

**Pennsylvania
New Jersey
Delaware
Maryland**

**Implementation
Guideline**

For
Electronic Data Interchange

TRANSACTION SET

248

Write-off

Ver/Rel 004010

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Summary of Changes

April 5, 1999 Version 1.0	Initial release.
May 25, 1999 Version 1.1	Made changes for consistency with the 814 4010 changes: <ul style="list-style-type: none"> • BHT04: Clarified transaction creation date • Added PER02 (Customer Name) as an optional field. • Added Old Account Number • Added NJ Information • Added Notes Page
May 26, 1999 Version 1.2	<ul style="list-style-type: none"> • Corrected references to BHT02 (they had read BHT01) • Corrected usage rules for old LDC account number • Changed requirement for ESP account number to 2/1/2000
May 27, 1999 Version 2.0	Issued as FINAL for Version 4010 for Pennsylvania
June 8, 1999 Version 2.1	Added clarification for New Jersey on Conectiv's intention to utilize the 248 transaction.
June 29, 1999 Version 2.2	<ul style="list-style-type: none"> • Changed "EGS" to "ESP" and "EDC" to "LDC" throughout the guideline. Removed "NJ Definitions" and replaced it with "LDC Definitions" and "ESP Definitions" in the Notes section. • Added "How to use the implementation guideline" page. In addition, changed all headers to the true X12 definition. Also corrected the Table on Page 4 to reflect X12 definitions and added the words "X12 Structure" to the title on that page.
October 1, 1999 DRAFT Version 2.2b	<p>Change Control #004:</p> <ul style="list-style-type: none"> • Added to Notes section: "One customer account per 248" <p>Additional changes:</p> <ul style="list-style-type: none"> • Added Conectiv Delaware information • Moved NJ Notes to its own page • Changed "Supplier" to "ESP" in examples
November 4, 1999 Version 2.3	This is a FINAL version for Pennsylvania and New Jersey
December 1999 Version 2.3MD1	<ul style="list-style-type: none"> • Add Maryland use to document – the changes were added to the version 2.3 of the regional standards • Added Table of Contents • Added Data Dictionary
January 17, 2000 Version 2.3MD2	Clarified REF*45 is only used when LDC sending transaction.
April 7, 2000 Version 2.3MD3	<p>Corrected table of contents</p> <p>Clarified use of old account number for MD</p> <p>Corrected data dictionary to show customer name in MD as 60 characters</p>
June 26, 2000 Version 2.3MD4	<p>This transaction is considered FINAL for MD</p> <p>Added Write Off Account (REF*X0) to TOC</p> <p>Added "balance" to Reinstatement Date description in Data Dictionary</p>
September 10, 2000 Version 2.4	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (Conectiv only).
October 19, 2001 Version 2.4rev01	Incorporate Delaware Electric Coop (DEC) information for Delaware
January 9, 2002 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.

February 16, 2012

Version 4.0

January 24, 2010 Version 3.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware (no changes from January 9, 2002 release).
September 4, 2010 Version 3.0.1D	<ul style="list-style-type: none">• Incorporate PA Change Control 060 (PA Admin/Cleanup Change Control)
February 28, 2011 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware.
February 16, 2012 Version 4.0	This transaction is a new FINAL version for Pennsylvania, New Jersey, Maryland, and Delaware. No changes since prior version.

General Notes

- Use:
- This transaction will be used by the billing party to notify the non-billing party that the billing party will no longer pursue collections on behalf of the non-billing party. It will also be used to cancel this notification, in essence reinstating the customer balance.
 - This transaction only applies when NOT making the other party whole.
- One Account per 248 One customer account per 248.
- LDC Definitions: The term LDC (Local Distribution Company) in this document refers to the utility. Each state may refer to the utility by a different acronym:
- EDC – Electric Distribution Company (Pennsylvania, Delaware)
 - LDC – Local Distribution Company (New Jersey)
 - EC – Electric Company (Maryland)
- ESP Definitions: The term ESP (Energy Service Provider) in this document refers to the supplier. Each state may refer to the supplier by a different acronym:
- EGS – Electric Generation Supplier (Pennsylvania)
 - TPS – Third Party Supplier (New Jersey)
 - ES – Electric Supplier (Delaware)
 - ES – Electricity Supplier (Maryland)

New Jersey Notes

- In New Jersey, this transaction will only apply to companies that are maintaining the supplier balance. For companies not maintaining the supplier balance, they may optionally utilize this transaction.

