

CONTRACT

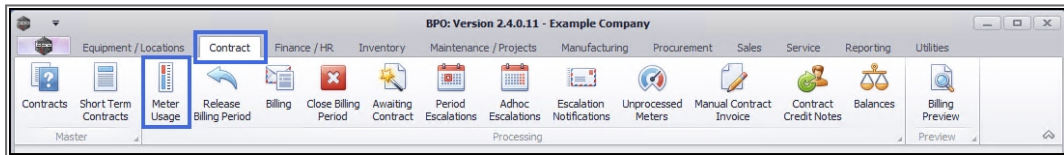
SET TO PRIOR

Some meter readings may not have been captured due to the client being unavailable or due to a machine not being in use.

This process gives you the ability to set the **Current Reading** equal to the **Start Reading** for all meters that have not been captured.

This means that usage for these items will be **0**, and no cost per copy charges will be billed. **Minimum Billing** will be billed as usual.

Ribbon Access: *Contract > Meter Usage*



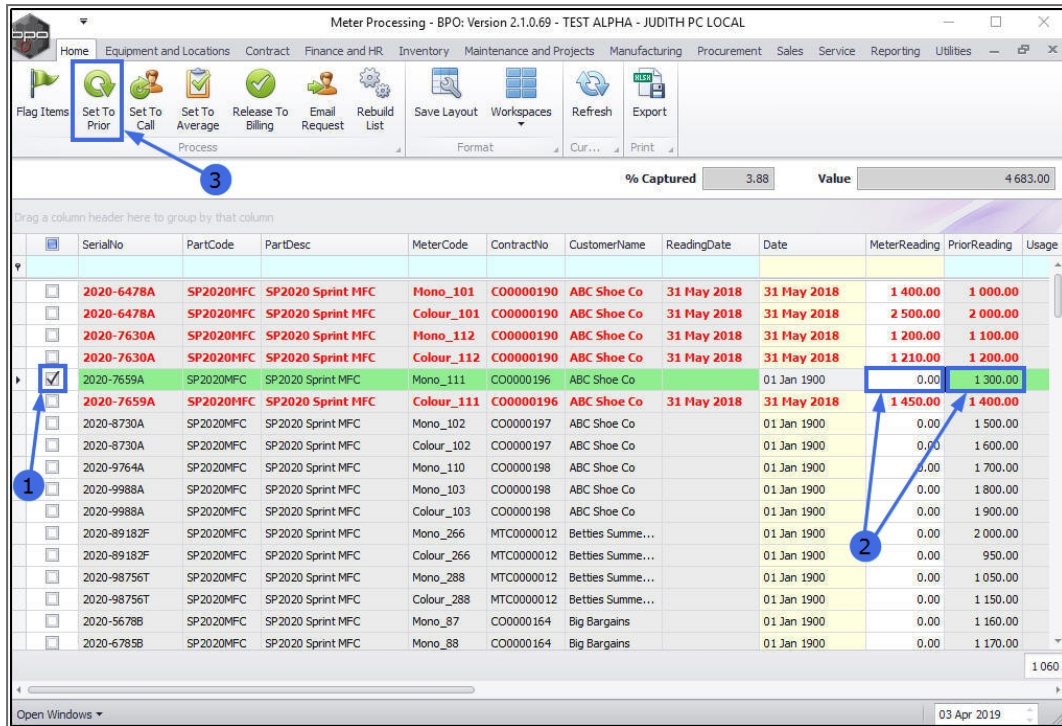
The ***Meter Processing*** screen will be displayed.

SELECT THE METER

1. Select the **check box** in the row of the meter that you wish to select.
You can select multiple lines, if required.
2. In this example, the meter reading of the selected serial number is **0** and the prior reading is **1300**.

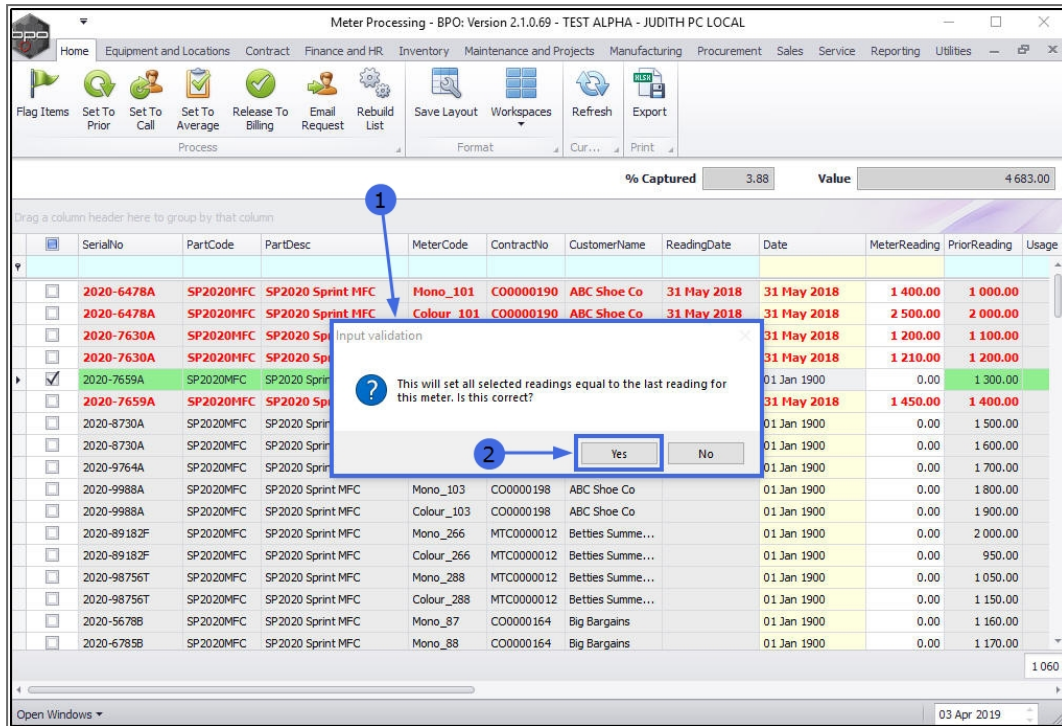
SET METER TO PRIOR

3. Click on ***Set to Prior***.



CONFIRM SELECTION

1. An **Input Validation** message will pop up asking you;
 - o **This will set all selected readings equal to the last reading for this meter in the current period. Is this correct?**
2. Click on **Yes**.



VIEW UPDATED READING

1. The meter reading will now be set to the *prior* meter reading.
2. In this example, the meter reading is now **1300** which is the same as the prior meter reading.

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

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

% Captured: 4.65 | Value: 4 683.00

Drag a column header here to group by that column

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	1 000.00	
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00	1 200.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 300.00	1 300.00	
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00	
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.00	
2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.00	
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	2 000.00	
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...		01 Jan 1900	0.00	950.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 050.00	
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...		01 Jan 1900	0.00	1 150.00	
2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	
2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains		01 Jan 1900	0.00	1 170.00	

1060

Open Windows | 03 Apr 2019

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