This **WORKBOOK** was prepared as a discussion item to use when the TEIS meets November 17 and 18.

The **DATA DICTIONARY** worksheet represents the data elements (see colunm B) that are communicated among trading partners in either the 810 Invoice or 820 Payment Colunm A provides a cross-reference of the data elements to the **SAMPLE PAPER TRANSACTION (SPT)**. The SPT represents a collection of typical bill items that would be found on the end-users' bill. Because the Data Dictionary has both invoice and payment related data elements, a separate SPT may need to be created.
Obviously, there are more data elements than typical bill items because certain data elements are used as indicators and other communication tools that make processing the transaction happen but do not appear on the bill itself. The Bill Action Code is a good example.

BILLING AND PAYMENTS DATA DICTIONARY for discussion with TEIS on November 17, 2003

Sample Paper Transaction	Business Name	Definition	Usage	Condition	Code Value	Direction	Transaction
aaa	Adjustment Amount	A dollar amount representing an allowance or charge to the customer	C	Used by the Non-Billig Party when an adjustment amount is transmitted to the Billing Party for placement on the bill		Inbound to Billing Party	810
n/a	Allowance or Charge Indicator	A code indicating whether the Adjustment Amount is an allowance or a charge to the customer	C	Used by the Non-Billig Party when an adjustment amount is transmitted to the Billing Party for placement on the bill	"A" - Allowance (Credit to the customer) "C" - Charge "N" - No Charge or Allowance; should be ignored when summing the total	Inbound to Billing Party	810
s	Applicable budget billing information	Text used by the Non-Billing Party to inform the customer of the difference between the budget amounts paid and the accrued amount outstanding	NBP			Inbound to Billing Party	810
t	Applicable taxes	A taxable amount calculated by the Non-Billing Party and transmitted to the Billing Party for placement on the customer bill	C	Used by the Non-Billig Party when a tax amount is transmitted to the Billing Party for placement on the bill		Inbound to Billing Party	810
o	Balance as a Result of Last Billing	A dollar amount representing the customer account balance as rendered on the previous bill	BP			Inbound to Billing Party	810
o	Balance Prior to Current Billing	A dollar amount representing the customer account balance prior to this billing. If a customer has paid the previous period bill in total, this will be zero	BP			Inbound to Billing Party	810
s	Balance-Budget	Current Budget Balance including arrearages	MA			Inbound to Billing Party	810
n/a	Bill Action Code	This is a code sent to the Billing Party that conveys instructions regarding the action to be taken by the Billing Party	M		"**ME**" - Memorandum "**00**" - Original "**01**" - Cancellation - Cancels an entire Bill "**17**" - Reversal (Used when cancellation not related to usage) Bill Ready Only "**18**" - Reissue (Used in combination with Reversal) Bill Ready Only "**FE**" - Memorandum, Final Bill Customer account has closed its account with the Distribution Company	Inbound to Billing Party	810
n/a	Bill Date	The Billing date. For Bill Ready Scenarios, this will be the date the bill was created. For Rate Ready Scenarios, this will be the date the bill was issued.	M			Inbound to Non-Billing Party	820
n/a	Bill Number	Unique Number identifying this bill	M			Inbound to Non-Billing Party	820
w	Billing address	Customer's address where the bill is to be sent	M			Inbound to Billing Party	810
n/a	Billing Calculation Method	Indicates which party is to calculate the customer's bill	M		"D" =Disco; "S" =Supplier; "D" =Dual	Inbound to Non-Billing Party	820
n/a	Billing Cycle	Cycle on which the bill will be rendered. Cycle associated with account.	M			Inbound to Non-Billing Party	820
n/a	Billing Party Duns Number	Billing Party's DUNS Number or DUNS+4 Number	M			Inbound to Non-Billing Party	820
v	Billing Party name	Name of the Billing Party	M			Inbound to Non-Billing Party	820
x	Billing Party Telephone Number	Billing Party Telephone Number	M			Inbound to Non-Billing Party	820
n/a	Billing Type	Indicates which party delivers the bill to the end use customer	M		"D" =Disco; "S" =Supplier; "D" =Dual	Inbound to Billing Party	810

