STREAM ONE
Cloud Services on Demand

A Guide on the Automated Billing Report

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Introducing the Automated Billing Report

The Automated Billing Report has been introduced to reduce human intervention and the errors caused due to manual billing. Moreover, it reduces the time spent to create manual billing orders.

The Automated Billing Report is a list of billing cycle data for all the countries.You can view the report from the StreamOne staff portal, and use the report 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 do the following:

» Identify the available billing cycles
» Identify the status types such as orphans, errors, no charge, and refund subscriptions
» Process billing cycle data to create billing orders

The report contains the following details:

» Billing period ID
» Status of billing cycle for a particular country
» Number of unique subscriptions versus the number of invoiced lines for that country
» Number of mapped subscriptions versus the number of invoiced lines for that country
» Number of processed subscriptions versus the number of invoiced lines for that country
» Number of subscriptions not to be charged versus the number of invoiced lines for that country
» Number of orphan subscriptions versus the number of invoiced lines for that country
» Number of subscriptions not required to be billed versus the number of invoice lines for that country
» Number of error subscriptions versus the number of invoice lines for that country
» CRON error message (if applicable)
» Date on which the reconciliation file is imported
» Start date of the billing cycle
» End date of the billing cycle

This guide contains information on the following topics:

» Accessing the automated billing order report
» Viewing the 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

» Reviewing the Review Report

» Reviewing the subscription details exported to a CSV file

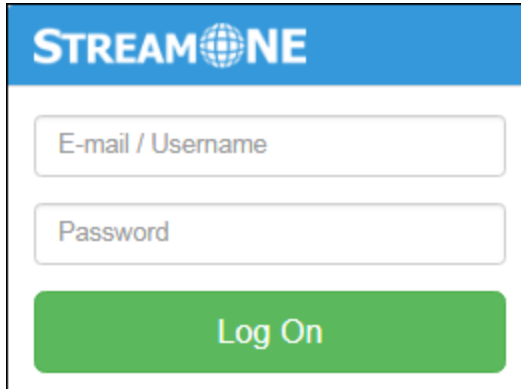» Automated billing process basic workflow

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.

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

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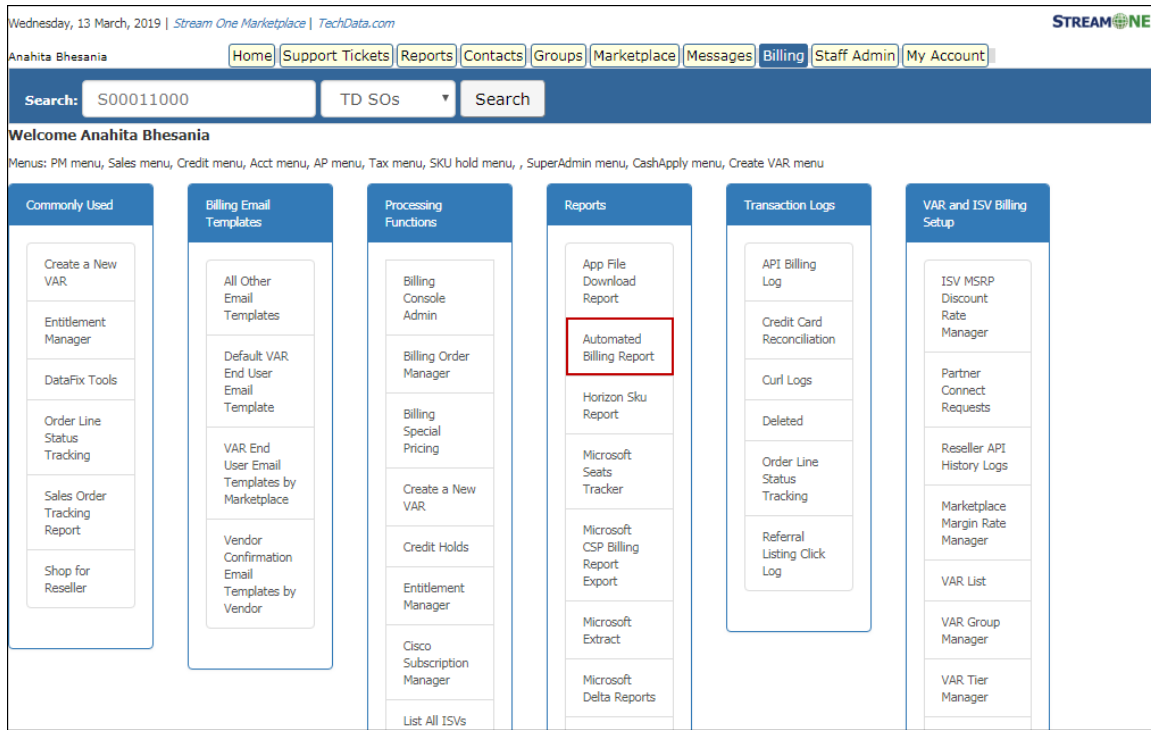
4. In the **Reports** section, click the **Automated Billing Report** sub tab.

