

# **Strongroom™ Payables Lockbox**

"An easier way to pay your Association's bills"

Brought to you by:

Phoenix Management Services

## Introduction

### **We are improving the way we pay vendor invoices. We call it “Payables Lockbox”:**

Payables Lockbox allows our Board Members to securely view and approve vendor bills from their own computer, removing the headache of signing and approving paper checks. There are thousands of Board Members in Associations across the U.S. currently taking advantage of this service.

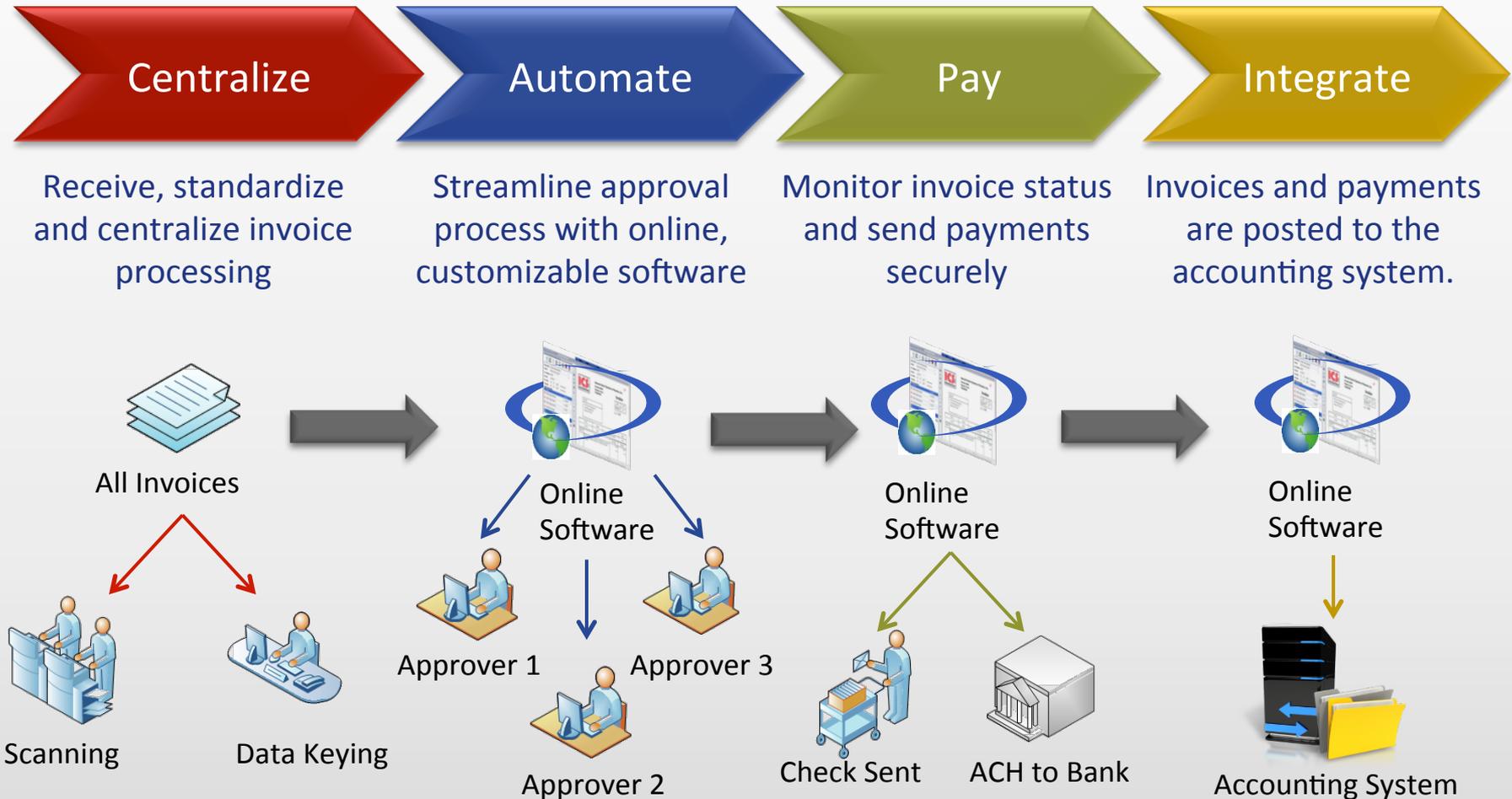
### **How does it work?**

Just as your assessments are sent directly to your bank, vendor invoices for your Association are sent to a lockbox operation for processing. Invoices are electronically imaged and put online to be viewed and approved. We review the invoices online for each Association, ensuring that the coding of the invoice is correct. Once we approve the invoice, the invoice is sent to your queue for approval. You will receive an email notification when invoices are waiting in your queue. Simply log-on to the Payables Lockbox website, view the invoices in your queue - and approve them for payment. Much like bank online bill-pay, your approval for a payment initiates a payment by check or electronic payment to the vendor.

