

Scheduled Delivery - Propane

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The Scheduled Delivery program displays scheduled deliveries generated from Energy Force (via Optimizer, EnergyMap, etc.).

Overview

- Each schedule is listed by *Truck/Run* number and *Scheduled Delivery Date* in the left side of the screen.
- Scheduled Tanks appear in delivery order in the upper right side of the screen.
 - Tanks listed in **bold font** with *CI* indicate Call-In tanks.
- The *Route Preview* screen displays an overview of the route within Wi-Fi range only. If not within Wi-Fi range, a message will appear indicating *No internet connection* if the route is generated from the Optimizer or EnergyMap routing systems.
- If the route is generated via the Schedule Tank Deliveries program in Energy Force, it will not display a map preview.
- Voice activated Turn-by-Turn Navigation is available if utilizing Co-Pilot.

Truck	Run	Date	Customer#	Type	Customer Name
1726	1	02/26/25	8083950	P	BRUCE HAYES
2254	1	02/26/25	7228604	P	KEITH & MARY JOHNSTON
2254	2	02/26/25	8084120	P	DAVID & CARRIE BELLM
2254	3	02/26/25	3547816	P	JOSEPH OR SARA KRUEGER
2453	1	02/26/25	7229899	P	RORY SHALLA
2453	2	02/26/25	7230725	P	JERRY & CAROLYN YOUNG
2589	1	02/26/25	3869392	P	DIANA MATTSON
2589	2	02/26/25			
2589	3	02/26/25			
2998	1	02/26/25			
2998	2	02/26/25			
3048	1	02/26/25			

Schedule Info
Schedule Name **1726 2/26**
Total Scheduled **17**
[Show Route](#)

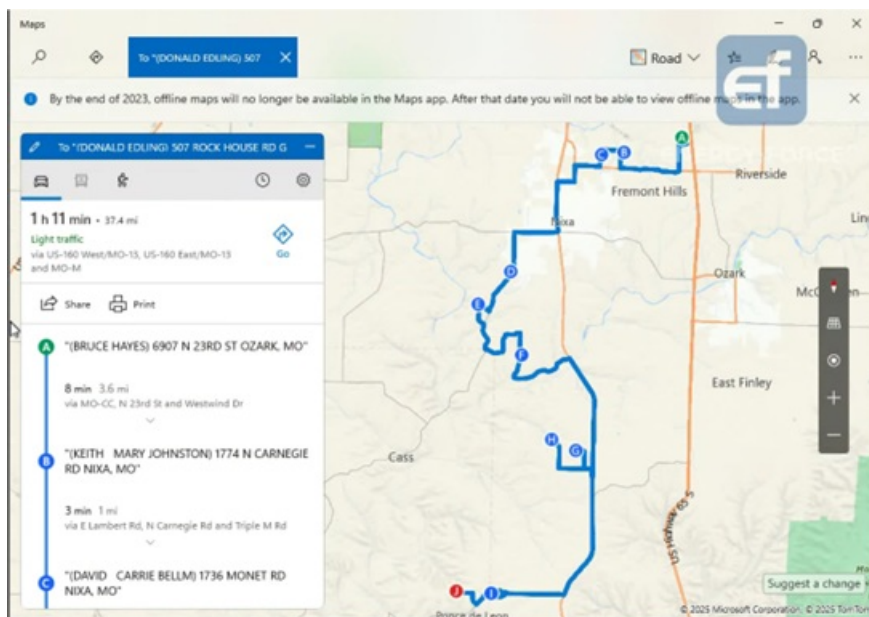
Tank Info
Tank Serial# **G4396** Tank Name **RESIDENCE**
Delivery Address Capacity **500.00** Est % Left
6907 N 23RD ST, OZARK, MO 65721-5848 **24%**
Special Instructions Opti Status
Call In Comments
[Select](#)
[Navigate](#)
[Back](#)

EnergyForce SQL

Version: 17.283.0.0

Query

lhts



Make a Scheduled Delivery

1. Select **Scheduled Delivery**.
2. Choose the Schedule in the top left column of the screen.
 - The Customer and Tank information will display on the right side of the screen.
 - If using Optimizer Plus or EnergyMap, the scheduled items will appear in order for delivery.
3. Highlight the *Customer Account/Tank* and choose **Select**. This will display the Customer account information.

