

# 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.

The image shows two screenshots of the EnergyTrack interface. The left screenshot is the 'Customer' screen, displaying a list of customers. 'ACKERMAN, KURT' is selected, and the 'Payment' button is highlighted with a red box. The right screenshot is the 'Receipt' screen, showing the payment details for 'ACKERMAN, KURT'. The payment amount is \$250.00, and the check/credit card number is 3658. A red arrow points from the 'Payment' button in the first screenshot to the 'Receipt' 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.

The image shows two screenshots of the EnergyTrack interface. The left screenshot is the 'Invoice' screen, displaying a list of items. 'IL RESIDENTIAL PROPANE' is selected, and the 'Payment' button is highlighted with a red box. The right screenshot is the 'Receipt' screen, showing the payment details for 'ACKERMAN, KURT'. The payment amount is \$250.00, and the check/credit card number is 6547. A red arrow points from the 'Payment' button in the first screenshot to 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.