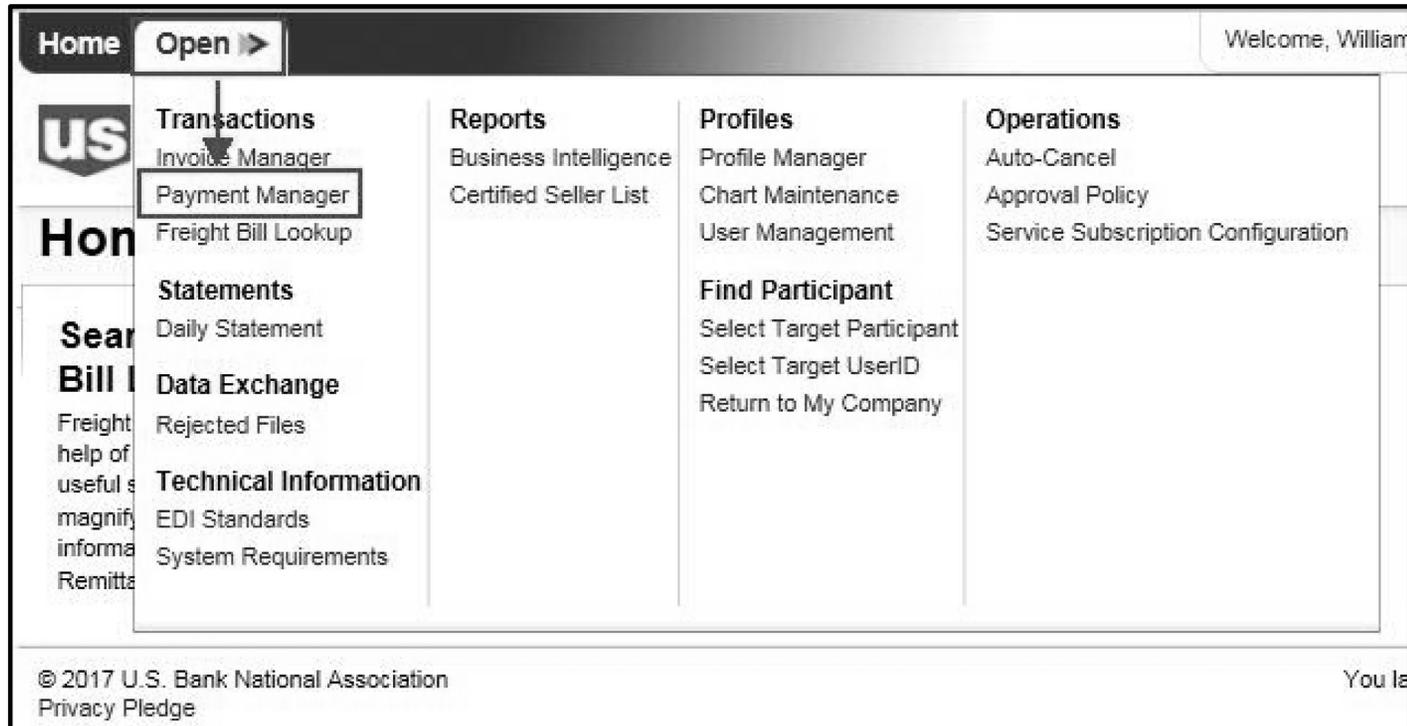


# DPM Invoice Entry

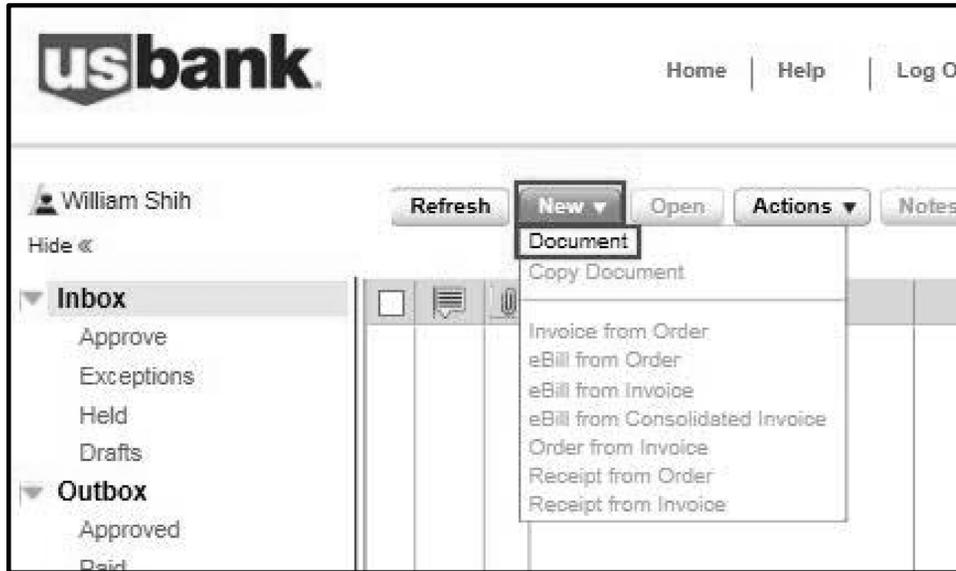
Syncada – Payment Manager

*Updated as of 2/5/18*

# Step 1 – Open Payment Manager



# Step 2a – Create New Invoice



The 'New Document' pop-up form is shown. It contains the following fields and values:

| Select Owner Organization   |                                |
|-----------------------------|--------------------------------|
| Standard Carrier Alpha Code | ARWC9129                       |
| Name                        | Arrow Moving & Storage of Colo |
| Address 1                   | 2885 Janitell Road             |
| Address 2                   |                                |
| Address 3                   |                                |
| Address 4                   |                                |
| City                        | Colorado Springs               |
| State/Province              | Colorado                       |
| Postal Code                 | 80906                          |
| Country                     | UNITED STATES OF AMERICA       |
| County                      |                                |

Buttons at the bottom: Find Org, Previous, Next, Close.

- After selecting New > Document there will be a pop-up
- Select the Find Org button

# Step 2b – Create New Invoice

**Search For Supplier**

**Search By:**

**ID:** Starts With

**Name:** Starts With

Include Inactive Organizations

**Organizations Found:**

| Name                                     | ID Type | ID       | Address   | Organization Status |
