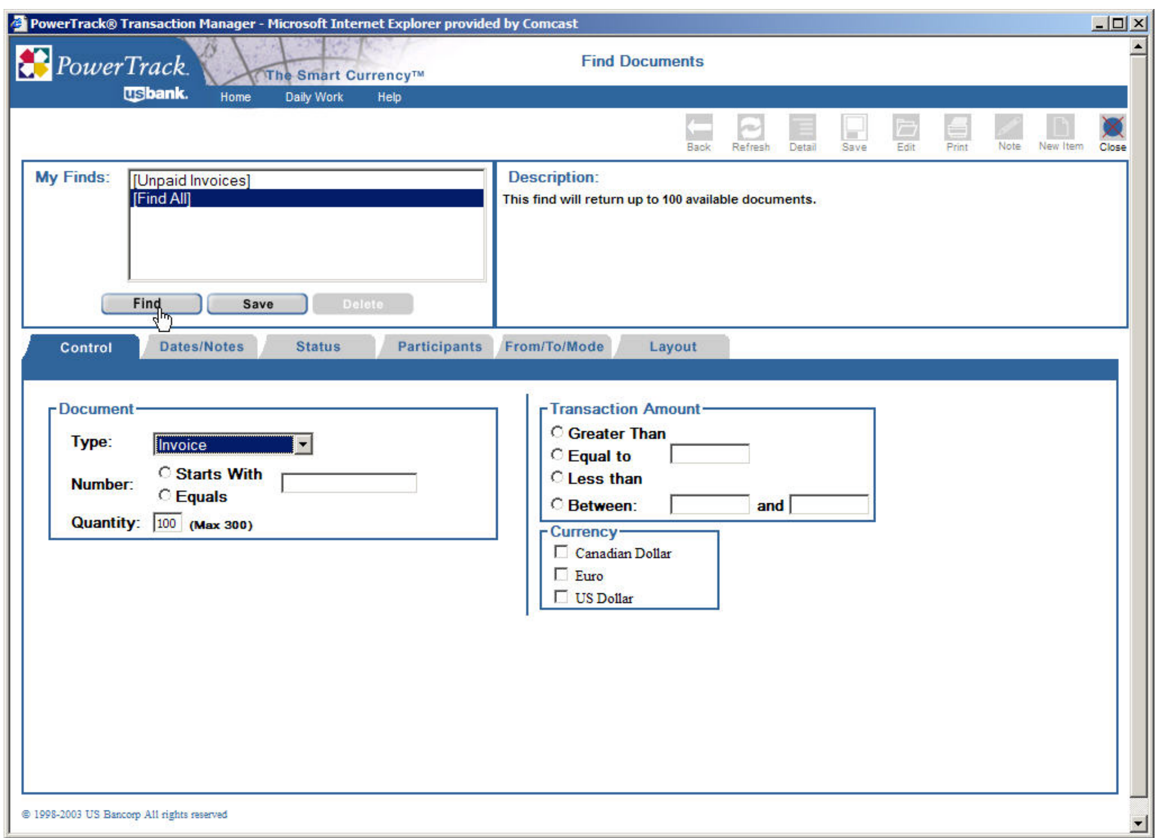
3.0 – Viewing Invoices in PowerTrack

3.1 – Find Invoices

After you log into PowerTrack and access ‘Transactions’ (see 2.3 on the previous page), you will be presented with a screen that will allow you to find invoices. Until you have a large number of invoices the easiest way for finding invoices is as follows:

- Select [Find All] from ‘My Finds’ (see below)
- Select ‘Invoice’ from ‘Document Type:’ (see below)
- Press ‘Find’ (see below)

When the volume of invoices increases you can then begin to take advantage of the enhanced search capabilities of PowerTrack which are described in section – *6.0 – Using the Find Documents Features*.



3.2 – Select an Invoice from the Find Invoice List

When you press 'Find' you will be presented with a list of invoices (see below). Your next step will be to select the invoice you wish to examine by

- Double clicking on the invoice, or
- Highlighting the invoice and pressing the 'Detail' icon from the icon row above the list towards the right.

