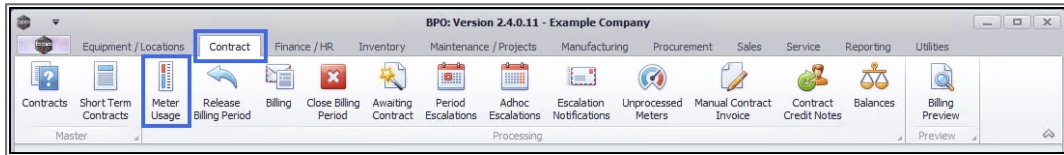


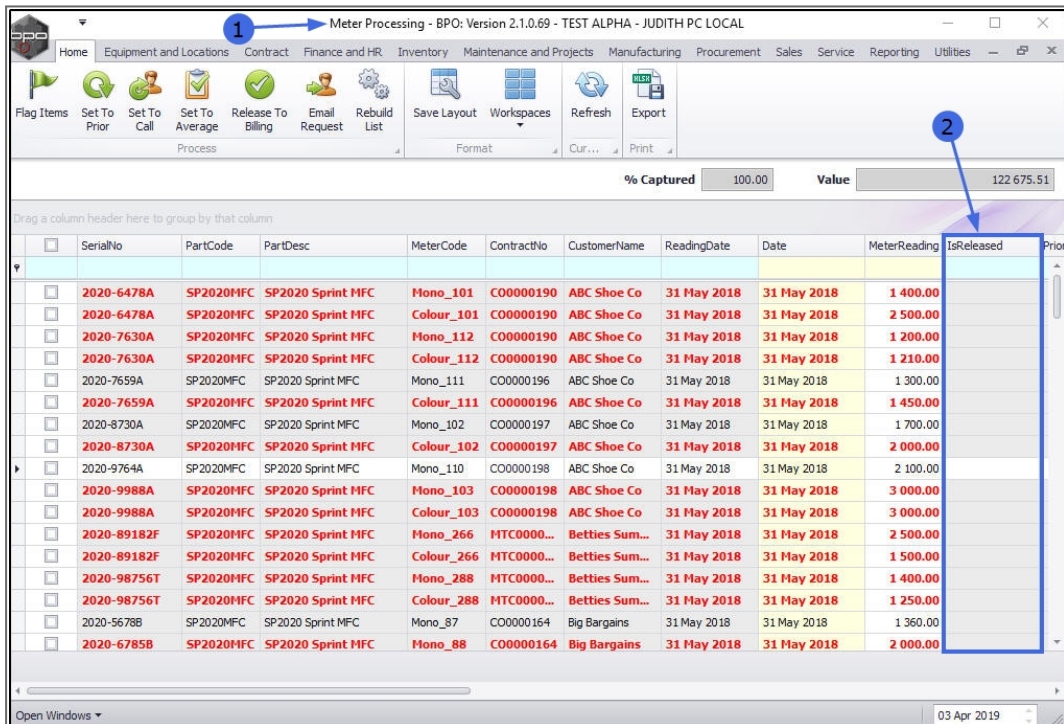
CONTRACT

RELEASE TO BILLING

Ribbon Access: *Contract* > *Meter Usage*



1. The **Meter Processing** screen will be displayed.
2. The **Is Released** field will be **blank** for a meter reading that has not been released to billing yet. This field will be populated with **Yes** for a meter reading that has been released to billing.



