

System Defaults Maintenance			
System Specifications			
RAILTRAC Installed:	YES	Age Payments:	NO
RAILAcct Installed:	YES	Age Credit (Neg.) Amounts:	
Database Version:	TP10.0.1	System Leadtime:	0
Use Menu Security:	NO	Mail Leadtime:	
AutoPay Outbound:	YES	EFT Leadtime:	
AutoPay Inbound:	YES	No. of Days in Weekend:	
Autoapprove:	YES	Last Day of Work Week:	
Payment Threshold Amount:	10	Base Paydate Type:	ACTIVITY DATE
Use Allocation:	YES	Use CLM:	NO
No. of GL Criteria:		CLM Aging Days:	0
GL Code Format:	!!!	CLM Required Amount:	
Validate GL Code:	NO	RAILTRAC Integration Begin Date:	09/05/06
Use Default GL Criteria:	NO		
Use Custom Data:	YES		
		Close Accrual Condition:	SENT TO A/P
		Multi Rate Code Analysis:	YES
		Allow Ship Record Deletion:	YES
		Allow Ship Record Changes:	YES
		Allow Manual Override:	NO
		Allow Payment Reject/Cancel:	YES
		Allow Pmt Rej. after Sent A/P:	YES
		Resubmit w/ Sent Pmnts:	YES
		Default Organization Code:	VAL
		Use Mapping:	NO
		Export Rate Activity:	NO
		Reverse Expected Freight.:	NO
		Export Zero Expected Freight Amts:	YES
Invoice Configuration			
Default New Invoice Status:	INVOICE	List Cancelled Accruals:	YES
Invoice CLM Check:		List Closed Accruals:	YES
Default Inv Amt with Acc Amt:	YES	List Accruals after Invoice Date:	YES
Invoice No. Max Length:	30	Calc. Inv. Amount (Qty X Rate):	NO
Allow Vendor/BOL Mismatch:	YES	Allow Inv. for Cancelled Accruals:	
Allow Abbrev. Invoice Entry:	NO	Allow Inv. for Closed Accruals:	YES
Cancel Inv. w/ Sent Pmnts:	NO	Default Recvd Date w/ Current Date:	NO
Require Unit of Measure (UM):	NO	Copy Exception Comment to Payment:	NO
		EDI Accrual Default:	YES
		EDI Inv/Acc. Ship Date Tolerance:	3
		Default EDI Invoice Status:	INVOICE
		Allow EDI Inv. for Cancelled Accruals:	YES
		Allow EDI Inv. for Closed Accruals:	YES
		Require Matching Pmnt Currencies:	NO
		Increment NonFrt Pay Sup. No.:	YES
MatchPay Configuration			
MatchPay:	YES	Freight Upper Dollars:	200
MatchRate:	YES	Freight Lower Dollars:	200
Allow MatchPay Bypass:	YES	Accessorial Upper Dollars:	100
Always Pay From:	INVOICE	Accessorial Lower Dollars:	100
Tolerance Pay Source:	INVOICE	Switch Upper Dollars:	100
Invoice Limit Check:	YES	Switch Lower Dollars:	100
Check Apprvl Limit If Match:	YES	Fuel Upper Dollars:	100
		Fuel Lower Dollars:	100
		Total Upper Dollars:	100
		Total Lower Dollars:	100
		Freight Upper %:	10
		Freight Lower %:	1000
		Accessorial Upper %:	10
		Accessorial Lower %:	10
		Switch Upper %:	10
		Switch Lower %:	10
		Fuel Upper %:	10
		Fuel Lower %:	10
		Total Upper %:	20
		Total Lower %:	20

System Specifications	
Specification	Description
RAILTRAC Installed	Whether RAILTRAC tables exist for access by TRANSPay™.
RAILAcct Installed	Whether RAILAcct tables exist for access by TRANSPay™.
Use Menu Security	Options are Yes/No. Specifies whether the Menu Security feature is used. Menu Security allows for restriction of access to specific screens or specific areas.
AutoPay Outbound	Whether automatic payment of accruals occur on outbound shipments.
Autopay Inbound	Whether automatic payment of accruals occur on inbound shipments.
AutoApprove	Whether approval for payment is automatic for automatic payments.
Payment Threshold Amount	The maximum amount of an accrual that can automatically be paid. The threshold amount is for individual payments.
Use Allocation	Yes/No field. Whether to utilize the TRANSPay™ allocation routines to assign costs to specific GL designations.
No. of GL Criteria	The number of variables required to define a GL Code.
GL Code Format	The formatting of the GL Code. ! and - are used here
Validate GL Code	Yes/No field. When set to no, TRANSPay™ will not validate the GL code.

