

Orders - SKY Energy

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Overview

A listing of all Energy Product Delivery Orders (PDO) is available in SKY Energy. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Ticket N.	Location	Call In ...	Due Date	Status	Customer	Phone	Tank Se...	Order T...	Tank De...	Route	Region	Edit PDO	Delete PDO
1	Main Plant	10/31/2017	10/31/2017	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East	Edit	Delete
2	Main Plant	11/02/2017	11/02/2017	Incomplete	Donna Roper	217-632-24...	354161	Gallons	Home Heat	South	West	Edit	Delete
1002	Main Plant	10/31/2020	10/31/2020	Incomplete	James Ade	217-562-25...	250156	Gallons	Home Heat	North	East	Edit	Delete
3005	Main Plant	01/26/2023	01/26/2023	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
3009	Main Plant	12/18/2023	01/18/2024	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
4009	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Teste	217-774-99...	461235	Percent	Grain Dryer	South	East	Edit	Delete
4010	Main Plant	01/18/2024	01/18/2024	Incomplete	Tommy Teste	217-774-99...	A123C589	Percent	Home Heat	--	--	Edit	Delete
4013	Main Plant	08/07/2024	08/07/2024	Incomplete	Barry Anders	217-326-23...	85975465	Percent	BA Tank	North	East	Edit	Delete
4014	Main Plant	09/10/2024	09/10/2024	Incomplete	Barry Anders	217-326-23...	85975465	Percent	BA Tank	North	East	Edit	Delete
4016	Main Plant	10/16/2024	10/23/2024	Incomplete	Tommy Teste	217-774-99...	A123C589	Gallons	Home Heat	--	--	Edit	Delete
3	Main Plant	11/02/2020	11/02/2020	Completed	Bob Cowgill	217-774-29...	350124	Gallons	Grain Dryer	South	East	Edit	Delete
2004	Main Plant	01/29/2021	02/02/2021	Completed	Bob Cowgill	217-774-29...	756458	Gallons	Home Heat	South	East	Edit	Delete

Columns displaying include:

- Ticket Number – Formerly known as *Call In ID*.
- Location
- Call In Date
- Due Date – This column defaults to ascending (oldest date at the top).
- Status – This column defaults to show *Incomplete* first.
- Customer
- Phone
- Tank Serial Number
- Order Type
- Tank Description
- Route
- Region

Note: Any field without data will show a double dash (--).

With access to SKY Order, review customer bookings from SKY Energy by selecting the **Bookings** link. This opens the *Bookings* page of SKY Order in a new browser tab.

A full page view of Product Delivery Order information is available by selecting the *Ticket Number* on the *Orders* grid or from the *Tank History* page.

View Product Delivery Order

Product Delivery Order #1002

Tank ▲

Tank Serial Number	Customer Name	Customer ID	Credit Status	Location	Location ID
250156	James Ade	Adeja	✔ Fair	Main Plant	00MAIN

Order Details ▲

Call In Date: 10/31/2020
Due Date: 10/31/2020

Additional Comments: --

Delivery ▲

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant (00MAIN)	Out of Gas No	Times Out of Gas 0
Current % 80 i	Deliver By Number of Gallons	Number of Gallons 50	Charge Price \$3.85 / Gal	Amount Needed 50 Gal

For more information on how to use the *Energy Product Delivery Order* grid see, [Using Grids in Agvance SKY](#).

To view more Customer details, select the Customer name link to open that specific Customer's SKY Customer *Overview* page. Read more about the [SKY Customer Overview](#) page.

