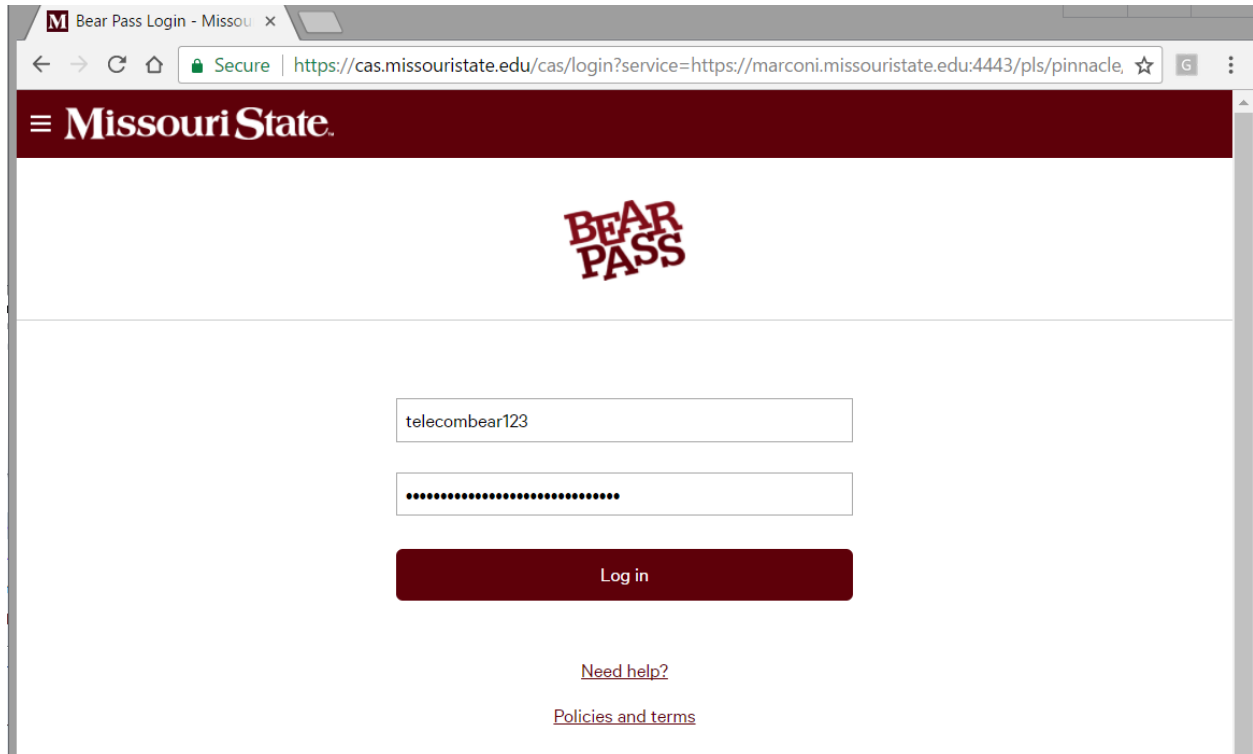


## How to Access your Missouri State Networking and Telecommunications Invoice

Access the login page by going to <http://TelecomInvoices.missouristate.edu> or by clicking [here](#). Enter your BearPass Login and Password in the appropriate spaces and click [**Log in**].



