



COLUMBIA UNIVERSITY
Information Technology

**CUIT Pinnacle Billing System
Department Manager Training
Upgraded Version**

Summer 2020

Agenda

- Overview of the Pinnacle Online Telecommunications Billing System
- Pinnacle System Terminology
- Pinnacle System Access Levels
- Access to [Pinnacle System](#)
 - ***Mozilla Firefox, Microsoft Edge or Internet Explorer 11*** browser
 - DUO authentication and VPN connection required
- Retrieving Monthly Recurring Charges
- Frequently Asked Questions
- Contact Us

CUIT Pinnacle System Overview

- The upgraded Pinnacle systems provides a modern user interface for the management of chargeback information for many CUIT services
- Pinnacle allows Columbia Departmental Administrators to view monthly billing reports generated by the Billing System
- Department Administrators and Administrative Coordinators need to request access thru [ServiceNow](#) or via email to askcuit@columbia.edu
 - *Provide UNI and 7-digit department number(s) the user will need access to*

CUIT Pinnacle System Terminology

Important Pinnacle Terms/Functions to Remember

Search	<i>Click to retrieve information</i>
Subscribers	<i>Refers to users</i>
Service Numbers	<i>Refers to phone numbers</i>
Recurring Charges <i>(Non-Usage Charges)</i>	<i>Refers to monthly and one-time charges (e.g. desk phone and mobile device purchase)</i>
Usage Charges	<i>Refers to usage charges (e.g. international call)</i>

CUIT Pinnacle System Access Levels

Account Manager*	Department Manager
<i>For Account / Chartstring Searches</i>	<i>For Departmental Charge Searches</i>
*NOTE: We recommend using the Account Manager role when reconciling charges between Pinnacle and ARC	

System Requirements	
Web Browser	<i>Mozilla Firefox, Microsoft Edge, Internet Explorer v.11</i>
DUO	<i>Multifactor Authentication Provider</i>
VPN	<i>Remote Access Service</i>

DUO Multifactor Authentication

Multifactor authentication (MFA) uses multiple proofs of identity to ensure you are authorized to access the service or resource that you are requesting.

- CUIT uses Duo as the MFA service to verify your identity for Columbia's centralized applications. With Duo, you can use a mobile app, a text message or a phone call to authenticate.
- Most people use Duo via the mobile app, Duo Mobile, which runs on a variety of smartphones and tablets.
- Click here to [set up and test](#) Duo MFA

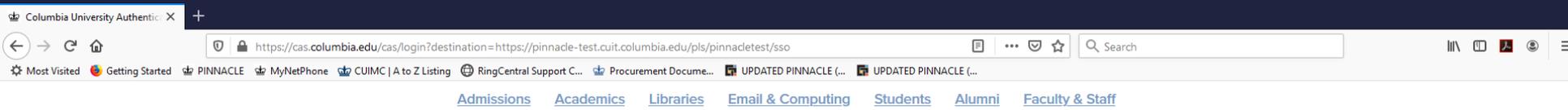
VPN Connection

If you are remote or on an insecure (unencrypted) wireless networks on the Columbia campus, connection to the Columbia network can be accessed via VPN and Citrix.

- Install the Cisco AnyConnect app
 - Desktop/Laptop
 - Visit and log in to vpn.cc.columbia.edu to download the desktop client, then follow our step-by-step [VPN installation instructions](#).
 - Mobile Device
 - Download and install the app from the Apple or Google Play Store. Enter `vpn.cc.columbia.edu` for the server name

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges



Be aware of phishing emails. CUIT will never ask for your password or private personal information via email. Visit [Manage My Uni](#) for password services.

Access the [Pinnacle](#) website.
Enter UNI & Password to Login

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CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows a web browser window with the URL <https://pinnacle-test.cuit.columbia.edu/pls/pinnadetest/f?p=1003:HOME:1048617694573:::>. The page header includes the Columbia University Information Technology logo and an "Account Manager" section. A blue sidebar on the left contains navigation links for "Accounts", "Reports", and "Home". In the top right corner, there is a small circular profile icon. A blue callout bubble with an arrow pointing to this icon contains the text "Click to view and select Role".

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows a web browser window with the URL `https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1003:HOME:7164255627834:::`. The page header includes the Columbia University Information Technology logo and the text "Account Manager". A left-hand navigation menu contains "Accounts", "Reports", and "Home". The main content area is currently blank. On the right side, a user profile is displayed for user ID "la2421" with a "SIGN OUT" button. Below the profile, the roles "Back Office User" and "Department Manager" are listed. At the bottom right, there is a "Change Password" link.

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows a web browser window with the URL <https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1003:HOME:7164255627834:::>. The page header includes the Columbia University Information Technology logo and the text "Account Manager". A left-hand navigation menu contains "Accounts", "Reports", and "Home". On the right, a user profile for "la2421" is displayed, including a "SIGN OUT" button and the text "Back Office User" and "Department Manager". A blue oval with an arrow points to the "Department Manager" link, with the text "Click to view bills by department" inside the oval. At the bottom right, there is a "Change Password" link.

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows a web browser window with the URL https://pinnacle-test.cuit.columbia.edu/pls/pinnadetest/f?p=1003:2:5382826654292::NO::ROLE_ID,CURRENT_TAB_ID:20,1778:NO. The page header includes the Columbia University Information Technology logo and the text "Department Manager > Home > Home". A blue navigation sidebar on the left contains the following items: "Billing" (with a dollar sign icon), "Services" (with a network icon), "Reports" (with a document icon), and "Home" (with a house icon). The "Billing" item is highlighted with a white background. A blue oval annotation with the text "Click to view expanded menu" is positioned over the "Billing" item, with a blue arrow pointing to it.

