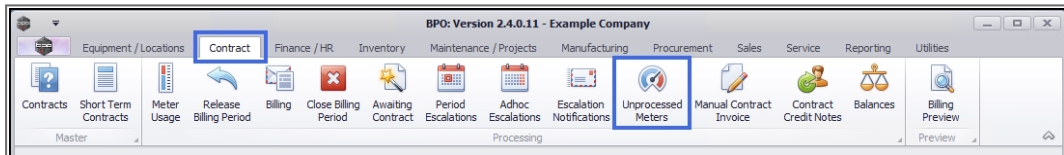


# CONTRACT

## 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.

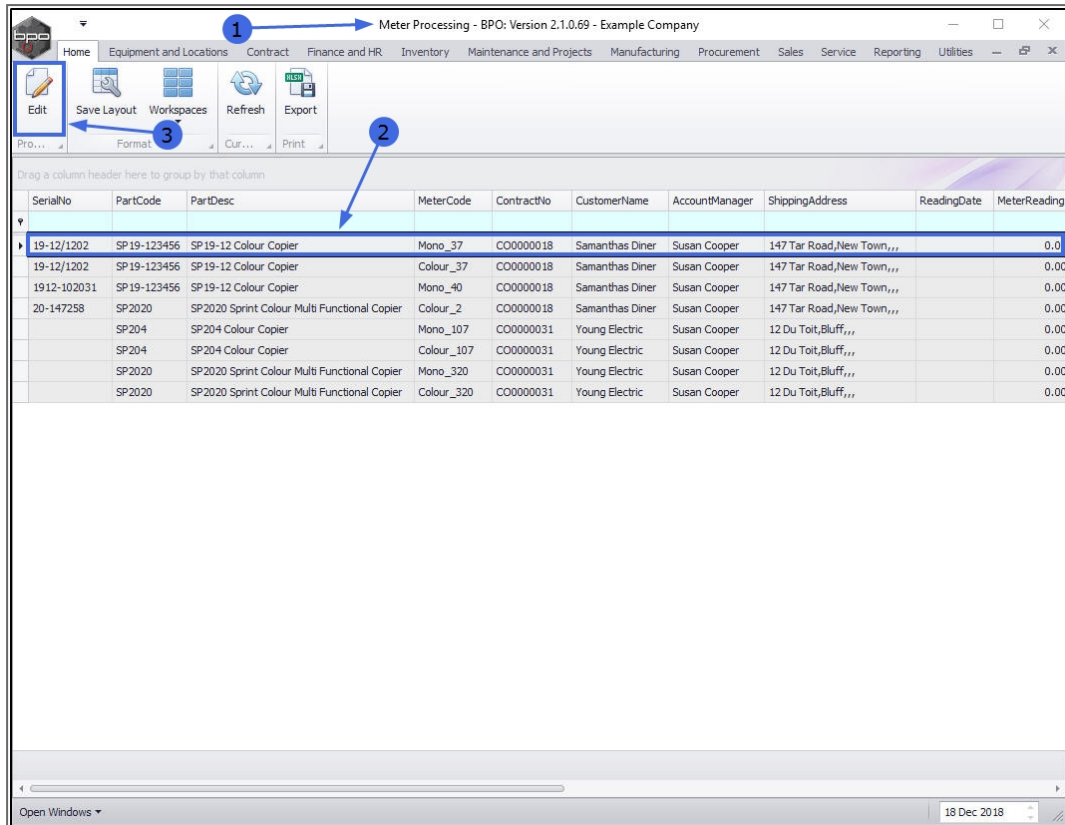
**Ribbon Access:** *Contract > Billing*



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

## SELECT ITEM

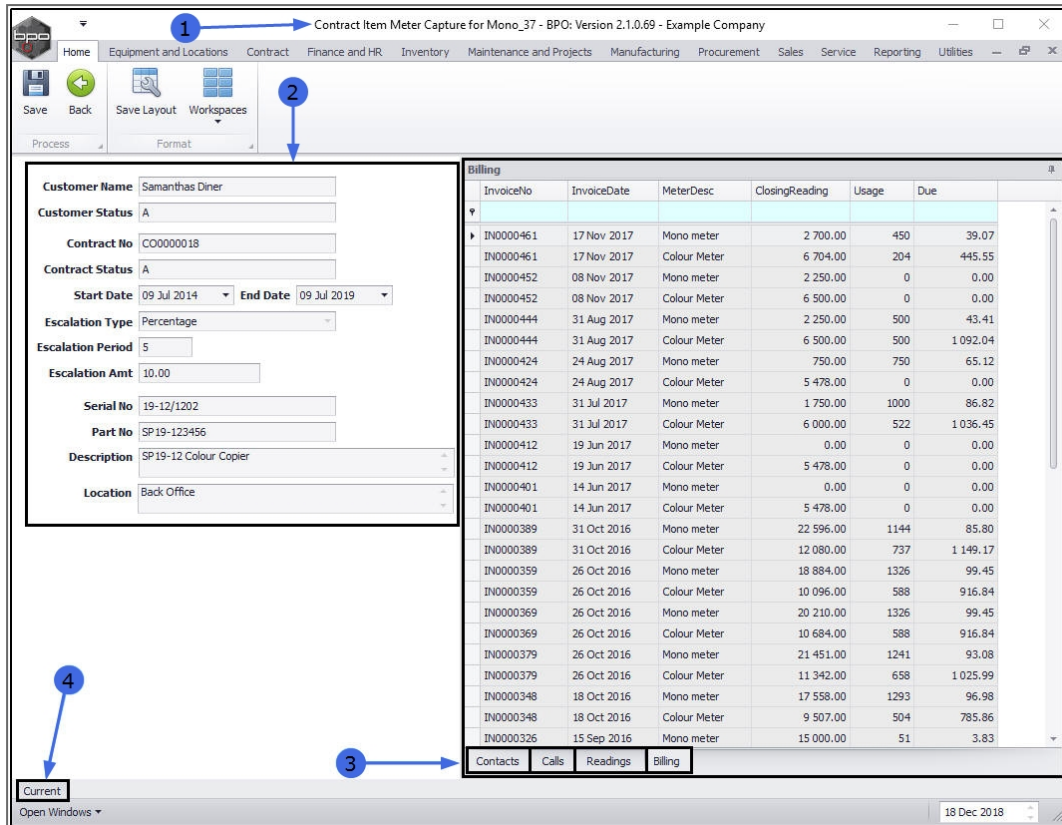
2. **Select** the **row** of the **item** that you wish to update the meter readings of.
3. Click on **Edit**.



