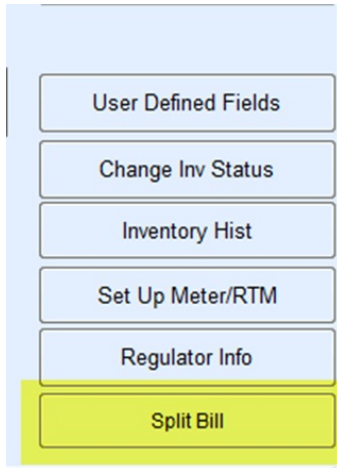


Split Bills

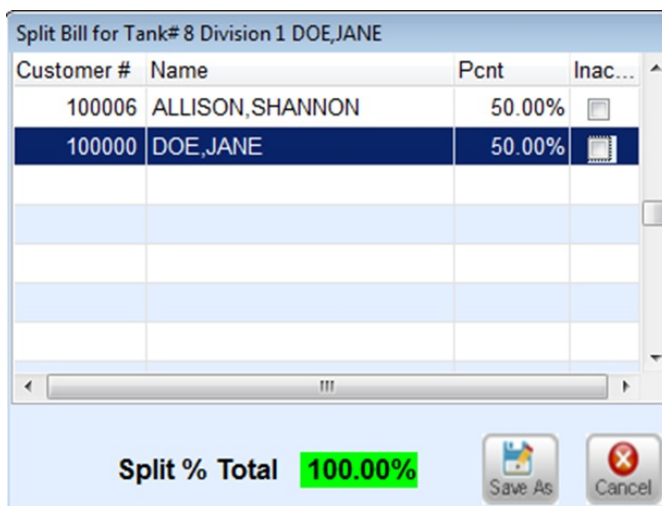
Last Modified on 08/15/2022 5:10 pm EDT

The information in Split Bills is to be maintained in the primary tank holder's *Maintenance* screen.

1. Select **Split Bills**.



2. Enter the primary tank holder's account number and press **Tab**.
3. Enter the *Pcnt*.



4. Select the next individual to be added and repeat Steps 2 - 3.
5. Select **Save** when finished.

When a sale is made to a Split Bill Tank, the breakdown and pricing of each customer will display on the *Enter Sales* screen. This can be edited at the time of sale. Select **Splits** to enter *Modify* mode.

File Edit Options Master Menu Energy Service Help

Ticket Date: 05/06/14 Ticket #: 39 Balance: \$4.00 30 DAYS

Customer #: 100006 ALLISON, SHANNON
 123 PRODUCTION DRIVE
 AVON, IN 46123
 RESIDENTIAL
 KEEP FULL

Tank Serial #: 12345 500.00 No Contract

Tank Name: House P PROPANE

Split Bill? Yes **Splits** *Press Splits button to modify % & Pricing*

Department: 1000 RESIDENTIAL PROPANE

Trans Code: 0

Reference: RESIDENTIAL PROPANE

Driver #: 0

Lbs. of Gas: 0.00 PO Number:

Gals Delivered: 0.00 End %: 0 Calculated Start: 0%

Quantity Parts: 0.00

Unit Price: 1.0000 Line Amount: \$0.00

Customer #	Name	Contract #	Split %	Price
100006	DOE, JANE		50.00	1.0000
100006	ALLISON, SHANNON		50.00	1.0000

Other Items in this Journal

Date	Customer #	Ticket	Tr	Dept	Gallons	Qty Parts	Unit Price	Total Amount
00/00/00	0	0	0	0	0.00	0.00	0.000	\$0.00

New Ticket
Another Item

A split bill journal will display as follows:

Journal # 47

Journal Detail

Ticket	Div	Customer#	Name	Trans	Driver	Date	Dept.	Reference	Tax	St %	End %	Mtr Read	Unit Price	Parts	Gallons	Line Amount	Sales Tax	Total Amt	
39	1	100006	ALLISON, SHANNON	14	1	05/06/14	1001	COMMERCIAL PROPANE					0.0000	0.00	400.00	\$0.00	\$0.00	\$0.00	
				Split															
39	1	100006	ALLISON, SHANNON	13	1	05/06/14	1001	COMMERCIAL PROPANE					3.0000	200.00	0.00	\$600.00	\$0.00	\$600.00	
40	1	100000	DOE, JANE	13	1	05/06/14	1001	COMMERCIAL PROPANE					2.7500	200.00	0.00	\$550.00	\$0.00	\$550.00	
Totals:															400.00	400.00	\$1,150.00	\$0.00	\$1,150.00

Transaction code 14 will appear indicating the full amount of gallons applied to the tank at zero (0.00) dollars. This line will also indicate that it is a Split sale in the Ticket number column.

Transaction Code 13 will display for each member. Trans code 13 will split out the amount of gallons for each member along with tank holder pricing. If pricing is modified at the time of the sale, the new dollar amounts will display.

If the customer has a contract on file, it will display transaction code 15 to apply the contract and receive contract pricing. In the event of a contract coverage, an additional transaction code 13 will apply for the gallons that exceed what is remaining.