Invoice Approval User Guide & Tips

In this guide you will find the following:

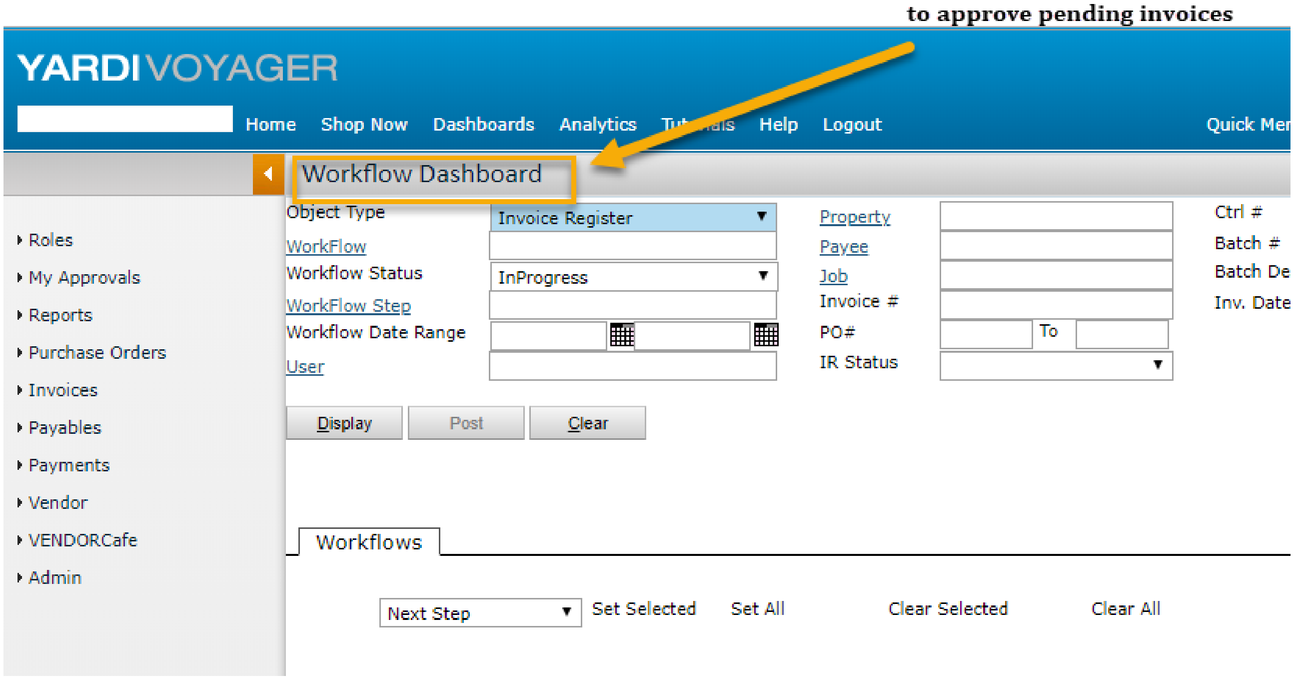
- How to review pending invoices
- Explanation of the columns displayed in your workflow dashboard
- Why the invoice image won't open
- Approving Multiple invoices
- Invoice Register Dashboard
    - Looking up paid invoices and approved invoices
    - Exporting invoices to pdf

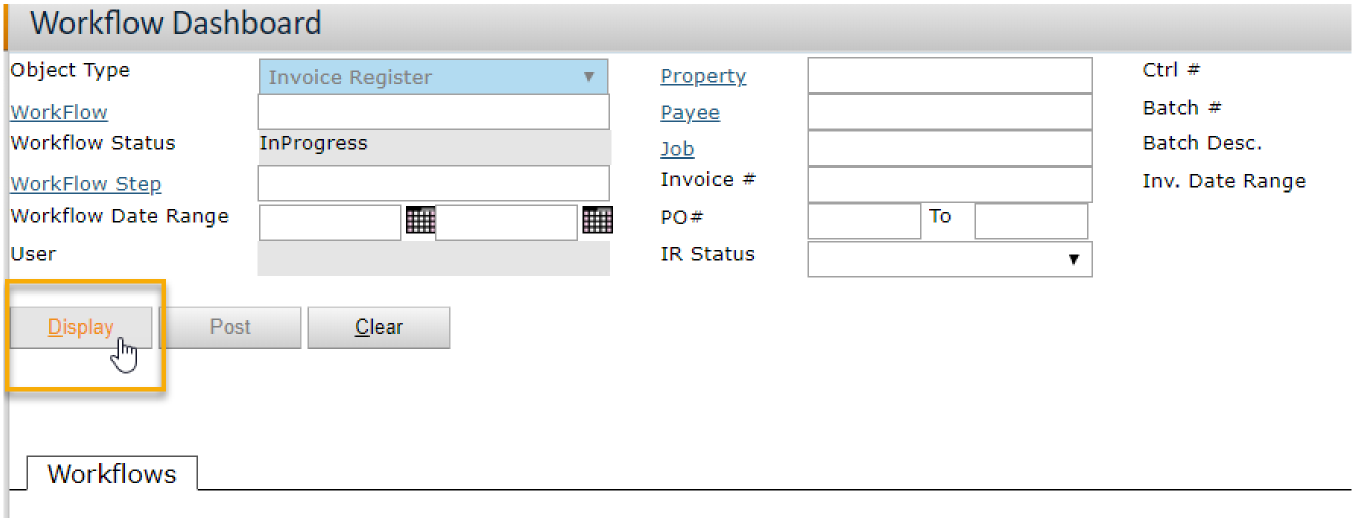
- Using the Mobile APP to approve invoices

How do I review my pending invoices?

1. *Workflow Dashboard.* The workflow dashboard is where all invoices pending approval will be listed. Click the **Display** button so it lists the invoices waiting your approval under the **Workflow Tab**.

Your personal workflow dashboard to approve pending invoices





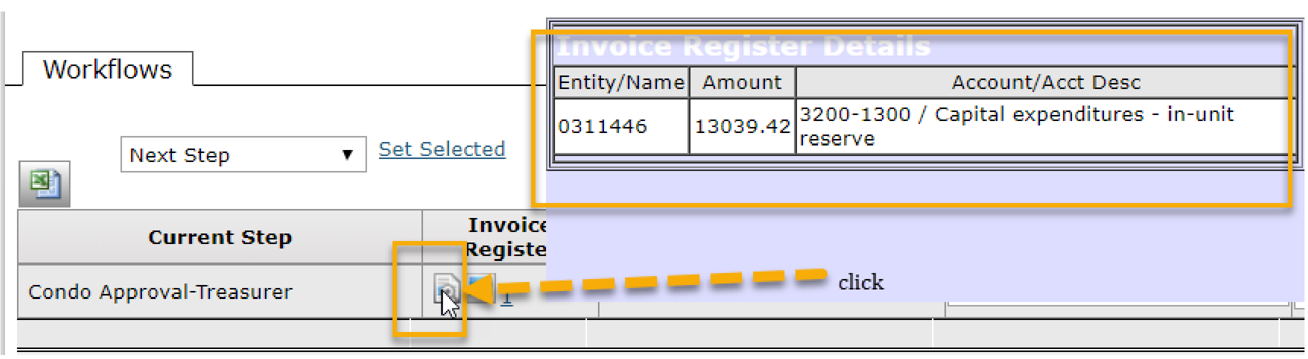
What do all the columns listed under the Workflow tab mean?

