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.)
Next, click on the green "Run"
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”.
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.
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.