This document describes the detailed business processes associated with a billing party returning an account receivable/credit billed under consolidated billing to the non-billing party. The scope of this document addresses the processes associated with the billing party assigning the total balance or individual account receivable(s) on a non-billing party account, and providing notification via a 248 Account Assignment. In this document, the terms "account assignment" and "assignment" refer to billing party discontinuation of administration of a non-billing party account receivable or credit balance.

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 99-M-0631 In the Matter of Customer Billing Arrangements and Case 98-M-1343 In the Matter of Retail Access Business Practices, <u>Order Resolving Petitions for Rehearing</u>, issued and effective March 14, 2002.
- Case 98-M-0667, In the Matter of Electronic Data Interchange, <u>Order Approving and Modifying Transaction Standards</u>, <u>Test Plans</u> and <u>Remittance Procedures</u>, issued and effective February 24, 2003.
- Case 99-M-0631 and Case 03-M-0017, Order Relating to Implementation of Chapter 686 of the Laws of 2003 and Pro-ration of Consolidated Bills, issued and effective June 20, 2003
- Case 98-M-1343, Case 99-M-0631, and Case 03-M-0117, <u>Order on Petitions for Rehearing and Clarification</u>, issued and effective December 5, 2003.
- 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.
- Order Modifying Electronic Data Interchange (EDI) Standards and Uniform Business Practices, issued and effective May 19, 2006 in Case 98-M-0667 In the Matter of Electronic Data Interchange and Case 98-M-1343 In the Matter of Retail Access Business Practices.
- NY TS810 Invoice Utility Bill Ready Consolidated Billing Implementation Guide version 1.1, published March 11, 2003.
- NY TS820 Remittance Advice Implementation Guide version 2.0 and Remittance Advice Business Processes for Utility Consolidated Billing version 2.0 published May 19, 2006.
- NY TS824 Application Advice Implementation Guide, version 1.3 published May 19, 2006.
- NY TS810 Invoice Utility Rate Ready Consolidated Billing Implementation Guide version 1.2, published July 19, 2006.
- 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.

<u>NOTES</u>:

- \blacktriangleright UBP = NY Uniform Business Practices
- CR = Report of the NY EDI Collaborative
- CWG = Collaborative Work Group or Case 12-M-0476 EDI Working Groups
- [CWG][UBP (insert Section and paragraph cite)] = Collaborative Work Group clarification, interpretation or comment intended 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
- [HEFPA] = Modifications to the Uniform Business Practices adopted in orders issued in Case 03-M-0117 implementing Part 686 modifications to the Home Energy Fair Practices Act.
- 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 documents. Those UBP(s) that 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 may also 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 their billing and

payment processing options [ELIG B.4.g.].

- 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/adjustments to the non-billing party balance. Upon ESCO termination of the commodity supply of a residential customer due to failure to pay charges, the billing party shall [continue to] maintain a current and past due balance for the account of the terminating ESCO for one year from the date of termination by the ESCO. In the event that the terminating ESCO seeks suspension of delivery service within one year of the termination, or the residential customer has a DPA, the billing party shall maintain a current and past due balance for each account of the terminating ESCO until the arrears are paid in full. [B&PP J.6.b and d.].
- With regard to a new distribution utility/ESCO relationship following a change of ESCOs or a change in a distribution utility, the new billing party shall, upon request of the new non-billing party, bill for the balances that may exist at the time of the change. The new billing party may include the arrears on current bills or in a separate bill if its billing system is not capable of accepting prior charges. If a change of providers occurs, a distribution utility is not required to post any arrears of the prior ESCO on consolidated bills issued after the final billing of its charges, unless the arrears become the property of the new ESCO and it provides documentation of its property right to the distribution utility. [B&PP J.6.c.].

