



Batch Receipts (Lockbox Receipts)

Property Management Solutions for Over 30 Years

Overview

The batch receipts form provides for loading payments from a third party payment processing company or from a file created locally. The lockbox file consists of any number of payment transactions in a format recognizable by PROMAS. Transaction files generated by third party providers must either be in the format acceptable by PROMAS or be converted to that format. See below.

If you are using our partner RentTrack see the [RentTrack Integration Guide #920](#).

The only payments that are automatically posted in the Batch mode:

- fully pay off the outstanding charges unless the /partialpay switch is used (See [How to #377](#) on switches). Then a partial payment will process if there is only one unpaid charge.
- the charge must be dated prior to the Charges Due Through date
- all charges must be paid to the same ledger (cannot pay off one charge to owner and one to management)

Any others will show on the Payments Requiring Individual Processing tab and are handled through the regular Tenant Receipt function by clicking the Process Payment button. Each line item has a Status field that indicates the full amount of outstanding charges for the tenant.

Three tabs are available: All Payments; Payments Requiring Individual Processing; and Payments Not Requiring Individual Processing.

If you choose to use a “pass-through” Trust bank account for these deposits, and then move the money into the everyday Trust account before paying bills and sending the owner their distributions, see the PDF How to document [#376](#).

Import a File Created by Another Source

The batch receipt function can import a file that is in the format described below.

Third party payment processing companies can provide payment files in the lockbox format for importing using the Batch Tenant Receipt function. Files received from outside sources can be copied to the PROMAS working directory or a separate folder. After processing the file, we suggest you rename it to prevent multiple imports.

The file format compatible with PROMAS:

Each record should have the format:

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

- amount is in the format xxx.xx
- Tenant ID is optional
- the text CR/LF represents the ASCII single byte characters 13 and 10 respectively for carriage return, line feed
- include the commas and quotes

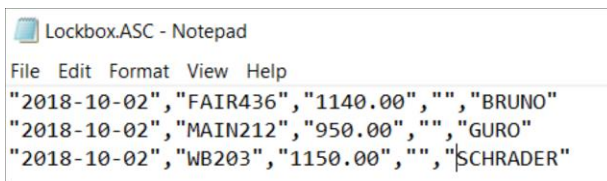
The file name should be xxx.yyy where xxx represents any name and yyy is txt or csv or asc. The date can be mm/dd/yyyy or yyyy-mm-dd.

Example: June10.csv

"2018-06-10","Cedar327","690.00","Reference #68217","Roseman",
"2018-06-10","Fair436","1140.00","Reference #1721","Bruno",

or

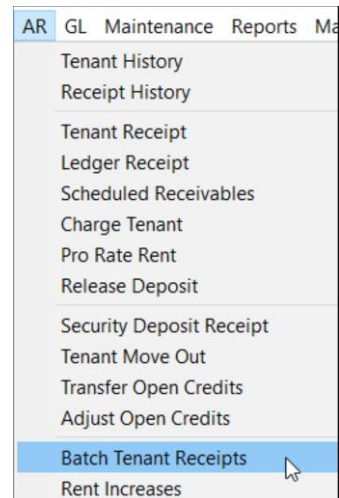
"2018-06-10","Mail212","950.00","Reference #6612"



```
File Edit Format View Help
"2018-10-02","FAIR436","1140.00","","BRUNO"
"2018-10-02","MAIN212","950.00","","GURO"
"2018-10-02","WB203","1150.00","","SCHRADER"
```

Processing a payment file

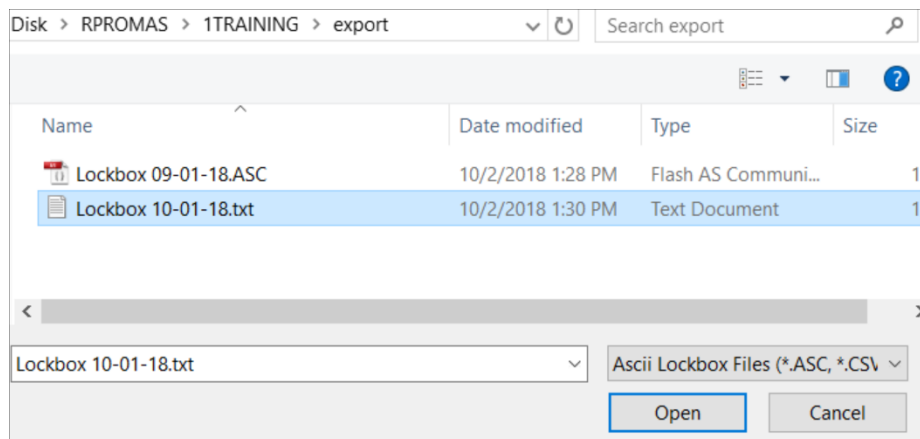
1. Go to <<AR, Batch Tenant Receipts>>.



2. Click <Load Payments from Lockbox File>.

A screenshot of the 'Batch Tenant Receipts' form. The form has a header 'Batch Tenant Receipts' and a yellow background. It contains several input fields: Posting Date (10/2/2018), Unit, Tenant, Bank, Payment, and Memo. There are also two cyan-colored boxes for 'Total Entries' and 'Total Amount'. A checkbox for 'Quick Posting Mode' is present. A button 'Add Payment to Batch' is located on the right. Below the form is a table with columns 'Date', 'Payment Description', and 'Amount'. The table has a header row and one data row. Below the table are buttons for 'Remove Payment' and 'Process Payment'. At the bottom of the form are several buttons: 'Sort by Tenant', 'Sort by Unit', 'Start Over (Delete All Payments)', 'Update All Dates', 'Load Payments from Lockbox File' (highlighted with a mouse cursor), and 'Save Unprocessed Batch to Lockbox File'.

