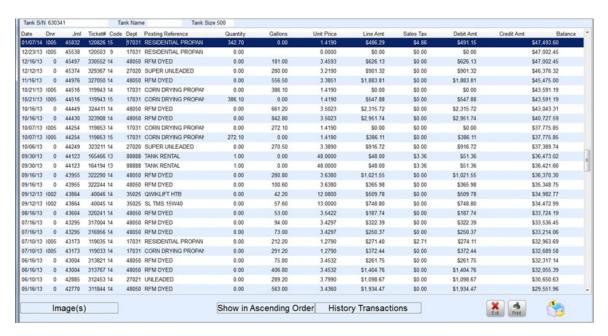
## **History Inquiry**

Last Modified on 11/01/2023 1:08 pm EDT

**History Inquiry** is located within the *Customer Maintenance* screen. Each sales entry or payment made to a tank belonging to the customer will display in this screen. In addition, if the driver uses RE Engineered EnergyTrack, a PDF of the invoice at the time of delivery can be viewed in the *Images* screen.

Each line in History indicates the Tank S/N, Tank Name, and Tank Size at the top of the list.



Each entry displays the Date of the sale, Invoice number, Journal number, transaction code number, line amount, sales tax, Debit amount, Posting Reference, and Balance. Additional information is available as well for Discounts, Purchase Order numbers, Cylinders, etc. by selecting **Information**.



If **Images** is selected, it will display a PDF image of the invoice at the time of delivery. This image can be reprinted as many times as needed.

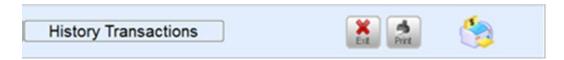
Tax rates and codes that applied to each sale are visible by double-clicking on the *Sales Tax Amount* to view the detail.



8.5 x 11 invoices can be printed from the *History Inquiry* screen or print date specified history for a customer.

To print an invoice posted in Energy Force, highlight the history line item and select the **Printer** icon.

To print History, select **History Transactions**.



Enter the Start and End Date and select all other parameters as applicable.



If *Printer* is chosen, a printer prompt will appear and the report will be sent to the selected printer. If *Excel* is chosen, the history information will appear in Excel form.

