

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) -

DEPARTMENT BILLING

QuickSearch

Billing Date: 01-SEP-2011 -

Department Number: 81030 Department Name: (all)

Division: (all)

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

6. Choose "view report"

Department Billing | Recurring Charges | One Time Charges | Dashboards

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

View Report

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