RailTech Software Systems

User Manual for Mars21

RailTech Software Systems
www.railsoft.com
information@railsoft.com
(415) 735-7504

Introduction to the Mars21 Billing Systems

Mars for the 21st Century is a unique program designed to handle all your billing needs. This system will create customer profiles, invoices, statement, detail billing repair cards, group billing, data exchange files and much more.

Reports can be either detailed or summarized. All reports can be viewed, printed or saved in various formats, including pdf files. There is a complete status reporting program that segregates repairs by Owner, Rule 95, Projects and Pool repairs. The status report will automatically show all cars by the repair category segregating those by In Transit, In Shop and Released in the last 30 days. At the bottom of the detail report, all turnaround times as well as other statistical information is displayed.

This program was designed so that it could be used by either Contract Shops or Railroad. Mars21 will bill using full AAR Charges, discounted charges based on each customers profile or by manually pricing.

Mars21 is setup in a logical order for easy use. Before you can create a billing repair card, you must have a customer in the Rolodex file. Before you can give a discount to any customer, you must designate what the discount is in the customer profile.

You will be able to define group billing job codes, create JIC's directly from billing repair cards or quotes, manage complete inventories, use AAR job codes, NitLeague job codes, Default User job codes or job codes for a specific customer. You can also create customer specific price masters. Mars21 will allow you to create templates or repairs, that can be used for projects or anything else. The program allows you to change the responsible company initials for any line of repair on a billing repair card or quote. The system has a generic import program for handheld systems that will audit and price repairs. Once the handheld audit is completed, the system will only allow you to move the data after all errors displayed are corrected or the line of repair that is in error is deleted. As you go through this manual, you will see that there are many more features that are available to you and your company.

This manual will take you through a step by step process on how this system works.

1. The main menu

2. Define your company

3. The Rolodex File

4. The Customer Profile

5. Creating a Quote or Billing Repair Card

Once the basic functions are explained, we will go into the other functions, such as creating estimate 500 byte data exchange file, creating invoices, various reports and other functionalities.

This manual is only a guide for assisting the user and is not intended to have every function within the program and therefore the user needs to be aware of this.

The Main Menu

When you first start the program in the morning, the system will automatically re-index all the files except for History and Price Masters. The system will also automatically create a backup of your pre-billing file - BRC.DBF, quote file - QUOTE.DBF and your suspense file - SUSPENSE.DBF. These functions only happen the first time that you start the program for the day.

The main menu has information that is important for the user to understand. Starting on the left side is the latest U.S. price master that is on your system. In the middle, below the picture, is the Welcome message for the user, giving the users name and what the designation for the user is. If you are the DBA, Database Administrator, than that will appear as well.

The User designation is important, because various files that you create will have that designation assigned to them. Example; When you create or edit a billing repair card, the system first stores all the data in a temporary file starting with the letter T plus your user designation and ending with .dbf If your user designation were U6, than the file would be TU6.DBF.

Below the copyright the system will indicate how many entities you have assigned. In most cases there is only one entity. An entity is a company and if you had multiple companies or you were a Running Repair Agent for one or more companies, than each would be an entity.

Below the entity is the current date along with how many users are in the system and how many users are assigned to your system.

At the bottom of the screen, the system will show you the Version date and in the middle of the screen, the system will display where your program is installed.

The screen selection is all done by pull-downs in 5 categories; Files, Utilities, Reports, Invoicing and Help. Each selection may have multiple other selection for you to click on. Example: If you were to select Billing Repair Card, the pull-down would than give you the choice of CREATE, EDIT, HELP or DELETE. Other selection can give you a much more in depth selection in order to obtain what you want. Example; If you need to edit a company specific job code, the selection would be; Files, Coding, Job Code, User, Company Specific, Edit.

There is a safety feature built into the program. When you first start the program in the morning, the system will automatically make a backup of all data in your billing repair card file, quote file and suspense file. Also, when you create or edit a billing repair card, the system will automatically keep a copy of the repairs in a unique file based on the user.

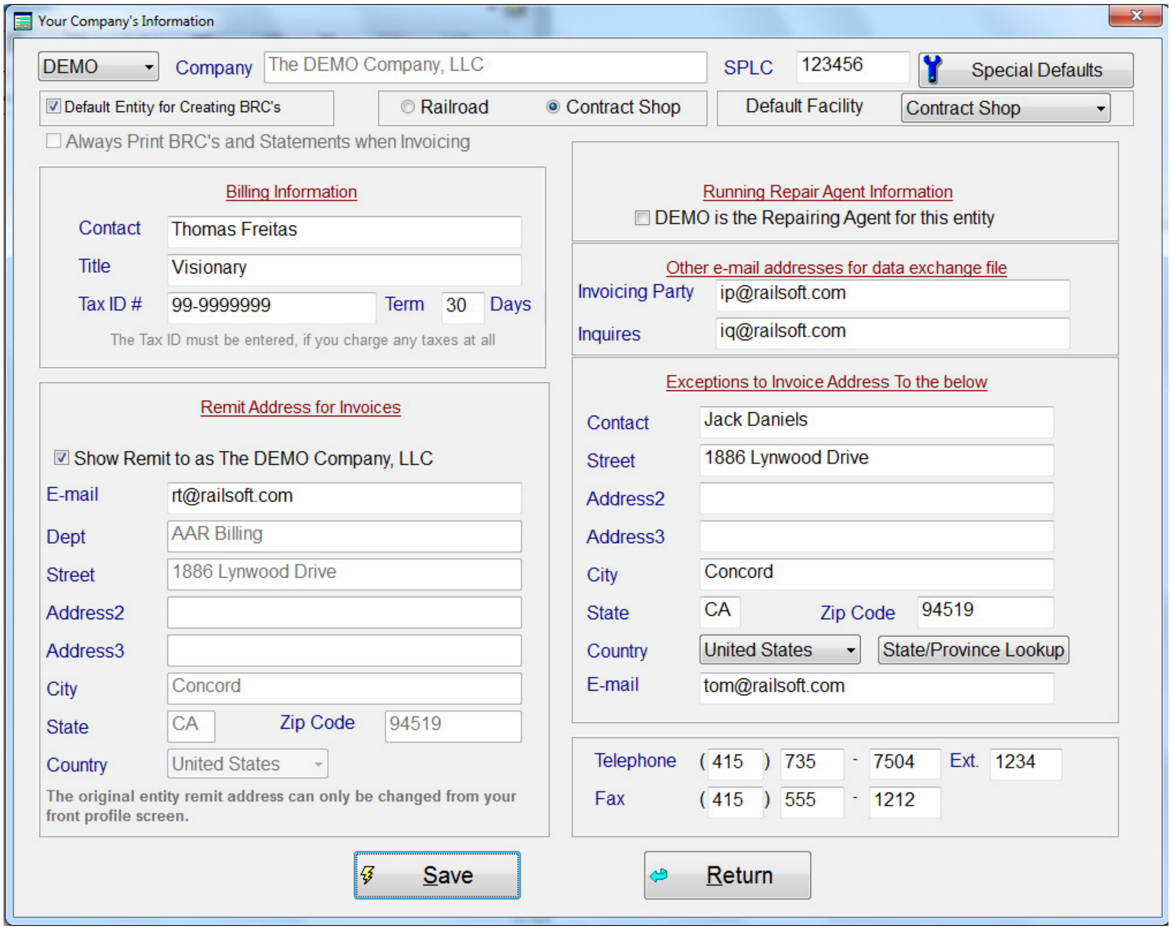
Defining Your Company

In order for you to create invoices and data exchange files, you must first define your company perimeters. These items include such things as Where to Remit invoices, who to send exceptions too and so on.

In order to perform this task, from the main menu select Utilities, {Your Company's Name] Profile.

Your company profile, as known as the main entity is where you enter the address that you want on your invoices for Remit to. You can change any line of information at any time except for the Mark and Company Name. If you are a Running Repair Agent, than you must enter your code on this screen.

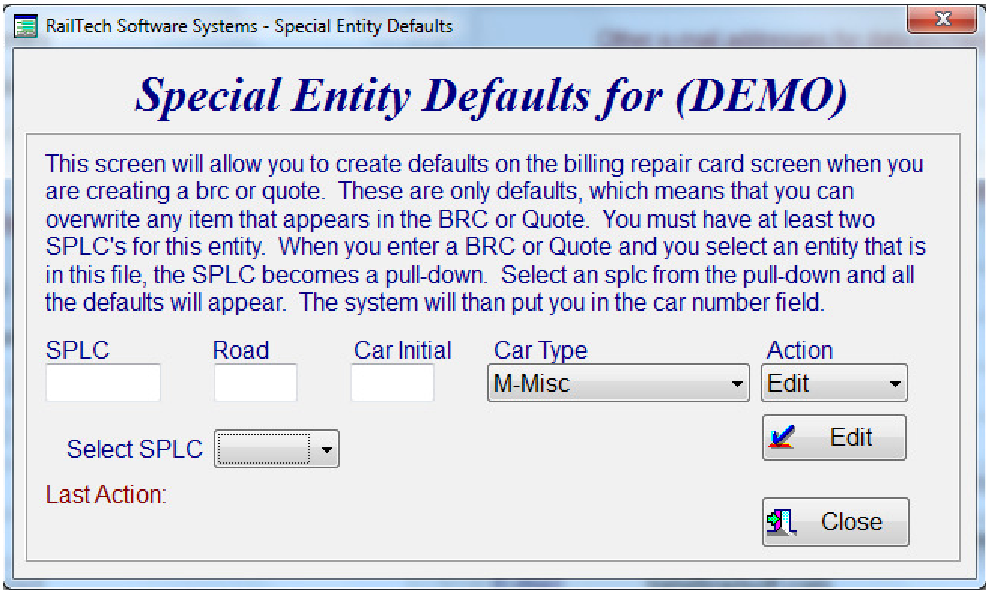
Once you have finished with this information, then press the Entity push button to finish the information on your company.



The entity screen is for defining the main contact for your company along with his/her title, tax id and the term for payment of invoices. Below that is the Remit to information, which is inactive because it is on the previous screen. However, you must put in the email address for remit to questions. On the right side is if the main company is the repair agent for this company. Below that are the email addresses for Invoicing Party and for Inquires. Then the name and address information as well as email address for the person that handles exceptions to billing. Last is the telephone number, extension and fax number.

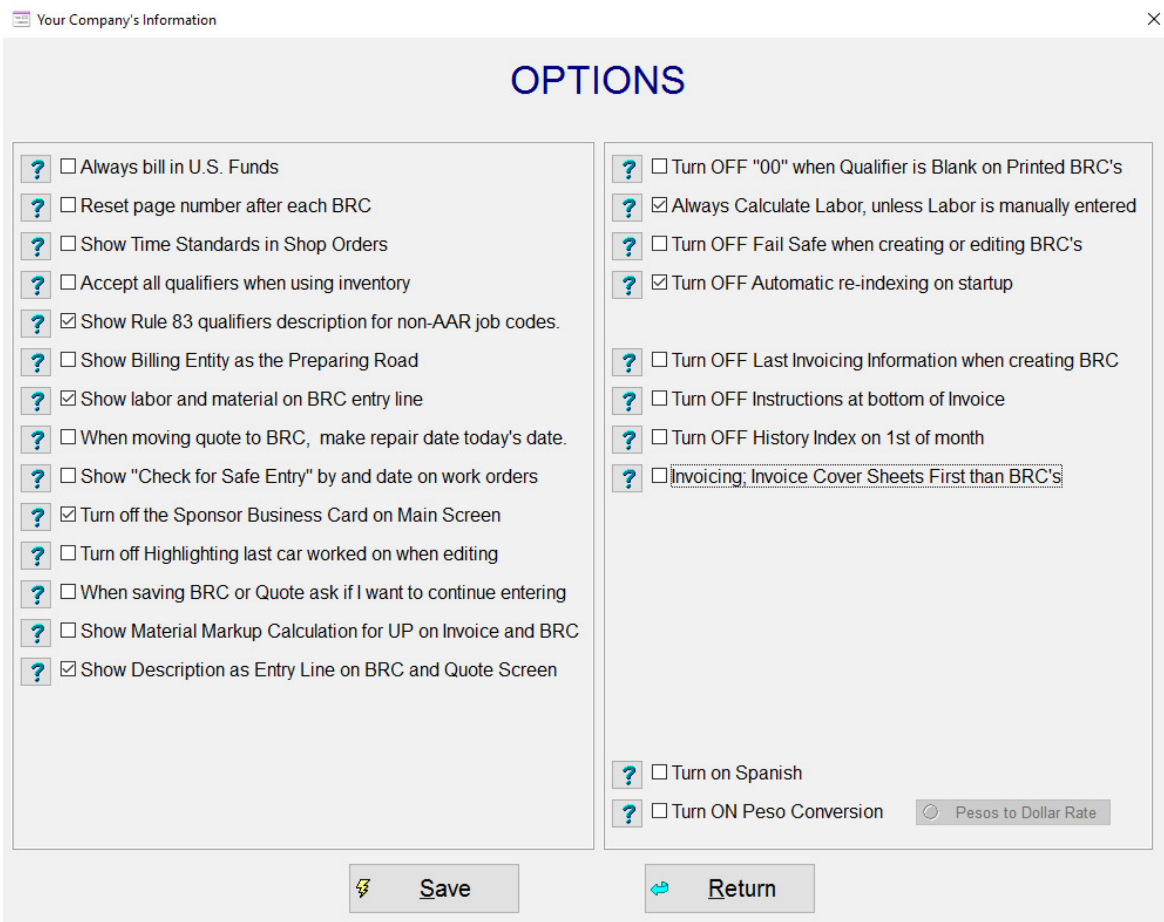
Each entity that you have must have this information filled in as it becomes a part of any data exchange file that is created where this specific entity is the repairing road.

At the top is the default information for creating billing repair cards. If the entity is the default entity, than that is the entity that will first appear in the entity pull-down of the billing repair card. You must also state if the entity is a Railroad or a Contract Shop. The splc will be the default splc for this specific entity. On the right of Default Facility is the default facility for this specific entity. On the top right is the Special Defaults for this specific entity.



The special entity defaults allow you to define criteria when you are billing a specific entity. There must be at least two splc's entered with definitions of what type of billing. When you create a billing repair card, the splc will be a pull-down with all the splc's that you had entered. When you select an SPLC from the list, the road, car initial and car type will automatically be populated based on your defaults. You also have the ability to overwrite any of those values.

The last item under your company's profile are the options that you want to use. From the main screen of the profile, select Options.



These options allow you to select how you want things to happen when you create a quote, billing repair card or invoice. Next to each item is a push button which will define what that item does. Example; Show time standards in shop orders. A shop order is simply the data that was entered into a quote or billing repair card. The time standards will show what the AAR designates as time standard only if you have selected this option. This options are set for every entity and every company that you bill.

As you can see, we have plenty of room for more options. If any company thinks that another option should be added, all they need do is inform use exactly what they want the option to do. If we feel that it will benefit everyone, than we will put the options in.

We encourage recommendations on how to make our programs better and if it is something that would benefit all, than we will always do our best to put those items in our programs.

Sponsorship

At the bottom right side of the main menu screen is the sponsorship indicator. Sponsor assist in keeping your prices low, so it is important to use any of these sponsors that appear. Each time you use a function in the program, the sponsorship will change to the next sponsor. When the last sponsor appears, than the next one to appear will be the top sponsor. You can also click on the push button to view any of the sponsors along with their message, web address and contact information. If you double click on their website, than you will be connected.

The sponsorship will display the company name in a pull-down, so that you can select any company in the database. It will display all the contact information and a message up to 250 characters in length.

If you are considering purchasing a sponsorship with us, the price is only $100.00 per quarter. This is a unique way to get your message out to people that actually are using the products that you have to offer. The sponsorship program is on all of our programs, Rail21-Management System, Mars21-Billing System, Rover21-Handheld System, CarHire21-Mileage System.

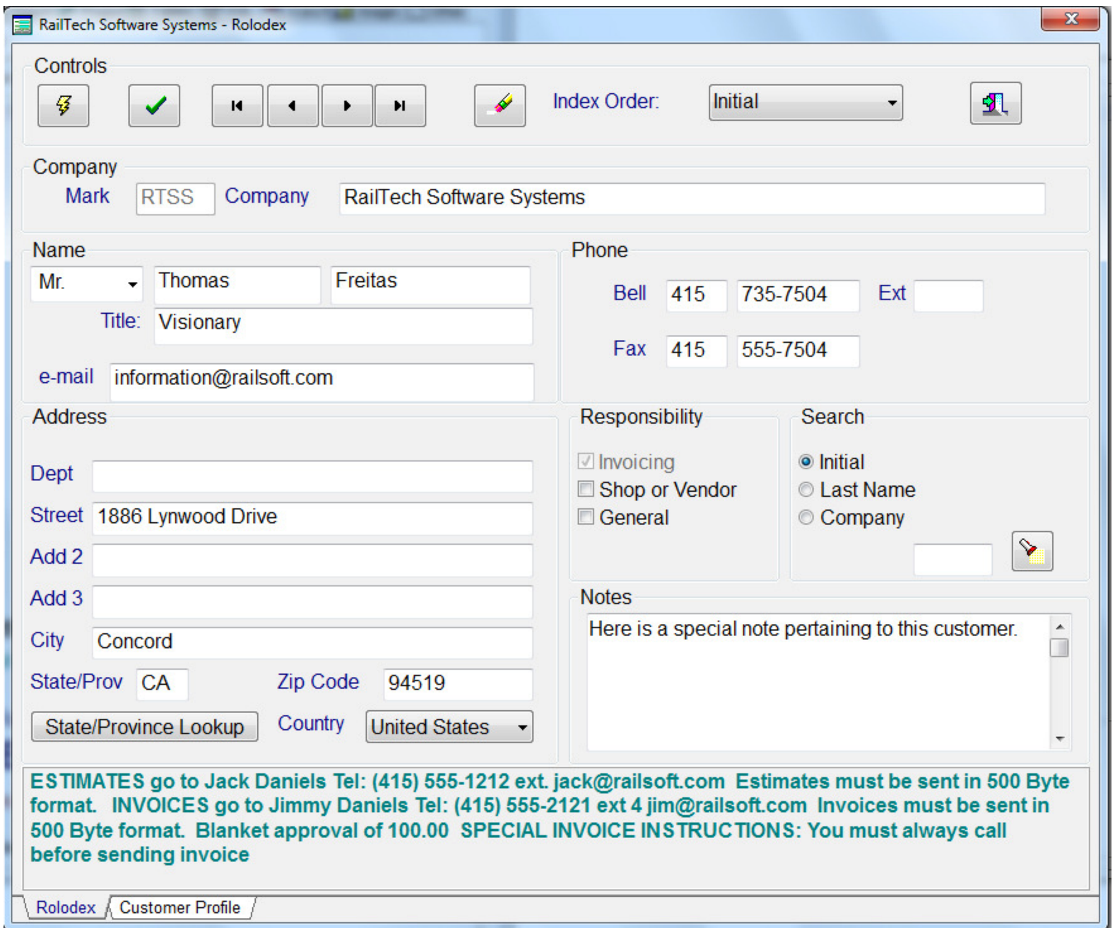
The sponsorship is viewed by over 50 companies in the U.S., Canada and Mexico, so this is a very inexpensive way to advertise what you have to the very people that use your product.

Using Mars21

Before you can create a quote or billing repair card, you need to know who is responsible for the repairs, where the quote and final invoice will be going, what you charge per hour in labor and how they require the information to be sent to them. There are other items as well, but those are the primary items that you need to know.

Step 1 - Creating a Customer

From the main menu of the program, you will need to select Files, Rolodex/Customer Profile, Rolodex. Once you have selected Rolodex, the below screen will appear.



We are showing the screen with data in it, but when you first start the rolodex, all entry fields are blank. At the top of the screen are the main action buttons. The first button on the left with the lightning bolt will clear the screen for a new entry. The button to the right with the check mark on it, is for saving the data that you entered. The next 4 buttons are the movement buttons; First Rector, Previous Record, Next Record, Last Record. Next is the button with a pencil eraser, which is the delete button for the current record displayed. The pull-down is for selecting the order that you want to be displayed as you move from record to record and the last button on the top right is the Exit button.

If you are looking for a specific company and you do not want to move from record to record there is a search selection toward the bottom right side. Here you can search by company initial, persons last name or company name. You do not need to enter the entire name, a portion of the initial, last name or company name is all you need to enter. Once you have entered what you are looking for, press the push button to the right with the flashlight and the system will go to that record, if it is there.

Below is a description of what you will see in the rolodex file;

The first entry field is the company mark or initial. Next to the company mark is the company name. below that on the left is the Title of the person, Mr. Ms. Mrs. Miss, than their First Name and Last Name. Below that is the persons position title and their email address. Below that is all the address information as well as the Country that the company is in. On the top right side is Telephone Number and extension as the Fax Number. Below that is the responsibility of the person entered; Invoicing, Shop or Vendor, General.

