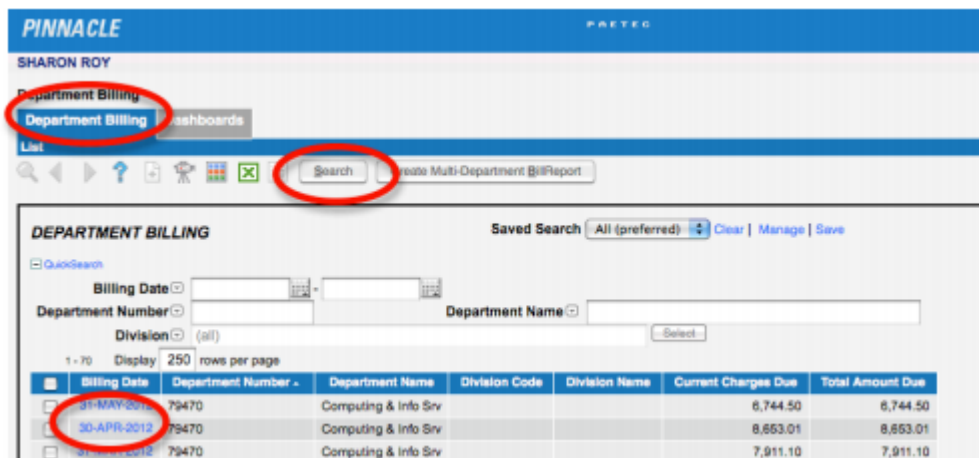


View Non-Usage Charges for a Department

Stephanie Obodda - 2025-05-15 - Comments (0) - 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.



DEPARTMENT BILLING

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

QuickSearch

Billing Date: [] - []

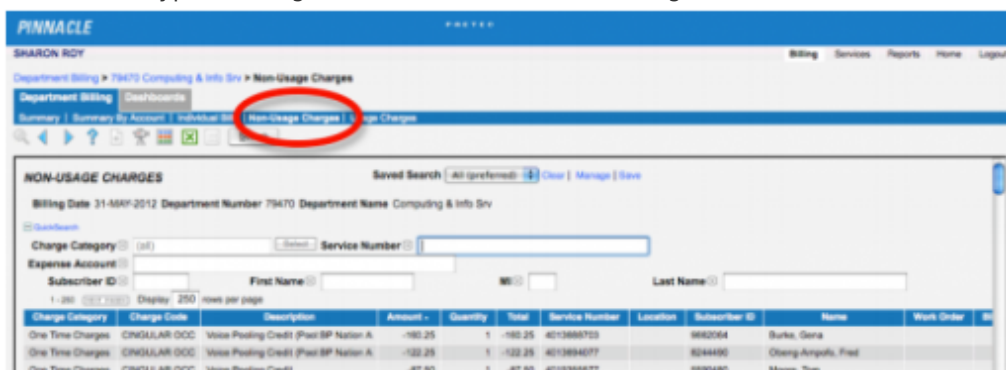
Department Number: [] Department Name: []

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
31-MAY-2012	79470	Computing & Info Srv			6,744.50	6,744.50
30-APR-2012	79470	Computing & Info Srv			8,653.01	8,653.01
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.).



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 (Paid BP Nation A	-180.25	1	-180.25	4013685723		982064	Burke, Gene	
One Time Charges	CINGULAR OCC	Voice Pooling Credit (Paid BP 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	4019355577		5590480	Morre, Tom	