## Overview

## Product Types Resale, UNE,

INP, LNP Customer Records Information System (CRIS) billed services include:

- Resale.
- Charges for ODUF Resale.
- Local Number Portability Charges - Charges for directory listing only.
- Interim Number Portability.


## Paper Bill

 FeaturesThe bill contains the following features:

- $81 / 2 \mathrm{X} 11$ inch format and varies in size depending on the sorting options that are selected.
- Allows for ease in copying, filing, and tracking of charges due to easy to use format and that can be provided in various levels of detail at the request of the customer.
- Allows for bill consolidation via the Billing Telephone Number (BTN) arrangement. This is a hierarchy that allows for charges to be collected and billed to one number - Billing Telephone Number (Q Account).
- CLEC's can choose from 18 monthly billing periods.

The monthly billing period with the related Q account numbers are as follows:

| Monthly Billing Period | QXX |
| :---: | :---: |
| 1 | Q81 |
| 2 | Q82 |
| 4 | Q84 |
| 5 | Q85 |
| 7 | Q87 |
| 8 | Q88 |
| 10 | Q80 |
| 11 | Q91 |
| 13 | Q83 |
| 14 | Q94 |
| 16 | Q86 |
| 17 | Q97 |
| 19 | Q89 |
| 20 | Q90 |
| 22 | Q92 |
| 23 | Q93 |
| 25 | Q96 |
| 28 | Q98 |
| 29 | Q59 |

## Paper Bill

## Features

(Continued) Due to system constraints, the following restrictions apply to the "Q" billing accounts:

- The $1^{\text {st }}$ and $29^{\text {th }}$ billing periods are "closed". No new billing accounts can be established in these billing periods.
- If a CLEC has multiple Q accounts for the same business types within a Revenue Accounting Office, each Q account must be in a separate billing period.


## CLUB Bill

## Format

The bill contains the following format:

| Section | Description |
| :--- | :--- |
| Summary of Charges <br> Billed Page | The first page of the bill shows a summary of the <br> charges being billed to the customer. |
| Remittance Document | This is a one payment return document that the <br> customer includes with the payment for the billing <br> period. |
| Index of Current <br> Charges Billed Page | This page contains the listing of the current charges <br> listed by the earning number. |
| Payments and <br> Adjustments Page | This section shows the payments that have been <br> applied to the customer’s account for the billing <br> period, as well as any adjustments that have been made <br> to the account over the same period. |
| Earning Number <br> Detail Pages | These pages show the details of the charges associated <br> with each earning number within the customer’s <br> account. It contains the associated details for the lines <br> of the Index of Charges section of the bill. |
| Billing Number <br> Charges Page | This page shows all the charges summarized and/or <br> billed at the billing number level. |

## Other Format

 OptionsOther CRIS billing format options include:

- DAB - Diskette Analyzer Bill
- Billing Mag Tape
- Club EDI


## Bill Features <br> Overview

The following section will detail the overall features and format of the bill and highlight major points throughout the bill. This section contains the following information:

- Title Page
- Summary of Charges
- Remittance Advice
- Index of Charges
- Payments and Adjustments
- Charges for Earning Number Detail Pages
- Billing Number Charges Pages

1. AT\&T return address - This is the AT\&T return address for the postal service to return the bill when/if the bill cannot be delivered properly. It appears on the cover of the bill.
2. Billing number - This is up to a 17 character alphanumeric indicator that is unique to the CLEC and is used to track and summarize the CLEC's monthly activity.
3. Customer address - This is the address of the CLEC. This is the only information that will appear on the cover of the bill.

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## Summary of Charges

The first page of the bill shows a summary of the charges being billed to the customer. The line items contained in this section include:

1. Total amount of the last bill - This shows the total charges from the previously billed period.
2. Payments Applied - This shows the payments that have been applied to the balance on the customer account.
3. Adjustment Applied - This shows any adjustments that have been applied to the customer account.
4. Balance from Last Bill - This line shows the balance from the previous billing period minus prior payments and adjustments.
5. Current Charges - This line shows the current charges for the current billing period.
6. Late Payment Charge - This line item represents the state specific rate applied to the unpaid balance from the previous bill. Please refer to the state specific tariff rates.
7. Total Current Charges - This line shows the total charges for the current monthly billing period. This line also includes a phrase indicating the past due date for payment remittance on the total amount due.
8. Total Amount Due - This line shows the total balance of charges that includes the total current charges for this billing period plus any remaining balance from previous billing periods.

