



Introducing: Payables Lockbox

A much easier way to get bills paid for your Association.

Payables Lockbox brought to you by:

AVALON MANAGEMENT

WORKING HARDER FOR YOU

Payables Lockbox Introduction

We are changing the way we pay vendor invoices.

We plan on utilizing a banking service to help streamline our payables. The service is called Payables Lockbox, and it will not only be an improvement on our operations, but will benefit you as a board member. There are already thousands of board members across hundreds of Associations in the U.S. currently taking advantage of this service.

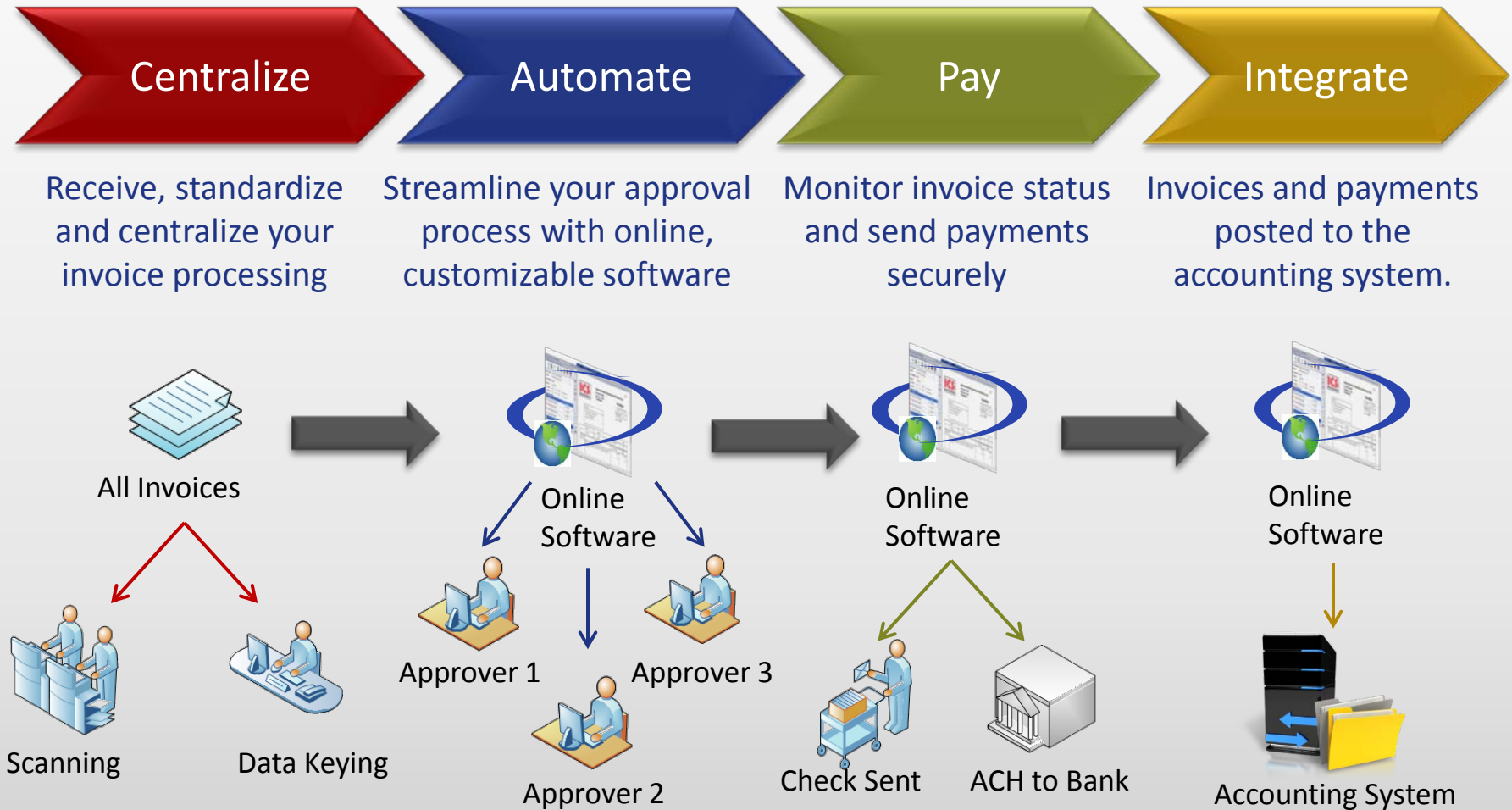
How does it work?

