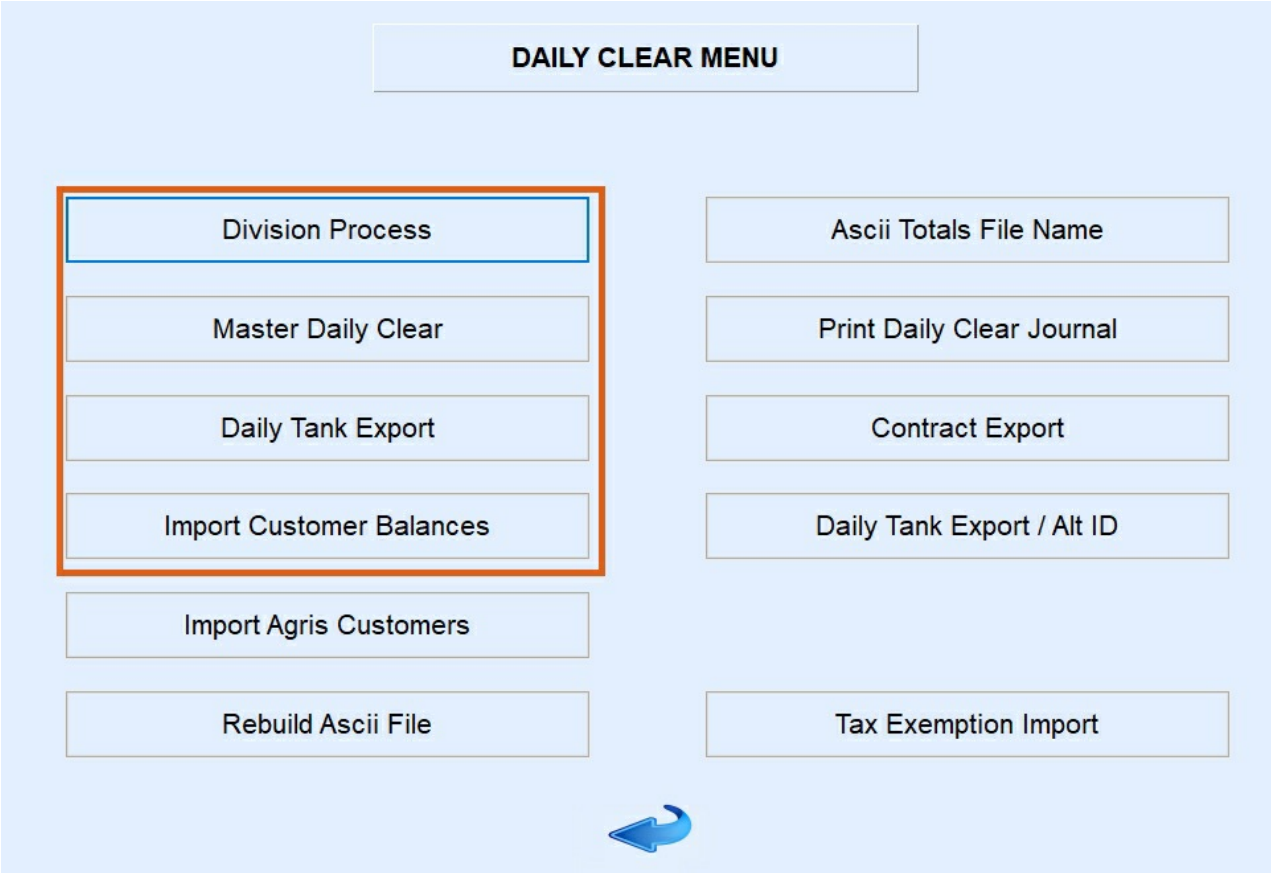


Energy Force and Agvance Daily Clear Processes

Last Modified on 12/30/2024 3:18 pm CST

The *Daily Clear Menu* contains modules necessary to transfer sales and tank files to Agvance Energy. Each time Daily Clear processes are performed, files are exported to the *CTLS93\DD85\Interface* folder located on the server.



Once files are exported to the *Interface* folder, they are ready to be imported into Agvance Energy. Below is an example of the files that are exported during this process.

