Print Contract Forms

Last Modified on 07/10/2025 11:20 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)

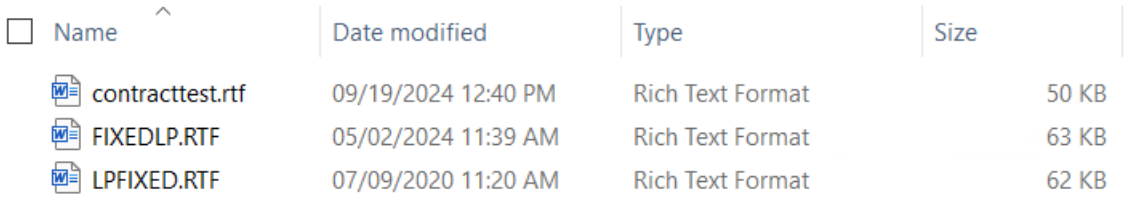
1. Under Security for the super user, a supervisor needs the *CONTRPRINT* security rights option which adds the below two tables to display at *Supervisor Menu / Maintenance Menu / Browse Menu*.



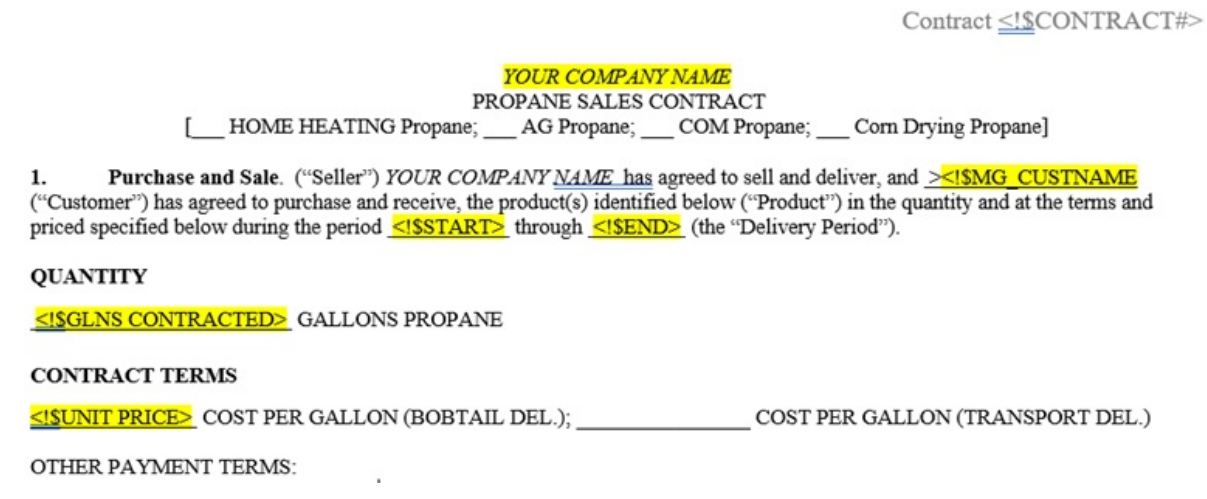
Create the Contract Templates (forms)

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:



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.



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

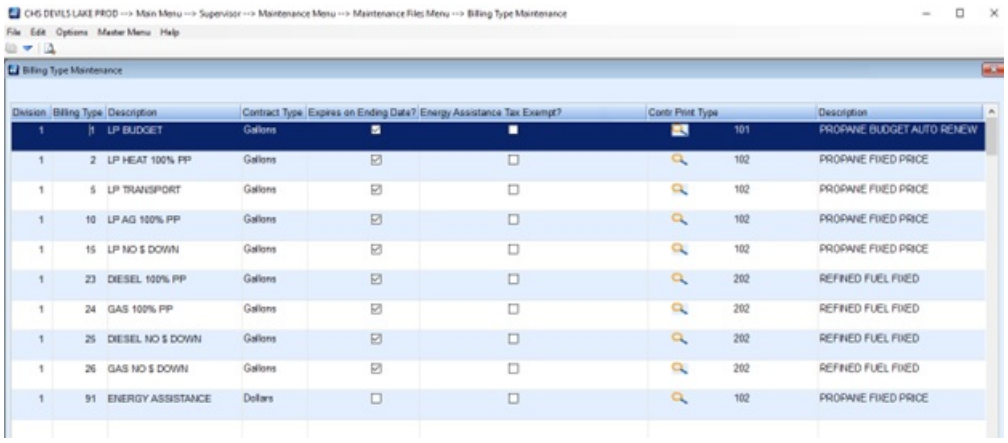
Find the field in this table and left click on the **Copy File field name**. Navigate to the area in the contract rtf form and paste by performing a right click and then paste. Adjust the form spacing to allow enough room for contract detail to fully print on the form. Use any of the fields in this table.

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.

3. 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

4. Assign the *Contract Print Type* number to the *Contract Bill Types* at *Supervisor Menu / Maintenance Menu / Maintenance Tables / Billing Types*. Select the search under *Contr Print Type* and the Description will automatically fill in with the type selected. **Save** when finished.


CHS DEVILS LAKE PROD --> Main Menu --> Supervisor --> Maintenance Menu --> Maintenance Files Menu --> Billing Type Maintenance
File Edit Options Master Menu Help
Billing Type Maintenance
Division Billing Type Description Contract Type Expires on Ending Data? Energy Assistance Tax Exempt? Contr Print Type Description
1 1 LP BUDGET Gallons 101 PROPANE BUDGET AUTO RENEW
1 2 LP HEAT 100% PP Gallons 102 PROPANE FIXED PRICE
1 5 LP TRANSPORT Gallons 102 PROPANE FIXED PRICE
1 10 LP AG 100% PP Gallons 102 PROPANE FIXED PRICE
1 15 LP NO $ DOWN Gallons 102 PROPANE FIXED PRICE
1 23 DIESEL 100% PP Gallons 202 REFINED FUEL FIXED
1 24 GAS 100% PP Gallons 202 REFINED FUEL FIXED
1 25 DIESEL NO $ DOWN Gallons 202 REFINED FUEL FIXED
1 26 GAS NO $ DOWN Gallons 202 REFINED FUEL FIXED
1 91 ENERGY ASSISTANCE Dollars 102 PROPANE FIXED PRICE