If the invoice you wish to examine is not on the list, press the 'Back' icon and reset the parameters of your 'Find'. The icon row can be found towards the top and to the right.

You will also notice that there are several columns on the list. Besides the invoice number and amount, the important columns to look at are Financial Status and Notice Status. (Fulfillment Status is currently not used by HHG - Families First Program.) These columns are configurable to remove unwanted columns and add additional ones. They can be reordered from left to right as well. (section – *6.0 – Using the Find Documents Features*.)

<u>Financial Status</u>

Unmatched	The invoice has not been audited by CWA
Approval Required	The invoice has passed the audit and needs PPSO approval
Audit Exception	The invoice failed the CWA audit and needs intervention

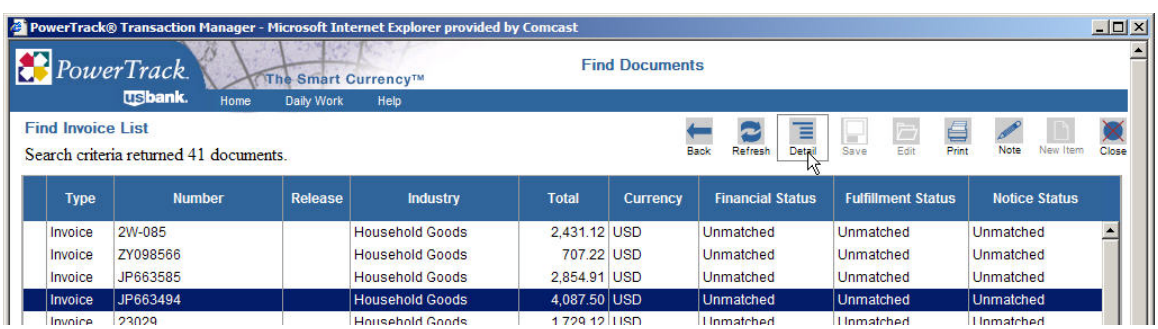
Note, before an invoice will be paid by PowerTrack, the Audit Exception must be cleared. How to do this is discussed in the next section (4.0 – Managing Invoices in PowerTrack).

Approval Final	The invoice has passed the audit and has been approved
Payment Initiated	PowerTrack has started the payment process
Payment Settled	PowerTrack has transferred funds from U.S. Bank to the TP's bank account.

<u>Notice Status</u>

Complete	The delivery event has been provided
Unmatched	The delivery event has not been provided

Note, before an invoice will be paid by PowerTrack, the delivery event of 'Delivered', 'Delivered to SIT' or'Reconsigned' must be provided. How to enter a delivery event through the PowerTrack UI is discussed in the next section (4.0 – Managing Invoices in PowerTrack).

