

Split Bills - Refined Fuels

Last Modified on 05/06/2025 2:14 pm EDT

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 delivered product is changed to a product not on the tank, there is no linked Price Code, and the driver doesn't enter the Price in the Split box, a warning displays. Choose **Yes** to continue at \$0.00 or **No** to return to the *Invoice* screen to update the price.

Split Price \$0.00

 One or more entries on the split are priced at \$0.00. Click 'Yes' to continue finalizing invoice, click 'No' to go back.

Yes No

- 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 **40900 ROADMASTER DIESEL**

Choose

Gals/Qty

PO#

Split Bill?

Splits

Additional Info

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

Remove

Remove Tax

Out Of Gas

Add

Payment

Discount

Preview Invoice

Finalize Invoice

Split Bill

Customer #	Name	Contract #	%	Price
118460	TILLMAN,WILHELM		50.00	3.5700
118480	STAMM,ALEXANE		50.00	3.5700

Cancel

Save and Close

- 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.