



# LockBox Processing for Acumatica

## USER GUIDE



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Acumatica Software Versions Supported – 2018R1, 2018R2, 2019R1, 2019R2, 2020R1, 2020R2  
Acumatica Modules Required – Financials Module

Last updated: 12/9/2020

## Lockbox Processing Overview

Upload the latest Lockbox file from your bank, automatically create payments, and apply the matched invoices.

Take your lockbox file from the bank and import it into Acumatica. Import scenarios are customized to fit your business-specific requirements. Use the Lockbox application window to auto-match incoming payments to your invoices in Acumatica. Matching is based on key fields such as Customer Name, Description, Amount, Invoice Number, and more.

- Save hours every week
- Reduce errors
- Automatically match payments to invoices
- User-friendly screen
- Make quick manual adjustments if needed
- Automatically create the payments & apply the matched invoices and move to the next invoice

## Installing Lockbox Processing for Acumatica

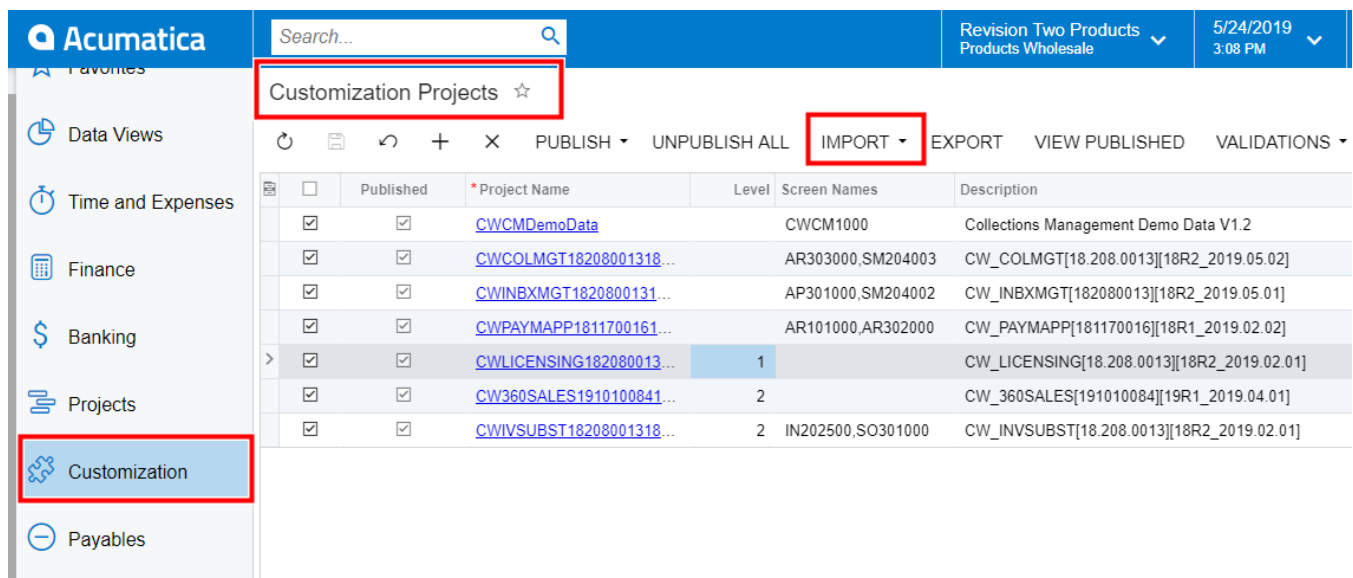
Installation of the Lockbox Processing for Acumatica is performed using the Acumatica Customization Manager.

### Lockbox Processing Installation

To deploy customizations, the user must be a member of the “Customizer” role. Crestwood recommends installation using the default “Admin” user, however, any user who is a member of this role will be sufficient. To provide “Customizer” role access to a user, please refer to the **Managing User Access Rights** in the **Acumatica Help Articles**.

### Import Customization Projects

All customizations in the Acumatica instance are maintained in the “Customization Projects” screen of Acumatica. This screen is accessed from the following navigation Location: “Customization” -> “Customization Projects”.



Published	*Project Name	Level	Screen Names	Description
<input checked="" type="checkbox"/>	<a href="#">CWCMDemoData</a>		CWCM1000	Collections Management Demo Data V1.2
<input checked="" type="checkbox"/>	<a href="#">CWCOLMGT18208001318...</a>		AR303000,SM204003	CW_COLMGT[18.208.0013][18R2_2019.05.02]
<input checked="" type="checkbox"/>	<a href="#">CWINBXMG1820800131...</a>		AP301000,SM204002	CW_INBXMG1[182080013][18R2_2019.05.01]
<input checked="" type="checkbox"/>	<a href="#">CWPAYMAPP1811700161...</a>		AR101000,AR302000	CW_PAYMAPP[181170016][18R1_2019.02.02]
<input checked="" type="checkbox"/>	<a href="#">CWLICENSING182080013...</a>	1		CW_LICENSING[18.208.0013][18R2_2019.02.01]
<input checked="" type="checkbox"/>	<a href="#">CW360SALES1910100841...</a>	2		CW_360SALES[191010084][19R1_2019.04.01]
<input checked="" type="checkbox"/>	<a href="#">CWIVSUBST18208001318...</a>	2	IN202500,SO301000	CW_INVSUBST[18.208.0013][18R2_2019.02.01]

### New Installation

To perform a new installation of the Lockbox Processing for Acumatica to the Acumatica instance, the current versions of the customization project zip files, including **CWLOCKBOX** and **CWLicensing**, must be imported into the Acumatica Instance. When the file(s) are uploaded, two new customization projects will be created based on the name of the file(s) uploaded.







- Both files should be published at the same time.
- If you would like to try Lockbox Processing for Acumatica before purchasing, the process to install is the same (including importing and publishing of the Lockbox Processing & Licensing Customization files) except they must be imported and published to a “Test” Tenant and all functionality is available for trial use.

- If the Files are imported and published to an “Active” Tenant, you must purchase license keys (or obtain a Trial License) to use the product.
- The module will not install or validate unless the **CWLICENSING** Package is published with the Module.
- To also add the Lockbox WIKI Help, please Import and Publish the latest **CWLOCKBOXWIKI** customization package as well.







**To try Lockbox Processing** – Tenant Status must equal “Test Tenant” (or if Active Tenant, request a Trial license). By installing a Test Tenant, you can try all features of the product. Once installed in an Active Tenant, an active registration/license key is required.

Products Wholesale ▾ Tenants ★







 COPY TENANT    CREATE SNAPSHOT    RESTORE SNAPSHOT    CHANGE TO TEST TENANT







Tenant ID:	<input type="text" value="2"/>	Status:	Test Tenant
* Login Name:	<input type="text" value="Company"/>	Tenant Name:	<input type="text" value="Company"/>

[SNAPSHOTS](#)    SNAPSHOT RESTORATION HISTORY    USERS



 IMPORT SNAPSHOT    PREPARE FOR EXPORT ▾    EXPORT SNAPSHOT    CHANGE VISIBILITY        





To Install Lockbox Processing in a **Production Environment** or **Active Status Tenant**, an active registration/license key is required to be entered in the Crestwood Licensing Screen.

Products Retail ▾ Tenants ★







 COPY TENANT    CREATE SNAPSHOT    RESTORE SNAPSHOT    CHANGE TO TEST TENANT

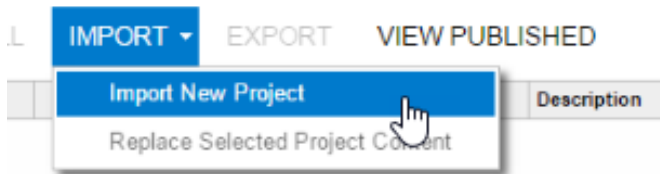
Tenant ID:	<input type="text" value="9"/>	Status:	Active
* Login Name:	<input type="text" value="CA Products Company"/>	Tenant Name:	<input type="text" value="CA Products Company"/>

[SNAPSHOTS](#)    SNAPSHOT RESTORATION HISTORY    USERS

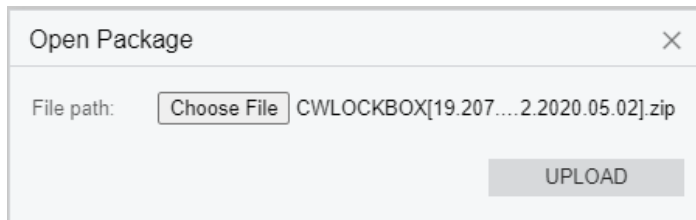


 IMPORT SNAPSHOT    PREPARE FOR EXPORT ▾    EXPORT SNAPSHOT    CHANGE VISIBILITY        

### Access the **Customization Projects** Screen





















1. Click the **Import** button (NOTE: If the dropdown is selected on the right side of the button, two options will show. Select the **Import New Project** option).



2. In the **Open Package** dialogue box that appears, click the **Choose File** button



3. In the File browser, navigate to the location where the CWLOCKBOX Customization zip file exists. Select the file and click the "Open" button. Go through Steps 2-4 again to import the CWLicensing.zip file. Both the module and license customization projects must be imported and published at the same time.

	CW360SALES[19.207.0026][19R2.2020.04.02].zip		4/26/2020 3:38 PM	WinRAR ZIP archive	58 KB
	CWADVBGTS[19.201.0070][1.392].zip		4/30/2020 1:18 PM	WinRAR ZIP archive	216 KB
	CWADVBGTSNPP[19.201.0070][1.392].zip		4/30/2020 1:18 PM	WinRAR ZIP archive	26 KB
	CWADVCOMM[19.200.0081][1.246].zip		4/30/2020 1:07 PM	WinRAR ZIP archive	214 KB
	CWCOLLMGT[19.110.0013][19R1.2020.04.02].zip		4/26/2020 3:47 PM	WinRAR ZIP archive	404 KB
	CWCOLLMGT_DEMO_DATA[2020-03-01].zip		4/30/2020 11:34 AM	WinRAR ZIP archive	642 KB
	CWINBXMGT[19.110.0013][19R1.2020.05.03].zip		5/17/2020 9:58 PM	WinRAR ZIP archive	354 KB
	CWIVSUBST[19.207.0026][19R2.2020.04.02].zip		4/26/2020 3:32 PM	WinRAR ZIP archive	62 KB
	CWLICENSING[19.108.0017][19R1.2020.04.01].zip		4/25/2020 10:17 AM	WinRAR ZIP archive	23 KB
	CWLOCKBOX[19.207.0026][19R2.2020.05.01].zip		5/17/2020 6:22 PM	WinRAR ZIP archive	90 KB

4. You will be redirected back to the **Open Package** dialogue box. The zip file name should show next to the **Choose File** button. Click the Upload button. Once the upload is complete, the Customization Project(s) will show in the **Customizations Project** Screen.

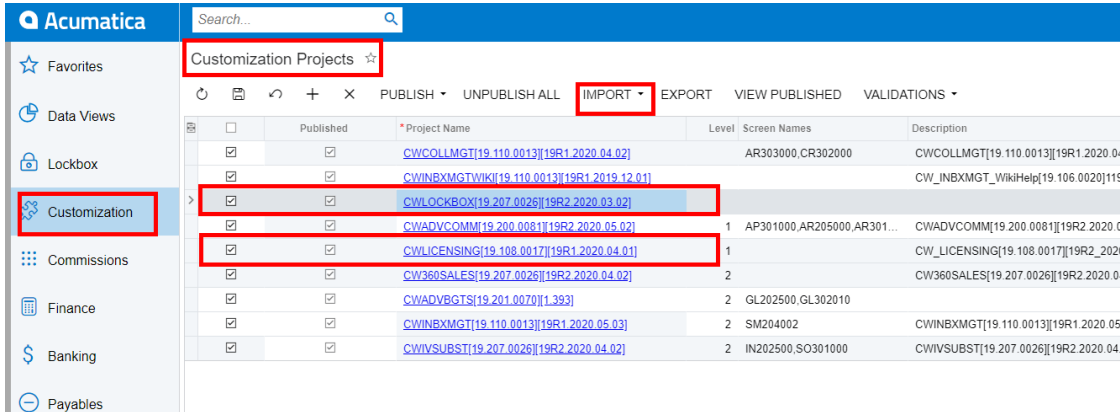


The amount of time it takes to upload the customization project(s) will depend on the size of the file and the internet speed

## Customization Upgrade

To update to the latest supplied version of the Lockbox Processing for Acumatica, the following steps need to be performed:

1. Access the **Customization Projects** Screen
2. Select the Lockbox Processing Project (and updated Crestwood Licensing Project if provided)

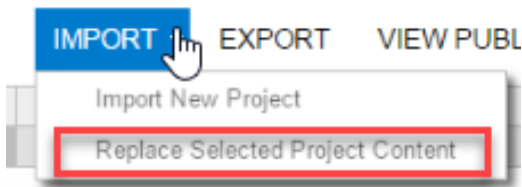


3. Select the dropdown next to the **Import** button and select **Replace Selected Project Content**. This step should be done for both the updated module and licensing customization project if applicable.



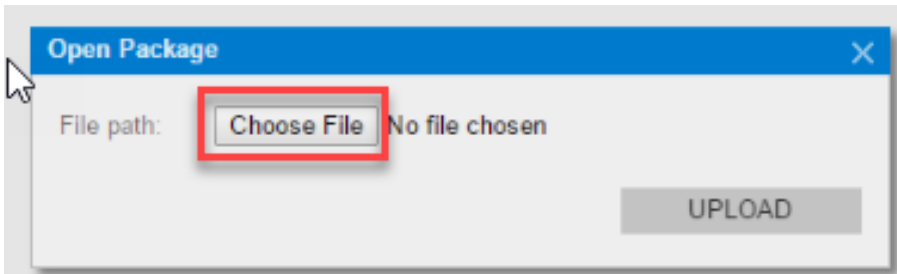
The upgrade requires the Crestwood licensing Customization Package to be published at the same time. To perform the upgrade of the Lockbox Processing for Acumatica to the Acumatica instance, the current versions of the customization project zip files, including **CWLOCKBOX** and **CWLicensing**, must be re-published into the Acumatica Instance. This can be done by unpublishing the two old customization project files and importing and Publishing the new customization projects using **Import New Project** during the Import Process or by leaving the old customizations published and using the **Replace Highlighted Project Content** during the import process, which will overwrite the old packages.

Both files must be published at the same time.

