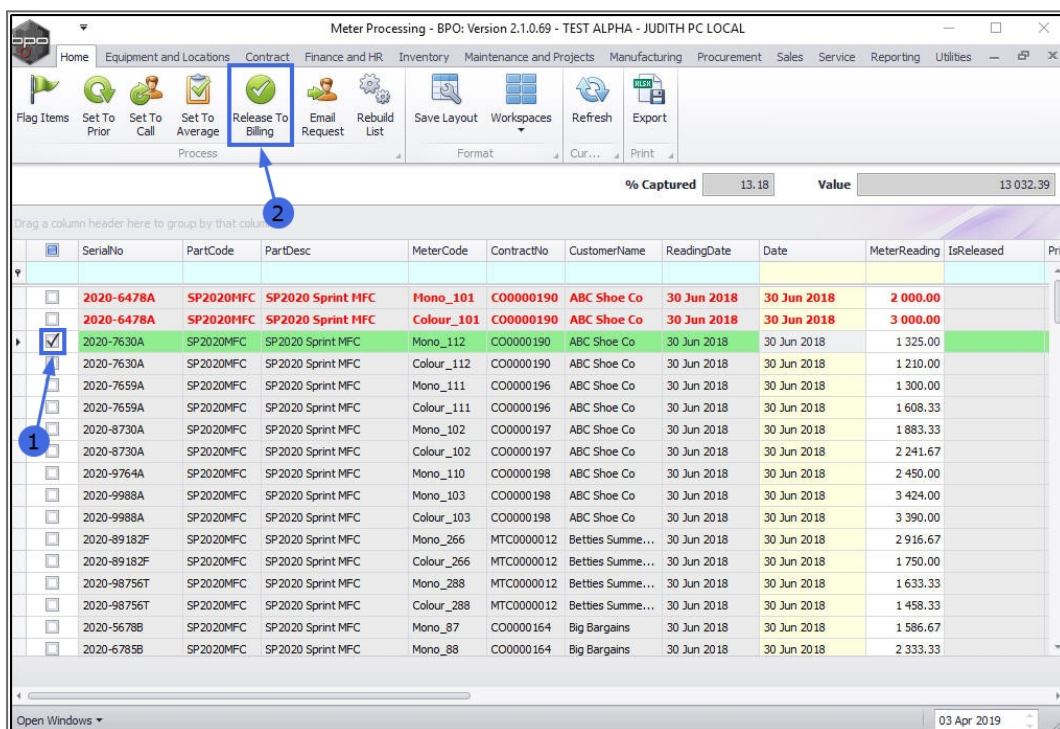
RELEASE SELECTED METERS

SELECT METER

1. Select the **check box** in the row of the meter that you wish to release to billing. You can select multiple lines, if required.

RELEASE METER

2. Click on **Release to Billing**.
 - **Note:** Check that **all** readings and values are correct before releasing to billing.

