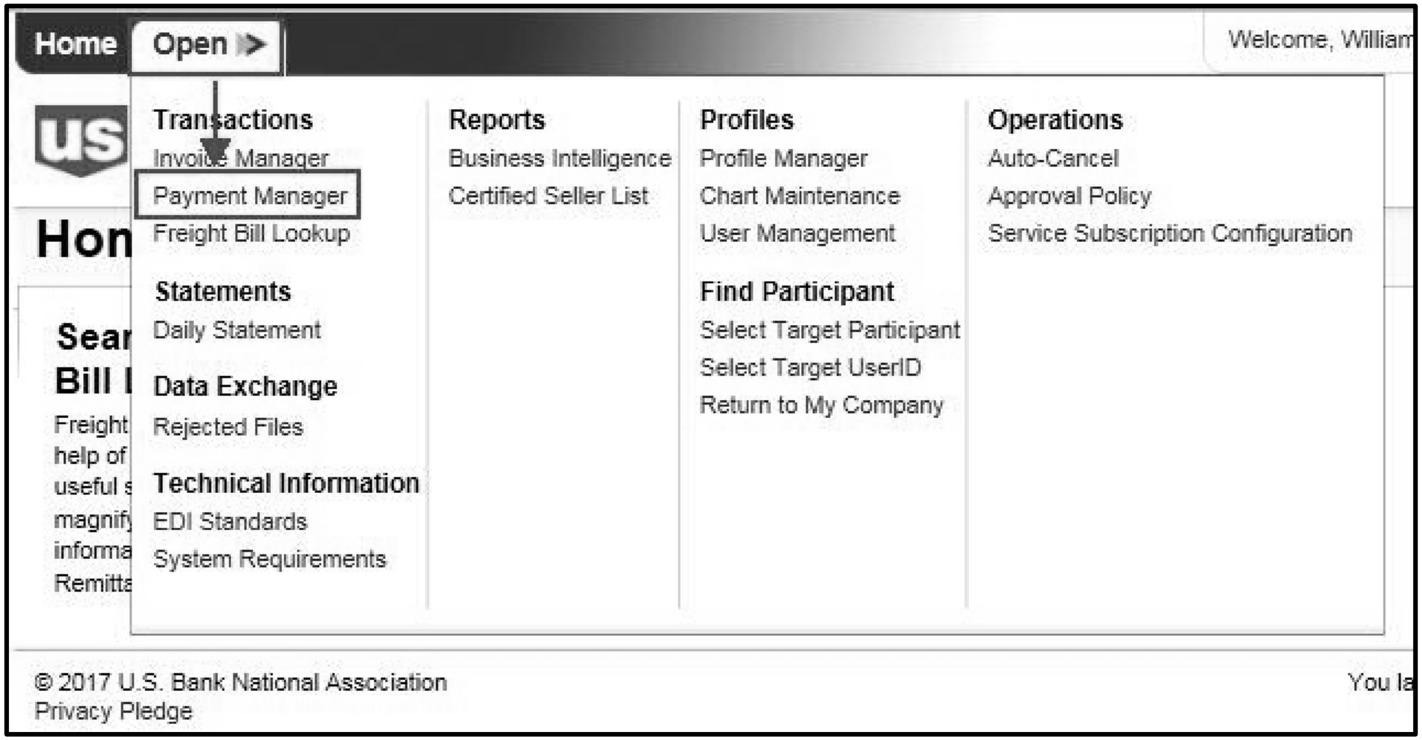
DPM Invoice Entry

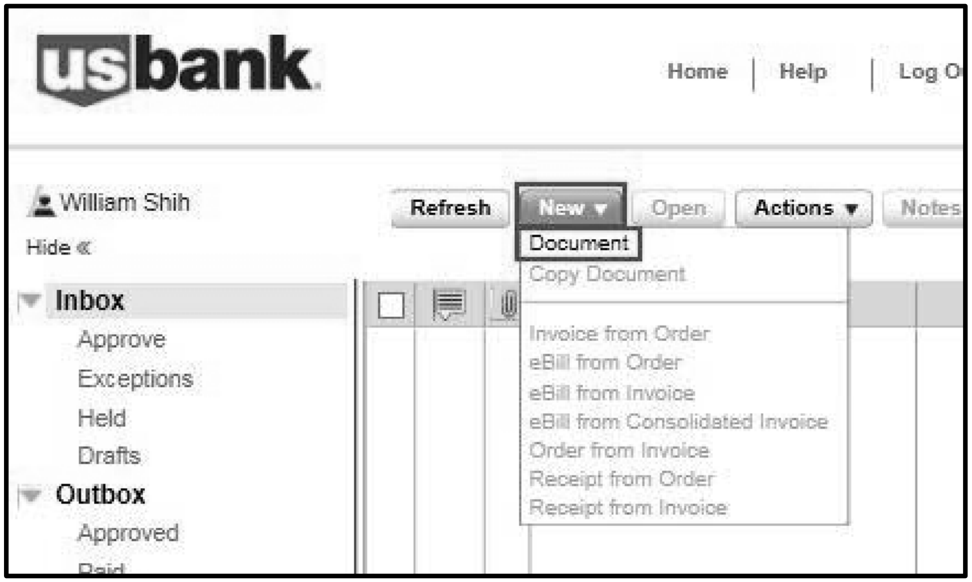
Syncada – Payment Manager

Updated as of 2/5/18

Step 1 – Open Payment Manager