Use Default GL Criteria	Will always populate the Default GL Code to default if Yes is selected.
Use Custom Data	Whether custom data fields are passed to and stored in the TRANSPay™ database.
Age Payments	Yes/No field. Specifies whether to age payments in order to maximize float.
Age Credit (Neg.) Amounts	Yes/No field. Specifies whether to age credits along with the rest of the payment(s) on the invoice
System Leadtime	The number of days in advance a payment request must be processed in order to pay the vendor on time.
Mail Leadtime	Optional Leadtime field to add to the System Leadtime to allow for time to mail payment and arrive at vendor.
EFT Leadtime	Optional Leadtime field to add to the System Leadtime to allow for time to generate and send EFT from customer's payables system
No. of Days in Weekend	The number of days in a weekend. If used, this adds an additional number of days to the Leadtime (e.g. if System Leadtime is 5 days and Weekend Leadtime is 2 days then Leadtime would then be 7 days.
Last Day of Work Week	This field is used to record the last day of the week. For example if the accounting department is open Monday – Friday this field would be populated with Friday.
Base Paydate Type	Are you paying from the Invoice Date or Activity Date?
Use CLM	Whether to verify railcar movement via CLMs in RAILTRAC in order to process the payment of that shipment.
CLM Aging Days	The number of days that can pass once the railcar has moved in order to process the payment of that shipment.
CLM Required Amount	The site code needed for CLM verification
RAILTRAC Integration Begin Date	Date RAILTRAC Integration began
Close Accrual Condition	When can accruals be considered closed? When they are Completed (received payment info back) or Sent to A/P (exported payment requests)
Multi Rate Code Analysis	Allow for shipments to be rated against multiple rate codes
Allow Ship Record Deletion	Does your company allow Shipment Records to be deleted?
Allow Ship Record Changes	Does your company allow Shipment Records to be changed?
Allow Manual Override	Does your company allow for Accruals to be created manually for shipments in No Rate exception status
Allow Payment Reject/Cancel	Are users are allowed to Reject or Cancel payments.
Allow Pmt Rej After Sent A/P	Can Payments be Rejected after being Sent to A/P?
Resubmit w/Sent Pmnts	Does your company allow for shipments to re-rate when payments have been sent to A/P?
Default Organization Code	Defines the organization code to be used as the default in all TRANSPay™ entry screens.
Use Mapping	Does your company need to map fields for GL Codes or Custom Data?
Export Rate Activity	Does your company want to receive an expected freight file?
Reverse Expected Freight	Does your company want to receive records that reverse the expected freight when shipments re-rate or are cancelled in TRANSPay?

Export Zero Expected Freight Amt	Does your company want to receive expected freight records for shipments that accrued at \$0?
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Invoice Configuration	
Specification	Description
Default New Invoice Status	When creating a new invoice should the default be set to Draft or Invoice.
Invoice CLM Check	Does CLM verification need to occur when the invoice is entered?
Default Inv Amt with Acc Amt	When in the invoice screen should the invoice amount default to match the accrual amount.
Invoice No. Max Length	30
Allow Vendor/BOL Mismatch	Will your company allow Vendor/BOL mismatches to be processed?
Allow Abbrev. Invoice Entry	Will your company allow users to use the Abbreviated Invoice Entry screen when entering invoices manually?
Cancel Inv. w/ Sent Pmnts	Will your company allow invoices in invoice exceptions to be cancelled if Payments have already been Sent to A/P?
Require Unit of Measure (UM)	Will your company require a unit of measure in each line charge on the invoice?
List Cancelled Accruals	When Listing Accruals while either editing an invoice or creating one, should Cancelled Accruals appear in the list?
List Closed Accruals	When Listing Accruals while either editing an invoice or creating one, should Closed Accruals appear in the list?
List Accruals after Invoice Date	When Listing Accruals, should accruals that have a ship date greater than the invoice date appear in the list?
Calc. Inv. Amount (Qty x Rate)	Should the Invoice Amount be calculated based on the quantity and rates entered on each charge?
Allow Inv. For Cancelled Accruals	Will your company allow invoices to be manually created for Cancelled Accruals?
Allow Inv. For Closed Accruals	Will your company allow invoices to be manually created for Closed Accruals?
Default Recvd Date w/ Current Date	Should the Default Received Date be set to Current Date automatically when manually entering an invoice?
Copy Exception Comment to Payment	Does your company want the option to copy the exception comment when resolving an invoice exception to the payment requests?
EDI Accrual Default	Options are Yes/No. If set to Yes, some data from the accrual will populate the EDI Invoice (origin, destination, product, ship date).
EDI Inv/Acc. Ship Date Tolerance	What is the ship date difference tolerance the 410 import process should use when trying to match an invoice to an accrual?
Default EDI Invoice Status	Options are Draft or Invoice.
Allow EDI Inv. For Cancelled Accruals	Will your company allow invoices to be created for Cancelled Accruals during the 410 import process? If no, invoices will go into EDI Import Exceptions
Allow EDI Inv. For Closed Accruals	Will your company allow invoices to be created for Closed Accruals during the 410 import process? If no, invoices will go into EDI Import Exceptions
Require Matching Pmnt Currencies	Should the accrual and invoice currency match?

