

CNS BILL REVIEW

One Time & Converged Fee Charges

FEBRUARY 23, 2017

Contact Information:

Access to CNS Billing System: Barry Rankin 218-0311
Work Order and Incident Charges: Shelby Lynn 218-0312;
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Converged Fee: Cynthia Brooks 218-0309

*** We don't offer calling cards anymore ***





- CNS Bill Site Overview
- CNS Monthly Bill Review
- Converged Fee Review
- Questions & Answers

CNS Bill Review Site

- Go to <https://www.uky.edu/its/cns/support> and select "Support". Then, select "View Your CNS Bill"

 Information
Technology Services



Search

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Policies and Standards

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 View Your CNS Bill

 Frequently Asked Questions

 Phone User Guides



For support regarding University IT Services, please call 218-HELP(4357).

For information regarding Converged Fee Self Service, see: [Converged Fee Self Service Cost Center Maintenance](#)

CNS Bill Review Site

- Or go to the CNS Bill website:

<https://www.mypinnaclelogin.com/uky/app/f?p=1003:1:>

** Make sure you save this site as a "favorite" for future reference.*

How to Review the CNS Monthly Bill

1. Login into Pinnacle using this link:

<https://www.mypinnaclelogin.com/uky/app/f?p=1003:1:>

The image shows a login form for Pinnacle, a Calero Company. The word "PINNACLE" is displayed in large, bold, green letters at the top. Below it, the text "A Calero Company" is written in a smaller, grey font. The form includes two input fields: "User Name" and "Password". To the right of the "Password" field is a green "Login" button. Below the input fields is a link that says "Forgot Password?". At the bottom of the form, there is a copyright notice: "© 2007-2016 Calero Software, LLC. All Rights Reserved."

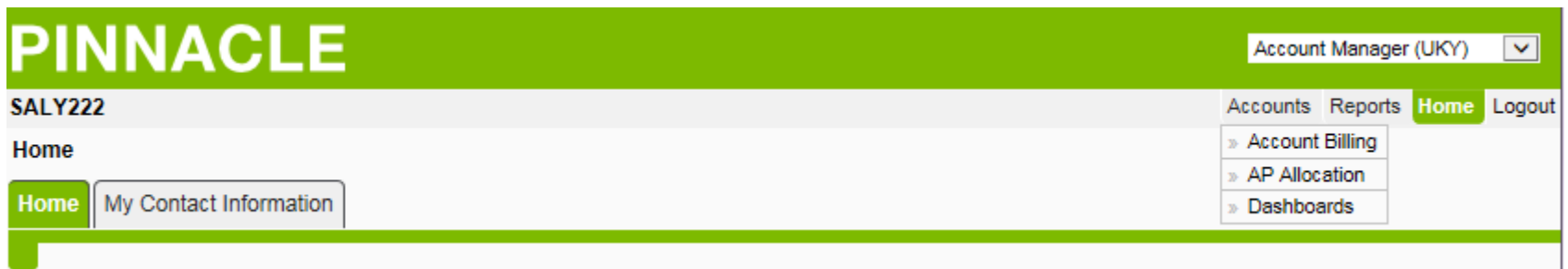
2. Enter the same User Name and Password as your My UK Portal to login.

How to Review the CNS Monthly Bill

3. a) For Department Managers
Go to Billing → Department Billing (UKY)



- b) For Account Managers
Go to Accounts → Account Billing (UKY)



How to Review the CNS Monthly Bill

4. Click on Search Button **Search**

Department Managers can see the bills for their departments

PINNACLE Department Manager (UKY) ▾

SALY222 **Billing** Services Reports Home Logout

Department Billing

Department Billing | Recurring Charges | One Time Charges | Dashboards

List

🔍 ⏪ ⏩ ☰ 📊 📄 ⚙️ 🔗 🎥 ? **Search** Create Multi-Department BillReport

Department Billing

Saved Search **All** ▾ [Clear](#) [Manage](#) [Save](#)

Quick Search

Billing Date ▾ EST 📅 - EST 📅

Department Number ▾ Department Name ▾

Division ▾ (all) **Select**

1 - 50 **Next Page** Rows Per Page

<input type="checkbox"/>	Billing Date ▾	Department Number	Department Name	Division Code	Division Name	Current Charges Due	Total Amount Due
<input type="checkbox"/>	<u>01-FEB-2017</u>	3F100	CNS BUSINESS SERVICES	03	EVPFA	2,280.15	2,280.15
<input type="checkbox"/>	<u>01-FEB-2017</u>	3F120	COMMUNICATIONS SERVICES	03	EVPFA	0.00	0.00

How to Review the CNS Monthly Bill

Account Managers will see the bills for all the accounts they are responsible for.

