Process Safety Update Program

This is to be processed when *Duty to Warn* documentation is mailed to customer accounts.

1. From the Main Menu of Energy Force, navigate to *Supervisor / Process / Utility Menu*.

2. Select **Safety Date Update**.

3. Enter the *Division* (or leave *0* for all).

4. Enter the *Location* (or leave *0* for all).

5. Select the **Search** icon and choose the *Tank Type* or leave blank for all.

6. Enter the *Update Date Safety Information Sent with:* (the date safety information was mailed) and select **Process**.

   - The date must be within the last 30 days.

   - If date has exceeded 30 days, contact SSI, Inc. for support.

7. Select **Cancel** when finished. This will update the *Customer Maintenance* screen with the date entered.

Div	Customer Number	Bill To	Name	Address	Phone
1	100007	100007			
1	100006	100006		123 PRODUCTION DRIVE	
1	10088	10088		123 SOUTHPORT ROAD	
1	10092	10092		5280 US HWY 30	
1	100005	100005		887 SHORE LANE	
2	444	444		99 FREEWAY LANE	

Accounts Receivable | Address & Information | Budget Information | Landlord Tank Rent

Credit Limit	$0.00
Current Balance	$85.00
30 Day Balance	$0.00
60 Day Balance	$0.00
90 Day Balance	$0.00
Total Balance	$85.00

Call In History

Last Payment Date	05/06/20
Last Payment Amount	$1,200.00
Last Statement Balance	$10,488.64
Last Statement Date	07/31/18
Alternate ID #	

COD

Status [Active]   Date [00/00/00]

Inactive Reason Code [0] 🔍

Turned Over To Collection	No
Number Of Tanks	3
Total Balance all Accts	$11,049.97
Sales YTD All Tanks	$2,668.00
Gallons Used YTD All Tanks	2,199.72
Safety Info Received Date	03/01/19

Tank Info
Credit Information
Appliances
Contract Gas
History Inquiry
Purged Inquiry
Tank Readings
Efficiency
Payment Arrangement
Tickler Information
Meter/RTM Information
Print Information
Print Label
Work Orders