

Scheduled Delivery - Refined Fuels

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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/Route 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 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.

Truck	Run	Date
3160	1	03/07/25
3160	2	03/07/25
3101	1	03/06/25
3101	2	03/06/25
2871	2	03/04/25
2871	2	03/03/25
2871	3	03/03/25
2871	1	02/28/25
3160	2	02/27/25
2266	1	02/26/25
2407	1	02/26/25
2412	1	02/26/25

Customer#	Type	Customer Name
6239633	DD	CHILLICOTHE PARK DEPT
6687846	CD	JOE BUCKNER
6239403	DD	THORNE BROTHERS

Tank Info
Tank Serial# 001066875 Tank Name RED
Delivery Address Capacity 300.00 Est % Left
715 WASHINGTON ST, CHILLICOTHE, MO 64601-2229 10%
Special Instructions Opti Status
Call In Comments
fill gas and red diesel at the Parks

Schedule Info
Schedule Name 2407
Total Scheduled 3
[Show Route](#)

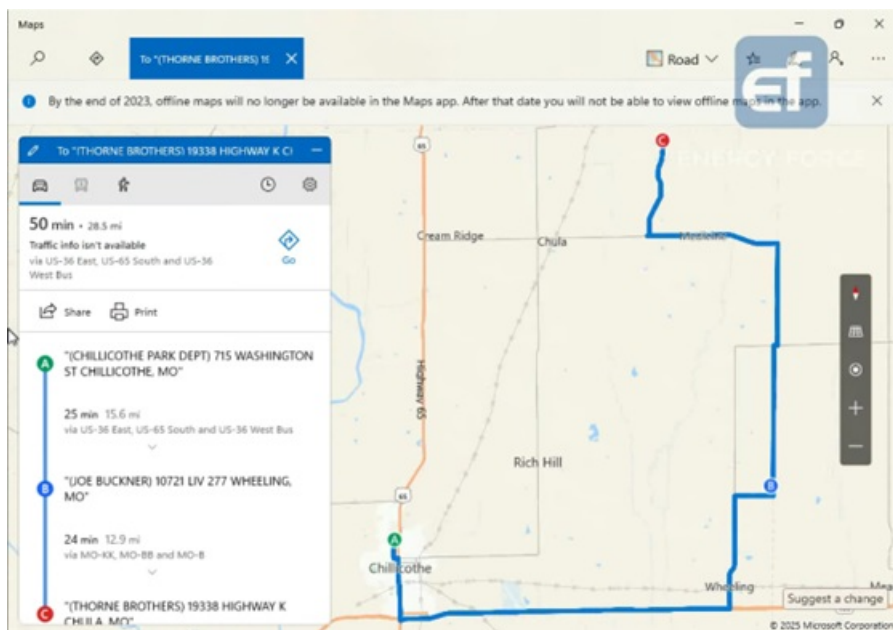
[Select](#)
[Navigate](#)
[Back](#)

Energyforce SQL

Version: 17.283.0.0

Query

IN5



Making 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
101	1 02/26/25	119212	DD	ABBOTT,AMIR
201	1 02/26/25	119212	DD	ABBOTT,AMIR
702	1 02/26/25	100345	DD	ORTIZ,REID
998	1 02/26/25	112400	DD	SCHNEIDER,TONEY
		100920	G	DAVIS,NICO
		100345	DD	ORTIZ,REID
		100345	G	ORTIZ,REID

Tank Info

Tank Serial# **RRN3424** Tank Name **MACHINES***

Delivery Address Capacity 500.00 Est % Left

5812 Suzanne Terrace, SIOUX FALLS, SD 57108-8110 2%

Special Instructions Opti Status

Call In Comments

Wants all tanks filled.

Select

Navigate

Back

Schedule Info

Schedule Name **Route # 101**

Total Scheduled **10**

Show Route

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

Choose Search Criteria ☐ Customer ☐ Tank

Customer# 119212
ABBOTT,AMIR
 Phone (131)161-6150
 Limit **\$0.00**
 Current \$1,035.20
 Past Due \$0.00
 Total \$1,035.20
 Terms **Due the 15th**

Serial#	Type	Tank Name	Size
RRN3424	DD	MACHINES*	500.00

Tank RRN 3424

Delivery Address **5812 Suzanne Terrace**
SIOUX FALLS, SD
 Customer Type **DYED DIESEL**
 Delivery Type **WILL CALL**
 Last Delivery 0.00 00/00/00
 Business Owns **N** Est% Left 0
 K-Factor 0.00 Daily Use 0.00
 Leak Test 00/00/00
 Gas Check 00/00/00

Other Info
 Product **#1 DYED DIESEL TAXABLE**
 Price **\$3.2000**
 Route **AVON RF**
 Location **AVON**
 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: **ABBOTT,AMIR**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
0.0			

Memo:

1 CD 2 DD 3 G 4 DD 5 CD

6. For electronic registers:

- **LCR** – 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.

