


Ending the Year

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Various processes can take place to clear items such as Sales YTD, Gallons YTD, Degree Day clock, roll Customer Tank Efficiencies, etc. These processes typically coincide with the end of a fiscal or calendar year-end closing.



Customer Menu	Posting Menu	Report Menu
Route Scheduling	Meter Menu	Storage Inventory
Cylinder Routes	Month End Menu	Bulk Truck Delivery
Call In Entry	Year End Menu	Calendar Menu
Tickler	Misc Map Scheduling	Supervisor Menu
Management Reports	Tank and Meter Inventory Menu	Work Orders

YEAR END MENU	
Year End Clear	Price Code Update
Purge History	Roll Customer Efficiency
Clock Rollback	Contract Gas Rollover
Year End Budget Clear	Contract Gas Clear
Purge Menu	

- Prior to performing year-end tasks, ensure there is a GOOD backup of data prior to running any of the listed processes. Please consult IT professionals to ensure a copy of data is available before performing any task.
- All users should exit the system prior to performing Year-End tasks. Notify all users to exit the system and verify with IT Professionals that all users are no longer in Energy Force.

It is also advisable that Year-End processes take place before any sales are posted for the new fiscal or calendar year. This will prevent current sales values from being removed from Gallons YTD, Sales YTD, Current Year Customer Efficiency, etc.