

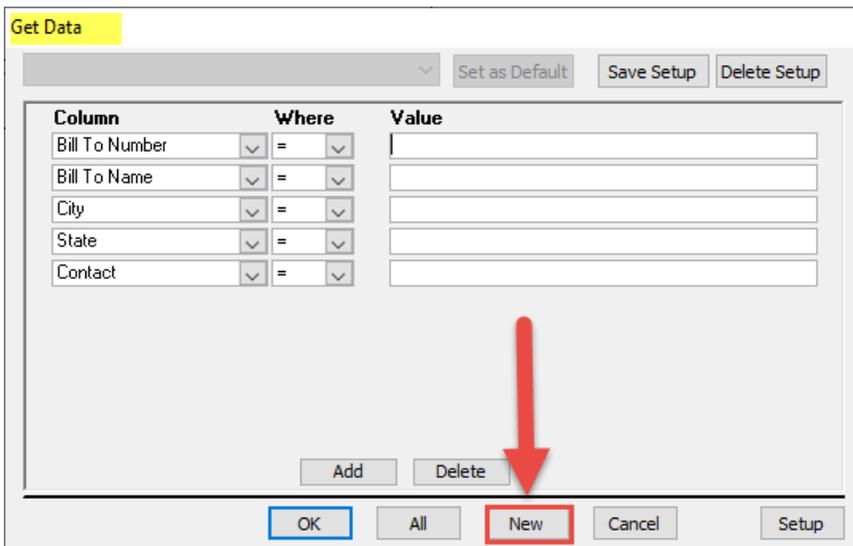


Creating a New Bill To

Once logged into RAILTRAC, click the Reference tab. Next, select the Bill To icon.



The Get Data dialog box appears. Click New.



In the Add Bill To Data dialog box, enter all applicable information and click OK. Once all Bill To records have been entered, click Cancel.

Add Bill To Data

Bill To No.:	<input type="text"/>
Bill To Name:	<input type="text"/>
Bill To Name2:	<input type="text"/>
Contact:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
Address 3:	<input type="text"/>
City/State/Zip:	<input type="text"/> <input type="text"/> <input type="text"/>
Telephone:	<input type="text" value="(000) 000-0000"/>
Fax:	<input type="text" value="(000) 000-0000"/>
E Mail:	<input type="text"/>

1 OK 2 Cancel

Assigning Customer to a Bill To

There are two ways to assign a Customer and Bill To:

Method 1: From the Bill To Screen

Select a Bill To record from the Bill To screen and click 'Customer/Bill To Xref' at the bottom of the screen.

Bill To X

Sort By Column: Bill To Number, City, State. Asc. Find Column, Where, Value, And/Or. Add, Delete, Sort, View GD, Add, Delete, Apply, Reset, Save, Select.

Bill To Number	Bill To Name	City	State	Contact
01	MUREX N.A., LTD	ADDISON	TX	TATIANA DOWD
1	TEST OF 10.3		NE	
100	COGNIS	CINCINNATI	OH	
2	CONAGRA TRADE GROUP	OMAHA	NE	JEFF GUNN
3	EASTMAN GELATINE INC	PEABODY	MA	MIKE HALINAN
4	CON AGRA BEEF COMPANY	GREELEY	CO	JANET MOCKE
5	SWIFT & COMPANY	GREELEY	CO	JANET MOCK
500	NANCY	WOODLANDS	TX	NANCY
889977	GNC ENTERPRISE	SHENANDOAH	TX	KELLY
DANIELC	BILL TO DAN	JACKSONVILLE	FL	DANIEL
DCJAXFL	DC & CO	JACKSONVILLE	FL	DANIEL
KELLYR	KELLY REECE	BAKERSFIELD	CA	KELLY
SEASON_BILLTO	SEASONAL DET BILL TO	HOUSTON	TX	DANIEL
TIERED_BILLTO	TIERED DET BILL TO TEST	HOUSTON	TX	DANIEL
UNICHEMA	UNICHEMA	CHICAGO	IL	LOUIS GARCIA

