

GXS



## **Billing Guide**

**Third Edition (November 2005)**

This edition replaces GC34-3288-01.

**© Copyright GXS, Inc. 1998, 2005. All rights reserved.**

Government Users Restricted Rights - Use, duplication, or disclosure restricted.

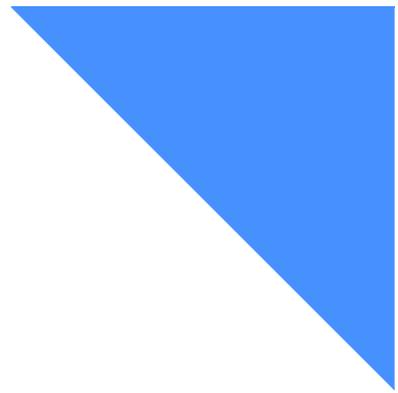


# Contents

---

- To the reader ..... v
  - How to use this book ..... v
  - Related books ..... v
  
- Chapter 1. Understanding your invoice ..... 1
  - Invoice sumamry ..... 2
  - Invoice detail by service category ..... 3
  - Sales tax information ..... 4
  - Tier service detail ..... 5
    - Tier report example ..... 5
  - Sample tier service detail attachment ..... 7
  
- Chapter 2. Displaying, printing and routing charges and usage information ..... 9
  - Displaying invoiced account information ..... 10
  - Displaying activity account information ..... 11
  - Displaying activity account information for a specific user ID ..... 15
  - Printing charge reports ..... 17
    - Printing a summary report ..... 17
    - Printing a session detail report ..... 18
    - Printing a panel ..... 21
  - Routing charge reports to Information Exchange ..... 23
    - Reports that can be routed to Information Exchange ..... 23
    - Routing a summary report to Information Exchange ..... 23
    - Routing a session detail report to Information Exchange ..... 25
    - Routing a panel to Information Exchange ..... 27
  - Receiving charge reports from Information Exchange ..... 29
  
- Chapter 3. Getting more details about your charges ..... 31
  - Usage Charge Report ..... 31
  - Information Exchange Usage Report ..... 35
  - Fixed Charge Report ..... 37
  - Trading Partner Summary Report ..... 39

Understanding the Trading Partner Summary report .....	40
Trading Partner Summary Report field definitions .....	40
Reconciling your invoice charges .....	41
<a href="#">Index</a> .....	43



## To the reader

---

This book describes how to display, print, and route financial information about accounts.

### How to use this book

The term *product* is used in this book to refer to the services and products for which the customer has enrolled.

The term *service* is used in this book to refer to administrative services, such as password maintenance, that assist the customer in using the network.

Some printing conventions are used in this book to help you better understand the information presented:

- Terms displayed on a panel are printed inside quotation marks--for example: "Access" option.
- All items that you type on a panel are printed in boldface letters--for example: Next to "Profile type" type 1.

### Related books

Additional publications, which may be helpful when performing the tasks described in this book, can be viewed on the Publications page of the GXS Interchange Services for e-business Web site at: [http://www.gxsolc.com/edi\\_bes.html](http://www.gxsolc.com/edi_bes.html).



## Understanding your invoice

---

The invoice you receive from GXS has the following sections:

- **Summary**  
Provides an overview of all the charges for the current invoice period.
- **Detail by service category**  
Shows the charges associated with each individual service used during the invoice period.
- **Sales tax information**  
Shows state sales tax, telecommunication tax, and other applicable taxes applied to your invoice charges.
- **Optional attachments**  
Include attachments with additional information about charges for services you use, such as the Tier Service Detail attachment.

Following are examples of these sections and the information they contain.

# Invoice summary

**This reference can help you cross-reference the IBM charges to your Purchase Order number.**

**General information concerning your IBM**

**An IBM billing specialist has been assigned to assist you with any questions you may have on your invoice.**



*Please direct inquiries and Correspondence to:*  
**IBM**  
 3406 W. Dr. M. L. King Jr. Blvd  
 Tampa, FL 33607

Invoice Date:	11/01/1999	For questions about this invoice please call
Invoice No.:	1547216	Accounts Receivable Dept.
Invoice Cust. No.:	1894567	At X-300-300-3000
Invoice Acct.:	ANY12MC	For other assistance Call X-300-300-3000
Marketing Area:	94W	

**Invoice Account: ANY12MC**  
**Reference: Purchase Order No.: 12 34567**

Charges for the month of **OCTOBER 1999**

Total Gross Charges:	\$619.14
Total Discounts:	\$0.00
Total Taxes:	\$30.97
<b>Total Invoice:</b>	<b>\$650.11</b>

Please pay this amount: **\$650.11**

Terms: Due Upon Receipt

---

**IBM, Federal Taxpayer ID 13-0871986**

**ORIGINAL INVOICE**

To ensure proper credit, please detach and return this section with your remittance to IBM.

Invoice to:  
**ANY COMPANY NAME**  
 1234 ANY STREET

Please remit to:  
**IBM**  
 P.O. Box 98880

Amount Due: **\$650.11**  
 Term: **Due upon receipt**

**Remittance Copy**

For questions about this invoice please call  
**Accounts Receivable Dept.**  
 At X-300-300-3000  
 For other assistance  
 Call X-300-300-3000

Correction for Invoice to Address

\_\_\_\_\_

\_\_\_\_\_

**The remittance copy of the invoice to be detached and returned with your payment. This ensures proper credit to your account.**

**Amount to be paid to IBM or amount to be credited to your account.**

## Invoice detail by service category

Number of billable units and units of measure are provided to assist you in understanding your invoices.

These are the charges for your activity account. For customers with multiple activity accounts, charges for each activity account begin on a new page.

Service Category	Units	Unit of Measure	Gross Amount	Discount Amount	Sales Tax	Total Amount
<b>GXS</b>						
LOC: ANY COMPANY NAME 1234 ANY STREET GREAT TOWN, XX 12345			Invoice Date: 11/01/1999 Invoice No.: 1247214 Invoice Cust. No.: 1284567 Invoice Acct.: ANY12MC Billing Area: 94W		For questions about this invoice please call Accounts Receivable Dept. at 1100010010000	
Activity Account: ANY1			Charges for the month of OCTOBER 1999			
Purchase Order No.: 12 34567 X 01						
NETWORK SERVICES CHARGES						
TRAFFIC-PRIME	5,870.00	Thousand	181.97		9.10	191.07
TRAFFIC-NONPRIME	22,543.33	Thousand	338.15		16.91	355.06
CUSTHOST TRAFFIC-PRIME	1,016.45	Thousand	31.51		1.58	33.09
CUSTHOST TRAFFIC-NONPRIME	967.33	Thousand	14.51		.73	15.24
Subtotal for this category:			566.14			594.46
GENERAL SERVICES CHARGES						
MONTHLY BASE CHARGE	1.00	Month	53.00		2.65	55.65
Subtotal for this category:			53.00		2.65	55.65
Total for activity account ANY1:			619.14		30.97	650.11
Total for invoice account ANY12MC:			619.14		30.97	650.11

Subtotals are provided by service category and by activity account.

## Sales tax information

You will not receive this section of the invoice if sales tax does not apply to your

	Invoice Date: 11/01/1999	For questions about
	Invoice No.: 1547218	this invoice please call
	Invoice Cust. No.: 1234567	Accounts Receivable
	Invoice Acct.: ANY12MC	Dept.
	Mailing Addr: MW	at 1-800-300-0000

Charges for the month of  
OCTOBER 1999

Invoice Account: ANY12MC  
Reference: Purchase Order No.: 12 54567

STATE	TELECOMMUNICATION TAXES	GENERAL TAXES	TOTAL TAXES
XX	.00	30.97	30.97

## Tier service detail

Some services have graduated charges separated into categories called *tiers*. The definitions of the tier boundaries vary with each service. Details of the tier boundaries and associated rates are contained in your service contract. The Tier Service Detail invoice attachment contains details of the billing charges for each tier of the services that use this method of billing.

