

# Create Statements

Last Modified on 06/16/2025 5:36 pm EDT

A statement file must be created before processing, printing, and updating statements. Statements are date sensitive, so it is possible to continue posting into the next month before a statement file has been created.

## Create a Statement File

1. Go to *Master Menu / Month End Menu / Print Statements*.
2. On the *Statement Processing* window, press **CTRL+C**.
3. **Tab** through the *Create Date*, *Create Time*, and *Created By* fields.
4. Enter a *Description* for the statement file being created.
5. Enter a unique *File Name*. The file name can be up to eight alpha/numeric characters.
6. Enter the *Statement Process As Of Date*. This is the date that will be printed on the statements. It also limits the information printed on statements. No posting transactions dated after this date will appear on the statements. This allows posting to continue into the new month before statements have been run.
7. Enter the *Division* to create the statement file for or enter 0 for all Divisions.
8. Select *All* to print all statements, *Statement* to print regular and payment arrangement statements, or *Budget* to print only budget statements.

Complete form and Change to Query Mode to Process

Create Date	Create Time	Created By	Description	File Name	Stmnt Proces...
05/08/14	14:55:07	SHANNON	APRIL 2014 STATEMENTS	APR14	04/30/14

Division:  ABC COMPANY

☐ All ☒ Statement ☐ Budget

Process Credit Balances:

Show Meter Price As:  (CuFt or Gals)

Print Gallons On Meters:

Process Pay Arr. Credit Balances:

Statement \$ Limit:

Process Current Balances:

Meter Statement \$ Limit:

Process Idle Credit Accounts:

Last Processed:

Cycle Code:  ALL CODES

Cycle Code:

Cycle Code:

Cycle Code:

Message 1:

Message 2:

Buttons: Process Statement Data, View/Edit Aging Messages, View Customers, View History, Print Statements, Update Statements, Delete Statement File, Electronic Bill

9. If *All* or *Statement* was selected, enter *Y* in the *Process Credit Balances* field to process credit balance customers or *N* to not process credit balance customers.
10. If *All* or *Budget* was selected, enter *Y* in the *Process Budget Credit Balances* field to process budget customers with a credit balance or *N* to not process budget customers with a credit balance.
11. If *All* or *Statement* was selected, enter *Y* in the *Process Pay Arr Credit Balances* to process payment arrangement customers with a credit balance or *N* to not process payment arrangement customers with a credit balance.

12. If *All* or *Statement* was selected, enter Y in the *Process Current Customers* field to process customers with a current balance only or N to not process customers with only a current balance.
13. If *All* or *Statement* was selected and Yes was entered in Step 12, enter Y in the *Process Idle Credit Accounts* field to process customers with an idle credit. An idle credit account is an account that has a credit balance and has had no new activity since the last statement date. Enter N to not process customers with an idle credit balance.
14. If *All* or *Budget* was selected, enter the date the budget payment is due in the *Budget Due On* field.
15. In the *Show Meter Price As* field, enter C to show the price per cubic foot, or type G to show the price per gallon.
16. In the *Print Gallons on Meters* field, enter Y to print gallons for metered customers or N to print metered usage only.
17. In the *Statement \$ Limit*, enter the dollar limit under which statements should not be printed. For example, if \$5.00 is entered, it will not print statements less than \$5.00.
18. In the *Meter Statement \$ Limit*, enter the dollar limit under which you do not want meter statements printed.
19. In the *Cycle Code* fields, enter up to four statement Cycle Codes to create the statement file.
20. In the *Message 1* and *Message 2* fields, enter a message to appear on the statements.
21. Press **CTRL+Q**.
22. To process statements, select the file to process on the *Statement Processing* window.
23. Choose **Process Statement Data**.  
**Note:** If the statement file has already been processed, the **Process Statement Data** button will not be available.
24. To view customer statements, select **View Customers**.

## Print Statements

1. On the *Statement Processing* window, select the file to print statements.
2. Choose **Print Statements**.
3. On the *Print Stmt Menu* window, select *Alphabetic*, *Numeric*, or *Zipcode* in the *Sort By* area. Payment arrangement customers will always print at the end regardless of the *Sort By* selection.
4. In the *Statement* area, choose *Pre-Printed Laser Lex*, *Pre-Printed Laser Blue*, *Plain Paper Laser*, *K & K Pre- Printed*, or *K & K Pre Print PCL6*. Included are samples of the different statements that will print - *Budget*, *Payment Arrangement*, and *Normal*.
5. Enter the *Begin* and *End Customer Number* range to print.
6. Choose **Print**.
7. On the *Print* window, select **Print**.

## Update Statements

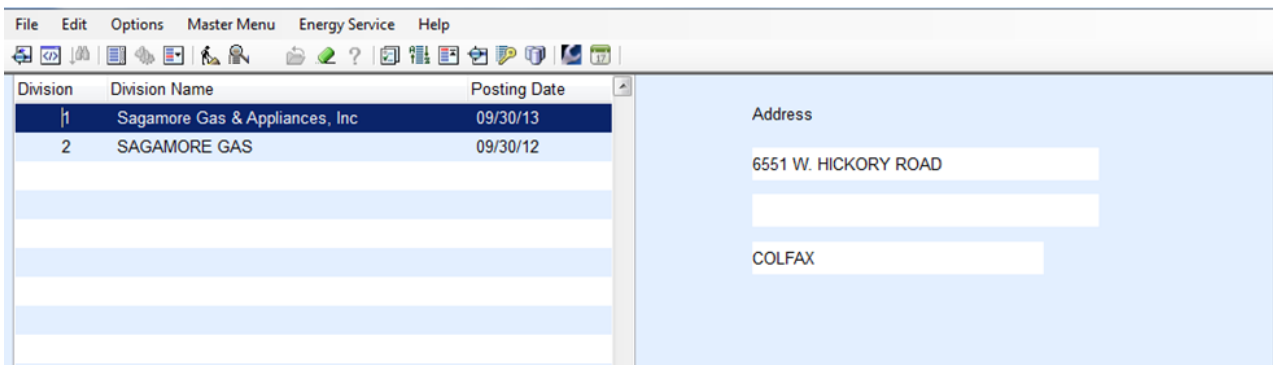
1. Select the file to update on the *Statement Processing* window.
2. Choose **Update Statements**.

3. Close the *Statement Processing* window.

If for any reason there is a need to undo the statement file that has been created and processed, please contact [support@energyforce.net](mailto:support@energyforce.net).

## Change Posting Date

**Very Important:** Change the Posting Date for a Division on the last day of the month (after statements have been processed and updated). This will prevent changes being made to sales or payments in a previous month which could potentially throw off Accounts Receivable balances. This information is updated at *Supervisor / Set Up Options Menu*.



The screenshot shows a software window titled "Energy Service" with a menu bar (File, Edit, Options, Master Menu, Energy Service, Help) and a toolbar. The main area is divided into two panes. The left pane contains a table with the following data:

Division	Division Name	Posting Date
1	Sagamore Gas & Appliances, Inc	09/30/13
2	SAGAMORE GAS	09/30/12

The right pane is a light blue area with the label "Address" and three text input fields containing the following text:

6551 W. HICKORY ROAD

COLFAX