

Payments - Refined Fuels

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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.

Customer screen showing a list of customers. The selected customer is ACKERMAN, KURT (Customer# 929, Division# 1). The 'Payment' button is highlighted with a red box.

Name	Customer#	Division#
ABRUZZO, ANTHONY OR KATHL	877	1
ACKERMAN, GERALD & DONNA	928	1
ACKERMAN, KURT	929	1
ACKERMAN, BARB	1064	1

Phone: (815)821-5665
Work Phone: () -
Credit Limit: \$1,000.00
Current: \$0.00
30 Day: \$0.00
60 Day: \$0.00
90 Day: \$0.00
Total: \$0.00

Budget Payment Amount: 0.00
Budget Pymnts: 0
Budget Begin: 00/0000
End: 00/0000
Terms: Net 30 Days
Safety Info Date: 12/31/09
Last Pay: 05/18/13
\$18.00

Tanks **Payment** Back

Receipt screen for ACKERMAN, KURT. The amount is \$250.00, payment method is Check, and check number is 3658.

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

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.

Invoice screen showing a list of items. The 'Payment' button is highlighted with a red box.

Customer: ACKERMAN, KURT
Contract#: No Contract
Tank Serial #: QC21523
Tank Name: IL RESIDENTIAL PROPANE
Department 1
Gals / Qty: 250.00
PO#: [Blank]
Preview Price Line Amount All Taxes Total Amount Start % End %
3.2690 817.2500 55.16 872.4100 30 80
250.00 3.2690 IL RESIDENTIAL PI
Remove Discount Payment
Remove All Taxes Add Item
\$872.41 Continue

Receipt screen for ACKERMAN, KURT. The amount is \$250.00, payment method is Check, and check number is 6547.

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

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.