A/R Lockbox Batch Processes

Overview

The A/R Lockbox batch processes are used for processing A/R Lockbox payment details. There is one form with four options:

- **Validating a File**: Loads payment details to a log file. They are not stored in the database.
- **Preloading a File**: Loads lockbox payment details to the Govern A/R_Lockbox_Header and Lockbox_Detail database tables. Data can be viewed on the Govern A/R Lockbox user form.
- **Processing Payments from a File**: Loads data from the Lockbox file directly to A/R
- **Processing Payments from a Preloaded File**: Loads the data from the Preloaded file to A/R

Note: After you run an A/R Lockbox batch processes, with the exception of the Preload, the A/R Lockbox file can no longer be viewed on the AR Lockbox form in Govern

Accessing the A/R Lockbox Batch Processes

To access A/R Lockbox Batch Process form:

1. Launch Govern.

2. Open a Profile that contains the A/R Lockbox batch process.

3. Select the Batch Processes Explorer.

4. Select the A/R Lockbox batch process.

5. Select one of the following options:
   - Preload
   - Process from File
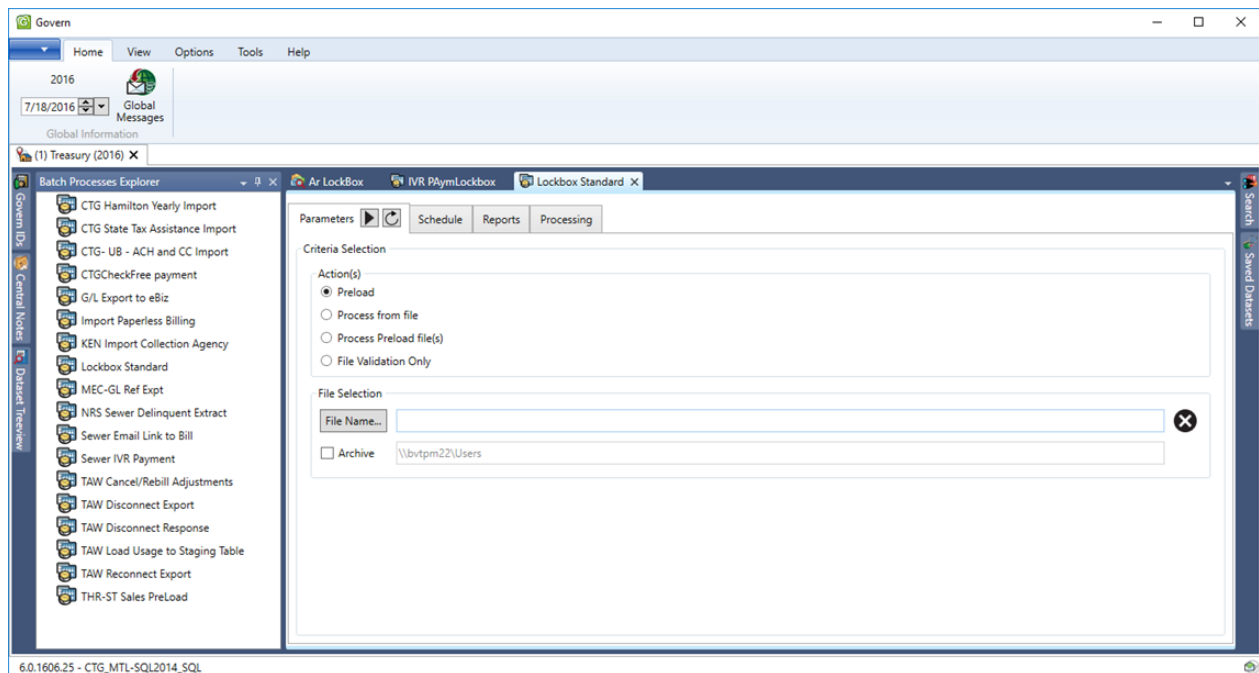   - Process Preload File
   - File Validation Only

Note: There are two possible sources for the Lockbox file. It can be compiled from deposited bank payments, by a Lockbox service at a bank, or from entries made in the Lockbox form in Govern.