Truck	Run	Date	Customer#	Type	Customer Name
702	1	02/26/25	121121	P	STARK, IMOGENE
1	1	10/08/24	104140	P	MARKS, DOCK
1	2	10/08/24	129868	P	HEANEY, VIVIANE
1	3	10/08/24	120125	P	AUFDERHAR, WILSON
96	1	10/08/24	101720	P	BERGE, WHITNEY
96	2	10/08/24	115350	P	MOEN, DEXTER
96	3	10/08/24	121121	P	STARK, IMOGENE
100	1	10/08/24			
100	2	10/08/24			
100	3	10/08/24			

Tank Info			
Tank Serial#	242746		
Tank Name			
Delivery Address	Capacity	500.00	Est % Left
7538 Gaylord Lodge, SPRINGFIELD, SD 57062-			0%
Special Instructions			Opti Status
Call In Comments			

Schedule Info	
Schedule Name	Route # 702
Total Scheduled	8

Buttons: **Select**, **Navigate**, **Back**, **Show Route**

4. Choose **Start Delivery** to advance to the *Delivery* screen.

Choose Search Criteria ☒ Customer ☐ Tank Search

Customer# 121121
STARK, IMOGENE
 Phone (902)311-6784
 Limit \$1,000.00
 Current \$0.00
 Past Due \$0.00
 Total \$0.00
 Terms Due the 15th

More Info Budget Payment

Serial#	Type	Tank Name	Size
242746	P		500.00

Tank RRN 3287
 Delivery Address 7538 Gaylord Lodge
SPRINGFIELD, SD
 Customer Type PROPANE - RESIDENTIAL
 Delivery Type AUTO FILL
 Last Delivery 267.10 01/22/24
 Business Owns Y Est% Left 0
 K-Factor 5.18 Daily Use 0.00
 Leak Test 00/00/00
 Gas Check 00/00/00

Update% Directions History

Other Info
 Product LP GAS-HEATING
 Price \$1.7500
 Route PLAINFIELD LP
 Location PLAINFIELD
 Reg Cd

Misc. Sale Calculator Notes
 Split Regulators Meter Rd

Navigate Call In Start Delivery Back

5. The *Multi-Delivery Pumping* screen will appear. Begin pumping gallons. Multiple gallon deliveries can be pumped and invoiced on one ticket.

PLEASE PROCEED TO MAKE DELIVERY

Customer: **STARK, IMOGENE**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
0		1	

Memo:

1 P

Finished Pumping
 Clear Back

6. For electronic registers:

- **LCR II** – Turn the red knob to *Run*. Pump the fuel and then turn the red knob to *Stop*. Allow the switch to rest on *Stop* for two seconds and then turn to *Print*. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **LC IQ** – Press **Start** on the register to begin pumping fuel. Press **End/Print** when finished. After the delivery is complete, a meter block will print on the Blaster Printer located in the cab of the truck. The delivered gallons will also be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **MidCom ECount** – Press **Start/Stop** on the register. The register will reset to 0.00. Pump the product and press **Start/Stop** when finished pumping. Press the **Print** button. A meter block will print on the Blaster printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **Neptune E4000** – Press the **Start/Enter** button on the register. The Neptune register will reset to 0.00. Pump the product and press **Stop/Cancel** when finished. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.
- **TCS 3000**
Method 1: Press **Start/Enter** on the register. Use the navigation arrows to select the product and press

Start/Enter. If performing a direct delivery, press the **Start/Enter** button to begin pumping. Press **Stop/Cancel** to pause the delivery when finished pumping and then press **Stop/Cancel** a second time to finish the delivery. A meter block will print on the Blaster Printer located in the cab of the truck and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

Method 2: If performing a preset delivery, press the **Preset** button and enter the preset amount. Press the **Start/Enter** button to begin pumping. Once the preset amount is reached, the meter will automatically finish the delivery and print the meter block and the delivered gallons will be imported into EnergyTrack in the *Meter/Sale/Gal* column.

