

# REQUEST FOR PROPOSAL

## Utility Bill Printing and Mailing Services



**RFP No:** 836P

**Proposal Opening Date:** December 6, 2011

**Proposal Opening Time:** 10:00 a.m.

**City of Alexandria**

## TABLE OF CONTENTS

### **PART I GENERAL INFORMATION**

1.1	Purpose .....	5
1.2	Goals and Objectives .....	5
1.3	Background .....	6
1.3.1	Software History and Overview .....	6
1.4	Bill Printing and Mailing Services Information .....	7
1.4.1	Scope of Work .....	7
1.4.2	Scope Parameters .....	7

### **PART II ADMINISTRATIVE INFORMATION**

2.1	Definitions .....	10
2.2	Proposal Preparation Cost .....	10
2.3	Proposal Validity .....	10
2.4	Receipt of Proposals .....	11
2.4.1	Confidentiality of Proposal Information .....	11
2.4.2	Louisiana Public Records Act .....	11
2.5	Lost Proposals .....	11
2.6	Proposal Changes and Addenda .....	12
2.7	Withdrawal of Proposal .....	12
2.8	Material in the Proposal .....	12
2.9	Proposal Content Acceptance .....	12
2.10	Ownership of Proposal .....	12
2.11	Proposal Rejection .....	12
2.12	Independent Price Determination .....	13
2.13	Waiver of Administrative Informalities .....	13
2.14	Written or Oral Discussions/Presentations .....	13
2.15	Disclaimer .....	13
2.16	Examination of Documents, Specifications, Site, and Conditions .....	13
2.17	Evaluation and Selection .....	14
2.18	Notice of Intent to Award .....	14
2.19	RESERVED .....	15
2.20	Proposal Reference .....	15
2.21	News Releases .....	15

### **PART III CONTRACT INFORMATION**

3.1	Contract Negotiations .....	16
3.2	Non-negotiable Contract Terms .....	16
3.3	Legal Requirements .....	16
3.4	Licenses, Registration, and Certificates .....	16
3.5	Taxes .....	16
3.6	Prime Contractor Responsibilities .....	17

3.7	Use of Subcontractors.....	17
3.8	Contract Award and Execution.....	17
3.9	Proposal Guarantee.....	18
3.10	Performance Bond.....	18
3.11	Fidelity Bond Requirements.....	18
3.12	Insurance Requirements.....	19
3.13	Subcontractor Insurance.....	19
3.14	Indemnification and Limitation of Liability.....	19
3.15	Indemnification Agreement.....	20
3.16	Payment for Services.....	21
3.17	Termination	
	3.17.1 Termination of this Agreement for Cause.....	21
	3.17.2 Termination of this Agreement for Convenience.....	21
3.18	Continuance of Contract.....	22
3.19	No Guarantee of Quantities.....	22
3.20	Audit of Records.....	22
3.21	Record Retention.....	22
3.22	Record Ownership.....	22
3.23	Civil Rights Compliance.....	22
3.24	RESERVED.....	23
3.25	Content of Contract/Order of Precedence.....	23
3.26	Contract Changes.....	23
3.27	Disputes.....	23
3.28	Substitution of Personnel.....	24
3.29	Governing Law.....	24
3.30	Claims or Controversies.....	24
3.31	Care of COA Property.....	24
3.32	Prohibition of Gratuities.....	24
3.33	Modification.....	24
3.34	Severability.....	25
3.35	Materials and Workmanship.....	25
3.36	Industry Standards.....	25
3.37	Upgrades.....	25
3.38	Implied Requirements.....	25
3.39	Equipment.....	25
3.40	Warranty.....	26
3.41	Acceptance.....	26
3.42	Ownership.....	26
3.43	New Materials, Supplies or Equipment.....	26
3.44	Price Guarantee Period.....	26
3.45	Reasonable Accommodations.....	27
3.46	Guarantee Delivery.....	27
3.47	Entire Agreement.....	27

**PART III CONTRACT INFORMATION (cont.)**

3.48	Right to Publish.....	27
3.49	Formal Acceptance.....	27

**PART IV SUBMITTAL REQUIREMENTS**

4.1	Proposal Response Format	
-----	--------------------------	--

4.1. A Cover Letter .....	28
4.1. B Table of Contents .....	29
4.1. C Introductory Material .....	29
4.1.1 Executive Summary .....	29
4.1.2 Scope of Services .....	29
4.1.3 Company Background/Information.....	30
4.1.4 Proposer/Vendor Qualifications and Experience .....	30
4.1.5 Proposed Application of Software and Computing Environment.....	30
4.1.6 Implementation Plan .....	31
4.1.7 Training Plan .....	32
4.1.8 Maintenance and Support Program .....	32
4.1.9 Client References.....	33
4.1.10 Cost Proposal.....	33
4.1.11 Hardware Requirements .....	34
4.1.12 Software License Agreement .....	34
4.2 Number of Response Copies .....	34
4.3 Legibility/Clarity .....	34
4.4 Confidential Information, Trade Secrets, and Proprietary Information .....	34
4.5 Proposal Clarifications Prior to Submittal.....	36
4.5.1 Pre-proposal Conference .....	36
4.5.2 Proposer/Vendor Inquiry Periods and Contact Person .....	36
4.6 Errors and Omissions in Proposal.....	37
4.7 RFP Coordinator .....	37
4.8 Schedule of Events .....	37
4.9 Proposal Submittal .....	38

**PART V SCOPE OF WORK/SERVICES**

5.1 Scope of Work/Services.....	40
5.2 Period of Agreement .....	40
5.3 Price Schedule .....	40
5.4 Deliverables .....	40
5.5 Location.....	40
5.6 Proposal Elements .....	40
5.6.1 Financial.....	40
5.6.2 Technical.....	41
5.7 Guidelines .....	41

**PART VI PROPOSAL EVALUATION CRITERIA**

6.1 General Information .....	43
6.2 Additional Evaluation Information.....	43

**PART VI PROPOSAL EVALUATION CRITERIA (cont.)**

6.3 Acceptance/Standards of Performance .....	44
6.4 Access to Software .....	44
6.5 Documentation and Operating Manuals.....	45
6.6 Fixes, Upgrades, and Future Software Options .....	45
6.6.1 Fixes.....	45
6.6.2 Upgrades and Enhancements.....	45

6.6.3	Future Software Options and Replacement Software .....	45
6.7	Installation .....	46
6.8	License/Title .....	47
6.8.1	Temporary License Transfer .....	48
6.8.2	Installation License.....	48
6.8.3	Location License .....	48
6.8.4	Change in Designated Machine .....	48
6.8.5	Additional Licenses .....	48
6.8.6	Title .....	49
6.8.7	Term of License .....	49
6.8.8	Terms of Use.....	49
6.9	Licensed Program Testing .....	50
6.10	Liquidated Damages .....	50
6.11	Delivery of Software .....	51
6.12	Ongoing Performance .....	51
6.13	Maintenance Assurance.....	51
6.14	Ongoing Performance Requirement .....	52
6.15	Permission to Modify.....	52
6.16	Program Services.....	52
6.17	Protection and Security of Licensed Software Materials .....	53
6.18	Relocation of Software .....	53
6.19	Return or Destruction of Licensed Program Materials .....	53
6.20	Site Preparation .....	54
6.21	Software Standards.....	54
6.22	Specified Operating Environment .....	54
6.23	Technical Services .....	54
6.24	Training .....	54
6.25	Travel Expense .....	54
6.26	Warranty of Operation.....	54

**ATTACHMENTS**

Attachment A .....	54
Attachment B .....	55
Attachment C .....	56

# REQUEST FOR PROPOSAL

## FOR

### **Utility Bill Printing and Mailing Services**

#### PART I GENERAL INFORMATION

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##### 1.1 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from bona fide, qualified Proposer/Vendors who are interested in providing a

#### **Utility Bill Printing and Mailing Services.**

The Proposer/Vendor shall provide the solution and implementation services for that solution for City of Alexandria in a timely and well organized matter. This service shall be provided to City of Alexandria (COA) in accordance with terms, conditions, and specifications established herein.

##### 1.2 Goals and Objectives

The City of Alexandria's goal is to organize, stream line, structure, and simplify the utility bill print process method for The City of Alexandria (COA).

COA is seeking proposals from qualified Vendors who are capable of printing, folding, inserting and mailing monthly utility bills generated from its CIS application in an efficient, timely and professional manner. The City has 18 bill cycles and generates approximately 30,000 to 35,000 bills monthly. All printing, folding, inserting, and mail processing services will be performed by the selected Vendor "in-house" at the Vendor's facility. **Subcontracting of these services is not acceptable.**

The Contractor shall receive an electronic data file from the City's utility billing customer information system by remote means and process the data to generate printed City utility bills. The Contractor shall provide materials including City approved bill stock and envelopes. The City may elect to furnish printed informational inserts that the Contractor will store in their plant until inserted in the utility bills. It is also desirable for the Contractor to have the capability to design and print inserts at the City's option.

This RFP seeks to identify the Proposer/Vendor who can best:

1. Provide error free printing and mailing of utility bills
2. Provide a stable, redundant environment for the production of utility bills
3. Reduce the cost of printing and mailing utility bills

4. Perform the functions described in this RFP in a reliable, cost effective and expeditious manner
5. Enable users of the system to receive timely, accurate information and monitor the processes start to finish

### **1.3 Background**

#### **1.3.1 Software History and Overview**

COA currently uses Ventyx Customer Suite as its CIS application. Ventyx Customer Suite was originally SCT Banner CIS. COA acquired CIS over ten (10) years ago. We, COA, have stayed up-to-date on the application through service packs or new releases. We, COA, is currently pursuing an upgrade of this application and the selected vendor will have to be involved with two versions of the CIS application.

Over the course of the 10 years of ownership of the applications by COA, the original owner or developer of the applications, SCT, Inc., sold the Banner applications. SunGard purchased the Finance application and the CIS application eventually ended up with Ventyx. Ventyx now calls the Banner CIS application-Customer Service Suite.

### **1.4 Bill Printing and Mailing Services Information**

#### **1.4.1 Scope of Work**

1. The Vendor shall receive customer billing information for each customer from the City's Ventyx Customer Suite utility billing and customer information system via a zip disk, compressed electronic data transfer, or some other agreed upon electronic means. The Vendor will process the data to generate printed City utility bills. Vendor shall provide printing materials and envelopes. The City may elect to furnish printed informational inserts that the Vendor will store in their facility until inserted in the utility bills. The City also desires that Vendor have the capability to design and/or print inserts at the City's option.
2. Vendor shall print residential or industrial customer bills two-sided on a high quality laser printer on 8 ½ inch x 11 inch, 24 pound white laser paper with a U.S. brightness rating of at least 96 and at least 30% post consumer recycled content. Bills will be printed in one color plus black and have a perforated remittance stub for customers to mail with payments.
3. The bill will be folded and inserted along with a #9 reply envelope and, on occasion with up to two (2) inserts, in a #10 two (2) window envelope.
4. Vendor shall implement safeguards and checks to avoid duplicates, wrong addresses, improper dates, and other erroneous information in billing notices. Vendor shall also implement safeguards and checks to ensure that the City's bills, envelopes and/or billing data are not mixed or any way combined with other organization's bills, envelopes and/or data. Any bills that are not presentable, have incorrect information not supplied by the

City, or are incorrect due to Vendor processing problems or mistakes will be reprocessed immediately and at Vendor's expense.

5. Access to two years historical statement data will be required along with the ability by the staff to remotely reprint statements on a real-time basis.
6. The supplier must provide a means for secure data transmission and confirm receipt of the data. As well as providing summary reports of bills processed.

#### 1.4.2 Scope Parameters

Print Parameters	Description
Contract term	1 year, option for up to four (4), one-year renewals for a total of five (5) years.
Number of cycles per month that bills, notices and letters are generated for printing and mailing.	18 defined billing cycles per month. Additional billing cycles are processed when needed.  Billing occurs each business day of the month. Bills could be produced every business day of the month.
Volume of Bills	Currently from 9,862 to 18,368 per day. Daily average = 12,000 per day. Average 190,000 a month.
Data file transmission method	FTP or similar secured method
Service Level Target – Time from Transmission Receipt to Bills in the Mail Stream	End of business – same day (Preferred)
Average Number of Pages per Billing.	90% one page, 10% two or more pages
Portrait or Landscape	Portrait
Simplex or Duplex	Simplex with pre-printed content on the back side of bills and notices. *Duplex printing will be considered
Bill formats/templates	1 primary Bill format with a variation for Group Bills (see Appendix M)
Minimum Number of Insertions with Bill.	2 (return envelope and City News)
Minimum Number of Insertions with Notice	1 (return envelope)
Number of Additional Insertions per Bill (ie. How many different additional insertions could be managed through one month)	1 - 5



<b>Print Parameters</b>	<b>Description</b>
Paper Stock	Preprinted Paper Stock *NOTE: Open to changes and using cut sheet paper instead of pre-printed stock or any other cost savings suggestion with regard to the paper stock.
Paper Size	Bills 8.5 x 11
Fold Specifications	Tri-fold
Remittance Envelope Size	Envelope standard #9

<b>Electronic Presentment Parameters</b>	<b>Description</b>
Desired archive retrieval periods	Archive 3 years from date of document issuance.
Desired delivery method	HTTPS access to bills stored on Proposer's server. In addition, some bills, notices, and/or letters will need to be mailed to the customer.
Preferred format for electronic and archived documents	Vendor should propose a preferred format.
CSRs with access to the document archives	10+ CSR's
Archive documents	Yes
Archive insertions	Yes
CSRs need the ability to fax and email archived documents	Vendor shall propose an approach
Archived documents stored in monochrome or color	Color

## **PART II ADMINISTRATIVE INFORMATION**

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### **2.1 Definitions**

These definitions will be applicable throughout this document and will be adhere to.

- A. Shall, Must, and Will - denotes mandatory requirements.
- B. May, Should, and Can - denotes an advisory or permissible action.
- C. Contractor – Any person having a contract with a governmental body.
- D. State - The State of Louisiana.
- E. COA - The City of Alexandria.
- F. Agency - Any department, commission, council, board, office, bureau, committee, institution, agency, government, corporation, or other establishment of the executive branch of this City authorized to participate in any contract resulting from this solicitation.
- G. Proposal – A response to an RFP
- H. Proposer/Vendor – A firm or individual who responds to an RFP.
- I. RFP – Request for Proposals
- J. Discussions- For the purposes of this RFP, a formal, structured means of conducting written or oral communications/presentations with responsible Proposer/Vendors who submit proposals in response to this RFP.

### **2.2 Proposal Preparation Cost**

COA is not liable for any costs incurred by prospective Proposer/Vendors or Contractors prior to issuance of or entering into a Contract. Costs associated with developing the proposal, preparing for oral presentations, and any other expenses incurred by the Proposer/Vendor in responding to the RFP are entirely the responsibility of the Proposer/Vendor, and shall not be reimbursed in any manner by COA.

### **2.3 Proposal Validity**

All proposals shall be considered valid for acceptance until such time an award is made, unless the Proposer/Vendor provides for a different time period within its proposal response. However, COA reserves the right to reject a proposal if the Proposer/Vendor's acceptance period is unacceptable and the Proposer/Vendor is unwilling to extend the validity of its proposal.

## **2.4 Receipt of Proposals**

Each proposal will be dated, time marked, and logged as received. Each will also be examined to verify that it is properly addressed and sealed. Any proposal received after the specified deadline will be rejected and returned unopened to the Proposer/Vendor.

### **2.4.1 Confidentiality of Proposal Information**

Each proposal and supporting documents must be submitted under cover of sealed envelope to provide confidentiality of the proposal information prior to the proposal opening. All proposals and supporting documents become public information after the RFP evaluation process concludes and will then be available for inspection by the general public.

### **2.4.2 Louisiana Public Records Act**

Any proposal, including accompanying attachments, will be available for review by members and staff of COA, and COA's consultants. The proposal is further subject to the Louisiana Public Records Law, La. R.S. 44:1 et seq.

In accordance with La R.S. 44:3.2, any information containing proprietary or trade secret information submitted by a Proposer/Vendor as a result of this RFP should contain a cover sheet that provides in bold type "DOCUMENT CONTAINS CONFIDENTIAL PROPRIETARY OR TRADE SECRET INFORMATION". Furthermore, COA requests each page of your proposal that you consider to be confidential be on a different color paper than non confidential pages and be marked in the upper right hand corner with the word "CONFIDENTIAL". However, in accordance with La R.S. 44:3.2, the determination of whether such information is in fact proprietary or trade secret information shall be made by the custodian within thirty days of a submission; however, if a custodian receives a public records request during the period of thirty days, the determination shall be made within the time period provided in La. R.S. 44:32(D) and 33(B). In accordance with La R.S. 44:3.2, a Proposer/Vendor can request, prior to the release of any information, to be notified by COA of the request for information and given sufficient time to seek protection from the appropriate court. If a Proposer/Vendor does not seek and obtain protection from the appropriate court, all information supplied, whether marked confidential or not, may be released. No additional restrictions on the release of information contained in a Proposal will be accepted by COA.

## **2.5 Lost Proposals**

COA will not be responsible for lost or late arriving proposals due to mishandled or undelivered postage packages by Proposer/Vendor's selected courier or delivery method.

## **2.6 Proposal Changes and Addenda**

COA reserves the right to change the calendar of events or issue Addenda to the RFP at any time. COA also reserves the right to cancel or reissue the RFP. If the Proposer/Vendor needs to submit changes or addenda, such shall be submitted in writing, signed by an authorized

representative of the Proposer/Vendor, cross-referenced clearly to the relevant proposal section, prior to the proposal opening, and should be submitted in a sealed envelope. Such shall meet all requirements for the proposal.

Any modification to this Request as a result of the pre-proposal conference, as well as written answers to written questions, shall be made in writing by addendum and mailed to all vendors who received the original request from the Purchasing Department of the RFP Coordinator. Only written communications are binding.

## **2.7 Withdrawal of Proposal**

A Proposer/Vendor may withdraw a proposal that has been submitted at any time up to the proposal closing date and time. To accomplish this, a written request signed by the authorized representative of the Proposer/Vendor must be submitted to the contact person at the address specified in Attachment "A" of this RFP.

## **2.8 Material in the Proposal**

Proposals shall be based only on the material contained in this RFP. The RFP includes official responses to questions, addenda, and other material, which may be provided by COA pursuant to the RFP.

## **2.9 Proposal Content Acceptance**

The mandatory RFP requirements shall become contractual obligations if a contract ensues. Failure of the successful Proposer/Vendors to accept these obligations shall result in the rejection of the proposal.

## **2.10 Ownership of Proposal**

All materials (paper content only) submitted in response to this request become the property of COA. Selection or rejection of a response does not affect this right. All proposals submitted will be retained by COA and not returned to Proposer/Vendors. Any copyrighted materials in the response are not transferred to COA.

## **2.11 Proposal Rejection**

Pursuant to LA R.S. 38:2212 A.(1)(b), the provisions and requirement of this RFP shall not be considered as Informalities and shall not be waived by COA. Therefore, conditions and specifications on this RFP shall be strictly enforced and any and all alterations, deviations, and

## **2.11 Proposal Rejection (cont.)**

non-compliance to said conditions and specifications, either on the RFP form or by separate attachment, shall be grounds for immediate disqualifications

## **2.12 Independent Price Determination**

A Proposer/Vendor shall not engage in any act in restraint of trade and commerce in responding to this Request for Proposal.

## **2.13 Waiver of Administrative Informalities**

On the subject of waiver of administrative informalities, please refer to section 2.11.

In addition, COA reserves the right to reconsider any proposal submitted at any phase of the procurement.

## **2.14 Written or Oral Discussions/Presentations**

Written or oral discussions may be conducted with Proposer/Vendors who submit proposals determined to be reasonably susceptible of being selected for award; however, COA reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received.

Written or oral discussions/presentations for clarification may be conducted to enhance COA's understanding of any or all of the proposals submitted. Proposals may be accepted without such discussions.

Any commitments or representations made during these discussions, if conducted, may become formally recorded in the final contract.

## **2.15 Disclaimer**

Each Proposer/Vendor must perform its own evaluation and due diligence verification of all information and data provided by COA. COA makes no representations or warranties regarding any information or data provided by COA.

## **2.16 Examination of Documents, Specifications, Site, and Conditions**

If a Proposer/Vendor contemplating submitting a proposal for the proposed contract is in doubt as to the true meaning of any part of the specifications or the contract documents, or finds discrepancies in or omissions from the specifications, it may submit to COA a written request for any interpretation or correction thereof. The Proposer/Vendor submitting the request will be responsible for its prompt delivery to COA no later than specified in Section 4.8. COA will not be responsible for any other explanation or interpretation of the contract documents.

## **2.16 Examination of Documents, Specifications, Site, and Conditions (cont.)**

The Proposer/Vendor is required to examine carefully the proposal, plans and specifications, and contract forms before submitting a proposal. It is mutually agreed that submission of a proposal shall be considered prima facie evidence that the Proposer/Vendor has made such examination and is satisfied as to the conditions to be encountered in performing the work as scheduled, or as at any time altered without resulting in increases or decreases of more than the percentage limits stipulated in the hereinafter-mentioned specifications; and as to the character, quality and quantities of work to be performed and material to be furnished, including said increases or decreases, and as to the requirements of the plans specifications, supplemental specifications, special provisions and contract.

Proposer/Vendor shall thoroughly examine and be familiar with the specifications. The failure or omission of a Proposer/Vendor to receive or examine any form, instruments, addendum, or other document existing shall in no way relieve any Proposer/Vendor from obligations with respect to its proposal or to the contract. The submission of a proposal shall be taken as a prima facie evidence of compliance with this section.

## **2.17 Evaluation and Selection**

All responses received as a result of this RFP are subject to evaluation by COA Evaluation Committee for the purpose of selecting the Proposer/Vendor with whom COA shall contract.

To evaluate all proposals, a committee whose members have expertise in various areas has been selected. This committee will determine which proposals are reasonably susceptible of being selected for award. If required, written or oral discussions may be conducted with any or all of the Proposer/Vendors to make this determination.

Recommendation for award shall be made to COA Purchasing Manager for the Proposer/Vendor whose proposal, conforming to the RFP, will be the most advantageous to COA, price and other factors considered.

The committee may reject any or all proposals if none is considered in the best interest of COA.

## **2.18 Notice of Award**

Upon review and approval of the evaluation committee's and agency's recommendation for award, COA City Council will approve the issue of a "Notice of Award" letter to the apparent successful Proposer/Vendor. A contract shall be completed and signed by all parties concerned on or before the date indicated in the "Schedule of Events." If this date is not met, through no fault of COA, COA may elect to cancel the Notice of Award letter and make the award to the next most advantageous Proposer/Vendor.

## **2.19 RESERVED**

## **2.20 Proposal Reference**

The RFP number, on the first page of this proposal, has been assigned to this Request and MUST be shown on all correspondence or other documents associated with this Request and MUST be referred to in all verbal communications. All inquiries, written or verbal, shall be directed only to the proper people for this proposal. There shall be no communication with any other COA employee regarding this Request except with designated COA participants in attendance **ONLY DURING:**

Negotiations  
Contract Signing  
or as otherwise specified in this Request.

Violations of this provision by vendor or COA personnel may result in the rejection of the proposal.

## **2.21 News Releases**

News releases pertaining to this procurement or any part of the proposal shall not be made without the prior approval of COA.

## **PART III      CONTRACT TERMS AND CONDITIONS**

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### **3.1      Contract Negotiations**

If for any reason the Proposer/Vendor whose proposal is most responsive to COA's needs, price and other evaluation factors set forth in the RFP considered, does not agree to a contract, that proposal shall be rejected and COA may negotiate with the next most responsive Proposer/Vendor. Negotiation may include revision of non-mandatory terms, conditions, and requirements. The Legal Division of COA must approve the final contract form and inform the proper individuals on the availability for the issuance of a purchase order, if applicable, to complete the process.

COA reserves the right to return to Proposer/Vendors for further clarification and negotiation until completion.

### **3.2      Non-negotiable Contract Terms**

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, governing law, claims or controversies, and termination based on contingency of appropriation of funds.

### **3.3      Legal Requirements**

All applicable provisions of Federal, State, Parish, and local laws including all ordinances, rules, and regulations shall govern the development, submittal and evaluation of all proposals received in response to these specifications, and shall govern any and all claims between person(s) submitting a proposal response hereto and COA, by and through its officers, employees and authorized representatives. It shall be the responsibility of the contractor to be knowledgeable of all federal, state, parish and local laws, ordinances, rules and regulations that in any manner affect the items covered herein which may apply. Failure to comply with all applicable laws, ordinances and codes may lead rejection of the RFP and possible termination of the contract.

### **3.4      Licenses, Registration, and Certificates**

Prior to award of proposal, the successful Proposer/Vendor shall secure all licenses, registrations and certificates necessary to engage in the business of contracting with COA.

### **3.5      Taxes**

Any taxes, other than state and local sales and use taxes, from which COA is exempt, shall be assumed to be included within the Proposer/Vendor's cost.



### **3.6 Prime Contractor Responsibilities**

The selected Proposer/Vendor shall be required to assume responsibility for all items and services offered in his proposal whether or not he produces or provides them. COA shall consider the selected Proposer/Vendor to be the sole point of contact with regard to contractual matters, including payment of any and all charges resulting from the contract.

### **3.7 Use of Subcontractors**

Each Contractor shall serve as the single prime contractor for all work performed pursuant to its contract. That prime contractor shall be responsible for all deliverables referenced in this RFP. This general requirement notwithstanding, Proposer/Vendors may enter into subcontractor arrangements. Proposer/Vendors may submit a proposal in response to this RFP, which identifies subcontract(s) with others, provided that the prime contractor acknowledges total responsibility for the entire contract.

If it becomes necessary for the prime contractor to use subcontractors, COA urges the prime contractor to use Louisiana vendors, including small and emerging businesses, if practical. In all events, any subcontractor used by the prime should be identified to COA Purchasing Manager.

Information required of the prime contractor under the terms of this RFP, is also required for each subcontractor and the subcontractors must agree to be bound by the terms of the contract. The prime contractor shall assume total responsibility for compliance.

### **3.8 Contract Award and Execution**

COA reserves the right to enter into an Agreement without further discussion of the proposal submitted based on the initial offers received. The RFP, including any addenda and the proposal of the selected Contractor will become part of any contract initiated by COA.

Proposer/Vendors are discouraged from submitting their own standard terms and conditions with their proposals. Proposer/Vendors should address the specific language in the sample contract and submit any exceptions or deviations the Proposer/Vendor wishes to negotiate. The proposed terms will be negotiated before a final contract is entered. Mandatory terms and conditions are not negotiable. If applicable, a Proposer/Vendor may submit or refer to a Master Agreement entered into by the contractor and COA.

If the contract negotiation period exceeds 30 days or if the selected Proposer/Vendor fails to sign the contract within **seven calendar** days of delivery of it, COA may elect to cancel the award and award the contract to the next-highest-ranked Proposer/Vendor.

Award shall be made to the Proposer/Vendor, whose proposal, conforming to the RFP, will be the most advantageous to COA, price and other factors considered.

COA intends to award to a single Proposer/Vendor.

### **3.9 Proposal Guarantee (If deemed necessary)**

Each proposal shall be accompanied by a proposal guarantee in the form of a bond or a certified or cashier's check or money order made payable to the City of Alexandria Louisiana, in the amount of this RFP. If a bond is used, it shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to ten percent (10%) of policyholders' surplus as shown in the A.M. Best's Key Rating Guide.

Proposal guarantees shall be subject to forfeiture for failure on the part of the selected proposer to execute a contract within Thirty (30) days after such contract is submitted to proposer in conformance with the terms, conditions, and specifications of this solicitation. Proposal guarantees in the form of a check or money order shall be returned upon the award of a contract or upon rejection of all proposals.

### **3.10 Performance Bond (If deemed necessary)**

The successful proposer shall be required to provide a performance (surety) bond in the amount of this RFP to insure the successful performance under the terms and conditions of the contract negotiated between the successful proposer and COA, **if deemed necessary**. Any performance bond furnished shall be written by a surety or insurance company currently on the U.S. Department of the Treasury Financial Management Service list of approved bonding companies which is published annually in the *Federal Register*, or by a Louisiana domiciled insurance company with at least an A-rating in the latest printing of the A.M. Best's Key Rating Guide to write individual bonds up to 10 percent of policyholders' surplus as shown in the A.M. Best's Key Rating Guide or by an insurance company that is either domiciled in Louisiana or owned by Louisiana residents and is licensed to write surety bonds.

No surety or insurance company shall write a performance bond which is in excess of the amount indicated as approved by the U.S. Department of the Treasury Financial Management Service list or by a Louisiana domiciled insurance company with an A-rating by A.M. Best up to a limit of 10 percent of policyholders' surplus as shown by A.M. Best; companies authorized by this Paragraph who are not on the treasury list shall not write a performance bond when the penalty exceeds 15 percent of its capital and surplus, such capital and surplus being the amount by which the company's assets exceed its liabilities as reflected by the most recent financial statements filed by the company with the Department of Insurance.

In addition, any performance bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the state of Louisiana.

### **3.11 Fidelity Bond Requirements (If deemed necessary)**

The Contractor shall be required to provide a Fidelity Bond in the amount of this RFP to protect the City of Alexandria from loss resulting from acts of crime or fraud perpetrated either by the Contractor, its agents or subcontractors or against the Contractor, its agents or subcontractors. The City of Alexandria shall be the named beneficiary, **if deemed necessary**.

### 3.11 Fidelity Bond Requirements (cont.)

The fidelity bond furnished shall be written by a surety or insurance company that is currently licensed to do business in the State of Louisiana. This bond will be required prior to execution of the contract.

An irrevocable letter of credit may be provided in lieu of a Fidelity Bond.

### 3.12 Insurance Requirements

Contractor shall furnish COA with certificates of insurance effecting coverage(s) required by the RFP. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. The certificates are to be received and approved by COA before work commences. COA reserves the right to require complete certified copies of all required policies, at any time.

### 3.13 Subcontractor Insurance

The Contractor shall include all subcontractors as insured under its policies or shall insure that all subcontractors satisfy the same insurance requirements stated herein for the contractor.

### 3.14 Indemnification and Limitation of Liability

Neither party shall be liable for any delay or failure in performance beyond its control resulting from acts of God or force majeure. The parties shall use reasonable efforts to eliminate or minimize the effect of such events upon performance of their respective duties under this Agreement.

Contractor shall be fully liable for the actions of its agents, employees, partners or subcontractors and shall fully indemnify and hold harmless COA from suits, actions, damages and costs of every name and description relating to personal injury and damage to real or personal tangible property caused by Contractor, its agents, employees, partners or subcontractors in the performance of this contract, without limitation; provided, however, that the Contractor shall not indemnify for that portion of any claim, loss or damage arising hereunder due to the negligent act or failure to act of COA.

Contractor will indemnify, defend and hold COA harmless, **without limitation**, from and against any and all damages, expenses (including reasonable attorneys' fees), claims judgments, liabilities and costs which may be finally assessed against COA in any action for infringement of a United States Letter Patent with respect to the Products, Materials, or Services furnished, or of any copyright, trademark, trade secret or intellectual property right, provided that COA shall give the Contractor: (i) prompt written notice of any action, claim or threat of infringement suit, or other suit, (ii) the opportunity to take over, settle or defend such action, claim or suit at Contractor's sole expense, and (iii) assistance in the defense of any such action at the expense of Contractor. Where a dispute or claim arises relative to a real or anticipated infringement, COA may require Contractor, at its sole expense, to submit such information and documentation, including formal patent attorney opinions, as the Commissioner of Administration shall require.

### 3.14 Indemnification and Limitation of Liability (cont.)

In addition to the foregoing, if the use of any item(s) or part(s) thereof shall be enjoined for any reason or if Contractor believes that it may be enjoined, Contractor shall have the right, at its own expense and sole discretion as COA's exclusive remedy to take action in the following order of precedence: (i) to procure for COA the right to continue using such item(s) or part (s) thereof, as applicable; (ii) to modify the component so that it becomes non- infringing equipment of at least equal quality and performance; or (iii) to replace said item(s) or part(s) thereof, as applicable, with non-infringing components of at least equal quality and performance, or (iv) if none of the foregoing is commercially reasonable, then provide monetary compensation to COA up to the dollar amount of the Contract.

For all other claims against the Contractor where liability is not otherwise set forth in the Agreement as being "without limitation", and regardless of the basis on which the claim is made, Contractor's liability **shall be the value of this RFP**. Unless otherwise specifically enumerated herein mutually agreed between the parties, neither party shall be liable to the other for special, indirect or consequential damages, including lost data or records (unless the Contractor is required to back-up the data or records as part of the work plan), even if the party has been advised of the possibility of such damages. Neither party shall be liable for lost profits, lost revenue or lost institutional operating savings.

COA may, in addition to other remedies available to them at law or equity and upon notice to the Contractor, retain such monies from amounts due Contractor, or may proceed against the performance and payment bond, if any, as may be necessary to satisfy any claim for damages, penalties, costs and the like asserted by or against them.

COA reserves the right to retain its own attorneys in such an event, for which Proposer/Vendors would reimburse COA.

