

# AccuBill Billing Guide

A user guide for Daycos AccuBill Web Application



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## Introduction

Daycos AccuBill Web Application is an online service that allows you to use the very same rating software that Daycos has used internally to quickly generate complete and accurate invoices for years.

AccuBill uses 2X technology to allow you to access our billing program over the Internet. All you need is a web browser, the easily installed 2X client software, and a high-speed Internet connection. All of the processing is done on our 2X server, and all that is sent over the Internet is your keystrokes and the screen image. Therefore the speed of the program makes it hard to tell whether you are accessing it over the Internet or on your local computer.

This User Guide has been developed to provide you with the basic functionalities of the AccuBill Application along with some billing situations that are out of the ordinary, website features, reporting and troubleshooting tips that you can utilize on a regular basis.

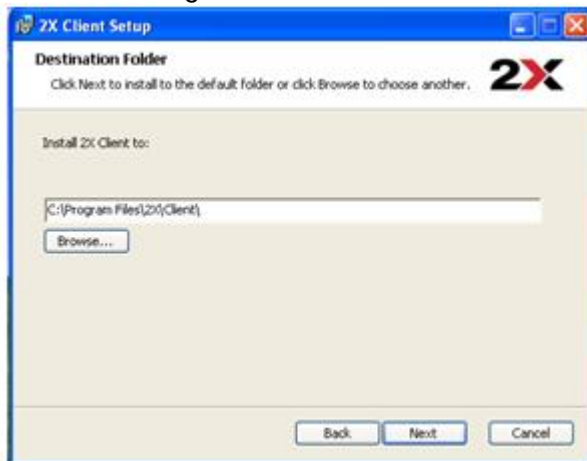
We hope you find this guide useful and thank you for taking the time to read through it for assistance.

## AccuBill Basics – Installing the Application

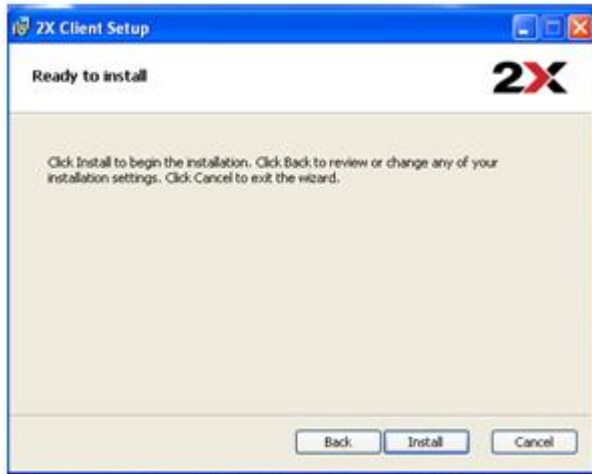
To download and install the 2X Client, your computer will need to have Java installed and the user will need to be logged into your system with Administrative user rights. The site for AccuBill is [accubill.daycos.com](http://accubill.daycos.com). When you first arrive at the site, you will be prompted to load the 2X client by the 2X Setup Wizard.



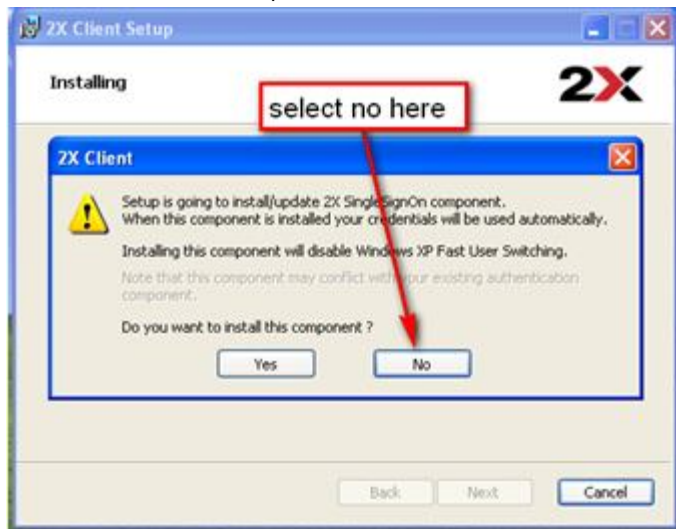
Follow the prompts provided by the Setup Wizard to install the program by clicking "next" through the next few screens.



When you get to the screen to install the Client, click "install".



At the next screen, select "no".



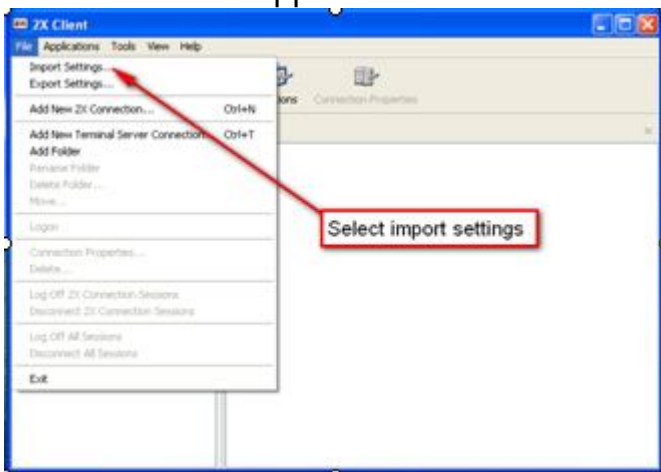
Finally you will receive the screen that the installation is complete. Click finish to launch the 2X Client.



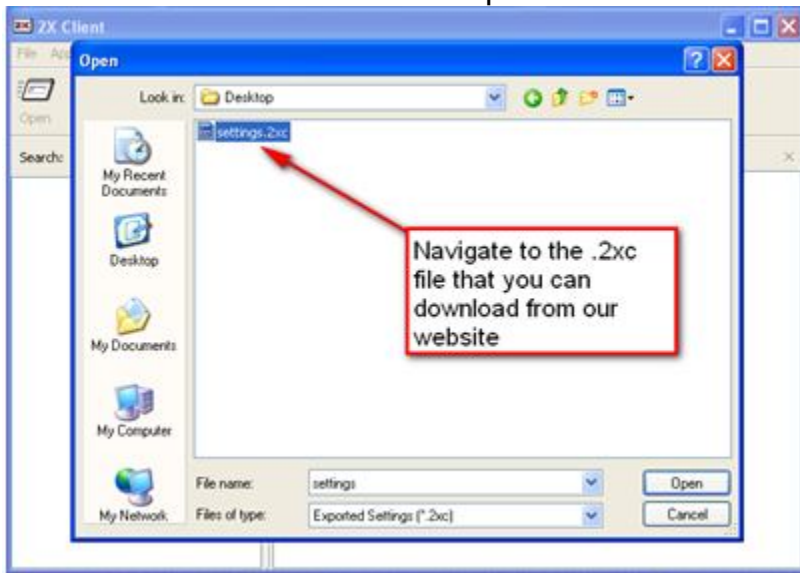
Answer "no" to the following question:



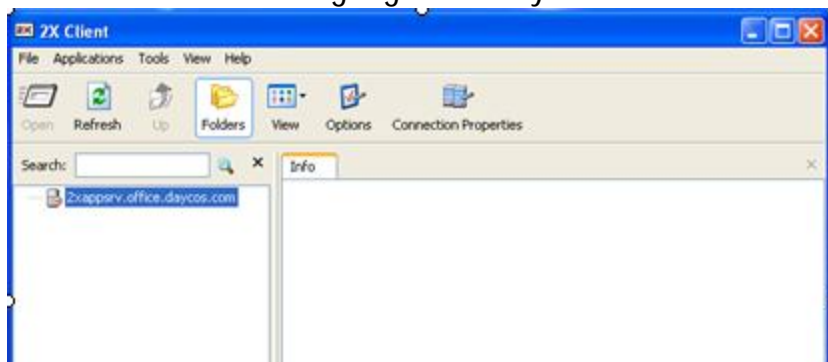
Go to File in the upper left hand corner and select to 'Import Settings'.



Select the file noted in the below print screen.



Double click on the highlighted entry.

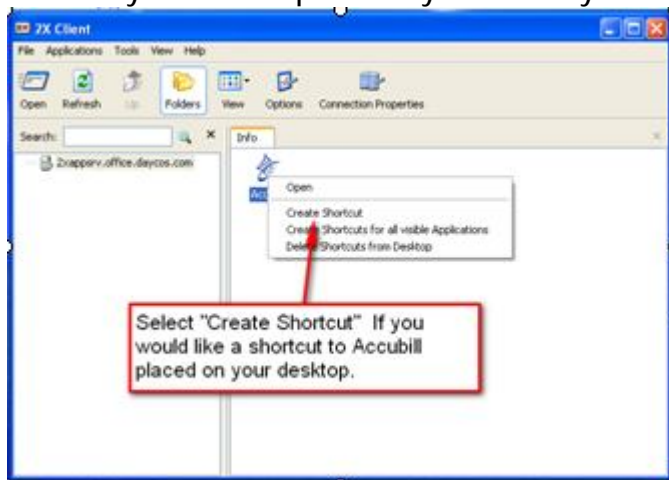


Next you will be asked to enter your server login and password.

