PowerTrack

usbank

Quick Reference

For HHG Sellers (TP's)

Manage Transactions

Customer Service1-800-417-1844

This Quick Reference Guide – Manage Transactions – is for those users who need to manage transactions but do not need to enter them. This guide would be used those TP's who submit their invoices electronically.

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. **These are the transactions that you will need to manage by viewing and then editing them.**

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

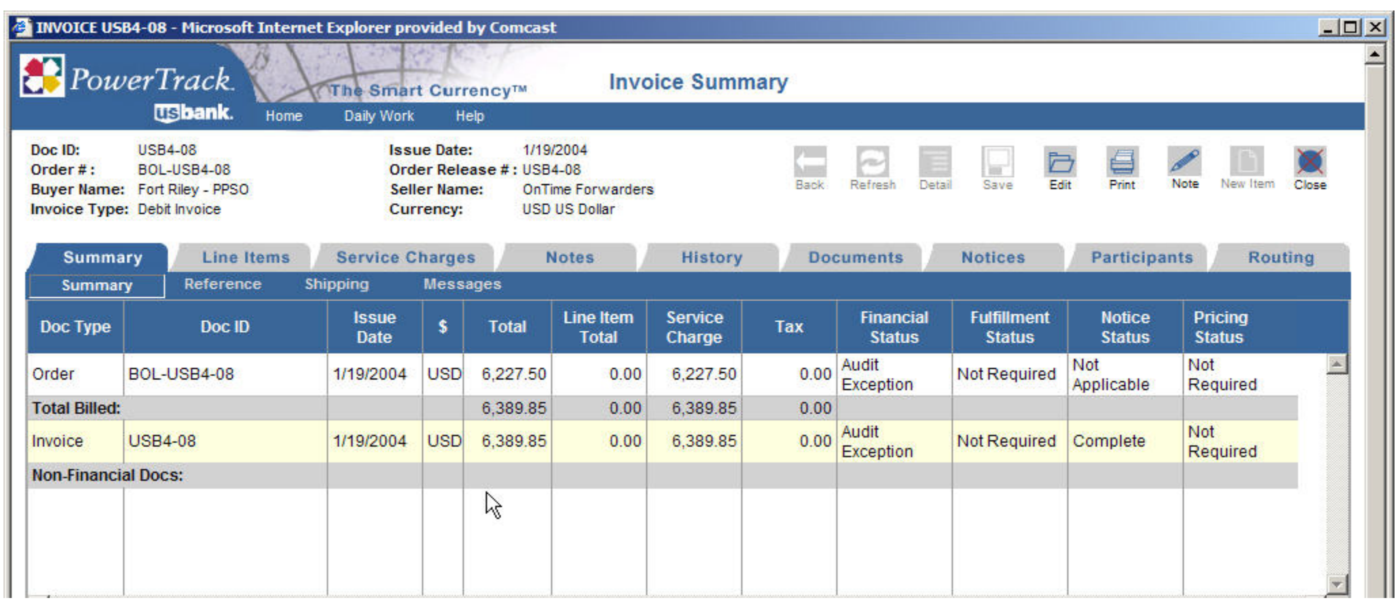
Notice Status:

