



Committee Member guide to PICA CommunityHub Portal

Date: 15 September 2020

PICA
PROPERTY & FINANCIAL SERVICES

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Financial Overview

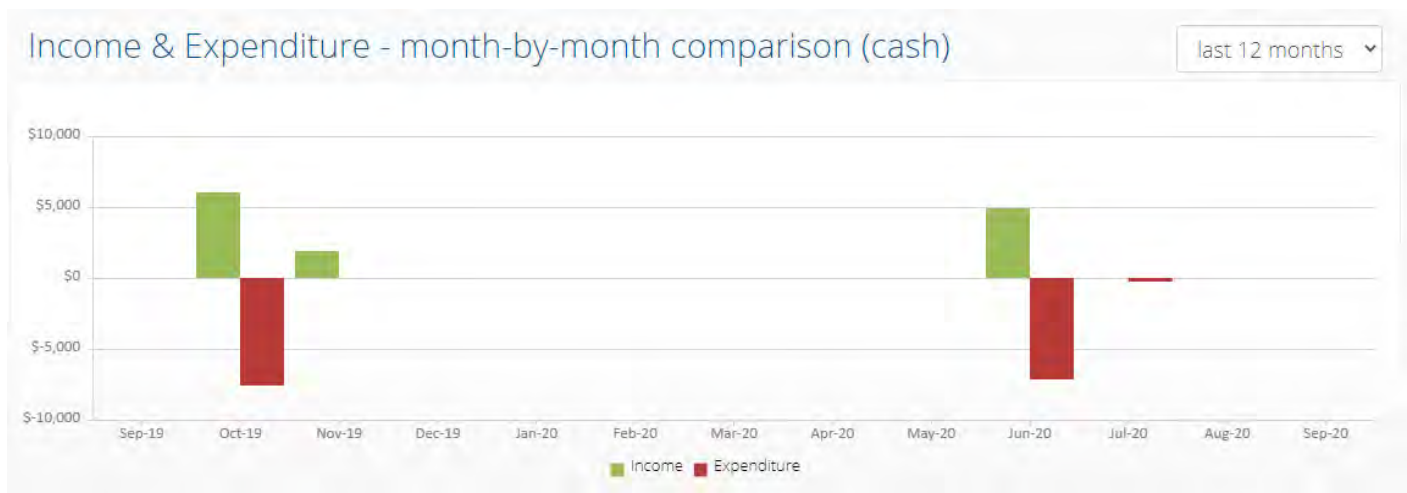
The financial overview section includes simple infographics that allows Committee Members with easy access to the financial status of the plan. Some of this information is also available generally to all owners (refer FAQ section for a detailed breakdown). Sections include the Financial Snapshot (overview), Collections, Annual Budget, Income vs. Expenditure, Balance Sheet and General Ledger.

Financial Snapshot

The Financial snapshot provides Committee Members with an overview of the financial position for the body corporate and includes the following viewing options:

