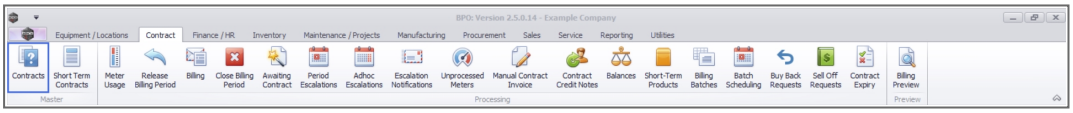
We are currently updating our site; thank you for your patience.

CONTRACT

MINIMUM BILLING AND METER CHARGE SETUP

Minimum billing is an agreed cost between Company and Customer which the company will charge to ensure they can provide for a minimum quality of service and support at all times. Meter charge set up on a contract allows for a specific amount of copies within a set time frame. Monitoring the sub-sequent meter readings can help keep track of potential over or under usage and adjust the contract accordingly, to better suit the needs of the customer.

Ribbon Select **Contract > Contracts**



The **Contract Listing** screen will be displayed.

Select the Site

Your employee user record should be linked to a default site. In this case, the site will auto populate with this default, otherwise the site must be manually selected.

Another site can be selected, if required, and if you have the security rights to access the site.

If **All Sites** displays here, then you do not have a default site configured on your user record, and need to select the required site.

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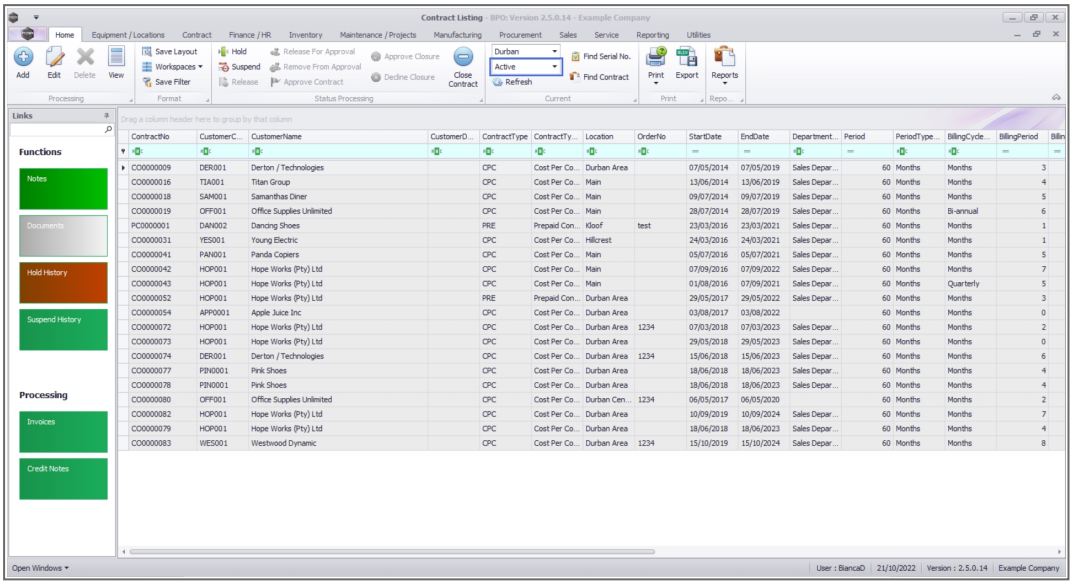
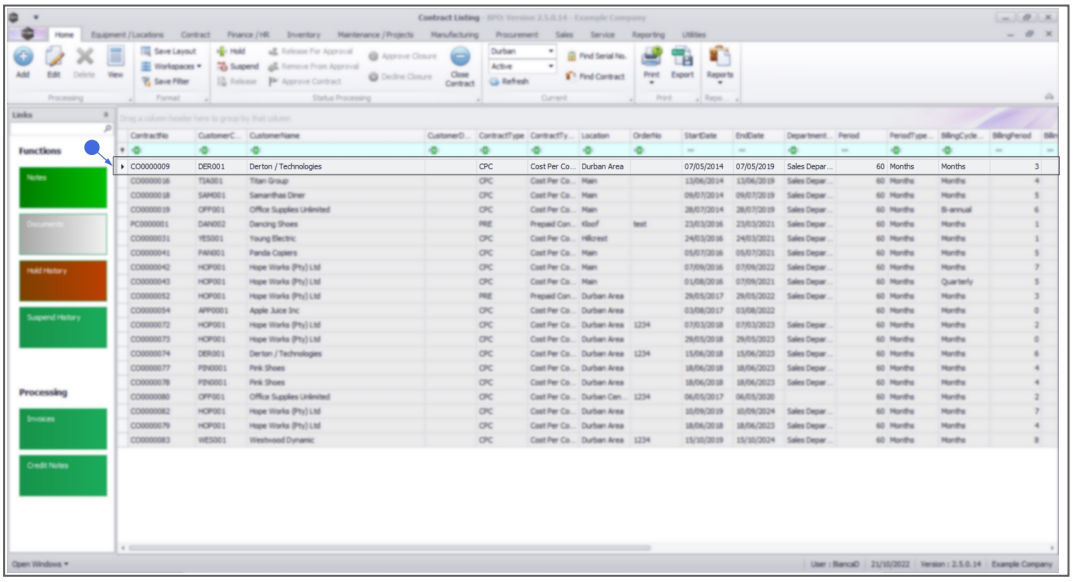
Upon opening, this screen will default to the **Active** status, listing all the **Active** contracts for the selected site.



