-APR-2012 17:46:00	4013694271	0:00	min.	Cingular	4013694271 to 4019630000 (PROVIDENCE, RI)	0.00		234470
17-APR-2012 12:16:00	4013694271	0:00	min.	Cingular	4013694271 to 4017372173 (WARWICK, RI)	0.00		234470
23-APR-2012 12:33:00	4013694271	0:00	min.	Cingular	4013694271 to 4017372173 (WARWICK, RI)	0.00		234470