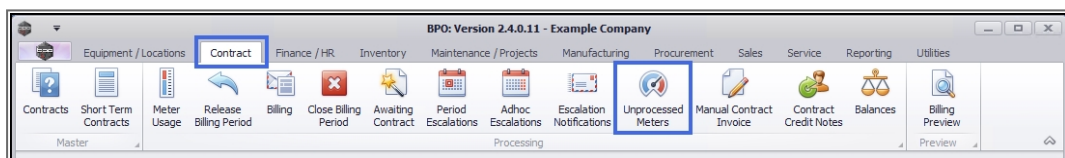


CONTRACT

UNPROCESSED METERS (CAPTURE METER READINGS)

All meters for items on contract with uncaptured meter readings will be listed in the **Meter Processing** screen. As a reading is captured, that meter row will be removed from the screen. This screen should be clear before you close the billing period.

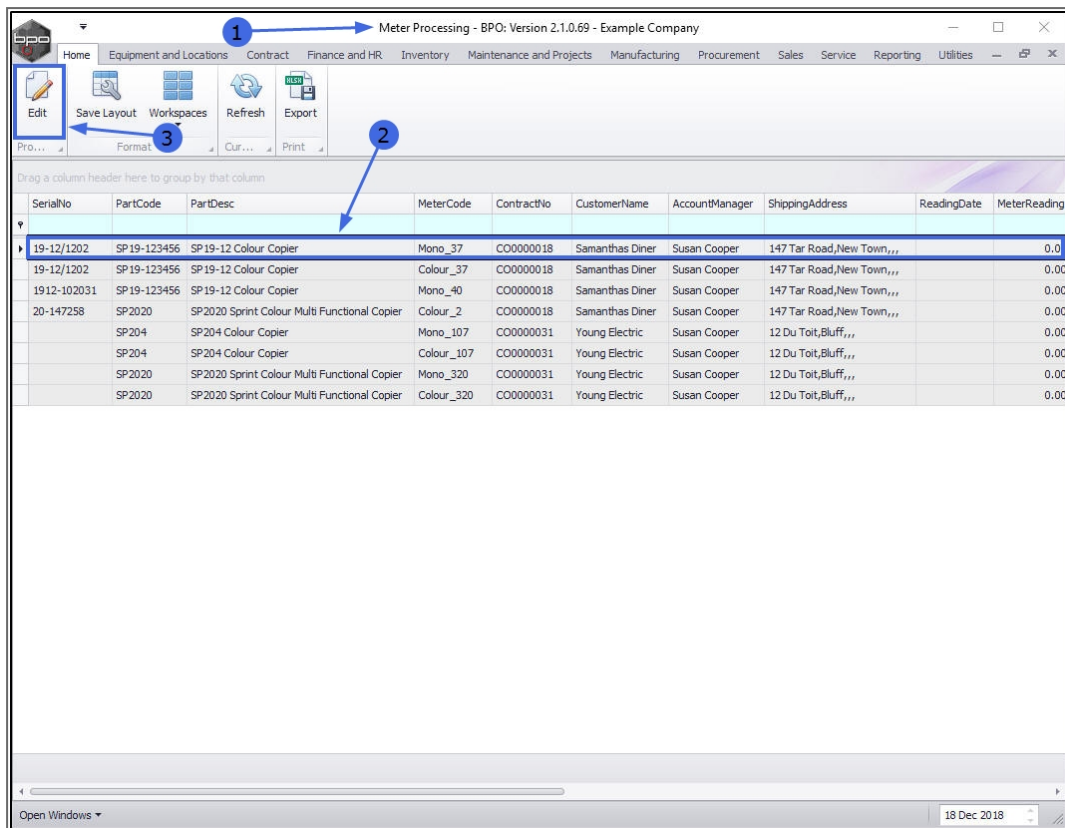
Ribbon Access: *Contract > Billing*



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

SELECT ITEM

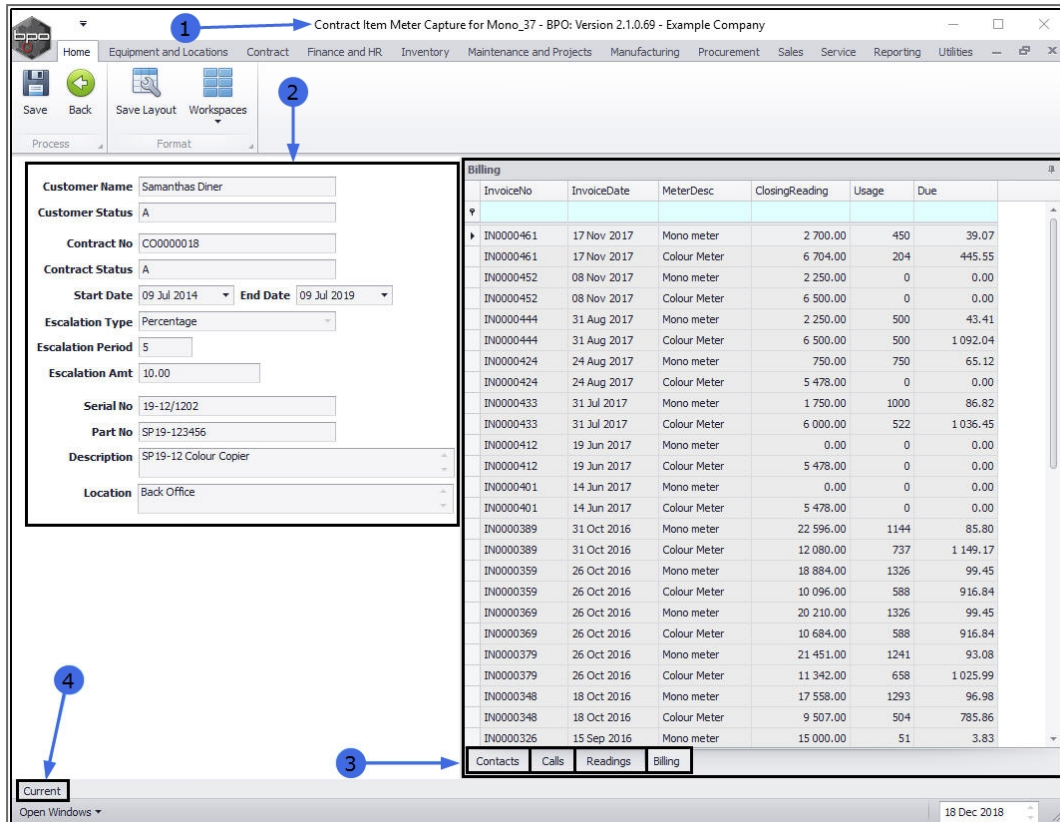
2. **Select** the **row** of the **item** that you wish to update the meter readings of.
3. Click on **Edit**.



1. The **Contract Item meter Capture for []** screen will be displayed.
