

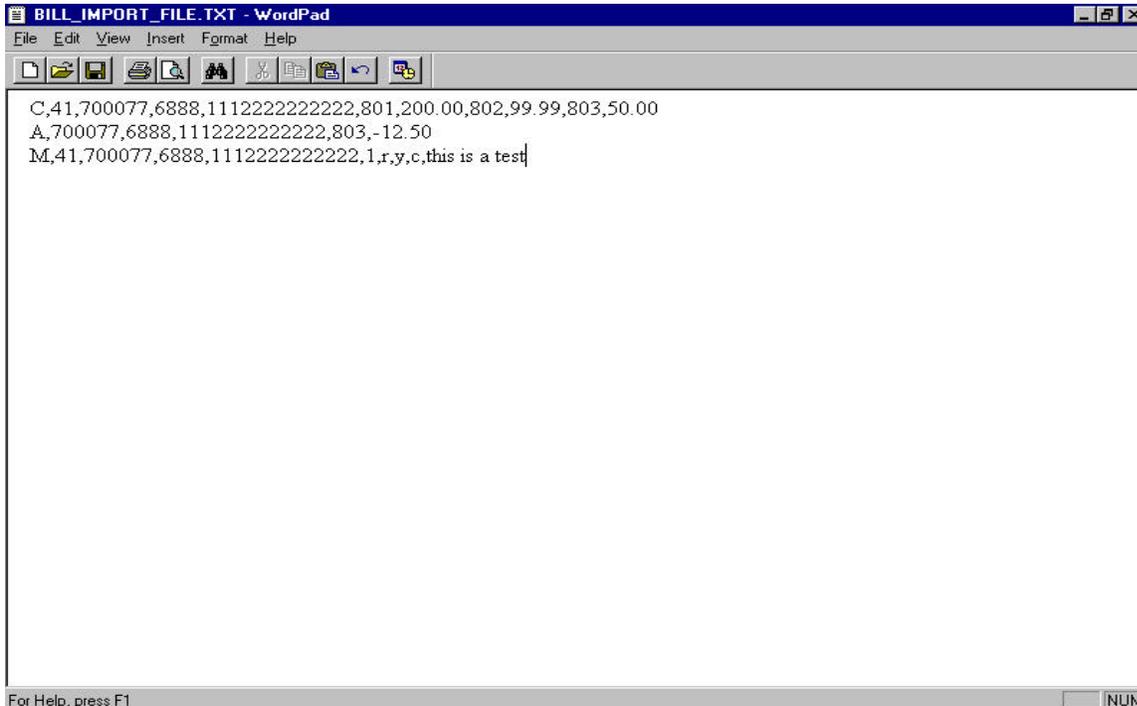
Suppliers participating in Choices For Yousm for both Peoples Gas & North Shore Gas companies will be assigned Pool Numbers that are distinctive for each company. The customers from each utility have to be viewed separately, therefore, when using the following Ledgers and Reports, Suppliers will have to "Filter" between PGL and NSG when applicable.

These file layouts will appear as stated if the file is saved in a CSV (comma delimited) file format. If you choose any other file format, the field layouts may vary depending on the Save As type selected.

LDC Billing Option File Import Instructions

Charges, Adjustments, and Bill Messages can be entered through a file import, however, a Bill ID must be used to submit Charges or Bill Messages. The Bill ID can be found in the Choices For Yousm Billing Ledger.

PEGASys[®] will accept billing Charges, Adjustments, and Bill Messages exported from your current customer management system. In order to use this feature you must create a billing text file. The billing text file can contain multiple combinations of Charges, Adjustments, and Bill Messages for multiple accounts.



File Layouts:

The file could contain the following 3 record types. These are:

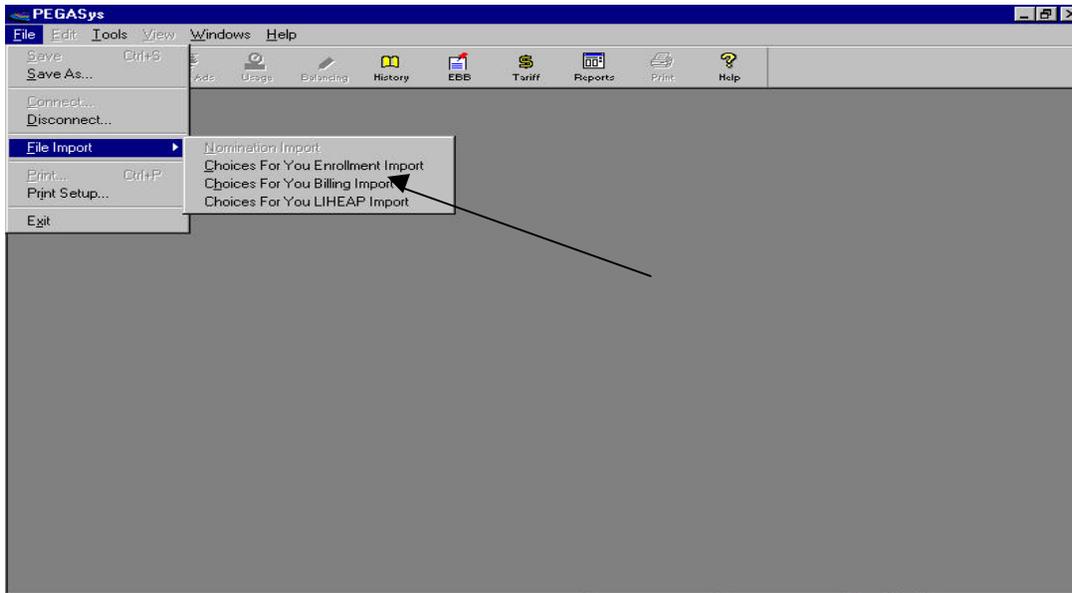
- 1) **C = Charge record**
- 2) **A = Adjustment record**
- 3) **M= Message record**

Charge record																	
Transaction required to submit Charges against a Bill ID.																	
Notes:	Zero or more records. Record should be comma delimited.																
Record Format:	C,BBBBBBBBBB,XXXXXX,CCCC,AAAAAAAAAAAA,C1,A1,C2,A2,C3,A3,C4,A4,C5,A5,C6,A6,C7,A7 Where: C = Record Type (required) BBBBBBBBBB = Bill ID (required) XXXXXX = Marketer Number (required) CCCC = Contract Number (required) AAAAAAAAAAAA = Account Number (required) C1 = Charge Code (required) A1 = Charge Amount (required) C2 = Charge Code (optional) A2 = Charge Amount (optional) C3 = Charge Code (optional) A3 = Charge Amount (optional) C4 = Charge Code (optional) A4 = Charge Amount (optional) C5 = Charge Code (optional) A5 = Charge Amount (optional) C6 = Charge Code (optional) A6 = Charge Amount (optional) C7 = Charge Code (optional) A7 = Charge Amount (optional)																
Field Content:	<table border="1"> <thead> <tr> <th>Name:</th> <th>Content:</th> </tr> </thead> <tbody> <tr> <td>Record Type</td> <td>'C' 1 character constant</td> </tr> <tr> <td>Bill ID</td> <td>1-10 numeric digits</td> </tr> <tr> <td>Marketer Number</td> <td>6 numeric digits</td> </tr> <tr> <td>Contract Number</td> <td>5 numeric digits</td> </tr> <tr> <td>Account Number</td> <td>9-13 numeric digits</td> </tr> <tr> <td>C1, C2, C3, C4, C5, C6, C7</td> <td>1-4 numeric digits</td> </tr> <tr> <td>A1, A2, A3, A4, A5, A6, A7</td> <td>+\$\$\$\$\$\$\$\$\$ Plus sign "+" (optional) or minus sign "-" Followed by 1 to 9 digits representing dollars, followed by decimal place holder ".", followed by 2 digits representing cents.</td> </tr> </tbody> </table>	Name:	Content:	Record Type	'C' 1 character constant	Bill ID	1-10 numeric digits	Marketer Number	6 numeric digits	Contract Number	5 numeric digits	Account Number	9-13 numeric digits	C1, C2, C3, C4, C5, C6, C7	1-4 numeric digits	A1, A2, A3, A4, A5, A6, A7	+\$\$\$\$\$\$\$\$\$ Plus sign "+" (optional) or minus sign "-" Followed by 1 to 9 digits representing dollars, followed by decimal place holder ".", followed by 2 digits representing cents.
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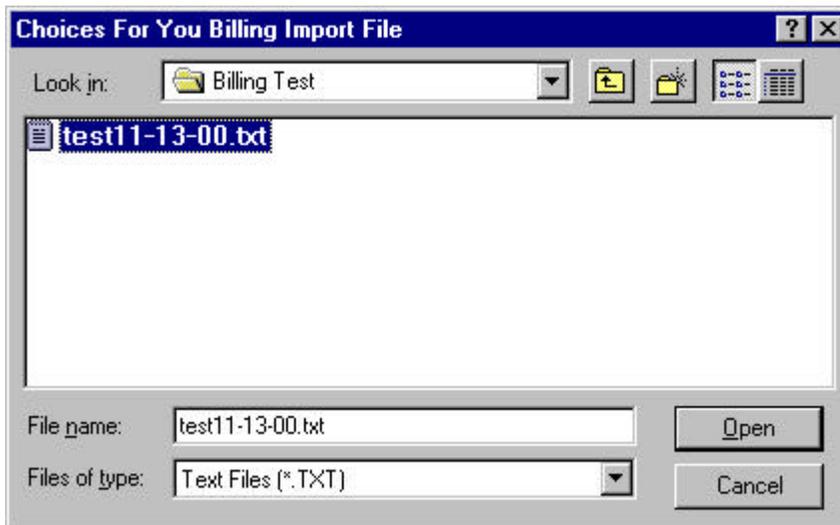
Adjustment record		
Transaction required to submit an Adjustment against an account.		
Notes:	Zero or more records. Record should be comma delimited.	
Record Format:	A,XXXXXX,CCCC,AAAAAAAAAAAA,C1,A1 Where: A = Record Type (required) XXXXXX = Marketer Number (required) CCCCC = Contract Number (required) AAAAAAAAAAAAA = Account Number (required) C1 = Charge Code (required) A1 = Charge Amount (required)	
Field Content:	Name:	Content:
	Record Type	'A' 1 character constant
	Marketer Number	6 numeric digits
	Contract Number	5 numeric digits
	Account Number	9-13 numeric digits
	C1	1-4 numeric digits
A1	+\$\$\$\$\$\$\$\$.\$\$ Plus sign "+"(optional) or minus sign "-" Followed by 1 to 9 digits representing dollars, followed by decimal place holder ".", followed by 2 digits representing cents.	

