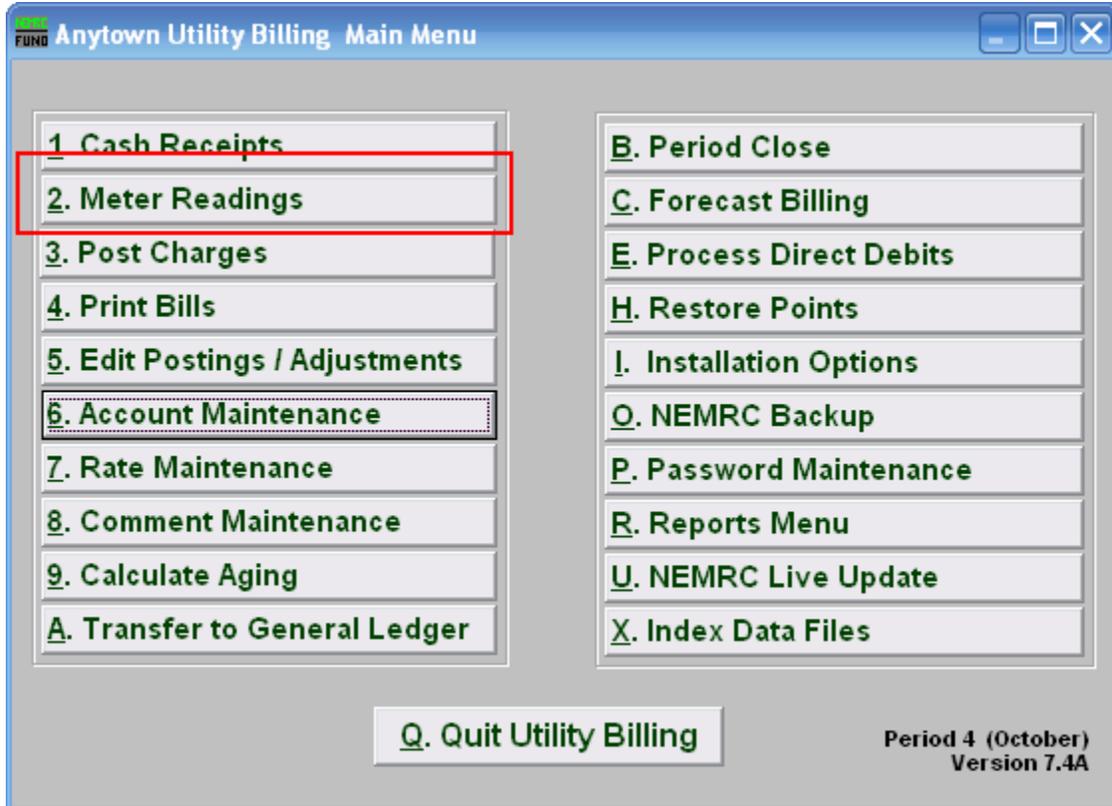


Utility Billing

2. Meter Readings

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Click “2. Meter Readings” on the Main Menu and the following window will appear:

Utility Billing

Enter Meter Readings

Enter for Individual Book

Press F4 to Recall 110460006-

Account -

Name

Book/Seq

Address

Location

- 1. Individual:** Click on the circle to the left of “Individual” to enter an individual meter reading (see “Individual” below).
- 2. Book:** Click on the circle to the left of “Book” to enter meter readings for an entire book (see “Book” below).

Utility Billing

Individual

Click the circle next to “Individual” and the following window will appear:

The screenshot shows a software window titled "Enter Meter Readings" with a "FUND" logo in the top left corner. At the top of the window, there are two radio buttons: "Individual" (which is selected) and "Book". Below this, a red rectangular box highlights a section containing the text "1 Press F4 to Recall 99-99". This section includes five rows of input fields, each with a "Find" button to its right: "Account" (two input fields), "Name" (one input field), "Book/Seq" (two input fields, both containing the number "0"), "Address" (one input field), and "Location" (one input field). Below the red box, there is a red "2" above two buttons: "Enter Readings" and "Cancel".

1. Select an account. For additional help on finding accounts, refer to UB GENERAL ACCOUNT LOOKUPS.
2. Click “Enter Readings” to enter meter readings for the account you have selected.

Click “Cancel” to cancel and return to the Main Menu without entering any meter readings.

Utility Billing

Book

Click the circle next to “Book” and the following window will appear:

The screenshot shows a dialog box titled "Enter Meter Readings". At the top left, there is a small logo with the word "FUND" below it. The main title is "Enter Meter Readings". Below the title, there are three radio buttons: "Individual" (unselected), "Book" (selected), and "Sequence" (unselected). Below the radio buttons, there is a "Book" dropdown menu showing "1". Below the "Book" dropdown, there are three radio buttons: "Account" (selected), "Name" (unselected), and "Sequence" (unselected). Below the "Order" radio buttons, there is a "Beginning With" section. In this section, there is an "Account" input field containing "2", a "Find" button, and another "2" in a small box. At the bottom of the dialog box, there are two buttons: "Enter Readings" (with a red "3" next to it) and "Cancel".

