



***Suburban
Software
Systems***

Tanks and Meters

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Tank and Meter Menu:



The Tank & Meter Menu is used for maintenance, display and reporting of company owned tanks, rental equipment, and cylinders. It's also used for the maintenance, display, and reporting of any company gas meters installed.

Tank and Rental Asset File:

Your Company Name, Inc.

ENTER UPDATE ASSET FILE:

Company Identification Code SPI ▾

Tanks (T), Cylinders (C), or Equipment (E) T - Tanks ▾

Serial Number

CAUTION: Only add assets to the asset file if they are new purchases
or if this is the initial Suburban Software tank installation.

Exit Continue

Allows the user:

1. To enter new tanks, rental equipment, and cylinders when purchased or when initially building the Tank and Rent Asset file.
2. To update or modify information about the company assets
3. To delete asset records when the asset is sold or transferred to another serial number.

Note: Once the initial asset file has been established, any changes made to individual "Status" and "Rent" fields should be done by processing an "Install" and "Pickup" transaction in the Daily Menu Data Entry Procedure and by not using this procedure. This way a proper Audit Trail can be made.

Equipment Descriptions:

- Tanks (T):** Company owned gas storage vessels controlled by serial number. Interacts with the customer's delivery information. i.e. updates the customer's tank size when set out to a customer.
- Entered by Serial Number.
- Equipment (E):** Assets other than tanks and cylinders such as pumps, meters, and cylinder cages that are rented. Equipment is also controlled by serial number. Does not interact with the customer's delivery record.
- Entered by Serial Number and requires a Product Code
- Cylinders (C):** Smaller gas storage vessels controlled by size and number delivered and picked up from a customer location. Interacts with the customer delivery information. (Serial number is not required when setting or picking up cylinders.)
- Entered by Size, When Rent Due, and Br – Account Number.
- Note:** (1) If cylinders are controlled by serial number they should be entered and treated as tanks in the Suburban System.
- (2) Initially there must be a yard cylinder record for each cylinder size.
- Serial Number:** The serial number may be any combination of alphabetic or n numeric characters, but it must exactly match the serial number key of the asset file, otherwise the proper record will not be retrieved from the file and displayed on the screen.
- If a serial number has embedded blanks, it is recommended you drop any blanks from the serial number. Either way, a standard procedure should be established to use or not use embedded blanks in serial numbers.

Cylinder Screen:

If you enter C in the first menu this will pop up.

Cylinder Screen

Cylinder Size Code (Unit of Issue) (01 thru 99) 05 ▾

If Rented, Month Rent Due -or- Q1,Q2,Q3, -or- 00 monthly ▾

Branch-Account Number Cylinder Assigned to 01 ▾

(Enter Branch Number only if cylinder is on the yard.)

Cylinder Size Code:

Cylinder unit of issue to equate to a cylinder size. The size code must also be entered in the "Constants File" to convert the Cylinder Size Code to standard units (gallons or kilograms).

When Due:

Enter only if the cylinder is rented. Specify when the rent is to be charged according to the following table:

- 01-12** Annually on the specified month
- Q1-Q3** Quarterly on the specified month of quarter
- S1-S6** Semi-annually on the specified month of the half of the year.
- 00** Monthly

Branch-Account

Enter the customer's branch and account number if the tank has been loaned or rented. Otherwise, enter only the branch number. The branch number must be entered for "Yard sales.

Tank File Screen:

SPI T - Tanks

Serial Number 123456 T Tank Status [dropdown]

Size [input] GL

Rented To Branch 01 Acct No. [input] Rent Amount (7.2) [input]

Delivered To [input] [input] When Due [dropdown]

Equipment Product Code [dropdown] Rent Charged This Month . (7.2) [input]

Gas Used Since Billing (7.1) [input] Free Rent Periods Left: [dropdown]

Lease on file [dropdown]

Above or Underground [dropdown]

Date last moved (MMYY) [input]

Date last painted (MMYY) [input]

Latest Tank Location [input] Tank Tax Code [input]

Number of Meters	Month/Year	Percent	Gas Del Since
0	[input]	[input]	(7.1) [input]
Reference Bench Mark	[input]	[input]	
Latest Delivery	[input]	[input]	

Exit Previous Screen Unlock Fields Continue

When you are setting up new tanks, equipment or cylinders in the file, logical entries can be made into any field except the "Rent Charged this Month", and the "Number of Meters" fields. These are controlled by the system. If you are entering tanks or equipment the "Number of Cylinders" will always be one. When entering cylinders, you must specify the number of units.

Warning Messages:

- a. the "status" code is not one of those listed on the screen
- b. the branch number is missing
- c. the asset is designated in a yard status (Y), but an account number is entered
- d. the asset is not in a yard or inactive status (Y), yet an account number has been entered
- e. rent is entered but the status is other than rented (R)
- f. status is R (rented), but no rent has been entered
- g. meters are assigned to the tank, but the tank status is not M (meter tank)
- h. the number of cylinders is less than one

If an error message is issued, simply press "Error Reset" and correct the error. The entry will not post to the file until it is error free.

