

# 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.

The screenshot shows the 'Meter Account' form in 'New' mode. The form is empty, showing fields for Customer, Location, Terms, and Price, and a grid for meter details.

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.

The screenshot shows the 'Meter Account' form in 'Edited' mode. The form is filled with data, including Customer (Apple Spice Sales), Location (Chicago Terminal), Terms (Due on Receipt), and Price (Gross). The grid contains one row with meter details.

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

9. Click **Save** button.