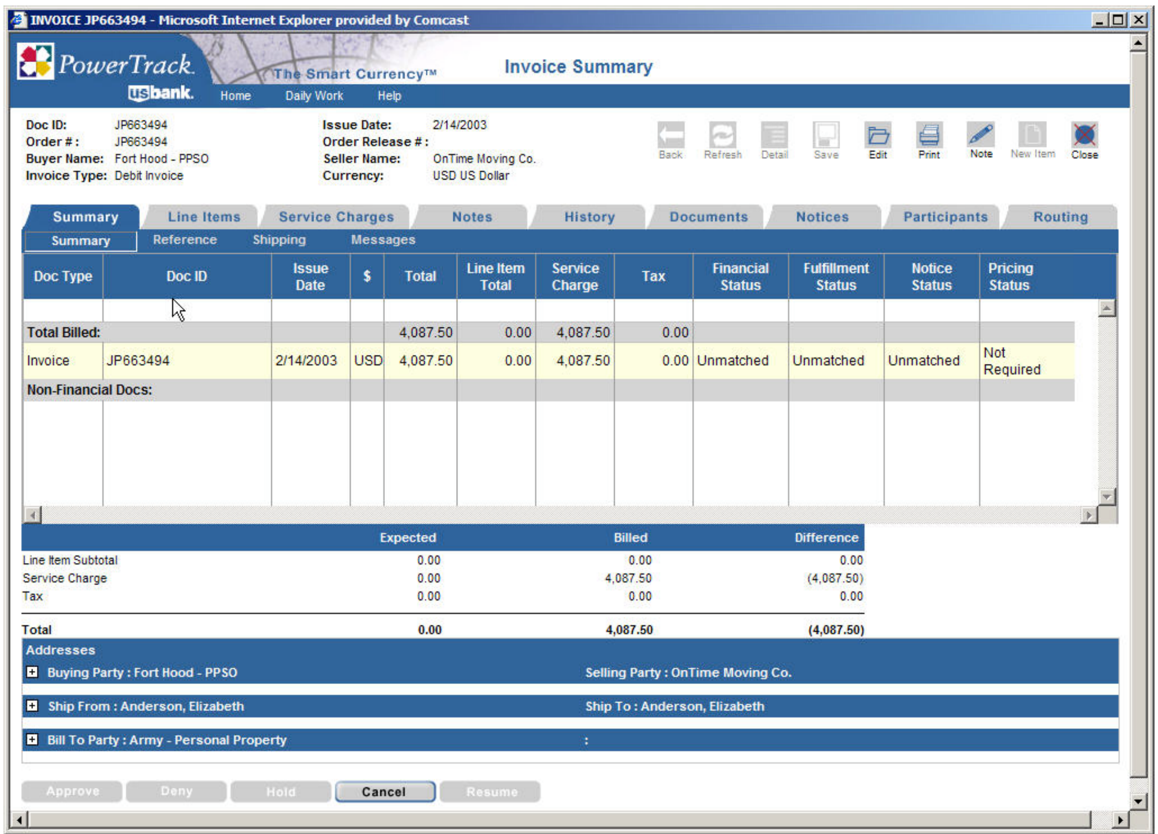


3.3 – Viewing Invoices

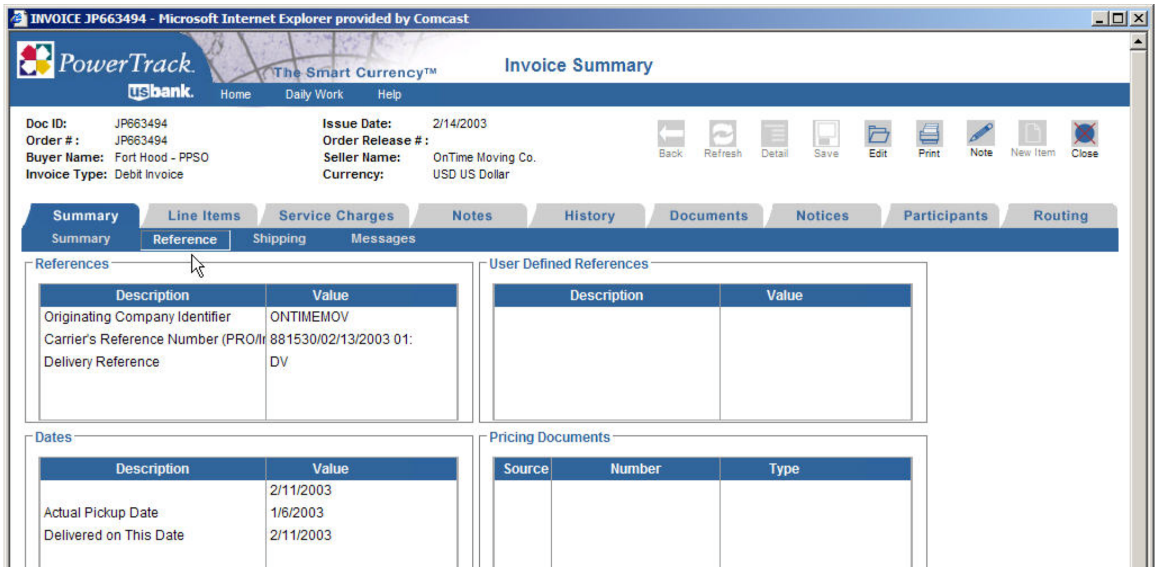
3.3.1 – Summary Tab

When you select an invoice, PowerTrack will return the invoice and initially display the contents of the 'Summary' tab (see below). The invoice information is contained in several tabs. The 'Line Items' and 'Routing' tabs are not used by HHG - Families First Program.

