Car Hire Negative Payables User Guide

RAILINC

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Learning about Car Hire Negative Payables

Overview

The Car Hire Negative Payables application is a web-based application that allows authorized users to:

- Add/Update Negative Payable Threshold
- Add/Update Contacts

System Requirements

For information about the system requirements of Railinc web applications and for information about downloading compatible web browsers and file viewers, refer to the *Railinc UI Dictionary*.

Accessing the Railinc Customer Success Center

The Railinc Customer Success Center provides reliable, timely, and high-level support for Railinc customers. Representatives are available to answer calls and respond to emails from 7:00 a.m. to 7:00 p.m. Eastern time, Monday through Friday, and provide on-call support via pager for all other hours to ensure support 24 hours a day, 7 days a week. Contact us toll-free by phone at 877-RAILINC (1-877-724-5462) or send an email directly to csc@railinc.com.

Getting Started

Access Car Hire Negative Payables by using Railinc's Single Sign-On (SSO), a web application that provides convenient access to a variety of Railinc products. If you have an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner. Enter your user ID and password in the fields and select **Sign In**.

Register to Use Railinc SSO

Each Car Hire Negative Payables user must register to use Railinc's SSO. If you are not already registered for an SSO login, go to the Railinc portal at https://public.railinc.com/ and log into SSO by selecting the **Customer Login** link in the top right corner (Exhibit 3). Select the **Create an account now** link. Once you have completed SSO registration, log into SSO to request access to Car Hire Negative Payables.

Request Access to Car Hire Negative Payables

After you receive authorization to use Railinc's SSO, you must request access to Car Hire Negative Payables by following the instructions in the *Railinc Single Sign-On User Guide*.

Your level of access and authorization is determined when you request access through Railinc's SSO. Below is the Car Hire Negative Payables role. The user role you choose determines what functions you can perform.

Exhibit 1. Car Hire Negative Payable Roles

Task	Description
CHDX Negative Payable Web User	This role enables users to set their negative payable thresholds each month and allows for the manual submission of car hire data to build a data exchange file.

Upon receipt of your request in SSO as shown below, user roles are assigned by Railinc.

Exhibit 2. Car Hire Negative Payable Request Permission
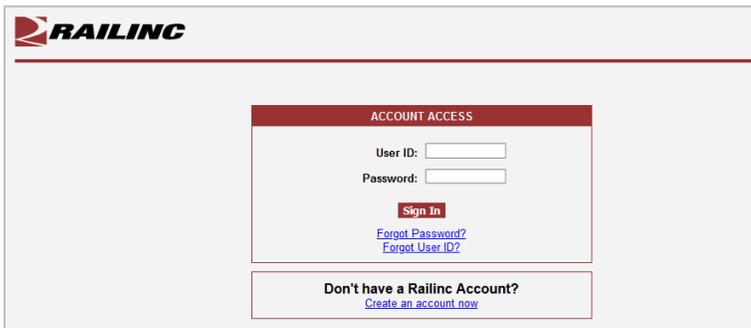
Logging In

Use the following procedure to log into Car Hire Negative Payables:

1. Open your internet browser and enter https://public.railinc.com to open the Railinc website.

2. Select the **Customer Login** link in the upper right of the page. The Account Access page is displayed.

Exhibit 3. Railinc Login

3. Enter your **User ID** and **Password**. Select **Sign In**. The Railinc Launch Pad is displayed.

4. In **My Applications**, select **Car Hire Negative Payables**.

5. The Car Hire Negative Payables application opens to the Home page.

Exhibit 4. Car Hire Negative Payables Home Page
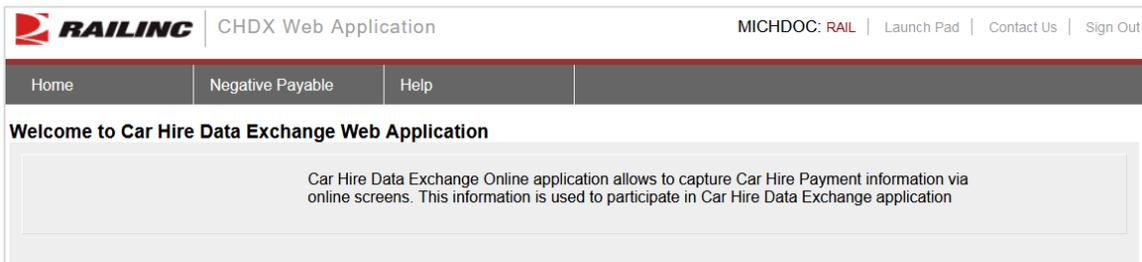
Logging Out

Select the **Sign Out** link in the top right to end a Car Hire Negative Payables session.

