

# Process Meter Billing

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Although Meter Billing is not located in the *Sales Entry* menu, it is still considered a part of the posting process.

## Enter Meter Readings

1. From the Master Menu, select **Meter Menu**.
2. Choose **Reading Entry**.
3. On the *Meter Entry Journal Select* window, choose **Create**.
4. Enter the *Division* and *User ID*.

**Note:** The meter entry journal date can not be changed as it is the date the read was entered.

5. Choose **Select**.
6. On the *Meter Reading Entry Screen* window, enter the *Cust#* or press **F5** to select from the customer list.
7. If the *Meter RRN* field is yellow, this indicates the customer has multiple active meters, press **F5** to select from the list to ensure the reading is posted to the correct meter.

Customer #	Division	Meter RRN
301555	1	1,615

Meter Number	Meter Type	Last Billing Date	Last Meter Reading	Cycle Code
99Z791280	3	07/21/20	253	99
94V662580	3	07/21/20	289	99

Select

8. After the meter is selected, information about the meter will fill in on the right hand side of the screen. The lower section displays previous meter reads that have been entered for this meter. This is beneficial to review to ensure the current reading about to be entered is correct.

Meter Number M#13071649

Meter Type 2

Meter Install Date 01/01/00

Cycle Code 1

Last Billing Date 06/05/23

Hold Estimates

Hold Date 00/00/00



Date	Reading	Type
06/01/23	23912	Customer
05/12/23	23385	Estimate
12/31/22	23958	Estimate
11/29/22	23854	Customer
10/26/22	23711	Customer
09/27/22	23704	Customer
08/23/22	23700	Customer
07/26/22	23697	Customer

9. In the *Reading Date* field, enter the date the meter reading was taken.
10. Enter the new meter reading in the *Reading* field.
11. In the *Reading Type* area, enter *C* for Customer, *H* for Handheld, *M* for Modem, or *P* for Postcard.
12. Select the down arrow to enter another customer or choose **Save** if finished entering readings.
13. Select **Exit**.
14. From the *Meter Menu*, choose **Meter PrePost Report**.

## Meter PrePost Report

The PrePost Report shows whether or not this is a contract, taxed or not, Price Code, Contract Number.

## Preliminary Meter Read Report

Division   
 Enter Cycle Code   
 Process Date   
 RTM / Consumption Avg Price Date Range  
 Calculate Avg Price From / To    
 % Over / Under   
 Location  (0 for all)  
 Export To Excel?   
 

1. On the *Meter PrePost Report* window, enter the *Division*.
2. In the *Enter Cycle Code* field, enter the *Meter Cycle Code*.
3. Enter the *Process Date*.
4. In the *% Over/Under* field, enter the percentage difference to exclude from report.
5. Enter the *Location Code* - If processing for all locations, leave as 0 for All.
6. Select *Export to Excel* if desired, otherwise the report will default to video.

Processing Date 11/14/2005  
 Avg From 11/01/2005 To 11/14/2005  
**Meter PrePost Report**  
 Cycle Code 99  
 Page 1  
 Time 11/14/2005 14:04:5  
 User LORI

Customer	Current Reading	Last Meter Reading	Balance CustOwned	Gallons Delivered	Read Type	Reading Date	Gallons Consumed	
<b>888897 TEST,PERSON</b>	75	25	0.00		C	11/14/05	50.01	
Cont Tax 114-A Contract	43128	181.0 G	50.01 G @	\$1.0490 =	\$52.46	+ Tax	\$5.79	Total \$58.25
<b>888907 RUMBLE,BETTY</b>	50	25	0.00		C	11/14/05	24.26	
Bill Tax 110-D			24.26 G @	\$1.5000 =	\$36.39	+ Tax	\$2.54	Total \$38.93
<b>Total Report Amount</b>								<b>\$97.18</b>

If entering 30%, customers who have a reading within 30% of the last billed reading will not print on the report. The meter reading will still process and the total charges will be included.

7. Select **Process**.
8. On the *Print* window, choose **Print**.
9. After reviewing the report for errors and making any changes, process Meter Billing.

Always print and review the Meter PrePost Report before processing meter billings to the customer's account. If

processing a correction billing for a voided entry, the date must be different than the date of the voided entry.

## Process Meter Billing

1. From the Master Menu, select **Meter Menu**.
  2. Choose **Process Meter Billings**.
  3. On the *Process Meter Readings* window, enter the *Division* to process.
  4. In the *Enter Cycle Code* field, enter the Cycle Code to process.
  5. Enter the Location Code - If processing for all locations, leave as 0 for All.
  6. Select Export to Excel if desired, otherwise the report will default to video.
  7. In the *% Over/Under* field, enter the percentage difference to exclude from report.
  8. Enter the Location Code - If processing for all locations, leave as 0 for All.
  9. Select Export to Excel if desired, otherwise, the report will default to video mode.
  10. Select **Process**.
  11. Close the *Select a Meter Journal* window.
  12. The sales journal will display in the Meter Sales program. Review for accuracy.
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