

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

CONTRACT

RELEASE TO BILLING

Ribbon Access: Contract > Meter Usage

\$ =							BPO: Versi	on 2.4.0.11 -	Example Cor	npany					
	Equipment / I	ocations	Contract	Finan	ice / HR	Inventory	Maintenan	ce / Projects	Manufacturi	ng Procure	ment Sales	Service	Reporting	Utilities	
?					×	×	.0					62	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	
Ma	ster 4							Processing						Preview	

- 1. The Meter Processing screen will be displayed.
- The Is Released field will be blank for a meter reading that has <u>not</u> been released to billing yet. This field will be populated with Yes for a meter reading that <u>has</u> been released to billing.

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		SerialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased	
										-		
t		2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00		
		2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour_101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00		
		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 200.00		
		2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 210.00		
		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 300.00		
		2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	C0000196	ABC Shoe Co	31 May 2018	31 May 2018	1 450.00		
		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co	31 May 2018	31 May 2018	1 700.00		
		2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	C00000197	ABC Shoe Co	31 May 2018	31 May 2018	2 000.00		
		2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	31 May 2018	31 May 2018	2 100.00		
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C0000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00		
		2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C0000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00		
		2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	МТС0000	Betties Sum	31 May 2018	31 May 2018	2 500.00		
		2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 500.00		
		2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 400.00		
		2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 250.00		
		2020-56788	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	31 May 2018	31 May 2018	1 360.00		
		2020-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	C00000164	Big Bargains	31 May 2018	31 May 2018	2 000.00		

Help v2024.5.0.7/1.0 - Pg 1 - Printed: 21/08/2024



RELEASE SELECTED METERS

SELECT METER

1. Select the **check box** in the row of the meter that you wish to release to billing. You can select <u>multiple</u> lines, if required.

RELEASE METER

- 2. Click on Release to Billing.
 - Note: Check that all readings and values are correct before releasing to billing.

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	2020-64784	SP2020MEC	SP2020 Sprint MEC	Mono 101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 000.00		
	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour 101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 000.00		
\checkmark	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Mono_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 325.00		
71	2020-7630A	SP2020MFC	SP2020 Sprint MFC	Colour_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 210.00		
Т	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Mono_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 300.00		
6	2020-7659A	SP2020MFC	SP2020 Sprint MFC	Colour_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 608.33		
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Mono_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 883.33		
	2020-8730A	SP2020MFC	SP2020 Sprint MFC	Colour_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 241.67		
	2020-9764A	SP2020MFC	SP2020 Sprint MFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 450.00		
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 424.00		
	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 390.00		
	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	2 916.67		
	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 750.00		
	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 633.33		
	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 458.33		
	2020-56788	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	1 586.67		
	and the second second second	CDDDDDDMEC	SP2020 Sprint MEC	Mono 88	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	2 333.33		



CONFIRM RELEASE

- 1. An **Input validation** message box will pop up asking you;
 - This will release all the selected captured readings for billing. Is this correct?
- 2. Click on **Yes**.

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F	1 20	020-64786	SP2020MEC	SP2020 Sprint MEC	Mono 101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 000.00		
Ē	20	020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour 101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 000.00		
	/ 20	020-7630A	SP2020MEC	SP2020 Sprin Input valid	ation		ABC SHOL CO		30 Jun 2018	1 325.00		
Ē	20	020-7630A	SP2020MFC	SP2020 Sprin					30 Jun 2018	1 210.00		
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E	20	020-8730A	SP2020MFC	SP2020 Sprin					30 Jun 2018	1 883.33		
E	20	020-8730A	SP2020MFC	SP2020 Sprin					30 Jun 2018	2 241.67		
E	20	020-9764A	SP2020MFC	SP2020 Sprin			Tes	NO	30 Jun 2018	2 450.00		
E	20	020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 424.00		
E	20	020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 390.00		
E	20	020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	2 916.67		
E	20	020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 750.00		
E	20	020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 633.33		
E	20	020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 458.33		
F	20	020-56788	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	1 586.67		
		100 67959	COROROMEC	SP2020 Sprint MEC	Mono 88	C00000164	Big Bargains	30 Jun 2018	30 Jun 2018	2 333.33		

VIEW UPDATED METER DETAILS

• The **Is Released** field will be updated to **Yes** for the item that was released to billing.



