

# Scheduled Delivery - Propane

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The Scheduled Delivery program displays scheduled deliveries generated from Energy Force (via Optimizer, EnergyMap, etc.).

## Overview

- Each schedule is listed by *Truck/Run* number and *Scheduled Delivery Date* in the left side of the screen.
- Scheduled Tanks appear in delivery order in the upper right side of the screen.
  - Tanks listed in **bold font** with *CI* indicate Call-In tanks.
- The *Route Preview* screen displays an overview of the route within Wi-Fi range only. If not within Wi-Fi range, a message will appear indicating *No internet connection* if the route is generated from the Optimizer or EnergyMap routing systems.
- If the route is generated via the Schedule Tank Deliveries program in Energy Force, it will not display a map preview.
- Voice activated Turn-by-Turn Navigation is available if utilizing Co-Pilot.

The screenshot displays the 'Scheduled Delivery - Propane' interface. It features a table of scheduled deliveries on the left, a list of customer details in the upper right, and a detailed view of a specific tank in the lower right. At the bottom, there is a 'Schedule Info' section and navigation buttons.

| Truck | Run | Date     |
|-------|-----|----------|
| 1726  | 1   | 02/26/25 |
| 2254  | 1   | 02/26/25 |
| 2254  | 2   | 02/26/25 |
| 2254  | 3   | 02/26/25 |
| 2453  | 1   | 02/26/25 |
| 2453  | 2   | 02/26/25 |
| 2589  | 1   | 02/26/25 |
| 2589  | 2   | 02/26/25 |
| 2589  | 3   | 02/26/25 |
| 2998  | 1   | 02/26/25 |
| 2998  | 2   | 02/26/25 |
| 3048  | 1   | 02/26/25 |

| Customer# | Type | Customer Name          |
|-----------|------|------------------------|
| 8083950   | P    | BRUCE HAYES            |
| 7228604   | P    | KEITH & MARY JOHNSTON  |
| 8084120   | P    | DAVID & CARRIE BELLM   |
| 3547816   | P    | JOSEPH OR SARA KRUEGEF |
| 7229899   | P    | RORY SHALLA            |
| 7230725   | P    | JERRY & CAROLYN YOUNG  |
| 3869392   | P    | DIANA MATTSON          |

**Tank Info**

Tank Serial# **G4396**      Tank Name **RESIDENCE**

Delivery Address      Capacity **500.00**      Est % Left

**6907 N 23RD ST, OZARK, MO 65721-5848**      **24%**

Special Instructions      Opti Status

Call In Comments

[Select](#)

[Navigate](#)

[Back](#)

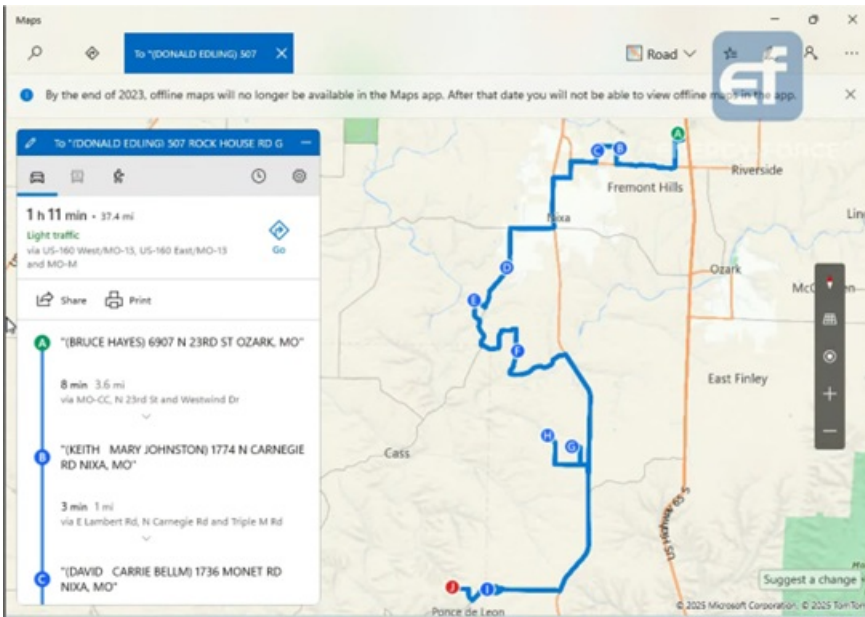
**Schedule Info**

Schedule Name **1726 2/26**

Total Scheduled **17**

[Show Route](#)

