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AvidXchange™ 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.

justin.n	@strongroomsolutions.com elson@strongroomsolution	n s.com					
bject: You ha	ve 6 Invoices in Payables	Lockbox					
You have 6 invoid	DRODERT ANAGEMEI ces to approve.	TY NT	Summary.as	<u>px t</u> o appro	ve the fo	llowing invoices.	
Association	Vendor	Number	Date	Due	Amount	Status	Last Change
Association Sample Community	Vendor ABC MAINTENANCE	Number TST 092509	Date Sep-01-2009	Due Sep-30-2009	Amount \$100.00	Status Pending Manager Approval	Last Change Approve by CSI TOPs on Sep-25-2009
Association Sample Community Sample Community	Vendor ABC MAINTENANCE ABC MAINTENANCE	Number TST 092509 TST 092509-2	Date Sep-01-2009 Sep-01-2009	Due Sep-30-2009 Sep-30-2009	Amount \$100.00 \$200.00	Status Pending Manager Approval Pending Manager Approval	Last Change Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009
Association Sample Community Sample Community Sample Community	Vendor ABC MAINTENANCE ABC MAINTENANCE ABC MAINTENANCE	Number TST 092509 TST 092509-2 TST2 092509-2-1	Date Sep-01-2009 Sep-01-2009 Sep-01-2009	Due Sep-30-2009 Sep-30-2009 Sep-30-2009	Amount \$100.00 \$200.00 \$200.00	Status Pending Manager Approval Pending Manager Approval Pending Manager Approval	Last Change Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009
Association Sample Community Sample Community Sample Community Sample Community	Vendor ABC MAINTENANCE ABC MAINTENANCE ABC MAINTENANCE	Number TST 092509 TST 092509-2 TST2 092509-2-1 TST2 092509-1	Date Sep-01-2009 Sep-01-2009 Sep-01-2009 Sep-01-2009	Due Sep-30-2009 Sep-30-2009 Sep-30-2009 Sep-30-2009	Amount \$100.00 \$200.00 \$200.00 \$100.00	Status Pending Manager Approval Pending Manager Approval Pending Manager Approval Pending Manager Approval	Last Change Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009
Association Sample Community Sample Community Sample Community Sample Community	Vendor ABC MAINTENANCE ABC MAINTENANCE ABC MAINTENANCE LANDSHAPES	Number TST 092509 TST 092509-2 TST2 092509-2-1 TST2 092509-1 TST2 092509-1	Date Sep-01-2009 Sep-01-2009 Sep-01-2009 Sep-01-2009 Sep-01-2009	Due Sep-30-2009 Sep-30-2009 Sep-30-2009 Sep-30-2009 Sep-30-2009	Amount \$100.00 \$200.00 \$200.00 \$100.00 \$200.00	Status Pending Manager Approval Pending Manager Approval Pending Manager Approval Pending Manager Approval	Last Change Approve by CSI TOPs on Sep-25-2009 Approve by CSI TOPs on Sep-25-2009

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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.

an avioxchange company														SRS Prope	erty Management,
Invoices Invoices Payments My Associations Integration Administration Tools QR Web Upload Email Inbox Support															
enu <u>Collapse All</u> 🖪	My Inv	voices > Sh	ow All > >34	Invoices: \$44,462.0	0	Disp	laying In	voices 1-25 of 34				🖬 Pag	je <mark>1 🗸</mark> of 2	2 🖻 Show	25 🗸 per pag
Date Filters	✓ Appr	rove 🗙 Reja	ect 🕇 Export	Display											
Overdue		Invoice	Association	Vendor	Amount	Coding	Due	Change Date	Pay	Pay From	Status	Reference:	Pages/Size	Alert	Alert Name
led days		875473-3	oring Creek	All Season Services	\$374.00	50003-(\$274.00)		05/17/2016 4:38 PM	ACH	Operating	Manager		0/0.00 KB	Serverty	
Ider than 7 v days			Sping Creek							Operating	Board				
ligh Z		875473	Association	All Season Services	\$374.00	57500-(\$374.00)		05/17/2016 9:43 AM	Check	Account	Approval		0/0.00 KB		
itatus	7	875473-2	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 Date has passed
invoices <u>\$20,649,42</u> Approval	17	875473-1	Sprin Creek Association	All Season Services	\$93.50	50003-(\$274.00)		12/10/2015 11:44 AM	АСН	Operating Account	AP Rep Approval		0/0.00 KB	High 🔒	Invoice Scheduled Date has passed
voices <u>\$6,981.76</u> ger Approval	0	321321-2	Sunse 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		
voices \$10.200.82 ent Release]	321321-1	Cypres Lakes Association	CAPITAL ELEVATOR SVC	\$622.44		09/12/14	05/23/2016 1:39 PM	Check	CLA Operating	AP Rep Approval		1/110.00 КВ		
voices <u>\$6.630.00</u> ssociation		852361-2	Maple ree 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 КВ	High 🔒	Invoice Schedule Date has passed
is Lakes Association voices <u>\$622.44</u>		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		
side Village HOA voices \$11.281.14 Tree Association		822576	Sprine Creek	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		
Creek Association		20587	Sprine 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		
stop stop <td< td=""><td></td><td>20587A</td><td>Spring Creek Association</td><td>Waterboys Pressure Washing</td><td>\$1,477.94</td><td>50002-(\$477.94)</td><td>04/30/14</td><td>05/17/2016 9:43 AM</td><td>Check</td><td>Operating Account</td><td>Board Approval</td><td>2/28-5/31 Usage</td><td>1/68.00 KB</td><td></td><td></td></td<>		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		
endors		<u>8225765</u>	Spring Creek A sociation	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		
voices \$1.309.00		754861-1A	Spring Creek	Property Services	\$625.00	10000-(\$625.00)	04/27/13	05/17/2016 9:43 AM	Check	Operating	Board Approval		1/105.00 KB		

