

# CONTRACT

# **METER USAGE**

The **Meter Processing** screen displays a list of <u>all</u> the meters on the system.

You can edit and/or add a reading here if, for example, a reading error has been found, or if a reading has not been entered.

It facilitates the evaluation of all the **meter readings** captured and works out average usage over a six month period. If a reading falls outside of this average usage calculation, then that specific meter reading row will colour **red** highlighting a potential error with the reading captured, or with the actual usage amount - the meter reading should then be double checked for accuracy.

Over time, billing and usage statistics can be reviewed per **serial number** in order to verify readings.

You can survey the percentage of readings captured and the current billing value. By the end of each month, the percentage captured should be 100%.

#### Ribbon Access: Contract > Meter Usage



- 1. The *Meter Processing* screen will be displayed.
- Here you can view a data grid containing a record of <u>all</u> the *Meter Codes* linked to *Serial Nos.* on the system.



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		2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	1
		2020-67858	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains		01 Jan 1900	0.00	1 170.00	(
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# **METER READINGS OVERVIEW**

- 1. **% Captured**: displays the percentage of meter readings that have been captured.
- 2. Value: displays the total meter billing value of the captured meters.
- 3. Readings Captured: can be viewed in the *Meter Reading* and *Reading Date* fields.
- 4. Meters Not Yet Captured: will display as '0' in the *Meter Reading* column and the *Reading Date* column will be blank.



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		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co		01 Jan 1900	0.00	1 300.00	
		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C00000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	
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		2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.00	
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		2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	
		2020-67858	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains		01 Jan 1900	0.00	1 170.00	
		2020-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn		01 Jan 1900	0.00	1 180.00	
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# ADD OR EDIT A METER READING

This process is used if a meter reading was <u>not</u> loaded or was <u>incorrectly</u> loaded. In this example, we will edit the meter reading for:

- 1. Serial No. 2020-6478A with
- 2. Meter Code Mono\_101.
- 3. The meter reading is currently **1200.00**.



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	2020-87		SP2020MFC	SP2020 Sprint MFC	Colour 102	CO0000197	ABC Shoe C			01 Jan 1900	0.00	1 600.00	
	2020-87		SP2020MFC SP2020MFC	SP2020 Sprint MFC	Mono 110	CO0000197	ABC Shoe C	-		01 Jan 1900	0.00	1 700.00	-
	2020-97		SP2020MFC	SP2020 Sprint MFC	Mono 103	CO0000198	ABC Shoe C			01 Jan 1900	0.00	1 800.00	
	2020-99		SP2020MFC	SP2020 Sprint MFC	Colour 103	CO0000198	ABC Shoe C			01 Jan 1900	0.00	1 900.00	
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• Click in the *Meter Reading* field to display directional *arrows*.

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	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co			01 Jan 1900	0.00	1 600.00	)
	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co			01 Jan 1900	0.00	1 700.00	)
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co			01 Jan 1900	0.00	1 800.00	)
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co			01 Jan 1900	0.00	1 900.00	)
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- Either use these arrows to select the *correct* reading amount, or *delete* the original reading and *type in* the *correct* reading.
- Click anywhere outside the **Meter Reading** text box.



- The meter reading will be updated.
- In this example, the meter reading is now **1400.00**.

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	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	C00000190	ABC Shoe	Co	31 May 2018	31 May 2018	1 200.00	1 100.00	)
	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C00000190	ABC Shoe	Co	31 May 2018	31 May 2018	1 210.00	1 200.00	)
	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe	Co		01 Jan 1900	0.00	1 300.00	)
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#### **METER USAGE VARIATION**

- 1. If the meter **Usage**
- 2. varies by more than 20% from the
- 3. Average Reading,
- 4. then the text colour of the record will be **red**.



· ·			Meter	Process	ing - BPO: Ve	rsion 2.1.0.69 -	Example Com	pany					$\times$
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r Multi Functional C	Mono_50	C0000019	Office Supplies U	Inli	30 Sep 20	2 000.00	1 800.00	200.00	300.00	-100.00	0.00	343.8	5
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er	Mono_36	C00000061	Titan Group		30 Sep 20	100.00	0.00	100.00	0.00	0.00	0.00	0.0	0
	Mono_107	CO000031	Young Electric		30 Sep 20	600.00	550.00	50.00	100.00	0.00	0.00	5.7	5
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### **METER USAGE SCREEN UPDATES**

- 1. If you have recently added a contract and the machine is not pulling through, then Refresh the Meter Listing.
- 2. If you have made recent changes to the contract charges, but these changes are not reflecting on the meter usage screen (e.g., the cost per copy charge has been changed), then **Refresh the Meter Listing**.

MNU.116.001