    The **Automated Billing Report** page is displayed.
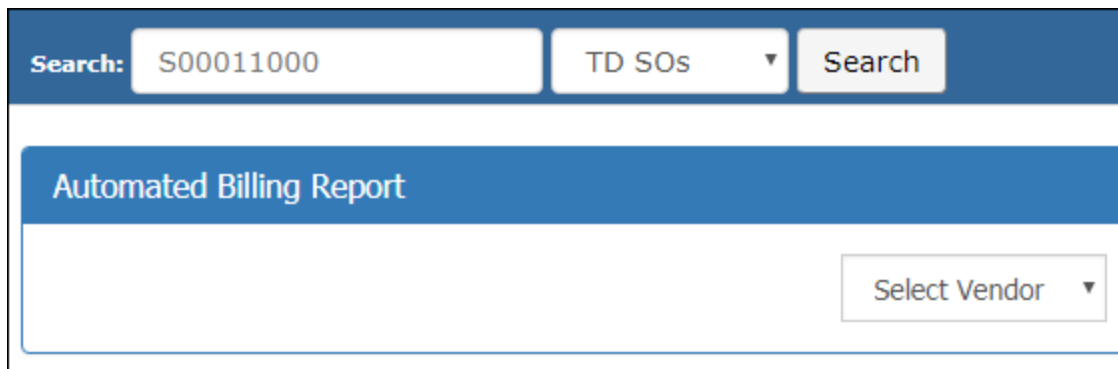
5. From the **Select Vendor** list, select a vendor for whom you want to process billing orders.

    For example, here we have selected **Microsoft**.

    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 key assigned to a country for its billing cycle. **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, CH_MS_Consumption-Mar-2019
Azure Subscription Summary	Enables you to download and view the summary data for Azure subscriptions before processing the billing cycle for a particular country.
Status	Status type for a billing cycle for a particular country: » Pending

Field name	Description
	» Importing » Imported » Reimport » Reimporting » Reimported » Ready for processing » Processing » Completed **Brief description of the status type changes for processing subscriptions**: When the billing cycle data is to be processed, the initial status is **Pending**. While the data is being imported, the status changes to **Importing**, and after completion, the status changes to **Imported**. **Note:** The aforementioned status type changes are taking place in the backend, and not displayed on the **Automated Billing Report** page. **Note:** 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. To validate the imported data, the status is set to **Re-import**. The validation process starts and the status is changed to **Reimporting**. There are two processes running in the background: 1. Validation process for all subscription records. 2. Generation of the Review Report. **Note:** The re-import CRON runs every 15 minutes and

Field name	Description
	validates each invoice line, and on completion of the validation, the updated status is reflected as either Mapped, Error, or Orphan. The last three status types are applicable after we start processing the billing cycle data: **Ready for processing**, **Procesing**, and **Completed**. **Note:** The Billing Order Creation CRON job picks 75 subscriptions per minute to create billing orders.
Subscriptions	Number of unique subscriptions specific to a billing cycle versus the number of invoice lines created for that billing cycle.
Mapped	Unique number of subscriptions to be processed versus the number of invoice lines specific to that subscription. Only mapped subscriptions are processed.
Processed	Number of unique subscriptions processed and for which billing orders are created versus the number of invoice lines. After creating the billing orders for the applicable subscriptions, the count for the processed subscriptions is reflected in the **Processed** column, and the count is updated to zero (0/0) in the **Mapped** column.
No Charge	Unique number of subscriptions for which there is zero charge for that billing cycle versus the number of invoice lines.
Orphans	Unique number of subscriptions that exist in the PAC system but are not existing in the StreamOne application versus the number of invoice lines.