## Tier report example

The following examples use a messaging service for demonstration. Although the principle is the same for all tiered services, the details of the number of tiers, tier boundaries, rates, and billing units vary among different services.

The following terms are used in the examples:

<b>Tier</b>	A category defined for the purpose of assigning a billing rate.
<b>Lower Bound</b>	The lowest value included in a tier.
<b>Upper Bound</b>	The highest value included in a tier.
<b>Tier Rate</b>	The billing rate applied to items in this tier.
<b>Billing Unit</b>	The standard quantity for calculating charges.
<b>Invoice Unit</b>	The total activity (in this example, characters) divided by the billing unit.
<b>Message ID</b>	Included here for easy reference to each individual message.
<b>Total characters</b>	The raw character count recorded by the billing system.
<b>Rounded Billing Units</b>	The raw character count rounded to the next even billing unit.
<b>Charge Amount</b>	The amount billed on the invoice.

The following table shows how several tiers might be defined for Information Exchange messages:

Tier	Lower Bound	Upper Bound	Tier Rate	Billing Unit (characters)
Tier 1	0	1,000	\$0.15	1000
Tier 2	1,001	100,000	\$0.10	1000
Tier 3	1,00,001	unlimited	\$0.05	1000

Assume that the following messages are sent using Information Exchange:

Message ID	Total Characters
1	500
2	3,500
3	29,500

The calculations for determining the appropriate billing tiers are applied to each individual message, as follows:

Message ID	Total Actual Characters	Rounded Characters	Invoice Units	Charge Amount
1	500	1,000	1	Tier 1: 1 x \$0.15 = \$0.15 Total = \$0.15
2	3,500	4,000	4	Tier 1: 1 x \$0.15 = \$0.15 Tier 2: 3 x \$0.10 = \$0.30 Total = \$0.45
3	149,999	150,000	150	Tier 1: 1 x \$0.15 = \$0.15 Tier 2: 99 x \$0.10 = \$9.90 Tier 3: 50 x \$0.05 = \$2.50 Total = \$12.55

Following is a detailed explanation of the calculation process for message number three, which contains elements in all three tiers.

1. The total number of characters in the message (149,999) is rounded to the next even billing unit (1,000 characters). The result (150,000) is used as the basis for the remaining calculations.
2. The rounded number of characters is divided by the standard billing unit for this service (1,000 characters) to determine that 150 units will be charged on this invoice.
3. The first 1,000 characters fall into tier 1 (0 to 1,000 characters) and the tier 1 charge is applied to this portion of the message (1 unit).
4. The next 99,000 characters fall into tier 2 (1,001 to 100,000 characters) and the tier 2 charge is applied to this portion of the message (99 units).
5. The remaining characters (above 100,000) fall into tier 3 and the tier 3 charge is applied to this portion of the message (50 units).
6. The charges for each tier are added to obtain the total charge for the message.

## Sample tier service detail attachment

TIERED PRICED CHARGES		LOWER BOUNDARY	TOTAL INVOICE	UNITS IN TIER 1	UNITS IN TIER 2	UNITS IN TIER 3	GROSS AMOUNT
RESIDING IN TIER OF TIER							
FEATURE : IE							
	1	0	3,596.0000	3,596.0000	0.0000	0.0000	899.00
	2	1001	15,094.9730	1,504.0000	13,590.9730	0.0000	1,877.00
	3	10001	95,818.1650	285.0000	28,215.0000	67,318.1650	9,234.69
IE-IE MSG DELIVERY-P	SUBTOTAL:		114,509.1380	5,385.0000	41,805.9730	67,318.1650	12,010.69
	1	0	4,403.0000	4,403.0000	0.0000	0.0000	528.36
	2	1001	42,113,5260	8,394.0000	38,719,5260	0.0000	2,744.00
	3	10001	212,441.8170	361.0000	34,749.0000	177,341.8170	10,108.86
IE-IE MSG DELIVERY NP	SUBTOTAL:		268,958.3430	8,148.0000	73,468.5260	177,841.8170	13,381.22



## Displaying, printing and routing charges and usage information

You can display and print charges and usage information for your accounts. You can print each panel that is displayed, or print a report of the charges and usage without displaying the panel.

If you have access to Information Exchange, you can also route charge reports or panels to Information Exchange and receive the reports electronically. Contact your GXS Sales Representative for information on accessing Information Exchange.

Your accounts can consist of one or more invoiced accounts that have one or more activity accounts. An activity account is a collection point for GXS charges. These include account usage charges, fixed charges, and usage for each user within the activity account. An invoiced account is the account that is billed; it summarizes the activity account charges.

To display charges and usage information, begin on the Product Selection panel..

```

SVM0401P                PRODUCT SELECTION

SYSTEM: SYS12345                DATE: 99/11/14
TERMIN: TERM0004                TIME: 11:14:59
CUSTOMER ASSISTANCE: ENTER "NOTIFY" OR CALL 800 727 2222

      SYSTEM SERVICE                BUSINESS SERVICE
1  ALTER                10  CINform
2  MESSAGE              11  GETinfo
3  NEWS
4  NOTIFY
5  PASSWORD
6  PERMIT
7  PROFILE
8  SEND
9  STATUS

Enter selection or press the HELP key (PF1) for assistance.

PF1=HELP  PF3=END

====>

```

1. Select the "Cinform" option.

*Cinform* stands for charges information.

2. Press Enter.

The system displays the Charges Information Display Service Main Menu.

```
BITSQ00                CHARGES INFORMATION DISPLAY SERVICE
                        MAIN MENU
CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                 CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

      USERID..... (OPTIONAL)
      ACTIVITY ACCOUNT _____ (OPTIONAL)
      ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1. INVOICED ACCOUNT SUMMARY
  2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE AND PRESS ENTER, PF9 OR PF12

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

===>
```

## Displaying invoiced account information

The invoiced account summary information consists of the total month-to-date and year-to-date charges of the invoiced account (the account that is billed).

To display invoiced account information, begin on the Charges Information Display Service Main Menu.

1. Select the "Invoiced account summary" option.
2. Press Enter.

The system displays the Invoiced Account Summary panel.

```

BITEQ02          CHARGES INFORMATION DISPLAY SERVICE

                INVOICED ACCOUNT SUMMARY

CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567                1999-09-14 12:57
BUSINESS OWNER: US                 CURRENCY CODE: USD

ACCOUNT      MONTH-TO-DATE      YEAR-TO-DATE
            CHARGES AS OF      CHARGES AS OF
XYZ1        $nn.nn             $nn.nn

PRESS ENTER TO CONTINUE.

PF4=RETURN  PF9=ROUTE SCREEN  PF12=PRINT SCREEN
====>

```

3. Select an option from the following table.

To:	Press:
Return to the Charges Information Display Service Main Menu	PF4
Continue displaying activity account summary information	Enter

## Displaying activity account information

You can display activity account charge information for the previous or current month. This includes activity account usage charges, activity account fixed charges, and usage for each user ID within the activity account. Current month charges are displayed as of the previous day.