Negative Payable

The tasks available in the Negative Payable menu include:

Menu Item	Description
Threshold	Allows you to Add/Update and Search thresholds
Contact	Allows you to Add/Update and Search contacts
Rejected Report	Allows you to access the report of records rejected by thresholds

Select the **Negative Payable** menu item to view the Car Hire Negative Payables submenu items.

Exhibit 5. Negative Payables Menu
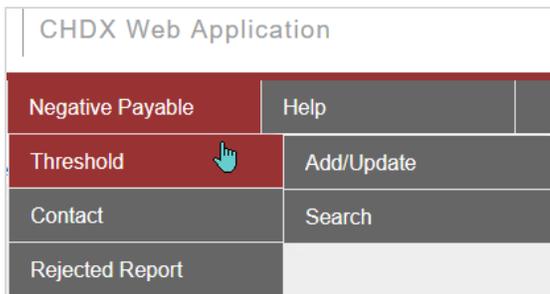
Threshold: Add/Update

Use the following procedure to establish both global thresholds and specific exceptions to negative payables.

1. From the main menu, select **Negative Payable** > **Threshold** > **Add/Update**. The Threshold Information page is displayed.

Exhibit 6. Threshold Information

2. All fields marked with a red asterisk (*****) are required. See below for a description of the Threshold Information fields.

Field	Description
Application	The application affected by the negative payables, defaults to CHDX
Fund Type	Currency used to settle negative payable obligations; unless otherwise specified the Fund Type is set to USD
Car Mark Owner (SCAC)	The road establishing the negative payable threshold
Global Threshold	The threshold is set to zero by default. Enter a specific global threshold to apply to all carriers. Global Threshold is the limit that will be applied to all carriers except those noted in the **Exceptions** section. Specify thresholds that differ from the specified global threshold in the **Exceptions** section.
Last Updated By	User ID of the last user to update the threshold
Last Updated At	Date and time the threshold was last updated
Exceptions	Use the **Add** button to add a new exception. Specify the SCAC, the Threshold Amount, the Effective Date (defaults to the current date) and the Expiration Date (defaults to 12-9999). Use the red **X** button or the **Delete** button to delete a previously specified exception

3. Select **Save** to save the addition or deletion of negative payable threshold details or select **Cancel** to return to the Home page without making any changes.

Threshold: Search

Use the following procedure to search for negative payables:

1. From the main menu, select **Negative Payable** > **Threshold** > **Search**. The Search page is displayed.

Exhibit 7. Search Threshold

Search Threshold

Car Mark Owner(SCAC): RAIL ∨   *Fund Type:* USD ∨

Search Cancel

2. Fields marked with a red asterisk (*****) are required. See below for a description of the Search fields.

Field	Description
Car Mark Owner (SCAC)	The road establishing the negative payable threshold
Fund Type	Currency used to settle negative payable obligations; unless otherwise specified the Fund Type is set to USD

3. Select **Search** to search for negative payable thresholds or select **Cancel** to return to the Home page. When Search is selected, the search results are displayed.

Exhibit 8. Threshold Search Results

Search Threshold

Car Mark Owner(SCAC): RAIL *Fund Type:* USD

Search Cancel

Global

SCAC	Fund Type	Global Amount	Status	Updated By	Updated Date	Updated Time
RAIL	USD	2,275,991.00	Active	DJSTST01	10-09-2018	09:00:18
RAIL	USD		Updated	DJSTST01	10-09-2018	08:59:52
RAIL	USD	99,999.12	Updated	DJSTST01	10-09-2018	08:59:14
RAIL	USD	207,367.00	Updated	DJSTST01	10-08-2018	15:57:11
RAIL	USD		Updated	DJSTST01	10-08-2018	15:56:43
RAIL	USD	99,999.12	Updated	DJSTST01	10-08-2018	15:56:02
RAIL	USD	4,332,996.00	Updated	DJSTST01	10-08-2018	14:24:48
RAIL	USD		Updated	DJSTST01	10-08-2018	14:24:19
RAIL	USD	99,999.12	Updated	DJSTST01	10-08-2018	14:23:39
RAIL	USD		Updated	BSKXC01	06-18-2018	09:00:28
RAIL	USD	10.00	Updated	KTUBMAN	05-23-2018	15:13:40
RAIL	USD	1,000.00	Updated	KTUBMAN	08-06-2015	10:25:36

