
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**

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Home Shop Now Dashboards Analytics Tutorials Help Logout Quick Menu

Workflow Dashboard

Roles
My Approvals
Reports
Purchase Orders
Invoices
Payables
Payments
Vendor
VENDORCafe
Admin

Object Type: Invoice Register
Workflow: Workflow
Workflow Status: InProgress
Workflow Step: Workflow Step
Workflow Date Range: [Calendar] [Calendar]
User: [Input]

Property: [Input]
Payee: [Input]
Job: [Input]
Invoice #: [Input]
PO#: [Input] To [Input]
IR Status: [Dropdown]

Ctrl #
Batch #
Batch De
Inv. Date

Display Post Clear

Workflows

Next Step [Dropdown] Set Selected Set All Clear Selected Clear All

Workflow Dashboard

Object Type	Invoice Register	Property		Ctrl #
WorkFlow		Payee		Batch #
Workflow Status	InProgress	Job		Batch Desc.
WorkFlow Step		Invoice #		Inv. Date Range
Workflow Date Range		PO#	To	
User		IR Status		

Workflows

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.

Workflows

Next Step

Invoice Register Details		
Entity/Name	Amount	Account/Acct Desc
0311446	13039.42	3200-1300 / Capital expenditures - in-unit reserve



Current Step: Condo Approval-Treasurer

Invoice Register click

- 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.

Workflows

Next Step [Set Selected](#) [Set All](#)

Current Step	Invoice Register	Prev.
Condo Approval-Treasurer	  1	SAMPLE



Copy of the invoice

Invoice

CANDEK

Duradek Deck Systems INC. - Duradek Canmore
862770RT0001
Address: #314 Silvertip Close, Canmore, Alberta. T1W 1B7
Room: #100B - 56 Lincoln Park, Canmore, Alberta.
Phone: (403) 679-1811 - (403) 707-5347
Email: dekcanmore@gmail.com - www.candek.com - v.duradekcanmore.com
Duradek Canmore. 403-679-1811

Date:
Invoice No.:
Due Date:
Salesperson:

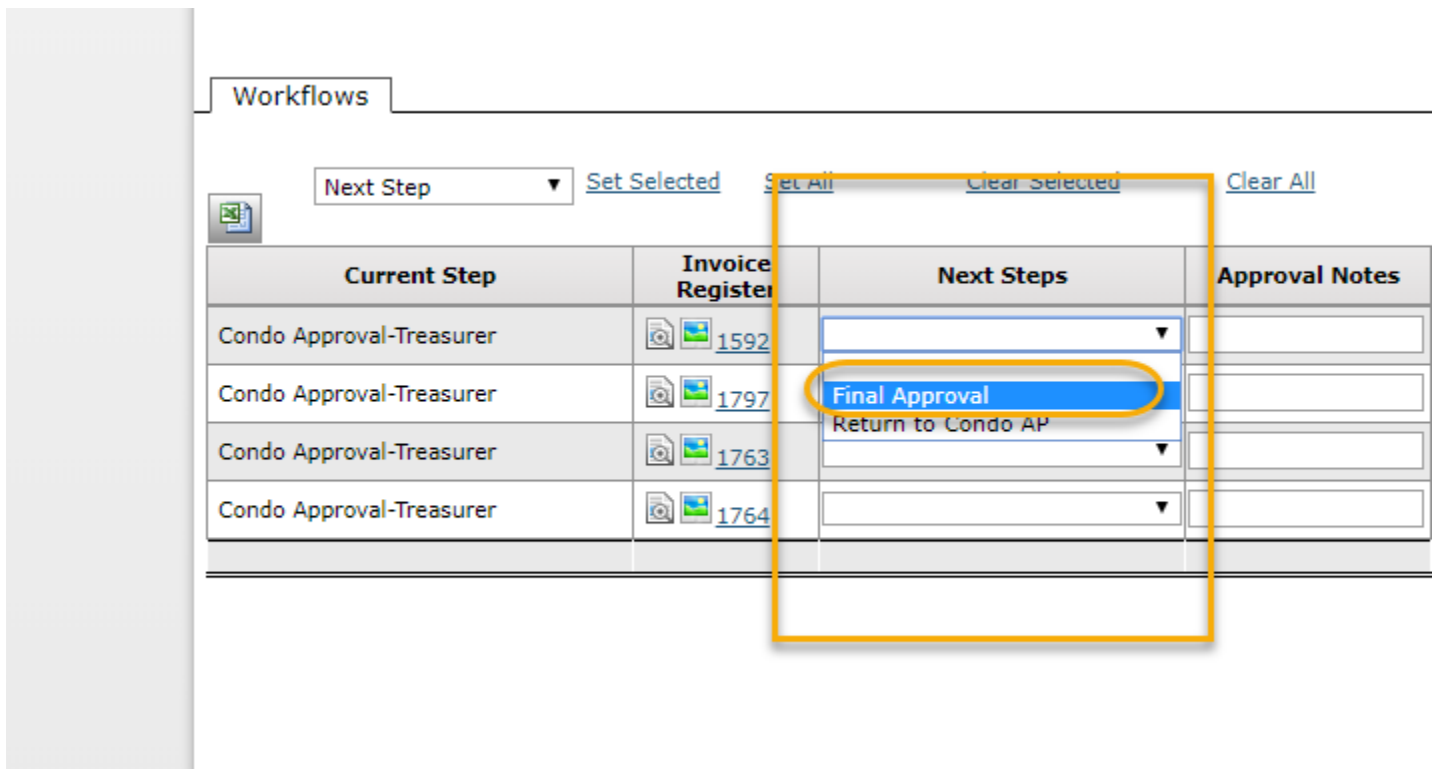
To:
Professional Property Management
15 - 1002 - 8th Avenue,
Canmore, Alberta.
Phone: (403) 678-6162

Ship To:

Qty	Item	Description	Unit Price	TAX %	Total
-----	------	-------------	------------	-------	-------

Property
Payee
Job
Invoice
PO #
IR Statu

- 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.



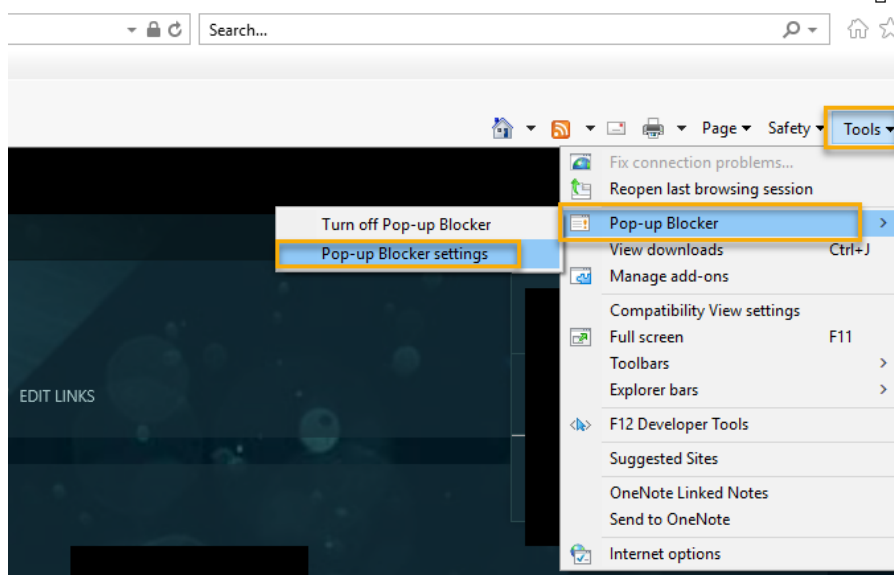
- d. **Approval Notes** – This field is used for notes when returning the invoice to Condo AP. Please put a description to why the invoice is being returned. Again, don't forget to click **POST** after selecting your next step.
- e. **Payee** – The payee/vendor of the invoice you are paying.
- f. **Property** – 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').