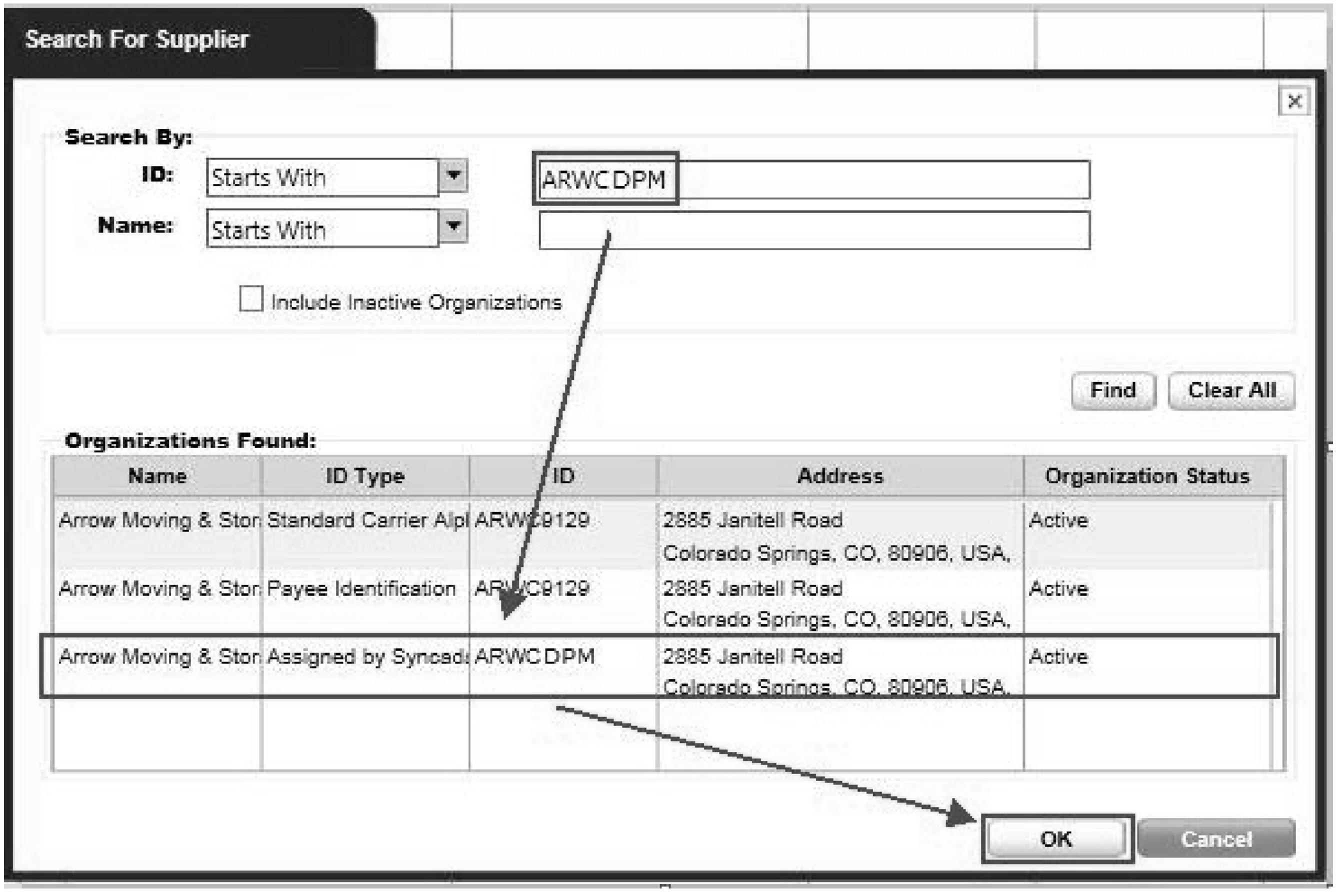


Step 2a – Create New Invoice



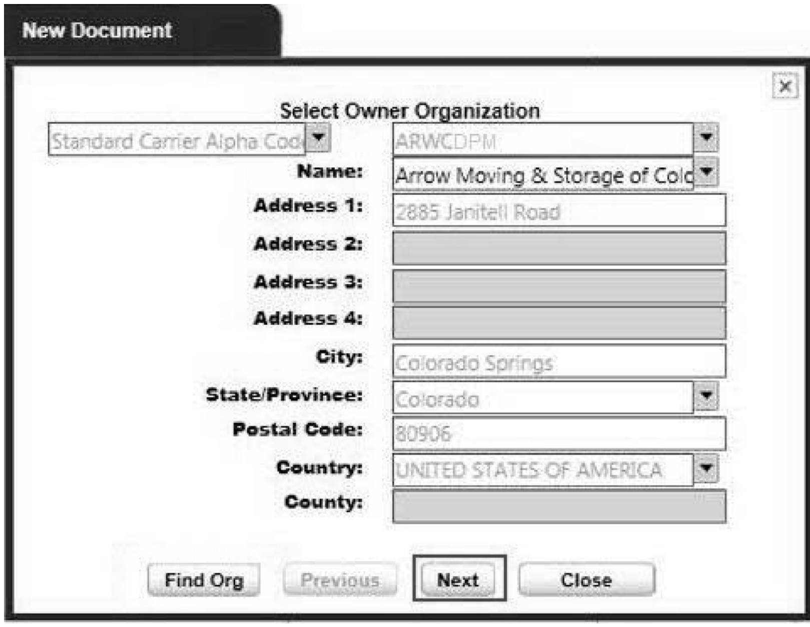
- After selecting New > Document there will be a pop-up
- Select the Find Org button

