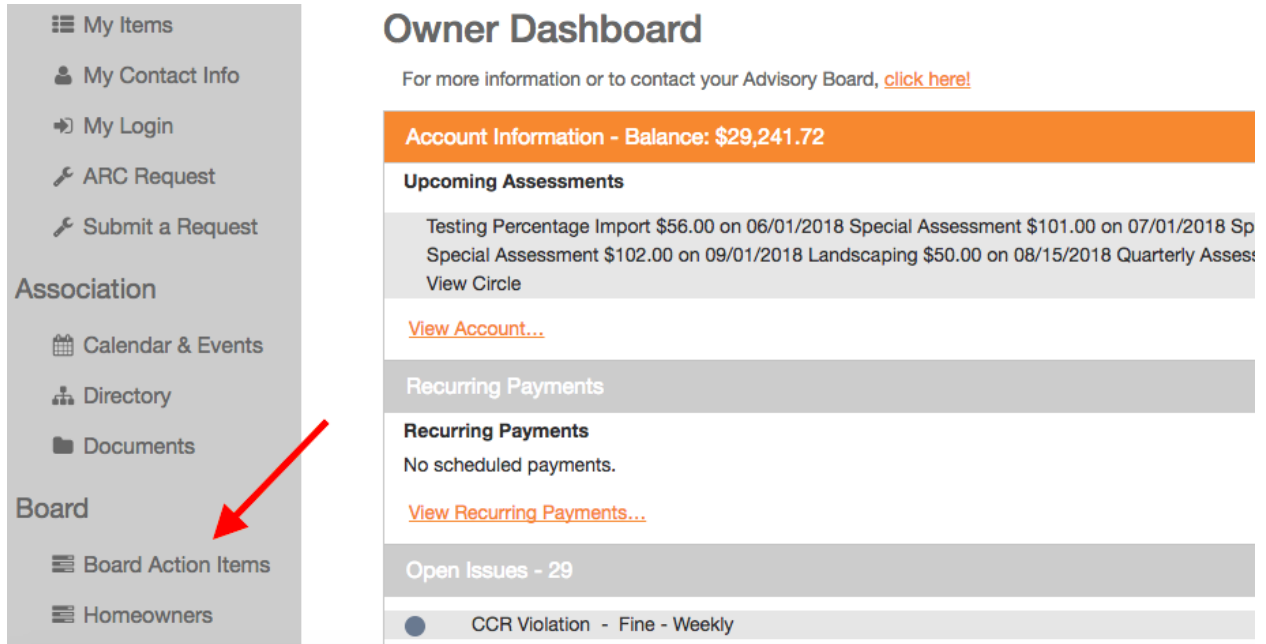


How to Approve Invoices as a Board Member

These instructions are for Board Members who have been given the role of Board Invoice Approver, to approve invoices from the Owners Portal. Log into your owner portal (<https://portal.pmcwi.com>) and navigate to the Board->Action Items page at the bottom left.



Owner Dashboard

For more information or to contact your Advisory Board, [click here!](#)

Account Information - Balance: \$29,241.72

Upcoming Assessments

Testing Percentage Import \$56.00 on 06/01/2018 Special Assessment \$101.00 on 07/01/2018 Sp
Special Assessment \$102.00 on 09/01/2018 Landscaping \$50.00 on 08/15/2018 Quarterly Asses
View Circle

[View Account...](#)

Recurring Payments

Recurring Payments

No scheduled payments.

[View Recurring Payments...](#)

Open Issues - 29

CCR Violation - Fine - Weekly

My Items

My Contact Info

My Login

ARC Request

Submit a Request

Association

Calendar & Events

Directory

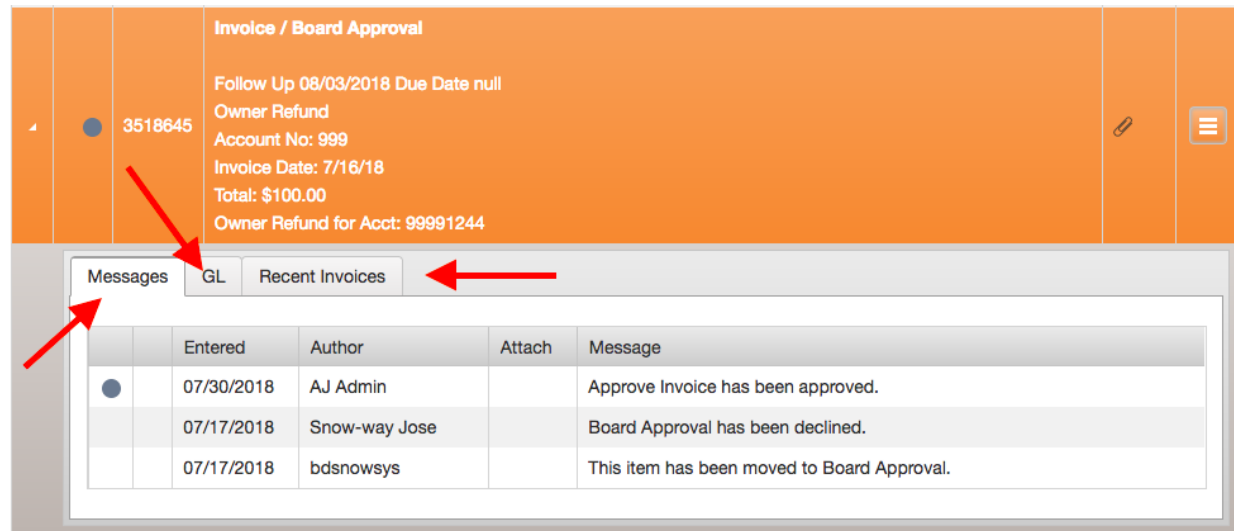
Documents

Board

Board Action Items

Homeowners

When you click on this page, you will see that Vantaca pushes all invoices assigned to you to this page. These are all the tasks or workflow action items that need your seal of approval - or denial in some cases. By clicking the drop down arrow on any invoice it will allow you to see specific information such as any Messages, the General Ledger (GL), that the invoice is coded to and any other previous invoices from that particular vendor.



Invoice / Board Approval

Follow Up 08/03/2018 Due Date null

Owner Refund

Account No: 999

Invoice Date: 7/16/18

Total: \$100.00

Owner Refund for Acct: 99991244

3518645

Messages GL Recent Invoices

	Entered	Author	Attach	Message
●	07/30/2018	AJ Admin		Approve Invoice has been approved.
	07/17/2018	Snow-way Jose		Board Approval has been declined.
	07/17/2018	bdsnowsyz		This item has been moved to Board Approval.

Clicking any paperclip icon will pull up an image of that invoice. By clicking the orange menu button you have options to either approve or decline this request or send a message.

Entered	Author	Attach	Message
07/30/2018	AJ Admin		Approve Invoice has been approved.
07/17/2018	Snow-way Jose		Board Approval has been declined.
07/17/2018	bdsnowsyz		This item has been moved to Board Approval.

In summary, by logging into the Owners Portal, and with a few clicks, you will be able to take care of all the invoice tasks assigned to your role as the Association Board Invoice Approver. The Board Invoice Approver responsibility is granted by your management company. To be setup as the Board Invoice Approver for your association, please contact your community manager about your permissions.