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot displays a web browser window with the URL https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1003:2:5382826654292::NO::ROLE_ID,CURRENT_TAB_ID:20,1778:NO. The browser tabs include "PINNACLE - Home", "PINNACLE", "PINNACLE TEST", and "MyNetPhone". The page header features the Columbia University Information Technology logo and a user profile icon. The navigation menu on the left includes "Billing", "Department Billing", "Recurring Charges", "One Time Charges", "Dashboards", "Services", "Reports", and "Home". The "Department Billing" item is highlighted with a blue box, and a callout bubble points to it with the text "Click to view monthly bills by department".

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows the Pinnacle Department Billing interface. The page title is "Department Billing" and it includes a "Quick Search" section with filters for "Billing Date", "Department Number", and "Division". Below the filters is a table with columns: "Billing Date", "Department Number", "Department Name", "Division Code", "Division Name", "Current Charges Due", and "Total Amount Due". The table lists various departments such as "EXEC VP FOR FINANCE", "EXECUTIVE VP, FACILITIES", "OFF VP FOR HUMAN RESOURCES", etc., all with "0.00" in the "Current Charges Due" and "Total Amount Due" columns. A blue bracket on the right side of the table points to the text "Default view varies depending upon user access".

Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
15-OCT-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-OCT-2019	-077	REGISTRARS FINANCIAL OFF	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

Default view varies depending upon user access

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Department Billing

Quick Search

Billing Date [] EDT [] - [] DT []

Department Number []

Division [(all)] Select

Search monthly bills by billing date or department number

1 - 50 Next Page Rows Per Page 50

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-OCT-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Search by Billing Date

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

PINNACLE - Department Billing X +

https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1103:4300:5382826654292::NO::CURRENT_TAB_ID,ROLE_ID:1768,20:NO

Getting Started PINNACLE PINNACLE TEST MyNetPhone

COLUMBIA UNIVERSITY
Information Technology

Department Manager > Billing > Department Billing

Billing

Department Billing >

Recurring Charges

One Time Charges

Dashboards

Services

Reports

Home

Department Billing

Quick Search

Billing Date: 15-SEP-2019 EDT (M) - 15-SEP-2019 EDT (M)

Department Number: []

Division: (all) [Select]

1 - 50 [Next Page] Rows Per Page: [50]

Search Create Multi-Department BillReport

Saved Search [] Clear Manage Save

Billing date search should be entered as 15-MON-YEAR

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-OCT-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-077	REGISTRARS & FINANCIAL SVCS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Department Billing

Quick Search

Billing Date: 15-SEP-2019 EDT (m) - 15-SEP-2019 EDT (m)

Department Number: [] Department Name: []

Division: (all) [Select]

1 - 50 [Next Page] Rows Per Page: [50]

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-OCT-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-OCT-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

Click to execute search

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Department Billing

Quick Search

Billing Date: 15-SEP-2019 EDT - 15-SEP-2019 EDT

Department Number: [] Department Name: []

Division: (all) [Select]

1 - 50 [Next Page] Rows Per Page: 50

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-SEP-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

Search populates monthly bills by billing date

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Search by Department Number

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Department Billing

Quick Search

Billing Date: [15-SEP-2019] EDT (M)

Department Number: [0102102]

Division: [all] Se

1 - 50 Next Page Rows Per Page 50

Department number can include all 7 or the first few digits (e.g. enter 1234567 or 123)

Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
15-SEP-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-077	REGISTRARS & FINANCIAL SVCS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Department Billing

Quick Search

Billing Date: [] EDT (M) - [] EDT (M)

Department Number: 0102102

Department Name: []

Division: (all) [Select]

1 - 50 [Next Page] Rows Per Page: 50

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-SEP-2019	-006	EXEC VP FOR FINANCE	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-011	EXECUTIVE VP, FACILITIES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-012	OFF VP FOR HUMAN RESOURCES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
<input type="checkbox"/>	15-SEP-2019	-077	REGISTRARS & FINANCIAL SVCS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

Click to execute search

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

Department Billing

Quick Search

Billing Date [] - [] EDT (M)

Department Number [0102102] Department Name []

Division [(all)] Select

1 - 50 Next Page Rows Per Page [50]

Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/> 15-OCT-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-SEP-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-AUG-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-SEP-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-AUG-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-JUL-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-JUN-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-MAY-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-APR-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-MAR-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-FEB-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-JAN-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-DEC-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-NOV-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-OCT-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-SEP-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-AUG-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/> 15-JUL-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		

Search populates monthly bills by department number

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing

Quick Search

Billing Date: 15-SEP-2019 EDT - 15-SEP-2019 EDT

Department Number: [] Department Name: []

Division: (all) [Select]

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Billing Date	Department Number					
15-SEP-2019	-001					
15-SEP-2019	-011					
15-SEP-2019	-012	OFF VP FOR HUMAN RESOURCES				
15-SEP-2019	-014	WORK STUDY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-020	INFORMATION TECHNOLOGY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-023	SENIOR EXECUTIVE VP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-029	OFF OF UNIV BUDGET	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-040	OFF OF TREASURY	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-041	OFF OF CONTROLLER	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-042	OFC INTERNAL AUDIT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-045	SPACE PLANNING & MANAGEMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-046	ENVIRONMENTAL STEWARDSHIP	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-048	CLIENT SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-055	PRINTING SERVICES	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-071	PUBLICATIONS AND MARKETING	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-074	PROCUREMENT	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00
15-SEP-2019	-076	RESIDENTIAL OPERATIONS	CUADMIN	CU ADMINISTRATIVE DEPARTMENTS	0.00	0.00

After searching by either Billing Date or Department Number, click the system populated Billing Date to view the itemized monthly recurring charge information

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing > 0102102 PRE Office of the President

Departmental Bill Summary
Billing Date: 15-SEP-2019 | Department Number: 0102102 | Department Name: PRE Office of the President

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,044.42	519
Usage	144.08	12164

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	15,188.50	135

Departmental Billing Summary provides an overview of the recurring, one-time and usage charges incurred during the selected billing date

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

“Breadcrumb”: Pinnacle leaves a trail of the selections leading the current view (in this case we are viewing the departmental bill for Dept. 0102102). Click one of these headings to return to the respective screen (e.g. Department Billing will display Departmental Billing Summary).

