

Meter / RTM

Last Modified on 01/29/2026 3:54 pm EST

To attach a meter to a tank:

1. From the Master Menu, select **Customer Menu**.
2. Choose **Customer Maintenance**.
3. On the *Customer Maintenance* window, select **Tank Info**.
4. On the *Tank Information* window, choose **Set Up Meter/RTM**.

A vertical menu with six buttons: 'User Defined Fields', 'Change Inv Status', 'Inventory Hist', 'Set Up Meter/RTM' (highlighted with an orange border), 'Regulator Info', and 'Split Bill'.

5. On the *Tank/Meter Maintenance* window, select a meter from the list and choose **Select**. If the meter serial number is not listed, create it by pressing **CTRL+C** and then enter the required information. Press **CTRL+Q** to save the record, and select the new meter. Choose **Select**.

The screenshot shows a window titled 'Tank/Meter Maintenance'. It contains a table with columns: Type, Div, Meter Type, Description, Serial Number, Tank Capacity, and Inventory Status. Below the table are two sections for 'Additional Info' with input fields for Division Number, Purchase Date, Purchase Amount, Manufactured By, Manufactured Date, Location Number, and Master RRN. On the right side, there are buttons for 'User Defined', 'View History', 'Select', 'Save', and 'Exit'. A status bar at the top right indicates 'Last Changed by, on, at: [user] (08/01/19 16:44)'.

Type	Div	Meter Type	Description	Serial Number	Tank Capacity	Inventory Status
Meter	1	12	OTODATA	88776		In
Meter	1	12	OTODATA	9987		In
Meter	1	7	WESROC	ABC123		In
Meter	1	7	WESROC	ABC345		In
Meter	1	9	PEDIGREE	PED123		In
Meter	1	10	SILICON	SIL111		In
Meter	1	7	WESROC	WES2201		In
Meter	1	7	WESROC	WES2202		In
Meter	1	7	WESROC	WES332211		In
Meter	1	7	WESROC	WES554433		In
Meter	1	7	WESROC	WES65432		In
Meter	1	7	WESROC	WES889977		In
Meter	1	7	WESROC	WES9887		In
Meter	1	7	WESROC	WES9901		In
Meter	1	7	WESROC	WES9902		In
Meter	1	7	WESROC	WES99887		In

Additional Info
Division Number: ABC PROPANE COMPANY
Purchase Date: 09/01/18
Purchase Amount: \$100.00
Manufactured By: 9 OTODATA
Manufactured Date: 09/01/18

Additional Info
Location Number: 1 AVON PROPANE PLANT
Master RRN: 28

6. On the *Meter Information* window, in the *Meter Number* field, the system automatically updates with the serial number from the Tank/Meter Maintenance file. If the meter selected had a temporary meter serial number, enter the correct meter serial number.
7. In the *Cycle Code* field, enter the Cycle Code in which the meter will be billed. Alternatively, press **F5** or select the **Search** icon, select the meter Cycle Code from the list, and choose **Select**.
8. In the *Billing Date* field, enter the date the meter was set for this customer. This field will automatically update

with the new billing date each time meter billings are processed.

9. In the *Last Reading* field, if the meter has been used before, enter the actual reading on the meter. If this is a new meter that has never been used, enter 0.
10. In the *Last Reading Date* field, enter the date the meter was installed. This field will automatically update with a new reading date each time meter billings are processed.
11. The system automatically updates the *Daily Use* field with the value entered on the *Tank Info* screen. If the daily use on the meter is different, enter the number of gallons used daily for non-heating appliances.
12. The system automatically updates the *K-Factor* field with the value entered on the *Tank Info* screen. If the K-Factor on the meter is different, enter the K-Factor for the meter.
13. In the *Elev Cd* field, enter the code for the elevation at which the meter is located. Alternatively, press **F5** and select the Meter Elevation Code from the list. The Meter Elevation Code is used in meter billing to make adjustments based on the altitude. The adjustment factor for the Elevation Code is multiplied by the meter consumption to give a corrected reading.
14. In the *Installed* field, enter the installation date of the meter.
15. In the *Price Code* and *Tier* fields, enter the Price Code and Tier.
16. The system automatically updates the *Gallon Billed YTD* field when meter billings are processed.
17. The system automatically updates the *Deposit* and *Deposit Date* fields when a deposit is posted to the customer's account.
18. In the *Location* box, enter the Location to which the meter is tied.
19. In the *Default Dept* field, enter the default sales department for posting meter billing.
20. In the *RTM/Remote Tank Monitoring* field, select which is appropriate if using RTM readings, or **Tab** to the next field.
21. The system automatically updates the *Sales YTD* field each time meter billings are processed.
22. In the *Meter Tied to Tank* area, the tank in the *Tank Information* window will display. If the meter is attached to a different tank, press **F5** or select the **Search** icon, choose the correct tank from the list, and then choose **Select**. The number that displays is not the tank serial number.
23. Enter information in the *Hold Estimates* and *Release Date* fields only if the meter is on hold.
24. In the *Update K-Factor* field, enter *Yes* to have the K-Factor in the meter file to change if the tank K-Factor has been changed or *No* to have the K-Factor not change.
25. In the *Route* field, enter the route for the meter.
26. In the *Sequence Number* area, enter the sequence number for the meter. The meter sequence will be used for scheduling meter readings. Press **CTRL+Q**.