

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

View Non-Usage Charges for a Department

Stephanie Obodda - 2025-06-10 - 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.

PINNACLE		PAETEG	PATTEC								
SHARON ROY											
Department Billing Ashboards											
<	Search reate Ma	iti-Department BillRe	noq								
DEPARTMENT BILLING Saved Search All (preferred) Clear Manage Save											
E GuideSearch											
Billing Date 🖸	· ·										
Department Number 🕤	Department Number Department Name Department Name										
Division (all)			6	Select							
1-70 Display 250 rows per page											
Billing Date Department Numb	er - Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due						
31-MAY-2015 79470	Computing & Info Srv			6,744.50	6,744.50						
30-APR-2012 79470	Computing & Info Srv			8,653.01	8,653.01						
C 01 012 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.).

PINNACLE												
SHARON ROY								Billing Ser	vices R	eports .	Hone	Logout
Cogartment Billing > 79479 Computing Department Billing Costbillentie Generary Generary By Account Defin Computing Cost Costbillentie Cost Cost Costbillentie Cost Costbillentie Costbille	A Info Sev > Non-Geoge Charges	Charges				_			_			_
NON-USAGE CHARGES Seved Search All gordermold Char Manage Seve Billing Date 31-6567-2512 Department Number 75470 Department Name Computing & Info Siv												0
Charge Category (al)	Colorit Service Nat	nber 🛛 📔										
Expense Account 3						_				_		
Subscriber ID S	First Name S			NES.		Last N	lame 3					
1-280 (EFFTER) Display 250	rows per page					_			_	_		
Charge Cenegory Charge Code	Description	Amount -	Quentity	-	Service Number	Location	Subscriber D	Name		Wer	1 Order	
One Time Charges CINGULAR OCC	Voice Pooling Credit (Pool BP Nation A	-190.25	1	-180.25	4013666703		9662064	Burke, Gena				
One Time Charges CINOULAR OCC	Voice Pooling Credit (Pool BP Nation A	-122.25	,	-122.25	4013694077		8244490	Oberg Anpols, Pr	ed .			
One Time Charges CINGULAR OCC	Voice Pooling Credit	-87.50	1	-87.50	4019355577		5590480	Moore, Tom				