PINNACLE Account Manager (UKY)

SALY222 Accounts Reports Home Logout

Account Billing

Account Billing AP Allocation Dashboards

List

Search Create Multiple Account Report

Account Billing Saved Search All Clear Manage Save

Quick Search

Billing Date EST - EST

Account Number Account Name

1 - 50 [Next Page](#) Rows Per Page 50

<input type="checkbox"/>	Billing Date	Account Number	Account Name	Amount
<input type="checkbox"/>	01-FEB-2017	1013191210	CLN - HOSPITALIST	60.00
<input type="checkbox"/>	01-FEB-2017	1043800030	CNS INVENTORY	11.72

How to Review the CNS Monthly Bill

5. Select Billing Date for *Department* or *Account* desired

<input type="checkbox"/>	Billing Date ▾	Department Number
<input type="checkbox"/>	<u>01-FEB-2017</u>	3F100

<input type="checkbox"/>	Billing Date ▾	Account Number
<input type="checkbox"/>	<u>01-FEB-2017</u>	1013191210

How to Review the CNS Monthly Bill

6. After your selection, you will see a summary table with the charges as shown below.

Department Billing > 3F100 CNS BUSINESS SERVICES

Department Billing | Recurring Charges | One Time Charges | Dashboards

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

View Report

Departmental Bill Summary

Billing Date 01-FEB-2017 Department Number 3F100 Department Name CNS

Summary of Department Charges

Bill Charge Category	Total Amount	Total Records
Recurring Charges	0.00	25
One Time Charges	2,280.15	21

Bill Run Statistics

	Total New Charges	Total Balance Due	Total Bill Records
Total Bills	2,280.15	2,280.15	35

Account Billing > 1013191210 CLN - HOSPITALIST

Account Billing | AP Allocation | Dashboards

Summary | Non-Usage Charges | Usage Charges

View Report

Account Summary

Billing Date 01-FEB-2017 Account Number 1013191210 Account Name CLN

Summary of Account Charges

Category ^	Total Amount	Total Records
One Time Charges	60.00	1
Recurring Charges	0.00	50

Totals

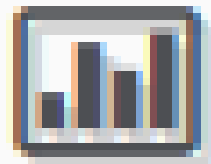
Total Amount ^	Total Records
60.00	51

How to Review the CNS Monthly Bill

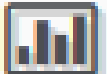
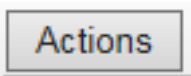
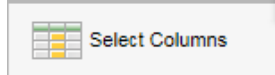


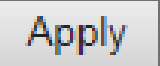

- Options to Review your CNS Monthly bill are:
 - **Interactive Reports** *(To Reconcile with SAP)*
 - **Summary by Account** *(Total Charges by Account)*
 - **Non-Usage (One Time) Charges** *(Service Orders & Incidents)*
 - **Usage Charges** *(International, Collect Call & Operator Assisted Calls)*
 - **Individual Bills** *(not used and under Department Manager access)*

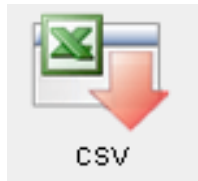
Interactive Reports

- On any screen where available, click on Interactive Reports Icon. This tool will allow you to run reports that can be customized and exported into excel.





Interactive Reports


- Click on the bar graph icon 
- Under the  button, choose  to personalize the preferred data and click on 
- To save any report click on the Actions button and select  option. Enter a name for the report and click on the  button.
- To download the report into Excel, click on the Actions button and then select  .
- Click on **Excel/CSV** icon and open the file.







