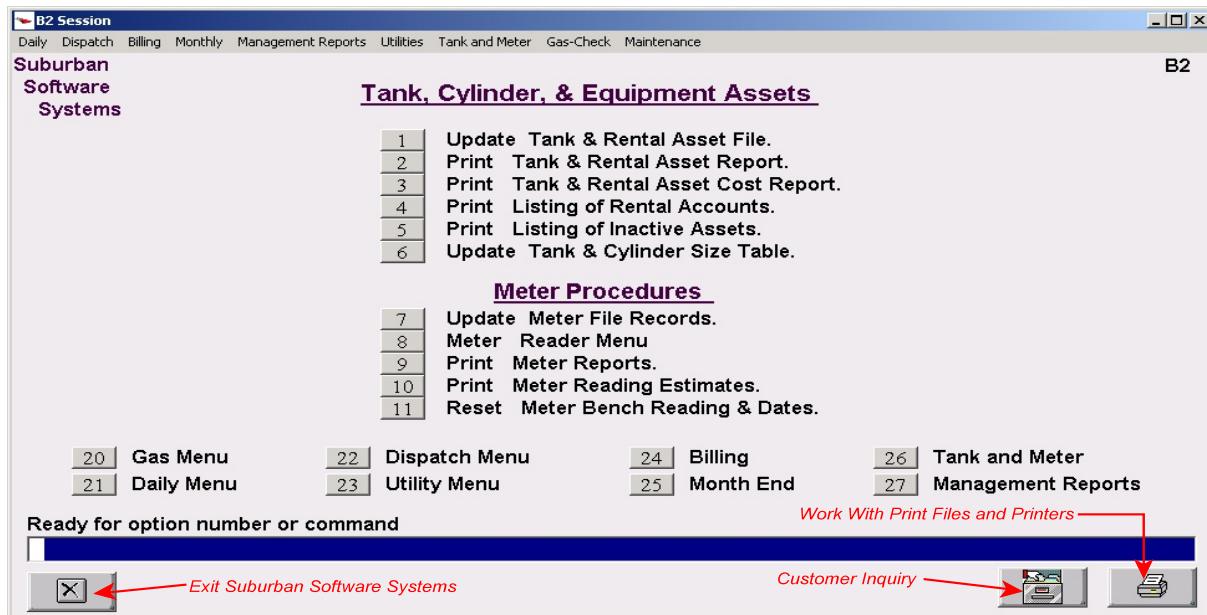


Suburban Software Systems Accounts Receivable Tank & Meter Menu
Table of Contents

Tank & Meter Menu	<u>1 - 2</u>
Update Tank & Rental Asset File Records	<u>1 - 2</u>
Screen One	<u>1 - 3</u>
Screen Two (Tanks and/or Equipment)	<u>1 - 4</u>
Screen Two (Cylinders)	<u>1 - 5</u>
Screen Three - Fields in the Tank File	<u>1 - 6</u>
Fields in the Tank File - Screen Four	<u>1 - 10</u>
Tank Install/Pickups Data Entry	<u>1 - 11</u>
Customer Inquiry - Tank Information	<u>1 - 11</u>
Customer Status Report	<u>1 - 11</u>
Print Tank and Rental Asset Report	<u>2 - 1</u>
Print Tank & Rental Asset Cost Report	<u>3 - 1</u>
Print Listing of Rental Accounts	<u>4 - 1</u>
Print Listing of Inactive Assets	<u>5 - 1</u>
Update Tank & Cylinder Size Table	<u>6 - 1</u>
Update Meter File Records	<u>7 - 1</u>
Screen One	<u>7 - 2</u>
Screen 2	<u>7 - 2</u>
Meter Reader Menu	<u>8 - 1</u>
1. Print / View Meter Reading Books	<u>8 - 1</u>
2. Export Meter Reading Books	<u>8 - 3</u>
3. Import Meter Reading Books	<u>8 - 3</u>
Print Meter Reports	<u>9 - 1</u>
Meter Report	<u>9 - 2</u>
Meter Report Descriptions	<u>9 - 3</u>
Print Meter Reading Estimates	<u>10 - 1</u>
Reset Meter Bench Reading & Dates	<u>11 - 1</u>

Tank & Meter Menu



The Asset & 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.

1 Update Tank & Rental Asset File Records:

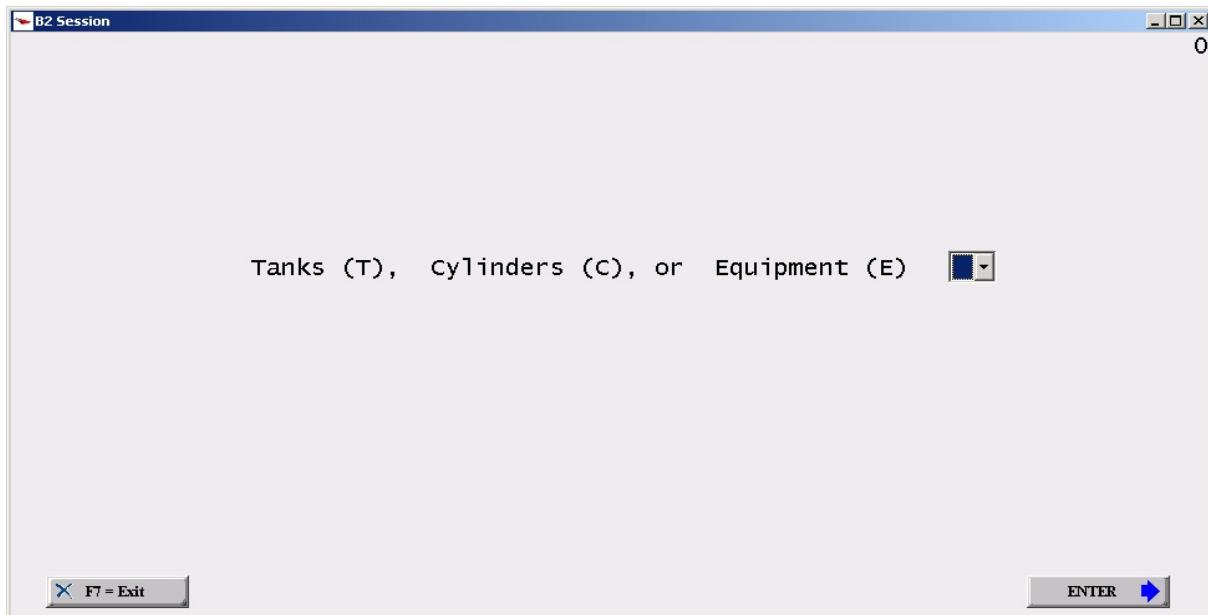
Procedure called: TANKFL (CoID)

Purpose:

- (1) To enter new tanks, rental equipment and cylinders when purchased or when initially building the tank & rental 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 to individual "Status" and "Rent" fields should be done by processing an "Install" or "Pick Up" transaction using the Daily Menu Data Entry Procedure, and not by using this procedure. In that way, proper audit trails are maintained.

Screen One:



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.

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.

Cylinders (C): Smaller gas storage vessels controlled by size and number delivered and picked up from a customer location. Also interacts with the customer delivery information. (Serial number is not required when setting or picking up cylinders.)

There is a difference in the way tanks, equipment and cylinders are entered:

1. Tanks are entered by serial number.
2. Equipment is entered by serial number and requires its own product code.
3. Cylinders are 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.*

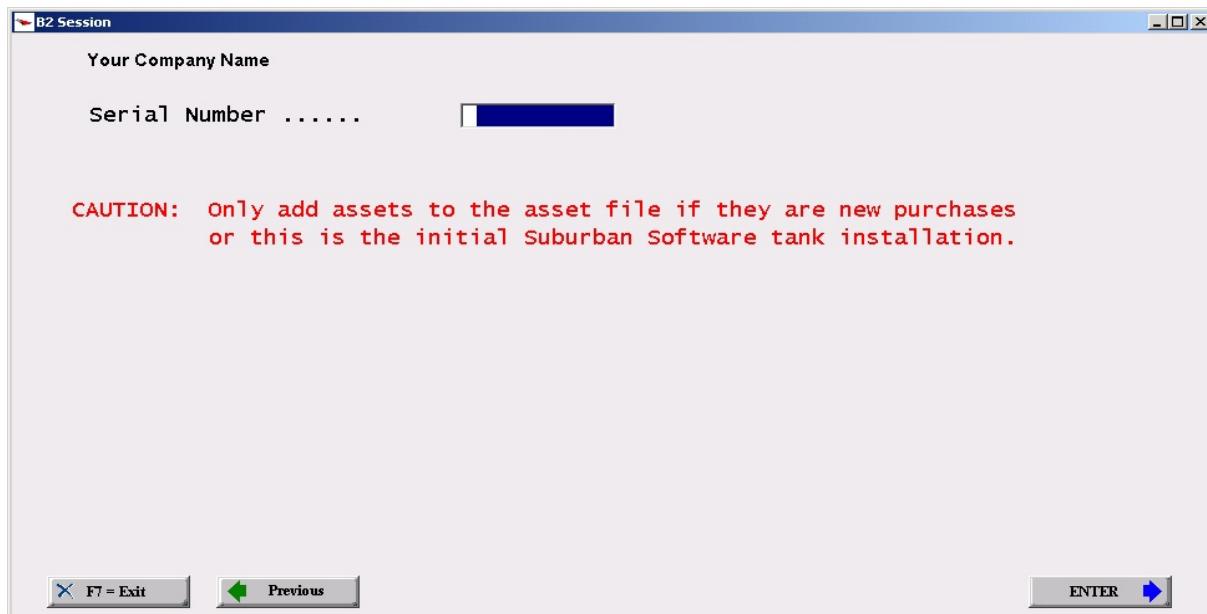
Function/Command Keys:

{F3} End of Job without entering changes to data,

{F9} Return to Previous Screen without entering changes on the screen,

{SHIFT+F4} To expose protected fields for entry, or to protect exposed fields that are normally protected.

