

Energy Force Budget Program

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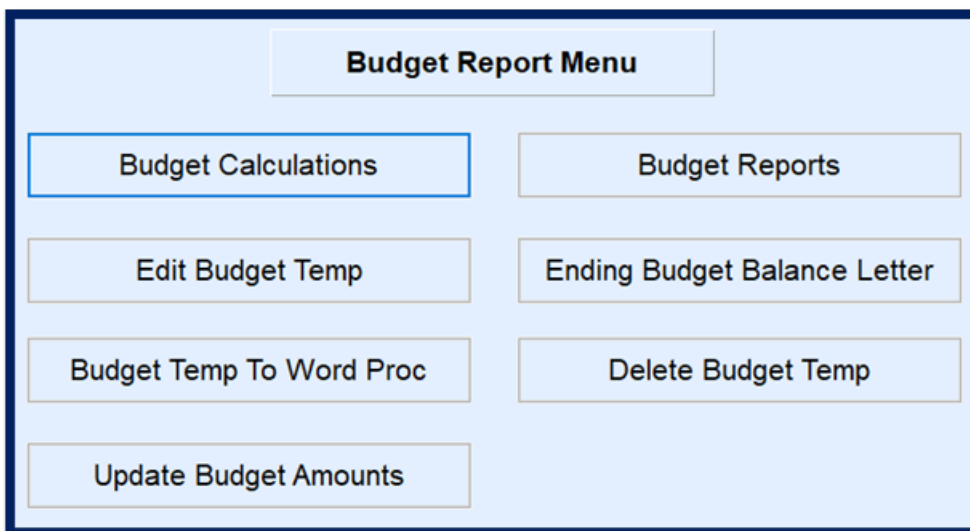
The Energy Force Budget Processing programs are designed to give the ability to generate budget payments for active customer accounts based on 3 different options:

1. Average # of Degree Days by Customer Type
2. By Gallons based on a history date range
3. Average # of Degree Days by Price Code

Once payment amounts are analyzed and approved, automated processing takes place to apply the Budget to the customer account along with beginning and ending time frames, service and finance charge rules, and so on.

Budgets can also be applied manually to a specific customer account at any time. This document will explain each process (automated and manual) to assist with managing budget customers.

To access the *Budget Processing Menu*, navigate to *Main Menu / Report Menu / Budget Reports*.



The menu options are as follows and will be explored throughout this document:

- **Budget Calculations** – Auto-generate budget payment amounts.
- **Edit Budget Temp** – Modify generated budget payment amounts.
- **Budget Temp to Word** – Export a text file of budget calculations for review prior to finalization of payments.
- **Budget Reports** – View various reports regarding the status of budget payments.
- **Ending Budget Balance Letter** – These letters display the final balance of the remaining balance due or credit balance remaining.
- **Delete Budget Temp** – Clear the *Edit Budget Temp* file.