

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

## View Usage Charges for a Department

Stephanie Obodda - 2025-06-10 - Comments (0) - Pinnacle

- 1. To view your department's 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.

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- 4. Click Usage Charges.
- 5. You can sort the date by clicking on any column heading.
- 6. Here you will find detail such as local and long distance toll usage and cellular call detail.

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