Invoice Hub | Introduction
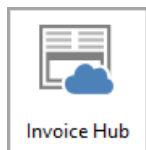
The instructions in this article relate to **Invoice Hub.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

The *Invoice Hub* offers a controlled method for Strata Managers to upload invoices to the *StrataMax Portal* for committees that have requested to approve invoices before payment.

The *Invoice Hub* utilises the DocMax integration with the **Creditor Invoices** screen to attach an invoice. The invoice is included in the upload so that approvers can see it on the StrataMax Portal.

Once an invoice is uploaded for approval, an e-mail is sent to the nominated committee member(s). The member(s) must then access the *Invoice Hub* via the StrataMax Portal to approve the invoice, which allows the Strata Manager to pay the invoice in StrataMax.

Approver instructions are available *here*. We recommend sending this link to your committee members, who will approve invoices.

Uploading Invoices to Invoice Hub

The Strata Management office staff must manually upload invoices to the Invoice Hub. The frequency of uploading invoices is at the Strata Management office's discretion and will vary depending on building or committee member requirements.

There are two methods to upload invoices to the Invoice Hub, each with its benefit.

Invoice Submission Wizard

The *Invoice Submission Wizard* is where managers select the invoices to upload for approval and can select different approvers who are not the default to approve invoices. Using the wizard also allows for any notes that may be required to be displayed on the Invoice Hub for the approver to see. Included is a Summary of how many invoices and an approvers summary before finalising the upload and can provide more control of the process.

Auto Invoice Submission From Defaults

The *Auto Invoice Submission From Defaults* is a quick method for selecting multiple buildings with invoices waiting to be submitted to the Invoice Hub for approval. This area uses the default invoice approval limit, configured in the Invoice Hub *Configuration*, and the configured default committee members, set in the *Approval Defaults* menu.

Review Invoices

Once invoices have been submitted to the invoice hub, Strata Managers use this screen to see the status of each invoice. Review any notes that the Committee have submitted for a particular invoice, and if invoices need to be retracted from the portal (e.g. to edit), you will manage this process from here. You can also view invoice details about who has approved the invoice from this area.

StrataMax emails the Strata Manager when an invoice is queried (see this article for details). However, notification emails are not sent when invoices are approved.

Options (File Menu)

Configuration
Configuring system settings and activating buildings to use the Invoice Hub.

Approver Default
Configuring approver defaults for each layer (maximum of two layers).

Change Building
Presents the 'Building Selection' window so you can quickly change to a different building.

View Log
Activity within the Invoice Hub area is logged, and the Timestamp, Log Level, Username, Description, and Building Number can be reviewed.

Report > Approved Invoices On Hold
This will produce a report for any invoices on the Invoice Hub for the selected buildings still on hold. Use *Search Creditor Invoice Items* as an enhanced replacement to this report.