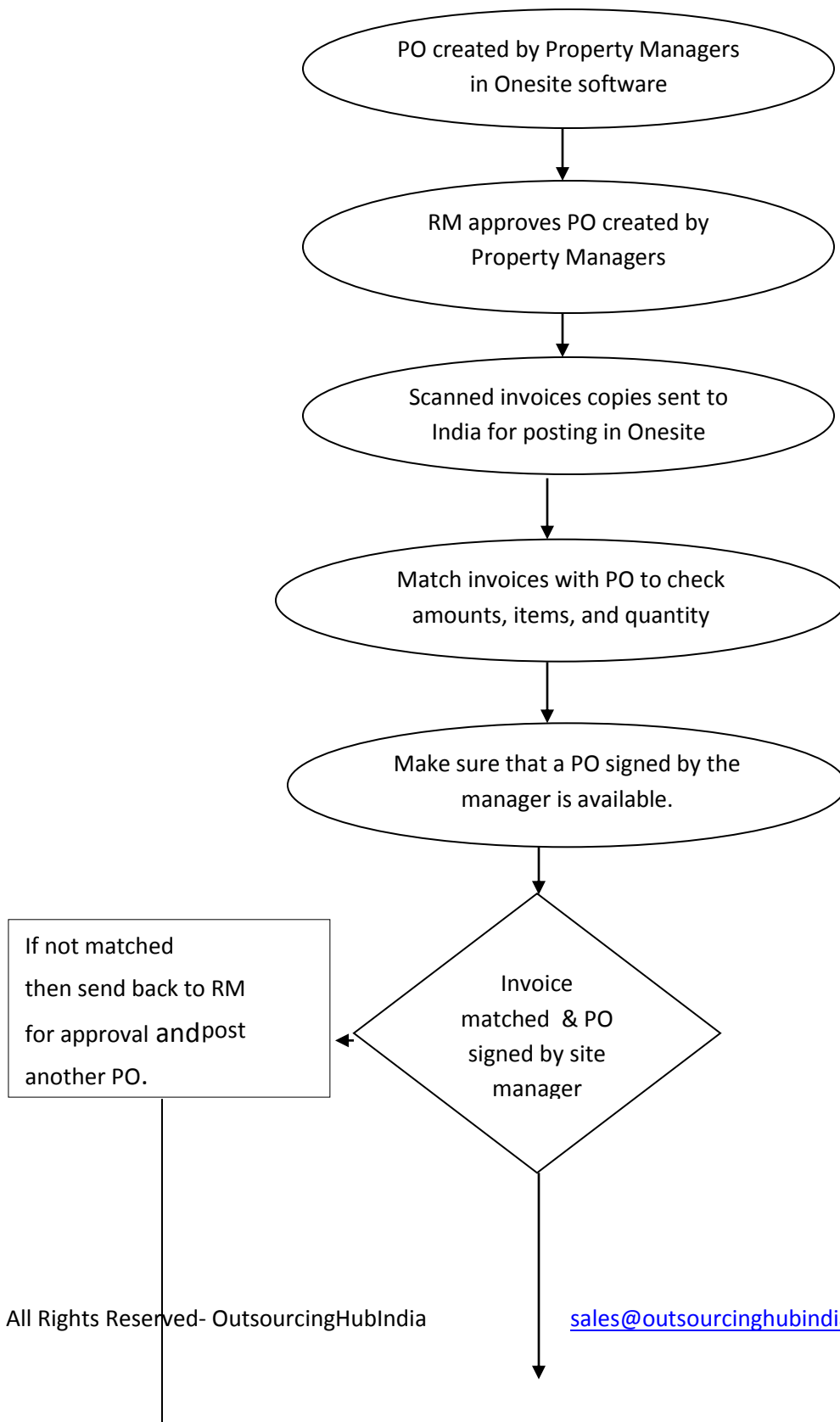


Accounts Payable Posting Procedure

The Accounts Payable Specialist will ensure timely processing of all invoices received to facilitate payment in the US.

- All invoices received at the corporate office in the US will be scanned in to the ftp server to make them available or accessible to AP specialist in India. In the server, there will be a folder named "AP - Inbox". In that folder, there will be sub-folders for each individual property, in which all the invoices for that particular property will be scanned.
- The AP specialist will then match the invoice with the respective purchase order (PO) in Onesite for posting. If the PO shows 'Pending', it means it has not been approved yet. The AP specialist should then come up with a list of all pending POs and notify the Regional Manager. If it shows 'Open' it means the PO has been approved and ready for use.
- Most invoices show the PO's number to be used. If an invoice does not show the PO number, locate one that has the same dollar amount or close to the invoice amount, clarify that the items listed on the invoice are the same as those listed on the PO. If they are identical, use that particular PO. **This has to be covered in 'AP Issues list'.**
- All purchase orders must match the Invoice. The only exceptions to this rule are:-
 1. If the PO does not include tax or freight
 2. If the PO is within 3% of the invoice amount
 3. If the PO is within \$5 of the invoice amount.
- If the PO amount is different from the invoice amount due to the above mentioned exceptions, the AP specialist is allowed to make an adjustment to the PO in order to post the invoice. If the invoice amount is more than \$5 or 3% of the PO amount, do not post it. Put it in the issues list and request for an additional PO. **The AP specialist in India, should not worry about the budget. The RM's have taken all that into consideration. Once the PO is open and the property manager has signed the PO, they can go ahead and post the invoice.**
- Recurring POs are created based on the contract in place. Usually the PO amount of a contract item is equal to the contracted amount. These PO's do not need approval. They are automatically generated once Onesite 'purchasing date' has been advanced to the 1st of the following month. For contract items, we wait for the invoices then we can post.
- Under normal circumstances, no invoice should come through without a purchase order. If an invoice comes through without a PO, it should be listed in the issues list. There are some exceptions to this rule where by the invoice is to be entered directly into Timber. In cases like this, you will be notified by our AP Coordinator before hand.
- Once the invoice has been posted, the PO status changes to 'closed', ready to be imported in to Timberline line by the Accountant in charge.

