



AUDITOR GUIDE

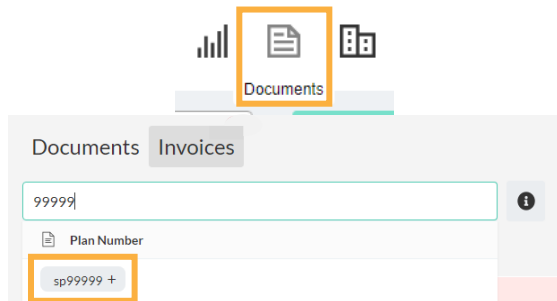
In the Strata Choice Owners Portal, powered by MRI Strata Connect.

The **Strata Choice Owners Portal** provides transparency and seamless management of multiple aspects of a building in one system, including the facilitation of **audits** through the **Document & Invoice Library**.

The platform allows for the generation of financial reports, and the searching of documents and invoices through Filters, Favourites and Date Ranges.

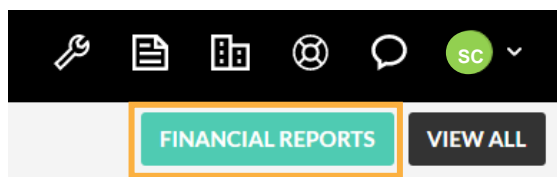
Locating Invoices

Click the Documents icon, then Invoices tab and input the plan number to see all invoices paid since December 2022.



Generating Financial Reports

Click the 'Financial Reports' button under 'Popular Documents' in the Building Profile.

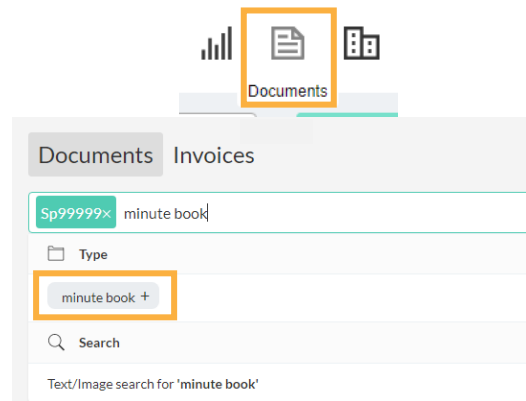


Further Information:

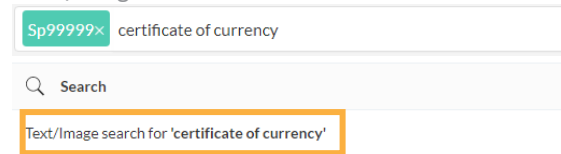
Please contact 8424 9700 or financeoperations1@stratachoice.com.au for further assistance.

Locating Documents

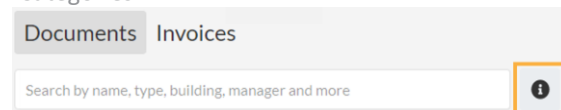
Click the Documents icon, then search for the relevant plan number and type of document based on the results.



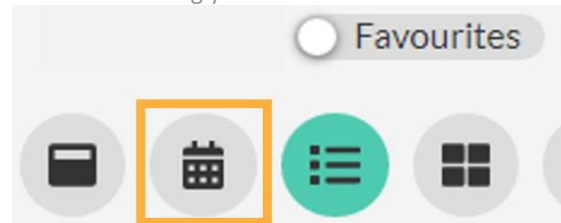
Other keywords can be searched when 'Text/Image search for' is selected.



A filter guide can be found under 'Information' > 'Categories'.



Select your date range and documents will be filtered accordingly.



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