To display activity account information, begin on the Charges Information Display Service Main Menu.

```

BITSQ00                CHARGES INFORMATION DISPLAY SERVICE
                        MAIN MENU
CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                        CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

      USERID..... (OPTIONAL)
      ACTIVITY ACCOUNT _____ (OPTIONAL)
      ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1. INVOICED ACCOUNT SUMMARY
  2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12.

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

====>

```

1. Select an option from the following table.

To display activity account information:	Select the following option:
For the current month	"Activity account summary - current month".
For the preceding month	"Activity account summary - preceding month".

2. Press Enter.

If you have only one invoiced account and activity account, see step 7 on page 13. If you have multiple invoiced accounts, the system displays the Invoiced Account Summary panel.

```

BITSQ03                CHARGES INFORMATION DISPLAY SERVICE
                        INVOICED ACCOUNT SUMMARY

CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567                      1999-09-14 12:57
BUSINESS OWNER: US                       CURRENCY CODE: USD
PLACE AN "S" NEXT TO THE REQUESTED ACCOUNT AND PRESS ENTER.

ACCOUNT      MONTH-TO-DATE      YEAR-TO-DATE
            CHARGES AS OF      CHARGES AS OF
            1999-09-13      1999-08-31
XYZINC      $nn.nn            $nn.nn
XYZ1M      $nn.nn            $nn.nn

TOTALS      $nn.nn            $nn.nn

PF4=RETURN  PF9=ROUTE SCREEN  PF12=PRINT SCREEN

```

3. Next to the desired invoiced account, type s.
4. Press Enter.

If you have only one activity account, see step 7 on page 13. If you have multiple activity accounts, the system displays the Activity Account Selection panel

```

BITSQ04                CHARGES INFORMATION DISPLAY SERVICE
                        ACTIVITY ACCOUNT SELECTION

CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567                      1999-09-14 12:57
BUSINESS OWNER: US                       CURRENCY CODE: USD
PLACE AN "S" NEXT TO THE REQUESTED ACCOUNT AND PRESS ENTER.

XYZINC
XYZ1
XYZ2
XYZ3

PF4=RETURN  PF9=ROUTE SCREEN  PF12=PRINT SCREEN

```

5. Next to the desired account, type s.

## 6. Press Enter.

The system displays the Activity Account Summary panel.

```

BITSQ05                ACTIVITY ACCOUNT SUMMARY                PAGE    0001

CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
ACCOUNT: nnnn    CUSTOMER #: 1234567      1999-09-14 20:22
BUSINESS OWNER: US                        CURRENCY CODE: USD
ACCOUNT TOTALS: SSIA                      UNITS AS OF 1999-09-09    AMOUNT
NETWORK SERVICES CHARGES
HOST ADMINISTRATION FOR SNI                n                        $nn.nn
CS ENHANCED ATTACH 14400 BPS                n                        $nn.nn
DIAL SERVICES-LOCAL-PRIME                  n.nn                     $nn.nn
GENERAL SERVICES CHARGES
USERIDS ON FILE                            n                        $nn.nn
MONTHLY BASE CHARGE                        n                        $nn.nn
APPLICATION SERVICES CHARGES
IE MESSAGES-PRIME                          n                        $nn.nn
IE CHARACTERS-PRIME                        n.n                      $nn.nn
NATIONAL MESSAGE DELIVERY CH               n                        $nn.nn
LICENSED PROGRAM CHARGES

PRESS ENTER TO CONTINUE.

PF1=HELP PF4=RETURN                PF8=FORWARD PF9=ROUTE SCREEN PF12=PRINT SCREEN

====>

```

## 7. To display the usage charges for each user, press PF8. The system displays the Activity Account Summary Usage by User ID panel.

```

BITSQ07                ACTIVITY ACCOUNT SUMMARY
                        USAGE BY USER ID

CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567                      1999-09-14 12:57
BUSINESS OWNER: US                        CURRENCY CODE: USD
ACCOUNT TOTALS: XYZ1                      UNITS AS OF 1999-09-13    AMOUNT
ACCT/USER XYZ1    IEMPRNT
NS CHARACTERS                nnn                        $nn.nn
TOTAL USER CHARGES                $nn.nn
ACCT/USER XYZ1    USERID1
NS CHARACTERS                nnn                        $nn.nn
TOTAL USER CHARGES                $nn.nn
ACCT/USER XYZ1    USERID2
NS CHARACTERS                nnnn                       $nn.nn
TOTAL USER CHARGES                $nn.nn
ACCT/USER XYZ1    USERID3
NETWORK CONNECT TIME                n                        $nn.nn
NS CHARACTERS                n                        $nn.nn
TOTAL USER CHARGES                $nn.nn

PF4=RETURN PF7=BACKWARD PF8=FORWARD PF9=ROUTE SCREEN PF12=PRINT SCREEN

```

## 8. Press PF4 to return to the Charges Information Display Service Main Menu.

## Displaying activity account information for a specific user ID

There is a fast path to display usage information for a specific user within an account.

To display usage information directly, begin on the Charges Information Display Service Main Menu.

```

BITSQ00                                CHARGES INFORMATION DISPLAY SERVICE
                                         MAIN MENU
CUSTOMER NAME: XYZ COMPANY              BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                     CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

      USERID..... (OPTIONAL)
      ACTIVITY ACCOUNT _____ (OPTIONAL)
      ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1. INVOICED ACCOUNT SUMMARY
  2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

==>>

```

1. Next to "Userid," type the user ID.
2. If your account has more than one activity account, next to "Activity account", type the activity account to which the user ID belongs.
3. If the organization account ID is different from the activity account ID, next to "Organization ID", type the organization ID. (The organization account ID is the ID you entered when you logged on.)
4. Select an option from the following table.

To display usage:	Select the following option:
For the current month	"Activity account summary - current month".
For the preceding month	"Activity account summary - preceding month".

5. Press Enter.

The system displays the Charges Information Display Service Activity Account User Usage Summary panel.

```
BITSQ07              CHARGES INFORMATION DISPLAY SERVICE
                    ACTIVITY ACCOUNT USER USAGE SUMMARY
CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567                      1999-09-13 12:57
BUSINESS OWNER: US                       CURRENCY CODE: USD
ACCOUNT TOTALS: XYZ1                     UNITS AS OF 1999-09-13   AMOUNT
ACCT/USER XYZ1      USERID1
NS CHARACTERS                .nnn                $nn.nn
TOTAL USER CHARGES                $nn.nn

PF4=RETURN                    PF9=ROUTE SCREEN  PF12=PRINT SCREEN
```

6. Press PF4 to return to the Charges Information Display Service Main Menu.

## Printing charge reports

There are two ways to print charges and usage information. You can print a formatted report, or you can print the information that appears on the panel that you are viewing.

### Printing a summary report

You can print a formatted summary report of the charges and usage information without first displaying the information.

To print a summary report, begin on the Charges Information Display Service Main Menu.

```

BITSQ00          CHARGES INFORMATION DISPLAY SERVICE
                  MAIN MENU
CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                 CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

USERID..... (OPTIONAL)
ACTIVITY ACCOUNT ..... (OPTIONAL)
ORGANIZATION ID. .... (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
1.  INVOICED ACCOUNT SUMMARY
2.  ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
3.  ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
4.  SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12.

PF3=END   PF9=ROUTE REPORT   PF12=PRINT REPORT

===>

```

1. Select an option from the following table.

To print:	Select the following option:
An invoiced account summary	"Invoiced account summary"
An activity account summary for the current month	"Activity account summary--current month"
An activity account summary for the preceding month	"Activity account summary--preceding month"
A session detail report	"Session detail report" (See "Printing a session detail report" on page 17 for more information.)