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## Remittance <br> Advice

This is an example of a payment return document that the customer will include with the payment for the monthly billing period. This section contains the following line items:

1. Billing Number - This is up to a 17 character alphanumeric indicator that is unique to the CLEC and is used to track and summarize the CLEC's monthly billing activity. A main account number ( Q Account) is used for billing and collection purposes.
2. Billing Name - This is the customer name that is associated with the billing number.
3. Monthly Billing Period - This is the end date for the current monthly billing period.
4. Amount Enclosed - This is a space that can be used by the customer to write in the amount that is enclosed with the bill.
5. Payment Remittance Address - The payment is mailed to this address.

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This page contains the summarized listing of the current charges listed by the earning number. The following line items appear within each group of earning numbers with the default sorting option:

1. Charges Billed from Earning Number - This line shows the earning number that is being detailed within this sub section. The earning number is the term given to the individual end user telephone number. These numbers have been consolidated onto the CLEC's Q Account.
2. Monthly Service - This line shows the total monthly service charge for the associated earning number.
3. Other Charges \& Credits - This line shows charges for services applied to that earning number other than the standard monthly service charge.
4. Itemized Calls - This line shows itemized call detail for the associated earning telephone number. Itemized call detail included in this section are all charges for AT\&T carried intraLATA toll and customer activated per use calls, for example, call return and directory assistance call complete.
5. Directory Assistance - This line shows the summary of charges for directory assistance usage for the monthly billing period. These charges can be associated to an earning telephone number or bulk billed at the Q Account billing number level. Please contact your AT\&T Billing Administrator for further information and limitations associated with this feature.
6. Total Billed from Earning Number - This line shows the sum total of the charges incurred by the earning number for the billing period.
7. Item Numbers - The item numbers that appear within the parentheses on the end of the lines within each section direct the customer to the corresponding detail within the Charges for Earned Number Detail section.

Index of
Charges
(Continued)

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Payments and Adjustments

This section shows the payments and adjustments that have been applied to the customer's account for the current monthly billing period.

1. Payment - This line shows the payments that have been posted to the customer account during the current monthly billing period.
2. Adjustments - This line shows the adjustments that have been applied to the customer account during the current monthly billing period.


## Earning Number <br> Detail Pages

These pages show the details of the charges associated with the CLEC's end user earning number. This section contains the detail of the information described in the Index of Charges section. The Item numbers from the Index of Charges section will appear on the left-hand side of the bill in numerical order.

1. Monthly Service - This section shows the monthly service charge for the earning telephone number and the bill through date. The monthly service charge reflects the CLEC's contracted/state resale discount rate.

Some of the line items that are unique to these pages within the Other Charges and Credits detail include:
2. Service Order Number - This number will appear on the first line of each service order heading with the body of the Other Charges and Credits detail section along with the date of the service order. This is an AT\&T system generated, up to 12 characters, alphanumeric indicator. It is used to identify service order activity placed by the CLEC for that earning number during the monthly billing period.
3. Purchase Order Number (PON) - This is a customer generated, up to 16 character alphanumeric indicator, that appears on the first line of each service order heading within the body of the Other Charges and Credits detail section along with the Service Order. It is used to identify the customer's unique purchase order or requisition number that authorizes the issuance of this request or supplement. If the service order activity is AT\&T generated, the Purchase Order field will not be populated.
4. Line Number - This is a seven or ten digit end user telephone number that the service order activity has affected.
5. Universal Service Order Code (USOC) - This is up to a five-character alphanumeric code that is used to identify a particular service or equipment offered under the General Subscriber Service Tariff (GSST). These USOC codes appear as a numbered line item, along with a description of the service and the recurring monthly charge. This line also contains tax indicators. A definition of a tax indicator is located on the reverse side of the page. * The billed amount, located on the right hand side of the bill, is the prorated charge for the service from the date of the service order.
6. Recurring Charges - These are charges that occur on a monthly basis. They reflect the charges for the products and services that are active on the account at bill time.

## Earning Number <br> Detail Pages <br> (Continued)

7. Non Recurring Charges - These are one-time credits or charges, for example line 37 shows a new service connection charge.
8. Itemized Calls -This line shows itemized call detail for the associated earning telephone number. Itemized call detail included in this section is all charges for AT\&T carried intraLATA toll and customer activated per use calls, for example, call return and directory assistance call complete.
9. Tax Codes - This column, if populated, contains tax code information that is located on the reverse side of the bill page.
10. Directory Assistance - This line item indicates the number of calls to both local and national directory assistance, per telephone number. The directory assistance sort option, which is available in some states, will associate charges for directory assistance at the earning number level. If Directory Assistance sort is not selected by the CLEC or available in that state, charge amounts will appear on the Billing Number Charges page. For a list of states that have the Directory Assistance sort option please contact your Billing Administrator.

