



# BROWN CIS IT Service Center

Portal > Knowledgebase > Business Systems > Pinnacle > View Non-Usage Charges for a Department

## View Non-Usage Charges for a Department

Stephanie Obodda - 2021-01-22 - 0 Comments - in Pinnacle

1. To view your department's Non-Usage Charges, click on the Department Billing tab.
2. Click Search or enter your search criteria.
3. Select the bill you want to review from the list.

**Pinnacle** SHARON ROY

Department Billing | Department Billing | Dashboards

List | Search | Create Multi-Department BillReport

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

QuickSearch

Billing Date: [ ] - [ ]

Department Number: [ ] Department Name: [ ]

Division: (all) [Select]

1 - 70 | Display 250 rows per page

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	31-MAY-2012	79470	Computing & Info Srv			6,744.50	6,744.50
<input checked="" type="checkbox"/>	30-APR-2012	79470	Computing & Info Srv			8,653.01	8,653.01
<input type="checkbox"/>	31-MAR-2012	79470	Computing & Info Srv			7,911.10	7,911.10

4. Click Non-Usage Charges.
5. You can sort the data by clicking on any column heading. The "Charge Code" will define what type of charge it is (i.e. cellular, conferencing, mail services, etc.).

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Department Billing > 79470 Computing & Info Srv > Non-Usage Charges

Department Billing | Dashboards | Non-Usage Charges | Usage Charges

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

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

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

QuickSearch

Charge Category: (all) [Select] | Service Number: [ ]

Expense Account: [ ]

Subscriber ID: [ ] | First Name: [ ] | Last Name: [ ]

1 - 200 | Display 250 rows per page

Charge Category	Charge Code	Description	Amount	Quantity	Total	Service Number	Location	Subscriber ID	Name	Work Order
One Time Charges	CINGULAR OCC	Voice Pooling Credit (Post-SP Nation A)	-180.25	1	-180.25	4013666703		982064	Burke, Gene	
One Time Charges	CINGULAR OCC	Voice Pooling Credit (Post-SP Nation A)	-122.25	1	-122.25	4013694077		8244490	Oberg, Angela, Fred	
One Time Charges	CINGULAR OCC	Voice Pooling Credit	-87.50	1	-87.50	4018305577		3290480	Moore, Tom	

Tags

Business Systems