ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

Since no utilities currently support this transaction, further development has been suspended as of Version 2.2.

This document describes the detailed business processes associated with non-billing party communication of account receivable information under the Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing model. The scope of this document addresses processes associated with the communication of account receivable information via a 568 Account Receivables Advisement transaction sent by the non-billing party to the billing party and the disposition of that account receivable information. This business process does not apply to the Utility Rate Ready Purchase of Receivables (POR) Consolidated Billing model.

In developing these business processes, the New York EDI Collaborative reviewed the following documents:

- June 30, 1999 Report of the New York EDI Collaborative
- Case 03-M-0117, In the Matter of the Implementation of Chapter 686 of the Laws of 2002, etc., Order on Petitions for Rehearing and Clarification, issued and effective December 5, 2003.
- Case 98-M-1343, In the Matter of Retail Access Business Practices, Order on Petitions for Rehearing and Clarification, issued and effective July 15, 2004.
- Case 98-M-1343, In the Matter of Retail Access Business Rules, Errata Notice, issued August 2, 2004.
- Case 98-M-1343 and Case 99-M-0631 and Case 03-M-0117, Order on Petitions for Rehearing and Clarification, issued and effective June 22, 2005.
- NY EDI TS810 Invoice for Utility Rate Ready Billing, version 1.1, published February 23, 2004.
- Consolidated Billing Business Processes – Utility Rate Ready, published June 21, 2002.
- NY EDI TS814 Enrollment Request and Response Standard v. 2.0, issued May 17, 2006
- Enrollment Business Processes Document issued July 23, 2001.
- NY EDI TS814 Change (Account Maintenance), published May 17, 2006.
- Account Assignment Business Processes For All Consolidated Billing Models ordered July 31, 2002.
- Remittance Advice Business Processes for Utility Consolidated Billing Models v2.0 issued May 17, 2006.
- Notification Advice for Consolidated Billing Business Processes ordered November 7, 2002.
- Order Taking Actions to Improve the Residential and Small Nonresidential Retail Access Markets, issued and effective February 25, 2014 in Case 12-M-0476 et.al.

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NOTES:

- The source of various Process Rules listed in this document is indicated by the following annotations which precede each rule:
  - [UBP] = NY Uniform Business Practices
  - [CWG] = Collaborative Work Group or Case 12-M-0476 EDI Working Groups
  - [CWG][UBP (insert paragraph cite)] = Collaborative Work Group clarification, interpretation, comment or recommended modification of the Practices to accommodate Electronic Data Interchange. The following abbreviations are used for UBP Section references:

– DEF	Section 1 Definitions
– ELIG	Section 2 Eligibility Requirements
– CRED	Section 3 Creditworthiness
– CI	Section 4 Customer Information
– CSP	Section 5 Changes in Service Providers
– CINQ	Section 6 Customer Inquiries
– UI	Section 7 Utility Invoices
– DISP	Section 8 Disputes Involving Distribution Utilities, ESCOs or Direct Customers
– B&PP	Section 9 Billing and Payment Processing

- References to the text of the Uniform Business Practices (UBPs) displayed in the Process Rules sections in this document are those UBPs that are relevant to the scope of the business processes being described in this document and incorporated, by reference, into this document.. Those UBPs that the Collaborative believes require elaboration, clarification, interpretation in light of other EDI standards or modification to accommodate EDI data exchange processes will be displayed in the Process Rules section AND/OR will be highlighted in the Comments/Recommendations/Issues section.

- Any item displayed under a Process component (i.e. rules, etc.) is also applicable for its sub-processes, unless otherwise noted.

- For purposes of validating EDI transactions, the customer's utility account number (with check digit, if included) must be included on every transaction.

- A distribution utility and ESCO shall demonstrate the technical capability to exchange information electronically for the billing and payment processing options [UBP B&PP B.7.].

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- The 568 Account Receivables Advisement may only be sent when an account is already established on Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing; it may not be sent when Utility Rate Ready Consolidated Billing status is pending for an account.

- A separate 568 Account Receivables Advisement transaction must be sent for each account.

