

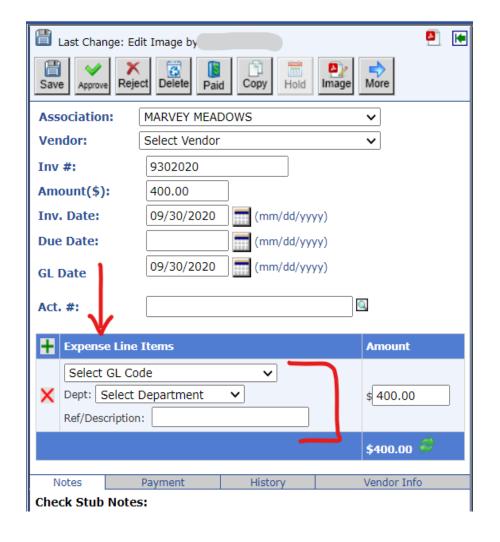
Strongroom & Vantaca October 2020

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



Invoice Coding – New!

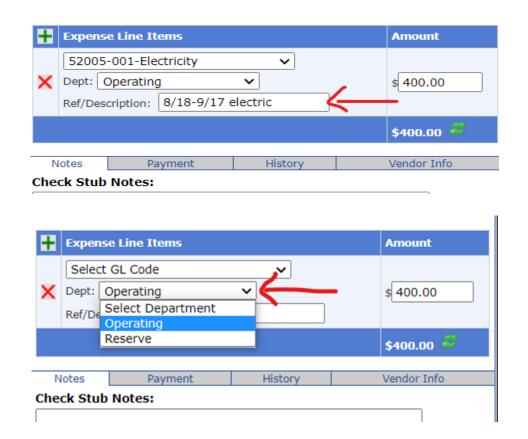
- Reference/Description
 Field moved to below the
 GL Codes
- 2. New GL Codes
- 3. Dept is ALWAYS Operating. (Even if you're using a Reserve GL)





Invoice Coding – New!

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





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.

Search | Clear All

Invoice Search	Criteria						
Association:	MARVEY MEADOWS	Show Multi Select	Show Inactive				
Vendor:	Filter b Vendor	2					
Status:	Pending Approval Payment Auth	norized 🗌 Unassigned	☐ Paid ☐ Void	☐ Deleted ☐ Ope	n Credit 🗌 App	lied Credit 🗌 Pa	id 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 * accept	ted. ex:*48, 48*, *4	48*)		
Account Number		(enter Account number	wildcard * accep	oted. ex: *341, 341*	*, *341*)		
Vendor:	Verizon*	(enter Vendor name. w	ildcard * accepted	d. ex: Jo*)			
Expense Account:		(enter comma separate	e list of GL Accour	nts. 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)		1/1/2020		to	9/8/2020	
GL Date:		Greater Than	•		Less Than		



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	a e e e e e e e e e e e e e e e e e e e	
Association:	MARVEY MEADOWS 🗸	Show Multi Select
Vendor:	Filter by Ventor	
Status:	All Paid Void	
Payment Type:	O All O Check O ACH O Bank Draft	O Marked As Paid
Check Number:	to	
Pay Amount:	to	
Invoice Number:		(enter Invoice number. wildcard * accepted. ex: 48*)
Vendor:	DC Treasurer*	(enter Vendor name. wildcard * accepted. ex: Jo*)
Date Paid:	Year to Date	01/01/2020 to 09/08/2020
Invoice Date:	(Select Predefined Range)	to
AvidPay Delivery Status:	Select All	
AvidPay Delivery Method:	□ VCC □ e-Payment □ AvidPay Check	
AvidPay Check #:		enter AvidPay Check #. wildcard * accepted. ex: 12*)
Age:	Older Than Select Age 🗸 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



- Added to Vantaca
- Not Added to Vantaca currently

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

