

Rate Request Exceptions – Exceptions->Accrual

Get Data Window – enter a ship date, carrier code, carrier name, org code, BOL, and/or Equipment ID, or hit ALL to bring up all exceptions

Get Data

Shipment Date:

Carrier Code:

Carrier Name:

Org Code:

BOL No.:

Equipment Init:

Equipment No.:

Double click on an exception to view the shipment details.

Exception Type	Carrier Code/Name	BOL No.	Origin City/State	Destination City/State
RR	Equipment: ACFX Comm/Prod: CORN Return Statement: INVALID CAR Comment Type:	R0817 Ship Date: 08/17/01 Record Source: RATE REQUEST Except Date: 08/17/01 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: BOURQUE DATA SYSTEM
DUPLICATE	Equipment: ACFX Comm/Prod: CORN Return Statement: SHIPMENT EXISTS Comment Type:	R0818 Ship Date: 08/18/01 Record Source: RATE REQUEST Except Date: 08/22/01 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: BOURQUE DATA SYSTEM
NO RATE	Equipment: ACFX Comm/Prod: CORN Return Statement: NO RATE CODE FOUND Comment Type:	R0906 Ship Date: 09/06/01 Record Source: RATE REQUEST Except Date: 11/08/01 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: CENTRAL SOYA
RR	Equipment: ACFX Comm/Prod: CORN Return Statement: INVALID CAR Comment Type:	0619 Ship Date: 06/19/02 Record Source: RATE REQUEST Except Date: 06/19/02 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: BOURQUE DATA SYSTEM
NO RATE	Equipment: ACFX Comm/Prod: CORN Return Statement: NO RATE CODE FOUND Comment Type:	R070802 Ship Date: 07/08/02 Record Source: RATE REQUEST Except Date: 07/08/02 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: BOURQUE DATA SYSTEM
NO RATE	Equipment: ACFX Comm/Prod: ACORN Return Statement: NO RATE CODE FOUND Comment Type:	R080102 Ship Date: 08/01/02 Record Source: RATE REQUEST Except Date: 08/21/02 Cmt Entry Date:	DENVER Origin Code: 744300 Transit Mode: RAIL	CO COUNCIL BLUFFS IA Destination Code: 549260 Org Code: BOURQUE DATA SYSTEM

If an accrual is unable to rate, it will look like this. Depending on the **Return Code**, (**no rate code found, unable to determine miles, no CRT, unable to convert unit, etc.**) will determine the course of action in RateServer to get it to rate. Examples include but are not limited to: a rate table may not exist for a carrier, a weight break needs to be created or changed on an existing rate, miles may not be on one of the miles table, or the rate code may not exist or be different from the shipment data on the rate request (different route description, or origin/delivery carrier). It is also possible that data on the shipment request may need to be altered, which can be overwritten by a user if needed. In either case, once a shipment needs to try to rate again, it can be manually done by pressing the **Resubmit** button, choosing the **Online** button, and then confirming **Yes**. If successful, the exception will be removed from the accrual exception list. If not, the error message may be the same as before or there may be another exception message now and further investigation needs to occur.

The screenshot shows a 'Freight Accrual Exception' window with the following data:

Equipment:		ACFX 027958	
Ship Date:	09/06/01 10:00	Transit Mode:	RAIL
Entry Date:	11/08/01 13:39	User ID:	BOURQUE\mattm
Exception Type:	NO RATE		
Return Code:	-33 No Rate Code Found		
Record Type:	ADD	In Out Bound:	OUTBOUND
Org Code:	CENTRAL SOYA		
BOL No:	R0906		
Carrier:			
Code Type:	SPLC	# Stops:	1
Origin:	744300	DENVER	

Commodities	Qty	UM
1: CORN	200000	LBS
2:	0	
3:	0	
4:	0	
5:	0	
6:	0	
7:	0	
8:	0	
9:	0	
10:	0	

Destination(s)		
1:	549260 COUNCIL BLUFFS	IA
Customer:	0626CUST	
2:		
Customer:		
3:		
Customer:		
4:		
Customer:		
5:		
Customer:		
6:		
Customer:		