Exceptions

SCAC	Threshold	Effective Begin Date	Effective End Date	Status	Updated By	Updated Date	Updated Time
AA	900.00	12-11-2015	12-10-9999	Expired	KTUBMAN	05-23-2018	15:13:40
AAR	1.00	08-11-2015	12-10-9999	Expired	KTUBMAN	07-16-2015	16:34:08
AAR	1.00	08-11-2015	12-10-9999	Expired	KTUBMAN	07-16-2015	16:33:26
BNSF	7,797,620.00	10-11-2020	10-10-2021	Expired	DJSTST01	10-09-2018	09:04:29
BNSF	1,500,000.00	09-11-2019	05-10-2021	Inactive	DJSTST01	10-09-2018	09:01:37
BNSF	1,315,956.00	10-11-2020	10-10-2021	Expired	DJSTST01	10-09-2018	09:01:12
BNSF	1,500,000.00	09-11-2019	05-10-2021	Inactive	DJSTST01	10-08-2018	16:00:00
BNSF	4,010,280.00	10-11-2020	10-10-2021	Expired	DJSTST01	10-08-2018	14:30:49
BNSF	1,500,000.00	09-11-2019	05-10-2021	Inactive	DJSTST01	10-08-2018	14:27:45
BNSF	1,000.00	09-11-2008	12-10-9999	Expired	5PHILLIP	08-27-2008	21:21:35
BNSF	20,000.00	09-11-2008	12-10-9999	Expired	5PHILLIP	08-27-2008	21:15:21
BNSF	2,000.00	06-11-2008	12-10-9999	Expired	5PHILLIP	05-27-2008	16:55:10
CIND	500.00	12-11-2015	12-10-9999	Expired	DJSTST01	10-08-2018	14:21:52

Contact: Add/Update

Use the following procedure to add or update contact information for negative payables:

1. From the main menu, select **Negative Payable** > **Contact** > **Add/Update**. The Contact Information page is displayed.

Exhibit 9. Contact Information

2. Fields marked with a red asterisk (*) are required for the Primary contact.

3. Select the **Add** button to add a Secondary Contact and complete the additional fields.

4. Select the **Delete** button or the red **X** button to delete a previously specified exception.

5. Select **Save** to save the negative payable contact details or select **Cancel** to return to the Home page without making any changes.

Contact: Search

Use the following procedure to search for contacts:

1. From the main menu, select **Negative Payable** > **Contact** > **Search**. The Search page is displayed.

Exhibit 10. Search Contact

2. Enter a **Company/SCAC** (railroad or agent). This field is required.

3. Select **Search** to search for contacts or select **Cancel** to return to the Home page. When Search is selected, the search results are displayed.

Exhibit 11. Contact Search Results

Rejected Report

As a result of a negative payable report rejection, carriers must resolve the negative payable amount through negations with its partners. After consensus, negative payable amounts may be resolved through bill and voucher or special handling and subsequent car hire reports.

Use the following procedure to create a negative payable rejected report:

1. From the main menu, select **Negative Payable** > **Rejected Report**. The Rejected Report page is displayed.

Exhibit 12. Rejected Report

2. Fields marked with a red asterisk (*****) are required and either **Car Mark Owner (SCAC)** or **Equipment User (SCAC)** are required. See below for a description of the Rejected Report fields.

Field	Description
Car Mark Owner (SCAC)	The road establishing the negative payable threshold
Allowed Month/Year	Specify the settlement month and year for the rejected report
Equipment User (SCAC)	The road utilizing equipment other than the owner of the reporting mark

Fund Type	Currency used to settle negative payable obligations; unless otherwise specified the Fund Type is set to USD

3. Select **Submit** to create the negative payables rejected report or select **Cancel** to return to the Home page without creating a report.