

Voiding Invoices for Deliveries to Budget Billing Tank

Last Modified on 03/25/2025 7:09 am CDT

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.

Add A Product Delivery Order

Split Call in date 03/25/2025 Current Tank% 45 Call in order ID 1163
Due date 03/25/2025 Delivery Type Scheduled
<Tank Serial #> 1234567 Directions/Notes
Tank size 500
Description Home Heat DeptID Prop00
CustID AndBa Product name Propane - Home Heating
Balance 10449.06 K-Factor 3.700
Customer Barry Anderson Heating usage factor 1850.000
Route North Auxiliary factor 0
Region East Last delivery date 01/22/2025
Tank address 2220 N 1000 Rd E Delivery amount 450
Tank city Assumption State IL Zip 62510

Deliver Options
Is this an out of gas call in order?
 Fill percent %
 # of gallons 1 Gal
 Amt. of purchase \$
Charge price \$ 1.29 Gal
Amount needed 1 Gal

Order Status
 Open Complete
Budget Customer.

Dispatch Job Status
Ready

Times out of gas 0 Print
Location 00MAIN

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

Bookings Save Cancel

E-Mail Drivers

	Driver ID	Email Destination	Format
1	HAC3	tsupport@agvancenet	Standard

4. Check *Create Invoice*, enter a *Truck Ticket* number, and enter a fill percent in *Delivery Gauge*.
5. Select **Save**.
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 #1201073 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			13771.56	0.00	3322.50	75000	
Field ID				?				
Tickets	1163/1234567							
<Comments>	1234567 / Home Heat							

Invoice Date	03/25/2025
Due Date	04/15/2025
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
1 Propane - Home Heatl...	-250.000	Gal	List		1.29	Gal	-322.50	1	100.0000	-322.50	<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	-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.