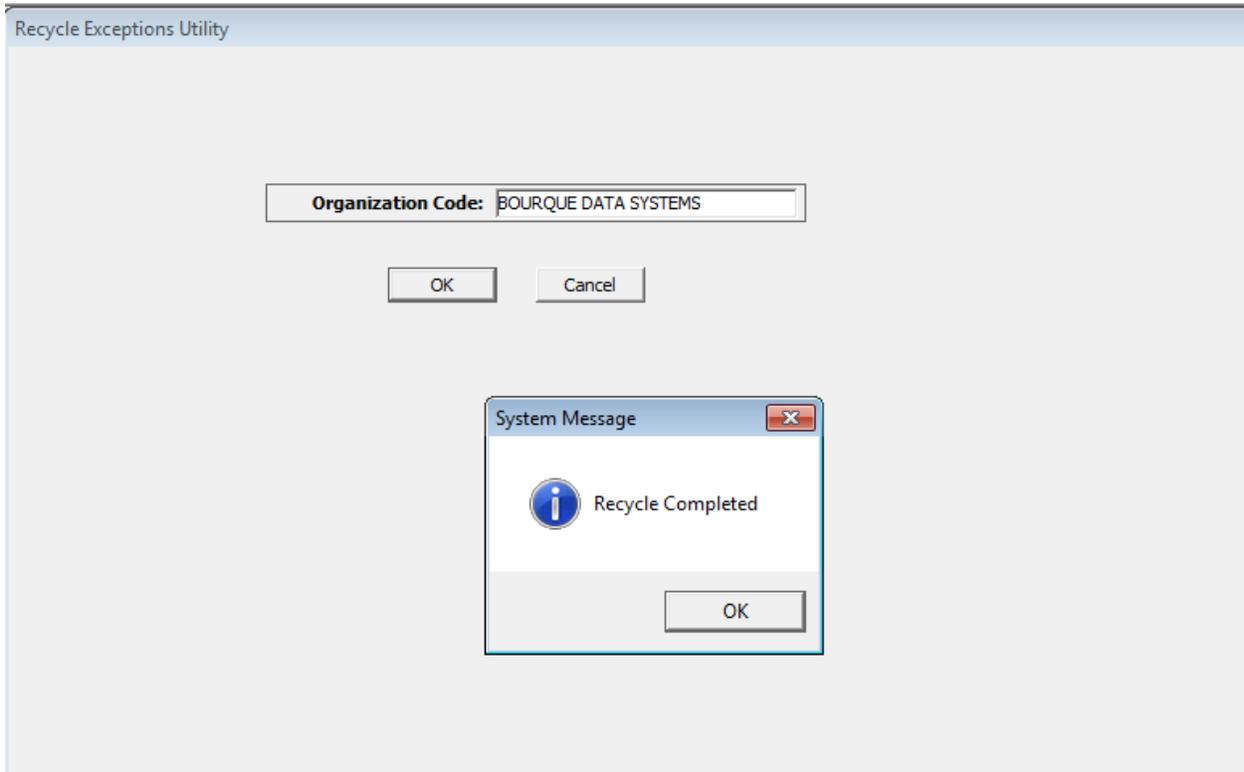
Equipment:	HOPPER CAR	Owner:	RR
Ship Type:	LINE HAUL		
Prepaid Collect:	PREPAID		
Origin Carrier:	BNSF	Delivery Carrier:	IAIS
In Route Code:			
In Route Dscr:	BNSF-KCITY-UP		
Order No:	ORDNO		
# Orders:		# Cars:	1
Reference No:	REFNO		
Shipper Ref No:	SHIPREFNO		
Manual Entry:	NO		

GL Criteria	
ORGANIZATION	LUBES
DIVISION:	
LOCATION:	
MODE:	

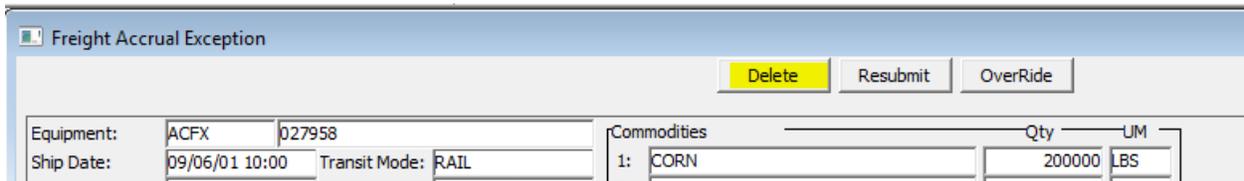
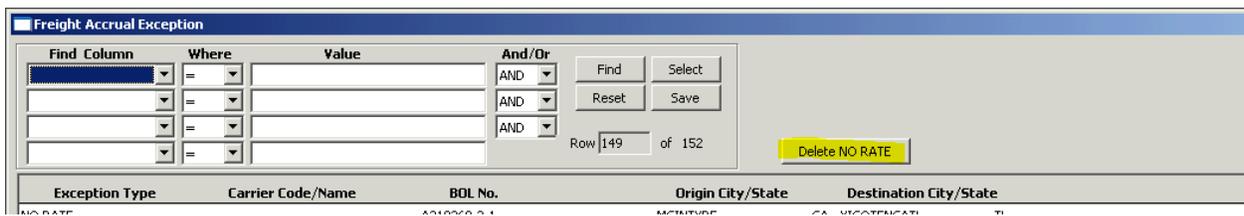
Custom Data	
RED:	DATA1
GREEN:	
BLUE:	
YELLOW:	
DATA5:	
DATA6:	

If there are a number of exceptions that need to be resubmitted, a batch function under **Utilities->Recycle Exceptions** exists. Select Yes and then the Organization Code on the screen that appears and press OK. Depending on the number of exceptions that exist for the chosen Organization Code, this can

take some time. The more there are, the longer it will take. Once the process is complete, a pop up box will appear stating Recycle Completed. Repeat as needed for any other Organization Codes.



