

Utility Industry Group Implementation Guideline

for

Electronic **D**ata **I**nterchange

TRANSACTION SET

248

**Account
Assignment/Inquiry
and Service/Status**

Ver/Rel 004010

Summary of Changes

June 4, 1998

Initial release.

The differences between this Ver/Rel 004010 and the Ver/Rel 003070 are as follows:

| Pos. | Ref Des | Data Element | Name | Attributes 3070 | Attributes 4010 |
|------|---------|--------------|---------------------|-----------------|-----------------|
| H020 | BHT04 | 373 | Date | O DT 6/6 | O DT 8/8 |
| H030 | NM109 | 67 | Identification Code | X AN 2/20 | X AN 2/80 |
| S110 | BAL03 | 782 | Monetary Amount | M R 1/15 | M R 1/18 |
| S130 | STC02 | 373 | Date | O DT 6/6 | O DT 8/8 |
| S130 | STC04 | 782 | Monetary Amount | O R 1/15 | O R 1/18 |
| S130 | STC05 | 782 | Monetary Amount | O R 1/15 | O R 1/18 |
| S130 | STC06 | 373 | Date | O DT 6/6 | O DT 8/8 |
| S150 | AMT02 | 782 | Monetary Amount | O R 1/15 | O R 1/18 |

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248 Account Assignment/Inquiry and Service/Status

Introduction

The function of the Utility Industry Group is

To represent Electric, Gas, and Combination Utilities, their suppliers, their customers, and other interested parties as an Industry Action Group to the American National Standards Institute (ANSI) Accredited Standards Committee (ASC) X12, specifically in the standards-setting process, for their Electronic Data Interchange business needs.

To encourage, promote, and establish conventions for the use of ASC X12 standards as the "recommended" method of EDI. To develop and coordinate, as required, implementation guidelines and tools to promote the growth and timely implementation of Electronic Commerce/EDI within the industry.

To provide a forum for the exchange of ideas related to Electronic Commerce/EDI and its influence on the business needs of the industry.

The UIG will represent the Edison Electric Institute (EEI) and its members to facilitate implementation of Electronic Commerce/EDI in the Utility Industry.

Purpose

This Utility Industry Group (UIG) Implementation Guideline contains the format and establishes the data contents of the Account Assignment/Inquiry and Service/Status Transaction Set (248) as adopted by the UIG for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used for two-way, multi-transactional purposes of assigning accounts for collection, reporting status inquiries and inquiry responses about those accounts, and updating collection accounts between entities.

Notes

This Implementation Guideline was designed to communicate account assignment information from the utility to the collection agency and to communicate collection activity status from the agency to the utility. Any account status or maintenance information is in the context of collection activity only; this transaction is not to be used for maintenance of accounts that are not in collection status.

In the alternative energy supply environment, this transaction can also serve the secondary purpose of notifying the Energy Service Provider (ESP) that the utility has written-off the account as uncollectible and has assigned the account to a collection agency. The ESP may then wish to take necessary action to obtain any amounts due to the ESP.

248 Account Assignment/Inquiry and Service/Status

Best Practices

Global Best Practices

Use of Text Segments

- The UIG recommends that the note (NTE) segment be avoided because this segment is not machine-readable. Other text segments, such as MSG and PID, may be used if their use will lead to machine processable information in subsequent applications.

Use of ZZ Qualifier

- The use of data fields to transmit uncoded or textual information should be avoided. This practice is usually associated with the use of the ZZ qualifier as a normal course of doing business.

997 - Functional Acknowledgment

- The purpose of the 997 is to verify receipt of a transmitted document only, not the acceptance of the document. For example, the acceptance of a purchase order (850) is accomplished through the use of the purchase order acknowledgment transaction (855).

Interchange Control Number

- A unique and sequential interchange control number should be used on every envelope that is transmitted to a trading partner. This approach will allow the receiver to audit the interchange for any duplicate or missing transmissions.

Use of Dun & Bradstreet (D-U-N-S) Number

- Dun & Bradstreet assigns a nine-digit identification number to every business entity. This number, known as the D-U-N-S number, should be used to identify the trading partners. A trading partner may append a four-digit suffix to the D-U-N-S number to uniquely identify a specific location within the entity; this number is referred to as a D-U-N-S + 4 number

Banking Transactions

- Guidelines that outline the use of transactions relating to interactions between a sender and the sender's financial institution are available from the Bankers EDI Council and the NACHA EDI Council. Other publications that address the use of financial payment transactions include Technical Report 1 (TR1) and Technical Report 2 (TR2); both of these publications are available from DISA.

