

# EQUIPMENT

## ASSETS - METERS - RESET READING

The meter reading should only be reset where a contract has already been **previously billed** but the start reading for the next billing is **incorrect**.

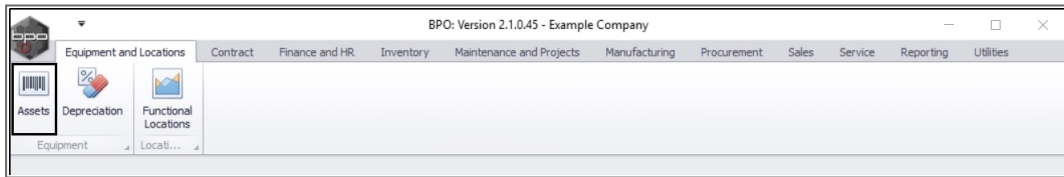
A meter can only be reset once in a financial period.

If a the contract billing was incorrect due to an incorrect end reading, **raise a contract credit note with the option to re-invoice** , and correct the end reading on the credit note. This will raise a new invoice for the correct usage and reset the meter reading.

---

**Ribbon Access:** *Equipment and Locations > Assets*

---

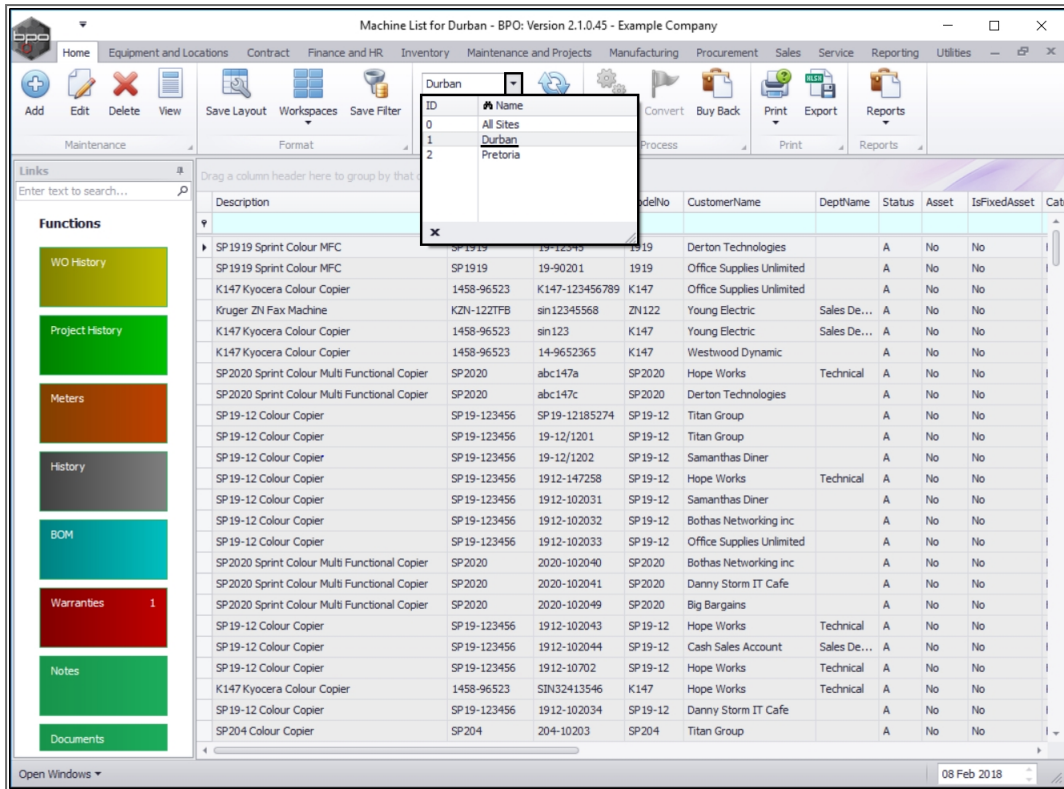


The **Machine List for []** screen will be displayed.

## SELECT THE SITE AND STATUS

---

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



## SELECT THE ITEM TO BE RESET

- Select the **row** of the **serialised item** where you wish to **reset** the **meter reading**.
- Click on the **Meters** tile.

