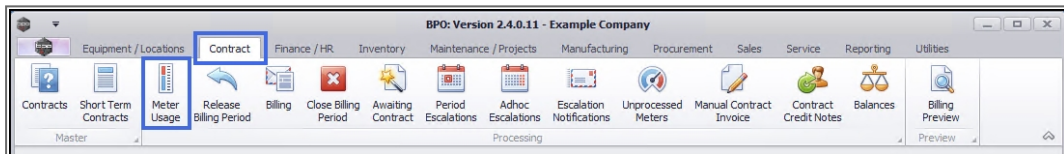


CONTRACT

SET TO AVERAGE

Some meter readings may not have been captured due to the client being unavailable or machine not being in use. This option gives you the ability to set the **Current Reading** equal to the **6 month average** reading (or the average to date if the contract has not yet reached 6 months).

Ribbon Access: *Contract* > *Meter Usage*



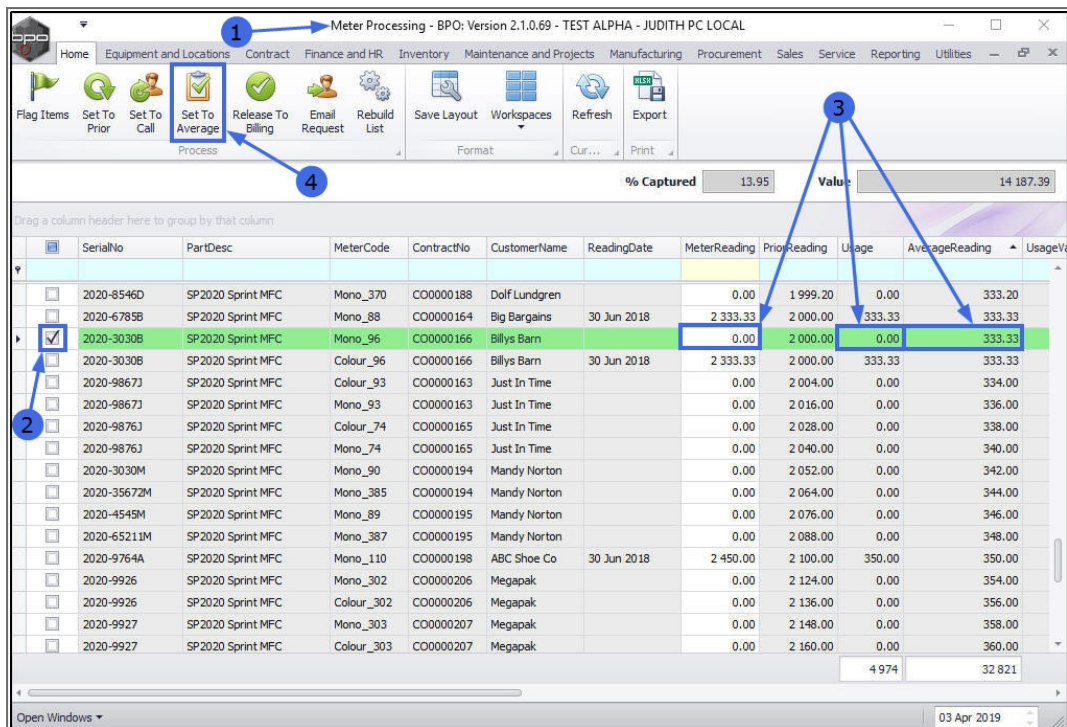
1. The ***Meter Processing*** screen will be displayed.

SELECT METER

2. Click on the ***check box*** in the row of the meter that you wish to select.
You can select multiple lines.
3. In this image, the ***Meter Reading*** of the selected serial number is **0** the ***Usage*** is **0** and the ***Average Reading*** is **333.33**.

SET METER TO AVERAGE

4. Click on ***Set to Average***.



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

2 → [X] (checkbox)

