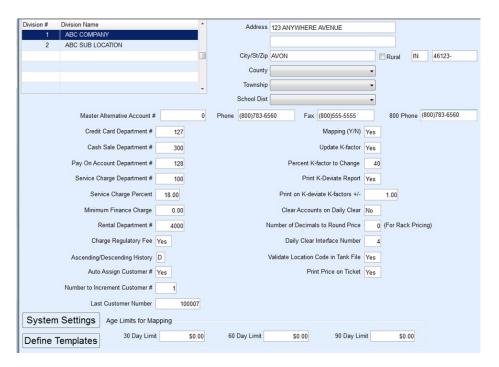
Division Setup

Last Modified on 10/10/2022 3:22 pm EDT

The system uses Divisions to separate information. Set up a different code for each Division to track. A Division is tied to a customer on the *Customer Maintenance* window. Most reports in the system print lists and totals by Division.



- 1. Go to Master Menu / Supervisor / Maintenance / Division Maintenance.
- 2. To enter a new Division, press Ctrl+C. To change a Division, press Ctrl+M.
- 3. Enter the Division # to create.
- 4. Enter the Division Name.
- 5. Fill out the Address and City/St/Zip fields for the division.
- 6. From the drop-down, select the appropriate *County*, *Township*, and/or *School District*. (*Township* and/or *School District* are not required.)
- 7. Enter the Phone, Fax, and 800 Phone numbers in the appropriate fields.
- 8. In the *Master Alternative Account #* area, enter the account number to use for daily clear purposes. This is for interface module use only.
- 9. In the Cash Sale Department #, the Cash Sale department is the department the payment amount from a cash sale (Transaction Code 11 or 12) is recorded. box, type the department number to use for posting a cash sale payment.
- 10. In the Pay On Account Department field, enter the department number to use for the default payment code.
- 11. Enter the Service Charge Department # to use for service charges.
- 12. In the *Service Charge Percent* field, enter the percentage to charge customers monthly for delinquent payments.
- 13. Enter the Minimum Finance Charge dollar amount to charge for service charges.
- 14. Enter the Rental Department # to use for tank rental billing.

- 15. In the *Charge Regulatory Fee* field, enter *Y* to allow regulatory fees on this Division or *N* to not charge regulatory fees on this Division.
- 16. In the Ascending/Descending History field, enter A to sort History Inquiry in ascending order or D to sort in descending order.
- 17. In the Auto Assign Customer # field, enter Y to automatically assign customer numbers or N to manually assign.
- 18. In the # To Increment Customer field, enter a value for customer numbers to increment by if Auto Assign Customer # is set to Y.
- 19. Enter the *Last Customer Number* assigned to a customer if *Auto Assign Customer* # is set to Y. When creating a new customer, the system will automatically assign the next number.
- 20. Enter Y in the Mapping field if using the mapping interface or N if not using the mapping interface.
- 21. In the *Update K-Factors* field, enter Y to automatically average the current delivery K-Factor with the past two deliveries or N to not allow the system to recalculate the K-Factor.
- 22. In the *Percent K-Factor Change* field, enter the percentage the K-Factor should not change over or below the current K-Factor.
- 23. Enter Y in the *Print K-Deviate Report* field to print the K-Deviate report automatically after posting sales tickets or *N* to not print the report.
- 24. In the *Print on K-deviate K-factors* +/-field, enter the number of the K-Factor increase or decrease for the K-Deviate report. The K-Deviate report prints after posting sales tickets for customers whose K-Factor changed more than the *Increase/Decrease* value.
- 25. Enter Y in the *Clear Accounts on Daily Clear* field to clear the balance on accounts when the daily clear is processed or *N* to not clear the accounts when the daily clear is processed.
- 26. Enter the number of decimal places to round the price when using the Rack Price Update in the Number of Decimals to Round Price field.
- 27. In the Daily Clear Interface Number field, enter the number for the Daily Clear interface being used (1 NISC, 2 Central, 3 V9, 4 NISC Expanded, and 999 No interface).
- 28. In *Validate Location Code in Tank File* field, enter Y to validate the Tank Location Code or *N* to not validate the Tank Location Code.
- 29. Enter Y in the *Print Price on Ticket* field to print the price on Delivery Tickets or N to not print the price on Delivery Tickets. The *Print Price on Tickets* only controls the price printing on the 4" blank tickets and the Midcom 8000 tickets. All other ticket formats only print the Price Code.
- 30. System Settings is used for setting up logos, populating number of months on scheduled deliveries, and customer information settings (SSI will set up this information for the company).
- 31. In the Age Limits for Mapping field, enter the dollar amount limit for 30 day balances to not display on the map in the 30 Day Limit field. The same can be done in the 60 Day Limit and 90 Day Limit fields.
- 32. Press CTRL+Q to save.
- 33. Close the Division Maintenance window and choose Previous Menu.