3. That will bring up the Windows Browse screen. Locate the file and double click on the name.



Batch Tenant Receipts

Posting Date: 10/2/2018 Total Entries: 3

Unit: Total Amount: \$3,240.00

Tenant:

Bank:

Payment: Quick Posting Mode

Memo: Add Payment to Batch

Date	Payment Description	Amount
10/2/2018	Joseph P. Bruno for 436 Fairway Drive	\$1,140.00
	Status: Unpaid charges are \$1,165.00	Remove Payment Process Payment
10/2/2018	Edward & Marianne Guro for 212 Main Stre	\$950.00
	Status: Unpaid charges are \$950.00	Remove Payment Process Payment
10/2/2018	Phyllis Schrader for Willow Brooke Unit	\$1,150.00
	Status: Unpaid charges are \$1,150.00	Remove Payment Process Payment

Sort by Tenant Start Over (Delete All Payments) Load Payments from Lockbox File
 Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

Undock Help Post Report Cancel

4. Payments that don't equal the unpaid charges can be viewed on the Payment Not Equal to Unpaid Charges tab. You can Remove Payment or Process Payment. If you click Process Payment you will be taken to the Tenant Receipt Screen where you can choose how to apply the money. You can also wait until the other payments have been posted.

Frederick L. Clayton [Owner] **Batch Tenant Receipts**

Posting Date: 10/2/2018 Total Entries: 3

Unit: Total Amount: \$3,240.00

Tenant:

Bank:

Payment: Quick Posting Mode

Memo: Add Payment to Batch

Date	Payment Description	Amount
10/2/2018	Joseph P. Bruno for 436 Fairway Drive	\$1,140.00
	Status: Unpaid charges are \$1,180.00	Remove Payment Process Payment

Sort by Tenant Start Over (Delete All Payments) Load Payments from Lockbox File
 Sort by Unit Update All Dates Save Unprocessed Batch to Lockbox File

Help Post Report Cancel

All Payments / Payment Not Equal to Unpaid Charges / Payment Equal to Unpaid Charges

5. Print the report.

Post Batch Receipts				
October 2, 2018				
Unit	Tenant	Posting Date	Amount	Memo
436 Fairway Drive	Joseph P. Bruno	10/2/2018	\$1,140.00	
212 Main Street	Edward & Marianne Guro	10/2/2018	\$950.00	
Willow Brooke Unit 203	Phyllis Schrader	10/2/2018	\$1,150.00	
			\$3,240.00	
		Count		3

- Click <Post>. If you Post before processing those payments that don't equal the unpaid charges, they will remain in the Batch Tenant Receipt function so that you can process them at that time.
- Click <Process Payment> for each line item left on the screen; make appropriate adjustments on the Tenant Receipt Screen; click <Post> and continue until finished.
- Click the Deposit Receipts button to process the deposit.



Batch Tenant Receipts
Deposit Slip

Deposit Date: 10/2/2018 Show All Undeposited Receipts

Bank: CHECKING: Bank Account Checking

Total Deposit: \$0.00

Memo:

Comment:

Total Marked: \$3,240.00

Total Deposit: \$0.00

DIFFERENCE: \$3,240.00

Mark All Start Over

Void and Replace Highlighted Receipt

Edit Highlighted Receipt

Disable Marking When Row Clicked

Date	Description	Memo	Amount	Mark
10/2/2018	GURO: Edward & Marianne Guro		\$950.00	☒
10/2/2018	BRUNO: Joseph P. Bruno		\$1,140.00	☒
10/2/2018	SCHRADER: Phyllis Schrader		\$1,150.00	☒

Use a Previously Created File (.ASC; .TXT; .CSV)

Create your own payment file when tenant payments are handled by direct deposit. Your bank should generate a deposit for all direct deposit transactions. Your locally created file is used to process those payments and record a deposit slip that will match when the bank does.

1. Click on the <Load Payments from Lockbox File> button.
2. A screen will display showing the folders and files on your computer. Choose the appropriate file.
3. All the payments entered into the lockbox file will display on the screen. Any payments that don't fully pay off the outstanding charges will be on the Payments Requiring Individual Processing tab.
4. Any payment can be
 - a. removed - use the <Remove Payment> button.
 - b. edited - use the <Remove Payment> button. The payment will be put in the upper portion of the screen where you can edit the amount
 - c. posted through the normal Tenant Receipt function - use the <Process Payment> button - it will take you to the normal <<Tenant Receipt>> function
5. When you have verified the payments listed click <Post>. The payments matching the amount owed will be recorded and put into <<GL, Deposit Receipts>> for deposit. Those that don't match the amount owed must be individually processed using the <Process Payment> button.

Create a File Locally

One Time

1. Go to <<AR, Batch Tenant Receipt>>
2. Choose the tenant or unit
3. Enter a payment amount
4. Click <Add Payment to Batch> button. The payment will display in the lower portion of the screen and you can choose the next tenant.
5. Save by clicking <Save Unprocessed Batch to Lockbox File>. A screen will display allowing you to name the file. It will then be available to load at any time.