

AP Online Approval
Board Only
User Manual

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Board Only Online Invoice Approval


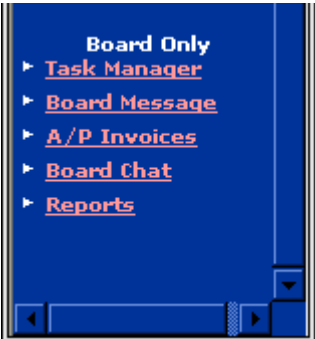
Approving invoices couldn't be easier. TOPS Online A/P Approval is at your disposal 24 hours a day, seven days a week from anywhere you have access to your Community Web Site via the Internet.

An open item remains open until all required approvals are recorded or it is disapproved. As items are decided on, they are moved to Approved, or Disapproved tabs and stored at the Community Web site for 30 days. If an Online AP Invoices is

Once the pending items are uploaded to the community web site the A/P Invoices are available online for approval. You may login and begin the approval process.

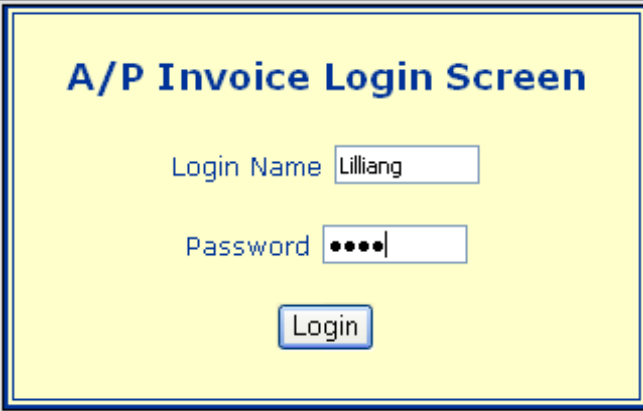
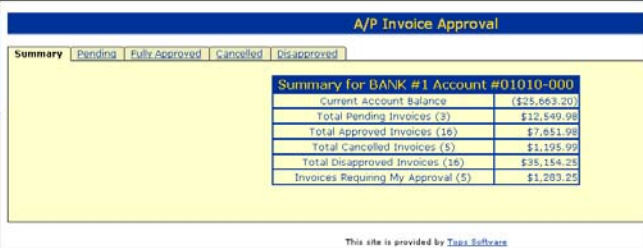
Logging in to the Approval Section

From the Community web site:

Instruction	Illustration
<ol style="list-style-type: none"> 1. Click the Resident Login hyperlink to display the Login window. 2. Enter your Login Name and Password. 3. Click the Login button. 	
<ol style="list-style-type: none"> 4. Once logged in the web site menu tree will display on the left side of the window. 5. Click the A/P Invoices option listed under Board Only. 	

TOPS Online AP Approval contains a second level User login for added security. The **AP Login Name** and **Password** is setup in the **AP Online Control** by the TOPS2000™ Administrator.

You will not be able to proceed without the **AP Invoice User Login Name** and **Password**.

Instruction	Illustration
<p>6. The A/P Invoice Login Screen appears.</p> <p>7. Enter the A/P Invoice Login Name and Password provided by the TOPS2000 system Administrator.</p> <p>8. Click Login button.</p>	
<p>9. The AP Invoice Approval window appears.</p>	

The A/P Invoice Approval Layout

The **A/P Invoice Approval** window contains the following Tabs:

- **Summary** – Provides information about the Bank Account designated for this community, the number of items and totals by category.
- **Pending** – Lists all open Online AP items requiring approval.
- **Fully Approved** – Lists all Online AP items approved in the past 30 days.
- **Cancelled** – List AP items that have been deleted from TOPS2000™.
- **Disapproved** – Lists all AP items disapproved by a responsible party.

AP Invoice information is stored on the Community web site for 30 days.