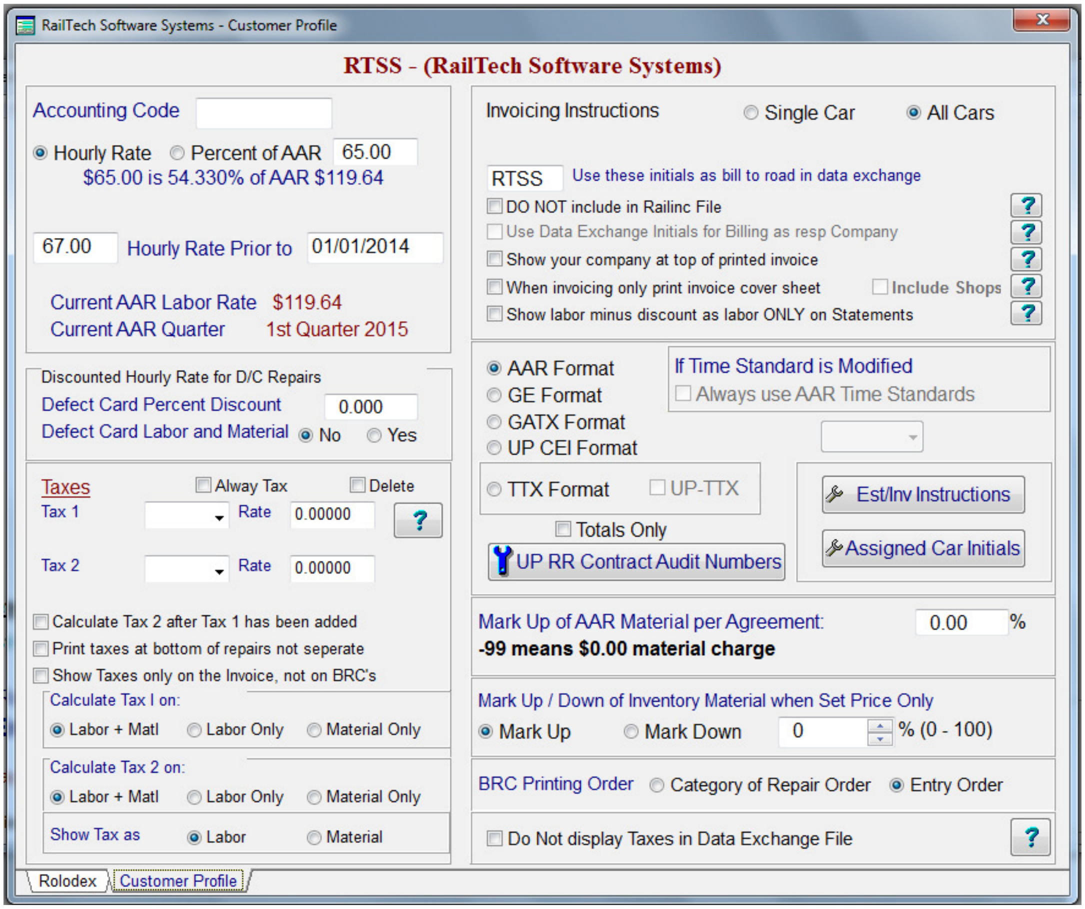
Very Important: If you select Invoicing, than that becomes unique and no one else can have that selection. (I will explain how to get around that later in this chapter as some companies require some cars to be billed to one location and other to another.)

The bottom right side are any notes that you want to enter to this specific person. The bottom of the screen is all the information that was entered in the Customer Profile that we will now explain.

You cannot move to the bottom tab, Customer Profile, until you have selected the responsibility of Invoices and saved the information. Once you have done this you can now select Customer Profile for this customer.

The customer profile will maintain all the information you need on this customer in order to create either a quote or a billing repair card. The information that you entered will be summarized at the bottom of the rolodex file when you select a company in the rolodex.

Customer Profile



As you can see, the customer profile has an array of information. Starting at the top left side is the Accounting Code, if you have one. This field is not a required entry! Next, how much to you charge this company and is it based on an Hourly Rate, (Hourly Rate is Recommended), or is it a percentage of the AAR labor rate. Once you enter the amount, the system will show you your hourly rate or percentage. It will also show you the current AAR Hourly Rate and what percentage your billing is on that rate.

You may also enter the previous labor rate below that. If you enter a quote or billing repair card and the repair date is prior to the date indicated, than the system will use that rate. Below that the system shows the current AAR labor rate again as well as what quarter and year it is.

If you give a discount for defect card work, responsibility code of 3, than you can enter the percentage discount in the Discounted Hourly Rate for D/C Repairs. You must also indicate if the discount is based on Labor and Material. Stating NO means that the discount is based on labor only. If you do not enter anything for Defect Card discount, than the system will use the hourly rate you indicated above.

Below that are the setting for Taxes, if you must charge taxes. You can have one or two taxes for repairs. You must indicate what tax you are charging in the pull-down and what the rate is in decimal form. If you enter any taxes than you can define who the taxes work. If you have two taxes, do you want to calculate Tax 2 only after you have calculated Tax 1. Do you want the taxes to appear at the bottom of the repairs.

(Normally, taxes would be on a separate billing repair card or quote. This is because the AAR has defined a billing repair card as one car with the same date, splc and detail source. You also have the option of only showing the taxes on the invoice cover sheet. Taxes will always be in any data exchange file that you create and will have the appropriate detail source code.

The next item for taxes is how do you want each tax calculated; Labor and Material, Labor Only or Material Only. Lastly, do you want the taxes to appear as a labor charge or a material charge.

On the top right side of the customer profile is how this customer want you to invoice. Does he or she require one car only per invoice or do they require all cars in one invoice.

Below that are some special instructions.

1. What initial do you want to appear in the data exchange file for this customer. The default is the initial that you used for creating the address in the rolodex. However, I mentioned earlier that some companies require to have some cars billed to one location and others billed to another. For this reason, you can make up company initials with addresses on them for invoicing. Remember that each company initial in the rolodex where the responsibility is Invoicing must be unique. Than in the customer profile, you can enter the appropriate initials for that company, which does not have to be unique. When you create a data exchange file, the billed to road will always be changed to whatever you have in the selection for Use These Initials as bill to road in the data exchange file.

2. If the company you are billing does not want the data sent to Railinc and/or the format is not compliant to Railinc, than you should check this box.   When you create a Railinc Data Exchange file, the system will only use the companies that do not have this item checked.

3. Use Data Exchange Initials for Billing as responsible Company is for historical records. If a company has historical data and than this company becomes managed or purchased by someone else, this will give you the ability to change the responsible roads initials without having to change the rolodex file or other records.

4. Show you company at top of printed invoice. As a Running Repair Agent, this company requires that you show your company's name at the top of the printed invoice rather than the name of the company that you are representing. This is only for the printed invoice and not the data exchange file and should not apply to any company unless a company specifies that this is their requirement.

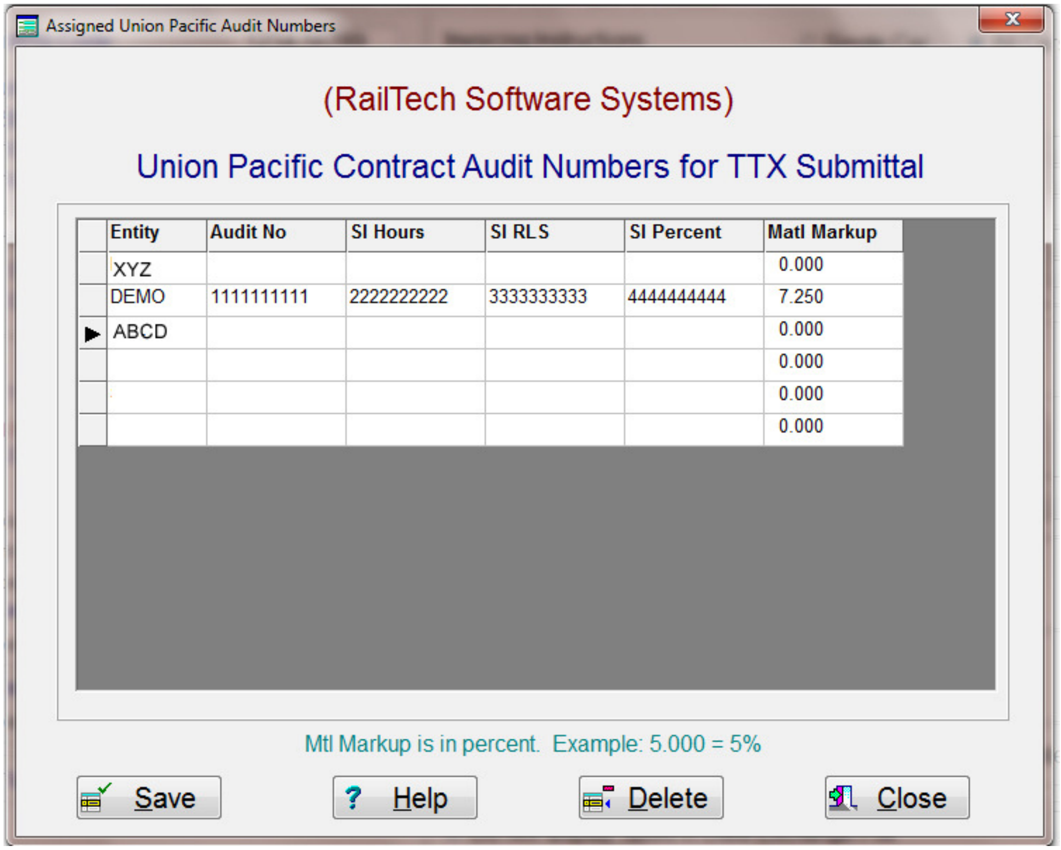
5. When invoicing only print invoice cover sheet. This is for contract shops that are running repair agents for railroads. The AAR requires that only the invoice cover sheet is needed to bill a company since the details are in the data exchange files that are sent to Railinc.

6. Show labor minus discount as labor ONLY on Statements. This is self explanatory.

The next set or instructions are what format this company requires. The selections that you have are currently AAR Format, GE Format, GATX Format, UP-CEI Format, TTX Format and UP-TTX Format. Whenever you create a quote or billing repair card and select a company, the format that is used is automatic according to these instructions

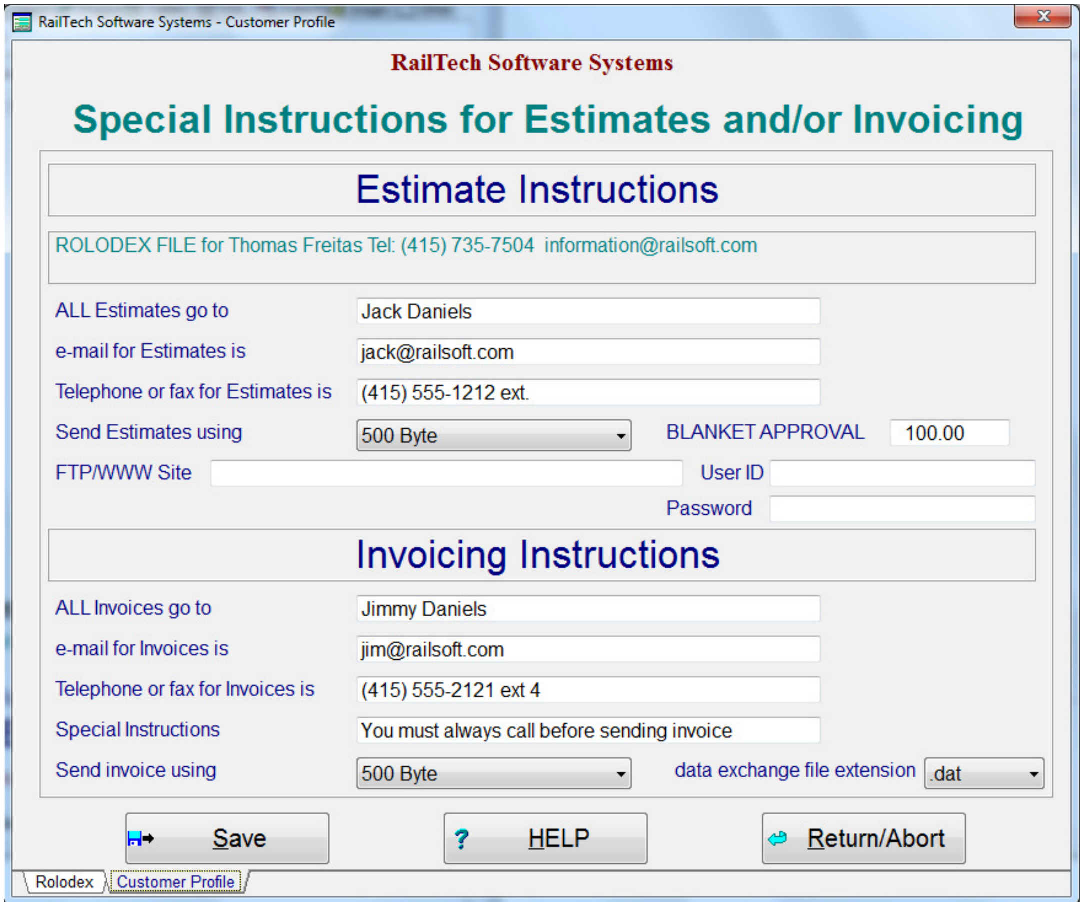
The check box below the TTX format and UP-TTX format called Totals Only, means that when a billing repair card is printed for this company, it will no show the labor and material amount. Instead, it will only show the total amount of money.

Below that is the push button for UP RR Contract Audit Numbers. This is only used when the format of TTX-UP is active. (This may disappear in the future if the Union Pacific Railroad takes back all the auditing for the cars that utilize this format.)



When you select the push button UP RR Contract Audit Numbers and you have TTX-UP format selected, the above screen appears. This screen will show each entity that you have, (In most cases a company only has one entity). Once you have received the information from the Union Pacific Railroad Company what each Contract Number is, then simply enter those number is the fields above. When you click "Save", the data will be saved and you will be returned to the customer profile screen. "Close" is the same as abort and does nothing to the data. If a person on network version does not have authority to modify these fields, then the save push button will be inactive.

The push button on the right of the format instructions, Est/Inv Instructions allows you to enter specific information on how this company wants estimates and invoices.

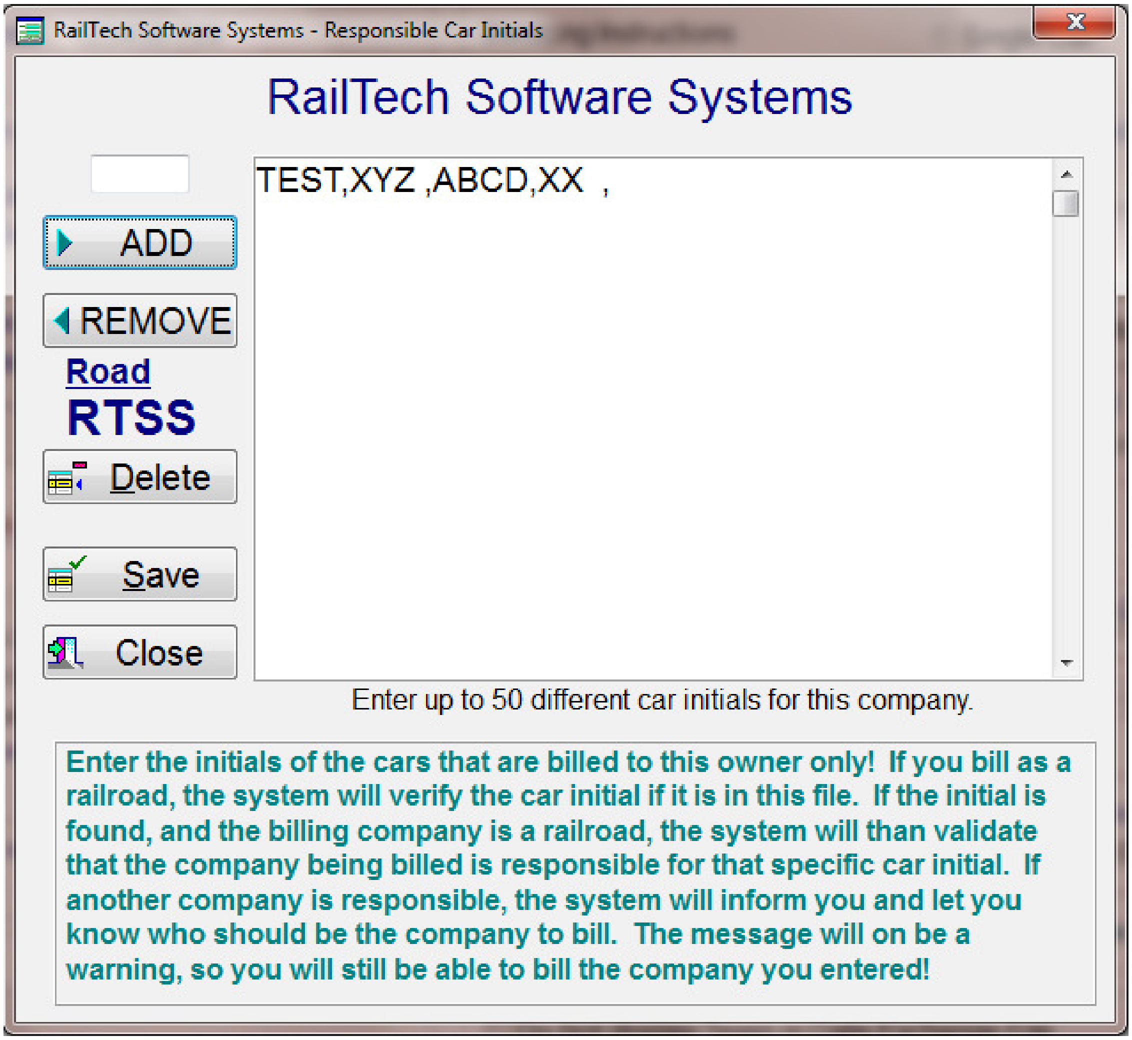


This screen allows you to enter more detailed information on how a customer requires to have their estimates and/or invoices sent to them. It also gives you the ability to enter a blanket approval amount. When you save a billing repair card, the system will automatically total the repairs and if the repairs are less than the blanket approval, it will be flagged as being approved.

Once you have completed the form and saved it, all the information will appear on the front page of the rolodex for that specific customer.

If you do not want a specific line to show because the information on the rolodex file covers all for a specific entry, than simply put a period in that field.

If you have an entity that is a railroad, than you can assign certain car initials to any company. The car initials must be unique for that specific company. When you create a billing repair card, quote estimate or group billing, the system will look to see if the entity that is doing the billing is a railroad and not a shop. If it is a railroad, than the system will look at the assigned car initials that you have entered. If the system finds those initials and the company you are billing is not the company that the initials are assigned to, you will receive a warning. The warning will inform you who you should be billing, but will allow you to still bill the company that you have selected. See the car initials responsibility screen below.



