

*Miracle Service Accent*

**New Meter Billing Routines**

**March 2005**

**VCI**



## **Legal Information**

All rights reserved. No part of this document shall be reproduced or transmitted by any means or otherwise, without written permission from Vantage Computing Limited.

This document is provided "as is" and all express or implied conditions, representations, and warranties, including any implied warranty of merchantability, fitness for a particular purpose, or non-infringement, are disclaimed, except to the extent that such disclaimers are held to be legally invalid.

## **Trademarks**

Miracle Service Accent is a Joint Trademark of Vantage Computing Limited and Nextair Corporation.

All product names mentioned in this documentation are the trademarks of their respective owners. This document also includes the trademarks, trade names, and service marks of companies other than Vantage Computing Limited.

The product described in this document is distributed under license, restricting its use, copying, distribution, and decompilation. No part of the product or this documentation may be reproduced in any form by any means without prior written authorisation of Vantage Computing Limited.

## contents

<b>1 Introduction</b>	Overview of The New Meter Billing Routines .....1
	About this Guide .....2
	Documentation Conventions .....2
	Contacting Your Support Provider .....2
<b>2 Setting Up Meter Billing</b>	Simple Usage billing .....9
	Minimum Billing With excess .....15
	Copy Pack Billing .....19
	Consolidated Billing .....24
<b>2 Running Meter Billing</b>	Meter Billing Routine .....32



# Introduction

Welcome to the Miracle Service Accent New Meter Billing Routines.

This chapter contains the following topics:

- Overview of The New Meter Billing Routines
- About this Guide
- Documentation Conventions
- Contacting Your Support Provider

## Overview of The New Meter Billing Routines

The way Miracle Service Accent does meter billing has been totally changed for the new release.

Some of the key changes are as follows

- Unlimited number of meters
- Each meter is treated totally separately
- Each meter can have a different billing type (for example, simple Usage, Minimum with excess or cypack)
- You can consolidated different meters with different billing types

## About this Guide

This guide consists of the following chapters:

- **Chapter 1: Introduction** – an overview of Miracle Service Accent New Meter Billing Routines, documentation conventions, and Vantage Computing contact information.
- **Chapter 2: How to set up your SMS account** - details on how to set up and use the new meter billing routines.

## Documentation Conventions

The following icons highlight particular sections.



**Caution** – failure to observe the caution described in this section may prevent the new meter billing routines from operating properly.



**Note** – sections highlighted with this icon contain pertinent information, such as exceptions to the preceding steps or sections.

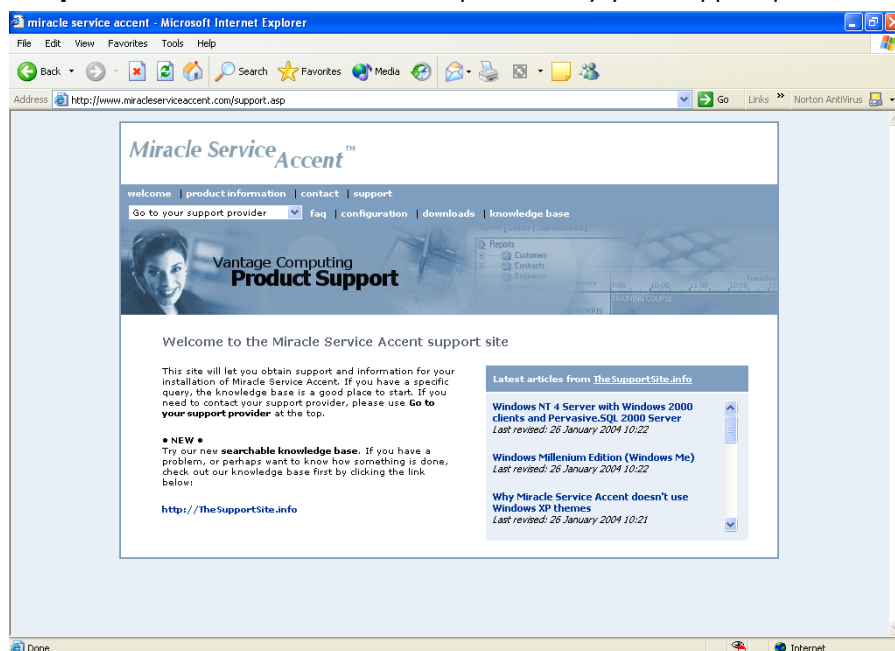


**Hint** – sections highlighted with this icon contain hints or suggestions.

## Contacting Your Support Provider

**Web site:** [www.miracleserviceaccent.com](http://www.miracleserviceaccent.com), click on **support**

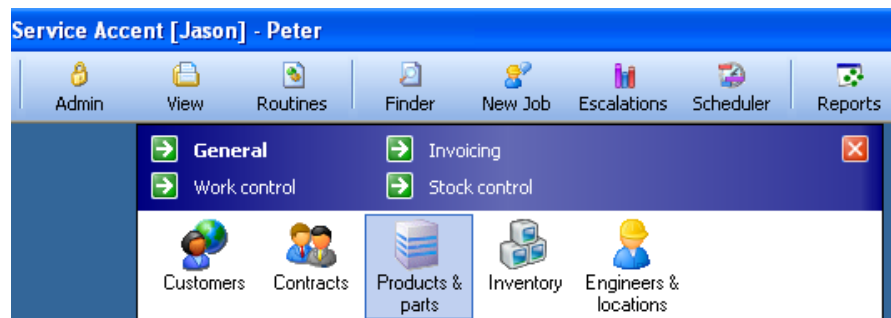
**Telephone** and **Email** details will be provided by your support provider.



## Setting Up Meter Billing

For the purpose of this Beta version, you will need to create a new meter product record to reflect the new meter billing (the full release will have a conversion utility built in to convert your existing records).

1. From the MSA button bar, click **View** and then click the **General** link and then click the **Products & parts** icon.



The **View stock** dialogue appears;

Part No	Description	Category	Price	Cost	In stock	Location
00-0000-001	A Total Contract Valuation	COST CODE	0.00	0.00	0	SITE
01-0001-025	AC256 MASTER CONTROLLER	AC	0.00	50.00	23	
01-0001-033	AC256 SLAVE DRAYTON	AC	1,200.00	910.66	0	
01-0001-243	ASSY_LCU 8/8 TO PCEL	AC	0.00	441.06	0	
01-0001-249	ASSY_LCU 16/8 UO,PCEL	AC	0.00	446.63	0	
01-0001-270	ASSY_LCU 8/8 TO PCB,PCEL	AC	0.00	274.10	0	
01-0001-324	ASSY_YAVCU,2AF,BP,PCEL	AC	0.00	165.43	0	
01-0001-327	ASSY_YAVCU,2 AF,BP/CP,PCEL	AC	0.00	173.03	0	
01-0001-328	ASSY_YAVCU,2 AF,BP/CP,PCEL	AC	0.00	173.03	0	SHELF 2B
01-0003-047	ASSY,S+,60,EN,ND,NM,UO,UO	AC	0.00	1,322.07	0	
01-0003-112	ASSY,M+,60,EN,DI,NM,UO,UO,PCEL	AC	0.00	1,890.18	0	
01-0004-043	ASSY,8+,DC,60,EN,ND,NM,PCEL	AC	1,000.00	628.18	0	
01-0005-034	ASSY,LTU,N/AF,ENCL,PCEL	AC	0.00	79.31	0	
01-0008-003	ASSY_RETRO,PCB,CX9001-2M,254N	INFINITY PLUS	6,195.00	316.87	5	
01-0008-019	ASSY,CX9500 OBSOLETE	INFINITY PLUS	0.00	1,203.52	0	

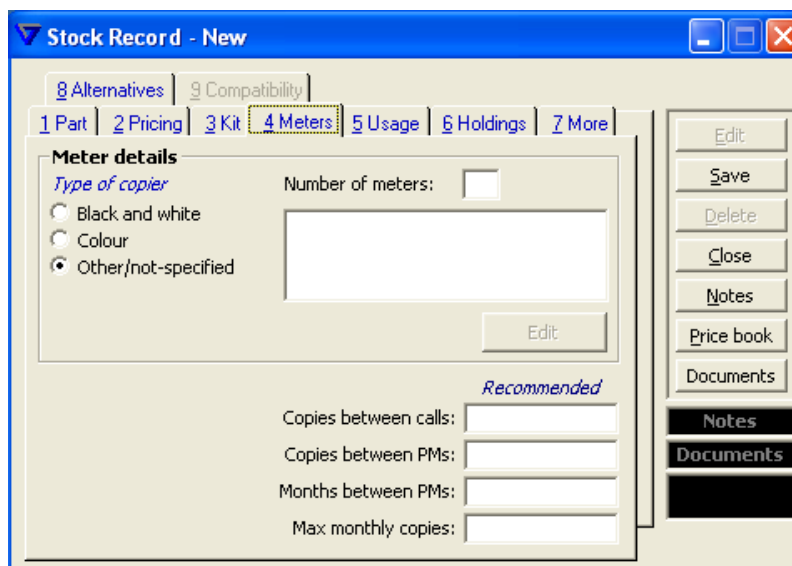
2. Click **New** to create a new metered product.
3. Complete the relevant fields and the following appears;

The 'Stock Record - New' window shows the following fields and options:

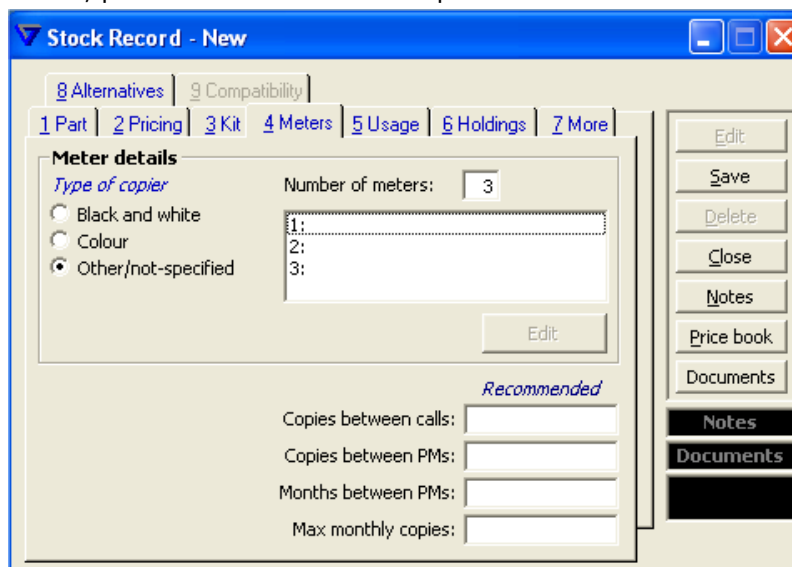
- Part No: AR507
- Description: Sharp AR507 Digital Copier
- Category: copier
- Is a product (i.e., has a serial number): ☒
- Has meters: ☒
- Is always chargeable: ☐
- Requires PMs: ☐
- Location:
- Manufacturer:
- Wty months:
- Man Part No:
- Supplier:
- Others:

Buttons on the right include: Edit, Save, Delete, Close, Notes, Price book, Documents, Notes, Documents.

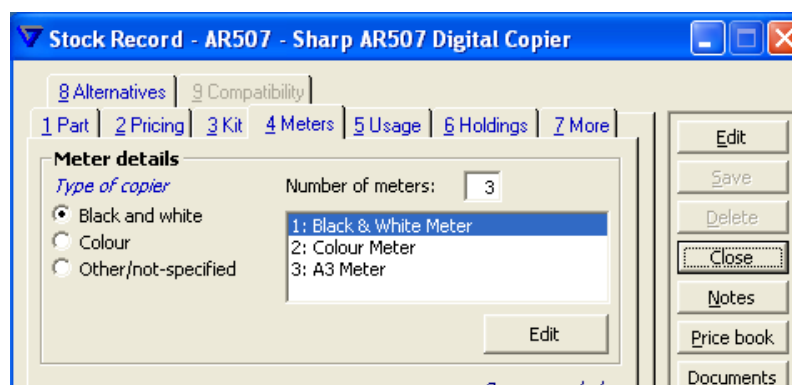
4. Click the **Meters** tab and the following is displayed;



5. In the **Number of meters** field, enter the number of meters this product has. The number of meters is now unlimited.
6. Each meter can be given a unique name. After entering the number of meters, press **Tab** and in the area specified.



7. Click on each meter and then click **Edit** and enter the meter name.
8. Click the applicable radio button to indicate the **Type of copier** (black and white, colour or other/not-specified).



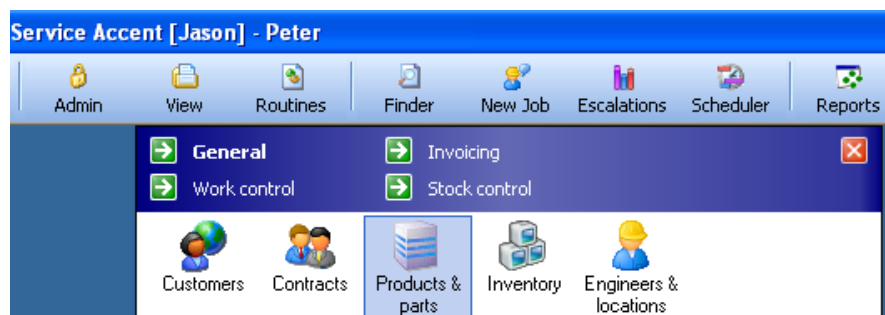
9. Click **Save** to save the record.



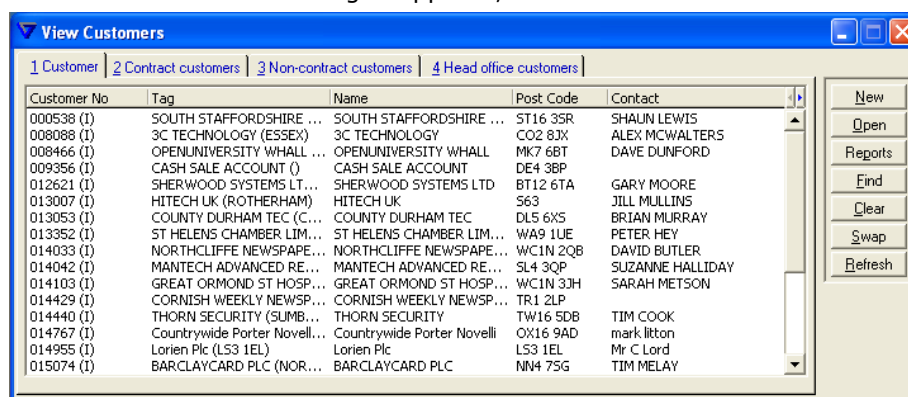
The next step is to setup the inventory record with the new meter billing details.

As with the product record, you will have to create a new **customer** and **contract** to test the new meter billing (the full release will have a conversion utility built in to convert your existing records).