Machine List for Durban - BPO: Version 2.1.0.45 - Example Company

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

Add Edit Delete View Save Layout Workspaces Save Filter Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

- WO History
- Project History
- Meters**
- History
- BOM
- Warranties 1
- Notes
- Documents

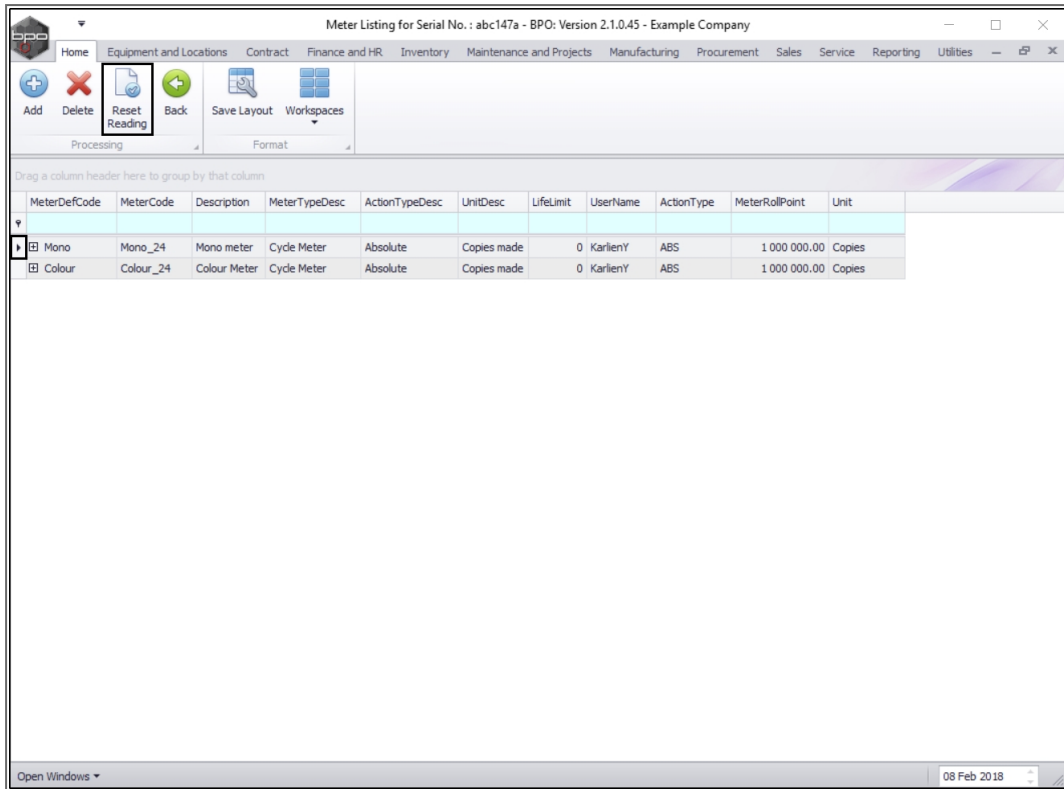
Drag a column header here to group by that column

Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	Cat
SP1919 Sprint Colour MFC	SP1919	19-12345	1919	Derton Technologies		A	No	No	
SP1919 Sprint Colour MFC	SP1919	19-90201	1919	Office Supplies Unlimited		A	No	No	
K147 Kyocera Colour Copier	1458-96523	K147-123456789	K147	Office Supplies Unlimited		A	No	No	
Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales De...	A	No	No	
K147 Kyocera Colour Copier	1458-96523	sin123	K147	Young Electric	Sales De...	A	No	No	
K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dynamic		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technologies		A	No	No	
SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12	Titan Group		A	No	No	
SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12	Titan Group		A	No	No	
SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102032	SP19-12	Bothas Networking Inc		A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies Unlimited		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Bothas Networking Inc		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	SP2020	Danny Storm IT Cafe		A	No	No	
SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020	Big Bargains		A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12	Hope Works	Technical	A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12	Cash Sales Account	Sales De...	A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-10702	SP19-12	Hope Works	Technical	A	No	No	
K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	A	No	No	
SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Danny Storm IT Cafe		A	No	No	
SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		A	No	No	

Open Windows 08 Feb 2018

## SELECT THE METER TO BE RESET

- Select the **row** of the **meter** where you wish to **reset** the **reading**.
- Click on **Reset Reading**.

