

Printing Options for Invoices and Account Balances in Energy Force

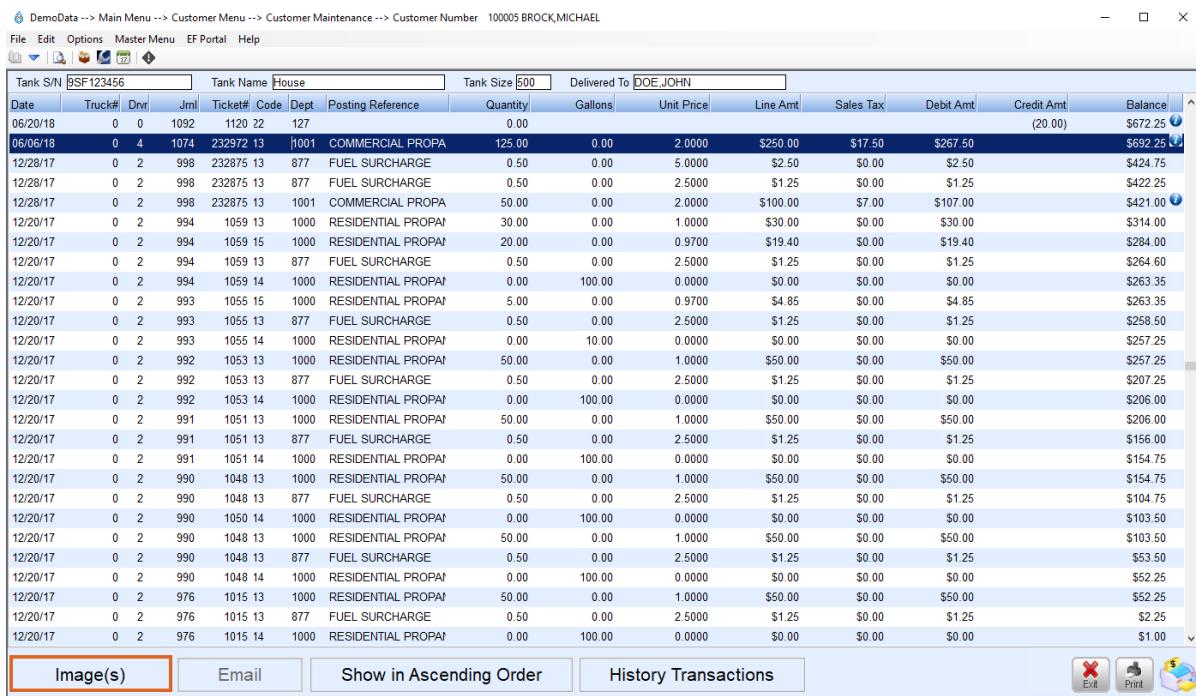
Last Modified on 01/13/2026 2:26 pm EST

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.



Customer History Inquiry															
Tank S/N	Tank Name	Tank Size	Delivered To	Customer Information											
Date	Truck#	Drvr	Jml	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 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	
12/28/17	0	2	998	232875 13	1001	COMMERCIAL PROPA		50.00	0.00	2.0000	\$100.00	\$7.00	\$107.00	\$421.00	
12/20/17	0	2	994	1059 13	1000	RESIDENTIAL PROPA		30.00	0.00	1.0000	\$30.00	\$0.00	\$30.00	\$314.00	
12/20/17	0	2	994	1059 15	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$263.35	
12/20/17	0	2	993	1055 15	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$257.25	
12/20/17	0	2	992	1053 13	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$206.00	
12/20/17	0	2	991	1051 13	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$154.75	
12/20/17	0	2	990	1048 13	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$103.50	
12/20/17	0	2	990	1048 13	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$52.25	
12/20/17	0	2	976	1015 13	1000	RESIDENTIAL PROPA		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 PROPA		0.00	100.00	0.0000	\$0.00	\$0.00	\$0.00	\$1.00	

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
[REDACTED]
438 OAK ST
Invoice #: 10079
Date: 09/12/2023
Time 11:20

Delivery Address: ***** ORIGINAL *****

PO#:

Quantity	Description	Unit Price	Amount
250.0	G PROPANE RESIDENTIAL	\$1.6000	\$400.00
	Sale # 40720/HOME PROPANE		
	unicorns		
1.00	BONNET REPAIR KIT	\$50.0000	\$50.00
	Sale # 0/HOME PROPANE/86		
	MO STATE SLS TAX		
		Invoice Sub	\$2.11
		Tax	\$450.00
			\$2.11