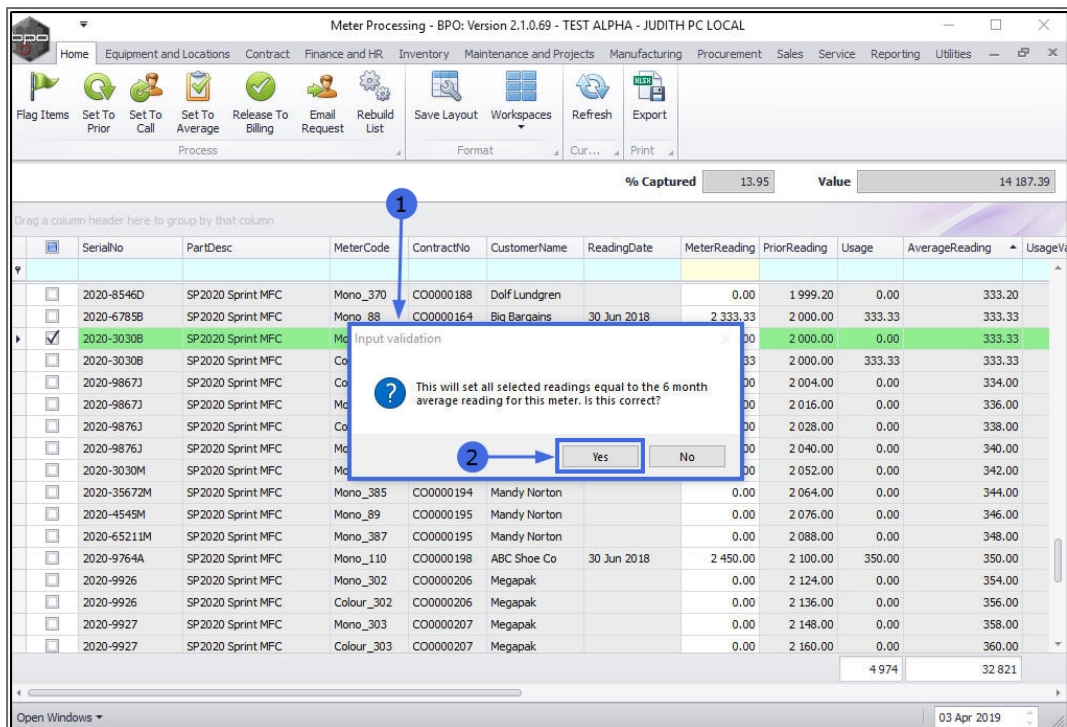
3 → Value: 14 187.39

4 → Set To Average

SerialNo	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	MeterReading	PriorReading	Usage	AverageReading	UsageV4
2020-8546D	SP2020 Sprint MFC	Mono_370	CO0000188	Dolf Lundgren		0.00	1 999.20	0.00	333.20	
2020-6785B	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
2020-3030B	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn	30 Jun 2018	0.00	2 000.00	0.00	333.33	
2020-3030B	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
2020-9867J	SP2020 Sprint MFC	Colour_93	CO0000163	Just In Time		0.00	2 004.00	0.00	334.00	
2020-9867J	SP2020 Sprint MFC	Mono_93	CO0000163	Just In Time		0.00	2 016.00	0.00	336.00	
2020-9876J	SP2020 Sprint MFC	Colour_74	CO0000165	Just In Time		0.00	2 028.00	0.00	338.00	
2020-9876J	SP2020 Sprint MFC	Mono_74	CO0000165	Just In Time		0.00	2 040.00	0.00	340.00	
2020-3030M	SP2020 Sprint MFC	Mono_90	CO0000194	Mandy Norton		0.00	2 052.00	0.00	342.00	
2020-35672M	SP2020 Sprint MFC	Mono_385	CO0000194	Mandy Norton		0.00	2 064.00	0.00	344.00	
2020-4545M	SP2020 Sprint MFC	Mono_89	CO0000195	Mandy Norton		0.00	2 076.00	0.00	346.00	
2020-65211M	SP2020 Sprint MFC	Mono_387	CO0000195	Mandy Norton		0.00	2 088.00	0.00	348.00	
2020-9764A	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	2 450.00	2 100.00	350.00	350.00	
2020-9926	SP2020 Sprint MFC	Mono_302	CO0000206	Megapak		0.00	2 124.00	0.00	354.00	
2020-9926	SP2020 Sprint MFC	Colour_302	CO0000206	Megapak		0.00	2 136.00	0.00	356.00	
2020-9927	SP2020 Sprint MFC	Mono_303	CO0000207	Megapak		0.00	2 148.00	0.00	358.00	
2020-9927	SP2020 Sprint MFC	Colour_303	CO0000207	Megapak		0.00	2 160.00	0.00	360.00	
									4 974	32 821

CONFIRM METER SETTING

- An **Input Validation** message will pop up asking you;
 - *This will set all selected readings equal to the 6 month average reading for this meter. Is this correct?*
- Click on **Yes**.



The screenshot shows the 'Meter Processing' application interface. The top toolbar includes buttons for 'Flag Items', 'Set To Prior', 'Set To Call', 'Set To Average', 'Release To Billing', 'Email Request', 'Rebuild List', 'Save Layout', 'Workspaces', 'Refresh', and 'Export'. The 'Set To Average' button is highlighted with a blue arrow labeled '1'. Below the toolbar, a table displays meter data. A dialog box titled 'Input validation' is open, asking for confirmation to set readings to the 6-month average. The 'Yes' button in the dialog is highlighted with a blue arrow labeled '2'.

