

Getting Started with Pinnacle Reports:

How to view your telecommunications chargeback report

Step One: Logging in through Campus Connection

- Log into Campus Connection at <https://campusconnect.depaul.edu>,
- Select **For Employees**,
- Select **Reports**,
- Select **Telecommunications**.

The screenshot shows the DEPAUL Campus Connection website. The top navigation bar includes 'Home', 'Academics', 'Resources', 'My Tab', 'My SOE', and 'IS'. A search bar is located in the top right. The 'Main Menu' is expanded to show 'Reports', and 'Telecommunications' is highlighted with a red arrow. Other sections include 'Holds and To Dos' and 'Student Reminders'.

- You will be automatically directed to the Communications Management system

The screenshot shows the DEPAUL UNIVERSITY Communications Management Suite interface. The user is logged in as John Smith. The page displays a welcome message and a navigation menu.

Step Two: Viewing your Reports

- To get started, Click on “Reports”
- Use the account drop-down list to select an account. ***Please note that you can narrow the list of accounts by selecting the last item in the drop-down called “All my accounts”. This will display only the accounts with telecom charges.
- Select an account from the list of accounts or from the drop-down list.

DEPAUL UNIVERSITY Communications Management Suite

John Smith | reports | home | help | logout

Account Usage | Call Usage

Select Account

*** Account usage report page ***

This report shows all invoiced charges by account.

Accounts: All my accounts | Output Method: HTML | Include Individual Detail

Account	Billing Date	Total	MRC	OCC	Toll	Local	Tax
201102-100-SS-00000-000000-AAFiscalA	01-Mar-2007	\$6.92	\$0.00	\$0.00	\$3.44	\$3.48	\$0.00
221105-100-SS-00000-000000-ASSOC.VPFOREM	01-Mar-2007	\$11.90	\$0.00	\$0.00	\$11.43	\$0.47	\$0.00
211100-100-IS-00000-000000-AVPARC	01-Mar-2007	\$126.86	\$0.00	\$0.00	\$107.26	\$19.60	\$0.00
204100-100-AS-00000-000000-AVPFac/DevResearch	01-Mar-2007	\$110.21	\$0.00	\$0.00	\$97.01	\$13.20	\$0.00
201116-100-IS-00000-000000-Academic Operations	01-Mar-2007	\$33.65	\$0.00	\$0.00	\$31.30	\$2.35	\$0.00
371100-100-IN-00000-000000-Accounting	01-Mar-2007	\$963.94	\$0.00	\$0.00	\$902.55	\$61.39	\$0.00
674100-100-IS-00000-000000-AccountsPayable	01-Mar-2007	\$154.73	\$0.00	\$0.00	\$134.53	\$20.20	\$0.00
833100-100-IS-00000-000000-AccountsReceivableOperating	01-Mar-2007	\$93.13	\$0.00	\$0.00	\$78.84	\$14.29	\$0.00
221100-100-SS-00000-000000-Admissions	01-Mar-2007	\$949.28	\$0.00	\$0.00	\$895.30	\$53.98	\$0.00
733106-100-SS-00000-000000-							

Department: 675100-100-IS-00000-000000-ExternalGrantAcctngOperatin

675501-500-PS-00000-523416-CostShareOffsets&Frozen

675501-510-PS-00000-524501-CostShareOffsets&Frozen

675501-510-PS-00000-524547-CostShareOffsets&Frozen

675601-520-RE-00000-627803-InternalGrant-frozen

677100-100-IS-00000-000000-BudgetOfficeOperating

678100-100-IS-00000-000000-FinancialSystemsOperDept

679100-100-IS-00000-000000-InternalAuditOperating

680100-100-IS-00000-000000-Treasurer'sOfficeOperating

680101-110-AE-00000-000000-U-WideRealEstate

680103-100-IS-00000-000000-RealEstate-Operating

680103-110-AE-00000-000000-RealEstate-Operating

688100-100-IS-00000-000000-HRIS

690100-100-IS-00000-000000-HumanResourcesOperating

698107-100-IS-00000-000000-AgreementsPayable

698108-100-IS-00000-000000-HumanResourcesAdvrtsngExp

710100-100-IN-00000-000000-InformationTechnologyOperati

710100-100-IS-00000-000000-InformationTechnologyOperati

710610-700-IS-00000-886925-networksty02

710613-700-PP-00000-886981-ISCapitalUpgradeProjects-ISCapitalUpgradePr

730100-100-AS-00000-000000-InstructionalTechnology

716101-120-IS-00000-000000-TelecommunicationsServCenter

730100-100-IS-00000-000000-Vp-StudentAffairs

730101-100-IS-00000-000000-StudentLife

730102-100-IS-00000-000000-DiversityEducation

730302-200-SS-00000-000000-AcademicEnhancement

730302-220-AE-00000-000000-AcademicEnhancement

730501-510-AS-00000-524568-NFLDegreeProgram

730503-510-AS-00000-524618-NFLDegreeProgram

730504-510-AS-00000-524648-NFLDegreeProgram01

Done | Internet

d. Click on the **Billing Date** to view the subscriber summary report

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 DEPARTMENT PORTAL
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Account Usage Call Usage

Select Account

*** Account usage report page ***

This report shows all invoiced charges by account.

