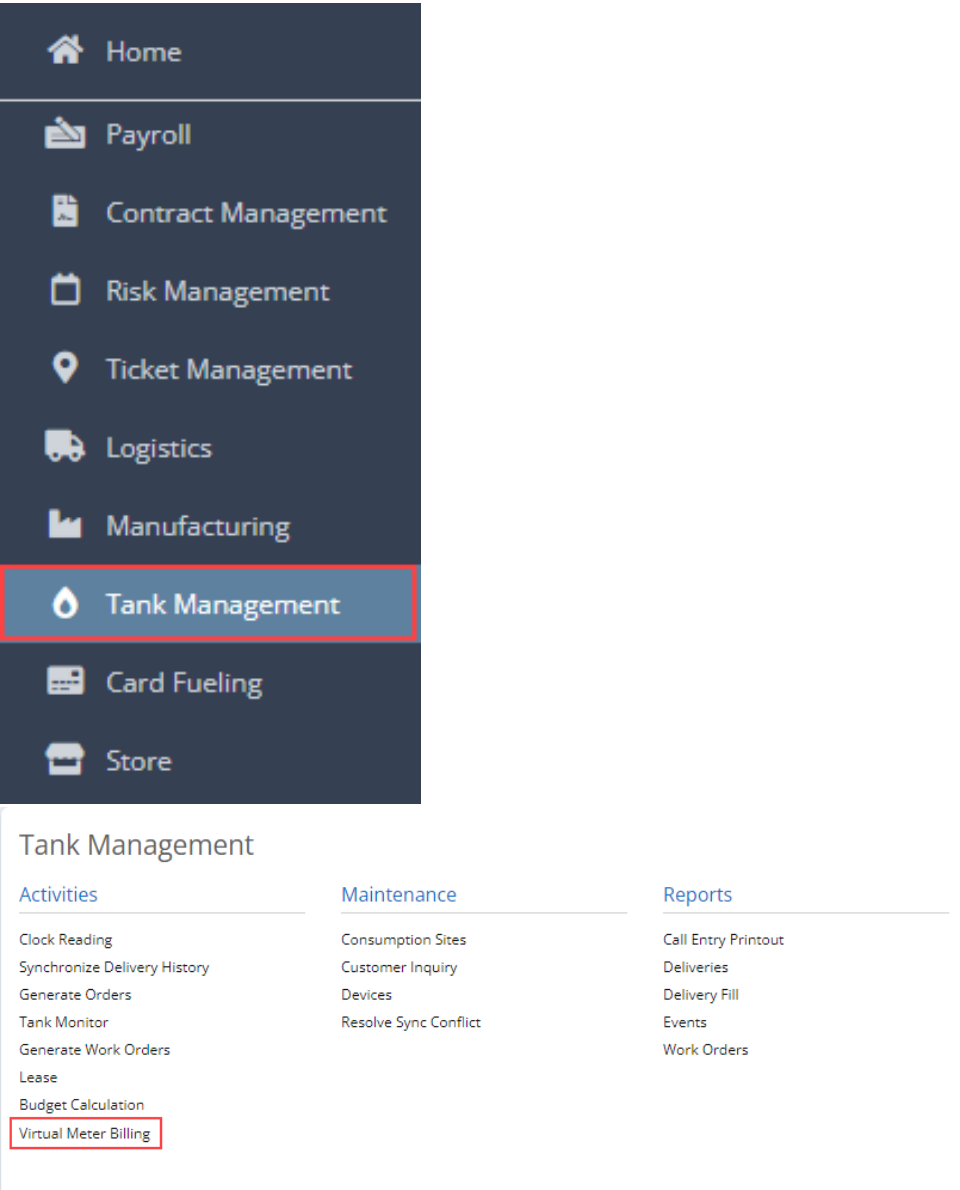
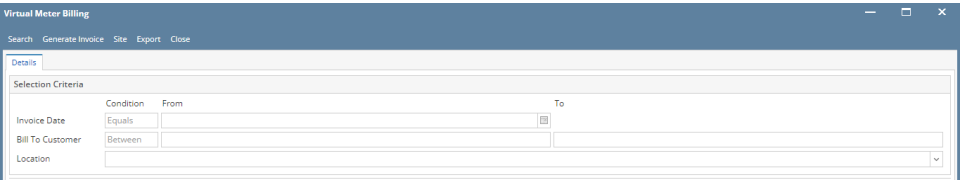


# How to Generate a Virtual Meter Invoice

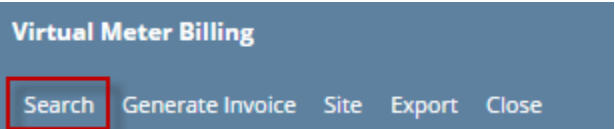
1. On the Menu panel, click the **Tank Management > Virtual Meter Billing** menu. This will open the Virtual Meter Billing screen.



