

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	DE#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	E899		At Customer
Meter	1	9	PEDIGREE	PS98977		Out
Meter	1	12	OTODATA	123456789		Out
Tank	1	P	PROPANE	889J	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

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? ☐

Master RRN: 2

* indicates that this is an underground tank

Last Changed by, on, at: SHANNON (06/10/16 08:48)

Save

Save and enter another

User Defined

View History

Enter Repairs

10 Save Exit

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.

The screenshot shows a software interface for managing tanks and meters. At the top, there are dropdown menus for 'Type (All, Meters, Tanks)' set to 'All' and 'Status (Everything In, Out, Sold, Not in Svc, At Cust, Destroyed, Lost/Stolen)' set to 'Everything'. There are also input fields for 'Division (blank for all)' and 'Location (blank for all)', both set to '0'. A 'Refresh Inventory' button is on the right.

Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status
Tank	1	P	PROPANE	DE#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	E899		At Customer
Meter	1	9	PEDIGREE	PS98977		Out
Meter	1	12	OTODATA	123456789		Out
Tank	1	P	PROPANE	889JJ	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	J22233	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? ☐ Master RRN: 2

Buttons: Save, Save and enter another, User Defined, View History, Enter Repairs, Save, Exit.

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.