

Energy Force Budget Program

Last Modified on 05/06/2026 4:50 pm EDT

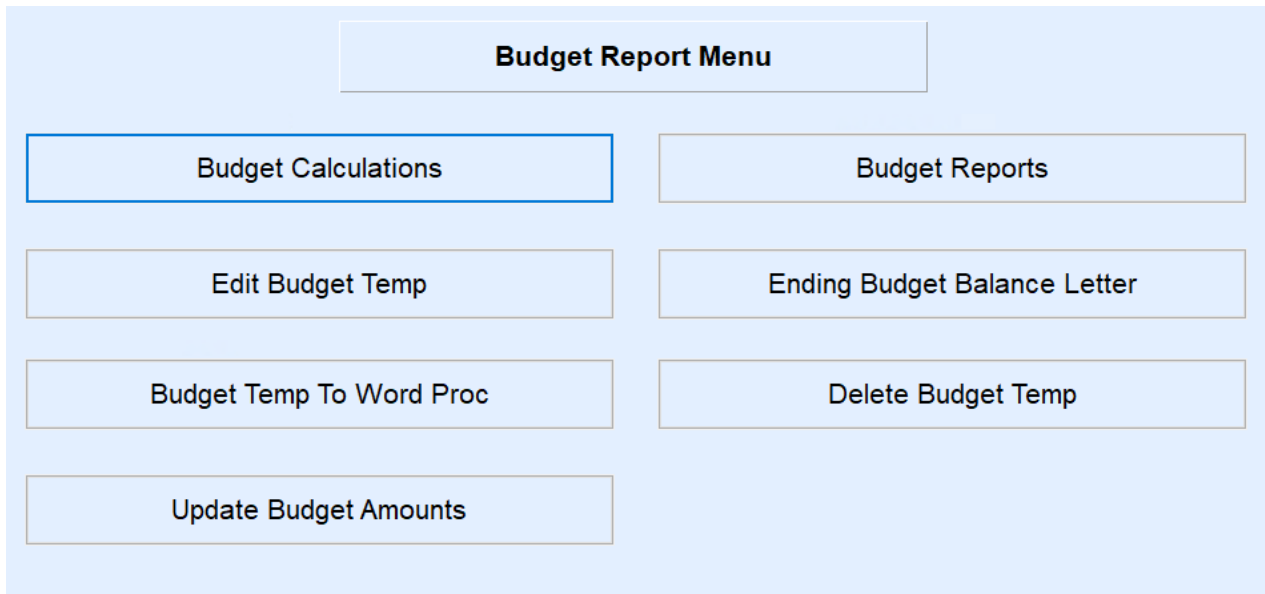
The Energy Force Budget Processing programs are designed to give the ability to generate budget payments for active customer accounts based on 3 different options:

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:

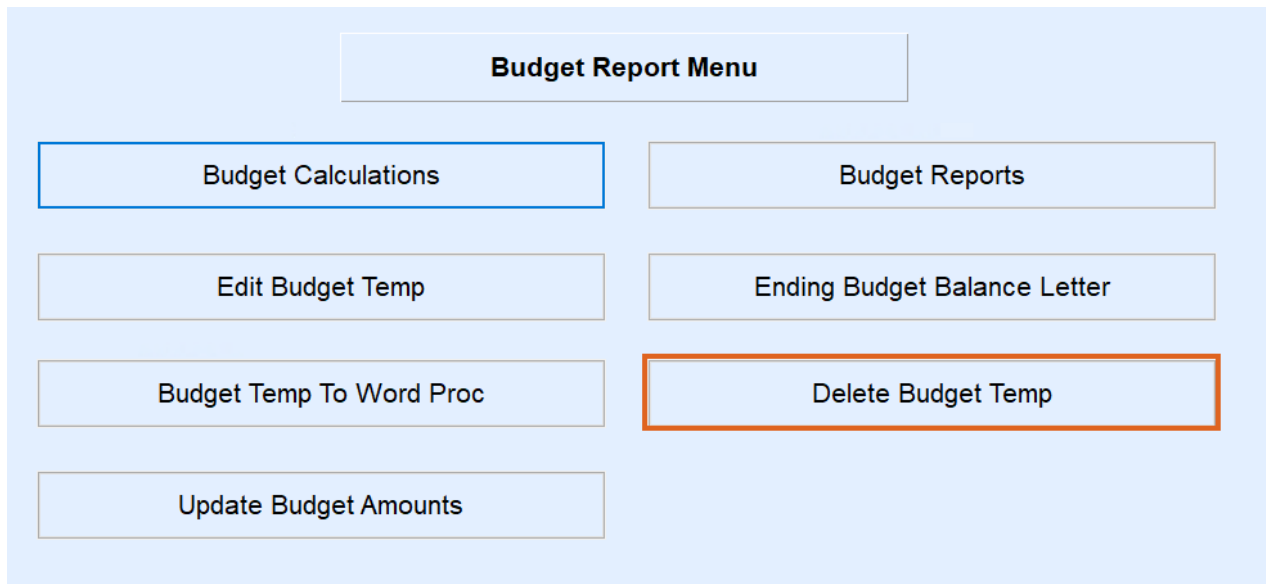
- **Budget Calculations** – Auto-generate budget payment amounts.
- **Edit Budget Temp** – Modify generated budget payment amounts.
- **Budget Temp to Word** – Export a text file of budget calculations for review prior to finalization of payments.
- **Budget Reports** – View various reports regarding 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.

Automated Budget Calculations

The following steps need to be performed prior to executing the Budget Calculation routines:

Delete Budget Temp

When the Budget Calculations program is processed, it communicates suggested monthly payment amounts to the Edit Budget Temp module. The Edit Budget Temp module gives the ability to review, modify, and remove payments as necessary before committing a finalized payment amount to the customer accounts. The temp file should be deleted prior to processing Budget Calculations to avoid duplicate entries.



Steps to Delete Budget Temp

1. Select **Delete Budget Temp**. The system will automatically process and remain on the *Budget Report Menu*.
2. Select **Edit Budget Temp** and verify there are no previous calculations present in the file.
3. Press **ESC** to return to the *Budget Report Menu*.

