Order Invoices - Agvance SKY Energy

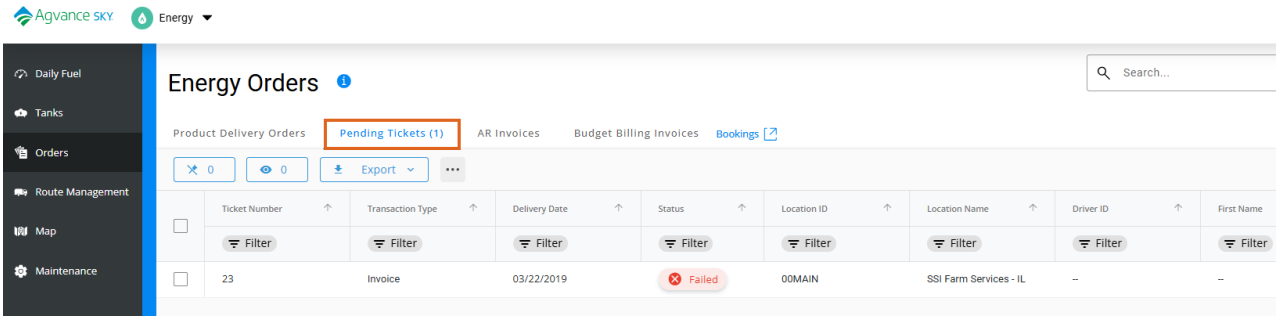
Last Modified on 09/03/2026 4:40 pm EDT

Pending Ticket(s)

To view all Driver deliveries made and communicated from AME but not yet invoiced during the day, navigate to the *Pending Tickets* tab. When the page is refreshed, or upon initially opening the *Orders* page, the *Pending Tickets* number will update. Pending Tickets have their own numbering system that would not match Invoices. These are called Ticket Numbers in Agvance.

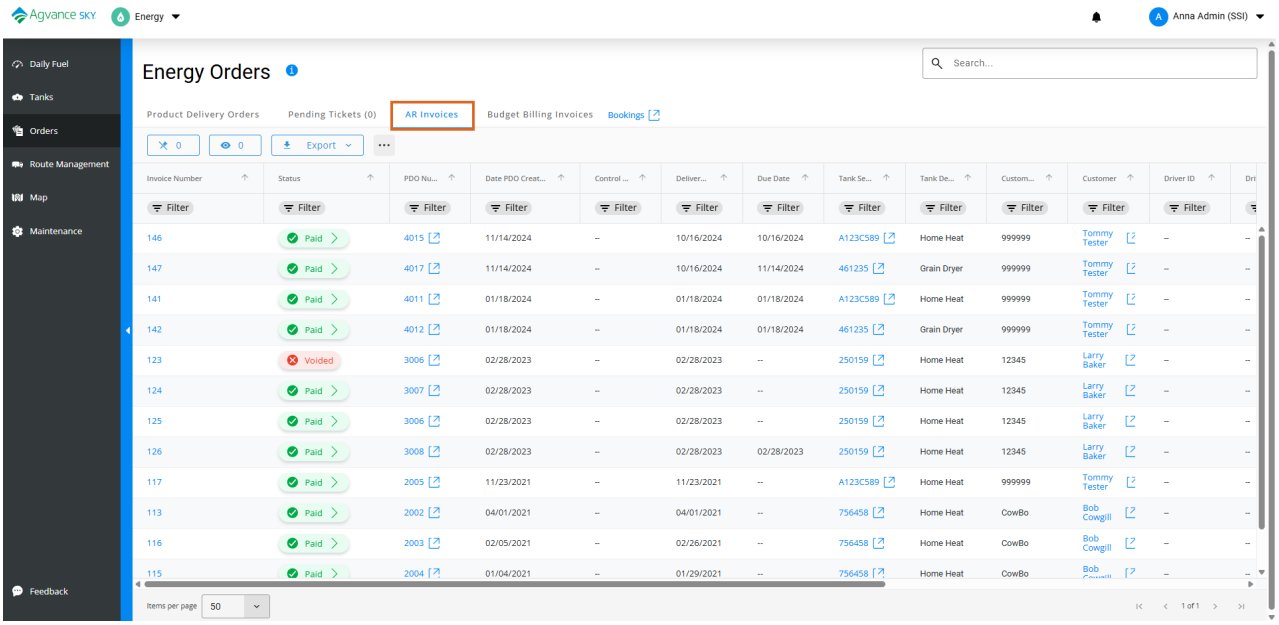
- **Transaction Type** – Use the filter to search for *Invoice*, *Payment*, *Inter-Company Transfers*.
- **Status** – Use the filter to search for imported tickets with the *Status* of *Pending* or *Failed*.
    - **Pending** – Non-imported pending ticket (most transactions will appear as *Pending*).
    - **Failed** – Any failed imported tickets will show as *Failed*.