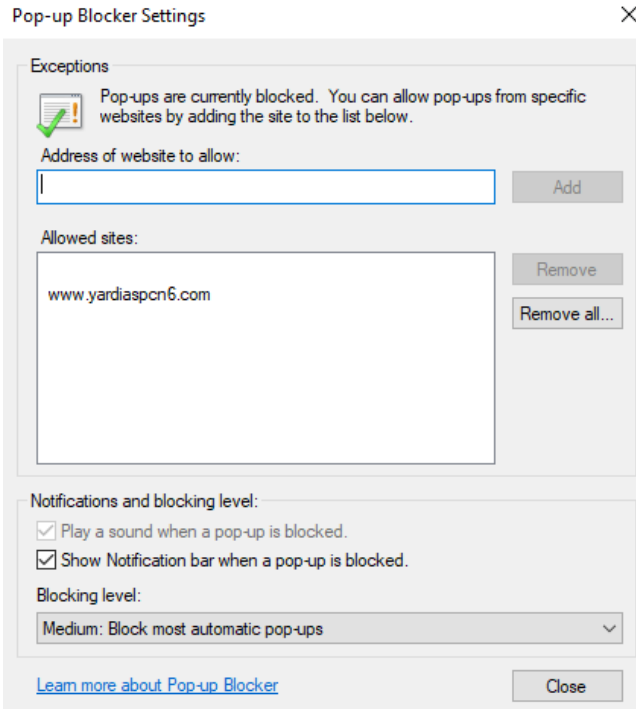
I am clicking on the image icon to review the invoice and it will not open

- 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?

- 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.

Workflows

Next Step ▼ Set Selected **Set All** Clear Selected Clear All

Current Step	Invoice Register	Next Steps	Approval Notes
Condo Approval-Treasurer	1592	Final Approval ▼	
Condo Approval-Treasurer	1654	Final Approval ▼	
Condo Approval-Treasurer	1655	Final Approval ▼	
Condo Approval-Treasurer	1797	Final Approval ▼	
Condo Approval-Treasurer	1763	Final Approval ▼	
Condo Approval-Treasurer	1764	Final Approval ▼	
Condo Approval-Treasurer	1891	Final Approval ▼	
Condo Approval-Treasurer	1923	Final Approval ▼	

- 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.

IK Status ▼

Post Clear

flows

Next Step Set Selected Set All Clear Selected Clear All

Current Step	Invoice Register	Next Steps	Approval Notes	Payee	Property	Prop. Desc	Invoice Number	Amount	Notes	Select
pproval-Treasurer	1592	Final Approval ▼		Canmore Home Hardware			054874 - May2018	66.12		<input checked="" type="checkbox"/>
pproval-Treasurer	1797	▼		Canmore Home Hardware			057620 - May2018	17.29		<input type="checkbox"/>
pproval-Treasurer	1763	▼		Canmore Home Hardware			057234 - May2018	39.71		<input type="checkbox"/>
pproval-Treasurer	1764	Final Approval ▼		Canmore Home Hardware			057402 - May2018	17.29		<input checked="" type="checkbox"/>
								140.41		

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

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Home Dashboards Tutorials Logout
Quick Menu

Workflow Dashboard

- ▶ My Approvals
- ▶ Reports
- ▶ Invoices
- ▶ Payments
- ▶ Admin

Object Type Invoice Register ▼

[Workflow](#)

Workflow Status InProgress

Workflow Step

Invoice Register Dashboard

User

Property

Payee

Job

Invoice #

PO# To

IR Status

Display
Post
Clear

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	i Ap
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 Payscale Mobile Application

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.

Search



PAYscan Mobile

Yardi Systems, Inc.