2.

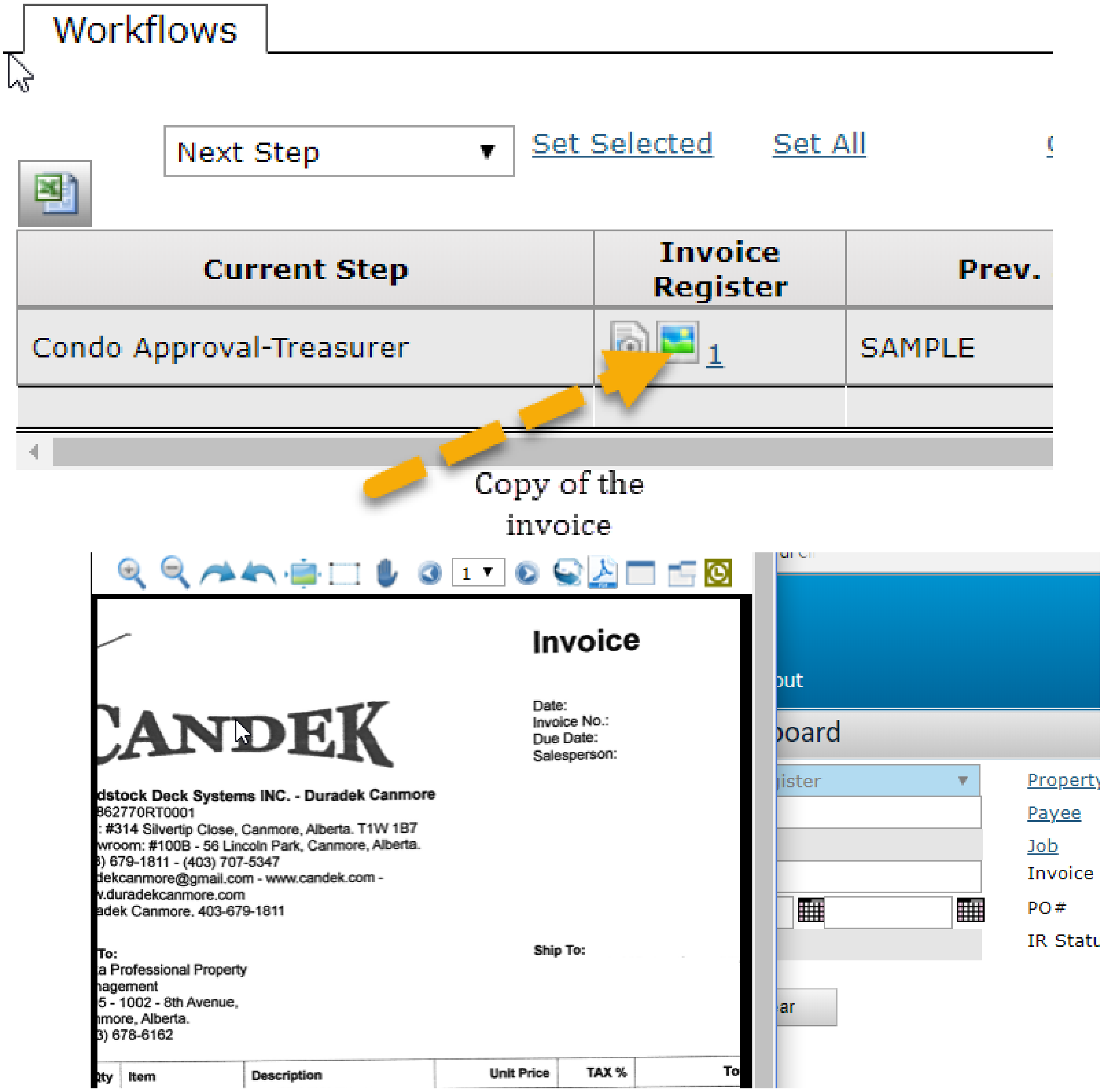
a. **Current Step** - This step will read 'Condo Approval – Treasurer'. This is informing you that the invoice is with you to final approve.

b. **Invoice Register** – This column has two icons that you have access to.

i. The first one which looks like a magnifying glass lists the GL account it has been coded to, account description and the dollar amount. Hover your cursor over this icon (or click) to display those details.

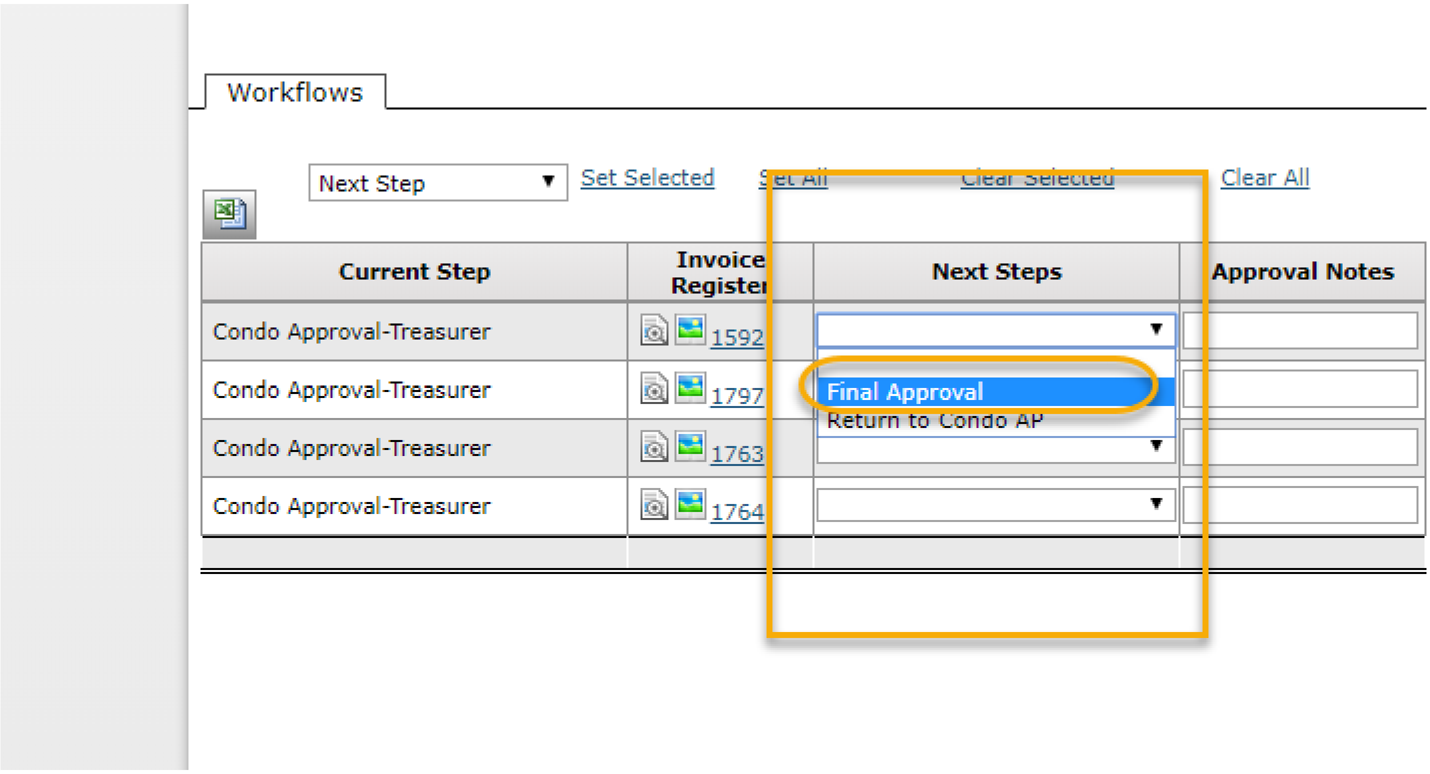


ii. The second icon is a colorful image. By double clicking on this you will open a new window displaying a copy of the actual invoice.



c. **Next Steps** – This is the column you will use to Final Approve your invoice. Click on the arrow to list your options.