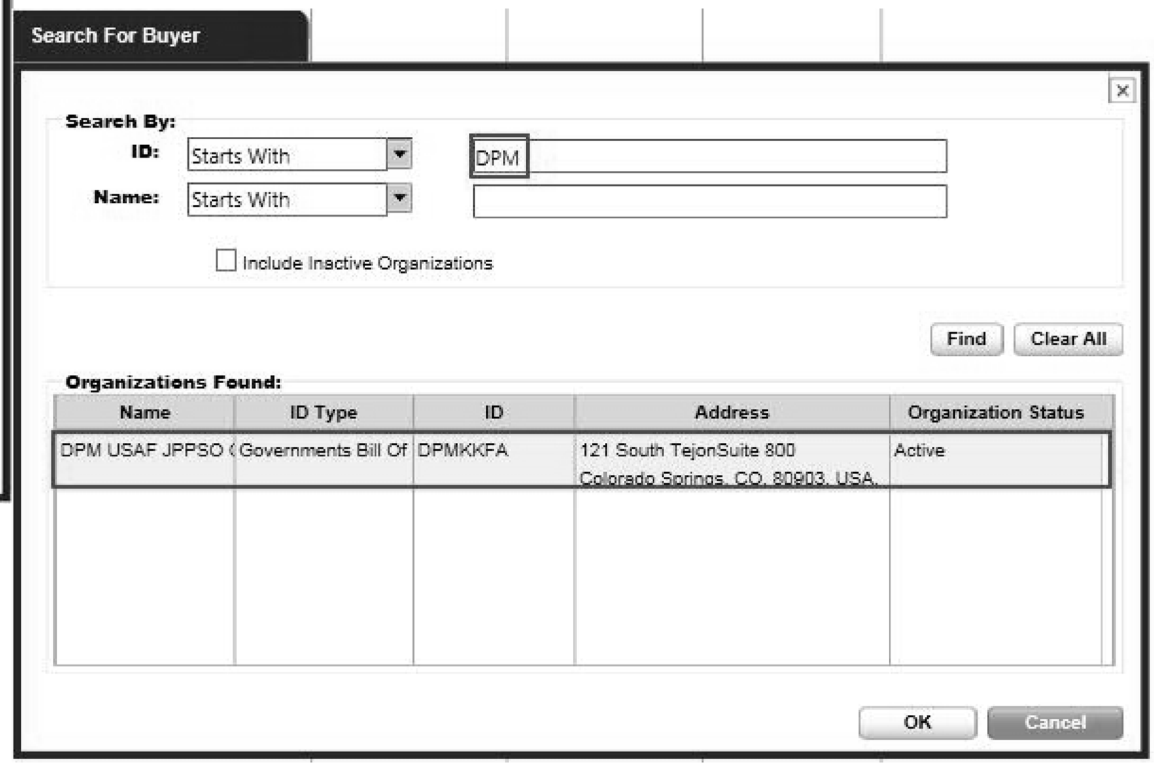
Step 2b – Create New Invoice



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

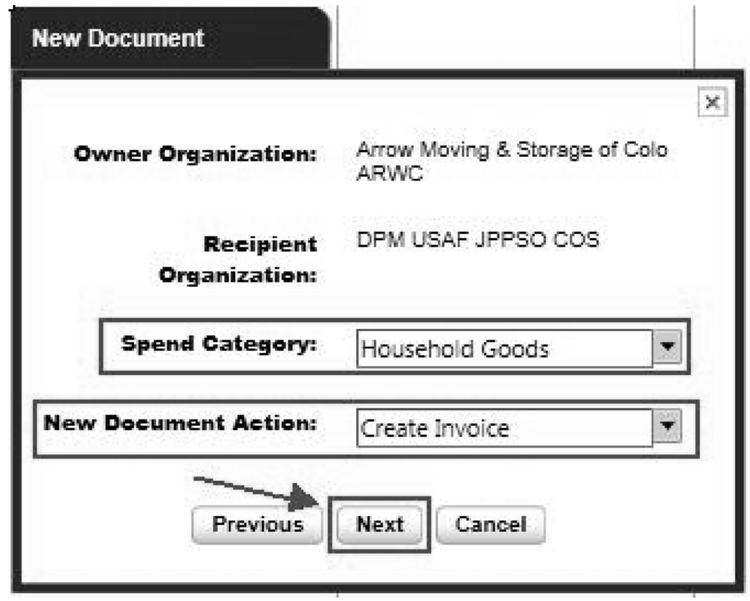
Step 2c – Create New Invoice





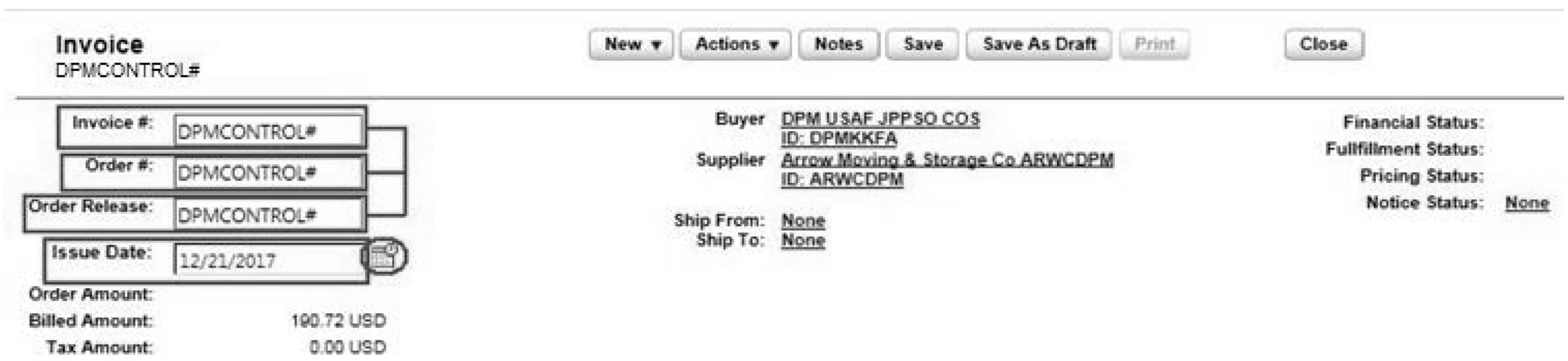
- Click Next
- Look for your DPM specific DoD Organization
- Select the DPM specific DoD Organization and click OK

Step 2d – Create New Invoice



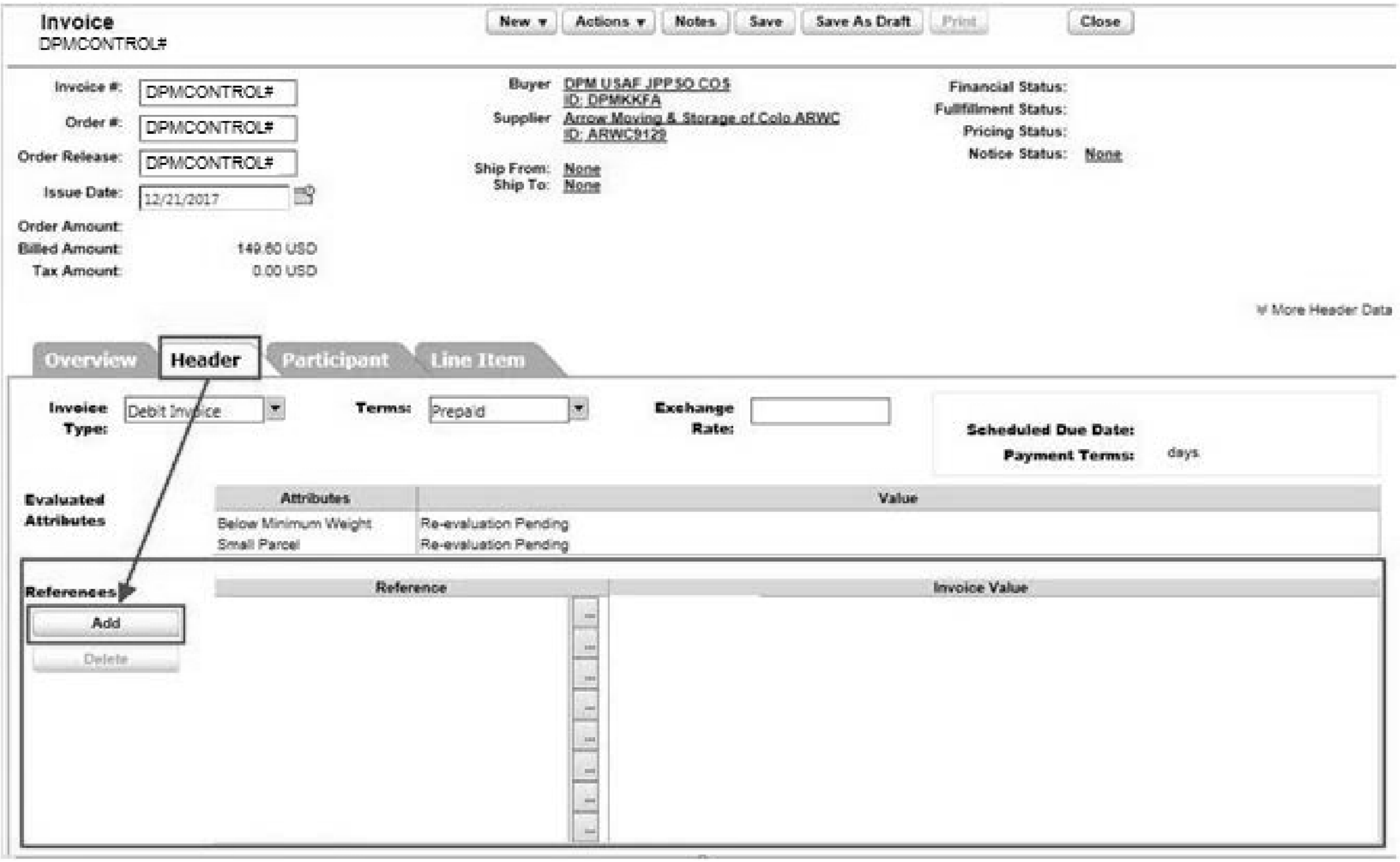
- Click <u>Next</u>
- In the next screen, make sure the *Spend Category* is **Household Goods**
- Make sure *New Document Action* is **Create Invoice**

