

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

# CONTRACT

# **METER USAGE**

The **Meter Processing** screen displays a list of <u>all</u> the meters on the system.

You can edit and/or add a reading here if, for example, a reading error has been found, or if a reading has not been entered.

It facilitates the evaluation of all the **meter readings** captured and works out average usage over a six month period. If a reading falls outside of this average usage calculation, then that specific meter reading row will colour **red** highlighting a potential error with the reading captured, or with the actual usage amount - the meter reading should then be double checked for accuracy.

Over time, billing and usage statistics can be reviewed per **serial number** in order to verify readings.

You can survey the percentage of readings captured and the current billing value. By the end of each month, the percentage captured should be 100%.

Ribbon Access: Contract > Meter Usage

<b>\$</b> =			_				BPO: Versi	on 2.4.0.11 ·	Example Cor	npany					
	Equipment / L	ocations	Contract	Finan	ce/HR I	nventory	Maintenand	e / Projects	Manufacturi	ng Procure	ment Sales	Service	Reporting	Utilities	
2			$\sim$		×	-						Č <sup>2</sup>	50	à	
Contracts	Short Term Contracts	Meter Usage	Release Billing Period	Billing	Close Billing Period	Awaiting Contract	Period Escalations	Adhoc Escalations	Escalation Notifications	Unprocessed Meters	Manual Contract Invoice	Contract Credit Notes	Balances	Billing Preview	
Mas	ter "							Processing						Preview	4

- 1. The Meter Processing screen will be displayed.
- Here you can view a data grid containing a record of <u>all</u> the Meter Codes linked to Serial Nos. on the system.



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		Process	2	Form	at 🦼	Cur J Print					
						% Caj	ptured 3	3.88 Value		46	83.00
	mn header here to	group by that colu	imit in the second s								
	SerialNo 🖌	PartCode	PartDesc 🗳	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usag
	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C0000190	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		01 Jan 1900	0.00	1 300.00	
	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C00000196	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	
	2020-56788	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	
	2020-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn		01 Jan 1900	0.00	1 180.00	
	2020-3030B	SP2020MFC	SP2020 Sprint MEC	Colour 96	CO0000166	Billvs Barn		01 Jan 1900	0.00	1 190.00	

# **METER READINGS OVERVIEW**

- 1. **% Captured**: displays the percentage of meter readings that have been captured.
- 2. Value: displays the total meter billing value of the captured meters.
- 3. Readings Captured: can be viewed in the Meter Reading and Reading Date fields.
- 4. Meters Not Yet Captured: will display as '0' in the Meter Reading column and the Reading Date column will be blank.