- Each 568 Account Receivables Advisement transaction may contain multiple adjustments for a single commodity.

- Where the billing party prepares a consolidated bill consisting of electric and gas charges, adjustments to receivables must be applied to electric and gas charges separately and should be communicated in the 568 accordingly.

- An 824 Application Advice must be sent within 1 business day to reject a 568 Payment Advisement transaction.

- Customer payments received by the ESCO and applied to their account receivables balance for the customer must be communicated to the Utility via a 568 Accounts Receivables Advisement transaction; an 820 Remittance Advice transaction should never be used by the ESCO in the Utility Rate Ready model to communicate the posting of payments or credits on a customer's account.

- A customer payment must be posted to the receiver's system(s) on the same date it is received.

- A separate business process document describes the use of a 568-type transaction by the billing party to communicate the receipt of customer payments to the non-billing party when the POR With Recourse model is in effect. That transaction is known as the 568 Payment Advisement transaction.

- Information on customer usage, billing, and credit is confidential. A distribution utility or MDSP may release such information, upon a customer's authorization, in accordance with the Uniform Business Practices [UBP CI.]. The same level of accountability for data confidentiality will apply to any third party data service providers engaged by an ESCO/Marketer or Utility. Parties utilizing third party data service providers must ensure that such providers adhere to this confidentiality policy, for example, by incorporating express terms regarding data confidentiality in a Billing Service Agreement and/or Trading Partner Agreement. Delivery service billing data for customers with negotiated delivery contracts may not be disclosed without the utility's consent, except as otherwise required by appropriate regulatory and other legal authorities.

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- Although transactions may be sent at any time, they will be processed during normal business days and hours. Business days are Monday through Friday except for national holidays and days for which business cannot be performed due to force majeure events [see UBP definition for 'Business Day' and paragraph B&PP D.1.j.]. Utilities are expected to process 568 transactions within four business days. For example, if the Utility receives a 568 transaction at its Web server at 3:00 a.m. on Day 1, the Utility must process the 568 transaction by close of business on Day 4. If the 568 transaction is received at 8:00 p.m. on Day 1, the Utility must process the 568 transaction by close of business on Day 5.

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ARO ACCOUNT RECEIVABLES INFORMATION IS PROCESSED IN THE UTILITY RATE READY CONSOLIDATED BILLING MODEL (PARENT PROCESS) *6*

AR 1.0 NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF BEGINNING BALANCE *10*

AR 2.0 NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF ACCOUNT RECEIVABLES ADJUSTMENTS *14*

AR 3.0 NON BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTITY BILLING PARTY OF AMOUNTS ASSOCIATED WITH TERMINATION NOTICES OR DEFERRED PAYMENT AGREEMENTS ORIGINATING WITH THE NON-BILLING PARTY *18*

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***ARO***
PROCESS NAME:	***ACCOUNT RECEIVABLES INFORMATION IS PROCESSED IN THE UTILITY RATE READY CONSOLIDATED BILLING MODEL (PARENT PROCESS)***
PROCESS DEFINITION:	Process by which account receivables information originating with the non-billing party (ESCO) is transmitted by the ESCO to the billing party (Utility), used by the Utility to update the customer's balance and for presentation on the consolidated bill. Account receivables information includes: • The customer's account balance, if any, prior to the issuance of the first Utility Rate Ready Pay-As-You-Get- Paid Consolidated Bill issued by the billing party (Utility), • Account receivables adjustments originating with the non-billing party (ESCO), or • Amounts associated with termination notices or deferred payment agreements originating with the non-billing party (ESCO). The method for communicating account receivables information originating with the ESCO is a 568 Account Receivables Advisement transaction.
TRIGGER(S):	Account receivable information originates with the ESCO when Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing is in effect.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the number of customers enrolled in Utility Rate Ready Pay-As-You-Get- Paid Consolidated Billing model.
PROCESS INPUTS:	Utility Billing Information, ESCO Billing Information, Customer Information, Account Receivables Balance or Adjustment Information.
PROCESS OUTPUTS:	Communications between an ESCO and a Utility describing account receivable information pertaining to the customer's account with the ESCO.