Net Due \$452.11

Customer PO #

Customer Signature

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

Tank S/N	DSF123456			Tank Name			House		Tank Size	500	Delivered To			JOHN		
Date	Truck#	Drv	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 PROP/		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 PROP/		0.00		1.0000	\$0.00	\$0.00	\$0.00		\$1,156.75
06/14/19	0	4	1130	1159	13	100	COMMERCIAL PROP/		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 PROP/		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 PROP/		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	123972	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

ABC PROPANE COMPANY

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

Invoice Date 06/06/18	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
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	BSF123456			Tank Name			Tank Size	\$00	Delivered To	JOE JOHN						^
Date	Truck#	Drv#	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 PROPAT	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 PROPAT	0.00	1.0000	\$0.00	\$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 PROPAT	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 PROPAT	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	

[Image\(s\)](#)[Email](#)[Show in Ascending Order](#)[History Transactions](#)

ef Enter Starting History Date

Ascending Order Start Date
 Descending Order End Date

 Printer 
 Excel

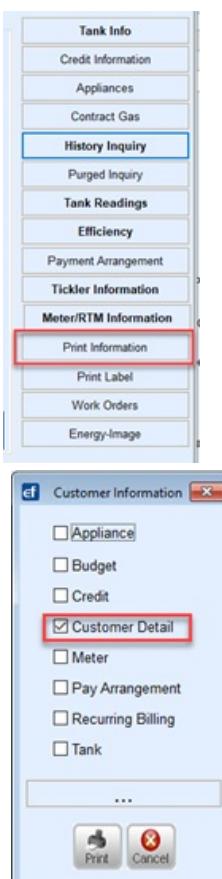
123123	Current Balance	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance											
-297.11	0	0	0	1156.75	859.64											
Tank Serial Number	Total Tanks	Capacity	Last Delivery Date	Sales YTD	Gallons Used YTD											
104690		1500	00/00/0000	0	0											
BARN		500	11/10/2021	0	400											
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	0	1352.75				
11/10/2021	1197	REG FEE		1	5	5	0	No	5	0	0	1357.75				
11/10/2021	1200	MISCELLANEOUS OIL ITEMS		1	50	50	0	No	50	0	0	1407.75				
11/10/2021	1200	LABOR		1	75	75	0	No	75	0	0	1482.75				
11/10/2021	1202	DYED DIESEL FUEL		400	0	0	0	No	0	0	0	1482.75				
11/10/2021	1202	DYED DIESEL FUEL		200	2.5	500	0	No	500	0	0	1982.75				
01/30/2023	521	PROPANE PARTS		1	75.58	75.58	0	No	75.58	0	0	2058.33				
01/30/2023	521	PROPANE PARTS		1	75.58	75.58	0	No	75.58	0	0	2133.91				
02/22/2023	523			1	75.58	75.58	0	No	75.58	0	0	2209.49				
02/22/2023	523			1	6	6	0	No	6	0	0	2215.49				
02/22/2023	523			1	75.58	75.58	0	No	75.58	0	0	2291.07				
02/22/2023	525	PROPANE PARTS		1	19.13	19.13	0	No	19.13	0	0	2310.2				
03/31/2023	529	PROPANE PARTS		1	150	150	0	No	150	0	0	2460.2				
03/31/2023	529	PROPANE PARTS		1	5.96	5.96	0	No	5.96	0	0	2466.16				
03/31/2023	529	APPLIANCES		1	600	600	0	No	600	0	0	3066.16				
08/16/2023	530			10	4.5	45	0	No	45	0	0	3111.16				
08/16/2023	530			1	56.69	56.69	0	No	56.69	0	0	3167.85				
08/16/2023	530			2	19.13	38.26	0	No	38.26	0	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.



