PowerTrack

usbank.

Quick Reference

For Sellers in Goods and Services

Customer Service1-800-417-1844

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, Data Exchange, 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 Goods and Services; 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.

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

Follow these basic steps to create a My 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 Find.

Create an Invoice

To create an invoice:

1. Select Transactions>Goods and Services>Daily Work>Financial Documents>Create Invoice.
2. A new order screen is displayed. Enter your order information in the required fields: Buyer and Seller Participants, Document ID, Invoice Date, Document Type (debit invoice, credit invoice) and at least one line item or service charge (line #, item#, unit price, quantity, and UOM).

Create or Change an eBill

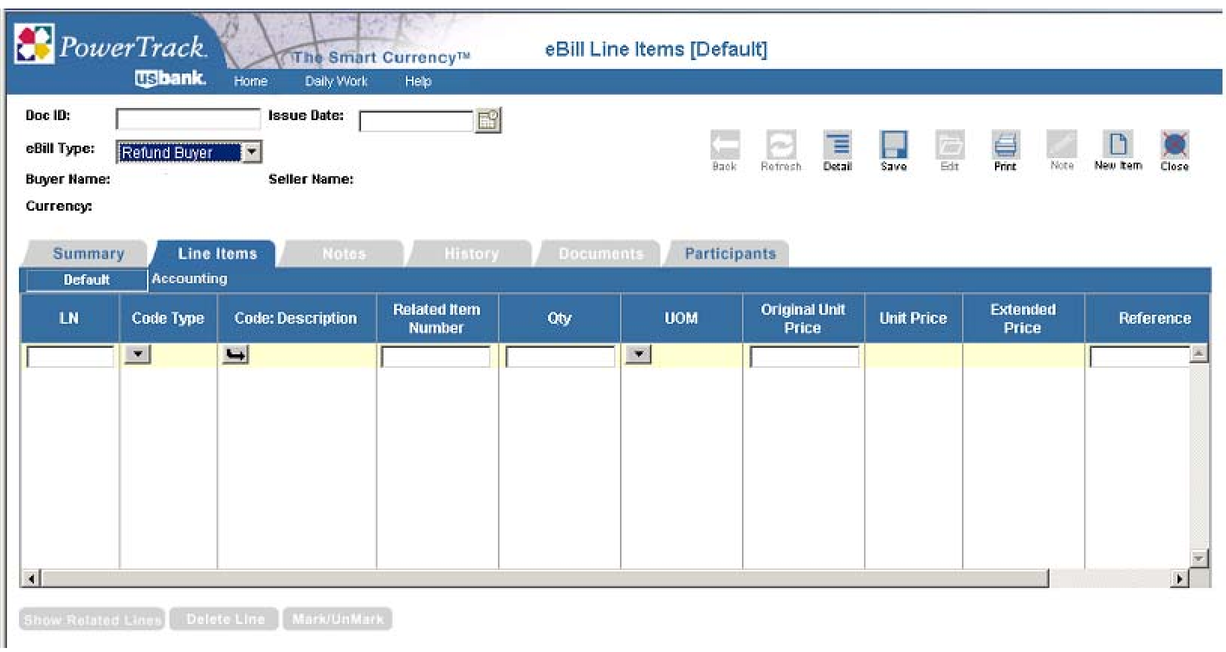
The eBill feature provides the opportunity to send a supplementary electronic invoice. An eBill is automatically linked when it is created from an invoice. Linked eBills are recommended because the charges are linked directly to the previous document allowing you to view all the relevant credits/charges attached to this invoice. Stand-alone eBills are not directly attached or linked to an invoice. In most circumstances, a seller will create an eBill from an invoice that has already been paid. This allows the seller to request payment for charges related to the linked invoice. Sellers may choose to create a new credit/debit invoice instead of an eBill. Each eBill goes through the same approval process as a regular transaction.

To create an eBill:

1. Click Transactions>Goods and Services>Daily Work>Financial Documents>Create eBill from the drop down list> click create eBill from the 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 the required information in the boxes provided: Buyer and Seller participants, Document ID, Date, eBill Type, at least one line item (line#, item #, quantity, UOM, and unit price).
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