2. Enter the necessary filters on the Selection Criteria. Take note that the **Invoice Date** is required.



3. Click the **Search toolbar button**. This will display the consumption sites based on the entered criteria.



4. Select the record and click the **Generate Invoice toolbar button**. Generating Invoice process message will display.

Virtual Meter Billing

Search Generate Invoice Site Export Close

Details

Selection Criteria

Invoice Date: Condition From To  
Equals 07/01/2016

Bill To Customer: Between

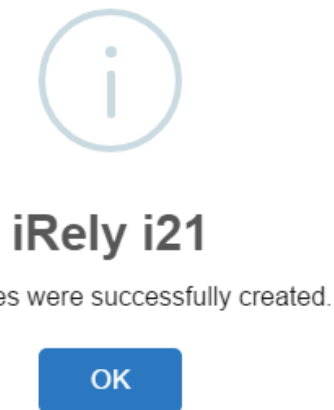
Location: 0000 - Home Office 0001 - Fort Wayne

Layout Filter Records (F3)

| Site Customer No. | Site Customer Name | Site No. | Site Description   | Site Address       | Site Location No.  | Item | % In Tank Last Bill | Gallons Since L | % In Tank This Bill | Calculated Gall | Price | Total |
|-------------------|--------------------|----------|--------------------|--------------------|--------------------|------|---------------------|-----------------|---------------------|-----------------|-------|-------|
| 0001005080        | Customer C         | 0001     | Virtual Meter Site | 111 Princeton Road | 0001 - Fort Way... | LPG  | 0.00                | 0.0             | 0.00                | 0.00            | 1.35  | 0.00  |

Invoices to Create: 1 Bill Amount Total: 0.00

5. The message below will display after the invoice is generated successfully.



6. To check if an unposted invoice is created, navigate to Sales menu and click on Invoices. The Search Invoice screen will display.

Sales (A/R)

Activities

- Quote
- Sales Orders
- Invoices
- Receive Payments
- Receive Multiple Payments
- Calculate Service Charge
- Service Charge Invoice
- Batch Posting
- Batch Printing
- Inquire Balance
- Rebuild
- AR Reserve

Maintenance

- Account Status Codes
- Customer Contact List
- Customer Groups
- Customers
- Intra-Communitarian Transaction(ICT)
- Product Types
- Quote Templates
- Service Charges

Commission

- Commission Approval
- Commission Plans
- Commission Schedules
- Commissions

Reports

- Accrual Balance Reconciliation
- Address Label
- Customer Activity
- Customer Aging
- Customer Aging Detail
- Customer Aging Detail Revaluation
- Customer Inquiry
- Customer Statements
- Customer Statements Detail
- Inventory by Unit of Measure
- Inventory by Unit of Measure Detail
- Invoice History
- Outbound Tax
- Payment History
- Performance Maintenance
- Restricted Chemicals
- Sales Analysis Reports
- Sales Comparative Report
- Sales Trend Report
- Tax
- Tax Report Grid
- Unapplied Credits Register

Create

- New Customer
- New Invoice
- New Quote
- New Receive Payment
- New Sales Order

Point of Sale

- POS End Of Day
- POS Login
- Sales Receipts

Import

- Import Billable from Help Desk
- Import Invoices from Origin
- Import Logs
- Import Transactions from CSV

7. Select the generated invoice from Virtual Meter Billing screen and click the **Open toolbar button**. This will open the specific invoice with Site details. Note that the **Comments field** displays the site's Serial No and Usage Summary.

Invoice - Customer C

NewSaveSearchDeleteUndoPrintAdd ShipmentEmailDuplicatePostRecapRecurringClose

DetailsPrepays and Credits MemosInstructionsPayments (0)Attachments (0)Audit Log (0)Comments (0)

Source:StandardRecurring:Location:0001 - Fort WaynePO Number:Invoice No:SI-41

Type:InvoiceBill To:Location CFreight Term:Deliver/Pickup:Split:

CustomerCustomer CShip To:Location CShip Date:07/01/2016Salesperson:

Invoice Date:07/01/2016Ship Via:Account12000-0000-000Currency:USDAccrual:1

Post Date:07/01/2016Terms:Net 30Due Date:07/31/2016Comments:Serial #: 1055738 Beg Tank Inventory:

+ InsertOpenX RemoveAdd RecipeGet Previous DetailsLayoutFilter Records (F3)

| Item No.                 | Contract No | Sequence | Description | Ordered | Order UOM | Shipped | UOM    | Discount % | Tax  | Sub Cnt                  | Price    | Total | Tax Group | Weight UOM | Storage Location | Sub Location |
|--------------------------|-------------|----------|-------------|---------|-----------|---------|--------|------------|------|--------------------------|----------|-------|-----------|------------|------------------|--------------|
| <input type="checkbox"/> |             |          | LPG         | 0.00    |           | 0.00    | Gallon | 0.00%      | 0.00 | <input type="checkbox"/> | 1.350000 | 0.00  | IN SST    |            |                  |              |
| <input type="checkbox"/> |             |          | Propane     | 0.00    |           | 0.00    |        | 0.00%      | 0.00 | <input type="checkbox"/> | 0.000000 | 0.00  |           |            |                  |              |

Bill To:Location C111 Princeton RoadFort Wayne, IN, 46814 United States

Ship To:Location C111 Princeton RoadFort Wayne, IN, 46814 United States

Item:On Hand:Committed:

On Order (PO):Back Order:

Subtotal:0.00

Shipping:0.00

Tax:0.00

Total:0.00

Amount Received:

Amount Due:0.00

Ready

Page1 of 1