



# CenturyLink<sup>TM</sup> Business

## BillMate<sup>®</sup> ASCII-formatted Billing Data User Guide

For help with Billmate, contact your CenturyLink Customer Service Representative.



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## Section 1: Proprietary/Disclaimer Information

BillMate is a trademark of CenturyLink. All other trademarks are owned by their respective companies.

## Section 2: BillMate ASCII-Formatted Data Overview

The BillMate consists of billing data extracted from CenturyLink customer accounts. The data is arranged into files and delivered via WEB delivery. The data is then provided to the you each month, following the same schedule as the paper bill.

The file is created in American Standard Code (ASCII format) with quote marks (where appropriate) and commas as delimiters between the data elements, referred to as comma delimited.

You'll need to provide your own software to process the data.

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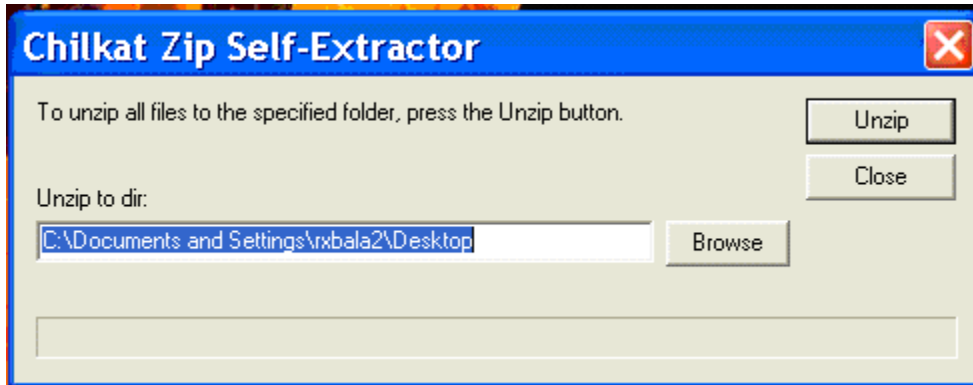


## Section 3: Web Loading

### Install the Data

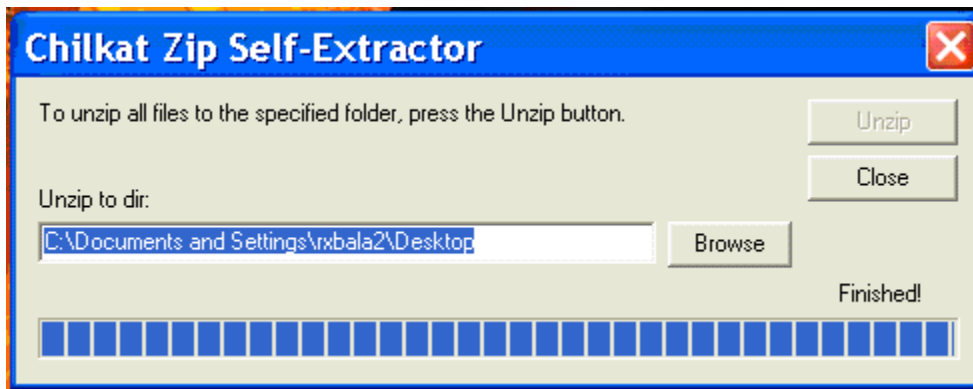
BillMate data is to you in a self-extracting file through WEB delivery (QPID).

To install the data, download it, select the data file and then double-click on it.



You can click on Browse to place the data in the destination location of your choice. The example above shows the default path is set to Desktop.

Click on Unzip to extract the files.



After the Extraction is completed, Finished will appear. Click Close to close the EXE. Extracted items (folders 208, 360, 503 and CSR) can be seen on the Desktop. The format of the data file will be year, month and day (YY-MM-DD). For example, if you see 10-07-10.EXE, it would be data representing a billing period of July 10, 2010.

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## Section 4: File Layouts

### FILE DESCRIPTIONS

The following is a list of files and a description of their data contents:

FILENAME	DESCRIPTION
<b>800SLINE.DET</b>	Contains detail records associated with 800 SERVICELINE.
<b>ADJUST.DET</b>	Contains detail records of different types of adjustments for an account.
<b>AIRTIME.DET</b>	Contains detail records of airtime, wireless and cellular telephone services.
<b>DELIVSVC.DET</b>	Contains detail records of charges associated with Delivery Services (976
<b>DIRADV.DET</b>	Contains detail records of charges associated with directory advertising.
<b>DISCOUNT.DET</b>	Contains discount information on specific CenturyLink products.
<b>INFO.DET</b>	Contains detail records of inquiry telephone numbers for each service provider that has billed charges.
<b>LDMISC.DET</b>	Contains detail records of miscellaneous long distance charges related to unique types of Directory Assistance.
<b>LOCUSAGE.DET</b>	Contains detail records associated with local usage, interconnect, and ISDN packages.
<b>MEASSVC.DET</b>	Contains detail records associated with measured usage and measured ISDN services.
<b>MISCCHRG.DET</b>	Contains detail records of miscellaneous charges including directory assistance requests, generic debits and credits, SWITCHNET charges, installment billing and other miscellaneous charges.
<b>MISCCP.DET</b>	Contains detail records of messages associated with CenturyLink miscellaneous calling plans.