Interactive Reports

Instructions 

 Rows

 **Select Columns**

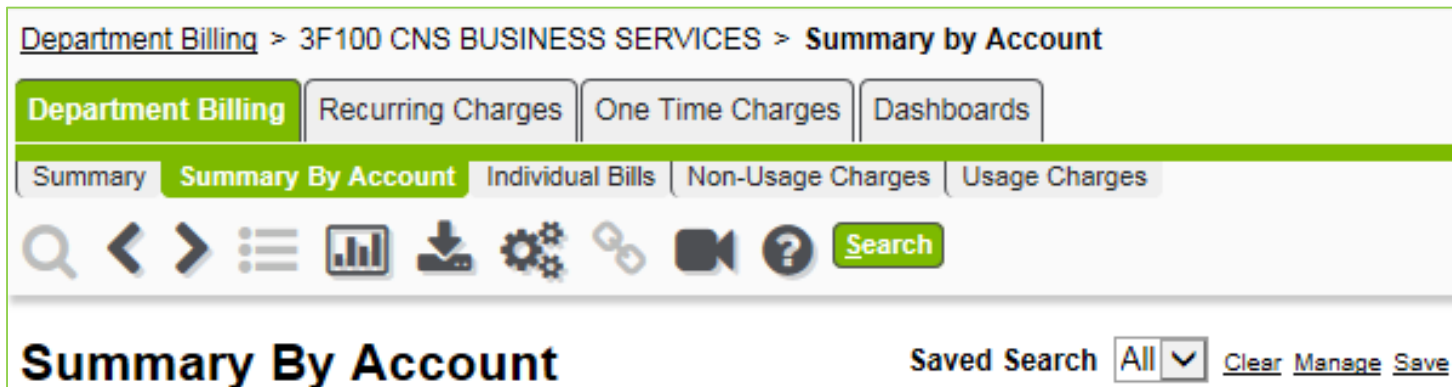
Do Not Display		Display in Report
SUBSCRIBER_ID	   	BILLING_DATE
BILLING_CYCLE		ITEM_DESCRIPTION
BILL_HISTORY_ID		WORK_ORDER
CHARGE_TYPE_ID		CHARGE_AMOUNT
CHARGE_CATEGORY_ID		QUANTITY
CHARGE_CODE		TOTAL_AMOUNT
CHARGE_CATEGORY_CODE		EXPENSE_ACCOUNT_NUMBER
ASSIGNED_ID		EXPENSE_SUBCODE_NUMBER
BILL_NOTE		SERVICE_NUMBER
WO_ID		DISPLAY_LOCATION

1 - 14

BILLING DATE	ITEM DESCRIPTION	WORK ORDER	CHARGE AMOUNT	QUANTITY	TOTAL AMOUNT	EXPENSE ACCOUNT NUMBER	EXPENSE SUBCODE NUMBER	SERVICE NUMBER	DISPLAY LOCATION
01-FEB-17	Programmin VoIP Phone	40031-1 / SR- 25294-1	30	1	30	1012037060	639033	8593236063	0045 (McVey Hall) / 110
01-FEB-17	Repair	39579-1 / TT- 29428-1	120	1	120	1012037060	639033	8592572222	0045 (McVey Hall) / 59

Summary by Account View (Department Manager Role)

1. From the "Summary" screen/tab, go to "Summary by Account".



2. Click on Search to View All Accounts. 

Or enter desired Expense Account and click on search.

Expense Account

Non-Usage Charges View

1. For the Non-Usage Charges view, select it from the options on the green ribbon **Non-Usage Charges**

2. Click on Search button or enter one of the available fields and then click Search.

Non-Usage Charges Saved Search [Clear](#) [Manage](#) [Save](#)

Billing Date 01-FEB-2017 Account Number 1012037060 Account Name IT OPERATIONS

Quick Search

Charge Category Service Number

Subscriber ID First Name Last Name

1 - 50 Rows Per Page

Charge Category	Charge Code	Description	Amount	Quantity	Total	Service Number	Location	Subscriber ID	Name	Work Order
One Time Charges	9059	Locating Cable	0.00	1	0.00	8592572222	0045 (McVey Hall) / 59	3241587	PLANNING FINANCE AND ADMINISTRATION	39579-1 / TT-29428-1
One Time Charges	9066	Programmin VoIP Phone	30.00	1	30.00	8593236063	0045 (McVey Hall) / 110	5334636	SUPPORT SERVICES	40031-1 / SR-25294-1
One Time Charges	9098	General network support	0.00	1	0.00	8592185424	0045 (McVey Hall) / 110	3241587	PLANNING FINANCE AND ADMINISTRATION	40126-1 / TT-29733-1
One Time Charges	9100	Repair	120.00	1	120.00	8592572222	0045 (McVey Hall) / 59	3241587	PLANNING FINANCE AND ADMINISTRATION	39579-1 / TT-29428-1
One Time Charges	9100	Repair	0.00	1	0.00	8592181725	0045 (McVey Hall) / / 111 /	4208594	RECHARGE BUSINESS SERVICES	38154-1 / TT-28050-1
One Time Charges	ATTDS	at&t Data Service	0.00	1,824	0.00	8593330604		3241587	PLANNING FINANCE AND ADMINISTRATION	
One Time Charges	ATTDS	at&t Data Service	0.00	9	0.00	8593330604		3241587	PLANNING FINANCE AND ADMINISTRATION	
One Time Charges	ATTDS	at&t Data Service	0.00	2,665	0.00	8593330604		3241587	PLANNING FINANCE AND ADMINISTRATION	
One Time Charges	ATTDS	at&t Data Service	0.00	3,099	0.00	8593330604		3241587	PLANNING FINANCE AND ADMINISTRATION	
One Time Charges	ATTDS	at&t Data Service	0.00	1,701	0.00	8593330604		3241587	PLANNING FINANCE AND ADMINISTRATION	

