RAILTRAC® TRANSPay®

A Professional Freight Payment System

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TRANSPay®

Bourque Data Systems, Inc.

Contents

Overview

What is TRANSPay™?

TRANSPay™ is a freight payment system designed to work in conjunction with other packages by Bourque Data Systems such as RateServer®, RailAcct®, and RAILTRAC®. TRANSPay™ also works with current accounts payable systems to provide accurate and timely payments to vendors. This process allows electronic feeds and manual entry of shipment data into TRANSPay™.

TRANSPay™'s graphical user interface (GUI) runs under Microsoft Windows® and provides the user with an intuitive and efficient environment with which to manage freight payments. Accruals, Invoices, Payments, and Exceptions, can all be displayed with a couple of clicks of a mouse. All records displayed can be easily printed, faxed, e-mailed or saved into several PC database or spreadsheet formats for enhanced ad hoc reporting.

When a shipment record comes into TRANSPay™ it is rated through RateServer®, an accrual record is generated and depending on how the system is set up, the record will go through the AutoPay or MatchPay process. AutoPay automatically creates a Payment Request if (1) the Vendor is set-up correctly and (2) the amount of the bill is under the Threshold Amount defined in Systems Default. MatchPay is designed to compare Invoices to Accruals. If the Invoice and Accrual match within tolerance, a Payment Request is created and the aging process begins.

TRANSPay™ stores tolerance amounts in dollars or percentages through Systems Default and individual Vendor set-up. If a shipment does not rate it goes into Exception Status and has to be handled manually. Exceptions exist in the system as Accrual, Freight Invoice and Payment.

TRANSPay™ provides the ability to efficiently manage freight payments by offering the following capabilities:

- ◆ *Accruals* – storage, management, and analysis of freight accruals for rail, truck and less-than-truckload moves.

- ◆ *Freight* - storage and management of freight invoices linked to freight accruals, this includes the ability to easily add or cancel invoices.

- ◆ *Non-Freight* - input of non-freight invoices.

- ◆ *Payments* - storage and management of payment information.

- ◆ *Exceptions* – storage and maintenance of exceptions for Accruals, Freight Invoice, Non-Freight and Payments. A summary of all exceptions is also available.

- ♦ **Config –** storage and maintenance of all base data such as Approval Levels, Carriers, Charge Types, Custom Data Names, GL Criteria, Reason Codes and Resolution Types, etc.

- ♦ *System Defaults* – storage of system wide preferences such as Use Custom Data, Default Organization Code, Use CLM, Close Accrual Condition, Use Batching, etc.

- ♦ *Reports* – reporting of Approval Amounts, Exceptions, Payment Amounts, and Payment Timeliness, etc.

- ♦ *Utilities* – Accrual Resubmits, Preprocess Payment Request, Load GL Export File, and Recycle Exception functions.

- ♦ *Help* – designed using Wextech's Doc-to-Help software, which provides a help file with detailed explanations, definitions, screens and timesaving tips.

What's Included in the User's Guide

The chapters in this manual explain the basics of TRANSPay™. Most of the chapters parallel the menu bar choices in the main screen. The exceptions are the chapters entitled *TRANSPay™ Overview* (this chapter), *Toolbars and Shortcuts* and *Config, which* should be read and understood before proceeding to the menu specific chapters. In order to get the most out of the TRANSPay™ User's Guide, read the following chapters in the order presented in this manual. This manual has a *companion context-sensitive on-line help file, which is accessible through the TRANSPay™ menu.

Toolbars and Shortcuts

Using the Toolbar

	Description
Detail	When in a list, clicking this button will return the detail behind the highlighted row.
List	When in detail, clicking this button will return back to the list.
History	If there is history associated with a record clicking this button will display it.
Sort	Allows the user to sort a list by any available field. The user can click and drag fields from the left to the right to sort (see example below).
Get Data	The Get Data button brings up the GetDataBox appropriate for the current screen.
Delete	Deletes the current record.
New	New will bring up the appropriate screen for entry of a new record.
Save	Saves the current information. It is important to save changes made before exiting out of any window.
Print	Prints information currently on the screen.
Exit	Exits THE APPLICATION, not just the screen.

Using the GetDataBox

The GetDataBox is used to filter records from the TRANSPay™ database before they are displayed on the screen. This allows the user to define specific characteristics of the data to be displayed.

When used properly, the GetDataBox can save time by better defining the data needed. The numbers of records are limited to the criteria specifically entered in the GetDataBox. The more data entered on the get data screen, the faster data will be returned.

The following example is searching for Accruals. Clicking Freight_Accruals will bring the GetDataBox. The user can enter one or many parameters. For example, clicking All would yield all Accruals.

Once All is clicked, the records below are returned:

Another example, from the GetDataBox entering Carrier Name (Union Pacific) and Equipment Initial (INIT) returns only the records meeting this criterion.

Find Function - Single Criteria Toolbar

The "Find" function is directly under the heading – Accrual Maintenance. This function allows a user to query records once they have been displayed. A filter is defined which says: "Find all records where this column value equals X". The filter is then invoked and only records having a value of "X" are displayed.

In the screen below, a listing of Accruals contain certain values to be used in record manipulation such as *BOL No., Current Status, Carrier Code, Carrier Name, Transit Mode, Equipment Init, Equipment No. and Ship Date.*

To find all Accrual records for the carrier Lehigh, the user may manually build the criteria by choosing "Carrier Name" in the Find Column and defining the value as shown below:

To invoke the filter, click the Find button on the Toolbar:

Clicking the Reset button will disable the filter and display all records as before.

✎*Important Note* If the Get Data button on the Toolbar is then used to retrieve a new record set, the Find criteria remains in effect, limiting the new record set retrieved to the values defined in the criteria. To avoid this remember to click Reset before using the GetDataBox feature.

Find Function - Multiple Criteria Toolbar

In the Find function, the user locates a value on the screen that is common to the set of records of interest. A filter is then defined which says: "Find all records where this column value equals X and that column equals Y". The filter is then invoked and only records having a column value of "X" and that column of "Y" are displayed.

The Find function allows up to four selection criteria. These criteria can be saved by clicking the save button on the Find menu. This way the query can be used over and over.

To use a find criteria that has already been saved, click Select in the Find header and pick the desired option. The screen below is a result of selecting All in the Freight_Accruals GetDataBox.

Reminder – Use click-right-click to populate the find columns

In the example below, clicking-right-clicking on transit mode rail, ship date 02/09/99 and changing the Where statement to read greater than or equal would produce all rail accruals with a ship date equal to or great than 2/9/99. However, as shown on the next page, more find criteria were added.

All four sort criteria were populated and the find button was selected to return the result. Transit Mode = Rail; Ship Date Greater Than or Equal to 2/9/99; and Ship Date Less Than or Equal To 3/15/99 and Equipment Number Equal to 2944247. This sort function is available in the Accrual, Accrual Exception, Invoice, Invoice Exception, Payments and Payments Exception list screens.

✏*Important Note*

If the Get Data button on the Toolbar is used to retrieve a new record set, the Find criteria remains in effect, limiting the new record set retrieved to the values defined in the criteria.

Sort Function - Toolbar

The "Sort" function allows each column of the displayed records to be sorted in an ascending or descending manner. Multiple columns can be sorted to create a "cascading sort" by sorting first by "X", then by "Y", then by "Z".

In the screen below, a listing of accrual records which contain certain values to be used in record manipulation as *BOL, Current Status, Carrier Code, Carrier Name, Transit Mode, Equipment Initial, Equipment No. and Ship Date.*

Clicking the Sort button on the ButtonBar brings the Sort Criteria Box. Looking at the example below notice (on the right side) the current sort order, ascending/descending by each column:
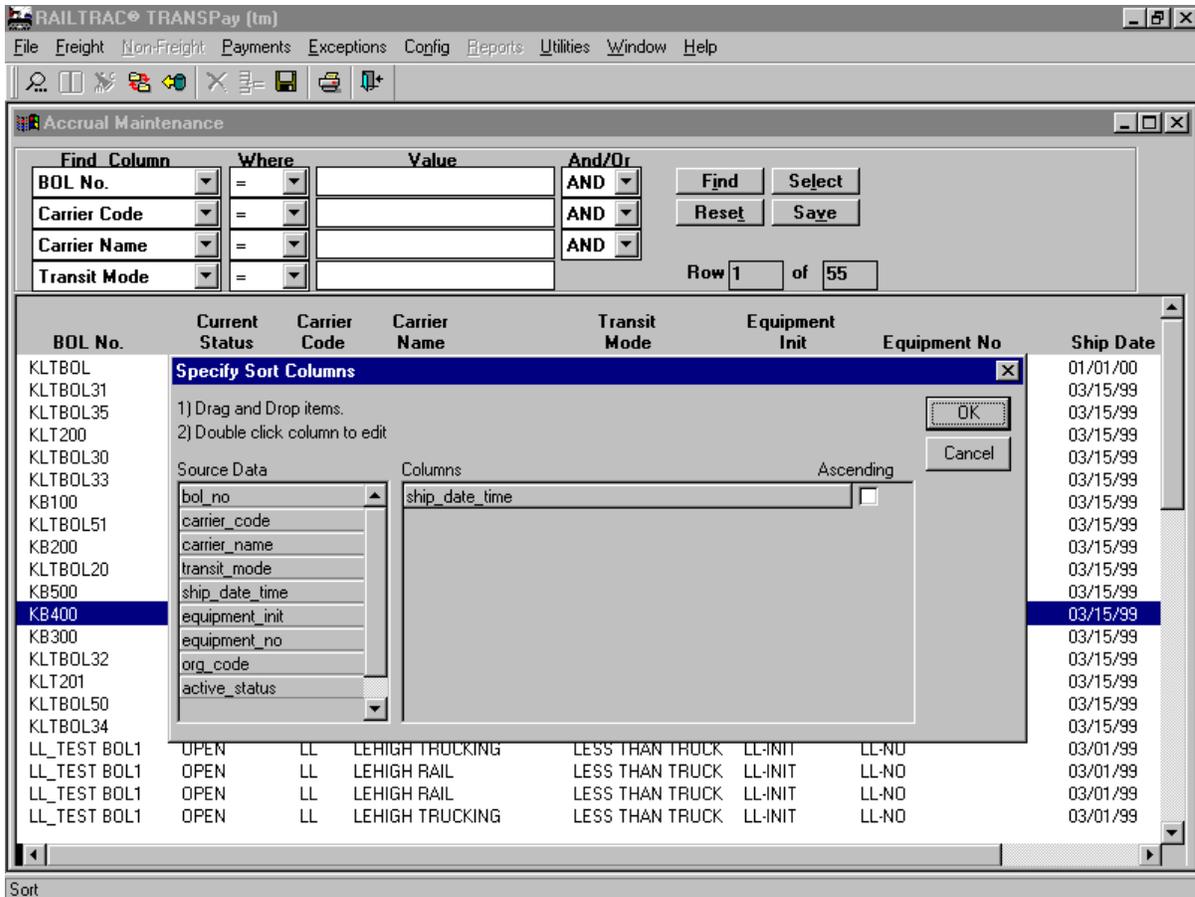
To change the sort, drag the appropriate column into the order of sort desired. The user may drag fields from the Source Data list or from the Columns list. *The columns are named by their "database field names" which may be different from the column titles on the reporting screen although they should closely resemble one another.*

An "X" in the Ascending box designates the column will sort ascending, while a blank box means the column will sort descending.

The screen below shows the sort to be invoked first by "ship_date_time", then by "carrier_code":
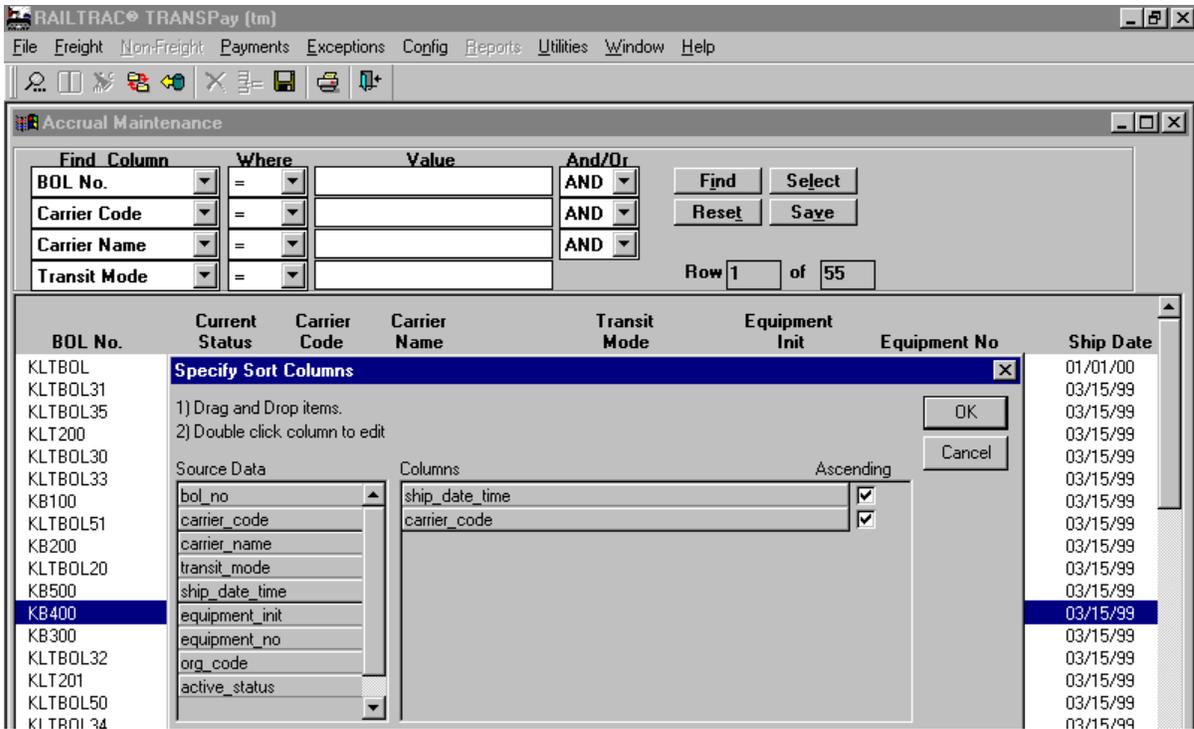
Important: If the Get Data button on the Toolbar is used to retrieve a new record set, the Sort criteria remains in effect, sorting the new record set retrieved.

Once the OK button is clicked, the sort is invoked with the result displayed below. Notice the records are first sorted by Ship Date then by Carrier Code.
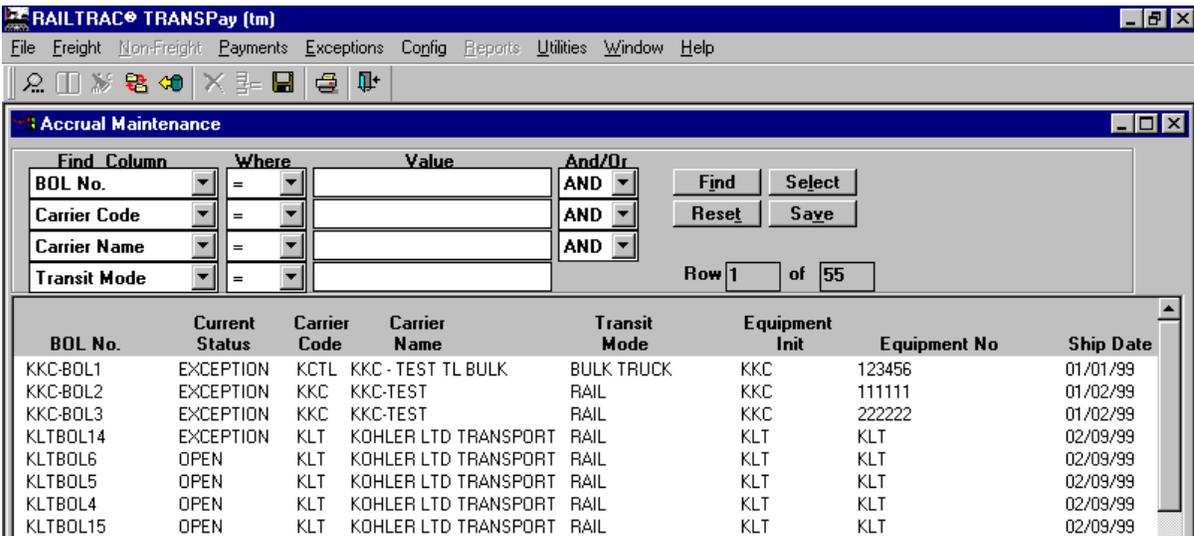
Config

Purpose

Config provides for maintenance of TRANSPay™ Reference Data as well as the System Default settings. Reference data is used throughout this application. The following screen shows the Reference menu items. System defaults are covered later in this chapter.
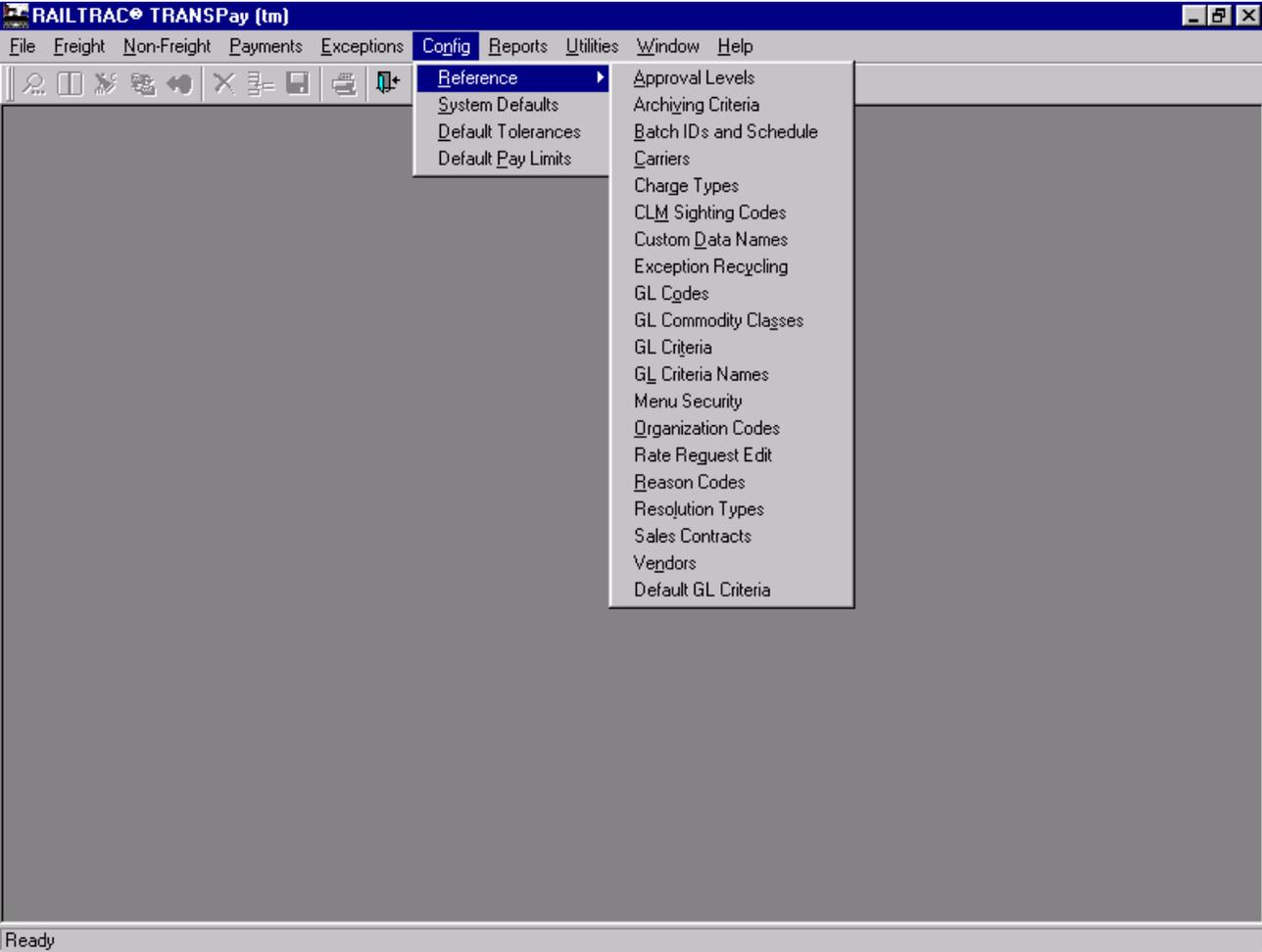
Only users who have the appropriate security level (Level I) have the ability to insert, delete, and edit reference settings. Certain transactions may be prevented due to referential integrity constraints. The following chart lists the Reference Items and gives a description of each function:

Reference Item	Description
Approval Levels	Defines users who may approve transactions and for what amount.
Archiving Criteria	Defines the number of days before Accrual, Invoice, and Payment Request Records are moved to archive. Settings are also specific to whether the records have been cancelled or completed.
Batch ID and Schedule	Allows each specific batch job to be assigned to a specific day or days of the month.
Carriers	Defines the valid carrier information including SCAC (Standard Carrier Abbreviation Code), address, contacts, phone and e-mail. Vendors can also be assigned from the Carriers screen.
Charge Types	Defines Charge Type, description and interface code.
CLM Sighting Codes	Defines the railroad sight codes that indicate railcar movement from an origin (or from a junction in the case of Rule 11 contracts) to trigger creation of an accrual record.
Custom Data Names	Defines the name of fields passed through TRANSPay™ for use in other systems. TRANSPay™ does not process this information.
Exception Recycling	Defines what type of records the user wants to automatically reprocess through the system.
GL Codes	Defines the General Ledger codes and the associated criteria that define that GL code. There are two fixed and eight user defined criteria.
GL Commodity Classes	Defines commodity classes and the products to be listed within them.
GL Criteria	Defines the values available for each criteria used to define a GL Code.
GL Criteria Names	Defines the number (up to eight as defined in the System Defaults) and names of criteria that will be used to define GL Codes.
Menu Security	Allows access to be restricted on the menu level.
Organization Codes	Defines a code for each "organization" which will use TRANSPay™.
Rate Request Edit	Allows access to be restricted on editing BOL, Carrier, Commodity/Product, Custom Data, Equipment Details, GL Criteria, Origin/Destination Detail, Quantities, Reference Details, Route Details, Shipment Date, Shipment Type, and Unit of Measure. Options are None, Exception, Utility or Both.
Reason Codes	Defines codes used to record the reason for an accrual and invoice mismatch.
Resolution Types	Defines resolution codes used to record how an accrual/invoice mismatch was resolved and the reason for the approval.
Sales Contracts	Allows for input of freight costs per sales invoice. This information can be changed and updated.
Vendors	Definition of Vendor details and settings for pay criteria, instructions and the associated SCAC codes for that vendor.