## 11. Total for Earning Number

Note: CLEC's that are tax exempt may not be charged federal, state and local taxes. However some states have franchise fees, gross receipts and certain local taxes from which CLEC's are not exempt. Please contact your account team for further information.

## Earning Number <br> Detail Pages <br> (Continued)



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## Earning Number Detail Pages (Continued)

```
        PARTIAL MONTH'S CHARGE FOR SERVICE ADDED
            FROM MAR 18 00 THRU APR 1 00
38. ESX CALL WAITING ($3.74/MO) . . . . . . . . . . . . . . . . . . . . . . . 1.87
```

39.CHARGE FOR PROCESSING CHANGE IN SERVICE
ONE-TIME CHARGE FOR
40. SOMAN CLEC SERVICE REQUEST
PROCESSING, PER MANUAL LSR
19.99
TOTAL RECURRING OC\&C FOR SO-C1GLC152
1.87
TOTAL NONRECURRING OC\&C FOR SO-C1GLC152
26.63
APR 2, 2000 SO-PICC
EARNING NUMBER 123-1111
41. CHARGE FOR NO PRESUBSCRIBED INTEREXCHANGE CARRIER FOR
123-11111.04
LINE 123-1111
TOTAL RECURRING OC\&C FOR SO-PICC . 00
TOTAL NONRECURRING OC\&C FOR SO-PICC 1.04
TOTAL OC\&C DEBITS 79.69
TOTAL OC\&C CREDITS . 00
TOTAL OTHER CHARGES AND CREDITS
79.69
 BILLING NUMBER 205 Q82-0000-0000 BILLING PERIOD APR 2,2000 00003 PAGE 13
CURRENT CHARGES
CHARGES FOR EARNING NUMBER 205 123-1111
8
ITEMIZED CALLS
CUSTOMER DIALED CALLS FOR 205 123-1111
43.MAR 8 702A CALL RETRN 000 000-0000 205 123-1111 D
continued on next page

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## Billing Number <br> Charges Pages

This section shows a total of the Monthly Service Charges, Other Charges and Credits, Itemized Calls, Local Usage, Directory Assistance and Taxes. In addition, any item number that appears in this section, reference charges billed to the Q Account number. Some of the features unique to this page include:

1. Summary Totals - These totals summarize Monthly Service Charges, Other Charges and Credits, Itemized Calls, Local Usage, Directory Assistance and Taxes.
2. Directory Assistance - This section contains a total of the charges associated with the use of the directory assistance.
3. Taxes and Franchise - This section summarizes the taxes, franchise fees and gross receipts for the CLEC's earning numbers. In addition, taxes, franchise fees and gross receipts on the Billing Number Charges page that appear within an item number represent these type of charges on the CLEC's Q account.
4. Emergency 911 Service - This section lists the charges associated with E911 services. These charges are passed to the CLEC through AT\&T on behalf of the local municipalities. This charge is billed at the billing telephone number level.
5. Total Current Charges - This total corresponds to the Total Current AT\&T Charges as described in the Summary of Charges Billed page.

## Billing Number

Charges Pages
(Continued)

|  | BILLING NUMBER | 205 | Q82-0000-000 |
| :--- | :--- | :--- | :--- |
|  | BILING PERIOD | APR | 2,200000003 |
|  | PAGE | 3,216 |  |

CURRENT CHARGES
BILLING NUMBER CHARGES
TOTAL MONTHLY SERVICE . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $79,989.53$

TOTAL MEMORYCALL . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $1,723.05$
TOTAL OTHER CHARGES AND CREDITS . . . . . . . . . . . . . . . . . . . . . . . . $3,552.26$

| TOTAL | RECURRING OC\&C |  | 931.26CR |
| :---: | :---: | :---: | :---: |
|  | DEBITS | 1,109.13 |  |
|  | CREDITS | 2,040.39 |  |
| TOTAL | NONRECURRING OC\&C |  | 4,483.52 |
|  | DEBITS | 4,533.56 |  |
|  | CREDITS | 50.04 |  |

TOTAL ITEMIZED CALLS . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $4,126.28$
TOTAL LOCAL USAGE. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . . $1,404.17$
VOLUME DISCOUNT
14471. Business Saver Service
\$0.00 OF CALLS AT $0 \%$ DISCOUNT. . . . . . . . . . . . . . . . . . . . . . . . . . . . . . 00
OCP USAGE
DIRECTORY ASSISTANCE
DIRECTORY ASSISTANCE (DA) USAGE

267 CALLS TO NATIONAL DA AT . 70 EA

## Billing Number

Charges Pages
(Continued)

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## Sort Options Overview

## Sort Option

## Features

The following Section contains the various layout and sort options available to the customer for the CLUB bill.