The screenshot shows the Pinnacle system interface for the Departmental Bill Summary. The breadcrumb trail at the top reads: Department Manager > Billing > Department Billing > 0102102 PRE Office of the President. The page title is "Departmental Bill Summary" with sub-headers for "Billing Date: 15-SEP-2019", "Department Number: 0102102", and "Department Name: PRE Office of the President".

The "Summary of Department Charges" table is as follows:

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,044.42	519
Usage	144.08	12164

The "Bill Run Statistics" table is as follows:

Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	135

Callouts explain the data:

- Recurring Charges:** contains recurring and one-time charges incurred in this particular month; also referred to as non-usage charges
- Usage Charges:** contains usage charges incurred in this particular month
- Total Bills:** sum of recurring and usage charges incurred in this particular month
- NOTE One-Time Charges:** any one-time charges incurred during the month, would be listed here

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

View Report: Select to view charges in a PDF format

Department Billing*: Select to view charges in a CSV/Excel format
**recommended*

Retrieve monthly bills as a PDF or CSV/Excel Report

Departmental Bill Summary

Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,188.50	135
Usage		

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	15,188.50	135

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

[View Report Search](#)

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Click to generate the monthly departmental bill as a PDF file
(note: this reporting option lists the itemized charges categorized in numerous ways, resulting in a repetition of services throughout the document and is not a duplication of charges)

Department Manager > Billing > Department Billing > 0102102 PRE Office of the President

Departmental Bill Summary
Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,044.42	519
Usage	144.08	12164

Bill Run Statistics

Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	135

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot displays the Pinnacle System Upgrade interface. The main content area shows a **Departmental Bill Summary** for the department "PRE Office of the President" with a billing date of 15-SEP-2019 and department number 0102102. The summary includes a table of charges and a table of bill run statistics.

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,044.42	519
Usage	144.08	12164

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	15,188.50	135

An inset window titled "PINNACLE - Waiting for Report - Mozilla Firefox" is open, showing the report generation process. The output name is "DU_0102102_15SEP2019" and the report name is "Department Bill". The status is "Processing.....".

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot displays the Pinnacle System Upgrade interface. The main window shows the 'Departmental Bill Summary' for the 'PRE Office of the President' as of 15-SEP-2019. The summary includes a table of charges and a table of bill run statistics. A secondary window, titled 'ps_system.GetReportFile - Mozilla Firefox', shows a PDF report generated from the system. The report is titled 'CALERO Department Bill' and contains a table of subscriber account overviews with columns for subscriber name, account, total, recurring, one time, usage, tax, and other charges.

Departmental Bill Summary
Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	15,044.42	519
Usage	144.08	12164

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	15,188.50	135

Report generated as a PDF document.

CALERO Department Bill
Service Lifecycle Management 26-Feb-2020 3:16:29 pm

DEPARTMENT: 0102102 PRE Office of the President BILLING DATE: 15-Sep-2019

Subscriber Account Overview

SUBSCRIBER (NAME & ID)	ACCOUNT	TOTAL	RECURRING	ONE TIME	USAGE	TAX	OTHER
Anzules, Leanne - la2832	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	39.81	39.81	0.00	0.00	0.00	0.00
Avezdjanov, Bakhtiyor - ba2482	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	76.40	76.40	0.00	0.00	0.00	0.00
Benzinger, Kristin - kib2188	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	207.79	207.79	0.00	0.00	0.00	0.00
Bishop, Sophia - smb2289	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	178.34	178.34	0.00	0.00	0.00	0.00
Bollinger, Lee - lcb50	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	2,971.43	2,969.59	0.00	1.84	0.00	0.00
Callamard, Agnes - ac3099	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	313.28	202.67	0.00	110.61	0.00	0.00
Caraveo, Elise - ec3117	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	148.70	148.70	0.00	0.00	0.00	0.00

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Billing Search

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

The screenshot shows a web browser window displaying the Pinnacle System Upgrade interface. The browser address bar shows the URL: https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/?p=1103:4303:11952091818558:NO:RP:P4303_BILLING_DATE,P4303_DEPARTMENT_ID:15-S. The page title is "PINNACLE - Departmental Bill".

The interface shows the following navigation path: Department Manager > Billing > Department Billing > 0102102 PRE Office of the President.

The main content area displays the "Department Billing Summary" page. The page includes a "View Report" button and a table of charges. A callout box highlights the "Non-Usage Charges" option in the left-hand menu, with the text: "Select to view non-usage (recurring charges) for this particular month".

