

Create Statements

Last Modified on 02/02/2026 5:31 pm EST

A statement file must be created before processing, printing, and updating statements. Statements are date sensitive, so it is possible to continue posting into the next month before a statement file has been created.

Create a Statement File

1. Go to *Master Menu / Month End Menu / Print Statements*.
2. On the *Statement Processing* window, press **CTRL+C**.
3. **Tab** through the *Create Date*, *Create Time*, and *Created By* fields.
4. Enter a *Description* for the statement file being created.
5. Enter a unique *File Name*. The file name can be up to eight alpha/numeric characters.
6. Enter the *Statement Process As Of Date*. This is the date that will be printed on the statements. It also limits the information printed on statements. No posting transactions dated after this date will appear on the statements. This allows posting to continue into the new month before statements have been run.
7. Enter the *Division* to create the statement file for or enter 0 for all Divisions.
8. Select *All* to print all statements, *Statement* to print regular and payment arrangement statements, or *Budget* to print only budget statements.

The screenshot shows the 'Statement Processing' window with the 'Complete Form and Change To Query Mode to Process' dialog open. The dialog contains the following fields and options:

- Header:** Create Date (02/02/26), Create Time (16:29:02), Created By (Laura Bepo), Description (APRIL 2025 STATEMENTS), File Name (APR25), Stmt Process Date (04/30/25).
- Processing Options:**
 - Division:** 1 ABC PROPANE COMPANY.
 - Process Credit Balances:** Yes (radio button selected).
 - Process Pay Arr Credit Balances:** Yes.
 - Process Current Balances:** Yes.
 - Process Idle Credit Accounts:** Yes.
 - Show Meter Price As:** CuFt (radio button selected).
 - Print Gallons On Meters:** Yes.
 - Statement \$ Limit:** \$0.00.
 - Meter Statement \$ Limit:** \$0.00.
- Customer Processing:** Last Processed (03/31/21), Cycle Code (1: MONTHLY, 0, 0, 0), and two messages: 'OUR LUBRICANT SALE BEGINS IN MAY. CONTACT OUR OFFICE FOR DETAILS.' and 'THANK YOU FOR YOUR BUSINESS!'.
- Right Panel:** A list of actions including Process Statement Data, View/Edit Aging Messages, View Customers, View History, Print Statements, Update Statements, Delete Statement File, and Electronic Bill.

9. If *All* or *Statement* was selected, enter Y in the *Process Credit Balances* field to process credit balance customers or N to not process credit balance customers.
10. If *All* or *Budget* was selected, enter Y in the *Process Budget Credit Balances* field to process budget customers with a credit balance or N to not process budget customers with a credit balance.
11. If *All* or *Statement* was selected, enter Y in the *Process Pay Arr Credit Balances* to process payment arrangement customers with a credit balance or N to not process payment arrangement customers with a credit balance.
12. If *All* or *Statement* was selected, enter Y in the *Process Current Customers* field to process customers with a current balance only or N to not process customers with only a current balance.
13. If *All* or *Statement* was selected and Yes was entered in Step 12, enter Y in the *Process Idle Credit Accounts* field to process customers with an idle credit. An idle credit account is an account that has a credit balance and has had no new activity since the last statement date. Enter N to not process customers with an idle credit.

balance.

14. If *All* or *Budget* was selected, enter the date the budget payment is due in the *Budget Due On* field.
15. In the *Show Meter Price As* field, enter *C* to show the price per cubic foot, or type *G* to show the price per gallon.
16. In the *Print Gallons on Meters* field, enter *Y* to print gallons for metered customers or *N* to print metered usage only.
17. In the *Statement \$ Limit*, enter the dollar limit under which statements should not be printed. For example, if \$5.00 is entered, it will not print statements less than \$5.00.
18. In the *Meter Statement \$ Limit*, enter the dollar limit under which you do not want meter statements printed.
19. In the *Cycle Code* fields, enter up to four statement Cycle Codes to create the statement file.
20. In the *Message 1* and *Message 2* fields, enter a message to appear on the statements.
21. Press **CTRL+Q**.
22. To process statements, select the file to process on the *Statement Processing* window.
23. Choose **Process Statement Data**.
Note: If the statement file has already been processed, the **Process Statement Data** button will not be available.
24. To view customer statements, select **View Customers**.

Print Statements

1. On the *Statement Processing* window, select the file to print statements.
2. Choose **Print Statements**.
3. On the *Print Stmtn Menu* window, select *Alphabetic*, *Numeric*, or *Zipcode* in the *Sort By* area. Payment arrangement customers will always print at the end regardless of the *Sort By* selection.
4. In the *Statement* area, choose *Pre-Printed Laser Lex*, *Pre-Printed Laser Blue*, *Plain Paper Laser*, *K & K Pre-Printed*, or *K & K Pre Print PCL6*. Included are samples of the different statements that will print - *Budget*, *Payment Arrangement*, and *Normal*.
5. Enter the *Begin* and *End Customer Number* range to print.
6. Choose **Print**.
7. On the *Print* window, select **Print**.

Update Statements

1. Select the file to update on the *Statement Processing* window.
2. Choose **Update Statements**.
3. Close the *Statement Processing* window.

If for any reason there is a need to undo the statement file that has been created and processed, please contact support@energyforce.net.

Change Posting Date

Very Important: Change the Posting Date for a Division on the last day of the month (after statements have been processed and updated). This will prevent changes being made to sales or payments in a previous month which could potentially throw off Accounts Receivable balances. This information is updated at *Supervisor / Set Up Options Menu*.

Division	Division Name	Posting Date	Address
1	ABC PROPANE COMPANY	11/30/17	5250 US HWY 36
2	ABC SUB LOCATION	11/30/17	SUITE 100
1234	ABC COMPANY	00/00/00	AVON