

## 4.0 – Managing Invoices in PowerTrack

PowerTrack provides the facility to manage invoices. That is, correct errors, clear audit exceptions and provide compliance information. Managing invoices begins with finding invoices as described in the previous section (3.0 – Viewing Invoices in PowerTrack). If it is necessary to manage the invoice (make changes), pressing the ‘Edit’ icon (see below) will allow you to make changes. The changes would be made very similar in the way they would be originally created as described in the next section (5.0 – Creating Invoices in PowerTrack).

**Invoice Summary**

Doc ID: 913460      Issue Date: 1/30/2003  
 Order #: ZY098204      Order Release #:  
 Buyer Name: Fort Belvoir - PPSO      Seller Name: OnTime Forwarders  
 Invoice Type: Debit Invoice      Currency: USD US Dollar

Back Refresh Detail Save **Edit** Print Note New Item Close

Summary Line Items Service Charges Notes History Documents Notices Participants Routing

Doc Type	Doc ID	Issue Date	\$	Total	Line Item Total	Service Charge	Tax	Financial Status	Fulfillment Status	Notice Status	Pricing Status
<b>Total Billed:</b>				5,479.16	0.00	5,479.16	0.00				
Invoice	913460	1/30/2003	USD	5,479.16	0.00	5,479.16	0.00	Unmatched	Unmatched	Unmatched	Not Required
<b>Non-Financial Docs:</b>											

	Expected	Billed	Difference
Line Item Subtotal	0.00	0.00	0.00
Service Charge	0.00	5,479.16	(5,479.16)
Tax	0.00	0.00	0.00
<b>Total</b>	<b>0.00</b>	<b>5,479.16</b>	<b>(5,479.16)</b>

**Addresses**

Buying Party : Fort Belvoir - PPSO      Selling Party : OnTime Forwarders

Ship From : Lieser, Michael      Ship To : Lieser, Michael

Bill To Party : MTMC - Families First (DFPPP)      :

Approve Deny Hold **Cancel** Resume