

# How to Post Meter Reading

When you post a meter reading, the system will update your sales invoice with the data from the meter reading. Once the Invoice transaction is already posted, you cannot alter the information for that transaction without [unposting](#) it first.

Below are the steps on posting a meter reading:

- 1. Create a Meter Reading record through [How to Create Meter Reading](#).
- 2. Click **Post** toolbar button.

The screenshot shows the 'Meter Readings - MR-8' window. The toolbar at the top includes buttons for New, Save, Delete, Undo, **Post**, and Close. The 'Post' button is highlighted in orange. Below the toolbar, the 'Details' tab is active, showing fields for Transaction No (MR-8), Company Location (0001 - Fort Wayne), Customer (Apple Spice Sales), Transaction Date (6/14/2017), Location (Chicago Terminal), and Invoice Comment (IC-01). A table below lists items with columns: Key, Item, Gross Price, Net Price, Last Reading, Current Reading, Qty Sold, Last Dollars, Dollars Owed, Current Dollars, Dollars Sold, and Dollars Difference. Item 02 is selected. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

- 3. Once posted, an Invoice will be created and can be viewed by selecting grid line item and hitting **View Invoice** button.

The screenshot shows the 'Invoice - Apple Spice Sales' window. The toolbar at the top includes buttons for New, Save, Search, Delete, Undo, Print, Add Shipment, Email, Duplicate, Unpost, Recurring, and Close. The 'View Invoice' button is highlighted in orange. Below the toolbar, the 'Details' tab is active, showing fields for Source (Meter Billing), Location (0001 - Fort Wayne), PO No (SI-235), Invoice No (SI-235), Type (Invoice), Bill To (Apple Spice Sales), Freight Term, Deliver/Pickup (Pickup), Customer (Apple Spice Sales), Ship To (Chicago Terminal), Ship Date (6/14/2017), Currency (AUD), Accrual (1), Invoice Date (6/14/2017), Ship Via, Salesperson, Comments (IC-01), Post Date (6/14/2017), Ship Via, Contact (Tom Green), and Account (12000-0000-000). A table below lists items with columns: Scale Ticket No., Customer Reference, Item No., Contract No., Sequence, Description, Customer Storage, Ordered, Order UOM, Shipped, UOM, and Discount %. Item 02 is selected. The bottom status bar shows 'Posted' and 'Page 1 of 1'.

Notice that once you have posted the meter reading, the Post button label will be replaced by **Unpost** button. This gives you the option to [unpost](#) the Posted transaction in case you need to make a change.