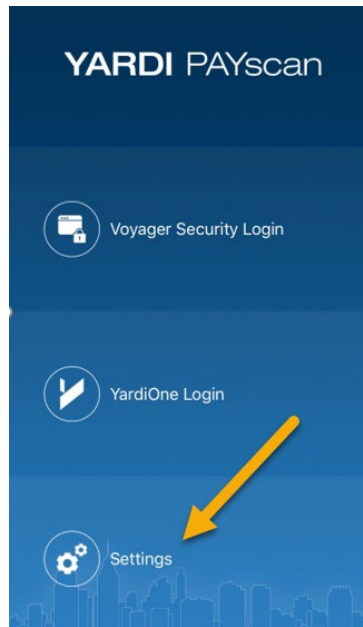
OPEN



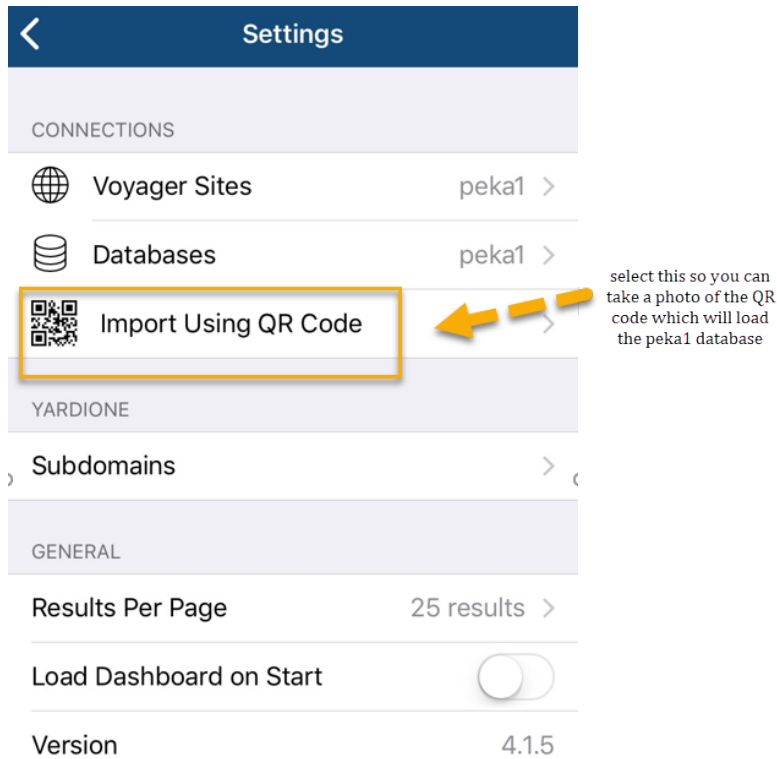
2. iOS Mobile Application Configuration

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.

