Split Bill Setup

Last Modified on 03/04/2024 2:57 pm EST

- 1. Navigate to the *Tank Info* screen of the primary tank holder by going to *Main Menu / Customer Menu / Tank Info*.
- 2. Choose the tank and select **Split Bill** located at the bottom right.

Co Owns	Tank Serial Number	A/I I	Type	Tank Description		 Tank Capacity 	1000.00	Update K-Factor	Yes
Yes	9SF98700	A	P	by the house		Total Capacity	1000.00	Est Gallons Left	
No	CUSTOWNS'	Α	Р	PIVOT		Daily-Use	0.00	Est Percent Left	
						K-Factor	0.00	Delivered Gallons	50.00
Vo	CYL	A	CY	Cylinder		Prev K-Factor	10.00	Tot Gals with Delivery	880
						DD Region	10	Gals Since Last FF	0.00
DD Last	Del 30 I	Next 303	Last Del	09/05/19	Julian Delivery	01(15/23	Last Charge 09/05/	19 Last Full Fill	09/05/19
Custome	r Type 3 AGRICUL	TURAL						Last % Update	11/14/16
Delivery	y Type 3Q JULIAN							Held Date	00/00/00
Regulatory	Code 1Q REG FEE	E						This Date	000000
Public Ass	iembly?	rground? 🔲						Hold Reason	04
Products Lo	cation Tank Optimizer Log	GPS Tank Coordinate	18					Held DD Celevisions	
	Test Price	ce	Test S	ale				Hold DD Calculations	NO
Produ	ct Description		Price Code Tier	Price	Prod Use	Disc Default		Hold Release Date	00/00/00
100	1 COMMERCIAL PROPANE		3 A	2.1200		0 🛃		Transfer Cus	tomer Tank
								User Defin	ed Fields
							Tank Seadin	gs Change In	rv Status
								Inventor	ry Hist
	Price Desc: AGRICULTURAL	Disc D	lesc:				Create Pr	Set Up Me	ater/RTM
Delivery Ad		a Decasian		Second Delivery last			× 1	Regulat	or Info
Demety AD	DROWALD RECAN P	ARGENTAT		Special Deniery Insu	bedons		Ext fr	6 Split	Bill
City Otto	Parts Destruction (Pasta	100	12. 19						

3. A Split Bill pop-up window will display. Press F5 in the Customer # field to select the first member from a list.

Split Bill for Tank# 4 Division 1								
Customer #	Name		Pcnt	Inactive	^			
0								
					¥			
Sp	olit % Total	0.00%	E auto					
			Save	Cancer				

- 4. Enter the percentage of the first member and arrow down to add a new line for any other members. Enter the customer account and percent as indicated.
 - It is important to note, multiple members can be added to the Setup table. The Split \$ Total must equal

100% in order to be saved and committed in Energy Force.

Split Bill for Tar	nk# 4 Division 1 ALLISON, JENNY					
Customer #	Name	Pcnt	Inactive	^		
100007	ADAMS,ANSEL	50.00%				
100006	ALLISON, JENNY	50.00%				
				¥		
Split % Total 100.00%						

Split Bil	l for Ta	nk# 4 Division 1	ALLISON, JEN	INY	\sim		
Custor	mer #	Name		/	Pcnt	Inactive	^
1	00006	ALLISON, JEN	NY				
1	00007	ADAMS, ANSE	EL		100.00%		
							¥
	Sp	olit % Total	100.00%	<mark>⁄</mark> 6	Save	Cancel	

• Split Bill percentages can be set to 100% for one member, leaving the rest as 0%. This enables a driver or CSR to modify split percentages at the time of delivery billing.