



Strongroom Quick Reference Guide Site Admin and Approver 1

Invoice Entry:

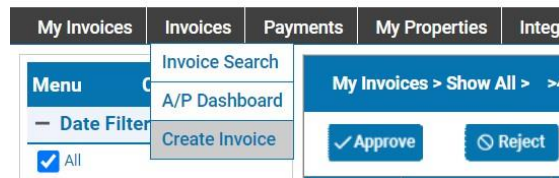
From the vendor:

The preferred method for entering an invoice is to email it to invoices@barkanco.com.

- Each invoice should be sent as a separate PDF and should clearly list the property's name on the cover page.
- Any invoices payable to Barkan or with the property's address will not be coded to the appropriate site and may cause significant delays.
- Links or messages within the body of the email will not be processed or uploaded.
- If the vendor requires a physical address, use Association Name c/o Barkan Management, PO Box 35344, Charlotte, NC 28235

Uploaded Directly/Manually:

If you need to enter an invoice manually, you can do so at the Site Admin level under Invoices, Create Invoice.

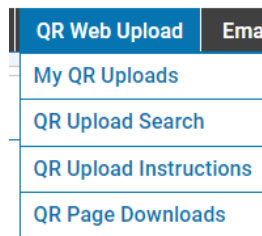


- Upload the image, select the property, and enter a posting date according to Barkan policy prior to saving. Fill out the appropriate fields and approve to the next step.

QR Upload:

For scanning a batch of invoices together.

- Go to "QR Web Upload" and choose QR Page Downloads.



- There will be three different QR cover sheets available for download with instructions.
 - To upload a batch of single page invoices, you only need to print one cover sheet under the **1-Page Invoice Batch** section. Use this sheet as the top page before you scan a pile of invoices. All invoices need to be **one page, one sided**. This QR Code automatically splits the PDF into individual pages when it is uploaded to Strongroom.
 - To upload a batch of two-page invoices, you only need to print one cover sheet under the **2-page Invoice Batch** section. Use this sheet as the top page before you scan a pile of invoices. All invoices need to be **two pages**, either 1-sheet, 2-sides or 2-sheets 1-side. This



QR Code automatically splits the PDF for every two pages of content when it is uploaded to Strongroom.

- To upload a batch of invoices with differing page numbers, you will need to print a QR upload sheet in the [Batch with Invoice Separator Page](#) section to place in front of every invoice before you scan.
- Once you have scanned your invoice batches to yourself, go back to “QR Web Upload” and select “My QR Uploads”.
- Hit upload to start a new batch.



- Enter the number of invoices in the batch and then select the PDF file of your scanned invoices and QR sheet. You can choose to remove blank pages and upload.

The screenshot shows a web form titled "Please enter an invoice count and select the file you want to upload". It includes an "Invoice Count:" input field, an "Upload PDF File (Max 25 MB)" input field with a "SELECT" button, a checked checkbox for "Remove blank pages", and "UPLOAD" and "CANCEL" buttons at the bottom.

- Once the file has been processed, you'll need to approve the number of invoices. They will then be sent to the data entry team for coding. Note that using the QR Uploads **will not instantly put the invoices in your queue** for approval. If you need an invoice uploaded instantly, see instructions on manual invoice submission above.

Reserve Invoices:

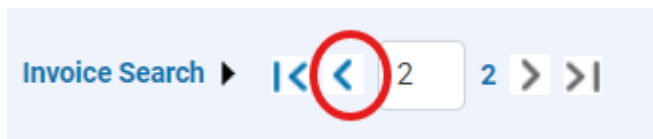
Reserve invoices are processed in the same way as operating expenses except you will need to select the Reserve bank account prior to approving. Reserve GLs will start with 95-. After you enter the Reserve expense GL, go to the payment tab under the “Expenses” section and select the appropriate bank account from the drop-down menu.

The screenshot shows the "Expenses" section of the Strongroom interface. It features a table with columns for "GL Code" and "Amount". A row is selected with "95-9901000-02-02-Reserve Expense" and an amount of "\$ 2455.11". Below the table, there are tabs for "Notes", "Payment", "History", and "Vendor Info". The "Payment" tab is active, showing "Advanced Payment Options" with a "Pay Account:" dropdown menu. The dropdown menu is open, showing options like "Bank United - Operating - 1911 - - 1911(Primary)" and "Bank United - Reserve - 1938 - - 1938".



Approving and Modifying:

- If you've approved the invoice to the next approver but need to make changes, you can reject the invoice back to yourself to make edits. After it reaches the secondary approver or the Staff Accountant, the invoice will need to be rejected by the person at that level.
- If an invoice shows a duplicate error, click "view" to review the other invoice within the queue. You should delete the duplicate that is at the lowest approval level.
- To push an invoice to the next level, you must open and review the invoice. Bulk approval of invoices within your queue is unavailable.
- If you've approved an invoice and want to review, click the back arrow in the top left corner to go to the previous invoice.



