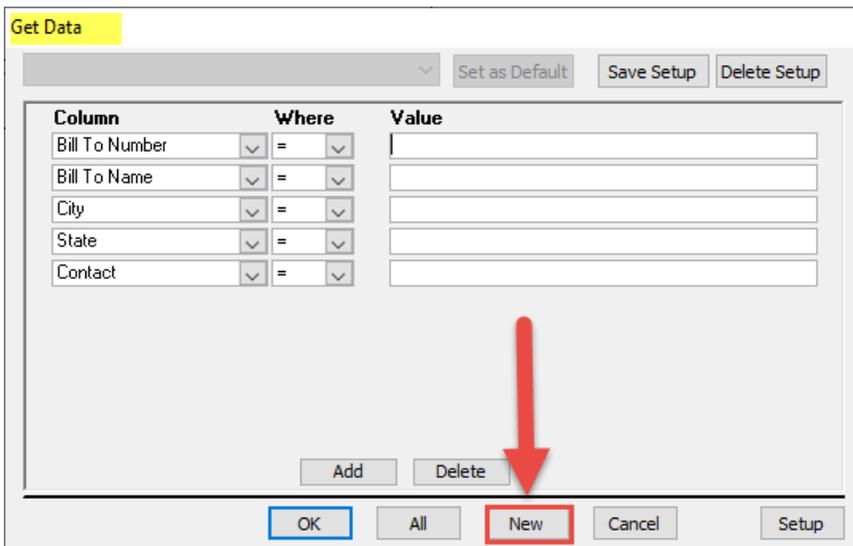**Creating a New Bill To**

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.

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.

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

Click New to assign a Customer Number.

Use the dropdown to filter and select a Customer Number to associate with the Bill To Number. Start typing the Customer Number, and RAILTRAC begins to filter. Once complete, click Update and Close.

Method 2: From the Consignee Fact Screen

Enter the Customer Number in the Get Data dialog box. Click OK.
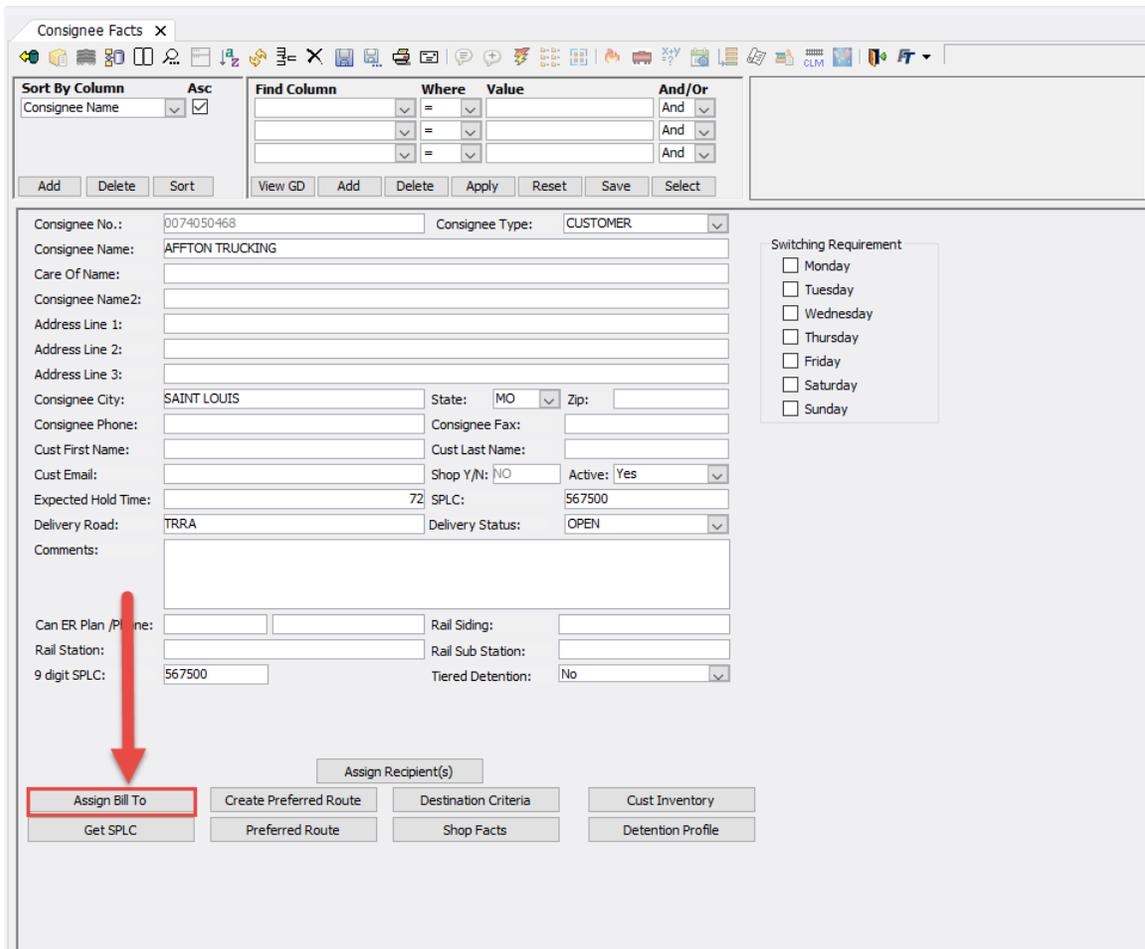
Double-click the Customer record to access the Customer Detail screen.
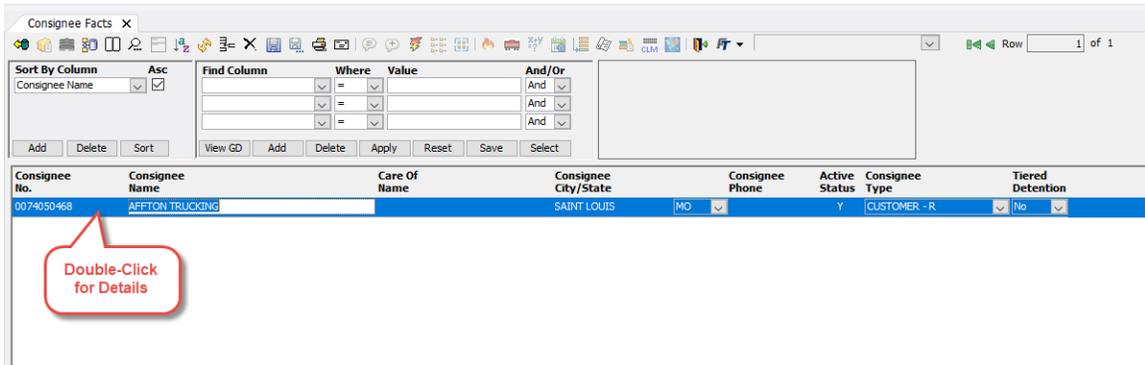
Click Assign Bill To.

