

Payment Journal Report - Daily Balancing

Last Modified on 02/03/2026 11:52 am EST

This report is for Energy Force users who have customers in multiple Divisions who wish to post payments in only one journal but want to see the breakout of dollars per Division.

- The report pulls up one journal at a time and is located in the Posting Menu.
- The report can be printed to display a summary or detail of each payment.

The screenshot shows a software interface for generating a Payment Journal Report. On the left, there are input fields for 'Division Range' (1 to 5) and 'Journal Number' (00/00/00). Below these are checkboxes for 'Include Detail?' and printer options: 'Video' (selected), 'Use Default Printer' (selected), 'Printer', and 'Prompt for Printer'. A 'Print' button is also visible. On the right, a 'Select - Journal Number' dialog box is open, displaying a table of journal entries.

Division	Journal #	Journal Type	Journal Date	Entered By	Journal Total	Journal Posted?
1	1187	P	03/20/23	JN	0.00	<input checked="" type="checkbox"/>
1	1164	P	04/09/21	SJF	0.00	<input checked="" type="checkbox"/>
1	1161	P	02/03/21	JN	272.44	<input checked="" type="checkbox"/>
1	1152	P	07/15/20	NWEE	2,405.00	<input checked="" type="checkbox"/>
1	1143	P	01/13/20	SJF	17,000.00	<input checked="" type="checkbox"/>
1	1120	P	09/21/18	SAJF	0.00	<input checked="" type="checkbox"/>
1	1114	P	09/12/18	SJF	200.00	<input checked="" type="checkbox"/>
1	1092	P	06/20/18	CCPA	20.00	<input checked="" type="checkbox"/>
1	1091	P	06/18/18	CCPA	1.00	<input checked="" type="checkbox"/>
1	1081	P	06/14/18	SJF	1,254.25	<input checked="" type="checkbox"/>
1	1080	P	06/14/18	SJF	0.00	<input checked="" type="checkbox"/>
1	1079	P	06/14/18	CCPA	11.00	<input checked="" type="checkbox"/>
1	1078	P	06/06/18	ETPJ	50.00	<input checked="" type="checkbox"/>
1	1037	P	03/23/18	ETPJ	700.00	<input checked="" type="checkbox"/>
1	1001	P	01/26/18	SSJ	0.00	<input checked="" type="checkbox"/>
1	1000	P	01/03/18	SJF	200.00	<input checked="" type="checkbox"/>

At the bottom of the dialog box are 'Select' and 'Cancel' buttons.

Below is the summary view.

03/04/24 11:36:58		Energy-Track		Page 1
Journal Number: 1149		Payment Journal Report		
Posting Date: 07/15/20				
Div	Cust Nbr	Customer Name	Payment Amount	
1		ABC PROPANE COMPANY	\$1,750.00	
			\$1,750.00	