- **Note**: You can **only** set up minimum billing and meter charges when the Contract is in the **Active** state.

SELECT THE CONTRACT

- Select the **row** of the **contract** that you wish to process.



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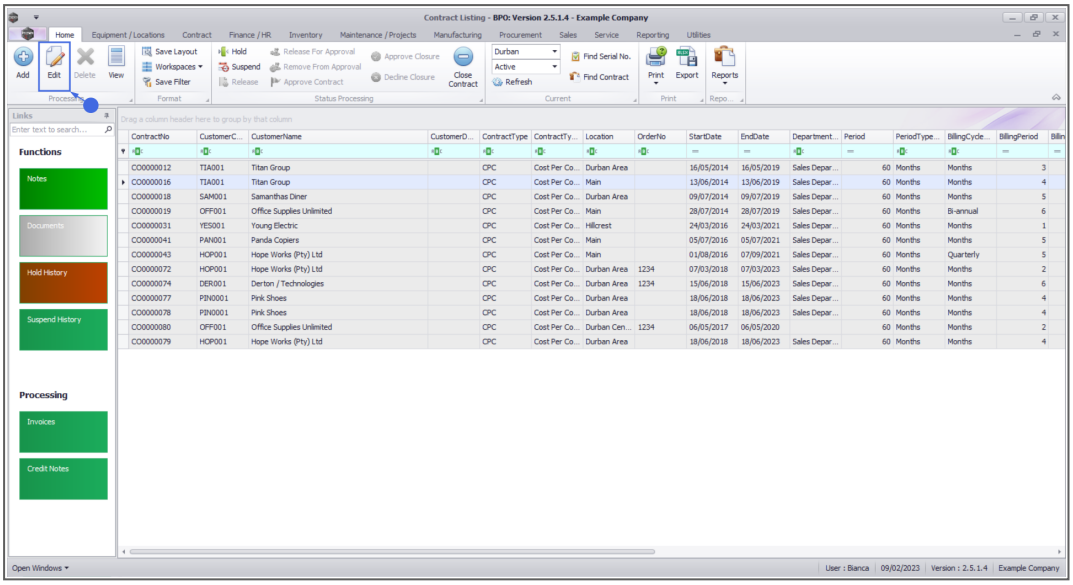
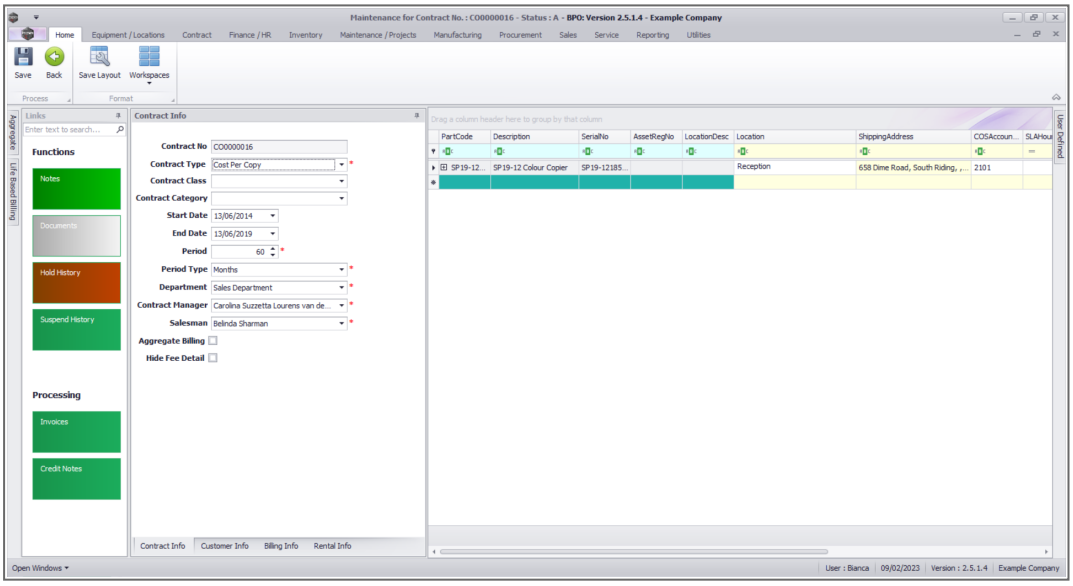
- Click on the **Edit** button.



