



Overview

This procedure is designed to create a file you can send to your bank to direct debit tenant's bank accounts. It involves a program that will be created by our consultant in coordination with your bank so it can convert the lockbox file created in the PROMAS Batch Tenant Receipt function into a file your bank can read. Please call the PROMAS Help Desk for details.

Using the Batch Tenant Receipt function, and using the memo field of each receipt facilitates creating a file in the format required by the bank.

One Time

Create a lockbox file (lockbox.asc) containing a record for each tenant who has authorized you to deduct his rent amount from his bank account.

Each Month

1. Load this file into <<AR, Batch Tenant Receipts>>. Add/ Modify/Drop any records as needed.
2. Update the dates.
3. Post the payments.
4. Execute the DebitACH program. Select the lockbox file as the source and give the destination as lockbox.ach and post.
5. Upload the lockbox.ach file to the bank.