

1.3 Data Submission and Receipt

1.3.1 Data To Railinc

- A. Data submitted for the **CFB** Data Exchange process must conform to the format in [Appendix G](#) and must be submitted in the sequence shown in [Section 1.4](#).
- B. Data submitted to Railinc via FTP must conform to the following rules.
 - The file sent to Railinc via FTP must comply with the naming convention of CRIPYMM.txt or CRIPYMM.dat and converted to a ZIP with the same naming convention. Submitters of files for more than one Billing/ Invoicing Party must specify the Billing/ Invoicing Party at the beginning of the file name (For example, CSXT_CRIPYMM.TXT OR CSXT_CRIPYMM .DAT and then ZIPPED with the same naming convention.).
 - In the case of a file resubmission within the same Data Exchange period, the file name must be the same (including case sensitivity). For example, if the initial file is CSXT_CRIPYMM.DAT then the resubmit Csxt_CRIPYMM.DAT would be result in a duplicate file being processed.
 - The file sent to Railinc via FTP must be sent to the authorized Car Repair Billing Mailboxes, setup by Railinc Product Support.
 - Each zip file must contain one and only one text file.
- C. Data received by the cut-off date, shown in the Data Exchange production schedule, will be processed for exchange in that month's cycle. This data may contain more than one account year and month depending upon the submitting parties' practice. No billing parties' data will be exchanged to billed parties in an out-of-balance condition.

Important Note: Only one file can be submitted per month to Railinc. A file contains one or more invoices to one or more Billed Parties per AAR Rule 112.

- D. The Billing/ Invoicing Party or Billing Agent must submit invoices that correspond to the data submitted to the **CFB** Data Exchange process and the regular Car Repair bill (invoice) rendered to each billed company for each account year/ month. Data submitted to the **CFB** Data Exchange process can include records for those charges for which a separate bill (invoice) is specified by the Office Manual, Rule 112.
- E. Late Data Exchange submissions will be retained by Railinc for the next Data Exchange cycle.
- F. Data for cars repaired by their owner (i.e. system repairs) may be submitted through the Data Exchange but will not be included in the Outbound File. These records will be used only in the development of industry statistics. (This can be changed by the individuals system profile to pass all the way through the OB)

- G. If the file contains critical errors, Railinc will reject either the entire file or the invoice that contains the error. If Billing/ Invoicing Party and or Billed Party marks are not valid or not found they will be considered critical errors and records will be rejected/ excluded from inbound file. Submitting party will receive notification of records being rejected/ excluded.

1.3.2 Data From Railinc

- A. Data from the CFB Data Exchange process will be distributed to the Billed Party per annual schedule published by Railinc. (Refer to Section [1.2.1.A](#)) Any unexpected delays or modifications to this schedule will be communicated via email.
- B. Data output will be furnished in the sequence shown in Section [1.4](#) and will be accompanied by the Control Reports and Invoice discussed in Section [1.5](#).
- C. Receivers will receive an email with the Outbound Data Exchange Log Report and notification the file is available to download. Receivers are responsible for downloading their respective files from the FTP mailbox within 14 days of the Data Exchange Process run as specified by the Data Exchange schedule. (Refer to Section [1.2.1.A](#))

1.4 Processing Controls

- A. Since the system involves not only a large volume of data, but also a considerable amount of money, CFB Committee has instituted a set of controls to ensure that all data received is completely accounted for.
- B. The detail records are summarized and compared to the Billing Participant Summary (Type 8) and the Final Total Summary (Type 9) summary records.
- C. Should it be necessary for Railinc to request a company to resubmit data at any time, the company should be prepared to resubmit for current month processing or include the data in the subsequent month's submission.
- D. AAR/ Railinc will notify the industry prior to the implementation of any change to the system.

1.5 Control Reports and Invoices

1.5.1 Reports Generated by Railinc

Submitters will receive an Inbound Data Exchange Report by email once the file has been processed. The Billing Road Log for Data Distributed by Railinc is sent to submitters once the CFB Data Exchange process is complete. This report defines what information is distributed to the billed parties. The outbound Data Exchange Log Report is emailed to Receivers with invoices contained in the Outbound File accessible through the FTP mailbox.

1.5.2 Invoice

A Railinc CFB Data Exchange monthly billing invoice will be forwarded to the registered recipient of the CFB Data Exchange records from Railinc.