

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

EQUIPMENT

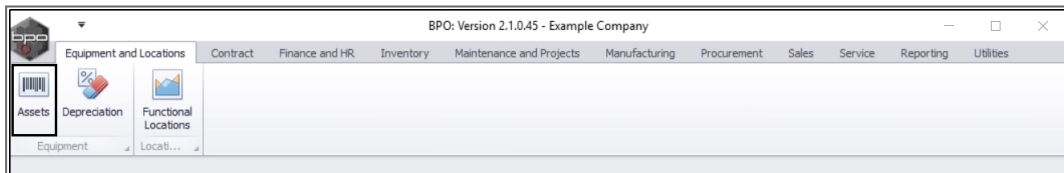
ASSETS – METERS – RESET READING

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 only 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.

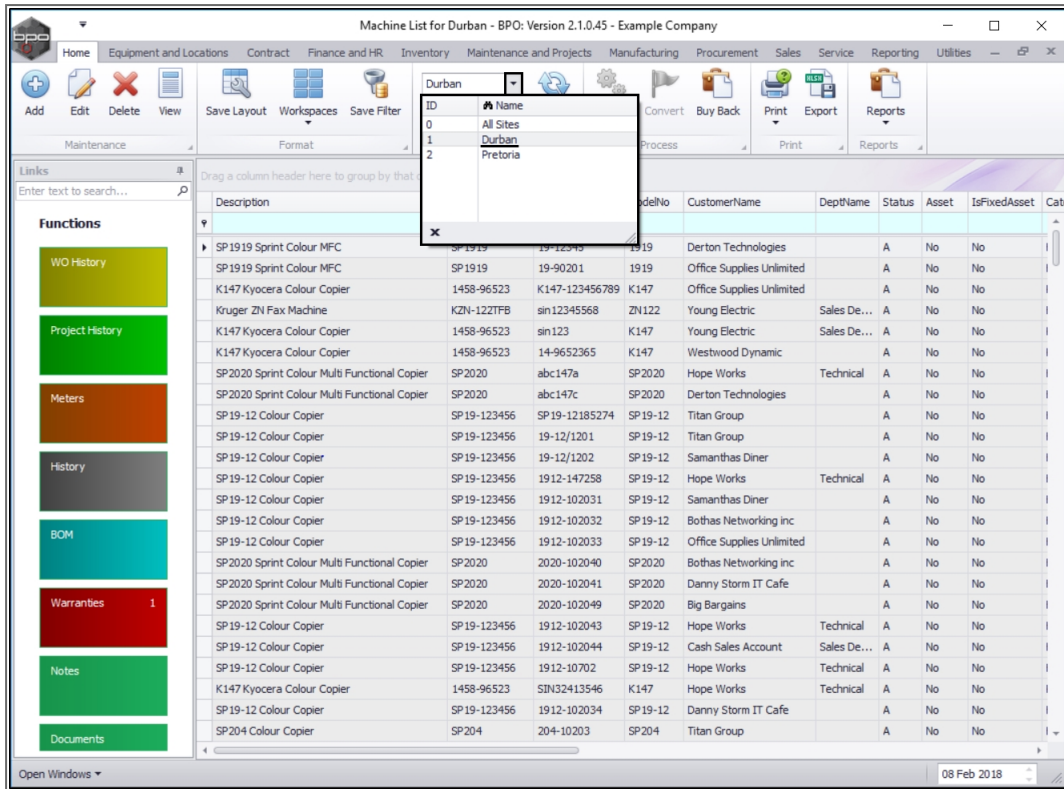
Ribbon Access: Equipment and Locations > Assets



The **Machine List for []** screen will be displayed.

SELECT THE SITE AND STATUS

- Select the **site**.
 - In this image **Durban** has been selected.



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 for Durban - BPO: Version 2.1.0.45 - Example Company

Home Equipment and Locations Contract Finance and HR Inventory Maintenance and Projects Manufacturing Procurement Sales Service Reporting Utilities

Add Edit Delete View Save Layout Workspaces Save Filter Durban All Refresh Revalue Convert Buy Back Print Export Reports

Maintenance Format Current Process Print Reports

Links Enter text to search...

