

International Telecommunication Union

**ITU-T**

TELECOMMUNICATION  
STANDARDIZATION SECTOR  
OF ITU

**D.170**  
**Supplement 4**  
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SERIES D: GENERAL TARIFF PRINCIPLES

General tariff principles – Drawing up and exchange of  
international telephone and telex accounts

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Monthly telephone and telex accounts

**ITU-T D.170 – Supplement on guidelines for net  
settlement generic templates**

Recommendation ITU-T D.170 – Supplement 4



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## Recommendation ITU-T D.170

### Monthly telephone and telex accounts

#### Supplement 4

#### ITU-T D.170 – Supplement on guidelines for net settlement generic templates

#### Summary

Supplement 4 to Recommendation ITU-T D.170 is intended to set guidelines to ensure the effective and efficient management of settlement statements.

#### History

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5.0	ITU-T D.170/E.270	1988-11-25	
6.0	ITU-T D.170	1993-03-12	III
7.0	ITU-T D.170	1995-03-20	3
8.0	ITU-T D.170	1998-06-12	3
9.0	ITU-T D.170	2006-06-27	3
10.0	ITU-T D.170	2010-05-21	3
10.1	ITU-T D.170 Suppl. 1	2010-05-21	3
10.2	ITU-T D.170 Suppl. 2	2010-05-21	3
10.3	ITU-T D.170 Suppl. 3	2012-01-20	3
10.4	ITU-T D.170 Suppl. 4	2012-01-20	3

## FOREWORD

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The World Telecommunication Standardization Assembly (WTSA), which meets every four years, establishes the topics for study by the ITU-T study groups which, in turn, produce Recommendations on these topics.

The approval of ITU-T Recommendations is covered by the procedure laid down in WTSA Resolution 1.

In some areas of information technology which fall within ITU-T's purview, the necessary standards are prepared on a collaborative basis with ISO and IEC.

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## **Recommendation ITU-T D.170**

### **Monthly telephone and telex accounts**

#### **Supplement 4**

#### **ITU-T D.170 – Supplement on guidelines for net settlement generic templates**

##### **1 Scope**

The scope of this supplement is to set guidelines to ensure the effective and efficient management of settlement statements. It describes information that may be included when settlement statements are exchanged between carriers.

##### **2 References**

[ITU-T D.170] Recommendation ITU-T D.170 (2010), *Monthly telephone and telex accounts*.

##### **3 Definitions**

None.

##### **4 Abbreviations and acronyms**

This supplement uses the following abbreviations and acronyms:

GFC Gold Franc Currency

##### **5 Conventions**

None.