Step 3 – Entering Data (Header Fields)



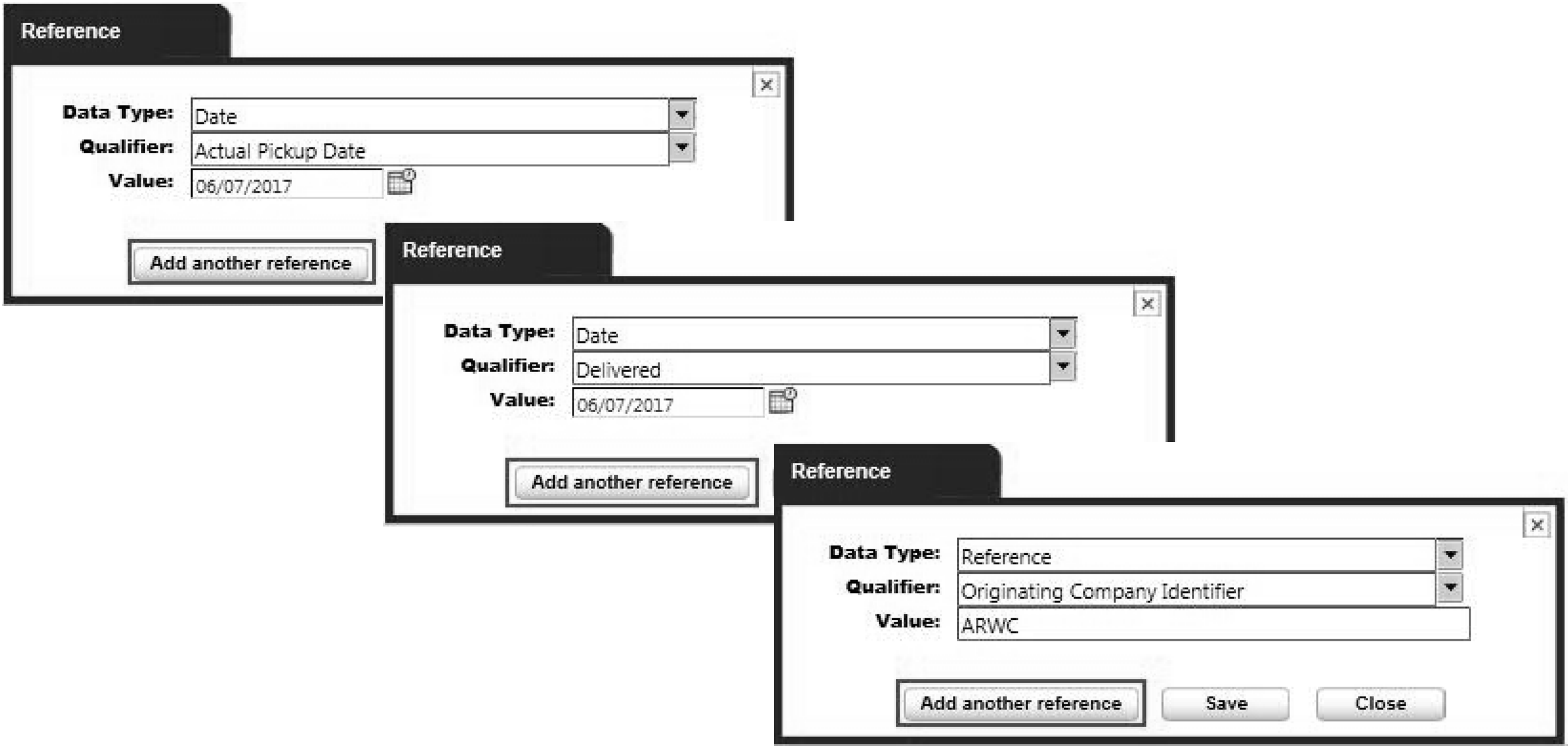
- Input the DPM Control Number provided by site into the *Invoice #:, Order #:, and Order Release:* fields
  - Value should be the same for all three fields
- *Issue Date:* is your invoice date

Step 4a – Entering Data (Reference Fields)