The "Department Billing Summary" table shows the following data:

Account	Amount	Total Records
Usage Charges	44.42	519
Usage	144.08	12164

The "Bill Run Statistics" table shows the following data:

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	15,188.50	15,188.50	135

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Instructions

Go Rows 15 Actions

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Interactive Report generates an interactive web report providing customized filtering and sorting options

SUBSCRIBER_ID	BILLING_DATE	BILLING_CYCLE	BILL_HISTORY_ID	CHARGE_TYPE_ID	CHARGE_CATEGORY_ID	CHARGE_CODE	CHARGE_CATEGORY_CODE	ASSIGNED_ID	ITEM_DESCRIPTION	BILL_NOTE	WO_ID	WORK_ORDER	CHARGE_PACKAGE_CODE	QUANTITY	CHARGE_AMOUNT	TOTAL_AMO	
1460481			11402978	24	3	ATT_IPAD	Recurring Charges	1104378	AT&T Mobile_iPAD_Domestic Data	SN1157584 1/18	-	-	-	1	63.7		
1460481	Last 5 Years		11402978	24	3	CUITVOIP650	Recurring Charges	807549	Soundpoint 6-Line IP Phone	Upgrade INC0646135	-	-	-	1	45.7		
1460481	Last 2 Years		11402978	24	3	SURCHARGE	Recurring Charges	1203760	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	0		
1460481	Last Year		11402978	24	3	SURCHARGE	Recurring Charges	1203761	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	5.73		
1460481	Last Month		11402978	24	3	SURCHARGE	Recurring Charges	1203761	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	5.73		
2040890	Last Week		11407628	36	3	BRNDVOIP650	Recurring Charges	970210	Soundpoint HD 6-Line IP Phone	Psychology 416D	-	-	-	1	22.8		
6657292	Last 2 Days	15-SEP-19	10	11444690	24	3	CUITDSKUSSP	Recurring Charges	1158914	Exchange & Central w/1 GB Storage	INC1273911	-	-	-	1	34.2	
6657292	15-SEP-19	10	11444690	36	3	CUITVWX401	Recurring Charges	1149157	Polycom VVX401 IP Phone	New INC1274727	-	-	-	1	42.2		
8216498	15-SEP-19	10	11457232	52	3	ATDATAWVCE	Recurring Charges	863416	Mobile Data Access-Unlimited	RF56669/B1807 7/16	-	-	-	1	53		
8216498	15-SEP-19	10	11457232	61	3	ATTTEXTUNLD	Recurring Charges	863417	Unlimited Text,Vid,Inst Msg	RF56669/B1807 7/16	-	-	-	1	15.91		
8216498	15-SEP-19	10	11457232	24	3	ATT_IPAD	Recurring Charges	909287	AT&T Mobile_iPAD_Domestic Data	SN824844 6/16	-	-	-	1	63.7		
8216498	15-SEP-19	10	11457232	24	3	CUITDSKUSSP	Recurring Charges	863554	Exchange & Central w/1 GB Storage	INC0833053	-	-	-	1	34.2		
8216498	15-SEP-19	10	11457232	24	3	CUITVOIP650	Recurring Charges	874429	Soundpoint 6-Line IP Phone	Upgrade INC0646135	-	-	-	1	45.7		
8216498	15-SEP-19	10	11457232	24	3	SURCHARGE	Recurring Charges	1206426	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	6.2		
8216498	15-SEP-19	10	11457232	24	3	SURCHARGE	Recurring Charges	1206427	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	5.73		
8216498	15-SEP-19	10	11457232	24	3	SURCHARGE	Recurring Charges	1206428	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	0		

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CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

PINNACLE - BILLHIST CHARGE - Mozilla Firefox

https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1006:430311E4A1C95B7839DF19C9685D22D5:918516472362::NO:::NO

Interactive Report generates an interactive web report providing customized filtering and sorting options

REGORY_ID	CHARGE_CODE	CHARGE_CATEGORY_CODE	ASSIGNED_ID	ITEM_DESCRIPTION	BILL_NOTE	WO_ID	WORK_ORDER	CHARGE_PACKAGE_CODE	QUANTITY	CHARGE_AMOUNT	TOTAL_AMOUNT	BATCH_ID	BATCH_DATE	EXPENSE_ACCOUNT_NUMBER	EXPENSE_SUBCODE_NUMBER
3	ATT_IPAD	Recurring Charges	1104378	Mobile_IPAD_Domestic Data	SN1157584 1/18	-	-	-	1	63.7	63.7	CTS099	15-SEP-19		
3	CUITVOIP650	Recurring Charges	807549	Soundpoint 6-Line IP Phone	Upgrade INCO646135	-	-	-	1	45.7	45.7	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63210
3	SURCHARGE	Recurring Charges	1203760	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	0	0	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63410
3	SURCHARGE	Recurring Charges	1203761	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	5.73	5.73	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63420
3	BRNDVOIP650	Recurring Charges	970210	Soundpoint HD 6-Line IP Phone	Psychology 416D	-	-	-	1	22.8	22.8	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63410
3	CUITDSKUSSP	Recurring Charges	1158914	Exchange & Central w/1 GB Storage	INC1273911	-	-	-	1	34.2	34.2	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63210
3	CUITVWX401	Recurring Charges	1149157	Polycm VXX401 IP Phone	New INC1274727	-	-	-	1	42.2	42.2	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63410
3	ATTDATAWVCE	Recurring Charges	863416	Mobile Data Access-Unlimited	RF56669/B1807 7/16	-	-	-	1	53	53	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430
3	ATTTEXTUNLD	Recurring Charges	863417	Unlimited Text,Vid,Inst Msg	RF56669/B1807 7/16	-	-	-	1	15.91	15.91	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430
3	ATT_IPAD	Recurring Charges	909287	Mobile_IPAD_Domestic Data	SN824844 6/16	-	-	-	1	63.7	63.7	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430
3	CUITDSKUSSP	Recurring Charges	863554	Exchange & Central w/1 GB Storage	INC0833053	-	-	-	1	34.2	34.2	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63210
3	CUITVOIP650	Recurring Charges	874429	Soundpoint 6-Line IP Phone	Upgrade INCO646135	-	-	-	1	45.7	45.7	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63410
3	SURCHARGE	Recurring Charges	1206426	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	6.2	6.2	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430
3	SURCHARGE	Recurring Charges	1206427	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	5.73	5.73	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430
3	SURCHARGE	Recurring Charges	1206428	Wireless Overhead & Govt. Mun. Surcharges	-	-	-	-	1	0	0	CTS099	15-SEP-19	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000-200	63430

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Select to download CSV/Excel spreadsheet

Press OK to open

Opening billhist_ch_list.csv

You have chosen to open:
billhist_ch_list.csv
which is: Microsoft Excel Comma Separated Values File
from: https://pinnacle...