2. On the **left** of this screen is the **Customer name** and **contract details** panel - these details are uneditable.
3. On the **right** of this screen are **4** uneditable data grids containing information relating to the selected **contract meters**:
 - **Contacts** information
 - **Calls** information
 - **Readings** information
 - **Billing** information

OPEN CURRENT PANEL

4. If the **Current** panel is not auto-displayed then click on the **Current** tab at the foot of this screen.



1. The **Current** data grid will now be displayed.

SELECT METER TO CAPTURE

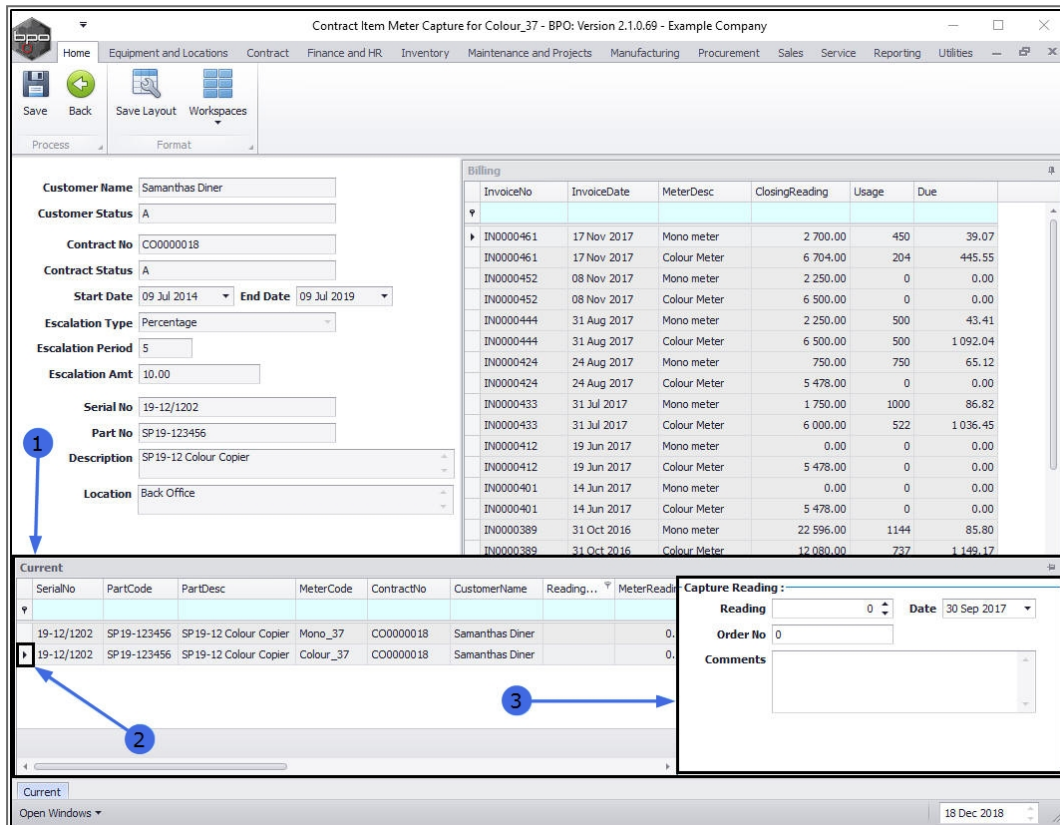
2. Select the **row** of the **meter** that you wish to capture a reading for.