Increment NonFrt Pay Sup No.	On Non-Freight Invoices, should the Supplement Number on the payments generated increase for each line charge?
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MatchPay Configuration	
Specification	Description
MatchPay	Whether the functions for matching of accruals to invoices for payment is activated.
MatchRate	If no accrual is found, TRANSPay™ will go and look for a matching rate in RateServer®.
Allow MatchPay Bypass	Yes/No field identifying whether MatchPay is Bypassed.
Always Pay From	Choose from Accrual or Invoice.
Tolerance Pay Source	Choose from Accrual or Invoice.
Invoice Limit Check	This limit supercedes individual approval limits on line items.
Check Apprvl Limit if Match	Does your company want to check the Approval Limit of the user id approving the invoice for payment if it falls within the tolerances?

Group Tolerance Levels

If MatchPay tolerances are not set in Config->Reference->Vendor under Pay Instructions or Pay Criteria, TRANSPay™ will default to the values stored in Systems Default. The MatchPay Tolerance settings define the global definition of the allowed difference between the amount of an accrual and the invoice when the two are matched for payment.

The difference between the invoice and accrual amounts can be defined as dollars, percentages, or both. For example, the allowed difference for any invoice is a maximum upper limit of \$500 or 10%. TRANSPay™ allows for entry of both amounts in the Upper Limits tolerance fields.

Upper difference is when an Invoice amount is higher than the Accrual amount. The Lower difference is when the Invoice amount is lower than the Accrual amount.

In addition, tolerances can be set for each component of the total freight invoice or accrual - Freight (base freight), Accessorial, Switch (charge), Fuel (charge), and Total. These settings allow the comparison of freight invoice to accrual at the component level.

Global tolerances are set at the Systems default level. These levels can also be set at the vendor level, however, unless otherwise specified the Global level will be used.

Vendor Setup

The Vendors section allows for entry, definition and maintenance of vendor information. The following screens show the List, Detail, Pay Criteria, Pay Instruction, and Carrier information.

The screenshot shows the 'Vendor Maintenance' application window. At the top, there is a filter section with a 'Find' button, a 'Column' dropdown, a 'Where' dropdown, and a 'Value' input field. There are also 'Reset', '<<Prey', 'Next>>', and 'Find' buttons. On the right, there are 'Inactivate Vendor' and 'List Inactive Vendors' buttons. Below the filter is a table titled 'Active TRANSPay Vendors' with columns for Vendor Code, Vendor Name, Address1, Address2, City/State, ZIP, and Phone. The table contains 14 rows of vendor data. The date '1/8/2020' and 'Page 1 of 1' are also visible.