The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or 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*.

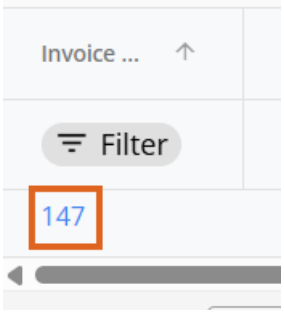


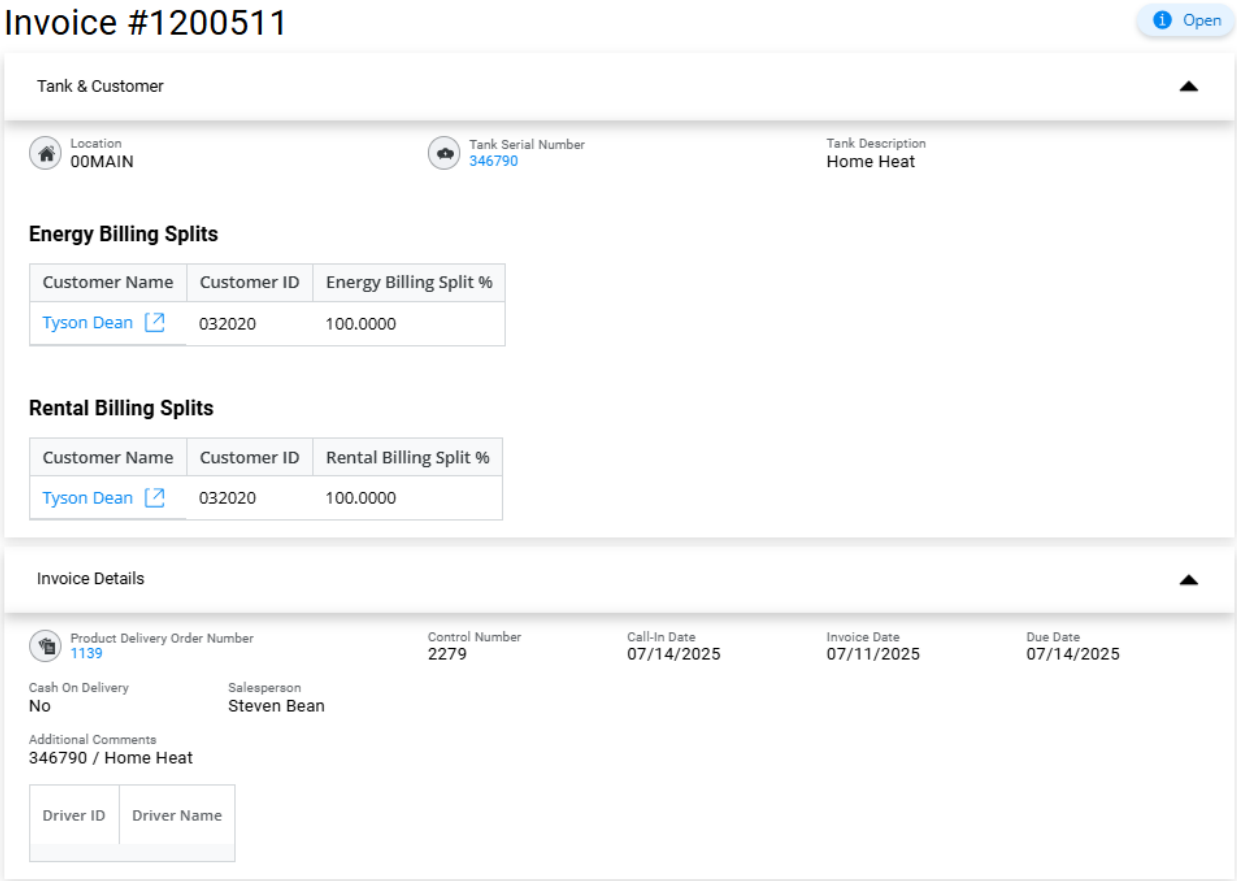
AR Invoices

View a listing of Energy Invoices tied to Product Delivery Orders (PDOs) on the *Invoices* tab at *Agvance SKY Energy / Orders*. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or 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*.

