PowerTrack

usbank

Quick Reference

For HHG Sellers – Manual Invoice Entry

PowerTrack HHG Help Desk 1-866-561-6930

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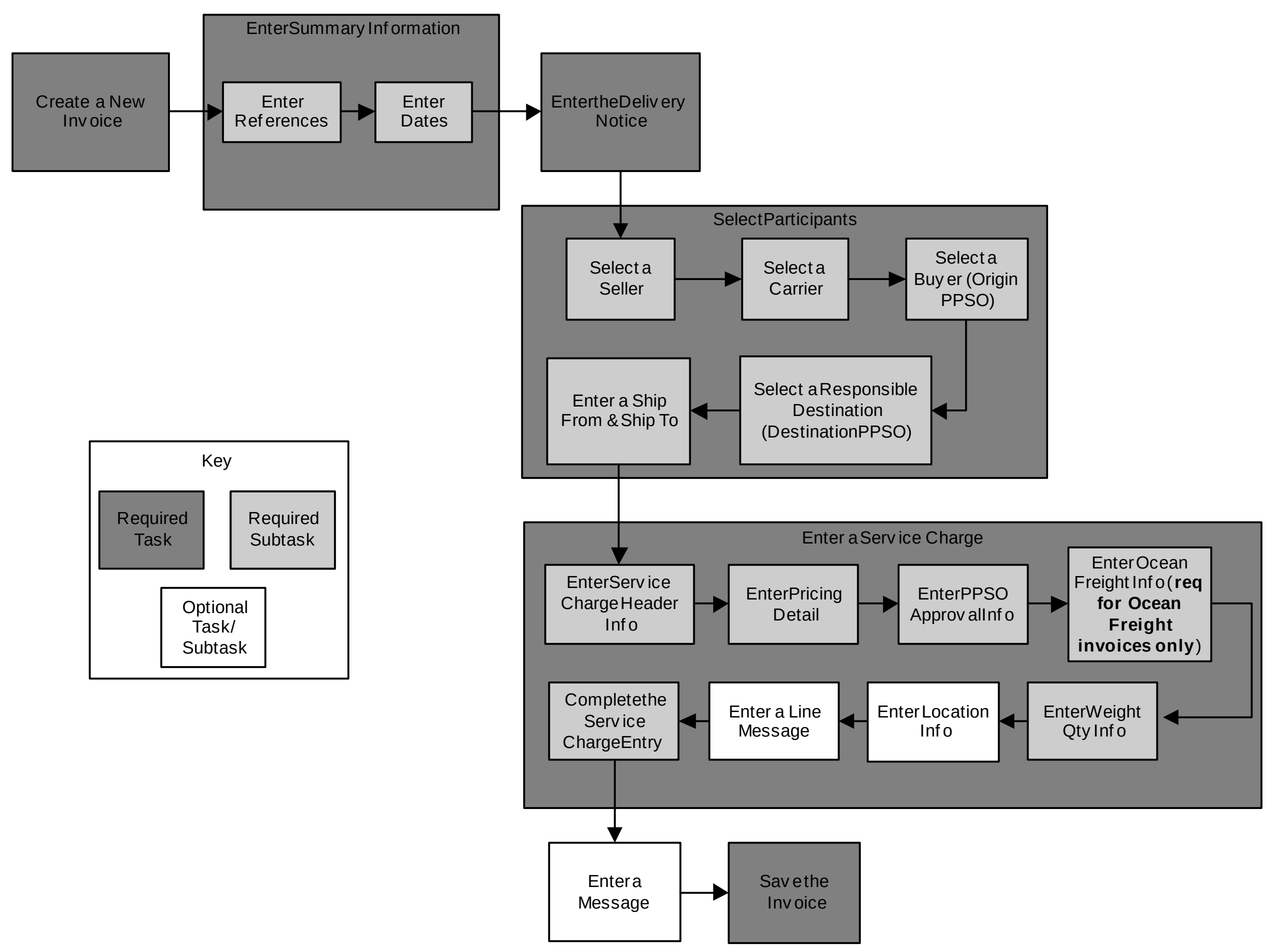
Process for Manual Invoice Entry



Create a New Invoice

The first steps in creating a new invoice are to enter the invoice header information.

