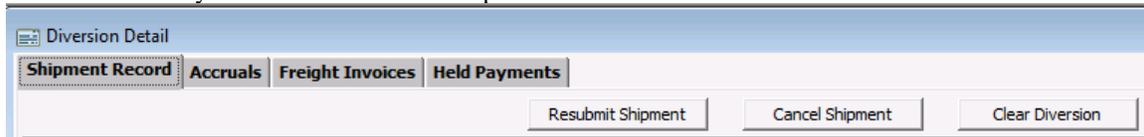


Diversions in TRANSPay – Overview

When knowledge of a Diversion is received in RailTrac, an automatic process is triggered that will flag the TRANSPay Shipment record and all of its related documents (Accruals, Invoices, Payment Requests). A record will be inserted in a new table, TP_DIVERSIONS, that will track the occurrence of the Diversion and record its final resolution. Existing Accruals and Invoices against the Shipment will be marked as diverted (a new column – diverted_flg – will be set to ‘Y’). If the Accrual is in exception, the exception record will be set to “Resolved” with a resolution code of “DIVERTED”. All Payment Requests, including those from ByPass Invoices, will be placed on HOLD unless they have been previously Cancelled, Rejected, Sent to A/P or Completed. All of these documents will be available for viewing and processing through the “Process Diversions” Utility only.

The Process Diversions Utility initially displays a list of all Shipment records flagged as diverted and as yet unresolved. Double clicking on one item will display details of the Shipment Record, a list of associated Accruals, a list of associated Invoices and a list of Payment Requests for the Shipment that are on HOLD. The details of each Accrual and Invoice can be viewed by double clicking on an individual line item.

There are four ways to resolve a diverted Shipment:



1. Resubmitting the Shipment Record.

The Shipment Record may be resubmitted by clicking the Resubmit Shipment button on the Shipment Record tab. (The record may be modified before resubmitting if allowable for that installation.). If any payments are in Sent to A/P or Complete status, you will get a warning regarding this and resubmitting the shipment record may result in a Sent to A/P accrual exception.

- The Diversion record will be updated with the current date, the user’s id, and a resolution type of ‘1’ (indicating a resubmission), and the resolve comments will be set to “RESUBMIT”.
- The Diversion flags on the Invoices will be reset.
- The Payments will be set to a Queued status.
- The Shipment Record will then be processed as a normal Resubmit – generating new Accruals and associated Payments Requests appropriate for the current data in the Shipment Request. The Diversions flags in the new records will not be set.
- New accruals will not be generated automatically if a Sent to A/P exception occurs. This exception will need to be resubmitted to allow the new accruals to be created and to cancel the previously exported payment requests. If you choose to delete the Sent to A/P exception, then the original accrual and payment data will remain in TRANSPay.

2. Cancelling the Shipment.

The Cancel Shipment button on the Shipment Record tab will do the following:

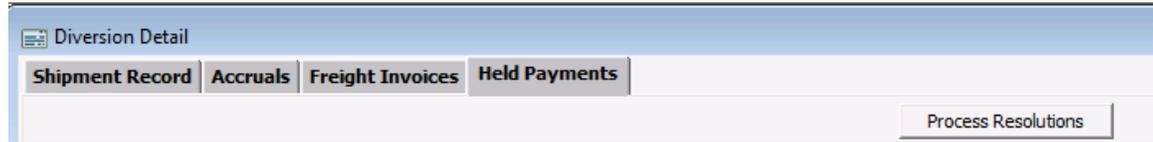
- The Shipment Record will be updated with a record type of ‘C’ (Cancelled).
- Each Payment Request will be Cancelled, the check no. column will be set to “DIVERTED”, the ap_update_date will be set to the current date, and the user id column will be updated with the user’s id.
- Each Invoice and Accrual will be Cancelled.
- The Diversion record will be updated with a resolution type of ‘2’ (indicating a cancellation), and the resolve comments will be set to “CANCEL SHIPMENT”.

3. Clearing the Diversion

The diversion can be cleared from the diversion screen by pressing the Clear Diversion on the Shipment Record tab.