A rate request may also not be valid if it is not meant to rate, such as an empty car movement and needs to be deleted. To delete a rate request that is not meant to rate, the Delete NO RATE button can be pressed on the accrual exception screen or Delete can be pressed on the detail screen. User will be prompted to confirm the deletion when either button is pressed.



If it is a **Sent to A/P exception**, which means that a re-rate has tried to happen but payment has already been exported out of TRANSPay, press the **Process Exception** button, check the middle option, and press OK to reset the payment and accrual to their previous status. If it does need to re-rate, choose the third option. Note the invoice will be back in Invoice Exceptions so it should be looked at as soon as possible so it doesn't get reprocessed by a user in error.

Process Exception

This Exception Type occurs when an attempt to resubmit a Rate/Shipment Request is made after all existing Payment Requests for that Shipment have been Sent to A/P or have Completed. Please select an option below to clear the Exception.

- Manually correct the information in RateServer and then Resubmit using this Option. Only new charges or charges that had not rated previously will be processed.**
- Delete this Exception record. The previous Rate/ Shipment Request will be restored. It is possible that the previous record was in Exception status and may require review.**
- Reject the Sent to A/P or Completed Payments and Resubmit the Rate/Shipment Request. Please Note that this may cause duplicate payments in your A/P system unless it is notified.**

Accrual Exceptions – Exceptions->Accrual

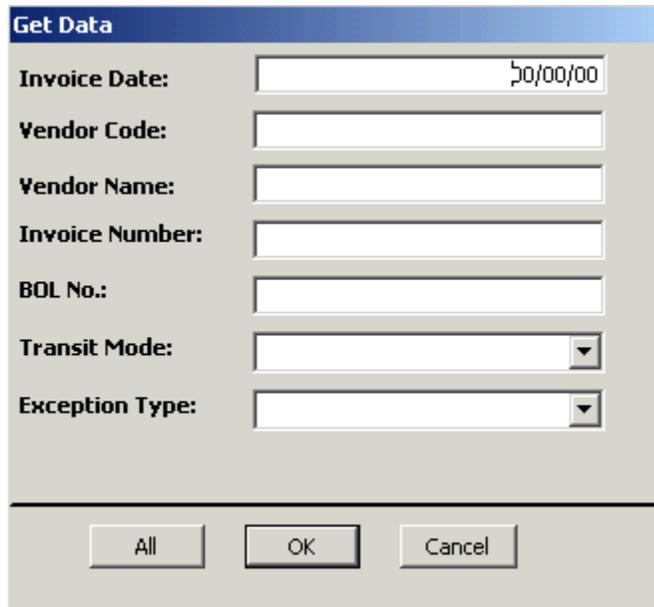
These will show on the same screen as the rate exceptions but have an exception along the lines of **Invalid Org Code** or **Invalid Vendor**. The screen will look similar to this split screen where the accrual details are on the left and the ship request is on the right. This means the accrual was successful but some other data is not right with it. Usually, this is due to an **invalid Organization Code** on the ship request or the carrier is not linked to a Vendor in TRANSPay. If it is an **Organization Code** issue, a user can select the correct one on the **Ship Request** side and **Resubmit**. The exception should then disappear. User should also contact the appropriate user who can fix it on the Shipper table so that it does not continue to occur.

If it is a **vendor set up issue**, check first for an existing vendor under **Config->Reference->Vendors**. If one exists, check the **Carriers** tab on that Vendor record by double clicking, and make sure the carrier is properly linked to the vendor with the correct Organization Code and origin. Origin can be ALL or specific. If not, create a vendor and link the carrier accordingly. Once set up, the exception can be Resubmitted and should clear.

Transit Mode	Carrier Code	Origin SPLC	Origin City/State	Charge Type	Organization Code	Default Vendor
LESS THAN TRUCK	YELL	684800	HOUSTON	TX	ALL	BOURQUE DATA S

EDI Import Exceptions – Exceptions ->EDI Import

Get Data Window – enter an invoice date, vendor code, vendor name, invoice number, BOL, transit mode and/or Exception Type, or hit ALL to bring up all exceptions



The screenshot shows a dialog box titled "Get Data" with a blue header bar. Below the header, there are seven input fields arranged vertically. The first field is "Invoice Date:" with a date value of "5/0/00/00". The other fields are "Vendor Code:", "Vendor Name:", "Invoice Number:", "BOL No.:", "Transit Mode:", and "Exception Type:". The "Transit Mode:" and "Exception Type:" fields are dropdown menus. At the bottom of the dialog box, there are three buttons: "All", "OK", and "Cancel".

