

# Orders - SKY Energy

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## Overview

A listing of all Energy Product Delivery Orders (PDO) is available in SKY Energy. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Ticket N...	Location	Call In ...	Due Date	Status	Customer	Phone	Tank Se...	Order T...	Tank De...	Route	Region
1	Main Plant	10/30/2017	10/30/2017	Incomplete	<a href="#">James Ade</a>	217-562-25...	250156	Gallons	Home Heat	North	East
2	Main Plant	11/01/2017	11/01/2017	Incomplete	<a href="#">Donna Roper</a>	217-632-24...	354161	Gallons	Home Heat	South	West
1002	Main Plant	10/30/2020	10/30/2020	Incomplete	<a href="#">James Ade</a>	217-562-25...	250156	Gallons	Home Heat	North	East
3005	Main Plant	01/25/2023	01/25/2023	Incomplete	<a href="#">Tommy Tester</a>	217-774-99...	A123C589	Percent	Home Heat	--	--
3009	Main Plant	12/17/2023	01/17/2024	Incomplete	<a href="#">Tommy Tester</a>	217-774-99...	A123C589	Percent	Home Heat	--	--
4009	Main Plant	01/17/2024	01/17/2024	Incomplete	<a href="#">Tommy Tester</a>	217-774-99...	461235	Percent	Grain Dryer	South	East
4010	Main Plant	01/17/2024	01/17/2024	Incomplete	<a href="#">Tommy Tester</a>	217-774-99...	A123C589	Percent	Home Heat	--	--
4013	Main Plant	08/06/2024	08/06/2024	Incomplete	<a href="#">Barry Anderson</a>	217-226-23...	85975465	Percent	BA Tank	North	East
4014	Main Plant	09/09/2024	09/09/2024	Incomplete	<a href="#">Barry Anderson</a>	217-226-23...	85975465	Percent	BA Tank	North	East
4016	Main Plant	10/15/2024	10/22/2024	Incomplete	<a href="#">Tommy Tester</a>	217-774-99...	A123C589	Gallons	Home Heat	--	--
3	Main Plant	11/01/2020	11/01/2020	Completed	<a href="#">Bob Cowgill</a>	217-774-29...	350124	Gallons	Grain Dryer	South	East
2004	Main Plant	01/28/2021	02/01/2021	Completed	<a href="#">Bob Cowgill</a>	217-774-29...	756458	Gallons	Home Heat	South	East
2003	Main Plant	02/25/2021	03/01/2021	Completed	<a href="#">Bob Cowgill</a>	217-774-29...	756458	Gallons	Home Heat	South	East

Columns displaying include:

- Ticket Number – Formerly known as *Call In ID*.
- Location
- Call In Date
- Due Date – This column defaults to ascending (oldest date at the top).
- Status – This column defaults to show *Incomplete* first.
- Customer
- Phone
- Tank Serial Number
- Order Type
- Tank Description
- Route

- Region

**Note:** Any field without data will show a double dash (--).

A full page view of Product Delivery Order information is available by selecting the *Ticket Number* on the *Orders* grid or from the *Tank History* page.

Agvance SKY Energy

Anna Admin (SSI)

Daily Fuel  
Tanks  
Orders  
Map  
Feedback

### View Product Delivery Order

Product Delivery Order #1002

**Tank**

Tank Serial Number 250156	Customer Name James Ade	Location Main Plant
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**Order Details**

Call In Date 10/30/2020	Due Date 10/30/2020
Additional Comments --	

**Delivery**

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant (00MAIN)
Current % 80	Out of Gas No	Times Out of Gas 0
Deliver By Number of Gallons	Number of Gallons 50	Charge Price \$3.85 / Gal
		Amount Needed 50 Gal

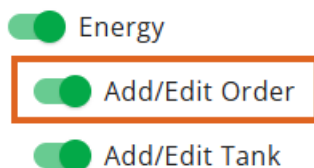
Cancel

For more information on how to use the *Energy Product Delivery Order* grid see, [Using Grids in Agvance SKY](#).

To view more Customer details, select the Customer name link to open that specific Customer's SKY Customer Overview page. Read more about the [SKY Customer Overview](#) page.

## Product Delivery Orders

A user permission required to enable adding Product Delivery Orders within SKY Energy is found at *SKY Company Admin / User / Edit User* and toggle on *Add/Edit Product Delivery Order*.



Open *SKY Energy / Orders*, hover over the blue + icon, and select **New Product Delivery Order**.

On the *New Product Delivery Order* page, all fields will appear with sections expanded. The left navigation tree expands view upon hovering, and choosing a section will jump to that area of the form.

Tank

Order Details

Delivery

Booking

Notify Drivers

Tank

New Product Delivery Order

Tank

Tank Serial Number

85975465

Customer Name

Barry Anderson

Location

Main Plant

Remove Tank

- Add the Tank to order by selecting + **Add Tank** to open the search overlay and choose from active tanks. The *Tank Serial Number*, *Customer Name*, and *Location* fields will populate upon choosing **Select + Close**.
  - Once the Tank has been added, it can be removed and replaced if needed by selecting **Remove Tank** and choosing + **Add Tank** to select the replacement.

**Note:** Adding a Tank is required to enter a Product Delivery Order.

Order Details

Order Details

Call-in Date\*

6/10/2025

Due Date\*

6/10/2025


Additional Comments

0 / 250

- **Call-in Date** – Required field that auto fills with the current date.
- **Due Date** – Required field that auto fills with the current date.
- **Additional Comments** – Include comments when creating a PDO for the driver to help with the order once received.

