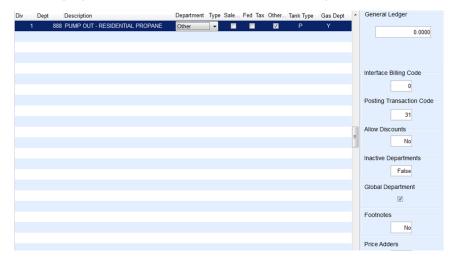
Pump Out Department in Energy Force

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Before a pump out can be performed using the EnergyTrack truck computer, a Pump Out Department must first be set up in Energy Force.

In Energy Force, go to Supervisor Menu / Maintenance Menu / Maintenance Tables / Department.

- 1. Select **Departments** and then choose **Edit**.
- 2. Enter the Division and select Continue.
- 3. Press F4 to insert a new line.
- 4. Enter the *Div*, *Dept* (if interfacing with a different accounting system such as Agris or Agvance, set this item up with the proper cross-reference information), and *Description*.



- 5. Select the Department Type. Generally, this will be Sale or Other.
- 6. Check the tax boxes that apply.
- 7. Enter the corresponding *Tank Type*.
- 8. Enter Yin the Gas Dept column.
- 9. Enter a Posting Transaction Code of 31 for Credit.
- 10. Enter No for Allow Discounts.
- 11. Check the Global Departments box to ensure product will transfer down to the truck computer.

Once the product has been created (copy to other departments as necessary), the *Download to Re-Engineered* process must be run so the data will transfer to the EnergyTrack truck computers.