

How to Unpost a Meter Reading

When you unpost a meter reading, the system will reverse the posted entries in your sales invoice with the data from the meter reading. This gives you a way to make a correction on the posted transaction at a later time. Note that you are not allowed to unpost a meter reading that has been fully or partially paid in invoice side.

Here's the steps to unpost Meter Reading:

- 1. Open the Meter Reading record that you wish to unpost.
- 2. Click the **Unpost** toolbar button.

Meter Readings - MR-8

NewSaveDeleteUndoUnpostClose

DetailsCommentsAttachments (0)Audit Log (1)

Transaction NoMR-8Company Location0001 - Fort Wayne

CustomerApple Spice SalesTransaction Date6/14/2017

LocationChicago TerminalInvoice CommentIC-01

View ItemView InvoiceViewFilter (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	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	0.00

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