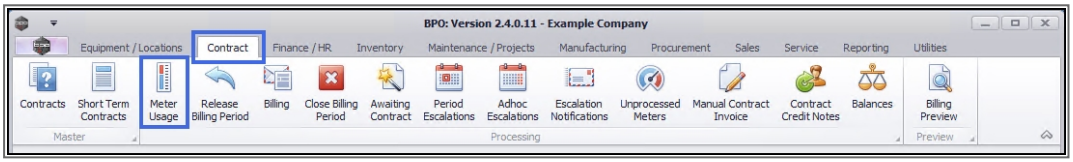
We are currently updating our site; thank you for your patience.

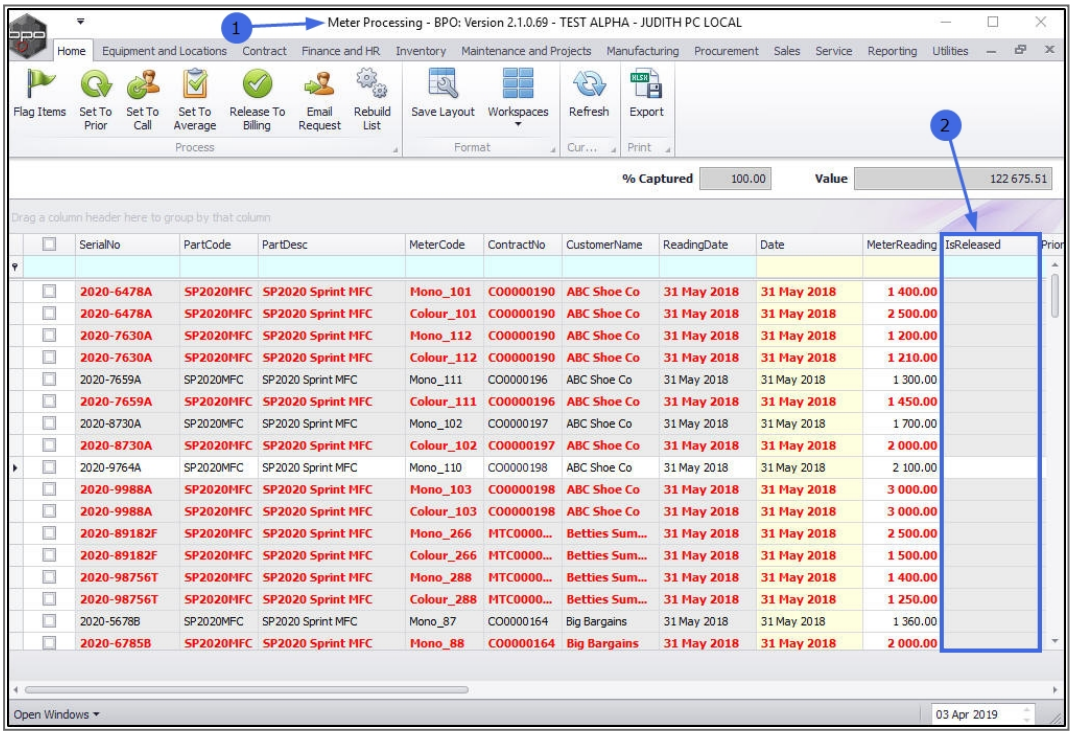
CONTRACT

RELEASE TO BILLING

Ribbon Access: Contract > Meter Usage



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



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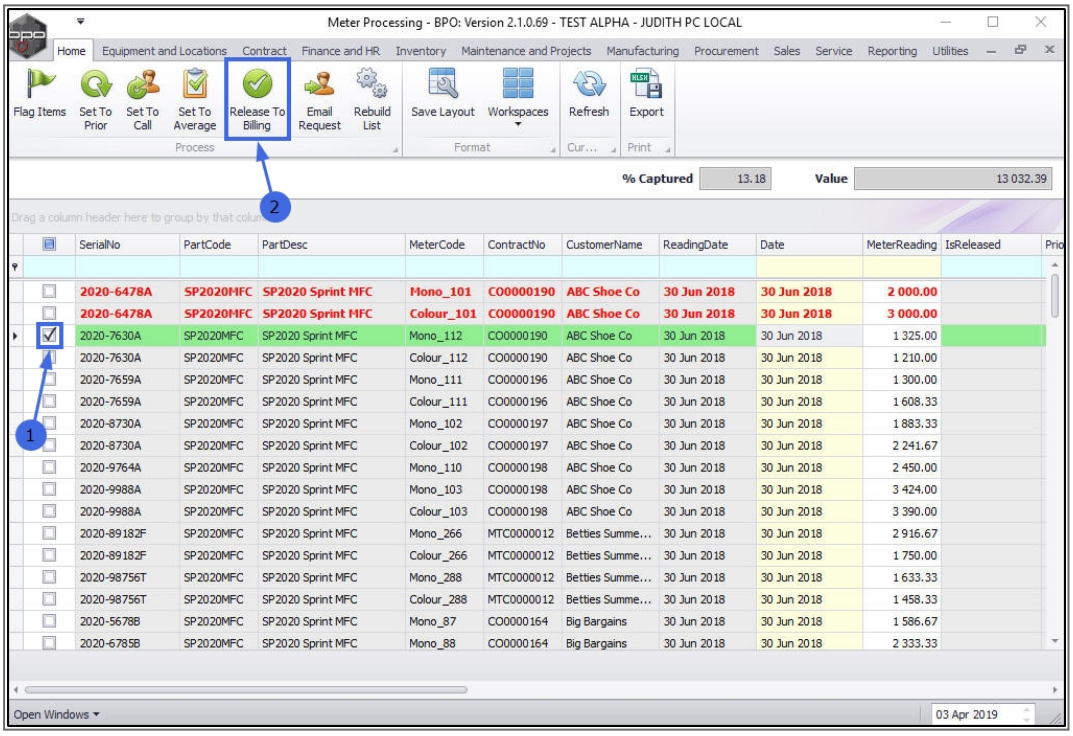
