

Department Setup - Regulatory Fees

Last Modified on 07/15/2025 2:18 pm EDT

1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Department*.
2. Select **Edit/Create** and choose **Continue**.
3. Select **Create** or press **Ctrl+C**.
4. Enter the *Div* number, *Dept Code*, *Description*, *Department Type*, and *Taxes* that will apply to the Regulatory Fee.

Div	Dept	Description	Department Type	Sale	Fed	Tax	Other	Tank Type	Gas Dept
1	877	FUEL SURCHARGE	Sale	☒	☒	☒	☒		N
1	997	MISCELLANEOUS OIL ITEMS	Sale	☒	☐	☐	☐		
1	998	METER READING FEE	Sale	☐	☐	☐	☐		
1	999	PROPANE PARTS	Sale	☒	☐	☒	☐		
1	1000	RESIDENTIAL PROPANE	Sale	☒	☐	☒	☐	P	Y
1	1001	COMMERCIAL PROPANE	Sale	☒	☐	☒	☐	P	Y
1	1002	EXEMPT PROPANE	Sale	☐	☐	☐	☐	P	Y
1	1005	20 LB CYLINDER	Sale	☐	☐	☒	☐	C2	Y
1	2000	GASOLINE	Sale	☐	☐	☐	☐	G	Y
1	3000	DYED DIESEL FUEL	Sale	☒	☐	☒	☐	DD	Y
1	4000	CLEAR DIESEL FUEL	Sale	☐	☐	☐	☐	CD	Y
1	5000	APPLIANCES	Sale	☒	☐	☒	☐		
1	9998	TANK RENT	Sale	☐	☐	☐	☐		
1	9999	LABOR	Sale	☒	☐	☒	☐		
2	99	DISCOUNT	Discount	☐	☐	☐	☐		
2	100	HYDRAULIC OIL	Sale	☒	☐	☒	☐	H	Y
2	101	LUBE OIL	Sale	☒	☐	☒	☐	O	Y
2	128	PAYMENT - CHECK	Payment	☐	☐	☐	☐		
2	500	REG FEE	Sale	☒	☐	☐	☐		
2	877	FUEL SURCHARGE	Sale	☒	☒	☒	☒		N
2	997	MISCELLANEOUS OIL ITEMS	Sale	☒	☐	☐	☐		
2	998	METER READING FEE	Sale	☐	☐	☐	☐		
2	999	PROPANE PARTS	Sale	☒	☐	☒	☐		
2	1000	RESIDENTIAL PROPANE	Sale	☒	☐	☒	☐	P	Y
2	1001	COMMERCIAL PROPANE	Sale	☒	☐	☒	☐	P	Y
2	1002	EXEMPT PROPANE	Sale	☐	☐	☐	☐	P	Y
2	1005	20 LB CYLINDER	Sale	☒	☐	☒	☐	C2	Y
2	1234	TANK RENT	Sale	☐	☐	☐	☐		
2	2000	GASOLINE	Sale	☐	☐	☐	☐	G	Y
2	3000	DYED DIESEL FUEL	Sale	☒	☐	☒	☐	DD	Y
2	4000	CLEAR DIESEL FUEL	Sale	☐	☐	☐	☐	CD	Y

General Ledger

0.0000

Interface Billing Code

0

Posting Transaction Code

13

Allow Discounts

Inactive Departments

False

Global Department

☒

Footnotes

No

Comment Only?

☐

Create

Save

Cancel

5. Enter 13 for the *Posting Transaction Code* and select *Global Department* so the Fees will take effect on the Handhelds when the driver makes a delivery.
6. Press **Ctrl+Q** to save.
7. If other Regulatory Departments need to be entered, press **F4** and repeat Steps 4 - 6.