

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.

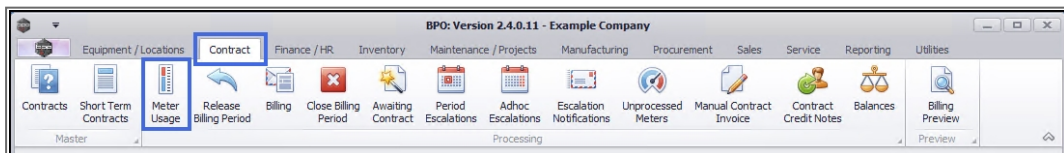
Over time, billing and usage statistics can be reviewed per **serial number** in order to verify readings.

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.

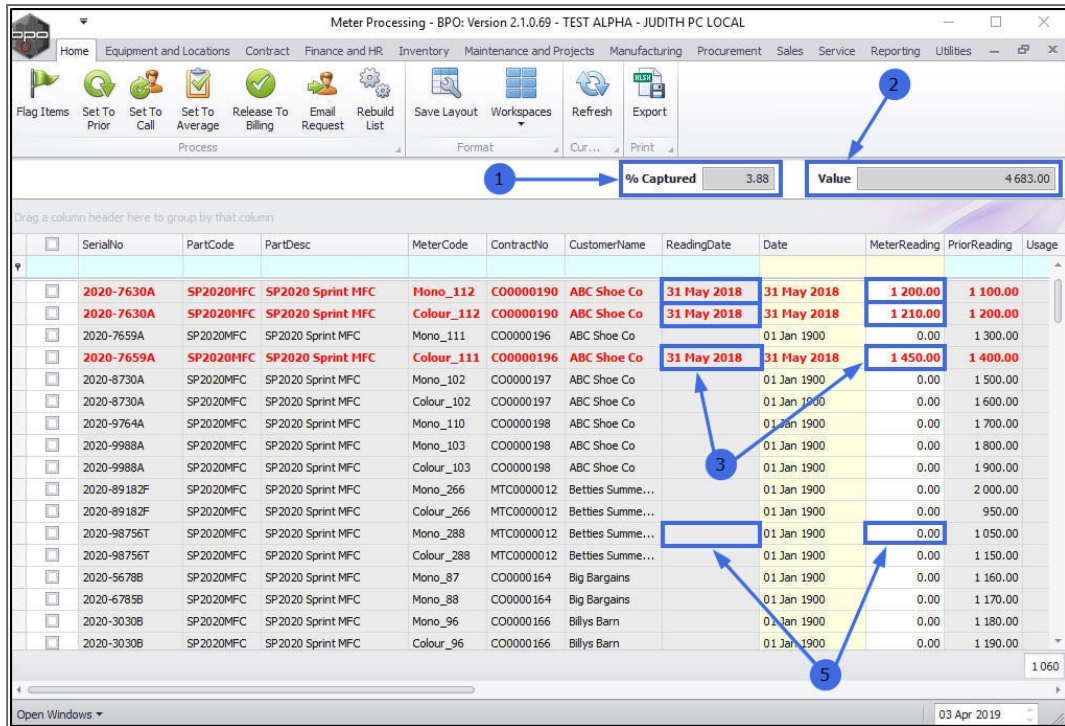
1. Arrow pointing to the % Captured field in the summary bar.