ADD CAPTURE READING DETAILS

3. Move across to the **Capture Reading** frame.
 - **Reading:** Type in the meter reading.
 - **Note:** BPO will calculate the usage (current reading - prior reading) as you are typing in the latest meter reading. If this usage is 20% greater than or less than the prior average usage (except where the prior usage is 0), then the text will

show up in red, as an indicator that the usage is above or below 'normal' and the meter reading should be double checked for accuracy.

- **Date:** This will auto populate with the current date.
- **Order No:** Type in an order number, if required.
- **Comments:** Type in any comments, if required.



Contract Item Meter Capture for Colour_37 - BPO: Version 2.1.0.69 - Example Company

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

Save Back Save Layout Workspaces

Process Format

Customer Name: Samantha Diner
 Customer Status: A
 Contract No: CO0000018
 Contract Status: A
 Start Date: 09 Jul 2014 End Date: 09 Jul 2019
 Escalation Type: Percentage
 Escalation Period: 5
 Escalation Amt: 10.00
 Serial No: 19-12/1202
 Part No: SP 19-123456
 Description: SP 19-12 Colour Copier
 Location: Back Office

InvoiceNo	InvoiceDate	MeterDesc	ClosingReading	Usage	Due
IN0000461	17 Nov 2017	Mono meter	2 700.00	450	39.07
IN0000461	17 Nov 2017	Colour Meter	6 704.00	204	445.55
IN0000452	08 Nov 2017	Mono meter	2 250.00	0	0.00
IN0000452	08 Nov 2017	Colour Meter	6 500.00	0	0.00
IN0000444	31 Aug 2017	Mono meter	2 250.00	500	43.41
IN0000444	31 Aug 2017	Colour Meter	6 500.00	500	1 092.04
IN0000424	24 Aug 2017	Mono meter	750.00	750	65.12
IN0000424	24 Aug 2017	Colour Meter	5 478.00	0	0.00
IN0000433	31 Jul 2017	Mono meter	1 750.00	1000	86.82
IN0000433	31 Jul 2017	Colour Meter	6 000.00	522	1 036.45
IN0000412	19 Jun 2017	Mono meter	0.00	0	0.00
IN0000412	19 Jun 2017	Colour Meter	5 478.00	0	0.00
IN0000401	14 Jun 2017	Mono meter	0.00	0	0.00
IN0000401	14 Jun 2017	Colour Meter	5 478.00	0	0.00
IN0000389	31 Oct 2016	Mono meter	22 596.00	1144	85.80
IN0000389	31 Oct 2016	Colour Meter	12 080.00	737	1 149.17

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	Reading	MeterReading
19-12/1202	SP 19-123456	SP 19-12 Colour Copier	Mono_37	CO0000018	Samantha Diner	0.	0.
19-12/1202	SP 19-123456	SP 19-12 Colour Copier	Colour_37	CO0000018	Samantha Diner	0.	0.