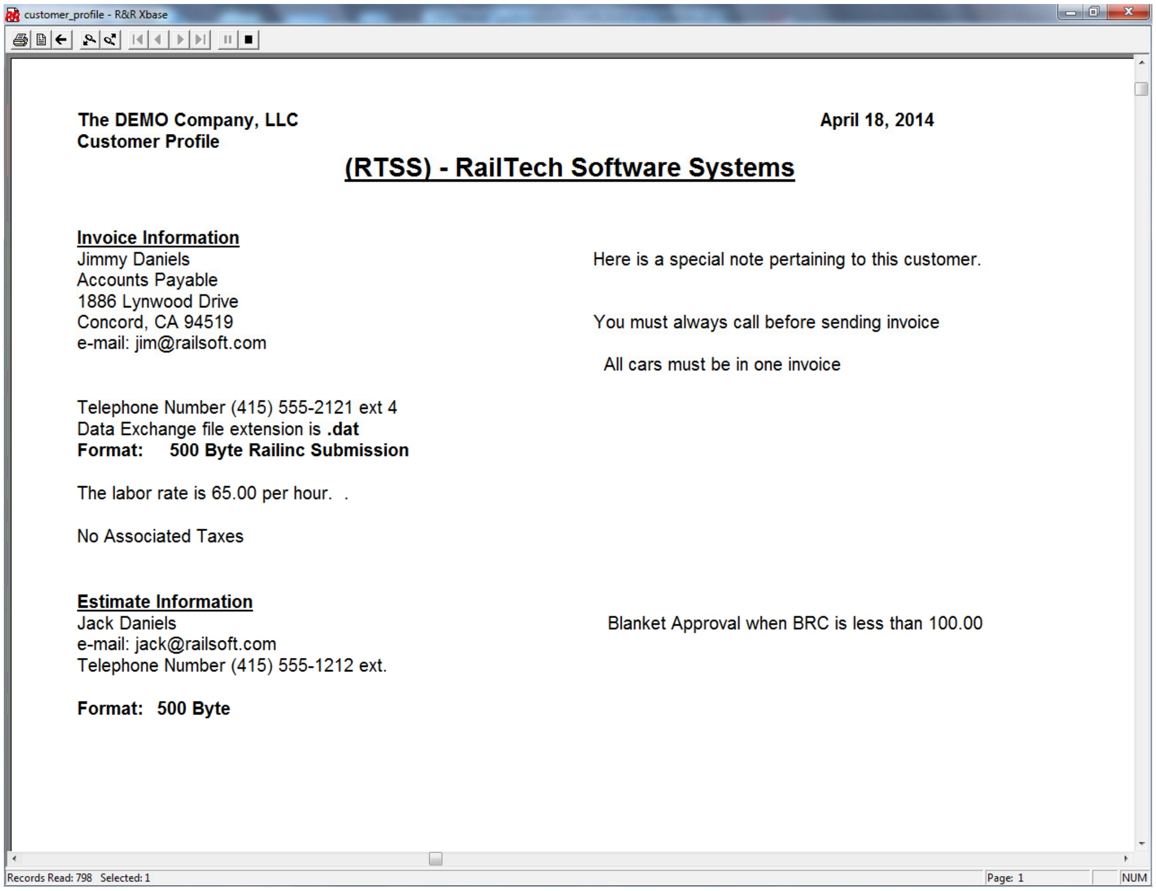
The last section of the customer profile allows you to select a percentage mark-up or mark-down of AAR material for entities that are Contract Shops only. If you have an agreement with a company that allows you a mark-up or mark-down to AAR Material amounts, than you simply enter the percent and indicate if it is a mark-up or mark-down.

The Printing Order of a quote or billing repair card by default is entry order. However, you can make the printing order for any company to be by category of repair. We recommend that you keep it as entry order since you have the ability to insert lines in quotes and billing repair cards.

The last option in the customer profile is the ability to turn off taxes when you create a data exchange file. This is only there because a few, (very few), companies to not want taxes in the data exchange file.

As you can see, there is a lot of information that you can have in a customer profile, which makes creating quotes, billing repair cards, invoices and data exchange files a lot easier because, in most cases, they automatically will conform to what the customer profile states.

If you ever need to print, view or save to a file, such as pdf, the customer profile, this can be done in the report screen. Reports will be in a later chapter. Below is an example of a printed customer profile.



The DEMO Company, LLC **April 18, 2014**
Customer Profile

(RTSS) - RailTech Software Systems

Invoice Information
Jimmy Daniels
Accounts Payable
1886 Lynwood Drive
Concord, CA 94519
e-mail: jim@railsoft.com

Here is a special note pertaining to this customer.

You must always call before sending invoice

All cars must be in one invoice

Telephone Number (415) 555-2121 ext 4
Data Exchange file extension is **.dat**
Format: 500 Byte Railinc Submission

The labor rate is 65.00 per hour. .

No Associated Taxes

Estimate Information
Jack Daniels
e-mail: jack@railsoft.com
Telephone Number (415) 555-1212 ext.

Blanket Approval when BRC is less than 100.00

Format: 500 Byte

Creating a Quote/Billing Repair Card

The Mars21 program is designed for both Railroads and Contract Shops. A railroad will always create billing repair cards while a contract shop will usually creates quotes that will later be moved to the billing repair card file once approved.

The quote file is, simply put, a holding file while the billing repair card file is where all invoices are created from. Both files work identically with the only difference being the use of either the BRC.DBF or the QUOTE.DBF file.

In order to create a quote or billing repair card, from the main menu select; File, Billing Repair Card, Create or File, Quote/Estimate, Create.

When you have selected create, the system will assign a unique name for you and make a copy of the database, BRC.DBF for all your work to be completed in. The unique name always start with the letter U for user and than a number, which indicates where the user is located in the authorization file for what the user can or cannot do. If the system is a single user system, than the user name will always be U0, (The 0 is a zero). The unique name will end with the letter T and .DBF. So if this were a single user system, the unique name would be U0T.DBF.

This naming is used so that if you abort the quote or billing repair card, the system simply delete the unique named file. If you are editing an existing quote or billing repair card, than the data is copied to the unique file for you to delete lines, add lines or modify lines without effecting the original data. If you SAVE the edit, the system simply deletes all the data from the BRC.DBF or QUOTE.DBF file and copies the data from the unique file to the BRC.DBF or QUOTE.dbf file. You never utilize the actual BRC.DBF or QUOTE.DBF files.

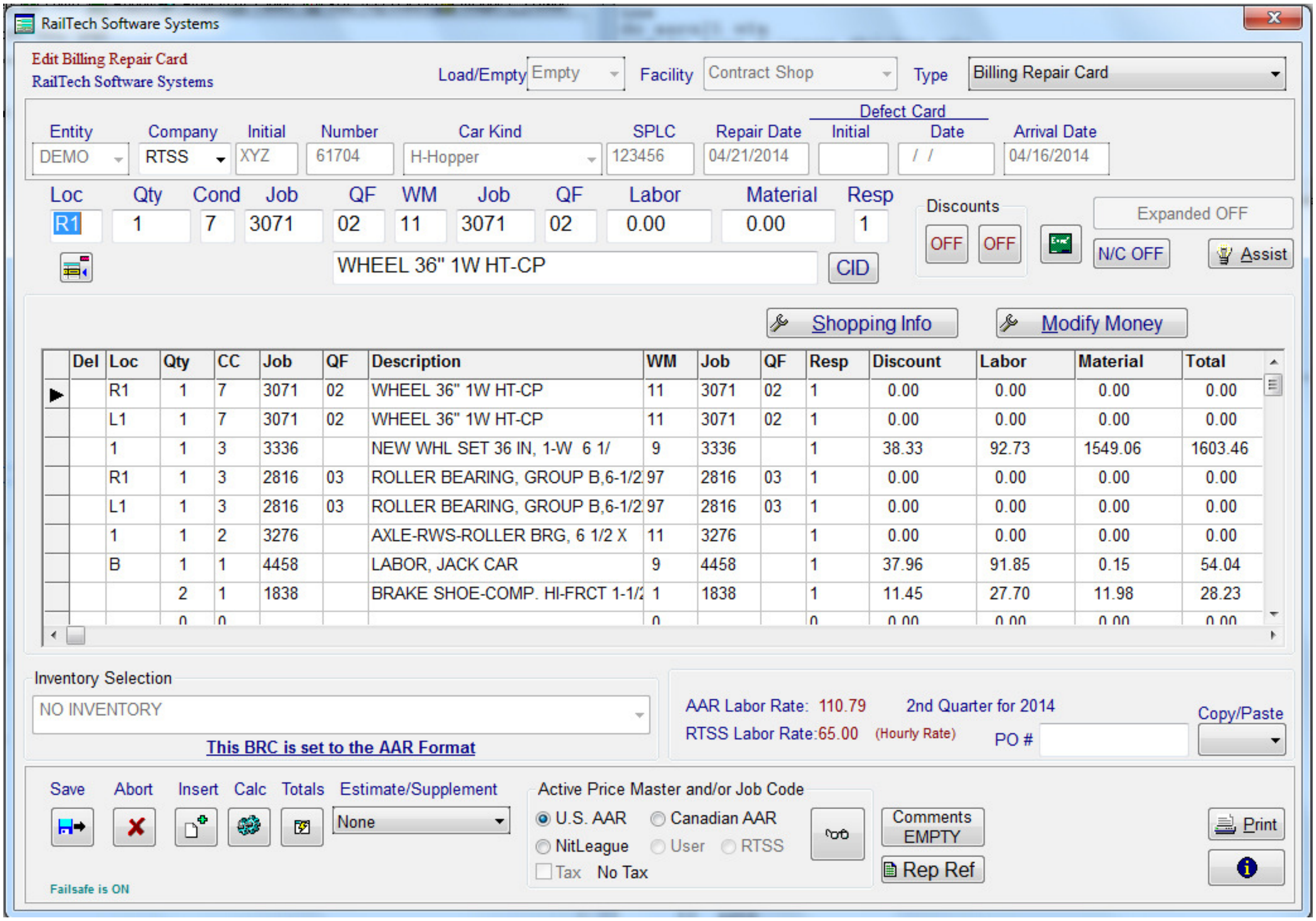
If you are creating a quote or billing repair card, the screen that appears will only display the header information for you to enter. The Entity is the company initials or mark that is creating the billing repair card. If you have multiple entities, such as a running repair agent, than this pull-down will be active. If you have only one entity, than that entity automatically appears in the pull-down and the pull-down is inactive. Any active pull-down allows you to either select the item you want or you can type in the item and proceed to the next field.

Proceeding to the next field can be achieved from a pull-down by either pressing the TAB key on your keyboard or using your mouse. All other fields, you should use the enter key on the keyboard.

The next field is the company that you will be sending the quote or billing repair card to for payment. Again, you can either select the company initial or type it in and proceed to the next field.

After you enter the responsible company initials or mark, the next three fields pertain to the car; Car Initial, Car Number and Car Kind. The SPLC will display the default SPLC, which you can overwrite if needed. Then comes the repair date in MMDDYYYY format. If this is a defect card or JIC repair, than you must have the responsible party for the defect card or JIC enter for the Defect Card Initial and date of the Defect Card or JIC.

Railroads will not show the field Arrival Date, but contract shops will and this date must be filled in. At anytime during the header entry, you must select if the car is empty or loaded and what type of a facility you are. The defaults will always appear, of which you can overwrite. When you are finished, in the middle of the page is a push button marked "Detail". Press this button and the system will validate your entries before it will continue. If all entries are within the perimeters, the detail screen will appear. See Below.



When the detail screen appears, all the header information, except the responsible company, becomes inactive. The responsible company remains active, giving you the ability to assign different responsibility to one or more lines of repair. Example; if you were to get a flat car in and one company was responsible for all repairs except tie-downs and another company was responsible for tie-downs, than you would simply select the responsible company for each repair item. Once you select a responsible company, it will remain until you change it or if you go to a line that has another responsible company.

The system is set up with an entry line directly under the header information. The first entry is for the location on the car. Then comes the quantity, condition code, applied job code, applied qualifier, description, why made code, removed job code, removed qualifier, labor charge, material charge and responsibility code. Before you enter the responsibility code, you must make sure that the repair type, top right, is set correctly.

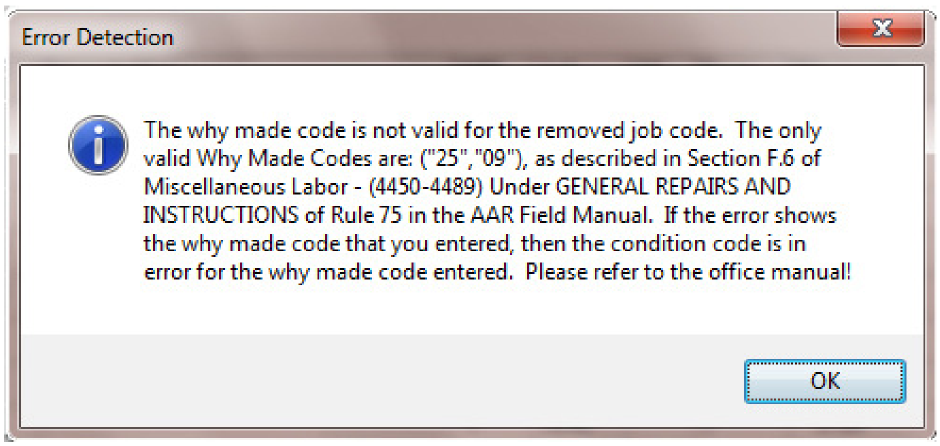
When you enter an applied job code, that job code will always be copied to the removed job code, for easy entry. The same is true for the applied qualifier. After you enter the applied qualifier, the system will automatically search for the applied job code description and, if the applied qualifier is a Rule 83 qualifier, the applied qualifier description. Once it finds the descriptions, the system will automatically write the description in the description field, unless there is already a description there. You can always overwrite a description and it will remain there.

If you want the system to automatically price the line of repair, than both the labor field and material field must be 0.00. You have the ability to write in or overwrite either or both the labor and material amounts. If you write over either one, but leave the other set to 0.00, than the system will automatically price that field based on your customer profile.

If you require that the line be a NO CHARGE, then press the push button marked N/C OFF and it will read N/C ON and be RED in color. This only applies to the line that you are currently on.

Once you have entered a line of repair and you enter into the responsibility field, it will automatically be a 1, unless you have a Defect Card/JIC responsibility set. If you have a Defect Card/JIC responsibility set, than the responsibility code will be a 3. Of course you can change this field to be whatever you want as long as it is within the guidelines of AAR billing.

When you press enter after you are in the responsibility field, the system will than process the line. If there are any errors, the system will not allow you to continue on until you have corrected the error. When an error appears, the system will do its best to inform you what Rule Number applies, what you entered and what you should have entered. Example below;



When you have corrected the error and the processing comes out error free, the line is then moved to the detail area below.

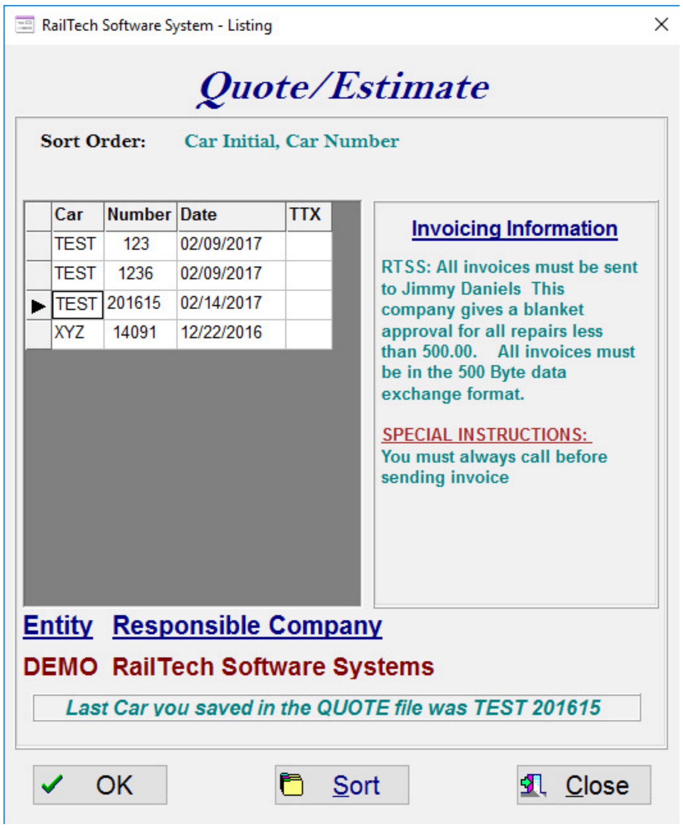
The detail area will display all entry lines for the quote or billing repair card. If you need to change any line, simply click on the line in the detail area and the data will than appear on the entry line. Make any changes you need than go into the responsibility field and press enter for the line to process.

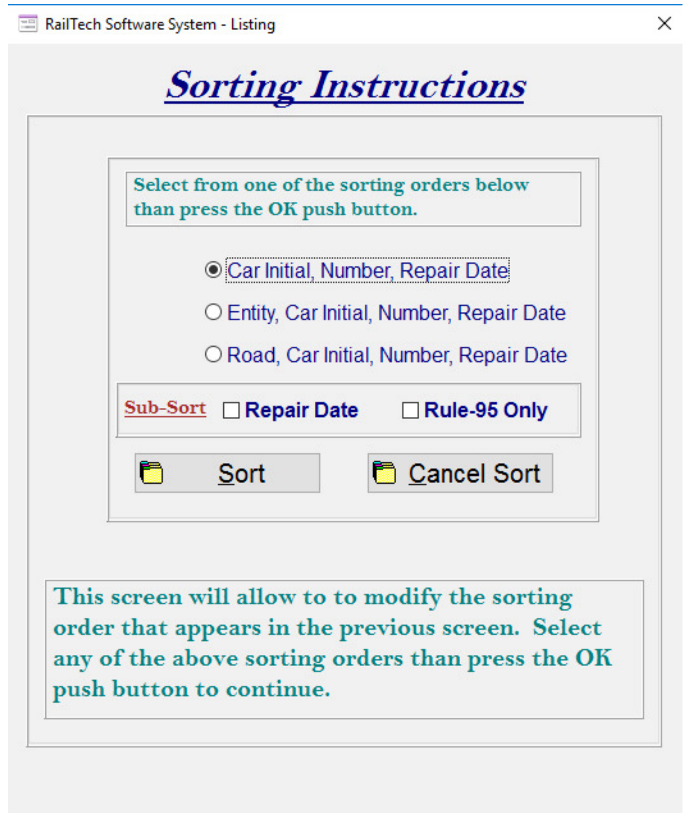
You also have the ability to insert a line by clicking on the detail line that you want to insert a record under than pressing the button at the bottom left with the plus sign on it. A blank line will than appear below the line for you to create a repair on.

IMPORTANT: if you change a line remember to change the amount of labor and material to 0.00 if you want it to price. A quick and easy way to do this, is to press the green push button on the right marked E=MC2. This will automatically make both labor and material to be 0.00. Than when you process the line it will be priced accordingly.

If you are a contract shop, the push button Shopping Info will be visible. If you want to store costing information and statistics, then press the push button.

Copy one Billing Repair Card or Quote to others





Copying one Billing Repair Card or Quote to another is a very simple function. From *Utilities*, on the main menu, select *Global Changes* than the file where the car is that you want to make copies from, than select *Copy Repairs*. A list of all the cars in that file will appear.

At this point you can either select the car you want to make copies of or sort the cars first as shown above than select the car you want to make a copy from.

Sorting can be by *Car Initial, Car Number, repair date* or by *Entity* first or by *Responsible Road* first. You can also sub-sort by check either or both the *Repair Date* and/or *Rule-95 Only*.

Note that when you select a car, all the information you have in the *customer profile* of the *Rolodex* file for that company appears on the right of the screen.

After you have selected the car you want to make copies of, the above screen will appear. The Car Initial, Repair Date and Arrival Date will already be filled in with what was on the car you selected. You may overwrite these entries if needed. Once you put in the information for the car to copy repairs to, click the Add to List push button and that car will appear on the right side of the screen. Continue repeating the cars to copy to until all cars are ready to be copied.

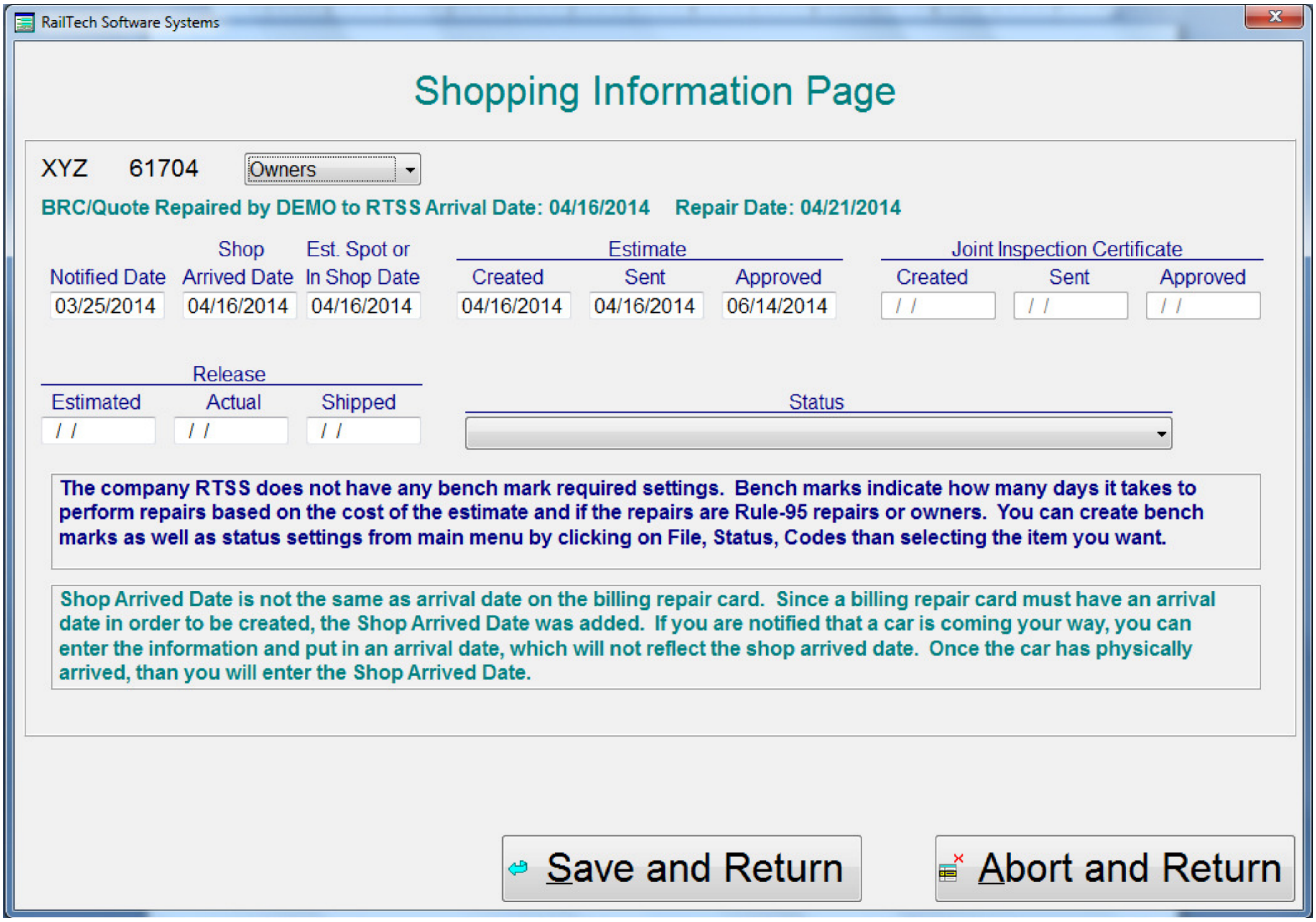
If you enter a car that is already on the list or that is already in either the Quote file or BRC file, the system will inform you and will not add that car to the list of cars to be copied.

