


Changing a Customer's Division

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Optionally change a selected customer's division which is the unique identifier for a location responsible for inventory, customers, and finances.

A customer's division would need to be changed if the customer was entered into the wrong division by a Customer Service Representative and needs to be corrected. The division would also need to be changed if the customer has physically moved and resides in another division associated with the company. All the customer's information and history will be moved under the new division.

From Energy Force main menu, select **Customer Menu**



FUELING INNOVATION AND GROWTH

Customer Menu

Route Scheduling

Cylinder Routes

Call In Entry

Tickler

Management Reports

Posting Menu

Meter Menu

Month End Menu

Year End Menu

Misc Map Scheduling

Tank and Meter Inventory Menu

Report Menu

Storage Inventory

Bulk Truck Delivery

Calendar Menu

Supervisor Menu

Work Orders

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Div#	DD	Region	Read Date	DD	Read Last Year	Last DD Read
1	3		11/21/22	1147	11/21/21	902
1	2		11/21/22	1317	11/21/21	1226
1	1		11/21/22	1142	11/21/21	896

ES

Select **Change Customer and Division**

CUSTOMER MENU

Customer Maintenance

Change Customer and Division

Tanks Not Plotted

Delete Customer

Delete Tank From Map

Delete Customer Owned Tanks

Delete Inactive Tanks From Map

CRM

Enter in the *Current Customer Division*, *Current Customer Number*, *Current Bill to Number*, the new *Division number*, and the *Customer Number*.

Note: The Customer Number can be the same customer number as before.

Type the **Tab** key once.

Select **Process**.