C2M.v2.7.CCB

4.2.2.6 C2M.CCB Manage Deposit Charges

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Brief Description

Business Process: 4.2.2.6 C2M.CCB.Manage Deposit Charges
Process Type: Sub Process
Parent Process: 4.2.2 C2M.CCB.Manage Bill
Sibling Processes: 3.3.3.1 C2M.CCB.Refund Deposits, 3.3.3.2 C2M.CCB.Determine Customer Deposits, 3.3.3.3 C2M.CCB.Review Deposit, 3.3.3.4 C2M.CCB.Monitor Deposit – Calculate Interest, 3.3.2.1 C2M.CCB.Start Premise Based Service, 3.3.2.3 C2M.CCB.Stop Premise Based Service, C2M.CCB.4.3.1.1 Manage Payments

If a Cash Deposit has been requested from the Customer, there is a need to create and send to the Customer a bill that includes the Deposit amount. The current process shows the business flow and sequence of events that take place when a Deposit is billed manually online or automatically during batch Billing.
4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

**Business Process Model**

---

**Customer**

- **1.0 Search for Customer**
  - Request Customer Account Eligibility for Deposit Bill
  - Deposit da Eligible for Billing Entry
  - Specifics as handled by Customer Recognition

- **1.1 Request Generate Deposit Bill Segment**
  - Request Changes for Recalculation of Deposit Bill Segment(s)
  - Create Bill Segment (Deposit)

- **1.2 Enter Specific Data for Deposit Bill Segment**
  - Create Bill Segment (Deposit)
  - Yes

- **1.3 Request Freeze Bill Segment**
  - Request Freeze Bill Segment

**CSR or Authorized User**

- **2.1 Delete Bill Segment**
  - Yes
- **2.2 Review Bill Segment**
  - Requires Bill Segment

**C2M(CCB)**

- **3.1 Request Undos Bill Segment(s)**
  - Yes

---

**Generate Bill Segment**

- **4.1 Enter Deposit Bill Period**
  - Deposit Bill Period
  - Yes

- **4.2 Create Bill Segment**
  - Calculate Financial Transactions for Deposit Bill Segment

- **4.3 Review Bill Segment**
  - Requires Bill Segment

**Product Line**

- **5.1 Request Rebill Bill Segment**
  - Yes

---

**ACTIONS**

- **6.1 Switch for Bill**
  - Add Final Bill Segment

---

**ACTIVITY**

- **7.1 Request New Bill Segment**
  - Yes, Return Original Bill Segment

---

**PRODUCT LINE APPROVAL**

- **8.1 Create Financial Data for Deposit Bill**
  - Yes

---

**BPE APPROVAL**

- **9.1 Final Bill Segment**
  - Yes

---

**CREATED BY**

- **10.1 PM URM Team**

---

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TO DO Bill Segment Error Process

6.5 Identify Bill Segment in Error Status

Create To Do

6.6 Resolve Issue

Resolve Issue

TO DO Bill Error Process

7.2 Complete To Do Entry

7.3 Create Bill Error To Do

7.4 Complete To Do Entry

C2M(CCB)

CSR or Authorized User

Requires Rebill

Requires Start

Refer to Rebill steps and then return to complete To Do.

Refer to Complete Bill and then Return to Complete To Do.

A To Do may be suppressed based on To Do Configuration.

If a To Do is not created it is placed on an exception table. A To Do may be suppressed based on To Do Configuration.

Refer to Complete Bill and then return to complete To Do.

Take No Further Action

Take No Further Action

Create To Do

Update Data

Update Data

Schedule Bill Segment Error To Do Process

Schedule Bill Error To Do Process

Refer to Complete Bill and then return to Complete To Do.

Refer to Rebill steps and then return to complete To Do.
Detail Business Process Model Description

1.0 Search for Customer
Actor/Role: CSR or Authorized User
Description:
Upon receipt of request to Bill Account with Deposit the CSR or Authorized User accesses Control Central Search to locate the customer in C2M(CCB).

Configuration required Y    Entities to Configure:  

Installation Options

1.1 Evaluate Customer Account Eligibility for Deposit Bill.
Actor/Role: CSR or Authorized User
Description:
C2M(CCB) provides the CSR or Authorized User with valuable insight and overall analysis of the Customer’s financial situation. Account Financial History, Billing History, Credit Rating, and Credit and Collection History may be reviewed. Control Central Alerts and other Dashboard information assist the CSR or Authorized User in determining eligibility for creating new Bill or any rebilling based on established business rules. If there is an amount that needs to be billed to customer, the CSR or Authorized User initiates the billing process.

