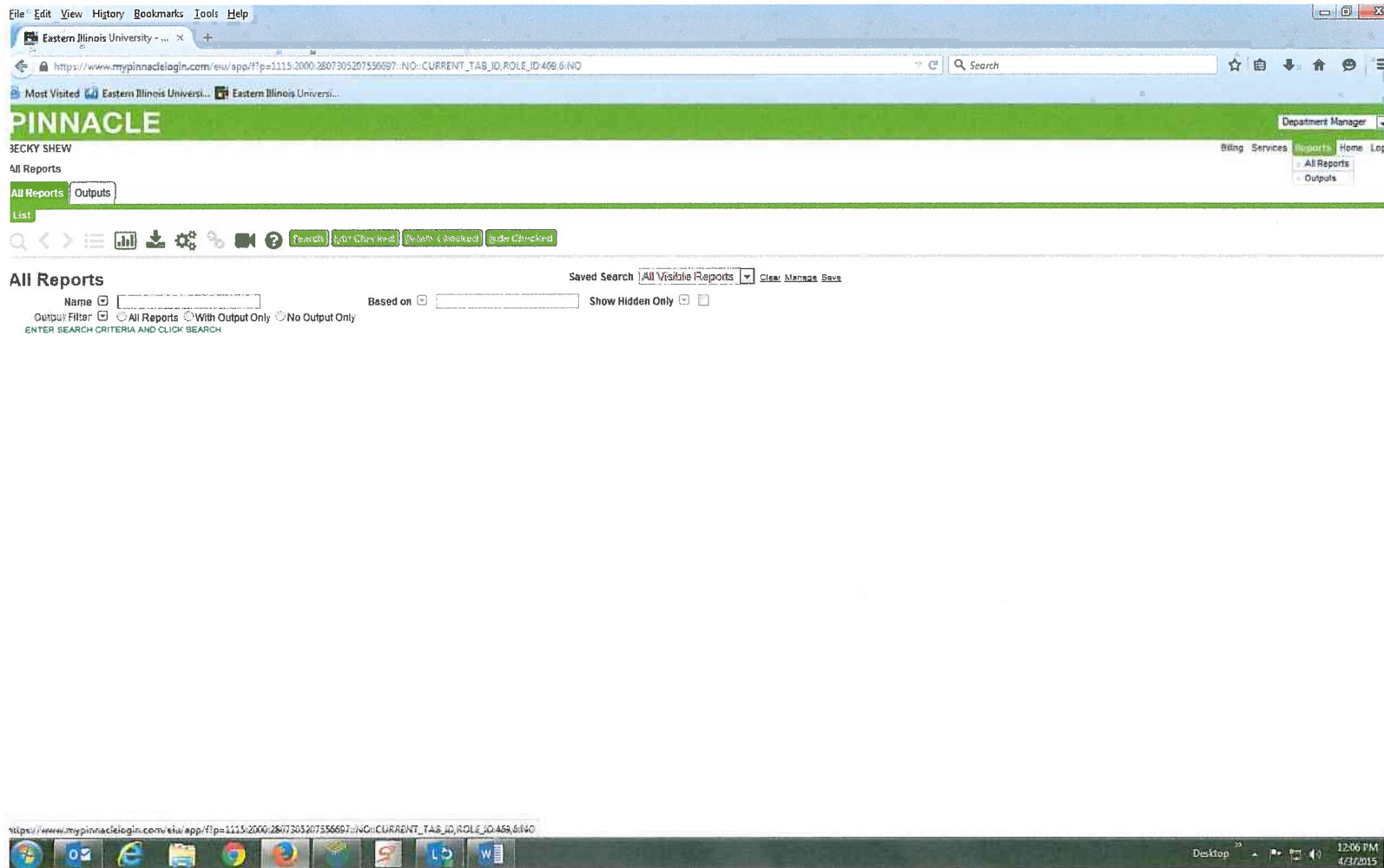


INSTRUCTIONS TO PULL A SUMMARY BILL

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 Usage Report". DO NOT click edit or the blank box next to it, physically click on the name of the report that is underlined.

