

Oracle Receivables

Overview of AutoLockbox

*Phanilatha Tota , Sr. Tech Analyst
Oracle Gold Applications Support*

Document Intent: The intent of this paper is to give an overview of AutoLockbox and provide all the setups required to test Autolockbox.

Introduction

AutoLockbox is a service that commercial banks offer corporate customers to enable them to outsource their accounts receivable payment processing. AutoLockbox eliminates manual data entry by automatically processing receipts that are sent directly to your bank. You can also use AutoLockbox for historical data conversion. For example, you can use AutoLockbox to transfer receipts from your previous accounting system into Receivables. AutoLockbox ensures that the receipts are accurate and valid before transferring them into Receivables.

AutoLockbox is a three step process:

1. **Import:** During this step, Lockbox reads and formats the data from your bank file into interface table AR_PAYMENTS_INTERFACE_ALL using a SQL *Loader script.
2. **Validation:** The validation program checks data in this interface table for compatibility with Receivables. Once validated, the data is transferred into QuickCash tables (AR_INTERIM_CASH_RECEIPTS_ALL and AR_INTERIM_CASH_RCPT_LINES_ALL) . At this point, you can optionally query your receipts in the QuickCash window and change how they will be applied before submitting the final step, Post QuickCash.
3. **Post QuickCash:** This step applies the receipts and updates your customer's balances.

These steps can be submitted individually or at the same time from the submit Lockbox Processing window. After you run Post QuickCash, Receivables treats the receipts like any other receipts, you can reverse and reapply them and apply any unapplied, unidentified, or on-account amounts.

Importing Data from the data file provided by Bank

**Bank File
(Submit Import)**



**AR_PAYMENTS_INTERFACE_ALL
(Submit Validation)**



**AR_INTERIM_CASH_RECEIPTS_ALL
AR_INTERIM_CASH_RCPT_LINES_ALL
(Submit Post Quickcash)**



**AR_CASH_RECEIPTS_ALL
AR_CASH_RECEIPT_HISTORY_ALL
AR_DISTRIBUTIONS_ALL
AR_RECEIVABLE_APPLICATIONS_ALL
AR_PAYMENT_SCHEDULES_ALL**

Setup

- ◆ **Define Banks (Pg# 5)**
 - ⇒ Define Remittance Bank with Account use Internal where checks from customer are deposited.
- ◆ **Define Receipt Class (Pg# 8)**
 - ⇒ Define a Receipt class to determine the required processing steps for receipts to which you assign payment methods with this class.
- ◆ **Define Payment Methods (Pg# 8)**
 - ⇒ Define a payment method with all receipt accounts.
- ◆ **Define Receipt Source (Pg# 10)**
 - ⇒ Define Receipt Batch Source and attach receipt class, payment method and remittance bank account information to the Receipt Source.
- ◆ **Define Lockbox (Pg# 11)**
 - ⇒ Define Lockboxes to use the Receivables Autolockbox program.
- ◆ **Define Transmission Format (Pg# 15)**
 - ⇒ Define the Transmission Format which Auto Lockbox uses when importing data into Receivables.
- ◆ **Define AutoCash Rule Sets (Pg# 20)**
 - ⇒ Define AutoCash Rule Sets to determine the sequence of rules that Post QuickCash uses to update Customer's account balances.
- ◆ **Control file (Pg# 21)**
 - ⇒ Create a control file which is used by SQL * Loader to import the data into interface table.
 - ⇒ Place this control file in the directory \$AR_TOP/bin
 - ⇒ Extension of this file should be .ctl
- ◆ **Data file (Pg# 21)**

How AutoLockbox Identifies Customers for a Receipt

AutoLockbox can validate your customer data based on the following attributes . If no match is found, the receipt is imported as Unidentified receipt. This unidentified receipts can be identified and then applied from the Quick cash window or the receipt window.

1. Customer Number: If you provide a customer number for receipts that you import through AutoLockbox, Receivables can identify the customer to which the receipt belongs .

