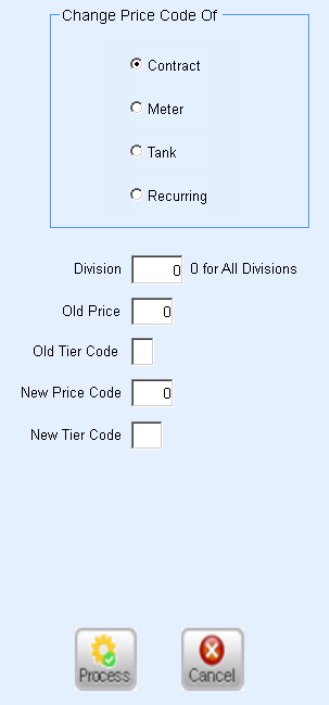
Utility Menu

Last Modified on 09/30/2026 9:36 am EDT

Note: The Update Taxes for Fuelware option is a discontinued process.

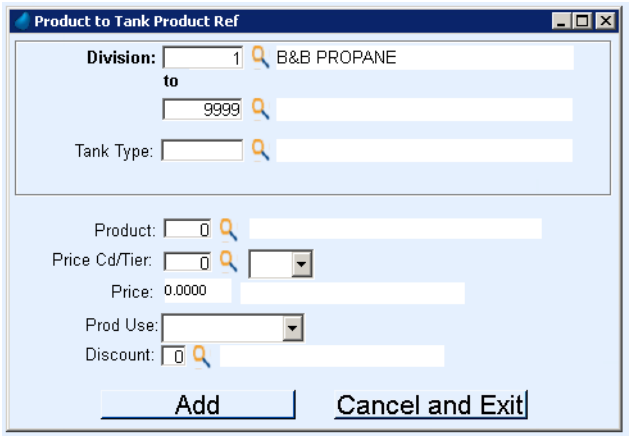
Change Price Codes

Use this process if there is a Price Code that needs to be changed or updated. This can be done in a single Division or in all Divisions as well as on *Contracts*, *Meters*, *Tank*, or *Recurring*.



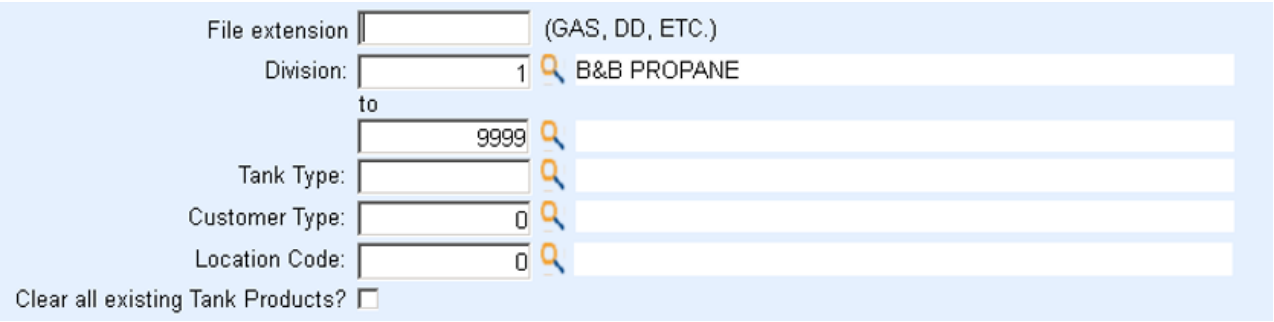
Product to Tank Product Ref

Use this to add a product to all tanks with a specified *Tank Type*. The *Price Cd/Tier* will need to be set at this time, along with any *Product Use* and *Discount* associated with the product. This is typically used with refined fuel tanks or to add an *Out of Gas* department to propane tanks.