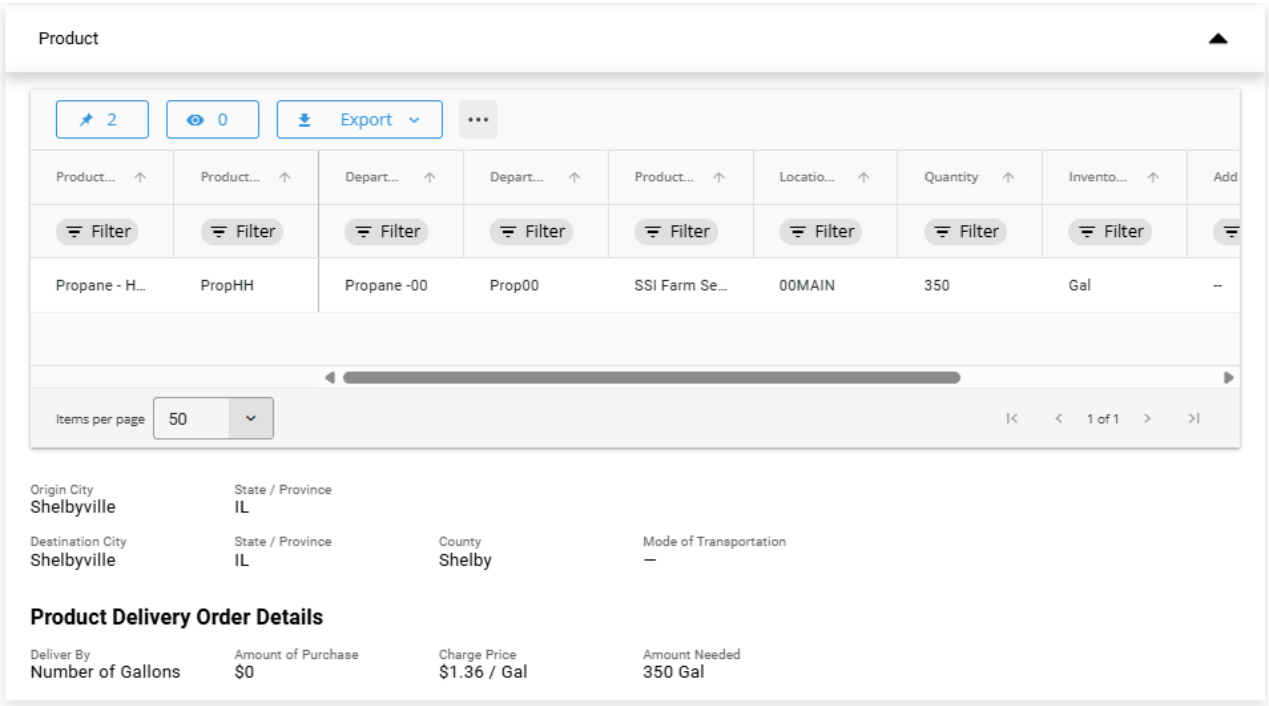


The *Invoice Number* is tied to the Invoice. View more Invoice details by selecting the **Invoice Number** link on any row.



