Agvance Contract Import Setup

Prior to utilizing the import program, Price Maintenance, Agvance Contract Price Codes, and Bill Type XRef maintenance tables will need to be created. Once created, standard upkeep of the tables will need to take place as new Price Codes or Bill Types are integrated.

Energy Force Price Code Maintenance

A Price Code will need to be entered in the Price Maintenance program in Energy Force. Typically, the Price Code will reflect a standard Price Code of *900 - CONTRACT PRICE.*


1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Price* .

2. Select **Edit/Create** and then **Continue**.

3. Select in the *Division* column and press **F4** to insert a new entry line.

4. Enter Division *1* in the *Division* column.

5. Enter a *Price Code* such as 900.

6. Enter the *Price Description* in the *Description* column such as Propane Contract Price or Contract Price.

7. Leave all other items (*Price Type*, *Rack Code*, *Tiers*) blank and select **Save.**

8. Press **ESC** while on the *Price Maintenance* screen and return to the main menu.

Agvance Contract Price Codes

Add the newly created Price Code from Price Maintenance to the Agvance Contract Price Code table.
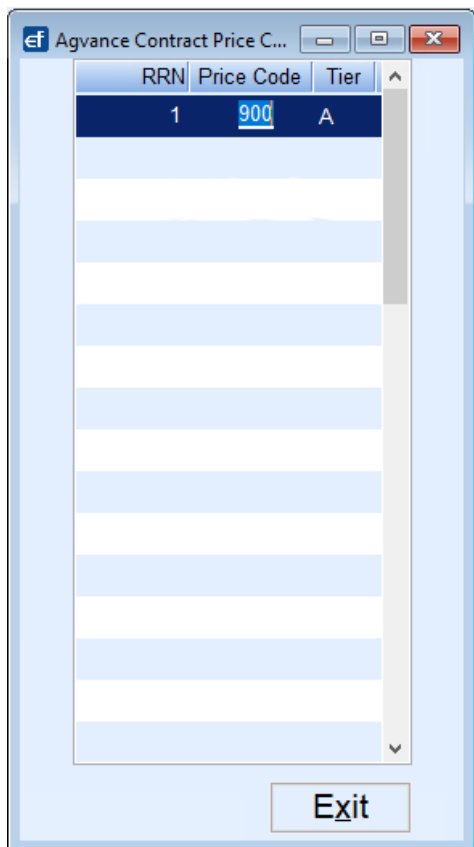
1. Navigate to *Main Menu / Posting Menu / Contract Import / Agvance Contract Price Codes*.
2. Select **Ctrl+C** to add (create) the Price Code.
3. The *RRN* field will automatically populate. Enter the *Price Code*.
4. Enter *A* as the default for *Tier*.
5. Press **Ctrl+Q** to commit the Price Code to Energy Force.

Bill Type XRef

Energy Force differentiates contracts by Bill Types. Examples include Pre-Buy, Max Price, Fixed Price, etc.

Insert the Energy Force Bill-To ID in the *Control #* field of the *Add Booking* screen in Agvance. This code will automatically import and apply to the contract.

	Regular	PrePay	UAC	Credit Limit
Customer ID CowBo ?				
Customer Name Bob Cowgill	0.00	13505.09	0.00	15000
Field ID ?				
<Comments>				

Book Date 06/24/2025
Start Date 06/24/2025
Expiration Date 06/24/2025
Price By Products
Price Default Same
Terms (None)

☐ Generic Prepay

Price Level   Prepay Amount

<Product Name>	Quantity	Inv	Levl	P	Dwn	<Unit $>	Bill U	Total $	S#	<%>	Your Share	<Amt Paid>

Planned Booking Payment Method

Analysis

Apply Rollups   Contract Format:

Total Booked   0.00
Amount Paid   0.00

Extra Charges   <Salesperson ID>   ☐ Contract Signed

Additional Comments:

Control # [   ]   ☐ Assign Seller Signature

Print Method
1. No Roll up

Cancel   <Back   Next>   Save