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.
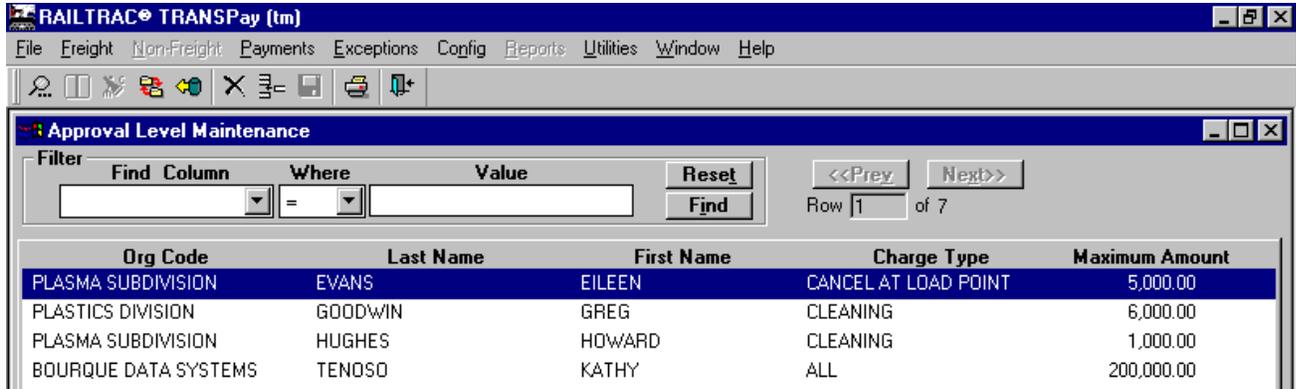
To Add a New Approval Level:
1. **From the Approval Levels screen, click the New Button on the toolbar.**
2. **The screen below will appear.**
3. **DropDownList Boxes are available in Org Code and Charge Type.**
4. **Enter the first and last name as well as the approval login, charge type, maximum amount, and e-mail address.**
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.**
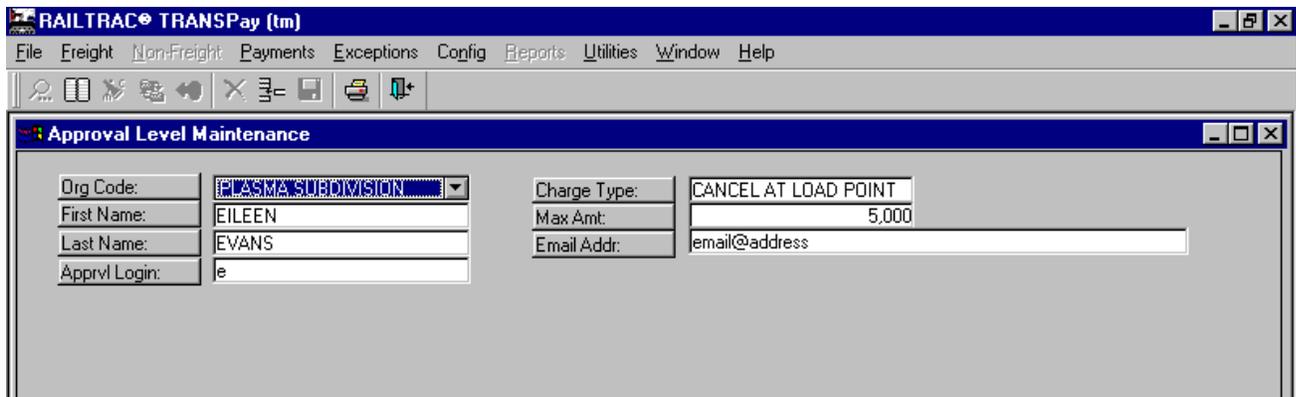
Archiving Criteria

Archiving Criteria defines of the number of days records are stored in TRANSPay™ before they are moved to the archieve file. Accruals, Freight Invoices and Payment Request records may be set to archieve at different intervals. Status can be defined as Completed, Cancelled, Open or Exception. Days to Archieve and Days to Delete from Archieve can be set to any number of days.
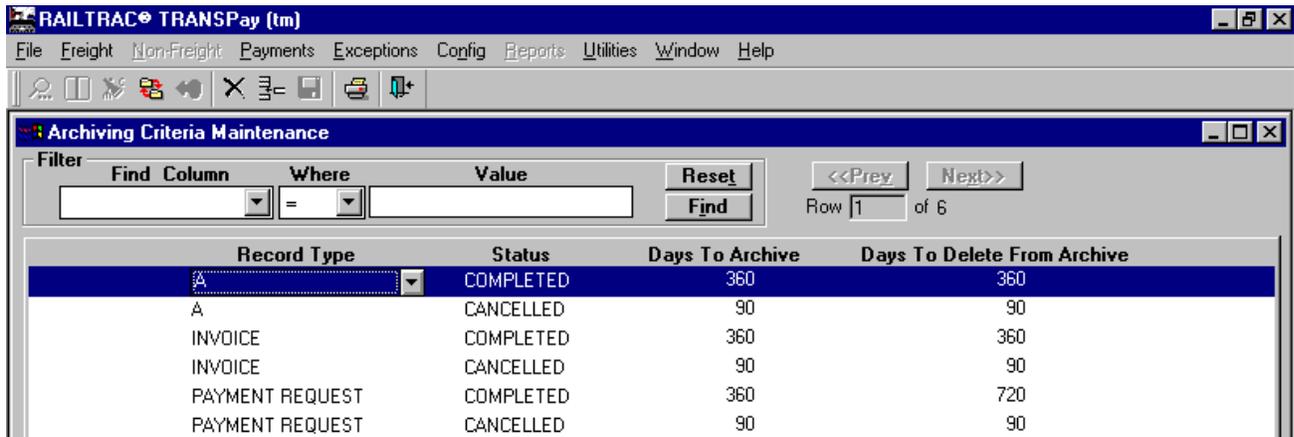
To add new Archiving Criteria, click the new button and a new line will appear at the end of the existing records. The Record Type field provides a drop down box that lists the three kinds of records to archive; Status provides a drop down box for Completed, Cancelled, Open, or Exception. Days to Archive and Days to Delete from Archieve are blank fields to be entered by the user.

> **To Add New Archiving Criteria**
> 1. **Click the new button on the button bar.**
> 2. **A new line will appear at the end of the list.**
> 3. **Use the DropDownList box to select the record type.**
> 4. **Use the DropDownList box to select the record status.**
> 5. **Enter the days to archive.**
> 6. **Enter the days to delete from archive.**
> 7. **Click the save button on the button bar.**

Batch Schedule and ID

This feature allows for setting a payment schedule by vendor. The left column displays the Batch Group ID and the right column displays the days of the month the Vendor will be paid. In the screen below the first row is highlighted in the Batch Group ID column, the right side of the screen shows that this carrier will be paid on Day 1 only.
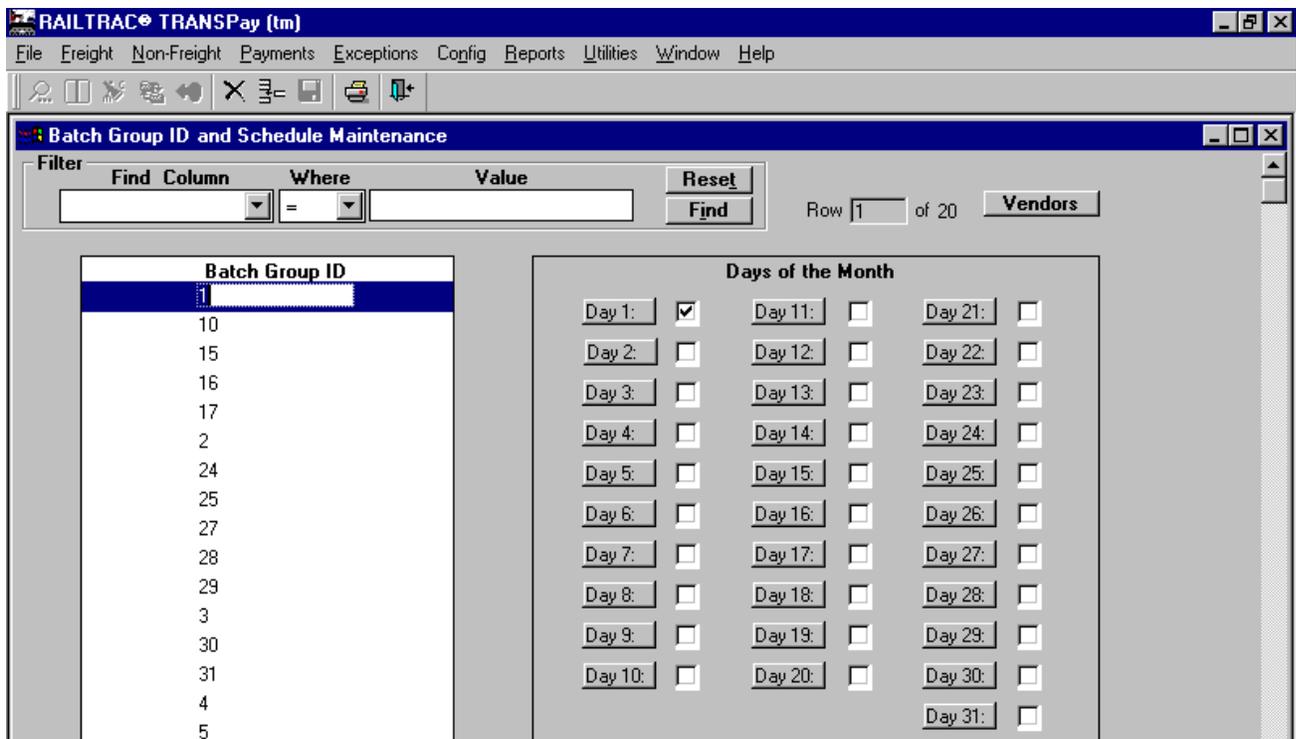
To Add a Vendor and Schedule
1. Click the new button on the button bar.
2. A new line will be added to the bottom of the list.
3. The vendor box on the upper right corner will display the vendor names.
4. Click in the new line and add the appropriate vendor name.
5. Go to the right hand column and click the days of the month this vendor should be paid.
6. Click the save button.

To Edit a Vendor Payment Schedule
1. Click on the appropriate vendor to be edited.
2. Select new days or click in an already checked filed to deselect a day.

Carriers

Carriers are identified by code, name, mode, contact and phone number. This data can be seen in the screen below.
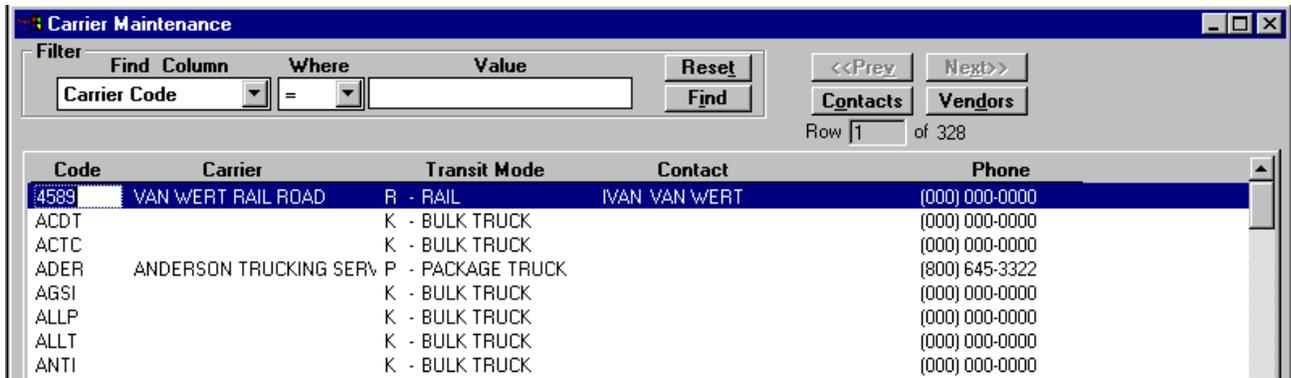
The Carrier Maintenance screen is shown below. Contacts and Vendors can be identified through this screen by clicking buttons in the upper right corner of the screen.
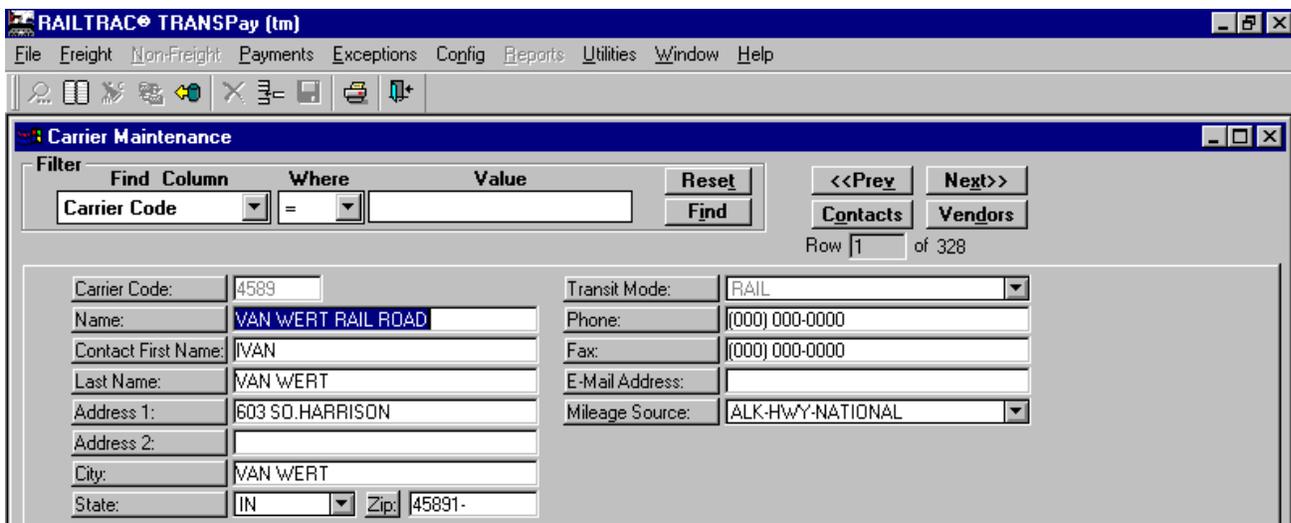
To Enter a New Carrier:
1. **Go to Config-Reference-Carriers.**
2. **From the GetDataBox, click the new button.**
3. **A screen identical to the one above will appear. It will be blank, ready to be populated.**
4. **Contacts and Vendors for the Carrier can be entered from this screen as well by clicking the Contacts or Vendors buttons.**

Charge Types

Charge Types allow for definition of codes as well as descriptions of carrier charges. The interface code field is for entering codes used with other systems. Charge type descriptions will be displayed on several detail screens throughout TRANSPay™.
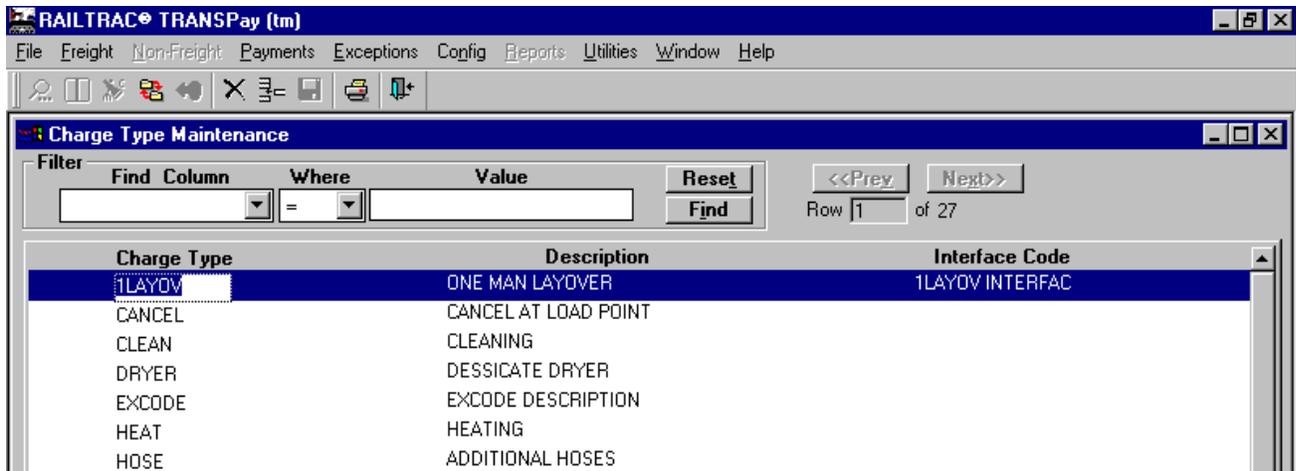
To Enter a New Charge Type:
1. **From the Charge Type Maintenance Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter a Charge Type code, Description, and Interface Code.**
4. **Click the save button.**

CLM Sighting Codes

The CLM Sighting Codes function list what codes will be used to determine whether a rail car has moved. The codes should indicate when a railcar has started moving from its origin or junction point (Rule 11 contracts). The sight codes listed will trigger the creation of an accrual record.
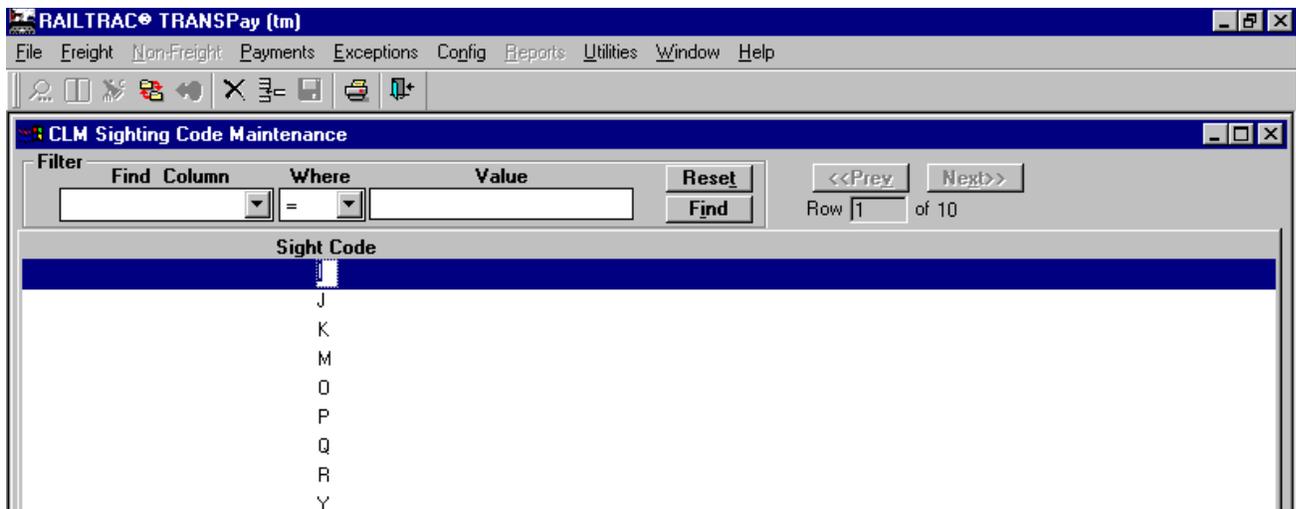
To Enter a New CLM Sighting Code:
1. **From the CLM Sight Code Screen (above), click the new button on the button bar.**

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2. **A blank line will appear at the end of the list.**
3. **Enter a CLM Code.**
4. **Click the save button.**

Custom Data Names

The Custom Data Names screen is for entry of company specific data that is passed to TRANSPay™. This information is passed directly through TRANSPay™ for use with other interfacing systems. TRANSPay™ does not use these fields. Custom Data Names are displayed on all detail screens.
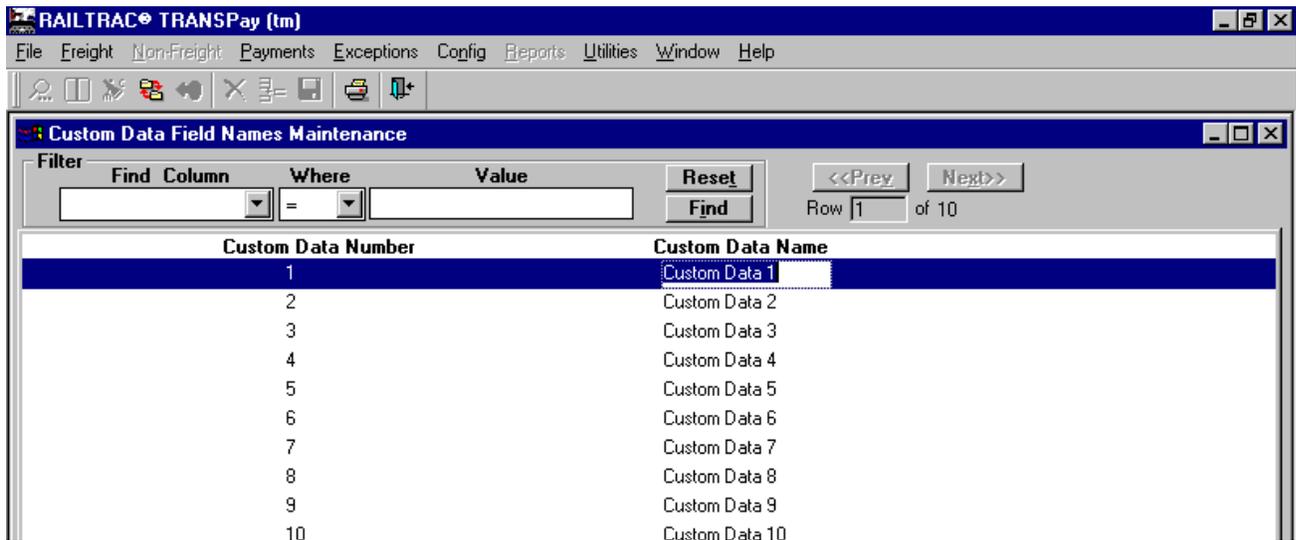
To change the description of a Custom Data Name listed simply click on the Custom Data Name field and type a new name and click the save button.

