

Posting Invoices for Tank Rent / Lease Payments

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Post Energy tank rental and/or lease payments.

1. Navigate to *Energy / Operations / Post Rent/Lease Invoices*.
2. Customers load into the grid based on the *Cycle, Tank Location*, and whether *Rent* or *Lease* was selected.

Invoices are created for customers who are selected in the *Post* column.

3. Enter the *Invoice Date, Due Date, Terms Code*, and *Inv Location* for posting. Agvance can optionally *Accrue/ Update Depreciation* of the tanks, *Print Summary* of the Invoices posted, *Combine Like Billings*, and *Print Invoices* based on the options selected.
4. Choose **Post**.

Note: *Combine Like Billings* generates one Invoice with separate lines for each tank. If the customer has only one tank, the *Serial #, Size*, and *Description* are displayed in the *Comments* section on the Invoice. If the customer has multiple tanks, *Multiple Tanks* is displayed in the *Comments* section and the individual tank *Serial #s* display in the *Additional Comments* area.