Billing Type Code

Last Modified on 08/13/2025 2:31 pm EDT

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. Enter the Division for the Billing Type.
- 2. In the *Billing Type* field, enter a unique identifier. The Billing Type can be up to two numeric characters.
- 3. Enter a Billing Type Description.
- 4. Select if Gallons or Dollars for Contract Type.
- 5. Optionally check 100% PrePaid, Expires on Ending Date, and/or Energy Assistance Tax Exempt?
- 6. Choose Save.
- 7. Close the Billing Type Maintenance window, then close the Maintenance Files Menu window.
- 8. Select Previous Menu.