Vendor Code	Vendor Name	Address1	Address2	City/State	ZIP	Phone
2503181	BURLINGTON NORTHERN SANTA FE	5650 N RIVERSIDE DR	SUITE 101	FORT WORTH TX	76167	(000) 000-0000
2511217	CANADIAN PACIFIC RAILROAD	401 - 9TH AVE SW		CALGARY AB	T2P-4Z4	(000) 000-0000
2512141	INDIANA & OHIO RALWAY	PO BOX 409590		ATLANTA GA	30384	(000) 000-0000
2512902	BATTEN KILL RAILROAD	1 ELBOW STREET		GREENWICH NY	12834	(518) 692-2160
2800061	CSX TRANSPORT	1659 SOLUTIONS CENTE		CHICAGO IL	60677	(000) 000-0000
2800294	UNION PACIFIC	PO BOX 843465		DALLAS TX	78284	(000) 000-0000
2800311	NORFOLK SOUTHERN	PO BOX 532797		ATLANTA GA	30353	(000) 000-0000
2800324	CANADIAN NATIONAL	PO BOX 71206		CHICAGO IL	60694	(000) 000-0000
2801205	KANSAS CITY SOUTHERN	36454 TREASURY CENTE		CHICAGO IL	60694	(000) 000-0000
2801625	DM & E	140 N. PHILLIPS AVE		SIOUX FALLS SD	57104	(000) 000-0000
2801626	ICE	140 N. PHILLIPS AVE		SIOUX FALLS SD	57104	(000) 000-0000
2801700	CPRS	401 9TH AVE SW		CALGARY AB	T2P-4-Z4	(000) 000-0000

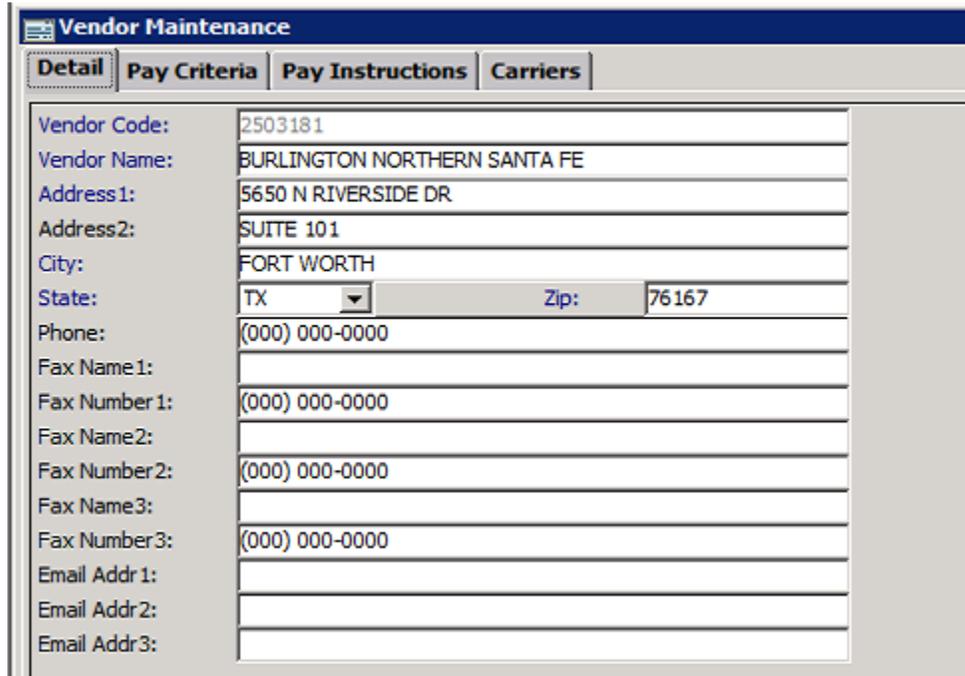
Double-clicking on a vendor name or vendor code will produce the detail screen for that vendor.

To Enter a New Vendor:

1. From the Vendor Screen (above), click the new button on the button bar.
2. An empty Vendor Maintenance box will appear.
3. Enter the required information (blue fields) and optional info if desired.
4. Click Pay Criteria - Fill in the required and optional info.
5. Click Pay Instructions - Fill in the required and optional info.
6. Click the Carriers button.
7. Click the new button on the button bar.
8. A box will appear with two selections in it: "New Carrier Record" or "New Vendor".
9. If New Carrier Record is selected it will display a blank Vendor Detail screen.
10. If New Vendor is selected it will add a blank line under the last line. Transit Mode has a drop down box, right clicking on Carrier will bring a list of carriers, enter a valid Origin SPLC and tab off and the system will populate Origin City/State, Charge Type is a drop down list and Default Vendor is a yes/no field.
11. Click Save

Vendor Detail

Vendor Detail stores basic contact information for each vendor. Code, name, address, are needed, phone, fax and e-mail addresses are optional, but can be used for reference. This information is vital to the operation of TRANSPay™. TRANSPay™ looks up carriers to verify they are legitimate before continuing with the payment process. Pay Criteria, Pay Instructions and Carriers are discussed below.