1. Income & Expenditure – Month-by-month comparison graph
2. Current cash position graph
3. Community Financial summary

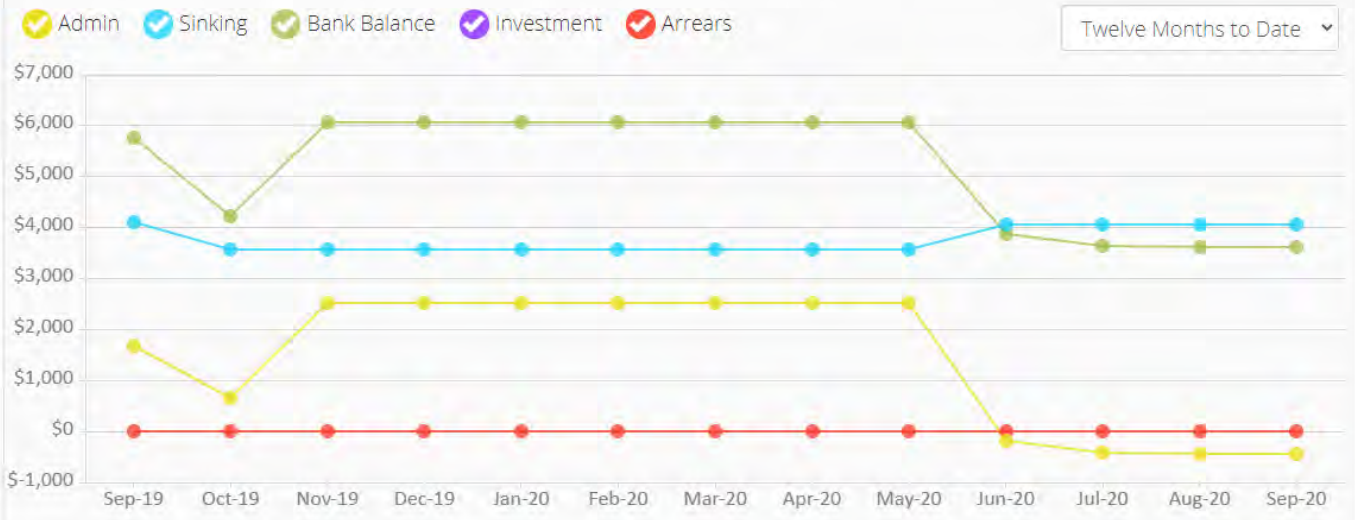
- Filter for the last 12, 6 or 3 months



Community Financial Summary

Print

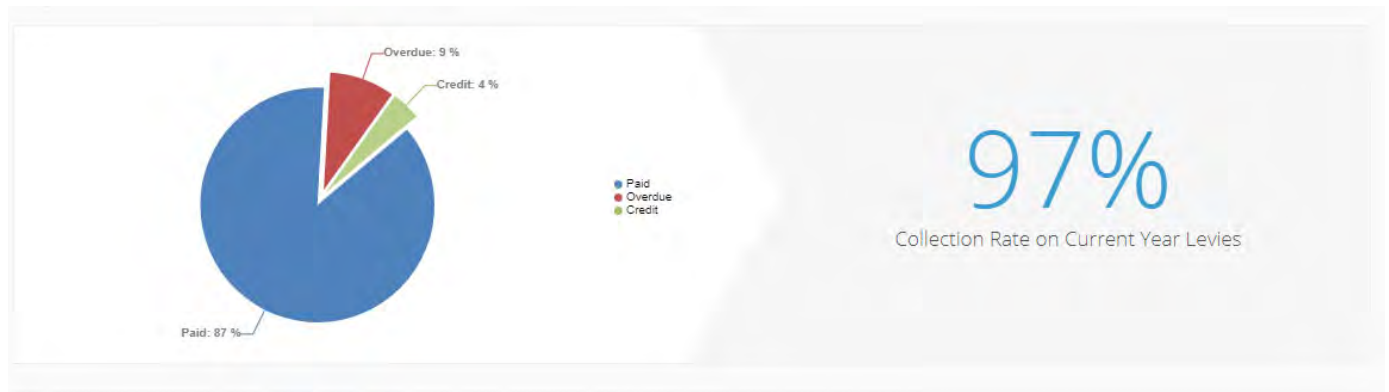
Admin Cash \$ (-439.01)	Sinking Cash \$ 4,060.04	Bank Balance \$ 3,621.03	Investment Funds \$ 0.00	Community Arrears \$ 0.00
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Collections

Collections provides the Committee with an overview of the current levy positions, with three options for viewing the information:

1. Pie chart view of annual levies paid, in credit or overdue
 2. Graph view of month-by-month collections
 3. Individual lot view
- Filter by month or year



Collections - month-by-month (cash)



Lot Levy Position

[Print](#)

Lot	Status	Amount
101	Paid	0.00
102	Paid	0.00
103	Credit	447.82
104	Paid	0.00
105	Paid	0.00
106	Paid	0.00
107	Credit	35.98
108	Paid	0.00
111	Paid	0.00
112	Credit	1,738.49

