

Order Invoices - Agvance SKY Energy

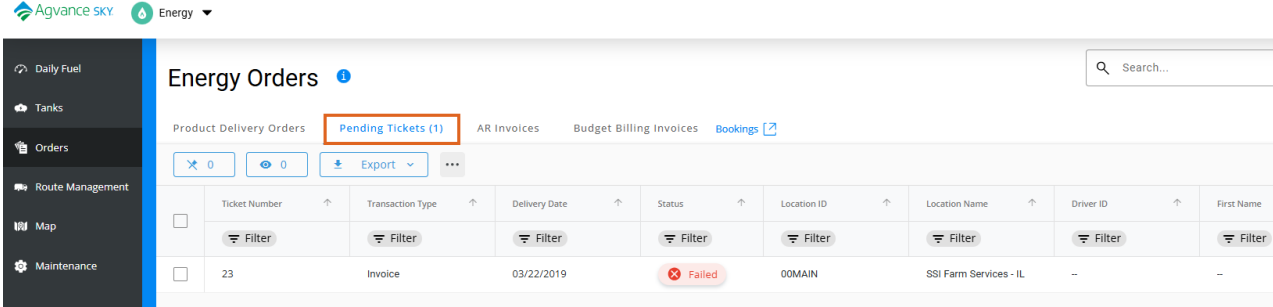
Last Modified on 07/06/2026 12:04 pm CDT

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 the initial open of 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 drop-down filter to search for *Invoice*, *Payment*, *Inter-Company Transfers*.
- **Status** – Use the drop-down 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*.



The screenshot shows the Agvance SKY Energy interface. The top navigation bar includes the Agvance SKY logo and a dropdown menu for 'Energy'. The main header area displays 'Energy Orders' with a search bar on the right. Below the header, there are tabs for 'Product Delivery Orders', 'Pending Tickets (1)', 'AR Invoices', 'Budget Billing Invoices', and 'Bookings'. The 'Pending Tickets (1)' tab is selected and highlighted with a red box. Below the tabs, there are buttons for '0', '0', and 'Export'. The main content area is a table with columns: Ticket Number, Transaction Type, Delivery Date, Status, Location ID, Location Name, Driver ID, and First Name. Each column has a 'Filter' icon. The table contains one row with the following data: Ticket Number: 23, Transaction Type: Invoice, Delivery Date: 03/22/2019, Status: Failed (indicated by a red 'X' icon), Location ID: 00MAIN, Location Name: SSI Farm Services - IL, Driver ID: --, and First Name: --.

Ticket Number	Transaction Type	Delivery Date	Status	Location ID	Location Name	Driver ID	First Name
23	Invoice	03/22/2019	Failed	00MAIN	SSI Farm Services - IL	--	--

AR Invoices

View a listing of Energy Invoices tied to Product Delivery Orders (PDO) 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*.

Agvance sky Energy

Anna Admin (SS)

Energy Orders

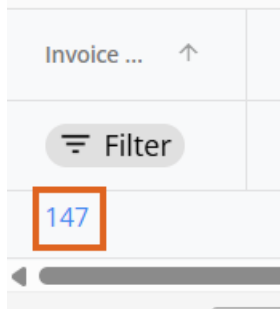
Product Delivery Orders Pending Tickets (0) **AR Invoices** Budget Billing Invoices Bookings

0 0 Export

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

Items per page 50

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

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 selected 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	Amount Needed
--	\$-	\$- / Gal	- Gal

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

~~Tester (999999)~~

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 (--).

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

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

Status ↑

Filter

Open

Paid >

Paid >

Open

Paid >

If an AR invoice has multiple drivers associated with it, any/all associated Driver details will display.