Configuration required Y    Entities to Configure:  

Installation Options

1.2 Enter Specific Data for Deposit Bill Segment
Actor/Role: CSR or Authorized User
Description:
If the CSR or Authorized User needs to create a Deposit Bill for the customer, the CSR or Authorized User provides the system with information about the Billing period for the bill to be created. The CSR or Authorized User must specify Cutoff Date or Use Schedule to determine the end date of each Bill Segment Bill period. The Accounting Date defaults to current date however the CSR or Authorized User may change this date based on established business rules.

1.3 Request Generate Deposit Bill Segment
Actor/Role: CSR or Authorized User
Description:
The Manual billing process consists of several steps. The first step is to request system to calculate and create the Bill and Bill Segment for Deposit. The CSR or Authorized User requests to generate a new online Bill. This online Bill may contain one or more segments. If only one Deposit Service Agreement exists for the Account, then only one Deposit Bill Segment is created.

Note: The “Generate” function is used when creating a new Bill, Bill Segment, or re-generating an existing freezable or error segment. A deleted Bill Segment may be generated again once information is changed.
4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

Customizable Process N  Process Name
BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y  Entities to Configure
Bill Cycle

**1.4 Determine Bill Period**

Group: Create Bill Segment
Group: Generate Bill Segment
Group: Batch Billing

Actor/Role: C2M(CCB)
Description:
This step is initiated manually or automatically.

**Manual Process:** CSR or Authorized User provides the Bill period details if required. If not, the system defaults Bill period dates following the business rules:
- **Bill Segment Start date:**
  - If this is the initial Bill Segment for the Service Agreement, the start date is set to the start date of the Service Agreement
  - If this is not the initial Deposit Bill Segment, the start date is the previous Bill Segment’s end date.
- **Bill Segment End Date**
  - If this is the last (final) Bill Segment for the Service Agreement, the end date is the Service Agreement’s end date
  - If this is not the last (final) Bill Segment, the Billing Option selected by the Authorized User determines how the end date is set. When Billing Option of Use Cutoff Date is selected, the end date is the specified Cutoff Date. When Billing Option of Use Schedule is selected, the end date is based on Bill Cycle schedule information.

**Automated Process:** System identifies start and end date for the billing period using the same business rules as described in manual process.

Customizable process N  Process Name:
BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y  Entities to Configure
Bill Cycles

**1.5 Calculate Deposit Bill Segment Amount and Create Bill Segment**

Group: Create Bill Segment
Group: Generate Bill Segment
Group: Batch Billing

Actor/Role: C2M(CCB)
Description:
The System Calculates and Creates the Deposit Bill Segment. Manual process, CSR or Authorized User initiates process when he/she requests to generate Bill Segment for a Cash Deposit Service Agreement. The Bill Segment Amount is calculated. Automated Process. This is a component of batch billing process and gets executed as a part of batch billing process that is scheduled and runs periodically. Functionality is the same as described in Manual process.

<table>
<thead>
<tr>
<th>Process Plug-in enabled</th>
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<tr>
<td>Y</td>
<td>C1-BSBS-RB - This bill segment creation algorithm creates a bill segment using the service agreement's Recurring Charge Amount (or the remaining amount) and the Description On Bill from the service agreement's SA Type. The system automatically stops billing when the system has billed the Total Amount To Bill.</td>
</tr>
<tr>
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<td>N</td>
<td>Deposit Class</td>
</tr>
<tr>
<td></td>
<td>SA Type</td>
</tr>
<tr>
<td></td>
<td>Bill Segment Type</td>
</tr>
</tbody>
</table>

**1.6 Calculate Prorated Deposit Bill Segment Amount and Create Bill Segment**

*Actor/Role: C2M(CCB)*

*Description:*

Sometimes the business is required to prorate the Deposit Bill Segment amount. Based on established configurable business rules, the system allows for proration of first or final Bill Segment as well as other Bill Periods outside the normal time period. After completing this step, the calculated Deposit Bill Segment is created.

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<tr>
<td></td>
<td>SA Type</td>
</tr>
<tr>
<td></td>
<td>Bill Segment Type</td>
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</table>

**1.7 Create Financial Transaction**

**Group: Generate Bill Segment**

**Group: Batch Billing**

**Actor/Role:** C2M(CCB)

**Description:**
C2M(CCB) creates a Financial Transaction for the deposit bill segment.

**Process Plug-in enabled**

**Available Algorithm(s):**

| BSBF-B0 - This bill segment financial transaction algorithm creates a financial transaction for a bill segment where: |
| - Payoff amount = 0 |
| - Current amount = bill amount |
| - The general ledger is not affected |
| This algorithm should be plugged-in on all bill segment types that only affect a service agreement's current balance (e.g., charitable contributions, deposits). |

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<tr>
<td></td>
<td>SA Type</td>
</tr>
<tr>
<td></td>
<td>Bill Segment Type</td>
</tr>
</tbody>
</table>
1.8 Add Final Bill Switch for Bill Segment

Actor/Role: C2M(CCB)

Description:
If this is the final Bill Segment for this Deposit Service Agreement, it is marked as a closing Bill Segment.
Note: The Service Agreement must be stopped for this switch to be turned on.

