

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 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*.

Agvance SKY Energy

Anna Admin (SSI)

Daily Fuel
Tanks
Orders
Map
Maintenance

Energy Orders

Search...

Product Delivery Orders AR Invoices Budget Billing

0 0 Export

Ticket N...	Location	Call In ...	Due Date	Status	Customer	Phone	Tank Se...	Order T...	Tank De...	Route
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
1	Main Plant	10/31/2017	10/31/2017	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North
2	Main Plant	11/02/2017	11/02/2017	Incomplete	Donna Roper	217-632-24...	354161	Gallons	Home Heat	South
1002	Main Plant	10/31/2020	10/31/2020	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North
3005	Main Plant	01/26/2023	01/26/2023	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--
3009	Main Plant	12/18/2023	01/18/2024	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--
4009	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Teste	217-774-99...	461235	Percent	Grain Dryer	South
4010	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--
4013	Main Plant	08/07/2024	08/07/2024	Incomplete	Barry Anders	217-226-23...	85975465	Percent	BA Tank	North
4014	Main Plant	09/10/2024	09/10/2024	Incomplete	Barry Anders	217-226-23...	85975465	Percent	BA Tank	North

Items per page 50

< > 1 of 1 > >|

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.

The screenshot shows the 'View Product Delivery Order' page for Product Delivery Order #1002. The interface includes a sidebar with navigation options: Daily Fuel, Tanks, Orders, and Map. The main content area is divided into three sections: Tank, Order Details, and Delivery.

Tank		
Tank Serial Number	Customer Name	Location
250156	James Ade	Main Plant

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

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

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

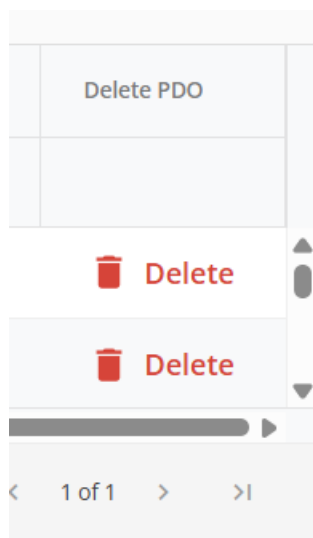
To view more Customer details, select the Customer name link to open that specific Customer's SKY Customer Overview page. Read more about the [SKY Customer Overview](#) page.

Product Delivery Orders

A user permission is required to enable adding or editing a Product Delivery Order within SKY Energy at SKY Company Admin / User / Edit User. Toggle on *Add/Edit Order* to add or edit a Product Delivery Order on the Orders page of SKY Energy that has not been invoiced. Invoiced PDO's will always be view only.

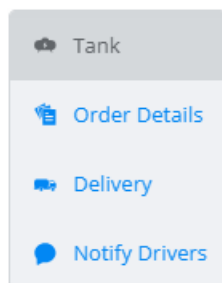
- ☒ Energy
- ☒ Add/Edit Order
- ☒ Add/Edit Tank
- ☒ Delete PDO
- ☒ Delete Tank

Delete Product Delivery Orders from the *Orders* page using the **Delete** action column if incorrect or unneeded. The SKY User permission *Delete PDO* is required to use the Delete option.



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

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.

Notify Driver

Upon saving the PDO, a standard formatted email will be sent to the email associated with that driver. By default, any Drivers already linked to a tank will display. Additional drivers can be selected by choosing the **+ Add Driver** button.

Notify Drivers

Driver ID	Driver Name	Driver Email	Preview Message	Delete
678RT	Jane Example	fueltest@agvance.net		

[+ Add Driver](#)

- **Driver ID**
- **Driver Name**
- **Driver Email**
- **Preview Message** – Selecting *Preview Message* will open a dialog showing what the message to the driver will look like.
 - Email from will default to the company's email as the sender.
 - *Email To* will show Drivers email address.
 - *Subject* to read *Product Delivery Order #TBD / Delivery Scheduled*.