AP process flow chart



After getting approval

If Matched

Entering Invoices in Onesite:-

Post it in One-Site

- Open Onsite by clicking on the Internet Explorer icon. Enter your user ID and password
<http://XXXXXXXXX.onesite.realpage.com/>

NB: For control purposes, no one should share or disclose their Onesitelog-in information

- Click the Purchasing tab
- Advance the date to current date
- Click on the Invoice tab, then click new and select the vendor for the invoice to be entered
- A window will pop up as shown below - Enter the invoice number, enter the invoice date listed on the invoice, enter due date (which should be the last date of the current month), lastly enter the invoice amount. To navigate within these windows, use Tab.

Match PO to the Invoice

Enter the invoice number, enter the invoice, enter due date, lastly enter the invoice amount.

- In the top left corner under Actions, click 'match purchase order to this invoice'. Select the PO that matches the invoice. If there are multiple items listed on the PO, but only a few were shipped and invoiced, backorder the items that have not been shipped that will be invoiced later. To do this, check the boxes adjacent to the items shipped and leave boxes for items not delivered unchecked, and then click post. This will render the PO partially opened to be used when the other items are delivered and invoiced. However, the property manager will notify you on the signed PO, which items were received and which ones were back ordered.(see below)

Back - ordered

Select PO to be used

Click OK to post

Number	Description	Date	Submitted by	Amount
58896	6-LARGE DRIP PA...	08/01/2009	Jessica ...	279.60
59072	7-FLEA FOGGER	10/01/2009	Jessica ...	116.55
59079	10-PAINT SCREEN	10/01/2009	Jessica ...	329.53
59151	1-HALL ...	11/01/2009	Jessica ...	480.00
59189	1-22 1/4 X 70 1/2 ...	12/01/2009	Jessica ...	237.64

Order qty	Product	Account	Price each	Total price	Invoice price	Invoice qty	Backorder qty
1	HALL B...	7147-Doors/Glass/...	60.00	60.00	60.00	1	0
1	HALL B...	7147-Doors/Glass/...	60.00	60.00	60.00	1	0
1	GUEST ...	7147-Doors/Glass/...	60.00	60.00	60.00	1	0
3	BI FOLD...	7147-Doors/Glass/...	60.00	180.00	60.00	0	0

If a screen pops up saying the invoice needs approval, select any of the accountants within your department to approve them for you. (Approver's set-up will be required). Let the accountant know his/her approval is required for that particular invoice for payment.

Monthly Processes

- By the 25th of every month or earlier, we send 'close open/open-partial POs' emails to the properties to have them research and void unnecessary PO.
- Last day of the month/first day of the month, the AP specialist will create the invoice accruals list for the accountants. These are invoices with no PO and/or additional POs needed from the AP issues that were not corrected by the properties.

- Every month end, the AP coordinator will send you all vendor statements for reconciliation. Once the reconciliation is done, it should be sent back to the AP coordinator for review.

NB: New vendors and contracts set-up will be done at the corporate office.

ACCOUNTS PAYABLE ISSUES

An accounts payable issue is any invoice that is received by the corporate office that cannot be processed right away. Invoices that cannot be processed by your AP Specialist are listed on a report that is generally referred to as the “*AP Issues Report*,” but is sometimes referred to as an “*Exceptions Report*.” These reports are updated bi-weekly by our AP specialist and e-mailed to US property accountants.

Common causes of AP issues

- Invoice amount exceeding the approved PO amount due to pricing changes or additional items being ordered.
- Work was ordered without a PO being created and/or approved.
- Purchase orders needing to be signed off by the property manager as an acknowledgement of goods received or rendered services.

Responding to AP Issues Report (IMPORTANT)

Once invoices with issues have been established and an issues list created, it should be uploaded in the server under individual property for the site staff to review and respond accordingly. The site staff must respond to the issues within 48 hours by either creating a purchased order or an additional, or a PO needing the manager’s approval for posting.

Below is an example of an AP Issues list.