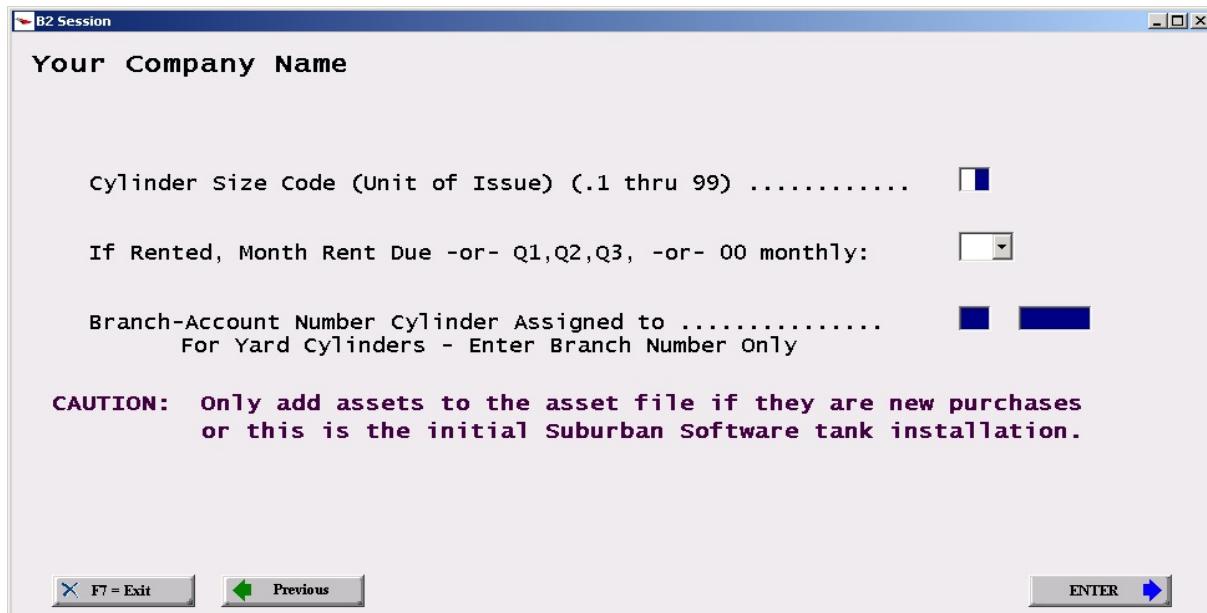
Screen Two (Tanks and/or Equipment):



Serial Number: (1) The serial number may be any combination of alphabetic or 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.

Screen Two (Cylinders):



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 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 'Y'ard tanks.

Screen Three - Fields in the Tank File:

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.

The system will issue warning messages if:

- (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.

Caution.....

- (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.

Tank/Cylinder/Equipment Allowable Status Codes:**Status:**

Y	=	Yard	Tank, Cylinder or Equipment
R	=	Rented	" "
L	=	Loaned	" "
M	=	Metered	" "
I	=	Inactive (Not in service but not picked up.)	
S	=	Sold	" "
D	=	Deleted	" "

Number of:

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#:

Tank Renter Branch/Account Number: Enter the account number of the account that pays the rent.

Delivery Br - Account #:**Gas Delivery Account Number.**

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.

**Rental Equipment
Product Code:**

(Required for Equipment; Optional for tanks and cylinders)
Enter the product code which is to appear on the customer's invoice and/or statement.

Tank Rent:**Rent Amount.** (7,2 numeric, right adjusted).

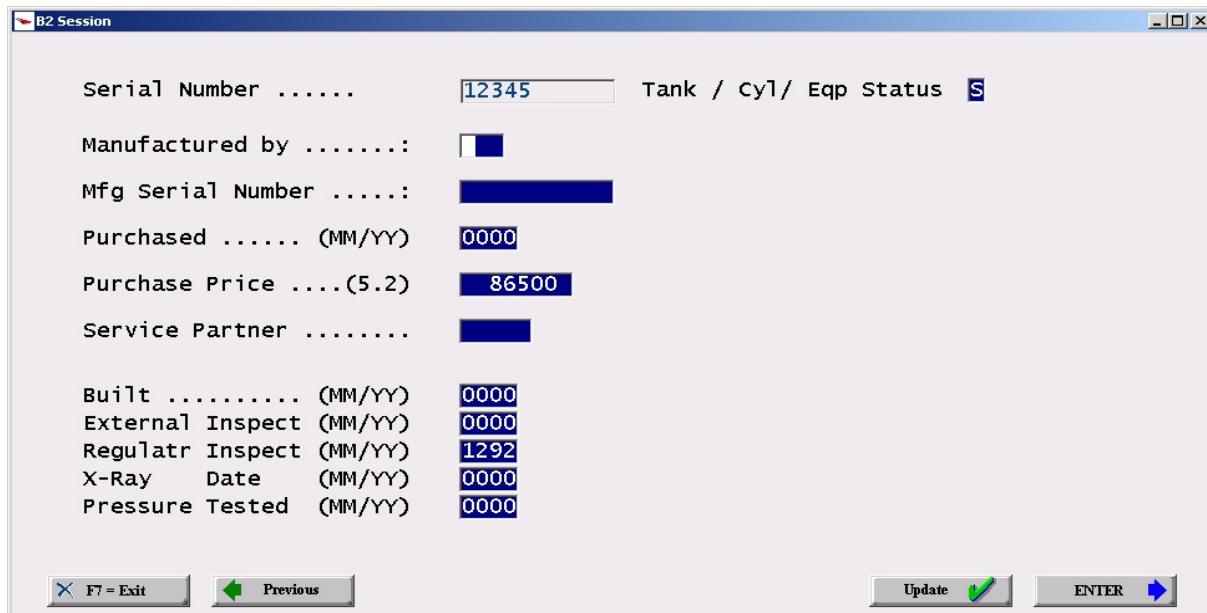
Enter the amount of rent as recorded on the rental contract. Entry is required if the tank status is R (Rented).

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

When Due:	Rent When Due Code.	
Annual Rent	-	Enter month the rent is to appear on the customer's statement,
Monthly Rent	-	Enter 00.
Quarterly Rent	-	Enter Q1 thru Q3 depending on which month of the quarter the rent is to be billed.
Semi- Annual	-	Enter S1 thru S6 depending on which month of the half year the rent is billed.
<p>Note: <i>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.</i></p>		
Rent Charged this Month:	Amount of Rent Charged This Month. (7,2 numeric, right adjusted). This field 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):	Lease on File. This field 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:	Tank location. 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.

Fields in the Tank File - Screen Four:



Serial Number	12345	Tank / cyl/ Eqp Status	S
Manufactured by			
Mfg Serial Number			
Purchased	(MM/YY)	0000	
Purchase Price	(5.2)	86500	
Service Partner			
Built	(MM/YY)	0000	
External Inspect	(MM/YY)	0000	
Regulatr Inspect	(MM/YY)	1292	
X-Ray Date	(MM/YY)	0000	
Pressure Tested	(MM/YY)	0000	

Manufactured By: (Optional) Three letter code designating manufacturer.

Mfg Serial Number: (11 Alphanumeric). Enter a second or Mfg Serial Number.

Purchased: (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.

Pressure Tested: (Month/Year 4.0 numerical). Optional entry.

