Invoicing Split Bill Tanks - Energy Force Manual Sales Entry

Last Modified on 02/02/2026 5:40 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.

   - 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.