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.

Tarik S/N	8867292			Tank Name H	OME PR	IOP Tank Size 600						
Date	Truck#	Dre	Jet	Ticket# Code	Dept	Posting Reference	Quantity	Gallons	Unit Price	Line Arts	Sales Tax	Debit Amt
09/12/23	2732	. 9	374207	10079 13	\$1306	BONNET REPAIR NT	1.00	0.00	50.0000	\$50.00	\$2.11	\$12.11
09/12/23	2732	9	374207	10079 14	11000	PROPINE RESIDENTAL	0.00	250.00	1.6000	\$400.00	\$0.00	\$400.00
06/29/23	- 0	0	349155	636397 13	90916	TANK RENTAL	1.00	0.00	48.0000	\$48.00	\$0.00	\$48.00
01/18/23	2738	575	258628	2122070 14	11000	PROPANE RESIDENTAL	0.00	251.80	2,2500	1506.55	\$17.00	\$583.55
12/06/22	2724	172	229892	1321822 14	11000	PROPINE RESIDENTIAL	0.00	295.00	2.2500	\$641.25	\$19.24	\$650.49
06/29/22	0	0	137244	223820 13	90916	TAVIK RENTAL	1.00	0.00	48,0000	\$48.00	\$0.00	\$48.00
06/23/22	2738	333	133250	191090 31	11000	PROPHNE RESIDENTIAL	0.00	237.70		(568.10)	(17.04)	
05/06/22	1882	330	110228	2211101 14	11000	PROPINE RESIDENTAL	0.00	237.70	2.3900	\$568.10	\$17.04	\$585.14
82/21/22	1882	330	76013	2210656 14	11000	PROPHNE RESIDENTIAL	0.00	275.70	2.3900	\$658.92	\$19.77	\$678.69
	Imag	ge(s)		1	Email	Show in Ascending (Order	History Transa	actions		
			_									

SALE 40720 DATE 09 COUNT: START 0.0 END NET DELIVERY	/12/23 250.0	11:18:40 250.0 GALLONS 1
1021 S ASH PO BOX 4	ST 17	
Customer# 6271049	Invoid	ce #: 10079
438 OAK ST	Time	11:20
Delivery Address: PO#: Driver:	*** ORIG	INAL ***
Quantity Description	Unit Price	Amount
250.0 G PROPANE RESIDENTIAL Sale # 40720/HOME PROPAN unicoms	\$1.6000	\$400.00
1.00 BONNET REPAIR KIT Sale # 0/HOME PROPANE/88	\$50.0000	\$50.00
MO STATE SLS TAX	Invoice Sub	\$450.00
	Tax	\$2.11
Net Due		\$452.11

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

1218 54	8807292	_		Tank Name	CAR P	tors tax	K 19424 \$100								
Date	TwoM	Der	- 34	Tutori Col	Dept.	Pauling Refs	larance .	Quality	Gallons	Unit Price	Line Arts	Dates Tax	Debit Ante	CediAm	Delance *
191223	2132		374207	10079-13	MOR	BOWNET RE	EPAR NT	1.00	100	54 0008	\$10.00	12 H	M2.91		\$3,249.32
091223	2112	. 9	374297	10079 14	11000	PROPAGE	RESIDENTIAL	0.00	251.00	1.6008	\$400.00	\$0.00	5400.00		\$3,197,81
992922			349155	636367 13	90916	TANK RENT	14.	1.08	1.00	48 0000	548.00	\$0.00	\$48.00		\$2,797.81
011823	2738	675	259628	2122070 14	11000	PROPANE	RESCENTAL	0.00	251.80	2,2508	\$506.55	\$17.00	\$683.55		\$2,749.81
12/06/22	2124	172	229892	1321822 14	11000	PROPAGE	RESCENTA.	0.00	295.00	2 2908	3641.25	519.24	5668.49		\$2, 196 26
06/29/22		0	107344	223429 13	909/16	SANK RENT	54.	1.09	0.00	48.0008	\$48.00	\$0.00	\$48.00		\$1,505.77
99/23/22	2738	303	103258	191030-21	11000	PROPAGE	RESIDENTIAL	0.00	237.70		(568.50)	(17.84)		(585.54)	\$1,457.77
45/06/22	1882	330	1102228	2211101 14	11000	PROPHIE	RESIDENTIAL	0.00	237.70	2,3908	\$508.19	\$17.64	\$585.14		\$2,642.91
82/21/22	1882	330	76813	2210455 14	11000	PROPANE	RESOLVTAL	0.00	275.70	2.3908	\$414.52	\$19.77	9679.69		\$1,457.77
	Imag	pe(s)			Email		Show in Ascendin	g Order	History Tr	ansactions				* *