Tank Install/Pickups Data Entry: (Daily Menu #4)

When entering a tank install or tank pickup transaction, an additional field appears below the detail data line. Enter the 5 digit account number of the "*delivery account*" only if it is different from the "*rental account*". It is not necessary to enter the delivery account number if it is the same as the tank renter. If the tenant delivery account does not exist, an error message will be displayed.

Customer Inquiry - Tank Information

- (1) When searching for an account, the screen will display the tank status (R, L, M) of the company owned tanks/cylinders assigned to the customer. The status appears after the account number.
- (2) The Delivery 'D' Screen - will show the status of the last company owned tank assigned to the customer's delivery record (Rented, Leased, etc.). If the tank rent is changed to another delivery account, the tank states will appear as "Tenant". Non Company owned tanks appear as "Customer" tanks.
- (3) The Tank Status screen will show detailed information including the "Delivery Account Number" of the "Tenant" for all tanks assigned to a customer as rented, loaned, or metered tanks.

Customer Status Report

The status of last company owned tank assigned to the account will be displayed (R, L, or M) after the customer account number.

2 Print Tank and Rental Asset Report:

Procedure called: TANKLIST (CoID), (DETAILED)

Purpose: This procedure prints a report of all capital tanks and rental assets that have an active status.

B2 Session

Tank Status Report

Company Identification Code DMO

Branch Name -or- Company I.D. for all branches DMO

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

Type of Report (DETAILED or SUMMARY): DETAILED

Form Name: (0001, 0002, etc) - or - "VIEW" 0001

Printer ID: (P1, P2, etc.) - or - (View = vw) P1

X F7 = Exit ENTER ➤

Report: The report is organized by branch and type of asset. It is a dual report, in that on the right side it prints in branch-account number sequence and on the left it 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 charged. Inactive assets will print at the top of the report and show the address of their last service location.

File Edit View Insert Format Help

Your Company Name Branch 02 Capital Tanks as of X/XX/XX

XX/XX/XX XX:XX MASTER 1

Account	Size	Serial	Stat	Rent Due	LOF	Move	Paint	Serial#	X-Reference
2-00000	250	V	123	M	*** NO MASTER ***			: 01399	Y
	200	A	123456	Y				: 03541B	R 2-4S255
	250		E5629	Y				: 03558B	R 2-60685
	250		Z4197	Y	1145 COOSA DR	GADS	9/03	: 03557B	Y
	325		Z1505	Y	245 BROAD ST	RIDG	6/03	: 035SSB	R 2-5S270
	330		V726	Y	419 WOOD ST.	STEE	11/03	: 03567B	R 2-14S57
	325		V694	Y	3674 JESTER RD	SOUT	10/03	: 05441	Y
	500		V3720	Y	784 RANCH ROAD	JACK	12/94	: 065S6A	R 2-30S02
	250		V2230	Y	2086 STATE FARM RD	ALEX	2/02 10/92: 09781		R 2-77043
	325		SGI276	Y	P O BOX 349	LEES	6/03 6/94: 09801		R 2-3S578
	1000		SGI0123	Y	2031 COUNTY RD 42	STEE	10/03	: 10-S624	L 2-30S20
	1000	A	PH92437	Y	1147 WALNUT ST	GADS	1/02 6/94: 10-66S1		R 2-27798
	500		N1929	Y	1000 ST CLAIR RD	SPRI	2/98	: 10-6642	L 2-50784
	1000		M87135	Y	RT 2 BOX 96	STEE	2/93	: 10S7061	L 2-02289
	120		M74231	Y	654 LUTTAS SHIRLEY RD	ATTA	5/01	: 100839	R 2-83618
	325		M146136	Y	22 DAISY LANE	RAIN	2/03	: 100886	R 2-83632
	330		M146134	Y	136 STONE RD	GLEN	10/03	: 1009D	R 2-70033
	330		M146131	Y	13487 GALLANT RD	GALL	8/03	: 1012D	Y
	500		M128508	Y	10180 DUCK SPRINGS RD	ATTA	5/98	: 101SD	L 2-54175
	120		M112116	Y	664 RIVERWOOD DR	HORKE	10/01	: 1016D	R 2-04836
	1000		M110820	Y	1332 HENRY ST EXTENSION	YADK	8/03 6/92: 1018D		R 2-46682
	1000		M105064	Y	387 DEERMANS CHAPEL RD.	STEE	6/03	: 101971	L 2-87853
	500		JE15632	Y	1801 BRADLEY AVE	GADS	8/03	: 101979	R 2-96480
	500		JE15629	Y	890 TINSLEY SPR RD	GADS	9/03	: 101990	L 2-30361
	500		JE12689	Y	7820 MCINTYRE RD	TRUS	1/95	: 101993	L 2-30313
	500		HH476	Y	1121 MEIGHAN BLVD	GADS	6/99	: 101994	L 2-60587
	325		GG917	Y	RT 9 BOX 543	GADS	11/89	: 101995	R 2-98275
	325		GG6987	Y	RT 1 BOX 564	STEE	4/93 6/92: 101997		L 2-87853
	500		GG08	Y	3315 BACHELOR CHAPEL	GADS	11/02	: 1020	R 2-62055
	325		F2021	Y	640 TURRENTINE ST	GADS	10/91	: 102003	L 2-27797
	1000		EES720	Y	9922 ROCKY FORD RD	PIED	9/03	: 102004	L 2-87853
	325		E9242	Y	8701 LAY SPRINGS RD	GADS	3/02	: 102005	L 2-46389
	325		E2682	Y	PO BOX 2043	GADS	7/02 6/92: 102011		L 2-63659
	325		E2122	Y	8044 CTY RD 33	ASHV	11/01	: 1022	R 2-75452
	325		E2111	Y	2215 NOAH VALLEY RD	JACK	8/01	: 1023	R 2-30930
	325		E2108	Y	RT 4 BOX 550-A-2	GADS	2/90	: 1024	R 2-10666
	325		E2096	Y	5051 RAINBOW DR LOT #5 RAIN	HORKE	1/02	: 1025	R 2-52499
	325		E2093	Y	3953 HANDLEY ST	WELL	8/92	: 1027	R 2-92219
	325		E2076	Y	245 SEVEN SPRINGS,	GADS	2/03	: 1030D	R 2-43808
	325		BB1124	Y	3655 TABOR RD				

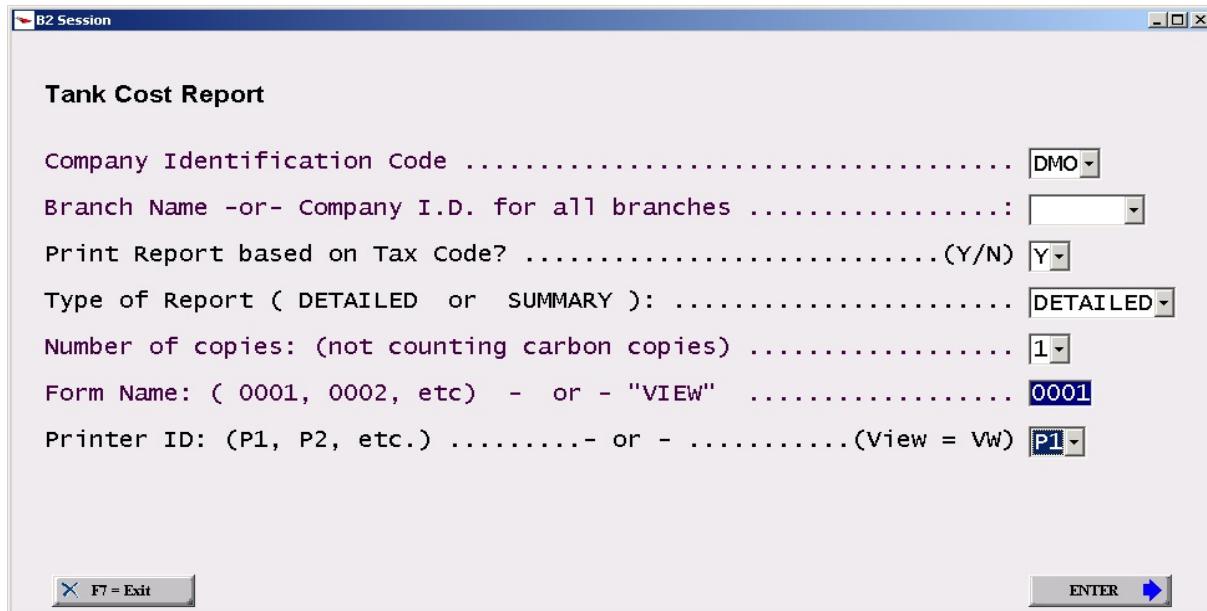
For Help, press F1

CAP NUM

3 Print Tank & Rental Asset Cost Report:

Procedure called: TKINV (CoID)

Purpose: This procedure prints a report of all capital assets which were purchased this year by size (and tax code if requested).