EnergyForce SQL      /Version: 17.283.0.0      Query      iHS



## Make a Scheduled Delivery

1. Select **Scheduled Delivery**.
2. Choose the Schedule in the top left column of the screen.
  - The Customer and Tank information will display on the right side of the screen.
  - If using Optimizer Plus or EnergyMap, the scheduled items will appear in order for delivery.
3. Highlight the *Customer Account/Tank* and choose **Select**. This will display the Customer account information.

| Truck | Run | Date     | Customer# | Type | Customer Name     |
|-------|-----|----------|-----------|------|-------------------|
| 702   | 1   | 02/26/25 | 121121    | P    | STARK, IMOGENE    |
| 1     | 1   | 10/08/24 | 104140    | P    | MARKS, DOCK       |
| 1     | 2   | 10/08/24 | 129868    | P    | HEANEY, VIVIANE   |
| 1     | 3   | 10/08/24 | 120125    | P    | AUFDERHAR, WILSON |
| 96    | 1   | 10/08/24 | 101720    | P    | BERGE, WHITNEY    |
| 96    | 2   | 10/08/24 | 115350    | P    | MOEN, DEXTER      |
| 96    | 3   | 10/08/24 | 121121    | P    | STARK, IMOGENE    |
| 100   | 1   | 10/08/24 |           |      |                   |
| 100   | 2   | 10/08/24 |           |      |                   |
| 100   | 3   | 10/08/24 |           |      |                   |

| Tank Info                                  |                 |             |
|--|-----------------|-------------|
| Tank Serial#                               | 242746          | Tank Name   |
| Delivery Address                           | Capacity 500.00 | Est % Left  |
| 7538 Gaylord Lodge, SPRINGFIELD, SD 57062- |                 | 0%          |
| Special Instructions                       |                 | Opti Status |

| Schedule Info   |             |
|-----------------|-------------|
| Schedule Name   | Route # 702 |
| Total Scheduled | 8           |

Buttons: **Select**, **Navigate**, **Back**

4. Choose **Start Delivery** to advance to the *Delivery* screen.

Choose Search Criteria  Customer  Tank

Customer# 121121  
**STARK, IMOGENE**  
 Phone (902)311-6784   
 Limit \$1,000.00   
 Current \$0.00   
 Past Due \$0.00  
 Total \$0.00  
 Terms Due the 15th

| Serial# | Type | Tank Name | Size   |
|---------|------|-----------|--------|
| 242746  | P    |           | 500.00 |

Tank RRN 3287  
 Delivery Address 7538 Gaylord Lodge  
**SPRINGFIELD, SD**   
 Customer Type PROPANE - RESIDENTIAL   
 Delivery Type AUTO FILL   
 Last Delivery 267.10 01/22/24  
 Business Owns Y Est% Left 0   
 K-Factor 5.18 Daily Use 0.00   
 Leak Test 00/00/00  
 Gas Check 00/00/00

Other Info  
 Product LP GAS-HEATING  
 Price \$1.7500  
 Route PLAINFIELD LP  
 Location PLAINFIELD  
 Reg Cd

5. The *Multi-Delivery Pumping* screen will appear. Begin pumping gallons. Multiple gallon deliveries can be pumped and invoiced on one ticket.

PLEASE PROCEED TO MAKE DELIVERY

Customer: **STARK, IMOGENE**

| Meter/Sale/Gal | Tank/Name/Size | Compartment | Contract# |
|----------------|----------------|-------------|-----------|
| 0              |                | 1           |           |

Memo:

6. For electronic registers:

- **LCR II** – Turn the red knob to *Run*. Pump the fuel and then turn the red knob to *Stop*. Allow the switch to rest on *Stop* for two seconds and then turn to *Print*. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **LC IQ** – Press **Start** on the register to begin pumping fuel. Press **End/Print** when finished. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **MidCom ECount** – Press **Start/Stop** on the register. The register will reset to 0.00. Pump the product and press **Start/Stop** when finished pumping. Press the **Print** button. A meter block will print on the Blaster printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **Neptune E4000** – Press the **Start/Enter** button on the register. The Neptune register will reset to 0.00. Pump the product and press **Stop/Cancel** when finished. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **TCS 3000**  
**Method 1:** Press **Start/Enter** on the register. Use the navigation arrows to select the product and press