Invoice Date	Customer #
09/12/23	6271049

Terms	_

Date	Ticket#	Description	Quantity	Unit	Debit	Тах	Credit	Balance
09/12/23	10079	PROPANE RESIDENTIAL	250.00	1.6000	\$400.00			\$400.00
		Tank Ser# and Description	8807292 H	OME PROPA	NE	PO#		
09/12/23	10079	BONNET REPAIR KIT	1.00	50.0000	\$50.00	\$2.11		\$52.11
		Tank Ser# and Description	8807292 H	OME PROPA	NE	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.**

Tank S/N	10.1292		Tank Name E	CAR PR	Test Size \$25									
Date	THEM DI	24	Tutate Cod	Court .	Pauling Reference		Guantity	Galoro	Unit Price	Line Arts	Edito Tax	Debt Arts	Credit Ant	Delance
891223	2132 9	3/4207	10079-13	34308	BOWNET REPAIR KIT		1.09	6.00	54 0004	\$10.00	12 H	M2.11		\$3,249.92
091222	2732 9	374297	10079 14	11000	PROPANE RESIDEN	IAL	0.00	251.00	1,6008	\$400.00	\$0.00	5400.00		\$3,197,81
99/29/22	4.9	349155	\$3\$367.13	909/16	TANK RENTAL		1.08	0.00	48 0000	548.00	\$0.00	\$48.00		\$2,797.81
011823	2738 575	259428	2122079 14	11000	PROPHNE RESIDEN	IA,	0.00	251.80	2,2500	\$506.55	\$17.00	\$683.55		\$2,749.81
12/06/22	2124 172	229892	1321822.14	11000	PROPINE RESIDENT	14.	0.00	295.00	2 2508	\$641.25	519.24	5655.49		\$2,196,26
06/29/22	0.0	107344	223429 13	90916	SANK RENTAL		1.09	0.00	48.0008	548.00	\$0.00	\$48.00		\$1,506.37
962322	2758 333	100258	191090-21	11000	PROPINE RESIDEN	sa.	0.00	237.70		(568.50)	(17.84)		(585.54)	\$1,457.77
46/06/22	1882 330	1102238	2211101 14	11000	PROPHIE RESIDEN	IAL	0.00	237.70	2.3908	\$508.19	\$17.64	\$685.14		\$2,642.91
82/21/22	1882 330	76813	2210456 14	11000	PROPAVE RESIDENT	IAL	0.00	275.70	2 3908	\$4018.52	\$19.77	5678.65		\$1,457.77
लि ।	Image(s) arting	History	r Dat	Email	Show in /	Ascending O	nder	History Tran	sactions				
	•	Asce	ending (cending	Orde Ord	r ler	Start Date End Date	01/01/2	22						
		● P○ E	Printer Excel				Proces							

123123	Current Balance	30 Day Balance	60 Day Balance	90 Day Balance	Total Balance						
	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