RELEASE SELECTED METERS

SELECT METER

1. Select the **check box** in the row of the meter that you wish to release to billing. You can select multiple 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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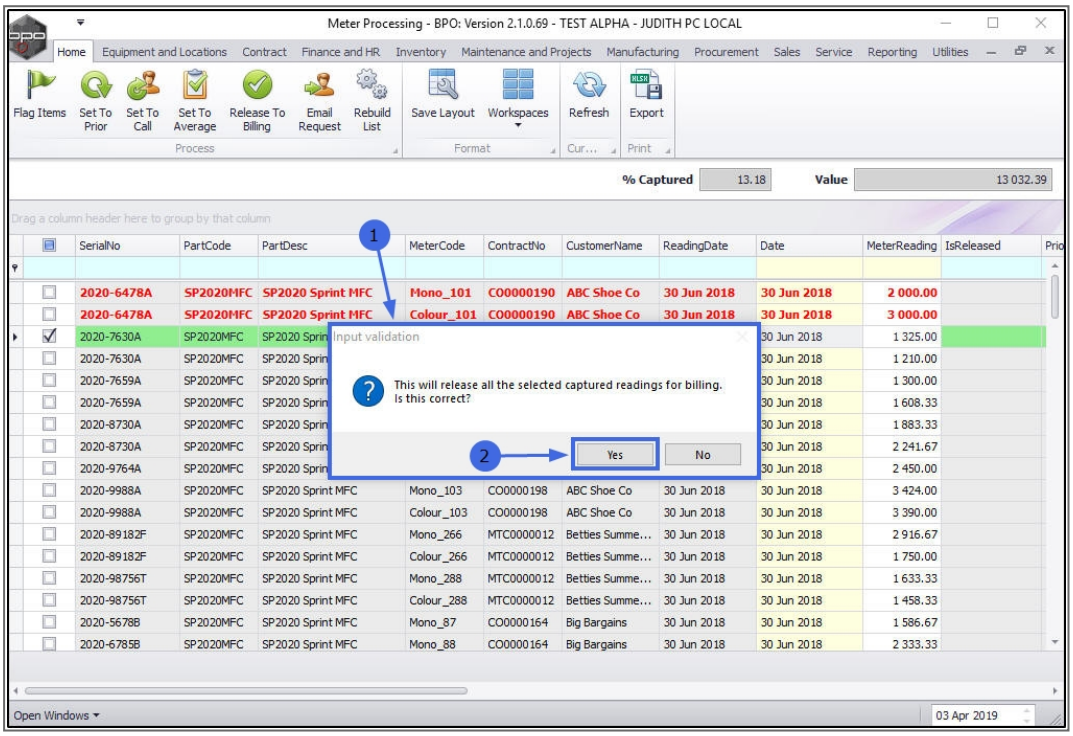
CONFIRM RELEASE