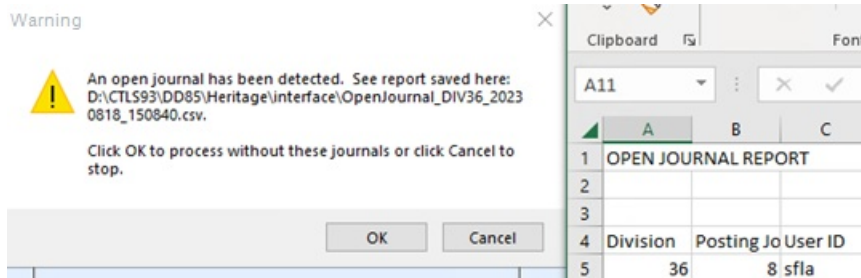
This PC > EnergyForceProgramFiles (D:) > CTLS93 > DD85 > interface

Name	Date modified	Type	Size
PM02024040937614.DAT	04/09/2024 10:26 ...	DAT File	5 KB
MCSMPM02024040937614	04/09/2024 10:28 ...	Microsoft Excel C...	1 KB
InventoryTransfer20240409103137	04/09/2024 10:31 ...	Text Document	0 KB
SplitExp20240409103229	04/09/2024 10:32 ...	Text Document	2 KB
SplitExp20240409103342	04/09/2024 10:33 ...	Text Document	2 KB
TankExp20240409103229	04/09/2024 10:32 ...	Text Document	1 KB
TankExp20240409103342	04/09/2024 10:33 ...	Text Document	1 KB

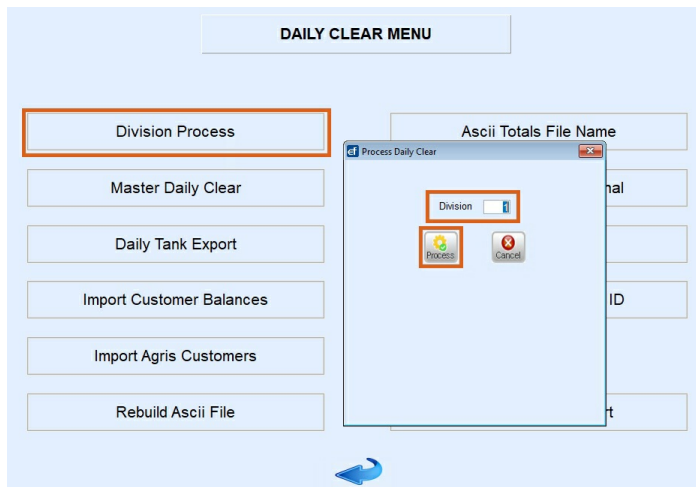
1. Division Process

The Division process stores Sales Journals in a temporary holding file until the Master Daily Clear program is

processed. It is important to verify Energy Force users are not actively utilizing the *Posting Menu* modules (Sales, Payments, Voids) during this time. If the system detects an open Sales Journal during the Division process, an error message will display to indicate the journal number and User ID. Advise exiting or select **OK** to proceed without the journal.

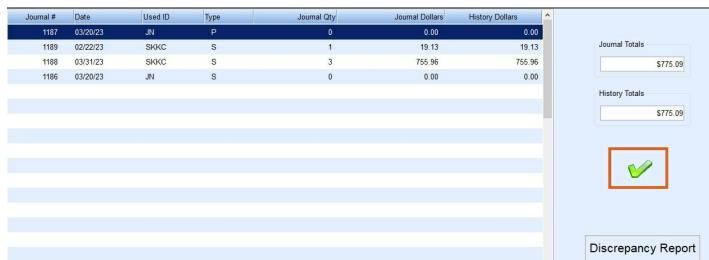


1. From the main menu, select **Posting Menu**.
2. Choose **Daily Clear Menu**.
3. Select **Division Process**. Enter the posting *Division* to process and press **Tab**. Select **Process**.



4. Verify the information appears accurately (no duplicates, no out of balance issues indicated by a *Warning* message) and Journal Dollars vs. History Dollars are in balance.
 - o If an error is present, run the Discrepancy report and contact Support for assistance.