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<b>FILENAME</b>	<b>DESCRIPTION</b>
<b>MONSERV.DET</b>	Contains detail records of each telephone service (USOC) that has been billed as part of the monthly service charge.
<b>PRODUSG.DET</b>	Contains information about the usage product charges.
<b>ROAMING.DET</b>	Contains detail records of roaming charges used with wireless phone calls and charges used with mobile phones.
<b>TOLL.DET</b>	Contains detail records of long distance messages (TOLL).
<b>WATS.DET</b>	Contains detail records associated with WATS services billed.
<b>ACCOUNT.SUM</b>	Contains summary records of all current telephone charges for an account.
<b>ACTIVITY.SUM</b>	Contains account activity such as prior month's activity as well as current charges and amount due.
<b>SUBACCT-SUM</b>	Contains summary records of total billed charges for each individual sub account within a summary billed account.
<b>TAX.SUM</b>	Contains summary records of tax amounts billed for all taxable services.
<b>TOLLINE.SUM</b>	Contains summary records of long distance charges (TOLL) that are charged to each individual telephone number.

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**Individual File Layouts**  
**800SLINE.DET**

FILE: 800SLINE.DET

DESC: 800 SERVICELINE Detail

DATE: 03-07-98

**GENERAL NOTES:**

This record contains detailed information of telephone messages recorded and billed via 800 SERVICELINE. Each record represents a single message.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	<b>(E)</b>	<b>A 10</b>	The working telephone number for this record.
7	(G)	N 6/2	The beginning connect time of the message.
8	(H)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
9	(I)	A 16	The From (originating) telephone number.
10	(J)	A 16	The From (originating) city and state.
11	(K)	A 16	The To (terminating) telephone number.
12	(L)	A 16	The To (terminating) city and state.
13	(M)	N 5/1	The elapsed time of the message (minutes and tenths).

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**ADJUST.DET**

FILE: ADJUST.DET

**DESC:** Adjustments Detail**DATE:** 12-02-2004

## GENERAL NOTES:

This record contains detailed information of adjustments that have been made to a telephone account since the last billing. Each record represents a single adjustment transaction.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 19	The adjustment type description.
7	(G)	A 8	The date the adjustment was made (MMDDYYYY).
8	(H)	A 92	The adjustment description as it appears on the paper bill.
9	(I)	A 13	The telephone number associated with a transfer type adjustment.
10	(J)	A 8	The date from which the adjustment applies (MMDDYYYY).
11	(K)	A 8	The date through which the adjustment applies (MMDDYYYY).
12	(L)	A 8	The deposit adjustment date (MMDDYYYY).

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## ADJUST.DET Continued

#	C	FORMAT		CONTENTS
13	(M)	SN	7/2	The deposit adjustment amount.
14	(N)	SN	9/2	The amount of interest applied to a deposit.
15	(O)	SN	9/2	The total adjustment amount.
16	(P)	A	8	The from date of an adjustment on a wholesale account, if any.
17	(Q)	A	8	The through date of an adjustment on a wholesale account, if any.
18	(R)	A	16	The customer selected audit code, on a wholesale account, if any.
19	(S)	A	1	The Recurring / Non Recuring indicator on a wholesale account.
20	(T)	A	5	The USOC being adjusted, if any.
21	(U)	A	30	Usoc description field #1, if any.
22	(V)	A	30	Usoc description field #2, if any.
23	(W)	A	30	Usoc description field #3, if any.
24	(X)	A	30	Usoc description field #4, if any.

