Ohio Electric

Implementation Guideline

For

Electronic Data Interchange

TRANSACTION SET

248

Write-off
Ver/Rel 004010

Summary of Changes

Version 1.0.0 December 31, 2000	Initial Release
Version 1.5.0 May 1, 2001	• Remove the Summary pages (usually pages 2 and 3) from the implementation guides. These pages are automatically created by Foresight, but the last round of changes to the documents was done in Word and has not been updated in Foresight per Change Control 22.
Version 2.0.0 December 31, 2001	• No Changes
Version 2.1.0 June 30, 2002	▪ Replaced all "*" with "~" in all examples. ▪ Added word "Cancel" to gray box where BHT02 = 01 and the word "Original" to gray box where BHT02 = 22 ▪ Added a comma to the gray box in the NOTES section of the REF~12 ▪ Changed wording in the gray box in the NOTES section of the REF~45 ▪ Added gray box to the REF02 of the REF~XO ▪ Added clarification to the gray box of the BAL03 ▪ Changed the title of the DTP~534 page to Reinstatement Date ▪ Added note to N1~8R segment to show AP validates on first 4 characters of customer name per change control 48. ▪ Added text to title on NM1 pages to show which NM1 per change control 50 ▪ Updated REF~Q5 gray boxes to show SDID per change control 51
Version 2.2.0 October 1, 2005	▪ No Changes
Version 2.3.0 March 9, 2010	• During 3/3/10 meeting, the OSPO Data Working Group reviewed & confirmed EDI change controls up to and including CC67. All changes in the v2.2.0 redline were accepted and v2.3.0 created as the new baseline for Ohio.
Version 2.4.0 February 14, 2012	• Incorporated AEP's administrative changes as per EDI Change Control 70. • Incorporated First Energy's administrative changes as per EDI Change Control 81.
Version 2.5.0 February 15, 2013	• No Changes

248 Account Assignment/Inquiry and Service/Status

<div align="right">**Functional Group ID=SU**</div>

Introduction:

This Draft Standard for Trial Use contains the format and establishes the data contents of the Account Assignment/Inquiry and Service/Status Transaction Set (248) for use within the context of an Electronic Data Interchange (EDI) environment. The transaction set can be used for two-way, multi-transactional purposes of assigning accounts for collection, reporting status inquiries and inquiry responses and to update accounts between entities.

Transaction Set Notes

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

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:
Notes: Required

ST~248~000000001

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	ST01	143	**Transaction Set Identifier Code**	M ID 3/3
			Code uniquely identifying a Transaction Set	
			248 Account Assignment/Inquiry and Service/Status	
M	ST02	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	

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:
Notes: Required

BHT~0057~22~1234567890~19990226

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	BHT01	1005	**Hierarchical Structure Code**	M	ID 4/4

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	

	Ref. Des.	Data Element	Name		Attributes
M	BHT02	353	**Transaction Set Purpose Code**	M	ID 2/2

Code identifying purpose of transaction set

01	Cancellation
	Cancel - Used to reinstate a balance if the billing party intends to resume collection activities for the customer.
22	Information Copy
	Original - Used to notify the non-billing party that the billing party will no longer pursue collections for this customer.

	Ref. Des.	Data Element	Name		Attributes
M	BHT03	127	**Reference Identification**	M	AN 1/30

Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier

A unique transaction identification number assigned by the originator of this transaction. This number must be unique over all time.

Transaction Reference numbers will only contain uppercase letters (A to Z) and digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded.

	Ref. Des.	Data Element	Name		Attributes
M	BHT04	373	**Date**	M	DT 8/8

Date expressed as CCYYMMDD

The transaction creation date - the date that the data was processed by the application system.

Segment:	**NM1** Individual or Organization Name (8S - EDU)			
Position:	030			
Loop:	NM1 Mandatory			
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.			
Notes:	Required			

NM1~8S~3~EDU COMPANY~~~~~1~007909411

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	NM101	98	**Entity Identifier Code**	M ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual	
			8S Consumer Service Provider (CSP)	
			EDU	
M	NM102	1065	**Entity Type Qualifier**	M ID 1/1
			Code qualifying the type of entity	
			3 Unknown	
M	NM103	1035	**Name Last or Organization Name**	M AN 1/35
			Individual last name or organizational name	
			EDU Name	
M	NM108	66	**Identification Code Qualifier**	M ID 1/2
			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	
M	NM109	67	**Identification Code**	M AN 2/80
			Code identifying a party or other code	
			EDU D-U-N-S Number or D-U-N-S + 4 Number	