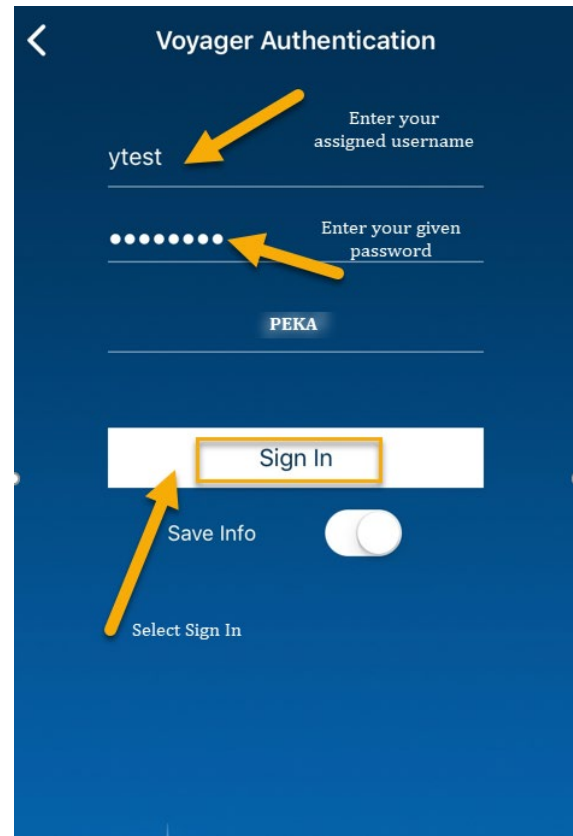
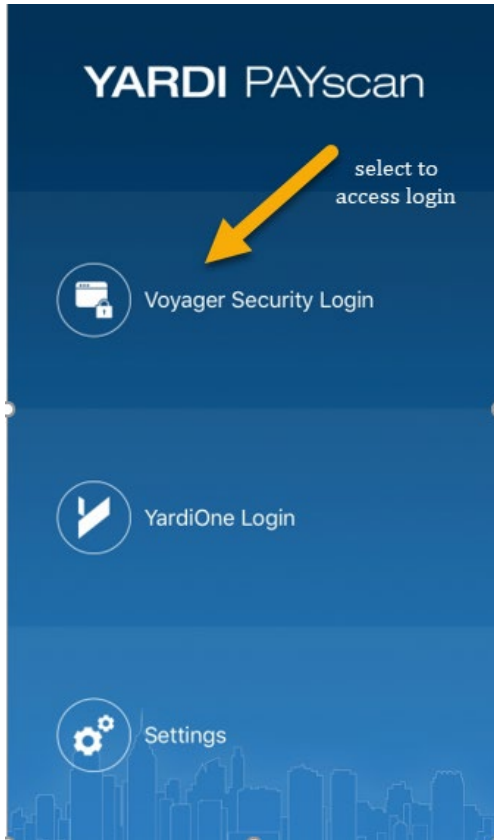


- Aim your mobile device camera at the **QR Code**, and the camera will close the moment it is done scanning. Make sure the QR code is perfectly centered in the middle of the camera square box. Please capture [this QR Code image below](#) and then you can return to main screen to select **‘Voyager Security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

