StreamONE
Cloud Services on Demand

A Guide on the Automated Billing Report

Table of contents

Introducing the Automated Billing Report

Automated billing reports have been introduced to reduce human intervention and the scope for errors caused due to manual billing. Moreover, it reduces the time spent to create billing orders manually.

The Automated Billing Report is a list of reconciliation files, each corresponding to a specific billing period. The report can be accessed from the StreamOne staff portal, and the reconciliation file can be used to verify and validate billing orders (also referred to as S3 orders) that are automatically generated for various billing cycles.

From the automated billing report, you can identify the available billing cycles and also keep a tab on the status of billing order processing, such as orphans, errors, no charge, and refund.

The report contains details such as the billing period ID, status of billing order processing for a subscription, total number of subscriptions, number of mapped, processed, no charge, and orphans, error subscriptions, CRON error message (if applicable), date on which the reconciliation file is created, and start date and end date of the billing cycle.

We can exclude specific subscriptions from being billed by disabling the subscription.

This Help Guide contains description on the following topics:

» Accessing the automated billing order report
» Viewing subscription-level details report
» Viewing billing details of orphan subscriptions
» Examining the details of subscriptions whose status is marked as 'Errors'
» Viewing subscription details for refund effected
» Reviewing the Automated Billing Report
» Automated billing process workflow

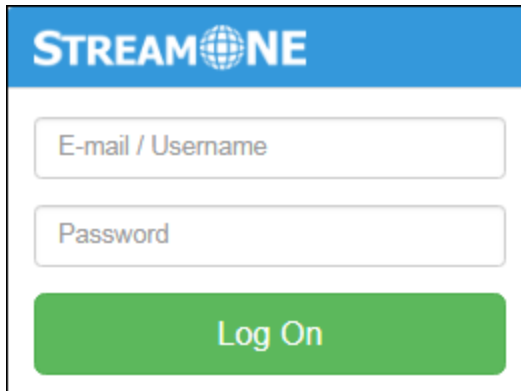**Note:** The **Refund** tab is applicable for the EU marketplace only.

Accessing the Automated Billing Report

You can access the Automated Billing Report from the StreamOne staff portal.

To access the Automated Billing Report:

1. In the browser, type the region-specific URL.

   The login page is displayed.

> Note: The URL for the login page is region-specific:
> » Canada: https://www.tdstreamone.ca/start
> » EU: www.tdstreamone.eu/start
> » USA: www.tdstreamone.com/start
> » LATAM: https://www.tdstreamone.lat/start/
> » APAC: https://in.tdstreamone.com/start

2. In the **E-mail / Username** box, type your user name, and in the **Password** box, type your password, and then click **Log On**.

The **Start Page** is displayed.

Start Page

You are logged on as:
· First Name: Anahita
· Last Name: Bhesania
· Email: anahita.bhesania@techdata.com
· CID: b84a4fc0762185bad5f03856dc395ffd
· VAR XID: ""

Current Purchasing Agent:
· NO Purchasing Agent Specified
· Logon to Staff Tools (New Staff Home)
· Logon to Staff Billing (Formerly Staff Site)
· Role Setup

Admin Users:
- Abdelouahab Mehdi, S1QATestingEmail@techdata.com
- Addo Francisca, S1QATestingEmail@techdata.com
- ADeGanzo ADeGanzo, S1QATestingEmail@techdata.com
- ADeGanzo ADeGanzo, S1QATestingEmail@techdata.com
- adhav pratik, S1QATestingEmail@techdata.com
- Adhav Patrick, S1QATestingEmail@techdata.com
- Afonso Claudia, S1QATestingEmail@techdata.com
- Agarski Miskovska Slavka, S1QATestingEmail@techdata.com
- Agterbosch Jasper, S1QATestingEmail@techdata.com
- Ahlhorn Jessica, S1QATestingEmail@techdata.com
- Ahuja Shubham, S1QATestingEmail@techdata.com
- Alam Saquib, S1QATestingEmail@techdata.com
- Alam Saquib, S1QATestingEmail@techdata.com
- Alan Alexander, S1QATestingEmail@techdata.com
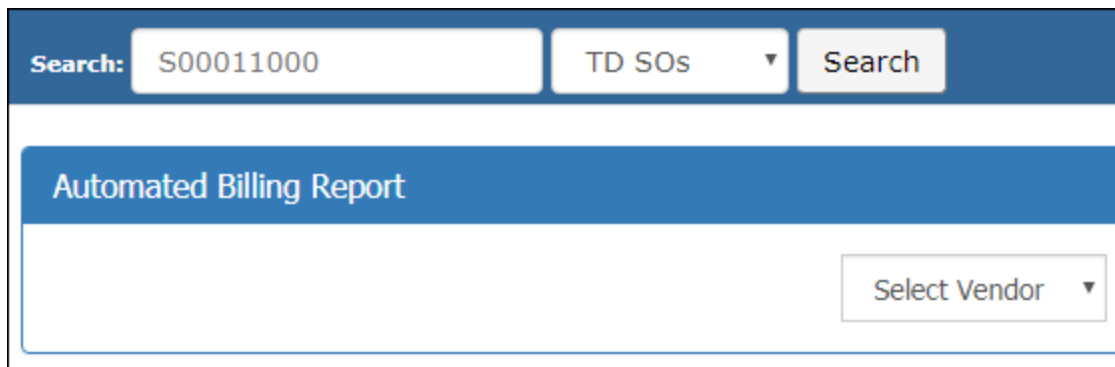- Alander Antti, S1QATestingEmail@techdata.com

