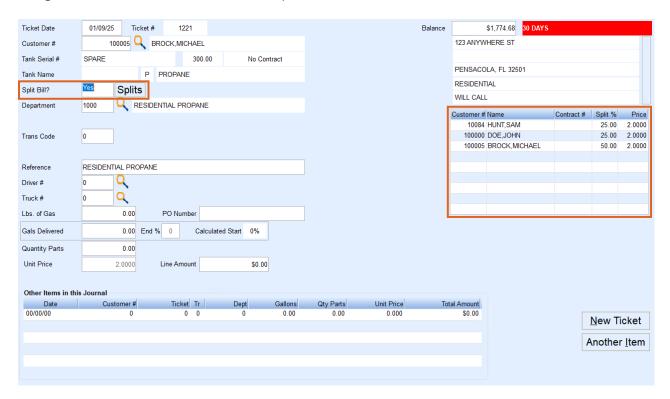
Invoicing Split Bill Tanks - Energy Force Manual Sales Entry

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.



- 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.
 - 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**.
 - 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.
 - 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.
 - 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.