

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.



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19-12/1202	SP19-123456	SP19-12 Colour Copier	Mono_37	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road, New Town,,,		0.
19-12/1202		SP 19-12 Colour Copier	Colour_37	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road, New Town,,,		0.
1912-102031		SP19-12 Colour Copier	Mono_40	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road, New Town,,,		0.
20-147258	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_2	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road,New Town,,,		0.
	SP204	SP204 Colour Copier	Mono_107	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0.
	SP204	SP204 Colour Copier	Colour_107	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0.
	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_320	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0
	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_320	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0

- 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 <u>un</u>editable.
- 3. On the *right* of this screen are **4** <u>un</u>editable 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.



	Layout Workspaces								
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Customer Name	Samanthas Diner		InvoiceNo	InvoiceDate	MeterDesc	ClosingReading	Usage	Due	
ustomer Status	A	٩							
Contract No.	C00000010		IN0000461	17 Nov 2017	Mono meter	2 700.00	450	39.07	
Contract No			IN0000461	17 Nov 2017	Colour Meter	6 704.00	204	445.55	
Contract Status			IN0000452	08 Nov 2017	Mono meter	2 250.00	0	0.00	
Start Date	09 Jul 2014 🔹 End Date 09 Jul 2019 👻		IN0000452	08 Nov 2017	Colour Meter	6 500.00	0	0.00	
Escalation Type	Percentage ·		IN0000444	31 Aug 2017	Mono meter	2 250.00	500	43.41	
scalation Period	5		IN0000444	31 Aug 2017	Colour Meter	6 500.00	500	1 092.04	
			IN0000424	24 Aug 2017	Mono meter	750.00	750	65.12	
Escalation Amt	10.00		IN0000424	24 Aug 2017	Colour Meter	5 478.00	0	0.00	
Serial No	19-12/1202		IN0000433	31 Jul 2017	Mono meter	1 750.00	1000	86.82	
Part No	SP19-123456		IN0000433	31 Jul 2017	Colour Meter	6 000.00	522	1 0 36.45	
	SP19-12 Colour Copier		IN0000412	19 Jun 2017	Mono meter	0.00	0	0.00	
Description	3F13-12 Colour Copies	-	IN0000412	19 Jun 2017	Colour Meter	5 478.00	0	0.00	
Location	Back Office	A.	IN0000401	14 Jun 2017	Mono meter	0.00	0	0.00	
		7	IN0000401	14 Jun 2017	Colour Meter	5 478.00	0	0.00	
		-	IN0000389	31 Oct 2016	Mono meter	22 596.00	1144	85.80	
			IN0000389	31 Oct 2016	Colour Meter	12 080.00	737	1 149.17	
			IN0000359	26 Oct 2016	Mono meter	18 884.00	1326		
			IN0000359	26 Oct 2016	Colour Meter	10 096.00	588		
			IN0000369	26 Oct 2016	Mono meter	20 210.00	1326		
			IN0000369	26 Oct 2016	Colour Meter	10 684.00	588		
			IN0000379	26 Oct 2016	Mono meter	21 451.00	1241		
4			IN0000379	26 Oct 2016	Colour Meter	11 342.00	658		
Γ			IN0000348	18 Oct 2016	Mono meter	17 558.00	1293		
1			IN0000348	18 Oct 2016	Colour Meter	9 507.00	504		
1			IN0000326	15 Sep 2016	Mono meter	15 000.00	51	3.83	

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.

Home	Equipr	nent and	d Locations Contract	Finance and	HR Inventor	M	laintenance and	Projects	Manufac	turing Procur	ement	Sales Servi	ce Reporti	ng Utilities —	8
Back Process	-	Layout Forr	Workspaces												
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1 Par	rt No	SP 19-1	23456				IN0000412	19 Jun		Mono meter		0.00			
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- 1. If you scroll across the Current data grid you will see that,
- the information you are adding to the *Capture* reading frame is being added to the *Current* data grid.



INVOICE AMOUNT CALCULATION

- 3. 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

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

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Escalation Period								C	olour Meter	Billing		30 Apr 3	2017	00:00:0	0	5 478.0	0			
Escalation Amt								► M	lono meter	Billing		30 Apr 3	2017	00:00:0	D	0.0	0			
Escalation Amt	10.00							С	olour Meter	Billing		28 Feb	2017	00:00:0	0	12 898.7	0 Read	ing set to th	ne 6 moi	nt
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- 1. You will return to the *Meter Processing* screen.
- 2. Once a reading has been captured, the item will be *removed* from this list.



- To edit this record at a later stage, use the <u>Meter Usage</u> screen.
- 3. *Close* the screen when you are done.

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SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	AccountManager	ShippingAddress	ReadingDate	MeterReading	PriorRe
	-									
19-12/1202	SP19-123456	SP19-12 Colour Copier	Colour_37	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road,N		0.00	6
1912-102031	SP19-123456	SP19-12 Colour Copier	Mono_40	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road,N		0.00	3
20-147258	SP2020	SP2020 Sprint Colour Multi Functional Copier	Colour_2	CO0000018	Samanthas Diner	Susan Cooper	147 Tar Road,N		0.00	1
	SP204	SP204 Colour Copier	Mono_107	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0.00	
	SP204	SP204 Colour Copier	Colour_107	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0.00	
	SP2020	SP2020 Sprint Colour Multi Functional Copier	Mono_320	CO000031	Young Electric	Susan Cooper	12 Du Toit,Bluff,,,		0.00	
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