

Print Contract Forms

Last Modified on 03/19/2025 9:40 am EDT

Energy Force has the ability to print Contract Forms from the *Contract* screen at *Main Menu / Customer Maintenance* and select the Customer. These contracts print only 1 at a time and are written to the *Reports* folder. If there is a need to re-print a Contract, do so under the individual customer(s).

The Contract Forms must be a Microsoft Word RTF document. For each different type of Contract offering, create a Contract Template and insert the Energy Force fields into the templates. These are stored in the Templates folder at *CTLS93 / DD85 / Templates*. (See step 2)




1. Under Security for the super user, a supervisor needs the *CONTRPRINT* security rights option which adds the below two tables to display at *Supervisor Menu / Maintenance Menu / Browse Menu*.

Contract Print Types
Contr Print Type Flds

Create the Contract Templates (forms)

2. After assigning the user right, return to the *Browse Menu*, the **Contr Print Type Flds** need to be inserted in each different contract offering or template the company offers at *CTLS93 / DD85 / Templates*.

Examples:

<input type="checkbox"/> Name ^	Date modified	Type	Size
 contracttest.rtf	09/19/2024 12:40 PM	Rich Text Format	50 KB
 FIXEDLP.RTF	05/02/2024 11:39 AM	Rich Text Format	63 KB
 LPFIXED.RTF	07/09/2020 11:20 AM	Rich Text Format	62 KB

Below is a screen shot of a sample Contract Form and how the fields should appear in the templates:

Contract <!\$CONTRACT#>

YOUR COMPANY NAME
PROPANE SALES CONTRACT
[___ HOME HEATING Propane; ___ AG Propane; ___ COM Propane; ___ Corn Drying Propane]

1. **Purchase and Sale.** ("Seller") **YOUR COMPANY NAME** has agreed to sell and deliver, and ><!\$MG_CUSTNAME ("Customer") has agreed to purchase and receive, the product(s) identified below ("Product") in the quantity and at the terms and priced specified below during the period <!\$START> through <!\$END> (the "Delivery Period").

QUANTITY
<!\$GLNS CONTRACTED> GALLONS PROPANE

CONTRACT TERMS
<!\$UNIT PRICE> COST PER GALLON (BOBTAIL DEL.); _____ COST PER GALLON (TRANSPORT DEL.)

OTHER PAYMENT TERMS:

To create the Contract Template, open a Word document and type as shown above, leaving spaces for the fields the Contract will fill in. Save as an .rtf file in the Templates folder. Open the Contract Template and navigate to *Browse Menu / Contr Print Type Flds* table. This is a standard table and contains all the fields on the *Contract Gas* screen in Energy Force.

Contr Print Type Flds		
Table field name	File field name	
BILLING TYPE CODE.CONTRACT PRINT TYPE	PRINTTYPE	<u>Copy File field name</u>
BILLING TYPE CODE.DESCRPTION	BILLTYPEDESC	<u>Copy File field name</u>
CONTRACT GAS.BILL TYPE	BILLTYPECODE	<u>Copy File field name</u>
CONTRACT GAS.COMMENT	COMMENT	<u>Copy File field name</u>
CONTRACT GAS.CONTRACT DATE	START	<u>Copy File field name</u>
CONTRACT GAS.CONTRACT GAS PRICE	UNITPRICE	<u>Copy File field name</u>
CONTRACT GAS.CONTRACT NUMBER	CONTRACT#	<u>Copy File field name</u>
CONTRACT GAS.CUSTOMER NUMBER	CUST#	<u>Copy File field name</u>
CONTRACT GAS.DIVISION NUMBER	DIVISION#	<u>Copy File field name</u>
CONTRACT GAS.ENDING CONTRACT DATE	END	<u>Copy File field name</u>
CONTRACT GAS.GALLONS DELIVERED	GLNSDELIVERED	<u>Copy File field name</u>
CONTRACT GAS.GALLONS TO BE DELIVERED	GLNS2BDELIV	<u>Copy File field name</u>
CONTRACT GAS.NAME	CUSTNAME	<u>Copy File field name</u>
CONTRACT GAS.PAYMENTS RECEIVED	PAYMENTSRECV	<u>Copy File field name</u>
CONTRACT GAS.PRICE CODE	PRICECODE	<u>Copy File field name</u>
CONTRACT GAS.PRIOR YEAR DOLLARS	PYDOLLARS	<u>Copy File field name</u>
CONTRACT GAS.PRIOR YEAR GALLONS	PYGALLONS	<u>Copy File field name</u>
CONTRACT GAS.PRIOR YEAR PRICE	PYPRICE	<u>Copy File field name</u>
CONTRACT GAS.PRIOR YEAR SALES TAX	PYSALES_TAX	<u>Copy File field name</u>
CONTRACT GAS.SALES TAX CONTRACTED	TAXCONTRACTED	<u>Copy File field name</u>

Find the field in this table and left click on the **Copy File field name**. Navigate to the area in the contract rtf form and paste by performing a right click and then paste. Adjust the form spacing to allow enough room for contract detail to fully print on the form. Use any of the fields in this table.

Note: Don't forget to save this document as an .rtf file type after the copy and paste routine. Re-open to modify the form if needed.

- Once the form(s) are complete, navigate to the **Contract Print Types** table and assign a *Contract Print Type* number to the templates. The *Contract Print Type* field is numeric only and can be any 3 digit number.

Contract Print Type	Description	Filename
101	PROPANE BUDGET AUTO RENEW	LPBUDGET.RTF
102	PROPANE FIXED PRICE	LPFIXED.RTF
103	PROPANE MAX PRICE	LPMAX.RTF
200	RF COMMERCIAL FIXED	RFCOMMFIX.RTF
201	REFINED FUEL BUDGET	RFBUDGET.RTF
202	REFINED FUEL FIXED	RFFIXED.RTF
203	REFINED FUEL MAX PRICE	RFMAX.RTF

- Assign the *Contract Print Type* number to the *Contract Bill Types* at *Supervisor Menu / Maintenance Menu / Billing Types*.

Billing Type Maintenance

Division	Billing Type	Description	Contract Type	Expires on Ending Date?	Energy Assistance Tax Exempt?	Contr Print Type	Description
1	1	LP BUDGET	Gallons	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	101	PROPANE BUDGET AUTO RENEW
1	2	LP HEAT 100% PP	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	102	PROPANE FIXED PRICE
1	5	LP TRANSPORT	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	102	PROPANE FIXED PRICE
1	10	LP AG 100% PP	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	102	PROPANE FIXED PRICE
1	15	LP NO \$ DOWN	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	102	PROPANE FIXED PRICE
1	23	DIESEL 100% PP	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	202	REFINED FUEL FIXED
1	24	GAS 100% PP	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	202	REFINED FUEL FIXED
1	25	DIESEL NO \$ DOWN	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	202	REFINED FUEL FIXED
1	26	GAS NO \$ DOWN	Gallons	<input checked="" type="checkbox"/>	<input type="checkbox"/>	202	REFINED FUEL FIXED
1	91	ENERGY ASSISTANCE	Dollars	<input type="checkbox"/>	<input type="checkbox"/>	102	PROPANE FIXED PRICE