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**.



VIEW UPDATED METER DETAILS

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

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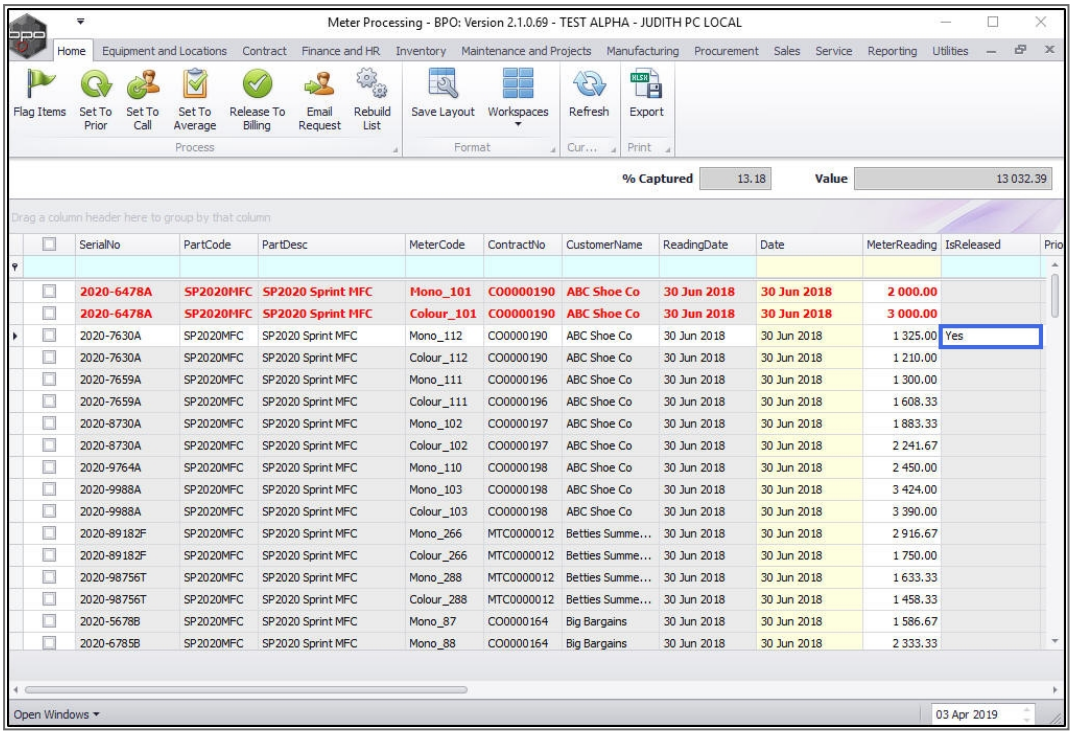