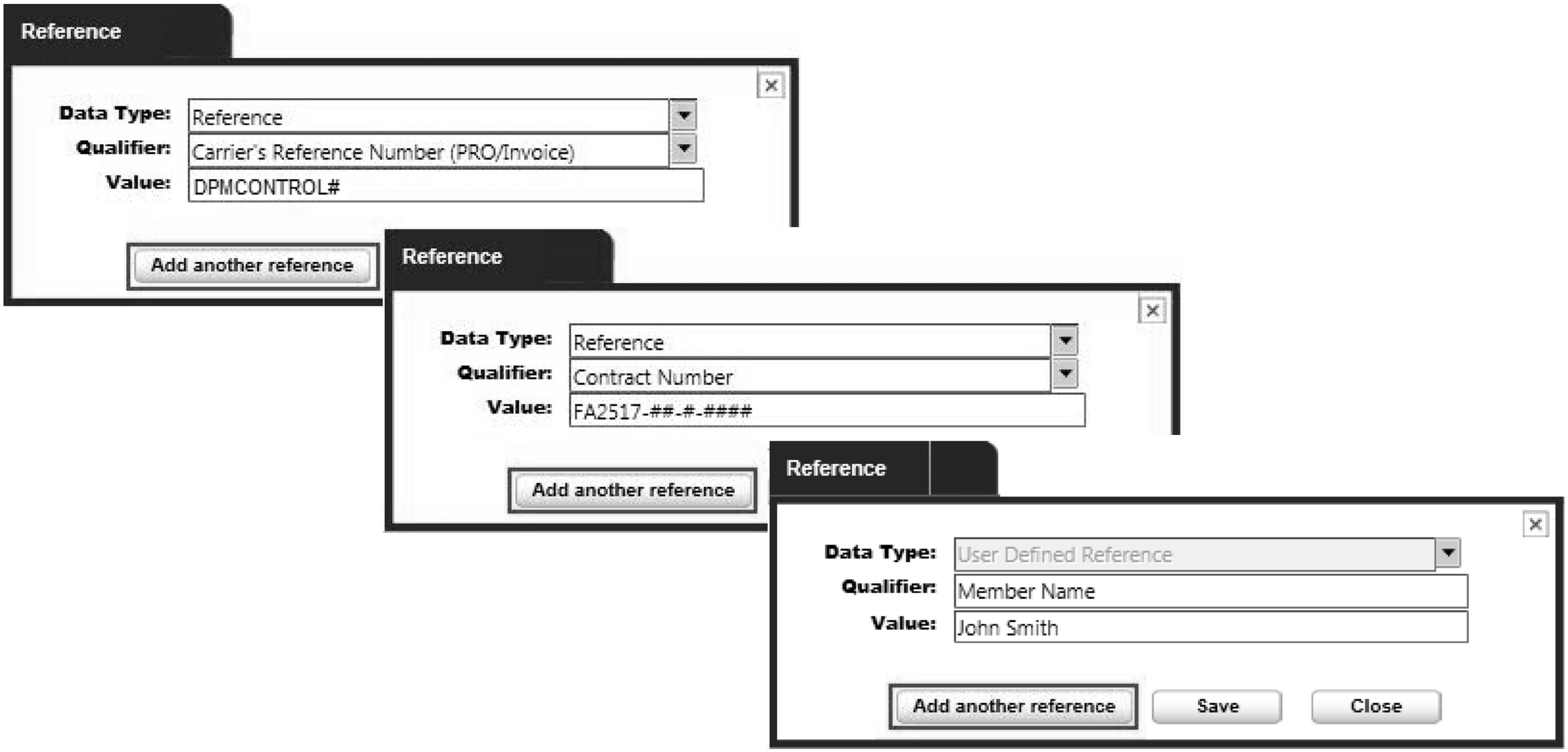
- Select ***Header tab***
- Click on <u>Add</u> button

Step 4b – Entering Data (Reference Fields)



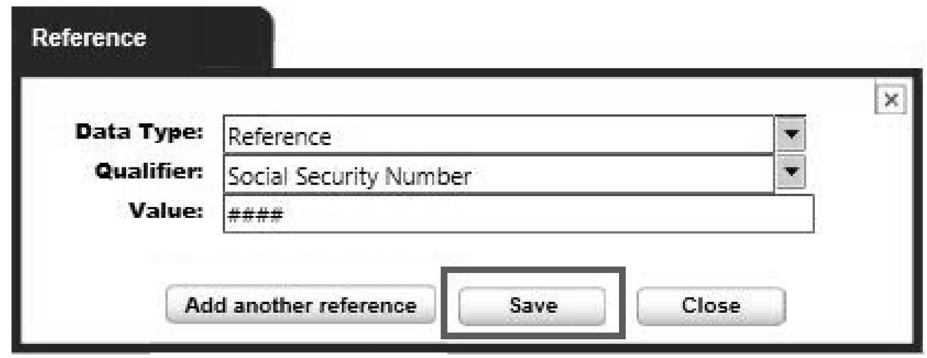
- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
- Once you've entered the all the values and select the Add another reference button after you've completed all three
- Note – The Originating Company Identifier should be your four carrier SCAC code

Step 4c – Entering Data (Reference Fields)



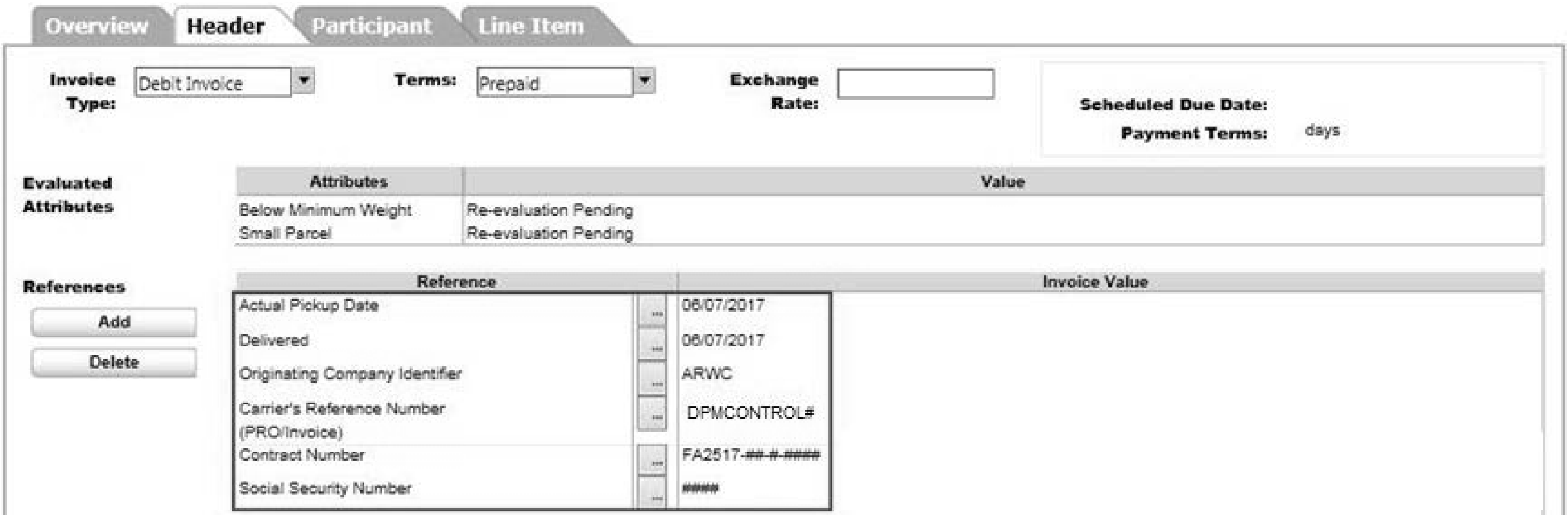
- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
  - Carrier's Reference Number = DPM Control number provided by site.
  - Data Type for Member Name is User Defined Reference meaning you will type in the qualifier value instead of selecting from a drop down
- Once you've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

Step 4d – Entering Data (Reference Fields)