5. Select the green **Checkmark**.



6. Enter the next posting *Division* to be processed (if applicable) and press **Tab**. Repeat Steps 3 & 4 until all Divisions have been processed.



7. Select **Cancel** when finished.

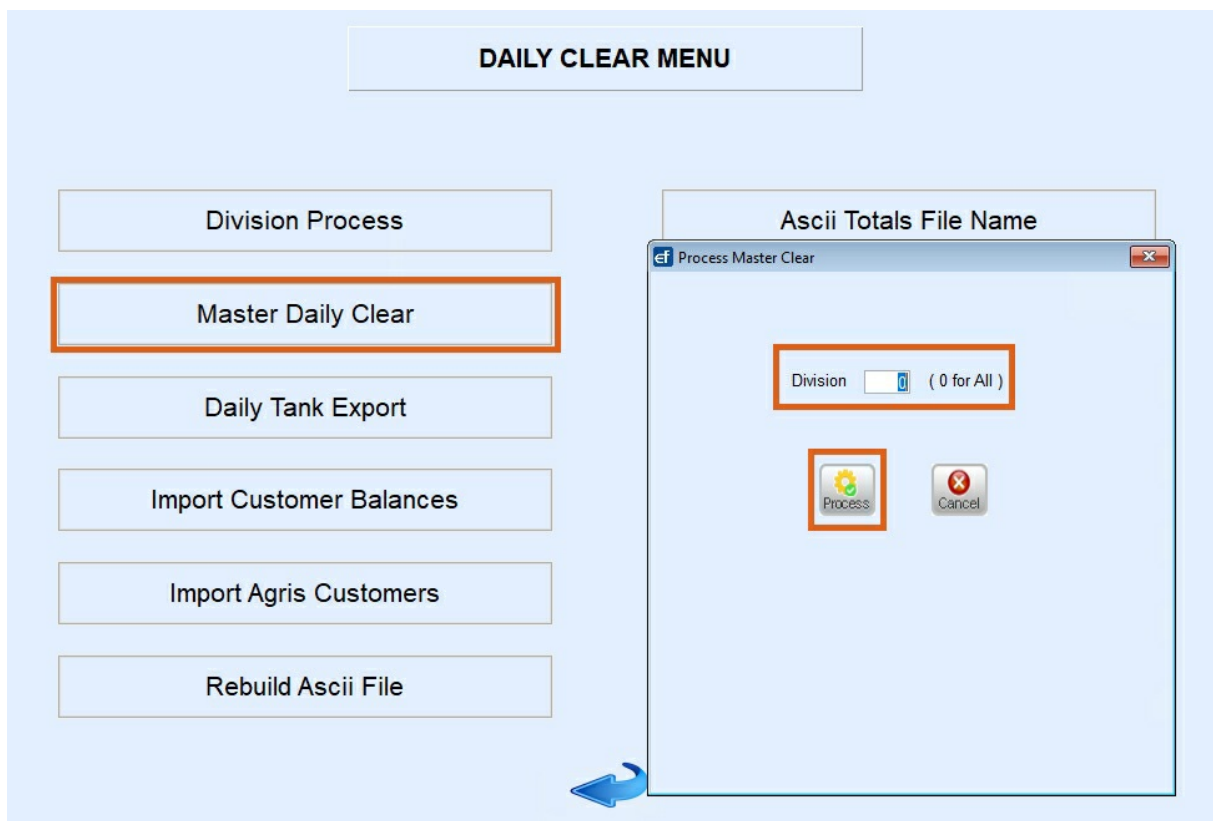
To continue select the **2. Master Clear** tab above.

