

# Statement Update

Last Modified on 01/20/2026 3:15 pm EST

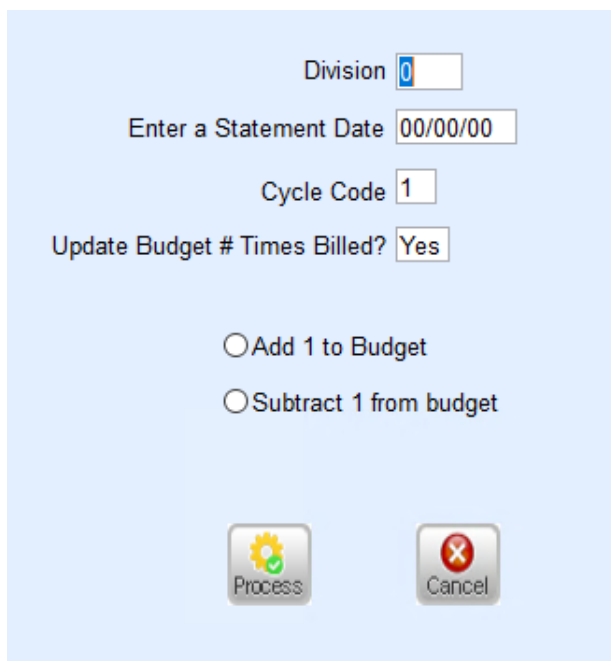
This process is for fixing the statement date and balance to reflect the correct month.

**Example:** A company forgot to update the prior month when they last ran statements.

The last statement date and balance will be incorrect when running statements this month, causing two months of history to print on the statements. Running the Statement Update process will update the last statement date and balance to the previous month, correcting the history date going forward.

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

1. Select **Statement Update**.



The screenshot shows a software interface for the 'Statement Update' process. It features a light blue background with several input fields and buttons. At the top, there is a 'Division' label followed by a text box containing the number '0'. Below this is the label 'Enter a Statement Date' followed by a date picker showing '00/00/00'. The next line has the label 'Cycle Code' followed by a text box containing the number '1'. Below that is the label 'Update Budget # Times Billed?' followed by a dropdown menu showing 'Yes'. Further down, there are two radio button options: 'Add 1 to Budget' and 'Subtract 1 from budget'. At the bottom of the form, there are two buttons: 'Process' with a gear icon and 'Cancel' with a red 'X' icon.

Division

Enter a Statement Date

Cycle Code

Update Budget # Times Billed?

☐ Add 1 to Budget

☐ Subtract 1 from budget