

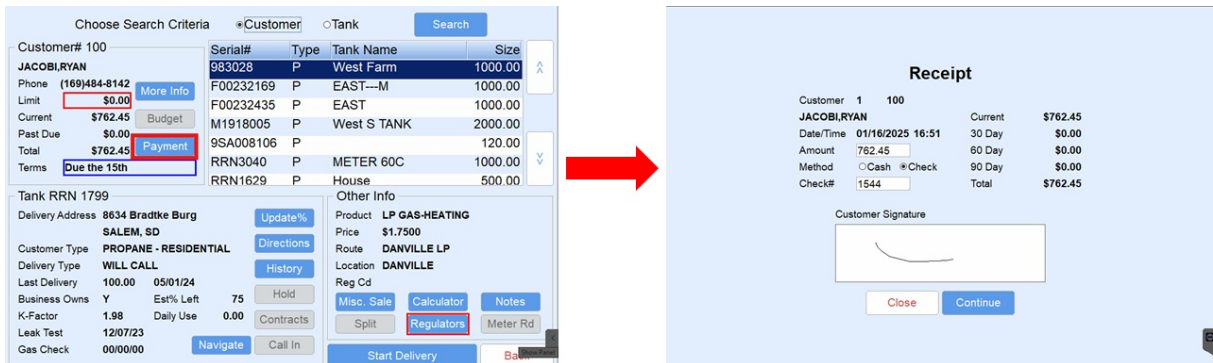
# Payments - Propane

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:

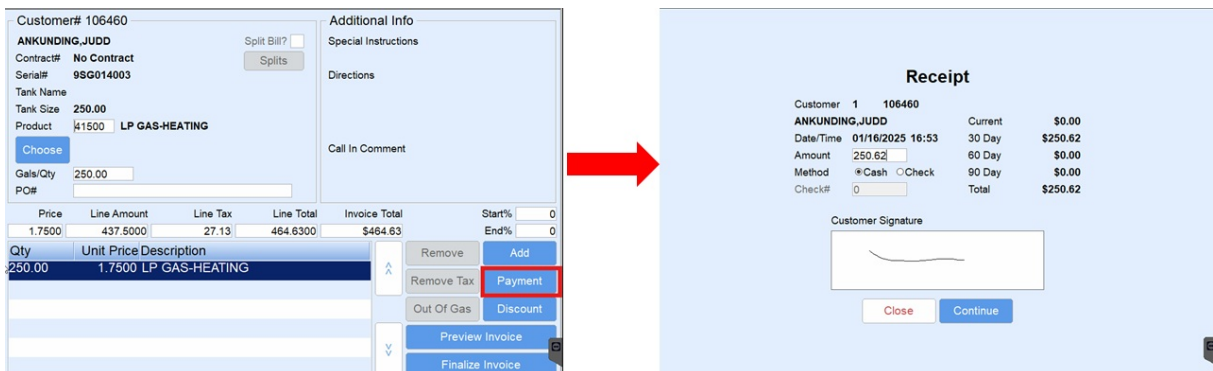
1. Select **Payment** located on the *Customer* screen. This will display the *Receipt* entry screen.



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.



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.