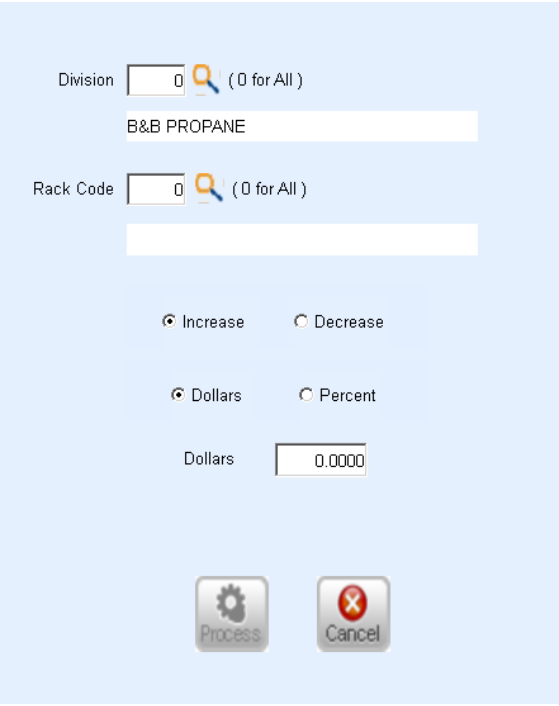
AFD Product to Tank Product Ref

Use the AFD Product to Tank Product Ref for assigning a product to any File Extension (GAS, DD, ETC) by using the *Division*, *Tank Type*, *Customer Type*, and *Location Code*. There is an option to *Clear all existing Tank Products* during this addition clearing all existing products and departments on a tank.



Update Rack Pricing

Use Update Rack Pricing when changing a group of Price Codes and Tiers. The *Rack Code* is set up in the Price table and is assigned to a group of Price Codes. This process allows for efficiency by *Increasing* or *Decreasing* numerous prices by the same amount, either by *Dollars* or *Percent*.



Update Margins

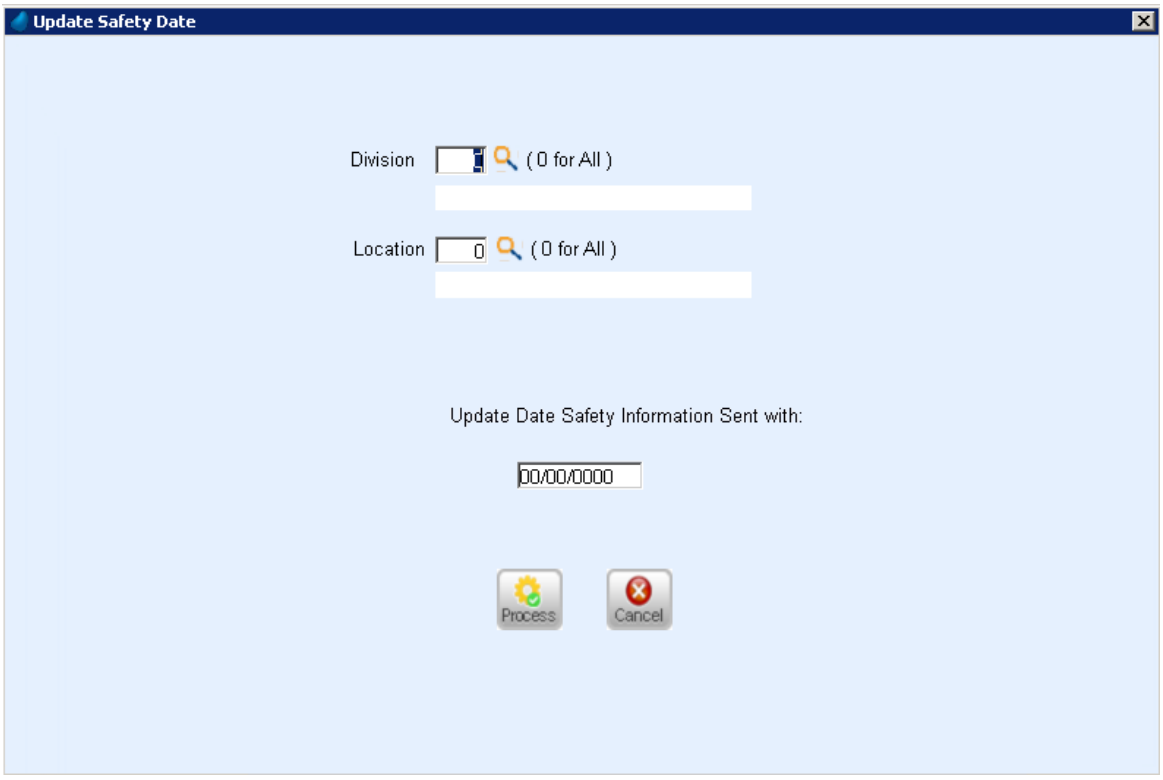
This tool is used by customers who use AFD (Automated Fuel Delivery) in Energy Force. It is used to update the Margin by Price code.