- For existing AccuBill users, this is the same login/password that you previously used for your Citrix login.
- For new users, when you sign up for this service you are given three logins and passwords to use during the AccuBill process. The first one is what we call our Citrix login. This is a case-sensitive user name and password. (Refer to your setup email or contact us at [accubill@daycos.com](mailto:accubill@daycos.com) to obtain your login.)



Once your login has been accepted, you will see the AccuBill Icon. If you are logging in for the first time, right click on the icon to create a shortcut and place the AccuBill icon on your desktop for easy access at your next login.

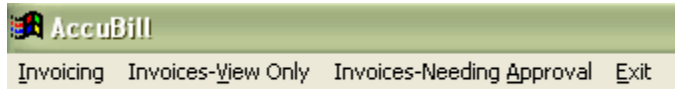


Once installation has been completed, you can double click on the AccuBill Icon to launch the program. Once in the program, please proceed to the AccuBill Basics – The Invoicing Screen section to learn more about using AccuBill.

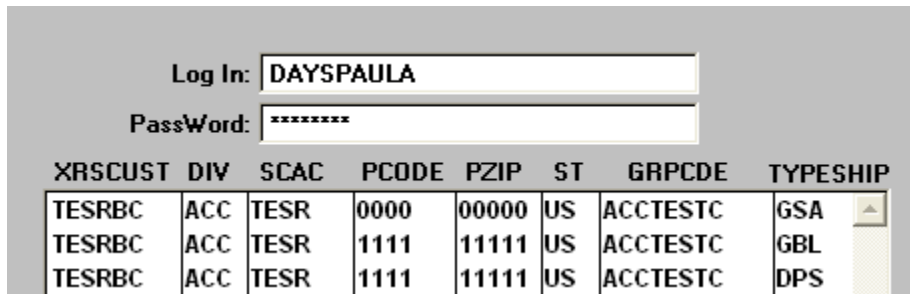
# AccuBill Basics – The Invoicing Screen

In this section, we will walk through the basic invoicing functionalities available in the Invoicing Screen.

To begin invoicing, click on the Invoicing Menu in the upper left hand corner of the AccuBill Application.



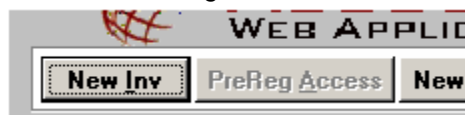
When you select this option, you are asked to enter the Program login you were provided. (Refer to your setup email or contact us at [accubill@daycos.com](mailto:accubill@daycos.com) to obtain your login.)

The image shows a login and selection screen. At the top, there are two input fields: "Log In:" with the text "DAYSPAULA" and "PassWord:" with a masked password "\*\*\*\*\*". Below these fields is a table with columns: XRSCUST, DIV, SCAC, PCODE, PZIP, ST, GRPCDE, and TYPESHIP. The table contains three rows of data.

XRSCUST	DIV	SCAC	PCODE	PZIP	ST	GRPCDE	TYPESHIP
TESRBC	ACC	TESR	0000	00000	US	ACCTESTC	GSA
TESRBC	ACC	TESR	1111	11111	US	ACCTESTC	GBL
TESRBC	ACC	TESR	1111	11111	US	ACCTESTC	DPS

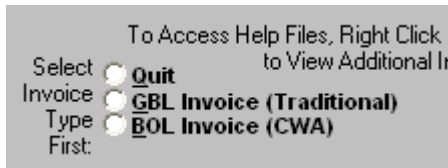
Once your login and password have been accepted, you are asked to select the SCAC/payee code combination you wish to begin billing with. As shown in the picture above, you should see all of the SCAC/payee code combinations we have set-up for your company, including the different types of billing that you have access to, noted above as "typeship". Once you have selected the setup you wish to invoice with, you are asked to answer Y for Yes or N for No, followed by clicking on the start billing button to advance to the invoicing screen.

To start billing, click on the New Invoice button in the upper left hand corner.



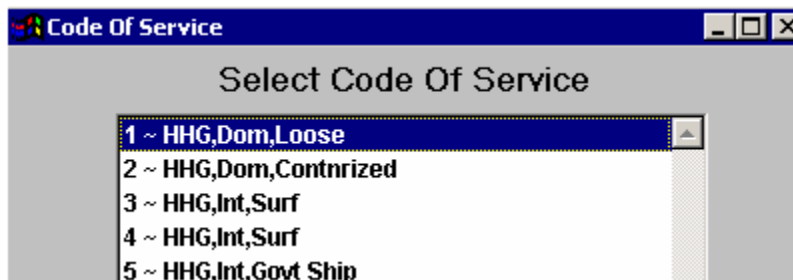
Invoice Type - Next select the button for the type of invoice you wish to bill based on the setup parameter you selected on the previous screen.

- "G" is for GBL for the traditional invoices billed to DFAS-Indy and the paper finance centers.
- "B" is for BOL for all DP3/CWA invoices being submitted to PT.
- "D" is for DPS for all DP3/DPS invoices being submitted to PT.
- "S" is for GSA for all GSA agencies, including Department of State invoices.



You are asked to identify the type of shipment because of the different item codes used for each.

Code of Service - Select the code of service for your invoice by using the tab key or typing in the corresponding number or letter of the service code desired followed by enter.



Notice that there is a box near the left hand center of the screen titled "shipment info." This box will continue to fill in with pertinent shipment information as you continue the billing process to allow you a quick glance at what you have entered.



Pickup/Delivery Date - Next, enter the pickup date and destination delivery date or the date the shipment delivered to destination storage. You can enter either the 2 digit or the 4 digit year.

PickUp:	1/1
Delivery:	1/1

Locations - Enter the origin and destination location information as provided on the GBL. Please note that there are some variances in how you will enter this information, depending on the type of invoice you are generating:

For GBL invoices –

- Enter the city, state abbreviation for CONUS points
- Enter the GBLOC only for OCONUS points

For CWA invoices –

- Enter the city, state abbreviation for CONUS points
- Enter the city, GBLOC for OCONUS points

For DPS domestic (400NG) invoices –

- Enter the ZIP code for each location rather than the city, state.

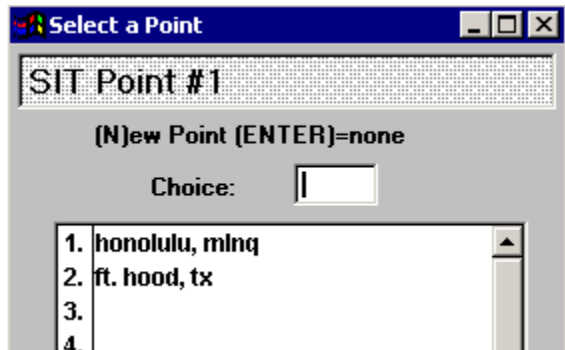
For DPS international invoices -

- Enter the ZIP code for each CONUS location
- Enter the city, GBLOC for each OCONUS location

For GSA/DOS invoices –

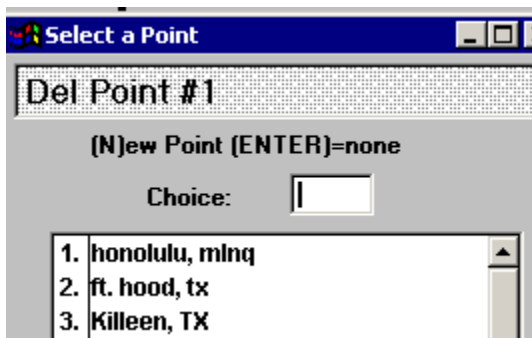
- Enter the city, state abbreviation for CONUS points
- Enter the country code for each international point – note that some countries are split, so please check that you have the correct code.

Storage - A pop-up has come up asking for the storage information. If your shipment went into conus destination storage, you enter the warehouse location here so that the program can accurately calculate the land miles used to bill the applicable FSC; even if you are not billing for the storage charges at this time. Complete instructions for billing storage charges can be found later in this guide.



To enter the warehouse location, you can enter the corresponding number to a location already listed, or if you need to enter a new location, hit "N" for a new point. Once you have hit "N", type in the new location to indicate where the warehouse is located.

