

Split Bill Setup

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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 for a tank with ID 95F98700. The 'Regulator Info' section at the bottom right contains a 'Split Bill' button, which is highlighted by an orange arrow. Other sections include 'Tank Capacity', 'Update K-Factor', 'Customer Type', 'Delivery Type', 'Regulatory Code', 'Products', 'Price Desc', 'Disc Desc', 'Delivery Address', and 'Special Delivery Instructions'.

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

The 'Split Bill for Tank# 607 Division 1' pop-up window displays a table with the following columns: Customer #, Name, Pcnt, and Inactive. The 'Split % Total' is shown as 0.00% in a red box. At the bottom, there are 'Save' and 'Cancel' buttons.

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.
 - 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		<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.