Exception Recycling

Exception Recycling defines the type of records the user wants to automatically reprocess through TRANSPay™. When working through exceptions, it is often possible to change one thing and correct many exceptions, Exception Recycling allows for reprocessing of several records at once.

For example, if 25 invoices came into TRANSPay™ and the carrier was not in the system, they would not process, rather they would go directly into exception. Adding the carrier would allow the user to go into exceptions and approve all 25 records individually. However using the recycling feature would allow for automatic reprocessing of those records if, as in our example, "No Carrier" was marked Yes.
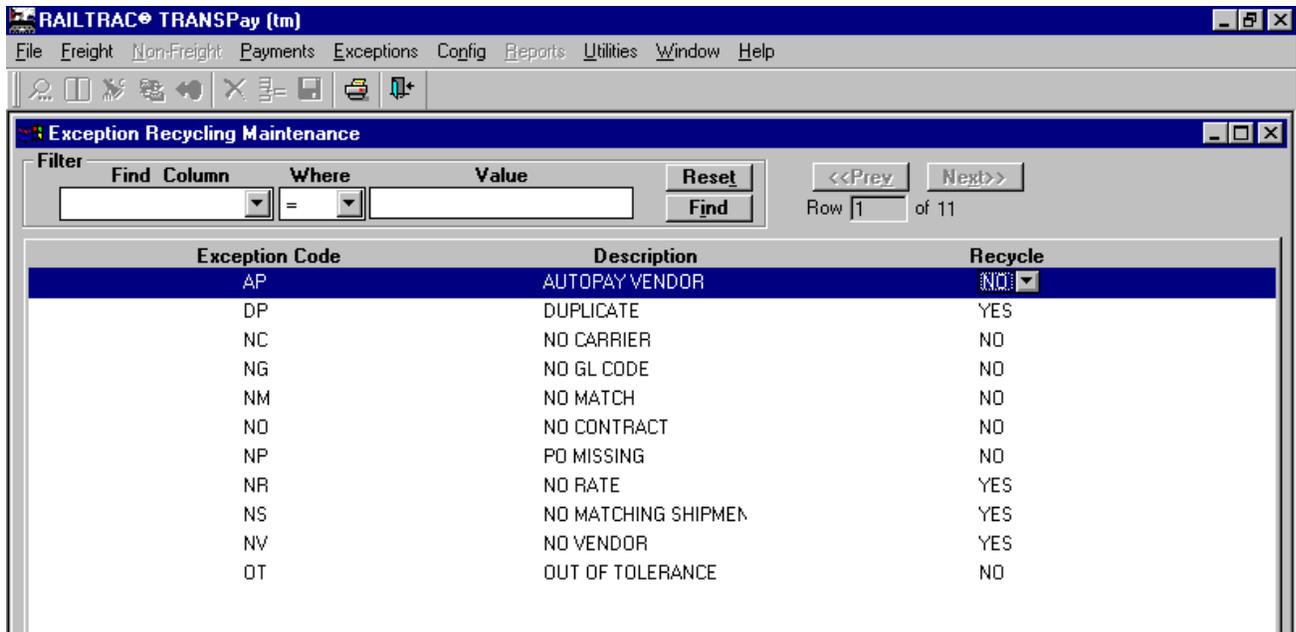
Because Exceptions are system defined no additions or deletions can be made to the Exception Recycling Maintenance screen.

GL Codes

The GL Codes section takes associated GL criteria and combines them to produce a general ledger code. The screen print below shows that the column on the left lists the GL Code and the right column lists the criteria used in creating that GL Code.
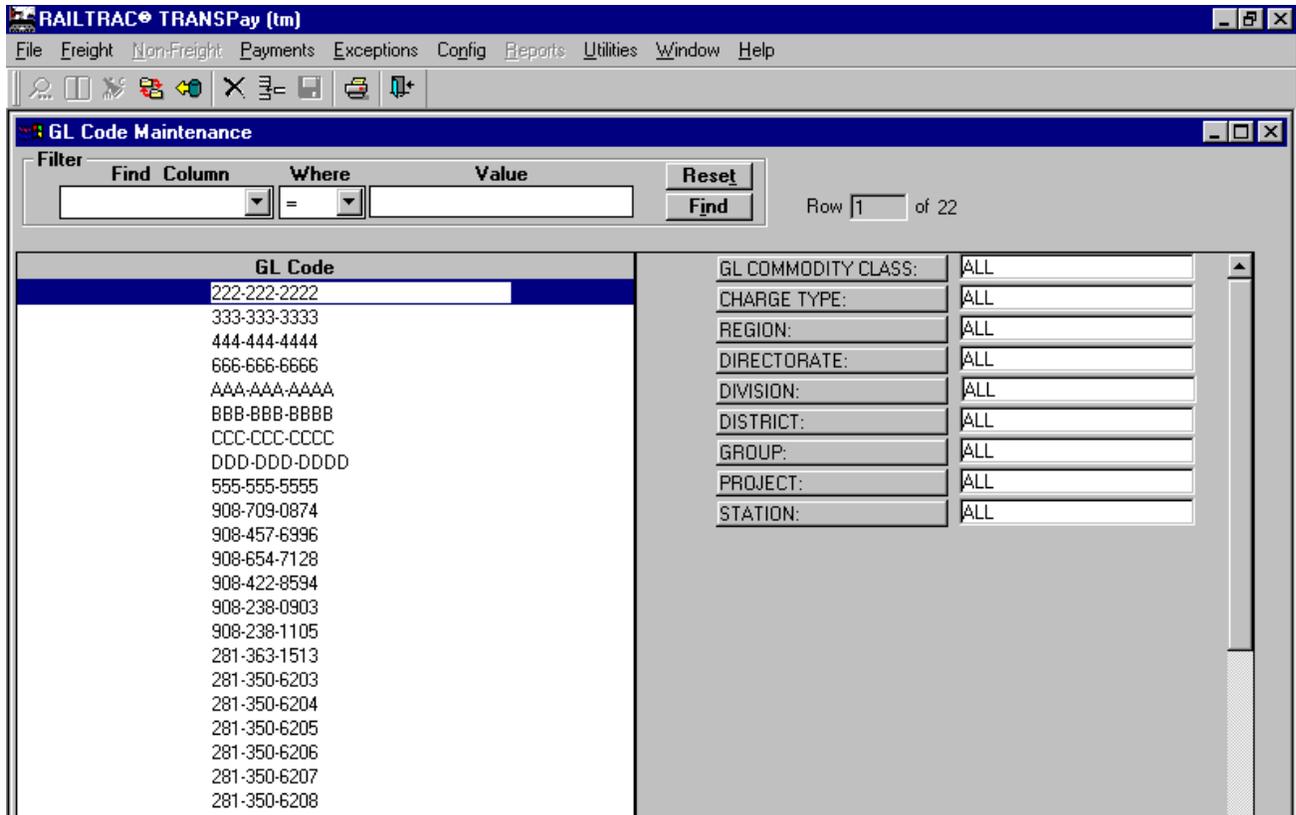
To Enter a New GL Code:
1. **From the GL Code Maintenance Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter the New Code.**
4. **Move to the column on the right and select the criteria that make up this particular GL Code.**
5. **Click the save button.**

GL Commodity Classes

As part of the GL Code criteria, GL Commodity Classes are required. This section allows for description of commodity classes and the products to be listed within those classes. For example, in the screen below Commodity Class PLO is highlighted on the left and on the right there are five product codes listed. Clicking on each Commodity Class in the list will reveal the products in that class.
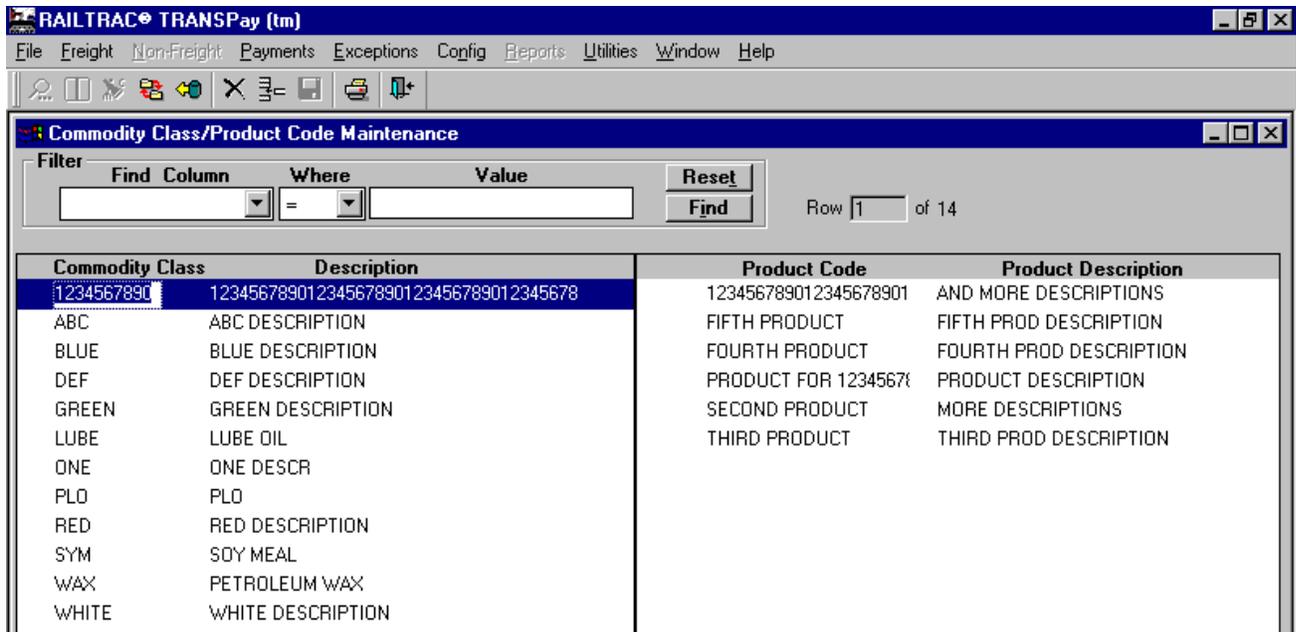
To Enter a New Commodity Class or Product
1. **Click the new button on the button bar.**
2. **The box below will be displayed.**
3. **Select either Commodity Class or Product.**
4. **If Commodity Class is selected a blank space will appear on the left side of the screen.**
5. **If Product is selected a blank space will appear on the right side of the screen allowing an additional product to be added to the commodity class highlighted.**
6. **Click Save on the button bar.**

GL Criteria

This section allows for entry of criteria used to determine the GL Code. GL Criteria Name, GL Criteria Value and Description are listed.
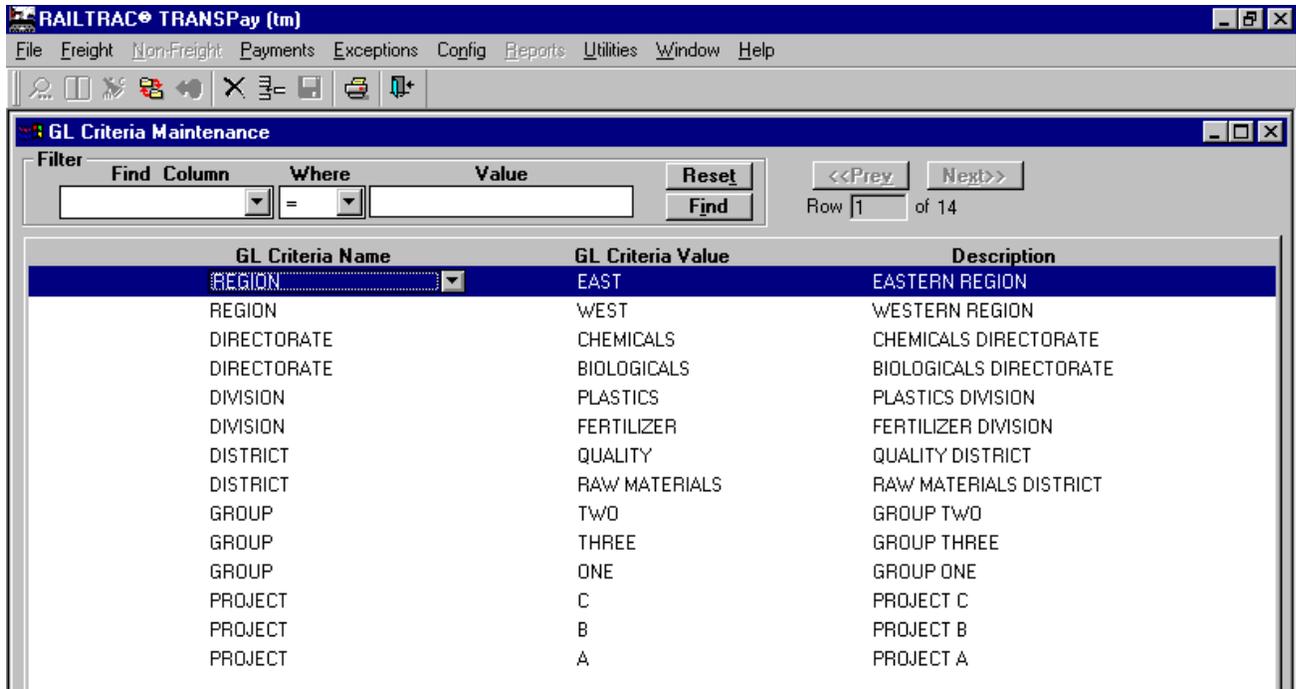
To Enter New GL Criteria:
1. **From the GL Criteria Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter a new GL Criteria Name.**
4. **Enter GL Criteria Value**
5. **Enter Description**
6. **Click the save button.**

GL Criteria Names

This section defines the number (up to eight as defined in the System Defaults) and names of criteria that will be used to define the GL Code.
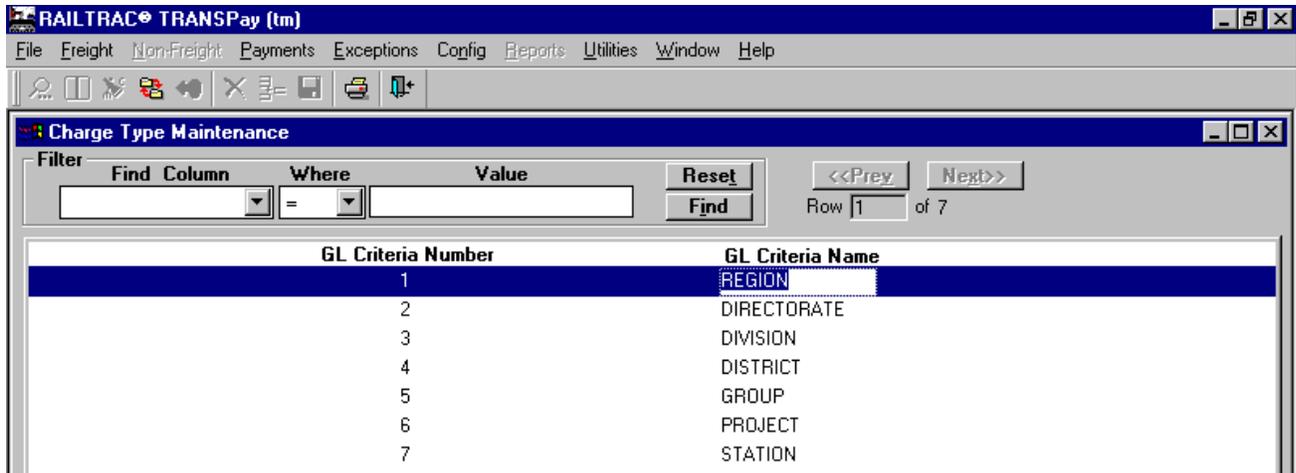
GL Criteria Names are used throughout the system and cannot be changed.