If you are not billing the storage charges at this time, and only entered the warehouse to bill your land miles correctly, enter thru this pop-up, as this is where you will indicate the location of the final delivery from SIT when you are ready to bill your storage charges.



The program is now asking you to enter the dates for storage. If you are not billing these charges, hit enter to bypass this information. The system will put in a dummy date of 12/31/1900 as a placeholder so it can continue computing the charges correctly.

SIT#1:	Killeen, TX	12/31/1900
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Weights - You are now in the lower left hand corner of the screen to enter the weight of the shipment. If you have already calculated your net weight for HHG shipments, or if you are billing a baggage shipment, you can simply enter the weight here. If you need to add multiple weight tickets together or calculate your net weight, you can do so here by entering "99" to pull up a built in calculator.

Orig Wt:	0.00
Rew Wt:	0.00

When the calculator appears, input each weight and hit enter when complete for the calculated result to appear.

**Gross/Tare Calculation**

Gross Weight:  (Enter 99 as Gross Or Tare to Calculate Multiple Gross/Tares)

Tare Weight:

If you have a reweigh weight, you would enter it here as well. If you have no reweigh weight to input at this time, hit enter to bypass this entry.

If you are entering a Domestic DPS shipment, after entering the weights, AccuBill will calculate the transportation and related charges based on the information you have entered.

If you are not entering a DPS Domestic shipment, the system is giving a prompt to allow you to review the information you have entered to (Q) - quit and start over if you have entered something incorrect, or to select another option from the pop-up, which will vary depending on the type of shipment (international or domestic) that you are keying. To continue without making a selection from the pop-up, hit enter.

Bill NonTemp or QUIT? (Q)uit (+)Nontemp (ENTER)=Continue

If you are entering an International shipment of any invoice type, after hitting enter on the above pop-up, you are asked to enter the conus port used when the shipment entered/departed from conus. These are the three digit airport codes, so they should follow both the rate solicitation and any OBLs or Air Waybills.

If you are entering a Domestic shipment for a GBL or CWA invoice, after hitting enter on the above pop-up, you are asked to enter the applicable packing counts for this shipment. Enter the actual number of cartons used for each and input "F" in any open field when done to exit immediately.

For all types of shipments, you can now see all of your Linehaul and related transportation charges listed on the right hand side of the screen. You will also notice that the shipment info box has filled in with information such as your SFR/Percentage/discount and the GBLOC's.

Transportation charges - All of the invoice lines are now appearing with the details listed in the columns to the right. In the top grid section, you can see that the total amount for each line item, the brief description (servcode), where the service occurred (N, O, or D), the EDI item code, the quantity, Unit of Measure (UOM), and the rate and mileage being used.

Ln	Charge	Servcode	Odr	ltmcd	1Qty	1Uor	2Qty	Aw	Bw	Rate	Perc	M
1	20833.50	LHS	N	LHS	0		0	11400	11400	182.7500	100	
2	26.64	FSCLHS	D	405A	1.00	FR	0	0	0	26.6400	100	

If you look below, you can see the line note that is tied to a particular line, which is providing the information that was used to calculate that charge.

Ln	Line Notes - Notes Tied To An Individual Billing Line
2	Port-Houston,TX, Conus Point-Killeen,TX, 190 MI, FSC/LHS Used 04/15/2007 Rate, 0

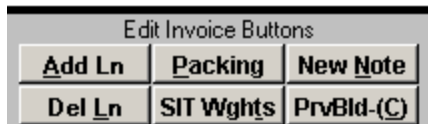
If at any time you wish to see the behind the scenes details about the origin or destination charges, you can click on the "ShPtsInfo" button found in the Invoice reference buttons.



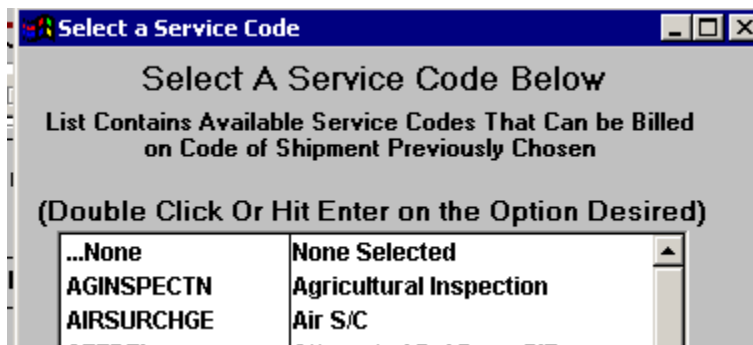
This button will link you to a screen that appears as a spreadsheet containing all of the basic rate solicitation info that was used to calculate the charges based on the service area determined from the information you previously entered.

Accubill Web Application				
	Fullpt	Stos	Rtarea	
	Honolulu, Hawaii	OS	HAWI	
	Ft. Hood,TX	TX	XN	Be
▶	Killeen,TX	TX	XN	Be

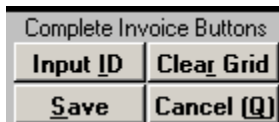
Accessorials - Now that your transportation charges are automatically billed based on the information you already keyed, you have the option to add some accessorial charges. To add additional charges, use the "Add line" button or Alt "A" from the "Edit invoice" buttons.



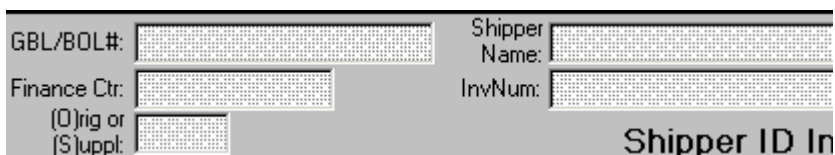
Once the add line menu appears, you will see the list of accessorial options available for this code of service. To select the service you wish to add to your invoice, you can tab or scroll thru the list of options. Once it is highlighted, click on the service with your mouse or hit enter.



Saving the Invoice – When you are done with all of your billing lines and are ready to complete and save your invoice, click on the Input ID button or Alt I in the Complete Invoice Buttons found on the far right of the screen.



The Input ID button asks you to fill in all of the shipments Header information, such as the GBL, finance center, if the invoice is an original or supp, shipper name and your carrier invoice number that you have assigned for this shipment.

A screenshot of a form titled "Shipments Header information". It contains several input fields: "GBL/BOL#", "Finance Ctr.", "(O)rig or (S)uppl:", "Shipper Name:", "InvNum:", and "Shipper ID In".

Once that information has been completed, click on the Save button to finish with this invoice. The system will ask you if you would like to select:

- "S" to send this invoice, meaning it is approved and ready for submission to the finance center.
- "H" to save the invoice but hold it in another screen for a final review before approval and submission to the finance center, or
- "D" if you have decided you are not ready to move on from this invoice at this time.

# AccuBill Basics – The Invoices Needing Approval Screen

Once you have saved your invoices, if you saved them in the hold status, you can review them for approval and submission to the finance centers by clicking on the Invoices Needing approval form. This screen will show you only invoices that you have saved in the Hold status that require final approval before they are submitted for payment. Once the invoice is approved, it will no longer appear on this screen.

To find the exact invoice you are looking for, you can click on the “Select” button near the bottom center of the screen.



This will allow you to search for your shipment by GBL, Invoice #, or Shippers' name.

Once you have located your invoice, you can review it for approval. On the left side of the screen you will see all of the pertinent shipment information such as the GBL, shipper name, invoice #, pickup and delivery dates, weight, and so on. On the right, you can see all of the billing lines as they had appeared in the billing form earlier.

**Approving Invoices**

GBL/BOL#: JJ999992      XRS Cust: ACCTESRBC

Name: Silver, Sarah      PayCode/Zip: 1111 11111

SCAC+Inv#: TESRJJ999992-A      Bill2Code: FPOWR

Pickup: 04/15/2007      Code: 4      Type of Inv: BOLINTHHG

Ln	Charge	Servcode	1QtyUom	0dItemcd	2Qt	Aw	Bw	Rate
1	6298.43	LHS	0	N LHS	0	3870	3870	162.75
2	10.44	FSCLHS	1.00	FR D 405A	0	0	0	10.44
3	6.60	FSCLHS	1.00	FR O 405A	0	0	0	6.60
4	201.22	BUNKERS/C	1.00	EA N BSC	0	0	0	201.22

Near the lower left corner of the screen, you can see who generated this invoice, and once it is approved, you will be able to see who approved it as well. In addition, you are also provided the created date and time, which is when the invoice was either submitted via EDI by Daycos on your behalf, or when you had printed off the paper invoice.