Make sure that you have select the file at the top of the screen where you want the copied cars to go. If there is a car that you want removed from the list you created, click on that car and press the Remove Car push button and that car will disappear.

Now click the push button Copy Repair to BRC File or Copy Repair to Quote File, depending on which file you selected at the top of the screen.

The screen will show you the copy that is being copied as it goes through the list. Once finished, the screen will inform you.

Shopping Information



When you first push the Shopping Info push button, the system will automatically put the arrival date in the Shop Arrived Date. It is possible that the shop arrival date can be after the arrived date, so you can overwrite this field if needed.

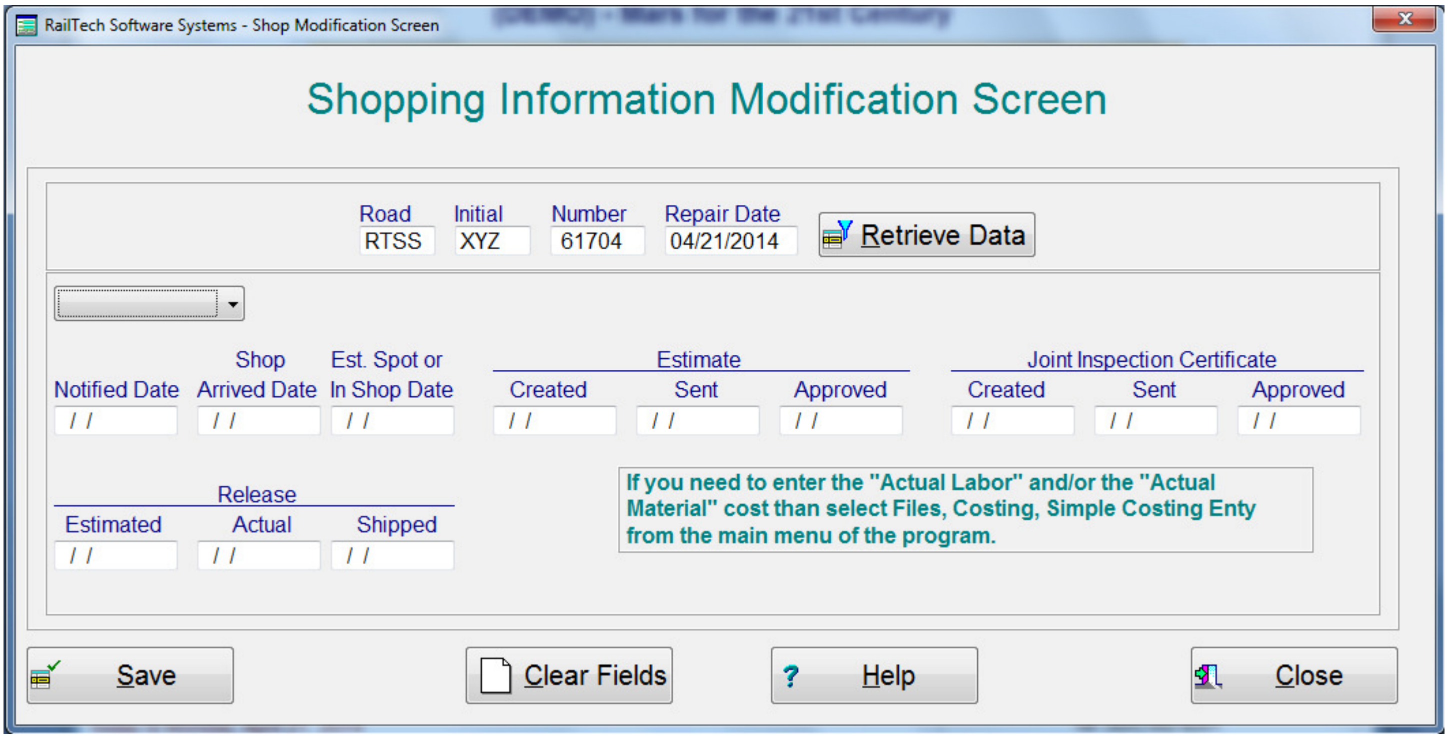
There are two special instruction selections that you may use, but it is not required. Those two items are "Shop Status Codes" and "Benchmarks". Both these items are given to you by the company that you are performing quotes or repairs for. These items can be entered from the main menu by selecting "Files", "Shop Status", "Codes" and then selecting the item that you want to add or modify.

1. Shop Status Codes: These are number codes of 1 through 999 with a description of what that code means. Example: 1 - "In Pricing", 2 - "Waiting for Material" and so on. You can enter as many items that are required.

2. Benchmarks: A benchmark is a determination on how long it takes to perform repairs based on the cost of the repairs and if it is a Rule-95 repair are not. An Example is 10.00 through 1,000.00 no longer than 1 day, 1,001.00 through 3,500.00 no longer than 2 days, Defect Card between 2,500.00 and 5,000.00 no longer than 3 days. Remember to make this apply to as many areas of cost that you can. If the total amount of the estimate cannot be found or there is no Benchmark file for the company, than the display will inform you that there is no benchmark.

If you are going to use the shopping information screen, than all data should be filled out that needs to be, such as the estimated release date, the actual release date and the shipped date. This information can be filled out prior to invoicing or after invoicing. If you enter the data after invoicing, than you will need to go to File, Status, Modify Shopping Info.

After the selection from the main menu of File, Status, Modify Shopping Info, the screen on the next page will appear. Enter the Road, Car Initial, Car Number and Repair Date than press the push button Retrieve Data. If the system finds the car, all the data that was entered will be displayed. Now enter any information that needs to be modified and press the Save push button. The data you entered will be validated and if there are no errors, saved!



Modify Shopping Information

If you need to modify the shop information and the car has already been sent to history, click on **Files, Status, Modify Shopping Info** and a screen similar to the one above appears. Simply type in the Road, Car Initial, Car Number and repair date than press the Retrieve push button and if the car is found, all data will appear on the screen. Change whatever you need to change and press the **Save** push button.

REPORTS

All reports for the car status data are in the report screen. From the main menu, select "Reports", "Reports" than select "Shop Status" at the top left side of the screen and the report selection for shop status will appear at the bottom left side.

The reports are all automatic on what files they use.

1. Shop Status report, will give you a one page report on all cars that you have entered "Shopping Info" in. All the data will come from the combination of the BRC, Quote and Suspense files. If you do not have shop information assigned to a car or cars, than they will not be accounted for in any of the Shop Status Reports.

2. Shop Detail report will automatically pull data from the BRC, Quote and Suspense files as well as from the History file within the last 30 days. This report will show all the stages of progress by entity and within entity by road and by Repair Type. A detail line of information will appear for each car including the cars repaired within the last 30 days. The cars repaired within the last 30 days will also show the turnaround times for both shop arrival as well as when repairs were approved.

3. Shop History Detail, is the same as above except that the data is retrieved from the History file only and is based on a specific year that you select from the right side of the report screen.

4. Shop History Summary, is a total of all activity by responsible company from the History file only. When you select this report, you must select the year that you want it based on from the selection at the bottom right side of the report screen.

As in all of our reports, you have the ability to filter the reports to retreive whatever data it is that you want. When you filter a report, you should leave what is already in the filter and press the "Append" push button to add to that filter.

Editing a Quote or Billing Repair Card

If you have created a quote or billing repair card and saved it, than want to go back in and edit the car, select File, BRC, Edit or File, Quote/Estimate, Edit. The below screen will than appear.

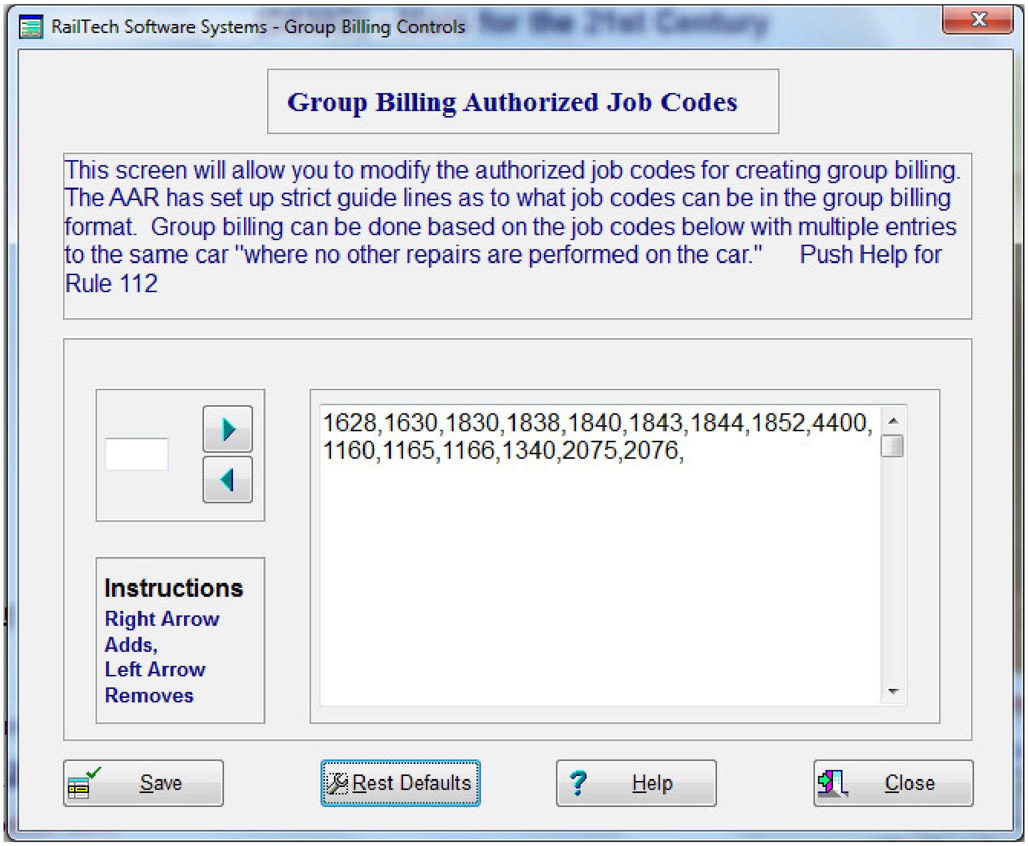
The last car that you created or edited will always be the default. Every car that you have in the billing repair card file or quote file will appear on this screen displaying the car initial, car number, repair date and if a TTX Repair, the TTX repair type. As you click on a car, the system will inform you at the bottom of the car listing, who the entity is and who the responsible party is. On the right top side is all the information that you may need pertaining to Blanket Approvals and Invoicing Instructions.

The system allows you to sort what it is that you are looking at. Example; if you wanted to see only Defect Card Repairs, then press the Change Sorting Order and select that item. If you have a large file and you do not want to scroll the repairs, you can enter the car initial, number, repair date and TTX Repair Type if there is one. Next press the find push button and it will take you directly to that car for editing.

Group Billing

Specific items can be group billed, which means that multiple cars with billing can be on the same one or more pages of billing. The AAR defines group billing as specific billing items listed in Rule112, Section A, paragraph 3, Items of repair that may be group billed in the AAR Interchange Rules.

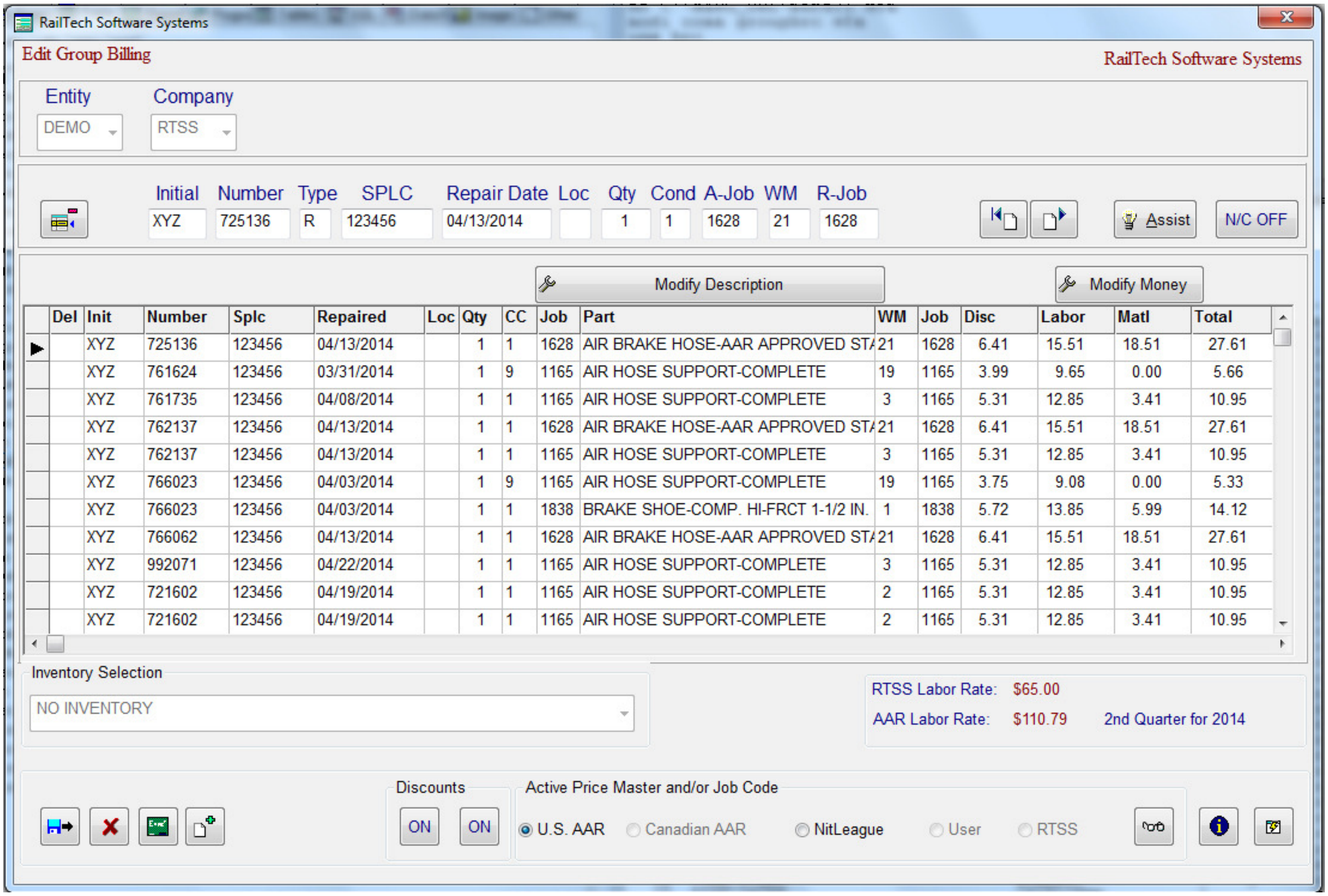
The items listed are the default valued when you select from the main menu, File, Group Billing, Group Billing Allowable Job Codes.



We allow you to modify these values by either adding or removed specific job codes. Remember that if you are billing a company that adheres to the rules and regulations of the AAR, than you cannot have job codes in your billing that are not part of Rule 112, Section A, Paragraph3 of the AAR Interchange Rules.

Once these job codes are defined in the system, you can create group bills to specific companies. From the main menu select File, Group Billing, Create Group Billing. When the screen appears, you must select an entity, if the entity selection is not inactive. Then you need to select or enter the road in which you want to create the group billing on. After you have entered the road initial, press the Detail push button to open the detail group billing screen.

Per AAR Rules, the only responsibility code that can be used is 1 or owners. The AAR also does not allow location codes in group billing. However, some customers require it, so we have allowed them in our group billing.



Group Billing is similar to entering a billing repair card, except that you must enter the header information on each line of repair. In order for the system to process the line you are on and to price it, you must go into the removed job code entry field and press enter. Once you have done this, the system will validate and price the line of repair.

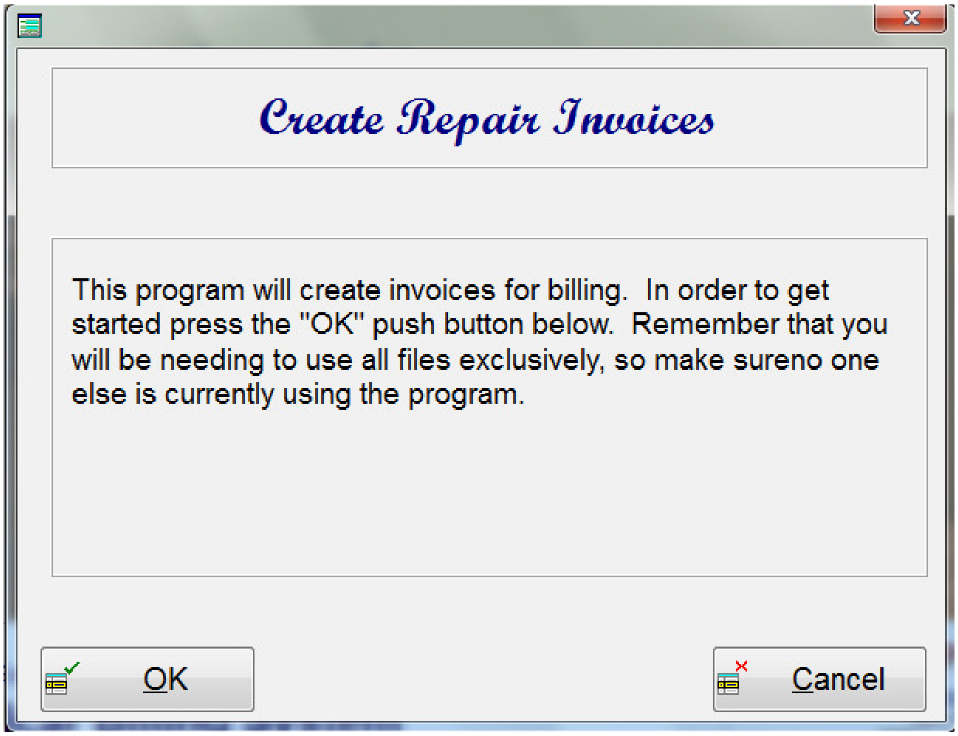
You can select any line in the detail to modify, change or delete. You can also insert a line by click on the line that you want to insert a repair below than press the push button at the bottom left with the plus sign.

Once you are finished with your group billing, press the Save push button and the screen will close and take you back to the main menu.

