

## EDIFICE Flat Imports Instructions

EDIFICE has the ability to generate flat charges for billing items that do not have readings. For example, a sprinkler doesn't have a reading associated with it, but it should be billed. You can use the flat import process to create transactions for these types of items. The charges are generated based on the transaction codes in the billing profile associated with the connections and the locations. These instructions explain the flat import process.

**Note:** A meter source and a meter import that controls the flat import process must be set up. For assistance, please contact NDS Support at 1-800-649-7754.

### Import Readings/Create Transactions

Use this routine to import and create the billing transactions for flat fee items.

Go to **Daily Work** → **Billing** → **Meter Communications** → **Import Readings/Create Transactions**. Or, click **Import Readings/Create Transactions**  on the control panel.

This routine will perform the Meter Import

Control Records  
 Source: RESIDENTIAL Meter Import: RESIDENTIAL

Import  
 Source File: SKIPIMPORT  
 Meter Import: Other  
 Last Imported: Fri Apr 19 09:42:13 EDT 2019

Convert  
 Meter Dates ID: DATES  
 Service From Date:  
 Service To Date:  
 Discount Date:  
 Prorate Date:  
 Collect Report

Book Numbers  
 0001  
 0002  
 0003

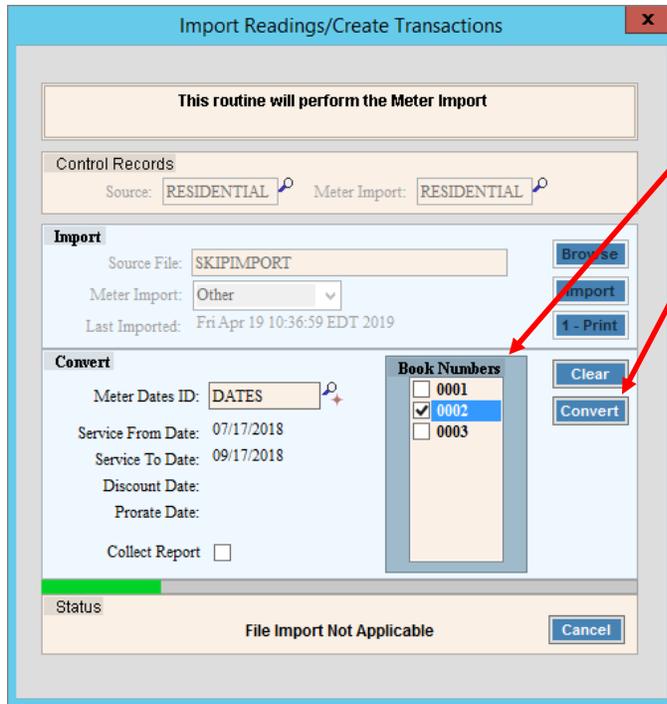
Status

Select the Meter Source and Meter Import for the flat import.  
 Click IMPORT.

A message **File Import Not Applicable** displays.

Next, enter the billing dates for the flat imports. To do this, click **Fast Maintenance**  by the meter date ID and the following window displays.

Change the service from and to dates to be the service dates for the billing period.  
Then, click **Save**.



Click to check the book or books to be imported.

Then, click **Convert**.

Processing messages display as the convert completes.

Exceptions can occur if customers have usage items as well as flat items. If exceptions occur, the **Exception Report icon**  displays.

Click  and review the list to make sure that the appropriate flat charges generated.

### Print the Meter Import Journal

Print the journal to proof the import transactions and verify the flat amounts.

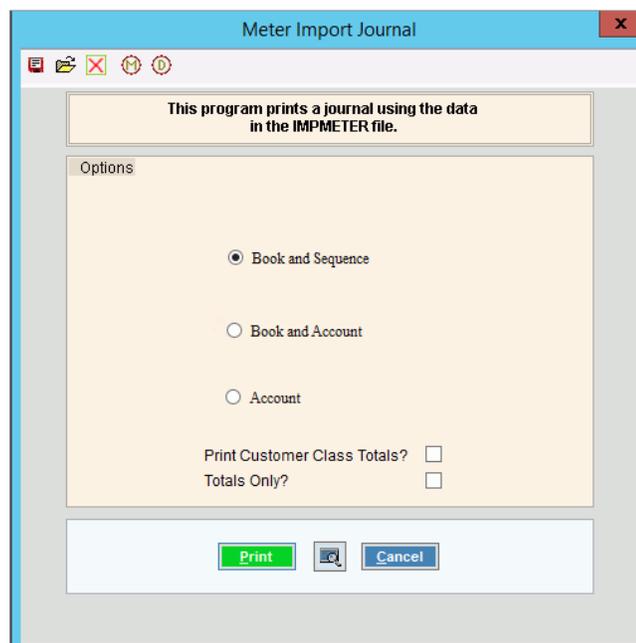
Go to **Daily Work** → **Billing** → **Meter Communications** → **Print Journal**.

Or, click **Journal**  on the control panel.

Choose the sort option.

Choose if you want customer class totals or totals only without detail.

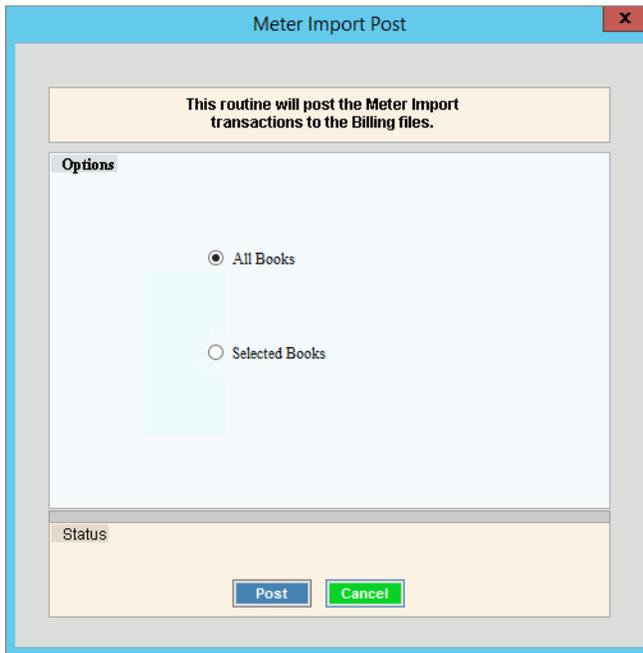
Click **Print** or **Print View** to view to the screen.



## Run Import Post

Run the Import Post to move the import transactions into the billing transaction file. Later when the Billing Post is run, these transactions will update the customer balances.

Go to **Daily Work** → **Billing** → **Meter Communications** → **Import Post**. Or, click **Import Post**  on the control panel.



Choose to post selected books or all books.

If selected books was chosen, the book list displays where you can select the books to post.

Then, click **Post**.

When the Meter Import Post successfully completes, this message displays:

**Post Complete Successful**

### Important:

- If a message similar to this displays:

```
WARNING: Found 1 existing transactions.
-----
Customer : 000001080850 Service : 1
```

This indicates that a customer with a flat import transaction already has another transaction in the billing transaction file. In this case, the flat transaction *is not posted* to the billing transaction file to avoid potentially creating duplicate charges. If the flat transaction should be included, then it can be manually entered in Bill Entry.

- After the Import Post completes, you can run the billing edit journal for the books that were selected in the Import Readings/Create Transactions routine. Use this journal to verify that the flat charge transactions were moved over to the billing transaction file.