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Flag I	tems	Set To Set To Prior Call	Set To Rele	ase To Email F ling Request	Rebuild	Save Layout	Workspaces	Refresh Expo	ort		/		
			Process			Form	at "	Cur J Print			•		
							1		ptured 3	.88 Value		46	583.00
Drag a	a colun	nn header here to g	roup by that colu	imn			-			_		1/-	/
		SerialNo	PartCode	PartDesc		MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
r i													
		2020-7630A	SP2020MFC	SP2020 Sprint M	IFC	Mono_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	)
		2020-7630A	SP2020MFC	SP2020 Sprint M	IFC	Colour_112	C00000190	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		01 Jan 1900	0.00	1 300.00	I
		2020-7659A	SP2020MFC	SP2020 Sprint M	IFC	Colour_111	C00000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.00	1
		2020-8730A	SP2020MFC	SP2020 Sprint MFC		Mono_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00	j –
		2020-8730A	SP2020MFC	SP2020 Sprint MFC		Colour_102	CO0000197	ABC Shoe Co	Т	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	1
		2020-9988A	SP2020MFC	SP2020 Sprint MFC		Mono_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.00	j –
		2020-9988A	SP2020MFC	SP2020 Sprint MFC		Colour_103	CO0000198	ABC Shoe Co	3	01 Jan 1900	0.00	1 900.00	i
		2020-89182F	SP2020MFC	SP2020 Sprint MFC		Mono_266	MTC0000012	Betties Summe		01 Jan 1900	0.00	2 000.00	j
		2020-89182F	SP2020MFC	SP2020 Sprint MFC		Colour_266	MTC0000012	Betties Summe		01 Jan 1900	0.00	950.00	j.
		2020-98756T	SP2020MFC	SP2020 Sprint MFC		Mono_288	MTC0000012	Betties Summe		01 Jan 1900	0.00	1 050.00	1
		2020-98756T	SP2020MFC	SP2020 Sprint MFC		Colour_288	MTC0000012	Betties Summe		01 Jan 1900	0.00	1 150.00	j
		2020-5678B	SP2020MFC	SP2020 Sprint MFC		Mono_87	CO0000164	Big Bargains		01 Jan 1900	0.00	1 160.00	j –
		2020-6785B	SP2020MFC	SP2020 Sprint MFC		Mono_88	CO0000164	Big Bargains		01 Jan 1900	0.00	1 170.00	1
		2020-3030B	SP2020MFC	SP2020 Sprint MFC		Mono_96	CO0000166	Billys Barn		01 Jan 1900	0.00	1 180.00	j
		2020-3030B	SP2020MFC	SP2020 Sprint MFC		Colour_96	CO0000166	Billys Barn		01 Jan 1900	0.00	1 190.00	1
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-											1		4 10

# ADD OR EDIT A METER READING

This process is used if a meter reading was <u>not</u> loaded or was <u>incorrectly</u> loaded. In this example, we will edit the meter reading for:

- 1. Serial No. 2020-6478A with
- 2. Meter Code Mono\_101.
- 3. The meter reading is currently **1200.00**.