The **Contract Maintenance** screen will be displayed.



SELECT THE ITEM

- Click on the row of the contract item you wish to work with.

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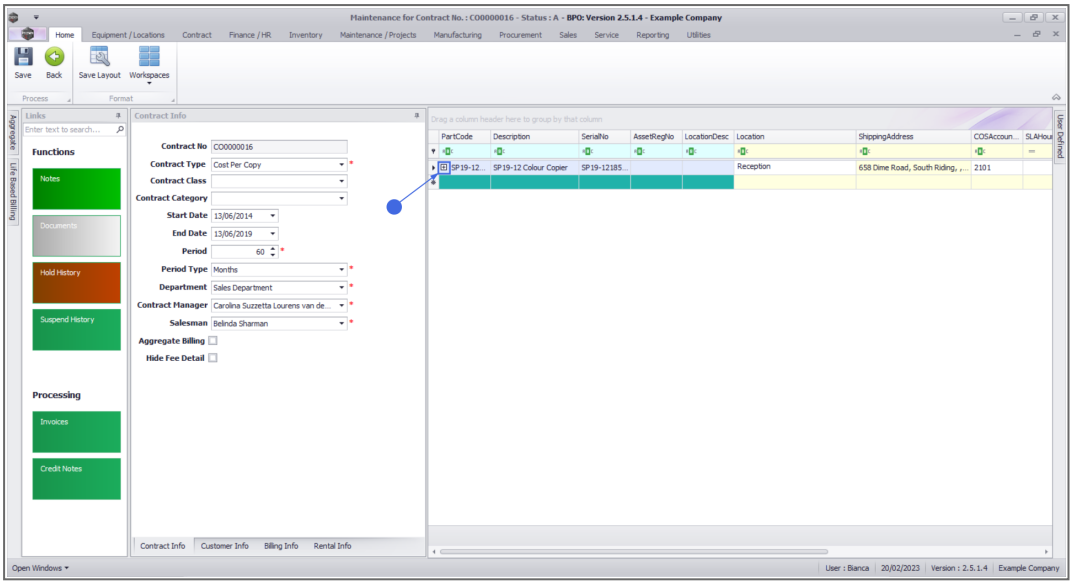
