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.



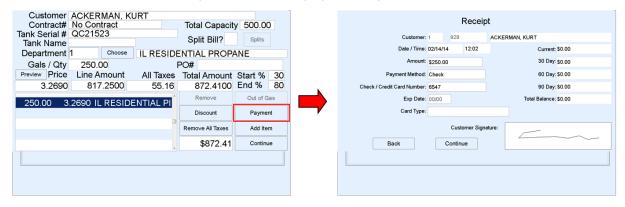
- 2. Enter the Amount of the payment.
- 3. Indicate the Payment Method.
- 4. Enter the Check / Credit Card Number if applicable.

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.