

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 **Edit/Create** for the *Mode*.
2. Enter the *Division* and select **Continue**.
 1. Press **F4** or the **Create** button to insert a new line.
3. 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*.

Div	Dept	Description	Department Type	Sale	Fed	Tax	Other	Tank Type	Gas Dept
1	888	PUMP OUT - RESIDENTIAL PROPANE	Other	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	<input checked="" type="checkbox"/>

General Ledger: 0.0000

Interface Billing Code: 0

Posting Transaction Code: 31

Allow Discounts: No

Inactive Departments: False

Global Department:

Footnotes: No

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

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.