



HOW HOAs MAXIMIZE AP EFFICIENCY WITH AVID-STRONGROOM



Educational Topics for Today - Agenda

Accounts Payable Advantage with Avid-Strongroom

- About Avid-Strongroom!
- How does it work?
- What will my experience be like?
- Is it secure?
- Q&A

About AvidXchange/Strongroom!

ABOUT AVIDXCHANGE STRONGROOM

- Strongroom was founded in 2007, pioneering HOA payables optimization with 750+ HOA Management clients and growing
- In 2015 it was purchased by “AvidXchange, Inc.”, a leader in AP Automation
- The legacy Strongroom product is now called “Avid Strongroom”
- Avid Strongroom is a Software as a Service (SaaS) which provides a mix of software and service
- The cloud-based application allows users to review & approve invoices anytime, anywhere, from any device with internet access.
- Avid Strongroom is compliant & represents clients in all 50 states
- AvidXchange undergoes a yearly SSAE 16 SOC 1 Type II Audit and has a Money Transmitter License for your security

Manage Your Transactions with Ease



NO IT EXPERT
NEEDED



NO EXPENSIVE
HARDWARE



MOBILE INVOICE &
PAYMENT APPROVALS



4X PROCESSING
CAPACITY

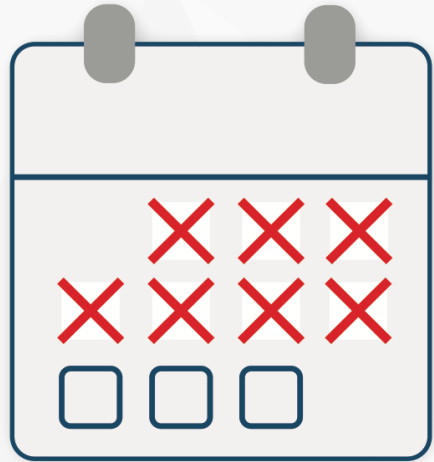


HIGHLY
SCALABLE



CONNECT ANYWHERE,
ANYTIME

IMPACT OF STREAMLINING PAYABLES



12 days it takes to process an invoice before automation

Make Smarter Decisions!

Drive your organization to financial success!



3.5 days it takes to process an invoice after automation

How does this all work?

