Billing Type Code

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A Billing Type is tied to a customer on the *Budget Information*, *Contract Gas*, or *Payment Arrangement* window. The Billing Type description will print on statements for budget and payment arrangement customers. Contract Gas and Budget Reports can be printed by the Billing Type.

- 1. Navigate to Main Menu / Supervisor Menu / Maintenance Menu / Maintenance Tables / Billing Types.
- 2. Choose Edit/Create for the Mode and select Continue.
- 3. Select **Create** and enter the *Division* for the Billing Type.
- 4. In the Billing Type field, enter a unique identifier. The Billing Type can be up to two numeric characters.
- 5. Enter a Billing Type Description.
- 6. Select if Gallons or Dollars for Contract Type.
- 7. Optionally check 100% PrePaid, Expires on Ending Date, and/or Energy Assistance Tax Exempt?
- 8. Choose Save.