A/P Invoice Approval									
Summary		Pending		Fully Approved		Cancelled		Disapproved	
Approved Invoices for Ocean View							Peoples Bank Balance: (\$26,138.20)		
Tracking #	Invoice #	Reference	Date	Amount	Final Approval	Date Paid	Check #		
T000000040	0210-01	Test_01	2/11/2005	\$249.99	2/14/2005				
T000000042	0210-03	Test_03	2/11/2005	\$2,499.98	2/14/2005				
T000000043	0210-04	Test_04	2/11/2005	\$2,499.99	2/14/2005				
T000000044	0210-05	Test_05	2/11/2005	\$2,500.00	2/14/2005				
T000000046	0210-07	Test_07	2/11/2005	\$5,000.00	2/14/2005				



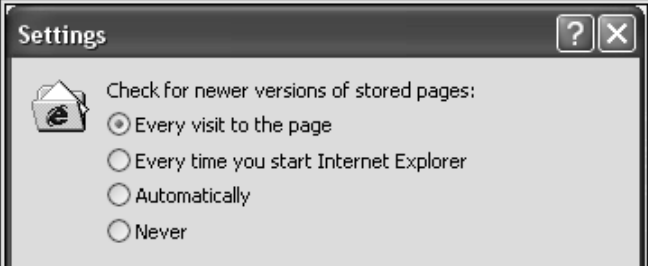
The Summary Tab displays the current status for each category. The number of Pending , Approved, Disapproved and Cancelled items with the total dollar amount for each category.

Summary for Peoples Bank Account #01010-000	
Current Account Balance	(\$26,138.20)
Total Pending Invoices (0)	\$0.00
Total Approved Invoices (5)	\$12,749.96
Total Cancelled Invoices (0)	\$0.00
Total Disapproved Invoices (2)	\$5,249.99
Invoices Requiring My Approval (0)	\$0.00

The Online AP Invoice Approval system data exchanges are done manually from TOPS.



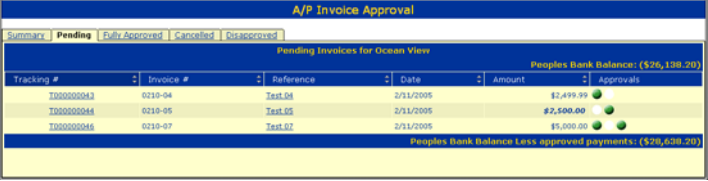
TIP: To ensure that the Online AP Approval system displays the most recent data upload Set Internet Explorer to refresh the page each time you visit a page:

From your Internet Explorer browser window:

Instruction	Illustration
<ol style="list-style-type: none">1. Click the Tools option on your menu bar.2. Click Internet Options.	 A screenshot of the Microsoft Internet Explorer browser window. The title bar reads "Welcome to MSN.com - Microsoft Internet Explorer". The menu bar includes "File", "Edit", "View", "Favorites", and "Tools". The "Tools" menu is open, showing options: "Mail and News", "Pop-up Blocker", "Manage Add-ons...", "Synchronize...", "Windows Update", "Windows Messenger", and "Internet Options...". A mouse cursor is pointing at "Internet Options...".
<ol style="list-style-type: none">3. On the General Tab Click the Settings button in the Temporary Internet files section.	 A screenshot of the "Internet Options" dialog box, General tab. The "Home page" section shows the address "http://isapi/redir.dll?prd=ie&pver=6&ar=msnhome" and buttons for "Use Current", "Use Default", and "Use Blank". The "Temporary Internet files" section has a description and buttons for "Delete Cookies...", "Delete Files...", and "Settings...".
<ol style="list-style-type: none">4. Click the radio button for Every visit to the page.5. Click the Red X to Exit.	 A screenshot of the "Settings" dialog box. It shows the "Check for newer versions of stored pages:" section with four radio button options: "Every visit to the page" (which is selected), "Every time you start Internet Explorer", "Automatically", and "Never".