Budget Calculations

There are three options for processing budget payment calculations. Each time Budget Calculations are processed, a report will display to indicate the *Current Budget Payment* and the *New Budget Payment*. This information also writes to the Edit Budget Temp program.

BUDGET CALCULATED BY GALLONS

Division 1 to 9999 Number of Budget Months 0 Location Code 0
 Date 00/00/00 to 00/00/00 Customer Type 0 to 0 Include Credit Balances No
 Tier A 0.0000 Tier B 0.0000 Tier C 0.0000 Tier D 0.0000
 Tier E 0.0000 Tier F 0.0000 Tier G 0.0000 Tier H 0.0000

Customer#	Name	Total Balance	K-Factor	Daily Use	Total Gallons	New Budget Payment	Current Budget Payment	Last Delivery Date	% Left
10084	HUNT,SAM	\$862.61	1.44	0.45	230.00	\$35		07/15/20	20
	RESIDENTIAL PROPANE				1	A			
	Product Description					P			
10094	DOE,JOHN	\$519.90	0.00	0.00	20.00	\$5		00/00/00	0
	20 LB CYLINDER				7	A			
	Product Description					C2			
10095	WEETS, BONNIE	\$610.88	0.00	0.00	834.00	\$125		02/01/21	0
	RESIDENTIAL PROPANE				1	D			
	Product Description					P			
100007	ADAMS,ANSEL	\$19,546.29	0.00	0.00	800.00	\$120	120.00	05/13/20	0
	RESIDENTIAL PROPANE				1	A			
	Product Description					P			
	Price Code								
	Tier								

1. **Average # of Degree Days by Customer Type** – This allows for entry of annual degree days and for a specific customer type.
2. **By Gallons** – This is based on number of gallons delivered to a customer account/tank based on a history date range.
3. **Average # of Degree Days by Price Code** – This is the Annual degree days for tanks associated to specific price codes.

Budget Calculations

- 1 Average # of Degree Days By Cust Type
- 2 By Gallons
- 3 Average # of Degree Days By Price Code

Budget Calculation Type 1 – Average # of Degree Days

1. Select **Budget Calculation** located on the *Budget Report Menu* screen.

Budget Report Menu

Budget Calculations	Budget Reports
Edit Budget Temp	Ending Budget Balance Letter
Budget Temp To Word Proc	Delete Budget Temp
Update Budget Amounts	

2. Select *Average # of Degree Days by Cust Type*.

Budget Calculations

Average # of Degree Days By Cust Type

2 By Gallons

3 Average # of Degree Days By Price Code

Division

1

ABC PROPANE COMPANY

to

9999

Location

0

Budget Months

12

Ave # Degree Days

5500

Price Tiers	A	B	C	D
Prices By Tier	1.7500	1.7500	1.7500	1.7500
Prices By Tier	0.0000	0.0000	0.0000	0.0000

Customer #

1

to

9999999999

Customer Type

1

to

1

Include Inactive Budgets

Y

Include Credit Balances In Calculation

Yes

Report Sort By

Video
 Printer

1 Cust Name
 2 Cust Nbr

Print

Cancel

Report Descriptions

This report will calculate a budget payment based upon the customer's K-factor and daily use. You will enter the number of degree days for the heating season to calculate by and then put in the four price tiers.

If a customer has more than one tank on an account, the credit balance will be added in on each tank. You will need to watch for this.

3. Enter the *Division* for Budget Processing. Independently owned companies may choose to process one division at a time or leave the *Division* range open to process all.

4. Enter the tank *Location* for processing if Location Codes are validated on the *Tank Info* screen. Leave as 0 for all.

5. Enter the number of months the budgets will be active in the *# Budget Months* field. Energy Force allows for up to 15 months.

6. Enter the *Ave # Degree Days* for the degree day regions.

1. This value should typically be based on the national average for your area. However, keep in mind that

degree day totals can vary from year to year based on the previous heating season.

- **Example:** 2020 may have been an extremely cold winter due to a polar vortex and abnormal for a standard winter in your area. It is not advisable to utilize the number of degree days that occurred during this time period. The system will base payments on the abnormally frigid temperatures and may cause credit balances at the end of the budget season.

7. Enter the price per gallon that will be utilized for budget customers in the *Prices by Tier* fields. Make certain to enter a value in each *Price Tier* currently being utilized in Energy Force.
8. Leave the defaulted value of 1 – 999999999 for all customers in the *Customer #* fields. Otherwise, enter a specific customer range if desired.
9. Enter the *Customer Type* range for processing.
10. The *Include Inactive Budgets* setting is typically set to *N* so the program will only process for current budget accounts.
 1. If the Budget Calculation routine has never been used before, a *Y* can be entered in this field. The system will calculate a budget on every account based on the parameters entered. This will build the initial budget database for all customers. The Edit Budget Temp program will give the ability to remove accounts and modify payments as necessary.
11. Enter *Yes* in the *Include Credit Balances in Calculator* field if Energy Force should include the customer's current credit balance (should one exist).

Note: If the customer has more than one tank, be mindful that the same credit will apply to all tanks. The payment amount will need to be adjusted in the Edit Budget Temp program.
12. Select **Print**. The program will begin processing and display a report of customers with budget payment amounts.
13. Review the report and continue to the [Edit Budget Temp](#) tab.

Budget Calculation Type 2 – By Gallons

Budget Calculation type 2 is based on gallons and a date range.

1. Select **Budget Calculations** located on the *Budget Report Menu* screen.
2. Choose *By Gallons*.

Budget Calculations

1 Average # of Degree Days By Cust Type
 2 By Gallons
 3 Average # of Degree Days By Price Code

Division: ABC PROPANE COMPANY
 to:
 Location:
 # Budget Months:

Price Tiers	A	B	C	D
Prices By Tier	<input type="text" value="1.7500"/>	<input type="text" value="1.7500"/>	<input type="text" value="1.7500"/>	<input type="text" value="1.7500"/>
Prices By Tier	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>

Customer #: to
 History Date: to
 Customer Type: to

Include Inactive Budgets:
 Include Credit Balances In Calculation:

Report Sort By:
 Video 1 Cust Name
 Printer 2 Cust Nbr

If a customer has more than one tank on an account, the credit balance will be added in on each tank. You will need to watch for this.

