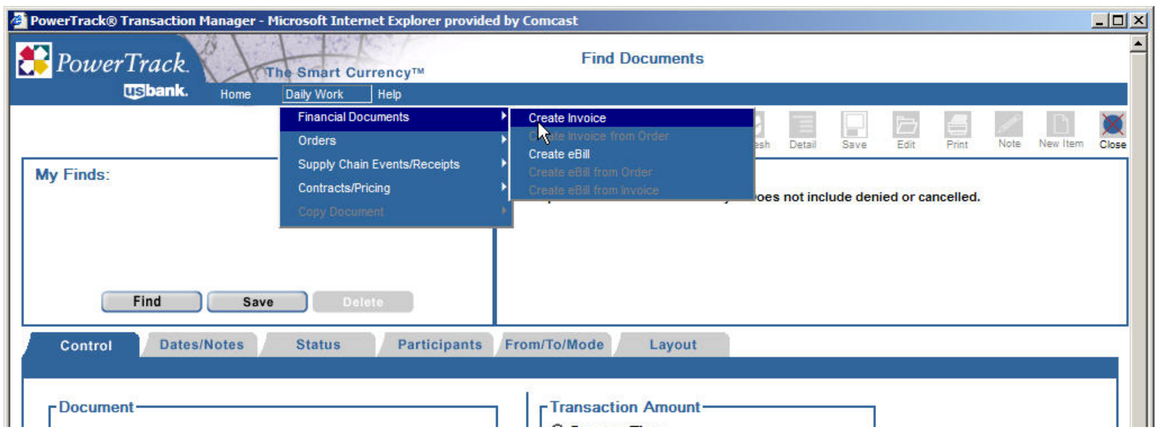
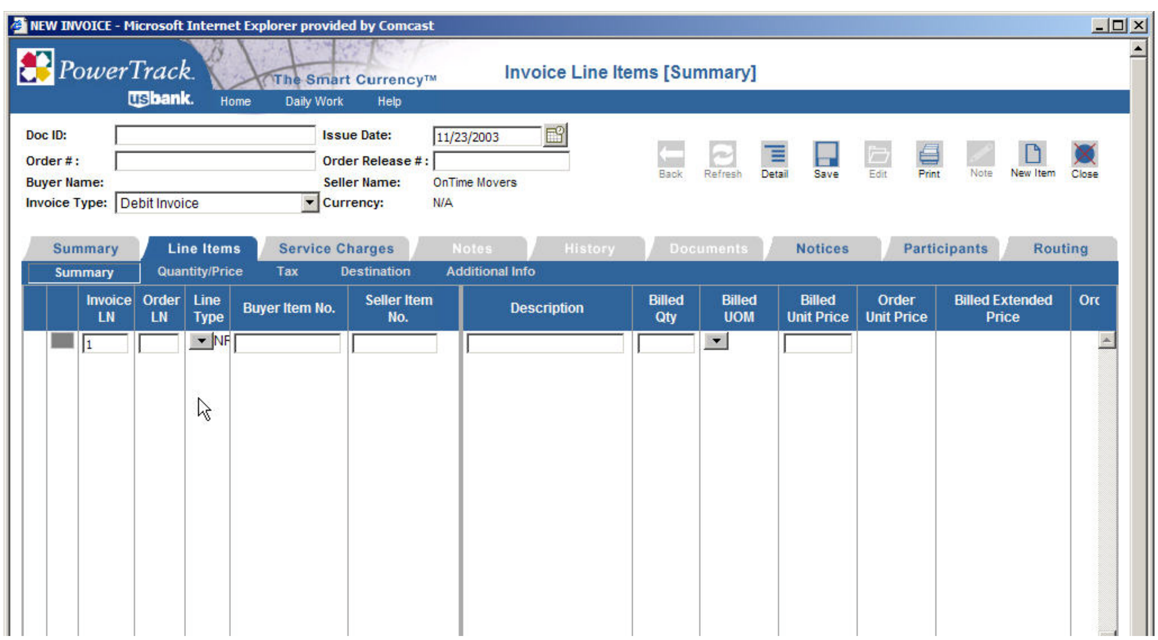
5.0 – Creating Invoices in PowerTrack

5.1 – Bringing up the Invoice Entry Screen

After you log into PowerTrack and access ‘Transactions’ (section 2.3), you will be presented with a screen that will allow you to find existing invoices and to create new invoices. To create a new invoice, select ‘Daily Work’ on the menu bar at the top of the screen and then select ‘Financial Documents’ and ‘Create Invoice’ from the pull down (see below). PowerTrack will be providing an Invoice Template which can be copied and edited to aid the user in understanding the different data elements required when entering an invoice in via the UI. See section 5.3 – Copying and Editing an Existing Invoice.