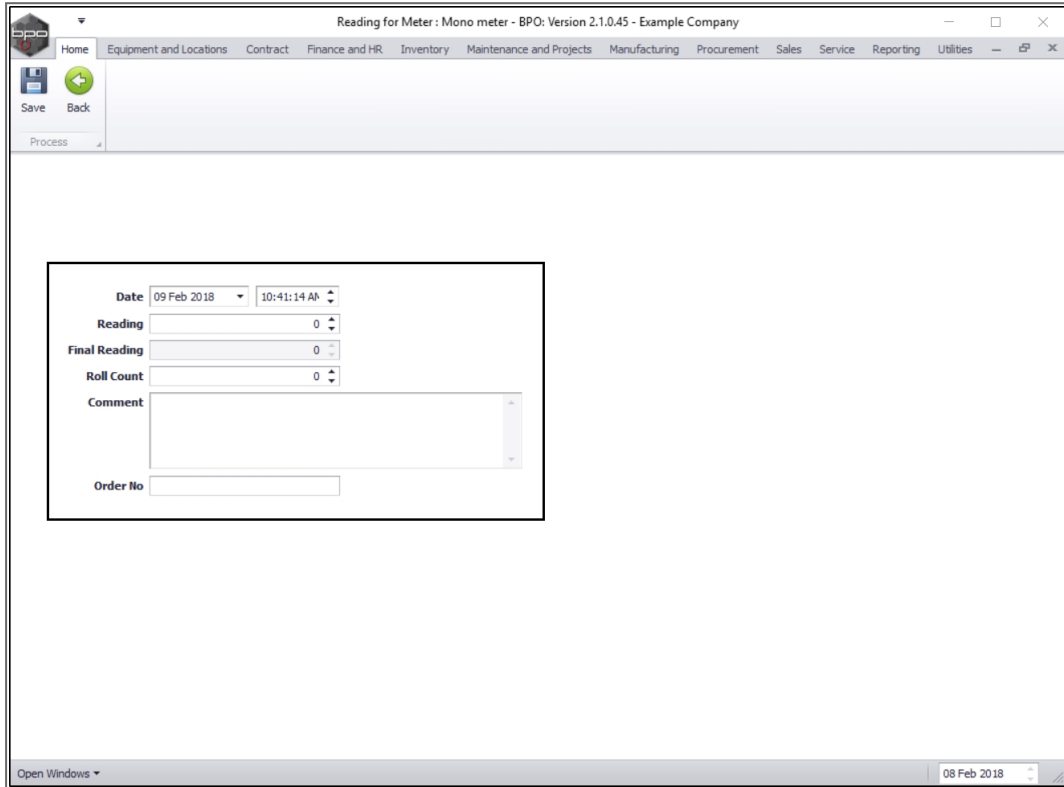


## RESET METER READING DETAILS

The *Reading for Meter: [] meter* screen will be displayed.

