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| **Item** | **Item Description** | **Conversion Criteria/ Comments** |
| 1 | Post paid unpaid historical bills. | They will be converted unpaid bills for a period up to 24 months. The bills will be for all billing types in the current post paid systems. EDM will provide us the data in the formats to be availed to them. Any unpaid bills older than the 24th month will be converted as a single bill. |
| 2 | Prepaid unpaid historical bills. | Customers with debt in prepayment will be collected from prepayment and such CMS will not handle the payments. Prepayment vending system will be responsible for deducting a certain percentage on every purchase of units to pay the unpaid bills. |
| 3 | Eclipse data to be converted. | Prepaid customers to be converted to CMS will fall into two categories. The categories are below and the description of how each will be converted.   1. Prepaid customers with a record in post paid. These most data customer and supply static data will come from the post paid system. However metering data will be taken from the prepayment system. In conversion this customer will be converted as an inactive post paid customer. The customer will change status when the data from prepaid is introduced and the post paid meter will be removed and the customer assumes the prepaid meter. 2. Prepaid customers without a record in post paid. These will be have all the customer and supply static data from the prepaid system.   The two categories above will have all the customer, premise, account and supply static data which should resemble the data for post paid. |
| 4 | Status of the debt details. | The data on debt in the post paid systems in EDM from the conversion point of view is in an acceptable status. This is in consideration that the customers in post paid are aware of the amounts on bills they owe the company already.  It will be proposed that to avoid mistakes, EDM will provide the bills data in a format which will be given to the respective teams. This is in line with the proposal to have 24 months unpaid billing history. |
| 5 | Access and Galatee data to be converted to CMS. | Access and Galatee post paid system will provide the CMS with premise, customer, account, supply and metering static data. From these we will also get transactional historical data for billing, miscellaneous charges, readings and security deposits. Also the data for meter reading routes and itineraries will be provided from these. |
| 6 | Cadastramento data to be converted to CMS | Cadastramento data will be used to fill in the missing data from the current post paid and prepaid systems. Data to be converted from Cadastramento will include the following entities;   * Geographical location (see the hierarchy mentioned below) * GPS co-ordinates * Meter data (if a customer has different meter numbers in Cadastramento and post paid they will be need to verify if the post paid or Cadastramento meter number can be converted instead. This rule may not apply to prepaid since the primary ID in prepayment is the meter number, hence it is correct in Eclipse) * Network data (transformer point to the customer) * Amperage, phases and tension data.   For customers without the Cadastramento data, we will create place holder data for them e.g. such customers will be created in an unknown/ undefined street. |
| 7 | Data to be converted for inactive customers? | A customer in post paid systems can be inactive because they were moved to prepayment or they are totally disconnected and not a customer anymore. If a customer is found to be inactive in post paid and active in prepayment then this will be converted as active in prepayment. These will be converted as normal customer but with a prepayment tariff and meter.  For completely disconnected customers they will be need to convert all the data the customer has in the current post paid system. If the customer has unpaid bills these will be converted to CMS using the rules as set on item one above. |
| 8 | Security deposit conversion. | Security deposits in the current post paid systems will be converted to the CMS. The post paid systems have a record for when the deposit bill was raised, paid and when it was returned to the customer. If the deposit is returned then it will not be converted. If the deposit was paid by the customer then it will be converted as paid.  EDM does not charge security deposits on prepaid customers.  There is no interest calculated for refunding in EDM. |
| 9 | Organisational structure to be used in conversion. | The geographical structure to be converted will be as follows;   1. Province 2. District 3. PA/ Localidade (to be concatenated) 4. Bairro/ Street   The source for this data set will be Cadastramento.  The levels above have no municipality which is used for determining the garbage charge. The garbage charge is in another table in Cadastramento. It is proposed to add the municipality details on the 3rd level of the structure above. (*This will require further investigations and I will confirm if the 3rd level can be used later today.*) |
| 10 | Transformer feeding hierarchy data. | The Cadastramento database has the customer data and the low voltage transformer connecting to the customer. This data will be used to connect each customer to a transformer. For customers with no DG data they will not be connected to any transformer and these will be corrected when the system is already in production.  The hierarchy from the low voltage transformer up to the feeding and substations will be converted from the data available from Network Information System (NIS). The low voltage transformers in NIS and Cadastramento are the same. |