There are different exception types that can be found. The main ones are:

- **Invalid Origin/Destination** - where the spelling of the city/state does not match the spelling on the RateServer SPLC table – some railroads have multiple spellings for the same SPLC and RateServer can only handle one.
- **No Vendor**, where the carrier code sent on the invoice is not linked to a vendor in TRANSPay
- **Invalid Charge Type**, where the interface charge type sent by the carrier does not match up to a RateServer charge or TRANSPay charge type
- **Accrual Cancelled**, where the carrier submitted an invoice for an accrual that is cancelled in TRANSPay
- **Invalid Switch Info**, where a switch charge came in but the switch location/carrier was not sent or found on an accrual

Invoice No.	Vendor Code/Name	BOL No.	Equipment Init/No.	Ship Date	Exception Type	Transit Mode	Charge Type	Invoice Date
1001012911	111071 NORFOLK SOUTHERN RAILWAY CO.	1260026203	ADMX 078330	12/27/12	INVALID SWITCH INFO	RAIL	SWITCH CHARGE	01/02/13
1001216206	111071 NORFOLK SOUTHERN RAILWAY CO.	WG00005128	ADMX 080001	12/20/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001216206	111071 NORFOLK SOUTHERN RAILWAY CO.	WG00005128	CRDX 001022	12/20/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001216214	111071 NORFOLK SOUTHERN RAILWAY CO.	584348	ADMX 085052	12/21/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001216222	111071 NORFOLK SOUTHERN RAILWAY CO.	564132	ADMX 080196	12/21/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001216256	111071 NORFOLK SOUTHERN RAILWAY CO.	WG00005130	ADMX 080077	12/22/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001216256	111071 NORFOLK SOUTHERN RAILWAY CO.	WG00005130	UFLX 100034	12/22/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 006207	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 006207	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 006433	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 006433	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008314	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008314	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008376	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008376	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008388	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008388	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008712	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 008712	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 014473	10/18/12	INVALID CHARGE TYPE	RAIL	XBSX	01/02/13
1001217472	111071 NORFOLK SOUTHERN RAILWAY CO.	1010014576	CRDX 014473	10/18/12	INVALID ORIGIN	RAIL	FREIGHT OUTBOUND	01/02/13

To edit an EDI Import Exception, double click on a record to bring up the details.

EDI Import Record Exception Maintenance	
Invoice No.:	1001216206
Exception Type:	INVALID ORIGIN
BOL No.:	WG00005128
Ship Date:	12/20/12
Invoice Date:	01/02/13
Invoice Rcvd Date:	01/21/13
Entry Date:	01/21/13
Product:	2092314
Quantity:	202,340.0000
UM:	POUNDS
Amount:	3,714.00
Rate:	3714.0000
Currency:	USA
MatchPay:	YES
Ignore If Autopay:	YES
Record Type:	ADD
Org Code:	BOURQUE DATA SYSTE
Carrier:	NS
Vendor:	111071 NORFOLK SOUTHERN RAILWAY CO.
Equipment Init/No.:	ADMX 080001
Interface Charge Type:	FO
Charge Type:	FREIGHT OUTBOUND
Origin City/State:	FOSTORIA OH
Destination City/State:	BRIDGEVILLE DE
Switch Carrier:	
Switch Location:	
Order No.:	
Contract No.:	
Shipper Ref No.:	
Custom Data	General Ledger
RED:	GL Code:
GREEN:	ORGANIZATION:
BLUE:	DIVISION:
YELLOW:	LOCATION:
DATA5:	MODE:
DATA6:	
DATA7:	
DATA8:	
DATA9:	
DATA10:	
Load Accrual Data	Delete
OK	Cancel

In cases such as **Invalid Origin/Destination** and **Invalid Switch Info**, sometimes the invoice may have come in before the accrual was generated. An easy way to try and resolve an exception is to press **Load Accrual Data** to see if that is the case. Accrual data will be imported for most fields, except for the amount, if a match is found, at which point, hitting OK should allow the exception to process. If a match isn't found, then the spelling will need to be updated to match the SPLC table for the origin/destination. For **Invalid Switch Info**, if valid, the **Switch Carrier** and **Switch Location** (SPLC) will need to be manually

entered if they are not found on the accrual. **GL Code SEND** may need to be added manually, as well as the **Freight Terms** under Custom Data. Hit OK to process, Delete if it's not a valid charge.

