Batch Member Receipts

Overview

The batch processing of member receipts is done using an import file that is in the format described below or an import file created from within PROMAS.

There are 2 formats for the file from the third party provider, depending on whether the file will contain payments for one association or more than one.

The last pages explain how to create a validation file to send to the third party provider.

Automatic posting is done for each line item where the amount being paid matches the unpaid charges through the Charges Due Through date. Those line items that are not posted automatically must be processed individually.

The batch that is posted generally relates to a deposit slip that the bank has or will process.

Using the Batch function is efficient only when the amounts being received match the amounts owed. When they do not, the standard receipt screen is presented for use.

To Post a Lockbox Batch

1. The Batch Member Receipts function is found on the AR drop-down list. Selecting it will bring up the Batch Member receipts screen.
2. Set the Posting Date and then:
3. Click the Load Payments from Lock box File button to bring up the Import Lock box File search screen. Select the directory that contains the file to import so the path to it appears in the File Name field. Select the appropriate "Files of Type".
4. Highlight the file you want and click on <Open>. The members and payment amounts will fill in the screen. Verify that the Total Entries and Total Amount fields match the control totals from your lockbox provider.
5. Lockbox records that cannot be imported will display with the error log.
6. You can add to or delete from the list. Add to the list by choosing a member or unit; entering a payment amount; and clicking the Add Payment to Batch button. Delete from the list by clicking the Remove Payment button.
7. When the list is what you want click Post. If all payments could not be posted, an error message will display. Click OK to see the line items that need to be posted one at a time. Clicking the Process Payments button takes you to the standard Member Receipt screen so you can allocate the payment amount against current and new charges. Post each payment requiring individual processing.
8. When finished all payments posted will be in the Deposit Receipts function awaiting deposit.

Receipts Screen

The receipts screen provides for loading payments from a lock box file and entering a batch of payments to create a lock box file. The lock box file consists of any number of payment transactions

in a format recognizable by PROMAS. Transaction files generated by lockbox providers must be in a format that can be converted to the PROMAS format.

The payment amount must match the amount owed and there can be no charges with dates more recent than the posting date. Any other payment amounts will show on the Payments Requiring Individual Processing tab and must be handled through the regular Member Receipt function. Each line item has a Status field that indicates the full amount of outstanding charges for the member.

Two tabs are available: *All Payments* and *Payments Requiring Individual Processing*.

Create or Add to a Batch
- Posting Date - Change if the posting date of the transactions should be different than todays date. If the line item dates differ, the Update All Dates button can be clicked to update all line item dates to the Posting Date entered here.
- Unit/Member - Use either of these fields to select a member if you are adding a payment to the batch.
- Bank - Change if other than the default.
- Payment - Enter the payment amount to use when the batch is posted. If you mark the Quick Posting Mode checkbox, the payment amount will remain after each addition.
- Memo - Double clicking in the memo field will insert the phrase "Check #". Type in any memo you want associated with the payment.
- Total Entries - Protected field that indicates the number of entries in the import file.
- Total Amount - Protected field that indicates the total of the Payment Amounts in the import file.
- Add Payment to Batch - This button will add the member payment to the batch of payments being created. After all payments are added the batch can be saved to a lock box file that can be used over and over again.

Line Items

- Date - This will be the posting date of the payment. The Update All Dates button will change this date to the Posting Date above.
- Payment Description - Contains the member/bill payer and the unit long description.

- Amount - The payment amount to be posted.
- Status - Shows the unpaid charges for the member/bill payer. Open Credits are disregarded.
- Remove Payment - The line item will be removed from the list. Clicking the ADD Payment to Batch button will restore the last line item removed.
- Process Payment - Clicking takes you to the standard Member Receipt screen. From there the payment amount can be allocated to the outstanding charges. Refer to Member Receipts for more details. Click Post to finalize the payment.

- Sort by Member/Unit - The line items comprising the batch of those rejected can be viewed by either member sequence or unit sequence by marking the radio button.
- Start Over (Delete All Payments) - Use the button to clear all line items from the screen. A confirmation screen displays prior to deleting them.

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- Update all Dates - The date in all unposted payments in the batch will be changed to the Posting Date above. A confirmation screen displays prior to updating.
- Load Payments from Lock Box File - Lets you point to a file containing member payment transactions and then import them as line items that can be posted.
- Save Unprocessed Batch to Lock Box File - Lets you point to a path and filename to store the batch of line items listed. The saved lock box files can be used multiple times.
- Report - The unprocessed line items are listed on the report.

Click Post to process those payments matching the amount owed.