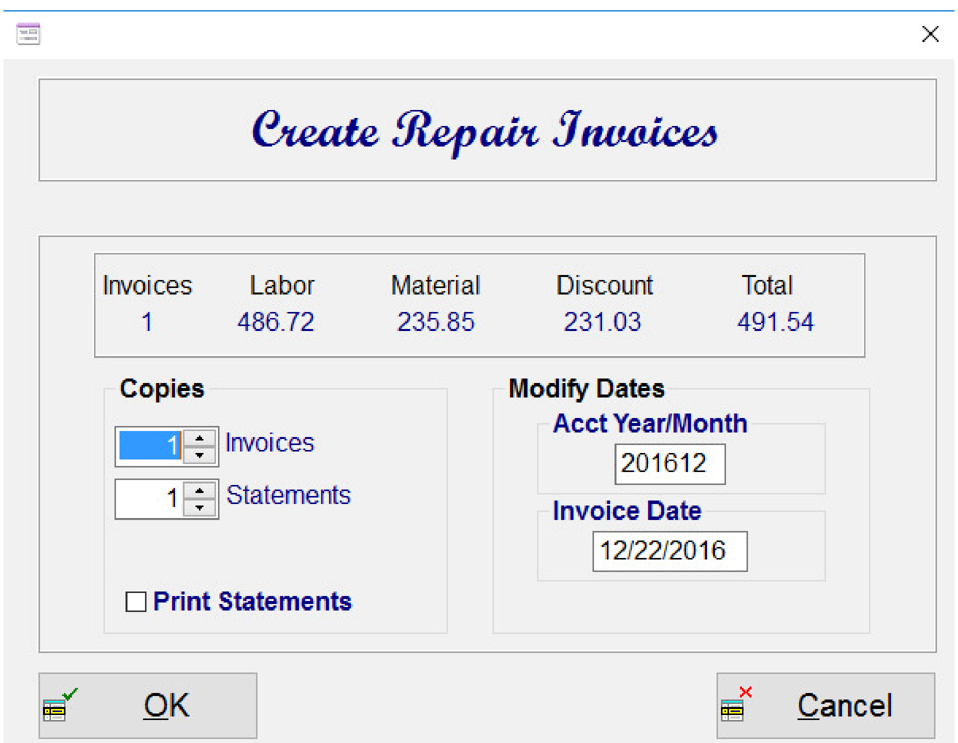
IMPORTANT: Group Billing is saved only in the BRC.DBF file. You cannot put Group Billing in the QUOTE.DBF file. We do allow you to move all Group Billing for one customer to the SUSPENSE.DBF as well as from the SUSPENSE.DBF file to the BRC.DBF file.

Invoicing Instructions

When you are ready to invoice, from the main menu click on Reports, Invoices, Create Repair Invoices. When you do this the first of three screens will appear. If you have repair records in the suspense file, than a check box will appear between to the push button "Invoice from Suspense".



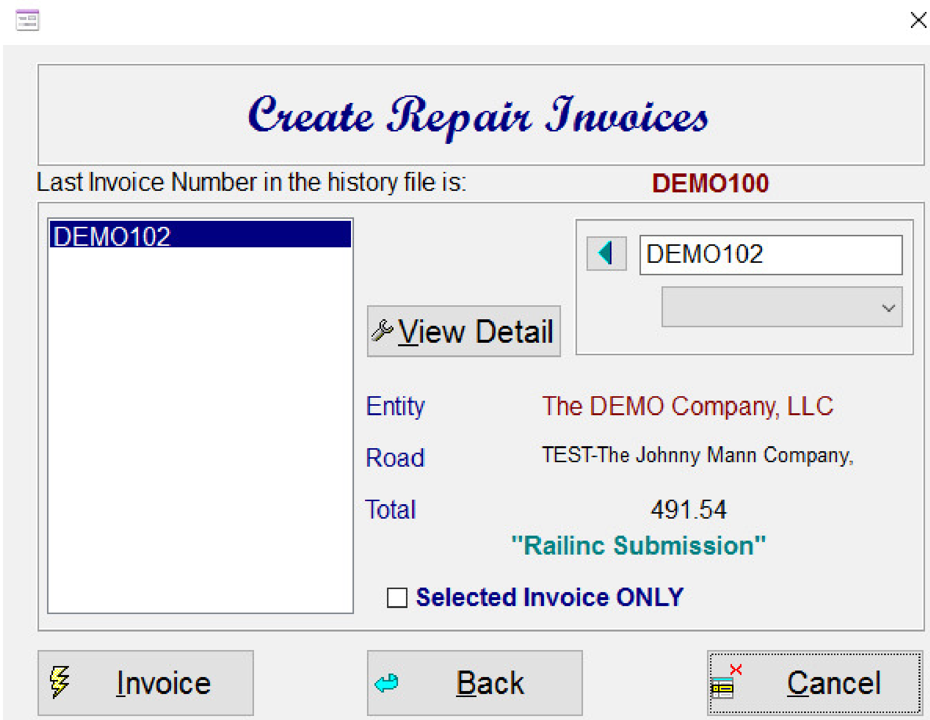
Press the OK push button to proceed and the below screen will appear.



This screen will show you how many invoices are in the billing repair card file to be invoiced along with the total Labor, Material, Discount and Total Amount of money.

It will also display what Accounting Period you are billing and the invoice date. You can overwrite the Accounting Period as well as the Invoice Date.

When you are ready to invoice, press the OK push button and the last screen will appear.



Here you can print all the invoices or just one invoice. If you want to print just one invoice, highlight that invoice number than check the box Selected Invoice ONLY.

This invoice screen will allow you to change an invoice number or reset it back to whatever the original invoice number was when this screen first appeared. To change an invoice number, first highlight that invoice than enter the new invoice number in the entry field on the top right. Now select from the pull-down Replace and press the button with the arrow pointing towards the invoice numbers.

Once you highlight an invoice, the entity, road and total amount of money will appear on the right side. It will also inform you if this invoice is a Railinc Submission invoice or not. If you would like to view what is in this invoice, press the push button View Detail and a listing of the Cars with the repair dates applied job code and qualifier and amount of money will appear.

If there are any invoices that you do not want printed, than highlight that invoice, select from the pull-down, Do Not Invoice and press the push button with the arrow pointing to the invoices.

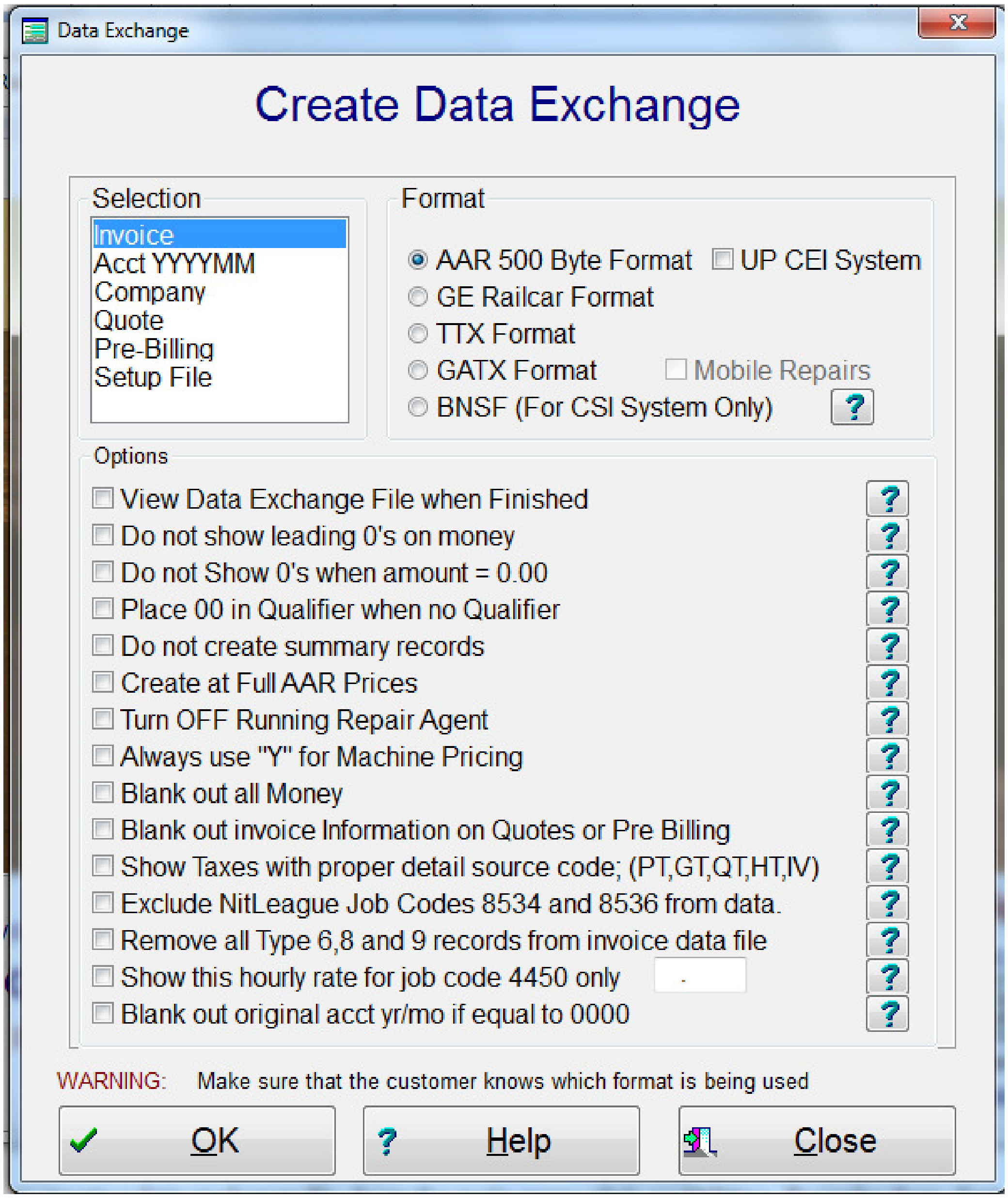
Once you are ready to invoice, press the push button at the bottom left Invoice. The system will ask you if you want to print the invoices. If you answer YES, than the invoice cover sheets will print first, next will be the invoice statements than the detail billing repair cards. If you state NO, than the system will act as if the invoices were printed. Once the printing has finished or the system thinks that the invoicing has finished, the screen will disappear.

Very Important: After the invoicing has finished and you are satisfied that all is correct, than you MUST move all invoices that were printed to the History file. This is done by selecting from the main menu; Reports, Invoices, Move Invoices to History, from BRC File or Reports, Invoices, Move Invoices to History, from SUSPENSE File. This will cause the system to move all invoices that were printed to the history file. Any invoice that you selected to not be printed, will remain the file.

You can always move an invoice back to the quote or billing repair card file from history to make changes or to simply delete. The system will also allow you to move car(s) from any file to any other file. The only exception is that only invoicing can move billing to history.

Data Exchange

In order to create a data exchange file, from the main menu click on Utilities, Transfer Data, Data Exchange, Create Data Exchange. You can also press the F7 key as long as you are not in any of the menu selections. Below is what the data exchange screen looks like;



There are several selections to choose from;

1. Invoice - A specific Invoice
2. Acct YYYYMM - Accounting Year/Month, this is usually for Railinc Files
3. Company - The initials of a specific company
4. Quote - For a specific Car in the Quote file
5. Pre-Billing - For a specific Car in the Billing Repair Card file
6. Setup File - If you create a Setup file, than you can run a data exchange file from it.

After selecting what data you want to retrieve, you than need to select what format you want the data exchange file to be created in.

1. AAR 500 Byte and if this is a Union Pacific Railroad and UP-CEI format is required, than check the box.
2. GE Railcar Format - for GE Railcars ONLY
3. TTX Format - for TTX ONLY
4. GATX Format and if a mobile repair, and they require you to use the mobile format, than check the box.
5. BNSF - for their CSI System only.

You only use the format that the company requires of you. Railroads always use the AAR 500 Byte Format. If you try to create a data exchange file and the system recognizes that the format is wrong for the company, it will inform you and ask if you want to proceed.

There are multiple check boxes for various items that some companies have requested. It is up to the user to determine what does and does not need to be checked. No check boxes and 500 Byte Data Exchange Format is the default selection.

If you are create a data exchange file for a single car or invoice, than you should check the box to view when finished. This way you can see that the file was created and the view screen will display the amounts of money at the bottom.

The next step is to press the OK push button at the bottom left side of the screen. If you selected Quote or Pre-Billing, than the next screen will prompt you for what car. There is a browse push button at the bottom of that screen that will allow you to browse through the file. When you see the car you want, highlight it and press the Return push button. The system will automatically fill in all the entry fields for you.

If you selected Invoice, than you must enter the invoice number. You can also press the Browse push button for this, but in this case, entering the invoice number might be easier.

If you selected Company, than there will be a pull-down where you either enter the company initial or select it from the pull-down.

The select Acct YYYYMM will bring up the screen prompting you for the accounting year/month. If you are creating a data exchange file for Railinc, than check the box Railinc Submitted Files. This is very important because the data exchange file will automatically remove those records that you have checked in the Customer Profile to not be a part of Railinc Submitted Files.

If you company has multiple entities, another words you bill for more than one company or your are a running repair agent, than you must check the box All Entities.

Now press the OK push button to start creating your data exchange file. The first thing that the system will do will be to check that all job codes that require CID's have a CID attached to it. It will also check to make sure that all wheels have wheel readings. If they do not, than you will be informed. The system will still create the data exchange file, but you must remember that it will not be correct according to AAR Rules and Regulations.

The next check it will do will be on the road that is being billed. If the road for some reason is not in the rolodex file, than that will stop production. You will need to either enter the road or delete all repairs pertaining to that road.

Once all validation has been completed the system will show you exactly what it is doing and display a progress bar so that you will be aware as to how long it may take. There is a lot of manipulations that are required in creating a data exchange file.

Here is a basic description of a 500 Byte Data Exchange file. All detail records start with a 1, a subtotal of all like detail source codes for a specific invoice will be created and start with an 8.   After the last 1 type record at the end of the invoice there will be five type 6 records. They are as follows;
RT for the Remit to information
EX for who to write exception letter to
IQ for the Inquiry information
IP for information on the Invoicing Party
BP for information on the billing party

After the BP type All invoices will have a record 8 created with a total for that specific invoice.
The last record for the accounting period will be a type 9 record with a total of all invoices for that accounting period. If is possible to have more than one type 9 record.

Once the calculations are completed, a dialog box will appear asking to what name to call the file. If you have select invoice, the file name that appears will be the invoice number, if you select a specific car from the quote or billing repair card file, than the file name will be the car initial and car number.

If you have selected Acct YYYYMM and Railinc Submitted File, the file name will be your company initial followed by CRIP than the last two digit of the year and the last two digits of the month. Example: if the main entity of your company is DEMO and the year is 2014 and the month is April, the file name would be DEMOCRIP1404.dat You may not see the .dat at the end, but that is the default unless you overwrite it to something else.

The default path to write the program in is the folder where the Mars21 program is located. You can change the folder name as long as the folder is in a letter drive, such as c:\ Also, the file name cannot have any spaces or special characters other than an underscore, _ after the first letter of the name.

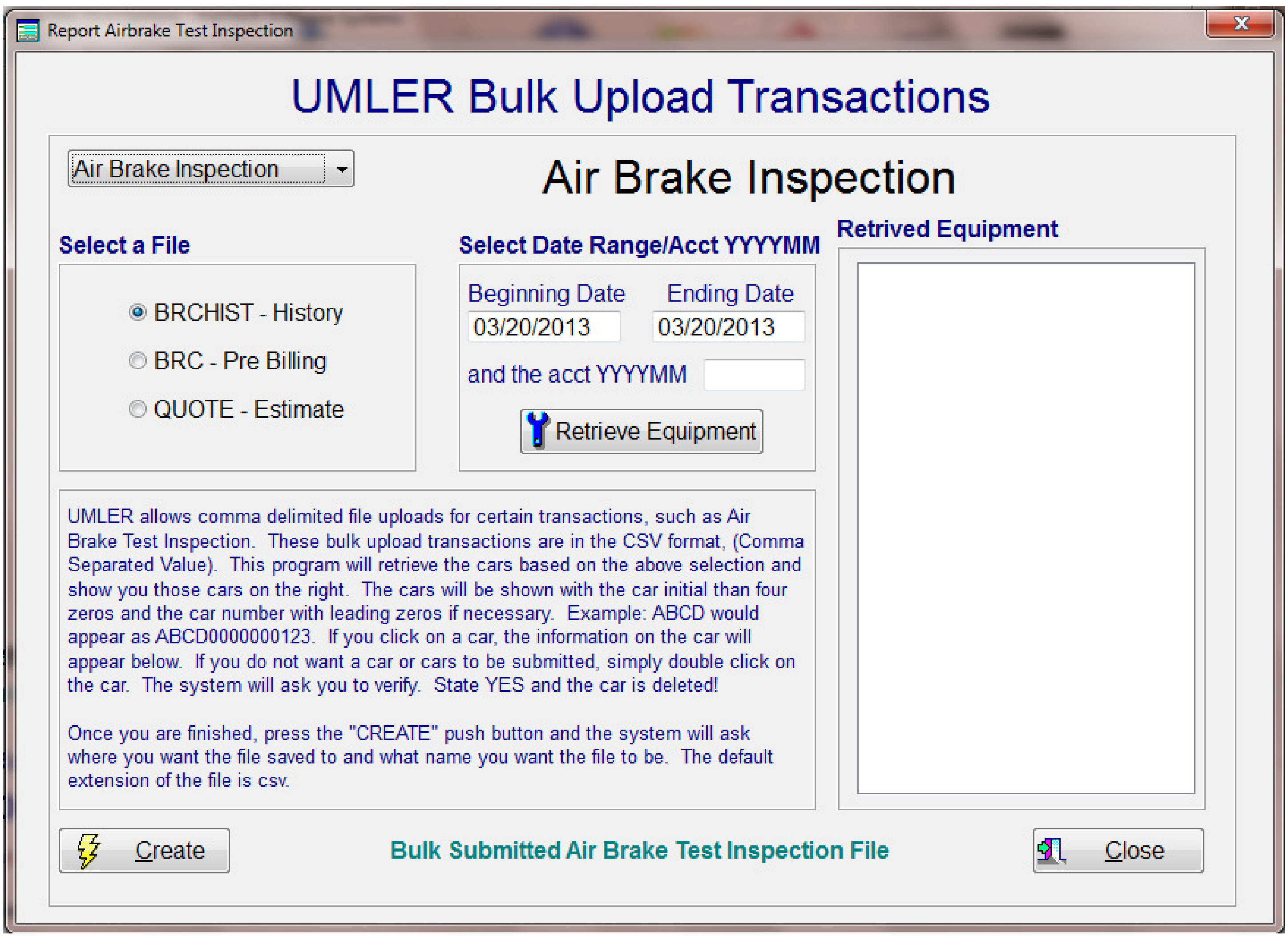
If you have selected Acct YYYYMM than you must also zip the file and name it the same name with the extension of .zip. Once you are finished, you can now upload the file to Railinc.

Other Features of Mars21

Now that we have covered the basics of defining your company, creating rolodex addresses and customer profiles, entering quote and billing repair cards and invoicing, we will now mention some of the other features within the program.

1. Creating Bulk Files for submission to UMLER through Railinc.

This system allows you to create bulk files in a CSV, Coma Separated Value, format so that you can upload into the UMLER through Railinc with just a push of the button.



There are several selections that you can choose from, including but not limited to, Air Brake Inspections, Car Grade as well as Side Frames, Bolsters, Couplers and Wheel CID's. The procedure is very simple. From the main menu, select Utilities, UMLER CSV Files and the above screen will appear. From the pull-down select the item that you want to create a bulk file from. In the case of air brake inspection, select the file that you are going to retrieve the data from than enter the beginning date and ending date. If you are retrieving the data from the history file, "BRCHIST", then also enter the accounting Year/Month.

Now press the Retrieve Equipment push button and all cars that meet the criteria that you selected will appear on the right side of the screen. You can delete any car from the list by double clicking on the car. The system will ask if you want to delete it. If you state YES, than it is deleted.

Once you are finished press the push button Create at the bottom left side. A dialog box will now appear asking for the file name. The file name will have a *.csv in it. Remove the * and write the path and name of the file. Example: c:\test\airbrake.csv

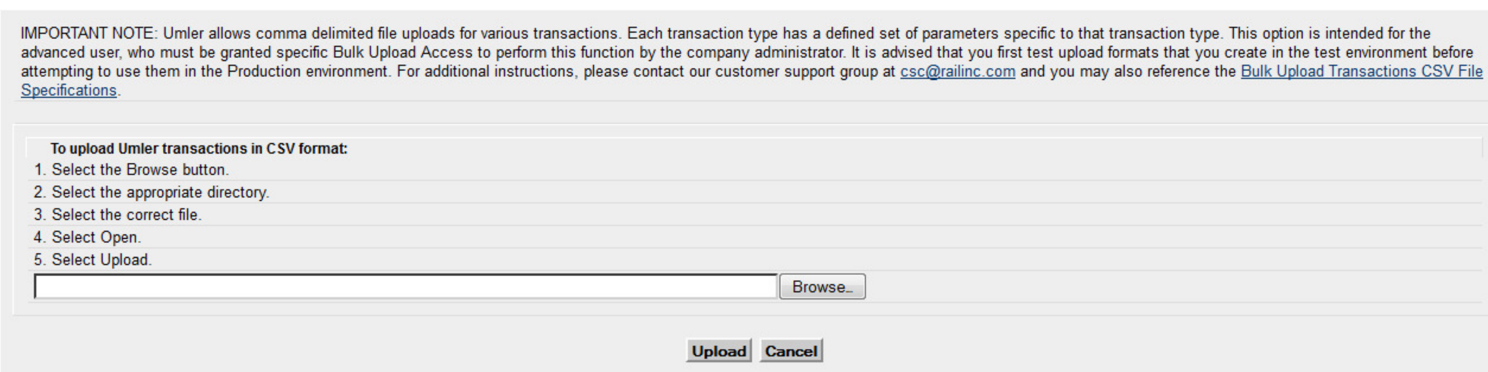
Below is how you would submit the file you just created to Railinc.

