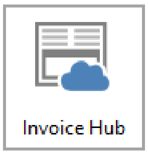
Invoice Hub | Managing Invoices

Last Modified on 18/03/2024 10:18 am AEST



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

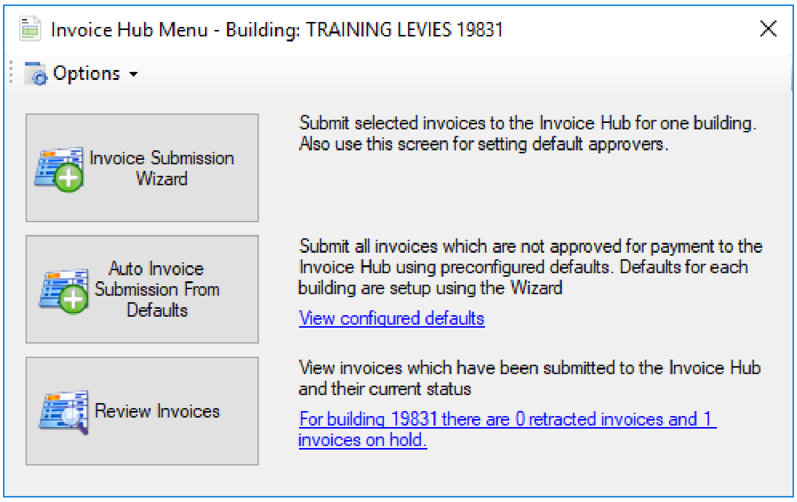
To set up the Invoice Hub, please review the following articles first:

- Invoice Hub Introduction
- Building and Creditor Setup Requirements
- Approver Configuration

Review Invoices

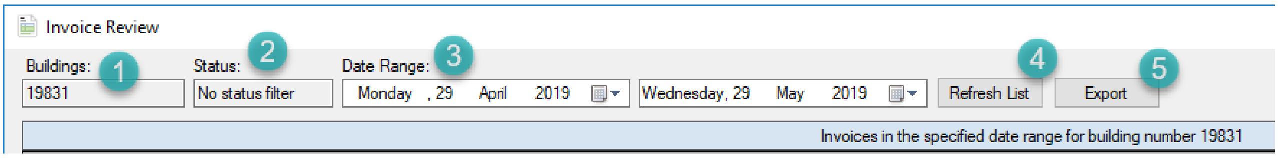
Invoices that have been submitted to the Invoice Hub can be reviewed in the 'Review Invoices' screen. Any invoices that have been queried will be placed on hold and must be reviewed before it can be approved.

If there are any invoices that have been retracted or placed on hold, this will be displayed next to *Review Invoices*.



1. Search or select ***Invoice Hub***.
2. Click *Review Invoices*.
3. This will bring up the ‘Invoice Review’ window.

Invoice Review Window



Buildings (1)
This field shows the currently selected building, which will default to the selected building when Invoice Hub was launched. Click into this field to tag one or more buildings as required. If this is changed, click on *Refresh List* to update the list.

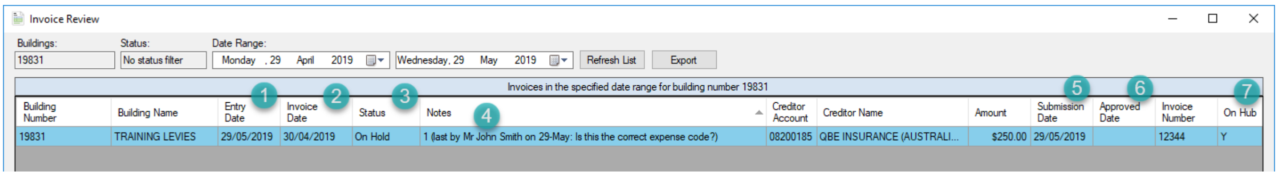
Status (2)
Provides an option to 'Filter by status' so that invoices can be filtered by a particular status (e.g. 'On Hold', 'Part Approved' etc). Click this field to open a list of invoice statuses to tag. If this is changed, click on *Refresh List* to update the list.

Date Range (3)
Allows invoices for a date range to be viewed. This will default to one calendar month prior to today's date. If this is changed, click on *Refresh List* to update the list.

Refresh List (4)
Used to refresh the list if any of the building or status filters, or the date range has been changed. It will populate the screen with the invoices included in the configured criteria.

Export (5)
This will export the data currently displayed on the screen to Excel.

Invoice Review Interface



The Invoice Review window will display information pertaining to invoices that have been uploaded to the Invoice Hub, this will also identify its status. There are a number of columns which are self explanatory, below are definitions of columns that may need some context.

Entry Date (1)
This is the date that the Creditor Invoice was created in StrataMax regardless of the date entered on the actual Creditor Invoice Entry Screen.

Invoice Date (2)
This is the date that was entered on the Creditor Invoice entry.