Capitalization

- The use of all upper case (capital) letters is preferred over the use of mixed upper and lower case letters.

Document-Specific Best Practices

Use of The HL Segment

- The HL segment is used to identify levels of detail information using a hierarchical structure. In this transaction set, the chosen hierarchical structure (BHT01) is 0057, which provides for three levels of detail information. The highest level of detail relates to the customer that owes the debt to the utility. Other subordinate levels of detail can be provided about other parties known to the utility that may be able to provide information to the collection agency about the debtor customer.

Definitions for Data Element HL03

- Code 24 (Supergroup) is used to identify the debtor customer.
- Code 25 (Subgroup) is used to identify a party one level removed from the debtor customer, such as a parent, child, or employer.
- Code 26 (Member) is used to identify a party two levels removed from the debtor customer, such as a grandparent, a parent's employer, or a child's employer.

Use of The Detail N3 Segment

- The address specified in the Detail N3 segment is the mailing address of the party identified in the NM1 segment. The service address of the debtor customer is not needed by the collection agency and is already known to the Energy Service Provider (ESP).

Amounts shown in the BAL, STC, and AMT Segments

- When this transaction is exchanged between the utility and the collection agency, the amounts shown are those relevant to the debt owed to the utility only; amounts owed to the ESP are not sent to the collection agency.
- When this transaction is sent to the ESP, the amounts shown are those relevant to the ESP only; amounts owed to the utility are not sent to the ESP.

248 Account Assignment/Inquiry and Service/Status

Functional Group ID=**SU**

Heading

| | <u>Pos. No.</u> | <u>Seg. ID</u> | <u>Name</u> | <u>Req. Des.</u> | <u>Max. Use</u> | <u>Loop Repeat</u> | <u>Notes and Comments</u> |
|----------|-----------------|----------------|---------------------------------------|------------------|-----------------|--------------------|---------------------------|
| Must Use | 010 | ST | Transaction Set Header | M | 1 | | |
| Must Use | 020 | BHT | Beginning of Hierarchical Transaction | M | 1 | | |
| | | | | | | LOOP ID - NM1 | 2 |
| Must Use | 030 | NM1 | Individual or Organizational Name | M | 1 | | n1 |
| | 080 | PER | Administrative Communications Contact | O | >1 | | |

Summary

| | <u>Pos. No.</u> | <u>Seg. ID</u> | <u>Name</u> | <u>Req. Des.</u> | <u>Max. Use</u> | <u>Loop Repeat</u> | <u>Notes and Comments</u> |
|----------|-----------------|----------------|---------------------------------------|------------------|-----------------|--------------------|---------------------------|
| | | | | | | LOOP ID - HL | >1 |
| Must Use | 010 | HL | Hierarchical Level | M | 1 | | n2 |
| Must Use | 020 | NM1 | Individual or Organizational Name | M | 1 | | n3 |
| | 030 | N2 | Additional Name Information | O | 1 | | |
| | 040 | N3 | Address Information | O | 1 | | |
| | 050 | N4 | Geographic Location | O | 1 | | |
| | 060 | REF | Reference Identification | O | >1 | | |
| | 070 | PER | Administrative Communications Contact | O | >1 | | |
| | 110 | BAL | Balance Detail | O | 1 | | |
| | | | | | | LOOP ID - DTP | >1 |
| | 120 | DTP | Date or Time or Period | O | 1 | | |
| | 130 | STC | Status Information | O | >1 | | |
| | 150 | AMT | Monetary Amount | O | >1 | | |
| Must Use | 180 | SE | Transaction Set Trailer | M | 1 | | |

Transaction Set Notes

1. The Header NM1 loop will contain only information pertaining to the Credit Grantor, the Collection Agency, and any third-party firms.
2. The HL loop will contain parent-child (subordinate) data relationships pertaining to the debtor and/or any association to the debtor.
3. The HL/NM1 segment will contain only information pertaining to the debtor and/or any subordinate association to the debtor.