2. Master Clear

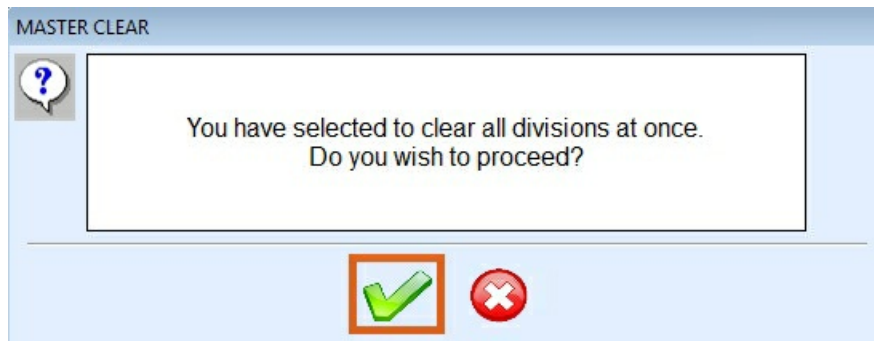
The Master Clear process references the Sales Journals in the temporary holding file from Step 1 and generates one complete sales file. This sales file is referred to as a PM.DAT file.

Use the following directions to complete the Daily Clear Process:

1. Select **Master Daily Clear**.



- The screen will display to process with *Division* as 0 for all. This value can be modified to process one posting Division at a time if desired.
 - Entering one Division at a time will result in multiple daily clear files to import into Agvance Energy.
 - If 0 for All is chosen, select the **green check** to clear All Divisions at once.



- Verify *Journal* and *History Totals* are in balance and select **Process Master Clear**. If an error message is present, contact Support for assistance.

Division	Journal #	Date	User ID	Type	Journal Qty	Journal Dollars
1	1187	03/20/23	JN	P	0	0.00
1	1189	02/22/23	SKKC	S	1	19.13
1	1188	03/31/23	SKKC	S	3	755.96
1	1186	03/20/23	JN	S	0	0.00

Journal Totals
\$775.09

History Totals
\$775.09

Process Master Clear


4. The *Process Date* will auto-populate. Leave the file type as *DAT* and select **Process**.

Process Date

File Type

1 DAT

2 Excel





5. The *Master Clear Report* option will display. Select to send the report to *Excel* or *Video* and choose **Print**.

- Selecting *Excel* gives the ability to refer to this report, stored in the Daily Clear Interface folder.
- *Video* does not give the ability to view the report once it has been closed.

Master Clear Report

Excel

Video

6. Choose the appropriate printer and select **Print**.

7. The system will process and display a Daily Clear report (leave open). Minimize the report and press **Esc** on the keyboard to return to the *Daily Clear Menu*.

Division	Journal #	Date	User ID	Type	Journal Qty	Journal Dollars
	Type S					
36	2	08/17/23	SJF	S	0	0.00
36	3	08/17/23	SJF	S	0	0.00
36	4	08/17/23	S	S	0	0.00
36	5	08/17/23	F	S	1	390.17
						390.17
History Totals				390.17	Journal Totals	390.17

To continue select the 3. Daily Tank Export tab above.

3. Daily Tank Export

1. Select **Daily Tank Export** directly under the **Master Daily Clear** button. This will export the Tank and Split Tank file.
2. Select **No** when prompted to only export new Tanks.

The screenshot shows the 'DAILY CLEAR MENU' with several buttons: 'Division Process', 'Master Daily Clear', 'Daily Tank Export' (highlighted), 'Import Customer Balances', 'Import Agris Customers', 'Rebuild Ascii File', 'Ascii Totals File Name', 'Print Daily Clear Journal', and 'Tax Exemption Import'. A dialog box titled 'Export All?' is displayed, asking 'Do you wish to export all tanks?' with 'Yes' and 'No' buttons. The 'No' button is highlighted with an orange border. A blue arrow points to the 'No' button.

- o Yes will export ALL tanks.
- o The program will process and close automatically

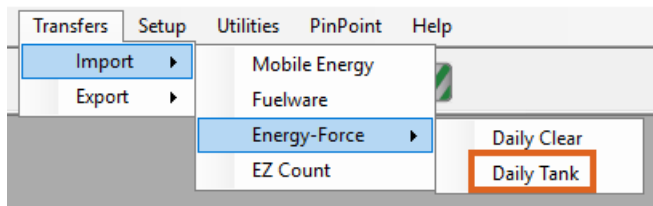
Once the Daily Clearing processes have been completed in Energy Force, Tanks and Sales will need to be imported into Agvance Energy.

To continue select the 4. **Daily Tank Import** tab above.