Menu Security

Menu Security provides the ability to restrict access to certain screens. Each user is identified by their ID, the Menu Item is identified through the DropDownList. Menu Access is a Yes/No field that allows or restricts users from using a particular menu or groups of menus.
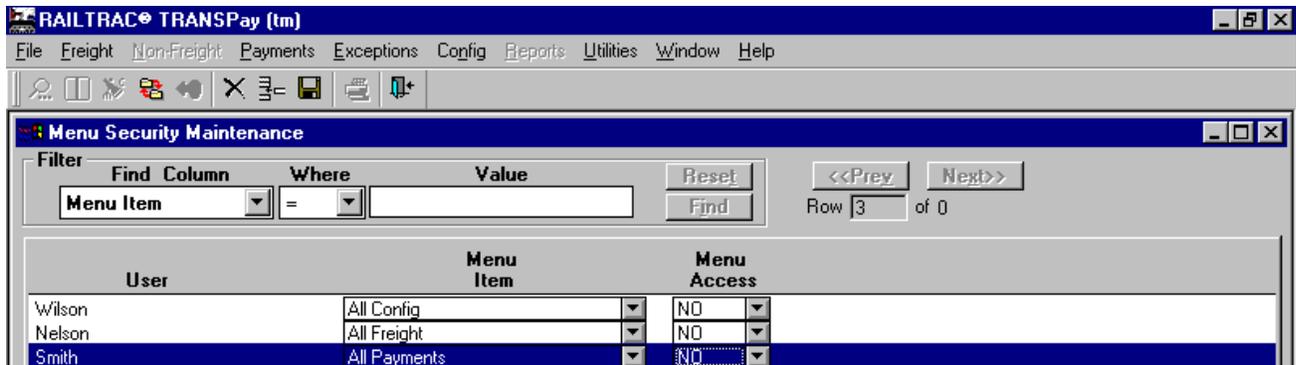
To Enter New Menu Security:
1. **From the Menu Security Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter the User ID, Menu Item and Yes/No.**
4. **Click the save button.**

Organization Codes

This section defines a code for each "organization" using TRANSPay™ for defining independent settings. TRANSPay™ will not recognize "All" as an organization code.
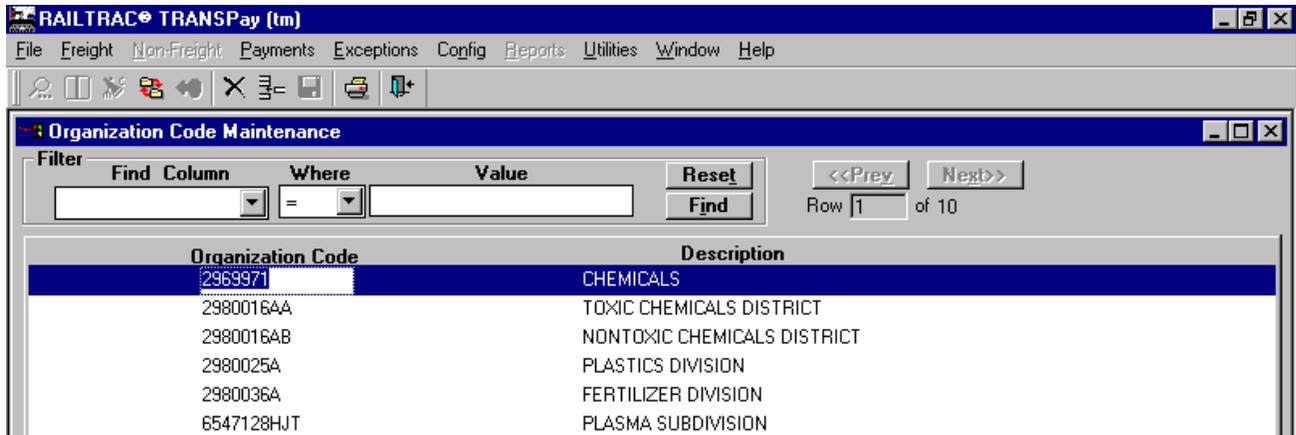
To Enter a New Organization Code:
1. **From the Organization Code Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter a new unique Organization Code and Description.**
4. **Click the save button.**

Rate Request Edit

This screen determines whether changes can be made to a Rate Request. No additions or deletions to the descriptions are allowed. The Allow Edit field has four options Exception, Utility, Both and None, these options can be modified and saved.
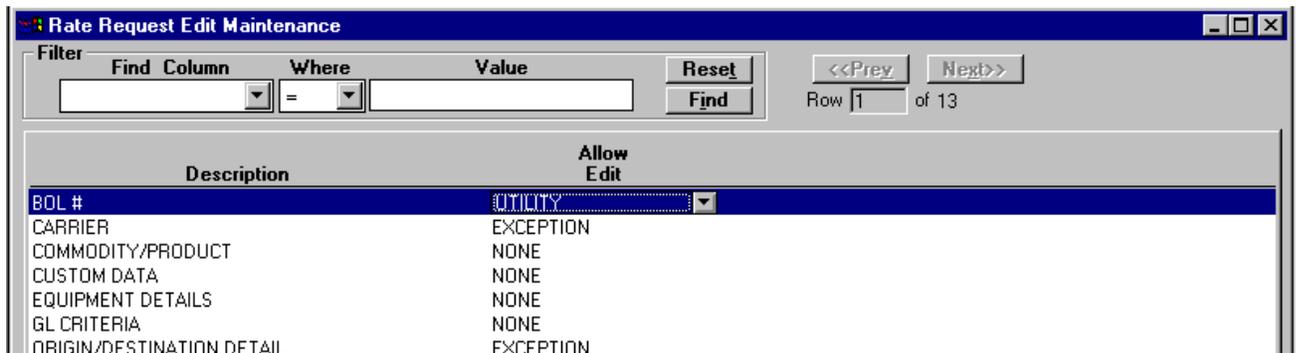
Reason Codes

Reason Codes describe why an invoice was sent for payment even though it was originally an exception. It essentially explains a mismatch between the invoice and accrual.
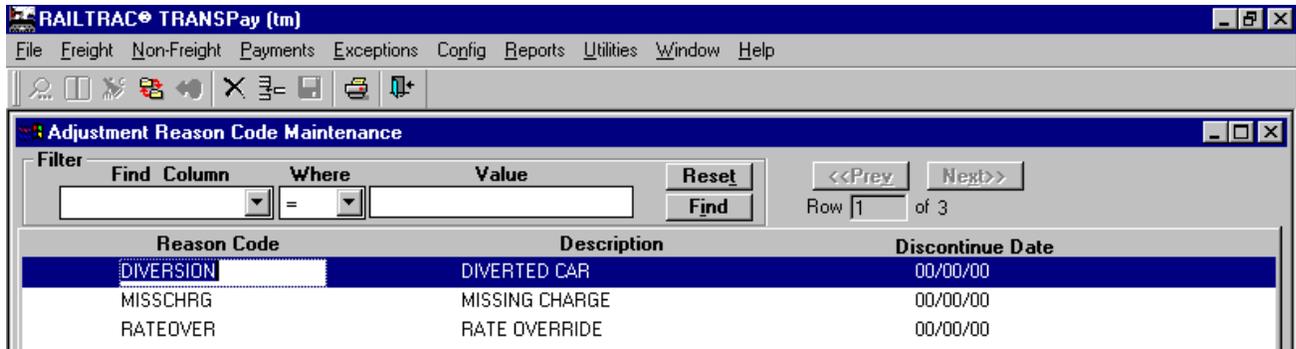
To Enter a Reason Code:
1. **From the Reason Code Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter a new Reason Code, Description and Discontinue Date.**
4. **Click the save button.**

Resolution Types

Resolution Types are codes used to identify how an accrual or invoice mismatch was resolved.
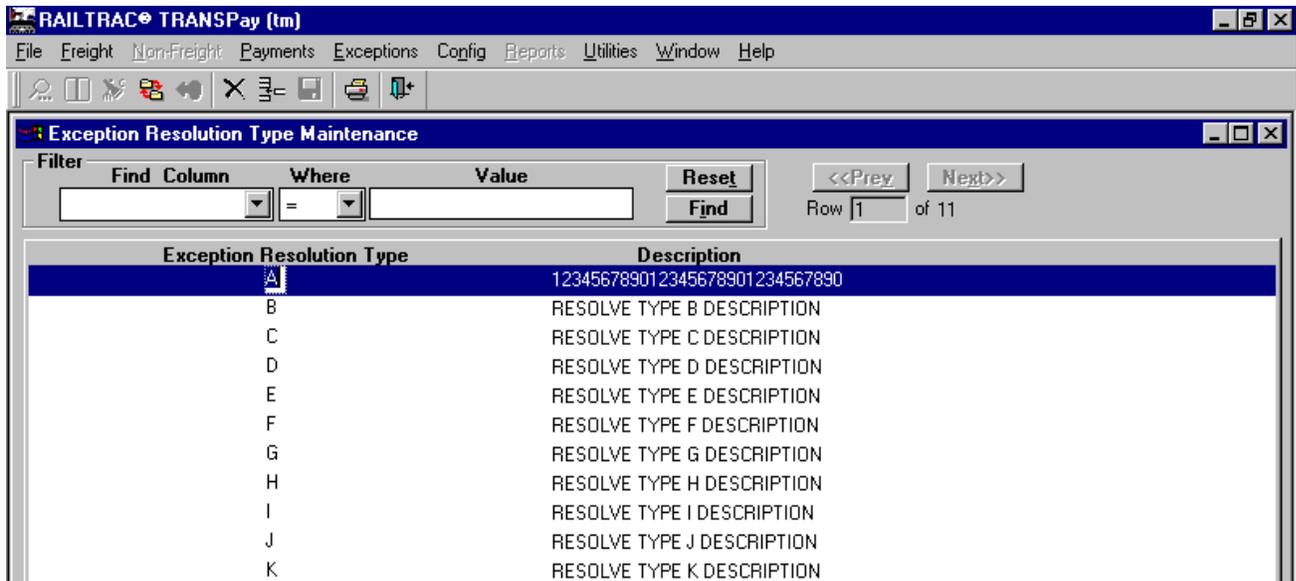
To Enter a New Resolution Code:
1. **From the Resolution Type Screen (above), click the new button on the button bar.**
2. **A blank line will appear at the end of the list.**
3. **Enter a new Resolution Type and Description.**
4. **Click the save button.**

Sales Contracts

This functionality allows for tracking payments by sales contract. The information can be fed by the user's ordering system. Tracking can be done through Access.

Sales Contract Maintenance Detail

Invoice No:	09141150
BOL No:	BOL09141150
Vendor:	UP UP RAILROAD
Equipment Init:	INIT
Equipment No:	NO
Ship Date:	09/01/99
Sales Contract No:	CONTRACT NO
GL Comm Class:	PETROLEUM WAX
Sales Freight Adjustment:	2,000.00
Sales Freight:	200.00
Sales Invoice Date:	09/09/99

Vendors

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.

RAILTRAC® TRANSPay (tm)

File Freight Non-Freight Payments Exceptions Config Reports Utilities Window Help

Vendor Maintenance

Filter
Find Column   Where   Value   Reset   <<Prev   Next>>
= ▼   Find   Row 1   of 31

Vendor Code	Vendor Name	Address1	Address2	
2828	G.S. FREIGHT	212 N. HARRISON		PISC
4589	ARLINGTON SOUTHERN RR	9982 LINCOLN HWY		ARL
A001	NAME	ADDRESS		CITY
A002	NAME	ADDRESS		CITY
A003	NAME	ADDRESS		CITY

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, phone, fax and e-mail addresses provide for easy 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.

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 will use for aging; options are Activity Date and Invoice Date.
Invoice Base PayDate Type	The date invoices will use for aging; options are Activity Date, Invoice Date, CLM and Invoice Received Date.
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.
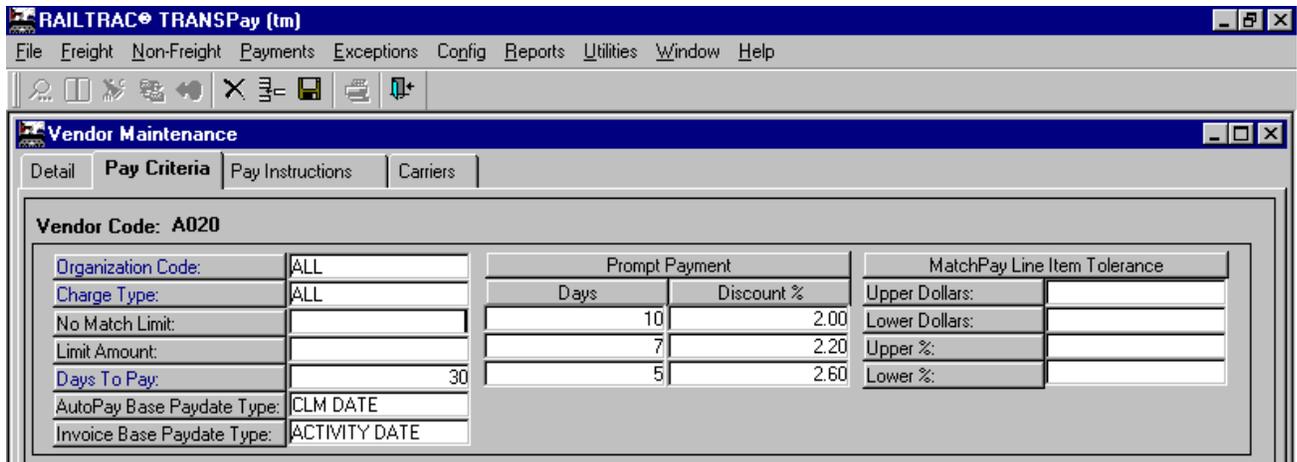
Pay Instructions

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.
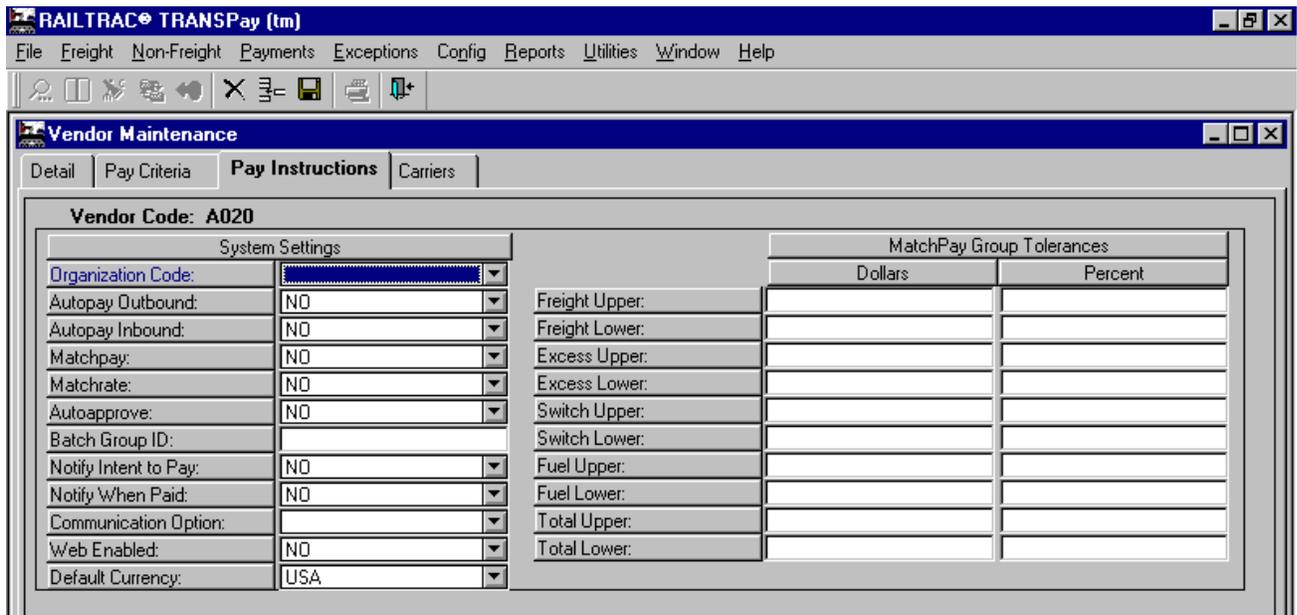
The Pay Instructions options include:

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.
Batch Group ID	Control feature to identify how many invoices are sent to payables.
Notify Intent to Pay	Yes/No selection to indicate communication to the vendor regarding aging payments.
Notify When Paid	Yes/No selection to indicate communication to the vendor when payment is made.
Communication Option	Allows for selection of e-mail or fax for vendor communication.
Web Enabled	In development.
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.
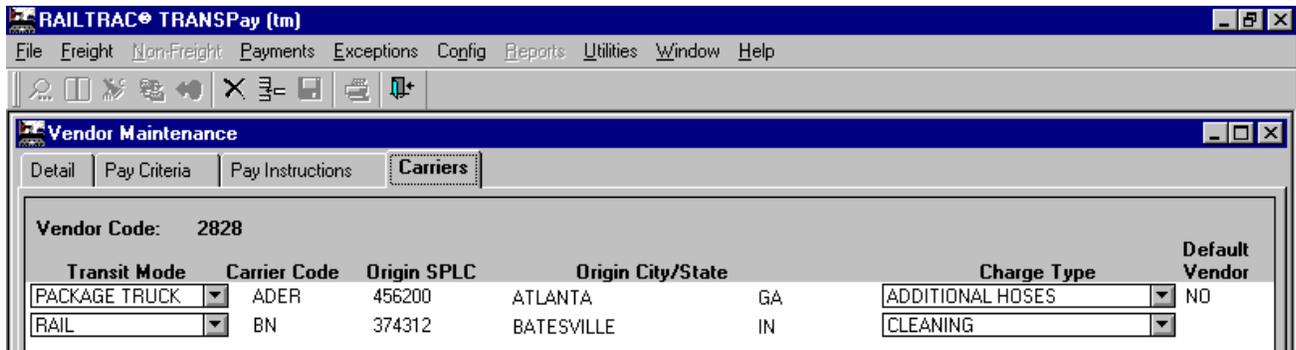
To Enter a New Carrier:
1. **Click the new button on the button bar.**
2. **A box will appear with two selections in it: "New Carrier Record" or "New Vendor".**
3. **If New Carrier Record is selected it will display a blank Vendor Detail**

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.

System Defaults

The System Defaults screen allows for setting of system variables that determine how TRANSPay™ works. Below is the System Defaults screen:

RAILTRAC® TRANSPay (tm)			
File Freight Non-Freight Payments Exceptions Config Reports Utilities Window Help			

SysDef Maintenance

System Specifications

RAILTRAC Installed:	YES	Age Payments:	YES	Close Accrual Condition:	COMPLETED
RAILAcct Installed:	YES	Base Paydate Type:	ACTIVITY DATE	Use PO File:	YES
Use Menu Security:	NO	Use Allocation:	YES	Multi Rate Code Analysis:	NO
AutoPay Outbound:	YES	No. of GL Criteria:	4	Use Batching:	NO
AutoPay Inbound:	YES	GL Code Format:	I-III-IIIII-IIIII-III	Base Batch No.:	1
Autoapprove:	YES	Validate GL Code:	YES	Batch Counter:	11
Payment Threshold Amount:	10	Use Default GL Criteria:	NO	Batch Up To Next Pay Period:	YES
Payment Leadtime:	6	Use Custom Data:	YES	Use Batch Group ID:	NO
Weekend Leadtime:	2	Use CLM:	NO	Schedule Batching:	NO
Holiday Leadtime:	1	CLM Aging Days:	5	Allow Ship Record Deletion:	YES
Weekend Days:	2	Invoice CLM Check:	NO	Allow Ship Record Changes:	YES
Last Day of Week:	FRIDAY	Default Organization Code:	BOURQUE DATA S	Allow Payment Reject/Cancel:	YES
Memorial Day:	05/28/00	Default New Invoice Status:	INVOICE	Allow Vendor/BOL Mismatch:	YES
Labor Day:	09/04/00	Default Inv Amt with Acc Amt:	YES	Days to Archive Records:	180
Thanksgiving Day:	11/23/00	EDI Accrual Default:	YES	Days to Delete from Archive:	1,056
Day After Thanksgiving Hol.:	YES	Default EDI Invoice Status:	INVOICE		

MatchPay Configuration

MatchPay:	YES
MatchRate:	YES
Allow MatchPay Bypass:	YES
Always Pay From:	INVOICE
Tolerance Pay Source:	INVOICE
Invoice Limit Check:	YES

Group Tolerance Levels

Freight Upper Dollars:	200	Freight Upper %:	10
Freight Lower Dollars:	200	Freight Lower %:	1000
Accessorial Upper Dollars:	100	Accessorial Upper %:	10
Accessorial Lower Dollars:	100	Accessorial Lower %:	10
Switch Upper Dollars:	100	Switch Upper %:	10
Switch Lower Dollars:	100	Switch Lower %:	10
Fuel Upper Dollars:	100	Fuel Upper %:	10
Fuel Lower Dollars:	100	Fuel Lower %:	10
Total Upper Dollars:	100	Total Upper %:	20

Ready

The Default Variables are:

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.
Payment Leadtime	The number of days in advance a payment request must be processed in order to pay the vendor on time.
Weekend Leadtime	If AP is closed on the weekend this field gives the option to input the number of days in the weekend, this number is added to the Payment Leadtime. For example if Payment Leadtime is 5 days and Weekend Leadtime is 2 days then Leadtime would then be 7 days.
Holiday Leadtime	If AP is closed over a holiday, this field give the user the option to add days for the closure. This number is added to the Payment Leadtime as described above.
Weekend Days	The number of days in a weekend. This field should match the Weekend Leadtime field above.
Last Day of 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.
Memorial Day	This field allows for the entry of the actual holiday. This holiday does not fall on the same day every year so in order for this holiday to be added to the Leadtime it must be specifically defined.
Labor Day	This field allows for the entry of the actual holiday. This holiday does not fall on the same day every year so in order for this holiday to be added to the Leadtime it must be specifically defined.
Thanksgiving Day	This field allows for the entry of the actual holiday. This holiday does not fall on the same day every year so in order for this holiday to be added to the Leadtime it must be specifically defined.
Day After Thanksgiving Holiday	This field is a yes/no field allowing for identification of the day after Thanksgiving as a holiday. If Yes one additional day will be added to the Leadtime.
Age Payments	Yes/No field. Specifies whether to age payments in order to maximize float.
Base Paydate Type	Are you paying from the Invoice Date or Activity Date?
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.
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.
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.
Invoice CLM Check	Whether to verify railcar movement for invoices using CLMs.
Default Organization Code	Defines the organization code to be used as the default in all TRANSPay™ entry screens.
Default New Invoice Status	When creating a new invoice should the default be set to Draft or Invoice.
Default Inv Amt with Acc Amt	When in the invoice screen should the invoice amount default to match the accrual amount.
EDI Accrual Default	Options are Yes/No. If set to some data from the accrual will populate the EDI Invoice.
Default EDI Invoice Status	Options are Draft or Invoice.
Close Accrual Condition	When can accruals be considered closed? When they are Completed, Sent to AP or Queued.
Use PO File	Yes/No field. Identifies whether PO file is used.
Multi Rate Code Analysis	
Use Batching	Whether batching is utilized to roll up payment requests into a transaction for submission to A/P.
Base Batch No.	The starting number for batch counts.
Batch Counter	Displays the current number of batches sent to date.
Batch Up to Next Pay Period	Options are Yes/No.
Use Batch Group ID	Options are Yes/No.
Schedule Batching	Options are Yes/No. Is the schedule set in Config - Reference - Batch Schedule and should it be used.
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 Payment Reject/Cancel	Are users are allowed to Reject or Cancel payments.
Allow Vendor/BOL Mismatch	Will your company allow Vendor/BOL mismatches to be processed?
Days to Archive Records	For recording the amount of time in days to archive.
Days to Delete from Archive	For recording the amount of time in days to delete from archive. This setting is used if individual records are not identified in Config – Reference – Archiving Criteria.
MatchPay Configuration	
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.

Group Tolerance Levels

If MatchPay tolerances are not set in Config_Reference_Vendor under Pay Instructions, 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.