User Manager Export

This tool is enabled with a security right. It prints all current users and their security rights in one report.

Safety Date Update

Use this process to enter a Safety Date for a *Division* and *Location* for all customers at one time. This can only be used for the past 30 days. Please contact SSI for any updates older than 30 days.

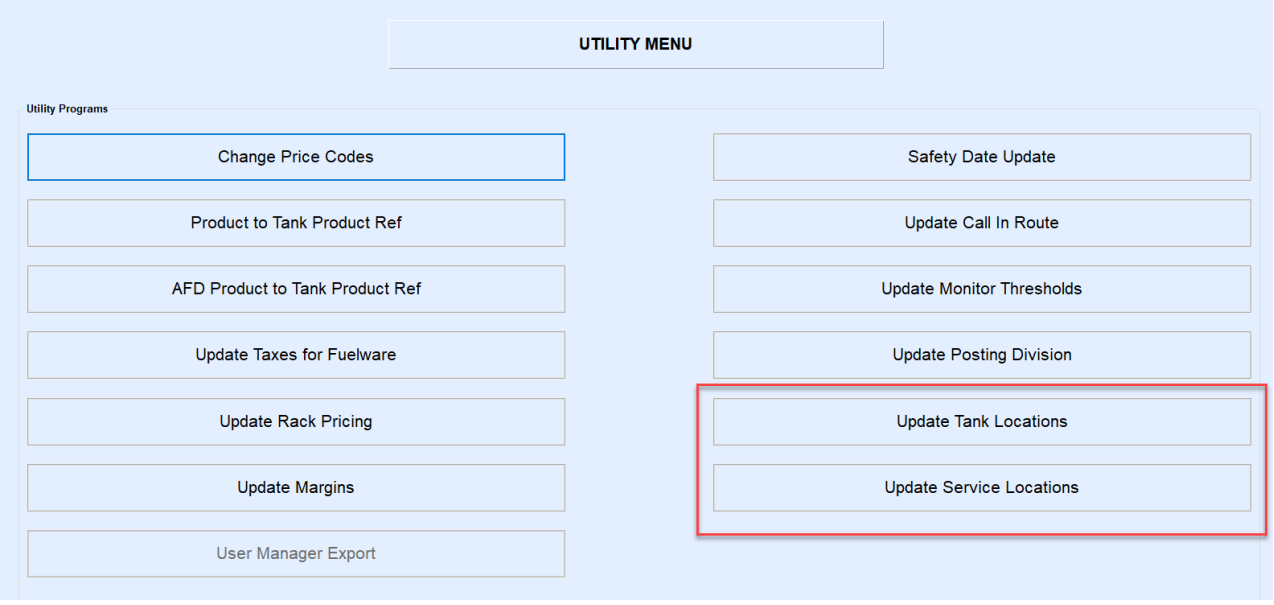


Update Call-In Route

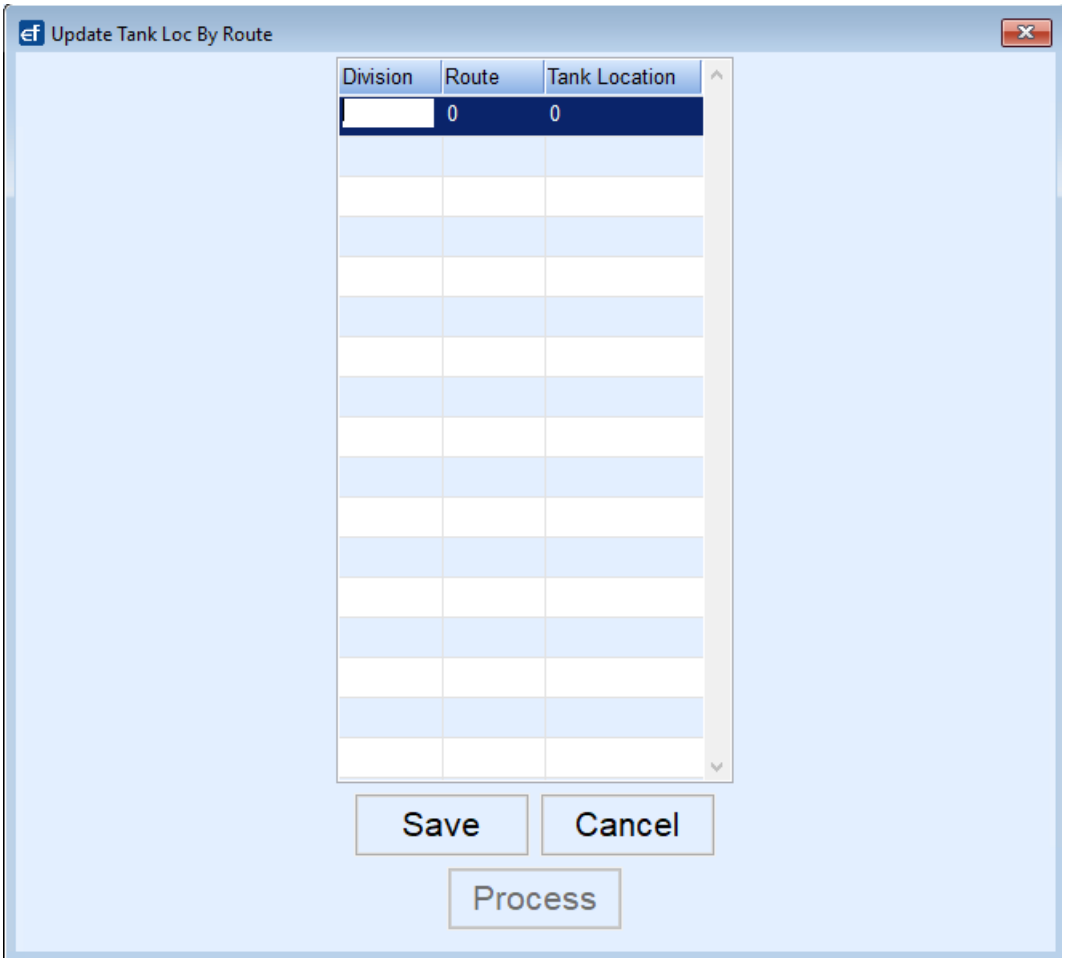
This process is designed to realign the tanks in the *Call-In* menu and tanks within Routes once Optimizer has been installed or a rebalance has occurred. This