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.

The screenshot shows the 'Contract Item Meter Capture for Colour\_37 - BPO: Version 2.1.0.69 - Example Company' window. It features a navigation menu at the top and a toolbar with 'Save', 'Back', 'Save Layout', and 'Workspaces'. The main area is split into several panes:

- Customer Information:** Fields for 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 (SP 19-123456), Description (SP 19-12 Colour Copier), and Location (Back Office).
- Billing:** A table with columns: InvoiceNo, InvoiceDate, MeterDesc, ClosingReading, Usage, Due. It lists various invoices from 2016 to 2017.
- Current:** A data grid with columns: SerialNo, PartCode, PartDesc, MeterCode, ContractNo, CustomerName, Reading, MeterReading. It shows two rows for the current meter.
- Capture Reading:** A form with fields for Reading (0), Date (30 Sep 2017), Order No (0), and Comments.

Blue annotations in the image indicate the following steps:

- Arrow 1 points to the 'Description' field in the Customer Information section.
- Arrow 2 points to the 'Current' data grid.
- Arrow 3 points to the 'Capture Reading' form.

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.

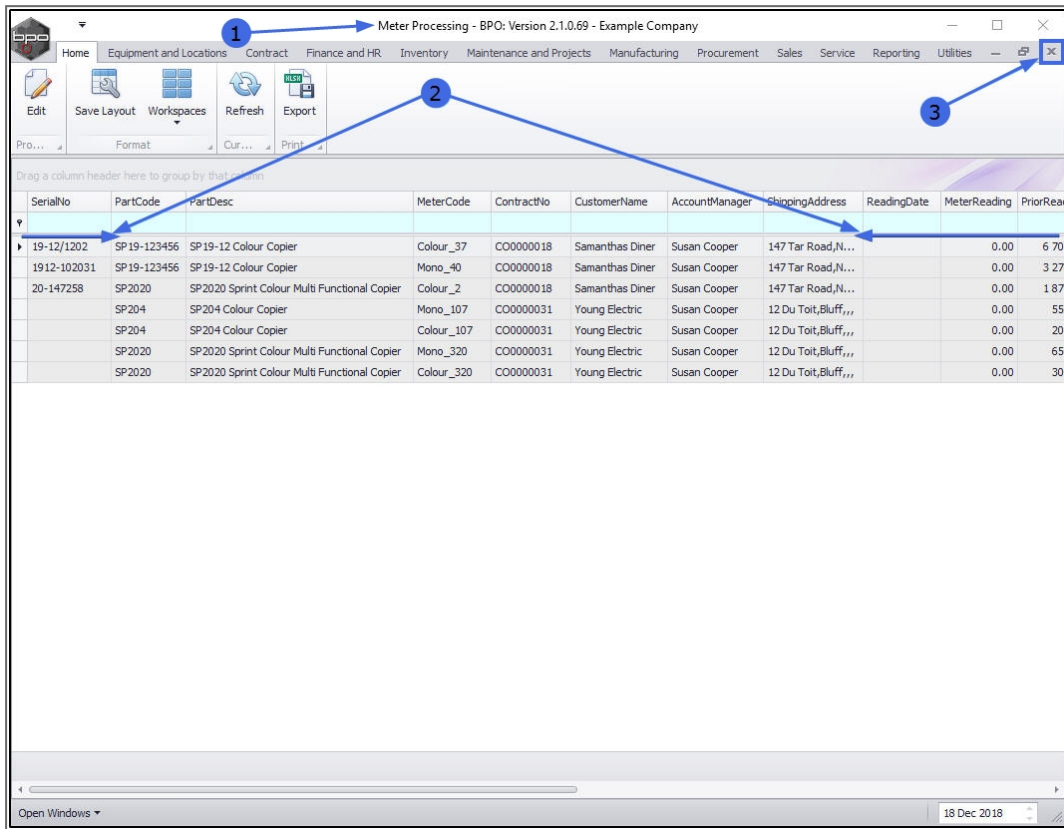
## SAVE METER READINGS

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

- 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