Payments - Cylinder Exchange

Payments can be entered in EnergyTrack and will communicate back to Energy Force. These payments will post to a customer's account in the same way an Invoice is posted. Payments can be entered in EnergyTrack in two ways - selecting **Payment** on the *Customer* screen or entering a Payment from the *Invoice* screen.

Customer Screen
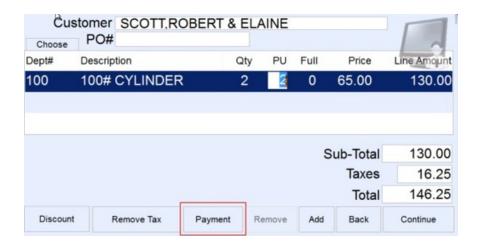
From the *Customer* screen, select **Payment**.

On the *Payment* screen enter the appropriate information. Once the screen is signed, select **Continue** to print the receipt.

Invoice Screen

From the *Invoice* screen, select **Payment**.

Customer	SCOTT,ROBERT & ELAINE						
Choose	PO#						

Dept#	Description	Qty	PU	Full	Price	Line Amount
100	100# CYLINDER	2	2	0	65.00	130.00

Sub-Total	130.00
Taxes	16.25
Total	146.25

Discount	Remove Tax	Payment	Remove	Add	Back	Continue

On the *Payment* screen enter the appropriate information. Once the screen is signed, select **Continue**. When entering a payment from the *Invoice* screen, there will not be a prompt to print the receipt until finishing the Invoice.

Receipt

Customer: 1	100187	SCOTT,ROBERT & ELAINE	
Date / Time: 10/27/14	12:41	Current: $0.00
Amount: $250.00		30 Day: $0.00
Payment Method: Check		60 Day: $0.00
Check / Credit Card Number: 3265		90 Day: $0.00
Exp Date: 00/00		Total Balance: $0.00
Card Type:		

Customer Signature:

Back	Continue