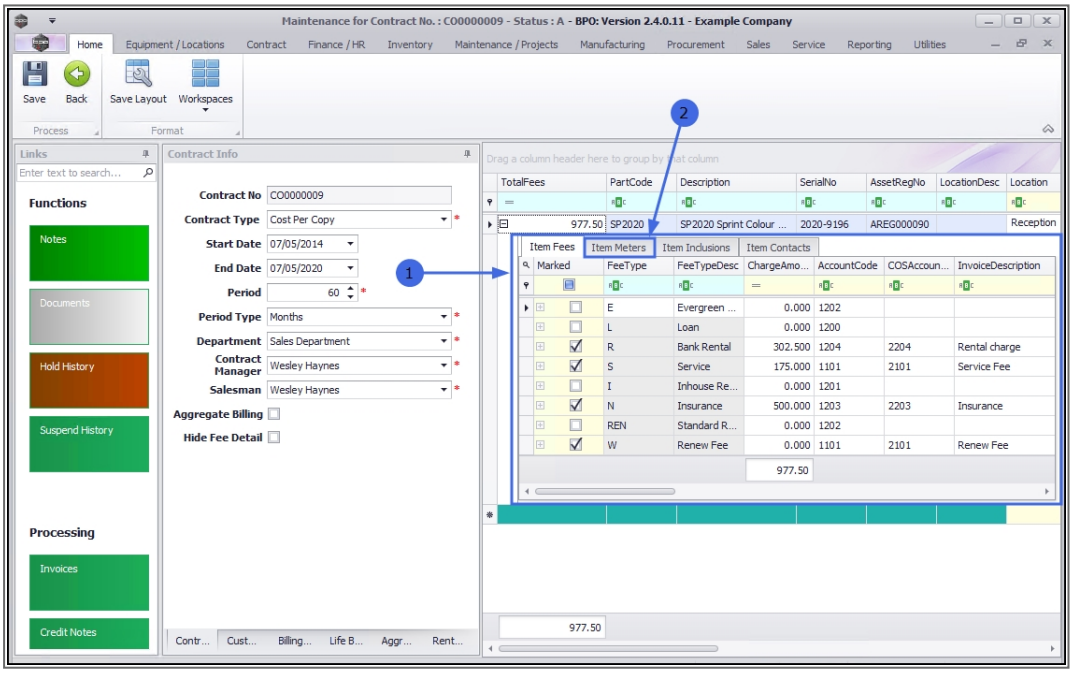


SELECT THE ITEM METER

Click on the **Item Meters** tab.



You can now view the **Item Meters** frame.

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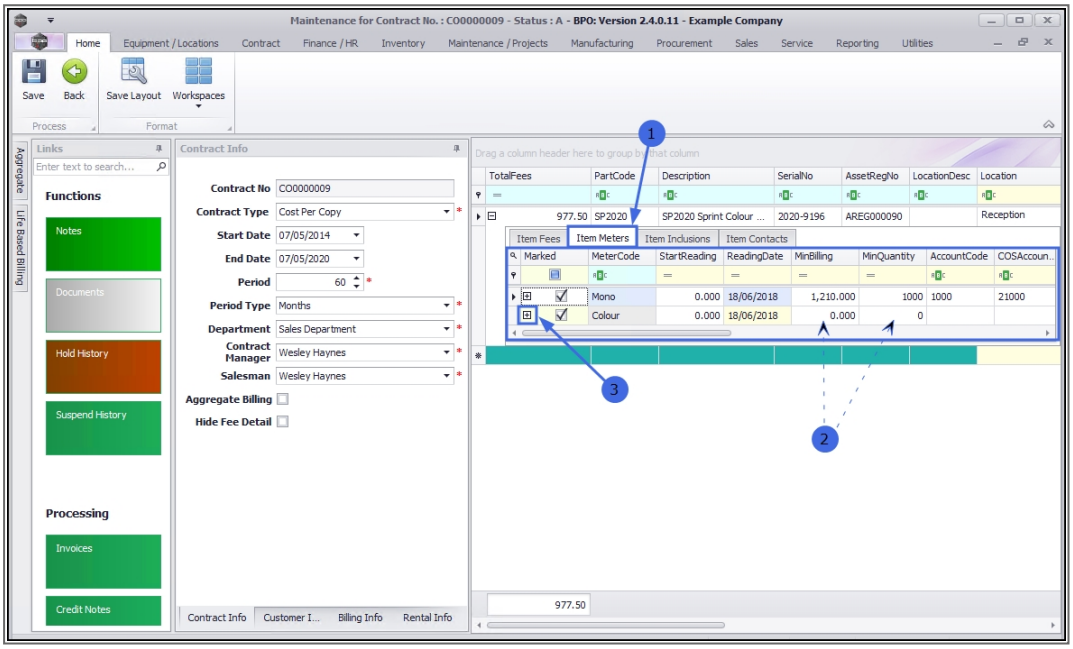
VIEW MINIMUM BILLING FIELDS