### 3.15 Indemnification Agreement

Awarded Proposer/Vendors shall to the fullest extent permitted by law, protect, defend, indemnify and hold harmless COA, its agents, officers, elected and appointed officials and employees from and against all claims, actions, liabilities, losses (including economic losses and attorney fees), and/or costs arising out of any actual or alleged:

- ❑ bodily injury, sickness, disease or death, or injury to or destruction of tangible property including the loss of use resulting there from, or any other damage or loss arising out of, or claimed to have resulted in whole or in part from any actual or alleged act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them, or of anyone for whose acts any of them may be liable in the performance of the work; or
- ❑ violation of law, statute, ordinance, governmental administration order, rule or regulation by contractor in the performance of the work; or
- ❑ liens, claims or actions made by the contractor or any subcontractor or other party performing the work; or

### **3.15 Indemnification Agreement (cont.)**

- violation of intellectual property rights of third parties, including, copyright, patent, license agreements, or other claims of ownership and/or infringement made or alleged against COA based on the use of the software and implementation services provided in this Agreement,

The indemnification obligations hereunder shall not be limited to any limitation on the amount, type of damages, compensation or benefits payable by or for the contractor of any subcontractor under workers' compensation acts; disability benefit acts; other employee benefit acts; or any statutory bar.

### **3.16 Payment for Services**

COA shall pay Contractor in accordance with the Pricing Schedule set forth in this RFP. The Contractor may invoice COA monthly at the billing address designated by COA. Payments will be made by COA within approximately thirty (30) days after receipt of a properly executed invoice, and approval by COA. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

### **3.17 Termination**

#### **3.17.1 Termination of this Agreement for Cause**

City may terminate this agreement for cause based upon the failure of Contractor to comply with the terms and/or conditions of the Agreement, or failure to fulfill its performance obligations pursuant to this agreement, provided that COA shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then COA may, at its option, place the Contractor in default and the Agreement shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of COA to comply with the terms and conditions of this agreement, provided that the Contractor shall give COA written notice specifying COA's failure and a reasonable opportunity for COA to cure the defect.

#### **3.17.2 Termination of this Agreement for Convenience**

COA may terminate this Agreement at any time by giving thirty (30) days written notice to contractor of such termination or negotiating with the Contractor an effective date. The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

### **3.18 Continuance of Contract**

The continuance of this contract is contingent upon the appropriation of funds to fulfill the requirements of the contract. If COA fails to appropriate sufficient monies to provide for the continuation of the contract, or if such appropriation is reduced by the veto of the Mayor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

### **3.19 No Guarantee of Quantities**

The quantities referenced in the RFP are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by COA of Alexandria to increase or decrease the amount, at the unit price stated in the proposal.

COA does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

### **3.20 Audit of Records**

COA's auditors, State Legislative auditors, federal auditors and internal auditors for COA or others so designated by COA, shall have the option to audit all accounts directly pertaining to the resulting contract for a period of five (5) years after project acceptance or as required by applicable State and Federal law. Records shall be made available during normal working hours for this purpose.

### **3.21 Record Retention**

The Contractor shall maintain all records in relation to this contract for a period of at least five (5) years.

### **3.22 Record Ownership**

All records, reports, documents, or other material related to any contract resulting from this RFP and/or obtained or prepared by Contractor in connection with the performance of the services contracted for herein shall become the property of COA and shall, upon request, be returned by Contractor to COA, at Contractor's expense, at termination or expiration of this contract.

### **3.23 Civil Rights Compliance**

The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972,

### **3.23 Civil Rights Compliance (cont.)**

Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices, and will render services under this Agreement and any contract entered into as a result of this Agreement, without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this Agreement and any contract entered into as a result of this Agreement.

### **3.24 RESERVED**

### **3.25 Content of Contract/ Order of Precedence**

In the event of an inconsistency between the contract, the RFP and/or the Contractor's Proposal, the inconsistency shall be resolved by giving precedence first to the final contract, then to the RFP and subsequent addenda (if any) and finally, the Contractor's Proposal.

### **3.26 Contract Changes**

No additional changes, enhancements, or modifications to any contract resulting from this RFP shall be made without the prior approval of COA through an ordinance duly enacted by the City Council.

Changes to the contract include any change in: compensation; beginning/ ending date of the contract; scope of work; and/or Contractor change through the Assignment of Contract process. Any such changes, once approved, will result in the issuance of an amendment to the contract.

### **3.27 Disputes**

In the event of any dispute between the parties arising from this Agreement or the Services provided hereunder, each party shall, prior to seeking judicial resolution of such dispute, escalate the dispute to a senior representative of such party, and such senior representatives shall use good faith efforts to resolve the dispute between them. If such senior representatives are unable to resolve the dispute, such dispute shall then be decided by litigation. Contractor and COA shall make good faith efforts to resolve any and all disputes as quickly as possible. Venue shall lie exclusively with the Parish of Rapides and the State of Louisiana.

### **3.28 Substitution of Personnel**

COA intends to include in any contract resulting from this RFP the following condition:

**Substitution of Personnel:** If, during the term of the contract, the Contractor or subcontractor cannot provide the personnel as proposed and requests a substitution, that substitution shall meet or exceed the requirements stated herein. A detailed resume of qualifications and justification is to be submitted to COA for approval prior to any personnel substitution. It shall be acknowledged by the Contractor that every reasonable attempt shall be made to assign the personnel listed in the Contractor's proposal.

### **3.29 Governing Law**

All activities associated with this RFP process shall be interpreted under Louisiana Law. All proposals and contracts submitted are subject to provisions of the laws of the State of Louisiana; purchasing rules and regulations; executive orders; standard terms and conditions; special terms and conditions; and specifications listed in this RFP.

### **3.30 Claims or Controversies**

Any claims or controversies shall be resolved in accordance with the Louisiana Law.

### **3.31 Care of COA Property**

The Contractor shall be responsible for the proper care and custody of any COA owned personal tangible property and real property furnished for Contractor's use in connection with the performance of this contract, and Contractor will reimburse COA for such property's loss or damage caused by Contractor, normal wear and tear excepted.

### **3.32 Prohibition of Gratuities**

Neither the Contractor nor any person, firm or corporation employed by the Contractor in the performance of this contract shall offer or give any gift, money or anything of value or any promise for future reward or compensation to any COA employee at any time.

### **3.33 Modification**

This contract shall be modified only by the written agreement of the parties with the approval of the PNC. No alteration or variation of the terms and conditions of the contract shall be valid unless made in writing and signed by the parties. Every amendment shall specify the date on which its provisions shall be effective.

### **3.34 Severability**



If any provision of this contract is determined by a court of competent jurisdiction to be invalid or unenforceable to any extent, the remainder of this contract shall not be affected and each provision of this contract shall be enforced to the fullest extent permitted by law.

### **3.35 Materials and Workmanship**

The Contractor shall perform all work and furnish all supplies and materials, machinery, equipment, facilities, and means, necessary to complete all the work required by this solicitation, within the time specified, in accordance with the provisions as specified.

The contractor shall be responsible for all work put in under these specifications and shall make good, repair and/or replace, at the contractor's own expense, as may be necessary, any defective work, material, etc., if in the opinion of COA, Division of Finance, and /or Purchasing Department said issue is due to imperfection in material, design, workmanship or contractor fault.

### **3.36 Industry Standards**

If not otherwise provided, materials or work called for in this contract shall be furnished and performed in accordance with best established practice and standards recognized by the contracted industry and comply with all codes and regulations which shall apply.

### **3.37 Upgrades**

Bidders shall indicate the upgrade price and policy for any software, firmware, or hardware upgrades anticipated for the equipment bid. If the upgrades are provided without cost, this should be indicated.

### **3.38 Implied Requirements**

All products and services not specifically mentioned in this solicitation, but which are necessary to provide the functional capabilities described by the specifications, shall be included. Other products required to make the described software functional shall be identified in the vendor's response.

### **3.39 Equipment**

All proposed equipment, equipment options, and hardware expansions must be identified by manufacturer and model number and descriptive literature of such equipment must be submitted with the bid.

### **3.40 Warranty**

Bidders shall indicate the type and extent of the warranty for all equipment, hardware, software, and services proposed. COA requires a “standard” warranty of [1] year. This warranty shall be included in the cost of the equipment.

The successful bidder will be the sole point of contact on any problems with the equipment or systems during the warranty period.

The Contractor shall be responsible for all work performed under these specifications. The Contractor shall make good, repair and replace, at the Contractor's own expense, as may be necessary, any defective work, material acceptance, if in the opinion of agency and/or Division of Purchases said defect is due to imperfection in material, design, or workmanship for the warranty period specified.

### **3.41 Acceptance**

No contract provision or use of items by COA shall constitute acceptance or relieve the vendor of liability in respect to any expressed or implied warranties.

### **3.42 Ownership**

All data, forms, procedures, software, manuals, system descriptions and work flows developed or accumulated by the Contractor under this contract shall be owned by COA. The Contractor may not release any materials without the written approval of COA.

### **3.43 New Materials, Supplies or Equipment**

Unless otherwise specified, all materials, supplies or equipment offered by a vendor shall be new, unused in any regard and of most current design. All materials, supplies and equipment shall be first class in all respects. Seconds or flawed items will not be acceptable. All materials, supplies or equipment shall be suitable for their intended purpose and, unless otherwise specified, fully assembled and ready for use on delivery.

### **3.44 Price Guarantee Period**

All pricing must be guaranteed for length of the contract. Following the guarantee period, any request for price adjustment must be for an equal guarantee period, and must be made at least 30 days prior to the effective date. Requests for price adjustment must include sufficient documentation supporting the request. Any adjustment or amendment to the contract will not be effective unless approved by the Purchasing Department or Director of Finance. COA will be given the immediate benefit of any decrease in the market, or allowable discount.

### **3.45 Reasonable Accommodations**

COA will provide reasonable accommodations, including the provision of informational material in an alternative format, for qualified individuals with disabilities upon request.

### **3.46 Guaranteed Delivery**

Failure of the contractor to adhere to delivery schedules as specified or to promptly replace rejected materials shall render the contractor liable for all costs in excess of the contract price when alternate procurement is necessary. Excess costs shall include the administrative costs.

### **3.47 Entire Agreement**

These Standard Terms and Conditions shall apply to any contract or order awarded as result of this request except where special requirements are stated elsewhere in the request; in such cases, the special requirements shall apply. Further, the written contract and/or order with referenced parts and attachments shall constitute the entire agreement and no other terms and conditions in any document, acceptance, or acknowledgment shall be effective or binding unless expressly agreed to in writing by the contracting authority.

### **3.48 Right to Publish**

The Contractor will be allowed to write and have such writing published provided the Contractor has written approval from COA before publishing writings on subjects associated with the work under this contract.

### **3.49 Formal Acceptance**

COA shall issue a formal notification to the Contractor that the Software Application is acceptable to COA and that the application is in good working order.

If said Software application is not accepted or not in good working order, then any and all payments will be withheld until application is placed in good working order and acceptable.

## PART IV SUBMITTAL REQUIREMENTS

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### 4.1 Proposal Response Format

Proposals submitted for consideration should follow the format and order of presentation described below. The absence of information or the organization of information in a manner inconsistent with the requirements of this RFP may result in the rejection of the proposal.

Requests for extension of the due date of proposals will not be granted. It is the Proposer/Vendor's responsibility to have the proposal delivered on time.

The proposal must be submitted on standard 8 & 1/2" X 11" paper with diagrams, project plans and timelines, in the same order as defined below.

Proposals not conforming to the instructions provided herein will be subject to disqualification at the sole option of COA.

- A. **Cover Letter:** The cover letter should exhibit The Proposer/Vendor's understanding and approach to the project. It should contain a summary of Proposer/Vendor's ability to perform the services described in the RFP and confirm that Proposer/Vendor is willing to perform those services and enter into a contract with COA. Also, the letter should have a statement certifying that the Proposer/Vendor has read, understands, and agrees to all provisions of this Request for Proposal.

The person signing the proposal must be:

- A current corporate officer, partnership member, or other individual specifically authorized to submit a proposal as reflected in the appropriate records on file with the secretary of state; or
- An individual authorized to bind the company as reflected by a corporate resolution, certificate or affidavit; or
- Other documents indicating authority which are acceptable to the public entity.

Signature of the proposal by the Proposer/Vendor constitutes acceptance by the Proposer/Vendor of terms, conditions and requirements set forth herein. Minor exceptions may not eliminate the proposal. Any exceptions to the specifications established herein shall be listed in detail on a separate sheet and attached hereto. COA shall determine whether any exception is minor.

The cover letter should also:

- Identify the submitting Proposer/Vendor;
- Identify the name, title, address, telephone number, fax number, and email address of each person authorized by the Proposer/Vendor to contractually obligate the Proposer/Vendor;
- Identify the name, address, telephone number, fax number, and email address of the contact person for technical and contractual clarifications throughout the evaluation period.

**B. Table of Contents:** Organized in the order cited in the format contained herein.

Proposal Section	Title
	Title Page
	Cover Letter
	Table of Contents
1.0	Executive Summary
2.0	Scope of Services
3.0	Company Background/Information
4.0	Qualifications and Experience
5.0	Proposed Application Software and Computing Environment
6.0	Implementation Plan
7.0	Training Plan
8.0	Maintenance and Support Program
9.0	Client References
10.0	Cost Proposal (To Be Submitted Under Separate Cover)
11.0	Hardware Requirements
12.0	Software Licensing Agreement

**C. Introductory Material**

Title Page, must show the subject, name of the Proposer/Vendor, address, telephone number and the date.

Cover Letter, Proposer/Vendors should include the names of the persons who will be authorized to make representations for the Proposer/Vendor, their titles, addresses, telephone numbers, and e-mail addresses. The letter should identify the primary engagement contact for the software vendor, the contact for the implementation services firm if different, and the contact for any third-party software being proposed. Contact information should include a valid e-mail address and a toll-free telephone number.

Table of Contents, must include a clear identification of the material by section and by page number.

**4.1.1 Executive Summary**

(Proposal Section 1.0) This part of the response to the RFP should be limited to a brief narrative summarizing the Proposer/Vendor's proposal. The summary should contain as little technical jargon as possible and should be oriented toward non-technical personnel.

**4.1.2 Scope of Services**

(Proposal Section 2.0) This section of the proposal should include a general discussion of the Proposer/Vendor's overall understanding of the project and the scope of work proposed.

#### **4.1.3 Company Background/Information**

(Proposal Section 3.0) Each proposal must provide information about the submitting Proposer/Vendor's company, the implementation partner's company and any third-party vendor being proposed to provide a business function so that COA can evaluate the Proposer/Vendor's stability and ability to support the commitments set forth in response to the RFP. COA, at its option, may require a Proposer/Vendor to provide additional support or clarify requested information.

#### **4.1.4 Qualifications and Experience**

(Proposal Section 4.0) History and background of Proposer/Vendor, financial strength and stability, related services provided to government entities, existing customer satisfaction, demonstrated volume of merchants, etc.

#### **4.1.5 Proposed Software Application and Computing Environment**

(Proposal Section 5.0) The Proposer/Vendor must present, in detail, features and capabilities of the proposed application software. In addition to the description, please provide in succinct narrative form (at least one paragraph per item) answers to the following questions:

- A. Modular Integration. What proposed modules are fully integrated into Banner Finance/HR application?
- B. Technology Architecture. Upon which platforms does your software run? What are the optimal and minimum network requirements? What are the optimal and minimum database requirements? What are the optimal and minimum server requirements? What are the optimal and minimum desktop (client) requirements? Is user content delivered via a web browser?
- C. Administration/Development Toolsets. What application toolsets are included with the software? What programming languages and skills are required to maintain the software? What tools are available to customize the software (e.g., add fields, create new tables, change menus, etc.)? What monitoring is routinely required for optimal system performance (e.g., monitoring of audit files)?
- D. Security. What security tools are included with the software? How are the following restrictions accomplished: administrative tool access; application access; menu access; record access; field access; and querying/reporting access? How is the security profile defined? What is included in the user security profile?
- E. Workflow. Describe the workflow tools in your software, if any. List the standard workflows that are inherent in the system. How are workflow rules defined? Describe their flexibility and customizability. Can workflow rules be applied to the proposed solution for COA's identified preserved interfaces? If not, what is the proposed strategy to make these products work with the primary workflow tool?

#### 4.1.5 Proposed Software Application and Computing Environment (cont.)

- F. Upgrade tools. What is the upgrade frequency? How are patches and fixes applied? How are patches and fixes deployed? How are upgrades applied? How much training (technical training and end user) is generally required with upgrades to the system? What happens to software customizations (e.g., user-defined tables and fields) during the upgrade?
- G. Reporting and Analysis Tools. What reporting tools are available? What OLAP tools are available? Are there any interfaces to Microsoft Office?
- H. Network Bandwidth. What are the bandwidth requirements to run the application? What are the assumptions for estimating bandwidth?
- I. Disaster Recovery. Currently COA has its own Disaster Recovery System and performs periodic tests. Please acknowledge that this solution would be compatible with your proposed system.
- J. Proposed Solution/Technical Response. Illustrating and describing proposed technical solution.

#### 4.1.6 Implementation Plan

(Proposal Section 6.0) The Proposer/Vendor must provide a detailed plan for implementing the proposed system. This information MUST include:

- Detailed methodology for implementing the software. Methodology shall include estimated timeframe, overview of phases and milestones, assumptions, and assumed responsibilities.
- Detailed methodology for change management.
- Project organization chart showing COA and vendor staff, if required.
- Work effort estimates. COA reserves the right to alter work effort estimates after further discussion with the vendor.

It is important to estimate work effort for the COA staff and tie this directly to the proposed implementation schedule. The work effort estimates for Proposer/Vendor staffing should be in line with the Cost Estimates related to implementation services, i.e., implementation costs should reflect work effort estimates in hours times Proposer/Vendor hourly rates. Proposer/Vendors who do not provide this information in their proposal will not be short-listed for presentations until this information is received; or these Proposer/Vendors may be eliminated immediately from further evaluation.

- Describe the role of the COA and Proposer/Vendor staff for interface development. Provide the assumptions related to the work effort estimates for interfaces (e.g., the specific interfaces included in the work effort estimates). Also give a brief description of the interface development process including any special toolsets that will be utilized for the process, if required.

#### **4.1.6 Implementation Plan (cont.)**

- ❑ Describe the role of the COA and Proposer/Vendor staff for data conversion. Provide the assumptions related to the work effort estimates for data conversion (e.g., amount and type of data to be converted). Also give a brief description of the data conversion process including any special toolsets that will be utilized.
- ❑ Confirm that the proposal contains the level of work effort that will be required to provide for the known customizations, modifications, and/or custom reports that the proposal response has indicated as necessary to deliver the functionality. Identify any assumptions related to these items.
- ❑ Names and titles of implementers likely to be assigned to this project.

COA expects to provide a minimum staffing of 50% of the implementation hours, but reserves the right to alter the mix upon further discussion with Proposer/Vendors. Pricing should assume 50% implementation work effort by COA and 50% work effort by the implementer. Work effort estimates must match assumptions presented in the cost schedule and the assumptions presented in the implementation methodology.

#### **4.1.7 Training Plan**

(Proposal Section 7.0) The Proposer/Vendor must provide a detailed plan for training. This information **MUST** include:

- ❑ Overview of proposed training plan/strategy, including options for on-site or off-site training services, for the core project team, end-users, and technology personnel.
- ❑ The role and responsibility of the software and/or implementation vendor in the design and implementation of the training plan (e.g., development of customized training materials, delivering training to COA end-users).
- ❑ The role and responsibility of COA staff in the design and implementation of the training plan.
- ❑ The knowledge transfer strategy proposed by the software and/or implementation vendor to prepare COA staff to maintain the system after it is placed into production.
- ❑ Descriptions of Classes/Courses proposed in the training plan. (The Proposer/Vendor should specify the unit of measure for its training (e.g., units, classes, days, etc.) and define the hours associated with these units of measure.) The Proposer/Vendor must be very clear about exactly what training courses are included in the cost of the proposal.
- ❑ The estimate for training must be based on the COA estimate of number of users (Section 2.16.1)

#### **4.1.8 Maintenance and Support Program**

(Proposal Section 8.0) The proposal must specify the nature of any post-implementation and on-going support provided by the vendor including:

- ❑ Post-implementation support (e.g., number of months of on-site support after go-live).



#### **4.1.8 Maintenance and Support Program (cont.)**

- ❑ Telephone support (e.g., include toll-free support hotline, hours of operation, availability of 24 x 7 hotline, etc.), **if deemed necessary**.
- ❑ Special plans defining “levels” of customer support (e.g., gold, silver, etc.). Define what level of support is being proposed.
- ❑ Response time for and definition of various types (levels of severity) of problems reported to the support network (e.g., critical issue response time).
- ❑ Delivery method of future upgrades and product enhancements including historical frequency of upgrades.
- ❑ Availability of user groups and their geographic areas.
- ❑ Problem reporting and resolution procedures.
- ❑ Bug fixes and patches.
- ❑ Support provided for third-party solutions.
- ❑ Other support (e.g., on-site, remote dial-in, Web site access to patches, fixes and knowledge base).
- ❑ If there is to be a separate maintenance contract, vendor should attach form of such contract, if any.
- ❑ Proposer/Vendor’s fees and other costs for maintenance. This would include which hourly rate schedule and annual maintenance costs.

#### **4.1.9 Client References**

(Proposal Section 9.0) Proposal/Vendor must provide a minimum of three [3] customer references that are currently using the vendor’s software and services that have purchase similar products in the last three [3] years. This list needs to include contact name and telephone numbers and year of project implementation.

#### **4.1.10 Cost Proposal**

(Proposal Section 10.0) Proposer/Vendors should submit an estimate of project costs in a sealed packet, separate from the rest of the proposal (but included in the same container as the remainder of the proposal), according to the format provided in the Attachments to this RFP. Do NOT cite costs anywhere else in the proposal in order to prevent evaluators from viewing the costs. COA evaluators will review costs prior to selecting the three vendors for software evaluations. COA reserves the right to contact Proposer/Vendors on cost and scope clarification at any time throughout the selection process and negotiation process. It is important that Proposer/Vendors use the cost format presented in this RFP even if you supplement this format with your own cost format. Do NOT use “TBD” (to be determined) or similar annotations in the cells for cost estimates. All cells must be completed. COA is asking Proposer/Vendors to estimate costs for all categories with the understanding that they may have to make assumptions. Such assumptions should be stated. Proposer/Vendors may submit additional pricing sheets as an addendum to the cost template; however the cost template MUST be completed.

#### **4.1.10 Cost Proposal (cont.)**

COA may award a purchase contract, based on initial offers received without discussion of such offers. A Proposer/Vendor's initial offer should, therefore, be based on the most favorable terms available. It may also request revised pricing offers from such Proposer/Vendors, and make an award and/or conduct negotiations thereafter.

Proposer/Vendor's fees and other costs, if any, shall be submitted (*usually in accordance with an attached price schedule*) Prices proposed shall be firm for the duration of the contract (*unless there is some provision in the RFP for price escalation*). This financial proposal shall include any and all costs the Contractor wishes to have considered in the contractual arrangement with COA.

#### **4.1.11 Hardware Requirements**

(Proposal Section 11.0) This section shall define the basic/minimum and above for Desktop computer systems specifications to utilize the software application.

Also, this section will give the basic specifications for the different types of users. (COA would like to use all existing multi-function devices owned.)

#### **4.1.12 Software License Agreement**

(Proposal Section 12.0) This section shall define the licensing conditions/agreement for the proposed software application.

#### **4.2 Number of Response Copies**

Each Proposer/Vendor shall submit one (1) signed original response. One (1) redacted copy should be provided, if applicable.

#### **4.3 Legibility/Clarity**

Responses to the requirements of this RFP in the formats requested are desirable with all questions answered in as much detail as practicable. The Proposer/Vendor's response is to demonstrate an understanding of the requirements. Proposals prepared simply and economically, providing a straightforward, concise description of the Proposer/Vendor's ability to meet the requirements of the RFP is also desired. Each Proposer/Vendor is solely responsible for the accuracy and completeness of its proposal.

#### **4.4 Confidential Information, Trade Secrets, and Proprietary Information**

The designation of certain information as trade secrets and/or privileged or confidential proprietary information shall only apply to the technical portion of your proposal. Your cost proposal will not be considered confidential under any circumstance. Any proposal copyrighted or marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

#### **4.4 Confidential Information, Trade Secrets, and Proprietary Information (cont.)**

For the purposes of this procurement, the provisions of the Louisiana Public Records Act (La. R.S. 44.1 et. seq.) will be in effect. Pursuant to this Act, all proceedings, records, contracts, and other public documents relating to this procurement shall be open to public inspection. Proposer/Vendors are reminded that while trade secrets and other proprietary information they submit in conjunction with this procurement may not be subject to public disclosure, protections must be claimed by the Proposer/Vendor at the time of submission of its Technical Proposal. Proposer/Vendors should refer to the Louisiana Public Records Act for further clarification.

The Proposer/Vendor must clearly designate the part of the proposal that contains a trade secret and/or privileged or confidential proprietary information as “confidential” in order to claim protection, if any, from disclosure. The Proposer/Vendor shall mark the cover sheet of the proposal with the following legend, specifying the specific section(s) of his proposal sought to be restricted in accordance with the conditions of the legend:

*“The data contained in pages \_\_\_\_\_ of the proposal have been submitted in confidence and contain trade secrets and/or privileged or confidential information and such data shall only be disclosed for evaluation purposes, provided that if a contract is awarded to this Proposer/Vendor as a result of or in connection with the submission of this proposal, COA of Alexandria shall have the right to use or disclose the data therein to the extent provided in the contract. This restriction does not limit COA of Alexandria’s right to use or disclose data obtained from any source, including the Proposer/Vendor, without restrictions.”*

Further, to protect such data, each page containing such data shall be specifically identified and marked “CONFIDENTIAL”.

Proposer/Vendors must be prepared to defend the reasons why the material should be held confidential. If a competing Proposer/Vendor or other person seeks review or copies of another Proposer/Vendor's confidential data, COA will notify the owner of the asserted data of the request. If the owner of the asserted data does not want the information disclosed, it must agree to indemnify COA and hold COA harmless against all actions or court proceedings that may ensue (including attorney's fees), which seek to order COA to disclose the information. If the owner of the asserted data refuses to indemnify and hold COA harmless, COA may disclose the information.

COA reserves the right to make any proposal, including proprietary information contained therein, available to Purchasing personnel, the Office of the Mayor, or other City agencies or organizations for the sole purpose of assisting COA in its evaluation of the proposal. COA shall require said individuals to protect the confidentiality of any specifically identified proprietary information or privileged business information obtained as a result of their participation in these evaluations.

If your proposal contains confidential information, you should also submit a redacted copy along with your proposal. If you do not submit the redacted copy, you will be required to submit this copy within 48 hours of notification from the Purchasing Department. When submitting your redacted copy, you should clearly mark the cover as such - “REDACTED COPY” - to avoid having this copy reviewed by an evaluation committee member. The redacted copy should also state which sections or information has been removed.”

## 4.5 Proposal Clarifications Prior to Submittal

### 4.5.1 Pre-proposal Conference

#### **Not required for this RFP**

### 4.5.2 Proposer/Vendor Inquiry Periods and Contact Person

An initial inquiry period is hereby firmly set for all interested Proposer/Vendors to perform a detailed review of the bid documents and to submit any written questions relative thereto. *Without exception*, all questions MUST be in writing (even if an answer has already been given to an oral question during the Pre-proposal conference) and received by the close of business on the Inquiry Deadline date set forth in the Calendar of Events. Initial inquiries shall not be entertained thereafter.

COA shall not and cannot permit an open-ended inquiry period, as this creates an unwarranted delay in the procurement cycle and operations of our agency customers. COA reasonably expects and requires *responsible and interested* Proposer/Vendors to conduct their in-depth proposal review and submit inquiries in a timely manner.

Further, we realize that additional questions or requests for clarification may be generated from COA's addendum responses to the inquiries received during the initial inquiry period. Therefore, a final 3-day inquiry period shall be granted. Questions relative to the addendum shall be submitted by the close of business three working days from the date the addendum. If necessary, another addendum will be issued to address the final questions received. Thereafter, all proposal documents, including but not limited to the specifications, terms, conditions, plans, etc., will stand as written and/or amended by any addendum issued as a result of the final inquiry period.

Any person aggrieved in connection with the solicitation or the specifications contained therein has the right to protest. Such protest shall be made in writing to the Purchasing Manager for COA at least two days prior to the deadline for submitting proposals.

No negotiations, decisions, or actions shall be executed by any bidder as a result of any oral discussions with any City employee or City consultant. COA shall only consider written and timely communications from Proposer/Vendors.

Inquiries shall be submitted in writing by an authorized representative of the Proposer/Vendor, clearly cross-referenced to the relevant solicitation section. Only those inquiries received by the established deadline shall be considered by COA. Answers to all questions and any other changes or clarifications to the solicitation shall be issued by addendum and provided to all prospective Proposer/Vendors.

Inquiries concerning this solicitation may be delivered by mail, express courier, e-mail, hand, or fax to:

**SEE ATTACHMENT "A"**

#### **4.5.2 Proposer/Vendor Inquiry Periods and Contact Person (cont.)**

Proposer/Vendors are specifically directed NOT to contact any of COA's personnel, other than specified personnel identified in this RFP, for meetings, conferences or technical discussions that are related to the RFP. Unauthorized contact of any City personnel may be cause for rejection of the Proposer/Vendor's RFP response. The decision to select a proposal is solely that of COA.

#### **4.6 Errors and Omissions in Proposal**

COA will not be liable for any error in the proposal. Proposer/Vendor will not be allowed to alter proposal documents after the deadline for proposal submission, except under the following condition: COA reserves the right to make corrections or clarifications due to patent errors identified in proposals by COA or the Proposer/Vendor. COA, at its option, has the right to request clarification or additional information from the Proposer/Vendor.

#### **4.7 RFP Coordinator**

Requests for copies of this RFP and written questions shall be directed to the RFP Coordinator listed below:

**SEE ATTACHMENT "A"**

All questions must be submitted through one representative by electronic mail or in writing between the dates specified in attachment "A". COA will not be responsible for non-delivered email incoming or outgoing. When questions are submitted, in regards to this RFP, please reference an RFP section, when appropriate.

The location to mail the RFP to is discussed in section 4.9.

#### **4.8 Schedule of Events**

	<u>Date</u>	<u>Time (CT)</u>
1. RFP publicly advertised.	10-28-2008	4:00 p.m.
2. Deadline to receive written inquiries.	11-18-2011	4:00 p.m.
3. Proposal Submission Deadline	12-06-2011	10:00 a.m.
4. Notice of Award	01-06-2012	4:00 p.m.
5. Contract Initiation	02-06-2012	8:00 a.m.

#### **4.9 Proposal Submittal**

When responding to this RFP, please follow all instructions carefully. Please submit proposal contents according to the outline specified and submit all hard copy and electronic documents according to the instructions. Failure to follow these instructions may lead to a proposal being considered as unresponsive and may result in immediate elimination of that proposal from further consideration.

This RFP is available in PDF format or in printed form by submitting a written request to the RFP coordinator.

All proposals shall be received by the Purchasing Department for COA of Alexandria **no later than the date and time shown in the Schedule of Events.**

**Important - - Clearly mark outside of envelope, box or package with the following information and format:**

- **Proposal Name:** \_\_\_\_\_
- **Bid Number:** \_\_\_\_\_
- **Proposal Opening Date:** \_\_\_\_\_

**Proposer/Vendors are hereby advised that the U. S. Postal Service does not make deliveries to our physical location.**

Proposals may be mailed through the U. S. Postal Service to our box at:

City of Alexandria, Louisiana  
Director of Utilities  
P. O. Box 71  
Alexandria, LA 71309-0071  
Phone Number: 318-449-5008

Proposals may be delivered by hand or courier service to our physical location at:

City of Alexandria, Louisiana  
Director of Utilities  
915 Third Street  
Alexandria, LA 71301  
Phone Number: 318-449-5008

Proposer/Vendor is solely responsible for ensuring that its courier service provider makes inside deliveries to our physical location. COA of Alexandria Purchasing Department is not responsible for any delays caused by the Proposer/Vendor's chosen means of proposal delivery.

Proposer/Vendor is solely responsible for the timely delivery of its proposal. Failure to meet the proposal opening date and time shall result in rejection of the proposal.

**PROPOSALS SHALL BE OPENED PUBLICLY AND ONLY PROPOSER/VENDORS SUBMITTING PROPOSALS SHALL BE IDENTIFIED ALOUD. PRICES SHALL NOT BE READ.**

## **PART V SCOPE OF WORK/SERVICES**

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### **5.1 Scope of Work/Services**

The scope of work is defined in:

#### **Attachment "B"**

### **5.2 Period of Agreement**

The term of any contract resulting from this solicitation shall begin on or about two weeks after COA City Council approval.

### **5.3 Price Schedule**

Prices proposed by the Proposer/Vendors should be submitted separately. Prices submitted shall be firm for the term of the contract. Prices should include delivery of all items F.O.B. destination.

### **5.4 Deliverables**

The deliverables listed in this section are the minimum desired from the successful Proposer/Vendor. Every Proposer/Vendor should describe what deliverables will be provided per their proposal and how the proposed deliverables will be provided.

The deliverables will consist of the following basic items:

- A. Actual software media, such as CD's, DVD's, or and other media,
- B. Documentation-on CD or DVD: can be binders,
- C. Training manuals,
- D. Any other items that Proposer/Vendor recommends.

### **5.5 Location**

The location the work/delivery/service is to be performed, completed and managed is at City Hall location for COA.

### **5.6 Proposal Elements**

#### **5.6.1 Financial**

Proposal shall include prices, as well as other potential charges (if any) for proposed services associated with the RFP program implementation and administration that you wish COA to consider.

