

Process Meter Billing

Last Modified on 07/10/2025 5:19 pm EDT

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
100007	1	506

Select Meter for Customer 100007 ADAMS,ANSEL

Meter Number	Meter Type	Last Billing Date	Last Meter Reading	Cycle Code
E899	11	06/14/18	1030	1
P33255	9	06/14/18	1605	1
PS98977	9	06/01/18	20	1

 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.

ADAMS,ANSEL

Meter Number

E899

Meter Type

11

Meter Install Date

05/01/18

Cycle Code

1

Last Billing Date

06/14/18

Hold Estimates

N

Hold Date

00/00/00

Date	Reading	Type
06/14/18	1020	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.

Meter PrePost Report									
Processing Date 07/10/2025		Avg From 07/01/2025 To 07/10/2025		Cycle Code 1		Page 1		Time 07/10/2025 16:15:08	
Customer Name		Meter	Tank	Current Reading	Last Meter Reading	Balance Customer Owned	Gallons Delivered	Read Type	Gallons Consumed
10090	WILSON,DANTE	M99875	528	2608	1000	0	0	E	07/01/19 1608.00
Bill	Tax 1-A	1608.00 G @ \$2.0000 = \$3,216.00 + Tax \$128.64 Total \$3,344.64							
100007	ADAMS,ANSEL	E899	2	0	1030	0	0	E	06/14/18 -28.30
Bill	Tax 1-A	-28.30 G @ \$2.0000 = (\$56.60) + Tax (2.26) Total (\$58.86)							
100007	ADAMS,ANSEL	P33255	2	91	1605	0	0	E	06/14/18 -251.32
Bill	Tax 1-A	-251.32 G @ \$2.0000 = (\$502.64) + Tax (20.11) Total (\$522.75)							
100007	ADAMS,ANSEL	PS98977	2	12171	20	0	0	E	06/14/18 2017.07
Bill	Tax 1-A	2017.07 G @ \$2.0000 = \$4,034.14 + Tax \$161.37 Total \$4,195.51							

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.