Ρ	ri	'n	t.
-			

Tank Info								
Credit Information								
Appliances	Customer Information							
Contract Gas	Appliance							
History Inquiry	Budget							
Purged Inquiry	Credit							
Tank Readings	Customer Detail							
Efficiency	Meter							
Payment Arrangement	Pay Arrangement							
Tickler Information	Recurring Billing							
Meter/RTM Information	Tank							
Print Information								
Print Label								
Work Orders								
Energy-Image	Print Cancel							
12/21/23 15:08	Custor	ner's Complete In	formati	on	F	bage		1
12/21/23 15:08 Division	Custor 1 ABC PROPANE	ner's Complete In to	formati 1	ON ABC PROPANE	F	Dage		1
12/21/23 15:08 Division 1 6271049	Custor 1 ABC PROPANE	ner's Complete In to	formati 1 4:	on ABC PROPANE 38 OAK ST	F	Dage		1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections	Custor 1 ABC PROPANE No	ner's Complete In to	formati 1 4	ON ABC PROPANE 38 OAK ST	F	Dage		1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone	Custor 1 ABC PROPANE No O	mer's Complete In to Address 2	formati 1 4:	ON ABC PROPANE 38 OAK ST	F	Page Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () -	Custor 1 ABC PROPANE No O 0	mer's Complete In to Address 2 Contact	formati 1 4	ON ABC PROPANE 38 OAK ST	F	Page Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () -	Custor 1 ABC PROPANE No O 0	mer's Complete In to Address 2 Contact Terms Code 31	formati 1 4: REGULA	ON ABC PROPANE 38 OAK ST	F	Page Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () - Credit Limit	Custor 1 ABC PROPANE No O 0 \$0.00	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects	formati 1 4 REGULA	on ABC PROPANE 38 OAK ST 38 OAK ST AR TERMS Date Established	06/01/04	Page	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () - Credit Limit Current Balance	Custor 1 ABC PROPANE No 0 50.00 \$591.46	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge	formati 1 4: REGULA E No	on ABC PROPANE 38 OAK ST 38 OAK ST AR TERMS Date Established	06/01/04	Page Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () - Credit Limit Current Balance 30 Day Balance	Custor 1 ABC PROPANE No 0 \$0.00 \$591.46 \$0.00	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge Last Payment Date	formati 1 4: REGULA E No	on ABC PROPANE 38 OAK ST 38 OAK ST AR TERMS Date Established 00/00/00	06/01/04	Dage Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () - Credit Limit Current Balance 30 Day Balance 60 Day Balance	Custor 1 ABC PROPANE No 0 \$0.00 \$591.46 \$0.00 \$0.00 \$0.00	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge Last Payment Date Last Payment Amoun	formati 1 4: REGULA No	on ABC PROPANE 38 OAK ST AR TERMS Date Established 00/00/00 \$0.00	06/01/04	Dage Status	A	1
12/21/23 15:08 Division 1 6271049 Turned Over to Collections Home Phone Work Phone () - Fax () - Credit Limit Current Balance 30 Day Balance 60 Day Balance 90 Day Balance	Custor 1 ABC PROPANE No 0 \$0.00 \$591.46 \$0.00 \$591.46 \$0.00 \$413.45	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge Last Payment Date Last Payment Amoun Last Statement Balar	formati 1 4: REGULA No nt nce	on ABC PROPANE 38 OAK ST AR TERMS Date Established 00/00/00 \$0.00 \$1,004.91	06/01/04	Status	A	1
12/21/23 15:08 Division 1 1 6271049 Turned Over to Collections Home Phone) York Phone) Fax () Credit Limit Current Balance 30 Day Balance 60 Day Balance 90 Day Balance Total Balance	Custor 1 ABC PROPANE No 0 \$0.00 \$591.46 \$0.00 \$591.46 \$0.00 \$413.45 \$1,004.91	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge Last Payment Date Last Payment Amoun Last Statement Balan Last Statement Date	formati 1 4: REGULA No nt nce	on ABC PROPANE 38 OAK ST AR TERMS Date Established 00/00/00 \$0.00 \$1,004.91 05/31/22	06/01/04	Page	A	1
12/21/23 15:08 Division 1 1 6271049 Turned Over to Collections Home Phone	Custor 1 ABC PROPANE No 0 \$0.00 \$591.46 \$0.00 \$591.46 \$0.00 \$413.45 \$1,004.91	Mer's Complete In to Address 2 Contact Terms Code 31 Allowed Disconnects Service Charge Last Payment Date Last Payment Date Last Payment Amoun Last Statement Date Send Statement	formati 1 4: REGULA No nt nce	on ABC PROPANE 38 OAK ST AR TERMS Date Established 00/00/00 \$0.00 \$1,004.91 05/31/22 No	06/01/04	Page	A	1

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.