## 5.6.2 Technical

Each Proposer/Vendor should address how the firm will meet all the requirements of this RFP, with particular attention to:

- Plans and/or schedule for implementation, or orientation, or installation, etc. (whichever is relevant to the RFP requirements).
- Plans for training,
- Provision for customer service, including personnel assigned, toll-free number, and account inquiry, etc.
- Names of account manager, designated customer service representative(s) and any other key personnel to be assigned to this project, including those of subcontractors, if any.
- References for at least three states, government agencies, or private firms for whom similar or larger scope services are currently being provided. Include a contact person and telephone number for each reference.
- Information demonstrating the Proposer/Vendor's financial stability (financial statements, annual reports, or similar data for the last three years).
- Information demonstrating the Proposer/Vendor's understanding of the nature and scope of this project.

Any other information deemed pertinent by the Proposer/Vendor including terms and conditions which the Proposer/Vendor wishes COA to consider.

## 5.7 Guidelines

COA expects to enter into a software licensing agreement with the software firm and, if applicable, an implementation services agreement with an implementation firm (if it is different from the software firm). If COA is not satisfied with the qualifications, cost, or experience of the implementation firm or any third-party solution, it reserves the right to request that the software firm implement its own software or propose a new implementation firm. If COA is not satisfied with the quality or experience of the implementation firms being proposed, COA also reserves the right to select the software product **only** as part of this procurement, and issue another RFP for implementation services. All firms submitting proposals, by virtue of doing so, are recognizing that COA retains this option.

Pricing must be submitted on a "not-to-exceed" basis. For implementation services under a not-to-exceed arrangement, COA compensates the Proposer/Vendor on the basis of hours and expenses incurred up to a ceiling amount. If there is a "residual" amount at the end of the project (difference between total implementation contract amount and actual total costs), COA will retain the difference by simply not spending the funds. By contrast, if the implementation cost ceiling is exceeded, the Proposer/Vendor is to finish the work at no additional compensation, unless COA does not meet specific assumptions outlined in the proposal and



## **5.7 Guidelines (cont.)**

mutually agreed by COA and the finalist Proposer/Vendor as part of any subsequent contract. Proposer/Vendors are to provide all work effort needed to meet the detailed functional requirements as responded to in the requirements part of their proposal. Finally, COA reserves the right to ask Proposer/Vendors to resubmit proposal pricing on either a fixed fee basis or a combination of fixed and not-to-exceed basis. All firms submitting proposals are encouraged to submit the most competitive proposal possible, as the failure to do so may lead to elimination prior to software demonstrations.

This RFP, its general provisions, and the terms and conditions of this contract shall be incorporated in any Agreement resulting from this solicitation, and the RFP and its terms and conditions, plus attachments shall control unless the Agreement expressly provides otherwise.

## **PART VI PROPOSAL EVALUATION CRITERIA**

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### **6.1 General Information**

- A. Compliance with proposal specifications. Any deviations from requirements stated in proposal specification must be clearly stated in vendor's response. All "Proposal Functional Requirements" questions shall be answered.
- B. Vendor support and training.
- C. Ability to meet implementation schedule.
- D. Vendor financial stability.

### **6.2 Additional Evaluation Information**

Each vendor proposal response must contain the following information:

- A. Vendor must respond to the "Proposal Functional Requirements" section with sufficient information to allow COA to fully understand vendor's ability to address the requirement. Incomplete submission may cause disqualification of vendor's proposal.
- B. Documentation sufficient to demonstrate the product proposal meets or exceeds all requirements. Vendor must supply two copies of documentation needed for installation, maintenance and use of product.
- C. Minimum detailed hardware requirements recommended for the scanning workstations. COA will be responsible for providing the scanning workstations to meet or exceed the vendor's suggested configuration.
- D. Warranty period with complete details on a maintenance plan that provide for emergency maintenance, long-term problem solutions and support hour's availability.
- E. A vendor support plan for the installation of the software. The plan must include and define in detail the responsibility for all activities, which are necessary for the implementation and testing of the software for each of the four offices.
- F. A vendor training plan to ensure that the various COA technical staff gets hands on experience with all core components of the product.
- G. An implementation timeline from date of receipt of COA purchase order.
- H. As a minimum three [3] customer references that are currently using the vendor's software and services that have purchase similar products in the last three [3] years. This list to include contact name and telephone numbers and year of project implementation.
- I. A statement showing enhancements made to the product during the last two [2] years and their release dates.
- J. A statement about the future plans for the product (this statement shall include the expected delivery date for all announced modifications and enhancements).

### **6.3 Acceptance/Standard of Performance.**

After software installation is complete, Contractor shall certify in writing to COA that the software is installed and ready for use by COA. With Contractor's assistance, COA shall begin performing acceptance tests within thirty (30) calendar days of receipt of such notification. The tests will determine whether the following acceptance criteria are met:

- A. Software operates in conformance with Contractor's technical specifications and functional descriptions.
- B. Software meets the specifications and performs the functions as contained in the COA's solicitation document.
- C. Software is capable of running on a repetitive basis on a variety of actual live data, as supplied by the COA, without failure.
- D. Software is capable of meeting the performance expectation as expressed in COA's solicitation document.
- E. Software does not require modifications to other operational software systems and does not cause performance degradation of other software systems operating on the COA's computing system and network.

The acceptance period of 30 consecutive calendar days shall commence within thirty (30) days of the installation date at which time operational control becomes the responsibility of COA. COA will give notice to Contractor as to the actual date when the acceptance period will begin.

If problems are encountered during the acceptance period, it is not required that the 30 day period expire in order for a new acceptance period to begin, once all problems have been resolved. If the software meets the COA's acceptance criteria for 30 calendar days from the commencement of the acceptance period it shall be deemed to have met the COA's standard of performance. Contractor agrees that this standard of performance shall not be reduced in the course of the COA's usage of the software.

If successful completion of the acceptance period is not attained within 90 calendar days from the installation date, the COA shall have the option of invoking the liquidated damages clause, terminating this Agreement upon written notice without penalty or continuing the acceptance test.

COA's option to terminate this Agreement shall remain in effect until such time as a successful acceptance test is completed. Contractor shall be liable for all outbound preparation and shipping costs for contracted items returned under this clause. Upon successful completion of the acceptance test, the COA shall promptly notify Contractor in writing of the acceptance and authorize the payments beginning with the first day following acceptance.

### **6.4 Access to Software**

Contractor, its agents or employees shall have access to inspect or observe the COA's use of the software at reasonable times upon first giving notice to the COA of Contractor's intent to perform such inspection.

## **6.5 Documentation and Operating Manuals**

Contractor shall provide, at no additional charge, operating manuals which describe in detail the software capabilities, its operation, installation procedures, error messages with identification of probable causes, software modification procedures and techniques, and program interfaces. 4 copies of these manuals will be furnished for each individual piece of software ordered by COA. Updated, revised, or replacement manuals published by Contractor shall be provided free of charge pursuant to the requirements specified in this section. Contractor agrees that COA may make such additional copies of documentation supplied pursuant to this section as are needed for use by COA employees.

## **6.6 Fixes, Upgrades, and Future Software Options**

### **6.6.1 Fixes**

For a period of not less than twelve (12) months after COA's acceptance of the software, Contractor shall correct any and all errors in the software, regardless of whether the error is brought to the attention of Contractor by another user of the software or by the, or by any other person. Contractor shall provide the COA with program fixes for errors within thirty (30) days after Contractor is made aware of the errors; provided, however, that upon request of COA, Contractor shall correct any error reasonably deemed important to COA's continued use of the software within ten (10) days after COA has notified Contractor in writing of the error. Contractor understands that if the application of program fixes to the software or failure to supply program fixes for the software causes the effectiveness level to fall below COA's Ongoing Performance Requirement that Contractor shall be subject to liquidated damages.

### **6.6.2 Upgrades and Enhancements**

For a period of not less than twelve (12) months after COA's acceptance of the software, Contractor shall provide to COA, at no additional cost, any changed or enhanced versions of the software within forty-five (45) days after the changed or enhanced versions are made available to customers. COA shall have the option to perform an acceptance test as specified in this Software Rider and to accept the changed or revised version in lieu of the software it had accepted previously. Contractor understands that acceptance of changed or enhanced versions of the software by COA in no way reduces Contractor's obligation to meet COA's Ongoing Performance Requirement.

### **6.6.3 Future Software Options and Replacement Software**

Contractor grants COA the option, for any software for which COA has paid a one-time purchase or license fee, to acquire any software options or replacement software which Contractor shall make available after the acceptance date at the lesser of (a) Contractor's published purchase price for the software options or replacement software, or (b) the difference between Contractor's published purchase price for the replacement software or software options and the current or most recent purchaser license fee for the software or software options previously acquired by COA under this Agreement. This provision shall remain in effect for the duration of the expected lifetime of the software as specified in COA's solicitation document.

## 6.7 Installation

COA agrees to have the software installation site prepared in accordance with vendor's written specifications prior to the installation date. COA shall provide reasonable access to the installation site to enable Contractor to plan the installation.

A complete minimum disruption installation plan for installing and certifying the software must be provided by Contractor which (unless otherwise agreed) requires no prime shift downtime at the software installation site. The plan must detail all activities to successfully install and operate the software including but not limited to regeneration of other system software, allocation of computer files required for the software (including storage requirements), renaming of software entities to conform to installation site naming standards and security authorizations.

Except for software which has been specifically designated in Contractor's response to COA's solicitation document as customer installed, Contractor agrees to provide expert staff at COA's installation site on the date specified on the COA's order to install or direct the installation of the software. Such expert staff shall remain at COA's installation site until the software has been successfully installed and certified as ready for acceptance testing by Contractor. Upon completion of the installation, Contractor shall provide written certification to COA that Contractor's most recent version of all ordered software has been installed with all program fixes for known errors and that the software is ready for acceptance testing.

For software which has been specifically designated in Contractor's response to COA's solicitation document as customer installed, Contractor agrees to furnish detailed step-by-step installation procedures to COA and to have available, at no additional cost to COA, expert assistance by telephone to answer the questions and resolve any problems encountered by COA's installer. Contractor shall either (a) certify in writing at the time of the delivery of any "customer" installed software that the software contains all program fixes for known errors and will be ready for acceptance testing immediately upon the completion of the detailed step-by-step installation procedures by COA installer or (b) provide support staff at COA's installation site within five (5) days after notification by COA that it has completed installation of the software to certify acceptance testing.

COA's request, subject to the charges for technical services listed in Contractor's response to COA's solicitation document, contractor shall furnish expert assistance at COA's installation site during the installation of any software designated as "customer installed".

- A. If Contractor does not install any software designated as "vendor installed" in Contractor's response to COA's solicitation document on or before the installation date specified in the order,

Contractor shall pay COA, as fixed and agreed liquidated damages for each calendar day between the date specified for installation and the actual installation date for such software, daily liquidated damages for all software and features not installed. In no event shall Contractor be obligated for more than one hundred eighty (180) calendar days.

- B. If some, but not all, of the software specified in an order is installed and ready for use by the installation date specified in the order and COA uses any such installed software, liquidated damages shall not accrue against the software used.

## **6.7 Installation (cont.)**

- C. Substitute Software: If Contractor provides substitute software acceptable to COA on or before the installation date specified in the order, liquidated damages shall not apply to the software for which substitute software was provided.
- D. When individual software or equipment components specified in COA's order are not ready for use by the agreed to installation date, daily liquidated damages shall be assessed in accordance with the above provisions for those components only; provided, however, if any such individual component prevents the operation of an entire system, COA may, in its sole discretion consider the entire system non-operational and, accordingly, Contractor shall pay daily liquidated damages based on the cost of all components which are rendered non-operational for each calendar day between the date specified for installation and the actual installation date.
- E. Replacement Software: If Contractor fails to install any or all of the software, including special features, identified herein within thirty (30) calendar days of the installation date specified in COA's order then COA may upon written notice to Contractor obtain replacement software from another vendor. In this event Contractor shall be liable for the greater of: (I) daily liquidated damages from the installation date specified herein until replacement software is installed and ready for use, or (ii) daily liquidated damages for no more than one hundred (180) calendar days from the installation date.

## **6.8 License/Title**

Contractor grants license to COA which authorizes COA to:

- A. use the licensed software in machine readable form on the machine(s) designated on COA's order for use of such licensed software and, in conjunction therewith, to store the licensed software in, transmit it through or display it on units of equipment associated with such designated machine(s).
- B. utilizes the licensed software in printed form in support of the use of the licensed software.
- C. utilize the licensed software in machine readable form or printed form to provide sufficient copies to support COA's use of the licensed software, as authorized hereunder.

Licensed software provided by the Contractor in printed form may not be copied. However, additional copies of licensed software in printed form may be obtained by COA from Contractor under license from Contractor to COA at the charges listed in Contractor's response to COA's solicitation document.

COA shall obtain from Contractor a separate license for each additional machine on which the licensed software licensed hereunder will be used, except as provided in the paragraphs entitled "Temporary License Transfer", "Installation License" and "Location License".

## **6.8 License/Title (cont.)**

No right to use, print, copy or display the licensed software, in whole or in part, is granted by Contractor to COA, except as expressly provided by the terms of this Agreement.

### **6.8.1 Temporary License Transfer**

COA is authorized to transfer the license to and to use the licensed software on: (a) a backup machine wherein the designated machine or an associated unit required for use of the licensed software is temporarily inoperable until the designated machine is restored to operable status and processing on the backup machine is completed or; (b) another machine for assembly or compilation of the licensed program materials if the designated machine and its associated units do not provide the configuration required for such assembly or compilation.

### **6.8.2 Installation License**

When "Installation License" applies to any of the items identified, COA is also authorized to use the licensed software on any other machine in the "same installation" as the designated machine. For purposes of this Agreement, "same installation" shall mean a single room or contiguous rooms, unless otherwise stipulated by COA and agreed to in writing by Contractor.

### **6.8.3 Location License**

When "Location License" applies to any of the items identified, COA is also authorized to use the licensed software on any other machine in the same location as the designated machine. For purposes of this Agreement, "same location" shall mean a single physical COA location, designated by a single mailing address and contained within a single building, unless otherwise stipulated by COA and agreed to in writing by Contractor.

### **6.8.4 Change in Designated Machine**

COA may give Contractor written notice of COA's intent to change the designation of the machine on which licensed software is to be used. In such event, such change of designation will be effective upon the date set forth in said written notification, and the change of designation shall be deemed to have effectively changed the designated machine identified.

### **6.8.5 Additional Licenses**

Each additional license for COA's use of any licensed software and/or licensed optional materials already acquired by COA under this Agreement requires a formal amendment to this Agreement. After such amendment has been fully executed, COA may, upon notice to Contractor, in lieu of additional distribution from Contractor, copy the licensed software distributed to COA by Contractor in machine readable form. The testing period, if any, for such additional authorized use will commence on the effective date designated in the amendment;

### **6.8.5 Additional Licenses (cont.)**

however, the permission hereby granted COA to copy such licensed software does not apply to licensed software provided to he COA by Contractor in printed form.

### **6.8.6 Title**

Contractor represents and warrants that it is the sole owner of the licensed software product or, if not the owner has received all proper authorizations from the owner to license the software product, and has the full right and power to grant the rights contained in this Agreement. Contractor further warrants and represents that the software product is of original development, and that the package and its use will not violate or infringe upon any patent, copyright, trade secret or other property right of any other person.

### **6.8.7 Term of License**

The software license(s) identified in Contractor's response to COA's solicitation document is (are) purchased on a perpetual license basis (unless otherwise stated in the Contractor's response) and shall continue in perpetuity until cancelled by COA or unless terminated in accordance with the provisions of this Agreement. The license(s) granted to COA is (are) for the use of the software product(s) at the using agency or institution, computing facilities (site) and on the equipment or for the purpose identified in COA's solicitation document.

### **6.8.8 Terms of Use**

COA's rights in licensed software developed at private expense may be restricted by Contractor in accordance with this Agreement. As a minimum, however, COA shall have:

- A. unlimited use of such software on the equipment for which it is acquired;
- B. use of such software with a backup system if the system(s) for which or with which it was acquired is inoperative because of a malfunction, or during an emergency, or the performance of engineering changes or changes in features or model;
- C. the right to use such software at any COA installation to which the computer(s) may be transferred by COA;
- D. the right to copy such computer programs for safekeeping (archives) or backup purposes;
- E. the right to modify such software or combine it with other programs or material at COA risk;
- F. the right to use portions (if required) of application development software (i.e., software which is acquired by a COA agency to develop application type programs) in executable applications programs on other COA machines, at no additional cost.



### **6.8.8 Terms of Use (cont.)**

- G. Nothing contained herein shall be construed to restrict or limit COA's rights to use any technical data, which COA may already possess or acquire under proper authorization from other sources.

### **6.9 Licensed Program Testing**

For each licensed software product, the testing period, if any, during which the software product will be made available for nonproductive use, is specified in Contractor's response to COA's solicitation document. The purpose of the testing period is to determine whether the licensed software product functions effectively and to assist COA in determining whether each licensed software product meets COA's requirements. Each testing period will begin ten (10) calendar days after shipment from Contractor of the licensed software product, but in no event prior to COA's receipt of the licensed software product, unless otherwise expressly provided herein.

Subsequent releases by Contractor, if any, of any licensed software which has the same program number as licensed software licensed hereunder shall be made available to COA for productive use and/or testing on a machine specified while COA continues productive use of a previous release of that software on that machine. In such event, however, COA shall continue to pay contractor the charges applicable for use of the previous release of the licensed software until such time as COA elects to discontinue the license for said software. COA reserves the right to decide whether to install any such releases or continue use of a previous release, having given due regard to the other provisions of this Agreement.

### **6.10 Liquidated Damages**

COA declares, and Contractor acknowledges, that COA may suffer damages due to lack of performance of the terms and conditions of this Agreement by Contractor. Since it is impractical and extremely difficult to fix the actual damage sustained in the event of any such nonperformance, COA and Contractor, therefore, presume that in the event of any such nonperformance the amount of damage which will be sustained from the nonperformance will be the amount set forth in this section and they agree that, in the event of any such nonperformance, Contractor shall pay that amount as liquidated damages and not as a penalty. Amounts due COA as liquidated damages may be deducted by COA from any money payable to Contractor and any amount outstanding over and above the amounts deducted from invoices will be promptly tendered by check by Contractor to COA.

COA shall notify Contractor in writing of any claim for liquidated damages pursuant to this section on or before the date when COA deducts such sums from money payable to Contractor.

Notwithstanding any other provision herein, liquidated damages shall be the exclusive damages available to COA for delay in certified installation or delivery.

Except with respect to defaults of subcontractors, Contractor shall not be liable for liquidated damages when delays arise out of cause beyond the reasonable control and without the fault or negligence of Contractor. Delays due to causes of Force Majeure (which are outside of the control of both parties and could not be avoided by exercise of due care) or due to the responsibility of COA or other contractors of COA shall extend the date for delivery or certified

## **6.10 Liquidated Damages (cont.)**

installation on a day for day basis but in every case the delay must be beyond the reasonable control and without the fault or negligence of Contractor. Delays caused by the default of a subcontractor, when such default arises out of causes beyond the control of both Contractor and the subcontractor and without the fault or negligence of either of them, shall extend the dates for delivery and certified installation on a day for day basis, unless the supplies or services to be furnished by the subcontractor were obtainable from other sources in sufficient time to permit Contractor to meet the required performance schedule.

For the purposes of this Software Rider the expression "daily liquidated damages" shall mean the greater of the amount of \$200.00, or 1/200th of the total purchase price of the software product(s) and feature(s), or 1/30th of the monthly charges for the software product(s) and feature(s).

## **6.11 Delivery of Software**

If Contractor does not deliver software within ninety (90) calendar days of the date of order by COA (or by the date specified in the order), Contractor shall pay COA, as fixed and agreed liquidated damages, for each calendar day beyond ninety (90) days of the date of the order (or beyond the date specified in the order) daily liquidated damages for all undelivered software.

Contractor has the right to reject and return any order issued by COA within ten (10) calendar days of the date of the order if it cannot accept COA's delivery schedule or Contractor cannot make delivery within ninety (90) calendar days.

## **6.12 Ongoing Performance**

If Contractor's software does not meet COA's Ongoing Performance Requirements as specified in Section 10.0 of this Software Rider for any calendar month following Acceptance as specified in this Software Rider then Contractor shall pay COA, as fixed and agreed liquidated damages for each such month, the greater of one month's monthly charge for the software which was subject to nonperformance or four percent (4%) of the purchase price of all software which was subject to nonperformance.

If Contractor's failure to meet COA's Ongoing Performance Requirement results in unusability of other software and equipment in a total system, Contractor acknowledges liability for damages to COA for the unsuitability of a total system and agrees that the charges for all software and equipment rendered unusable by its failure shall be included in computing liquidated damages.

In the event that Contractor's software fails to meet COA's Ongoing Performance Requirement for three (3) consecutive calendar months, COA may, at its option, terminate this Agreement and collect liquidated damages from Contractor for replacement software which shall be the greater of (i) daily liquidated damages for all software and equipment rendered inoperable from the date of termination until replacement software is installed and ready for user (ii) daily liquidated damages for all software and equipment rendered inoperable for one hundred eighty (180) calendar days, or (iii) the re-procurement cost including the cost of replacement software plus the cost of recovery.

### **6.13 Maintenance Assurance**

Contractor agrees to make available maintenance services to meet COA's On-going Performance Requirement for as long as the software is utilized by COA. Such services shall be available at the prices contained in Contractor's response to COA's solicitation document, but shall in no event exceed these prices plus 10% per year for each year after the date of acceptance of the software.

### **6.14 Ongoing Performance Requirement**

Any software installed as a result of this Agreement must perform at an effectiveness level of 95% each month following acceptance during the effective life cycle of that software as specified in COA's solicitation document and as provided for in Contractor's response with respect to costs. For the purposes of this Software Rider, the effectiveness level shall be computed as the number of days in a calendar month that the installed software completely and continuously met or exceeded the standard of performance established at acceptance (as specified in the Acceptance/Standard of Performance section of this Software Rider) divided by the total number of days in the month, and expressed as a percentage.

Should any software installed as a result of this agreement fail to meet this on-going performance requirement, COA may, at its option, choose to liquidate the damages it suffers as a result of this software failure in accordance with the Liquidated Damages clause (Section 8.0) of this Software Rider.

### **6.15 Permission to Modify**

COA may modify any licensed software in machine-readable form and/or merge such materials into other program material to form an updated work product for COA's own use, provided, however, that upon discontinuance of any such licensed software, the licensed software will be completely removed by COA from any such updated work product and thereafter treated under this Agreement as if permission to modify or merge had never been granted. Any portion of the licensed software included in any such updated work product will continue to be subject to all applicable terms and conditions of this Agreement. However, any original work product of COA in such updated work product and any other original work product of COA used together with the licensed software shall be the exclusive property of COA and shall not be returnable to the Contractor upon discontinuance of the licensed software.

### **6.16 Program Services**

For each licensed software product, the type(s) and period(s) of program services, if any, to be provided without additional charge for a current release of the licensed software product are specified in Contractor's response to COA's solicitation document.

Program services will commence at the beginning of the licensed software testing period or, if there is no testing period for that license, when the charges, other than charges for early shipment of licensed printed materials, are due.

## **6.16 Program Services (cont.)**

LOCAL SERVICES: When a problem occurs which COA determines is caused by the use of the licensed software and the diagnosis of Contractor's designated representative indicates the problem is caused by a defect in the unaltered portion of a current release of the licensed software; Contractor's designated representative will perform the following problem resolution activities:

- A. attempt to correct or bypass the defect by providing COA with correction information; or
- B. submit documentation of the problem to the appropriate Contractor personnel for resolution; and in any event,
- C. if the program is inoperable, make every reasonable effort to resolve the problem by applying a local fix or providing a bypass.

## **6.17 Protection and Security of Licensed Software Materials**

All copies of the licensed software materials made by COA including translations, compilations and partial copies within modifications and updated work products are the exclusive property of Contractor. COA shall reproduce and include the copyright notice on any such copies in accordance with the copyright instructions, if any, provided by Contractor.

COA shall maintain sufficient records to identify the number and location of all copies of licensed software materials and shall notify Contractor in writing if the original or any copy of the licensed software materials will be kept at an installation (or location, when specified "Location License Applies"), other than that of the machine designated.

COA shall insure, prior to disposing of any media, that any licensed software materials contained thereon have been erased or otherwise destroyed.

COA shall not provide or otherwise make available any licensed software materials in any form without Contractor's prior written consent except to COA's employees, Contractor's employees or other persons during the period they are on COA's premises for purposes specifically related to COA's lawful use of the licensed software.

## **6.18 Relocation of Software**

COA may transfer the licensed software to any other COA entity after giving notice to contractor and specifying the location and machine where the licensed software will be installed.

## **6.19 Return or Destruction of Licensed Program Materials**

Within thirty (30) days from the date of discontinuance by COA of any licensed software, COA shall notify Contractor in writing, that through COA's best efforts, and to the best of COA's knowledge, the original and all copies of any licensed program materials received from Contractor or made in connection with such license have been returned or destroyed. This requirement will apply to all copies in any form including translations, whether partial or

### **6.19 Return or Destruction of Licensed Program Materials (cont.)**

complete, and whether or not modified or merged into other program materials as authorized herein. However, upon prior written authorization from Contractor, COA may retain a copy for archive purposes only.

When COA has been licensed by Contractor to use a new version of the licensed software, which carries a different program number under an amendment to this Agreement, COA may retain the prior version of the licensed software for a period not to exceed ninety (90) days following the date of discontinuance of prior version of said programs; provided, however, that the retained prior version of said programs may be used by COA only if a defect in the new version prevents its use. During said ninety (90) day period, COA will pay only the applicable charges for the new version of the licensed software. Within thirty (30) days immediately following said ninety (90) day period, COA will certify in writing to Contractor that all copies of program materials received or made in connection with the prior version have been returned to Contractor or destroyed as set forth above.

### **6.20 Site Preparation**

COA agrees to furnish to Contractor, at the time of its order for licensed software, current information as to the specific hardware and software for the operating environment in which the licensed software will be installed. COA also agrees to furnish Contractor with specific instructions as to naming standards and devices which must be used for the licensed software.

Contractor will notify COA no later than thirty (30) days before the specified installation date of any changes in the operating environment required to install and operate the licensed software. Contractor will specify in detail any space, equipment, staff, and computer time that COA must provide for installation take place. Contractor will also specify any operating environment options COA must have installed prior to installation.

In any case, Contractor is expected at a minimum to fulfill its obligation to deliver and install the licensed software to operate in the environment as specified in COA's solicitation document, unless otherwise notified in writing by COA.

### **6.21 Software Standards**

Contractor agrees to make every reasonable effort to furnish documentation and machine-readable programs which will conform to standards for such documentation and programs used at COA's installation site. COA agrees that it will make every reasonable accommodation to its standards and procedures to enable Contractor's licensed software to operate efficiently and effectively on COA's computer system.

### **6.22 Specified Operating Environment**

Each licensed software product is designed to operate on one or more machine types and, in most instances, in conjunction with other vendor's equipment and software. Contractor's response to COA's solicitation document states the environments in which the licensed software is designed to operate.

## **6.22 Specified Operating Environment (cont.)**

COA reserves the right to exchange copies of the licensed software designed to operate in one operating environment for copies designed to operate in another operating environment in which Contractor has stated the licensed software is designed to operate. Should COA exercise this right it will pay any costs of shipping and handling involved in the exchange as well as any positive cost difference between the two licenses.

Contractor acknowledges that the environment of equipment and software in which the licensed software will operate will be subject to frequent changes and enhancements other than those supplied by Contractor. Contractor agrees to cooperate with COA and other vendors of

equipment and software to support the stable operation of the licensed software so long as COA maintains a compatible-operating environment.

## **6.23 Technical Services**

Contractor's technical personnel shall be available to assist COA in implementation, review, and improvement of existing data processing systems and to advice on programming, development, and implementation of new systems involving Contractor's software. Charges, if any, for this assistance have been included in Contractor's response to COA's solicitation document and these charges will increase by no more than 10% per year over previous price. Any actual changes in the charges for technical services will require mutual agreement and are subject to the Pricing and Discount provisions of the Standard Terms and Conditions of this Agreement.

## **6.24 Training**

Contractor shall provide continuing training for personnel to achieve the level of proficiency necessary to support COA's use of software provided by Contractor. Charges, if any, for training have been included in Contractor's response to COA's solicitation document and these charges will increase by no more than 10% per year. Any actual changes in the charges for training will require mutual agreement and are subject to the Pricing and Discount provisions of the Standard Terms and Conditions of this Agreement.

## **6.25 Travel Expense**

Contractor shall not charge COA for any travel expense without COA's prior written approval upon obtaining COA's written approval; Contractor shall be authorized to incur travel expenses payable by COA only to the extent provided for by COA.

## **6.26 Warranty of Operation**

Contractor warrants that the software delivered hereunder will, at the solicitation document and order, or Contractor will without charge to COA correct any such defects and make such additions, modifications, or adjustments to the software as may be necessary to keep the software in operating order in accordance with such specifications.

**ATTACHMENT "A"**

This attachment contains the named RFP coordinator, the mailing and email addresses for inquires pertaining to this RFP:

The named RFP Coordinator is:

Person:	Greg Bennett
Mailing Address:	P.O. Box 71 Alexandria, LA 71309-0071
Physical Address:	625 Murray Street Alexandria, LA 71301
Telephone:	318-449-5062
Fax Number:	318-619-3420
Email:	<a href="mailto:gregory.bennett@cityofalex.com">gregory.bennett@cityofalex.com</a>

Any other inquires or concerns about this proposal can be sent to:

<b>MAILING ADDRESS</b>	<b>PHYSICAL ADDRESS</b>
City of Alexandria	City of Alexandria
Purchasing Department	Purchasing Department
Attention: Joe Despino	Attention: Joe Despino
P.O. Box 71	2021 Industrial
Alexandria, LA 71309-0071	Building WH
	Alexandria, LA 71301
E-Mail: <a href="mailto:joe.despino@cityofalex.com">joe.despino@cityofalex.com</a>	Phone: (318)441-6180/ Fax: (318)441-6185

## ATTACHMENT B

COA understands that a comprehensive "Scope of Work" can not be written or outlined until the RFP has been awarded. A detailed "Scope of Work" will be developed after the award of the RFP.

BUT, the following areas will be included in the Scope of Work:

- **Pre-installation conference call:** this will give notice to both parties of when the project will start and set dates for starting of project.
- **On-site kickoff meeting:** this will be a face-to-face discussion of what each party is expected to do.
- **Implementation Plan:** This will be a plan of action for the whole project and will serve as the bases of the outcome of the project.
- **Product installation:** Actual installation of software and related online help documentation.
- **Admin and End-User training:** This will be time period for training of COA individuals.
- **Wrap-up and signoff:** This is the period in which all open issues are closed. COA formal accepts the application and acknowledges the completion of the project.
- **Two week follow-up:** Fact finding period in which any other issues or problems develop and need attention.
- **Detailed System Performance and Utilization review within the first 6 months:** Period for "tweaking" software application and review of how COA is using application.

*The aforementioned points will be adhered to and be made a part of the Scope of Work.*



**ATTACHMENT C**

Bill Print Extraction

# Bill Print Extraction

## Chapter Contents

Introduction .....	2-2
Third-Party Bill Printing .....	2-2
Bill Print Flowchart .....	2-3
Programs Used for Bill Print Extraction.....	2-4
Tables Used for Bill Print Extraction .....	2-5
Bill Print Format Table (UBTBPFT) .....	2-5
Line Print Format Table (UBTLPFT).....	2-6
User Exit Fields .....	2-7
Data Passed to the External Procedures .....	2-7
For More Information .....	2-7
Extract File Format Charts .....	2-8
How to Read the Extract File Format Charts.....	2-8
Bill Print (UBPBILP) Extract File Format.....	2-10
Master Bill Print (UBPMBPR) Extract File Format .....	2-43
Bill Detail Records.....	2-118
Introduction to Bill Detail Records .....	2-118
System Rules (UOASYSR) and Bill Detail Record Types.....	2-118
Bill Detail Codes .....	2-119
Original Bill Detail Records.....	2-119
How to Read the Bill Detail Charts .....	2-119
Base Charges.....	2-120
Bill Detail Records – With Charge Summation.....	2-137
Bill Detail Records for Adjustments .....	2-151
Bill Detail Records for Service Components .....	2-157
Service Header and Total Line Records .....	2-158
Rate Rules (UTRSRAT) and Bill Detail Records.....	2-165
Actual Service Type for Tax Charges in Bill Detail.....	2-168
Bill Print Extract File Sample.....	2-169
Viewing the Extract File Sample.....	2-169
Rule Settings for the Extract Sample.....	2-169
Sample Bill .....	2-186

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## Introduction

CIS bill print extraction provides your business with the option of generating your bills through CIS processing, or developing a more customized bill presentation with Ventyx's project team or a third party. This chapter describes the tables and programs involved in bill print extraction and provides examples of extract file formats as well as a sample bill.

Although CIS does several different things to create the extract file, you only run one program. For regular bills, you run the Bill Print Process (UBPBILP). For master bills, you run the Master Bill Print Process (UBPMBPR).

The bill printing process loads information into the Bill Print Format temporary table (UBTBPFT). Records are created in the table for each account to be billed. The data is then loaded into a flat file that contains all the information needed to print a bill, such as the customer's name, billing address, and service information used to calculate the customer's charges.