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</tr>
<tr>
<td>Y</td>
<td>Entities to Configure: Installation Options – Final Bill Threshold</td>
</tr>
</tbody>
</table>

1.9 Review Bill Segment(s)

Actor/Role: CSR or Authorized User

Description:
If the bill was created online (rather than by the batch process), the CSR or Authorized User reviews the Bill Segment for accuracy and determines the next action. The CSR or Authorized User decides if the billing process could be continued. The Bill Segment may be incorrect, or created by mistake and needs to be deleted, rebilled or canceled.

2.0 Request Freeze Bill Segment(s)

Actor/Role: CSR or Authorized User

Description:
If CSR or Authorized User does not identify any problem and decides to continue the Billing process, he/she requests to Freeze the Deposit Bill Segment.

2.1 Request Changes for Recalculation of Deposit Bill Segment(s)

Actor/Role: CSR or Authorized User

Description:
After review, the CSR or Authorized User identifies a problem with the generated Deposit Bill segment. The CSR or Authorized User, based on established business rules, then adds or changes the data used for the Bill Segment calculation. Typical changes for a Deposit Service Agreement may include a change to dates or recurring charge information.
2.2 Update Information
Actor/Role: C2M(CCB)
Description:
Changes requested by the CSR or Authorized User are applied in C2M(CCB).

2.3 Request Delete Bill
Actor/Role: CSR or Authorized User
Description:
During the review process, it is determined the Bill Segment was created incorrectly or by mistake. The CSR or Authorized User requests to delete the Bill or Bill Segment. When a Bill has only one Bill segment (Deposit) the Bill and the corresponding segment are deleted at the Bill level.
Note: The Bill can be deleted prior to completion when Bill Segments are Freezable or in Error status.

2.4 Delete Bill
Actor/Role: C2M(CCB)
Description:
The Bill is deleted in C2M(CCB) and the financial record is removed from the database. There is no financial impact to the Customer’s Account related to the deleted Bill and Bill Segments.

2.5 Request Delete Specific Bill Segment(s)
Actor/Role: CSR or Authorized User
Description:
The CSR or Authorized User determines specific Deposit Bill Segment(s) associated with a given Bill require deletion and requests to delete the Bill Segment(s).

2.6 Delete Bill Segment(s)
Actor/Role: C2M(CCB)
Description:
The specific Bill Segments are deleted in C2M(CCB) and the financial records are removed from the database. There is no financial impact to the Customer’s Account related to the deleted Bill Segments.

2.7 Freeze Bill Segment(s)
Actor/Role: C2M(CCB)  
Group: Freeze Bill Segment
Group: Batch Billing
Description:
When this step is initiated C2M(CCB) freezes the Deposit Bill Segment and Associated Financial Transactions. If the Deposit amount is paid in full, an appropriate message is created. This message is printed on the bill. This is a base feature available in the system. Typically Organizations use this feature to communicate to the Customer.

Manual Process: This is initiated by CSR or Authorized User when he/she requests to Freeze Bill Segments created for a Deposit Service Agreement. Automated Process: This is a component of batch billing process and gets executed as a part of scheduled batch billing process that runs periodically. Functionality is the same as described in Manual process.

Process Plug-in enabled Y  Available Algorithm(s):

<table>
<thead>
<tr>
<th>Algorithm</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>C2M-DEP-PAID</td>
<td>This SA Type FT Freeze algorithm adds a Bill Message code to the Bill Segment when the deposit is paid in full.</td>
</tr>
<tr>
<td>C1-DEP-ARSDT</td>
<td>This SA Type FT Freeze algorithm sets the FT arrears date for deposit adjustments.</td>
</tr>
</tbody>
</table>

Customizable process N  Process Name:
BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y  Entities to Configure:
Deposit Class
SA Type
Bill Message

2.8 Request Rebill Bill Segment(s)
Actor/Role: CSR or Authorized User
Description: If the problem identified in the frozen Bill Segment has been resolved, the CSR or Authorized User requests to Cancel and Rebill the Deposit Bill Segment.
Note: When something has been wrong for an extended period with Billing Deposit Service Agreement, CSR or Authorized User may use Multi Cancel/Rebill page to request Cancel/Rebill.

