Payments - Propane

Last Modified on 01/21/2025 11:08 am EST

Payments entered in EnergyTrack and will communicate back to Energy Force and will post to a customer's account in the same manner an Invoice is posted. There are two methods available for posting Payments:

Method 1:

1. Select Payment located on the Customer screen. This will display the Receipt entry screen.

Choose Search Criter	a •Customer	Tank Search	
Customer# 100	Serial# Type	Tank Name Size	
JACOBI,RYAN	983028 P	West Farm 1000.00	\$
Phone (169)484-8142 More Info	F00232169 P	EASTM 1000.00	
Limit \$0.00	F00232435 P	EAST 1000.00	
Current \$762.45 Budget	M1918005 P	West S TANK 2000.00	
Past Due \$0.00 Total \$762.45 Payment	9SA008106 P	120.00	
Total \$762.45 Payment Terms Due the 15th	RRN3040 P	METER 60C 1000.00	¥
Due die 15di	RRN1629 P	House 500.00	
Tank RRN 1799		Other Info	
Delivery Address 8634 Bradtke Burg	Update%	Product LP GAS-HEATING	
SALEM, SD		Price \$1.7500	
Customer Type PROPANE - RESIDE	TIAL Directions	Route DANVILLE LP	
Delivery Type WILL CALL	History	Location DANVILLE	
Last Delivery 100.00 05/01/24	Hold	Reg Cd	
Business Owns Y Est% Left	75	Misc. Sale Calculator Notes	
K-Factor 1.98 Daily Use	0.00 Contracts	Split Regulators Meter R	d
Leak Test 12/07/23	lavigate Call In		<
Gas Check 00/00/00	- Commit	Start Delivery Ba	ow Panel

- 2. Enter the Amount of the payment.
- 3. Indicate the Payment Method.
- 4. Enter the Check / Credit Card Number if applicable.

Note: EnergyTrack cannot process credit cards. The driver will need to contact office personnel to process.

- 5. Tap in the Customer Signature field and have the customer sign.
- 6. Select Continue and select the number of receipts to print.

Method 2:

1. From the Invoice screen, select Payment. This will display the Receipt screen.

Customer# 106460 ANKUNDING,JUDD Split Bill? Contract# No Contract Splits Splits Senial# 95G014003 Tank Name Tank Name Tank Size 250.00 Splits Splits	Additional Info Special Instructions Directions		Receipt Customer 1 106460
Product (41500 LP GAS-HEATING Choose Galls(Cty 250.00 PC#	Call In Comment		ANKUNDING,JUDD Current \$0.00 Date/Time 0116/2025 30 Day \$250.62 Amount 250.62 60 Day \$0.00 Method %Cash Oheck 90 Day \$0.00 Check# 0 Total \$250.62
Price Line Amount Line Tax Line To 1,7500 437,5000 27,13 464,63		Start% 0 End% 0	Customer Signature
Qty Unit Price Description 250.00 1.7500 LP GAS-HEATING	Remove Remove Tax	Add	
	¥	ew Invoice	Close Continue

- 2. Enter the Amount of payment.
- 3. Enter the Amount of the payment.
- 4. Indicate the Payment Method.
- 5. Enter the Check / Credit Card Number if applicable.

Note: EnergyTrack cannot process credit cards. The driver will need to contact office personnel to process.

- 6. Tap in the *Customer Signature* field and have the customer sign.
- 7. Select **Continue** and select the number of receipts to print. The receipts will print once the Invoice has been finalized and printed.