**NOTE:** You can print more specific information by typing the user ID, activity account, and (if required) the organization ID.

2. Press PF12.

The system displays the Charges Information Display Service Printer Node ID Selection List panel.

```

BITSQ11          CHARGES INFORMATION DISPLAY SERVICE
                  PRINTER NODE ID SELECTION LIST
                                     1999-09-14 12:03

PRINTER ID., _____
PRINT001      3287
PRINT002      3287
PRINT003      3287
PRINT004      3287
PRINT005      3287
PRINT006      3287
PRINT007      3287
PRINT008      3287

PLEASE ENTER A PRINTER ID OR PLACE AN "E" NEXT TO THE PRINTER DESIRED.
PF4=RETURN    PF8=FORWARD

```

3. Select an option from the following table.

To select:	Type:
A printer displayed by the system	<b>s</b> next to the name of the printer.
A 3287, 3289, or equivalent printer defined to GXS	The <b>ID</b> of the printer next to "Printer ID."

4. Press Enter.

The system displays a message indicating the number of pages printed, and then displays the Charges Information Display Service Main Menu.

## Printing a session detail report

Session detail reports provide the lowest level of charges available from GXS for each session. For example, you get a list of fixed charges and usage charges incurred each time a user logs on to the network, prints a report, or transfers a file. You can use this information to review billed amounts and to estimate usage of planned transactions.

The Session Detail Report requires a printer with 133 print positions. To print the Session Detail Report, begin on the Charges Information Display Service Main Menu.

```

BITSQ00          CHARGES INFORMATION DISPLAY SERVICE
                  MAIN MENU
CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                 CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

      USERID..... (OPTIONAL)
      ACTIVITY ACCOUNT _____ (OPTIONAL)
      ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1.  INVOICED ACCOUNT SUMMARY
  2.  ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3.  ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4.  SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

====>

```

1. Select the "Session detail report" option.
2. Press PF12.



**NOTE:** If you have multiple accounts, select the accounts desired from the panels displayed.

The system displays the Charges Information Display Service Session Detail Report Request panel.

```

BITSQ13          CHARGES INFORMATION DISPLAY SERVICE
                  SESSION DETAIL REPORT REQUEST
CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567                1999-09-13 12:03
BUSINESS OWNER: US                 CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13
      INVOICED ACCOUNT XYZNC
      ACTIVITY ACCOUNT XYZ1
      USERID..... (OPTIONAL IF ACTIVITY ACCOUNT SPECIFIED)
      ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)
      MONTH..... 0999 (DATA UP TO TWO MONTHS PRIOR IS AVAILABLE)
      DAY RANGE..... (OPTIONAL IF SPECIFIC DAY(S) DESIRED)

FUNCTIONS AVAILABLE: (USAGE MAY EXCEED 100 PAGES WITHOUT USERID)
  1.  FIXED AND USAGE CHARGES
  2.  USAGE CHARGES ONLY
  3.  FIXED CHARGES ONLY

NOTE: REPORT IS 133 CHARACTERS IN WIDTH.
      SELECT ONE OF THE ABOVE FUNCTIONS AND PRESS PF9(ROUTE) OR PF12(PRINT).

PF1=HELP  PF4=RETURN  PF9=ROUTE REPORT  PF12=PRINT REPORT

====>

```



**NOTE:** Session detail reports can become very large when you print usage charges for all users. Therefore, you should select usage charges for a specific user ID.

3. Next to "Userid," type the user ID.
4. Next to "Organization ID," type the organization ID, if required.
5. The month shown is the current month; however, you can select data up to two months old by typing the month and year.
6. If you want charges for a specific day within the month, type that day in the first field next to "Day range." If you want charges for a day range within the month, type the "from" day and "to" day. Only usage charges are retrieved when you specify a day range.
7. Select the desired function.
8. Press PF12 to continue.

The system displays the Charges Information Display Service Printer Node ID Selection List panel.

```

BITSQ11          CHARGES INFORMATION DISPLAY SERVICE
                  PRINTER NODE ID SELECTION LIST
                                     1999-09-14 12:03

PRINTER ID... _____
PRINT001      3287
PRINT002      3287
PRINT003      3287
PRINT004      3287
PRINT005      3287
PRINT006      3287
PRINT007      3287
PRINT008      3287

PLEASE ENTER PRINTER ID OR PLACE AN "S" NEXT TO THE PRINTER DESIRED.
PF4=RETURN

```

9. Select an option from the following table.

To select:	Type:
A printer displayed by the system	s next to the name of the printer.
A 3287, 3289, or equivalent printer defined to GXS	The <b>ID</b> of the printer next to "Printer ID."

## 10. Press Enter.

The system displays a message indicating that the report has been submitted, and then displays the Main Menu.

Upon completion, the report is printed at the printer you selected.

## Printing a panel

You can print panels that have the "PF12=Screen print" option on the bottom line.

To print a panel:

1. Display the desired panel.
2. Press PF12.

The system displays the Charges Information Display Service Printer Node ID Selection List panel.

```

BITSQ11                CHARGES INFORMATION DISPLAY SERVICE
                        PRINTER NODE ID SELECTION LIST
                                                1999-09-14 12:03

PRINTER ID.: _____
PRINT001      3287
PRINT002      3287
PRINT003      3287
PRINT004      3287
PRINT005      3287
PRINT006      3287
PRINT007      3287
PRINT008      3287

PLEASE ENTER PRINTER ID OR PLACE AN "S" NEXT TO THE PRINTER DESIRED.
PF4=RETURN

```

Select an option from the following table.

To select:	Type:
A printer displayed by the system	<b>s</b> next to the name of the printer.
A 3287, 3289, or equivalent printer defined to GXS	The <b>ID</b> of the printer next to "Printer ID."



**NOTE:** The printers displayed by the system are located on GXS premises. Unless you have access to these printers, you will need to contact an GXS sales representative regarding their availability for your use.

3. Press Enter.

When printing is complete, the system displays a message, and then displays the Charges Information Display Service Main Menu.

```
BITSQ00                CHARGES INFORMATION DISPLAY SERVICE
                        MAIN MENU
CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                        CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13:

    USERID..... (OPTIONAL)
    ACTIVITY ACCOUNT _____ (OPTIONAL)
    ORGANIZATION ID. _____ (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1. INVOICED ACCOUNT SUMMARY
  2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

===>
```

## Routing charge reports to Information Exchange

The Charges Information Display Service gives you the ability to route electronic copies of reports to an Information Exchange mailbox.

To use this function, the user ID to which you wish to send an electronic report must have access to Information Exchange.

Each report is routed to Information Exchange as one file. Files can then be received using the Information Exchange interface installed.

## Reports that can be routed to Information Exchange

All reports that can be printed can also be routed to Information Exchange. These include:

- Invoiced Account Summary Report
- Activity Account Summary Report
- Session Detail Report
- Panel Print

## Routing a summary report to Information Exchange

To route a usage summary report, begin on the Charges Information Display Service Main Menu.

```

BITSQ00                CHARGE INFORMATION DISPLAY SERVICE
                        MAIN MENU
CUSTOMER NAME: XYZ COMPANY      BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US             CURRENCY CODE: USD

DATA IS CURRENT AS OF 1999-09-13

USERID..... (OPTIONAL)
ACTIVITY ACCOUNT..... (OPTIONAL)
ORGANIZATION ID..... (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
  1. INVOICED ACCOUNT SUMMARY
  2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
  3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
  4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE
AND PRESS ENTER, PF9 OR PF12.

PF3=END  PF9=ROUTE REPORT  PF12=PRINT REPORT

==>>>

```

1. **Select** an option from the following table.

