

INVENTORY

VIEW READINGS ON PRIOR PART ISSUES

This process enables you to check whether a current meter is within yield.

Ribbon Access: *Inventory > Request Approval*

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Ma	aster					Lines	Processing										
Open Windo	ows 🕶														04 Feb	2019	

The *Part Request Approval* listing screen will be displayed.

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



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PQ00000612	WKOR	N			DCN0000072	Loan Unit - Auto Approve Off	CON001	Consolidated
PQ00000613	WKOR	N			DCN0000073	Auto Approve Off - Loan Request	DON0001	Dont Run with Scissors
PQ00000734	WKOR	N	PRJ0000004	Parial Issue		Parial Issue	HOP001	Hope Works
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- Select the part request relating to the meters you wish to view.
 - In this image, *PQ00000612* has been selected.

Format Process Current Drag a column header here to group by that column SourceType State ProjectRef ProjectDesc CallReference CalDesc CustomerCode CustomerName I PQ00000604 WKOR N O DCN0000072 Loan Unit - Auto Approve Off C0N001 Consolidated II PQ00000613 WKOR N O DCN0000073 Auto Approve Off - Loan Request DON0001 Dont Run with Scisoors II PQ00000734 WKOR N Parial Issue Parial Issue HOP01 Hope Works	Home Equipment a	and Locations C	Contract Finan	nce and HR Inv	ventory Main Durban	tenance and Projects	Manufacturing Procurement S	Sales Service Rep	porting Utilities — &
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• Click on the *expand* button in the row of the selected part request.

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Open Windows -										08 Feb 201	9 🗘	11

The *Call Meters* sub grid will be displayed.

- Serial No: This is the serial number of the machine.
- Meter Def Code: This is the meter definition code.
- **Description**: This is the description of the meter.
- *Meter Reading*: This is the current meter reading.
- *Reading Time*: This is the time when the current meter reading was recorded.
- *Reading Date*: This is the date when the current meter reading was recorded.
- **Prior Reading**: This is the previous meter reading.
- *Period*: This is the financial period in which billing will be processed.
- *Comments*: These are comments relating to the current meter reading.



Note 1: All these fields will be auto populated as the Call Meters frame is expanded and are uneditable (greyed out).

Note 2: If you cannot see all the columns listed above, in the Call Meters sub grid, please refer to Using BPO: Data Grids.

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1. You can <u>Approve or Decline</u> the part request as required.

If you wish to approve the part request - ensure that it is billable if a <u>short yield</u> exists.

2. *Close* the screen when you are done.



View Readings on Prior Part Issues



MNU.142.002