

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

## CONTRACT

### METER USAGE

The **Meter Processing** screen displays a list of all the meters on the system.

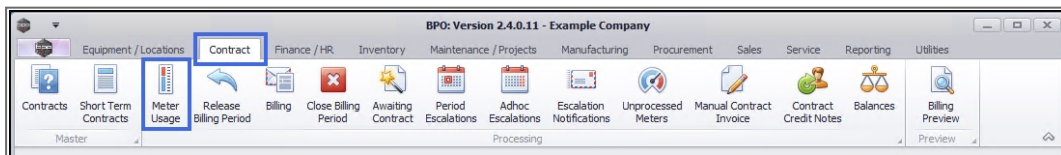
You can edit and/or add a reading here if, for example, a reading error has been found, or if a reading has not been entered.

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



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

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	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	CO0000196	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	
2020-5678B	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 MFC	Colour_96	CO0000166	Billys 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.

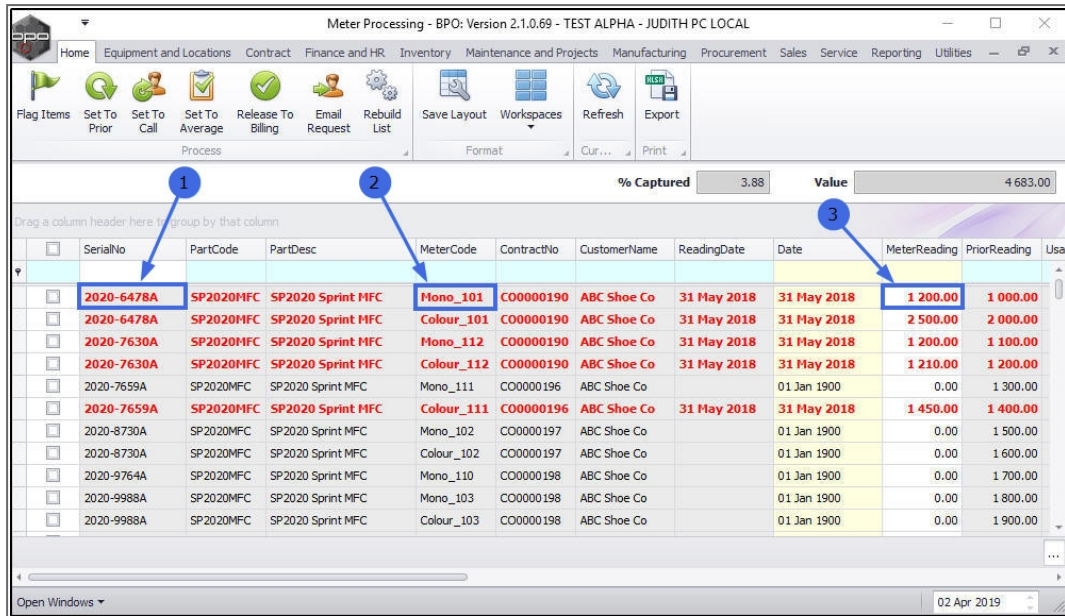
The screenshot shows the 'Meter Processing' application window. At the top, there is a menu bar with options like Home, Equipment and Locations, Contract, Finance and HR, Inventory, Maintenance and Projects, Manufacturing, Procurement, Sales, Service, Reporting, and Utilities. Below the menu is a toolbar with icons for Flag Items, Set To Prior, Set To Call, Set To Average, Release To Billing, Email Request, Rebuild List, Save Layout, Workspaces, Refresh, and Export. A status bar at the top right shows '% Captured' at 3.88 and 'Value' at 4 683.00. The main area contains a table with columns: SerialNo, PartCode, PartDesc, MeterCode, ContractNo, CustomerName, ReadingDate, Date, MeterReading, PriorReading, and Usage. The table lists various meters with their respective codes and readings. Annotations 1-5 are placed on the interface: 1 points to the '% Captured' field, 2 points to the 'Value' field, 3 points to the 'ReadingDate' and 'Date' columns, 4 points to the 'MeterReading' and 'PriorReading' columns, and 5 points to the 'Usage' column.

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading	Usage
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00	1 100.00	
2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	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	0.00	1 300.00
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	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	0.00	1 500.00
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co	01 Jan 1900		0.00	0.00	1 600.00
2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	01 Jan 1900		0.00	0.00	1 700.00
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	01 Jan 1900		0.00	0.00	1 800.00
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	01 Jan 1900		0.00	0.00	1 900.00
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe...	01 Jan 1900		0.00	0.00	2 000.00
2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe...	01 Jan 1900		0.00	0.00	950.00
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe...	01 Jan 1900		0.00	0.00	1 050.00
2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe...	01 Jan 1900		0.00	0.00	1 150.00
2020-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	01 Jan 1900		0.00	0.00	1 160.00
2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	CO0000164	Big Bargains	01 Jan 1900		0.00	0.00	1 170.00
2020-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	CO0000166	Billys Barn	01 Jan 1900		0.00	0.00	1 180.00
2020-3030B	SP2020MFC	SP2020 Sprint MFC	Colour_96	CO0000166	Billys Barn	01 Jan 1900		0.00	0.00	1 190.00