Driver Email Preview

Email To
fueltest@agvance.net

Subject
Product Delivery Order #TBD /Delivery Scheduled

Message
Order Info:
Larry Baker (12345)
Propane - Home Heating
Amount: 0
Fill to 0 at 3.85/Gal
Deliver By: 09/25/2025
Current Tank%: 0
Notes:
SN: 250159
Size: 500
2500 N 1140 Rd E
Shelbyville IL, 62565
Desc: Home Heat
Route: North
Region: East
Directions/Notes:

Message Recipients:
fueltest@agvance.net

Close

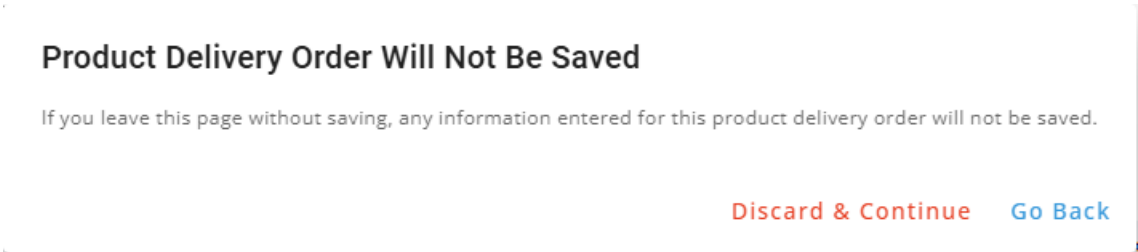
- **Delete** – Removes the selected Driver from receiving notifications.
- **+ Add Driver** – When selected, a Driver search modal displays to choose from a list of active drivers.

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.



AR 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*.

Agvance SKY Energy Anna Admin (SSI)

Energy Orders

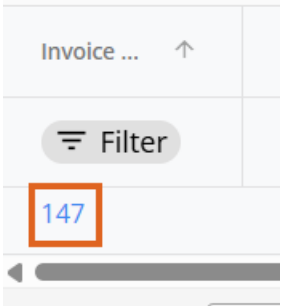
Product Delivery Orders AR Invoices Budget Billing

0 0 Export

Invoice ...	Status	PDO Nu...	Date PD...	Control ...	Deliver...	Due Date	Tank Se...	Tank De...	Custom...
146	Paid	4015	11/14/2024	--	10/16/2024	10/16/2024	A123C589	Home Heat	999999
147	Open	4017	11/14/2024	--	10/16/2024	11/14/2024	461235	Grain Dryer	999999
141	Paid	4011	01/18/2024	--	01/18/2024	01/18/2024	A123C589	Home Heat	999999
142	Paid	4012	01/18/2024	--	01/18/2024	01/18/2024	461235	Grain Dryer	999999
123	Voided	3006	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345
124	Paid	3007	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345
125	Paid	3006	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345
126	Paid	3008	02/28/2023	--	02/28/2023	02/28/2023	250159	Home Heat	12345

Items per page 50

The *Invoice Number* is tied to the Invoice. View more Invoice details by selecting the *Invoice Number* link on any row.



Invoice #147

Open

Tank & Customer

Location

00MAIN

Tank Serial Number

461235

Tank Description

Grain Dryer

Invoice Details

Product Delivery Order Number

4009

Control Number

—

Call-In Date

01/17/2024

Invoice Date

11/13/2024

Due Date

11/13/2024

Cash On Delivery

No

Salesperson

Steven Bean

Additional Comments

461235 / Grain Dryer

The Invoice opened shows more details including the *Status* (*Open* (Invoiced), *Reversed*, *Voided* and *Paid*), *Location Name*, *ID* and split information if applicable. The *Tank Serial Number* is tied to PDO/Invoice and when clicked opens a new tab viewing the *Tank Info* page for that specific tank. The *Product Delivery Order Number* opens a new tab to view the relative *Product Deliver Order* page and related information.

Product

2

0

Export

Product... ↑	Product... ↑	Depart... ↑	Depart... ↑	Product... ↑	Locatio... ↑	Quantity ↑	Invento... ↑	Add
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Roadmaster...	RoadClear	Clear Diesel...	DslC02	SSI Farm Se...	00MAIN	257	Gal	Sou

Items per page

50

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Origin City

State / Province

Destination City

State / Province

County

Mode of Transportation

Product Delivery Order Details

Deliver By

--

Amount of Purchase

\$—

Charge Price

\$— / Gal

Amount Needed

— Gal

Invoices also show Product detail in grid form and additional PDO details below the grid. The list can be narrowed using the **Filter** icon and filter criteria or by typing in the search bar located in the header to populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Pricing details display on the Invoice view for review or referencing Energy Invoices.

Pricing

Tester (2020/2021)

Product Name	Product ID	Quantity	Inventory Unit	Unit Price	Billing Unit	Total User Price	Prepay	Split %	Tax	Tax Exe
Propane - Home Heating	PropHH	500.000	Gal	\$ 3.85	Gal	\$ 1,925.00	\$ 0.00	100.000%	<div></div>	—

Subtotal:

\$1,925.00

Prepay Dollars Used:

\$0.00

Sales Tax:

\$0.00

Amount Due:

\$1,925.00