



PowerTrack



# Quick Reference

For HHG Sellers (TP's)

**View Only**

Customer Service 1-800-417-1844

This Quick Reference Guide – View Only – is for those users who only need to look at transactions and do not need to enter or to manage them. This guide would also be used those TP's who have outsourced their invoice entry and management functions to a third party service provider.

## Getting Started

1. Enter the following Internet Explorer address line <https://www.powertrack.usbank.com/powertrack>
2. Enter your PowerTrack User ID and Password.
3. Click the GO button. (If you have not logged on to PowerTrack before, a subscriber agreement will appear. You need to review and click “I Agree” to continue).
4. The welcome screen provides access to these information drop down menus; Transactions, Contracts, Statements, Reports, Configuration, and Navigation.
5. Click any one of the choices in the menu bar to begin using PowerTrack.

## Find/Search for Transaction

Follow these basic steps to find a transaction.

1. Click Transactions in the menu bar. Select Household Goods; the Find Documents screen will be displayed.
2. Enter your search criteria on one or more of the tabs provided within the Find screen.
3. Click the Find button to initiate your search. The list of transactions matching your criteria is displayed in the Find Document Results window.

Initially, when the invoice volume is low, the easiest method for finding invoices is to select ‘Find All’, choose ‘Invoice’ from the Documents Type pull down, and press ‘Find’. All of your invoices will then be listed on the Find Documents screen.

There may be searches that you want to use on a regular basis. These frequently used searches can be stored as Saved Finds.

Follow these basic steps to create a Saved Find.

1. Define your search criteria for a search that you plan to use often.
2. Click the Save button. A prompt directing you to name the Saved Find will appear.
3. Enter a name and description for the Saved Find.

## Find Documents List

The Find Documents List identifies the document and the dollar amount. It also identifies the Financial Status, Fulfillment Status, and Notice Status. These statuses provide a quick snapshot of which documents require further attention.

### Financial Status:

- Unmatched – not yet audited by SDDC
- Audit Exception – SDDC audit failed; TP intervention is required before payment can be made
- Approval Required – SDDC audit passed; the PPSO needs to manually approve the invoice
- Approval Final – SDDC audit passed and the invoice has been approved
- Payment Initiated – PowerTrack has started the payment process
- Payment Settled – PowerTrack has completed its payment process

### Fulfillment Status:

- Not used by Household Goods

### Notice Status:

- Unmatched – delivery information has not been provided for the invoice
- Complete – delivery information has been provided for the invoice

## View Transaction Details

To view transaction details, single click on the document to highlight it and then press the Detail icon. The icon row is towards the top and to the right. This will bring up the following screen (Note – the detail invoice lines are found under the Service Charges tab):

| Doc Type                   | Doc ID      | Issue Date | \$  | Total    | Line Item Total | Service Charge | Tax  | Financial Status | Fulfillment Status | Notice Status  | Pricing Status |
|----------------------------|-------------|------------|-----|----------|-----------------|----------------|------|------------------|--------------------|----------------|----------------|
| Order                      | BOL-USB4-08 | 1/19/2004  | USD | 6,227.50 | 0.00            | 6,227.50       | 0.00 | Audit Exception  | Not Required       | Not Applicable | Not Required   |
| <b>Total Billed:</b>       |             |            |     | 6,389.85 | 0.00            | 6,389.85       | 0.00 |                  |                    |                |                |
| Invoice                    | USB4-08     | 1/19/2004  | USD | 6,389.85 | 0.00            | 6,389.85       | 0.00 | Audit Exception  | Not Required       | Complete       | Not Required   |
| <b>Non-Financial Docs:</b> |             |            |     |          |                 |                |      |                  |                    |                |                |

