

# Product Level Contracts

Last Modified on 05/06/2026 1:00 pm EDT

Product Level Contracts enable upcharges on deliveries when premium products are supplied under base product contracts. This practice is especially common in winter when fuel with cold weather additives is delivered.

## Rules

- Upcharge fees only apply to deliveries billed through EnergyTrack.
- Deliveries made against a contract will deplete the contract, regardless of the product delivered.
- Premium products must be configured in the *Contract Product XRef* for upcharge values to be applied.
- The upcharge Price Per Gallon is determined by subtracting the base price from the premium price established in the *Contract Product XRef* tables.
- For Manual Sales Posting, an additional line item must be added to apply the fee.

## Initial Setup

### System Settings

Product Level Contract system setting must be set to Y for Yes. Once the setting is changed to Y, close and reopen Energy Force to display the *Product* field in the *Contract* screen. Energy Force Support can assist with this process.

Category	Setting Name	Actual Value
Contracts	ProductLevelContract	Y

### Apply Department to Contracts

A one-time utility must be processed to apply the defaulted Contracted Product to all existing contracts. This utility reviews the first tank linked to each contract and assigns its default product to the **Contracted Product** field. After the utility has ran, users will be responsible for manually selecting the Contracted Product for any new contracts that are created. Energy Force Support can assist with this process.

**Note:** Imported contracts from Agvance will auto apply the Product upon import.

Contract #	Start Date	End Date	Payments Made	Customer #	Bill Type	Price Code/Tier	CONTRACT PRICE
1402737	03/01/23	11/30/23	\$0.00		1	PREPAID FUEL	
1402738	03/01/23	11/30/23	\$0.00			999	A 3.1600
1402740	03/01/23	11/30/23	\$0.00				
1401522	03/01/22	11/30/22	\$0.00				
1401523	03/01/22	11/30/22	\$0.00				
1400777	02/28/22	11/30/22	\$0.00				

  

Delivered Product	130	RUBY - BULK
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### Department Maintenance Table Setup

Departments need to be established for each upcharge fee at *Supervisor Menu / Maintenance Menu / Maintenance Tables / Department*.

Div	Dept	Description	Department Type	Sale	Fed Tax	Other	Tank Type	Gas Dept	General Ledger
1	2	903 #1 RM PRICE DIFFERENCE	Sale	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
1		904 #1 RUBY PRICE DIFFERENCE	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
83		903 #1 RM PRICE DIFFERENCE	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
83		904 #1 RUBY PRICE DIFFERENCE	Sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

  

Interface Billing Code	0
Posting Transaction Code	13
Allow Discounts	
Inactive Departments	False
Global Department	<input checked="" type="checkbox"/>

1. Enter the *Div* number. Departments need to be set up in Division 1 and any other applicable Divisions/Locations.
2. Enter the *Dept* number.
3. Enter a *Description* for the upcharge fee.
4. The *Department Type* should be set to *Sale*.
5. The *Posting Transaction Code* should be set to 13.
6. The *Global Department* option needs to be checked.

**Note:** If interfacing with Agvance, Agris, or another accounting system, update the cross reference tables to include the new department codes.

## Contract Product XRef Setup

The Contract Product XRef table must be configured for upcharge scenarios at *Main Menu / Supervisor Menu / Maintenance Menu* and select **Contract Product XRef**.

Maintenance Menu

Automated Tasks	Energy Track Menu
Browse Menu	Maintenance Tables
Division Maintenance	Optimizer Maintenance
Differential Pricing	SDD Maintenance
Email Client Maintenance	Contract Product XRef

When setting up this table, indicate the standard Price Code for the *Contracted Product* and the Price Code for the premium *Delivered Product*. EnergyTrack will determine the price difference at the time of delivery and bill against the *Upcharge Posting Department*.

**Note:** Standard contract pricing will apply to products that are not listed in this table.

Delivered Product	Delivered Price Code	Delivered Price Tier	Contracted Product	Upcharge From Product	Upcharge From Price Code	Upcharge From Price Tier	Upcharge Posting Department
111 #1 ROADMASTER - BULK	111 #1 ROADMASTER - BULK	A	110 ROADMASTER - BULK	110 ROADMASTER - BULK	110 ROADMASTER - BULK	A	903 #1 RM PRICE DIFFERENCE

1. Double click in the *Delivered Product* column and select the product to be delivered. This is considered the premium product.
2. Double click in the *Delivered Price Code* column and select the price associated with the premium product to be delivered.
3. The *Delivered Price Tier* will default to A or choose another tier if applicable from the drop-down.
4. Double click in the *Contracted Product* column and select the default product.
5. Double click in the *Upcharge from Product* column and select the default product.
6. Double click in the *Upcharge from Price Code* column and choose the price associated with the default product.
7. The *Upcharge From Price Tier* will default to A or choose another tier if applicable from the drop-down.
8. Double click in the *Upcharge Posting Department* and select the department to be used when an upcharge price difference applies.

**Example:**

- The contract is for Ruby (Department 130) and 250 gallons of #1 Ruby (Department 131) is delivered.
- The price for Ruby (Price Code 130 A) is \$3.10 and the Price Code for #1 Ruby (Price Code 131 A) is \$3.45.
- Upcharge Calculation: \$3.45 - \$3.10 = \$0.35 per gallon
- When the delivery is made in EnergyTrack, an additional line will be added to Department 904 for a quantity of 250 gallons at \$0.35 each, totaling of \$87.50.

Customer# 13041 Invoice #: 102220  
 Date: 03/12/2025  
 Time 13:11

Delivery Address: **\*\*\* ORIGINAL \*\*\***

Quantity	Description	Unit Price	Amount
250.0 G	DYE DSL #1	\$2.9990	\$749.75
	Sale # 47498/DY#2-24/TTRK/I		
	DYED DIESEL EXCISE TAX	\$0.0400	\$10.00
	End %: 99.00		
	Contract # 1012 / BOOKING F		
250.00	#1 DYED FUEL UPCHARGE	\$0.3500	\$87.50
	Sale # 0/DY#2-24/TTRK/DY#2		
	Invoice Sub		\$837.25
	Tax		\$10.00
<b>Net Due</b>			<b>\$847.25</b>

**Energy Track Deliveries**

1. The driver will deliver gallons and select the contract as usual.
2. On the *Invoice* screen, press **Choose** to select the premium *Product*. The contract price will remain intact.

Customer# 13041

Additional Info

Split Bill?

Special Instructions

Contract# 1012

Serial# DY#2-24/7TRK

Tank Name DY#2-24/7TRK

Tank Size 2000.00

Product 205120 **DYE**

Choose

Gals/Qty 250.00

PO#

Price Line Amount

Select\_Department\_RET

Product#	Product Name
205100	DYE DSL #1
205105	DYE DSL #1 HOME MASTER
205120	DYE DSL #2
205125	DYE DSL #2 HOME MASTER
205200	DYE DSL #1 FM
205201	DYE DSL NO TAX #1 FM

3. The driver will finalize the ticket as usual. When the ticket is printed, the contract delivery with the upcharge fee is included.

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250.00	#1 DYED FUEL UPCHARGE	\$0.3500	\$87.50
	Sale # 0/DY#2-24/7TRK/DY#2		
	Invoice Sub		\$837.25
	Tax		\$10.00

Net Due **\$847.25**