NM1 Individual or Organization Name (SJ - CRES)

Segment:	NM1 Individual or Organization Name (SJ - CRES)	
Position:	030	
Loop:	NM1	Mandatory
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.
Notes:	Required	

NM1~SJ~3~CRES COMPANY~~~~~9~007909422CRES

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	NM101	98	Entity Identifier Code	M	ID 2/3

Code identifying an organizational entity, a physical location, property or an individual

SJ		Service Provider
CRES		

	Ref. Des.	Data Element	Name	Attributes	
M	NM102	1065	Entity Type Qualifier	M	ID 1/1

Code qualifying the type of entity

3   Unknown

	Ref. Des.	Data Element	Name	Attributes	
M	NM103	1035	Name Last or Organization Name	M	AN 1/35

Individual last name or organizational name

CRES Name

	Ref. Des.	Data Element	Name	Attributes	
M	NM108	66	Identification Code Qualifier	M	ID 1/2

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

	Ref. Des.	Data Element	Name	Attributes	
M	NM109	67	Identification Code	M	AN 2/80

Code identifying a party or other code

CRES D-U-N-S Number or D-U-N-S + 4 Number

Segment:	**HL**	Hierarchical Level	
Position:	010		
Loop:	HL	Mandatory	
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.	
Notes:	Required		
	HL~1~~24		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	HL01	628	**Hierarchical ID Number**	M AN 1/12
			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	HL03	735	**Hierarchical Level Code**	M ID 1/2
			Code defining the characteristic of a level in a hierarchical structure	
		24	Supergroup	
			Customer	

Segment:	**NM1** Customer Information (D4 – Customer)
Position:	020
Loop:	HL Mandatory
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.
Notes:	Required
	NOTE: Allegheny will validate on the first 4 characters of the customer name.
	NM1~D4~3~JOHN DOE

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	NM101	98	**Entity Identifier Code**	M	ID 2/3
			Code identifying an organizational entity, a physical location, property or an individual		
			D4 Debtor		
M	NM102	1065	**Entity Type Qualifier**	M	ID 1/1
			Code qualifying the type of entity		
			3 Unknown		
			The entity name is not segmented and will be transmitted in NM103 only.		
M	NM103	1035	**Name Last or Organization Name**	O	AN 1/35
			Individual last name or organizational name		
			Customer Name as it appears on their bill		

Segment:		**REF** Reference Identification (CRES Account Number)			

Segment: **REF** Reference Identification (CRES Account Number)
Position: 060
Lop: HL   Mandatory
Level: Detail
Usage: Mandatory
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:
Notes: Account numbers will only contain uppercase letters (A to Z) and digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the account number must be present.
Required if it was provided on the Enrollment or Change
REF~11~1394959

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	**REF01**	**128**	**Reference Identification Qualifier**	**M**	**ID 2/3**
			Code qualifying the Reference Identification		
			11 Account Number		
			CRES Account Number		
M	**REF02**	**127**	**Reference Identification**	**M**	**AN 1/30**
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
			CRES Account Number		

	Segment:	**REF** Reference Identification (EDU Account Number)
	Position:	060
	Loop:	HL Mandatory
	Level:	Detail
	Usage:	Mandatory
	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:	
	Notes:	Account numbers will only contain uppercase letters (A to Z) and digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the account number must be present.
		Conditional - Required for all utilities except AEP, which will use Service Delivery Identification Number. First Energy will send Customer Number
		REF~12~1234567890

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	REF01	128	**Reference Identification Qualifier**		M ID 2/3
			Code qualifying the Reference Identification		
			12 Billing Account		
			EDU Account Number		
M	REF02	127	**Reference Identification**		M AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
			EDU Account Number		

	Segment:	**REF** Reference Identification (Previous EDU Account Number)

Segment: **REF** Reference Identification (Previous EDU Account Number)
Position: 060
Loop: HL   Mandatory
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:
Notes:
Account numbers will only contain uppercase letters (A to Z) and digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the account number must be present.
Required if the account number has changed within the last 60 days. Required for all utilities except AEP, which will use Service Delivery Identification Number. First Energy will always send if noted on the account in the CIS system.
REF~45~1235367812

