Billing Portal - Outputs

User guide

Table of Contents

1. Billing Documents 1
   1.1 Document naming 2
2. Chorus Invoice Detail file 3
3. Agency Invoice Detail File 4
4. Agency Usage File 5
5. Pricebook 5
   5.1 Chorus Pricebook 5
   5.2 Agency Pricebook 6
6. Debit Note and Credit Note 7
7. Statement 8

Appendix 9
   Charge Types & Call types 9

1. Billing Documents

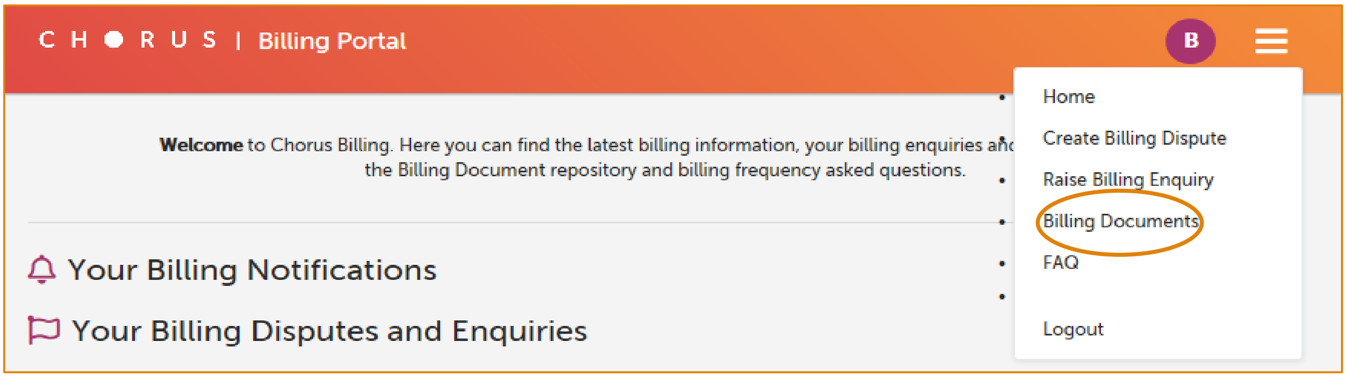
Our Billing Portal produces invoices and electronic files for both Chorus products and Agency products and usage. The Agency invoices and associated files are generated from details provided by Spark.
The Chorus and Agency files are based on the same underlying format so can be combined into one file if required.

The outputs will be delivered on the 27th of each month. The statement will be delivered on the 2nd working day of the month.

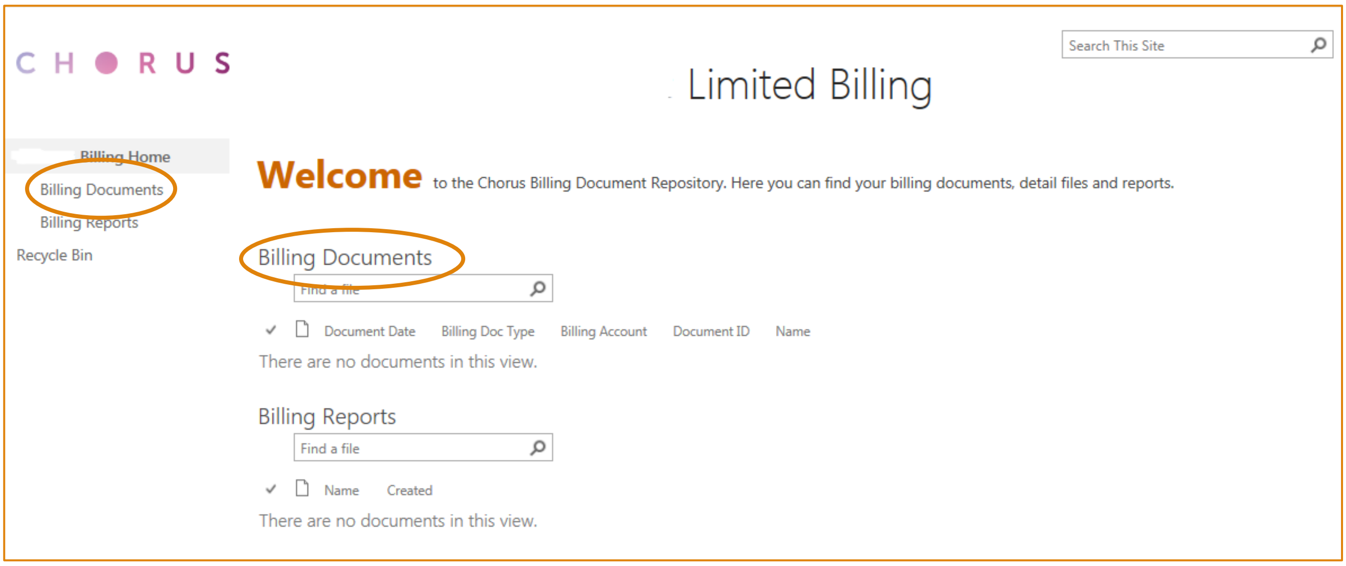
The outputs are available from our Billing Portal or from MOVEit. They are delivered in both .csv and .pdf format on the Billing Portal, and in .csv only on MOVEit.