When you select ‘Create Invoice’ you will be presented a work area that is similar in appearance as the inquiry (see below).

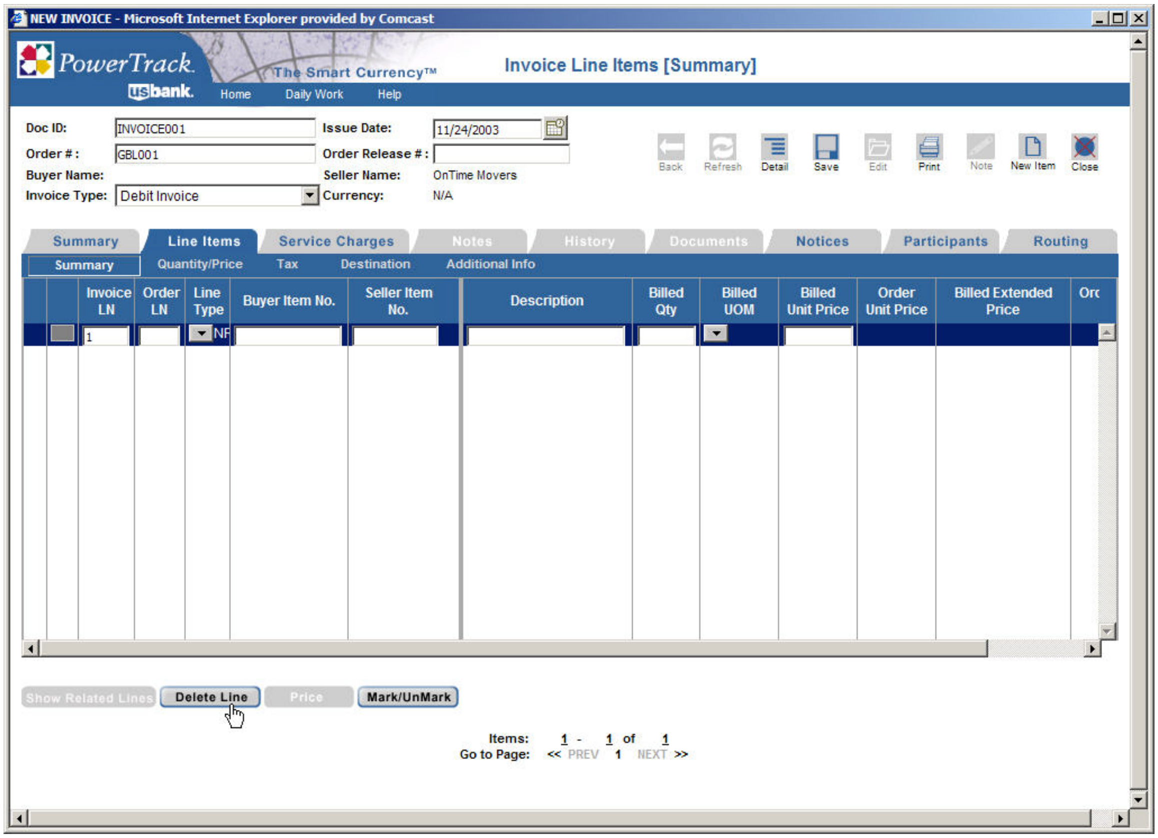


5.2 – Entering Invoice Information

The first action in entering an invoice is to enter the following information:

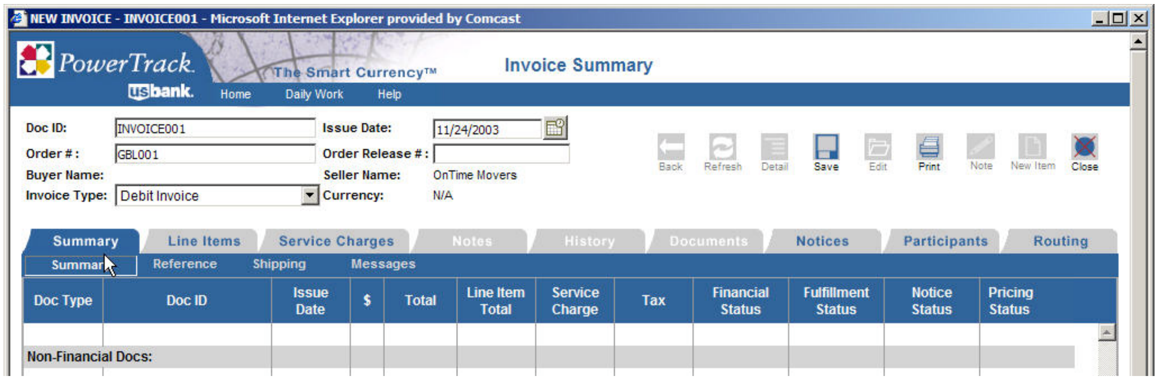
- Enter your invoice number in the 'Doc ID' field
- Enter the GBL number, or PPSO's BOL number in the 'Order #' field
- Enter the invoice date in the 'Issue Date' field (use the calendar to select the date)
- Enter the invoice number again in the 'Order Release #'field. This is required to match the CWA generated GBL to this invoice when it is returned to PowerTrack.

