1 Purpose

This procedure covers the execution of the control run which is the actual billing of customers i.e. updating customer consumption on the billing system.

2 Scope

Taking or updating of customer reading into their accounts.
Produce customer bills to be sent to post paying customers for customer knowledge of their consumption and amount owing.

3 References

N/A

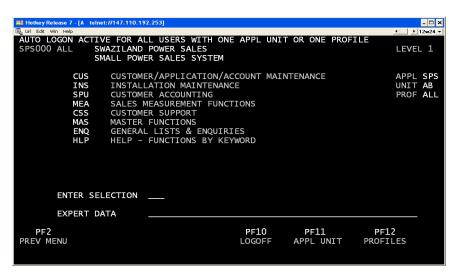## 4 Definitions

N/A

5 Responsibilities

Business Systems Operator – the business systems operator is responsible for executing the control run on post-paid billing system.
The Systems Administrator – in the absence of the business systems operator the systems administrator is responsible for executing the control run on post-paid billing system

6 Procedure

6.1 Login as seb524 onto the billing system

1. Before the Control Run can be submitted, there should be NOTHING running on the billing system, so check using EAJ.
2. To check for any running batches, Type **EAJ** on the enter selection menu prompt

3 Check if nothing is showing on the **JOB DESCRIPTION, START DATE, AND END/FAIL DATE**and corresponding **TIMES**

4 Check and close open batches (*Batch queries:* adjusting of customer accounts and these should not be open for control run to run)

5 To close open batches, Type PBT on the menu prompt

6 To a particular open batch, Type under close Y orF to force the closing of the batches

7 Repeat this until all batches have been closed.

Submitting the Control Run

1 After all batches have been closed Type **RQ1**

2 Put an X against Control Run

3 Press F2 to go back to Menu

4 On Menu type EAJ to view the status of the Control Run which should be executing.

5 Take note of the Control Run Number and the Job Number

NB. Do NOT disturb the Control Run as it executes, to view if how far it is, open a new window and type EAJ.

7 Records
N/A