Status (3)
The current status of the invoice.
On Hold - the invoice has been queried and waiting a response.

Retracted - the invoice has been retracted.
Awaiting Approval - this invoice is awaiting approval from one or more approvers.
Approved - this invoice has been approved

Notes (4)
Displays the last note added to the invoice, and the person that added the note.

Submission Date (5)
This is the date that the invoice was first submitted to the Invoice Hub for approval.

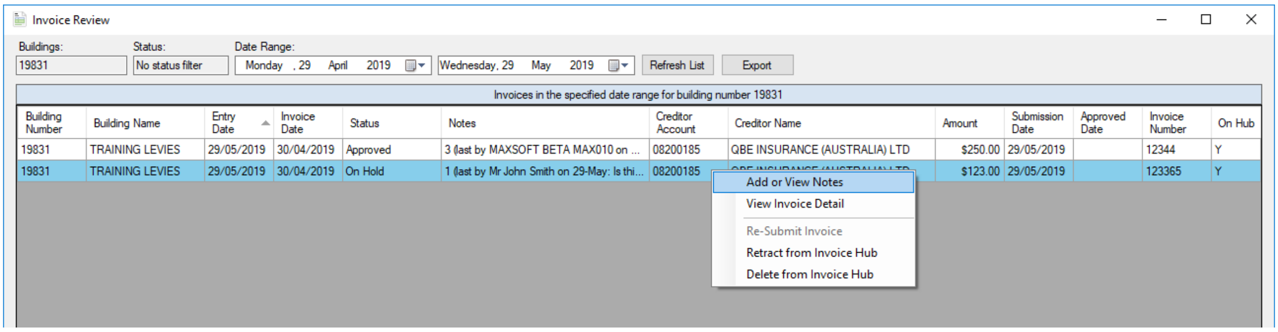
Approved Date (6)
This is the date that the invoice status was updated to 'Approved' i.e. all required approvals are provided, and the invoice is 'OK to pay.

On Hub (7)
This identifies whether the invoice is currently appearing on the Invoice Hub.
Y = On Hub, N= Not on Hub, A= Approved through Hub, R=Retracted.

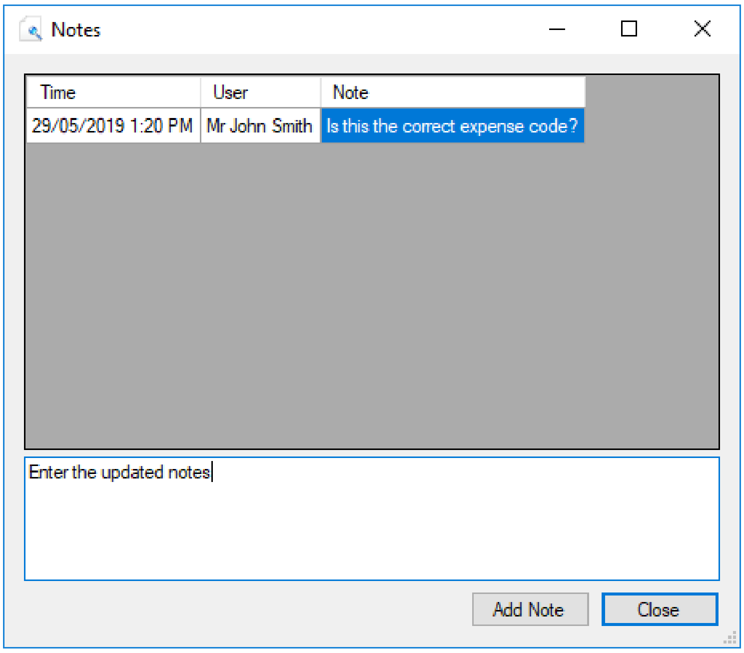
Add or View Notes (Responding to a Query)

If an approver queries an invoice that has been uploaded on to the Invoice Hub, an e-mail notification is sent to the Strata Manager and a note is placed on the invoice, at which point the invoice status will be updated to 'On Hold'. This query can be responded to via *Review Invoices* and then re-submitted to the Invoice Hub with an updated note.

1. Search or select ***Invoice Hub***.
2. Click *Review Invoices*. This will bring up the 'Invoice Review' window.
3. Highlight the invoice and right click. Select *Add or View Notes*.



4. Enter the response, then click *Add Note*. The invoice will automatically upload with the note for the approver to view on the Invoice Hub.



If the query requires an action, such as changing the invoice details, or updating the expense code refer to the instructions *Retracting an Invoice*, or *Change Transaction Code*.

View Invoice Details

Details of the invoice can be viewed via the 'Review Invoice' window.

1. Search or select ***Invoice Hub***.
2. Click *Review Invoices*. This will bring up the 'Invoice Review' window.
3. Highlight the invoice and right click. Select *View Invoice Details*.