Report Descriptions

This report will calculate a budget payment based upon total gallons used in a date range for that customer. You will enter the four price tiers.

3. Enter the *Division* for Budget Processing. Independently owned companies may choose to process one division at a time or leave the *Division* range open to process all.
4. Enter the tank *Location* for processing if Location Codes are validated on the *Tank Info* screen. Leave as 0 for all.
5. Enter the number of months the budgets will be active in the *# Budget Months* field. Energy Force allows for up to 15 months.
6. Enter the price per gallon that will be utilized for budget customers in the *Prices by Tier* fields. Make certain to enter a value in each *Price Tier* currently being utilized in Energy Force.
7. Leave the defaulted value of 1 – 9999999999 for all customers in the *Customer #* fields. Otherwise, enter a specific customer range if desired.
8. Enter the *History Date Range*. When the system processes, it will review the *Customer History Inquiry* screen to determine the number of gallons delivered during this time period.
 - o The *number of gallons * price* will then be divided by the *# Budget Months* to determine budget payment amount.
 - o If *Include Credit Balances in Calculation* is set to *Yes*, this will also be taken into consideration for the monthly payment due.
9. Enter the *Customer Type* range for processing. If left blank, all customer types will process.
10. The *Include Inactive Budgets* setting is typically set to *N* so the program will only process for current budget accounts.
 1. If the Budget Calculation routine has never been used before, a *Y* can be entered in this field. The

system will calculate a budget on every account based on the parameters entered. This will build the initial budget database for all customers. The Edit Budget Temp program will give the ability to remove accounts and modify payments as necessary.

11. Enter *Yes* in the *Include Credit Balances in Calculator* field if Energy Force should include the customer's current credit balance (should one exist).

Note: If the customer has more than one tank, be mindful that the same credit will apply to all tanks. The payment amount will need to be adjusted in the Edit Budget Temp program.

12. Select **Print**. The program will begin processing and display a report of customers with budget payment amounts.
13. Review the report and continue to the [Edit Budget Temp](#) tab.

Budget Calculation Type 3 - Average # of Degree Days by Price Code

This option is essentially the same as Budget Calculation 1. However, this is based on the Price Code tied to the customer tank rather than the Customer Type code.

1. Select **Budget Calculation** on the *Budget Report Menu* screen.
2. Choose *Average # of Degree Days By Price Code*.

Budget Calculations

1 Average # of Degree Days By Cust Type
 2 By Gallons
 3 Average # of Degree Days By Price Code

Division: 1 ABC PROPANE COMPANY to 9999
 Location: 0
 # Budget Months: 12
 Ave # Degree Days: 5500

Price Tiers	A	B	C	D
Prices By Tier	1.7500	1.7500	1.7500	1.7500
Prices By Tier	0.0000	0.0000	0.0000	0.0000

Customer #: 1 to 9999999999

Price Code: 1 to 1
 Include Inactive Budgets: Y
 Include Credit Balances In Calculation: Yes

Report Sort By
 Video 1 Cust Name
 Printer 2 Cust Nbr

Report Descriptions
 This report will calculate a budget payment based upon the customer's K-factor and daily use. You will enter the number of degree days for the heating season to calculate by and then put in the four price tiers.

If a customer has more than one tank on an account, the credit balance will be added in on each tank. You will need to watch for this.

3. Enter the *Division* for Budget Processing. Independently owned companies may choose to process one division at a time or leave the *Division* range open to process all.
4. Enter the tank *Location* for processing if Location Codes are validated on the *Tank Info* screen. Leave as 0 for all.

5. Enter the number of months the budgets will be active in the *# Budget Months* field. Energy Force allows for up to 15 months.
6. Enter the *Ave # Degree Days* for the degree day regions.
 1. This value should typically be based on the national average for your area. However, keep in mind that degree day totals can vary from year to year based on the previous heating season.
 - **Example:** 2020 may have been an extremely cold winter due to a polar vortex and abnormal for a standard winter in your area. It is not advisable to utilize the number of degree days that occurred during this time period. The system will base payments on the abnormally frigid temperatures and may cause credit balances at the end of the budget season.
7. Enter the price per gallon that will be utilized for budget customers in the *Prices by Tier* fields. Make certain to enter a value in each *Price Tier* currently being utilized in Energy Force.
8. Leave the defaulted value of 1 – 999999999 for all customers in the *Customer #* fields. Otherwise, enter a specific customer range if desired.
9. Enter the *Price Code* range for processing.
 - Tanks with this Price Code will be the only accounts processed.
10. The *Include Inactive Budgets* setting is typically set to *N* so the program will only process for current budget accounts.
 1. If the Budget Calculation routine has never been used before, a *Y* can be entered in this field. The system will calculate a budget on every account based on the parameters entered. This will build the initial budget database for all customers. The Edit Budget Temp program will give the ability to remove accounts and modify payments as necessary.
11. Enter *Yes* in the *Include Credit Balances in Calculator* field if Energy Force should include the customer's current credit balance (should one exist).

Note: If the customer has more than one tank, be mindful that the same credit will apply to all tanks. The payment amount will need to be adjusted in the Edit Budget Temp program.
12. Select **Print**. The program will begin processing and display a report of customers with budget payment amounts.
13. Review the report and continue to the [Edit Budget Temp](#) tab.

