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	Customer	Tank Search	
ustomer# 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	9SA008106 P	120.00	
Total \$762.45	RRN3040 P	METER 60C 1000.00	¥
Due tie 15ti	RRN1629 P	House 500.00	
Tank RRN 1799			
Delivery Address 8634 Bradtke Burg Update%		Product LP GAS-HEATING	
SALEM, SD		Price \$1.7500	
Customer Type PROPANE - RESIDE	ITIAL 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 Ro	Н
Leak Test 12/07/23	avigate Call In		<
Gas Check 00/00/00		Start Delivery Ba	w 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.

Custome	er# 106460			Additional I	nfo	
ANKUNDI	NG,JUDD	5	Split Bill?	Special Instruct	tions	
Contract#	No Contract		Splits			
Serial#	9SG014003			Directions		
Tank Name						
Tank Size	250.00					
Product	41500 LP GAS-HEAT	ING				
Choose				Call In Comme	nt	
O-la/Ota						
Gais/Qty	250.00					
P0#						
Price	Line Amount	Line Tax	Line Total	Invoice Tota	al	Start% 0
1.7500	437.5000	27.13	464.6300	\$464.63	3	End% 0
Qty	Unit Price Descript	ion			Remove	Add
250.00	1.7500 LP GAS	-HEATING		×		
					Remove Tax	Payment
					Out Of Gas	Discount
					Provin	v Invoice
				×	Flevier	E
					Finalize	e Invoice

- 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.