Sample Paper Transaction	Business Name	Definition	Usage	Condition	Code Value	Direction	Transaction
n/a	Category of Charge	This is a code to indicate whether or not the charges are summarized at the account level	M		ACCOUNT - Indicates charges are summarized at an Account level	Inbound to Billing Party	810
n/a	Charge Calculation Determinant	Used to differentiate Rate Ready vs. Bill Ready and Actual Charges vs. Budget Billed.	M			Inbound to Billing Party	810
bb	Charge Description	Bill Ready: Text description for line item charge that will print on the customer's bill. Rate Ready: Text description of the line item charge	BP			Inbound to Billing Party	810
p	Charge or Allowance Amount	Dollar amount (credit or debit) for the charge. If dollar amount is negative, the leading negative sign will be sent. If the dollar amount is positive, no leading sign is sent	M			Inbound to Billing Party	810
r	Charge or Allowance Amount Due Date	Customer Payment Due Date	BP			Inbound to Non-Billing Party	820
n/a	Cross Reference Number	The cross-reference number originally transmitted with the meter reading for use as a cross-matching tool	M				
r	Current Balance	Customer total outstanding balance (previous period balance plus current charges, allowances or credits)	BP			Inbound to Billing Party	810
k	Current Meter Multiplier	A number representing the meter multiplier that is used in a Rate Ready scenario to instruct the Billing Party to multiply against the usage amount transmitted by the Meter Reading Entity	M			Inbound to Billing Party and Non-Billing Party	867
j	Current meter reading		M			Inbound to Billing Party and Non-Billing Party	867
l	Current meter reading date		M			Inbound to Billing Party and Non-Billing Party	867
open item	Current Service Period End	Service Period Ending Date	M				
open item	Current Service Period Start	Service Period Starting Date	M				
k	Current usage	Consumption or other "unit" for the charge	M			Inbound to Billing Party and Non-Billing Party	867
c	Customer Account Number	Customer Account Number assigned by the Distribution Company	M			Inbound to Billing Party	810
a	Customer Name	Customer Name	M			Inbound to Billing Party	810
x	Emergency phone number	Distribution Company's Emergency Contact Number	M			Inbound to Billing Party	810
q	Late payment charges	This is the dollar amount of late payment charges when calculated by the Non-Billing Party	C	Sent to Billing Party only if a late payment charge is appropriate		Inbound to Billing Party	810
l	Metered Demand	Metered Demand to be sent by the Meter Reading Entity	C	Sent by the Meter Reading Entity when requested by either the Non-Billing Party or the Billing Party		Inbound to Billing Party and Non-Billing Party	867
d	Non-Billing Party account number	A customer account number assigned by the Non-Billing Party	NBP			Inbound to Billing Party	810
n/a	Non-Billing Party Duns number	Non-Billing Party DUNS Number or DUNS+4 Number	M			Inbound to Billing Party	810
y	Non-Billing Party Name	Name of the Non-Billing Party	M			Inbound to Billing Party	810
z	Non-Billing Party Telephone Number	Telephone number of the Non-Billing Party to be used by the customer for contact purposes	M			Inbound to Billing Party	810
n/a	Old Account Number	Previous Distribution Company Customer Account Number may be sent following a Customer Account Number change	MA			Inbound to Billing Party	810

Sample Paper Transaction	Business Name	Definition	Usage	Condition	Code Value	Direction	Transaction
n/a	Original Bill Number	Original Bill Number is the unique number assigned to the original bill	C	When a bill is cancelled and re-billed, the Original Bill Number is used as a trace number for the receiver		Inbound to Billing Party	810
u	Other charges	Charges sent to the Billing Party representng amounts owed by the customer for services other than energy	MA			Inbound to Billing Party	810
n	Payment(s) or credits to account	An amount representing the dollars collected from the customer since the previous bill was rendered	BP			Inbound to Non-Billing Party	820
u	PID Description	Text description for charges or as supporting text	MA				
open item	Price Per Unit	Non-Billing Party price per unit associated with the charge	NBP			Inbound to Billing Party	810
h	Prior meter reading	Meter reading representing the prior period Current Meter Reading	M				
g	Prior meter reading date	Meter reading date representing the prior period Current Meter Reading Date	M				
c	SDID number	Service Delivery Identification Number (SDID number) may be used in place of a customer account number when the Distribution Company uses a SDID numbering system instead of the account numbering system	C	Mandatory when SDID used in place of "Customer Name"		Inbound to Billing Party	810
b	Service address	Customer's service address that may not be the Customer's Billing Address	M			Inbound to Billing Party	810
n/a	Service Type	Indicates type of service rendered	M		"E" = Electric; "G" = Gas	Inbound to Billing Party	810
open item	Store Number	Number assigned by and meaningful to the customer	NBP			Inbound to Billing Party	810
bb	Text message by the Non-Billing Party	A text message the Non-Billing Party wants to appear on the customer's bill	NBP			Inbound to Billing Party	810
bbb	Twelve months usage history	Twelve individual monthly usage amounts that are placed on the bill so the customer may review historical usage patterns	MA	Used when the Distribution Company is required to place usage history on the customer's bill		Inbound to Billing Party	810
n/a	Unit of Measure	Unit of measure for quantity	M		kW, kWh, therms, mcf or other	Inbound to Billing Party	810
m	Usage Indicator	Indicator distinguishes between estimated usage and actual usage	M		"E" =Estimated; "A" =Actual	Inbound to Billing Party	810
e	Utility rate identifier	Rate Code that indicates the billing rate	C	Used only for Rate Ready applications		Inbound to Billing Party	810
f	Utility special pay plans or riders						

SAMPLE PAPER TRANSACTION

The following information is typically included on a Consolidated Bill:

Customer Information:

(a) Customer name;
(b) Service address and, if different, billing address;
(c) Billing Party account number;
(d) Non-Billing Party account number;
(e) Utility rate identifier;
(f) Utility special pay plans or riders;

Usage and Charges Information

(g) Prior meter reading date;
(h) Prior meter reading;
(i) Current meter reading date;
(j) Current meter reading;
(k) Current usage and multiplier (for conversion of meter reading to billing units);
(l) Metered Demand, if applicable;
(m) Indicator if usage is “estimated”;
(n) Previous payment(s) received amount or credited amounts;
(o) Previous balance;
(p) Current charges;
(q) Late payment charges;
(r) Current amount due and due date;
(s) If budget bill, applicable billing information;
(t) Applicable taxes;
(u) Other charges authorized by Utility tariffs or schedules;

Billing Party Information

(v) Name;
(w) Billing address;
(x) Telephone number;

Non-Billing Party Information:

(y) Name;
(z) Telephone number;

Miscellaneous Information

(aa) Emergency phone number(s), if different; and
(bb) Sufficient space for bill message by the Non-Billing Party.[1]

Other Information

(aaa) Adjustments
(bbb) Twelve months usage history

[1] If a summary bill is produced for multiple residences or multiple facilities owned or operated by a single entity in more than one distribution territory, then sufficient space for multiple bill messages by non-billing parties should not be required.

The Sample Paper Transaction was originally created by R. Alston as a list of typical bill items found on a consolidated bill as decided by the NAESB REQ and RGQ CPS's meeting in joint session.

single entity in more than one distribution territory, then sufficient space for multiple bill messages by non-billing parties should not be required.