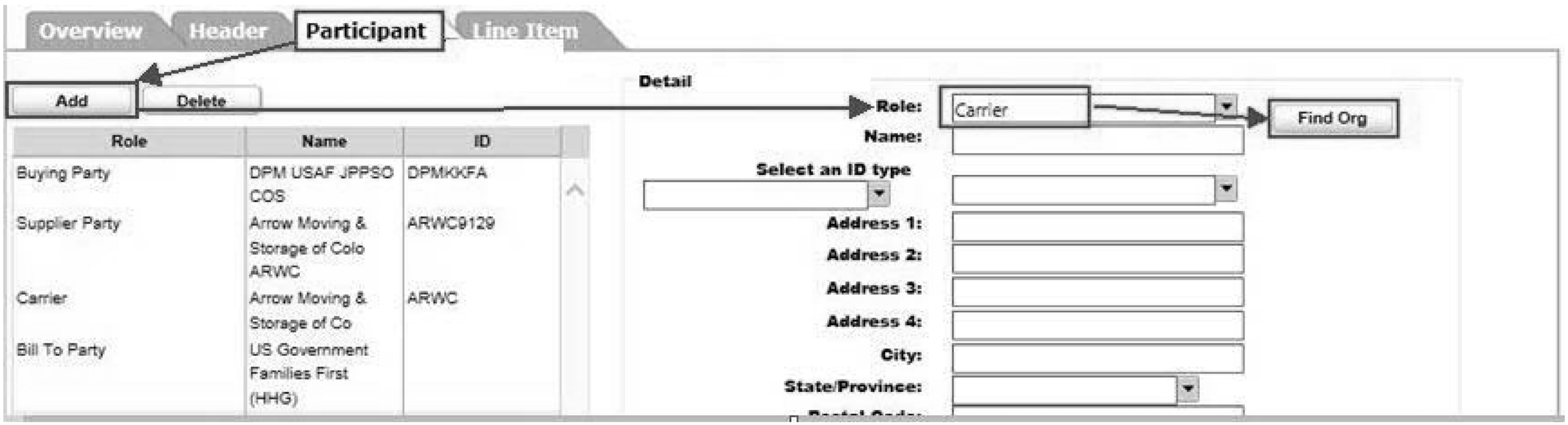
- Select the above *Data Type:* and *Qualifier* in the screenshots shown above
  - If there are any storage charges you will need to reflect the "Storage Date In" and "Storage Date Out“ with **Period Start** and **Period End** qualifiers
- Once you’ve entered the all the values and click the <u>Save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

Step 4e – Entering Data (Reference Fields)



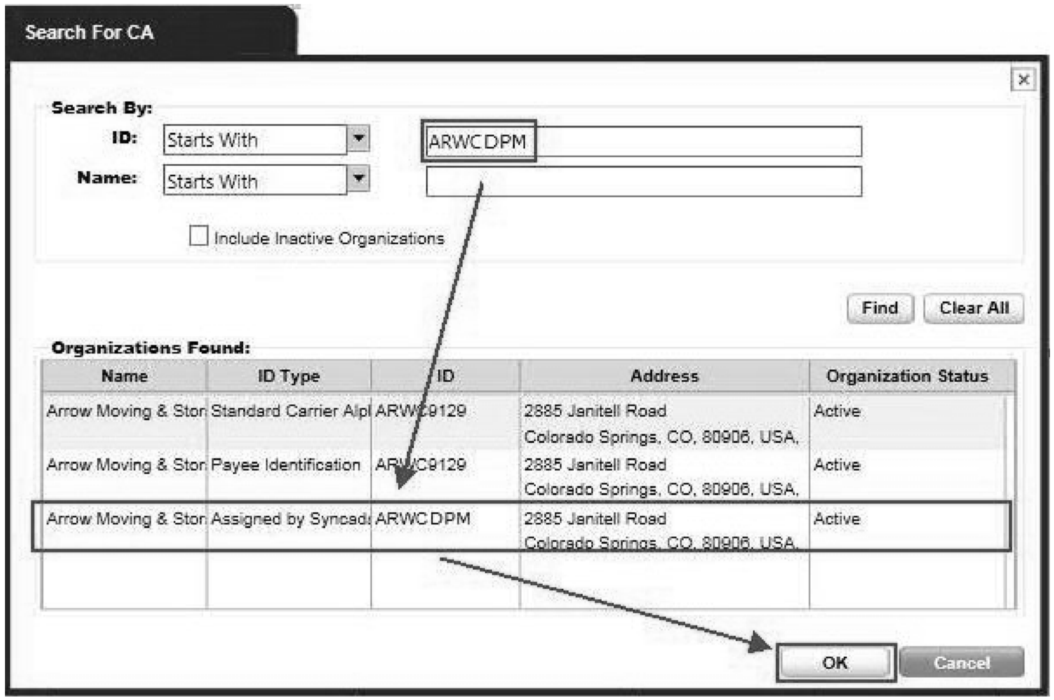
- Review the **Header** tab and make sure you've entered the information correctly
- Invoice with **storage charges** will need to reflect "Storage Date In" and "Storage Date Out" in the **Header** tab
- Note – If you miss key or forget to enter any of the above information you may delay payment

Step 5a – Entering Data (Participant)



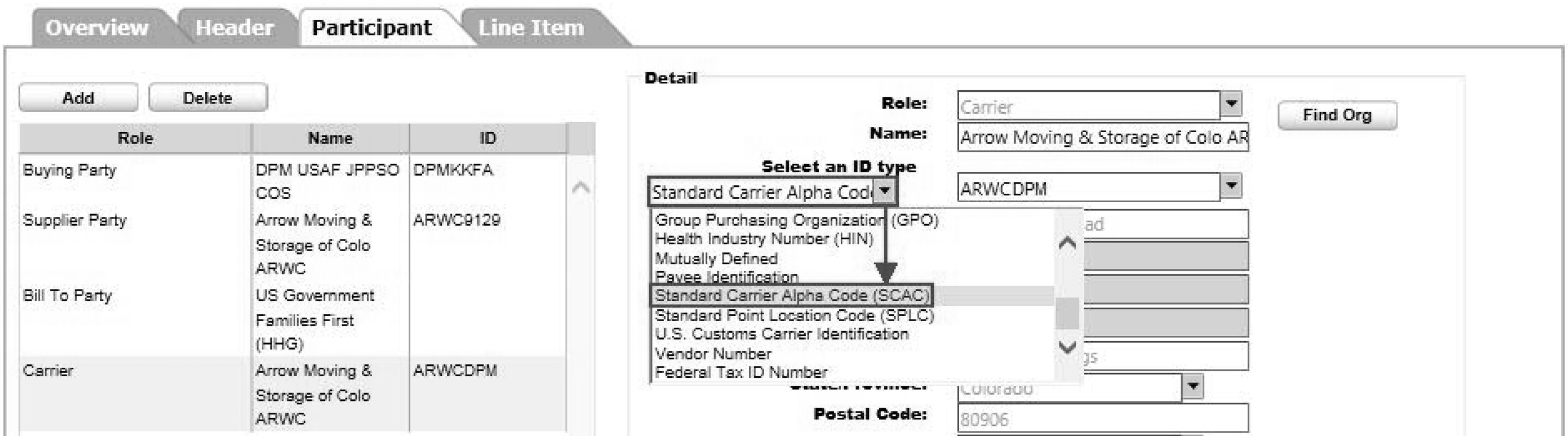
- Select the **<u>Participant</u>** tab and click the <u>Add</u> button
- Select "Carrier" for *Role:* field
- Click <u>Find Org</u> button