Default Tolerances

Default Tolerances allow for entry of limits by charge type. These limits are checked during the MatchPay process. Dollars or percentages or both can be used to define these limits. The fields in this screen are Org Code, Charge Type, Upper Dollars, Lower Dollars, Upper Percent, Lower Percent, and No Match Limit.

To Add a New Default MatchPay Line Item Tolerance
1. **Click the New button on the button bar.**
2. **Add the Org Code, Charge Type, Upper Dollars or Percentages and Lower Dollar Percentages or both and add the No Match Limit if applicable.**
3. **Click Save.**

Default Pay Limits

Pay limits restrict the amount of money automatically paid out of TRANSPay™. The fields in this menu are Org Code, Transit Mode, Record Source and Limit Amount. In the first line below, Bourque Data Systems has limited the amount it will pay on a freight accrual for rail to $5000.
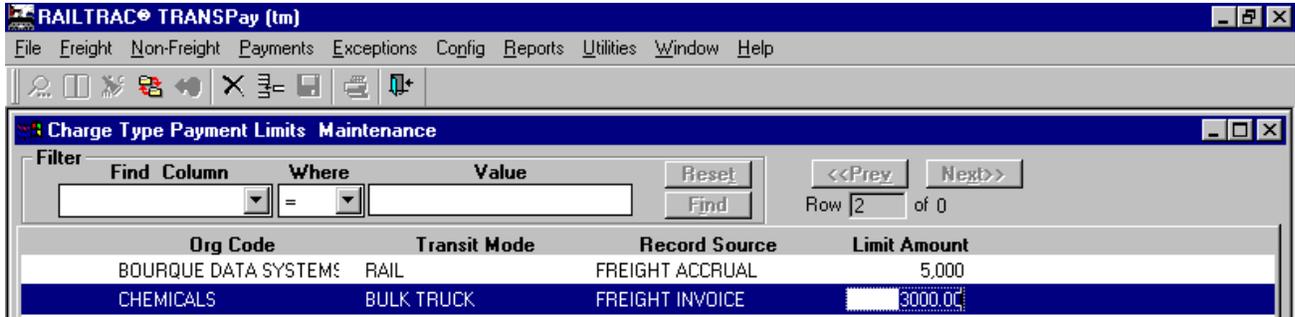
To Add Default Pay Limits
1. **Click the New Button on the button bar.**
2. **Add Org Code, Transit Mode, Record Source and Limit Amount.**
3. **Click Save.**

Freight

Accruals

The introductory screen for the Freight section is shown below. The available selections are: Accruals, Invoices, and Payments.
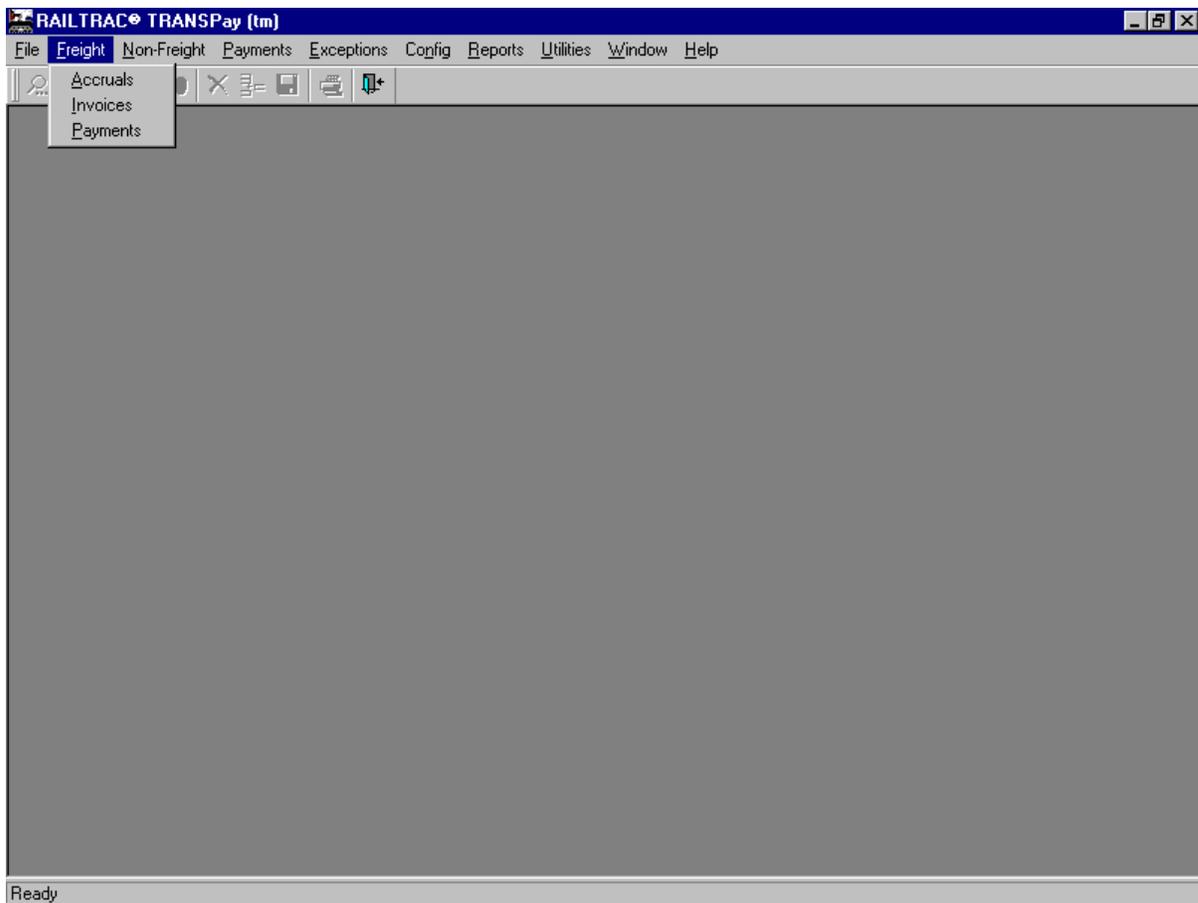
Selecting Freight_Accrual and choosing All in the GetDataBox brings a list of all Accruals in Open or Closed Status. The Accrual screen is shown below.

Fields shown on the Accrual Maintenance screen are:
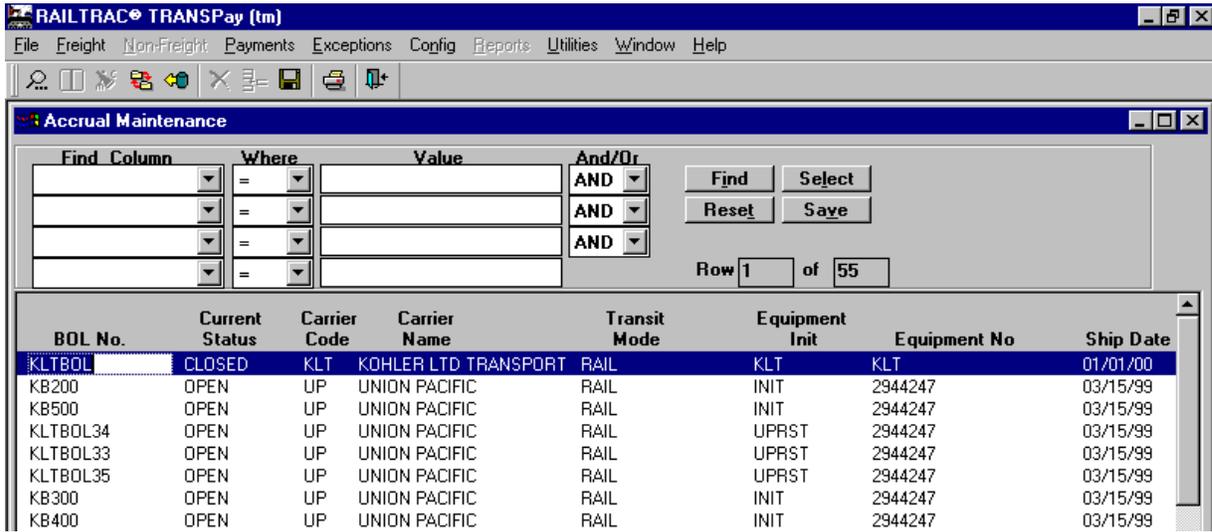
- BOL No.
- Current Status
- Carrier Code
- Carrier Name
- Transit Mode
- Equipment Initial & Number
- Ship Date
- Organization
- Organization

By using the four sort criteria at the top of the screen, users can lookup information in several different ways. It is possible to query and see only Open status bills, in Rail, with equipment number starting UPRST with a ship date greater than 01-01-99. For more information on sorting refer to the chapter Toolbars & Shortcuts.

Double-clicking on an accrual will bring the Accrual Detail screen below. Clicking once on a folder within that record will reveal the underlying data.
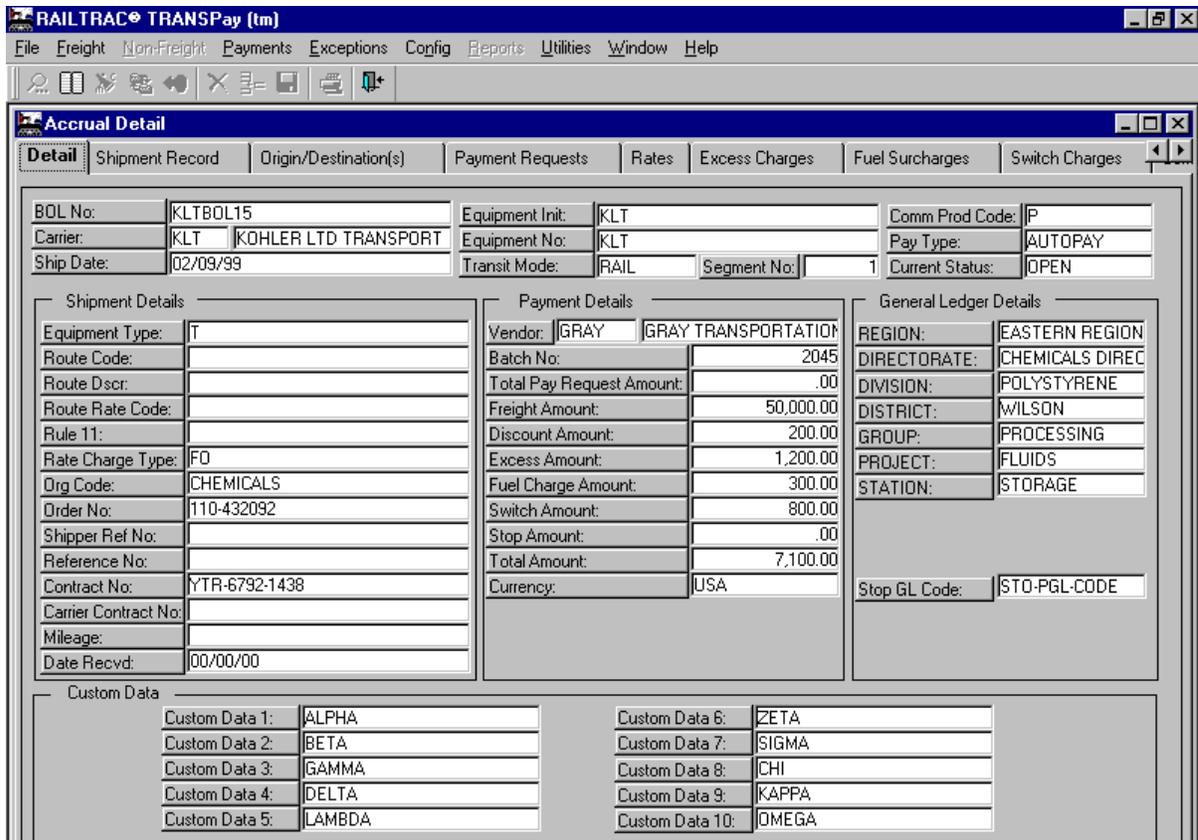
There are ten "folders" on the accrual detail screen and they are shown below.
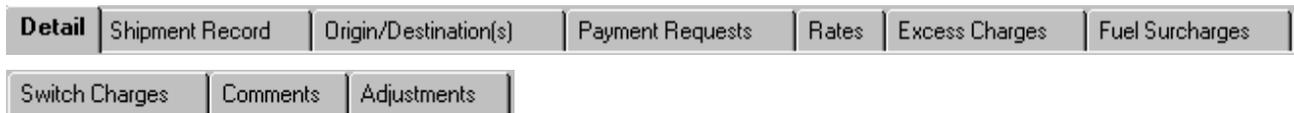
Accruals can include accessorial charges if the charges are set-up as standard in RateServer®.

The Shipment Detail section of the accrual reveals the facts regarding a shipment.

In the Details section of the accrual maintenance screen the fields are:

• BOL No.	• Equipment Initial	• Comm Prod Code
• Carrier	• Equipment Number	• Pay Type
• Ship Date	• Transit Mode	• Segment No. • Current Status

In the Shipment Details section (left column), the Payment Detail section (middle column) and the General Ledger Details section (right column), the fields are:

• Equipment Type	• Vendor	• Region

- Route Code
- Route Description
- Route Rate Code
- Rule 11
- Rate Charge Type
- Org Code
- Order No.
- Shipper Ref No
- Reference No.
- Contract No.
- Mileage
- Date Received

- Batch Number
- Total Pay Request Amount
- Freight Amount
- Discount Amount
- Excess Amount
- Fuel Charge Amount
- Switch Amount
- Stop Amount
- Total Amount
- Currency

- Directorate
- Division
- District
- Group
- Project
- Station

- Stop GL Code

The Custom Data section (bottom section) is defined in Config_Reference_Custom Data Names. The next folder, Shipment Record shows all of the variables that make-up an accrual.
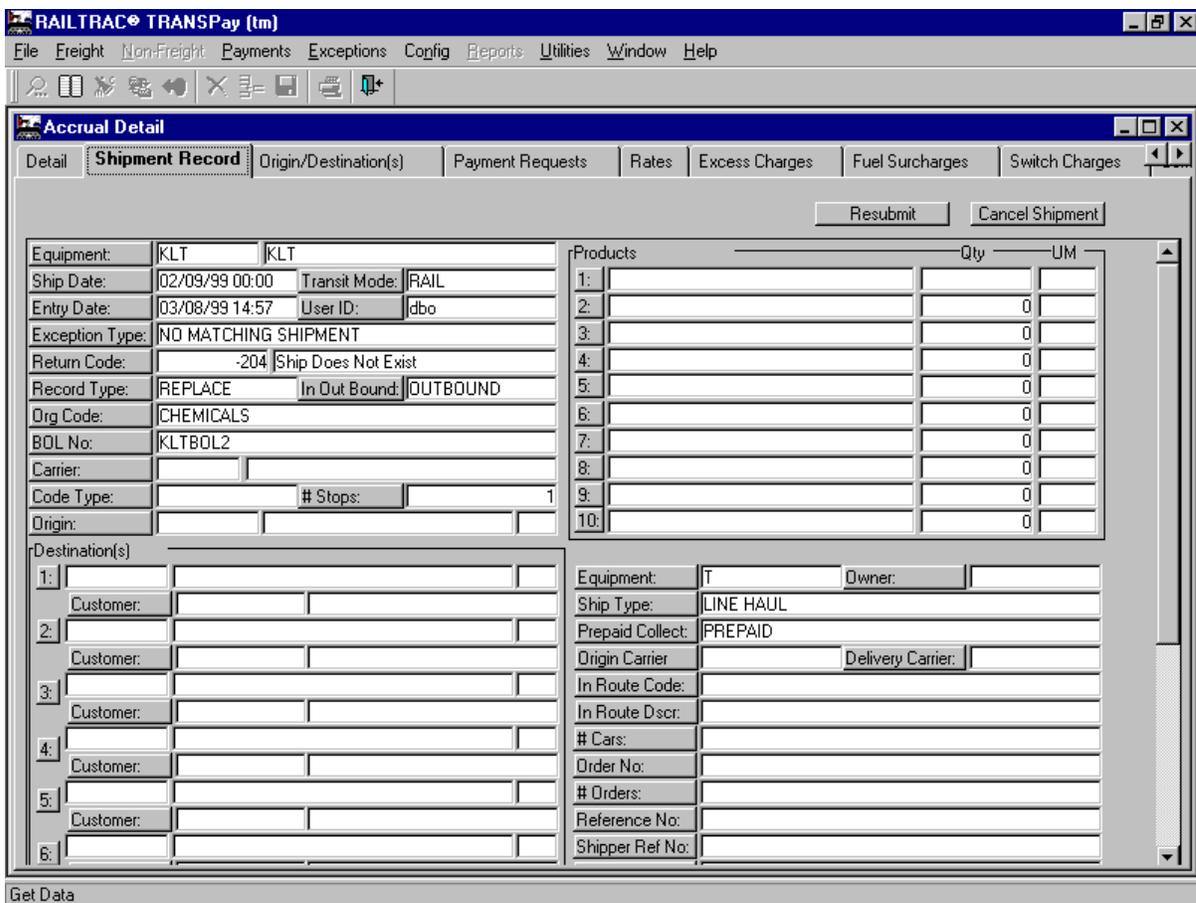
The fields shipment record screen are:

- Equipment
- Ship Date
- Entry Date
- Exception Type
- Return Code
- Record Type
- Organization Code
- BOL Number

- Transit Mode
- User ID

- In Out Bound

Commodities
- Products listed 1-10 with qty & unit of measure.
- Equipment
- Ship Type
- Prepaid Collect
- Origin Carrier
- In Route Code
- In Route Description

- Owner

- Delivery Carrier

- Carrier
- Code Type
- Origin

- Number of Cars
- Number of Stops
- Order Number
- # Orders
- Reference No.
- Shipper Reference Number
- Manual Entry

Destination(s)
- Includes 1-6 fields to identify destinations

Custom Data
- Custom Data 1-10

The Origin/Destination folder reveals the origin/destination(s) for this particular accrual record.

The fields listed in the Origin/Destination screen are:

- Bill of Lading No.
- Ship Date

- Equipment Initial & Number
- Carrier Code and Description

- Origin City/State

- Destination City/State
- Customer Number
- Customer Name

TRANSPay™ will allow only one origin but many destinations.

The Payment Request screen below shows the payment details.

Using the scroll bar across the bottom of the screen, the following information is visible.

The fields contained in this screen are:

- BOL No.
- Ship Date
- Vendor Code
- Status/Type
- Organization

- Equipment Initial & No.
- Carrier Code and Description
- Vendor Name
- Creation Date
- Amount

- Invoice No.
- Charge Type

- Supplement No.
- Record Source

Double-clicking a record brings the Payment Request Details screen shown below.

- Vendor Code
- Vendor Name
- Invoice No.
- Supplement No.
- Invoice Date

- BOL No.
- Equip. Init.
- Equip No.
- Carrier Code
- Carrier Name

- Activity Date
- Charge Type
- Record Source
- Payment Type
- Payment Status
- Amount

Payment Requests Detail:
- Payment Due Date
- Creation Date
- Creator User ID
- Discount Percent
- Discount Base
- Intervention Ind
- Organization
- Approval Status
- Approval ID
- Approval Date
- Approval Org

- Batch Group ID
- Batch No.
- Batch Date
- Batch Group Date
- Check No.
- Check Date
- Check Amount
- Amount Paid
- Currency
- A/P Sent Date
- A/P Update Date

- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data
- Custom Data

Comments and check message are listed for user input and maintenance. The general ledger code as well as the amount, discount, organization and pay status are shown at the bottom of the Payment Request Review screen.

The screen below shows the Rates folder. This is the information TRANSPay™ received from RateServer®.

The Rates folder includes the following information:

- BOL No.
- Carrier Code & Carrier Name
- Commodity/Product Code
- Unit of Measure
- Rate Type
- Discount Rate

- Equipment Initial & Number
- Contract Number
- Commodity/Product Name
- GL Code
- Rate
- Freight

- Ship Date

- Shipped Quantity

- Flat Rate

The next several folders contain additional information returned from RateServer®. These include excess charges, fuel surcharges and switch charges.