1. From the MSA button bar, click **View** and then click the **General** link and then click the **Customers** icon.



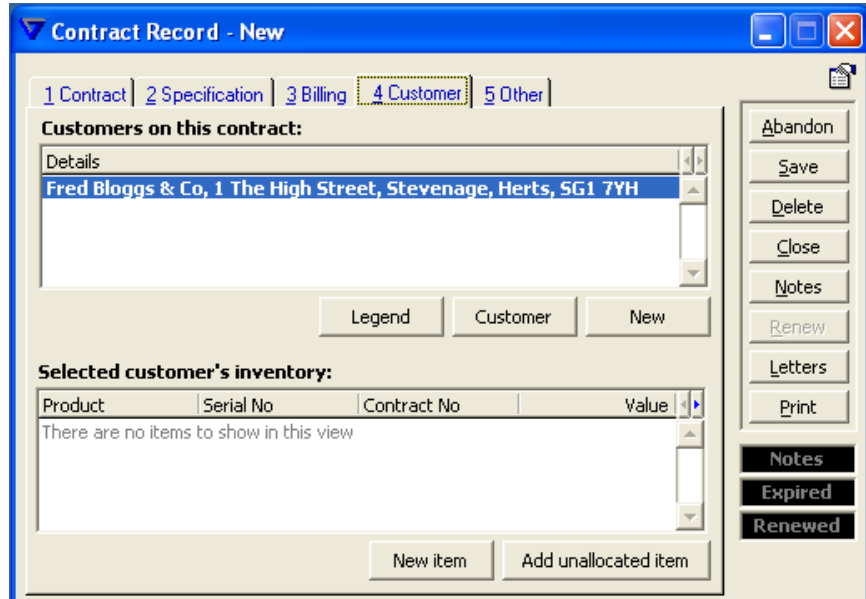
The **View Customers** dialogue appears;



2. Click **New** to create a new customer.
3. Complete the relevant fields and then click the **Contract** tab to create a new contract. The following appears;

4. Complete the relevant fields.

5. Click the **Customers** tab;



**Contract Record - New**

1 Contract | 2 Specification | 3 Billing | **4 Customer** | 5 Other

**Customers on this contract:**

Details
Fred Bloggs & Co, 1 The High Street, Stevenage, Herts, SG1 7YH

Legend Customer New

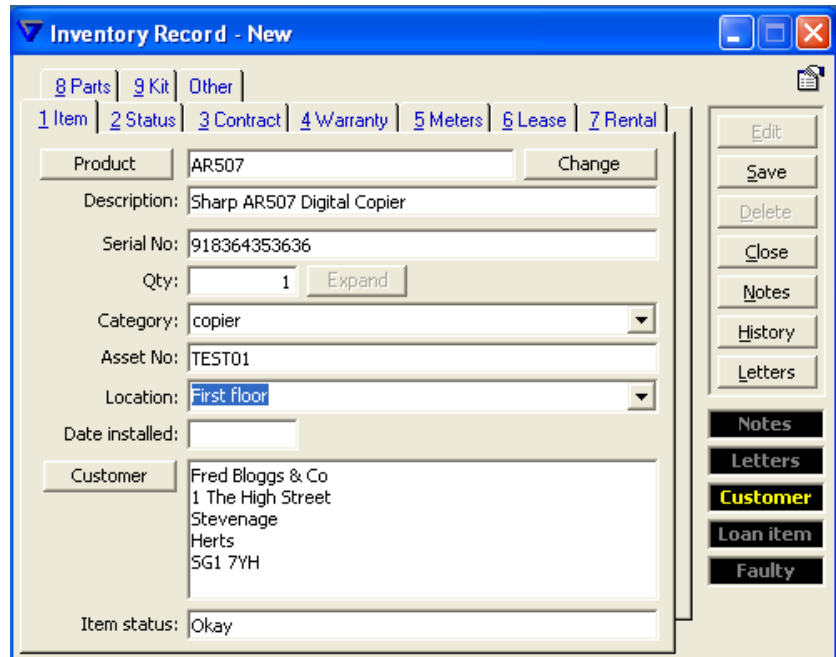
**Selected customer's inventory:**

Product	Serial No	Contract No	Value
There are no items to show in this view			

New item Add unallocated item

Abandon Save Delete Close Notes Renew Letters Print Notes Expired Renewed

6. Click on **New item** to add an inventory item to the contract.
7. Complete the relevant fields.



**Inventory Record - New**

8 Parts | 9 Kit | Other

1 Item | 2 Status | 3 Contract | 4 Warranty | 5 Meters | 6 Lease | 7 Rental

Product: AR507 Change

Description: Sharp AR507 Digital Copier

Serial No: 918364353636

Qty: 1 Expand

Category: copier

Asset No: TEST01

Location: First floor

Date installed:

Customer: Fred Bloggs & Co  
1 The High Street  
Stevenage  
Herts  
SG1 7YH

Item status: Okay

Edit Save Delete Close Notes History Letters Notes Letters Customer Loan item Faulty

8. Click the **Meters** tab;

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1		0	0		0
2		0	0		0
3		0	0		0

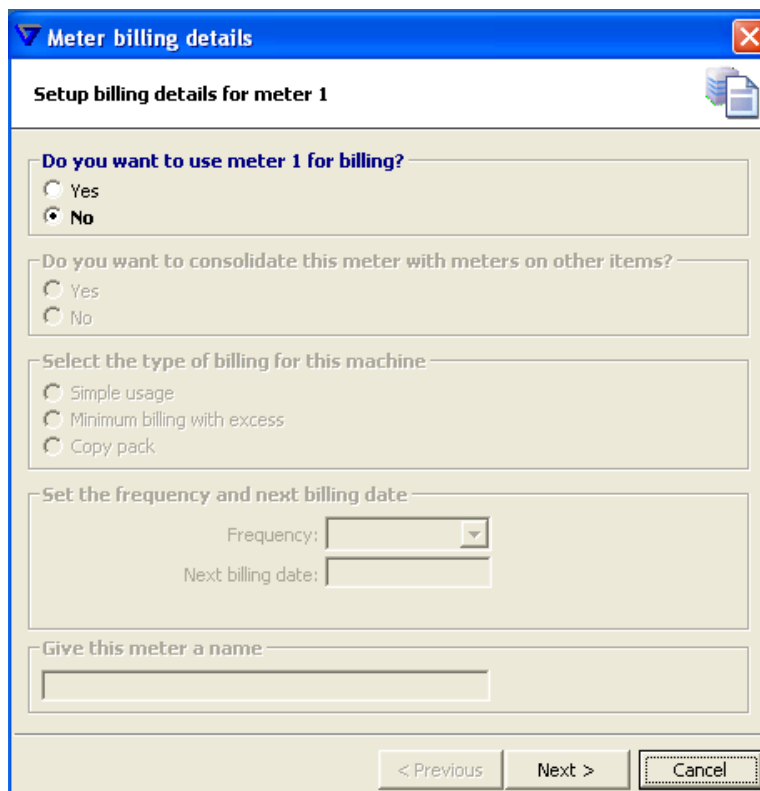
9. Highlight the required meter to enter install readings, current readings and billing details.

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1		0	0		0
2		0	0		0
3		0	0		0

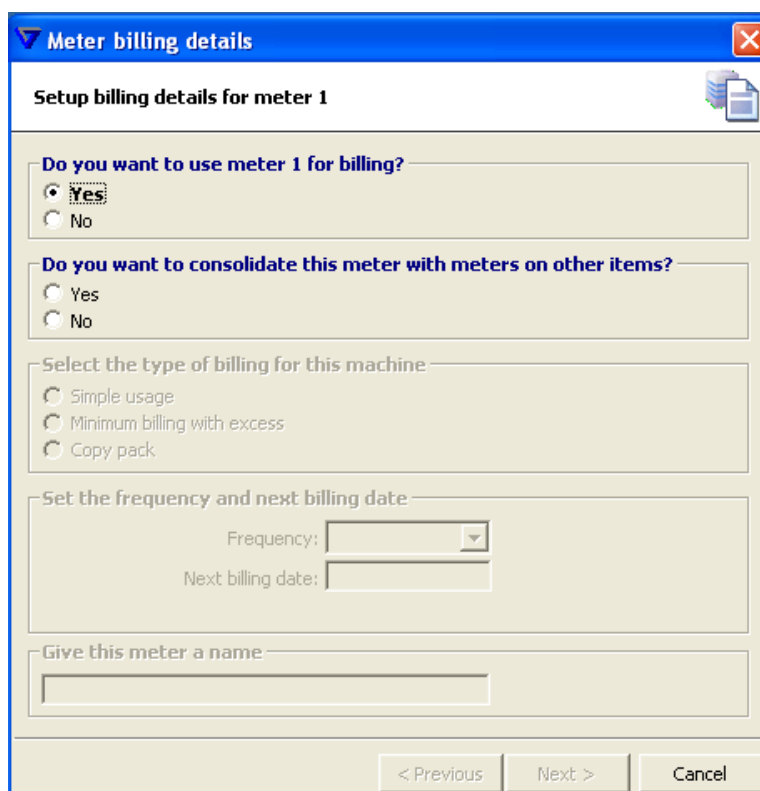
10. Enter the **Install reading**, the **Current reading** and the **last invoiced at** reading.
11. Click **Save** to save the readings.

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1		50	200		200
2		0	0		0
3		0	0		0

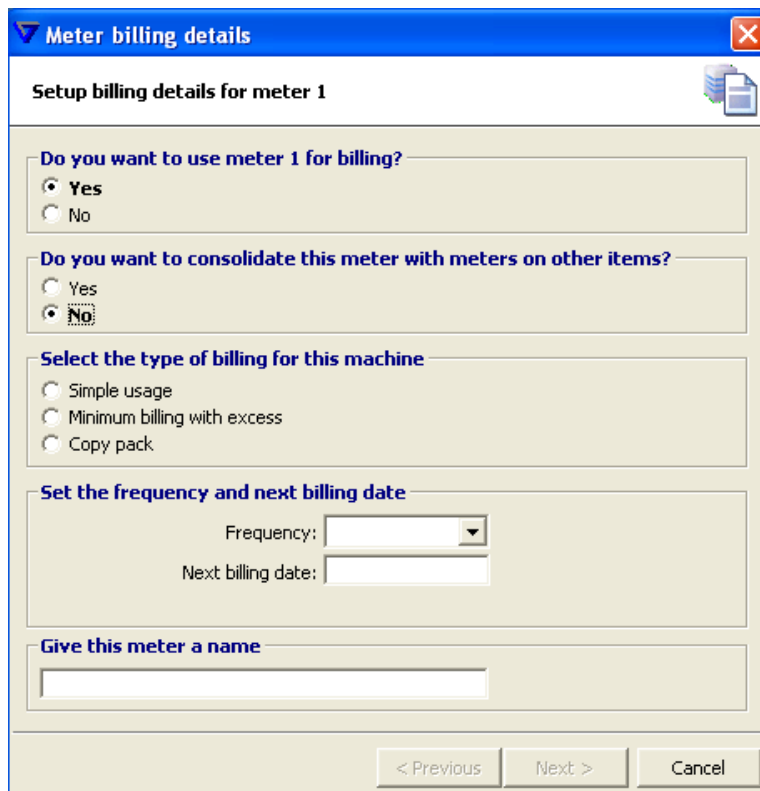
12. Do the same for the second meter and third meter.
13. Click **Billing details** to setup the billing details. The following dialogue is displayed;



14. As meter billing can be setup for each meter, this screen will be displayed for each meter.
15. If this meter is to be used for billing, enable the **Yes** radio button and the next section of the dialogue becomes active.



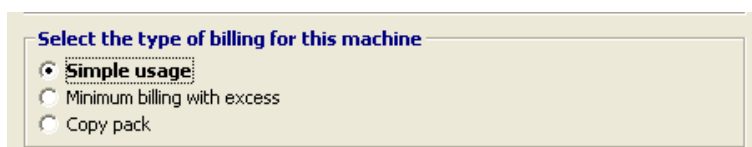
16. The new meter billing routine enables you to consolidate meters together. Please see the section on consolidated billing later in this manual (see Consolidated Billing on page 24). The following section is for normal meter billing.
17. Enable the **No** radio button, to indicate that you do not want to **Consolidated** with another meter. The remaining sections of the dialogue become active.



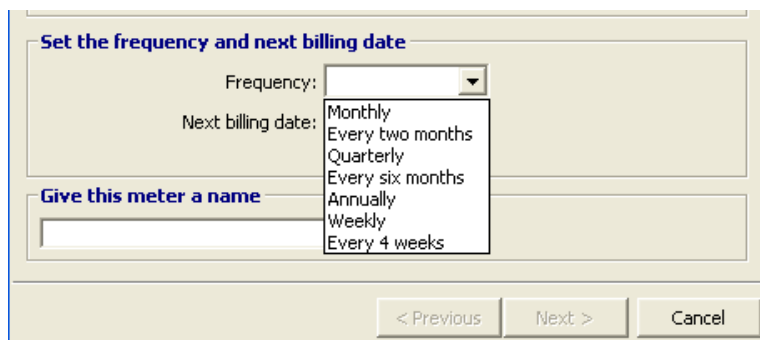
18. Select the **Type of billing** for this meter, by enabling the applicable radio button.
  - **Simple Usage** - the customer pays for what they use. See Simple Usage billing on page 9.
  - **Minimum Billing with excess** - the customer agrees to do a minimum number of copiers over a period and pays for for any copies above that minimum. See Minimum Billing With excess on page 15.
  - **Copy pack** - the customer is charged for a block of copies and when this block is used up, another block of copies are charged. See Copy Pack Billing on page 19.

## Simple Usage billing

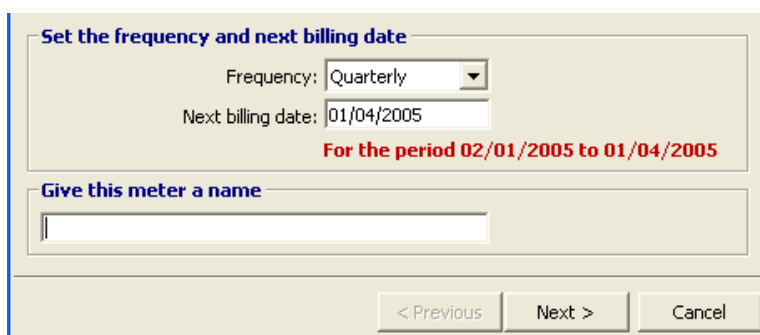
1. Enable the radio button for **simple usage**.



2. Set the billing **Frequency** from the drop-down list of available periods.

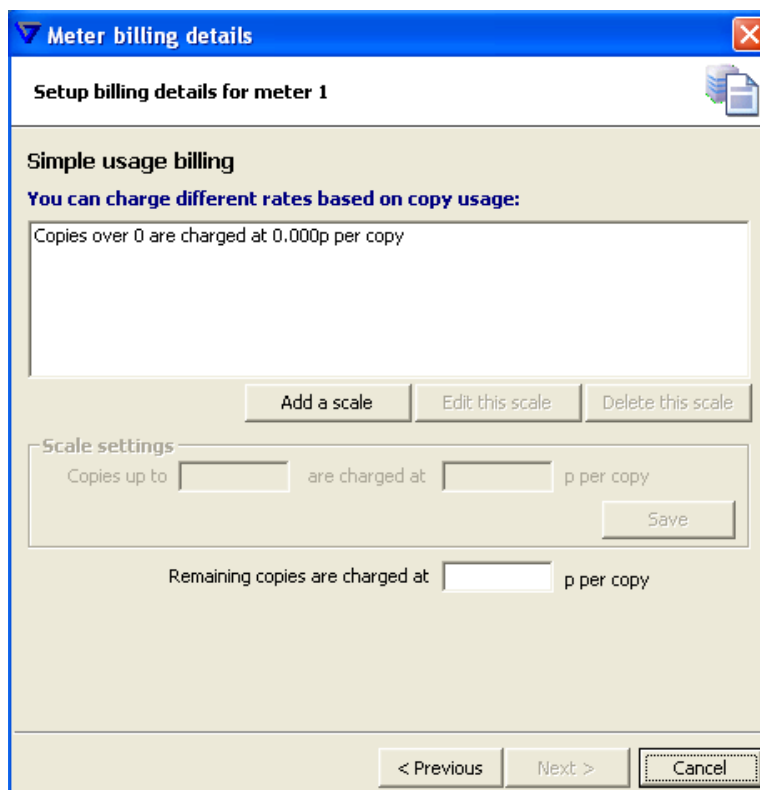


3. Enter the date the next bill is due in the **Next billing date** box. The next bill date is not calculated automatically from the machine install date, so you can decide when the next bill is to be raised. After this date is entered, it will be automatically incremented by the period each time meter billing is run.