Customer/Bill To Xref

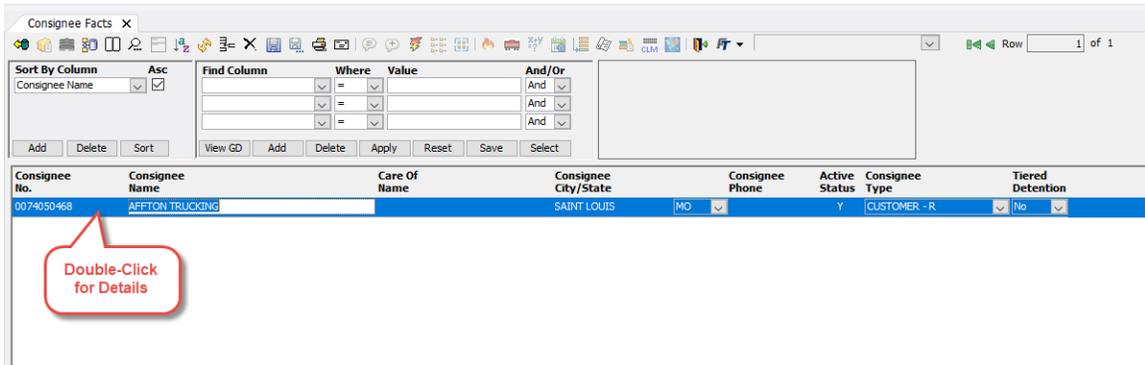
Ready

Click OK on the message that appears when no records exist.

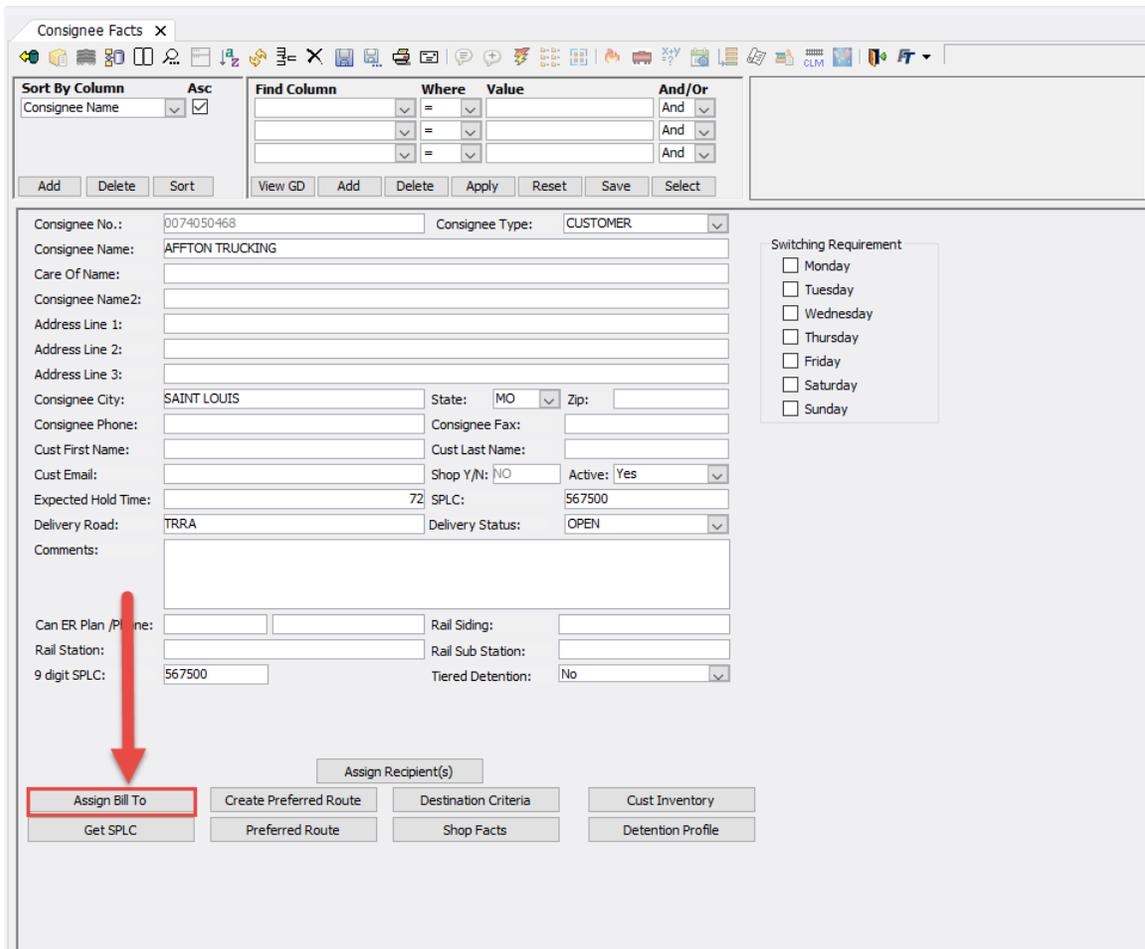


Click New to assign a Customer Number.