Current

Open Windows

18 Dec 2018

Capture Reading :

Reading: 0 Date: 30 Sep 2017

Order No: 0

Comments:

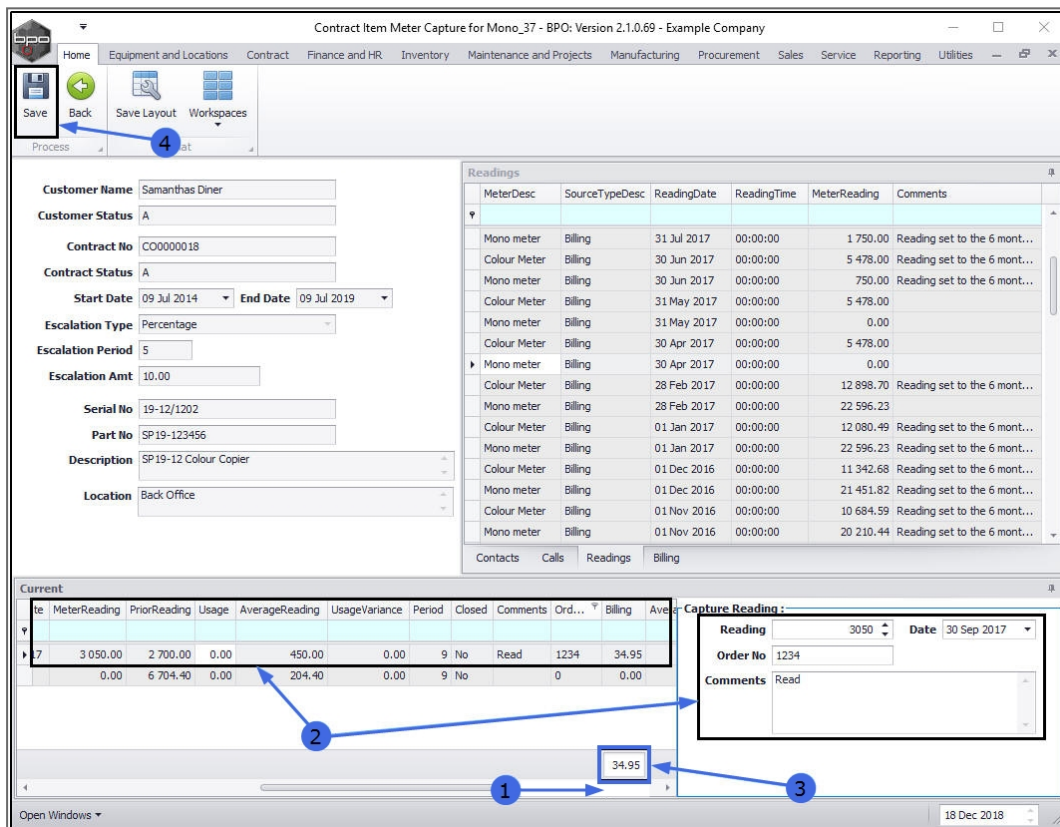
1. If you **scroll across** the **Current** data grid you will see that,
2. the information you are adding to the **Capture** reading frame is being added to the **Current** data grid.

INVOICE AMOUNT CALCULATION

- The system will now calculate the **Invoice** amount.
 - It is good practice to check this amount with the client and with your own records against previous billing, to ensure the invoice amount is correct.

SAVE METER READINGS

- When you have finished editing the meter readings in this screen, click on **Save**.



Contract Item Meter Capture for Mono_37 - BPO: Version 2.1.0.69 - Example Company

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

Save Back Save Layout Workspaces

Process

Customer Name: Samanthas Diner
 Customer Status: A
 Contract No: CO0000018
 Contract Status: A
 Start Date: 09 Jul 2014 End Date: 09 Jul 2019
 Escalation Type: Percentage
 Escalation Period: 5
 Escalation Amt: 10.00
 Serial No: 19-12/1202
 Part No: SP19-123456
 Description: SP19-12 Colour Copier
 Location: Back Office

