

School District Setup

Last Modified on 05/24/2022 4:44 pm EDT

School District codes are used for taxing purposes. Set up a different code for each School District to track and apply it to the tank on the *Tank Information* window.

1. On the *School District Maintenance* window, select **Create** to enter a School District. Optionally select a School District to make any necessary changes.
2. Enter the *Division* for the School District code.

Division	School District	Description	Master School District
1	<input type="text" value="999"/>	UNKNOWN	0
2	999	UNKNOWN	0

3. In the *School District* field, enter a unique identifier for the School District. This can be up to six numeric characters.
Note: If the School District is not tracked, enter 99.
4. Enter the *Description* of the School District.
5. Choose **Save**.