- This will leave everything as in in TRANSPay – accruals, invoices, payments all will not be affected.

4. Processing each of the Payments.



Each of the Payments may be individually processed from the Payment Requests tab if they are not in Complete, Sent to A/P, Reject, or Cancel status. A Resolution of either CANCEL or RELEASE must be selected for each Payment before clicking the Process Resolutions button.

- If a Payment Request is Cancelled, the Payment Request record's payment status will be set to Cancelled, the check no. column will be set to "DIVERTED", the ap_update_date column will be set to the current date, and the record will be updated with the user's id. If the Cancelled payment was created from an Accrual, the associated Accrual will be Cancelled. If it was created from an Invoice, the Invoice will be Cancelled.
- If the Payment Request is Released, the Payment will be approved and Queued, and the associated Accrual or Invoice diverted flag will be reset.
- The Diversion record will be updated with a resolution type of '3' (indicating that the payments were individually processed), and the resolve comments will be set to "PROCESSED PAYMENTS".
- The diverted flag on the Shipment Request record will be reset.

After any one of the four methods of resolving a Diversion has been performed, the Shipment will no longer be displayed on the Diverted Shipment list.

Manual Freight Invoices that are entered after a Shipment has been diverted can only be ByPass paid. A warning that the Shipment has been diverted will be displayed when the Bill of Lading is entered. The "MatchPay" column will be set to "NO" in the Add Freight Invoice window. If the Shipment has been diverted while a Manual Freight Invoice is in Exception, a warning will also be displayed when the MatchPay option is selected, and only the "ByPass/Pay" option will be allowed.

EDI Invoices that are processed after a Shipment has been diverted will be placed in "DIVERTED SHIPMENT" Exception status under Exceptions->EDI Import. If an EDI Invoice is already in Exception when the Shipment is Diverted, attempting to process the EDI will cause the message "Shipment has been Diverted. Resolve Diversion and reprocess or delete." to be displayed. When the Diversion has been resolved, the EDI Invoice can be processed.

Processing Multiple Diversions

Note on the Diverted Shipments screen, multiple diversions can be selected and either Cleared or Resubmitted. These buttons only show up when multiple diversions are highlighted.

The screenshot shows the 'Diverted Shipments' interface. At the top, there is a search filter table with columns: Find Column, Where, Value, and And/Or. Below this table are buttons for 'Find', 'Select', 'Reset', and 'Save'. To the right of these buttons are two larger buttons: 'Clear Multiple Shipments' and 'Resubmit Multiple Shipments'. Below the buttons, it indicates 'Row 2 of 2'. At the bottom of the screenshot, the word 'Equipment' is visible, likely representing a column in a data table below the search area.

If Resubmitting, a pop up window will appear where the diversion information can be entered. If nothing is entered in a field, the existing data will be kept when they are resubmitted. This should only be used when diverting multi-car or unit train shipments.

Typically, the Customer and In Route Code are the fields that need updating.

Multiple Shipment Diversion Maintenance

The screenshot displays the 'Changes to apply to all selected shipments' form. It is divided into several sections:

- Top Section:** A title 'Changes to apply to all selected shipments' is centered. Below it are various input fields: 'In Out Bound:' (a dropdown menu), 'Org Code:', 'BOL No.:', 'Code Type:', 'Destination:', and 'Customer:'.
- Right Section:** A vertical list of fields: 'Ship Type:', 'Prepaid Collect:', 'Origin Carrier:' (with a sub-field 'Delivery Carrier:'), 'In Route Code:', 'In Route Dscr:', 'Order No:', 'Reference No:', and 'Shipper Ref No:'.
- Bottom Left Section:** A box titled 'GL Criteria' containing a vertical list of empty input fields.
- Bottom Right Section:** A box titled 'Custom Data' containing a vertical list of fields: 'PRODUCT CODE:', 'DATA2:', 'DATA3:', 'DATA4:', 'DATA5:', 'DATA6:', 'DATA7:', 'DATA8:', 'DATA9:', and 'DATA10:'.