Customer Type Setup

The system uses Customer Types to categorize customers or gas products (budget, COD, gas dryer, bulk home heat, grain dryer). Set up a different code for each type of customer or gas product to track.

Customer Types are tied to a tank on the *Tank Information* window. There are many reports that can be printed by customer type.

1. In the *Customer Type Maintenance* window, select **Create** to enter a new customer type code. To change a Customer Type, select the Customer Type and make any necessary changes.
2. Enter the Customer Type's *Division*.
3. In the *Customer Type* field, enter a unique identifier for the customer or gas product type. The Customer Type can be up to three numeric characters.
4. In the *Description* field, enter a Customer or Gas Product Type description.
5. Choose **Save**.