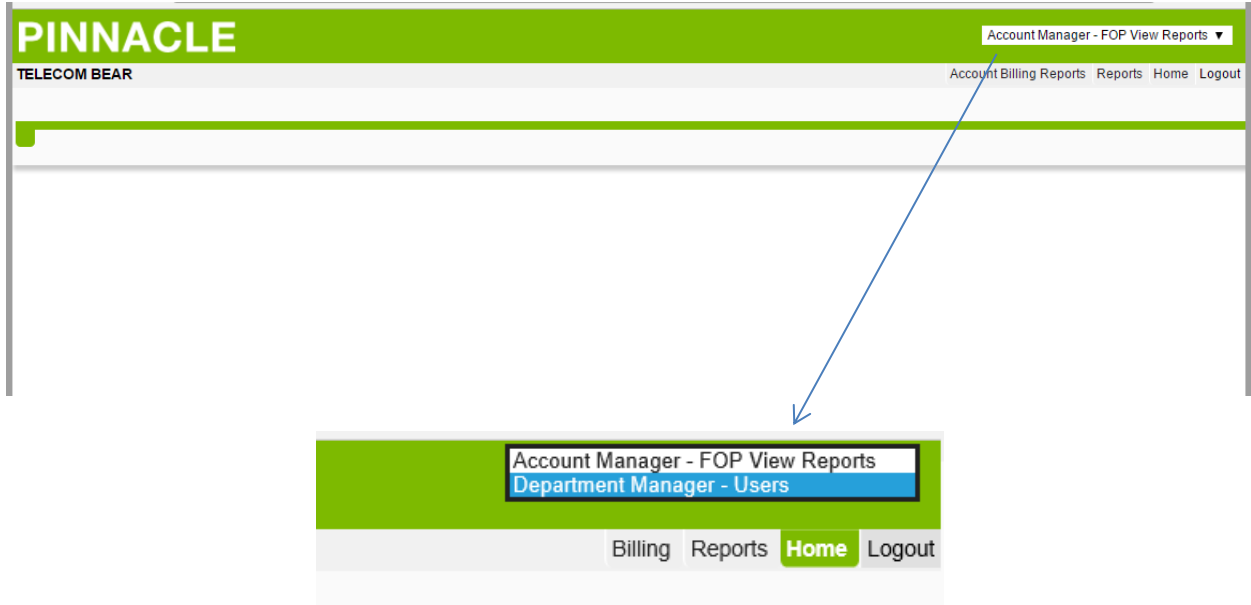
The screenshot shows a web browser window with the following elements:

- Browser tab: Bear Pass Login - Missouri State
- Address bar: <https://cas.missouristate.edu/cas/login?service=https://marconi.missouristate.edu:4443/pls/pinnacle>
- Header: Missouri State logo
- Logo: BEAR PASS
- Form fields:
  - Username: telecombear123
  - Password: [Redacted]
- Button: Log in
- Links: [Need help?](#), [Policies and terms](#)

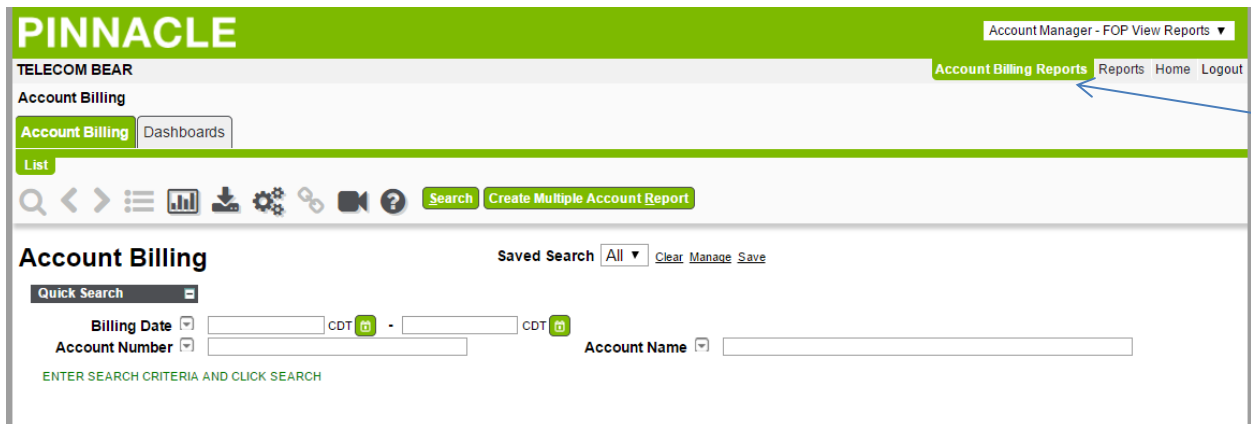
If you have trouble logging in contact Networking and Telecommunications at 417-836-5100 or email [Telecommunications@MissouriState.edu](mailto:Telecommunications@MissouriState.edu).

