

# Product Delivery - Cylinder Exchange

Last Modified on 01/21/2025 9:12 am EST

Selecting **Misc. Sale** on the *Customer/Tank* screen will give the ability to create an Invoice for any non-pumpable item whether a product is pumped or not.

Choose Search Criteria  Customer  Tank Search

Customer# 100  
**JACOBI,RYAN**  
Phone (169)484-8142 More Info  
Limit **\$0.00**  
Current \$762.45 Budget  
Past Due \$0.00  
Total \$762.45 Payment  
Terms **Due the 15th**

Serial#	Type	Tank Name	Size
RRN3109	G	TANK 2 E-10	6000.00
RRN3111	G	TANK 3 UNL	6000.00
RRN3112	CD	TANK 4 #2RM	6000.00
RRN3114	CD	TANK 5 #1RM	1000.00
RRN3115	DD	TANK 6 #2FM	1000.00
RRN3116	DD	TANK 6 #1FM	1000.00
RRN3099	CD	#2RM FOR TRU	100.00

Tank RRN 3109

Delivery Address **601 Zane Circle** Update%  
**SALEM, SD** Directions  
Customer Type **GAS**  
Delivery Type **WILL CALL** History  
Last Delivery **250.00 08/13/24**  
Business Owns **N** Est% Left **0** Hold  
K-Factor **0.01** Daily Use **0.00** Contracts  
Leak Test **00/00/00**  
Gas Check **00/00/00** Navigate Call In

Other Info

Product **SUPER NO LEAD**  
Price **\$2.7400**  
Route **AVON RF**  
Location **AVON**  
Reg Cd  
**Misc. Sale** Calculator Notes  
Split Regulators Meter Rd

Start Delivery Back

Once on the *Invoice* screen, select the **Choose** button to indicate the item needing added to the invoice. Once the item is highlighted, choose **Select**.

Customer# 100  
**JACOBI,RYAN**  
 Contract# No Contract  
 Serial# RRN  
 Tank Name TAN  
 Tank Size 6000  
 Product 46050  
 Gals/Qty 1.00  
 PO#  
 Price 150.0000  
 Qty 1.00

Split Bill?   
 Splits

Additional Info  
 Special Instructions

Product#	Product Name
40685	AFTER HOURS FEE
49101	FEDERAL TAX DISCOUNT (GAS)
86150	FUEL FILTER
90998	HAZMAT FEE
82715	HOWES TREATMENT 1/2 GAL
46050	LABOR PROPANE SERVICE
46088	OUT OF GAS - LEAK TEST FEE
46087	SPECIAL TRIP CHARGES > 3 DAY
46086	UNDER MINIMUM DELIVERY

Choose

Close Select

Add  
 Payment  
 Discount  
 Preview Invoice  
 Finalize Invoice

Enter the Qty and the Price then choose **Finalize Invoice** to finish and print the Invoice.

Customer# 100  
**JACOBI,RYAN**  
 Contract# No Contract  
 Serial# RRN3109  
 Tank Name TANK 2 E-10  
 Tank Size 6000.00  
 Product 46050 LABOR PROPANE SERVICE  
 Choose  
 Gals/Qty 1.00  
 PO#

Split Bill?   
 Splits

Additional Info  
 Special Instructions  
 Directions  
 Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total
150.0000	150.0000	9.30	159.3000	\$159.30

Qty	Unit Price	Description
1.00	150.0000	LABOR PROPANE SERVICE

Remove Add  
 Remove Tax Payment  
 Out Of Gas Discount  
 Preview Invoice  
 Finalize Invoice

**Note:** If any additional items need to be added to the Invoice, select **Add** and repeat the previous steps to place additional non-pumpable items to the Invoice.