3. Click the **Logon to Staff Billing (Formerly Staff Site)** link.

You are redirected to the StreamOne marketplace staff portal.
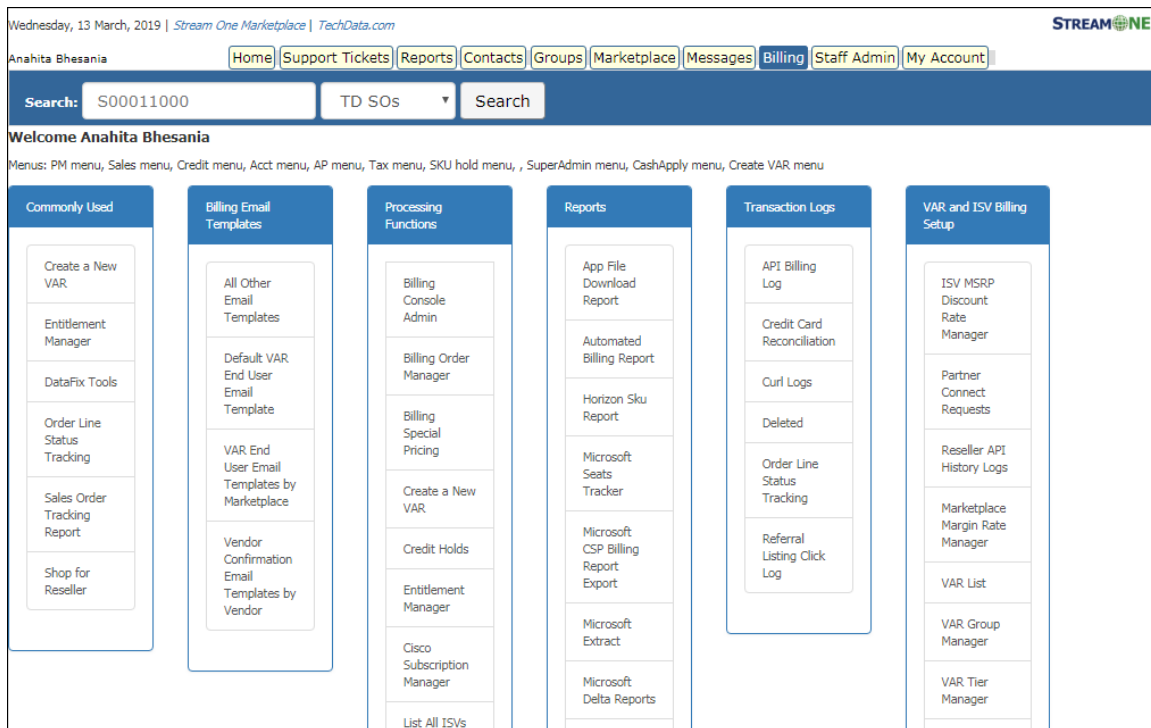
4. In the **Reports** section, click the **Automated Billing Report** tab.

    The **Automated Billing Report** page is displayed.

5. From the **Select Vendor** list, select a vendor for whom you want to process billing orders.

    For the purpose of this Help Guide, we select **Microsoft** as the vendor.

    The **<Vendor name - Available Billing Cycles>** report is generated.

The following table describes the various elements in the **<Vendor name - Available Billing Cycles>** report.