Sort options allow for the flexibility to choose the order in which telephone charges appear on the bill.

The table below provides a list of available sort options and a description of each option.

| Option | Description |
| :--- | :--- |
| Earning <br> Number (EN) | As small bills are consolidated into one bill, each small bill’s <br> billing number becomes an earning number on a CLUB bill. <br> This sort option organizes the bill by each earning number. <br> The CLEC will receive one bill for all numbers and still retain <br> billing detail. |
| Circuit <br> Number <br> (CN) | Circuit numbers are used to track circuit charges. This option <br> arranges the bill by the assigned circuit number. Most circuit <br> numbers are billed from miscellaneous accounts. |
| Monthly <br> Station Detail | This option shows the detail of monthly service by station <br> number (or circuit number). This option provides a bill with <br> all the stations that incorporate the monthly service charges. |
| Combination <br> Sort | This is the choice of one or more sort options. When multiple <br> sort options are chosen, the first option listed is known as the <br> "'primary" option and the remaining options are known as <br> "secondary" options. |

## Format Features

Format features offer a variety of ways to change the appearance of the bill.

- Sort Option - Sort Sequence Option
- Sort Option - Type Sequence Option
- Purchase Order Sort Option
- Tax Calculated at Sort Level
- Monthly Station Detail

Sort Option sequencing groups all charges according to the sort option selected.
The following figure shows an example of the sort sequencing option

PAGE 5
Index of Current Charges Billed
CHARGES BILLED FROM EARNING NUMBER 905 555-0001

MONTHLY SERVICE
OTHER CHARGES AND CREDITS
ITEMIZED CALLS
TAXES

TOTAL BILLED FROM EARNING NUMBER 905 555-0001
PAGE 6
CHARGES BILLED FROM EARNING NUMBER 905 555-0002
MONTHLY SERVICE
OTHER CHARGES AND CREDITS
ITEMIZED CALLS
TAXES
TOTAL BILLED FROM EARNING NUMBER 905 555-0002
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## Sequence

 Options Type Sequence OptionType Option Sequencing arranges all charges according to the type of charge.
The following table shows an example of the type Option Sequencing.
PAGE 5
DETAIL OF CHARGES FOR 905 Qxx 0000

MONTHLY SERVICE
Earning Number 9055550001
Earning Number 9055550002
TOTAL MONTHLY SERVICE

PAGE 6
DETAIL OF CHARGES FOR 905 Qxx 0000
OTHER CHARGES AND CREDITS
Earning Number 9055550001
Earning Number 9055550002
TOTAL OTHER CHARGES AND CREDITS
PAGE 6
DETAIL OF CHARGES FOR 905 Qxx 0000
ITEMIZED CALLS
Earning Number 9055550001
Earning Number 9055550002
TOTAL ITEMIZED CALLS

TOTAL FOR EARNING NUMBER 905 Qxx-0000
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## Purchase Order

Sort Option The purchase order sort option arranges the Other Charges and Credits section of the CLEC bill by purchase order number. The purchase order number is the number the CLEC provides to AT\&T for customer initiated service order activity.

This feature allows the CLEC to have taxes at the sort level.

This feature will show all end user working telephone numbers in the monthly service section of the Earning Number Detail pages.

## Universal Service

## Order Code

Summary
Universal Service Order Code (USOC) summary provides an itemization of recurring monthly service charges. The USOC is up to a five-character alphanumeric code that is used to identify a particular service or equipment offered under the GSST tariff.

The USOC summary is available monthly, quarterly, semi-annually or annually. This feature also includes an option to suppress zero rated USOCs from printing.

There are five types of USOC Summaries, as follows:

- USOC Summary without Station Detail
- USOC Summary with Station Detail
- USOC Summary by Location
- USOC Summary with Station Detail by Location
- USOC Summary at Bill Number Level

The detailed information includes:

1. Quantity of each USOC - This is the quantity billed during the billing period.
2. USOC - The USOC is up to a five-character alphanumeric code that is used to identify a particular service or equipment offered under tariff.
3. English Description - This is a description of the type of USOC.
4. Tax Codes - This column, if populated, contains tax code information that is located on the reverse side of the bill page
5. Recurring Charges - These are charges that occur by USOC on a monthly basis.

The following section shows an example of a USOC Summary

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