STRONGROOM PROCESS

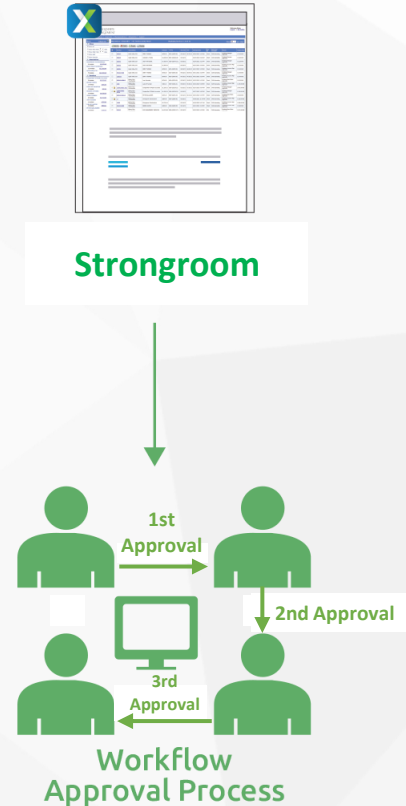
CENTRALIZE

RECEIVE INVOICES, IMAGES, CODE, AND POST ONLINE



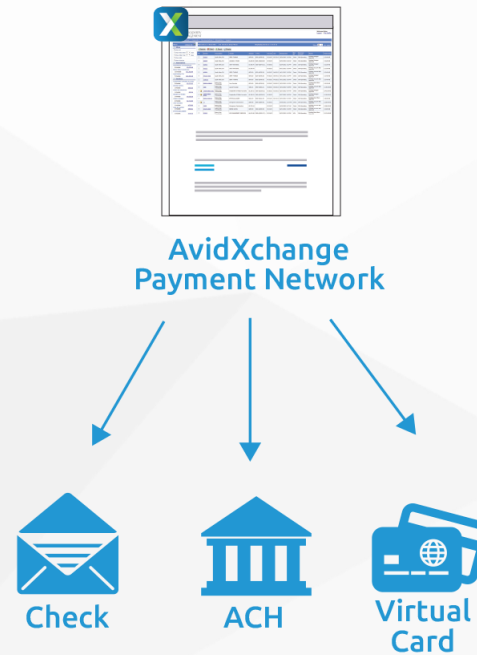
AUTOMATE

FLEXIBLE ONLINE INVOICE APPROVAL PROCESS



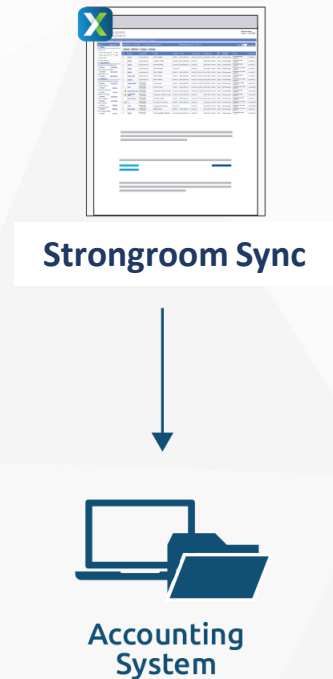
PAYMENT

MONITOR INVOICE STATUS AND SEND PAYMENTS SECURELY



INTEGRATE

INVOICES AND PAYMENTS POSTED TO THE ACCOUNTING SYSTEM



INVOICES RECEIVED BY AVID STRONGROOM

- Dedicated email and postal address for vendors to submit invoices to process for payment.
- Invoices received by 6PM (Eastern) will be processed same-day into a PDF image with invoice header data extraction.
- The prepared invoice image and data will be routed to the first approver's queue the following morning.



INVOICE APPROVALS

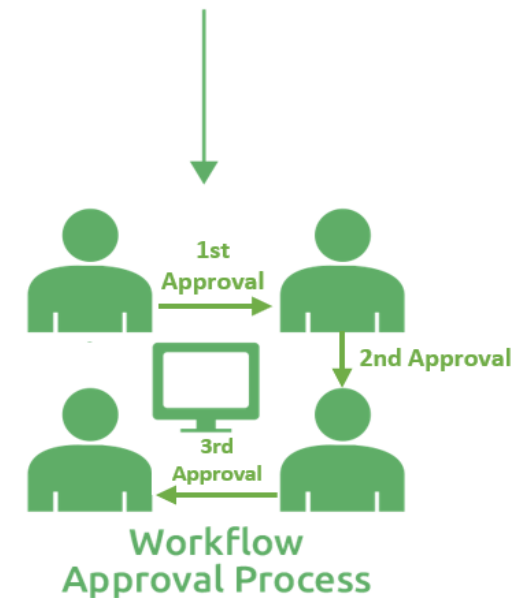
- Users are emailed when an invoice needs their approval on a daily basis.
- Users will see their list of invoices and by clicking the invoice number, they'll see the invoice image, data, notes, and history.
- Once approved or rejected, the invoice will immediately route to the next appropriate workflow approver (Rejects require an explanation for audit and quick resolution)
- Users can view approved or rejected invoice images, data, and history with a minimum 7-year archive for complete transparency.