Billed: 02/12/2008 12:45:51 PM

Approved: 02/12/2008 12:45:51 PM

Created: 02/12/2008 01:01:25 PM

If you notice from this screen that you had made an error or forgotten something during billing, you have the option to:

- Delete a line, lines or line notes
- Change a line amount
- Change the SFR, Rate Percentage or Discount
- Change the origin or destination GBLOC
- Change the SIT control number (for DPS shipments only)
- Change the shippers name or invoice #,
- Add a miscellaneous comment for your records, or
- Cancel the invoice and rekey it for corrections.

Instructions to complete the above mentioned options are provided later in this guide in the "Follow-Up Procedures" section.

If you are comfortable with this invoice and ready to approve it, simply click on the approve button in the lower right corner of the screen.

**Approve**

The invoice will be sent during our next "run" to PT or DFAS via EDI or will be available for you to print from our website to submit to a paper finance center.

## AccuBill Basics – The Invoices View Only Screen

Once you have approved your invoices, either by approving them in the Invoices Needing Approval Screen, or if you had chosen to “Send” them at the time of creation in the Invoicing Screen, your invoices were ready and submitted to the finance center during our last “Run.” Once your invoice has been approved and submitted, you can check on the status of the invoice or refer back to it by going into the “Invoices View Only” form. This form will show all invoices you have generated and approved using AccuBill and/or the Invoices Needing Approval form.

To find the exact invoice you are looking for, you can click on the “Select” button near the bottom center of the screen.



This will allow you to search for your shipment by GBL, Invoice #, or Shippers' name.

Once you have located your invoice, you can review it or check on the status as needed. On the upper left side of the screen you will see all of the pertinent shipment information such as the GBL, shipper name, invoice #, pickup and delivery dates, weight, and so on. On the upper right, you can see all of the billing lines as they had appeared in the billing form earlier.

Approving Invoices		Ln	Charge	Servcode	1QtvUom	0dItemcd	2QtAw	Bw	Rate
GBL/BOL#:	JJ999992	1	6298.43	LHS	0	N LHS	0	3870	3870 162.75
Name:	Silver, Sarah	2	10.44	FSCLHS	1.00,FR	D 405A	0	0	0 10.44
SCAC+Inv#:	TESRJJ999992:A	3	6.60	FSCLHS	1.00,FR	O 405A	0	0	0 6.60
Pickup:	04/15/2007	4	201.22	BUNKERS/C	1.00,EA	N BSC	0	0	0 201.22
Code:	4								
Type of Inv:	BOLINTHHG								

Near the lower left of the screen, you can see who generated this invoice, who approved it and the created date and time, which is when the invoice was either submitted via EDI by Daycos on your behalf, or when you had printed off the paper invoice.

Billed:	02/12/2008 12:45:51 PM
Approved:	02/12/2008 12:45:51 PM
Created:	02/12/2008 01:01:25 PM

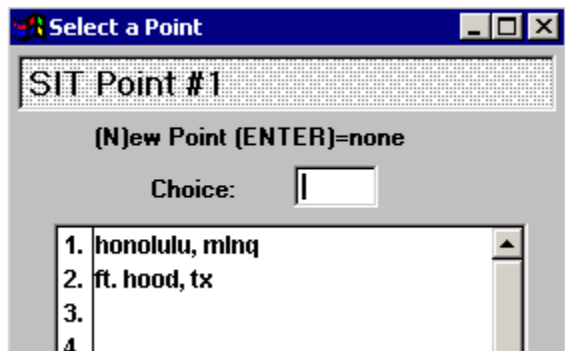
If you notice from the Invoices View Only screen that you had made an error during billing, you have the option from this screen to:

- Delete a line, lines or line notes
- Change a line amount
- Change the SFR, Rate Percentage or Discount
- Change the origin or destination GBLOC
- Change the SIT control number (for DPS shipments only)
- Add a miscellaneous comment for your records
- Cancel the invoice and rekey it for corrections

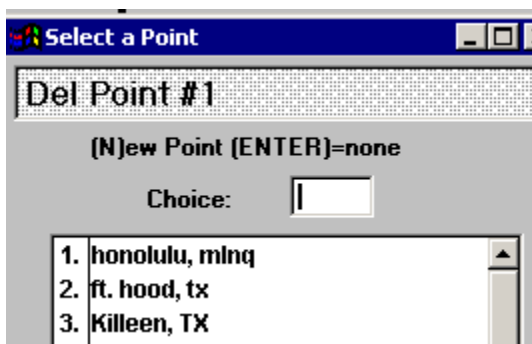
Instructions to complete the above mentioned options are provided later in this guide in the "Follow-Up Procedures" section.

## Special Billing Procedures – Invoicing Origin SIT

To invoice for Origin SIT, enter the invoice type, code of service, pickup and delivery dates and origin and destination locations on the left hand side of the billing screen. Upon entering that information, a pop-up will come up asking for SIT Point #1. This is the area where you will enter the origin SIT warehouse location. Enter the warehouse location by choosing a corresponding number if the location is already shown in the pop-up, or by choosing "N" to enter a new point for your warehouse.



Once you have entered your warehouse location, another pop-up will show up. This pop-up is asking for your Delivery Point to calculate your delivery charge into the Origin SIT warehouse. Although it is labeled as delivery point, the location that you should enter in this pop-up, is where the shipment was picked up prior to delivering it into the Origin SIT warehouse. Again, choose the corresponding number if the location is shown, which should be location #1 for your Origin. Always choose the corresponding number when it matches your location for the program to accurately calculate your charges.

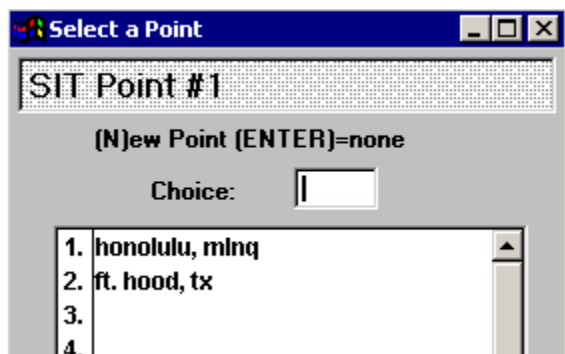


Proceed with entering the applicable dates for your Origin Storage once your locations are entered. If you have only the Julian date, you can type in 07/07/77 for the system to pull up a built in Julian calendar to calculate the actual date that your Julian date represents.

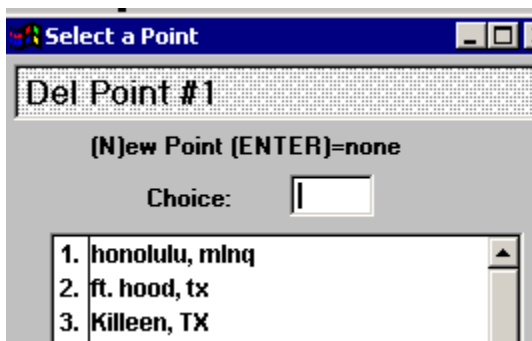
Finish entering the weights information on the left hand side of the screen. Once completed, the system will calculate the Origin SIT charges with the other charges on the right hand side of the screen.

## Special Billing Procedures – Invoicing Destination SIT

To invoice for Destination SIT, enter the invoice type, code of service, pickup and delivery dates and origin and destination locations on the left hand side of the billing screen. Upon entering that information, a pop-up will come up asking for SIT Point #1. This is the area where you will enter the destination SIT warehouse location. Enter the warehouse location by choosing a corresponding number if the location is already shown in the pop-up, or by choosing "N" to enter a new point for your warehouse.



Once you have entered your warehouse location, another pop-up will show up. This pop-up is asking for your final delivery point. Again, choose the corresponding number if the location is shown or enter "N" to type in a new point. Always choose the corresponding number when it matches your location for the program to accurately calculate your charges.

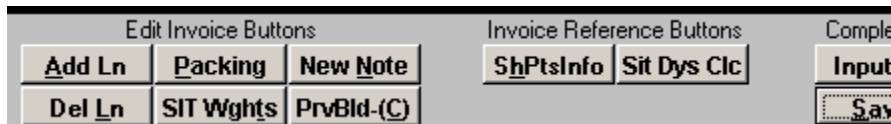


Proceed with entering the applicable dates for Destination Storage once your locations are entered. If you have only the Julian date, you can type in 07/07/77 for the system to pull up a built in Julian calendar to calculate the actual date that your Julian date represents.

Finish entering the weights information on the left hand side of the screen. Once completed, the system will calculate the Destination SIT charges with the other charges on the right hand side of the screen.

## Special Billing Procedures – Invoicing SIT – Split SIT

When the situation occurs that billing Split SIT charges is required, follow the guidelines for billing the respective SIT charges for either Origin or Destination SIT as mentioned in the earlier sections. Once you have reached the right hand side of the billing screen, you will see a button called “SIT Wgths” found in the Edit Invoice Buttons.