Field name	Description
Billing Period ID	Unique identification number assigned to a reconciliation file. Following is the nomenclature: Country code_Vendor name_Billing Type_Month and year of the billing period for which the reconciliation file is created. For example: US_MS_Consumption-Mar-2019 Click **Azure Subscription Summary** to download and view the summary data for Azure subscriptions for which the billing order processing is completed.
Status	Status type for the reconciliation file being processed: » Pending » Importing » Imported » Ready for processing

Field name	Description
	» Reimport » Reimporting » Reimported » Ready for processing » Processing » Completed
Subscriptions	Number of subscriptions versus the number of lines created for each subscription.
Mapped	Unique SKU records that are existing in both the StreamOne application and the PAC system are considered to be mapped. Only mapped subscriptions are processed.
Processed	Number of billing orders processed. After the billing orders are processed, the count of subscriptions processed is reflected in the **Processed** column, and the count is updated to zero (0/0) in the **Mapped** column.
No Charge	Number of subscriptions for which there is zero charge. For a subscription to be excluded from being billed, you must disable it so that it is unmapped. To mark the subscription as **Unmapped** , click the **Details** tab to go to the **Billing Period Details for <billing period ID>** page, select the subscription record, and then click **Disable**. The status is updated as a result. For example, if there are 100 mapped subscriptions and five subscriptions are disabled (marked as **No Charge**), the number of mapped subscriptions is reduced by five, and the count is updated to 95.
Orphans	Number of subscription records that exist in the PAC system but are not reflected in the StreamOne application. Orphan subscriptions can be a result of an order being placed directly in the PAC system.

Field name	Description
Not Required to Bill	Number of subscriptions that are not required to be billed versus the number of lines created for each subscription.
Errors	Number of subscription records for which billing items are not created. All such error subscriptions can be resolved either by correcting or modifying associated records in the StreamOne application or through the DataFix tools.
CRON Error Message	Descriptive error message displayed if a CRON job is unable to be executed, for example, **Timeout error**.
Created On	Date on which the reconciliation file is created.
Cycle Start	Start date of the billing cycle.
Cycle End	End date of the billing cycle.
Common operations	**Details**: Redirects you to the **Billing Period Details for <Billing period ID>** page. On this page, you can view the subscription-level details. For more information, see Viewing the subscription level details. **Orphans**: All such SKU records that are not existing in the StreamOne application are displayed. Clicking this tab redirects you to the **Billing Period Details for <Billing period ID> (Orphans Only)** page. For more information, see Viewing billing details of orphan subscriptions. **Errors**: Enables you to view the subscription details for which billing items are not created. After you click **Errors**, you are redirected to the **Billing Period Details for "<Billing period ID>" (Errors Only)** page. For more information, see Examining the details of subscriptions whose status is marked as Error. **Download**: Enables you to download the reconciliation file.

Field name	Description
	The reconciliation file is downloaded to your **Downloads** folder.
	Re-import: After resolving the orphan and error subscriptions, you can click **Re-import**.The Re-import CRON picks all the subscriptions that are unmapped, validates them, and updates their status types accordingly.
	Ready For Processing: Enables you to execute the Billing Order Creation CRON job. Billing orders are created for all mapped subscriptions.
	Refund:Enables you to download and view subscription details for which a refund is effected. For more information, see [Viewing subscription details for refund effected](#).
	Review Report: Enables you to download and view subscription details that are mapped and ready for processing. You must refer to the review report to verify subscription details such as pricing, margin applied, and reseller details before processing the billing orders.
You can download the review report only if the status type for the reconciliation file being processed is **Reimported** or **Completed**.

> **Note:**
> A subscription may have multiple lines if there are seat modifications at various stages. The number of lines are indicated after the oblique sign.
> For example, if the value in the **Mapped** column is 32404/56672, it implies that 32,404 records are mapped, and there are 56,672 lines generated, on account of seat modifications made for individual subscriptions.

[Go to the top](#)

Viewing subscription-level details report

You can view subscription-level details on the **Billing Period Details for <Billing period ID** page.

To view subscription-level details:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

   To know more, see Accessing the Automated Billing Report.

2. In the last column, click the **Details** tab next to the required reconciliation file.

   The **Billing Period Details for <billing period ID>** page is displayed.