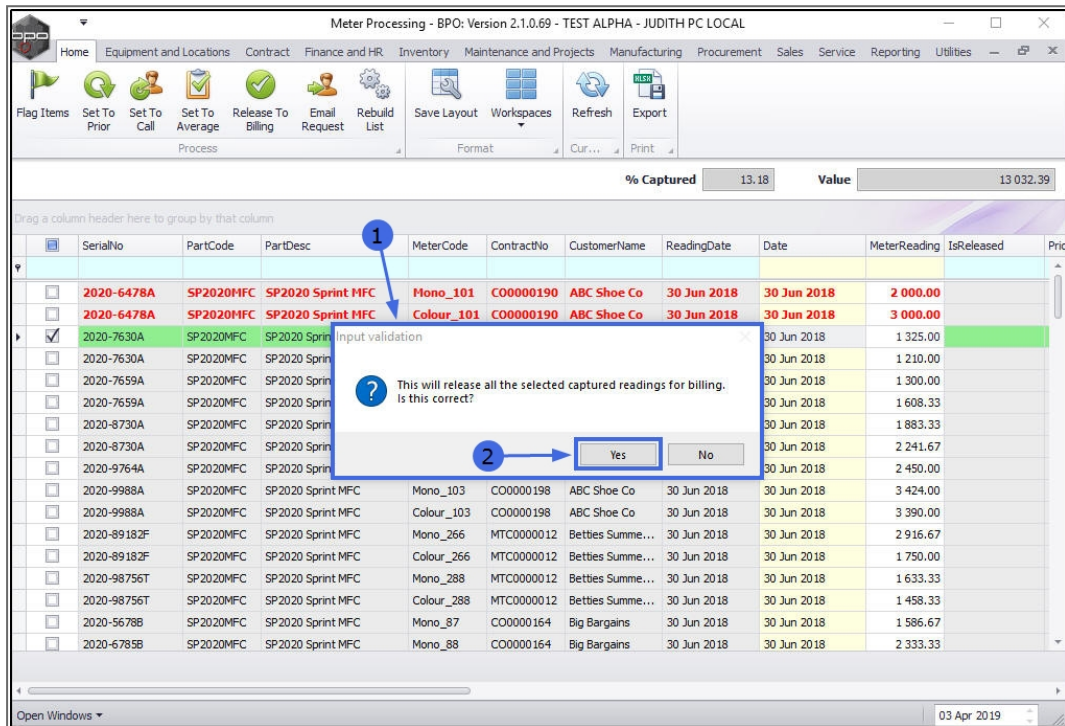


The screenshot shows the 'Meter Processing - BPO: Version 2.1.0.69 - TEST ALPHA - JUDITH PC LOCAL' application window. The top toolbar contains various icons, with 'Release To Billing' highlighted by a blue box and a blue arrow labeled '2'. Below the toolbar, there is a table with columns: SerialNo, PartCode, PartDesc, MeterCode, ContractNo, CustomerName, ReadingDate, Date, MeterReading, and IsReleased. The first row of the table is highlighted in green, and its checkbox is checked, indicated by a blue arrow labeled '1'.

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 000.00	
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 000.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 325.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 210.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 300.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 608.33	
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 883.33	
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 241.67	
2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 450.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 424.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 390.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	2 916.67	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 750.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 633.33	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 458.33	
2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	1 586.67	
2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	2 333.33	

CONFIRM RELEASE

1. An **Input validation** message box will pop up asking you;
 - *This will release all the selected captured readings for billing. Is this correct?*
2. Click on **Yes**.



VIEW UPDATED METER DETAILS

- The **Is Released** field will be updated to **Yes** for the item that was released to billing.

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 13.18 Value 13 032.39

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased	Prio
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 000.00		
<input type="checkbox"/>	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 000.00		
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 325.00	Yes	
<input type="checkbox"/>	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 210.00		
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 300.00		
<input type="checkbox"/>	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 608.33		
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 883.33		
<input type="checkbox"/>	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 241.67		
<input type="checkbox"/>	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 450.00		
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 424.00		
<input type="checkbox"/>	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 390.00		
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	2 916.67		
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 750.00		
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 633.33		
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...	30 Jun 2018	30 Jun 2018	1 458.33		
<input type="checkbox"/>	2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	1 986.67		
<input type="checkbox"/>	2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	2 333.33		

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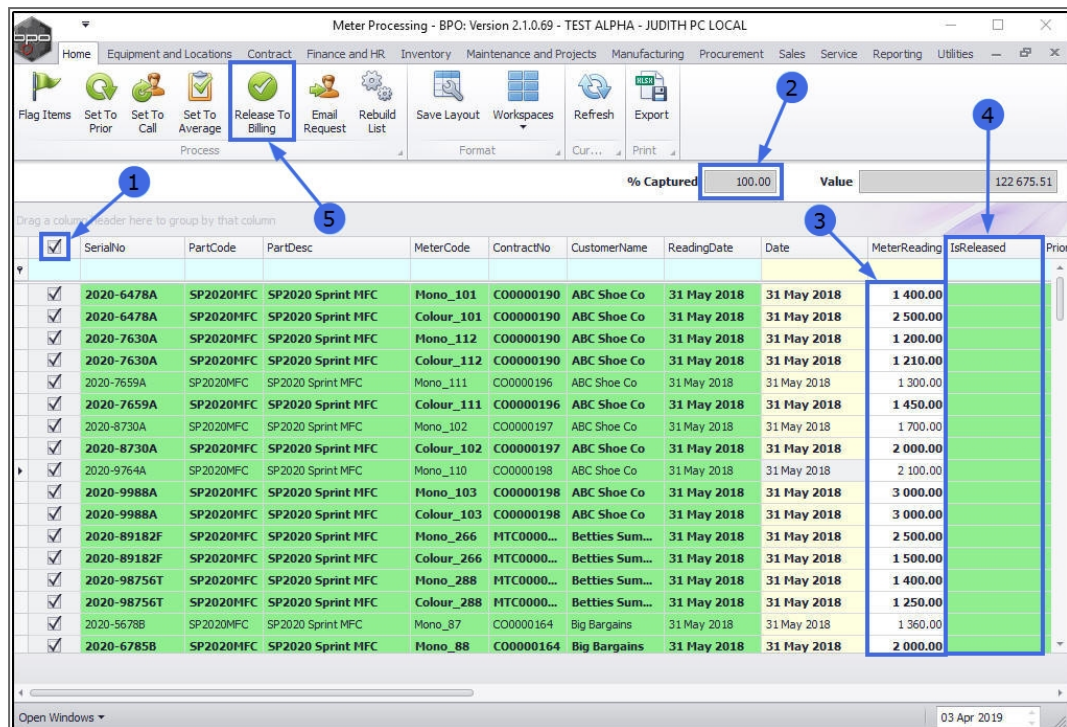
RELEASE ALL METERS FOR BILLING

