

Printing Options for Invoices and Account Balances in Energy Force

Last Modified on 01/02/2024 10:53 am EST

Customer Maintenance\History Inquiry

- A copy of the invoice from Energy Track can be printed– click on the **Image(s)** button in the lower left corner, a preview window will come up, select *View Entire Image* in order to print.

Date	Truck#	Ord	Inv	Truck#	Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt
09/12/23	2732	9	374207	10079	13	89368	BONNET REPAIR KIT	1.00	0.00	50.0000	\$50.00	\$2.11	\$52.11
09/12/23	2732	9	374207	10079	14	11000	PROPANE RESIDENTIAL	0.00	250.00	1.6000	\$400.00	\$0.00	\$400.00
06/29/23	0	0	349155	535397	13	90916	TANK RENTAL	1.00	0.00	48.0000	\$48.00	\$0.00	\$48.00
01/18/23	2738	575	258628	2102070	14	11000	PROPANE RESIDENTIAL	0.00	251.80	2.2500	\$566.55	\$17.00	\$583.55
12/05/22	2724	172	228892	1321822	14	11000	PROPANE RESIDENTIAL	0.00	285.00	2.2500	\$641.25	\$19.24	\$660.49
06/29/22	0	0	137244	223820	13	90916	TANK RENTAL	1.00	0.00	48.0000	\$48.00	\$0.00	\$48.00
06/23/22	2738	333	133258	191890	31	11000	PROPANE RESIDENTIAL	0.00	237.70		(\$58.14)	(\$17.84)	
05/06/22	1882	330	116228	2211101	14	11000	PROPANE RESIDENTIAL	0.00	237.70	2.3900	\$568.10	\$17.04	\$585.14
02/21/22	1882	330	78913	2210658	14	11000	PROPANE RESIDENTIAL	0.00	275.70	2.3900	\$658.92	\$19.77	\$678.69

SALE 40720 DATE 09/12/23 11:18:40
 COUNT: START 0.0 END 250.0
 NET DELIVERY 250.0 GALLONS 1

1021 S ASH ST
 PO BOX 417

Customer# 6271049 Invoice # 10079
 438 OAK ST Date: 09/12/2023
 Driver: Time 11:20

Delivery Address: *** ORIGINAL ***

Quantity	Description	Unit Price	Amount
250.0 G	PROPANE RESIDENTIAL	\$1.6000	\$400.00
	Sale # 40720/HOME PROPAN		
	unicorns		
1.00	BONNET REPAIR KIT	\$50.0000	\$50.00
	Sale # 0/HOME PROPANE/88		
	MO STATE SLS TAX		\$2.11
	Invoice Sub		\$450.00
	Tax		\$2.11
	Net Due		\$452.11

Customer PO # _____ Customer Signature _____

- To print a full page non-Energy Track Invoice click the **Printer** button in the lower right corner.

Date	Truck#	Ord	Inv	Truck#	Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt	Balance
09/12/23	2732	9	374207	10079	13	89368	BONNET REPAIR KIT	1.00	0.00	50.0000	\$50.00	\$2.11	\$52.11		\$3,248.30
09/12/23	2732	9	374207	10079	14	11000	PROPANE RESIDENTIAL	0.00	250.00	1.6000	\$400.00	\$0.00	\$400.00		\$3,197.81
06/29/23	0	0	349155	535397	13	90916	TANK RENTAL	1.00	0.00	48.0000	\$48.00	\$0.00	\$48.00		\$2,799.81
01/18/23	2738	575	258628	2102070	14	11000	PROPANE RESIDENTIAL	0.00	251.80	2.2500	\$566.55	\$17.00	\$583.55		\$2,749.91
12/05/22	2724	172	228892	1321822	14	11000	PROPANE RESIDENTIAL	0.00	285.00	2.2500	\$641.25	\$19.24	\$660.49		\$2,189.26
06/29/22	0	0	137244	223820	13	90916	TANK RENTAL	1.00	0.00	48.0000	\$48.00	\$0.00	\$48.00		\$1,588.77
06/23/22	2738	333	133258	191890	31	11000	PROPANE RESIDENTIAL	0.00	237.70		(\$58.14)	(\$17.84)		\$1,487.77	
05/06/22	1882	330	116228	2211101	14	11000	PROPANE RESIDENTIAL	0.00	237.70	2.3900	\$568.10	\$17.04	\$585.14		\$2,842.91
02/21/22	1882	330	78913	2210658	14	11000	PROPANE RESIDENTIAL	0.00	275.70	2.3900	\$658.92	\$19.77	\$678.69		\$1,487.77