The following table describes the various fields in the **Billing Period Details for <billing period ID>** report.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Reseller	Name of the reseller (representing a company) who has purchased a subscription on behalf of a customer.
Customer	Name of a customer on whose behalf a subscription is purchased.
Domain	Tenant or domain created for a customer. This field is applicable for CSP products only.
Subscription Start Date	Activation date of a subscription.
Subscription End Date	Expiration date of a subscription or the date up to when the subscription is valid.
Offer	Product name.

Field name	Description
Charge Start Date	Effective start date for the billing cycle.
Charge End Date	End date of the billing cycle.
Charge Type	Charge type applicable, for example, activation fee, cancellation fee, and cycle fee. A combination of charge types may also be displayed, if applicable. This column is specific to Microsoft vendors.
Qty	Number of licenses or seats purchased.
Price	Charge per subscription.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Type of billing cycle: » Monthly » Annual
Status	Current status of the subscription, such as error, orphan, refund, and completed. Subscriptions billed annually are ignored from being processed for monthly billing cycles.
Billing Order	Billing order number associated with a subscription.
Comment	Additional or descriptive information associated with the subscription, such as the reason for a particular subscription to be marked as an orphan or an error.

Enabling and disabling billing subscriptions

To exclude a subscription item from being billed, you must disable that subscription.

To disable the subscription:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

   The **<Vendor name - Available Billing Cycles>** page is displayed.

   To know more, see [Accessing the Automated Billing Report](#).

2. In the last column, click the **Details** tab next to the required reconciliation file.

   The **Billing Period Details for <Billing period ID - Available Billing Cycles>** page is displayed.

3. To disable a subscription item, select the check box next to the subscription ID, and then click **Disable**.

   The subscription item is excluded from being billed, and the billing order is not created for this item.

   The disabled status of the subscription item is now marked as **Unmapped**, and the mapped subscriptions count is reduced.

   > **Note:** Only mapped subscriptions can be disabled.
   > To enable the subscription again, select the check box next to the subscription ID, and then click **Enable**. The mapped subscriptions count is increased as a result.

> **Note:** The following are the CRON jobs that are run to generate billing orders:
>
> » The Daily Import CRON runs once a day and after it finds the reconciliation file, it fetches it and places it in the StreamOne application.
>
> » The Import Invoice CRON runs once a day to verify if the latest reconciliation file is available on the Azure storage server, and if available, the file is imported to StreamOne. There are no validation checks initiated at this stage.
> The subscription status is marked as 'Pending' and the **Comments** column indicates the pending validation. Against that billing cycle, the status displays 'Importing'.
> After the subscription records are imported, the status is updated to 'Re-import'.
>
> » The re-import CRON runs and validates each line, and on completion of the validation, the updated status is reflected as either **Mapped**, **Error**, or **Orphan**.
>
> » To execute the Billing Order Creation CRON job, click the **Ready For Processing** tab.

Viewing billing details of orphan subscriptions

Orphan subscriptions are subscription records that exist in the PAC system but are not reflected in the StreamOne application. This may occur due to an order placed directly in the PAC system. You

can view the details of all such orphan subscriptions on the **Billing Period Details for <billing period ID (Orphans Only)** page.

All such orphan subscriptions can be resolved either by correcting or modifying associated records in the StreamOne application or through the DataFix tools.

To view the subscription-level details for orphans:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

    To know more, see Accessing the Automated Billing Report.
2. In the last column, click the **Orphans** tab next to the required reconciliation file.

    The **Billing Period Details for <billing period ID> (Orphans Only)**page is displayed.

	Subscription ID	Reseller	Customer	Domain	Subscription Start Date	Subscription End Date	Offer	Charge Start Date
☐	FAB357B7-8BDF-4A39-9289-DAB87156FA6A	IMCEVENT	Autoplatforma Sp. z o.o.	autoplatforma.pl	7/24/2018	7/24/2019	Office 365 Business Premium	1/24/2019
☐	AD9E12B9-CDB5-4669-864E-AAD7AB941CA9	Integrated Solutions sp. z o.o.	Biuromax Sp. z o.o.	biuromax.com.pl	9/24/2018	9/24/2019	Office 365 Business Premium	1/24/2019
☐	C6557704-EB6B-4165-AF6B-FBCBFCE3B223	MULTIKOM	PUT RABA II S.A.	raba2.pl	10/24/2018	10/24/2019	Office 365 Business	1/24/2019

Billing Period Details for "PL_MS_Consumption-Feb-2019" (Orphans Only) — Show 50 entries

The following table describes the various fields in the **Billing Period Details for <billing period ID>** report.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Reseller	Name of the reseller (representing a company) who has purchased a subscription on behalf of a customer.
Customer	Name of a customer on whose behalf a subscription is purchased.
Domain	Tenant or domain created for a customer. This field is applicable for CSP products only.
Subscription Start	Date when the subscription services are activated.