What should Firefox do with this file?
 Open with Excel (default)
 Save File
 Do this automatically for files like this from now on.

OK Cancel

Non-Usage Charges

Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Quick Search: Charge Category: [all] Expense Account: Subscriber ID: First Name:

Charge Category	Charge Code	Description	Amount	Quantity	Order	Bill Note	Expense Account
Recurring Charges	ATTINTDATARZ	AT&T International Data Roam Zone (RZ)	16.32	1	16	RF86807/B4912 4/18	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	Add BILL0004206	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	RF86807/B4912 4/18	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	SN575606 4/15	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	PER ATT WEBSITE	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	RF77870/B3915 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	RF77870/B3915 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	Add BILL0003938	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	SN672472 9/15	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	RF77867/B3914 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTINTLTEXT1	Internal Text Messaging Plan-100 Messages	11.32	1	11	Global BILL0004186	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTIPHNTETS	MOBILE TETHERING-5 GB	17.60	1	17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTNYWRCN	AT&T World Connect	5.30	1	5	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

billhist_ch_list [Read-Only] - Excel

Save file

Home Insert Formulas Data Review View Help ACROBAT Tell me what you want to do

Clipboard Font Alignment Number Conditional Formatting Table Styles Cells Editing

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC
1	Charge Ca	Charge Co	Descriptive	Amount	Quantity	Total	Service N	Location	Subscribe Name	Work Ord	Bill Note	Expense Account																	
2	Recurring	APPWATC	Apple Sm	10.2	1	10.2	7.19E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
3	Recurring	ATTBBWD	Mobile Da	69	1	69	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
4	Recurring	ATTBBWD	Mobile Da	69	1	69	7.19E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
5	Recurring	ATTBBWD	Mobile Da	69	1	69	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
6	Recurring	ATTBBWD	Mobile Da	69	1	69	9.18E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
7	Recurring	ATTBBWD	Mobile Da	69	1	69	9.18E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
8	Recurring	ATTBBWD	Mobile Da	69	1	69	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
9	Recurring	ATTBBWD	Mobile Da	69	1	69	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
10	Recurring	ATTBBWD	Mobile Da	69	1	69	9.18E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
11	Recurring	ATTBBWD	Mobile Da	69	1	69	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
12	Recurring	ATTBBWD	Mobile Da	69	1	69	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
13	Recurring	ATTBBWD	Mobile Da	69	1	69	6.46E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
14	Recurring	ATTBBWD	Mobile Da	69	1	69	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
15	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
16	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
17	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
18	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
19	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	9.18E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
20	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	7.19E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
21	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	6.46E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
22	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	7.19E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
23	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
24	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
25	Recurring	ATTDATA	(AT&T) Data	127.35	1	127.35	7.19E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
26	Recurring	ATTDATA	(Mobile) Da	53	1	53	6.46E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
27	Recurring	ATTDATA	(Mobile) Da	53	1	53	6.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
28	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
29	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
30	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
31	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
32	Recurring	ATTDATA	(Mobile) Da	53	1	53	9.18E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
33	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
34	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.48E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
35	Recurring	ATTDATA	(Mobile) Da	53	1	53	9.29E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
36	Recurring	ATTDATA	(Mobile) Da	53	1	53	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
37	Recurring	ATTDATA	(Mobile) Da	53	1	53	9.17E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	
38	Recurring	ATTDATA	(Mobile) Da	53	1	53	3.47E+09		4689025	PRE Office of the President		COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200																	

Itemized list of non-usage charges (recurring and one-time) incurred during this particular month

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Department Manager > Billing > Department Billing > 0102102 PRE Office of the President > Non-Usage Charges

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

Subscriber ID First Name

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Charge Category	Charge Code	Description	Amount	Quantity	Total	Service Number	Location	Subscriber ID	Name	Work Order	Bill Note	Expense Account
Recurring Charges	APPWATCH	Apple Smartwatch w/NumberShare	10.20	1	10.20	7189097010		2953854			SN1215875 5/18 (ATT)	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	3474638906		6634618			Add BILL0003938	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	7187555523		8279586			RF77867/B3914 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	9173282758		8279586			Global BILL0004186	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	9177443410		8279586			Add BILL0004206	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	9179718471		5941185				COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	3472371194		1829942			SN311366 12/13	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	6466455330		5941185				COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	9178035306		5941185			SN575606 4/15	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	6468243709		5941185			R1034675 12/11	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	6469234534		5941185			RF77870/B3915 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	6463271850		2498965			SN150973 1/13	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTBBWDUL	Mobile Data Unlimited-Global	69.00	1	69.00	3474171308		2953854			SN114331 12/12	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTDATAGBLA8	AT&T Data Global Add-On Package (800MB)	127.35	1	127.35	9172257351		8279586			RF77866/B3913 10/17	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTDATAGBLA8	AT&T Data Global Add-On Package (800MB)	127.35	1	127.35	9173287134		8279586			Global BILL0004185	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTDATAGBLA8	AT&T Data Global Add-On Package (800MB)	127.35	1	127.35	3474467520		8279586			SN761933 2/16	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
Recurring Charges	ATTDATAGBLA8	AT&T Data Global Add-On Package (800MB)	127.35	1	127.35	6466753598		5941185			PER ATT WEBSITE	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200

Select to view usage (all calling records including long distance dialing) for this particular month

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Browser tabs: PINNACLE - Usage Charges

Address bar: https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/?p=1103:4327:3206247729431::NO:RP::

Page navigation: Getting Started | PINNACLE | PINNACLE TEST | MyNetPhone

Department Manager > Billing > Department Billing > 0102102 PRE Office of the President > Usage Charges

Search bar with icons and a "Search" button.

