

# How to Delete Meter Reading

- 1. Open the Meter Account you wish to delete. Take note that newly saved and unposted Meter Reading records can only be deleted.
- 2. Click the **Delete** toolbar button.

Meter Readings - MR-8

NewSaveDeleteUndoPostClose

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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- 3. Click **Yes** on the confirmation message.