File Edit View History Bookmarks Tools Help

Eastern Illinois University - ... x +

https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2000:2807305207556697::NO:RP::NO

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PINNACLE

JECKY SHEW

UI 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 - 26 Rows Per Page

	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 Account Bill Images	Default	Review Account Bill Images	Hybrid Publication v6.5.1
Edit	Review Department Bill Images	Default	Review Department Bill Images	Hybrid Publication v6.5.1
Edit	Review Subscriber Bill Images	Default	Review Subscriber 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

Next click on the green "Run"

File Edit View History Bookmarks Tools Help

Eastern Illinois University

https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2003:2307305207556697::NO:RP:P2003_REPORT_ID,P2003_REPORT_PL_ID,P2003_PL_IS_DEFAULT:184,522,1

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PINNACLE

JECKY SHEW

All Reports > Departmental Usage Report

All Reports Outputs

Profile Schedules Outputs Parameters

Copy Run Edit Hide

Report Profile

- Name Departmental Usage Report
- Description Default report for Departmental Usage Report
- Show Parameter Form
- 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
(This is the default)

Schedules

(Click To View)

Outputs

(Click To View)

Parameters

(Click To View)

Other Recipients [Manage Assignments](#)

(Click To View)



Choose the output format you prefer from the drop down. The options are Adobe PDF or MS Excel.
Next select the bill date from the drop down of the summary bill you wish to pull

The screenshot shows a web browser window with the URL https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2003:2807305207556697::NO:RP:P2003_REPORT_ID,P2003_REPORT_PL_ID,P2003_PLJS_DEFAULT:184,522,1. The page title is "PINNACLE" and the user is "ECKY SHEW". The main content area is titled "Reports > Departmental Usage Report".

The "Report Profile" section shows the following details:

- Name: Departmental Usage Report
- Description: Default report for Departmental Usage Report
- Show Parameter Form:
- 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 (This is the default)

The "Parameters" dialog box is open, showing the following settings:

- Report Name: Departmental Usage Report
- Output Name:
- Output Format: Adobe PDF
- Save these settings: Don't show me this again:
- Notify by email: Attach output to email: Cc for email:
- Select Bill Date: 01-MAR-2015
- Select Department(s): 123800, 134000, 234103

The dialog box has "Run" and "Cancel" buttons at the bottom right.

Next, select the department of the summary bill you wish to print by clicking on the Department Number that appears in the "select department box"

The screenshot shows a web browser window with the URL <https://www.mypinnaclelogin.com/eiu/app/ffp=1115.2003:2169111524914636...>. The page title is "PINNACLE" and the user is identified as "ECKY SHEW". The main content area is titled "Departmental Usage Report" and includes a "Parameters" dialog box.

Report Profile

- Name: Departmental Usage Report
- Description: Default report for Departmental Usage Report
- Show Parameter Form:
- 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 (This is the default)

Schedules

(Click To View)

Outputs

(Click To View)

Parameters

(Click To View)

Other Recipients

(Click To View)

Parameters Dialog Box

Report Parameters

Report Name: Departmental Usage Report Output Name: Output Format: **MS Excel** ▼

Save these settings Don't show me this again

Notify by email Attach output to email Cc for email:

Select Bill Date: 01-MAR-2015 ▼

Select Department(s):