2. MICR Number: The MICR (Magnetic Ink Character Recognition) number that appears on each receipt relates the customer to a bank. Lockbox only uses MICR numbers to associate a customer with a receipt if both of the following are true:

1. The customer number is not included in the transmission format
2. The MICR number is passed

A MICR number consists of two segments. The first segment is the Transit Routing number, this identifies the bank from which your customer draws their check. The second segment identifies your customer's account at that bank.

3. AutoAssociate: If the customer cannot be identified from either the MICR number or the customer number (for example, if the transmission does not include this information), you can use AutoAssociate to determine the customer using matching numbers. A matching number can be a transaction number, consolidated billing invoice number, sales order number, purchase order number or another custom defined number.

4. Associate Receipts with Billing Locations: Receivables also lets you track receipts for each of your customer's billing locations. To use this feature, you must include a billing location in your transmission format, data file and the flag Require Billing Location should be set to Yes. This option should be set to yes both at system options and at the setup of Lockbox. If the box is checked at the Lockbox, the receipt will be validated only if the billing location is provided. The setting at the system options level determines whether PostQuickCash can process receipts with / without billing locations.

How AutoLockbox Applies Receipts

If Lockbox is able to identify the customer for a receipt and the transaction number is provided, Lockbox applies the receipt to this transaction. If the transaction number is not provided and Autoassociate is set to Yes, Post QuickCash uses the matching rules defined for the customer site, customer or Lockbox to apply the receipt. The setting of Match Receipts By Option tells what type of matching number is passed in the transmission. If Matching Rules fail, Post QuickCash applies the receipt using the AutoCash rules set. If AutoCash rules also fail, Lockbox assigns the receipt a status of Unapplied.

If the transaction number is not provided and Autoassociate is set to No, Post QuickCash assigns the receipt a status of Unapplied.

Running AutoLockbox (Pg# 22)

Run AutoLockbox to submit your lockbox transmission processes and transfer payment information from your bank files into Receivables. You can import, validate, and run AutoLockbox all in one step, or perform the steps separately using the same window.

Maintain Transmission Data (Pg# 24)

Use the Lockbox Transmission Data window to delete and edit transmission data imported into Receivables from your bank using Lockbox. You can correct your lockbox data in this window for receipts that fail validation, then resubmit the validation step again.

Remittance Bank

The screenshot shows a software window titled "Banks (Vision Operations)" with a menu bar containing "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The main area is divided into several sections:

- Bank Section:** Fields for Name (PTOTABNK1), Alternate Name, and Number.
- Bank Branch Section:** Fields for Name (PTOTABNKBRN1), Alternate Name, Number (P101), and Type.
- Institution and Description:** Institution is set to "Bank" (dropdown), and Description is "Internal Bank for Lockbox".
- Address Section:** A dropdown menu is set to "Address". Fields include Country (United States), Address (PNC), City (PITTSBURGH), and Province.
- EDI and EFT Fields:** EDI ID Number, EDI Location, and EFT Number (with a small input box).
- State and Postal Code:** State is "PA" and Postal Code is "15265".
- Alternate Address:** A field for an alternate address.
- Buttons:** "Related Banks" and "Bank Accounts" buttons are located at the bottom right.

Nav => Setup => Receipts => Banks

Define Internal bank and bank accounts with Account Use as 'Internal'. This is the bank which sends the data file for lockbox transmission.

Remittance Bank Account

Bank Accounts (Vision Operations: USD)

Action Edit Query Go Folder Special Help

Bank Name Branch Name

Bank Accounts

Name Alternate Name

Account Use Account Type

Number Check Digits

Currency Inactive Date

Description []

GL Accounts

	GL Account	Description
Cash	01-402-1110-2111-210	Operations-East Region Sales-C
Cash Clearing		
Bank Charges		
Bank Errors		
Confirmed Receipts		

Nav => Setup => Receipts => Banks

Click on Bank Accounts.

Alt Region: GL Accounts

Enter a cash account.