AUTOMATE

FLEXIBLE ONLINE INVOICE
APPROVAL PROCESS

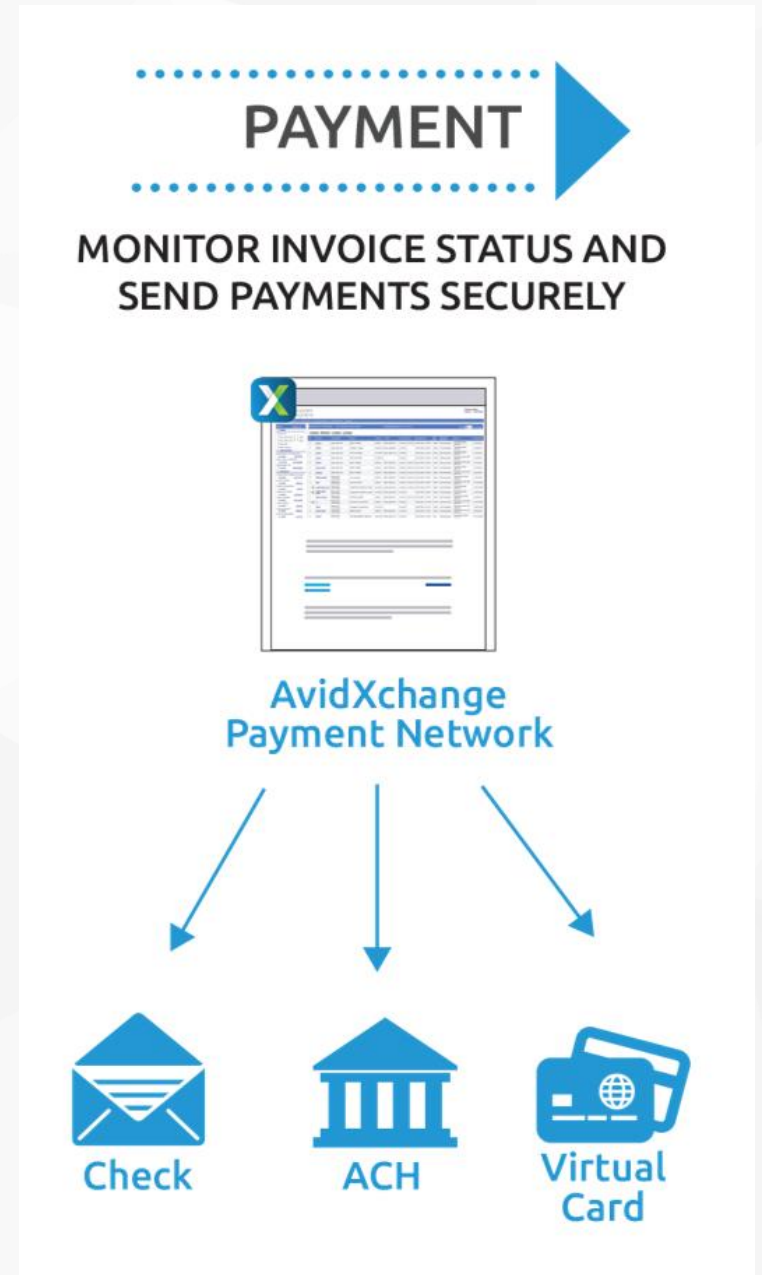


Strongroom



INVOICE PAYMENTS

- ** Once all required approvals have occurred, invoices are paid on final approval by default, or they can be scheduled with a future pay date.
- Checks are the default payment method, or vendors can opt in for electronic payment (ACH or Virtual Card).
- Payments can be sent out daily except Sundays.
- Vendors can change their payment methods daily or set limits on a particular payment type.
- Full visibility is available for board members to search, view, and export payment records and reports with AvidStrongroom.



AUTOMATED ACCOUNTING SYSTEM INTEGRATION

- Nightly, automated integration with your accounting system.
- Invoice & payment data, along with images will import nightly.
- All your current accounting system reporting will remain intact and available.
- AvidStrongroom provides additional AP reports and dashboards.

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INTEGRATE 
.....

INVOICES AND PAYMENTS POSTED
TO THE ACCOUNTING SYSTEM



Strongroom Sync



Accounting
System

What will my experience be like?

You've Got Mail

You have 4 Invoices in Payables Lockbox Inbox x



noreply@strongroomsolutions.com <noreply@strongroomsolutions.com>
to me ▾

4:12 AM (4 hours ago) ☆ ↶ ⋮



You have 4 Invoices in Payables Lockbox

You have 4 invoices to approve.

Please go to <https://srspropmgmt2.payableslockbox.com/InvoiceSummary.aspx> to approve the following invoices.


Association	Vendor	Number	Date	Due	Amount	Status	Last Change
Maple Tree Association	Calvin Martin & Co	852361	Nov-01-2018	Nov-30-2018	\$225.00	Board Approval	Update by Erin Rapp on Nov-01-2018
Maple Tree Association	Texas Aquatic Enterprises	48177881	Nov-01-2018	Nov-30-2018	\$246.91	Board Approval	Approve by Erin Mitchell on Nov-01-2018
Maple Tree Association	Allied Waste Services #852	1011-4465257-5-B	Nov-01-2018	Nov-15-2018	\$1,807.46	Board Approval	Update by Erin Rapp on Nov-01-2018
Maple Tree Association	All Season Services	120953	Nov-01-2018	Nov-30-2018	\$510.00	Board Approval	EditImage by Erin Rapp on Nov-01-2018

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.

This email was sent to elcholdings@gmail.com.

