



Software

Invoice Payment Approvals

Subcontractor Guide

Overview

The Invoice Payment Approvals (IPA) system reduces the effort of processing invoices.

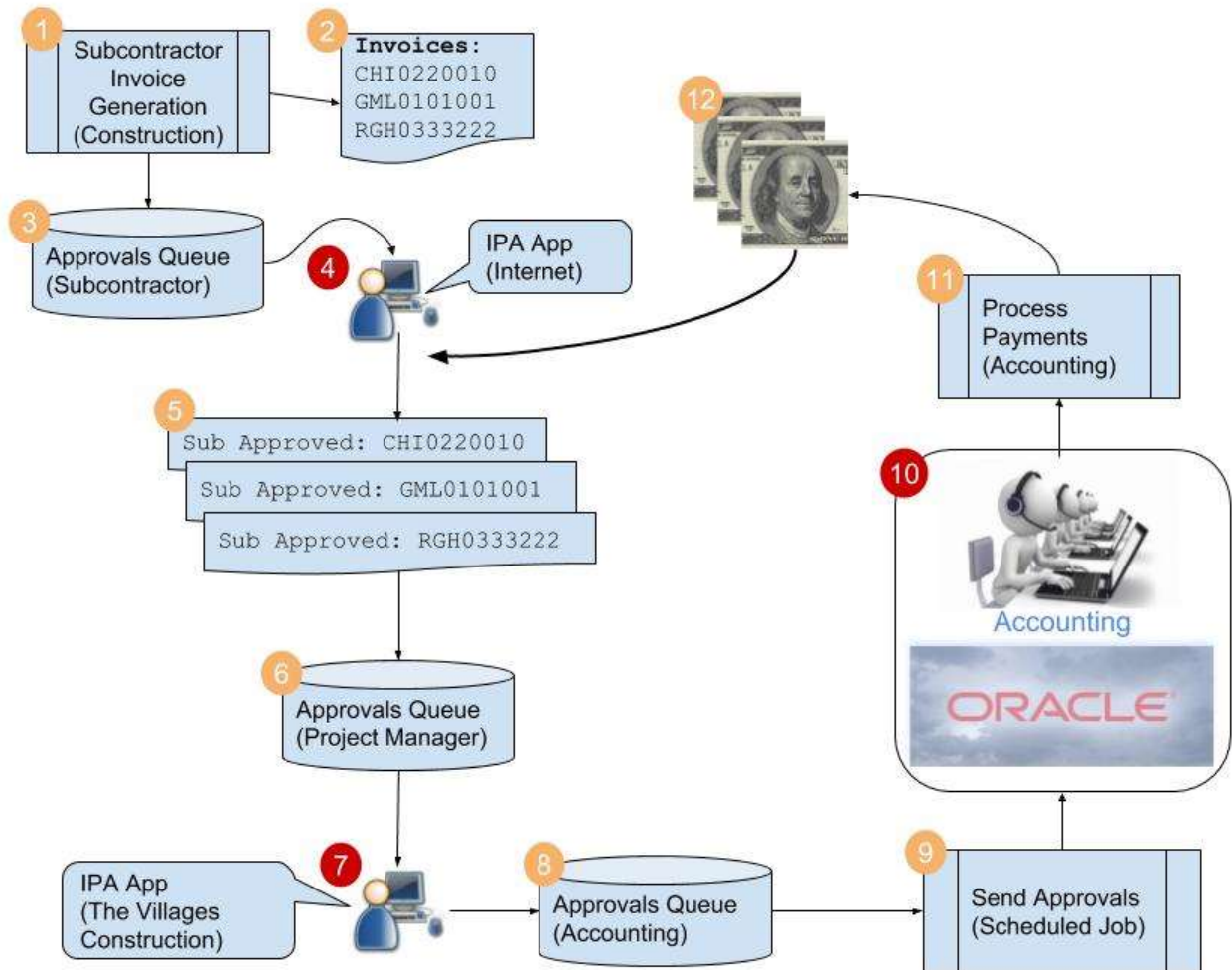
For the subcontractor...

- The online application allows access to purchase orders (PO) generated by The Villages.
- Summary and detailed examination can be performed via various sorts and search criteria.
- Approvals can be performed for any quantity of POs.
- Notifications are emailed for each approved PO allowing for easy filing, archiving, and searching via Email software.
- Approved POs are immediately placed in the appropriate project manager's queue of invoices awaiting approval.
- Upon approval by the project manager, invoices are pushed to the Accounting system for payment.

For the project manager...

- A separate application allows access to invoices awaiting approval (an invoice is the purchase order after it is approved by the subcontractor).
- Approvals can be performed for any quantity of invoices.
- Approved invoices are immediately placed in the queue of invoices awaiting a push to the Accounting system for payment.