|--|---------|----------|---|---------------------|
| Arrow Moving & Stor Standard Carrier Al  |         | ARWC9129 | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |
| Arrow Moving & Stor Payee Identification |         | ARWC9129 | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |
| Arrow Moving & Stor Assigned by Syncad   |         | ARWCDPM  | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |

**Find** **Clear All**

**OK** **Cancel**

- Look for your DPM specific SCAC code
- Select the DPM SCAC and click OK

# Step 2c – Create New Invoice

**New Document**

Select Owner Organization

Standard Carrier Alpha Cod: ARWCDPM

Name: Arrow Moving & Storage of Colo

Address 1: 2885 Janitell Road

Address 2:

Address 3:

Address 4:

City: Colorado Springs

State/Province: Colorado

Postal Code: 80906

Country: UNITED STATES OF AMERICA

County:

Find Org Previous **Next** Close

**Search For Buyer**

Search By:

ID: Starts With DPM

Name: Starts With

Include Inactive Organizations

Find Clear All

**Organizations Found:**

| Name           | ID Type             | ID      | Address   | Organization Status |
|----------------|---------------------|---------|---|---------------------|
| DPM USAF JPPSO | Governments Bill Of | DPMKKFA | 121 South Tejon Suite 800<br>Colorado Springs, CO, 80903, USA | Active              |
|                |                     |         |   |                     |
|                |                     |         |   |                     |

OK Cancel

- Click Next
- Look for your DPM specific DoD Organization
- Select the DPM specific DoD Organization and click OK