Bill Message																							
Transaction required to submit a Bill Message(s) on an account.																							
Notes:	Zero or more records. Record should be comma delimited.																						
Record Format:	M,BBBB,XXXXXX,CCCC,AAAAAAAAAAAAA,II,F,U,J,MSG Where: M = Record Type (required) B= Bill ID XXXXXX = Marketer Number (required) CCCCC = Contract Number (required) AAAAAAAAAAAAAA = Account Number (required) II = Item number (required) F = Font Indicator (required) R = Regular B = Bold I = Italics U = Underline Indicator (required) Y = Yes N = No J = Justification Indicator (required) L = Left R = Right C = Centered MSG = Message Text - optional																						
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To import the text file into PEGASys® use the 'Choices For Yousm Billing Import' option located within File Import under File on the Menu Bar.



Locate the appropriate text file to import and then click 'Open'.



If the Import works correctly, the Choices For Yousm Billing Import panel will appear. Click 'Save'.

A message box will display indicating whether each record within the import file was valid. If the record data is valid, the data will be inputted into the Choices For Yousm Billing Ledger and the Choices For Yousm Adjustment Ledger and set to Pending Status. A successful import of a Bill Message will be indicated by a "Yes" in the Bill Messages field of the C For U Billing Ledger.

Data Validation:

The following outlines the steps in which PEGASys® processes the LDC Billing data received from Suppliers through a file import.

1. File Format

When the Choices For Yousm Supplier uses File Import in PEGASys® to submit LDC Billing Charges/Adjustments/ Bill Messages, PEGASys® will verify the file's format. The data must be in the comma-delimited format that is outlined in the Billing File Creation Procedure document dated? PEGASys® will identify which lines have an incorrect format. The entire file will not be processed if any part of the file format is incorrect.

2. Online Validation

The Choices For Yousm Supplier can submit LDC Billing Charges/Adjustments/Bill Messages in PEGASys® by either using the File Import or by using the Billing Details, Marketer Adjustment, and Billing Messages panels. PEGASys® will validate the pool, date, account, and charge/adjustment/bill message for each Bill ID or Adjustment. The following validation errors could occur:

Error Code	Error Description
10620	No more than 7 charge lines may be added to an account bill.
10621	Valid charge line amounts can not be negative or greater than 99,999.99 dollars.
10622	Duplicate charge lines are not allowed for an account bill.
10623	The deadline for entering or editing charges for this account bill has passed. You will only be able to view existing charges.
10624	Valid charge line adjustment amounts can not be less than -99,999.99 or greater than 99,999.99 dollars.
10625	Account number is not valid for this pool.
10626	The status for this Bill ID must be "New" or "Pending" to add charges.
10627	Charge code is not valid.
10628	Invalid Pool ID.
10629	Account does not have LDC Billing Option.
10630	Invalid account number.
10631	Account has terminated from this pool. Adjustments cannot be entered for the account.
10632	The account is still pending for this pool. No adjustments can be made.
10633	Font type for messages must be "R", "B", or "I"
10634	Underline indicator must be "Y" or "N"
10635	Justification type must be "R", "L", or "C"
10636	The status for this Bill ID must be "New" or "Pending" to add messages.
10637	Duplicate message line numbers are not allowed for a Bill ID.
10638	No more than 5 message lines may be added to a Bill ID.
10639	Valid message line numbers can not be less than 1 or greater than 5.
10640	The deadline for entering or editing messages for this account bill has passed.
10641	Close the Choices For You Billing Detail window before closing this window.
10642	Close the Choices For You Billing Messages window before closing this window.

The following information will be displayed for each validation error:

- Bill ID (not applicable for Adjustments)
- Account No
- Submit Type

- Charge Code (not applicable for Messages)
- Error Number
- Error Description

The errors can be printed. All Bill IDs and Adjustments without errors will be processed. If the error can be corrected, the Supplier can resubmit the charges, adjustments, or bill messages within the original Charges Due Date (applicable to Charges and Messages only).

File Import Rules:

Charges –

If the Choices For Yousm Supplier imports the Charge Codes and Charges for the Bill ID(s), the following rules will apply:

- Charges can be included in the same import file as Adjustments and Bill Messages.
- If a Supplier performs the File Import more than once during a business day:
 - To add Bill IDs not included in prior file imports, only the new Bill IDs need to be imported in later file imports.
 - Bill IDs cannot be “cancelled” using File Import (i.e. not including it in later file imports). The only way to “cancel” a Bill ID is to manually delete all charges through the Billing Ledger while the Bill ID is in Pending Status.
- If the same Bill ID is imported more than once while in a Pending Status (prior to the close of the Charges Due Date), the most recent import will replace all prior imports.
 - If a Supplier wants to add charges to a Pending Bill ID through a file import, **all** desired charges must be included in the next import.
 - If a Supplier wants to edit a charge in a Pending Bill ID through a file import, **all** desired charges must be included in the next import including those not being deleted.
 - If a Supplier wants to delete charges in a Pending Bill ID through a file import, omit that charge, but include **all** desired charges in the next import.
 - If the Supplier fails to submit Charges, by the Charges Due Date, the Supplier may wait until the next Charges Due Date window for the account, and combine the charges for both Bill IDs
 - If the charges are combined, for billing periods, it is suggested that the Supplier add bill messages informing the customer of the combined charges.

Adjustments –

If the Choices For Yousm Supplier imports the Adjustments, the following rules will apply:

- Adjustments can be included in the same import file as Charges and Bill Messages.
- Multiple Adjustments to be made to a single account must be on separate lines within the file.
- Adjustments submitted during a business day will not affect Adjustments submitted in prior business days – adjustments in Submitted, Accepted, or Rejected Statuses.
- If a Supplier performs the File Import more than once during a business day:
 - The Adjustment(s) for an account included in the most recent file import will **replace all Pending Adjustments for that account** included in prior file imports during the same business day.
 - If a Supplier wants to delete a Pending Adjustment on an account, omit that Adjustment, but include **all** desired Adjustments (submitted during the current business day) for that account in the next import. If an account only has one Adjustment remaining in Pending Status, it can only be deleted by using the Adjustment Ledger in PEGASys®.
 - If a Supplier wants to add an Adjustment to an account on which other Adjustments are in Pending Status, **all** desired Adjustments (submitted during the current business day) for that account must be included in the next import.

- If a Supplier wants to edit a Pending Adjustment prior to 5pm on the current business day, **all** desired Adjustments (submitted during the current business day) for that account must be included in the next import.

