

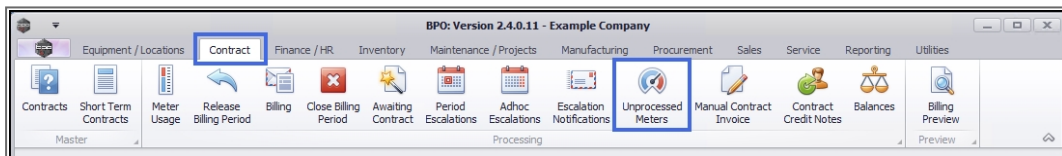
We are currently updating our site; thank you for your patience.

## CONTRACT

### UNPROCESSED METERS (CAPTURE METER READINGS)

All meters for items on contract with uncaptured meter readings will be listed in the **Meter Processing** screen. As a reading is captured, that meter row will be removed from the screen. This screen should be clear before you close the billing period.

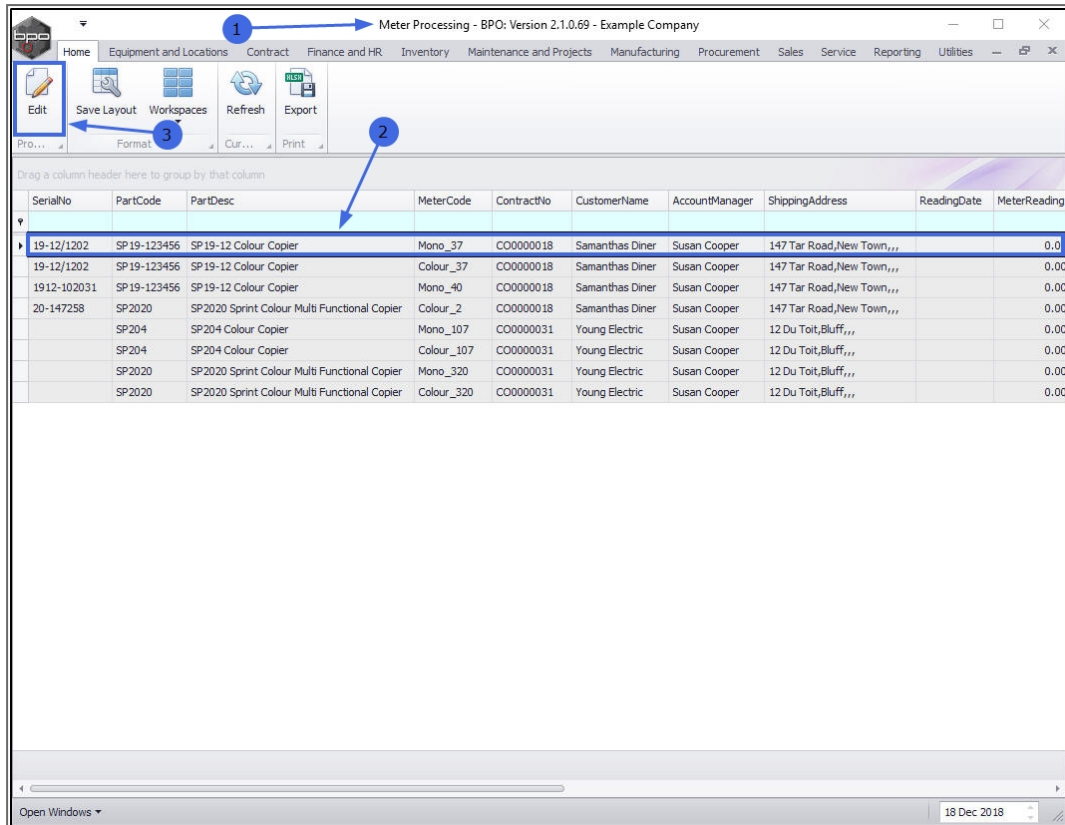
**Ribbon Access:** Contract > Billing



1. The **Meter Processing** screen will be displayed.

### SELECT ITEM

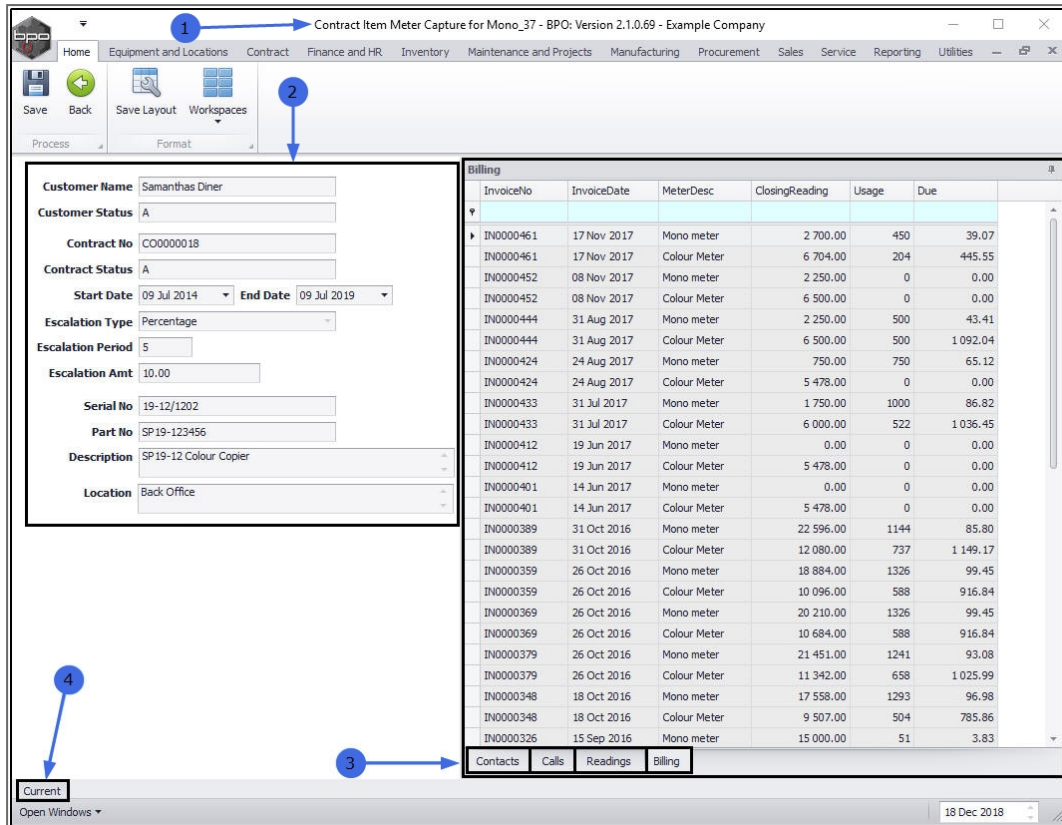
2. **Select** the **row** of the **item** that you wish to update the meter readings of.
3. Click on **Edit**.



1. The **Contract Item meter Capture** for [ ] screen will be displayed.
2. On the **left** of this screen is the **Customer name** and **contract details** panel - these details are uneditable.
3. On the **right** of this screen are **4** uneditable data grids containing information relating to the selected **contract meters**:
  - **Contacts** information
  - **Calls** information
  - **Readings** information
  - **Billing** information

## OPEN CURRENT PANEL

4. If the **Current** panel is not auto-displayed then click on the **Current** tab at the foot of this screen.



1. The **Current** data grid will now be displayed.

## SELECT METER TO CAPTURE

2. Select the **row** of the **meter** that you wish to capture a reading for.

## ADD CAPTURE READING DETAILS

3. Move across to the **Capture Reading** frame.

- **Reading:** Type in the meter reading.
  - **Note:** BPO will calculate the usage (current reading - prior reading) as you are typing in the latest meter reading. If this usage is 20% greater than or less than the prior average usage (except where the prior usage is 0), then the text will

show up in red, as an indicator that the usage is above or below 'normal' and the meter reading should be double checked for accuracy.