## Step 2d – Create New Invoice

**New Document**

Select Recipient Organization

Governments Bill Of Lading

DPMKKFA

**Name:** DPM USAF JPPSO COS

**Address 1:** 121 South Tejon

**Address 2:** Suite 800

**Address 3:**

**Address 4:**

**City:** Colorado Springs

**State/Province:** Colorado

**Postal Code:** 80903

**Country:** UNITED STATES OF AMERICA

**County:**

Find Org Previous **Next** Close

**New Document**

**Owner Organization:** Arrow Moving & Storage of Colo ARWC

**Recipient Organization:** DPM USAF JPPSO COS

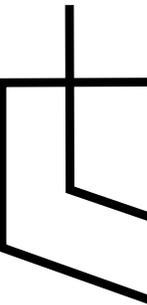
**Spend Category:** Household Goods

**New Document Action:** Create Invoice

Previous **Next** Cancel

- Click Next
- In the next screen, make sure the *Spend Category* is **Household Goods**
- Make sure *New Document Action* is **Create Invoice**

# Step 3 – Entering Data (Header Fields)



**Invoice**  
DPMCONTROL#

New ▾ Actions ▾ Notes Save Save As Draft Print Close

---

|                |             |            |  |                     |      |
|----------------|-------------|------------|--|---------------------|------|
| Invoice #:     | DPMCONTROL# | Buyer:     | DPM USAF JPPSO COS<br>ID: DPMKKFA                | Financial Status:   |      |
| Order #:       | DPMCONTROL# | Supplier:  | Arrow Moving & Storage Co.ARWCDPM<br>ID: ARWCDPM | Fulfillment Status: |      |
| Order Release: | DPMCONTROL# | Ship From: | None   | Pricing Status:     |      |
| Issue Date:    | 12/21/2017  | Ship To:   | None   | Notice Status:      | None |

Order Amount:  
Billed Amount: 190.72 USD  
Tax Amount: 0.00 USD

- Input the DPM Control Number provided by site into the *Invoice #:*, *Order #:*, and *Order Release:* fields
  - Value should be the same for all three fields
- *Issue Date:* is your invoice date

# Step 4a – Entering Data (Reference Fields)

The screenshot displays an invoice management interface. At the top, there's a title bar 'Invoice DPMCONTROL#' and a menu with options: 'New', 'Actions', 'Notes', 'Save', 'Save As Draft', 'Print', and 'Close'. Below this, the 'Header' tab is selected, showing fields for Invoice #, Order #, Order Release, Issue Date, Order Amount, Billed Amount, and Tax Amount. It also includes fields for Buyer, Supplier, Ship From, Ship To, Financial Status, Fulfillment Status, Pricing Status, and Notice Status. A 'More Header Data' link is visible. Below the header, there are tabs for 'Overview', 'Header', 'Participant', and 'Line Item'. The 'Header' tab contains fields for Invoice Type (set to 'Debit Invoice'), Terms (set to 'Prepaid'), Exchange Rate, and Scheduled Due Date. Below these are 'Evaluated Attributes' and a 'References' section. The 'References' section has an 'Add' button and a 'Delete' button. A table with columns 'Reference' and 'Invoice Value' is present, but it is empty. An arrow points from the 'Add' button to the 'References' section.

| Attributes           | Value                 |
|----------------------|-----------------------|
| Below Minimum Weight | Re-evaluation Pending |
| Small Parcel         | Re-evaluation Pending |

| Reference | Invoice Value |
|-----------|---------------|
|-----------|---------------|

- Select **Header tab**
- Click on Add button

## Step 4b – Entering Data (Reference Fields)

The image displays three overlapping screenshots of a 'Reference' dialog box, illustrating the process of entering data for different reference types. Each dialog box has a title bar 'Reference' and a close button 'X'.

- Top-left dialog:** Shows 'Data Type' set to 'Date', 'Qualifier' set to 'Actual Pickup Date', and 'Value' set to '06/07/2017'. A calendar icon is visible next to the value field. An 'Add another reference' button is at the bottom.
- Middle dialog:** Shows 'Data Type' set to 'Date', 'Qualifier' set to 'Delivered', and 'Value' set to '06/07/2017'. A calendar icon is visible next to the value field. An 'Add another reference' button is at the bottom.
- Bottom-right dialog:** Shows 'Data Type' set to 'Reference', 'Qualifier' set to 'Originating Company Identifier', and 'Value' set to 'ARWC'. It includes 'Add another reference', 'Save', and 'Close' buttons at the bottom.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
- Once you've entered the all the values and select the Add another reference button after you've completed all three
- Note – The Originating Company Identifier should be your four carrier SCAC code

