

CONTRACT

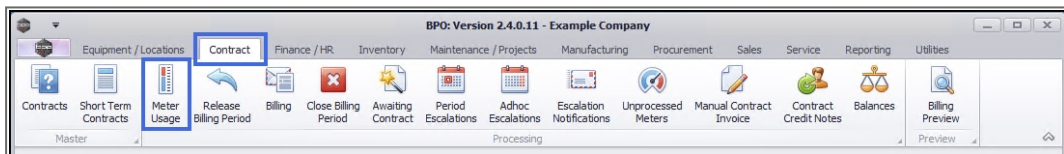
SET TO PRIOR

Some meter readings may not have been captured due to the client being unavailable or due to a machine not being in use.

This process gives you the ability to set the **Current Reading** equal to the **Start Reading** for all meters that have not been captured.

This means that usage for these items will be **0**, and no cost per copy charges will be billed. **Minimum Billing** will be billed as usual.

Ribbon Access: *Contract > Meter Usage*



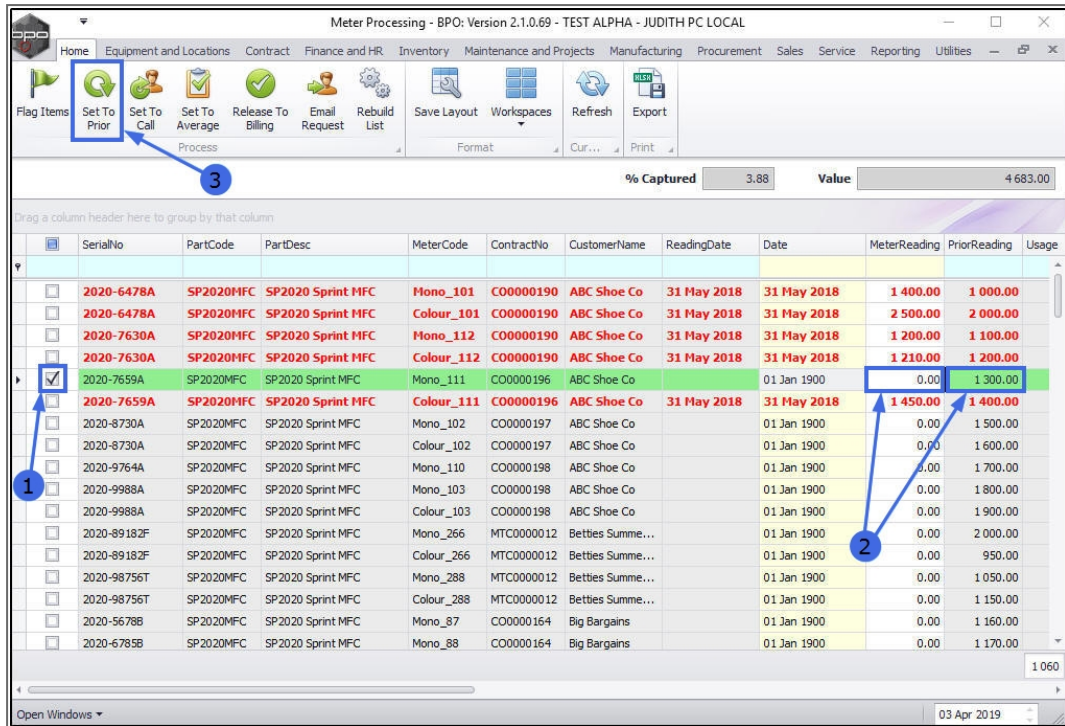
The ***Meter Processing*** screen will be displayed.

SELECT THE METER

1. Select the ***check box*** in the row of the meter that you wish to select.
You can select multiple lines, if required.
2. In this example, the meter reading of the selected serial number is **0** and the prior reading is **1300**.