Functions

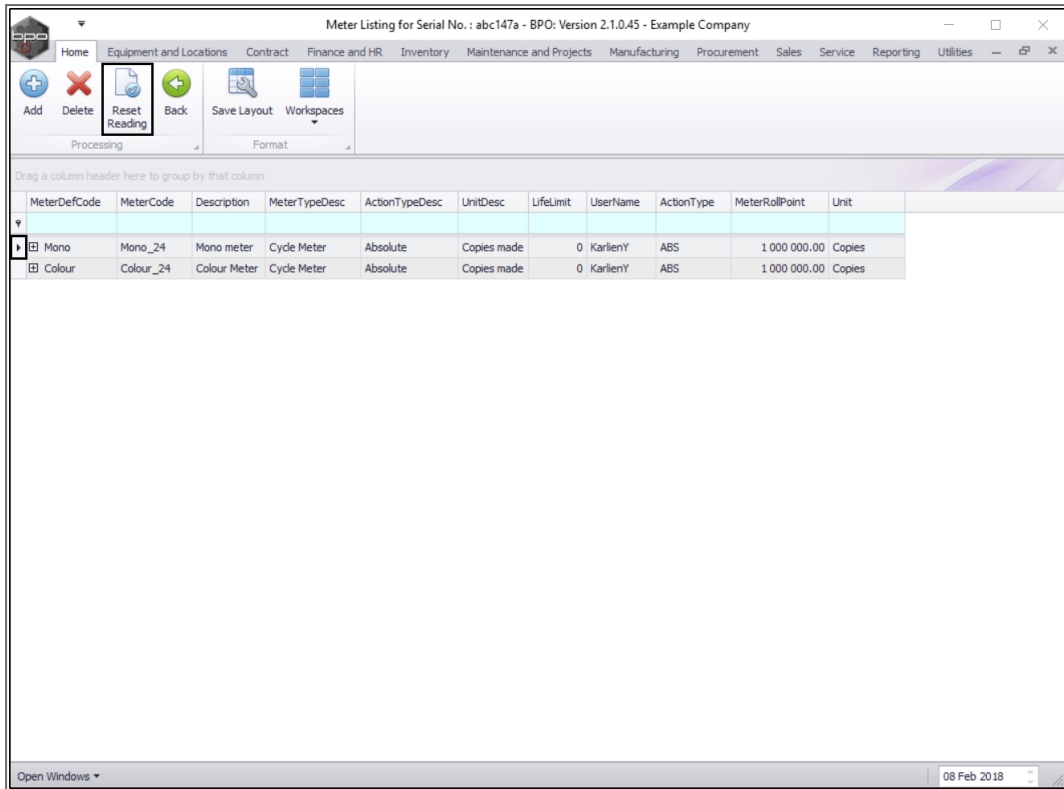
- WO History
- Project History
- Meters**
- History
- BOM
- Warranties 1
- Notes
- Documents

| Description | PartCode | SerialNo | ModelNo | CustomerName | DeptName | Status | Asset | IsFixedAsset | Cat |
|--|-------------|----------------|---------|---------------------------|-------------|--------|-------|--------------|-----|
| SP1919 Sprint Colour MFC | SP1919 | 19-12345 | 1919 | Derton Technologies | | A | No | No | |
| SP1919 Sprint Colour MFC | SP1919 | 19-90201 | 1919 | Office Supplies Unlimited | | A | No | No | |
| K147 Kyocera 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 | |
| K147 Kyocera Colour Copier | 1458-96523 | sin123 | 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 | |
| SP2020 Sprint Colour Multi Functional Copier | SP2020 | abc147c | SP2020 | Derton Technologies | | A | No | No | |
| 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 | |
| SP19-12 Colour Copier | SP19-123456 | 19-12/1202 | SP19-12 | Samanthas Diner | | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-147258 | SP19-12 | Hope Works | Technical | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102031 | SP19-12 | Samanthas Diner | | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102032 | SP19-12 | Bothas Networking Inc | | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102033 | SP19-12 | Office Supplies Unlimited | | A | No | No | |
| SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102040 | SP2020 | Bothas Networking Inc | | A | No | No | |
| SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102041 | SP2020 | Danny Storm IT Cafe | | A | No | No | |
| SP2020 Sprint Colour Multi Functional Copier | SP2020 | 2020-102049 | SP2020 | Big Bargains | | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102043 | SP19-12 | Hope Works | Technical | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102044 | SP19-12 | Cash Sales Account | Sales De... | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-10702 | SP19-12 | Hope Works | Technical | A | No | No | |
| K147 Kyocera Colour Copier | 1458-96523 | SIN32413546 | K147 | Hope Works | Technical | A | No | No | |
| SP19-12 Colour Copier | SP19-123456 | 1912-102034 | SP19-12 | Danny Storm IT Cafe | | A | No | No | |
| SP204 Colour Copier | SP204 | 204-10203 | SP204 | Titan Group | | A | No | No | |