The Excess Charges includes the following information and is also shown below:
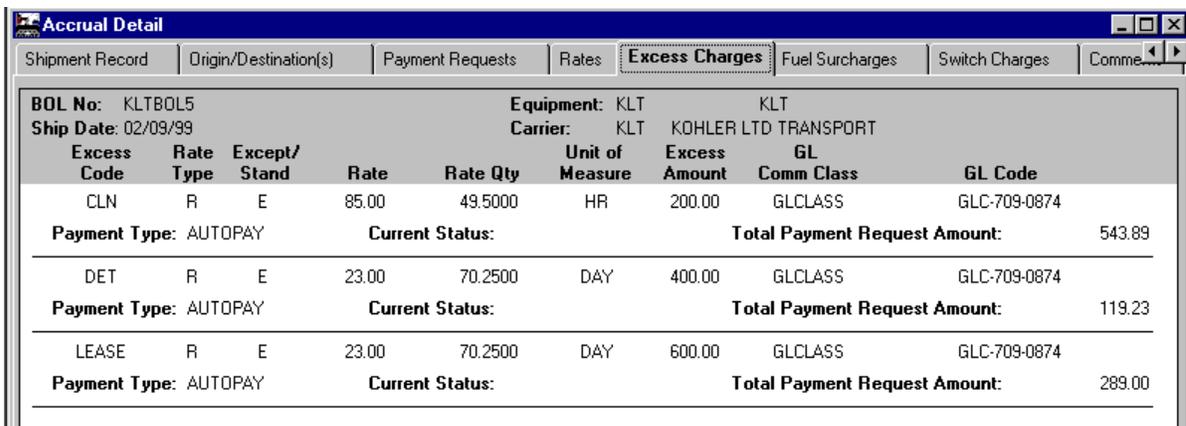
- BOL Number
- Ship Date
- Excess Code
- Rate
- Excess Amount
- Payment Type

- Equipment Initial & Number
- Carrier
- Rate Type
- Rate Quantity
- GL Commodity Class
- Current Status

- Exception/Standard
- Unit of Measure
- GL Code
- Total Payment Request Amount

The screen below displays the information in the Fuel Surcharges folder:
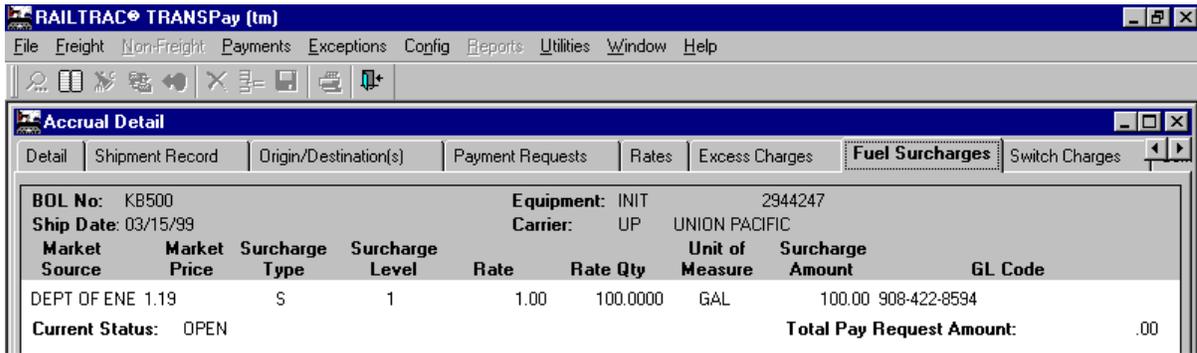
- BOL No.
- Ship Date
- Market Source
- Surcharge Level
- Unit of Measure
- Current Status

- Equipment Initial & Number
- Carrier Code & Name
- Market Price
- Rate
- Surcharge Amount
- Total Pay Request Amount

- Surcharge Type
- Rate Quantity
- GL Code

The screen below displays information in the Switch Charge folder:
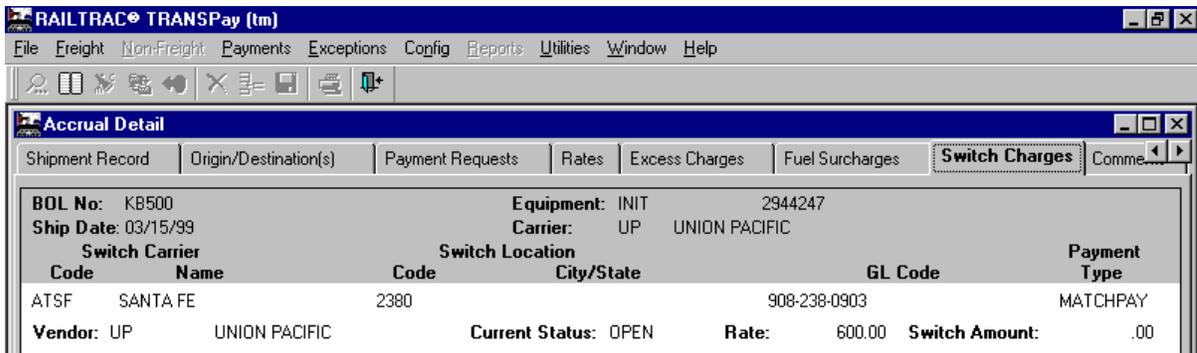
- BOL No
- Ship Date
- Switch Carrier (Code & Name)
- Vendor Code & Name

- Equipment Initial & Number
- Carrier Initial & Number
- Switch Location (City/State)
- Current Status

- GL Code
- Rate

- Payment Type
- Switch Amount

In addition, there is a Comments and an Adjustments folder.

Invoices

To enter the Invoices section simply click on Freight_Invoices and either select All when the GetDataBox appears or specify a Vendor Code, Vendor Name or an invoice number.

The screen below is a result of selecting All. Notice the Status field. When the invoice is in Draft status, it can be modified, however, once the status has been changed to Invoice all fields are locked and it cannot be changed in any way. A draft invoice can be deleted from the list screen, however, it is not possible to delete a record that is already in invoice status. If a user attempts to delete an invoice in Invoice Status an error box will appear stating that only Draft invoices can be deleted.

Double-clicking on an invoice will produce invoice detail, note the Invoice Status field says Invoice not Draft, this means this information cannot be changed.

The fields showing in the header section are:

- Vendor
- Invoice No.
- Invoice Date
- Invoice Total

- Transit Mode
- Supplement No.
- Received Date
- Currency

- Organization Code
- MatchPay

- Invoice Status

The fields available for each record are:

- BOL No.
- Origin
- GL Comm
- Quantity
- Contract No.
- Customer No.

- Equipment Init & No.
- Destination
- GL Product
- Unit of Measure
- Order No.
- Pay Status

- Charge Type
- Ship Date
- GL Code
- Rate
- Carrier

- Invoice Total:

Each charge is shown separately. GL Criteria, Custom Data, Comments, Payment Requests and Adjustment boxes are located between the header information and the detail. Clicking on these buttons will give the detail for this record.

The screen below shows an Invoice in Draft Status. Note the differences in this screen and the one above. In Draft Status the Accrual Balance and Invoice Amount columns are available to allow for changes in these fields. Line items to an invoice can also be added when the invoice is in draft.

To add line items click on the last line item and tab, a new blank record will appear. Enter the Bill of Lading Number, the Equipment Initial and Number and TRANSPay™ will automatically fill in the remainder of the fields for that record (except for Charge Type).

To change an Invoice Status to from Draft to Invoice, click the Invoice Status DropDownBox and select Invoice.

An invoice can not be saved in Invoice status unless the amount that appears in the Invoice Amount header and the Invoice total at the bottom of the invoice line items match.

To Add a New Freight Invoice:
1. **Click on Freight-Invoices.**
2. **Click New on the GetDataBox.**
8. **Enter Vendor Code and press the tab button.**
9. **Enter the Invoice Number.**
10. **Enter the Invoice Date.**
11. **Enter Bill of Lading Number (if Accrual exists for that Bill of Lading Number, the system will populate the detail fields).**
12. **In order for TRANSPay™ to save the invoice, the invoice total on the header must match the invoice total at the end of the lines.**

To Delete an Invoice already in Invoice Status
1. **Go to Payment Request.**
2. **Retreive the record.**
3. **Double-click on the record.**
4. **Click the Cancel Payment button.**
5. **A message box "Are you sure . . . ?" appears.**

6. **Another box appears, "Do you want to Cancel all Payment Requests with this Batch No. and Vendor Code? Click Yes or No.**
7. **Another box appears prompting for entry of a Cancel Comment. Click Yes or No.**
8. **A message will confirm that the invoice has been cancelled.**
9. **Cancelling a Payment Request puts the Invoice in Exception Status.**
10. **Go to Exceptions_Freight Invoice.**
11. **Locate the invoice.**
12. **Double-click to get to the detail.**
13. **Click on [Cancel Invoice].**
14. **A message box "Are you sure. . ? appears.**
15. **Another box will appear "Invoice has been cancelled."**

Payments

Freight_Payments allow the user to review all payments whether they are in Approval, Batched, Complete, Approval, Exception, Hold, CLM Missing, Sent to AP, Queued, AP Rejected, Potential Duplicate, Waiting, Unpublished, Attempted or Cancelled. Payment requests can be cancelled while still in Approval or Queued status.

Double-clicking on a record in the Payment Review List shows that [Cancel Payment] and [Place on Hold] are options for Payments request.

Fields shown on the Payment Request Review screen are (use the scroll bar at the bottom of the screen to see all of the fields):

- Vendor Code
- Supplement No.
- Requested Amount
- Activity/Ship Date
- Creation Date
- Organization

- Vendor Name
- BOL No.
- Charge Type
- Equipment Init & No.
- Payment Type

- Invoice/Supplement No.
- Status
- Check Date
- Payment Due Date
- Record Source

The screen below is the result of double-clicking on an individual record. The Show Source Detail button takes the user to the accrual record.

The fields in the Payment Review screen are:

- Vendor Code
- Vendor Name
- Invoice/Supp No.
- Supplement No.
- Inv Date
- Inv. Rcvd Date

- BOL No.
- Equipment Initial
- Equipment No.
- Carrier Code
- Carrier Name

- Activity Date
- Charge Type
- Record Source
- Payment Type
- Payment Status
- Amount

Payment Request Detail

- Payment Due Date
- Creation Date
- Creator User ID
- Discount Percent
- Discount Base
- Intervention Indicator
- Organization
- Approval Status
- Approval ID
- Approval Date
- Approval Org
- Comments

- Batch Group ID
- Batch No.
- Batch Date
- Batch Group Date
- Check No.
- Check Date
- Check Amount
- Amount Paid
- Currency
- A/P Sent Date
- A/P Update Date

Custom Data

- Custom Data 1
- Custom Data 2
- Custom Data 3
- Custom Data 4
- Custom Data 5
- Custom Data 6
- Custom Data 7
- Custom Data 8
- Custom Data 9
- Custom Data 10

- Check Message

- GL Code
- GL Amount
- GL Discount Base
- Organization
- Pay Status

The screen below is an example of a Payment Request in Queued Status. The only difference is the two additional buttons near the top of the screen. "Cancel Payment" and "Place on Hold".

Payments

Payments

The Payments function allows the user to review the payments made through TRANSPay™. The available options are Payments-Review and Payments-Batch records.
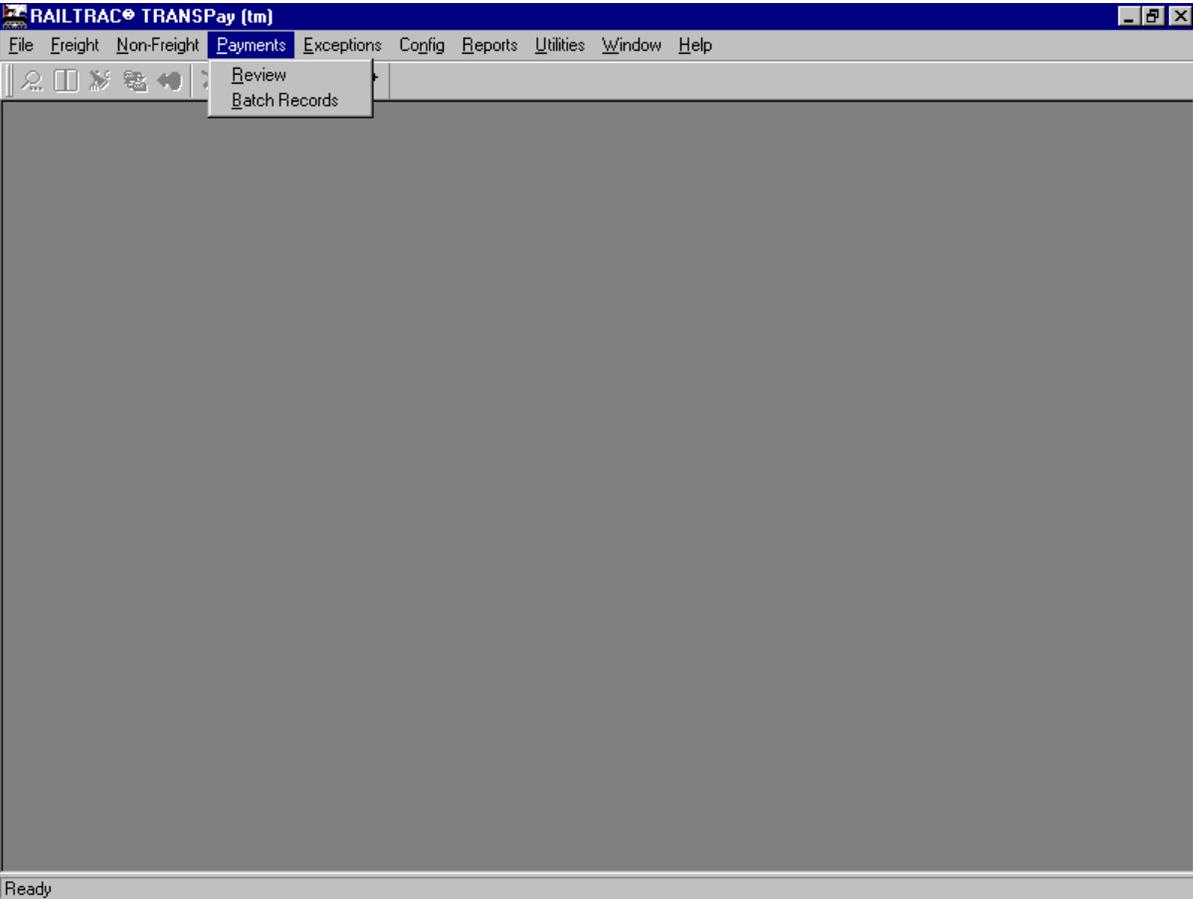
Selecting Payment-Review brings the GetDataBox. The GetDataBox (shown below) allows the user to narrow the scope of the search by specifying one or many of the following fields: Activity Date, Vendor Code, Vendor Name, BOL No, Invoice No., Payment Status, or Org Code.

The screen below is the result of selecting All from the GetDataBox.

Fields shown on the Payment Request Review screen are (use the scroll bar at the bottom of the screen to see all of the fields):

- Vendor Code
- Supplement No.
- Requested Amount
- Activity/Ship Date
- Creation Date
- Organization

- Vendor Name
- BOL No.
- Charge Type
- Equipment Init & No.
- Payment Type

- Invoice/Supplement No.
- Status
- Check Date
- Payment Due Date
- Record Source

The screen below is the result of double-clicking on an individual record. The Show Source Detail button takes the user to the accrual record.

The fields in the Payment Review screen are:

- Vendor Code
- Vendor Name
- Invoice/Supp No.
- Supplement No.
- Inv Date
- Inv. Rcvd Date

- BOL No.
- Equipment Initial
- Equipment No.
- Carrier Code
- Carrier Name

- Activity Date
- Charge Type
- Record Source
- Payment Type
- Payment Status
- Amount

Payment Request Detail

- Payment Due Date
- Creation Date
- Creator User ID
- Discount Percent
- Discount Base
- Intervention Indicator
- Organization
- Approval Status
- Approval ID
- Approval Date
- Approval Org
- Comments

- Batch Group ID
- Batch No.
- Batch Date
- Batch Group Date
- Check No.
- Check Date
- Check Amount
- Amount Paid
- Currency
- A/P Sent Date
- A/P Update Date

Custom Data

- Custom Data 1
- Custom Data 2
- Custom Data 3
- Custom Data 4
- Custom Data 5
- Custom Data 6
- Custom Data 7
- Custom Data 8
- Custom Data 9
- Custom Data 10

- Check Message

- GL Code
- GL Amount
- GL Discount Base
- Organization
- Pay Status

Batch Records

The Batch Payments function allows the user to review batch payments in TRANSPay™. This GetDataBox is similar to the Payments-Review GetDataBox and it is shown below.

The fields available in the GetDataBox for Batch Review are:
- Batch Date
- Batch No.
- Batch Group ID
- Vendor Code
- Vendor Name
- Org Code

The screen below results from selecting All in the GetDataBox.

The data displayed on the Batch Record list screen are (use the scroll bar on the bottom of the screen to see all of the fields):
- Batch Group ID
- Vendor Code
- Vendor Name
- Batch No.
- Batch Date
- Batch Group Date
- Batch Amount
- Date Sent to A/P
- Check No.
- Check Date
- Check Amount
- A/P Update Date
- Org Code

Double-clicking on an individual record will display the details for the batch payment. The fields displayed on this screen are (use the scroll bar at the bottom of the screen to see all of the fields):

- Vendor code
- Supplement No.
- Requested Amount
- Activity/Ship Date
- Creation Date
- Organization
- Batch Group ID

- Vendor Name
- BOL No.
- Charge Type
- Equipment Initial/No.
- Payment Type
- Batch No.

- Invoice/Supplement No.
- Status
- Check Date
- Payment Due Date
- Record Source
- Transit Mode

Vendor Code	Vendor Name	Invoice/Supplement No.	Supplement No.	BOL No.	Status	Requested Amount	Charge Type
UP	UNION PACIFIC	VW-1999-2	0	0 0608130	APPROVAL	10,000,000.00	CLEAN
UP	UNION PACIFIC	VW-1999-2	0	0 0608130	APPROVAL	10,000,000.00	FO
UP	UNION PACIFIC	VW-1999-2	0	0 0608130	APPROVAL	10,000,000.00	FS
UP	UNION PACIFIC	VW-1999-2	0	0 0608130	APPROVAL	10,000,000.00	SC
UP	UNION PACIFIC	VW-1999-2	0	0 0608130	APPROVAL	10,000,000.00	SO
UP	UNION PACIFIC	VW-1999-3	0	0 0608145	APPROVAL	10,000,000.00	CLEAN
UP	UNION PACIFIC	VW-1999-3	0	0 0608145	APPROVAL	10,000,000.00	FO
UP	UNION PACIFIC	VW-1999-3	0	0 0608145	APPROVAL	10,000,000.00	FS
UP	UNION PACIFIC	VW-1999-3	0	0 0608145	APPROVAL	10,000,000.00	SC
UP	UNION PACIFIC	VW-1999-3	0	0 0608145	APPROVAL	10,000,000.00	SO
UP	UNION PACIFIC	VW-1999-5	0	0 0608300	APPROVAL	10,000,000.00	CLEAN
UP	UNION PACIFIC	VW-1999-5	0	0 0608300	APPROVAL	10,000,000.00	FO
UP	UNION PACIFIC	VW-1999-5	0	0 0608300	APPROVAL	10,000,000.00	FS
UP	UNION PACIFIC	VW-1999-5	0	0 0608300	APPROVAL	10,000,000.00	SC
UP	UNION PACIFIC	VW-1999-5	0	0 0608300	APPROVAL	10,000,000.00	SO

Total Requested Amount: 150,000,000.00

Double-clicking on an individual record in the batch list will bring the individual Payment Request Review shown below.

The fields in the Payment Review screen are listed below:

- Vendor Code
- Vendor Name
- Invoice No.
- Supplement No.
- Invoice Date

- BOL No.
- Equipment Initial
- Equipment No.
- Carrier Code
- Carrier Name

- Activity Date
- Charge Type
- Record Source
- Payment Type
- Payment Status
- Amount

Payment Request Detail
- Payment Due Date
- Creation Date
- Creator User ID
- Discount Percent
- Discount Base
- Intervention Indicator
- Organization
- Approval Status
- Approval ID
- Approval Date
- Approval Org
- Check Message
- GL Discount Base

- Batch Group ID
- Batch No.
- Batch Date
- Batch Group Date
- Check No.
- Check Date
- Check Amount
- Amount Paid
- Currency
- A/P Sent Date
- A/P Update Date
- GL Code
- Organization

Custom Data
- Custom Data 1
- Custom Data 2
- Custom Data 3
- Custom Data 4
- Custom Data 5
- Custom Data 6
- Custom Data 7
- Custom Data 8
- Custom Data 9
- Custom Data 10
- Comments
- GL Amount
- Pay Status

Troubleshooting

Exception Issues

Exception types and descriptions are listed below. Each of the exception types is explained in detail in this section.

