



Instructional Manual



INVOICE HUB PORTAL

(VERSION 1_17.10.11)

CONTENTS

OVERVIEW	2
TOTAL STRATA MANAGER INFORMATION WINDOW.....	2
ALL INVOICES AWAITING YOUR APPROVAL.....	2
APPROVE.....	3
SUMMARY.....	3
HISTORY	3
ICON LEGEND AND ACTIONS	4
APPROVE INVOICES	5
QUERY INVOICES.....	7
SUMMARY	9
HISTORY	10
SETTINGS	11

OVERVIEW

The Invoice Hub Portal has been developed to facilitate the process of providing Committee Members approval for invoices waiting to be paid.

As an approver you will be able to view a scanned copy of the invoice, confirm the account code to be used for payment, raise a query with your Strata Manager to clarify further details or information, and approve the invoice for payment.

Following is a screenshot of the initial screen you will see when you login to the Online Owners Portal and select “Invoice Hub”:

The screenshot displays the StrataMax Online Portal interface. At the top left is the StrataMax logo. To the right, it says "You are logged in as Jon Smith." with a "LOGOUT" button. Below the logo is a "Font Size" control with "A-", "A+", and "Reset" options. The "Online Portal" title is on the top right. A navigation bar contains "Invoice Hub" (selected), "Approve", "Summary", "History", and "Settings". The main content area is titled "Invoice Hub" and features a summary card for "Total Invoices Awaiting your Approval" showing "Pending Approval" with a count of "3". To the right is an "Anonymous Strata Management" window displaying: Manager Name: Jon Anonymous, Building Name: Anonymous Strata Developments, Building Number: 123456, and Financial Report: [PDF icon]. Below these are three numbered steps: 1. Approve (with a document icon and text: "This page shows the outstanding invoices requiring action on your part. Invoices will be displayed here until you Approve the invoice."), 2. Summary (with a folder icon and text: "This page shows the Invoices which have not been fully Approved. Use this page to review Queries, Invoice Information and the progress of an Invoice."), and 3. History (with a circular arrow icon and text: "This page shows the final stage of Invoices which have been Approved by all Approvers.").

TOTAL STRATA MANAGER INFORMATION WINDOW

This is a short summary with general information about the Building/Plan, including Financial Statements and details of your Strata Manager.

ALL INVOICES AWAITING YOUR APPROVAL

Clicking on the “Pending Approval” field will display the “Approve Invoices” list, showing all invoices awaiting approval from you. This will list any invoices that are not totally approved, i.e. invoices that are part approved or have queries on them will display along with brand new invoices just submitted.

Once your strata manager has submitted invoices to the portal (*website*), each Committee Member that has been selected to approve the invoice, will receive an email notification. After logging in and selecting the “Approve” icon, the invoices waiting to be approved will be displayed. The status of the invoices will be one of the following:

- “Awaiting Approval” - invoices that have not been approved by anyone, and awaiting your approval
- “Part Approved” - invoices for which one or more Committee Members have approved the invoice, but which require further approval to be deemed “OK to pay”
- “On Hold” - invoices that have a query or question from Committee Members

Approve Invoices

The below Invoices are outstanding and require action on your part. Queried Invoices will be displayed below until the Invoice is Approved.

Invoices Awaiting your Approval						APPROVE ALL NON-QUERIED
Invoice Status	Creditor Name	Invoice Date	Invoice Number	Gross Amount		
Awaiting Approval	BYO Mowing	03-Oct-2011	1234567890	\$120.00		
Part Approved	DIY Pool Cleaning	04-Oct-2011	PP12345678	\$330.00		
Part Approved	Paving Paving Paving	04-Oct-2011	INV1012354	\$1,320.00		
On Hold	Drains R Us	02-Oct-2011	#000112	\$55.00		
Part Approved	Pipeworks Plumbing	03-Oct-2011	87	\$165.00		
On Hold	Bumpy Driveway Repairs	03-Oct-2011	I000324	\$440.00		

Note: Once an Invoice is either Approved or Queried it needs to be confirmed below, if changes are not confirmed you will lose them.

APPROVE

This is another shortcut to the “Approve Invoices” list, in a diagram demonstrating the approval process.