Configuration required Y  Entities to Configure: Bill Cancel Reasons

2.9 Update Bill Segment(s) to Pending Cancel and Create New Bill Segment(s)
Actor/Role: C2M(CCB)
Description:
The original Bill Segment(s) is updated to Pending Cancel, and new Bill Segment(s) created. New unfrozen Financial Transactions are associated with the new freezable Bill Segment.

### 3.0 Request Undo Rebill Bill Segment(s)
**Actor/Role:** CSR or Authorized User  
**Description:**  
The CSR or Authorized User determines not to freeze the new Bill Segment(s). If the undo function is used, the newly generated segment is deleted.

### 3.1 Delete New Bill Segment(s) and Return Original Bill Segment(s) to Frozen
**Actor/Role:** C2M(CCB)  
**Description:**  
C2M(CCB) deletes the newly generated segment and returns the original Bill Segment to frozen. There is no impact to Financial Transactions.

### 3.2 Request Cancel Frozen Bill Segment(s)
**Actor/Role:** CSR or Authorized User  
**Description:**  
The Bill Segment(s) may need to be canceled and not created again. The CSR or Authorized User initiates the Cancel function.

### 3.3 Update Bill Segment(s) to Pending Cancel
**Actor/Role:** C2M(CCB)  
**Description:**  
C2M(CCB) updates the Bill Segment to Pending Cancel. The CSR or Authorized User then reviews the Bill Segment.

### 3.4 Request Undo Cancel Bill Segment(s)
**Actor/Role:** CSR or Authorized User  
**Description:**
The CSR or Authorized User has the option to undo the pending Cancel Bill Segment(s). Prior to cancellation, the CSR or Authorized User determines the Bill Segment(s) should not be canceled, and uses the Undo function.

3.5 Return Original Bill Segment(s) to Frozen
Actor/Role: C2M(CCB)
Description:
When CSR or Authorized User requests Undo Cancel system updates Bill Segment Status to Frozen and Billing process could be resumed.

3.6 Request Finalize Cancel Bill Segment(s)
Actor/Role: CSR or Authorized User
Description:
The CSR or Authorized User confirms the cancellation of the Bill Segment.

3.7 Update Bill Segment(s) to Canceled
Actor/Role: C2M(CCB)
Description:
The existing Bill Segment(s) is updated to Canceled status in C2M(CCB). If a Bill Segment is cancelled, another Financial Transaction is created to reverse the original Financial Transaction. The cancellation Financial Transaction appears on the next Bill produced for the account as a Bill correction.

Process Plug-in enabled Y       Available Algorithm(s):
Configuration required Y       Entities to Configure:
C1-PR-FT-CAN - This Customer Class FT Freeze algorithm is used to prevent cancellation of an FT where Freeze Date/Time is on or before the Conversion Date/Time
Bill Cancel Reasons

3.8 Request Add Bill Message(s)
Actor/Role: CSR or Authorized User
Description:
The CSR or Authorized User may add Service Agreement related Bill Messages for a frozen Deposit Bill Segment. The CSR or Authorized User may also add Bill Messages at the Account Level. The CSR or Authorized User adds these Bill Messages for an online Bill.

Configuration required Y       Entities to Configure:
Bill Messages
3.9 Add Bill Message(s)
Actor/Role: C2M(CCB)
Description:
The Bill Message(s) is added in C2M(CCB).

4.0 Request Complete Bill
Actor/Role: CSR or Authorized User
Description:
When the CSR or Authorized User is satisfied with the Frozen Bill Segment(s), they initiate the Complete Bill function.

4.1 Create Bill Message
Group: Pre-Bill Completion
Group: Bill Completion
Group: Batch Billing
Actor/Role: C2M(CCB)
Description:
Bill Completion is the last and one of the most critical components of the Billing process. The system completes the Bill and it’s ready for extract and print. C2M(CCB) makes use of Pre-Bill Completion algorithms. Based on configuration, one such algorithm can delete Bill Segments in error, create Bill messages for the deleted segments, and create a To Do entry.