Product Delivery Orders

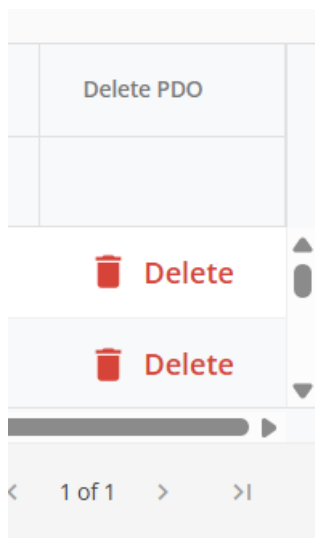
A user permission is required to enable adding or editing a Product Delivery Order within SKY Energy at SKY *Company Admin / User / Edit User*. Toggle on *Add/Edit Order* to add or edit a Product Delivery Order on the *Orders* page of SKY Energy that has not been invoiced. Invoiced PDO's will always be view only.

- Energy
- Add/Edit Order
- Add/Edit Tank
- Delete PDO
- Delete Tank

On view of a Product Delivery Order, selecting **Tank Serial Number** opens the selected tank information in a new tab and with access to SKY Customer, selecting **Customer Name** opens the selected customer's SKY Customer page in a new tab.

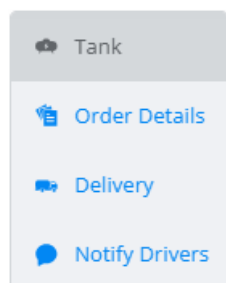
On the *Add/Edit* view of a *Product Delivery Order*, selecting **Tank Serial Number** opens the selected tank information in a new tab, and with access to SKY Customer, **Customer Name** opens the selected customer's SKY Customer page in a new tab. Also, to change or remove the selected tank on a new PDO, select **Remove Tank**. That tank will be removed and the **+ Add Tank** button will be visible again.

Delete Product Delivery Orders from the *Orders* page using the **Delete** action column if incorrect or unneeded. The SKY User permission *Delete PDO* is required to use the Delete option.



Open SKY Energy / *Orders*, hover over the blue + icon, and select **New Product Delivery Order**.

On the *New Product Delivery Order* page, all fields will appear with sections expanded. The left navigation tree expands view upon hovering, and choosing a section will jump to that area of the form.



Tank

New Product Delivery Order

Tank

Tank Serial Number	Customer Name	Customer ID	Credit Status	Location	Location ID	Remove Tank
250159 ↗	Larry Baker ↗	12345	✔ Excellent	Main Plant	00MAIN	🗑 Remove

- Add the Tank to order by selecting **+ Add Tank** to open the search overlay and choose from active tanks. The *Tank Serial Number*, *Customer Name*, *Location*, and *Credit Status* fields will populate upon choosing **Select + Close**.
 - Once the Tank has been added, it can be removed and replaced if needed by selecting **Remove Tank**

and choosing + **Add Tank** to select the replacement.

Note: Adding a Tank is required to enter a Product Delivery Order.

Order Details

Order Details ▲

Call-in Date* 6/10/2025	Due Date* 6/10/2025
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Additional Comments

0 / 250

- **Call-in Date** – Required field that auto fills with the current date.
- **Due Date** – Required field that auto fills with the current date.
- **Additional Comments** – Include comments when creating a PDO for the driver to help with the order once received.

Delivery

Delivery ▲

Product Name Propane - Home Heating	Product ID PropHH	Product Location Main Plant	
Determine Remaining By Calculated ▼	Current %* 0	<input type="checkbox"/> Out of Gas	Times Out of Gas 0
Delivery By* Fill Percent ▼	Delivery Amount (%)* 0	Charge Price (\$/Gal) 3.85	

- **Product Name / Product ID / Product Location**
 - If a Tank is not selected, the following message displays: *Select a Tank to manage delivery options.*
 - Once a tank is selected, the *Product Name*, *Product ID*, and *Product Location* attached to the Tank will display. Using the **Change Product** button opens a Product search overlay for a new Product selection.
 - If there is not a Product attached to the Tank, + **Product** displays and is mandatory to save an Product Delivery Order.
- **Determine Remaining By / Current %**
 - If a tank has a monitor, the *Determine Remaining % By* drop-down will default to *Monitor with Current (%)* or optionally choose *Calculated*.
 - If a Tank does not have a monitor, the default is *Calculated* and displays in a read-only state with *Estimated (%)*. *Estimated (%)* will default to values in the database but can be changed.
- **Out of Gas** – Mark the tank on the as *Out of Gas*
 - **Times Out of Gas** – Counts how many times the Tank has previously been out of gas.
- **Delivery By** – Defaults to *Fill Percent* or choose *Number of Gallons* or *Amount of Purchase*.
- **Delivery Amount (%) / Delivery Amount (Gal) / Amount of Purchase (\$)**