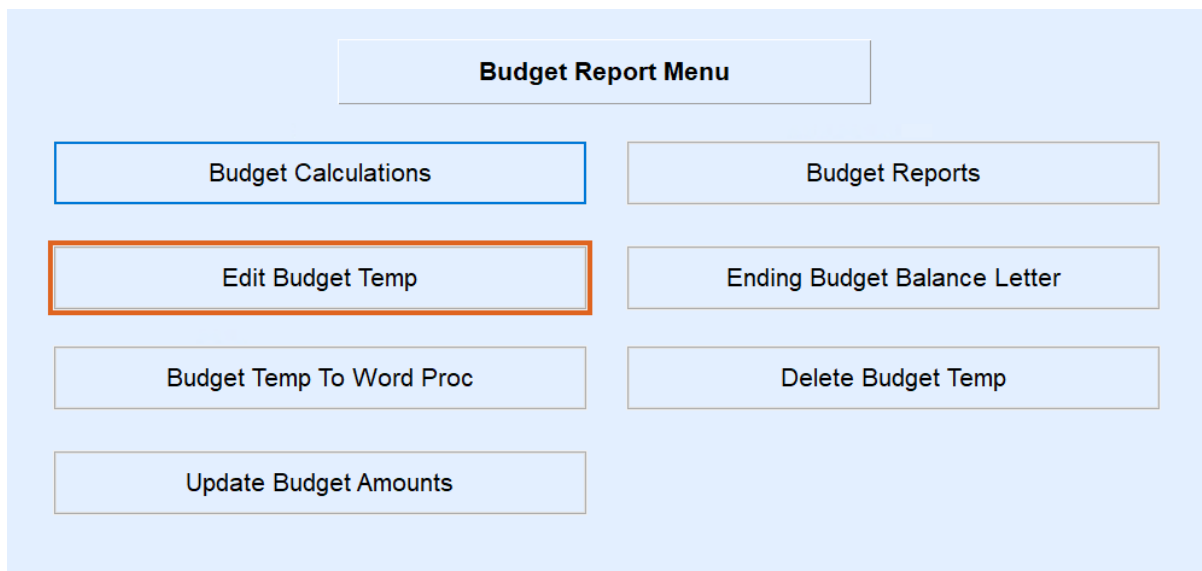
Edit Budget Temp

Once budget calculations have been performed, the Edit Budget Temp program is ready for review and modification if necessary.

To preview the budget information in an Excel spreadsheet prior to updating the information within this program, see the [Budget Temp to Word](#) tab.

Edit Budget Temp Screen

1. Select **Edit Budget Temp** on the *Budget Report Menu* screen.



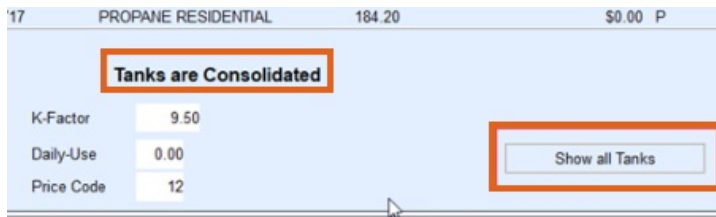
2. Review the screen.

Div	Customer #	Name	Tank RRN/Serial	Product	Total Gallons	Curr Budget	Total Balance	Type	New Budget
	10084	HUNT,SAM	501	RESIDENTIAL PROPANE	230.00		\$862.61	P	35
1	10094	DOE,JOHN	568	20 LB CYLINDER	20.00		\$519.90	C2	5
1	10095	WEETS, BONNIE	563	RESIDENTIAL PROPANE	834.00		\$610.88	P	125
1	100007	ADAMS,ANSEL	526	RESIDENTIAL PROPANE	800.00	120.00	\$19,546.29	P	120

9675 CO ROAD 50	K-Factor	1.44
	Daily-Use	0.45
WINNER SD 57580-	Price Code	1

- o Customer number and tank information is displayed to reference if the customer account needs reviewed.
 - o Total gallons for the timeframes are listed along with the current budget payment if the customer already has one.
 - o The customer *Total Balance* is also listed. Only credit balances will have an effect on the New Budget payment amount if *Include Credit Balances* was selected when processing budget calculations.
 - o The *New Budget* amount is listed. This amount is based on the *number of Total Gallons * the price entered on the Budget Calculation screen*. It is then divided by the number of months entered to determine the payments.
 - All payments are rounded up in \$5 increments.
3. If a customer has more than one tank, the tanks are listed separately with a payment based for gallons sold or estimated for each tank. To have the payments consolidated into one payment for all tanks, select **Consolidate Tanks**.

4. If selected, the **Consolidate Tanks** button modifies to display **Show all Tanks**.



5. This button can be selected to return to the previous mode that displays all tanks.
6. Press **Ctrl+M** and modify new Budget Amounts as necessary.
 - o If a budget needs removed, highlight the budget customer and press F3 and confirm to delete.
 - o Don't forget! If utilizing the customer credit balance into the calculation and the customer has more than one tank with history, adjust the payment amount to reflect only one credit balance. The payment may need to be increased.
7. Press **Ctrl+Q** to save and **Esc** to exit the program once all changes have been made. Budget Payments are now ready to be applied to customer accounts, also known as Update Budget Amounts.

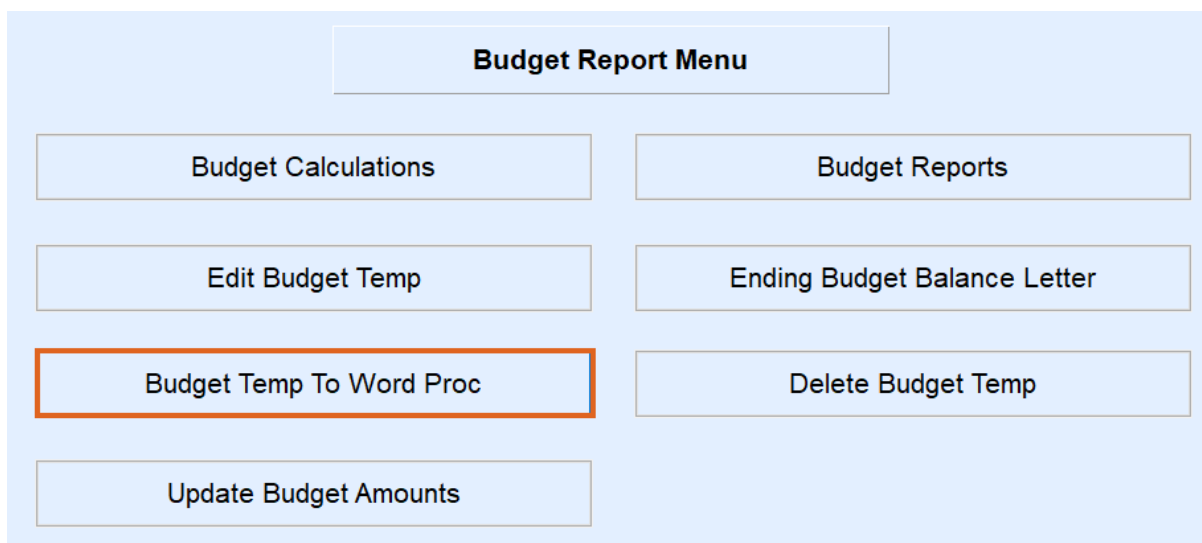
Year End Budget Clear

This procedure needs to be performed BEFORE processing the Update Budget Amount portion. The Year End Budget clear inactivates previous budgets and resets customer AR information. See the [Year End Budget Clear](#) article for details. Once completed, proceed to [Update Budget Amounts](#).