4. After the **Next bill date** is entered, the actual period that the bill covers is displayed. Simple usage billing is always in arrears, never in advance.
5. If required, give this meter a **name**. This is not mandatory.
6. Click **Next** to continue to the next dialogue and setup the cost per copy charges.

7. The following is displayed;



**Meter billing details**

Setup billing details for meter 1

**Simple usage billing**

You can charge different rates based on copy usage:

Copies over 0 are charged at 0.000p per copy

Add a scale Edit this scale Delete this scale

**Scale settings**

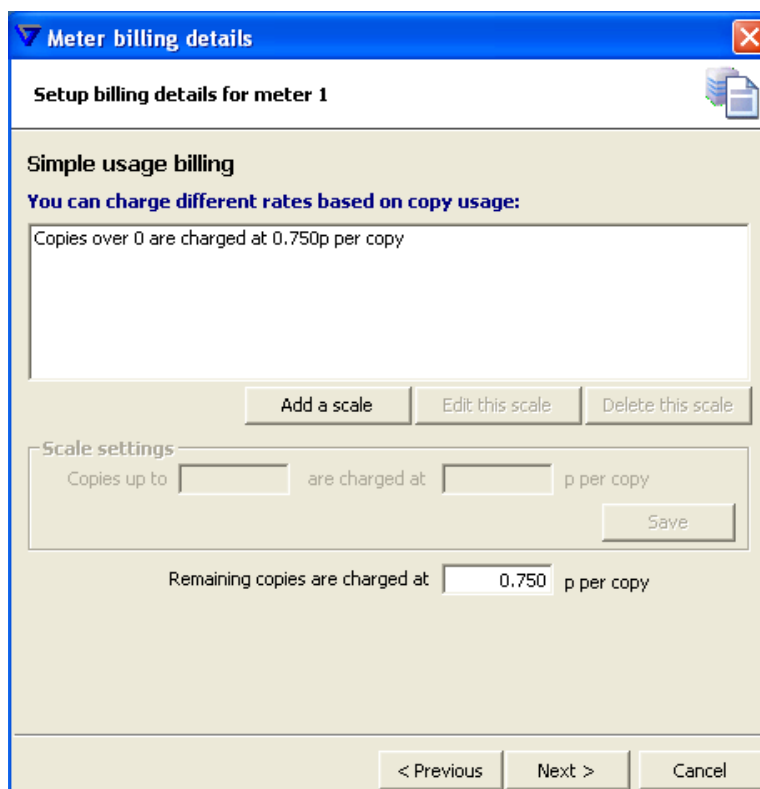
Copies up to  are charged at  p per copy

Save

Remaining copies are charged at  p per copy

< Previous Next > Cancel

8. To set all copies at the same cost per copy, enter the cost per copy in the **Remaining copies are charged at** box.



**Meter billing details**

Setup billing details for meter 1

**Simple usage billing**

You can charge different rates based on copy usage:

Copies over 0 are charged at 0.750p per copy

Add a scale Edit this scale Delete this scale

**Scale settings**

Copies up to  are charged at  p per copy

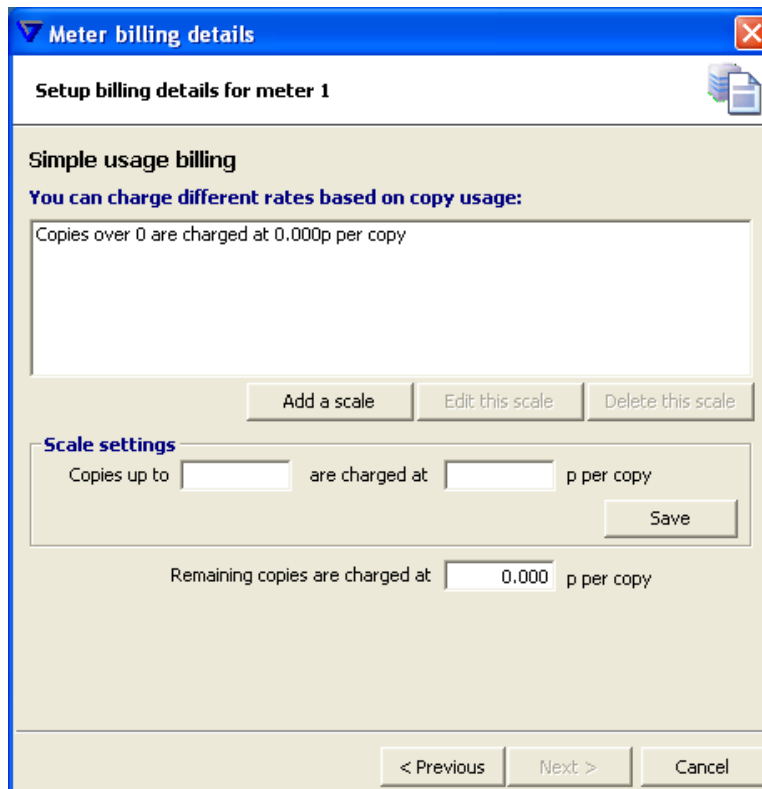
Save

Remaining copies are charged at  p per copy

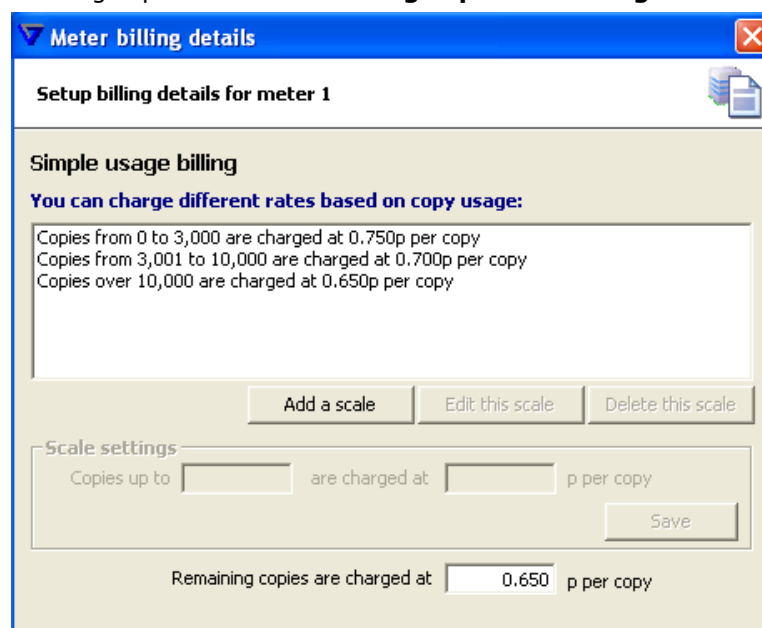
< Previous Next > Cancel

9. Click **Next** to continue if all copies are charged at the same amount and proceed to step 18, otherwise you need to setup charging scales. See next page.

10. To setup different charging scales, you need to **Add a scale**. Adding a scale allows you to charge different volumes at different cost per copies. Click **Add a scale** and the **Scale settings** area is enabled.



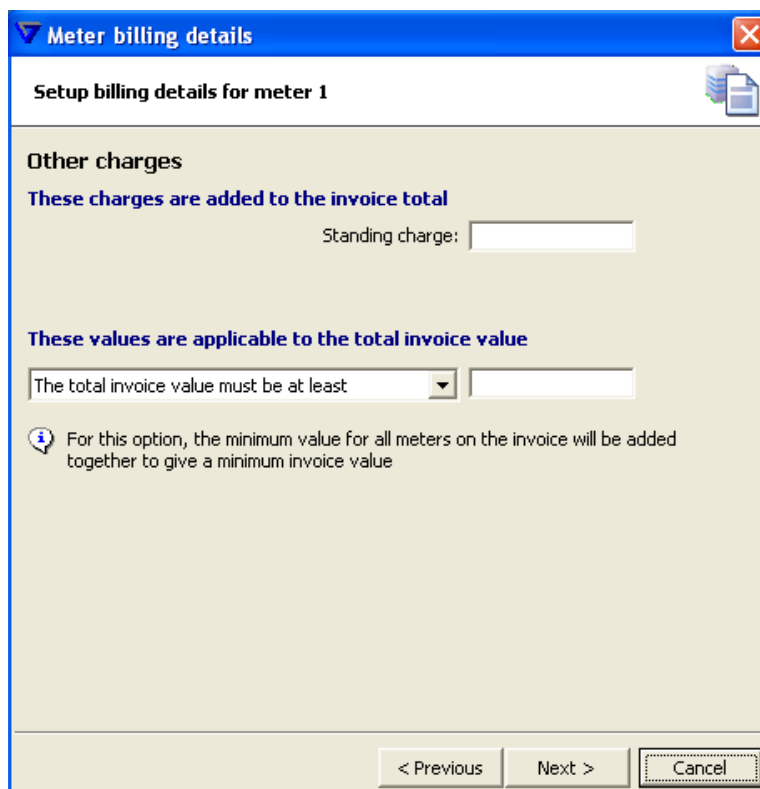
11. In the **Copies up to** box, enter the number of copies to be charged upto.
12. In the **are charged at** box, enter the cost per copy.
13. Click **Save** to save this scale.
14. Repeat steps 11 to 13 to setup any other scales.
15. After all the scales have been setup, enter the cost per copy for the remaining copies in the **Remaining copies are charged at** box.



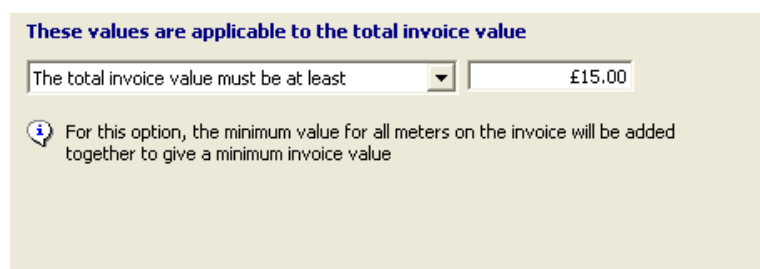
16. To **Edit** a scale, highlight the required scale and click **Edit this scale** and repeat steps 11 to 13.



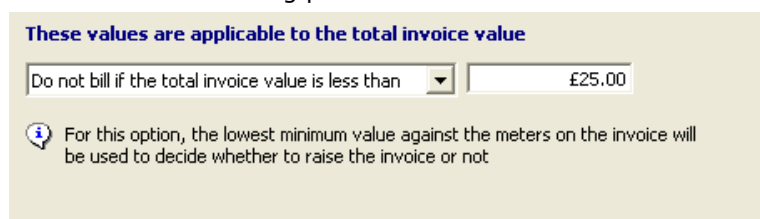
17. To **Delete** a scale, highlight the required scale and click **Delete this scale**. All the other scales will be adjusted to reflect this deletion.
18. Click **Next** to continue or click **Previous** to amended the previous screen.



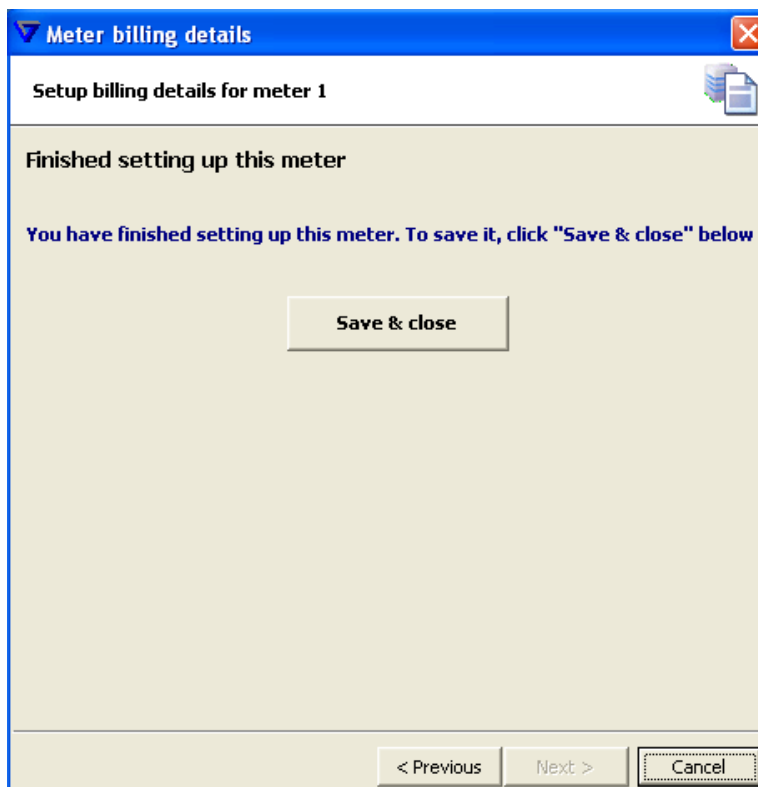
19. If the customer has an additional charge against this meter, enter the amount in the **Standing charge** field. This amount will appear on the meter bill invoice everytime.
20. If you are applying a minimum invoice value to the customer, select **The total invoice value must be at least** from the drop-down list and then enter the minimum invoice value in the adjacent box. The minimum invoice value is calculated on the total of all meters on the invoice.



21. If you do not want to raise an invoice because the amount is too small, select **Do not bill if the total invoice value is less than** from the drop-down list and enter the invoice amount in the adjacent box. If the total of all meters (excluding VAT) is below this amount an invoice will not be raised. This actual amount of the invoice will then be carried forward to the next billing period.



22. After this screen has been completed. Click **Next** to continue or click **Previous** to go back to the previous screen.
23. The following screen is displayed;



**Meter billing details**

Setup billing details for meter 1

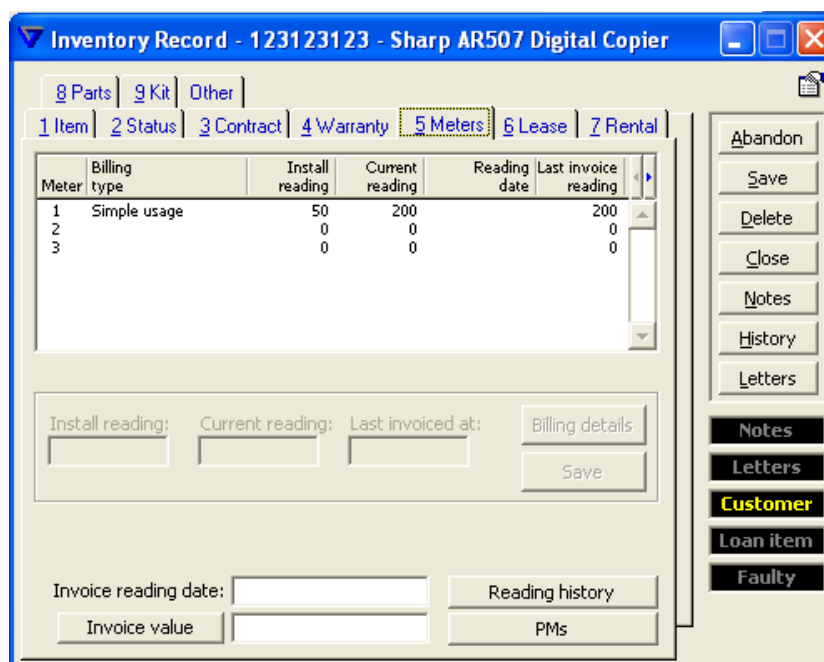
Finished setting up this meter

You have finished setting up this meter. To save it, click "Save & close" below

Save & close

< Previous    Next >    Cancel

24. If all the details are correct for this meter, click **Save & close**. If any details need to be amended, click **Previous**.
25. That completes the setup of billing details for meter 1. You now need to setup the billing details for the remaining meters.