Non-Usage Charges View

- 3. Click on the down arrow icon to view a detailed breakdown.



Usage Charges Report

- 1. For the Usage Charges Report, Select it from the Menu **Usage Charges**
- 2. Click on Search Button or Enter One of the Available Fields and then Click on Search.

Usage Charges Saved Search [Clear](#) [Manage](#) [Save](#)

Billing Date 01-FEB-2017 Department Number 3F100 Department Name CNS BUSINESS SERVICES

Quick Search

Usage Subtype Service Number

Expense Account

Subscriber ID First Name Last Name

- 3. Click on down arrow icon to download detailed charges.



Individual Bills View

No longer used...the system of record for personnel is SAP

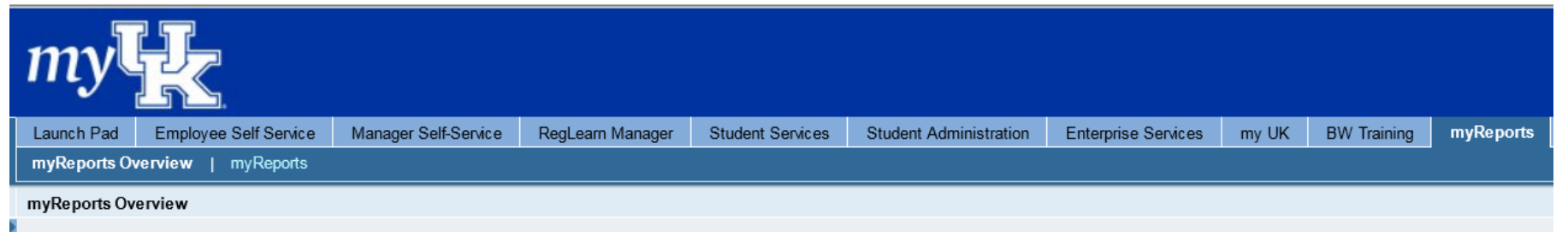
RECONCILIATION WITH SAP

- Go to “KSB1” in SAP
 - Enter your cost center number
 - Month being reconciled on the Posting Date range (From: 07/01/2016 to 7/31/2016)
 - Choose layout /ZUKCCPM
 - Click on Display Icon
 - Once you have all the charges details, select column “Document Header Text” and click on Filter icon.
 - Select the Description for month to be reconciled (For example: “CNS ADTEL JUL16”)
 - The total amount billed on that month should match the amount being charged in Pinnacle’s bill to the same account.

CONVERGED FEE MONTHLY RECONCILIATION REPORT



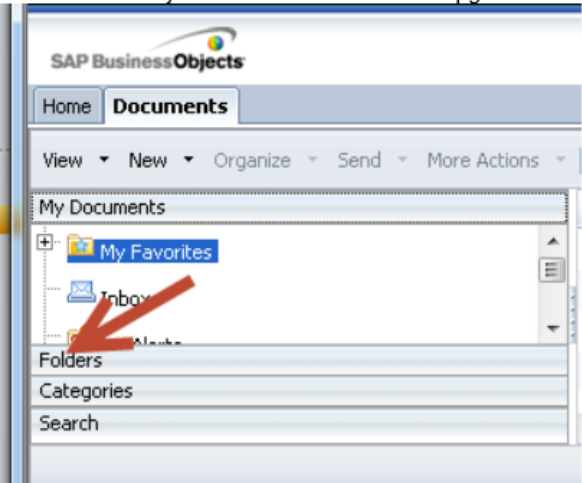
Converged Fee



The screenshot shows the top navigation bar of the myUK portal with the following items: Launch Pad, Employee Self Service, Manager Self-Service, RegLearn Manager, Student Services, Student Administration, Enterprise Services, my UK, BW Training, and myReports. Below this is a sub-navigation bar with 'myReports Overview' and 'myReports'. The main content area is titled 'myReports Overview' and contains a 'Notice' section.