AR Invoices Budget Billing Invoices Bookings

Date PD...	Control ...	Deliver...	Due Date	Tank Se...	Tank De...	Custom...	Customer	Driver ID	Driver	De
07/11/2025	2279	07/14/2025	07/14/2025	346790	Home Heat	032020	Tyson Dean	--	--	Pr
04/29/2019	1	02/20/2019	07/15/2019	350124	Grain Dryer	CowBo	Bob Cowgill	--	--	Pr
04/29/2019	2	02/20/2019	07/15/2019	354161	Home Heat	DAILYT	Tine Daily	--	--	Pr
04/29/2019	3	02/20/2019	07/15/2019	SE0622	Home Heat	JonTr	Tristan Jones	--	--	Pr
04/29/2019	4	02/20/2019	07/15/2019	87946	Diesel	PecJa	Jason Peck	--	--	Ds
04/29/2019	5	02/20/2019	07/15/2019	654874	Pig Barns - ...	TripA	Triple A Farms	--	--	Pr

Only the first driver is displayed, open and view the entire Invoice to view all drivers.

Driver Name	Driver ID	Remove
Matt Smith	SMIMAT	Remove
Peter Capaldi	CAPPET	Remove

Manage Drivers

Budget Billing Invoices

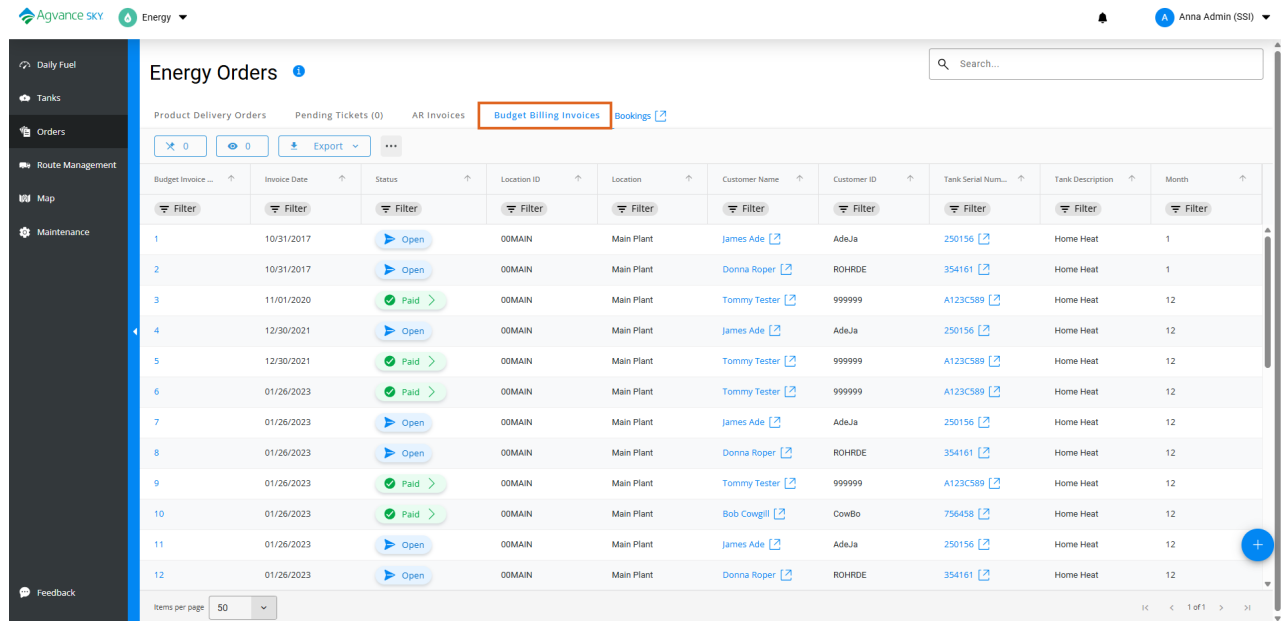
The *Budget Billing Invoices* tab displays a list view of all Budget Billing customer invoices at *Agvance SKY Energy / Orders*. The list can be narrowed down by selecting the **Filter** icon and entering a filter criteria or any grid cell with the search bar located in the header. When typing, the grid 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 *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 the **Paid** status from *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.