Note:

1. Changes to the "Account Number", "Rent" and "Month Due" fields should normally be done by processing "Install" and "Pick-Up" transactions thru the data entry system and not by using this procedure.

2. Changes to the number of tanks or tank size will also change the master file. Changes to "equipment" will not affect the master file.

Allowable Status Codes:

Status:

Y	Yard
R	Rented
L	Loaned
M	Metered
I	Inactive (Not in service but not picked up.)
S	Sold
D	Deleted

Number of Cylinders Enter One for Tanks or Equipment, one to 999 for cylinders.

Size: Cylinder Size. (5,0 numeric field, right adjusted). Enter gallon size for Tanks and Cylinders. Enter optional size for Equipment. This is a required entry.

Renter Br/Account # Enter the account number of the account that pays the rent.

Delivery Br/Account # If the tank is set at a Tenant Account that does not pay rent for the tank, enter the tenant delivery account number. It is not necessary to enter a delivery number if the renter also uses the tank. The Delivery Account Number may also be entered at transaction data entry.

Equipment PCode: Enter the product code which is to appear on the customer' invoice and/or statement.

Tank Rent: Enter the amount of rent as recorded on the rental contract. Entry is required if the tank status is R (Rented).

Note: Rent is the total rent charged for all the cylinders, regardless of the "number of cylinders".

When Due:

01-12	Annually on the specified month
Q1- Q3	Quarterly on the specified month of quarter
S1-S6	Semi-annually on the specified month of the half of the year.
00	Monthly

Note: The automatic rent charged by the system will appear on the customer's statement at the end of the month specified in this field. Therefore, if you want the customer to receive a charge for the rent at the beginning of the month then reduce the "month billed" by one.

Rent Charged this Month: Indicates the amount of tank rent already charged this month. It prevents a new rental customer from being automatically charged rent a second time in the month the new rental contract is processed.

Gas Used Since Billing: Amount of Gas used since last billing. (7 digits with one assumed to be to the right of the decimal point - 7.1)

Lease on File? (Y/N): Allows you to identify those assets for which a signed lease has been executed with the customer. Allowable options are Y=Yes, N=No, or Blank. "Lease On File" may also be entered at transaction data entry. LOF will appear on the Customer Inquiry Tank Screen and the Tank Status Report.

A=Above / U=Underground: Enter A if the tank is an above ground tank or enter U if the tank is buried underground.

Date Last Moved: (4,0 numeric, right adjusted). Enter the month and year the tank was last moved. This field will automatically be updated when assets are installed or picked up.

Date Last Painted: (4,0 numeric, right adjusted). Enter the month and year the tank was last painted.

Latest Tank Location: The address the asset was last located. The system will automatically update this field.

The following fields apply only to tanks designated as metered tanks. These fields are used in conjunction with similar fields in the Meter File to track any shrinkage thru meter billing. The Tank File keeps track of the gas into the tank, and the Meter File tracks the gas out.

Number of Meters: (2,0 numeric). This field is controlled by the system. As meters are assigned or removed from a tank (via the meter procedures) this field will change accordingly.

Note: Meters may only be assigned to tank assets.

Bench Mark Date: (4,0 numeric). Enter the month and year that corresponds to the "Bench Date" of the meter(s) in the Meter File assigned to this tank. The "Meter Bench Date"

is the month and year you begin tracking a meter for shrinkage.

Bench Mark Percent: (2,0 numeric). Enter the percentage of gas in the tank as of the Bench Date.
Note: Refer to Meter Procedures for more information about "bench numbers".

Gas Delivered Since Bench: (5,0 numeric). Leave this field blank unless you are resetting a bench mark. It indicates the number of meter gallons that have been delivered to the tank since the last time the Bench Date was set. If a meter is removed from the tank, the system will subtract from this field the number of gallons that have been billed through that meter.

Latest Delivery Date: (4,0 numeric). Initially you should enter the same month and year as the bench date. Thereafter the system will maintain this field as deliveries are made.

Latest Delivery Pct: (2,0 numeric). Initially you should enter the same percentage as the bench mark percent. Thereafter, the system will update the field as deliveries are made to the tank.

Tank Information:

Manufactured By:	(Optional) Three letter code designating manufacturer.
Mfg Serial Number:	(11 Alphanumeric). Enter a second or Mfg Serial Number.
PPurchased:	(Month/Year 4.0 numerical). Optional entry.
Purchase Price:	(7.0 numerical, right adjusted). Enter the amount of the original cost. Optional entry.
Service Partner:	(5.0 Numerical, Right adjusted) Account number of tank service agent/partner.
Built:	(Month/Year 4.0 numerical). Optional entry.
External Inspection:	(Month/Year 4.0 numerical). Optional entry.
Regulator Inspection:	(Month/Year 4.0 numerical). Optional entry.
X-Ray Date:	(Month/Year 4.0 numerical). Optional entry.