Clicking on this button will return you to the SIT weights noted on the left hand side of the screen.

SIT#1:	Lincoln,NE	12/15/2009	5200
DEL#1:	Norfolk,NE	12/22/2009	5200

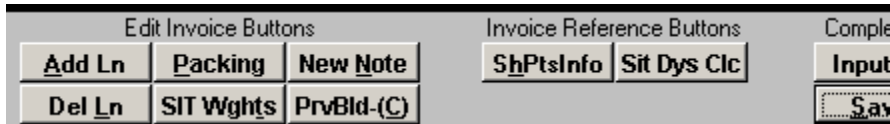
Update the weights to reflect the accurate weight that was put into and delivered from SIT on the dates you have already entered. This field is only allowing you to change the applicable SIT weights and will not affect the full shipment weight you previously entered.

Once you have updated the weights, you are again prompted to enter any needed rating or shipment information that may affect or be affected by the weight change you made. When the system has finished recalculating the charges, you will see the difference in weight noted under the BW (Billing Weight) column and the charges to reflect accordingly.

Ln	Charge	Servcode	Odn	itmcode	1Qty	1Uom	2Qty	Aw	Bw
1	155.80	SIT1ST	D	185A	0		0	5200	5000
2	46.55	SITADDL	D	185B	7.00	TD	0	5200	5000

## Special Billing Procedures – Accessorial Charges

To bill additional accessorial charges, such as long carries, stair carries, bulky charges, crating, auxiliary services and labor that did not automatically get billed using the information you have already keyed, click on the “Add Ln” button found in the Edit Invoice Buttons.



Clicking on this button will bring up a list of accessorial charges that are billable based on the Code of Service you entered earlier for this shipment.



To select the service you wish to add to your invoice, you can tab or scroll thru the list of options. Once you become familiar with the list, you can simply type in the first few letters of the service and it will take you to it. Once it is highlighted, click on the service with your mouse or hit enter.

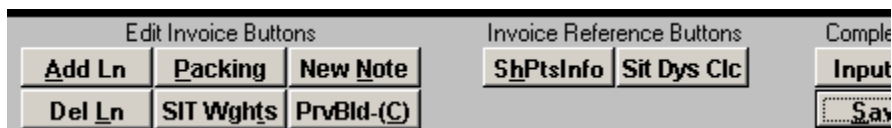
Follow the prompts the system provides to bill the specific service you have selected. Once you have completed those steps the program will return you to the list of accessorial charges for you to enter in any other charges. If you are finished, you can click on the “None” option at the top to exit, or click on the “x” in the upper right hand corner of the list. All services you have entered will appear at the bottom of the billing lines once you exit the list.

## Special Billing Procedures – Credit a Previous Amount

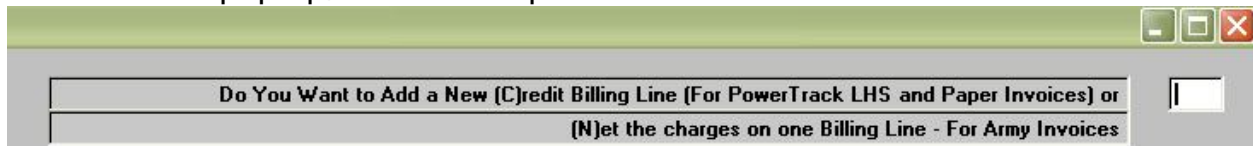
The process for crediting back amounts previously billed can vary depending on the finance center that the credit is being issued to. Locate the respective finance center below to determine how to proceed.

**PowerTrack (PT) Invoices** – To credit back a previously billed amount for a PT invoice, enter in all information on the left hand side of the billing screen as usual. Once you get to the right hand side, locate the lines that you would like the credit to correspond with.

To credit back the previously billed Linehaul (LHS) charge, for instance to reflect a new lower weight due to a reweigh, click on the “PrvBld-(C)” button found in the Edit Invoice Buttons.



From the first pop-up, choose the option “C” for PowerTrack.



Enter the corresponding line number in the first pop-up that comes up.



Enter the amount to credit in the following pop-up.



The program will then add a new billing line in the credit amount. You will see that the item code for the existing LHS charge has changed to LHSADD because PT will only accept one LHS charge per shipment. All other LHS charges must be submitted as using the item codes of LHSADD or LHSREF, which is what the credit line you just entered is showing.

To credit back any other accessorial charges for a PT Shipment, click on the "Add Ln" button found in the Edit Invoice Buttons. From the list of options, select the "LHS Credit – line haul credit" service code. A series of prompts will appear asking what items need adjusted to reflect previously billed amounts. The end result will calculate the difference between the previously billed amount and the new amount to be billed.

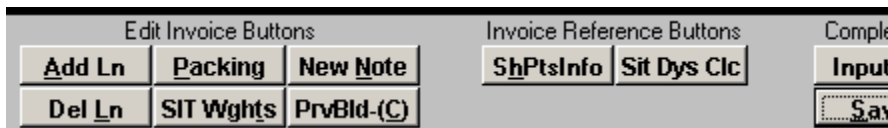
6 -2.18 LHSCREDIT N LHSRE

A description of all charges and calculations that were used to figure the final charge are listed in the line notes for that related billing line.

6 (FSC-\$115.20-\$117.38=-\$2.18)

**DFAS-Indianapolis EDI Invoices** – To credit back a previously billed amount for a DFAS-Indy (Army or Air Force) invoice, enter in all information on the left hand side of the billing screen as usual. Once you get to the right hand side, locate the lines that you would like the credit to correspond with.

DFAS-Indy shipments allow only one negative line per invoice. To credit back the previously billed Linehaul (LHS) charge, for instance to reflect a new lower weight due to a reweigh, click on the "PrvBld-(C)" button found in the Edit Invoice Buttons.



From the first pop-up, choose the option "N" for Army invoices.



Enter the corresponding line number in the first pop-up that comes up.



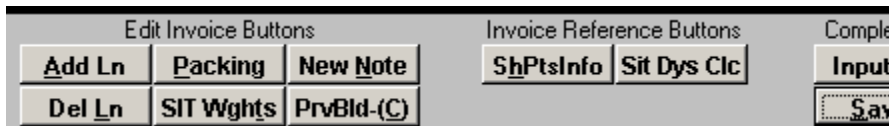
Enter the amount to credit in the following pop-up.



A screenshot of a small application window with a green title bar and standard Windows window controls (minimize, maximize, close). The window contains a label "Amount to Credit:" followed by a text input field containing the value "0.00".

**Paper Invoices – (Marines, Coast Guard or other paper finance centers)** - To credit back a previously billed amount for a paper finance invoice, enter in all information on the left hand side of the billing screen as usual. Once you get to the right hand side, locate the lines that you would like the credit to correspond with.

To credit back the previously billed Linehaul (LHS) charge, for instance to reflect a new lower weight due to a reweigh, click on the “PrvBld-(C)” button found in the Edit Invoice Buttons.



A screenshot of a software interface showing a grid of buttons. The buttons are organized into three sections: "Edit Invoice Buttons" (Add Ln, Packing, New Note, Del Ln, SIT Wghts, PrvBld-(C)), "Invoice Reference Buttons" (ShPtsInfo, Sit Dys Clc), and "Comple" (Input, Sav).

From the first pop-up, choose the option “C” for Paper Invoices.



A screenshot of a pop-up window with a green title bar and window controls. The window contains a text area with the text: "Do You Want to Add a New (C)redit Billing Line (For PowerTrack LHS and Paper Invoices) or (N)et the charges on one Billing Line - For Army Invoices". To the right of the text area is a small input field containing the letter "C".

Enter the corresponding line number in the first pop-up that comes up.



A screenshot of a pop-up window with a green title bar and window controls. The window contains a text input field with the text "Line Number For Chgs Are Being Credited (1-4) :". To the right of the input field is a small button with the letter "C" on it.

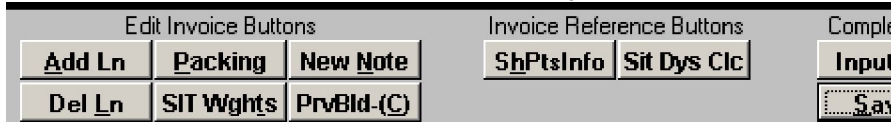
Enter the amount to credit in the following pop-up.



A screenshot of a small application window with a green title bar and standard Windows window controls. The window contains a label "Amount to Credit:" followed by a text input field containing the value "0.00".