- Here you can add, edit, and delete minimum billing requirements.

VIEW METER CHARGES

- Click on the **expand** button in the row of an item meter.



1. The **Meter Charges** frame will open.
2. Here you can add, edit and delete the required meter charge levels.

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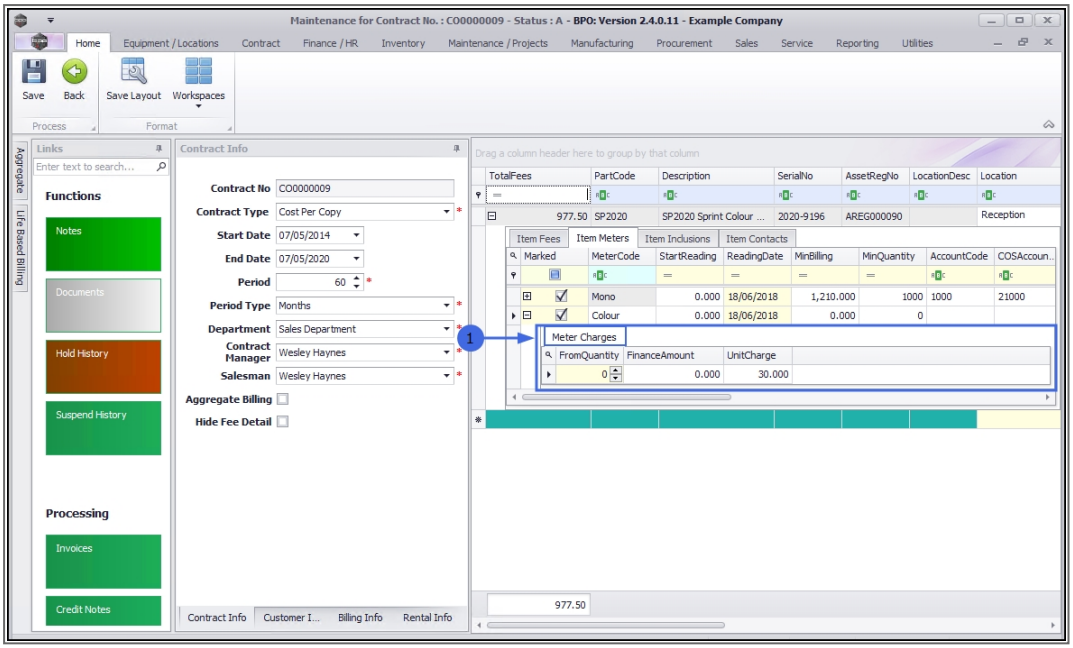

NOTES ON METER CHARGE SETUP

Aggregate Meter Charge Setup

For Aggregate meter charge setup, refer to Aggregate Billing

Prepaid Meter Charge Setup

If a designated meter usage amount needs to be reached before meter billing begins, refer to Prepaid Contracts.

Minimum Billing Setup

In the example table below, there is a **minimum billing** set up with **5** meter charge matrix levels. Because BPO calculates the usage charges by first calculating the minimum billing set up, the first line in this matrix is **redundant** and incorrect.

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When setting up the **From Quantity** in the meter matrix, consider that from quantity **0** to quantity **1** is **1** copy click. Therefore, when setting up a charge level that must bill from (and including) quantity **1001**, the **From Quantity** must be set to **1000**.