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	
Home Phone	○		Status A
Work Phone () -	0	Contact	
Fax () -		Terms Code 31 REGULAR TERMS	
Credit Limit	\$0.00	Allowed Disconnects	Date Established 06/01/04
Current Balance	\$591.46	Service Charge	No
30 Day Balance	\$0.00	Last Payment Date	00/00/00
60 Day Balance	\$0.00	Last Payment Amount	\$0.00
90 Day Balance	\$413.45	Last Statement Balance	\$1,004.91
Total Balance	\$1,004.91	Last Statement Date	05/31/22
		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 



Print



Cancel

Invoice Date 08/16/23	Customer # 100005
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BROCK, MICHAEL
123 ANYWHERE ST
PENSACOLA, FL 32501

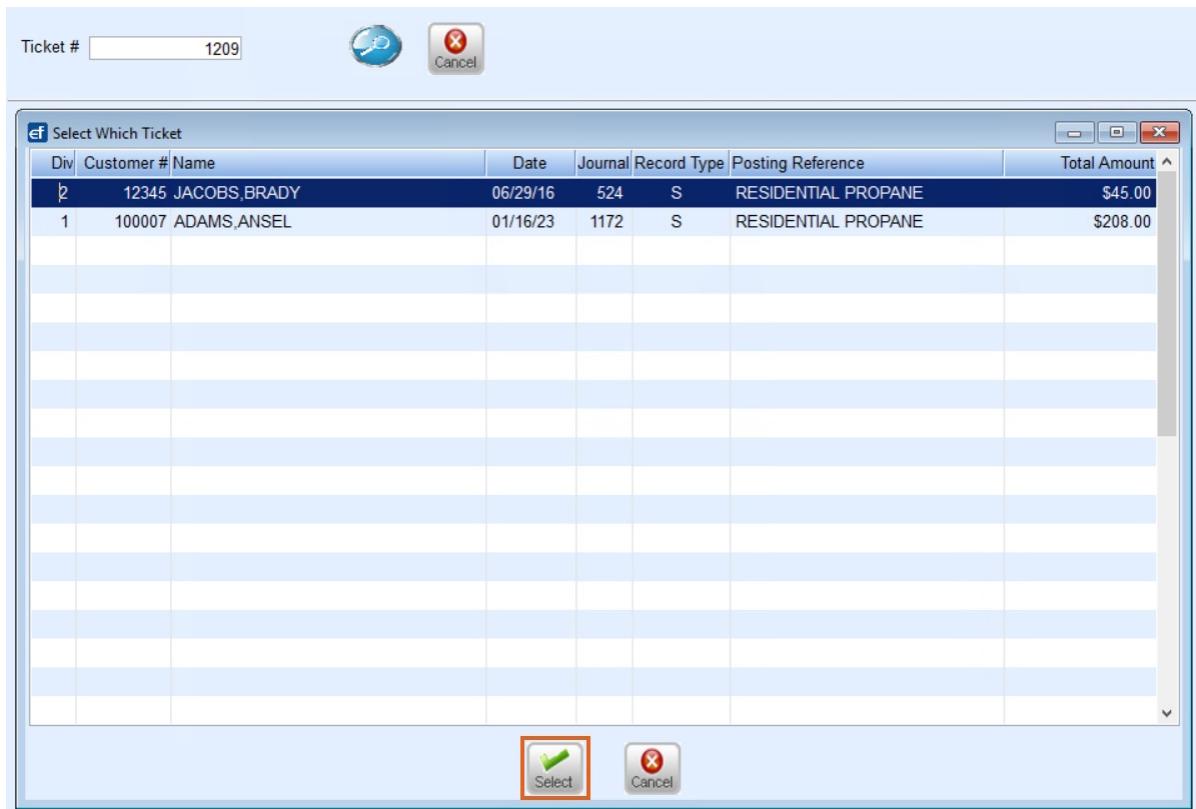
Terms
Net Due 30 days

**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			\$150.00
						PO#		
03/31/23	529	PROPANE PARTS Tank Ser# and Description	1.00	5.9600	\$5.96			\$5.96
						PO#		
03/31/23	529	APPLIANCES Tank Ser# and Description	1.00	600.0000	\$600.00			\$600.00
						PO#		
02/22/23	525	PROPANE PARTS Tank Ser# and Description	1.00	19.1300	\$19.13			\$19.13
						PO#		
08/16/23	530		10.00	4.5000	\$45.00			\$45.00
		Tank Ser# and Description				PO#		
08/16/23	530		1.00	56.6900	\$56.69			\$56.69
		Tank Ser# and Description				PO#		
08/16/23	530		2.00	19.1300	\$38.26			\$38.26
		Tank Ser# and Description				PO#		

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.

ABC PROPANE COMPANY

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

Invoice Date 06/29/16	Customer # 100000
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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
06/29/16	1204	Tank Serial Number 9SF123456 RESIDENTIAL PROPANE	50.00	Tank Name House \$50.00			\$50.00
06/29/16	1204	Tank Serial Number 9SF123456 RESIDENTIAL PROPANE	100.00	Tank Name House			\$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.

