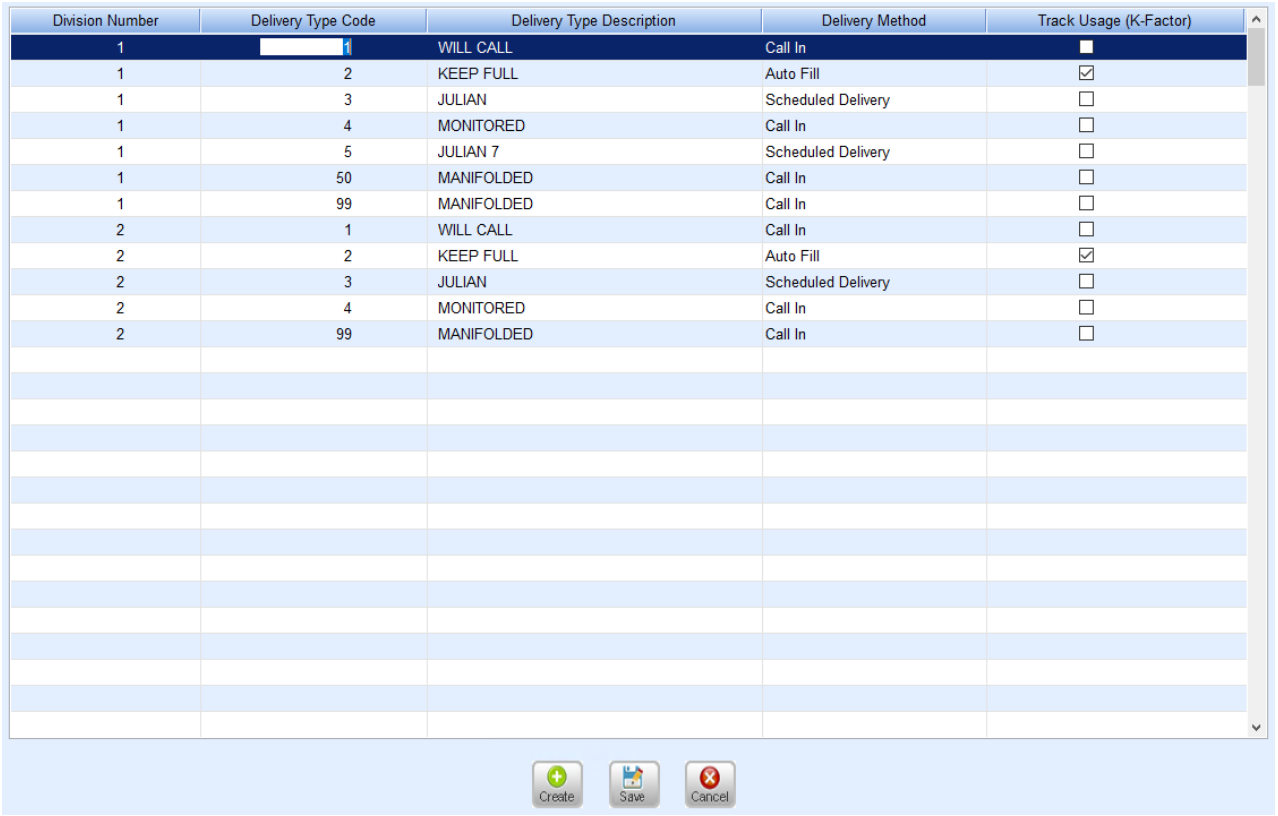
Delivery Type Setup

Last Modified on 10/23/2025 4:36 pm EDT

The system uses Delivery Types to track the type of deliveries the company makes. Delivery Type 2 must be used on all customers to update the K-Factor and track estimated gallons/percent left in the tank. All customers with non K-Factor Delivery Types will not update automatically.

If using Scheduled Deliveries, the number of days (Julian days) must be entered on the*Tank Information Schedule* screen so when posting tickets, the next scheduled delivery date will calculate automatically. The next delivery date is calculated by adding the number of days to the ticket date.

The Customer List report can be printed by Delivery Type.



1. Navigate to *Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Delivery Types*.
2. Choose *Edit/Create* for the *Mode* and select **Continue**.
3. Select **Create** and enter the *Division Number* the Delivery Type is assigned.
4. In the *Delivery Type Code* field, enter a unique identifier for the Delivery Type. This will automatically be set but one can be added for reporting purposes. The Delivery Type can be up to three numeric characters.
5. Enter a *Delivery Type Description.*
6. Indicate the *Delivery Method* and optionally check the *Track Usage* box for K-Factors.
7. Select **Save** when finished.