## VIEW FUND-ORANIZATION-PROGRAM (FOP) ACCOUNTS

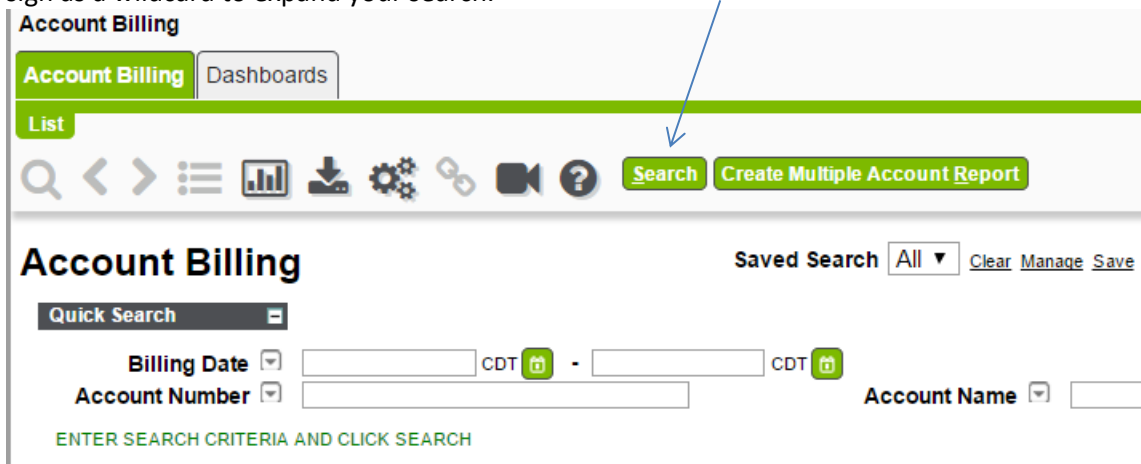
If the budget number you want to view is a FOP select **[Account Manager - FOP View Reports]** from the dropdown menu in the upper right corner.



Select **[Account Billing Reports]** from the menu choices in the upper right hand corner of your screen.



Under the **[Account Billing]** tab click the green **[Search]** button to view all invoices that are available. You can enter or select a specific billing Date and/or Account Number to narrow your search. Use the % sign as a wildcard to expand your search.



Note: To clear search criteria click the Clear option located to the right of the Saved Search box. You can save frequently used searches for future use.

### BILL DETAILS

To view a report click on the Billing Date hyperlink. Typically the bill date will be the last day of the month; however, there are instances where this does not apply. For example invoice *31-MAY-2017* displays charges for May, 2017 and invoice *01-MAY-2017* displays charges for April, 2017.

TELECOM BEAR

Account Billing

Account Billing Dashboards

List

Search Create

Account Billing Save

Quick Search

Billing Date [ ] CDT [ ] - [ ] C

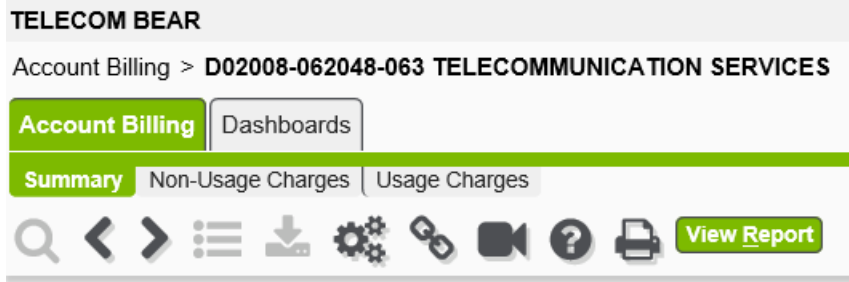
Account Number [ ]

1 - 2 Rows Per Page 50

	Billing Date	Account Number	Account Name
<input type="checkbox"/>	<a href="#">31-MAY-2017</a>	D02008-062048-063	TELECOMMUNICATION SERVICES
<input type="checkbox"/>	<a href="#">01-MAY-2017</a>	D02008-062048-063	TELECOMMUNICATION SERVICES

1 - 2

**Summary** subtab displays grand totals of all charges incurred for the month.

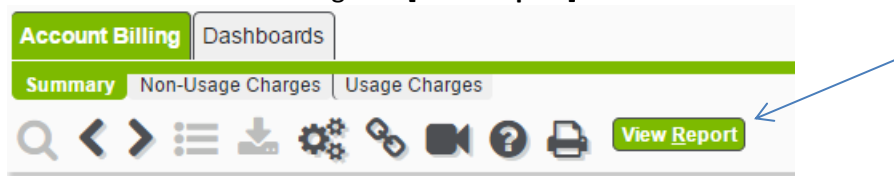


## Account Summary

Billing Date 31-MAY-2017 Account Number D02008-062048-063 Accou  
Summary of Account Charges