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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 Inveic s	0 0 1 1 0 0	All Season Services PO B ASS Hous	lox 681521 Defai ston, TX 77268 Check	lt Pmt Type:			Status: Pending Boa	ard Member Approval Downloa Pay From: Operating:	ded Date: 06/05/2012 - 3210 Pay Amount:			
ast Chapter Sudded b Seve Approve Reject	y Joe Admin		₽ • ♦ ♦	1 /1 🕑	 102% -]						
Association: Vendor Name: Inv #: Amount: Invoice Date:	Maple Tree Association All Season Services 877538 \$374.00 03/01/2012		TERMITE &	ALL SEASOI	NS SERVICE	S CAPE DESIGN	1-866	5-9NO-BUG	S			
Due Date: Posting Date: Reference: Act #:	te: 03/30/2012) Date: 06/01/2012 nce:			P.O.80X 681521 HOUSTON, TEXAS 77268 OFFICE 1-866-966-2847 LAWN 713-677-9125				INVOICE # 875538 DATE: 09/02/2011				
Notes Payment Notes Payment Notes Payment Notes Wrong GL wrong expen	Amount ager \$374.00 \$374.00 History Vand	or Info	SERVICE ADD 12356 May Houston, PLEASE MAKE CHECK	RESS DIE Leaf D TX 77045 S PAYABLE TO : ALL S UNITO OFFICIE"	orive EASONS SERVICES		BILLING ADDRESS Maple Leaf H c/o SRS Mana 1401 Louisia Houston, TX	OA gement Co. na 77002				
completed. work not c	ompiete.		[SERVIC	E TIME	KEY MAP PAGE	AREA	TERMS]			
			l				5	Due Upon Receipt]			
			SERVIO	E TYPE	TARG	T PEST(S)	CHEM	IICAL USED	TOTAL			
			INITIAL SERV	ICE					\$ 75.00			
			TERMITE CON	rrol					\$ 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.

ly Invoices Invoices Paym	ents My Associa	tions Support					
Quick Search Items	Invoice Search	Criteria					
	Association:	Filter by Company V	ihow Multi Select				
Invoices I Approved:	Vendor:	Filter by Vendor $ \smallsetminus $					
Today	Status:	Pending Approval Paymer	t Authorized 🗌 Unassigne	d 🗆 Paid 🗆 Void		Open Credit 🗌 Applik	ed Cred
Last 30 days	Approval Step:	All Approval Steps					
	Last Change:	All Changes \lor					
Pending Invoices I Approved:	Fast Track:						
Over 2 days ago	Invoice Amount:	to					
Over 2 weeks ago	Invoice Number:		(enter Invoice numbe	r. wildcard * accept	ed. ex: 48*)		
	Account Number		(enter Account numb	er. wildcard * accep	ted. ex: 341*)		
Invoices I Rejected:	Vendors		(enter Vendor name.	wildcard = accepted	. ex: Jo [#])		
Today Last 7 days	Expense Account:		(enter comma separa	te list of GL Account	ts. ex: 5100,5200	0	
Last 30 days	Expense Dept:		(enter Expense Dept	name, wildcard * ad	cepted. ex: Op*)		
	Check Stub Notes:						
Invoices I Took Action On:	Internal Notes:						
Last 7 days	Purchase Order:						
Last 30 days	Invoice Date:	(Select Predefined Range)	~		to		
	Due Date:	(Select Predefined Range)	~		to 🗌		
	Date Paid:	(Select Predefined Range)	×		to 🗌		
	Scheduled Date:	(Select Predefined Range)	~		to 🗌		
	Last Change Date:	(Select Predefin 🕎 chr	onaroom	тн			
	Created Date:	(Select Predefin an avid	change company				
	Trxn Date:						
		My Invoices	Invoices Payments M	y Associations Su	pport		
	Search Clear	All New Search	Export Display				

