

Billing Type Code

Last Modified on 08/25/2026 10:48 am EDT

The system uses Billing Types to track budgets, payment arrangements, and contracts. 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*, *Gallons Only Prepaid*, *Expires on Ending Date*, and/or *Energy Assistance Tax Exempt?*

- a. **Gallons Only Prepaid** – When checked, taxes are not deducted from the Net Due. Energy Track Invoices include the taxes in the *Net Due* amount along with any other non contract items like Regulatory Fees or Overages.

Quantity	Description	Unit Price	Amount
336.0 G	LP RESIDENTIAL BULK	\$3.0000	\$1,008.00
	Sale # 1/485350		
	Indiana State Sales Tax		\$70.56
	End #: 77.00		
	Contract # 2237 / PREBUT-GAL ONLY PP		
1.00	DELIVERY FEE	\$5.0000	\$5.00
	Sale # 2/485350		
	Indiana State Sales Tax		\$0.35
	Invoice Sub		\$1,013.00
	Tax		\$70.91
Net Due			\$75.91

Note: Contract Bill Types can have the *100% PrePaid* or the *Gallons Only Prepaid* checked but not both.

8. Choose **Save**.

Billing Type Maintenance

Division	Billing Type	Description	Contract Type	100% PrePaid	Gallons Only Prepaid	Expires on Ending Date?	Energy Assistance Tax Exempt?	Contr Print Type	Description
	1	PREBUY	Gallons	☒	☒	☒	☒	0	
1	2	.25 MAX PRICE	Gallons	☐	☐	☒	☐	0	
1	3	CENTS DOWN	Gallons	☐	☐	☒	☐	0	
1	4	BUDGET	Gallons	☐	☐	☒	☐	0	
1	5	ENERGY ASSISTANCE	Dollars	☐	☐	☐	☐	0	
2	1	PREBUY	Gallons	☐	☐	☒	☐	0	
2	2	MAX PRICE	Gallons	☐	☐	☒	☐	0	
2	3	CENTS DOWN	Gallons	☐	☐	☒	☐	0	
2	4	BUDGET	Gallons	☐	☐	☒	☐	0	

Create
Save
Cancel