Note: As of 6/8/99, this transaction will **NOT** be utilized by PSE&G. GPU and Delmarva plan to utilize it. It will not pertain to Rockland Electric since they are making the other party whole.

Note: Due to the implementation of the Customer Account Services Settlement in December 2001, this transaction is not used for any charges generated after 12/1/2001.

Delaware Notes

Rules: This transaction will apply for all companies since the utilities are maintaining the supplier balance, but are NOT making the other party whole.

Maryland Notes

This transaction will apply for all companies since the utilities are maintaining the supplier balance, but are NOT making the other party whole.

How to Use the Implementation Guideline

Segment: **REF** Reference Identification
Position: 030
Loop: LIN
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To specify identifying information
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 REF04 contains data relating to the value cited in REF02.

This section is used to show the X12 Rules for this segment. You must look further into the grayboxes below for State Rules.

Comments:

Notes:	Recommended by UIG
PA Use:	Must be identical to account number as it appears on the customer's bill, excluding punctuation (spaces, dashes, etc.). Significant leading and trailing zeros must be included.
	Request: Required Accept Response: Required Reject Response: Required
NJ Use:	Same as PA
Example:	REF*12*2931839200

The "Notes:" section generally contains notes by the Utility Industry Group (UIG).

This section is used to show the individual State's Rules for implementation of this segment.

One or more examples.

Data Element Summary

<u>Attributes</u>	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>	<u>X12</u>
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification	M ID 2/3
		12	Billing Account	
			LDC assigned account number for end use customer.	
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X AN 1/30

This column shows the use of each data element. If state rules differ, this will show "Conditional" and the conditions will be explained in the appropriate grayboxes.

These are X12 code descriptions, which often do not relate to the information we are trying to send. Unfortunately, X12 cannot keep up with our code needs so we often change the meanings of existing codes. See graybox for the UIG or state definitions.

This column shows the X12 attributes for each data element. Please refer to Data Dictionary for individual state rules.

M = Mandatory, O= Optional, X = Conditional

AN = Alphanumeric, N# = Decimal value, ID = Identification, R = Real

1/30 = Minimum 1, Maximum 30

248 Account Assignment/Inquiry and Service/Status X12 Structure

Functional Group ID=**SU**

Heading:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
Must Use	010	ST	Transaction Set Header	M	1		
Must Use	020	BHT	Beginning of Hierarchical Transaction	M	1		
LOOP ID - NM1						2	
Must Use	030	NM1	Individual or Organizational Name	M	1		n1

Detail:

	<u>Pos. No.</u>	<u>Seg. ID</u>	<u>Name</u>	<u>Req. Des.</u>	<u>Max.Use</u>	<u>Loop Repeat</u>	<u>Notes and Comments</u>
LOOP ID - HL						>1	
Must Use	010	HL	Hierarchical Level	M	1		n2
Must Use	020	NM1	Individual or Organizational Name	M	1		n3
	060	REF	Reference Identification	O	>1		
	070	PER	Administrative Communications Contact	O	>1		
	110	BAL	Balance Detail	O	1		
LOOP ID - DTP						>1	
	120	DTP	Date or Time or Period	O	1		
Must Use	180	SE	Transaction Set Trailer	M	1		

Transaction Set Notes

1. The NM1 loop will contain only information pertaining to the Credit Grantor and the Agency.
2. The HL loop will contain parent-child (subordinate) data relationships pertaining to the debtor and/or any association to the debtor.
3. The NM1 segment will contain only information pertaining to the debtor and/or any subordinate association to the debtor.

