Rental Code Setup

Energy Force uses Rental Codes to track different types of rentals by Division for tanks that are the same size but charged differently. The Rental Code is tied to the customer on the *Tank Information* and *Tank Rental Maintenance* windows. The Rental Code is used during Tank Rental Billing at Month End.

1. On the *Rental Code Maintenance* window, select **Create** to enter a Rental Code. To change a Rental Code, select code and make any necessary changes.

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

Division	Rental Code	Name
1	1	1000 GAL TANK-USAGE BASED
1	2	500 GAL TANK-USAGE BASED
1	3	$50 \PER YEAR
1	4	$1 LIFETIME LEASE

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

4. In the *Name* field, enter the description of the Rental Code.

5. Select **Save**.