Bill Messages –

If the Choices For Yousm Supplier imports Bill Messages, the following rules will apply:

- Bill Messages can be included in the same import file as Charges and Adjustments.
- Multiple Messages made to a single account must be on separate lines within the file.
- If a Supplier performs the File Import more than once during a business day:
 - The Messages for a Bill ID included in the most recent file, will override messages previously submitted for that Bill ID
 - If a Supplier wants to delete a Message on a Bill ID, omit that message

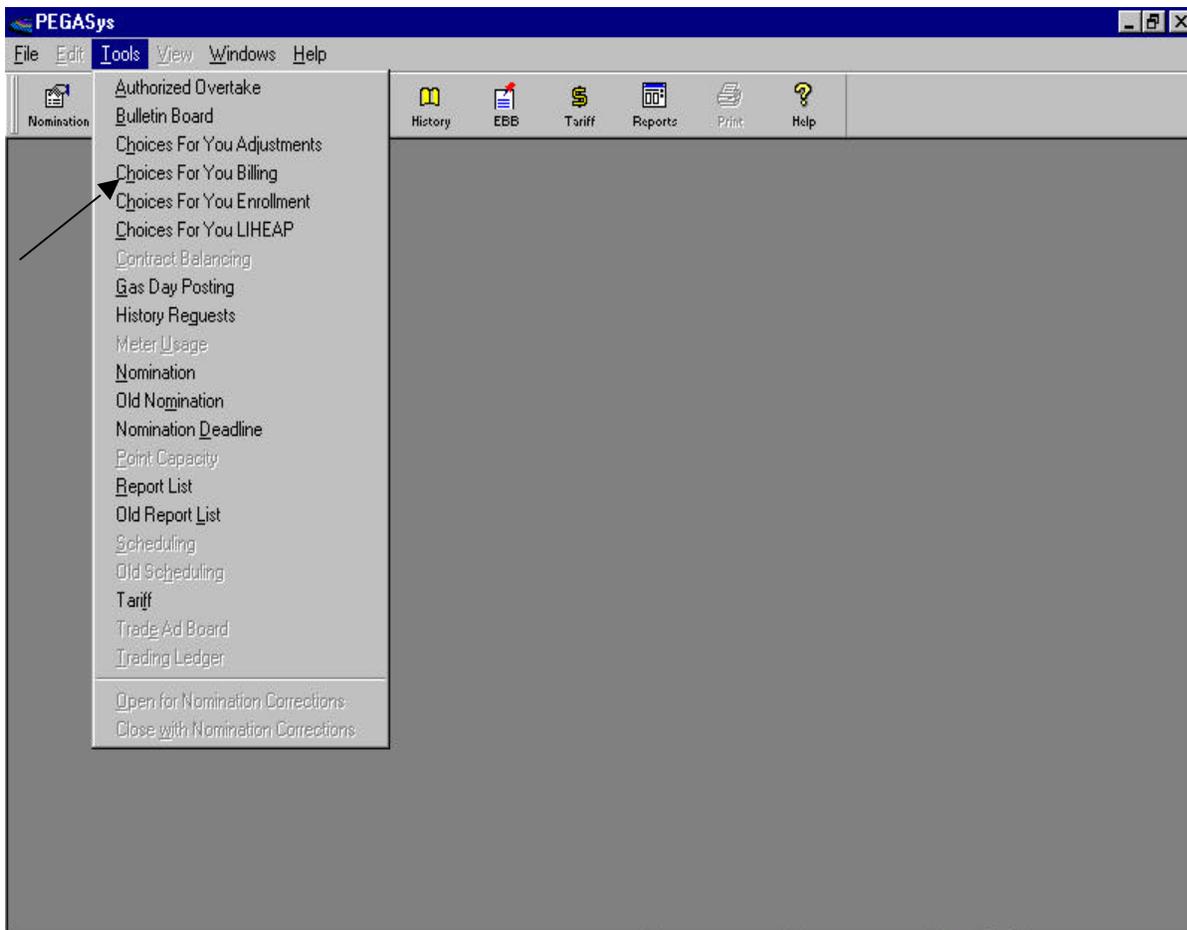
Viewing Transactions

After the file import completes successfully, Bill IDs, Bill Messages, and Adjustments can be viewed and /or edited in the Choices For Yousm Billing Ledger and Choices For Yousm Adjustment Ledger.

Choices For Yousm Billing Ledger:

Each account will be assigned a unique Bill ID for each billing period. Bill IDs can be viewed and/or edited in the Choices For Yousm Billing Ledger. Charges can only be added to or edited in a Master Bill ID with a Status of New or Pending. Detail records provide additional information to the Supplier regarding cancels and/or rebills of prior billing periods.

Choose 'Choices For Yousm Billing' under Tools on the Menu Bar.



The Choices For Yousm Billing Filter will appear.

Choices For You Billing Filter

Specify viewing options for Choices For You Billing :

Charges Due

Start Date: 2/18/02

End Date: 2/18/02

Marketer: ABC Marketer

Bill Type: Master Detail Both

Status: All

Company Code: PGL NSG

OR

Account Number:

Save As Default

OK Cancel Help

The Choices For Yousm Billing Ledger can be filtered by either the Charges Due Date or a specific account number. If you filter on the Charges Due Date, you can also choose to view a specific Status or ALL Statuses.

Once you click 'OK' the appropriate Bill ID(s) will be displayed in the Choices For Yousm Billing Ledger.

Bill Type	Bill ID	Detail Bill ID	Charges Due Date	Status	Account No	Bill From Date	Bill To Date	Thoms	Reading Type	Bill Messages	Final Bill	Contract L
Master	30011478		02/15/01	New	110000004665	12/05/00	02/07/01	17829.11	ACTUAL	Yes		695
Detail	30011478	43	02/15/01	New	110000004665	01/03/01	02/07/01	14703.05	ACTUAL			695
Detail	30011478	44	02/15/01	New	110000004665	12/05/00	01/03/01	2541.21	DEDUCTED			695
Detail	30011478	45	02/15/01	New	110000004665	01/03/01	02/03/01	698.74	DEDUCTED			695
Detail	30011478	46	02/15/01	New	110000004665	01/03/01	02/03/01	594.63	ACTUAL			695
Detail	30011478	47	02/15/01	New	110000004665	12/05/00	01/03/01	2530.93	ACTUAL			695
Master	30011479		02/15/01	New	110000009327	01/03/01	02/01/01	177.67	DEDUCTED			695
Detail	30011479	48	02/15/01	New	110000009327	01/03/01	02/01/01	177.67	DEDUCTED			695
Master	30011529		02/15/01	New	145000000044	11/01/00	02/01/01	3442.15	DEDUCTED	Yes		695
Detail	30011529	36	02/15/01	New	145000000044	11/01/00	12/05/00	900.09	DEDUCTED			695
Detail	30011529	37	02/15/01	New	145000000044	12/05/00	01/03/01	1306.58	DEDUCTED			695

Each account will be assigned a unique Detail Bill ID for each billing period and a Master Bill ID for the combined billing period. They will initially be posted with a Status of New. Charges and Messages can only be posted to the Master Bill ID. The status of the Detail Bill IDs will change to correspond with the status of the Master Bill ID.

If you scroll to the right additional information regarding that Bill ID will be displayed. The same details can be viewed in the Choices For Yousm Billing Detail panel. To View the details of a Master Bill ID or to Add Charges to the Master Bill ID, select the 'Details' button at the bottom of the Billing Ledger, choose 'C For U Billing Details' under Edit on the Menu Bar, or double click the Master Bill ID.

The Choices For Yousm Billing Details panel will be displayed.

The screenshot shows a window titled "Choices For You Billing Detail". It contains the following information:

- Marketer: ABC MARKETER
- Contract: 6888
- Account Number: 1112222222
- Bill From Date: 10/11/00
- Bill To Date: 11/03/00
- Therms: 69.93
- Bill ID: 55021172
- Charge Status: Pending
- Charges Due Date: 2/8/02
- Reading Type: ACTUAL
- Final Bill: Yes
- Bill Messages: No

Description	Amount
801 Gas Cost	40.25
802 Miscellaneous	2.00
Total Marketer Charges:	42.25

At the bottom of the window are four buttons: Add, Save, Close, and Help.

The top section of the Choices For Yousm Billing Detail panel will display the details about the Bill ID:

- Marketer: The customer's current Supplier.
- Contract: The Choices For Yousm Supplier's Pool ID
- Account Number: The customer's 9 to 13 digit account number.
- Bill From Date: The beginning date of the billing period.
- Bill To Date: The ending date of the billing period.
- Therms: Consumption during the billing period.
- Bill ID: Unique identifier for each billing period of each customer.
- Charge Status: Current status of the Bill ID. Specific statuses are defined in the Overview section of this document.
- Charges Due Date: Three business days inclusive of the date the Bill ID is posted in PEGASys®. The Supplier can submit Charges to the Bill ID until 5pm on the Charges Due Date.
- Reading Type: Estimate or Actual
- Final Bill: 'Yes' indicates that this is the last bill on which PGL/NSG will include the Supplier's charges for this account.
- Bill Messages: 'Yes' indicates that the Supplier submitted messages with the current Bill ID

To Add Charges to a New or Pending Master Bill ID, select the 'Add' button at the bottom of the Choices For YouSM Billing Detail panel or by choosing 'Add a C For U Billing Charge' under Edit on the Menu Bar. A blank line will appear. Click on the dropdown arrow to select one of the Charge Codes/Charge Line Descriptions in the Description field. Input a positive value in the Amount field. Up to seven lines of Charges can be added to each Master Bill ID. No Charge Codes can be duplicated on any Master Bill ID.

To Edit a Charge in a Pending Master Bill ID either select a new Description or change the Amount for an existing line.