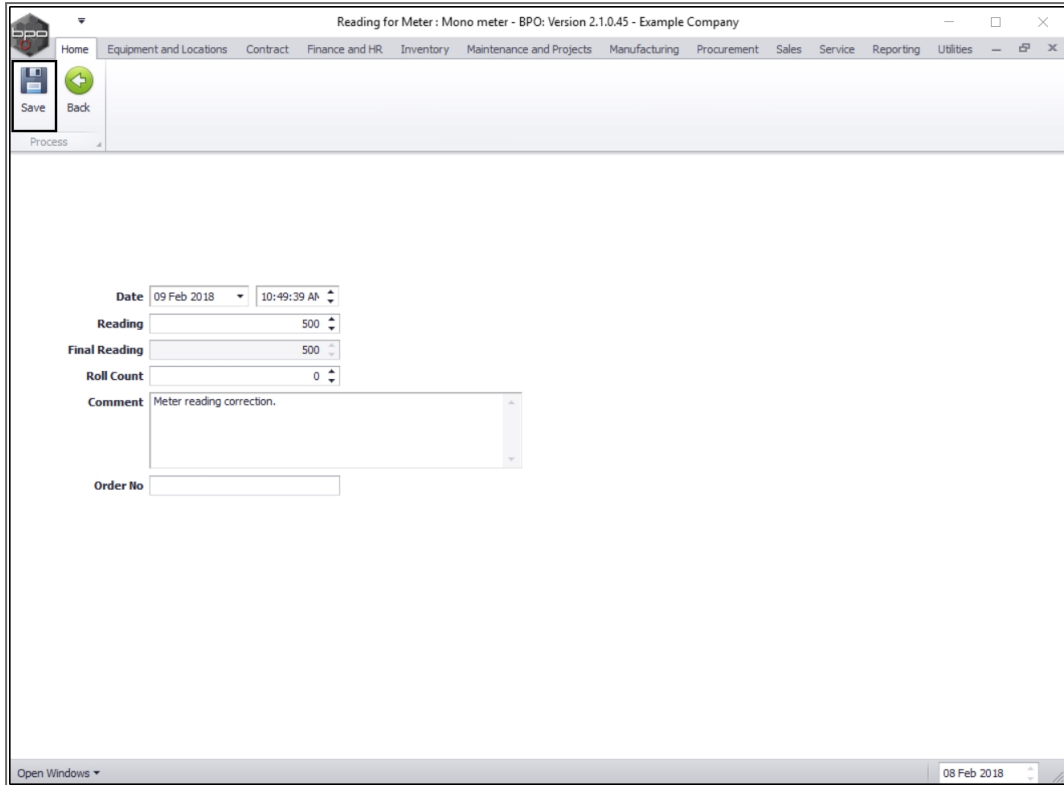
- **Date:** This will be auto populated with the current date and time.
  - Date: Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
  - Time: Type in or use the directional arrows to select an alternative time, if required.
- **Reading:** Type in or use the directional arrows to select the correct meter reading.
- **Final Reading:** This will auto populate with the same detail as the *Reading* text box.

- **Roll Count:** Type in or use the arrow indicators to select the roll count.
- **Comment:** Type a comment relating to this meter reading, in this text box, if required.
- **Order No:** Type an order number in this text box, if required.



### SAVE RESET DETAILS

- When you have finished resetting the meter reading details, click on **Save**.



