

AvidXchangeTM

PAYABLES LOCKBOX

Get Notified About New Invoices

Instead of moving paper invoices around to various approvers, your AP process can now be facilitated online with Payables Lockbox. Managers can view invoices online for each association - ensuring that the coding of the invoice is correct.

Enable unique invoice approval processes by property locations, control the permissions for a user at each step of the AP process, and set up daily email alerts to users to remind them of invoices in their queue pending approval.

The image below shows a sample of our email alerts. Users would simply click on the link in the email to access the Payables Lockbox portal. Once an invoice is approved, it can be sent to your board's approval queue.

From: noreply@strongroomsolutions.com
To: justin.nelson@strongroomsolutions.com
Cc:
Subject: You have 6 Invoices in Payables Lockbox



You have 6 invoices to approve.

Please go to <http://payableslockbox.com/InvoiceSummary.aspx> to approve the following invoices.

| Association | Vendor | Number | Date | Due | Amount | Status | Last Change |
|------------------|-----------------|-----------------|-------------|-------------|----------|--------------------------|------------------------------------|
| Sample Community | ABC MAINTENANCE | TST 092509 | Sep-01-2009 | Sep-30-2009 | \$100.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |
| Sample Community | ABC MAINTENANCE | TST 092509-2 | Sep-01-2009 | Sep-30-2009 | \$200.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |
| Sample Community | ABC MAINTENANCE | TST2 092509-2-1 | Sep-01-2009 | Sep-30-2009 | \$200.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |
| Sample Community | ABC MAINTENANCE | TST2 092509-1 | Sep-01-2009 | Sep-30-2009 | \$100.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |
| Sample Community | LANDSHAPES | TST2 092509-1 | Sep-01-2009 | Sep-30-2009 | \$200.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |
| Sample Community | LANDSHAPES | TST 092509 | Sep-01-2009 | Sep-30-2009 | \$200.00 | Pending Manager Approval | Approve by CSI TOPs on Sep-25-2009 |

Please be sure to add the email address noreply@strongroomsolutions.com to your contact and safe senders list to ensure you receive all future emails from Payables Lockbox.

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Quick View Of Invoices

After logging into the Payables Lockbox portal, you will be taken to your 'My Invoices' queue. If you are a board approver for invoices, you will see any invoice waiting for your approval in this queue.

To view the invoice document, click on the hyper-linked invoice number to open up the Invoice Detail page. From here, you can view details of the invoice and approve it.



Welcome Tom
[Logout](#) | [My Profile](#)

SRS Property Management, Inc.