- 1. Book:** Click the drop down arrow to select the book for which you wish to enter meter readings.
- 2. Order:** Click circle next to order (“Account,” “Name,” or “Sequence”) in which you wish data to be sorted for account selection. Next, enter information or partial information in the field that appears below “Beginning With” and click “Find.” For further information on finding accounts, refer to “UB GENERAL ACCOUNT LOOKUPS.”

Your choice of order will determine the order in which readings must be entered.

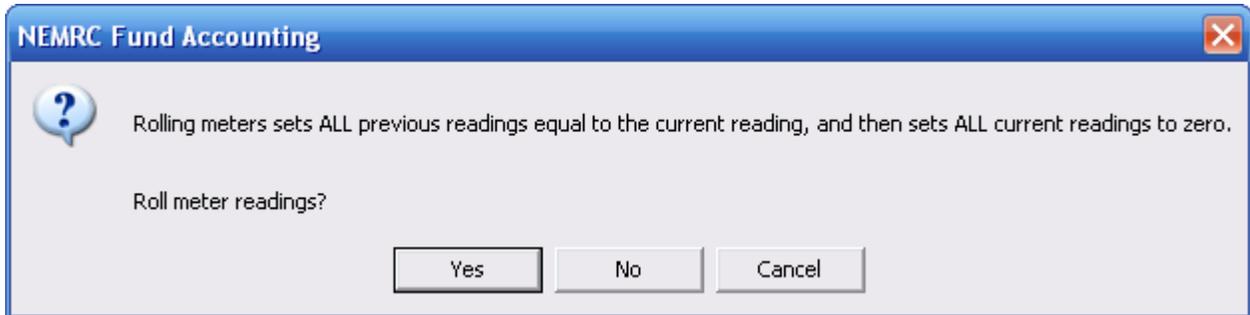
- 3.** Click “Enter Readings” to enter meter readings into the account you have selected, in the order that you specified (see “Enter Readings” below).

Click “Cancel” to return to the Main Menu without entering meter readings.

Utility Billing

Enter Readings

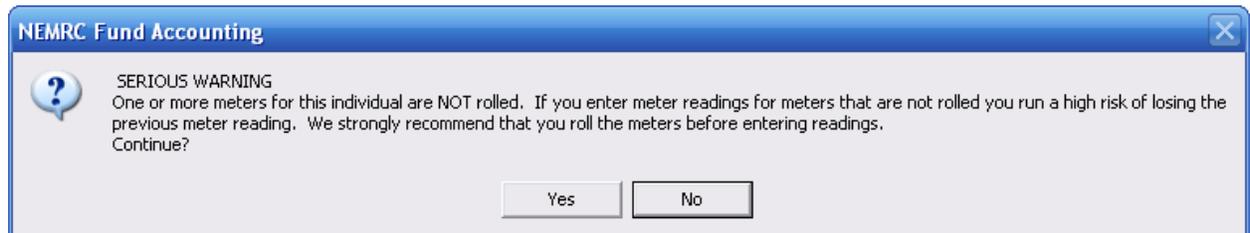
After clicking on “Enter Readings” a prompt will appear if meters need to be rolled. The message will depend on whether meter readings are being entered for an individual or for a book.



If the above message appears, review the account (accounts, if you selected a Book), using “6. Account Maintenance” on the Main Menu. It is important to ensure that the present meter readings are correct and that each rate has the check box marked that meter readings have been entered. Refer to “UB M6 ACCOUNT MAINTENANCE” under the “Meter” and “Rate” tabs. Failure to perform this check may result in a lost meter reading (the most current reading will be overwritten). Any additional notices in the above message would indicate accounts are in a condition where the last meter reading data could be over written.

Click “Cancel” to return to the previous screen, without rolling meters.

If you choose “No” then the following “Serious Warning” prompt will appear:



If you still wish to continue, click “Yes”. The following window will appear, allowing you to enter a meter reading.

Utility Billing

Meter	Date	HCft Reading	Consumption
53196515	11/06/2007	100	4
Previous	09/19/2007	96	5
Average	Use Average		10

Current Comment: TEST

Previous Comment:

<< Save and goto Previous Save and Close Cancel Save and goto Next >>

- 1. Date:** Enter the date the meter was read. This date will automatically populate subsequent accounts.
- 2. Reading:** Enter the actual reading taken for this meter number at this service location. Be sure the reading is entered in the same units as recorded (the units appear above the word “Reading”). A reading value less than the previous reading will automatically calculate roll over consumption.
- 3. Use Average:** Click to use average consumption for this meter reading. Average Consumption is determined based on usage over the previous 14 meter readings. “Use Average” may be used when a meter reading is not available. We recommend that you use the comment field to indicate that the reading was unavailable, and that the average consumption was used in its place. Refer to “UB M6 ACCOUNT MAINTENANCE” under the “Meter” tab for more information on previous meter readings.
- 4. Current Comment:** Enter comments made in the meter book. These comments may be viewed in “6. Account Maintenance” under the “Meter tab”, and will not appear on the bill.
- 5. Save and go to Previous:** Save this account/meter reading and move back to last account/meter reading input.

Utility Billing

6. **Save and Close:** Save this account/meter reading and close this screen.
7. **Cancel:** Do not save this account/meter reading and close this screen.
8. **Save and go to Next:** Save this account/meter reading and move forward to the next account/meter reading to input.