To route:	Select the following option:
An invoiced account summary	"Invoiced account summary"
An activity account summary for the current month	"Activity account summary--current month"
An activity account summary for the preceding month	"Activity account summary--preceding month"
A session detail report	"Session detail report" (See "Routing a session detail report to Information Exchange" on page 23 for more information.)

- To route more specific information to the report, type the user ID, activity account, or (if required) the organization ID in the spaces indicated on the panel.
- Press PF9.

The system displays the Charges Information Display Service Route Report to Information Exchange panel

```

BITSQ14                CHARGES INFORMATION DISPLAY SERVICE
                        ROUTE REPORT TO INFORMATION EXCHANGE

                                1999-09-13 12:04
TYPE THE ACCOUNT AND USER ID THE REPORT IS TO BE SENT TO. NEXT, INDICATE IF AN
IE INTERFACE ON THE PC WILL BE USED TO RECEIVE THE REPORT, AND PRESS ENTER.

ORGANIZATION ID ... _____
USERID .....
WILL THE REPORT BE RECEIVED USING AN INFORMATION EXCHANGE
INTERFACE ON A PC? _ (Y OR N)

EACH REPORT IS SENT TO INFORMATION EXCHANGE AS ONE FILE. USE THE FOLLOWING
INFORMATION TO RECEIVE THIS REPORT FROM YOUR MAILBOX.

SEND ACCOUNT:  ATAP      (ACCOUNT/USERID THAT SENT THE REPORT. MAY
SEND USERID:   CHARGES   NEED TO BE ADDED TO TRADING PARTNER LIST)
USER CLASS:    ADETAIL   (SESSION DETAIL REPORT, 133 CHARACTERS IN LENGTH)
                ASUMMARY  (ALL OTHER REPORTS, 80 CHARACTERS IN LENGTH)

PF1=HELP  PF4=RETURN

==>

```

- Type the Information Exchange organization account and user ID to which you wish to send the report.



**NOTE:** The user ID to which you route a summary report must belong to your organization or sub organization, and it must have access to Information Exchange.

- Type **y** or **n** to indicate whether the file will be received by an Information Exchange interface that is installed on a personal computer. This adds PC carriage-return and line-feed (CRLF) characters to the file.

6. Press Enter.

The system displays a message indicating that the user ID is being validated. If the user ID is valid, an electronic copy of the report is routed to the user's mailbox as a file. The system then returns to the Main Menu.

## Routing a session detail report to Information Exchange

Because the Session Detail Report can produce extremely large amounts of data, a limit has been placed on the amount of data that can be sent to Information Exchange. That limit is approximately 2 MB of session detail print data.

When all data cannot be sent, the Session Detail Report displays a message at the beginning of the report. You can then return to the Charges Information Display Service and enter more specific selection criteria, such as fixed charges only, usage charges for a particular day or day range, or usage charges for one user ID only.

Because of the limit imposed and because the format of the report is subject to change without notice, you should not use this report as input to any charge-back applications. If you require detailed charges, you can order the Detail Billing Extract through your GXS Sales Representative.

To route the Session Detail Report to Information Exchange, begin on the Charges Information Display Service Main Menu.

```

BITSQ00                CHARGES INFORMATION DISPLAY SERVICE
                        MAIN MENU
CUSTOMER NAME: XYZ COMPANY          BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                 CURRENCY CODE: USD
DATA IS CURRENT AS OF 1999-09-13

USERID..... (OPTIONAL)
ACTIVITY ACCOUNT..... (OPTIONAL)
ORGANIZATION ID..... (DEFAULTS TO ACTIVITY ACCOUNT)

FUNCTIONS AVAILABLE:
1. INVOICED ACCOUNT SUMMARY
2. ACTIVITY ACCOUNT SUMMARY - CURRENT MONTH
3. ACTIVITY ACCOUNT SUMMARY - PRECEDING MONTH
4. SESSION DETAIL REPORT

ENTER THE DESIRED FUNCTION ON THE COMMAND LINE AND PRESS ENTER, PF9 OR PF12.

PF3=END   PF9=ROUTE REPORT   PF12=PRINT REPORT

==>>>

```

1. Select the "Session detail report" option.
2. Press PF9.



**NOTE:** If you have multiple accounts, select the accounts desired from the panels displayed.

The system displays the Charges Information Display Service Session Detail Report Request panel.

```

BITSQ13                CHARGES INFORMATION DISPLAY SERVICE
                        SESSION DETAIL REPORT REQUEST

CUSTOMER NAME: XYZ COMPANY                BRANCH OFFICE #: 123
CUSTOMER #: 1234567
BUSINESS OWNER: US                        CURRENCY CODE: USD
DATA IS CURRENT AS OF 1999-09-13        1999-09-13 12:13
INVOICED ACCOUNT XYZMC
ACTIVITY ACCOUNT XYZ1
USERID..... (OPTIONAL IF ACTIVITY ACCOUNT SPECIFIED)
ORGANIZATION ID. (DEFAULTS TO ACTIVITY ACCOUNT)
MONTH..... 0999 (DATA UP TO TWO MONTHS PRIOR IS AVAILABLE)
DAY RANGE..... (OPTIONAL IF SPECIFIC DAY(S) DESIRED)

FUNCTIONS AVAILABLE: (USAGE MAY EXCEED 100 PAGES WITHOUT USERID)
 1. FIXED AND USAGE CHARGES
 2. USAGE CHARGES ONLY
 3. FIXED CHARGES ONLY

NOTE: REPORT IS 133 CHARACTERS IN WIDTH

SELECT ONE OF THE ABOVE FUNCTIONS AND PRESS PF9 (ROUTE) OR PF12 (PRINT).

PF1=HELP PF4=RETURN PF9=ROUTE REPORT PF12=PRINT REPORT
====>

```



**NOTE:** You should select a user ID when requesting a session detail usage charge report. Reports can become very large when usage charges for all user IDs are requested.

3. Next to "Userid," type the user ID.
4. Next to "Organization ID," type the organization ID, if required.
5. The month shown is the current month; however, data up to two months older can be selected by typing the month and year.
6. If you want charges for a specific day within the month, type that day in the first field next to "Day range." If you want charges for a day range within the month, type the "from" day and "to" day next to "Day range". Only usage charges are retrieved when you specify a day range.
7. Select the desired function.
8. Press PF9 to continue.
9. The system displays the Charges Information Display Service Route Report to Information Exchange panel.

```

BITSQ14              CHARGES INFORMATION DISPLAY SERVICE
                     ROUTE REPORT TO INFORMATION EXCHANGE

                                     1999-09-13 12:04
TYPE THE ACCOUNT AND USER ID THE REPORT IS TO BE SENT TO.  NEXT, INDICATE IF AN
IE INTERFACE ON THE PC WILL BE USED TO RECEIVE THE REPORT, AND PRESS ENTER.

ORGANIZATION ID ... _____
USERID .....
WILL THE REPORT BE RECEIVED USING AN INFORMATION EXCHANGE
INTERFACE ON A PC? _ (Y OR N)

EACH REPORT IS SENT TO INFORMATION EXCHANGE AS ONE FILE.  USE THE FOLLOWING
INFORMATION TO RECEIVE THIS REPORT FROM YOUR MAILBOX:

SEND ACCOUNT:  ATAP      (ACCOUNT/USERID THAT SENT THE REPORT.  MAY
SEND USERID:  CHARGES   NEED TO BE ADDED TO TRADING PARTNER LIST)
USER CLASS:   ADETAIL   (SESSION DETAIL REPORT, 133 CHARACTERS IN LENGTH)
              ASUMMARY  (ALL OTHER REPORTS, 80 CHARACTERS IN LENGTH)

PF1=HELP  PF4=RETURN

====>

```

10. Type the organization account and user ID to which you wish to send the report.



**NOTE:** The user ID to which you route a session detail report must belong to your organization or sub organization, and it must have access to Information Exchange.