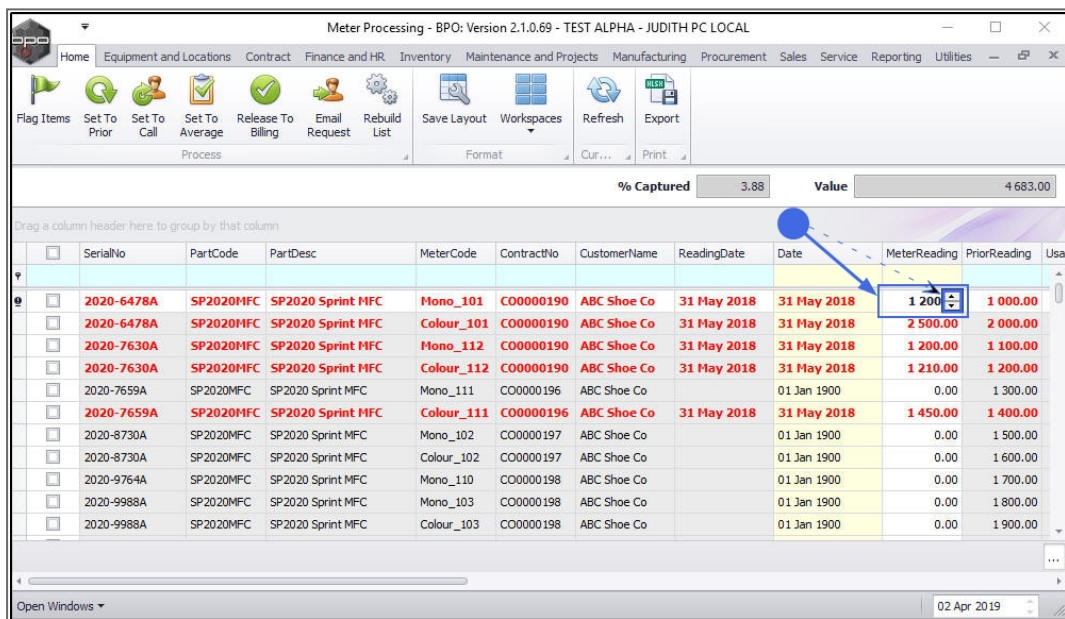
## ADD OR EDIT A METER READING

This process is used if a meter reading was not loaded or was incorrectly 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**.



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



- 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**.

SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	PriorReading
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00	1 000.00
2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00	2 000.00
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	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00	1 200.00
2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	C00000196	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	C00000197	ABC Shoe Co		01 Jan 1900	0.00	1 500.00
2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	C00000197	ABC Shoe Co		01 Jan 1900	0.00	1 600.00
2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 700.00
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 800.00
2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co		01 Jan 1900	0.00	1 900.00

## 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**.

Meter Processing - BPO: Version 2.1.0.69 - Example Company

% Captured: 100.00 Value: 1 753.30

MeterCode	ContractNo	CustomerName	ReadingDate	MeterReading	PriorReading	Usage	AverageReading	UsageVariance	AverageBilling	Billing	Billing
Mono_41	CO0000044	Bothas Networking inc	30 Sep 2017	3 900.00	3 644.51	255.49	240.75	14.74	0.00	84.38	
Multi Functional C...	Mono_50	CO0000019	Office Supplies Unli...	30 Sep 20...	2 000.00	1 800.00	200.00	300.00	-100.00	0.00	343.85
Multi Functional Copier	Colour_50	CO0000019	Office Supplies Unlimited	30 Sep 2017	1 000.00	840.00	160.00	140.00	20.00	0.00	270.01
er	Mono_37	CO0000018	Samanthas Diner	30 Sep 20...	3 050.00	2 700.00	350.00	450.00	-100.00	0.00	34.95
er	Colour_37	CO0000018	Samanthas Diner	30 Sep 2017	6 900.00	6 704.40	195.60	204.40	0.00	0.00	489.78
er Multi Functional C...	Mono_40	CO0000018	Samanthas Diner	30 Sep 20...	3 300.00	3 278.00	22.00	300.00	0.00	0.00	3.07
er	Colour_2	CO0000018	Samanthas Diner	30 Sep 20...	2 000.00	1 871.60	128.40	171.60	0.00	0.00	285.78
er	Mono_36	CO0000061	Titan Group	30 Sep 20...	100.00	0.00	100.00	0.00	0.00	0.00	0.00
er	Mono_107	CO0000031	Young Electric	30 Sep 20...	600.00	550.00	50.00	100.00	0.00	0.00	5.75
er	Colour_107	CO0000031	Young Electric	30 Sep 2017	300.00	200.00	100.00	100.00	0.00	0.00	115.00
er Multi Functional C...	Mono_320	CO0000031	Young Electric	30 Sep 20...	700.00	650.00	50.00	100.00	0.00	0.00	5.75
er Multi Functional Copier	Colour_320	CO0000031	Young Electric	30 Sep 2017	400.00	300.00	100.00	100.00	0.00	0.00	115.00

1711 2 207 1 753...

16 Apr 2019

## 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**.

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