CHORUS

From the home page of the Chorus Billing Portal, select Billing Documents from the hamburger menu.



This will open a Sharepoint page.



The home screen will display the last 10 documents we have delivered, in .pdf format only. To see all the .csv and .pdf documents, select Billing Documents from the left hand menu, or the main screen.

The files provided by the Billing System are:

- Chorus Invoice Detail File
- Agency Invoice Detail File
- Agency Usage File
- Pricebook
- Debit Note
- Credit Note
- Statement

The number of files delivered to you will depend on the number of Billing Accounts setup under the RSP Customer Account.

This document details the information contained on these outputs.

1.1 Document naming

The outputs are named as following:

File Type	Output	File name
Invoice	Summary Chorus Invoice	CINV_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.pdf
Invoice	Summary Agency Invoice	AINV_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.pdf
Invoice	Chorus Invoice Detail File	CIND_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.csv
Invoice	Agency Detail File	AIND_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.csv
Invoice	Agency Usage File	AINU_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.csv
Adjustment	Credit Note	NTCR_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.pdf
Adjustment	Debit Note	NTDR_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.pdf
Adjustment	Credit Note Detail File	NTCD_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.csv
Adjustment	Debit Note Detail File	NTDD_<CustomerNumber>_<BillingAccount>_YYYYMMDD_<DocumentId>.csv
Statement	Statement	STMB_<CustomerNumber>_<BillingAccount>_<YYYYMMDD>.pdf
Statement	Statement Detail File	STMD_<CustomerNumber>_YYYYMMDD.csv
PriceBook	Chorus PriceBook	CPBP_<CustomerNumber>_YYYYMMDD.csv
PriceBook	Agency PriceBook	APBP_<CustomerNumber>_YYYYMMDD.csv

2. Chorus Invoice Detail File

The Chorus Invoice Detail File holds the billing transactions for Chorus Products and accompanies the Chorus Invoice pdf.
This file covers Chorus rental and activity charges, as well as additional services schedule detail.

Field Name	Content
InvoiceDate	Date of Invoice Issuance, format DD/MM/YYYY
FulfilAccountID	Account Number used in the ordering system for the order. Note: In the current Chorus NGA portal this field is displayed as Billing Account.
BillingAccountID	Account Number that the service is billed under.
BillingAccountName	The Billing Account Name associated with the Billing Account.
ChargeType	List of Values – Recurring, OneOff, OneOffAmortised, DiscountType
ServiceID	ID of the Service to which the charge is applied, with heading zeroes and tailing sequential number, e.g. 0 or 1 removed.
ChargeFromDate	Format DD/MM/YYYY For one-off charges: date of charge applied. For one-off amortised charges: start date of the amortisation period For recurring charges: start date of the rental period
ChargeToDate	Format DD/MM/YYYY For one-off charges: This field is blank. For one-off amortised charges: This field displays the end date of the amortisation period For recurring charges: This field displays the end date of the rental period

Quantity	The multiplier representing the volume of the product consumed by the service
OrderID	The order number assigned by the ordering system e.g. Wireline OOT, Chorus Portal, Chorus SSP etc
CustomerReference	The reference text that the RSP enters in the ordering system, e.g. Wireline OOT, Chorus Portal, Chorus SSP etc
InvoiceDescription	The description of the product that the charge is for and presented in the Invoice
ProductID	The ID of the product that the charge is for.
PriceExclGST	The total charge of the product for the Service ID in the current invoice without GST, rounded to 2 decimal places
PriceGSTApplicable	This indicates whether or not the transaction is GST liable. List of Values:Y,N
InvoiceGroup	This represents the product hierarchy/product family
Location	Location of the service where applicable

3. Agency Invoice Detail File

The Agency Invoice Detail File holds the billing transactions for Spark products and accompanies the Agency Invoice pdf.