- Following issuance of a consolidated bill, the billing party may assign responsibility to the non-billing party for collecting or applying an outstanding receivable/credit on their account for the customer in the following scenarios:
 - Where the consolidated billing relationship has ended, the customer has been issued the final consolidated bill and non-billing party charges remain unpaid on the account 23 days or more after the final bill was issued [Pay-As-You-Get-Paid or Purchase of Receivables (POR) without Recourse],
 - Where a consolidated billing relationship has ended, the customer has been issued the final consolidated bill and a credit balance remains on the non-billing parties account receivable 23 days or more after the final bill was issued, (Pay-As-You-Get-Paid or Purchased Receivables Without Recourse), or
 - Where the consolidated billing relationship will remain in effect under the POR without Recourse Model, but the billing party is re-assigning responsibility for collecting payment to the non-billing party for a portion of the account receivable(s) on the customer's account.
- Except in cases where commodity supply for a residential customer has been terminated for failure to pay charges, when responsibility for collecting or returning a customer's account receivable/credit balance has been assigned to the non-billing party, the billing party may discontinue:
 - Maintenance of a record of the non-billing party account receivable/credit balance that has been reassigned;
 - > Presentation of the non-billing party account reassigned receivable/credit balance on the consolidated bill; and
 - Consideration of the account receivable/credit balance that has been reassigned when allocating (where applicable) a subsequent payment received from the non-billing party's customer.
- When an account receivable/credit balance is assigned to the non-billing party, a 248 Account Assignment transaction may be used by the billing party to notify the non-billing party of the assignment, the reason for the assignment and provide details of the assignment such as the date and dollar amount of the assignment.
- A 248 Account Assignment transaction may be used to communicate information other than the information that is described in this document provided that this use of the 248 transaction has been documented by parties in their BSAs.
- A separate 248 Account Assignment must be sent for each account. Each 248 Account Assignment may include account receivables and/or credits for multiple commodities and/or invoices.
- Following the transmission of the 248 Account Assignment from the billing party to the non-billing party, if usage is cancelled, an 867 Monthly Usage transaction will be sent and the non-billing party may be responsible for the rebilling of the account as necessary.

- Account receivables/credit balances are not assigned when the retail access model is the Single Retailer Model.
- Customer usage, billing, and credit data is to be considered confidential and may not be shared with anyone without the express
 authorization of the customer, unless disclosure is required by appropriate legal or regulatory authority or is authorized in accordance
 with the Uniform Business Practices to facilitate the customer's retail access or billing and payment choice. The same level of
 accountability for data confidentiality will apply to any third party data service providers engaged by an ESCO 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 authority.
- 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 for days for which business cannot be performed due to <u>force majeure</u> events.

	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) OR CREDIT BALANCE TO PARTY (PARENT PROCESS)	.7
ACA 1.0	BILLING PARTY PROCESSES 248 ACCOUNT ASSIGNMENT DUE TO TERMINATION OF TED BILLING RELATIONSHIP	
	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) WHERE PURCHASE OF ES (POR) METHOD IS IN EFFECT	14

PROCESS NUMBER:	ACA 0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) OR CREDIT BALANCE TO NON- BILLING PARTY (PARENT PROCESS)
PROCESS DEFINITION:	Process by which the billing party notifies the non-billing party that an account receivable or credit balance is now the responsibility of the non-billing party to collect (debit) or apply (credit).
TRIGGER (s):	Account receivable(s) or credit balance previously billed to the customer on behalf of the non-billing party remains on the non-billing party account 23 days or more after issuance of a final consolidated bill.
	Amounts previously billed to the customer on behalf of the non-billing party remain unpaid beyond the period acceptable to the billing party as documented in the BSA between the parties.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the payment processing method in effect and the number of customers enrolled in consolidated billing.
PROCESS INPUTS:	Customer Information, ESCO Bill Information, Utility Bill Information, Account Assignment Information, Account Assignment Reason
PROCESS OUTPUTS:	Notification to the non-billing party of the amount and reason for the account assignment.
Sub or Preceding Processes:	 Billing Party Processes 248 Account Assignment Due To Termination Of Consolidated Billing Relationship Billing Party Processes 248 Account Assignment To Return Account Receivable(s) in POR Models
PROCESS RULES:	[UBPs B&PP B.7., B&PP B.8., B&PP B.9., B&PP D.1.(k) ., B&PP D.1.(l) ., B&PP D.1.(n) ., B&PP D.1.(k) ., B&PP D.4., B&PP E.2., B&PP E.3. , B&PP F. , B&PP I. , B&PP J.1., B&PP J.2., B&PP J.3., B&PP J.4., B&PP J.6. and B&PP K.]
	[CWG] If the change would affect data exchange, the provisions of B&PP B.7. and B&PP B.8.shall apply.