1. You will need to login at the Railinc website. Once you completed the login, select **Component Registry.Registration** on the Umler page. The tab items are **Search, Add New, Upload CSV**

Upload CSV

Uploads can be used to quickly submit many similar components (e.g., 50 cars with air brake test).

Users can upload component information from proprietary systems in an acceptable CSV format. To upload a component CSV file:
1. Log onto Umler as described in Logging In above. The Umler Welcome page is displayed.
2. Select Upload/Download than Bulk Upload Transactions.



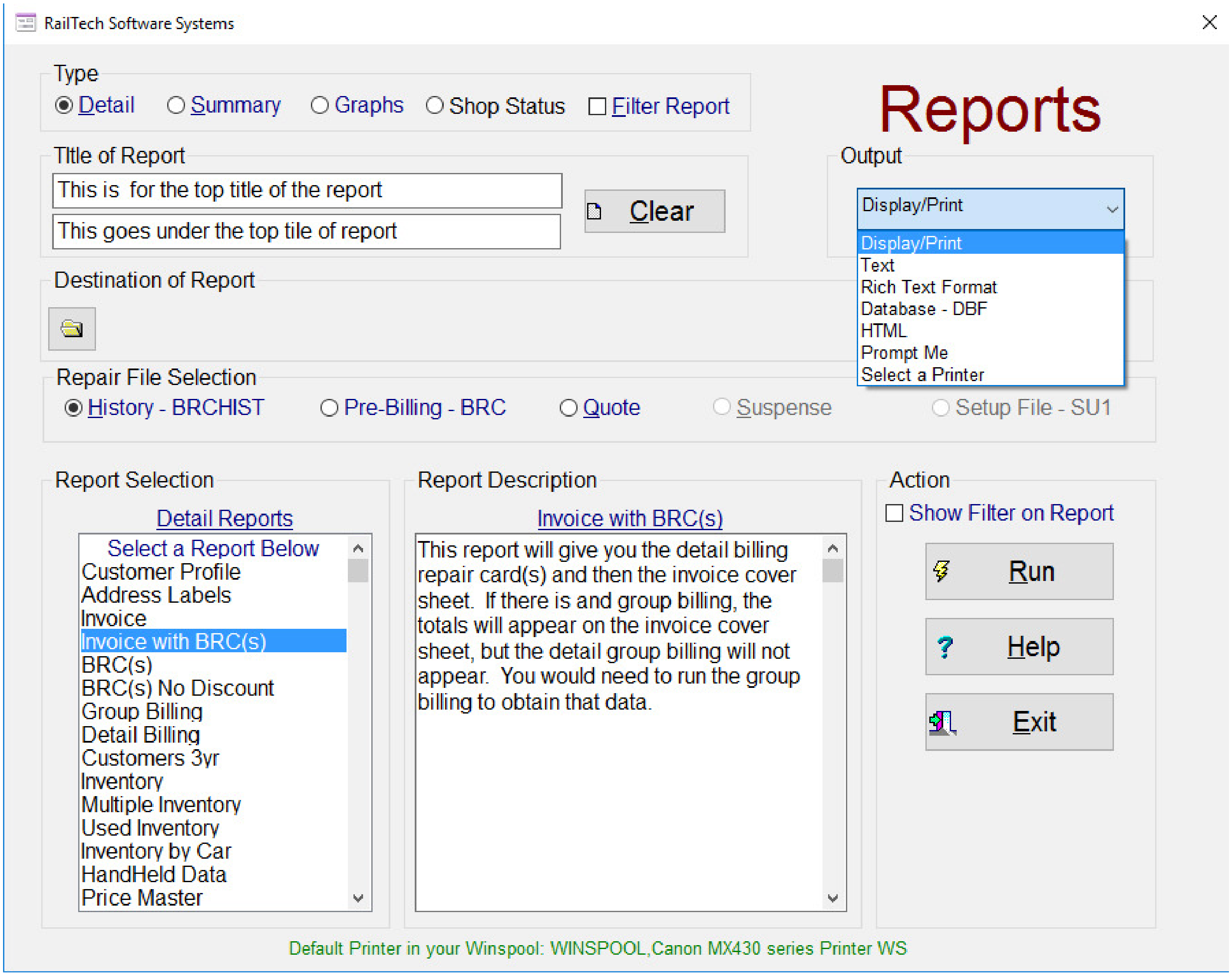
Uploading the CSV File

4. Select the Browse button to locate the file for upload. The Choose file panel is displayed
5. Either double-click the file, or highlight it and select Open. The Browse Files to Find a Components CSV is redisplayed with the selected file.
6. Select Upload.
7. Wait for the message if your data was accepted or if there were any errors

If errors occurred in processing the file, those errors are identified by Component ID and field-by field. These details can assist in correcting the upload file before uploading and submitting again.

8. (optional) If no errors were identified, validate a few records in the upload to determine appropriate changes have been made. (e.g., deleted components are not found, new components are found, fields changed reflect those changes, etc.).

Report Screens



The report screen is made to be as easy to use as possible. There are four types of reports, Detail and Summary, Graph and Shop Status. When you click a type of report, the appropriate reports will display at the report selection portion of the screen. When you click on a report, the description of what the report is will appear in the box to the right of the report selections.

In filtering a report, the system will allow you to choose fields and select whatever criteria that you require. The manual on how to filter a report can be viewed by selecting **"How to write a query"** in the main menu under reports.

If you want your report to have a title to it, then you can enter whatever you would like in the Report Title portion of the screen.

The Output selection allows you to select how you want the report to run. The selections are as follows:

View/Print - Allows you to view the report and then print a single page or the entire report or abort it.

Text - This will allow you to save the report as a text file.

Rich Text Format - This allows you to save the file in an MS Word format

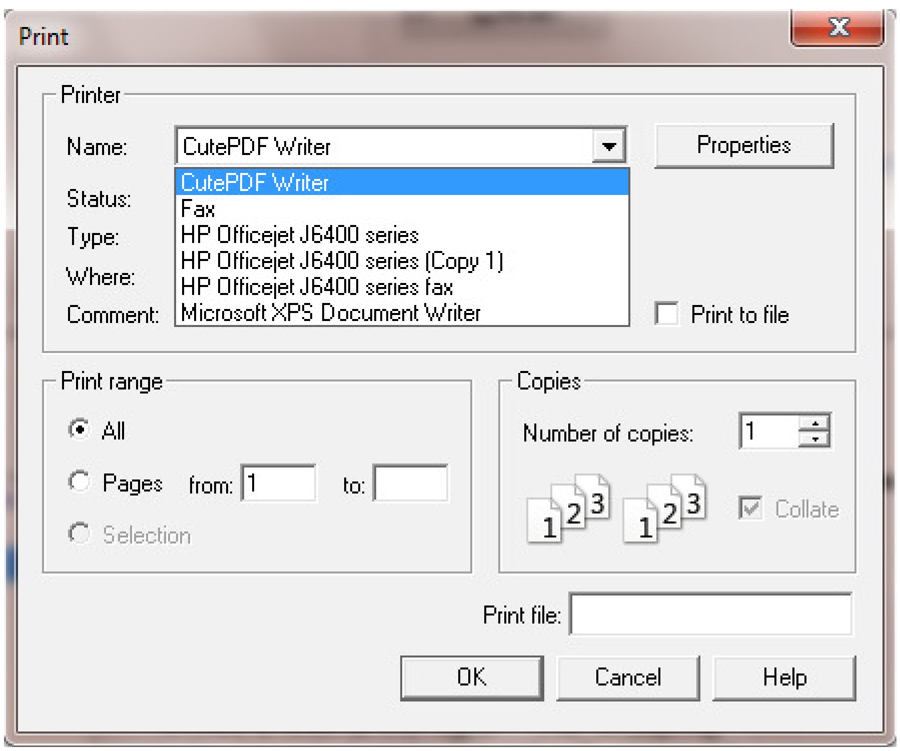
Database - DBF - This allows you to save the file to a database.

HTML - This allows you to save the file to and internet HTML file.

Prompt Me - Will prompt you for any of the above and a few others

Select a Printer – This will force the Printer Dialog box to appear

If you are saving the file to your hard drive or to a disk, then you must have a file name entered as well as a directory selected to where you want the file to go. This applies to all files except pdf files. If you want to create a report in the **PDF Format**, then you will need the Output selection to be **Select a Printer**. When the printer dialog box appears, select your PDF Printer.

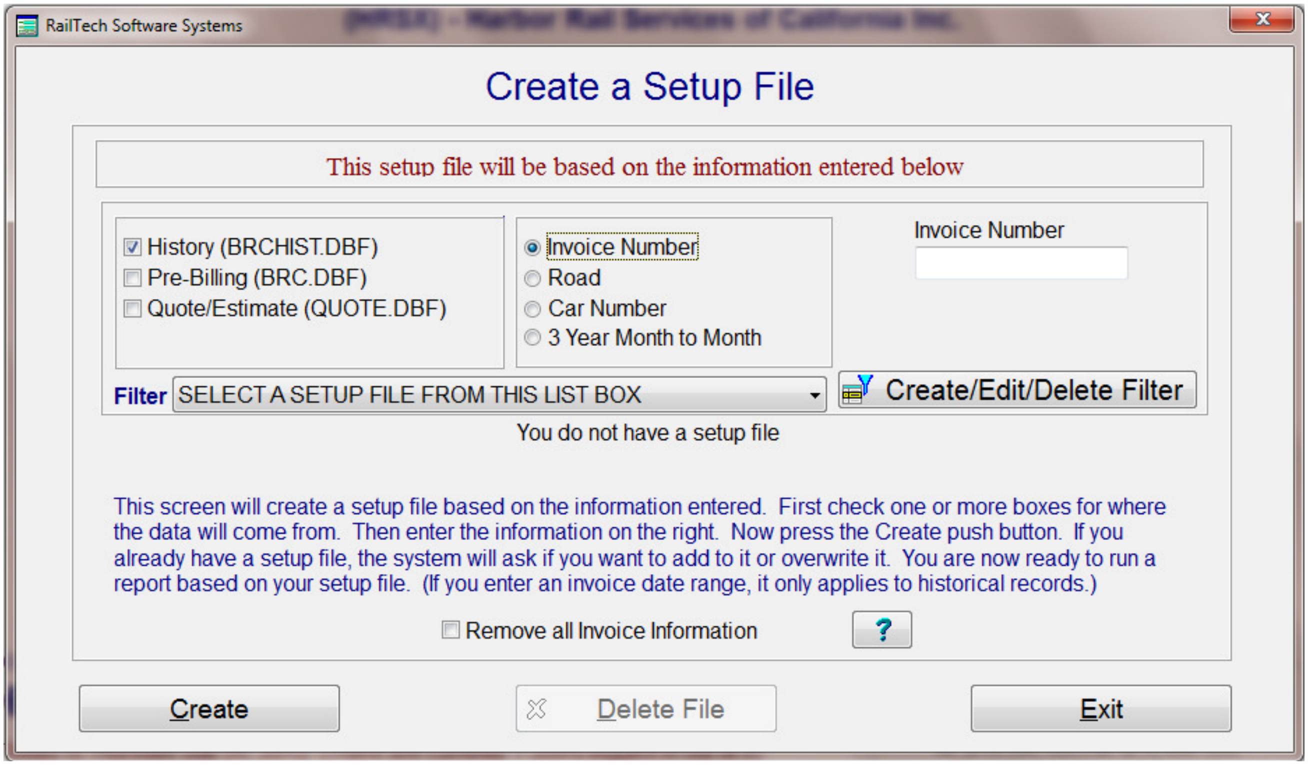


If you use the CutePDF drivers for creating pdf files, then DO NOT check the box Print to file and DO NOT enter a file name. When using CutePDF another dialog box will appear once you press the OK push button. This is where you would enter the file name. (This is only when using the CutePDF Printer)

Repair File Selection, is for you to select the file you want your repair report based on. This can be the History file, Pre-Billing file, Quote/Estimate file or Your Setup File, if one is present. (***See Below***)

When you are ready to run the report, press the push button **"Run"** and the program will validate all your entries and run the report as you have selected.

Setup File Creation

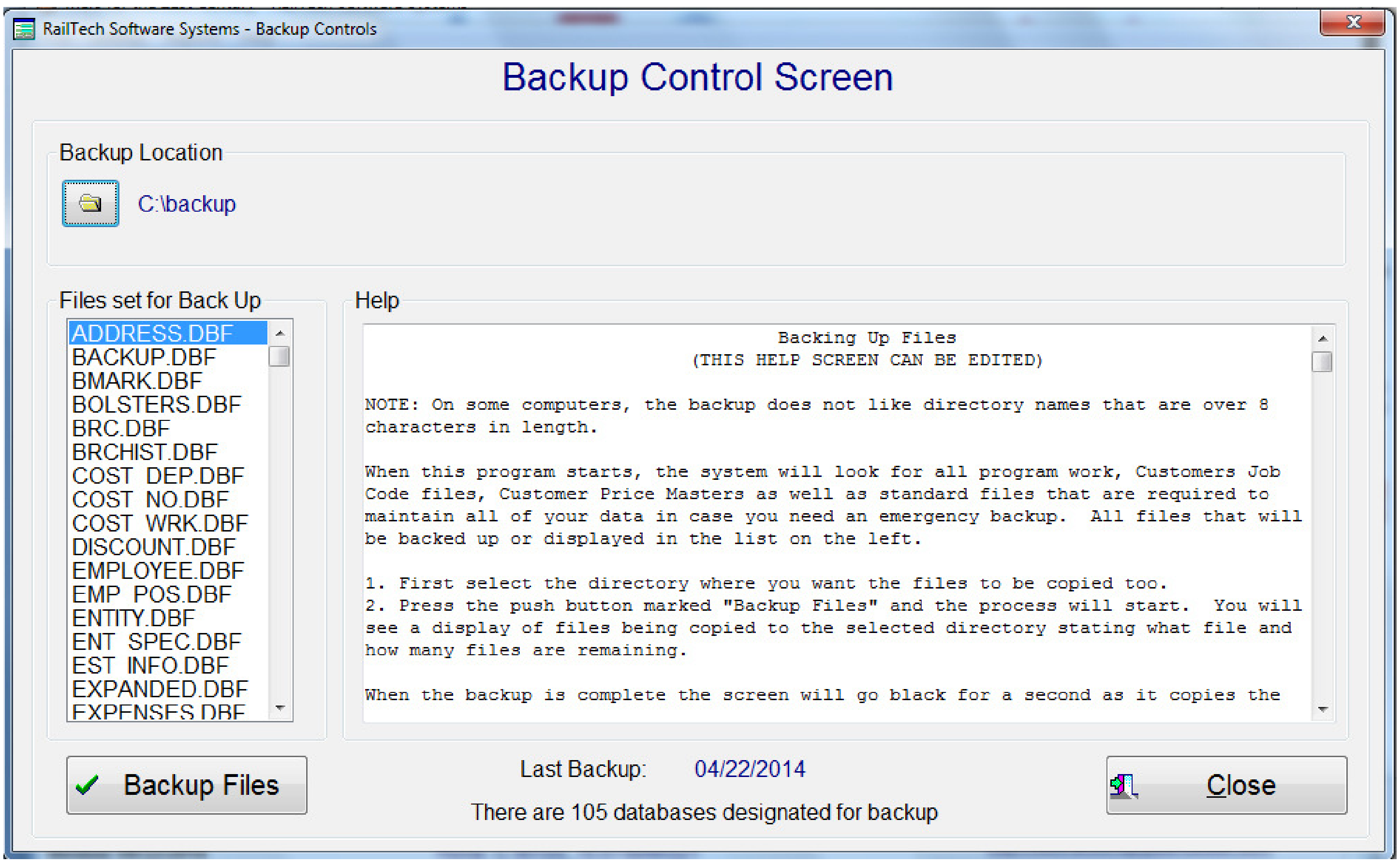


This set file is designed to speed up operations once your historical file gets very large. We consider large to be anything over 250,000 records, however the database can hold upto 1 billion records. The setup file is unique for each user and allows the user to select the initials of a company that is billed, a car initial and car number or an invoice number. You also have the added ability of selecting what file or files you want the data to come from; History, Pre-Billing or Quote/Estimate. From the report menu, you select the file “Set Up File” and then run and/or filter your report. The setup file takes a second or two to be created as it utilizes indexing. You can add to an existing setup file or create a new one.

Backing Up your data files

There is an old saying that goes like this; ***"Your data is only as good as your last backup"*** for this reason we built a backup program for those companies that do not have an external backup program. Once you make a backup of your data, for security reasons, it should be put somewhere other than on the same computer and it is always best to keep it off site. If anything ever happens to your computer or facility, you will still be able to retrieve all your data. We would give you a new program and you would simply upload the data from your last backup.

To backup your data, select Utilities, DBA, Transfer Data, Back up Data Files from the main menu.



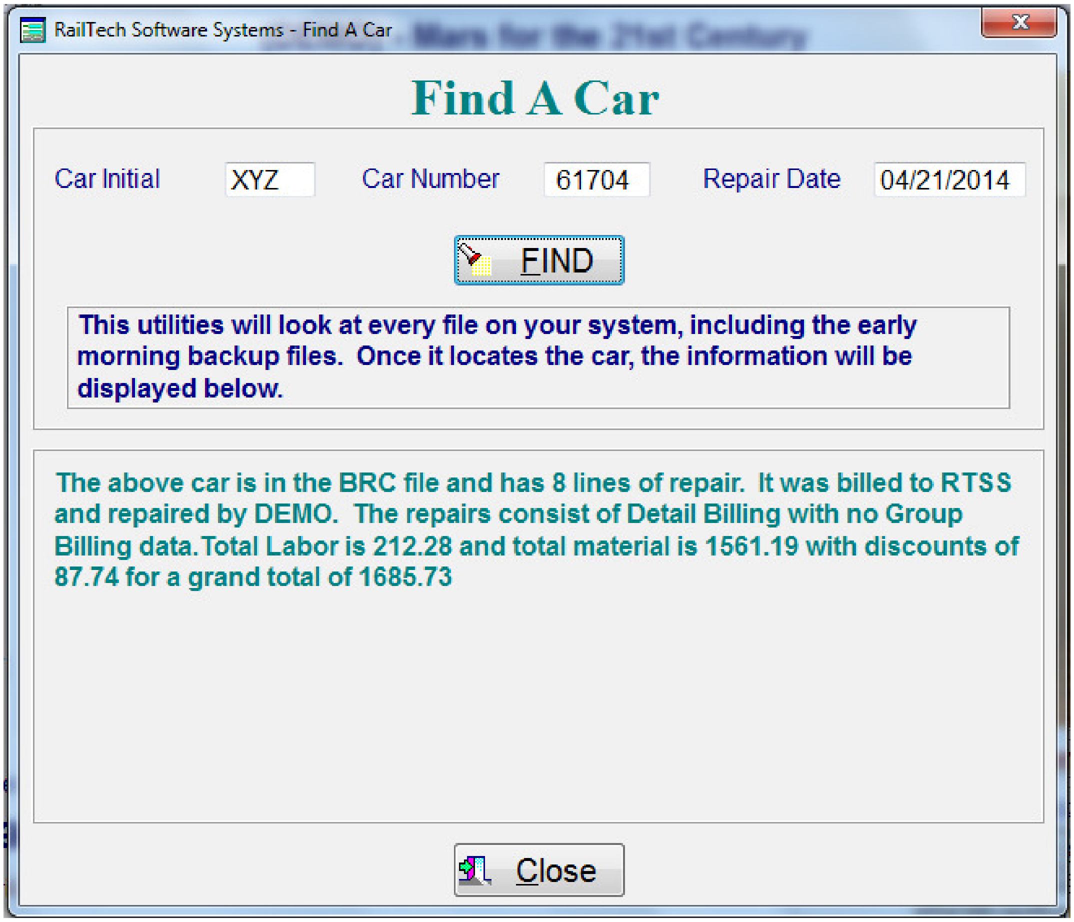
The first thing you need to have is a designated folder or directory where the backup can be sent to. This folder must start with a letter, example: c:\backup

When you first start the program, the system will populate the list of all files that will be copied to the backup folder. If you do not show the backup location at the top of the screen, than you need to press the push button with the folder and find the folder that you want to use to copy the files into.