Usage Charges

Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Saved Search: All Clear Manage Save

Quick Search

Usage Subtype: (all) Select Service Number:

Expense Account:

Subscriber ID: First Name: Last Name:

1 - 50 Next Page Rows Per Page: 50

Connect Date	Service Number	Units	UOM	Usage Subtype	Usage Detail	Amount Billed	Location	Subscriber ID	Name	Expense Account
19JUL-2019 09:29:00	3472268723	8:00	min.	Wireless Plans	347-226-8723 to 212-854-3689 (NEW YORK, CL)	4.72		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19JUL-2019 11:51:00	3472268723	1:00	min.	Wireless Plans	347-226-8723 to 803-445-3800 (COLUMBIA, CL)	0.59		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19JUL-2019 11:59:00	3472268723	1:00	min.	Wireless Plans	347-226-8723 to 803-445-3800 (COLUMBIA, CL)	0.59		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 01:59:00	3474174441	0:00	min.	Wireless Plans	347-417-4441 to 347-417-4441	0.00		8594542		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:00:00	9174458540	0:00	min.	Wireless Plans	917-445-8540 to 917-445-8540	0.00		1731084		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:04:00	9174453259	0:00	min.	Wireless Plans	917-455-3259 to 917-455-3259	0.00		4181082		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:07:00	9292151472	0:00	min.	Wireless Plans	929-215-1472 to 929-215-1472	0.00		4689025		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:07:00	3472377289	0:00	min.	Wireless Plans	347-237-7289 to 347-237-7289	0.00		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:10:00	9175437630	0:00	min.	Wireless Plans	917-543-7630 to 917-543-7630	0.00		1460481		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:13:00	3472760255	0:00	min.	Wireless Plans	347-276-0255 to 347-276-0255	0.00		7360149		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:29:00	3474171308	0:00	min.	Wireless Plans	347-417-1308 to 347-417-1308	0.00		2953854		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:33:00	9174567943	0:00	min.	Wireless Plans	917-456-7943 to 917-456-7943	0.00		6971286		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:38:00	9178035306	0:00	min.	Wireless Plans	917-803-5306 to 917-803-5306	0.00		5941185		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:41:00	3476107410	0:00	min.	Wireless Plans	347-610-7410 to 347-610-7410	0.00		4689025		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:42:00	6468740742	0:00	min.	Wireless Plans	646-874-0742 to 646-874-0742	0.00		6634618		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 02:49:00	3474638906	0:00	min.	Wireless Plans	347-463-8906 to 347-463-8906	0.00		6634618		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 05:25:00	9292133510	0:00	min.	Wireless Plans	929-213-3510 to 929-213-3510	0.00		5822996		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20JUL-2019 06:43:00	6463736670	0:00	min.	Wireless Plans	646-373-6670 to 646-373-6670	0.00		8718457		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200

Itemized list of usage charges incurred during this particular month

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Select to download CSV/Excel spreadsheet

Opening billable_usage.csv

You have chosen to open:

- billable_usage.csv

which is: Microsoft Excel Comma Separated Values File
from: https://pinnacle-test

What should Firefox do with this file?

- Open with Excel (default)
- Save File

Do this automatically for files like this from now on.