The record types AC and I9 referring to the product charges, and types AH and AI referring to the contract terms and conditions, will be available in the Agency Invoice Detail file.

Note: the information contained in the Agency Invoice Detail file will be a straight pass through of the information received from the Spark systems.

Field Name	Content
InvoiceDate	Date of Invoice Issuance, format DD/MM/YYYY
FulfilAccountID	Account Number used in the ordering system for the order.
BillingAccountID	Account Number that the service is billed under.
BillingAccountName	The Billing Account Name associated with the Billing Account.
ChargeType	AC: Fixed value "AC" I9: Fixed value "I9" AH: Fixed value "AH" AI: Fixed value "AI" Values represented as included in the Spark BLSTMT file
ServiceID	ID of the Service to which the charge is applied, with heading zeroes and tailing sequential number, e.g. 0 or 1 removed.
ChargeFromDate	Format DD/MM/YYYY For one-off charges this may be BLANK. For recurring charges this will be the start date of the rental period
ChargeToDate	Format DD/MM/YYYY For one-off charges this will be BLANK. For recurring charges this will be the start date of the rental period.
Quantity	The multiplier representing the volume of the product consumed by the service
OrderID	Values represented as included in the Spark BLSTMT file. This may be blank.
CustomerReference	Values represented as included in the Spark BLSTMT file. This may be blank.
InvoiceDescription	The description of the product that the charge is for and presented in the Invoice
AdditionalData4	SPOT Code of the charge where applicable
AdditionalData5	Sales Term of the charge where applicable
ProductID	The ID of the product that the charge is for.
PriceExclGST	The total charge of the product for the Service ID in the current invoice without GST, rounded to 2 decimal places
PriceGSTApplicable	This indicates whether or not the transaction is GST liable. List of Values:Y,N

AdditionalData2	AC, AI & AH: Not used IA: The circuit type code of legacy data circuits
AdditionalData1	AC, AI & AH: Not used I9: The bar number of the legacy agency data circuits
Location	Local endpoint of the legacy data circuit where applicable
AdditionalData3	Remote endpoint of the legacy data circuit where applicable

4. Agency Usage File

The Agency Usage File holds the usage details for Spark products, and accompanies the Agency Invoice file.

The charge types C1, T0, T1, T3, T4, T8 and T9 are relevant to Agency call charges and types TV, TW and WB capture Agency usage savings.

Note: the information contained in the Agency Usage Detail file will be a straight pass through of the information received from the Spark systems.

Field Name	Content
InvoiceDate	Date of Invoice Issuance, format DD/MM/YYYY
FulfilAccountID	Account Number used in the ordering system for the order.
BillingAccountID	Account Number that the service is billed under.
BillingAccountName	The Billing Account Name associated with the Billing Account.
Charge Type	The Call Type Code of the call
ServiceID	ID of the Service to which the charge is applied, with heading zeroes and tailing sequential number, e.g. 0 or 1 removed.
CustomerReference	Additional information about the call. Only used in Charge Type T1.
ChargeFromDate	Format DD/MM/YYYY
CallTime	Format HH:MI:SS
Quantity	The multiplier representing the volume of the product consumed by the service
Duration	Duration of the call with unit of measure in seconds
InvoiceDescription	The description of the product that the charge is for and presented in the Invoice
ProductID	May be blank
PriceExclGST	The total charge of the product for the Service ID in the current invoice without GST, rounded to 2 decimal places
PriceGSTApplicable	This indicates whether or not the transaction is GST liable. List of Values: Y,N
CallTypeCode	The Call Type Code of the call
Jurisdiction	Jurisdiction code of the call
RateBasis	Rate Basis Code of the call
CallToNumber	The called number (B Number) where applicable
Location	Location of the caller number

5. Pricebooks

Pricebooks are published on a monthly basis, and separated into 1 pricebook for Chorus products and 1 pricebook for Agency products.

The Chorus Invoice, the Chorus Invoice Detail file and the Chorus PriceBook are linked with a unique identifier i.e. the Product ID.

