

## CONTRACT

### METER USAGE

The **Meter Processing** screen displays a list of all 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.

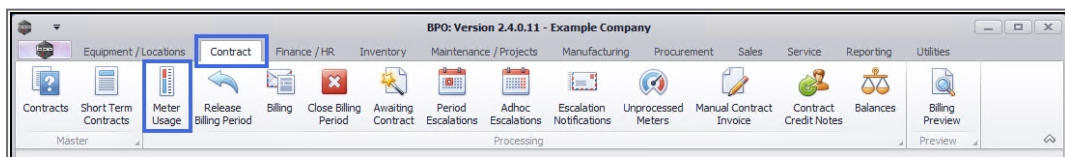
Over time, billing and usage statistics can be reviewed per **serial number** in order to verify readings.

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.
2. Here you can view a data grid containing a record of all the **Meter Codes** linked to **Serial Nos.** on the system.

1 → Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

2 → % Captured 3.88 Value 4 683.00

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	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	
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00	
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	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	2 000.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	950.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 050.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 150.00	
2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	
2020-6785B	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	
2020-3030B	SP2020MFC	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn		01 Jan 1900	0.00	1 190.00	

1 060

Open Windows 03 Apr 2019

## 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.

Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Flag Items | Set To Prior | Set To Call | Set To Average | Release To Billing | Email Request | Rebuild List | Save Layout | Workspaces | Refresh | Export

Process | Format | Cur... | Print

1 → % Captured 3.88 | Value 4 683.00 → 2

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	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	01 Jan 1900	0.00	1 300.00	
	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 500.00	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 600.00	
	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 700.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 800.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 900.00	
	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...	01 Jan 1900	01 Jan 1900	0.00	2 000.00	
	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...	01 Jan 1900	01 Jan 1900	0.00	950.00	
	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...	01 Jan 1900	01 Jan 1900	0.00	1 050.00	
	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...	01 Jan 1900	01 Jan 1900	0.00	1 150.00	
	2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	01 Jan 1900	01 Jan 1900	0.00	1 160.00	
	2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	01 Jan 1900	01 Jan 1900	0.00	1 170.00	
	2020-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn	01 Jan 1900	01 Jan 1900	0.00	1 180.00	
	2020-3030B	SP2020MFC	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn	01 Jan 1900	01 Jan 1900	0.00	1 190.00	
											1 060

Open Windows | 03 Apr 2019

## ADD OR EDIT A METER READING

This process is used if a meter reading was not loaded or was incorrectly 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**.

Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Flag Items Set To Prior Set To Call Set To Average Release To Billing Email Request Rebuild List Save Layout Workspaces Refresh Export

Process Format Cur... Print

% Captured 3.88 Value 4 683.00

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usa
	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 000.00	
	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
	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	C00000196	ABC Shoe Co	01 Jan 1900	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	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	C00000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 500.00	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	C00000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 600.00	
	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 700.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 800.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 900.00	

Open Windows 02 Apr 2019

- Click in the **Meter Reading** field to display directional **arrows**.

Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Flag Items Set To Prior Set To Call Set To Average Release To Billing Email Request Rebuild List Save Layout Workspaces Refresh Export

Process Format Cur... Print

% Captured 3.88 Value 4 683.00

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usa
	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 000.00	
	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
	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	C00000196	ABC Shoe Co	01 Jan 1900	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	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	C00000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 500.00	
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	C00000197	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 600.00	
	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 700.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 800.00	
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co	01 Jan 1900	01 Jan 1900	0.00	1 900.00	

Open Windows 02 Apr 2019

- 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**.

Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Flag Items Set To Prior Set To Call Set To Average Release To Billing Email Request Rebuild List Save Layout Workspaces Refresh Export

Process Format Cur ... Print

% Captured 3.88 Value 4 683.00

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usa
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	1 000.00	
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00	1 200.00	
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	C00000196	ABC Shoe Co		01 Jan 1900	0.00	1 300.00	
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C00000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	C00000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00	
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	C00000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.00	
<input type="checkbox"/>	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.00	

Open Windows 02 Apr 2019

## 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 USAGE SCREEN UPDATES

- MNU.116.001