**Start/Enter.** If performing a direct delivery, press the **Start/Enter** button to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press **Stop/Cancel** a second time to finish the delivery. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

**Method 2:** If performing a preset delivery, press the **Preset** button and enter the preset amount. Press the **Start/Enter** button to begin pumping. Once the preset amount is reached, the meter will automatically finish the delivery and print the meter block and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

7. For non-interfaced registers:
  - a. Pump gallons on the register as usual.
  - b. Enter the gallons pumped in the *Meter/Sale/Gal* column of the *Multi-Delivery Pumping* screen by tapping in the field and using the on-screen keyboard.
8. Select **Finished Pumping** when gallon deliveries appear on the *Multi-Delivery Pumping* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field. Proceed to Step 11.

**PLEASE PROCEED TO MAKE DELIVERY**

Customer: **STARK, IMOGENE**

| Meter/Sale/Gal | Tank/Name/Size | Compartment | Contract# |
|----------------|----------------|-------------|-----------|
| 250            | 1              |             |           |
|                |                |             |           |
|                |                |             |           |
|                |                |             |           |
|                |                |             |           |

Memo:

1 P

Finished Pumping

Clear Back

9. If the customer has multiple tanks, highlight the gallons pumped and select in the *Tank/Name/Size* column.
10. Customer tanks will display. Select the tank and choose **Select** to return to the *Delivery* screen.

**Select Tank**

| Type | Serial Number | Tank Name   | Size    | Rt  | Cl | S |
|------|---------------|-------------|---------|-----|----|---|
| P    | F00232169     | EAST---M    | 1000.00 | 202 |    |   |
| P    | F00232435     | EAST        | 1000.00 | 202 |    |   |
| P    | M1918005      | West S TANK | 2000.00 | 202 |    |   |

**Tank Info**

Delivery Address  
**97060 Emmet Pines  
 PARKER, SD 57053-**  
 Special Instructions

**Call In Info**

Comments

Preset Gallons 0      Entered By

Select Cancel

11. While the delivery gallons are still highlighted, select the compartment (*Cm*) for the delivery (**1 P** located in bottom left corner of *Delivery* screen). An optional memo can be added to the delivery gallons. This memo

prints on the Invoice and is specific to the highlighted gallons.

| Meter/Sale/Gal | Tank/Name/Size | Compartment | Contract# |
|----------------|----------------|-------------|-----------|
| 250.0          | P//500.00      | 1           |           |
|                |                |             |           |
|                |                |             |           |
|                |                |             |           |
|                |                |             |           |

Memo: Annual Fill

1 P

Finished Assigning

Clear Back

12. Repeat Steps 8 - 11 for each set of gallons. Select **Finished Assigning** once all gallons have been assigned. The *Invoicing* screen will appear.
13. Review the Invoice for accuracy. If the Invoice has more than one product, tap on the product line in the lower left portion of the screen to display details.
  - a. **Department** – The product is defaulted based on the tank default in Energy Force. Select **Choose** if modification of the product is necessary. For gallon deliveries, the system will only allow a selection of pumpable products.
  - b. **Gallons** – Gallons cannot be modified if received from an electronic register. If using a non-interfaced register, tap in the *Gals/Qty* field and use the on-screen keyboard to modify as necessary.
  - c. **Price** – Tap in the *Price* field and use the on-screen keyboard to modify pricing as necessary. If gallons apply to a contract, the price cannot be modified.
  - d. **End %** – Each set of gallons delivered require an ending percentage (the *Start %* is calculated from here based on tank size). Tap in the *End %* field and use the on-screen keyboard to enter ending percent. Make sure to enter the ending percent for each set of gallons listed on the Invoice.

|            |          |
|------------|----------|
| Start%     | 30       |
| End%       | 80       |
| Remove     | Add      |
| Remove Tax | Payment  |
| Out Of Gas | Discount |

- e. **PO#** – Optionally tap in the *PO#* field to enter the Purchase Order number. This number prints on the customer Invoice.
- f. **Add** – If additional items such as labor or delivery fees need to be added to the Invoice, select **Add**. This will add a line to the Invoice with a *Qty* of zero.
  - i. Highlight the 0.00 line item.
  - ii. Select **Choose** to assign a department.
  - iii. Select the Department from the product listing that appears. Tap in the *Product* column and begin typing to search for a product if necessary.
  - iv. Choose **Select** to update the Department associated with the added item.
  - v. Enter the *Qty* and *Price* associated with the department selected.

