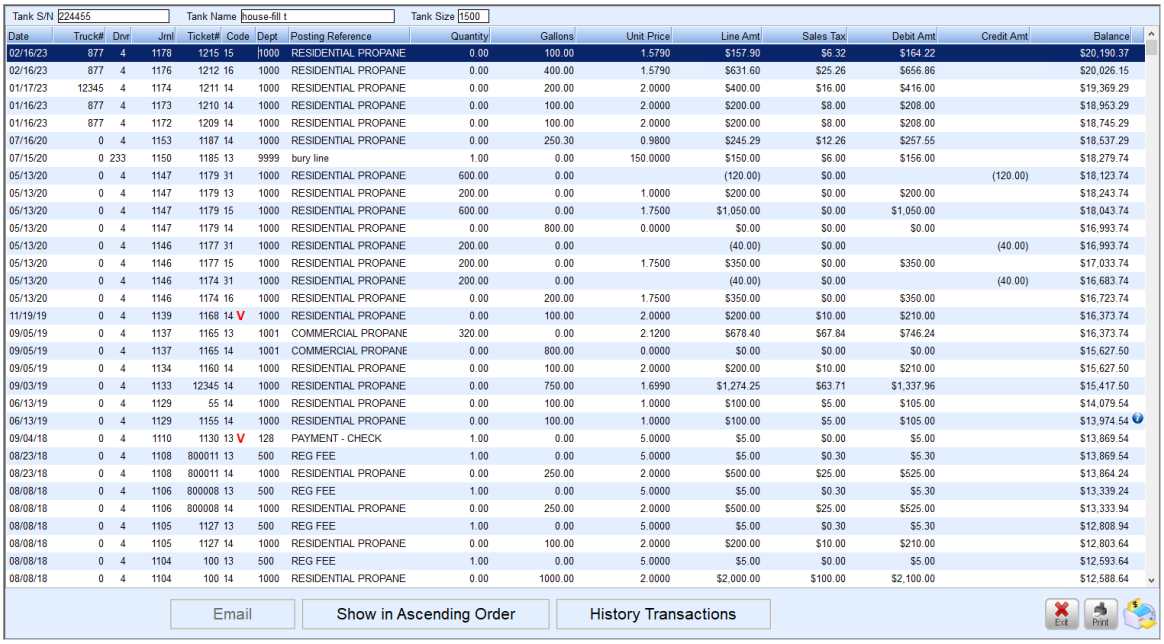
History Inquiry

Last Modified on 07/22/2025 3:54 pm EDT

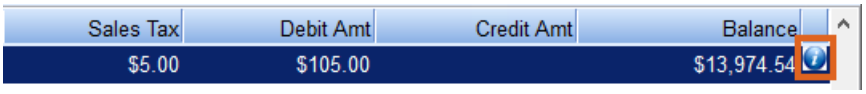
History Inquiry is located within the *Customer Maintenance* screen. Each sales entry or payment made to a tank belonging to the customer will display in this screen. In addition, if the driver uses RE Engineered EnergyTrack, a PDF of the invoice at the time of delivery can be viewed in the *Images*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

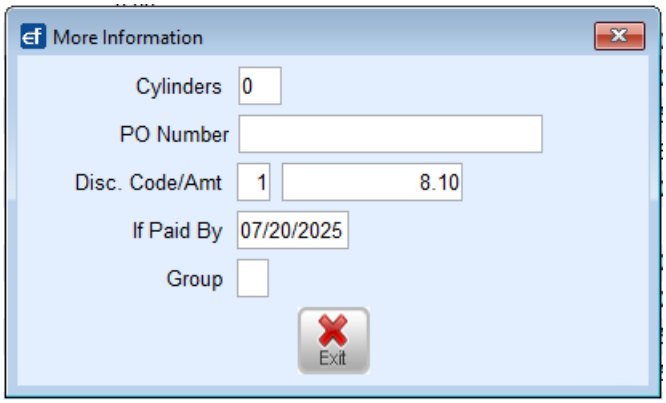
Each line in *History* indicates the *Tank S/N*, *Tank Name*, and *Tank Size* at the top of the list.



