

This module provides the ability for the customer to import a file containing information specified by Black Mountain Software into Utility Billing that will generate a meter changeout for each account on the file. This process will update the Meter ID and copy the old one into the 'Notes' section, update the Number of Dials, Reading Units, Reading Type, Close Out Reading, Starting Read, Meter ID Length, Meter Serial Number, MXU ID, MXU Type, Latitude, Longitude and Meter Size. The customer can also add .tif images to the file, and this procedure will attach them to the corresponding accounts.

Step 1: Compare key field (Meter ID #) between import file and UB Meter ID field to determine what account each record is for. If UB has multiple Meter ID records in the Meter ID field that match the Meter ID from the import file do not change anything but produce an error sheet for duplicate records. The change out must then be produced manually, or the duplicate record problem must be resolved for later processing. If record fails at step 1 do not proceed for that record.

Step 2: Compare account information for Meter ID to determine if account contains a compound meter. These accounts will have to have the change out performed manually with the assistance of a Black Mountain Support Specialist. Add any compound meter accounts to the list of accounts that will have to be addressed manually by the client. If record fails step 2 do not proceed for that record.

Step 3: Compare Reading Units between import file and UB Reading Units field to determine if they are the same reading units (Gallons Thousands to Gallons Thousands, Gallons Hundreds to Gallons Hundreds etc.). If not the same reading units, update the Readings, Usages, Year to Date Usages, and Reading Units in UB (Both current and reading history) to match the units from the new meter reading units in the import file. Verify step 3 has been accomplished for that record before moving to step 4, if step 1 or 2 fails, produce a report of failed records and do not proceed on those accounts.

Step 4: Copy out the old Meter ID, Meter ID Length, Meter Serial Number, Read Type, MXU ID, MXU Type, and Number of Dials from the Water Meter Screen in UB to the comments field on the front page of the account screen.

Step 5: Copy the Meter ID, Meter ID length, MXU ID, MXU Type, Meter Serial Number, Read Type, and Number of Dials from the file provided into the Water Meter Screen in UB populating the correct fields with the data.

Step 6: Automate a Meter Change Out for each account. Enter the Final Read for the old meter and the Starting Read for the new meter. Do not enter the current read for the new meter as that will be supplied by their reading device for the current AP.

*After initial installation, changes or additional development to the AMR Meter Change Out file can result in additional fees. A cost estimate can be requested at that time.