- If *Fill Percent* is selected, *Delivery Amount %* displays with an initial value of 0. This can be changed if needed and has a maximum of three numeric characters.
- If *Number of Gallons* is selected, *Delivery Amount (Gal)* displays with an initial value of 0. This can be changed if needed and has a maximum of five numeric characters.
- If *Amount of Purchase* is selected, *Amount of Purchase (\$)* displays with an initial value of 0. This can be changed if needed and has a maximum of four numeric characters.
- **Charge Price** – Price charged per gallon.

Notify Driver

Upon saving the PDO, a standard formatted email will be sent to the email associated with that driver. By default, any Drivers already linked to a tank will display. Additional drivers can be selected by choosing the **+ Add Driver** button.

Note: Only drivers with email entries added in desktop Agvance will display.

Notify Drivers ▲

Driver ID	Driver Name	Driver Email	Preview Message	Delete
678RT	Jane Example	fueltest@agvance.net		

[+ Add Driver](#)

- **Driver ID**
- **Driver Name**
- **Driver Email**
- **Preview Message** – Selecting *Preview Message* will open a dialog showing what the message to the driver will look like.
 - Email from will default to the company's email as the sender.
 - *Email To* will show Drivers email address.
 - *Subject* to read *Product Delivery Order #TBD / Delivery Scheduled.*

Driver Email Preview

Email To
fueltest@agvance.net

Subject
Product Delivery Order #TBD /Delivery Scheduled

Message

Order Info:
 Larry Baker (12345)
 Propane - Home Heating
 Amount: 0
 Fill to 0 at 3.85/Gal
 Deliver By: 09/25/2025
 Current Tank%: 0
 Notes:
 SN: 250159
 Size: 500
 2500 N 1140 Rd E
 Shelbyville IL, 62565
 Desc: Home Heat
 Route: North
 Region: East
 Directions/Notes:

Message Recipients:
fueltest@agvance.net

Close

- **Delete** – Removes the selected Driver from receiving notifications.
- **+ Add Driver** – When selected, a Driver search modal displays to choose from a list of active drivers.

Saving or Canceling

Select **Create Order** will save the new Product Delivery Order and route back to the *Orders* list page. A validation banner at the bottom of the screen indicates the order has successfully been saved.

- If any required inputs are empty, the validation banner will display at the top of the page, below the header, calling attention to required inputs.
 - A Tank must be added.
 - *Delivery Amount (% or Gal)* or *Amount of Purchase (\$)* must be entered.
 - The validation banner and error state of inputs will display until the user selects **Create Order** after entering required content.

Select **Cancel** to close out and return to the *Orders* screen. If any field was populated, a message displays stating the Tank will not be saved. Select **Discard & Continue** to cancel the Tank or **Go Back** to return to the *Add Product Delivery Order* form.

Product Delivery Order Will Not Be Saved

If you leave this page without saving, any information entered for this product delivery order will not be saved.

