

Voiding Invoices for Deliveries to Budget Billing Tank

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Budget Billing Invoices are automatically marked as paid when Budget Billing Product Delivery Orders are invoiced. Accounting does not allow paid Invoices to be voided, so when an error on quantity, price, or customer occurs on a Budget Billing Invoice, follow the steps below.

1. If the Invoice for delivery was created in Energy Force void the Budget Billing Invoice in Energy Force.
2. In Agvance Energy, go to *Operations / Product Delivery Order* and select **Add**.
3. Enter *1* in *# of gallons* under *Deliver Options* and enter the correct price.
4. Check *Create Invoice*, enter a *Truck Ticket* number, and enter a fill percent in *Delivery Gauge*.
5. Click **Save**.

Add A Product Delivery Order

Split Call in date 02/21/2024 Current Tank% 45 Call in order ID 1139
Due date 02/21/2024 Delivery Type Scheduled

<Tank Serial #> 691987
Tank size 750
Description Budget Tank DeptID Prop00
CustID 238663 Product name Propane
Balance 0.00 K-Factor 4.500
Customer Karly Watt Heating usage factor 3375.000
Route North Auxiliary factor 0
Region Last delivery date 03/22/2019
Tank address 8070 W 17th St Delivery amount 450
Tank city Gary State IN Zip 46402

Deliver Options
Is this an out of gas call in order?
 Fill percent %
 # of gallons Gal
 Amt. of purchase \$
Charge price \$ 1.29 Gal
Amount needed -337.50 Gal

Order Status
 Open Complete

Dispatch Job Status
Ready

Times out of gas 0 Print
Location 00MAIN

<Product> Propane
 Create Invoice
Truck Ticket
Delivery Gauge

E-Mail Drivers

	Driver ID	Email Destination	Format
1	<input type="checkbox"/> 678RT	fueltest@agvance.net	Standard
2	<input checked="" type="checkbox"/> HAC3	tsupport@agvance.net	Standard

Bookings Save Cancel

6. When the Budget Billing Invoice displays, change the gallons to negative actual billed gallons and **Save**. The total of the new Budget Billing Invoice will offset the total of the original Budget Billing Invoice.

Add Invoice #1200531 Customer (236663) 1 of 1

Invoice Analysis Tax Additional Info Source Tickets Booking Recap MFT Details

Split ID	236663	Grain Balances	Regular	PrePay	UAC	Credit Limit
Customer	Karly Watt	0.00	0.00	0.00	100	
Field ID	?					
Tickets	1140/691987					
<Comments>	691987 / Budget Tank					

Invoice Date	02/21/2024
Due Date	03/15/2024
Price By	Budget Billing
Price Default	Individual
Terms	N15

<Product Name>	Quantity	Inv U	Level	Status	<Unit \$>	Bill U	Total	Split	<%>	Your Share	Tax	Lot #	Dept ID	Prod ID	Tax Exempt Reason	Pr
1 ▶ Propane	-250.000	Gal	List		1.29	Gal	-322.50	1	100.0000	-322.50	<input type="checkbox"/>		Prop00	PropLP		

Prod ID: Bar Code:

Extra Charges: Discount Programs:

Apply Rollups:

Print Method: 1. No Roll up

Subtotal	-322.50
Prepay \$ Used	0.00
Sales Tax	0.00
Amount Due	-322.50

COD

The above steps create a Budget Billing Invoice that negates the original. A new, correct Product Delivery Order can now be entered in Energy and invoiced.