Note: If you were to set the **From Quantity** to **1001** this would result in charging from (and including) copy click 100**2**.

Minimum Billing Setup		Copy Clicks Translated		Notes
Min Qty	**Min Billing**	**From**	**To**	
1000	R250.00	0	1000	
Meter Charge Matrix Setup		**Copy Clicks Translated**		**Notes**
From Qty	**Unit Charge (cents)**	**From & Including**	**To & Including**	
0	0	0	1000	Redundant line – this is covered by the min billing
1001	30	1002	2000	Will bill from and including 1002 instead of 1001
2001	35	2002	3000	Will bill from and including 2002 instead of 2001
3001	40	3002	4000	Will bill from and including 3002 instead of 3001
4001	50	4002	onwards	Will bill from and including 4002 instead of 4001

CORRECT METER CHARGE SETUP

Below are **3** different examples for meter charge setup, and the usage calculations, which you can review, to ensure that your meter charges are set up correctly.

1. The first table indicates the meters as set up in BPO, and how this translates to copy clicks.
2. The second table shows the usage charge calculation, based on an example usage for a month.

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3. The third image is how the above table information will look in BPO2.

Example 1.1: Meter Charge Setup with Minimum Billing

Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	**Min Billing**	**From**	**To**
1000	R250.00	0	1000
Meter Charge Matrix Setup		**Copy Clicks Translated as**	
From Qty	**Unit Charge (cents)**	**From & Including**	**To & Including**
0	30	1001	2000
2000	35	2001	3000
3000	40	3001	4000
4000	50	4001	onwards

Example 1.2: Meter Billing Calculation Example, e.g., Usage = 4500

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	Min Bill	1000	R250.00
1000	2000	R0.30	1000	R300.00
2000	3000	R0.35	1000	R350.00
3000	4000	R0.40	1000	R400.00
4000	4500	R0.50	500	R250.00
		Total Charge (excl VAT):		R1550.00

Example 1.3: how the above table information will look in BPO2.

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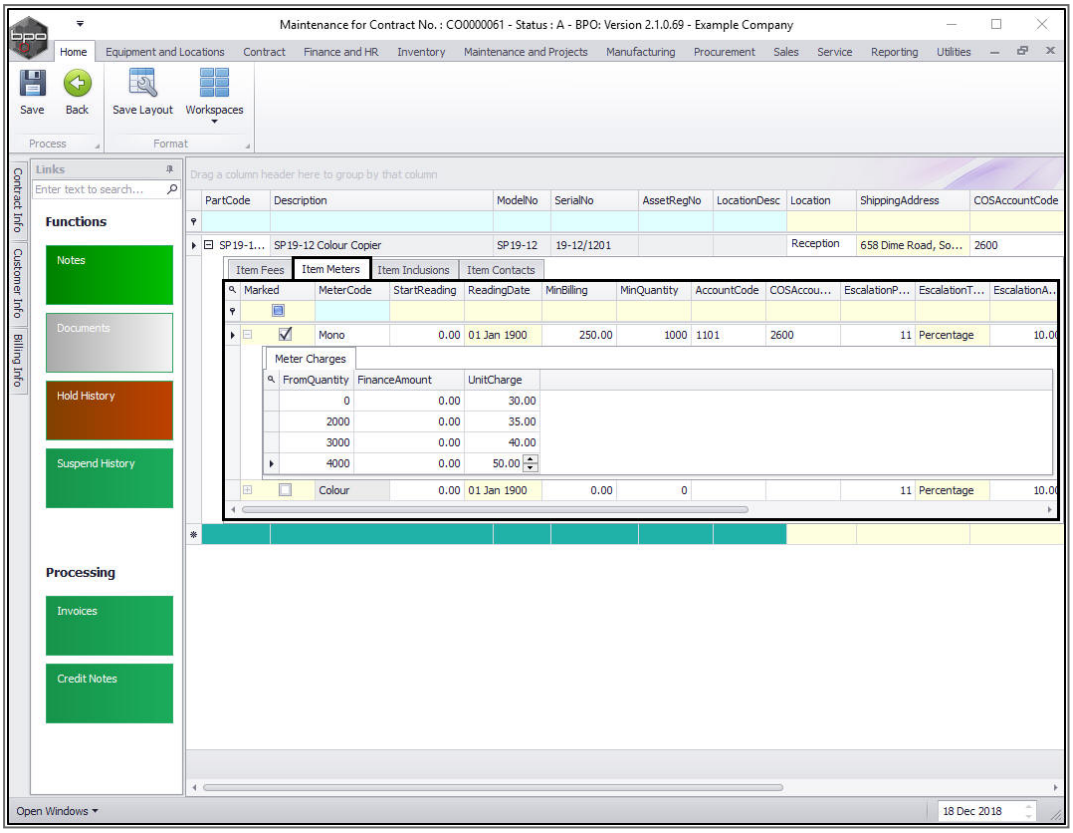