Field name	Description
Date	
Subscription End Date	Date when the subscription is due to expire or the date up to when the subscription is valid.
Offer	Product name.
Charge Start Date	Effective start date for the billing cycle.
Charge End Date	End date for the billing cycle.
Charge Type	Charge type applicable, for example, activation fee, cancellation fee, and cycle fee. A combination of charge types may also be displayed, if applicable.
Qty	Number of licenses or seats purchased.
Price	Charge per license.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Type of billing cycle: » Monthly » Annual
Status	Current status of processing the subscription, which is marked as **Orphan**. Subscriptions billed annually are ignored from being processed for monthly billing cycles.
Billing Order	Billing order number associated with the subscriptions.
Comment	Reason for a particular subscription to be marked as an orphan: Error: Subscription details not found in DB

Examining the details of subscriptions whose status is marked as 'Errors'

Subscriptions for which the billing items are not created are marked as errors. You can view the subscription-level details for error subscriptions on the **Billing Period Details for <billing period ID (Errors only)** page.

All such error subscriptions can be resolved either by correcting or modifying associated records in the StreamOne application or through the DataFix tools.

To view the subscription-level details:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

   To know more, see Accessing the Automated Billing Report.

2. In the last column, click the **Errors** tab next to the required reconciliation file.

   The **Billing Period Details for <billing period ID> (Errors Only)** page is displayed.

	Subscription ID	Reseller	Customer	Domain	Subscription Start Date	Subscription End Date	Offer	Charge Start Date
☐	28CB2D26-AB93-471D-BB99-E57A04548199_VOID	Integrated Solutions	POLIMEX-MOSTOSTAL S.A.	polimex.pl	10/26/2018	10/26/2019	Dynamics 365 Team Members	11/27/2018
☐	28CB2D26-AB93-471D-BB99-E57A04548199_VOID	Integrated Solutions	POLIMEX-MOSTOSTAL S.A.	polimex.pl	10/26/2018	10/26/2019	Dynamics 365 Team Members	11/27/2018
☐	395C77BB-8EE1-4EC0-803E-5753C1F16F8D_VOID	CLOUDICA Sp. z o.o.	KCR SA	3KCR.onmicrosoft.com	4/27/2018	4/27/2019	Microsoft 365 E3	11/27/2018

Billing Period Details for "PL_MS_Consumption-Nov-2018" (Errors Only)
Show 50 ▼ entries

The following table describes the various fields in the **Billing Period Details for <billing period ID> (Errors Only)** report.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Reseller	Name of the reseller (representing a company) who has purchased a subscription on behalf of a customer.

Field name	Description
Customer	Name of a customer on whose behalf a subscription is purchased.
Domain	Tenant or domain created for a customer. This field is applicable for CSP products only.
Subscription Start Date	Date when the subscription services are activated.
Subscription End Date	Date when the subscription is due to expire or the date up to when the subscription is valid.
Offer	Product name.
Charge Start Date	Effective start date for the billing cycle.
Charge End Date	End date of the billing cycle.
Charge Type	Charge type applicable, for example, activation fee, cancellation fee, and cycle fee. A combination of charge types may also be displayed, if applicable.
Qty	Number of licenses or seats purchased.
Price	Charge per license.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Type of billing cycle: Monthly or annual.
Status	Current status of processing the billing order for a subscription, which is marked as **Error**.

Field name	Description
	The billed annual subscriptions are ignored from being processed for monthly billing cycles.
Billing Order	Billing order number associated with the subscriptions.
Comment	Reason for a particular subscription to be marked as an error, which could be due to incorrect SKU mapping, or generic in nature, such as when the charge type is ignored by the automated billing engine based on logic.

Viewing subscription details for refund effected

You can view the refund amount effected for Microsoft subscriptions by clicking the **Refund** tab on the on the **<Vendor name> - Available Billing Cycles** page.

To view refund details for Microsoft subscription:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

    To know more, see .

2. In the last column, click the **Refund** tab next to the required reconciliation file.

    The **Refund Details for <Reconciliation file name>** page is displayed.