SUMMARY

Shows current outstanding invoices requiring approval - you can approve invoices from here, however more designed for you to see invoices that you may have approved, that are still awaiting approval from other Committee Members.

HISTORY

This shows invoices that have gone entirely through the approval process, i.e. that have been approved for payment by the minimum required number of approvers. These will only be stored / evident for 93 days, as a means to confirm why you may have received an ‘approval required’ notification, but then found no invoices awaiting your approval. Once an invoice is entirely approved by the minimum number of approvers, this is the only place it will show.

ICON LEGEND AND ACTIONS



TICK – “Approve” Invoice



QUERY – “Raise a Query about this Invoice” OR on the left side indicates “You have Raised a Query about this Invoice”



PDF – View “Invoice”



MAGNIFYING GLASS – “View Invoice Details” Creditor, Amount, Details, Account Code, Invoice No.



ATTENTION – “Invoice awaiting your Approval” or “Part Approved”



QUERY/ATTENTION – “Manager has responded to a query you raised on this invoice”



BLUE DOT – “View Details” This icon is found in the “Summary” tab and will change to Green once selected

APPROVE INVOICES

1. Approve



This page shows the outstanding Invoices requiring action on your part.

Invoices will be displayed here until you Approve the Invoice.

1. Select “Approve”
2. “Invoices Awaiting your Approval” will be displayed
3. Select the “Magnifying Glass” to view the invoice details

Invoices Awaiting your Approval						APPROVE ALL NON-QUERIED
	Invoice Status	Creditor Name	Invoice Date	Invoice Number	Gross Amount	
	Awaiting Approval	Drains R Us	02-Oct-2011	#000112	\$55.00	
	Awaiting Approval	Crime Security Gates	02-Oct-2011	65478	\$220.00	

4. Select the PDF icon to view the invoice

Invoice Details

Invoice Number: #000112
Invoice Date: 02-Oct-2011
File: (Click icon to view a scanned copy of the invoice)
Status: Awaiting Approval

Details Line Items Notes (0)

Creditor Name: Drains R Us
Creditor Number: 321654
Gross Amount: \$55.00

OK

5. Select the “Line Items” tab to view the Account Number for this invoice

Invoice Details

Invoice Number: #000112
Invoice Date: 02-Oct-2011
File: (Click icon to view a scanned copy of the invoice)
Status: Awaiting Approval

