



Bay Area Property Services

- Easy “How To” instructions for approving invoices in Strongroom.



Questions?

BAPS Strongroom Administrator

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Step 1: Getting Notified About New Invoices

Instead of moving paper invoices around to various approvers, the A/P process can now be facilitated online with Payables Lockbox.

As managers, we view the invoices online for each Association - ensuring that the coding of the invoice is correct. We then approve the invoice, which then sends the invoice to your queue for approval.

1) You will receive an e-mail from Payables Lockbox notifying you that there are invoices in your queue needing approval. Simply click the link in the email to access the site.

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

Bay Area Property Services

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.



Step 2: Viewing Invoices

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

2) To view the invoice document, click on the invoice number (blue, underlined link) to open up the Invoice Detail page. From here, you can view the details of the invoice and Approve the invoice.



My Invoices | Invoices | Payments | My Associations | Support

My Invoices > Show All > >6 Invoices: \$6,981.76 Displaying Invoices 1-6 of 6 Show 25 per page

Approve Reject Export Display

Invoice	Association	Vendor	Amount	Coding	Inv Date	Due	Down loaded	Change Date	Pay By	Pay From Account	Status	Pages/Size
829473	Spring Creek Association	All Season Services	\$374.00	57500-(\$374.00)	08/12/14		<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	0/0.00 KB
20587	Spring Creek Association	Waterboys Pressure Washing	\$1,500.00	50002-(\$500.00)...	07/12/13	07/22/13	<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/68.00 KB
20587A	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	50002-(\$477.94)...	04/24/14	04/30/14	<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/68.00 KB
822576a	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	73500-(\$1477.94)	01/01/15	01/31/15	<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/76.00 KB
754861-1A	Spring Creek Association	Property Services	\$625.00	10000-(\$625.00)	04/12/13	04/27/13	<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/105.00 KB
885812-1	Spring Creek Association	Internal Control Systems of Houston, Inc.	\$1,526.88	89000-(\$1526.88)	08/15/13	08/31/13	<input type="checkbox"/>	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1/452.00 KB

Menu Collapse All

Date Filters

All

Overdue

Held

New within 7 days

Older than 7 days

Status

Board Approval
6 invoices \$6,981.76

Association

Spring Creek Association
6 invoices \$6,981.76

Vendors

All Season Services
1 invoices \$374.00

Internal Control Systems of Houston, Inc.
1 invoices \$1,526.88

Property Services
1 invoices \$625.00

Waterboys Pressure Washing
3 invoices \$4,455.88

Expense

10000-Petty Cash
1 line items \$625.00

50002-Lawn Maintenance
2 line items \$977.94

50003-Maintenance
1 line items \$1,000.00

57500-Freight
1 line items \$374.00



Step 3: Approving Invoices

The “Invoice Detail” screen is where you will approve or reject most 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.

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

Last Change: Updated by Joe Admin

Actions: Approve, Reject, Delete, Print, Copy, Hold, Image, PDF

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

Notes: Payment, History, Vendor Info

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
\$5.00 CHARGE ON ALL RETURNED 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

- 3) 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”.



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. Here are a couple of screenshots of the search pages:

Payables Lockbox simplifies paying vendors by:

- Eliminating Paper in Motion
- Providing Better Control of Approvals
- Allowing for Approval of Invoices 24/7
- Eliminating Extra Mail Routing
- Avoiding Late fees

strongroom™
an avidxchange company

My Invoices | Invoices | Payments | My Associations | Support

Quick Search Items

Invoices I Approved:
[Today](#)
[Last 7 days](#)
[Last 30 days](#)

Pending Invoices I Approved:
[Over 2 days ago](#)
[Over 1 week ago](#)
[Over 2 weeks ago](#)

Invoices I Rejected:
[Today](#)
[Last 7 days](#)
[Last 30 days](#)

Invoices I Took Action On:
[Today](#)
[Last 7 days](#)
[Last 30 days](#)

Invoice Search Criteria

Association: Filter by Company [Show Multi Select](#)

Vendor: Filter by Vendor

Status: Pending Approval Payment Authorized Unassigned Paid Void Deleted Open Credit Applied Cred

Approval Step: All Approval Steps

Last Change: All Changes

Fast Track:

Invoice Amount: [] to []

Invoice Number: [] (enter Invoice number, wildcard * accepted, ex: 48*)

Account Number: [] (enter Account number, wildcard * accepted, ex: 341*)

Vendor: [] (enter Vendor name, wildcard * accepted, ex: Jo*)

Expense Account: [] (enter comma separate list of GL Accounts, ex: 5100,5200)

Expense Dept: [] (enter Expense Dept name, wildcard * accepted, ex: Op*)

Check Stub Notes: []

Internal Notes: []

Purchase Order: []

Invoice Date: (Select Predefined Range) [] to []

Due Date: (Select) []

Date Paid: (Select) []

Scheduled Date: (Select) []

Last Change Date: (Select) []

Created Date: (Select) []

Trxn Date: []

[Search](#) [Clear All](#)

My Invoices | Invoices | Payments | My Associations | Support

[New Search](#) [Export](#) [Display](#)

16 Invoices \$19,992.58 Records To Display 25

	Invoice	Association	Vendor	Amount	Coding	Inx Date	Due	Change Date	Pay By	Pay From Account	Status	Pages/Size
<input type="checkbox"/>	875472-3	Spring Creek Association	All Season Services	\$374.00	50003-Maintenance (g) (\$274.00)...	02/12/15		05/17/2016 9:43 AM	ACH	Operating Account	Manager Approval	0 / 0 KB
<input type="checkbox"/>	875472	Spring Creek Association	All Season Services	\$374.00	37500-Freight (\$374.00)	08/12/14		05/17/2016 9:43 AM	Check	Operating Account	Board Approval	0 / 0 KB
<input type="checkbox"/>	875472-2	Spring Creek Association	All Season Services	\$93.50	50003-Maintenance (g) (\$274.00)...	11/12/14		12/10/2015 11:44 AM	ACH	Operating Account	AP Rep Approval	0 / 0 KB
<input type="checkbox"/>	875472-1	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	0 / 0 KB
<input type="checkbox"/>	20587	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
<input type="checkbox"/>	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	0 / 0 KB
<input type="checkbox"/>	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
<input type="checkbox"/>	20587A	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	50002-Lawn Maintenance (g) (\$477.94)...	04/24/14	04/30/14	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1 / 68 KB
<input type="checkbox"/>	822576x	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	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
<input type="checkbox"/>	754861-1A	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
<input type="checkbox"/>	885812-500-3	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
<input type="checkbox"/>	885812-1	Spring Creek Association	Internal Control Systems of Houston, Inc.	\$1,526.88	89000-Other Expense (\$1526.88)	08/15/13	08/31/13	05/17/2016 9:43 AM	Check	Operating Account	Board Approval	1 / 452 KB
<input type="checkbox"/>	885812-500-1	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
<input type="checkbox"/>	1145595d-1	Spring Creek Association	Industrial Security Services Corp	\$3,053.75	50003-Maintenance (g) (\$2053.75)...	05/02/16	05/31/16	05/17/2016 9:43 AM	Check	Operating Account	Manager Approval	1 / 363 KB
<input type="checkbox"/>	1224123	Spring Creek Association	Simich Law Firm	\$2,500.00				10/28/2015 10:20 AM	Check	Operating Account	AP Rep Approval	0 / 0 KB
<input type="checkbox"/>	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