FILED

ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***ARO***
PROCESS NAME:	***ACCOUNT RECEIVABLES INFORMATION IS PROCESSED IN THE UTILITY RATE READY CONSOLIDATED BILLING MODEL (PARENT PROCESS)***
SUB OR PRECEDING PROCESSES:	1.0 Non-Billing Party Processes 568 Account Receivables Advisement To Notify Billing Party Of Beginning Balance 2.0 Non-Billing Party Processes 568 Account Receivables Advisement To Notify Billing Party of Account Receivables Adjustments 3.0 Non-Billing Party Processes 568 Account Receivables Advisement To Notify Billing Party of Termination Notice or Deferred Payment Agreement Amounts
PROCESS RULES:	[UBPs B&PP D.1., B&PP D.4., B&PP G.1.and B&PP G.4.] [CWG] When Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing is in place, a 568 Account Receivables Advisement transaction is used by the ESCO to notify the Utility of account receivables information when: • a balance (credit or debit) exists on the customer's account with the ESCO prior to issuance of the first consolidated bill for that customer and the ESCO wants the amount displayed as the beginning balance on the bill, • an account receivables adjustment on the ESCO account for the customer originates with the ESCO, or • amounts associated with termination notices or deferred payment agreements originating with the non-billing party (ESCO). [CWG] Information on account receivables adjustments originating with the ESCO must be communicated to the Utility, via a 568 A/R Advisement transaction, within 2 business days of posting to the customer's account. [CWG] When a consolidated bill will consist of electric and gas charges, the adjustments communicated in a 568 Account Receivables Advisement transaction will be applied to electric and gas charges

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PROCESS NUMBER:	*ARO*
PROCESS NAME:	*ACCOUNT RECEIVABLES INFORMATION IS PROCESSED IN THE UTILITY RATE READY CONSOLIDATED BILLING MODEL (PARENT PROCESS)*
	separately and, therefore, must be itemized separately by commodity in the 568 transaction. [CWG] The time frame in which 568 Account Receivables Advisement transactions are sent must be documented in the Billing Services Agreement between the parties. Unless the parties agree on an alternative time frame, a 568 Accounts Receivable Advisement transaction must be sent 4 business days prior to the bill cycle date, in order for the account receivables information to appear on the consolidated bill for that cycle. [CWG] A 568 Account Receivables Advisement transaction will only be accepted when the customer's account is already established on Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing; the transaction will be rejected if Utility Rate Ready Consolidated Billing status is pending for the account. [CWG] Where account receivables information is sent by the ESCO to the Utility, the Utility will update the balance on the customer's account and present the account receivables information on the consolidated bill as applicable. . [HEFPA UBPs B&PP J.4.a., B&PP J.4.b., B&PP J.4.b., B&PP J.4.c., B&PP J.6.b., B&PP J.4.c. and B&PP J.4.c.] [CWG] When consolidated billing is in effect, the billing party is responsible for administration of the non-billing party account balance including maintenance of the non-billing party balance, presentation of the non-billing party balance on the consolidated bill, and allocation of payments to the non-billing party balance. [CWG] For Utility consolidated billing models the following process should be used when payments are received by the non-billing party: • The non-billing party should apply the entire payment to the customer's account with the non-billing party;

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***ARO***
PROCESS NAME:	***ACCOUNT RECEIVABLES INFORMATION IS PROCESSED IN THE UTILITY RATE READY CONSOLIDATED BILLING MODEL (PARENT PROCESS)***
	• The non-billing party must notify the billing party of receipt of the customers' payment as follows: ➢ Rate Ready -- Via EDI 568 Accounts Receivable Advisement • Upon receipt of notification from the non-billing party, the billing party must adjust the customer's receivables balance with the non-billing party to reflect the payment amount and determine the allocation of the payment between the billing and non-billing party in accordance with pro-ration procedures established in UBP B&PP J.4.a. The receivables balances of the parties may subsequently be adjusted to reflect the pro-rata share of the payment applicable to each party. • In addition, the BSA between the parties should specify additional actions the non-billing party is expected to take regarding notification to the billing party when funds are received. The BSA should identify the method(s) that will be used to notify the non-billing party and the customer of the pro-rata share of the payment allocated to each party.
COMMENTS:	

