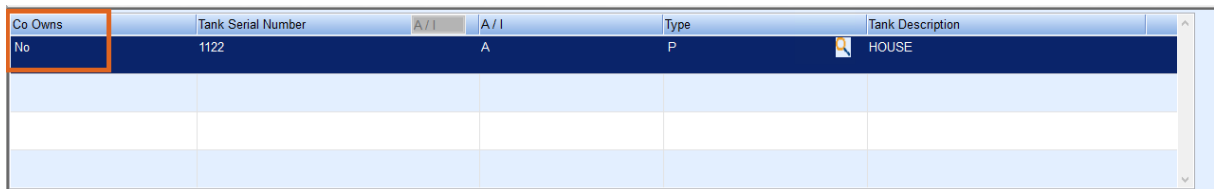


# Change Tank from Customer-Owned to Company-Owned

Last Modified on 05/14/2024 4:49 pm EDT

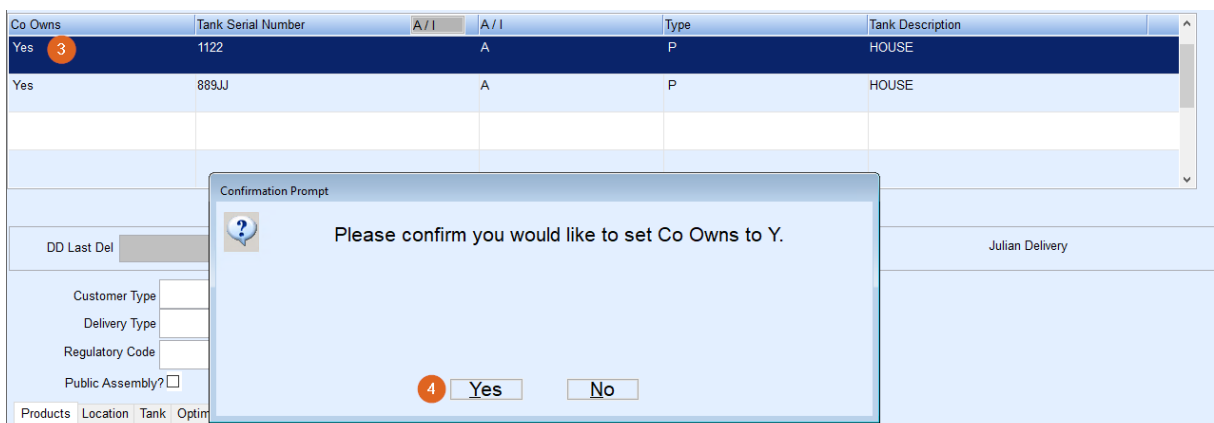
There may be times in which a tank needs placed on a customer's account in order to make an initial delivery immediately after the tank has been set, but the paperwork has not been received from the service technician/driver. Energy Force gives the option to enter a temporary customer-owned tank that can be modified to company-owned once the tank has been set and the delivery history information will follow.

1. Set the tank as an *N* under *Co Owns* to set the tank at the customer location.



Co Owns	Tank Serial Number	A / I	A / I	Type	Tank Description
No	1122		A	P	HOUSE

2. To change to company-owned, click the correct tank on the *Tank Info* screen and press **Ctrl+M** to modify.
3. Change *No* to *Yes* in the *Co Owns Tank* section.
4. Select **Yes** to change the tank to company-owned. Making this change will prompt the *Tank/Meter Inventory* menu to appear.



Co Owns	Tank Serial Number	A / I	A / I	Type	Tank Description
Yes <span>3</span>	1122		A	P	HOUSE
Yes	889JJ		A	P	HOUSE

Confirmation Prompt

Please confirm you would like to set Co Owns to Y.

4 Yes No

5. **Ctrl + C** to create the tank that needs to be in inventory. Enter *Type* (type of asset), *Division*, *Tank Type*, *Serial Number*, *Tank Capacity*. This will default to IN status.
6. Add the proper information to the *Additional Info* section.
7. Select **Save**.

Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status
Tank	1	C2	20# Cylinder	20# CYLINDER	1.00	In
Tank	1	P	PROPANE	9SF98700	1000.00	In
Tank	1	C2	20# Cylinder	CYL20	1.00	In
Tank	1	P	PROPANE	DB#1	250.00	In
Tank	1	P	PROPANE	PP	250.00	In
Tank	1	P	PROPANE	SG70000393	500.00	In

\* indicates that this is an underground tank  
Last Changed by, on, at: bweets (07/15/20 13:38)

User Defined  
View History  
Select

7 Save Exit

Additional Info  
Division Number: ABC PROPANE COMPANY  
Purchase Date: 07/15/20  
Purchase Amount: \$850.00  
Manufactured By: 3 QUALITY  
Manufactured Date: 00/00/00

Additional Info  
Location Number: 2  
Year tank Painted: 2020  
Type of Paint:  
Est Gals in Tank: 0.00  
Tank Underground?  Master RRN: 111

8. Once saved, select the newly created tank and hit **Select**.

Type	Div	Tank Type	Description	Serial Number	Tank Capacity	Inventory Status
Tank	1	C2	20# Cylinder	20# CYLINDER	1.00	In
Tank	1	P	PROPANE	9SF98700	1000.00	In
Tank	1	C2	20# Cylinder	CYL20	1.00	In
Tank	1	P	PROPANE	DB#1	250.00	In
Tank	1	P	PROPANE	PP	250.00	In
Tank	1	P	PROPANE	SG70000393	500.00	In

\* indicates that this is an underground tank  
Last Changed by, on, at: bweets (07/15/20 13:38)

User Defined  
View History  
8 Select

Save Exit

Additional Info  
Division Number: ABC PROPANE COMPANY  
Purchase Date: 07/15/20  
Purchase Amount: \$850.00  
Manufactured By: 3 QUALITY  
Manufactured Date: 00/00/00

Additional Info  
Location Number: 2  
Year tank Painted: 2020  
Type of Paint:  
Est Gals in Tank: 0.00  
Tank Underground?  Master RRN: 111