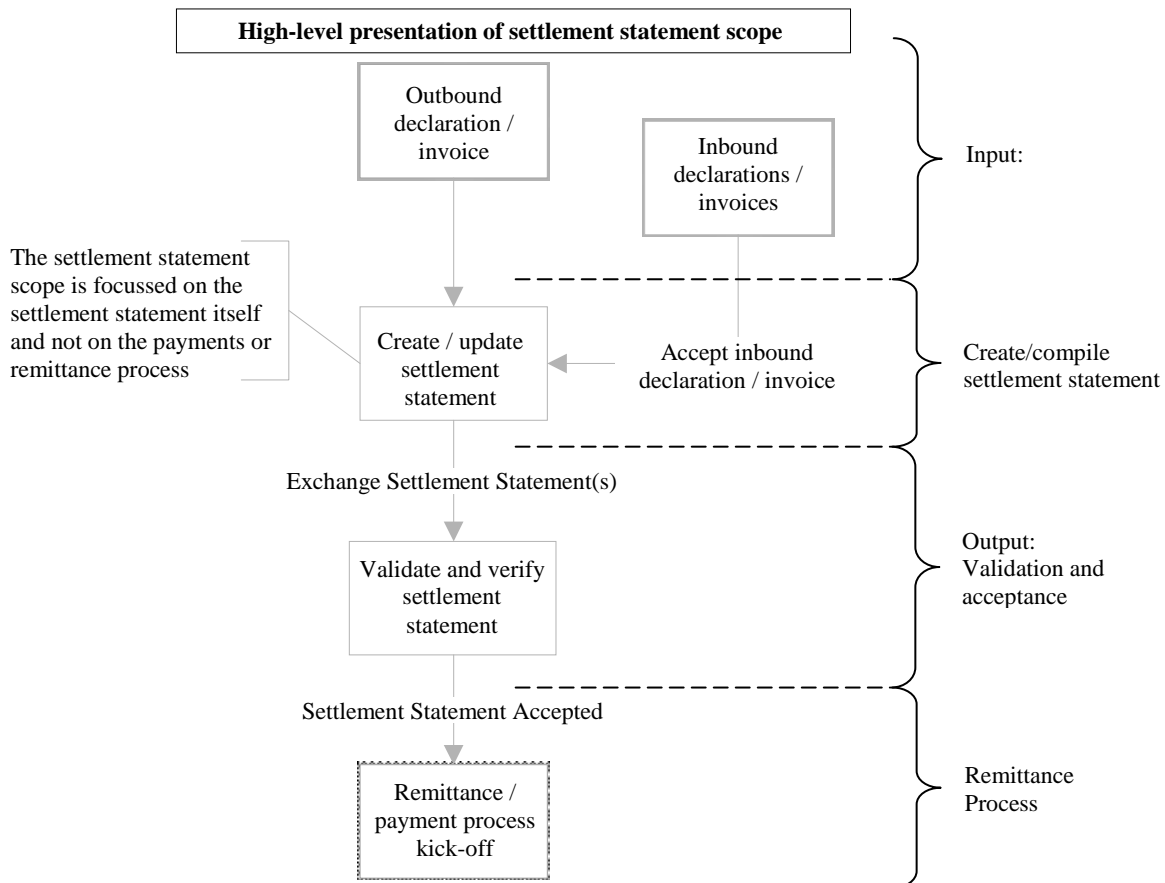
##### **6 Items included in a settlement statement**

The following topics of a settlement statement are covered in this supplement:

- Legal and contractual information
- Settlement statement detail
- Format considerations
- Reconciliation summary

The focus of this supplement is illustrated in Figure 1, i.e., input into the process is accepted as outbound and inbound declarations/invoices. The output is a settlement statement that is exchanged between telecommunication operators.

It is recognized that the capabilities and limitations of the systems and processes of each operator ultimately determine the template to be used. However, this supplement is intended to assist telecommunication operators in identifying information that may be included in the exchange of settlement statements between carriers.



**Figure 1 – Application of the guidelines for the net settlement template**

The greatest frustration experienced by carriers with regard to settlement statements is the lack of sufficient and relevant information, which results in costly delays. This supplement attempts to set guidelines to ensure the effective and efficient management of settlement statements, including:

- precise information on services and accounting periods included in settlement statements to facilitate the matching of declarations/invoices exchanged between carriers
- precise information to expedite disputes
- precise and sufficient information to match payments that have been received and/or made.

### **Legal and contractual information**

Legal and contractual information defines the netting parties concerned, terms and conditions, settlement currency, banking details, settlement period, etc.

The general consensus is that a settlement statement could include some or all of the following legal and contractual information:

- legal names of carriers involved
- contact addresses of carriers involved
- contact details of sending carrier
- period of the settlement statement
- issue date
- unique reference number for tracking and dispute purposes
- settlement currency



- bank details (account number and physical address of bank)
- payment due date
- credit term
- penalty term
- sign-off (prepared by, approved by)
- notes and comment fields.

It is suggested that a cover or summary page might include the above information, in addition to the following:

- sub-totals for each service per currency and per carrier
- net value per entry
- grand total per currency and carrier
- total net value per currency and carrier.

The examples below are for illustrative purposes only.