Annual Budget

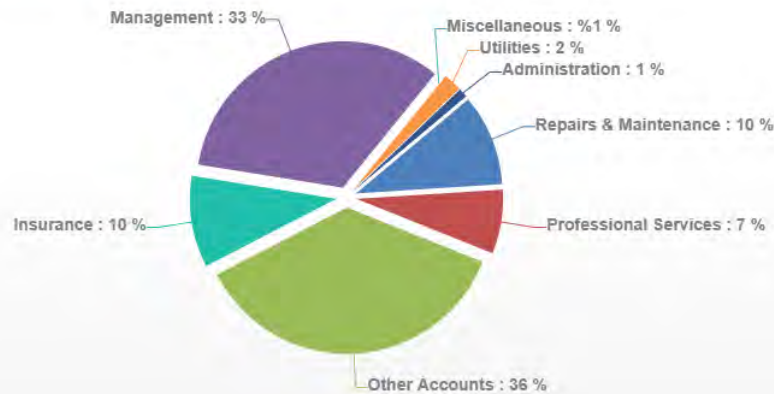
Committee members are able to view the administrative & sinking fund budgets (once approved by the Committee) and easily compare percentage spend on various expense categories.

1. Overview
2. Pie chart – Annual budget by Expenses (concise)
3. Detailed version (Annual budget by Expenses (detailed))

Annual Budget

Administrative Fund	\$ 92,525.40
Sinking Fund	\$ 50,941.00
Total	\$ 143,466.40

Annual Budget by Expenses - Concise



Note: Expense categories grouped together.

Annual Budget by Expenses - Details

Repairs & Maintenance		
Category	Amount	Percent
Garden/Lawn Maintenance	3,695.00	2.86%
Cleaning Service	566.00	0.44%
General Repairs	1,800.00	1.39%
Plumbing	300.00	0.23%
Pools, Spas & Saunas	1,000.00	0.77%
Pest Control Services	5,550.00	4.29%
Electrical Repairs	300.00	0.23%
Total	13,211.00	10.21%

NOTE: There will be a short period after the financial year end and before the budget is approved at the Annual General Meeting, where no figures will show on this page.

Income versus Expenditure

Provides committee members with insight as to plan income versus Expenditure, with a progress bar for each income & expenditure item.

- Filter by date for current or previous year

Print

Income & Expenditure

Current Financial Year ▾

Income 01-01-2020 to 31-12-2020

Administrative Fund			
Account	Budgeted	Raised	Progress
Levy Fees - adjustment	0.00	23,911.83	No Budget
Levy Fees - normal	84,114.10	53,092.10	63.00%
Levy Fees - other	0.00	55.00	No Budget
Levy Fees - special	0.00	7,110.70	No Budget
Mutual Revenue - debt recovery costs	0.00	2,920.14	No Budget
Total	84,114.10	87,089.77	

Sinking Fund			
Account	Budgeted	Raised	Progress
Levy Fees - normal	46,310.00	46,310.40	100.00%
Non-Mutual Revenue - Interest on investment	0.00	811.52	No Budget
Total	46,310.00	47,121.92	

Expenditure

Administrative Fund			
Account	Budgeted	Spent	Progress
	1,000.00	620.73	62.00%
	0.00	2,560.14	No Budget
	2,816.00	1,706.64	61.00%
	4,960.00	3,381.79	68.00%
Caretaking Services	42,900.00	29,491.02	69.00%
Cleaning Service	566.00	401.85	71.00%
Committee Expenses	0.00	30.89	No Budget
Electrical Repairs	300.00	0.00	0.00%

Balance Sheet

The balance sheet provides the final view as it would appear in the year end or interim financial statements.

- Filter by date for current or previous year

Show Balance Sheet as at:

03-09-2020

Select year ▼

Balance Sheet As at 03 Sep 2020 [Print](#)

Owner Funds ⓘ (\$)	
Administrative Fund	26,888.65
Sinking Fund	169,247.56
Total Owners Fund	196,136.21

Assets ⓘ (\$)	
Cash	21,669.19
Investment Account	175,000.00
Levy in Arrears	5,016.63
Total Assets	201,685.82

Liabilities ⓘ (\$)	
Levies	4,378.38
Unallocated Monies Received	1,114.81
GST Liability	56.42
Total Liabilities	5,549.61

Net Assets	196,136.21
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General Ledger

The General Ledger screen provides information regarding invoices and levy payments. BCS invoices (previously part of Reconciliation reports) are now included here.