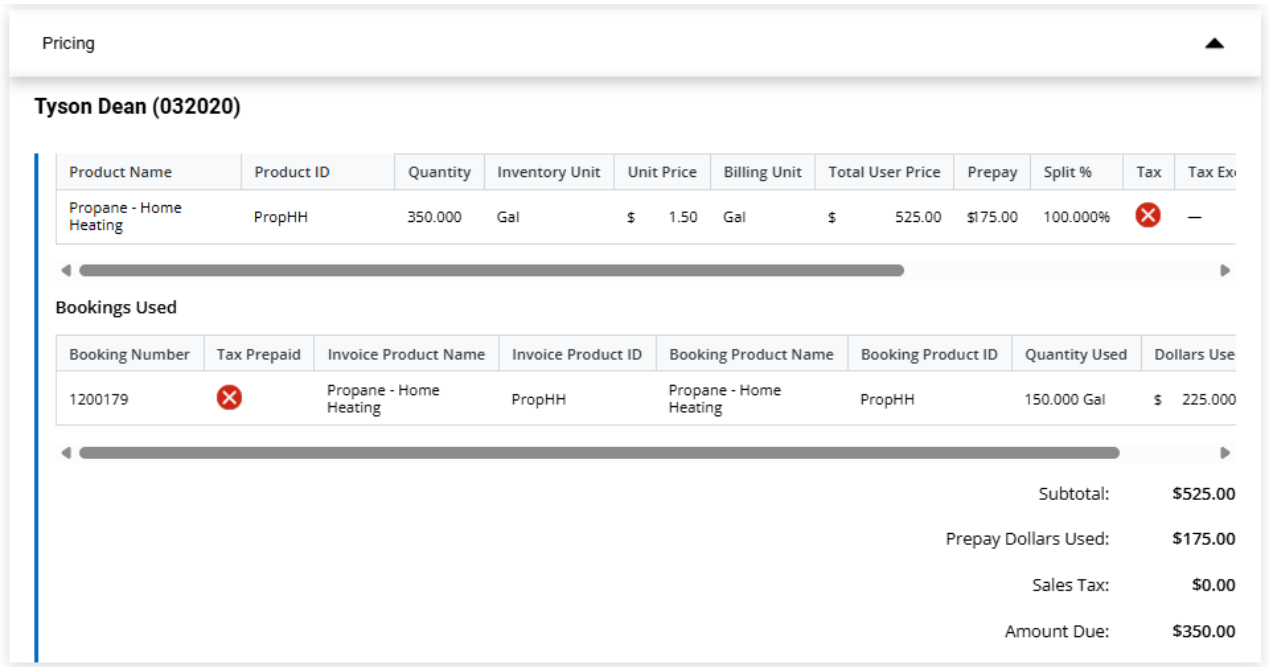


The Invoice opened shows more details including the *Status* (*Open* (Invoiced), *Reversed*, *Voided*, and *Paid)*, *Location Name*, *ID*, and split information if applicable. The *Tank Serial Number* is tied to PDO/Invoice and when selected, opens the *Tank Info* page for that specific Tank in a new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



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*.

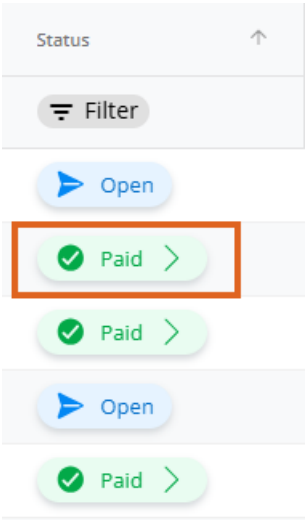
Pricing details display on the Invoice view for review or referencing Energy Invoices.



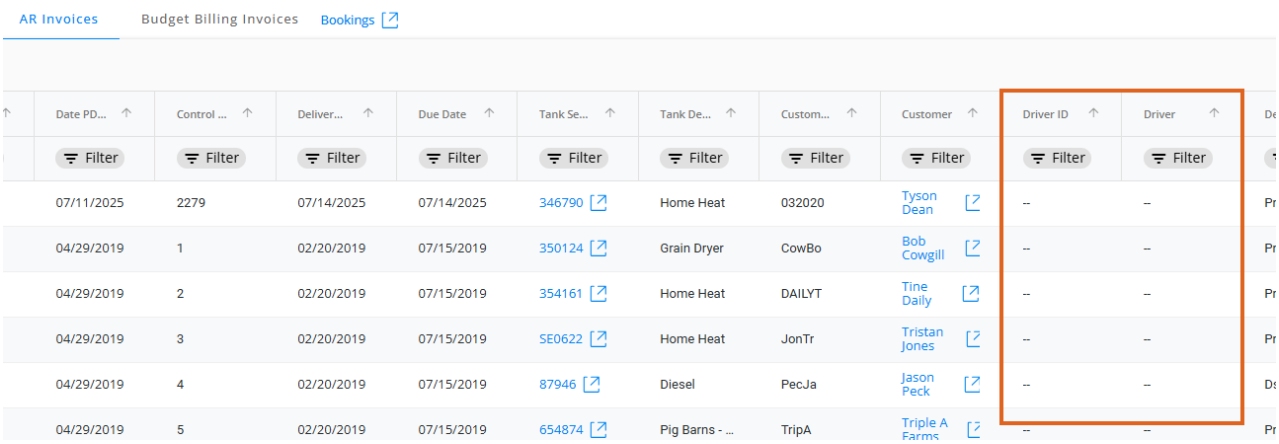
Note: Any field without data will show a double dash (--).