SerialNo	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	MeterReading	PriorReading	Usage	AverageReading	UsageV4
2020-8546D	SP2020 Sprint MFC	Mono_370	CO0000188	Dolf Lundgren		0.00	1 999.20	0.00	333.20	
2020-6785B	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
2020-3030B	SP2020 Sprint MFC	Co				00	2 000.00	0.00	333.33	
2020-3030B	SP2020 Sprint MFC	Co				33	2 000.00	333.33	333.33	
2020-9867J	SP2020 Sprint MFC	Co				00	2 004.00	0.00	334.00	
2020-9867J	SP2020 Sprint MFC	Co				00	2 016.00	0.00	336.00	
2020-9876J	SP2020 Sprint MFC	Co				00	2 028.00	0.00	338.00	
2020-9876J	SP2020 Sprint MFC	Co				00	2 040.00	0.00	340.00	
2020-3030M	SP2020 Sprint MFC	Co				00	2 052.00	0.00	342.00	
2020-35672M	SP2020 Sprint MFC	Mono_385	CO0000194	Mandy Norton		0.00	2 064.00	0.00	344.00	
2020-4545M	SP2020 Sprint MFC	Mono_89	CO0000195	Mandy Norton		0.00	2 076.00	0.00	346.00	
2020-65211M	SP2020 Sprint MFC	Mono_387	CO0000195	Mandy Norton		0.00	2 088.00	0.00	348.00	
2020-9764A	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	2 450.00	2 100.00	350.00	350.00	
2020-9926	SP2020 Sprint MFC	Mono_302	CO0000206	Megapak		0.00	2 124.00	0.00	354.00	
2020-9926	SP2020 Sprint MFC	Colour_302	CO0000206	Megapak		0.00	2 136.00	0.00	356.00	
2020-9927	SP2020 Sprint MFC	Mono_303	CO0000207	Megapak		0.00	2 148.00	0.00	358.00	
2020-9927	SP2020 Sprint MFC	Colour_303	CO0000207	Megapak		0.00	2 160.00	0.00	360.00	
								4 974	32 821	

VIEW SETTING RESULTS

The usage will be set to the **6 month average**.

In this example, the

1. **Usage** is now **333.33** which is the same as the
2. **Average Reading** which is **333.333**.

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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

Process Format Cur... Print

% Captured 14.73 Value 15 342.39

Drag a column header here to group by that column

	SerialNo	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	MeterReading	PriorReading	Usage	AverageReading	UsageV4
<input type="checkbox"/>	2020-7894J	SP2020 Sprint MFC	Colour_92	CO0000163	Just In Time		0.00	1 992.00	0.00	332.00	
<input type="checkbox"/>	2020-8546D	SP2020 Sprint MFC	Mono_370	CO0000188	Dolf Lundgren		0.00	1 999.20	0.00	333.20	
<input type="checkbox"/>	2020-6785B	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
<input checked="" type="checkbox"/>	2020-3030B	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
<input type="checkbox"/>	2020-3030B	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn	30 Jun 2018	2 333.33	2 000.00	333.33	333.33	
<input type="checkbox"/>	2020-9867J	SP2020 Sprint MFC	Colour_93	CO0000163	Just In Time		0.00	2 004.00	0.00	334.00	
<input type="checkbox"/>	2020-9867J	SP2020 Sprint MFC	Mono_93	CO0000163	Just In Time		0.00	2 016.00	0.00	336.00	
<input type="checkbox"/>	2020-9876J	SP2020 Sprint MFC	Colour_74	CO0000165	Just In Time		0.00	2 028.00	0.00	338.00	
<input type="checkbox"/>	2020-9876J	SP2020 Sprint MFC	Mono_74	CO0000165	Just In Time		0.00	2 040.00	0.00	340.00	
<input type="checkbox"/>	2020-3030M	SP2020 Sprint MFC	Mono_90	CO0000194	Mandy Norton		0.00	2 052.00	0.00	342.00	
<input type="checkbox"/>	2020-35672M	SP2020 Sprint MFC	Mono_385	CO0000194	Mandy Norton		0.00	2 064.00	0.00	344.00	
<input type="checkbox"/>	2020-4545M	SP2020 Sprint MFC	Mono_89	CO0000195	Mandy Norton		0.00	2 076.00	0.00	346.00	
<input type="checkbox"/>	2020-65211M	SP2020 Sprint MFC	Mono_387	CO0000195	Mandy Norton		0.00	2 088.00	0.00	348.00	
<input type="checkbox"/>	2020-9764A	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	2 450.00	2 100.00	350.00	350.00	
<input type="checkbox"/>	2020-9926	SP2020 Sprint MFC	Mono_302	CO0000206	Megapak		0.00	2 124.00	0.00	354.00	
<input type="checkbox"/>	2020-9926	SP2020 Sprint MFC	Colour_302	CO0000206	Megapak		0.00	2 136.00	0.00	356.00	
<input type="checkbox"/>	2020-9927	SP2020 Sprint MFC	Mono_303	CO0000207	Megapak		0.00	2 148.00	0.00	358.00	
									5 307	32 821	

Open Windows 03 Apr 2019

MNU.116.007