Field name	Description
Not Required to Bill	Unique number of subscriptions that are not required to be billed versus the number of invoice lines for each subscription. You can disable a subscription if you do not want it to be charged.
Errors	**Before processing**: Unique number of subscriptions with status marked as **Error** because of improper SKU or subscription setup. **After processing**: Unique number of subscriptions status marked as **Failed**. The billing orders are not created during the validation process for various reasons such as the customer details not being valid. All such error subscriptions can be resolved either by correcting or modifying associated records in the StreamOne application, or by using the DataFix tools. You can also contact the StreamOne Billing Team.
CRON Error Message	Descriptive error message displayed if a CRON job fails to be executed, for example, **Timeout error**.
Created On	Date on which the reconciliation file is imported.
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 review subscription or invoice details specific to a billing cycle. For more information, see Viewing subscription level details. **Orphans**: Enables you to view orphan subscriptions. For more information, see Viewing billing details of orphan

Field name	Description
	subscriptions.
	Errors: Enables you to view the error subscriptions. 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.
	The reconciliation file is downloaded to your **Downloads** folder.
	Re-import: After resolving the orphan and error subscriptions, you must click **Re-import**. The Re-import CRON validates all the subscription records and updates the status after comparing the subscription details from the reconciliation file and StreamOne data.
	To resolve orphan subscriptions:
	» Create the initial orders by using the Orphan Matchmaker DataFix tool.
	To resolve error subscriptions:
	1. Click the **Errors** tab. 2. On the **Billing Period Details for <billing period ID> (Errors Only)** page, go through the message in the **Comment** column for a subscription. 3. Take the required action. Errors can be related to the SKU mapping. Ensure that base SKUs exist.
	Ready For Processing: You can mark a billing cycle as **Ready For Processing** to create billing orders when the orphan and error subscriptions are resolved and the required subscription data is correct in the StreamOne application.
	This tab enables you to execute the Billing Order Creation

Field name	Description
	CRON job that is run each minute. 75 subscriptions are picked up every minute and billing orders are created for the subscriptions.
	If you have clicked the **Ready For Processing** tab inadvertently, billing orders will start getting generated, and you will not be able to retain the previous state. In such a case, contact the StreamOne Billing Team for having this issue resolved.
	Billing orders are created only for all mapped subscriptions.
	Refund: Enables you to download and view the number of unique subscriptions applicable for refund for that billing cycle. For more information, see Viewing subscription details for refund effected.
	Review Report: Enables you to download and view subscription details that are mapped and are ready for processing. The review report contains subscription details that exist in the StreamOne application. You must review the Review Report to verify subscription details such as pricing, margin applied, and reseller details before processing the billing orders. If there are any modifications related to the subscription markup, update the Billing Special Pricing Manager for that subscription. For modifications related to the reseller or customer details, contact the StreamOne Billing team. The Review Report contains a list of unique subscriptions only.

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 key 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	Expiry date or the validity date of the subscription.
Offer	Product name.
Charge Start Date	Effective start date for the subscription invoice line from when it is to be charged.

Field name	Description
Charge End Date	End date up to when the subscription is to be charged.
Charge Type	Data provided by Microsoft in a reconciliation file that pertain to the charge type applicable, for example, activation fee, cancellation fee, and cycle fee.
Qty	Number of licenses or seats consumed.
Price	Unit cost per invoice line charged by a vendor.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Subscription billing cycle: » Monthly » Annual
Status	Current status for a particular subscription or invoice line, such as error, orphan, credited, and completed.
Billing Order	Billing order ID associated with a subscription or invoice line.
Comment	Additional or descriptive information associated with the subscription, such as the reason for a particular subscription to be marked as an orphan, error, or failed.

