



Gas Industry Standards Board

1100 Louisiana, Suite 4925, Houston, Texas 77002

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Home Page: www.gisb.org

TO: Business Practices Subcommittee Chairs: Greg Lander, Producer Segment Vacancy, Diane McVicker, Norm Walker (absent), Robert McAnally (absent)
Posting for Interested Industry Participants

FROM: Rae McQuade, Executive Director

RE: Final Minutes from the Business Practices Subcommittee Meeting

DATE: May 27, 1999

I. Administrative

Mr. Lander chaired the meeting and welcomed the participants. He read the list of attendees and gave the antitrust advice. The agenda was adopted. The minutes of May 6, 1999 were adopted as final with changes.

II. Review of Requests & Vote on Recommended Standards

R98030 Request submitted by Texaco.

Request: Reference is made to the above subject implementation guide which utilizes the consolidated service invoice/statement (transaction set 811) of the ASC X12 standard. The existing GISB Implementation Guide does not include a sample sales invoice and sample ASC X12 transaction for the sales invoice. Texaco Natural Gas Inc is implementing process improvements to send/receive sales invoices in the GISB EDI standards and developed the attached sample sales invoice and ASC X12 mapping for inclusion in the GISB Implementation Guide. In our review of the GISB Implementation Guide, we identified minor enhancements to the guideline to support natural gas sales invoices.

Discussion: Discussion began with Mr. Kiesler asking the question of why GISB should distinguish between sales and transportation invoice. He also did not support separate GS codes for distinguishing sales versus transportation invoices. Mr. Loesch noted that when he reviewed the data set to implement it for the sales invoice, he observed that four additional items were needed. He agreed with Mr. Lander that there is no need to develop a separate document for the sales invoice. An analogy was made to the nominations implementation guide where examples were given for pathed, non-pathed and pathed non-threaded models. Mr. Keisler and Ms. Hess noted that we should first review the details of the request before we determine that separate samples and paper examples are needed.

Mr. Lander asked Mr. Loesch to describe the six types of invoices: credit, debit, consolidated, corrected, debit memo, credit memo. The consolidated invoice is an invoice from one entity that bills several different legal entities in one document (for example, Texaco could get a consolidated invoice from an entity which contains charges for several Texaco subsidiaries). The looping structure defines to whom each charge



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applies – however, it does not fit within the structure of the current GISB invoice. A credit invoice is an invoice where the total amount of the invoice is a credit. A credit memo is not processed in the accounts payable system; it only describes the line item changes correcting an invoice, explaining the credit items. Debit invoice is the normal run-of-the-mill invoice where the total amount is a debit. Debit memo is not processed in the accounts payable system; it only describes the line item changes correcting an invoice, explaining the debit items. The corrected invoice is an invoice to replace one that was sent earlier and was incorrect. A corrected invoice could set off another seven to ten day period for payment, and could cause a delinquency in payment for the original invoice. A credit memo or debit memo allows for a corrected payment in the same invoice cycle and provides the audit trail for such a change. Mr. Lander noted that there may be significant structural differences between the consolidated invoice and the other types described. It was determined to concentrate on the other five types.

While the TDS segment (ANSI ASC X12 EDI) of the invoice contains information on whether the total amount is positive (credit) or negative (debit), the segment is towards the end of the structure for the invoice and entails reading the entire record in before determining how to process the information. Mr. Lander and Mr. Loesch agreed that with the five types, you cannot determine on a corrected invoice if it is a debit or a credit. Mr. Lander noted that possibly four types should suffice: original invoice, corrected invoice, credit memo and debit memo. Mr. Loesch agreed that these four types would be acceptable. There was further discussion on the need to distinguish between credit memo and debit memo. As a result of that discussion, three types were identified: original, corrected and memo.

For the next meeting we need to determine if we are to support change only processing for the invoice which would lead to the creation of a key at the line item level, which would be used to implement credit memo and debit memo. Mr. Loesch noted that the data elements are present in the invoice to define a business key, but Mr. Keisler observed that the usages of those data elements are not sufficient to support the creation of the business key.

Action: Further discussion will be held at the meeting for June 3: (1) supporting change only processing, (2) upsetting payment cycles. Both of these items can be summarized by determining if we should support invoice types of (a) original, corrected and memo, or (b) only original and memo, where memo is defined include all line items in the invoice regardless of if they have been changed, or (c) only original and memo, where memo is defined as accepted today for listing changes only. It is requested that the attendees to the next meeting review what is acceptable in their companies. This would apply to processing for both sales and transportation invoices.

III. Agenda for next meeting

The next meeting, to be held on June 3, from 2:30 to 4:30 p.m. central, will review the following requests for discussion and possible vote on Request Nos. R98030, R97049 and prioritization of the next round of requests. The meeting adjourned at 4:30 p.m. central.



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IV. Meeting Attendees & Voting Record

Name	Company	Email Address	Voting Participant	GISB Member
PIPELINES:				
Mike Culver	Algonquin	Mwculver@duke-energy.com	Yes	Yes
S. LeCureaux	ANR	Stephanie.lecureaux@coastalcorp.com	Yes	Yes
Julie Unruh	Koch Gateway	Unruhj@kochind.com	Yes	Yes
Randy Young	Koch Midstream	Young0r@koching.com	Yes	Yes
Hien Duong	Texas Eastern	Htduong@duke-energy.com	Yes	Yes
Jim Keisler	Transco	Jim.e.keisler@wgp.twc.com	Yes	No
Theresa Hess	Enron – Transwestern	Thess@enron.com	Yes	Yes
JR Haynes	CMS Energy – Trunkline	jrhaynes@cmsenergy.com	Yes	Yes
Betty Barnum	CMS Energy – Panhandle	Babarnum@cmsenergy.com	Yes	Yes
PRODUCERS:				
Don Loesch	Texaco	Loescdr@texaco.com	Yes	Yes
SERVICES:				
Greg Lander	TransCapacity	exec@tcapserv.com	Yes	Yes
Donna Scott	Enron Administrative Corp.	Dscott2@ect.enron.com	Yes	Yes
END USERS:				
Diane McVicker	Salt River Project	Dbmcvick@srpnet.com	Yes	Yes