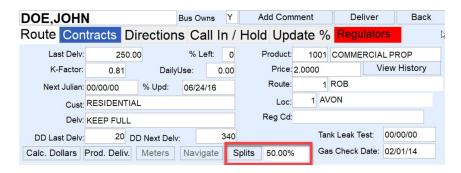
## Split Bills - Propane

Last Modified on 05/14/2024 9:28 am EDT

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 percentage will display in the lower portion of the *Tank* screen on the *Route* tab. This percentage cannot be modified here but can be modified at the time of delivery.

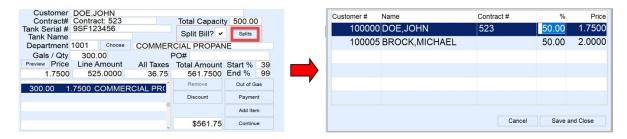


## Split Billing Rules

- 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 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 **Deliver** 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**.



- 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.