Press OK to open

OK Cancel

Usage Charges Export CSV Saved Search: All Clear Manage Save

Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

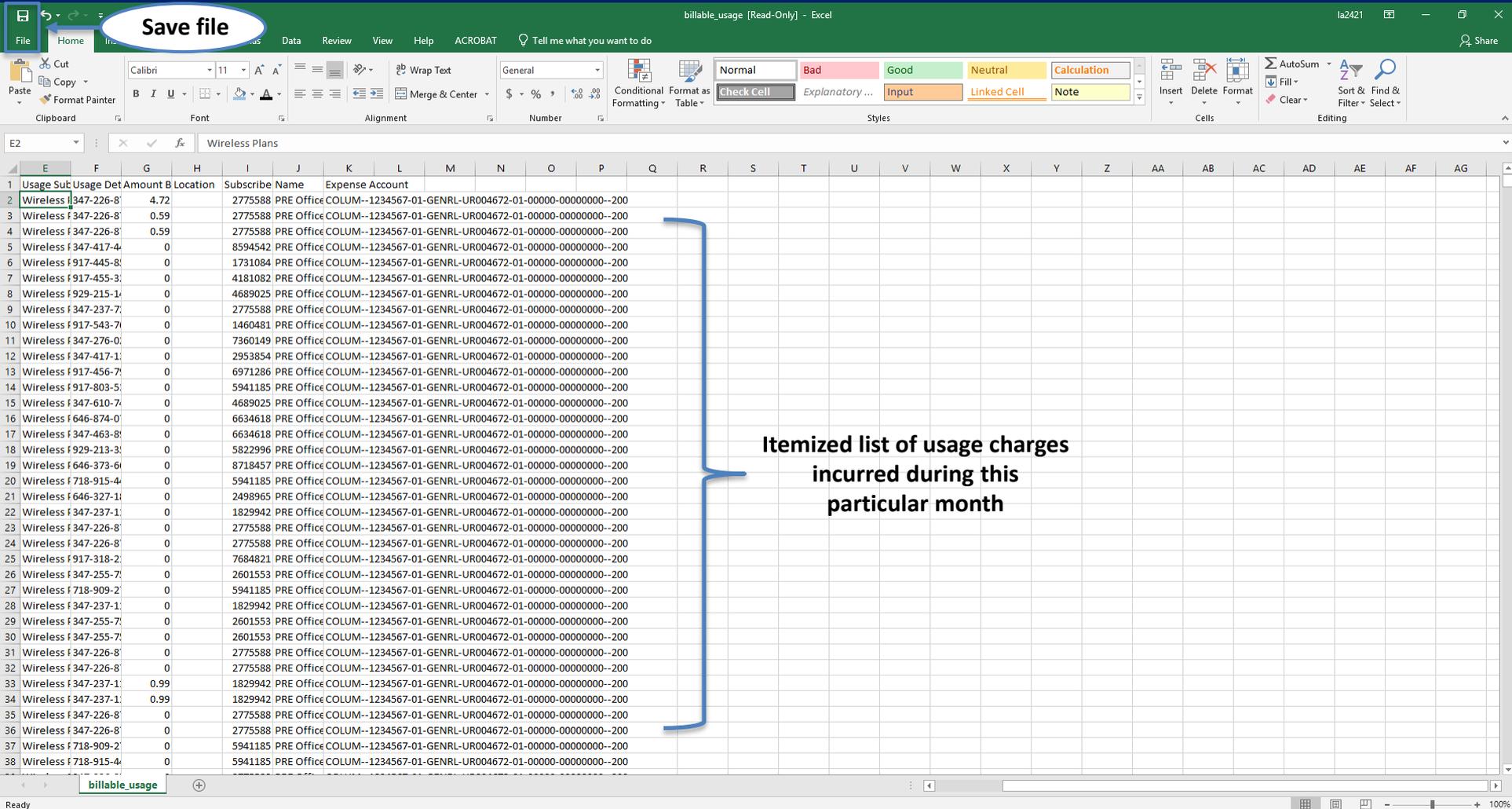
Quick Search: Usage Subtype: [all] Service Number: [] Expense Account: [] Subscriber ID: [] First Name: []

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Connect Date	Service Number	Units	UOM	Usage Subtype	Usage Detail	Expense Account
19-JUL-2019 09:29:00	3472268723	8.00	min.	Wireless Plans	347-226-8723 to 212-854-3689	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19-JUL-2019 11:51:00	3472268723	1.00	min.	Wireless Plans	347-226-8723 to 803-445-3800	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19-JUL-2019 11:59:00	3472268723	1.00	min.	Wireless Plans	347-226-8723 to 803-445-3800	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 01:59:00	3474174441	0.00	min.	Wireless Plans	347-417-4441 to 347-417-4441	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:00:00	9174458540	0.00	min.	Wireless Plans	917-445-8540 to 917-445-8540	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:04:00	9174553259	0.00	min.	Wireless Plans	917-455-3259 to 917-455-3259	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:07:00	9292151472	0.00	min.	Wireless Plans	929-215-1472 to 929-215-1472	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:07:00	3472377289	0.00	min.	Wireless Plans	347-237-7289 to 347-237-7289	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:10:00	9175437630	0.00	min.	Wireless Plans	917-543-7630 to 917-543-7630	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:13:00	3472760255	0.00	min.	Wireless Plans	347-276-0255 to 347-276-0255	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:29:00	3474171308	0.00	min.	Wireless Plans	347-417-1308 to 347-417-1308	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:33:00	9174567943	0.00	min.	Wireless Plans	917-456-7943 to 917-456-7943	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:38:00	9178035306	0.00	min.	Wireless Plans	917-803-5306 to 917-803-5306	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:41:00	3476107410	0.00	min.	Wireless Plans	347-610-7410 to 347-610-7410	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:42:00	6468740742	0.00	min.	Wireless Plans	646-874-0742 to 646-874-0742	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:49:00	3474638906	0.00	min.	Wireless Plans	347-463-8906 to 347-463-8906	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 05:25:00	9292133510	0.00	min.	Wireless Plans	929-213-3510 to 929-213-3510	COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges



The screenshot shows an Excel spreadsheet titled "billable_usage [Read-Only] - Excel". The spreadsheet contains a table with the following columns: Usage Sub, Usage Det, Amount, Location, Subscriber Name, and Expense Account. The data is organized into rows, with a blue bracket highlighting a specific section of the data. A text box next to the bracket reads: "Itemized list of usage charges incurred during this particular month".

Usage Sub	Usage Det	Amount	Location	Subscriber Name	Expense Account
Wireless f 347-226-8		4.72		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0.59		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0.59		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-417-4		0		8594542 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-445-8		0		1731084 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-455-3		0		4181082 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 929-215-1		0		4689025 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-237-7		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-543-7		0		1460481 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-276-0		0		7360149 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-417-1		0		2953854 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-456-7		0		6971286 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-803-5		0		5941185 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-610-7		0		4689025 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 646-874-0		0		6634618 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-463-8		0		6634618 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 929-213-3		0		5822996 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 646-373-6		0		8718457 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 718-915-4		0		5941185 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 646-327-1		0		2498965 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-237-1		0		1829942 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 917-318-2		0		7684821 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-255-7		0		2601553 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 718-909-2		0		5941185 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-237-1		0		1829942 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-255-7		0		2601553 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-255-7		0		2601553 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-237-1		0.99		1829942 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-237-1		0.99		1829942 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 347-226-8		0		2775588 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 718-909-2		0		5941185 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	
Wireless f 718-915-4		0		5941185 PRE Office COLUM--1234567-01-GENRL-UR004672-01-00000-00000000--200	