Just as your assessments are sent directly to your bank for processing, vendor invoices for your Association are sent to a banking operation for processing. Here, images are electronically imaged and put online to be viewed and approved. Instead of moving paper invoices around to the various people involved in the approval process, this process is now facilitated through an online electronic approval process. We view the invoices online for each Association, ensure that the coding of the invoice is correct - and once we approve the invoice, the invoice is sent to your queue for approval. Any day you have invoices waiting in your queue, you will receive an email notification. You simply log-on to the Payables Lockbox website, view the invoices in your queue, and approve them for payment. Just like online bill-pay, your approval for a payment initiates a payment being sent out to the vendor.

Why should we change the way we pay invoices?

- **Old Process is Paper Intensive** – The way we approve invoices now is very paper intensive, which leads to mishandling and lost invoices. With this service, we 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 invoices based on specified search criteria.
- **Better Control of Approvals** – An online process for approving invoices ensures that all of the required approvals for an invoice get completed.
- **Approve Invoices Anywhere with Internet Access** – Instead of waiting for payments to come in the mail for approval or waiting for a board meeting, invoices can be approved by you at home or work, anywhere with internet access.
- **Extra Mail Routing Eliminated** – The extra mail routing for payment approval is eliminated, meaning less of a chance that a payment can get lost in the mail.
- **Avoid Late Fees** – This process for approving invoices online is proven to be a more effective way of getting invoices approved on-time or early.
- **Audit Trail of Who Has Approved and Viewed invoices** – This system tracks every action that is taken on an invoice, so we can always see what action has been taken by whom and when.

Payables Lockbox Simplifies Bill-Payment:



Board Members: How to View & Approve Invoices, Step 1

Instead of moving paper invoices around to various approvers, the A/P process can now be facilitated through an online electronic approval process called 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) Any day you have invoices waiting in your queue, you will receive an email much like the one to the right, notifying you that there are invoices 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 to your contact and safe senders list to ensure you receive all future emails from Payables Lockbox.

Board Members: How to View & Approve Invoices, Step 2

The 'Invoice Detail' screen is where you will approve or reject most of your invoices. The details as well as the actions you can take on the invoice are to the left, and the invoice image is to the right.

The screenshot shows a web application interface for viewing and approving invoices. On the left, there is a sidebar with the following information:

- My Invoices** (with a dropdown arrow)
- Buttons: 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:
- Invoice Line Items table:

Account	Name	Amount
9999	Route To Manager	\$374.00
		\$374.00
- Notes, Payment, History, Vendor Info tabs
- Check Stub Notes: Internal Notes
- Internal Notes: Wrong GL wrong expense code, Work hasn't been completed. Work not complete.

The main area displays a scanned invoice from 'ALL SEASONS SERVICES' with the following details:

- Company: ALL SEASONS SERVICES, TERMITE & PEST CONTROL - LAWN & LANDSCAPE DESIGN
- Phone: 1-866-9NO-BUGS, Website: WWW.18669NOBUGS.COM
- Address: P.O. BOX 681521, HOUSTON, TEXAS 77268
- Office: 1-866-966-2847, LAWN 713-677-9125
- 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
- Payment info: PLEASE MAKE CHECKS PAYABLE TO: ALL SEASONS SERVICES
- Service Time table:

SERVICE TIME	KEY MAP PAGE	AREA	TERMS
		5	Due Upon Receipt
- Summary table:

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

The Payables Lockbox system also lets you easily search for invoices and payments. Here are a couple of screenshots of the search pages.

Payables Lockbox simplifies paying invoices for everyone:

- Eliminates Paper in Motion
- Provides Better Control of Approvals
- Allows for Approval of Invoices 24/7
- Eliminates Extra Mail Routing
- Avoids Potential Late fees

Association	Invoice	Vendor	Amount	Coding	Invoice Date	Due Date	Pay Date	Status	Last Change By	Last Change
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
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
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
Cypress Lakes Association	832	Miles Maintenance & Repair	\$50.00		07/06/2009			Pending Office Manager Approval	Alice OfficeManager1	07/22/2009 12:31 PM
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
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
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
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
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
			Total Amount							\$2,679.86