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).
Comments:

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|--|-------------------|
| Must Use | ST01 | 143 | Transaction Set Identifier Code Code uniquely identifying a Transaction Set 248 Account Assignment/Inquiry and Service/Status | M ID 3/3 |
| Must Use | ST02 | 329 | Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | M AN 4/9 |

Segment: **BHT** Beginning of Hierarchical Transaction
Position: 020
Loop:
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number and date

Syntax Notes:
Semantic Notes:

- 1 BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.
- 2 BHT04 is the date the transaction was created within the business application system.

Comments:

Data Element Summary

| Ref. Des. | Data Element | Name | Attributes |
|-----------|--------------|--|------------|
| Must Use | BHT01 | 1005 Hierarchical Structure Code Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0057 Supergroup, subgroup, member Supergroup = Debtor customer. Subgroup = One level removed from the Debtor; e.g., Debtor's parent, Debtor's employer. Member = Two levels removed from the Debtor; e.g., Debtor's grandparent, parent's employer. | M ID 4/4 |
| Must Use | BHT02 | 353 Transaction Set Purpose Code Code identifying purpose of transaction set 00 Original 01 Cancellation 04 Change 08 Status 22 Information Copy Used to notify third parties. In the alternative energy supply environment, this is used to notify the Energy Service Provider of an account write-off action. 28 Query Used to request status. | M ID 2/2 |
| | BHT03 | 127 Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier A unique transaction number assigned by the originator. | O AN 1/30 |
| | BHT04 | 373 Date Date expressed as CCYYMMDD The transaction creation date. | O DT 8/8 |

Segment: **NM1** Individual or Organizational Name
Position: 030
Loop: NM1
Level: Heading:
Usage: Mandatory
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
Semantic Notes: 1 NM102 qualifies NM103.
Comments:

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|--|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | NM101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual | M ID 2/3 |
| | | | 85 Billing Provider In the alternative energy supply environment, this is a third party that provides billing services; e.g. a Billing Agent. | |
| | | | 8S Consumer Service Provider In the alternative energy supply environment, this is the Utility. | |
| | | | AG Agent/Agency Collection Agency | |
| | | | GT Credit Grantor In the context of collection activity, this is the party making the collection assignment. | |
| | | | SJ Service Provider In the alternative energy supply environment, this is the Energy Service Provider. | |
| Must Use | NM102 | 1065 | Entity Type Qualifier Code qualifying the type of entity | M ID 1/1 |
| | | | 1 Person The entity name is segmented into discrete elements and transmitted via NM103, NM104, NM105, NM106, and NM107. | |
| | | | 2 Non-Person Entity The entity name is not segmented into discrete elements and will be transmitted in NM103 only. | |
| | | | 3 Unknown The entity name is not segmented into discrete elements and will be transmitted in NM103 only. | |
| | NM103 | 1035 | Name Last or Organization Name Individual last name or organizational name | O AN 1/35 |
| | NM104 | 1036 | Name First Individual first name | O AN 1/25 |
| | NM105 | 1037 | Name Middle Individual middle name or initial | O AN 1/25 |
| | NM106 | 1038 | Name Prefix Prefix to individual name | O AN 1/10 |

| | | | | |
|--------------|-------------|--|----------|----------------|
| NM107 | 1039 | Name Suffix | O | AN 1/10 |
| | | Suffix to individual name | | |
| NM108 | 66 | Identification Code Qualifier | X | ID 1/2 |
| | | Code designating the system/method of code structure used for Identification Code (67) | | |
| | | 1 D-U-N-S Number, Dun & Bradstreet | | |
| | | 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix | | |
| | | 24 Employer's Identification Number | | |
| | | 91 Assigned by Seller or Seller's Agent | | |
| | | An identifier assigned by the Utility | | |
| | | 92 Assigned by Buyer or Buyer's Agent | | |
| | | An identifier assigned by the Energy Service Provider | | |
| NM109 | 67 | Identification Code | X | AN 2/80 |
| | | Code identifying a party or other code | | |

Segment: **PER Administrative Communications Contact**
Position: 080
Loop: NM1
Level: Heading:
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed

