

# Purge Journal

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Prior to purging a Sales Journal, it is important to note that certain rules apply to the types of journals that can be removed from Energy Force.

## Journals that can be purged:

- Payment Posting Journals
  - If an eCommerce Payment Journal is purged, it does not credit the customer back in the online portal. That will be a separate process.
- Service Charges
- Tank Rent
- Recurring billing
- Refined Fuels sales journals (unless heating fuel is delivered with a tracking K-Factor)

## Journals that cannot be purged:

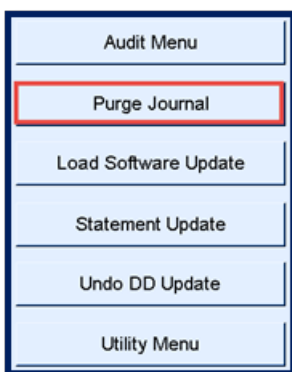
- Propane Sales Journals
- Void Sales Journals

## How to Purge a Sales Journal

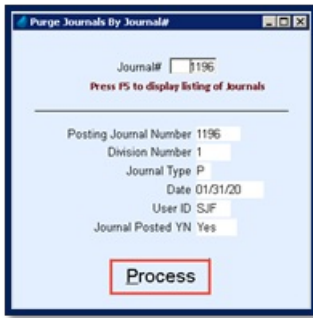
A user right is required to purge Journal. SSI must receive permission from a supervisory management role in order to grant this user right.

From the Main Menu of Energy Force, Navigate to *Main Menu \ Supervisor \ Processes*.

1. Select **Purge Journal**.



2. Enter *Journal Number*.



3. Verify information displayed is accurate.
4. Select **Process**.
5. The program will run through a series of processes. Press **OK** when finished.