SELECT ALL METERS

1. Click on the **check box** in the **header column** to select all lines.
2. The **% Captured** field should display **100**.
3. Check that **all** readings and values are correct before releasing to billing.
4. The **Is Released** column will be clear at this point.

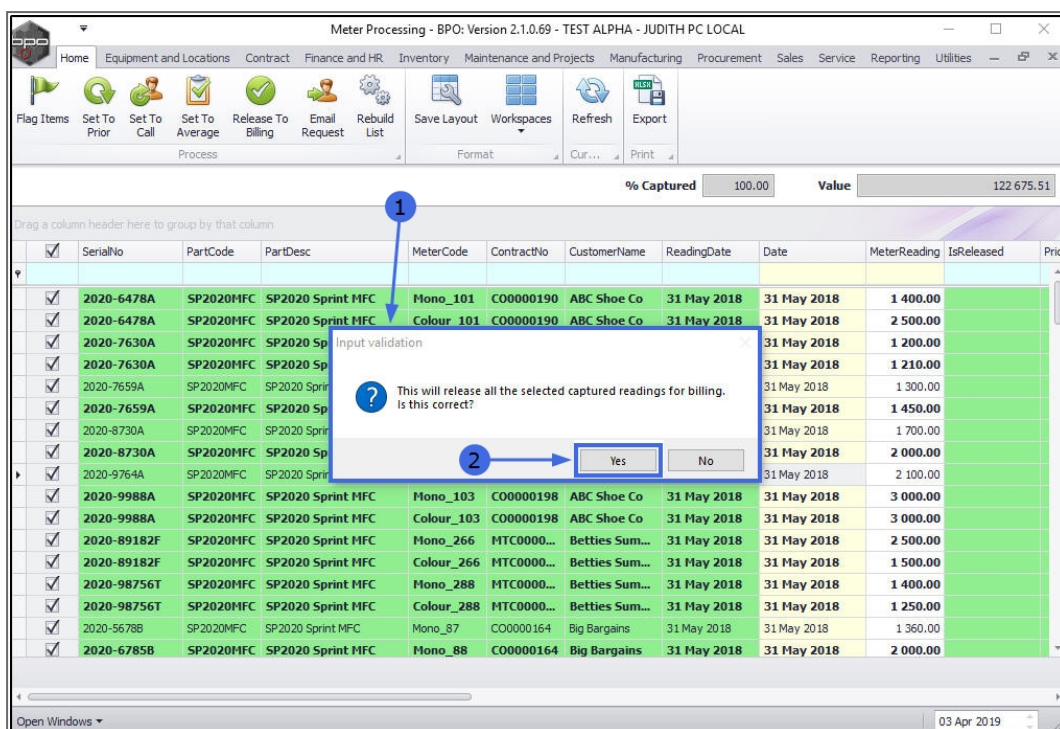
RELEASE ALL METERS

1. Click on **Release to Billing**.



CONFIRM RELEASE

- An **Input validation** message will pop up asking you;
 - *This will release all the selected captured readings for billing. Is this correct?*
- 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 100.00 Value 122 675.51