Example 2.1: Meter Charge Setup with Free Minimum Billing

Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	**Min Billing**	**From**	**To**
1000	0	0	1000
Meter Charge Matrix Setup		**Copy Clicks Translated as**	
From Qty	**Unit Charge (cents)**	**From & Including**	**To & Including**
0	5	1001	5000
5000	12	5001	onwards

Example 2.2: Meter Billing Calculation Example, e.g., Usage = 5200

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	Min Bill	1000	R0.00
1000	5000	R0.05	4000	R200.00
5000	5200	R0.12	200	R24.00
			Total Charge (excl VAT):	R224.00

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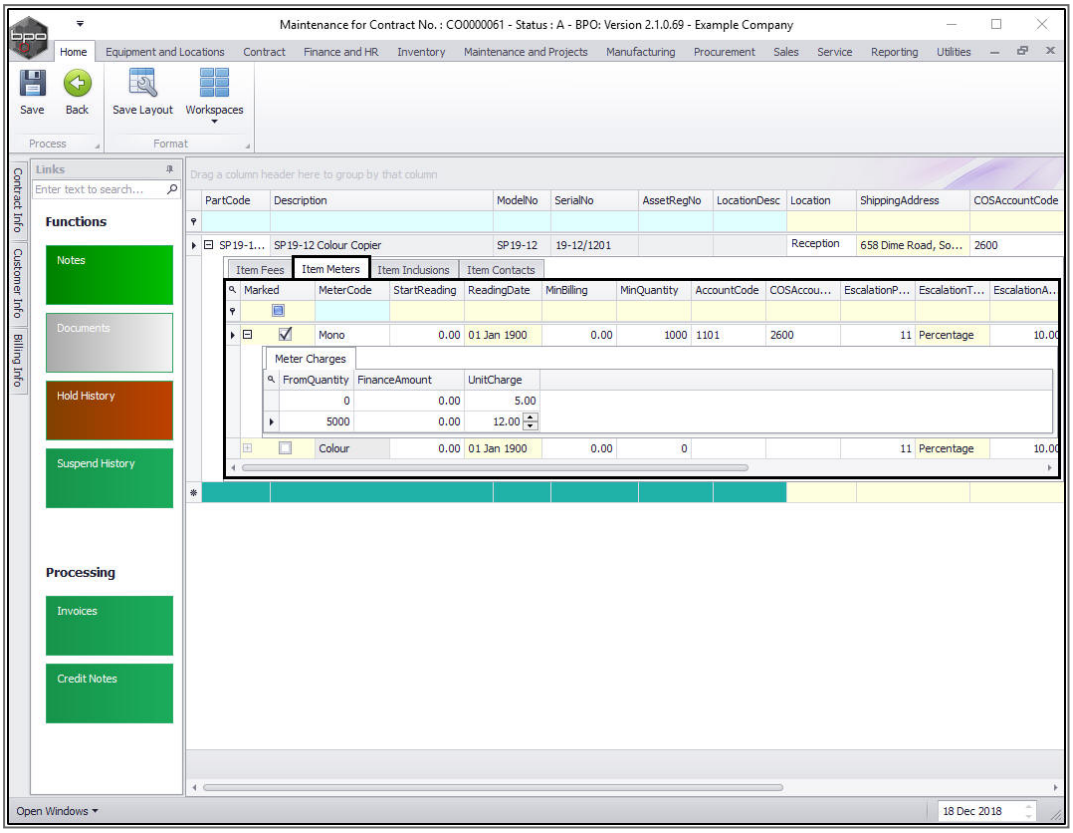
Example 2.3: how the above table information will look in BPO2.