[Discard & Continue](#) [Go Back](#)

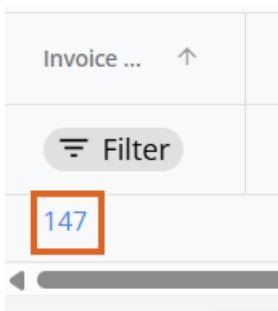
AR Invoices

View a listing of Energy Invoices tied to Product Delivery Orders (PDO) on the *Invoices* tab at *SKY / Energy / Orders*. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

The screenshot shows the 'Energy Orders' page with the 'AR Invoices' tab selected. The table lists various invoices with columns for Invoice Number, Status, PDO Number, Date, Control, Deliver, Due Date, Tank Set, Tank De, Custom, Customer, Driver ID, and Driver. The status column includes icons for 'Paid', 'Open', and 'Voided'. The 'Invoice Number' column contains links to view more details for each invoice.

Invoice ...	Status	PDO Nu...	Date PD...	Control ...	Deliver...	Due Date	Tank Se...	Tank De...	Custom...	Customer	Driver ID	Driver	Di
146	Paid	4015	11/14/2024	--	10/16/2024	10/16/2024	A123C589	Home Heat	999999	Tommy Tester	--	--	Pr
147	Open	4017	11/14/2024	--	10/16/2024	11/14/2024	461235	Grain Dryer	999999	Tommy Tester	--	--	Pr
141	Paid	4011	01/18/2024	--	01/18/2024	01/18/2024	A123C589	Home Heat	999999	Tommy Tester	--	--	Pr
142	Paid	4012	01/18/2024	--	01/18/2024	01/18/2024	461235	Grain Dryer	999999	Tommy Tester	--	--	Pr
123	Voided	3006	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345	Larry Baker	--	--	Pr
124	Paid	3007	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345	Larry Baker	--	--	Pr
125	Paid	3006	02/28/2023	--	02/28/2023	--	250159	Home Heat	12345	Larry Baker	--	--	Pr
126	Paid	3008	02/28/2023	--	02/28/2023	02/28/2023	250159	Home Heat	12345	Larry Baker	--	--	Pr
117	Paid	2005	11/23/2021	--	11/23/2021	--	A123C589	Home Heat	999999	Tommy Tester	--	--	Pr
113	Paid	2002	04/01/2021	--	04/01/2021	--	756458	Home Heat	CowBo	Bob Cowgill	--	--	Pr
116	Paid	2003	02/05/2021	--	02/26/2021	--	756458	Home Heat	CowBo	Bob Cowgill	--	--	Pr
115	Paid	2004	01/04/2021	--	01/29/2021	--	756458	Home Heat	CowBo	Bob Cowgill	--	--	Pr

The *Invoice Number* is tied to the Invoice. View more Invoice details by selecting the *Invoice Number* link on any row.



Invoice #147 Open

Tank & Customer

Location 00MAIN	Tank Serial Number 461235	Tank Description Grain Dryer
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Invoice Details

Product Delivery Order Number 4009	Control Number —	Call-in Date 01/17/2024	Invoice Date 11/13/2024	Due Date 11/13/2024
Cash On Delivery No	Salesperson Steven Bean	Additional Comments 461235 / Grain Dryer		

The Invoice opened shows more details including the *Status (Open (Invoiced), Reversed, Voided and Paid), Location Name, ID* and split information if applicable. The *Tank Serial Number* is tied to PDO/Invoice and when clicked opens a new tab viewing the *Tank Info* page for that specific tank. The *Product Delivery Order Number* opens a new tab to view the relative *Product Deliver Order* page and related information.

Product

2 | 0 | Export | ...

Product...	Product...	Depart...	Depart...	Product...	Locatio...	Quantity	Invento...	Add
Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter	Filter
Roadmaster...	RoadClear	Clear Diesel...	DslC02	SSI Farm Se...	00MAIN	257	Gal	Sou

Items per page: 50 | 1 of 1

Origin City: — | State / Province: —

Destination City: — | State / Province: — | County: — | Mode of Transportation: —

Product Delivery Order Details

Deliver By: --	Amount of Purchase: \$-	Charge Price: \$- / Gal	Amount Needed: - Gal
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Invoices also show Product detail in grid form and additional PDO details below the grid. The list can be narrowed using the **Filter** icon and filter criteria or by typing in the search bar located in the header to populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Pricing details display on the Invoice view for review or referencing Energy Invoices.