Unmatched – delivery information has not been provided for the invoice

Complete – delivery information has been provided for the invoice

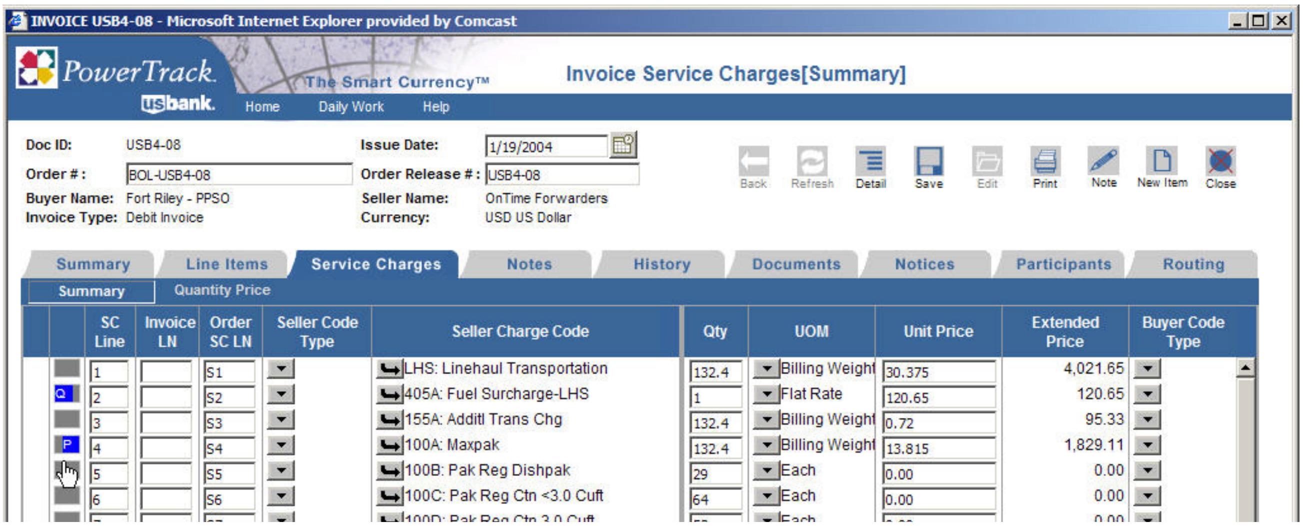
View Transaction Details

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):



Manage (Edit) Invoices

Invoice disputes between the PPSO and TP will be resolved in the SDDC – CWA system. Before an invoice can be paid by PowerTrack the TP's invoice amount in PowerTrack must agree with the CWA order amount. Disagreements will show up in PowerTrack as Audit Exceptions. The TP has the option of canceling the old invoice and submitting a new invoice, or to go into PowerTrack and make changes it. Correcting an invoice in PowerTrack begins by Finding the invoice and Viewing it (see above). To actually change the invoice, select the Service Charge tab to display the charges and then press the Edit icon to open the fields to change (see below):



Lines (charges) in dispute will have an audit exception code in blue (see hand) on the left side. The exception codes are:

P – price
Q – quantity
U – unit of measure
M – invoice line does not match to an order line

The appropriate changes will need to be made to clear the Audit Exception. When you are done making your changes, press the Save icon to post the changes to the PowerTrack server. If you would like to see the CWA order amount, single click on a line to highlight it and then press the Show Related Lines button at the bottom of the screen.

Note – if the PPSO has denied a charge, the quantity will 0'd (zeroed) out. In that case the charge should be deleted. To delete a line, single click on a line to highlight it and then press the Delete button at the bottom of the screen.