SET METER TO PRIOR

3. Click on ***Set to Prior***.

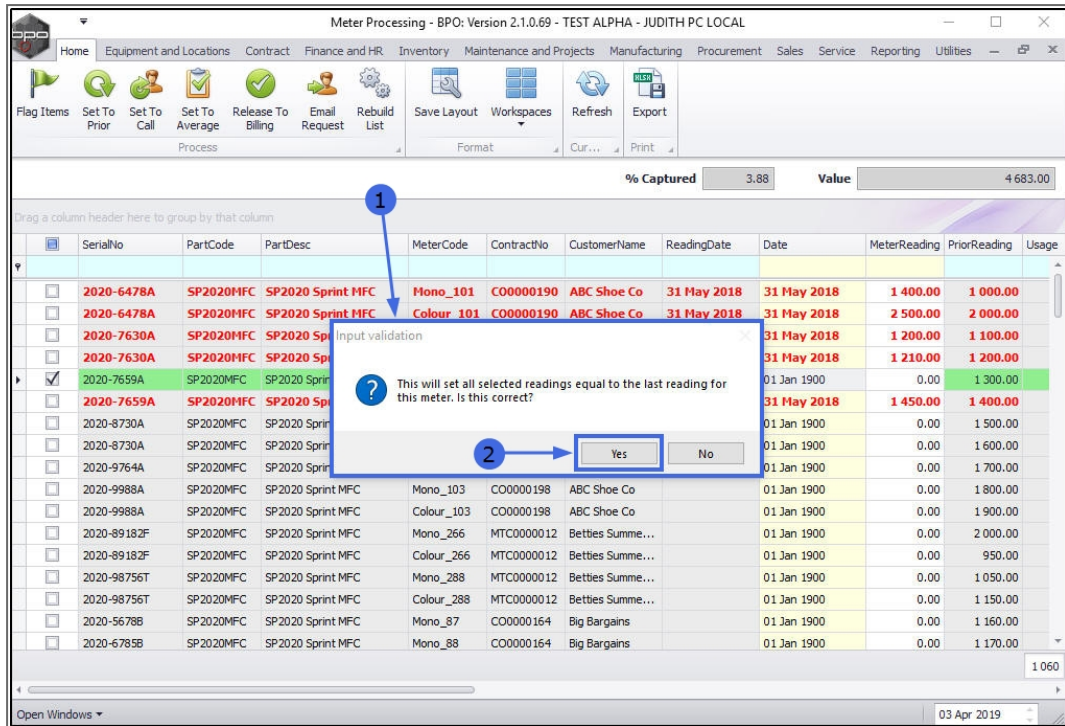


The screenshot shows the 'Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL' window. The toolbar includes buttons for 'Flag Items', 'Set To Prior' (highlighted with a blue box and arrow 3), 'Set To Call', 'Set To Average', 'Release To Billing', 'Email Request', 'Rebuild List', 'Save Layout', 'Workspaces', 'Refresh', and 'Export'. Below the toolbar, a summary bar shows '% Captured' as 3.88 and 'Value' as 4 683.00. The main table lists meter data with columns: SerialNo, PartCode, PartDesc, MeterCode, ContractNo, CustomerName, ReadingDate, Date, MeterReading, PriorReading, and Usage. A row for '2020-7659A' is selected, with a blue box around its 'PriorReading' value of 1 300.00. Blue arrows and numbers 1 and 2 point to the selection checkbox and the 'PriorReading' column header respectively.

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	1 000.00	
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
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	31 May 2018	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	

CONFIRM SELECTION

1. An **Input Validation** message will pop up asking you;
 - *This will set all selected readings equal to the last reading for this meter in the current period. Is this correct?*
2. Click on **Yes**.



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

% 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	Usage
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	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	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 200.00	1 100.00	
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 210.00	1 200.00	
<input checked="" type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC				01 Jan 1900		0.00	1 300.00	
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 450.00	1 400.00	
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC				01 Jan 1900		0.00	1 500.00	
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC				01 Jan 1900		0.00	1 600.00	
<input type="checkbox"/>	2020-9764A	SP2020MFC	SP2020 Sprint MFC				01 Jan 1900		0.00	1 700.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	01 Jan 1900		0.00	1 800.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	01 Jan 1900		0.00	1 900.00	
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...	01 Jan 1900		0.00	2 000.00	
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...	01 Jan 1900		0.00	950.00	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...	01 Jan 1900		0.00	1 050.00	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...	01 Jan 1900		0.00	1 150.00	
<input type="checkbox"/>	2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	01 Jan 1900		0.00	1 160.00	
<input type="checkbox"/>	2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	01 Jan 1900		0.00	1 170.00	

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VIEW UPDATED READING

1. The meter reading will now be set to the **prior** meter reading.
2. In this example, the meter reading is now **1300** which is the same as the prior meter reading.

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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

% Captured 4.65 Value 4 683.00

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	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	CO0000190	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	CO0000190	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	CO0000190	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	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 300.00	1 300.00	
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	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	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00	
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.00	
<input type="checkbox"/>	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.00	
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.00	
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	2 000.00	
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	950.00	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 050.00	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 150.00	
<input type="checkbox"/>	2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	
<input type="checkbox"/>	2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains		01 Jan 1900	0.00	1 170.00	

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