Data Dictionary for 248 Write Off

<i>Appl Field</i>	<i>Field Name</i>	<i>Description</i>	<i>EDI Segment</i>	<i>Loop/ Related EDI Qualifier</i>	<i>Data Type</i>
1	Hierarchical Structure Code	This will always be code "0057".	BHT01 = 0057		X(4)
2	Purpose Code	"01" = Cancellation: Used to reinstate a balance if the billing party resumes collection activities for the customer "22" = Information Copy: Used to notify the non-billing party that the billing party will no longer pursue collections for the customer	BHT02	BHT01 = 0057	X(2)
3	Transaction Reference Number	Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.	BHT03		X(30)
4	System Date	Date this transaction was generated from sender's application system. Format: CCYYMMDD	BHT04		9(8)
5	LDC Name	LDC's Name	NM103	NM1: NM101 = 8S NM102 = 3	X(35)
6	LDC Duns	LDC's DUNS Number or DUNS+4 Number	NM109	NM1: NM108 = 1 or 9	X(13)
7	ESP Name	ESP's Name	NM103	NM1: NM101 = SJ NM102 = 3	X(35)
8	ESP Duns	ESP's DUNS Number or DUNS+4 Number	NM109	NM108 = 1 or 9	X(13)
9	Hierarchical ID Number	Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".	HL01 = 1		X(1)
10	Hierarchical Level Code	This will always be code 24 to represent the debtor customer.	HL03 = 24	HL01 = 1	X(2)
11	Debtor Customer	Customer Name as it appears on the Customer Bill	NM103	HL: NM101 = D4 NM102 = 3	X(35) Note: X(60) for MD
12	ESP Account Number	ESP Customer Account Number	REF02	HL: REF01 = 11	X(30)
13	LDC Account Number	LDC Customer Account Number	REF02	HL: REF01 = 12	X(30)

14	Old LDC Account Number	Previous LDC Customer Account Number	REF02	HL: REF01 = 45	X(30)
15	Write-off Account Number	Account number assigned when an account is written off	REF02	HL: REF01 = X0	X(30)
16	Customer Telephone Number #1	Last Known Telephone Number for the customer	PER04	HL: PER01 = IC PER03 = TE	X(20)
17	Customer Telephone Number #2	Last Known Telephone Number for the customer	PER06	HL: PER01 = IC PER05 = TE	X(20)
18	Balance Written Off or Reinstated	Dollar amount that the billing party will no longer pursue collection activity for on behalf of the non-billing party. A negative amount signifies that the non-billing party has been overpaid and that they are responsible for reimbursing the customer.	BAL03	HL: BAL01 = CD BAL02 = BD	-9(9).99
19	Write-off Date	Date the amount was written off	DTP03	DTP01 = 630 DTP02 = D8	9(8)
20	Reinstatement Date	Used only with a cancellation to state the date that the account balance was reinstated.	DTP03	DTP01 = 584 DTP02 = D8	9(8)

Segment: **ST** Transaction Set Header
Position: 010
Loop:
Level: Heading
Usage: Mandatory
Max Use: 1
Purpose: To indicate the start of a transaction set and to assign a control number
Syntax Notes:
Semantic Notes: 1 The transaction set identifier (ST01) is used by the translation routines of the interchange partners to select the appropriate transaction set definition (e.g., 810 selects the Invoice Transaction Set).

Comments:

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	ST*248*000000001

Data Element Summary

	Ref. Des. Attributes	Data Element	Name	
Must Use	ST01	143	Transaction Set Identifier Code Code uniquely identifying a Transaction Set 248 Account Assignment/Inquiry and Service/Status	M ID 3/3
Must Use	ST02	329	Transaction Set Control Number Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set	M AN 4/9

Segment: **BHT** Beginning of Hierarchical Transaction
Position: **020**
Loop:
Level: **Heading**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To define the business hierarchical structure of the transaction set and identify the business application purpose and reference data, i.e., number, date, and time**

- Syntax Notes:
 Semantic Notes:
- 1 **BHT03 is the number assigned by the originator to identify the transaction within the originator's business application system.**
 - 2 **BHT04 is the date the transaction was created within the business application system.**
 - 3 **BHT05 is the time the transaction was created within the business application system.**

Comments:

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	BHT*0057*22*1234567890*19990226