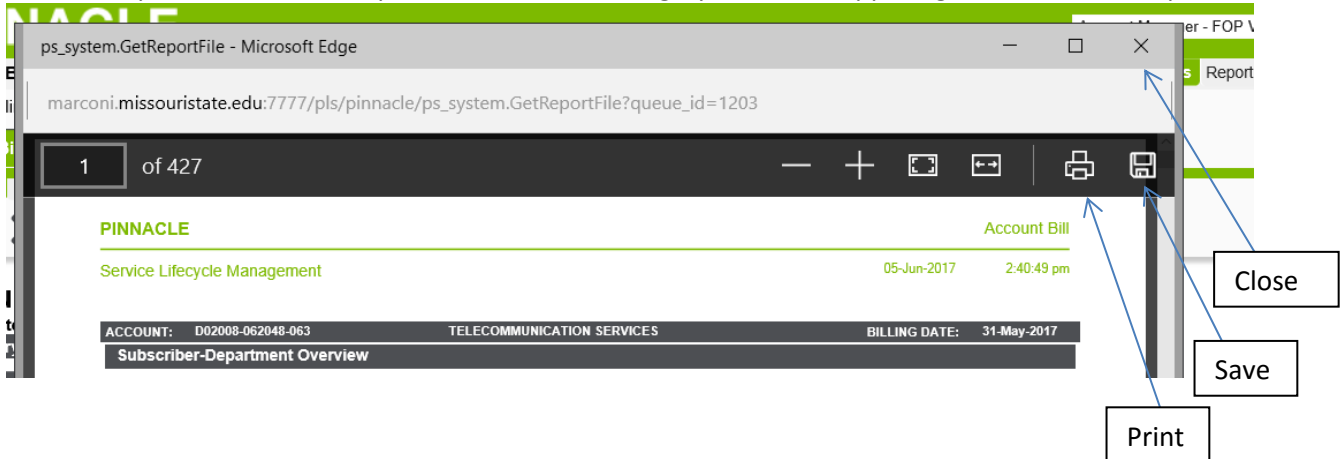
Category ^	Total Amount	Total Records
------------	--------------	---------------

To view an invoice click the green **[View Report]** button.

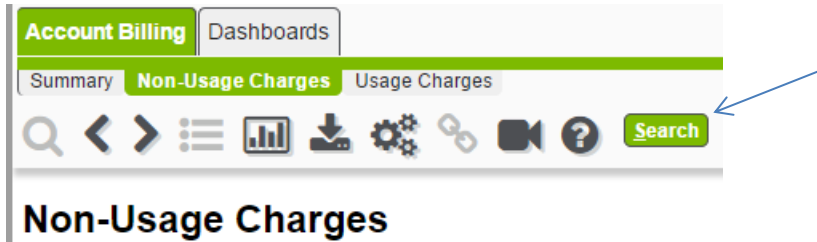


## Account Summary

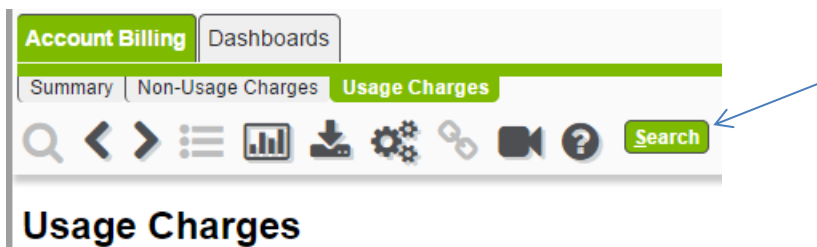
This will generate an invoice that provides detail for all charges incurred. You can view only, print, or save the report. To close the report, click the 'X' in the gray bar at the upper right corner of the report.



**Non-Usage Charges** subtab displays the detail for billed services and equipment. Click the green [Search] button or enter specific search criteria in the fields provided.

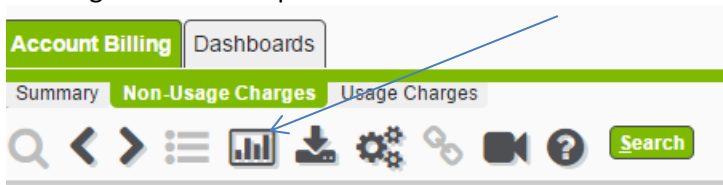


**Usage Charges** displays long distance detail billed. Click the green [Search] button or enter specific search criteria in the fields provided.



