Posting Budget Billing Memo Invoices
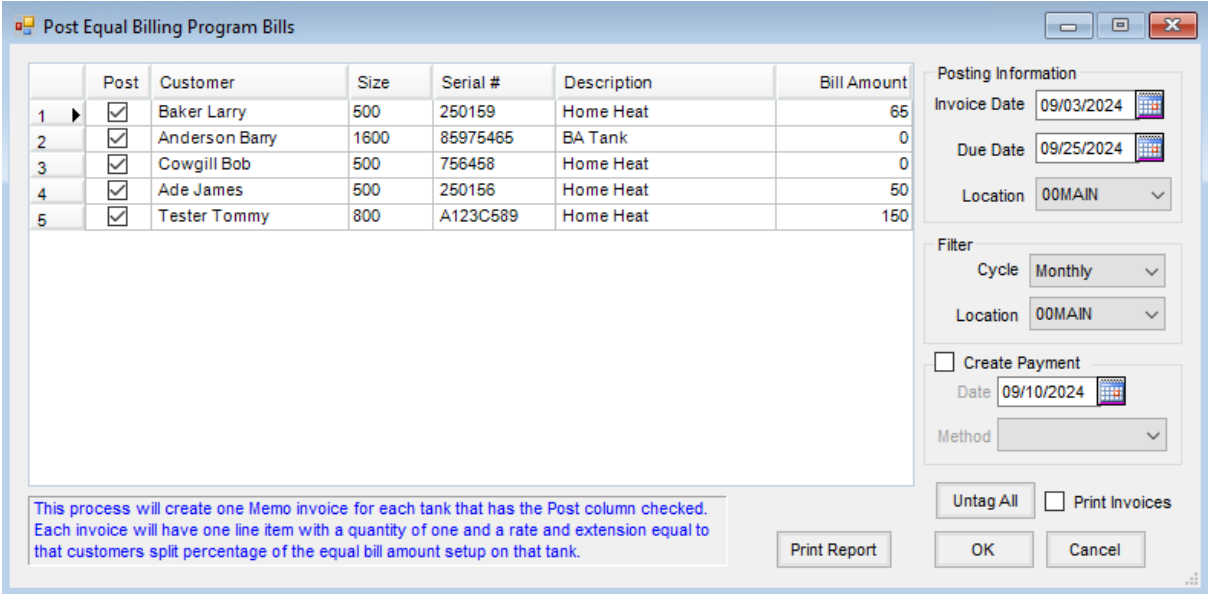
Post Memo Invoices for Budget Billing Tanks.

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

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

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

3. Choose the Bills to be posted by selecting each *Post* checkbox 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, but Payments are posted to the G/L.