IPA General Flow



- 1 **Subcontractor Invoice Generation.** The Villages Construction generates invoices for subcontractors. This process is unchanged with the IPA system.
- 2 **Invoices are emailed to subcontractors.** This process is unchanged with the IPA system.
- 3 **Invoices are queued for subcontractor approval.** Generated invoices are queued for approval by the subcontractor.
- 4 **The subcontractor works with invoices awaiting approval.** Using the online IPA application the subcontractor reviews and approves invoices. Run the program as documented to approve invoices.
- 5 **Approval notifications are emailed to the subcontractor.** The subcontractor receives an email for each approved invoice.
- 6 **Invoices approved by the subcontractor are queued for project manager approval.**

- 7** **The project manager works with invoices awaiting approval.** Using the IPA application the project manager reviews and approves invoices previously approved by the subcontractor.
- 8** **Invoices approved by project manager are queued for processing by Accounting.**
- 9** **Send queued invoices to Accounting.** This is programmed to occur based on a schedule during non-business hours.
- 10** **Accounting works with approved invoices.**
- 11** **Payments are processed.**
- 12** **Subcontractor receives ACH payment.**

Accessing the Application

There are two ways to reach the online IPA application:

1. <https://ipa.thevillages.com/>
2. Navigate to the The Villages® LINK site:
<https://thevillageslink.com/>

Click the link for Invoice Payments Approvals.



Terms of Use and Conditions

The IPA system will challenge you at various points to read and acknowledge information concerning application usage, the relation between the subcontractor and The Villages, etc. During these points you must reply in the affirmative in order to proceed.

Logging In

Key in your Username and Password, then click Log in.

If you already access the Construction System you will use the same credentials to log into the IPA system.

If You Do Not Have Access

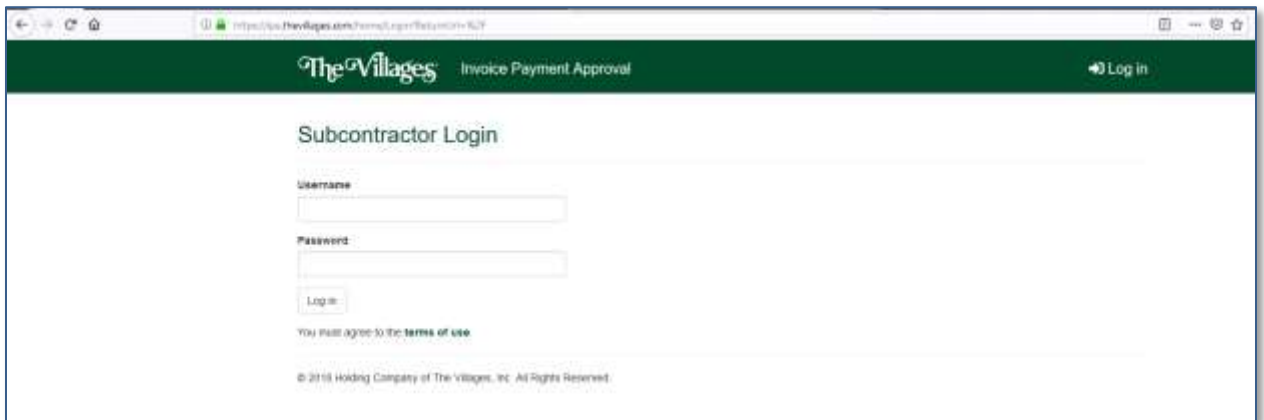
An email from the Company's principal is required stating the person designated has corporate authority to sign and bind you, the subcontractor, for the purposes of completing the lien waiver and final statement in the IPA system.

By requesting usernames for additional employees at your company, you represent that these individuals have full corporate authority to sign the lien waivers and final statements submitted through the portal. You also agree to notify The Villages in writing if these individuals ever lose such corporate authority. In processing payments, The Villages will rely on your representation of authority.

Include in the email the name and email address of the person who will do the approval. The email can be sent to:

Support@TheVillagesTSG.com

Please include in the subject line: "Invoice Payment Approval system"



The screenshot shows a web browser window displaying the 'Subcontractor Login' page. The page has a dark green header with 'The Villages' logo and 'Invoice Payment Approval' text. A 'Log in' button is visible in the top right corner. The main content area is white and contains the following elements:

- Subcontractor Login** (Section Header)
- Username** label above a text input field.
- Password** label above a text input field.
- Log in** button.
- A link: [You must agree to the terms of use](#)
- Copyright notice: © 2018 Holding Company of The Villages, Inc. All Rights Reserved.