Date	Truck#	Drvr	Jrnl	Ticket#	Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt	Balance
02/16/23	877	4	1178	1215	15	1000	RESIDENTIAL PROPANE	0.00	100.00	1.5790	$157.90	$6.32	$164.22		$20,190.37
02/16/23	877	4	1176	1212	16	1000	RESIDENTIAL PROPANE	0.00	400.00	1.5790	$631.60	$25.26	$656.86		$20,026.15
01/17/23	12345	4	1174	1211	14	1000	RESIDENTIAL PROPANE	0.00	200.00	2.0000	$400.00	$16.00	$416.00		$19,369.29
01/16/23	877	4	1173	1210	14	1000	RESIDENTIAL PROPANE	0.00	100.00	2.0000	$200.00	$8.00	$208.00		$18,953.29
01/16/23	877	4	1172	1209	14	1000	RESIDENTIAL PROPANE	0.00	100.00	2.0000	$200.00	$8.00	$208.00		$18,745.29
07/16/20	0	4	1153	1187	14	1000	RESIDENTIAL PROPANE	0.00	250.30	0.9800	$245.29	$12.26	$257.55		$18,537.29
07/15/20	0	233	1150	1185	13	9999	bury line	1.00	0.00	150.0000	$150.00	$6.00	$156.00		$18,279.74
05/13/20	0	4	1147	1179	31	1000	RESIDENTIAL PROPANE	600.00	0.00		(120.00)	$0.00		(120.00)	$18,123.74
05/13/20	0	4	1147	1179	13	1000	RESIDENTIAL PROPANE	200.00	0.00	1.0000	$200.00	$0.00	$200.00		$18,243.74
05/13/20	0	4	1147	1179	15	1000	RESIDENTIAL PROPANE	600.00	0.00	1.7500	$1,050.00	$0.00	$1,050.00		$18,043.74
05/13/20	0	4	1147	1179	14	1000	RESIDENTIAL PROPANE	0.00	800.00	0.0000	$0.00	$0.00	$0.00		$16,993.74
05/13/20	0	4	1146	1177	31	1000	RESIDENTIAL PROPANE	200.00	0.00		(40.00)	$0.00		(40.00)	$16,993.74
05/13/20	0	4	1146	1177	15	1000	RESIDENTIAL PROPANE	200.00	0.00	1.7500	$350.00	$0.00	$350.00		$17,033.74
05/13/20	0	4	1146	1174	31	1000	RESIDENTIAL PROPANE	200.00	0.00		(40.00)	$0.00		(40.00)	$16,683.74
05/13/20	0	4	1146	1174	16	1000	RESIDENTIAL PROPANE	0.00	200.00	1.7500	$350.00	$0.00	$350.00		$16,723.74
11/19/19	0	4	1139	1168	14 V	1000	RESIDENTIAL PROPANE	0.00	100.00	2.0000	$200.00	$10.00	$210.00		$16,373.74
09/05/19	0	4	1137	1165	13	1001	COMMERCIAL PROPANE	320.00	0.00	2.1200	$678.40	$67.84	$746.24		$16,373.74
09/05/19	0	4	1137	1165	14	1001	COMMERCIAL PROPANE	0.00	800.00	0.0000	$0.00	$0.00	$0.00		$15,627.50
09/05/19	0	4	1134	1160	14	1000	RESIDENTIAL PROPANE	0.00	100.00	2.0000	$200.00	$10.00	$210.00		$15,627.50
09/03/19	0	4	1133	12345	14	1000	RESIDENTIAL PROPANE	0.00	750.00	1.6990	$1,274.25	$63.71	$1,337.96		$15,417.50
06/13/19	0	4	1129	55	14	1000	RESIDENTIAL PROPANE	0.00	100.00	1.0000	$100.00	$5.00	$105.00		$14,079.54
06/13/19	0	4	1129	1155	14	1000	RESIDENTIAL PROPANE	0.00	100.00	1.0000	$100.00	$5.00	$105.00		$13,974.54
09/04/18	0	4	1110	1130	13 V	128	PAYMENT - CHECK	1.00	0.00	5.0000	$5.00	$0.00	$5.00		$13,869.54
08/23/18	0	4	1108	800011	13	500	REG FEE	1.00	0.00	5.0000	$5.00	$0.30	$5.30		$13,869.54
08/23/18	0	4	1108	800011	14	1000	RESIDENTIAL PROPANE	0.00	250.00	2.0000	$500.00	$25.00	$525.00		$13,864.24
08/08/18	0	4	1106	800008	13	500	REG FEE	1.00	0.00	5.0000	$5.00	$0.30	$5.30		$13,339.24
08/08/18	0	4	1106	800008	14	1000	RESIDENTIAL PROPANE	0.00	250.00	2.0000	$500.00	$25.00	$525.00		$13,333.94
08/08/18	0	4	1105	1127	13	500	REG FEE	1.00	0.00	5.0000	$5.00	$0.30	$5.30		$12,808.94
08/08/18	0	4	1105	1127	14	1000	RESIDENTIAL PROPANE	0.00	100.00	2.0000	$200.00	$10.00	$210.00		$12,803.64
08/08/18	0	4	1104	100	13	500	REG FEE	1.00	0.00	5.0000	$5.00	$0.00	$5.00		$12,593.64
08/08/18	0	4	1104	100	14	1000	RESIDENTIAL PROPANE	0.00	1000.00	2.0000	$2,000.00	$100.00	$2,100.00		$12,588.64