Regarding **No Vendor**, check first for an existing vendor. If one exists, check the Carriers tab and make sure the carrier is properly linked to the vendor with the correct Organization Code. If not, create a vendor and link the carrier accordingly. Once set up, the **Vendor** field can be right clicked on and it should automatically update. **GL Code SEND** may need to be added manually, as well as the **Freight Terms** under Custom Data. User may also try **Load Accrual Data** instead. Hit OK to process.

For **Invalid Charge Type**, user can select an existing **Charge Type** on the drop down field and push it through from there. **GL Code SEND** may need to be added manually, as well as the **Freight Terms** under **Custom Data**. User may also try **Load Accrual Data**. Hit OK to process. TP_Support should be contacted to create a permanent link on a table so this does not reoccur.

For **Cancelled Accrual**, this means that the accrual the invoice is for has either already been closed, either through payment or manually closed, or the shipment was cancelled. Bring up the accrual under Freight->Accrual to check the current status which should show as either open, closed, or cancelled. The accrual should show up as cancelled. User may need to verify that this shipment did not occur and wasn't erroneously cancelled. Once verified and if the shipment did not occur, the EDI Import exception can be **Deleted**. If the shipment did occur or user is in agreement to pay the invoice, the EDI Import exception should be deleted but the invoice can be entered manually for payment in TRANSPay under Freight->Invoices.

Freight Invoices – Exceptions ->Freight Invoices

Get Data Window - enter an invoice date, vendor code, vendor name, invoice number, supplement number, transit mode and/or Exception Type, or hit ALL to bring up all exceptions

Get Data

Invoice Date:

Vendor Code:

Vendor Name:

Invoice Number:

Supplement:

Transit Mode:

Exception Type:

Freight Invoice Exceptions are usually those where the invoice came in and either a tolerance level was exceeded or no accrual match was found. If an invoice has been entered or imported a second time or more, the Supplement No. will increase from zero for each time it has been brought in. To the right, is the Exception Type(s) for the highlighted invoice.

Vendor/Carrier	Invoice No.	Supplement No.	Amount	Last Exception Comment
TCORP TRANSIT CORP	0612-4	0	500.00	
Mode: RAIL	Org: BDS	Invoice Date: 06/08/01		
TCORP TRANSIT CORP	1010101	0	500.00	
Mode: RAIL	Org: BDS	Invoice Date: 05/15/00		
TCORP TRANSIT CORP	242324205	1	515.00	
Mode: RAIL	Org: BDS	Invoice Date: 04/14/10		
TCORP TRANSIT CORP	242324205	0	515.00	
Mode: RAIL	Org: BDS	Invoice Date: 04/14/10		
TCORP TRANSIT CORP	EDITTEST	0	500.00	
Mode: RAIL	Org: BDS	Invoice Date: 10/10/07		
TCORP TRANSIT CORP	PB10	0	600.00	
Mode: RAIL	Org: BDS	Invoice Date: 09/01/09		
TCORP TRANSIT CORP	R010103	0	2,000.00	
Mode: RAIL	Org: BDS	Invoice Date: 01/01/03		
TCORP TRANSIT CORP	R010203	0	3,540.00	
Mode: RAIL	Org: BDS	Invoice Date: 01/02/03		
TCORP TRANSIT CORP	R010703	0	3,540.00	
Mode: RAIL	Org: BDS	Invoice Date: 01/07/03		
TCORP TRANSIT CORP	R011103	0	1,715.00	
Mode: RAIL	Org: BDS	Invoice Date: 01/11/03		
TCORP TRANSIT CORP	R0228-2	0	2,300.00	
Mode: RAIL	Org: BDS	Invoice Date: 02/28/03		
TCORP TRANSIT CORP	R120602	0	1,715.00	
Mode: RAIL	Org: BDS	Invoice Date: 12/07/02		

Exception Type: OVER NO MATCH LIMIT

BOL No.: R120802

Equipment: ACFX 027958

Activity Date: 12/08/02

Except Date: 06/14/18

Double click on a record to bring up the details. The invoice data is on the left, accrual data is on the right, if any was found.