The screenshot shows a software window titled "Vendor Maintenance" with four tabs: "Detail", "Pay Criteria", "Pay Instructions", and "Carriers". The "Detail" tab is active, displaying a form with the following fields and values:

Vendor Code:	2503181	
Vendor Name:	BURLINGTON NORTHERN SANTA FE	
Address1:	5650 N RIVERSIDE DR	
Address2:	SUITE 101	
City:	FORT WORTH	
State:	TX	Zip: 76167
Phone:	(000) 000-0000	
Fax Name 1:		
Fax Number 1:	(000) 000-0000	
Fax Name 2:		
Fax Number 2:	(000) 000-0000	
Fax Name 3:		
Fax Number 3:	(000) 000-0000	
Email Addr 1:		
Email Addr 2:		
Email Addr 3:		

Vendor Pay Criteria

The screen below is for entry of vendor pay criteria. Vendors may have different pay criteria for different charge types.

For example, if a vendor charges different rates for freight and detention. Freight payments are discounted if paid within 20 days and detention charges are discounted if they are paid in 10 days. Payment criteria can be set up differently for each charge type or All can be selected. All will be used unless it is otherwise more specifically defined.

TRANSPay™ allows for entry of prompt payment discounts at three different levels. Pay criteria on the vendor level allows for entry of each charge associated with a carrier and the respective limits in dollars or percentages.

For example, there could be a freight charge, a cleaning charge and a detention charge, this function is used to set match limits, maximum amounts, payment terms as well as upper and lower levels of tolerance for MatchPay. The Vendor Pay criteria settings include:

Setting	Description
Organization Code	A DropDownList box is available for selection of an organization code.
Charge Type	DropDownList box displays all accessorial charge descriptions.
No Match Limit	Dollar value to limit amount paid if no accrual found or if RateServer® could not rate or there was not a lease contract.
Limit Amount	Specific amount. System kicks out even if matched. Will not go through automatically.
Days to Pay	Payment terms.
AutoPay Base PayDate Type	The date automatic payments (AutoPay) will use for aging; options are Activity Date and Invoice Date.
Invoice Base PayDate Type	The date invoices will use for aging (MatchPay); options are Activity Date, Invoice Date, CLM and Invoice Received Date.
Electronic Funds Transfer	Yes/No Reference Field only
Prompt Payment Days and Discount	Discount section is vendor specific and allows for definition of discounts.
Tolerance Upper Dollars	Definition of upper limits in dollar amounts for MatchPay.
Tolerance Lower Dollars	Definition of lower limits in dollar amounts for MatchPay.
Tolerance Upper Percent	Definition of upper limits by percent for MatchPay.
Tolerance Lower Percent	Definition of lower limits by percent for MatchPay.

Vendor Maintenance

Detail Pay Criteria Pay Instructions Carriers

Vendor Code: 2503181

Organization Code:	BDS	Prompt Payment		MatchPay Line Item Tolerance	
Charge Type:	ALL	Days	Discount %	Upper Dollars:	
No Match Limit:	10			Lower Dollars:	
Limit Amount:	12,000			Upper %:	
Days To Pay:	1			Lower %:	
AutoPay Base Paydate Type:	ACTIVITY DATE				
Invoice Base Paydate Type:	INVOICE DATE				
Electronic Funds Transfer:	NO				

Pay Instructions

Pay instructions on the vendor level allows for definition of system settings for a vendor. If tolerances are not defined here, TRANSPay™ will default to the values specified in System Defaults.

A vendor can be set-up to receive automatic payments (Autopay), Matchpay invoices within specific Tolerances, whether they are notified Notified of Intent to Pay, Notify When Paid, and tolerances for each charge type, per invoice.

