

# MANAGING INVOICES

Owners can view, manage and communicate about invoices for their buildings within the Strata Title App.

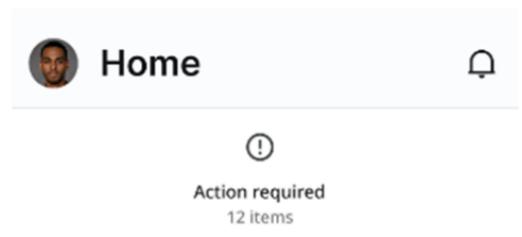
When an invoice is uploaded to the Portal it is sent to the First Approver, and after approval, to other necessary Internal Approvers (your BCM), then any additional External Approvers (designated Committee Members and Owners).

When the invoice has been approved by all necessary Approvers, it is sent for payment.

## How to Access Invoices

Owners can view invoices 3 ways:

1. Through the Home Page (visible under 'Action items')

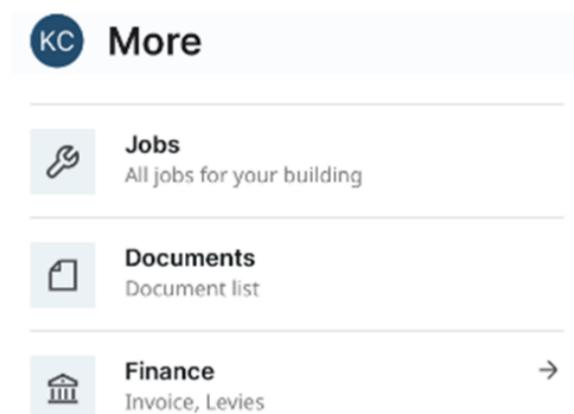


### Plan No. 1234 ▾

Sun Hills Appartments  
56 O'Mally Road, ST LEONARDS, 2065, NSW

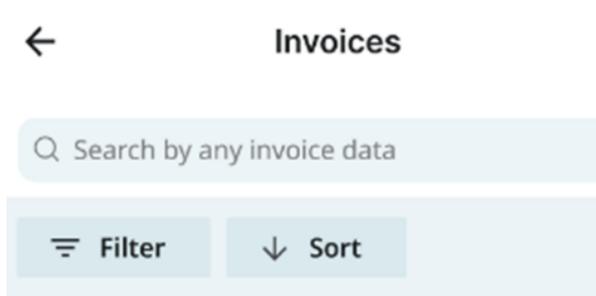
3 Open Invoices	16 Open Jobs
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2. Through the building profile



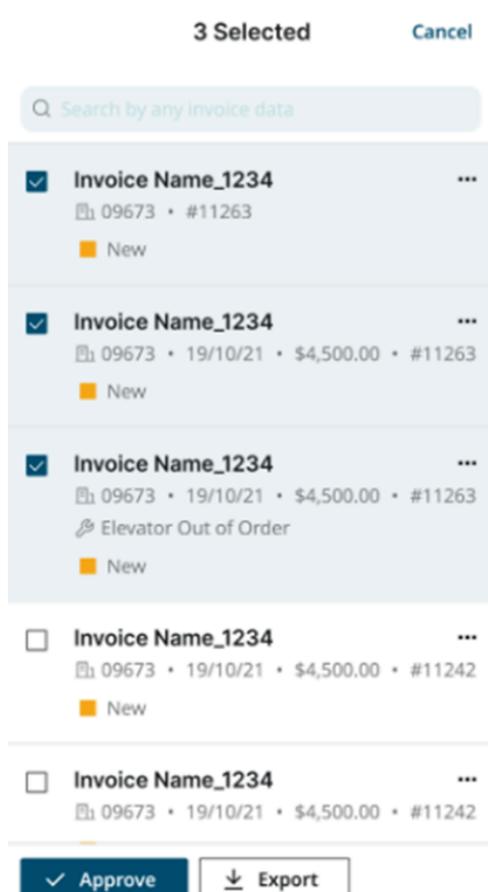
3. Or through the Invoice Page (select more > Finance > Invoices)

## How to: Search for Invoices



- Use the search bar to find invoices with keywords. Filters include Plan, Service Provider, Amount, Date Range, and more.
- You can preview/download invoices and see details like approvers, amounts etc.

## How to: Approve Invoices



- Open the invoice, review the details, and click 'Approve' when ready.
- Owners can message other approvers about an invoice directly from the invoice or chat icon.
- By clicking the three dots, owners can perform more actions such as share the invoice, message others, or add it to favourites.

### **Bulk Actions:**

- To action multiple invoices at once - select the boxes from the invoice list page and approve or export them in bulk.