Freight Invoice Exception Detail							
Vendor:	TCORP	TRANSIT CORP	Transit Mode:	RAIL	Org. Code:	BOURQUE DATA SYSTEM	
Invoice No.:	0612-4		Supplement No.:	0	Invoice Total:	500.00	
Invoice Date:	06/08/01		Received Date:	06/08/01	Currency:	USA	
Invoice Amount			Accrual Amount				
Exception Type: OVER NO MATCH LIMIT			Exception Type:				
BOL:	0612	Equip:	ACFX 027958	BOL:	NO MATCH	Equip:	
Charge Type:	DEDICATED TRAILER	Ship Date:	06/12/01	Charge Type:		Ship Date:	00/00/00
Origin:	KANSAS CITY MO	Dest:	COUNCIL BLUFFS	Origin:		Dest:	
GL Code:	LEXCAAA-AA111-116	GL Comm:	ALL	GL Code:	- -	GL Comm:	
GL Prod:	CORN	Contract:	UP-1010-CORN	GL Prod:		Contract:	
Qty:	.0000	UM:		Rate:	.0000	Rate:	.0000
Pay Status:							
Totals:			500.00	Totals:			.00

View: Comments Custom Data GL Criteria Perform: Adjustment ByPass/Pay Rematch Cancel Inv. Edit Inv. Clear Except. Close

At the bottom are various options:

View

- **Comments** – all comments that may have been added by a user relating to the invoice exception. Comments can also be added from here.
- **Custom Data** – any Custom Data pulled in from the accrual to the invoice. If an invoice did not match to an accrual, this will be blank.
- **GL Criteria** – any GL Data pulled in from the accrual to the invoice. If an invoice did not match to an accrual, this will be blank.

Perform

- **Adjustment** – can make a manual adjustment to the total amount of the invoice or accrual from this screen

- **Bypass/Pay** – used if the invoice amount is OK to pay as billed, even if the tolerances are exceeded or an accrual does not exist. User will select a Resolution Type and add a comment if needed, which can also be copied to the payment and check by checking off the appropriate boxes.
- **Rematch** – attempts to rematch the invoice to an accrual, may stay as an invoice exception if the tolerances are still exceeded or an accrual is not found to match up to. Useful if the accrual was created after the invoice came in. If it still does not match, either an **invoice edit** or **ByPass/Pay** will need to be done to process the invoice for payment.
- **Cancel Inv.** – allows the user to cancel the invoice if it is not valid
- **Edit Inv.** – allows the user to edit the invoice as needed to process it for payment
- **Clear Except** – allows the user to clear the invoice exception without cancelling it
- **Close** – closes the screen

If the user chooses to **Edit Invoice**, to either bring in the accrual data or to change the amounts or charges on the invoice, this will bring up the invoice entry screen with various options.

Add Freight Invoice						
Vendor:	TCORP	TRANSIT CORP	SCAC:		Org. Code:	BOURQUE DATA SYSTEM
Invoice No.:	0612-4		Transit Mode:	RAIL	MatchPay:	YES
Invoice Date:	06/08/01		Supplement No.:	0	Invoice Status:	DRAFT
Invoice Total:	500.00	Currency:	USA	Received Date:	06/08/01	

Include	Accrual Balance	Invoice Amount	Difference Pcnt	Dollars
<input checked="" type="checkbox"/> *BOL: 0612 *Origin: KANSAS CITY MO *GL Comm: ALL Qty: .0000 UM: Contract: UP-1010-CORN Cust No.: 0626CUST *Equip: ACFX 027958 *Dest: COUNCIL BLUFFS IA *GL Prod: CORN Rate: .0000 Order No.: ORDNO *Charge Type: DEDICATED TRAILER *Ship Date: 06/12/01 *GL Code: LEXCAA-AA111-116 Carrier: JUP UNION PACIFIC Accrual Status: .00		500.00		
<input type="checkbox"/> *BOL: *Origin: *GL Comm: ALL Qty: .0000 UM: Contract: Cust No.: *Equip: *Dest: *GL Prod: Rate: .0000 Order No.: *Charge Type: *Ship Date: 00/00/00 *GL Code: - - Carrier: Accrual Status: .00				
		Invoice Total:		500.00

Include All	List Accruals	Copy Item	GL Criteria	Custom Data	Comments	OK	Cancel
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* Indicates Required Field

A user can opt to change the invoice amount on each line charge by overwriting the Invoice Amount on each line, uncheck any charges that will not be paid, manually add in a line charge by typing in the BOL number and Equipment ID and then selecting the appropriate charge type (or by **Copy Item**) and invoice amount to add. A user can also search for a BOL by right clicking in the blank line next to the BOL number to import the accrual data that way. Another option is to look at the open accruals by clicking on the **List Accruals** button, checking off the one(s) to add to the invoice, and pressing OK.

