# Pump Out Department in Energy Force

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 *Y* in 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.