7. For non-interfaced registers:
 - a. Pump gallons on the register as usual.
 - b. Enter the gallons pumped in the *Meter/Sale/Gal* column of the *Multi-Delivery Pumping* screen by tapping in the field and using the on-screen keyboard.
8. Select **Finished Pumping** when gallon deliveries appear on the *Multi-Delivery Pumping* screen. If the customer has one tank, the tank will automatically default in the *Tank/Name/Size* field. Proceed to Step 11.

PLEASE PROCEED TO MAKE DELIVERY

Customer: **STARK, IMOGENE**

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
250		1	

Memo:

1 P

Finished Pumping

Clear Back

9. If the customer has multiple tanks, highlight the gallons pumped and select in the *Tank/Name/Size* column.
10. Customer tanks will display. Select the tank and choose **Select** to return to the *Delivery* screen.

Select Tank

Type	Serial Number	Tank Name	Size	Rt	CI	S
P	F00232169	EAST---M	1000.00	202		
P	F00232435	EAST	1000.00	202		
P	M1918005	West S TANK	2000.00	202		

Tank Info

Delivery Address
97060 Emmet Pines
PARKER, SD 57053-
Special Instructions

Call In Info

Comments

Preset Gallons 0 Entered By

Select Cancel

11. While the delivery gallons are still highlighted, select the compartment (Cm) for the delivery (**1 P** located in bottom left corner of *Delivery* screen). An optional memo can be added to the delivery gallons. This memo

prints on the Invoice and is specific to the highlighted gallons.

Meter/Sale/Gal	Tank/Name/Size	Compartment	Contract#
250.0	P//500.00	1	

Memo: Annual Fill

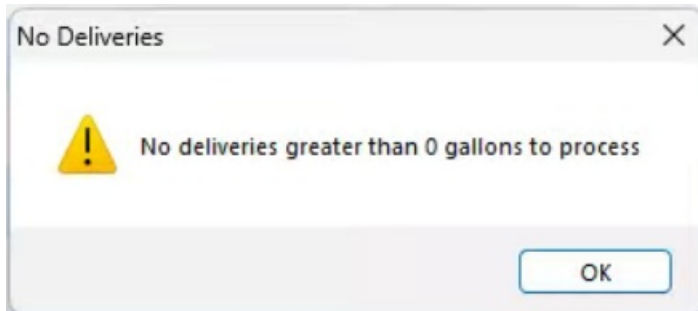
1 P

Finished Assigning

Clear Back

12. Repeat Steps 8 - 11 for each set of gallons. Select **Finished Assigning** once all gallons have been assigned. The *Invoicing* screen will appear.

Note: If zero or negative gallons import from the register (i.e. line creep) into the *Delivery* screen, those gallons will be removed to prevent invoicing issues. A message displays stating the entry is being removed. If entries still exist, the driver will continue as normal to assigning. If no entries remain, a message displays *No deliveries greater than 0 gallons to process* and returns to the Tank screen.



Any removed amounts will be included as a variance. Any item that comes in and is supposed to be a credit (such as a pump out), will still come in as a positive number and process as usual.

13. Review the Invoice for accuracy. If the Invoice has more than one product, tap on the product line in the lower left portion of the screen to display details.
- a. **Department** – The product is defaulted based on the tank default in Energy Force. Select **Choose** if modification of the product is necessary. For gallon deliveries, the system will only allow a selection of pumpable products.
 - b. **Gallons** – Gallons cannot be modified if received from an electronic register. If using a non-interfaced register, tap in the *Gals/Qty* field and use the on-screen keyboard to modify as necessary.
 - c. **Price** – Tap in the *Price* field and use the on-screen keyboard to modify pricing as necessary. If gallons apply to a contract, the price cannot be modified.
 - d. **End %** – Each set of gallons delivered require an ending percentage (the *Start %* is calculated from here based on tank size). Tap in the *End %* field and use the on-screen keyboard to enter ending percent. Make sure to enter the ending percent for each set of gallons listed on the Invoice.