Service	Due to A	Due to B	Net value
	USD	USD	USD
Telephony	1 234 567.00	234 567.00	1 000 000.00
Leased circuits	5 432.00	8 764.00	-3 332.00
Telex	1 234.00	1 357.00	-123.00
Total	1 241 233.00	244 688.00	996 545.00

or

Service	Due to A	Currency	Due to B	Currency	Net value	Currency
Telephony	1 234 567.00	USD	234 567.00	USD	1 000 000.00	USD
Leased circuits	5 432.00	USD	8 764.00	USD	-3 332.00	USD
Telex	1 234.00	USD	1 357.00	USD	-123.00	USD
Total	1 241 233.00		244 688.00		996 545.00	
Amount due to B			246 045.00			

Other considerations:

A single settlement statement should make provision for:

- multiple currencies
- multiple services or single service depending on the bi-lateral agreement with the carrier in question
- condition(s) for letter of no return.

The settlement statements should exclude:

- traffic volumes
- IMF rates
- product level detail.

The settlement statements should limit:

- contact details and approval to the cover page only, i.e., should not repeat them on detail pages.

## **7 Settlement statement detail**

This section describes the content or detail that should be included in a settlement statement.

It is suggested that the settlement statement detail consist of a:

- header, which repeats the carrier names and addresses, settlement period, issue date, unique reference number and payment due date
- body of text, which represents the various services, including totals per service
- footer, which indicates the number of pages and provides a space for carrier concurrence, i.e., receiving carrier to sign off each page

The body of the settlement statement should contain:

- a list of services, with ideally each one being printed on a separate page
- bilateral detail to comply with ITU format and recommendations
- breakdown of each service by accounting period
- refile, hubbing and bilateral, listed separately
- statement of amounts per currency, i.e., if a single accounting period has multiple currencies, then list the amounts per currency – do not convert, except for the gold franc currency (GFC)
- calculation of totals per currency per service
- additional information, such as committed volume re-calculation, should be clearly stated for the appropriate service. The period for which the true-up applies needs to be stated as well.

NOTE – True-ups should only be stated as a separate item if not included in an outbound/inbound declaration or invoice.

- manual adjustments (not included in outbound/inbound declarations or invoices) should be clearly defined for each service, and reference numbers should be quoted

## **8 Format considerations**

The layout of the settlement statement should be easy to read and interpret. It is easier to assess data if the amounts due to each carrier are presented in a vertical as opposed to a horizontal manner. The two possible methods are illustrated below:

**Example 1:**

Due to Carrier A

Service	Accounting period	Invoice number	USD amount	SDR amount
Telephony	January 2005	aaa	123 456.00	2 345.00
Telephony	February 2005	bbb	135 794.00	2 468.00
Telephony	March 2005	ccc	143 267.00	8 820.00
Total			402 517.00	13 633.00

Due to Carrier B

Service	Accounting period	Invoice number	USD amount	SDR amount
Telephony	January 2005	xxx	135 801.60	2 227.75
Telephony	February 2005	yyy	149 373.40	2 344.60
Telephony	March 2005	zzz	157 593.70	8 379.00
Total			442 768.70	12 951.35
Net due to Carrier A			40 251.70	
Net due to Carrier B				681.65

**Example 2:**

Service	Accounting period	Due to carrier A			Due to carrier B		
		Invoice number	USD amount	SDR amount	Invoice number	USD amount	SDR amount
Telephony	January 2005	aaa	123 456.00	2 345.00	xxx	135 801.60	2 227.75
Telephony	February 2005	bbb	135 794.00	2 468.00	yyy	149 373.40	2 344.60
Telephony	March 2005	ccc	143 267.00	8 820.00	zzz	157 593.70	8 379.00
Total			402 517.00	13 633.00		442 768.70	12 951.35

Net value due to:

40 251.70

681.65

**9 Reconciliation summary**

The reconciliation summary should include information concerning:

- all open items
- partial payments
- the period to which the statement relates.





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