**Inventory Record - 123123123 - Sharp AR507 Digital Copier**

8 Parts    9 Kit    Other

1 Item    2 Status    3 Contract    4 Warranty    5 Meters    6 Lease    7 Rental

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1	Simple usage	50	200		200
2		0	0		0
3		0	0		0

Abandon    Save    Delete    Close    Notes    History    Letters

Install reading:    Current reading:    Last invoiced at:    Billing details

Save

Invoice reading date:    Reading history

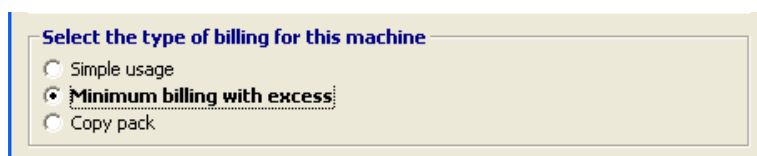
Invoice value    PMs

Notes    Letters    Customer    Loan item    Faulty

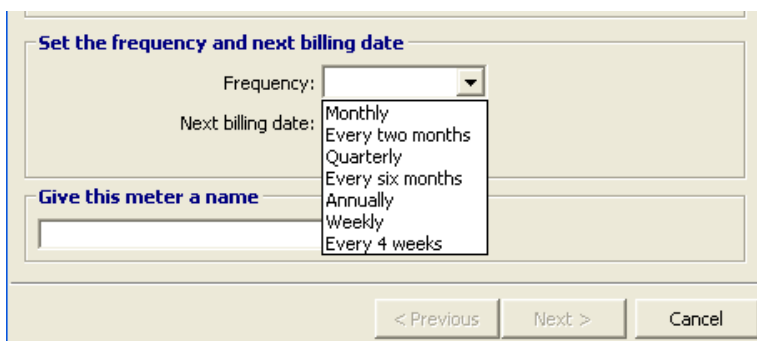
26. For meter 2, we will set it up as minimum billing with excess. Please see the next step.
27. To set meter 2 and 3 up as simple usage, repeat steps 1 (page 9) to 24 (page 14).

## Minimum Billing With excess

1. Follow steps 13 (page 8) to 18 (page 9) , but this time, select meter 2.
2. Enable the radio button for **Minimum billing with excess**.

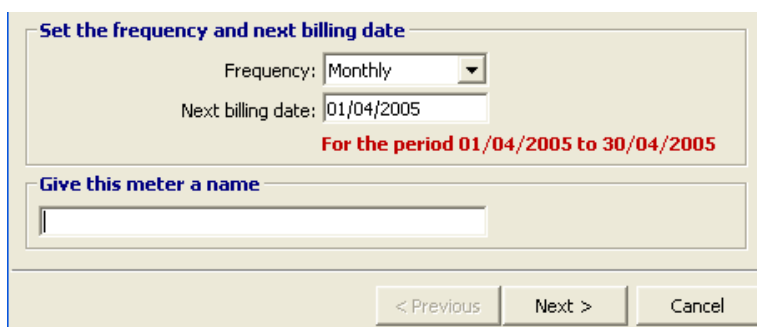


3. Set the billing **Frequency** from the drop-down list of available periods.



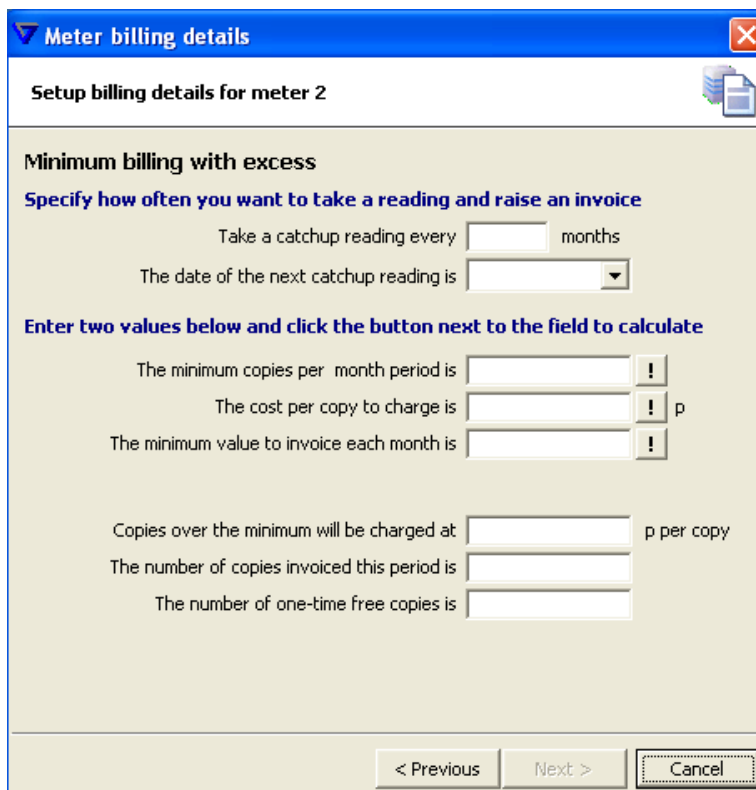

As each meter is billed individually, you do not have to have the same billing period for each meter.

4. Enter the date the next bill is due in the **Next billing date** box. The next bill date is not calculated automatically from the machine install date, so you can decide when the next bill is to be raised. After this date is entered, it will be automatically incremented by the period each time meter billing is run.

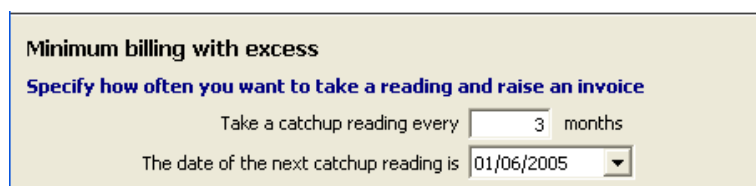



5. After the **Next bill date** is entered, the actual period that the bill covers is displayed.
6. If required, give this meter a **name**. This is not mandatory.
7. Click **Next** to continue to the next dialogue and setup the cost per copy charges.

8. The following is displayed;





9. As the billing is minimum with excess, you have to specify how often an actual reading is taken and when the reading is to 'catch up' with the minimums that have been invoiced.
10. Enter the number of periods to take a catchup reading in the **Take a catchup reading every** box.
11. The **date of the next catchup reading is** automatically calculated based on the catchup period and the date of the first bill date. This date can be changed by selecting an alternative date from the the drop-down list.




12. The next section allows you to add the minimum number of copies and the copy cost.
13. In the **The minimum copies per 3 month period is** box, enter the minimum copies for the period specified on the previous screen (eg, monthly, quarterly etc).
14. Enter the cost per copy in the **The cost per copy to charge is** box.
15. The **Minimum value to invoice each month** is calculated automatically by clicking the  button.

Enter two values below and click the button next to the field to calculate

The minimum copies per 3 month period is  

The cost per copy to charge is   p

The minimum value to invoice each month is  

16. The next step is to setup the excess charge. That is, if the customer uses more than the minimum number of copies, what will the cost per copy be.
17. Enter the cost per copy for the excess in the **Copies over the minimum will be charged at** box.
18. In the **The number of copies invoiced this period is** box, enter the number of copies to be invoiced this period, This will be the first minimum amount of copies.
19. If the customer gets a one off number of free copies, enter the number of copies in the **The number of one-time free copies is** box.



Copies over the minimum will be charged at  p per copy


The number of copies invoiced this period is

The number of one-time free copies is

< Previous    Next >    Cancel


20. Click **Next** to continue or click **Previous** to amended the previous screen.


**Meter billing details**



**Setup billing details for meter 2**

**Other charges**  
**These charges are added to the invoice total**  
 Standing charge:

**These values are applicable to the total invoice value**  
 The total invoice value must be at least


 For this option, the minimum value for all meters on the invoice will be added together to give a minimum invoice value

< Previous    Next >    Cancel

21. If the customer has an additional charge against this meter, enter the amount in the **Standing charge** field. This amount will appear on the meter bill invoice everytime.
22. If you are applying a minimum invoice value to the customer, select **The total invoice value must be at least** from the drop-down list and then enter the minimum invoice value in the adjacent box. The minimum invoice value is calculated on the total of all meters on the invoice.

**These values are applicable to the total invoice value**


The total invoice value must be at least

 For this option, the minimum value for all meters on the invoice will be added together to give a minimum invoice value

23. If you do not want to raise an invoice because the amount is too small, select **Do not bill if the total invoice value is less than** from the drop-down list and enter the invoice amount in the adjacent box. If the total of all meters (excluding VAT) is below this amount an invoice will not be raised. This actual amount of the invoice will then be carried forward to the next billing period.

**These values are applicable to the total invoice value**

Do not bill if the total invoice value is less than

 For this option, the lowest minimum value against the meters on the invoice will be used to decide whether to raise the invoice or not

24. After this screen has been completed. Click **Next** to continue or click **Previous** to go back to the previous screen.
25. The following screen is displayed;

**Meter billing details**

Setup billing details for meter 2

**Finished setting up this meter**

You have finished setting up this meter. To save it, click "Save & close" below

< Previous    Next >

26. If all the details are correct for this meter, click **Save & close**. If any details need to be amended, click **Previous**.
27. That completes the setup of billing details for meter 2.

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1	Simple usage	50	200		200
2	Minimum billing wit...	50	150		150
3		0	0		0

28. For meter 3, we will set it up as Copy pack billing. Please see the next step.

## Copy Pack Billing

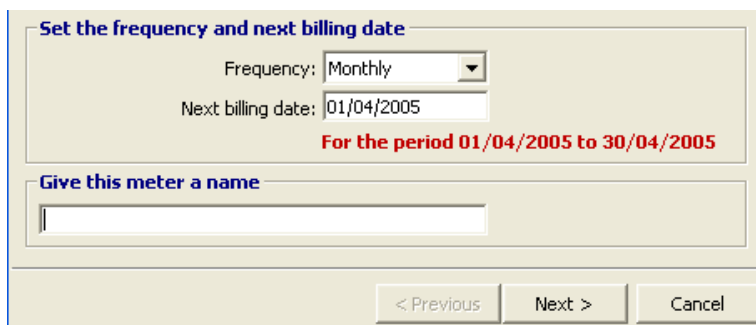
1. Follow steps 13 (page 8) to 18 (page 9) , but this time, select meter 3.
2. Enable the radio button for **Copy pack**.

3. Set the billing **Frequency** from the drop-down list of available periods.

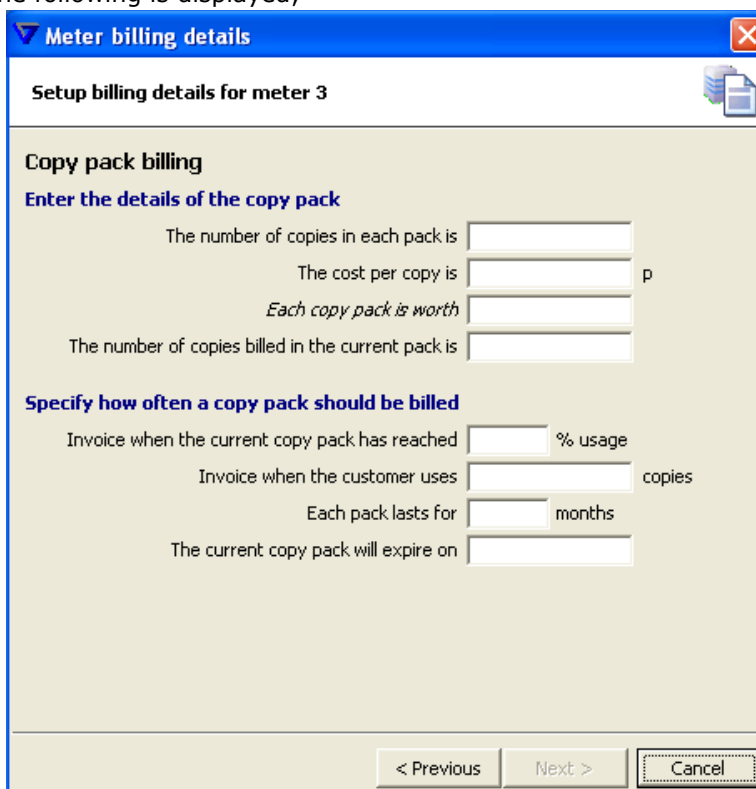


As each meter is billed individually, you do not have to have the same billing period for each meter.

4. Enter the date the next bill is due in the **Next billing date** box. The next bill date is not calculated automatically from the machine install date, so you can decide when the next bill is to be raised. After this date is entered, it will be automatically incremented by the period each time meter billing is run.

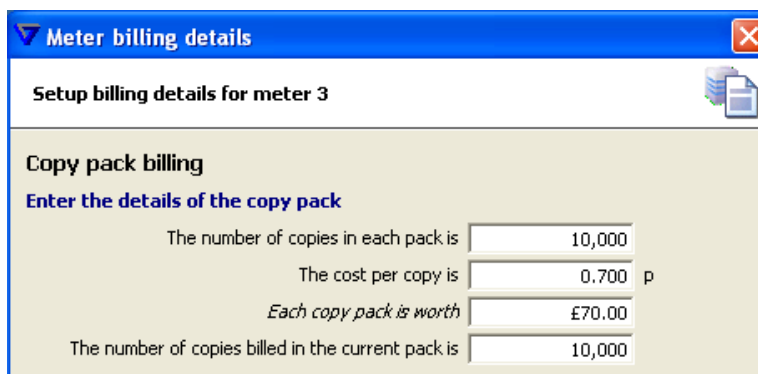


5. After the **Next bill date** is entered, the actual period that the bill covers is displayed.
6. If required, give this meter a **name**. This is not mandatory.
7. Click **Next** to continue to the next dialogue and setup the cost per copy charges.
8. The following is displayed;



9. Enter the number of copies in each pack in **The number of copies in each pack is** box.
10. Enter the cost per copy in **The cost per copy is** box.
11. The **Each copy pack is worth** is calculated automatically.
12. If the customer has already been billed for copies in the current pack, enter the number of copies in **The number of copies billed in the current pack is** box.