B2 Session

Tank Cost Report

Company Identification Code DMO

Branch Name -or- Company I.D. for all branches

Print Report based on Tax Code? (Y/N) Y

Type of Report (DETAILED or SUMMARY): DETAILED

Number of copies: (not counting carbon copies) 1

Form Name: (0001, 0002, etc) - or - "VIEW" 0001

Printer ID: (P1, P2, etc.) - or - (View = vw) P1

X F7 = Exit

ENTER ➤

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

B2041431.564 - WordPad

File Edit View Insert Format Help

Your Company Name Branch 2 Tank Cost Report XX/XX/XX XX/XX/XX 14:31 MASTER 1

Size Serial Stat Account Name Rent Due Price Date *Purchase* *Manufactured* Tax Extn Regl X-Ray Set Date By Serial Code Insp Date Date Date

120 112218 L 2809-8 ETOWAH CTY COMMISSION 02
 120 3286 L 7491-7 RIVER COUNTRY CAMP 02 11/03
 120 37813 L 1799-8 CITY OF GAD (BAIT SHO) 3.05 8/95 02 10/97
 120 37815 R 7490-0 RIVER COUNTRY (HSE) \$48.00 09 3.05 8/95 02 9/03
 120 M94470 L 1800-4 CITY OF GADSDEN SIGN 02 12/00

5 x 120 Tanks in Tax Code 02 Costing: 6.10

250 125417 L 6143-3 MINSHEW POULTRY #3 02 11/96
 250 170686 L 7490-5 RIVER COUNTRY CAMP 02 3/99
 250 26812 L 8785-3 THE BRIDGE INC 12/94 TRI 0026812 02 9/96
 250 38488 L 9493-1 WEBSTER CHAPEL VOL FI 434.00 8/95 TRI 38488 02 9/95
 250 38496 L 9493-1 WEBSTER CHAPEL VOL FI 43,400.00 8/95 TRI 38496 02 9/95
 250 38570 R 1802-6 CITY OF GADSDEN-SOFTB \$36.00 0343,400.00 8/95 TRI 38570 02 3/97
 250 64426 L 9538-8 WEST END HIGH SCHOOL TRI 64426 02 8/00
 250 64838 L 3037-4 FOSTER, LANCE #4 3/98 TRI 64838 02 10/99
 250 V2160 R 7270-0 RAMEY PARTS & SERVICE \$36.00 11 02 11/96

9 x 250 Tanks in Tax Code 02 Costing: 87,234.00

325 1014D L 5417-5 LOOKOUT MT VOL FIRE # 02 10/91
 325 124586 L 8140-7 SMITH #6, GARY 02 3/97
 325 52191 L 4492-1 HUDGINS, JIMMY 02 2/90
 325 5575D L 0435-3 BALL PLAY FIRE DEPT 02 6/99
 325 647645 L 3753-7 CUFFEE, DAVID 02
 325 647665 R 3769-3 GADSDEN INDUSTRIAL PA \$48.00 10 02 10/00
 325 647673 L 0435-3 BALL PLAY FIRE DEPT 02 6/99
 325 736339 L 2809-8 ETOWAH CTY COMMISSION 02
 325 736945 R 8280-6 SMITH, STEPHEN \$36.00 03 02
 325 751019 L 4494-8 HUDGINS, DANNY #5 02 1/00
 325 859 L 3032-0 FOSTER, LANCE 02 7/97

11 x 325 Tanks in Tax Code 02 Costing:

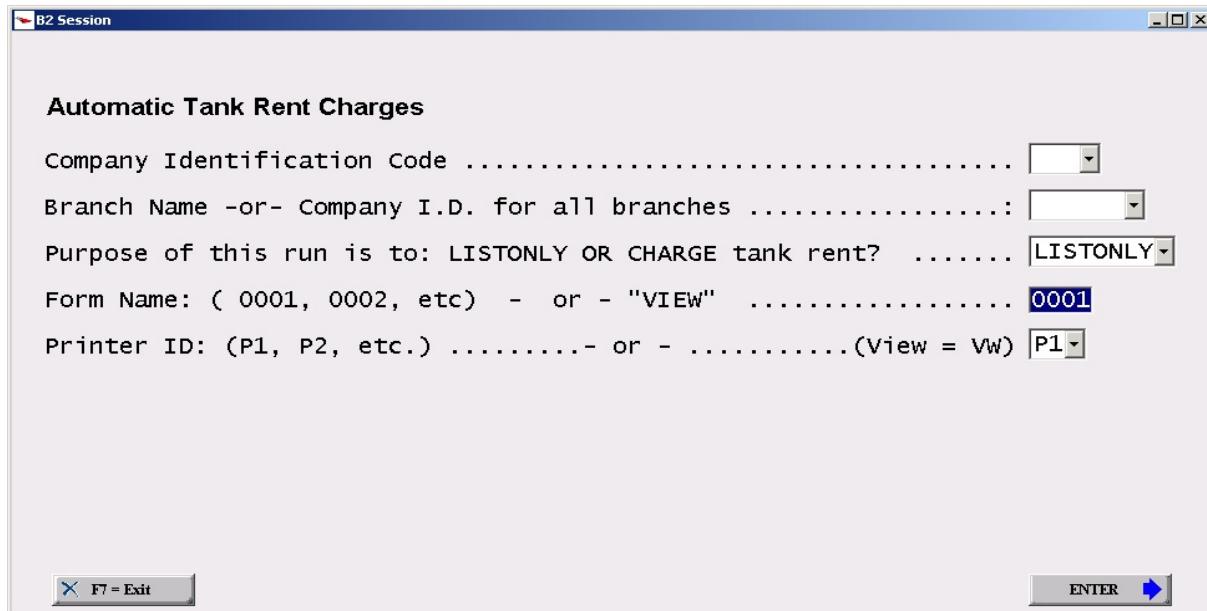
330 B04080 R 5415-6 LOOKOUT MTN COM. CENT \$48.00 01 02 1/03

For Help, press F1 CAP NUM

4 Print Listing of Rental Accounts:

Procedure: TNKRNT (CoID), (LISTONLY)

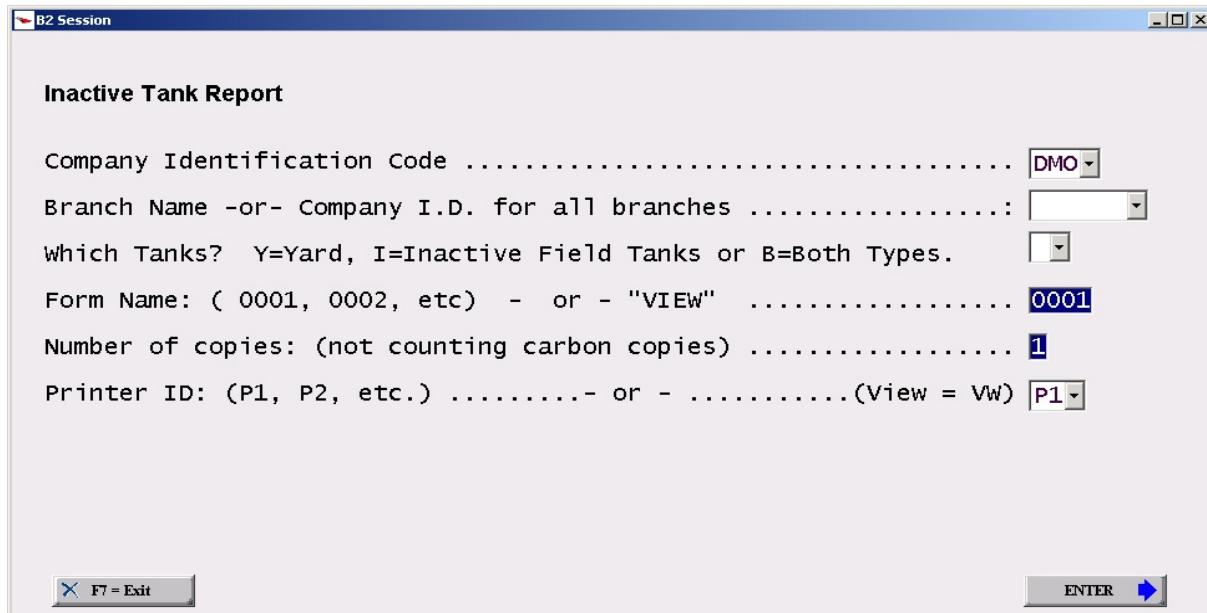
Purpose: To print a list of the accounts that are going to be charged rent in any particular month.



5 Print Listing of Inactive Assets:

Procedure Called: TANKINV (C01D)

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.



