Meter / RTM

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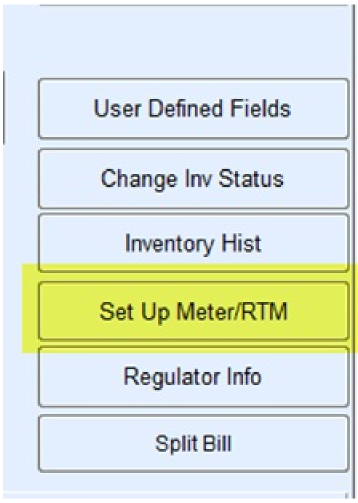
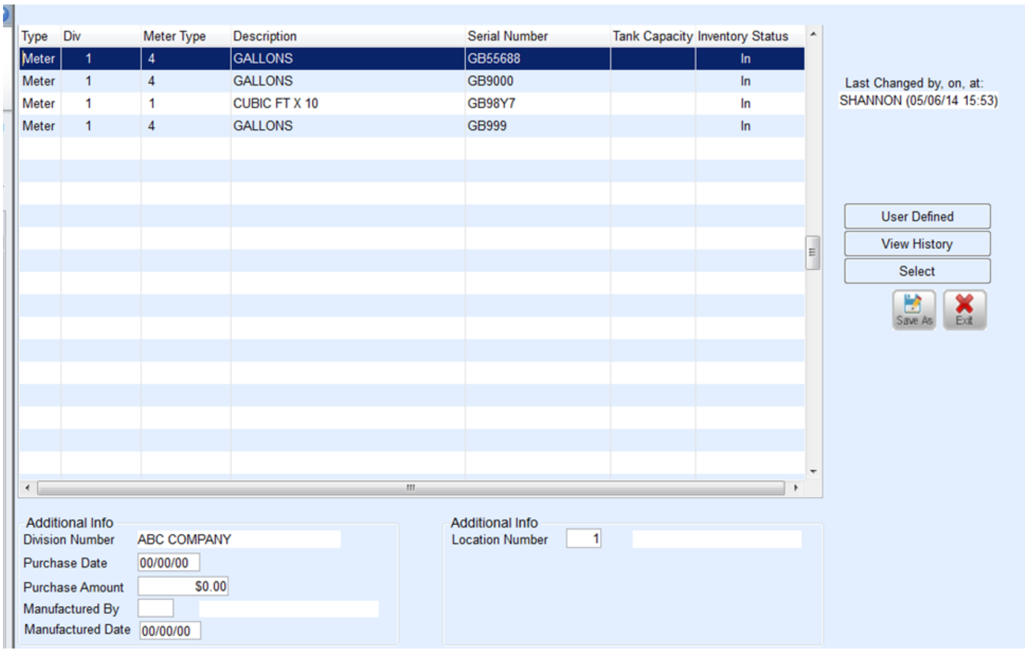
To attach a meter to a tank:

1. From the Master Menu, select **Customer Menu**.
2. Choose **Customer Maintenance**.
3. On the *Customer Maintenance* window, select **Tank Info**.
4. On the *Tank Information* window, choose **Set Up Meter/RTM**.



5. On the *Tank/Meter Maintenance* window, select a meter from the list and choose **Select**. If the meter serial number is not listed, create it by pressing **CTRL+C** and then enter the required information. Press **CTRL+Q** to save the record, and select the new meter. Choose **Select**.



6. On the *Meter Information* window, in the *Meter Number* field, the system automatically updates with the serial number from the Tank/Meter Maintenance file. If the meter selected had a temporary meter serial number, enter the correct meter serial number.
7. In the *Cycle Code* field, enter the Cycle Code in which the meter will be billed. Alternatively, press **F5** or select

the **Search** icon, select the meter Cycle Code from the list, and choose **Select**.

8. In the *Billing Date* field, enter the date the meter was set for this customer. This field will automatically update with the new billing date each time meter billings are processed.
9. In the *Last Reading* field, if the meter has been used before, enter the actual reading on the meter. If this is a new meter that has never been used, enter *0*.
10. In the *Last Reading Date* field, enter the date the meter was installed. This field will automatically update with a new reading date each time meter billings are processed.
11. The system automatically updates the *Daily Use* field with the value entered on the *Tank Info* screen. If the daily use on the meter is different, enter the number of gallons used daily for non-heating appliances.
12. The system automatically updates the *K-Factor* field with the value entered on the *Tank Info* screen. If the K-Factor on the meter is different, enter the K-Factor for the meter.
13. In the *Elev Cd* field, enter the code for the elevation at which the meter is located. Alternatively, press **F5** and select the Meter Elevation Code from the list. The Meter Elevation Code is used in meter billing to make adjustments based on the altitude. The adjustment factor for the Elevation Code is multiplied by the meter consumption to give a corrected reading.
14. In the *Installed* field, enter the installation date of the meter.
15. In the *Price Code* and *Tier* fields, enter the Price Code and Tier.
16. The system automatically updates the *Gallon Billed YTD* field when meter billings are processed.
17. The system automatically updates the *Deposit* and *Deposit Date* fields when a deposit is posted to the customer's account.
18. In the *Location* box, enter the Location to which the meter is tied.
19. In the *Default Dept* field, enter the default sales department for posting meter billing.
20. In the *RTM/Remote Tank Monitoring* field, select which is appropriate if using RTM readings, or **Tab** to the next field.
21. The system automatically updates the *Sales YTD* field each time meter billings are processed.
22. In the *Meter Tied to Tank* area, the tank in the *Tank Information* window will display. If the meter is attached to a different tank, press **F5** or select the **Search** icon, choose the correct tank from the list, and then choose **Select**. The number that displays is not the tank serial number.
23. Enter information in the *Hold Estimates* and *Release Date* fields only if the meter is on hold.
24. In the *Update K-Factor* field, enter *Yes* to have the K-Factor in the meter file to change if the tank K-Factor has been changed or *No* to have the K-Factor not change.
25. In the *Route* field, enter the route for the meter.
26. In the *Sequence Number* area, enter the sequence number for the meter. The meter sequence will be used for scheduling meter readings. Press **CTRL+Q**.