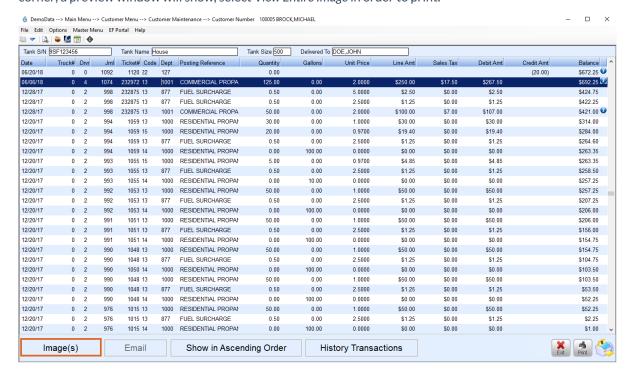
Printing Options for Invoices and Account Balances in Energy Force

Last Modified on 10/09/2025 1:26 pm EDT

History Inquiry

Navigate to Main Menu / Customer Menu / Customer Maintenance, select the customer then choose History Inquiry.

• A copy of the Invoice from EnergyTrack can be printed by selecting the Image(s) button in the lower left corner, a preview window will show, select *View Entire Image* in order to print.





• To print a full page non-EnergyTrack Invoice select the **Printer** button in the lower right corner.

Tank S/N	9SF123456	3		Tank Name Ho	ouse		Tank Size 500	Delivered To	DOE,JOHN					
Date	Truck#	Drvr	Jml	Ticket# Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt	Balance ^
08/16/23	0	0	1190	530 0	999		2.00	0.00	19.1300	\$38.26	\$0.00	\$38.26		\$3,206.11
08/16/23	0	0	1190	530 0	999		1.00	0.00	56.6900	\$56.69	\$0.00	\$56.69		\$3,167.85
08/16/23	0	0	1190	530 0	999		10.00	0.00	4.5000	\$45.00	\$0.00	\$45.00		\$3,111.16
03/31/23	0	0	1188	529 13	5000	APPLIANCES	1.00	0.00	600.0000	\$600.00	\$0.00	\$600.00		\$3,066.16
03/31/23	0	0	1188	529 13	999	PROPANE PARTS	1.00	0.00	5.9600	\$5.96	\$0.00	\$5.96		\$2,466.16
03/31/23	0	0	1188	529 13	999	PROPANE PARTS	1.00	0.00	150.0000	\$150.00	\$0.00	\$150.00		\$2,460.20
02/22/23	0	0	1189	525 13	999	PROPANE PARTS	1.00	0.00	19.1300	\$19.13	\$0.00	\$19.13		\$2,310.20
02/22/23	0	0	1180	523 0	999		1.00	0.00	75.5800	\$75.58	\$0.00	\$75.58		\$2,291.07
02/22/23	0	0	1180	523 0	999		1.00	0.00	6.0000	\$6.00	\$0.00	\$6.00		\$2,215.49
02/22/23	0	0	1180	523 0	999		1.00	0.00	75.5800	\$75.58	\$0.00	\$75.58		\$2,209.49
01/30/23	0	0	1175	521 13	999	PROPANE PARTS	1.00	0.00	75.5800	\$75.58	\$0.00	\$75.58		\$2,133.91
01/30/23	0	0	1175	521 13	999	PROPANE PARTS	1.00	0.00	75.5800	\$75.58	\$0.00	\$75.58		\$2,058.33
11/10/21	0	233	1165	1202 13	3000	DYED DIESEL FUEL	200.00	0.00	2.5000	\$500.00	\$0.00	\$500.00		\$1,982.75
11/10/21	0	233	1165	1202 14	3000	DYED DIESEL FUEL	0.00	400.00	0.0000	\$0.00	\$0.00	\$0.00		\$1,482.75
11/10/21	0	233	1165	1200 13	9999	LABOR	1.00	0.00	75.0000	\$75.00	\$0.00	\$75.00		\$1,482.75
11/10/21	0	233	1165	1200 13	997	MISCELLANEOUS OIL	1.00	0.00	50.0000	\$50.00	\$0.00	\$50.00		\$1,407.75
11/10/21	0	4	1165	1197 13	500	REG FEE	1.00	0.00	5.0000	\$5.00	\$0.00	\$5.00		\$1,357.75
11/10/21	0	4	1165	1197 14	1000	RESIDENTIAL PROPAN	0.00	200.00	0.9800	\$196.00	\$0.00	\$196.00		\$1,352.75
07/16/20	0	4	1151	1186 9	1000	RESIDENTIAL PROPAN	0.00		1.0000	\$0.00	\$0.00	\$0.00		\$1,156.75
06/14/19	0	4	1130	1159 13	1001	COMMERCIAL PROPA	200.00	0.00	2.0000	\$400.00	\$32.00	\$432.00		\$1,156.75
09/12/18	0	4	1112	1136 13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$724.75
09/12/18	0	4	1112	1136 13	500	REG FEE	0.50	0.00	5.0000	\$2.50	\$0.00	\$2.50		\$674.75
09/12/18	0	4	1112	1136 14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$672.25
06/20/18	0	0	1092	1120 22	127		0.00						(20.00)	\$672.25
06/06/18	0	4	1074	232972 13	1001	COMMERCIAL PROPA	125.00	0.00	2.0000	\$250.00	\$17.50	\$267.50		\$692.25 💯
12/28/17	0	2	998	232875 13	877	FUEL SURCHARGE	0.50	0.00	5.0000	\$2.50	\$0.00	\$2.50		\$424.75
12/28/17	0	2	998	232875 13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$422.25 🗸
In	nage(s))		Email		Show in Asce	nding Order	His	story Transa	ctions)	kit Print

