

Assigning Regulatory Codes

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1. Navigate to *Main Menu / Customer / Customer Maintenance Menu*.
2. Select the Customer.
3. Choose the *Tank Info* tab.
4. Select the Tank that the Regulatory Fee will apply to and press **Ctrl+M** or **Modify**.
5. Choose the **Browse** icon or press **F5** in the *Regulatory Code* area.
6. Select the appropriate code for the tank.
7. Choose **Save** or press **Ctrl+Q**.
8. Press **ESC** to return to the customer list.
9. Repeat Steps 2 - 8 for each tank needing assessed Regulatory Codes.

Note: The Regulatory Department does not have to be listed in the *Tank Product Reference* field in order for the Regulatory Code to work. Additionally, if a customer is exempt from a Regulatory Code, leave the *Regulatory Code* as 0 (zero).