- In the **Open Package** dialogue box that appears, click the **Choose File** button



- In the File browser, navigate to the location where the Customization zip file(s) exists. Select the Lockbox Processing.zip file (and subsequently the Crestwood Licensing Project if applicable) and click the “Open” button

	CW360SALES[19.207.0026][19R2.2020.04.02].zip		4/26/2020 3:38 PM	WinRAR ZIP archive	58 KB
	CWADVBGTS[19.201.0070][1.392].zip		4/30/2020 1:18 PM	WinRAR ZIP archive	216 KB
	CWADVBGTSNPP[19.201.0070][1.392].zip		4/30/2020 1:18 PM	WinRAR ZIP archive	26 KB
	CWADVCOMM[19.200.0081][1.246].zip		4/30/2020 1:07 PM	WinRAR ZIP archive	214 KB
	CWCOLLMGT[19.110.0013][19R1.2020.04.02].zip		4/26/2020 3:47 PM	WinRAR ZIP archive	404 KB
	CWCOLLMGT_DEMO_DATA[2020-03-01].zip		4/30/2020 11:34 AM	WinRAR ZIP archive	642 KB
	CWINBXMG[19.110.0013][19R1.2020.05.03].zip		5/17/2020 9:58 PM	WinRAR ZIP archive	354 KB
	CWIVSUBST[19.207.0026][19R2.2020.04.02].zip		4/26/2020 3:32 PM	WinRAR ZIP archive	62 KB
	CWLICENSING[19.108.0017][19R1.2020.04.01].zip		4/25/2020 10:17 AM	WinRAR ZIP archive	23 KB
	CWLOCKBOX[19.207.0026][19R2.2020.05.01].zip		5/17/2020 6:22 PM	WinRAR ZIP archive	90 KB

- You will be redirected back to the **Open Package** dialogue box and the zip file name should show next to the **Choose File** button. Click the **Upload** button. Once the upload is complete, the Customization Project will show in the **Customizations Project** Screen.

## Customization Publishing

To utilize customization that has been uploaded, it must be published to the Acumatica instance. If you are updating an existing installation, the site must be republished. It is important to note the following items during the publishing step:

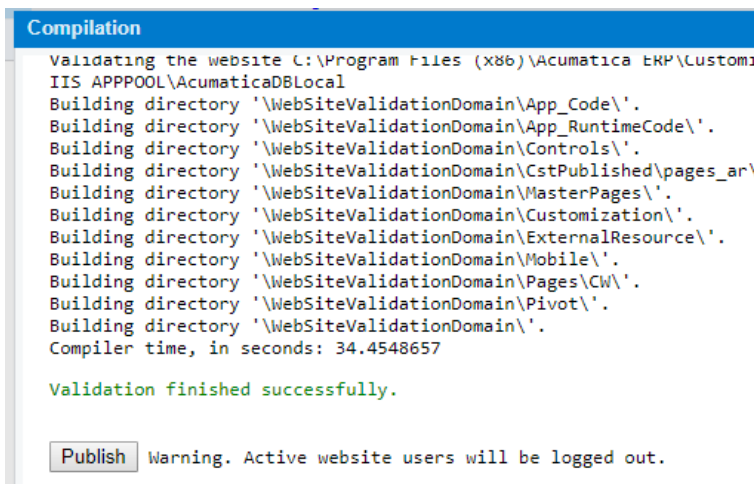


Customizations affect all companies in an Acumatica instance, not just the current company you are logged into

After the publishing step is performed, the Acumatica Instance will restart, effectively logging off all users currently in the system. There is no confirmation prompt for the users to save work. Customizations should only be published during a scheduled maintenance window or when validated that no one is currently logged into Acumatica.

### To publish the Acumatica customization project:

1. Validate that the project is selected in the customization projects window
2. Click the **Publish** button to begin the publishing validation.
3. Once you click the Publish button, Acumatica will validate that all customizations compile correctly. If this step is performed successfully, you will be prompted with the “**Publish**” option in the Compilation Window. Click the **publish** button.



```
Compilation
Validating the website C:\Program Files (x86)\Acumatica ERP\Custom1
IIS APPPOOL\AcumaticaDBLocal
Building directory '\WebSiteValidationDomain\App_Code\'.
Building directory '\WebSiteValidationDomain\App_RuntimeCode\'.
Building directory '\WebSiteValidationDomain\Controls\'.
Building directory '\WebSiteValidationDomain\CstPublished\pages_ar\
Building directory '\WebSiteValidationDomain\MasterPages\'.
Building directory '\WebSiteValidationDomain\Customization\'.
Building directory '\WebSiteValidationDomain\ExternalResource\'.
Building directory '\WebSiteValidationDomain\Mobile\'.
Building directory '\WebSiteValidationDomain\Pages\CW\'.
Building directory '\WebSiteValidationDomain\Pivot\'.
Building directory '\WebSiteValidationDomain\'.
Compiler time, in seconds: 34.4548657

Validation finished successfully.

Publish Warning. Active website users will be logged out.
```

4. After publishing is complete, you will see the message that the **Website updated**, and the window can be closed at this point.



Depending on the Acumatica Version and Setup, you may not be required to Press the Publish button after Acumatica Validates the Customization Package. Acumatica may complete both steps for you at the same time.

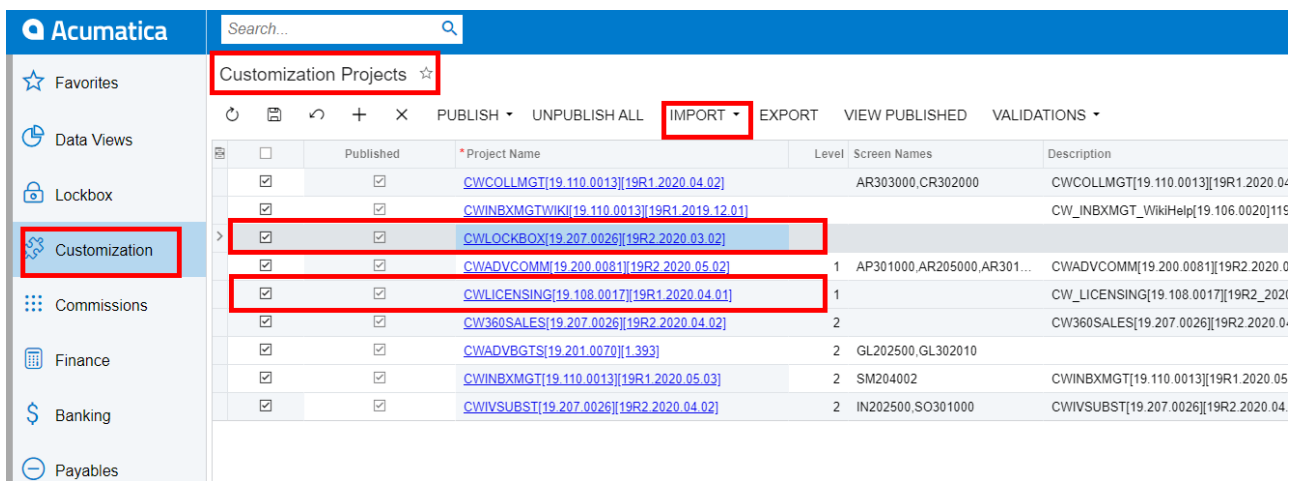
5. Installation of the Lockbox Processing for Acumatica is now complete.
6. If you need further assistance, please contact your Partner or Crestwood Associates.

## Delete Procedure

Applicable to embedded solutions and embedded parts of composite solutions. To entirely remove the Lockbox Processing solution the following steps needed to be taken:

### Unpublish solution

1. Log in to the Acumatica instance under the tenant with the published Lockbox Processing solution.
2. Navigate to **Customization Projects** Screen (SM204505): **More Items** -> **Customization** -> **Customization Projects**.
3. The **Customization Projects** will display the following:



	Published	*Project Name	Level	Screen Names	Description
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWCOLLMGT[19.110.0013][19R1.2020.04.02]</a>		AR303000,CR302000	CWCOLLMGT[19.110.0013][19R1.2020.04.02]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWINBXMGTWIKI[19.110.0013][19R1.2019.12.01]</a>			CW_INBXMGMT_WikiHelp[19.106.0020][19R1.2020.04.02]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWLOCKBOX[19.207.0026][19R2.2020.03.02]</a>			
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWADVCOMM[19.200.0081][19R2.2020.05.02]</a>	1	AP301000,AR205000,AR301...	CWADVCOMM[19.200.0081][19R2.2020.05.02]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWLICENSING[19.108.0017][19R1.2020.04.01]</a>	1		CW_LICENSING[19.108.0017][19R2.2020.04.01]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CW360SALES[19.207.0026][19R2.2020.04.02]</a>	2		CW360SALES[19.207.0026][19R2.2020.04.02]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWADVBGTS[19.201.0070][1.393]</a>	2	GL202500,GL302010	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWINBXMGTT[19.110.0013][19R1.2020.05.03]</a>	2	SM204002	CWINBXMGTT[19.110.0013][19R1.2020.05.03]
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">CWIVSUBST[19.207.0026][19R2.2020.04.02]</a>	2	IN202500,SO301000	CWIVSUBST[19.207.0026][19R2.2020.04.02]

4. Clear the check boxes for the following customization projects:
  - CWLICENSING[19.108.0017][19R1.2020.04.01]
  - CWLOCKBOX[19.207.0026][19R2.2020.03.02]
5. Click **PUBLISH** on the Toolbar to initiate the process. After the Compilation is complete, click **Publish** in the Compilation window to finalize publication.
6. Sequentially select and delete (X in the toolbar) the rows with the solution packages unpublished in the previous step.
7. Click Save

### Remove the solution items that stored in the database

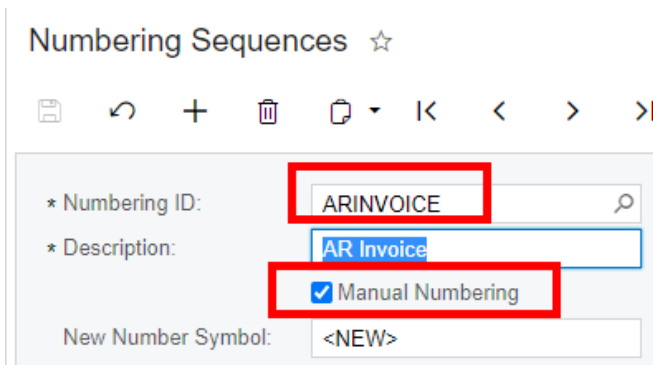
There are no ideal items (i.e. Generic Inquires, Reports, etc.) that need to be removed.

## Installing Demo AR Invoices and Bank File data into the Sales Demo Instance (Optional)

The sample Bank Lockbox File is matching invoices created from the sample AR Invoice import file. Please use these two files in the Acumatica Sample Data Only. Do not import them into your production environment. Your partner can provide you with both files found on the Partner Portal.

- Sample AR Invoice Import Spreadsheet File - **Lockbox AR Invoice Import File for Demo.xlsx**
- Sample Bank Lockbox File - **Lockbox Bank File for Demo Purposes.xlsx**

Before Importing the Sample Invoice File for Lockbox Processing demonstration purposes, Check the Manual Numbering option on the Numbering Sequences Form: CS.20.10.10. New Invoices are added with specific invoice numbers to match the Demo Bank File import. The checkbox must be checked, or Acumatica will create new numbers for the Invoices and the Demo Lockbox Bank Import File will not match any invoices.



Numbering Sequences ☆

\* Numbering ID: ARINVOICE

\* Description: AR Invoice

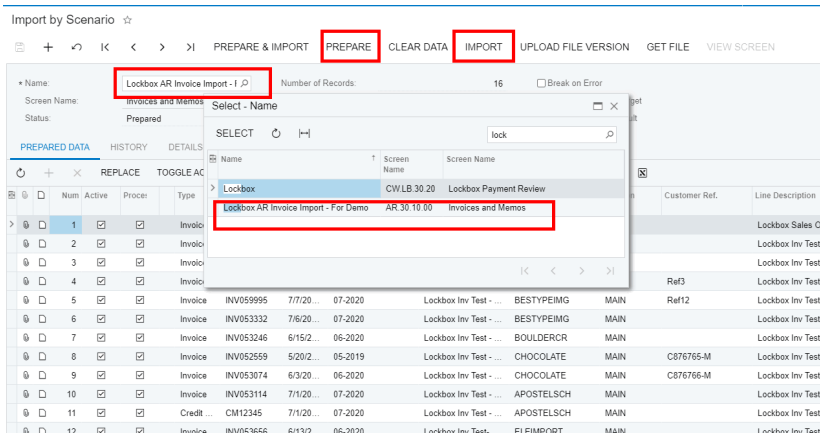
Manual Numbering

New Number Symbol: <NEW>

- After changing the Numbering Sequence to Manual Numbering, please upload and import the Sample AR Invoice Import Spreadsheet File - **Lockbox AR Invoice Import File for Demo.xlsx**. **The file will import the invoices in the Balanced status and will need to be released to apply payments.**



The Acumatica sample data may have several of these customers' invoices go "On Credit hold" depending on the credit rules defined for the customer. Please take the invoices off Credit Hold and Release them before matching the sample Bank File.



Import by Scenario ☆

PREPARE & IMPORT PREPARE CLEAR DATA IMPORT UPLOAD FILE VERSION GET FILE VIEW SCREEN

\* Name: Lockbox AR Invoice Import - For Demo Number of Records: 16  Break on Error

Screen Name: Invoices and Memos

Status: Prepared

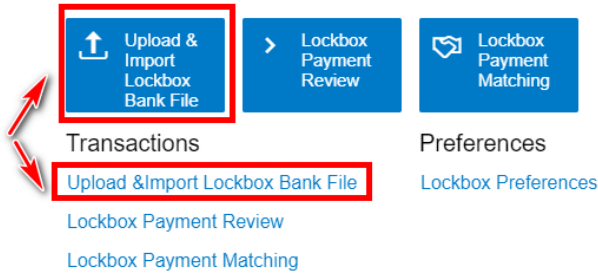
SELECT - Name

Name	Screen Name	Screen Name
Lockbox	CWLB 30 20	Lockbox Payment Review
Lockbox AR Invoice Import - For Demo	AR 30 10 00	Invoices and Memos

Num	Active	Proc	Type	Customer Ref.	Line Description
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice		Lockbox Sales Ord.
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice		Lockbox Inv Test - ...
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice		Lockbox Inv Test - ...
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice		Lockbox Inv Test - ...
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV059995	7/7/20 07-2020 Lockbox Inv Test - ... BESTYPEIMG MAIN Ref12 Lockbox Inv Test - ...
6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV053332	7/6/20 07-2020 Lockbox Inv Test - ... BESTYPEIMG MAIN Lockbox Inv Test - ...
7	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV053246	6/15/20 06-2020 Lockbox Inv Test - ... BOULDERCR MAIN Lockbox Inv Test - ...
8	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV052559	5/20/20 05-2019 Lockbox Inv Test - ... CHOCOLATE MAIN C876765-M Lockbox Inv Test - ...
9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV053074	6/3/20 06-2020 Lockbox Inv Test - ... CHOCOLATE MAIN C876766-M Lockbox Inv Test - ...
10	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV053114	7/1/20 07-2020 Lockbox Inv Test - ... APOSTELSCH MAIN Lockbox Inv Test - ...
11	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Credit ...	CM12345	7/1/20 07-2020 Lockbox Inv Test - ... APOSTELSCH MAIN Lockbox Inv Test - ...
12	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Invoice	INV053656	6/13/20 06-2020 Lockbox Inv Test - ... ELEIMPORT MAIN Lockbox Inv Test - ...

The next step is to upload the Sample Lockbox Bank File and you can use the standard Lockbox Processing screens for this step. By Pressing the Upload Lockbox File, the Import by Scenario Form SM.20.60.36 will automatically load with the Import Scenario Called “Lockbox”. The user will just need to import their latest Bank Lockbox File and Prepare & Import the File. For more information regarding Acumatica Integration Import by Scenarios, please refer to the Acumatica Import by Scenarios Help located on Form SM.20.60.36.