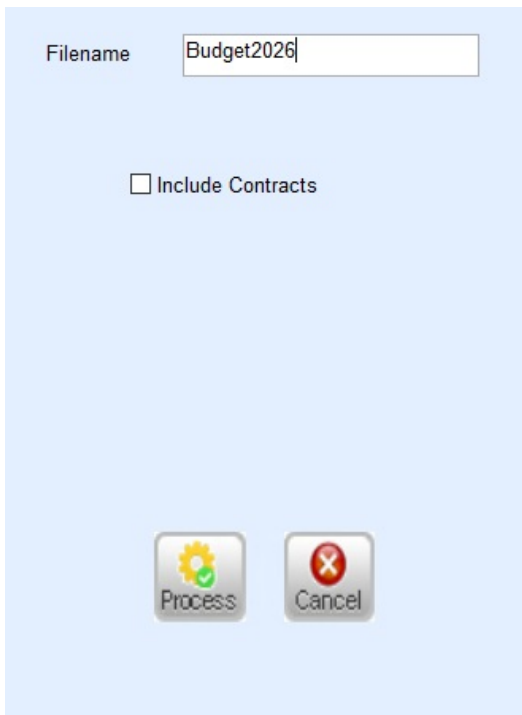
Budget Temp to Word

Once budget calculations have been performed, the budget temp file can be exported to an ASCII file for review. This report can be used to review the accounts and filter information prior to making changes in the Edit Budget Temp program.

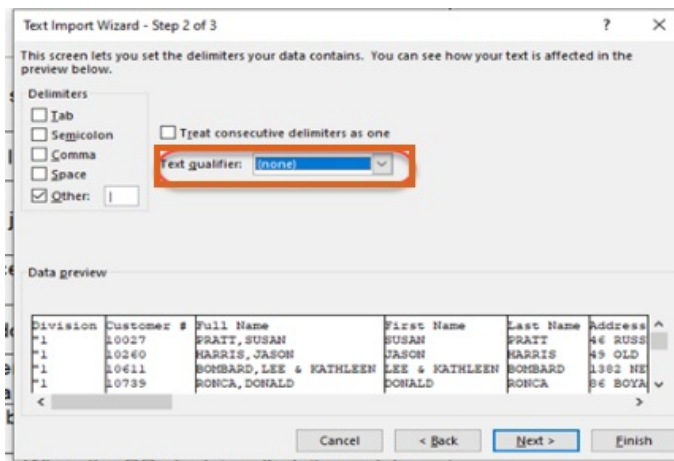
1. Select **Budget Temp to Word** on the *Budget Report Menu* screen.



2. Enter a *Filename*.
3. Select to *Include Contracts* to see contract information established on the customer accounts.



4. Choose **Process**. The program will process and return to the *Budget Report Menu* screen.
5. The file will be located in the \\servername\ctls93\dd85\WP folder on the server.
 - o Ask an IT professional for assistance retrieving this file.
6. Import the file into an Excel spreadsheet.
 - a. Open Excel.
 - b. Select *File* and then choose **Open**.
 - c. Navigate to the path listed in step 5 and select the Filename entered in step 2.
 - d. Select *Delimited* as the *Import Type*.
7. Select *Other* and enter a pipe (|) delimiter in the open. (Shift + backslash)



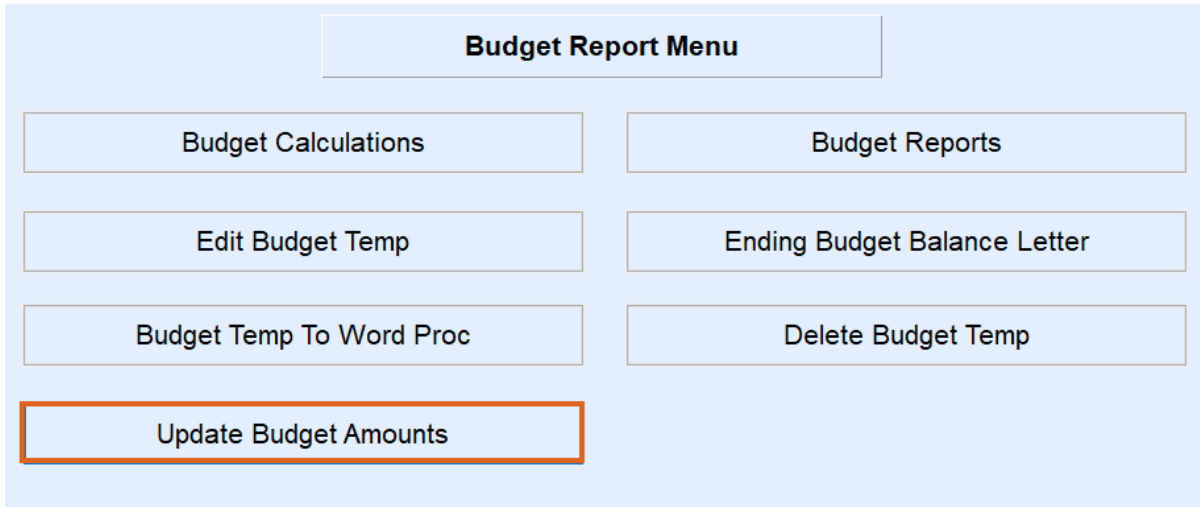
8. Select **Finish**.
9. The spreadsheet will open to display the budget calculation information.