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**AIRTIME.DET****FILE:** AIRTIME.DET**DESC:** Wireless Airtime Detail**DATE:** 03-07-98 (updated 7/2008)**GENERAL NOTES:**

This record contains detailed information for wireless and cellular phone calls.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 8	The message date for this record (MMDDYYYY).
7	(G)	N 6/2	The beginning connect time of the message.
8	(H)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
9	(I)	A 16	The From (originating) telephone number.
10	(J)	A 16	The To (terminating) telephone number.
11	(K)	A 20	Rate description-1
12	(L)	A 20	Rate description-2
13	(M)	A 20	Usage type description-1
14	(N)	A 20	Usage type description-2
15	(O)	A 20	Usage type description-3

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## AIRTIME.DET Continued

#	C	FORMAT	CONTENTS
16	(P)	A	20 Usage type description-4
17	(Q)	A	16 Data type description-1
18	(R)	A	16 Data type description-2
19	(S)	A	16 Data type description-3
20	(T)	A	16 The From (originating) city and state.
21	(U)	A	16 The To (terminating) city and state.
22	(V)	N	4 Mobile Minutes (minutes). "Mobile Minutes" includes all CDMA call durations, free as well as billable minutes.
23	(W)	N	4 WiFi Minutes (minutes).
24	(X)	N	4 Total Minutes (minutes). (Total Min = Mobile min + WiFi min)
25	(Y)	A	5 Long-distance carrier code.
26	(Z)	A	8 Contains information about the call; such as DISCOUNT, STANDARD or CALL PERIOD indicator.
27	(AA)	SN	4/2 Airtime charges (Verizon only – Voice charges)
28	(AB)	SN	4/2 Long distance / Other charges (Verizon only – Voice charges)
29	(AC)	SN	7/2 Application price (Verizon only – Data charges)
30	(AD)	A	1 Voice/Data detail indicator for Verizon only (V-Voice & D-Data)
31	(AE)	SN	9/2 The message charge amount

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**DELIVSVC.DET**

FILE: DELIVSVC.DET

DESC: Delivery Service (976 calls) Detail

DATE: 03-07-98 (updated 5/2002)

**GENERAL NOTES:**

This record contains detailed information of messages made to information delivery services (976 numbers). Each record represents a single message.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 21	The information delivery service provider name.
7	(G)	A 9	The From (originating) city and state.
8	(H)	A 10	The From (originating) telephone number.
9	(I)	A 7	The To (terminating) 976 number.
10	(J)	A 8	The message date for this record (YYYYMMDD).
11	(K)	N 4	The beginning connect time of the message.
12	(L)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
13	(M)	N 5/1	The elapsed time of the message (minute and tenths).
14	(O)	SN 9/2	The message charge amount.

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**DIRADV.DET**

FILE: DIRADV.DET  
 DESC: Directory Advertising Detail  
 DATE: 03-07-98

**GENERAL NOTES:**

This record contains detailed information of charges associated with directory advertising (Yellow Pages). Each record represents charges applicable to a single directory (telephone book).

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 7	The From (originating) telephone number for transferred charges.
7	(G)	A 4	The telephone directory code.
8	(H)	SN 9/2	The directory charge rate.
9	(I)	A 8	The From (originating) date (MMDDYYYY).
10	(J)	A 8	The To (terminating) date (MMDDYYYY).
11	(K)	N 2	The calculated number of days billed.
12	(L)	A 92	The text phrase as it appears on the paper bill.
13	(M)	SN 9/2	The charge amount.

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**DISCOUNT.DET**

FILE: DISCOUNT.DET  
 DESC: Discount Record Detail  
 DATE: 09-13-2004

**GENERAL NOTES:**

This record contains the discount information pertinent to specific CenturyLink products. This record last changed 09/13/2004. Field 8, Discount description, changed from 77 to a maximum of 280 bytes.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	N 8	From date (MMDDYYYY).
7	(G)	N 8	To date (MMDDYYYY).
8	(H)	A 280	The discount description.
9	(I)	N 10	The number of value points awarded.
10	(J)	SN 7/2	Amount eligible for discount or credit.
11	(K)	SN 7/2	The amount. Can be discounted, credited, or full amount before discount.
12	(L)	SN 7/2	The charge amount.

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**INFO.DET**

FILE: INFO.DET

DESC: Miscellaneous Information Detail

DATE: 12-12-2002

**GENERAL NOTES:**

This record contains miscellaneous information pertaining to multiple subjects associated with the customer account. The record is formatted with flexible column structures beyond data element #9 to support multiple uses.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 12	The data element description. Each value, with it's corresponding element description, is outlined as follows:  When data element #6 contains the value INQ/SER NUMS the columnar format exists as follows:
7	(G)	A 14	The service provider telephone number to call for information and assistance regarding the billing of current telephone account services.
8	(H)	A 14	The service provider telephone number to call for information and assistance regarding the telephone services supplied by that company.
9	(I)	A 50	The URL, if any, of the service provider.

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**INVOICE.DET**

FILE: INVOICE.DET

DESC: Detail of Invoice (Interexchange Carrier) Charges

DATE: **01/26/2006****GENERAL NOTES:**

This record contains information regarding invoices from Inter-exchange Carriers for recurring and other, non-usage charges.

