

## Estimating Meter Readings

There are two ways to **estimate meter readings**. Keep in mind that estimating meter readings will automatically put a bill note #8 on the customer account. You can change the message that will show on the bills of the estimated customers by going to Main Menu...Setup Company Information...Lookup/Change a Bill Note and changing (or removing) the message in box #8.

You can estimate all unread meters by going to Alternate Menu and selecting Estimate Unread Meters. This will give you 4 options for calculating estimated readings. Select the option you would like to use and click Begin Estimate. Make sure you have entered (or processed) all of the readings that you have for the month before estimating unread meters.

You can estimate a single account from the enter meter readings screen (main menu...enter meter readings). In the Enter New Reading box, you can type EST and press Enter. The system will generate an estimated reading on that account. This is a seasonal estimate which consists of an average of last month, this month last year and the 12-month average on the account.