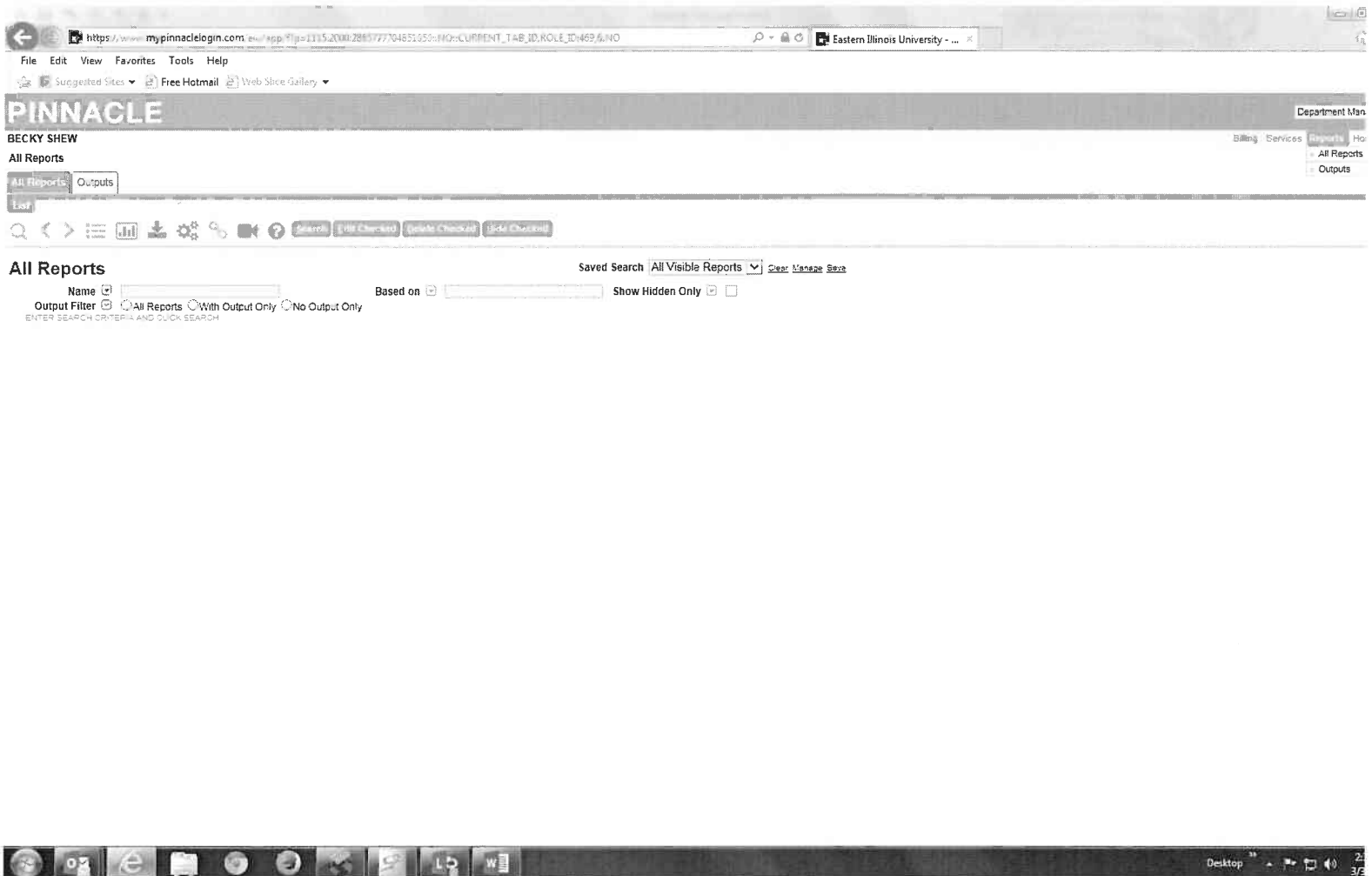


INSTRUCTIONS TO PULL DEPARTMENT BILLS WITH ITEMIZED CHARGES INTO EXCEL OR WORD

Note – if you are responsible for multiple orgs; they will all pull into one report in order of Org #.
You do not have to pull a report for each org.