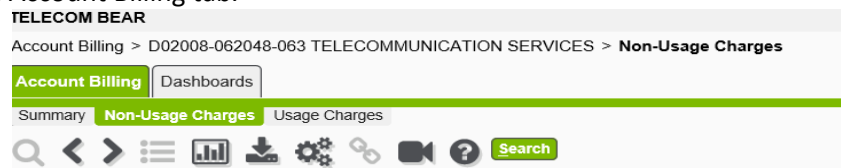
### INTERACTIVE REPORTS

Use the Interactive Reports feature to create customized reports that you can save to a CSV file for creating customized report information.



NOTE: Use the breadcrumb to navigate to a previous screen in the application or click on the tab that you want to access. **Do not** use browser's back arrow to navigate to previous screens. This will cause your screen to lock up.

In the example below, breadcrumb back to Account Billing by clicking the word Account Billing in the string Account Billing > D02008-062048....>Non-Usage Charges or simply click the Account Billing tab.



## CREATE CONSOLIDATED MULTIPLE FOP INVOICES

To consolidate multiple invoices into one feed click the small box to the left of the Billing Date for all invoices that you want to appear in a single report. Click the green [Create Multiple Account Report] button at the top of the screen to generate the report.

### Account Billing

Account Billing Dashboards

List

Search < > List Bar Chart Download

## Account Billing

Quick Search

Billing Date

Account Number

1 - 16

<input type="checkbox"/>	Billing Date	Account
<input checked="" type="checkbox"/>	01-MAY-2017	A02000-06
<input type="checkbox"/>	01-MAY-2017	A02000-06
<input type="checkbox"/>	01-MAY-2017	A02000-06
<input checked="" type="checkbox"/>	01-MAY-2017	A92000-04
<input checked="" type="checkbox"/>	01-MAY-2017	D02008-01
<input type="checkbox"/>	01-MAY-2017	E02326-29
<input checked="" type="checkbox"/>	01-MAY-2017	H02001-21
<input type="checkbox"/>	01-MAY-2017	H02008-21
<input type="checkbox"/>	31-MAY-2017	A02000-06

### Account Billing

Account Billing Dashboards

List

Search < > List Bar Chart Download Settings Link Video Help Search Create Multiple Account Report

## Account Billing

Saved Search All Clear Manage

When the Create Billprint\_report window pops up enter whatever you want your report to be named in the Report Output Name field as shown below. Click [Ok] to save the report.

