## **HOW TO VIEW CNS WORK ORDER BILLING CHARGES**

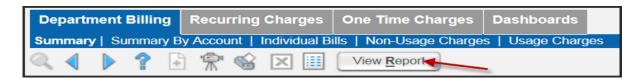
IT Help Desk: 218-4357

Pinnacle Login Link: http://cnsprod.ad.uky.edu:7777/pls/pinnacle/f?p=1003:HOME

- 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) -



6. Choose "view report"



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