# Step 4c – Entering Data (Reference Fields)

The image displays three overlapping screenshots of a 'Reference' dialog box, illustrating different data entry configurations:

- Top-left screenshot:** Shows 'Data Type' set to 'Reference', 'Qualifier' set to 'Carrier's Reference Number (PRO/Invoice)', and 'Value' set to 'DPMCONTROL#'. An 'Add another reference' button is visible at the bottom.
- Middle screenshot:** Shows 'Data Type' set to 'Reference', 'Qualifier' set to 'Contract Number', and 'Value' set to 'FA2517-##-#-####'. An 'Add another reference' button is visible at the bottom.
- Bottom-right screenshot:** Shows 'Data Type' set to 'User Defined Reference', 'Qualifier' set to 'Member Name', and 'Value' set to 'John Smith'. It includes 'Add another reference', 'Save', and 'Close' buttons at the bottom.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
  - Carrier's Reference Number = DPM Control number provided by site.
  - Data Type for Member Name is User Defined Reference meaning you will type in the qualifier value instead of selecting from a drop down
- Once you've entered the all the values and select the Add another reference button after you've completed all three

## Step 4d – Entering Data (Reference Fields)

The image displays three screenshots of a 'Reference' dialog box. The first screenshot shows 'Data Type: Date', 'Qualifier: Period Start', and 'Value: 12/14/2017'. The second screenshot shows 'Data Type: Date', 'Qualifier: Period End', and 'Value: 12/21/2017'. The third screenshot shows 'Data Type: Reference', 'Qualifier: Social Security Number', and 'Value: ####'. Each dialog box has 'Add another reference', 'Save', and 'Close' buttons. Arrows point from the first two dialog boxes to the first bullet point in the list below.

- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
  - If there are any storage charges you will need to reflect the "Storage Date In" and "Storage Date Out" with **Period Start** and **Period End** qualifiers
- Once you've entered the all the values and click the Save button
- Note – Social Security Number should **only** be the last four digits of member's SSN

# Step 4e – Entering Data (Reference Fields)

Overview | **Header** | Participant | Line Item

Invoice Type: Debit Invoice | Terms: Prepaid | Exchange Rate: | Scheduled Due Date: | Payment Terms: days

| Evaluated Attributes | Attributes           | Value                 |
|----------------------|----------------------|-----------------------|
|                      | Below Minimum Weight | Re-evaluation Pending |
|                      | Small Parcel         | Re-evaluation Pending |

References

Add | Delete

| Reference                                | Invoice Value    |
|--|------------------|
| Actual Pickup Date                       | 06/07/2017       |
| Delivered                                | 06/07/2017       |
| Originating Company Identifier           | ARWC             |
| Carrier's Reference Number (PRO/Invoice) | DPMCONTROL#      |
| Contract Number                          | FA2517-## # #### |
| Social Security Number                   | ####             |

- Review the **Header** tab and make sure you've entered the information correctly
- Invoice with **storage charges** will need to reflect "Storage Date In" and "Storage Date Out" in the **Header** tab
- Note – If you miss key or forget to enter any of the above information you may delay payment

# Step 5a – Entering Data (Participant)

The screenshot shows a software interface with four tabs: Overview, Header, Participant, and Line Item. The 'Participant' tab is active. Below the tabs are 'Add' and 'Delete' buttons. A table lists existing participants:

| Role           | Name                                      | ID       |
|----------------|---|----------|
| Buying Party   | DPM USAF JPPSO<br>COS                     | DPMKKFA  |
| Supplier Party | Arrow Moving &<br>Storage of Colo<br>ARWC | ARWC9129 |
| Carrier        | Arrow Moving &<br>Storage of Co           | ARWC     |
| Bill To Party  | US Government<br>Families First<br>(HHG)  |          |

To the right, a 'Detail' form is open for a new participant. The 'Role:' dropdown is set to 'Carrier'. The 'Name:' field is empty. Below it is a 'Select an ID type' dropdown. The 'Address 1:' through 'Address 4:' fields are empty. The 'City:' field is empty. The 'State/Province:' dropdown is empty. A 'Find Org' button is located to the right of the 'Role:' dropdown.