Manual Process: Based on configuration, additional Bill Messages can be added
Automated Process: (Batch billing) if required, such algorithms can:
Delete Bill Segments in error, create Bill Messages for deleted Bill Segments, and create a To Do entry
Delete bill certain type of Financial Transactions linked to the bill, for example, if only payments exist for newly created bill

Process Plug-in enabled Y Available Algorithm(s):
DEL BSEG –This SA Type pre-bill completion algorithm deletes bill segments that are in Error if:
1) the bill is not in Error, 2) the bill is being completed in batch, and 3) the process date matches the bill cycle window end date 4) at least one other frozen bill segment exists that is not in Error.
When a bill segment is deleted, this algorithm also creates a To Do entry (using the To Do Type and To Do Role (if specified) and adds a Bill Message to the bill.
4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

**Customizable process N**

**Process Name:**

| BILLING - The Bill cycle Batch processing creates Bills for accounts with an 'open' Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User. |
| Configuration required Y **Entities to Configure:** |
| SA Type |
| Customer Class |

### 4.2 Create Bill Messages Based on Configuration

**Group:** Bill Completion

**Group:** Batch Billing

**Actor/Role:** C2M(CCB)

**Description:**

C2M(CCB) can also automatically add – Bill Messages during Bill completion. This step could be executed from online and batch processing. Bill Messages come from a variety of sources:

- Account Bill Messages
- Customer Class Bill Messages
- Service Agreement related Messages that are linked to Bill Segments
• Service Provider Bill Messages
• Ad hoc Messages by CSR or Authorized User
• Custom Background Processes and Algorithm Bill Messages

Customizable process N  Process Name: BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y  Entities to Configure:
- Customer Class Bill Messages
- Account and Service Agreement Bill Messages

### 4.3 Add Adjustments, Payments, and Bill Corrections to Affect Bill Amount
**Group: Bill Completion**
**Group: Batch Billing**

**Actor/Role:** C2M(CCB)

**Description:**
During Bill Completion C2M(CCB) adds Adjustments, Payments or Bill corrections not included in the previous Bills to the newly created Bill.

Customizable process N  Process Name: BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

### 4.4 Determine Due Date and Credit Review Date
**Group: Bill Completion**
**Group Batch Billing**

**Actor/Role:** C2M(CCB)

**Description:**
During Bill Completion, the Due Date, and next Credit Review Date are determined and made available as information for the Bill and Account.

**Process Plug-in enabled Y  Available Algorithm(s):** DUE DT OVRD – This Customer Class override bill due date algorithm may override a bill's due date.

Customizable process N  Process Name: BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.
Configuration required Y          Entities to Configure:

4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

4.5 Apply Deposit Refund Method

Group: Bill Completion
Group: Batch Billing

Actor/Role: C2M(CCB)

Description:
When a Bill being completed includes a final Bill Segment for a stopped Deposit Service Agreement, C2M(CCB) initiates the deposit refund process as defined on the Deposit Service Agreement’s Deposit Class. See 3.3.3.1 Refund Deposit for additional details.

Process Plug-in enabled Y        Available Algorithm(s):

C2M-APPLYDP - This Deposit Class Refund Method algorithm applies the deposit to other SAs in the deposit class as noted below:
First, the deposit SA's current balance will be set equal to its payoff balance (the adjustment type is defined using Sync Adjustment Type).
- Next, the system distributes the deposit amongst the outstanding debt associated with service agreements in this deposit class. Debt is distributed amongst these service agreements in accordance with the standard payment distribution algorithm. The adjustment type of the adjustment used to transfer the deposit is defined using Transfer Adjustment Type.
- If any money remains and Apply Excess Credits is set to Y, the remaining funds will be handled by the Overpayment Distribution logic.
- If any money remains and Apply Excess Credits is not set to Y, the remaining funds will to be refunded to the customer via a check. The creation of the A/P adjustment takes place as part of the write-off process; it does NOT take place at the time the outstanding debt is relieved.

C1-DEPRFTODO - This Deposit Refund Method algorithm creates a To Do entry to notify a user that the deposit should be refunded.

BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online
4.2.2.6 Manage Deposit Charges

Customizable process N

Process Name: Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y

Entities to Configure:

SA Type
Deposit Class

4.6 4.3.1.1d Manage Autopay

Group: Bill Completion
Group: Batch Billing

Actor/Role: C2M(CCB)

Description:
An Autopay payment may be created during Bill Completion. Refer to 4.3.1.1d Manage Autopay.

Customizable process N

Process Name: BILLING - The Bill cycle Batch processing creates Bills for accounts with an 'open' Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

4.7 Create Additional Required Bill Message(s)

Group: Post Bill Completion
Group: Bill Completion
Group: Batch Billing

Actor/Role: C2M(CCB)

Description:
C2M(CCB) can perform various post Bill completion activities. Additional custom Bill Message(s) can be added to the specific bill. Note: Post completion activity allows for adding various custom functionality based on business rules to impact/modify the bill overall. A sample of base post completion algorithms are listed here.

