

Unscheduled Delivery - Propane

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The Unscheduled Delivery allows for a delivery to a customer not on the schedule file received from Energy Force.

Reference [Scheduled Delivery](#) for more details on the additional options available on the *Invoice* screen.

1. Select **Unscheduled Delivery** from the *Delivery Menu* to advance to the *Customer / Tank Information* screen.
2. Select the *Customer* radial button and select **Search** to search for a customer. The system will automatically sort the customer file as information is entered.
3. Upon choosing the customer the available tanks will populate to choose from.

The screenshot displays the 'Choose Search Criteria' screen. At the top, there are radio buttons for 'Customer' (selected) and 'Tank', and a 'Search' button. Below this, the 'Customer# 100' section shows details for JACOBI, RYAN, including phone number (169)484-8142, a limit of \$0.00 (highlighted with a red box), current balance of \$762.45, and terms 'Due the 15th'. A table of tanks is shown with columns for Serial#, Type, Tank Name, and Size. The first row, 983028 P West Farm 1000.00, is highlighted. Below the table, the 'Tank RRN 1799' section shows delivery address 8634 Bradtke Burg, SALEM, SD, and other details like customer type (PROPANE - RESIDENTIAL) and delivery type (WILL CALL). The 'Other Info' section shows product (LP GAS-HEATING), price (\$1.7500), route (DANVILLE LP), and location (DANVILLE). A 'Regulators' button is highlighted with a red box. At the bottom, there are buttons for 'Start Delivery' and 'Back'.

Serial#	Type	Tank Name	Size
983028	P	West Farm	1000.00
F00232169	P	EAST---M	1000.00
F00232435	P	EAST	1000.00
M1918005	P	West S TANK	2000.00
9SA008106	P		120.00
RRN3040	P	METER 60C	1000.00
RRN1629	P	House	500.00

4. If the customer has more than one tank, select **Start Delivery** to advance to the *Delivery* screen. The *Multi-Delivery Pumping Screen* will appear. Begin pumping gallons using the steps indicated in Step 5. Multiple gallon deliveries can be pumped and invoiced on one ticket.

PLEASE ASSIGN TANKS AND COMPARTMENTS

Customer: **JACOBI,RYAN**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
1/59211/250.0	P/West Farm/1000.00	1	

Memo:

1 P

Finished Assigning

Clear

Back


5. For interfaced electronic registers:

- **LCR** – Turn the red knob to *Run*. Pump the fuel then turn the knob to *Stop*. Allow the switch to rest on *Stop* for two seconds 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 the **Start/Stop** button on the register. The register will reset to 0.00. Pump the product and press **Start/Stop** when finished pumping. Press **Print**. 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 **Start/Enter** 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 **Start/Enter** to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press it 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 **Preset**, enter the preset amount, and press **Start/Enter** 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.

6. For non-interfaced registers:
 - a. Pump gallons on the register as usual.
 - b. Enter 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.
7. Select **Click here to assign tank** on the *Please Assign Tanks and Compartments* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field.

PLEASE ASSIGN TANKS AND COMPARTMENTS



Customer: **ADAMS,ANSEL**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
1/47320/250.0	Click here to assign tank		

Memo:

1 P

Finished Assigning

Clear

Back

8. If the customer has multiple tanks, highlight the gallons pumped and select in the *Tank/Name/Size* column.
9. The *Select tank* window will display. Choose the tank and press **Select** to return to the *Delivery* screen.

Select Tank

Type	Serial Number	Tank Name	Size	Rt	Cl	S
C2	CYL20	test1	1.00	1	✓	✓
P	CUSTOMNS	PIVOT	1000.00	1		
CY	CYL	cylinder	5.00	1		
P	224455	house-fill t	1500.00	1		

Tank Info

Delivery Address
987 RONALD REGAN PARKWAY
BROWNSBURG, IN 46112-

Special Instructions

Call In Info

Comments

Preset Gallons **0** Entered By

Select
Cancel

10. While the delivery gallons are still highlighted, select the compartment (Cm) for the delivery (1 P located in bottom left corner of the *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.

1/58720/250.0
P/SHOP/300.00

Memo

Back
Clear

1 P
Finished Assigning

11. Press **Finished Assigning** once all gallons have been assigned. The invoicing screen will appear.
12. 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 the details.
- **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 show a selection of pumpable products.
 - **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.
 - **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.
 - **End %** – Each set of gallons delivered requires an ending percentage (the *Start %* is automatically calculated based on tank size). Tap in the *End %* field and use the on-screen keyboard to enter the ending percent. Be sure to enter an ending percent for each set of gallons listed on the Invoice.
 - **PO#** – Optionally tap in the *PO#* field to enter the Purchase Order number. This number prints on the customer Invoice.
 - **Add Item** – If additional items such as labor or delivery fees need added to the Invoice, select **Add Item**.

This adds 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 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.

Price	Line Amount	Line Tax	Line Total	Invoice Total	Start%	End%
1.7500	437.5000	27.13	464.6300	\$464.63	0	80

Qty	Unit Price	Description
250.00	1.7500	LP GAS-HEATING

vi. Repeat these steps for any additional added items.

13. Select **Finalize Invoice**. The *Confirm Delivery* screen will appear.

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

Confirm Delivery

Invoice Total **\$464.63**

Signature

Continue

15. Select the number of invoices to print. The customer *Tank* screen will display and the Invoice(s) will print.

How many copies would you like to print?

Print One Invoice

Print Two Invoices

Print Three Invoices

ABC SUB LOCATION
5250 E US HWY 36
SUITE 100
AVON, IN 46123-
(800)783-6560

Customer#: 10084
HUNT, SAM
123 MAIN
WINNER, SD 57580-
(555)555-5555
Delivery Address:
123 MAIN WINNER, SD
PO#: PO12345
Driver: BOB

Invoice #: 232949
Date: 05/02/2018
Time: 10:56

*** ORIGINAL ***

Quantity	Description	Unit Price	Amount
250.0 G	COMMERCIAL PROPANE Sale # 39313/House/123 End #: 80.00	\$1.0000	\$250.00
250.0 G	COMMERCIAL PROPANE Sale # 39314/SHOP/SHOP867 End #: 87.00 Annual Fill	\$2.0000	\$500.00
1.00	LABOR Sale # 0/SHOP/SHOP867	\$50.0000	\$50.00
	Invoice Sub		\$800.00
	Tax		\$35.00
	Total		\$835.00

PO12345
Customer PO # _____ Customer Signature _____

16. Choose **Back** to return to the *Unscheduled Delivery Customer* list.