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 1.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF BEGINNING BALANCE***
PROCESS DEFINITION:	Process by which a beginning balance is communicated by the non-billing party (ESCO) to the billing party (Utility), used by the billing party to update the customer's balance and for presentation on the consolidated bill.
TRIGGER(S):	Prior to the issuance of the initial Utility Rate Ready Pay-As-You-Get-Paid Consolidated Bill for a customer, an account receivables balance (credit or debit) exists on the customer's account with the ESCO.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the number of customers enrolled in Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing
PROCESS INPUTS:	Utility Information; ESCO Information, Customer Information; Account Receivables Balance Information.
PROCESS OUTPUTS:	**Positive Response:** Not Applicable **Negative Responses:** A 568 A/R transaction may be rejected via an 824 Application Advice transaction for the following reasons: • Account Number Not Valid [A76] • Account Does Not Have Service Requested [A91] • Billing Option Discrepancy (Customer's bill option is not Utility Rate Ready Pay-As-You-Get-Paid) [A13] • Beginning Balance Not Sent Timely [A13] • Duplicate Received [ABN]

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 1.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF BEGINNING BALANCE***
SUB OR PRECEDING PROCESSES:	• ESCO submits enrollment or change transaction to request Utility Rate Ready consolidated billing option for an individual customer and provides rate/price information. • Utility validates request (customer eligibility factors, etc.) in accordance with Enrollment and Change transaction rules. (See applicable business process documents). • Utility transmits a positive response to the ESCO which includes the effective date the customer will be established on the Utility Rate Ready bill option. • ESCO sends a 568 Accounts Receivables Advisement transaction to the billing party before issuance of the first Utility Rate Ready consolidated bill when: → The customer's account with the ESCO has a balance (credit or debit) **AND** → The ESCO would like the amount displayed as the beginning balance on the initial consolidated bill for the customer. • Utility receives the 568 Account Receivables Advisement transaction containing the beginning balance information at least 4 business days prior to the bill date (see process rules below): → Utility updates the account to reflect the beginning balance information sent by the ESCO → Utility presents the ESCO beginning balance on the customer's consolidated bill. **OR** • Utility receives the 568 Account Receivables Advisement transaction containing the beginning balance information less than 4 business days prior to the bill date (see process rules below): → Utility rejects the 568, via an 824 Application Advice transaction, within 1 business day → Customer's account is not updated

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PROCESS NUMBER:	***AR 1.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF BEGINNING BALANCE***
	→ Beginning balance is not presented on the customer's consolidated bill • Following receipt of a reject notice, the ESCO communicates the beginning balance as an account receivables credit or debit adjustment, via a 568 Account Receivables Advisement transaction, for presentation on the customer's next consolidated bill.
PROCESS RULES:	[CWG] When an account receivables balance (credit or debit) exists on the ESCO account for a customer prior to the issuance of the initial Utility Rate Ready consolidated bill for a customer and the ESCO wants the amount displayed on the customer's bill as the beginning balance, the ESCO must communicate the beginning balance to the Utility, via a 568 Account Receivables Advisement transaction, at least 4 business days prior to the initial cycle bill. Parties may agree on less than 4 business days and must document the agreed upon number of days in the BSA. [CWG] When the Beginning Balance communicated by the ESCO for a customer is a debit, the Utility will record that balance in its records for the customer's account with the ESCO as of the date the Rate Ready bill option was effective for that customer. [CWG] Where a 568 Account Receivables Advisement communicating a beginning balance is sent less than 4 business days before the issuance of the initial consolidated bill (or less than the alternative time frame established in the BSA), it will be rejected. To ensure that the information is presented on the customer's next consolidated bill, the ESCO must send a new 568 Account Receivables Advisement transaction reflecting the beginning balance amount as an account receivables credit or debit adjustment. [CWG] Where multiple 568 transactions containing beginning balance information are sent, the first transaction received, if valid, will be accepted and the others will be rejected. [CWG] The beginning balance on a customer account may change after the ESCO has communicated the balance, via a 568 Account Receivables Advisement, for example, when an ESCO receives a payment after the 568 transaction was sent to the Utility. In these instances, the ESCO must communicate the change in the customer's balance as an account receivables adjustment (credit or debit) in a new 568