The system will show you the last time that you did a backup and inform you how many files you have that will be backed up or copied.

When you are ready, press the Backup Files push button and a progress bar will appear at the top of the screen. You will also see what file is being copied to the backup folder as it progresses. Once you are finished, than you should copy the data files to another location or media for security and safety reason.

If you ever need to find a car and you are not sure where it is at, from the main menu select Utilities, Find A Car.



When the screen appears, enter the car initial, car number and repair date. The system will search every file on your system to determine where the car is. If it finds the car in your BRC, QUOTE, SUSPENSE or HISTORY file, than it will display a message like the one above.

If the car is not in any of those files, say someone deleted it by mistake, it will look at the backup files on your system. If it is found there, it will inform you and ask if you would like to have the repairs restored into the program.

Work Orders

A work order is simply a form with all the repairs along with possible comments for each line that is given to the crew repairing the car.

Check for Safe Entry by:_________________ Date:_____________ C:\MARS_DBL\XU0.dbf

Work Order page **1**

Car Initial: **XYZ** Car Number: **61704** Kind: **H**

Date of Repair: **April 21, 2014** Repaired at: **123456** D/C Initial: D/C Date:

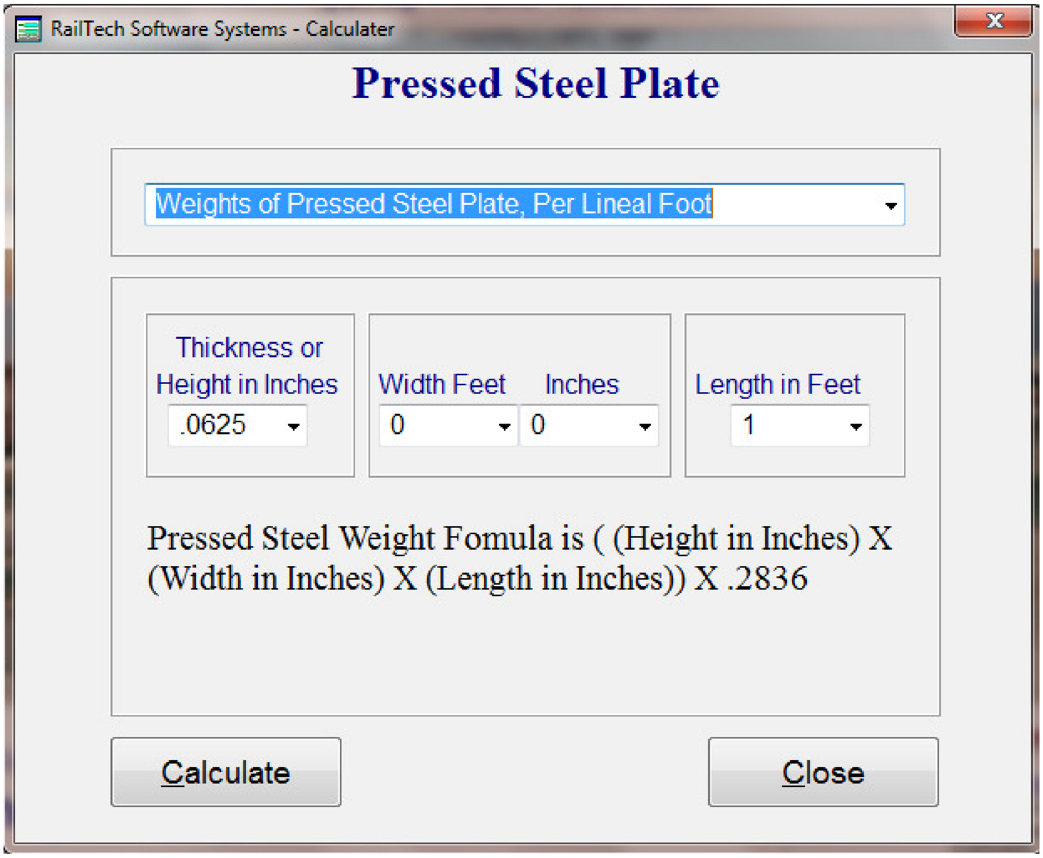
Line No	Loc	Qty	CC	Time Std	Job	QF	Description	WM	Job	QF	R	Performed By and Date	Inspected By and Date	Owner
1	R1	1	7	0.000	3071	02	WHEEL 36" 1W HT-CP	11	3071	02	1			**RTSS**
2	L1	1	7	0.000	3071	02	WHEEL 36" 1W HT-CP	11	3071	02	1			**RTSS**
3	1	1	3	0.837	3336		NEW WHL SET 36 IN, 1-W 6 1/	9	3336		1			**RTSS**
4	R1	1	3	0.000	2816	03	ROLLER BEARING, GROUP B,6-1/2X12 IN.	97	2816	03	1			**RTSS**
5	L1	1	3	0.000	2816	03	ROLLER BEARING, GROUP B,6-1/2X12 IN.	97	2816	03	1			**RTSS**
6	1	1	2	0.000	3276		AXLE-RWS-ROLLER BRG, 6 1/2 X	11	3276		1			**RTSS**
7	B	1	1	0.829	4458		LABOR, JACK CAR	9	4458		1			**RTSS**
Comments of above line: This is a comment about jacking the car up!														
8		2	1	0.250	1838		BRAKE SHOE-COMP. HI-FRCT 1-1/2 IN.	1	1838		1			**RTSS**
Comments of above line: a Comment can be 50 characters or less														
				1.916										

Final Inspection By __________________ Date ___________________

If you have Show Time Standard in Work Order checked in your options screen of your company's profile, than the time standards will appear as above. If that option is not checked, than the time standard will not be shown.

On the entry screen of the billing repair card or quote is a push button, bottom right, for comments pertaining to that specific line of repair. The comment can be up to 50 characters in length and will only appear on the work order.

Weight Calculator



The Weight Calculator can be accessed through the Utilities selection of the main menu or directly from a quote or billing repair card. If you access the Weight Calculator through the quote or billing repair card, you will have the added option of having the resulting calculation pasted to the quantity field.

There are currently five calculations available;

1. Weights of Pressed Steel Plate, Per Lineal Foot
2. Weights of Flat Rolled Iron Bars, Per Lineal Foot
3. Weights of Round Iron Bars, Per Lineal Foot
4. Weights of Chain, Per Lineal Foot
5. Foot Board Measure, Per Lineal Foot
6. Mathematical Calculator

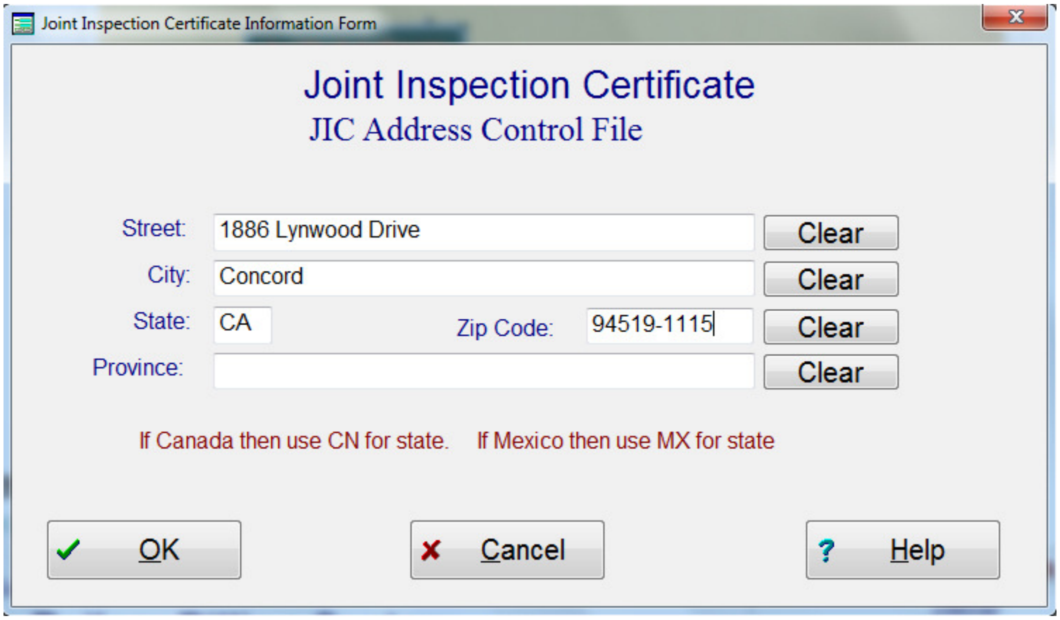
Note: There are no entry fields as all calculations use pull-downs for measurements. The Height and Width are always in inches and the Length is always in feet. Where Diameter applies, the Diameter is always in inches.

The calculations are as followed:

1. ((Height * Width) * (length * 12)) * .2836
2. (Height * (Width*3.333) * Length) - [This is based on the table in Rule 69]
3. Result of inches for Diameter is based on the table in Rule 69 * Length
4. Result of inches for Diameter is based on the table in Rule 69 * Length
5. (Height * Width * Length) / 12 - Rule 78

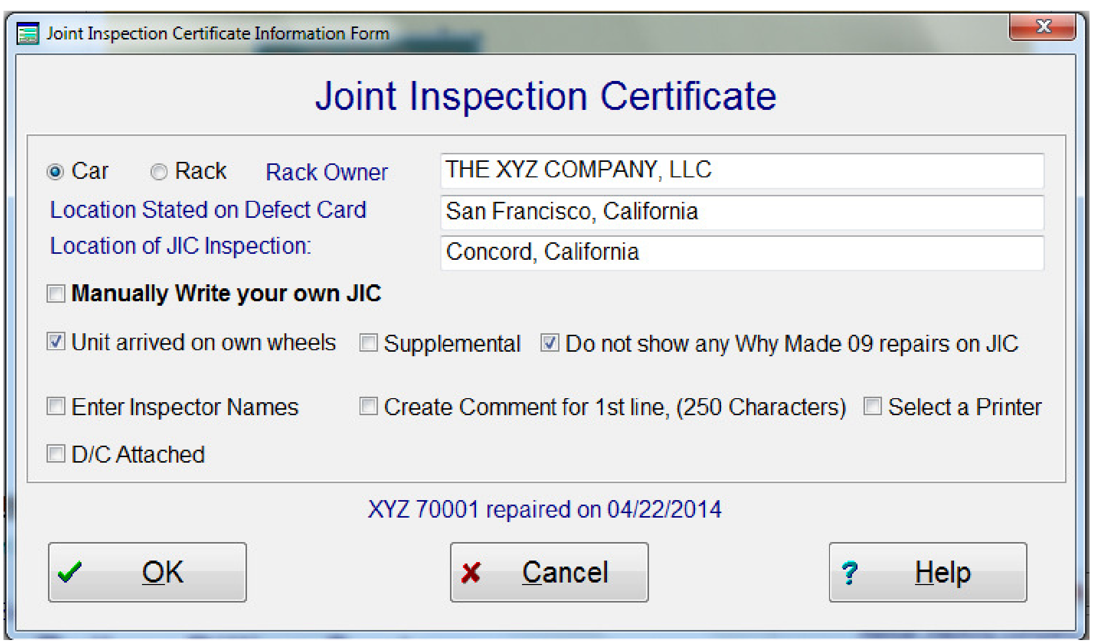
Joint Inspection Certificate

From the main menu, select **Utilities** then **Joint Inspection Certificate** and then either **From Pre-Billing** or **From Quote/Estimate**. If you need to enter the address from where the JIC is coming from, then select **JIC from Address.**



If you selected to enter the address from where the JIC is coming from, this screen will appear. Enter the information and then press the **"OK"** push button.

Once you have selected the file that the billing repair card is in, the next screen will appear showing you all the billing repair cards that are in the file. Highlight the billing repair card that you want a JIC create from and press the **"OK"** push button. Next fill out the information for the JIC, see below, and press the **"OK"** push button



Joint Inspection Certificate

Page 1

Company Name The Demo Company
Address 1886 Lynwood Drive
City/State/ZIP Concord, CA 94519
Telephone (999) 555-1212 Ext. 123
Fax (999) 555-1213

Defect Card Attached [X] YES [ ] NO

X Car

__ Rack ______________
Owner

ISSUED BY: ABCD
DATE ISSUED 08/15/2006
LOCATION: ______________

PREPARATION COMPANY: The Demo Company
LOCATION: Somewhere,ST
DATE OF PREPERATION: September 15, 2006

Car Arrived on own Wheels [X] Yes [ ] No Loaded on Car Initial ____ Car No. ______

The undersigned have personally inspected Car XYZ No. 8901 and found the following conditions:

LOCATION	DEFECTIVE ITEMS	NATURE OF DEFECTS
1	JIC COVERS ALL DAMAGES, DEFECT CARD TO BE RETURNED FOR CANCELLATION AT TIME OF INVOICING.	
2 A	LABOR, FREIGHT CAR-SIDE DOOR	Bent
3 AR	CARBON STEEL, STRUCTURAL, PRESSED-SIDE POST	Broken or visually cracked
4 AR	TACK OR FILLET WELD-SIDE POST	Broken or visually cracked
5 B	LABOR, FREIGHT CAR-SIDE DOOR	Bent

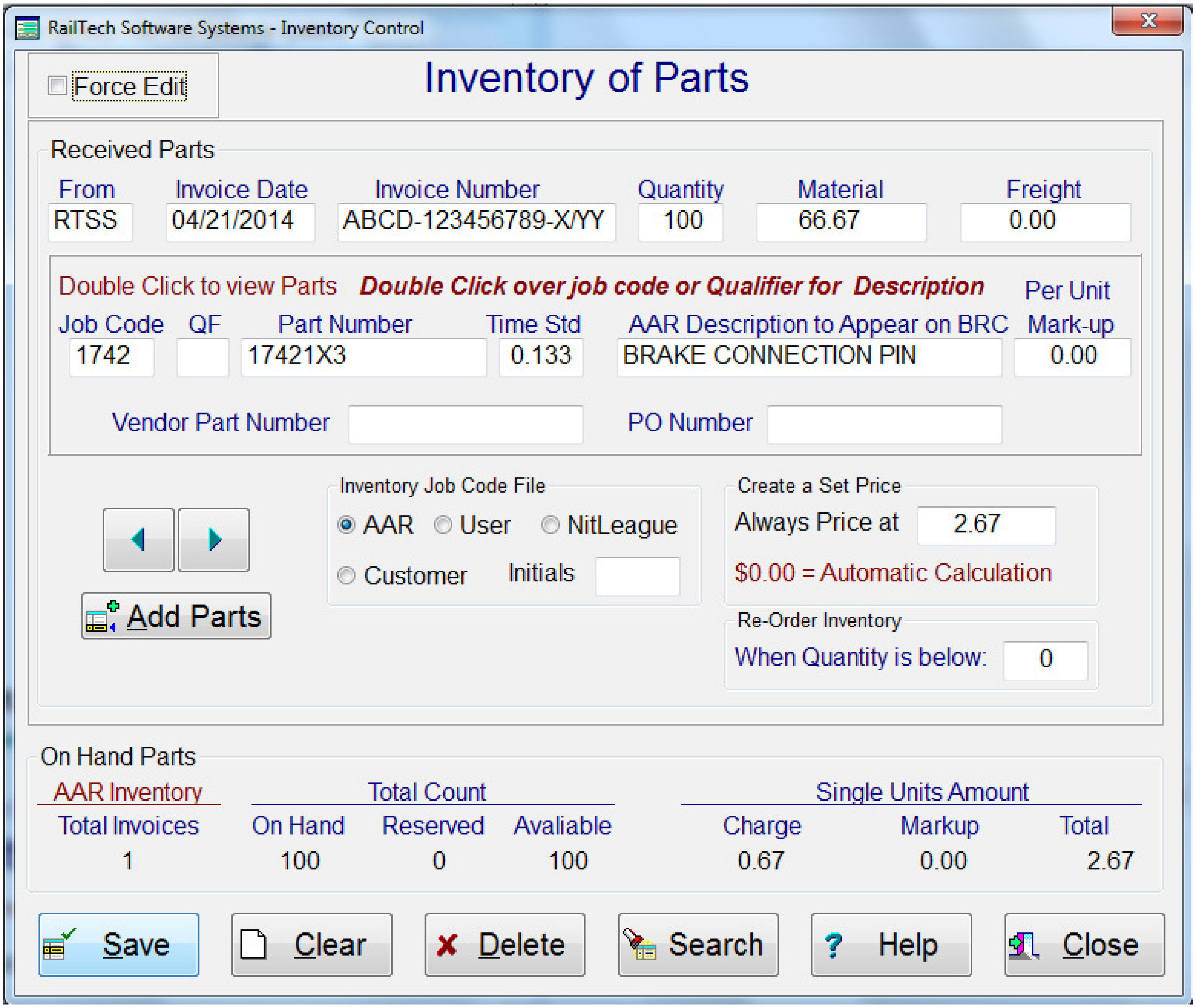
INSPECTOR: ______________ INSPECTED FOR ______________
NAME/SIGNATURE NAME/SIGNATURE

INSPECTOR: ______________ INSPECTED FOR ______________
NAME/SIGNATURE NAME/SIGNATURE

THESE SIGNATURES DO NOT CONSTITUTE ENDORSEMENT (SEE RULE 103)

OWNER DEFECTS Per Rule 108:	EST. COST OF REPAIR	LABOR $______		MATERIAL $______		TOTAL $______	
RETURNING CAR ON OTHER EQUIPMENT	YES [ ]	NO [ ]	HANDLING LINE WILL MAKE COMPLETE REPAIRS	YES [ ]	NO [ ]		
PARTIAL REPAIRS	YES [ ]	NO [ ]	TEMPORARY REPAIRS	YES [ ]	NO [ ]		

Inventory Control Screen

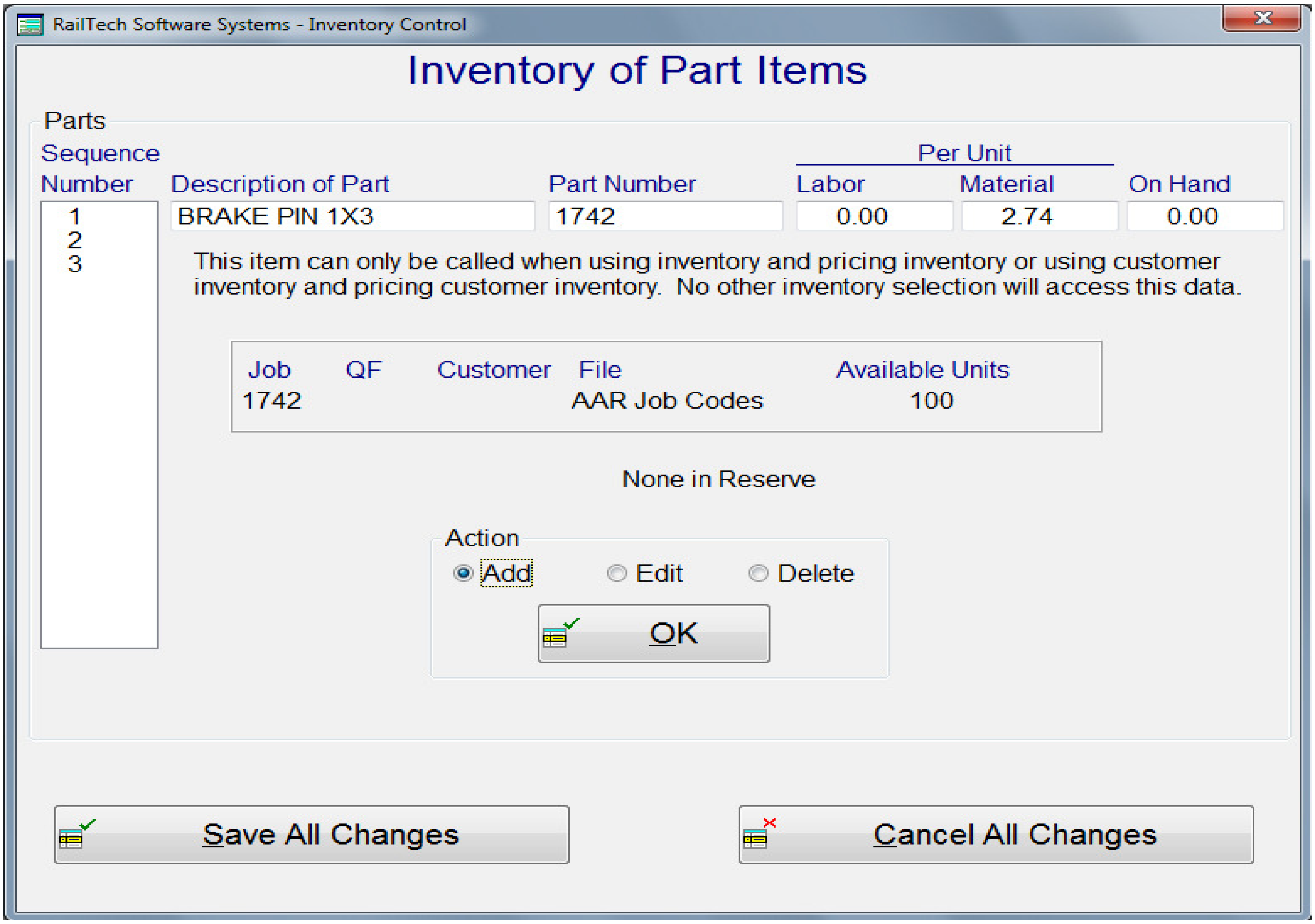


As you receive inventory, you enter it on this screen. One invoice could have several lines, separating the items of inventory. This screen will allow you to designate the AAR Job code, the labor time standard and a per unit mark-up. You can also designate when you want to be notified that the item needs to be re-ordered.

