



## Batch Receipts (Lockbox Receipts) in Version 12

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.

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

- fully pay off the outstanding charges unless the /partialpay switch is used (See [Document Number R-377](#) for a list and explanation of switches). Then a partial payment will process if there is only one unpaid charge.
- 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 or through Ledger Receipt function by clicking the Process as a Ledger Receipt button. Each line item has a Status field that indicates the full amount of outstanding charges for the tenant. This includes payments where the payer cannot be identified.

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](#).

If you are using Inosio to process your tenant payments please see the [Inosio Integration Guide](#).

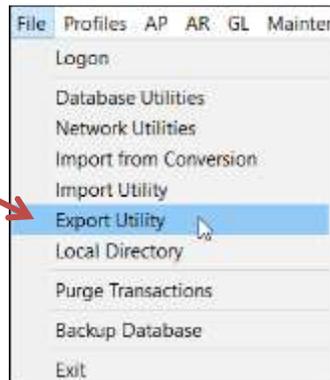
### Step-by-Step:

- [Send Balances to Third Party Vendor](#)
- [Import a File Created by Another Source](#)
- [Processing a payment file](#)
- [Create a File Locally](#)
- [Inosio Payments](#)

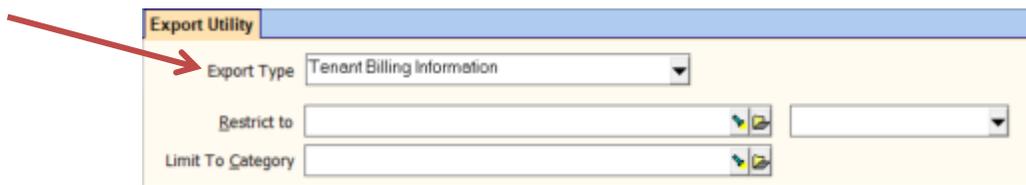
## Send Balances to Third Party Vendor

You will need to send your balances to your vendor on a regular basis, after posting rent charges, possibly after posting late fee charges.

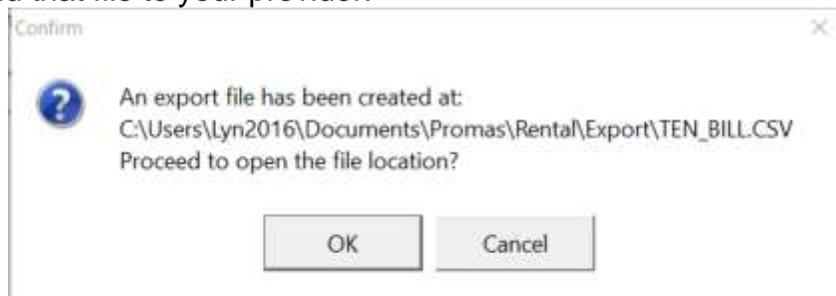
Go to File>Export Utilities



Use the drop down arrow to choose Tenant Billing Information.



When you <Compile> a file named TEN\_BILL.CSV will be created and a screen will display with the location of the file. You can make note of it or open the location and copy it to a place on your computer. Then send that file to your provider.