Release to Billing

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E	1	2020-6478A	SP2020MFC	SP2020 Sprint	t MFC	Mono 101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 000.00		
Ē	1	2020-6478A	SP2020MFC	SP2020 Sprint	t MFC	Colour_101	C00000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 000.00		
C	1 :	2020-7630A	SP2020MFC	SP2020 Sprint M	IFC	Mono_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 325.00	Yes	
E	1	2020-7630A	SP2020MFC	SP2020 Sprint M	IFC	Colour_112	CO0000190	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 210.00		_
C	1 :	2020-7659A	SP2020MFC	SP2020 Sprint M	IFC	Mono_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 300.00		
C	1 2	2020-7659A	SP2020MFC	SP2020 Sprint M	IFC	Colour_111	CO0000196	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 608.33		
E	1 :	2020-8730A	SP2020MFC	SP2020 Sprint M	IFC	Mono_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	1 883.33		
E	1	2020-8730A	SP2020MFC	SP2020 Sprint M	IFC	Colour_102	CO0000197	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 241.67		
E		2020-9764A	SP2020MFC	SP2020 Sprint M	IFC	Mono_110	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	2 450.00		
C] 2	2020-9988A	SP2020MFC	SP2020 Sprint M	IFC	Mono_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 424.00		
E	1 :	2020-9988A	SP2020MFC	SP2020 Sprint M	IFC	Colour_103	CO0000198	ABC Shoe Co	30 Jun 2018	30 Jun 2018	3 390.00		
E	1	2020-89182F	SP2020MFC	SP2020 Sprint M	IFC	Mono_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	2 916.67		
E] :	2020-89182F	SP2020MFC	SP2020 Sprint M	IFC	Colour_266	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 750.00		
E	1	2020-98756T	SP2020MFC	SP2020 Sprint M	IFC	Mono_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 633.33		
E] :	2020-98756T	SP2020MFC	SP2020 Sprint M	IFC	Colour_288	MTC0000012	Betties Summe	30 Jun 2018	30 Jun 2018	1 458.33		
E	1	2020-5678B	SP2020MFC	SP2020 Sprint M	IFC	Mono_87	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	1 586.67		
E	1	2020-6785B	SP2020MFC	SP2020 Sprint M	IFC	Mono_88	CO0000164	Big Bargains	30 Jun 2018	30 Jun 2018	2 333.33		

RELEASE ALL METERS FOR BILLING

SELECT ALL METERS

- 1. Click on the **check box** in the **header column** to select all lines.
- 2. The % Captured field should be display 100.
- 3. Check that **all** readings and values are correct before releasing to billing.
- 4. The **Is Released** column will be clear at this point.

RELEASE ALL METERS

Π

1. Click on Release to Billing.



CONFIRM RELEASE

- An Input validation message will pop up asking you;
 - This will release all the selected captured readings for billing. Is this correct?
- Click on Yes.

		Ŧ		Meter Proc	essing - BPO: Ve	rsion 2.1.0.69 -	TEST ALPHA - JU	DITH PC LOCAL		6	- 🗆	\times
9	Ho	me Equipment an	d Locations Co	ntract Finance and HR	Inventory Mai	ntenance and P	rojects Manufact	turing Procureme	nt Sales Service	Reporting L	Itilities —	₽ ×
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ę												
	V	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Mono 101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	1 400.00		
	V	2020-6478A	SP2020MFC	SP2020 Sprint MFC	Colour 101	C00000190	ABC Shoe Co	31 May 2018	31 May 2018	2 500.00		
	V	2020-7630A	SP2020MFC	SP2020 Sp Input vali	dation			×	31 May 2018	1 200.00		
	V	2020-7630A	SP2020MFC	SP2020 Sp					31 May 2018	1 210.00		
	\checkmark	2020-7659A	SP2020MFC	SP2020 Sprin	This will release	all the selecter	d cantured reading	as for hilling	31 May 2018	1 300.00		
	\checkmark	2020-7659A	SP2020MFC	SP2020 Sp	Is this correct?	un the science		gs for shiring.	31 May 2018	1 450.00		
	\checkmark	2020-8730A	SP2020MFC	SP2020 Sprin					31 May 2018	1 700.00		
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•	\checkmark	2020-9764A	SP2020MFC	SP2020 Sprin	2		Tes	INO	31 May 2018	2 100.00		
	\checkmark	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Mono_103	C00000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00		
	\checkmark	2020-9988A	SP2020MFC	SP2020 Sprint MFC	Colour_103	C00000198	ABC Shoe Co	31 May 2018	31 May 2018	3 000.00		
	\checkmark	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Mono_266	МТС0000	Betties Sum	31 May 2018	31 May 2018	2 500.00		
	\checkmark	2020-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	мтсоооо	Betties Sum	31 May 2018	31 May 2018	1 500.00		
	\checkmark	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 400.00		
0	\checkmark	2020-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 250.00		
	\checkmark	2020-56788	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	31 May 2018	31 May 2018	1 360.00		
	\checkmark	2020-67858	SP2020MFC	SP2020 Sprint MFC	Mono_88	C00000164	Big Bargains	31 May 2018	31 May 2018	2 000.00		-
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Oper	n Windo	ws •									03 Apr 2019	

VIEW UPDATED METER DETAILS

• The **Is Released** field will be updated to **Yes** for all items that have been released to billing.