Screen Options: Select which tanks are to print:

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

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

File Edit View Insert Format Help

Your Company Name Branch 2 Yard Tanks as of XX/XX/XX XX/XX/XX XX:XX MASTER 2

Serial #	Size	Qty	Status	Last Moved	Branch Nr.	Last Location	Account Name
156888	120	1	Y		02	TRANSFERED FROM TALLADEG A	
156923	120	1	Y	6/00	02	1254 READ MILL RD	WELL
17785	120	1	Y	1/02	02	P O BOX 875	COLL
207060-111	120	1	Y	2/01	02	1004 JOHNNY MARTIN DR	GLEN
207060-22	120	1	Y	12/01	02	163 PINE RIDGE ROAD	WELL
228363	120	1	Y	9/00	02	676 GALLANT RD	GALL
48933	120	1	Y	7/98	02	401 CEDAR BLUFF	CENT
51509	120	1	Y	4/03	02	P O BOX 7067	RAIN
74231	120	1	Y		02	NEW ADD 7/01	
A13096	120	1	Y	8/02	02	4140 OWLS HOLLOW RD	GADS
B07305	120	1	Y	8/01	02	5600 HWY 411N	GADS
M112116	120	1	Y	10/01	02	664 RIVERWOOD DR	HOKE
M74231	120	1	Y	5/01	02	654 LUTTES SHIRLEY RD	ATTA
	13						
123456	200	1	Y		02		
	1						
1309	250	1	Y	7/89	02	1 ANNA DRIVE	ATT
134893	250	1	Y	9/00	02	9173 BEAIRD RD	GADS

For Help, press F1

CAP NUM

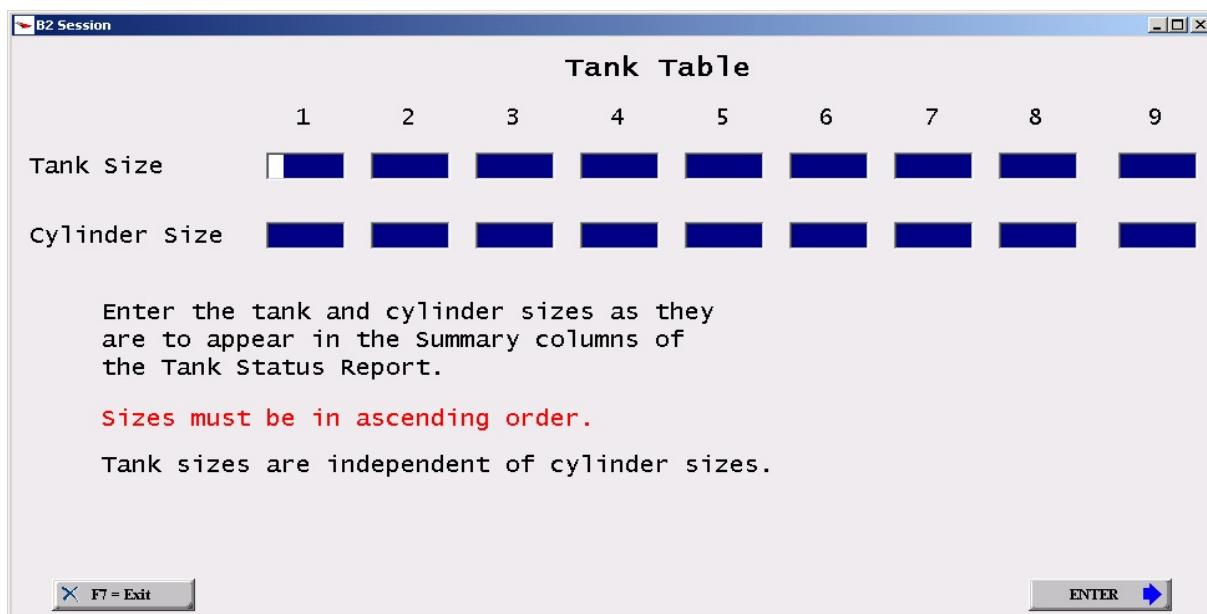
6 Update Tank & Cylinder Size Table:

Procedure called: TKTAB (COID)

Purpose: To update 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 in ascending order.

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



7 Update Meter File Records:

Procedure called: METRFL (CoID)

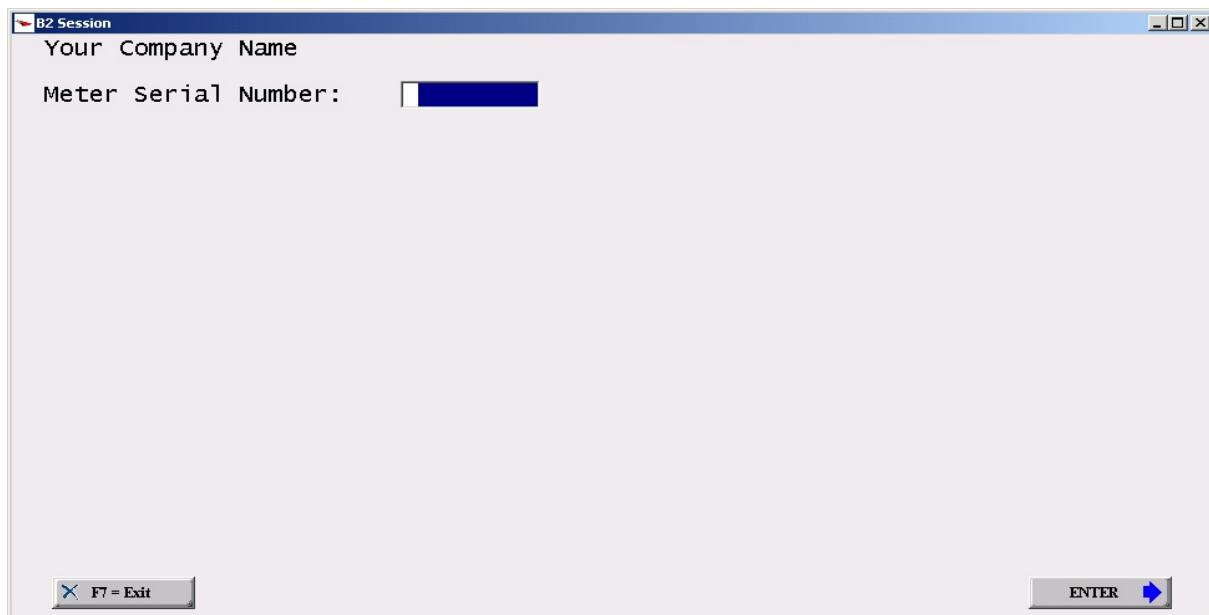
Purpose:

- (1) To enter new meters when purchased or when initially building the file.
- (2) To assign and remove meters from metered tanks,
- (3) To delete meter records when the meter is sold or transferred to another meter serial number, and
- (4) To 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 One: (9 characters) Enter the meter serial number.



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 2

DMO

Meter Serial Number: 123 Meter Status: Y A = Active 2
I = Inactive
Y = Yard
D = Deleted

Branch & Account Nr....

Units of Issue:.....

Number of Digits: 4/5/6

Base or Minimum Charge: (5.2)

Last Billing Date 000000 <mmddyy

Bench Mark Reading Date 000000 <mmddyy

Gas Billed Since Bench: (6.0)

Last Billing Reading....

Bench Mark Reading.....

Gas Billed Since Delvry (5.0)

Book - Sequence Number:

Assigned to Tank Number

Temp Compensated? (T/N) Alt/Pres Corr? (A/P) A/P Factor: 5.4

Tank should be a "Meter" tank in order to assign a meter to it

F7 = Exit ENTER

Function/Command Keys:

{F7} - End of Job without entering changes to data on screen,

{F9} - Return to Previous Screen without entering changes on the screen,

{F16} - To expose protected fields for entry, or to protect exposed fields that are normally protected.