xment and Location Set To Set To Average Process Proce	e Contract Finance au Release To Billing at column le PartDesc DMFC SP2020 Sprint	nd HR Inventory Rebuild List Save La MeterCo MFFC Mono_	Maintenance an Nyout Workspar Format	Projects Mar Refresh Cur	Aufacturing Export Print Name Rea	3.88 dingDate Da	Value te	Reporting Utiliti	es — E <sup>g</sup> 4 683. PriorReading	×
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478A SP202	OMFC SP2020 Sprint	MFC Mono_	101 CO0000	anale contrate accord						-
1704 60303				.90 ABC Shoe	e Co 31	May 2018 31	May 2018	1 200.00	1 000.00	Ū
1/0/A 5P202	OMFC SP2020 Sprint	MFC Colour	_101 CO0000	90 ABC Shoe	e Co 31	May 2018 31	May 2018	2 500.00	2 000.00	
530A SP202	OMFC SP2020 Sprint	MFC Mono_	112 CO0000	90 ABC Shoe	e Co 31	May 2018 31	May 2018	1 200.00	1 100.00	1
530A SP202	OMFC SP2020 Sprint	MFC Colour	_112 CO0000	90 ABC Shoe	e Co 31	May 2018 31	May 2018	1 210.00	1 200.00	1
59A SP2020	MFC SP2020 Sprint MF	FC Mono_1	11 CO00001	ABC Shoe	Co	01	Jan 1900	0.00	1 300.00	
559A SP202	OMFC SP2020 Sprint	MFC Colour	_111 CO0000	96 ABC Shoe	e Co 31	May 2018 31	May 2018	1 450.00	1 400.00	
30A SP2020	MFC SP2020 Sprint MF	FC Mono_1	02 CO00001	7 ABC Shoe	Co	01	Jan 1900	0.00	1 500.00	
30A SP2020	MFC SP2020 Sprint MF	FC Colour_	102 CO00001	7 ABC Shoe	Co	01	Jan 1900	0.00	1 600.00	
54A SP2020	MFC SP2020 Sprint MF	FC Mono_1	10 CO00001	ABC Shoe	Co	01	Jan 1900	0.00	1 700.00	
38A SP2020	MFC SP2020 Sprint MF	FC Mono_1	03 CO00001	ABC Shoe	Co	01	Jan 1900	0.00	1 800.00	
38A SP2020	MFC SP2020 Sprint MF	FC Colour_	103 CO00001	ABC Shoe	Co	01	Jan 1900	0.00	1 900.00	
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38	IA SP20201 SA SP20201 SA SP20201	IA SP2020MFC SP2020 Sprint M IA SP2020MFC SP2020 Sprint M IA SP2020MFC SP2020 Sprint M	IA         SP2020MFC         SP2020 Sprint MFC         Mono_1           IA         SP2020MFC         SP2020 Sprint MFC         Mono_1           IA         SP2020MFC         SP2020 Sprint MFC         Mono_1           IA         SP2020MFC         SP2020 Sprint MFC         Colour_	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         C0000013           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         C0000015           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         C0000015           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         C0000015	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO000198         ABC Shoe	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe Co           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         C00000198         ABC Shoe Co           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         C00000198         ABC Shoe Co           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         C00000198         ABC Shoe Co	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe Co         01           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO0000198         ABC Shoe Co         01           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO0000198         ABC Shoe Co         01           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO0000198         ABC Shoe Co         01	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe Co         01 Jan 1900           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO0000198         ABC Shoe Co         01 Jan 1900           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO0000198         ABC Shoe Co         01 Jan 1900           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO0000198         ABC Shoe Co         01 Jan 1900	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe Co         01 Jan 1900         0.00           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe Co         01 Jan 1900         0.00           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe Co         01 Jan 1900         0.00           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO000198         ABC Shoe Co         01 Jan 1900         0.00	IA         SP2020MFC         SP2020 Sprint MFC         Mono_110         CO0000198         ABC Shoe Co         01 Jan 1900         0.00         1 700.00           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe Co         01 Jan 1900         0.00         1 800.00           IA         SP2020MFC         SP2020 Sprint MFC         Mono_103         CO000198         ABC Shoe Co         01 Jan 1900         0.00         1 800.00           IA         SP2020MFC         SP2020 Sprint MFC         Colour_103         CO0000198         ABC Shoe Co         01 Jan 1900         0.00         1 900.00

• Click in the **Meter Reading** field to display directional **arrows**.

4		Ŧ		Meter Process	sing - BPO: Versi	on 2.1.0.69 - T	EST ALPHA - JUDI	TH PC LOCAL				$\times$
Q	Ho	me Equipment an	d Locations Co	ntract Finance and HR I	inventory Mainf	enance and Pro	jects Manufactur	ing Procurement	Sales Service	Reporting Utiliti	es — 67	i x
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ra	g a colur	nn header here to g	group by that colu	ımn								1
		SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	) U:
<u>i</u>		2020-64784	SP3020MEC	SP2020 Sprint MEC	Mono 101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200	1 000 (	10
		2020-0478A	SP2020MFC	SP2020 Sprint MFC	Colour 101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.0	10
1		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono 112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.0	00
t		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00	1 200.0	00
t		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co		01 Jan 1900	0.00	1 300.0	30
T		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C00000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.0	00
T		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.0	00
		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.0	00
		2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.0	00
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.0	00
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.0	00
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0												
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- Either use these arrows to select the **correct** reading amount, or **delete** the original reading and **type in** the **correct** reading.
- Click anywhere outside the **Meter Reading** text box.



- The meter reading will be updated.
- In this example, the meter reading is now **1400.00**.

