HOW TO ACCESS YOUR CNS MONTHLY CHARGES

IT Help Desk: 218-4357

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

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. (<u>Note</u>: Entering the first day of a month will give you the charges for the previous month.)

Enter your department.

Click on the "Search" button -

Department Billing												
Department Billing				g I	Recurring Charges			One Ti	me Charges	Dashboards		
Lis	t										·	
	\P		2	÷	1		·	<u>s</u>	earch	Create Multi-	Department <u>B</u> illRep	port

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

DEPARTMENT BILLING								
	Search							
	Billing Date	01-SEP-2011	01-SEP-2011					
Depa	rtment Number (Ð 81030	B1030 Departme					
	Division	e (all)	(all)					
1	- 2 Display	15 rows per page	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								

When you get the following screen, click on "View Report" -

Department Billing > 81030 BUSINESS OFFICE												
De	Department Billing Recurring Charges One Time Charges Dashboards											
Sur	Summary Summary By Account Individual Bills Non-Usage Charges Usage Charges											
	🔍 🌒 🕨 👔 🐨 🔛 🛄 View <u>R</u> eport											
DEPARTMENTAL BILL SUMMARY Billing Date 01-SEP-2011Department Number 81030 Summary Of Department Charges Department Name BUSINESS O												
•	Billing Date 01-SEP-20 Summary Of Departme	1 Department Num nt Charges	nber 81030	Department Name BUSINESS OFFICE								
	Billing Date 01-SEP-20 Summary Of Departme Bill Charge Category	1 Department Num nt Charges Total Amount	nber 81030 Total Records	Department Name BUSINESS OFFICE								
	Billing Date 01-SEP-20 Summary Of Departme Bill Charge Category Recurring Charges	1 Department Num nt Charges Total Amount 0.00	nber 81030 Total Records 45	Department Name BUSINESS OFFICE								
•	Billing Date 01-SEP-20 Summary Of Departme Bill Charge Category Recurring Charges Usage	11Department Num nt Charges Total Amount 0.00 0.00	nber 81030 Total Records 45 29	Department Name BUSINESS OFFICE								

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

			Departmental Bill						
In	13-Se	p-2011	1:43:55 pm						
DEPARTMENT:	MENT: 81030 BUSINESS OFFICE								Sep-2011
Subscriber-A	ccount Ove	rview							
SUBSCRIBER (N/	AME & ID)	ACCOUNT		TOTAL	RECURRING	ONE TIME	USAGE	TAX	OTHER
Totals:					0.00	0.00	0.00	0.00	0.00
Service Sumn	naries								
Totals:				0.00	0.00	0.00	0.00	0.00	0.00
Account Sum	maries								
Totals: 81030				0.00	0.00	0.00	0.00	0.00	0.00
DETAIL FOR ACCO	DUNT:								
Category-Exp	ense Reca	ар							
CATEGORY			SUBCODE						CHARGE
Non-Service ba	ased Charg	es							

ITEM CODE DESCRIPTION BILL NOTE QTY RATE CHARGE