

# Meter Reading Process

This course will review the processes of how to enter, adjust, import/export and auto-estimate meter readings. In addition, various types of meter reading and usage reports will be covered.

**1. Meter Reading Batch**

Used to manually enter or estimate readings and to edit auto-created or imported readings.

**2. Types of Reads**

Different types of readings; Standard, Interim, Final, Reset, Prorated, Consumption

**3. Meter Reading Report**

This report offers a variety of options for displaying updated meter readings and usage.

**4. Meter Reading Adjustment Routine**

This routine allows you to edit/delete a single meter reading on an acct. You cannot create a reading from this routine.

**5. Import/Export Meter Reads**

Routines used to automatically import meter readings from a file into the Meter Reading Batch and export a file containing account and meter information used to load meter reading guns/devices

**6. Auto Estimate Reads**

This routine is used to create an estimated reading for all accounts that do not have reads entered for the specified year/period. The routine generates a Meter Reading Batch that must be verified and updated.

**7. Usage Variance Reports**

Each of these reports help to identify potential reading and usage issues and should be reviewed prior to billing. The reports may be run separately or combined into a single report.