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

16 Invoices	16 Invoices \$19,992.58 Records To Display 🔁											
	Invoice	Association	Yendor	Amount	Coding	Inv Date	Due	Change Date	Pay By	Pay From Account	Status	Pages/Size
7	872472-2	Spring Creek Association	All Season Services	\$374.00	50003-Maintenance (g) (\$274.00)	02/12/15		03/17/2016 9:43 AM	ACH	Operating Account	Manager Approval	0/ 0 KB
0 🗖 🗗 🐔	075473	Spring Creek Association	All Season Services	\$374.00	57500-Freight (\$374.00)	08/12/14		05/17/2016 9:43 AM	Check	Operating Account	Board Approval	0/ 0 KB
0 🗖 🗗 🐔	875472-2	Spring Creek Association	All Season Services	\$93.30	50003-Maintenance (g) (\$274.00)	11/12/14		12/10/2015 11:44 AM	ACH	Operating Account	AP Rep Approval	о/ о кв
7	075473-1	Spring Creek Association	All Season Services	\$93.50	50003-Maintenance (g) (\$274.00)	08/12/14		12/10/2015 11:44 AM	ACH	Operating Account	AP Rep Approval	о/ о кв
	20287	Spring Creek Association	Waterboys Pressure Washing	\$1.500.00	50002-Lawn Maintenance (g) (\$500.00)	07/12/13	07/22/13	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/ 68 KB
	822576	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	10400-Savings Account (\$1077.94)	07/31/14	08/09/14	05/17/2016 9:43 AM	Check	Operating Account	Manager Approval	о/ о кв
	20587	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	73500-Postage Expense (\$1277.94)	07/12/13	07/22/13	05/17/2016 9:43 AM	Check	Operating Account	Manager Approval	1/ 76 KB
	20087A	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	50002-Lavin Maintenance (g) (\$477.94)	04/24/14	04/30/14	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/ 68 KB
	822576s	Spring Creek Association	Waterboys Pressure Washing	\$1,477.54	73500-Postage Expense (\$1477.94)	01/01/15	01/31/15	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/ 76 KB
	254861-1A	Spring Creek Association	Property Services	\$625.00	10000-Petty Cash (\$625-00)	04/12/13	04/27/13	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/ 105 KB
	585812-500-2	Spring Creek Association	Internal Control Systems of Houston, Inc.	\$3,053.75	89000-Other Expense (\$3053.75)	04/12/14	04/27/14	05/17/2016 9:43 AM	Check	Operating Account	Manager Approval	1/ 452 KB
	585812-1	Spring Creek Association	Internal Control Systems of Houston, Inc.	\$1.526.88	89000-Other Expense (\$1526-86)	08/15/13	06/31/13	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/ 452 KB
	585812-500-1	Spring Creek Association	Internal Control Systems of Houston, Inc.	\$763.44	89000-Other Expense (\$763.44)	10/12/13	10/27/13	05/17/2016 9:43 AM	Check	Operating Account	Manager Approval	1/ 452 KB
	11455950-1	Spring Creek Association	Industrial Security Services Corp 🔒	\$3,053.75	50003-Maintenance (g) (\$2053.75)	05/02/14	05/31/14	09417/2016 9:43 AM	Check	Operating Account	Manager Approval	1/ 363 KB
	1224122	Spring Creek Association	Simich Law Firm	\$2,500.00				10/28/2015 10:20 AM	Check	Operating Account	AP Rep Approval	о/ о кв
	Test	Spring Creek Association	Allied Waste Services #852	\$123.00	77000-Utilities Expense (\$0.00)			05/27/2015 2:20 PM	Check	Operating Account	AP Rep Approval	2/ 379 KB

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