Drag a column header here to group by that column

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 200.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 210.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 300.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 450.00	
2020-8730A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	1 700.00	
2020-8730A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	2 000.00	
2020-9764A	SP2020MFC	SP2020 Sprint MFC				31 May 2018	31 May 2018	2 100.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	2 500.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 500.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 400.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 250.00	
2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	C00000164	Big Bargains	31 May 2018	31 May 2018	1 360.00	
2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	C00000164	Big Bargains	31 May 2018	31 May 2018	2 000.00	

Input validation

? This will release all the selected captured readings for billing. Is this correct?

Yes No

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VIEW UPDATED METER DETAILS

- The **Is Released** field will be updated to **Yes** for all items that have been released to billing.

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 100.00 Value 122 675.51

Drag a column header here to group by that column

	SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased	PriorRea
<input type="checkbox"/>	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 500.00	Yes	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 400.00	Yes	
<input type="checkbox"/>	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000...	Betties Sum...	31 May 2018	31 May 2018	1 250.00	Yes	
<input type="checkbox"/>	2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	31 May 2018	31 May 2018	1 360.00	Yes	
<input type="checkbox"/>	2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	31 May 2018	31 May 2018	2 000.00	Yes	
<input type="checkbox"/>	2020-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn	31 May 2018	31 May 2018	2 000.00	Yes	
<input type="checkbox"/>	2020-3030B	SP2020MFC	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn	31 May 2018	31 May 2018	2 000.00	Yes	
<input type="checkbox"/>	2020-7684B	SP2020MFC	SP2020 Sprint MFC	Mono_95	CO0000166	Billys Barn	31 May 2018	31 May 2018	1 452.00	Yes	
<input type="checkbox"/>	2020-7684B	SP2020MFC	SP2020 Sprint MFC	Colour_95	CO0000166	Billys Barn	31 May 2018	31 May 2018	1 464.00	Yes	
<input type="checkbox"/>	2020-7756B	SP2020MFC	SP2020 Sprint MFC	Mono_97	CO0000167	Billys Barn	31 May 2018	31 May 2018	1 476.00	Yes	
<input type="checkbox"/>	2020-7756B	SP2020MFC	SP2020 Sprint MFC	Colour_97	CO0000167	Billys Barn	31 May 2018	31 May 2018	1 488.00	Yes	
<input type="checkbox"/>	2020-8989B	SP2020MFC	SP2020 Sprint MFC	Mono_135	CO0000168	Bothas Networ...	31 May 2018	31 May 2018	1 500.00	Yes	
<input type="checkbox"/>	2020-8989B	SP2020MFC	SP2020 Sprint MFC	Colour_135	CO0000168	Bothas Networ...	31 May 2018	31 May 2018	1 512.00	Yes	
<input type="checkbox"/>	2020-9745B	SP2020MFC	SP2020 Sprint MFC	Mono_120	CO0000168	Bothas Networ...	31 May 2018	31 May 2018	1 524.00	Yes	
<input type="checkbox"/>	2020-9895B	SP2020MFC	SP2020 Sprint MFC	Mono_121	CO0000171	Bothas Networ...	31 May 2018	31 May 2018	1 536.00	Yes	
<input type="checkbox"/>	2020-9895B	SP2020MFC	SP2020 Sprint MFC	Colour_121	CO0000171	Bothas Networ...	31 May 2018	31 May 2018	1 548.00	Yes	
<input type="checkbox"/>	2020-4545B	SP2020MFC	SP2020 Sprint MFC	Mono_106	CO0000172	Builders Storeh...	31 May 2018	31 May 2018	1 572.00	Yes	

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