process will update the Call-In/Route with the newly assigned Route based on the new Optimizer installation or Route rebalance. **Note**: This process runs automatically upon clicking **Update Call In Route** from the *Utility Menu* screen.

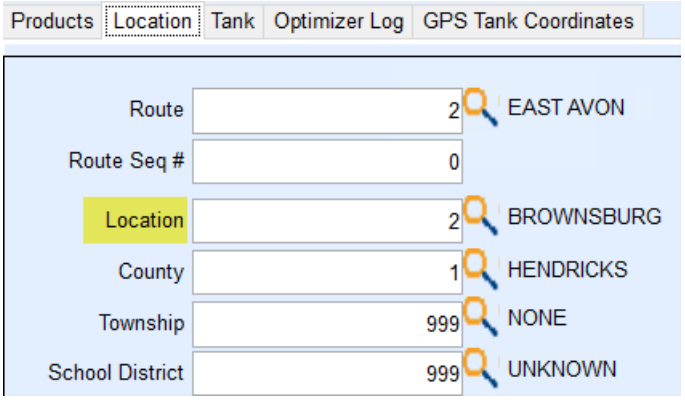
Update Tank Location Based on Route

A utility has been added to Energy Force that allows users to update the tank locations based on route. This utility does require a new user right located under *Supervisor Menu / Processes / Utility Menu*. **Update Tank Location** and **Update Service Locations** are under separate buttons.