Data Element Summary

	Ref. Des. Attributes	Data Element	Name		
Must Use	BHT01	1005	Hierarchical Structure Code Code indicating the hierarchical application structure of a transaction set that utilizes the HL segment to define the structure of the transaction set 0057 Supergroup, subgroup, member Debtor Customer	M	ID 4/4
Must Use	BHT02	353	Transaction Set Purpose Code Code identifying purpose of transaction set 01 Cancellation 22 Information Copy Used to reinstate a balance if the billing party intends to resume collection activities for the customer. Used to notify the non-billing party that the billing party will no longer pursue collections for this customer.	M	ID 2/2
Must Use	BHT03	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier Unique Number identifying this transaction assigned by the sender of the transaction. This number should be unique over all time.	O	AN 1/30
Must Use	BHT04	373	Date Date (CCYYMMDD) The transaction creation date – the date that the data was processed by the application system.	O	DT 8/8

Segment: **NM1** Individual or Organizational Name (8S=LDC Name)
Position: **030**
Loop: **NM1**
Level: **Heading**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To supply the full name of an individual or organizational entity**
Syntax Notes: 1 **If either NM108 or NM109 is present, then the other is required.**
 2 **If NM111 is present, then NM110 is required.**
Semantic Notes: 1 **NM102 qualifies NM103.**
Comments: 1 **NM110 and NM111 further define the type of entity in NM101.**

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*8S*3*LDC COMPANY*****1*007909411

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	NM101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual 8S Consumer Service Provider LDC	M	ID 2/3
Must Use	NM102	1065	Entity Type Qualifier Code qualifying the type of entity 3 Unknown	M	ID 1/1
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name LDC Company Name	O	AN 1/35
Must Use	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	X	ID 1/2
Must Use	NM109	67	Identification Code Code identifying a party or other code LDC D-U-N-S Number or D-U-N-S + 4 Number	X	AN 2/80

Segment: **NM1** Individual or Organizational Name (SJ=ESP Name)
Position: **030**
Loop: **NM1**
Level: **Heading**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To supply the full name of an individual or organizational entity**
Syntax Notes: 1 **If either NM108 or NM109 is present, then the other is required.**
 2 **If NM111 is present, then NM110 is required.**
Semantic Notes: 1 **NM102 qualifies NM103.**
Comments: 1 **NM110 and NM111 further define the type of entity in NM101.**

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*SJ*3*ESP COMPANY*****9*007909422ESP1

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	NM101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual SJ Service Provider	M	ID 2/3
			ESP		
Must Use	NM102	1065	Entity Type Qualifier Code qualifying the type of entity 3 Unknown	M	ID 1/1
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name ESP Company Name	O	AN 1/35
Must Use	NM108	66	Identification Code Qualifier Code designating the system/method of code structure used for Identification Code (67) 1 D-U-N-S Number, Dun & Bradstreet 9 D-U-N-S+4, D-U-N-S Number with Four Character Suffix	X	ID 1/2
Must Use	NM109	67	Identification Code Code identifying a party or other code ESP D-U-N-S Number or D-U-N-S + 4 Number	X	AN 2/80

Segment: **HL** Hierarchical Level
Position: **010**
Loop: **HL**
Level: **Detail**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To identify dependencies among and the content of hierarchically related groups of data segments**

Syntax Notes:
 Semantic Notes:
 Comments:

- 1 **The HL segment is used to identify levels of detail information using a hierarchical structure, such as relating line-item data to shipment data, and packaging data to line-item data. The HL segment defines a top-down/left-right ordered structure.**
- 2 **HL01 shall contain a unique alphanumeric number for each occurrence of the HL segment in the transaction set. For example, HL01 could be used to indicate the number of occurrences of the HL segment, in which case the value of HL01 would be "1" for the initial HL segment and would be incremented by one in each subsequent HL segment within the transaction.**
- 3 **HL02 identifies the hierarchical ID number of the HL segment to which the current HL segment is subordinate.**
- 4 **HL03 indicates the context of the series of segments following the current HL segment up to the next occurrence of an HL segment in the transaction. For example, HL03 is used to indicate that subsequent segments in the HL loop form a logical grouping of data referring to shipment, order, or item-level information.**
- 5 **HL04 indicates whether or not there are subordinate (or child) HL segments related to the current HL segment.**