Remittance Bank Account

Bank Accounts (Vision Operations: USD)

Action Edit Query Go Folder Special Help

Bank Name Branch Name

Bank Accounts

Name Alternate Name

Account Use Account Type

Number Check Digits

Currency Inactive Date

Description []

Receivables Options

Multiple Currency Receipts

	GL Account	Description
Remitted Receipts	01-520-5360-0000-000	Operations-Manufacturing Plant
Factored Receipts	01-520-5370-0000-000	Operations-Manufacturing Plant
Short Term Debt	01-520-5250-0000-000	Operations-Manufacturing Plant

Nav => Setup => Receipts => Banks

Click on Bank Accounts.

Alt Region: Receivables Options

Enter GL Account information for Remitted Receipts, Factored Receipts, and Short Term Debit.

Receipt Classes & Payment Methods

Receipt Class

Name: PTOTA RCT CLASS Notes Receivable
Creation Method: Manual Require Confirmation
Remittance Method: No Remittance
Clearance Method: Directly

Payment Method

Name: Check - PTOTA Printed Name: Check - PTOTA

Automatic Receipts

Number of Receipts Rule: Lead Days:
Receipt Maturity Date Rule:
Automatic Print Program: Merchant ID:
Payment Type:

Effective Dates: 18-NOV-1999 -

Bank Accounts

Nav => Setup => Receipts => Receipt Classes

Define Receipt classes to determine the required processing steps for receipts to which you assign payment methods with this class. Enter the Payment Method to assign to this receipt class.

Assign Bank Account to Payment Method

Bank Name	PTOTABNK1	Branch Name	PTOTABNKBRN1
Account Name	PTOTABNKBRN1 P102	Currency	USD
Minimum Receipt Amount		Risk Elimination Days	
Clearing Days		<input type="checkbox"/> Override Bank	
Effective Dates	18-NOV-1999 -	<input checked="" type="checkbox"/> Primary	

GL Accounts	
Cash	01-402-1110-2111-210
Receipt Confirmation	
Remittance	
Factoring	
Short Term Debt	
Bank Charges	01-520-5390-0000-000
Unapplied Receipts	01-110-6100-0000-000
Unidentified Receipts	01-840-7430-0000-000
On Account Receipts	01-740-7610-0000-000
Unearned Discounts	01-520-5360-0000-000
Earned Discounts	01-520-5250-0000-000

Description []

*Nav => Setup => Receipts => Receipt Classes
Enter payment method, click on Bank Accounts.
Alt region: GL Accounts*

Receivables uses payment methods to account for the receipt entries. One can assign multiple banks to each payment method, but only one bank account can be primary account for each currency.

Assign the payment method to the customer against whose invoice the receipt is going to be applied to.

Receipt Source

The screenshot shows a window titled "Receipt Sources" with a menu bar containing "Action", "Edit", "Query", "Go", "Folder", "Special", and "Help". The form contains the following fields and options:

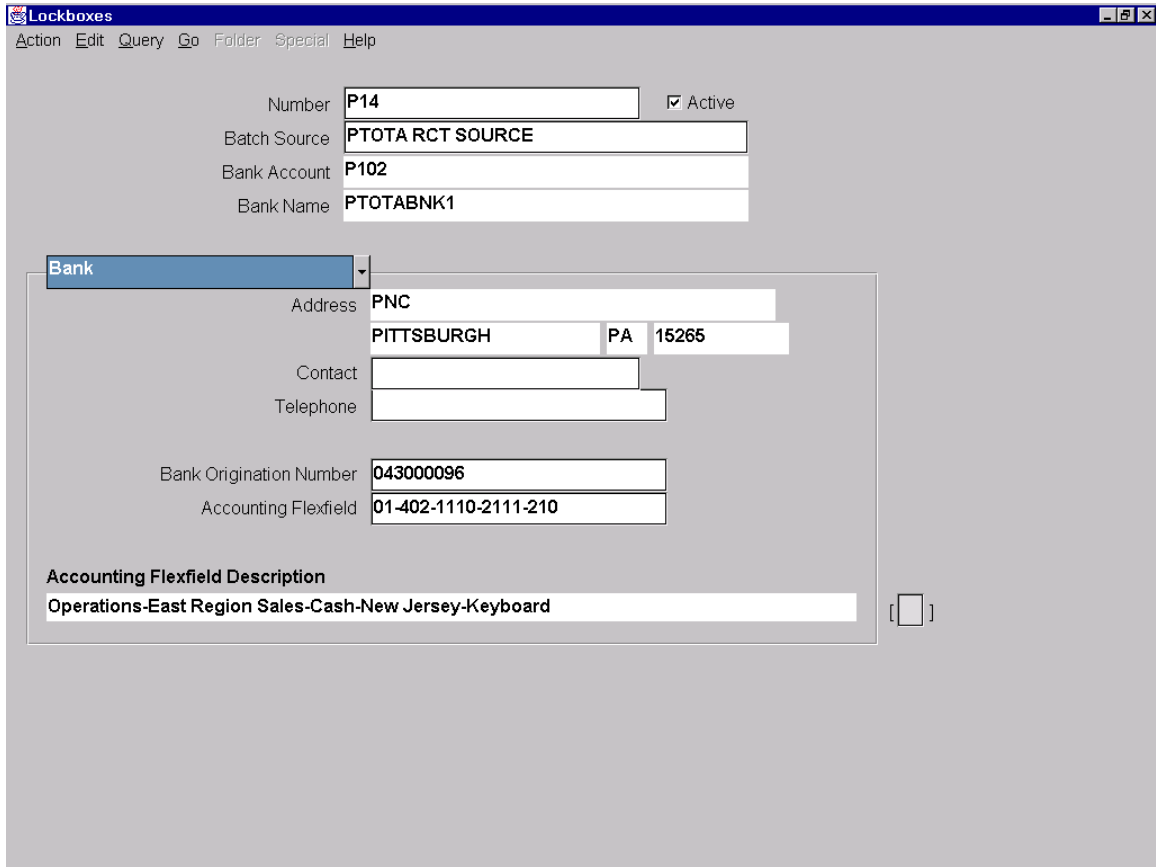
- Name: PTOTA RCT SOURCE
- Description: Testing Lockbox
- Receipt Source Type: Manual, Automatic
- Receipt Class: PTOTA RCT CLASS
- Payment Method: Check - PTOTA
- Bank Account: PTOTABNKBRN1 P102
- Batch Numbering: Manual, Automatic, Last Number: 1000
- Effective Dates: 18-NOV-1999 - []

Nav => Setup => Receipts => Receipt Sources

Define receipt batch sources and assign the receipt class, payment method, and remittance bank account fields to this source.

- Receipt batch source type should be Manual.
- Receipt batch sources can use either automatic or manual batch numbering. (Should be Automatic Batch numbering if to be used for Lockbox process).

Lockbox



Lockboxes

Action Edit Query Go Folder Special Help

Number Active

Batch Source

Bank Account

Bank Name

Bank

Address

Contact

Telephone

Bank Origination Number

Accounting Flexfield

Accounting Flexfield Description

Nav => Setup => Receipts => Lockboxes => Lockboxes

Alt region: Bank

Define Lockbox:

- Enter the lockbox Number provided by your bank.
- Enter the receipt Batch Source for this lockbox. You must enter a batch source that uses automatic numbering.
- Enter the Bank Origination Number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

Lockbox

The screenshot shows the 'Lockboxes' application window with the following fields and settings:

- Number: P14
- Batch Source: PTOTA RCT SOURCE
- Bank Account: P102
- Bank Name: PTOTABNK1
- Active:
- Receipts: (Selected in a dropdown menu)
- Batch Size: 1000
- GL Date Source: Constant Date
- Exchange Rate Type: (Empty field)
- Receipt Method: Check - PTOTA
- Require Billing Location:
- Receipt Matching:
 - Match Receipts By: Transaction Number
 - Match On Corresponding Date: (Empty dropdown menu)