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 1.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF BEGINNING BALANCE***
	Account Receivables Advisement transaction. If the change is identified in the second 568 transaction as a beginning balance (FB), that transaction will be rejected and no change will be reflected on the consolidated bill.
COMMENTS:	

FILED

ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 2.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF ACCOUNT RECEIVABLES ADJUSTMENTS***
PROCESS DEFINITION:	Process by which account receivables adjustments are communicated by the non-billing party (ESCO) to the billing party (Utility), used by the billing party to update the customer's account balance and for presentation on the consolidated bill. Receivables adjustments may include, but are not limited to, prior under-billed or over-billed charges, late fees or waivers of previously assessed late fees, fees for returned checks, adjustments for returned checks, rebates, promotional discounts, penalties, corrections for misapplied payments, courtesy refunds, transfers between accounts and payments received directly by the non-billing party.
TRIGGER(S):	An account receivables adjustment originates with the ESCO when Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing is in effect.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the number of customers enrolled in Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing
PROCESS INPUTS:	Utility Information; ESCO Information, Customer Information; Account Receivables Information.
PROCESS OUTPUTS:	**Positive Response:** Not Applicable **Negative Responses:** A 568 A/R transaction may be rejected via an 824 Application Advice transaction for the following reasons: • Account Number Not Valid [A76] • Account Does Not Have Service Requested [A91] • Bill Option Discrepancy [A13] • Duplicate Received [ABN]

FILED

PROCESS NUMBER:	***AR 2.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF ACCOUNT RECEIVABLES ADJUSTMENTS***
	• Detail Amounts Do Not Equal Total (SUM)
SUB OR PRECEDING PROCESSES:	• ESCO submits enrollment or change transaction to request Utility Rate Ready consolidated billing option for an individual customer and provides rate/price information. • Utility validates request (customer eligibility factors, etc.) in accordance with Enrollment and Change transaction rules (see applicable business process documents). • Utility transmits a positive response to the ESCO which includes the effective date the customer will be established on the Rate Ready bill option. • For account receivables adjustments originating with the ESCO (e.g., a late payment charge is assessed by the ESCO), the ESCO will communicate such adjustments to the Utility via a 568 A/R Advisement. • When a 568 Account Receivables Advisement transaction containing the adjustment(s) is sent on a timely basis (see Process Rules below), the Utility will update the account balance with the adjustment and present the adjustment on the customer's consolidated bill.
PROCESS RULES:	[UBPs B&PP D.1., B&PP D.3., B&PP D.4., B&PP G.5., B&PP G.7., B&PP I.1., B&PP J.2.b., B&PP J.6.a., B&PP J.2.b. and B&PP J.2.d.] [CWG] [Regarding B&PP D.4.] The ESCO must communicate to the Utility the application of a customer's deposit on an account via a 568 Account Receivables Advisement transaction. [CWG] [Regarding B&PP D.4.] Where the ESCO receives a payment directly from a customer, the ESCO will communicate the payment information to the Utility via a 568 Account Receivables Advisement transaction. [CWG] [Regarding B&PP G.4. Attachment 3 (k)] When the Utility is NOT calculating late fees on behalf of the ESCO, the ESCO must communicate such fees, and/or reversed late fees, to the Utility via a 568

