Update Budget Billing Memo Invoices

Last Modified on 08/11/2025 1:27 pm CDT

The purpose of this utility is to provide a faster way to update the equal billing cycle and the amount requested for monthly payment on budget tanks. The alternative is to edit individual tanks.

1. Navigate to *Energy / Utilities / Update Equal Billing Info*.
2. Choose the *Load Cycle*.
3. Select the checkbox next to tanks to be updated.
4. Edit the *Amount*, *Cycle*, or *Product* column with the new selection and choose **Save**.

   Note: To edit multiple tanks, edit the *Cycle* or *Amount* in the first line, select in another column, and then right-click in the respective *Cycle* or *Amount* cell. This copies that column's entry into all lines in the grid. Choose **Save**. This can be used to zero the Budget Billing amounts at the end of the season.