### Lockbox

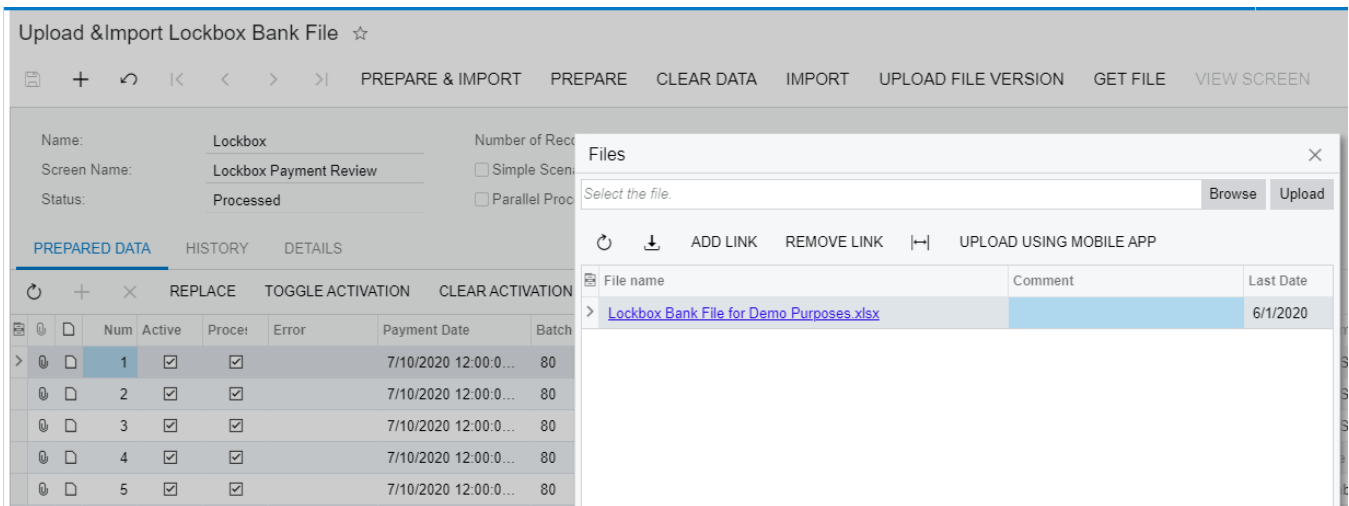


[Upload & Import Lockbox Bank File](#)
[Lockbox Payment Review](#)
[Lockbox Payment Matching](#)

[Transactions](#)
[Preferences](#)

[Upload & Import Lockbox Bank File](#)
[Lockbox Preferences](#)

[Lockbox Payment Review](#)
[Lockbox Payment Matching](#)



Upload & Import Lockbox Bank File ☆

PREPARE & IMPORT   PREPARE   CLEAR DATA   IMPORT   UPLOAD FILE VERSION   GET FILE   VIEW SCREEN

Name: Lockbox   Number of Recs:    Simple Scen.    Parallel Proc.

Screen Name: Lockbox Payment Review

Status: Processed

PREPARED DATA   HISTORY   DETAILS

Num	Active	Proces	Error	Payment Date	Batch
1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		7/10/2020 12:00:0...	80
2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		7/10/2020 12:00:0...	80
3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		7/10/2020 12:00:0...	80
4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		7/10/2020 12:00:0...	80
5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		7/10/2020 12:00:0...	80

Files

Select the file.

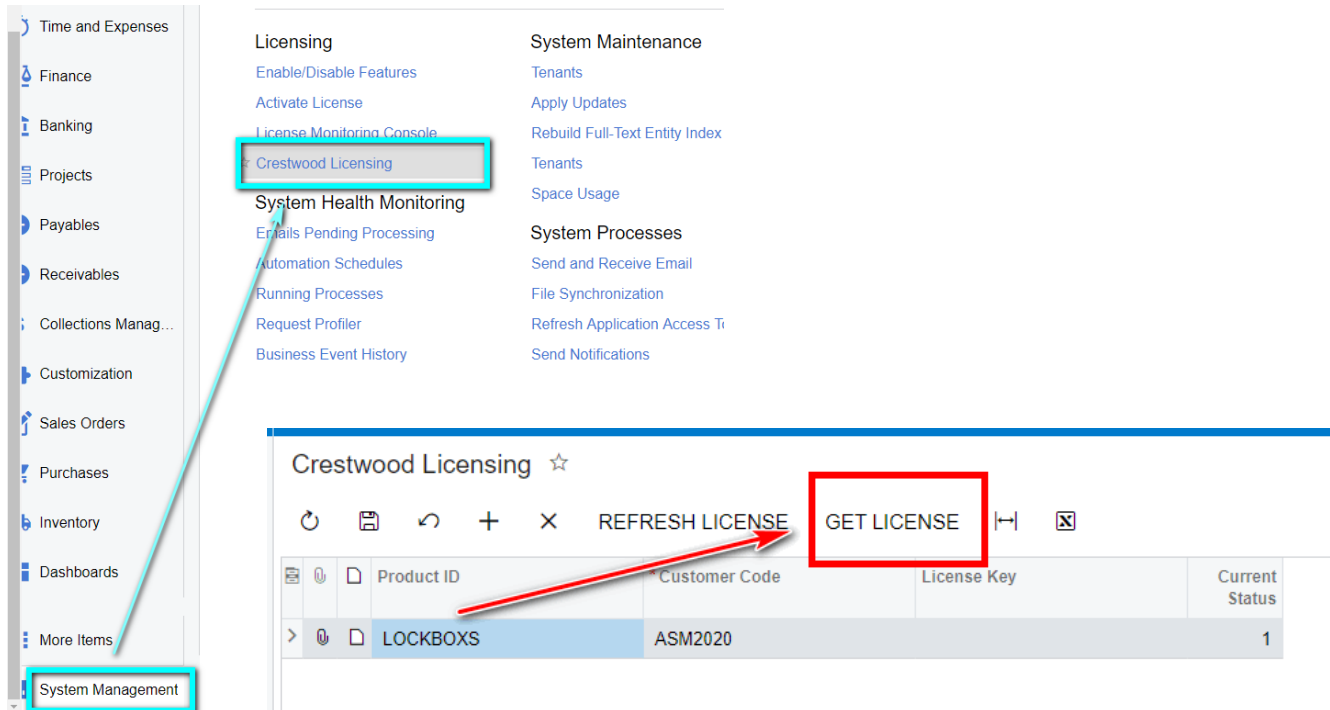
ADD LINK   REMOVE LINK   UPLOAD USING MOBILE APP

File name	Comment	Last Date
> <a href="#">Lockbox Bank File for Demo Purposes.xlsx</a>		6/1/2020

## Registering your Lockbox Crestwood License

Form ID: (CW.LC.10.00)

To activate the Lockbox Processing for Acumatica, obtain your Product ID and Customer ID from your partner and retrieve your License Key from the Crestwood Licensing Screen. This screen is accessed from the System Management Workspace -> "Licensing" -> "Crestwood Licensing."



The screenshot shows the Acumatica System Management Workspace. The left sidebar has 'System Management' highlighted. The main area shows a menu with 'Crestwood Licensing' highlighted. Below this, the 'Crestwood Licensing' screen is displayed, featuring a table with columns for Product ID, Customer Code, License Key, and Current Status. A red box highlights the 'GET LICENSE' button, and a red arrow points to the 'REFRESH LICENSE' button.

Product ID	Customer Code	License Key	Current Status
LOCKBOXS	ASM2020		1

1. Enter the Product ID and Customer Code provided by your Acumatica Partner.
2. Press the GET LICENSE button and a License Key will be populated in the LicenseKey Field. The Current Status will = "1". You will also receive a popup note presenting your current license Expiration Date. If you receive an error, please contact your Acumatica Partner to receive an updated Key.
3. At any time, you can press REFRESH LICENSE to retrieve your current license key and/or obtain your current expiration date for the highlighted product.

## Acumatica License Requirements

### Acumatica Modules

The Lockbox Processing solution requires the following modules to be enabled:

- Financials

### Minimal License Tier

The minimal recommended Acumatica ERP license that shall be applied for the Lockbox Processing solution to function in alignment with license tier restrictions is:

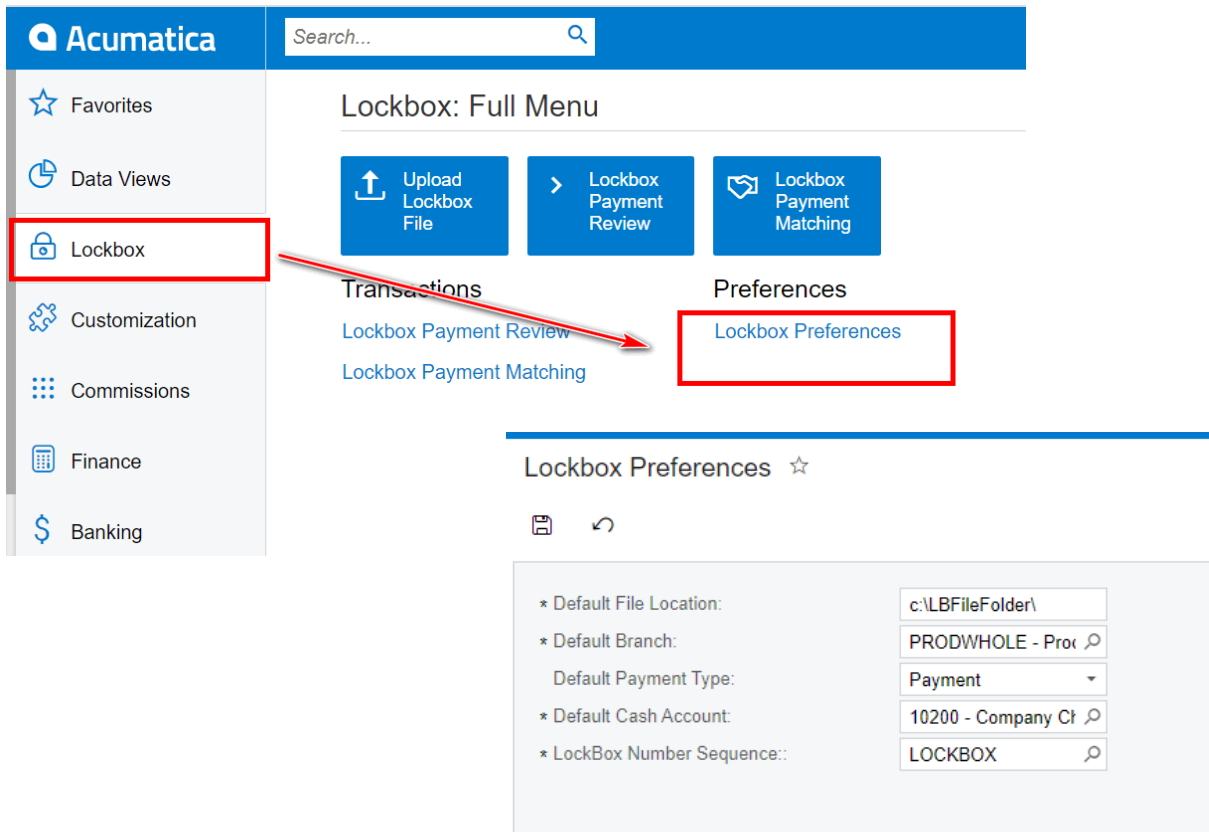
- S License Tiers

*The above statement is estimated based on the average normal use of the solution and may vary for an individual setup.*

## Setup and Configuration – Lockbox Processing

### Lockbox Preferences: Form ID: (CW.LB.10.10)

You use this form to configure the Lockbox Processing Module. Settings defined on this form include the numbering sequence for Lockbox Number Sequence, Default Lockbox File Location, Default Branch, Payment Type, and Cash Accounts. This screen is accessed from the following navigation Location: “Lockbox Workspace” - > “Preferences Menu Item”



The screenshot displays the Acumatica user interface. On the left is a navigation sidebar with the 'Lockbox' menu item highlighted in a red box. The main content area is titled 'Lockbox: Full Menu' and contains three buttons: 'Upload Lockbox File', 'Lockbox Payment Review', and 'Lockbox Payment Matching'. Below these buttons are two sections: 'Transactions' (with links for 'Lockbox Payment Review' and 'Lockbox Payment Matching') and 'Preferences' (with a link for 'Lockbox Preferences' highlighted in a red box). A red arrow points from the 'Lockbox' menu item to the 'Lockbox Preferences' link. Below the main menu is a detailed view of the 'Lockbox Preferences' form, which includes the following fields:

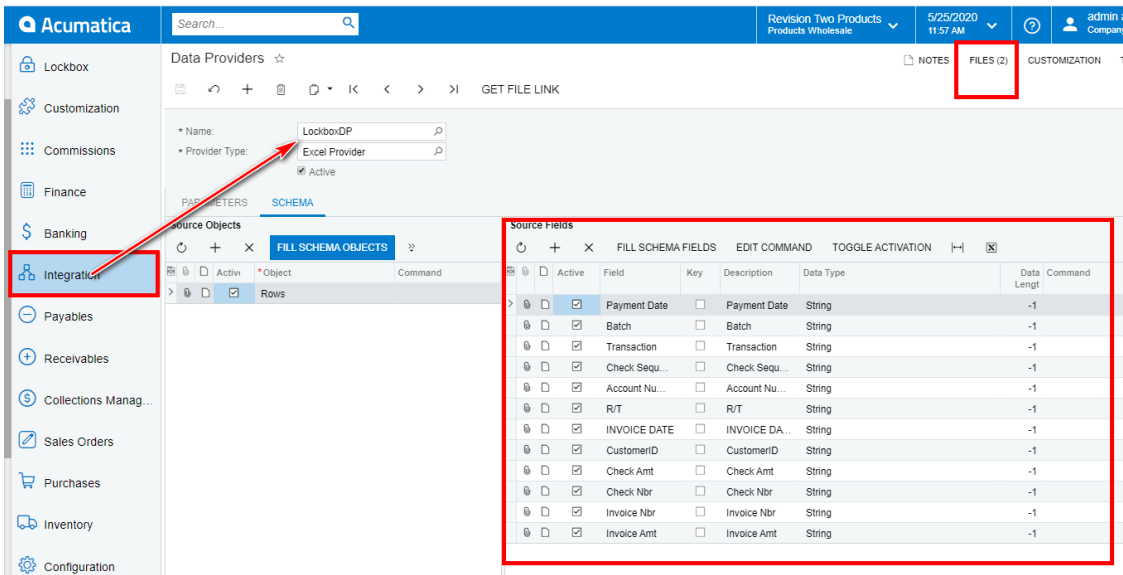
* Default File Location:	c:\LBFileFolder\
* Default Branch:	PRODWHOLE - Prot
Default Payment Type:	Payment
* Default Cash Account:	10200 - Company Ct
* LockBox Number Sequence::	LOCKBOX



Element	Description
<b>Default File Location</b>	Currently not used. Planned use: Location of File to Upload Bank Lockbox Files.
<b>Default Branch</b>	Default Branch
<b>Default Payment Type</b>	Select an existing Payment Type to use as the default Payment Type in Lockbox Processing.
<b>Default Cash Account</b>	Select an existing Acumatica Cash Account to use as the default Cash Account in Lockbox Processing.
<b>LockBox Number Sequence</b>	This is the Lockbox Payment Matching Form Sequence. A default LOCKBOX Numbering ID installs with the product. The user can choose to use this Numbering Sequence, edit this Numbering Sequence, or create a new Numbering Sequence.

