

Product Delivery - Refined Fuels

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A **Product Delivery** button is present on the *Tank* screen to allow the driver to invoice a customer for a non-pumpable item such as labor or accessories.

1. Select **Prod. Delv** located on the *Tank* screen. This will advance to the *Invoice* screen.

Tank Serial Number	Type	Size	Tank Name	Last Delivery
BARN	DD	500	FIELDTANK	00/00/00
SHOP	DD	120	SHOP	00/00/00

Preview	Price	Line Amount	All Taxes	Total Amount
0.0000		0.0000	0.00	0.0000
0.00	0.0000			

2. The *Invoice* screen will display a 0.00-line item. Select **Choose** to associate a product with the line item.

Preview	Price	Line Amount	All Taxes	Total Amount
0.00	1.7990	0.0000	0.00	0.0000

Loc	Product
1	AUTO DISCOUNT
1	DISCOUNTS
1	LABOR
1	MOTOR FUEL EXPENSE
1	PARTS/SUPPLIES
1	PAYMENT ON ACCOUNT
1	PAYMENT-CONTRACT DEPOSIT
1	PAYMENT-E.A.
1	PAYMENTS-CASH SALES
1	TANK PICKUP

3. Highlight the product and choose **Select**.
4. Enter *Gals/Qty* for the product and the *Price*.

Preview	Price	Line Amount	All Taxes	Total Amount
75.0000		75.0000	4.13	79.1300
1.00	75.0000			

Preview	Price	Line Amount	All Taxes	Total Amount
1.00	75.0000			

5. 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.
6. Repeat Steps 2 - 4 for each item.
7. Select **Continue** to finalize and print the Invoice.