Tank and Rental Asset Report:

Tank Status Report

Company Identification Code SPI

Branch Name -or- ALL Branches 01 - Your Comp:

Type of Asset (T=Tank, C=Cylinder, E=Equipment, ALL) All

Type of Report (DETAILED or SUMMARY) Detailed

Form Name 0001

Printer Type P1 - Oki Data Dot

Exit Continue

Allows the user to print a report of all capital tanks and rental assets that have an active status.

This report is organized by branch and type of asset. It is a dual report in that on the right-side prints in branch-account number sequence and on the left prints a tank serial number cross reference. The report details the rental status of each tank, to whom, at what rate, and when the rent is to be changed. Inactive assets will print at the top of the report and show the address of their last service location.

Tank and Rental Asset Cost Report:

Tank Cost Report

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Comp: ▾

Print Report based on Tax Code Y - Yes ▾

Print Delivery Address Y - Yes ▾

Type of Report (DETAILED or SUMMARY) Detailed ▾

Number of copies (not counting carbon copies) 1 ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit

Continue

Allows the user to print a report of all capital assets which were purchased this year by size and tax code of requested.

This report is organized by asset then size and includes serial number, status of tank, account number and name assigned to account, rental amount, when due, purchase price and date, manufacturer, manufactured date, manufacturer serial number, external inspection date, regulator inspection date, e-ray date, and date of last pressure test.

Inactive Assets Report:

Inactive Tank Report

Company Identification Code SPI

Branch Name -or- ALL Branches 01 - Your Comp.

Which Tanks (Y=Yard, I=Inactive Field Tanks or B=Both Types) Inactive

Number of copies (not counting carbon copies) 1

Form Name 0001

Printer Type P1 - Oki Data Dot

Exit Continue

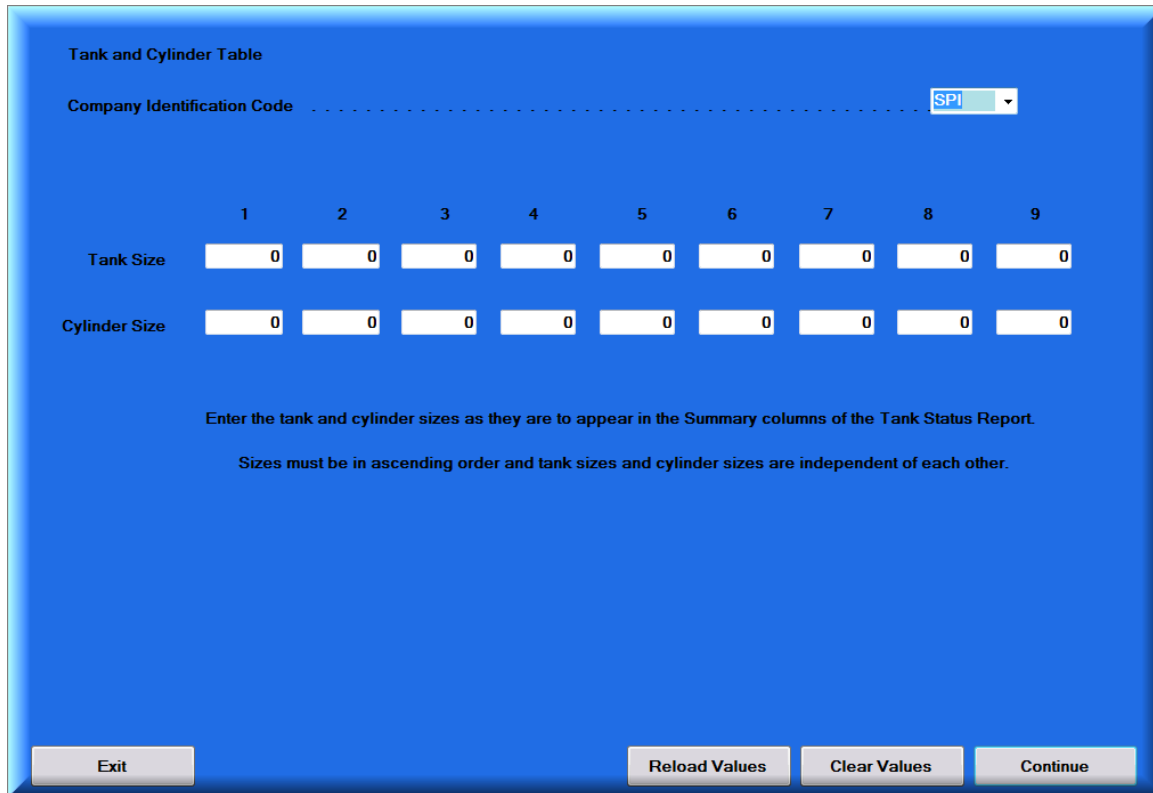
Purpose: To provide a list of the company rental assets that are unassigned to a customer account. The unassigned tanks can either be in a "Yard" status or "Inactive" at a customer location.

