

# Department Setup - Regulatory Fees

Last Modified on 10/10/2022 2:55 pm EDT

1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Department*.
2. Select **Edit/Create** and choose **Continue**.
3. Select **Create** or press **Ctrl+C**.
4. Enter the *Div number, Dept Code, Description, Department Type*, and *Taxes* that will apply to the Regulatory Fee.

The screenshot shows a software interface with a table of regulatory fees and a configuration panel on the right. The table has columns for Div, Dept, Description, Department, Type, Sale, Fed, Tax, Other, Tank Type, and Gas Dept. The configuration panel on the right includes fields for General Ledger (0.0000), Interface Billing Code (0), Posting Transaction Code (13), Allow Discounts (False), Inactive Departments (False), Global Department (checked), Footnotes (No), and Price Adders.

Div	Dept	Description	Department	Type	Sale	Fed	Tax	Other	Tank Type	Gas Dept
1	877	FUEL SURCHARGE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
1	1000	RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
1	1001	COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
1	1002	EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	Y
1	2000	GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Y
1	3000	DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DD	Y
1	4000	CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CD	Y
1	9999	LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	877	FUEL SURCHARE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
2	1000	RESIDENTIAL PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
2	1001	COMMERCIAL PROPANE	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	P	Y
2	1002	EXEMPT PROPANE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	P	Y
2	2000	GASOLINE	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	G	Y
2	3000	DYED DIESEL FUEL	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	DD	Y
2	4000	CLEAR DIESEL FUEL	Sale		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	CD	Y
2	9999	LABOR	Sale		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

5. Enter 13 for the *Posting Transaction Code* and select *Global Department* so the Fees will take effect on the Handhelds when the driver makes a delivery.
6. Press **Ctrl+Q** to save.
7. If other Regulatory Departments need to be entered, press **F4** and repeat Steps 4 - 6.