

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.

Ticket Date	01/09/25	Ticket #	1221	Balance	\$1,774.68	30 DAYS	
Customer #	100005	 BROCK, MICHAEL	123 ANYWHERE ST				
Tank Serial #	SPARE	300.00	PENSACOLA, FL 32501				
Tank Name	P	PROPANE	RESIDENTIAL				
Split Bill?	Yes	 Splits	WILL CALL				
Department	1000	 RESIDENTIAL PROPANE					
Trans Code	0						
Reference	RESIDENTIAL PROPANE						
Driver #	0						
Truck #	0						
Lbs. of Gas	0.00	PO Number					
Gals Delivered	0.00	End %	0	Calculated Start	0%		
Quantity Parts	0.00						
Unit Price	2.0000	Line Amount	\$0.00				
Other Items in this Journal							
Date	Customer #	Ticket	Tr	Dept	Gallons	Qty Parts	
00/00/00	0	0	0	0	0.00	0.00	
Unit Price Total Amount							
\$0.00							

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.
 - o If the split is to apply to the tank, leave as Yes.
 - o 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**.
 - o 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.
 - o 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.
 - o 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.