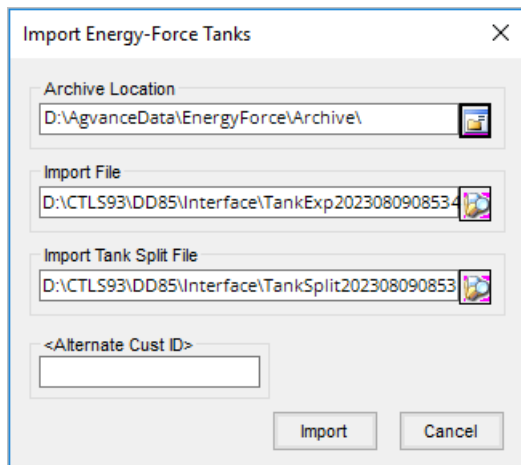
4. Daily Tank Import

Tanks and Splits should be imported prior to importing the Daily Clear Sales file. Agvance Energy must recognize that the Customer has a tank to import an Invoice against it.

1. In Agvance Energy, navigate to *Transfers / Import / Energy Force / Daily Tank*.



2. The *Import Energy-Force Tanks* window displays with import paths.



- o **Archive Location** – Once the file has been imported, Agvance will move the file from the Energy Force *Interface* folder to an *Archive* folder.
 - o **Import File** – This is the path where the current Tank file can be found (Energy Force *Interface* folder).
 - o **Import Tank Split File** – This is the path where the current Split file can be found (Energy Force *Interface* folder).
 - o **Alternate Cust ID** – If utilizing an alternate Customer ID, double-click in this field to select the appropriate code.
Note: This code is typically named *EF Alt ID* but may vary depending on Agvance Company Preferences setup.
3. Select **Import**. The program will process and a message will appear to indicate when finished.
 - o Agvance Energy will display a list of Tanks imported.
 - o If an error occurs during import, an error report will display and the file will not import until the errors

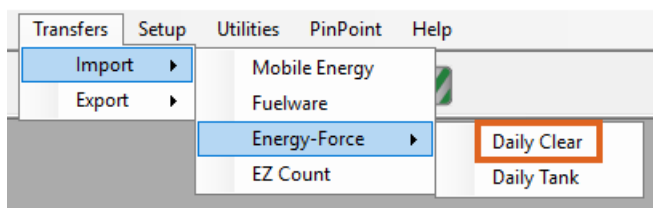
have been corrected.

To continue select the 5. **Import Daily Clear** tab above.

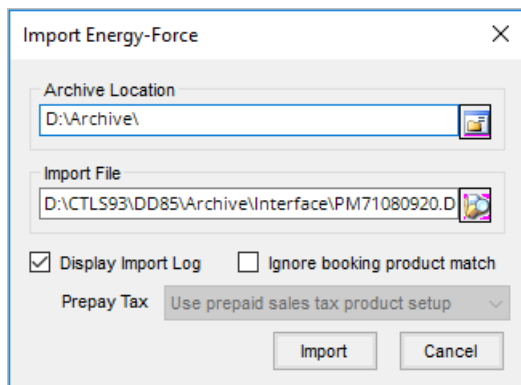
5. Import Daily Clear

Importing the Daily Clear file will process Invoices, Voids, and Payments made against the Customer account. A report will be generated to indicate the journals and sales that are imported.

1. Once tanks have been imported, and with Agvance Energy still open, go to *Transfers / Import / Energy Force / Daily Clear*.



2. Indicate the *Archive Location*. This location will auto-save after the initial setting.



3. Select the file to import. This file will be in the Energy Force *Interface* folder. The location will auto-save after entering the initial location. However, it will still be necessary to select the **Search** button and choose the correct PM file to be imported.
4. Verify *Display Import Log* and *Ignore Booking Product Match* is selected and choose **Import**.
5. The import process will begin and a message will display once completed.
6. A report will be displayed to indicate the Invoices and dollars imported. Compare this report to the Daily Clear report from Energy Force to ensure all sales imported without issue.

