

# How to Create Meter Account

Here are the steps on adding meter account record:

1. Go to **Meter Billing > Meter Account** and click **New** button.

Meter Account

New Save Delete Undo Close

Details Comments Attachments (0) Audit Log (0)

Customer Price

Location Consignment Group

Terms Company Location

+ Insert X Remove View Filter (F3)

Key/Meter No.	Item	Worksheet Seq	Meter Customer Id	Meter #/Fueling Point	Meter Product No.	Last Meter Reading	Last Total Sales Dollar
01	MB-Item 001	WS-01	MC-01	M#-01	MP#-01	10.000	10

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2. Select Customer from Customer combo box.
3. Select Customer Location from Location combo box.
4. Select Terms from Terms combo box.
5. Select Price either Gross or Net.
- > When Gross is selected, Net will be recomputed based on the entered value on Gross field of Meter Reading.
- > When Net is selected, Gross will be recomputed based on the entered value on Net field of Meter Reading.
6. Select Consignment Group from Consignment Group combo box.
7. Select Company Location from Company Location combo box.
8. Enter the grid details. Refer to [Meter Account](#) | Field Description | Grid Details to help you in filling out the fields.

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9. Click **Save** button.