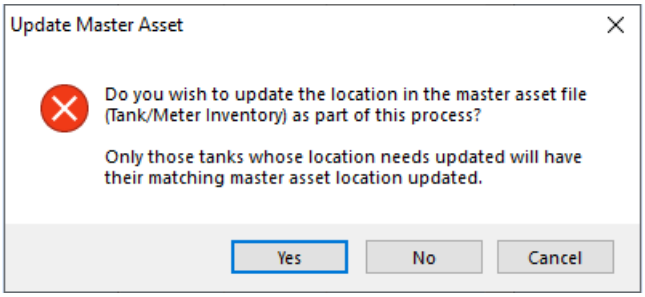


When **Update Tank Locations** is selected, the user fills in the *Division*, *Route* and the *Tank Location* associated with that particular route in the table. Once the table is filled out and saved, the **Process** button is enabled. This process also updates the appropriate meter if it is tied to one of the tanks being updated. The table will only need to be filled out one time and can be modified later if necessary.





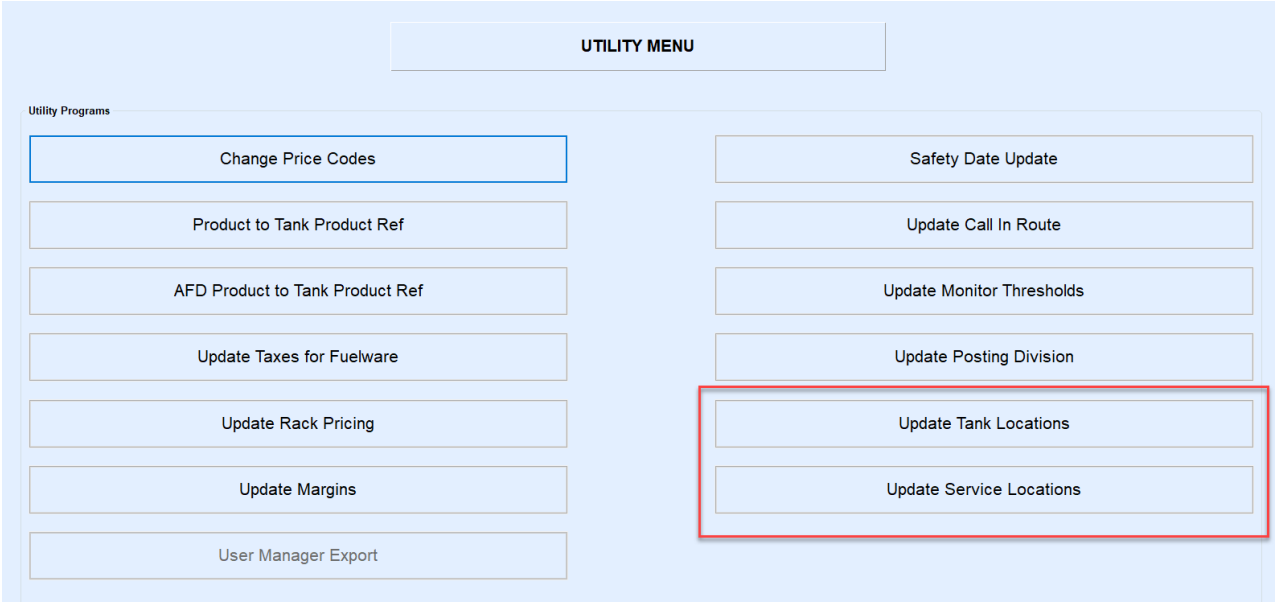
By selecting **Process**, the user will receive another message asking if they want to update the location in the master asset file.



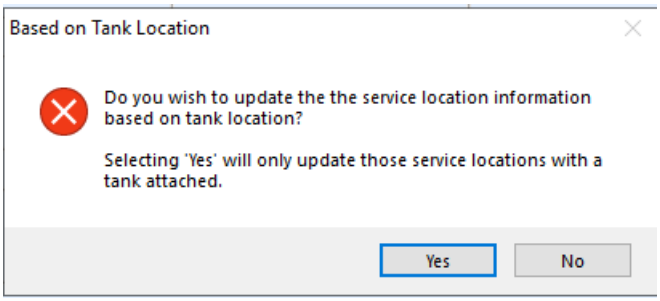
Selecting **Yes** will update the *Tank Location* on the customer account and also the location in the master asset file. If **No** is selected, only the *Tank Location* on the customer account will be updated. The change to the location on the master asset will also be recorded in the master asset history and can be viewed under the **History** button in the *Tank\Meter Inventory* listing.

