



SSCI - Meter Readings - (All Readings & Correct Readings)

Load readings into system: Now run the following:

- 1) **List Readings/Usages Report** - (Shows All current readings and usages entered)
Check dates read, Check totals – readings, accounts and usage – Compare with last month *
Make sure that the total # of accounts are read!!!!

- 2) **Check Usage Report** - Check for wrong reads. Mis-typed, high/low, water leaks and more..
Check (No meters entered first) - checking for meters missing readings
Check (Zero Usage) - All accounts with 0 usage – did the meters get read?
Enter % Variance from Last month – Enter 150 – show accounts 150 Higher or lower than last month - Check these accounts
Enter % Variance from Average - Enter 150 – Shows Accounts 150 higher/ Lower from a 12 month average. – Check these accounts.

- 3) **Rerun – List Readings/Usage report** - Make sure all is correct before calculating bills
 - You must review reading data several times to make sure every meter got read and that there is no high bills of \$100,000 or more (Meter flip over to 0)
 - Make your Meter Readers Recheck the meters and check to see if meters are working correctly
 - IF you do find high reading usage call the customer to let them know they have high usage.

- 4) **If you still found a mistake after calculating bills - We can individually delete that bill and rerun with new readings. Call SSCI to help you do this.**
 - Spending some time in reviewing your readings will help you get better billings.
 - You can also check in customer history to summaries and see Average Usage for Water to compare.

Options – Rerun List readings and Save as an excel –

- 1) Then run conditional formatting in excel – put in colors and the report will show usages in colors - great report for the board to review
- 2) Data Analytics - Store all readings and data by years and create a database to review trends and etc.. Use third party software to analyze the data