ABC PROPANE COMPANY

5250 US HWY 36 SUITE 100 AVON, IN 46123 (317)745-6560 (800)783-6560 Fax (317)250-1234

Invoice Date	Customer#
06/06/18	100005

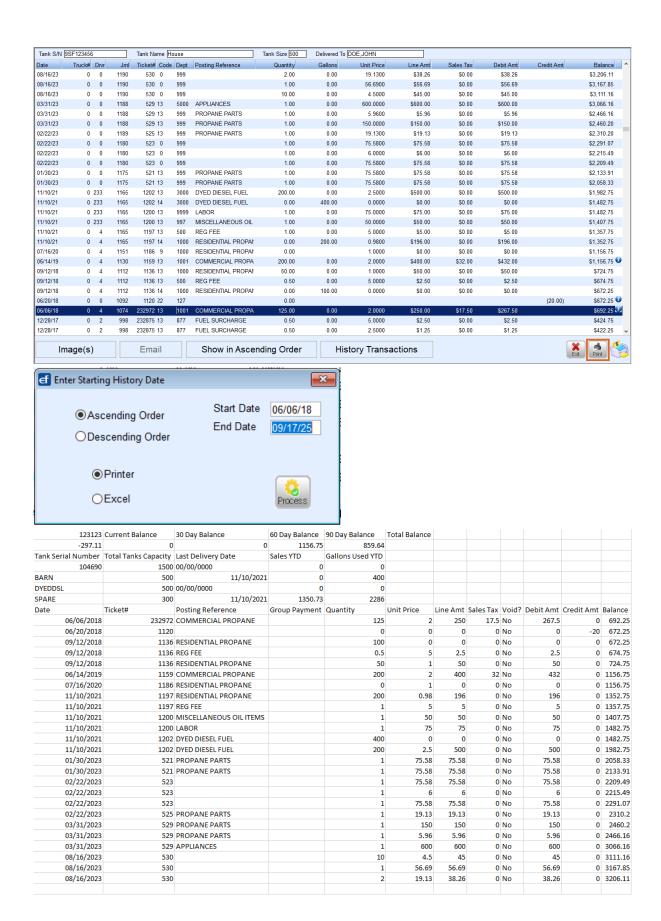
\$267.50

BROCK, MICHAEL 123 ANYWHERE ST PENSACOLA, FL 32501 ——Terms—— Net Due 30 days

1 14% finance charge on unpaid balances after 30 days (15% APR).

