

Statement Update

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

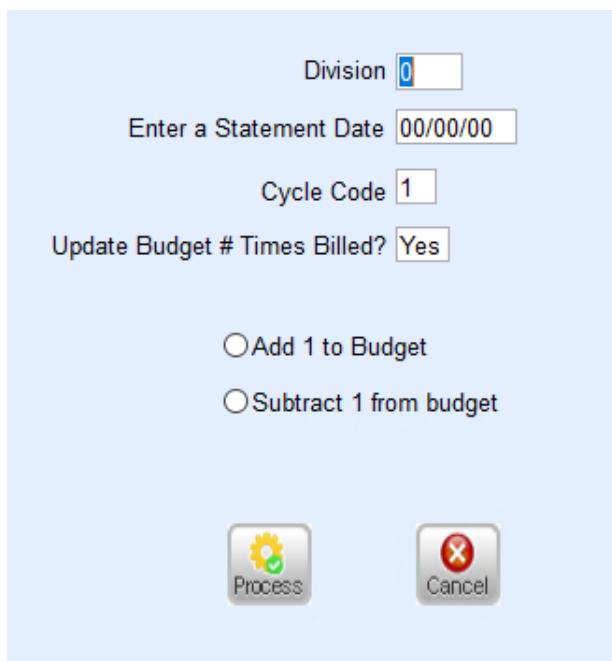
This process is for fixing the statement date and balance to reflect the correct month.

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**.



Division

Enter a Statement Date

Cycle Code

Update Budget # Times Billed?

Add 1 to Budget

Subtract 1 from budget

 Process  Cancel