RELEASE ALL METERS FOR BILLING

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

1. Click on **Release to Billing**.

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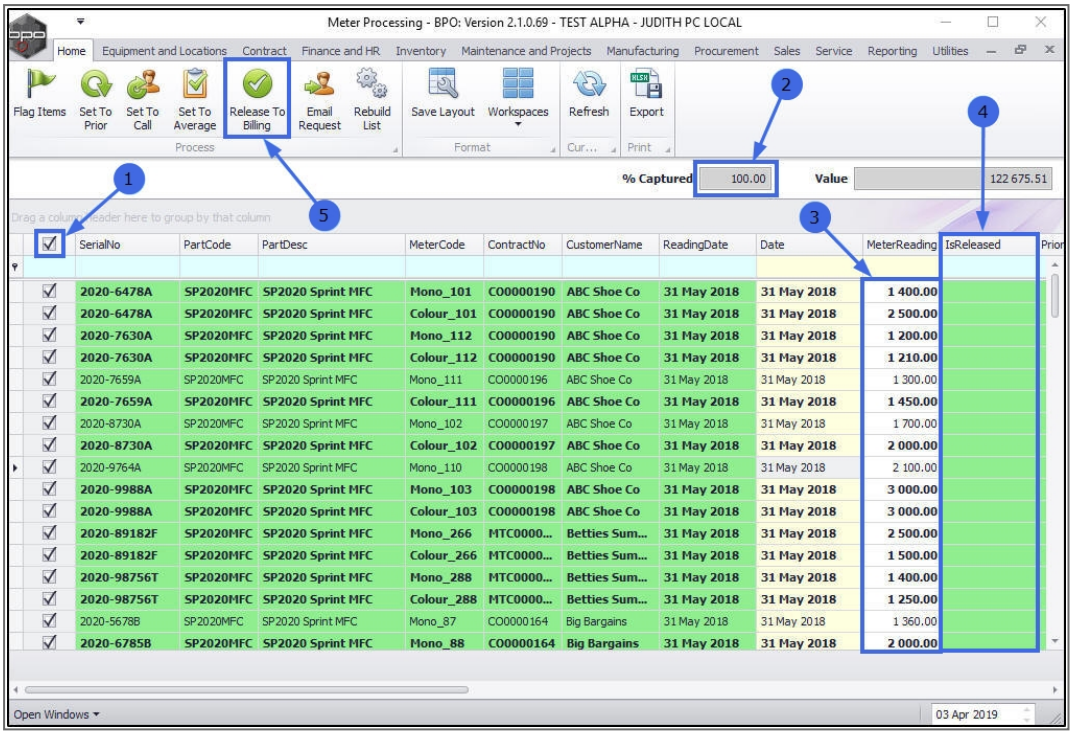

CONFIRM RELEASE

- 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**.

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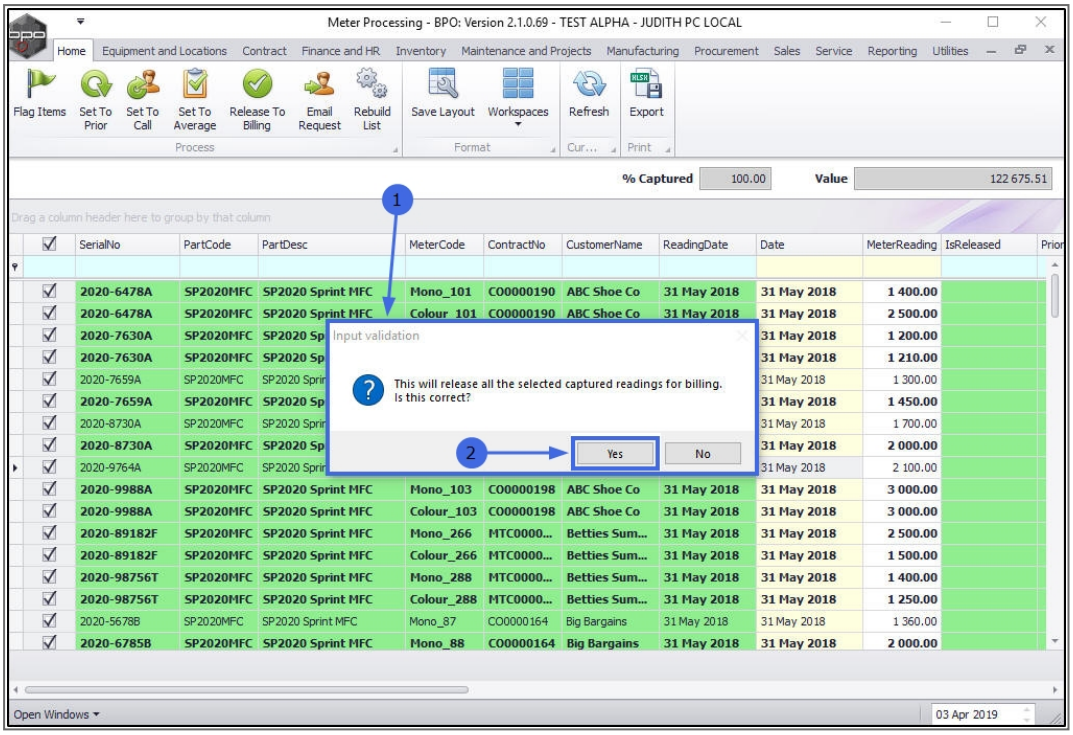