11. To indicate whether or not the file should be received by an Information Exchange interface installed on a personal computer, type y or n. Indicating y adds PC CRLF characters to the file.
12. Press Enter.

The system displays a message indicating that the user ID is being validated. If the user ID is valid, an electronic copy of the report is routed to the user's mailbox as a file. The system then returns to the Main Menu.

## Routing a panel to Information Exchange

You can route panels to Information Exchange that have the "PF9=Route screen" option on the bottom line.

To route a panel:

1. Display the desired panel.
2. Press PF9.

The system displays the Charges Information Display Service Route Report to Information Exchange panel.

```

BITSQ14                CHARGES INFORMATION DISPLAY SERVICE
                        ROUTE REPORT TO INFORMATION EXCHANGE

                                1999-09-13 12:04
TYPE THE ACCOUNT AND USER ID THE REPORT IS TO BE SENT TO.  NEXT, INDICATE IF AN
IE INTERFACE ON THE PC WILL BE USED TO RECEIVE THE REPORT, AND PRESS ENTER.

ORGANIZATION ID ... _____
USERID .....
WILL THE REPORT BE RECEIVED USING AN INFORMATION EXCHANGE
INTERFACE ON A PC? _ (Y OR N)

EACH REPORT IS SENT TO INFORMATION EXCHANGE AS ONE FILE.  USE THE FOLLOWING
INFORMATION TO RECEIVE THIS REPORT FROM YOUR MAILBOX.

SEND ACCOUNT:  ATAP      (ACCOUNT/USERID THAT SENT THE REPORT.  MAY
SEND USERID:   CHARGES   NEED TO BE ADDED TO TRADING PARTNER LIST)
USER CLASS:    ADETAIL   (SESSION DETAIL REPORT, 133 CHARACTERS IN LENGTH)
                ASUMMARY (ALL OTHER REPORTS, 80 CHARACTERS IN LENGTH)

PF1=HELP  PF4=RETURN

==>

```

3. Type the Information Exchange organization account and user ID to which you wish to send the panel.



**NOTE:** The user ID to which you route the panel must belong to your organization or sub organization, and it must have access to Information Exchange.

4. To indicate whether the file should be received by an Information Exchange interface installed on a personal computer, type y or n. Indicating y adds PC CRLF characters to the file.
5. Press Enter.

The system displays a message indicating the user ID is being validated and checks to ensure the user ID has access to Information Exchange. If the user has access, the panel is routed to the user's mailbox as a file. The system then returns to the Main Menu.

## Receiving charge reports from Information Exchange

Each report exists in Information Exchange as a file. You receive files from Information Exchange using the Information Exchange interface installed on your system.

The Information Exchange parameters you need to receive files are listed on the Route Report to Information Exchange panel. For detailed information on how to receive reports, refer to the documentation for your specific Information Exchange interface.

```

BITSQ14                CHARGES INFORMATION DISPLAY SERVICE
                        ROUTE REPORT TO INFORMATION EXCHANGE

                                1999-09-13 12:04
TYPE THE ACCOUNT AND USER ID THE REPORT IS TO BE SENT TO.  NEXT, INDICATE IF AN
IE INTERFACE ON THE PC WILL BE USED TO RECEIVE THE REPORT, AND PRESS ENTER.

  ORGANIZATION ID ... _____
  USERID .....
  WILL THE REPORT BE RECEIVED USING AN INFORMATION EXCHANGE
  INTERFACE ON A PC? _ (Y OR N)

EACH REPORT IS SENT TO INFORMATION EXCHANGE AS ONE FILE.  USE THE FOLLOWING
INFORMATION TO RECEIVE THIS REPORT FROM YOUR MAILBOX.

  SEND ACCOUNT:  ATAP      (ACCOUNT/USERID THAT SENT THE REPORT, MAY
  SEND USERID:  CHARGES   NEED TO BE ADDED TO TRADING PARTNER LIST)
  USER CLASS:   ADETAIL   (SESSION DETAIL REPORT, 133 CHARACTERS IN LENGTH)
                  ASUMMARY (ALL OTHER REPORTS, 80 CHARACTERS IN LENGTH)

PF1=HELP  PF4=RETURN

====>

```

Use the following information to specify the type of report you want to receive through your Information Exchange interface:

- "Send account" is the account ("ATAP") that sent the report.
- "Send userid" is the Information Exchange user ID ("Charges") that sent the report.
- "User class" is an 8-character name distinguishing the report that was sent.
  - "Adetail" is used to route the Session Detail Register report. "Adetail" files are 133 characters long.
  - "Asummary" is used to route panels, Invoiced Account Summary reports, and Activity Account Summary reports. "Asummary" files are 80 characters long.
- Files should be received in the same data format in which they are sent.
- If you have problems receiving charge reports from Information Exchange, check the following:
  - You may need to add account "ATAP" and user ID "Charges" to your Information Exchange trading partners list in Information Exchange Administration Services.
  - Your Information Exchange Administration Services profile payment level may not be set to pay receive charges.

GXS pays for Information Exchange send charges.

The user who receives the file is charged for Information Exchange receive charges.



## Getting more details about your charges

Several additional reports are available that provide details of the charges on your invoice. Contact your GXS Sales Representative for information on the currently available reports.

Commonly available reports include:

- Usage Charge Report  
Shows the detailed usage and charges for each billing element with subtotals by user ID, activity account, and invoiced account.
- Information Exchange Usage Report  
Shows detailed information for each Information Exchange transaction.
- Fixed, Special Billing, and Adjustments Charge Report  
Shows charges for items that are not calculated by usage, items provided through special arrangements, and any billing adjustments required.
- Trading Partner Summary Report  
Shows the detailed usage and charges for each business trading partner.

### Usage Charge Report

This report shows the detailed usage and charges for each billing element with subtotals by user ID, activity account, and invoiced account. There is an entry in this report for each charge that a customer accrues during each session. For example, in one session, a customer may be billed for *Computer Resource Units* (CRUs), *Network Resource Units* (NRUs), and connect time, so there would be three lines in the report for that session.

The fields in the Usage Charge Report are as follows:

Field Name	Description
AS OF DATE	The data is current "as of" this date.
RUN DATE	The date that the session detail report job was executed.
CUSTOMER TYPE	GXS internal use

Field Name	Description
INVOICED ACCOUNT	The account that receives a bill for usage and fixed charges.
ACTIVITY ACCOUNT	The account that accrues charges. In most cases, the invoiced account, the activity account, and the organization account are the same
ORGANIZATION	The account ID displayed on the Service Manager logon screen. It is the account that generates activity and to which resources are assigned.
USER ID	The user ID that accrued the usage charges.
CUSTOMER NUMBER	The 7-digit GXS customer number.
CUSTOMER NAME	The Customer Legal Name from the Customer Master Record.
BRANCH OFFICE	The GXS branch office handling the account.
DESCRIPTION	The 22-character short description of the billing element. The description may not match the invoice because of the short field length.
RATE	The billing rate or price.
UNITS	The actual billing units, after the network billing rules, such as minimums and rounding, are applied.
AMOUNT	The dollar amount of that record. The rate times the units equals the amount. The invoiced amount is the sum of these individual session billing element charges.
START DATE	The beginning date of session or transaction.
END DATE	The ending date of session or transaction. The dates will be different if a session or transaction crossed midnight, Eastern time.
START TIME	The beginning time (Eastern time) of the session or transaction.
END TIME	The time (Eastern time) that the user ID logged off or the transaction ended.
PRI	<p>This indicates whether prime or nonprime time rates were charged for this session. Nonprime charges apply to sessions that begin and end between 8:00 p.m. and 8:00 a.m. (Eastern time), Monday through Friday, on weekends, and on specified U.S. national holidays. If any part of a session occurs during prime time, then prime rates are charged except for network traffic and dial access charges. The actual time of day determines the rate for network traffic and dial access charges.</p> <p>P Prime time rates were charged for this session. N Nonprime time rates were charged for this session</p>