Date	Ticket #	Description	Quantity	Unit	Debit	Tax	Credit	Line Amount
								_
06/06/18	232972	COMMERCIAL PROPANI	E 125.00	2.0000	\$250.00	\$17.50		\$267.50
		Tank Ser# and Description				PO#		
		indiana				\$17.50		
		Discount of \$4.01 if paid by 06	3/16/18			V 11.55		
							I	nvoice Total

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



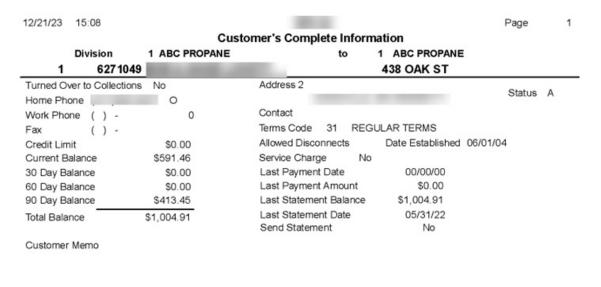
Customer Maintenance

Navigate to Main Menu / Customer Menu / Customer Maintenance.

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

Print.

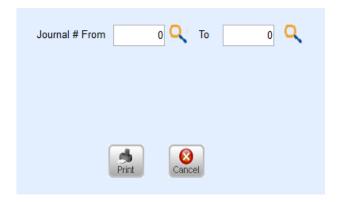




Posting Menu

The posting menu has several places you can print invoices from found at Main Menu / Posting Menu.

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



Invoice Date Customer # 100005

\$915.04

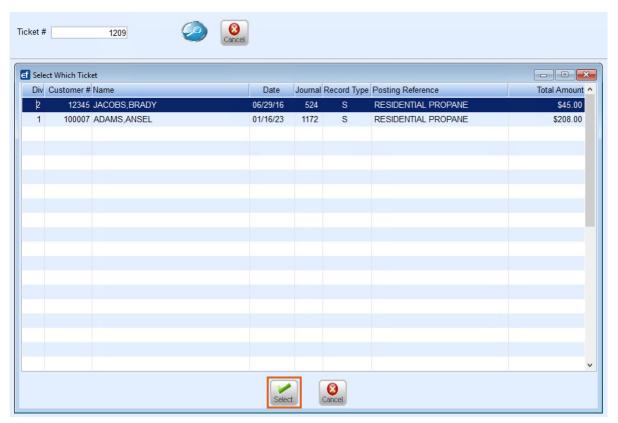
BROCK, MICHAEL 123 ANYWHERE ST PENSACOLA, FL 32501

Terms Net Due 30 days

1 14% finance charge on unpaid balances after 30 days (15% APR).

Date	Ticket #	Description	Quantity	Unit	Debit	Tax	Credit	Line Amount
03/31/23	529	PROPANE PARTS Tank Ser# and Description	1.00	150.0000	\$150.00	PO#		\$150.00
03/31/23	529	PROPANE PARTS Tank Ser# and Description	1.00	5.9600	\$5.96	PO#		\$5.96
03/31/23	529	APPLIANCES Tank Ser# and Description	1.00	600.0000	\$600.00	PO#		\$600.00
02/22/23	525	PROPANE PARTS Tank Ser# and Description	1.00	19.1300	\$19.13	PO#		\$19.13
08/16/23	530	Tank Ser# and Description	10.00	4.5000	\$45.00	PO#		\$45.00
08/16/23	530	Tank Ser# and Description	1.00	56.6900	\$56.69	PO#		\$56.69
08/16/23	530	Tank Ser# and Description	2.00	19.1300	\$38.26	PO#		\$38.26
							1	nvoice Total

• Inquiry History Ticket # - Enter a *Ticket* # to search for and select the magnifying glass. A list displays of all Invoices with that Invoice number. Select an Invoice, then choose **Select**.



When the detailed Invoice screen displays select the **printer icon**. This Invoice print option will print the Invoice Balance and the current Account Balance.

ABC PROPANE COMPANY

5250 US HWY 36 SUITE 100 AVON, IN 46123 (317)745-6560 (800)783-6560 Fax (317)250-1234

Invoice Date Customer # 100000

JOHN DOE 111 PRODUCTION DRIVE STACYVILLE, IA 50476 Terms
Net Due 30 days

1 14% finance charge on unpaid balances after 30 days (15% APR).

Date	Ticket#	Description	Quantity	Debit	Tax	Credit	Balance
	Tank Serial I	Number 9SF123456	Tank Nar	ne House			
06/29/16		RESIDENTIAL PROPANE	50.00	\$50.00			\$50.00
		Number 9SF123456		ne House			
06/29/16	1204	RESIDENTIAL PROPANE	100.00				\$50.00
					Invoice Balar	nce	\$50.00
					Account Balar	nce	\$4,190.61

• 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.