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SELECT THE METER TO BE RESET

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

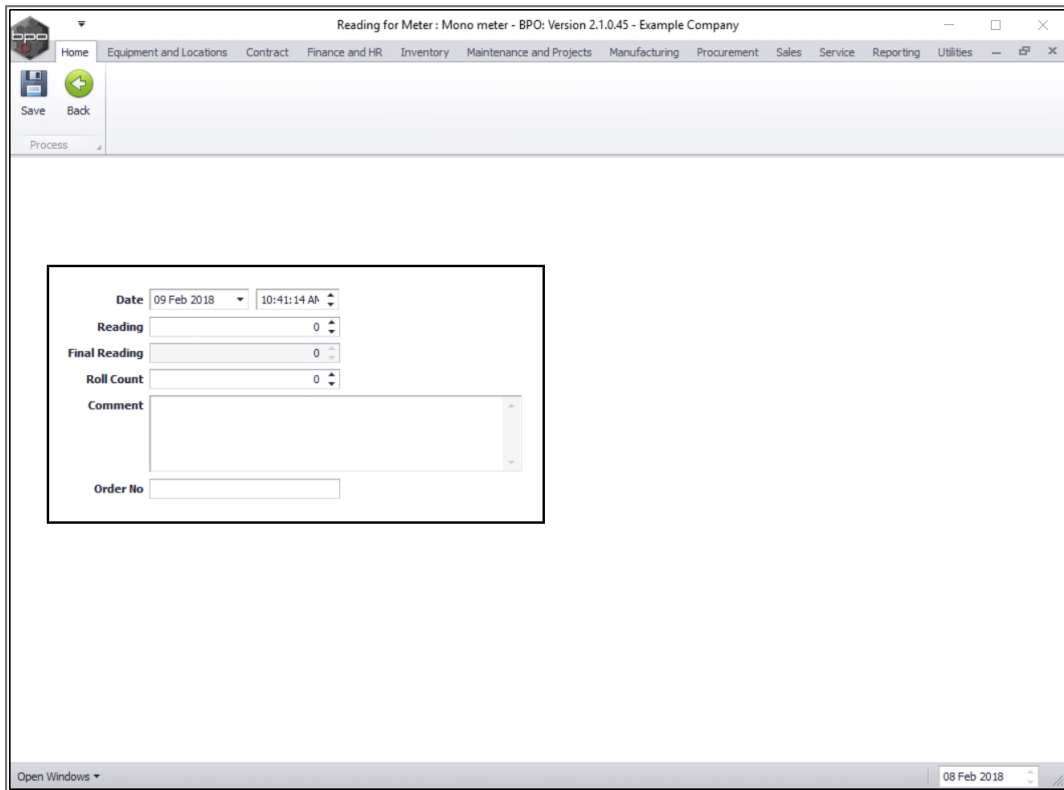


RESET METER READING DETAILS

The **Reading for Meter: [] meter** screen will be displayed.