Update Budget Amounts

The Update Budget Amounts program performs a mass update to *Budget* tabs located on the *Customer Maintenance* screen to reflect the newly calculated budget payments. The settings made in this program will automatically apply

to all accounts within the Budget Temp screen, and therefore, imperative that they be accurate prior to performing this function.

1. Select **Update Budget Amounts** on the *Budget Report Menu* screen.



Budget Report Menu

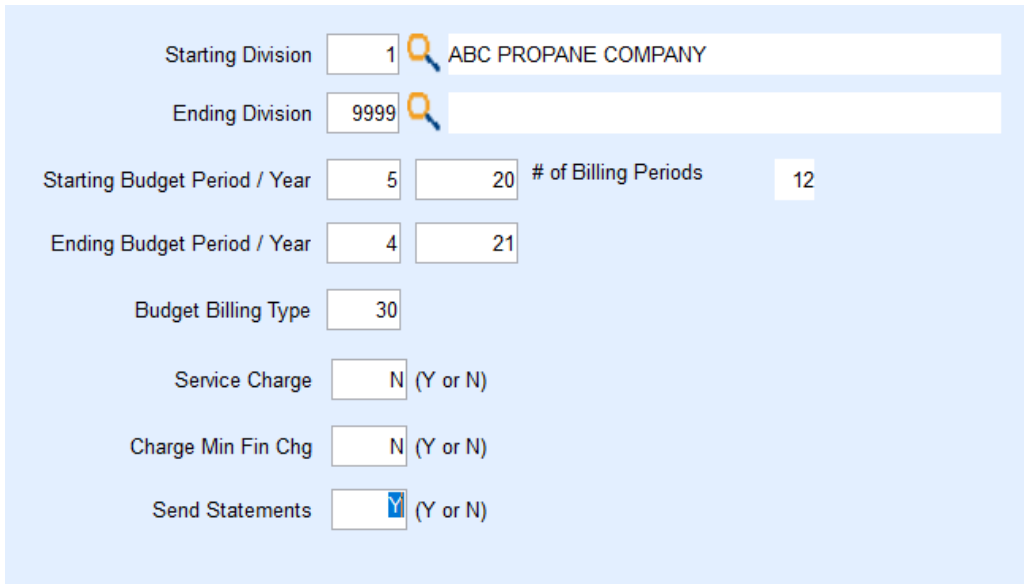
Budget Calculations Budget Reports

Edit Budget Temp Ending Budget Balance Letter

Budget Temp To Word Proc Delete Budget Temp

Update Budget Amounts

2. Enter *Starting* and *Ending Division* numbers.



Starting Division

Ending Division

Starting Budget Period / Year # of Billing Periods

Ending Budget Period / Year

Budget Billing Type

Service Charge (Y or N)

Charge Min Fin Chg (Y or N)

Send Statements (Y or N)

3. Enter the *Starting Budget Period* month digit and the last two digits of the starting *Year*.
4. Enter the *Ending Budget Period* month digit and the last two digits of the ending *Year*. The *# of Billing Periods* will display. Check for accuracy.
5. Enter the *Budget Billing Type* code.
 - o This number is needed before accessing this program as there is no lookup feature for this field. Reference the *Bill Type Maintenance* screen to determine the proper code.
6. Enter *Y* or *N* to apply *Service Charges* to customer accounts during the budget billing time period.
 - o This is typically set to *N*.
7. Enter *Y* or *N* to *Charge Min Fin Chg*.
 - o This is typically set to *N*.
8. Enter *Y* or *N* to *Send Statements* to this customer during the budget billing time period.
9. Select **Process** then select the **Green Checkmark** to confirm updating budget customers with entered values.

10. The program will run and return to the *Budget Report Menu* screen.
11. Navigate to the *Customer Maintenance* screen to verify the *Budget* tabs updated properly and that the *Service Charges*, *Minimum Finance Charges*, and *Statement* fields have updated properly.

A screenshot of a software interface for managing customer budgets. The form is set against a light blue background and contains the following fields and values:

- Active/Inactive: A
- Budget Payment: 120.00
- Beginning Period/Year: 5 (dropdown), 2025 (dropdown)
- Ending Period/Year: 4 (dropdown), 2026 (dropdown)
- ECommerce Budget Day: 1
- # of Billing Periods: 12
- Billing Type Code: 4 (dropdown), with a search bar containing "BUDGET"
- # Times Billed: 12
- # Payments Made: 12
- Prior Year Budget: 150.00
- Prior Year Balance: \$0.00

Manually Add a Budget to a Customer Account

There are times a budget payment will need to be manually added to a customer account such as when an existing customer requests a budget payment after the automated processes have been completed or there is a new customer account. The following steps outline how to manually add a budget to a single customer account.

1. Navigate to *Main Menu / Customer Menu / Customer Maintenance*.
2. Highlight the customer account and select the *Budget* tab.
3. Enter A for active.

A screenshot of a software interface for managing customer budgets, identical to the one above. The form is set against a light blue background and contains the following fields and values:

- Active/Inactive: A
- Budget Payment: 120.00
- Beginning Period/Year: 5 (dropdown), 2025 (dropdown)
- Ending Period/Year: 4 (dropdown), 2026 (dropdown)
- ECommerce Budget Day: 1
- # of Billing Periods: 12
- Billing Type Code: 4 (dropdown), with a search bar containing "BUDGET"
- # Times Billed: 12
- # Payments Made: 12
- Prior Year Budget: 150.00
- Prior Year Balance: \$0.00

4. Enter the *Budget Payment* amount.

5. Enter the *Beginning Period* month and year.
 - o If the budget season is already active, enter the month this particular customer will begin budget payments.
6. Enter the *Ending Period* month and year.
7. If utilizing the Energy Force Ecommerce Program and the customer has requested a specific day of month for their budget payment to process, enter the day of the month in the *ECommerce Budget Day* field. Otherwise, proceed to the next step.
8. The system will automatically calculate the *# of Billing Periods* based on steps 5 and 6.
9. Select the *Bill Type Code*.
10. *# of Times Billed* and *# of Payments Made* will typically be left blank upon creation.
 - o If the billing process has already been completed and payment received prior to the setup of this budget, enter the information accordingly.
11. *Prior Year Budget* payment and *Prior Year Balance* will be left blank at this time.
12. Press **Ctrl+Q** to save the budget to the customer account.