Details Line Items

Account Name	Account Number	Amount
Maintenance	234561	\$55.00

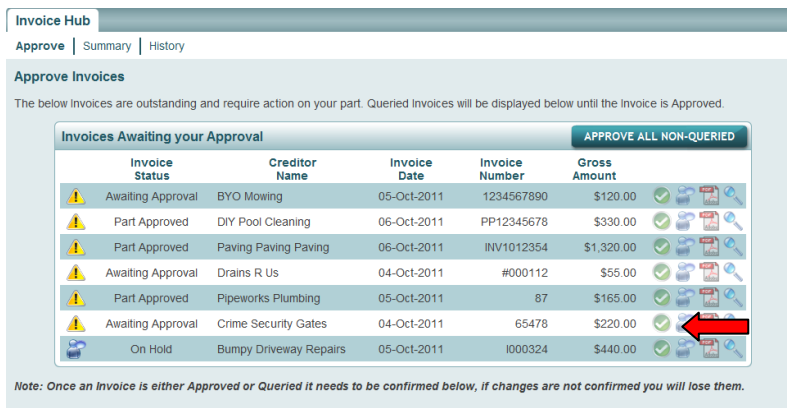
OK

6. Select “Notes” to view any notes for this invoice

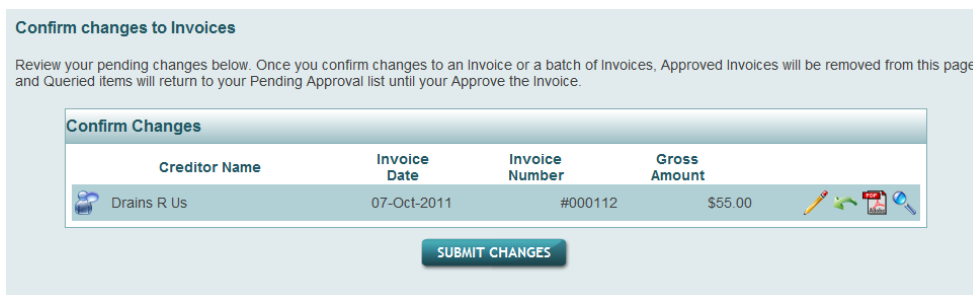


7. Press “OK” once you have viewed the invoice

8. To approve an invoice select the “Tick” icon



9. The invoice/s you have selected will now be displayed under “Confirm changes to Invoices”. Select “SUBMIT CHANGES” to confirm status update

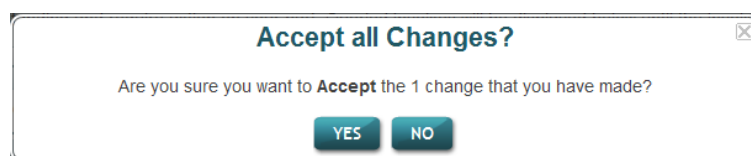


RETURN ARROW – “Undo Action” to move invoice back to the approval list



PENCIL – “Edit Query” edit the details of the query

10. Press “YES” to “Accept all Changes?”



QUERY INVOICES

Once you have viewed the invoice and details you may have a query. To submit a query to your strata manager proceed as follows.

1. Select the “Query” icon

Invoices Awaiting your Approval						APPROVE ALL NON-QUERIED	
	Invoice Status	Creditor Name	Invoice Date	Invoice Number	Gross Amount		
	Awaiting Approval	Drains R Us	02-Oct-2011	#000112	\$55.00		
	Awaiting Approval	Crime Security Gates	02-Oct-2011	65478	\$220.00		

2. Add your query in the “Query Reason” box

3. Press “CONFIRM”

Query Reason

Please type your Query for Invoice 'Drains R Us':

CONFIRM **CANCEL**

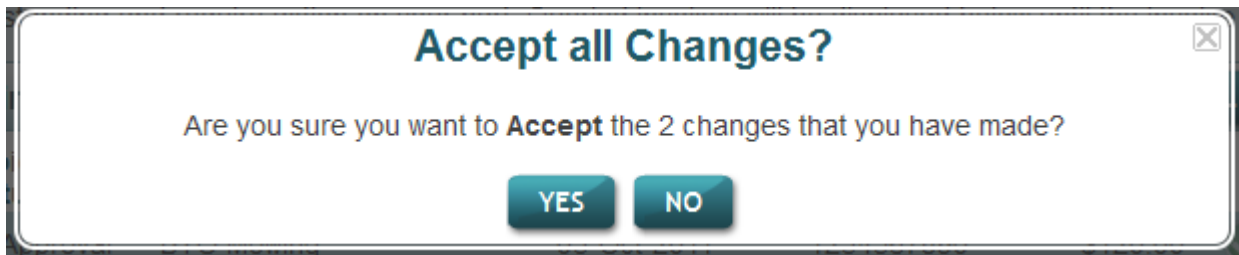
4. Any invoices that have been approved or queried will be displayed in the “Confirm Changes” area

5. Press “SUBMIT CHANGES” to confirm status update

Confirm Changes					
	Creditor Name	Invoice Date	Invoice Number	Gross Amount	
	Crime Security Gates	02-Oct-2011	65478	\$220.00	
	Drains R Us	02-Oct-2011	#000112	\$55.00	


SUBMIT CHANGES

6. Press "YES" to "Accept all Changes"



SUMMARY

2. Summary



This page shows the Invoices which have not been fully Approved.

Use this page to review Queries, Invoice Information and the progress of an Invoice.

The Invoice Summary lists all invoices that are awaiting approval and allows you to review the status of each invoice which is either “Awaiting Approval”, “Part Approved” or “On Hold”. You can also use the “Filter by Status” function to limit your list to a particular status only.

1. Select “Summary” tab
2. A summary of the invoices will be displayed
3. Select the “Blue Dot” to view the details (who has approved invoice or submitted a query)

Invoice Hub

Approve | **Summary** | History | Settings

Invoice Summary

The below Invoices show the Invoices which have not been Approved by all Approvers. Use this page to review Queries, Invoice information and progress of Invoices. This page is useful for quickly checking for replies to your Queries on an Invoice.