### Data Provider: Form ID: (SM.20.60.15)

A Data Provider called LockboxDP is installed with the Module. The user will need to upload a sample of their Lockbox Bank File to prepare the Data Provider Fields. For more information on setting up an Acumatica Integration Data Provider, please refer to the Acumatica Integration Provider Help located on Form SM.20.60.15.

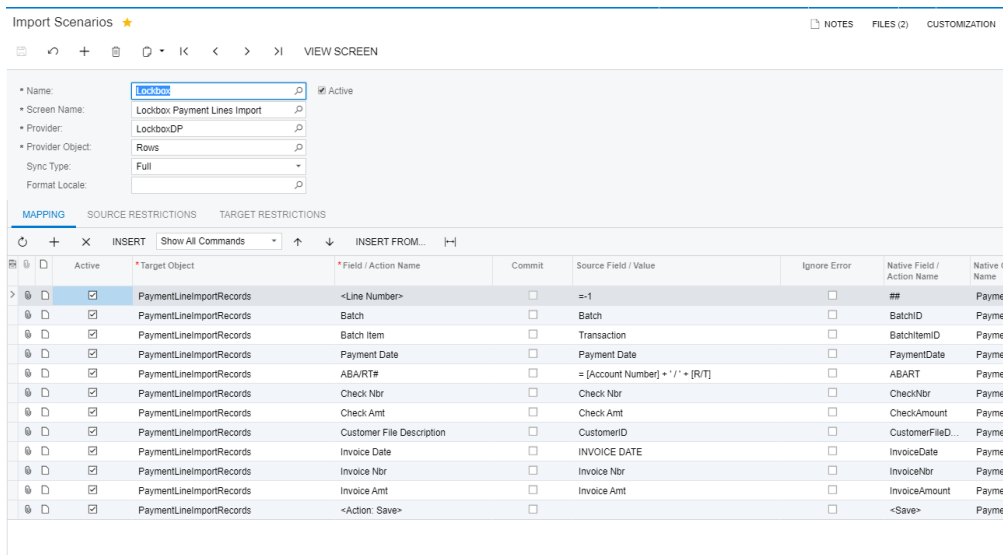


The screenshot shows the Acumatica interface for configuring a Data Provider. The 'Integration' menu item is highlighted in red. The 'Data Providers' window is open, showing the configuration for 'LockboxDP'. The 'Source Fields' table is also highlighted in red, showing the following fields:

Field	Key	Description	Data Type	Data Length
Payment Date	<input type="checkbox"/>	Payment Date	String	-1
Batch	<input type="checkbox"/>	Batch	String	-1
Transaction	<input type="checkbox"/>	Transaction	String	-1
Check Sequ...	<input type="checkbox"/>	Check Sequ...	String	-1
Account Nu...	<input type="checkbox"/>	Account Nu...	String	-1
R/T	<input type="checkbox"/>	R/T	String	-1
INVOICE DATE	<input type="checkbox"/>	INVOICE DA...	String	-1
CustomerID	<input type="checkbox"/>	CustomerID	String	-1
Check Amt	<input type="checkbox"/>	Check Amt	String	-1
Check Nbr	<input type="checkbox"/>	Check Nbr	String	-1
Invoice Nbr	<input type="checkbox"/>	Invoice Nbr	String	-1
Invoice Amt	<input type="checkbox"/>	Invoice Amt	String	-1

## Import Scenario: Form ID: (SM.20.60.15)

An Import Scenario called Lockbox is installed with the Module. Once updating the Data Provider with your Bank LockBox File, you would then Map the Lockbox Fields with your Lockbox Bank File Fields. For more information on Acumatica Integration Import Scenarios, please refer to the Acumatica Import Scenarios Help located on Form SM.20.60.25

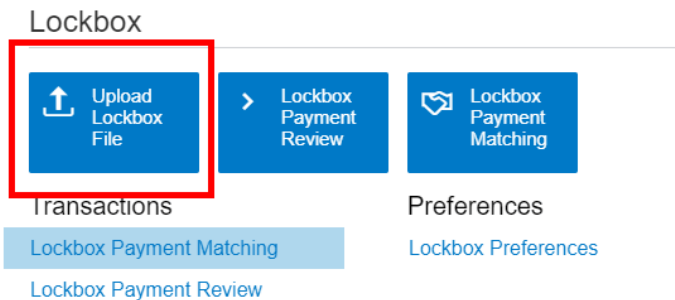


Active	Target Object	Field / Action Name	Commit	Source Field / Value	Ignore Error	Native Field / Action Name	Native O Name
<input checked="" type="checkbox"/>	PaymentLineImportRecords	<Line Number>	<input type="checkbox"/>	=-1	<input type="checkbox"/>	##	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Batch	<input type="checkbox"/>	Batch	<input type="checkbox"/>	BatchID	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Batch Item	<input type="checkbox"/>	Transaction	<input type="checkbox"/>	BatchItemID	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Payment Date	<input type="checkbox"/>	Payment Date	<input type="checkbox"/>	PaymentDate	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	ABA/RT#	<input type="checkbox"/>	= [Account Number] + '/' + [R/T]	<input type="checkbox"/>	ABART	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Check Nbr	<input type="checkbox"/>	Check Nbr	<input type="checkbox"/>	CheckNbr	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Check Amt	<input type="checkbox"/>	Check Amt	<input type="checkbox"/>	CheckAmount	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Customer File Description	<input type="checkbox"/>	CustomerID	<input type="checkbox"/>	CustomerFileD...	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Invoice Date	<input type="checkbox"/>	INVOICE DATE	<input type="checkbox"/>	InvoiceDate	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Invoice Nbr	<input type="checkbox"/>	Invoice Nbr	<input type="checkbox"/>	InvoiceNbr	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	Invoice Amt	<input type="checkbox"/>	Invoice Amt	<input type="checkbox"/>	InvoiceAmount	Paymer
<input checked="" type="checkbox"/>	PaymentLineImportRecords	<Action: Save>	<input type="checkbox"/>		<input type="checkbox"/>	<Save>	Paymer

## Upload Lockbox File: Lockbox Workspace Tile – To FormID: SM.20.60.36



After setting up your Import Scenario to match your Lockbox Bank File, you are now ready to import the Lockbox File. A Tile Called “Upload Lockbox File” has been added to the Lockbox Workspace. By Pressing the Upload Lockbox File, the Import by Scenario Form SM.20.60.36 will automatically load with the Import Scenario Called “Lockbox”. The user will just need to import their latest Bank Lockbox File and Prepare & Import the File. For more information regarding Acumatica Integration Import by Scenarios, please refer to the Acumatica Import by Scenarios Help located on Form SM.20.60.36.



**Lockbox**

Transactions

Preferences

Lockbox Payment Matching

Lockbox Payment Review

Lockbox Payment Matching

Lockbox Preferences

Lockbox Payment Review

## Lockbox Forms/Profiles

### Lockbox Preferences: Form ID: (CW.LB.10.10)

You use this form to configure the Lockbox Processing Module.

Lockbox Preferences ☆








📄 ↺

* Default File Location:	<input type="text" value="c:\LBFileFolder\"/>
* Default Branch:	<input type="text" value="PRODWHOLE - Proc"/> 🔍
Default Payment Type:	<input type="text" value="Payment"/> ▼
* Default Cash Account:	<input type="text" value="10200 - Company Ct"/> 🔍
* LockBox Number Sequence::	<input type="text" value="LOCKBOX"/> 🔍

Element	Description
<b>Default File Location</b>	Currently not used. Planned use: Location of File to Upload Bank Lockbox Files.
<b>Default Branch</b>	Default Branch
<b>Default Payment Type</b>	Select an existing Payment Type to use as the default Payment Type in Lockbox Processing
<b>Default Cash Account</b>	Select an existing Acumatica Cash Account to use as the default Cash Account in Lockbox Processing
<b>LockBox Number Sequence</b>	This is the Lockbox Payment Matching Form Sequence. A default LOCKBOX Numbering ID installs with the product. The user can choose to use this Numbering Sequence, edit this Numbering Sequence, or create a new Numbering Sequence.

## Lockbox Payment Review: Form ID: (CW.LB.30.20)

You use this form to review the import file before loading it into the Matching Screen. This is a “Staging” Form allowing you to make any updates if needed, before creating the Lockbox Matching File. A user can add CustomerIDs from an Acumatica Customer lookup or modify any of the column information, with appropriate security, before bringing in the list to the Lockbox Payment Matching Form.

Buttons	Icon	Description
Cancel		Cancel
<b>CREATE A NEW LOCKBOX PAYMENT</b>		Creates the next Lockbox Payment File Number based on the Lockbox Numbering Sequence used.
Refresh		Refreshes any changes made before saving
Add		Adds a new Payment Record to the Lockbox File List
Delete		Deletes Highlighted Payment Record
Fit to Screen		Fits all the columns to the screen.
Export to Excel		Exports the data to an Excel file. For more information, see Integration with Excel in the Acumatica ERP User Guide.
Load Records from File		Opens the File Upload dialog box, described in detail below, so you can locate and upload a local file for import. You can use this option to import data from Excel

Element	Description
<b>Batch</b>	The Batch Number pulled from the Bank Lockbox File
<b>Batch Item</b>	The Batch Line Number pulled from the Bank Lockbox File
<b>ABA/RT#</b>	The Bank Account and Routing Number pulled from the Bank Lockbox File
<b>Payment Date</b>	The Payment Date pulled from the Bank Lockbox File
<b>Invoice Date</b>	The Invoice Date pulled from the Bank Lockbox File
<b>Check Nbr</b>	The Check Number pulled from the Bank Lockbox File. Note: There can be multiple lines with the same Check Number if multiple invoices are being paid from the same Check Number
<b>Check Amt</b>	The Check Amount pulled from the Bank Lockbox File. Note: There can be multiple lines with the same Check Amount if multiple invoices are being paid from the same Check Number.
<b>Customer</b>	The Acumatica Customer ID matched by the Customer File Description Name. This field may be blank, but a user can look up the Customer ID and add it to the screen before creating the New Lockbox Payment (for the Matching Screen)

<b>Customer File Description</b>	The Description of the Customer pulled from the Bank Lockbox File. This is also used to help the user locate the actual Acumatica CustomerID and Lockbox Processing during the matching process.
<b>Invoice Nbr</b>	The Invoice Number pulled from the Bank Lockbox File. Also used in the Matching Process.
<b>Invoice Amt</b>	The Invoice Amount pulled from the Bank Lockbox File. Also used in the Matching Process.

## Lockbox Payment Matching: Form ID: (CW.LB. 30.10)










This is the primary form to match your uploaded bank file to your existing Accounts Receivable Documents.

The Auto Match currently matches Lockbox Payments to Acumatica Documents as follows:

1. Invoice Nr. and Customer
2. Just Invoice Nbr
3. Invoice Amount and Customer
4. Just Invoice Amount

### Top Section – Summary Information

#### Summary Area





Buttons	Icon	Description
Save		Saves updates to the Payment Matching Form.
Refresh		Refreshes information that isn't saved to the Payment Matching Form
Add		Adds a New Lockbox Payment Matching Number. Note: A user would not generally create a Matching file manually and this button would not be used.
Delete		Completely deletes all information for the current Lockbox Payment Nbr pulled up on the Screen.
Clipboard		Copy/Paste a previous Lockbox Payment Nbr. Generally not used.
First		Displays the First Lockbox Payment Nbr.
Previous		Displays the Previous Lockbox Payment Nbr.
Next		Displays the Next Lockbox Payment Nbr.
Last		Displays the Last Lockbox Payment Nbr.



<p><b>AUTO MATCH</b></p>	<p>The Lockbox Payment Matching Process will review all the payment lines in the lockbox file and based on the information included in your Lockbox Bank File match as follows:</p> <ol style="list-style-type: none"> <li>1) Invoice # and Customer</li> <li>2) Just Invoice #.</li> <li>3) Invoice Amount and Customer</li> <li>4) Just Amount.</li> </ol> <p>Note, if an Invoice # is not found, a dash is added between the letters INV and the number to see if that will find the document</p>
<p><b>MANUALLY LINK</b></p>	<p>If the Auto-Matching process did not find a matching Acumatica Document, the user would first add the document to the bottom section and then select the payment from the Center Section and the newly inserted document in the Bottom Section and Press “Manually Link”. The system will link them together and the Check Link Columns in both the Center Section and Bottom Section will have the same Check Link Nbr.</p>
<p><b>MANUALLY UNLINK</b></p>	<p>If you inadvertently matched a payment to an Acumatica document or the system inaccurately matched a payment to an Acumatica document, you can select the payment from the Center Section and the incorrect document in the Bottom Section and Press “Manually UnLink”. The system will unlink the payment and document and the Check Link Column Nbr will be blank. The user can then manually link the correct documents together.</p>
<p><b>PROCESS ALL MATCHED PAYMENTS</b></p>	<p>The process will automatically create all the Acumatica Payment Documents and apply the matched Acumatica Invoice Documents to the new Payment Document. If a user had a payment that they did not match and selected the Create payment or Create Prepayment checkbox, this process will create a new Acumatica Payment Document with no applications. “Unapplied payment”</p>

Element	Description
<p><b>Lockbox Payment Nbr:</b></p>	<p>The next Lockbox Payment File Number is created by the Lockbox System as defined in the Numbering Sequence.</p>
<p><b>Status:</b></p>	<p>The Status of the Lockbox Payment. The Status will remain open until the Lockbox Payment Total and the Total App &amp; Payments match. Once all documents have been applied or payments created, and the amounts are the same, the Process all Matched Payments will change the Status to Closed.</p>
<p><b>Lockbox Payment Total:</b></p>	<p>The total of all the invoice payments brought in from the Lockbox File.</p>

<b>Applied Amount</b>	The total payments applied to the by the Auto-Matching or Manual Matching.
<b>Payments to Create:</b>	When a document is not found for a Lockbox Payment, the user can check the Create Payment Box. This field will get updated with the total of all Unapplied payments that will be created.
<b>Application Payments to Create:</b>	This should be the same as Applied Amount.
<b>Total App &amp; Payments</b>	Total of Applied Amounts and Payment Amounts. Once this field matches the Lockbox Payment Total, the Lockbox Payment Nbr will be completed.

Center Section – List of Lockbox Payments received from your Bank

Buttons	Icon	Description
<b>Refresh</b>		Refreshes and changes that have not been saved
<b>Add</b>		Adds a new payment record
<b>Delete</b>		Deletes the selected payment record
<b>Export to Excel</b>		Exports the data to an Excel file. For more information, see Integration with Excel in the Acumatica ERP User Guide.