CUIT Pinnacle System Upgrade:

Retrieving Monthly Recurring Charges

Use Breadcrumb to return to Department Billing screen listing all monthly bills

CUIT Pinnacle System Upgrade: Retrieving Monthly Recurring Charges

Use Breadcrumb to return to Department Billing screen listing all monthly bills

Department Manager > Billing > Department Billing > 0102102 PRE Office of the President > Usage Charges

Usage Charges

Billing Date: 15-SEP-2019 Department Number: 0102102 Department Name: PRE Office of the President

Quick Search: Usage Subtype (all) Service Number Expense Account Subscriber ID First Name Last Name

1 - 50 Next Page Rows Per Page 50

Connect Date	Service Number	Units	UOM	Usage Subtype	Usage Detail	Amount Billed	Location	Subscriber ID	Name	Expense Account
19-JUL-2019 09:29:00	3472268723	8.00	min.	Wireless Plans	347-226-8723 to 212-854-3689 (NEW YORK, CL)	4.72		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19-JUL-2019 11:51:00	3472268723	1.00	min.	Wireless Plans	347-226-8723 to 803-445-3800 (COLUMBIA, CL)	0.59		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
19-JUL-2019 11:59:00	3472268723	1.00	min.	Wireless Plans	347-226-8723 to 803-445-3800 (COLUMBIA, CL)	0.59		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 01:59:00	3474174441	0.00	min.	Wireless Plans	347-417-4441 to 347-417-4441	0.00		8594542		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:00:00	9174458540	0.00	min.	Wireless Plans	917-445-8540 to 917-445-8540	0.00		1731084		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:04:00	9174553259	0.00	min.	Wireless Plans	917-455-3259 to 917-455-3259	0.00		4181082		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:07:00	9292151472	0.00	min.	Wireless Plans	929-215-1472 to 929-215-1472	0.00		4689025		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:07:00	3472377289	0.00	min.	Wireless Plans	347-237-7289 to 347-237-7289	0.00		2775588		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:10:00	9175437630	0.00	min.	Wireless Plans	917-543-7630 to 917-543-7630	0.00		1460481		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:13:00	3472760255	0.00	min.	Wireless Plans	347-276-0255 to 347-276-0255	0.00		7360149		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:29:00	3474171308	0.00	min.	Wireless Plans	347-417-1308 to 347-417-1308	0.00		2953854		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:33:00	9174567943	0.00	min.	Wireless Plans	917-456-7943 to 917-456-7943	0.00		6971286		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:38:00	9178035306	0.00	min.	Wireless Plans	917-803-5306 to 917-803-5306	0.00		5941185		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:41:00	3476107410	0.00	min.	Wireless Plans	347-610-7410 to 347-610-7410	0.00		4689025		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:42:00	6468740742	0.00	min.	Wireless Plans	646-874-0742 to 646-874-0742	0.00		6634618		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 02:49:00	3474638906	0.00	min.	Wireless Plans	347-463-8906 to 347-463-8906	0.00		6634618		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 05:25:00	9292133510	0.00	min.	Wireless Plans	929-213-3510 to 929-213-3510	0.00		5822996		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200
20-JUL-2019 06:43:00	6463736670	0.00	min.	Wireless Plans	646-373-6670 to 646-373-6670	0.00		8718457		COLUM--1234567-01-GENRL-UR004672-01-70003-00000000--200

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The screenshot displays the Pinnacle Department Billing interface. The browser address bar shows the URL: <https://pinnacle-test.cuit.columbia.edu/pls/pinnacletest/f?p=1103:4300:6244482256662::NO:RP::>. The page title is "PINNACLE - Department Billing". The breadcrumb navigation shows "Department Manager > Billing > Department Billing".

The main content area is titled "Department Billing" and includes a "Quick Search" section with the following filters:

- Billing Date: [] [] EDT [] - [] EDT []
- Department Number: 0102102
- Department Name: []
- Division: (all) [Select]

Navigation options include "1 - 50" and "Next Page", and a "Rows Per Page" dropdown set to "50".

The table below lists the recurring charges:

	Billing Date	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	15-OCT-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-SEP-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-AUG-2019	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-SEP-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-AUG-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-JUL-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-JUN-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-MAY-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-APR-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-MAR-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-FEB-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-JAN-2018	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-DEC-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-NOV-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-OCT-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-SEP-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		
<input type="checkbox"/>	15-AUG-2017	0102102	PRE Office of the President	GENUNIV_PRESADM	CU President		

A blue bracket on the right side of the table points to the text "Return to Department Billing screen".

Frequently Asked Questions

- How can I obtain access to Pinnacle?

Access must be requested by the Departmental Administrator via ServiceNow by accessing the system or emailing askcuit@columbia.edu to generate a request. Please include UNI as well as the 7-digit department number(s) the user will need access to.

- How can I make changes to the monthly bill?

All changes must be requested via the ServiceNow system.

- What if a charge does not belong to our department?

Please submit a Billing Inquiry via ServiceNow as soon as possible. The turnaround time is generally 5-7 business days.

- Can I create a report for YTD charges?

Unfortunately charges can only be accessed by month at this time.

- What is the Billing Cycle?

Our billing cycle encompasses charges incurred from the 15th of the current month through the 14th of the following month (e.g. 15-JUL-2020 bill includes charges from the 15th of June through the 14th of July).

Contact Us

ServiceNow

Website: <https://columbia.service-now.com/>

E-mail: askcuit@columbia.edu

CUIT Services: www.cuit.columbia.edu

- For billing questions, chartstring changes, Pinnacle access and training, please create a ticket in the CUIT ServiceNow instance
- To initiate service, request a service change or disconnection, please create a ticket in the CUIT ServiceNow instance