The Summary Tab contains general and total amount information on the invoice. When the invoice is audited by CWA, the CWA order information and TP invoices against that order will be displayed on the 'Summary' tab. (These are not available for the example below.)



Pressing the 'Reference' button on the 'Summary' tab will bring up general reference information along with pick-up and delivery times (see below).



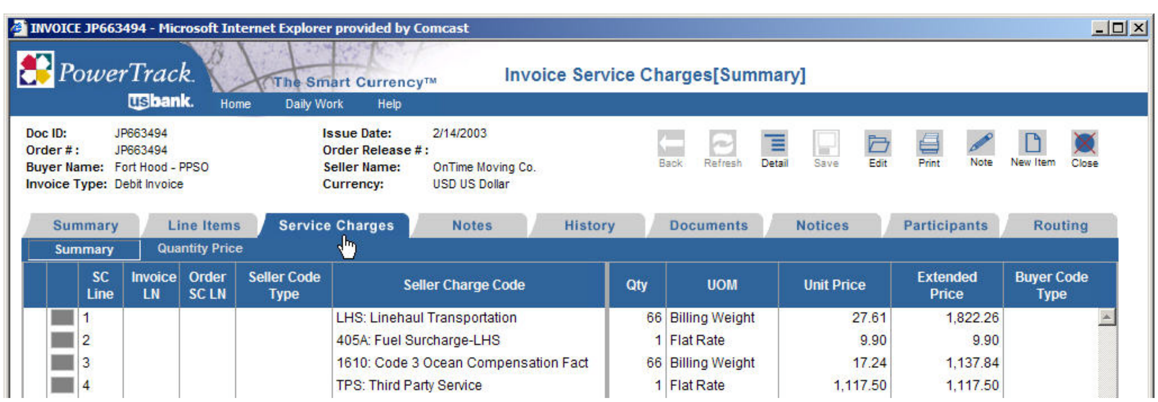
The 'Shipping' button is not relevant to HHG - Families First Program. The 'Message' button displays any invoice level messages or descriptions.

3.3.2 – Service Charges Tab

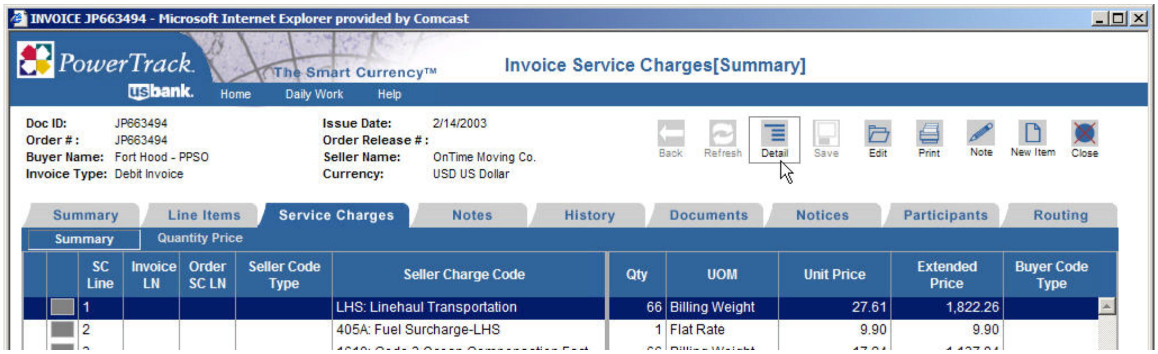
The invoice line items are displayed on the 'Service Charges' tab (see below). This will display the full list of services being invoiced by the TP. If there is a 'Financial Status' of 'Audit Exception' the reason will be displayed in the gray box on left side of the line. 'Audit Exception' codes being used by the HHG - Families First Program:

- 'P' – the Price does not match CWA
- 'Q' – the Quantity does not match CWA
- 'U' – the Unit of Measure does not match CWA

