

# Product Delivery Order Invoicing

Last Modified on 03/25/2025 7:14 am CDT

Product Delivery Orders create a delivery request and an Accounting Invoice. Product Delivery Orders may be marked to invoice directly or can create Energy Tickets which are imported into Invoices. Inventory is affected at invoicing.

1. Navigate to *Energy / Operations / Product Delivery Order*.
2. At the *Select Product Delivery Order* window, choose the Customer and the Tank. Select **Add** to add a new delivery to the selected tank.
3. The *Add A Product Delivery Order* window opens. The *Call in date* is the last fill date on the tank history.
4. In the *Deliver Options* area, select the requested action (*Fill percent*, *# of gallons*, or *Amt. of purchase* requested by the Customer). The *Charge Price \$* populates with the default price of the Product as determined by the Customer's default pricing level. The Product defaults with the Product entered on the *Profile* tab of the Tank.

**Add A Product Delivery Order**

Split Call in date 11/26/2024 Current Tank% 50 Call in order ID 1160  
Due date 11/26/2024 Delivery Type Scheduled  
<Tank Serial #> 1234567 Directions/Notes  
Tank size 500  
Description Home Heat DeptID Prop00  
CustID AndBa Product name Propane - Home Heating  
Balance 1134.43 K-Factor 3.700  
Customer Barry Anderson Heating usage factor 1850.000  
Route North Auxiliary factor 0  
Region East Last delivery date 10/01/2024  
Tank address 2220 N 1000 Rd E Delivery amount 100  
Tank city Assumption State IL Zip 62510

**Deliver Options**  
Is this an out of gas call in order?   
 Fill percent 75%  
 # of gallons Gal  
 Amt. of purchase \$  
Charge price \$ 1.29 Gal  
Amount needed 125.00 Gal

**Order Status**  
 Open  Complete  
Budget Customer.

**Dispatch Job Status**  
Ready

Times out of gas 0  Print  
Location 00MAIN

<Product> Propane - Home Heatir  
 Create Invoice  
Truck Ticket  
Delivery Gauge

Bookings Save Cancel

5. To instantly create a new Invoice in Accounting, select the *Create Invoice* option, enter the *Truck Ticket* and *Delivery Gauge*, and select **Save**. An *Add Invoice* window displays with the *Product*, *Customer*, and *Price Information* populated. Note the *Call in order ID*, *Tank Serial #*, and *Description* populate in the *Tickets* and *Comments* areas.

Add Invoice #1200999 Customer (AndBa) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	AndBa	?	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	Barry Anderson			1865.57	0.00	3000.00	75000	
Field ID				?				
Tickets	1160/1234567							
<Comments>	1234567 / Home Heat							

Invoice Date	11/26/2024
Due Date	12/15/2024
Price By	Budget Billing
Price Default	Individual
Terms	N15

	<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Dept ID	Prod ID	Tax Exem
1	Propane - Home Heati...	125.000	Gal	List		1.29	Gal	161.25	1	100.0000	161.25	<input type="checkbox"/>	Prop00	PropHH	

Prod ID  Bar Code

Extra Charges Discount Programs

Manuf Billing

Apply Rollups

Print Method

1. No Roll up  Preview

Cancel <Back Next> Save

Subtotal	161.25
Prepay \$ Used	0.00
Sales Tax	0.00
<b>Amount Due</b>	<b>161.25</b>

COD