

# How to Create Meter Reading

Here are the steps on adding meter reading record:

1. Make sure that Meter Account for selected customer location is created. To create Meter Account, refer to [How to Create Meter Account](#). Sample Meter Account to use:

The screenshot shows the 'Meter Account' window with the following details:

- Customer: Apple Spice Sales
- Location: Chicago Terminal
- Terms: Due on Receipt
- Price: Gross
- Consignment Group: Test Group A
- Company Location: 0001 - Fort Wayne

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	0.000	0.00
02	MB-Item 002	WS-02	MC-02	M#-02	MP#-02	0.000	0.00

2. Go to **Meter Billing > Meter Readings** and click **New** button.

The screenshot shows the 'Meter Readings' window with the following details:

- Transaction No: Created on Save
- Customer: Apple Spice Sales
- Location: Chicago Terminal
- Company Location: 0001 - Fort Wayne
- Transaction Date: [Date Picker]
- Invoice Comment: [Text Field]

Key	Item	Gross Price	Net Price	Last Reading	Current Reading	Qty Sold	Last Dollars	Dollars Owed	Current Dollars	Dollars Sold	Dollars Difference
01	MB-Item 001	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	MB-Item 002	1.25	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

3. Select Customer from Customer combo box. Location and Company Location will get populated based on the selected Customer Meter Account.

The screenshot shows the 'Meter Readings' window with the following details:

- Transaction No: Created on Save
- Customer: Apple Spice Sales
- Location: Chicago Terminal
- Company Location: 0001 - Fort Wayne
- Transaction Date: [Date Picker]
- Invoice Comment: [Text Field]

Key	Item	Gross Price	Net Price	Last Reading	Current Reading	Qty Sold	Last Dollars	Dollars Owed	Current Dollars	Dollars Sold	Dollars Difference
01	MB-Item 001	1.00	1.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
02	MB-Item 002	1.25	1.25	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

4. Enter Transaction Date or select from date picker.
5. Enter Invoice Comment which will reflect on the Invoice transaction once meter reading is posted.

6. Enter Current Reading. Qty Sold and Dollars Owed will be automatically filled in with the computed value. Refer to [Meter Reading](#) | Field Description | Grid Details to know how the field is being computed.

Meter Readings -

New Save Delete Undo Post Close

Details Comments Attachments (0) Audit Log (0)

Transaction No Created on Save Company Location 0001 - Fort Wayne

Customer Apple Spice Sales Transaction Date 6/14/2017

Location Chicago Terminal Invoice Comment IC-01

View Item View Invoice View Filter (F3)

Key	Item	Gross Price	Net Price	Last Reading	Current Reading	Qty Sold	Last Dollars	Dollars Owed	Current Dollars	Dollars Sold	Dollars Difference
<input type="checkbox"/>	01 MB-Item 001	1.00	1.00	0.00	10.00	10.00	0.00	10.00	0.00	0.00	10.00
<input checked="" type="checkbox"/>	02 MB-Item 002	1.25	1.25	0.00	10.00	10.00	0.00	12.50		0.00	12.50

20.00 0.00

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7. Enter Current Dollars. Dollars Sold and Dollars Difference will be automatically filled in with the computed value. Refer to [Meter Reading](#) | Field Description | Grid Details to know how the field is being computed.

Meter Readings -

New Save Delete Undo Post Close

Details Comments Attachments (0) Audit Log (0)

Transaction No Created on Save Company Location 0001 - Fort Wayne

Customer Apple Spice Sales Transaction Date 6/14/2017

Location Chicago Terminal Invoice Comment IC-01

View Item View Invoice View Filter (F3)

Key	Item	Gross Price	Net Price	Last Reading	Current Reading	Qty Sold	Last Dollars	Dollars Owed	Current Dollars	Dollars Sold	Dollars Difference
<input type="checkbox"/>	01 MB-Item 001	1.00	1.00	0.00	10.00	10.00	0.00	10.00	10.00	10.00	0.00
<input checked="" type="checkbox"/>	02 MB-Item 002	1.25	1.25	0.00	10.00	10.00	0.00	12.50	12.50	12.50	0.00

20.00 22.50

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8. Click **Save** button.