Enabling and disabling billing subscriptions

To mark a subscription as **Not Required to Bill**, you must first disable it so that it is not processed and thereby remain unmapped. After you disable it, the status is set to **Unmapped**.

For example, if there are 100 mapped subscriptions and five subscriptions are disabled (marked as **Not Required to Bill**, the number of mapped subscriptions is reduced by five, and the count is updated to 95. The number of subscriptions in the **Not Required to Bill** column is changed to 5.

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.

Viewing billing details of orphan subscriptions

Orphan subscriptions are subscription records that exist in the PAC system but do not exist 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 Orphan Matchmaker DataFix tool.

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.

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

Field name	Description
Subscription ID	Unique identification key 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 the subscription services.
Subscription End Date	Expiry date or the validity date of the subscription.
Offer	Product name.
Charge Start	Effective start date for the subscription invoice line from when

Field name	Description
Date	it is to be charged.
Charge End Date	End date for the subscription invoice line up to when it is to be charged.
Charge Type	Data provided by Microsoft in a reconciliation file that pertain to the applicable charge type, for example, activation fee, cancellation fee, and cycle fee.
Qty	Number of licenses or seats consumed.
Price	Unit cost per invoice line charged by a vendor.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Types of billing cycle: » Monthly » Annual
Status	Current status for a particular subscription or invoice line, which is marked as **Orphan**. Subscriptions billed annually are ignored from being processed for monthly billing cycles.
Billing Order	This column is empty because billing orders are not created.
Comment	Reason for a particular subscription to be marked as an orphan: **Error: Subscription details not found in DB**

Examining the details of subscription status marked as 'Errors'

Subscriptions are marked as errors in case the billing items are not created during the validation process, or if the SKU mapping is not set correctly in the StreamOne application. You can view the subscription-level details for error subscriptions on the **Billing Period Details for <billing period ID> (Errors only)** page.

To resolve error subscriptions, on the **Billing Period Details for <billing period ID> (Errors Only)**page, go through the message in the **Comment** column for a subscription.

Initiate the required action as mentioned in the following section.

To resolve error subscriptions, do one of the following:

» Verify the SKU mapping in the SKU setup in StreamOne

» Analyze the reason why it could not be processed

To view subscription-level details for error subscriptions:

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.

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 key 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.

Field name	Description
Domain	Tenant or domain created for a customer. This field is applicable for CSP products only.
Subscription Start Date	Activation date of the subscription services.
Subscription End Date	Expiry date or the validity date of the subscription.
Offer	Product name.
Charge Start Date	Effective start date from when the subscription is to be charged.
Charge End Date	End date up to when the subscription is to be charged.
Charge Type	Data provided by Microsoft in a reconciliation file that pertain to the 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 consumed.
Price	Unit cost per invoice line charged by a vendor.
Currency	Currency in which the price is quoted, for example, USD.
Billing Cycle Type	Types of billing cycle: » Monthly » Annual
Status	Current status for a particular subscription or invoice line, which is marked as **Error**. Subscriptions are marked as **Errors**, if the billing items do not get

Field name	Description
	created during the validation process, or the SKU mapping is not set correctly in the StreamOne application.
Billing Order	This column is empty.
Comment	Reason for a particular subscription to be marked as an error. This can be due to: » Customer or reseller details not being valid » Subscription details are not found » SKU mapping is not set correctly.

Viewing subscription details for refund effected

You can view subscriptions applicable for refund for that billing cycle, by clicking the **Refund** tab on the **<Vendor name> - Available Billing Cycles** page.

To view refund details for Microsoft subscriptions:

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 **Refund** tab next to the required reconciliation file.

   The **Refund Details for <Billing period ID>** 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
1D551DAC-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 Dałkowski	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 <Billing period ID>** page.

