

# Split Bills - Propane

Last Modified on 02/05/2025 10:36 am EST

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.

The screenshot shows the 'Route' tab in the EnergyTrack software. At the top, the customer name 'DOE, JOHN' is displayed. Below it, there are several tabs: 'Route', 'Contracts', 'Directions', 'Call In / Hold Update %', and 'Regulators'. The 'Splits' field is highlighted with a red box and shows a value of 50.00%. Other fields include 'Last Delv: 250.00', '% Left: 0', 'Product: 1001 COMMERCIAL PROP', 'Price: 2.0000', 'Route: 1 ROB', 'Loc: 1 AVON', and 'Gas Check Date: 02/01/14'. The 'Splits' field is also highlighted with a red box.

## 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**.

Customer: DOE,JOHN  
 Contract#: 523  
 Tank Serial #: 9SF123456  
 Tank Name: [ ]  
 Department: 1001 Choose COMMERCIAL PROPANE  
 Gals / Qty: 300.00  
 PO#: [ ]  
 Total Capacity: 500.00  
 Split Bill?  Splits

Preview	Price	Line Amount	All Taxes	Total Amount	Start %	End %
	1.7500	525.0000	36.75	561.7500	39	99
300.00	1.7500	COMMERCIAL PR				

Remove Out of Gas  
 Discount Payment  
 Add Item  
 \$561.75 Continue



Customer #	Name	Contract #	%	Price
100000	DOE,JOHN	523	50.00	1.7500
100005	BROCK,MICHAEL		50.00	2.0000

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.