- Syntax Notes:**
- 1 If either PER03 or PER04 is present, then the other is required.
 - 2 If either PER05 or PER06 is present, then the other is required.
 - 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

| Ref. | Data Element | Name | Attributes |
|----------|--------------|--|------------|
| Must Use | PER01 | 366 Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact | M ID 2/2 |
| | PER02 | 93 Name Free-form name | O AN 1/60 |
| | PER03 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone | X ID 2/2 |
| | PER04 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |
| | PER05 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone | X ID 2/2 |
| | PER06 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |
| | PER07 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile TE Telephone | X ID 2/2 |
| | PER08 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |

Segment: **HL Hierarchical Level**
Position: 010
Loop: HL
Level: Summary:
Usage: Mandatory
Max Use: 1
Purpose: To identify dependencies among and the content of hierarchically related groups of data segments

Syntax Notes:
Semantic Notes:
Comments:

- 1 The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data.
The HL segment defines a top-down/left-right ordered structure.
- 2 HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.
- 3 HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.
- 4 HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.
- 5 HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|--|-------------------|
| Must Use | HL01 | 628 | Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure | M AN 1/12 |
| | HL02 | 734 | Hierarchical Parent ID Number Identification number of the next higher hierarchical data segment that the data segment being described is subordinate to | O AN 1/12 |
| Must Use | HL03 | 735 | Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure | M ID 1/2 |
| | | 24 | Supergroup | |
| | | 25 | Debtor Customer Subgroup | |
| | | 26 | Member One level removed from the Debtor; e.g., Debtor's parent, Debtor's employer. | |
| | | | Two levels removed from the Debtor; e.g., Debtor's grandparent, parent's employer. | |

| | | | |
|-------------|------------|--|--|
| HL04 | 736 | Hierarchical Child Code | O ID 1/1 |
| | | Code indicating if there are hierarchical child data segments subordinate to the level being described | |
| | | 0 | No Subordinate HL Segment in This Hierarchical Structure. |
| | | 1 | Additional Subordinate HL Data Segment in This Hierarchical Structure. |

Segment: **NM1** Individual or Organizational Name
Position: 020
Loop: HL
Level: Summary:
Usage: Mandatory
Max Use: 1
Purpose: To supply the full name of an individual or organizational entity
Syntax Notes: 1 If either NM108 or NM109 is present, then the other is required.
Semantic Notes: 1 NM102 qualifies NM103.

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|--|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | NM101 | 98 | Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual D4 Debtor JT Joint Debtor QD Responsible Party Person responsible for the affairs of the person having services rendered | M ID 2/3 |
| Must Use | NM102 | 1065 | Entity Type Qualifier Code qualifying the type of entity 1 Person The entity name is segmented into discrete elements and transmitted via NM103, NM104, NM105, NM106, and NM107. 2 Non-Person Entity The entity name is not segmented into discrete elements and will be transmitted via NM103 only. 3 Unknown The entity name is not segmented into discrete elements and will be transmitted via NM103 only. | M ID 1/1 |
| | NM103 | 1035 | Name Last or Organization Name Individual last name or organizational name | O AN 1/35 |
| | NM104 | 1036 | Name First Individual first name | O AN 1/25 |
| | NM105 | 1037 | Name Middle Individual middle name or initial | O AN 1/25 |
| | NM106 | 1038 | Name Prefix Prefix to individual name | O AN 1/10 |
| | NM107 | 1039 | Name Suffix Suffix to individual name | O AN 1/10 |
| | NM108 | 66 | Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 24 Employer's Identification Number 34 Social Security Number 92 Assigned by Buyer or Buyer's Agent An identifier assigned by the debtor. | X ID 1/2 |
| | NM109 | 67 | Identification Code Code identifying a party or other code | X AN 2/80 |

Segment: **N2** Additional Name Information
Position: 030
Loop: HL
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To specify additional names or those longer in length than the 35 characters provided in NM103.

Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|-------------------------------|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N201 | 93 | Name Free-form name | M AN 1/60 |
| | N202 | 93 | Name Free-form name | O AN 1/60 |

Segment: **N3** Address Information
Position: 040
Loop: HL
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To specify the location of the named party
Syntax Notes:
Semantic Notes:
Notes: The mailing address of the party identified in NM1.