Accrual Exceptions	Invoice Exceptions	Payment Exceptions
Cancel Payment	AutoPay	Approval
Duplicate	Duplicate	Duplicate
No Carrier	Group Tolerance	Missing CLM
No Contract	Missing Accrual – MR	
No GL Code	Missing Contract – MR	
No Matching Shipment	Missing Invoice – MR	
No Rate	No GL Code	
No Vendor	No Match	
PO Missing	No Rate Found	
Reject Payment	Out of Tolerance	
Sent to A/P	PO Missing	
	Rate Mismatch – MR	
	Reject Payment	
	Sent to A/P	
	Total Invoice Tolerance	

Exceptions

All exceptions in TRANSPay™ whether they are Accrual, Freight Invoice, Non-Freight, Payment or Summary can be accessed through the Exception screen shown below.
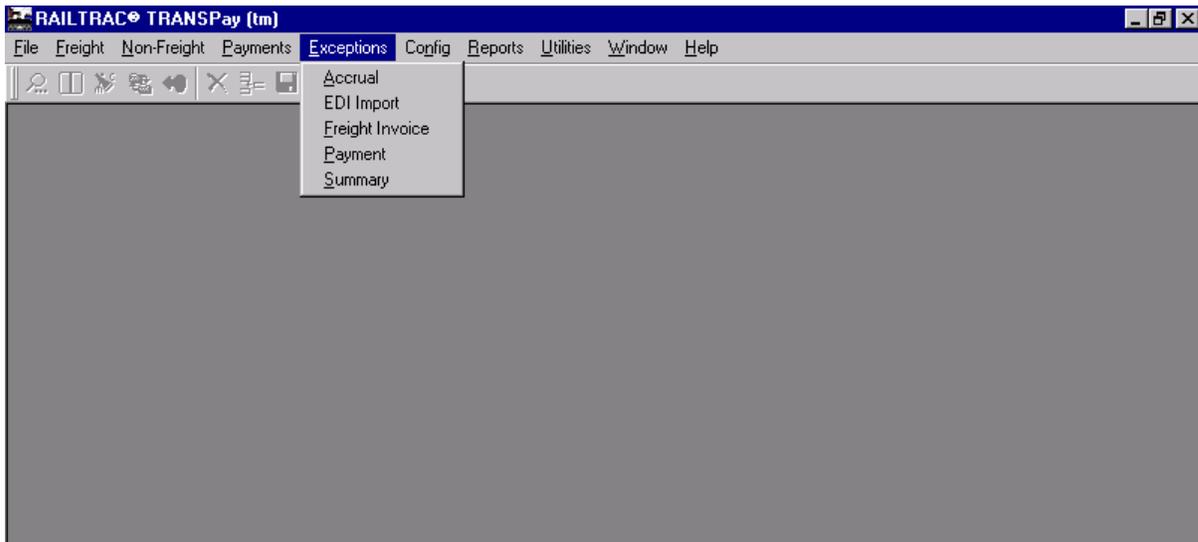
Accrual Exceptions

Accrual Exceptions occur most often as a result of incorrect or missing information in RateServer®. TRANSPay™ attempted to rate through RateServer® and was unsuccessful. The errors that occur in Accruals include No Contract, No Rate, No Vendor, Cancel Payment, Duplicate, PO Missing, Reject Payment and Sent to AP. To access Accrual Exceptions, click on Exceptions-Accrual, the GetDataBox below will appear.

The screen below is the result of clicking All.
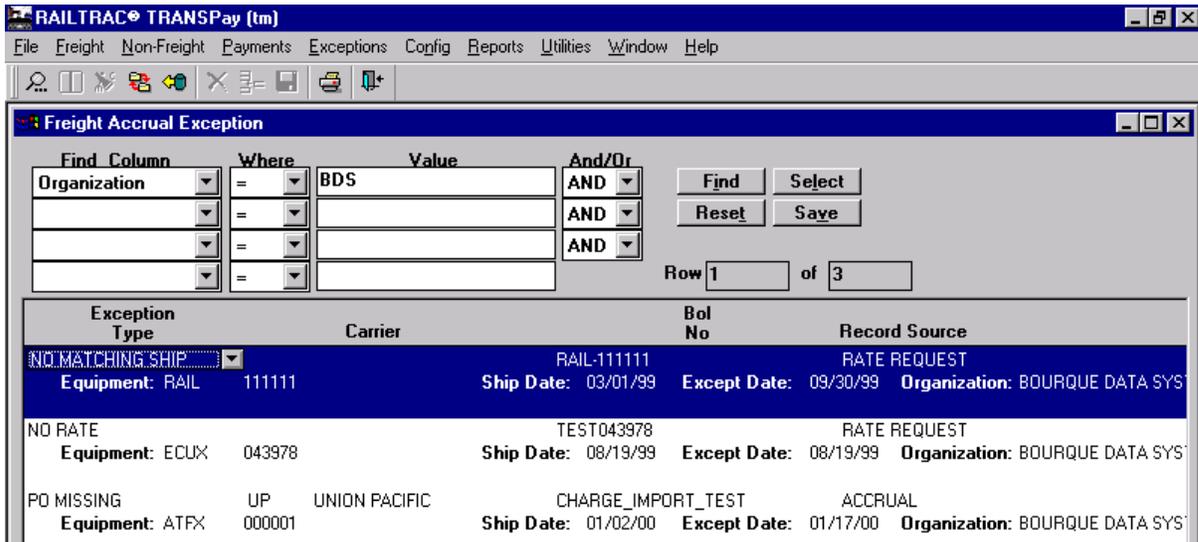
The fields on the list screen are:

- Exception Type
- Equipment
- Organization
- Carrier
- Ship Date
- BOL No.
- Except Date

Double-clicking on a record in the list will display the screens below. Note the scroll bar in the middle of the screen as well as a scroll bar to the far right side, these allow the user to see all of the information included in the record.

The fields available on this screen are:

Left Column – Accrual Details
- BOL No.
- Carrier
- Ship Date
- Equipment Init
- Equipment No.
- Transit Mode   • Segment No.
- Comm Prod Code   • Pay Type

Shipment Details (on accrual record)
- Equipment Type   • Route Code
- Route Rate Code   • Route Description
- Rate Charge Type   • Org Code
- Order No.   • Shipper Reference No.
- Reference No.   • Contract No.
- Carrier Contract No.
- Mileage   • Date Recvd

Right Column – Ship Request
- Equipment
- Ship Date   • Transit Mode
- Entry Date   • User ID
- Exception Type
- Return Code
- Record Type   • In Out Bound
- Org Code
- BOL No.
- Carrier
- Code Type   • Number of Stops
- Origin
- Destination (up to 6 can be listed)
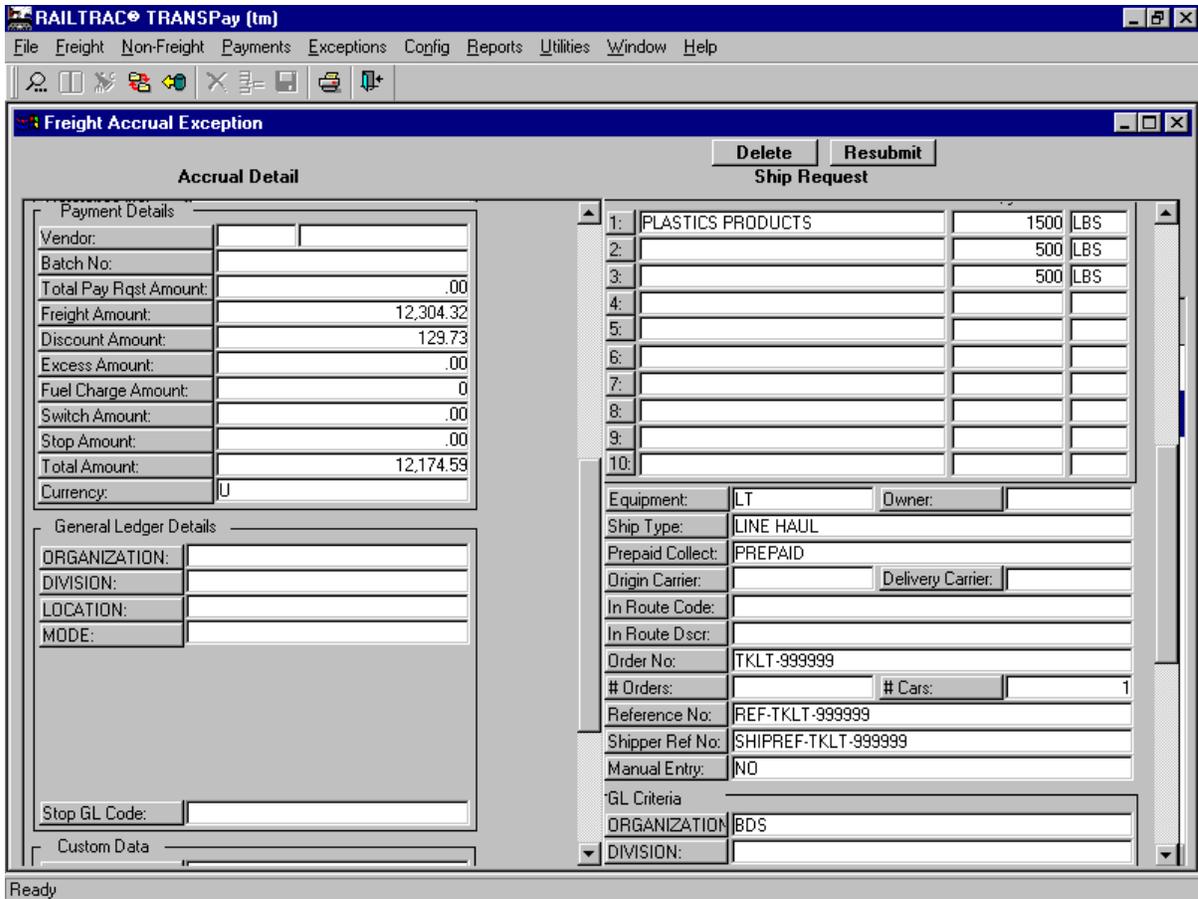
Left Column – Accrual Details

Payment Details
- Vendor
- Batch No.
- Total Pay Rqst Amount
- Freight Amount
- Discount Amount
- Excess Amount
- Fuel Charge Amount
- Switch Amount
- Stop Amount
- Total Amount
- Currency

Right Column – Ship Request

Products
- 1-10 Lists Products
- Equipment
- Owner
- Ship Type
- Prepaid Collect
- Origin Carrier
- Delivery Carrier
- In Route Code
- In Route Dscr
- Order No.
- # Orders
- # Cars
- Reference No.
- Shipper Ref No.
- Manual Entry

Left Column – Accrual Details
General Ledger Details
- General Ledger Details are listed

Custom Data

Right Column – Ship Request
GL Criteria
- GL Criteria are listed

Custom Data

Clearing Accrual Exceptions

When dealing with an accrual exception, the user should first look in RateServer® to identify the cause of the error. If, for example, a No Rate or No Contract exception exists, go into RateServer® and determine if there is a valid contract and rate table for that equipment, commodity class and origin/destination. Once the error is corrected simply choose the "Resubmit" button and TRANSPay™ will re-rate through RateServer® and process through TRANSPay™.

In dealing with No Vendor or No Carrier exceptions the user should go to RateServer® and enter the information, come back into TRANSPay™ to resubmit the exceptions. Depending on the way TRANSPay™ is configured the exceptions may automatically reprocess or use the Utilities_Recycle Exceptions feature. Config_Reference_Exception Recycle displays the kinds of exceptions and whether they are included in the recycle process.

If the information on the accrual record is incorrect the record can be deleted.

EDI Import Exceptions

Get Data

Invoice Date:	00/00/00
Vendor Code:	
Vendor Name:	
Invoice Number:	
BOL No.:	
Transit Mode:	▼
Exception Type:	▼

[All]   [OK]   [Cancel]

EDI Import Record Exception Maintenance

Invoice No.:	0224140
Exception Type:	INVALID ORG CODE
BOL No.:	0224140
Ship Date:	07/25/99	Invoice Date:	11/05/99
Invoice Rcvd Date:	11/18/99	Entry Date:	02/24/00
Product:	
Quantity:	100.0000	UM:	CAR LOAD
Amount:	1,000.00	Rate:	2.0000
Currency:	USA
MatchPay:	NO	Ignore If Autopay:	YES
Record Type:	ADD

Org Code:	RALPH	Transit Mode:	RAIL
Carrier:	UP	UNION PACIFIC
Vendor:	SHEA	SHEA, INC.
Equipment Init/No.:	1	40
Interface Charge Type:	FO1111	Charge Type:	FREIGHT OUTBOU
Origin City/State:	HOUSTON	TX	SPLC:	684800
Destination City/State:	AUSTIN	TX	Mileage:	600
Switch Carrier:		Switch Location:	
Order No.:	543-98765
Contract No.:	SLR091098
Shipper Ref No.:	SHIPREFNO

Custom Data

SUPPLIER CODE:	ALPHA
SAP GCOA:	OTHER
SAP COST CENTER	GAMMA
MSC:	DELTA
GRADE CODE:	LAMBDA
PRODUCT FAMILY	ZETA
INFINEUM INDT:	SIGMA
DATA8:	CHI
DATA9:	KAPPA
DATA10:	OMEGA

General Ledger

GL Code:	9-087-09087-4 -
ORGANIZATION:	ALL
DIVISION:	ALL
LOCATION:	ALL
MODE:	ALL

[Load Accrual Data]   [Delete]   [OK]   [Cancel]

Get Data

Freight Invoice Exceptions

To access Freight Invoice Exceptions, click Exceptions-Freight and the GetDataBox (shown below) appears. To limit the number or records returned, fill in as many of the fields in the GetDataBox as possible. The options are: Invoice Date, Vendor Code, Vendor Name, Invoice Number, Supplement, Transit Mode, Exception Type.

The list below is the result of selecting All in the GetDataBox.

Double-clicking on a record in the list brings the detail for that record.

This screen lists the invoice header information and each line item of the invoice. Note in the example above that the Charge Type and General Ledger information is different for each line item. Also each line item within the invoice could potentially have different types of exception, the example above shows two lines Out of Tolerance and one line as No Match. However, one line item can cause the entire invoice to become an exception.

Clearing Freight Invoice Exceptions

Selecting Adjust amount brings a pop-up screen that requires the user to select Adjust Accrual or Adjust Invoice.
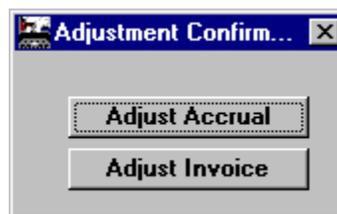
The amount of the adjustment can be entered as a positive or negative number. The Amount and a reason code are required before the OK button becomes available.

Exception Amount Adjustment

Adjustment Record:	FREIGHT INVOICE
Amount:	00
Reason Code:	▼

OK   Cancel

After entering an adjustment select either ByPass/Pay or Rematch.

Selecting ByPass/Pay sends the invoice to Payment Request but only after resolution types are entered for each line item in exception. Note in the resolution screen below that Resolve Type and Resolve Comments are blank fields. Resolve Type has a DropDownListBox that is available when clicking in the field, Resolve Comments can be left blank however the user must tab or click into the field before the OK button will become available.

Selecting Rematch brings the Exception Detail Screen. Resolve Type must be populated and clicking into Resolve Comments field is required, however it does not have to be populated. Rematch launches MatchRate which goes to RateServer® and tries to find a matching rate, if one is not found the record will go back into exception status.

Exception Resolution Detail

Invoice No:	0924210	
Supplement No:	0	
Equipment Init:	UP	UNION PACIFIC
Record Source:	FREIGHT INVOICE	
Exception Type:	OUT OF TOLERANCE	
Except Status:	WAITING	
Except Date:	10/22/99 10:46	
Resolve Type:		
Resolve Comments:		

OK   Cancel

Notice the OK button is visible after a Resolve Type and Resolve Comments have been entered.

Exception Resolution Detail

Invoice No:	0924210	
Supplement No:	0	
Equipment Init:	UP	UNION PACIFIC
Record Source:	FREIGHT INVOICE	
Exception Type:	OUT OF TOLERANCE	
Except Status:	WAITING	
Except Date:	10/22/99 10:46	
Resolve Type:	RATE ADJUSTMENT	
Resolve Comments:	Approved	

OK   Cancel

Payment Exceptions

Payment Exceptions occur because of Approval, Missing CLM's and Potential Duplicates. Choosing Exceptions_Payments from the main TRANSPay™ screen brings the example below.

Clearing Payment Exceptions

In this example, the highlighted record is for the Union Pacific and there is one invoice with five line items. The invoice number and total is listed on the left and the right column shows the detail.

This invoice needs approval of all five lines. To approve Payment Exceptions simply click on the **Approve** button located in the header section of this screen. If the user has authority to approve these amounts for these charges, the system will ask to confirm and send the invoice through to Payment Request. If the user does not have authority to approve at this level, the approval will need to come from someone with proper approval levels.

The second set of information on the left side shows the Organization as Bourque Data Systems and the Vendor as Union Pacific. Notice that there are many different invoices listed. Clicking on each individual invoice on the left side will bring a different set of information on the right side.

If for any reason the payment request should not go to accounts payable simply click the **Reject** button. The payment will be rejected and the accrual will be in exception status as Payment Reject.

Reports and Utilities

Reports

The screen below lists the reports available in TRANSPay™. They are Approval Amounts, Exceptions, MatchPay ByPass, Out of Tolerance, Payment Amounts, Payment Timelines and GL Criteria and Rate Request Audit. Reports on the list below with an arrow pointing right, indicates there are multiple reports under that heading. For example, Exceptions offers three reports, Accruals, Invoices and Payment Requests.

Approval Amounts

This report shows each amount approved by users for a vendor within the date range and organization specified. When filling in the header information for this report be sure to tab from field to field.

> **To Run the Approval Amounts Report**
> 1. **Go to Reports_Approval Amounts.**
> 2. **Select an Organization (can be All).**
> 3. **Choose a Date Range or select Year to Date.**
> 4. **Click OK button.**

Exceptions

Exception reporting allows for viewing of records in exception status whether they are Accruals, Invoices or Payment Requests.

Accrual Exceptions

The types of exceptions that occur in accruals include No Vendor, No Carrier, No Contract, No Rate Code and No GL Code. An accrual exception means that RateServer® was unable to rate. This report will list accrual exceptions by Organization Code, Transit Mode and Carrier Name. When filling in the header information for the report be sure to tab from field to field.

The fields displayed on this report are:

- Organization
- BOL No.
- Exception Date

- Transit Mode
- Equipment Init & No.
- Exception Type

- Carrier
- Ship Date
- Accrual Amount

To Run the Accrual Exceptions Reports
1. **Go to Reports_Exceptions_Accrual.**
2. **Select Organization (can be All).**
3. **Select Transit Mode (can be All).**
4. **Select Carrier Name (can be All).**
5. **Click OK button.**

Invoice Exceptions

Invoice Exceptions fall into the following categories: Out of Tolerance, Duplicate Invoice and No Match. When filling in the header information for the report be sure to tab from field to field.

The fields displayed on this report are:

- Organization
- Invoice/Supplement No.
- Invoice Amount
- Transit Mode
- Exception Date
- Vendor
- Exception Type

To Run the Invoice Exception Report
1. **Go to Reports_Exceptions_Invoices.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Enter the Vendor Code or Name (can be All).**
5. **Click OK button.**

Payment Request Exceptions

Payment Request Exceptions occur as a result of Approval, Potential Duplicate and CLM Missing. When filling in the header information for the report be sure to tab from field to field.

The fields displayed on this report are:

- Organization
- Invoice/Supplement No.
- Charge Type
- Exception Type

- Transit Mode
- BOL Number
- Activity Date
- Payment Amount

- Vendor
- Equipment Initial & Number
- Exception Date

To Run the Payment Request Exception Report
1. **Go to Reports_Exceptions_Payment Requests.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Enter the Vendor Code or Name (can be All).**
5. **Click OK button.**

MatchPay ByPass

This report lists the instances of individual records going through MatchPay ByPass. The fields displayed on this report are:

- Organization
- Invoice/Supplement No.
- Charge Type
- Vendor
- BOL No.
- Payment Request Date
- User ID
- Equipment Init & Number
- Amount

When filling in the header information for the report be sure to tab from field to field.

RAILTRAC® TRANSPay (tm)
File Freight Non-Freight Payments Exceptions Config Reports Utilities Window Help

MatchPay ByPass Report

Organization	Vendor Code	Vendor Name	From/To	Year to Date	OK
BOURQUE DATA SYSTEMS	UP	UNION PACIFIC	00/00/00 00/00/00	☑	Print

10/5/99	TRANSPay - MatchPay ByPass	Page 10 of 12

Dates 1/1/99 to 10/5/99

Organization

  Vendor

    User ID

Invoice/ Supplement No.	BOL No.	Equipment Init/No.		Charge Type	Payment Request Date	Amount
BDS	BOURQUE DATA SYSTEMS					
UP	UNION PACIFIC					
sa						
0820150	0 RRRR	INIT	NO	RECNSG	08/21/99	200.00
0821440	0 RRRR	INIT	NO	RECNSG	08/21/99	500.00
0821450	0 RRRR	INIT	NO	RECNSG	08/21/99	500.00
08221145	0 DDDD	0822	1145	DP	08/22/99	500.00
0822220	0 DDDD	INIT	NO	DP	08/22/99	2,100.00
0822940	0 RRRR	INIT	NO	RECNSG	08/22/99	200.00
08231010	0 08231010	INIT	123	FO	08/23/99	3,000.00
08231105	0 08231105	INIT	NO	FO	08/23/99	3,000.00
08231110	0 08231110	INIT	123	DE	08/23/99	3,000.00

To Run the MatchPay Bypass Report
1. **Go to Reports_MatchPay Bypass.**
2. **Select an Organization (can be All).**
3. **Enter the Vendor Code or Name (can be All).**
4. **Enter the Date Range or select Year to Date.**
5. **Click OK button.**

Out of Tolerance Report

The fields displayed on this report are:

- Organization
- Date Range or YTD
- Equipment Initial & Number
- Date Resolved
- Transit Mode
- Invoice/Supplement No.
- Charge Type
- Vendor
- BOL Number
- Activity Date

When filling in the header information for the report be sure to tab from field to field.

