

Payments - Propane

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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.

The image shows two screenshots. The left screenshot is the 'Customer' screen with a list of customers. 'ACKERMAN, KURT' is selected. Below the list, there are fields for 'Payment Amount' (0.00), 'Budget Payment Amount' (0.00), 'Budget Pymnts' (0), and '# Times Billed' (0). A 'Payment' button is highlighted with a red box. A red arrow points to the right screenshot, which is the 'Receipt' screen. The 'Receipt' screen shows customer information (ACKERMAN, KURT), date/time (02/14/14 11:53), amount (\$250.00), payment method (Check), check/credit card number (3658), and a customer signature field with a signature.

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.

The image shows two screenshots. The left screenshot is the 'Invoice' screen with a table of items. The first item is selected, and a 'Payment' button is highlighted with a red box. A red arrow points to the right screenshot, which is the 'Receipt' screen. The 'Receipt' screen shows customer information (ACKERMAN, KURT), date/time (02/14/14 12:02), amount (\$250.00), payment method (Check), check/credit card number (6547), and a customer signature field with a signature.

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.