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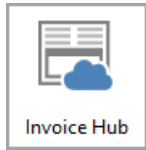
The instructions in this article relate to **Invoice Hub.** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

Invoices for *Management Fees,* where agreed to be subject to approval, can be configured using the Strata Manager Company creditor to flag each local building as on hold.

Below are the instructions for enabling the Invoice Hub to load Management fee invoices processed through GLMax.

- Amend the *OK to Pay* status for the Strata Management Company. Change the Creditor to *On Hold,* which will place all invoices on hold for approval.
- Check GLMax configuration to set Create Invoice Document, as the Creditor Invoice is automatically raised when Management Fees are processed in GLMax, and the Invoice document is added to the Creditor Invoice.
- Submit invoices similar to all other creditors subjected to Invoice Hub approval.

Set 'On Hold' for Creditor override setting in a local building

To configure a building to approve the **Management Fee** and **Recovery** invoices, the Strata Manager creditor record must be configured to be *On Hold*. Use *these* instructions to apply in a local building.

GLMax Process Management Fee Invoice Attachment

Review the *Process Management Fee Configuration* for **Create Invoice Document** and **Invoice Document Profile,** ensuring the settings are configured to file the invoice into **DocMax**, and attach it to the **Creditor invoices** in StrataMax.

Submit Invoices for Approval

Once the invoice has been saved, it can be *submitted to the Invoice Hub*.

If the creditor invoice was already entered before any of the above steps, using *Search Creditor Invoice Items* can assist in placing the invoice on hold and preparing it for submission to the Invoice Hub.