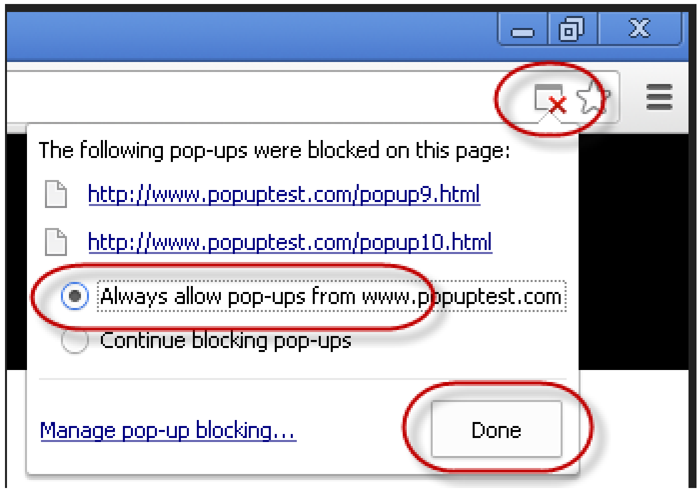
    i. ****Note****Don't forget to click POST after selecting 'Final Approval' or 'Return to Condo AP'. The invoice will not be pushed through the workflow until you click POST.



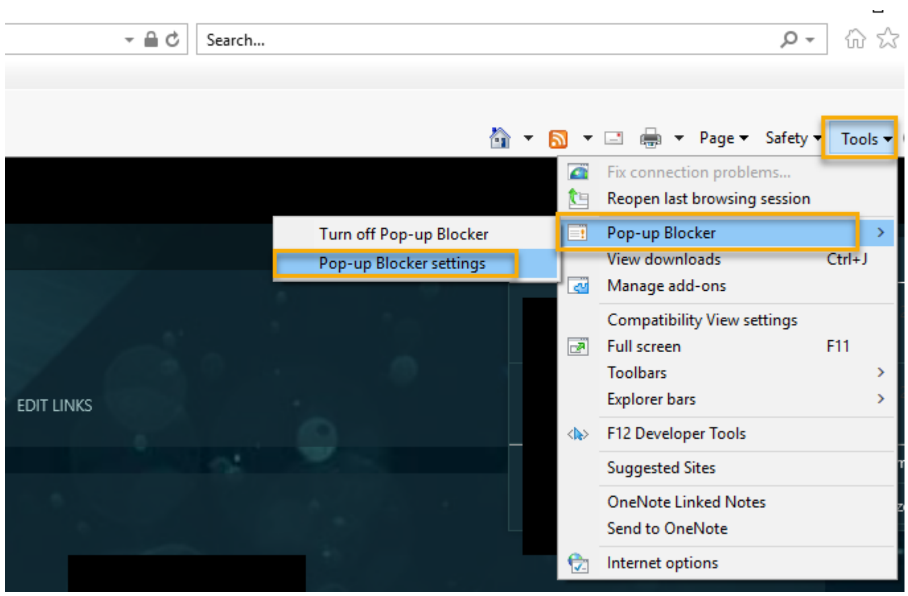
d. **Approval Notes** – This field is used for notes when returning the invoice to Condo AP. Please put a description to why the invoice is being returned. Again, don't forget to click **POST** after selecting your next step.
e. **Payee** – The payee/vendor of the invoice you are paying.
f. **Property** – Your condominium corporation plan number
g. **Property Description** – The name of your condominium
h. **Invoice Number** – Invoice number displayed on the invoice
i. **Amount** – Total on the invoice that is to be paid
j. **Notes** – This field will display any notes the Property Manager or Accounts department wishes to communicate information to you about that specific invoice.
k. **Select** – You can select multiple invoices to final approve (see further details on this under the header – 'Approving Multiple Invoices').

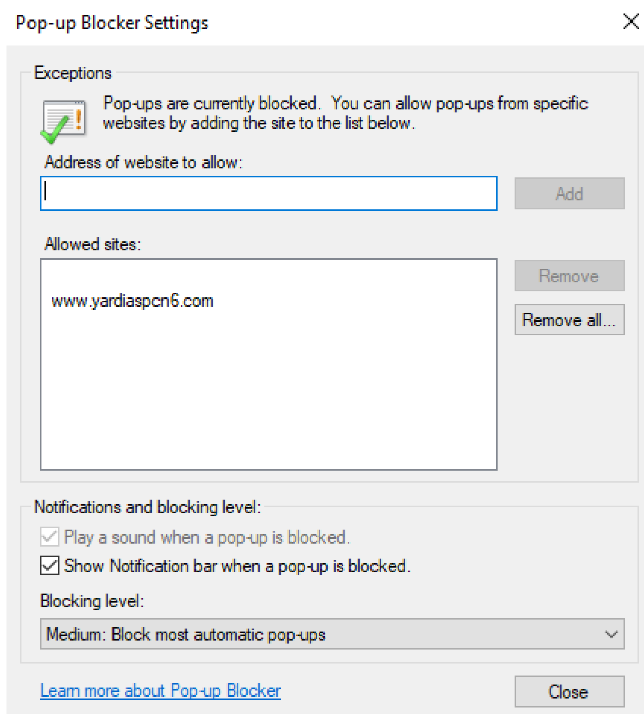
I am clicking on the image icon to review the invoice and it will not open

3. Your pop-up blocker is blocking the browser from opening a new window in this site. In your **Google Chrome Browser**, you must select 'always allow pop ups from this site'. Once you do that, you will not experience this issue again. In the top right-hand corner of your browser you may see a little red icon with a number '1' or 'x'. Right click on it and choose 'always allow pop ups from this site'. Now you can go back and double click on the middle icon to display your invoice.