Delivery

## Delivery

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant	
Determine Remaining By Calculated	Current %* 0	<input type="checkbox"/> Out of Gas	Times Out of Gas 0
Delivery By* Fill Percent	Delivery Amount (%)* 0	Charge Price (\$/Gal) 3.85	

- **Product Name / Product ID / Product Location**

- If a Tank is not selected, the following message displays: *Select a Tank to manage delivery options.*
- Once a tank is selected, the *Product Name*, *Product ID*, and *Product Location* attached to the Tank will display. Using the **Change Product** button opens a Product search overlay for a new Product selection.
- If there is not a Product attached to the Tank, **+ Product** displays and is mandatory to save an Product Delivery Order.

- **Determine Remaining By / Current %**

- If a tank has a monitor, the *Determine Remaining % By* drop-down will default to *Monitor with Current (%)* or optionally choose *Calculated*.
- If a Tank does not have a monitor, the default is *Calculated* and displays in a read-only state with *Estimated (%)*. *Estimated (%)* will default to values in the database but can be changed.

- **Out of Gas** – Mark the tank on the as *Out of Gas*

- **Times Out of Gas** – Counts how many times the Tank has previously been out of gas.

- **Delivery By** – Defaults to *Fill Percent* or choose *Number of Gallons* or *Amount of Purchase*.

- **Delivery Amount (%) / Delivery Amount (Gal) / Amount of Purchase (\$)**

- If *Fill Percent* is selected, *Delivery Amount %* displays with an initial value of 0. This can be changed if needed and has a maximum of three numeric characters.
- If *Number of Gallons* is selected, *Delivery Amount (Gal)* displays with an initial value of 0. This can be changed if needed and has a maximum of five numeric characters.
- If *Amount of Purchase* is selected, *Amount of Purchase (\$)* displays with an initial value of 0. This can be changed if needed and has a maximum of four numeric characters.

- **Charge Price** – Price charged per gallon.

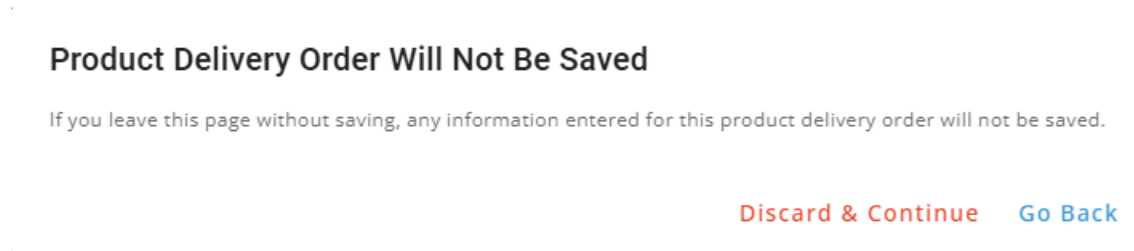
## Saving or Canceling

Select **Create Order** will save the new Product Delivery Order and route back to the *Orders* list page. A validation banner at the bottom of the screen indicates the order has successfully been saved.

- If any required inputs are empty, the validation banner will display at the top of the page, below the header, calling attention to required inputs.
  - A Tank must be added.

- *Delivery Amount (% or Gal) or Amount of Purchase (\$)* must be entered.
- The validation banner and error state of inputs will display until the user selects **Create Order** after entering required content.

Select **Cancel** to close out and return to the *Orders* screen. If any field was populated, a message displays stating the Tank will not be saved. Select **Discard & Continue** to cancel the Tank or **Go Back** to return to the *Add Product Delivery Order* form.



## Invoices

View a listing of Energy Invoices tied to Product Delivery Orders (PDO) on the *Invoices* tab at *SKY / Energy / Orders*. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Invoice ...	Status	PDO Num...	Date PDO...	Control ...	Deliver...	Due Date	Tank Se...	Tank De...	Custom...	Customer	Driver ID	Driver
146	Paid	4015	11/13/2024	--	10/15/2024	10/15/2024	A123C589	Home Heat	999999	Tommy Te...	--	--
147	Open	4017	11/13/2024	--	10/15/2024	11/13/2024	461235	Grain Dryer	999999	Tommy Te...	--	--

Columns displaying include:

- **Invoice Number** – The number tied to the Invoice.
- **Status** – *Open (Invoiced), Reversed, Voided and Paid*
- **PDO Number**
- **Date PDO Created** – Date the PDO was created.
- **Control Number**
- **Delivery Date** – Date of delivery in MM/DD/YYYY format.
- **Due Date** – Due Date of the PDO.
- **Tank Serial Number** – Displays the Tank Serial Number tied to PDO/Invoice.
- **Tank Description**

- **Customer ID**
- **Customer**
- **Driver ID** – Driver ID attached to the tank on the PDO or the driver selected from AME with the PDO.
- **Driver** – Name of the Driver attached to the tank on the PDO or the Driver selected from AME with the PDO.
- **Department** – Department of the Product on the Invoice.
- **Product ID** – Product ID of the Product on the Invoice.
- **Product Name** – Product Name of the Product on the Invoice.
- **Location ID**
- **Location** – Location name.

**Note:** Any field without data will show a double dash (--).