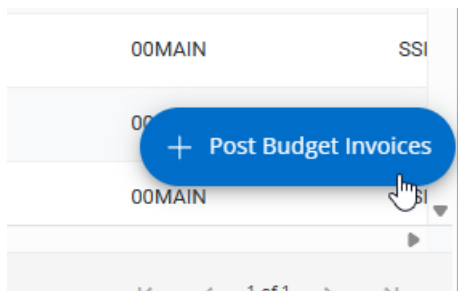


Post Budget Invoices

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

- Energy
- Add/Edit Product Delivery Order
- Add/Edit Tank
- Delete Product Delivery Order
- Delete Tank
- Manage Budget Billing**
- Manage Routes

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.



Post Budget Invoices

Tanks to Post ▲

Tanks flagged for missing information in the Tank Serial Number column will not be saved. Please remove the tank or click Tank Serial Number to add missing information. Click the Refresh Table button to apply any tank changes.

Cycle* + Add Tanks Refresh Table

Custom... ↑	Custom... ↑	Tank Se... ↑	Tank De... ↑	Tank Size ↑	Locatio... ↑	Location ↑
Filter	Filter	Filter	Filter	Filter	Filter	Filter
No tanks selected						
Items per page: 50 1 < of 1 >						

Posting Details ▲

Invoice Date*

[Cancel](#)

[Post Budget Invoices](#)

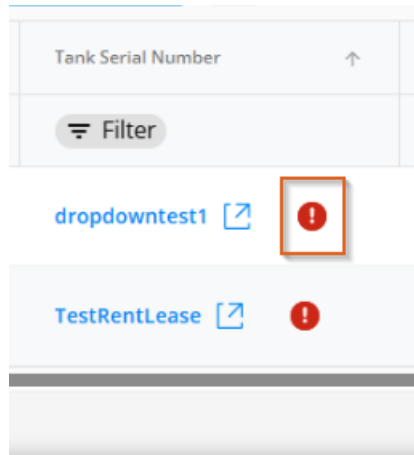
1. Choose the *Cycle** from the drop-down. Once the Cycle is selected, the **+ Add Tanks** button is enabled.

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.

- o If any validation/errors still exist on tanks, when clicked the validation messages will appear at the top of page.

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

Post Budget Invoices

! Tanks can not be posted until the following tanks have been removed or corrected

10183720: The tank serial number '10183720' does not have a valid equal billing product assigned to it.
 10784920: The tank serial number '10784920' does not have a valid equal billing product assigned to it.
 6553620: The tank serial number '6553620' does not have a valid equal billing product assigned to it.
 1275261: The tank serial number '1275261' does not have a valid equal billing product assigned to it.

Tanks to Post

Tanks flagged for missing information will not apply any tank changes.

Cycle*
MONTHLYLF

0

Custom... ↑

Filter

Customer ID	Customer	Tank Serial Number	Status
200286	Bonnie Fliehman	10784920	✘ Error saving Invoice
200755	Ed Smallwood	10183720	✘ Error saving Invoice
201817	Deborah & Chad Dalbey	1275261	✘ Error saving Invoice
202009	Karen Wilkerson	6553620	✘ Error saving Invoice

Close **!** One or more invoices did not save. [Return to Posting Process](#)

Customer ID	Customer	Tank Serial Number	Product	Volume	Rate	Amount	Bill Am...	Pr...
200286	Bonnie Fliehman	10784920	THERMALEX	275	2036	Seven Mile...	10	90
200755	Ed Smallwood	10183720	FURNACE ...	275	2036	Seven Mile...	26	90
201817	Deborah & Chad Dalbey	1275261	THERMALEX	275	2027	Richmond ...	40	90

Post Budget Invoices

- If there are no validation/errors, the Post Budget Invoices 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*.
 - The **Cancel** option stops the posting process and return to the previous *Post Budget Invoices* page.
 - 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*.