1. From the PowerTrack menus, select *Transactions > Household Goods*.
2. From the Household Goods PowerTrack menus, select *Daily Work > Financial Documents > Create Invoice*. The invoice entry windows displays.
3. In the **Doc ID** field, enter your invoice number.
4. In the **Issue Date** field, change the date if necessary.
5. In the **Order #** field, enter the GBL number or PPSO's BOL number.
6. In the **Order Release #**, enter the invoice number ***exactly as entered in the Doc ID field***. This is required to match the CWA-generated GBL to the invoice in PowerTrack.
7. Continue to the next task: *Enter Summary Information*.

Important Note: This guide contains all detail necessary to enter an invoice into PowerTrack. You will not need to use any areas of the invoice screen that are not specifically referenced here.

Enter Summary Information

The next task is to enter references and dates on the summary tab. The references to be entered are the carrier's reference number and the originating company identifier; the dates to be entered are the pickup and delivery dates

Enter References

1. Click on the Summary tab.
2. In the line just below the tab, click on the Reference view.
3. In the References area, click . The Lookup Values window displays.
4. In the right-most field, enter "CN."
5. Click Search.
6. In the Results List, click in the circle next to "CN: Carrier's Reference Number (PRO/Invoice)" to select it.
7. Click Return Selection.
8. In the **Value** field, enter the Carrier's Reference Number.
9. To add the second reference, in the References area, click Add Line.
10. In the new line, click . The Lookup Values window displays.
11. In the right-most field, enter "8M."
12. Click Search.
13. In the Results List, click in the circle next to "8M: Originating Company Identifier" to select it.
    - If you use EDI, the "8M: Originating Company Identifier" is your ISA number, which identifies the transmitting organization.
    - If you do not use EDI, the "8M: Originating Company Identifier" is your Master TP level SCAC.
14. Click Return Selection.
15. In the **Value** field, enter the Originating Company Identifier.
16. Continue to the next subtask: *Enter Dates*.

Enter Dates

1. In the Dates area on the Summary tab, click and select "Actual Pickup Date."
2. In the **Value** field, enter or select the date.
3. Click Add Line.
4. In the new line, click and select "Delivered on This Date."
5. In the **Value** field, enter or select the date.
6. Continue to the next task: *Enter the Delivery Notice*.

Enter the Delivery Notice

The next task is to enter the delivery notice, which indicates that the order has been delivered, and is required for you to receive payment.

1. Click on the Notices tab.
2. In the upper right of the window, click .
3. In the **Type** column, click and select "Transit Status."
4. Enter or select the **Effective Date**.
5. In the **Status** column, click and select "Delivered," "Storage-in-Transit," or "Reconsigned" as appropriate.
7. Continue to the next task: *Select Participants*.

Select the Participants

The next task is to select the participants for the move. This includes selecting the following: the Seller and Carrier; the Buyer, or Origin PPSO; the Responsible Destination, or Destination PPSO, and the Ship From and Ship To.

Select a Seller

1. Click on the Participants tab.
2. In the lower left of the window, click Add Party.
3. In the Add a Participant window, from the **Participant Type** list, select "Selling Party"; **Add Participant via** defaults to "Find Participant."
4. Click Next.
5. In the Find Organization window, in the **Organization ID Type** field, select "Payee Identification."
6. In the **Organization ID** field, select "starts with" and enter your SCAC.
7. Change the **Country** if you are outside the U.S.
8. Click Start Find.
9. In the list of Organizations Found on the right, select your organization.
10. Click OK.
11. The Participants tab displays with your selected Seller.
12. Continue to the next subtask: *Select a Carrier*.

Select a Carrier

Because the SCAC was not indicated when selecting the seller, it also is necessary to select a Carrier.

1. On the Participants tab, in the lower left of the window, click Add Party.
2. In the Add a Participant window, from the **Participant Type** list, select "Carrier"; from the **Add Participant via** option, select "Find Participant."
3. Click Next.
4. In the **Search In:** selection, select "Entire PowerTrack Space."
5. In the Find Organization window, in the **Organization ID Type** field, select "SCAC."
6. In the **Organization ID** field, select "is exactly" and enter your SCAC.
7. Change the **Country** if you are outside the U.S.
8. Click Start Find.
9. In the list of Organizations Found on the right, select the appropriate SCAC.
10. Click OK.
11. The Participants tab displays with your selected Carrier.
12. Continue to the next subtask: *Select a Buyer (Origin PPSO)*.

