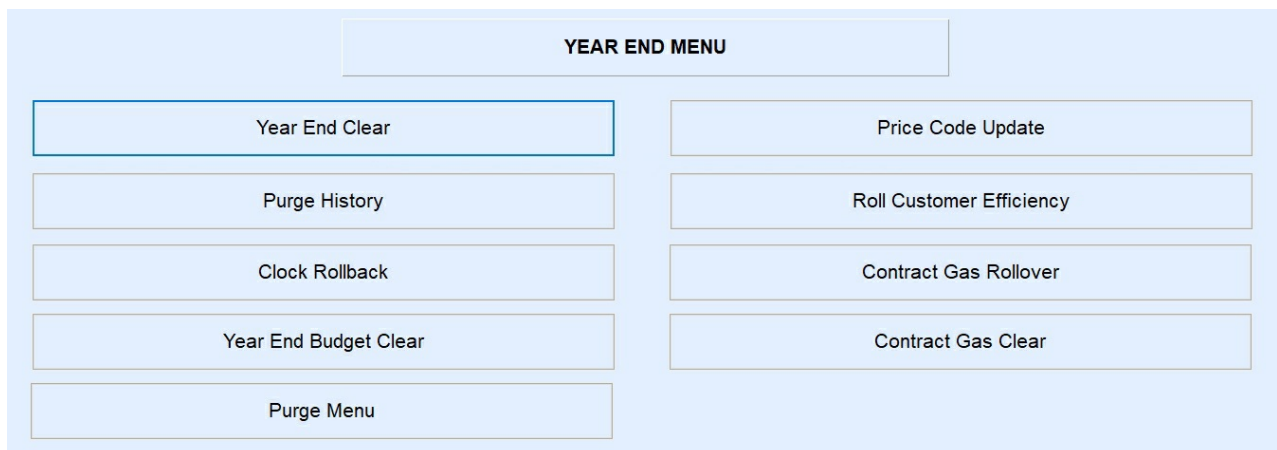
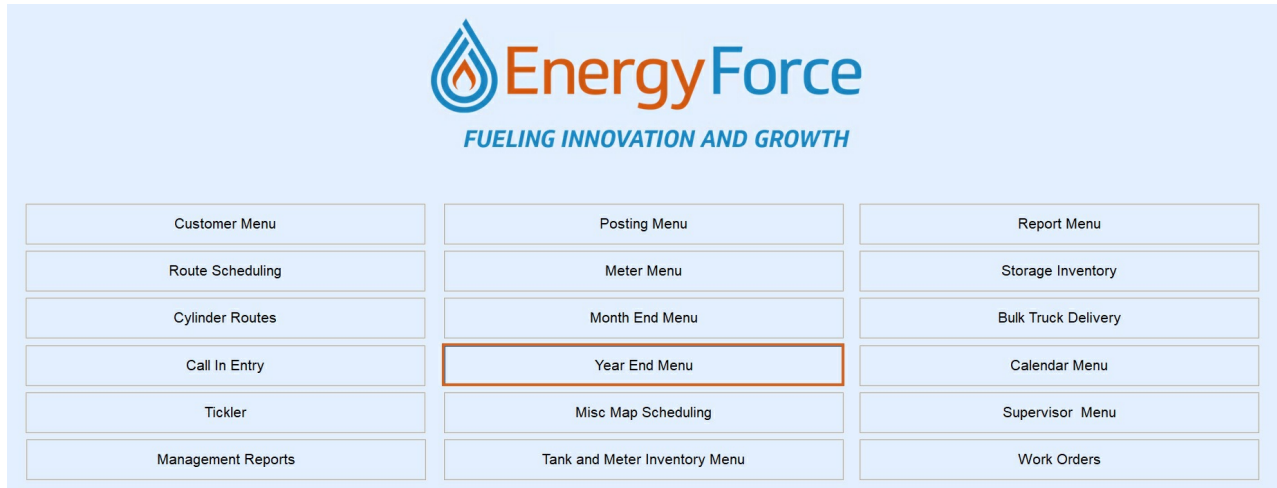


Year End Processes

Last Modified on 08/21/2025 10:42 am EDT

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.



- 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.

Year End clearing for Energy Force is a step by step process that users should follow to successfully close the fiscal year. The following steps are the recommended order for completing the process. Linked articles with further detail on each step are below.

1. [Year End Clear](#)
2. [Purge History](#)
3. [Clock Rollback](#)

4. [Year End Budget Clear](#)
 5. [Price Code Update](#)
 6. [Roll Customer Efficiency](#)
 7. [Contract Gas Rollover - Contract Gas Clear](#) (Not Recommended)
 8. [Purge Menu](#)
-