Double-click the Customer record to access the Customer Detail screen.



Click Assign Bill To.



Select the Bill To Number to assign to the Customer Number. This is a one-to-one relationship; a Customer Number can only have one Bill To Number assigned at a time. Once complete, click Update and Close.

Customer / Bill To Maintenance
Edit

Sort By Column: Asc (selected), Des
Customer Number

Find Column: Customer Number, Where: =, Value:
Reset, Find

Row 1 of 1

Mail, Print Setup, Print, New, Get Data, Delete, Update, Detail, Close

Customer Number	Bill To Number
0074050468	DCJAXFL

Adding a Bill To Cross-Reference to the Detention Profile

Click the Reference tab. Select Consignee, then choose Detention Profiles, then choose Seasonal.

Main, Config, Reference (selected), Car Management, Reports, Admin, Test, UserGroup

Bill To, Consignee (selected), Supplier, Railroad, Products, Geography, Route, Criteria, Shipment Field Values, Units of, Measure, Comments, FASTRAC

Facts, Aliases, Detention Profiles (selected), Types, Seasonal (selected), Tiered

Enter a Customer Number in the Get Data dialog box, or click All.

Get Data

Set as Default Save Setup Delete Setup

Column	Where	Value
Consignee No.	=	
Commodity Class	=	
Car Type	=	

Add Delete

OK All New Cancel Setup

Select the row, then choose the Bill To No. from the dropdown to display on the Customer Detention Profile.

Consignee No.	Commodity Class	Car Type	Beg Mo	End Mo	Free Time	Detention Rate	UM	Early Rel Crd	Bill To No.	User ID	Update Date
000000012345	ALL	AL	05	06	5	50.00	Days	NO		DANIELC	03/14/24 13:23
000000012345	ALL	TK	01	12	24	50.00	Days	NO		DANIELC	03/14/24 13:23
0000000550	ALL	AL	01	12	2	100.00	Days	NO		DANIELC	01/26/21 12:36
000000067890	ALL	AL	01	12	3	50.00	Days	NO		KELLYA	05/17/18 14:05
0000005565	ALL	AL	01	12	5	50.00	Days	NO		JAGATHID	01/06/21 15:24
0074050468	ALL	AL	01	06	5	50.00	Days	NO	DCJAXFL	DANIELC	03/14/24 13:23
0074050468	ALL	AL	07	12	5	150.00	Days	NO	TIERED_BILLTO	DANIEL	HOUSTON, TX
1002439887	ALL	AL	01	12	5	50.00	Days	NO	DANIELC	DANIEL	JACKSONVILLE, FL
1003684421	ALL	AL	01	12	5	50.00	Days	NO	SEASON_BILLTO	DANIEL	HOUSTON, TX
1004363250	ALL	AL	01	12	5	50.00	Days	NO	DCJAXFL	DANIEL	JACKSONVILLE, FL
1005417160	00	AL	01	12	5	50.00	Days	NO	KELLYR	KELLY	BAKERSFIELD, CA
1006286550	ALL	AL	01	12	5	50.00	Days	NO			
1007417795	11A	AL	01	12	7	50.00	Days	NO		JAGATHID	11/17/20 12:23

Once the Bill To has been selected, click Save on the toolbar.