Pricing ▲

Tank # (XXXXXX)

Product Name	Product ID	Quantity	Inventory Unit	Unit Price	Billing Unit	Total User Price	Prepay	Split %	Tax	Tax Exe
Propane - Home Heating	PropHH	500.000	Gal	\$ 3.85	Gal	\$ 1,925.00	\$ 0.00	100.000%	✖	--

Subtotal: **\$1,925.00**

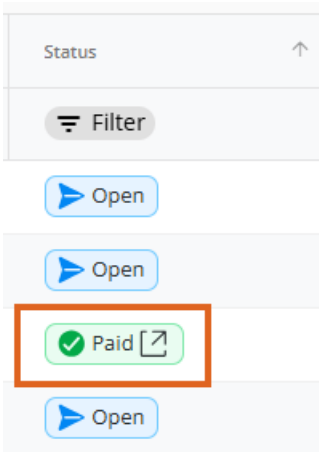
Prepay Dollars Used: **\$0.00**

Sales Tax: **\$0.00**

Amount Due: **\$1,925.00**

Note: Any field without data will show a double dash (--).

Selecting the **Paid Status** link, with having *SKY Customer* access, opens the *Payments* page of *SKY Customer* in a new browser tab.



Budget Billing Invoices

The *Budget Billing Invoices* tab displays a list view of all Budget Billing customer invoices at *SKY / Energy / Orders*. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid will populate based on the text entered. Choose the **Ellipsis** at the top to *Reset Grid* from filtering or *Autofit Columns*.

Select any **Budget Invoice Number** to open an Invoice details page that includes Tank and Customer information (with *Customer Name* and *Tank Serial Number* redirecting to their respective pages with required *SKY Customer* access), Invoice details, Product details and Pricing information.

Selecting the **Paid** status from *Budget Billing Invoices* tab opens the *Customer's Payments* page in *SKY Customer* in a new tab.

For all non-budget billing energy invoices see the *AR Invoices* tab.

- Daily Fuel
- Tanks
- Orders
- Map
- Maintenance
- Feedback

Energy Orders

Search...

Product Delivery Orders AR Invoices **Budget Billing Invoices** Bookings

0 0 Export

Budget Invoice ...	Invoice Date	Status	Location ID	Location	Customer Name	Customer ID	Tank Serial Nu...	Tank Description	Month
1	10/31/2017	Open	00MAIN	Main Plant	James Ade	AdeJa	250156	Home Heat	1
2	10/31/2017	Open	00MAIN	Main Plant	Donna Roper	ROHRDE	354161	Home Heat	1
3	11/01/2020	Paid	00MAIN	Main Plant	Tommy Tester	999999	A123CS89	Home Heat	12
4	12/30/2021	Open	00MAIN	Main Plant	James Ade	AdeJa	250156	Home Heat	12
5	12/30/2021	Paid	00MAIN	Main Plant	Tommy Tester	999999	A123CS89	Home Heat	12
6	01/26/2023	Paid	00MAIN	Main Plant	Tommy Tester	999999	A123CS89	Home Heat	12
7	01/26/2023	Open	00MAIN	Main Plant	James Ade	AdeJa	250156	Home Heat	12
8	01/26/2023	Open	00MAIN	Main Plant	Donna Roper	ROHRDE	354161	Home Heat	12
9	01/26/2023	Paid	00MAIN	Main Plant	Tommy Tester	999999	A123CS89	Home Heat	12
10	01/26/2023	Paid	00MAIN	Main Plant	Bob Cowgill	CowBo	756458	Home Heat	12
11	01/26/2023	Open	00MAIN	Main Plant	James Ade	AdeJa	250156	Home Heat	12
12	01/26/2023	Open	00MAIN	Main Plant	Donna Roper	ROHRDE	354161	Home Heat	12

Items per page 50

1 of 1