**Meter billing details**

Setup billing details for meter 3

**Copy pack billing**

Enter the details of the copy pack

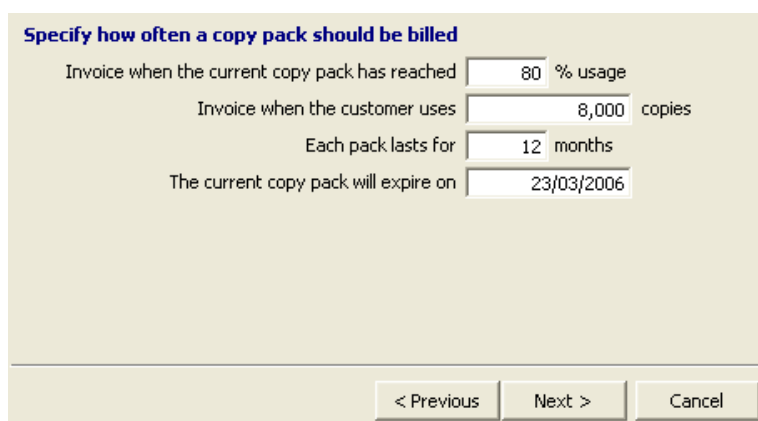
The number of copies in each pack is

The cost per copy is  p

Each copy pack is worth

The number of copies billed in the current pack is

13. The next step is to specify how often the copy pack should be billed.
14. In the **Invoice when the current copy pack has reached** box, enter the percentage usage of the copy pack. When the number of copies done matches this percentage, another copy pack will be invoiced.
15. The **Invoice when the customer uses** box will be automatically calculated and is the actual number of copies based on the percentage usage shown above.
16. Enter how many months each copy pack is valid in the **Each pack lasts for** box.
17. The **Current copy pack will expire on** field is automatically calculated based on the previous number of months.



**Specify how often a copy pack should be billed**

Invoice when the current copy pack has reached  % usage

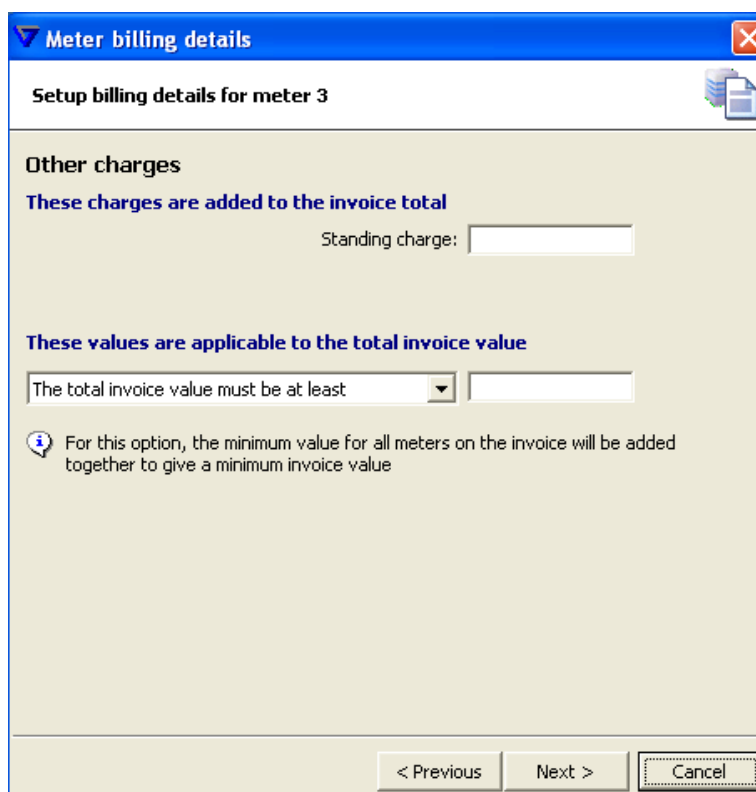
Invoice when the customer uses  copies

Each pack lasts for  months

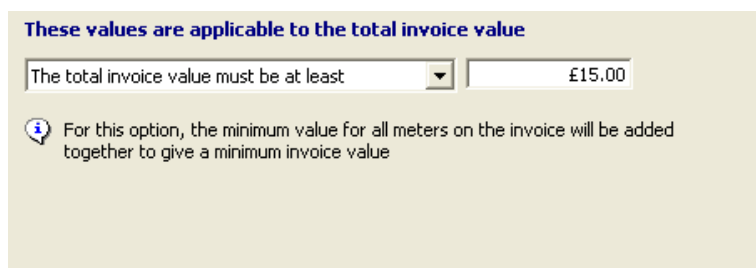
The current copy pack will expire on

< Previous    Next >    Cancel

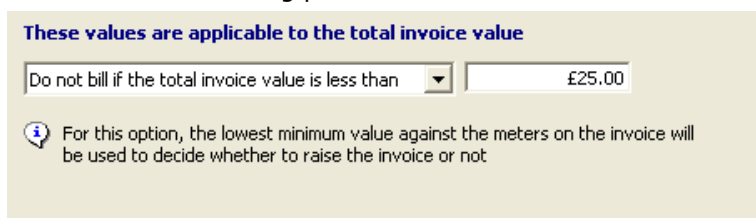
18. Click **Next** to continue or click **Previous** to amended the previous screen.



19. If the customer has an additional charge against this meter, enter the amount in the **Standing charge** field. This amount will appear on the meter bill invoice everytime.
20. If you are applying a minimum invoice value to the customer, select **The total invoice value must be at least** from the drop-down list and then enter the minimum invoice value in the adjacent box. The minimum invoice value is calculated on the total of all meters on the invoice.



21. If you do not want to raise an invoice because the amount is too small, select **Do not bill if the total invoice value is less than** from the drop-down list and enter the invoice amount in the adjacent box. If the total of all meters (excluding VAT) is below this amount an invoice will not be raised. This actual amount of the invoice will then be carried forward to the next billing period.



22. After this screen has been completed. Click **Next** to continue or click **Previous** to go back to the previous screen.
23. The following screen is displayed;

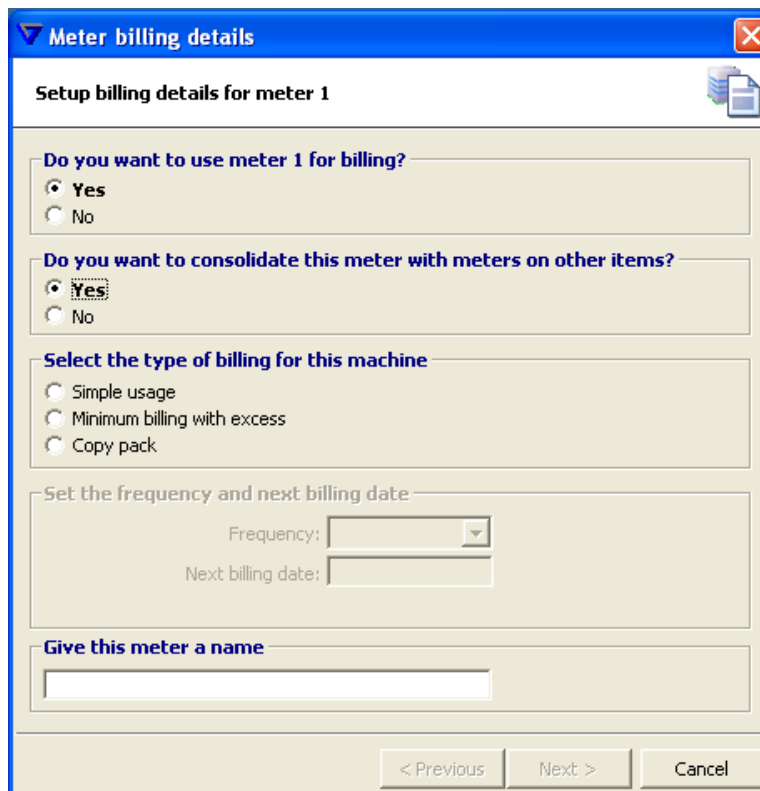
24. If all the details are correct for this meter, click **Save & close**. If any details need to be amended, click **Previous**.
25. That completes the setup of billing details for meter 3.

Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1	Simple usage	50	200		200
2	Minimum billing wit...	50	150		150
3	Copy pack	50	100		100

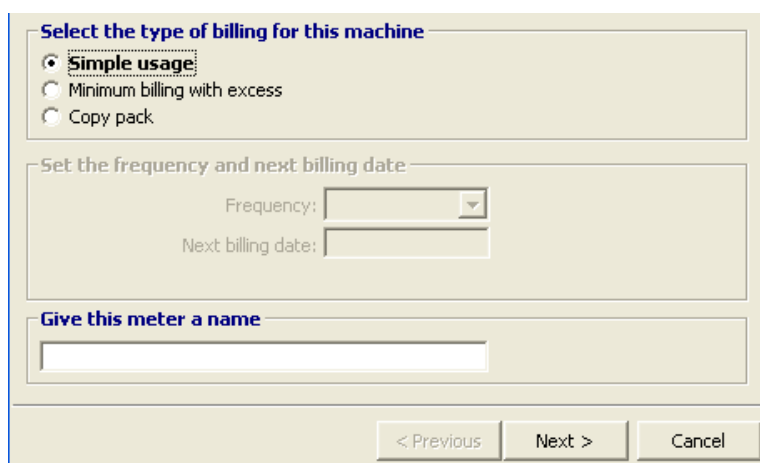
26. Click **Save** to save the inventory billing information.
27. The next step is to actually bill the customer. Please proceed to Running Meter Billing on page 32.

## Consolidated Billing

1. Follow steps 13 (page 8) to 16 (page 9) , and select meter 1.
2. Enable the **Yes** radio button, to indicate that you want to **Consolidated** with another meter. The remaining sections of the dialogue become active.

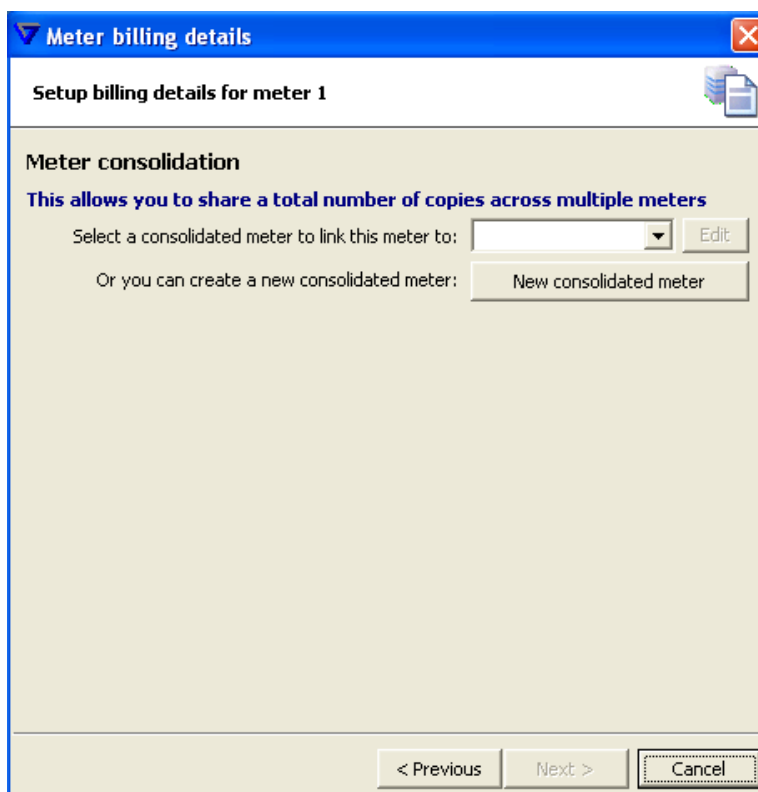


3. Enable the radio button to indicate which type of billing.



4. Consolidated billing can be done against all of the different types of meter billing.
5. Because consolidated billing has been selected, the billing frequency details on the screen are unavailable.
6. Click **Next** to continue to the next dialogue.

7. The following is displayed;



**Meter billing details**

Setup billing details for meter 1

**Meter consolidation**

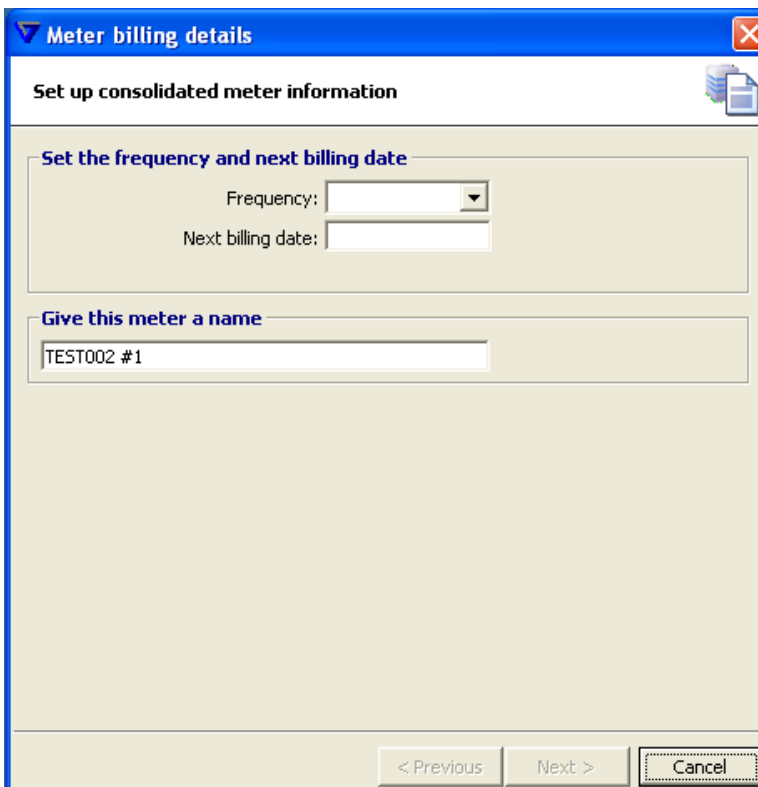
This allows you to share a total number of copies across multiple meters

Select a consolidated meter to link this meter to:

Or you can create a new consolidated meter:

< Previous    Next >   

8. If a meter has already been setup to consolidate against, select this meter from the drop-down list in **Select a consolidated meter to link this meter to.**
9. If a consolidated meter has not yet been setup, click the **New Consolidated meter** button and the following is displayed;



**Meter billing details**

Set up consolidated meter information

**Set the frequency and next billing date**

Frequency:

Next billing date:

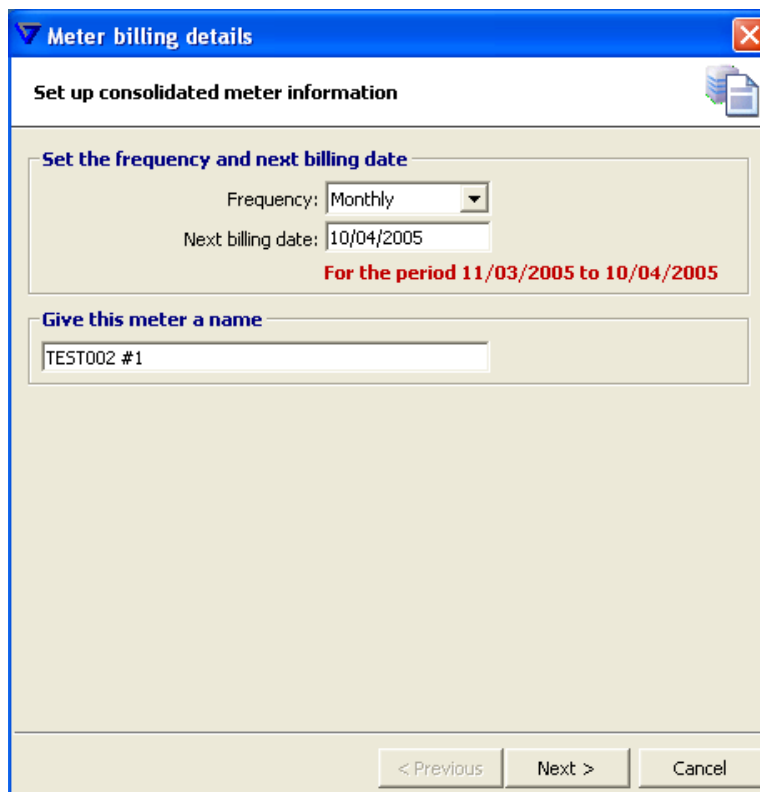
**Give this meter a name**

TEST002 #1

< Previous    Next >   

10. Select the **Frequency** from the drop-down list.

11. Enter the **Next billing date**.
12. The consolidated meter will be automatically given a unique name, which is the contract number and the meter number. It is recommended that this name is not changed.



