

# Voiding Invoices for Deliveries to Budget Billing Tank

Last Modified on 03/04/2024 1:38 pm CST

Budget Billing Invoices are automatically marked as paid when Budget Billing Product Delivery Orders are invoiced. Accounting does not allow paid Invoices to be voided, so when an error on quantity, price, or customer occurs on a Budget Billing Invoice, follow the steps below.

1. If the Invoice for delivery was created in Energy Force void the Budget Billing Invoice in Energy Force.
2. In Agvance Energy, go to *Operations / Product Delivery Order* and select **Add**.
3. Enter 1 in *# of gallons* under *Deliver Options* and enter the correct price.
4. Check *Create Invoice*, enter a *Truck Ticket* number, and enter a fill percent in *Delivery Gauge*.
5. Click **Save**.

**Add A Product Delivery Order**

Split Call in date 02/21/2024 Current Tank% 45 Call in order ID 1139  
Due date 02/21/2024 Directions/Notes Delivery Type Scheduled

<Tank Serial #> 691987  
Tank size 750  
Description Budget Tank DeptID Prop00  
CustID 236663 Product name Propane  
Balance 0.00 K-Factor 4.500  
Customer Karly Watt Heating usage factor 3375.000  
Route North Auxiliary factor 0  
Region Last delivery date 03/22/2019  
Tank address 8070 W 17th St Delivery amount 450  
Tank city Gary State IN Zip 46402

**Deliver Options**  
Is this an out of gas call in order?   
 Fill percent %  
 # of gallons Gal  
 Amt. of purchase \$  
Charge price \$ 1.29 Gal  
Amount needed -337.50 Gal

**Order Status**  
 Open  Complete

**Dispatch Job Status**  
Ready

Times out of gas 0  Print  
Location 00MAIN

<Product> Propane  
 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 checked="" type="checkbox"/> HAC3	tsupport@agvancenet	Standard

**Bookings Save Cancel**

6. When the Budget Billing Invoice displays, change the gallons to negative actual billed gallons and **Save**. The total of the new Budget Billing Invoice will offset the total of the original Budget Billing Invoice.

Add Invoice #1200531 Customer (236663) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split	ID	236663	?	Grain Balances	Regular	PrePay	UAC	Credit Limit	
Customer	Karyl Watt				0.00	0.00	0.00	100	
Field ID	?								
Tickets	1140/691987								
<Comments>	691987 / Budget Tank								

Invoice Date	02/21/2024
Due Date	03/15/2024
Price By	Budget Billing
Price Default	Individual
Terms	N15

<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Lot #	Dept ID	Prod ID	Tax Exempt Reason	Pr
1 Propane	-250.000	Gal	List		1.29	Gal	-322.50	1	100.0000	-322.50			Prop00	PropLP		

Prod ID:  Bar Code:

Extra Charges:  Discount Programs:

Apply Rollups:

Print Method: 1. No Roll up

Subtotal	-322.50
Prepay \$ Used	0.00
Sales Tax	0.00
Amount Due	-322.50

COD

The above steps create a Budget Billing Invoice that negates the original. A new, correct Product Delivery Order can now be entered in Energy and invoiced.