- Select the **Participant** tab and click the Add button
- Select “Carrier” for *Role:* field
- Click Find Org button

## Step 5b – Entering Data (Participant)

Search For CA

Search By:

ID: Starts With

Name: Starts With

Include Inactive Organizations

Find Clear All

Organizations Found:

| Name                                     | ID Type | ID       | Address   | Organization Status |
|--|---------|----------|---|---------------------|
| Arrow Moving & Stor Standard Carrier Alp |         | ARWC9129 | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |
| Arrow Moving & Stor Payee Identification |         | ARWC9129 | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |
| Arrow Moving & Stor Assigned by Synpad   |         | ARWCDPM  | 2885 Janitell Road<br>Colorado Springs, CO, 80906, USA, | Active              |

OK Cancel

- Look for your DPM specific SCAC code
- Select the DPM SCAC and click OK

# Step 5c – Entering Data (Participant)



Overview Header **Participant** Line Item

Add Delete

| Role           | Name                                      | ID       |
|----------------|---|----------|
| Buying Party   | DPM USAF JPPSO<br>COS                     | DPMKKFA  |
| Supplier Party | Arrow Moving &<br>Storage of Colo<br>ARWC | ARWC9129 |
| Bill To Party  | US Government<br>Families First<br>(HHG)  |          |
| Carrier        | Arrow Moving &<br>Storage of Colo<br>ARWC | ARWCDPM  |

**Detail**

Role: Carrier Find Org

Name: Arrow Moving & Storage of Colo AR

Select an ID type

Standard Carrier Alpha Code ARWCDPM

Group Purchasing Organization (GPO)  
Health Industry Number (HIN)  
Mutually Defined  
Payee Identification  
Standard Carrier Alpha Code (SCAC)  
Standard Point Location Code (SPLC)  
U.S. Customs Carrier Identification  
Vendor Number  
Federal Tax ID Number

ad

35

State: Colorado

Postal Code: 80906

- In the above drop down, select “Standard Carrier Alpha Code (SCAC)”

# Step 6 – Entering Data (Charges)

| Line # | Line Type | Line Sub Type | Service Charge Source | Supplier Item No | Description         | Qty      | UOM  | Unit Price | Net Price |
|--------|-----------|---------------|-----------------------|------------------|---------------------|----------|------|------------|-----------|
| 1      | Line Item | NRC-Non-recur |                       | 3004AD           | OUTBOUND-CONTRACTOR | 1.760000 | Each | 85.000000  | 149.60    |

- Select the **Line Item** tab and click the **Add Line** button
- Add a line # for each line item
- *Line Type* should be selected as Line Item
- *Line Sub Type* should be selected as NRC-Non-recurring Charge
- *Supplier Item No* should contain service charge code per your contract.
  - Free form entry
- *Description* should be service charge code descriptor per your contract (abbreviate as needed).
  - Free form entry
- *Qty* = Weight of shipment in CWT format (e.g. Total weight 12160; Qty = 121.6)
- *UOM* should be selected as Each
- *Unit Price* is based on the rate in your contract.
- Note – To view attachment, you must click the **Enable** button on the pop-up



DPM SC List

# Step 7 – Entering Data (Transit Status)

Invoice DPMCONTROL#

New Actions Notes Save Save As Draft Print Close

Invoice #: DPMCONTROL#

Order #: DPMCONTROL#

Order Release: DPMCONTROL#

Issue Date: 12/21/2017

Order Amount: 149.60

Billed Amount: 0.00

Tax Amount: 0.00

Buyer: DPM USAF JPPSO COS  
ID: DPMKKFA

Supplier: Arrow Moving & Storage of Colo ARWC  
ID: ARWC9129

Financial Status:

Fulfillment Status:

Pricing Status:

Notice Status: None

Notice Status

| Type           | Status    | Status Date | Source |
|----------------|-----------|-------------|--------|
| Transit Status | Delivered | 06/07/2017  |        |