Update Service Locations

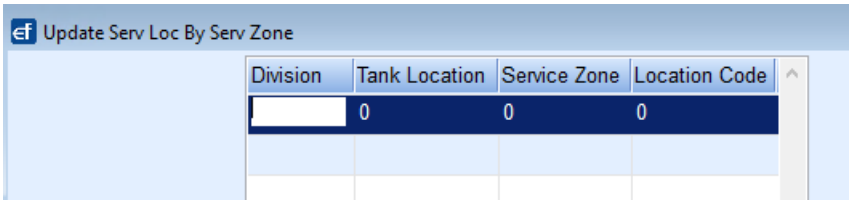
A utility has been added to Energy Force that allows users to update service locations by either tank location or service zone. This utility does require a new user right located under *Supervisor Menu / Processes / Utility Menu*. **Update Tank Location** and **Update Service Locations** are under separate buttons.



When selecting the **Update Service Locations** option, the following message appears.



If **Yes** is selected, indicate the *Division*, *Tank Location*, *Service Zone* and *Location Code* to update the service zones tanks to. Then select **Process**.



If **No** is selected, the following screen appears to select the *Division*, *Service Zone*, and *Location Code* to update the service zones tanks to.



Tank and Service Location Reports

Energy Force has auto generated reports to go along with the Update Tank or Update Service Locations utilities. Reports are saved in the *Ctls93\DD85\CSV* folder. The header on the reports includes the date and time the update was processed, the user that ran the update, and the selections chosen. The reports only include items that were updated.

Below is a sample of the report for the Update Tank Locations.

	A	B	C	D	E	F	G	H	I	J
1	04/04/2023 9:44									
2	Update Tank Locations									
3	Master Asset Updated: Yes									
4	User: jennifer									
5										
6	Division: 1 Route: 1									
7		Customer	Type	Tank/Meter RRN	Previous Route	New Route	Previous Location	New Location	Business Owned	
8		3821978	Tank	957,776	1	1	47	137	Y	
9		10037	Tank	1,020,282	1	1	37	137	N	
10		910386	Tank	1,083,907	1	1	76	137	N	
11		45875	Tank	1,083,908	1	1	76	137	N	
12	Total tank updates	4								
13	Total meter updates	0								
14										
15	Division: 1 Route: 3									
16		Customer	Type	Tank/Meter RRN	Previous Route	New Route	Previous Location	New Location	Business Owned	
17		522512	Tank	615,124	3	3	137	76	N	
18		527589	Tank	322,588	3	3	137	76	Y	
19		773950	Tank	270,969	3	3	137	76	Y	
20	Total tank updates	3								
21	Total meter updates	0								
22										
23	Division: 1 Route: 4									
24		Customer	Type	Tank/Meter RRN	Previous Route	New Route	Previous Location	New Location	Business Owned	
25		3821703	Tank	957,493	4	4	176	137	N	
26		3822028	Tank	957,827	4	4	176	137	N	
27	Total tank updates	2								
28	Total meter updates	0								

