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*ET* or *MS* followed by the first two characters of the *User ID*. **Ex**: *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:** SSFL
- Ecommerce payment journals have a *C* followed by the first three characters of the *User ID*. **Ex**: *CCPA*

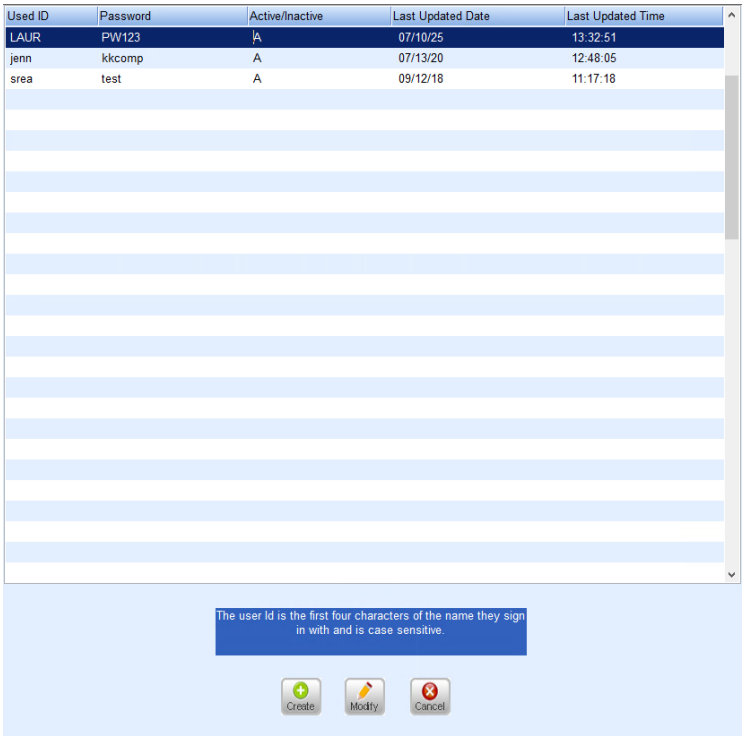
It is important to note that the ability to re-enter a sales journal is based on the Energy Force User ID from the User Engine and not the initials associated with the journal.

For example: If JN logs into Energy Force, and SJF creates a journal while JN is logged in, only JN'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.