## Why should we change the way we pay invoices?

- **Too much Paper** – Approving invoices today is very paper intensive, which opens the door to mishandling and lost invoices. With this service, you have an electronic archive of all the invoices processed for your Association.
- **Invoice Searching Is Easier** – By having electronic images of invoices in an online system, it is much easier to search for historical invoices.
- **Better Controls around Approvals** – An online solution for approving invoices ensures that all required approvals are met - and no payments can be made without them.
- **Approve Invoices Anywhere/Anytime** – Instead of waiting for checks to sign by mail or at a board meeting, invoices can be approved by you at home, work, or anywhere with internet access.
- **Eliminate Extra Mail Routing** – The extra mail routing for payment approval is removed, eliminating chances of payments being delayed or lost in the mail.
- **Avoid Late Fees** – Approving invoices online can reduce invoice-to-pay cycle times by 50% or more. Reporting tools allow you to manage due dates on your own schedule and eliminate late fees.
- **Audit Trail of Approvals** – Payables Lockbox tracks every action taken on an invoice, so you have a date and time stamp record to reference back to.

# Payables Lockbox Simplifies Accounts Payable:



# Step 1: How to View & Approve 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

**SRS PROPERTY MANAGEMENT**

You have 6 invoices to approve

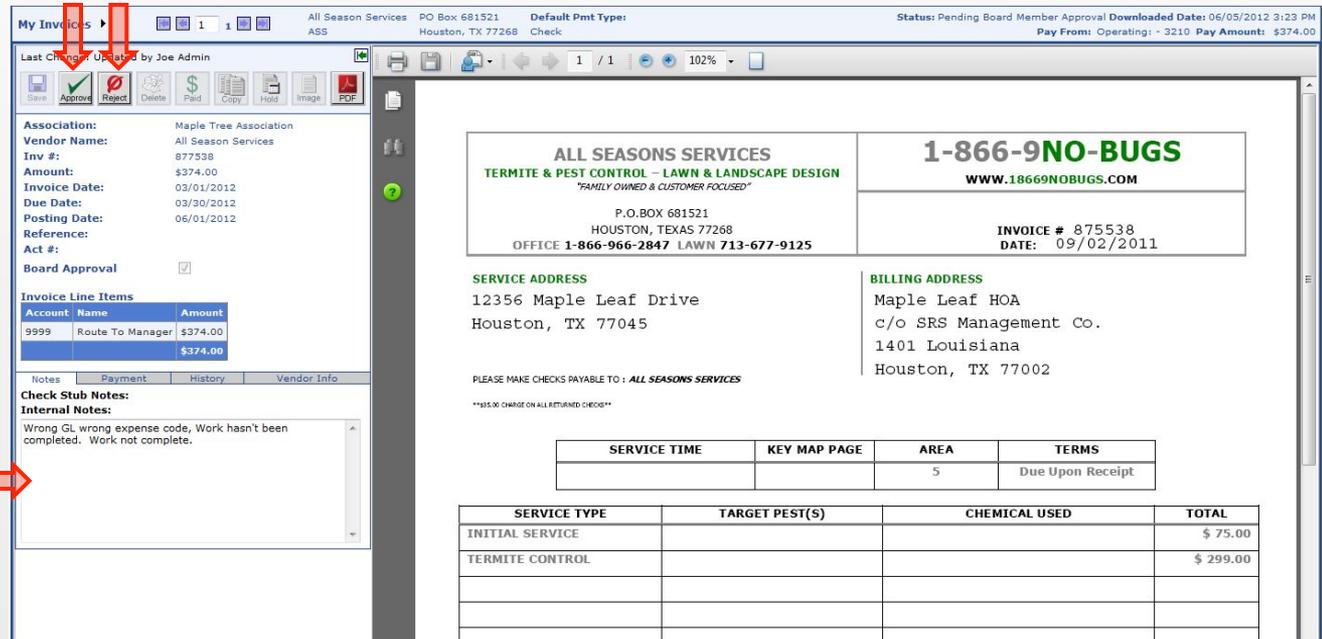
Please go to <http://payableslockbox.com/InvoiceSummary.aspx> to approve the following invoices.

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](mailto:noreply@strongroomsolutions.com) to your contact and safe senders list to ensure you receive all future emails from Payables Lockbox.