Field Name	Description
LSE	The indicator is for the type of connection: L Leased line D Dial Services - Local T Secondary node X Dedicated dial line 8 800 number dial
CON	The Continuation indicator is for network traffic or any dial connect time record that crosses the prime/nonprime boundary. The field is: F First billing record C Continued billing record(s)

The last three fields of the Usage Charge Report depend on the type of usage, as defined below:

CONNECT TIME USAGE	
LINENAME/TERM	The line name for CICS connect time and application connect time.
LU	The terminal node, or line name for dial connect time.
DESTIN PRODUCT	Destination product field contains the application name.
DESTIN LU	Destination LU field contains offering name.



**NOTE:** Connect time records for leased-line and dedicated-dial sessions are not included in the Usage Charge Report.

INTERNATIONAL TRAFFIC USAGE	
ORIGIN LU	Terminal/node information.
ORIGIN NETID	The network ID of the secondary logical unit (SLU).
DESTIN LU	The applications LU name information.

ALL OTHER TRAFFIC USAGE	
ORIGIN LU	Terminal/node information.
DESTIN PRODUCT	Offering information.

**ALL OTHER TRAFFIC USAGE**

DESTIN LU	Application name.
-----------	-------------------

**CRU**

ORIGIN ID	Systems identifier information.
CPUTIME/	The number of CPU seconds..
EXCPS/	The amount of EXCPs for IO.
SPOOL IO	The amount of spool time for IO.

**ALL OTHER USAGE**

ORIGIN LU	Line name information.
DESTIN ID	This field is blank.
APPL ID	This field is blank.

**REPORT TOTALS**

USER TOTAL	The total of the preceding lines for the user ID printed. This total includes usage charges only. Additional user fixed charges are printed on the Fixed Charge Report.
ACTIVITY ACCT TOTL	The total usage and fixed charges for the activity account. This total is printed when the user ID and organization account are not selected.
INVOICED ACCT TOTL	The total usage and fixed charges for the invoiced account. Any allowance and taxes are not included in this total. This total is printed when the activity account, organization account, and user ID are not selected.

## Information Exchange Usage Report

This report contains detailed information for each Information Exchange transaction.

The fields in the Information Exchange Usage Report are as follows:

Field Name	Description
AS OF DATE	The data is current "as of" this date.
RUN DATE	The date that the session detail report job was executed.
CUSTOMER TYPE	GXS internal use
INVOICED ACCOUNT	The account that receives a bill for usage and fixed charges.
ACTIVITY ACCOUNT	The account that accrues charges. In most cases, the invoiced account, the activity account, and the organization account are the same
ORGANIZATION	The account ID displayed on the Service Manager logon screen. It is the account that generates activity and to which resources are assigned.
USER ID	The user ID that accrued the usage charges.
CUSTOMER NUMBER	The 7-digit GXS customer number.
CUSTOMER NAME	The Customer Legal Name from the Customer Master Record.
BRANCH OFFICE	The GXS branch office handling the account.
DESCRIPTION	The 22-character short description of the billing element. The description may not match the invoice because of the short field length.
RATE	The billing rate or price.
UNITS	The actual billing units, after the network billing rules, such as minimums and rounding, are applied.
AMOUNT	The dollar amount of that record. The rate times the units equals the amount. The invoiced amount is the sum of these individual session billing element charges.
START DATE	The beginning date of session or transaction.
END DATE	The ending date of session or transaction. The dates will be different if a session or transaction crossed midnight, Eastern time.
START TIME	The beginning time (Eastern time) of the session or transaction.
END TIME	The time (Eastern time) that the user ID logged off or the transaction ended.

Field Name	Description
PRI	<p>This indicates whether prime or nonprime time rates were charged for this session. Nonprime charges apply to sessions that begin and end between 8:00 p.m. and 8:00 a.m. (Eastern time), Monday through Friday, on weekends, and on specified U.S. national holidays. If any part of a session occurs during prime time, then prime rates are charged except for network traffic and dial access charges. The actual time of day determines the rate for network traffic and dial access charges.</p> <p>P Prime time rates were charged for this session. N Nonprime time rates were charged for this session</p>
LSE	<p>The indicator is for the type of connection:</p> <p>L Leased line D Dial Services - Local T Secondary node X Dedicated dial line 8 800 number dial</p>
CHARGE ID	Line name or LU #1 name.
MSG TYP	"S" is a send message and "R" is a receive.
INT CDE	International Code: 3 characters
SEND ACCOUNT	On the first line of the detail report, the account associated with the send message is listed.
RECEIVE ACCOUNT	On the second line of the detail report, the account associated with the receive message is listed.
SEND USER ID	On the first line, this is the user ID associated with the send message.
RECEIVE USER ID	On the second line, this is the user ID associated with the receive message.

## Fixed Charge Report

This report shows charges for items with a charge that does not vary with usage, items provided through special arrangements, and any billing adjustments required. The description field for Common Carrier Recovery Charge has the circuit number as a unique identifier.

The fields in the Fixed Charge Report are as follows:

Field Name	Description
AS OF DATE	The data is current "as of" this date.
RUN DATE	The date that the session detail report job was executed.
CUSTOMER TYPE	GXS internal use
INVOICED ACCOUNT	The account that receives a bill for usage and fixed charges.
ACTIVITY ACCOUNT	The account that accrues charges. In most cases, the invoiced account, the activity account, and the organization account are the same
ORGANIZATION	The account ID displayed on the Service Manager logon screen. It is the account that generates activity and to which resources are assigned.
USER ID	The user ID that accrued the usage charges.
CUSTOMER NUMBER	The 7-digit GXS customer number.
CUSTOMER NAME	The Customer Legal Name from the Customer Master Record.
BRANCH OFFICE	The GXS branch office handling the account.
DESCRIPTION	The 22-character short description of the billing element. The description may not match the invoice because of the short field length.
RATE	The billing rate or price.
UNITS	The actual billing units, after the network billing rules, such as minimums and rounding, are applied.
AMOUNT	The dollar amount of that record. The rate times the units equals the amount. The invoiced amount is the sum of these individual session billing element charges.
FDOC	The first day of charge
LDOC	The last day of charge
TELCO Start Date	The first day that Common Carrier Recovery Charges are billed.
TELCO End Date	The last day that Common Carrier Recovery Charges are billed.
CHG Type	The type of Common Carrier Recovery Charge is either E = estimated, M = monthly, A = adjustment, or I = installation.
USER ID	The user ID associated with this fixed resource, if appropriate.

Field Name	Description
DASD DAYS	DASD DAYS The DASD rates are based on megabytes per day. There are 30 DASD days in an accounting month.
INVOICE NUMBER	For adjustment transactions, the invoice number of the previous invoice being adjusted appears in this field.
ADJUSTMENT NUMBER	The adjustment is a sequential number assigned by the billing programs to identify the adjustment entered.

