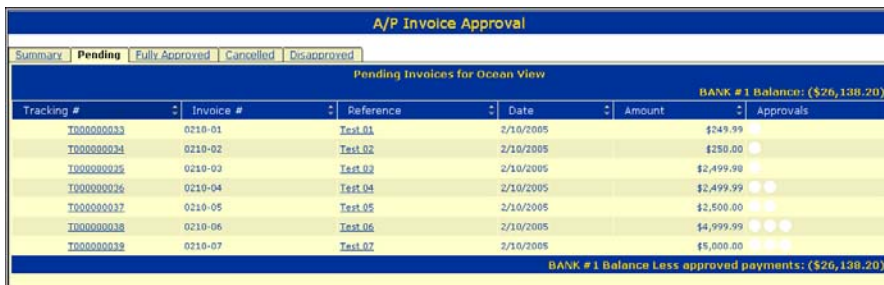


TOPS Management & Community Web Sites **Online AP Approval**

TOPS 2000™ Online A/P Approval

Online A/P approval is the third in a suite of programs specifically designed to streamline the Accounts Payable process. When combined with MICR Check Printing and Digital Signatures, you can significantly improve the flow of your Accounts Payable processing, and reduce the time you and your staff are currently spending on Accounts Payables for the communities you manage.

- Board members have access to TOPS Online AP Approval 24 hours a day 7 days a week from the Community Web Site via the Internet.
- Set approval requirements (up to 3) and / or designate that a Level 2 or Level 3 signature is required for invoices over a certain dollar amount.
- Automatically exchange data between your Community Web Site and TOPS 2000™ AP system via the TOPS Internet Scheduler.
- TOPS 2000™ reports provide approval and disapproval information for easy follow-up.



Tracking #	Invoice #	Reference	Date	Amount	Approvals
TOP00000033	0210-01	Test 01	2/10/2005	\$249.99	●●●●●
TOP00000034	0210-02	Test 02	2/10/2005	\$250.00	●●●●●
TOP00000035	0210-03	Test 03	2/10/2005	\$2,499.99	●●●●●
TOP00000036	0210-04	Test 04	2/10/2005	\$2,499.99	●●●●●
TOP00000037	0210-05	Test 05	2/10/2005	\$2,500.00	●●●●●
TOP00000038	0210-06	Test 06	2/10/2005	\$4,999.99	●●●●●
TOP00000039	0210-07	Test 07	2/10/2005	\$5,000.00	●●●●●

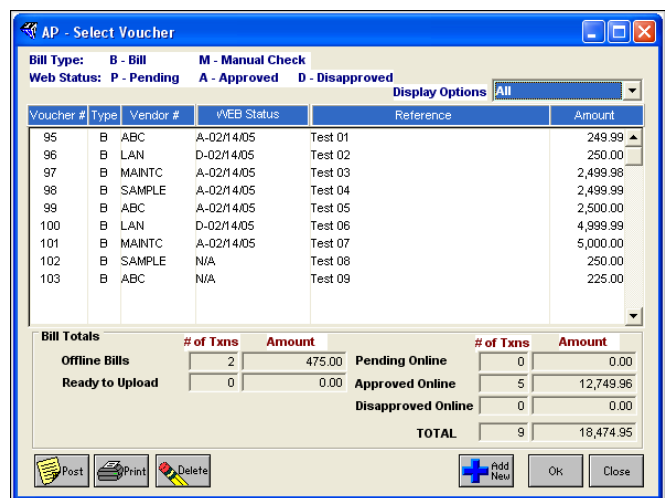
Board members will log in to their Community Web Site using their unique board level login name and password, access Online AP Approval, then view and approve outstanding bills for payment.

Online AP Approval – Pending Tab Listing All Open Bills Awaiting Approval

Both Approved and disapproved invoices are downloaded to TOPS 2000™ during the next automatically scheduled upload. The manager then previews the list of approved bills and processes them for payment.

The accounting manager can then follow up on disapproved item with vendors or board members as needed, obtain any additional information and notes, and then re-enter the bills and upload them to the Community Web Site Online AP Approval system.

Online AP Approval is available to any customer with a TOPS community web site at no additional charge. It cannot be used on a Management Company site, or a non-TOPS site. You must have a TOPS Community Web Site for EACH community that wishes to use this feature.



Voucher #	Type	Vendor #	WEB Status	Reference	Amount
95	B	ABC	A-02/14/05	Test 01	249.99
96	B	LAN	D-02/14/05	Test 02	250.00
97	B	MAINTC	A-02/14/05	Test 03	2,499.99
98	B	SAMPLE	A-02/14/05	Test 04	2,499.99
99	B	ABC	A-02/14/05	Test 05	2,500.00
100	B	LAN	D-02/14/05	Test 06	4,999.99
101	B	MAINTC	A-02/14/05	Test 07	5,000.00
102	B	SAMPLE	N/A	Test 08	250.00
103	B	ABC	N/A	Test 09	225.00

Bill Totals	# of Txns	Amount	# of Txns	Amount	
Offline Bills	2	475.00	Pending Online	0	0.00
Ready to Upload	0	0.00	Approved Online	5	12,749.96
			Disapproved Online	0	0.00
TOTAL	9	18,474.95			

TOPS 2000™ AP System displaying Approved Bills

Visit our web site at www.topshome.com for more information, or Contact Sales at 1-800-556-7852 to purchase TOPS Community Web Sites!