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.

Adding a Bill To Cross-Reference to the Detention Profile

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

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

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

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

Verifying the Bill To on the Detention Report

Click the Reports tab and select the Detention icon. Then, choose Proofing & Editing.
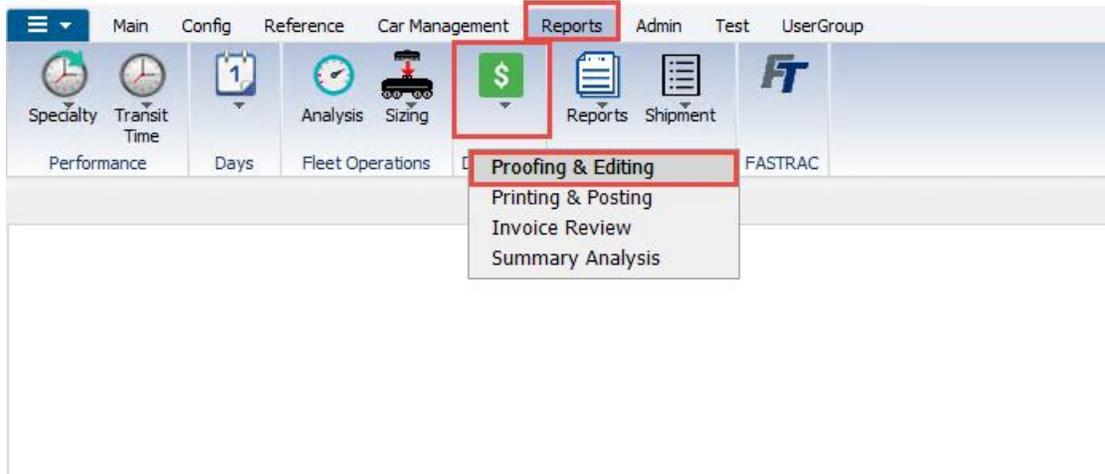
Enter the Release Start Date and Release End Date in the Get Data dialog box. Use any additional filters as needed, then click OK.

The 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 ✕

Det Recalc
Det Override
Multi-Row Edit

Sort By Column	Asc ⌃
Customer Name	☑
Ship Date	☑
Car Init	☑
* Sort Locked *	⌄

Find Column	Where	Value	And/Or
Detention Party Name	=	0074050468 - AFFTON TRUC	And
	=		And
	=		And

View GD | Add | Delete | Apply | Reset | Save | Select

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