

# Inventory Setup

Last Modified on 08/03/2023 9:06 am EDT

## 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 / Master 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 the 'Inventory Setup' window with a table of meters and additional information fields. Red circles 3 through 10 highlight specific input fields and actions:

- 3: Status dropdown menu (set to 'Everything')
- 4: Type dropdown menu (set to 'Meter')
- 5: Div dropdown menu (set to '1')
- 6: Meter Type dropdown menu (set to '12')
- 7: Description field (set to 'OTODATA')
- 8: Purchase Amount field (set to '\$100.00')
- 9: Location Number field (set to '1')
- 10: Save button

Type	Div	Meter Type	Description	Serial Number	Tank Capacity	Inventory Status
Meter	1	12	OTODATA	123456789		Out
Meter	1	12	OTODATA	7899983		Out
Meter	1	12	OTODATA	876543		In
Meter	1	12	OTODATA	88776		In
Meter	1	7	WESROC	88999		Out
Meter	1	12	OTODATA	9987		In
Meter	1	3	CUBIC FT X 100	A78965		Out
Meter	1	7	WESROC	ABC123		In
Meter	1	7	WESROC	ABC234		Out
Meter	1	7	WESROC	ABC345		In
Meter	1	7	WESROC	ABC456		Out
Meter	1	8	CENTERON	C44566		Out
Meter	1	11	ENERTRAC	E899		At Customer
Meter	1	4	GALLONS	M99875		Out
Meter	1	12	OTODATA	O1234		Out
Meter	1	12	OTODATA	O2345		In
Meter	1	9	PEDIGREE	P33255		At Customer
Meter	1	9	PEDIGREE	PED123		In
Meter	1	9	PEDIGREE	PS98977		At Customer
Meter	1	10	SILICON	S68963		Out
Meter	1	10	SILICON	SILI111		In

Additional Info  
Division Number: ABC PROPANE COMPANY  
Purchase Date: 08/01/19  
Purchase Amount: \$100.00  
Manufactured By: 9 OTODATA  
Manufactured Date: 06/01/09

Additional Info  
Location Number: 1 AVON PROPANE PLANT

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 / Master 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 the 'Tank and Meter Inventory' program. At the top, there are filters for 'Type (All, Meters, Tanks)' set to 'All', 'Division (blank for all)' set to '0', and 'Location (blank for all)' set to '0'. A 'Refresh Inventory' button is on the right. Below these are dropdown menus for 'Status (Everything, In, Out, Sold, Not in Svc, At Cust, Destroyed, Lost/Stolen)' set to 'Everything' and 'Type' set to 'Meter'. A table lists various meters with columns for 'Type', 'Div', 'Meter Type', 'Description', 'Serial Number', 'Tank Capacity', and 'Inventory Status'. Below the table is a form for 'Additional Info' with fields for 'Division Number' (ABC PROPANE COMPANY), 'Purchase Date' (08/01/19), 'Purchase Amount' (\$100.00), 'Manufactured By' (9 OTODATA), and 'Manufactured Date' (06/01/09). Another 'Additional Info' section has a 'Location Number' field set to '1' and 'AVON PROPANE PLANT'. On the right side, there are buttons for 'Save', 'Save and enter another', 'User Defined', 'View History', and 'Enter Repairs', along with 'Save' and 'Exit' icons. Red circles with numbers 3 through 10 highlight the following elements: 3 (Status dropdown), 4 (Type dropdown), 5 (Status dropdown), 6 (Description field), 7 (Status dropdown), 8 (Purchase Date field), 9 (Location Number field), and 10 (Save icon).

Type	Div	Meter Type	Description	Serial Number	Tank Capacity	Inventory Status
Meter	1	12	OTODATA	123456789		Out
Meter	1	12	OTODATA	7899983		Out
Meter	1	12	OTODATA	876543		In
Meter	1	12	OTODATA	88776		In
Meter	1	7	WESROC	88999		Out
Meter	1	12	OTODATA	9987		In
Meter	1	3	CUBIC FT X 100	A78965		Out
Meter	1	7	WESROC	ABC123		In
Meter	1	7	WESROC	ABC234		Out
Meter	1	7	WESROC	ABC345		In
Meter	1	7	WESROC	ABC456		Out
Meter	1	8	CENTERON	C44566		Out
Meter	1	11	ENERTRAC	E899		At Customer
Meter	1	4	GALLONS	M99875		Out
Meter	1	12	OTODATA	O1234		Out
Meter	1	12	OTODATA	O2345		In
Meter	1	9	PEDIGREE	P33255		At Customer
Meter	1	9	PEDIGREE	PED123		In
Meter	1	9	PEDIGREE	PS98977		At Customer
Meter	1	10	SILICON	S68963		Out
Meter	1	10	SILICON	SIL111		In

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.
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