

# 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.

**Meter Readings - MR-8**

New Save Delete Undo **Post** Close

Details Comments Attachments (0) Audit Log (1)

Transaction No. MR-8 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
01	MB-Item 001	1.00	1.00	0.00	10.00	10.00	0.00	10.00	10.00	10.00	0.00
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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- 3. Once posted, an Invoice will be created and can be viewed by selecting grid line item and hitting **View Invoice** button.

**Invoice - Apple Spice Sales**

New Save Search Delete Undo Print Add Shipment Email Duplicate Unpost Recurring Close

Details Prepays and Credit Memos Instructions Payments (0) Attachments (0) Audit Log (2) Activities (0) Unpost Preview Post History

Source Meter Billing Recurring Location 0001 - Fort Wayne PO No Invoice No SI-235

Type Invoice Bill To Apple Spice Sales Freight Term Deliver/Pickup Pickup Split

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 Contact Tom Green Account 12000-0000-000

Insert Open Quality Add Recipe Get Previous Details Pricing View Filter (F3)

Scale Ticket No.	Customer Reference	Item No.	Contract No.	Sequence	Description	Customer Storage	Ordered	Order UOM	Shipped	UOM	Discount %
		MB-Item 001 D...			MB-Item 001 D...		0.00	10.00	Gallon	0.00%	
		MB-Item 002 D...			MB-Item 002 D...		0.00	10.00	Gallon	0.00%	

Bill To Apple Spice Sales 16125 Alta Drive Fort Wayne, IN 46803 United States Item On Hand Committed Terms Due on Receipt 0.00 Disc. Available Due Date 6/14/2017 Disc. Taken 0.00

Ship To Chicago Terminal Morton Grove, IL 60053 United States

Subtotal 22.50 Shipping 0.00 Tax 0.00 Total 22.50 Amount Received 0.00 Amount Due 22.50

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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.