Refund Details for "PL_MS_Consumption-Nov-2018"

Show 50 ▼ entries

Subscription ID ▲	Reseller ▼	Customer ▼	Domain ▼	Reseller ID	Margin	Vendor Refund	Reseller Refund	Billing Cycle Type	Status	Comment
1D5S1DAC-4756-44A0-B8D7-A4417A2F7DE8_VOID	ENITEL S.C.	Ekotechnologie S.C.	ekotechnologie.com.pl	592359	0	-150.62	-150.62	ANNUALLY	CREDITED	
6C5363F7-8ACB-4E25-A377-61C70232CF73_VOID	Exertum Ryszard Dalkowski	Małopolskie Cen. Fin. Bogdan Wójcik	merkurius.eu	703739	-4.5	-0.24	-0.23	MONTHLY	CREDITED	
7C5A916B-E11E-4367-AEC5-E2C7D24C0BA7_VOID	WIEŻA S.C. Romuald Żarnecki, Grzegorz Wieliczko	Security Integration Systems	sispoland.onmicrosoft.com	593801	15	-6.36	-7.48	MONTHLY	CREDITED	
889DB7E7-A990-4414-B9D4-9543B90A735F_VOID	NET SOLUTIONS - Dyrygent.pl	POLMED O.I.G.W.M.	polmed.onmicrosoft.com	366268	0	-10.84	-10.84	MONTHLY	CREDITED	
A5C122C0-2438-473D-8B8D-E0A25C8F12F2_VOID	Marcin Ozurkiewicz EXEC	BartoliniAir Sp. z o.o.	bartoliniair.com	557658	0	-1.12	-1.12	MONTHLY	CREDITED	

Showing 1 to 5 of 5 entries (Filtered from NaN total entries)

First Previous 1 Next Last

The following table describes the various fields on the **Refund Details for <Reconciliation file name>** page.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Reseller	Name of the reseller (representing a company) who has purchased a subscription on behalf of a customer.
Customer	Name of a customer on whose behalf a subscription is purchased.
Domain	Tenant or domain created for a customer. This field is applicable for CSP products only.
Reseller ID	Unique reseller identification number who has purchased a subscription on behalf of a customer.
Margin	Percentage margin of the charge credited as refund.
Vendor Refund	Refund amount extended by the vendor.
Reseller Refund	Refund amount extended by the reseller.
Billing Cycle Type	Type of billing cycle: monthly, and annual.
Status	Status of the billing order, which is marked as **Credited**, denoting a refund. The status is marked as **Credited** only for the first line order subscription record. For the subsequent line orders, it is marked as **Completed**.
Comment	Additional or descriptive information associated with a subscription.

Note: Click the **Export Subscriptions in View** tab to download a CSV file containing refund details for Microsoft subscriptions. This CSV file contains refund logic data, which is picked up by the Billing Order Creation CRON and sent to SAP for creating billing orders.

Note:

» The status (for billing order processing) is marked as **Credited** in the first line of the subscription details. The status is marked as **Completed** for the subsequent line order subscription details.

» The amount refunded is shown against the first line of the subscription details only.

» Refund can be effected multiple times during a billing cycle, on account of seat modfications and suspension.

Reviewing the Automated Billing Report

The Import Invoice CRON fetches the reconciliation file from the Azure storage server when available. After resolving all orphan and error subscriptions, you can reimport the reconciliation file, and then click the **Ready For Processing** tab to create billing orders for all such mapped subscriptions.

To know more about billing order processing, see Automated billing process workflow.

To review the Automated Billing Report:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

    The **<Vendor name - Available Billing Cycles>** page is displayed.

    To know more, see Accessing the Automated Billing Report.

2. In the last column, click the **Details** tab next to the required reconciliation file.

    The **Billing Period Details for <billing period ID>** page is displayed.

The following table describes the various fields on the **Billing Period Details for <billing period ID>** page.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Reseller	Name of a reseller (representing a company) that has purchased a subscription on behalf of a customer.
Customer	Name of a customer on whose behalf a subscription is purchased.
Domain	Domain or tenant name assigned.

Field name	Description
	This field is specific to Microsoft vendors.
Subscription Start Date	Date when the subscription services are activated.
Subscription End Date	Date when the subscription is due to expire or the date up to when the subscription is valid.
Offer	Product name.
Charge Start Date	Effective start date for the billing cycle.
Charge End Date	End date of the billing cycle.
Charge Type	Charge type applicable, for example, activation fee, cancellation fee, and cycle fee. A combination of charge types may also be displayed, if applicable.
Qty	Number of licenses or seats purchased.
Price	Price per subscription.
Total charge	Total amount charged, which is a product of the quantity and the price per unit.
Currency	Currency in which the price is quoted, for example, USD or Euro.
Billing Cycle Type	Type of billing cycle: Monthly or annual.
Status	Current status of the subscription, such as error, orphan, and completed. Subscriptions billed annually are ignored from being processed for monthly billing cycles.
Billing Order	Billing order number associated with the subscriptions.
Comment	Additional or descriptive information associated with the

Field name	Description
	subscription, such as the reason for a particular subscription to be marked as an orphan or an error.