Element	Description
<b>Files</b>	 Attach a file(s) to the Payment Record
<b>Notes</b>	 Attach a note to the Payment Record
<b>Select</b>	Check the box to match the middle and bottom sections or payment to invoices.
<b>Matched</b>	When a Payment is matched to an Acumatica document, this box will automatically get checked by the Lockbox system.
<b>Check Link</b>	When a Payment is matched to an Acumatica document, this Number will automatically get created by the Lockbox system.
<b>Customer</b>	Acumatica Customer ID
<b>Customer File Description</b>	The Description of the Customer pulled from the Bank Lockbox File or changed on the Lockbox Payment Review Form. This is also used to help the user locate the actual Acumatica CustomerID and Lockbox Processing during the matching process.



<b>Invoice Nbr</b>	The Invoice Number pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form. Also used in the Auto-Matching Process.
<b>Invoice Amount</b>	The Check Amount pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form. Note: There can be multiple lines with the same Check Amount if multiple invoices are being paid from the same Check Number.
<b>Applied Amount</b>	Payment Amount Applied
<b>Unapplied Amount</b>	Unapplied Payments
<b>Payment Date</b>	The Payment Date pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form.
<b>Check Nbr</b>	The Check Number pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form. Note: There can be multiple lines with the same Check Number if multiple invoices are being paid from the same Check Number
<b>Check Amount</b>	The Check Amount pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form. Note: There can be multiple lines with the same Check Amount if multiple invoices are being paid from the same Check Number.
<b>Payment Processed</b>	After Processing all Matched Invoices, the Payment Processed column will be checked.
<b>Create Pymt App</b>	This box will automatically be checked when a Lockbox payment is matched to an Acumatica Document.
<b>Create Payment</b>	If the user does not locate an Acumatica Document to match the Lockbox payment, the user can check this box and when they press the “PROCESS ALL MATCH PAYMENTS” button, the system will create an Acumatica Payment Document and leave the Payment unapplied. This will also update the Payments to Create Amount and the Total App & Payments Amount, allowing the user to balance and complete the Lockbox Batch.
<b>Create Prepayment</b>	If the user does not locate an Acumatica Document to match the Lockbox Prepayment, the user can check this box and when they press the “PROCESS ALL MATCH PAYMENTS” button, the system will create an Acumatica Prepayment Document and leave the Payment unapplied. This will also update the Payments to Create Amount and the Total App & Payments Amount, allowing the user to balance
<b>Batch Item</b>	The Batch Line Number pulled from the Bank Lockbox File
<b>Match Type</b>	There are three matching types: Auto, Manual, and Not Match. When the system creates the Matching using the Auto Match Process, the Column is updated with “Auto”. When the user manually matches payments to Acumatica documents, the Column is updated with “Manual”. If a Payment is not matched to an Acumatica Document, the Column is updated with “Not Matched”.
<b>Batch</b>	The Batch Number pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form.
<b>ABA/RT#</b>	The Bank Account and Routing Number pulled from the Bank Lockbox File or changed on the Lockbox Payment Review Form.
<b>Payment Type</b>	The Payment Type – The choices are Payment, Prepayment



<b>Payment Reference Nbr.</b>	The Payment or Prepayment Reference Number.
<b>Other Pymt Amount</b>	Not currently used.
<b>App No</b>	Not currently used.
<b>Invoice Date</b>	The Invoice Date pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form.
<b>Customer Name</b>	The Description of the Customer pulled from the Bank Lockbox File or changed on the Locbox Payment Review Form. This is also used to help the user locate the actual Acumatica CustomerID and Lockbox Processing during the matching
<b>Line Nbr.</b>	Line Number of the Lockbox File
<b>Lockbox Payment Nbr.</b>	The Lockbox Payment Nbr.

Bottom Section – List of Acumatica Documents matched to the Center Section

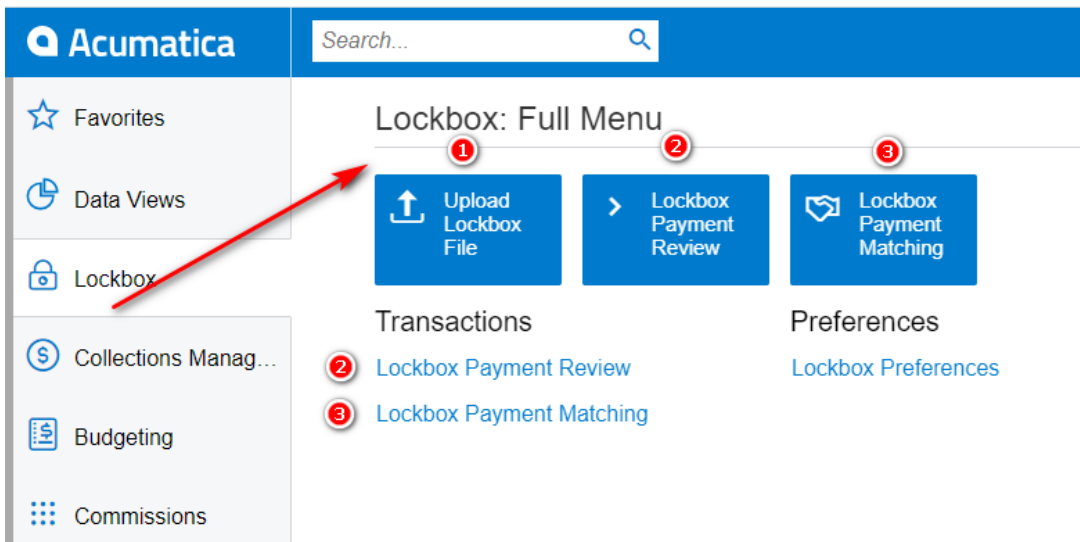
Buttons	Icon	Description
<b>Refresh</b>		Refresh Data in the Table.
<b>Add</b>		Add a new Run Collection Plan.
<b>Delete</b>		Deletes selected
<b>Export to Excel</b>		Exports the data to an Excel file. For more information, see Integration with Excel in the Acumatica ERP User Guide.
<b>DOCUMENT LOOKUP</b>		Select the invoices or documents you would like to add to the Grid below for matching to payments and press ADD & CLOSE.
<b>See the workflow example for more information</b>		Enhanced from previous versions requiring the user to select each document and insert them one by one. Users can now select all the documents they want to insert
<b>CREATE CUSTOMER DOCUMENT</b>		Create a New Acumatica Invoice from the Lockbox Matching Screen

Element	Description
<b>Files</b> 	Attach a file(s) to
<b>Notes</b> 	Attach a note
<b>Select</b>	Check the box
<b>Matched</b>	When the Acumatica Document / Invoice is matched to a Lockbox Payment, this box will automatically get checked by the Lockbox system.
<b>Check Link</b>	When an Invoice is matched to a Lockbox Payment, this Number will automatically get created by the Lockbox system.
<b>Branch</b>	The Invoice Branch
<b>Customer</b>	Acumatica Customer ID
<b>Customer Name</b>	Acumatica Customer Description
<b>Reference Nbr</b>	Acumatica Reference (Invoice) Number
<b>Amount</b>	Acumatica Invoice Amount
<b>Pay Amount</b>	Payment Amount applied from the Lockbox Payment
<b>Balance</b>	Balance after Applying for the Payment
<b>Date</b>	Invoice Date
<b>Description</b>	Invoice Description
<b>Write-Off Amount</b>	The User can write off an amount up to the amount defined in the Account Receivable Preferences Screen.
<b>Write-Off Reason Code</b>	Write off the Reason for the Amount written off.
<b>Due Date</b>	Due Date of the Document
<b>Type</b>	Type of Document
<b>Currency</b>	Currency of the Document
<b>Line Nbr.</b>	The line number of the Document List.
<b>Lockbox Payment Nbr.</b>	The Lockbox Payment Nbr.

## Lockbox Processing Workflow Steps/Example

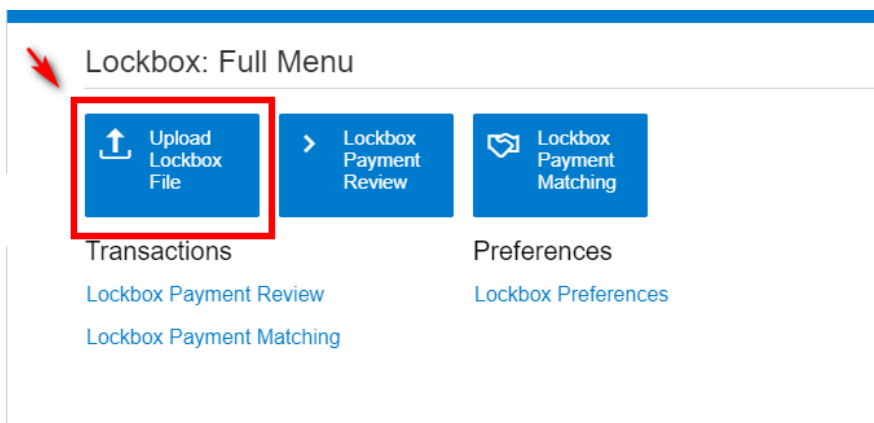
Start with your Bank Lockbox File stored in a location that can be easily retrieved.

1. Upload the Latest Lockbox File from your Bank
2. Review/ Update the Import Lines and then move the Payment Lines to the Payment Application / Invoice Matching Form.
3. Match Payments to Invoices and Apply Payments



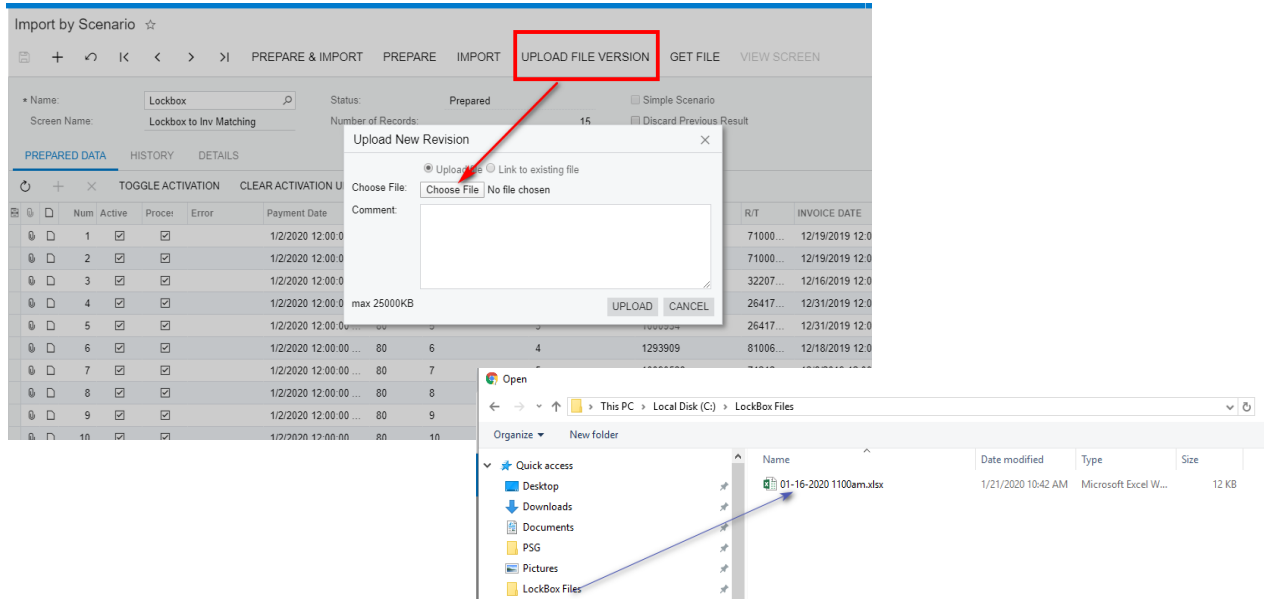
### Uploading the Latest Lockbox File

1. Select Upload Lockbox File Tile on the Lockbox Workspace.

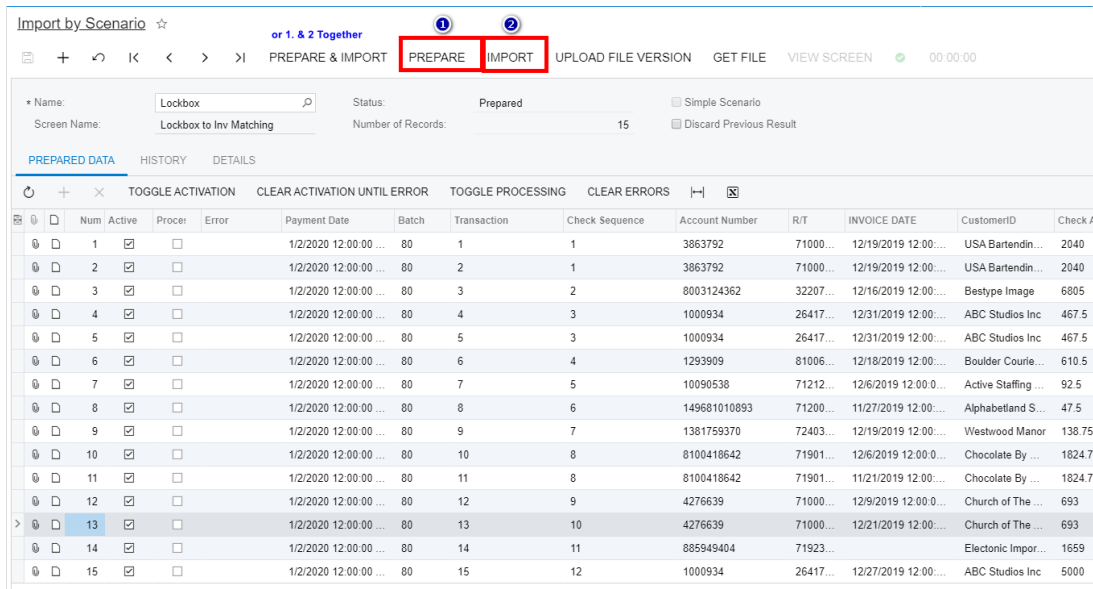


Note: to streamline the process, the Tile is created to automatically open the Import by Scenario Screen with the Lockbox Import Scenario Form.

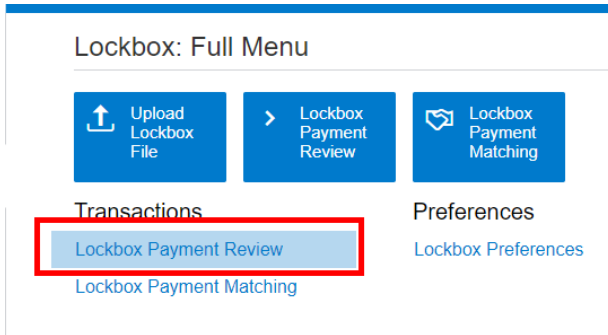
- On the Import Scenario Form, Select the **UPLOAD FILE VERSION** to upload the latest version of your bank file and select **Choose File**. Select the File from the location previously stored and then press **UPLOAD**.



- Press **PREPARE** and then **IMPORT** if you would first like to review the File information before Importing or **PREPARE & IMPORT**, which will do both at the same time.



