

Product Delivery - Refined Fuels

Last Modified on 03/04/2025 11:28 am EST

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

1. Select **Misc Sale** located on the *Customer/Tank* screen. This will advance to the *Invoice* screen.

Choose Search Criteria Customer Tank

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

Serial#	Type	Tank Name	Size
RRN3109	G	TANK 2 E-10	6000.00
RRN3111	G	TANK 3 UNL	6000.00
RRN3112	CD	TANK 4 #2RM	6000.00
RRN3114	CD	TANK 5 #1RM	1000.00
RRN3115	DD	TANK 6 #2FM	1000.00
RRN3116	DD	TANK 6 #1FM	1000.00
RRN3099	CD	#2RM FOR TRU	100.00

Tank RRN 3109
Delivery Address 601 Zane Circle
SALEM, SD
Customer Type GAS
Delivery Type WILL CALL
Last Delivery 250.00 08/13/24
Business Owns N Est% Left 0
K-Factor 0.01 Daily Use 0.00
Leak Test 00/00/00
Gas Check 00/00/00

Other Info
Product SUPER NO LEAD
Price \$2.7400
Route AVON RF
Location AVON
Reg Cd

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

Customer# 100
JACOBI,RYAN
Contract# No Contract
Serial# RRN3109
Tank Name TANK 2 E-10
Tank Size 6000.00
Product 0

Gals/Qty 0.00
PO#

Split Bill?

Additional Info
Special Instructions
Directions
Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total
0.0000	0.0000	0.00	0.0000	\$0.00

Qty	Unit Price	Description
0.00	0.0000	

3. Highlight the product and choose **Select**.

Customer# 100
JACOBI,RYAN
 Contract# No Contract
 Serial# RRN3109
 Tank Name TANK 2 E-10
 Tank Size 6000.00
 Product 0
 Gals/Qty 0.00
 PO#

Split Bill?
 Splits

Additional Info
 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

Choose

Price Line Amount
 0.0000 0.00

Qty Unit Price
 0.00 0.0000

Close Select

Preview Invoice
 Finalize Invoice

4. Enter *Gals/Qty* for the product and the *Price*.

Customer# 100
JACOBI,RYAN
 Contract# No Contract
 Serial# RRN3109
 Tank Name TANK 2 E-10
 Tank Size 6000.00
 Product 40685 AFTER HOURS FEE
 Gals/Qty 1.00
 PO#

Split Bill?
 Splits

Additional Info
 Special Instructions
 Directions
 Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total
150.0000	150.0000	9.30	159.3000	\$159.30

Qty	Unit Price	Description
1.00	150.0000	AFTER HOURS FEE

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

- To add additional items to the invoice, press **Add**. This will create an additional 0.00 line item in the lower area of the screen.
- Repeat Steps 2 - 4 for each item.
- Select **Finalize Invoice** to finalize and print the Invoice.