| Menu | My Invoices > Show All > >34 Invoices: \$44,462.00 | | | | | | | | | | | | | |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------------------------|----------------------------|------------|----------------------|----------|---------------------|--------|-------------------|------------------|-----------------|-------------|----------------|---------------------------------------|
| Date Filters | Displaying Invoices 1 - 25 of 34 | | | | | | | | | | | | | |
| Alert | Page 1 of 2 Show 25 per page | | | | | | | | | | | | | |
| Status | <input type="checkbox"/> Approve <input type="checkbox"/> Reject <input type="checkbox"/> Export <input type="checkbox"/> Display | | | | | | | | | | | | | |
| Association | Invoice | Association | Vendor | Amount | Coding | Due | Change Date | Pay By | Pay From Account | Status | Reference: | Pages/Size | Alert Severity | Alert Name |
| AP Rep Approval | 875472-2 | Spring Creek Association | All Season Services | \$374.00 | 50003-(\$274.00)... | | 05/17/2016 4:38 PM | ACH | Operating Account | Manager Approval | | 0/0.00 KB | | |
| 20 Invoices \$20,649.42 | 875472 | Spring Creek Association | All Season Services | \$374.00 | 57500-(\$374.00) | | 05/17/2016 9:43 AM | Check | Operating Account | Board Approval | | 0/0.00 KB | | |
| Board Approval | 875472-2 | Spring Creek Association | All Season Services | \$93.50 | 50003-(\$274.00)... | | 12/10/2015 11:44 AM | ACH | Operating Account | AP Rep Approval | | 0/0.00 KB | High | Invoice Scheduled Pay Date has passed |
| 6 Invoices \$6,981.76 | 875472-1 | Spring Creek Association | All Season Services | \$93.50 | 50003-(\$274.00)... | | 12/10/2015 11:44 AM | ACH | Operating Account | AP Rep Approval | | 0/0.00 KB | High | Invoice Scheduled Pay Date has passed |
| Manager Approval | 321321-2 | Sunset Ridge HOA | CAPITAL ELEVATOR SVC INC | \$622.44 | | 09/12/14 | 05/23/2016 1:39 PM | Check | Operating | AP Rep Approval | | 1/110.00 KB | | |
| 6 Invoices \$10,200.82 | 321321-1 | Cypress Lakes Association | CAPITAL ELEVATOR SVC INC | \$622.44 | | 09/12/14 | 05/23/2016 1:39 PM | Check | CLA Operating | AP Rep Approval | | 1/110.00 KB | | |
| Payment Release | 852361-2 | Maple Tree Association | Calvin Martin & Co | \$225.00 | 60001-(\$125.00)... | 02/28/15 | 05/20/2016 5:49 PM | Check | Operating | AP Rep Approval | | 1/231.00 KB | High | Invoice Scheduled Pay Date has passed |
| 2 Invoices \$6,630.00 | 20587 | Spring Creek Association | Waterboys Pressure Washing | \$1,500.00 | 50002-(\$500.00)... | 07/22/13 | 05/17/2016 9:43 AM | Check | Operating Account | Board Approval | 2/28-5/31 Usage | 1/68.00 KB | | |
| Association | 822576 | Spring Creek Association | Waterboys Pressure Washing | \$1,477.94 | 10400-(\$1077.94)... | 08/09/14 | 05/17/2016 9:43 AM | Check | Operating Account | Manager Approval | | 0/0.00 KB | | |
| Cypress Lakes Association | 20587 | Spring Creek Association | Waterboys Pressure Washing | \$1,477.94 | 73500-(\$1277.94)... | 07/22/13 | 05/17/2016 9:43 AM | Check | Operating Account | Manager Approval | | 1/76.00 KB | | |
| 1 Invoices \$622.44 | 20587A | Spring Creek Association | Waterboys Pressure Washing | \$1,477.94 | 50002-(\$477.94)... | 04/30/14 | 05/17/2016 9:43 AM | Check | Operating Account | Board Approval | 2/28-5/31 Usage | 1/68.00 KB | | |
| Harborside Village HOA | 822576 | Spring Creek Association | Waterboys Pressure Washing | \$1,477.94 | 73500-(\$1477.94) | 01/31/15 | 05/17/2016 9:43 AM | Check | Operating Account | Board Approval | | 1/76.00 KB | | |
| 4 Invoices \$11,281.14 | 754861-1A | Spring Creek Association | Property Services | \$625.00 | 10000-(\$625.00) | 04/27/13 | 05/17/2016 9:43 AM | Check | Operating Account | Board Approval | | 1/105.00 KB | | |
| Maple Tree Association | | | | | | | | | | | | | | |
| 10 Invoices \$10,076.08 | | | | | | | | | | | | | | |
| Spring Creek Association | | | | | | | | | | | | | | |
| 16 Invoices \$19,992.58 | | | | | | | | | | | | | | |
| Sunset Ridge HOA | | | | | | | | | | | | | | |
| 3 Invoices \$2,489.76 | | | | | | | | | | | | | | |
| Vendors | | | | | | | | | | | | | | |
| All Season Services | | | | | | | | | | | | | | |
| 5 Invoices \$1,309.00 | | | | | | | | | | | | | | |
| Allied Waste Services #852 | | | | | | | | | | | | | | |