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	HL*1**24

Data Element Summary

	<u>Ref.</u> <u>Des.</u> <u>Attributes</u>	<u>Data</u> <u>Element</u>	<u>Name</u>	
Must Use	HL01	628	Hierarchical ID Number A unique number assigned by the sender to identify a particular data segment in a hierarchical structure Since we have decided that there will only be one 248 transaction per account, the Hierarchical Level identification should always be "1".	M AN 1/12
Must Use	HL03	735	Hierarchical Level Code Code defining the characteristic of a level in a hierarchical structure 24 Supergroup Debtor Customer	M ID 1/2

Segment: **NM1** Individual or Organizational Name (D4=Customer Name)
Position: **020**
Loop: **HL**
Level: **Detail**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To supply the full name of an individual or organizational entity**
Syntax Notes: 1 **If either NM108 or NM109 is present, then the other is required.**
 2 **If NM111 is present, then NM110 is required.**
Semantic Notes: 1 **NM102 qualifies NM103.**
Comments: 1 **NM110 and NM111 further define the type of entity in NM101.**

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	NM1*D4*3*JOHN DOE

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	NM101	98	Entity Identifier Code Code identifying an organizational entity, a physical location, property or an individual D4 Debtor Customer	M	ID 2/3
Must Use	NM102	1065	Entity Type Qualifier Code qualifying the type of entity 3 Unknown	M	ID 1/1
Must Use	NM103	1035	Name Last or Organization Name Individual last name or organizational name Customer Name as it appears on the Customer's bill	O	AN 1/35

Segment: **REF** Reference Identification (11=ESP Account Number)
Position: **060**
Loop: **HL**
Level: **Detail**
Usage: **Optional**
Max Use: **>1**
Purpose: **To specify identifying information**
Syntax Notes:

- 1 At least one of REF02 or REF03 is required.
- 2 If either C04003 or C04004 is present, then the other is required.
- 3 If either C04005 or C04006 is present, then the other is required.

Semantic Notes:

- 1 REF04 contains data relating to the value cited in REF02.

Comments:

PA Use:	Required if it was previously provided to the LDC
NJ Use:	Conditional (See **) **Note: In New Jersey, Atlantic City Electric, GPU and PSE&G will store ESP account number and are be required to return it on all transactions if it was previously provided to the LDC. Rockland Electric will not be storing ESP account number, and will never send it to the ESP. Atlantic City Electric will only be storing 20 characters.
DE Use:	Delmarva will store ESP account number and will be required to send it if it was previous provided to the LDC. Delmarva will only be storing 20 characters. DEC will store 30 characters.
MD Use:	Same as PA Note: Delmarva will store ESP account number, but will only store 20 characters.
Example:	REF*11*1394959

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 11 Account Number ESP-assigned account number for end use [debtor] customer.	M	ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/30

Segment: **REF** Reference Identification (12=LDC Account Number)
Position: **060**
Loop: **HL**
Level: **Detail**
Usage: **Optional**
Max Use: **>1**
Purpose: **To specify identifying information**
Syntax Notes:
 1 **At least one of REF02 or REF03 is required.**
 2 **If either C04003 or C04004 is present, then the other is required.**
 3 **If either C04005 or C04006 is present, then the other is required.**
Semantic Notes:
 1 **REF04 contains data relating to the value cited in REF02.**
Comments:

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	REF*12*1234567890

Data Element Summary

	<u>Ref. Des.</u>	<u>Data Element</u>	<u>Name</u>		
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 12 Billing Account LDC-assigned account number for end use [debtor] customer. Note: Must be identical to account number as it appears on the Customer's Bill, excluding punctuation (spaces, dashes, etc.) Significant leading and trailing zeros must be included.	M	ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/30

Segment: **REF** Reference Identification (45=LDC Old Account Number)
Position: **060**
Loop: **HL**
Level: **Detail**
Usage: **Optional**
Max Use: **>1**
Purpose: **To specify identifying information**
Syntax Notes:
 1 **At least one of REF02 or REF03 is required.**
 2 **If either C04003 or C04004 is present, then the other is required.**
 3 **If either C04005 or C04006 is present, then the other is required.**
Semantic Notes:
 1 **REF04 contains data relating to the value cited in REF02.**
Comments:

PA Use:	Required if the account number has changed within the last 60 days Note: Only used when LDC is sending this transaction.
NJ Use:	Required if the account number has changed within the last 60 days. Note: PSE&G will not provide old LDC Account Number.
DE Use:	Not Used
MD Use:	Not Used by BGE, PEPCO, or Delmarva. AP: Required if the account number has changed in the last 60 days.
Example:	REF*45*1235367812

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	<u>Attributes</u> REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification 45 Old Account Number Previous LDC-assigned account number for end use [debtor] customer.	M	ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/30

Segment: **REF** Reference Identification (X0=Write off Account Number)

Position: **060**

Loop: **HL**

Level: **Detail**

Usage: **Optional**

Max Use: **>1**

Purpose: **To specify identifying information**

- Syntax Notes:
- 1 At least one of REF02 or REF03 is required.
 - 2 If either C04003 or C04004 is present, then the other is required.
 - 3 If either C04005 or C04006 is present, then the other is required.
- Semantic Notes:
- 1 REF04 contains data relating to the value cited in REF02.

Comments:

PA Use:	Optional
NJ Use:	Optional
DE Use:	Optional
MD Use:	Optional
Example:	REF*X0*155647897

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	REF01	128	Reference Identification Qualifier Code qualifying the Reference Identification X0 Debtor's Account Write-off account number	M	ID 2/3
Must Use	REF02	127	Reference Identification Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier	X	AN 1/30

Segment: **PER** Administrative Communications Contact
Position: 070
Loop: HL
Level: Detail
Usage: Optional
Max Use: >1
Purpose: To identify a person or office to whom administrative communications should be directed

- Syntax Notes:
- 1 If either PER03 or PER04 is present, then the other is required.
 - 2 If either PER05 or PER06 is present, then the other is required.
 - 3 If either PER07 or PER08 is present, then the other is required.

Semantic Notes:

Comments:

PA Use:	Required if available
NJ Use:	Required if available
DE Use:	Required if available
MD Use:	Required if available
Example:	PER*IC**TE*7175551111*TE*7175551112

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	PER01	366	Contact Function Code Code identifying the major duty or responsibility of the person or group named IC Information Contact	M	ID 2/2
Optional	PER02	93	Name Free-form name	O	AN 1/60
Must Use	PER03	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X	ID 2/2
Must Use	PER04	364	Communication Number Complete communications number including country or area code when applicable Last Known Customer Telephone Number #1	X	AN 1/80
Optional	PER05	365	Communication Number Qualifier Code identifying the type of communication number TE Telephone	X	ID 2/2
Optional	PER06	364	Communication Number Complete communications number including country or area code when applicable Last Known Customer Telephone Number #2	X	AN 1/80

Segment: **BAL** Balance Detail
Position: **110**
Loop: **HL**
Level: **Detail**
Usage: **Optional**
Max Use: **1**
Purpose: **To identify the specific monetary balances associated with a particular account**

Syntax Notes:
 Semantic Notes:
 Comments:

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Examples:	BAL*CD*BD*325.67 BAL*CD*BD*-250.00

Data Element Summary

	<u>Ref.</u> <u>Des.</u> <u>Attributes</u>	<u>Data</u> <u>Element</u>	<u>Name</u>		
Must Use	BAL01	951	Balance Type Code Code indicating the type of balance CD Cycle to Date Denotes balance data associated with defined periods	M	ID 1/2
Must Use	BAL02	522	Amount Qualifier Code Code to qualify amount BD Balance Due	M	ID 1/2
Must Use	BAL03	782	Monetary Amount Monetary amount On an initial 248, this is the amount that the billing party will no longer pursue collections for. On a cancellation 248, this is the same amount provided on the original 248 (do not reverse the signs). A negative amount indicates that the non-billing party has been overpaid and is responsible for reimbursing the customer.	M	R 1/18

Segment: **DTP** Date or Time or Period (630=Write off date)
Position: 120
Loop: DTP
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify any or all of a date, a time, or a time period
Syntax Notes:
Semantic Notes: 1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:

PA Use:	Required for an original 248 (BHT02 = 22). Not used for cancellation 248 (BHT02 = 01).
NJ Use:	Same as PA
DE Use:	Same as PA
MD Use:	Same as PA
Example:	DTP*630*D8*19990226

Data Element Summary

	Ref. Des.	Data Element	Name		
Must Use	<u>Attributes</u> DTP01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 630 Account Closed Date the account was written off.	M	ID 3/3
Must Use	DTP02	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD	M	ID 2/3
Must Use	DTP03	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	M	AN 1/35

Segment: **DTP** Date or Time or Period (584=Reinstatement Date)
Position: 120
Loop: DTP
Level: Detail
Usage: Optional
Max Use: 1
Purpose: To specify any or all of a date, a time, or a time period
Syntax Notes:
Semantic Notes: 1 DTP02 is the date or time or period format that will appear in DTP03.
Comments:

PA Use:	Not used for an original 248 (BHT02 = 22). Required for cancellation 248 (BHT02 = 01).
NJ Use:	Same as PA
DE Use:	Same as PA
MD Use:	Same as PA
Example:	DTP*584*D8*19990228

Data Element Summary

	Ref. Des. <u>Attributes</u>	Data Element	Name		
Must Use	DTP01	374	Date/Time Qualifier Code specifying type of date or time, or both date and time 584 Reinstatement Date the account balance was reinstated on behalf of the non-billing party.	M	ID 3/3
Must Use	DTP02	1250	Date Time Period Format Qualifier Code indicating the date format, time format, or date and time format D8 Date Expressed in Format CCYYMMDD	M	ID 2/3
Must Use	DTP03	1251	Date Time Period Expression of a date, a time, or range of dates, times or dates and times	M	AN 1/35

Segment: **SE** Transaction Set Trailer
Position: **180**
Loop:
Level: **Detail**
Usage: **Mandatory**
Max Use: **1**
Purpose: **To indicate the end of the transaction set and provide the count of the transmitted segments (including the beginning (ST) and ending (SE) segments)**

Syntax Notes:

Semantic Notes:

Comments: **1 SE is the last segment of each transaction set.**

PA Use:	Required
NJ Use:	Required
DE Use:	Required
MD Use:	Required
Example:	SE*28*00000001

Data Element Summary

	<u>Ref.</u>	<u>Data</u>	<u>Element</u>	<u>Name</u>		
Must Use	SE01	96	Number of Included Segments		M	N0 1/10
			Total number of segments included in a transaction set including ST and SE segments			
Must Use	SE02	329	Transaction Set Control Number		M	AN 4/9
			Identifying control number that must be unique within the transaction set functional group assigned by the originator for a transaction set			

Examples:

Example: Account Balance that is written off by the billing party.

X12 Data	Description
BHT*0057*22*1234567890*19990226	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of \$325.67 is being written off
DTP*630*D8*19990226	Write off date

Example: Account Balance that is reinstated by the billing party.

X12 Data	Description
BHT*0057*01*33367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JOHN DOE	Customer Name
REF*11*1394959	ESP Account Number
REF*12*1234567890	LDC Account Number
PER*IC**TE*7175551111*TE*7175551112	Customer Contact Telephone
BAL*CD*BD*325.67	Indicates balance of \$325.67 is being reinstated
DTP*584*D8*19990228	Reinstatement date

Example: Account balance that was overpaid by the customer, and for which the non-billing party needs to reimburse the customer.

X12 Data	Description
BHT*0057*22*43367890*19990228	Beginning Segment
NM1*8S*3*LDC NAME*****1*007909411	LDC Name
NM1*SJ*3*ESP NAME*****9*007909422ESP1	ESP Name
HL*1**24	Beginning of Detail Loop
NM1*D4*3*JANE SMITH	Customer Name
REF*11*234721890837	ESP Account Number
REF*12*612324990897	LDC Account Number
PER*IC**TE*8002223456	Customer Contact Telephone

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BAL*CD*BD*-.250.00	Indicates customer overpaid, non-billing party owes customer \$250.00
DTP*630*D8*19990228	Write off date