

# Invoicing Split Bill Tanks - Energy Force Manual Sales Entry

Last Modified on 01/09/2025 12:14 pm EST

Billing a Split Tank is similar to a standard delivery with the exception of a *Split Preview* screen within the *Posting* screen. When pricing or percentages need to be modified, it must be done on the *Split Preview* screen for the changes to take effect for the current sales entry.

Ticket Date: 01/09/25 Ticket #: 1221 Balance: \$1,774.68 30 DAYS

Customer #: 100005 BROCK, MICHAEL

Tank Serial #: SPARE 300.00 No Contract

Tank Name: P PROPANE

Split Bill? **Yes** **Splits**

Department: 1000 RESIDENTIAL PROPANE

Trans Code: 0

Reference: RESIDENTIAL PROPANE

Driver #: 0

Truck #: 0

Lbs. of Gas: 0.00 PO Number:

Gals Delivered: 0.00 End %: 0 Calculated Start: 0%

Quantity Parts: 0.00

Unit Price: 2.0000 Line Amount: \$0.00

Customer #	Name	Contract #	Split %	Price
10084	HUNT, SAM		25.00	2.0000
100000	DOE, JOHN		25.00	2.0000
100005	BROCK, MICHAEL		50.00	2.0000

**Other Items in this Journal**

Date	Customer #	Ticket	Tr	Dept	Gallons	Qty Parts	Unit Price	Total Amount
00/00/00	0	0	0	0	0.00	0.00	0.000	\$0.00

[New Ticket](#)  
[Another Item](#)

1. Create the Sales Journal as usual and advance to the *Sales Entry* screen.
2. Select the primary tank holder *Customer #*.
3. Choose the Split tank.
4. After the tank is selected, the *Split Bill?* field will have *Yes* populated.
  - o If the split is to apply to the tank, leave as *Yes*.
  - o If the split does not apply to the sale being entered, change to *No*.
5. Review the *Split Preview* screen for accuracy. If any items need modified such as percentages or pricing, select **Splits**.
  - o If the *Split %* or pricing is modified at the time of the sales entry, it will not permanently save to the Split Bill program located on the Tank Info screen. A modification will need to be made at the tank level if the tank needs to be permanently modified.
  - o If a contract applies to any split bill member, price changes will not fully process. The contract price will override modified prices.
6. If **Splits** is selected, modify the *Split %* or *Price* field on the *Preview* screen as needed.
  - o Example: The pricing has been modified so the non-tank holder will be billed at a rate of \$3 per gallon. The price listed in the *Unit Price* field is not used when billing splits in Energy Force. Only the Split

Preview prices are used.

Customer #	Name	Contract #	Split %	Price
10084	HUNT,SAM		25.00	3.0000
100000	DOE,JOHN		25.00	3.0000
100005	BROCK,MICHAEL		50.00	2.0000

7. Select in the *Split Bill?* field when finished and press Tab to navigate to the corresponding fields to enter the *Driver #, Gals Delivered,* and *End %*.
8. If there are other items to invoice, select **Another Item** and repeat the steps outlines for sales posting.
9. Select **New Ticket** when the sales entry is complete.
10. Press **ESC** on the keyboard to return to the Sales Journal listings.
11. Review the sales journal for accuracy.