Create or Change an eBill

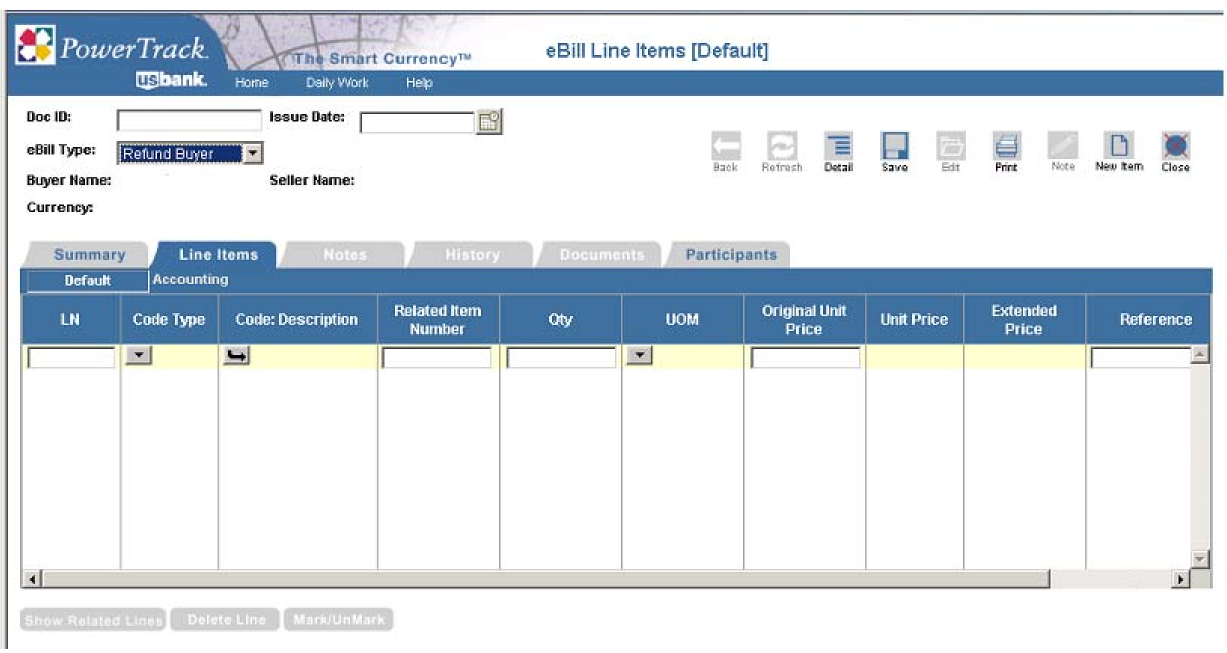
The eBill feature provides the opportunity to send a supplementary electronic invoice or refund. **The only use for an eBill in Household Goods will be for a TP to refund an overpayment. All other adjustments will be handled through the invoicing process.** An eBill is automatically linked when it is created from an invoice. Linked eBills are recommended because the charges are linked directly to the previous document allowing you to view all the relevant credits/charges attached to this invoice. Stand-alone eBills are not directly attached or linked to an order. In most circumstances a buyer submits an eBill to issue a refund or credit, requiring approval by the seller. Each eBill goes through the same approval process as a regular transaction.

To create an eBill:

1. Click Transactions>Household Goods>Daily Work>Financial Documents>Create eBill from Invoice> to create a linked eBill (to create a stand alone eBill click only the eBill option from the drop down menu, this will open the eBill screen where you input the necessary information for your eBill).
2. The eBill screen will be displayed. Enter only the relevant information in the boxes provided on the Summary Line Items and Participant Tabs.
3. Click Save to capture the eBill.

To modify an existing eBill:

1. Select the eBill from the payment list.
2. Click the Edit icon.
3. Make the appropriate changes to the eBill.
4. Click the Save icon to save the changes you made to the eBill.