To Run the Out of Tolerance Report
1. **Go to Reports_Out of Tolerance.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Enter the Vendor Code or Name (can be All).**
5. **Enter a Date Range or select Year to Date.**
6. **Click OK button.**

Payment Amounts

Payment Amounts offers five options for reporting. They are Queued by Transit Mode, Queued by Batch ID, Sent to A/P, Paid and Vendor Settlement.
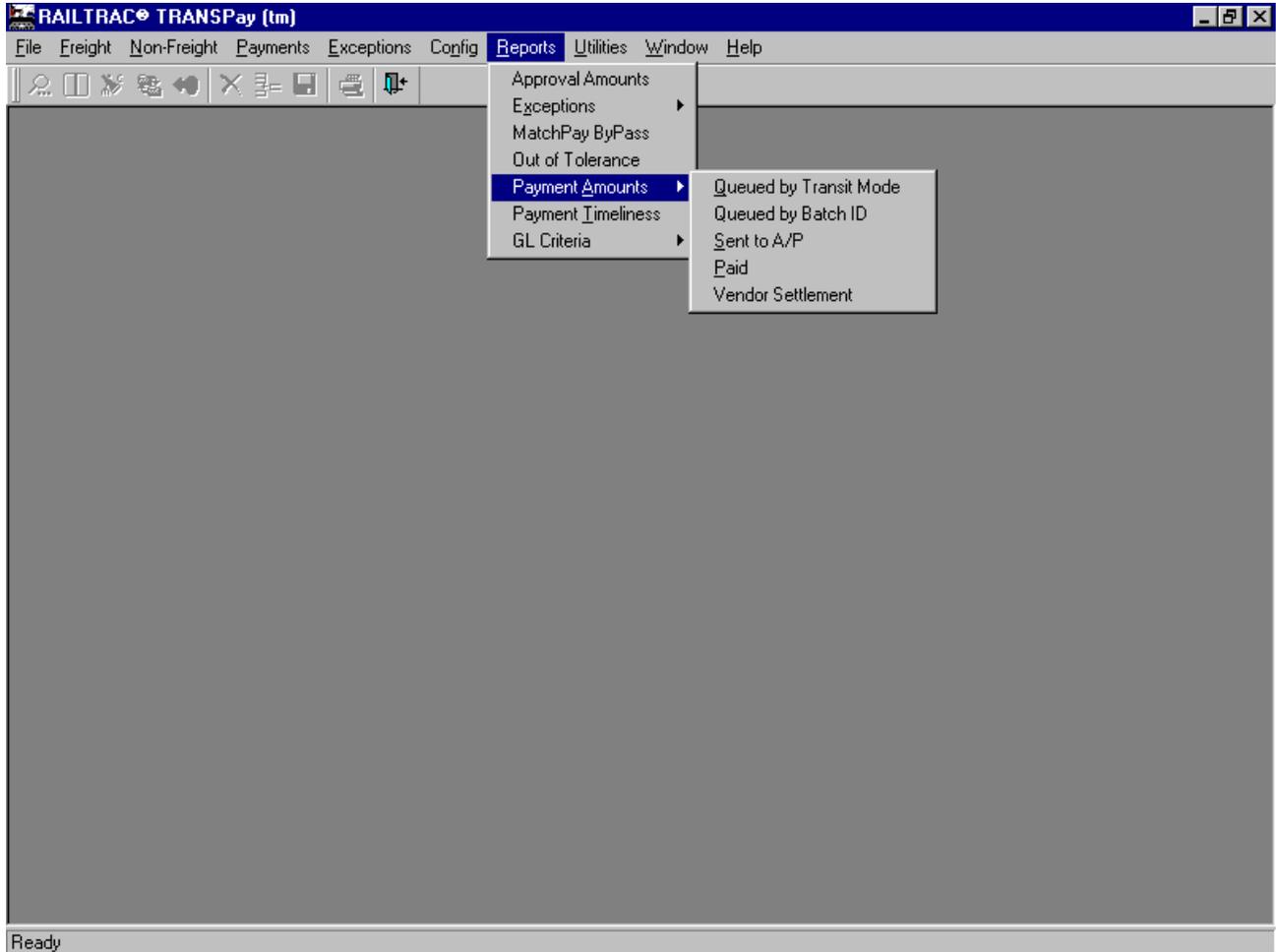
Queued Payments

This report displays by Organization, Transit Mode and Vendor payments that have been queued. The fields displayed on this report are:

- Organization
- Invoice/Supplement No.
- Amount
- Transit Mode
- BOL Number
- Vendor
- Due Date

When filling in the header information for the report be sure to tab from field to field.

To Run the Payment Amounts by Transit Mode Report
1. Go to Reports_Payment Amounts_Queued by Transit Mode.
2. Select an Organization (can be All).
3. Select the Transit Mode (can be All).
4. Enter the Vendor Code or Name (can be All).
5. Click OK button.

Queued by Batch ID

This report displays by Organization and Batch Group ID payments that were made as the result of a batch payment. The fields displayed on this report are:

- Organization
- Invoice/Supplement No.
- Amount
- Batch Group ID
- BOL Number
- Vendor
- Due Date

When filling in the header information for the report be sure to tab from field to field.

To Run the Payment Amounts Queued by Batch ID Report
1. **Go to Payment Amounts_Queued by Batch ID.**
2. **Select an Organization (can be All).**
3. **Select Batch Group ID (can be All).**
4. **Click OK button.**

Sent to A/P

This report displays by Organization, Transit Mode, Vendor and Date Range payments that have been sent to accounts payable. Clicking on Reports_Payment Amounts_Sent to A/P_Detail brings a GetDataBox with the following options: Org Code, Transit Mode, Vendor Code, Vendor Name, From/To Date, or simply select All. The fields displayed on this report are:

- Organization
- Invoice/Supplement
- Amount

- Transit Mode
- BOL No.

- Vendor
- Sent Date

When filling in the header information for the report be sure to tab from field to field.

To Run the Payment Amounts_Sent to A/P
1. **Go to Reports_Payment Amounts_Sent to A/P (Detail or Summary).**
2. **Fill in the appropriate fields in the GetDataBox or select All.**
3. **Click OK button.**

Amounts Paid

This report displays by Organization, Transit Mode, Vendor and Date Range payments that have been made. The fields displayed on this report are:

- Organization
- Vendor Name
- Pay Supplement No.

- Transit Mode
- BOL No.
- Check No.

- Vendor Code
- Invoice/Supp No.
- Check Date
- Amount

When filling in the header information for the report be sure to tab from field to field.

To Run the Payment Amounts_Paid
1. **Go to Reports_Payment Amounts_Paid (Detail or Summary).**
2. **In the GetDataBox fill in the available fields or select All.**
3. **Click OK button.**

Payment Timeliness

This report displays by Organization, Transit Mode, Vendor and Date Range the payment history with carriers. The fields displayed on this report are:

- Organization
- Date Range or YTD
- Total Amount
- 31-45 Days

- Transit Mode
- Number of Payments
- 1-15 Days
- 46-60 Days

- Vendor
- Percentage
- 16-30 Days
- 60+ Days

When filling in the header information for the report be sure to tab from field to field.
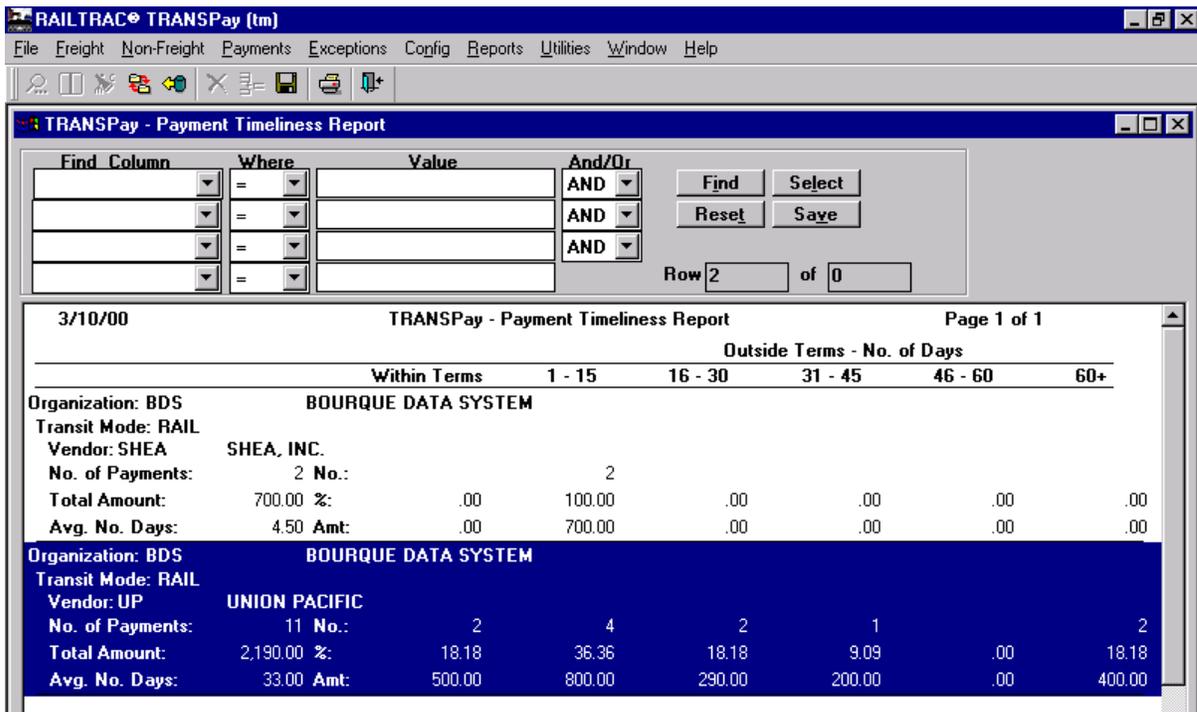
To Run the Payment Amounts_Vendor Settlement
1. **Go to Reports_Payment Amounts.**
2. **Fill in selected fields in the GetDataBox or Select All.**
3. **Click OK button.**

GL Criteria
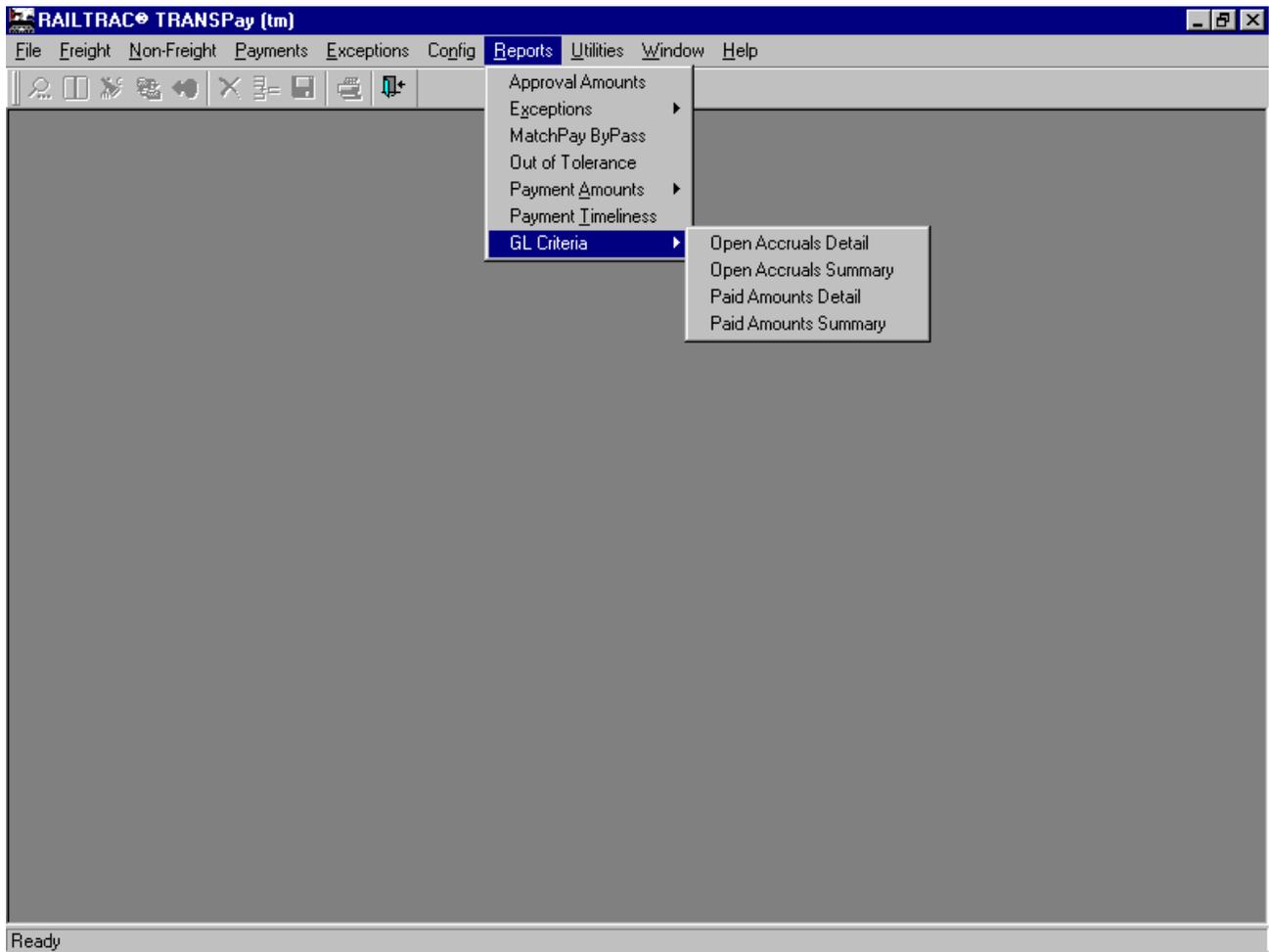
GL Open Accruals Detail

The fields displayed on this report are:

- Organization
- Location
- Vendor Code
- Ship Date

- Transit Mode
- Comm Class
- BOL No.
- Origin City

- Division
- Charge Type
- Equipment Initial & No.

When filling in the header information for the report be sure to tab from field to field.

To Run the GL Criteria_Open Accruals Detail

1. **Go to Reports_GL Criteria_Open Accruals Detail.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Click OK button.**

GL Open Accrual Amounts Summary

The fields displayed on this report are:

- Organization
- Location
- Vendor Code

- Transit Mode
- Comm Class
- Amount

- Division
- Charge Type

To Run the GL Criteria_Open Accruals Summary Report
1. Go to Reports_GL Criteria_Open Accruals Summary.
2. Select an Organization (can be All).
3. Select the Transit Mode (can be All).
4. Click OK button.

Paid Amounts Detail

The fields displayed on this report are:

- Organization
- Division
- Charge
- Invoice No.

- Transit Mode
- Location
- Vendor Code
- Check No.

- Date Range
- Comm Class
- BOL No.
- Check Date

When filling in the header information for the report be sure to tab from field to field.

To Run the GL Criteria_Paid Amounts Detail Report
1. **Go to Reports_GL Criteria_Paid Amounts Detail.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Enter a Date Range or Year to Date.**
5. **Click OK button.**

Paid Amounts Detail Summary

The fields displayed on this report are:

- Organization
- Division
- Charge Type
- Invoice No.

- Transit Mode
- Location
- Vendor Code
- Check No.

- Date Range
- Comm Class
- Amount

When filling in the header information for the report be sure to tab from field to field.

To Run the GL Criteria_Paid Amounts Detail Report
1. **Go to Reports_GL Criteria_Paid Amounts Detail.**
2. **Select an Organization (can be All).**
3. **Select the Transit Mode (can be All).**
4. **Enter a Date Range or Year to Date.**
5. **Click OK button.**

Utilities

The options available under Utilities are: Accrual Resubmit, PreProcess Payment Requests, Load GL Export File, Recycle Exceptions, Load EDI Import and Process EDI Invoices.
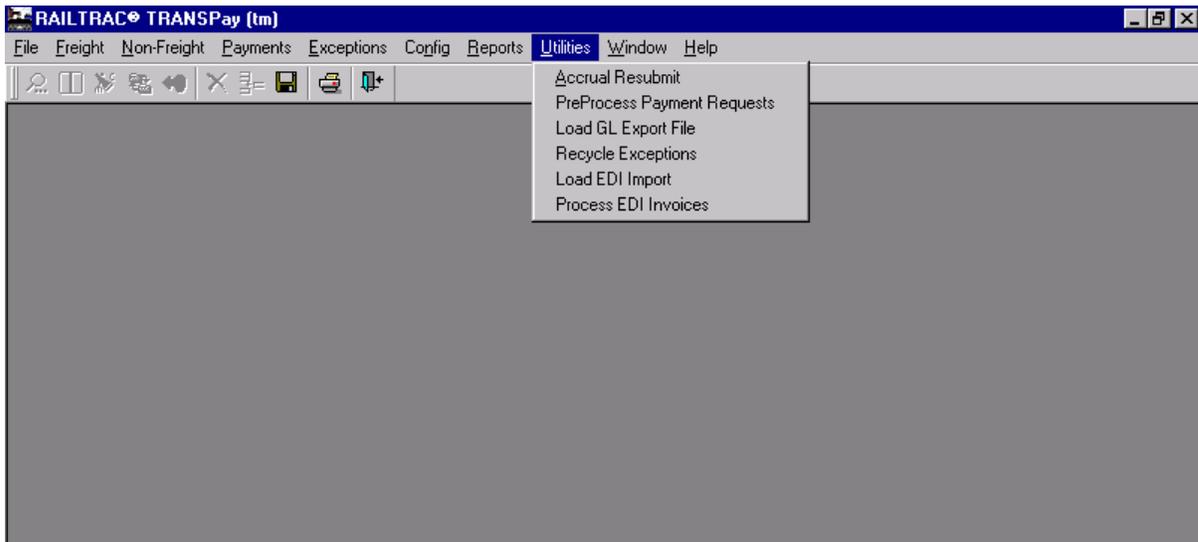
Accrual Resubmit

Accrual Resubmit allows users to identify individual accrual records to be resubmitted either through a Batch Procedure or On-Line. Clicking Utilities_Accrual Resubmit brings GetDataBox below.

The user can narrow the search through records by using the GetDataBox by entering Ship Date, Carrier Code, Carrier Name, Equipment Initial or Equipment Number. Like other GetDataBoxes one or many of the fields can be populated to narrow the scope of records returned. The screen below is the result of selecting All.

Double-clicking on any record will bring the accrual detail. Click the [Resubmit] button to resubmit the accrual.

PrePprocess Payment Request

Preprocessing of Payment Requests marks the records ready to go to Accounts Payable for aging or payment. Clicking on Utilities_PrePprocess Payment Request begins the procedure. The following box will appear to confirm the request.

System Message

? Are you sure you want to PrePprocess Payment Requests?

[Yes] [No]
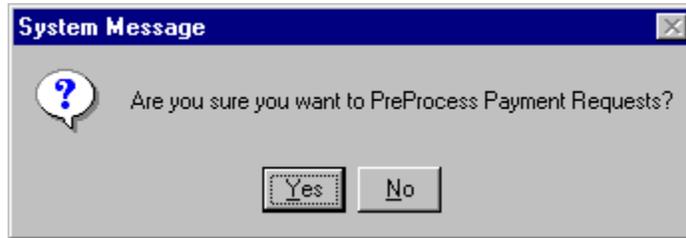
Load GL Export File

Loading the GL Export File is similar to the PrePprocess Payment Request function. Click on Utilities_Load GL Export File and the following box will appear confirming the request. This process takes the processed Payment Requests and sends them to the export file.

System Message

? Are you sure you want to Load the GL Export File?

[Yes] [No]
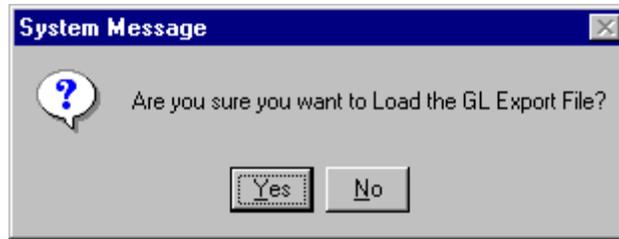
Recycle Exceptions

The types of records that are recycled are defined in Config_Reference_Exception Recycle. Clicking on Utilities_Recycle Exceptions launches the stored procedure responsible for recycling exceptions and produces the message box below.

System Message

? Are you sure you want to Recycle Exceptions?

[Yes] [No]
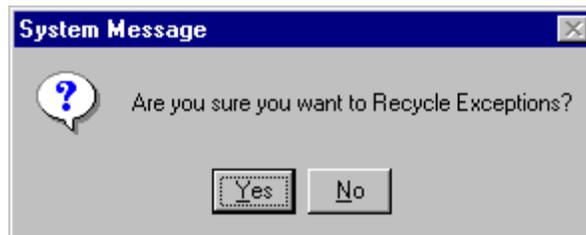
Glossary of Terms

AutoPay

System definition that allows freight payments to be made automatically upon initiation of a shipment to approved vendors without receipt of an invoice.

Carrier Contract Number

Records a carrier contract number if different from the Contract Number.

Contract Number

Records the contract number used.

Currency

Defines whether US dollars or some other form of currency should be used in payment.

Date Received

For recording when an invoice record was received.

Equipment Type

Defines either truck or rail movement

MatchPay

Matches invoices to accruals within tolerance levels to create Payment Request.

Order Number

Identifies the order number sent through the system.

Organization Code

Identifies organizations, these are set up in Config_Organization Codes.

Reference Number

Allows entry of a company specific reference number, other than BOL.

Route Code

Identifies the route the shipment should move on (rail only).

Route Rate Code

Identifies the rate code used.

Shipper Reference Number

Allows entry of a number other than BOL, this could be a number the shipper uses to reference the shipment.

Vendor

Identifies the vendor.