Seasonal X

Sort By Column Asc

Find Column Where Value And/Or

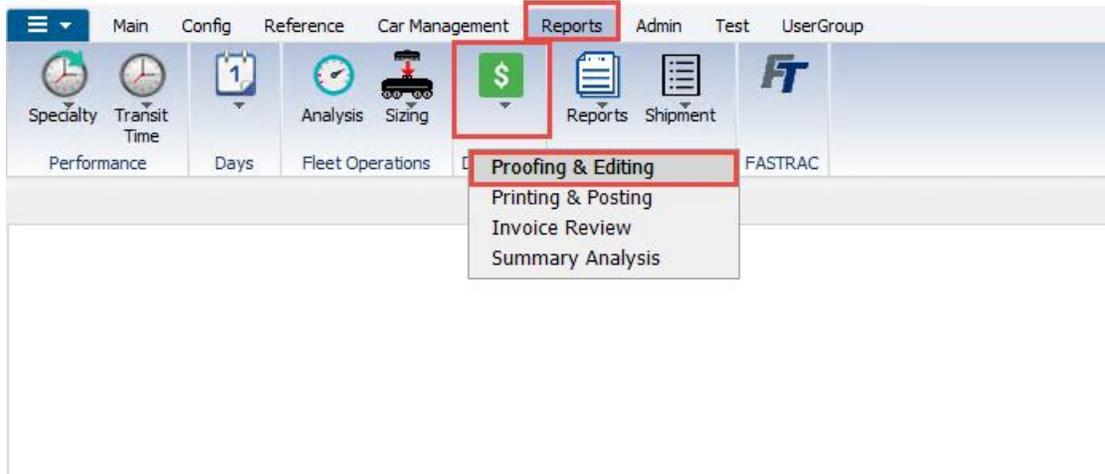
Find Column	Where	Value	And/Or
Consignee No.	=		And
Commodity Class	=		And
Car Type	=		And

Add Delete Sort View GD Add Delete Apply Reset Save Select

Consignee No.	Commodity Class	Car Type	Beg Mo	End Mo	Free Time	Detention Rate	UM	Early Rel Crd	Bill To No.	User ID	Update Date
000000012345	ALL	AL	05	06	5	50.00	Days	NO		DANIELC	03/14/24 13:23
000000012345	ALL	TK	01	12	24	50.00	Days	NO		DANIELC	03/14/24 13:23
0000000550	ALL	AL	01	12	2	100.00	Days	NO		DANIELC	01/26/21 12:36
000000067890	ALL	AL	01	12	3	50.00	Days	NO		KELLYA	05/17/18 14:05
0000005565	ALL	AL	01	12	5	50.00	Days	NO		JAGATHID	01/06/21 15:24
0074050468	ALL	AL	01	06	5	50.00	Days	NO	DCJAXFL	DANIELC	03/14/24 13:23
0074050468	ALL	AL	07	12	5	150.00	Days	NO	DCJAXFL	DANIELC	03/14/24 13:23
1002439887	ALL	AL	01	12	5	50.00	Days	NO		SA	02/01/08 00:00

Verifying the Bill To on the Detention Report

Click the Reports tab and select the Detention icon. Then, choose Proofing & Editing.



Enter the Release Start Date and Release End Date in the Get Data dialog box. Use any additional filters as needed, then click OK.

The 'Get Data' dialog box is shown with a table of filters. The 'Release End Date' field is highlighted in yellow and marked with an asterisk. The 'OK' button is also highlighted with a red box.

Column	Where	Value
Release Start Date	>=	00/00/00
* Release End Date	<=	03/31/24
Detention Party No.	=	
Send Invoice To	=	
Car Init	=	
Car No.	=	
Customer No.	=	
Product	=	

* = Required Field

Buttons: Get Data Batch, OK, All, New, Cancel, Setup

The Send Invoice To field displays the Bill To that cross-references the Customer (Detention Party). Click Det Recalc to refresh the Send Invoice To value.

Proofing & Editing X

Sort By Column Asc: Customer Name, Ship Date, Car Init. * Sort Locked *

Find Column: Detention Party Name = 0074050468 - AFFTON TRUC. And/Or: And

Buttons: Det Recalc, Det Override, Multi-Row Edit, View GD, Add, Delete, Apply, Reset, Save, Select

Car Init	Car No.	Detention Party		Send Invoice To		Product	Origin	Destination	Customer Num
		Customer Number - Name in City, State		Customer Number - Name in City, State					
CSYX	013219	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
CSYX	013219	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000011	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000011	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000012	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000012	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000013	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000013	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000016	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		MEAL	MORRISTOV IN	STLOUIS	MO 0074050468 - AI
DJXC	000011	0074050468 - AFFTON TRUCKING in SAINT LOUIS, MO		DCJAXFL - DC & CO in JACKSONVILLE, FL		L5645	MORRISTOV IN	STLOUIS	MO 0074050468 - AI