

# 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**.

Name	Customer#	Division#
SCOTT, ROBERT & ELAINE	100187	1
ZIEMER, BRAD	100216	1
A-OK INDUSTRIES INC.	101253	1
A&S PLUMBING INC.	101303	1

Phone:	(414)588-3231	Budget Payment Amount:	0.00		
Work Phone:	( ) -	# Budget Pymnts:	0	# Times Billed:	0
Credit Limit:	\$0.00	Budget Begin:	00/0000	End:	00/0000
Current:	\$0.00	Terms:	COD ONLY		
30 Day:	\$0.00	Safety Info Date:	09/15/14	Alt Credits	
60 Day:	\$0.00	Last Pay:	08/08/13		\$27.00
90 Day:	\$0.00	Tanks	Payment	Back	
Total:	\$0.00				

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

**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

## 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