PROCESS NUMBER:	ACA 0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) OR CREDIT BALANCE TO NON- BILLING PARTY (PARENT PROCESS)
	[CWG] ESCOs and utilities must provide at least 15 calendar days advance notice (prior to a meter reading date or the first of a calendar month for gas utilities, where applicable) to each other of any decision to terminate a billing option available to customers.
	[CWG] Regarding B&PP J.6.a.: 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] Regarding B&PP J.6.a. and d.: Although the [2002] Billing Order indicated that "the billing party shall maintain a current and past due balance for each account of the non-billing party until payment of the last bill issued for service provided by the non-billing party or 23 days after issuance of such bill, whichever is sooner", the billing party and non-billing party may agree, and must document in the BSA between parties, that the billing party maintain such balance information for periods greater than the 23 day threshold specified in the Business Practices. In certain circumstances described in B&PP J.6.d. a billing party must continue to maintain receivables balances for the ESCO even though commodity service is no longer being supplied to an account.
	[CWG] Following issuance of a consolidated bill, the billing party has the right to assign an account receivable(s) and/or a credit to the non-billing party in the following scenarios:
	Where the consolidated billing relationship is ended and a final consolidated bill is issued and non-billing party charges remain unpaid on an account for 23 days [B&PP.J.6.b.];
	Where a consolidated billing relationship is ended, a final consolidated bill is issued and a credit balance remains on the non-billing party account for 23 days [B&PP.J.6.b.]; or
	Where the consolidated billing relationship will remain in effect under the POR without Recourse Model, but the billing party will no longer be responsible for collecting payment for individual account receivable(s) on the customer's account.
	[CWG] Where the POR without Recourse method is in effect, the billing party may reassign responsibility for

PROCESS NUMBER:	ACA 0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (s) OR CREDIT BALANCE TO NON- BILLING PARTY (PARENT PROCESS)
	collecting amounts billed but uncollected to the non-billing party when
	the customers' account with the non-billing party had an outstanding balance prior to billing party implementation of the POR without Recourse Model and the billing party has been unable to collect the Pre-POR balance, or
	taxes billed on behalf of the non-billing party have not been collected from the customer and are being reassigned to the non-billing party for collection (the non-billing party may seek recovery of unpaid tax amounts directly with the taxing authority), or
	the amount collected from a non-billing party's residential customer to effect a reconnection of service is less than the unpaid balance on that customer's account with the non-billing party (the lesser of amount). The difference between the "lesser of" amount and the outstanding balance on the account cannot be the basis for future collection action by the billing party and is being reassigned to the non-billing party.
	[CWG] Account receivables/credit balances are not assigned when the retail access model is the Single Retailer Model.
	[CWG] A consolidated billing relationship may end as a result of:
	The suspension or discontinuance of an ESCO's right to offer consolidated billing for failure to comply with a Billing Services Agreement;
	> Termination of the consolidated billing option for an individual account by the customer, ESCO or Utility;
	Suspension of the right to offer consolidated billing means that the ESCO is prohibited from offering consolidated billing to new customers.
	Termination of the ESCO supply relationship with the customer (e.g. customer drops ESCO, ESCO drops customer, customer switches);
	ESCO discontinuation of the consolidated billing option in whole or in part; or
	ESCO discontinuation of supply service in whole or in part.
	[CWG] Except for the circumstances described in B&PP J.6.c.&d, the billing party may discontinue the