Select a Buyer (Origin PPSO)

1. On the Participants tab, in the lower left of the window, click Add Party.
2. In the Add a Participant window, from the **Participant Type** list, select "Buying Party"; **Add Participant via** defaults to "Find Participant."
3. Click Next.
4. In the **Organization ID Type** field select "GBLOC."
5. In the **Organization ID** field enter the GBLOC.
6. If the PPSO is outside the U.S., change the **Country**.
7. Click Start Find.
8. In the list of Organizations Found on the right, select the appropriate PPSO.
9. Click OK.
10. The Participants tab displays with your selected Buyer (Origin PPSO).
11. Continue to the next subtask: *Select a Destination Authorized Party (Destination PPSO)*.

Select a Responsible Destination (Destination PPSO)

1. On the Participants tab, in the lower left of the window, click Add Party.
2. In the Add a Participant window, from the **Participant Type** list, select "Responsible Destination"; from the **Add Participant via** option, select "Find Participant."
3. Click Next.
4. In the **Search In:** selection, select "Entire PowerTrack Space."
5. In the **Organization ID Type** field select "GBLOC."
6. In the **Organization ID** field enter the GBLOC.
7. If the PPSO is outside the U.S., change the **Country**.
8. Click Start Find.
9. In the list of Organizations Found on the right, select the appropriate PPSO.
10. Click OK.
11. The Participants tab displays with your selected Responsible Destination (Destination PPSO).
12. Continue to the next subtask: *Entering a Ship From and Ship To*.

Entering a Ship From and Ship To

The Ship From and Ship To are used to determine the distance/rate calculation. If the location is CONUS, the postal code and county are used; if the location is OCONUS, the rate area is used.

1. On the Participants tab, in the lower left of the window, click Add Party.
2. In the Add a Participant window, from the **Participant Type** list, select "Ship From"; from the **Add Participant via** option, select "Manual Data Entry."
3. In the **Ship From** field, enter the serviceperson's name as "Last Name, First Name."
4. Enter location details:
   a. If the location is CONUS, enter the **City**, **State**, **Postal Code** and **County**.
   b. If the location is OCONUS, enter the **City** and **Country**; in the **Location 1 ID** field enter the rate area, and from the **Location ID 1 Type** field select "Rate Area."
5. In the Add/Lookup Transaction Participants area, click and select "Ship To."
6. On the Participants tab, in the lower left of the window, click Add Party.
7. In the Add a Participant window, from the **Participant Type** list, select "Ship To"; from the **Add Participant via** option, select "Manual Data Entry."
8. In the **Ship To** field, enter the serviceperson's name as "Last Name, First Name."
9. Enter location details:
   a. If the location is CONUS, enter the **City**, **State**, **Postal Code** and **County**.
   b. If the location is OCONUS, enter the **City** and **Country**; in the **Location 1 ID** field enter the rate area, and from the **Location ID 1 Type** field select "Rate Area."
10. Continue to the next task: *Enter a Service Charge*.

Quick Tip: ***Changing a Participant***

To change the participant you selected, simply selecting a different participant using the steps above. This can be done *until the invoice is paid*.

Enter a Service Charge

The next task is to enter the service charges for the invoice. These steps should be repeated for each service charge on the invoice.

A list of valid service charges (item codes) and applicable units of measure for each can be found on the SDDC Web site.

Enter Service Charge Header Information

1. Click on the Service Charges tab.
2. In the upper right of the window, click , or use the Ctrl+N keyboard shortcut.
3. Enter the **SC Line** and **Order SC LN**. These numbers **must be the same** and should be sequential by service charge line.
4. In the **Seller Code Type** column, click and select "DoD HHG."
5. In the **Seller Charge Code** column, click . The Lookup Values window displays.
6. In the right-most field, enter the first few characters of the code you want to select.
7. Click Search.
8. In the Results List, click in the circle next to the code you want to select.
9. Click Return Selection.
10. Enter the **Qty**, click and select the **UOM**.
11. Continue to the next subtask: *Enter Pricing Detail*.

Enter Pricing Detail

Entering Pricing Detail allows you to provide **price adjustmen**t information. **This is required even if the adjustment is 100%**, being as all services are adjusted by a rate file (or charge %). Multi-factor quantity is required for specific item codes; minimum price is always optional.

1. To access the Service Charge Detail window, select the line (look for the hand cursor) and click .
2. In the Service Charge Detail window, locate the User Defined Pricing section and click to expand the section.
3. Click Add Line.
4. In the **Type** column, click and select "Price Adjustment."
   a. When prompted in a separate window, enter the **Base Unit Price** and click OK
   b. In the **Qualifier** field, click and select "Percent."
   c. Enter a **Value**.
   d. Click Calculate.
   e. Review the adjusted **Unit Price** and **Extended Price**.
5. If applicable and/or required, click Add Line, and enter the detail for the selected type:
   a. For "Minimum Price," enter the **Value**.
   b. For "Multi-Factor Quantity," enter a **Value**, and in the **Qualifier** field, click and select "UOM."
6. Click Calculate and review the adjusted **Unit Price** and **Extended Price** after adding each line.
7. To review the detail on how the price was calculated, click Pricing Detail.
8. Continue to the next subtask: *Enter PPSO Approval Information*.