Return to the *AR Invoices* grid by choosing **Close** at the bottom of the *Invoice* details page.

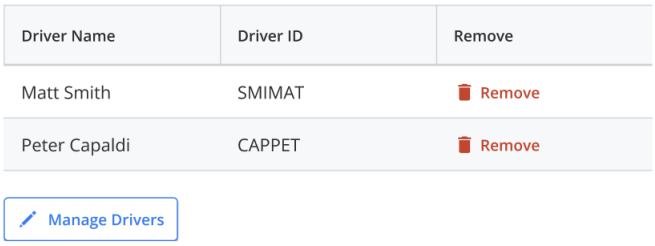
On the *AR Invoice* grid, select the **Paid** under the *Status* column to open the *Payments* page of Agvance SKY Customer (with approved access) in a new browser tab.



If an AR Invoice has multiple Drivers associated with it, any/all associated *Driver* details will display.



Only the first Driver is displayed. Open and view the entire Invoice to view all Drivers.



Budget Billing Invoices

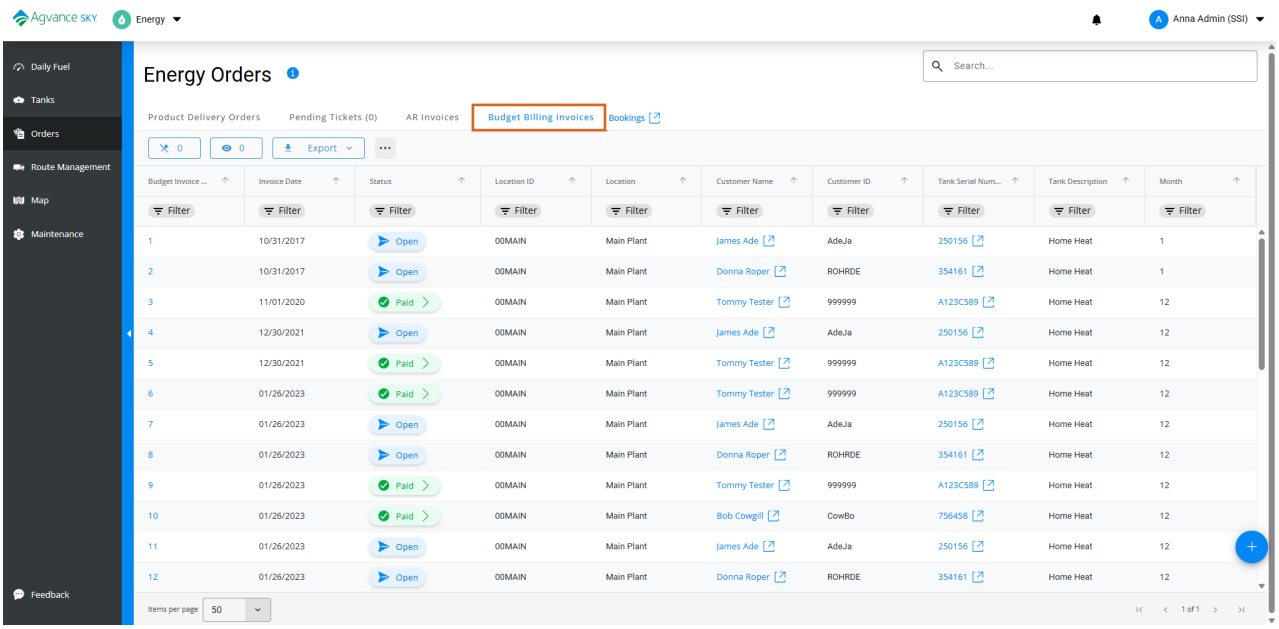
The *Budget Billing Invoices* tab displays a list view of all Budget Billing Customer Invoices at *Agvance SKY Energy / Orders*. The list can be narrowed down by selecting the**Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid 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 the **Customer Name** and **Tank Serial Number** redirecting to their respective pages with required Agvance SKY Customer access), Invoice details, Product details, and Pricing information.