**Meter billing details**

Set up consolidated meter information

**Set the frequency and next billing date**

Frequency: Monthly

Next billing date: 10/04/2005

**For the period 11/03/2005 to 10/04/2005**

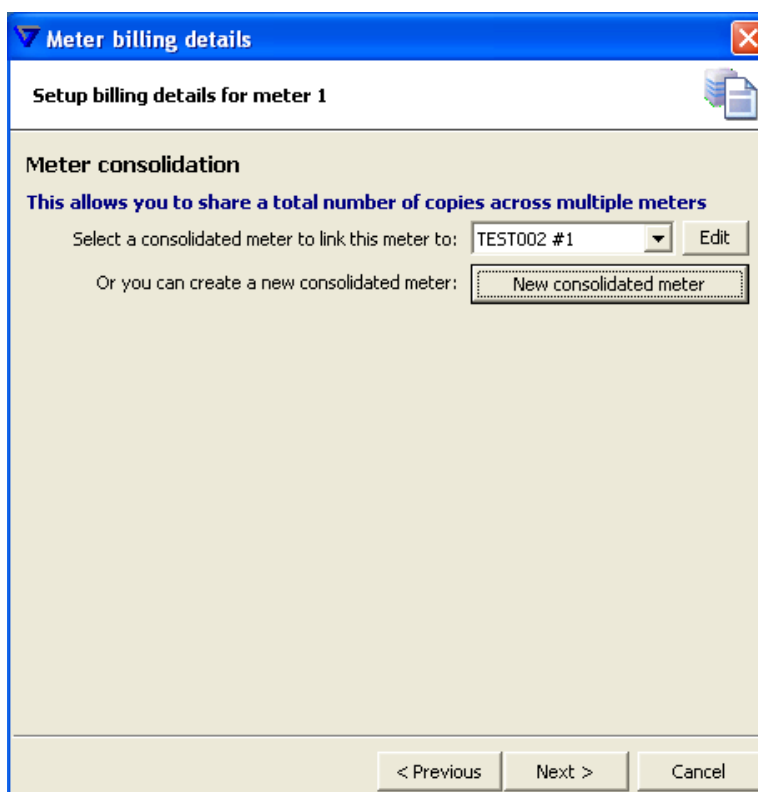
**Give this meter a name**

TEST002 #1

< Previous    Next >    Cancel

13. Click **Next** to continue
14. Depending on which billing type was selected in the first screen will affect what the next screen is. If simple usage has been selected, please refer to page 9 for details on completing this screen, for minimum billing with excess, please refer to page 15 for details on completing this screen and for copy pack, please refer page 19 for details on completing this screen.

15. After completion of the applicable billing type screen, the following will be displayed;



**Meter billing details**

Setup billing details for meter 1

**Meter consolidation**

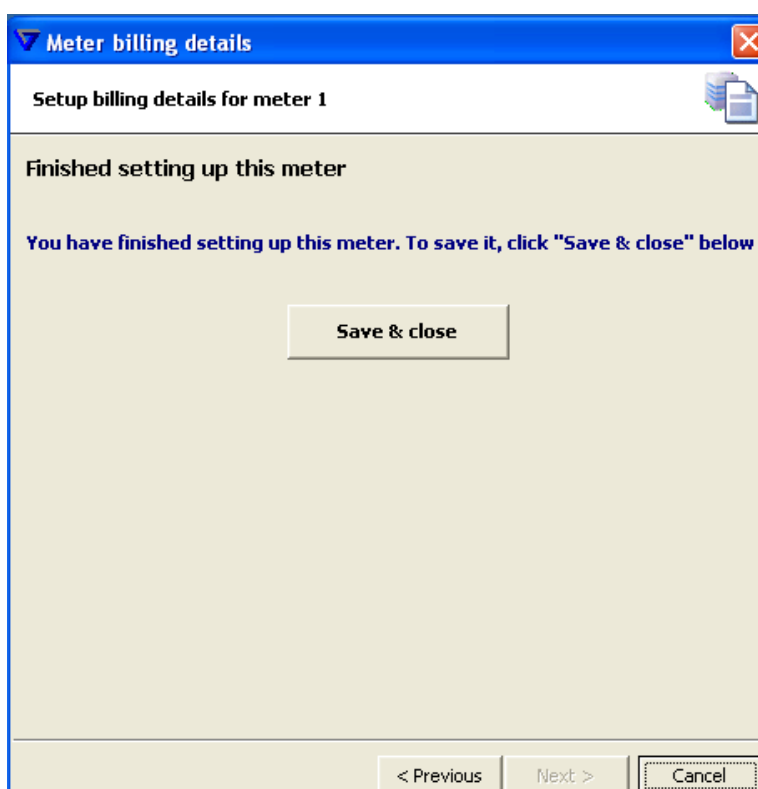
This allows you to share a total number of copies across multiple meters

Select a consolidated meter to link this meter to: TEST002 #1

Or you can create a new consolidated meter:

< Previous    Next >    Cancel

16. The newly created consolidated meter is now displayed as a linked meter. This can be edited, by clicking on the **Edit** button.
17. Click **Next** to continue or click **Previous** to go back to the previous screen.
18. The following screen is displayed;



**Meter billing details**

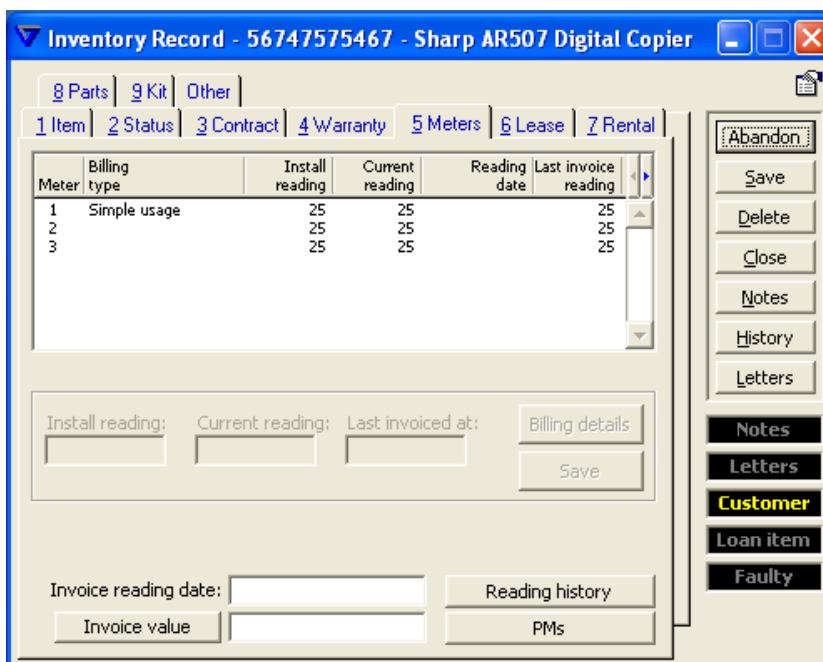
Setup billing details for meter 1

**Finished setting up this meter**

You have finished setting up this meter. To save it, click "Save & close" below

< Previous    Next >    Cancel

19. If all the details are correct for this meter, click **Save & close**. If any details need to be amended, click **Previous**.



Inventory Record - 56747575467 - Sharp AR507 Digital Copier

8 Parts | 9 Kit | Other

1 Item | 2 Status | 3 Contract | 4 Warranty | 5 Meters | 6 Lease | 7 Rental

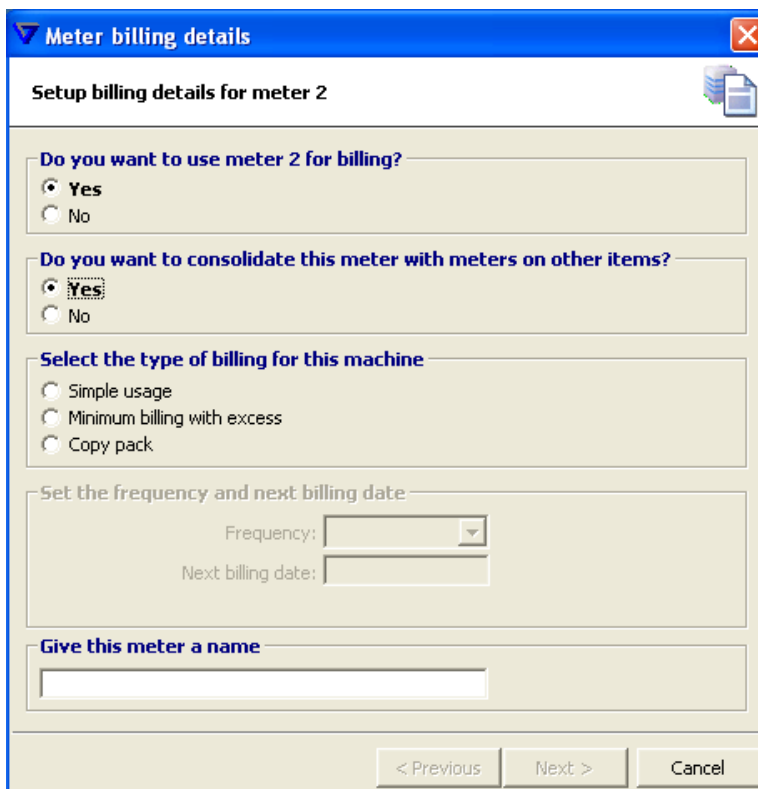
Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1	Simple usage	25	25		25
2		25	25		25
3		25	25		25

Buttons: Abandon, Save, Delete, Close, Notes, History, Letters, Notes, Letters, **Customer**, Loan item, Faulty

Install reading:  Current reading:  Last invoiced at:  Billing details

Invoice reading date:  Reading history   PMs

20. The next step is to link in the meters that are going to be consolidated with meter 1.
21. Select the meter to be linked and click **Billing details**.
22. Enable the **Yes** button to indicate that you want to use this meter for billing.
23. Enable the **Yes** radio button, to indicate that you want to **Consolidated** with another meter. The remaining sections of the dialogue become active.



Meter billing details

Setup billing details for meter 2

Do you want to use meter 2 for billing?

☒ Yes ☐ No

Do you want to consolidate this meter with meters on other items?

☒ Yes ☐ No

Select the type of billing for this machine

☐ Simple usage ☐ Minimum billing with excess ☐ Copy pack

Set the frequency and next billing date

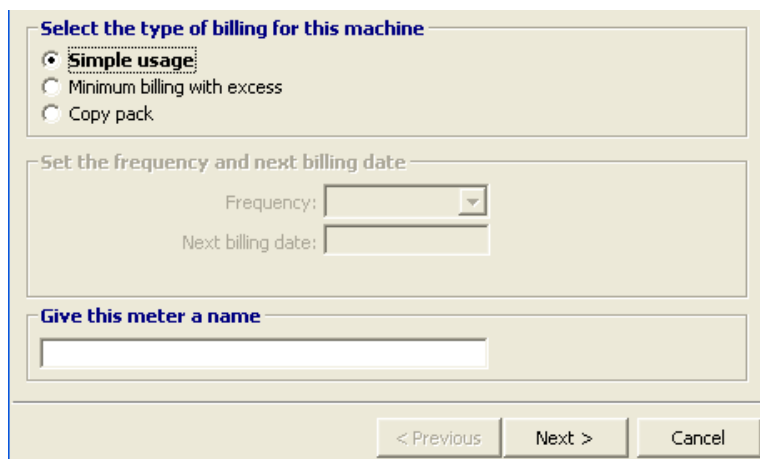
Frequency:    
Next billing date:

Give this meter a name

< Previous Next > Cancel



24. Enable the radio button to indicate which type of billing.



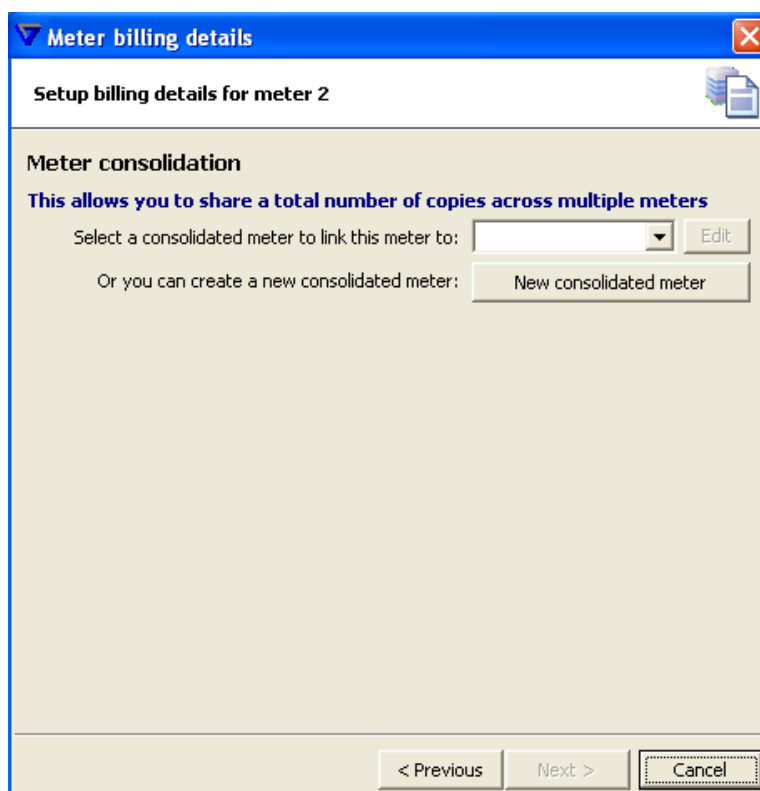
The dialog box is titled "Select the type of billing for this machine". It contains three radio buttons: "Simple usage" (which is selected), "Minimum billing with excess", and "Copy pack". Below the radio buttons is a section titled "Set the frequency and next billing date" containing a "Frequency:" dropdown menu and a "Next billing date:" text box. At the bottom of the dialog is a section titled "Give this meter a name" with a text box. At the very bottom are three buttons: "< Previous", "Next >", and "Cancel".