Enter PPSO Approval Information

The next task is to identify the PPSO approving the charge.

1. In the References section **(to the right of User Defined Pricing)**, click Add Line.
2. In the **Description** column, click . The Lookup Values window displays.
3. In the right-most field, enter "YP."
4. Click Search.
5. In the Results List, click in the circle next to "YP: Selling Arrangement."
6. Click Return Selection.
7. In the **Value** column, enter "N" (not applicable), "O" (origin) or "D" (destination).
8. If the invoice is for ocean freight, continue to the next subtask: *Enter Ocean Freight Information*; otherwise, continue to the subtask: *Enter Weight Quantity Information*.

Enter Ocean Freight Information

If the invoice is for ocean freight, you are required to enter 2 ocean freight references. ***This is required for ocean freight shipments only.***

1. In the References section (to the right of User Defined Pricing), click Add Line.
2. In the **Description** column, click . The Lookup Values window displays.
3. In the right-most field, enter "SCA."
4. Click Search.
5. In the Results List, click in the circle next to "SCA: Standard Carrier Alpha Code."
6. Click Return Selection.
7. In the **Value** column, enter **the ocean barge information**. (The SCA reference is based on EDI requirements; do not enter your SCAC.)
8. Click Add Line.
9. In the **Description** column, click . The Lookup Values window displays.
10. In the right-most field, enter "OB."
11. Click Search.
12. In the Results List, click in the circle next to "OB: Ocean BOL."
13. Click Return Selection.
14. In the **Value** column, enter **the ocean bill of lading number**.
15. Continue to the next subtask: *Enter Weight Quantity Information*.

Enter Weight Quantity Information

The actual weight must be entered in the Alternate Quantities area so that CWA can rate the item. Other weight quantities are required for specific service charges, such as Long Carries or Days in SIT.

1. Locate the Alternate Quantities section and click to expand the section.
2. Click Add Line.
3. In the **UOM Type** column, click to select the measurement type of the actual weight.
4. Enter the **Qty** for the actual weight.
5. In the **UOM** column, click and select the appropriate UOM for the actual weight.
6. Repeat steps 3-5 to add other weight quantities, substituting "alternate weight" for "actual weight."
7. If you need to enter location information and/or a line message, continue to the next subtasks; otherwise, continue to the subtask *Complete the Service Charge Entry*.

Enter Location Information

The Location section on the Service Charge Detail window allows you to enter location qualification information. You can add as many locations as necessary, such as pickup, delivery and service location addresses. *This is not required if it is not applicable for the service charge*.

1. In the **Location Name** field, enter the location type.
2. In the **Location Purpose** field, click and select the type that corresponds with what you entered in the Location Name field.
3. Enter location details:
   a. If the location is CONUS, enter the **City**, **State**, **Postal Code** and **County**.
   b. If the location is OCONUS, enter the **City** and **Country**; in the **Location 1 ID** field enter the rate area, and from the **Location ID 1 Type** field select "Rate Area."
4. If another location code is required, click Add.
5. If you need to enter a line message, continue to the next subtask; otherwise, continue to the subtask *Complete the Service Charge Entry*.

Enter a Line Message

You have the ability to add a line message to the service charge to provide additional information. For ocean freight specifically, you may use this option to enter detail such as the ports used or the price by land. *This is not required if it is not applicable for the service charge*.

1. At the bottom of the Service Charge Detail window, click Messages.
2. In the **Type** column, click ▼ and select "Message."
3. In the **Message** column, enter the message.
4. Click Save to save the message and return to the Service Charge Detail window.
5. Continue to the next subtask: *Complete the Service Charge Entry*.

Complete the Service Charge Entry

Once you have completed the required subtasks, you must save the service charge. After the service charge is saved, you may edit it or add additional charges.

1. At the bottom of the Service Charge Detail window, click Save.
2. The Service Charge Detail window closes, and the Invoice displays.
3. To edit a service charge, on the Service Charges tab, click on the charge to highlight it and click (or double-click on the row).
4. If you need to enter an invoice message, continue to the next task: *Enter a Message*; otherwise, continue to the task: *Save the Invoice*.