5.1 Chorus Pricebook

Field Name	Content
PublishDate	The date the PriceBook was published. (It has no relation to the pricing effective date)

CustomerID	This is the Customer ID.
ProductID	Existing ProductID will be retained where possible in the Chorus PriceBook. New ProductID may be assigned for some products.
ProductFamily	This is the Product family in the Product hierarchy.
ProductGroup	This is the Product Group in the Product hierarchy.
MarketSegment	Market segmentation of a product
MarketStatus	List of values: ▪ Offered ▪ Grandfathered L1. ▪ Grandfathered L2 ▪ Grandfathered L3 Grandfather status 1: Customers of the RSP can keep the product until they move. If they move, then the product is removed. Grandfather status 2: Existing Customers of the RSP can keep the product and can continue to hold on to it if they move. Grandfather status 3: Existing Customers of the RSP can keep the product and can continue to hold on to it if they move. Existing customers can order more instances of the service.
Qualifier	The indicator that shows the Product eligibility.
ChargeFrequency	List of values: ▪ OneOff ▪ OneOffAmortised ▪ Monthly
PriceExclGST	This is the Product Price excluding GST to two decimal places. NOTE: For a POA price – this field will show 0.00 and the flag PricePOAFlag will be set. For one-off charges, this attribute represents the amount applied to each individual charge For recurring charges, this attribute represents the full monthly charge amount
PricePOAFlag	The list of values will be: Y or N
AdditionalProductInfo	Other information if relevant to the Product.
ProductName	The name of a product as presented in the Invoice PDF and Invoice Detail Files as InvoiceDescription
LastChangeDate	The date when the information about a product including the Price was updated.
PriceEffectiveTo	The date the Product Price is effective up to & including.
PriceEffectiveFrom	The date from which the price of a product becomes effective.

5.2 Agency Pricebook

Field Name	Content
PublishDate	The date the PriceBook was published.
CustomerID	This is the Customer ID.
ProductID	The Product ID as presented in Agency Detail and Agency Usage File. This may be blank
ProductFamily	As presented in the current PriceBook
ProductGroup	As presented in the current PriceBook
MarketSegment	Market segmentation of a product
Zone	Area code that a product is offered to. Current list of values: Zone 1, Zone 2, National, N/A
MarketStatus	List of values: Offered, Grandfathered ,Grandfathered L1,Grandfathered L2 and Grandfathered L3 Refer to the Agency agreement for description of Agency grandfathered statuses.
Qualifier	The indicator that shows the Product eligibility.
ProductCategory	Category of a product. Current list of values: Business voice , Residential voice, IP, Data, N/A
ChargeFrequency	List of values: • OneOff

	• Monthly
CircuitType	The data circuit code. Currently applicable to: Agency data circuit products and UPC
SpeedCIR	CIR speed for a data circuit product. Currently applicable to: Agency data circuit products and UPC
PIR	PIR speed for a data circuit product. Currently applicable to: Agency data circuit products and UPC
ChargeType	Legacy Spark Wholesale attribute.
Step	The step code for a tail extension service or backhaul type product
PriceExclGST	This is the Product Price excluding GST. For one-off charges, this attribute represents the amount applied to each individual charge For recurring charges, this attribute represents the full monthly charge amount
AdditionalProductInfo	Notes to the price where applicable, including indication of POA prices
AdditionalProductID1	The identifier that determines a product in combination of a Sales Term where applicable
AdditionalProductID2	The identifier associated with a SPOT Code that determines a product where applicable. Note: SPOT Code and Sales Term has a one-to-many relation
ProductName	The name of a product.
AdditionalProductID3	Rate plan information for phone call products
CallTypeGroup	Call type group information for phone call products
CallType	Call type information for phone call products
LastChangeDate	The date when the information about a product including the Price was updated.
PriceEffectiveTo	The date the Product Price is effective up to & including.
PriceEffectiveFrom	The date from which the price of a product becomes effective.

6. Debit Note and Credit Note

The Credit Note and Debit Note Detail File formats are as per below. An individual Credit or Debit Note is generated for each Billing Account.

A separate .csv file will accompany the corresponding .pdf file.