## Step 2: How to View & Approve 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

**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

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\*\*

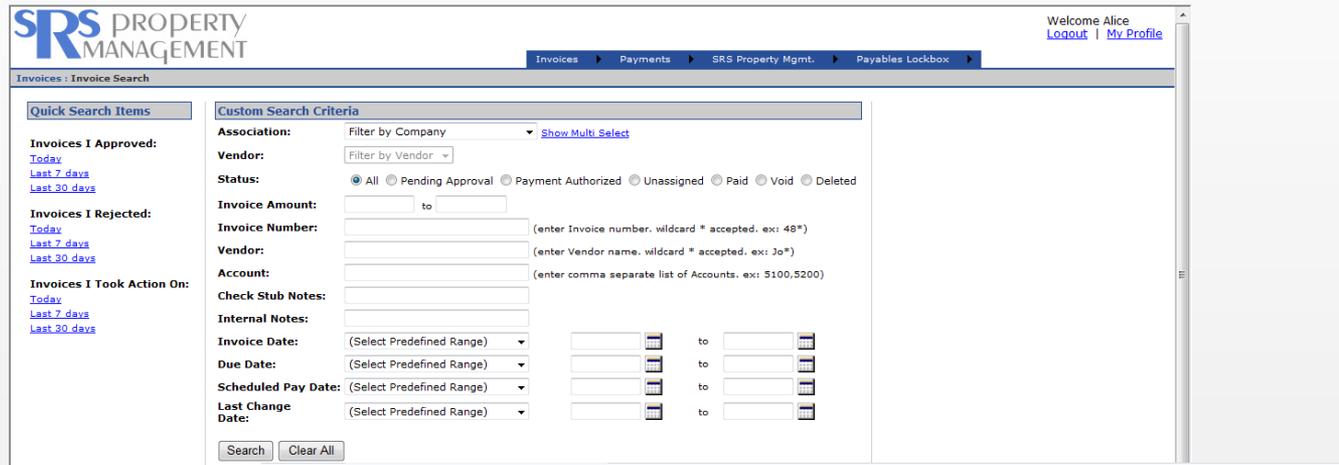
SERVICE TIME	KEY MAP PAGE	AREA	TERMS
		5	Due Upon Receipt

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

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



**Quick Search Items**

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

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

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

**Custom Search Criteria**

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

**Vendor:** Filter by Vendor

**Status:**  All  Pending Approval  Payment Authorized  Unassigned  Paid  Void  Deleted

**Invoice Amount:** \_\_\_\_\_ to \_\_\_\_\_

**Invoice Number:** \_\_\_\_\_ (enter Invoice number, wildcard \* accepted, ex: 48\*)

**Vendor:** \_\_\_\_\_ (enter Vendor name, wildcard \* accepted, ex: Jo\*)

**Account:** \_\_\_\_\_ (enter comma separate list of Accounts, ex: 5100,5200)

**Check Stub Notes:** \_\_\_\_\_

**Internal Notes:** \_\_\_\_\_

**Invoice Date:** (Select Predefined Range) \_\_\_\_\_ to \_\_\_\_\_

**Due Date:** (Select Predefined Range) \_\_\_\_\_ to \_\_\_\_\_

**Scheduled Pay Date:** (Select Predefined Range) \_\_\_\_\_ to \_\_\_\_\_

**Last Change Date:** (Select Predefined Range) \_\_\_\_\_ to \_\_\_\_\_

## 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



**Invoice Search Results**

Export: Multi-Invoice Print File

Records to display: 25

View	Association	Invoice	Vendor	Amount	Coding	Invoice Date	Due Date	Pay Date	Status	Last Change By	Last Change
<a href="#">View</a>	Houston Condominium Services	08102009	VENDOR 12	\$400.00	06101-Grass Mowing (\$400.00)	08/11/2009			Pending Office Manager Approval	Alice OfficeManager1	08/13/2009 4:52 PM
<a href="#">View</a>	Cypress Lakes Association	3512	Sulley Printing	\$747.90	89000-Other Expense (\$747.90)	07/05/2007	08/05/2007		Pending Office Manager Approval	Payables Lockbox	07/22/2009 12:40 PM
<a href="#">View</a>	Spring Creek Association	4563	Computer Services by DJ	\$347.00	7952-Computer Repairs (\$347.00)	06/20/2009			Pending Office Manager Approval	Alice OfficeManager1	07/22/2009 12:33 PM
<a href="#">View</a>	Cypress Lakes Association	832	Miles Maintenance & Repair	\$50.00		07/06/2009			Pending Office Manager Approval	Alice OfficeManager1	07/22/2009 12:31 PM
<a href="#">View</a>	Spring Creek Association	64323-87	Conner Garden Supplies	\$534.96		07/03/2009	08/03/2009		Pending Office Manager Approval	Alice OfficeManager1	07/22/2009 12:31 PM
<a href="#">View</a>	White Oak Condominiums	5132009_1	TIMOTHY BURCH	\$100.00	10000-Petty Cash (\$100.00)	05/13/2009	06/13/2009		Pending Office Manager Approval	Payables Lockbox	05/13/2009 1:34 PM
<a href="#">View</a>	White Oak Condominiums	5132009_1	BEST PLUMBING L.L.C.	\$100.00	10000-Petty Cash (\$100.00)	05/13/2009	06/13/2009		Pending Office Manager Approval	Payables Lockbox	05/13/2009 1:34 PM
<a href="#">View</a>	White Oak Condominiums	5132009_2	BEST PLUMBING L.L.C.	\$200.00	10000-Petty Cash (\$200.00)	05/13/2009	06/13/2009		Pending Office Manager Approval	Payables Lockbox	05/13/2009 1:34 PM
<a href="#">View</a>	White Oak Condominiums	5132009_2	AFFORDABLE ENVIRONMENTAL	\$200.00	10000-Petty Cash (\$200.00)	05/13/2009	06/13/2009		Pending Office Manager Approval	Payables Lockbox	05/13/2009 1:34 PM
				<b>Total Amount</b>	<b>\$2,679.86</b>						