		Ŧ		Meter Process	ing - BPO: Versi	on 2.1.0.69 - T	EST ALPHA - JUDI	TH PC LOCAL				$\times$
Q	Ho	me Equipment an	d Locations Co	ntract Finance and HR I	nventory Main	tenance and Pro	jects Manufactur	ing Procurement	Sales Service	Reporting Utiliti	es — 67	>
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			Process		Form	at "	Cur 🖌 Print	4				
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		SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	U
		2020-6478A	SP2020//FC	SP2020 Sprint MFC	Mono 101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	1 000.0	0
t		2020-6478A	5P2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.0	0
		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.0	0
t		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00	1 200.0	0
		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co		01 Jan 1900	0.00	1 300.0	0
		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C00000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00	1 400.0	0
		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.0	0
		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.0	0
		2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.0	0
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.0	o
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.0	0
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#### **METER USAGE VARIATION**

- 1. If the meter **Usage**
- 2. varies by more than 20% from the
- 3. Average Reading,
- 4. then the text colour of the record will be **red**.



· ·			Mete	er Proces	sing - BPO: Ve	ersion 2.1.0.69	Example Com	npany					×
Home Equipr	nent and Location:	s Contract	Finance and HR	Inventor	y Maintenan	ce and Projects	Manufacturin	g Procu	rement Sales	Service Report	ing Utilities	- 8	×
Flag Items Set To S Prior	et To Call Set To Average Process	Release To Billing F	Email Rebuild Request List	Save I	ayout Works	paces Refre	sh Export	1	3	2			
							% Capt	ured	100.00	Value		1 75	3.30
Drag a column header he	re to group by th	at column									//		/
	MeterCode	ContractNo	CustomerName		ReadingDate	MeterReading	PriorReading	Usage	AverageReading	UsageVariance	AverageBilling	Billing	Billing
9	The state									1000	- INVERT		
•	Mono_41	CO0000044	Bothas Networkin	g inc	30 Sep 2017	3 900.00	3 644.51	255.49	240.75	14.74	0.00	84.3	8
r Multi Functional C	Mono_50	C00000019	Office Supplies	Unli	30 Sep 20	2 000.00	1 800.00	200.00	300.00	-100.00	0.00	343.8	5
ulti Functional Copier	Colour_50	CO0000019	Office Supplies Un	nlimited	30 Sep 2017	1 000.00	840.00	160.00	140.00	20.00	0.00	270.0	1
er	Colour 27	00000018	Samantnas Din	er	30 Sep 20	5 000 00	2 700.00	105.60	450.00	-100.00	0.00	490.7	<b>`</b>
0P	Mono 40	C00000018	Samanthas Dirier	or	30 Sep 2017	3 300 00	3 378 00	33.00	300.00	0.00	0.00	3.0	7
r Multi Functional C	Colour 2	C00000018	Samanthas Din	er	30 Sep 20	2 000.00	1 871.60	128.40	171.60	0.00	0.00	285.7	8
er	Mono 36	C00000061	Titan Group		30 Sep 20	100.00	0.00	100.00	0.00	0.00	0.00	0.0	0
a contra c	Mono_107	C00000031	Young Electric		30 Sep 20	600.00	550.00	50.00	100.00	0.00	0.00	5.7	5
	Colour_107	CO000031	Young Electric		30 Sep 2017	300.00	200.00	100.00	100.00	0.00	0.00	115.0	0
r Multi Functional C	Mono_320	C00000031	Young Electric		30 Sep 20	700.00	650.00	50.00	100.00	0.00	0.00	5.7	5
ulti Functional Copier	Colour_329	CO000031	Young Electric		30 Sep 2017	400.00	300.00	100.00	100.00	0.00	0.00	115.0	0
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open windows *				_				_			10 Apr 2	019	· //

# **METER USAGE SCREEN UPDATES**

- 1. If you have recently added a contract and the machine is not pulling through, then Refresh the Meter Listing.
- 2. If you have made recent changes to the contract charges, but these changes are not reflecting on the meter usage screen (e.g., the cost per copy charge has been changed), then **Refresh the Meter Listing**.

MNU.116.001