Report: The report will organize the tanks by size and serial number. It will display the last location that the tank was in service.

Tanks: Select which tanks are to print:

Y	=	Yard Tanks
I	=	Inactive Tanks in the field
B	=	Both Yard and Inactive tanks.

Tank and Cylinder Size Table:



Tank and Cylinder Table

Company Identification Code SPI

	1	2	3	4	5	6	7	8	9
Tank Size	0	0	0	0	0	0	0	0	0
Cylinder Size	0	0	0	0	0	0	0	0	0

Enter the tank and cylinder sizes as they are to appear in the Summary columns of the Tank Status Report.

Sizes must be in ascending order and tank sizes and cylinder sizes are independent of each other.

Exit Reload Values Clear Values Continue

Allows the user to update the Tank and Cylinder Table with the Tank and Cylinder sizes to be used on the summary of the Tank Status Report

Enter the Tank and Cylinder sizes as you want them to appear in the summary columns on the Tank Status Report. Sizes must be ascending order.

Cylinder sizes are entered in the same manner. Cylinder sizes are to be entered as gallons. i.e., 100# = 25 ga

Meter Procedures:

Meter File:

Screen One:

The screenshot shows a blue-themed software interface titled "METER INQUIRY". It features several input fields and dropdown menus for search criteria:

- Company Identification Code**: A dropdown menu with "SPI" selected.
- Branch Number**: A dropdown menu with "01 - Your Company Name" selected.
- Include Deactivated Meters**: A checkbox that is currently unchecked.
- Search By**: A section containing three options:
 - Meter Number**: A text input field.
 - Or - Account Number**: A text input field.
 - Or - Meter Address**: A text input field.

At the bottom of the screen, there are three buttons: "Exit", "New Search", and "Continue". A small note in the center reads: "*Rows with a grey background are sub-accounts."

Allows the user to:

1. Enter new meters when purchased or when initially building the file.
2. Assign and remove meters from metered tanks.
3. Delete meter records when the meter is sold or transferred to another meter serial number
4. Correct meter billings and gas billed information.

Notes:

1. For meters to be placed in service for a customer, the system requires that meters be assigned only to a tank designated as a meter tank. Therefore, prior to updating the meter file you must first designate those tanks that meters will be attached to as "M" or meter tanks.
2. The system assumes that meters will normally be left assigned to a tank even though it is not in use by a customer. Once meters have been assigned to a tank, its recommended that assignment of customers and removing customers from the meters be accomplished by the use of transactions and not this program. In this manner, you will insure that all gas used through the meter is properly billed. After a customer has been removed from a meter, this program may then be used to remove the meter from the tank if necessary.

Screen Two:

ENTER/UPDATE METER FILE			
Meter Serial Number	123456		
Meter Status	Y-Yard	Billing Information	
Meter Location		Branch / Account #	01
Street Address		Customer	
City / State / Zip		Street Address	
		City / State / Zip	
Assigned to Tank #		Book - Sequence Number	
Meter Units of Issue	CF	Latitude/Longitude	N W
Number of Digits			
Meter Set Date		Temp Compensated?	
Meter Size		Alt/Pres Corr?	
Meter Base or Minimum Charge		A/P Factor	
Meter Base / Minimum Charge	(5.2)		
MXU number	MXU Type C	MXU Mfg B	MXU Service Type G
Bench Date	Bench Mark Reading	Gas Billed Since Bench	(7.1)
Last Billing	Last Billing Reading	Gas Billed Since Delivery	(5.0)
			CF Usage Over Last 12 Months
			January
			February
			March
			April
			May
			June
			July
			August
			September
			October
			November
			December
			Total 0
General Information			
Exit		Go Back	
			Continue

The serial number may be any combination of alphabetic or numeric characters, but it must exactly match the serial number of the computer file, otherwise the proper record will not be retrieved from the file. If a serial number has embedded blanks, it is recommended you drop any blanks in the serial number.

Screen Two Fields:

Meter Status: Enter the appropriate meter status code from the table below.

Allowed Meter Status Codes:

A - Active meter assigned to a tank and an account,
I - Inactive meter assigned to a tank, but not to a customer,
Y - Yard tank not assigned to either a tank or a customer account,
D - Deleted meter record.

Branch Assigned: (2,0 numerical, right justified - entry required)

Enter the branch the meter is assigned to. All meters must be assigned to a branch.

Account Number: (5,0 right justified)

If the meter is in service, enter the customer account number to which the meter is assigned. The account number must be active in the customer master file.

Note: This should normally be accomplished by a meter set transaction through the A/R system.

Unit of Issue: (2 Characters - Entry Required)

Unit of Issue is important because it is used in pricing meter usage, and also used to convert meter consumption to gallons or standard units.