Transit Mode: RAIL		NonPaid Accruals for Vendor Code: TCORP				Organization: BOURQUE DATA SY			
Select	BOL No.	Carrier Code	Equipment Init/No.	Ship Date	Origin City/State	Destination City/State	Current Status		
<input type="checkbox"/>	RAIL-000010-G	UP	RAIL 000010	05/15/00	PASADENA TX	MEMPHIS TN	EXCEPTION		
<input type="checkbox"/>	RAIL-000009-G	UP	RAIL 000009	05/15/00	PASADENA TX	MEMPHIS TN	EXCEPTION		
<input type="checkbox"/>	RAIL-000008-G	UP	RAIL 000008	05/15/00	PASADENA TX	MEMPHIS TN	EXCEPTION		
<input type="checkbox"/>	RAIL-000007-G	UP	RAIL 000007	05/15/00	PASADENA TX	MEMPHIS TN	EXCEPTION		
<input type="checkbox"/>	713-3	UP	ACFX 027958	07/03/00	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	0410	UP	ACFX 027958	04/10/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	0603	UP	ACFX 027958	06/03/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	0604	UP	ACFX 027958	06/04/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	0606	UP	ACFX 027958	06/06/01	KANSAS CITY MO	COUNCIL BLUFFS IA	OPEN		
<input type="checkbox"/>	0607	UP	ACFX 027958	06/07/01	KANSAS CITY MO	COUNCIL BLUFFS IA	OPEN		
<input checked="" type="checkbox"/>	0612	UP	ACFX 027958	06/12/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CLOSED		
<input type="checkbox"/>	0617	UP	ACFX 027958	06/17/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	0711-4	UP	ACFX 027970	07/11/01	KANSAS CITY MO	COUNCIL BLUFFS IA	OPEN		
<input type="checkbox"/>	R0817	UP	ACFX 027958	08/17/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	R0825	UP	ACFX 027958	08/25/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	R0907	UP	ACFX 027958	09/07/01	KANSAS CITY MO	COUNCIL BLUFFS IA	CANCEL		
<input type="checkbox"/>	R1103	UP	ACFX 027958	11/03/01	KANSAS CITY MO	COUNCIL BLUFFS IA	OPEN		

If this option is chosen, the user can press **Include All** to include All charges from the accrual or **check** which ones to **include** on the invoice. The user should also **uncheck** the original invoice data if the accrual data is replacing it. The **Invoice Total** in the header will need to match the Invoice Total in the Details and the **Invoice Status** should be flipped to **INVOICE**. Press OK when done and the system will then run the MatchPay process and attempt to create the payment request(s). If it remains in Invoice Exceptions due to tolerances being exceeded, the user will then need to ByPass/Pay the invoice.

Add Freight Invoice

Vendor:	TCORP	TRANSIT CORP	SCAC:		Org. Code:	BOURQUE DATA SYSTEM
Invoice No.:	0612-4		Transit Mode:	RAIL	MatchPay:	YES
Invoice Date:	06/08/01		Supplement No.:	0	Invoice Status:	INVOICE
Invoice Total:	175.00	Currency:	USA	Received Date:	06/08/01	

Include	Accrual Balance	Invoice Amount	Difference Pcnt	Dollars
<input checked="" type="checkbox"/> *BOL: 0612 *Origin: KANSAS CITY MO *GL Comm: ALL Qty: .0000 UM: Contract: UP-1010-CORN Cust No.: 0626CUST *Equip: ACFX 027958 *Dest: COUNCIL BLUFFS IA *GL Prod: CORN Rate: .0000 Order No.: ORDNO *Charge Type: DEDICATED TRAILER *Ship Date: 06/12/01 *GL Code: LEXCAAA-AA111-116 Carrier: UP UNION PACIFIC Accrual Status: .00 .00				
<input type="checkbox"/> *BOL: 0612 *Origin: KANSAS CITY MO *GL Comm: ALL Qty: 200,000.0000 UM: LBS Contract: Cust No.: 0626CUST *Equip: ACFX 027958 *Dest: COUNCIL BLUFFS IA *GL Prod: CORN Rate: 175.0000 Order No.: ORDNO *Charge Type: SWITCH CHARGE *Ship Date: 06/12/01 *GL Code: LEXCAAA-AA111-116 Carrier: UP UNION PACIFIC Accrual Status: CLOSED 175.00 .00 .0000 -175.00				
<input type="checkbox"/> *BOL: 0612 *Origin: KANSAS CITY MO *GL Comm: ALL Qty: 200,000.0000 UM: LBS Contract: UP-1010-CORN Cust No.: 0626CUST *Equip: ACFX 027958 *Dest: COUNCIL BLUFFS IA *GL Prod: CORN Rate: .7700 Order No.: ORDNO *Charge Type: FREIGHT OUTBOUND *Ship Date: 06/12/01 *GL Code: LEXCAAA-AA111-116 Carrier: UP UNION PACIFIC Accrual Status: OPEN .00 .00 .0000 0.00				
<input checked="" type="checkbox"/> *BOL: 0612 *Origin: KANSAS CITY MO *GL Comm: ALL Qty: 200,000.0000 UM: LBS Contract: UP-1010-CORN Cust No.: 0626CUST *Equip: ACFX 027958 *Dest: COUNCIL BLUFFS IA *GL Prod: CORN Rate: 175.0000 Order No.: ORDNO *Charge Type: SWITCH CHARGE *Ship Date: 06/12/01 *GL Code: LEXCAAA-AA111-116 Carrier: UP UNION PACIFIC Accrual Status: OPEN -175.00 -175.00 .0000 0.00				

* Indicates Required Field

For multi car bills and unit trains, select the invoice from the Invoice Exception screen and press the EDI Unit Train Worksheet button.

