From:	Scott Tartaglia <startaglia@ccmfla.com>
Sent:	Tuesday, August 27, 2024 9:55 AM
To:	inozick@gmail.com
Cc:	Jordan Desnoes; Melissa Simpson; Destiny Diaz
Subject:	Victoria Square - Enumerate Central - Strongroom to Enumerate AP
Attachments:	Welcome to Enumerate Central.docx

To our valued customers,

Consolidated Community Management has transitioned all vendor payments from Avid Pay/Strongroom to Enumerate Automated AP product in partnership with Paymerang to provide payment services. All vendor invoices and payments will process through Enumerate Central (formerly TOPS) beginning in August 2024.

Currently, over 600,000 suppliers nationwide receive payments through Paymerang Network. You do not need to contact Paymerang because vendor information is shared from our Enumerate Central platform to their network of vendors, however they may reach out to set you up to receive payments automatically.

Our invoicing process will remain the same as vendors can still email their invoices to invoices@ccmfla.com.

Below is an overview of the Enumerate Central Board Approvals Inbox:

1) To view invoices submitted for Board approval and accept or reject :
- Select **AP Accounts Payable** in the left navigational menu bar of Enumerate Central
- Select **AP Inbox**
- Choose the option at the top that says **Board Approvals** Inbox.
- By default, all users will open the AP Inbox, and it will populate in the 'all communities' view. Only the communities that the user has permission to view will be available to them.
- Drill into a specific community and the header counts will automatically update to display information for the selected community.

The Board Approval Inbox can be sorted in ascending and descending order by:
- Amount
- Ap Transaction Id
- Date
- Invoice number
- Vendor
- The Inbox also has a search option using "contains item"

Note: If the board approver is setup in Engage or Portals there will not be an ability to approve/reject invoices from this screen.

2) If the invoice is setup for a Board approval within Central:
   a) Accept is selected.
- The invoice will move to **Make Payments** if no other board approval members are required.

b) After selecting Reject:
- A reject reason is requested.
- It must be entered to proceed with the rejection.
- After the field is completed, click the check mark to move forward with the action or choose X to back out.

- Invoices that are rejected will move to the Rejections Pending Inbox.

Note:
- Handwritten checks in Central do not go thorough approvals and simply post.
- The invoice cannot be approved by the same approver multiple times.
- The invoice cannot be approved then rejected by the same approver.
- Non-approvers cannot approve invoices.

To familiarize yourself with the process, attached is a link to Automate AP Knowledge Base articles.
https://support.goenumerate.com/hc/en-us/sections/21618033107867-AP-Digital-Payments.

We appreciate your support of this important initiative and value our vendor relationships, which are critical to our continued success. If you have any questions, please contact Consolidated Community Management via email at office@ccmfla.com or via phone at 954.718.9903

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