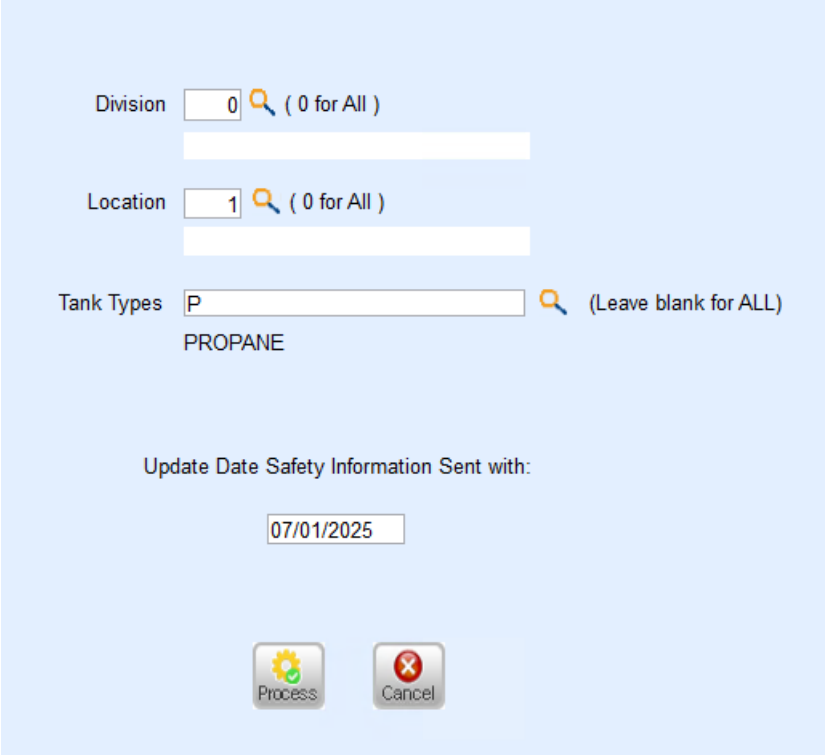
Process Safety Update Program

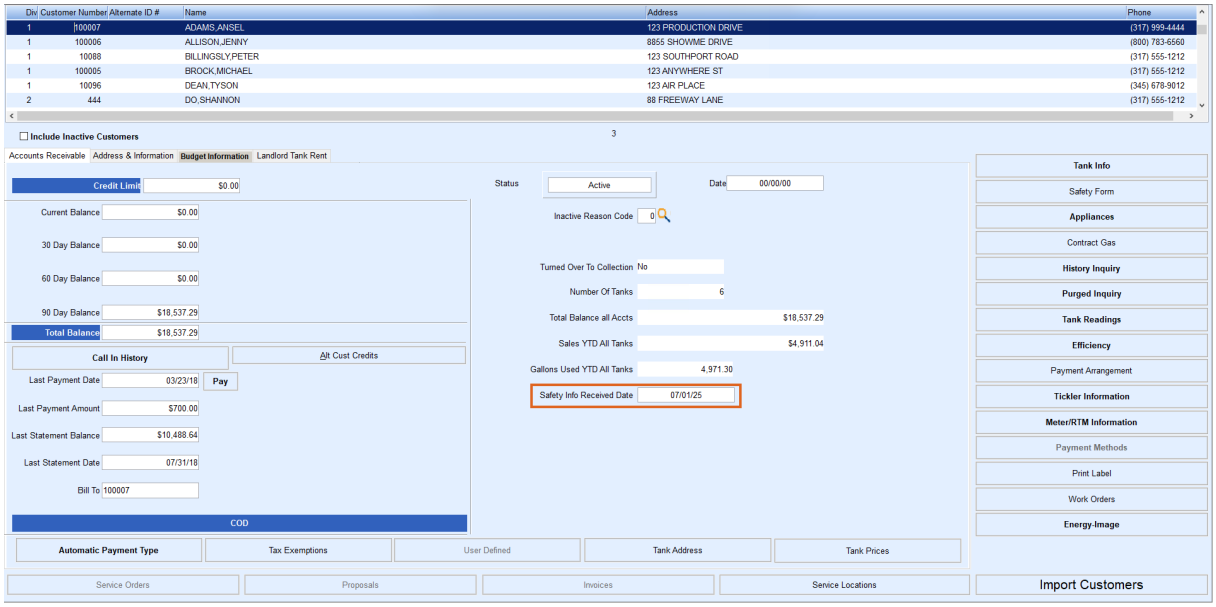
Last Modified on 07/10/2025 2:48 pm EDT

This is to be processed when *Duty to Warn* documentation is mailed to customer accounts.

1. From the Main Menu of Energy Force, navigate to *Supervisor / Process / Utility Menu*.
2. Select **Safety Date Update**.
3. Enter the *Division* (or leave *0* for all).



4. Enter the *Location* (or leave *0* for all).
5. Select the **Search** icon and choose the *Tank Type* or leave blank for all.
6. Enter the *Update Date Safety Information Sent with:* (the date safety information was mailed) and select **Process**.
    - The date must be within the last 30 days.
    - If date has exceeded 30 days, contact SSI, Inc. for support.
7. Select **Cancel** when finished. This will update the *Customer Maintenance* screen with the date entered.


Div
Customer Number
Alternate ID #
Name
Address
Phone
1 100007 ADAMS,ANSEL 123 PRODUCTION DRIVE (317) 999-4444
1 100006 ALLISON,JENNY 8855 SHOWME DRIVE (800) 783-6560
1 10088 BILLINGSLY,PETER 123 SOUTHPORT ROAD (317) 555-1212
1 100005 BROCK,MICHAEL 123 ANYWHERE ST (317) 555-1212
1 10096 DEAN,TYSON 123 AIR PLACE (345) 678-9012
2 444 DO,SHANNON 88 FREEWAY LANE (317) 555-1212
Include Inactive Customers
3
Accounts Receivable
Address & Information
Budget Information
Landlord Tank Rent
Credit Limit
$0.00
Status
Active
Date
00/00/00
Current Balance
$0.00
30 Day Balance
$0.00
60 Day Balance
$0.00
90 Day Balance
$18,537.29
Total Balance
$18,537.29
Inactive Reason Code
0
Turned Over To Collection
No
Number Of Tanks
6
Total Balance all Accts
$18,537.29
Sales YTD All Tanks
$4,911.04
Gallons Used YTD All Tanks
4,971.30
Safety Info Received Date
07/01/25
Call In History
Alt Cust Credits
Last Payment Date
03/23/18
Pay
Last Payment Amount
$700.00
Last Statement Balance
$10,488.64
Last Statement Date
07/31/18
Bill To
100007
COD
Tank Info
Safety Form
Appliances
Contract Gas
History Inquiry
Purged Inquiry
Tank Readings
Efficiency
Payment Arrangement
Tickler Information
Meter/RTM Information
Payment Methods
Print Label
Work Orders
Energy Image
Automatic Payment Type
Tax Exemptions
User Defined
Tank Address
Tank Prices
Service Orders
Proposals
Invoices
Service Locations
Import Customers