

# Inventory Setup

Last Modified on 01/29/2026 3:26 pm EST

## Remote Tank Monitors

Remote Tank Monitors must exist in the Tank and Meter Inventory program before they can be applied to a customer tank.

1. Navigate to Main Menu / Tank and Meter Inventory Menu / Tank/Meter Maintenance.
2. Press **Ctrl+C** to create new monitor.
3. Enter M for Monitor\Meter in Type column.

Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status
Tank	1	P	PROPANE	DB#1	250.00	In
Meter	1	12	OTODATA	7899983		Out
Meter	1	8	CENTERON	C44566		Out
Meter	1	9	PEDIGREE	P33255		At Customer
Meter	1	10	SILICON	S68963		Out
Meter	1	11	ENERTRAC	E699		At Customer
Meter	1	9	PEDIGREE	PS98977		Out
Meter	1	12	OTODATA	123456789		Out
Tank	1	P	PROPANE	889JU	500.00	Out
Meter	1	3	CUBIC FT X 100	A78965		Out
Tank	1	C2	20# Cylinder	20# CYLINDER	1.00	In
Tank	1	P	PROPANE	223366	500.00	Out
Tank	1	P	PROPANE	224455	500.00	Out
Tank	1	P	PROPANE	J12233	500.00	Out
Tank	1	P	PROPANE	J2233	500.00	Out
Tank	1	P	PROPANE	PP	250.00	In
Tank	1	P	PROPANE	908766	250.00	Out
Tank	1	P	PROPANE	DDLOO	250.00	Out
Tank	1	P	PROPANE	99887	250.00	Out
Meter	1	7	WESROC	ABC123		In
Meter	1	7	WESROC	ABC234		At Customer
Meter	1	7	WESROC	ABC345		In
Meter	1	7	WESROC	ABC456		Out
Meter	1	9	PEDIGREE	PED123		In

**Additional Info**

Division Number	ABC PROPANE COMPANY
Purchase Date	00/00/00
Purchase Amount	\$0.00
Manufactured By	
Manufactured Date	00/00/00

**Additional Info**

Location Number	1
Year tank Painted	1973
Type of Paint	
Est Gals in Tank	0.00
Tank Underground?	<input type="checkbox"/>
Master RRN	2

4. Enter the Div number.
5. Select the Meter Type for this field such as Otodata or Wesroc.
6. The Description will automatically display based on the Meter Type chosen.
7. Enter the Serial Number.
8. In the lower section, enter the Purchase Date (if available), Manufactured By, and Manufactured Date.
9. Select a Location Number.
10. Press **Ctrl+Q** to save the entry.
11. For more than one entry, press the Down Arrow key. This will duplicate the previous entry only requiring a new serial number to be entered.

## Consumption Meters

Meters must exist in the Tank and Meter Inventory program before they can be applied to a customer tank.

1. Navigate to Main Menu / Tank and Meter Inventory Menu / Tank/Meter Maintenance.

2. Press **Ctrl+C** to create new monitor.
3. Enter **M** for **Monitor\Meter** in **Type** column.

<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">3</span> Status (Everything In,Out,Sold,Not in Svc,At Cust,Destroyed,Lost/Stolen) <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">4</span> Type (All, Meters, Tanks) <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">5</span> Division (blank for all) <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">6</span> Location (blank for all) <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">7</span> Refresh Inventory								
Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">8</span> Save and enter another <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">9</span> User Defined <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">10</span> View History <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">11</span> Enter Repairs <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">12</span> Save <span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">13</span> Exit	
Tank	1	P	PROPANE	DB#1	250.00	In	<span style="border: 1px solid red; border-radius: 50%; padding: 2px 5px; margin-right: 5px;">14</span> * indicates that this is an underground tank Last Changed by, on, at: SHANNON (06/10/16 08:48)	
Meter	1	12	OTODATA	7899983		Out		
Meter	1	8	CENTERON	C44566		Out		
Meter	1	9	PEDIGREE	P33255		At Customer		
Meter	1	10	SILICON	S68963		Out		
Meter	1	11	ENERTRAC	E699		At Customer		
Meter	1	9	PEDIGREE	PS98977		Out		
Meter	1	12	OTODATA	123456789		Out		
Tank	1	P	PROPANE	889.U	500.00	Out		
Meter	1	3	CUBIC FT X 100	A78965		Out		
Tank	1	C2	20# CYLINDER	20# CYLINDER	1.00	In		
Tank	1	P	PROPANE	223366	500.00	Out		
Tank	1	P	PROPANE	224455	500.00	Out		
Tank	1	P	PROPANE	J112233	500.00	Out		
Tank	1	P	PROPANE	J2233	500.00	Out		
Tank	1	P	PROPANE	PP	250.00	In		
Tank	1	P	PROPANE	908766	250.00	Out		
Tank	1	P	PROPANE	DDLOO	250.00	Out		
Tank	1	P	PROPANE	99887	250.00	Out		
Meter	1	7	WESROC	ABC123		In		
Meter	1	7	WESROC	ABC234		At Customer		
Meter	1	7	WESROC	ABC345		In		
Meter	1	7	WESROC	ABC456		Out		
Meter	1	9	PEDIGREE	PED123		In		

  

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">           Additional Info            Division Number: ABC PROPANE COMPANY            Purchase Date: 00/00/00            Purchase Amount: \$0.00            Manufactured By: <input type="text"/>            Manufactured Date: 00/00/00         </div>	<div style="border: 1px solid #ccc; padding: 5px;">           Additional Info            Location Number: 1 AVON PROPANE PLANT            Year tank Painted: 1973            Type of Paint: <input type="text"/>            Est Gals in Tank: 0.00            Tank Underground: <input type="checkbox"/> Master RRN: 2         </div>
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4. Enter the **Div** number.
5. Select the **Meter Type** for this field.

**Note:** Elevation Code Adjustment pertains to all meter types and could have an adjustment. For more information see [Elevation Code Setup](#).

Cubic Read = the new meter read - last billed meter read.

1. Type 1 Cubic Foot = Cubic Read x 10 / 36.39 = # of Gallons x Price
2. Type 2 Cubic Meter = Cubic Read x 35.31466 / 36.3907 = # of Gallons x Price
3. Type 3 Cubic Foot = Cubic Read x 100 / 36.39 = # of Gallons x Price
4. Type 4 Gallons = # of Gallons x Price
5. Type 5 Cubic Foot = Cubic Read x 100-11" System = 2.842696 gallons per 100 cubic ft
6. Type 6 Cubic Foot = Cubic Read x 100-2 PSI = 3.128426 gallons per 100 cubic ft

6. The **Description** will automatically display based on the **Meter Type** chosen.
7. Enter the **Serial Number**.
8. In the lower section, enter the **Purchase Date** (if available), **Manufactured By**, and **Manufactured Date**.
9. Select a **Location Number**.
10. Press **Ctrl+Q** to save the entry.
11. For more than one entry, press the **Down Arrow** key. This will duplicate the previous entry only requiring a new serial number to be entered.