

## Explanatory Comments

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 column B) that are communicated among trading partners in either the 810 Invoice or 820 Payment Column 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.<br>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 representing 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<br>Current Meter Reading  | M     |   |                               |                              |             |
| g                        | Prior meter reading date              | Meter reading date representing the prior period<br>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.<sup>1</sup>

**Other Information**

- (aaa) Adjustments
- (bbb) Twelve months usage history

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.

<sup>1</sup> 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.

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