Logging into Strongroom

Payables Lockbox Login



Please login to Payables Lockbox by entering your user name and password below:

User Name:

Password:

By using this service, I have read and agreed to the AvidXchange Terms of Service. *(Last Revised March 9, 2017)*
[Terms of Service](#)

[Forgot Password](#) | [Forgot Username](#)

Please note, your username is not your email addresses.

Have you been locked out? In the event that you have been locked out of the system due to too many invalid logon attempts, you must contact your administrator to unlock your account. For security reasons the contact information of your administrator cannot be provided on this page.

What Do I Need To Work On Today?



My Invoices | Invoices | Payments | My Associations | Support

Menu [Collapse All](#)

Date Filters

- All
- Overdue
- Held
- New within days
- Older than days

Status

Board Approval
3 invoices [\\$3,101.94](#)

Tags

Association

Spring Creek Association
3 invoices [\\$3,101.94](#)

My Invoices > Show All > >3 Invoices: \$3,101.94 Displaying Invoices 1-3 of 3 [Show 25](#) per page

Approve Reject Export Display

<input type="checkbox"/>	Invoice	Association	Vendor	Amount	Coding	Inv Date	Due	Down loaded	Change Date	Pay By	Pay From Account	Status	Pages/Size
<input type="checkbox"/>	875473	Spring Creek Association	All Season Services	\$374.00	70000-(\$374.00)	08/01/19	08/30/19	<input type="checkbox"/>	08/07/2019 10:34 AM	Check	Operating Account	Board Approval	1/112.00 KB
<input type="checkbox"/>	20587A	Spring Creek Association	Waterboys Pressure Washing	\$1,477.94	50002-(\$477.94)...	08/01/19	08/10/19	<input type="checkbox"/>	08/07/2019 10:39 AM	Check	Operating Account	Board Approval	1/72.00 KB
<input type="checkbox"/>	754861-1A	Spring Creek Association	Property Services	\$1,250.00	74500-(\$1250.00)	08/01/19	08/15/19	<input type="checkbox"/>	08/07/2019 10:39 AM	Check	Operating Account	Board Approval	1/150.00 KB

View the invoices in your queue

My Invoices ▶ 1 3 [Icons] All Season Services PO Box 681521 Default Pay By: ACH Source: [i] Status: **(Fast Tracked)** Board Approval
ALL Houston, TX 77268 US Invoice Pay By: Check [C] Invoice Pay Amount: \$374.00

Last Change: Edit Image by Erin Rapp [Icons]

Save **Approve** **Reject** [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

Association: Spring Creek Association
Vendor Name: All Season Services

Inv #: 875473
Amount: \$374.00
Invoice Date: 08/01/2019
Due Date: 08/30/2019
Trxn Date: 08/01/2019
Reference:
Act #: 065220715
Skip to Final Release:

Name	Memo	Amount
70000-Maintenance Expense		\$374.00
		\$374.00

Notes Payment History Vendor Info

Check Stub Notes:
Draw 1 of 3
Internal Notes:

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 # 875473
DATE: 08/01/2019

SERVICE ADDRESS
12356 Maple Leaf Drive
Houston, TX 77045

BILLING ADDRESS
Spring Creek HOA
c/o SRS Management Co.
1401 Louisiana
Houston, TX 77002

PLEASE MAKE CHECKS PAYABLE TO : **ALL SEASONS SERVICES**

\$35.00 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

TPCL # 4746
Licensed and Regulated by Texas Department of Agriculture
P.O. Box 12847
Austin, Texas 78711-2847
Ph: 866-918-4481
Fax: 888-232-2567

PREVIOUS BALANCE	
SUBTOTAL	\$ 374.00
SALES TAX	\$ 0.00
TOTAL DUE	\$ 374.00

Communicate with Ease Regarding Any Questions Before Approving

My Invoices ▶ 1 3 All Season Services PO Box 681521 Default Pay By: ACH Source: Status: **(Fast Tracked)** Board Approval
 Houston, TX 77268 US Invoice Pay By: Check Invoice Pay Amount: \$374.00

Last Change: Edit Image by Erin Rapp

Association: Spring Creek Association
Vendor Name: All Season Services
Inv #: 875473
Amount: \$374.00
Invoice Date: 08/01/2019
Due Date: 08/30/2019
Trxn Date: 08/01/2019
Reference:
Act #: 065220715
Skip to Final Release:

Expense Line Items

Name	Memo	Amount
70000-Maintenance Expense		\$374.00
		\$374.00

Notes | **Payment** | **History** | **Vendor Info**

Check Stub Notes:
Drawn 1 of 3

Internal Notes:

Building 1 - Pest control service has not been completed.