## Special Billing Procedures – Billing a Diversion

Billing Diversions can sometimes be tricky, but we have been working very hard to fine tune the steps in AccuBill to make it as easy as possible. To bill a diversion charge, or any of the charges related to a diversion, go to the “Add Ln” Menu found in the Edit Invoice Buttons near the top center of the screen.



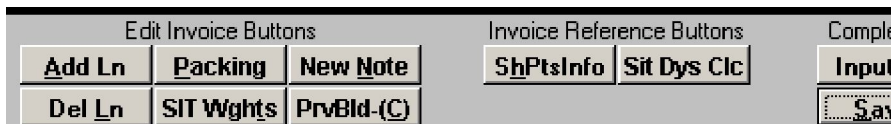
From the Add Line menu, select the Diversion option.



Once that option is selected, the system will prompt you with a number of pop-ups containing questions related to the billing weight, where the diversion occurred and where the shipment is being diverted to in order to accurately bill the charges due based on the guidance provided in the solicitation.

## Special Billing Procedures – Billing a Termination

Billing Terminations can sometimes be tricky, but we have been working very hard to fine tune the steps in AccuBill to make it as easy as possible. To bill a termination charge or any of the charges related to the termination of a shipment, go to the “Add Ln” Menu found in the Edit Invoice Buttons near the top center of the screen.



From the Add Line menu, select the Termination option.



Once that option is selected, the system will prompt you with a number of pop-ups containing questions related to the billing weight and where the termination occurred to accurately bill the charges due based on the guidance provided in the solicitation.

## Special Billing Procedures – Entering a Canada Shipment

Canada shipments are usually awarded as a Code 1 or 2 on the GBL and have a special rate/tender showing in Block 31 of the GBL. At this time, they are only billable through CWA or DFAS. Per the Domestic Solicitation, domestic shipments cannot be processed as OTO shipments and are therefore subject to the International Rate Solicitation.

We recommend billing them as Code 4 shipments. Many times the GBL will show a CONUS GBLOC. You cannot enter this GBLOC as the computer will tell you that international points were not entered. Use NJDK for your Canada GBLOC.

Since the GBL will not show a per cwt rate, you need to figure out what the cwt rate will be.

Next you will need to call in miles from Block 19 to Block 18 of the GBL. PC Miler will call miles to Canada. The province codes are: (you will use these in place of the state code)

AB – Alberta	BC - British Columbia
MB – Manitoba	NB - New Brunswick
NF – Newfoundland	NT - Northwest Territory
NS - Nova Scotia	ON – Ontario
QC – Quebec	SK - Saskatchewan
YT - Yukon Territory	

After you have called in the miles, do not clear your route or close your PC Miler. You will need this route when you are ready to do the fuel surcharge.

Once you have obtained the mileage, you will go to the International Rate Solicitation, Chapter 10V-1 Baseline Rates

You will locate, along the left side, the line that your mileage falls within. Then go across the line and find the weight that applies to your shipment. You will multiply this rate times the percentage shown and verified on your GBL. When your computer asks for the SFR for this shipment, this is what you will enter.

(Example: If your weight is 4559# and the miles are 1567 the rate would be \$66.80. The percentage of your shipment is 119%.  $66.80 \times 119\% = 79.49$ . The 79.49 is what you would enter for your SFR for this shipment).

Next question that the computer will want to know is the date and port for the fuel surcharge. Pull up the PC Miler that has the route that you have called in. You will want to view the route map. There is an icon on the menu bar at the top.

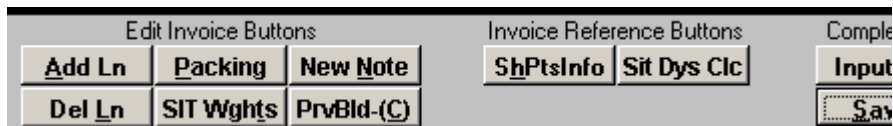


Click on the button with the outline of the US. This will bring up a map of the US and Canada showing the route that was taken to compute your mileage. You will need to determine the closest US point to the Canadian border that was used. This will be your port for fuel surcharge. Fuel surcharge cannot be computed on mileage that occurs in Canada. If the point is not on your list of ports, you can enter by choosing the last choice on the port list and entering your own information.

REMINDER!!! Remember to save your invoice in the "HOLD" status and change your to/from point and your GBLOC before you send the invoice to the finance center. Details on how to change your GBLOC are listed later in this guide.

## Special Billing Procedures – Entering a Boat OTO

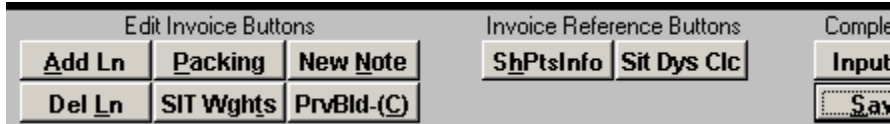
For shipments that include an OTO Boat charge, enter the shipment information on the left hand side as normal. Once on the right side, click on the "Add Ln" Button in the Edit Invoice Buttons.



Since there is no item code specified in the solicitation for OTO Boat charges, we recommend billing as Third Party Charge with a detailed line note description. To do so, select Third Party Service from the Add Line menu. Enter the OTO Boat amount. Enter the description as "OTO Boat" or something to that effect to identify what the amount being billed represents.

## Special Billing Procedures – Entering GSA OTO’s

When entering a GSA/DOS OTO or Flat Rate shipment, enter the information on the left hand side of the screen as normal. Once on the right side of the screen, click on the “Add Ln” Button found in the Edit Invoice Buttons.



To enter the OTO amount, since there is no item code specified for these charges, we recommend billing as a Miscellaneous Charge with a detailed line note description. To do so, select Miscellaneous from the Add Line menu. Enter the OTO or Flat Rate amount. Enter the description as “OTO/Flat Rate” or something to that effect to identify what the amount being billed represents.

## Follow-Up Procedures – Canceling an Invoice

When you chose to either “Hold” or “Send” an invoice from the Invoicing Screen, you have the option to cancel the invoice from the Invoices Needing Approval or Invoices View Only Screens.

To do so, locate the invoice using the “Select” Button at the bottom of the screen.



Once the invoice you wish to cancel is found, click on the “Cancel Invoice” button found in the lower right hand corner of the screen and answer the prompts that follow accordingly.



## Follow-Up Procedures – Changing the GBLOC

Once you have saved an invoice you have the ability to change the Origin or Destination GBLOC if needed. To do so from the Invoices View Only Screen, locate the invoice using the “Select” Button at the bottom of the screen.



Once your invoice has been found, to change the GBLOC, click on the “Chnges” Button on the left hand side of the screen.



Enter “G” to change GBLOC in the pop-up and follow the prompts selecting what GBLOC you wish to change and what GBLOC you wish to change it to.

The system will update the GBLOC as requested. Keep in mind, that this change will not update rating info, only the GBLOC shown. If rates need updated, please cancel the invoice and rekey.

This change is only reflected in AccuBill at this time. To update the previously submitted invoice, please refer to the “Resubmitting an invoice” instructions, also found in the Follow-Up Procedures section of this guide.

## Follow-Up Procedures – Changing the SFR/Percentage

Once you have saved an invoice you have the ability to change the SFR on International shipments or Percentage on Domestic shipments that the invoice was originally billed with. To do so, from the Invoices View Only Screen, locate the invoice using the “Select” Button.



Once your invoice has been found, to change the SFR/Percentage, click on the “Chnges” Button on the left hand side of the screen.



Enter "S" to change the SFR/Percentage. Enter the new SFR/Percentage to be used by typing in using the same format as noted in the pop-up.

The system will update the SFR/Percentage as requested. At this time, this change is only updating the record on the left hand side and has not updated the billing information to reflect the new SFR/Percentage on the right hand side. To update this information, see the section in this guide titled "Follow-up Procedures – Changing Line amounts" or you can cancel the invoice and rekey to have the correctly rated information.

This change is only reflected in AccuBill at this time. To update the previously submitted invoice, please refer to the "Resubmitting an invoice" instructions, also found in the Follow-Up Procedures section of this guide.

## Follow-Up Procedures – Changing Line Amounts

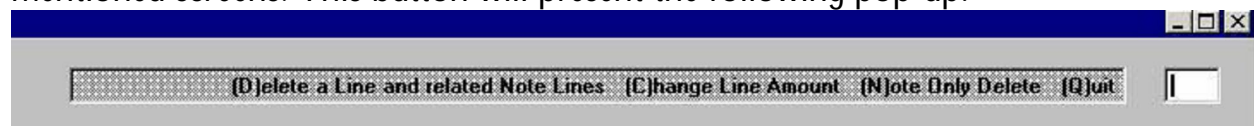
AccuBill users have the ability to change line amounts on invoices that are found in the Invoices Needing Approval or the Invoices View Only screens. This feature can be used for auto-matching in PowerTrack, to update charges that might have been calculated incorrectly, or in conjunction with changing the SFR/GBL.

