Regulatory Code Setup

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Energy Force uses this code to apply regulatory fees during the sales posting process. If the customer tank has a Regulatory Code, the Sales Posting module references the Regulatory Maintenance Table to determine the amount to apply during the time of sale.

1. On the *Regulatory Maintenance* window at *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Regulatory Code*, select **Create** to enter a new Regulatory Code. To change a Regulatory Code, select the code and make any necessary changes.

2. Enter the *Division* for the Regulatory Code.

Div	Regulatory Code	Description	Regulatory Fee	Department	
1	1	REG FEE	$5.00	500	
1	2	FUEL SURCHARGE	$10.00	877	

3. In the *Regulatory Code* field, enter a unique identifier. This can be up to three numeric characters.

4. Enter the *Description* of the Regulatory Code.

5. Enter the amount of the *Regulatory Fee.*

6. In the *Department* field, enter the department number for the regulatory fee.

7. Choose **Save**.

Note: The Division, Department, and/or Regulatory Code should not be changed once it has been used.

Never create a regulatory code 0 (zero). This needs to be available if the customer is exempt from a Regulatory Fee.