

# Split Bills - Refined Fuels

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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 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.

Choose Search Criteria  Customer  Tank Search

Customer# 118460  
**TILLMAN, WILHELM**  
Phone (939)335-2233 More Info  
Limit **\$0.00**  
Current \$1,304.00 Budget  
Past Due \$0.00  
Total \$1,304.00 Payment  
Terms **Due the 15th**

Serial#	Type	Tank Name	Size
RRN295	CD		999.00
RRN296	DD		999.00
RRN297	DD		999.00
RRN298	G		999.00

**Tank RRN 295**

Delivery Address **991 Lueilwitz Hill** Update%  
**SPRINGFIELD, SD** Directions  
Customer Type **CLEAR DIESEL** History  
Delivery Type **WILL CALL**  
Last Delivery **0.00 10/18/23** Hold  
Business Owns **N** Est% Left **0** Contracts  
K-Factor **0.00** Daily Use **0.00** Navigate Call In  
Leak Test **00/00/00**  
Gas Check **00/00/00**

**Other Info**

Product **ROADMASTER DIESEL**  
Price **\$3.5700**  
Route **ZIONSVILLE RF**  
Location **ZIONSVILLE**  
Reg Cd  
Misc. Sale Calculator Notes  
**Split** Regulators Meter Rd  
Start Delivery Back

## 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 **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# 118460**

**TILLMAN,WILHELM**

Contract# **No Contract**

Serial# **RRN295**

Tank Name

Tank Size **999.00**

Product  **ROADMASTER DIESEL**

Gals/Qty

PO#

**Additional Info**

Split Bill?

Special Instructions

Directions

Call In Comment

Price	Line Amount	Line Tax	Line Total	Invoice Total	Start%	End%
3.5700	535.5000	0.00	535.5000	\$535.50	84	99

Qty	Unit Price	Description		
150.00	3.5700	ROADMASTER DIESEL	<input type="button" value="Remove"/>	<input type="button" value="Add"/>
			<input type="button" value="Remove Tax"/>	<input type="button" value="Payment"/>
			<input type="button" value="Out Of Gas"/>	<input type="button" value="Discount"/>
			<input type="button" value="Preview Invoice"/>	
			<input type="button" value="Finalize Invoice"/>	

**Split Bill**

Customer #	Name	Contract #	%	Price	
118460	TILLMAN,WILHELM		50.00	3.5700	<input type="button" value="Up"/>
118480	STAMM,ALEXANE		50.00	3.5700	
					<input type="button" value="Down"/>

- 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.

