

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# 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
Contract# No Contract
Tank Serial # QC21523
Tank Name
Department 1 Choose IL RESIDENTIAL PROPANE
Gals / Qty 250.00 PO#
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.