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PROCESS NUMBER:	*AR 2.0*
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF ACCOUNT RECEIVABLES ADJUSTMENTS***
	A/R Advisement. [CWG] [Regarding B&PP G.5.] When the ESCO provides incorrect customer information such as rate or tax information to the Utility, and the Utility renders a bill(s) based on this information, the ESCO will adjust the previously billed customer charges accordingly and communicate the adjustment (either credit or debit) via a 568 A/R Advisement transaction unless circumstances necessitate the use of non-EDI methods to handle a specific situation. Corrected customer information (other than balance information) must be communicated via an 814 Change transaction for use by the Utility in preparation of subsequent consolidated bills. [CWG] [Regarding B&PP J.6. a. and b.] Where a consolidated billing relationship has ended, the customer has been issued the final consolidated bill and ESCO unpaid charges or credits remain on the account, the ESCO must continue to notify the Utility of account receivables information until payment of the final bill or 23 days after issuance of such bill, whichever is sooner. For account receivables information to be accepted by the Utility and used to update the account, it must be received at least 4 business days prior to the account becoming "inactive" with the Utility under Utility Rate Ready Consolidated Billing unless the parties have agreed and documented in a BSA a different time frame. [CWG] A 568 Account Receivables Advisement transaction must be sent within 2 business days of the date the ESCO posted the account receivables adjustment to the account. [CWG] When an account receivable adjustment originates with the ESCO, the 568 A/R Advisement transaction communicating the adjustment must be received at least 4 business days (or an alternative time period agreed upon by the parties) prior to issuance of the customer's consolidated bill. When the transaction is received less than 4 business days (or an alternative time period agreed upon by the parties) prior to issuance of the bill, the Utility will accept the transaction, update the account balance, and present the adjustment on the customer's next consolidated bill. Parties that agree on a time period that is less than 4 business days must document such arrangements in the BSA. [CWG] The effective date for adjustments communicated in a 568 Account Receivables Advisement

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PROCESS NUMBER:	***AR 2.0***
PROCESS NAME:	***NON-BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTIFY BILLING PARTY OF ACCOUNT RECEIVABLES ADJUSTMENTS***
	transaction will be the date the consolidated bill on which they appear was created.
COMMENTS:	

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 3.0***
PROCESS NAME:	***NON BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTITY BILLING PARTY OF AMOUNTS ASSOCIATED WITH TERMINATION NOTICES OR DEFERRED PAYMENT AGREEMENTS ORIGINATING WITH THE NON-BILLING PARTY***
PROCESS DEFINITION:	Process by which termination notice amounts or deferred payment agreement amounts for agreements initiated by the non-billing party are communicated by the non-billing party (ESCO) to the billing party (Utility), used by the billing party to update the customer's account record and for presentation on the consolidated bill. Amounts associated with non-billing party termination notices and deferred payment agreements must be considered by the billing party in allocating customer's payments between the billing and non-billing parties. The current installment amount for a non-billing party deferred payment agreement must be presented on the consolidated bill. A 568 Account Receivables Advisement transaction is used to communicate termination notice and/or deferred payment agreement amounts originating with the ESCO.
TRIGGER(S):	A notice terminating the commodity supply for nonpayment is issued by the non-billing party. The non-billing party and customer agree on the terms of a deferred payment agreement to satisfy past due amounts owed to the non-billing party.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the number of customers enrolled in Utility Rate Ready Pay-As-You-Get-Paid Consolidated Billing who fail to pay the non-billing party's charges.
PROCESS INPUTS:	Utility Information; ESCO Information, Customer Information; Termination or Deferred Payment Information.
PROCESS OUTPUTS:	**Positive Response:** Not Applicable **Negative Responses:** A 568 A/R transactions may be rejected via an 824 Application Advice transaction for the following reasons:

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PROCESS NUMBER:	***AR 3.0***
PROCESS NAME:	***NON BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTITY BILLING PARTY OF AMOUNTS ASSOCIATED WITH TERMINATION NOTICES OR DEFERRED PAYMENT AGREEMENTS ORIGINATING WITH THE NON-BILLING PARTY***
	• Account Number Not Valid [A76] • Account Does Not Have Service Requested [A91] • Bill Option Discrepancy (Customer's bill option is not Utility Rate Ready Pay-As-You-Get-Paid) [A13] • Duplicate Received [ABN] • Detail Amounts Do Not Equal Total (SUM)
SUB OR PRECEDING PROCESSES:	• ESCO submits enrollment or change transaction to request Utility Rate Ready consolidated billing option for an individual customer and provides rate/price information. • Utility validates request (customer eligibility factors, etc.) in accordance with Enrollment and Change transaction rules (see applicable business process documents). • Utility transmits a positive response to the ESCO which includes the effective date the customer will be established on the Rate Ready bill option. • The customer fails to pay billed charges and is in arrears with the non-billing party (and also the billing party where applicable). • The non-billing party issues a termination notice for nonpayment and offers customer an opportunity to negotiate a deferred payment agreement to satisfy the outstanding unpaid charges. • Where a termination notice has been issued to the customer by the non-billing party, the billing party will note in the customer record the date and amount associated with the notice. The billing party will recognize the termination notice amount in allocating subsequent payments received by the customer. • Where the customer has satisfied a termination notice by entering into a deferred payment agreement and/or has made a down payment on the agreement, the billing party will adjust the customers

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PROCESS NUMBER:	***AR 3.0***
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	receivable balance to reflect the down payment amount, where applicable, and record the amount of the current installment due for presentation on the customer's next and subsequent consolidated bills. • The DPA installment amount will be used in allocating subsequent customer payments between the billing and non-billing parties in accordance with the Uniform Business Practices.
PROCESS RULES:	[UBP B&PP D.4.] [CWG] A 568 Account Receivables Advisement transaction must be sent within 2 business days of the date the ESCO issued a termination notice to the customer or posted a down payment on a non-billing party deferred payment agreement or entered into a deferred payment agreement that did not require a down payment. [CWG] [Regarding B&PP D.4.] Where the ESCO receives a payment directly from a customer, the ESCO will communicate the payment information to the Utility via a 568 Account Receivables Advisement transaction. [CWG] [Regarding UBP B&PP D.1. k – n.] When consolidated billing is in effect, the billing party is responsible for administration of the non-billing party account balance including maintenance of the non-billing party balance, presentation of the non-billing party balance on the consolidated bill, and allocation of payments to the non-billing party balance. [CWG] For Utility consolidated billing models the following process should be used when payments are received by the non-billing party: • The non-billing party should apply the entire payment to the customer's account with the non-billing party; • The non-billing party must notify the billing party of receipt of the customers' payment as follows: Rate Ready -- Via EDI 568 Accounts Receivable Advisement

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ACCOUNT RECEIVABLES ADVISEMENT BUSINESS PROCESSES
UTILITY RATE READY CONSOLIDATED BILLING MODEL

PROCESS NUMBER:	***AR 3.0***
PROCESS NAME:	***NON BILLING PARTY PROCESSES 568 ACCOUNT RECEIVABLES ADVISEMENT TO NOTITY BILLING PARTY OF AMOUNTS ASSOCIATED WITH TERMINATION NOTICES OR DEFERRED PAYMENT AGREEMENTS ORIGINATING WITH THE NON-BILLING PARTY***
	• Upon receipt of notification from the non-billing party, the billing party must adjust the customer's receivables balance with the non-billing party to reflect the payment amount and determine the allocation of the payment between the billing and non-billing party in accordance with pro-ration procedures established in B&PP J.4.a. The receivables balances of the parties may subsequently be adjusted to reflect the pro-rata share of the payment applicable to each party. [HEFPA UBPs B&PP J. 4.a., B&PP J.4.a., B&PP J.4.c., B&PP J.6.a., B&PP J.6.b., B&PP J.6.c., B&PP J.6.d.] [CWG] When a deferred payment agreement originates with the ESCO, the 568 A/R Advisement transaction communicating the down payment and/or current installment amount must be received at least 4 business days (or an alternative time period agreed upon by the parties) prior to issuance of the customer's consolidated bill. When the transaction is received less than 4 business days (or an alternative time period agreed upon by the parties) prior to issuance of the bill, the Utility will accept the transaction, update the account balance, and present the adjustment on the customer's next consolidated bill. Parties that agree on a time period that is less than 4 business days must document such arrangements in the BSA.
COMMENTS:	

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