Field name	Description
Subscription ID	Unique identification key 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	If a refund is applicable for a subscription, the margin denotes an appropriate level of markup based on the cost.
Vendor Refund	Refund amount provided by the vendor for that subscription.
Reseller Refund	Refund amount calculated based on the vendor refund, depending on the markup assigned to that reseller.
Billing Cycle Type	Subscription billing cycle: » Monthly » Annual
Status	Status for a particular subscription marked as **Credited**, denoting a refund. The status is marked as **Credited** for all the invoice lines for that subscription.
Comment	Additional or descriptive information associated with a

Field name	Description
	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 data. The Business can upload this file to the ERP system to initiate refund (credit amount) to the reseller.
>
> For more information, see Reviewing the subscription details exported to a CSV file.

Reviewing the Automated Billing Report

The verification process for the automated billing report can be broadly conceptualized into the following phases:

» Pre-processing of subscriptions
» Post-processing of subscriptions

Pre-processing verification phase

When the billing cycle data is to be processed, the initial status is **Pending**. The data is being imported, thus the status changes to **Importing**, and after completion, the status changes to **Imported**. There are no validation checks at this stage.

> **Note:** The aforementioned status type changes are taking place in the back end, and not displayed on the **Automated Billing Report** page.

To validate the imported data, the status is set to **Re-import**. The validation process starts and the status is changed to **Reimporting**.

There are two processes running in the background:

1. Validation process for all subscription records.
2. Review report generation for that billing cycle.

On completion, the status changes to **Reimported**.

The review report is prepared and now accessible for further verification.

To verify subscriptions in the pre-processing phase:

1. Download the Review Report from the **Automated Billing Report** page.
2. From the review report, verify the following details:
   » Margin
   » Pricing
   » Reseller-specific details
   » Offer name
   » Customer details
   » Initial order
   » Currency
   » Source of markup

   For more information, see Reviewing the Review Report.

3. Mark the billing cycle as **Ready For Processing**.

    This marks the end of the pre-processing phase.

Post-processing verification phase

After you have marked a billing cycle as **Ready For Processing**, the Billing Order Creation CRON job is run each minute. 75 subscriptions are picked up every minute and billing orders are created for the subscriptions. After the subscriptions are processed, the billing cycle status is updated to **Completed**.

The following section describes the steps to be executed during the post-processing verification phase.

To verify subscriptions in the post-processing phase:

1. On the **Automated Billing Report** page, click the **Details** tab.

    For more information, see Viewing subscription-level details report.

2. On the **Billing Period Details for <billing period ID>** page, click the **Export Subscriptions in View** tag (located on the top right side of the page).

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

    For more information, see Reviewing the subscription details exported to a CSV file.

3. Verify the subscription details from the downloaded CSV file, such as the billing order ID, unit cost, and unit price for that subscription.

4. View the billing orders created in the Billing Order Manager.

> **Note:** If there is an infrastructure-related issue because of which the CRON does not get executed, go to the Billing Order Manager and re-send the billing orders to the Billing Console.

5. Log on to the Billing Console, review the billing order data, and approve them (or decline, as applicable).

> **Note:** If there are any issues, contact the StreamOne Billing team.

Reviewing the Review Report

You can verify subscription details from the **Review Report**. However, for a more granular-level verification, you can export the subscription data to a CSV file and verify the exported data.

To download and review the exported subscription details:

1. From the - **<Vendor name> - Available Billing Cycles** page, click the **Review Report** tab to download the CSV containing the Review Report.
   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
microsoftCustomerId	Unique customer identification number assigned by Microsoft.
SyndicationPartnerSubscriptionNumber	Unique subscription identification number assigned by a syndicate partner.
DurableOfferId	Provisional part number.
OfferName	Product name.
CustomerName	Name of a customer on whose behalf a subscription is purchased.
DomainName	This field is applicable for CSP products only.
BillingCycleType	Subscription billing cycles: » Monthly » Annual
Tier2MpnId	Unique Microsoft Partner Network (MPN) identification number assigned to a reseller. This field is specific to Microsoft specific

Field name	Description
	vendors, namely for CSP and Azure subscriptions.
ResellerName	Name of the reseller aligned to a customer.
ResellerID	Unique identification number of the reseller aligned to a customer.
ResellerPO	Purchase order number assigned to the reseller.
Str1SalesOrder	StreamOne initial order belonging to that subscription or invoice line.
MarginPct	Margin percentage that would be applied at the appropriate level based on priority while processing.
Total Cost	Total cost charged by a vendor for a subscription.
Total Sale Price	Total sales amount computed for the subscription. The total sales price is the product of the sales price and the charged quantity.
Currency	Currency in which the price is quoted, for example, USD or Euro.
Source Of Mark Up	Denotes the source where the markup is specified: » Billing Special Mark UP » Var Special Margin
Real/Test	Denotes whether a subscription is to be billed:

Field name	Description
	Real: Subscription is to be billed (or invoiced). **Test**: Subscription is not required to be billed for that particular billing cycle.