Process Plug-in enabled Y

Available Algorithm(s):

C1-CN-ADNB - This Customer Class post bill completion algorithm recreates adjustments after a credit note is completed. This algorithm is only applicable to credit notes.

C1-CR-BLRVWS - This Customer Class post bill completion algorithm creates a bill review record if a bill has financial transactions with FT GL lines that reference a distribution code with an accounting method of either 'Bill Due Date' or 'Earlier of Bill Due Date and Payment Date'. The Bill Review Batch Job is C1-BLRVW.
4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

Customizable process N  Process Name:  BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y  Entities to Configure:
- Customer Class
- Bill Messages

4.8 Update Bill with Completion Details
Group:  Bill Completion  Group:  Batch Billing
Actor/Role: C2M(CCB)
Description:
All Bill completion details are now updated in C2M(CCB).

4.9 Review Bill
Actor/Role: CSR or Authorized User
Description:
If the bill was created by a CSR or Authorized User rather than the batch process, the CSR or Authorized User evaluate the Account and reviews the Bill for accuracy. The Bill may not be in a Complete status. Some data may be missing or has incomplete information. At times it may be necessary to reopen the most recent Bill. Possibly a payment or adjustment was not included in the original Bill. A Bill Segment may need rebilling and changes reflected in a new Bill.

5.0 Make Necessary Changes for Bill
Actor/Role: CSR or Authorized User
Description:
During Bill Completion information may be missing or incomplete. One example is the mailing address may be missing. The CSR or Authorized User reviews and resolves the error, enters correct data, and completes the Bill as needed.

5.1 Request Reopen Bill
Actor/Role: CSR or Authorized User
Description:
After review the CSR or Authorized User determines to reopen a Bill for the Customer’s account.
5.2 Update Current Bill to Reopen
Actor/Role: C2M(CCB)
Description:
The current Bill is reopened in C2M(CCB) and available for applicable changes.

5.3 Request Changes to Impact Balance
Actor/Role: CSR or Authorized User
Description:
Based on investigation and established business rules, the CSR or Authorized User requests various changes that impact the balance. Typically, these changes can be: creation of a new Bill Segment, Rebill of a Bill Segment, Cancellation of a Bill Segment, Creation of a Payment or Adjustment, or Cancellation of a Payment or Adjustment.

5.4 Update Balance
Actor/Role: C2M(CCB)
Description:
The financial balance is updated in C2M(CCB).

5.5 Evaluate Bill Routing
Actor/Role: C2M(CCB)
Description:
As C2M(CCB) prepares the bill for the customer, the Bill Routing for the customer is checked to determine the routing method used to deliver the bill to the customer. The Bill Routing Type is defined on the customer’s Account record.

<table>
<thead>
<tr>
<th>Customizable process N</th>
<th>Process Name</th>
<th>Configuration required Y</th>
<th>Entities to Configure:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bill Print Extract</td>
<td>Y</td>
<td>Bill Route Type</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Lookup - Bill Routing Method</td>
</tr>
</tbody>
</table>

5.6 Extract Bill for E-Bill
Actor/Role: C2M(CCB)
Description:
C2M(CCB) prepares required information for alternate delivery of the bill for the customer. This could be through text messaging, web presentation, email, or other communicated presentation. This is custom processing based on individual client needs.

| BLEX-EX - This Bill Route Type Bill extract algorithm constructs the records that contain the |
4.2.2.6 C2M.v2.7.CCB Manage Deposit Charges

**Process Plug-in enabled Y**

**Available Algorithm(s):**

<table>
<thead>
<tr>
<th>Algorithm</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1-BLEX-XML</td>
<td>This Bill Route Type extract algorithm create XML bill extract records for Documaker.</td>
</tr>
<tr>
<td>C1-BLEX-BIP</td>
<td>This Bill Route Type extract algorithm schedules report job in BI Publisher to generate Bill Reports in range.</td>
</tr>
<tr>
<td>C1-BLEX-CR</td>
<td>This Bill Route Type extract algorithm prepares the report information needed to create a Bill using a Reporting Engine</td>
</tr>
</tbody>
</table>

**Configuration required Y**

**Entities to Configure:**

<table>
<thead>
<tr>
<th>Entity</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill Route Type</td>
<td></td>
</tr>
<tr>
<td>Lookup - Bill Routing Method</td>
<td></td>
</tr>
</tbody>
</table>

**5.7 Prepare and Send E-Bill to Customer**

**Actor/Role:** C2M(CCB)

**Description:**

C2M(CCB) prepares required information for alternate delivery through some custom processing. This is a placeholder for any alternate method of bill delivery. This is custom processing based on individual client needs.