Start%	30
End%	80
Remove	Add
Remove Tax	Payment
Out Of Gas	Discount

- e. **PO#** – Optionally tap in the *PO#* field to enter the Purchase Order number. This number prints on the customer Invoice.
- f. **Add** – If additional items such as labor or delivery fees need to be added to the Invoice, select **Add**. This will add a line to the Invoice with a Qty of zero.
 - i. Highlight the 0.00 line item.
 - ii. Select **Choose** to assign a department.
 - iii. Select the Department from the product listing that appears. Tap in the *Product* column and begin typing to search for a product if necessary.
 - iv. Choose **Select** to update the Department associated with the added item.
 - v. Enter the Qty and Price associated with the department selected.

Product	46088	OUT OF GAS - LEAK TEST FEE			
Choose					
Gals/Qty	1.00				
PO#					
Price	Line Amount	Line Tax	Line Total	Invoice Total	
50.0000	50.0000	3.10	53.1000	\$490.60	
Qty	Unit Price	Description			
250.00	1.7500	LP GAS-HEATING			
1.00	50.0000	OUT OF GAS - LEAK TEST FEE			
<div> <div>Remove</div> <div>Add</div> <div>Remove Tax</div> <div>Payment</div> <div>Out Of Gas</div> <div>Discount</div> <div>Preview Invoice</div> <div>Finalize Invoice</div> </div>					

- vi. Repeat these steps for any additional added items.
14. Choose **Continue**. The *Confirm Delivery* screen will appear.

15. If a customer requires a signature on the Invoice, tap in the *Signature* field, have the customer sign, and select **Continue**. If a signature is not required, select **Continue**.
16. Select the number of invoices to print. The *Scheduled Delivery* screen will appear and the previously selected tank will be removed.

SKYY COOPERATIVE - PLAINFIELD
883 CAYDEN CLIFFS WAY
PLAINFIELD, SD 57385
(800)783-6560

Customer# 121121 Invoice # 113
STARK, IMOGENE Date: 02/26/2025
3837 WARD CENTER Time: 14:31
WEST LISABOROUGH, OR 97070-
(902)311-8784 *** ORIGINAL ***
Delivery Address:
7538 Gaylord Lodge SPRINGFIELD, SD
Driver: SHANE STARK

Quantity	Description	Unit Price	Amount
250.0 G	LP GAS-HEATING	\$1.7500	\$437.50
	Sale # 1/242746		
	SD STATE SALES TAX		\$18.38
	SPRINGFIELD CITY TAX		\$8.75
	End %: 80.00		
	Annual Fill		
1.00	OUT OF GAS - LEAK TEST F	\$50.0000	\$50.00
	Sale # 2/242746		
	SD STATE SALES TAX		\$2.10
	SPRINGFIELD CITY TAX		\$1.00
	Invoice Sub		\$487.50
	Tax		\$30.23
	Net Due		\$517.73

Customer PO # _____ Customer Signature _____

Invoice Screen Additional Options

- **Preview** – This allows the driver to see an overall preview of the Invoice prior to finalization. If the Invoice appears correctly, **Continue** can be chosen and EnergyTrack will proceed to the *Signature* screen. If further changes are necessary, select **Modify** to return to the *Invoice* screen.
- **Remove** – This requires a user right to be utilized. Select this button to remove non-pumpable items from an Invoice. Pumpable items cannot be removed from an Invoice.
- **Discount** – Discount codes can be associated with a tank in Energy Force. If a discount needs to be modified

or removed, select this button and choose accordingly.

- **Remove All Taxes** – This option requires a user right to be utilized. Select this button to remove ALL taxes on an Invoice. Taxes will be removed from ALL line items. Once taxes have been removed, they cannot be added back to the Invoice.

Note: Notify office staff if taxing/product information needs modified for the tank.

- **Out of Gas** – This option requires a user right to be utilized. When an Out of Gas situation occurs (*Start % = 0*), the driver can select this button to perform an Out of Gas check. If the driver does not utilize this function within the *Invoice* screen, EnergyTrack will automatically prompt for an Out of Gas check once the **Continue** button is selected to finalize an Invoice. For more information, see [Out of Gas](#).
- **Payment** – The driver can select this to enter a payment from the customer. Reference [Payments](#) for proper procedures for entering payments in EnergyTrack.
- **Continue** – Finalize the Invoice.