<b>#</b>	<b>C</b>	<b>FORMAT</b>	<b>CONTENTS</b>
1	(A)	A 17	The billing service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.

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## INVOICE.DET continued

6	(F)	A	1	The Bill Section Code. A code which indicates what section of the Interexchange Carrier invoice the charge appears and also CenturyLink Savings & Adjustments.
			VALUE	TRANSLATION
			E	ADJUSTMENTS FROM CARRIER
			F	DIRECT TV FEES
			T	TAXES
			M	MONTHLY CHARGES
			O	OTHER CHARGES
			D	DISCOUNTS
			C	CALLING PLAN CHARGES(NON-USAGE)
			S	MISCELLANEOUS CHARGES(NON-USAGE)
			A	AIRTIME SUBTOTAL CHARGES
			R	ROAMING SUBTOTALS
			L	LONG DISTANCE SUBTOTALS
			U	ALL OTHER CARRIER CHARGES
			Y	INTERNET YELLOW PAGES
			B	DIRECTORY ADVERTISING CHARGES
			V	DIRECT TV TOTAL CHARGES
			Q	CENTURYLINK SAVINGS & ADJUSTMENTS (INCLUDES TAX & SURCHARGES)
7	(G)	A	100	The descriptive phrase as shown on the invoice.
8	(H)	A	50	Other information provided by the carrier, such as dates or telephone numbers.
9	(I)	SN	11/3	The amount of the Carrier Invoice Charge.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**LOCUSAGE.DET**

FILE: LOCUSAGE.DET

DESC: Local Usage Package Detail

DATE: 03-07-98

**GENERAL NOTES:**

This record contains summary information for local usage package billing, billing associated with optional EAS plans, measured ISDN charges, interconnection usage, and others.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations. .
4	(D)	A 6	The designated department code for this record. .
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 20	The local usage package description.
7	(G)	A 60	The record description.
8	(H)	A 1	The code that identifies either the particular area applicable to the local usage package or the Discount Level associated with a package.
9	(I)	A 8	The From (originating) date (MMDDYYYY).
10	(J)	A 8	The To (terminating) date (MMDDYYYY).
11	(K)	N 9	The total usage hours.
12	(L)	N 9	The total usage minutes (beyond hours) or total interconnection usage minutes.
13	(M)	SN 4/4	The rate per minute of usage over the allowance
14	(N)	SN 2	The discount associated with the package when applicable.
15	(O)	SN 9/2	The package service charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**MEASSVC.DET**

FILE: MEASSVC.DET

DESC: Local Measured Service Detail

**DATE:** 03-07-98**GENERAL NOTES:**

This record contains detailed information of charges associated with measured services.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	Identifies applicable service provider for the information within record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 65	Detail Description.
7	(G)	A 8	The From (originating) date (MMDDYYYY).
8	(H)	A 8	The To (terminating) date (MMDDYYYY).
9	(I)	A 16	The calling area description.
10	(J)	A 14	The usage discount description.
11	(K)	N 9	The number of local calls.
12	(L)	N 5/4	The initial rate applied.
13	(M)	N 9	The additional minutes beyond the allowance.

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## MEASSVC.DET (cont.)

#	C	FORMAT	CONTENTS
14	(N)	N 6/1	The number of equivalent lines for the month.
15	(O)	N 5/4	The cost applied per each additional minute beyond the allowance.
16	(P)	SN 9/2	The full rate without any applied discount.
17	(Q)	SN 3	The percentage of discount applied when applicable.
18	(R)	SN 9/2	The charge amount.

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**MISCCHRG.DET**

FILE: MISCCHRG.DET  
 DESC: Miscellaneous Charges Detail  
 DATE: 08-02-01

**GENERAL NOTES:**

This record contains detail information of miscellaneous charges including directory assistance requests , SWITCHNET, and others.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 30	The type of charges description or the originating city and state for special collect messages.
7	(G)	A 30	The requisition or purchase order number.
8	(H)	A 92	The text phrase as it appears on the paper bill.
9	(I)	A 7	The From (originating) telephone number from which charges have been transferred for installment billing.
10	(J)	N 7	The number of requests or the number of special collect messages.
11	(K)	SN 3/2	The rate for directory assistance requests beyond the allowance.
12	(L)	N 5	The number of directory assistance requests allowed without charge.

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## MISCCHRG.DET (cont.)

