

Product Delivery Order Invoicing

Last Modified on 12/21/2022 11:47 am CST

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. Energy Tickets 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. In the *Delivery 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.

Note: The *Call in date* is the last fill date on the tank history.

Driver ID	Email Destination	Format
1 678RT	fueltest@agvance.net	Standard
2 HAC3	tsupport@agvancen.net	Standard

4. 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 A Product Delivery Order [X]

Split Call in date: 07/13/2021 Current Tank%: 85 Call in order ID: 1141
 Due date: 07/13/2021 Directions/Notes: Delivery Type: Scheduled

<Tank Serial #>: 354161
 Tank size: 700
 Description: Home Heat DeptID: Prop00
 CustID: DAILYT Product name: Propane - Home Heating
 Balance: 441.26 K-Factor: 5.000
 Customer: Tine Daily Heating usage factor: 3500.000
 Route: South Auxiliary factor: 0
 Region: West Last delivery date: 03/22/2019
 Tank address: 14475 Boy Scout Trail Delivery amount: 540
 Tank city: Petersburg State: IL Zip: 62675

Deliver Options
 Is this an out of gas call in order?
 Fill percent: _____ %
 # of gallons: _____ Gal
 Amt. of purchase: _____ \$
 Charge price \$: 1.38 Gal
 Amount needed: -595.00 Gal

Order Status
 Open Complete

Dispatch Job Status
 Ready

Times out of gas: 0 Print
 Location: 00MAIN

<Product>: Propane - Home Heating

Create Invoice
 Truck Ticket: _____
 Delivery Gauge: _____

E-Mail Drivers

	Driver ID	Email Destination	Format
1	<input type="checkbox"/> 678RT	fueltest@agvance.net	Standard
2	<input type="checkbox"/> HAC3	tsupport@agvancenet	Standard