

Posting Passwords

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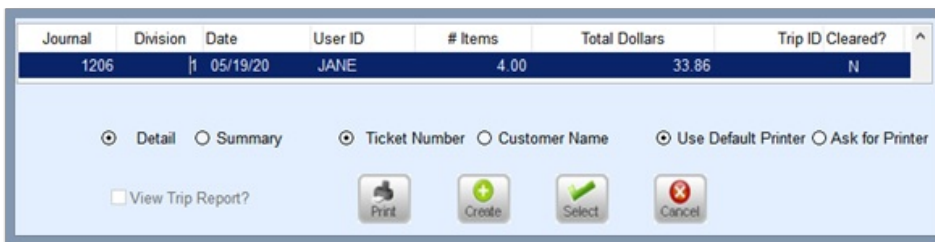
Posting Passwords

A posting password gives the ability to re-enter a sales, payment, or void journal to add additional items throughout the day. Some exceptions to adding additional items include:

- If the sales journal has been cleared to an alternative accounting system such as Agris, Agvance SSI, Epicor, etc.
- If the sales journal is imported from EnergyTrack or Mobile Service. These journals will appear with a *User ID* of *ETSJ*, *ETPJ*, or *MSER*.
- Energy Service sales journals begin with an *S* and are followed by the first three characters of the User ID. **Ex:** SFLA
- Ecommerce payment journals have *CCPA* as the *User ID*.

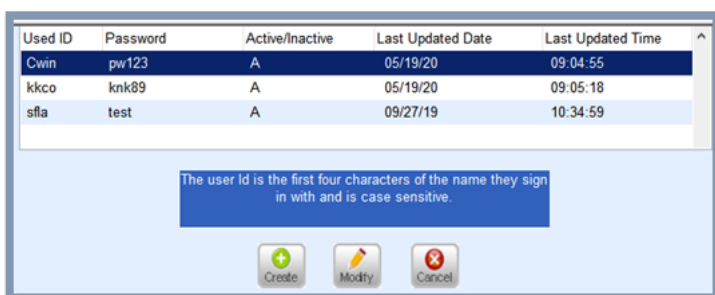
It is important to note that the ability to re-enter a sales journal is based on the Energy Force User ID from the User Engine and not the initials associated with the journal.

For example, if JDoe logs into Energy Force, and JANE creates a journal while JDoe is logged in, only JDoe's posting password will work to reopen.



Password Setup

Passwords can be set up at *Main Menu / Supervisor Menu / Setup Options / Posting Passwords*.



1. Select **Create**.
2. Enter the *User ID*.
 - The *User ID* on this screen must match the first four characters from the User Engine.

- The *User ID* is case sensitive and only the first four characters will be entered.
3. Enter a Posting *Password*.
 4. Enter A for Active.
 5. Arrow down to add another user. Select **Save** when finished.