- Filter by date range or transaction date
- Open Invoices by clicking on the attachment

General Ledger

Filter For Period

Please Select Transaction Type: All

02-07-2020 03-09-2020 Filter

General Ledger Transaction List Print

Date	Paid to/ Rec From	Reference No	Attachments	Amount (\$)	Balance (\$)
02-07-20	Brought forward	Brought forward		49,054.30	49,054.30
02-07-20		Pool Service June	PPS_.pdf	-269.70	48,784.60
20-07-20		PN HU0047983 13/7-13/7/2021	Renewal Invoice Background Funding-Pembroke C-HU0047983-493080.pdf	-9,007.63	39,776.97
20-07-20		GARDEN MAINTENANCE	Inv_171628_from_The_Garden_Tamers.pdf	-88.00	39,688.97
21-07-20	DEFT	Lot 6 levy payment, DEFT.	Receipt_IC64X.pdf	908.30	40,597.27

Accounts Payable

The Accounts Payable screen shows invoices that have been captured but have not yet been paid.

1. Interactive pie chart
 - Filter headings by clicking on the heading



Accounts Payable Ledger Print

Due Date	Invoice No.	Supplier	Reference	Amount of Invoice (\$)	Amount Owning (\$)
31-07-20	None	Balance Entry Sink	Sink: 486 Period:01/05/20-31/07/20	23,068.18	46,136.36
31-07-20	None	Balance Entry Sink	Sink: 451 Period:01/05/20-31/07/20	1,671.59	3,343.18
06-08-20	00058709		TOILET ROLLS/TOWELS 28/7/20	248.79	-248.79
06-08-20	40038112		CAMERA/KEYPAD FAULTS JUL20	858.89	-858.89
06-08-20	M36496		POOL/SPA SERVICES JUL20	2,123.70	-2,123.70
06-08-20	M36496A		POOL CHEMICALS JUL20	701.10	-701.10
06-08-20	INV21761		ODOUR/GERM CONTROL SYSTEM AUG20	1,468.50	-1,468.50
06-08-20	000125		CLEANING SERVICES AUG20	2,200.00	-2,200.00

Invoice Approval via the Portal

The Invoice Approval screen allows designated “Invoice Approvers” to see and overview of invoices, approve or reject invoices on behalf of the body corporate and view invoice details.

- Filter by date range, invoice status or authorisation status
- Click on the invoice number for detailed view

Quick Action (Approve/Reject):

1. Open the invoice approval screen
2. Review the unpaid invoices
3. Click the green tick to approve the invoice or click the red cross to reject the invoice; or
4. Select the invoice/s and click the Approve option at the bottom

The screenshot shows the 'Filter For Period' section with a 'Select year' dropdown, date input fields for '01-02-2019' and '15-04-2020', and a 'Filter' button. To the right, there are dropdown menus for 'Transaction Status: Unpaid' and 'Authorisation Status: Pending'. Below this is the 'Unpaid Invoices' section, which contains a table with the following data:

Progress	Req Date	Supplier Name	Inv Number	Inv Date	Amount	Comments	Your Action
<input type="checkbox"/>	12-Dec-2019	Urbanise Test Supplier # 2	234568:6	16-Dec-2019	\$ 20.00	0	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	05-Mar-2020	Urbanise Test Supplier # 2	234312	31-Mar-2020	\$ 10.00	0	<input type="checkbox"/> <input type="checkbox"/>
<input type="checkbox"/>	12-Mar-2020	Urbanise Test Supplier # 1	1234	07-Mar-2020	\$ 22.00	0	<input type="checkbox"/> <input type="checkbox"/>


At the bottom of the table, there is a green 'Approve' button with a checkmark icon.

