



The Payables Lockbox system is very easy to use – Below you will find a step-by step guide to follow when using Payables Lockbox to search for or approve/reject invoices.

To View and Approve Invoices

Step 1 - You will receive an email stating that there are invoices needing approval in your queue. You will then log onto the website with your user name and password. Note: You must be a registered user with the system in order to login. If you are experiencing difficulty, please contact your client administrator or management company.

Step 2 - Once logged in, you will be on the “My Invoices” page. The “My Invoices” screen displays all invoices pending your approval and allows for quick invoice approval. It enables filtering by Vendor and Expense Code as well as easy sorting of invoices by Invoice, Vendor, Amount and Dates. As a board member, you will only see invoices requiring approval for your association. For general information and history of the invoice, roll over the invoice number with your mouse. As you will see below, there are now two options for you to approve the invoice, depending on whether you want to view the image of the invoice or not.

Invoice	Association	Vendor	Amount	Coding	Date	Due	CHARGE Date	Change	Change By	Pay Date
32295-43	Houston Condominium Services	LIGHT BULBS UNLIMITED	\$58.46	06510-(\$50.00)...	Jul-05	Aug-05	Aug-19	Approved	Alice OfficeManager1	Aug-27
32295-43	Houston Condominium Services	LIGHT BULBS UNLIMITED	\$58.46	06510-(\$58.46)	Jul-12	Aug-12	Aug-17	Approved	Alice OfficeManager1	Aug-21
34100-1010	Houston Condominium Services	INTERNAL CONTROL SYSTEMS	\$310.14	06310-(\$110.14)...	May-18	Jun-18	Aug-13	Approved	Alice OfficeManager1	Aug-28

Check here and press “Approve” or “Reject” for quickly approving invoices without review. Follow step 3(b) for this scenario.

Click on the invoice number to view the invoice detail page. Follow step 3(a) for this scenario.

At this point, there are two options for approving invoice (do 3a or 3b):

Step 3(a) – **To view the image of an invoice and then approve it for payment**, click on the invoice number for the invoice you would like to approve. This will bring you to the Invoice Detail screen where you can view the invoice and the invoice’s coding details, as well as approve or reject an invoice. As a

board member, you will be unable to change the coding information for the invoice. However, if you feel an invoice was coded incorrectly or the association was incorrectly invoiced, you may reject the invoice and include a reason for the rejection in the internal notes section. This will send the invoice back to the manager so they can make the necessary changes. ***You will not be able to reject the invoice without making comments in the internal notes section. Once you click 'Approve' or 'Reject', the next invoice in your queue will appear.

After reviewing the invoice, you can approve or reject from this page.

Account	Name	Amount
06510	Janitorial Services	\$58.46
		\$58.46

Check Sub Notes:
Internal Notes:
Please change to correct GL Code.

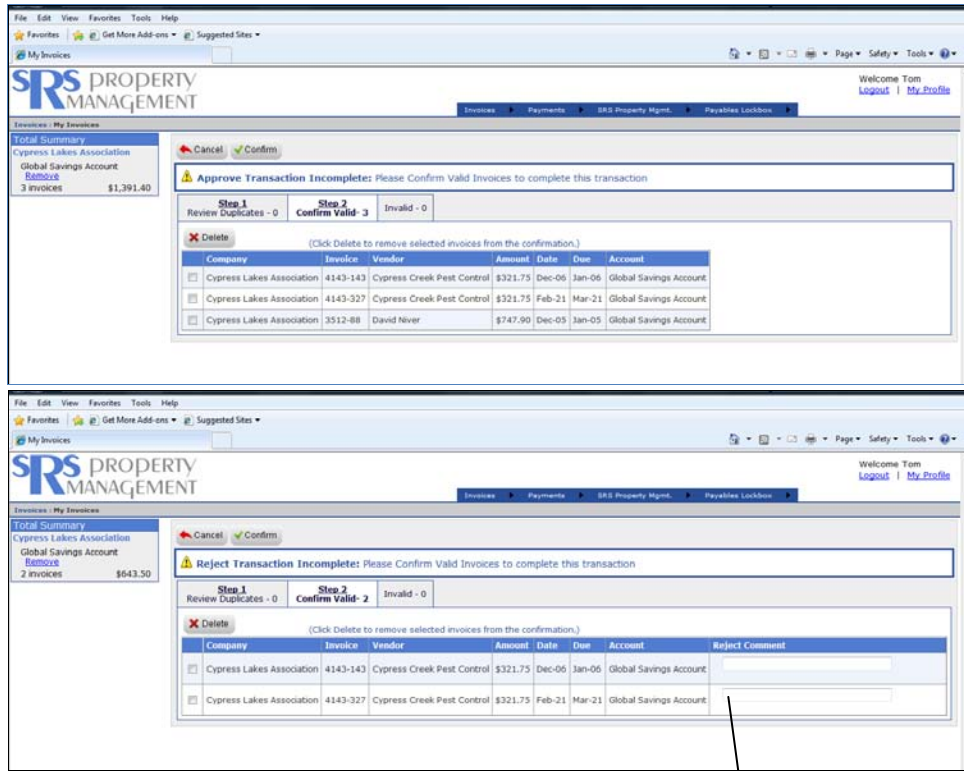
DATE	P.O. NUMBER	REP	INVOICE #
7/5/2007		JM	52295