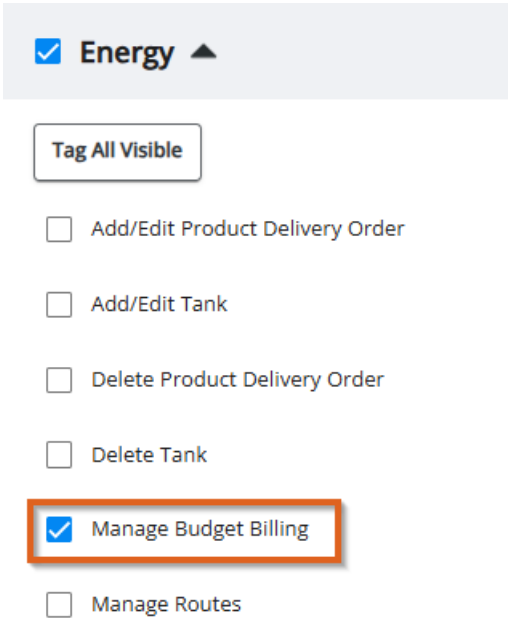
Selecting **Paid** under the *Status* column on the *Budget Billing Invoices* tab opens the Customer's *Payments* page in Agvance SKY Customer in a new tab.

For all non-Budget Billing Energy Invoices, see the *AR Invoices* tab.

