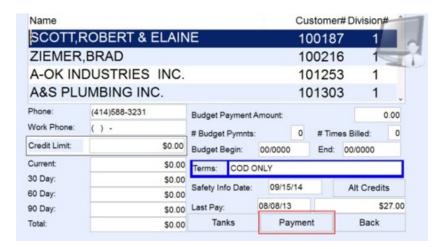
## Payments - Cylinder Exchange

Last Modified on 06/20/2024 11:16 am EDT

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.

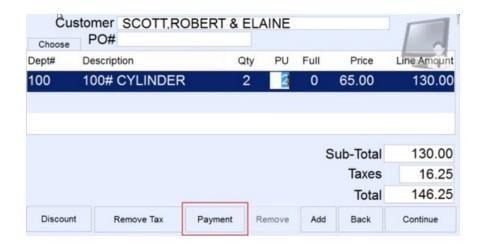


On the *Payment* screen enter the appropriate information. Once the screen is signed, select **Continue** to print the receipt.



## **Invoice Screen**

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



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.