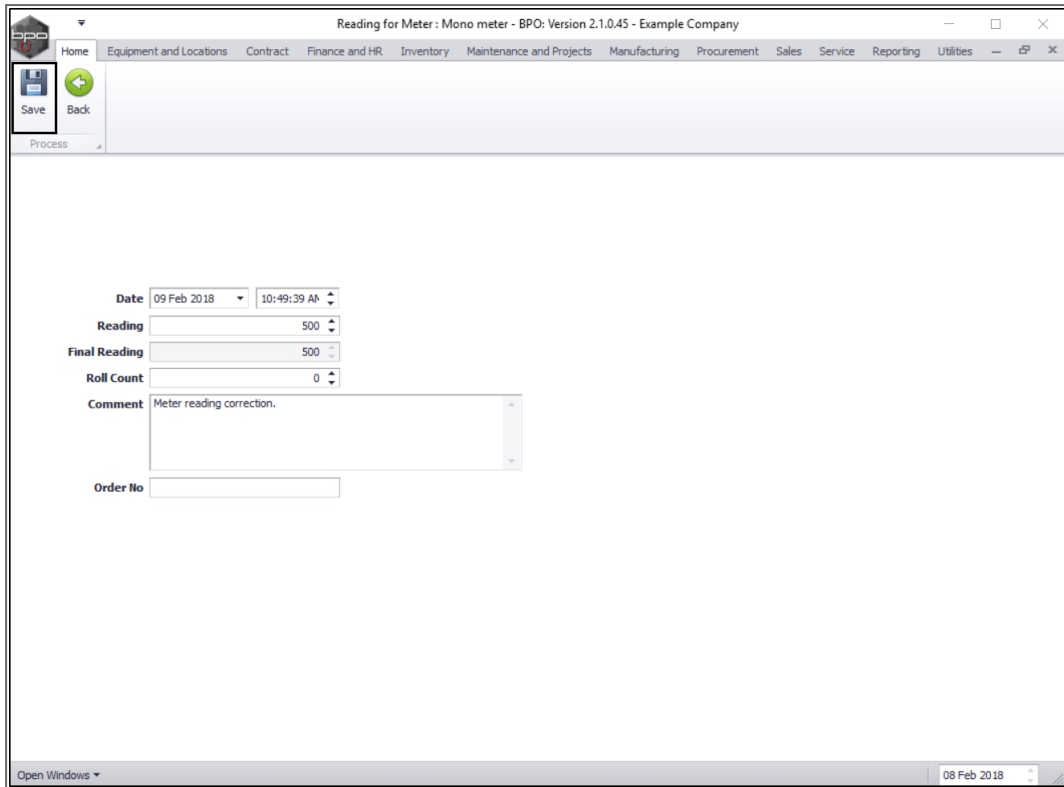
- **Date:** This will be auto populated with the current date and time.
 - Date: Type in or click on the drop-down arrow and use the calendar function to select an alternative date, if required.
 - Time: Type in or use the directional arrows to select an alternative time, if required.
- **Reading:** 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.