- 123800 ▲
- 134000
- 234103 ▼

Run **Cancel**

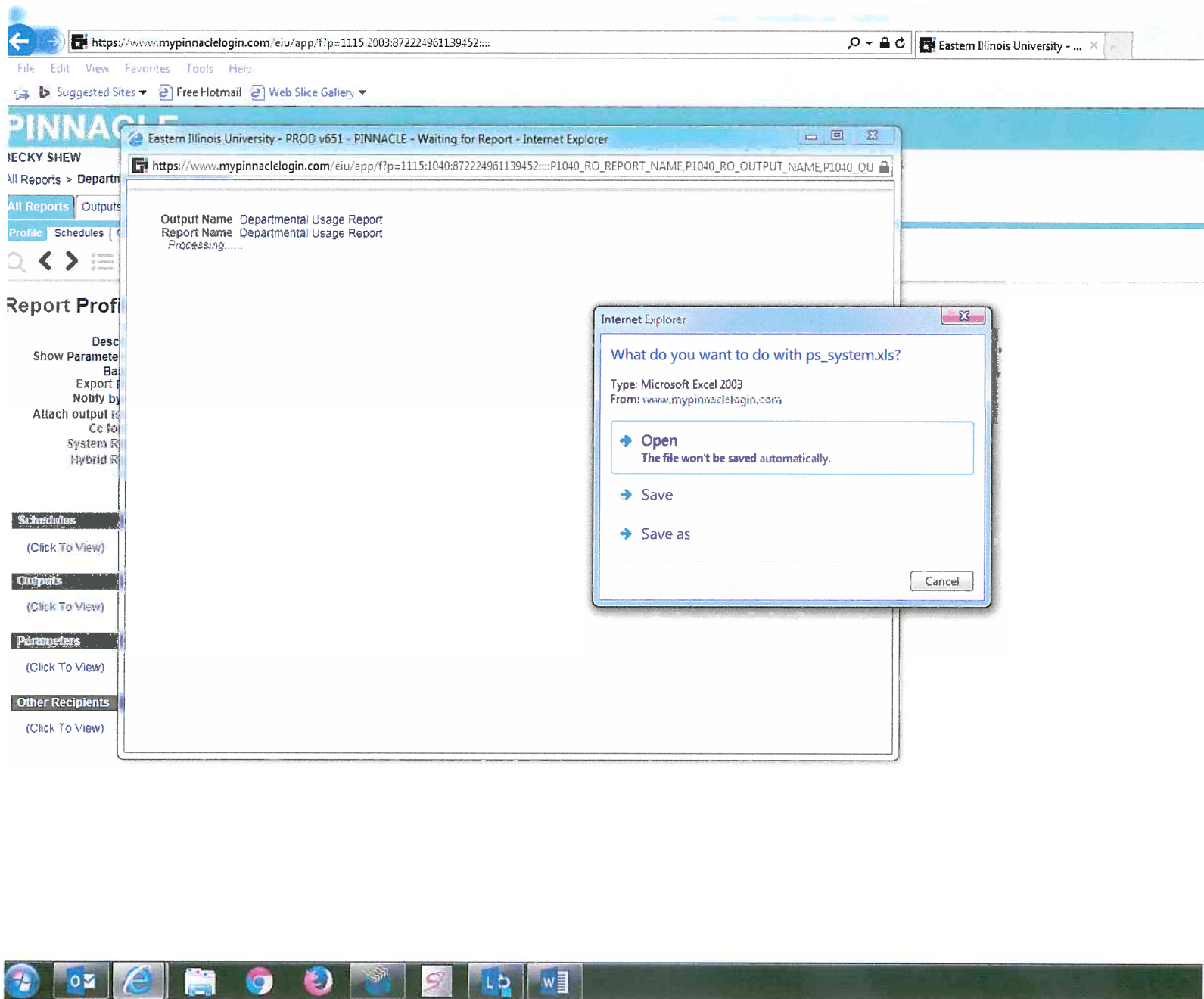
After you have selected the Output Format, Bill Date, and Department. Finally, click "Run"

The screenshot shows a web browser window with the URL <https://www.mypinnaclelogin.com/eiu/app/?p=1115:2003:2807305207556897>. The page title is "PINNACLE" and the user is identified as "ECKY SHEW". The main content area is titled "Report Profile" and shows details for a "Departmental Usage Report". A "Parameters" dialog box is open, allowing configuration of the report's output and scheduling. The dialog includes the following fields and options:

- Report Name:** Departmental Usage Report
- Output Name:** [Empty text box]
- Output Format:** MS Excel
- Save these settings:** **Don't show me this again:**
- Notify by email:** **Attach output to email:** **Cc for email:** [Empty text box]
- Select Bill Date:** 01-MAR-2015
- Select Department(s):** 134000

At the bottom of the dialog are "Run" and "Cancel" buttons. The background interface shows a sidebar with navigation options like "Schedules", "Outputs", and "Parameters", and a main area with a "Report Profile" section containing various report settings.

If using **INTERNET EXPLORER**, you will receive the below screen. 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.



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 the PINNACLE web application interface. The browser address bar shows the URL: <https://www.mypinnaclelogin.com/eiu/app/f?p=1115:2003:3002184365811459:::>. The page header includes the PINNACLE logo and the user name ECKY SHEW. The navigation menu shows Reports > Departmental Usage Report. The main content area is titled "Report Profile" and contains the following configuration options:

- Name: Departmental Usage Report
- Description: Default report for Departmental Usage
- Show Parameter Form:
- 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 (This is the default)

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

A processing window is overlaid on the page, displaying the following information:

- Output Name: Departmental Usage Report
- Report Name: Departmental Usage Report
- Processing.....

The window title is "Eastern Illinois University - PROD v651 - PINNACLE - Waiting for Report - Google Chrome" and the address bar shows the URL: https://www.mypinnaclelogin.com/eiu/app/f?p=1115:1040:3002184365811459:::P1040_RO_REPORT_NAME,P. The taskbar at the bottom shows a file named "ps_system (2).xls" and a "Show all downloads..." button.

You will receive the screen below when using **Fire Fox**; 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.