Vendor Maintenance

Detail Pay Criteria Pay Instructions **Carriers**

Vendor Code: 2503181

System Settings		MatchPay Group Tolerances	
		Dollars	Percent
Organization Code:	DS	Freight Upper:	25
Autopay Outbound:	YES	Freight Lower:	25
Autopay Inbound:	YES	Excess Upper:	5
Matchpay:	NO	Excess Lower:	5
Matchrate:	YES	Switch Upper:	5
Autoapprove:	YES	Switch Lower:	5
Check CLM:		Fuel Upper:	5
Batch Group ID:		Fuel Lower:	5
Notify Intent to Pay:	NO	Total Upper:	40
Notify When Paid:	NO	Total Lower:	40
Communication Option:			
Web Enabled:	NO		
Default Currency:	USD		

The Pay Instructions options include:

System Settings	Description
Organization Code	Provides a DropDownList box of organizations.
AutoPay Outbound	Yes/No field for AutoPay. Is this vendor on autopay for outbound?
AutoPay Inbound	Yes/No field for AutoPay. Is this vendor on autopay for inbound?
MatchPay	Yes/No field for MatchPay. Matches invoices to accruals within tolerance levels to create Payment Requests when this field is set to Yes.
Matchrate	Yes/No field for MatchRate. If no accrual is found TRANSPay™ will go to RateServer and search for a matching rate when this field is set to Yes.
AutoApprove	Yes/No field. If an invoice is within tolerance it will be sent to payables.
Default Currency	Allows selection of USA, Mexico or Canadian currency.
MatchPay Group Tolerances	Allows for entry in Dollars or Percentages for Freight, Excess, Switch, Fuel, and Total amounts.

Carriers

The Carriers section provides for listing one or more SCAC's to identify carriers associated with a move. The screen below shows Transit Mode, Carrier Code, Origin SPLC, City, State, Charge Type and whether this carrier is the default vendor.

Vendor Maintenance

Detail Pay Criteria Pay Instructions **Carriers**

Vendor Code: 2503181

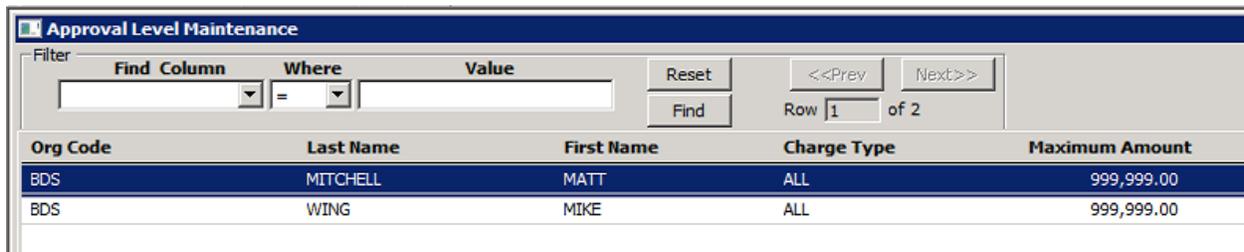
Transit Mode	Carrier Code	Origin SPLC	Origin City/State	Charge Type	Organization Code	Default Vendor
RAIL	BNSF	ALL		ALL	ALL	

To Enter a New Carrier:

1. Click the new button on the button bar.
2. A box will appear with two selections in it: "New Carrier Record" or "New Vendor".
3. If New Carrier Record is selected it will display a blank Vendor Detail screen.
4. If New Vendor is selected it will add a blank line under the last line. Transit Mode has a drop down box, right clicking on Carrier will bring a list of carriers, enter a valid Origin SPLC and tab off and the system will populate Origin City/State, Charge Type is a drop down list and Default Vendor is a yes/no field.

Approval Levels

The Approval Level section of the Reference menu defines the individuals who are authorized to approve payments and the amounts they are able to approve. Note the BDS EDI Import user is for the invoice import process to be able to approve the payment requests created from the invoices during the MatchPay process during the invoice import. Without it, the payments may go into approval status and need a user to approve them.



Org Code	Last Name	First Name	Charge Type	Maximum Amount
BDS	MITCHELL	MATT	ALL	999,999.00
BDS	WING	MIKE	ALL	999,999.00

To Add a New Approval Level:

1. From the Approval Levels screen, click the New Button on the toolbar.
2. The screen below will appear.
3. DropDownList Boxes are available in Org Code and Charge Type.
4. Enter the first and last name as well as the approval login, charge type, maximum amount, and e-mail address. Approval login needs to begin with TERMSERV\
5. Approval levels can be different for all charge types or charge type can be All.
6. When the form is completed click OK.
7. A message will appear indicating the information was successfully saved.

Add Approval Level Login ID

OK

Cancel

Org Code:	BDS	Charge Type:	ALL
First Name:	MATT	Max Amt:	50,000
Last Name:	MITCHELL	Email Addr:	xxx
Apprvl Login:	TERMSERV\MMITCHELL		