4. Lockbox Payment Review Form ID CW.LB.30.20



Before creating the official Lockbox Batch, use the Lockbox Payment Review Form to review the information that was Imported and remove, add, or change any details as needed. You may also export and reimport to/from Excel.

5. Press **CREATE NEW LOCKBOX PAYMENT**

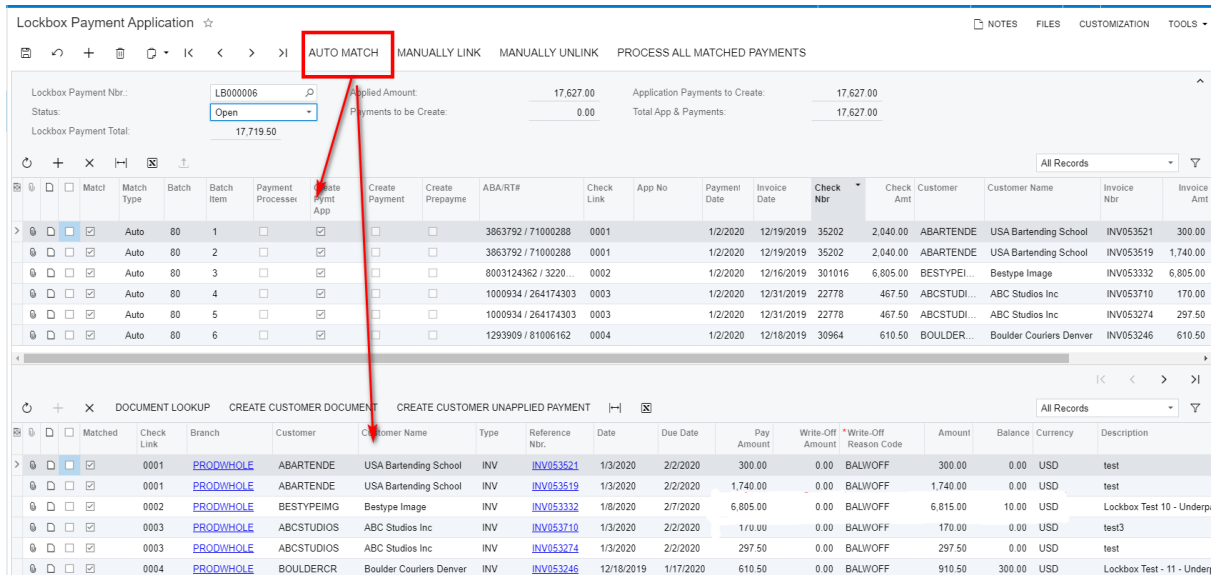
This will create a new Lockbox Payment using the Next Number setup for the LOCKBOX Numbering Sequence and automatically open up the Lockbox Payment Application Form ID LB.00.00.06.

**Lockbox Payment Review** ☆

**CREATE NEW LOCKBOX PAYMENT**

Batch	Batch Item	ABA/RT#	Payment Date	Invoice Date	Check Nbr	Check Amt	Customer	Customer File Description	Invoice Nbr	Invoice Amt
00	1	3863792 / 71000288	1/2/2020	12/19/2019	35202	2,040.00	ABARTEDE	USA Bartending School	INV053521	300.00
00	2	3863792 / 71000288	1/2/2020	12/19/2019	35202	2,040.00	ABARTEDE	USA Bartending School	INV053519	1,740.00
00	3	8003124362 / 322070381	1/2/2020	12/16/2019	301016	6,805.00	BESTYPEIMG	Bestype Image	INV053332	6,805.00
00	4	1000934 / 264174303	1/2/2020	12/31/2019	22778	467.50	ABCSTUDIOS	ABC Studios Inc	INV053710	170.00
00	5	1000934 / 264174303	1/2/2020	12/31/2019	22778	467.50	ABCSTUDIOS	ABC Studios Inc	INV053274	297.50
00	6	1293909 / 81006162	1/2/2020	12/18/2019	30964	610.50	BOULDERCR	Boulder Couriers Denver	INV053246	610.50
00	7	10090538 / 71212128	1/2/2020	12/6/2019	43297	92.50	ACTIVESTAF	Active Staffing Service	INV053027	92.50
00	8	149681010893 / 71200538	1/2/2020	11/27/2019	109184	47.50	ALPHABETLD	Alphabetland School Center	INV052774	47.50
00	9	1381759370 / 72403473	1/2/2020	12/19/2019	28422	138.75	WESTWOOD	Westwood Manor		138.75
00	10	8100418642 / 71901604	1/2/2020	12/6/2019	35401	1,824.75	CHOCOLATE	Chocolate By Design	INV053074	438.75
00	11	8100418642 / 71901604	1/2/2020	11/21/2019	35401	1,824.75	CHOCOLATE	Chocolate By Design	INV052559	1,386.00
00	12	4276639 / 71000013	1/2/2020	12/9/2019	238582	693.00	APOSTELSCH	Church of The Apostles	INV053114	1,309.00
00	13	4276639 / 71000013	1/2/2020	12/21/2019	238582	693.00	APOSTELSCH	Church of The Apostles	CM12345	-616.00
00	14	885949404 / 71923226	1/2/2020		226698	1,659.00	ELEIMPORT	Electronic Importers	0	0.00
00	15	1000934 / 264174303	1/2/2020	12/27/2019	1234	5,000.00	ABCSTUDIOS	ABC Studios Inc	SO005049	5,000.00

- From the Lockbox Payment Application Form ID LB.00.00.06 Press **AUTO MATCH**. This is the first step and will automatically locate and match as many invoices as the system can find.



The screenshot shows the 'Lockbox Payment Application' window. At the top, there are buttons for 'AUTO MATCH', 'MANUALLY LINK', 'MANUALLY UNLINK', and 'PROCESS ALL MATCHED PAYMENTS'. The 'AUTO MATCH' button is highlighted with a red box and a red arrow. Below the buttons, there are fields for 'Lockbox Payment Nbr.' (LB000006), 'Status' (Open), and 'Lockbox Payment Total' (17,719.50). There are also summary statistics for 'Applied Amount' (17,627.00), 'Application Payments to Create' (17,627.00), 'Payments to Create' (0.00), and 'Total App & Payments' (17,627.00). The main part of the screen is a table with columns for Match, Match Type, Batch, Batch Item, Payment Processes, Create Pymt App, Create Payment, Create Prepayme, ABA/RT#, Check Link, App No, Payment Date, Invoice Date, Check Nbr, Check Amt, Customer, Customer Name, Invoice Nbr, and Invoice Amt. The table contains several rows of data, including matches for 'Auto' batch type and 'ABARTENDE' customer.

- The user would then review the matching that was performed by the system. The user can determine which Payment(s) were applied to which Document(s) by looking at the Check Link, Matched, Match Type and Create Pymt App Columns at the top “Payment” section with the Matched and Check Link columns of the bottom “Document” section.

In the example below, Check No. 35202 for \$2,040.00 was applied to Invoices INV053521 and INV053519 with Amounts of \$300.00 and \$1,740.00 respectively. By Looking at the Check Link 0001, you can see that two top payment lines are applied to two bottom document lines, and the Create Pymt App Top Box is Checked (indicating apply the payments to the invoices). The Balance of the Documents in the bottom section is reduced by the payment to be applied.

You will also notice that Check Number 301016 for \$6,805.00 is applied to Invoice INV053332 for \$6,815.00, leaving a balance of \$10.00. The user has a choice to either write off the \$10.00 (based on the standard Acumatica Write-off Setup Rules) reduce the balance to zero, or leave the unapplied \$10.00 to the Payment. The first option will create a Payment of \$6,805.00 and write off the Invoice Balance of \$10.00. When the Payment is released, it will close both the Payment and the Invoice. The second option will create a payment for \$6,805.00 and Apply \$6,805.00 to the Invoice and when the Payment is released will close the payment and leave the Invoice outstanding for \$10.00.

Lockbox Payment Application ☆

AUTO MATCH MANUALLY LINK MANUALLY UNLINK PROCESS ALL MATCHED PAYMENTS

Lockbox Payment Nbr.: LB000006 Applied Amount: 17,627.00 Application Payments to Create: 17,627.00  
 Status: Open Payments to be Create: 0.00 Total App & Payments: 17,627.00  
 Lockbox Payment Total: 17,719.50

Matched	Match Type	Batch	Batch Item	Payment Process	Create Pymt App	Create Payment	Create Prepayment	ABA/RT#	Check Link	App No	Payment Date	Invoice Date	Check Nbr	Check Amt	Customer	Customer Name	Invoice Nbr	Inv Ar
<input checked="" type="checkbox"/>	Auto	80	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEENDE	USA Bartending School	INV053521	300.0
<input checked="" type="checkbox"/>	Auto	80	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEENDE	USA Bartending School	INV053519	1,740.0
<input checked="" type="checkbox"/>	Auto	80	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8003124362 / 3220...	0002		1/2/2020	12/16/2019	301016	6,805.00	BESTYPEIM	Bestype Image	INV053332	6,805.0
<input checked="" type="checkbox"/>	Auto	80	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI...	ABC Studios Inc	INV053710	170.0
<input checked="" type="checkbox"/>	Auto	80	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI...	ABC Studios Inc	INV053274	297.5
<input checked="" type="checkbox"/>	Auto	80	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1293909 / 81006162	0004		1/2/2020	12/18/2019	30964	610.50	BOULDER...	Boulder Couriers Denver	INV053246	610.5

DOCUMENT LOOKUP CREATE CUSTOMER DOCUMENT CREATE CUSTOMER UNAPPLIED PAYMENT

Matched	Check Link	Branch	Customer	Customer Name	Type	Reference Nbr.	Date	Due Date	Pay Amount	Write-Off Amount	Write-Off Reason Code	Amount	Balance	Currency	Description
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTEENDE	USA Bartending School	INV	INV053521	1/3/2020	2/2/2020	300.00	0.00	BALWOFF	300.00	0.00	USD	test
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTEENDE	USA Bartending School	INV	INV053519	1/3/2020	2/2/2020	1,740.00	0.00	BALWOFF	1,740.00	0.00	USD	test
<input checked="" type="checkbox"/>	0002	PRODWHOLE	BESTYPEIM	Bestype Image	INV	INV053332	1/8/2020	2/7/2020	6,805.00	0.00	BALWOFF	6,815.00	10.00	USD	Lockbox Test 10 - Unde
<input checked="" type="checkbox"/>	0003	PRODWHOLE	ABCSTUDIOS	ABC Studios Inc	INV	INV053710	1/3/2020	2/2/2020	170.00	0.00	BALWOFF	170.00	0.00	USD	test3
<input checked="" type="checkbox"/>	0003	PRODWHOLE	ABCSTUDIOS	ABC Studios Inc	INV	INV053274	1/3/2020	2/2/2020	297.50	0.00	BALWOFF	297.50	0.00	USD	test
<input checked="" type="checkbox"/>	0004	PRODWHOLE	BOULDERCR	Boulder Couriers Denver	INV	INV053246	12/18/2019	1/17/2020	610.50	0.00	BALWOFF	910.50	300.00	USD	Lockbox Test - 11 - Under

You will also notice that the Lockbox Payment total of \$17,719.50 does not match all payments to be applied or created if \$17,627.00. This lets the user know that there are still unmatched payments that need to be researched.

Lockbox Payment Application ☆

AUTO MATCH MANUALLY LINK MANUALLY UNLINK PROCESS ALL MATCHED PAYMENTS

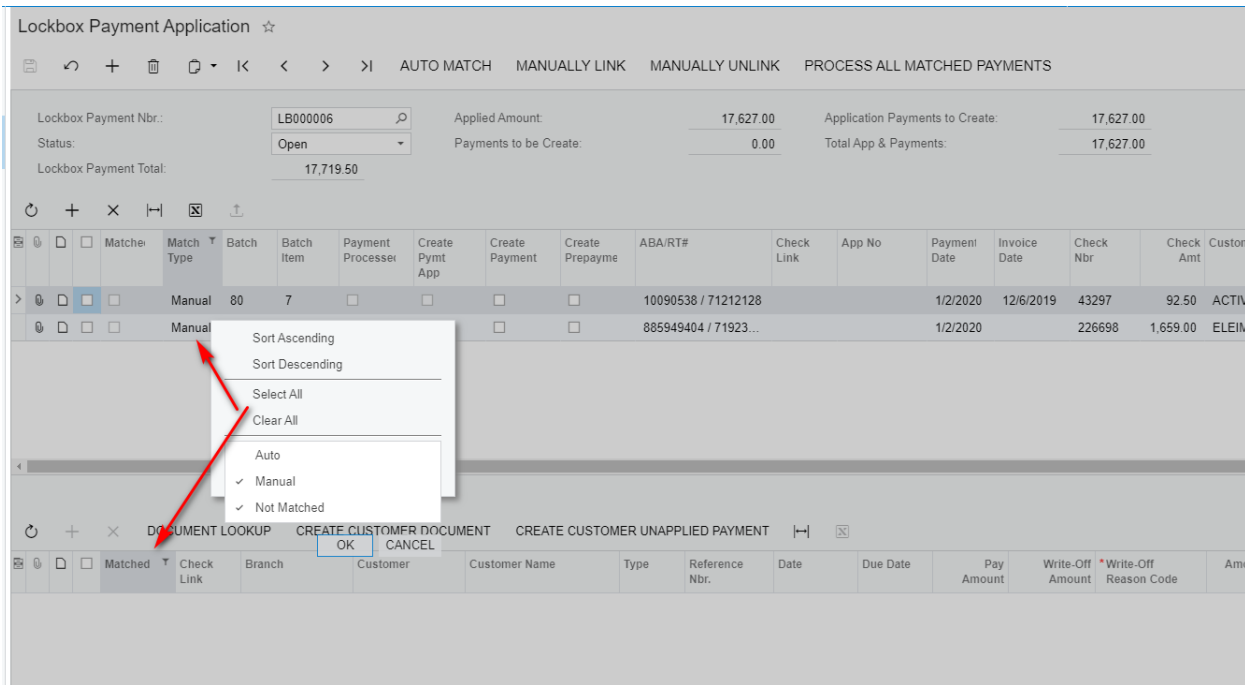
Lockbox Payment Nbr.: LB000006 Applied Amount: 17,627.00 Application Payments to Create: 17,627.00  
 Status: Open Payments to be Create: 0.00 Total App & Payments: 17,627.00  
 Lockbox Payment Total: 17,719.50

Matched	Match Type	Batch	Batch Item	Payment Process	Create Pymt App	Create Payment	Create Prepayment	ABA/RT#	Check Link	App No	Payment Date	Invoice Date	Check Nbr	Check Amt	Customer	Customer Name	Invoice Nbr	Inv Ar
<input checked="" type="checkbox"/>	Auto	80	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEENDE	USA Bartending School	INV053521	300.0
<input checked="" type="checkbox"/>	Auto	80	2	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEENDE	USA Bartending School	INV053519	1,740.0
<input checked="" type="checkbox"/>	Auto	80	3	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8003124362 / 3220...	0002		1/2/2020	12/16/2019	301016	6,805.00	BESTYPEIM...	Bestype Image	INV053332	6,805.0
<input checked="" type="checkbox"/>	Auto	80	4	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI...	ABC Studios Inc	INV053710	170.0
<input checked="" type="checkbox"/>	Auto	80	5	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI...	ABC Studios Inc	INV053274	297.5
<input checked="" type="checkbox"/>	Auto	80	6	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1293909 / 81006162	0004		1/2/2020	12/18/2019	30964	610.50	BOULDER...	Boulder Couriers Denver	INV053246	610.5