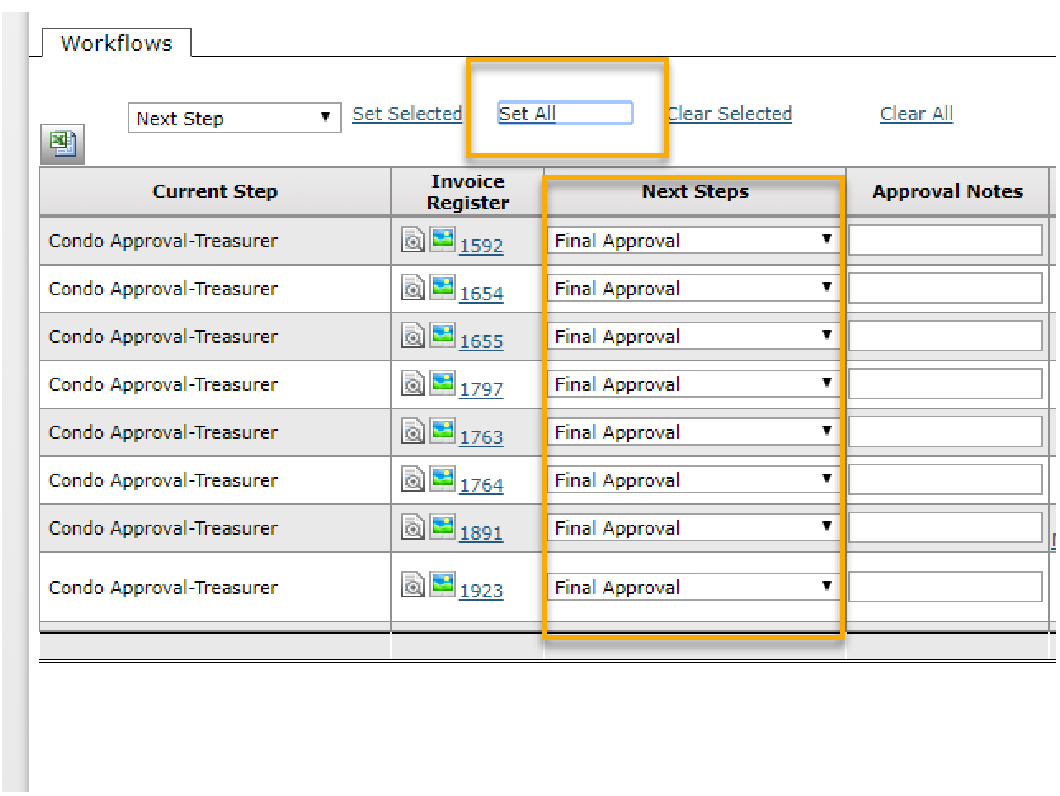
4. If you are using **Internet explorer,** you can click ‘Tools’ at the top and go to ‘Pop-up Blocker’ settings. Then click ‘Add’ for Address of site to allow.



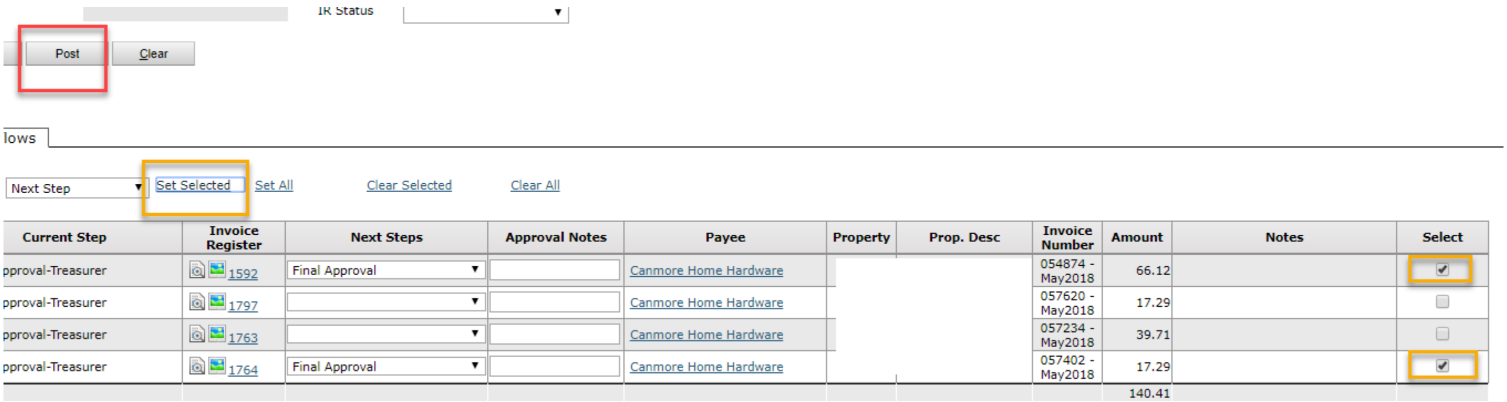


How do I approve multiple invoices all at once?

5. Click *'Set All'* and the Next Step will change all you pending invoices to *'Final Approve'*. Then click POST and all your pending invoices will be sent to our Accounts team for processing. They will print and release cheques for payment.

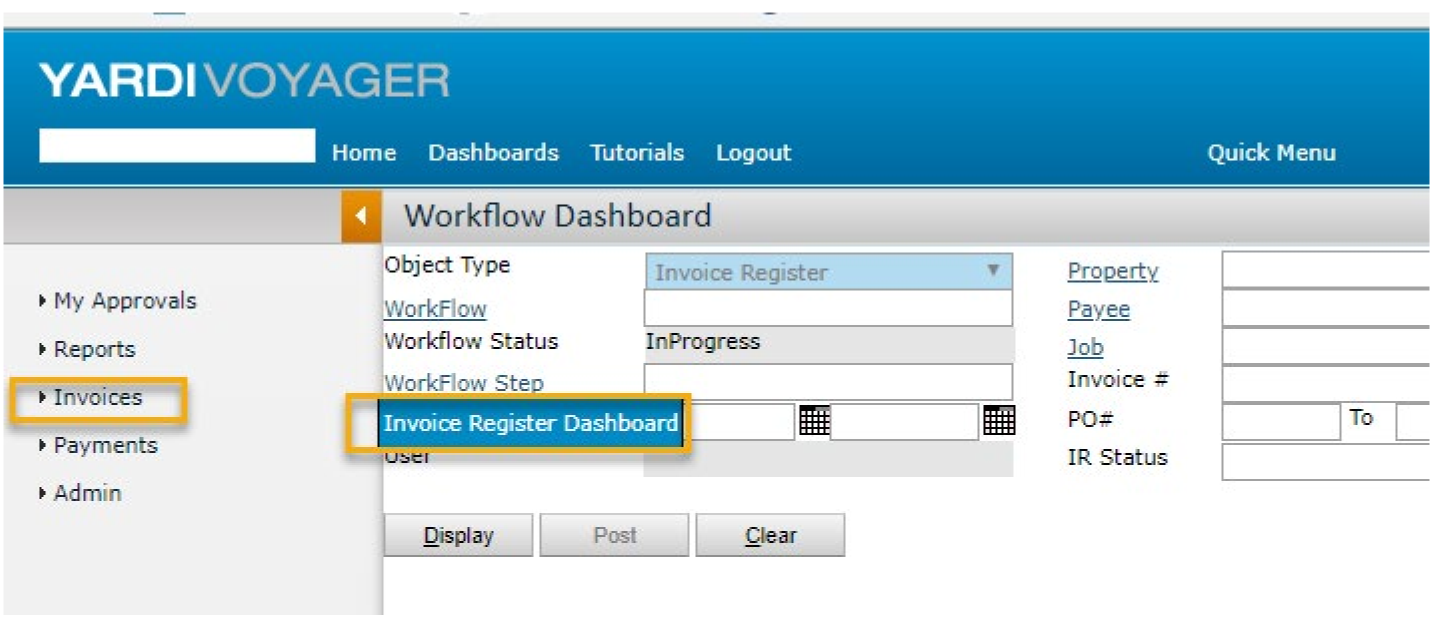


a. If you don't want them all to be set as Final Approve and only a few selected, you must check mark the square box in the last column under **Select.** This is convenient to use for standard reoccurring invoices such as utility bills. Select them and then click 'Set Selected' and Post. This sends those selected ones off to accounts. You can spend time going through the remaining invoices individually if necessary.