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.*

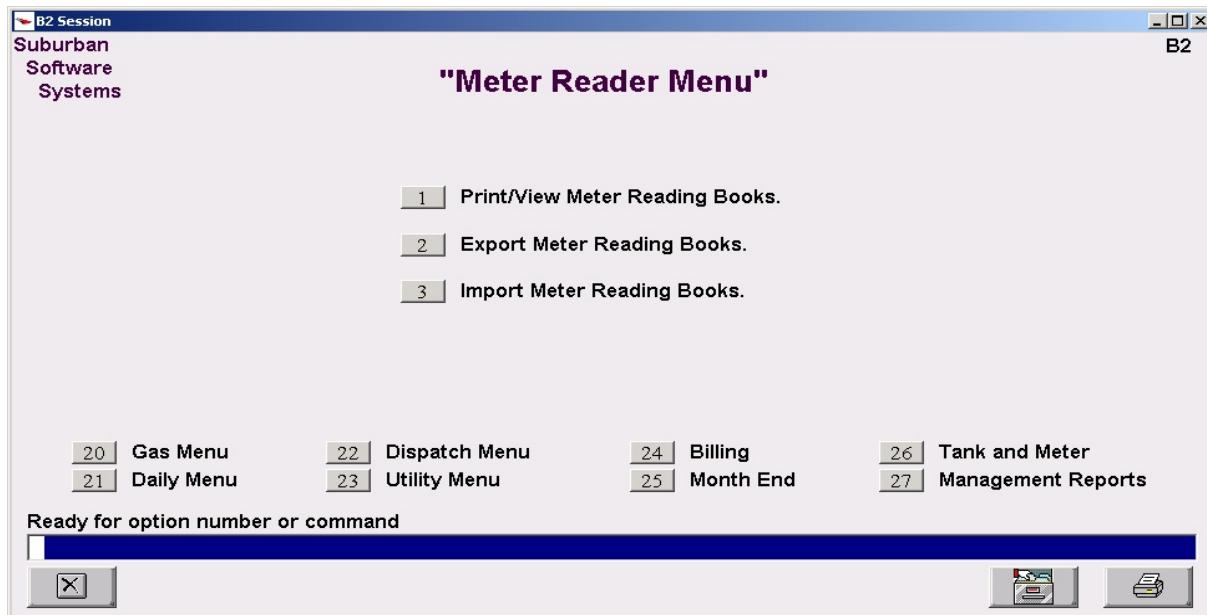
Unit of Issue: (2 Characters - Entry Required)
Unit of Issue is important because it is used in pricing meter usage, and also used to convert meter consumption to gallons or standard units.
Units of issue must be specified in the "Constant" file for conversion of the meter billing units to standard units. 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.

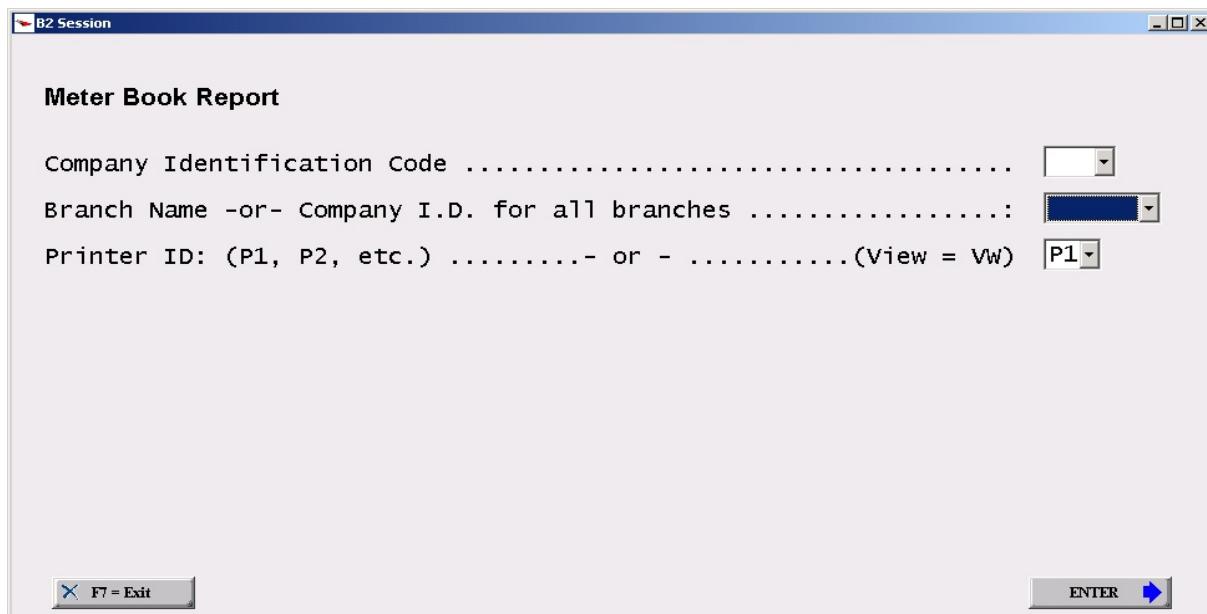
Meter Base / Minimum Charge (5.2):	(Right Justified Numeric Amount - Optional Entry) Enter the dollar amount of either the meter base charge or the meter minimum charge if either is applicable. If left blank the system will use the value in the supervisor as the base or minimum charge.
Meter Base/Minimum:	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.
<p>Note: (1) <i>The meter billing reading cannot be left blank. If the reading is zero then either add or subtract one to the reading.</i></p> <p>(2) <i>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.</i></p>	
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.
<i>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.</i>	
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. ie .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).

8 Meter Reader Menu:



1. Print / View Meter Reading Books



Procedure called: METRBK

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

Report:

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.

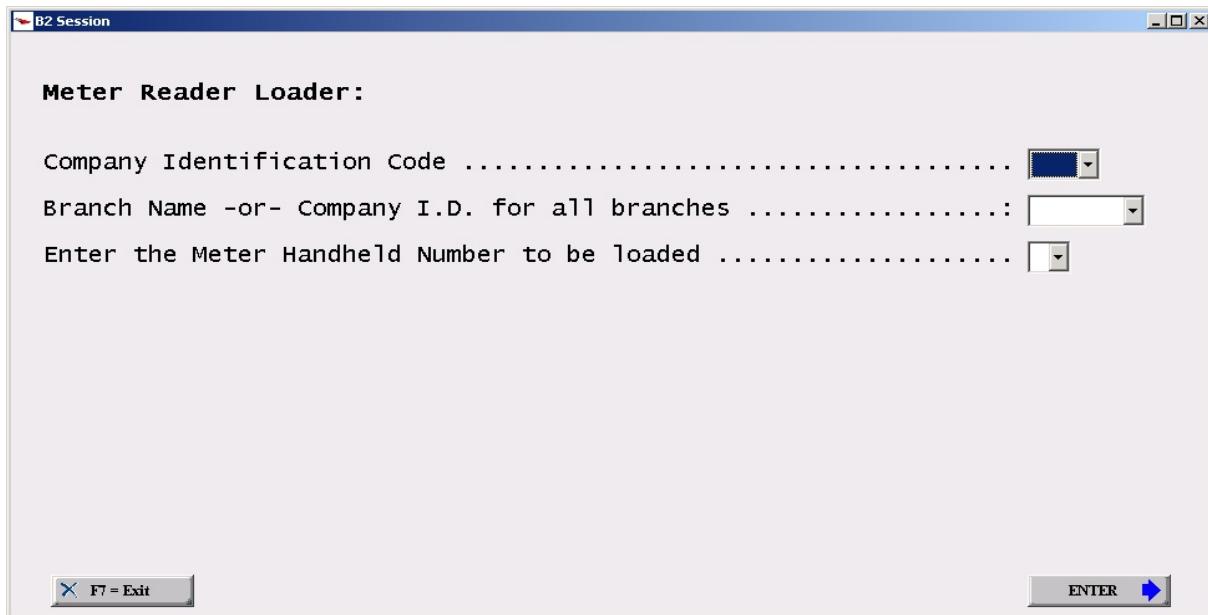
B205PLAN.119 - WordPad

File Edit View Insert Format Help

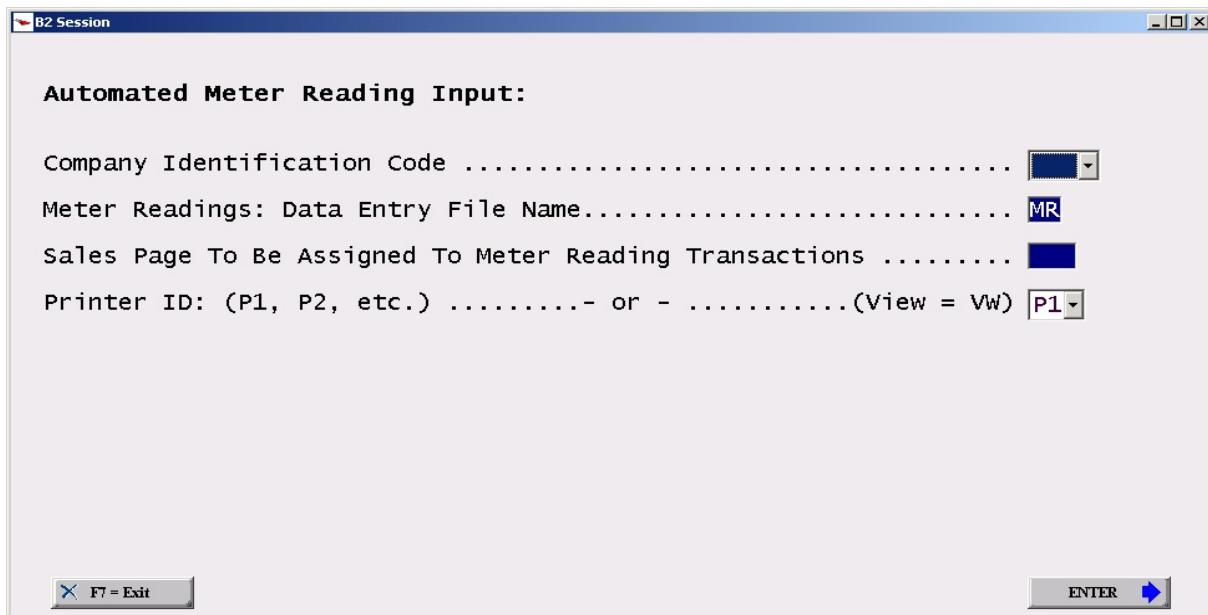
PROpane CENTRAL, L.L.C. Branch 1 Book Read By: Date: / /

