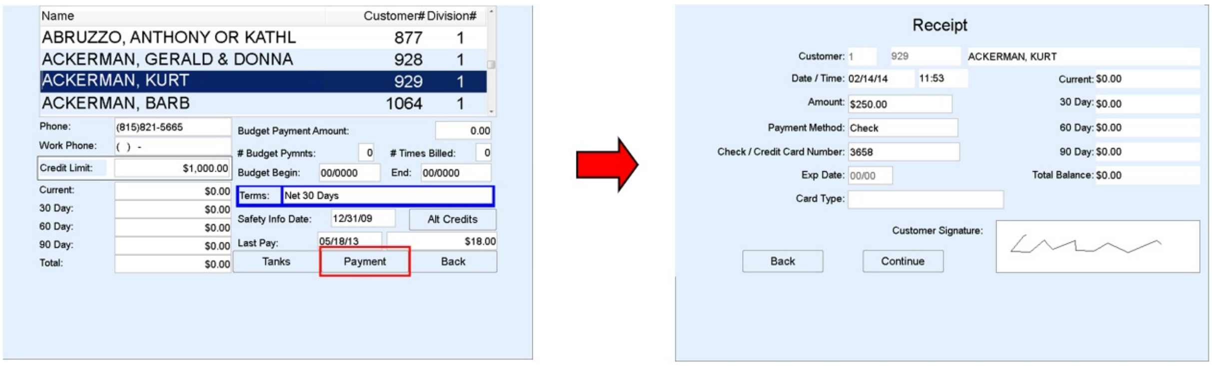
Payments - Refined Fuels

Last Modified on 01/29/2026 11:46 am EST

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.

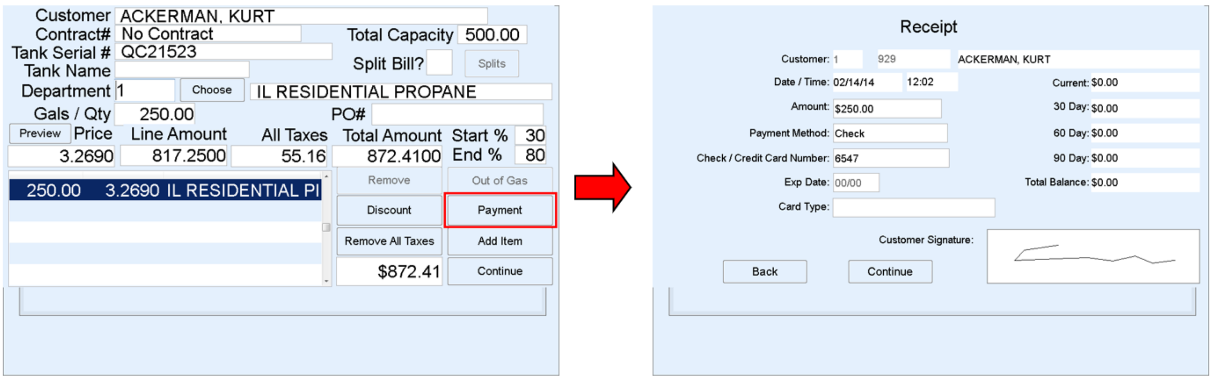


2. Enter the *Amount* of the payment.
3. Indicate the *Payment Method.*
4. Enter the *Check / Credit Card Number* if applicable.

   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.