3. Click the **Export Subscriptions in View** tab (located on the top right side of the page).

A CSV file is downloaded to the **Downloads** folder.

A representative image of the CSV file is inserted for your reference.

The following table describes the various fields in the exported CSV file.

Field name	Description
Subscription ID	Unique identification number assigned to a subscription.
Parent Subscription ID	Subscription ID of the parent marketplace.
Domain	Domain or tenant name assigned.
Subscription Start Date	Date when the subscription services are activated.

Field name	Description
Subscription End Date	Date when the subscription is due to expire or the date up to when the subscription is valid.
Charge Start Date	Effective start date for the billing cycle.
Charge End Date	End date of the billing cycle.
Charge Type	Charge type applicable, for example, activation fee, cancellation fee, and cycle fee. A combination of charge types may also be displayed, if applicable.
Invoice ID	Unique identification number of the invoice.
Invoice Date	Date when the invoice is created.
Tenant ID	Unique identification number assigned to the tenant.
Customer Name	Name of the customer on whose behalf the subscription is purchased.
Customer Address	Customer's registered address.
Customer City	Customer's registered city.
Customer State	Customer's registered state.
Customer Country	Customer's registered country.
Customer Postal Code	Customer's registered postal or zip code of the city.
Reseller Name	Name of the reseller aligned to the customer.
Reseller MPNID	Unique Microsoft Partner Network (MPN) identification number

Field name	Description
	assigned to the Reseller. This field is specific to Microsoft specific vendors, namely for CSP and and Azure subscriptions.
Product	Product or subscription name, for example, Office 365 Business.
Offer ID	Unique identification number of the product.
Offer Name	Name of the offer or product.
Quantity	Number of licenses or seats purchased.
Price	Charge per license.
Currency	Currency in which the price is quoted, for example, USD or Euro.
Total Charge	Total amount payable for the subscription. The amount is a product of price and quantity.
Invoice Line Status	Subscription status, explained as follows: **Status types after the invoice data is loaded into the billing cycle** **Pending**: This status is shown before processing of a billing cycle, when the invoice data is loaded into the billing cycle. **Error**: For example, the SKU assigned is not valid. **Orphan**: This status is shown when the subscription is not available in the StreamOne database. **Status types after you re-import the reconciliation file**: **Mapped**: When all subscription details are available in the StreamOne database after reimporting the data. **Ignore**: Subscription records that are excluded from being billed. **Zero_charge**: Subscription records for which zero charge is applicable. **Unmapped**: This status is shown when we want to exclude a subscription from being billed.

Field name	Description
	Status types after the Ready for processing CRON is run: **Processing**: Denotes that billing orders are being created for all the mapped subscriptions. **Completed**: Billing order generation is completed for a subscription. **Failed**: The following are some of the scenarios where processing could fail: » Data is not valid for a subscription, for example subscription ID, reseller ID, or customer details are not valid. » SKU mapping could not be completed. Contact the Support team who could help resolve this. **Credited**: Denotes refund amount effected for a subscription. **Ignored**: A subscription is to be ignored from being billed after you click the **Ready For Processing** tab.
Billing Order Number	Billing order number associated with the subscriptions.
Error Message(s)	Additional or descriptive information associated with the subscription, such as the reason for a particular subscription to be marked as an orphan or an error.
EntitlementId	Unique identification number of the entitlement. Entitlement ID in the StreamOne application corresponds to the subscription ID assigned in PAC, based on which the subscription can be mapped.
Charged Quantity	Number of subscriptions that are charged.
Unit Price	Price per license or seat.

Field name	Description
Unit Cost	Cost per license or seat.
Reseller Id	Unique identification number of the reseller aligned to the customer.
Reseller PO	Purchase order number assigned to the reseller.
Sales Price	Sales price of the subscription.
Total Sales Price	Total sales amount computed for the subscription. The total sales price is the product of the sales price and the charged quantity.
Bill Date	Date when the billing order is created.
Subscription type	Subscription type: monthly or annual.
STR1SalesOrder	Unique identification number of the StreamOne sales order.
Billing Sku	Billing SKU aligned to the subscription. The billing ID displayed is the upfront or arears SKU that was used for creating the billing orders.