Field Name	Content	Notes
DocumentType	Indicates the file type	▪ DebitNote ▪ CreditNote
DocumentNumber	The document number as presented in the Debit Note or Credit Note PDF	Used as Reference in the Statement
DocumentDate	The date of generation of the Credit/Debit Note	
DocumentDueDate	Due date of the Debit Note.	Credit Note does not have a due date
BillingAccountID	Account Number that the service is billed under.	
BillingAccountName	The Billing Account Name associated with the Billing Account.	
FulfilAccountID	BLANK	
ServiceID	ID of the Service to that the credit/debit is raised for	May be blank
ProductID	The ID of the product that the credit/debit is raised for	Will be displayed for Chorus and Agency Credit/Debit Notes

InvoiceGroup	BLANK	
InvoiceSubSection	BLANK	
AdjustmentDescription	The description of the product that the credit/debit is raised for	
AdjustmentType	Type of the billing adjustment	▪ Debit ▪ Credit
AdjustmentFromDate	The date that the billing adjustment is applied on	
AdjustmentToDate	BLANK	
Quantity	BLANK	
PriceExclGST	The total value of the Billing Adjustment (Credit/Debit) without GST, rounded to 2 decimal places	
PriceGSTApplicable	This indicates whether or not the transaction is GST liable.	▪ Y ▪ N
PricePOAFlag	BLANK	
OrderID	BLANK	
CustomerReference	The reference text for the billing adjustment	May be blank
ChorusInternalID	The Chorus Internal ID unique for each line of the file	
TotalAmortisedAmount	BLANK	
AmortisationPeriod	BLANK	
TermEndDate	BLANK	
Location	BLANK	
AdditionalData1	BLANK	
AdditionalData2	BLANK	
AdditionalData3	BLANK	
AdditionalData4	BLANK	
AdditionalData5	BLANK	

7. Statement

The Statement Detail file is generated and published at the end of the calendar month.

The Statement contains the following details split by Billing Account:

1. Open items as at the Statement date i.e. end of month
    a. Chorus & Agency Invoices
    b. Chorus & Agency Debit Notes
    c. Chorus & Agency Credit Notes
    d. All payments that are open as at Statement date

2. Cleared items from beginning of month to the end of month including
    a. Chorus & Agency Invoices
    b. Chorus & Agency Debit Notes
    c. Chorus & Agency Credit Notes
    d. Payments made towards an Open Invoice balancing the invoice to $0
    e. Credit Notes allocated to an Open Invoice balancing the invoice to $0

Field Name	Content	Notes
DocumentType	Fixed value "Statement"	
CustomerID	RSP Customer Number	Also included in the File Name
BillingAccountID	Billing Account Number	
BillingAccountName	The name of the corresponding Billing Account	
StatementDate	The date the statement was generated	End of month
StatementPeriodStartDate	The start date of statement period	Beginning of month
StatementPeriodEndDate	The end date of statement period	End of month
TransactionDate	The date of the transaction	i.e. Payments, Credit Notes etc
TransactionType	The type of transaction. List of Values: Invoice, Debit Note, Credit Note, Payment Received and Other	
Reference	This depends on the Transaction Type Where the type is: "Invoice": The invoice number will be presented "Debit Note": The Debit Note number will be presented "Credit Note": The Credit Note number will be presented "Payment Received": The reference text of the payment transaction will be presented "Other": The transaction number will be presented	
AllocationReference	As provided on the remittance advice. Only applicable to Payments	
DueDate	Due date of transaction	
Amount	Total amount including GST of a transaction as presented in the Statement PDF	
ClearedFlag	The flag that indicates if the transaction was Open as at the Statement Date or Cleared during the Statement Period	**Y** indicates Cleared Item and will no longer be present in the next statement **N** indicates Open Item and will be present in the next statement
ClearedDate	The date when the Transaction was cleared. Only used when ClearedFlag is "Y".	
AdditionalData1	BLANK	For future use.
AdditionalData2	BLANK	For future use.

Appendix

Charge Types & Call types

This table describes the ChargeTypes and CallTypes as displayed on the Agency Invoice Detail file and Agency Usage File.

Record Type	Description
AA	Miscellaneous activity information
AC	Rental and activity charges
AH	Contract pricing details
AI	Contract pricing terms
C1	Call threshold details
T0	Emergency calls
T1	Toll calls
T3	Local calls
T4	Operator charges
T6	Weekly toll advice summary
T8	Tolls extension charges
T9	IPNET calls
TV	Toll promotion savings
TW	Calls ABR savings
WB	ABR savings detail