VIEW UPDATED METER DETAILS

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

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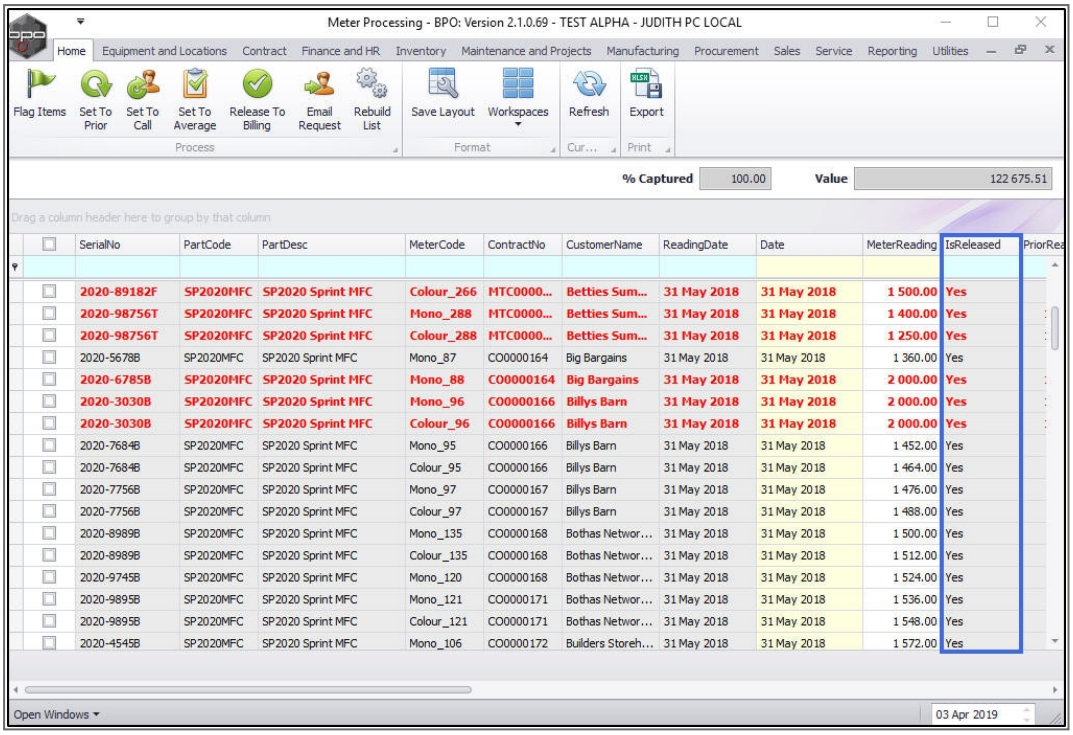

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