

Printing Options for Invoices and Account Balances in Energy Force

Last Modified on 01/13/2026 2:26 pm EST

Invoice Text Override – An auto generated system setting *Invoice* with a *Setting Name* of *InvoiceTextOverride* has been added and defaults to N. This setting changes the wording on delivery documents from *Invoice* to *Ticket*. When deliveries are imported to Agvance a new Invoice number is assigned to the sale, this change will help clarify to customers that it is not the Invoice number.

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.

DemoData --> Main Menu --> Customer Menu --> Customer Maintenance --> Customer Number 100005 BROCK,MICHAEL

Date	Truck#	Dnri	Jrnl	Ticket#	Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Amt	Sales Tax	Debit Amt	Credit Amt	Balance
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 PROPAN	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
12/28/17	0	2	998	232875	13	1001	COMMERCIAL PROPAN	50.00	0.00	2.0000	\$100.00	\$7.00	\$107.00		\$421.00
12/20/17	0	2	994	1059	13	1000	RESIDENTIAL PROPAN	30.00	0.00	1.0000	\$30.00	\$0.00	\$30.00		\$314.00
12/20/17	0	2	994	1059	15	1000	RESIDENTIAL PROPAN	20.00	0.00	0.9700	\$19.40	\$0.00	\$19.40		\$284.00
12/20/17	0	2	994	1059	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$264.60
12/20/17	0	2	994	1059	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$263.35
12/20/17	0	2	993	1055	15	1000	RESIDENTIAL PROPAN	5.00	0.00	0.9700	\$4.85	\$0.00	\$4.85		\$263.35
12/20/17	0	2	993	1055	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$258.50
12/20/17	0	2	993	1055	14	1000	RESIDENTIAL PROPAN	0.00	10.00	0.0000	\$0.00	\$0.00	\$0.00		\$257.25
12/20/17	0	2	992	1053	13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$257.25
12/20/17	0	2	992	1053	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$207.25
12/20/17	0	2	992	1053	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$206.00
12/20/17	0	2	991	1051	13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$206.00
12/20/17	0	2	991	1051	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$156.00
12/20/17	0	2	991	1051	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$154.75
12/20/17	0	2	990	1048	13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$154.75
12/20/17	0	2	990	1048	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$104.75
12/20/17	0	2	990	1050	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$103.50
12/20/17	0	2	990	1048	13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$103.50
12/20/17	0	2	990	1048	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$53.50
12/20/17	0	2	990	1048	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$52.25
12/20/17	0	2	976	1015	13	1000	RESIDENTIAL PROPAN	50.00	0.00	1.0000	\$50.00	\$0.00	\$50.00		\$52.25
12/20/17	0	2	976	1015	13	877	FUEL SURCHARGE	0.50	0.00	2.5000	\$1.25	\$0.00	\$1.25		\$2.25
12/20/17	0	2	976	1015	14	1000	RESIDENTIAL PROPAN	0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00		\$1.00

Image(s) Email Show in Ascending Order History Transactions Exit Print

1021 S ASH ST PO BOX 417			
Customer# 6271049		Invoice # 10079	
438 OAK ST		Date: 09/12/2023	
		Time 11:20	
Delivery Address:		*** ORIGINAL ***	
PO#:			
Driver			

Quantity	Description	Unit Price	Amount
150.0	G PROPANE RESIDENTIAL Sale # 40720/HOME PROPAN unicorns	\$1.6000	\$400.00
1.00	BONNET REPAIR KIT Sale # 0/HOME PROPANE/8E MO STATE SLS TAX	\$50.0000	\$50.00
		Invoice Sub	\$21.00
		Tax	\$450.00
			\$21.00

Net Due

\$452.10

Customer PO #

Customer Signature

- | | | | | | | | | | | | | | | | |
|-----------|--------|------|-----------|---------|------|-----------|--------------------|----------|--------------|------------|----------|-----------|-----------|------------|------------|
| Tank S/N | | | Tank Name | | | Tank Size | | | Delivered To | | | | | | |
| BSF123456 | | | House | | | E00 | | | DOE.JOHN | | | | | | |
| Date | Truck# | Drvr | Jrnl | 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 PROPAN | 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 PROPAN | 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 | | |

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

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 PROPANE	125.00	2.0000	\$250.00	\$17.50		\$267.50
		Tank Ser# and Description 9SF123456 House				PO#		
		indiana				\$17.50		
		Discount of \$4.01 if paid by 06/16/18						

Invoice Total
\$267.50

- 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**.

