Payments - Refined Fuels

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.