

HOW TO ACCESS YOUR CNS MONTHLY CHARGES

IT Help Desk: 218-4357

Go to this link: <http://cnsprod.ad.uky.edu:7777/pls/pinnacle/f?p=1003:HOME>

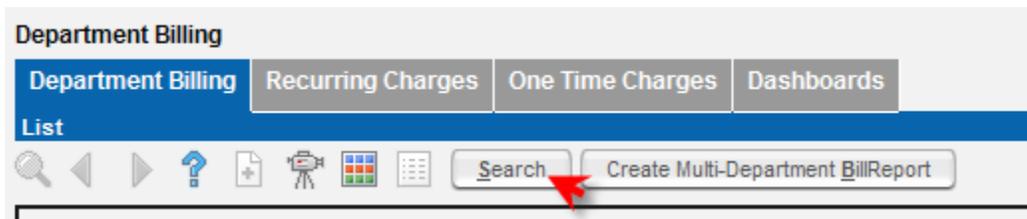
Enter your ID and password.

There are several tabs over at the right of the screen. Click and hold on the “Billing” button until “Department Billing” comes up and then click on “Department Billing”.

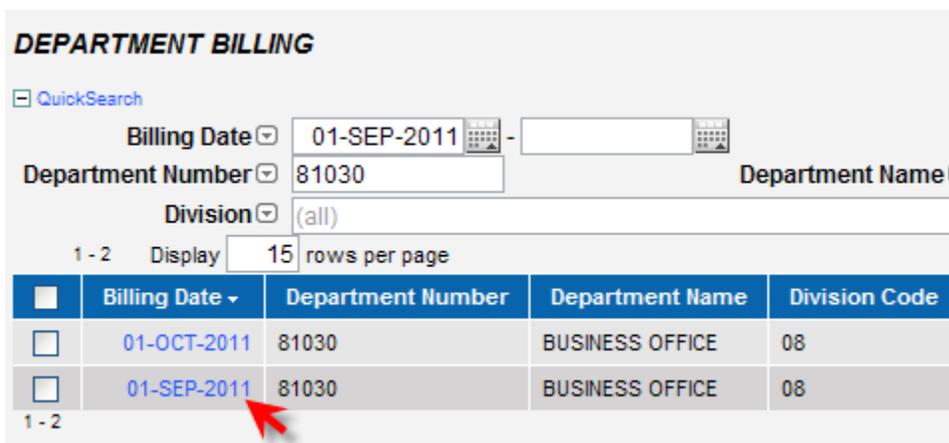
Enter the billing date in the first date field. (**Note:** Entering the first day of a month will give you the charges for the previous month.)

Enter your department.

Click on the “Search” button -



Select the monthly charges you want to view (for example, if you want to look at your charges for August, choose September 1) -



When you get the following screen, click on “View Report” –

Department Billing > 81030 BUSINESS OFFICE

Department Billing | Recurring Charges | One Time Charges | Dashboards

Summary | Summary By Account | Individual Bills | Non-Usage Charges | Usage Charges

View Report

DEPARTMENTAL BILL SUMMARY

Billing Date 01-SEP-2011 Department Number 81030 Department Name BUSINESS OFFICE

Summary Of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	0.00	45
Usage	0.00	29

This will give you a simplified report (usually 1-3 pages) of your monthly charges; it will look something like this –

University of Kentucky Departmental Bill

Information Technology - Communications & Network Systems Division 13-Sep-2011 1:43:55 pm

DEPARTMENT: 81030 BUSINESS OFFICE BILLING DATE: 01-Sep-2011

Subscriber-Account Overview

SUBSCRIBER (NAME & ID)	ACCOUNT	TOTAL	RECURRING	ONE TIME	USAGE	TAX	OTHER
Totals:			0.00	0.00	0.00	0.00	0.00

Service Summaries

Totals:		0.00	0.00	0.00	0.00	0.00	0.00
---------	--	------	------	------	------	------	------

Account Summaries

Totals: 81030		0.00	0.00	0.00	0.00	0.00	0.00
---------------	--	------	------	------	------	------	------

DETAIL FOR ACCOUNT:

Category-Expense Recap

CATEGORY	SUBCODE	CHARGE			
Non-Service based Charges					
ITEM CODE	DESCRIPTION	BILL NOTE	QTY	RATE	CHARGE