

# Payments - Cylinder Exchange

Last Modified on 01/22/2025 9:58 am EST

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**.

The screenshot shows the 'Customer Screen' in EnergyTrack. At the top, there are search criteria for 'Customer' (selected) and 'Tank', with a 'Search' button. Below this, the customer details for 'JACOBI, RYAN' are shown, including phone number, limit (\$0.00), current balance (\$1,162.84), past due (\$0.00), total (\$1,162.84), and terms ('Due the 15th'). A 'Payment' button is highlighted in red. To the right, a table lists tanks with columns for Serial#, Type, Tank Name, and Size. Below the customer details, there are sections for 'Tank RRN 1799' (including delivery address, customer type, delivery type, last delivery, business owns, K-factor, leak test, and gas check) and 'Other Info' (including product, price, route, location, reg cd, and buttons for Misc. Sale, Calculator, Notes, Split, Regulators, and Meter Rd). At the bottom, there are buttons for 'Start Delivery' and 'Back'.

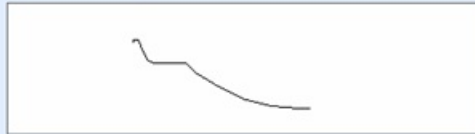
Serial#	Type	Tank Name	Size
983028	P	West Farm	1000.00
F00232169	P	EAST---M	1000.00
F00232435	P	EAST	1000.00
M1918005	P	West S TANK	2000.00
9SA008106	P		120.00
RRN3040	P	METER 60C	1000.00
RRN1629	P	House	500.00

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

## Receipt

Customer 1 100  
**JACOBI,RYAN** Current **\$1,162.84**  
Date/Time 01/22/2025 07:10 30 Day **\$0.00**  
Amount 1162.84 60 Day **\$0.00**  
Method  Cash  Check 90 Day **\$0.00**  
Check# 1563 Total **\$1,162.84**

Customer Signature



Close

Continue

## Invoice Screen

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

Customer# 127340  
**ADAMS,FLOY**  
Serial# 128137  
Cyl Onsite 0  
Opt Qty 0  
Tank Type **PROPANE**  
Product 41504 LP GAS RESIDENTIAL SHOP /GARAG  
**Choose**  
PO#

Price 1.7500 Line Amount 0.0000

Type	Tank Name	Qty	PU	Full
P	250 SHOP. N	0	0	0

Additional Info  
Special Instructions  
Directions  
Call In Comment

Sub-Total \$0.00  
Total Tax \$0.00  
Invoice Total \$0.00

Remove Add  
Remove Tax **Payment**  
Back Discount  
Finalize Invoice


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	127340		
<b>ADAMS,FLOY</b>			Current	<b>\$2,610.56</b>
Date/Time	01/22/2025	07:12	30 Day	<b>\$447.78</b>
Amount	<input type="text" value="447.78"/>		60 Day	<b>\$0.00</b>
Method	<input checked="" type="radio"/> Cash	<input type="radio"/> Check	90 Day	<b>\$0.00</b>
Check#	<input type="text" value="0"/>		Total	<b>\$3,058.34</b>

Customer Signature



EnergyForce SQL Version: 17.289.0.0 Create | INS