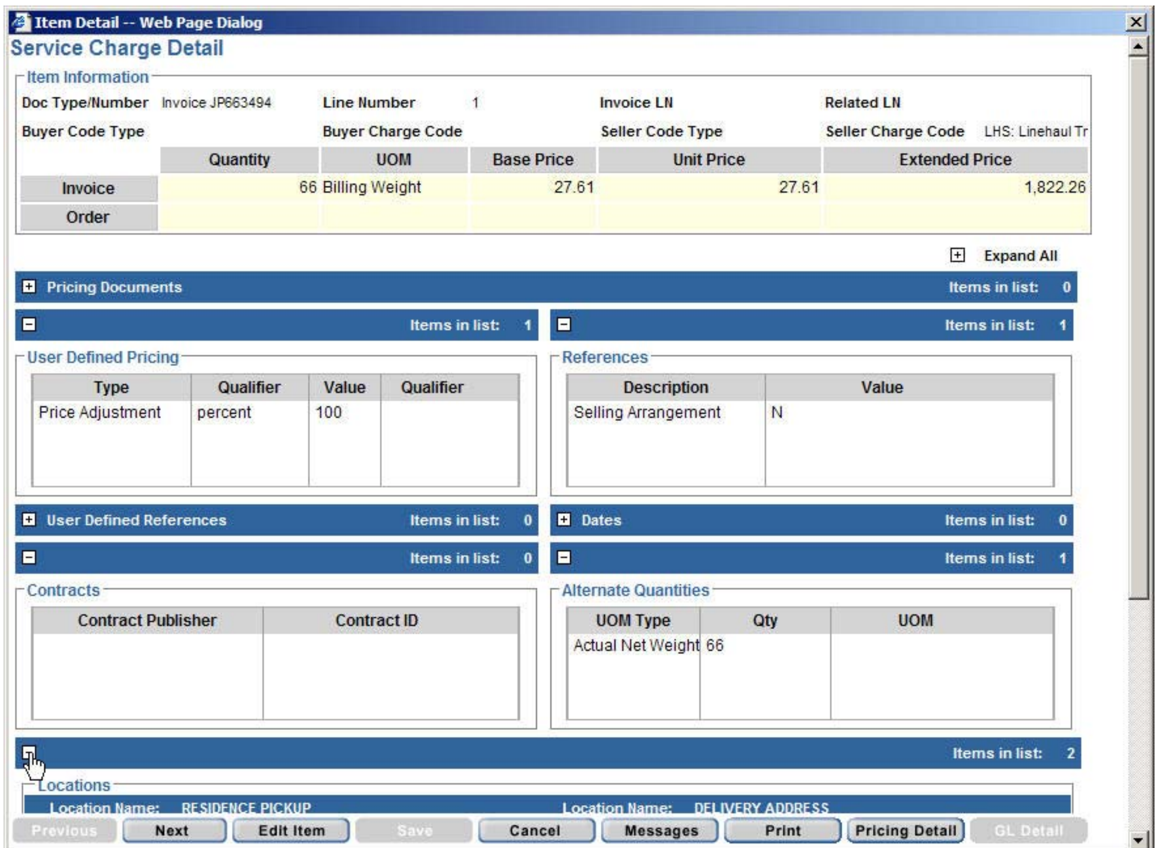
The 'Quantity Price' button on the 'Service Charges' provides a more detailed breakdown of the billing (not shown).