Seq	Customer	Directions	Account#	Reading	Prev	Meter#
				Percent	Size	Tank#
0000	COLLINS, TIMOTHY 151 N POWERS RD, LOT B SALINA		62035	_____	15969	5839300
			62035	____%	500	659
0000	HATFIELD, RONALD 7224 W COLT #18 SALINA		36056	_____	43239	6441059
			67992	____%	500	703779
0000	THE DOG HOUSE 106 N NELSON BENNINGTON	METER CUSTOMER 7/26/04 3784.8 METER READING	86191	_____	32748	6441054
0000	ROMM CHIROPRACTIC 104 N NELSON BENNINGTON	METERED CUSTOMER AS OF 3-28-2004 1795.7 METER READING	73322	_____	14956	6441051
			73322	____%	500	9SE143363
*= Enter tank percentage			Book	Totals:	4	106912
For Help, press F1						

2. Export Meter Reading Books



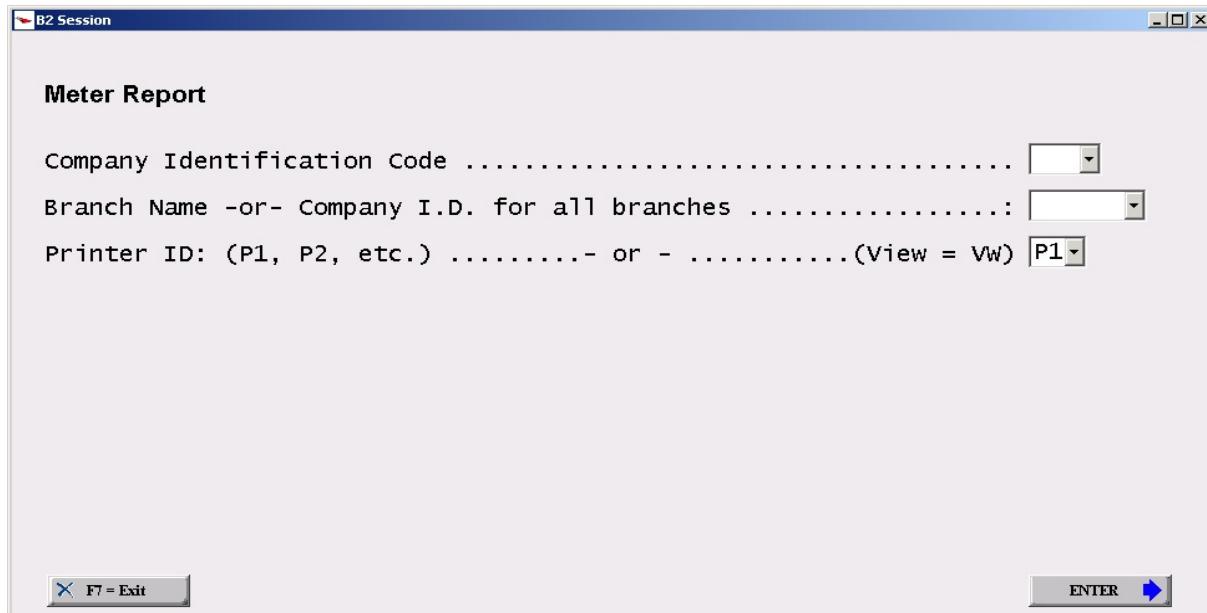
3. Import Meter Reading Books



9 Print Meter Reports:

Procedure called: METRPT

Purpose: This procedure prints a report of all meters in the order of the tank number they are assigned to.



Report: The report is organized by tank number and includes the meter number, branch-account number assigned to, date, meter reading, unit of issue, gallons billed, size of the tank attached to, date, percent, gas used, gain/(loss), meter efficiency and book inventory.

Meter Report

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 subtotalized / 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.

Your Company Name, Inc.		Branch 3		Meter Report as of 9/15/XX						Printed: 02/24/XX		
Meter Nr	Br-Account	Date	Meter Reading	Gallons Billed	Tank Nr	Size	Date	Pct	Gas Dlvd	Gain / (Loss)	Meter Efficiency	Book Inventory
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
								H2	I2			M

Please refer to the next page for a full description of the information in each column listed by column legend.

Meter Report Descriptions:

Legend	Description
A	Asterick 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 <i>bench date</i> (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 <i>Meter Bench Date</i> .
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 (ie. 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...

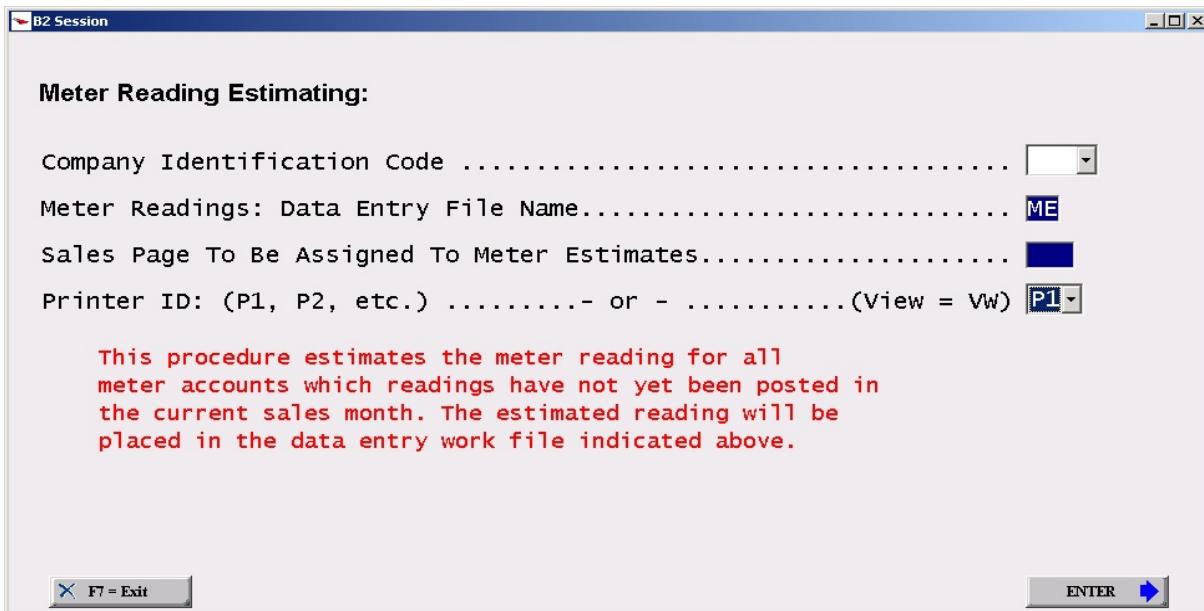
$$\text{GALLONS USED} = \text{GDSB} + \text{IA} \text{ where } \text{IA} = \text{TS} * (\text{PCTB} - \text{PCTL})$$

GDSB = Gallons delivered since bench
 IA = Inventory Adjustment
 TS = Tank Size
 PCTB = Percent Full recorded at bench
 PCTL = Percent Full at last reading

10 Print Meter Reading Estimates:

Procedure: METEST

Purpose: 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.



