Tank Setup for Budget Billing Memo Invoice

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1. Navigate to *Energy / File / Open / Tank Information*.

2. Select the tank, and choose **Edit**.

3. In the *Equal Billing Info* area of the *Profile* tab, select the *Cycle*.

4. Double-click in the *Product* field and select the product representing Budget Billing. This product should be from a non-inventoried Sales Posting Item Override department and directed to the Budget Billing Receivable G/L account.

5. Enter the payment *Amount* and select **Save**.