PROCESS NUMBER:	ACA 0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) OR CREDIT BALANCE TO NON- BILLING PARTY (PARENT PROCESS)
	following when an account receivable is assigned:
	 Maintenance of a record of the non-billing party account receivable/credit balance;
	Presentation of the non-billing party account receivable/credit balance on the consolidated bill; and
	Allocation of payments to the non-billing party accounts receivable (where applicable).
	[CWG] When a non-billing party account receivable/credit balance is assigned, the billing party can use a 248 Account Assignment transaction to notify the non-billing party of the assignment and to provide details of the assignment such as the nature of the amount being reassigned, the date and the dollar amount of the assignment. Alternatively, the billing party may include the receivables adjustment in a cash remittance transmitted to the ESCO and provide details of the adjustment in the corresponding 820 Remittance transaction.
	[CWG] A separate 248 Account Assignment transaction must be sent for each account. Each 248 Account Assignment may include account receivables/credits for multiple commodities and/or invoices.
	[CWG] When account assignments involve mass discontinuation of a billing option to all or part of the ESCO's customers (in cases such as ESCO discontinuation of the consolidated billing option in whole or in part, ESCO discontinuation of supply service in whole or in part, suspension or termination of the an ESCO's right to offer a consolidated billing option or supply service in whole or in part) either the 248 Account Assignment or a non EDI method may be used to notify the non-billing party of account assignment information.
	[CWG] A 248 Account Assignment transaction may be used to communicate information other than the information that is described in this document provided that this alternative use of the 248 transaction has been documented by parties in their BSAs.
	[CWG] Following the transmission of a 248 Account Assignment transaction from the billing party to the non- billing party, should usage be cancelled, an 867 Monthly Usage transaction will be sent, and the non-billing party may be responsible for the rebilling of the account as necessary.
	[CWG] An 820 Remittance transaction may be used to adjust the balance of funds due to, or from, the non-billing party for amounts that have been reassigned to the non-billing party.

PROCESS NUMBER:	ACA 0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) OR CREDIT BALANCE TO NON- BILLING PARTY (PARENT PROCESS)
COMMENTS/ISSUES:	[CWG] Regarding B&PP J.6.: Notwithstanding the provisions of B&PP J.6, the billing and non-billing party should have the flexibility to agree, and document in the BSA between the parties, that the billing party will maintain such balance information for periods in excess of those described in this section of the UBP.
	The Remittance Advice Business Processes for Utility Consolidated Billing contains clarification and/or modifications to the Uniform Practices for Billing and Payment Processing regarding the treatment of payments received by the non billing party. They are reproduced below because disposition of amounts received by the non billing party may affect the subsequent balances assigned by a billing party to a non billing party:
	[CWG] Regarding B&PP D.4.: This paragraph of the Practices required notification to the billing party when funds are received or collected by the non-billing party. A standard notification process and the subsequent treatment for the funds received or collected by the non-billing party is pending resolution.
	In developing business processes for the Remittance Advice for Utility Consolidated Billing, the following processes regarding amounts initially collected by the non-billing party were developed by the CWG:
	• The non-billing party should apply the entire payment to the customer's account with the non-billing party
	• The non-billing party will notify the billing party of the customers' payment as follows:
	Bill Ready Via the PAM segment in an 810 Invoice transaction
	<u>Rate Ready</u> Via a 568 Accounts Receivable Advisement transaction or non-EDI file.
	• Upon receipt of notification from the non-billing party, the billing and non-billing parties may consult, as necessary, and reallocate payments, (if applicable).
	• In addition, the BSA between the parties may specify additional actions the non-billing party is expected to take regarding notification to the billing party when funds are received. When reallocation of payment(s) will be necessary, the BSA should identify the method(s) to be used.

PROCESS NUMBER:	ACA 1.0
PROCESS NAME:	BILLING PARTY PROCESSES 248 ACCOUNT ASSIGNMENT DUE TO TERMINATION OF CONSOLIDATED BILLING RELATIONSHIP
PROCESS DEFINITION:	Process by which the billing party notifies the non-billing party that an account receivable(s) or credit balance remaining on the non-billing party account 23 days after the final consolidated bill was issued will be reassigned to the non-billing party.
TRIGGER (s):	Account receivable(s) or credit balance remains on the non-billing party account 23 days after issuance of a final consolidated bill.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the number of customers enrolled in consolidated billing.
PROCESS INPUTS:	Customer Information, ESCO Bill Information, Utility Bill Information, Account Assignment Information
PROCESS OUTPUTS:	 Positive Response: This response is not applicable to receipt of a 248 Account Assignment transaction. Negative Responses: Account Number Not Valid (A76) Invalid Relationship (A84) Account Does Not Have Service Requested (A91) Duplicate Received (ABN) Required Information is Missing (API) Invalid or Missing Date (DIV) Invoice Number Invalid or Missing (I76) Sum of the Details Does Not Equal Total (SUM) Other (A13)