Account: 710100-100-IS-00000-000000-InformationTechnologyOperati Output Method: HTML Include Individual Detail

Account	Billing Date	Total	MRC	OCC	Toll	Local	Tax
710100-100-IS-00000-000000-InformationTechnologyOperati	01-Mar-2007	\$1,155.63	\$0.00	\$0.00	\$1,016.72	\$138.91	\$0.00

e. Use the scroll bar at the right hand side of the lower window to view the charges for each subscriber. In the lower half of the screen, scroll to the bottom to view the account summary information.

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Account Usage Call Usage

Select Account

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This report shows all invoiced charges by account.

Account: 710100-100-IS-00000-000000-InformationTechnologyOperati Output Method: HTML Include Individual Detail

Account	Billing Date	Total	MRC	OCC	Toll	Local	Tax
710100-100-IS-00000-000000-InformationTechnologyOperati	01-Mar-2007	\$1,155.63	\$0.00	\$0.00	\$1,016.72	\$138.91	\$0.00

Report

Subscriber Summary For Acct: 710100-100-IS-00000-000000

Subscriber	Subscriber ID	Total	MRC	OCC	Toll	Local	Tax
109-ID SERVICES, FAX-STC	6696233	1.86	0.00	0.00	0.00	1.86	0.00
230-INFO SVC, FAX-SAC	8230513	0.62	0.00	0.00	0.62	0.00	0.00
235 SMC LAB, SAC	3812102	0.10	0.00	0.00	0.00	0.10	0.00
235 SMC LAB, SAC	2027075	1.00	0.00	0.00	0.00	1.00	0.00
N&T, FAX-CNA	6582829	0.21	0.00	0.00	0.00	0.21	0.00
4TH-IS CTS, FAX-CNA	3925779	0.80	0.00	0.00	0.76	0.04	0.00
5TH FL MCDONALD, FAX-CST	2610120	0.26	0.00	0.00	0.12	0.14	0.00

f. Click on a subscriber's name to view the call detail report. The detailed report will display as a pop up window. Use the scroll bar to view the detail list, and scroll to the end of the page to view the summary information for that subscriber.

Account: 710100-100-IS-00000-000000

Shurley, Carma ID: 1109417 Acct: 710100-100-IS-00000-000000

Service: Voice 3123626232 100116

Local Calls

Date/Time	From #	To #	Place	Dur	Charge
02/05/07 12:38	3123626232	3123627900	CHICAGO, IL	1:12	0.06
02/05/07 13:32	3123626232	3122965093	CHICAGO, IL	3:09	0.09
02/09/07 12:06	3123626232	3126224795	CHICAGO, IL	0:03	0.04
02/09/07 12:52	3123626232	3126224795	CHICAGO, IL	3:54	0.09
02/14/07 11:07	3123626232	3126226975	CHICAGO, IL	0:36	0.04
02/15/07 12:59	3123626232	3126223081	CHICAGO, IL	0:36	0.04
02/15/07 14:40	3123626232	3123627900	CHICAGO, IL	0:09	0.04
02/16/07 12:58	3123626232	3126224795	CHICAGO, IL	0:04	0.04
02/16/07 13:51	3123626232	3126224795	CHICAGO, IL	0:01	0.04
02/16/07 15:07	3123626232	3126224795	CHICAGO, IL	0:33	0.04
02/16/07 15:41	3123626232	3126224795	CHICAGO, IL	0:03	0.04

Include Individual Detail

Tax \$0.00

g. When you are done, close the detail report window by clicking on the X in the upper right hand side of the window.

Toll Calls

Date/Time	From #	To #	Place	Dur	Charge
02/02/07 13:07	3123626232	6412975700	ST MARYS, IA	33:09	11.90
02/09/07 13:04	3123626232	8474048884	NORTHBROOK, IL	4:55	0.60
02/09/07 13:09	3123626232	6412975700	ST MARYS, IA	18:41	6.65
02/15/07 13:38	3123626232	7083084286	LA GRANGE, IL	2:32	0.16
02/15/07 17:51	3123626232	7083084286	LA GRANGE, IL	0:25	0.08
02/16/07 12:05	3123626232	7083698471	LA GRANGE, IL	2:24	0.16
02/16/07 13:01	3123626232	6412975700	ST MARYS, IA	28:41	10.15
02/23/07 17:02	3123626232	7083698471	LA GRANGE, IL	2:47	0.16
Total (8)				93:34	29.86

Subscriber Account Summary

Charge Category	Sub Code	Duration	Count	Charge
Local	553180	16:15	15	0.79
Toll	553180	93:34	8	29.86
Total (2)		109:49		30.65

Include Individual Detail

Tax \$0.00

Step Three: Logging Out

It is important to log out of the Pinnacle system once you are ready to end your session. To logout, click on **logout**.

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Account Usage Call Usage

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*** Account usage report page ***

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Account: Output Method: Include Individual Detail

Account	Billing Date	Total	MRC	OCC	Toll	Local	Tax
Please Select an Account							