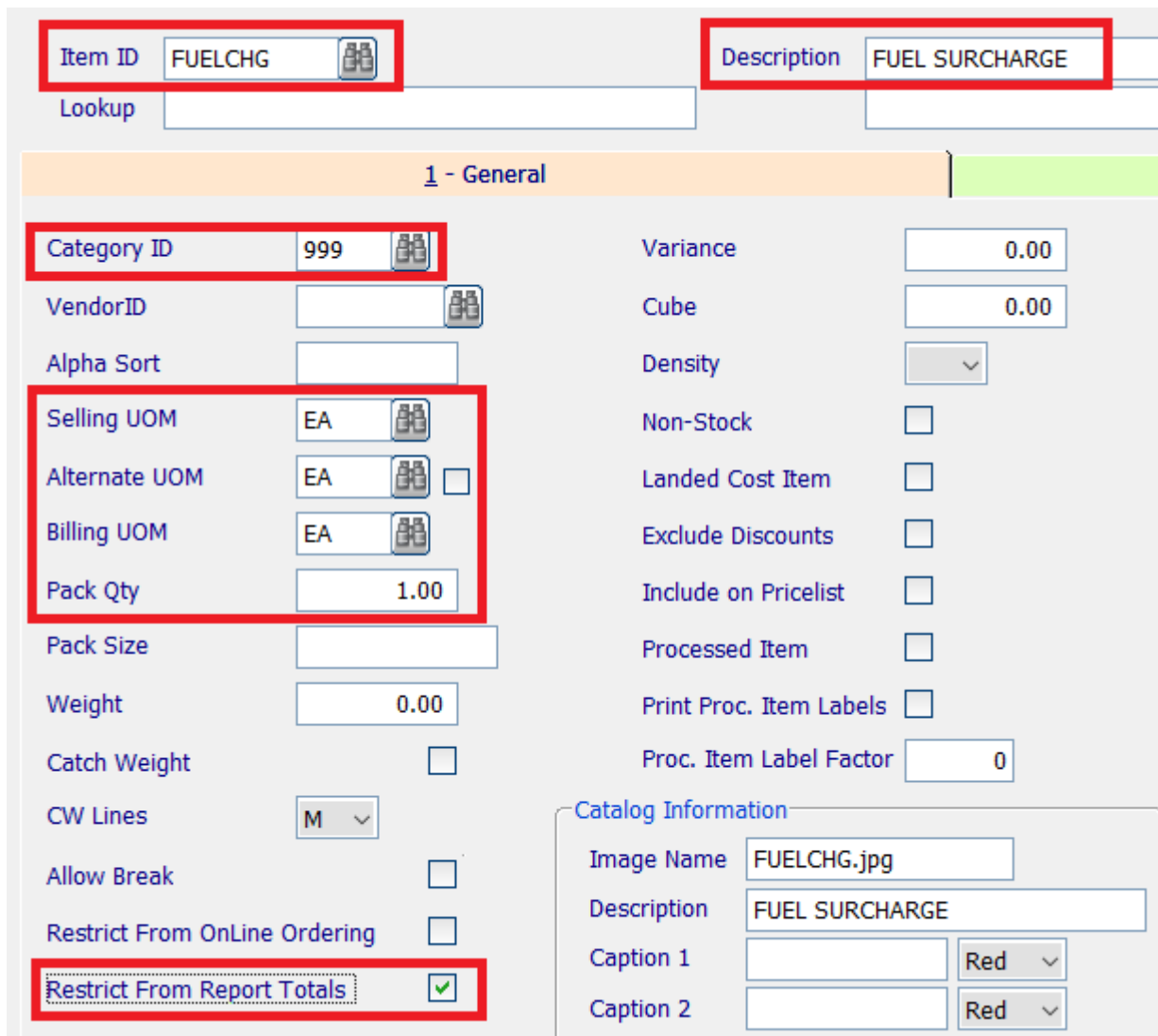# FUEL SURCHARGE SETUP:

1. **Create a Category for Fuel Surcharge**: Choose System Maintenance > Categories. Create a category for Fuel Surcharge, for example FUEL, MISC or 9999. You would want to build a category so you can exclude it on some reports.

2. **Create an Item for Fuel Surcharge**: Choose Inventory > Item Entry. Create an item named FUELCHG.

Description: Fuel Surcharge. **Category ID:** Choose the Category you built in step #1. **Sell UOM, Alt UOM, and Bill UOM** choose EA *(Each)*.

3. **Add the Fuel Surcharge Item to the Company Maintenance Screen**: Administrative > Company Maintenance > Invoice Tab. In the Fuel Surcharge Item ID, choose the Item ID that was built in step #2.

4. **Create Fuel Zones:** System Maintenance > Fuel Zone. Create Fuel Zones. Example: RI, MA, CT, etc.

5. **Add the Fuel Zone to the Customer Record:** In Customer > Customer Entry. Enter in the Customer ID or search and select the customer. On the General Tab on the right hand side, in the Fuel Zone ID field, choose from the Fuel Zones you created in step # 4.