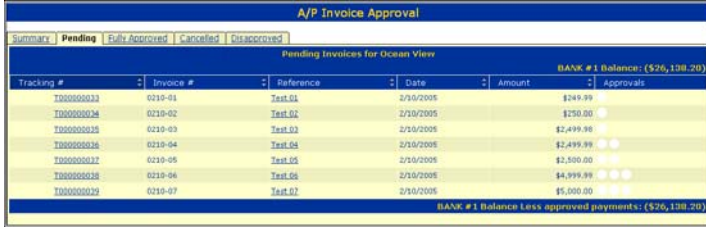
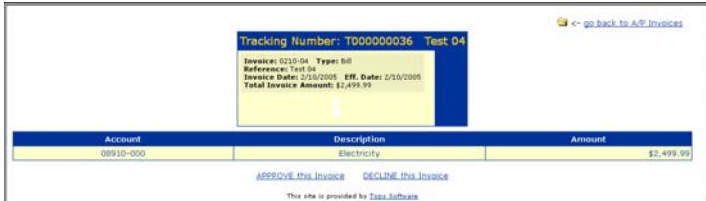
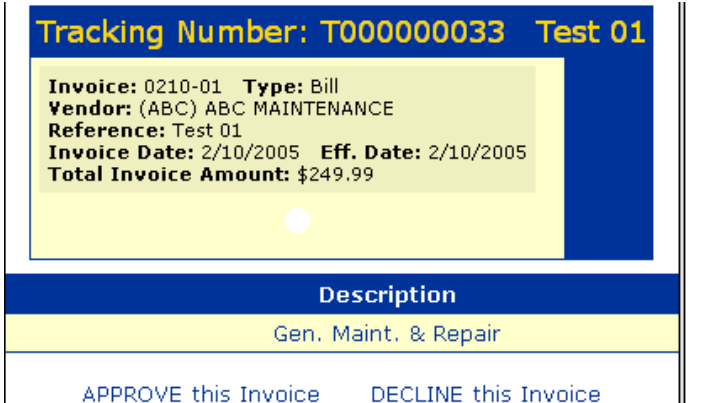