You can then send the extract file to a third-party vendor for printing, or you can use the Line Printer Format table (UBTLPFT) to print the bill in-house.

The extract file created by the Bill Print Process (UBPBILP) is named `ubpbilp_XXX_dat` (where `XXX` represents the number assigned to the job by the Bill Print Process).

The extract file created by the Master Bill Print Process (UBPMBPR) is named `ubpmbpr_XXX_dat` (where `XXX` represents the number assigned to the job by the Master Bill Print Process).

## Third-Party Bill Printing

You may choose to send the bills to a third party for printing because they have dedicated printing services and specific graphic capabilities, or because using a third party may be less expensive than printing the bills in-house.

For third parties to print the bills, your company and the third party must first agree on a bill presentation format. After agreeing on a format, your company must supply the third party with the extract file generated by CIS that contains every piece of information that your company wants to present on a customer's printed bill. Upon receiving the extract file, the third party arranges the information based on the format you agreed on and prints the bill.

# Bill Print Flowchart

The following flowchart shows the bill print process. It illustrates the process for printing bills through a third party, and the process for printing bills internally. The dashed lines in the flowchart separate the functional areas from the technical aspects of the bill printing process. The functional areas show the steps where you interact with the system, and the technical area shows where the process runs behind the scenes.

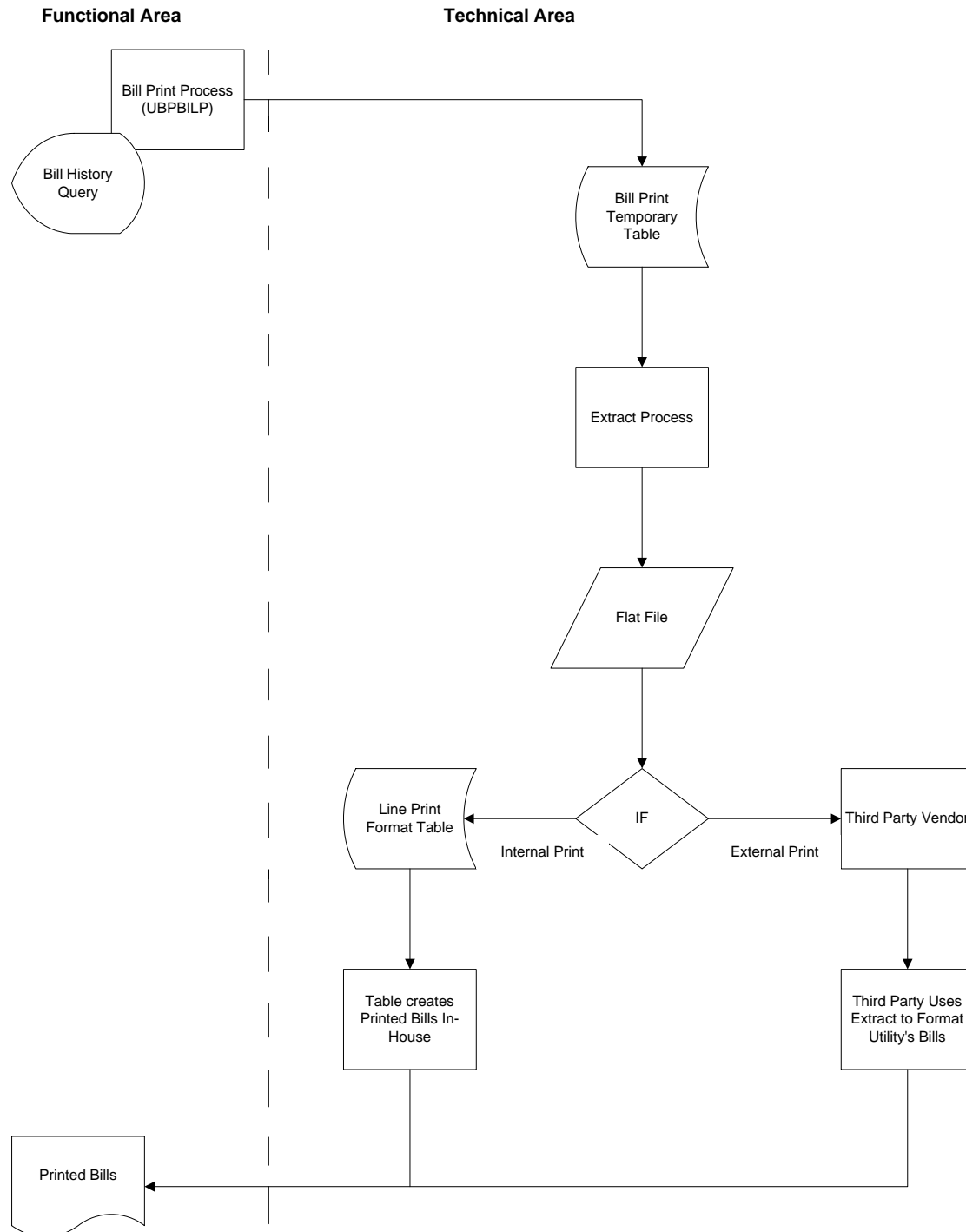


Figure 0-1: High-Level Bill Print Flowchart

---

## Programs Used for Bill Print Extraction

The following programs work together to create the Bill Print Process (UBPBILP) extract file.

<b>Program</b>	<b>Description</b>
ubpbilp.pc	Gathers current financial activity (adjustments, payments, charges, and service information related to those charges) and address information to be printed on a customer's bill.
ubpbpfm.c	Contains common functions
ubpbpfn.pc	Contains common functions
ubpbpfn.h	Header file
ubpbpft.pc	Gathers data and inserts into the temporary table
ubpextr.pc	Extracts data from the temporary table and creates a flat file
ubplp.pc	Extracts data from the flat file created by ubpextr.pc and prints bills
ubpbpfm.h	Header file
ubpbpft.h	Header file
ubpsumr.pc	Sub-routines supporting summation logic
ubpsumr.h	Header file
ubpsums.c	Sub-routines supporting summation logic
ubpsums.h	Header file
ubpsumm.c	Sub-routines supporting summation logic
ubpsumm.h	Header file

# Tables Used for Bill Print Extraction

## Bill Print Format Table (UBTBPFT)

The Bill Print Process (UBPBILP) uses the Bill Print Format table to gather information from various sources in CIS, which is then loaded into the extract file. The following lines list the columns in this table and describe their contents. The contents of this table are overwritten each time the Bill Print Process (UBPBILP) is executed.

Date: 06/17/2002

Page: 1

TABLE: UBTBPFT

CREATOR: UIMSMGR

```

=====
Column Name                               Type          Width  Scale  Nulls  Column Comments
=====
UBTBPFT_SESS_ID                           NUMBER        9      NO     NO     The current session id that Bill Print uses to purge
records after the run.
UBTBPFT_BILL_NUM                           NUMBER        9      NO     NO     Used to group records by bill number.
UBTBPFT_REC_TYPE                           VARCHAR2      8      NO     NO     Used to group individual field records into the
appropriate flat file.
UBTBPFT_REC_TYPE_SEQ                       NUMBER        3      NO     NO     Sequence number associated with the record type.
UBTBPFT_REC_NUM                             NUMBER        5      NO     NO     Used to identify a field with a particular record
within a record type.
UBTBPFT_FLD_NUM                             NUMBER        2      NO     NO     Used to order individual field records as they are
written to the flat file.
UBTBPFT_ACTIVITY_DATE                       DATE          NO     NO     NO     Used to store the activity date of when data was
entered into the flat file
UBTBPFT_USER_ID                             VARCHAR2     30      NO     NO     Used to store the user id of the user  which entered, etc.
the data
UBTBPFT_FLD_DATA                             VARCHAR2    1000     YES    NO     Used to store individual field data.
=====

```

## Line Print Format Table (UBTLPFT)

The Line Print Format Table is primarily used by companies that want to produce their bills in-house.

The "behind the scenes" bill-printing process, ubplp.pc, reads the information contained in the extract (.dat) file and formats it using the formatting guidelines contained in the Line Print Format table. The result is a .lis file that can be used as the actual bill.

The following lines show a listing and description of the columns in this table and their contents.

Date: 06/17/2002

Page: 1

TABLE: UBTLPFT

CREATOR: UIMSMGR

```

=====
Column Name                               Type      Width  Scale  Nulls  Column Comments
=====
UBTLPFT_SEQ                               NUMBER                    NO      Unique number to identify each row in format table.
UBTLPFT_BLOCK_ORDER                       NUMBER                    NO      Display order of the blocks in the bill such as historical,
                                           and header information
UBTLPFT_RECORD_LABEL                       VARCHAR2      8      NO      Record label that identifies the record type.
UBTLPFT_RECORD_LABEL_SEQ                   NUMBER                    NO      Field that identifies the sequence of the record labels.
UBTLPFT_GROUP                              VARCHAR2      2      NO      Field that identifies the group ex. SH, BH.
UBTLPFT_OFFSET                             NUMBER                    NO      The offset used to reach a field. Not a column pos.
UBTLPFT_LENGTH                             NUMBER                    NO      Length of the field on the flat file.
UBTLPFT_ROW_COORD                          NUMBER                    NO      The row where it should appear on the bill.
UBTLPFT_COL_COORD                          NUMBER                    NO      Column where it should appear on the printed bill.
UBTLPFT_DESCRIPTION                        VARCHAR2      20     YES     Detailed description of the field.
UBTLPFT_MISCELLANEOUS                      VARCHAR2      70     YES     Column headers to be displayed in the bill print.
=====

```

## User Exit Fields

The Bill Print Process (UBPBILP) extract file contains several user exit fields. A user exit is a point in the Customer Suite code where you can insert an external procedure to retrieve data. You can populate user exit fields in the extract file with your company's data.

Three bill print extract records contain user exit fields:

- BillHead record – one field of 120 characters
- BillDetl record – one field of 120 characters



**Note:**

User exit fields are only available in the following BillDetl record types: BillDetlSH (service header) and BillDetlSE (summed charge). See "[Bill Detail Records](#)" for more information on bill detail record types.

- PstlInfo record - two fields: Scan Line, 120 characters, and Stuffer Line, 12 characters

When your company writes the user exit code, you can divide the fields provided into smaller fields as it suits your business needs.



**Caution:**

Once your company has written user exit code, your company is responsible for maintaining it.

## Data Passed to the External Procedures

Each user exit makes available certain data to the external procedures that you write. For example, your company may want to display outage information on an account's bill. To write a procedure that retrieves outage information for a particular account or service, you would pass customer, premises, and perhaps service information from CIS to that procedure.

The following pieces of data are made available for user exits in the bill print code:

- BillHead record – customer code, premises code, bill date (date bill print process was run)
- BillDetl service header (SH) record – customer code, premises code, bill date (date bill print process was run), service number, meter number, service category (meter register) code
- BillDetl SE record – customer code, premises code, bill date (date bill print process was run), service number, meter number, service category (meter register) code, rate code, rate code
- PstlInfo record - customer code, premises code, bill date (date bill print process was run)

## For More Information

For information on how to create these external procedures and use them with user exits in Customer Suite, see "Bill Print User Exits" in the *Customer Suite Technical Reference Manual*.



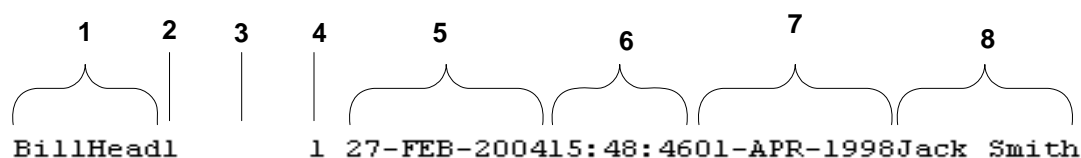
## Extract File Format Charts

The charts in the following sections are designed to help you interpret the data in the Bill Print Process (UBPBILP) and Master Bill Print Process (UBPMBPR) extract files. (For your convenience, a sample of an actual Bill Print Process (UBPBILP) extract file is also provided in the "[Bill Print Extract File Sample](#)" section.)

Figure 0-1 shows you how the charts relate to the data in the extract files. Each line in the extract file represents a record type that contains a certain type of data.

The record type is identified at the beginning of the record. Figure 0-1 shows the first eight fields of the BillHead record, which is the first line of a UBPBILP extract file. The blank space between fields 2 and 4 occurs because:

- As you can see in the Length column, six places are allowed for field 2, **Bill Number**, but in this particular example the bill number is only one digit.
- Field 3, **Bill Type**, is not populated.



The first 8 fields of the first line of a sample bill print extract file are shown above and defined in the following excerpt from an extract file format chart.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length
BillHead	1	Record Type Label	1	8
	2	Bill Number	9	6
	3	Bill Type	15	2
	4	Number Of Copies	17	2
	5	Bill Print Date	19	11
	6	Bill Print Time	30	8
	7	Billing Date	38	11
	8	Address Name	49	40

Figure 0-1: Fields in the BillHead Record of a UBPBILP Extract File

### How to Read the Extract File Format Charts

The extract file format charts contain the following data about each field in the extract file:

Column	Description
Record Type	The name of the record, as it appears in the first 8 characters of the record.

Column	Description
Field Number	A number to help you identify each piece of data stored in the extract file. This number does not physically exist anywhere; it is just provided here to help you interpret the extract file.
Field Name	A brief description of the kind of data that appears in a field. This description does not physically exist anywhere; it is just provided here to help you interpret the extract file.
Column	Each individual letter or number, starting from the left side of the extract file, is a column. In Figure 0-1, the <b>Record Type Label</b> field takes up columns 1 through 8. The <b>Bill Number</b> field takes up only column 9. The term <i>offset</i> is also used to describe columns in the extract files.
Length	This tells you how many places are allowed for the field. Not all of them are necessarily used. In Figure 0-1, the <b>Length</b> column tells you that 6 places are allowed for the <b>Bill Number</b> field, but in this example it only uses 1.
Type	AN = Alphanumeric N = Numeric
Data Source	If the data in this field comes from a table, the table and column name are provided here. If the data in this field comes from a variable in UBPBILP or UBPMBPR, the variable name is provided. The word "Calculated" appears if the value in the field is derived from other values. Text in quotes (for example, "BillHead") means that the field is populated by exactly what you see in the quotes.
Notes/Format	More information for you on what kind of data appears in the field. Includes a description of any special formatting (such as DD-MON-YYYY for dates).

## Bill Print (UBPBILP) Extract File Format

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillHead	1	Record Type Label	1	8	AN	"BillHead"	Each section of the flat file is grouped by like data. The record type communicates to the program what kind of information is contained in a particular set of data.
BillHead	2	Bill Number	9	6	N	billno	The system uses the bill print sort sequence in UBPBILP to sort bills. However the billhead # is not going to be in exact sequential order.
BillHead	3	Bill Type	15	2	AN		Not used. Populated by blanks.
BillHead	4	Number Of Copies	17	2	N	ubrrecp_num_copies	Number of bill copies to print.
BillHead	5	Bill Print Date	19	11	AN	rpt_date	Date on which the bill was generated
BillHead	6	Bill Print Time	30	8	AN	rpt_time	Time that bill was generated (24-hour time)
BillHead	7	Billing Date	38	11	AN	printed_date	Date entered in Print Date parameter of the Bill Print program
BillHead	8	Address Name	49	60	AN	ubrrecp_print_name	Name from UCBCUST. First and last names.
BillHead	9	Address "Doing Business As" Name	109	35	AN	ubrrecp_dba	Business name entered on Account Maintenance (UCAACCT).
BillHead	10	Address Attention	144	30	AN	ubrrecp_street_line1	Attention line.  Fields 10 – 25 contain the customer address for the bill based on the Customer Suite address hierarchy. Values for these fields come from the Address block (UCRADDR) of Customer Maintenance (UCACUST).
BillHead	11	Street Number	174	12	AN	ubrrecp_street_number	Street number.
BillHead	12	Street Pre-direction Code	186	2	AN	ubrrecp_pdir_code_pre	Pre-direction code.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillHead	13	Street Name	188	30	AN	ubrrecp_street_name	Street name.
BillHead	14	Street Suffix Code	218	6	AN	ubrrecp_ssfxc_code	Street suffix code.
BillHead	15	Street Post-direction Code	224	2	AN	ubrrecp_pdir_code_post	Post-direction code.
BillHead	16	Unit Type	226	6	AN	ubrrecp_utyp_code	Unit code.
BillHead	17	Unit Number	232	6	AN	ubrrecp_unit	Unit number.
BillHead	18	Address Line2	238	30	AN	ubrrecp_street_line2	Address Line 2.
BillHead	19	Address Line3	268	30	AN	ubrrecp_street_line3	Address Line 3.
BillHead	20	City	298	20	AN	ubrrecp_city	City.
BillHead	21	State	318	3	AN	ubrrecp_stat_code	State.
BillHead	22	Zip Code	321	11	AN	ubrrecp_zip_1_5 "-" ubrrecp_zip_7_10.	ZIP code.
BillHead	23	Delivery Point	332	2	AN	ubrrecp_delivery_point	Delivery point.
BillHead	24	Carrier Route	334	4	AN	ubrrecp_car_rt	Carrier route.
BillHead	25	Nation	338	28	AN	ubrrecp_nation	Nation.
BillHead	26	Account Number	366	17	AN	ucracct_cust+'-'+ucracct_prem	Customer and premises codes from the Account Table (UCRACCT).
BillHead	27	Owner ID	383	9	N	ucbprem_cust_code_owner	Premises owner code from the Premises Table (UCBPREM).
BillHead	28	Owner Name	392	40	AN	ucbcust_first_name + ucbcust_last_name	First and last names from UCBCUST.
BillHead	29	Bill Cycle Code	432	5	AN	ucracct_cycl_code	Account cycle as entered on UCAACCT.
BillHead	30	Coap Name 1	437	60	AN	ucvcoap_code	Coapplicant name as entered on UCAACCT.
BillHead	31	Coap Name 2	497	60	AN	ucvcoap_code	Coapplicant name as entered on UCAACCT.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillHead	32	Coap Name 3	557	60	AN	ucvcoap_code	Coapplicant name as entered on UCAACCT.
BillHead	33	Bill Routing Code	617	5	AN	ucracct_bill_rout_code	Bill routing code from Account Table (UCRACCT).
BillHead	34	Account Status	622	1	AN	ucracct_status_ind	Account status (A = active, I = inactive) from Account Table (UCRACCT).
BillHead	35	Company Code	623	10	AN	ucracct_company_code	Company code from Account Table (UCRACCT).
BillHead	36	Large Print Ind	633	1	AN	ucbcust_large_print_ind	Y or N, from Customer Table (UCBCUST).
BillHead	37	Language Code	634	5	AN	ucbcust_language_code	From Customer Table (UCBCUST).
BillHead	38	Bill Format	639	5	AN	ucracct_prtf_code_alt_frmt	Bill format from Account Table (UCRACCT).
BillHead	39	Bank Draft Cancelled Indicator	644	1	AN	Ucracct_draft_acct-status	When the Status = C and occurred during the current billing period.
BillHead	40	Bill History transaction number	645	15	N	Calculated	Value from Bill History Table
BillHead	41	Credit Rating	660	1	AN	Calculated	Value from Bill History Table
BillHead	42	Master Bill Print Sequence	661	1	AN	Ucbmbil_sub_sort_ind	Value from Bill History Table
BillHead	43	Bill Sort	662	20	AN	Ucrbill_sort_sequence	Value from Bill History Table
BillHead	44	Master Bill Number	682	9	N	Ucracct_mbil_num	Value from Bill History Table
BillHead	45	Master Bill Cycle	691	5	AN	Ucbmbil_cycl_code	Value from Bill History Table
BillHead	46	Email Address	696	60	AN	Ucbmbil_cycl_code	Value from Bill History Table
BillHead	47	Pay By Check Indicator	756	1	AN	Ucbcust_pay_by_check_ind	Value from Customer Maintenance Table
BillHead	48	User Exit Field	757	120	AN		Value from User Exit
ServAddr	1	Record Type Label	1	8	AN	"ServAddr"	
ServAddr	2	Bill Number	9	6	N	billno	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format	
ServAddr	3	Pre-Direction	15	2	AN	ucbprem_pdir_code_pre	Fields 3-14 show the premises address for the service being billed as it appears in the Premises Table (UCBPREM).	
ServAddr	4	Street Number	17	12	AN	ucbprem_street_number		
ServAddr	5	Street Name	29	30	AN	ucbprem_street_name		
ServAddr	6	Suffix	59	6	AN	ucbprem_sffx_code		
ServAddr	7	Post-Direction	65	2	AN	ucbprem_pdir_code_post		
ServAddr	8	Unit Type	67	6	AN	ucbprem_utyp_code		
ServAddr	9	Unit	73	6	AN	ucbprem_unit		
ServAddr	10	City	79	20	AN	ucbprem_city		
ServAddr	11	State	99	3	AN	ucbprem_state_code_addr		
ServAddr	12	Zip Code	102	10	AN	ucbprem_zipc_code		
ServAddr	13	Delivery Point	112	2	AN	ucbprem_delivery_point		
ServAddr	14	Nation	114	5	AN	ucbprem_natn_code		
ServAddr	15	Rate Jurisdiction Code	119	10	AN	ucbprem_rjur_code		
ServAddr	16	Tax Jurisdiction Code	129	10	AN	ucbprem_tjur_code		
ServAddr	17	Inside City Ind	139	1	AN	ucbprem_i_o_city_ind		I = Inside city limits, O = Outside city limits.
ServAddr	18	Service Class	140	2	AN	Calculated		
ServAddr	19	Service Class Description	142	35	AN	utvscls_desc		
UtilAddr	1	Record Type Label	1	8	AN	"UtilAddr"	Conditional record.	
UtilAddr	2	Bill Number	9	6	N	billno		
UtilAddr	3	Conditional Utility Name	15	40	AN			
UtilAddr	4	Conditional Util Add Line1	55	30	AN			
UtilAddr	5	Conditional Util Add Line2	85	30	AN			
UtilAddr	6	Conditional Util Add Line3	115	30	AN			

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
UtilAddr	7	Conditional Util Add Line4	145	30	AN		
WeatInfo	1	Record Type Label	1	8	AN	"WeatInfo"	
WeatInfo	2	Bill Number	9	6	N	billno	
WeatInfo	3	Service Number	15	4	N	ucrserv_num	Number of the weather-related service from the Service Table (UCRSERV).
WeatInfo	4	Service Type Code	19	4	N	ucrserv_styp_code	Service type from the Service Table (UCRSERV).
WeatInfo	5	Service Category	23	4	AN	uabopen_scat_code	Category of the rate rule associated with the rate on UCASERV.
WeatInfo	6	Current Per Heating Days	27	8	N	nszCurrentPdHeat	Number of heating days for the current billing period from the Weather Table (UORWEAT).
WeatInfo	7	Current Per Normal Heating Days	35	8	N		Number of heating days for the current billing period from the Normal DD Table (UORWNDD).
WeatInfo	8	Prev Per Heating Days	43	8	N	nszPrevPdHeat	Number of heating days for the previous billing period from the Weather Table (UORWEAT).
WeatInfo	9	Prev Per Normal Heating Days	51	8	N		Number of heating days for the previous billing period from the Normal DD Table (UORWNDD).
WeatInfo	10	Last Year Heating Days	59	16	N	nszLastYearHeat	Number of heating days for the previous year
WeatInfo	11	Current Per Cooling Days	75	8	N	nszCurrentPdCool	Number of cooling days for the current billing period.
WeatInfo	12	Current Per Normal Cooling Days	83	8	N		Number of normal cooling days for the current billing period.
WeatInfo	13	Prev Per Cooling Days	91	8	N	nszPrevPdCool	Number of cooling days for the previous billing period.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
WeatInfo	14	Prev Per Normal Cooling Days	99	8	N		Number of normal cooling days for the previous billing period.
WeatInfo	15	Last Year Cooling Days	107	16	N	nszLastYearCool	Number of cooling days for the previous year.
WeatInfo	16	Base Consumption	123	15	N		Base Consumption for the current billing period.
WeatInfo	17	WNA Factor	138	7	N		WNA Factor for the current billing period
WeatInfo	18	Heat Sensitivity Factor	145	8	N		HSF for the current billing period
WeatInfo	19	Calculated WNA Consumption	153	15	N		Calculated WNA Consumption for the current billing period
WeatInfo	20	Billed WNA Consumption	168	15	N		Billed WNA Consumption for the current billing period
WeatInfo	21	Average Temperature – This Period	183	6	N	Calculated.	
WeatInfo	22	Average Temperature – 1 Bill Ago	186	6	N	Calculated.	
WeatInfo	23	Average Temperature – 2 Bills Ago	195	6	N	Calculated.	
WeatInfo	24	Average Temperature – 3 Bills Ago	201	6	N	Calculated.	
WeatInfo	25	Average Temperature – 4 Bills Ago	207	6	N	Calculated.	
WeatInfo	26	Average Temperature – 5 Bills Ago	213	6	N	Calculated.	
WeatInfo	27	Average Temperature – 6 Bills Ago	219	6	N	Calculated.	
WeatInfo	28	Average Temperature – 7 Bills Ago	225	6	N	Calculated.	
WeatInfo	29	Average Temperature – 8 Bills Ago	231	6	N	Calculated.	



Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
WeatInfo	30	Average Temperature – 9 Bills Ago	237	6	N	Calculated.	
WeatInfo	31	Average Temperature – 10 Bills Ago	243	6	N	Calculated.	
WeatInfo	32	Average Temperature – 11 Bills Ago	249	6	N	Calculated.	
WeatInfo	33	Average Temperature – 12 Bills Ago	255	6	N	Calculated.	
WeatInfo	34	Average Temperature – 13 Bills Ago	261	6	N	Calculated.	
<p>Note: The WeatInfo record can be extended to include up to 20 average temperature periods, based on the Number of Weather History Periods per WeatInfo Record setting in System Rules (UOASYSR). Multiple WeatInfo records can be used to hold up to a total of 99 average temperature periods for the entire extract file, depending on the setting in the Total # of Weather History Periods on Bill field in UOASYSR.</p>							
<p>Payments – No Component Format: This record format will be used when Enable Component Processing in System Rules (UOASYSR) is set to N.</p>							
Payments	1	Record Type Label	1	8	AN	"Payments"	
Payments	2	Bill Number	9	6	N	billno	Unique bill identifier.
Payments	3	Previous Balance	15	12	N	prev_bal	Amount billed on customer's last bill.
Payments	4	Previous Balance Messg	27	30	AN	EMPTY	
Payments	5	Amount Transferred to / from Payment Arrangement	57	12	N	uabpyar_total_due	<p>Populated on the first bill after the creation of the payment arrangement with the amount transferred TO Payment Arrangement, value will be a positive number.</p> <p>Populated with the amount transferred FROM Payment Arrangement when an overpayment has been made and applied to future installments, value will be negative number.</p>

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Payments	6	Payments Received	69	12	N	payments	<p>Total of all payments received since the last bill. This field could be derived as currently being done and compared to the sum of fields 6 thru 10. They should equal.</p> <p>When an adjusted bill is rebilled, logic will sum the total payments received for the cancelled bill history row in the payments received field.</p> <p>If an overpayment is made on an account only 1 pymtdetl record is created.</p>
Payments	7	Total Net Adjustments	81	12	N	adjustments	<p>Total adjustments since the last bill. The bill print payment record will be updated to display the sum of the adjustments that do not have an origin of UBAMBCA or UBACNCL for the cancelled bill, in the Total New Adjustment field.</p>
Payments	8	Balance Forward	93	12	N	szBalanceForward	<p>Balance Forward is Previous Balance – Payments Posted + Adjustments + Miscellaneous Adjustments - Amount Transferred to Payment Arrangement – Restated charges – Amount to Payment Arrangement or transferred back (when arrangement is canceled).</p>

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Payments	9	Current Charges	105	12	N	szCurrentCharges	This field will only be populated if the <b>Enable Current Charges</b> field in System Rules (UOASYSR) is set to Y. When the <b>Current Charges</b> field is populated: If no services are on a budget, the amount shown here will be the same as the charge amount in the BillDetTT or BillDetTL records (see <a href="#">Bill Detail Records</a> ). If a service is on a budget, the value in this field is adjusted for the budget amount.
Payments	10	Payment Arrangement Down Payment	117	12	N		Down Payment is only billed on the first bill following the establishment of the payment arrangement.
Payments	11	Payment Arrangement Installment	129	12	N	Uarpyar_amt_due	Installment being billed this billing period.
Payments	12	Total Charges	141	12	N		Sum of energy charges + payment arrangement down payment + payment arrangement installment.
Payments	13	Total Amount Due	153	12	N	szGTotalAmountDue	Balance forward plus total charges.
Payments	14	Pay Total Amount By	165	11	AN	account_due_date	Due date entered at time of bill generation.
Payments	15	Due Now Amount	176	12	N	szGPastDueTotal	Displays any charges carried forward and not paid, provided that the due date of the previous bill is earlier than the billing date of this bill.
Payments	16	Due Now Message	188	25	AN	EMPTY	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Payments	17	Previous Bill Due Date	213	11	AN		Pay total amount by date from previous bill.
Payments	18	Bank Draft Message	224	60	AN	Conditional. See <b>Notes</b> .	<ol style="list-style-type: none"> <li>1. Automatic account drafting will begin next billing period.</li> <li>2. DO NOT PAY – account is being drafted for the amount owed.</li> <li>3. PLEASE PAY – amount is NOT being drafted.</li> <li>4. Account has credit balance – amount is NOT being drafted.</li> <li>5. Account has zero balance – amount is NOT being drafted.</li> </ol>
Payments	19	Deposit on Hand	284	12	N		This is the sum of the collected deposit amounts less any applied deposits and less any refunded deposits.
Payments	20	Unpaid Deposit Amount	296	12	N		The difference between the original deposit and the deposit on hand.
Payments	21	Prior Year Contributions	308	12	N		Amount of the Prior Year's contributions which are established in the first month of the current year.
Payments	22	Misc Adjustments	320	12	N		Offsetting entry for the total dollar amount of items being restated on the bill.
Payments	23	Amount Canceled from Payment Arrangement	332	12	N		Total of unbilled payment arrangement installments. When a payment arrangement is cancelled, The Bill Print process populates this field with the amount transferred from the payment arrangement.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Payments – Component Format: This record format will be used when Enable Component Processing in System Rules (UOASYSR) is set to Y.							
Payments	1	Record Type Label	1	8	AN	"Payments"	
Payments	2	Bill Number	9	6	N	billno	Unique bill identifier.
Payments	3	Previous Balance	15	12	N	prev_bal	Amount billed on customer's last bill.
Payments	4	Previous Balance Messg	27	30	AN	EMPTY	
Payments	5	Payments Received	57	12	N	payments	Total of all payments received for this account since the last bill.
Payments	6	Total Rate Ready Adjustments	69	12	N	adjustments	
Payments	7	Total Bill Ready Adjustments	81	12	N	sz810A_Charges	Total bill ready adjustments from 810A records.
Payments	8	Balance Forward	93	12	N	szBalanceForward	Previous Balance + Rate Ready Adjustments + Bill Ready Adjustments – Payments.
Payments	9	Rate Ready Current Charges	105	12	N	Calculated.	This field will only be populated if the <b>Enable Current Charges</b> field in System Rules (UOASYSR) is set to Y. When the <b>Rate Ready Current Charges</b> field is populated: If no services are on a budget, the amount shown here will be the same as the charge amount in the BillDetIT or BillDetITL records (see <a href="#">Bill Detail Records</a> ). If a service is on a budget, the value in this field is adjusted for the budget amount.
Payments	10	Bill Ready Current Charges	117	12	N	Calculated.	Total bill ready charges from the 810C record.
Payments	11	Total Amount Due	129	12	N	Calculated.	Balance Forward plus Rate Ready Current Charges + Bill Ready Current Charges.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Payments	12	Pay Total Amount By	141	11	AN	account_due_date	Due date entered at time of bill generation.
Payments	13	Due Now Amount	152	12	N	szGPastDueTotal	Displays any charges carried forward and not paid, provided that the due date of the previous bill is earlier than the billing date of this bill.
Payments	14	Due Now Message	164	25	AN	EMPTY	
Payments	15	Due Date	189	11	AN	account_due_date	Due date entered at time of bill generation.
Payments	16	Bank Draft Message	200	60	AN	Conditional. See <b>Notes</b> .	<p>If an account has ucracct_draft_start_date earlier than the bill print due date, one of three messages displays here:</p> <p>1) If ucracct_draft_acct_status = P: "Automatic account drafting will begin next month."</p> <p>2) If ucracct_draft_acct_status = A and uobsysc_min_draft_amt &lt; ucracct_draft_max: "Do not pay: your account will be drafted on or after [Date]."</p> <p>3) If ucracct_draft_acct_status = any other value: "Please pay: amount is greater than the draft maximum amount."</p>
PymtDetl	1	Record Type Label	1	8	AN	"PymtDetl"	
PymtDetl	2	Bill Number	9	6	N	billno	Unique identifier of a bill.
PymtDetl	3	Payment Sequence Number	22	3	N		
PymtDetl	4	EA Provider Code	25	10	N		
PymtDetl	5	Payment Rate Code	35	4	AN		
PymtDetl	6	Payment Amount	39	12	N		

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
PymtDetl	7	Payment Date	51	11	AN	DD-MON-YYYY	
PymtDetl	8	Spontaneous Contribution Ind	62	1	AN		
PyntDetl	9	Payment Reversal Reason	63	4	AN		
BudgInfo	1	Record Type Label	1	8	AN	"BudgInfo"	
BudgInfo	2	Bill Number	9	6	N	billno	Unique identifier of a bill
BudgInfo	3	Service Number	15	4	N	uabopen_serv_num	Open Item Service No
BudgInfo	4	Service Type Code	19	4	AN	uabopen_styp_code	Open Item Service Type
BudgInfo	5	Service Category	23	4	AN	uabopen_scat_code	Open Item Service Category
BudgInfo	6	Budget Charge	27	12	N	tmp_mtd_budget_charge	Budget charges for the current bill. This value is the sum of the original budget amount written by ubpcalc or ubambca when the budget charges are calculated. Bills can include multiple sets of charges for the budget charge amount if ubambca is used or ubpcalc is run twice prior to printing.
BudgInfo	7	Actual Charge	39	12	N	tmp_mtd_actual_charge	Actual charges (billed charges) plus any adjustments to those charges for the current bill. Only adjustments to the billed charge value that are linked to open items being printed on the current bill is included in this total. Reprint includes adjustments that have the same printed date as the printed date on the actual charge (open item billed charge).