Detailed View and Action (Approve/Reject):

1. Open the invoice approval screen
2. Click on the invoice number in the list screen for the following information:
 - Invoice details
 - PDF of the invoice source document, and
 - Options to “Approve or Reject” the invoice
3. Select Approve or Reject by clicking on the appropriate option (as shown on the below screenshot)

Invoice Details	
Auth Request Date	12-Mar-2020
Contractor Name:	Urbanise Test Supplier # 1
Invoice Number	1234
Invoice Date	07-Mar-2020
Reference	1234
Notes	test
Amount	\$ 22.00
GST Amount	\$ 2.00
Due Date	07-Mar-2020
<input type="button" value="✖ Reject"/> <input type="button" value="✔ Approve"/>	

Approvals




PENDING BY

- Ric Allard
- Ric Allard
- TEST 123
- Minh Nguyen

pending

Attachments

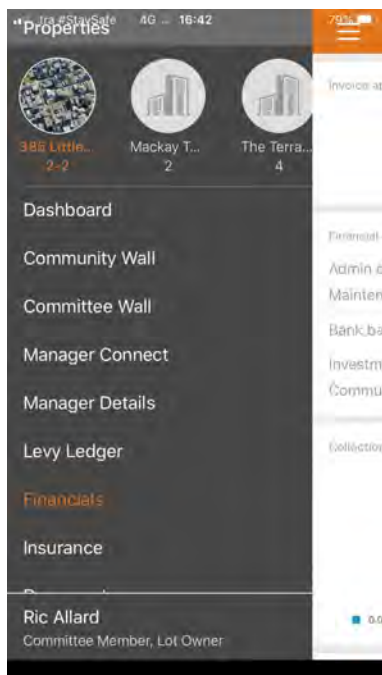
- Document uploaded by ric.allard@picaust.com.au on 07 Mar 2020 at 00:00
 Urgent 17770.pdf

Account Details		
Category	Budget Remaining	Amount
Premium	\$ 22.00	\$ 2.00

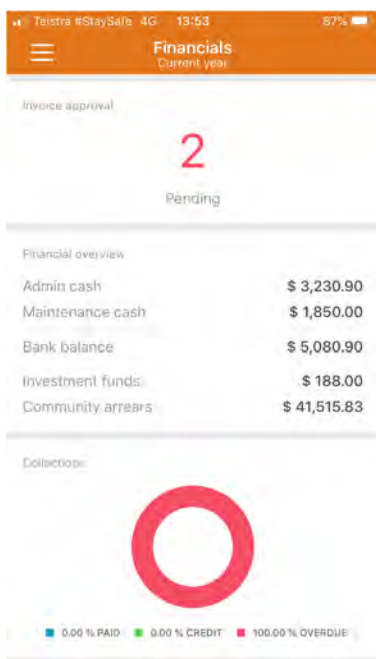
Invoice Approval via the App

On the landing page (Dashboard) tap on the menu (3 horizontal Lines top left corner)

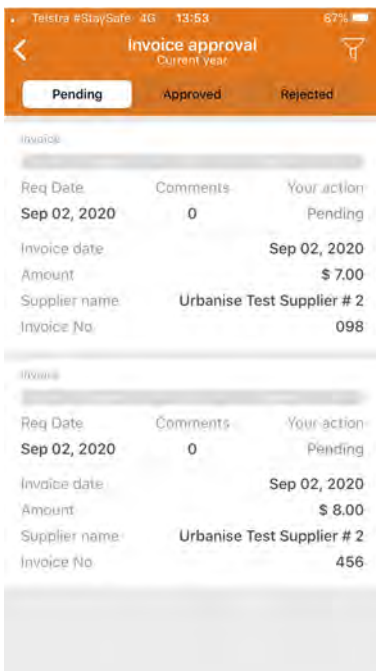
1. On the landing page (Dashboard) tap on the menu (3 horizontal Lines top left corner)
2. Select the Financials menu item