Notice

The Business Objects environment has been upgraded to a new version for better performance and new functionality features. There are Quick Reference Cards available in t



The screenshot shows the SAP Business Objects interface. At the top, it says 'SAP BusinessObjects'. Below that are 'Home' and 'Documents' tabs. A menu bar includes 'View', 'New', 'Organize', 'Send', and 'More Actions'. The main area is titled 'My Documents' and contains a list of folders: 'My Favorites', 'Inbox', and 'Folders'. A red arrow points to the 'Folders' folder. Below the folder list are sections for 'Categories' and 'Search'.

New Functionality

The University of Kentucky is now offering the complete suite of SAP Business Objects Reporting Tools in the myUK portal.

Your reports will now open in a new window, including the Public Folders for which you have access.

If you would prefer to have the default page open to a specific folder, please send an email request to analMics@uky.edu, as that functionality is now available.

Converged Fee Reports

The screenshot shows a Windows File Explorer window with the following elements:

- Navigation pane (left):**
 - Home | Documents
 - View ▾ New ▾ Organize ▾ Send ▾ More Actions ▾ Details
 - My Documents
 - Folders
 - Public Folders
 - CNS Communications
 - FI Financial Accounting
 - FI Financial Accounting - View**
- Main pane (right):**
 - Title ▲** (with a yellow filter icon)
 - CNS Converged Fee: 9203 Overrides Report
 - CNS: Converged Fee Listing (with Main Assignment Filter) _AUGUST 2015_RUN 09_0
 - CNS: Converged Fee Listing (with Main Assignment Filter) _JAN 2017_RUN 02_01_20
 - CNS: Converged Fee Listing (with Main Assignment Filter) _JUNE 2016_RUN 07_01_2
 - CNS: Converged Fee Listing (with Main Assignment Filter) _MAY 2016_RUN 06_01_2

Converged Fee Reports (continuation)


- Click on the top right of the Title column to access the filter. Then, type the first 3 digits of the month and the year and click "OK" button.

The screenshot shows the SAP Documents interface. The top navigation bar includes the SAP logo, the user name "Gold, Diana", and links for "Applications", "Preferences", "Help menu", and "Log off". Below the navigation bar, there are tabs for "Home" and "Documents". A menu bar contains "View", "New", "Organize", "Send", "More Actions", and "Details". On the left, a "My Documents" sidebar shows a folder tree with "Public Folders", "BPS Business Planning and Simulation", "CNS Communications", "FI Financial Accounting", and "FI Financial Accounting - View". The main area displays a table of documents with columns for "Title" and "Type". A filter dialog box is open over the "Title" column, showing a text input field with "JAN 2017" and "OK" and "Cancel" buttons.

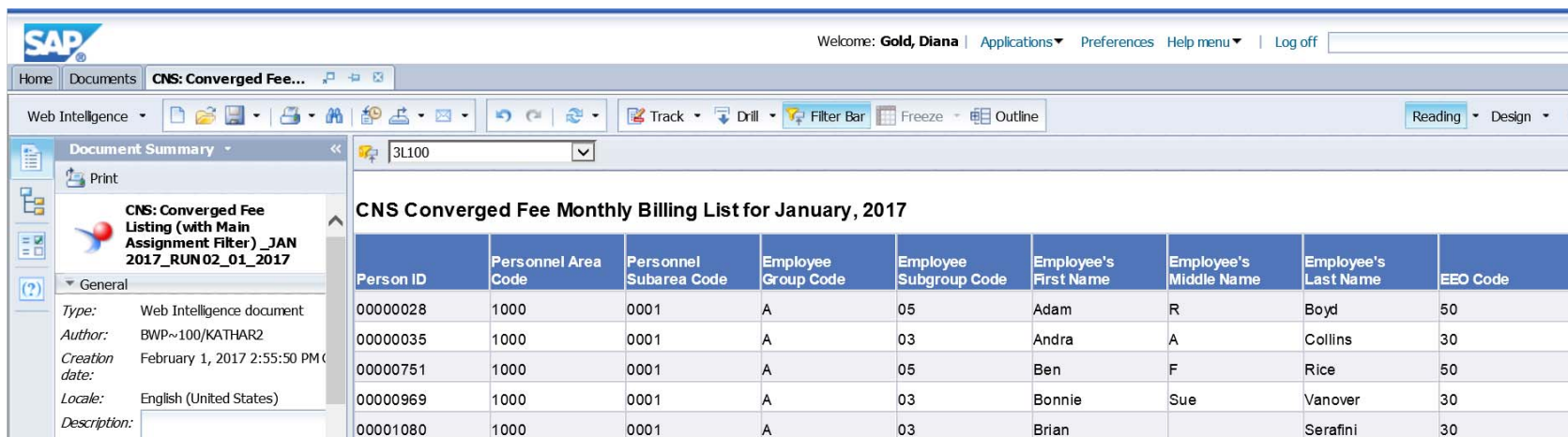
Title	Type
CNS Converged Fee: 9203 Overrides Report	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _AUGUST 2015_	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _JAN 2017_RUN 02_01_2017	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _JUNE 2016_RUN 07_01_2016	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _MAY 2016_RUN 06_01_2016	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _NOVEMBER 2015_RUN 12_01_2015	Web Intelligence
CNS: Converged Fee Listing (with Main Assignment Filter) _SEPT 2016_RUN 10_03_2016	Web Intelligence