Select an Invoice to quickly see Approval Details and Notes for the Invoice.

Invoice Status	Creditor Name	Invoice Date	Invoice Number	Gross Amount
Awaiting Approval	BYO Mowing	03-Oct-2011	1234567890	\$120.00
Part Approved	DIY Pool Cleaning	04-Oct-2011	PP12345678	\$330.00
Part Approved	Paving Paving Paving	04-Oct-2011	INV1012354	\$1,320.00
On Hold	Drains R Us	02-Oct-2011	#000112	\$55.00
Part Approved	Pipeworks Plumbing	03-Oct-2011	87	\$165.00
Part Approved	Crime Security Gates	02-Oct-2011	65478	\$220.00
On Hold	Bumpy Driveway Repairs	03-Oct-2011	I000324	\$440.00

Filter by Status: -- ALL --

Invoice Details for 'Bumpy Driveway Repairs'

The below tables contain the Approval status of each Approver and the Notes (Queries) that have been raised on the selected Invoice.

Approver	Decision Date
Jon Smith	05-Oct-2011
Annette Curtain	03-Oct-2011
Tim Lu Fong	03-Oct-2011

Name	Date	Note
Jon Anonymous	05-Oct-2011	Creditor's Name confirmed, 'Bumpy Driveway Repairs'.
Jon Smith	05-Oct-2011	Can you confirm the Creditor's Name?

By selecting a “Part Approved” invoice, the approving Committee Members will be shown in “Approval Details” at the bottom of the screen. By selecting an “On Hold” invoice, the notes will be shown in “Notes” at the bottom of the screen.

HISTORY

3. History



This page shows the final stage of Invoices which have been Approved by all Approvers.

Invoices that have been approved or finalised will be temporarily listed in the “History” tab to allow approvers to review any aspect of the invoice approval process. Note that you will only ever be able to view invoices that have been allocated to you as an approver. Click on the “Blue Dot” to review the details of the invoice, which Committee Members had approved the invoice, and any notes that were submitted.

Invoice Hub


Approve | Summary | **History** | Settings

Invoice History

The below Invoices show the Invoices which have been Approved by all Approvers. Use this page to review Queries, Invoice information and progress of Invoices which have been Approved.




Note: The History is only recorded for a short period, as Invoices files are removed once the Invoice has been Approved. Please contact your Body Corporate Manager should you require details on Invoices which have been Approved.

Select an Invoice to quickly see Approval Details and Notes for the Invoice.

History				
Approved Date	Creditor Name	Invoice Date	Invoice Number	Gross Amount
 28-Sep-2011	Crime Security Gates	27-Sep-2011	65477	\$220.00

Invoice Details for 'Crime Security Gates'

The below tables contain the Approval status of each Approver and the Notes (Queries) that have been raised on the selected Invoice.

Approval Details	
Approver	Decision Date
 Annette Curtain	28-Sep-2011
 Tim Lu Fong	28-Sep-2011
 Jon Smith	27-Sep-2011

Notes		
Name	Date	Note

SETTINGS

This allows you to turn off your email notifications – this is only of benefit if you are logging in regularly, i.e. you will be checking these screens regardless of whether you receive an “approval required” notification or not. Strong recommendation is to always have the notifications on. If you wish to turn off the notifications then:

1. Select the “Settings” tab/menu
2. Un-tick “Receive Email Notification”
3. Click on “Save Settings”.

The screenshot shows the StrataMax Invoice Hub interface. At the top left is the StrataMax logo. To the right, it says "You are logged in as Jon Smith." with a "LOGOUT" button. Below the logo is a "Font Size" control with "A-", "A+", and "Reset" options. On the right side, there is a link for "Online Portal". The main navigation bar includes "Invoice Hub" and sub-links for "Approve", "Summary", "History", and "Settings". The "Settings" section is active and contains the heading "Settings" and the instruction "Adjust your user configuration below." Below this is a form titled "Email Notification" with a checkbox for "Receive Email Notification" which is currently unchecked. At the bottom of the form is a "SAVE SETTINGS" button.