

# SETTLEMENT STATEMENTS AND INVOICES IN PDF FORMAT

PREPARED BY: Metering and Settlements  
FOR: National Electricity Market  
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## Version Control

<b>VERSION</b>	<b>DATE</b>	<b>DETAILS</b>
1	Dec 2004	Initial published version
1A	Nov 2009	Updated to AEMO Format

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## 1. Purpose

The purpose of this document is to notify participants that AEMO is replacing a number of the settlement statement formats that are in a text file format with a Portable Document Format (PDF) file format. The PDF files are much better suited to participant business requirements for which the text files were originally intended:

- settlement reporting to management;
- source documentation for management reports and tax returns; and
- general reconciliation and audits.

Other benefits include:

- screen and print formats are much more robust and presentable;
- inadvertent editing of PDF files is not possible through the Adobe reader software; and
- formatting and word wrapping configurations are optimally set without the need for further adjustment.

The detailed settlement text statement (file name SR) will continue to be published as a text file and will not be replaced as part of this project.

**Participant Action Required** - One of two change-over dates are to be nominated to AEMO.

Participants can receive new PDF files starting with:

1. the 2005Week 1 final statement posted on 28 January 2005; or
2. the 2005Week 27 final statement posted on 27 July 2005.

For existing market participants, it will be necessary to review your business dependence (if any) on the existing text files. If the earlier date cannot be met, then the second date should be nominated. A start date nomination form is included in the PDF pack zip file on this web site and should be e-mailed no later than COB 21/01/2005 to [Nem.Settlements@aemo.com.au](mailto:Nem.Settlements@aemo.com.au).

For new participants receiving their first final settlement statement on or after 28 January 2005, no nomination is required and the new PDF files will be issued from that date.

## 2. Background

Since the start of the NEM, AEMO has issued all settlement statements and reports in a basic text format. AEMO's resourcing and priority constraints have prevented earlier conversion of the summary settlement and tax reports to a file format more suited to their administrative purpose.

It is considered inappropriate to issue two GST tax invoices for the same services. Hence AEMO is not able to issue the new PDF files as well as the existing text files in parallel. Participants are requested to nominate one of two dates on which the first of the new PDF files are issued instead of the existing text files. Most participants will need little or no preparation for conversion to the new files and are expected to nominate the earlier date.

Participants that have built IT systems to take any of the existing text files as input may require some time to convert their systems or to make alternative arrangements. These participants may elect to delay conversion by approximately 6 months.

### 3. PDF Pack

This document should be read with the accompanying PDF pack zip file. When you unzip the PDF pack you will see the following files:

- PDF start date nomination form – participants should complete this so that AEMO can allocate a January 2005 start, or July 2005 start. The form should be e-mailed no later than COB 21/01/2005 to [Nem.Settlements@aemo.com.au](mailto:Nem.Settlements@aemo.com.au)
- Sample Settlement Statements\Settlement Reports as PDF – these are generic examples of the PDF reports that AEMO will issue.
- Sample Settlement Statements\Settlement Reports as Text– these are generic examples of the text reports that AEMO currently issues.

The Checklist below summarises what participants need to know about the PDF formats. The remainder of the document details the current process and how this will compare when PDF formats are introduced.

### 4. PDF Checklist

#### ◆ The Summary Settlement and GST text statements will be replaced by PDF equivalents

Each text statement has a PDF equivalent and the information in the PDF report corresponds to that the equivalent text statement.

#### ◆ The detailed Settlement Report will continue to be issued as a text file

Not all text statements will be replaced. The settlement statement (file name SR) detailing the breakdown of settlement transactions will remain.

#### ◆ PDF statements will be delivered in the same way as text statements

The PDF formats will be delivered to confidential participant directories accessed from AEMO's server. Participants will not have to change how they currently retrieve Settlement statements. The directory structure will be:

Import\Reports\PDFNONFINALSS	Non Final Summary statement
Import\Reports\PDFFINALSS	Final Summary statement
Import\Reports\PDFTAXINVOICE	Tax Invoice
Import\Reports\PDFRCTAXINVOICE	Recipient Created Tax Invoice
Import\Reports\PDFADJNOTE	Adjustment Note
Import\Reports\PDFRCADJNOTE	Recipient Created Adjustment Note

◆ **The PDF GST formats will have an additional Summary statement section on the front page**

This means that it is not necessary for AEMO to issue a separate Summary statement when GST formats are posted.

Currently AEMO issues a Settlement Summary text statement and GST text statement.

## 5. Defining the current text statements

For each billing week AEMO issues the following statement types:

Statement Types	Text Reports
Preliminary	SS, SR (2 statements)
Final - Participants who have GST transactions	SS, SR, GST_TAXINVOICE or GST_RCTI (3 statements) GST_TAXINVOICE for retailers or GST_RCTI for generators. A participant cannot receive a GST_TAXINVOICE and a GST_RCTI.
Revision - Participants who have GST adjustments	SS, SR, GST_ADJNOTE or GST_RCADJNOTE (3 statements)  GST_ADJNOTE for retailers or GST_RCADJNOTE for generators. A participant cannot receive a GST_ADJNOTE
Revision - Participants who do not have GST	SS, SR (2 statements)

Templates for the current statement types are in the attached zip path of Sample Settlement Statements\ Settlement Reports as Text.

### Text Reports Key

1. Text Statement File Name Structure REPORTNAME\_YYYYMMDD.RNNN

Settlement statement file names start with the abbreviated report name, then year, month, date of the billing week start day. The extension is the billrunno.

2. SS - file name SS\_YYYYMMDD.RNNN, the Summary Settlement Statement

The Summary statement presents settlement transactions as single line item amounts that fit on one page. This format is good for a user who wants to find out what they should receive or be paid by AEMO.