Switch
There is a switch you can enter in Setup, Processing Defaults in the Options tab, Command Options box : /LOCKBOXACH

When this is entered, the user is prompted to update all dates to today and is warned if there are any lockbox entries that do not match unpaid charges and thus would not automatically post. The user will also be prompted to save the lockbox file before posting.

The file format for the files that can be imported by PROMAS:

Using this format you can only bring a file into one association. If you have multiple associations and the third party is providing only one lockbox file, you must use the OCR lockbox file format.

File extension: *.txt, *.csv, *.asc

The record format:

  "yyyy-mm-dd","unit ID","amount","memo up to 40 characters","Member ID",CR/LF
or
  "yyyy-mm-dd","unit ID","amount","memo up to 40 characters",CR/LF

- amount is in the format xxx.xx
- the member ID is optional, but if used, must be included in all records in the file
- the text CR/LF represents the ASCII single byte characters 13 and 10 respectively for carriage return, line feed
- include the commas and quotes

Example: June10.csv

"2018-06-10","2204","82.00","Reference #66127","Cheek",
"2018-06-10","2205","82.00","","Clayton",
"2018-06-10","2207","82.00","","Porach"

OCR lockbox file

Because this file contains information identifying the association, multiple associations can be included in one file from the third party provider.

File extension: *.lockbox

The record format:

"blank","Unit ID","Association OCR code","YYYY-MM-DD","amount","memo up to 40 characters","","ID",CR/LF

- Field 1 – Member ID or OCR code
- Field 2 – Unit ID or OCR code
- Field 3 - Association OCR code
- Field 4 - The date field is the date received in format YYYY-MM-DD
- Field 5 - amount is in the format xxx.xx
- Field 6 – memo (optional)
- Field 7 – the text ID

- the text CR/LF represents the ASCII single byte characters 13 and 10 respectively for carriage return, line feed
- include the commas and quotes

Example 1: November3.lockbox
"Bruno","778C","OFEI 00000ARG","2018-11-03","260.00","","ID"
"Roseman","779A","OFEI 00000ARG","2018-11-03","125.00","memo","ID"

Example 2: November3.lockbox
"14","15","Maple","2018-11-03","260.00","","ID"
"10","5","Maple","2018-11-03","125.00","memo","ID"
"11","4","Willow"," 2018-11-03","375.00","","ID"

In Batch Member Receipts
In the Load Payments From Lockbox File field change Files of Type to "OCR Lockbox Files"

Validation File

A validation file is a comprehensive listing of account information, names, HOA dues and addresses that a community management company provides to the bank. The information ensures that coupons and check-only-payments are processed with the highest level of accuracy.

There are 2 formats that can be created. One using the Lockbox Validation export and the other using the OCR Lockbox Validation export. Both are in the <<File, Export Utility>> function.

One Time
- Go to <<Setup, Company>>.
- Enter your "HOA ID" in the OCR code field.

For Each Association
- Go to <<Profiles, Association Profile>> and edit.
- Go to Tab 3, Taxes and Statements.
- Enter the 4 character "Lockbox ID" in the OCR code field.
- Click <Save>.

Each Time
- Go to <<File, Export Utility>>.
- Select Export Type of Lockbox Validation or OCR Lockbox Validation.
- Clear the Restrict to field if populated.
- Click <Compile>.
- Click <OK>.

The file will be created named either Validationdata.txt or OCR Validation.txt and placed in the APROMAS\Export folder. Transmit that to the bank per their instructions.

File Formats:

Validationdata.txt:

1. Header Line (1 per file): The name of the file will be the first line and contain summary information about the file.
    - Management Company ID: From Company profile (OCR code)
    - Processing Date: Date
2. Subsequent Lines (number of lines determined by number of units/members): The remaining lines are detail lines. Each line represents one homeowner; carriage return at end of data to begin next record/line. Each record within a line is enclosed in quotes and sedated by a coma. The following are the records included in each detail line.
    - Association/Property ID: from Association Profile (OCR code)
    - Account/Unit ID:
    - Last Name: not populated
    - First name: not populated
    - Whole Name
    - Amount Due:
    - Unit Address
    - Unit City
    - Unit State
    - Unit Zip
    - Mailing Address - from Member Profile
    - Mailing City
    - Mailing State
    - Mailing Zip
    - Hold information - "Y" if Accept No Payments checkbox marked.

OCR Validation.txt

One line per member:
- Company OCR code
- Association OCR code
- Unit OCR code
- Member OCR code
- Member Name
- Member Address line 1
- Member Address line 2
- City
- State
- Zip
- Hold information - "Y" if Accept No Payments checkbox marked.
- Amount Due