25. Consolidated billing can be done against all of the different types of meter billing.

26. Because consolidated billing has been selected, the billing frequency details on the screen are unavailable.

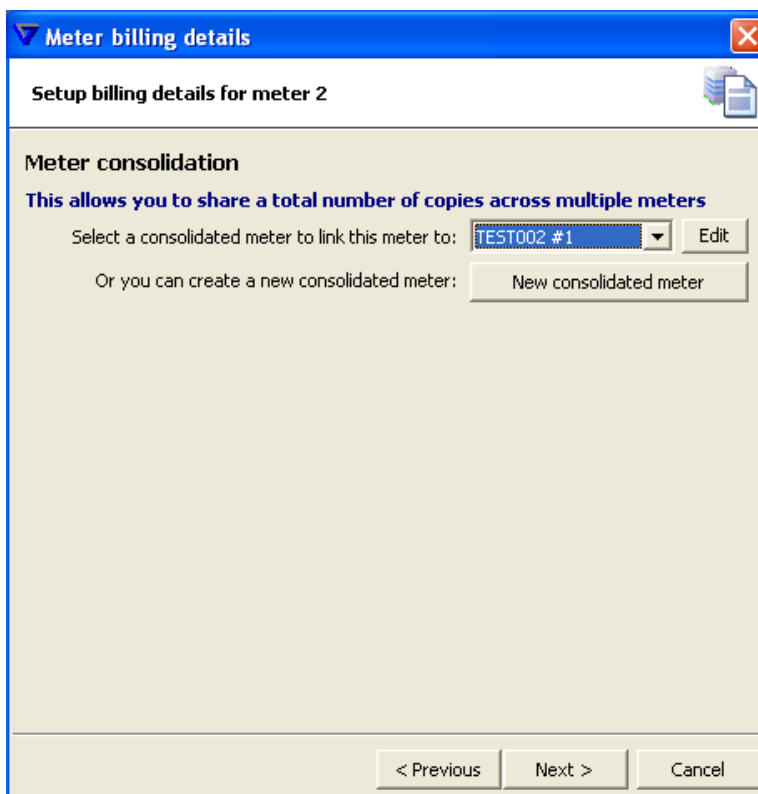
27. Click **Next** to continue to the next dialogue.

28. The following is displayed;



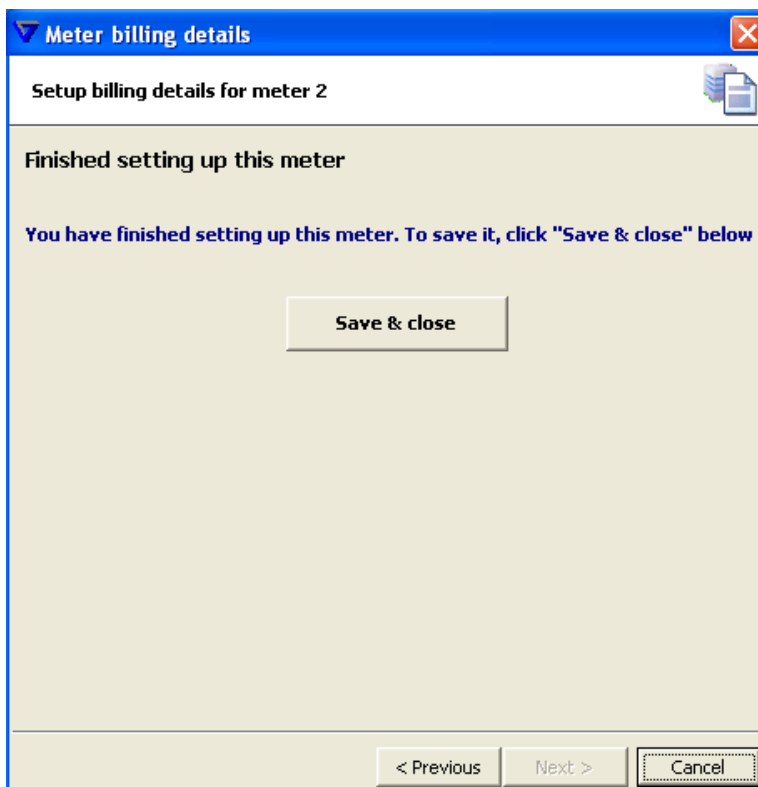
The dialog box is titled "Meter billing details" and has a subtitle "Setup billing details for meter 2". It contains a section titled "Meter consolidation" with the text "This allows you to share a total number of copies across multiple meters". Below this text are two options: "Select a consolidated meter to link this meter to:" with a dropdown menu and an "Edit" button, and "Or you can create a new consolidated meter:" with a "New consolidated meter" button. At the bottom of the dialog are three buttons: "< Previous", "Next >", and "Cancel".

29. From the **Select a consolidated meter to link this meter to** drop-down list, select the meter to link to.



The screenshot shows a window titled "Meter billing details" with a subtitle "Setup billing details for meter 2". The main section is "Meter consolidation" with the instruction "This allows you to share a total number of copies across multiple meters". Below this, there is a label "Select a consolidated meter to link this meter to:" followed by a dropdown menu showing "TEST002 #1" and an "Edit" button. Below that, there is a label "Or you can create a new consolidated meter:" followed by a "New consolidated meter" button. At the bottom of the window, there are three buttons: "< Previous", "Next >", and "Cancel".

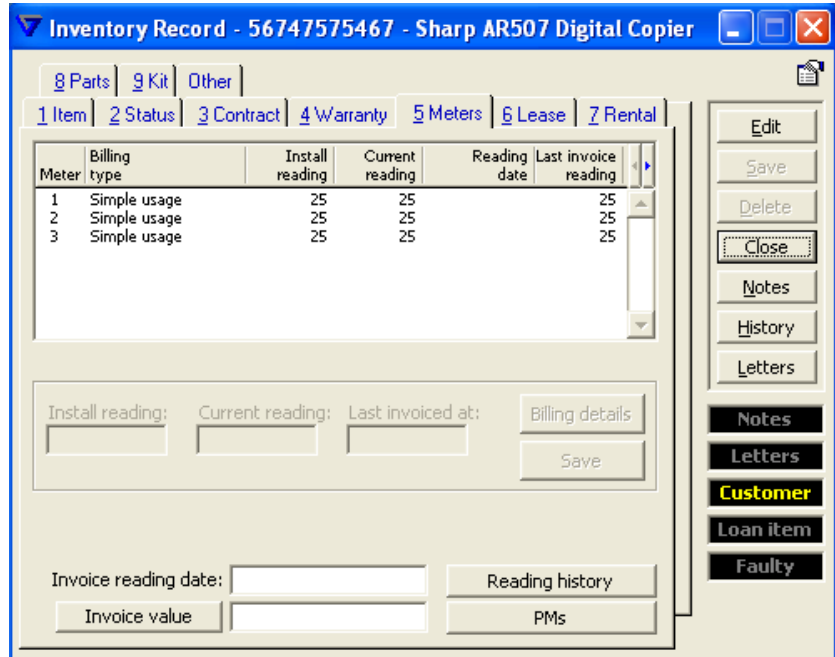
30. Click **Next** and the following is displayed;



The screenshot shows the same "Meter billing details" window, but now it displays the message "Finished setting up this meter" with the instruction "You have finished setting up this meter. To save it, click 'Save & close' below". A "Save & close" button is centered in the main area. At the bottom, the buttons are "< Previous", "Next >", and "Cancel".

31. Click **Save & Close** to save the information.
32. The next step is to link in meter 3. Follow steps 21 (page 28) to 32 (page 30).

33. After linking all meters, click **Save** to save the inventory billing details.



Meter	Billing type	Install reading	Current reading	Reading date	Last invoice reading
1	Simple usage	25	25		25
2	Simple usage	25	25		25
3	Simple usage	25	25		25

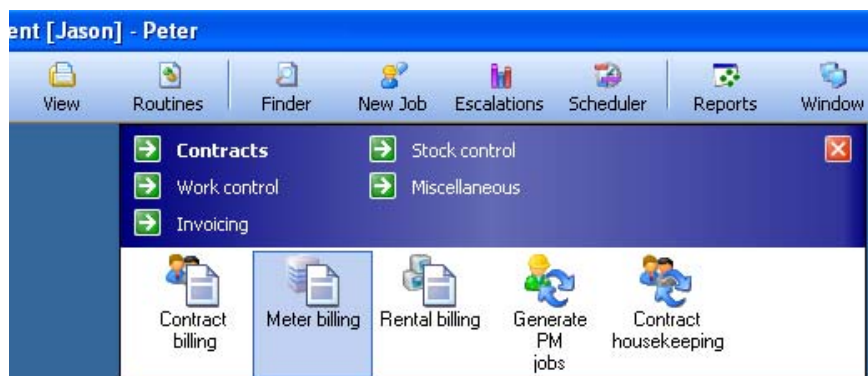
34. Remember to save the contract and customer information.

35. The next step is to run the meter billing. Please see the next section.

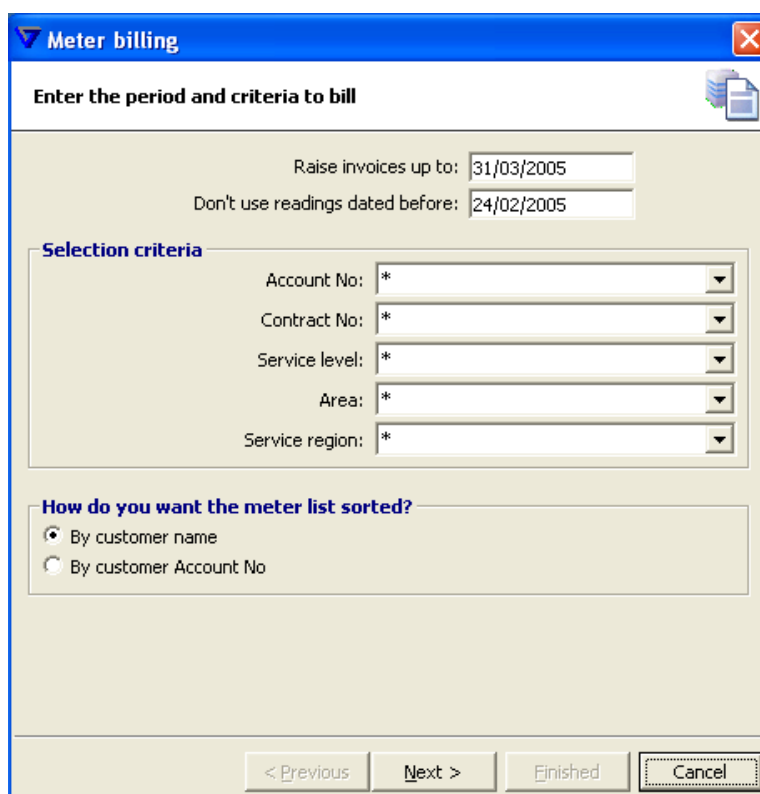
# Running Meter Billing

## Meter Billing Routine

1. From the MSA button bar, click **Routines** and then click the **Contracts** link and then click the **Meter billing** icon.



2. The **Meter billing** dialogue is displayed;

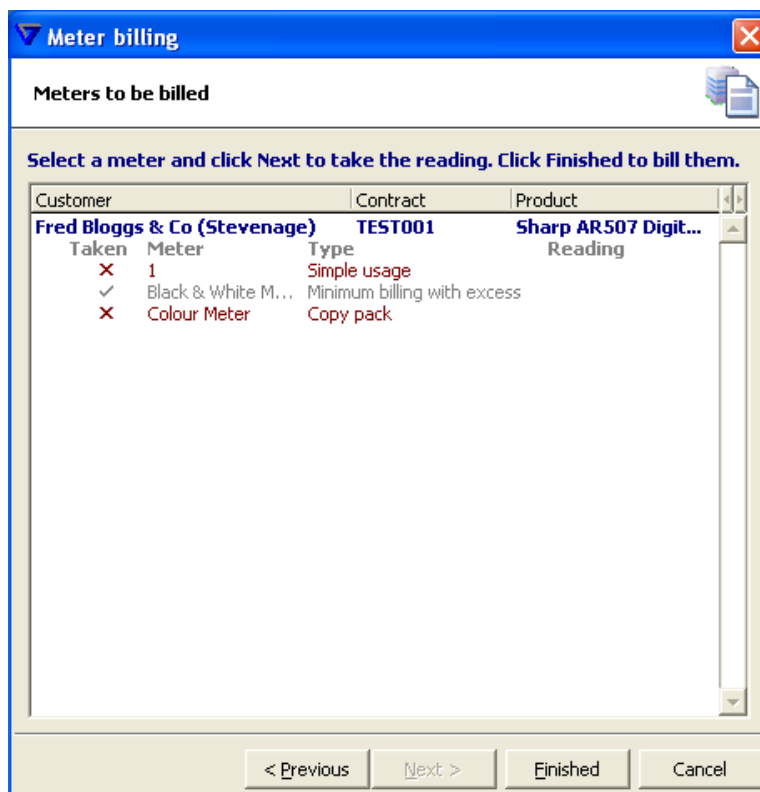


The 'Meter billing' dialogue box is displayed. It contains the following fields and options:

- Enter the period and criteria to bill**
  - Raise invoices up to: 31/03/2005
  - Don't use readings dated before: 24/02/2005
- Selection criteria**
  - Account No: \*
  - Contract No: \*
  - Service level: \*
  - Area: \*
  - Service region: \*
- How do you want the meter list sorted?**
  - ☒ By customer name
  - ☐ By customer Account No
- Buttons at the bottom: < Previous, Next >, Finished, Cancel

3. Enter the date which to raise invoices up to in the **Raise Invoices up to** box.
4. Enter any other select criteria required for the meter billing routine, such as individual accounts, contracts etc.
5. Click **Next** to generate the machines to be billed.

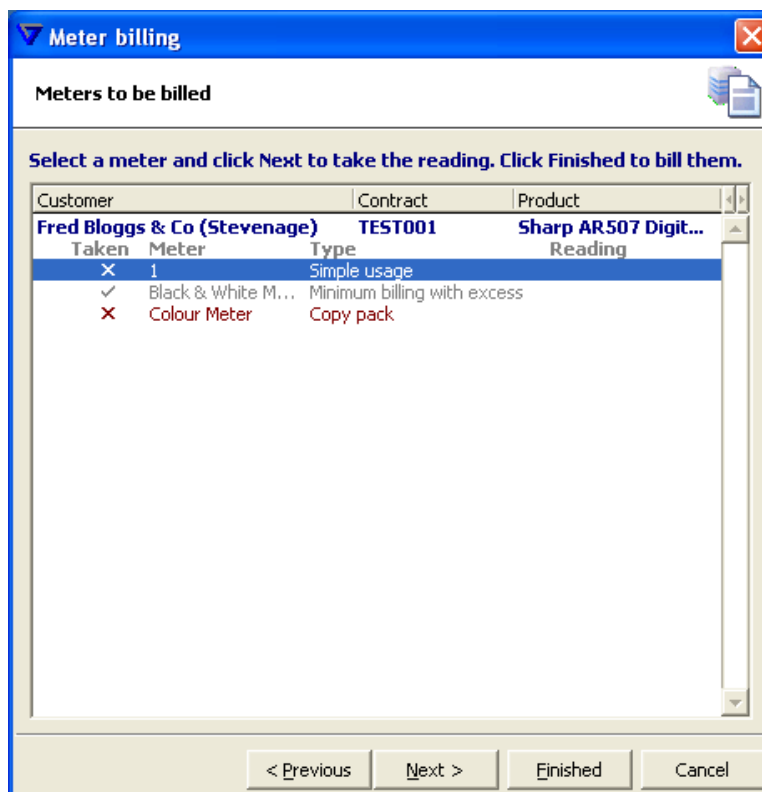
6. The following screen will be displayed;



Customer	Contract	Product	Taken	Meter	Type	Reading
Fred Bloggs & Co (Stevenage)	TEST001	Sharp AR507 Digit...	X	1	Simple usage	
			✓	Black & White M...	Minimum billing with excess	
			X	Colour Meter	Copy pack	

7. The **meters to be billed** displays all the previously select machines that are due for a bill.
8. The next step is to enter readings against the meters marked with an X. This indicates that a meter reading is required before a bill can be produced.
9. If the meter has a tick against it, it means that either a reading has been entered or the meter is on a minimum and a new minimum bill is ready to be produced.