#	C	FORMAT	CONTENTS
13	(M)	A 8	The From (originating) date (MMDDYYYY).
14	(N)	A 8	The To (terminating) date (MMDDYYYY).
15	(O)	N 2	The number of days for the street telephone directory charge.
16	(P)	SN 9/2	The rate applied.
17	(Q)	SN 7	The minutes of SWITCHNET usage beyond the allowance.
18	(R)	SN 7/1	The minutes of SWITCHNET usage allowed without charge (minutes and tenths).
19	(S)	SN 9/2	The charge amount.

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**MISCCP.DET**

FILE: MISCCP.DET

DESC: Miscellaneous Call Plan Detail

DATE: 03-07-98

**GENERAL NOTES:**

This record contains detail information concerning charges associated with US WEST miscellaneous call plans including TOLL PAC and others.

#	C	FORMAT	CONTENTS
	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 12	The call plan description or charge type text.
7	(G)	A 8	The date of the recorded message (MMDDYYYY).
8	(H)	N 6/2	The beginning connect time of the message.
9	(I)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
10	(J)	A 14	The telephone number where the message is to be billed.
11	(K)	A 16	The From (originating) city and state.
12	(L)	A 14	The To (terminating) telephone number.
13	(M)	A 16	The To (terminating) city and state.
14	(N)	N 6/1	The elapsed time of the message (minutes and tenths).

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## MISCCP.DET (cont.)

#	C	FORMAT	CONTENTS
15	(O)	A 3	The type of call. For all Washington, Oregon, and Northern Idaho, refer to Field #20. For all other states, refer to Appendix C.
16	(P)	N 5	The number of days prorated.
17	(Q)	N 3/3	The message rate per minute.
18	(R)	SN 9/2	The full rate of the message without discounts applied.
19	(S)	N 3/2	The percentage of discount or savings.
20	(T)	SN 9/2	The charge amount.

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**MONSERV.DET**

FILE: MONSERV.DET

DESC: Monthly Service (USOC) Detail

DATE: 03-07-98

**GENERAL NOTES:**

This record contains the detail of monthly rated telephone services billed to the account. Each record contains information including USOC, USOC description, quantity, item rate and monthly rate.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 36	The summary billing circuit identification.
7	(G)	N 8	The From (originating) date (MMDDYYYY).
8	(H)	N 8	The To (terminating) date (MMDDYYYY).
9	(I)	N 7	The monthly service USOC quantity.
10	(J)	A 5	The monthly service USOC.
11	(K)	A 27	The text description of the item of service - Part 1.
12	(L)	A 27	The text description of the item of service - Part 2.
13	(M)	A 13	The rating type description.
14	(N)	SN 9/2	The monthly rate of the item of service that has been used in the calculation.

For help with Billmate, contact your CenturyLink Customer Service Representative.



## MONSERV.DET (cont.)

#	C	FORMAT	CONTENTS
15	(O)	A 14	Discount description.
16	(P)	SN 9/2	The calculated total monthly rate for the item of service.
17	(Q)	SN 9/2	The discounted rate that is applied to the customer.
18	(R)	SN 9/2	The discounted amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**PAYMENT.DET**

FILE: PAYMENT.DET  
 DESC: Payment Detail  
 DATE: 03-07-98

**GENERAL NOTES:**

This file contains detail information of payments made and recorded to the account. Each record represents a single payment transaction.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	N 8	The received payment date (MMDDYYYY).
7	(G)	SN 11/2	The payment amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**PRODUSG.DET**

FILE: PRODUSG.DET

DESC: Product Usage Detail

DATE: 10-18-99

**GENERAL NOTES:**

This record contains information concerning charges associated with usage products such as Three-Way Calling, Last-Call Return, and others. Each record contains a single message or a summary of messages.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 12	The feature description or transaction identifier.
7	(G)	A 8	The date of the recorded message (MMDDYYYY).
8	(H)	N 6/2	The beginning connect time of the message.
9	(I)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
10	(J)	A 14	The From (originating) telephone number.
11	(K)	A 16	The From (originating) city, state, name or description.
12	(L)	A 14	The To (terminating) telephone number.
13	(M)	A 16	The To (terminating) city, state, name or description.
14	(N)	N 7/1	The elapsed time of the message (minutes and tenths).

For help with Billmate, contact your CenturyLink Customer Service Representative.



