

Policy: CS-06-13

Policy Title: Procedure for Entering New Residential Meter Sets in Key Billing

Policy Purpose: Set forth guidelines for the procedure

Implementation Date: 03/17/2006

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## **TOWN OF WESTFIELD PUBLIC WORKS DEPARTMENT**

### **Procedure for Entering New Residential Meter Sets in Key Billing**

The process for setting new residential meters begins when the contractor who has installed the water line calls in to schedule an inspection. The inspection/meter set work-order is turned in once the lateral has been inspected and the meter is set. Once this information has been scanned and entered into the water/sewer database it is forwarded to the billing clerk for the account to be set up in billing. The billing clerk has cycle binders that are broken down by subdivision and lot number. Next to the address is the sequence number the meter will be read in.

#### **STEPS FOR ENTERING THE METER SETS IN KEY BILLING**

Look up Account number, book number, route number and sequence number and record on the bottom of the meter set sheet

From **Key Billing Main Menu** go to **Admin** and **drop menu**

Click on **Add Customer**

Enter **the new 9 digit account number** and **hit enter**

Enter **book number** then **enter**

Enter **Route number** do not hit enter

Enter **Builder Name** in the **Last name position**

Tab twice enter **service address number** then tab

Enter **direction** (N,S,E or W) if the address has one, otherwise **tab**

Enter **street name** being sure to use appropriate abbreviations

**Tab**; this will put the service address in "Add 1"

**Delete** the address in "Add 1" and enter the **builder's mailing address, tab**

Enter **City, tab**, enter **state, tab**, enter **zip code, tab**

Enter **telephone number, tab** – this will put the cursor in "owner"

Click on "**add codes**" North Residential: T=1; W=J ; X= 1; S(Sewer)=J; P=1

South Residential: T=1; W=1; X=1; S(Sewer)=U; P=1

Click on **Update Codes**, click on **add readings**

Hit **tab** once, this will take you to "**Reading Date**"; enter **meter set date** (MM/DD/YY)

Click on **return**, click on "**Add Meter Data**"

Enter **touch number** from sheet as **meter number** then **tab**

Enter **pit location** then **tab**, enter **installed date** (MM/DD/YY)

**Tab** through to **Mfg**; enter **S**

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