Because invoice lines will be entered under the 'Service Charges' you need to delete the line showing in the 'Line Items' tab that appeared when you opened 'Create Invoice'. To do this, highlight the line by single clicking on it and press the 'Delete' button at the bottom of the screen (see below).

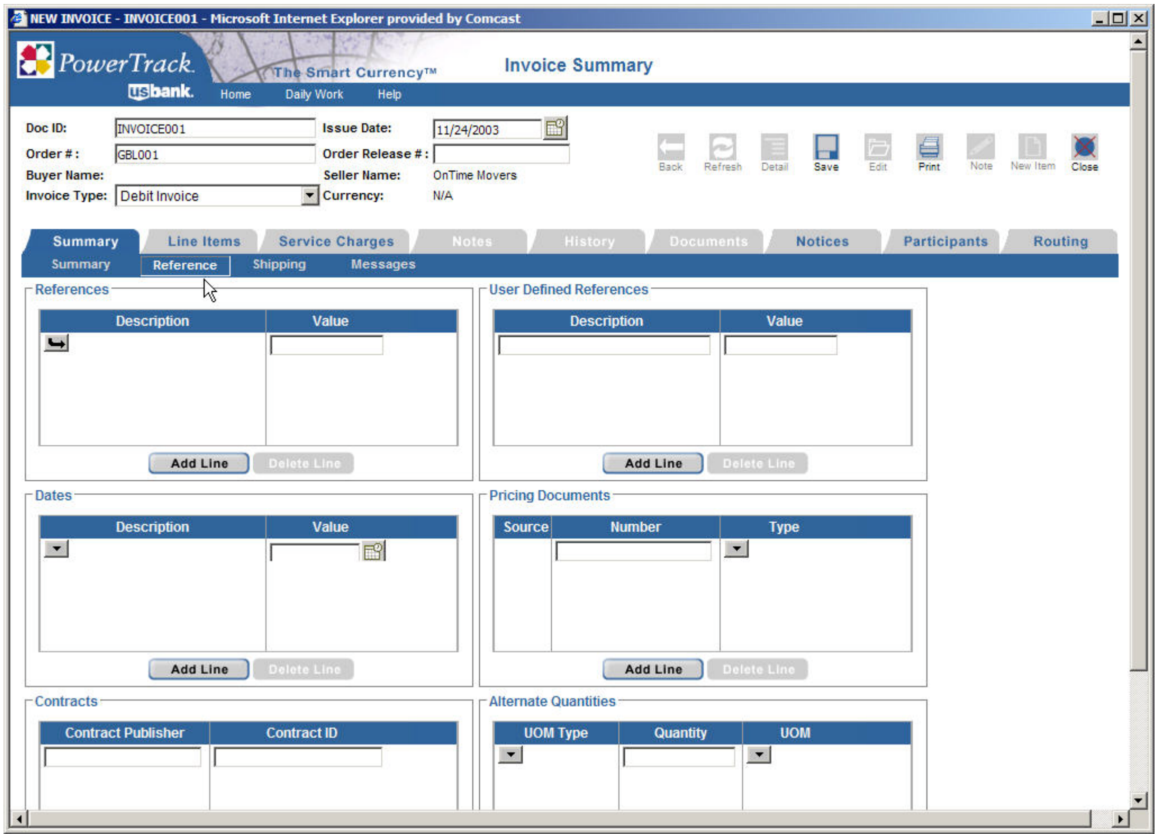


5.2.1 – General Invoice Information (Summary Tab)

After the initial actions switch from the 'Line Items' tab to the 'Summary' tab (see below). To switch tabs, just point and click on the tab.