Invoice Date	Customer #
09/12/23	6271049



Terms

Date	Ticket #	Description	Quantity	Unit	Debit	Tax	Credit	Balance
09/12/23	10079	PROPANE RESIDENTIAL Tank Ser# and Description 8807292 HOME PROPANE	250.00	1.6000	\$400.00			\$400.00
						PO#		
09/12/23	10079	BONNET REPAIR KIT Tank Ser# and Description 8807292 HOME PROPANE	1.00	50.0000	\$50.00	\$2.11		\$52.11
						PO#		
		MO STATE SLS TAX				\$2.11		

Invoice Total
\$452.11

- To print a list of Invoices click on the **Print** button in the lower right corner, enter the *Start Date* and *End Date* then click **Process**.

The screenshot shows a software interface with a table of transactions and a dialog box titled "Enter Starting History Date".

Date	Ticket#	Qty	Unit	Price	Ext	Tax	Debit	Credit	Balance
09/12/23	272	9	34207	10079	11000	PROPANE RESIDENTIAL	0.00	250.00	\$400.00
06/29/23	0	0	34915	63287	13	9016 TANK RENTAL	1.00	0.00	48.00
01/19/23	278	575	25828	212070	14	11000 PROPANE RESIDENTIAL	0.00	251.80	2,200
12/05/22	274	172	23892	132402	14	11000 PROPANE RESIDENTIAL	0.00	201.60	2,200
06/09/22	0	0	10784	32969	13	9016 TANK RENTAL	1.00	0.00	48.00
06/23/22	278	333	13320	19100	31	11000 PROPANE RESIDENTIAL	0.00	237.70	(568.16)
05/06/22	182	330	11628	221101	14	11000 PROPANE RESIDENTIAL	0.00	237.70	2,300
10/21/22	182	330	7610	221068	14	11000 PROPANE RESIDENTIAL	0.00	275.70	2,300

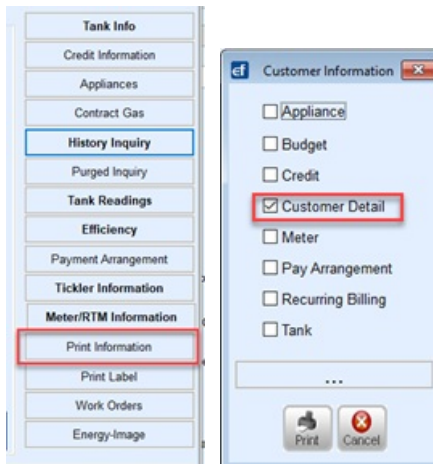
Buttons: Image(s), Email, Show in Ascending Order, History Transactions, Print, Excel.

Dialog Box: Enter Starting History Date. Start Date: 01/01/22, End Date: 06/23/22. Options: Ascending Order (selected), Descending Order, Printer (selected), Excel. Process button.

Current Balance	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance							
123123	591.46	0	0	413.45	1004.91						
Tank Serial Number	Total Tanks Capacity	Last Delivery Date	Sales YTD	Gallons Used YTD							
8807292	500	09/12/2023	0	0							
Date	Ticket#	Posting Reference	Group Payment	Quantity	Unit Price	Line Amt	Sales Tax	Void?	Debit Amt	Credit Amt	Balance
01/06/2022	2210197	PROPANE RESIDENTIAL		330.3	2.29	756.39	22.69	No	779.08	0	779.08
02/21/2022	2210656	PROPANE RESIDENTIAL		275.7	2.39	658.92	19.77	No	678.69	0	1457.77
05/06/2022	2211101	PROPANE RESIDENTIAL		237.7	2.39	568.1	17.04	No	585.14	0	2042.91
06/23/2022	191090	PROPANE RESIDENTIAL		-237.7	2.39	568.1	17.04	No	0	-585.14	1457.77

Customer Maintenance

- To print Account Balance information click on *Print Information*, leave the default (Customer Detail) and click **Print**.



