

Division Setup

Last Modified on 03/04/2025 11:22 am EST

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 (See [Daily Clear Export Technical Specifications](#) for more information).
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.
30. *System Settings* is used for 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.