To do so, from the Invoices View Only or Invoices Needing Approval screens, locate the invoice using the "Select" Button.

**Bottom** **Match** **Select** **Add**

After locating the invoice, but before making any changes if in the Invoices View Only screen, make sure that the invoice that was submitted to the finance center has been cancelled or rejected before making the changes and resubmitting the invoice.

Once the user has determined what the new line amount should be, they can change by clicking on the "Delete Line" button in the lower right hand corner of the mentioned screens. This button will present the following pop-up:

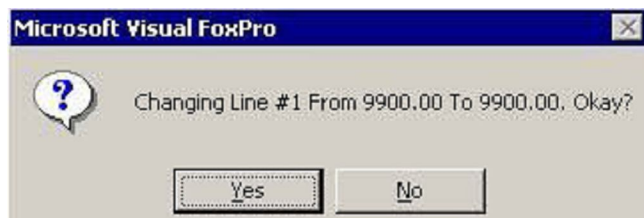


To change line amounts, select "C" from the pop-up. Another pop-up will ask what line amount you would like to change. Enter the corresponding line number that you wish to change the amount for.

Another pop-up appears showing the current line amount and provides a field for you to enter the new line amount. New amount should always be typed in to include the dollars and cents... for instance, 9901.99.



The system will then give a prompt showing the amount that was previously listed and the amount that you have entered to confirm it is correct before changing the amounts.



Once you have completed the change, you will see that a comment has been added to the miscellaneous comments section recording the changes that were made.

REMINDER! Be sure to check to see if you need to resubmit your invoice!

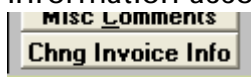
## Follow-Up Procedures – Changing the Shippers Name

If the shippers name was keyed incorrectly in the Invoicing Screen and needs changed, you can do so from the Invoices Needing Approval screen before the invoice is approved and submitted to the finance center.

To change the name, locate the invoice using the "Select" Button.



Once your invoice has been found, to change the shipper's name, click on the "Chng Invoice Info" Button on the lower right hand side of the screen. Select "S" to change the shipper's name. Enter in the correct name and the system will update the information accordingly.



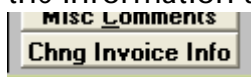
## Follow-Up Procedures – Changing the Invoice Number

If the invoice number you designated for this shipment was keyed incorrectly in the Invoicing Screen and needs changed, you can do so from the Invoices Needing Approval screen before the invoice is approved and submitted to the finance center.

To change the invoice number, locate the invoice using the “Select” Button.



Once your invoice has been found, to change the invoice number, click on the “Chng Invoice Info” Button on the lower right hand side of the screen. Select “I” to change the invoice number. Enter in the correct invoice number and the system will update the information accordingly.



Reminder – an invoice number can only be used one time. Duplicate invoice numbers may cause an invoice to be cancelled or overlooked at the finance center.

## Follow-Up Procedures – Change the Invoice Status (PT)

To assist with follow-up and tracking of invoices submitted to PowerTrack (PT), AccuBill users are provided with daily updates from Daycos on the most current status of their invoice within PT/CWA. From time to time, users may want to update their invoice status on their own. To do so, locate the invoice using the “Select” Button in the Invoices View Only Screen.



Once your invoice is located, click on the “Status” button in the lower left hand corner (this is only available for PowerTrack shipments.)



A list of all possible statuses for your PT shipment will appear. Select the applicable status and the system will update accordingly.

Invid:  FRO User:

atus:

NOTCHECKED	Billed But Not Checked Yet
<b>READY2SEND</b>	<b>Checked - Waiting To Send To PowerTrack</b>
SENTTOPOWR	Invoice Has Been Sent To PowerTrack
MNLTOPOWR	Invoice Needs Manually Inputted On PowerTrack
PTRECEIVED	PowerTrack Returned 997 Stating Acceptance
PTRECUSAID	PowerTrack Returned 997 Stating Acceptance USAID-GSA
RESENDTOPT	Rejected Inv To Be Resent To PowerTrack

You will see the current/updated status and date/time in the lower left hand corner noted as BOL status.

BOL Status:	BOL Status Date:
<b>READY2SEND</b>	<b>01/18/2010 04:26:29 PM</b>

## Follow-Up Procedures – Auto Match AE Invoices (PT)

Once of Daycos newest AccuBill features allows users to opt for your Families First invoices to be automatically matched daily in PowerTrack at no additional charge.

When participating in this feature, AccuBill will match each and every line on your Families First invoices within 24 hours of the invoice going into Audit Exception Status in PowerTrack. Upon matching, Daycos will provide you an email advising line for line what invoices and amounts were matched in PowerTrack. There is also a report available via our website that will list all recently matched invoices for your convenience which is described later in this guide.

## Follow-Up Procedures – Restating an Invoice

Sometimes it is necessary to restate or change the finance center, from one finance center to another. This can only be done when changing from a regular finance center (non-PT shipments) to another regular finance center.

To do so, locate the invoice using the “Select” Button in the Invoices View Only screen.



Once your invoice is located, click on the “Restate” Button in the lower right hand corner of the screen.



The system will ask if you would like to restate, or change the finance center. Answer Yes. Key in the Code for the correct finance center (typically it is “F” followed by the military branch – FARMY.) The system will update the finance center or bil2code.

This change will also indicate to the program that this invoice needs submitted to the new finance center either via EDI or via a paper voucher, depending on the finance center you identified by clearing out the Created Date in the lower left hand corner of the screen.

Billed:	01/18/2010 04:17:58 PM	PAULA
Approved:	01/18/2010 04:26:29 PM	PAULA
Created:	/ / : : AM	EDI or PPR

## Follow-Up Procedures – Resubmitting an Invoice

Sometimes it is necessary to resubmit an invoice to the respective finance center. The process used to resubmit the invoice can vary depending on the finance center.

**PowerTrack (PT) Shipments** – To resubmit an invoice to PT click on the “Status” button in the lower left hand corner.



From that list, choose the status “RESEND2PT.” A prompt will follow, asking the user if you want to resubmit as an “N” New invoice or “C” Corrected invoice.

Depending on your reason for resubmitting will determine what type of invoice you should resubmit your invoice as.

- Cancelled/Rejected Invoice – If your invoice is showing as cancelled in PT because it was rejected by CWA, you should resubmit your invoice as a “New” Invoice.
- Updated Invoice – If your invoice is currently in Unmatched or Audit Exception status in PT, you should resubmit your invoice as a “Corrected” invoice. Resubmitting your invoice as a corrected invoice will update the previously submitted invoice in PT, but will not update the invoice that had been sent from PT to CWA.

**DFAS-Indianapolis EDI and all Paper Finance Shipments** – to resubmit an invoice to DFAS-Indy or a paper finance center, click on the “Restate” Button in the lower right hand corner of the screen.



When the system asks if you want to restate your invoice, answer No. The following prompt will ask if you would like to Resubmit your invoice, answer yes. Answering Yes will clear out the Created date/time in the lower left hand corner, which indicates to AccuBill that your invoice has been flagged for resubmission on our next EDI Run, or that a new paper invoice should be printed, depending on the finance center.

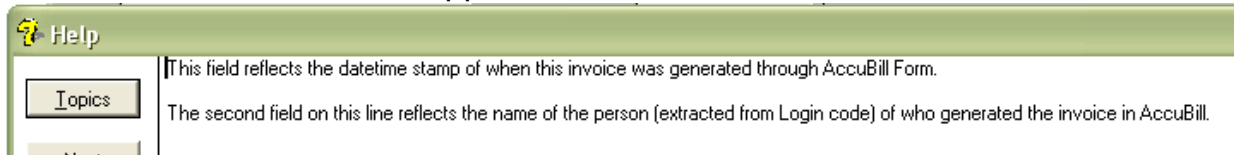
Note - Only resubmit your invoice if you have been advised that your previous invoice was cancelled by that finance center.

## Billing Tips/Short Cuts – Help Information

From any location on any of the AccuBill screens, you can right click on any field labels to access context sensitive help information.



For instance, if you were looking for help regarding what information should be used for the pickup date field in the Invoicing screen, you would right click on the pickup date field and the information appears.



## Billing Tips/Short Cuts – Hot Keys

Throughout the screens within the AccuBill program, you will notice a number of the buttons that have one letter or character underlined on the button. The underlined letter is known as the "Hot Key." In the example below, "S" is the hot key for the select button.



The Hot Keys can be used in place of clicking on that button with your mouse, by using the Alt Key plus the underlined letter. Once you are familiar with the hot keys, you will find that they expedite the billing and follow-up processes.

