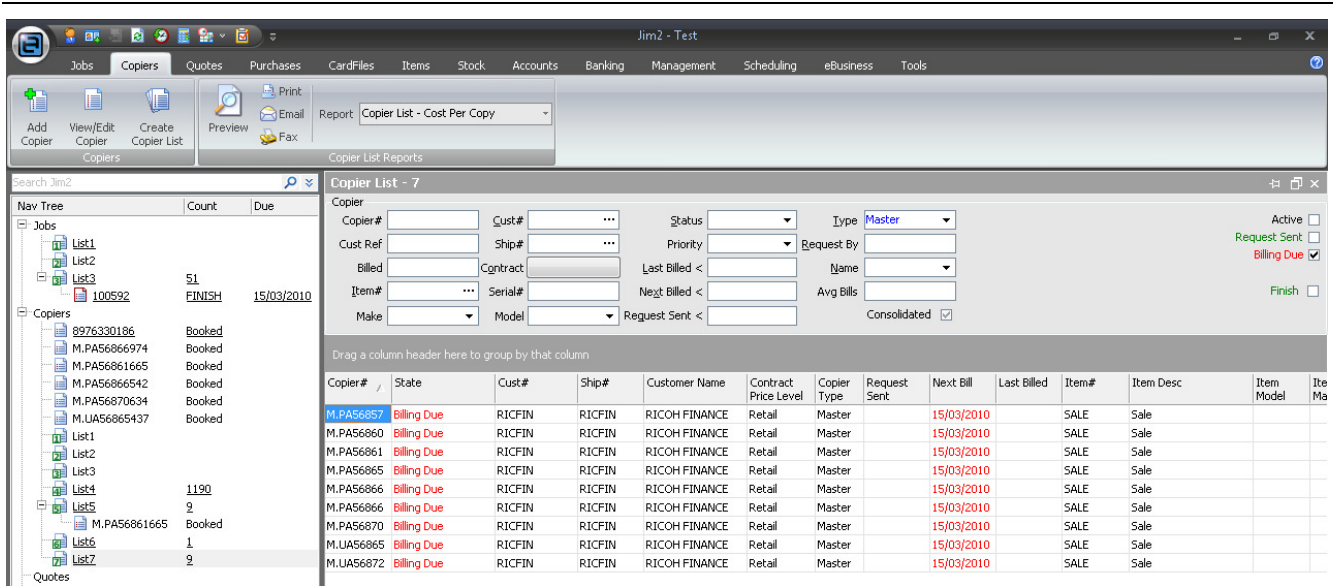**Jim2 Business Engine Training.**

Skill: **Billing a Master Machine** Who: **Photocopier sites.**

Describe: Billing a Master Machine in Jim2 Version 3.0 PE

Context: Master machines are contracts based on the page counts from multiple machine meters. Please Note: All linked machine meter counts need to be entered prior to billing a master machine.

Skill Steps:

1.	Select the Copiers (Machines) tab from the top of the Jim2 window.

2.	Click Create Copier (Machine) List.

3.	Select only Billing Due tick box on the right hand side of the screen.

4.	Select Master from the "Type" drop down menu at the top of the screen. Add other criteria as required.

5.	Press <<Enter>> key and a list of Master machines will appear.

6.	Double click on the first line of Master Machines. This will open the Master Machine Record.

7.	Click "Add Meter" button and select "Add Billing Meter Job". The linked meter counts will appear in the screen. Click "Generate Job" button to generate a billing job.

8.	Repeat steps 6 and 7 to create billing jobs for all Master machines.