Tank S/N			Tank Name			Tank Size		Delivered To							
BSF123456			House			500		DOE,JOHN							
Date	Truck#	Dmr	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 PROPANE	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 PROPANE	0.00		1.0000	\$0.00	\$0.00	\$0.00		\$1,156.75
06/14/19	0	4	1130	1159	13	1001	COMMERCIAL PROPANE	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 PROPANE	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 PROPANE	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 PROPANE	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
Image(s)			Email			Show in Ascending Order			History Transactions						

Image(s)

Email

Show in Ascending Order

History Transactions

Exit

Print

Refresh

ef Enter Starting History Date

Ascending Order

Descending Order

Printer

Excel

Start Date

06/06/18

End Date

09/17/25

Process

123123	Current Balance	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance										
-297.11	0	0	1156.75	859.64											
Tank Serial Number	Total Tanks Capacity	Last Delivery Date	Sales YTD	Gallons Used YTD											
104690	1500	00/00/0000	0	0											
BARN	500	11/10/2021	0	400											
DYEDDSL	500	00/00/0000	0	0											
SPARE	300	11/10/2021	1350.73	2286											
Date	Ticket#	Posting Reference	Group Payment	Quantity	Unit Price	Line Amt	Sales Tax	Void?	Debit Amt	Credit Amt	Balance				
06/06/2018	232972	COMMERCIAL PROPANE		125	2	250	17.5	No	267.5	0	692.25				
06/20/2018	1120			0	0	0	0	No	0	-20	672.25				
09/12/2018	1136	RESIDENTIAL PROPANE		100	0	0	0	No	0	0	672.25				
09/12/2018	1136	REG FEE		0.5	5	2.5	0	No	2.5	0	674.75				
09/12/2018	1136	RESIDENTIAL PROPANE		50	1	50	0	No	50	0	724.75				
06/14/2019	1159	COMMERCIAL PROPANE		200	2	400	32	No	432	0	1156.75				
07/16/2020	1186	RESIDENTIAL PROPANE		0	1	0	0	No	0	0	1156.75				
11/10/2021	1197	RESIDENTIAL PROPANE		200	0.98	196	0	No	196	0	1352.75				
11/10/2021	1197	REG FEE		1	5	5	0	No	5	0	1357.75				
11/10/2021	1200	MISCELLANEOUS OIL ITEMS		1	50	50	0	No	50	0	1407.75				
11/10/2021	1200	LABOR		1	75	75	0	No	75	0	1482.75				
11/10/2021	1202	DYED DIESEL FUEL		400	0	0	0	No	0	0	1482.75				
11/10/2021	1202	DYED DIESEL FUEL		200	2.5	500	0	No	500	0	1982.75				
01/30/2023	521	PROPANE PARTS		1	75.58	75.58	0	No	75.58	0	2058.33				
01/30/2023	521	PROPANE PARTS		1	75.58	75.58	0	No	75.58	0	2133.91				
02/22/2023	523			1	75.58	75.58	0	No	75.58	0	2209.49				
02/22/2023	523			1	6	6	0	No	6	0	2215.49				
02/22/2023	523			1	75.58	75.58	0	No	75.58	0	2291.07				
02/22/2023	525	PROPANE PARTS		1	19.13	19.13	0	No	19.13	0	2310.2				
03/31/2023	529	PROPANE PARTS		1	150	150	0	No	150	0	2460.2				
03/31/2023	529	PROPANE PARTS		1	5.96	5.96	0	No	5.96	0	2466.16				
03/31/2023	529	APPLIANCES		1	600	600	0	No	600	0	3066.16				
08/16/2023	530			10	4.5	45	0	No	45	0	3111.16				
08/16/2023	530			1	56.69	56.69	0	No	56.69	0	3167.85				
08/16/2023	530			2	19.13	38.26	0	No	38.26	0	3206.11				

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.

A vertical menu with the following items: Tank Info, Credit Information, Appliances, Contract Gas, History Inquiry, Purged Inquiry, Tank Readings, Efficiency, Payment Arrangement, Tickler Information, Meter/RTM Information, Print Information (highlighted with a red box), Print Label, Work Orders, and Energy-Image.

A dialog box titled 'Customer Information' with a list of checkboxes: Appliance, Budget, Credit, Customer Detail (checked and highlighted with a red box), Meter, Pay Arrangement, Recurring Billing, and Tank. At the bottom are 'Print' and 'Cancel' buttons.

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		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 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.

Journal # From  To 



Invoice Date 08/16/23	Customer # 100005
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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

Invoice Total
\$915.04

- **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.

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 #
06/29/16	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 Number 9SF123456					
06/29/16	1204	RESIDENTIAL PROPANE	50.00	\$50.00			\$50.00
		Tank Serial Number 9SF123456					
06/29/16	1204	RESIDENTIAL PROPANE	100.00				\$50.00

Invoice Balance	\$50.00
Account Balance	\$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.

ef Sales Journal # 1209

Ticket Number