2. Arrow pointing to the ReadingDate column header in the table.

| 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

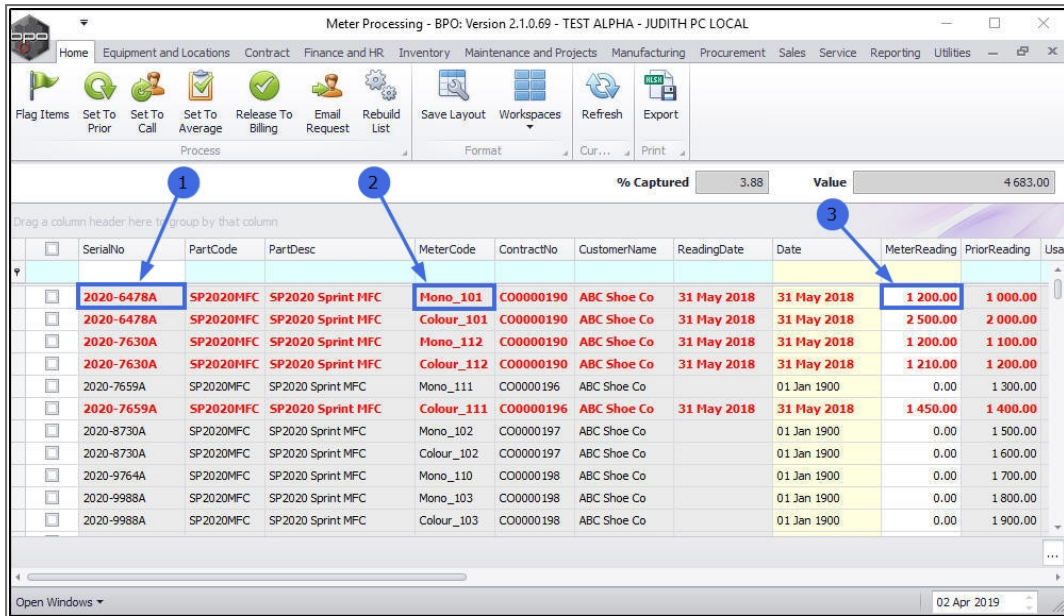
1. **% Captured:** displays the percentage of meter readings that have been captured.
2. **Value:** displays the total meter billing value of the captured meters.
3. **Readings Captured:** can be viewed in the **Meter Reading** and **Reading Date** fields.
4. **Meters Not Yet Captured:** will display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



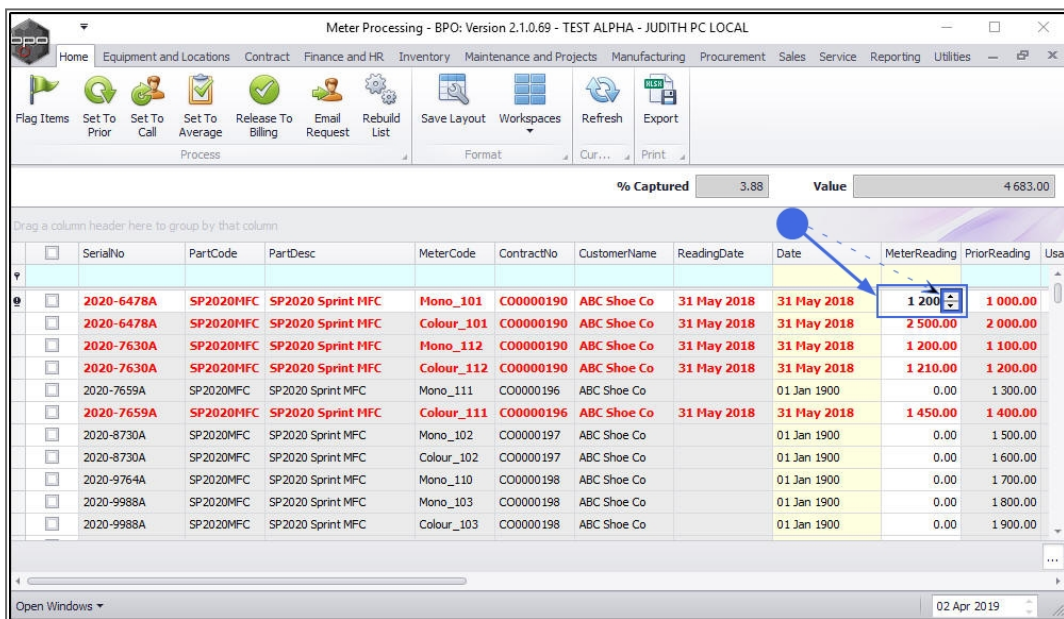
## ADD OR EDIT A METER READING

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**.

| 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   |         |
| r 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  |
| ulti 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   |
|                         | 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                      | Mono_40    | CO0000018             | Samanthas Diner           | 30 Sep 20... | 3 300.00     | 3 278.00 | 22.00          | 300.00        | 0.00           | 0.00    | 3.07    |
| r Multi Functional C... | 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    |
|                         | Mono_107   | CO0000031             | Young Electric            | 30 Sep 20... | 600.00       | 550.00   | 50.00          | 100.00        | 0.00           | 0.00    | 5.75    |
|                         | Colour_107 | CO0000031             | Young Electric            | 30 Sep 2017  | 300.00       | 200.00   | 100.00         | 100.00        | 0.00           | 0.00    | 115.00  |
| r 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    |
| ulti Functional Copier  | Colour_320 | CO0000031             | Young Electric            | 30 Sep 2017  | 400.00       | 300.00   | 100.00         | 100.00        | 0.00           | 0.00    | 115.00  |

## 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