

# Energy Customers

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At *Energy / File / Open / Customers*, select the customer and choose **Edit**. The Budget Billing amount, the number of times the customer has run out of gas, and the customer filters show at this screen.

## Energy Information for Customer

- **Manager Approval** – This requires a password to be entered by the manager prior to saving the Product Delivery Order. For more information, call SSI.
- **Don't Deliver** – If this option is checked, a Product Delivery Order cannot be saved.
- **Cash Only** – A warning displays when adding a Product Delivery Order and prints on the Energy ticket.
- **Fuel Assistance** – This prints on the Product Delivery Order below the order notes.
- **Budget Billing** – This prints on the Product Delivery Order below the order notes.

**Bookings** displays in red if Bookings exist for a product referenced on any of the customer's tanks. Selecting this allows the Energy Bookings for this customer to be viewed.