Freight Invoice Exceptions

Find Column	Where	Value	And/Or
	=		AND

Row 1 of 3

Vendor/Carrier	Invoice No.	Supplement No.	Amount	Last Exception Comment
010496 CANADIAN PACIFIC RAILWA	611971080	0	67,769.52	
Mode: RAIL	Org: 01	Invoice Date: 09/09/16		
010496 CANADIAN PACIFIC RAILWA	611971080	1	67,769.52	
Mode: RAIL	Org: 01	Invoice Date: 09/09/16		
010496 CANADIAN PACIFIC RAILWA	611971080	2	67,769.52	
Mode: RAIL	Org: 01	Invoice Date: 09/09/16		

Payments – Exceptions -> Payments

Get Data Window – enter Activity Date (ship date), Vendor Code, Vendor Name, Invoice No, Supplement No, BOL No, Equipment ID, Origin City, Origin State, Destination City, Destination State, and/or Organization Code, or press All to bring up all records.

Get Data	
Activity Date:	<input type="text" value="20/00/00"/>
Vendor Code	<input type="text"/>
Vendor Name	<input type="text"/>
Invoice No	<input type="text"/>
Supplement No	<input type="text"/>
BOL No	<input type="text"/>
Equipment Init	<input type="text"/>
Equipment No	<input type="text"/>
Origin City	<input type="text"/>
Origin State	<input type="text"/>
Destination City	<input type="text"/>
Destination State	<input type="text"/>
Organization Code	<input type="text"/>

There are two types of Payment Exceptions:

- Approval – meaning a user created a payment request but it exceeded their approval limit so another user with the appropriate limit can approve or reject the payment request
- Potential Duplicate – TRANSPay flagged a payment request as a potential duplicate

To review the payment data, particularly for those flagged as Potential Duplicates, go into Freight->Payments and enter the invoice number into the get data window. This will bring up all payment details of the Invoice on the Payment Exception screen. This will bring up any previous payments that were already generated, as well as the ones that are flagged as Potential Duplicates. From there, determine whether or not the Potential Duplicates should be paid, based on the status of the previous payment requests. Sent to A/P status or Complete means the payment data has been exported. If this is the case, and payment data is not being sent back to TRANSPay, review your A/P system to see if the invoice has been paid.

If payment data is being sent back to TRANSPay, double click a record to see if any check information is included under Payment Request Detail. Highlighted below are where that data would be found, if

nothing is there, review your A/P system to see if the invoice has been paid. **Note that if the payment requests are rejected, the invoice will go back into payment exceptions, where it should either be cancelled or cleared.**

Payment Request Review

Vendor Name:	BULK SERVICES	Equipment Init:	INIT	Charge Type:	REP. MTL. CHARGE
Invoice/Supp No.:	DE0218	Equipment No.:	NO	Record Source:	RAILACCT INVOICE - R
Pmt. Supp. No.:	0	Carrier Code:	BULK	Payment Type:	BYPASS MATCHPAY
Inv. Date:	11/01/04	Carrier Name:		Payment Status:	COMPLETE
Inv. Rcvd Date:	12/29/06			Amount:	7,160.54
Inv. Entry Date:	12/29/06				
Inv. User ID:	BOURQUE\kathyt				

Payment Request Detail		Custom Data	
Payment Due Date:	12/29/06	Batch Group ID:	
EFT:	NO	Batch No.:	
Pmt. Create Date:	12/29/06	Batch Date:	00/00/00
Pmt. User ID:	BOURQUE\kathyt	Batch Group Date:	00/00/00
Discount Pcnt:	0	Check No.:	
Discount Base:	7,160.54	Check Date:	00/00/00
Intervention Ind.:	0	Check Amount:	.00
Organization:	BOURQUE DATA SYSTEMS	Amount Paid:	.00
Approval Status:	APPROVED	Currency:	USA
Approval ID:	BOURQUE\kathyt	A/P Sent Date:	01/08/07
Approval Date:	12/29/06	A/P Update Date:	00/00/00
Approval Org:	BOURQUE DATA SYSTEMS		

Comments:		Check Message:	
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GL Code	GL Amount	GL Discount Base	Organization	Pay Status
222222-222 -	7,160.54	7,160.54	BOURQUE DATA SY:	COMPLETE