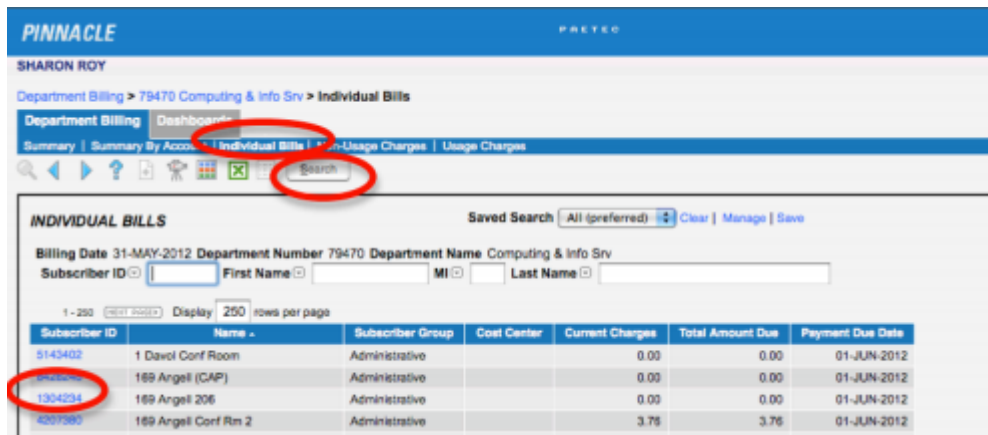


View Individual Bills in Pinnacle

Stephanie Obodda - 2025-02-01 - Comments (0) - Pinnacle

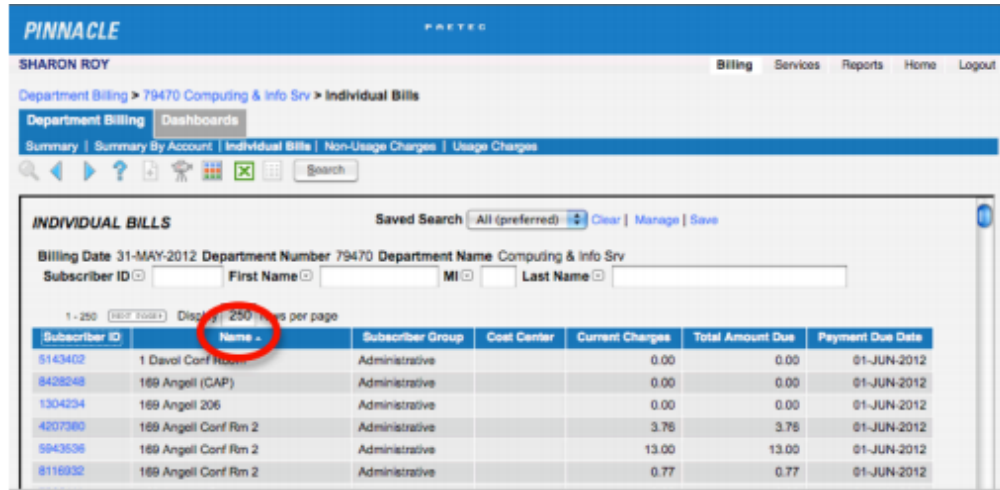
1. Click on Individual Bills and click Search (or enter criteria) to view totals for each location, person, or extension. Click on Subscriber ID to view the details for each.



The screenshot shows the Pinnacle interface for 'Individual Bills'. A red circle highlights the 'Search' button in the top navigation bar. Below the search bar, there are input fields for '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 '1304234' is circled in red.

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		3.75	3.75	01-JUN-2012

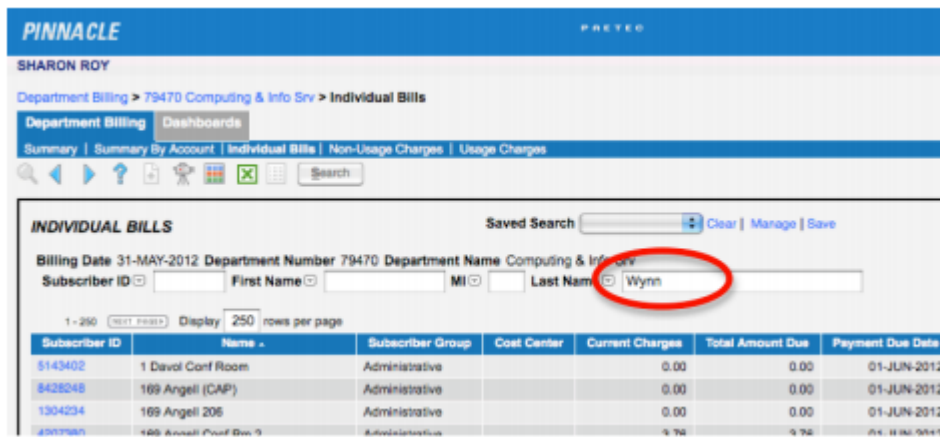
2. You can change the sort order by clicking on the top of the any column.



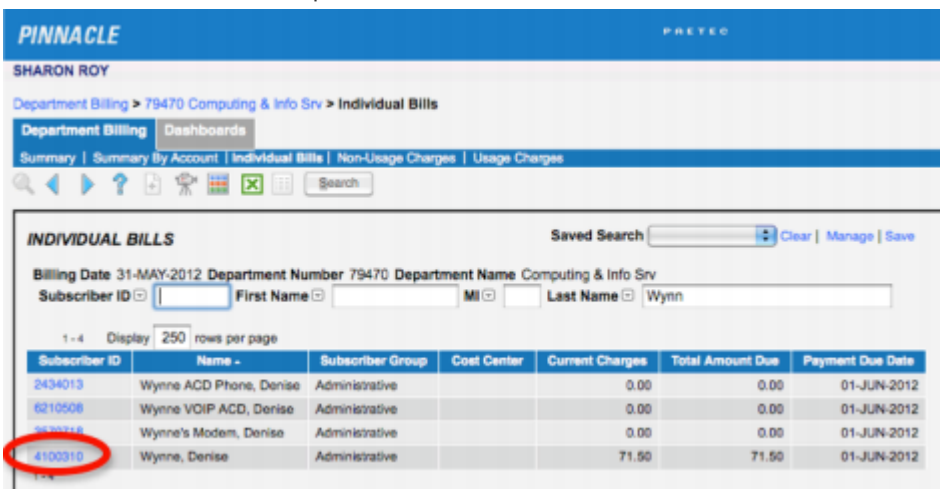
The screenshot shows the Pinnacle interface for 'Individual Bills'. A red circle highlights the 'Name' column header in the table, indicating that it can be clicked to sort the data. The table shows a different set of bills, including '169 Angell Conf Rm 2' with a current charge of 13.00.

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		3.75	3.75	01-JUN-2012
5943536	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.



4. Click on Subscriber ID to open the record.



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.



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

Department Billing | **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

Department Billing | **Usage** | Non-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:

Connect Date	Service Number	Units	UCM	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