

## **INVENTORY**

## **VIEW READINGS ON PRIOR PART ISSUES**

This process enables you to check whether a current meter is within yield.

**Ribbon Access:** *Inventory > Request Approval* 

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The *Part Request Approval* listing screen will be displayed.

- Select the *Site*.
  - In this image, *Durban* has been selected.



## View Readings on Prior Part Issues

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- Select the part request relating to the meters you wish to view.
  - In this image, *PQ0000612* has been selected.

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• Click on the *expand* button in the row of the selected part request.

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The *Call Meters* sub grid will be displayed.

- Serial No: This is the serial number of the machine.
- Meter Def Code: This is the meter definition code.
- **Description**: This is the description of the meter.
- *Meter Reading*: This is the current meter reading.
- *Reading Time*: This is the time when the current meter reading was recorded.
- *Reading Date*: This is the date when the current meter reading was recorded.
- **Prior Reading**: This is the previous meter reading.
- *Period*: This is the financial period in which billing will be processed.
- *Comments*: These are comments relating to the current meter reading.



**Note 1**: All these fields will be auto populated as the Call Meters frame is expanded and are uneditable (greyed out).

**Note 2**: If you cannot see all the columns listed above, in the Call Meters sub grid, please refer to Using BPO: Data Grids.

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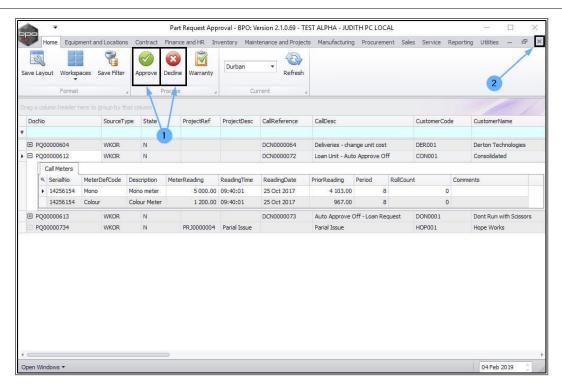
1. You can <u>Approve or Decline</u> the part request as required.

If you wish to approve the part request - ensure that it is billable if a <u>short yield</u> exists.

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



## View Readings on Prior Part Issues



MNU.142.002