

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.

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 Budget Payment Amount: 0.00
Work Phone: () - # Budget Pymts: 0 # Times Billed: 0
Credit Limit: \$1,000.00 Budget Begin: 00/0000 End: 00/0000
Current: \$0.00 Terms: Net 30 Days
30 Day: \$0.00 Safety Info Date: 12/31/09 Alt Credits
60 Day: \$0.00 Last Pay: 05/18/13 \$18.00
90 Day: \$0.00 Total: \$0.00 Tanks **Payment** Back

Receipt

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:

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.

Customer: ACKERMAN, KURT Total Capacity: 500.00
Contract#: No Contract
Tank Serial #: QC21523 Split Bill? Splits
Tank Name: Department 1: Choose IL RESIDENTIAL PROPANE
Gals / Qty: 250.00 PO#: Remove Out of Gas
Preview Price Line Amount All Taxes Total Amount Start % 30
3.2690 817.2500 55.16 872.4100 End % 80
250.00 3.2690 IL RESIDENTIAL PI Remove Out of Gas
Discount **Payment**
Remove All Taxes Add Item
\$872.41 Continue

Receipt

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:

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.