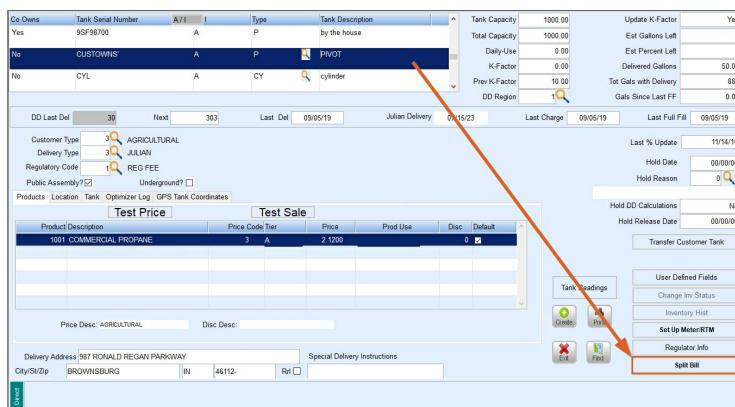


Split Bill Setup

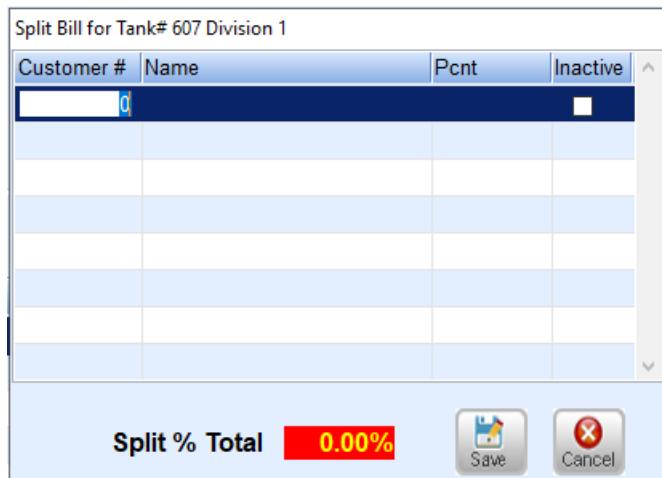
Last Modified on 02/02/2026 5:39 pm EST

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.



The screenshot shows the 'Tank Info' screen. On the right side, there is a vertical toolbar with several buttons. The 'Split Bill' button is highlighted with a red arrow. The main area displays tank details like capacity, usage, and delivery information, along with a 'Test Price' table and delivery address fields.

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



The screenshot shows the 'Split Bill for Tank# 607 Division 1' pop-up window. It contains a table with columns for Customer #, Name, Pcnt, and Inactive. A search bar with the number '0' is at the top. Below the table, the text 'Split % Total' is displayed in red, followed by a value of '0.00%'. There are 'Save' and 'Cancel' buttons at the bottom.

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# 611 Division 1 ALLISON,JENNY

Customer #	Name	Pcnt	Inactive
100006	ALLISON,JENNY	50.00%	<input type="checkbox"/>
100007	ADAMS,ANSEL	50.00%	<input type="checkbox"/>

Split % Total 100.00%

 Save  Cancel

Split Bill for Tank# 607 Division 1 ALLISON,JENNY

Customer #	Name	Pcnt	Inactive
100006	ALLISON,JENNY	100.00%	<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.