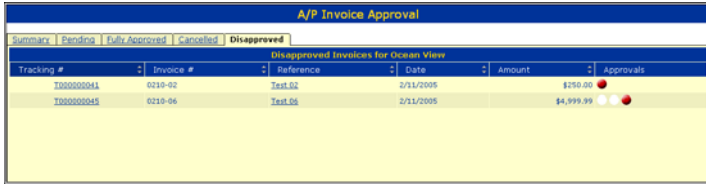
Approving an Invoice

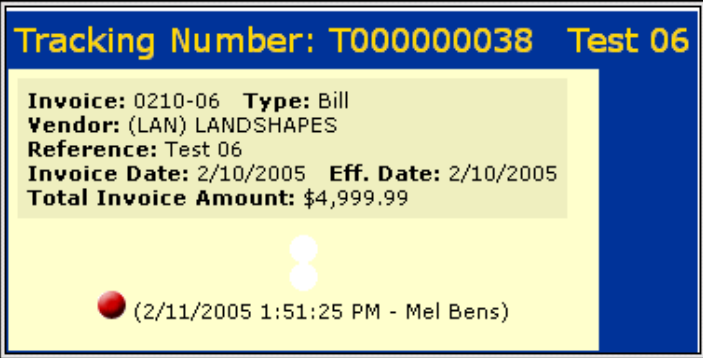

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<p>1. The default view is the Summary window.</p>	<table border="1"> <thead> <tr> <th colspan="2">Summary for Peoples Bank Account #01010-000</th> </tr> </thead> <tbody> <tr> <td>Current Account Balance</td> <td>(\$26,138.20)</td> </tr> <tr> <td>Total Pending Invoices (7)</td> <td>\$17,999.95</td> </tr> <tr> <td>Total Approved Invoices (0)</td> <td>\$0.00</td> </tr> <tr> <td>Total Cancelled Invoices (0)</td> <td>\$0.00</td> </tr> <tr> <td>Total Disapproved Invoices (0)</td> <td>\$0.00</td> </tr> <tr> <td>Invoices Requiring My Approval (7)</td> <td>\$17,999.95</td> </tr> </tbody> </table>	Summary for Peoples Bank Account #01010-000		Current Account Balance	(\$26,138.20)	Total Pending Invoices (7)	\$17,999.95	Total Approved Invoices (0)	\$0.00	Total Cancelled Invoices (0)	\$0.00	Total Disapproved Invoices (0)	\$0.00	Invoices Requiring My Approval (7)	\$17,999.95																																		
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<p>2. Click the Pending tab. 3. All Open AP items display, each is referenced by a unique tracking number. Each AP Item displays the TOPS Invoice Number, Reference, Date, and Amount.</p>	<table border="1"> <thead> <tr> <th>Tracking #</th> <th>Invoice #</th> <th>Reference</th> <th>Date</th> <th>Amount</th> <th>Approvals</th> </tr> </thead> <tbody> <tr> <td>T000000033</td> <td>0210-01</td> <td>Test 01</td> <td>2/10/2005</td> <td>\$249.99</td> <td>●</td> </tr> <tr> <td>T000000034</td> <td>0210-02</td> <td>Test 01</td> <td>2/10/2005</td> <td>\$250.00</td> <td>●</td> </tr> <tr> <td>T000000035</td> <td>0210-03</td> <td>Test 03</td> <td>2/10/2005</td> <td>\$2,499.98</td> <td>●</td> </tr> <tr> <td>T000000036</td> <td>0210-04</td> <td>Test 03</td> <td>2/10/2005</td> <td>\$2,499.99</td> <td>●●</td> </tr> <tr> <td>T000000037</td> <td>0210-05</td> <td>Test 05</td> <td>2/10/2005</td> <td>\$2,500.00</td> <td>●●</td> </tr> <tr> <td>T000000038</td> <td>0210-06</td> <td>Test 05</td> <td>2/10/2005</td> <td>\$4,999.99</td> <td>●●●</td> </tr> <tr> <td>T000000039</td> <td>0210-07</td> <td>Test 07</td> <td>2/10/2005</td> <td>\$5,000.00</td> <td>●●●</td> </tr> </tbody> </table>	Tracking #	Invoice #	Reference	Date	Amount	Approvals	T000000033	0210-01	Test 01	2/10/2005	\$249.99	●	T000000034	0210-02	Test 01	2/10/2005	\$250.00	●	T000000035	0210-03	Test 03	2/10/2005	\$2,499.98	●	T000000036	0210-04	Test 03	2/10/2005	\$2,499.99	●●	T000000037	0210-05	Test 05	2/10/2005	\$2,500.00	●●	T000000038	0210-06	Test 05	2/10/2005	\$4,999.99	●●●	T000000039	0210-07	Test 07	2/10/2005	\$5,000.00	●●●
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<p>5. Click an Item from the list to display details. <i>The Approve or Decline options only appear if the invoice requires YOUR level or approval.</i></p>	<p>Tracking Number: T000000036 Test 04</p> <p>Invoice: 0210-04 Type: Bill Reference: Test 04 Invoice Date: 2/10/2005 Eff. Date: 2/10/2005 Total Invoice Amount: \$2,499.99</p> <table border="1"> <thead> <tr> <th>Account</th> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>08910-000</td> <td>Electricity</td> <td>\$2,499.99</td> </tr> </tbody> </table> <p>APPROVE this Invoice DECLINE this Invoice</p>	Account	Description	Amount	08910-000	Electricity	\$2,499.99																																										
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<p>6. Click Approve this Invoice.</p>	<p>Tracking Number: T000000033 Test 01</p> <p>Invoice: 0210-01 Type: Bill Vendor: (ABC) ABC MAINTENANCE Reference: Test 01 Invoice Date: 2/10/2005 Eff. Date: 2/10/2005 Total Invoice Amount: \$249.99</p> <table border="1"> <thead> <tr> <th>Description</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Gen. Maint. & Repair</td> <td>\$249.99</td> </tr> </tbody> </table> <p>APPROVE this Invoice DECLINE this Invoice</p>	Description	Amount	Gen. Maint. & Repair	\$249.99																																												
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Instruction	Illustration
<p>7. The Approve validation window appears.</p> <p>8. Click Yes to approve the invoice.</p> <p>9. Click No to return to AP item detail window.</p>	<div data-bbox="716 254 1419 323" style="border: 1px solid black; padding: 5px;"> <p>This is the FINAL approval and will authorized this invoice for payment, ARE YOU SURE? YES NO</p> </div>
<p>10. If only one approval is required for Final Approval the AP Item will move to the Fully Approved tab ready for download to TOPS2000™.</p>	
<p><i>The AP item detail will display a green circle and the approving parties name.</i></p>	<div data-bbox="716 695 1419 984" style="border: 1px solid black; padding: 5px;"> <p>Tracking Number: T000000033 Test 01</p> <p>Invoice: 0210-01 Type: Bill Vendor: (ABC) ABC MAINTENANCE Reference: Test 01 Invoice Date: 2/10/2005 Eff. Date: 2/10/2005 Total Invoice Amount: \$249.99</p> <p> (2/11/2005 1:44:04 PM - Jenny Craig)</p> </div>
<p><i>If the Invoice requires more than one approval it will remain on the Pending list.</i></p> <p><i>A green circle will appear in the Approvals column.</i></p>	

Disapproving an Invoice

Disapproving an Invoice requires only one responsible party to decline an invoice regardless of the approval level of the user.