Create Billprint\_report

Create report for multiple account bills

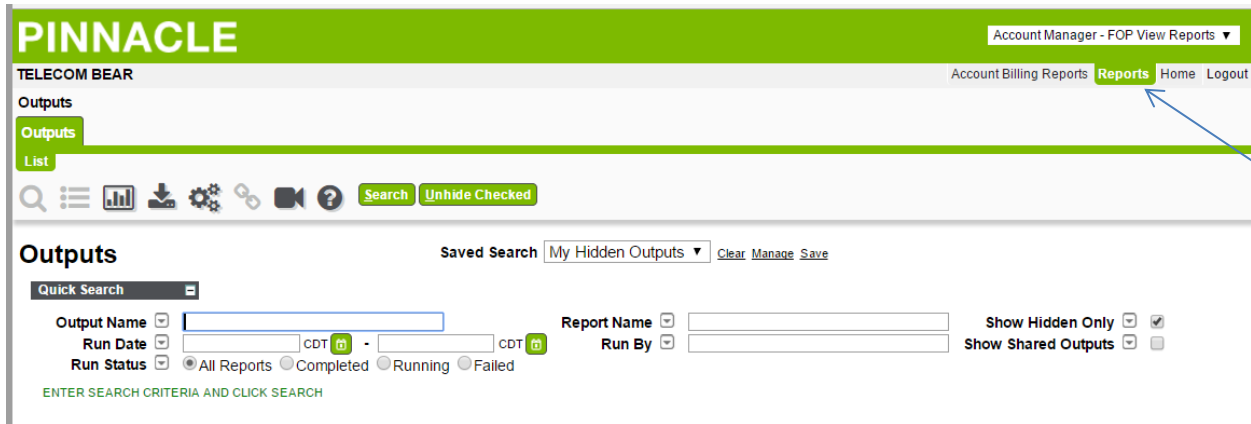
Report Output Name

Show Subscriber Detail

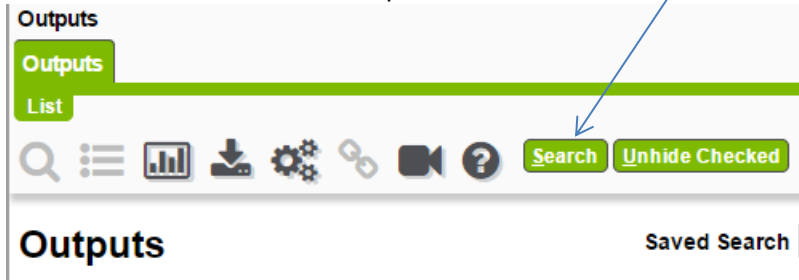
Ok Cancel

Note: Only records for a single billing date can be consolidated.

To view the consolidated report click the [Reports] option in the Home section located in the upper right corner of the screen.

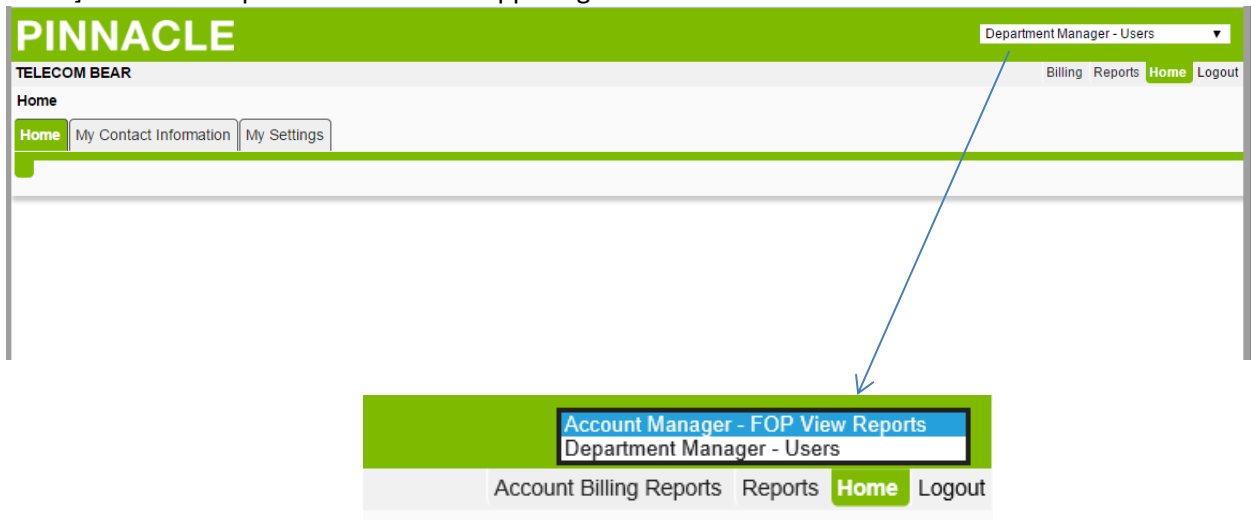


Click Search to view available reports.