## PRODUSG.DET (cont.)

#	C	FORMAT	CONTENTS
15	(O)	A 3	The call type code. The code translations are as follows:  AU = Automated CH=Chairperson OP = Operator PR = Premium SV = Miscellaneous Service 00 = None
16	(P)	A 50	The product information.
17	(Q)	N 3/3	The rate per minute.
18	(R)	SN 9/2	The full rate of the message without discounts applied.
19	(S)	N 3/2	The percentage of discount when applicable.
20	(T)	N 11/2	Future Expansion.
21	(U)	A 20	Future Expansion.
22	(V)	N 6/2	The quantity.
23	(W)	N 11/2	Future Expansion.
24	(X)	A 20	Future Expansion.
25	(Y)	N 9/2	The discount amount.
26	(Z)	SN 9/2	The charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**ROAMING.DET**

FILE: ROAMING.DET

DESC: Roaming Charges Detail

**DATE:** 03-07-98 (updated 7/2008)**GENERAL NOTES:**

This record contains detailed information for roaming charges used with wireless phone calls. Roaming is described as 'the use of a wireless phone outside of the "home" system to which a customer belongs'. Charges that can apply when a customer "roams" are: airtime charges, roaming charges, and if applicable, long-distance charges. This record only reflects roaming charges.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 8	The date the call was placed (MMDDYYYY).
7	(G)	N 6/2	The beginning connect time of the message.
8	(H)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
9	(I)	A 16	The From (originating) telephone number.
10	(J)	A 16	The To/From city and state for roaming or the From (originating) city and state for mobile.
11	(K)	A 16	The To (terminating) telephone number.
12	(L)	A 16	The To (terminating) city and state for mobile.
13	(M)	A 20	Usage type description-1 (Verizon only)

For help with Billmate, contact your CenturyLink Customer Service Representative.



## ROAMING.DET Continued

#	C	FORMAT	CONTENTS
14	(N)	A	20 Usage type description-2 (Verizon only)
15	(O)	A	20 Usage type description-3 (Verizon only)
16	(P)	A	20 Usage type description-4 (Verizon only)
17	(Q)	N	5/1 The elapsed time of the message (minutes and tenths).
18	(R)	N	5/2 The elapsed time of the message (minutes and seconds).
19	(S)	A	5 The long-distance carrier code.
20	(T)	A	16 The call period indicator for roaming or the type of charge description for mobile.
21	(U)	SN	4/2 Taxes and Surcharges on "Airtime" – Verizon only
22	(V)	SN	4/2 Federal Universal Service Charge on "Airtime" – Verizon only
23	(W)	SN	4/2 Taxes and Surcharges on "Long distance / Other charges" – Verizon only
24	(X)	SN	4/2 Federal Universal Service Charge on "Long distance / Other charges" – Verizon only.
25	(Y)	SN	4/2 Airtime charges – Verizon only.
26	(Z)	SN	4/2 Long distance / Other charges – Verizon only.
27	(AA)	SN	9/2 The charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**SOACTVTY.DET**

FILE: SOACTVTY.DET

DESC: Service Order Changes and Activity

DATE: 10-06-2005

## GENERAL NOTES:

This record contains detail information pertaining to charges found on your bill in the SERVICE ADDITIONS AND CHANGES section, including rate changes, fractional, installment billing, and any other charge found under this heading. Not all fields will be populated on every record.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 30	The circuit.
7	(G)	A 8	The date of the service order or rate change effective date (MMDDYYYY).
8	(H)	A 1	The type of change code for this record. The code translations are as follows: space = Rate change order (changes in monthly rates) C = Change order (service changes) D = Disconnect order (account service disconnect) R = Record order (changes normally not effecting billing) N = New connect (establish service for a new account) T = To order (transfer of service at the new location) F = From order (transfer of service at the old location) S = Supplemental order (miscellaneous changes) I = Installment Billing

For help with Billmate, contact your CenturyLink Customer Service Representative.





## SOACTVTY.DET continued

#	C	FORMAT	CONTENTS
9	(I)	A 9	The service order number (rate changes are not applicable)
10	(J)	A 30	The requisition or purchase order number.
11	(K)	N 5	USOC quantity or the Record count of OSS- Daily Usage File for RSID/ZCID accounts (Format: N 8).
12	(L)	A 5	The service USOC, if any.
13	(M)	A 50	The description of the activity causing the change - Part 1.
14	(N)	A 50	The description of the activity causing the change - Part 2.
15	(O)	A 50	The description of the activity causing the change - Part 3.
16	(P)	A 50	The description of the activity causing the change - Part 4.
17	(Q)	A 30	USOC description - Part 1.
18	(R)	A 30	USOC description - Part 2.
19	(S)	A 8	The from date of the change, if any.
20	(T)	A 8	The to date of the change, if any.
21	(U)	SN 9/2	The full old rate.
22	(V)	SN 9/2	The full new rate.
23	(W)	SN 9/2	The item rate amount or the rate amount for OSS- Daily Usage File for RSID/ZCID accounts (Format: SN 1/7).
24	(X)	SN 9/2	The charge/credit amount.
25	(Y)	A 3	The private line circuit location termination.
26	(Z)	A 30	The private line circuit location customer name.

