



# BROWN CIS IT Service Center

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## View Usage Charges for a Department

Stephanie Obodda - 2019-12-08 - [0 Comments](#) - in [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.

The screenshot shows the PINNACLE Department Billing interface. The user is Sharon Roy. The interface includes a navigation menu with 'Department Billing' selected. A search bar is visible. Below the search bar, there are filters for Billing Date, Department Number, and Division. A table displays the following data:

Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
31-MAY-2012	79470	Computing & Info Srv			8,744.50	8,744.50
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 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.

**Pinnacle**

SHARON ROY Billing Services Reports Home Log

Department Billing ▶ 79470 Computing & Info Srv ▶ Usage Charges

Department Billing **Usage Charges**

Summary | Summary by Account | Individual Bills | Non-Usage Charges | **Usage Charges**

Usage Charges

Usage Charges Saved Search (All (preferred)) Clear | Manage | Save

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

Usage Subtype (all) Service Number Expense Account Subscriber ID First Name Last Name

1 - 200 Display 250 rows per page

Contract Date	Service Number	Units	uOM	Usage Subtype	Usage Detail	Amount Billed	Location	Subscriber ID	Name	Expense
30-APR-2012 18:11:00	209758	0.19	min	Local	4018633600 to 4014403108 (PROVIDENCE, RI)	0.00		7251797	Media Srv Auth Code	379405
30-APR-2012 18:09:00	209758	0.13	min	Local	4018633600 to 4017875781 (PROVIDENCE, RI)	0.00		7251797	Media Srv Auth Code	379405
09-MAY-2012 16:00:00	209758	0.04	min	Local	4018633600 to 4016596367 (CLMFIELD HL, RI)	0.00		7251797	Media Srv Auth Code	379405
24-MAY-2012 16:30:00	209758	0.44	min	Local	4018633600 to 4012097296 (W WARWICK, RI)	0.00		7251797	Media Srv Auth Code	379405
07-MAY-2012 10:05:00	209758	4.08	min	Toll	4018632094 to 7914242711 (NORWELL, MA)	0.41		7251797	Media Srv Auth Code	379405
07-MAY-2012 13:26:00	209758	0.04	min	Local	4018633600 to 4013688703 (PROVIDENCE, RI)	0.00		7251797	Media Srv Auth Code	379405

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