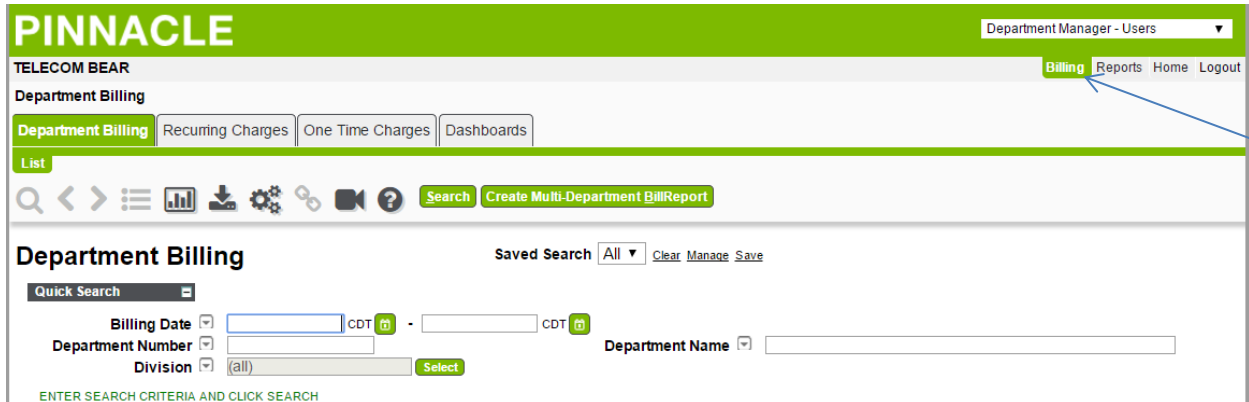


### VIEW VENDOR OR RESALE 'M' ACCOUNTS

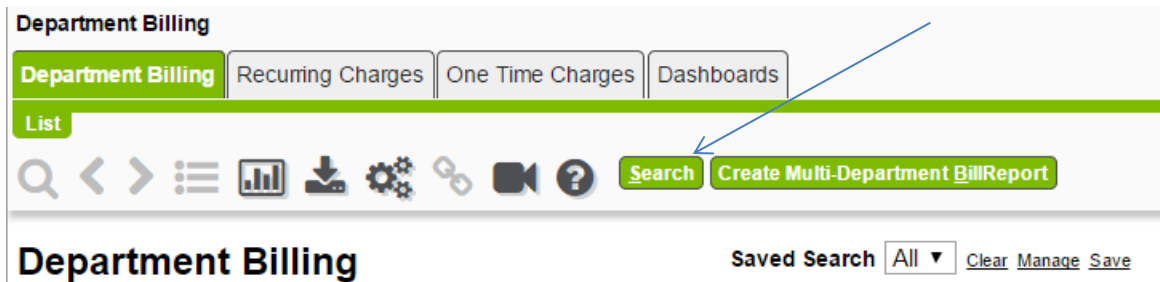
If the budget number you want to view is a nine character M number select [Department Manager – Users] from the dropdown menu in the upper right corner.



Select **[Billing]** from the menu choices in the upper right hand corner of your screen.



Under the **[Department Billing]** tab click the green **[Search]** button to view all invoices that are available. You can enter or select a specific billing Date and/or Account Number to narrow your search. Use the % sign as a wildcard to expand your search.



Note: To clear search criteria click the Clear option located to the right of the Saved Search box. You can save frequently used searches for future use.



## BILL DETAILS

To view a report click on the Billing Date hyperlink. Typically the bill date will be the last day of the month; however, there are instances where this does not apply. For example invoice *31-MAY-2017* displays charges for May, 2017 and invoice *01-MAY-2017* displays charges for April, 2017.

The screenshot shows the 'Department Billing' interface for 'TELECOM BEAR'. It includes a 'List' button, a search bar, and filter options for 'Billing Date', 'Department Number', and 'Division'. A table displays billing records with columns for 'Billing Date' and 'Department Number'. A callout box labeled 'Hyperlink' points to the '01-JUN-2017' date in the first row of the table.

Billing Date	Department Number
<a href="#">01-JUN-2017</a>	M0012
<a href="#">01-JUN-2017</a>	M0217
<a href="#">28-APR-2017</a>	M0012
<a href="#">28-APR-2017</a>	M0217

**Summary** subtab displays grand totals of all charges incurred for the month.

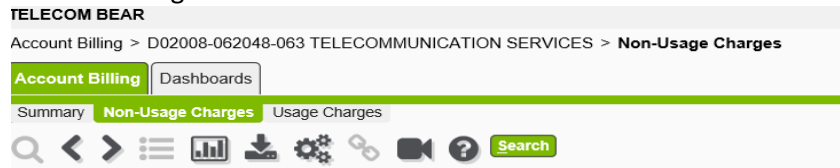
The screenshot shows the 'Departmental Bill Summary' interface. It features tabs for 'Department Billing', 'Recurring Charges', and 'One Time Charges'. The 'Summary' subtab is active, showing options for 'Summary By Account', 'Individual Bills', and 'Non-U'. Below the navigation bar, the title 'Departmental Bill Summary' is displayed, followed by 'Billing Date 01-JUN-2017' and 'Department Number M'. A table header is visible with columns: 'Bill Charge Category', 'Total Amount', and 'Total Records'.

