



MOVEit - User guide

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1.0 Overview

MOVEit is Chorus' secure file transfer protocol gateway that allows you access to the Billing detail files provided by Chorus and/or the Agency Daily CDR (Bond/Usage) files.

Files will be available for download for 28 days once loaded on the gateway. The Billing detail files will continue to be available on the Chorus Billing Portal for at least 7 years.

Please note the MOVEIT gateway is for the transfer of Chorus information only and is to be used a delivery mechanism to retrieve files.

2.0 Connecting to MOVEit

Use your FTP client and enter the following details:

HOST: sftp://ftg.chorus.co.nz

USERNAME: as provided by Chorus

PASSWORD: as provided by Chorus (unless public key for password-less access is setup)

On successful authentication, MOVEit will display the folder structure as described in the next section.

NOTE: your password is a non-expiring password. Ensure this is kept safely. In case a new password is required contact implementation@chorus.co.nz

3.0 Folder Structure

Files will be displayed in MOVEit as per the following folder structure below.

/SharedExt/Billing/svc-g-rsp-billing/RSP Customer Name

Chorus_Billing
Financial
Billing
Billing_Legacy
Pricebook
Pricebook_Legacy
Call_Details
CDR
Televote

The **Chorus_Billing** directory will contain files produced post the Chorus Bill run, these are detailed in *Chorus Billing Project – Overview of Billing Outputs & Financial Documents*

The **Financial** folder will contain

- Statement Details (files matching STMD*)

The **Billing** folder will contain

- Invoice Detail File (files matching CIND*)
- Agency Detail File (files matching AIND*)
- Agency Usage File (files matching AINU*)
- Credit Note Detail File (files matching NTCD*)
- Debit Note Detail File (files matching NTDD*)

The **PriceBook** folder will contain

- PriceBook (files matching CPBP*)
- Agency PriceBook (files matching APBP*)

The **CDR** folder will contain

- Local CDR

The **Televote** folder will contain

- Toll CDR

3.1 Legacy Folders

The **Billing_Legacy** folder will remain blank unless you have chosen the legacy format output files which include:

- Legacy Invoice Detail File (files matching CINL*)
- Legacy Agency Detail File (files matching AINL*)
- Legacy Credit Note Detail File (files matching NTCL*)
- Legacy Debit Note Detail File (files matching NTDL*)

The **PriceBook_Legacy** folders will remain blank unless you have chosen the Legacy format output files which include:

- Legacy Pricebook (files matching CPBL*)
- Legacy Agency Pricebook (files matching APBL*)