There are several ways that inventory can be priced. The selections on the pricing instructions are on the billing repair card screen. When you use inventory it is put into a reserve account. Once you invoice and send the invoice(s) to history, the inventory is then removed from the total count. However, if you were to move a billing repair card or invoice out of history and into the quote/estimate file, the inventory would then be added back to the reserve account and into the inventory total.

In order to maintain integrity of the inventory, when you edit a billing repair card or quote/estimate, the reserve is sent back into inventory. This way, if you add, reduce quantity or delete a line of repair, the inventory stays correct.

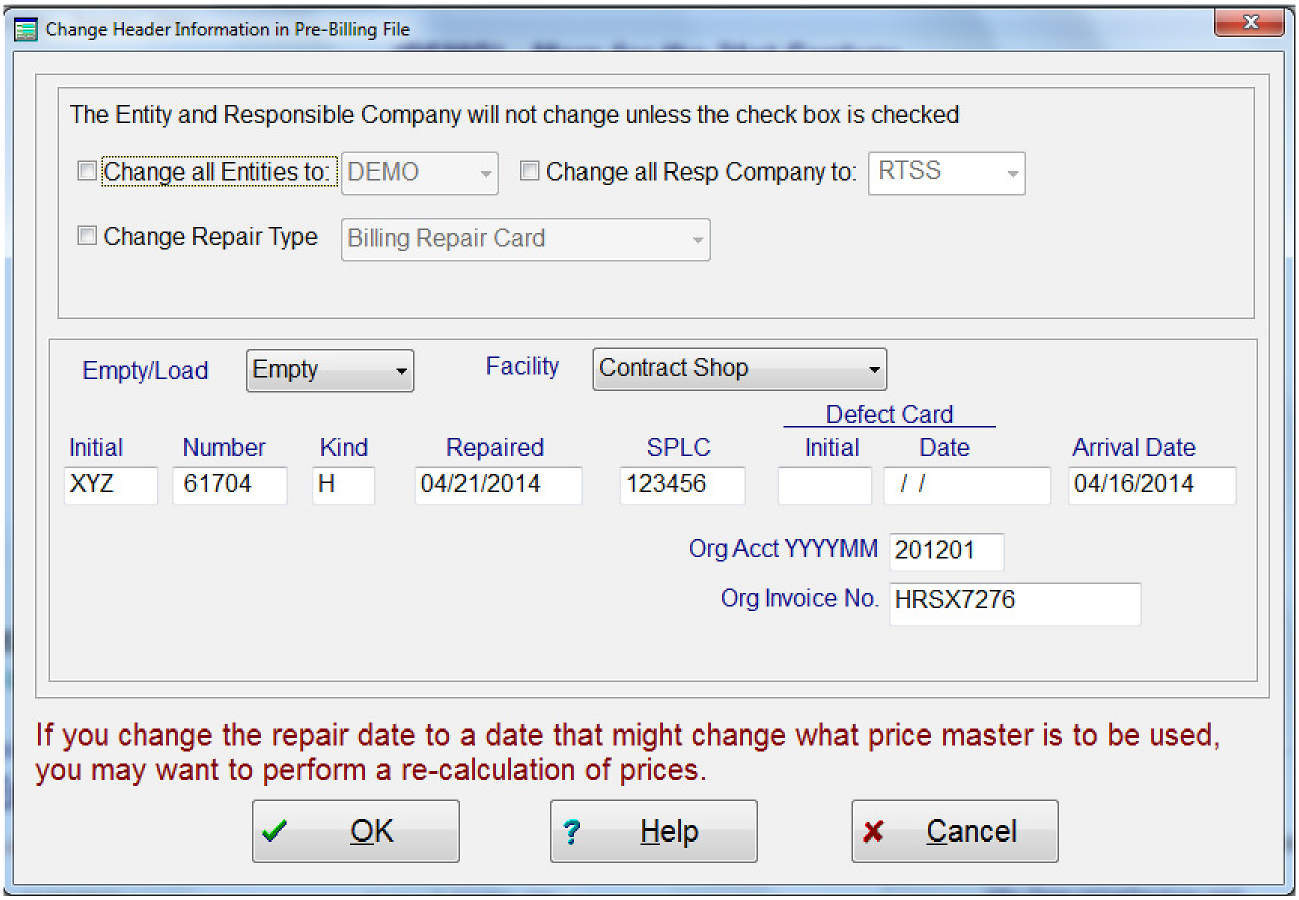
If you are using inventory in the billing repair card or quote/estimate program, the system will notify you that inventory needs to be re-ordered if the item you are entering is equal to or less then the quantity for re-ordering that you entered in the inventory screen.



In the inventory file, if you press the **"Add Parts"** push button, then this screen will appear. This screen allows you to designated different description, unit prices and on hand quantity for a specific inventory item. Each item under the main job code selection is automatically assigned a sequence number starting with 1. By clicking on the sequence number you can edit the item or delete it. Once you have changed a record or if you decide to delete an item, then you must select the appropriate radio button in the ***"Action"*** box and press the **OK** push button. This does not save the record in the multiple inventory file, it only keeps this information for saving. When you are ready to post the changes or additions, then press the ***"Save all Changes"*** push button at the bottom of the screen. If you press the ***"Cancel all Changes"*** push button, then all previous changes are reverted back to what they were.

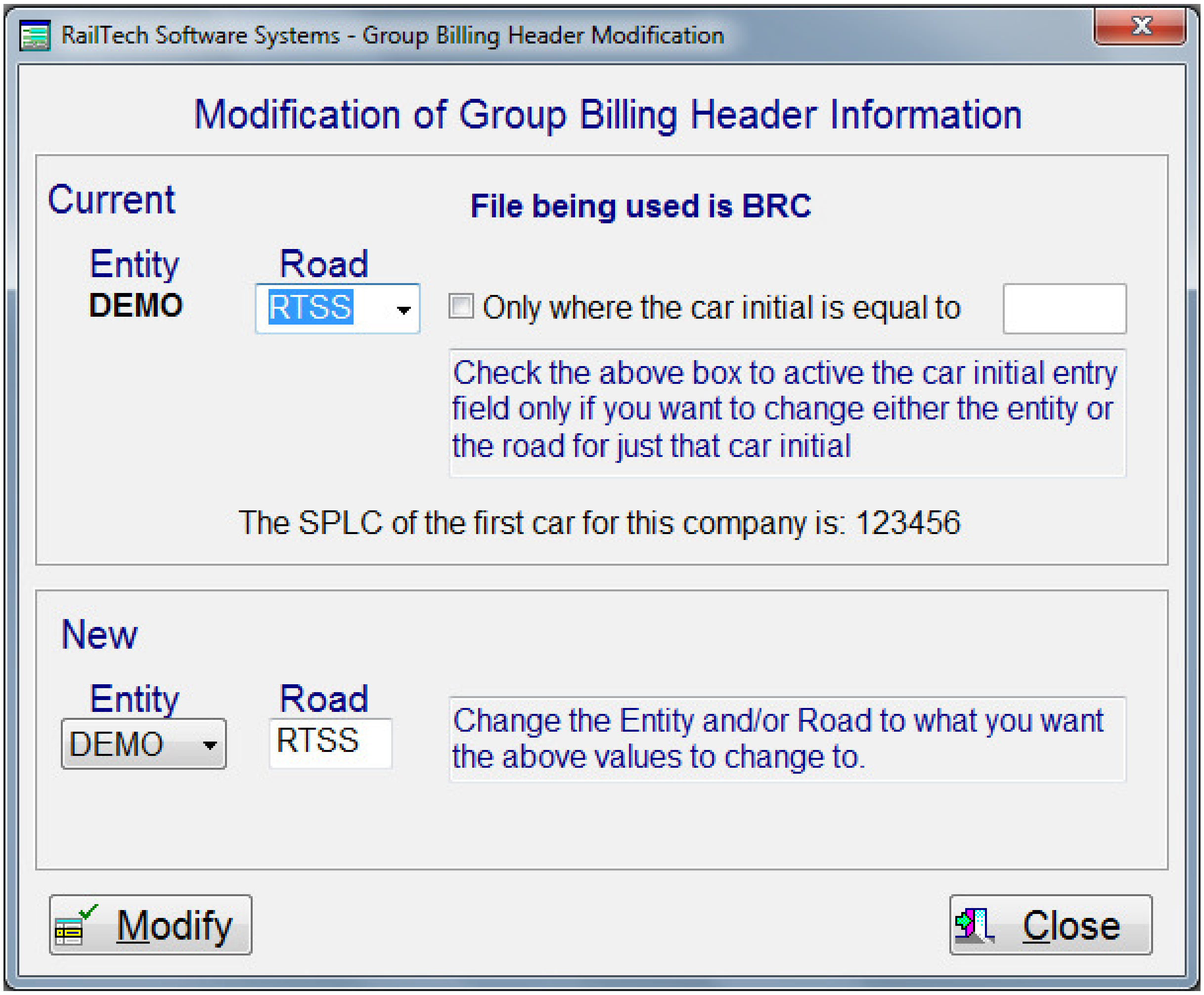
Global Changes of Header Information

This selection under "Utilities" allows you make global changes to a billing repair card or a quote estimate. You are able to change the header information or Recalcuate Charges.



The above screen is for changing the header information. The entity will always be checked and inactive if you are using a one entity system. The road field is always inactive unless you check the box for changing the initials of the road that you are billing. The same is true for the repair type. All other header information will be changed as you indicate on this screen.

The check boxes for changing certain data on a billing repair card are because a billing repair card may have multiple selection for each check box. You can have many customers on one billing repair card as well as different types of repairs, such as Defect Card and Billing Repair Card. If you change one of these items, then all records will reflect that change. If the check box is not checked, then the items stay as they are.

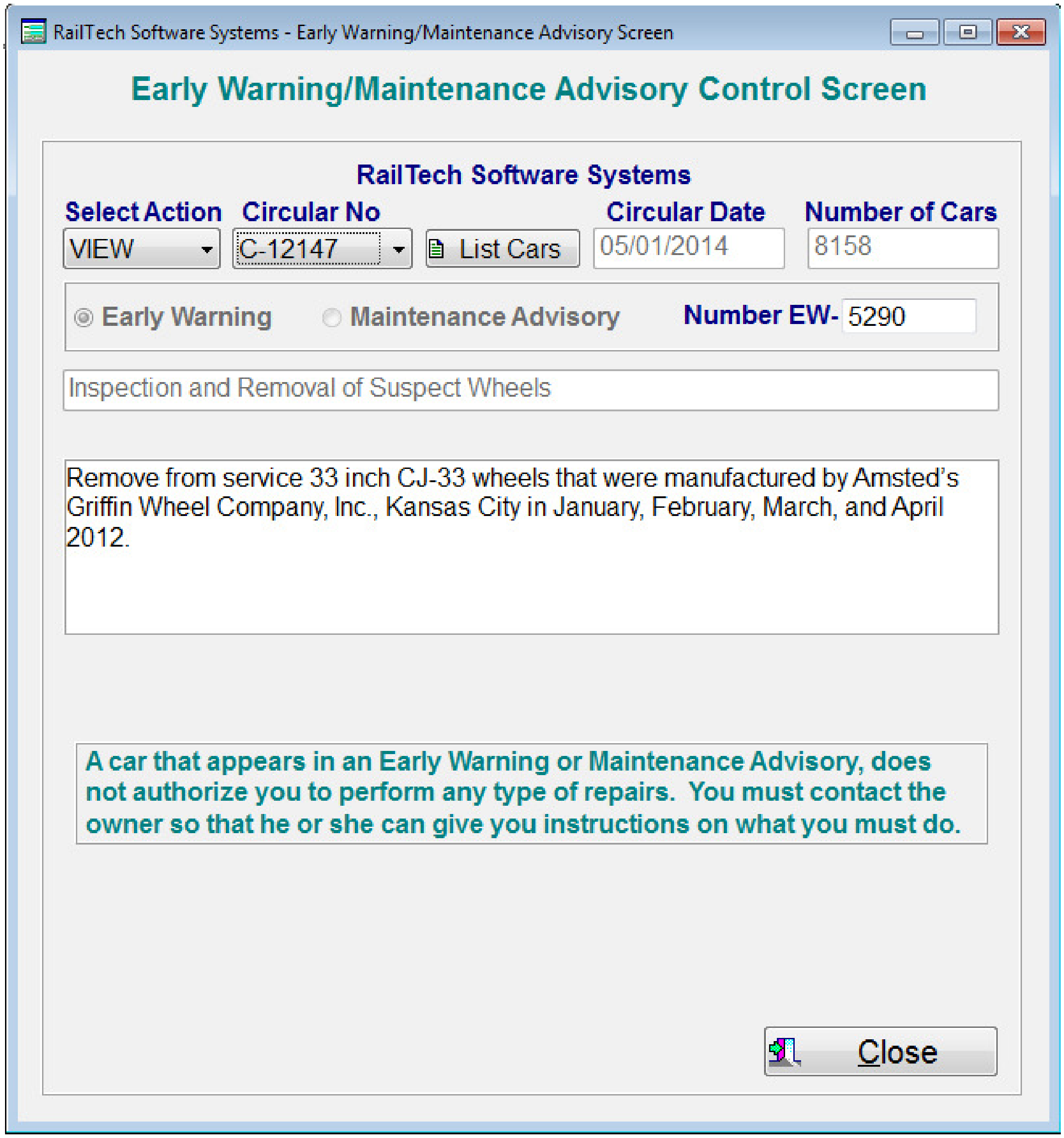


The above screen is similar to the modify header information above, accept this applies to group billing.

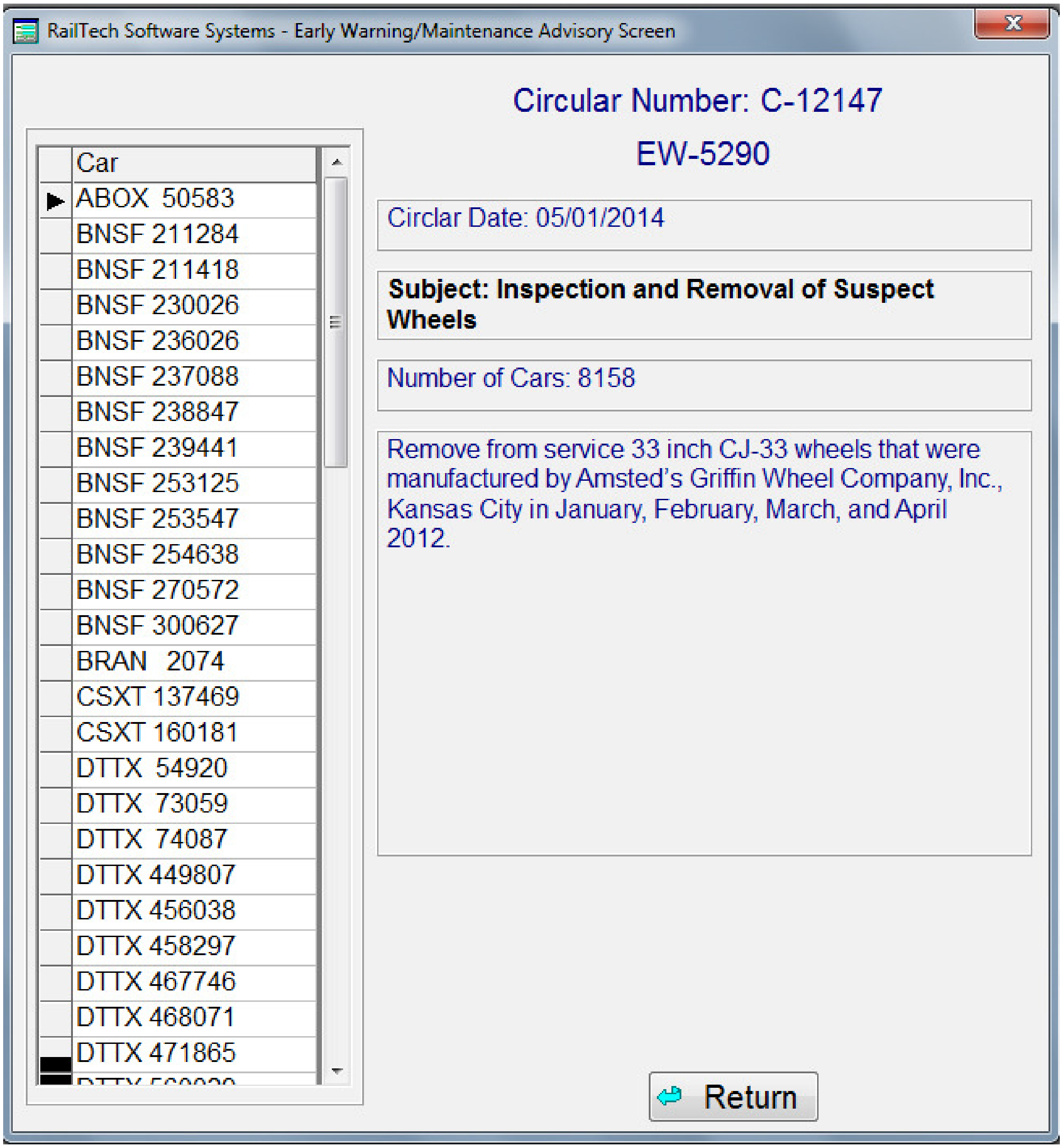
Recalculate Charges This selection will bring up all the cars in the billing repair card or quote/estimate file. Select the desired car and the recalulating screen will appear with the selected car. See Recalculate for detail information.

Early Warning / Maintenance Advisory

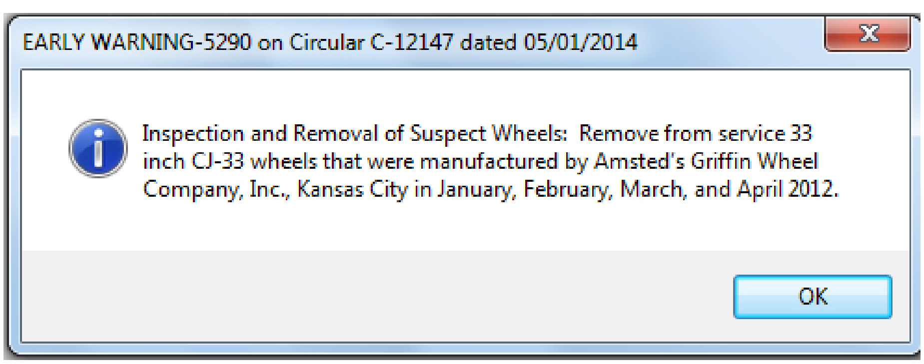
From the main menu, select Utilities, Early Warning/Maintenance Advisory and the below screen will appear. You can view any Early Warning Circular by selecting the circular number from the pull-down. The select Action allows you to run a Report, which is a smaller version of the circular letter.



If you would like to view a list of all the cars that are on the selected Circular Letter, than make sure that the selection is set to View and press the List Cars push button. Once you press the List Cars push button, the screen on the next page will appear.



When you create the header information of a billing repair card than select the Detail push button to start entering repairs, the system will automatically check the list of cars in the Early Warning File. If it finds the car, it will notify you with a pop-up message, like the one below.



This message only appears when you are creating and not when you are editing repairs. You should also retrieve the original circular letter for all information pertaining to the Early Warning or Maintenance Advisory.