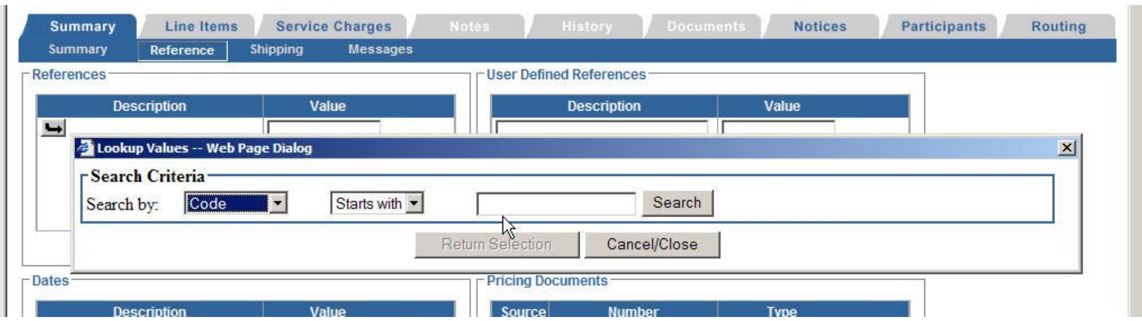


The next order of business is to press the 'Reference' button on the 'Summary' tab to enter additional invoice level information (see below).

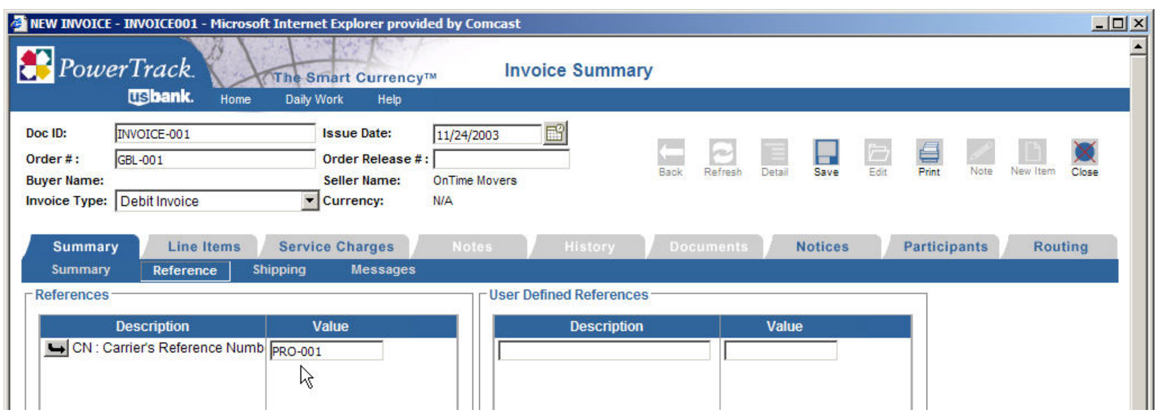


5.2.1.a - Items to Enter under the 'Summary' tab 'Reference' button:

If you have a Pro or Reference Number that is different than the Invoice number, it can be entered in the 'References' area (see below). The first action will be to select the appropriate code of 'CN'.



After finding the code, enter the reference number in the 'Value' field (see below).



The next items to enter are the Pickup and Delivery dates in the 'Dates' section (see below).

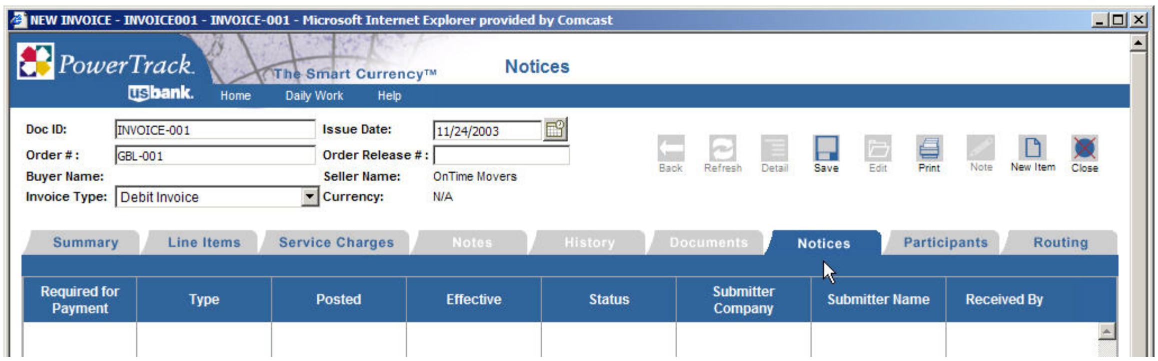
Select the description from the pull down. Use 'Actual Pickup Date' and 'Delivered on This Date'. Then select the 'Date' from the calendar. After entering the first date, press the 'Add Line' button to open a line for the next date.