Converged Fee Reports (continuation)

- Once you find the report for the month you are reconciling, double click on it.

Title ▲
 CNS: Converged Fee Listing (with Main Assignment Filter) _JAN 2017_RUN 02_01_2017

- The report can be filtered by Department Number, Cost Center or Employee Name.

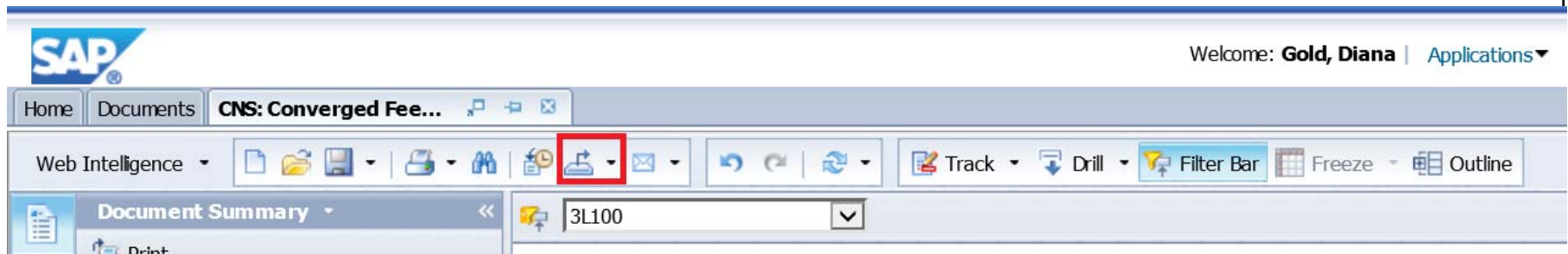


The screenshot displays the SAP Web Intelligence interface. The top navigation bar includes the SAP logo, user information (Welcome: Gold, Diana), and menu options (Applications, Preferences, Help menu, Log off). The document title bar shows 'CNS: Converged Fee...'. The main content area displays a report titled 'CNS Converged Fee Monthly Billing List for January, 2017'. The report is a table with 10 columns: Person ID, Personnel Area Code, Personnel Subarea Code, Employee Group Code, Employee Subgroup Code, Employee's First Name, Employee's Middle Name, Employee's Last Name, and EEO Code. The table contains 6 rows of data.

Person ID	Personnel Area Code	Personnel Subarea Code	Employee Group Code	Employee Subgroup Code	Employee's First Name	Employee's Middle Name	Employee's Last Name	EEO Code
00000028	1000	0001	A	05	Adam	R	Boyd	50
00000035	1000	0001	A	03	Andra	A	Collins	30
00000751	1000	0001	A	05	Ben	F	Rice	50
00000969	1000	0001	A	03	Bonnie	Sue	Vanover	30
00001080	1000	0001	A	03	Brian		Serafini	30

Converged Fee Reports (continuation)

- Once you have the data for your department or cost center, you can export it to Excel for further analysis



Questions & Answers



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Converged Fee: Cynthia Brooks 218-0309

Converged Fee Reports: analytics@uky.edu

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