Step 5b – Entering Data (Participant)



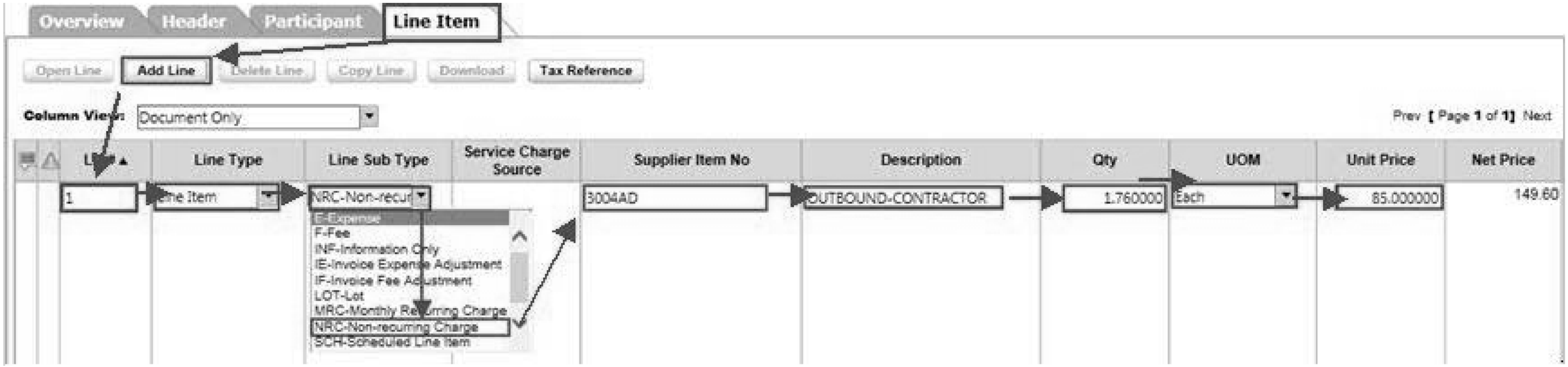
- Look for your DPM specific SCAC code
- Select the DPM SCAC and click OK

Step 5c – Entering Data (Participant)



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

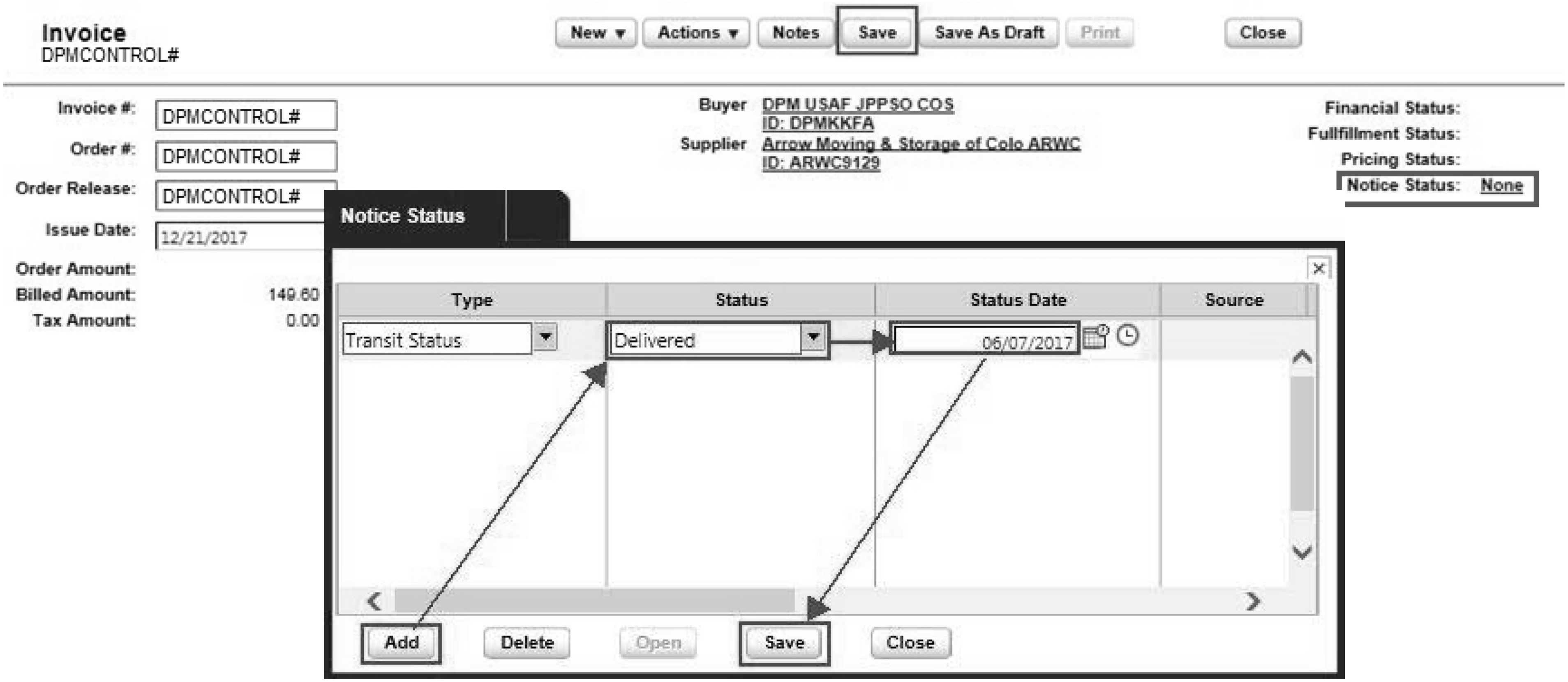
Step 6 – Entering Data (Charges)



- 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

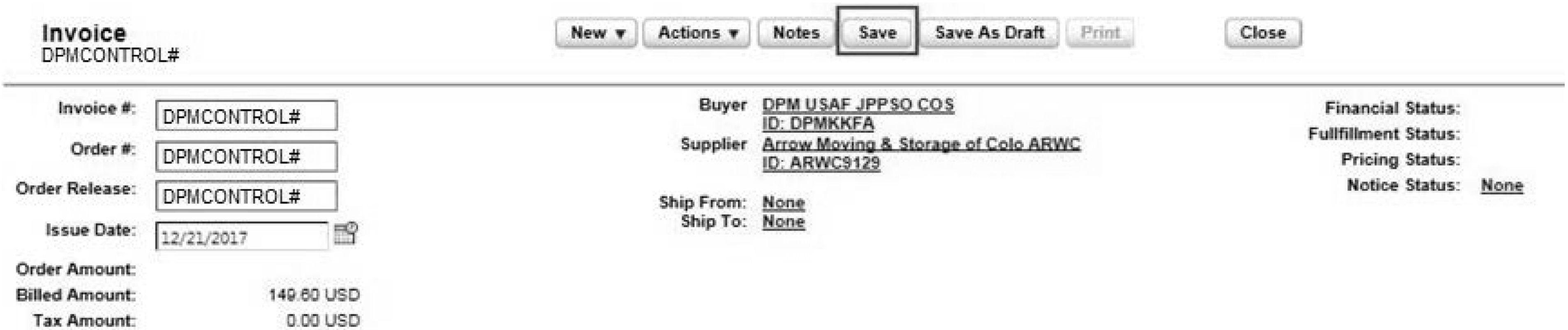
DPM SC List

Step 7 – Entering Data (Transit Status)



