

Product Delivery - Propane

Last Modified on 02/10/2025 9:18 am EST

A non-fuel delivery can be made to any customer that has a tank.

For example: Ryan Jacobi has propane tanks therefore a propane driver would see the customer account.

1. Navigate to the customer account and choose **Misc. Sale**.

The screenshot shows the 'Choose Search Criteria' section with 'Customer' selected. The search results table lists several tanks for customer JACOBI, RYAN. The 'Misc. Sale' button is highlighted in the 'Other Info' section for tank RRN1799.

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

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

Tank RRN 1799
Delivery Address 8634 Bradtke Burg SALEM, SD
Customer Type PROPANE - RESIDENTIAL
Delivery Type WILL CALL
Last Delivery 100.00 05/01/24
Business Owns Y Est% Left 75
K-Factor 1.98 Daily Use 0.00
Leak Test 12/07/23
Gas Check 00/00/00

Other Info
Product LP GAS-HEATING
Price \$1.7500
Route DANVILLE LP
Location DANVILLE
Reg Cd
Misc. Sale Calculator Notes
Split Regulators Meter Rd

2. Select **Choose** then highlight the Product or Service being invoiced and choose **Select**.

The screenshot shows the 'Choose' dialog box open over the customer account details. The 'Choose' button is highlighted, and the 'Select' button in the dialog is also highlighted. The dialog lists various products and services, with 'HOWES TREATMENT 1/2 GAL' selected.

Customer# 100
JACOBI,RYAN
Contract# No Contract
Serial# 983028
Tank Name West Farm
Tank Size 1000.00
Product 0
Gals/Qty 0.00
PO#

Additional Info
Split Bill?
Special Instructions

Select_Department_RET

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

Price 0.0000 Line Amount 0.0000

Qty 0.00 Unit Price 0.0000 Description

Close **Select**

Preview Invoice
Finalize Invoice

3. Enter *Gals/Qty* being delivered and the *Price*.

Customer# 100
JACOBI,RYAN Split Bill?
Contract# **No Contract** Splits
Serial# **983028**
Tank Name **West Farm**
Tank Size **1000.00**
Product **82715 HOWES TREATMENT 1/2 GAL**
Choose
Gals/Qty **10.00**
PO#

Additional Info
Special Instructions
Directions
Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total
2.5000	25.0000	1.55	26.5500	\$26.55

Qty	Unit Price	Description
10.00	2.5000	HOWES TREATMENT 1/2 GAL

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

4. To add additional items to the invoice, press **Add Item**. This will create an additional 0.00 line item in the lower area of the screen.

5. Repeat Steps 2 - 4 for each item.

6. Select **Finalize Invoice** to finalize and print the Invoice.

Customer# 100
JACOBI,RYAN Split Bill?
Contract# **No Contract** Splits
Serial# **983028**
Tank Name **West Farm**
Tank Size **1000.00**
Product **82715 HOWES TREATMENT 1/2 GAL**
Choose
Gals/Qty **10.00**
PO#

Additional Info
Special Instructions
Directions
Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total
2.5000	25.0000	1.55	26.5500	\$26.55

Qty	Unit Price	Description
10.00	2.5000	HOWES TREATMENT 1/2 GAL

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