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BudgInfo	8	Variance	51	12	N	mtd_budget_variance	The difference between the budget charge and the actual charge plus current adjustments to the budget variance. Only adjustments to the budget variance where the billed charge adjustment is null is included to exclude REVA adjustments that are already in the actual charges.
BudgInfo	9	Year to Date Variance	63	12	N	ytd_budget_variance	Year-to-Date budget variance between the actual charges and budget charges plus adjustments to the budget variance. Only adjustments to the budget variance where the billed charge adjustment is null is included, to exclude REVA adjustments that are already in the actual charges. Also, only adjustments from the current budget start date until the printed date is included. Reprint displays the year-to-date budget variance for the budget variance from the budget start date until the reprint date for the budget period in which you are reprinting.
PymtArrg	1	Record Type Label	1	8	AN	"PymtArrg"	
PymtArrg	2	Bill Number	9	6	N	Billno	Unique identifier of a bill.
PymtArrg	3	Arrangement Number	15	4	N	Uarpyar_arrng_num	
PymtArrg	4	Payment Arrangement Type Code	19	4	AN	Uabpyar_pyar_code	
PymtArrg	5	Payment Arrangement Type Description	23	35	AN	Utrpyar_desc	



Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
PymtArrg	6	Amount to Payment Arrangement	58	12	N	Uabpyar_total_due	<p>Populate this field with the amount used to establish the payment arrangement on the first billing following the creation of the payment arrangement.</p> <p>If a payment arrangement has a record with an installment type of 'D' and the due date is not 31-DEC-2099, this field is populated with the prior balance less the down payment amount.</p> <p>If a payment arrangement has a record with an installment type of 'D' and the due date is 31-DEC-2099, this field is populated with the prior balance.</p>
PymtArrg	7	Payment Arrangement Down Payment Charge	70	12	N		<p>If a payment arrangement has a record with an installment type of 'D' and the due date is 31-DEC-2099, this field is populated with the amount of the down payment.</p>
PymtArrg	8	Payment Arrangement Installment Charge	82	12	N	Uarpyar_amt_due	This is the next unbilled payment arrangement installment.
PymtArrg	9	Current Principal Outstanding	94	12	N	Calculated	Calculated as the sum of all unbilled installments.
PymtArrg	10	Number of Unpaid Installments	106	3	N	Calculated	Populate this field with the number of installments that have a due date of 31-DEC-2099 and an installment type of 'A'.
PymtArrg	11	Number of Installments	109	3	N	Calculated	Populate this field with the number of installments that have an installment type of 'A'.
Bill Detail Record: Rate Ready Charges							
BillDetl	1	Record Type Label	1	8	AN	"BillDetl"	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillDetl	2	Detail Type	9	2	AN		Identifier assigned by the system to designate the type of charge.
BillDetl	3	Detail Sequence Number	11	5	N		Sequential number assigned to each detail record within a bill.
BillDetl	4	Bill Number	16	6	N	billno	
BillDetl	5	Service Number	22	4	N	uabopen_serv_num	Service number associated with the open item.
BillDetl	6	Service Type Code	26	4	AN	ucrserv_styp_code	Service type from the Service Table (UCRSERV).
BillDetl	7	Service Type Description	30	35	AN	utrstyp_desc	Service type description from the Service Type Table (UCRSTYP).
BillDetl	8	Service Category	65	4	AN	uabopen_scat_code	Service category code associated with the open item.
BillDetl	9	From Date	69	11	AN	urrshis_action_date DD-MON-YYYY	Date of previous reading.
BillDetl	10	From Reading	80	12	N	urrshis_reading	Previous meter reading.
BillDetl	11	From Reading Type	92	4	AN	urrshis_rtyp_code	Previous reading type ('A'ctual, 'E'stimated, or 'R'ecalculation of estimation).
BillDetl	12	To Date	96	11	AN	urrshis_action_date	Current reading date. Format: DD-MON-YYYY.
BillDetl	13	To Reading	107	12	N	urrshis_reading	Current meter reading.
BillDetl	14	To Reading Type	119	4	AN	urrshis_rtyp_code	Current reading type (A = Actual, E = Estimated).

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillDetl	15	Days of Service	123	3	N	urrshis_dos	Number of days in this billing period for this service: For metered services, from previous reading date to current reading date For non-metered services, from previous charge date to current charge date
BillDetl	16	Total Consumption	126	15	N	urrshis_consumption	Consumption for this billing period. Format: 9999999999.999
BillDetl	17	Meter Number	141	20	AN	urrshis_invn_code	Meter number entered in the Inventory block of the Service Maintenance form (UCASERV).
BillDetl	18	Multiplier	161	9	N	uirdial_multiplier	Meter multiplier entered in the Meter Maintenance form (UIAMTIV). Format: 99999.999
BillDetl	19	Rate Code	170	4	AN	uabopen_srat_code OR uabadje_adjm_code	Deposit, rate, or adjustment code. The rate code and description is populated for each Service History record because certain line item charges sum together to one line item.
BillDetl	20	Rate Description	174	35	AN	EMPTY	Tariff Name is populated with the rate description when Detail Type SE records are created.
BillDetl	21	Bill Print Description	209	35	AN	szutrsratBillPrintDesc	For charges, the <b>Bill Print Description</b> for the rate as entered in Rate Rules (UTRSRAT). For adjustments, the adjustment description from Adjustment Rules (UTRADJM).
BillDetl	22	Step Consumption	244	15	N	dGConsumption	Consumption for a step. Format: 9999999999.999
BillDetl	23	Rate Step	259	10	N	dGPrimaryStep	Per unit charge at this step.
BillDetl	24	Charge Amount	269	12	N	dGPrimaryAmt	Step consumption by rate step. Format: 99999999.99

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillDetl	25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	Indicates that the rate has undergone a mid-period change.
BillDetl	26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	Indicates that the charge reflects a recalculation of an estimated reading.
BillDetl	27	Budget Charge Indicator	283	1	AN	EMPTY	Indicates that the charge is covered under a budget plan
BillDetl	28	High / Low Indicator	284	1	AN	EMPTY	Indicates reading was flagged as high or low.
BillDetl	29	Number of Units	285	8	N	ucrserv_num_units	From Service Table (UCRSERV).
BillDetl	30	Unit of Measure on Rate	293	4	AN	utrsrat_uoms_code	From Rate Rules (UTRSRAT).
BillDetl	31	Unit of Measure on Dial	297	4	AN	uirdial_uoms_code	
BillDetl	32	HBC Indicator	301	1	AN	ubhibc_hbc_value_source	
BillDetl	33	Actual Service Type	302	4	AN	utrscat_asvc_code	Uses the uabopen_scat_code to look up the utrscat_asvc_code.
BillDetl	34	Balance Remaining on Loans	306	12	N	Calculated.	
BillDetl	35	BTU Factor	318	12	N	urrshis_quality_factor	For services using gas consumption adjustments (GCA).
BillDetl	36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	For services using gas consumption adjustments (GCA).
BillDetl	37	Bill Print Sequence Number	342	3	N	utrsrat_seq_num	
BillDetl	38	Service Type	345	4	AN	ucrserv_styp_code	
BillDetl	39	Average Cost of Service	349	12	N	Calculated.	
BillDetl	40	Service Component Number	361	4	N	ucrscomp_num	Only present for Service Component Bill Detail records. Service component numbers are unique for each service.
BillDetl	41	Service Provider Code	365	10	AN	ucrscomp_spro_code	For Service Component Bill Detail records only - the component provider code.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillDetl	42	Provider Description	375	60	AN	utrspro_company_desc	For Service Component Bill Detail records only - the component provider description.
BillDetl	43	Tax Exempt Percentage	435	8	AN	uarex_exempt_percent	For Tax Bill Detail records only - the tax exempt percentage applied to the tax open item.
BillDetl	44	Connection Size	443	4	N	uirdial_cnsz_code	
BillDetl	45	Meter Serial Number	447	20	AN	Uibminv_serial_num	
BillDetl	46	Manufacturer Code	467	2	AN		
BillDetl	47	Read Route	469	5	N	Ucrserv_route	
BillDetl	48	Consumption Difference	474	12	N	Calculated	Actual Consumption-Billed Consumption on UBICHST.
BillDetl	49	BillGen ID	486	10	N		
BillDetl	50	Service Class	496	2	AN	Calculated	
BillDetl	51	Channel Number	498	2		Spaces	
BillDetl	52	Service Class Description	500	35	AN	Utvcls_desc	
BillDetl	53	Meter Address	535	64	AN	Ucrserv_location_id	The location of the meter captured.
BillDetl	54	Billed Consumption	599	15	N	Ubbchst_billed_consumption	
BillDetl	55	User Exit Field	614	120	AN		
BillDetl	56	RU Factor	734	7	N	Utrstyp_ru_factor	Factor for calculating the runoff units for a premises.
BillDetl	57	RU Min	741	8	N	Utrcls_ru_min	Minimum value used override a runoff units value that is less than the specified minimum.
BillDetl	58	Impervious Area	749	11	N	Ucbprem_area_imperv	Value used to denote the impervious size of a premises. The decimal will be stored in the field.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillDetl	59	Impervious Area UOM	760	4	AN	Ucbprem_area_imperv_uom	Unit of measure associated with the Impervious Area.
BillDetl	60	Impervious Discount Percent	764	5	N	Ucbprem_imperv_disc_pct	Value used to discount the impervious size of a premises. The decimal will be stored in the field.
BillDetl	61	Parcel Area	769	11	N	Ucbprem_parcel_area	Value used to identify the size of a premises.
BillDetl	62	Parcel Area UOM	780	4	AN	Ucbprem_parcel_area_uom	Unit of measure associated with the Parcel Area.
BillDetl	63	Parcel ID Number	784	20	AN	Ucbprem_parcel_id	Value used to identify the location of a premises.
Bill Detail Record: Bill Ready (Pass Through) Charges from an EDI 810C Transaction							
Detl810C	1	Record Type Label	1	8	AN	"Detl810C"	Record type indicates a charge received through an EDI transaction of type 810.
Detl810C	2	Detail Type	9	3	AN	"810" (Bill Ready "Pass Through" Charge)	
Detl810C	3	Detail Sequence Number	12	5	N		
Detl810C	4	Bill Number	17	6	N		
Detl810C	5	Service Number	23	4	N	uabopen_serv_num	
Detl810C	6	Service Type Code	27	4	AN	ucrserv_styp_code	
Detl810C	7	Service Description	31	30	AN	utrstyp_desc	
Detl810C	8	Service Category	61	4	AN	uabopen_scat_code	
Detl810C	9	Bill Ready (Pass Through) Charge	65	12	N	uabopen_charge 999999999.99	
Detl810C	10	Bill Ready (Pass Through) External Rate Code	77	10	AN	uardetc_extn_rate_code	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Detl810C	11	Bill Ready (Pass Through) Detail	87	12	N	uardetc_detail_charge 999999999.99	
Detl810C	12	Bill Ready (Pass Through) Charge Description	99	100	AN	uardetc_charge_desc	
Detl810C	13	Bill Ready (Pass Through) Charging Entity	199	4	AN	uabopen_spro_code	
Detl810C	14	Bill Ready (Pass Through) Bill Message	203	80	AN	uardetc_bill_message	
Detl810C	15	Service Period Start Date	283	11	AN	uardetc_ser_period_start	
Detl810C	16	Service Period End Date	294	11	AN	uardetc_ser_period_end	
Detl810C	17	Service Number	305	4	N	uardetc_serv_num	
Detl810C	18	Charge Indicator	309	1	AN	uardetc_charge_ind	
Detl810C	19	Service Code	310	50	AN	uardetc_service_code	
Detl810C	20	Charge Classification	360	50	AN	uardetc_chrg_classification	
Detl810C	21	Tax Percent	410	8	N	uardetc_tax_percent	
Detl810C	22	Tax Exempt Code	418	1	AN	uardetc_tax_exempt_code	
Detl810C	23	Relationship Indicator	419	1	AN	uardetc_relationship_ind	
Detl810C	24	External Account Number	420	30	AN	uardetc_extn_acct_number	
Detl810C	25	Amount Basis	450	10	N	uardetc_amount_basis	
Detl810C	26	External Old Account Number	460	30	AN	uardetc_extn_old_acct_number	
Detl810C	27	Service Delivery Point Code	490	30	AN	uardetc_sdp_code	
Detl810C	28	Unit of Measure Code	520	4	AN	uardetc_uom_code	
Detl810C	29	Consumption	524	13	N	uardetc_consump	
Detl810C	30	Meter Identifier	537	30	AN	uardetc_meter_identifier	
Detl810C	31	Bill Print Sequence Number	567	3	N	uardetc_billprt_seq_num	

Bill Detail Record: Bill Ready (Pass Through) Adjustments from an EDI 810A Transaction

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Detl810A	1	Record Type Label	1	8	AN	"Detl810A"	Record type indicates an adjustment received through an EDI transaction of type 810.
Detl810A	2	Detail Type	9	3	AN	"810" (Pass Through Charge)	
Detl810A	3	Detail Sequence Number	12	5	N		
Detl810A	4	Bill Number	17	6	N		Format: 999999999.99  Format: 999999999.99
Detl810A	5	Service Number	23	4	N	uabopen_serv_num	
Detl810A	6	Service Type Code	27	4	AN	ucrserv_styp_code	
Detl810A	7	Service Description	31	30	AN	utrstyp_desc	
Detl810A	8	Service Category	61	4	AN	uabopen_scat_code	
Detl810A	9	Bill Ready (Pass Through) Adjustment	65	12	N	uabadje_adjustment	
Detl810A	10	Bill Ready (Pass Through) External Rate Code	77	10	AN	uardeta_extn_rate_code	
Detl810A	11	Bill Ready (Pass Through) Adjustment Amount	87	12	N	uardeta_detail_charge	
Detl810A	12	Bill Ready (Pass Through) Adjustment Description	99	100	AN	uardeta_charge_desc	
Detl810A	13	Bill Ready (Pass Through) Charging Entity	199	4	AN	uabopen_spro_code	
Detl810A	14	Bill Ready (Pass Through) Bill Message	203	80	AN	uardeta_bill_message	
Detl810A	15	Service Period Start Date	283	11	AN	uardeta_ser_period_start	
Detl810A	16	Service Period End Date	294	11	AN	uardeta_ser_period_end	
Detl810A	17	Service Number	305	4	N	uardeta_serv_num	
Detl810A	18	Charge Indicator	309	1	AN	uardeta_charge_ind	
Detl810A	19	Service Code	310	50	AN	uardeta_service_code	
Detl810A	20	Charge Classification	360	50	AN	uardeta_chrg_classification	



Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Detl810A	21	Tax Percent	410	8	N	uardeta_tax_percent	
Detl810A	22	Tax Exempt Code	418	1	AN	uardeta_tax_exempt_code	
Detl810A	23	Relationship Indicator	419	1	AN	uardeta_relationship_ind	
Detl810A	24	External Account Number	420	30	AN	uardeta_extn_acct_number	
Detl810A	25	Amount Basis	450	10	N	uardeta_amount_basis	
Detl810A	26	External Old Account Number	460	30	AN	uardeta_extn_old_acct_number	
Detl810A	27	Service Delivery Point Code	490	30	AN	uardeta_sdp_code	
Detl810A	28	Unit of Measure Code	520	4	AN	uardeta_uom_code	
Detl810A	29	Consumption	524	13	N	uardeta_consump	
Detl810A	30	Meter Identifier	537	30	AN	uardeta_meter_identifier	
Detl810A	31	Bill Print Sequence Number	567	3	N	uardeta_billprt_seq_num	
HistInfo	1	Record Type Label	1	8	AN	"HistInfo"	
HistInfo	2	Bill Number	9	6	N	billno	
HistInfo	3	Service Number	15	4	N	uabopen_serv_num	
HistInfo	4	Service Type Code	19	4	AN	ucrserv_styp_code	
HistInfo	5	Service Category	23	4	AN	uabopen_scat_code	
HistInfo	6	Reading Date This Period	27	11	AN	Urrishi_action_date	
HistInfo	7	Consumption This Period	38	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	8	Cost This Period	53	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	9	Days of Service This Period	65	3	N	urrshis_dos	
HistInfo	10	Average Consumption This Period	68	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	11	Reading Date 1 Bill Ago	80	11	AN	Urrishis_action_date	
HistInfo	12	Consumption 1 Bill Ago	91	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
HistInfo	13	Cost 1 Bill Ago	106	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	14	Days of Service 1 Bill Ago	118	3	N	urrshis_dos	
HistInfo	15	Average Consumption 1 Bill Ago	121	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	16	Reading Date 2 Bills Ago	133	11	AN	Urrishis_action_date	
HistInfo	17	Consumption 2 Bills Ago	144	15	N	ubbchst_billed_consump + ubbchst_biled_consump_adj	Format: 9999999999.999
HistInfo	18	Cost 2 Bills Ago	159	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	19	Days of Service 2 Bills Ago	171	3	N	urrshis_dos	
HistInfo	20	Average Consumption 2 Bills Ago	174	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	21	Reading Date 3 Bills Ago	186	11	AN	Urrishis_action_date	
HistInfo	22	Consumption 3 Bills Ago	197	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	23	Cost 3 Bills Ago	212	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	24	Days of Service 3 Bills Ago	224	3	N	urrshis_dos	
HistInfo	25	Average Consumption 3 Bills Ago	227	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	26	Reading Date 4 Bills Ago	239	11	AN	Urrishis_action_date	
HistInfo	27	Consumption 4 Bills Ago	250	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	28	Cost 4 Bills Ago	265	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	29	Days of Service 4 Bills Ago	277	3	N	urrshis_dos	
HistInfo	30	Average Consumption 4 Bills Ago	280	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	31	Reading Date 5 Bills Ago	292	11	AN	Urrishis_action_date	
HistInfo	32	Consumption 5 Bills Ago	303	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
HistInfo	33	Cost 5 Bills Ago	318	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	34	Days of Service 5 Bills Ago	330	3	N	urrshis_dos	
HistInfo	35	Average Consumption 5 Bills Ago	333	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	36	Reading Date 6 Bills Ago	345	11	AN	Urrshis_action_date	
HistInfo	37	Consumption 6 Bills Ago	356	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	38	Cost 6 Bills Ago	371	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	39	Days of Service 6 Bills Ago	383	3	N	urrshis_dos	
HistInfo	40	Average Consumption 6 Bills Ago	386	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	41	Reading Date 7 Bills Ago	398	11	AN	Urrshis_action_date	
HistInfo	42	Consumption 7 Bills Ago	409	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	43	Cost 7 Bills Ago	424	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	44	Days of Service 7 Bills Ago	436	3	N	urrshis_dos	
HistInfo	45	Average Consumption 7 Bills Ago	439	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	46	Reading Date 8 Bills Ago	451	11	AN	Urrshis_action_date	
HistInfo	47	Consumption 8 Bills Ago	462	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	48	Cost 8 Bills Ago	477	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	49	Days of Service 8 Bills Ago	489	3	N	urrshis_dos	
HistInfo	50	Average Consumption 8 Bills Ago	492	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	51	Reading Date 9 Bills Ago	504	11	AN	Urrshis_action_date	
HistInfo	52	Consumption 9 Bills Ago	515	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
HistInfo	53	Cost 9 Bills Ago	530	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	54	Days of Service 9 Bills Ago	542	3	N	urrshis_dos	
HistInfo	55	Average Consumption 9 Bills Ago	545	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	56	Reading Date 10 Bills Ago	557	11	AN	Urrshis_action_date	
HistInfo	57	Consumption 10 Bills Ago	568	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	58	Cost 10 Bills Ago	583	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	59	Days of Service 10 Bills Ago	595	3	N	urrshis_dos	
HistInfo	60	Average Consumption 10 Bills Ago	598	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	61	Reading Date 11 Bills Ago	610	11	AN	Urrshis_action_date	
HistInfo	62	Consumption 11 Bills Ago	621	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	63	Cost 11 Bills Ago	636	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	64	Days of Service 11 Bills Ago	648	3	N	urrshis_dos	
HistInfo	65	Average Consumption 11 Bills Ago	651	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	66	Reading Date 12 Bills Ago	663	11	AN	Urrshis_action_date	
HistInfo	67	Consumption 12 Bills Ago	674	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999
HistInfo	68	Cost 12 Bills Ago	689	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	69	Days of Service 12 Bills Ago	701	3	N	urrshis_dos	
HistInfo	70	Average Consumption 12 Bills Ago	704	12	N	Calculated: Average Consumption = Consumption / Days of Service	
HistInfo	71	Reading Date 13 Bills Ago	716	11	AN	Urrshis_action_date	
HistInfo	72	Consumption 13 Bills Ago	727	15	N	ubbchst_biled_consump + ubbchst_billed_consump_adj	Format: 9999999999.999

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
HistInfo	73	Cost 13 Bills Ago	742	12	N	uabopen_billed_chg	Format: 99999999.99
HistInfo	74	Days of Service 13 Bills Ago	754	3	N	urrshis_dos	
HistInfo	75	Average Consumption 13 Bills Ago	757	12	N	Calculated: Average Consumption = Consumption / Days of Service	
<p>Note: There may be multiple HistInfo records. Each HistInfo record can be extended to include up to 20 sets of consumption data (each containing consumption amount, cost, days of service, and average consumption), up to a possible total of 99 sets of consumption data for the entire extract file. The number of HistInfo records and the number of consumption fields provided are based on the settings Total # of Consumption History Periods on Bill and Number of Consumption History Records per HistInfo Record in System Rules (UOASYSR).</p>							
MssgLine	1	Record Type Label	1	8	AN	"MssgLine"	Both of these codes are used to retrieve the appropriate message from the UTVBMSG table.
MssgLine	2	Bill Number	9	6	N	billno	
MssgLine	3	Message Text	15	255	AN	ucbcust_bmsg_code OR ucracct_bmsg_code	
Mssgline	4	Special Mesg Watermark	270	20	AN		
PstlInfo	1	Record Type Label	1	8	AN	"PstlInfo"	
PstlInfo	2	Bill Number	9	6	N	billno	
PstlInfo	3	Bunch Code	15	10	AN	ucracct_bunch_code	
PstlInfo	4	Special Handling Code	25	1	AN		
PstlInfo	5	Postnet Bar Code – Mail Address	26	80	AN		
PstlInfo	6	Scan Line	106	120	AN	User exit field.	
PstlInfo	7	Stuffer Indicators	226	12	AN	User exit field.	
ThrdPrty	1	Record Type Label	1	8	AN	"ThrdPrty"	Conditional. Populated when a <b>Responsible Party</b> is designated in UCBCUST.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
ThrdPrty	2	Bill Number	9	6	N	billno	Unique bill identifier.  The customer name in this field is based on the ucracct_cust_code_resp field in the UCBCUST record of the account being processed.
ThrdPrty	3	Third Party Customer Code	15	9		ucracct_cust_code_resp	
ThrdPrty	4	Third Party Cust Name	24	60	AN	ucbcust_first_name ucbcust_middle_name ucbcust_last_name	
ThrdPrty	5	Third Party Doing Business As	84	35	AN	ucracct_dba	
ThrdPrty	6	Third Party Attention	119	30	AN	ucraddr_street_line1	
ThrdPrty	7	Third Party Street Number	149	12	AN	ucraddr_street_number	
ThrdPrty	8	Third Party Street Pre-Directional Code	161	2	AN	ucraddr_pdir_code_pre	
ThrdPrty	9	Third Party Street Name	163	30		ucraddr_street_name	
ThrdPrty	10	Third Party Street Suffix Code	193	6		ucraddr_ssfx_code	
ThrdPrty	11	Third Party Street Post-Directional Code	199	2		ucraddr_pdir_code_post	
ThrdPrty	12	Third Party Unit Type	201	6	AN	ucraddr_utyp_code	
ThrdPrty	13	Third Party Unit Number	107	6	AN	ucraddr_unit	
ThrdPrty	14	Third Party Addr Line 2	213	30	AN	ucraddr_street_line2	
ThrdPrty	15	Third Party Addr Line 3	243	30	AN	ucraddr_street_line3	
ThrdPrty	16	Third Party City	273	20	AN	ucraddr_city	
ThrdPrty	17	Third Party State	293	3	AN	ucraddr_stat_code	
ThrdPrty	18	Third Party ZIP Code	296	11	AN	ucraddr_zip_1_5 "-ucraddr_zip_7_10	
ThrdPrty	19	Third Party Delivery Point	307	2	AN	ucraddr_delivery_point	
ThrdPrty	20	Third Party Carrier Route	309	4	AN	ucraddr_car_rte	
ThrdPrty	21	Third Party Nation Code	313	5	AN	ucraddr_natn_code	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
ProvAddr	1	Record Type Label	1	7	AN	"ProvAddr"	
ProvAddr	2	Bill Number	9	6	N	billno	
ProvAddr	3	Service Number	15	4	N	uabopen_serv_num	
ProvAddr	4	Service Provider Code	19	10	AN	ucrscmp_spro_code	
ProvAddr	5	Provider Name	29	60	AN	ucbcust_last_name "ucbcust_first_name	
ProvAddr	6	Component Type Code	89	10	AN	ucrscmp_scty_code	
ProvAddr	7	Component Type Description	99	60	AN	utvvals_desc	
ProvAddr	8	Street Pre-Directional Code	159	2	AN	ucraddr_pdir_code_pre	
ProvAddr	9	Street Number	161	12	AN	ucraddr_street_number	
ProvAddr	10	Street Name	173	30	AN	ucraddr_street_name	
ProvAddr	11	Street Suffix	203	6	AN	ucraddr_ssfy_code	
ProvAddr	12	Street Post-Directional Code	209	2	AN	ucraddr_pdir_code_post	
ProvAddr	13	Unit Type	211	6	AN	ucraddr_unit_type	
ProvAddr	14	Unit Number	217	6	AN	ucraddr_unit	
ProvAddr	15	City	223	20	AN	ucraddr_city	
ProvAddr	16	State	243	3	AN	ucraddr_stat_code_addr	
ProvAddr	17	ZIP Code	246	10	AN	ucraddr_zipc_code	
ProvAddr	18	Delivery Point	256	2	AN	ucraddr_delivery_point	
ProvAddr	19	Carrier Route	258	4	AN	ucraddr_car_rt	
ProvAddr	20	Nation	262	5	AN	ucraddr_natn_code	
ProvAddr	21	International Access	267	16	AN	ucrtele_intl_access	
ProvAddr	22	Area Code	283	3	AN	ucrtele_phone_area	
ProvAddr	23	Telephone Number	286	7	AN	ucrtele_phone_number	
ProvAddr	24	Telephone Extension	293	4	AN	ucrtele_phone_ext	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
Bill_End	1	Record Type Label	1	8	AN		
Bill_End	2	Bill Number	9	6	N		
Bill_End	3	Bill End Marker Record	15	8	AN	"UBPBILP1"	
Trailer	1	Record Type Label	1	8	AN	Trailer	
Trailer	2	Number of Extracts	9	6	N		Sum of the # of BillHead records.
Trailer	3	Total Amount Due	15	12	N		Sum of the Total Amount Due for all accounts.
BillAssi	1	Record Label	1	8		"BillAssi"	
BillAssi	2	Sequence Number	9	5			
BillAssi	3	Bill Number	14	6			
BillAssi	4	Association Type	20	1	AN		Associated Type from UCRA SRV.
BillAssi	5	Associated Company Code	21	10	AN		Associated Company Code from UCRA CT.
BillAssi	6	Associated Account	31	17	AN		Associated Customer Code from UCRA SRV + Associated Premises Code from UCRA SRV.
BillAssi	7	Associated Service Number	48	4	N	9999	Associated Service Number from UCRA SRV.
BillAssi	8	Associated STYP	52	4	AN		Associated Service Type from UCRA SRV/UTRSTYP.
BillAssi	9	Associated SCAT	56	4	AN		Associated Service Category from UCRA SRV.
BillAssi	10	Associated Basis	60	1	AN		Associated Consumption or Dollars indicator from UCRA SRV.
BillAssi	11	Associated Percent	61	7	N	9999999	Associated Percent from UCRA SRV.



Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillAssi	12	Associated Status	68	1	AN		Associated Status from UCRASRV.
BillAssi	13	Associated Start Date	69	11	Date	MM/DD/YYYY	Associated Start Date from UCRASRV.
BillAssi	14	Associated End Date	80	11	Date	MM/DD/YYYY	Associated End Date from UCRASRV.
BillAssi	15	Associated A/D Indicator	91	1	AN		Associated Aggregate/Dependent indicator from UCRASRV.
BillAssi	16	Associated Customer Name	92	60	AN		Associated Customers First, Middle Initial, Last Name from UCBCUST.
BillAssi	17	Associated Street Number	152	12	N	999999999999	Associated Street Number from UCBPREM.
BillAssi	18	Associated Street Pre-Directional	164	2	AN		Associated Pre-Directional code from UCBPREM.
BillAssi	19	Associated Street Name	166	30	AN		Associated Street Name from UCBPREM.
BillAssi	20	Associated Street Suffix Code	196	6	AN		Associated Street Suffix from UCBPREM.
BillAssi	21	Associated Street Post-Directional Code	202	2	AN		Associated Post-Directional code from UCBPREM.
BillAssi	22	Associated Unit Type	204	6	AN		Associated Unit Type from UCBPREM.
BillAssi	23	Associated Unit Number	210	6	AN		Associated Unit Number from UCBPREM.
BillAssi	24	Associated City	216	20	AN		Associated City from UCBPREM.
BillAssi	25	Associated State	236	3	AN		Associated State from UCBPREM.
BillAssi	26	Associated Zip Code	239	10	N	99999-9999	Associated Zip Code from UCBPREM.
BillAssi	27	Associated Nation	249	5	AN		Associated Nation from UCBPREM.
BillAssc	1	Record Label	1	8		"BillAssc"	
BillAssc	2	Sequence Number	9	5			

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillAssc	3	Bill Number	14	6			
BillAssc	4	Association Type	20	1	AN		Associated Type from UCRASRV.
BillAssc	5	Associated Percent	21	7	N	9999999	Associated Percent from UCRASRV.
BillAssc	6	Associated Company Code	28	10	AN	XXXXXXXXXX	Associated Company Code from UCRACCT.
BillAssc	7	Associated Account	38	17	AN	XXXXXXXXXX-XXXXXXX	Associated Customer Code from UCRASRV + Associated Premises Code from UCRASRV.
BillAssc	8	Associated Service Number	55	4	N	9999	Associated Service Number from UCRASRV.
BillAssc	9	Associated Summed Register Indicator	59	1	AN		Associated Summed Register Indicator from UCRSERV/UTRSTYP.
BillAssc	10	Associated Meter Number	60	20	AN		Associated Meter Number from URRSHIS.
BillAssc	11	Associated Meter Serial Number	80	20	AN		Associated Meter Serial Number from UIBMINV.
BillAssc	12	Associated Reading Type	100	4	AN		Associated Reading Type Code from URRSHIS.
BillAssc	13	Associated Read Date From	104	10	AN	MM/DD/YYYY	Associated Previous Read Date from URRSHIS. Action Code = READ.
BillAssc	14	Associated Read Date To	114	10	AN	MM/DD/YYYY	Associated Current Read Date To from URRSHIS. Action Code = READ.
BillAssc	15	Associated Reading	124	20	N		Associated Current reading from URRSHIS.
BillAssc	16	Associated Consumption	144	15	N		Associated Current consumption from URRSHIS (adjusted by the meter multiplier).
BillAssc	17	Associated Meter Multiplier	159	8	N		Associated Meter Multiplier from URRSHIS.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Data Source	Notes/Format
BillAssc	18	Associated Days of Service	167	3	N		Associated DOS value from URRSHIS.
BillAssc	19	Associated Charge Date From	170	11	AN	DD-MON-YYYY	Associated Previous Charge Date from URRSHIS. Action Code = READ.
BillAssc	20	Associated Charge Date To	181	11	AN	DD-MON-YYYY	Associated Current Charge Date To from URRSHIS. Action Code = READ.
BillAssc	21	Associated Actual Consumption	192	15	N		Associated Actual Consumption from UBBCHST.
BillAssc	22	Associated Adjusted Actual Consumption	207	15	N		Associated Adjusted Actual Consumption from UBBCHST.
BillAssc	23	Associated Billed Consumption	222	15	N		Associated Billed Consumption from UBBCHST.
BillAssc	24	Associated Adjusted Billed Consumption	237	15	N		Associated Adjusted Billed Consumption from UBBCHST.
BillAssc	25	Associated Consumption w/ Applied Adjustments	252	15	N		Associated Calculated Consumption from UBBCHST.
BillAssc	26	Meter UOM	267	4	AN		Meter Unit of Measure from UBBCHST.
BillAssc	27	Billed UOM	271	4	AN		Billed Unit of Measure from UBBCHST.