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | N301 | 166 | Address Information Address information | M AN 1/55 |
| | N302 | 166 | Address Information Address information | O AN 1/55 |

Segment: **N4 Geographic Location**
Position: 050
Loop: HL
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To specify the geographic place of the named party
Syntax Notes: 1 If N406 is present, then N405 is required.
Semantic Notes:
Comments: 1 A combination of either N401 through N404, or N405 and N406 may be adequate to specify a location.
 2 N402 is required only if city name (N401) is in the U.S. or Canada.

Data Element Summary

| <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|-------------|-------------|--|-------------------|
| N401 | 19 | City Name Free-form text for city name | O AN 2/30 |
| N402 | 156 | State or Province Code Code (Standard State/Province) as defined by appropriate government agency | O ID 2/2 |
| N403 | 116 | Postal Code Code defining international postal zone code excluding punctuation and blanks (zip code for United States) | O ID 3/15 |
| N404 | 26 | Country Code Code identifying the country | O ID 2/3 |

Segment: **REF** Reference Identification
Position: 060
Loop: HL
Level: Summary:
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes: 1 At least one of REF02 or REF03 is required.
Semantic Notes:
Comments:

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|--|-------------------|
| Must Use | REF01 | 128 | Reference Identification Qualifier Code qualifying the Reference Identification | M ID 2/3 |
| | | | 11 Account Number Energy Service Provider-assigned account number for the Debtor. | |
| | | | 12 Billing Account Utility-assigned account number for the Debtor. | |
| | | | 3H Case Number Collection agent's number | |
| | | | 5J Driver's License | |
| | | | X0 Debtor's Account Write-off account number | |
| | REF02 | 127 | Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier | X AN 1/30 |

Segment: **PER Administrative Communications Contact**
Position: 070
Loop: HL
Level: Summary:
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to which administrative communications should be directed

- Syntax Notes:**
- 1 If either PER03 or PER04 is present, then the other is required.
 - 2 If either PER05 or PER06 is present, then the other is required.
 - 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:
Comments:

Data Element Summary

| Ref. | Data | Name | Attributes |
|-------------|----------------|--|------------------|
| <u>Des.</u> | <u>Element</u> | | |
| Must Use | PER01 | 366 Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact | M ID 2/2 |
| | PER02 | 93 Name Free-form name | O AN 1/60 |
| | PER03 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile HP Home Phone Number TE Telephone WP Work Phone Number | X ID 2/2 |
| | PER04 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |
| | PER05 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile HP Home Phone Number TE Telephone WP Work Phone Number | X ID 2/2 |
| | PER06 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |
| | PER07 | 365 Communication Number Qualifier Code identifying the type of communication number EM Electronic Mail FX Facsimile HP Home Phone Number TE Telephone WP Work Phone Number | X ID 2/2 |
| | PER08 | 364 Communication Number Complete communications number including country or area code when applicable | X AN 1/80 |

Segment: **BAL** Balance Detail
Position: 110
Loop: HL
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To identify the specific monetary balances associated with a particular account
Syntax Notes:
Semantic Notes:
Comments:

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|---|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | BAL01 | 951 | Balance Type Code Code indicating the type of balance CD Cycle to Date Denotes balance data associated with defined periods | M ID 1/2 |
| Must Use | BAL02 | 522 | Amount Qualifier Code Code to qualify amount BD Balance Due | M ID 1/3 |
| Must Use | BAL03 | 782 | Monetary Amount Monetary amount | M R 1/18 |

Segment: **DTP** Date or Time or Period
Position: 120
Loop: DTP
Level: Summary:
Usage: Optional
Max Use: 1
Purpose: To specify any or all of a date, a time, or a time period
Syntax Notes:
Semantic Notes: 1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|----------------|--|-------------------|
| | <u>Des.</u> | <u>Element</u> | | |
| Must Use | DTP01 | 374 | Date/Time Qualifier Code specifying type of date or time, or both date and time The following codes are recommended by the UIG. Other codes from data element 374 may be used by agreement of the trading partners. | M ID 3/3 |
| | | | 270 Date Filed Date the account was assigned to the collection agency | |
| | | | 585 Report | |
| | | | 630 Account Closed Date the account was written off. | |
| | | | 814 Payment Due Date Last due date before the account was assigned to the collection agency. | |
| Must Use | DTP02 | 1250 | Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format | M ID 2/3 |
| | | | D8 Date Expressed in Format CCYYMMDD | |
| Must Use | DTP03 | 1251 | Date Time Period Expression of a date, a time, or range of dates, times or dates and times | M AN 1/35 |

Segment: **STC** Status Information
Position: 130
Loop: DTP
Level: Summary:
Usage: Optional
Max Use: >1
Purpose: To report the status, required action, and paid information of a claim or service line

- Syntax Notes:**
Semantic Notes:
- 1 STC02 is the effective date of the status information.
 - 2 STC04 is the amount of original submitted charges.
 - 3 STC05 is the amount paid.
 - 4 STC06 is the paid date.