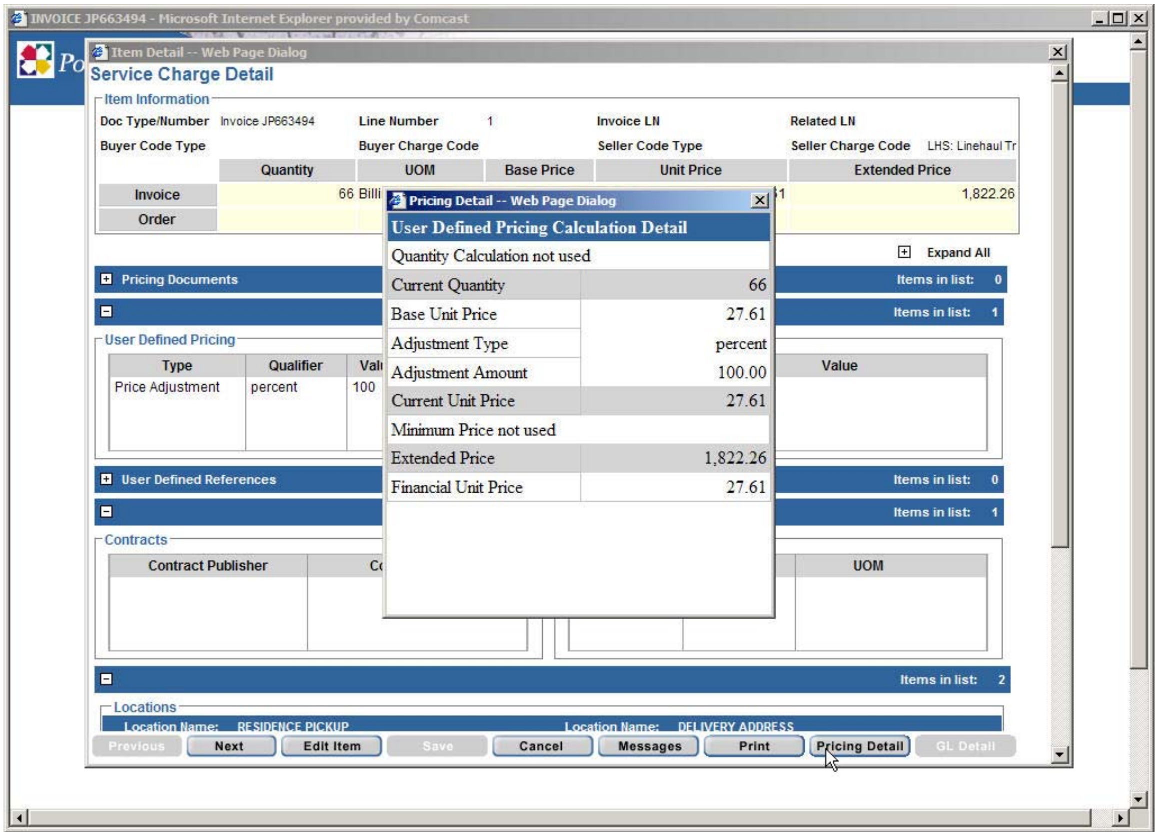
If you would like to view more detail on a charge, either double-click on a line, or highlight a line and press the 'Detail' icon (see below).



This brings back the Service Charge Detail screen. To see pertinent information, press the '+' sign to open sections with information (see below).



Pressing the ‘Message’ button at the bottom of the ‘Detail’ screen will display any line item related message (not shown). Pressing the ‘Pricing Detail’ button will display how the line charge was determined (see below).



3.3.3 – Notes Tab

The ‘Notes Tab’ (not shown) displays all user created notes for this invoice. The ‘Notes’ feature of PowerTrack allows both the TP and PPSO to document and communicate actions relating to the invoice. More information on ‘Notes’ can be found in section – *8.0 – Creating and Using Notes*.

3.3.4 – History Tab

The ‘History Tab’ (not shown) traces the progress of the invoice. It is used for trouble shooting to determine when actions took place.

3.3.5 – Documents Tab

The ‘Documents Tab’ (not shown) displays other document related to the invoice. In the case of the HHG - Families First Program, the results of the CWA audit can be found here. It will have a document type of ‘Order’

3.3.6 – Notices Tab

The 'Notices Tab' (not shown) is where the delivery event required for an invoice to be paid would be entered and displayed. If the delivery information is not provided through the EDI dataset, it will need to be entered here. More on this is discussed in section – *4.0 – Managing Invoices in PowerTrack*.

3.3.7 – Participants Tab

The 'Participants Tab' (see below) is where the origin PPSO (Buying Party), the TP (Selling Party), the Member (Ship From) and destination PPSO (Destination Authorized Party) are displayed.