Nav => Setup => Receipts => Lockboxes => Lockboxes

Alt region: Receipts

- Enter the Batch Size you want the Lockbox Validation program to assign to each receipt batch.
- Enter your GL Date Source. This can be -
 - Constant Date: Receivables uses the date you enter in the GL Date field of the Submit Lockbox Processing window.
 - Deposit Date: Receivables uses the date that your bank deposits your receipts.
 - Import Date: Receivables uses the date on which you import your receipts.
- If you are using this lockbox to transfer foreign currency receipts and you did not specify exchange rate type in the bank file, enter an Exchange Rate Type.
- Enter the Receipt Method to assign to this lockbox. The default is the payment method associated with the receipt batch source you entered.
- If you want AutoLockbox to be able to transfer receipts without billing locations into Receivables, uncheck the Require Billing Location check box. If this box is checked, AutoLockbox will only validate the receipt if the billing location is provided

- Choose a Match Receipts By method. (If Autoassociate is set to Yes)
 - 1) Transaction Number
 - 2) Consolidated Billing Number
 - 3) Sales Order
 - 4) Purchase Order
 - 5) Hook
- Choose whether to Match on Corresponding Date for transactions in this Lockbox transmission.
 1. Always: Always verify that the date for the transaction or other matched item is the same as the date specified in this transmission.
 2. Duplicates Only: Only verify that the matching date and the specified date are the same if duplicate matching number were found and Lockbox needs to determine which is correct.
 3. Never: Ignore the specified date. This is the default value.

Lockbox

The screenshot shows the 'Lockboxes' application window. The title bar reads 'Lockboxes' and the menu bar includes 'Action', 'Edit', 'Query', 'Go', 'Folder', 'Special', and 'Help'. The main area contains the following fields:

- Number: P14 (with a checked 'Active' checkbox)
- Batch Source: PTOTARCT SOURCE
- Bank Account: P102
- Bank Name: PTOTABNK1

Below these fields is a 'Transactions' section with a dropdown menu. Underneath, there is a checked 'Auto Associate' checkbox. A section titled 'Invalid Transaction Number Handling' contains two radio button options:

- Post Partial Amount As Unapplied
- Reject Entire Receipt

A small empty box is visible in the bottom right corner of the main area.

Nav => Setup => Receipts => Lockboxes => Lockboxes

Alt region: Transactions

If the customer cannot be identified from either the MICR number or the customer number (for example, if the transmission does not include this information), you can use AutoAssociate to determine the customer using matching numbers.

- **Auto Associate:** Check the AutoAssociate check box.
(Note: Ensure that all invoices to which any single receipt will be applied belong to the same customer. And also ensure that the matching numbers within the transmission are unique.)
- **Choose how Lockbox will handle Invalid Transaction Number:** If the receipt record is associated with multiple invoices, but one of the invoices is invalid. Depending on how you set this option, Lockbox will:
 1. **Post Partial Amount as Unapplied:** Apply the receipt to the valid transactions, then import the remaining receipt amount with a status of Unapplied.
 2. **Reject Entire Receipt:** Do not import the receipt (it will remain in the AR_PAYMENTS_INTERFACE table). You need to edit the invalid record(s) in the Lockbox Transmission Data window, then resubmit the Validation step for the receipt before Lockbox can import it into Receivables.

Transmission Formats

Transmission Formats (Vision Operations)

Action Edit Query Go Folder Special Help

Name: PTOTA_TEST Active

Description: Test Transmission Format []

Transmission Records

Identifier	Record Type	Description
P0	Lockbox Header	
P1	Receipt	
P2	Overflow Receipt	

Transmission Fields

Nav => Setup => Receipts => Lockboxes => Transmission Formats

Following are valid record types:

1. **Batch Header:** A Batch Header marks the beginning of a specific batch. Batch Headers usually contain information such as batch number, deposit date, and lockbox number.
2. **Batch Trailer:** A Batch Trailer marks the end of a specific batch. Batch Trailers usually contain information such as batch number, lockbox number, batch record count, and batch amount.
3. **Lockbox Header:** A Lockbox Header marks the beginning of a specific lockbox. Lockbox Headers usually contain information such as destination account and origination number.
4. **Lockbox Trailer:** A Lockbox Trailer marks the end of a specific lockbox. Lockbox Trailers usually contain information such as lockbox number, deposit date, lockbox amount, and lockbox record count.