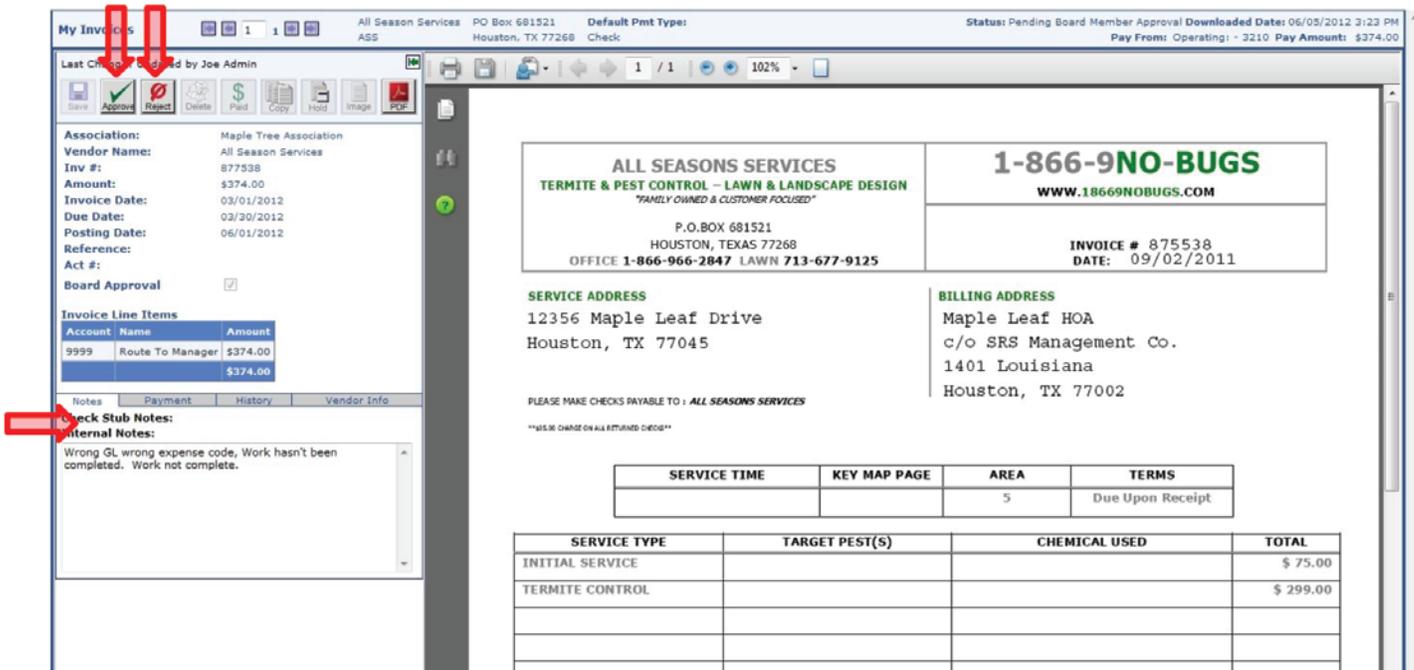
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Approve Invoices

The “Invoice Detail” screen is where you will approve or reject any of your invoices. The detail as well as the actions you can take on the invoice are to the left and the invoice image is to the right.

To approve an invoice for payment, simply click the ‘Approve’ button at the top left. If you want to reject the invoice back to the manager (perhaps to change the pay amount or coding information, you may do so by entering a rejection reason in the “Internal Notes” section and clicking “Reject”.



My Invoices | All Season Services | PO Box 681521 | Default Pmt Type: | Status: Pending Board Member Approval Downloaded Date: 06/05/2012 3:23 PM
 ASS | Houston, TX 77268 | Check | Pay From: Operating - 3210 Pay Amount: \$374.00

Last Change: 06/05/2012 by Joe Admin

Association: Maple Tree Association
Vendor Name: All Season Services
Inv #: 877538
Amount: \$374.00
Invoice Date: 03/01/2012
Due Date: 03/30/2012
Posting Date: 06/01/2012
Reference:
Act #:
Board Approval

| Account | Name | Amount |
|---------|------------------|----------|
| 9999 | Route To Manager | \$374.00 |
| | | \$374.00 |

Check Stub Notes:
Internal Notes:
 Wrong GL wrong expense code, Work hasn't been completed. Work not complete.

ALL SEASONS SERVICES
TERMITE & PEST CONTROL – LAWN & LANDSCAPE DESIGN
"FAMILY OWNED & CUSTOMER FOCUSED"

P.O. BOX 681521
 HOUSTON, TEXAS 77268
 OFFICE **1-866-966-2847** LAWN **713-677-9125**

1-866-9NO-BUGS
WWW.18669NOBUGS.COM

INVOICE # 875538
DATE: 09/02/2011

SERVICE ADDRESS
 12356 Maple Leaf Drive
 Houston, TX 77045

BILLING ADDRESS
 Maple Leaf HOA
 c/o SRS Management Co.
 1401 Louisiana
 Houston, TX 77002

PLEASE MAKE CHECKS PAYABLE TO: **ALL SEASONS SERVICES**

PLEASE CHANGE ON ALL ESTIMATED CHECKS

| SERVICE TIME | KEY MAP PAGE | AREA | TERMS |
|--------------|--------------|------|------------------|
| | | 5 | Due Upon Receipt |

| SERVICE TYPE | TARGET PEST(S) | CHEMICAL USED | TOTAL |
|-----------------|----------------|---------------|-----------|
| INITIAL SERVICE | | | \$ 75.00 |
| TERMITE CONTROL | | | \$ 299.00 |
| | | | |
| | | | |

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Additional Benefits for Board Members

Easily search for invoices and payments by selecting the 'Invoice Search' and 'Payment Search' options under the 'Invoices' and 'Payments' tabs. Below are a few screenshots of the search pages.

Payables Lockbox simplifies paying suppliers by:

- Eliminating paper
- Providing better control through automated workflows
- Allowing a central location to view, approve, and authorize payments
- Eliminating extra mail routing
- Avoiding late fees