Journ	al # From	0	Q То		• Q				
		Print	Cancel						
							Invoice 12/10	Date C V23	ustomer # 23676
Date 12/18/23	Ticket #	Description 5 LP EMPLOYE	E	Quantity 250.00	Unit 1,4990	this is a s Debit \$374.75	Tax \$26.23	Credit	Ralance \$400.98
		Tank Ser# and	Description e Sales Tax	65Y027670			PO# \$26.23		
								In	voice 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.

			Select	Which Ticket					- C - C - C - C -
			Div C	Austomer # Name	Date	Journal	Record Typ	pe Posting Reference	Total Amount ^
Ticket #	0	0	3	26701	(2/13/14	5118	Ρ	999B	\$165.00
		Cancel	3	30735	01/08/15	15095	8	LP RESIDENTIAL BULK	\$645.14
			3	30736	01/08/15	15096	s	DELIVERY FEE	\$3.18
			3	30735	01/13/15	15254	P	ROA PAYMENTS	\$617.00
			3	30736	01/14/15	15306	s	LP RESIDENTIAL BULK	\$32.33
			3	30643	10/05/22	54801	8	SELF USE-MOTOR FUEL	\$0.00
						-	0		
					54	11	Cancel		

• 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 01/08/15	e Cus 307	stomer # '35
					Terms		
	1						
Date	Ticket #	Description	Quantity	Debit	Тах	Credit	Balance
Date 01/08/15	Ticket # Tank Serial 23676	Description Number 9862 LP RESIDENTIAL BULK Discount of Michigan State Sales Tax	Quantity Tank Nar 310.80 \$32.32 if	Debit me 500 \$621.29 paid by: 01/1	Tax \$24.85 3/15	Credit	Balance \$646.14
Date 01/08/15 01/08/15	Ticket # Tank Serial 23676 Tank Serial 23676	Description Number 9862 LP RESIDENTIAL BULK Discount of Michigan State Sales Tax Number 9862 DELIVERY FEE Michigan State Sales Tax	Quantity Tank Nar 310.80 \$32.32 if Tank Nar 1.00	Debit me 500 \$621.29 paid by: 01/1 me 500 \$3.00	Tax \$24.85 3/15 \$0.18	Credit	Balance \$646.14 \$649.33
Date 01/08/15 01/08/15	Ticket # Tank Serial 23676 Tank Serial 23676	Description Number 9862 LP RESIDENTIAL BULK Discount of Michigan State Sales Tax Number 9862 DELIVERY FEE Michigan State Sales Tax	Quantity Tank Nar 310.80 \$32.32 if Tank Nar 1.00	Debit me 500 \$621.29 paid by: 01/1 me 500 \$3.00	Tax \$24.85 3/15 \$0.18 Invoice Bala	Credit	Balance \$646.1 \$649.3 \$649.32

• 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.

Tick	es Jourr et Num	al # 102519 ber		٥				[
			1				Invoice 12/2	Date 1/23	Customer # 14232
	NEWF MAINT AVON,	ER,JENNIFER ST IN 46123				this is a s	-Term	s pay from ir	avoice
Date	Ticket #	Description		Quantity	Unit	Debit	Тах	Credit	Balance
2/21/23	415848	LP RESIDEN Tank Ser# and	TIAL BULK Description	300.00 478198	1.4990	\$449.70	PO#		\$449.70

Invoice Total
\$449.70