

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 first screenshot shows the Customer screen with a list of customers. The customer 'ACKERMAN, KURT' is selected. The second screenshot shows the Receipt screen with the following details:

Receipt	
Customer: 1	929 ACKERMAN, KURT
Date / Time: 02/14/14	11:53
Amount: \$250.00	Current: \$0.00
Payment Method: Check	30 Day: \$0.00
Check / Credit Card Number: 3658	60 Day: \$0.00
Exp Date: 00/00	90 Day: \$0.00
Card Type:	Total Balance: \$0.00

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 first screenshot shows the Invoice screen with a list of items. The item 'IL RESIDENTIAL PROPANE' is selected. The second screenshot shows the Receipt screen with the following details:

Receipt	
Customer: 1	929 ACKERMAN, KURT
Date / Time: 02/14/14	12:02
Amount: \$250.00	Current: \$0.00
Payment Method: Check	30 Day: \$0.00
Check / Credit Card Number: 6547	60 Day: \$0.00
Exp Date: 00/00	90 Day: \$0.00
Card Type:	Total Balance: \$0.00

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.