ALL SEASONS SERVICES TERMITE & PEST CONTROL – LAWN & LANDSCAPE DESIGN <small>"FAMILY OWNED & CUSTOMER FOCUSED"</small> P.O.BOX 681521 HOUSTON, TEXAS 77268 OFFICE 1-866-966-2847 LAWN 713-677-9125	1-866-9NO-BUGS WWW.18669NOBUGS.COM INVOICE # 875473 DATE: 08/01/2019
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SERVICE ADDRESS
 12356 Maple Leaf Drive
 Houston, TX 77045

BILLING ADDRESS
 Spring Creek HOA
 c/o SRS Management Co.
 1401 Louisiana
 Houston, TX 77002

PLEASE MAKE CHECKS PAYABLE TO : **ALL SEASONS SERVICES**
 \$15.00 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

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PREVIOUS BALANCE	
SUBTOTAL	\$ 374.00
SALES TAX	\$ 0.00
TOTAL DUE	\$ 374.00

Make Audits & Research Projects Easy



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: [Show Multi Select](#) Show Inactive

Vendor:

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

Approval Step:

Last Change:

Fast Track:

Invoice Amount: to

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

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

Vendor: (enter Vendor name. wildcard * accepted. ex: Jo*)

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

Check Stub Notes:

Internal Notes:

Purchase Order:

Invoice Date: to

Due Date: to

Date Paid: to

Scheduled Date: to

Last Change Date: to

Created Date: to

Trxn Date: Greater Than Less Than

Research Payment Status & Approval

Check 101059

20 of 1074

Status: Paid
Check Number: 101059
Payment Type: Check
Pay System: AvidPay
Payment Amount: \$106.20
Date Paid: 10/23/2018
Company: Sealing Village Cards
Bank Account: Valley Natl Operating: ****1288
Mail To: Bryndon Lee Hardware
Mail To Address: 510 E Seaton Beach Blvd
 Bryndon Beach, FL 32822, US
Paid to Vendor: Bryndon Lee Hardware

***Check Number:** 101059
***Date Paid:** 10/23/2018 (mm/dd/yyyy)
***Paid to Vendor:** Bryndon Lee Hardware
***Save Comments:**

Last Modified By:
Last Modified Date: 10/23/2018 10:06:52 AM
Date Created:
Transaction Id: 6733105
Check System: AvidPay

AvidPay Delivery Status [Refresh](#) [Show Detail](#)

Delivery Method	Amount	Delivery Status	AvidPay Check	Cleared Date	Last Update Date	History	Errors
VCC	\$106.20	Cleared		10/30/2018 10:09:23 AM	10/30/2018 10:09:32 AM	View	

Invoices included with this payment [Show AvidPay Payment Breakdown](#)

	Invoice Number	Amount	Account Number	Invoice Date	Due Date	Status	Last Change By	Last Change	Down loaded	ExternalId	Import Message
View	215767	\$17.37	1855	09/19/2018	09/29/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262036	
View	215408	\$19.31	1855	08/29/2018	09/10/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262037	
View	215424	\$14.22	1855	08/30/2018	09/10/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262035	
View	215746	\$22.78	1855	09/18/2018	10/10/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262039	
View	215791	\$19.31	1855	09/20/2018	10/10/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262038	
View	215665	\$13.21	1855	09/13/2018	10/10/2018	Paid	Payables Service	10/23/2018 10:06 AM	<input checked="" type="checkbox"/>	00262034	

Security & Confidentiality

Security FAQs:

- Each user has their own user profile, username and password that they set when they first register.
- Each user will be assigned to specific role(s) and to their assigned property/properties. Users only see items related to their specific property/properties.
- There is a complete audit history on each invoice which shows every action (Update, Approve, Reject, etc) that has occurred on the invoice since it's inception into Strongroom (with the name of the user and a date/time stamp).
- There's an option of setting up Multi-Factor Authentication for login verifications (2, 3, and 4 way) as well as Data Access verifications (SMS).

 **avidstrongroom**TM

Q & A