5.2.1.b – Other Information to Enter Under the Summary Tab

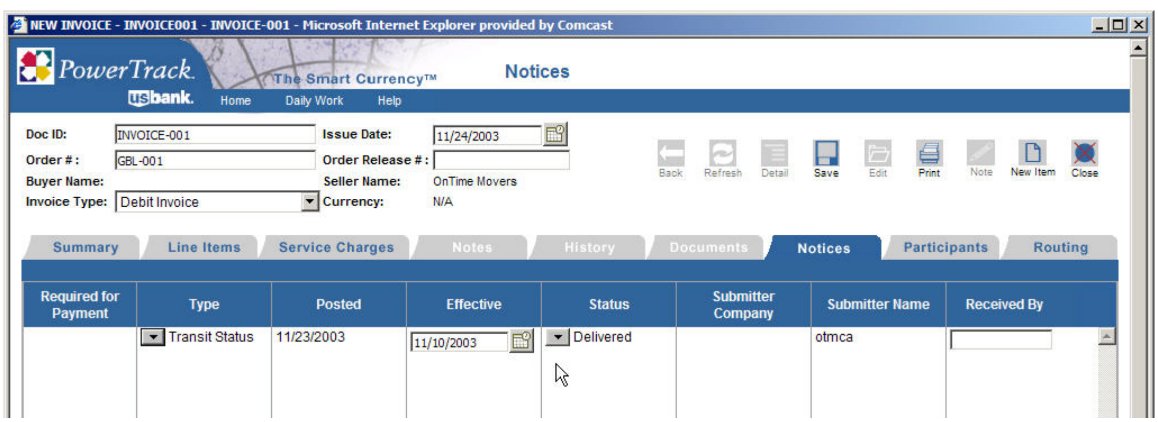
The only other item to enter in the 'Summary' tab area would be appropriate message or descriptive information at the invoice level. This can be done by pressing the message button on the actions line beneath the 'Summary' tab (not shown).

5.2.2 – Notices

The next area of entry would be under the 'Notices' tab (see below). This is where delivery event information is entered. Note – PowerTrack will not pay an invoice until this information is provided.



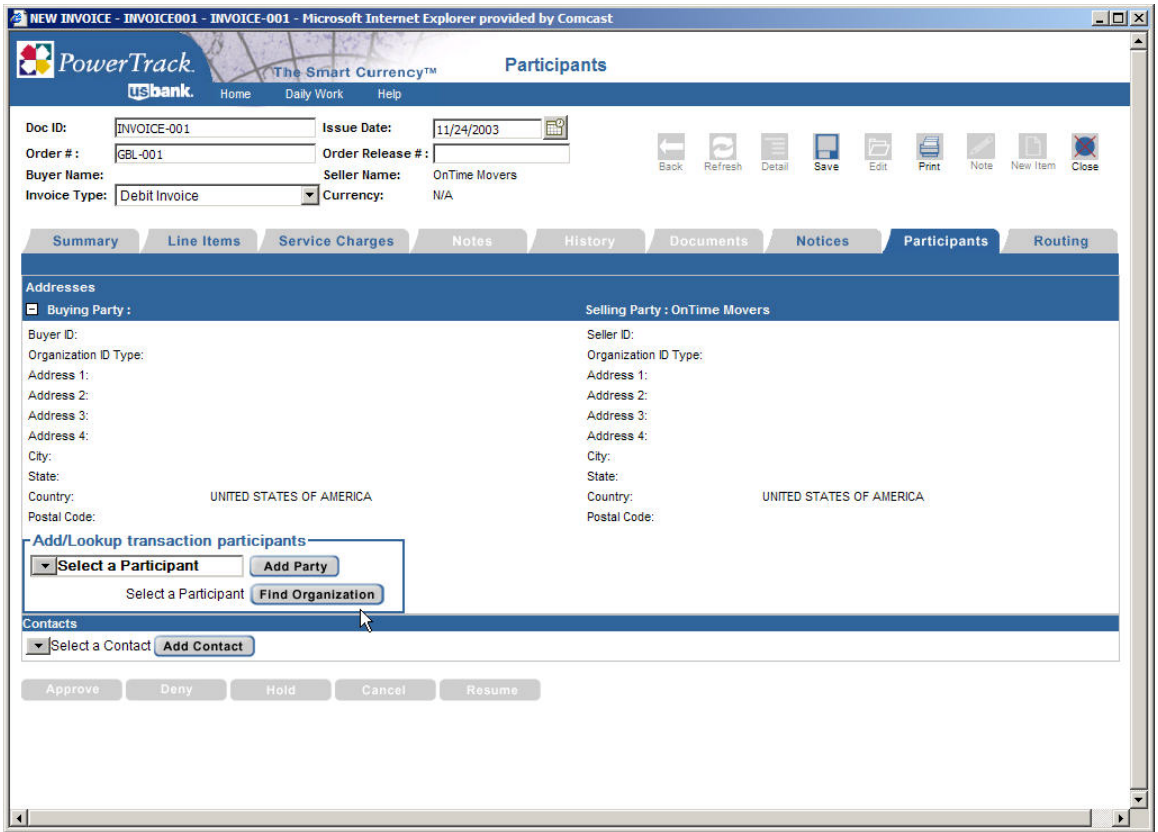
To enter delivery information, press the 'New Item' icon on the icon line to create a line for entering the delivery event information (see below). The icons are found towards the top and to the right.



