## **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 aET 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.

Journal	Division Date	User ID	# Items	Total Dollars	Trip ID Cleared?	^
1195	1 03/20/25	LAUR	1.00	1,664.00	N	
1191	1 01/09/25	LAUR	0.00	0.00	Ν	
1190	1 10/21/24	LAUR	0.00	0.00	N	
1189	1 02/22/23	SKKC	1.00	19.13	N	
1188	1 03/31/23	SKKC	3.00	755.96	N	
1186	1 03/20/23	JN	0.00	0.00	N	
1183	1 03/01/23	SJF	1.00	4.00	Y	
1182	1 03/01/23	SJF	1.00	4.00	Y	
1181	1 03/01/23	SJF	1.00	4.00	Y	
1180	1 02/22/23	SKKC	3.00	157.16	Y	
1178	1 02/16/23	SJF	1.00	164.22	Y	
1176	1 02/16/23	SJF	1.00	656.86	Y	
1175	1 01/30/23	SSFL	2.00	151.16	Y	
1174	1 01/17/23	SJF	1.00	416.00	Y	
1173	1 01/16/23	SJF	1.00	208.00	Y	
1172	1 01/16/23	SJF	1.00	208.00	Y	
1168	1 09/09/22	GMH	0.00	0.00	Y	
1167	1 08/09/22	SJF	0.00	0.00	Y	
1165	2 11/10/21	SJF	9.00	1,547.91	Y	
1163	1 02/11/21	JN	0.00	0.00	Y	
1162	1 02/04/21	JN	0.00	0.00	Y	
1160	1 02/01/21	JN	1.00	250.88	Y	
1159	1 01/01/21	JN	1.00	272.44	Y	
1158	1 12/01/20	JN	1.00	360.00	Y	
1157	1 01/12/21	SJF	0.00	0.00	Y	
1156	1 01/11/21	SJF	1.00	250.00	Y	
1155	1 01/11/21	SJF	1.00	249.90	Y	
1154	1 01/10/21	SJF	0.00	0.00	Y	~
Detail	OSummary	Ticket Number OC	ustomer Name	●Use Default Printer 〇 Ast	sk for Printer	
		Print	Create Select	Cancel		

## Password Setup

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

Used ID	Password	Active/Inactive	Last Updated Date	Last Updated Time	^
LAUR	PW123	A	07/10/25	13:32:51	
jenn	kkcomp	A	07/13/20	12:48:05	
srea	test	A	09/12/18	11:17:18	
					~
		The user Id is the first four of in with and i	characters of the name they sign s case sensitive.		

- 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.