Instruction	Illustration
<ol style="list-style-type: none"> Click the Pending tab. All Open AP items display, each is referenced by a unique tracking number. Each AP Item displays the TOPS Invoice Number, Reference, Date, and Amount. 	
<ol style="list-style-type: none"> Click an Item from the list to display details. <p><i>The Approve or Decline options only appear if the invoice requires YOUR level or approval.</i></p>	
<ol style="list-style-type: none"> Click Declined this Invoice. 	
<ol style="list-style-type: none"> The Disapprove dialog window appears. Click Yes to Decline an invoice. Click No to return to the AP Item Detail. 	
<p><i>A Declined AP Item will be move to the Disapproved tab.</i></p> <p><i>A red circle appears in the Approval column designating the approval level at which the AP item was declined.</i></p>	

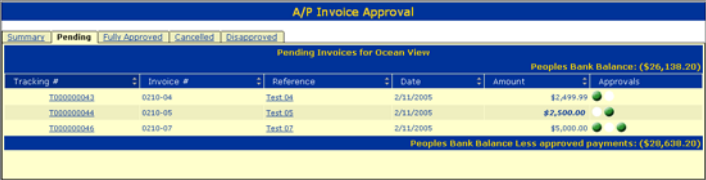
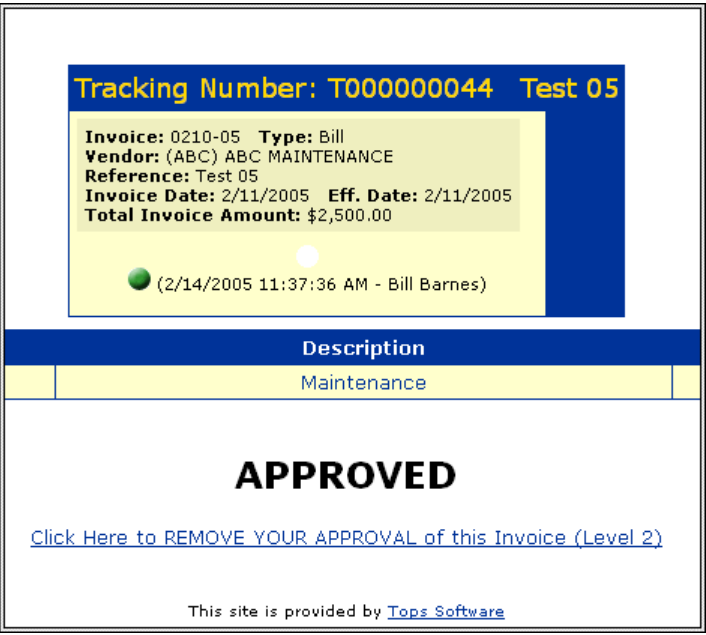
<p><i>The AP item detail will also display a red circle and the disapproving parties name and level.</i></p>	
<p>8. Repeat Steps 13 through 22 until you are finished. 9. Click the Red X in the upper right hand corner of the window to Exit Online AP Approval.</p>	

You may return to the community web site at any time to review AP Invoices and continue the approval process.

Remove Your Approval of an AP Invoice

If an item is not yet fully approved you may remove your approval of that item. Removing your approval does not automatically decline the item. The item status will remain “**Pending**” until it is fully approved or declined.

From the **Pending** Tab:

Instruction	Illustration
<p>1. Click the Item from which you wish to Remove <i>Your</i> Approval.</p>	
<p>2. The detail window appears. 3. Click the Remove Your Approval hyperlink. 4. You are returned to the Pending Tab. 5. Click another AP item or Click the Red X to Exit the Online AP Approval system.</p> <p><i>This item will remain on the Pending list until all approval requirements are met or the item is declined.</i></p>	

Only **Fully Approved Invoices** will download to **TOPS2000™** with the *next* TOPS upload. Invoices requiring additional approvals will remain on the **Pending** list until all approval requirements are met.