Click on “Reports” in the upper right hand corner. Next click on “Search” to extract a list of reports available.



Click on the report named "Department Bills by Bill Date". Do not click edit or the blank box next to it, physically click on the name of the report that is underlined.

Browser address bar: <https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2000:1553402611400777::NO:RP:> Eastern Illinois University - ...

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PINNACLE

BECKY SHEW

All Reports

All Reports Outputs

List

Search Edit Checked Delete Checked Hide Checked

All Reports Saved Search All Visible Reports Clear Manage Save

Name Based on Show Hidden Only

Output Filter All Reports With Output Only No Output Only

1 - 24 Rows Per Page 50

	Name	Type	Based On	Description
Edit	AR Batch Receipts	Default	AR Batch Receipts	Hybrid Publication v6.5.1
Edit	Account Bill - Multiple	Default	Account Bill - Multiple	Bill for multiple accounts - Hybrid Publication v6.5.1
Edit	Asset Information Report	Default	Asset Information Report	Hybrid Publication v6.5.1
Edit	Contact Information Report	Default	Contact Information Report	Hybrid Publication v6.5.1
Edit	Credit Limit Notices	Default	Credit Limit Notices	Credit limit notice for mailing credit limit exceeded notices - Hybrid Publication v6.5.1
Edit	Department Bill - Multiple	Default	Department Bill - Multiple	Bill for multiple departments - Hybrid Publication v6.5.1
Edit	Department Bills by Billing Date	Default	Department Bills by Billing Date	System Publication v6.5.1
Edit	Departmental Usage Report	Default	Departmental Usage Report	Default report for Departmental Usage Report
Edit	Executive Portfolio	Default	Executive Portfolio	Telecom Expense Management Report v6.5.1
Edit	Inventory Details Report	Default	Inventory Details Report	Hybrid Publication v6.5.1
Edit	Missing Invoice	Default	Missing Invoice	View a list of invoices which are past their expected receipt date. v6.5.1
Edit	Parameter Sampler	Default	Parameter Sampler	System Publication v6.5.1
Edit	Purchase Order Report	Default	Purchase Order Report	Hybrid Publication v6.5.1
Edit	Review Department Bill Images	Default	Review Department Bill Images	Hybrid Publication v6.5.1
Edit	Sample Report	Default	Sample Report	System Publication v6.5.1
Edit	Service Catalog Report	Default	Service Catalog Report	Hybrid Publication v6.5.1
Edit	Service Profile Report	Default	Service Profile Report	Hybrid Publication v6.5.1
Edit	Special Notice	Default	Special Notice	Generic special notice report - System Publication v6.5.1
Edit	Spend Trends by Department	Default	Spend Trends by Department	System Publication v6.5.1
Edit	Subscriber Batch Bill	Default	Subscriber Batch Bill	Hybrid Publication v6.5.1
Edit	Subscriber Profile Report	Default	Subscriber Profile Report	Hybrid Publication v6.5.1
Edit	Summary Bill	Default	Summary Bill	Summary bill report for departmental subscribers - Hybrid Publication v6.5.1
Edit	Technician Report	Default	Technician Report	Hybrid Publication v6.5.1
Edit	Work Order Details Report	Default	Work Order Details Report	Hybrid Publication v6.5.1

1 - 24

https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2003:1553402611400777::NO:RP:P2003_REPORT_ID,P2003_REPORT_PI_ID,P2003_PI_IS_DEFAULT:184,52...

Taskbar: Internet Explorer, Outlook, Word, etc.