## Master Bill Print (UBPMBPR) Extract File Format

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
The dat file can include these fields if the "Summary" option is chosen on Master Bill Maintenance (UCAMBIL).							
SummHead	1	Record Type Label	1	8	AN		
SummHead	2	Bill Number	9	6	N		
SummHead	3	Bill Type	15	2	AN		
SummHead	4	Bill Print Date	17	11	AN	DD-MON-YYYY	
SummHead	5	Bill Print Time	28	8	AN	HH:MM:SS	24 Hour time
SummHead	6	Billing Date	36	11	AN	DD-MON-YYYY	
SummHead	7	Address Name	47	40	AN		
SummHead	8	Address DBA	107	35	AN	Ubrrecp_dba	
SummHead	9	Address Attention	142	30	AN	Ubrrecp_street_line1	
SummHead	10	Street Number	172	12	AN	Ubrrecp_street_number	
SummHead	11	Street Pre Directional Code	184	2	AN	Ubrrecp_pdir_code_pre	
SummHead	12	Street Name	186	30	AN	Ubrrecp_street_name	
SummHead	13	Street Suffix Code	216	6	AN	Ubrrecp_ssfx_code	
SummHead	14	Street Post Directional Code	222	2	AN	Ubrrecp_pdir_code_post	
SummHead	15	Unit Type	224	6	AN	Ubrrecp_utyp_code	
SummHead	16	Unit Number	230	6	AN	Ubrrecp_unit	
SummHead	17	Address Line 2	236	30	AN	Ubrrecp_street_line2	
SummHead	18	Address Line 3	266	30	AN	Ubrrecp_street_line3	
SummHead	19	City	296	20	AN		
SummHead	20	State	316	3	AN		
SummHead	21	Zip Code	319	11	AN		
SummHead	22	Nation	330	28	AN		
SummHead	23	Account Number	358	17	AN		Master Account

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SummHead	24	Bill Cycle Code	375	5	AN		
SummHead	25	Master Bill Number	380	6	N		
SummHead	26	Master Bill Cycle	386	5	AN		
SummHead	27	Responsible Indicator	391	1	AN		
SummHead	28	Detail or Summary Ind	392	1	AN		
SummHead	29	Sort Code	393	20	AN		
SummHead	30	Master Bill History Transaction Number	413	15	N		
SummHead	31	Bill Routing Code	428	5	AN		Master Account
SummHead	32	Large Print Indicator	433	1	AN		Master Account
SummHead	33	Language	434	5	AN		Master Account
SummHead	34	Alternate Bill Format	439	5	AN		Master Account
SummHead	35	Company Code	444	10	AN		Master Account
SummHead	36	Master Bill Status	454	1	AN		
SummHead	37	Number of Copies	455	2	N		Master Account
SummHead	38	Credit Rating	457	1	AN	Calculated	Master Account
SummHead	39	Rate Jurisdiction	458	10			Master Account
SummHead	40	Blank	468	1			
MastrAdr	1	Record Type Label	1	8	AN		
MastrAdr	2	Bill Number	9	6	AN		
MastrAdr	3	Master Bill Number	15	6	AN		
MastrAdr	4	Customer Code	21	10	N		
MastrAdr	5	Customer Name	31	40	AN		
MastrAdr	6	Prem Code	71	7	AN		
MastrAdr	7	Street Number	78	12	AN	Ubrrecp_street_number	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
MastrAdr	8	Street Pre Directional Code	90	2	AN	Ubrrecp_pdir_code_pre	
MastrAdr	9	Street Name	92	30	AN	Ubrrecp_street_name	
MastrAdr	10	Street Suffix Code	122	6	AN	Ubrrecp_ssf_code	
MastrAdr	11	Streeet Post Directional Code	128	2	AN	Ubrrecp_pdir_code_post	
MastrAdr	12	Unit Type	130	6	AN	Ubrrecp_utyp_code	
MastrAdr	13	Unit Number	136	6	AN	Ubrrecp_unit	
MastrAdr	14	City	142	20	AN		
MastrAdr	15	State	162	3	AN		
MastrAdr	16	Zip Code	165	11	AN		
MastrAdr	17	Nation	176	28	AN		
SmlndChg	1	Record Type Label	1	8	AN		
SmlndChg	2	Bill Number	9	6	N		
SmlndChg	3	Cust Code	15	10	N		Customer Code
SmlndChg	4	Customer Name	25	40	AN		
SmlndChg	5	Prem Code	65	7	AN		Premises Code
SmlndChg	6	Street Number	72	12	AN		Street Number
SmlndChg	7	Street Pre Directional Code	84	2	AN	Ubrrecp_pdir_code_pre	
SmlndChg	8	Street Name	86	30	AN	Ubrrecp_street_name	
SmlndChg	9	Street Suffix Code	116	6	AN	Ubrrecp_ssf_code	
SmlndChg	10	Street Post Directional Code	122	2	AN	Ubrrecp_pdir_code_post	
SmlndChg	11	Unit Type	124	6	AN	Ubrrecp_utype_code	
SmlndChg	12	Unit Number	130	3	AN	Ubrrecp_unit	
SmlndChg	13	City	136	20	AN		
SmlndChg	14	State	156	3	AN		
SmlndChg	15	Zip Code	159	11	AN		

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SmlndChg	16	Nation	170	28	AN		
SmlndChg	17	Bill Date	198	12	AN		
SmlndChg	18	Bal Due	210	12	N	99999999.99	
SmlndChg	19	Sort Code	222	20	AN		Balance Due
SmGrpChg	1	Record Type Label	1	8	AN		
SmGrpChg	2	Bill Number	9	6	N		
SmGrpChg	3	Total	15	12	N		Total Balance Due
SumPymts	1	Record Type Label	1	8		SumPymts	
SumPymts	2	Bill Number	9	6	AN		
SumPymts	3	Previous Balance	15	12	N	99999999.99	Previous Balance
SumPymts	4	Adjustments	27	12	N	99999999.99	Adjustments
SumPymts	5	Amount to Payment Arrangement	39	12	N	99999999.99	Amount to Payment Arrangement
SumPymts	6	Payments	51	12	N	99999999.99	Payments
SumPymts	7	Balance Forward	63	12	N	99999999.99	Balance Forward
SumPymts	8	Payment Arrangement Down Payment	75	12	N		Down Payment
SumPymts	9	Payment Arrangement Installment	87	12	N		Payment Arrangement Installment
SumPymts	10	New Charges	99	12	N		New Charges
SumPymts	11	Total Charges	111	12	N		
SumPymts	12	Total Amount Due	123	12	N	99999999.99	
SumPymts	13	Penalty	135	12	N		

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SumPymts	14	Total Amount Due After Due Date	147	12	N		
SumPymts	15	Due Now Message	159	60	AN		
SumPymts	16	Bank Draft Message	219	60	AN		
SumPymts	17	Due Date	279	12	Date	DD-MON-YYYY	
SumPymts	18	Deposit on Hand	291	12	N		
SumPymts	19	Unpaid Deposit Amount	303	12	N		
SumPymts	20	Previous Bill's Due Date	315	12	Date	DD-MON-YYYY	
SumPymts	21	Loan Principal Balance	327	12	N		
SumPyDtl	1	Record Type Label	1	8	AN	SumPyDtl	
SumPyDtl	2	Bill Number	9	6	AN		Bill no
SumPyDtl	3	Payment Sequence Number	15	15	N		
SumPyDtl	4	EA Provider Code	30	10	N		
SumPyDtl	5	Payment Rate Code	40	4	AN		
SumPyDtl	6	Payment Amount	44	45	N		
SumPyDtl	7	Payment Date	56	11	Date		
SumPyDtl	8	Spontaneous Contribution Ind	67	1	AN		
SumPyDtl	9	Payment Reversal Reason	68	4	AN		
SumPyArr	1	Record Type Label	1	8	AN	SumPyArr	
SumPyArr	2	Bill Number	9	6	N		Billno
SumPyArr	3	Arrangement Number	15	4	N		
SumPyArr	4	Payment Frequency	19	2	N		
SumPyArr	5	Payment Arrangement Type Code	21	2	AN		
SumPyArr	6	Payment Arrangement Type	23	35	AN		



Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
		Description					
SumPyArr	7	Number of Installments	58	2	N		
SumPyArr	8	Number of Unpaid Installments	60	2	N		
SumPyArr	9	Amount to Payment Arrangement	62	12	N		
SumPyArr	10	Current Principal Outstanding	74	12	N		
SumPyArr	11	Payment Arrangement Down Payment Charged	86	12	N		
SumPyArr	12	Payment Arrangement Installment Charged	98	12	N		
SmTaxTot	1	Record Type Label	1	8	AN		
SmTaxTot	2	Bill Number	9	6	N		
SmTaxTot	3	Tax Desc	15	50	AN		
SmTaxTot	4	Tax Total	65	12	N	99999999.99	Tax Description Total Tax
SmBudget	1	Record Type Label	1	8	AN		
SmBudget	2	Bill Number	9	6	N		
SmBudget	3	Actual Charge	15	12	N	99999999.99	
SmBudget	4	Budget Charge	27	12	N	99999999.99	
SmBudget	5	Variance	39	12	N	99999999.99	
SmBudget	6	Year to Date Actual	51	12	N	99999999.99	
SmBudget	7	Year to Date Budget	63	12	N	99999999.99	
SmBudget	8	Year to Date Variance	75	12	N	99999999.99	
SmPstInf	1	Record Type Label	1	8	AN	SmPstInf	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SmPstlnf	2	Bill Number	9	6	N		Billno
SmPstlnf	3	Bunch Code	15	10	AN		
SmPstlnf	4	Special Handling Code	25	1	AN		
SmPstlnf	5	Postnet Bar Code-Mail Address	26	80	AN		
SmPstlnf	6	Scan Line	106	120	AN		
SmPstlnf	7	Stuffer Indicators	226	12	AN		

Here is an example of a summary layout but is not exclusive:

```

SummHead1      22-APR-200809:49:2402-MAR-2001Ozzy Osbourne
Anywhere
United States      17308-17308      800  17308NDC      24458      COUMBIA      SC 29203
Metered Electric Billed Consumption      KWH      900.000      PAPE NENG      STDRDCO0      A1 ARJURCED
MastrAdr1      800  17308      17308  Ozzy Osbourne      ANYWHERE
COUMBIA      SC 29203      United States
SmIndChg1      17308      Ozzy Osbourne      17308      Anywhere
COUMBIA      SC 29203      USA      03/02/2001  48.17
SmIndChg1      17309      Alice Cooper      17309      Nowhere
COUMBIA      SC 29203      USA      03/02/2001  41.54
SmGrpChg1      89.71
SumPymts1      89.71      89.71      0.00      0.00      89.71      0.00      0.00      0.00      89.71      89.71      89.71
0.00      89.71
MAR-2001
SumPyDt11      EL01      89.7115-FEB-2001
SumPyDt11      89.71
End_Bill1      End_Bill
STrailer      1      89.71
    
```

The dat file can include these fields if the "Summary / Detail" option is chosen on Master Bill Maintenance (UCAMBIL).

SummHead	1	Record Type Label	1	8	AN		
SummHead	2	Bill Number	9	6	N		
SummHead	3	Bill Type	15	2	AN		
SummHead	4	Bill Print Date	17	11	AN	DD-MON-YYYY	
SummHead	5	Bill Print Time	28	8	AN	HH:MM:SS	24 Hour time
SummHead	6	Billing Date	36	11	AN	DD-MON-YYYY	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SummHead	7	Address Name	47	40	AN		
SummHead	8	Address DBA	107	35	AN	Ubrrecp_dba	
SummHead	9	Address Attention	142	30	AN	Ubrrecp_street_line1	
SummHead	10	Street Number	172	12	AN	Ubrrecp_street_number	
SummHead	11	Street Pre Directional Code	184	2	AN	Ubrrecp_pdir_code_pre	
SummHead	12	Street Name	186	30	AN	Ubrrecp_street_name	
SummHead	13	Street Suffix Code	216	6	AN	Ubrrecp_ssfx_code	
SummHead	14	Street Post Directional Code	222	2	AN	Ubrrecp_pdir_code_post	
SummHead	15	Unit Type	224	6	AN	Ubrrecp_utyp_code	
SummHead	16	Unit Number	230	6	AN	Ubrrecp_unit	
SummHead	17	Address Line 2	236	30	AN	Ubrrecp_street_line2	
SummHead	18	Address Line 3	266	30	AN	Ubrrecp_street_line3	
SummHead	19	City	296	20	AN		
SummHead	20	State	316	3	AN		
SummHead	21	Zip Code	319	11	AN		
SummHead	22	Nation	330	28	AN		
SummHead	23	Account Number	358	17	AN		Master Account
SummHead	24	Bill Cycle Code	375	5	AN		
SummHead	25	Master Bill Number	380	6	N		
SummHead	26	Master Bill Cycle	386	5	AN		
SummHead	27	Responsible Indicator	391	1	AN		
SummHead	28	Detail or Summary Ind	392	1	AN		
SummHead	29	Sort Code	393	20	AN		
SummHead	30	Master Bill History Transaction Number	413	15	N		
SummHead	31	Bill Routing Code	428	5	AN		Master Account

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
SummHead	32	Large Print Indicator	433	1	AN		Master Account
SummHead	33	Language	434	5	AN		Master Account
SummHead	34	Alternate Bill Format	439	5	AN		Master Account
SummHead	35	Company Code	444	10	AN		Master Account
SummHead	36	Master Bill Status	454	1	AN		
SummHead	37	Number of Copies	455	2	N		Master Account
SummHead	38	Credit Rating	457	1	AN	Calculated	Master Account
SummHead	39	Rate Jurisdiction	458	10			Master Account
SummHead	40	Blank	468	1			
DtIndChg	1	Record Type Label	1	8	AN		
DtIndChg	2	Bill Number	9	6	N		
DtIndChg	3	Cust Code	15	10	N	9999999999	
DtIndChg	4	Prem Code	25	7	AN		
DtIndChg	5	Charge 1	32	10	N	99999999.99	Electricity Charge
DtIndChg	6	Charge 2	42	10	N	99999999.99	Security Lights Charge
DtIndChg	7	Charge 3	52	10	N	99999999.99	Water Charge
DtIndChg	8	Charge 4	62	10	N	99999999.99	Sewer Charge
DtIndChg	9	Charge 5	72	10	N	99999999.99	Garbage Charge
DtIndChg	10	Charge 6	82	10	N	99999999.99	Gas Charge
DtIndChg	11	Charge 7	92	10	N	99999999.99	Cable Charge
DtIndChg	12	Charge 8	102	10	N	99999999.99	Stormwater Charge
DtIndChg	13	Charge 9	112	10	N	99999999.99	Other Charge
DtIndChg	14	Total Charge	122	12	N	99999999.99	Total Charge
DtGrpChg	1	Record Type Label	1	8	AN		

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
DtGrpChg	2	Bill Number	9	6	N		
DtGrpChg	3	Total Charge 1	15	12	N	99999999.99	Electricity Charge
DtGrpChg	4	Total Charge 2	27	12	N	99999999.99	Security Lights Charge
DtGrpChg	5	Total Charge 3	39	12	N	99999999.99	Water Charge
DtGrpChg	6	Total Charge 4	51	12	N	99999999.99	Sewer Charge
DtGrpChg	7	Total Charge 5	63	12	N	99999999.99	Garbage Charge
DtGrpChg	8	Total Charge 6	75	12	N	99999999.99	Gas Charge
DtGrpChg	9	Total Charge 7	87	12	N	99999999.99	Cable Charge
DtGrpChg	10	Total Charge 8	99	12	N	99999999.99	Stormwater Charge
DtGrpChg	11	Total Charge 9	111	12	N	99999999.99	Other Charge
DtGrpChg	12	Total Charges	123	14	N	99999999.99	
DtIndTax	1	Record Type Label	1	8	AN		
DtIndTax	2	Bill Number	9	6	N		
DtIndTax	3	Tax Type	15	10	AN		
DtIndTax	4	Tax 1	25	10	N	99999999.99	Electricity Tax
DtIndTax	5	Tax 2	35	10	N	99999999.99	Security Lights Tax
DtIndTax	6	Tax 3	45	10	N	99999999.99	Water Tax
DtIndTax	7	Tax 4	55	10	N	99999999.99	Sewer Tax
DtIndTax	8	Tax 5	65	10	N	99999999.99	Garbage Tax
DtIndTax	9	Tax 6	75	10	N	99999999.99	Gas Tax
DtIndTax	10	Tax 7	85	10	N	99999999.99	Cable Tax
DtIndTax	11	Tax 8	95	10	N	99999999.99	Stormwater Tax
DtIndTax	12	Tax 9	105	10	N	99999999.99	Other Tax
DtIndTax	13	Total Tax	115	12	N	99999999.99	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
DtGrpTax	1	Record Type Label	1	8	AN		
DtGrpTax	2	Bill Number	9	6	N		
DtGrpTax	3	Total Tax 1	15	12	N	99999999.99	Total Electricity Tax
DtGrpTax	4	Total Tax 2	27	12	N	99999999.99	Total Security Lights Tax
DtGrpTax	5	Total Tax 3	39	12	N	99999999.99	Total Water Tax
DtGrpTax	6	Total Tax 4	51	12	N	99999999.99	Total Sewer Tax
DtGrpTax	7	Total Tax 5	63	12	N	99999999.99	Total Garbage Tax
DtGrpTax	8	Total Tax 6	75	12	N	99999999.99	Total Gas Tax
DtGrpTax	9	Total Tax 7	87	12	N	99999999.99	Total Cable Tax
DtGrpTax	10	Total Tax 8	99	12	N	99999999.99	Total Stormwater Tax
DtGrpTax	11	Total Tax 9	111	12	N	99999999.99	Total Other Tax
DtGrpTax	12	Total Taxes	123	14	N	99999999.99	
ConsHist	1	Record Type Label	1	8	AN		
ConsHist	2	Bill Number	9	6	N		
ConsHist	3	Consumption Desc	15	50	AN		
ConsHist	4	Service Category Code	65	4	AN		
ConsHist	5	Consumption	69	12	N	999999999999	
ExcpInfo	1	Record Type Label	1	8	AN		
ExcpInfo	2	Bill Number	9	6	N		
ExcpInfo	3	Cust Code	15	10	N		
ExcpInfo	4	Customer Name	25	40	AN		
ExcpInfo	5	Prem Code	65	7	AN		
ExcpInfo	6	Street Number	72	12	AN	Ubrrecp_street_number	

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
ExcpInfo	7	Street Pre Directional Code	84	2	AN	Ubrrecp_pdir_code_pre	
ExcpInfo	8	Street Name	86	30	AN	Ubrrecp_street_name	
ExcpInfo	9	Street Suffix Code	116	6	AN	Ubrrecp_ssf_code	
ExcpInfo	10	Street Post Directional Code	122	2	AN	Ubrrecp_pdir_code_post	
ExcpInfo	11	Unit Type	124	6	AN	Ubrrecp_utyp_code	
ExcpInfo	12	Unit Number	130	6	AN	Ubrrecp_unit	
ExcpInfo	13	City	136	20	AN		
ExcpInfo	14	State	156	3	AN		
ExcpInfo	15	Zip Code	159	11	AN		
ExcpInfo	16	Nation	170	28	AN		
ExcpInfo	17	Exception Description	198	100	AN		
MastrAdr	1	Record Type Label	1	8	AN		
MastrAdr	2	Bill Number	9	6	AN		
MastrAdr	3	Master Bill Number	15	6	AN		
MastrAdr	4	Customer Code	21	10	N		
MastrAdr	5	Customer Name	31	40	AN		
MastrAdr	6	Prem Code	71	7	AN		
MastrAdr	7	Street Number	78	12	AN	Ubrrecp_street_number	
MastrAdr	8	Street Pre Directional Code	90	2	AN	Ubrrecp_pdir_code_pre	
MastrAdr	9	Street Name	92	30	AN	Ubrrecp_street_name	
MastrAdr	10	Street Suffix Code	122	6	AN	Ubrrecp_ssf_code	
MastrAdr	11	Street Post Directional Code	128	2	AN	Ubrrecp_pdir_code_post	
MastrAdr	12	Unit Type	130	6	AN	Ubrrecp_utyp_code	
MastrAdr	13	Unit Number	136	6	AN	Ubrrecp_unit	
MastrAdr	14	City	142	20	AN		

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
MastrAdr	15	State	162	3	AN		
MastrAdr	16	Zip Code	165	11	AN		
MastrAdr	17	Nation	176	28	AN		
SmlndChg	1	Record Type Label	1	8	AN		
SmlndChg	2	Bill Number	9	6	N		
SmlndChg	3	Cust Code	15	10	N		
SmlndChg	4	Customer Name	25	40	AN		Customer Code
SmlndChg	5	Prem Code	65	7	AN		Customer Name
SmlndChg	6	Street Number	72	12	AN		Street Number
SmlndChg	7	Street Pre Directional Code	84	2	AN	Ubrrecp_pdir_code_pre	
SmlndChg	8	Street Name	86	30	AN	Ubrrecp_street_name	
SmlndChg	9	Street Suffix Code	116	6	AN	Ubrrecp_ssfx_code	
SmlndChg	10	Street Post Directional Code	122	2	AN	Ubrrecp_pdir_code_post	

The extract will also include the twelve original billing detail records for each subordinate account. This information will be placed under the DtIndChg in the extract. It is displayed in red in the example below. The original billing detail records include the following types and the utility will have the option of including these types in the extract by selecting “Y”es or “N” in System Rules (UOASYSR) under the Master Billing section:

Original Billing Detail Records:

1. SH- Service Header
2. PR- Primary rate
3. SR- Subordinate rate
4. BC- Base charge
5. MC- Miscellaneous charge
6. NC- Non-Consumption Based Charge



7. TX- Tax
8. PN- Penalty
9. DP- Deposit
10. AD- Adjustment
11. LN- Loan
12. TL- Total

## Service Header (SH)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>SH</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	urrshis_action_date MM/DD/YYYY	Date of previous reading
10	From Reading	80	12	N	urrshis_reading	Previous reading
11	From Reading Type	92	4	A/N	urrshis_rtyp_code	Previous reading type (‘A’ctual’, ‘E’stimated, ‘R’e-calc of Estimation; BLANK = Re-billed multi-period adjustment SH record)
12	To Date	96	11	A/N	urrshis_action_date MM/DD/YYYY	Date of current reading

Field No	Field Name	Offset	Length	Type	Format	Notes
13	To Reading	107	12	N	urrshis_reading	Current reading
14	To Reading Type	119	4	A/N	urrshis_rtyp_code	Current reading type ('A'ctual', 'E'stimated)
15	Days of Service	123	3	N	urrshis_dos	Number of days in this billing period for this service. For metered services, from previous reading date to current reading date. For non-metered services, from previous charge date to current charge date.
16	Total Consumption	126	15	N	urrshis_consumption	Consumption for this billing period
17	Meter Number	141	20	A/N	urrshis_invn_code	Meter number entered on the Service Maintenance form (UCASERV)
18	Multiplier	161	9	N	uirdial_multiplier	Meter multiplier as entered on the Meter Maintenance form (UIAMTIV)
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code.
20	Rate Description	174	35	A/N	Empty	Tariff Description of the Rate
21	Bill Print Description	209	35	A/N	utrsrcat_bill_print-desc	Bill Print Description as entered in UTRSRAT
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	utrsrat_utoms_code	
31	<b>UOM used in Calculation</b>	297	4	A/N	uirdial_uoms_code	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	urrshis_quality_factor	
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	

Field No	Field Name	Offset	Length	Type	Format	Notes
37	Bill Print Sequence Number	342	3	N	EMPTY	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	uibminv_serial_num	
46	Manufacturer Code	467	2	A/N	uibminv_manf_code	
47	Read Route	469	5	N	ucrserv_route	
48	Consumption Difference	474	12	N	Calculated	Actual Consumption - Billed Consumption on UBICHST
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	ucrserv_scls_code	

Field No	Field Name	Offset	Length	Type	Format	Notes
51	Channel Number	498	2	A/N	uirdial_channel_number	
52	Service Class Description	500	35	A/N	utvscls_desc	Description of the service class code from the Bill Detail record. Populated in the SH Bill Detail record.
53	Meter Address	535	64	A/N	ucrserv_location_id	The location id of the meter captured. Populated in SH the Bill Detail record.
54	Billed Consumption	599	15	N	ubbchst_billed_consumption	Populated in SH the Bill Detail record.
55	User Exit Field	614	120	A/N	uokbpue.pks	Value from User Exit

### Primary Rate (PR)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>PR</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print-desc	Bill Print Description as entered in UTRSRAT
22	Step Consumption	244	15	N	uardbil_consump	Consumption for a step
23	Rate Step	259	10	N	uardbil_step_charge OR (uardbil_consump * uardbil_step_charge)	Per unit charge at this step
24	Charge Amount	269	12	N	uardbil_step_bill_amt OR uabopen_billed_chg	Step consumption by rate step
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	Calculated	Y = Open item is a budgeted open item.



Field No	Field Name	Offset	Length	Type	Format	Notes
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	ucrserv_num_units	As entered in UCRSERV
30	UOM on Rate	293	4	A/N	utrscat_uoms_code	From UTRSRAT
31	<b>UOM used in Calculation</b>	297	4	A/N	uirdial_uoms_code	
32	HBC Indicator	301	1	A/N	ubbhbc_hbc_value_source	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	urrshis_quality_factor	
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	
37	Bill Print Sequence Number	342	3	N	utrscat_seq_num	
38	<b>Service Type</b>	345	4	A/N	ucrserv_styp_code	
39	<b>Average Cost of Service</b>	349	12	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
40	<b>Service Component Number</b>	361	4	N	EMPTY	
41	<b>Service Provider Code</b>	365	10	A/N	EMPTY	
42	<b>Provider Description</b>	375	60	A/N	EMPTY	
43	<b>Tax Exempt Percentage</b>	435	8	N	EMPTY	
44	<b>Connection Size</b>	443	4	N	uir dial_cnsz_code	
45	<b>Meter Serial Number</b>	447	20	A/N	EMPTY	
46	<b>Manufacturer Code</b>	467	2	A/N	EMPTY	
47	<b>Read Route</b>	469	5	N	EMPTY	
48	<b>Consumption Difference</b>	474	12	N	EMPTY	
49	<b>BillGen ID</b>	486	10	N	uabopen_billgen_cal c_num	For charges calculated by BillGen only.
50	<b>Service Class</b>	496	2	A/N	EMPTY	
51	<b>Channel Number</b>	498	2	A/N	EMPTY	
52	<b>Service Class Description</b>	500	35	A/N	EMPTY	
53	<b>Meter Address</b>	535	64	A/N	EMPTY	

<b>Field No</b>	<b>Field Name</b>	<b>Offset</b>	<b>Length</b>	<b>Type</b>	<b>Format</b>	<b>Notes</b>
54	<b>Billed Consumption</b>	599	15	N	EMPTY	
55	<b>User Exit Field</b>	614	120	A/N	EMPTY	

## Subordinate Rate (SR)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>SR</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print-desc	Bill Print Description as entered in UTRSRAT
22	Step Consumption	244	15	N	uardbil_consump	Consumption for a step
23	Rate Step	259	10	N	uardbil_step_charge OR (uardbil_consump * uardbil_step_charge)	Per unit charge at this step
24	Charge Amount	269	12	N	uardbil_step_bill_amt OR uabopen_billed_chg	Step consumption by rate step
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	Calculated	Y = Open item is a budgeted open item.

Field No	Field Name	Offset	Length	Type	Format	Notes
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	ucrserv_num_units	As entered in UCRSERV
30	UOM on Rate	293	4	A/N	utrsrat_uoms_code	From UTRSRAT
31	<b>UOM used in Calculation</b>	297	4	A/N	uirdial_uoms_code	
32	HBC Indicator	301	1	A/N	ubbhbc_hbc_value_source	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	urrshis_quality_factor	
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	
37	Bill Print Sequence Number	342	3	N	utrsrat_seq_num	
38	<b>Service Type</b>	345	4	A/N	ucrserv_styp_code	
39	<b>Average Cost of Service</b>	349	12	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
40	<b>Service Component Number</b>	361	4	N	EMPTY	
41	<b>Service Provider Code</b>	365	10	A/N	EMPTY	
42	<b>Provider Description</b>	375	60	A/N	EMPTY	
43	<b>Tax Exempt Percentage</b>	435	8	N	EMPTY	
44	<b>Connection Size</b>	443	4	N	uirdial_cnsz_code	
45	<b>Meter Serial Number</b>	447	20	A/N	EMPTY	
46	<b>Manufacturer Code</b>	467	2	A/N	EMPTY	
47	<b>Read Route</b>	469	5	N	EMPTY	
48	<b>Consumption Difference</b>	474	12	N	EMPTY	
49	<b>BillGen ID</b>	486	10	N	uabopen_billgen_cal c_num	For charges calculated by BillGen only.
50	<b>Service Class</b>	496	2	A/N	EMPTY	
51	<b>Channel Number</b>	498	2	A/N	EMPTY	
52	<b>Service Class Description</b>	500	35	A/N	EMPTY	

<b>Field No</b>	<b>Field Name</b>	<b>Offset</b>	<b>Length</b>	<b>Type</b>	<b>Format</b>	<b>Notes</b>
53	<b>Meter Address</b>	535	64	A/N	EMPTY	
54	<b>Billed Consumption</b>	599	15	N	EMPTY	
55	<b>User Exit Field</b>	614	120	A/N	EMPTY	



**Base Charge (BC)- Billing Detail Record**

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>BC</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	“Cost of Basic Service”	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uardbil_step_bill_amt	Base Charge Amount.
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	Calculated	Y = Open item is a budgeted open item.
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

### Miscellaneous Charge (MC)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	MC	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	EMPTY	
7	Service Description	30	35	A/N	EMPTY	
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uabopen_billed_chg	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrslat_seq_num	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	uabopen_billgen_cal c_num	For charges calculated by BillGen only.
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	



### Non-Consumption Based Charge (NC)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	NC	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uabopen_billed_chg	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
30	UOM on Rate	293	4	A/N	EMPTY	
31	<b>UOM used in Calculation</b>	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	EMPTY	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

## Tax (TX) - Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>TX</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print-desc	Bill Print Description as entered in UTRS RAT For tax exempt data, utvtex_desc will be used.
22	Step Consumption	244	15	N	uardbil_consump	Consumption for a step
23	Rate Step	259	10	N	uardbil_step_charge OR (uardbil_consump * uardbil_step_charge)	Per unit charge at this step
24	Charge Amount	269	12	N	uardbil_step_bill_amt OR uabopen_billed_chg	Step consumption by rate step For tax exempt data, uartex_exempt_amt will be used as a negative value.
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
27	Budget Charge Indicator	283	1	A/N	Calculated	Y = Open item is a budgeted open item.
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	
38	Service Type	345	4	A/N	ucrserv_styp_code	
39	Average Cost of Service	349	12	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	uarex_exempt_percent	For tax exempt data only.
44	Connection Size	443	4	N	uirdial_cnsz_code	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	uabopen_billgen_cal_c_num	For charges calculated by BillGen only.
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	



Field No	Field Name	Offset	Length	Type	Format	Notes
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

## Penalty (PN)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	PN	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	EMPTY	
7	Service Description	30	35	A/N	EMPTY	
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
15	Days of Service	123	3	N	EMPTY	
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	(uadbil_consump * (uadbil_step_chg) OR uabopen_billed_chg	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	
38	Service Type	345	4	A/N	EMPTY	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

## Deposit (DP)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	<b>DP</b>	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	EMPTY	
7	Service Description	30	35	A/N	EMPTY	
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uabopen_billed_chg	



Field No	Field Name	Offset	Length	Type	Format	Notes
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
37	Bill Print Sequence Number	342	3	N	utrsrat_seq_num	
38	Service Type	345	4	A/N	EMPTY	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

## Adjustment (AD)- Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	AD	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabadje_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	ucrserv_styp_code	Service Type
7	Service Description	30	35	A/N	utrstyp_desc	Description of the Service Type Code
8	Service Category	65	4	A/N	uabopen_scat_code	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabadje_adjm_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utradjm_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uabadje_balance	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	

Field No	Field Name	Offset	Length	Type	Format	Notes
38	Service Type	345	4	A/N	EMPTY	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	



## Loan (LN) - Billing Detail Record

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	LN	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	uabopen_serv_num	Open Item Service No
6	Service Type Code	26	4	A/N	EMPTY	
7	Service Description	30	35	A/N	EMPTY	
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	
15	Days of Service	123	3	N	EMPTY	
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	uabopen_billed_chg	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance Remaining on Loans	306	12	N	Calculated	The Principal Balance for the loan as displayed via UAALOFF.
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	

Field No	Field Name	Offset	Length	Type	Format	Notes
38	Service Type	345	4	A/N	EMPTY	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

**Total Line (TL) - Billing Detail Record**

Field No	Field Name	Offset	Length	Type	Format	Notes
1	Record Type Label	1	8	A/N	“BillDetl”	
2	Detail Type	9	2	A/N	TL	Identifier assigned by Customer Suite to designate the type of charge
3	Detail Sequence Number	11	5	N	GDocSeqNO	Sequential number assigned to each detail record within a bill
4	Bill Number	16	6	N	billno	Unique identifier of a bill
5	Service Number	22	4	N	EMPTY	
6	Service Type Code	26	4	A/N	EMPTY	
7	Service Description	30	35	A/N	EMPTY	
8	Service Category	65	4	A/N	EMPTY	
9	From Date	69	11	A/N	EMPTY	
10	From Reading	80	12	N	EMPTY	
11	From Reading Type	92	4	A/N	EMPTY	
12	To Date	96	11	A/N	EMPTY	
13	To Reading	107	12	N	EMPTY	
14	To Reading Type	119	4	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
15	Days of Service	123	3	N	EMPTY	
16	Total Consumption	126	15	N	EMPTY	
17	Meter Number	141	20	A/N	EMPTY	
18	Multiplier	161	9	N	EMPTY	
19	Rate Code	170	4	A/N	EMPTY	
20	Rate Description	174	35	A/N	EMPTY	
21	Bill Print Description	209	35	A/N	“Total New Charges”	
22	Step Consumption	244	15	N	EMPTY	
23	Rate Step	259	10	N	EMPTY	
24	Charge Amount	269	12	N	sum(uabopen_billed_chg)	
25	Mid-Prd Rate Change Ind	281	1	A/N	EMPTY	
26	Recalc of Estimates Ind	282	1	A/N	EMPTY	
27	Budget Charge Indicator	283	1	A/N	EMPTY	
28	High / Low Indicator	284	1	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
29	Number of Units	285	8	N	EMPTY	
30	UOM on Rate	293	4	A/N	EMPTY	
31	UOM used in Calculation	297	4	A/N	EMPTY	
32	HBC Indicator	301	1	A/N	EMPTY	
33	Actual Service Type	302	4	A/N	EMPTY	
34	Balance Remaining on Loans	306	12	N	EMPTY	
35	BTU Factor	318	12	N	EMPTY	
36	Pressure Zone Factor	330	12	N	EMPTY	
37	Bill Print Sequence Number	342	3	N	EMPTY	
38	Service Type	345	4	A/N	EMPTY	
39	Average Cost of Service	349	12	N	EMPTY	
40	Service Component Number	361	4	N	EMPTY	



Field No	Field Name	Offset	Length	Type	Format	Notes
41	Service Provider Code	365	10	A/N	EMPTY	
42	Provider Description	375	60	A/N	EMPTY	
43	Tax Exempt Percentage	435	8	N	EMPTY	
44	Connection Size	443	4	N	EMPTY	
45	Meter Serial Number	447	20	A/N	EMPTY	
46	Manufacturer Code	467	2	A/N	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	A/N	EMPTY	
51	Channel Number	498	2	A/N	EMPTY	
52	Service Class Description	500	35	A/N	EMPTY	
53	Meter Address	535	64	A/N	EMPTY	

Field No	Field Name	Offset	Length	Type	Format	Notes
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	A/N	EMPTY	

The extract will also have the option to include the History Information for each subordinate account. This information will be placed under the DtIndChg in the extract, for each account. It is also displayed in red in the example below. The utility will have the option of including the History Information in the extract by selecting Yes or No in System Rules (UOASYSR) under the Master Billing section.