The only information you need to provide are to select 'Transit Status' from the pull down in the 'Type' column, select a date from the calendar in the 'Effective' column, and select 'Delivered', 'Delivered to SIT' or 'Reconsigned' from the pull down in the 'Status' column.

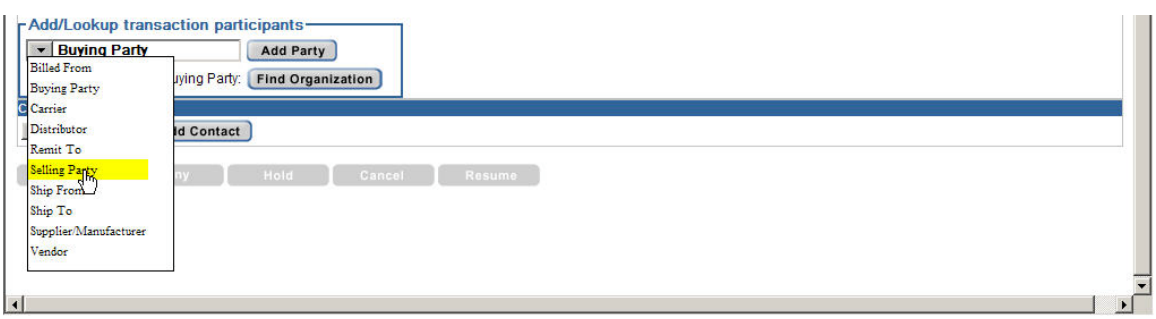
5.2.3 – Participants

The parties involved in the personal property move are entered under the 'Participants' tab (see below).



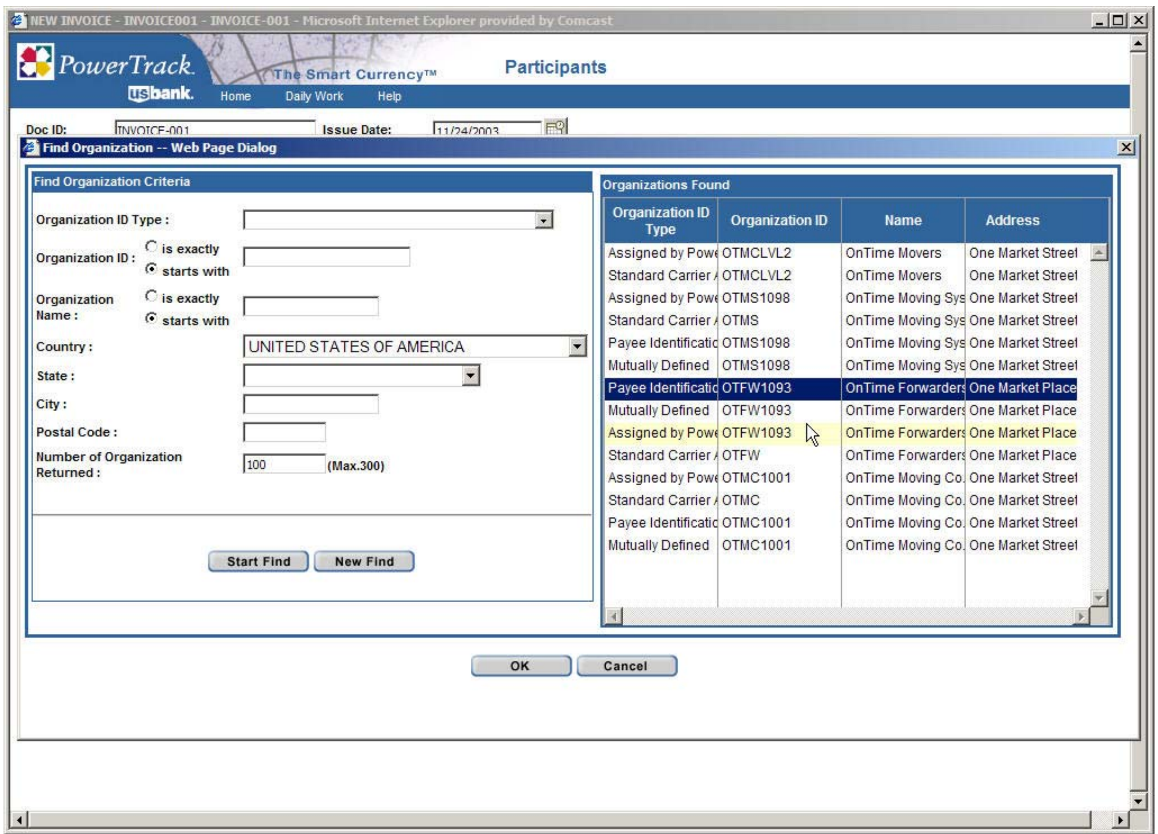
5.2.3.a – Select a Seller (TP)

The first action is to select a 'Selling Party' (TP) from the 'Select a Participant' pull down (see below).



