

We are currently updating our site; thank you for your patience.

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 <u>only</u> 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.



	Ŧ			Machine List fo	or Durban - BPO: 1	Version 2.1.0.45 - E	xample Co	mpany			-		×
0	Home	Equipmer	nt and Lo	cations Contract Finance and HR Invento	ry Maintenance	and Projects Ma	nufacturing	Procurement Sales	Service R	leporting	Utilitie	s — 6	×
Add	Edit	X Delete	View	Save Layout Workspaces Save Filter	rban All Sites	£.	Conver	t Buy Back Print E	xport Re	eports			
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Enter t	ext to sea	rch	P	Description			odelNo	CustomerName	DeptName	Status	Asset	IsFixedAss	et Cati
Eu	nctions			•			Circle to	Costonerrane	Deputante	545455	- autor	101 1/100/100/	
	necions			SP1919 Sprint Colour MEC		19-17-98	10	Derton Technologies		۵	No	No	
				SP1919 Sprint Colour MEC	SP1919	19-90201	1919	Office Supplies Unlimited		Δ	No	No	-10
				K147 Kvocera 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	
	Project His	tory		K147 Kyocera Colour Copier	1458-96523	sin 123	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	1
	Meters			SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technologies		A	No	No	1
				SP19-12 Colour Copier	SP19-123456	SP19-12185274	SP19-12	Titan Group		A	No	No	1
				SP19-12 Colour Copier	SP19-123456	19-12/1201	SP19-12	Titan Group		A	No	No	1
	lictory			SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		Α	No	No	1
	iistoi y			SP19-12 Colour Copier	SP19-123456	1912-147258	SP 19-12	Hope Works	Technical	Α	No	No	1
				SP19-12 Colour Copier	SP19-123456	1912-102031	SP19-12	Samanthas Diner		A	No	No	1
				SP19-12 Colour Copier	SP19-123456	1912-102032	SP 19-12	Bothas Networking inc		Α	No	No	1
	BOM			SP19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies Unlimited		Α	No	No	1
				SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Bothas Networking inc		Α	No	No	1
				SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	SP2020	Danny Storm IT Cafe		Α	No	No	1
	Warrantie		1	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020	Big Bargains		Α	No	No	1
				SP19-12 Colour Copier	SP19-123456	1912-102043	SP19-12	Hope Works	Technical	Α	No	No	1
				SP19-12 Colour Copier	SP19-123456	1912-102044	SP19-12	Cash Sales Account	Sales De	Α	No	No	1
	Votes			SP19-12 Colour Copier	SP19-123456	1912-10702	SP19-12	Hope Works	Technical	Α	No	No	1
				K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	A	No	No	1
				SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Danny Storm IT Cafe		A	No	No	1
	Document	s		SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		Α	No	No	I.v.
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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 f	or Durban - BPO:	Version 2.1.0.45 - I	Example Co	ompany			-		×
Home Equipment and	Locations Contract Finance and HR Invent	ory Maintenance	and Projects Ma	anufacturing	Procurement Sales	Service F	Reporting	Utilitie	es — 🗗	×
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Maintenance	A Pormat A	Current		Process	a Print	.⊿ Ke	ports ,			
nks	Drag a column header here to group by that colu									
ter text to search	Description	PartCode	SerialNo	ModelNo	CustomerName	DeptName	Status	Asset	IsFixedAsset	t Ca
Functions	Ŷ									
	SP1919 Sprint Colour MFC	SP 19 19	19-12345	1919	Derton Technologies		Α	No	No	
WO History	SP1919 Sprint Colour MFC	SP 19 19	19-90201	1919	Office Supplies Unlimited		Α	No	No	1
	K147 Kyocera Colour Copier	1458-96523	K147-123456789	K147	Office Supplies Unlimited		A	No	No	1
	Kruger ZN Fax Machine	KZN-122TFB	sin12345568	ZN122	Young Electric	Sales De	A	No	No	
Project History	K147 Kyocera Colour Copier	1458-96523	sin 123	K147	Young Electric	Sales De	A	No	No	1
	K147 Kyocera Colour Copier	1458-96523	14-9652365	K147	Westwood Dynamic		Α	No	No	1
	▶ SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147a	SP2020	Hope Works	Technical	Α	No	No	1
Meters	SP2020 Sprint Colour Multi Functional Copier	SP2020	abc147c	SP2020	Derton Technologies		A	No	No	1
	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	1
History	SP19-12 Colour Copier	SP19-123456	19-12/1202	SP19-12	Samanthas Diner		A	No	No	1
history	SP19-12 Colour Copier	SP19-123456	1912-147258	SP19-12	Hope Works	Technical	Α	No	No	1
	SP19-12 Colour Copier	SP19-123456	1912-102031	SP 19-12	Samanthas Diner		Α	No	No	1
	SP19-12 Colour Copier	SP19-123456	1912-102032	SP 19-12	Bothas Networking inc		Α	No	No	1
BOM	SP19-12 Colour Copier	SP19-123456	1912-102033	SP19-12	Office Supplies Unlimited		Α	No	No	1
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102040	SP2020	Bothas Networking inc		Α	No	No	1
	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102041	SP2020	Danny Storm IT Cafe		Α	No	No	1
Warranties 1	SP2020 Sprint Colour Multi Functional Copier	SP2020	2020-102049	SP2020	Big Bargains		Α	No	No	1
	SP19-12 Colour Copier	SP19-123456	1912-102043	SP 19-12	Hope Works	Technical	Α	No	No	1
	SP19-12 Colour Copier	SP19-123456	1912-102044	SP 19-12	Cash Sales Account	Sales De	Α	No	No	1
Notes	SP19-12 Colour Copier	SP19-123456	1912-10702	SP19-12	Hope Works	Technical	Α	No	No	1
	K147 Kyocera Colour Copier	1458-96523	SIN32413546	K147	Hope Works	Technical	Α	No	No	1
	SP19-12 Colour Copier	SP19-123456	1912-102034	SP19-12	Danny Storm IT Cafe		А	No	No	1
Documents	SP204 Colour Copier	SP204	204-10203	SP204	Titan Group		Α	No	No	1
	4									۱.