How Budgets are Updated Once Applied to a Customer

Number of Times Billed

This information gets updated when monthly budget statements are processed in Energy Force. The system is designed to increment the number of times billed after statements are generated when **Update Statements** is selected.

The screenshot shows a software interface for processing statements. At the top, a blue bar contains the text "Complete form and Change to Query Mode to Process". Below this is a table with columns: Create Date, Create Time, Created By, Description, File Name, and Stmtm Proces. The first row contains: 04/01/21, 11:01:07, sfaherty, April 2021 Statements, APR21, and 03/31/21.

Below the table, there are several sections:

- Division:** 1 ABC PROPANE COMPANY
- Radio Buttons:** All, Statement, Budget
- Process Credit Balances:** Yes
- Process Budget Credit Balances:** Yes
- Process Pay Arr. Credit Balances:** Yes
- Process Current Balances:** Yes
- Process Idle Credit Accounts:** Yes
- Statement \$ Limit:** \$0.00
- Meter Statement \$ Limit:** \$0.00
- Buttons:** Process Statement Data, View/Edit Aging Messages, View Customers, View History, Print Statements, Update Statements (highlighted with a red box), Delete Statement File, Electronic Bill
- Cycle Code Table:**

Cycle Code	Budget Due On	Last Processed	Budget Last Processed
1	MONTHLY	06/14/18	05/31/18
0		00/00/00	00/00/00
0		00/00/00	00/00/00
0		00/00/00	00/00/00
- Message 1:** THANK YOU FOR BEING A VALUED CUSTOMER!
- Message 2:** (empty)

When processing monthly statements, *All* or *Budget* will need to be chosen in order for budgets to process.

Number of Payments Made

Div / Cust# 1 100007 ADAMS ANSEL

Transaction 24 Payments - Budget

Budget# 12

Check # 0

Reference PAYMENT - CHECK

Group / Discounts

Department 128 PAYMENT - CHECK

Group

Amount \$120.00

Collections? No

Terms COD

Total Balance \$500.00

Budget Payment Amount 120.00

Last Pymt Date and Amount 03/23/18 \$700.00

This value is updated when a payment is made in Energy Force using transaction code 24 for budgets. The system is designed to automatically increment the number of payments based on the dollar value entered.

For example, if the Budget payment is \$100 and the customer pays \$100, the system will increment by one. If the customer pays \$200, the number of payments made will update by two payments.

Note: The payment must be for the minimum value, double, triple, etc. in order for the amounts to increment. If the customer paid \$150, the payment will only update by one payment.

Budget Reports

There are four Budget Reports available within the *Budget Report Menu*.

1 Budget Payments Made

2 Customers by Budget End Period

3 Customers W/ Budget Payments

4 Print Budget Statements

Budget Payments Made

This report displays current budget customers and can be processed by *Bill Type* or by *Statement Cycle Code*. The report is designed to display the budget payment amount, current AR balance, number of times the customer has been billed and the number of times the customer has made a payment. It is a quick and easy way to determine if an account is past due on payments. In this example, Michael Brock is behind 2 payments.

05/06/26 15:31		Energy-Track					Page 1	
Number of Budget Payments Made								
Division		1 ABC PROPANE COMPANY		to 9999				
		Bill Type 0		Cycle Code 1				
Div	Customer #	Customer Name	Budget Amt	A/R Balance	# of Times Billed	# of Pymnts Made	Cycle	
1	100007	ADAMS,ANSEL	120.00	\$19,546.29	12	12	1	
Total A/R Balance				\$19,546.29				

Customers by Budget End Period

This report displays customers that have a budget ending in the month and 4-digit year that is entered in the parameter fields. Use this report to review budgets that are expiring soon or may be past due by number of payments made.

04/08/21 16:24 Energy-Track Page 1

Customers by Month Budget Ends

Division 1 ABC PROPANE COMPANY to 9999
 Budget End Period 3 Budget End Year 2022 Bill Type 0

Div	Customer #	Customer Name	Budget Amt	Balance	# of Times Billed	# of Pymnts Made
	Budget A/I	Begin Period / Year	End Period / Year			
1	100007	ADAMS,ANSEL	120.00	\$18,537.29		
	A	4 2021	3 2022	12	11	

Customers with Budget Payments

A list of all customers with active budget payments and the Type of budget is displayed.