Dashboard POs IRs Payables Vendor

pending invoices

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

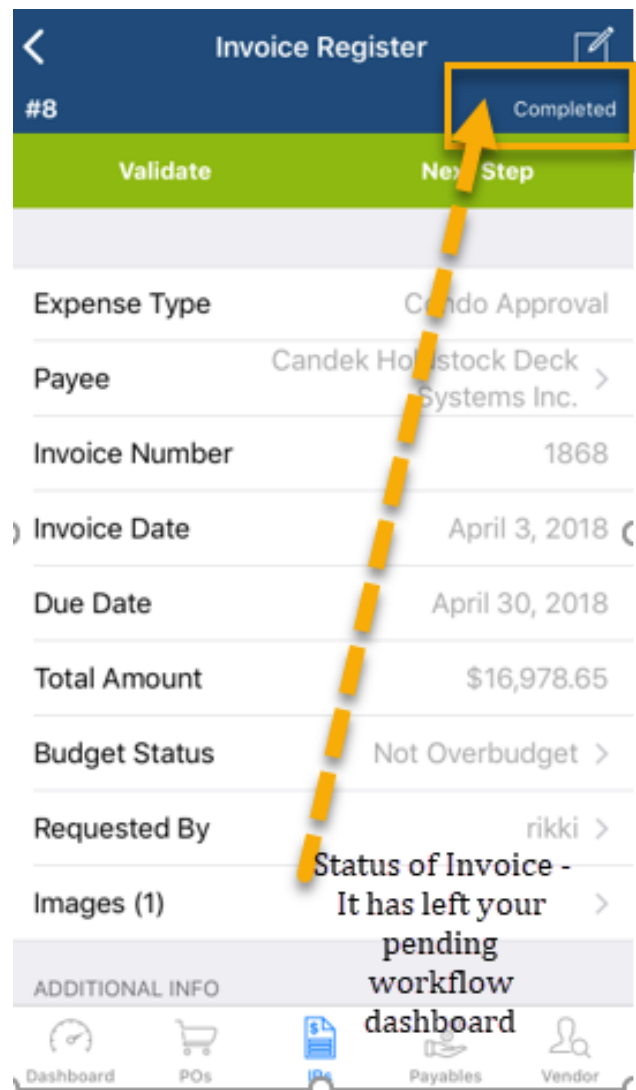
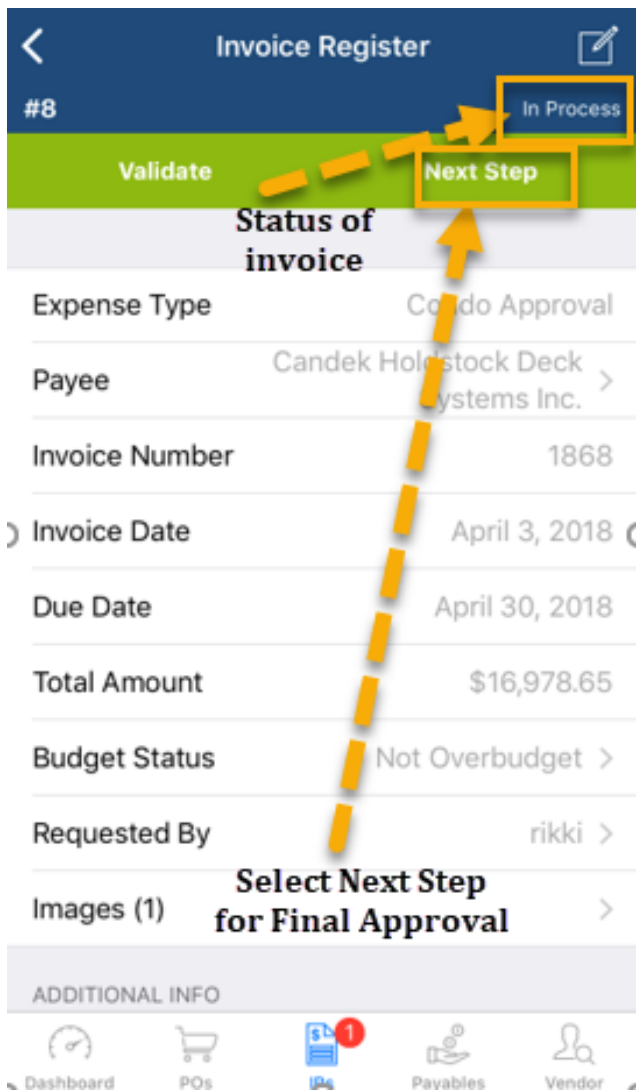
April 3, 2018

8	Candek Holdstock Deck System... Condo Approval	\$16,978.65	>
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click here to review the
invoice pending