5. **Overflow Receipt:** An Overflow Payment usually contains invoice information for a specific payment such as batch number, item number, sequence number, overflow indicator, invoice number. This record stores additional receipt information that could not fit on the receipt record. Each Overflow record must have a receipt record as a parent.
6. **Receipt:** A Payment usually contains information such as MICR number, batch number, item number, check number, and remittance amount.
7. **Service Header:** Service Header records contain general information about your transmission.
8. **Transmission Header:** A Transmission Header marks the beginning of a specific data file. Transmission Headers usually contain information such as destination account, origination number, deposit date, and deposit time.

Lockbox Header:

Start	End	Field Type	Justify	Fill Symbol	Date	Time	Overflow Indicator	
							Format	Amount
1	2	Record Identifier	Left	Blank				
3	5	Lockbox Number	Left	Blank				
6	14	Origination	Left	Blank				

Field Description

Nav => Setup => Receipts => Lockboxes => Transmission Formats
Select a record type , click on Transmission Fields.

- Record Identifier: This identifies the kind of transmission record.
- Lockbox Number: The identification number for a specific lockbox.
- Origination: The bank origination number provided by your bank. This number uniquely identifies the bank branch that sends you lockbox information.

Receipt Record:

Position		Field Type	Justify	Fill Symbol	Date	Time	Overflow Indicator	
Start	End						Format Amount	
1	2	Record Identifier	Left	Blank				
3	5	Lockbox Number	Left	Blank				
6	8	Batch Name	Left	Blank				
9	18	Transit Routing Number	Left	Blank				
19	36	Account	Left	Blank				
37	46	Receipt Number	Left	Blank				
47	56	Remittance Amount	Right	Zero			Yes	
57	62	Deposit Date	Left	Blank	RRMMDD			
63	65	Item Number	Right	Zero				
66	68	Currency Code	Left	Blank				
69	72	Deposit Time	Left	Blank		HH.MI		

Field Description

*Nav => Setup => Receipts => Lockboxes => Transmission Formats
Select a record type , click on Transmission Fields.*

- Record Identifier: This identifies the kind of transmission record.
- Lockbox Number: The identification number for a specific lockbox.
- Batch Name: The name of the batch.
- Transit Routing Number: The number that uniquely identifies your customer's bank. The transit routing number and the customer account number make up your customer's MICR number.
- Account: Your customer's bank account.
- Receipt Number: The identification number of a payment.
- Deposit Date: The date the bank receives and deposits your customer's payment.
- Item Number: A sequence number that your bank assigns to a specific payment. This is unique for each receipt. And this number associates an invoice with a receipt.
- Currency Code: The currency of the payment.
- Deposit Time: The time at which the bank receives and deposits your customer's payment.

Overflow Record:

Position		Field Type	Justify	Fill Symbol	Date	Time	Overflow Indicator	
Start	End						Format Amount	
1	2	Record Identifier	Left	Blank				
3	5	Lockbox Number	Left	Blank				
6	19	Invoice 1	Left	Blank				
20	30	Amount Applied 1	Right	Zero			Yes	
31	34	Overflow Sequence	Right	Zero				
35	35	Overflow Indicator	Left	Blank				0
36	38	Item Number	Right	Zero				
39	41	Currency Code	Left	Blank				

Field Description

*Nav => Setup => Receipts => Lockboxes => Transmission Formats
 Select a record type , click on Transmission Fields.*

- Invoice 1 to 8: The invoices to which you apply your payment.
- Amount Applied 1 to 8: The amount applied to each of the invoices.
- Overflow Sequence : This is a sequential number to indicate the order of overflow record. Within each receipt, the overflow sequence usually begins with 1.
- Overflow indicator: This column indicates whether there are further overflow records for this receipt. The value is 0. That means, for any overflow record having this value as 0 indicates that there are further more overflow records associated with this receipt and if has non - zero ex: 9 indicates that it is the last overflow record for that receipt.