## Trading Partner Summary Report

The following report shows sample charges associated with each business trading partner:

AS OF DATE: 08/01/2000		INFORMATION EXCHANGE TRADING PARTNER SUMMARY REPORT				PAGE: 0001			
		FOR INVOICE ACCOUNT: ABCD		ACTIVITY ACCOUNT: ABCD		DATE: 08/02/2000			
						TIME: 15:01:49			
FOR ACCT-ID: ABCD		USERID/MAIL SLOT: USER123							
*TRADING PARTNER*	ACCT-ID	USERID/MAIL SLOT	UNIT MEAS	SEND UNITS	SEND CHARGE	SEND MESSAGES	RECEIVE UNITS	RECEIVE CHARGE	RECEIVE MESSAGES
XYZ CORPORATION*									
	ACCT01	USERAA	MSG	15.00	5.17	15	15.00	5.17	15
		USERAA	THOU	56.30	4.61	15	56.30	4.61	15
	ACCT01	SUBTOTALS:		MSG	15.00	5.17	15	15.00	5.17
				THOU	56.30	4.61	15	56.30	4.61
VANS									
	13	VAN01	ABC0/ABC0001	MSG	1.00	0.37	1	1.00	0.18
	14		ABC0/ABC0001	THOU	48.40	8.62	1	0.30	0.03
	22		AAB002	MSG	0.00	0.00	0	2.00	0.74
	22		AAB002	THOU	0.00	0.00	0	3.90	0.53
	22		AAB002	EACH	18.00	8.10	18	0.00	0.00
	22		1234567891234	MSG	1.00	0.37	1	0.00	0.00
	22		1234567891234	THOU	69.30	12.34	1	0.00	0.00
				MSG	2.00	0.74	2	3.00	0.92
				THOU	117.70	20.96	2	3.20	0.56
				EACH	18.00	8.10	18	0.00	0.00
	VANS	SUBTOTALS:		MSG	2.00	0.74	2	3.00	0.92
				THOU	117.70	20.96	2	3.20	0.56
				EACH	18.00	8.10	18	0.00	0.00
	USERID: USER123	TOTALS:		MSG	17.00	3.91	17	18.00	6.09
				THOU	174.00	25.57	17	59.50	5.17
				EACH	18.00	8.10	18	0.00	0.00
FOR ACCT-ID: ABCD									
USERID/MAIL SLOT: USER456									
*ABC COMPANY*									
	ABCI	ABC1001	MSG	61.00	22.38	61	61.00	22.38	61
		ABC1001	THOU	119.50	14.85	61	119.50	14.85	122
	ABCI	SUBTOTALS:		MSG	61.00	22.38	61	61.00	22.38
				THOU	119.50	14.85	61	119.50	14.85
*DEF COMPANY*									
	DEPL	DEF1001	MSG	2.00	0.74	2	0.00	0.00	0
		DEF1001	THOU	39.10	3.48	2	0.00	0.00	0
	DEPL	SUBTOTALS:		MSG	2.00	0.74	2	0.00	0.00
				THOU	39.10	3.48	2	0.00	0.00
	USERID: USER456	TOTALS:		MSG	63.00	23.12	63	61.00	22.38
				THOU	158.60	14.16	63	119.50	14.85
				EACH	0.00	0.00	0	0.00	0.00
TOTAL									
	ACCT-ID: ABCD		MSG	80.00	29.03	80	79.00	28.47	79
			THOU	332.60	39.73	80	179.00	20.02	140
			EACH	18.00	8.10	18	0.00	0.00	0

If you choose to receive this report as a file sent to your Information Exchange mailbox, use the following information:

- The report will be received from account “IBM1” and user ID “CB2000”.
- The user class of the report is “TPSUM”.

- If you have problems receiving charge reports from Information Exchange, check the following:
  - You may need to add account “IBM1” and user ID “CB2000” to your Information Exchange trading partners list in Information Exchange Administration Services.
  - Your Information Exchange Administration Services profile payment level may not be set to pay receive charges.

GXS pays for Information Exchange send charges.

The user who receives the file is charged for Information Exchange receive charges.

## Understanding the Trading Partner Summary report

In the previous example, USER123 in account ABCD is exchanging messages with one user (USERAA) in XYZ Corporation (account ID ACCT01). USER123 is also exchanging messages with three users on another VAN (VAN01), as follows:

EDI Qualifier	User ID
14	ABCD/ABCD001
ZZ	AABB02
ZZ	1234567891234



**NOTE:** The EDI Qualifier appears only for users exchanging X12 and EDIFACT data. There is no EDI Qualifier for users exchanging UCS or UN/TDI data.

Account ID	User ID
ABC1	ABC1001
DEF1	DEF1001

## Trading Partner Summary Report field definitions

The fields in the Trading Partner Summary Report are as follows:

Field Name	Description
ACCT-ID	The ID of the account that receives a bill for usage and fixed charges.
USERID/MAIL SLOT	The ID of the user that accrues charges.
TRADING PARTNER	The name or EDI identifier of the business trading partner involved in the transaction.

Field Name	Description
TRADING PARTNER ACCT-ID	The account ID of the trading partner account involved in the transaction.
TRADING PARTNER USERID/MAIL SLOT	The user ID of the trading partner user involved in the transaction.
UNIT OF MEASURE	The unit on which charges are based.
SEND UNITS	The number of units sent to the trading partner.
SEND CHARGE	The charges accrued for units sent.
SEND MESSAGES	The number of messages sent to the trading partner.
RECEIVE UNITS	The number of units received from the trading partner.
RECEIVE CHARGE	The charges accrued for units received.
RECEIVE MESSAGES	The number of messages received from the trading partner. Invoice Line Item Trading Partner Summary Report Units of Measure

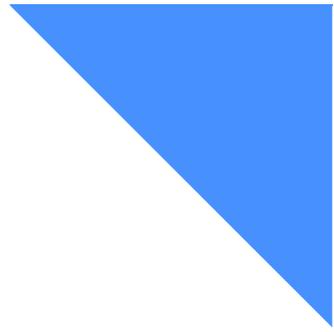
## Reconciling your invoice charges

The Trading Partner Summary Report includes only those charges directly related to file transfer between you and your trading partners. Items such as Information Exchange Archive charges and base charges, for example, are not included.

The following table indicates the type of invoice line items included with the various units of measure shown in the Trading Partner Summary Report.

Invoice Line item	Trading Partner Summary Report Units of Measure
Bulk Characters	100k
Carbon Copy	Each
Characters	THOU
Dial Characters	THOU
Message Delivery	THOU





## Index

---

### C

- charge reports
  - routing from Information Exchange 18
- charges information
  - activity account information 11
  - charge reports from Information Exchange 25
  - ctivity account for a specific user 15
  - invoiced account information 10

### F

- field descriptions
  - fixed charge report 37
  - Information Exchange usage report 35
  - trading partner summary report 39
  - usage charge report 31

### G

- getting started 9

### I

- Information Exchange
  - receiving charge reports from 29
  - routing a panel to 27
  - routing reports to 23
- invoice
  - description 1
  - detail by service category 3
  - sales tax information 4
  - summary 2
  - tier service detail 5

### P

- printing
  - a panel 21
  - charge reports 17
  - session detail report 18
  - summary report 17

### R

- reports
  - descriptions 31
  - fixed charge 37
  - Information Exchange usage 35
  - receiving from Information Exchange 29
  - routing to Information Exchange 23
  - trading partner summary 39
  - usage charge 31

### T

- trading partner summary report 39

### U

- usage information
  - overview 9