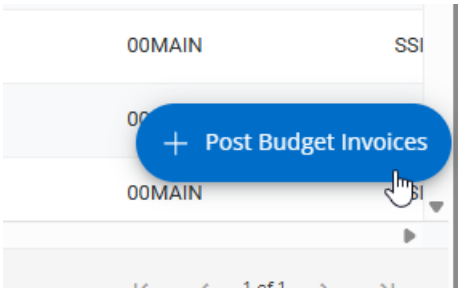


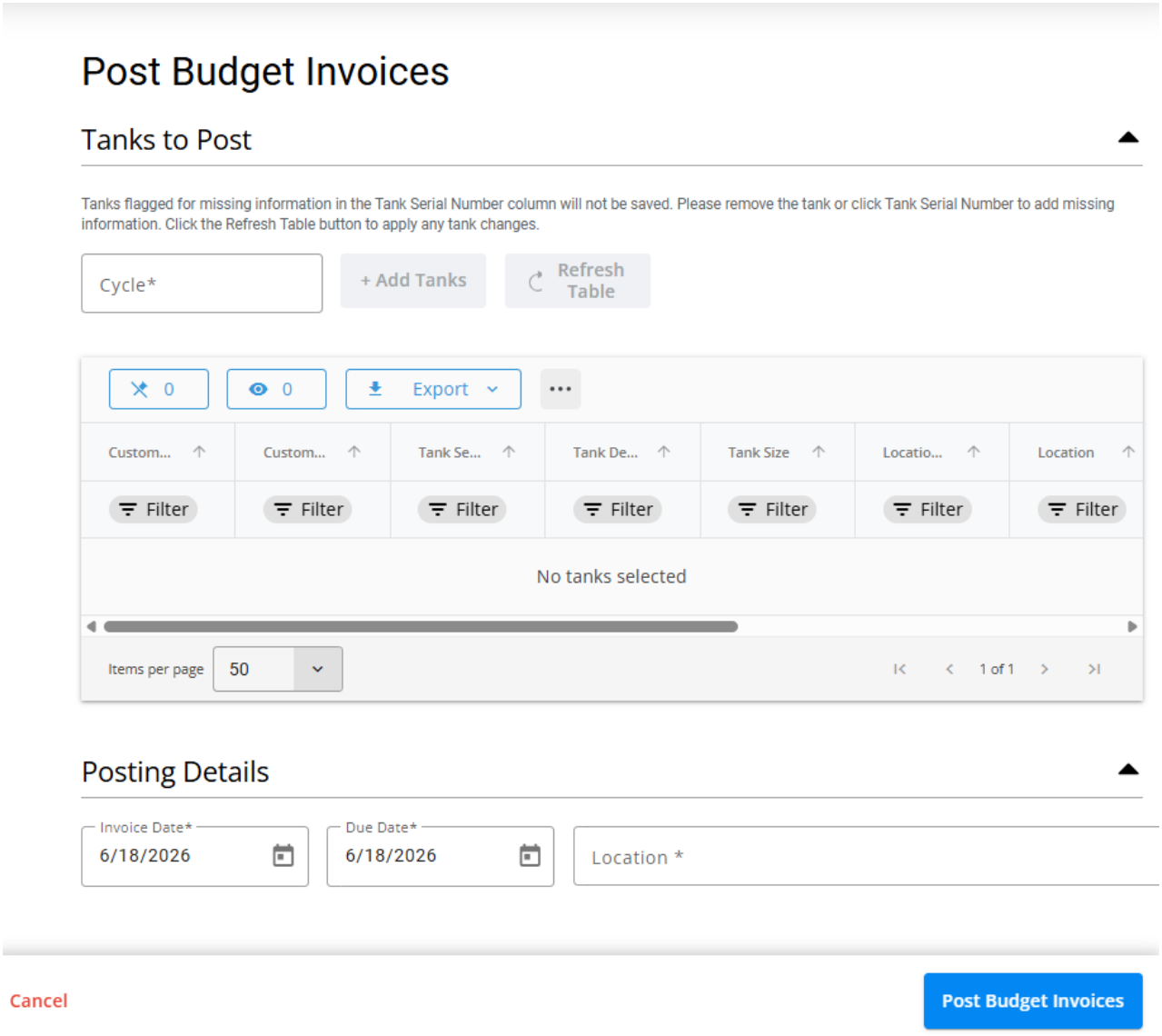
Post Budget Invoices

To select and post Budget Billing Invoices from Agvance SKY Energy without redirecting back to Agvance Windows, a *Company Admin User Role* will need to enable the *Manage Budget Billing* permission found by editing the User in Agvance SKY Admin.



Select the blue **+ Post Budget Invoices** button on the *Budget Billing Invoices* page at *Agvance SKY Energy / Orders* to navigate to the *Post Budget Invoices* page.



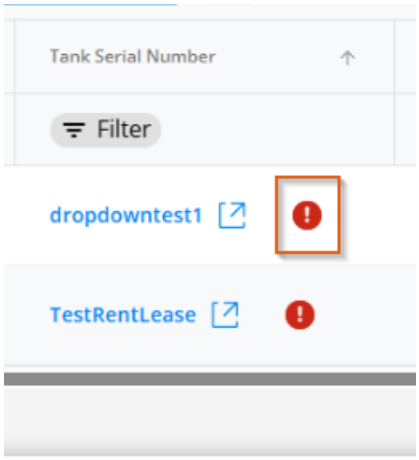


1. Choose the *Cycle** from the drop-down. Once the Cycle is selected, the **+ Add Tanks** button is enabled.

   Note: Once Tanks are added, *Cycle* becomes read-only UNLESS all Tanks are removed.

   - Tanks displayed are within the selected *Cycle* type of budget billing Tanks.
   - Multiple Tanks can be selected within the *Tank Search* window. Select **Save & Close** to add the selected to the *Tanks to Post* grid. 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*.
2. If the Tank is missing a *Bill Amount* or default *Product* etc., an alert icon displays and moves the line item to the top of the grid. Hover over the alert icon (red circle with exclamation point) to display information regarding