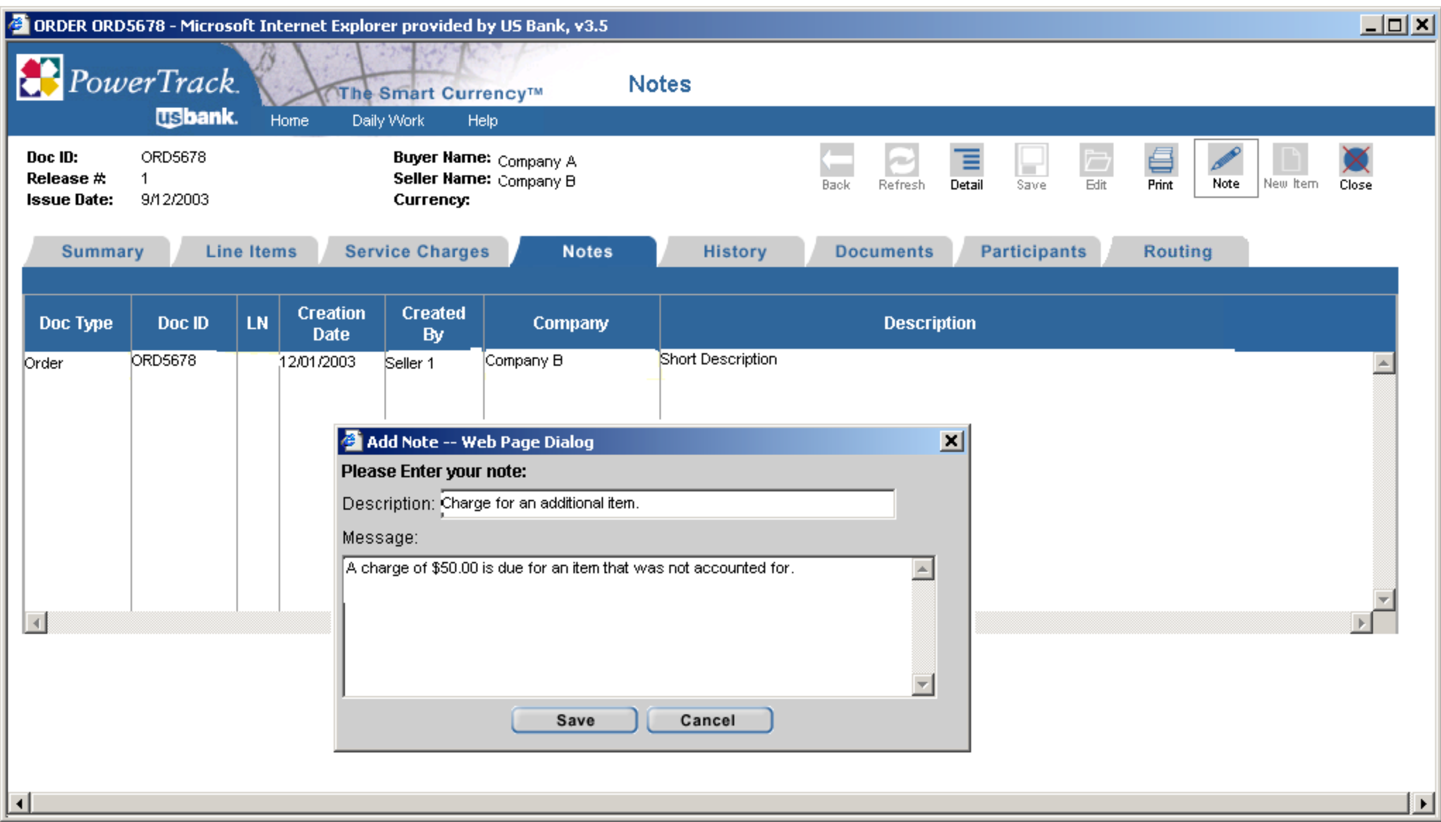
Notes are used to communicate with trading partners about transaction information or changes to a transaction. PowerTrack notes may be attached to any document or line item. Once a note is saved, it cannot be deleted.

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 description and 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 description and message you would like attached to the line item.
5. Click Save to attach the note.



Editing a Transaction

To edit a transaction:

1. Find the transaction. Transaction>Goods and Services; the Find Documents screen will be displayed.
2. Select the invoice you want to view by double clicking on the line.
3. Select the Line Summary and/or Service Charges tab(s).
4. Click the edit icon at the top of the page. Make the necessary changes to the invoice.
5. Click the Save icon to ensure the changes are saved.

Line Item or Service Charge Tabs

Show Related Lines – Selecting a line item and clicking this button displays a list of the same line items on any related document.
Delete Line – You can delete a line item or service charge by selecting the item and clicking on this button.
Price – Click this button to initiate a pricing calculation (if your company is using our contracts/pricing engine) based on the contract eligibility and pricing rules related to the products on that transaction.
Mark/Unmark – This button allows you to copy line items or service charges. Selecting a line and clicking the Mark/Unmark button, selects or deselects a line item. To copy a line, you click on the line, click the Mark/Unmark button to mark the line, and click the New Item icon.

Line Item or Service Charge Detail

Previous – Navigates to the previous line in the list.
Edit Item – Allows you to make modifications to the item.
Save – Saves any modifications made to a selected line.
Cancel – Cancels your changes in the line detail window.
Messages – Allows you to view any messages for the selected line. A message is different from a note because it is a field of additional information sent electronically in a data exchange file. For example, it may indicate that a shipment is an "afternoon pick up." Messages are for informational purposes only.
Print – Allows you to print the selected item.
Pricing Detail – This button is only selectable if there is a two-factor service charge present. **Note: A two-factor service charge has two separate variables that go into the service charge.**

Resolving Unmatched Transactions

To find and resolve unmatched transactions:

1. Select the following set of search criteria from the Find Transaction Window:
   - Click the Status Tab.
   - Select the Financial Status of Unmatched. You can search for transactions based on any financial status of the transactions you want to view. It is also possible to search for transactions according to Service Completion status.earch for transactions based on any Financial status or statuses of the transactions you want to view. It is also possible to search for transactions according to Service Completion status.
2. Click the Find button. A list of documents is displayed with a Financial Status of Unmatched.
3. Select the document that requires you to create a matching document.
4. Select Daily Work>Financial Documents>Create Invoice from Order.
5. You will be presented with a new invoice document. PowerTrack will take the information from the order to create a new invoice to match.

Caution! Frequently trading partners send transaction data to PowerTrack at different times than your data. In this situation, your data may appear first and will have an unmatched status. When your trading partner (a company with which your organization does business) submits the matching data to PowerTrack, your unmatched transaction is resolved automatically. Please wait three days before generating a match for an unmatched transaction.

BEST PRACTICE: A normal work routine should include regular searches for unmatched transactions to avoid slowing your payment process. The number of times you check for unmatched transactions depends on how often you use PowerTrack, the more you use the system the more important it is to check for unmatched transactions.