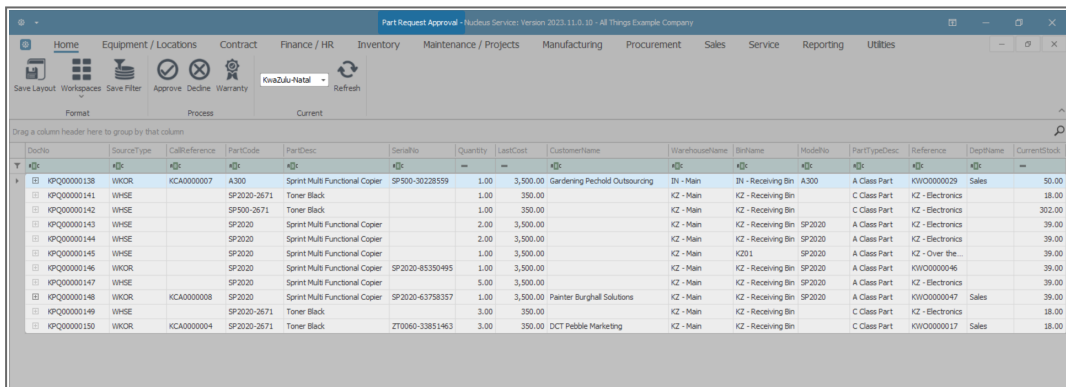# INVENTORY

## VIEW READINGS ON PRIOR PART ISSUES

This process enables you to check whether a current meter is within yield.

**Ribbon** Select **Inventory > Request Approval**



- The **Part Request Approval** screen will be displayed.

- Select the **Site**.
    - In this image, **KwaZulu-Natal** has been selected.



- Select the part request relating to the meters you wish to view.
    - In this image, **PQ00000612** has been selected.

- Click on the **expand** button in the row of the selected part request.



The **Call Meters** sub grid will be displayed.

- **Serial No**: This is the serial number of the machine.
- **Meter Def Code**: This is the meter definition code.
- **Description**: This is the description of the meter.
- **Meter Reading**: This is the current meter reading.
- **Reading Time**: This is the time when the current meter reading was recorded.
- **Reading Date**: This is the date when the current meter reading was recorded.

- **Prior Reading**: This is the previous meter reading.
- **Period**: This is the financial period in which billing will be processed.
- **Comments**: These are comments relating to the current meter reading.

**Note 1**: All these fields will be auto populated as the Call Meters frame is expanded and uneditable -(greyed out).

**Note 2**: If you cannot see all the columns listed above, in the Call Meters sub grid, please refer to Using Nucleus Service: Data Grids.



- You can Approve or Decline the part request as required.
- If you wish to approve the part request - ensure that it is billable if a short yield exists.
- **Close** the screen when you are done.

MNU.142.002