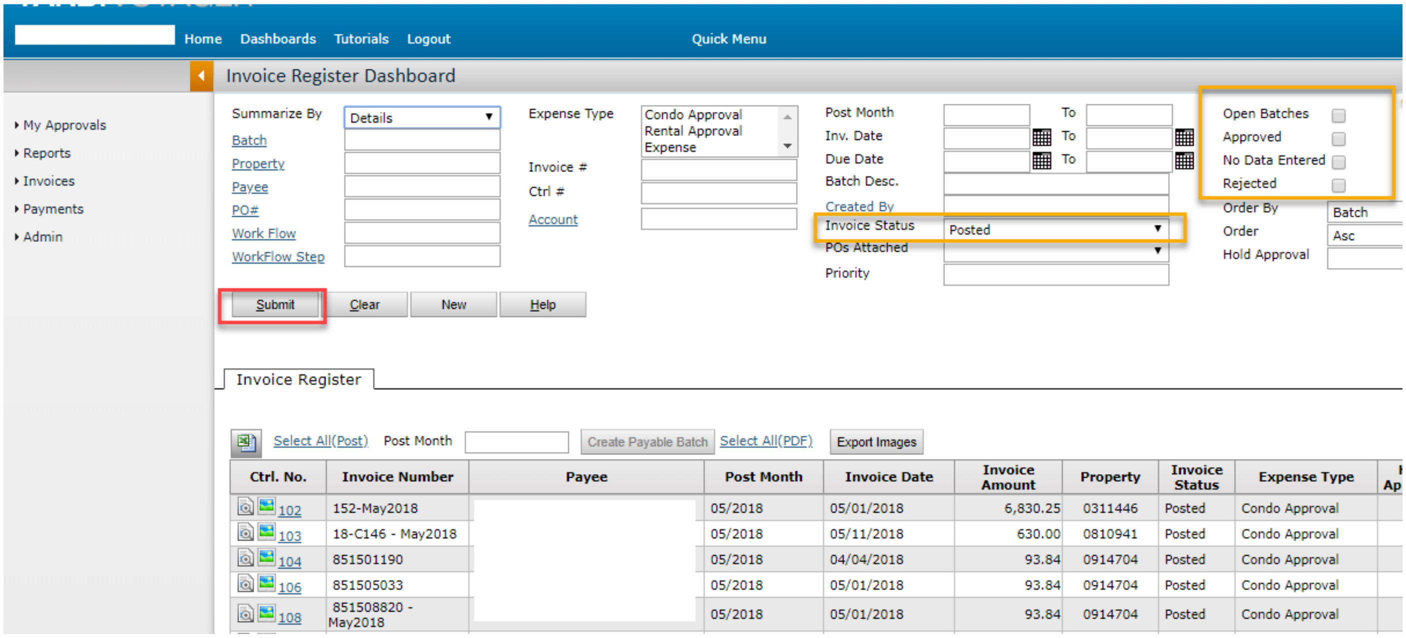


Using your Invoice Register Dashboard

6. Think of this dashboard as your filing cabinet. You can filter your search by using all the various fields. Searching invoices by payee, approved, posted and rejected. Follow instructions below:
   a. Side Menu: Invoices – Invoice Register Dashboard



7. **How do I review all my posted and paid invoices?**
   a. Uncheck open batches (it will default to this). Change the *Invoice Status* filed to **Posted**



Ctrl. No.	Invoice Number	Payee	Post Month	Invoice Date	Invoice Amount	Property	Invoice Status	Expense Type
102	152-May2018		05/2018	05/01/2018	6,830.25	0311446	Posted	Condo Approval
103	18-C146 - May2018		05/2018	05/11/2018	630.00	0810941	Posted	Condo Approval
104	851501190		05/2018	04/04/2018	93.84	0914704	Posted	Condo Approval
106	851505033		05/2018	05/01/2018	93.84	0914704	Posted	Condo Approval
108	851508820 - May2018		05/2018	05/01/2018	93.84	0914704	Posted	Condo Approval

8. **How do I review approved invoices?**

Using the Payscan Mobile Application

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1. Downloading the App

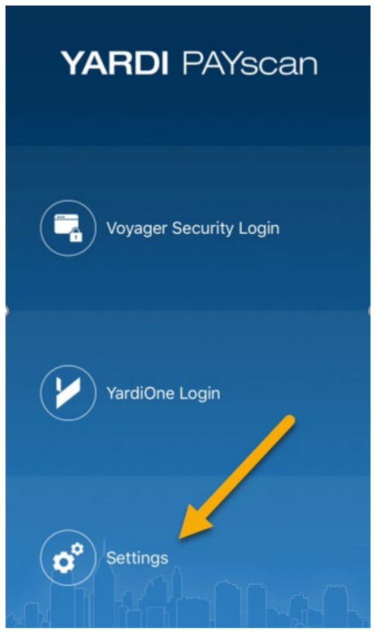
Go to your Apple App Store. Search for 'PAYscan Mobile', find the app and then click install. You will need your apple id and password for downloading this app. There is no fee to downloading the app.

The download should not take more than a few minutes. Once installed, you will need to open the app on your device.

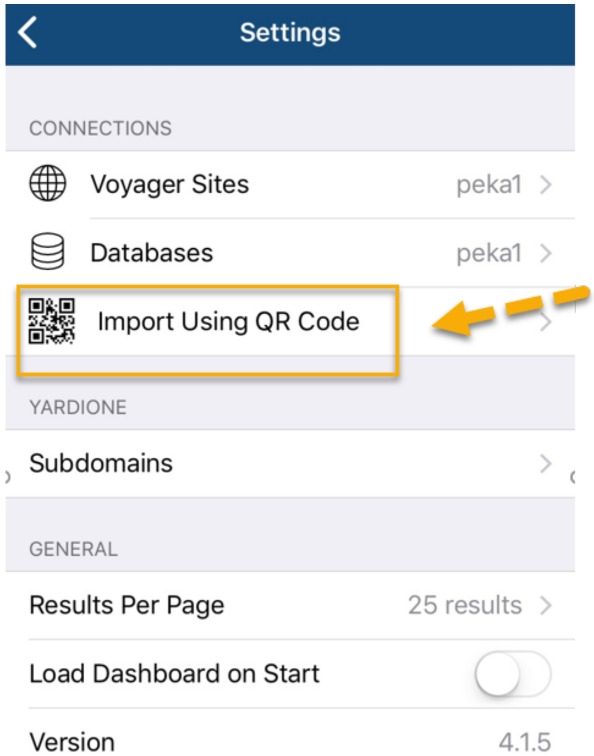
2. iOS Mobile Application Configuration

You can automatically configure your mobile device by using a quick response (QR) code. The QR code is a barcode that has the PEKA database loaded to it. Find QR steps below. Once in the 'Import Using QR Code' menu, you scan it using your mobile device camera. Follow these steps:

- In the APP home screen, Click on **'Settings'** to bring up the following menu.



