

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.

Division #	Division Name
1	ABC COMPANY
2	ABC SUB LOCATION

Address: 123 ANYWHERE AVENUE

City/St/Zip: AVON IN 46123-
County:
Township:
School Dist:
Rural:

Master Alternative Account #: 0 Phone: (800)783-6560 Fax: (800)555-5555 800 Phone: (800)783-6560

Credit Card Department #: 127 Mapping (Y/N): Yes
Cash Sale Department #: 300 Update K-factor: Yes
Pay On Account Department #: 128 Percent K-factor to Change: 40
Service Charge Department #: 100 Print K-Deviate Report: Yes
Service Charge Percent: 18.00 Print on K-deviate K-factors +/-: 1.00
Minimum Finance Charge: 0.00 Clear Accounts on Daily Clear: No
Rental Department #: 4000 Number of Decimals to Round Price: 0 (For Rack Pricing)
Charge Regulatory Fee: Yes Daily Clear Interface Number: 4
Ascending/Descending History: D Validate Location Code in Tank File: Yes
Auto Assign Customer #: Yes Print Price on Ticket: Yes
Number to Increment Customer #: 1
Last Customer Number: 100007

System Settings Age Limits for Mapping
Define Templates 30 Day Limit: \$0.00 60 Day Limit: \$0.00 90 Day Limit: \$0.00

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 - Centrak, 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**.