## 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",

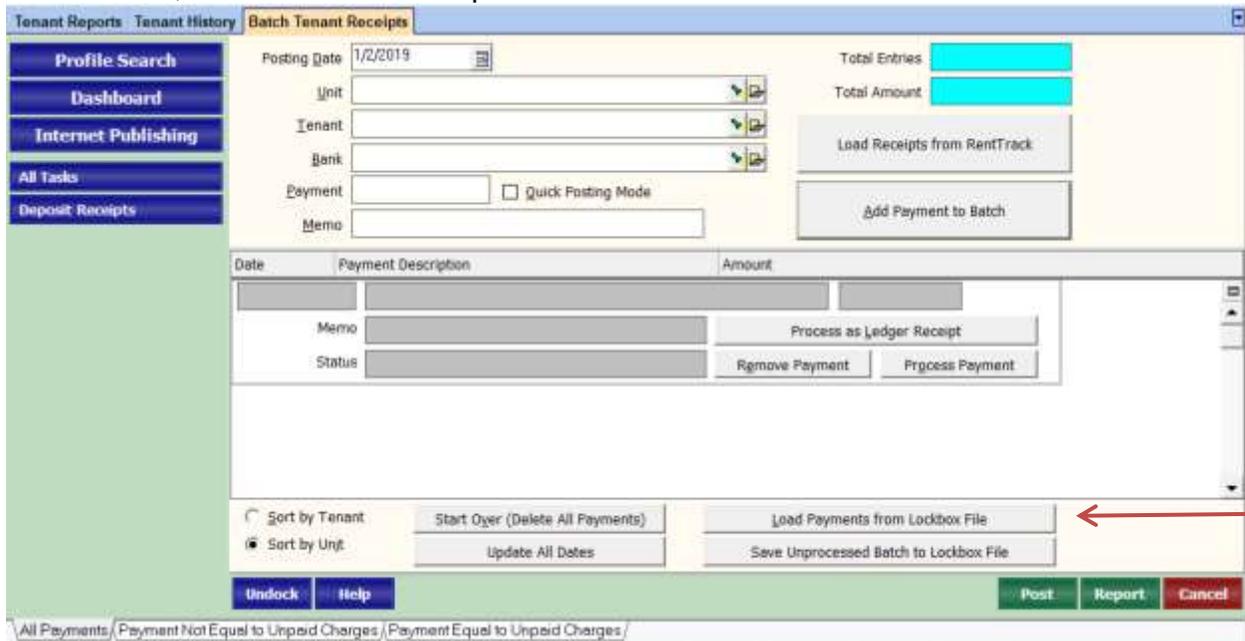
or

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

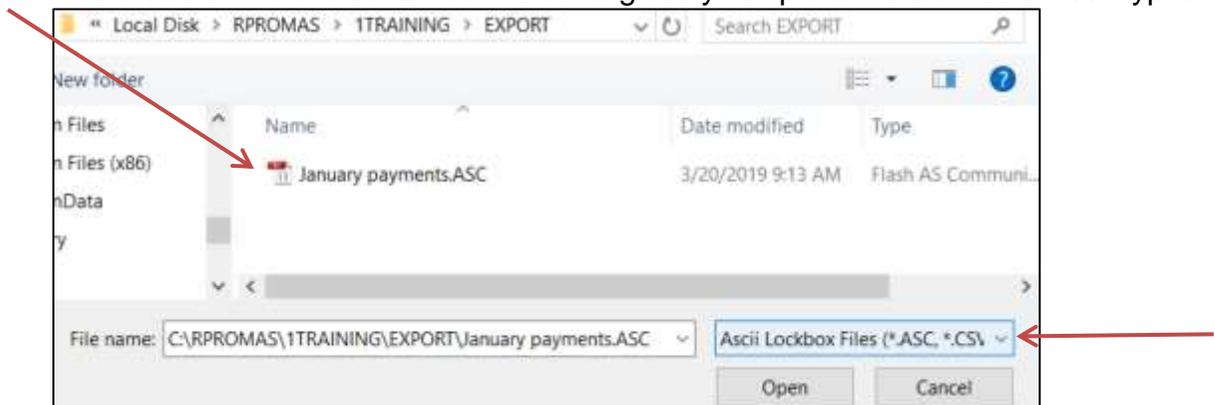
## Processing a payment file

This could be a file from a third party provider or a file you create 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 what the bank does. Follow the instructions below to create the file.

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



2. Click <Load Payments from Lockbox File>.
3. Locate the file. The bottom of the Browse screen gives you options to choose the file type.



4. Double click on the filename to bring the payments into the Batch Receipts screen.

Tenant Reports Tenant History **Batch Tenant Receipts**

Profile Search  
Dashboard  
Internet Publishing  
All Tasks  
Deposit Receipts

Posting Date: 1/2/2019  
Unit: [Dropdown]  
Tenant: [Dropdown]  
Bank: [Dropdown]  
Payment: [Text]  Quick Posting Mode  
Memo: [Text]

Total Entries: 6  
Total Amount: \$5,220.00

Load Receipts from RentTrack  
Add Payment to Batch

Date	Payment Description	Amount
1/1/2019	Rita Roseman for 327 Cedar Lane	\$600.00
1/1/2019	Joseph P. Bruno for 436 Fairway Drive	\$1,140.00
1/1/2019	Edward & Marianne Guro for 212 Main Street	\$950.00
1/1/2019	Jerry and Karyl Rodriguez for 2118 Oak St	\$980.00
1/1/2019	Robert Spatz for Willow Brooke Unit 202	\$400.00
1/1/2019	Phyllis Schrader for Willow Brooke Unit	\$1,150.00

Sort by Tenant  
 Sort by Unit

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

Help    Post    Report    Cancel

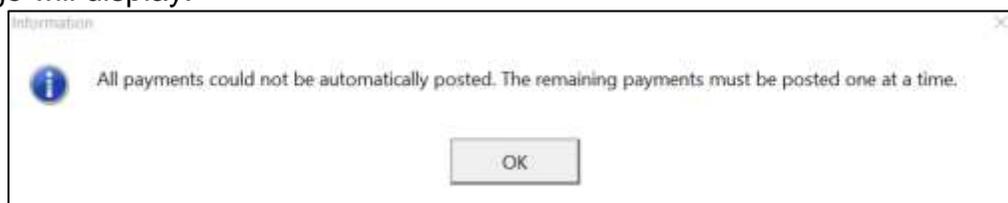
All Payments / Payment Not Equal to Unpaid Charges / Payment Equal to Unpaid Charges

- Click on the Payment Not Equal to Unpaid Charges tab. Those are the payments that will not post automatically because they don't fully pay off the charges.
- Print the report if you choose by clicking on the Report button.

**Post Batch Receipts**  
January 2, 2019

Unit	Tenant	Posting Date	Amount	Memo
327 Cedar Lane	Rita Roseman	1/1/2019	\$600.00	
436 Fairway Drive	Joseph P. Bruno	1/1/2019	\$1,140.00	
212 Main Street	Edward & Marianne Guro	1/1/2019	\$950.00	
2118 Oak Street	Jerry and Karyl Rodriguez	1/1/2019	\$980.00	
Willow Brooke Unit 202	Robert Spatz	1/1/2019	\$400.00	
Willow Brooke Unit 203	Phyllis Schrader	1/1/2019	\$1,150.00	
			\$5,220.00	
		Count		6

- Click <Post>. If there are payment amounts not equal to the unpaid charges a warning message will display.



- Those payments will remain on the screen.

Date	Payment Description	Amount
1/1/2019	Pita Roseman for 327 Cedar Lane	\$600.00
Memo: Unpaid charges are \$690.00		
Status: Unpaid charges are \$690.00		
1/1/2019	Robert Spatz for Willow Brooke Unit 202	\$400.00

9. 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
  - d. posted as a ledger receipt – click the <Process as Ledger Receipt> button
10. When all payments have been processed, click the <Deposit Receipts> button to process the deposit.

## 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.

## Inosio Payments

See the Help document [R-931 Inosio Integration Guide](#).