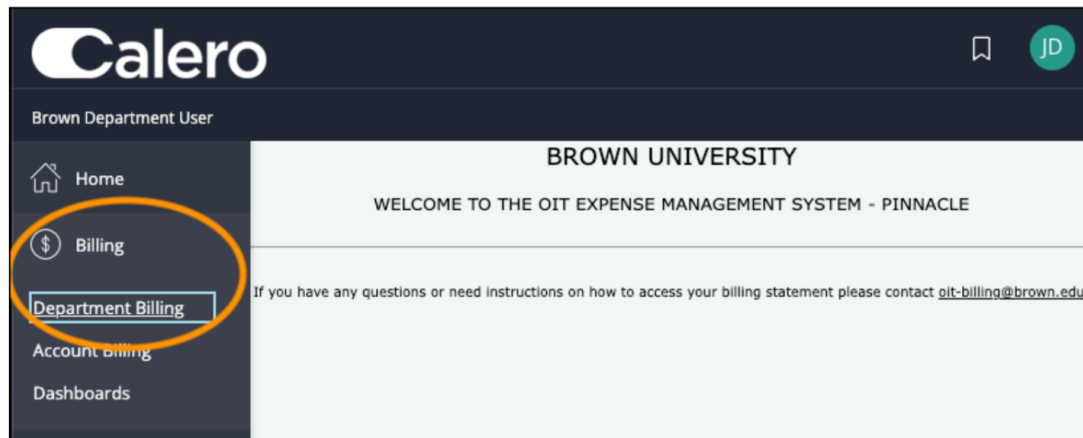# Viewing and Downloading Your Department Bill in Pinnacle

Lilly Cordova - 2025-09-04 - Comments (0) - Pinnacle

To access your department bill in Pinnacle, once logged in, hover your cursor over the left side menu to expand the display.
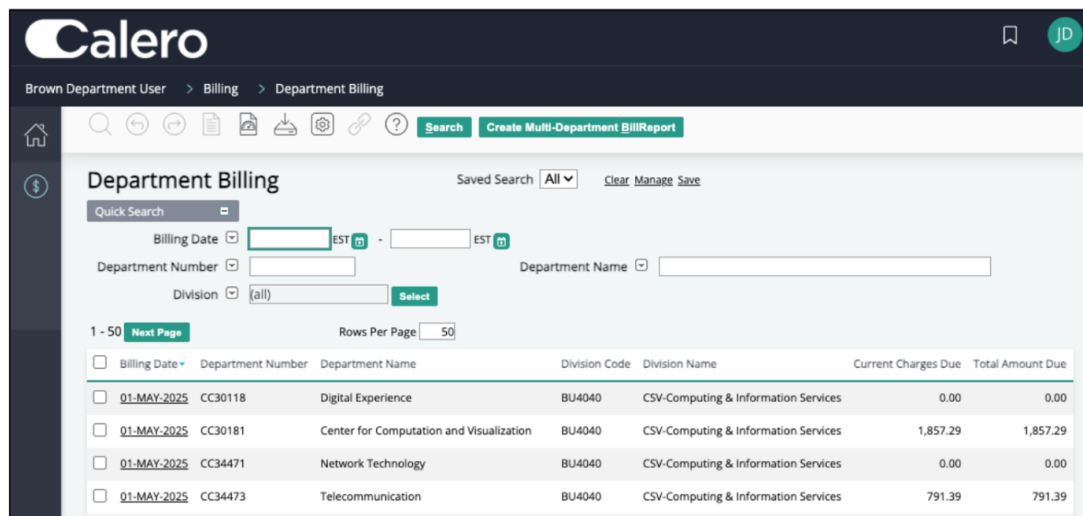
Click on **Billing**, then on **Department Billing**.

The list of monthly bills for your department(s) will be displayed. You can change the sort order by clicking on the top of any column.

Click on the **billing date**.

*Please note: Billing Date is displayed as the 1st of the month, however, the billing data is for the previous month (i.e. 01-JUL-2025 is actually the June 2025 billing detail).

The Departmental Bill Summary page will be displayed. You can drill down into your charges by hovering over the left-side menu, then hovering over Department Billing to view the sub-menu.

To **download** the OIT Billing Statement, click on the **View Report** button.

There are also other options for analyzing the data: Summary by Account, Individual Bills, Non-usage Charges, and Usage Charges.

Tags
ccv billing
hardware services billing
mail services billing
media services biling
OIT Billing
print services billing
telecom and wireless biling