Product 46088 OUT OF GAS - LEAK TEST FEE

Choose

Gals/Qty 1.00

PO#

| Price   | Line Amount | Line Tax | Line Total | Invoice Total |
|---------|-------------|----------|------------|---------------|
| 50.0000 | 50.0000     | 3.10     | 53.1000    | \$490.60      |

| Qty    | Unit Price | Description                |
|--------|------------|----------------------------|
| 250.00 | 1.7500     | LP GAS-HEATING             |
| 1.00   | 50.0000    | OUT OF GAS - LEAK TEST FEE |

Remove Add

Remove Tax Payment

Out Of Gas Discount

Preview Invoice

Finalize Invoice

vi. Repeat these steps for any additional added items.

14. Choose **Continue**. The *Confirm Delivery* screen will appear.

### Confirm Delivery

Invoice Total      **\$517.73**

Signature

**Continue**

15. If a customer requires a signature on the Invoice, tap in the *Signature* field, have the customer sign, and select **Continue**. If a signature is not required, select **Continue**.

16. Select the number of invoices to print. The *Scheduled Delivery* screen will appear and the previously selected tank will be removed.

SKY COOPERATIVE - PLAINFIELD  
883 CAYDEN CLIFFS WAY  
PLAINFIELD, SD 57385-  
(800)783-0560

Customer#: 121121      Invoice #: 113  
STARK, MOGENE      Date: 02/26/2025  
3537 WARD CENTER      Time: 14:31  
WEST LISABOROUGH, OR 28870-  
(902)311-6784      \*\*\* ORIGINAL \*\*\*  
Delivery Address:  
7538 Gaylord Lodge SPRINGFIELD, SD  
Driver: SHANE STARK

| Quantity | Description              | Unit Price | Amount          |
|----------|--------------------------|------------|-----------------|
| 250.0    | G LP GAS-HEATING         | \$1.7500   | \$437.50        |
|          | Sale # 1/242746          |            |                 |
|          | SD STATE SALES TAX       |            | \$18.38         |
|          | SPRINGFIELD CITY TAX     |            | \$8.75          |
|          | End %: 80.00             |            |                 |
|          | Annual Fill              |            |                 |
| 1.00     | OUT OF GAS - LEAK TEST F | \$50.0000  | \$50.00         |
|          | Sale # 2/242746          |            |                 |
|          | SD STATE SALES TAX       |            | \$2.10          |
|          | SPRINGFIELD CITY TAX     |            | \$1.00          |
|          | Invoice Sub              |            | \$487.50        |
|          | Tax                      |            | \$30.23         |
|          | <b>Net Due</b>           |            | <b>\$517.73</b> |

Customer PO # \_\_\_\_\_ Customer Signature \_\_\_\_\_

## Invoice Screen Additional Options

- **Preview** – This allows the driver to see an overall preview of the Invoice prior to finalization. If the Invoice appears correctly, **Continue** can be chosen and EnergyTrack will proceed to the *Signature* screen. If further changes are necessary, select **Modify** to return to the *Invoice* screen.
- **Remove** – This requires a user right to be utilized. Select this button to remove non-pumpable items from an Invoice. Pumpable items cannot be removed from an Invoice.
- **Discount** – Discount codes can be associated with a tank in Energy Force. If a discount needs to be modified or removed, select this button and choose accordingly.
- **Remove All Taxes** – This option requires a user right to be utilized. Select this button to remove ALL taxes on an Invoice. Taxes will be removed from ALL line items. Once taxes have been removed, they cannot be added back to the Invoice.  
**Note:** Notify office staff if taxing/product information needs modified for the tank.
- **Out of Gas** – This option requires a user right to be utilized. When an Out of Gas situation occurs (*Start % = 0*), the driver can select this button to perform an Out of Gas check. If the driver does not utilize this function within the *Invoice* screen, EnergyTrack will automatically prompt for an Out of Gas check once the **Continue** button is selected to finalize an Invoice. For more information, see [Out of Gas](#).
- **Payment** – The driver can select this to enter a payment from the customer. Reference [Payments](#) for proper procedures for entering payments in EnergyTrack.
- **Continue** – Finalize the Invoice.