Add Delete Open Save Close

- Click link for *Notice Status*:
- In window, Click Add button
- *S*tatus should be selected as Delivered
- Enter delivery date under *S*tatus Date
- Click Save

# Step 8 – Entering Data (Invoice Completion)



The screenshot shows a software interface for entering invoice data. At the top left, the word "Invoice" is displayed above the text "DPMCONTROL#". To the right of this are several buttons: "New", "Actions", "Notes", "Save" (which is highlighted with a red box), "Save As Draft", "Print", and "Close". Below the header, the form is organized into three columns. The left column contains input fields for "Invoice #:", "Order #:", "Order Release:", and "Issue Date:", each with a calendar icon. The middle column contains fields for "Buyer" (DPM USAF JPPSO COS, ID: DPMKKFA), "Supplier" (Arrow Moving & Storage of Colo ARWC, ID: ARWC9129), "Ship From:", and "Ship To:". The right column contains status fields: "Financial Status:", "Fulfillment Status:", "Pricing Status:", and "Notice Status: None". At the bottom left, there are summary fields for "Order Amount:", "Billed Amount: 149.60 USD", and "Tax Amount: 0.00 USD".

- Click Save button to save Invoice
- Note – If you are missing any key pieces of information a pop-up will display and give direction on what is missing; correct and click Save again

# Misc – Supplemental Billing (Create linked eBill)

The screenshot displays a software interface for managing invoices. At the top, there is a toolbar with buttons: Refresh, New (highlighted with a red box), Open, Actions (dropdown), Notes, Attach, Download, View (dropdown), and History. Below the toolbar, a search bar shows "Quick Search: 1 results for INV". A table below the search bar has columns: Number, Supplier, Billed Amount, Expected Amount, Due Date, and Previous Approver. The first row is selected, showing "DPMCONTROL#" for Number, "Arrow Moving & Storage of Colo" for Supplier, and "149.60 USD" for both Billed and Expected Amount. A red arrow points from the "New" button to the first row of the table.

Below this, a second screenshot shows the "New" dropdown menu open. The menu items are: Document, Copy Document, Invoice from Order, eBill from Order, eBill from Invoice (highlighted with a red box), eBill from Consolidated Invoice, Order from Invoice, Receipt from Order, and Receipt from Invoice. The table below the menu shows the same data as the first screenshot, but with the "New" button highlighted.

- If you were to have under billed client you can bill the supplemental charges via eBill
- Select Invoice that under billed, then Click New button
- Select “eBill from Invoice” option

# Misc – Supplemental Billing (Create linked eBill)

**eBill**      New ▾    Actions ▾    Notes    **Save**    Print    Close

eBill #:       Buyer: DPM USAF JPP50 COS  
ID: DPMKKFA      Financial Status:      Link To: Invoice  
Issue Date:       Supplier: Arrow Moving & Storage of Colo ARWC  
ID: ARWC9129      Linked Doc ID: DPMCONTROL#  
eBill Type:       Order Release:  
eBill Amount: 42.50 USD

[More Header Data](#)

Overview    Header    Participant    **Line Item**

Open Line    Add Line    Delete Line    Copy Line    Download

Column View:       Prev [ Page 1 of 1 ] Next

| LN #                           | Code Description ▲   | Related Item Number                 | Qty                  | UOM                                  | Unit Price                      | Net Price | Reference            |
|--------------------------------|----------------------|-------------------------------------|----------------------|--------------------------------------|---------------------------------|-----------|----------------------|
| <input type="text" value="1"/> | <input type="text"/> | <input type="text" value="3004AD"/> | <input type="text"/> | <input type="text" value=".5"/> Each | <input type="text" value="85"/> | 42.50     | <input type="text"/> |

- Enter your unique *eBill #*; i.e. – use the DPM Control Number and add “a” at end of it
- *Issue Date*: should be similar to an Invoice Date
- *eBill Type*:
  - Under bill client = Charge Buyer
  - Over bill client = Charge Seller
- Enter in the supplemental charges and click Save button

# End of Training Document

If need additional assistance please contact  
[customer.support@usbank.com](mailto:customer.support@usbank.com) or at 1.800.417.1844.