For help with Billmate, contact your CenturyLink Customer Service Representative.



## SOACTVTY.DET continued

#	C	FORMAT	CONTENTS
27	(AA)	A 30	The private line circuit location address line 1.
28	(AB)	A 30	The private line circuit location address line 2.
29	(AC)	A 5	The key system number.
30	(AD)	N 2	The total number of installments
31	(AE)	SN 9/2	The total installment amount.
32	(AF)	N 2	Installment payment number.
33	(AG)	A 1	Continuation indicator. If populated with a '1' then the following record is a continuation of the current record.
34	(AH)	A 1	Indicator to show whether the charge is a Fractional (part of a month's charge), or a Non-recurring charge (One-Time charge) N = One-Time charge F = Fractional Charge
35	(AI)	A 4	Private Line Circuit Location Number
36	AJ	SN 9/2	The fractional amount calculated at a USOC level for Service Order related Charges

For help with Billmate, contact your CenturyLink Customer Service Representative.



**TOLL.DET**

FILE: TOLL.DET

DESC: Long Distance (TOLL) Detail

DATE: 10-18-99

**GENERAL NOTES:**

This file contains detail information of long distance messages (TOLL) billed to the account.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 3	The code that identifies the type of call. ** 0 = Regular trunk billed                      7 = Collect 1 = Calling card                                      8 = Third Party 2 = Conference call                                      9 = Coin Paid 3 = Conference call points                      10 = Miscellaneous 4 = IRS MSG (Zenith) 5 = Telegram 6 = Mobile
7	(G)	A 8	The message date for this record (MMDDYYYY).
8	(H)	N 6/2	The beginning connect time of the message.
9	(I)	A 2	Contains the value "AM" or "PM" for the beginning connect time.
10	(J)	A 16	The From (originating) telephone number.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**TOLL.DET (cont.)**

#	C	FORMAT	CONTENTS
11	(K)	A 16	The From (originating) city and state.
12	(L)	A 16	The To (terminating) telephone number.
13	(M)	A 16	The To (terminating) city and state.
14	(N)	N 7/1	The elapsed time of the message (minutes and tenths).
15	(O)	A 3	The code identifying how the call is rated. See Appendix C.
16	(P)	N 5	The number of call points when the message is a conference call.
17	(Q)	A 6	Contains the Invoice number when the message is billed via Invoice and the Invoice number exists. (Some carriers may not use Invoice number.)  Contains the AOS information that identifies the clearing agent that managed the traffic and CIC code involved for AOS messages.  Contains the account code.
18	(R)	A 1	The code that identified the Optional Calling Plan.
19	(S)	A 3	Contains "800" or "950" when the message is applicable to MCI Access.
20	(T)	SN 9/2	The full rate of the message prior to the application of discounts.
21	(U)	SN 10/3	The message charge amount.
22	(V)	SN 9/2	The Foreign State Tax amount when applicable.
23	(W)	SN 10/3	The charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**WATS.DET**

FILE: WATS.DET

DESC: WATS Service Detail

DATE: 03-07-98

**GENERAL NOTES:**

This record contains detail information for WATS. There are multiple records to convey the complete image of the billing of WATS services.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 40	The record description.
7	(G)	A 4	WATS rate change effective date (MMDD).
8	(H)	A 8	The From (originating) date (MMDDYYYY).
9	(I)	A 8	The To (terminating) date (MMDDYYYY).
10	(J)	A 4	The WATS SIS number.
11	(K)	A 3	The WATS service group.
12	(L)	A 1	The band code for the associated WATS services.
13	(M)	A 10	Contains the value "INTRASTATE", "CANADIAN", or "INTERSTATE" depending on the WATS category.
14	(N)	A 7	Contains "INWARD" or "OUTWARD" depending on the type of WATS services being addressed.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**WATS.DET (cont.)**

<b>#</b>	<b>C</b>	<b>FORMAT</b>	<b>CONTENTS</b>
15	(O)	A 10	The WATS line number.
16	(P)	N 9/2	The hours used - DAY.
17	(Q)	N 9/2	The hours used - EVENING.
18	(R)	N 9/2	The hours used - NIGHT/WEEKEND
19	(S)	N 7	The number of messages - DAY
20	(T)	N 7	The number of messages - EVENING
21	(U)	N 7	The number of messages - NIGHT/WEEKEND
22	(V)	N 5/2	The average number of lines in service.
23	(W)	N 3	The hourly rate that applies after the first set of rate periods (taper point).
24	(X)	SN 9/2	The hourly rate for the first period.
25	(Y)	SN 9/2	The hourly rate for the second period.
26	(Z)	SN 9/2	The hourly rate for the third period.
27	(AA)	N 7	The overflow count for WATS messages.
28	(AB)	N 5/2	The number of lines in the current service group.
29	(AC)	N 7	The number of messages.
30	(AD)	SN 9/2	The charge for the messages computed at the rate - DAY.
31	(AE)	SN 9/2	The charge for messages computed at the rate - EVENING.
32	(AF)	SN 9/2	The charge for messages computed at the rate - NIGHT/WEEKEND.
33	(AG)	SN 9/2	The WATS charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**ACCOUNT.SUM**