The next action is to find the Seller's organization.

Pressing 'Find Organization' starts the process of bringing up a list of carriers (see below) with their codes that your user id allows you to access. When the 'Find Organization Criteria' screen appears, press 'Start Find'.

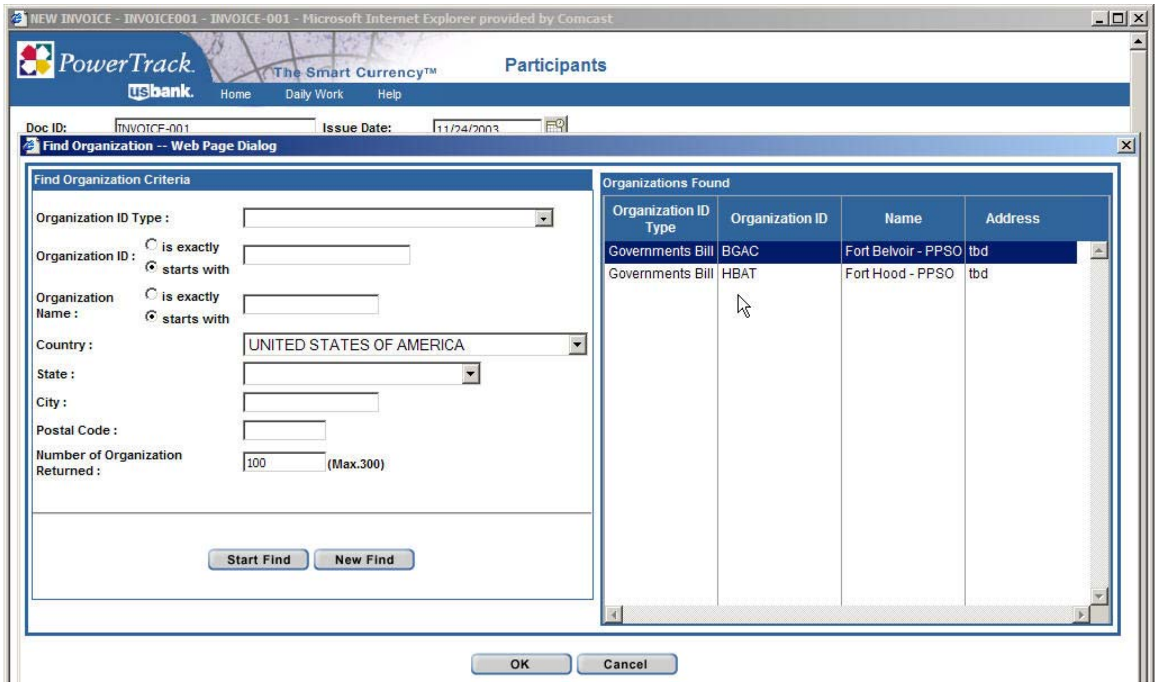


When the list is presented, select an organization and press 'OK'.

When selecting a 'Selling Party', make sure that you choose an 'Organization ID Type' of 'Payee Identification'. The 'Organization ID' associated with the 'Payee Identification' will be a combination that includes your four character SCAC plus your payee code or other information. Do not choose the Organization Type of 'Standard Carrier Alpha Code'.

5.2.3.b – Selecting a Buyer (Origin PPSO)

After the Seller has been selected, you can select the Buyer (Origin PPSO). The process is the same as selecting the Seller. Choose 'Buying Party' from the pull down; press 'Find Organization'; and then press 'Start Find' in the 'Find Organization Criteria' screen. You will retrieve a list of Origin PPSO sites that you work with (see below).



When the list is presented, select an organization and press 'OK'.