Release to Billing

	Ŧ			Meter Proce	ssing - BPO: Ve	rsion 2.1.0.69 -	TEST ALPHA - JU	DITH PC LOCAL			- 0	×
	Home	Equipment an	d Locations Co	intract Finance and HR	Inventory Mai	ntenance and Pi	rojects Manufact	uring Procureme	nt Sales Service	Reporting U	tilities —	ъ х
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Ē	Se	rialNo	PartCode	PartDesc	MeterCode	ContractNo	CustomerName	ReadingDate	Date	MeterReading	IsReleased	PriorR
9												
E	20	20-89182F	SP2020MFC	SP2020 Sprint MFC	Colour_266	МТС0000	Betties Sum	31 May 2018	31 May 2018	1 500.00	Yes	
C	20	20-98756T	SP2020MFC	SP2020 Sprint MFC	Mono_288	мтсоооо	Betties Sum	31 May 2018	31 May 2018	1 400.00	Yes	1
C	20	20-98756T	SP2020MFC	SP2020 Sprint MFC	Colour_288	мтсоооо	Betties Sum	31 May 2018	31 May 2018	1 250.00	Yes	
E	20	20-5678B	SP2020MFC	SP2020 Sprint MFC	Mono_87	CO0000164	Big Bargains	31 May 2018	31 May 2018	1 360.00	Yes	
E	20	20-6785B	SP2020MFC	SP2020 Sprint MFC	Mono_88	C00000164	Big Bargains	31 May 2018	31 May 2018	2 000.00	Yes	1
C	20	20-3030B	SP2020MFC	SP2020 Sprint MFC	Mono_96	C00000166	Billys Barn	31 May 2018	31 May 2018	2 000.00	Yes	1
C	20	20-3030B	SP2020MFC	SP2020 Sprint MFC	Colour_96	C00000166	Billys Barn	31 May 2018	31 May 2018	2 000.00	Yes	1
	20	20-76848	SP2020MFC	SP2020 Sprint MFC	Mono_95	CO0000166	Billys Barn	31 May 2018	31 May 2018	1 452.00	Yes	
C	20	20-7684B	SP2020MFC	SP2020 Sprint MFC	Colour_95	CO0000166	Billys Barn	31 May 2018	31 May 2018	1 464.00	Yes	
C	20	20-7756B	SP2020MFC	SP2020 Sprint MFC	Mono_97	CO0000167	Billys Barn	31 May 2018	31 May 2018	1 476.00	Yes	
E	20	20-77568	SP2020MFC	SP2020 Sprint MFC	Colour_97	CO0000167	Billys Barn	31 May 2018	31 May 2018	1 488.00	Yes	
E	20	20-8989B	SP2020MFC	SP2020 Sprint MFC	Mono_135	CO0000168	Bothas Networ	31 May 2018	31 May 2018	1 500.00	Yes	
C	20	20-8989B	SP2020MFC	SP2020 Sprint MFC	Colour_135	CO0000168	Bothas Networ	31 May 2018	31 May 2018	1 512.00	Yes	
E	20	20-9745B	SP2020MFC	SP2020 Sprint MFC	Mono_120	CO0000168	Bothas Networ	31 May 2018	31 May 2018	1 524.00	Yes	
E	20	20-9895B	SP2020MFC	SP2020 Sprint MFC	Mono_121	CO0000171	Bothas Networ	31 May 2018	31 May 2018	1 536.00	Yes	
	20	20-98958	SP2020MFC	SP2020 Sprint MFC	Colour_121	CO0000171	Bothas Networ	31 May 2018	31 May 2018	1 548.00	Yes	
E	20	20-4545B	SP2020MFC	SP2020 Sprint MFC	Mono_106	CO0000172	Builders Storeh	31 May 2018	31 May 2018	1 572.00	Yes	

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Help v2024.5.0.7/1.0 - Pg 6 - Printed: 21/08/2024

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