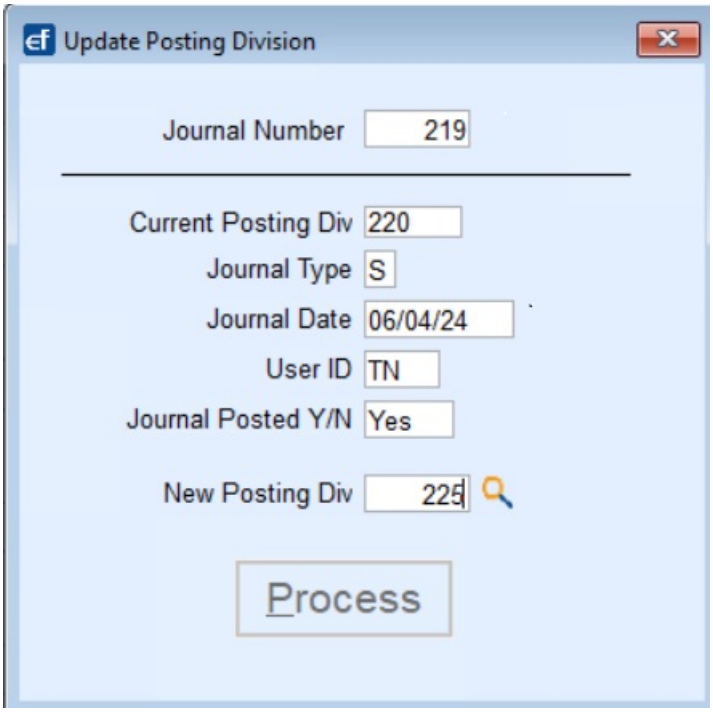
This process updates the *Service Location* in Energy Service to match the *Tank Location.*
Below is a sample of the **Update Service Location** report.

	A	B	C	D	E	F	G	H	I
1	04/04/2023 10:33								
2	Update Service Locations								
3	Based On Tank Location: Yes								
4	User: jennifer								
5									
6	Division: 1 Tank Location: 76								
7		Customer	Service Location	Tank RRN	Previous Zone	New Zone	Previous Location	New Location	
8		3633499	9,554	753,476	2	1	76	76	
9		3633499	9,554	753,475	2	1	76	76	
10		3579665	8,299	752,801	2	1	76	76	
11		6784904	10,055	752,912	2	1	76	76	
12		6241405	8,322	752,790	2	1	76	76	
13		62879223	4	24,677	1	1	77	76	
14		6841824	17	44,143	1	1	159	76	
663		3780242	410,989	832,723	2	1	76	76	
664		4416894	413,918	1,073,942	2	1	76	76	
665	Total service location updates	657							
666									

Update Posting Division

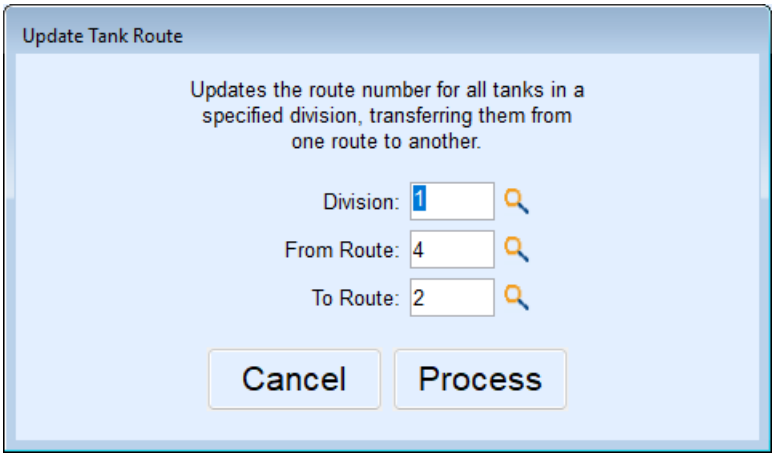
A new user right is required. Please have your IT email Energy Force Support to have this right added.

This option gives the user the ability to change the Posting Division of a Sales or Payment journal. Caution should be used when performing this option, confirm the correct *Journal Number* and the correct *New Posting Division* have been entered before selecting **Process**. If an alternative accounting system is used, this step must be done *before* the Journal is cleared to the alternative accounting system.



Update Tank Route

A utility has been added to Energy Force that gives the ability to change the route code on active Tanks, Meters and active Call-Ins. If the Driver Number is also the Route Number and a Driver leaves, the new Driver has a new Driver number. Create the new Driver and Route Number prior to running the utility in Energy Force and in Agvance for Agvance users located under *Supervisor Menu / Processes / Utility Menu*.



When processed, an entry is created in the Audit Log and a csv file is generated. The Audit Log includes *Date*, *Time*, *User* running the utility, and the *From* and *To Routes*. The csv file details include the *Customer*, *Type* (Tank, Meter, or Call-In), *Previous Route*, *New Route*, and if the Tank is *Company-Owned*.