Units of issue must be specified in the "Constant" file for conversion of the meter billing units to standard units. Gallon meters with a tenth of gallon position should be specified as such in this field.

Nr of Digits (1,0): Enter the number of digit dials on the meter face. If left blank the system assumes a 5 digit meter. If the meter has more or less than 5 dials, it is important to enter the correct number of digits so that when the meter rolls from 99999 to 00001 the system will compute a proper reading.

Meter Base / (Right Justified Numeric Amount - Optional Entry)

Minimum Charge (5.2):	Enter the dollar amount of either the meter base charge or the meter minimum charge if either is applicable. If left blank the system will use the value in the supervisor as the base or minimum charge.
Meter Base/Minimum:	Defines whether the amount entered in the previous field is a Base Charge or a Minimum Charge. B = Base Charge M = Minimum Charge (blank) = Neither Base or Minimum
Last Billing Date:	(6.0 numerical right justified) Indicates the year, month and day that the meter was last billed without error.
Last Billing Reading:	(5.0 numerical right justified - entry required) Indicates the latest billing reading processed without error. Note: (1) The meter billing reading cannot be left blank. If the reading is zero then either add or subtract one to the reading. (2) If you are correcting a meter reading due to an over billing, reset the billing reading and gas billed thru the meter to the proper reading using this procedure. Issue any credit due to the customer via a non-meter product code transaction.
Bench Marks:	The Bench Mark is a reference point in time and reading which you are confident of the meter reading and the percent of gas in the tank. The Bench Mark fields in the "Meter File" are used in conjunction with the gas delivered to the meter tank stored in the "Tank File" to produce the "Meter Report". The meter report tracks the efficiency of the meters in service. The bench marks for all meters attached to one tank should be set or reset to zero at the same time. In the tank file, the meter tank gas delivery bench mark date and percent and "gallons delivered since bench" should also be reset simultaneously. The meter file records the gas billed since the bench mark was set. The tank file records the gas delivered since the bench was set.
Date of Bench Reading:	(6,0 right justified) Indicates the year, month and day the bench mark was reset on the meter.
Bench Reading:	(5,0 right justified) Indicates the starting meter reading for checking the meter efficiency.

Gas Billed Since Bench: (5,0 right justified) Indicates the number of gallons (basic system units) that have been billed thru the meter since the last time the bench mark was reset.

Assigned to Tank Number: (11 characters - left justified) Indicates the tank number that the meter is assigned to. The tank must be designated as a meter tank in the tank file before meters can be assigned to it. If this field is filled in, then the meter status must either be (A) or (I). You may assign up to 99 meters to the same tank.

Note: Before you can assign a meter to a tank, the tank must first be designated as a metered tank by entering status code M in the tank file.

Book and Sequence Number: (2,0 and 3,0 right justified) These fields are used to organize the meter reading books into books and reading sequence specified. Entry is optional.

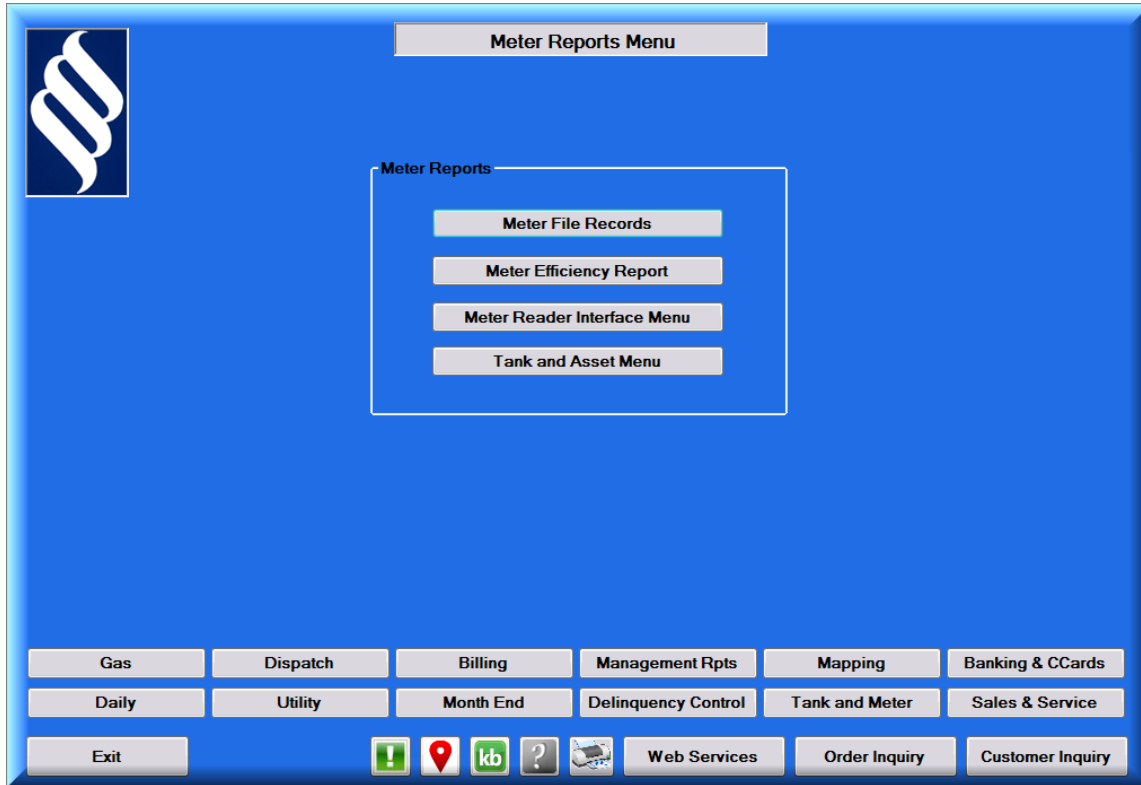
Temp Compensated?(T/N) Used to designate whether or not the meter is temperature compensated. Entry is optional and is for information purposes only.

