

P R O B L E M

The billing of on-line freight car repairs and the review of off-line repair bills are labor intensive tasks requiring hours of work pouring over paper records. In addition, customer information from other departments is often slow in reaching the billing department, and repairs are billed with incorrect information. Incorrect invoices can be returned unpaid, and funds for valid repairs are left uncollected, while incorrect bills for off-line repairs are paid and overpaid.

S O L U T I O N

The Back Office Application automates many of the functions completed by the administrative workers in the 'back' office of the repair billing department. This automation not only reduces time spent validating, pricing, and generating repair bills and off-line exceptions, it also ensures the invoice is correct and the amount to be paid is valid. In addition, WTT offers back office services to supplement a company's existing repair billing organization. The Back Office application and services respond to the railroad industry's, and the AAR's, push for electronic standards and programs. It also directly addresses the railroad's need to outsource specific business areas as a result of the existing economic conditions.

APPLICATION CAPABILITIES

On-Line Repairs: Process repairs to generate invoices.

- Automatically download electronic records of repair.
- Manually enter "Paper Repairs".
- Automatically convert client defined pseudo codes into valid AAR job codes.
- Automatically review all On-Line repairs to ensure that the repair follows AAR rules and standards.
- Automatically determine if repair is billable and who is to be billed based on leased cars, responsibility, etc.
- Automatically price repairs based on AAR/RAC Price Masters or Special Billing Agreements.
- Manually correct and authorize repair bills.
- Generate monthly paper and electronic file invoices.

INVOICING

- [Generate Invoices](#)
- [Re-Print Invoices for a Billing Period](#)
- [Re-Print Invoice for a Customer](#)
- [Show Billing Repair Card for a Car](#)
- [Show Group Billable Items for a Customer](#)
- [Show Non-Group Billable Items for a Customer](#)
- [Show All Repairs not tied to a Customer](#)

- [Main Administrative Menu](#)
- [Help](#)

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(Example invoice menu screen.)

- Generate Invoices for special billing agreements.
- Perform rebuttals and adjustments as necessary.

APPLICATION CAPABILITIES (Continued)

Off-Line Repairs - Process bills to generate exceptions and rebillables.

- Automatically receive electronic repair bills.
- Manually enter "Paper-Bills."
- Contract Shop access to record estimates and repairs.
- Automatically audit repairs and generate errors.
- Automatically generate exception letters.
- Automatically generate payables detail.
- Manually enter Counter Billing amounts

Database Maintenance and Car Repair Reporting

- Maintain Patron tables and Umler data.
- Automated updates of AAR rule and price-master data.
- Maintain Lease car provisions and special billing agreements.
- Secured log in and limited data and application access based on user ID.
- Provide Car repair history.
- Provide customized and standardized reports for accounting estimates and daily, monthly and trended repair analysis.

B E N E F I T S

Reduction in time spent:

- Generating invoices
- Identifying leased car repairs.
- Determining special pricing.
- Reviewing off-line repairs.

Reduction in management efforts to review repair bill and correcting billing information.

Automated quality processing.

Reclaim accounts payable by:

- Automatic identifying of late repairs and repairs not filed in accordance with AAR guidelines.
- Automatic rebilling for leased cars.
- Automatic rebilling or defect card repairs.