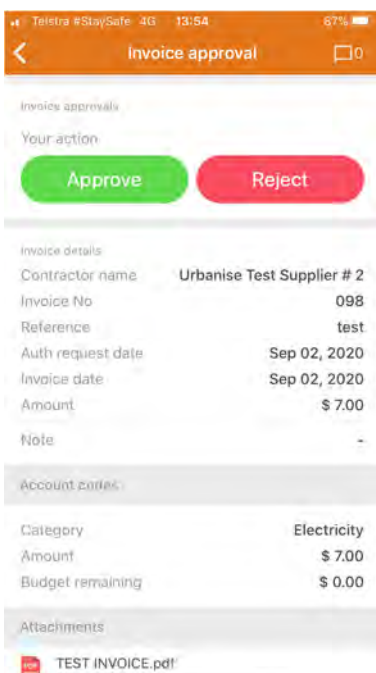
3. Tap on the red number shown directly above “Pending” (2 in example below) to display the invoice transactions needing approval. This will open the “invoice approval” page.



4. Tap on the chosen invoice (middle of the screen) to bring up the Approve or Reject options.



5. Complete your action by selecting either Approve or Reject.



Insurance

The insurance page provides committee members with current insurance information also provides previous insurance policies in the Archive.

Active Insurance

Name	Date	By		
	18 May 2021	INSURANCE BROKERS		
Insurance Company	Policy Number	Expiring On	Insurance Premium	
	TBA	18 May 2021	121,211.00	
Period of Insurance	Broker			
18 May 2020 - 18 May 2021	INSURANCE BROKERS			
Policy Type	Excess	Sum Insured		
Building Catastrophe	0.00	25595250		
Common Area Contents	0.00	1706350		
Property, Death and Injury (Public Liability)	0.00	50000000		
Damage (i.e. Building) Policy	0.00	170635000		
Fidelity Guarantee Insurance	0.00	250000		
Machinery Breakdown Insurance	0.00	100000		
Voluntary Workers Insurance	0.00	200000		
Office Bearers Liability Insurance	0.00	5000000		





Archive

Name	Date	By
	27 Jun 2020	INSURANCE BROKERS

Documents

The Documents screen provides committee members with access to a collection of body corporate records.


Note: Interactive field allows users to search for records not included here in the overview

Name	Date
Bank Authority Form-35891232.eml	20 Aug 2020
 LOT Improvements _marine berths -35171541.pdf	04 Jun 2020
 Register of Lot Improvements _ Pets-35154296.pdf	03 Jun 2020
 Levies Year ending 30 April 2020 from HO ...	01 Jun 2020
Show more 	

By Laws

Name	Date
 House Rules_6-35688347.pdf	12 May 2019
 House Rules_6-35688348.pdf	12 May 2019
draft by_law_-35604352.doc	31 Dec 2008
Draft New Marina ByLaw-35604357.doc	31 Dec 2008
Show more 	

Community

Name	Date
 190707 telstra fire line changeover-35746883.pdf	31 Dec 2007

FAQ

Q: Where can I view paid invoices such as BCS invoices?

A: Paid invoices can be viewed via the General Ledger Screen

Q: I received an email to advise that there is an invoice waiting for approval, however when I log in the invoice isn't there. What has happened to the invoice?

A: If a plan has multiple approvers and only one approval is required, it is possible that the invoice has already been approved by another invoice approver. In this case the invoice is no longer available for external approval. Plans may select for invoices to be approved by more than one approver as a mandatory requirement. Please contact your strata manager to change this requirement.

Q: Can I see historical invoices via CommunityHub?

A: Only invoices that have been processed through CommunityHub are available to view through the new portal. Historical invoices and Cash Book Payments are available on request from your strata manager.

Q: What can the Committee view compared to Owners?

Screen	Committee	Owners
Dashboard – Financial Information	Yes	Yes
My Levies	Yes	Yes
Financials – Financial Snapshot	Yes	No
Financials – Collections	Yes	No
Financials – Annual Budget	Yes	Yes
Financials – Income vs Expenditure	Yes	Yes
Financials – Balance Sheet	Yes	Yes
Financials – General Ledger	Yes	No
Financials – Accounts Payable	Yes	No
Financials – Invoice Approval	Yes (Approvers only)	No
Insurance	Yes	Yes