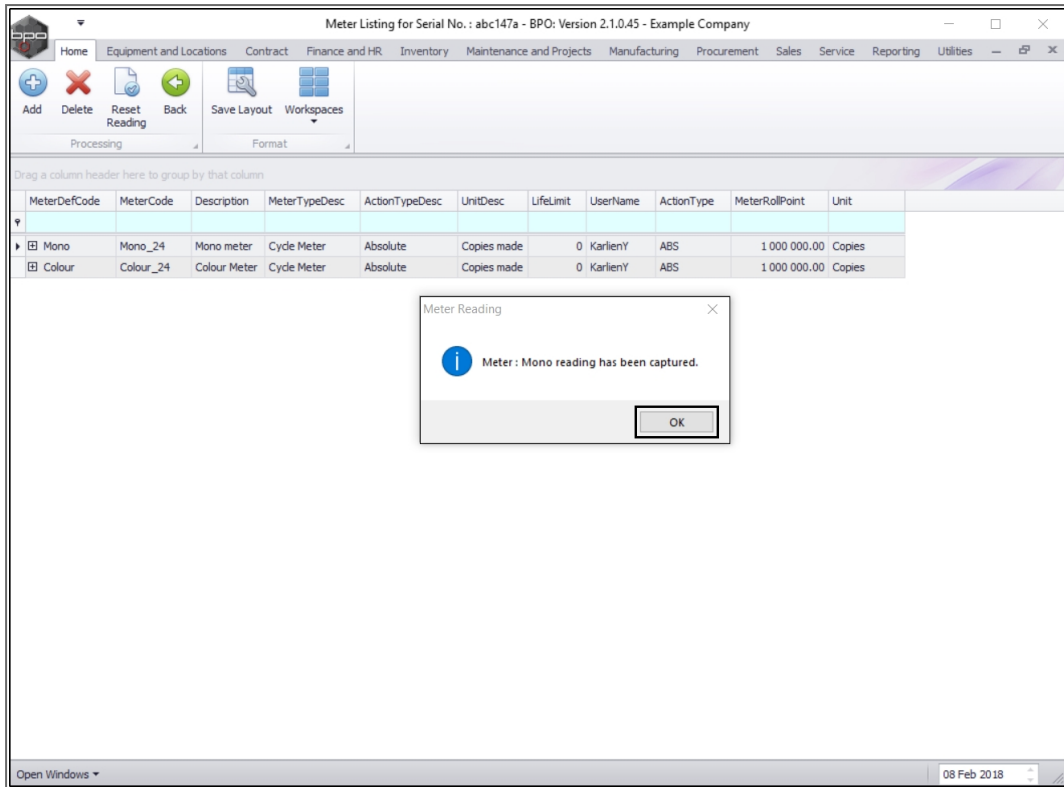


SAVE RESET DETAILS

- When you have finished resetting the meter reading details, click on **Save**.

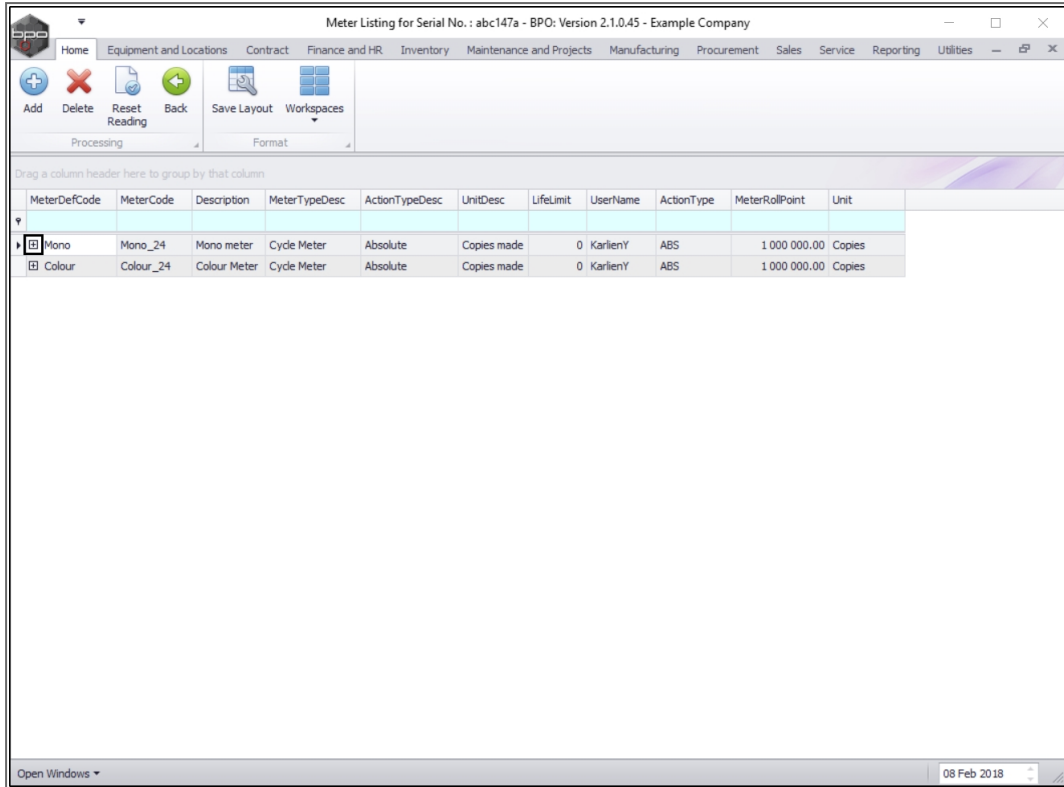


- You will return to the **Meter Listing for Serial No.: []** screen.
- A **Meter Reading** message box will appear, advising the following:
 - Meter: [] reading has been captured.
- Click on **OK**.



