

Split Bills - Propane

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If a tank has been set up for Split Bills in Energy Force, EnergyTrack will automatically invoice the associated customer accounts for their portion of the billing.

If a tank has a split associated, the **Split** button will display in blue. This percentage cannot be modified here but can be modified at the time of delivery.

The screenshot shows the EnergyTrack software interface. At the top, there are search criteria for Customer and Tank. Below this, customer information for BARTELL, JAMEY is displayed, including phone number, limit, current balance, and terms. A table lists tanks with columns for Serial#, Type, Tank Name, and Size. The tanks listed are 1103532 (500-HOUSE), 262927 (1000-DRYER), and RRN2777 (500-PORTABLE). Below the table, tank information for RRN 2778 is shown, including delivery address, customer type, delivery type, last delivery, business owns, K-Factor, leak test, and gas check. Other information includes product, price, route, location, and registration code. At the bottom, there are buttons for Update%, Directions, History, Hold, Contracts, Call In, Start Delivery, and Back. The 'Split' button is highlighted in blue.

Split Billing Rules

- When billing splits, the percentage of each member can be modified. All percentages must add up to 100%.
- A member can be modified to 0%. However, new members must be added from the back office.
- Prices can be modified for the split bill members with the exception of contract deliveries. Contract pricing cannot be modified.
 - If the delivered product is changed to a product not on the tank, there is no linked Price Code, and the driver doesn't enter the Price in the Split box, a warning displays. Choose **Yes** to continue at \$0.00 or **No** to return to the *Invoice* screen to update the price.

The warning dialog box has a title bar that says "Split Price \$0.00". It contains a yellow warning triangle icon and the text: "One or more entries on the split are priced at \$0.00. Click 'Yes' to continue finalizing invoice, click 'No' to go back." At the bottom, there are two buttons: "Yes" and "No".

- If the tank holder has a contract on file, the contract will automatically apply to the delivery.
- If members of the split have a contract on file that is associated with the same tank type as the delivery, their contract will automatically apply to their portion of the delivery.
- Only one pumpable item can be billed on a split ticket.
- If the tank holder has an applicable discount, all members will receive a discount for their delivery.
- Selecting **Add Items** will have items split among each member based on the split percentage.

Split Billing Delivery

1. Select the customer account belonging to the tank holder and select **Tanks**.
2. Choose **Start Delivery** to make the delivery.
3. Pump gallons as usual and proceed to the *Invoice* screen.
4. The *Invoice* screen will display a checkmark next to the *Split Bill?* field. If the delivery should not apply to the split, uncheck this field. One hundred percent of the gallons will be billed to the tank holder.
5. If pricing or percentages need to be modified for the split members, select **Splits**.

Customer# 126100
BARTELL, JAMEY
 Contract# No Contract
 Serial# 262927
 Tank Name 1000-DRYER
 Tank Size 1000.00
 Product 41572 LP GAS - GRAIN DRYER
 Choose
 Gals/Qty 250.00
 PO#

Split Bill? ☒
 Splits

Additional Info
 Special Instructions
 Directions
 Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total	Start%	End%
1.7500	437.5000	0.00	437.5000	\$437.50	74	99

Qty	Unit Price	Description
250.00	1.7500	LP GAS - GRAIN DRYER

Remove Add
 Remove Tax Payment
 Out Of Gas Discount
 Preview Invoice
 Finalize Invoice

Split Bill

Customer #	Name	Contract #	%	Price
103920	BARTELL, EVERETT		50.00	1.7500
126100	BARTELL, JAMEY		50.00	1.7500

Cancel Save and Close

- a. Update as necessary. Select **Save & Close** when finished.
 - b. Price changes must be made on the *Splits* screen in order to take effect. Price changes on the *Invoice* screen will not flow through to the Invoices.
 - c. Contract prices cannot be modified and will not flow through to the Invoices.
6. Choose **Continue** to finalize and print the Invoice. An Invoice for each member will print indicating the applicable percentage of gallons for each Invoice.