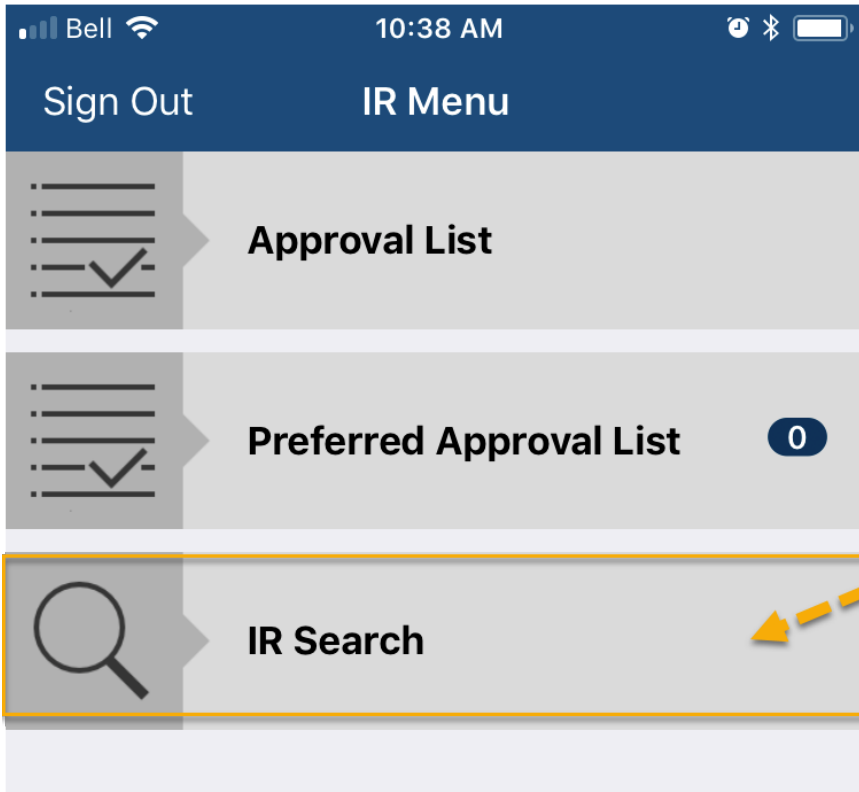
5. Approving an Invoice & reviewing the invoice image

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.

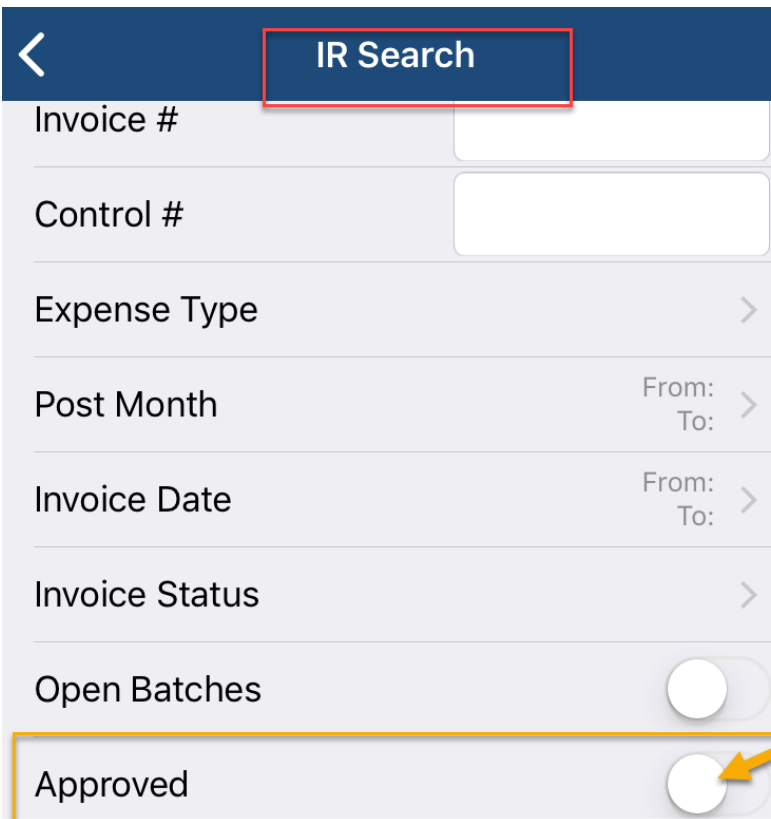


6. How do I find an approved or paid invoice?

Using your **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

Expense Type >

Post Month From: >
To: >

Invoice Date From: >
To: >

Invoice Status >

Open Batches

Approved

No Data Entered

Rejected

Approval Only

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

INVOICE STATUS

Ready for data entry

Keyed

Workflow in Progress

Approved

Posted