DOCUMENT LOOKUP CREATE CUSTOMER DOCUMENT CREATE CUSTOMER UNAPPLIED PAYMENT

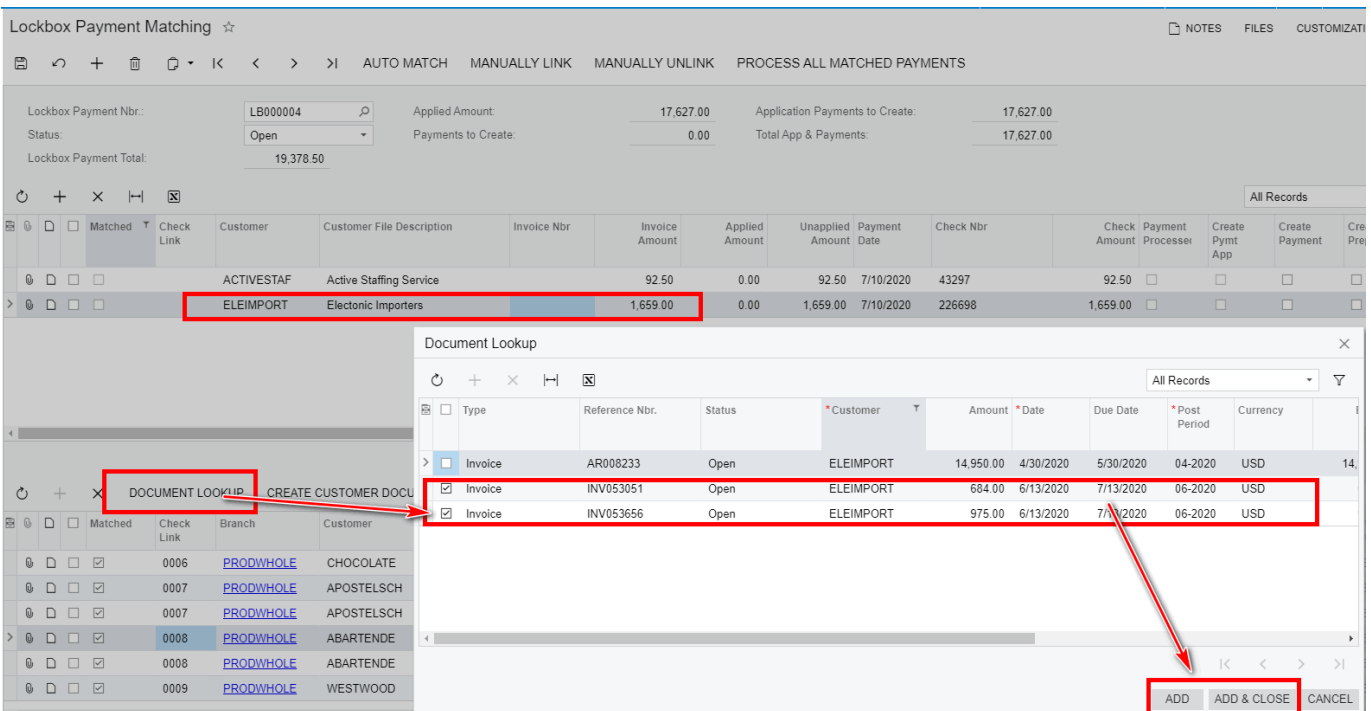
Matched	Check Link	Branch	Customer	Customer Name	Type	Reference Nbr.	Date	Due Date	Pay Amount	Write-Off Amount	Write-Off Reason Code	Amount	Balance	Currency	Description
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTEENDE	USA Bartending School	INV	INV053521	1/3/2020	2/2/2020	300.00	0.00	BALWOFF	300.00	0.00	USD	test
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTEENDE	USA Bartending School	INV	INV053519	1/3/2020	2/2/2020	1,740.00	0.00	BALWOFF	1,740.00	0.00	USD	test
<input checked="" type="checkbox"/>	0002	PRODWHOLE	BESTYPEIM	Bestype Image	INV	INV053332	1/8/2020	2/7/2020	6,805.00	0.00	BALWOFF	6,815.00	10.00	USD	Lockbox Test 10 - Unde
<input checked="" type="checkbox"/>	0003	PRODWHOLE	ABCSTUDIOS	ABC Studios Inc	INV	INV053710	1/3/2020	2/2/2020	170.00	0.00	BALWOFF	170.00	0.00	USD	test3
<input checked="" type="checkbox"/>	0003	PRODWHOLE	ABCSTUDIOS	ABC Studios Inc	INV	INV053274	1/3/2020	2/2/2020	297.50	0.00	BALWOFF	297.50	0.00	USD	test
<input checked="" type="checkbox"/>	0004	PRODWHOLE	BOULDERCR	Boulder Couriers Denver	INV	INV053246	12/18/2019	1/17/2020	610.50	0.00	BALWOFF	910.50	300.00	USD	Lockbox Test - 11 - Unc

The user can locate the unapplied payments, look up and insert the related documents, and then manually match the documents to the payments before pressing PROCESS ALL MATCHED PAYMENTS. Or they can press PROCESS ALL MATCHED PAYMENTS, filter by the Match Type (to only show the Manual and non-Matched Payments / reducing the list to only the ones needing “manual” attention”), and then proceed to find and match the invoices or to create a standalone payment if no invoices are found to apply.



8. Lookup and Apply Payments Manually

Press the DOCUMENT LOOKUP, search for, and SELECT the two Invoices INV0153051 and INV053656 with the amounts of \$684.00 and \$975.00 respectively to relate to the 1 check number 22698 for \$1,659.00



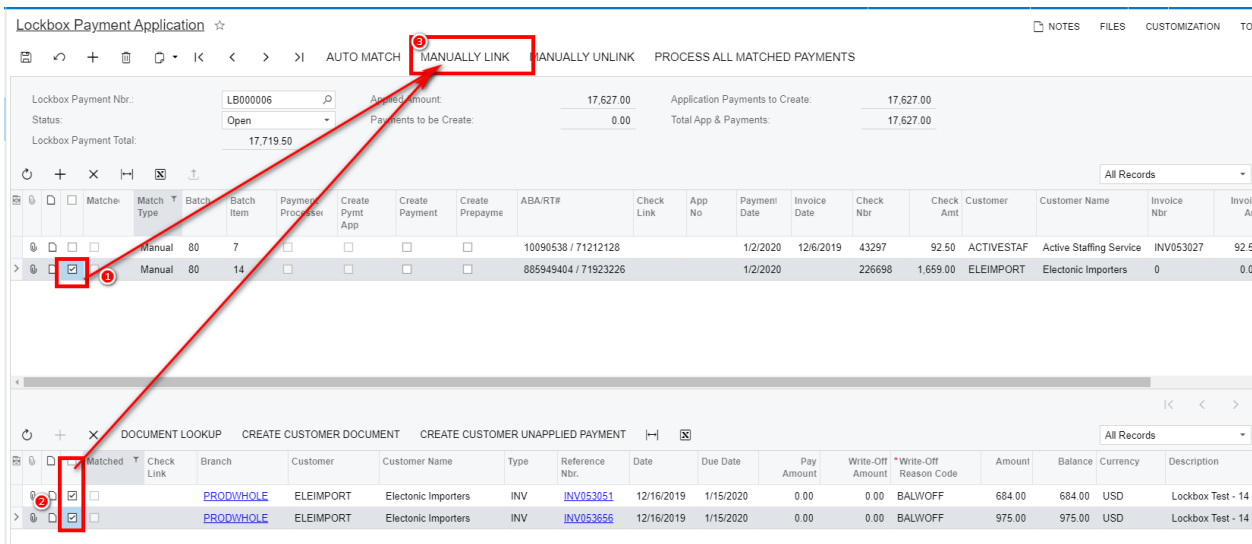


The steps are as follows:

1. **DOCUMENT LOOKUP**
2. Find and Select the Documents you would like to add to the bottom grid
3. press **ADD** or **ADD & CLOSE**

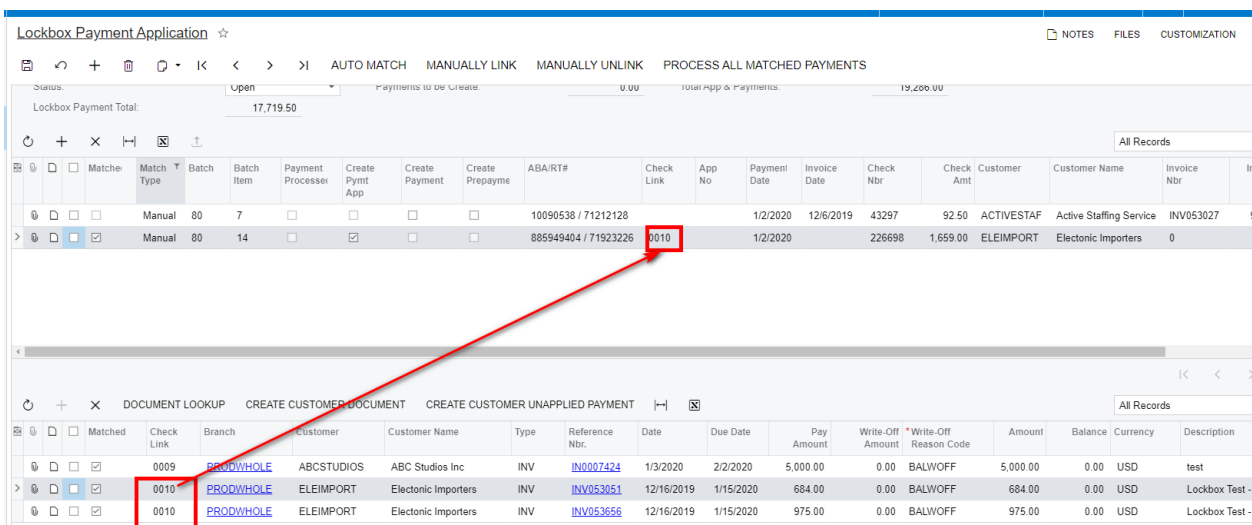
Manually linking Payments to Documents.

You can then manually link the payments and documents by putting a checkbox in the Payment Line(s) and Document Line(s) that you would like to Match and then press **MANUALLY LINK**.



The screenshot shows the 'Lockbox Payment Application' interface. At the top, there are buttons for 'AUTO MATCH', 'MANUALLY LINK', 'MANUALLY UNLINK', and 'PROCESS ALL MATCHED PAYMENTS'. The 'MANUALLY LINK' button is highlighted with a red box and a circled '1'. Below this is a summary section with fields for 'Lockbox Payment Nbr.', 'Status', 'Lockbox Payment Total', 'Applied Amount', 'Payments to be Create', 'Application Payments to Create', and 'Total App & Payments'. Below the summary is a table with columns: Matched, Match Type, Batch, Batch Item, Payment Processor, Create Pymt App, Create Payment, Create Prepay, ABA/RT#, Check Link, App No, Payment Date, Invoice Date, Check Nbr, Check Amt, Customer, Customer Name, Invoice Nbr, and Invoice Amt. Two rows are visible in this table, with checkboxes in the 'Matched' column. Below this is another section with buttons for 'DOCUMENT LOOKUP', 'CREATE CUSTOMER DOCUMENT', and 'CREATE CUSTOMER UNAPPLIED PAYMENT'. Below this is a second table with columns: Matched, Check Link, Branch, Customer, Customer Name, Type, Reference Nbr., Date, Due Date, Pay Amount, Write-Off Amount, Write-Off Reason Code, Amount, Balance, Currency, and Description. Two rows are visible in this table, with checkboxes in the 'Matched' column. A red arrow points from the 'MANUALLY LINK' button to the 'Check Link' column in the second table.

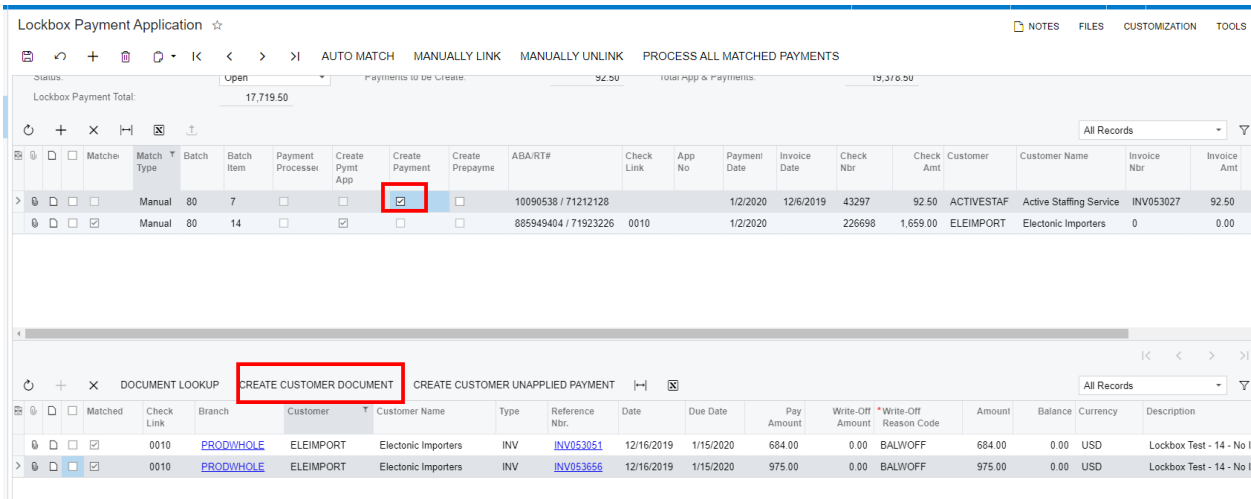
The Documents are now linked. Notice the **Check Link 0010** in the top grid and the **Check Link 0010** in the two lines in the bottom Grid. The Check Link denotes the match.



The screenshot shows the 'Lockbox Payment Application' interface after the manual linking process. The 'MANUALLY LINK' button is still highlighted with a red box and a circled '1'. The summary section now shows 'Payments to be Create' as 0.00 and 'Total App & Payments' as 19,206.00. The top table now has a 'Check Link' column, and the second row has '0010' in this column, highlighted with a red box. The bottom table also has a 'Check Link' column, and the second and third rows have '0010' in this column, highlighted with a red box. A red arrow points from the '0010' in the top table to the '0010' in the bottom table.

## Creating a Payment or Prepayment Only

When the user does not know or cannot find the documents to apply, the user has the option to create a Payment on Account and then Apply the Payment at a later time using the Standard Payment Application Screen, or they can **CREATE CUSTOMER DOCUMENT**, right from the bottom section and then select and insert that document, and then manually link them before **PROCESS ALL MATCHED PAYMENTS**.