Reading for Meter : Mono meter - BPO: Version 2.1.0.45 - Example Company

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

Save | Back

Date: 09 Feb 2018 | 10:49:39 AM

Reading: 500

Final Reading: 500

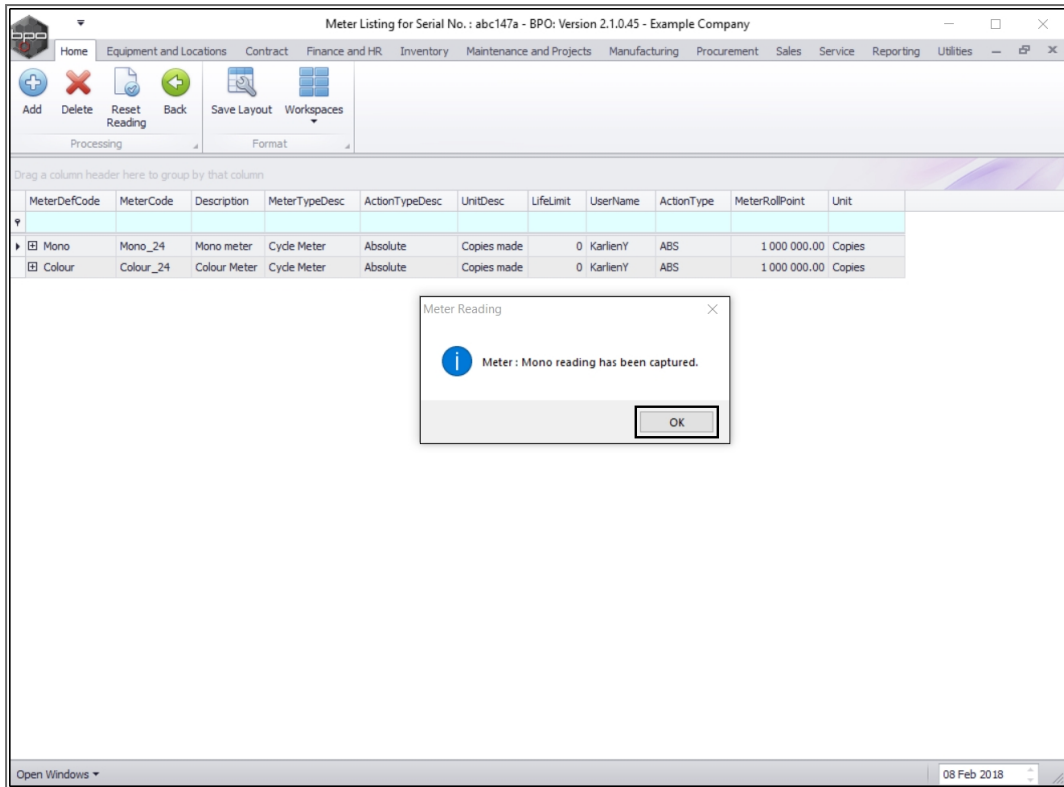
Roll Count: 0

Comment: Meter reading correction.

Order No: [ ]

Open Windows | 08 Feb 2018

- You will return to the ***Meter Listing for Serial No.: [ ]*** screen.
- A ***Meter Reading*** message box will appear, advising the following:
  - *Meter: [ ] reading has been captured.*
- Click on **OK**.



## VIEW THE RESET READING

- Click on the **expand icon** in the row of the meter where the reading was reset.

Meter Listing for Serial No. : abc147a - BPO: Version 2.1.0.45 - Example Company

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

Add | Delete | Reset Reading | Back | Save Layout | Workspaces

Processing | Format

Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
▣ Mono	Mono_24	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies
▣ Colour	Colour_24	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

Open Windows | 08 Feb 2018

- The meter **Readings** frame will open.
- Now you can view the reset reading.



Meter Listing for Serial No.: abc147a - BPO: Version 2.1.0.45 - Example Company

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

Processing: Add, Delete, Reset Reading, Back, Save Layout, Workspaces, Format

Drag a column header here to group by that column

MeterDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit
▾ Mono	Mono_24	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies
Readings										
SourceType	ReadingDate	ReadingTime	MeterReading	Comments	OrderNo	Period	Closed	CaptureDate	CaptureUser	RollCount
▾ ASMN	09 Feb 2018	10:49:39	500.00	Meter reading correction.			0 No	2018/02/09	124	0
CTR	26 Oct 2016	00:00:00	2 700.00	Contract No: CO0000010	0		8 Yes	2016/10/26	103	0
CTR	30 Sep 2016	00:00:00	2 700.00	Contract No: CO0000010	0		7 Yes	2016/10/18	103	0
CTR	31 Aug 2016	00:00:00	2 686.67	Reading set to the 6 month average	0		6 Yes	2016/10/18	103	0
CTR	31 May 2016	00:00:00	3 246.67	Reading set to the 6 month average	0		3 Yes	2016/06/30	103	0
CTR	30 Apr 2016	00:00:00	3 140.00	Reading set to the 6 month average	0		2 Yes	2016/05/17	103	0
CTR	31 Mar 2016	00:00:00	3 033.33	Reading set to the 6 month average	0		1 Yes	2016/04/18	103	0
CTR	29 Feb 2016	00:00:00	3 000.00	Contract No: CO0000010	0		12 Yes	1900/01/01	0	0
CTR	31 Jan 2016	00:00:00	2 500.00	Contract No: CO0000010	0		11 Yes	2016/03/23	103	0
CTR	31 Oct 2015	00:00:00	2 500.00	Contract No: CO0000010	0		8 Yes	2016/03/22	103	0
CTR	31 Aug 2015	00:00:00	2 800.00	Contract No: CO0000010	0		6 Yes	2016/02/02	103	0
CALL	05 Aug 2014	15:08:41	0.00	Call ref: CN0000052	0		6 No	1899/12/30	0	0
CALL	19 Jun 2014	12:58:36	0.00	Call ref: CN0000030	0		4 No	1899/12/30	0	0
▾ Colour	Colour_24	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies

Open Windows | 08 Feb 2018

MNU.007.032

