Process Meter Billing

Last Modified on 02/05/2024 10:26 am EST

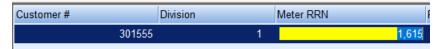
Although Meter Billing is not located in the Sales Entry menu, it is still considered a part of the posting process.

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.





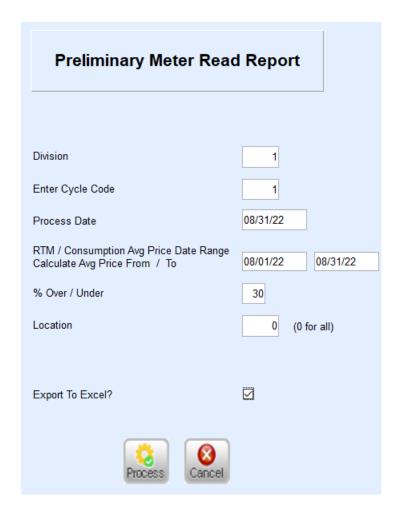
8. After the meter is selected, information about the meter will fill in on the right hand side of the screen. The lower section displays previous meter reads that have been entered for this meter. This is beneficial to review to ensure the current reading about to be entered is correct.

	14/42074640			
Meter Number	IVI#13071649			
Meter Type	2			
Weter 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	Rea	ading	Туре	
06/01/23		23912	Customer	
05/12/23		23385	Estimate	
12/31/22		23958	Estimate	
11/29/22		23854	Customer	
		23711	Customer	
10/26/22				
10/26/22 09/27/22		23704	Customer	
		23704 23700	Customer 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.



- 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
 Meter PrePost Report
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 Avg From 11/01/2005
 To 11/14/2005
 Cycle Code 99
 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	
888897 TEST,PERSON		75	25	0.00		С	11/14/05	50.01		
Cont	Tax	114-A	Contract 43128	181.0 G	50.01 G @	\$1.0490 =	\$52.46	+ Tax \$5.79	9 Total	\$58.25
888907 RUMBLE,BETTY		50	25	0.00		С	11/14/05	24.26		
Bill	Tax	110-D			24.26 G @	\$1.5000 =	\$36.39	+ Tax \$2.5	4 Total	\$38.93

Total Report Amount \$97

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.