Microsoft Excel - 004FAI AP ISSUES.xls.xls

File Edit View Insert Format Tools Data Window Help

Arial 10 B I U

A1 = XXX Apartments

	A	B	C	D	E	F	G	H	I	J
1	XXX Apartments									
2	AP ISSUES									
3	3/24/2006									
4	Vendor	Ven #	Inv #	Inv Date	Inv Amt	PO	Issue/ Items Needed	Site Response	Additional Info	Added
5	PREVIOUS ISSUES									
6	L/T Services	LAN664	606037	2/14/2006	\$ 85.00	00000	1) PO has not been approved. 2) Need signed PO sent in.	No Response	Still need signed PO.	3/10/2006
7	NEW ISSUES									
8	Balloon Specialties	BAL954	0206rnt0001	2/28/2006	\$ 75.07	NONE	Need PO created for this invoice and need signed PO sent in. Inv is for 3/06-6/06 helium tank rental.			3/24/2006
9	Home Depot Supply	HOM509	42765431	3/7/2006	\$ 70.55	00002	Just need signed p/s / PO sent in.			3/24/2006
10	Home Depot Supply	HOM509	42765432	3/7/2006	\$ 47.39	00003	Just need signed p/s / PO sent in.			3/24/2006
11	Leasing	LEA101	50000	3/2/06	\$ 35.17	00001	Just need signed p/s / PO sent.			3/24/2006
12										
13		2nd Request								
14		3rd + Request								
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000XXX

Ready

start

Inbox - Microsoft O...

apm.onesite.realpa...

Microsoft Word - A...

Microsoft Excel - 00...

AP Issue Sheet Maintenance Procedure

- Updating AP issues list on a daily basis for distribution on the 4th and 19th of the month.
- Updating marketing AP issues list on a daily basis for distribution on the 19th of the month.
- AP issue tracker will be maintained by Tajinder at the location "H:\XXXXXXXX\Accounting\India\AP Issues" and it will reflect when the AP issues get sent out and when the site responded back.

Ways to use the tracker:

- If AP sends AP Issues late, then that's captured in the tracker
- If there are properties that have not responded or have delayed responses, then the tracker will capture that. So if there is are pending invoices that are lying in AP issues, then please refer the AP issues sheet and this tracker before checking up on the status of invoices with AP.

Generating Voided Pos.

Under 'Reports, SDE and Tasks' click 'Purchasing' on the far left side

- ⇒ Click 'generate' adjacent to 'Purchase order ledger'
- ⇒ Enter the parameters as shown below

The screenshot shows the REALPAGE web application interface. The left sidebar contains a navigation menu with categories like 'CrossFire prospects', 'Facilities reports', 'Leasing and rents reports', 'Accounts receivable', 'Payments reports', 'Prospect management reports', 'Purchasing reports', and 'Groups'. The 'Purchasing reports' section is selected, displaying a table of reports with columns 'Action' and 'Name'. The 'Purchase order ledger' report is highlighted. A dialog box titled 'Generate new Report - Purchase Order Ledger' is open, showing options to generate the report 'Now' or 'Later'. The 'Now' option is selected. The dialog also includes a 'Format' dropdown set to 'PDF' and an 'E-mail upon completion' checkbox. The 'Parameters' section includes a 'Display line item details' checkbox, a 'Vendor Name' dropdown set to 'ALL', a 'Status' dropdown set to 'Void', a 'Start Date' field set to '12/01/2009', an 'End Date' field set to '01/21/2010', and a 'Sort Purchase Orders using' dropdown set to 'Vendor name'. The 'Generate' button is visible at the bottom of the dialog.

Action	Name
Generate	Budget
Generate	Budget variance
Generate	Closed Period Adjustment
Generate	Credit Memo Ledger
Generate	Invoice Bulk Printing
Generate	Invoice Ledger
Generate	Purchase Order Bulk Printing
Generate	Purchase Order Ledger
Generate	Purchasing Accruals
Generate	Spending detail
Generate	Transmitted invoices
Generate	Unit costs ledger
Generate	Vendor Ledger
Generate	Vendor list
Generate	Vendor mailing labels

Click “Advanced find”

Key-in the building number and unit number

All POs for that particular unit will show up as shown here.

realpage.com/?c=0011000101010000010010110010000000100000000000000000000000000000 - Windows Internet Explorer

REAL PAGE Cedarwest Tuesday, Dec 21 Administration • Setup • Learning

OneSite Today Prospects Applicants Residents Facilities Purchasing Reports, SDE and Tasks

New prospect Available units Find person Calculator Ledger New PO New Invoice Service request Accounting Aileen Muthoni / Sign off

Purchasing - make this your start page 140.410.010.010

Purchasing date: Tuesday, December 21 (Change)

Purchase Orders New Find Vendor name Go (Advanced find) Refresh 2010 Period 12: Ending 12/31/2010

Actions	PO Number	Vendor #	Vendor Name	Description	Date	Submitted By	Approver	PO Amount	Status
View More	48031	TUL863	TULLER SERVICES	1-C102 Vinyl Replacement	07/13/2010	Allison Cook	Brandy Moniz	\$340.00	Closed

1 purchase order(s) found

Page 1 of 1

start Sent Item... TS-Main - ... Accounts ... General L... http://ver... RE: Tuller... Researchi... 3:46 PM