Retracting an Invoice

Invoices can be retracted from the Invoice Hub to allow for changes to be made then resubmitted for approval. These changes can be changes to the amount, details, or payment method done in ***Creditor Invoices***. Another example includes having invoices on the Portal for approval and a change to the Office Bearer contact is required. Once the scenario is addressed, they can then be resubmitted to the hub again for approval.

If a change to the expense code is the only change required, this can be done via ***Change Transaction Code***. Once the code has been changed, the invoice will need to be resubmitted either manually or by adding a note.

If an invoice needs to be retracted in order to be paid immediately, after retracting it, the payment will need to be *manually moved off hold in* ***Creditors Management***, and then it can be paid as per the normal process.

1. Search or select ***Invoice Hub***.

2. Click *Review Invoices* to display the 'Invoice Review' window.
3. Right-click the invoice line item and select *Retract from Invoice Hub*.

Resubmitting an Invoice

If an invoice has been retracted, after any changes have been made the invoice will need to be resubmitted to enable it to be approved.

1. Search or select ***Invoice Hub***.
2. Click *Review Invoices*. This will bring up the 'Invoice Review' window.
3. Highlight the invoice and right click. Select *Re-Submit Invoice*.

Deleting an Invoice

Invoices can be deleted from the Invoice Hub which will also delete any historical record including notes from the Invoice Hub. This is only recommended if the invoice that is being uploaded is incorrect and does not need to be resubmitted.

1. Search or select ***Invoice Hub***.
2. Click *Review Invoices*. This will bring up the 'Invoice Review' window.
3. Highlight the invoice and right click. Select *Delete from Invoice Hub*.

Change Transaction Code

If an invoice is queried and needs to be coded to a different expense code, then the ***Change Transaction Code*** screen can be used and then the invoice can be resubmitted either manually or by adding a note. The updated expense code will show after the next building upload which can be done manually via the StrataMax menu or by having the Invoice Hub configuration 'Always Upload the Building' ticked while resubmitting the invoice.

Creditors Management

Invoices that have been approved via the Invoice Hub can be placed on hold using ***Creditors Management*** as normal. Any invoices that have been approved via the Invoice Hub cannot be uploaded again for approval and will show as 'A' for approved in the 'On Hub' column in the 'Review Invoices' screen.

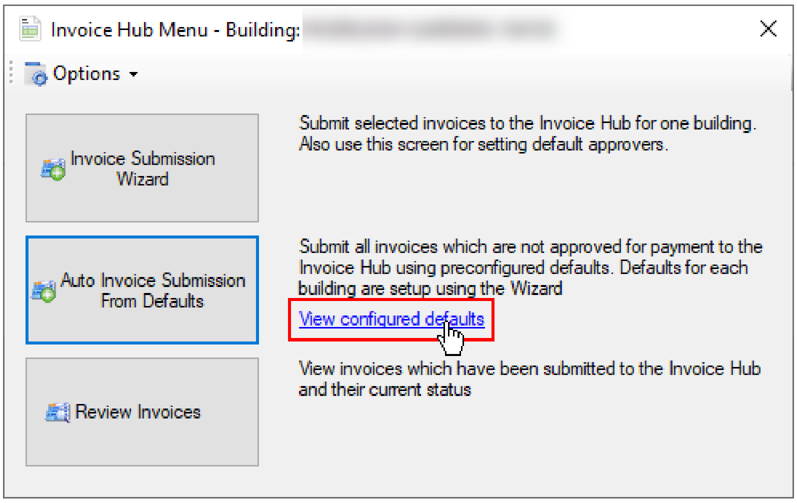
Approved Invoice on Hold Report

This report will identify any buildings that has an invoice that was approved via the Invoice Hub, but then placed on hold using ***Creditors Management***.

1. Search or select ***Invoice Hub***.
2. Select the *Options* menu > *Report*.
3. Select *Approved Invoices On Hold*.

View Configuration Defaults for Approvers

Click the blue link 'View configured defaults' to produce a *global* report that displays the approver defaults for each building in your portfolio. Just be aware that you may be prompted for an Administrator password if the security has been enabled for this report.



The report contains columns for the ***Office Bearer***, how many approval layers are set up, Which Limit, the *Approval Limit*, and the Minimum number of approvers required to approve the invoices.

Support 5.6 Testing Version

Invoice Hub Approval Configuration

	Office Bearer	Layer	Which Limit	Approval Limit	Min # Authorisors
104105	STRATAMAX ONLINE HELP				
	DAVE DANGER	1	At or below	500	1
	GREG GORDON	2	At or below	500	1
	CHARLIE CHIPS	1	Above	500	1
	EDWARD EGGS	2	Above	500	1
230321	JESS WOLVERINE KEEP				
				500	
27745	[redacted]				
29391	[redacted]				
34934	[redacted]				
37629	[redacted]				
38378S	[redacted]				
99167A	[redacted]				