

# Billing Type Code

Last Modified on 08/12/2022 1:23 pm EDT

Set up a different code for each Billing Type to track. To track budgets, contracts, and payment arrangements, use a Billing Type. 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.

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. Select *Expires on Ending* date, yes or no.
6. Select *Energy Assistance Tax Exempt*, yes or no.
7. Choose **Save**.
8. Close the *Billing Type Maintenance* window, then close the *Maintenance Files Menu* window.
9. Select **Previous Menu**.