PROCESS NUMBER:	ACA 1.0
PROCESS NAME:	BILLING PARTY PROCESSES 248 ACCOUNT ASSIGNMENT DUE TO TERMINATION OF CONSOLIDATED BILLING RELATIONSHIP
Sub or Preceding Processes:	 Billing party maintains balance on behalf of the non-billing party and issues consolidated bill(s) to the customer. Account ends a consolidated billing arrangement either via a request to change the customer's bill option or the customer's account with the ESCO is terminated (customer dropped by Utility or ESCO). Final consolidated bill is issued. Charges/credits billed under a consolidated bill remain on the account 23 days after issuance of the final consolidated bill. Billing party sends a 248 Account Assignment transaction to advise the non-billing party that the account receivable(s) or credit balance remaining on the account is reassigned to the non-billing party and provides details of the reassignment. Amounts owed to, or due from, the non-billing party are adjusted for amounts reassigned using an 820 Remittance transaction or other non-EDI method.
PROCESS RULES:	 See Parent Process [CWG] When the consolidated billing relationship is terminated, the billing party will reassign the entire account receivable(s) or credit balance remaining on the non-billing party account after the final consolidated bill is issued. [CWG] Regarding B&PPJ.6.: Notwithstanding the provisions of section B&PP J.6 a. and b., in certain instances the billing party must continue to maintain account balances on behalf of the customer's prior ESCO (B&PP J.6. c. and d.) or the billing and non-billing party may agree, and document in the BSA between the parties, that the billing party will maintain such balances for periods in excess of those described in this section of the UBP.
COMMENTS:	

PROCESS NUMBER:	ACA 2.0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (S) WHERE POR IS IN EFFECT
PROCESS DEFINITION:	Process by which the billing party notifies the non-billing party that amounts previously billed to the customer on behalf of the non-billing party remain unpaid beyond a time period acceptable to the billing party and are being reassigned to the non-billing party even though the consolidated billing relationship will remain in effect.
TRIGGER (s):	An account receivable associated with (a) a customer payment made to reconnect service that is less than the total balance due for the ESCO charges, (b) arrears prior to implementation of POR without Recourse Model remain uncollected, or (c) taxes billed to the customer and remitted to the taxing authority by the non-billing party remain unpaid.
ESTIMATED / PEAK TRANSACTION RATE:	Dependent on the payment processing method and the number of customers enrolled in consolidated billing.
PROCESS INPUTS:	Customer Information, ESCO Bill Information, Utility Bill Information, Account Assignment Information
PROCESS OUTPUTS:	Positive Response: This response is not applicable to receipt of a 248 Account Assignment transaction. Negative Responses: • Account Number Not Valid (A76) • Invalid Relationship (A84) • Account Does Not Have Service Requested (A91) • Duplicate Received (ABN) • Required Information is Missing (API) • Invalid or Missing Date (DIV) • Invoice Number Invalid or Missing (I76)

PROCESS NUMBER:	ACA 2.0
PROCESS NAME:	BILLING PARTY PROCESSES RETURN OF ACCOUNT RECEIVABLE (s) WHERE POR IS IN EFFECT
	Sum of the details Does Not Equal Total (SUM)
	• Other (A13)
Sub or Preceding Processes:	• Billing party maintains balance on behalf of the non-billing party and issues consolidated bill(s) to the customer.
I ROCLOBLS.	• Account receivable(s) remain unpaid on the account beyond the period acceptable to the billing party as documented in the BSA between parties or the billing party determines that it is unable to collect certain receivables on the account.
	• Billing party sends a 248 Account Assignment transaction to advise the non-billing party that the account receivable(s) is reassigned to the non-billing party and provides details of the reassignment.
	• The billing party recovers funds previously remitted to the non-billing party for current receivables that were subsequently reassigned to the non-billing party for collection.
	• Billing party issues subsequent consolidated bill(s).
PROCESS RULES:	[CWG] When the consolidated billing relationship is in effect and the payment processing method is POR without Recourse, amounts may be reassigned to the non-billing party for collection when the amount is (a) an unpaid balance existing on the account prior to implementation of the POR without Recourse Model, (b) represents tax amounts remitted to the taxing authority that remain unpaid by the customer or (c) the difference between the total arrears due the ESCO as indicated in a disconnection notice and the amount actually collected from the customer to restore service following disconnection (also known as the "lesser of" amount).
COMMENTS:	