Next, click on the green "Run"

https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2003:1558630057950253::NO:RP:P2003_REPORT_ID,P2003_REPORT_PL_ID,P2003_PLIS_DEFAULT:1

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INNACLE

IECKY SHEW

All Reports > Departmental Usage Report

All Reports Outputs

File Schedules Outputs Parameters

Copy Run Edit Help

Report Profile

Name	Departmental Usage Report
Description	Default report for Departmental Usage Report
Show Parameter Form	<input checked="" type="checkbox"/>
Based on	Departmental Usage Report
Export Format	Adobe PDF
Notify by email	<input type="checkbox"/>
Attach output to email	<input type="checkbox"/>
Cc for email	
System Report?	<input type="checkbox"/>
Hybrid Report?	<input type="checkbox"/>
Owner	RMSHEW <i>(This is the default)</i>

Schedules (Click To View)

Outputs (Click To View)

Parameters (Click To View)

Other Recipients (Click To View)

Choose the output format you prefer from the drop down. The options are Adobe PDF, MS Excel, MS Word. Next choose the Bill Date of the bill you wish to pull. Finally, click "Run".

https://www.mypinnaclelogin.com/edu/app/P?p=1115.2003.1690730336974138:NO:RP-P2003_REPORT_ID,P2003_REPORT_PL_ID,P2003_PL_25_DEFAULT:3 Eastern Illinois University - ...

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PINNACLE

ECKY SHEW

Reports > Department Bills by Billing Date

All Reports Outputs

Profile Schedules Outputs Parameters

Report Profile

Name: Department Bills by Billing Date
Description: System Publication v6.5.1
Show Parameter Form:
Based on: Department Bills by Billing Date
Export Format: Adobe PDF
Notify by email:
Attach output to email:
Cc for email:
System Report?:
Hybrid Report?:
Owner: RMSHEW
(This is the default)

Schedules: (Click To View)

Outputs: (Click To View)

Parameters: (Click To View)

Other Recipients: (Click To View) Manage Assignments

Parameters

Report Parameters

Report Name: Department Bills by Billing Date Output Name: Output Format: Adobe PDF

Save these settings: Don't show me this again: Keep Until I Delete:

Notify by email: Attach output to email: Cc for email:

*Billing Date: 01-DEC-2014

Include Subscriber Detail:

Run Cancel

You will receive the screen below when using **Google Chrome**; you can open the file and click on "Enable Editing" at the top. Then click on "File" & "Save As" to save your Department Summary Bill.

The screenshot displays a web browser window with the URL <https://www.mypinnaclelogin.com/eliu/app/f?p=1115:2003:3646054767883095::>. The page title is "PINNACLE" and the user is identified as "KY SHEW". The navigation menu includes "Reports" and "Outputs". The main content area shows the "Report Profile" for a "Departmental Usage Report".

Report Profile

Name	Departmental Usage Report
Description	Default report for Departmental Usage Report
Based on	Departmental Usage Report
Export Format	Adobe PDF
Notify by email	
Attach output to email	
Cc for email	
System Report?	
Hybrid Report?	
Owner	RMSHEW <i>(This is the default)</i>

Below the profile, there are expandable sections for "Schedules", "Outputs", "Parameters", and "Other Recipients", each with a "(Click To View)" link.

An overlay window titled "Eastern Illinois University - PROC v651 - PINNACLE - Waiting for Report - Google Chrome" is open, showing the URL https://www.mypinnaclelogin.com/eliu/app/f?p=1115:1040:3646054767883095::P1040_RO_REPORT_NAME.P. The window content displays:

Output Name Departmental Usage Report
Report Name Departmental Usage Report

Processing ...

At the bottom of the overlay window, a download bar shows a file named "ps_system.xls" with a "Show all downloads..." link.

You will receive the screen below when using **Internet Explorer**; Pinnacle recommends that you use the "Save as" option and save to your desktop or a common drive. This will allow you to make changes (sort, highlight, etc.) to your report. If you choose "open" you can print but it will not allow you to enable editing.