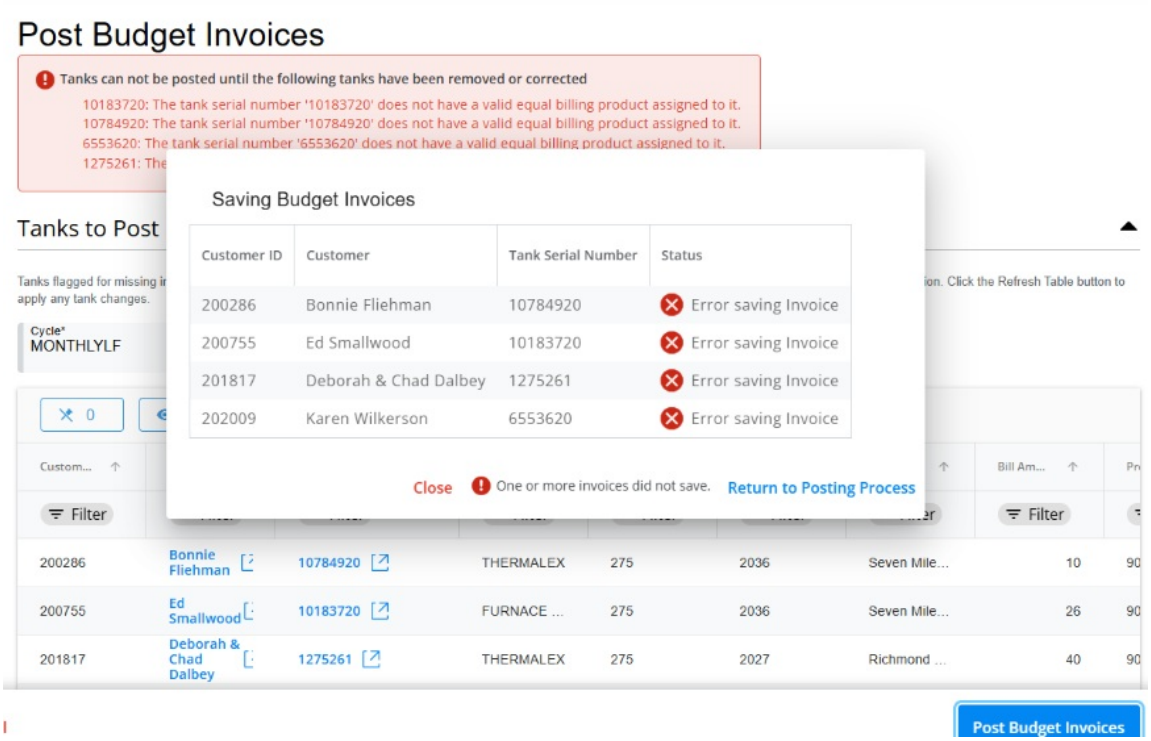
what is missing.



3. After Tanks have been added to the grid, the **+ Add Tanks** button changes to **Manage Tanks** to allow for modifying Tank selections. Any previously added Tanks will still be selected when **Manage Tanks** is selected.
4. After any Tanks have been modified, select the **Refresh Table** button to rerun the Tank validations on the current list to update and/or remove the alert icon.

   Note: If a Tank is removed and the **Refresh Table** button is selected, the removed Tank should not reload into the grid.
5. Selecting **Remove** will remove the Tank line from posting. This will also remove the Tank from the list of selected Tanks when selecting **Refresh Table** or **Manage Tanks**.
6. The Posting Details *Invoice Date* and *Due Date* auto populate to the current date in the MM/DD/YYYY format.
7. Choose the *Location* from drop-down.
8. Select **Post Budget Invoices** to create the Memo Budget Invoices for the selected Tanks or choose **Cancel** to return to the *Budget Billing Invoices* page.
   - If any validation/errors still exist on Tanks, the validation messages will appear at the top of page.

     Example: *Tanks cannot be posted until the following tanks have been removed or corrected*: <Tank serial number> is missing <error reason>.



- If there are no validation/errors, the Post Budget Invoices process will run and create the Memo Budget Invoices for the selected Tanks. *Saving Budget Invoices* window displays the *Customer ID*, *Customer*, *Tank Serial Number* and *Status*. When in process of submitting, the status shows a loading spinner followed by *Saving*.
  - If each Invoice was saved successfully, the *Status* shows as a green checkmark icon followed by *Saved successfully as <Invoice #>*.
  - If any Invoice failed to post, the *Status* shows a red circle X icon followed by *Error saving Invoice*.
- Selecting **Cancel** stops the posting process and returns to the previous *Post Budget Invoices* page.

  Note: Any postings already in a successful status cannot be canceled.
- A yellow exclamation icon followed by *Unsaved invoices will be cancelled* shows in the footer.

9. If all are Invoices are saved successfully, the footer displays a green checkmark icon followed by *All invoices saved successfully*. The **Cancel** button changes to **Close.** Selecting **Close** will route back to main *Budget Billing Invoice* page.
10. If any Invoices failed to save successfully, the footer displays a red X icon followed by *One or more invoices did not save*. The **Cancel** button changes to **Close.** Selecting **Close** will route back to main *Budget Billing Invoice* page. Selecting **Return to Posting Process** returns to the posting page with ONLY the tanks with errors in the display grid.

Note: All successful postings will appear on the *Budget Billing Invoice* grid as *Open*.