- o **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 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.

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: **ABBOTT,AMIR**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
250			

Memo:

1 CD 2 DD 3 G 4 DD 5 CD **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
DD	RRN3423	MACHINES	500.00	101	✓	✓
DD	RRN3424	MACHINES*	500.00	101	✓	✓
CD	CLEAR	test	500.00	702	✓	

Tank Info
Delivery Address
445 Conn Spring
SIOUX FALLS, SD 57108-8110
Special Instructions

Call In Info
Comments
Fill all tanks. Only apply contract to this tank.
The others do not apply.
Preset Gallons 0 Entered By kkcomp

Select Cancel

11. While the delivery gallons are still highlighted, select the compartment (Cm) for the delivery (**2DD** 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.

PLEASE ASSIGN TANKS AND COMPARTMENTS

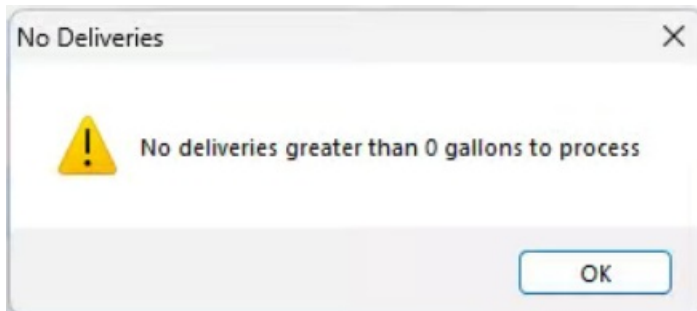
Customer: **ABBOTT,AMIR**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
250.0	DD/MACHINES/500.00	2	

Memo:

12. Repeat Steps 8 - 11 for each set of gallons. Select **Finished Assigning** once all gallons have been assigned. The *Invoicing* screen will appear.

Note: If zero or negative gallons import from the register (i.e. line creep) into the *Delivery* screen, those gallons will be removed to prevent invoicing issues. A message displays stating the entry is being removed. If entries still exist, the driver will continue as normal to assigning. If no entries remain, a message displays *No deliveries greater than 0 gallons to process* and returns to the Tank screen.



Any removed amounts will be included as a variance. Item that comes in and is supposed to be a credit (such as a pump out), will still come in as a positive number and process as usual.

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.
- **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.
 - **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 require an ending percentage (the *Start %* is calculated from here based on tank size). The *End %* field will populate as 99%. Make sure to enter the ending percent for each set of gallons listed on the Invoice.

- o **PO#** – Optionally tap in the *PO#* field to enter the Purchase Order number. This number prints on the customer Invoice.
- o **Add** – If additional items, such as labor or delivery fees, need to be added to the invoice, select the **Add** button. 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.

Tank Size	300.00	
Product	40685	AFTER HOURS FEE
<button>Choose</button>		
Gals/Qty	1.00	
PO#		

Call In Comment
Fill all tanks. Only apply contract to this tank. The others do not apply.

Price	Line Amount	Line Tax	Line Total	Invoice Total
150.0000	150.0000	6.30	156.3000	\$956.30

Qty	Unit Price	Description
250.00	3.2000	#1 DYED DIESEL TAXABLE
1.00	150.0000	AFTER HOURS 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 **\$989.90**

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 - AVON
879 PENNY PARKWAY
AVON, SD 57366-
(800)783-8560

Customer#: 119212 Invoice #: 116
ABBOTT, AMIR Date: 02/26/2025
339 JULIAN COURSE Time: 16:33
NEW ROLANDO, PA 85027-
(131)161-8150
Delivery Address:
445 Conn Spring SIOUX FALLS, SD
Driver: SHANE STARK

*** **ORIGINAL** ***

Quantity	Description	Unit Price	Amount
250.0 G	#1 DYED DIESEL TAXABLE	\$3.2000	\$800.00
	Sale # 1/MACHINES/RRN342		
	SD STATE SALES TAX		\$33.60
	End %: 99.00		
PO# 123456789012345678901234567890			
1.00	AFTER HOURS FEE	\$150.0000	\$150.00
	Sale # 2/MACHINES/RRN342		
	SD STATE SALES TAX		\$8.30
	Invoice Sub		\$950.00
	Tax		\$39.90
Net Due			\$989.90

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.
- **Out of Gas** – This button is not utilized for EnergyTrack – Refined Fuels.
- **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.