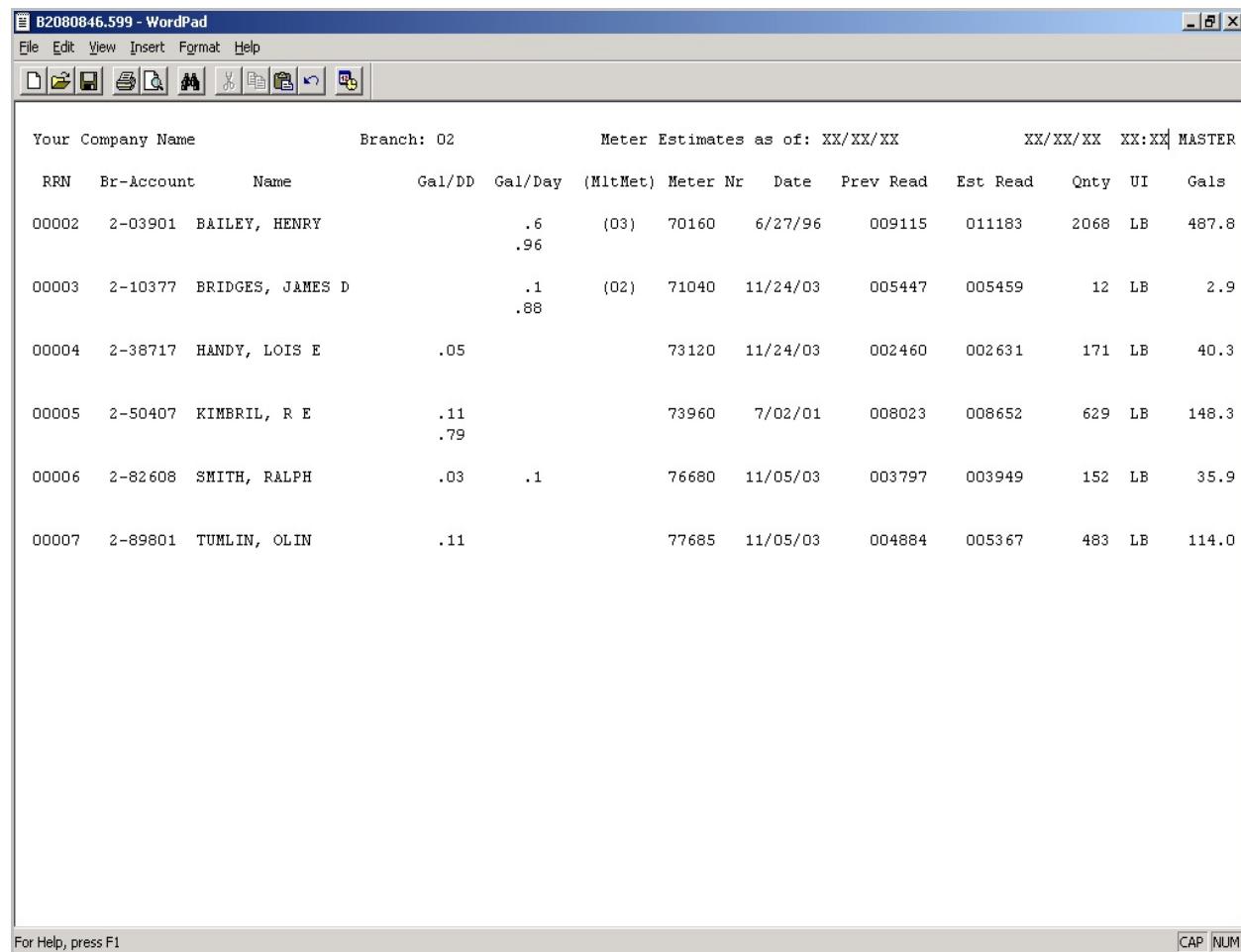
- (1) Run the meter estimating procedure by completing the menu options and pressing {ENTER}:
 - (a) Designating the name of a separate meter estimating workfile to be created. The default is "ME".

CAUTION: Do not select the workstation ID of existing data entry transactions because the procedure will replace any existing transactions with a new workfile.
 - (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.

NOTE: If the METEST procedure is rerun, it will replace any existing "ME" workfile

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

For a full explanation of meter estimating, see Special Features.



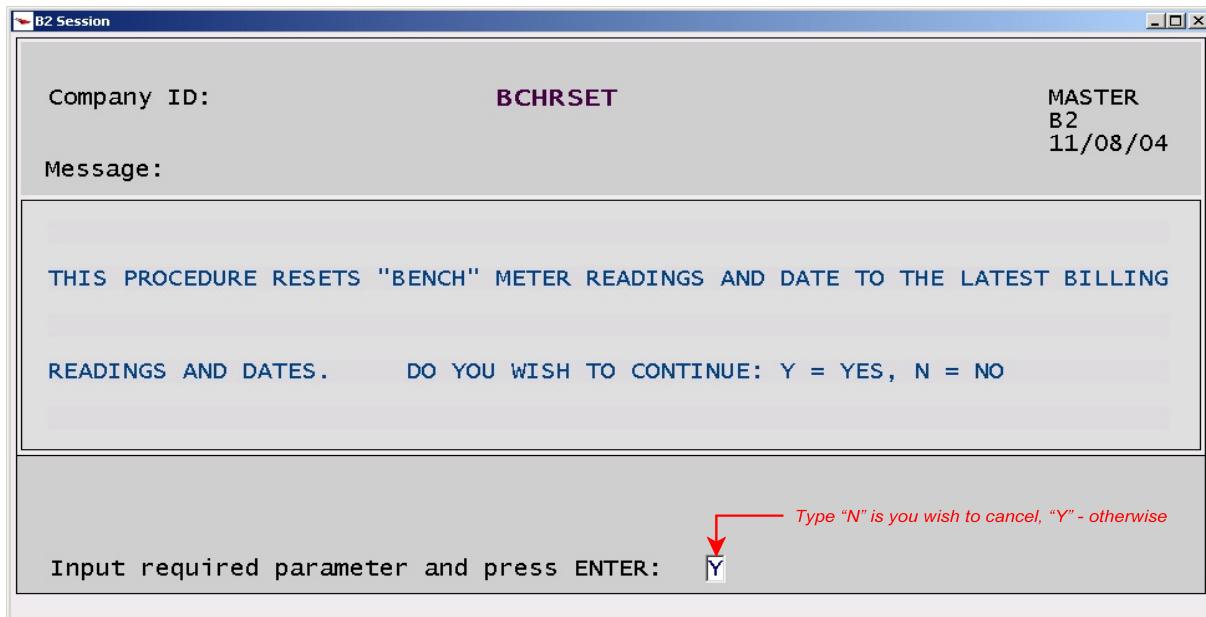
Your Company Name			Branch: 02		Meter Estimates as of: XX/XX/XX				XX/XX/XX			XX:XX	MASTER
RRN	Br-Account	Name	Gal/DD	Gal/Day	(MltMet)	Meter Nr	Date	Prev Read	Est Read	Qnty	UI	Gals	
00002	2-03901	BAILEY, HENRY		.6 .96	(03)	70160	6/27/96	009115	011183	2068	LB	487.8	
00003	2-10377	BRIDGES, JAMES D		.1 .88	(02)	71040	11/24/03	005447	005459	12	LB	2.9	
00004	2-38717	HANDY, LOIS E	.05			73120	11/24/03	002460	002631	171	LB	40.3	
00005	2-50407	KIMBRIL, R E	.11 .79			73960	7/02/01	008023	008652	629	LB	148.3	
00006	2-82608	SMITH, RALPH	.03	.1		76680	11/05/03	003797	003949	152	LB	35.9	
00007	2-89801	TUMLIN, OLIN	.11			77685	11/05/03	004884	005367	483	LB	114.0	

11 Reset Meter Bench Reading & Dates:

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.

Procedure: BCHRSET

Purpose: 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.



See the sample report on the next page

Meter Report as of X/XX/XX													Printed: XX/XX/XX	
Meter Nr	Br-Account	Date	Meter Reading	Gallons Billed	Tank Nr	Size	Date	Pct	Gas Used	Gain / (Loss)	Meter Efficiency	Book Inventory		
73960	** 2-50407	7/02/01	008023 LB		202665-36	250	1/01	83				207		
		7/02/01	008023	.0	"	"						178-		
					.0	202665-36	250	1/01	83	.0	.0	29		
76680	** 2-82608	2/26/02	003362 LB		647663	325	7/01	80				169		
		11/05/03	003797	102.6	"	"						82-		
				102.6	647663	325	11/03	52	161.0	58.4-	63%	87		
77685	** 2-89801	2/26/02	002730 LB		CUSTOMERTNK	500	6/01	75				345		
		11/05/03	004884	508.1	"	"						50-		
				508.1	CUSTOMERTNK	500	11/03	69	571.8	63.7-	88%	295		
123	2-99972	0/00/00	012345 GL		M37859	250	7/01	65				150		
		0/00/00	012345	.0	"	"								
71040	** 2-10377	2/26/02	005274 LB		"	"						1-		
		11/24/03	005447	40.8	"	"								
				40.8	M37859	250	11/03	60	92.0	51.2-	44%	149		