

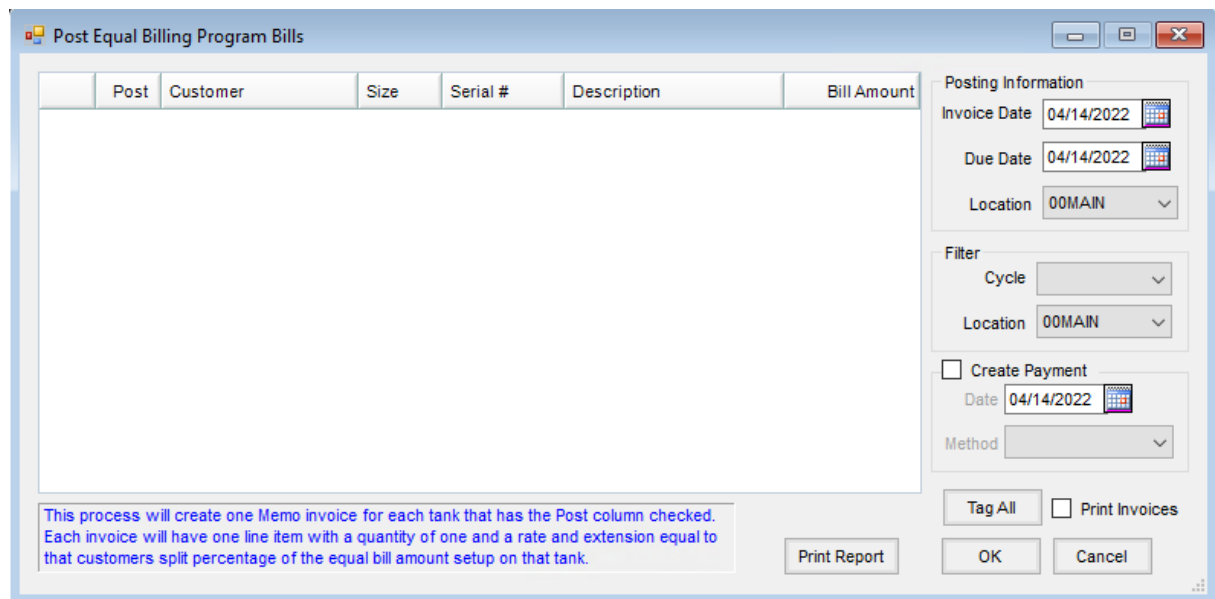
# Posting Budget Billing Memo Invoices

Last Modified on 04/19/2022 2:37 pm CDT

## Post Memo Invoices for Budget Billing Tanks

1. Navigate to *Energy / Equal Bills / Posting*.

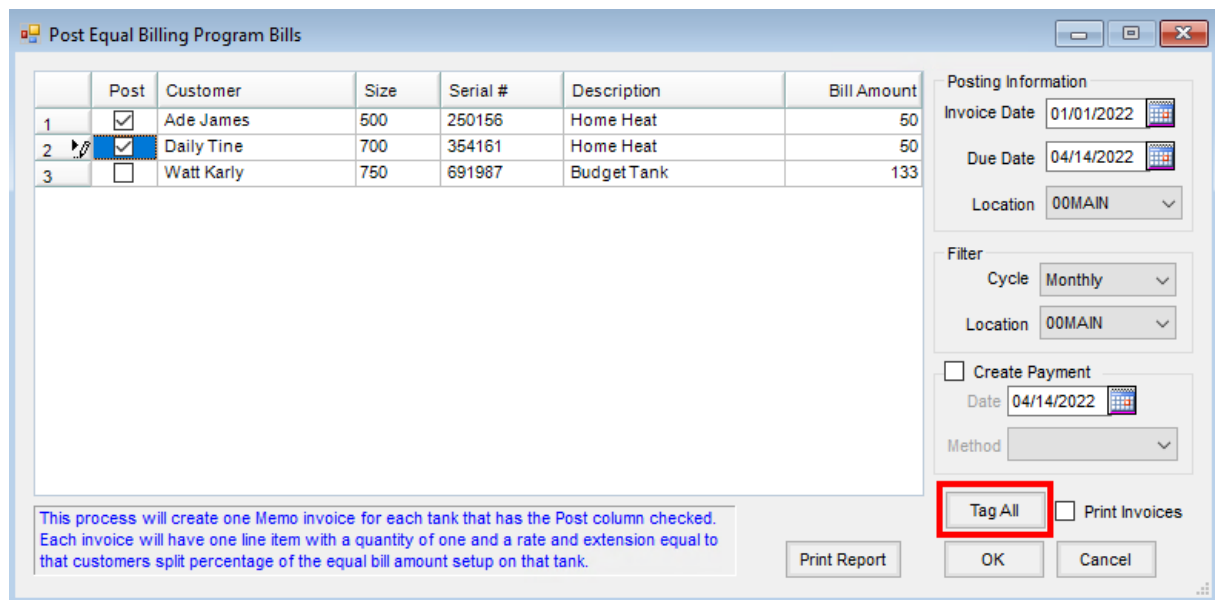
**Note:** Memo billing is a request for a monthly payment.



	Post	Customer	Size	Serial #	Description	Bill Amount
--	------	----------	------	----------	-------------	-------------

This process will create one Memo invoice for each tank that has the Post column checked. Each invoice will have one line item with a quantity of one and a rate and extension equal to that customers split percentage of the equal bill amount setup on that tank.

2. Select the *Cycle* and *Location* from the *Filter* section. Enter the *Invoice Date*, *Due Date*, and *Location*.



	Post	Customer	Size	Serial #	Description	Bill Amount
1	<input checked="" type="checkbox"/>	Ade James	500	250156	Home Heat	50
2	<input checked="" type="checkbox"/>	Daily Tine	700	354161	Home Heat	50
3	<input type="checkbox"/>	Watt Karly	750	691987	Budget Tank	133

This process will create one Memo invoice for each tank that has the Post column checked. Each invoice will have one line item with a quantity of one and a rate and extension equal to that customers split percentage of the equal bill amount setup on that tank.

3. Choose the bills to be posted by selecting each *Post* on the appropriate bill line in the grid or by selecting *Tag All*.

4. Select **OK**.

**Note:** *Memo Invoices* are not posted to the G/L. Payments are posted to the G/L.