VIEW THE RESET READING

- Click on the **expand icon** in the row of the meter where the reading was reset.



- The meter **Readings** frame will open.
- Now you can view the reset reading.

Meter Listing for Serial No.: abc147a - BPO: Version 2.1.0.45 - Example Company

Home | Equipment and Locations | Contract | Finance and HR | Inventory | Maintenance and Projects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities

Processing: Add, Delete, Reset Reading, Back, Save Layout, Workspaces, Format

Drag a column header here to group by that column

| MeterDefCode | MeterCode | Description | MeterTypeDesc | ActionTypeDesc | UnitDesc | LifeLimit | UserName | ActionType | MeterRollPoint | Unit |
|--------------|-------------|--------------|---------------|------------------------------------|-------------|-----------|----------|-------------|----------------|-----------|
| ▾ Mono | Mono_24 | Mono meter | Cycle Meter | Absolute | Copies made | 0 | KarlienY | ABS | 1 000 000.00 | Copies |
| Readings | | | | | | | | | | |
| SourceType | ReadingDate | ReadingTime | MeterReading | Comments | OrderNo | Period | Closed | CaptureDate | CaptureUser | RollCount |
| ▾ ASMN | 09 Feb 2018 | 10:49:39 | 500.00 | Meter reading correction. | | | 0 No | 2018/02/09 | 124 | 0 |
| CTR | 26 Oct 2016 | 00:00:00 | 2 700.00 | Contract No: CO0000010 | 0 | | 8 Yes | 2016/10/26 | 103 | 0 |
| CTR | 30 Sep 2016 | 00:00:00 | 2 700.00 | Contract No: CO0000010 | 0 | | 7 Yes | 2016/10/18 | 103 | 0 |
| CTR | 31 Aug 2016 | 00:00:00 | 2 686.67 | Reading set to the 6 month average | 0 | | 6 Yes | 2016/10/18 | 103 | 0 |
| CTR | 31 May 2016 | 00:00:00 | 3 246.67 | Reading set to the 6 month average | 0 | | 3 Yes | 2016/06/30 | 103 | 0 |
| CTR | 30 Apr 2016 | 00:00:00 | 3 140.00 | Reading set to the 6 month average | 0 | | 2 Yes | 2016/05/17 | 103 | 0 |
| CTR | 31 Mar 2016 | 00:00:00 | 3 033.33 | Reading set to the 6 month average | 0 | | 1 Yes | 2016/04/18 | 103 | 0 |
| CTR | 29 Feb 2016 | 00:00:00 | 3 000.00 | Contract No: CO0000010 | 0 | | 12 Yes | 1900/01/01 | 0 | 0 |
| CTR | 31 Jan 2016 | 00:00:00 | 2 500.00 | Contract No: CO0000010 | 0 | | 11 Yes | 2016/03/23 | 103 | 0 |
| CTR | 31 Oct 2015 | 00:00:00 | 2 500.00 | Contract No: CO0000010 | 0 | | 8 Yes | 2016/03/22 | 103 | 0 |
| CTR | 31 Aug 2015 | 00:00:00 | 2 800.00 | Contract No: CO0000010 | 0 | | 6 Yes | 2016/02/02 | 103 | 0 |
| CALL | 05 Aug 2014 | 15:08:41 | 0.00 | Call ref: CN0000052 | 0 | | 6 No | 1899/12/30 | 0 | 0 |
| CALL | 19 Jun 2014 | 12:58:36 | 0.00 | Call ref: CN0000030 | 0 | | 4 No | 1899/12/30 | 0 | 0 |
| ▾ Colour | Colour_24 | Colour Meter | Cycle Meter | Absolute | Copies made | 0 | KarlienY | ABS | 1 000 000.00 | Copies |

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MNU.007.032