Working with Invoices

After login IPA will retrieve all *open* invoices for the subcontractor.

This view provides several options to aid in reviewing invoices—sort, search, and details inquiry. You may also select one or many invoices to add to a batch of invoices to approve. When finished, click *Review and Sign* to advance to the signing step.

Match the symbols shown to the descriptions that follow to learn what you can do on this display.

The screenshot shows the 'Invoice Payment Approval' interface for 'The Villages'. The header includes the company name, 'Invoice Payment Approval', and user information: 'Hello UserArea51!' and 'Log out'. The main content area is titled 'T & D CONCRETE, INC.' and features three buttons: 'Select Invoices' (checked), 'Sign', and 'Done'. Below this is a 'Select Invoices' section with a 'Show 10 entries' dropdown and a search bar. A table lists invoices with columns: Sign, Invoice #, Print Date, Unit/Lot, Invoice Total, Project Manager, and Builder. The table contains 10 rows of invoice data. At the bottom, there is a 'Review and Sign' button, a pagination control showing 'Showing 1 to 10 of 657 entries' and 'Previous 1 2 3 4 5 ... 69 Next', and a copyright notice: '© 2018 Holding Company of The Villages, Inc. All Rights Reserved.'

▼ Click the icon or column heading to sort by the clicked column.

▶ Click the dropdown to change the number of invoices shown on a page.

▶ Click the desired page to view

🔍 Key in text to restrict list of invoices shown to those containing the search text.

➡ Click an invoice number to view its details. Example:

Invoice # RGH0421300

\$14V.15 2290 GORDON PATH D559 Int. Builder: Steve Nave

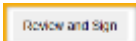
Cost Code	Loc	Description	Manufacturer	Price
0041		Block		11475.25
00411	LANAI	2' STRETCH TO RESIDENTIAL	BY SUBCONTRACTOR	110.40
00411	EXTER.	CEMENT FINISH IS HAND APPLIED.		0.00
00411	GARAG	STRETCH GARAGE AND GOLF CART	BY SUBCONTRACTOR	167.60
00411	EXTER.	BLOCK EXTERIOR WALLS		0.00
99990				-57.00

Invoice Total
\$11,695.66

Close Add to batch



Clicking a check box next to an invoice or **Add to batch** while viewing details will add the invoice to batch.





Click this button to advance to the Review and Sign step.

Review and Sign

Use this step to approve the batch of invoices. Completion of this step queues the invoices for project manager approval.

The following describes what you can do on this display. Match the symbols shown above to its description.

T & D CONCRETE, INC.

Select Invoices  Sign  Done

Review and Sign

Unit/Lot	Invoice Number	Address	Model	Project Manager	Invoice Total
S15V 7	CH0485709	2085 GORDON PATH	D669 Zinnia	James A. Cichielo	\$2,638.41
L31 72	CH0485776	639 KRETEMEYER PATH	P444 Sanibel	James A. Cichielo	\$3,677.40
L31 64	CH0486183	3509 CONSERVATION TRL	P456 Avalon	James A. Cichielo	\$3,333.99

Final Payment Statement

1. The contractor (the "Contractor") identified in the invoice(s) selected above (collectively, the "Invoices") entered into a Master Construction Agreement ("MCA") with The Villages of Lake-Sumler, Inc. ("The Villages") to furnish labor, material and services from time to time.
2. In connection with the MCA, Contractor agreed to furnish the labor, material and/or services described in the Invoices for the construction of a single family residence at the address(es) set forth in the Invoices (collectively, the "Property").
3. Contractor has fully completed the work described in the Invoices, and all lienors and potential lienors have been paid in full.
4. This Statement is executed by Contractor in accordance with Chapter 713, Florida Statutes for the purpose of obtaining final payment in the amount described in the Invoices as the "Invoice Total"
5. The individual signing below represents and warrants to The Villages that it has the authority to sign and bind Contractor

Waiver and Release of Lien Upon Payment


Contractor, in consideration of payment in the amount(s) described in the Invoices as the "Invoice Total", hereby waives and releases its lien and right to claim a lien for labor, services, and material furnished to The Villages for all work on the Property, provided however, this waiver and release does not cover any retention, labor, services, or materials furnished to the Property after the date of this waiver and release pursuant to Invoices that are issued to Contractor by The Villages and not selected above. The individual signing below represents and warrants to The Villages that it has the authority to sign and bind Contractor.

Signature

I agree this is a legal representation of my signature.

Adopt as signature and agree to terms of use.

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 To approve the invoices you must check all the boxes, type your name, and click , as indicated by the symbol.

Click to cancel this step and return to previous display.