Lockbox Payment Application ☆

NOTES FILES CUSTOMIZATION TOOLS

LOCKBOX PAYMENT TOTAL: 17,719.50

Matched	Batch	Batch Item	Payment Processes	Create Pymt App	Create Payment	Create Prepayme	ABA/RT#	Check Link	App No	Payment Date	Invoice Date	Check Nbr	Check Amt	Customer	Customer Name	Invoice Nbr	Invoice Amt
<input type="checkbox"/>	Manual	80	7	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	10090538 / 71212128			1/2/2020	12/6/2019	43297	92.50	ACTIVESTAF	Active Staffing Service	INV053027	92.50
<input type="checkbox"/>	Manual	80	14	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	885949404 / 71923226	0010		1/2/2020		226698	1,659.00	ELEIMPORT	Electronic Importers	0	0.00

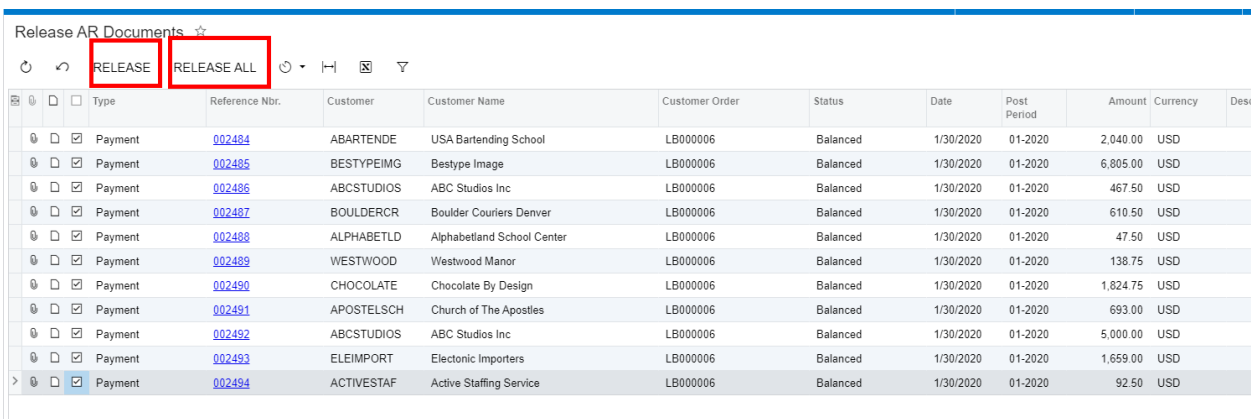
DOCUMENT LOOKUP CREATE CUSTOMER DOCUMENT CREATE CUSTOMER UNAPPLIED PAYMENT

Matched	Check Link	Branch	Customer	Customer Name	Type	Reference Nbr.	Date	Due Date	Pay Amount	Write-Off Amount	Write-Off Reason Code	Amount	Balance	Currency	Description	
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0010	PRODWHOLE	ELEIMPORT	Electronic Importers	INV	INV053051	12/16/2019	1/15/2020	684.00	0.00	BALWOFF	684.00	0.00	USD	Lockbox Test - 14 - No I
<input type="checkbox"/>	<input checked="" type="checkbox"/>	0010	PRODWHOLE	ELEIMPORT	Electronic Importers	INV	INV053656	12/16/2019	1/15/2020	975.00	0.00	BALWOFF	975.00	0.00	USD	Lockbox Test - 14 - No I

Whether creating a Payment or Prepayment only or adding the document(s) and manually applying them, the user would finish the batch by pressing **PROCESS ALL MATCHED PAYMENTS**, and the appropriate documents and applications will be created.

## Release AR Documents

Release the Payments using Form ID AR5001000. Select the documents you would like to release then press **RELEASE** or press **RELEASE ALL** to release all AR Documents(Payments).



Release AR Documents ☆

RELEASE RELEASE ALL

Type	Reference Nbr.	Customer	Customer Name	Customer Order	Status	Date	Post Period	Amount	Currency	Desc
<input checked="" type="checkbox"/> Payment	002484	ABARTENDE	USA Bartending School	LB000006	Balanced	1/30/2020	01-2020	2,040.00	USD	
<input checked="" type="checkbox"/> Payment	002485	BESTYPEIMG	Bestype Image	LB000006	Balanced	1/30/2020	01-2020	6,805.00	USD	
<input checked="" type="checkbox"/> Payment	002486	ABCSTUDIOS	ABC Studios Inc	LB000006	Balanced	1/30/2020	01-2020	467.50	USD	
<input checked="" type="checkbox"/> Payment	002487	BOULDERCR	Boulder Couriers Denver	LB000006	Balanced	1/30/2020	01-2020	610.50	USD	
<input checked="" type="checkbox"/> Payment	002488	ALPHABETLD	Alphabetland School Center	LB000006	Balanced	1/30/2020	01-2020	47.50	USD	
<input checked="" type="checkbox"/> Payment	002489	WESTWOOD	Westwood Manor	LB000006	Balanced	1/30/2020	01-2020	138.75	USD	
<input checked="" type="checkbox"/> Payment	002490	CHOCOLATE	Chocolate By Design	LB000006	Balanced	1/30/2020	01-2020	1,824.75	USD	
<input checked="" type="checkbox"/> Payment	002491	APOSTELSCH	Church of The Apostles	LB000006	Balanced	1/30/2020	01-2020	693.00	USD	
<input checked="" type="checkbox"/> Payment	002492	ABCSTUDIOS	ABC Studios Inc	LB000006	Balanced	1/30/2020	01-2020	5,000.00	USD	
<input checked="" type="checkbox"/> Payment	002493	ELEIMPORT	Electronic Importers	LB000006	Balanced	1/30/2020	01-2020	1,659.00	USD	
<input checked="" type="checkbox"/> Payment	002494	ACTIVESTAF	Active Staffing Service	LB000006	Balanced	1/30/2020	01-2020	92.50	USD	

After releasing, if the Lockbox process was set to apply for payments, you will notice the Application History for the Created Payment shows the Invoices selected (either Automatically or Manually matched). Since the Payment was applied completely and both invoices were paid completely, all three documents will be Closed.

Payments and Applications NOTES ACTIVITIES FILES NOTIFICATIONS

← SAVE & CLOSE ↻ + 🗑️ 📄 ⏪ ⏩ RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: <b>Payment</b>	Customer: <b>ELEIMPORT - Electronic Importers</b>	Payment Amo...: <b>1,659.00</b>
Reference Nbr.: <b>002493</b>	Location: <b>MAIN - Primary Location</b>	Applied to Doc...: <b>0.00</b>
Status: <b>Closed</b>	Payment Meth...: <b>CHECK - Check</b>	Applied to Ord...: <b>0.00</b>
Application Date: <b>1/30/2020</b>	Card/Account ...: <b></b>	Available Bala...: <b>0.00</b>
Application Pe...: <b>01-2020</b>	<input type="checkbox"/> New Card	Write-Off Amo...: <b>0.00</b>
Payment Ref.: <b>LB000006</b>	Cash Account: <b>10200 - Company Checking Account</b>	Finance Charg...: <b>0.00</b>
	Currency: <b>USD 1.00</b>   <b>VIEW BASE</b>	Deducted Cha...: <b>0.00</b>
	Description: <b></b>	

DOCUMENTS TO APPLY **APPLICATION HISTORY** ORDERS TO APPLY FINANCIAL DETAILS APPROVAL DETAILS FINANCE CHARGES

REVERSE APPLICATION |←| 🗑️

Branch	Batch Number	Doc. Type	Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Application Period	Date	Due Date	Cash Discount Date
PRODWHOLE	AR006791	Invoice	INV053051	ELEIMPORT	684.00	0.00	0.00	01-2020	12/16/2019	1/15/2020	1/15/2020
PRODWHOLE	AR006791	Invoice	INV053656	ELEIMPORT	975.00	0.00	0.00	01-2020	12/16/2019	1/15/2020	1/15/2020

For the Payment that we did not know which Invoice to apply, we just created an unapplied payment, with an Available Balance (balance on the account), which can be applied to an invoice, at a later date, by the standard Acumatica Payments and Applications Process.

Invoices and Memos - Google Chrome

localhost/AcuSummit2020/(W(10000))/pages/ar/ar301000.aspx?timeStamp=8b5fb001380f73c731a9ac8d13896711378A915CDC0&PopupPanel=On&DocType=INV&RefNbr=INV053051

Invoices and Memos NOTES AC

SAVE & CLOSE ↻ + 🗑️ 📄 ⏪ ⏩ RELEASE ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: <b>Invoice</b>	Customer: <b>ELEIMPORT - Electronic Importers</b>	Detail Total: <b>684.00</b>
Reference Nbr.: <b>INV053051</b>	Location: <b>MAIN - Primary Location</b>	Discount Total: <b>0.00</b>
Status: <b>Closed</b>	Currency: <b>USD 1.00</b>   <b>VIEW BASE</b>	VAT Taxable T...: <b>0.00</b>
<input type="checkbox"/> Hold	Terms: <b>30D - 30 Days</b>	VAT Exempt T...: <b>0.00</b>
Date: <b>12/16/2019</b>	Due Date: <b>1/15/2020</b>	Tax Total: <b>0.00</b>
Post Period: <b>12-2019</b>	Cash Discount...: <b>1/15/2020</b>	Balance: <b>0.00</b>
Customer Order: <b></b>	Project/Contract: <b>X - Non-Project Code.</b>	Amount: <b>684.00</b>
Description: <b>Lockbox Test - 14 - No Invoice Amount</b>		Cash Discount: <b>0.00</b>

**DOCUMENT DETAILS** FINANCIAL DETAILS ADDRESS DETAILS TAX DETAILS APPROVAL DETAILS DISCOUNT DETAILS APPLICATIONS

VIEW SCHEDULE COMMISSION SPLIT |←| 🗑️

Branch	Inventory ID	Transaction Descr.	Quantity	Actual Cost	UOM	Unit Price	Ext. Price	Discount Percent
PRODWHOLE		Lockbox Test - 14 - No Invoice Amount	1.00	0.00		684.00	684.00	0.000000

Payments and Applications

← SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Home] [Left] [Right] [End] RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: **Payment** Customer: **ACTIVESTAF - Active Staffing Service** Payment Amo... **92.50**  
 Reference Nbr: **002494** Location: **MAIN - Primary Location** Applied to Doc... **0.00**  
 Status: **Open** Payment Meth... **CHECK - Check** Applied to Ord... **0.00**  
 Card/Account... **Available Bala... 92.50**  
 Hold  New Card Write-Off Amo... **0.00**  
 \* Application Date: **1/30/2020** Cash Account: **10200 - Company Checking Account** Finance Charg... **0.00**  
 \* Application Pe... **01-2020** Currency: **USD 1.00** VIEW BASE Deducted Cha... **0.00**  
 Payment Ref.: **LB000006** Description:

DOCUMENTS TO APPLY APPLICATION HISTORY ORDERS TO APPLY FINANCIAL DETAILS APPROVAL DETAILS FINANCE CHARGES

⌂ + × LOAD DOCUMENTS AUTO APPLY [Filter] [Search]

Branch	Doc. Type	*Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Write-Off Reason Code

In the example where the customer underpaid and the invoice of \$10.00 (and a write-off was not created), the Payment is created and closed, and the Invoice is applied by the amount paid and stays open with a balance remaining of \$10.00

Payments and Applications

← SAVE & CLOSE [Print] [Refresh] + [Delete] [Copy] [Paste] [Home] [Left] [Right] [End] RELEASE VOID ACTIONS ▾ INQUIRIES ▾ REPORTS ▾

Type: **Payment** Customer: **BESTYPEIMG - Bestype Image** Payment Amo... **6,805.00**  
 Reference Nbr: **002485** Location: **MAIN - Primary Location** Applied to Doc... **0.00**  
 Status: **Closed** Payment Meth... **CHECK - Check** Applied to Ord... **0.00**  
 Card/Account... **Available Bala... 0.00**  
 Hold  New Card Write-Off Amo... **0.00**  
 Application Date: **1/30/2020** Cash Account: **10200 - Company Checking Account** Finance Charg... **0.00**  
 Application Pe... **01-2020** Currency: **USD 1.00** VIEW BASE Deducted Cha... **0.00**  
 Payment Ref.: **LB000006** Description:

DOCUMENTS TO APPLY **APPLICATION HISTORY** ORDERS TO APPLY FINANCIAL DETAILS APPROVAL DETAILS FINANCE CHARGES

⌂ REVERSE APPLICATION [Filter] [Search]

Branch	Batch Number	Doc. Type	Reference Nbr.	Customer	Amount Paid	Cash Discount Taken	Write-Off Amount	Application Period	Date	Due Date	Cash Discount Date	Balance
PRODWHOLE	AR006783	Invoice	INV053332	BESTYPEIMG	6,805.00	0.00	0.00	01-2020	1/8/2020	2/7/2020	2/7/2020	10.00

After all lines in the Lockbox Batch have been applied to documents or payments created for unknown documents, the Lockbox Payment Total should equal the Total App & Payments, and the Status of the Lockbox Batch is set to Completed.

Lockbox Payment Application ☆

Lockbox Payment Nbr.:  Applied Amount: 17,627.00 Application Payments to Create: 17,627.00  
 Status:  Payments to be Create: 92.50 Total App & Payments: 17,719.50  
 Lockbox Payment Total: 17,719.50

Matched	Match Type	Batch	Batch Item	Payment Processor	Create Pymt App	Create Payment	Create Prepayme	ABA/RT#	Check Link	App No	Payment Date	Invoice Date	Check Nbr	Check Amt	Customer
<input checked="" type="checkbox"/>	Auto	80	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEND
<input checked="" type="checkbox"/>	Auto	80	2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3863792 / 71000288	0001		1/2/2020	12/19/2019	35202	2,040.00	ABARTEND
<input checked="" type="checkbox"/>	Auto	80	3	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8003124362 / 32207...	0002		1/2/2020	12/16/2019	301016	6,805.00	BESTYPEI..
<input checked="" type="checkbox"/>	Auto	80	4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI..
<input checked="" type="checkbox"/>	Auto	80	5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1000934 / 264174303	0003		1/2/2020	12/31/2019	22778	467.50	ABCSTUDI..
<input checked="" type="checkbox"/>	Auto	80	6	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1293909 / 81006162	0004		1/2/2020	12/18/2019	30964	610.50	BOULDER..

Matched	Check Link	Branch	Customer	Customer Name	Type	Reference Nbr.	Date	Due Date	Pay Amount	Write-Off Amount	Write-Off Reason Code	Amou
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTENDE	USA Bartending School	INV	INV053521	1/3/2020	2/2/2020	300.00	0.00	BALWOFF	300.0
<input checked="" type="checkbox"/>	0001	PRODWHOLE	ABARTENDE	USA Bartending School	INV	INV053519	1/3/2020	2/2/2020	1,740.00	0.00	BALWOFF	1,740.0
<input checked="" type="checkbox"/>	0002	PRODWHOLE	BESTYPEIMG	Bestype Image	INV	INV053332	1/8/2020	2/7/2020	6,805.00	0.00	BALWOFF	6,815.0