Invoice History and A/P Dashboard:

To view all invoices in the queue at any level, go to "Invoices, AP Dashboard".

The Pending by Step Dashboard displays all the pending approval invoices in Payables:

Property	Less 7 Days	7 to 14 Days	Greater 14 Days
*Test Training Association	<u>3 - \$310.34</u>		
Approver 1 Approval	<u>1 - \$114.81</u>		
Site Admin Approval	<u>1 - \$80.72</u>		
Staff Accountant Approval	<u>1 - \$114.81</u>		

- Select the totals underlined in blue to pull up a list of invoices at a specific level. You can then click into the invoice number to pull up the invoice image screen.
- Search paid invoices in Strongroom under Invoices, Invoice search. Choose paid and then enter a date range.
 - "Filter by Company" = "Filter by Property"
 - Choose no filters to view all invoices
 - For more accurate check numbers and payment status, search paid invoices in CINC.

Splitting invoices:

To split an invoice between two properties, you will need to "copy" the invoice.



✓ Last Change: Approved by John Krystyniak

- You will be redirected to a second window where you can choose the number of copies and details you want to copy.
- Edit the property and amount and hit save.

Options

Number of Copies: 2

☒ Increment dates by number of months 1

☐ Enable Copy Payment Options. If enabled, the payment options (check system, bank account, payment type, pay invoice individually, mail to client, mail to Property) will be copied to new invoice(s). However the payment bank account id will be null out, and the CheckSystemConfigId will be set to 0 for the new invoice if the invoice changes company, although the flag is enabled.

Date Increment Options

Select dates to increment below:

☒ Invoice Date of Month 02/01/2024
 ☒ Due Date of Month
 ☒ Hold to Date of Month
 ☒ Transaction Date of Month 02/01/2024
 ☒ Pay Date of Month

Property	Vendor	Account Number	Invoice Number	Amount	Percentage	Invoice Date	Due Date	Hold To Date	Transaction Date	Scheduled Pay Date	Remove
*Test Training Association	B-P Trucking, Inc.	8921	0000397381-1	2455.11	%	02/01/2024			02/01/2024		Remove
*Test Training Association	B-P Trucking, Inc.	8921	0000397381-2	2455.11	%	03/01/2024			03/01/2024		Remove

Strongroom Glossary:

Property: Select the Property/Association

Vendor: Select the Applicable Vendor

- Selecting the vendor with the correct remit to address. Reach out to Support if changes are needed.

Invoice #: Enter the Invoice Number; follow Barkan Policy without an Invoice Number.

Amount(s): The amount of the current charges.

Inv. Date: Invoice Date (If None Listed, Use Service Date)

Due Date: Enter date if provided

Posting Date: Invoice/Service Date

- Enter the Invoice Date
- Should you receive an error stating, "Invoice Trxn Date is for a prior period. Please adjust." Simply go to the 1st of the following month. - Keep trying until successful.

Reference: Leave Blank

Acc. #: Enter the Account number, required if a utility. Will show on memo section of the check.

Go to Payment: Leave Unselected.

Department: Leave Unselected.

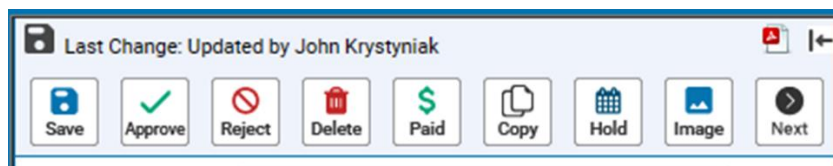


Expenses:

- Select the GL Code, simply type
- Enter the Desired Amount
- Click the “Plus Sign next to GL Code” to split between GL Codes.
- The Total of the GL Codes must match or equal the Amount(s) near the Top.
- Memo: for services dates for utilities or other pertinent information for Financials.

Check Stub Notes: Notes to the vendor.

Internal Notes: Provide a note or comment to the Internal Team, those who will be reviewing the invoice. Include your initials and date. Do NOT Delete prior notes, even if a note was responded to or addressed. Must include a note when splitting an invoice via the copy function, not paying the entire amount (deposit for a project, Real Estate Taxes, etc.)



Save: “Saves” the entered information.

Approve: “Approves” or moves the invoice onto the next role, Approver 1, Approver 2, etc.

Reject: “Reject” returns the invoice to a previous role. “Internal Note” required.

Delete: “Delete” remove the invoice from further processing. “Internal Note” for reason of deletion.

Paid: “Paid” a step completed by Accounting.

Copy: “Copy” if you would like to copy or make a duplicate image/invoice. For example, used for paying the remaining amount for project or if you are splitting the same invoice between properties or associations.

Hold: “Hold” temporality stops or delays the process of the invoice.

Next: Next page of options, not relevant to current procedures.