To Delete a Charge in a Pending Master Bill ID, highlight the line and either press 'Ctrl D' or choose 'Delete a C For U Billing Charge' under Edit on the Menu Bar. If you delete all Charges within a Pending Master Bill ID, the status of the Bill ID will return to New.

Select the 'Save' button. 'Close' the Billing Details panel to return to the Billing Ledger. In order to see that the status of a Bill ID has changed between 'New' and 'Pending', refresh the panel by either hitting 'F10' or selecting 'Refresh' under View on the Menu Bar.

At the close of each business day, Bill IDs with a Status of Pending will become 'Submitted'. If no Charges were added to a Master Bill ID by the close of the Charges Due Date, the Status will remain New until PGL/NSG processes the Submitted Bill IDs (overnight). Although the Status remains New, once the Charges Due Date of a Master Bill ID closes, no Charges can be added.

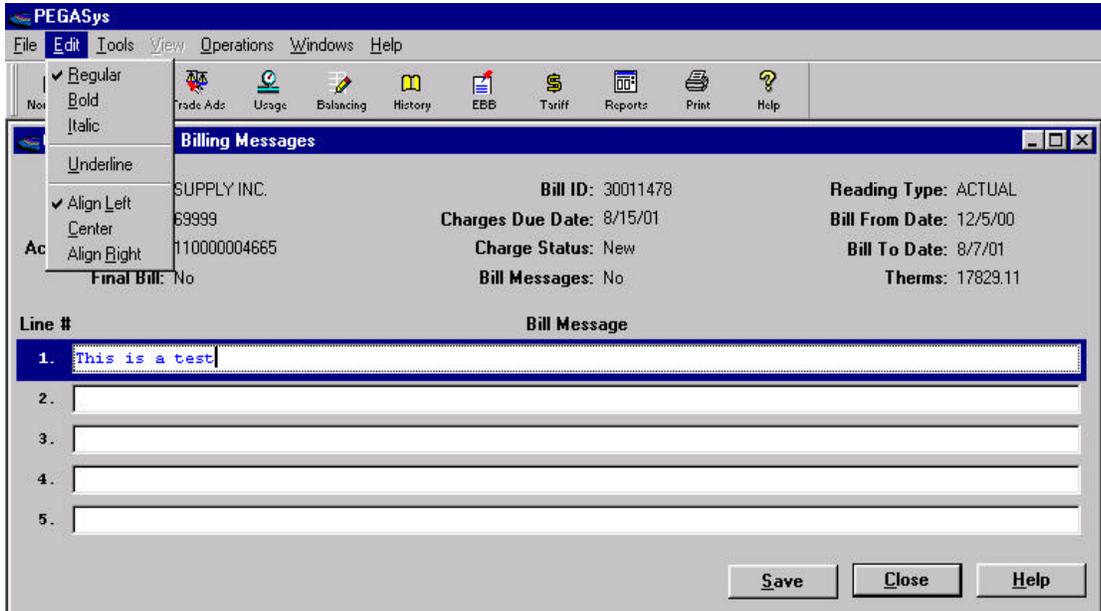
Once PGL/NSG processes all Submitted Bill IDs (by 8am the next business day), the Submitted Bill IDs will become either 'Accepted' or 'Rejected'. The status of a Master Bill ID with no Charges will change from New to either None or Rejected. Open the Ledger to view the change in the Bill ID status.

Bill Type	Bill ID	Detail Bill ID	Charges Due Date	Status	Account No	Bill From Date	Bill To Date	Therms	Reading Type	SB Messages	Final Bill
Detail	80000053	25000000	02/27/02	Pending	4900011111113	01/22/02	02/20/02	94.57	ACTUAL		
Detail	80000094	25000000	02/28/02	New	4900007777777	01/23/02	02/21/02	175.78	ACTUAL		
Master	80000094		02/28/02	New	4900007777777	01/23/02	02/21/02	175.78	ACTUAL		
Detail	80000095	20000092	02/26/02	Accepted	4900004444443	01/19/02	02/19/02	348.49	ESTIMATE		
Master	80000095		02/26/02	Accepted	4900004444443	01/19/02	02/19/02	348.49	ESTIMATE	Yes	
Master	80000055		02/27/02	Pending	4900088888883	01/22/02	02/20/02	1161.64	ACTUAL	Yes	
Detail	80000055	25000011	02/27/02	Pending	4900088888883	01/22/02	02/20/02	1161.64	ACTUAL		
Master	80000057		02/26/02	Accepted	4900088888884	01/21/02	02/19/02	190.18	ESTIMATE	Yes	
Detail	80000057	25000093	02/26/02	Accepted	4900088888884	01/21/02	02/19/02	190.18	ESTIMATE		
Detail	80000056	25000012	02/27/02	Pending	4900002020200	01/22/02	02/20/02	361.85	ESTIMATE		
Master	80000056		02/27/02	Pending	4900002020200	01/22/02	02/20/02	361.85	ESTIMATE	Yes	
Detail	80000058	25000094	02/26/02	None	4900007777775	09/25/01	10/24/01	346.08	DELECTED		
Detail	80000058	25000096	02/26/02	None	4900007777775	11/28/01	12/28/01	775.59	DELECTED		
Detail	80000058	25000097	02/26/02	None	4900007777775	12/28/01	01/29/02	1105.19	DELECTED		
Master	80000058		02/26/02	None	4900007777775	09/25/01	01/29/02	2862.97	DELECTED		
Detail	80000058	25000095	02/26/02	None	4900007777775	10/24/01	11/28/01	656.11	DELECTED		

An Accepted Bill ID indicates that the Supplier's charges were included on the customer's bill.

If a Bill ID has a status of None, the Supplier did not submit charges for the current billing period of this account. If the Supplier would like to include the appropriate charges for the missed billing period with the customer's next Bill ID, the Supplier will need to track the Bill IDs with a None Status. A new Bill ID can be given a None Status upon initial posting in the Billing Ledger – see Rejection Reason Code 10614.

To Add Bill Messages to a New or Pending Master Bill ID, highlight the desired account, select Edit on the Menu Bar, and click on the C For U Billing Messages option. Up to five bill message lines can be added. The formatting for each desired line can be found by re-selecting Edit on the Menu Bar.



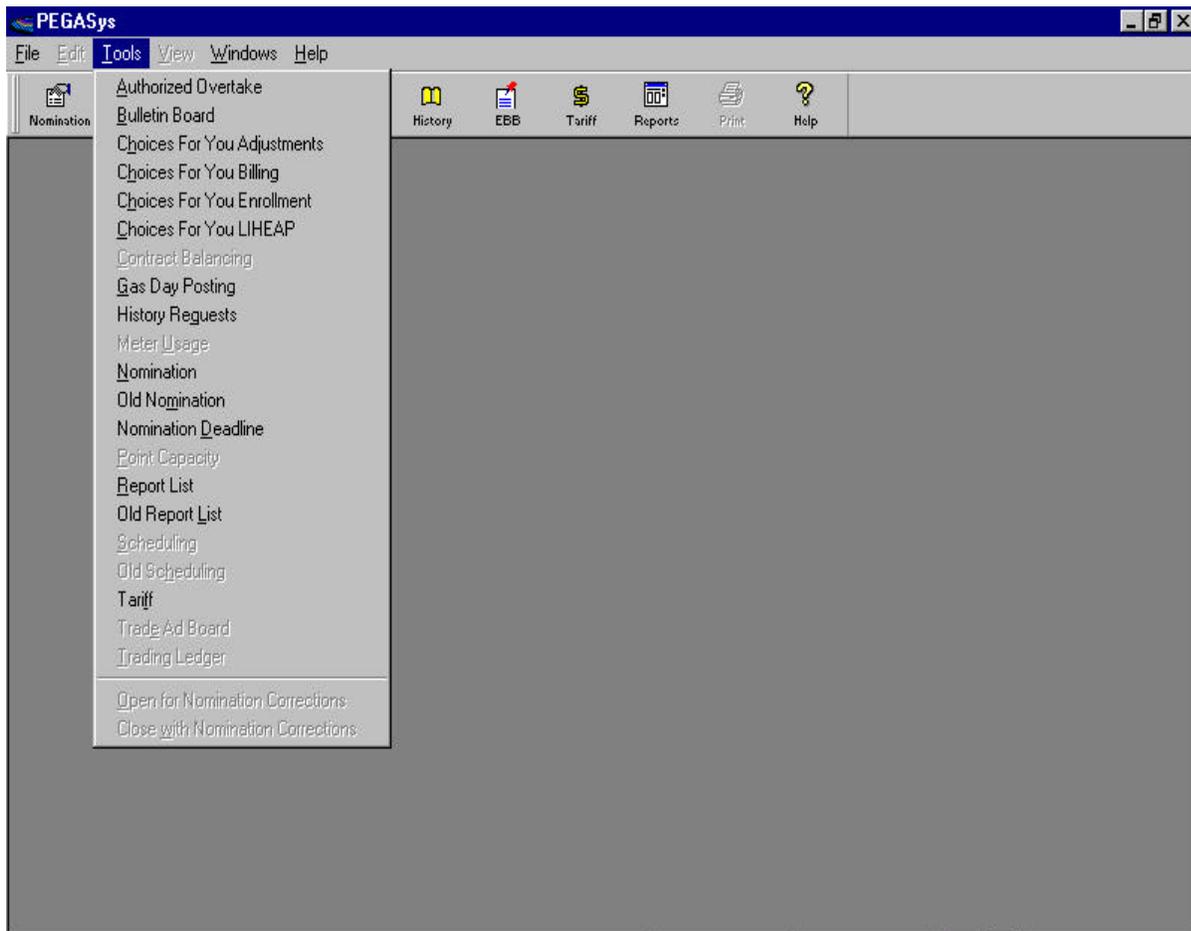
A Bill ID could be Rejected for one of the following three reasons:

Reason Code	Rejection Reason
10600	Consumption mismatch - please add LDC billing charges to new consumption record. During the 3 business day billing window the consumption on the account was revised (i.e. actual consumption was received). This Bill ID will be 'Rejected' and a New Bill ID for the same account number will be created with the revised consumption. The New Bill ID will have a new Charges Due Date, which will be 3 business days inclusive of the date the New Bill ID is posted.
10611	Bill Exception - Account failed in billing; review needed. PGL/NSG will not bill this account at this time. A New Bill ID will be created – at the same time or at a later time – to which the Supplier will have a new Charges Due Date (3 business days inclusive of the date the New Bill ID is posted).
10614	Revised consumption - No LDC billing charges sent. The consumption on the account was revised (i.e. actual consumption was received). Because the Supplier did not submit charges prior to the close of the Charges Due Date, this Bill ID will be 'Rejected' and a new Bill ID will be created with an immediate Status of None. The Supplier will not be able to post charges to the None Bill ID.

Note: Any Supplier Bill Messages submitted on a Bill ID that is rejected for any of the above reasons will be lost. The Supplier must resubmit the Bill Messages on the New Bill ID as applicable.

Choices For Yousm Adjustment Ledger:

Choose 'Choices For Yousm Adjustments' under Tools on the Menu Bar.



The Choices For Yousm Adjustment Filter will appear.

The screenshot shows a dialog box titled "Choices For You Adjustment Filter" with a close button (X) in the top right corner. The main text inside the dialog reads "Specify viewing options for Choices For You Adjustments:". Below this, there are several input fields: "Start Date:" with a text box containing "11/17/00" and a search icon; "End Date:" with a text box containing "11/17/00" and a search icon; "Marketer:" with a dropdown menu showing "ABC MARKETER"; "Company Code:" with two radio buttons, "PGL" (which is selected) and "NSG"; a horizontal line with "OR" centered below it; "Account Number:" with an empty text box; and a checkbox labeled "Save As Default" which is currently unchecked. At the bottom of the dialog are three buttons: "OK", "Cancel", and "Help".

The Choices For Yousm Adjustment Ledger can be filtered by either the Submitted Date or a specific account number.

Once you click 'OK' the Choices For Yousm Adjustment Ledger will display.

Adjustment ID	Submit Date	Status	Account No	Charge Code	Charge Description	Amount

To Add an Adjustment, select the 'Add' button at the bottom of the Choices For Yousm Adjustment Ledger or choose 'Add a C For U Adjustment' under Edit on the Menu Bar.

The 'Choices For Yousm Adjustment' panel will display.

Click on the dropdown arrow to select a valid Contract (or Pool). The Contract will default to the first Contract in the dropdown list. Enter the customer's Account Number. Click the dropdown arrow to select a Description. Enter the Amount of the Adjustment. Adjustments can either be positive or negative

Click 'Save'. The Add Choices For Yousm Adjustment panel will reset to allow multiple Adjustments to be entered. Click 'Close' to return to the Adjustment Ledger.

Adjustment ID	Submit Date	Status	Account No	Charge Code	Charge Description	Amount
24	11/14/00 16:10:08	Pending	1112222222	803	Late Payment Charge	-2.00

The new Adjustment will be assigned an Adjustment ID and will be in Pending Status.

To Edit a Pending Adjustment either highlight the line and select 'Edit a C For U Adjustment' under Edit on the Menu Bar or double click the line.

To Delete a Pending Adjustment, highlight the line and either press 'Ctrl D' or choose 'Delete a C For U Adjustment' under Edit on the Menu Bar.

An Adjustment will only remain in Pending Status until 5pm of the current business day at which time the Status of the Adjustment ID will become 'Submitted'. Once PGL/NSG processes all Submitted Adjustment IDs (by 8am the next business day), the Submitted Adjustment IDs will become either 'Accepted' or 'Rejected'.

Accepted Adjustment IDs will immediately affect the customer's account balance and will be included on the customer's next bill.

An Adjustment ID could be Rejected for the following reason:

Reason Code	Rejection Reason
10604	Unable to process – account is not enrolled under the LDC Billing Option. The account exists in Choices For You sm Supplier's pool, but was not marked to be billed under the option.

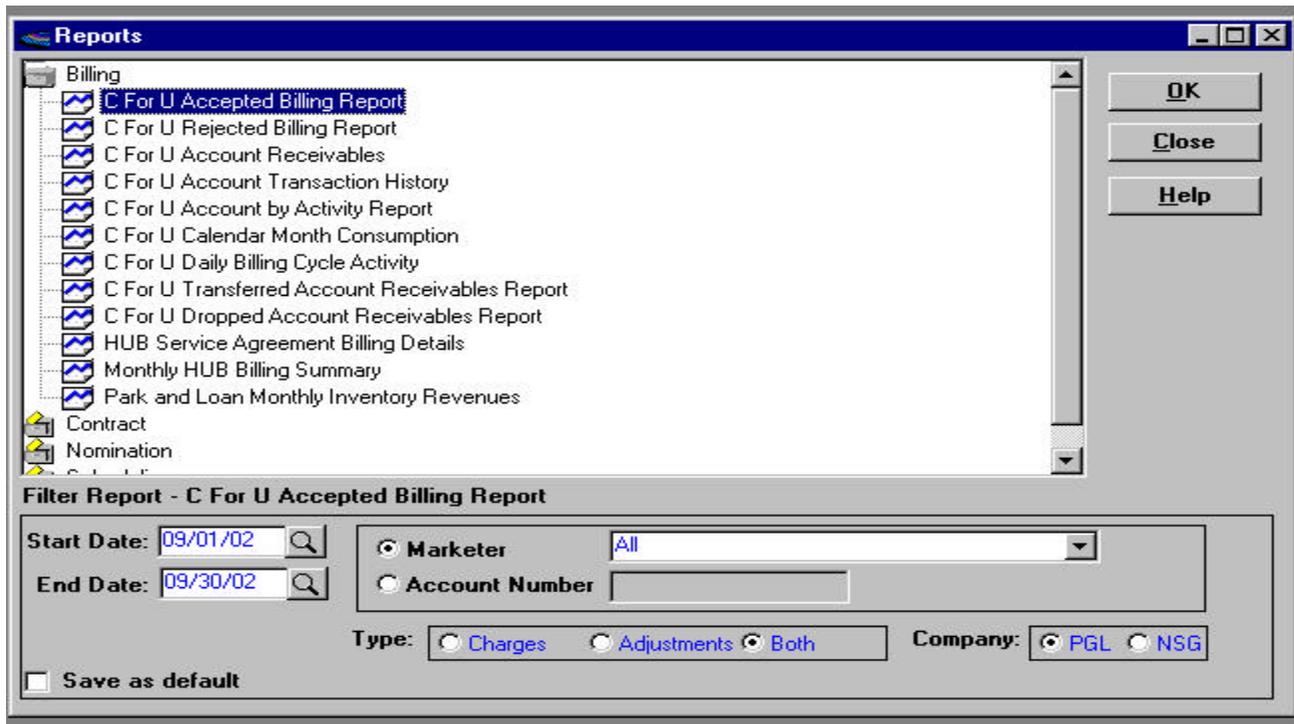
Reports:

Choose the 'Reports' button on the Tool Menu. Double Click 'Billing' from the Reports list.

All reports can be exported as an Excel, Lotus, or other document type. Choose 'Save As' under File on the Menu Bar. The field layouts for each of the following reports can be found in the document [LDC Billing Option File Layouts](#).

C For U Accepted Billing Report

To view all Accepted Bill IDs and Adjustment IDs highlight the C For U Accepted Billing Report. The Filter options for the report are displayed at the bottom of the panel. You can filter on either the date (Charges Due Date for Bill IDs, Submitted Date for Adjustment IDs) or a specific account number. The date range cannot exceed 31 days. You can choose to view only Charges, only Adjustments, or both Charges and Adjustments by choosing the appropriate radio button.



Click 'OK' and the C For U Accepted Billing Report will be displayed.