Energy-Force Import Log
 L:\...PM0081565.DAT
 08/21/2023 04:30:47 PM
 User: ...
 Location: 036
 Location ID: 036

Sales Journal Number: 48

Energy-Force Doc #	Agvance Document #	Agvance Document Date	Agvance Amount	Agvance Invoice Terms	Agvance Due Date	Customer ID/Name	Tank SN	Driver #	Voided YN	Budget YN
72	36014845	08/01/2023	4,541.00	R	09/25/2023		RRN 215	36		
48										
Total For Sales Journal Number: 48			4,541.00			Total Line Item Count:	2	Sales Journal Type: 5		

Sales Journal Number: 52

Energy-Force Doc #	Agvance Document #	Agvance Document Date	Agvance Amount	Agvance Invoice Terms	Agvance Due Date	Customer ID/Name	Tank SN	Driver #	Voided YN	Budget YN
36014865	36014844	08/14/2023	2,640.26	R	09/25/2023		RRN 157	36		
52	360147355	N/A	-1,526.36				N/A	36	X	
52	77	N/A	-4,389.34				N/A	36	X	
52	77	N/A	-2,074.94				N/A	36	X	
52	77	N/A	-15.00				N/A	36	X	
78	36014843	08/14/2023	326.03	R	09/25/2023		RRN282	36		
52										
Total For Sales Journal Number: 52			-5,039.37			Total Line Item Count:	7	Sales Journal Type: 5		

- o If the report is out of balance, it is more than likely Invoices have been voided in the file that was imported.
 - Void invoices are doubled in the overall report total. Take the report total and subtract/add voided values one time.

7. If Agvance Energy is unable to import the file, an error message and a rejection report will display. Correct the items, then issue and import again as necessary.

To continue select the 6. Export Customers and Contracts tab above.

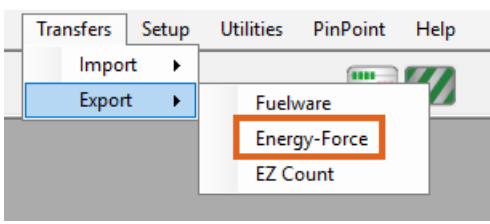
6. Export Customers and Contracts

Customers and Contracts need to be exported from Agvance and imported into Energy Force daily. The customer file provides a listing of all Customers who have been classified as an Energy Force Customer along with their A/R balances.

Customer Export

Use the following directions to complete the Customer Export process:

1. In Agvance Energy, navigate to *Transfers / Export / EnergyForce*.



2. Indicate the *Export Path*.

- For Customers, the *Export Path* will be the *Interface* folder
 - For Contracts, the *Export Path* will be in the *Contracts* folder.
3. Select the *Customers* option and make sure *Contracts* is unchecked.
 4. Enter *customers.txt* in the *Filename* field.
 5. Double-click in the *Classification* field and select the Customer Classification.
 6. Check the box for *Export ONLY custs in selected classification*.
 7. If utilizing a Customer ID other than Cust ID in Agvance, select the appropriate Alternate Cust ID Attribute. If using *Alternate Cust ID*, check *Switch IDs in File*.
 8. Select **Export**. A message will display when the file has finished exporting.
- Note:** See the Import Customer File section to import this file into Energy Force.

Contract Export

Use the following directions to complete the Export Contracts process:

If new Contracts/Bookings have been entered in Agvance, they will need to be exported to Energy Force. It is recommended to run this process at the end of each day to ensure all new Contracts will be in Energy Force for drivers the next day.

It is important to note that Contracts are only exported from Agvance ONE time. While there are methods to re-export, it is not without difficulties.

1. With the *Energy Force Export* window still open, indicate the *Export Path*. For Contracts, the *Export Path* will be in the *Contracts* folder.

The screenshot shows a dialog box titled "Export Energy-Force". It has a close button (X) in the top right corner. The "Export Path" field contains "D:\CTLS93\DD85\Contracts\". Below this, there are two columns of options. The left column has an unchecked checkbox for "Customers" and a "Filename" field containing "customers.txt". Below that is a "<Classification>" field and a checked checkbox for "Export ONLY custs in selected classification". The right column has a checked checkbox for "Contracts" and a "Filename" field containing "Contracts.txt". Below that is a "Re-Export Contract ..." button. At the bottom, there is an unchecked checkbox for "Switch IDs in File", an "<Alternate Cust ID>" field, and a "Budget Billing Type Code" field containing "6". Finally, there are "Export" and "Cancel" buttons at the bottom right.

