



Strongroom & Vantaca October 2020

<https://ghcm.payableslockbox.com>
<https://www.vantaca.net/>

Invoice Coding – New!

1. Reference/Description
Field moved to below the
GL Codes
2. New GL Codes
3. Dept is ALWAYS Operating.
(Even if you're using a Reserve
GL)

Last Change: Edit Image by [redacted]

Save Approve Reject Delete Paid Copy Hold Image More

Association: MARVEY MEADOWS

Vendor: Select Vendor

Inv #: 9302020

Amount(\$): 400.00

Inv. Date: 09/30/2020 (mm/dd/yyyy)

Due Date: (mm/dd/yyyy)

GL Date: 09/30/2020 (mm/dd/yyyy)

Act. #: [red arrow pointing to Expense Line Items]

Expense Line Items		Amount
<div> <div>+</div> <div> <div>Select GL Code</div> <div> <div>×</div> <div>Dept: Select Department</div> <div>Ref/Description:</div> </div> </div> </div>	<div>400.00</div>	
		<div>\$400.00</div>

Notes Payment History Vendor Info

Check Stub Notes:

Invoice Coding – New!

1. Reference/Description
Field moved to below the
GL Codes
2. New GL Codes
(Generally the same number
and a -###)
3. Dept is ALWAYS Operating
(Even if you're using a Reserve
GL)

Expense Line Items		Amount
<div> <div>+</div> <div>52005-001-Electricity</div> </div> <div> <div>×</div> <div>Dept: Operating</div> <div>Ref/Description: 8/18-9/17 electric</div> </div>	<div>\$ 400.00</div>	
		<div>\$400.00</div>

Notes

Payment

History

Vendor Info

Check Stub Notes:

Expense Line Items		Amount
<div> <div>+</div> <div>Select GL Code</div> </div> <div> <div>×</div> <div>Dept: Operating</div> <div>Ref/Dept: Select Department</div> </div>	<div>\$ 400.00</div>	
		<div>\$400.00</div>

Notes

Payment

History

Vendor Info

Check Stub Notes:

Invoice Search

Use the Vendor text box – not the drop down list.

Enter the entire name or partial name followed by an asterisk.

Chose a Date Range to narrow down the results.

Invoice Search Criteria

Association:

MARVEY MEADOWS

Show Multi Select

Show Inactive

Vendor:

Filter by Vendor

Status:

☐ Pending Approval
 ☐ Payment Authorized
 ☐ Unassigned
 ☐ Paid
 ☐ Void
 ☐ Deleted
 ☐ Open Credit
 ☐ Applied Credit
 ☐ Paid By Credit
 ☐ Pre-load

Approval Step:

All Approval Steps

Last Change:

All Changes

Alert:

All Alerts

Fast Track:

☐

Held:

☐

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:

Verizon*

(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:

(Select Predefined Range)

to

Due Date:

(Select Predefined Range)

to

Date Paid:

(Select Predefined Range)

to

Scheduled Date:

(Select Predefined Range)

to

Last Change Date:

(Select Predefined Range)

to

Created Date:

(Select Predefined Range)

to

GL Date:

Greater Than

1/1/2020

Less Than

9/8/2020

Search

Clear All

Payment Search

Use the Vendor text box – not the drop down list.

Enter the entire name or partial name followed by an asterisk.

Chose a Date Range to narrow down the results.

Payment Search Criteria

Association: [Show Multi Select](#)

Vendor:

Status: ☒ All ☐ Paid ☐ Void



Payment Type: ☒ All ☐ Check ☐ ACH ☐ Bank Draft ☐ Marked As Paid



Check Number: to

Pay Amount: to

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

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

Date Paid:  to 

Invoice Date:  to 

AvidPay Delivery Status:

AvidPay Delivery Method: ☐ VCC ☐ e-Payment ☐ AvidPay Check

AvidPay Check #: (enter AvidPay Check #. wildcard * accepted. ex: 12*)

Age: Older Than Days

Search

Clear All

Vendors/Service Providers?

- The list shrunk from 22,000 in Jenark to 2,700 in Vantaca
 - We removed vendors who haven't been paid since before 2018
- Vantaca does not use the Vendor Codes that Jenark did.
- Verify the vendor's mailing address before approving every invoice!
- If you need an existing vendor added, use the Vantaca action item New Service Provider Update > Step 20.

Invoice Field Mappings

Association:	DC Valley	✓
Vendor Name:	AvidProvider	✓
Inv #:	IDC_001-12	✓
Amount:	\$22.00	✓
Invoice Date:	05/15/2019	✓
Due Date:	05/15/2019	✓
Posting Date:	05/15/2019	✗
Ref:	IDC-R001	✗
Act #:	IDC-A001	✓

Account	Name	Dept	Job	Memo	Amount
4250	Late Fee	A Better Fund	M1		\$11.00
4285	Violation Fees	Operating	M2		\$11.00
					\$22.00

Payment Details

Payment: [Check 100000](#)

Payment Amount: \$66.00

Date Paid: 05/16/2019

Notes Payment History Vendor Info

Check Stub Notes: ✗

Internal Notes: ✗

Copied from Invoice : IDC_001

✓ Added to Vantaca

✗ Not Added to Vantaca currently

Account	Name	Dept	Job	Memo	Amount
4250	Late Fee	A Better Fund	M1		\$11.00
4285	Violation Fees	Operating	M2		\$11.00
					\$22.00

Payment Details