UK Martin-Gatton
College of Agriculture,
Food and Environment | **Business
Center**

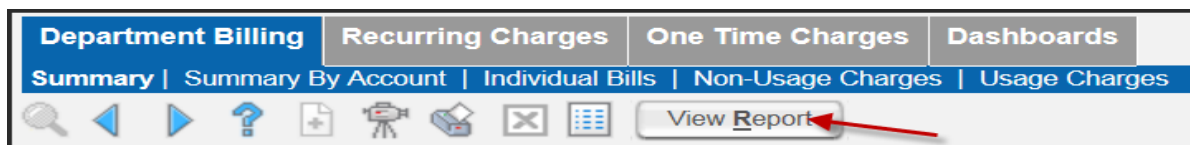# HOW TO VIEW CNS WORK ORDER BILLING CHARGES
IT Help Desk: 218-4357

Pinnacle Login Link: https://pinnacle.calero.com/uky/app/f?p=1003:1

1. Enter your SAP user ID and password.

2. Hover over the [**Billing**] tab and choose from the dropdown menu: "Department Billing".

3. Enter the billing date and department number. (**Note**: Entering the first day of a month will give you the charges for the previous month.)

4. Click on the [**Search**] button –

5. Select the monthly charges you wish to view (example: for August charges, choose September 1) -

DEPARTMENT BILLING

QuickSearch

	Billing Date		01-SEP-2011	–			
	Department Number		81030			**Department Name**	
	Division		(all)				
1 - 2	Display	15	rows per page				

	Billing Date ▾	Department Number	Department Name	Division Code
☐	01-OCT-2011	81030	BUSINESS OFFICE	08
☐	01-SEP-2011	81030	BUSINESS OFFICE	08

1 - 2

6. Choose "view report"

Department Billing	**Recurring Charges**	**One Time Charges**	**Dashboards**

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

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7. You should now have access to your departmental CNS work order billing statement.

University of Kentucky					Departmental Bill		
Information Technology - Communications & Network Systems Division					05-Oct-2011		2:58:16 pm
DEPARTMENT: 81030 BUSINESS OFFICE					**BILLING DATE:**		01-Oct-2011

Subscriber-Account Overview

SUBSCRIBER (NAME & ID)	ACCOUNT	TOTAL	RECURRING	ONE TIME	USAGE	TAX	OTHER
BUSINESS OFFICE - 81030							
BUSINESS OFFICE - 81030	1012503050	267.88	0.00	267.88	0.00	0.00	0.00
Totals:		**267.88**	**0.00**	**267.88**	**0.00**	**0.00**	**0.00**