4. Verify the CSV file containing the automated billing report.

> **Note:**
>
> The product owners must review the data and can correspond over email or any other formal communication mechanism in case of any discrepancies or inaccuracies.

5. Rectify discrepancies if any, in the StreamOne application, or by using the DataFix tools.
6. After you have reconciled all the error and orphan subscriptions, click the **Review Report** tab to download the review report.

The review report contains a list of subscription records that are mapped.

A representative image of the review report CSV file is inserted for your reference.

7. Verify the records in the review report, and if required, reconcile all the error and orphan subscriptions.

8. After all the error and orphan subscription records are reconciled, on the **<vendor name> - Available Billing Cycles** page, next to the reconciliation file, in the last column, click **Re-import** to re-import the updated reconciliation file.

    The records from the imported reconciliation file replace the earlier records. You can now proceed to create billing orders.

9. On the **<Vendor name> - Available Billing Cycles** page, next to the reconciliation file, in the last column, click **Ready For Processing** to create billing orders.

    The billing orders are created, which you can then approve from the billing console.

Go to the top

Automated billing process workflow

On the **<Vendor name - Available Billing Cycles>** page, the **Ready For Processing** function tab marks all the imported billing items into the 'Ready for Processing' state, and creates billing orders for mapped subscriptions.

This topic describes the following:

» [Generating billing orders](#)
» [CRON job verifications](#)
» Illustration to demonstrate status changes to the subscription items at various stages

Generating billing orders

All mapped subscriptions are in the 'Ready for Processing' state, and can be processed further for creating billing orders.

To generate billing orders:

1. Go to the **<Vendor name> - Available Billing Cycles** page.

   The **<Vendor name - Available Billing Cycles>** page is displayed.

   To know more, see [Accessing the Automated Billing Report](#).

2. In the last column, click the **Ready For Processing** tab next to the required reconciliation file.

   Billing orders are created for all mapped subscription items.

CRON job verifications

After you click the **Ready for Processing** tab, the CRON job verifies the following:

1. Orphan subscriptions (for those subscriptions that exist in PAC but not in the StreamOne application).

2. Error subscriptions (for those subscriptions whose billing items are not created).

> **Note:** There is no defined sequence in which the subscription types can be resolved. You can resolve all such subscriptions parallely, or in any order.

Illustration to demonstrate status changes to the subscription items at various stages

In the following images, the mechanism for process and subsequent generation of the automated billing order report for billing order creation is explained.

> **Note:** Number of subscriptions = Mapped subscriptions + Orphans subscriptions + Errors subscriptions

After you import (for the first time) or re-import (after making changes) the reconciliation file:

Billing Period ID	Number of Subscriptions	Mapped	Processed	No Charge	Orphans	Errors
FI_MS_ Consumption-Jun-2018	1000/3000	900/2700	0/0	5/5	50/150	45/145
	After you click the Ready For Processing tab, and the status is updated to Completed					
	1000/3000	0/0	900/2700	5/5	50/150	45/145

After you resolve orphan subscriptions and you click Re-import:

Billing Period ID	Number of Subscriptions	Mapped	Processed	No Charge	Orphans	Errors
FI_MS_ Consumption-Jun-2018	1000/3000	950/2850	0/0	5/5	0/0	45/145
	After you click the Ready For Processing tab					
	1000/3000	0/0	950/2850	5/5	0/0	45/145

After you resolve error subscriptions and you click Re-import:

Billing Period ID	Number of Subscriptions	Mapped	Processed	No Charge	Orphans	Errors
FI_MS_ Consumption-Jun-2018	1000/3000	995/2995	0/0	5/5	0/0	0/0
	After you click the Ready For Processing tab					

Billing Period ID	Number of Subscriptions	Mapped	Processed	No Charge	Orphans	Errors
	1000/3000	0/0	995/2995	5/5	0/0	0/0

Continue to re-import the reconciliation file each time you have resolved orphan and error subscriptions till the count for the orphan and error subscriptions are zero.

To understand the verification process, see Reviewing the Automated Billing Report.

> **Note:**
>
> To exclude a subscription item from being billed, you must disable the subscription.
>
> To know more, see 'Enabling and disabling billing subscriptions' in the Viewing subscription-level details report topic.