Comments:

Data Element Summary

| | <u>Ref. Des.</u> | <u>Data Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|------------------|---------------------|---|-------------------|
| Must Use | STC01 | C043 | Health Care Claim Status Used to convey status of the entire claim or a specific service line STC01 is a mandatory composite data element, consisting of C04301 and C04302. To satisfy this mandatory requirement, the UIG recommends the exchange of the single-character codes shown in C04301 and C04302. | M |
| Must Use | C04301 | 1271 | Industry Code Code indicating a code from a specific industry code list A = Active | M AN 1/30 |
| Must Use | C04302 | 1271 | Industry Code Code indicating a code from a specific industry code list A = Active | M AN 1/30 |
| | STC02 | 373 | Date Date expressed as CCYYMMDD The effective date of the status information. | O DT 8/8 |
| | STC03 | 306 | Action Code Code indicating type of action The following codes are recommended by the UIG. Other codes from data element 306 may be used by agreement of the trading partners. | O ID 1/2 |
| | | | 26 Bankruptcy Filed - Review Account | |
| | | | 28 Change Phone Number | |
| | | | 29 Payment Received - Follow Up | |
| | | | 38 Change Address | |
| | | | 40 Close Account - Deceased | |
| | | | 42 Account Paid in Full - Close Account | |
| | | | 44 Account Disputed - Review | |
| | | | RU Return | |
| | STC04 | 782 | Monetary Amount Monetary amount Original write-off amount | O R 1/18 |

| | | | |
|--------------|------------|--|-----------------|
| STC05 | 782 | Monetary Amount | O R 1/18 |
| | | Monetary amount | |
| | | Current payment amount | |
| STC06 | 373 | Date | O DT 8/8 |
| | | Date expressed as CCYYMMDD | |
| | | Date the current payment was received. | |

Segment: **AMT** Monetary Amount
Position: 150
Loop: DTP
Level: Summary:
Usage: Optional
Max Use: >1
Purpose: To indicate the total monetary amount
Syntax Notes:
Semantic Notes:
Comments:

Notes: In the initial assignment transaction, this segment may be used to itemize the components of the amount shown in the preceding BAL segment. In subsequent transactions, this segment may be used to show the original debt and the total of any payments or adjustments made to date.

Data Element Summary

| | <u>Ref.</u> <u>Des.</u> | <u>Data</u> <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|----------------------------|-------------------------------|--|-------------------|
| Must Use | AMT01 | 522 | Amount Qualifier Code Code to qualify amount | M ID 1/2 |
| | | | AT Total Received Total of payments received. | |
| | | | BM Adjustments Total of adjustments made. | |
| | | | PZ Original Principal Balance Original write-off amount. | |
| Must Use | AMT02 | 782 | Monetary Amount Monetary amount | M R 1/18 |
| | AMT03 | 478 | Credit/Debit Flag Code Code indicating whether amount is a credit or debit | O ID 1/1 |
| | | | C Credit | |
| | | | D Debit | |

Segment: **SE** Transaction Set Trailer
Position: 180
Loop:
Level: Summary:
Usage: Mandatory
Max Use: 1
Purpose: To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)

Syntax Notes:
Semantic Notes:
Comments: 1 SE is the last segment of each transaction set.

Data Element Summary

| | <u>Ref.</u> | <u>Data</u> | <u>Element</u> | <u>Name</u> | <u>Attributes</u> |
|----------|-------------|-------------|----------------|---|-------------------|
| Must Use | SE01 | 96 | | Number of Included Segments | M NO 1/10 |
| | | | | Total number of segments included in a transaction set including ST and SE segments | |
| Must Use | SE02 | 329 | | Transaction Set Control Number | M AN 4/9 |
| | | | | Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set | |

Example Transaction Data

Initial Assignment from Utility to Collection Agency

ST~248~0001

This is the start of a 248 transaction with a control number of 0001.