- In 'Settings' locate the **'Import Using QR Code'** function.

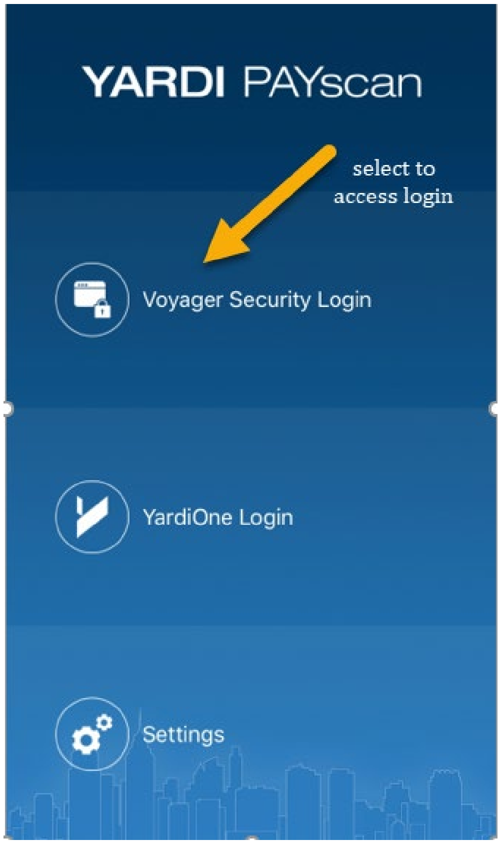


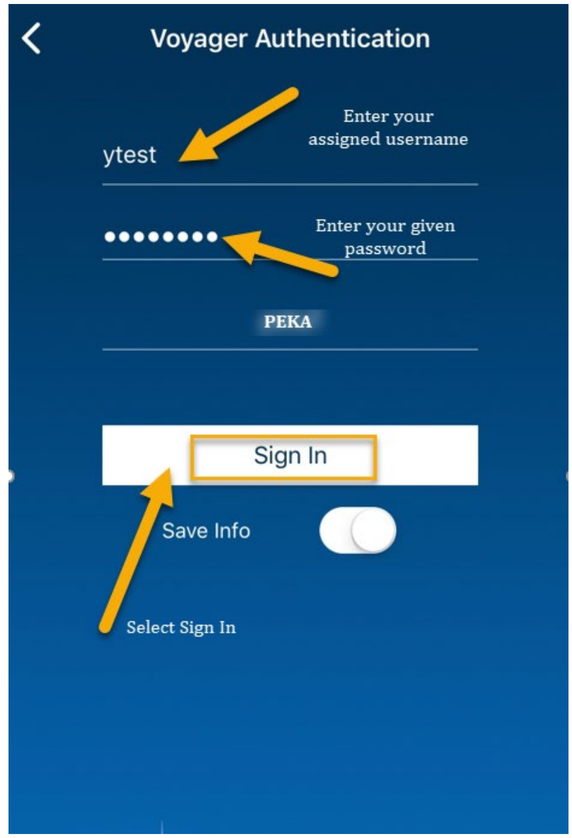
select this so you can take a photo of the QR code which will load the peka1 database

- Aim your mobile device camera at the **QR Code**, and the camera will close the moment it is done scanning. Make sure the QR code is perfectly centered in the middle of the camera square box. Please capture this QR Code image below and then you can return to main screen to select **'Voyager Security Login'**

1. Logging in

- Now that the QR code has been added to your Voyager Web and the PEKA Database information is loaded; you can now log in using your normal credentials which were sent out in May.
- Select Voyager Security Login
- In the Voyager Authentication screen, you can enter your Username/Password. The Database should read, ‘PEKA’. You can save your login credentials using the ‘Remember Me’ setting located below ‘Sign in’.