Report Display - C For U Accepted Billing Report										
Start Date: 8/1/01		End Date: 8/31/01								
Marketer: SUPPLY INC.				Company: PGL						
Type: Charges and Adjustments										
ID	Process Date	Account No	Bill From Date	Bill To Date	Therms	Reading Type	Bill Messages	Final Bill	Type	
30011478	8/15/01	110000004665	12/5/00	8/7/01	17829.11	ACTUAL	Yes		CHARGE	2
30011458	8/15/01	150000000084	2/5/01	8/8/01	94.48	ESTIMATE	Yes		CHARGE	2

C For U Rejected Billing Report

To view all Rejected Bill IDs and Adjustment IDs highlight the C For U Rejected Billing Report. The Filter options for the report are displayed at the bottom of the panel. You can filter on the date (Charges Due Date for Bill IDs, Submitted Date for Adjustment IDs) using a date range. The date range cannot exceed 31 days.

Reports

- Billing
 - C For U Accepted Billing Report
 - C For U Rejected Billing Report**
 - C For U Account Receivables
 - C For U Account Transaction History
 - C For U Account by Activity Report
 - C For U Daily Billing Cycle Activity
 - C For U Transferred Account Receivables Report
 - C For U Dropped Account Receivables Report
 - C For U Payment Plan Report
 - HUB Service Agreement Billing Details
 - Monthly HUB Billing Summary
 - Park and Loan Monthly Inventory Revenues
- Contract
 - Bank Balances by Contract Type

Filter Report - C For U Rejected Billing Report

Start Date: Company Code: PGL NSG

End Date: Marketer:

Save as default

OK
Close
Help

Click 'OK' and the C For U Rejected Billing Report will be displayed.

Report Display - C For U Rejected Billing Report

Start Date: 8/1/01 End Date: 8/31/01
Company: PGL
Marketer: SUPPLY INC.

ID	Process Date	Account No	Bill From Date	Bill To Date	Therms	Reading Type	Bill Messages	Final Bill	Type
30011479	8/15/01	110000009927	1/3/01	2/1/01	177.67	DEDUCTED	Yes		CHARGE
30011529	8/15/01	145000000044	11/1/00	2/1/01	3,442.15	DEDUCTED	Yes		CHARGE

C For U Account Transaction History Report

To view the detailed account activity associated with a Supplier's Charges and Adjustments highlight the C For U Account Transaction History report. The Filter options for the report are displayed at the bottom of the panel. The date range cannot exceed 365 days. The report can display the Charge Codes on individual lines in the Detailed view or rolled up in the Summarized view. An account number must be entered.

Reports

- Billing
 - C For U Accepted Billing Report
 - C For U Rejected Billing Report
 - C For U Account Receivables
 - C For U Account Transaction History**
 - C For U Account by Activity Report
 - C For U Daily Billing Cycle Activity
 - C For U Transferred Account Receivables Report
 - C For U Dropped Account Receivables Report
 - C For U Payment Plan Report
 - HUB Service Agreement Billing Details
 - Monthly HUB Billing Summary
 - Park and Loan Monthly Inventory Revenues
- Contract
- Nomination

Filter Report - C For U Account Transaction History

Start Date: Account Number:
 End Date: Charge Option: Detailed Summarized Company: PGL NSG

Save as default

OK
Close
Help

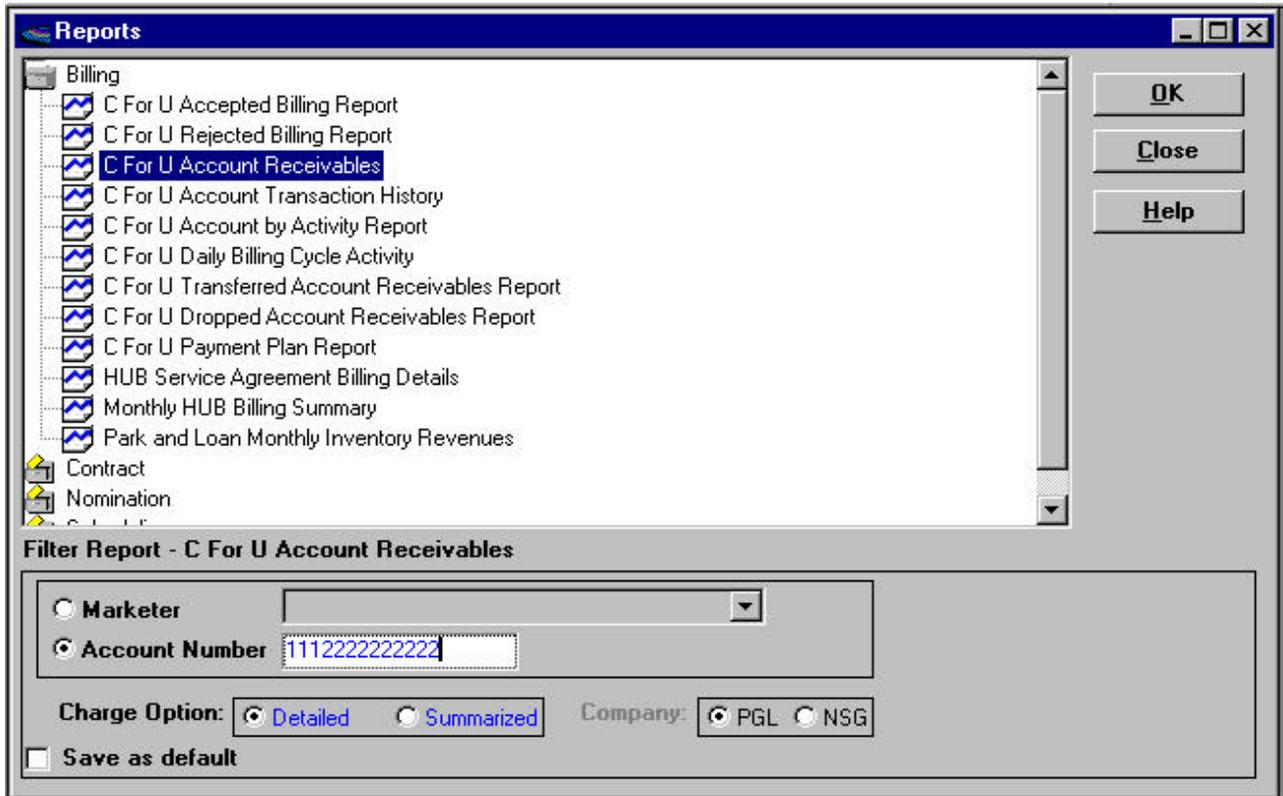
Click 'OK' and the C For U Account Transaction History report will be displayed.

Activity Date	Activity Type	Charge Code	Charge Description	Activity Amount	Account Balance	Contract ID
11/13/00	Billing	801	Gas Cost	40.25	40.25	6888
		802	Miscellaneous	2.00	2.00	6888
		Transaction Summary:			42.25	42.25
11/14/00	Overage Adjustment	803	Late Payment Charge	2.00	0.00	6888
		Transaction Summary:			2.00	0.00

For the Billing Activity Type the Transaction Summary Account Balance represents the total balance for the account as of the Activity Date. For all other Activity Types the Transaction Summary Account Balance only represents the sum of the balances of the Charge Codes listed with that Activity Type for that Activity Date. An Overage Adjustment Activity Type will always have an Account Balance of zero. See Overage Adjustments in the Overview section of this document.

C For U Account Receivables report

To view the Choices For Yousm Supplier's current outstanding arrears for an account highlight the C For U Account Receivables report. The Filter options for the report are displayed at the bottom of the panel. Choose the Marketer radio button to view all of the accounts in the Supplier's pool or enter a specific account number. The report can display the Charge Codes on individual lines in the Detailed view or rolled up in the Summarized view.



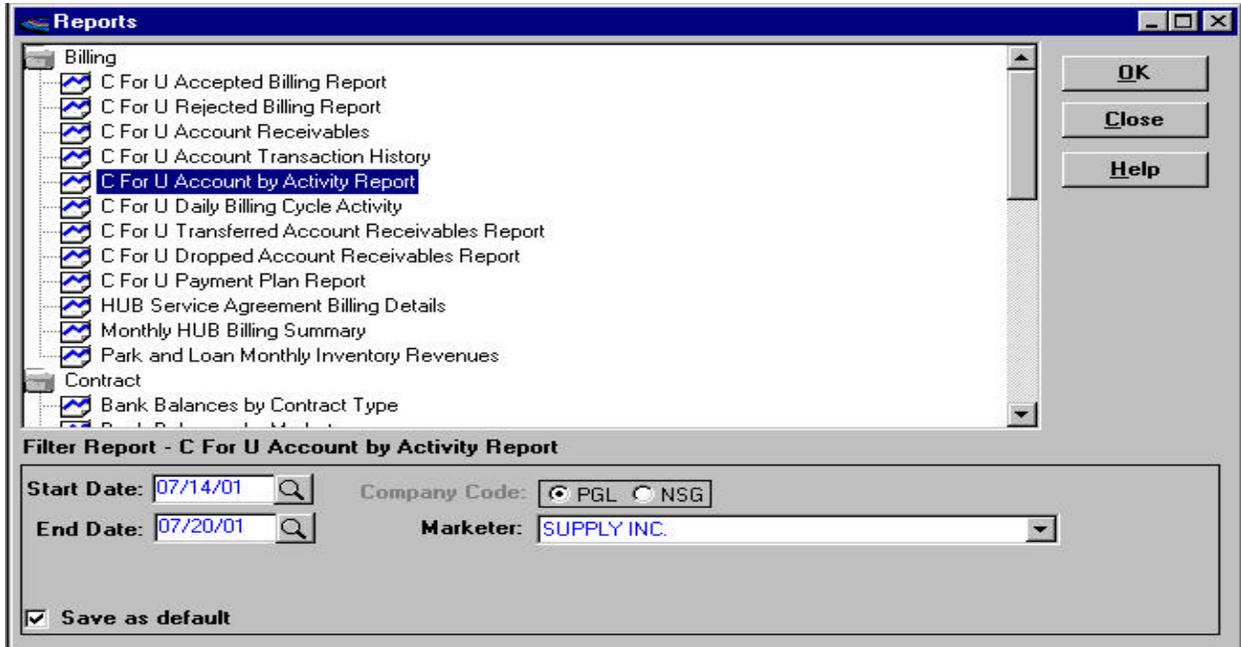
Click 'OK' and the C For U Account Receivables report will be displayed.