Create a Note

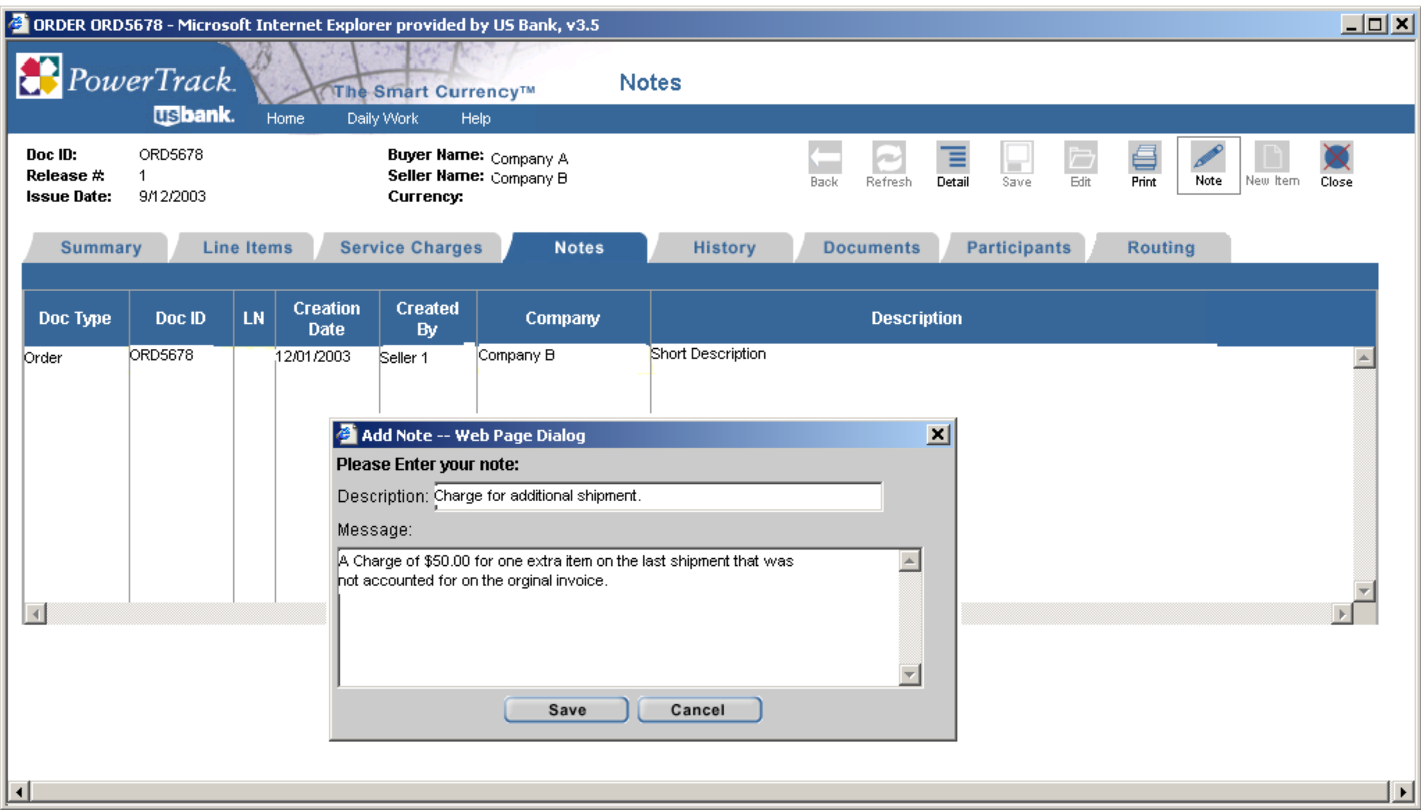
Notes are used to communicate with trading partners about transaction information or changes to a transaction. PowerTrack notes may be attached to any document or line item. Once a note is saved, it cannot be deleted.

To create a note attached to a document:

1. From the Summary Tab view, select the Note icon.
2. In the dialog box, type the message you would like attached to the document.
3. Click Save to attach the note.

To create a note attached to a line item:

1. Click the Line Items tab.
2. Select the line item to which you want to attach a note.
3. Click the Note icon.
4. In the dialog box, type the message you would like attached to the line item.
5. Click Save to attach the note.



Unapproved Transactions

What does this report do for you?

PowerTrack enables buyers and sellers to work together for faster payment. All amounts paid through PowerTrack require approval of the charges by the buyer.

The unapproved transactions report quickly, and easily identifies transactions that are still awaiting approval from the buyer. Daily use of the report helps ensure the prompt approval necessary for fast payment.

The Unapproved Transactions report is available for buyers and sellers, and both will benefit from monitoring unapproved transactions. The benefits are faster payments and a better trading partner relationship.

How does the unapproved transactions report work?

To view information in Unapproved Transactions report you must:

1. From the PowerTrack homepage, choose Reports > Unapproved Transactions.
2. Select a report. There are three different reports that you can access through Unapproved Transactions.

- Summary view for organization (if your PowerTrack user ID allows visibility to more than one buyer or seller entity within your Organization).
  - This view displays:
    - Organization
    - Freight Amount
    - Average Days in PowerTrack
    - Transactions Outstanding

- Summary View specific to the buyer/seller you select (or that your user ID allows you to see).
  - This view displays:
    - Organization
    - Freight Amount
    - Average Days in PowerTrack
    - Transactions Outstanding

- Line Item Detail view specific to the buyer/seller you select.
  - This view displays:
    - Buyer Doc ID
    - Seller Doc ID
    - Financial Status
    - Freight Amount
    - Last Update
    - Days in PowerTrack

To view the next level of detail, click on that. For example, clicking on the first buyer in the list provides more detail about that buyer.

The first page that is displayed after clicking run is the summary information. From this page you may:

- Select Re-Select report,
- Select Back to go to the previous page,
- Select Download the report summary information to your PC, or
- Select Print to format the report into a printable HTML page.

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