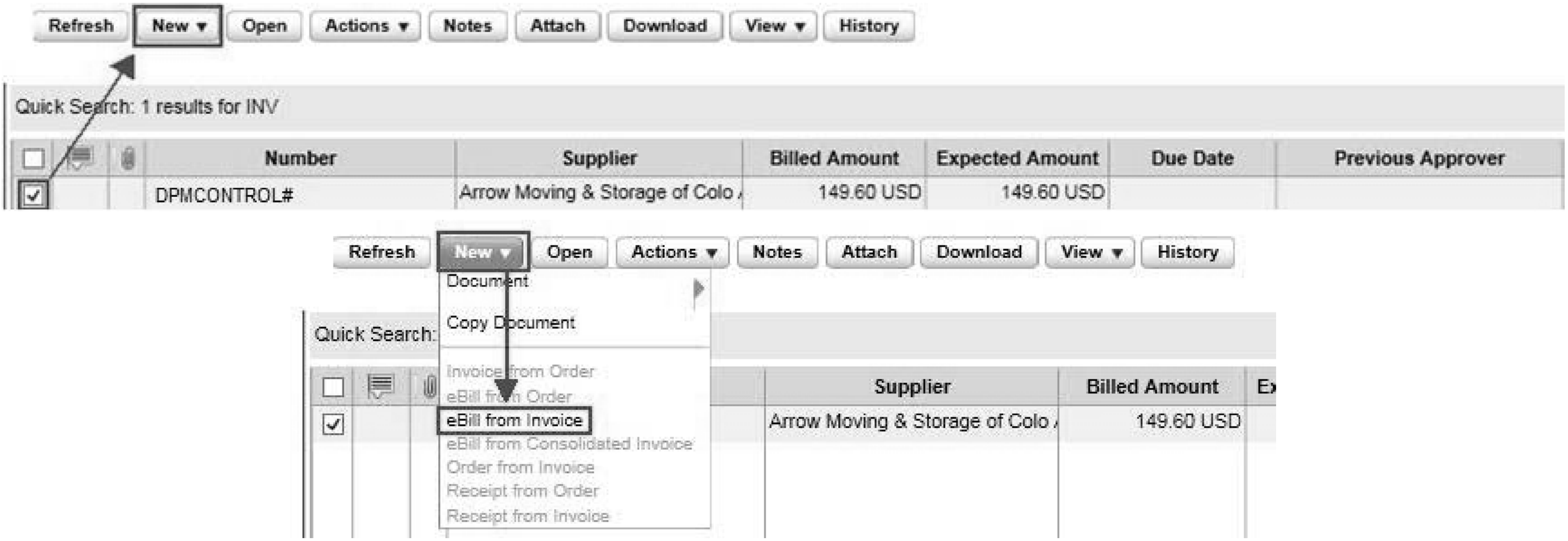
- Click link for *Notice Status:*
- In window, Click Add button
- *Status* should be selected as Delivered
- Enter delivery date under *Status Date*
- Click Save

Step 8 – Entering Data (Invoice Completion)



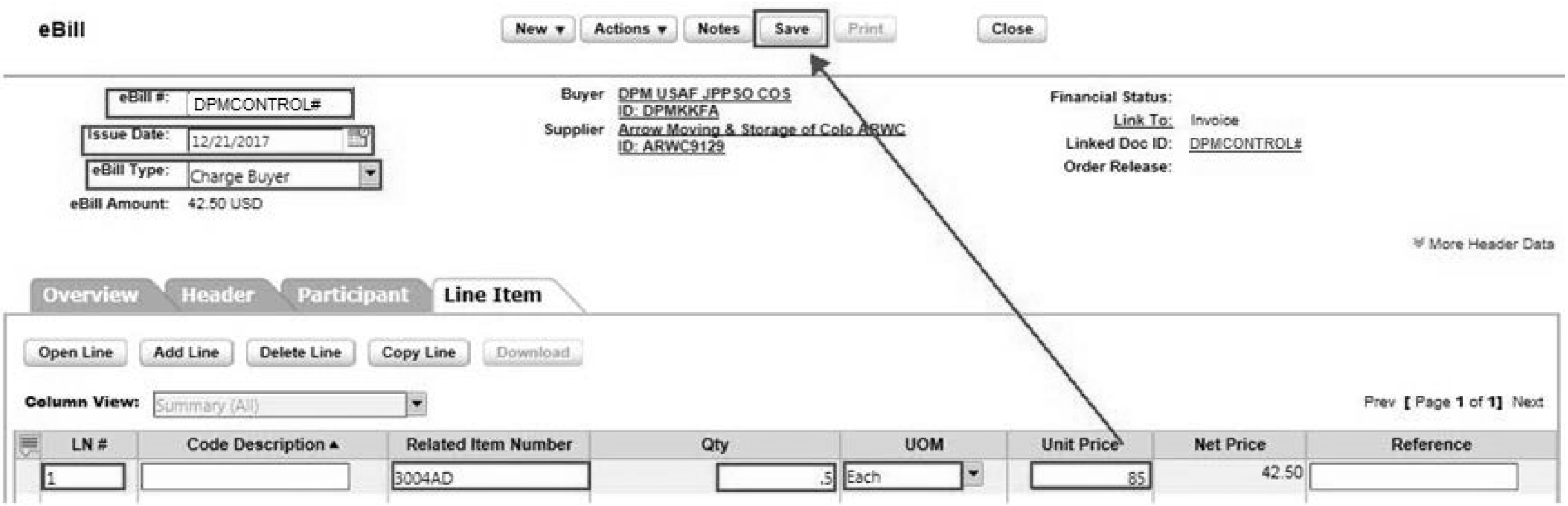
- Click Save button to save Invoice
- Note – If you are missing any key pieces of information a pop-up will display and give direction on what is missing; correct and click <u>Save</u> again

Misc – Supplemental Billing (Create linked eBill)



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

Misc – Supplemental Billing (Create linked eBill)



- 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 <u>Save</u> button

End of Training Document

If need additional assistance please contact customer.support@usbank.com or at 1.800.417.1844.