Quick Tip: *Copying a Service Charge Line*

To streamline the service charge creation process, you can copy an existing service charge line. To do this:

1. On the Service Charge tab, click on the line to select it. (Look for the hand cursor.)
2. Click Mark/UnMark. The line highlights in yellow.
3. In the upper right of the window, click , or use the Ctrl+N shortcut.
4. A new line is created. Edit the line, or repeat the copy process as many times as needed.

Enter a Message

You have the option to add a message for the invoice. *This is not required*.

1. Click on the Summary tab.
2. In the line just below the tab, click on the Messages view.
3. If the first line already contains a message, click Add Line.
4. In the **Type** column, click ▼ and select "Message."
5. In the **Message** column, enter the message.
6. Continue to the next task: *Save the Invoice*. (The message is saved upon clicking anywhere on the form.)

Save the Invoice

When you add or change invoice data, the information is not automatically saved to the PowerTrack server. It is critical that you Save the invoice in order for the changes to be posted.

1. In the Invoice window, click .
2. If the save is successful, a message displays stating "Document update successful."
3. The invoice closes, and you are returned to the Invoice List.
4. To view your invoice in the Invoice List, run a new search.

Copy an Invoice

To streamline the invoice creation process, you can copy an invoice that you have previously created. Copying an invoice will copy most of the invoice detail, which you can then change as needed on the new invoice.

Note that you cannot change the Selling Party or Buying Party on the new invoice.

1. In the Invoice List, select the invoice you want to copy.
2. From the menus, select *Daily Work > Copy Document > Copy this Document.*
   - This option also is available from within the Invoice Summary.
3. The Invoice Summary for the new invoice displays.
4. Change the **Doc ID**, **Order #**, **Issue Date**, and **Order Release #**. Remember that the Doc ID and Order Release # *must* be the same number.
5. Verify the following copied data, making changes if necessary:
   - Summary information, including references and dates
   - Participants (cannot change Selling Party and Buying Party)
   - Service charges and service charge detail
   - Messages
6. Enter the delivery notice.
   a. Click on the Notices tab.
   b. In the upper right of the window, click .
   c. In the **Type** column, click and select "Transit Status."
   d. Enter or select the **Effective Date**.
   e. In the **Status** column, click and select "Delivered," "Delivered to SIT," or "Reconsigned" as appropriate.
7. Save the invoice.

Quick Tip: **Creating and Using Invoice "Templates"**

To create an invoice "template" that can be used to create multiple invoices:

1. Create an invoice, completing all information required on an invoice as detailed in the preceding pages.
   - Ensure that you enter the correct Selling Party and Carrier, as these cannot be changed on future invoices created from this invoice. Because of this, if your company has multiple SCACs, you will need one template for each SCAC.
   - For some fields, you may need to enter "holding place" information, such as for the Ship From and Ship To.
2. Save the invoice.
3. ***Immediately*** cancel the invoice. To do this, from within the Invoice Summary, or with the invoice selected in the Invoice List, click Cancel.
4. When prompted to verify the cancellation, enter your PowerTrack password.

Once the invoice is cancelled, it can serve as a template to create other invoices. To do this, follow the copy steps identified above, which will create a new invoice in "Unmatched" status. You can make any necessary changes to the new invoice, with the exception of the Selling Party and SCAC.

Data Errors

If an invoice is rejected in CWA, you are provided with an EDI code that indicates the data that was missing or invalid. Use the following table to determine which field on the invoice needs attention.

Area	Field	EDI Code
Invoice Header	Issue Date	B3-06
	Order #	B3-03
	Order Release #	B3-02
Summary Tab	Reference: Originating Company	N9*8M
	Reference: Contract #	N9*CN
	Dates: Actual Pickup	G62*86
	Delivered on this Date	G62*35
	Messages	NTE
Notices Tab	Delivery Notice	N9*KK
Participants Tab	Selling Party	N9*PQ
	Carrier	B3-11
	Buying Party (Origin PPSO)	N1*RG
	Responsible Destination	N1*RH
	Ship From	N1*SF
	Ship To	N1*ST
Service Charges Tab	Qty/UOM/Price	L0, L1, and L7
	Reference: PPSO Approval	N9*YP
	Reference: Ocean Barge (displays as “Standard Carrier Alpha Code”)	N9*SCA
	Reference: Ocean BOL	N9*OB
	Alternate Quantities	MEA
	Locations	N1*PW, N1*DA, or N1*77
	Message Detail	N9*0L