**Customizable process Y**

**Process Name**

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Custom Extract for Bill Delivery</td>
<td></td>
</tr>
</tbody>
</table>

**5.8 Extract Bill for Postal Delivery**

**Actor/Role:** C2M(CCB)

**Description:**

C2M(CCB) prepares required billing data and makes the data available for Document Management applications (Documaker and BI Publisher). Note: An additional custom process may be created to interface with any other Document Management Software as needed.

<table>
<thead>
<tr>
<th>Algorithm</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BLEX-EX</td>
<td>This Bill Route Type Bill extract algorithm constructs the records that contain the information that appears on a printed Bill for Documaker.</td>
</tr>
<tr>
<td>C1-BLEX-XML</td>
<td>This Bill Route Type extract algorithm create XML bill extract records for Documaker.</td>
</tr>
<tr>
<td>C1-BLEX-BIP</td>
<td>This Bill Route Type extract algorithm schedules report job in BI Publisher to generate Bill Reports in range.</td>
</tr>
</tbody>
</table>
Process Plug-in enabled Y | Available Algorithm(s): C1-BLEX-CR - This Bill Route Type extract algorithm prepares the report information needed to create a Bill using a Reporting Engine

Customizable process N | Process Name | POSTROUT - CIPBXBLB

Customizable process Y | Process Name | Custom Extract Process

Configuration required Y | Entities to Configure: Bill Route Type | Lookup - Bill Routing Method

5.9 Prepare and Send Bill to Customer
Actor/Role: Document Management Software
Description:
Document Management Software reads and process bill information produced by C2M(CCB). It prints actual bills or prepare bills in another format (e-mail, PDF online format, short message service (SMS)). The bill is made available for the Customer. This is custom processing based on individual client needs.

6.0 Receives Bill
Actor/Role: Customer
Description:
The customer receives the Bill.

6.1 Select Accounts for Open Bill Cycle
Group: Batch Billing
Actor/Role: C2M(CCB)
Description:
For the open bill cycle(s), C2M(CCB) selects all Accounts to be billed by looking at the Account’s bill cycle.

Customizable process N | Process Name: BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.

Configuration required Y | Entities to Configure: Bill Cycle

6.2 Check Eligibility for Batch Billing Group: Batch Billing
Actor/Role: C2M(CCB)

Description:
C2M(CCB) verifies that the account is eligible to be billed.

Process Plug-in enabled Y  Available Algorithm(s):

<table>
<thead>
<tr>
<th>Algorithm</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>C1-SKIPACCCB</td>
<td>This Customer Class bill eligibility algorithm stops processing an account during batch billing if a completed bill exists for the current bill cycle schedule.</td>
</tr>
</tbody>
</table>
| C1-SKIPINACC | This Customer Class bill eligibility algorithm stops processing an “inactive” account if all the following conditions are true:  
- There are no billable service agreements  
- There are no FTs eligible for sweeping onto the bill  
- There are no temporary account messages to be swept onto the bill |

Customizable process N  Process Name:

<table>
<thead>
<tr>
<th>Process Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BILLING</td>
<td>The Bill cycle Batch processing creates Bills for accounts with an &quot;open&quot; Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.</td>
</tr>
</tbody>
</table>

Configuration required Y  Entities to Configure:

<table>
<thead>
<tr>
<th>Entity</th>
<th>Description</th>
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<tbody>
<tr>
<td>Customer Class</td>
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6.3 Create Bill Segment Exception(s)

<table>
<thead>
<tr>
<th>Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generate Bill Segment</td>
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</tr>
<tr>
<td>Freeze Bill Segment</td>
<td></td>
</tr>
<tr>
<td>Batch Billing</td>
<td></td>
</tr>
</tbody>
</table>

Actor/Role: C2M(CCB)

Description:
If a freezable or frozen Bill Segment cannot be created, C2M(CCB) creates a Bill Segment in “error” status with a message can be analyzed by a CSR or Authorized User. Typically errors are caused by missing or incomplete data. The error may be reviewed at this time or not. Data may be changed before Batch Billing next runs. When the Batch Billing process next runs, it deletes all “error” Bill Segment(s) and attempts to recreate them. It continues this throughout the Bill window. If a Bill Segment(s) is in error at the end of the Bill window, a user must intervene and fix them. If the Bill Segment(s) is still in error when the cycle’s next window opens, a Billing error is generated.