Contract ID	Account No	Last Activity Date	Charge Code	Charge Description	Account Balance	Current Bill	Current Date
6888	1112222222	11/14/00	802	Miscellaneous	2.00	2.00	11/13
Account Total:					2.00	2.00	
6888	1112222222	11/14/00	803	Late Payment Charge	0.00	0.00	11/13
Account Total:					0.00	0.00	
6888	1112222222	11/14/00	801	Gas Cost	40.25	40.25	11/13
Account Total:					40.25	40.25	
Marketer Grand Total:					42.25	42.25	

For each account, the current Account Balance will be displayed. The report will also show the outstanding arrears for each Charge Code (in Detailed view) by its "age" – Current Bill, 1st Previous Bill, 2nd Previous Bill, 3rd Previous Bill, 4th Previous Bill, and 5th Previous Bill. The date of each bill is also displayed.

C For U Account by Activity report

To view the Choices For Yousm Supplier's receivables activity for each account within a date range highlight the C For U Account by Activity report. The Filter options for the report are displayed at the bottom of the panel. The date range cannot exceed seven days. All accounts within the Supplier's pool will be displayed, regardless if any activity occurred on the account during the date range specified.



Click 'OK' and the C For U Account by Activity report will be displayed.

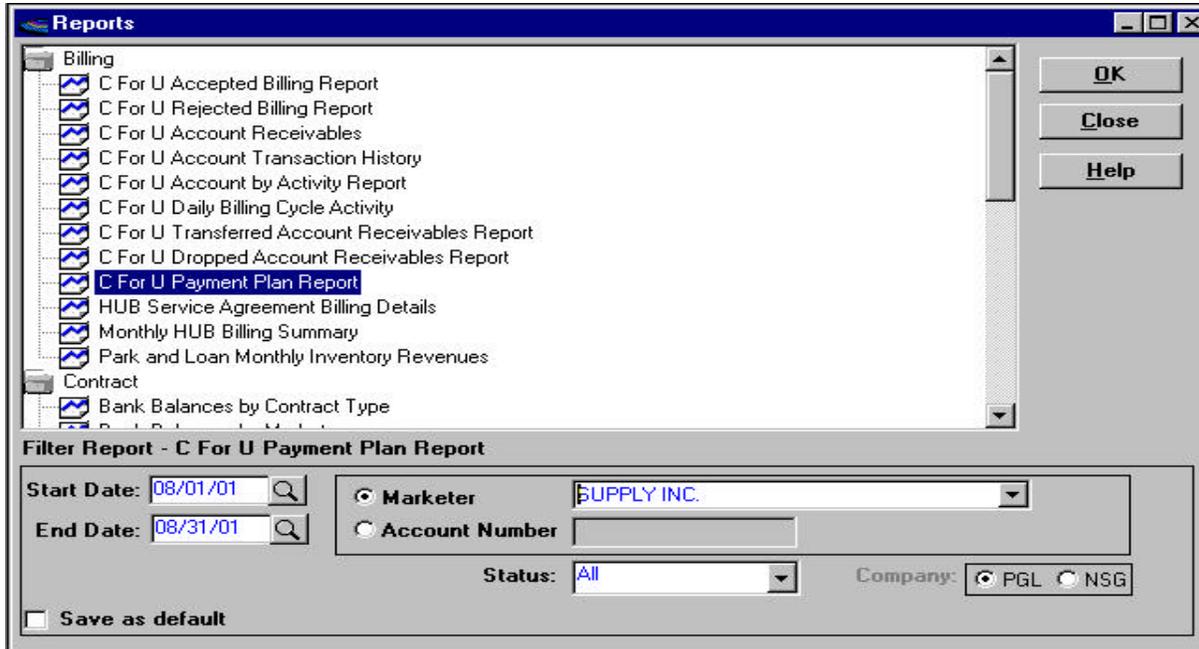
Contract ID	Account No	Debit Billing	Credit Billing	Debit Adjustment	Credit Adjustment	Over
6888	11122222222		42.25	0.00	0.00	
Grand Totals:			42.25	0.00	0.00	

The C For U Account by Activity report can be used by Suppliers to reconcile against the remittance of payments received from PGL/NSG each week. This report can also be used to calculate the total outstanding balance owed to Choices For Yousm Supplier (but still uncollected from the customer). The [LDC Billing Option Weekly Remittance](#) document contains definitions of the Activity Types and the reconciliation and arrears calculations.

C For U Payment Plan Report

To view the Choices For Yousm Supplier's accounts that are participating in Payment Plans within a date range highlight the C For U Payment Plan Report. The Filter options for the report are displayed at the bottom of the panel.

(you cannot filter in excess of 365 days) All participating Payment Plan accounts within the Supplier's pool will be displayed, regardless if any activity occurred on the account during the date range specified.



Click 'OK' and the C For U Account Payment Plan report will be displayed.

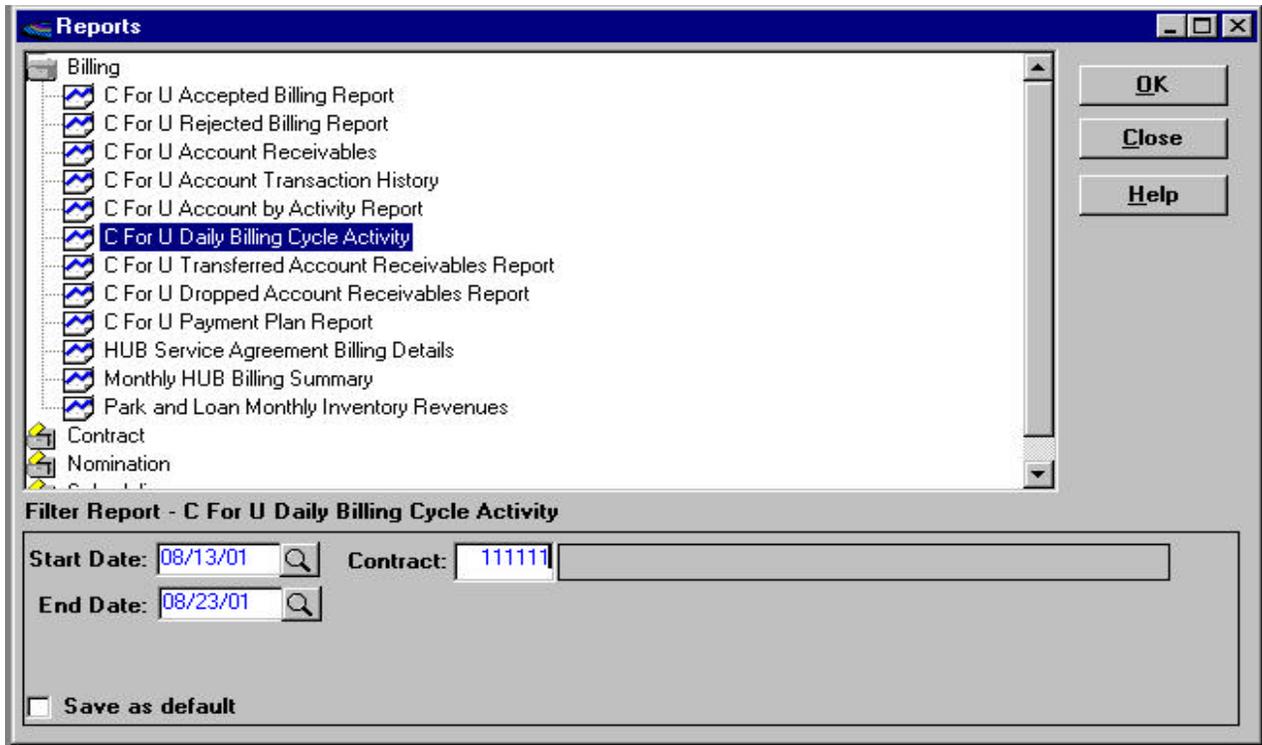
The screenshot shows a 'Report Display - C For U Payment Plan Report' window. At the top, it displays the filter criteria: Start Date: 8/1/01, End Date: 8/31/01, Marketer: SUPPLY INC., Status: All, and Company: PGL. Below this is a table with the following data:

Account No	Activity Date	Remaining Months	Setup Date	End Date	Plan Type	Status	
25000390239	8/15/01	1	10/9/00		Current Plus	ACTIVE	SUPPLY INC.
45000123456	8/1/01	0	1/1/01	8/1/01	Current Plus	CANCELED	SUPPLY INC.
45000123456	8/15/01	6	8/15/01		Current Plus	ACTIVE	SUPPLY INC.
55000123456	8/3/01	4	4/1/01	8/3/01	Current Plus	COMPLETED	SUPPLY INC.
65000123456	8/7/01	3	5/1/01		Current Plus	ACTIVE	SUPPLY INC.
75000123456	8/8/01	0	6/10/01	8/8/01	Levelized Plus	DROPPED	SUPPLY INC.

