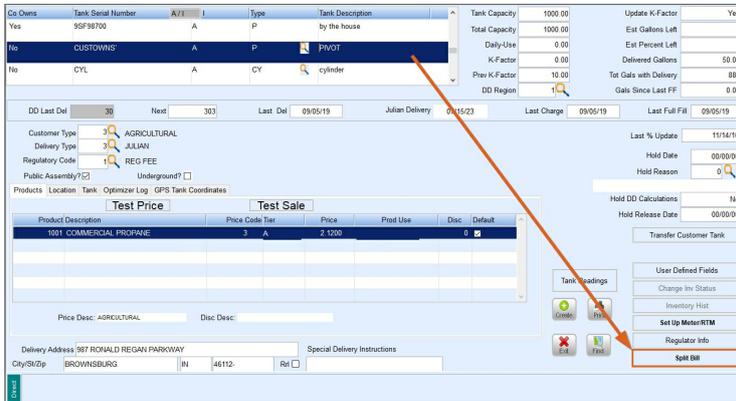


Split Bill Setup

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.

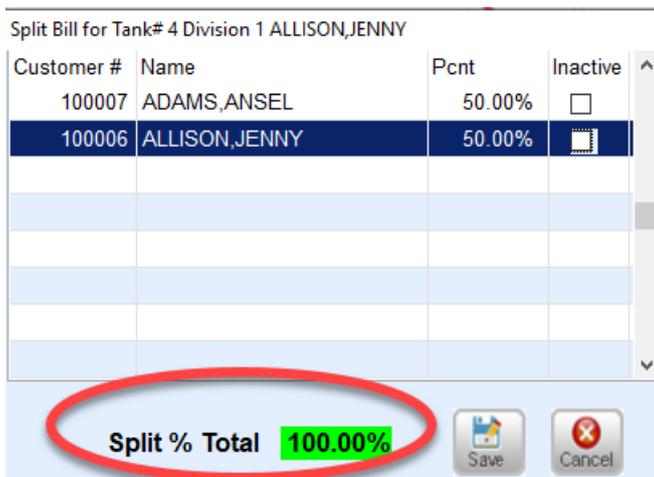


3. A *Split Bill* pop-up window will display. Press **F5** in the *Customer #* field to select the first member from a list.



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.

- o 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 Tank# 4 Division 1 ALLISON,JENNY

Customer #	Name	Pcnt	Inactive
100006	ALLISON,JENNY		<input type="checkbox"/>
100007	ADAMS,ANSEL	100.00%	<input type="checkbox"/>

Split % Total 100.00%

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.