Alt/Pres Corr?(A/P): Altitude/Pressure Correction Factor
For those states, such as California, that require meter quantity need to be adjusted for high altitude or a high pressure, then designate which factor is appropriate.
A = Altitude Correction
P = Pressure Correction

A/P Factor: 5.4: Altitude/Pressure Factor
If A/P correction factor is selected, enter the appropriate A/P factor based on the altitude or pressure the meter is working in.

Altitude correction factors are less than one and should be entered with a leading zero. i.e., .9876=09876.
Pressure correction factors are normally greater than one. Example: 1.5 = 15000
This field is limited to a maximum value of (3.9000) and a minimum value of (0.7500).

Meter Reports Menu:



Meter File Records:

Meter File Listing

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Compar ▾

Include: Active, Inactive or ALL meters All ▾

List By: (1) Meter Book, (2) Route Sequence or (3) Meter Size 1=Meter Book ▾

Specify Billing Cycle -or- Leave blank for ALL Cycles

Printer Type P1 - Oki Data Dot ▾

Exit Continue

This procedure prints a copy of the meter books to be used for taking meter readings.

The books are organized by book/sequence number as assigned in the meter file. They include the customer's name, address, directions, meter number, and a place to write in the meter reading and tank percentages.

Meter Efficiency Report:

Print Meter Efficiency Report

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Compar ▾

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

Exit Continue

This report provides an overall efficiency rating for metered accounts. The goal is to keep all meters running at 100% efficiency but in real life, the meters will sometimes run slow or fast, leak or have other factors which cause them to be less than efficient. The report is subtotaled / separated by tank number and by meter number. A line separates the data for each tank number and within the separator lines, each meter attached to the tank is listed with related meter reading information. There are multiple lines with information about each meter. The first line of information is generally "bench reading" information and the remaining lines give details which compare each meter reading to the bench.

Meter Nr	Er-Account	Date	Meter Reading	Gallons Billed	Tank Nr	Slac	Date	Pct	Divd	Gas (Loss)	Gain / Efficiency	Meter Inventory	Book					
347996	3-71513	1/21/XX	049997	GT			8.0		55-1329		1000	2/XX	80					
		5/19/XX	050077															
3501525	3	1/21/XX	001188	GL			.0											
		5/19/XX	001188															
9521148	3-91230	1/21/XX	004318	GL			641.0											
	** 3-96113	5/19/XX	004959				649.0		55-1329		1000	9/XX	60	680.0	31.0-	95%		600
3	** = Delivery Accounts.						1,298.0				1			680.0	31.0-	95%		600
Column Legend	↑ A	↑ B	↑ C	↑ D			↑ E		↑ F		↑ G	↑ H	↑ I	↑ J	↑ K	↑ L		↑ M
		C2	D2									H2	I2					

Meter Report Descriptions:

Legend	Description
A	Asterisk symbol in this column indicates that the account number shown is the "delivery account".
B	The account number of the "meter user". A blank in this column indicates that the meter is an inactive-attached meter.
C	<p>Date - METER Bench Date: This is shown as the first date for each meter number. This is the date that the system began tracking deliveries (gas into the tank) and gas billed (gas out through the meter).</p> <p>* Bench figures serve as the basis for all efficiency related calculations on this report. To ensure report accuracy, we recommend that the current tank inventory percent full be entered with every meter reading transaction to the system.</p> <p>* The bench reading and date will be set to the reading and date of the first meter transaction if not specified in the meter file.</p> <p>* The tank bench date and percent full will be set to the percent full and date of the first delivery transaction made to the tank if not specified in the tank file.</p>