The utility will also have the option to include the Summation billing detail records on the extract file as well. The summation will be included if Yes, on BASE\_BILP\_SUM\_CHG\_IND, is selected on System Rules (UOASYSR) under the Billing section. If No is selected, summation details will not be included.

## RenEnerg

The RenEnerg record will appear for services that have renewable energy activity that occurred but has not billed. If there are multiple charge dates in that billing period for a plan, the Charge Date, Banked, Used, Reconciled, and REC Cons activity will have multiple entries for each charge date.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
RenEnerg	1	Record Type Label	1	8	AN		
RenEnerg	2	Bill Number	9	6	N		Unique identifier of a bill
RenEnerg	3	Service Number	15	4	N	Uabopen_serv_num	Open item service number
RenEnerg	4	Program code	19	4	N		Renewable energy program code service is enrolled in during billing period
RenEnerg	5	Program description	23	35	N		Renewable energy program description for program service is enrolled in during billing period
RenEnerg	6	Start Date	58	11	A/N		Date the net metering or renewable energy credit program begins.
RenEnerg	7	End Date	69	11	A/N		Date the net metering or renewable energy credit program ends.
RenEnerg	8	Available Banked Consumption	80	15	N		The available amount of banked consumption for the net metering program
RenEnerg	9	Total REC Cons	95	15	N		The total energy generated on the REC register for a program
RenEnerg	10	Charge Date	110	11	A/N		Date a service enrolled in a renewable energy billing program has either banked or REC activity charged Also the date used for adjustments to renewable energy billing activity
RenEnerg	11	Banked	121	15	N		Banked consumption generated on the net metering program during the billing period. Also the banked amount manually used for adjustments to renewable energy billing activity

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
RenEnerg	12	Used	136	15	N		Banked consumption used towards consumption during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RenEnerg	13	Reconciled	151	15	N		Banked consumption that was reconciled during the billing period
RenEnerg	14	REC Cons	166	15	N		The amt of generated energy from the REC register during the billing period

## RengHist

The RengHist record will display if the system rule Rengerg\_Bill\_Hist\_REC\_PRDS is greater than 0. The value in the system rule will determine how many history records will appear in the dat file including the current billing period.

The RengHist record will appear for services in the current active renewable energy billing plan that have renewable energy activity either in the current billing period or previous bill periods.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
RengHist	1	Record Type Label	1	8	AN		
RengHist	2	Bill Number	9	6	N		Unique identifier of a bill
RengHist	3	Service Number	15	4	N	Uabopen_serv_num	Open item service number
RengHist	4	Program code	19	4	N		Renewable energy program code service is enrolled in during billing period
RengHist	5	Start Date	23	11	A/N		Date the net metering or renewable energy credit program begins.
RengHist	6	Charge Date	34	11	A/N		Date a service enrolled in a renewable energy billing program has either banked or REC activity charged Also the date used for adjustments to renewable energy billing activity
RengHist	7	Banked	45	15	N		Banked consumption generated on the net metering program during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RengHist	8	Used	60	15	N		Banked consumption used towards consumption during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RengHist	9	Reconciled	75	15	N		Banked consumption that was reconciled

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
							during the billing period
RengHist	10	REC Cons	90	15	N		The amt of generated energy from the REC register during the billing period

# Bill Detail Records

## Introduction to Bill Detail Records

In the Bill Print Process (UBPBILP) extract file, CIS provides bill detail records that your company may use to create different formatting for different types of charges and for adjustments.

In the extract file, bill detail records appear immediately following the Payments record, or the BudgInfo record if there is a budget associated with the account. (See the "[Bill Print Extract File Sample](#).") Bill detail records have a **Record ID** of BillDetI, followed by a two-letter code that represents the type of bill detail record. On the following pages, you will learn the different codes that are used and the differences between types of bill detail records.



Note:

The information in this section applies only to "rate-ready" charges, or charges based on a CIS rate. "Bill-ready" or "pass-through" charges are calculated by and received from another service provider. These charges or adjustments are displayed in DetI810C or DetI810A records, not in BillDetI records. The formatting of DetI810C and DetI810A records is described in the "[Bill Print \(UBPBILP\) Extract File Format](#)" chart.

The basic format common to all bill detail records is described in the "[Bill Print \(UBPBILP\) Extract File Format](#)" chart. As you can see in the chart, a bill detail record for a rate-ready charge has 45 fields. The type of bill detail record (that is, whether it is BillDetIAD, BillDetIBC, BillDetISE, or one of the other types discussed on the following pages) is what determines which of those 45 fields are populated and which are empty.

To see this information for each different type of bill detail record, see the "[Original Bill Detail Records](#)," "Bill Detail Records - With Charge Summation," and "Bill Detail Records for Service Components" sections.

## System Rules (UOASYSR) and Bill Detail Record Types

The types of bill detail records that appear in the bill print extract file are determined by several settings in System Rules (UOASYSR).

The most important settings in UOASYSR for determining the types of bill detail records used in the extract file are **Enable Summed Charge Records** and **Suppress Original Bill Detail**. These settings create the following paths that your company can choose from to create your bill detail records:

- If your company is not using charge summation—that is, if you set the value in the **Enable Summed Charge Records** field in System Rules (UOASYSR) to **N**—see the "[Original Bill Detail Records](#)" section.
- If your company uses charge summation *without* original bill detail—that is, if you set the value in the **Enable Summed Charge Records** field in System Rules (UOASYSR) to **Y** and the value in the **Suppress Original Bill Detail** field to **Y**—see the "Bill Detail Records – With Charge Summation" section.
- If your company uses charge summation, but *with* original bill detail—that is, if you set the value in the **Enable Summed Charge Records** field in System Rules (UOASYSR) to **Y** and the value in the **Suppress Original Bill Detail** field to **N**—see the "Bill Detail Records – With Charge Summation" section and the "[Original Bill Detail Records](#)" section. (The "[Bill Print Extract File Sample](#)" section uses both charge summation and original bill detail.)

Other settings in UOASYSR that help determine the types of bill detail records used in the extract file are **Enable Component Processing** and **Enable Adjustments Summation**. See the "Bill Detail Records for Adjustments" and "Bill Detail Records for Service Components" sections.

## Bill Detail Codes

The Bill Print Process (UBPBILP) assigns bill detail codes to different types of open items as it processes them.

The bill detail code assigned depends on where and how the open item was entered into the system. For example, a loan amount entered through Installment Loan Maintenance (UAALOAN) is automatically assigned a bill detail type of LN by the system, so that it can be correctly identified on a bill.

The way that bill detail codes are used by the system varies depending on system rule settings. Depending on your rule settings, they may or may not be used to identify bill detail record types in the bill print extract file. (See [System Rules \(UOASYSR\)](#) and [Bill Detail Record Types](#).) However, the following bill detail codes are assigned to open items by UBPBILP, no matter what your rule settings are:

- **AD** Adjustment
- **BC** Base charge
- **DP** Deposit
- **LN** Loan
- **MC** Miscellaneous charge
- **PN** Penalty
- **PR** Primary rate
- **SR** Subordinate rate
- **TX** Tax

## Original Bill Detail Records

If your company is not using charge summation—that is, if the value in the **Enable Summed Charge Records** field in System Rules (UOASYSR) is set to **N**—open items are grouped in the bill detail section of the extract file, organized by service number and according to the bill detail code (see "[Bill Detail Codes](#)") that was assigned to them. Every individual adjustment open item appears as a BillDetIAD record. Every individual base charge appears as a BillDetIBC record, and so on.



### Note:

Original bill detail records also appear if you use charge summation, but have the **Suppress Original Bill Detail** field in System Rules (UOASYSR) set to **N**. (For information on how bill detail records are organized when these settings are used, see the introduction to the "[Bill Print Extract File Sample](#)" section.)

The following pages contain charts for each type of bill detail record that appears in the extract file if charge summation is not used (or if summation is used, but original bill detail is not suppressed—see "[System Rules \(UOASYSR\)](#) and [Bill Detail Record Types](#)"). The chart tells you, for each type of record, which of the 45 available fields in the bill detail record are populated and which are empty.



### Note:

These charts also show you how summation bill detail records are populated. See "[BillDetISE Records](#)."

## How to Read the Bill Detail Charts

The bill detail charts contain the following information:



Column	Description
#	A number to help you identify each piece of data stored in the extract file. This number does not physically exist anywhere; it is just provided here to help you interpret the extract file.
Field Name	A brief description of the kind of data that appears in a field. This description does not physically exist anywhere; it is just provided here to help you interpret the extract file.
Type	AN = Alphanumeric N = Numeric
Variable in Program	If the data in this field comes from a variable in UBPBILP, the variable name is provided.  The word "Calculated" appears if the value in the field is derived from other values.  Text in quotes (for example, "BillHead") means that the field is populated by exactly what you see in the quotes.
Column in Database	If the data in this field comes from a table, the table and column name are provided here.

## Base Charges

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"BC"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrsratBillPrintDesc	"Cost of Basic Service"
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	dGBaseCharge	uardbil_step_bill_amt
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	utrstrat_seq_num <sup>1</sup>
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>2</sup>

<sup>1</sup> In a BillDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

<sup>2</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields."

## Primary Rate

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"PR"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrstratBillPrintDesc	utrstrat_bill_print_desc
22	Step Consumption	244	15	N	dGConsumption	uardbil_consump
23	Rate Step	259	10	N	dGPrimaryStep	uardbil_step_charge OR (uardbil_consump * uardbil_step_charge)
24	Charge Amount	269	12	N	dGPrimaryAmt	uardbil_step_bill_amt OR uabopen_billed_chg
25	Mid-Period Rate Change Indicator	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	ucrserv_num_units	ucrserv_num_units
30	Unit of Measure on Rate	293	4	AN	utrstrat_uoms_code	utrstrat_uoms_code
31	Unit of Measure on Dial	297	4	AN	uirdial_uoms_code	uirdial_uoms_code
32	HBC Indicator	301	1	AN	ubbhbc_hbc_value_source	ubbhbc_hbc_value_source
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	urrshis_quality_factor	urrshis_quality_factor
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	urrshis_pressure_factor
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	utrstrat_seq_num <sup>3</sup>
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY

<sup>3</sup> In a BillIDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	uirdial_cnsz_code	uirdial_cnsz_code
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>4</sup>

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<sup>4</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"

**Subordinate Rate**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"SR"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrstratBillPrintDesc	utrstrat_bill_print_desc
22	Step Consumption	244	15	N	dGConsumption	uardbil_consump
23	Rate Step	259	10	N	dGSubordStep	uardbil_step_charge
24	Charge Amount	269	12	N	dGSubordAmt	uardbil_step_bill_amt or uabopen_billed_chg
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	ucrserv_num_units	ucrserv_num_units
30	Unit of Measure on Rate	293	4	AN	utrstrat_uoms_code	utrstrat_uoms_code
31	Unit of Measure on Dial	297	4	AN	uirdial_uoms_code	uirdial_uoms_code
32	HBC Indicator	301	1	AN	ubbhibc_hbc_value_source	ubbhibc_hbc_value_source
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	urrshis_quality_factor	urrshis_quality_factor
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	urrshis_pressure_factor
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	utrstrat_seq_num <sup>5</sup>
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY

<sup>5</sup> In a BillIDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	uirdial_cnsz_code	uirdial_cnsz_code
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>6</sup>

<sup>6</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"

**Deposit**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"DP"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrartBillPrintDesc	utrscat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gdeposit	uabopen_billed_chg
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrscat_seq_num	utrscat_seq_num <sup>7</sup>
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY

<sup>7</sup> In a BillIDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>8</sup>

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<sup>8</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"



**Loan**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"LN"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutsratBillPrintDesc	utrscat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gloan	uabopen_billed_chg
25	Mid-Period Rate Change Indicator	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	Calculated.	Calculated.
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrscat_seq_num	utrscat_seq_num <sup>9</sup>
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY

<sup>9</sup> In a BillIDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>10</sup>

<sup>10</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"

**Miscellaneous Charges**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"MC"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	Ubachrg_styp_code	Ubachrg_styp_code
7	Service Type Description	30	35	AN	Utrstyp_desc	Utrstyp_desc
8	Service Category	65	4	AN	Ubachrg_scat_code	Ubachrg_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrstratBillPrintDesc	utrstrat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gmisc	uabopen_billed_chg
25	Mid-Period Rate Change Indicator	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	utrstrat_seq_num <sup>11</sup>
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY

<sup>11</sup> In a BillDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>12</sup>

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<sup>12</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"

**Penalty**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"PN"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutsratBillPrintDesc	utsrat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gpenalty	(uarebil_consump * uarebil_step_charge) OR uabopen_billed_chg
25	Mid-Period Rate Change Indicator	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrscat_seq_num	utrscat_seq_num <sup>13</sup>
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY

<sup>13</sup> In a BillDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>14</sup>

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<sup>14</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"

**Tax**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"TX"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabopen_srat_code	uabopen_srat_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrstratBillPrintDesc	utrstrat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gtax	uabopen_billed_chg
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrstrat_seq_num	utrstrat_seq_num <sup>15</sup>
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY

<sup>15</sup> In a BillDetlSE record, field #37 is populated by utrsumc\_se\_seq\_num.

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	bdet_tax_exempt_percent	uartzex_exempt_percent
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY <sup>16</sup>

### Notes on Tax Bill Detail Records

1. An additional tax (TX) bill detail record was added that does the following:
  - (a) Populates field #24, **Charge Amount**, with the total exempted tax amount (UARTXEX\_EXEMPT\_AMT) as a negative value
  - (b) Populates field #21, **Bill Print Description** with the tax exempt reason code description (UTVTXEX\_DESC- max 35 positions)
  - (c) Populates field #34, **Tax Exempt Percentage**, with the tax exempt percentage (UARTXEX\_EXEMPT\_PERCENT)

It was added to provide exemption data in addition to the bill detail information (**Print Detail: Step** field = Y on UTRSRAT). This additional record, including records displaying bill detail, is not created if no detail exists on the Detail Billing repeating table (UARDBIL) for the tax open item (**Print Detail: Step** field = N on UTRSRAT).

2. Field #24, **Charge Amount**, is populated with the bill detail amount (uardbil\_step\_bill\_amt) if detail exists on the Detail Billing repeating table (UARDBIL).
3. Field #43, **Tax Exempt Percentage**, is always populated, regardless of whether bill detail exists for the tax open item.
4. Field #22, **Step Consumption/Step Charge** and field # 23, **Rate Step** populates if:
  - ◆ Bill Detail is enabled
  - ◆ Sum Taxes into a Single Open Item and Print Tax Sum Detail is set to 'No' on System Level Rules (UOASYSR)
  - ◆ Rate Steps is set to 'Yes' on Rate Rules (UTRSRAT)

If Bill Detail is not enabled, only the tax charge amount populates.

5. Field #22, **Step Consumption/Step Charge** and field # 23, **Rate Step** populates if:
  - ◆ Sum Taxes into a Single Open Item and Print Tax Sum Detail is set to 'Yes' on System Level Rules (UOASYSR)

If these fields are enabled, then the Rate Step and Step Consumption/Step Charge fields do not populate.

<sup>16</sup> In a BillDetlSE record, field #45 is available for your company's use. See "User Exit Fields"





**Note:**

This logic applies to taxes based on dollars or consumption and taxes with single or multiple rate steps.

A tax with multiple rate steps is summed into one sum detail record (no steps) by the Ledger Card History Query (UAILEDG) if Sum Taxes into a Single Open Item is set to 'Yes'.

If Enable Summed Charge Records and Suppress Original BillDetl Records is set to 'Yes' on System Rules, then no original bill detail records are displayed in the bill print extract file. The exception to the rule is the Service Header (SH) record.

## Bill Detail Records – With Charge Summation

This section charts the following types of bill detail records that appear in the extract file only if charge summation is used:

- BillDetlST records
- BillDetlAE records
- BillDetlAT records
- BillDetlTE records
- BillDetlTT records



### Note:

A chart is not provided in the "[BillDetlSE Records](#)" section because BillDetlSE records can take different forms depending on the type of charges that they contain.

For each type of record, the charts tell you which of the 45 available fields in the bill detail record are populated and which are empty.

### **BillDetlSE Records**

BillDetlSE records contain summed charges that can have bill detail types BC, PR, SR, DP, LN, MC, PN, or TX.

### **For Charges with the Same Bill Detail Type**

If a BillDetlSE record contains summed charges that all have the same bill detail type, it follows the pattern established in the original bill detail records for charges of that type. For that reason, there is no bill detail record format chart provided in this section.

Instead, to determine how a BillDetlSE record is populated:

1. Identify the type of charges from the original record (PR, SR, and so on) that make up the BillDetlSE record in the first column of the chart below.
2. Use the second column to locate the corresponding chart in the "[Original Bill Detail Records](#)" section of this chapter.



### Note:

Also see "[Differences Between Original Bill Detail Records and BillDetlSE Records](#)" for some important differences in the record formats.

#### **If a BillDetlSE record contains this type of charge:**

BC  
PR  
SR  
DP  
LN  
MC  
PN  
TX

#### **See the record format chart for:**

[Base Charges](#)  
[Primary Rate](#)  
[Subordinate Rate](#)  
[Deposit](#)  
[Loan](#)  
[Miscellaneous Charges](#)  
[Penalty](#)  
[Tax](#)

## For Charges with the Same Bill Detail Type

Sometimes, depending on how your company's summation rules are set up in Bill Print Charge Summation Rules (UTRSUMC), a BillDetlSE record may contain different charge types summed together. The charge types that your company would most likely want to sum together have bill detail codes BC (Base Charge), PR (Primary Rate), and SR (Subordinate Rate).

If a BillDetlSE record contains more than one charge type summed together, its fields are populated as follows:

- If PR charges are included in the record, the BillDetlSE record is populated as shown in the "[Primary Rate](#)" chart.
- If no PR charges are included, but SR charges are included, the BillDetlSE record is populated as shown in the "[Subordinate Rate](#)" chart.

## Differences Between Original Bill Detail Records and BillDetlSE Records

There are two important differences in the way that BillDetlSE records and original bill detail records are populated:

- In an SE record, the value in field #37, **Bill Print Sequence Number**, comes from the Bill Print Charge Summation Rules Table (utrsumc\_se\_seq\_num).

If you are using charge summation with original bill detail turned on (see "[System Rules \(UOASYSR\) and Bill Detail Record Types](#)"), so that your extract file displays **both** BillDetlSE records and original bill detail records (BillDetlBC, BillDetlPR, and so on), the value in field #37 for both the BillDetlSE records and the original bill detail records comes from utrsumc\_se\_seq\_num.

However, if you are not using charge summation, and your extract file displays **only** original bill detail records, the value in field #37 comes from the print sequence number defined in the Rate Rules (utrusrat\_seq\_num).

- In a BillDetlSE record, the user exit field is available for your use. See "User Exit Fields"

**BillDetlST Records**

BillDetlST records are totals of all BillDetlSE records for one service. They are populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"ST"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billNo	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	EMPTY	EMPTY
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Calculated.	Calculated.
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	Calculated.	Calculated.
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## BillDetIAE Records

AE records are sums of certain charge types grouped by actual service type. See the documentation of Bill Print Charge Summation Rules (UTRSUMC) in the CIS Online Help for a more complete explanation of AE records.

AE records are populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetI"	
2	Detail Type	9	2	AN	"AE"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	EMPTY	EMPTY
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Calculated.	Calculated.
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrsumc_ae_seq_num	utrsumc_ae_seq_num
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component	361	4	N	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
	Number					
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## BillDetlAT Records

A BillDetlAT record shows the total of all BillDetlAE records for a particular actual service type. It is populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"AT"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billNo	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	EMPTY	EMPTY
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Calculated.	Calculated.
25	Mid-Period Rate Change Indicator	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY



#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## BillDetINC Records

A BillDetINC record includes a total of charges by service number that are not consumption based charges but are related to a service. When the process runs it looks for unbilled, non-consumption based charges (any based charge that has a service number and the charge origin is not equal to UBPCALC, UBAMBCA, UBAQUICK or Bill Gen). When unbilled, non-consumption based charges are found they are summed and populated in the Charge Amount field in the BillDetINC record. This occurs for reprinted bills as well as restated charges.

The BillDetINC record is populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetI"	
2	Detail Type	9	2	AN	"NC"	
3	Detail Sequence Number	11	5	N	GDocSeqNO	
4	Bill Number	16	6	N	Billno	
5	Service Number	22	4	N	Uabopen_serv_num	
6	Service Type Code	26	4	AN	Ucrserv_styp_code	
7	Service Description	30	35	AN	Utrstyp_desc	
8	Service Category	65	4	AN	Empty	
9	From Date	69	11	AN	Empty	
10	From Reading	80	12	N	Empty	
11	From Reaing Type	92	4	AN	Empty	
12	To Date	96	11	AN	Empty	
13	To Reading	107	12	N	Empty	
14	To Reading Type	119	4	AN	Empty	
15	Days of Service	123	3	N	Empty	
16	Total Consumption	126	15	N	Empty	
17	Meter Number	141	20	AN	Empty	
18	Multiplier	161	9	N	Empty	
19	Rate Code	170	4	AN	Uabopen_srat_code	Deposit, rate, or adjustment code
20	Rate Description	174	35	AN	Empty	
21	Bill Print Description	209	35	AN	Utrsrat_bill_print_desc	
22	Step Consumption	244	15	N	Empty	
23	Rate Step	259	10	N	Empty	
24	Charge Amount	269	12	N	Uabopen_billed_chg	
25	Mid-Prd Rate Change Ind	281	1	AN	Empty	
26	Recalc of Estimates Ind	282	1	AN	Empty	
27	Budget Charge	283	1	AN	Empty	
28	High/Low Indicator	284	1	AN	Empty	
29	Number of Units	285	8	N	Empty	
30	UOM on Rate	293	4	AN	Empty	
31	UOM used in Calculation	297	4	AN	Empty	
32	HBC Indicator	301	1	AN	Empty	
33	Actual Service Type	302	4	AN	Utrscat_asvc_code	Use the uabopen_scat_code to look up the utrscat_asvc_code.
34	Balance remaining on loans	306	12	N	Empty	
35	BTU Factor	318	12	N	Empty	
36	Pressure Zone Factoor	330	12	N	Empty	
37	Bill Print Sequence Number	342	3	N	Empty	
38	Service Type	345	4	AN	Ucrserv_styp_code	

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
39	Average Cost of Service	349	12	N	Empty	
40	Service Component Number	361	4	N	Empty	
41	Service Provider Code	365	10	AN	Empty	
42	Provider Description	375	60	AN	Empty	
43	Tax Exempt Percentage	435	8	N	Empty	
44	Connection Size	443	4	N	Empty	
45	Meter Serial Number	447	20	AN	Empty	
46	Manufacturer Code	467	2	AN	Empty	
47	Read Route	469	5	N	Empty	
48	Consumption Difference	474	12	N	Empty	
49	BillGen ID	486	10	N	Empty	
50	Service Class	496	2	AN	Empty	
51	Channel Number	498	2	AN	Empty	
52	Service Class Description	500	35	AN	Empty	
53	Meter Address	535	64	AN	Empty	
54	Billed Consumption	599	15	N	Empty	
55	User Exdit Field	614	120	AN	Empty	

## BillDetlTE Records

A BillDetlTE record totals certain types of charges from different services and of different actual service types. For example, depending on your Bill Print Charge Summation Rules (UTRSUMC) settings, your company might use BillDetlTE records to total tax charges for an account.

See the documentation of Bill Print Charge Summation Rules (UTRSUMC) in the CIS Online Help for a more complete explanation of BillDetlTE records.

BillDetlTE records are populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"TE"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billNo	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	EMPTY	EMPTY
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Calculated.	Calculated.
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	utrsumc_te_seq_num	utrsumc_te_seq_num
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## BillDetlTT Records

The BillDetlTT record shows the total of all BillDetlTE records. If the BillDetlTT record does not equal the total in the BillDetlTL or Total Line record, the account causes a bill print exception. (See "[Total Line](#).")

The BillDetlTT record is populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"TT"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	EMPTY	EMPTY
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Calculated.	Calculated.
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	EMPTY	EMPTY
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## Bill Detail Records for Adjustments

A separate setting in System Rules (UOASYSR) determines whether adjustment charges are summed.

### Original Bill Detail Records for Adjustments (BillDetIAD)

If you set the value in the **Enable Adjustments Summation** field to **N**, adjustments are not summed. Individual adjustments appear as BillDetIAD records in the bill detail section of the extract, with fields populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetI"	
2	Detail Type	9	2	AN	"AD"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	uabadge_serv_num	uabadge_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabadge_adjm_code	uabadge_adjm_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	utradjm_desc	utradjm_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	uabadge_balance	uabadge_balance
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY



#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	Meter Serial Number	447	20	AN	EMPTY	
46	Manufacturer Code	467	2	AN	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	AN	EMPTY	
51	Channel Number	498	2	AN	EMPTY	
52	Service Class Description	500	35	AN	EMPTY	
53	Meter Address	535	64	AN	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	AN	EMPTY	EMPTY

## Summed Adjustment Records (BillDetIDE)

If you set the value in the **Enable Adjustments Summation** field to **Y**, adjustments are summed according to their adjustment code from Adjustment Rules (UTRADJM).

The summed adjustments for each adjustment code appear in a BillDetIDE record. Bill DetIDE records are populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetI"	
2	Detail Type	9	2	AN	"DE"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	uabadje_serv_num	uabadje_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	uabadje_adjm_code	uabadje_adjm_code
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	utradjm_desc	utradjm_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	uabadje_balance	uabadje_balance
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	User Exit Field	447	120	AN	EMPTY	EMPTY

**BillDetIDT Records**

All BillDetIDE records are totaled in a BillDetIDT record. BillDetIDT records are populated as follows:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetI"	
2	Detail Type	9	2	AN	"DT"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	utradjm_desc	utradjm_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	uabadje_balance	uabadje_balance
25	Mid-Period Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Indicator	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	EMPTY	EMPTY
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## Bill Detail Records for Service Components

This section applies to companies that work with unbundled services.

If the **Enable Component Processing** rule in System Rules (UOASYSR) is set to **N**, charges in the bill print extract file are not broken down by service component.

If the **Enable Component Processing** rule in System Rules (UOASYSR) is set to **Y**, two scenarios are possible:

- If your company is using charge summation, all BillDetlSE records having the same actual service type, service number, and service component number are summed in a BillDetlSS record.

Bill DetlSS records are populated in the same manner as BillDetlSE records. This means that fields in a BillDetlSS record are populated or empty depending on the types of charges that were summed to make up the record (whether they were BC, PR, SR, DP, etc., or a combination). See "[BillDetlSE Records](#)."

- If your company is not using charge summation, individual charges for service components appear in the form of original bill detail records (PR, BC, SR, and so on). The type of bill detail code used for the record depends on the type of charge being applied to the component. In addition, the **ProvAddr** record is populated. (See "[Bill Print \(UBPBILP\) Extract File Format](#).")

In either scenario, the following fields in the bill detail record for a service component are always populated as shown:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
40	Service Component Number	361	4	N	ucrscmp_num	ucrscmp_num
41	Service Provider	365	10	AN	ucrscmp_spro_code	ucrscmp_spro_code
42	Provider Description	375	60	AN	utrspro_company_desc	utrspro_company_desc
45	User Exit Field	447	120	AN	EMPTY	EMPTY

In addition, the **ProvAddr** record is populated when service component processing is enabled.

### Service Component Processing with Adjustment Summation

If your company has both **Enable Component Processing** and **Enable Adjustments Summation** set to **Y**, adjustments are broken down by service component. All adjustments having the same actual service type, service number, and service component number are summed in a BillDetlDS record.

BillDetlDS records are populated in the same manner as BillDetlAD and BillDetlDE records (see "Bill Detail Records for Adjustments"), except that the **Actual Service Type** field and the service component fields are populated as shown:

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
40	Service Component Number	361	4	N	ucrscmp_num	ucrscmp_num
41	Service Provider	365	10	AN	ucrscmp_spro_code	ucrscmp_spro_code
42	Provider Description	375	60	AN	utrspro_company_desc	utrspro_company_desc
45	User Exit Field	447	120	AN	EMPTY	EMPTY

## **Service Header and Total Line Records**

BillDetlSH and BillDetlTL records group information in the bill detail section of the extract file. They appear in the extract file no matter what your rule settings are in System Rules (UOASYSR).

- **SH** Service Header – this refers to the row of identifying information that is provided for each individual service on the bill.
- **TL** Total Line – this refers to the final total for all new charges. If you are using summation, the charge amount in this record must agree with the amount in the BillDetlTT record, or the account will create an exception in the Bill Print Exception Table.

The charts on the following pages illustrate, for these two bill detail record types, which fields are populated and which fields are empty.