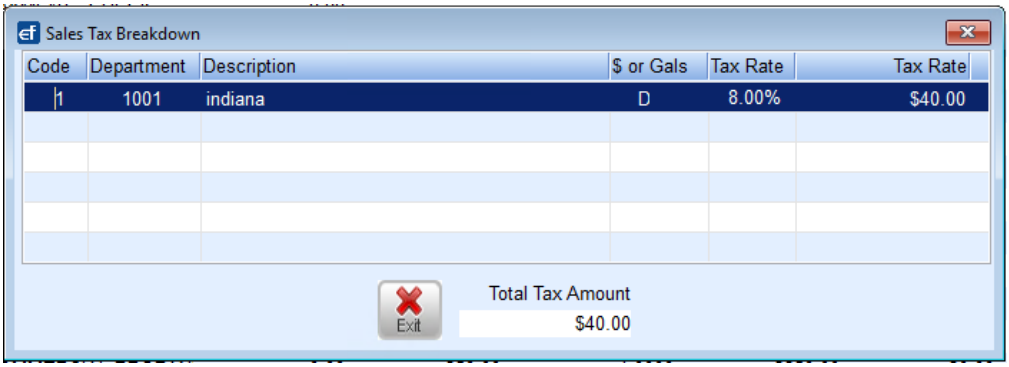
Each entry displays the Date of the sale, Invoice number, Journal number, transaction code number, line amount, sales tax, Debit amount, Posting Reference, and Balance. Additional information is available as well for Discounts, Purchase Order numbers, Cylinders, etc. by selecting **Information**.





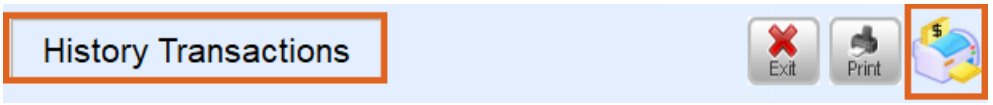
If **Images** is selected, it will display a PDF image of the invoice at the time of delivery. This image can be reprinted as many times as needed.

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



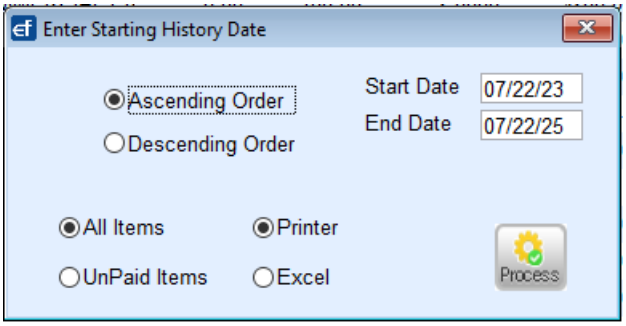
8.5 x 11 invoices can be printed from the *History Inquiry* screen or print date specified history for a customer.

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.

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Date	Inv#	Tank RRN	Trans Code	Dept#	Posting Ref	Void?	Gallons	Quantity	Unit Price	Line Amt	Tax	Dbt Amt	Paid Items	Cred Amt	Balance
11/07/2024	6	39	13	0		No	0	1	160	160	0	160		0	160
01/01/2025	11	39	13	5555	CARTROL ANNUAL FEE	No	0	1	50	50	0	50		0	210
01/01/2025	13	39	13	5555	CARTROL ANNUAL FEE	No	0	1	50	50	0	50		0	260
06/23/2025	14	48	13	1	PK DELIVERY GS	No	0	50	1.44	72	0.29	72.29		0	332.29
06/23/2025	14	48	13	8	THIS IS A PROPANE TANK	No	0	50	1.44	72	0	72		0	404.29
06/23/2025	62325	48	14	8	THIS IS A PROPANE TANK	No	100	0	0	0	0	0		0	332.29