- **Date:** This will auto populate with the current date.
- **Order No:** Type in an order number, if required.
- **Comments:** Type in any comments, if required.

1. If you **scroll** across the **Current** data grid you will see that,
2. the information you are adding to the **Capture** reading frame is being added to the **Current** data grid.

## INVOICE AMOUNT CALCULATION

- The system will now calculate the **Invoice** amount.
  - It is good practice to check this amount with the client and with your own records against previous billing, to ensure the invoice amount is correct.

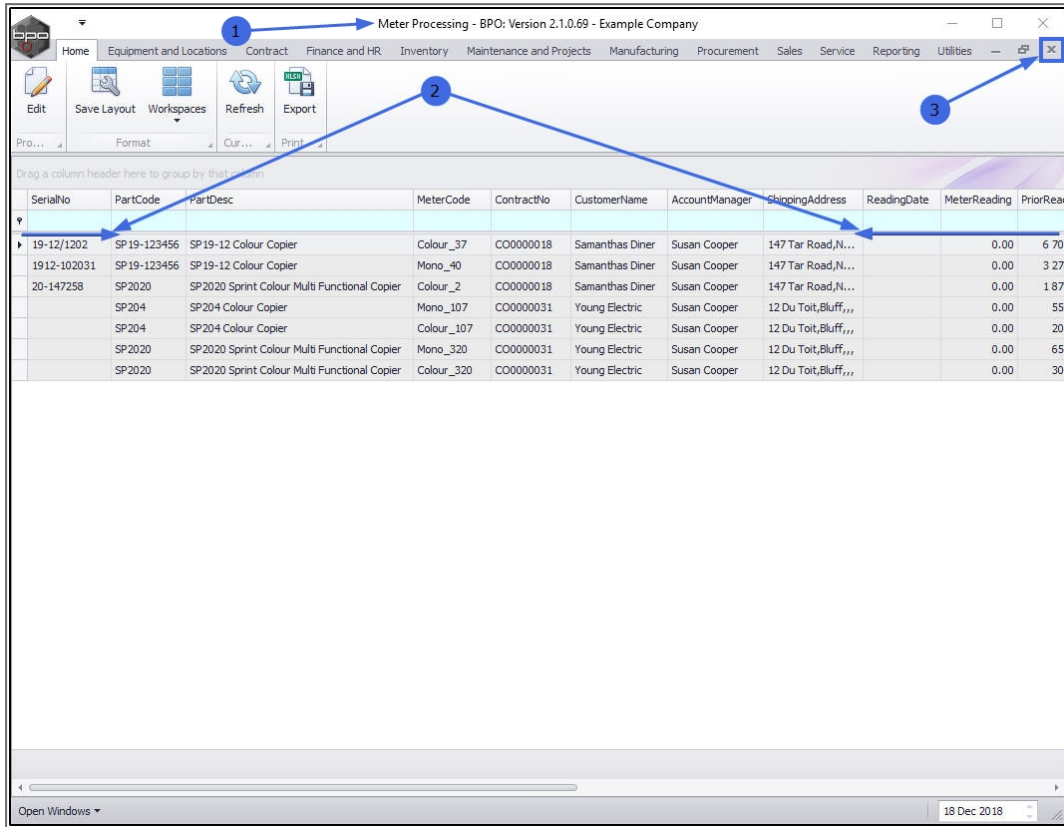
## SAVE METER READINGS

- When you have finished editing the meter readings in this screen, click on **Save**.

- You will return to the **Meter Processing** screen.
- Once a reading has been captured, the item will be **removed** from this list.

- To edit this record at a later stage, use the [Meter Usage](#) screen.

### 3. Close the screen when you are done.



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