2. Select the *Contracts* option and make sure *Customers* is unchecked).
3. Input *Contracts.txt* as the *Filename*.
4. Input the *Budget Billing Type Code* (code utilized in Energy Force). This code will automatically default after the initial input.
5. Select **Export**. The program will process and indicate when the file has been completed.

Note: See the *Import Contract File* section to import this file into Energy Force.

To continue select the 7. **Import Customers and Contracts** tab above.

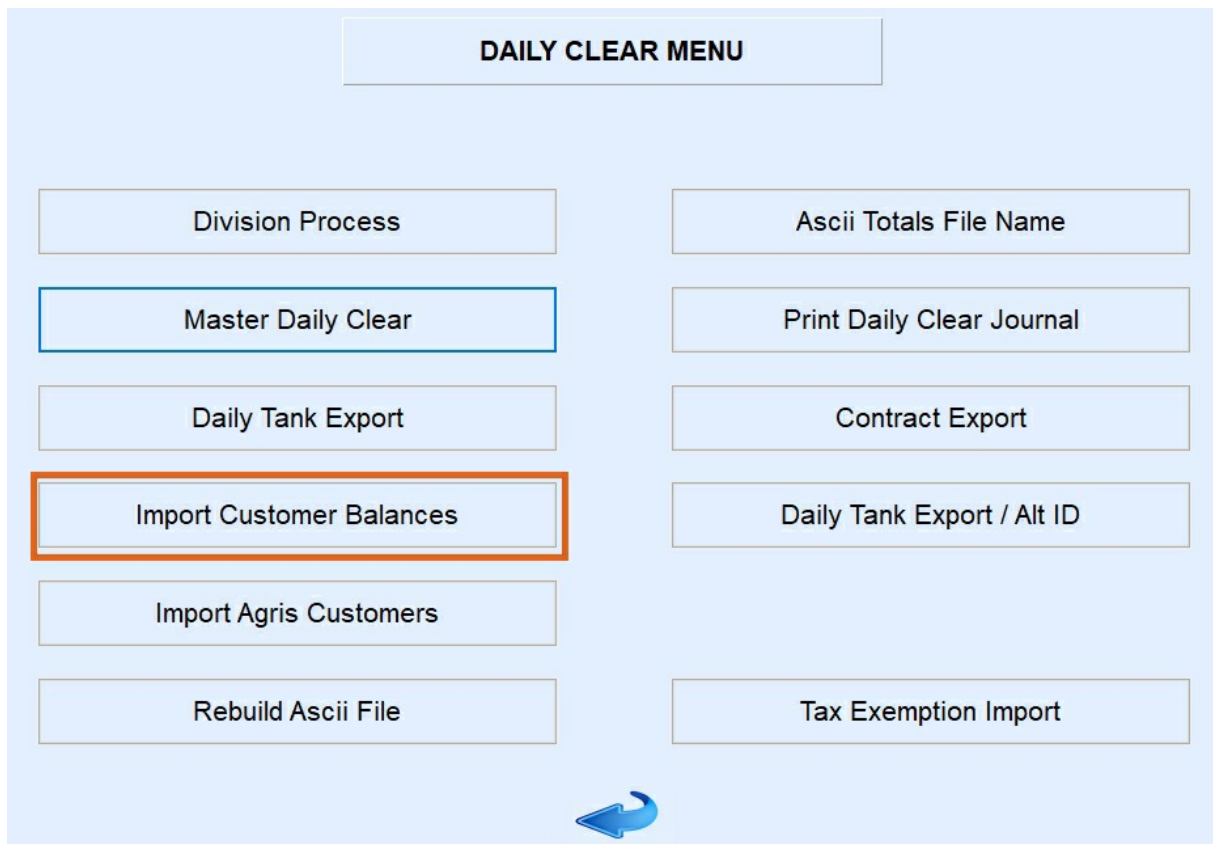
7. Import Customers and Contracts

The Customer file will automatically import into Energy Force each morning. Perform the following steps if new accounts in Agvance need imported based on an immediate need.