Example 3.1: Meter Charge Setup with No Minimum Billing

Minimum Billing Setup		Copy Clicks Translated as	
Min Qty	**Min Billing**	**From**	**To**
0	0	0	0
Meter Charge Matrix Setup		**Copy Clicks Translated as**	
From Qty	**Unit Charge (cents)**	**From & Including**	**To & Including**
0	4	1	1000
1000	10	1001	onwards

Example 3.2: Meter Billing Calculation Example, e.g., Usage = 1300

From Copy	To Copy	Unit Charge	Usage	Charge
0	1000	R0.04	1000	R40.00
1000	1300	R0.10	300	R30.00

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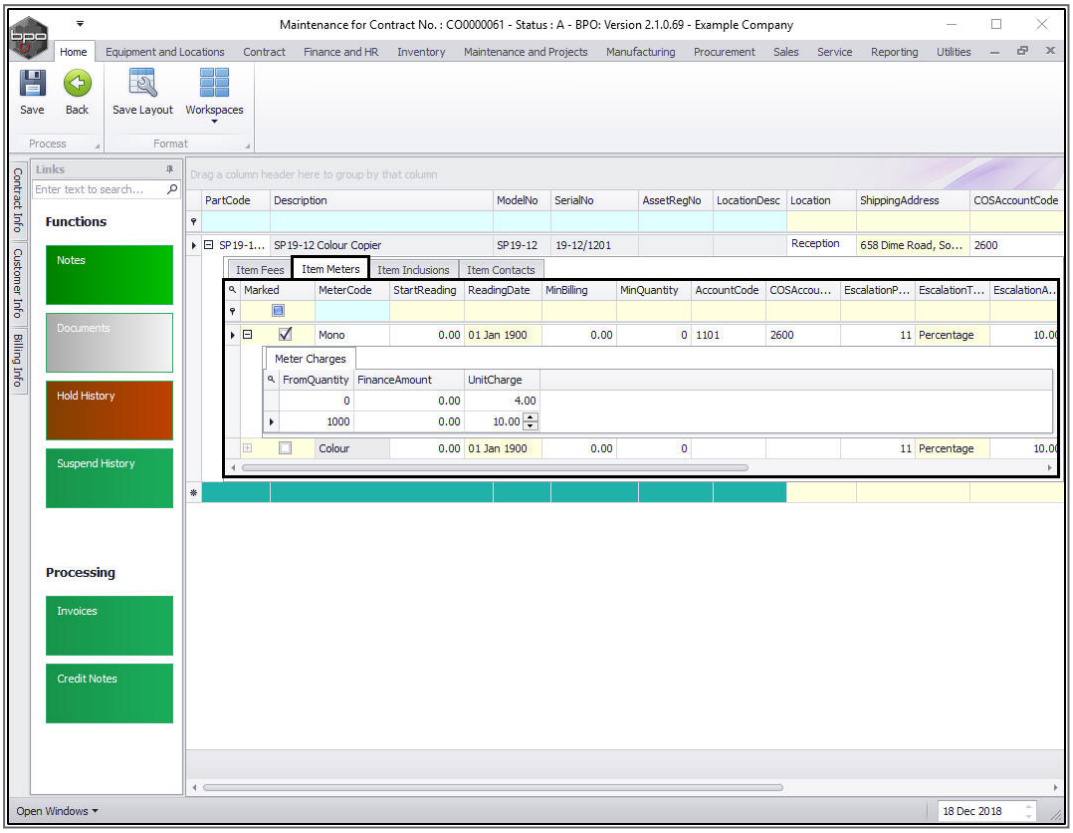
Total Charge (excl VAT):	R70.00

Example 3.3: how the above table information will look in BPO2.



MNU.112.040

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