AutoCash Rule Sets

AutoCash Rule Sets

Action Edit Query Go Folder Special Help

Name:

Description: Active

Open Balance Calculation

Discounts: Items In Dispute
 Finance Charges

Automatic Matching Rule

Remaining Remittance Amount: Apply Partial Receipts

AutoCash Rules

Seq	AutoCash Rule	
1	Clear the Account	<input type="checkbox"/>
2	Clear Past Due Invoices	<input type="checkbox"/>
4	Apply to the Oldest Invoice First	<input type="checkbox"/>
		<input type="checkbox"/>

Nav => Setup => Receipts => AutoCash Rule Sets

Define AutoCash Rule Sets to determine the sequence of rules that Post QuickCash uses to update customer's account balances. If none of the AutoCash Rules apply, Receivables enters the remaining amount as either Unapplied or On-Account. (Based on the value for Remaining Remittance Amount).

Sample Control File:

```
LOAD DATA
APPEND

-- Type P2 - Overflow Receipt

INTO TABLE AR_PAYMENTS_INTERFACE_ALL
WHEN RECORD_TYPE = 'P2'
(STATUS                                CONSTANT 'AR_PLB_NEW_RECORD' ,
RECORD_TYPE                            POSITION(01:02) CHAR ,
LOCKBOX_NUMBER                          POSITION(03:05) CHAR ,
INVOICE1                                 POSITION(06:19) CHAR ,
AMOUNT_APPLIED1                          POSITION(20:30) CHAR ,
OVERFLOW_SEQUENCE                        POSITION(31:34) CHAR ,
OVERFLOW_INDICATOR                       POSITION(35:35) CHAR ,
ITEM_NUMBER                              POSITION(36:38) CHAR ,
CURRENCY_CODE                            POSITION(39:41) CHAR)

-- Type P1 - Payment

INTO TABLE AR_PAYMENTS_INTERFACE_ALL
WHEN RECORD_TYPE = 'P1'
(STATUS                                CONSTANT 'AR_PLB_NEW_RECORD' ,
RECORD_TYPE                            POSITION(01:02) CHAR ,
LOCKBOX_NUMBER                          POSITION(03:05) CHAR ,
BATCH_NAME                              POSITION(06:08) CHAR ,
TRANSIT_ROUTING_NUMBER                   POSITION(09:18) CHAR ,
ACCOUNT                                  POSITION(19:36) CHAR ,
CHECK_NUMBER                             POSITION(37:46) CHAR ,
REMITTANCE_AMOUNT                        POSITION(47:56) CHAR ,
DEPOSIT_DATE                             POSITION(57:62) DATE 'RRMMDD' ,
ITEM_NUMBER                              POSITION(63:65) CHAR ,
CURRENCY_CODE                            POSITION(66:68) CHAR ,
DEPOSIT_TIME                             POSITION(69:72) CHAR)

-- Type P0 - Lockbox Header

INTO TABLE AR_PAYMENTS_INTERFACE_ALL
WHEN RECORD_TYPE = 'P0'
(STATUS                                CONSTANT 'AR_PLB_NEW_RECORD' ,
RECORD_TYPE                            POSITION(01:02) CHAR ,
LOCKBOX_NUMBER                          POSITION(03:05) CHAR ,
ORIGINATION                              POSITION(06:14) CHAR)
```