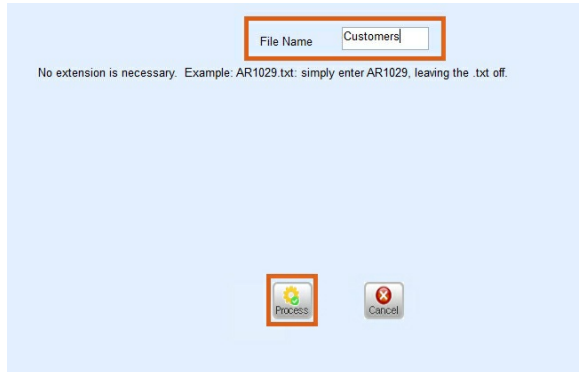
Customer Import

Use the following directions to complete the Customer Import process:

1. From the *Energy Force* main menu, select **Posting Menu**.
2. Select **Daily Clear Menu**.
3. Choose **Import Customer Balances**.



4. Enter *Customers* as the *File Name* and select **Process**.

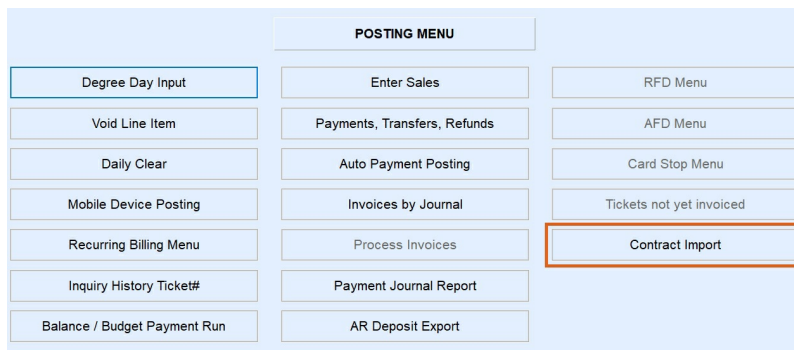


5. There will be indication that it is importing and it will return to its original display when finished. Select **Cancel** to return to the *Daily Clear Menu*.

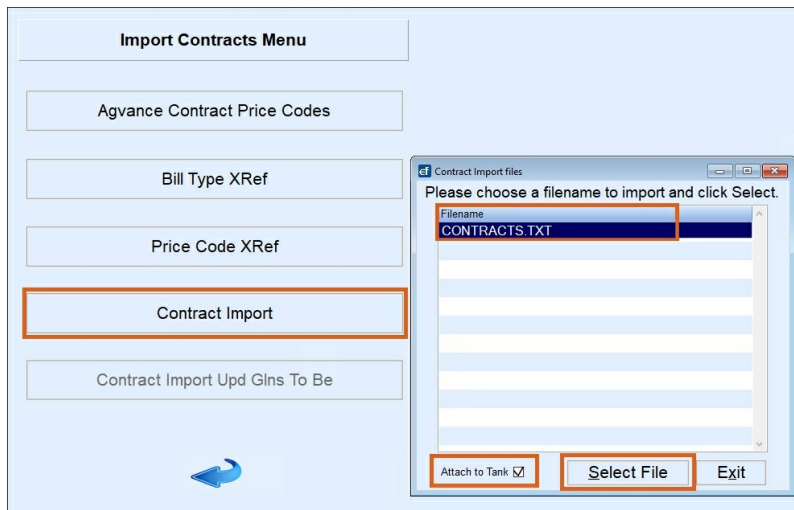
Contract Import

Use the following directions to complete the Contract Import process:

1. From the *Energy Force* main menu, select **Posting Menu**.
2. Select **Contract Import**. A new menu will be displayed.



3. Choose **Contract Import**.
4. Select the Contract file (*Contracts.txt*).



5. Check *Attach to Tank*.
6. Choose **Select File**. The program will import the Contract file.
 - A report will be displayed upon completion to indicate the Contracts that imported successfully or Contracts that were rejected based on a specific reason.
 - Rejected Contracts will have to be hand keyed into Energy Force.
 - If there is an error with the original Contract in Agvance, such as an incorrect date or missing control code, be sure to return to Agvance and fix the contract in Agvance as well.