BHT~0057~00~51519703123456~19980410

The hierarchical structure for this transaction is Supergroup, Subgroup, and Member. This is an original transaction. The reference number for this transaction is 51519703123456. The transaction was created on April 10, 1998.

NM1~AG~2~CREDIT BUREAU OF OUR COUNTY~~~~~1~11111111

The receiving collection agency is Credit Bureau of Our County. Their D-U-N-S number is 11111111.

NM1~GT~2~UNIVERSAL ENERGY~~~~~1~22222222

The transmitting utility is Universal Energy. Their D-U-N-S number is 22222222.

PER~IC~CUSTOMER RELATIONS~TE~1110335000

The information contact at Universal Energy is the Customer Relations Department. Their telephone number is 111-033-5000.

HL~1~~24~1

This is the first hierarchical level. It deals with the debtor customer. There are subordinate hierarchical levels.

NM1~D4~3~JOHN CUSTOMER~~~~~34~00000000

The name of the debtor is John Customer. His Social Security Number is 00000000. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

N3~123 MAIN ST

John Customer's mailing address is 123 Main Street.

N4~ANYTOWN~ST~12345

John Customer's mailing address city, state, and Zip Code are Anytown, ST 12345.

REF~X0~519703123456

The Universal Energy write-off account number for this assignment is 519703123456.

REF~12~51610011112222

The Universal Energy billing account number for the service account was 51610011112222.

PER~IC~~TE~1110345678

The telephone number for John Customer is 111-034-5678

BAL~CD~BD~74.56

The Universal Energy portion of the balance owed by John Customer is \$74.56.

DTP~270~D6~980410

The account is assigned to the collection agency on April 10, 1998.

DTP~630~D6~980408

The account was written-off on April 8, 1998.

DTP~814~D6~980401

The last due date before write-off was April 1, 1998

HL~2~1~25~0

This is the second hierarchical level. It is subordinate to hierarchical level number 1. It deals with a party associated with the debtor customer. There are no hierarchical levels subordinate to this one.

NM1~QD~3~MARY CUSTOMER

The name of a person responsible for John Customer's affairs is Mary Customer. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

N3~456 FIRST AVE~P.O. BOX 0000

This is the mailing address for Mary Customer.

N4~ANYTOWN~ST~12345

Mary Customer's mailing address city, state, and Zip Code are Anytown, ST 12345.

SE~21~0001

There are twenty-one segments in the transaction. The control number is 0001.

Example Transaction Data

Information Copy to Energy Service Provider

ST~248~0002

This is the start of a 248 transaction with a control number of 0002.

BHT~0057~22~51519703123457~19980410

The hierarchical structure for this transaction is Supergroup, Subgroup, and Member. This is an information copy transaction. The reference number for this transaction is 51519703123457. The transaction was created on April 10, 1998.

NM1~SJ~2~AMALGAMATED SUPPLY~~~~1~333333333

The Energy Service Provider is Amalgamated Supply. Their D-U-N-S number is 333333333.

NM1~GT~2~UNIVERSAL ENERGY~~~~1~222222222

The transmitting utility is Universal Energy. Their D-U-N-S number is 222222222.

PER~IC~CUSTOMER RELATIONS~TE~1110335000

The information contact at Universal Energy is the Customer Relations Department. Their telephone number is 111-033-5000.

HL~1~~24~1

This is the first hierarchical level. It deals with the debtor customer. There are subordinate hierarchical levels.

NM1~D4~3~JOHN CUSTOMER~~~~34~000000000

The name of the debtor is John Customer. His Social Security Number is 000000000. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

N3~123 MAIN ST

John Customer's mailing address is 123 Main Street.

N4~ANYTOWN~ST~12345

John Customer's mailing address city, state, and Zip Code are Anytown, ST 12345.

REF~11~123456519703

The Amalgamated Supply account number for this customer is 123456519703.

REF~12~51610011112222

The Universal Energy billing account number for the service account was 51610011112222.

PER~IC~~TE~1110345678

The telephone number for John Customer is 111-034-5678

BAL~CD~BD~204.10

The Amalgamated Supply portion of the balance owed by John Customer is \$204.10.

DTP~270~D6~980410

The account is assigned to the collection agency on April 10, 1998.

