

GENERATING DEMAND READING ROUNDS PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No. Revision No:</u> Q-F-IT-P-12, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 1 of 3	<u>Authorised by:</u> IT Manager

1 Purpose

To generate large (demand) customer reading rounds because they are still read physically and are post-paid accounts.

2 Scope

To have written physical addresses of the customer and have the readings found in the meter hand written and signed for. This is for assurance that the technician was there physically and the readings written are not fictional or estimated. If there are any disputes about amount charged then technician is accountable.

3 References

SEC I.T Policies

4 Definitions

N/A


5 Responsibilities

Systems Operator – the business systems operator is the one responsible generating demand reading rounds from the billing system.

Systems Administrator – in the absence of the business systems operator the systems administrator is the one responsible generating demand reading rounds from the billing system.

6 Procedure

6.1 Login the billing system as sebrep using any ssh session.

GENERATING DEMAND READING ROUNDS PROCEDURE		
<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-12, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 2 of 3	<u>Authorised by:</u> IT Manager

6.2 Type1 **RXX**

```

1.sebrep@147.110.192.253 x
20130923 MAHREPM SWAZILAND ELECTRICITY COMPANY 09:16:59.6
=====
BILLING SYSTEM ONLINE REPORTS MENU

CODE REPORT NAME
R00 - Reports in Print Queue
R01 - Reprint Bill
R02 - How Many Readings Have Been Captured ??
R03 - Saved Error Readings
R04 - No Readings (All or Selected Area/Distr./depot)
R05 - No Readings for All Depots *** DO NOT USE ***
R07 - Abnormal Consumption For Month
R08 - Grouped Account Balances - Selected Group
R09 - Grouped Account Balances - All Groups
R10 - Meter Factors For S3 and Demand Accounts
R11 - Demand History For Last 12 Months
R12 - Debtors Accounts List - All Accounts
R13 - Debtors accounts List - Selected Tariff
RXE - Extract Receipt Batches for Interface
RXT - Transfer Extracted Batches To MIMS
RXX - Additional Reports Menu

Enter Selection Code:  OR Press Pf10 to EXIT

```

6.3 Type **RX1**

6.4 Then type **RXX** 2 more times till you get to the last screen that has numbers to 84.

6.5 Type **R80** <this will open a screen where you have to type in the depot and reading round>

```

1.sebrep@147.110.192.253 x
=====
PRINT READING SHEETS FOR READING GROUP OR ROUND
=====

READING GROUP CODE:  _____

READING ROUND CODE:  _____

=====

TO PRINT FOR GROUP - ENTER GROUP WITH BLANK ROUND

TO PRINT FOR ROUND - ENTER BOTH GROUP AND ROUND

TO EXIT WITHOUT PRINTING - PRESS PF2

```

GENERATING DEMAND READING ROUNDS PROCEDURE



<u>System:</u> Quality Management System	<u>Reference No, Revision No:</u> Q-F-IT-P-12, Rev 1	<u>Originated by:</u> Systems Administrator
<u>Revision Date:</u> 29.07.2013	<u>Page No:</u> Page 3 of 3	<u>Authorised by:</u> IT Manager

Reading group code	MBABAN	PIGGSP	MATSAP	MALKER	NHLANO	MANZIN	SITEKI	MHLUME	BIGBEN
Reading round code	MBA100	PIG100	MAT501	MAL501	NHL213	MZMD01	SIT119	MHL116	BIG111
	MBA200	PIG200	MAT502	MAL502		MZMD02		MHL214	BIG112
	MBA300		MAT503	MA503		MZMD03		MHL313	BIG211
						MZMD04			BIG311
									BIG312

6.6 The report generated will be in subreviewed by typing **R00** and will be
READING_SHEET.?????.??????

7 Records

N/A