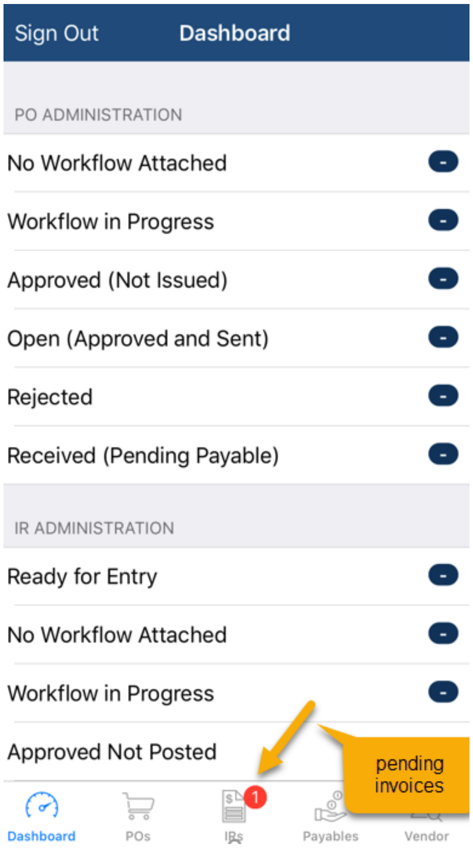


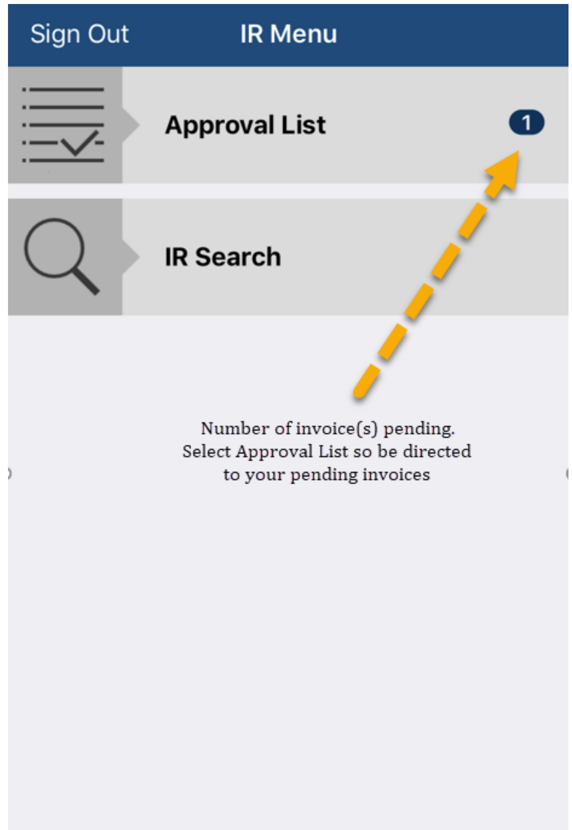
4. PAYscan Mobile User Interface

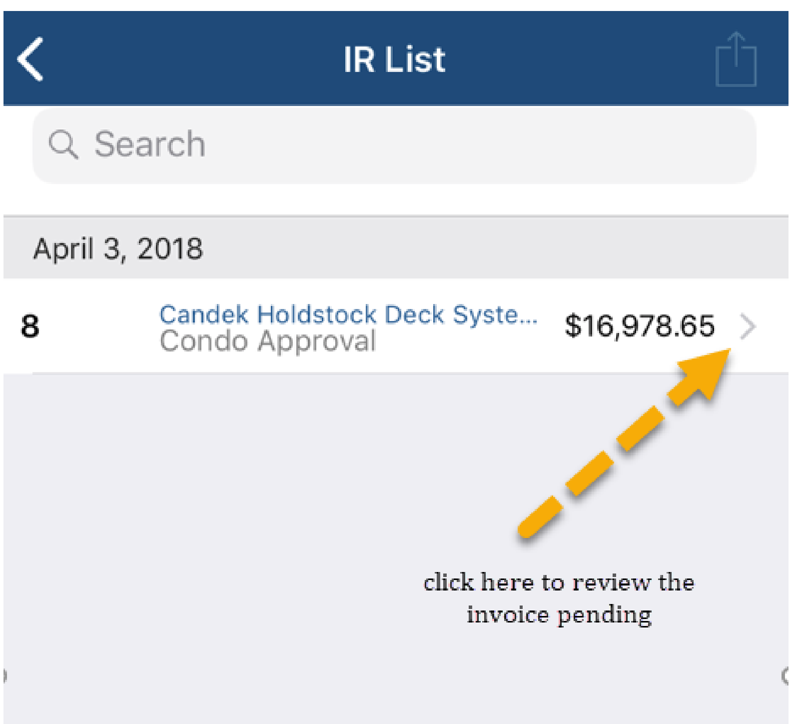
Dashboard Screen User Interface

The first screen that appears after you sign in to the PAYscan Mobile application is the Dashboard screen. From this screen, you can review Invoice Registers and payables.

- Click on **IR** at the bottom of the app as seen in the below image.
  - This Icon on the bottom menu (3rd icon from left) is the screen you will use. IR is short for Invoice Register. This is where you can search for invoices by payee, approved, rejected and paid (posted). When you have invoices to approve this IR icon will display a red circle with a number. Touch the icon to enter your IR dashboard
- Now you are in the IR Menu. Please select **Approval list**. This is where all pending invoices are located.

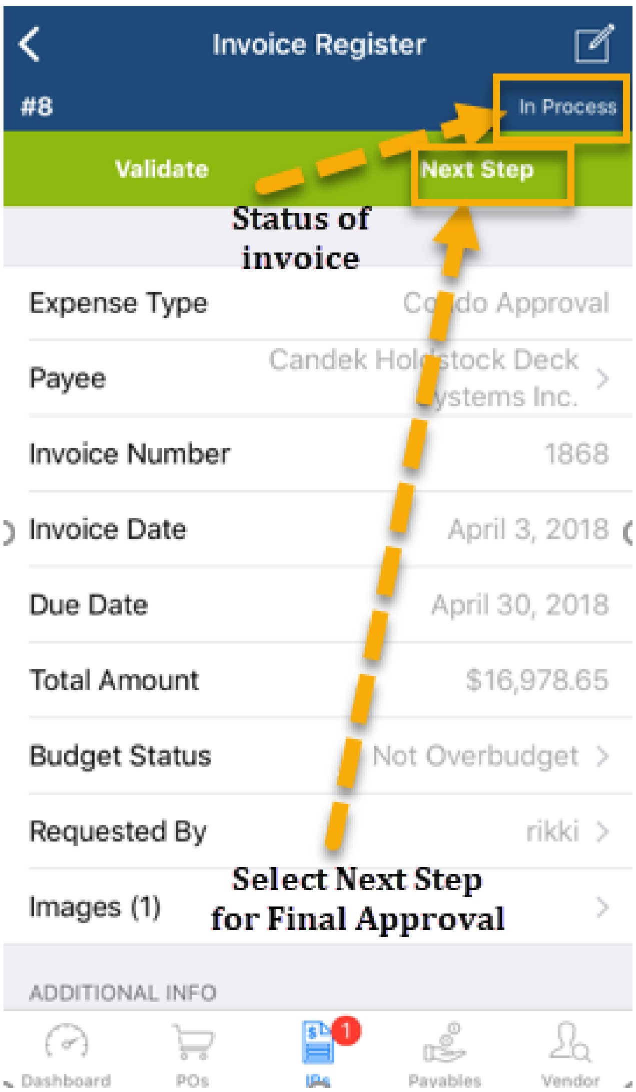

Sign Out
Dashboard
PO ADMINISTRATION
No Workflow Attached
Workflow in Progress
Approved (Not Issued)
Open (Approved and Sent)
Rejected
Received (Pending Payable)
IR ADMINISTRATION
Ready for Entry
No Workflow Attached
Workflow in Progress
Approved Not Posted
pending invoices
1
Dashboard
POs
IRs
Payables
Vendor

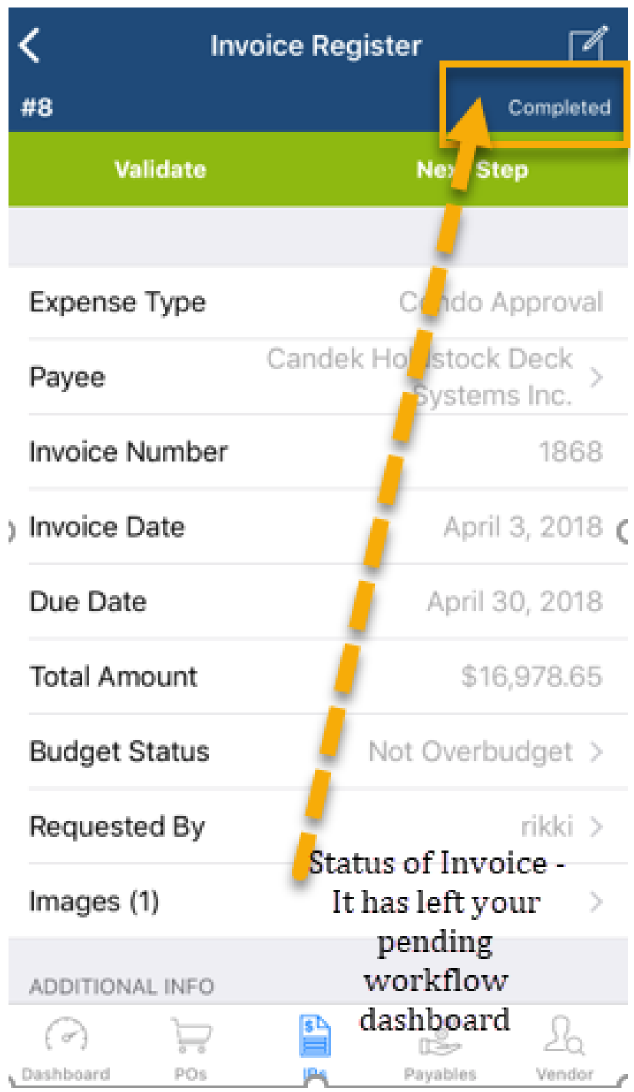

Sign Out
IR Menu
Approval List
1
IR Search
Number of invoice(s) pending.
Select Approval List so be directed
to your pending invoices


IR List
Search
April 3, 2018
8
Candek Holdstock Deck Syste...
Condo Approval
$16,978.65
click here to review the
invoice pending

