Split Bill Setup

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.
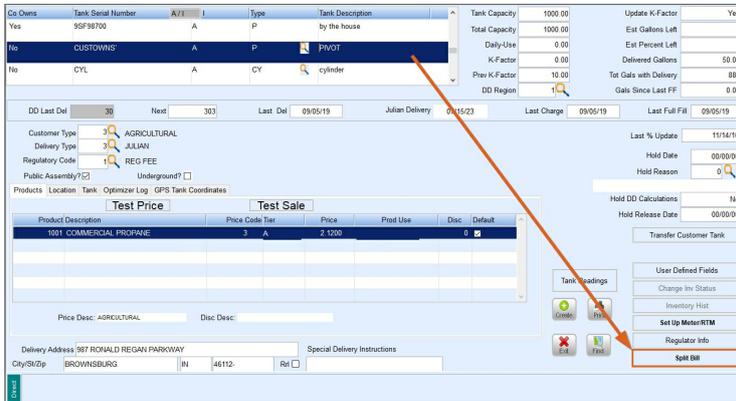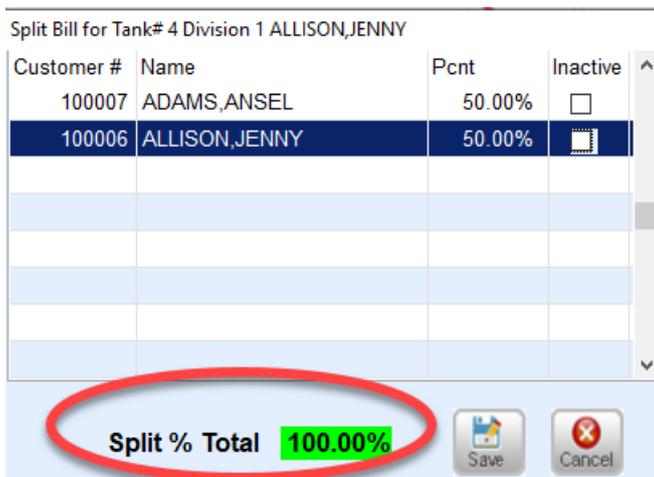

3. A *Split Bill* pop-up window will display. Press **F5** in the *Customer #* field to select the first member from a list.

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 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.