- C2 Last Billing Date / Date of Last Meter Reading. This is shown on the report as the second date for each meter number (underneath the bench date).
- D Bench Meter Reading. This is the meter reading taken on the *bench date* (see above). This is shown on the report as the first meter reading for each meter number.
- D2 Reading on Last Billing Date. This is shown on the report in the second row of the meter reading column (underneath the Bench Meter reading). It is the last meter reading recorded for the meter.
- E Gallons Billed. The number of gallons billed through this meter since the *Meter Bench Date*.
- F Tank Number. The tank serial number that the meter is attached to.
- G Tank Size. The size of the tank the meter is attached to.
- H Tank Bench Date. This is the date that you began tracking deliveries and gas usage for the tank.
- H2 Last Delivery Date. The last date that gas was delivered to the metered tank. (This is on the last row of information per tank number).
- I Percent Full on Bench Date. The tank's percent full reading on the tank's bench date. This is shown as the first number in the 'pct' column on the report.
- I2 Percent Full on Last Delivery Date. The tank's percent full reading after the last delivery was made. This is shown on the meter report in the last row of information per tank number.

- J Quantity Delivered Since Bench Date adjusted for changes in inventory percent (i.e., adjusted for deliveries that have been made to the tank). Please note that this figure can't be computed straight from the data provided on the report because all delivery percentages are not shown on the report. This is most accurate if all meter readings are entered with the percent full.
- K Quantity Gained or (Lost). This is calculated by subtracting the total gas delivered from the total metered gallons billed.
- L Meter Efficiency. This value may be calculated by dividing the metered gallons billed since the "bench date" by the total gallons delivered.
- M Book Inventory. Gallon Inventory on the last delivery less the number of gallons billed since the last delivery.

** The "adjustment for inventory change" is simply an adjustment to the calculation in order to take into account deliveries that have been made. You may calculate "gas used adjusted for inventory change" with the following formula...

GALLONS USED = GDSB + IA where IA = TS * (.PCTB - .PCTL)

GDSB = Gallons delivered since bench

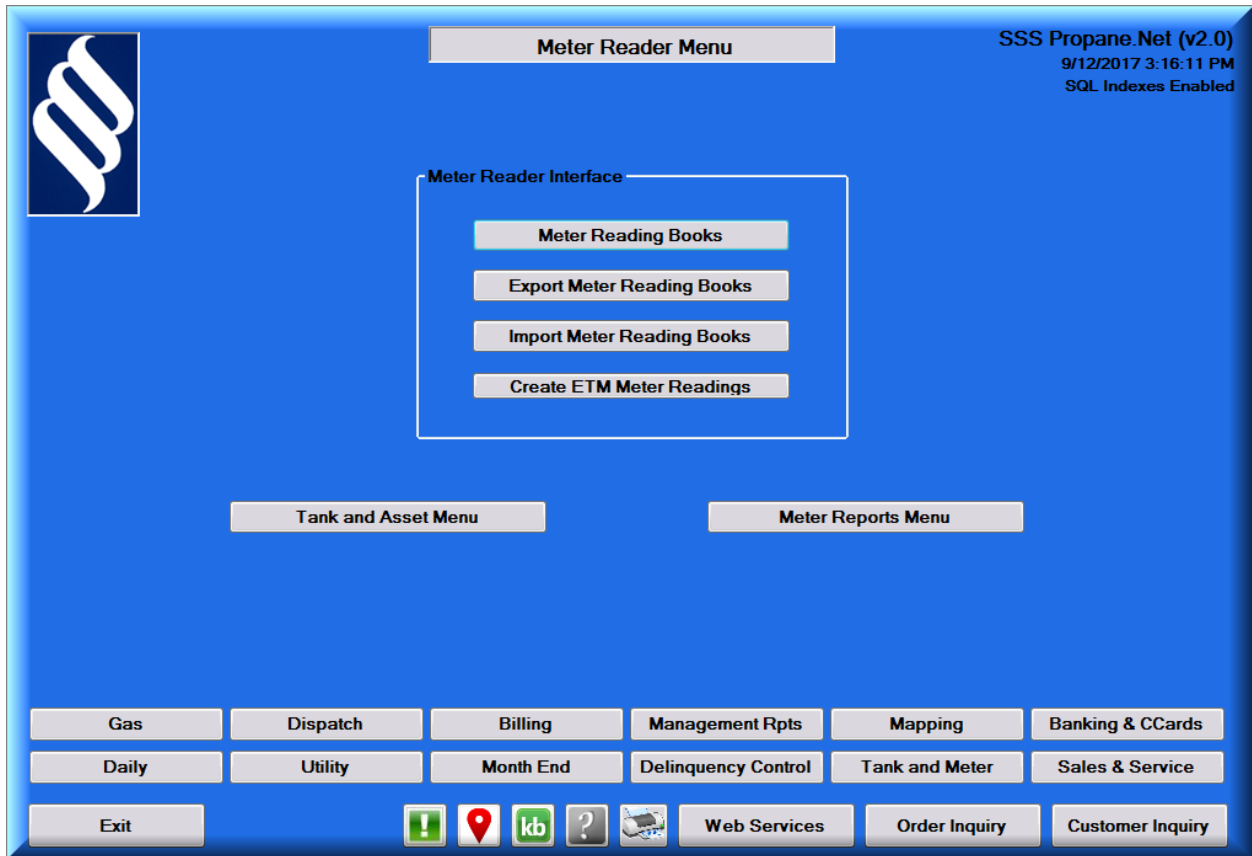
IA = Inventory Adjustment

TS = Tank Size

PCTB = Percent Full recorded at bench

PCTL = Percent Full at last reading

Meter Reader Interface Menu:



This procedure prints a copy of the meter books to be used for taking meter readings.