12/21/23 15:08

Page 1

Customer's Complete Information



Division	1 ABC PROPANE	to	1 ABC PROPANE
1	6271049		438 OAK ST
Turned Over to Collections	No	Address 2	Status A
Home Phone	() - 0	Contact	
Work Phone	() - 0	Terms Code	31 REGULAR TERMS
Fax	() -	Allowed Disconnects	Date Established 06/01/04
Credit Limit	\$0.00	Service Charge	No
Current Balance	\$591.46	Last Payment Date	00/00/00
30 Day Balance	\$0.00	Last Payment Amount	\$0.00
60 Day Balance	\$0.00	Last Statement Balance	\$1,004.91
90 Day Balance	\$413.45	Last Statement Date	05/31/22
Total Balance	\$1,004.91	Send Statement	No
Customer Memo			

Posting Menu

The posting menu has several places you can print invoices from.

- Invoices by journal – enter the journal number range and click on print, this will print all of the invoices from the journal.

Journal # From To

Invoice Date: 12/18/23 Customer #: 22676



Terms: this is a statement - pay from invoice

Date	Ticket #	Description	Quantity	Unit	Debit	Tax	Credit	Balance
12/18/23	123457125	LP EMPLOYEE	250.00	1.4990	\$374.75	\$26.23		\$400.98
		Tank Ser# and Description 65Y027670				PO#		
		State Sales Tax				\$26.23		



Invoice Total: \$400.98

- Inquiry History Ticket # - Enter the ticket number you are searching for and click on the magnifying glass. A list will come up of all invoices with that invoice number. Click on the invoice you want and then click select.

Ticket #

Dir	Customer # Name	Date	Journal Record Type	Posting Reference	Total Amount
3	26791	02/13/14	5118	IP 899B	\$165.00
3	30735	01/08/15	15096	S LP RESIDENTIAL BULK	\$646.94
3	30735	01/08/15	15096	S DELIVERY FEE	\$3.18
3	30735	01/13/15	15254	P ROA PAYMENTS	\$617.00
3	30735	01/14/15	15306	S LP RESIDENTIAL BULK	\$32.33
3	30643	10/06/22	94801	S SELF USE-MOTOR FUEL	\$0.00

- A screen will come up with invoice details, click on the printer – This invoice print option will print the Invoice Balance and the current Account Balance.

() -
Fax () -

Invoice Date	Customer #
01/08/15	30735

Terms
this is a statement - pay from invoice

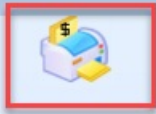
Date	Ticket #	Description	Quantity	Debit	Tax	Credit	Balance
01/08/15	23676	Tank Serial Number 9862 LP RESIDENTIAL BULK	310.80	\$621.29	\$24.85		\$646.14
		Discount of		\$32.32 if paid by: 01/13/15			
		Michigan State Sales Tax					
01/08/15	23676	Tank Serial Number 9862 DELIVERY FEE	1.00	\$3.00	\$0.18		\$649.32
		Michigan State Sales Tax					

Invoice Balance	\$649.32
Account Balance	(1,483.10)

- Invoices can also be printed when manually posting a sale. After New Ticket is selected, a screen comes up to start entering the next ticket. There is also a printer on this screen that will print the invoice that was just posted.

☒ Sales Journal # 102519

Ticket Number



NEWFER, JENNIFER
MAINT ST
AVON, IN 46123

Invoice Date	Customer #
12/21/23	14232

Terms
this is a statement - pay from invoice

Date	Ticket #	Description	Quantity	Unit	Debit	Tax	Credit	Balance
12/21/23	415848	LP RESIDENTIAL BULK	300.00	1.4990	\$449.70			\$449.70
		Tank Ser# and Description: 478198				PO#		

Invoice Total	\$449.70
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