Import Contract Files

Contracts generated in the Agvance Accounting system can be exported to Energy Force system folders on a daily basis if new contracts have been entered.

The contracts can then be imported into Energy Force to eliminate the need for double-entry into two systems. Energy Force Contract Imports allow for one (1) pricing code to be applied to all contracts with varying prices per contract, eliminating the need for numerous price codes.

Contract files can be imported anytime throughout the day depending on when files are exported from Agvance.

1. Navigate to *Main Menu / Posting Menu / Contract Import / Contract Import*.
2. A list of pending contract files will display.
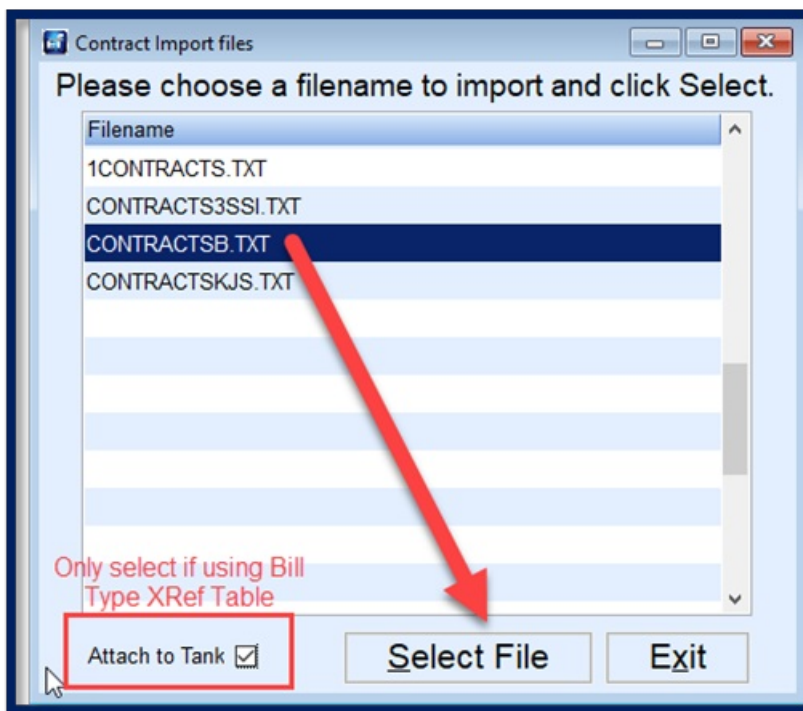
3. Select the contract file.
4. Choose *Attach to Tank* to have Energy Force attach tanks based on the Bill Type X-Ref program.
   1. Select *Attach to Tank* if using the X-Ref table.
   2. Do not select *Attach to Tank* if using the Bill Type code and Product Codes located in the import file.
5. Choose **Select File.**
6. The contracts will import into Energy Force and produce an Import Log.

7. Correct the errors as necessary and attach tanks to contracts if not utilizing the Contract XRef Table.

- Common errors include:
  - Department IDs not found
  - Missing customer account
  - Invalid Date Ranges
  - Tank RRN invalid

8. For contracts needing a tank attached:
   1. Navigate to *Main Menu / Customer Menu / Customer Maintenance.*
   2. Select **Contract Info.**
   3. Choose **Attach Tanks to Contract** and select tanks that apply.
   4. Choose **Save**.

Note: If manually attaching tanks to contracts, it is suggested to periodically process Contract Report #4 (Contracts Not Tied to Meter/Tank) located at *Main Menu / Reports / Contracts* to make certain all contracts have a tank applied. If a tank is not attached to a contract, drivers will not be able to choose the contract at the time of delivery.

Contracts Not Tied to Meter or Tank

Division: 1 ▓▓▓▓▓▓▓▓ to 9999
Contract Date From: 09/01/20   to 05/31/22
Customer Types: All
Delivery Types: All
Bill Types: All

Division	Customer No.	Name	Bill Type
1	2475		CONDO CONTRACT
1	564100		CONDO CONTRACT
1	3289375		PREPAID FUEL

Overall, when contracts have imported, make sure they have come through successfully and without error.