05/06/26 15:33 Energy-Track Page 1

Customers With Budget Payments

Division 1 ABC PROPANE COMPANY

Customer #	Customer Name	Payment Amount	Type
100007	ADAMS,ANSEL	120.00	BUDGET

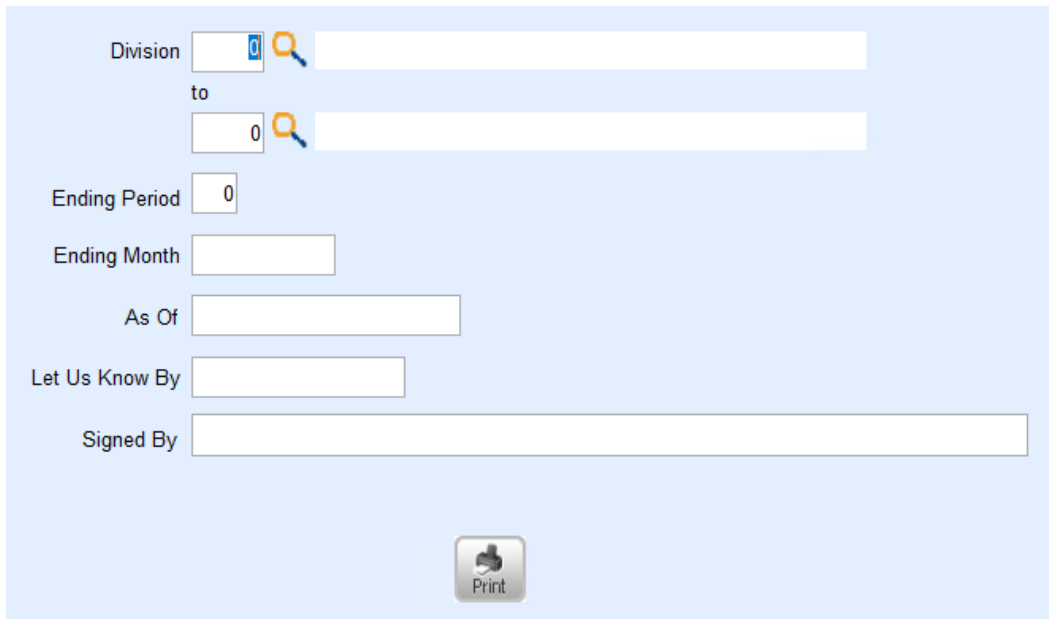
Print Budget Statements

Use this report to send a simple statement to customers indicating their budget payment is due. Keep in mind that this does not update the # of times billed. Budgets will need processed using the monthly statement program in the *Month-End Menu* to update the times billed.

<p>ABC PROPANE COMPANY 5250 US HWY 36 SUITE 100 AVON, IN 46123 (317)745-6560 Fax (317)250-1234</p>					
<p>ADAMS,ANSEL 345 PRODUCTION DRIVE BROWNSBURG, IN 46112</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <tr> <td style="padding: 5px;">Invoice Date</td> <td style="padding: 5px;">Customer #</td> </tr> <tr> <td style="padding: 5px;">05/06/26</td> <td style="padding: 5px;">100007</td> </tr> </table> <p style="text-align: center;">Budget Amount Due 120.00</p>	Invoice Date	Customer #	05/06/26	100007
Invoice Date	Customer #				
05/06/26	100007				
<p>Your monthly budget payment is \$ 120.00</p> <p>Payment is due by 00/00/0000</p>					

Ending Balance Budget Letter

When budgets are nearing the end of the billing term, a budget letter can be generated for customers using this standard template.



The screenshot shows a form for generating an Ending Balance Budget Letter. It includes the following fields and controls:

- Division:** A text input field with a search icon.
- to:** A text input field with a search icon.
- Ending Period:** A text input field containing the number '0'.
- Ending Month:** A text input field.
- As Of:** A text input field.
- Let Us Know By:** A text input field.
- Signed By:** A long text input field.
- Print:** A button with a printer icon and the text 'Print'.

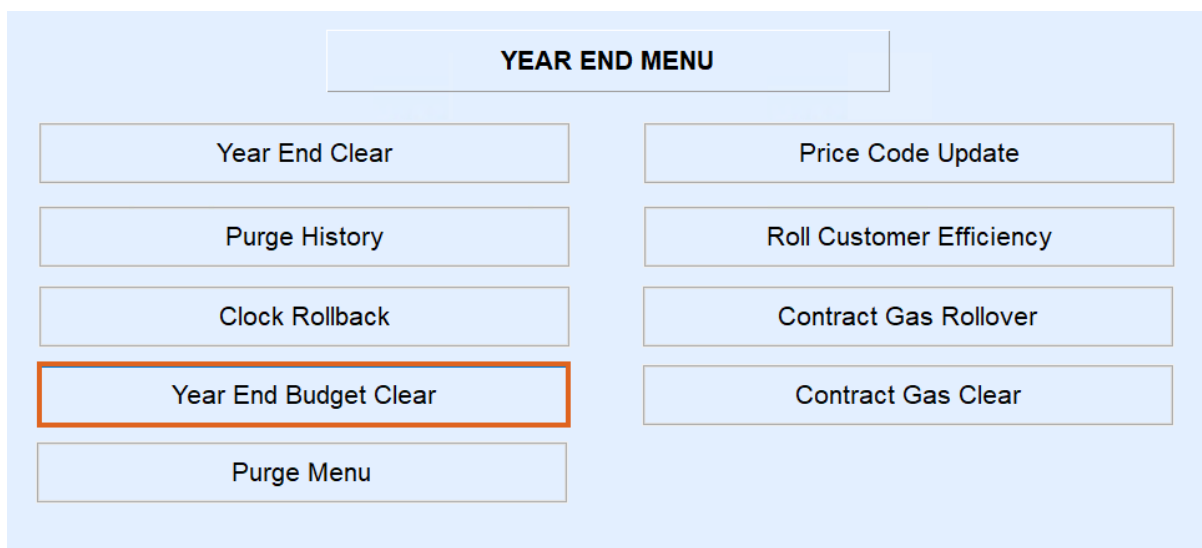
Annual Processes

The Year End Budget Clear program needs to be processed at end of a budget period. This resets the Budgets to indicate they are inactive, moves the current payment amount to the previous payment amount, and resets the *Service Charges*, *Minimum Finance Charges*, and *Send Statement* settings back to their prior values before performing the Update Budget Amount Program.

Year End Budget Clear

This program is located in the *Year End Menu* which is accessible from the main menu.

1. Select **Year End Budget Clear**.




The screenshot shows the 'YEAR END MENU' with several options. The 'Year End Budget Clear' option is highlighted with a red border.


YEAR END MENU	
Year End Clear	Price Code Update
Purge History	Roll Customer Efficiency
Clock Rollback	Contract Gas Rollover
Year End Budget Clear	Contract Gas Clear
Purge Menu	

2. Enter the *Division*, *Ending Period* month and the *Ending Year*.

BUDGET YEAR END CLEAR

Division  (0 for All)

Ending Period

Ending Year 



3. Select **Process**. A screen will display to indicate the program is processing.
4. When finished, the program will return to the *Year End Menu*. Navigate to the *Customer Maintenance* screen to verify the updates have taken place on budget billing accounts.

Active/Inactive


Budget Payment

Beginning Period/Year

Ending Period/Year

ECommerce Budget Day

of Billing Periods

Billing Type Code 

Times Billed

Payments Made

Prior Year Budget

Prior Year Balance