2. Verify the CSV file containing the subscription details.

> **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.

Reviewing the subscription details exported to a CSV file

You can verify subscription details from the **Billing Period Details for <billing period ID>** page. However, for a more granular-level verification, you can export the subscription data to a CSV file and verify the exported data.

To download and review the exported subscription details:

1. From the **Billing Period Details for <billing period ID>** page, click the **Export Subscriptions in View** tab (located on the top right side of the page) to download the CSV.

   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 key assigned to a subscription.
Parent Subscription ID	Subscription ID of the parent marketplace.
Domain	Domain or tenant name assigned.
Subscription Start Date	Activation date of the subscription services.
Subscription End Date	Expiry date or the validity date of the subscription.
Charge Start Date	Effective start date from when the subscription is to be charged.
Charge End Date	End date up to when the subscription is to be charged.

Field name	Description
Charge Type	Data provided by Microsoft in a reconciliation file that pertain to the charge type applicable, for example, activation fee, cancellation fee, and cycle fee.
Invoice ID	Unique identification number of the invoice.
Invoice Date	Date when the invoice is created.
Tenant ID	Unique identification number assigned to a 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 assigned to the Reseller. This field is specific to Microsoft specific vendors, namely for CSP and and Azure subscriptions.
Product	Product or offer name, for example, Office 365 Business.
Offer ID	Unique identification key of the product.
Offer Name	Product name.
Quantity	Number of licenses or seats consumed.

Field name	Description
Price	Unit cost per invoice line charged by a vendor.
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**: This status is shown in case of the following scenarios: » SKU assigned is not valid. » Not valid or empty upfront and arrears SKU » Data mismatch (SAP material/SKU number) **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. **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. **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

Field name	Description
	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. **Note:** Contact the Support Team to get this resolved. **Credited**: Denotes refund amount effected for a subscription.
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.
Unit Cost	Price charged by a vendor.
Reseller Id	Unique identification number of the reseller aligned to the customer.
Reseller PO	Purchase order number assigned to a reseller.
Sales Price	Product of quantity and sales price.
Total Sales Price	Total sales amount computed for the subscription. The total sales price is the product of the sales price and the

Field name	Description
	charged quantity.
Bill Date	Date when the billing order is created.
Subscription type	Subscription billing types: » Monthly » Annual
STR1SalesOrder	StreamOne initial order belonging to that subscription or invoice line.
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.

2. Verify the CSV file containing the subscription details.

> **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.

Automated billing process summary

The following section provides a high-level summarized workflow of the automated billing process.

1. Import data by using the reconciliation file in the StreamOne application.
2. Resolve discrepancies related to orphan and error subscriptions and mark them as **Re-import**.
3. After validation, if the subscription count is appropriate, orphan and error subscriptions are resolved and mapped. Download the review report and share the file with the stakeholders. If there are any modifications related to the subscription markup, update the Billing Special Pricing Manager for that subscription.
   For modifications related to the reseller or customer details, contact the StreamOne Billing team.
4. Review the subscriptions on the **Errors** tab and verify if there are subscriptions with status as **Failed** due to the verification process. Analyze the reason and initiate the required action or contact the StreamOne Billing Team.
5. After you complete resolving all such discrepancies, mark the subscriptions as **Ready For Processing**.
6. View the billing orders created in the Billing Order Manager.

> **Note:** If the CRON does not get executed due to an infrastructure-related issue, go to the Billing Order Manager and re-send the billing orders to the Billing Console.

7. Log on to the Billing Console, review the billing order data, and approve them (or decline, as applicable).

> **Note:** If there are any issues, contact the StreamOne Billing team.