## Daycos Website and AccuBill – Paper Vouchers

Each time that a paper voucher is billed and approved thru AccuBill, the user must log into Daycos Website to print the actual voucher to be used for submitting to the paper finance center. To do this, when the user logs into our site, a link will appear in the upper right hand corner of the screen stating that the user has new invoices.

A screenshot of a notification message. The text reads "You have new invoices." The words "new invoices" are highlighted in blue. The entire message is enclosed in a blue border.

Clicking on that link will provide the user with a paper voucher for all paper invoices generated thru AccuBill since the last time the link was clicked on, so you do not have to remember to sort what shipments you need to mail out, the system automatically gives you one. Each invoice is only provided via this link one time. Additional copies of the invoice may be obtained thru the Invoice Search section of our site, which is explained later in this guide.

## Daycos Website and AccuBill - SF1113 Invoice Copies

To retrieve a copy of each invoice that you generated, Daycos provides the main contact for your AccuBill setup an email notifying you that the invoices you generated within the last "XRS" day are available via our website. An "XRS" day includes all invoices generated from the time you received your email yesterday (approximately 12:00 noon CST daily) to the time we concluded our "XRS" day today (again, approximately 12:00 noon CST.)

To login to our site, you will use the third login/password that was provided during the AccuBill setup. Once logged in, go to the Invoice Search Section of the site.

A screenshot of a navigation menu. The text reads "< Main > | Invoice Search | Statu". The words "Main", "Invoice Search", and "Statu" are highlighted in blue. The entire menu is enclosed in a blue border.

In this section you will find the Quick Reports, which contain a download button for today's date, which will provide you all invoices created for the completed business day. Clicking on the "Current" button will provide you invoices in progress that have been created since the close of the last business day.

### Completed Business Days

<b>01/19/10</b> <b>(last closed)</b>	<b>01/18/10</b>
<input type="button" value="Initial"/>	<input type="button" value="Resent"/>
<input type="button" value="Initial"/>	

### Current Business Day In Progress

<b>Current</b> <b>(in progress)</b>
<input type="button" value="Initial"/>
<input type="button" value="Resent"/>

Clicking on either of these buttons will provide you a copy of all SF1113 vouchers that were generated by your office in AccuBill. You will notice that there is a button for Initial and Resent invoices. The initial button contains invoices that were sent to the finance center for the first time. The resent button contains invoices that were resubmitted to PT as a corrected invoice.

You always have the option to view and/or print your invoices, or if you prefer, you can email them to the contact of your choice.

## Daycos Website and AccuBill – Revenue Information

Just as you can obtain a copy of each invoice via our website, you can also download all of your daily revenue data detail to easily import into your internal system.

To do so, go to the "Invoice Search" section of our website and specify the parameters noted in the "Search for Invoices" options that you would like included in your download. Once the parameters have been set, select your report type as "Invoice Line Details" and choose either CSV or Spreadsheet format.

Report Type:

Type	PDF	Web	CSV	Spreadsheet
Summary Report	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoice Copies	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
Invoice Line Details	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

Click on Generate Report, open and save to the desired location or email to the recipient of your choice.

\*\*\* Want to customize the information you receive in this download? As an added bonus, you can define your own item codes so the above report will return your own customized values for easier import into your system or recognition by your employees in addition to receiving the codes used internally by our system.

To do this, go to the "Settings" section of our website and choose the "Edit Item Codes" feature. Choose the type of item code you want to edit, then press Select.

Type of item code:

A list of our item codes will appear along with a place to enter your own local versions. Press "Update" at the bottom of the screen when you have made your changes.

The "GBL" and "BOL" fields indicate whether the item code is used within our system for current program or Families First invoices. Select the "Hide" check box if you wish to prevent a particular item code from appearing in your invoice detail reports.

These updates are specific to the login used to create them and require to be set only once for the changes to remain in tact.

## Daycos Website and AccuBill – Invoice Status

Users have the ability to check on the status of each invoice generated thru AccuBill via our website. To do so, go to the Status section of our site.

[Invoice Search](#) | [Status](#) | [Reports](#)

This section allows you to search for an invoice using the GBL #, invoice # or shippers name. Once you have located the desired invoice, you have the ability to see general shipment information as keyed into AccuBill, the payment details if Daycos receives your payment information (usually for PT, DFAS-Indy and Navy shipments) and any comments posted by internal or external users.

## Daycos Website and AccuBill – Reports

There are several different reports available to AccuBill users. Some of the reports have been created specifically for AccuBill, while others are reports that all of Daycos customers can benefit from.

### AccuBill Reports –

Auto Matched AE Invoices – AccuBill users have the option to ask Daycos to automatically match all Audit Exception (AE) invoices in PT daily at no additional charge. Once Daycos has matched the AE invoices, an email is provided to the main contact for your AccuBill setup. In addition, AccuBill users can log onto our site to retrieve a listing of all invoices that were recently matched.

To locate a listing of invoices recently matched during the auto matching process, go to the Reports – AccuBill Section of our website and select the report name “Auto Matched AE Invoices.”

Report name:  Auto Matched AE Invoices  
 Unapproved Invoices  
 Generate New Invoice Copies (must be in PDF format)

Format:  As a PDF  
 As a web page  
 As a spreadsheet

You will then receive a listing of shipments including the SCAC, GBL, shippers name, invoice number and the date the invoice was matched for your review.

Unapproved Invoices – The “Unapproved Invoices” report that is found in the Reports – AccuBill Section of our website provides users with a listing of all invoices that have been generated and saved in the “Hold” status that require approval in the “Invoices Needing Approval” Screen before the invoice can be submitted to the finance center. To receive a listing of invoices that are pending approval, select the “Unapproved Invoices” report name.

Report name:  Auto Matched AE Invoices  
 Unapproved Invoices  
 Generate New Invoice Copies (must be in PDF format)

Format:  As a PDF  
 As a web page  
 As a spreadsheet

You will then receive a listing of shipments including the GBL, shippers name, invoice number and invoice amount for your review.

## **General Reports –**

DP3 Status – The “DP3 Status” report that is found in the Reports – Common Section of our website allows users to follow DP3 (DPS and CWA) shipments from submission to PT to payment. Daycos receives a status report from PT daily that updates invoices to the most current status at all times. The user has the option to choose a specific status to report, or can get a full listing of all unpaid statuses to determine what shipments possibly require attention.

To gather invoices, select the criteria you wish to search for.

DP3 Status

Status:

Type:

Starting on:  (only when selecting "Paid" as the status above)

Click on the submit button at the bottom of the screen to receive your report.

Payments Received – Daycos provides all customers with payment information for all shipments we received the payment information for. Daycos has the ability to receive payment information on behalf of our customers for reporting purposes. To locate payment information that we recently received, go to the “Payments Received” report available in the Reports – Common Section of our website.

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Payments Received

Starting on:

Ending on:

Finance Center:

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Specify the date parameters and finance center you wish to search for payment information on and click on submit. You will receive a listing of all payments we have record of for the criteria you specified.

Note - If you know that you have received payment recently, but there is nothing reported in this feature, please contact us at [accubill@daycos.com](mailto:accubill@daycos.com) to ensure that we are receiving the payment information as needed from the finance center.

Uncreated Invoice Search – This report provides users with the ability to access invoice or rating information even if the invoice that was keyed into AccuBill was not yet approved as being ready for submission to the finance center. We have received recommendations from some of our users that being able to retrieve this information without sending the invoice to the finance center would be beneficial by allowing for timely payment to their agents. To assist with this request, in the “Invoice Search” section of XRSNet, is a new option to select “uncreated invoices.”

## Search For Invoices

Select SCAC:  ▼

Searching by:  ▼

Between:  Today  
 Yesterday  
 Last 7 Days  
 between  and

Invoice Type:  ▼

Invoice Choices (for PT resent invoices):  ▼

AccuBill Status:  ▼

This reporting feature will contain all invoices that have been keyed into AccuBill and have not yet been approved for submission to the finance center. Once the query has been generated, you should receive a listing of all related invoices. From this point, you will be able to download, print or email a PDF of the SF1113 voucher for the specific invoice number to use as a rating tool.

## Contact Us – AccuBill Contacts

Got questions? Assistance for AccuBill related questions can be directed at Daycos staff during our regular office hours from 8:00 a.m. to 5:00 p.m. CST:

Via email - [accubill@daycos.com](mailto:accubill@daycos.com)

Via phone – 800-366-1440

Do you have recommendations? We value your input and strive to make the AccuBill program as user friendly and beneficial for our customers as possible. Do you have a recommendation for a feature that you would like to see? Get in touch with us and we would be more than happy to see if we can make your recommendation happen.