3. SR - file name SR\_YYYYMMDD.RNNN, the Detailed Settlement Statement  
The Detailed statement provides a breakdown of settlement transactions. This format is geared to a user that would like further detail on the components of each line item. This statement can go for a number of pages.

4. GST\_TAXINVOICE- file name GST\_TAXINVOICE\_YYYYMMDD.RNNN, the Tax Invoice  
AEMO is required to issue this statement for GST compliance purposes. Retailers receive Tax Invoices.

5. GST\_RCTI- file name GST\_RCTI\_YYYYMMDD.RNNN, the Recipient Created Tax Invoice (RCTI)  
AEMO is required to issue this statement for GST compliance purposes. Generators receive RCTIs.

6. GST\_ADJNOTE- file name GST\_ADJNOTE\_YYYYMMDD.RNNN, the Adjustment Note

AEMO is required to issue this statement for GST compliance purposes. The Adjustment note is issued to retailers where a GST adjustment has occurred between the current and previous statement.

7. GST\_RCADJNOTE- file name GST\_ADJNOTE\_YYYYMMDD.RNNN, the Recipient Created Adjustment Note (RC Adjustment Note)

AEMO is required to issue this statement for GST compliance purposes. The Adjustment note is issued to generators where a GST adjustment has occurred between the current and previous statement.

## 6. The new PDF statements

Templates for the PDF statement types are in the attached zip path of Sample Settlement Statements\ Sample Settlement Reports as PDF.

These are:

1. PARTICIPANTID\_PDFNONFINALSS\_YYYYMMDD.RNNN.pdf

The PDFNONFINALSS is the Summary statement equivalent. This statement is issued for Preliminary statements and Revision statements where there are no GST adjustments.

2. PARTICIPANTID\_PDFFINALSS\_YYYYMMDD.RNNN.pdf

The PDFFINALSS is the Summary statement equivalent and is issued just for Final statements where a participant does not have any GST transactions. As retailers and generators will have GST transactions they will not receive these statements. Normally it

would be just Transmission Network Service Providers or Auction traders who will receive these statements.

3. PARTICIPANTID\_PDFTAXINVOICE\_YYYYMMDD.RNNN.pdf

The PDFTAXINVOICE is the Tax Invoice equivalent. Retailers will receive PDFTAXINVOICES.

4. PARTICIPANTID\_PDFRCTAXINVOICE\_YYYYMMDD.RNNN.pdf

The PDFRCTAXINVOICE is the recipient-created equivalent. Generators will receive PDFRCTAXINVOICES.

5. PARTICIPANTID\_PDFADJNOTE\_YYYYMMDD.RNNN.pdf

The PDFADJNOTE is the Adjustment Note equivalent. Retailers will receive PDFADJNOTES if there are GST adjustments.

6. PARTICIPANTID\_PDFRCADJNOTE\_YYYYMMDD.RNNN.pdf

The PDFRCADJNOTE is the RCADJNOTE equivalent. Generators will receive PDFRCADJNOTES if there are GST adjustments.

## 7. The PDF file name structure

The PDF Statement file name structure is

PARTICIPANTID REPORTNAME YYYYMMDD.RNNN

The file name structure has been expanded to include an additional participantid component. The participantid is a unique code that AEMO identifies the participant within its Market Management Systems, and is used throughout settlement processing.

## 8. Summary of Differences

1. The PDFADJNOTE and PDFRCADJNOTE formats present a separate GST adjustment area as the last section of the format. The text equivalents GST\_ADJNOTE and GST\_RCADJNOTE do not have a separate GST adjustment section. The PDF format contains the same level of GST adjustment information as the text files, but in a different section.
2. The PDFTAXINVOICE, PDFRCTAXINVOICE, PDFADJNOTE and PDFRCADJNOTE formats contain a Summary section on the front page.

This means that at Final Statement posting the PDFFINALSS statement will not be allocated to participants with GST, as this data will be contained on either the PDFTAXINVOICE or PDFRCTAXINVOICE.

A similar situation occurs for Participants with GST adjustments. The PDFNONFINALSS statement will not be allocated to participants with GST adjustments as this data will be contained on either the PDFADJNOTE or PDFRCADJNOTE.

## 9. Mapping the current text statements with the new PDF statement allocation

The earlier table defining the text reports currently issued has been re-produced with an additional column for the PDF equivalent. Participants should note that posting of the Detailed Settlement SR text report will continue.

Statement types	Current Text Report Allocation	Report Allocation with PDF statements
Preliminary	SS, SR (2 statements)	SR, PDFNONFINALSS(2 statements)
Final -Participants who have GST transactions	SS, SR, GST_TAXINVOICE or GST_RCTI (3 statements) GST_TAXINVOICE for retailers or GST_RCTI for generators. A participant cannot receive a GST_TAXINVOICE and GST_RCTI.	SR, PDFTAXINVOICE or PDFRCTXINVOICE(2 statements) PDFTAXINVOICE for retailers or PDFRCTXINVOICE for generators. A participant
Revision - Participants who have GST adjustments	SS, SR, GST_ADJNOTE or GST_RCADJNOTE (3 statements) GST_ADJNOTE for retailers or GST_RCADJNOTE for generators. A participant cannot receive a GST_ADJNOTE and GST_RCADJNOTE.	SR, PDFADJNOTE or PDFRCADJNOTE (2 statements) PDFADJNOTE for retailers or PDFRCADJNOTE for generators. A participant cannot receive a PDFADJNOTE and PDFRCADJNOTE.
Revision - Participants who do not have GST adjustments	SS, SR(2 statements)	SR, PDFNONFINALSS (2 statements)