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	REF01	128	**Reference Identification Qualifier**	M	ID 2/3
			Code qualifying the Reference Identification		
			45 Old Account Number		
			Previous EDU Account Number		
M	REF02	127	**Reference Identification**	M	AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
			Previous EDU Account Number		

Segment:	**REF** Reference Identification (Q5 = SDID Number)				
Position:	060				
Loop:	LIN Optional				
Level:	Detail				
Usage:	Optional				
Max Use:	12				
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:					
Notes:	SDID numbers will only contain uppercase letters (A to Z) and Digits (0 - 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the SDID number must be present.				
	Required if customer is in AEP service territory. Maximum use of 1 per transaction				
	REF~Q5~9876543245678DCH				

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	REF01	128	**Reference Identification Qualifier**	M	ID 2/3
			Code qualifying the Reference Identification		
			Q5 Property Control Number		
			AEP assigned Service Delivery Identification Number		
M	REF02	127	**Reference Identification**	X	AN 1/30
			Reference information as defined for a particular Transaction Set or as specified by the Reference Identification Qualifier		
			AEP assigned Service Delivery Identification Number		

			Segment:	**REF** Reference Identification (Write-off Account Number for Customer)

Segment: **REF** Reference Identification (Write-off Account Number for Customer)
Position: 060
Loop: HL   Mandatory
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:
Notes: Account numbers will only contain uppercase letters (A to Z) and digits (0 to 9). Note that punctuation (spaces, dashes, etc.) must be excluded, and leading and trailing zeros that are part of the account number must be present. (Not used by AEP)
Conditional: Send if account number changes because of write off.
REF~X0~155647897

Data Element Summary

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

Segment:		**PER** Administrative Communications Contact			
Position:	070				
Loop:	HL	Mandatory			
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:					
Notes:	Required if maintained in the EDU system				
	PER~IC~CUSTOMER NAME~TE~7175551111~TE~7175551112				

Data Element Summary

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

Segment:	**BAL** Balance Detail				
Position:	110				
Loop:	HL Mandatory				
Level:	Detail				
Usage:	Mandatory				
Max Use:	1				
Purpose:	To identify the specific monetary balances associated with a particular account				
Syntax Notes:					
Semantic Notes:					
Comments:					
Notes:	Required				

BAL~CD~BD~325.67
BAL~CD~BD~-250.00

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes	
M	BAL01	951	**Balance Type Code**	M	ID 1/2
			Code indicating the type of balance		
			CD Cycle to Date		
			Denotes balance data associated with defined periods		
M	BAL02	522	**Amount Qualifier Code**	M	ID 1/3
			Code to qualify amount		
			BD Balance Due		
M	BAL03	782	**Monetary Amount**	M	R 1/18
			Monetary amount		

On an original (BHT02 = 22) 248, this is the amount that the billing party will no longer pursue collections for.

On a cancellation (BHT02 = 01) 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.

Segment:	**DTP** Write-off Date			

Segment: **DTP** Write-off Date

Position:	120
Loop:	DTP Optional
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:	
Notes:	Required for an original 248 (BHT02 = 22).
	Not used for cancellation 248 (BHT02 = 01).
	DTP~630~D8~19990226

Data Element Summary

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

| | | | Segment: | **DTP** Reinstatement Date |
| | | | | |

Segment: **DTP** Reinstatement Date
Position: 120
Loop: DTP   Optional
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:
Notes: Not used for an original 248 (BHT02 = 22).
Required for cancellation 248 (BHT02 = 01).
DTP~584~D8~19990228

Data Element Summary

	Ref. Des.	Data Element	Name		Attributes
M	DTP01	374	**Date/Time Qualifier**	M	**ID 3/3**
			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	DTP02	1250	**Date Time Period Format Qualifier**	M	**ID 2/3**
			Code indicating the date format, time format, or date and time format		
			D8 Date Expressed in Format CCYYMMDD		
M	DTP03	1251	**Date Time Period**	M	**AN 1/35**
			Expression of a date, a time, or range of dates, times or dates and times		
			Date expressed as CCYYMMDD		

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.		
Notes:		Required		
		SE~28~000000001		

Data Element Summary

	Ref. Des.	Data Element	Name	Attributes
M	SE01	96	**Number of Included Segments**	M N0 1/10
			Total number of segments included in a transaction set including ST and SE segments	
M	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	

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