MeterDesc	SourceTypeDesc	ReadingDate	ReadingTime	MeterReading	Comments
Mono meter	Billing	31 Jul 2017	00:00:00	1 750.00	Reading set to the 6 mont...
Colour Meter	Billing	30 Jun 2017	00:00:00	5 478.00	Reading set to the 6 mont...
Mono meter	Billing	30 Jun 2017	00:00:00	750.00	Reading set to the 6 mont...
Colour Meter	Billing	31 May 2017	00:00:00	5 478.00	
Mono meter	Billing	31 May 2017	00:00:00	0.00	
Colour Meter	Billing	30 Apr 2017	00:00:00	5 478.00	
Mono meter	Billing	30 Apr 2017	00:00:00	0.00	
Colour Meter	Billing	28 Feb 2017	00:00:00	12 898.70	Reading set to the 6 mont...
Mono meter	Billing	28 Feb 2017	00:00:00	22 596.23	
Colour Meter	Billing	01 Jan 2017	00:00:00	12 080.49	Reading set to the 6 mont...
Mono meter	Billing	01 Jan 2017	00:00:00	22 596.23	Reading set to the 6 mont...
Colour Meter	Billing	01 Dec 2016	00:00:00	11 342.68	Reading set to the 6 mont...
Mono meter	Billing	01 Dec 2016	00:00:00	21 451.82	Reading set to the 6 mont...
Colour Meter	Billing	01 Nov 2016	00:00:00	10 684.59	Reading set to the 6 mont...
Mono meter	Billing	01 Nov 2016	00:00:00	20 210.44	Reading set to the 6 mont...

Current

Item	MeterReading	PriorReading	Usage	AverageReading	UsageVariance	Period	Closed	Comments	Ord...	Billing	Aver
7	3 050.00	2 700.00	0.00	450.00	0.00	9	No	Read	1234	34.95	
	0.00	6 704.40	0.00	204.40	0.00	9	No		0	0.00	

Capture Reading:

Reading: 3050 Date: 30 Sep 2017

Order No: 1234

Comments: Read

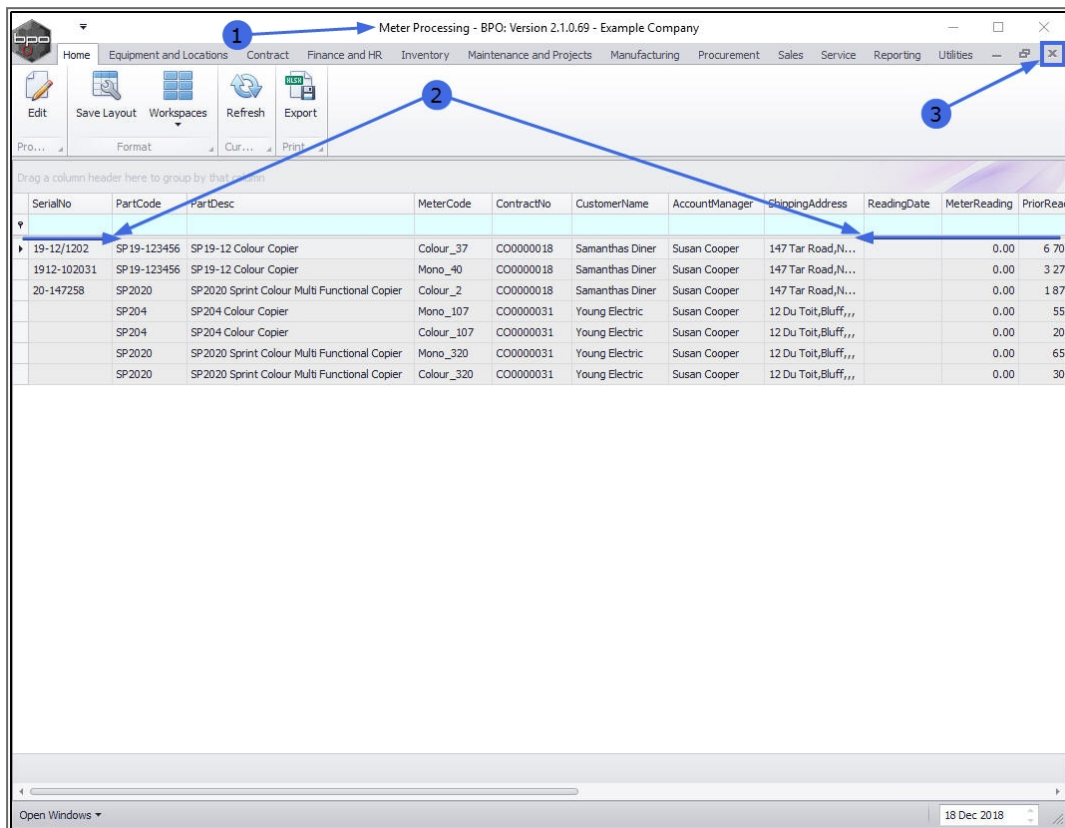
1 2 3

Open Windows 18 Dec 2018

- You will return to the **Meter Processing** screen.
- Once a reading has been captured, the item will be **removed** from this list.

- To edit this record at a later stage, use the [Meter Usage](#) screen.

3. **Close** the screen when you are done.



MNU.118.001