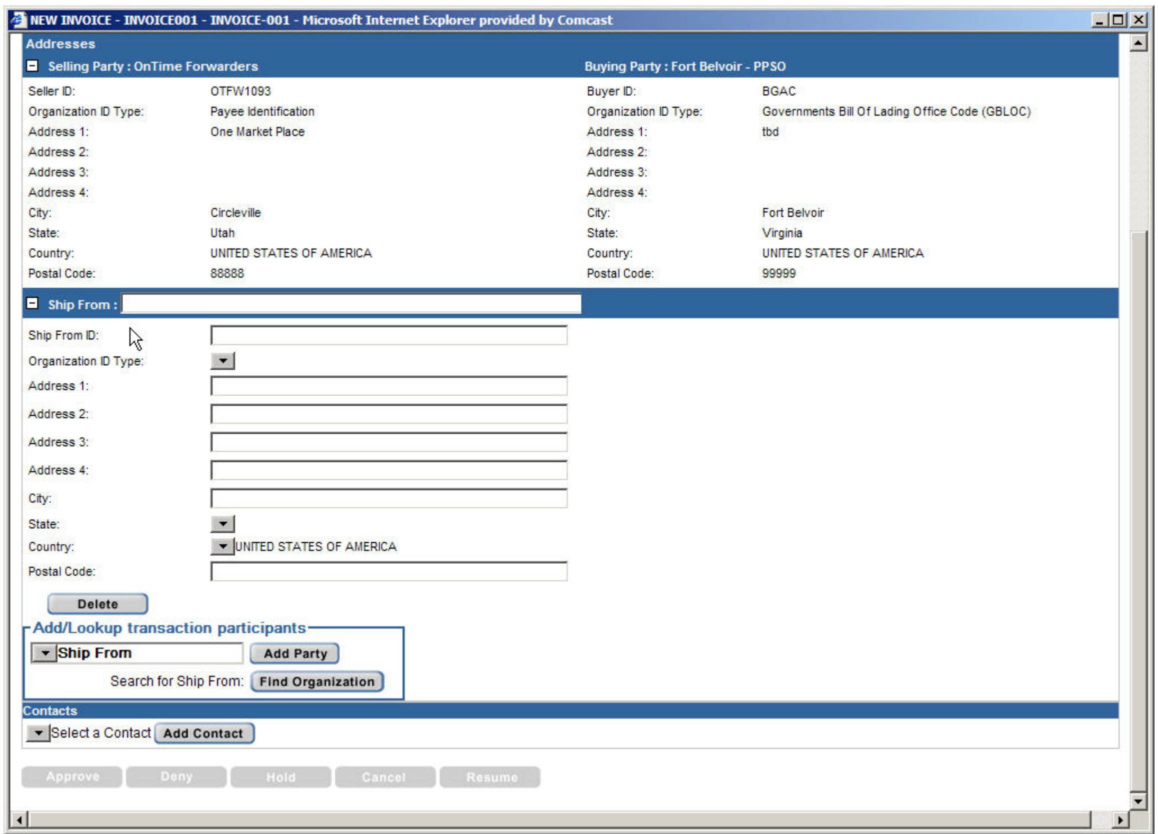
5.2.3.c – Selecting a Destination Authorized Party (Destination PPSO)
This is the same process as selecting a Buyer.

5.2.3.d – Entering Ship From and Ship To (Member)

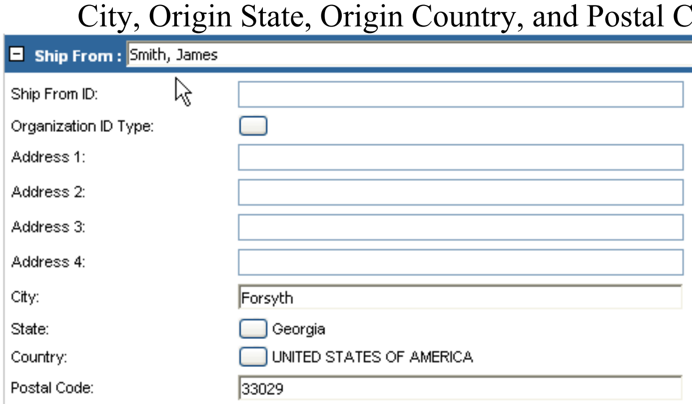
The next items to enter are the Ship From and Ship To. Both are required. They are entered rather than selected from a list.

- Select Ship From, or Ship To from the participants pull down. This would be the same as done for the Seller and Buyer. Instead of pressing 'Find Organization', press 'Add Party'.

- This will return a screen for entering pertinent information (see below).



- Enter the Member's Name in the 'Ship From' (and 'Ship To'). NOTE: To make finding the invoice easier when doing a search by member's name enter the members last name followed by a coma and then the members first name. Then enter the Origin City, Origin State, Origin Country, and Postal Code (see below)



5.2.3.e – Identify the Carrier SCAC code

When you selected the Seller, you identified the TP and the associated Payee Code. You did not identify the SCAC code. Identifying the SCAC is very similar to the process you used to identify the seller and buyer (see above). The process is as follows:

- Select ‘Carrier’ from the participants pull down and press ‘Find Organization’

- When the ‘Find Organization’ screen appears, press ‘Start Find’

- When the list of organizations is returned select the appropriate four character SCAC code and press ‘OK’. Remember to select an organization type of ‘Standard Carrier Alpha Code’.