Sample Data File:

```
P0P14043000096
P1P1400002130937 612955 20002914640005587025990901018USD2003
P2P142424068 0000102900000010018USD
P2P142424069 0000066600000020018USD
P2P142424070 0000072377500030018USD
P2P142424071 0000100052500040018USD
P2P142424072 0000132862500059018USD
```

Running Lockbox

Submit Lockbox Processing

Action Edit Query Go Folder Special Help

Lockbox Submission Options

New Transmission Transmission Name

Submit Import

Data File

Control File

Transmission Format

Submit Validation Allow Payment of Unrelated Invoices

GL Date

Lockbox

Report Format Complete Batches Only

Submit PostQuickCash

Invalid Transaction Number Handling

Post Partial Amount as Unapplied

Reject Entire Receipt

Concurrent Process

Request ID

Nav => Interfaces => Lockbox

Import:

- If you are importing a new bank file, check the New Transmission check box, then enter a new Transmission Name. If you are resubmitting an existing lockbox transmission, you can select a name from the list of values.
- Enter the name of the datafile along with path and extension.
- Enter the name of the control file with out extension. Make sure that the control file in \$AR_TOP/bin directory.
- Select the transmission Format from list of values.

Validation:

- Check the Submit Validation Check box.
- You must enter a lockbox number if Submit Validation is Yes and the lockbox number is not specified in your bank file.
- To apply receipts to transactions belonging to unrelated customers, check the Allow Payment of Unrelated Invoices check box.

- If you defined your GL Date as 'Constant Date' in the Lockboxes window, you must enter a GL Date; if you specified a GL Date of 'Deposit Date' or 'Import Date', Receivables uses this as the GL date.
- Enter a Report Format. Enter 'All' to include all records processed in this transmission. Enter 'Rejects Only' to include only records that failed validation.
- To transfer only the lockbox batches in which all records pass the validation step to the QuickCash tables, check the Complete Batches Only check box. If you do not check this check box, Receivables will transfer any receipts within a batch that pass validation, even if others are rejected.

Post Quick Cash:

- To apply the receipts and update your Customer's balances, check Submit post QuickCash check box.
- Choose how lockbox should handle invalid transaction numbers.
Post Partial Amounts as Unapplied or Reject Entire Receipt

Save your work. Receivables displays the Request ID of your concurrent process and generates the Lockbox Execution report.

Maintain Transmission Data

Transmission Name	Creation Date	Lockbox Number	Batch Name	Item Number	Receipt Number	Overflow Seq
PTOTA_TEST1	13-APR-2001	P14	000	18	2000291464	
PTOTA_TEST1	13-APR-2001	P14		18		1
PTOTA_TEST1	13-APR-2001	P14		18		2
PTOTA_TEST1	13-APR-2001	P14		18		3
PTOTA_TEST1	13-APR-2001	P14		18		4
PTOTA_TEST1	13-APR-2001	P14		18		5

Comment

Nav => Receipts => Lockbox => Maintain Transmission Data

Use the Lockbox Maintain Transmission Data window to delete and edit transmission data imported into Receivables from your bank using Lockbox. You can correct your lockbox data in this window for receipts that fail validation, then resubmit the validation step for these receipts. If the error is contained in the control, receipt, or application information, you can make changes to the invalid records by selecting the record, then choosing one of the following:

- **Control:** Choose this button to review the lockbox transmission control information that corresponds to this transmission record.
- **Receipt:** Choose this button to review and edit specific receipt information. You can change the values of fields that are included in your transmission format.
- **Receipt Attributes:** Choose this button to review and maintain receipt descriptive flexfield information imported with your lockbox transmission.

Maintain Transmission Data

	Applied Amount	Matching Number	Matching Date	Installation	Status
1	1029000	2424068			APP: ERROR Invalid matching r
2					
3					
4					
5					
6					
7					
8					

Receipt Currency Code **USD**

*Nav =>Receipts => Lockbox => Maintain Transmission Data
Select a record (Overflow record), click on Applications.*

- Applications: Choose this button to review and maintain application information for each receipt within this transmission. Use the Status field to review errors for specific receipt applications.