Step 3(b) – To approve and invoice for payment without viewing the image of the invoice, check the box next to the invoices you would like to approve and press “Approve”. You may want to do this for invoices that you are familiar with and do not need review (ie. monthly recurring charges).

Check here and press “Approve” or “Reject” for quickly approving invoices without review.

Invoice	Association	Vendor	Amount	Coding	Date	Due	Change Date	Change	Change By	Pay Date
52295-43	Houston Condominium Services	LIGHT BULBS UNLIMITED	\$58.46	06510-(850.00)...	Jul-05	Aug-05	Aug-19	Approved	Alice OfficeManager1	Aug-27
52295-43	Houston Condominium Services	LIGHT BULBS UNLIMITED	\$58.46	06510-(858.46)	Jul-12	Aug-12	Aug-17	Approved	Alice OfficeManager1	Aug-21
34100-1010	Houston Condominium Services	INTERNAL CONTROL SYSTEMS	\$310.14	06310-(8110.14)...	May-18	Jun-18	Aug-13	Approved	Alice OfficeManager1	Aug-28

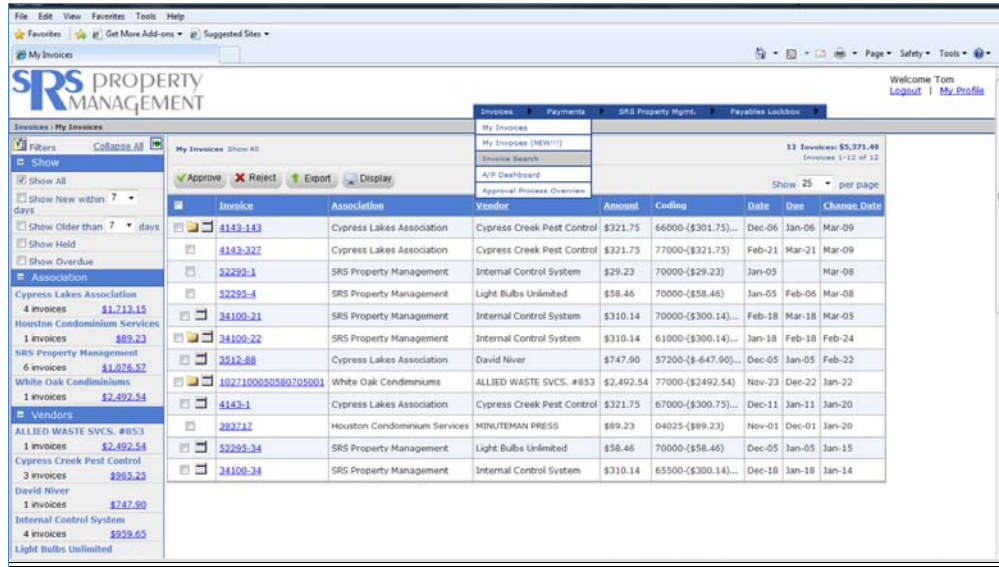
Step 4 (Only required after 3b) - Once you have clicked “Approve” or “Reject” on either of the optional screens, you will be prompted to yet again approve the invoice on the following screen (to avoid any accidental approvals). Click Confirm