DTP~630~D6~980408

The account was written-off on April 8, 1998.

DTP~814~D6~980401

The last due date before write-off was April 1, 1998

HL~2~1~25~0

This is the second hierarchical level. It is subordinate to hierarchical level number 1. It deals with a party associated with the debtor customer. There are no hierarchical levels subordinate to this one.

NM1~QD~3~MARY CUSTOMER

The name of a person responsible for John Customer's affairs is Mary Customer. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

N3~456 FIRST AVE~P.O. BOX 0000

This is the mailing address for Mary Customer.

N4~ANYTOWN~ST~12345

Mary Customer's mailing address city, state, and Zip Code are Anytown, ST 12345.

SE~21~0002

There are twenty-one segments in the transaction. The control number is 0002.

Example Transaction Data

Status Report From Collection Agency to Utility

ST~248~00401

This is the start of a 248 transaction with a control number of 00401.

BHT~0057~08~98003001~19980508

The hierarchical structure for this transaction is Supergroup, Subgroup, and Member. This is a status transaction.

The reference number for this transaction is 98003001. The transaction was created on May 8, 1998.

NM1~GT~2~UNIVERSAL ENERGY~~~~~1~22222222

The receiving utility is Universal Energy. Their D-U-N-S number is 22222222.

NM1~AG~2~CREDIT BUREAU OF OUR COUNTY~~~~~1~11111111

The transmitting collection agency is Credit Bureau of Our County. Their D-U-N-S number is 11111111.

PER~IC~ALFRED AGENT~TE~111033999

The information contact at Credit Bureau of Our County is Alfred Agent. His telephone number is 111-033-9999.

HL~1~~24~0

This is the first hierarchical level. It deals with the debtor customer. There are no subordinate hierarchical levels.

NM1~D4~3~JOHN CUSTOMER~~~~~34~00000000

The name of the debtor is John Customer. His Social Security Number is 000000000. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

REF~X0~519703123456

The Universal Energy write-off account number for this assignment is 519703123456.

BAL~CD~BD~0

The balance now owed to Universal Energy by John Customer is \$0.00

DTP~585~D6~980508

The reporting date is May 8, 1998

STC~A^A~19980507~42~74.56~74.56~19980504

The effective date of the current status is May 7, 1998. The account is now paid in full and can be closed. The original write-off amount was \$74.56. The current payment amount was \$74.56. The current payment was received on May 4, 1998.

SE~12~00401

There are twelve segments in the transaction. The control number is 00401.

ST~248~00402

This is the start of a 248 transaction with a control number of 00402.

BHT~0057~08~98003002~19980508

The hierarchical structure for this transaction is Supergroup, Subgroup, and Member. This is a status transaction.

The reference number for this transaction is 98003002. The transaction was created on May 8, 1998.

NM1~GT~2~UNIVERSAL ENERGY~~~~~1~22222222

The receiving utility is Universal Energy. Their D-U-N-S number is 22222222.

NM1~AG~2~CREDIT BUREAU OF OUR COUNTY~~~~~1~11111111

The transmitting collection agency is Credit Bureau of Our County. Their D-U-N-S number is 11111111.

PER~IC~ALFRED AGENT~TE~111033999

The information contact at Credit Bureau of Our County is Alfred Agent. His telephone number is 111-033-9999.

HL~1~~24~0

This is the first hierarchical level. It deals with the debtor customer. There are no subordinate hierarchical levels.

NM1~D4~3~I. M. N. ARREARS~~~~~34~999009999

The name of the debtor is I. M. N. Arrears. His Social Security Number is 999009999. The NM102 qualifier of '3' indicates that the entire name is contained in NM103 only.

REF~X0~519703120045

The Universal Energy write-off account number for this assignment is 519703120045.

BAL~CD~BD~1422.33

The balance now owed to Universal Energy by I. M. N. Arrears is \$1422.33

DTP~585~D6~980508

The reporting date is May 8, 1998

STC~A^A~19980504~26~4275.41

The effective date of the current status is May 4, 1998. The customer filed for bankruptcy. The original write-off amount was \$4275.41

AMT~AT~2853.08

The total amount of the payments received from I. M. N. Arrears is \$2853.08.

SE~13~00402

There are thirteen segments in the transaction. The control number is 00402.