Customizable process N  Process Name:

<table>
<thead>
<tr>
<th>Process Name</th>
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</tr>
</thead>
<tbody>
<tr>
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<td>The Bill cycle Batch processing creates Bills for accounts with an &quot;open&quot; Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User.</td>
</tr>
</tbody>
</table>
6.4 Create Bill Exception(s)  
**Group: Bill Completion**
**Group: Batch Billing**

**Actor/Role:** C2M(CCB)

**Description:**
C2M(CCB) identifies Bills in an error status. They are placed in an exception table and can be made available as To Do entries. If C2M(CCB) determines the bill cannot be completed, a bill exception is created for review by a CSR or Authorized User. For example, if the customer’s mailing address is not defined, the corresponding bill cannot be completed.

**Customizable process N**  
**Process Name:**

| BILLING - The Bill cycle Batch processing creates Bills for accounts with an "open" Bill cycle. Online Billing process creates a Bill for account when requested by an Authorized User. |

6.5 Identify Bill Segments in Error Status  
**Group: TO DO Bill Segment Error Process**

**Actor/Role:** C2M(CCB)

**Description:**
C2M(CCB) identifies Bill Segments in error status. C2M(CCB) can create a To Do Entry for every Bill Segment in error status.

**Customizable process N**  
**Process Name:**

| TD-BSERR- This background process creates a To Do entry for every Bill Segment that’s in error. |

**Configuration required Y**  
**Entities to Configure:**

| To Do Role(s) for base TD-BSERR To Do Type |

6.6 Create Bill Segment Error To Do  
**Group: TO DO Bill Segment Error Process**

**Actor/Role:** C2M(CCB)

**Description:**
C2M(CCB) can create a To Do Entry for every Bill Segment in error status. The To Do functionality allows for online review by a user or group of users. To Do Lists summarize and total entries for different To Do Types. Status of To Do Entries is available for evaluation.

**Customizable process N**  
**Process Name:**

| TD-BSERR- This background process creates a To Do entry for every Bill Segment that’s in error. |

**Configuration required Y**  
**Entities to Configure:**

| To Do Role(s) for base TD-BSERR To Do Type |

6.7 Evaluate and Perform Analysis
Actor/Role: CSR or Authorized User  
Description: 
The CSR or Authorized User will review the Bill Segment error and supporting information in C2M(CCB). Account, Service Agreement, and Billing History are some of the areas reviewed. Typically, errors are caused by missing or incomplete information. Based on established business rules, the CSR or Authorized User investigates possible solutions or workarounds for the missing or incomplete information.

6.8 Resolve Issue  
Actor/Role: CSR or Authorized User  
Description: 
The CSR or Authorized User resolves the error and enters information in C2M(CCB).

6.9 Update Data  
Actor/Role: C2M(CCB)  
Description: 
Information required for resolution is updated in C2M(CCB).

7.0 Request Complete To Do  
Actor/Role: CSR or Authorized User  
Description: 
The CSR or Authorized User marks the To Do Entry as complete and requests completion of the To Do Entry. The CSR or Authorized User may add comments or a log entry for future reference.

7.1 Complete To Do Entry  
Actor/Role: C2M(CCB)  
Description: 
The To Do Entry is updated to Complete Status in C2M(CCB).

7.2 Identify Bills in Error Status  
Actor/Role: C2M(CCB)  
Description: 
C2M(CCB) identifies Bills in error status. C2M(CCB) can create a To Do Entry for every Bill in error status.

Customizable process N  
Process Name:  
TD-BIERR – This background process creates a To Do entry for every Bill that’s in error.
### 7.3 Create Bill Error To Do

**Actor/Role:** C2M(CCB)

**Description:**
C2M(CCB) can create a To Do Entry for every Bill in error status. The To Do functionality allows for online review by a user or group of users. To Do Lists summarize and total entries for different To Do Types. Status of To Do Entries is available for evaluation.

**Customizable process:** N

**Process Name:**
TD-BIERR - This background process creates a To Do entry for every Bill that's in error.

<table>
<thead>
<tr>
<th>Configuration required</th>
<th>Entities to Configure</th>
</tr>
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<tbody>
<tr>
<td>Y</td>
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Test Documentation related to the Current Process

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## Document Control

### Change Record

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Attachment

Bill Segment

[Attachment]

Bill Segment Deposit.doc

Bill Main

[Attachment]

Bill-Deposit.doc

Admin Menu/Installation Options/Control Central Alerts

[Attachment]

Installation Options Framework Control Central Alert Algorithms.doc

Admin Menu/Installation Options/Billing

[Attachment]

Installation Options - Billing.doc

Control Central Search

[Attachment]

Control Central Search.doc

Dashboard

[Attachment]

Dashboard.doc
Account Financial History

SA Billing History

Account Credit Rating

Account/Autopay