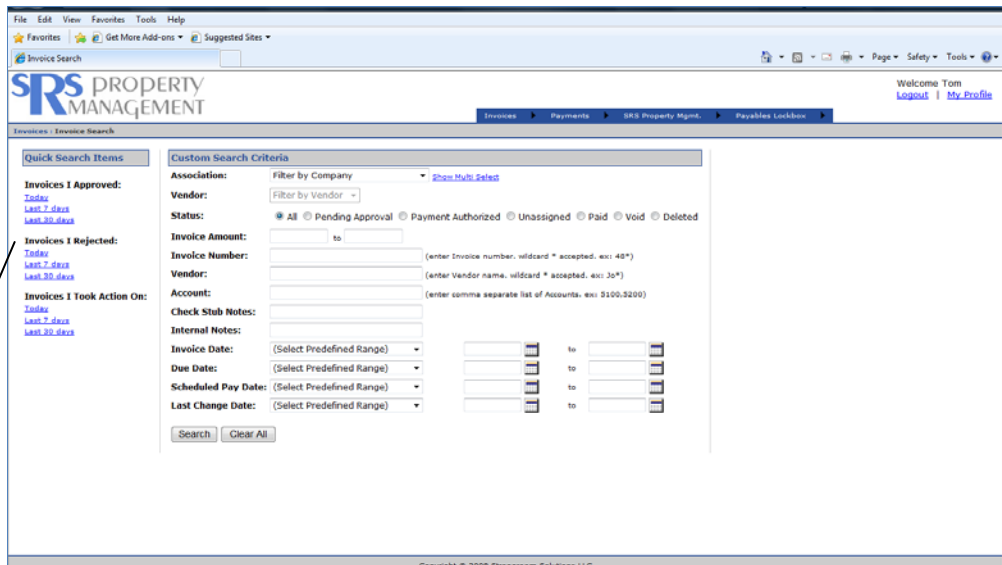
For rejecting invoices, please note that you will be required to state the reason for rejecting.

To Search for Invoices

Step 1 – From your “My Invoices” page, bring down the dropdown menu and click on “Invoice Search” as seen below.



Step 2 – You will be taken to the “Invoice Search” page. You can now search by several different criteria such as Vendor, Amount, and Invoice Date, or you can easily to a quick search by clicking on one of the criteria on the menu to the left of the screen. It also allows for “wildcard” searches, so if you do not remember the account number or vendor name exactly, you can put in 707* and it will populate every invoice that had those three digits of an account number on it.



Step 3 – The next page will reflect your search results. You can click on the “view” link to review your a pdf of your invoice(s) and their history.

The screenshot displays the SRS Property Management web application interface. At the top, there is a navigation menu with links for 'Invoices', 'Payments', 'SRS Property Mgmt.', and 'Payables Lockbox'. A user is logged in as 'Tom', with 'Logout' and 'My Profile' links. The main content area is titled 'Invoice Search Results' and shows '1 Records Returned'. A table lists the search results with columns for Association, Invoice, Vendor, Amount, Coding, Invoice Date, Due Date, Pay Date, Status, Last Change By, and Last Change. The single record is for 'Cypress Lakes Association' with invoice number '4143-143' and vendor 'Cypress Creek Pest Control'. The amount is \$321.75, and the status is 'Pending Board Member Approval'. The total amount is also \$321.75. The page footer includes the copyright information: 'Copyright © 2009 Strongroom Solutions LLC'.

Association	Invoice	Vendor	Amount	Coding	Invoice Date	Due Date	Pay Date	Status	Last Change By	Last Change
Cypress Lakes Association	4143-143	Cypress Creek Pest Control	\$321.75	6400-Glba Expense (\$301.75)...	12/04/2009	01/04/2010	01/29/2010	Pending Board Member Approval	aloe OfficeManagers	03/09/2010 11:05 AM
Total Amount			\$321.75							

To Search for Payments

Step 1 – Under the payments tab at the top of your screen, you will find that the only item on the dropdown menu is “Payment Search”. Click on that link.

Step 2 – You will be taken to the “Payment Search” page, which looks similar to the “Invoice Search” page in the previous section. Here you can use the menu on the left for a quick search for payments made, or you can enter in search criteria for the payments.

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Step 3 – You will then be taken to your search results. You can view the details of the payment and the invoice related to the payment by clicking on the “view” tab.

Payment Search Results

Export: Comma Separated File

5 Records Returned. Records to display: 25

Select	Association	Account	Check/ACH	Vendor	Amount	# Invoices	Date Sent	Status
<input type="checkbox"/>	Cypress Lakes Association	Operating Account	ACH	Cardwell Tools Company	\$1,000.00	1	01/17/2008	Paid
<input type="checkbox"/>	Cypress Lakes Association	Global Savings Account	ACH	David River	\$747.90	1	01/17/2008	Paid
<input type="checkbox"/>	Cypress Lakes Association	Operating Account	Check 1000003	Sulley Printing	\$747.90	1	01/17/2008	Paid
<input type="checkbox"/>	Cypress Lakes Association	Global Savings Account	Check 1000002	Cypress Creek Pest Control	\$321.78	1	01/17/2008	Paid
<input type="checkbox"/>	Cypress Lakes Association	Operating Account	Check 2000003	David River	\$747.90	1	04/24/2008	Paid

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