## Service Header

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"SH"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	break_serv_num	uabopen_serv_num
6	Service Type Code	26	4	AN	ucrserv_styp_code	ucrserv_styp_code
7	Service Type Description	30	35	AN	utrstyp_desc	utrstyp_desc
8	Service Category	65	4	AN	uabopen_scat_code	uabopen_scat_code
9	From Date	69	11	AN	docu_from_date	urrshis_action_date
10	From Reading	80	12	N	docu_from_reading	urrshis_reading
11	From Reading Type	92	4	AN	docu_rtyp_code_from	urrshis_rtyp_code
12	To Date	96	11	AN	docu_to_date	urrshis_action_date
13	To Reading	107	12	N	docu_from_reading	urrshis_reading
14	To Reading Type	119	4	AN	docu_rtyp_code_to	urrshis_rtyp_code
15	Days of Service	123	3	N	docu_dos	urrshis_dos
16	Total Consumption	126	15	N	docu_consumption	urrshis_consumption
17	Meter Number	141	20	AN	docu_meter	urrshis_invn_code
18	Multiplier	161	9	N	docu_multiplier	uirdial_multiplier
19	Rate Code	170	4	AN	EMPTY	This field and field 174 populates when certain line item charges sum together to one line item. This allows the rate and description to be displayed on the bill.
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	szutrstratBillPrintDesc	utrstrat_bill_print_desc
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	EMPTY	EMPTY
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	utrstrat_uoms_code	utrstrat_uoms_code
31	Unit of Measure on Dial	297	4	AN	uirdial_uoms_code	uirdial_uoms_code
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	utrscat_asvc_code	utrscat_asvc_code
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	urrshis_quality_factor	urrshis_quality_factor
36	Pressure Zone Factor	330	12	N	urrshis_pressure_factor	urrshis_pressure_factor
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	ucrserv_styp_code	ucrserv_styp_code
39	Average Cost of Service	349	12	N	EMPTY	EMPTY



40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	Meter Serial Number	447	20	AN	Uibminv_serial_num	
46	Manufacturer Code	467	2	AN	Uibminv_manf_code	
47	Read Route	469	5	N	Ucrserv_route	
48	Consumption Difference	474	12	N	Calculated	Actual Consumption-Billed Consumption on UBICHST
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	AN	Ucrserv_scls_code	
51	Channel Number	498	2	AN	Uirdial_channel_number	
52	Service Class Description	500	35	AN	Utvsccls_desc	Description of the service class code from the Bill Detail record. Populated in the SH Detail record.
53	Meter Address	535	64	AN	Ucrserv_location_id	The location id of the meter captured. Populated in the SH Bill Detail Record.
54	Billed Consumption	599	15	N	Ubbchst_billed_consumption	Populated in SH the Bill Detail Record.
55	User Exit Field	614	120	AN	EMPTY	EMPTY
56	RU Factor	734	7	N	Utrstyp_ru_factor	Factor for calculating the runoff units for a premises.
57	RU Min	741	8	N	Utrsccls_ru_min	Minimum value used override a runoff units value that is less than the specified minimum.
58	Impervious Area	749	11	N	Ucbprem_area_imperv	Value used to denote the impervious size of a premises. The decimal will be stored in the field.
59	Impervious Area UOM	760	4	AN	Ucbprem_area_imperv_uom	Unit of measure associated with the Impervious Area.
60	Impervious Discount Percent	764	5	N	Ucbprem_imperv_discount	Value used to discount the impervious size of a premises. The decimal will be stored in the field.
61	Parcel Area	769	11	N	Ucbprem_parcel_area	Value used to identify the size of a premises.
62	Parcel Area UOM	780	4	AN	Ucbprem_parcel_area_uom	Unit of measure associated with the Parcel Area.
63	Parcel ID Number	784	20	AN	Ucbprem_parcel_id	Value used to identify the location of a premises.

**Total Line**

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
1	Record Type Label	1	8	AN	"BillDetl"	
2	Detail Type	9	2	AN	"TL"	
3	Detail Sequence Number	11	5	N	GDocSeqNo	
4	Bill Number	16	6	N	billno	
5	Service Number	22	4	N	EMPTY	EMPTY
6	Service Type Code	26	4	AN	EMPTY	EMPTY
7	Service Type Description	30	35	AN	EMPTY	EMPTY
8	Service Category	65	4	AN	EMPTY	EMPTY
9	From Date	69	11	AN	EMPTY	EMPTY
10	From Reading	80	12	N	EMPTY	EMPTY
11	From Reading Type	92	4	AN	EMPTY	EMPTY
12	To Date	96	11	AN	EMPTY	EMPTY
13	To Reading	107	12	N	EMPTY	EMPTY
14	To Reading Type	119	4	AN	EMPTY	EMPTY
15	Days of Service	123	3	N	EMPTY	EMPTY
16	Total Consumption	126	15	N	EMPTY	EMPTY
17	Meter Number	141	20	AN	EMPTY	EMPTY
18	Multiplier	161	9	N	EMPTY	EMPTY
19	Rate Code	170	4	AN	EMPTY	EMPTY
20	Rate Description	174	35	AN	EMPTY	EMPTY
21	Bill Print Description	209	35	AN	"Total New Charges"	
22	Step Consumption	244	15	N	EMPTY	EMPTY
23	Rate Step	259	10	N	EMPTY	EMPTY
24	Charge Amount	269	12	N	Gcharges	sum(uabopen_billed_chg)
25	Mid-Prd Rate Change Ind	281	1	AN	EMPTY	EMPTY
26	Recalculation of Estimations Ind	282	1	AN	EMPTY	EMPTY
27	Budget Charge Indicator	283	1	AN	EMPTY	EMPTY
28	High / Low Indicator	284	1	AN	EMPTY	EMPTY
29	Number of Units	285	8	N	EMPTY	EMPTY
30	Unit of Measure on Rate	293	4	AN	EMPTY	EMPTY
31	Unit of Measure on Dial	297	4	AN	EMPTY	EMPTY
32	HBC Indicator	301	1	AN	EMPTY	EMPTY
33	Actual Service Type	302	4	AN	EMPTY	EMPTY
34	Balance Remaining on Loans	306	12	N	EMPTY	EMPTY
35	BTU Factor	318	12	N	EMPTY	EMPTY
36	Pressure Zone Factor	330	12	N	EMPTY	EMPTY
37	Bill Print Sequence Number	342	3	N	EMPTY	EMPTY
38	Service Type	345	4	AN	EMPTY	EMPTY
39	Average Cost of Service	349	12	N	EMPTY	EMPTY
40	Service Component Number	361	4	N	EMPTY	EMPTY
41	Service Provider	365	10	AN	EMPTY	EMPTY
42	Provider Description	375	60	AN	EMPTY	EMPTY
43	Tax Exempt Percentage	435	8	AN	EMPTY	EMPTY
44	Connection Size	443	4	N	EMPTY	EMPTY
45	Meter Serial Number	447	20	AN	EMPTY	

#	Field Name	Column	Length	Type	Variable in Program	Column Name in Database
46	Manufacturer Code	467	2	AN	EMPTY	
47	Read Route	469	5	N	EMPTY	
48	Consumption Difference	474	12	N	EMPTY	
49	BillGen ID	486	10	N	EMPTY	
50	Service Class	496	2	AN	EMPTY	
51	Channel Number	498	2	AN	EMPTY	
52	Service Class	500	35	AN	EMPTY	
53	Meter Address	535	64	AN	EMPTY	
54	Billed Consumption	599	15	N	EMPTY	
55	User Exit Field	614	120	AN	EMPTY	EMPTY

## RenEnergy

The RenEnergy record will appear for services that have renewable energy activity that occurred but has not billed. If there are multiple charge dates in that billing period for a plan, the Charge Date, Banked, Used, Reconciled, and REC Cons activity will have multiple entries for each charge date.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
RenEnergy	1	Record Type Label	1	8	AN		
RenEnergy	2	Bill Number	9	6	N		Unique identifier of a bill
RenEnergy	3	Service Number	15	4	N	Uabopen_serv_num	Open item service number
RenEnergy	4	Program code	19	4	N		Renewable energy program code service is enrolled in during billing period
RenEnergy	5	Program description	23	35	N		Renewable energy program description for program service is enrolled in during billing period
RenEnergy	6	Start Date	58	11	A/N		Date the net metering or renewable energy credit program begins.
RenEnergy	7	End Date	69	11	A/N		Date the net metering or renewable energy credit program ends.
RenEnergy	8	Available Banked Consumption	80	15	N		The available amount of banked consumption for the net metering program
RenEnergy	9	Total REC Cons	95	15	N		The total energy generated on the REC register for a program
RenEnergy	10	Charge Date	110	11	A/N		Date a service enrolled in a renewable energy billing program has either banked or REC activity charged Also the date used for adjustments to renewable energy billing activity
RenEnergy	11	Banked	121	15	N		Banked consumption generated on the net metering program during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RenEnergy	12	Used	136	15	N		Banked consumption used towards consumption during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RenEnergy	13	Reconciled	151	15	N		Banked consumption that was reconciled during the billing period
RenEnergy	14	REC Cons	166	15	N		The amt of generated energy from the REC register during the billing period

## RengHist

The RengHist record will display if the system rule Rengerg\_Bill\_Hist\_REC\_PRDS is greater than 0. The value in the system rule will determine how many history records will appear in the dat file including the current billing period.

The RengHist record will appear for services in the current active renewable energy billing plan that have renewable energy activity either in the current billing period or previous bill periods.

Record Type Label (8 bytes)	Field Number	Field Name (Not Stored In Extract File)	Column	Length	Type	Format	Notes
RengHist	1	Record Type Label	1	8	AN		
RengHist	2	Bill Number	9	6	N		Unique identifier of a bill
RengHist	3	Service Number	15	4	N	Uabopen_serv_num	Open item service number
RengHist	4	Program code	19	4	N		Renewable energy program code service is enrolled in during billing period
RengHist	5	Start Date	23	11	A/N		Date the net metering or renewable energy credit program begins.
RengHist	6	Charge Date	34	11	A/N		Date a service enrolled in a renewable energy billing program has either banked or REC activity charged Also the date used for adjustments to renewable energy billing activity
RengHist	7	Banked	45	15	N		Banked consumption generated on the net metering program during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RengHist	8	Used	60	15	N		Banked consumption used towards consumption during the billing period Also the banked amount manually used for adjustments to renewable energy billing activity
RengHist	9	Reconciled	75	15	N		Banked consumption that was reconciled during the billing period
RengHist	10	REC Cons	90	15	N		The amt of generated energy from the REC register during the billing period

## Rate Rules (UTRSRAT) and Bill Detail Records

The content of bill detail records in the bill print extract file is also affected by two settings in Rate Rules (UTRSRAT): **Print Detail: Step** and **Show Rate Steps**.

When **Print Detail: Step** is set to **Y**, it tells the Charge Calculation Process (UBPCALC) to store charges for each rate step in the Detail Billing repeating table (UARDBIL) **and** to store the total charge (that combines all the rate steps) in the Open Item table (UABOPEN). This setting affects the bill print extract file whether or not you are using charge summation. If you are using charge summation, you use the values in the **Print Detail: Seq** field to indicate what print detail numbers are summed. See the section on "Bill Print Charge Summation Rules (UTRSUMC)" in the CIS Online Help.

**Show Rate Steps** only affects the bill print extract file if you are using charge summation. It tells the Bill Print Process (UBPBILP) to show the charges for each rate step as individual BillDetlSE records in the bill print extract file. If the **Print Detail: Step** field is set to **Y**, and the **Show Rate Steps** checkbox is not selected, then the Bill Print Process (UBPBILP) does not show step detail in the extract file; however, the base charge appears as a separate line item. (If the **Print Detail: Step** field is **N**, you cannot use **Show Rate Steps**, because there is no rate step data in the Detail Billing repeating table (UARDBIL) that could be used to populate the extract file.)



### Note:

For charges from a stepped rate to be summed in one BillDetlSE record, all charges in a summation group or "bucket" [as identified in Bill Print Charge Summation Rules (UTRSUMC)] must have been generated by rates with **Show Rate Steps** set to **N**. If even one charge in the group was generated by a rate with **Show Rate Steps** set to **Y**, then individual BillDetlSE records for each charge appear.

See "Bill Print Charge Summation Rules (UTRSUMC)" in the CIS Online Help for more information on charge summation and the **Show Rate Steps** field.

The following scenarios illustrate how these settings affect the extract file.

### Bill Detail/Rate Step Scenario 1 – Summed Charges with Original Bill Detail, Print Detail: Step ON, Show Rate Steps OFF

Figure 0-1 is an excerpt from the sample provided in the "Bill Print Extract File Sample" section. It shows charges for a water service. Original bill detail records appear first, followed by a BillDetlSE record that shows them all summed.

The reason for this print order is that these PR and BC charges are part of the same "bucket"—in other words, they were assigned a common print sequence number in the Bill Print Charge Summation Rules (UTRSUMC). In the extract sample, the value in field 37, **Bill Print Sequence Number**, for each of the charges shown is 150.

Because **Print Detail: Step** was turned on (that is, set to **Y**) and **Show Rate Steps** was turned off (that is, unchecked) for the rate, charges for each individual step of the PR rate are shown in the original bill detail records, but the rate steps do not get individual BillDetlSE records.

```
BillDetlSH18   RWTRResidential Water           ( service header)
```

BillDetlPR19	RWTRResidential Water	0.40	(original bill detail record - charge for rate step 1)
BillDetlPR20	RWTRResidential Water	5.70	(original bill detail record - charge for rate step 2)
BillDetlBC21	RWTRResidential Water	6.00	(original bill detail record - base charge)
BillDetlSE22	RWTRResidential Water	12.10	(summed charge record - for all charges of SE print sequence #150)

#### Figure 0-1: Bill Detail/Rate Step Scenario 1 (as shown in extract sample)

As shown in the extract file sample, only one rate (WT76) was used to calculate all of these water charges. If the PR and BC charges shown here had been assigned to different rates, **both** the rates would need to have **Show Rate Steps** turned off to get this result. Otherwise you would get the result shown in [Figure 0-2](#).

#### Bill Detail/Rate Step Scenario 2 - Summed Charges with Original Bill Detail, Print Detail: Step ON, Show Rate Steps ON

[Figure 0-2](#) shows the same data in Figure 0-1 as it would appear with **Print Detail: Step ON** and **Show Rate Steps ON**.

BillDetlSH18	RWTRResidential Water		(service header)
BillDetlPR19	RWTRResidential Water	0.40	(original bill detail record - charge for rate step 1)
BillDetlPR20	RWTRResidential Water	5.70	(original bill detail record - charge for rate step 2)
BillDetlBC21	RWTRResidential Water	6.00	(original bill detail record - base charge)
BillDetlSE22	RWTRResidential Water	0.40	(charge for rate step 1)
BillDetlSE23	RWTRResidential Water	5.70	(charge for rate step 1)
BillDetlSE24	RWTRResidential Water	6.00	(base charge)

#### Figure 0-2: Bill Detail/Rate Step Scenario 2

If the PR and BC charges shown here had been assigned to different rates, **only one** of the rates would need to have **Show Rate Steps** turned on to get this result.

### Bill Detail/Rate Step Scenario 3 - Summed Charges with Original Bill Detail, Print Detail: Step OFF

In scenario 3, the rate step charges do not appear even in the original bill detail records, because **Print Detail: Step** was off, so the step charges were not stored in the Detail Billing repeating table (UARDBIL).

BillDetlSH18	RWTRResidential Water		(service header)
BillDetlPR19	RWTRResidential Water	12.10	(original bill detail record – steps and base charge combined)
BillDetlSE20	RWTRResidential Water	12.10	(summed charge record - for all charges of SE print sequence #150)

In scenarios 4, 5, and 6, original bill detail is suppressed in System Rules (UOASYSR), so you only see BillDetlSE records.

### Bill Detail/ Rate Step Scenario 4 - Summed Charges without Original Bill Detail, Print Detail: Step ON, Show Rate Steps ON

BillDetlSH18	RWTRResidential Water		(service header)
BillDetlSE19	RWTRResidential Water	0.40	(charge for rate step 1)
BillDetlSE20	RWTRResidential Water	5.70	(charge for rate step 1)
BillDetlSE21	RWTRResidential Water	6.00	(base charge)

### Bill Detail/ Rate Step Scenario 5 - Summed Charges without Original Bill Detail, Print Detail: Step ON, Show Rate Steps OFF

Figure 2-7 can represent two different scenarios. In scenario 5, **Print Detail: Step** is turned on, so step charge information is available in the Detail Billing repeating table (UARDBIL). However, because **Show Rate Steps** is turned off for all rates in the summation group, no rate steps appear.

BillDetlSH18	RWTRResidential Water		(service header)
BillDetlSE19	RWTRResidential Water	12.10	(summed charge record - for all charges of SE print sequence #150)

### Bill Detail/ Rate Step Scenario 6 - Summed Charges without Original Bill Detail, Print Detail: Step OFF

If **Print Detail: Step** is off, the extract file appears the same as in scenario 5 (Figure 2-7). However, in scenario 6 the charges for each rate step do not appear because they were not stored in the Detail Billing repeating table (UARDBIL).

Scenarios 7 and 8 show charge data for the same service as it would appear in an extract that does not use charge summation.

### Bill Detail/ Rate Step Scenario 7 – Original Bill Detail Records without Charge Summation, Print Detail: Step ON

BillDetlSH18	RWTRResidential Water		(service header)
BillDetlPR19	RWTRResidential Water	0.40	(original bill detail record - charge for rate step 1)



---

BillDet1PR20	RWTRResidential Water	5.70	<b>(original bill detail record - charge for rate step 2)</b>
BillDet1BC21	RWTRResidential Water	6.00	<b>(original bill detail record - base charge)</b>

### **Bill Detail/ Rate Step Scenario 8 – Original Bill Detail Records without Charge Summation, Print Detail: Step OFF**

BillDet1SH18	RWTRResidential Water		<b>(service header)</b>
BillDet1PR19	RWTRResidential Water	12.10	<b>(original bill detail record – steps and base charge combined)</b>

### **For More Information**

For more information on charge summation, see the discussion of Bill Print Charge Summation Rules (UTRSUMC) in the CIS Online Help. For more information on rate rules, see the discussion of Rate Rules (UTRSRAT) in the CIS Online Help.

### **Actual Service Type for Tax Charges in Bill Detail**

For purposes of charge summation, the Bill Print Process (UBPBILP) considers tax charges to have the same actual service type as the service they are associated with. This allows your company to provide a breakdown of taxes by service on the bill (for example, if you want to show your customers how much they pay in water taxes versus electric taxes). Everywhere else in Customer Suite, tax charges are considered to have an actual service type of OT (other).

## Bill Print Extract File Sample

### Viewing the Extract File Sample

The following pages contain a sample flat file produced by the Bill Print Process (UBPBILP). The file has been separated into 16 pages in this document. To view a complete picture of the flat file, print all the pages and arrange them in the following order:

1st page	2nd page	3rd page	4th page
5th page	6th page	7th page	8th page
9th page	10th page	11th page	12th page
13th page	14th page	15th page	16th page

### Rule Settings for the Extract Sample

This sample was created with **Enable Summed Charges** set to **Y**, **Suppress Original Bill Detail** set to **N**, and **Enable Component Processing** set to **Y** in System Rules (UOASYSR), so that you can see a wide variety of the bill detail record types discussed in this chapter. (See [System Rules \(UOASYSR\)](#) and [Bill Detail Record Types](#).)

```

BillHead1      1 27-FEB-200415:48:4601-APR-1998Jack Smith
ServAddr1     123      Main      ST      Ballentine      SC 29212      76 76 0
UtilAddr1
WeatInfol     1  RELCKWH N/A      N/A      N/A      N/A      N/A      N/A
WeatInfol     2  RWTRWTR N/A      N/A      N/A      N/A      N/A      N/A
WeatInfol     3  RELCKWH N/A      N/A      N/A      N/A      N/A      N/A
Payments1     173.22      173.22      110.12
BillDet1SH1   1  1  RELCResidential Electric      KWH 03/01/1998 2000      A  04/01/1998 3000      A  31 1000
BillDet1PR2   1  1  RELCResidential Electric      KWH
BillDet1PR3   1  1  RELCResidential Electric      KWH
BillDet1BC4   1  1  RELCResidential Electric      KWH
BillDet1SE5   1  1  RELCResidential Electric      KWH
BillDet1SR6   1  1  RELCResidential Electric      NONE
BillDet1SE7   1  1  RELCResidential Electric      NONE
BillDet1TX8   1  1  RELCResidential Electric      NONE
BillDet1TX9   1  1  RELCResidential Electric      NONE
BillDet1TX10  1  1  RELCResidential Electric      NONE
BillDet1TX11  1  1  RELCResidential Electric      NONE
BillDet1SE12  1  1  RELCResidential Electric      NONE
BillDet1TX13  1  1  RELCResidential Electric      NONE
BillDet1TX14  1  1  RELCResidential Electric      NONE
BillDet1SE15  1  1  RELCResidential Electric      NONE
BillDet1SS16  1  1  RELCResidential Electric
BillDet1ST17  1  1  RELCResidential Electric
BillDet1SH18  1  2  RWTRResidential Water      WTR 03/01/1998 300      A  04/01/1998 500      A  31 200
BillDet1PR19  1  2  RWTRResidential Water      WTR
BillDet1PR20  1  2  RWTRResidential Water      WTR
BillDet1BC21  1  2  RWTRResidential Water      WTR
BillDet1SE22  1  2  RWTRResidential Water      WTR
BillDet1TX23  1  2  RWTRResidential Water      NONE
BillDet1TX24  1  2  RWTRResidential Water      NONE
BillDet1SE25  1  2  RWTRResidential Water      NONE
BillDet1TX26  1  2  RWTRResidential Water      NONE
BillDet1SE27  1  2  RWTRResidential Water      NONE
BillDet1SS28  1  2  RWTRResidential Water
BillDet1ST29  1  2  RWTRResidential Water
BillDet1SH30  1  3  RELCResidential Electric      KWH 03/01/1998 750      A  04/01/1998 850      A  31 100
BillDet1PR31  1  3  RELCResidential Electric      KWH
BillDet1SE32  1  3  RELCResidential Electric      KWH
BillDet1TX33  1  3  RELCResidential Electric      NONE
BillDet1TX34  1  3  RELCResidential Electric      NONE
BillDet1SE35  1  3  RELCResidential Electric      NONE
BillDet1TX36  1  3  RELCResidential Electric      NONE
BillDet1SE37  1  3  RELCResidential Electric      NONE
BillDet1SS38  1  3  RELCResidential Electric

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123	Main	ST			
110.1220-APR-1998			20-APR-1998		
1765	1			Electric 01 (kWh)	
		EL76		Electric 01 (kWh)	200.000 0.0800000
		EL76		Electric 01 (kWh)	800.000 0.0600000
		EL76		Cost Of Basic Service	
		EL76		Electric 01 (kWh)	
		FL76		Fuel	1000.000 0.0150000
		FL76		Fuel	1000.000 0.0150000
		ST76		Sales Tax (5%)	
		ST76		Senior Citizen Exemption	
		ST76		Sales Tax (5%)	
		ST76		Senior Citizen Exemption	
		ST76			
		ST98		State Tax (3%)	
		ST98		State Tax (3%)	
		ST98		State Tax (3%)	
1766	1			Water 01 (TGAL)	
		WT76		Water 01 (TGAL)	10.000 0.0400000
		WT76		Water 01 (TGAL)	190.000 0.0300000
		WT76		Cost Of Basic Service	
		WT76		Water 01 (TGAL)	
		ST76		Sales Tax (5%)	
		ST76		Senior Citizen Exemption	
		ST76			
		ST98		State Tax (3%)	
		ST98		State Tax (3%)	
1767	1			Electric 02 (kWh)	
		EL98		Electric 02 (kWh)	100.000 0.0600000
		EL98		Electric 02 (kWh)	100.000 0.0600000
		ST76		Sales Tax (5%)	
		ST76		Senior Citizen Exemption	
		ST76			
		ST98		State Tax (3%)	
		ST98		State Tax (3%)	



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BillDet1ST39	1	3	RELCResidential Electric	
BillDet1PR40	1	1	RELCResidential Electric	KWH
BillDet1PR41	1	1	RELCResidential Electric	KWH
BillDet1BC42	1	1	RELCResidential Electric	KWH
BillDet1SR43	1	1	RELCResidential Electric	NONE
BillDet1AE44	1			
BillDet1PR45	1	3	RELCResidential Electric	KWH
BillDet1AE46	1			
BillDet1TX47	1	1	RELCResidential Electric	NONE
BillDet1TX48	1	1	RELCResidential Electric	NONE
BillDet1TX49	1	1	RELCResidential Electric	NONE
BillDet1TX50	1	1	RELCResidential Electric	NONE
BillDet1TX51	1	1	RELCResidential Electric	NONE
BillDet1TX52	1	1	RELCResidential Electric	NONE
BillDet1TX53	1	3	RELCResidential Electric	NONE
BillDet1TX54	1	3	RELCResidential Electric	NONE
BillDet1TX55	1	3	RELCResidential Electric	NONE
BillDet1AE56	1			
BillDet1AS57	1			
BillDet1AT58	1			
BillDet1PR59	1	2	RWTRResidential Water	WTR
BillDet1PR60	1	2	RWTRResidential Water	WTR
BillDet1BC61	1	2	RWTRResidential Water	WTR
BillDet1AE62	1			
BillDet1TX63	1	2	RWTRResidential Water	NONE
BillDet1TX64	1	2	RWTRResidential Water	NONE
BillDet1TX65	1	2	RWTRResidential Water	NONE
BillDet1AE66	1			
BillDet1AS67	1			
BillDet1AT68	1			
BillDet1PR69	1	1	RELCResidential Electric	KWH
BillDet1PR70	1	1	RELCResidential Electric	KWH
BillDet1BC71	1	1	RELCResidential Electric	KWH
BillDet1SR72	1	1	RELCResidential Electric	NONE
BillDet1TE73	1			
BillDet1PR74	1	3	RELCResidential Electric	KWH
BillDet1TE75	1			
BillDet1PR76	1	2	RWTRResidential Water	WTR
BillDet1PR77	1	2	RWTRResidential Water	WTR
BillDet1BC78	1	2	RWTRResidential Water	WTR
BillDet1TE79	1			
BillDet1TX80	1	1	RELCResidential Electric	NONE
BillDet1TX81	1	1	RELCResidential Electric	NONE
BillDet1TX82	1	1	RELCResidential Electric	NONE
BillDet1TX83	1	1	RELCResidential Electric	NONE



EL76	Electric 01 (kWh)	200.000	0.0800000
EL76	Electric 01 (kWh)	800.000	0.0600000
EL76	Cost Of Basic Service		
FL76	Fuel	1000.000	0.0150000
EL98	Electric 02 (kWh)	100.000	0.0600000
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		
ST98	State Tax (3%)		
ST98	State Tax (3%)		
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		
ST98	State Tax (3%)		
WT76	Water 01 (TGAL)	10.000	0.0400000
WT76	Water 01 (TGAL)	190.000	0.0300000
WT76	Cost Of Basic Service		
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		
ST98	State Tax (3%)		
EL76	Electric 01 (kWh)	200.000	0.0800000
EL76	Electric 01 (kWh)	800.000	0.0600000
EL76	Cost Of Basic Service		
FL76	Fuel	1000.000	0.0150000
EL98	Electric 02 (kWh)	100.000	0.0600000
WT76	Water 01 (TGAL)	10.000	0.0400000
WT76	Water 01 (TGAL)	190.000	0.0300000
WT76	Cost Of Basic Service		
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		
ST76	Sales Tax (5%)		
ST76	Senior Citizen Exemption		

6.47		EL		RELC	0.21
16.00	1	KWH KWH NEL		150RELC	0
48.00	1	KWH KWH NEL		150RELC	0
5.00		EL		150RELC	0
15.00	1	NONEKWH NEL		250RELC	0
84.00		EL		150	0
6.00	1	KWH KWH NEL		151RELC	0
6.00		EL		151	0
0.75		EL		850RELC	0
-0.02		EL		850RELC	0
3.45		EL		850RELC	0
-0.10		EL		850RELC	0
0.45		EL		851RELC	0
2.07		EL		851RELC	0
0.30		EL		850RELC	0
-0.01		EL		850RELC	0
0.18		EL		851RELC	0
7.07		EL		850	0
97.07		EL			0
97.07		EL			0
0.40	1	TGALTCALNWT		152RWTR	0
5.70	1	TGALTCALNWT		152RWTR	0
6.00		WT		152RWTR	0
12.10		WT		152	0
0.61		WT		850RWTR	0
-0.02		WT		850RWTR	0
0.36		WT		851RWTR	0
0.95		WT		850	0
13.05		WT			0
13.05		WT			0
16.00	1	KWH KWH NEL		150RELC	0
48.00	1	KWH KWH NEL		150RELC	0
5.00		EL		150RELC	0
15.00	1	NONEKWH NEL		250RELC	0
84.00				150	0
6.00	1	KWH KWH NEL		151RELC	0
6.00				151	0
0.40	1	TGALTCALNWT		152RWTR	0
5.70	1	TGALTCALNWT		152RWTR	0
6.00		WT		152RWTR	0
12.10				152	0
0.75		EL		850RELC	0
-0.02		EL		850RELC	0
3.45		EL		850RELC	0
-0.10		EL		850RELC	0

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BillDet1TX84	1	1	RELCResidential Electric	NONE						
BillDet1TX85	1	1	RELCResidential Electric	NONE						
BillDet1TX86	1	2	RWTRResidential Water	NONE						
BillDet1TX87	1	2	RWTRResidential Water	NONE						
BillDet1TX88	1	2	RWTRResidential Water	NONE						
BillDet1TX89	1	3	RELCResidential Electric	NONE						
BillDet1TX90	1	3	RELCResidential Electric	NONE						
BillDet1TX91	1	3	RELCResidential Electric	NONE						
BillDet1TE92	1									
BillDet1TS93	1									
BillDet1TT94	1									
BillDet1TL95	1									
HistInfol	1	RELCKWH	1000.000	89.4231	0.000	1500.000	129.2728	0.000	500.000	49.5631
HistInfol	2	RWTRWTR	200.000	13.0531	0.000	200.000	13.0528	0.000	100.000	9.8231
HistInfol	3	RELCKWH	100.000	6.4731	0.000	500.000	29.1228	0.000	250.000	15.6531
Bill_End1	UBPBILP1									

	ST98		State Tax (3%)						0.18	
									7.07	
									97.07	
									97.07	
	WT76		Water 01 (TGAL)	10.000	0.0400000				0.40	1
	WT76		Water 01 (TGAL)	190.000	0.0300000				5.70	1
	WT76		Cost Of Basic Service						6.00	
									12.10	
	ST76		Sales Tax (5%)						0.61	
	ST76		Senior Citizen Exemption						-0.02	
	ST98		State Tax (3%)						0.36	
									0.95	
									13.05	
									13.05	
	EL76		Electric 01 (kWh)	200.000	0.0800000				16.00	1
	EL76		Electric 01 (kWh)	800.000	0.0600000				48.00	1
	EL76		Cost Of Basic Service						5.00	
	FL76		Fuel	1000.000	0.0150000				15.00	1
									84.00	
	EL98		Electric 02 (kWh)	100.000	0.0600000				6.00	1
									6.00	
	WT76		Water 01 (TGAL)	10.000	0.0400000				0.40	1
	WT76		Water 01 (TGAL)	190.000	0.0300000				5.70	1
	WT76		Cost Of Basic Service						6.00	
									12.10	
	ST76		Sales Tax (5%)						0.75	
	ST76		Senior Citizen Exemption						-0.02	
	ST76		Sales Tax (5%)						3.45	
	ST76		Senior Citizen Exemption						-0.10	
	ST98		State Tax (3%)						0.45	
	ST98		State Tax (3%)						2.07	
	ST76		Sales Tax (5%)						0.61	
	ST76		Senior Citizen Exemption						-0.02	
	ST98		State Tax (3%)						0.36	
	ST76		Sales Tax (5%)						0.30	
	ST76		Senior Citizen Exemption						-0.01	
	ST98		State Tax (3%)						0.18	
									8.02	
									110.12	
									110.12	
									110.12	
			Total New Charges						110.12	
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000

EL	851RELC	0
EL	850	0
EL		0
EL		
TGALTCALNWT	152RWTR	0
TGALTCALNWT	152RWTR	0
WT	152RWTR	0
WT	152	0
WT	850RWTR	0
WT	850RWTR	0
WT	851RWTR	0
WT	850	0
WT		0
WT		
KWH KWH NEL	150RELC	0
KWH KWH NEL	150RELC	0
EL	150RELC	0
NONEKWH NEL	250RELC	0
	150	0
KWH KWH NEL	151RELC	0
	151	0
TGALTCALNWT	152RWTR	0
TGALTCALNWT	152RWTR	0
WT	152RWTR	0
	152	0
EL	850RELC	0
EL	850RELC	0
EL	850RELC	0
EL	850RELC	0
EL	851RELC	0
EL	851RELC	0
WT	850RWTR	0
WT	850RWTR	0
WT	851RWTR	0
EL	850RELC	0
EL	850RELC	0
EL	851RELC	0
	850	0
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0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000
0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000	0.000



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# Sample Bill

The following is an example of a bill produced by the bill print process, using the same data that appeared in the [Bill Print Extract File Sample](#).

				PLEASE PAY BY	
				20-APR-1998	
		01-APR-1998			
Jack Smith					
123	Main		ST		
Ballentine		SC 29212			
	115-115				
			BILL CYCLE	115	
Residential Electric		Meter No. 1765		Mult: 1	
03/01/1998	Reading:	2000			
04/01/1998	Reading:	3000			
31 Days		1000			
Electric 01 (kWh)					69.00
Fuel		1000.000	0.0150000		15.00
					4.08
State Tax (3%)					2.52
Residential Water		Meter No. 1766		Mult: 1	
03/01/1998	Reading:	300			
04/01/1998	Reading:	500			
31 Days		200			
Water 01 (TGAL)					12.10
					0.59
State Tax (3%)					0.36
Residential Electric		Meter No. 1767		Mult: 1	
03/01/1998	Reading:	750			
04/01/1998	Reading:	850			
31 Days		100			
Electric 02 (kWh)		100.000	0.0600000		6.00
					0.29
State Tax (3%)					0.18
MISCELLANEOUS					
Total New Charges					110.12
HISTORICAL DATA					
Service	Consumption	Cost	Consumption	Cost	
RELC	This Bill	This Bill	1 Bill Ago	1 Bill Ago	
	1000.000	89.42	1500.000	129.27	

PAYMENTS/ADJUSTMENTS

-----  
 Previous Balance 173.22  
 Payments Received 173.22  
 Total Amount Due 110.12  
 Pay Total Amount By 20-APR-1998

WEATHER INFO Service	HEATING DAYS			COOLING DAYS		
	Current	Previous	Last Bill	Current	Previous	Last
RELC	N/A	N/A	N/A	N/A	N/A	N/A
RWTR	N/A	N/A	N/A	N/A	N/A	N/A
RELC	N/A	N/A	N/A	N/A	N/A	N/A