10. Highlight the meter that requires a meter reading



**Meter billing**

Meters to be billed

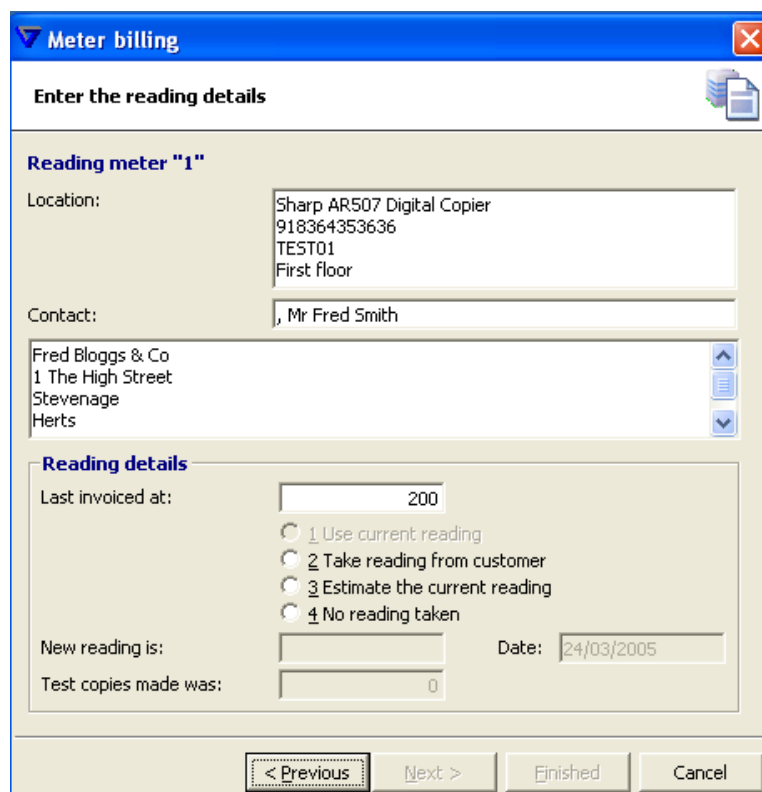
Select a meter and click Next to take the reading. Click Finished to bill them.

Customer	Contract	Product
Fred Bloggs & Co (Stevenage)	TEST001	Sharp AR507 Digit...

Taken	Meter	Type	Reading
X	1	Simple usage	
✓	Black & White M...	Minimum billing with excess	
X	Colour Meter	Copy pack	

< Previous   Next >   Finished   Cancel

11. Click **Next** and the following is displayed;



**Meter billing**

Enter the reading details

Reading meter "1"

Location: Sharp AR507 Digital Copier  
918364353636  
TEST01  
First floor

Contact: , Mr Fred Smith

Fred Bloggs & Co  
1 The High Street  
Stevenage  
Herts

Reading details

Last invoiced at: 200

☐ 1 Use current reading  
☐ 2 Take reading from customer  
☐ 3 Estimate the current reading  
☐ 4 No reading taken

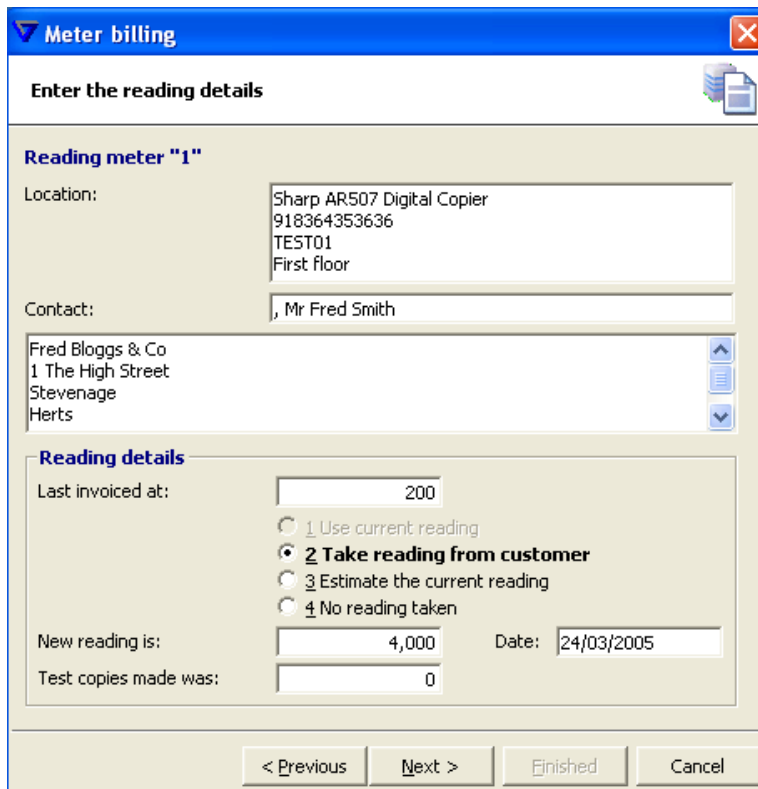
New reading is:      Date: 24/03/2005

Test copies made was: 0

< Previous   Next >   Finished   Cancel

12. This screen show information about the customer and the machine and machine location.
13. Enable the radio button for the type of reading (customer, estimate or no reading taken).

14. Enter the **New reading** and the **Date** of the reading.



**Meter billing**

Enter the reading details

**Reading meter "1"**

Location: Sharp AR507 Digital Copier  
918364353636  
TEST01  
First floor

Contact: , Mr Fred Smith

Fred Bloggs & Co  
1 The High Street  
Stevenage  
Herts

**Reading details**

Last invoiced at: 200

☐ 1 Use current reading  
☒ 2 Take reading from customer  
☐ 3 Estimate the current reading  
☐ 4 No reading taken

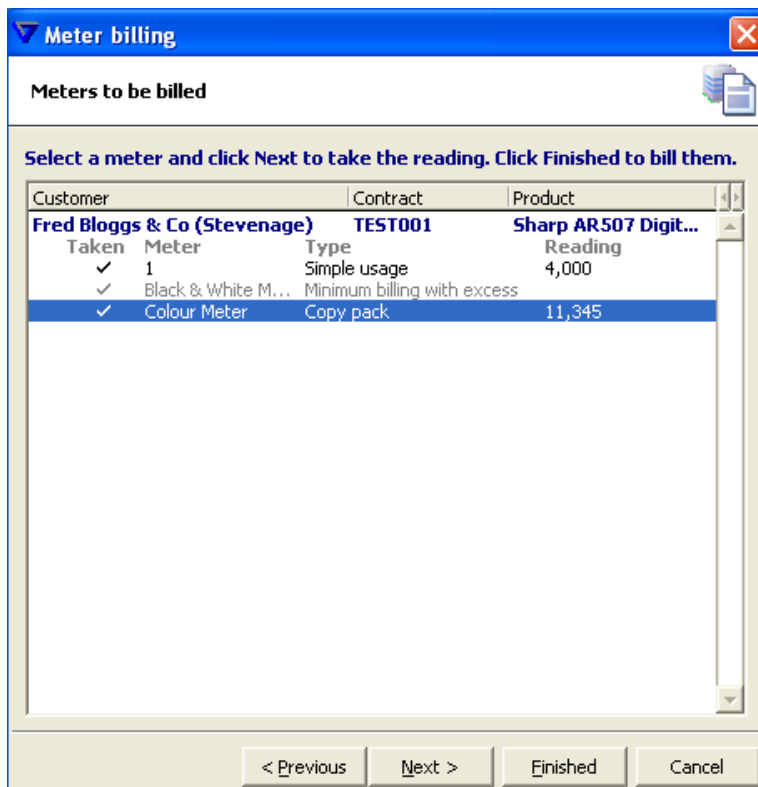
New reading is: 4,000 Date: 24/03/2005

Test copies made was: 0

< Previous Next > Finished Cancel

15. Click **Next** to accept this reading.

16. Continuing entering readings for all the meters marked with an X.



**Meter billing**

Meters to be billed

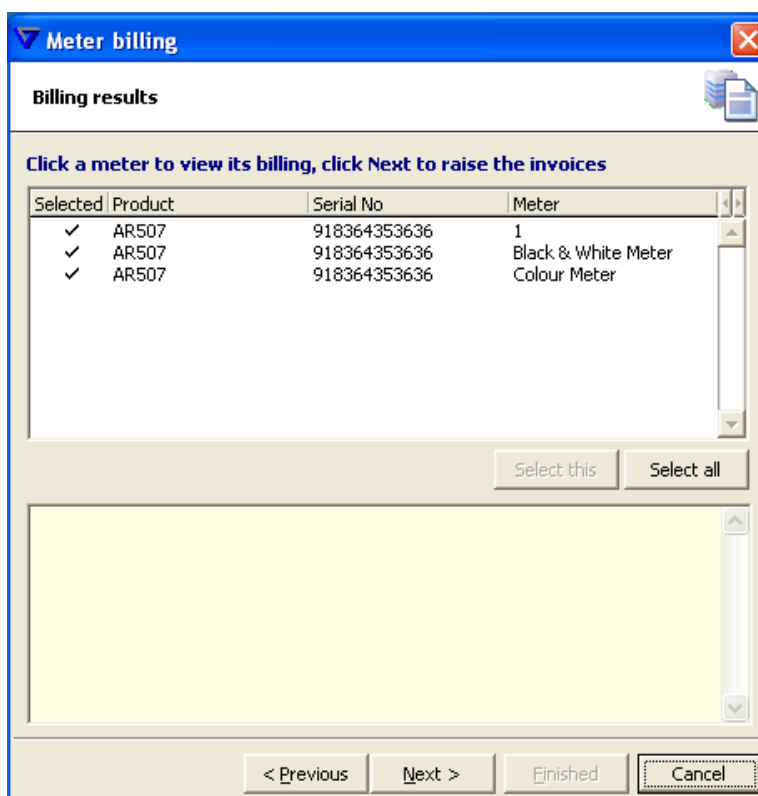
Select a meter and click Next to take the reading. Click Finished to bill them.

Customer	Contract	Product
Fred Bloggs & Co (Stevenage)	TEST001	Sharp AR507 Digit...
Taken	Meter	Type
✓	1	Simple usage
✓	Black & White M...	Minimum billing with excess
✓	Colour Meter	Copy pack
		Reading
		4,000
		11,345

< Previous Next > Finished Cancel

17. After all the readings have been entered, click **Finished**.

18. The preview invoices will now be generated based on these readings and the following will be displayed;



**Meter billing**

**Billing results**

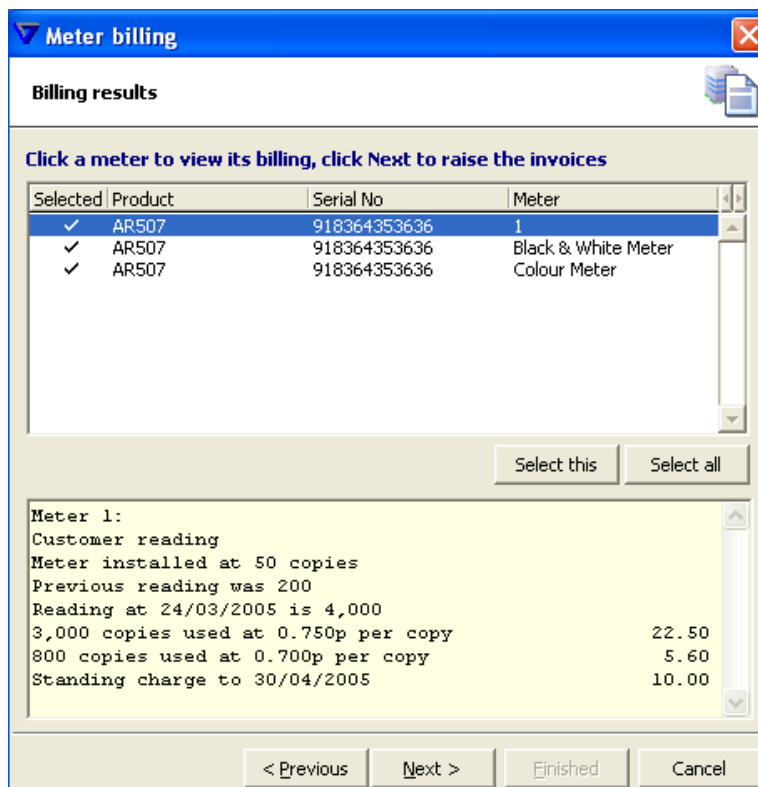
Click a meter to view its billing, click Next to raise the invoices

Selected	Product	Serial No	Meter
✓	AR507	918364353636	1
✓	AR507	918364353636	Black & White Meter
✓	AR507	918364353636	Colour Meter

Select this Select all

< Previous Next > Finished Cancel

19. To see details of what will be on the final authorised invoice, highlight one of the meters and details will be displayed in the lower area.



**Meter billing**

**Billing results**

Click a meter to view its billing, click Next to raise the invoices

Selected	Product	Serial No	Meter
✓	AR507	918364353636	1
✓	AR507	918364353636	Black & White Meter
✓	AR507	918364353636	Colour Meter

Select this Select all

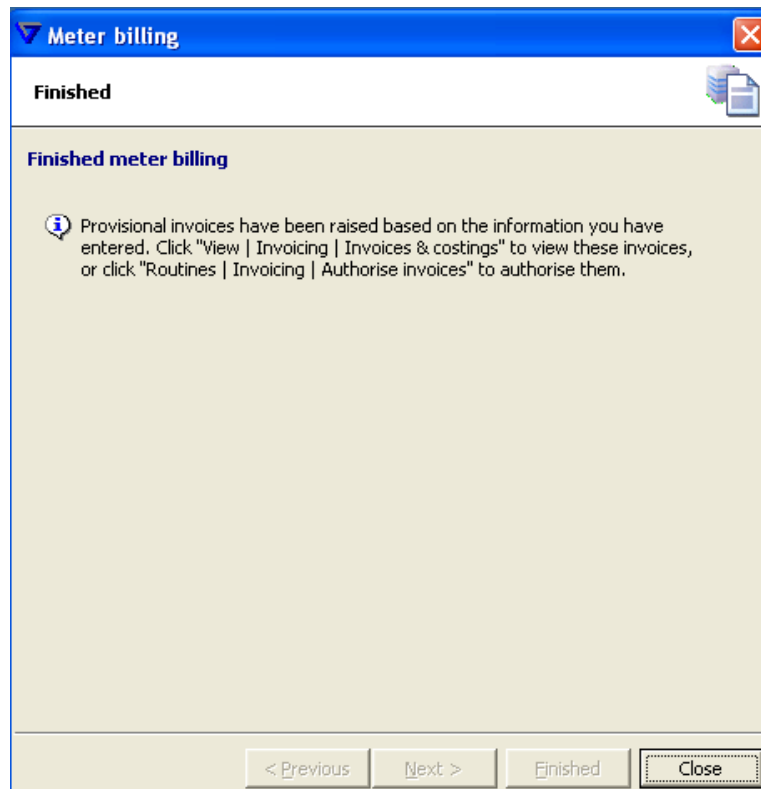
**Meter 1:**  
 Customer reading  
 Meter installed at 50 copies  
 Previous reading was 200  
 Reading at 24/03/2005 is 4,000  
 3,000 copies used at 0.750p per copy 22.50  
 800 copies used at 0.700p per copy 5.60  
 Standing charge to 30/04/2005 10.00

< Previous Next > Finished Cancel

20. To generate the invoices, click **Select all** or if only raising one invoice for one of the meters, highlight the meter and click **Select this**. Then Click **Next** and the invoices will be generated.



21. The following will be displayed;



22. Click **Close** to finish meter billing.