5. Approving an Invoice & reviewing the invoice image

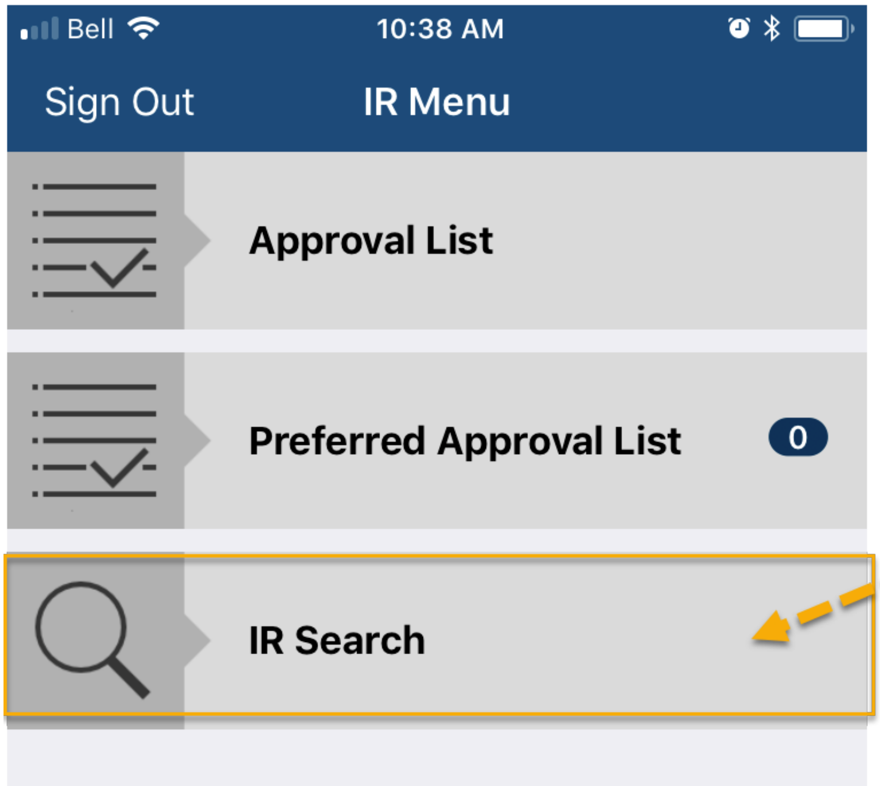
To approve an invoice, you must click on the **'Next Step'** button at the top of the page. From here you can select the appropriate next step for the workflow based on your review of the invoice. There is a notes field for sending messages to the next approver, as well as the workflow history summary. When you are ready to move it forward, simply click save and you are done! Go back to the Invoice Register Selection Screen to continue the process. The last row that reads, **Images** (9th from top), is where you can review the actual invoice. Click images and it will take you to a screen displaying the original invoice.



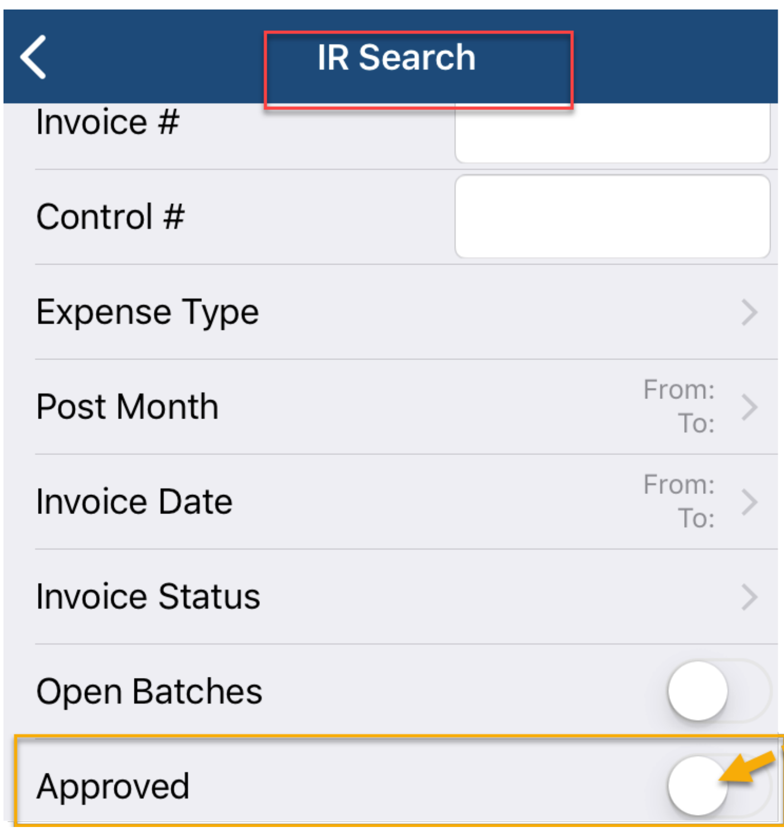


6. How do I find an approved or paid invoice?

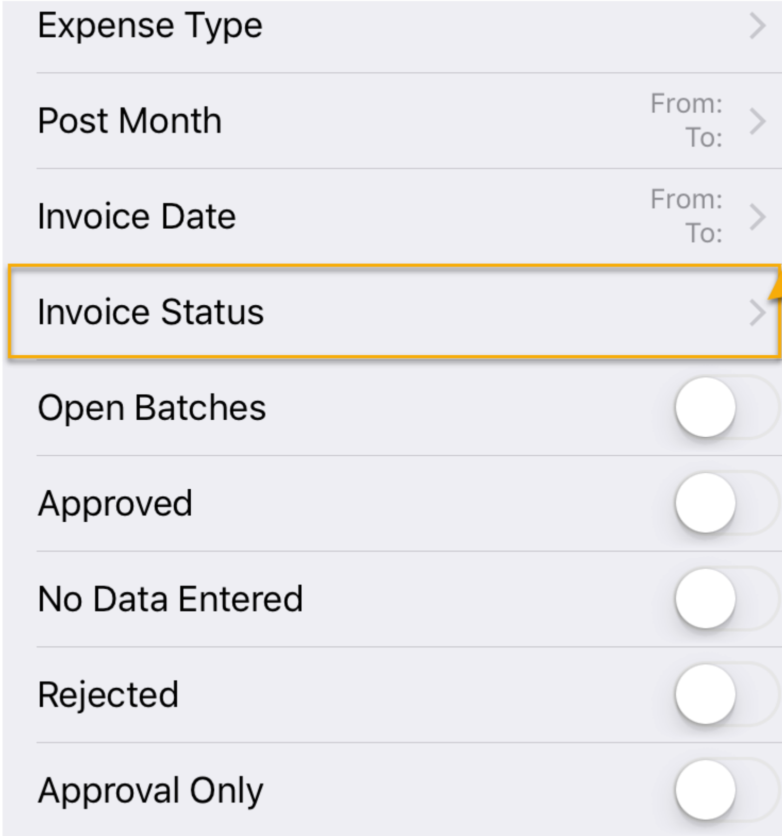
Using you **IR dashboard menu** at the bottom under additional info, click on **IR Search.** From this menu you can filter your search by vendor, invoice #, approved, rejected and paid (posted) invoices. All these rows are searchable to filter your search.



This is your filing cabinet. It will allow you to search for approved invoices (not yet paid), rejected invoices and posted (paid) invoices.



Click the white circle to select. This will allow you to search all approved invoices that are final approved by you but not yet posted and paid



This allows you to view all paid invoices.
Once selecting this, click 'posted'