SELECT THE METER TO BE RESET

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



	Ŧ			Meter	r Listing for Serial N	lo. : abc147a -	BPO: Versi	on 2.1.0.45 -	Example Com	pany		_		×
	Home	Equipment and I	Locations Co	ntract Finance a	nd HR Inventory	Maintenance	and Project	ts Manufac	turing Procu	rement Sales S	ervice Reporting	Utilities	-	8 x
¢	×													
Add	Delete	Reset Bad	k Save Layo	out Workspaces										
	Processing Format													
Drag a														1
Mete	erDefCode	MeterCode	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit			
Υ ► FL M	lono	Mono 24	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ARS	1 000 000 00	Copies			
E C	olour	Colour_24	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies			
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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.
 - <u>Date</u>: Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - <u>Time</u>: 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.

	Ŧ			Reading f	or Meter : Mo	ono meter - BPO: Version 2.	1.0.45 - Example	Company				_		\times
	Home	Equipment and Loc	itions Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ X
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	Re	ading		0 🗘										
	Final Re	ading		0 🌲										
	Roll	Count		0 🗘										
	Con	iment				÷								
						Ψ								
	On	ler No												
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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 E	quipment and Locations	Contract	Finance and HR	Inventory	Maintenance and Projects	Manufacturing	Procurement	Sales	Service	Reporting	Utilities	-	₽ X
H														
Save	Back													
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	Rea	ading		500 \$										
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						Ψ.								
	Ord	er No												
Open W	indows 🔻											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.



	Ŧ				Mete	r Listing for Serial N	No. : abc147a -	BPO: Versi	on 2.1.0.45 -	Example Com	pany			_		×
	Home	Equipmen	t and Lo	cations Cor	ntract Finance a	nd HR Inventory	Maintenance	and Projec	ts Manufa	cturing Procu	rement Sales S	ervice i	Reporting	Utilities	-	₽ X
Ð	×		4	2												
Add	Delete	Reset	Back	Save Layo	ut Workspaces											
	Proces	sing		- Fo	ormat 4											
Drag a																
Mete	erDefCode	Meter	Code	Description	MeterTypeDesc	ActionTypeDesc	UnitDesc	LifeLimit	UserName	ActionType	MeterRollPoint	Unit				
9																
►±M	lono	Mono_	24	Mono meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS	1 000 000.00	Copies				
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- The meter **Readings** frame will open.
- Now you can view the reset reading.



	h	Ŧ			Mete	r Listing for Serial N	lo. : abc147a -	BPO: Vers	on 2.1.0.45 -	Example Cor	mpany			_		×
-	7	Home	Equipment and L	ocations Cor	ntract Finance a	nd HR Inventory	Maintenance	e and Projec	ts Manufa	cturing Prod	urement	Sales	Service F	Reporting Utili	ties —	₽ X
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• •	Mo	no	Mono_24	Mono meter	Cycle Meter	Absolute	Copies made		KarlienY	ABS		1 000 000	0.00 Copies			
		Readings				a				0.1.11	D 1	ci 1			D 10	
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		ACMU	00 E-h 20	10 10.40.20	500.00	Mater reading corre	ction					No	2010/02/00	124		
	Ľ	ASMIN	09 Feb 20	18 10:49:39	300.00	Contract No: COO	00010			0	0	NO	2018/02/09	102		0
		CTRT	20 Oct 20	16 00:00:00	2 700.00	Contract No: CO00	00010			0	7	Vec	2016/10/28	103		0
		CTRT	31 Aug 20	16 00:00:00	2 686.67	Reading set to the 6 month average				0	6	Yes	2016/10/18	103		0
		CTRT	31 May 20	16 00:00:00	3 246.67	Reading set to the 6 month average				3	Yes	2016/06/30	103	3	0	
		CTRT	30 Apr 201	16 00:00:00	3 140.00	Reading set to the	0	2	Yes	2016/05/17	103		0			
		CTRT	31 Mar 20	16 00:00:00	3 033.33	Reading set to the	6 month averag	je		0	1	Yes	2016/04/18	103		0
		CTRT	29 Feb 20	16 00:00:00	3 000.00	Contract No: CO00	00010				12	Yes	1900/01/01	0		0
		CTRT	31 Jan 201	16 00:00:00	2 500.00	Contract No: CO00	00010				11	Yes	2016/03/23	103		0
		CTRT	31 Oct 201	15 00:00:00	2 500.00	Contract No: CO00	00010			0	8	Yes	2016/03/22	103		0
		CTRT	31 Aug 20	15 00:00:00	2 800.00	Contract No: CO00	00010				6	Yes	2016/02/02	103		0
		CALL	05 Aug 20	14 15:08:41	0.00	Call ref: CN000005	2				6	No	1899/12/30	0		0
		CALL	19 Jun 201	14 12:58:36	0.00	Call ref: CN000003	D				4	No	1899/12/30	0		0
8	Co	lour	Colour_24	Colour Meter	Cycle Meter	Absolute	Copies made	0	KarlienY	ABS		1 000 000	0.00 Copies			
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