At the bottom of the window, there are 'Print', 'Close', and 'Help' buttons.

C For U Daily Billing Cycle Activity Report

Choose this report to view all accounts and their billing activity after the bill has been issued. The Filter options for the report are displayed at the bottom of the panel, you must select the billing date range you wish to view (you cannot span months). All accounts within the Supplier's pool will be displayed, regardless if any activity occurred on the account during the date range specified.



Click 'Ok' and the C For U Daily Billing Cycle Activity Report will be displayed.

C For U Daily Billing Cycle Activity							
Start Date:	2/1/2002						
End Date:	2/1/2002						
Contract:	60000	ABC	Company				
Account No	Activity Date	Activity Type	Bill From Date	Bill To Date	Thruamt	Reading Type	Billing Option
50000063333	2/1/02	Billed	12/28/01	1/29/02	1,574.87	ESTIMATE	
50000000000	2/1/02	Deducted	10/22/01	11/21/01	-20,845.14	ACTUAL	
50000000000	2/1/02	Deducted	11/21/01	12/24/01	-962.38	ESTIMATE	
50000000000	2/1/02	Billed	10/22/01	12/26/01	821.94	ACTUAL	
50000000000	2/1/02	Deducted	12/24/01	1/23/02	-801.34	ESTIMATE	
50000000000	2/1/02	Billed	12/26/01	1/29/02	808.55	ACTUAL	
50000622222	2/1/02	Final Bill	12/28/01	1/29/02	14.42	ESTIMATE	
50000888888	2/1/02	Deducted	11/26/01	12/24/01	-2,316.47	ESTIMATE	
50000888888	2/1/02	Billed	11/26/01	1/3/02	1,996.14	ACTUAL	
50000888888	2/1/02	Deducted	12/24/01	1/24/02	-2,116.65	ESTIMATE	
50000888888	2/1/02	Billed	1/3/02	1/25/02	1,763.36	ACTUAL	
50000244444	2/1/02	Billed	12/28/01	1/29/02	844.60	ESTIMATE	
50000300000	2/1/02	Billed	12/28/01	1/29/02	384.19	ESTIMATE	
50000322222	2/1/02	Billed	12/31/01	1/29/02	1,432.73	ESTIMATE	
50000999999	2/1/02	Billed	12/31/01	1/29/02	726.15	ESTIMATE	

C For U Transferred Account Receivables Report

Choose this report to view receivables, which have been transferred to another account number. You can filter by selecting a date range and receiving all accounts with matching criteria, or by a specific account number.

Reports

- Billing
 - C For U Accepted Billing Report
 - C For U Rejected Billing Report
 - C For U Account Receivables
 - C For U Account Transaction History
 - C For U Account by Activity Report
 - C For U Daily Billing Cycle Activity
 - C For U Transferred Account Receivables Report**
 - C For U Dropped Account Receivables Report
 - C For U Payment Plan Report
 - HUB Service Agreement Billing Details
 - Monthly HUB Billing Summary
 - Park and Loan Monthly Inventory Revenues
- Contract
- Nomination

Filter Report - C For U Transferred Account Receivables Report

Start Date:

End Date:

Marketer

Account Number

Company: PGL NSG

Save as default

Click 'Ok' and the C For U Transferred Account Receivables Report.

C For U Transferred Account Receivables Report

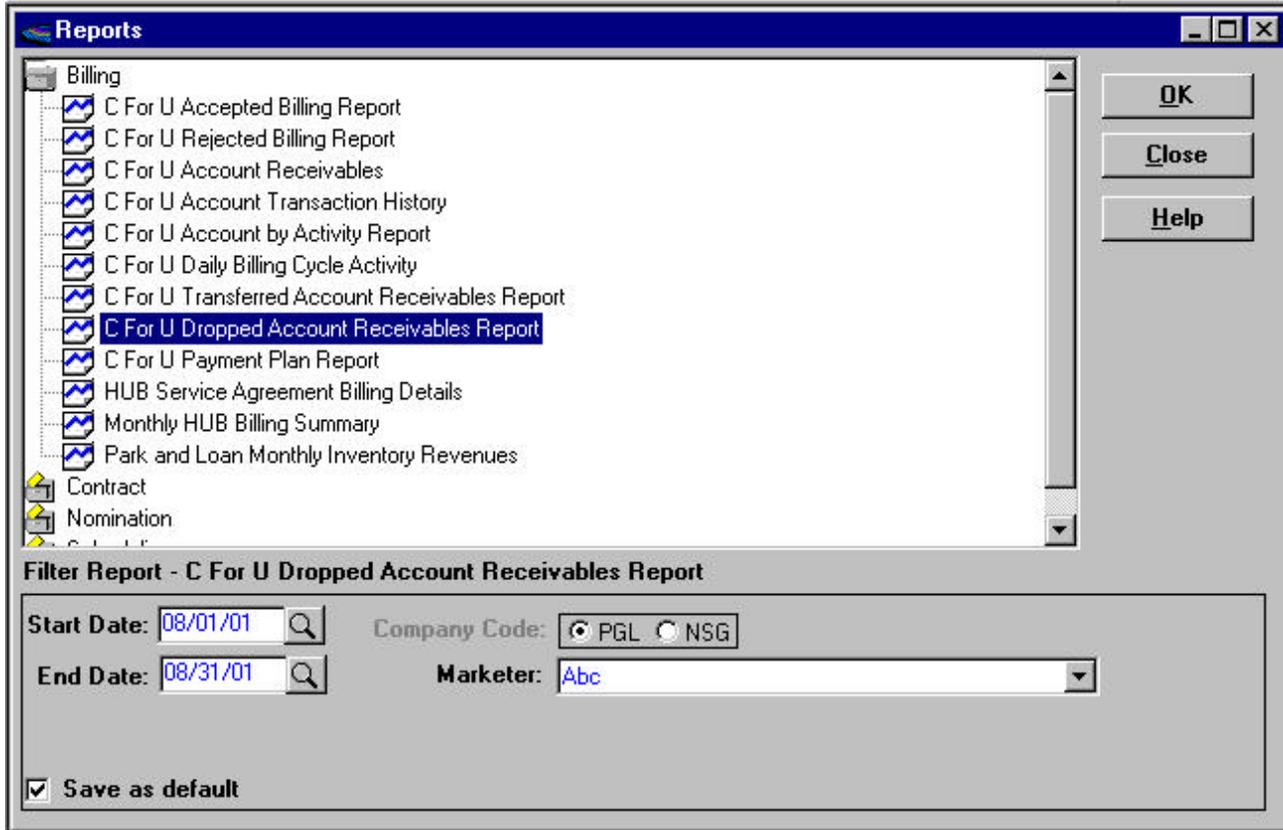
THE PEOPLES GAS LIGHT AND COKE COMPANY
 Start Date: 2/1/2002 End Date: 2/28/2002
 AB Company

Activity Type	Activity Date	From Account No	To Account No	From Amount	To Amount
Transfer Out	2/5/02	500020000000	500026644444	3.00	0.00
Transfer In	2/5/02	500020000000	500026644444	0.00	3.00
Total Transfers:				3.00	3.00

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C For U Dropped Account Receivables Report

Choose this report to view receivables, which have been returned to the Choices For Yousm Supplier. Filter by selecting a date range. All accounts with matching criteria will be displayed.



Click 'Ok' and the C For U Dropped Account Receivables Report.

C For U Dropped Account Receivables Report

THE PEOPLES GAS LIGHT AND COKE COMPANY
 ABC Company
 Start Date: 2/1/2002 End Date: 2/1/2002

Contract Id	Account No	Activity Date	Charge Code	Charge Description	Account Balance
60000	6500006000000	2/1/02	333	Late Payment Charge	5.11
			999	Monthly Gas Supply Cost	289.74
Account Total:					294.85
60000	6500021111111	2/1/02	999	Monthly Gas Supply Cost	43.89
			111	Program Admin Fee	6.08
Account Total:					49.97
Marketer Total:					344.82

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