**Recurring Charges** tab displays detail of all charges incurred for the month.

**One Time Charges** tab displays detail of all charges incurred for the month.

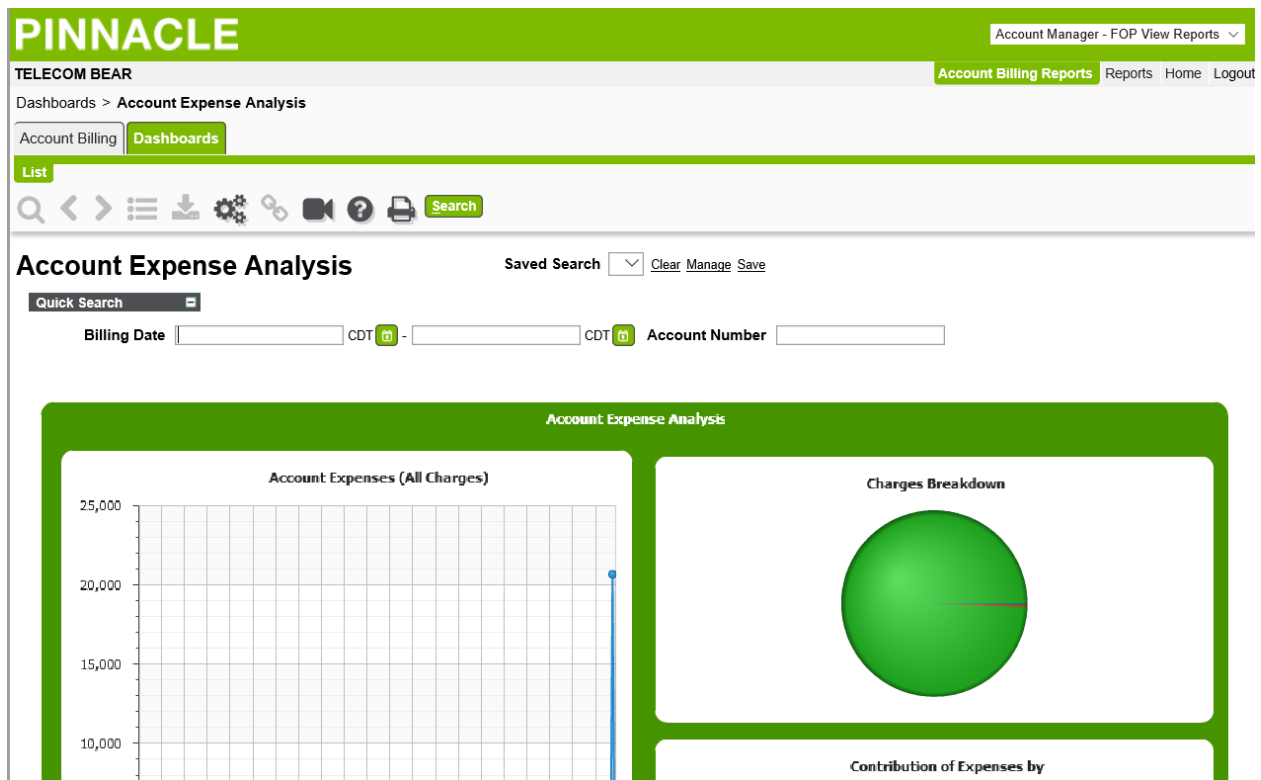
NOTE: Use the breadcrumb to navigate to a previous screen in the application or click on the tab that you want to access. **Do not** use browser's back arrow to navigate to previous screens. This will cause your screen to lock up.

In the example below, breadcrumb back to Account Billing by clicking the word Account Billing in the string Account Billing> D02008-062048....>Non-Usage Charges or simply click the Account Billing tab.



## DASHBOARDS

Dashboards is a historical business management tool that will have more value with the accumulation of invoice history. To view the Dashboard click the Dashboard tab.



If you have questions about your Pinnacle Networking and Telecommunications invoice call 417-836-5100 or email [Telecommunications@MissouriState.edu](mailto:Telecommunications@MissouriState.edu). Archived [MySoft Networking and Telecommunications invoices](#) will be available online until June 30, 2018.

Add the brief notice to the Telecommunications Invoice page.

**Networking and Telecommunications reports before April 1, 2017**

Archived reports from the [MySoft](#) telemanagement system will be available through June 30, 2018.