Import Contract Files

Last Modified on 06/20/2025 11:16 am EDT

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.

Contract Import files							
Please choose a	filename to import and click Select.						
Filename	<u>^</u>						
1CONTRACTS.TXT							
CONTRACTS3SSI.TX	г						
CONTRACTSB.TXT	CONTRACTSB.TXT						
CONTRACTSKJS.TXT							
Attach to Tank 🗹	Select File Exit						

- 3. Select the contract file.
- 4. Choose *Attach to Tank* to have Energy Force attach tanks based on the tank type associated to the product contracted.
- 5. Choose Select File.
- 6. The contracts will import into Energy Force and produce an Import Log.

CONTRA	CT IMPORT	LOG						
4/5/202	1 14:14:47	7						
Row#	Custome	Customer Name	Contrac#	Error Message				
	4156025	John Doe	10016	6 Department# 850 not found.				
	1 4156025	John Doe	10016	Tank record not found for Division 1 Customer# 4156025 Tank Type		Type .		
	4156025	John Doe	10016	Invalid Contract date range.				
	1 2475	Jane Doe	13200014	Contract Imported.				

- 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					
Cus	Customer Types: All							
D	Delivery Types: All							
	Bill Types:	All						
Divisior	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.