FILE: ACCOUNT.SUM

DESC: Summary of Account Charges

DATE: 03-07-98

**GENERAL NOTES:**

This record contains summary information of the various categories of billing charges. There is one record for each applicable billing category.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 45	The category of billing charge description.
7	(G)	SN 9/2	The charge amount.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**ACTIVITY.SUM**

FILE: ACTIVITY.SUM

DESC: Summary of Account Activity

DATE: 05-19-98

**GENERAL NOTES:**

This record contains information regarding previous-month's balance, posted adjustments, total-payment amounts as well as current charges for the current month, payments, and total-amount due for the current month.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	SN 9/2	The previous amount billed.
7	(G)	SN 11/2	The total payment amount applied since last months bill.
8	(H)	SN 9/2	The total adjustment amount applied since last months bill.
9	(I)	SN 9/2	The total of transfer adjustments applied since last month's bill. This field populated only for Summary or Reseller accounts.
10	(J)	SN 9/2	The balance forward from previous month.

For help with Billmate, contact your CenturyLink Customer Service Representative.





**SUBACCT.SUM**

FILE: SUBACCT.SUM

DESC: Sub-account Billing Summary for Summary Billed Accounts

DATE: 09-19-2004

**GENERAL NOTES:**

This record contains summary information of the billing charges associated with each individual Sub-Account within a summary (group) billed Billing Account.

September 2004. Field 8 changed to a maximum of 30 bytes.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 10	The Sub-account number that is a portion of the summary bill.
7	(G)	A 27	The circuit identification code when applicable to private line accounts.
8	(H)	A 30	The customer supplied account code associated with the sub-account.
9	(I)	A 14	The narrative to indicate that Service Order changes effected the sub-account during the current billing period.
10	(J)	A 16	The narrative to identify that a "dispute" was recorded during the billing of the sub-account.
11	(K)	SN 9/2	The amount billed associated with the identified sub-account. The figure includes all charges.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**TAX.SUM**

FILE: TAX.SUM

DESC: Summary of Taxes and Surcharges

DATE: 08-19-99

**GENERAL NOTES:**

This record contains information of the various taxes computed and billed for each category of billing. There will be a record for each tax, or surcharge, which has been computed and billed. Refer to Appendix D for a list of tax and surcharge types, jurisdictions and ID's.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	A 100	The category of billing description.
7	(G)	SN 9/2	The amount of TAX or SURCHARGE applied.
8	(H)	A 2	The state code.
9	(I)	A 20	The type of tax applied.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**TOLLINE.SUM**

FILE: TOLLINE.SUM

DESC: Long Distance (TOLL) Summary Detail by Prefix-Line

DATE: 03-07-98

**GENERAL NOTES:**

This file contains summary information of long distance messages (TOLL) billed to the account. Each record represents the sum of the long distance charges billed to the identified Prefix-Line.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	SN 10/3	The accumulated sum of the charges billed for long distance to the associated Prefix and Line Number (originating telephone number).

\*\* Accumulated charges may not reflect applied discounts resulting from bulk billing or other optional calling plans.

For help with Billmate, contact your CenturyLink Customer Service Representative.



**USOCSUB.SUM**

FILE: USOCSUB.SUM  
 DESC: Summary of Services  
 DATE: 08-02-2001

**GENERAL NOTES:**

This record contains information that shows the Summary of Services for Summary billed and Resold accounts. For all other accounts, this file will be empty.

#	C	FORMAT	CONTENTS
1	(A)	A 17	The billing or WATS service account number.
2	(B)	A 8	The current billing date (MMDDYYYY).
3	(C)	A 4	The code that identifies the applicable service provider for the information within this record. Refer to the service provider reference list for code translations.
4	(D)	A 6	The designated department code for this record.
5	(E)	A 10	The working telephone number for this record.
6	(F)	N 7	The quantity for each USOC.
7	(G)	A 5	The service USOC.
8	(H)	A 60	The USOC description.

For help with Billmate, contact your CenturyLink Customer Service Representative.