The books are organized by book/sequence number as assigned in the meter file. They include the customer's name, address, directions, meter number, and a place to write in the meter reading and tank percentages.

Meter Book Report:

Meter Book Report

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Comp: ▾

Specify Billing Cycle -or- Leave Blank for ALL

Print By: (1) Meter Book Sequence -or- (2) Driver Route Sequence 1=Meter Book ▾

Form Name PLAN ▾

Printer Type P1 - Oki Data Dot ▾

Export Meter Reading Books

Meter Reader Loader

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Comp: ▾

Enter the Meter Handheld Number to be loaded ▾

Select the Meters by Meter Book Number to be included (Blank for all) ▾

Select Meters by Driver Number to be included (Blank for all) 1 - Driver 1 ▾

Exit Continue

Import Meter Reading Books:

Automated Meter Reading Input

Company Identification Code	SPI
Meter Readings: Data Entry File Name	MR
Enter the Meter Handheld Number to be loaded	
Sales Page To Be Assigned To Meter Reading Transactions	
Form Name	0001
Printer Type	P1 - Oki Data Dot

Exit Continue

Create ETM Readings:

Meter Electronic Input

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Compar ▾

Meter Readings: Data Entry File Name MW

Sales Page To Be Assigned To Meter Estimates 0

Printer Type P1 - Oki Data Dot ▾

Import Source

Wesroc ISA/Telsen

Exit Continue

Meter Reading Estimates Report:

Meter Reading Estimating

Company Identification Code SPI ▾

Branch Name -or- ALL Branches 01 - Your Comp: ▾

Meter Readings: Data Entry File Name

Sales Page To Be Assigned To Meter Estimates

Form Name 0001 ▾

Printer Type P1 - Oki Data Dot ▾

This procedure estimates the meter reading for all meter accounts which readings have not yet been posted in the current sales month. The estimated reading will be placed in the data entry work file indicated above.

Exit Continue

This procedure creates an estimated meter reading for all active meter accounts for which no meter reading has been "posted" in the current sales month. The estimated reading is based on the previous meter billing date and the heating and constant use consumption rates of the meter delivery account tank to which individual meters are assigned. If more than one meter is assigned to a tank then, for estimating purposes, the consumption rates are divided by the number of meters assigned.

Notes:

1. Run the meter estimating procedure by completing the menu option and pressing {ENTER}

- a. Designating the name of a separate meter estimating work file to be created:
Default is "ME"

Caution: Do not select the WS ID if existing data entry transactions. This will replace any existing transactions with a new work file.

- b. Enter the "Sales Page Number" that the meter estimate will be posted on. This may be a current sales page that has not yet been transferred to the Posting Menu.
- c. If the METEST procedure is rerun, it will replace any existing "ME" work file

2. Review the Meter Report for any obvious over or under estimates.

Reset bench Readings and Dates:



The screenshot shows a software window with a blue background and a white border. The title bar reads "Reset Meter Bench Reading and Dates". The window contains several dropdown menus and buttons:

- Company Identification Code**: A dropdown menu with "SPI" selected.
- Branch Name -or- ALL Branches**: A dropdown menu with "01 - Your Comp:" selected.
- Form Name**: A dropdown menu with "0001" selected.
- Printer Type**: A dropdown menu with "P1 - Oki Data Dot" selected.
- Do you wish to continue**: A dropdown menu with "Y - Yes" selected.

Below the dropdown menus, there is a red text warning: "This procedure resets 'BENCH' meter readings and date to the latest billing readings and date." At the bottom of the window, there are two buttons: "Exit" on the left and "Continue" on the right.

This procedure resets the "Bench" meter readings and date to the latest billing readings and date. Bench mark data will be reset to the latest delivery date and therefore meter billing readings should be as of a date that is the same or close to the last delivery date when this procedure is run.

Bench Marks:

The Bench Mark is a reference point in time and reading which you are confident of the meter reading and the percent of gas in the tank. The Bench Mark fields in the "Meter File" are used in conjunction with the gas delivered to the meter tank stored in the "Tank File" to produce the "Meter Report". The meter report tracks the efficiency of the meters in service. The bench marks for all meters attached to one tank should be set or reset to zero at the same time. In the tank file, the meter tank gas delivery bench mark date and percent and "gallons delivered since bench" should also be reset simultaneously. The meter file records the gas billed since the bench mark was set. The tank file records the gas delivered since the bench was set.