Running the Preload Batch Process

Run the Preload batch process in order to load a lockbox file to the Govern A/R_Lockbox_Header and Lockbox_Detail database tables. Once the process is complete, you can view it on the A/R Lockbox form in Govern.

To run this process:

1. Open the A/R Lockbox batch process.

2. Select the **Preload** option.

3. Click the **File Name** button.

4. Select the Lockbox file from a computer or network drive.

5. Click **Archive** to store the file in a specific location.

6. Click the **Run** button to run the process and load the file to the database tables.
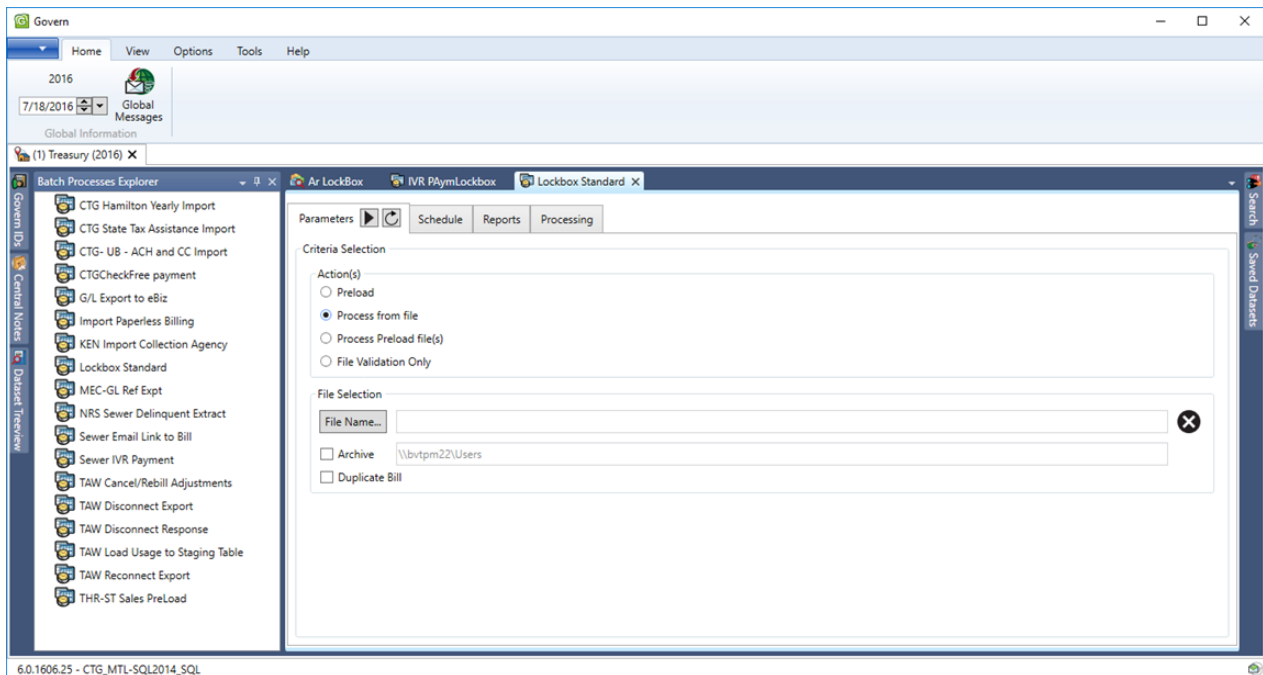
Running the Process From File Batch Process

Run the Process From File batch process in order to load the payment data directly to the Govern A/R from a Lockbox file.

Note: After you run the Process From File batch process, the file can no longer be viewed on the AR Lockbox form in Govern.

To run this process:

1. Open the A/R Lockbox batch process.

2. Select the **Process From File** option.

3. Click the **File Name** button.

4. Select the Lockbox file from a computer or network drive.

5. Click **Archive** to store the file in a specific location.

6. Click the **Duplicate Bill** option to create copies of the bills for the name selected as the Primary Index in the Mailing Index.

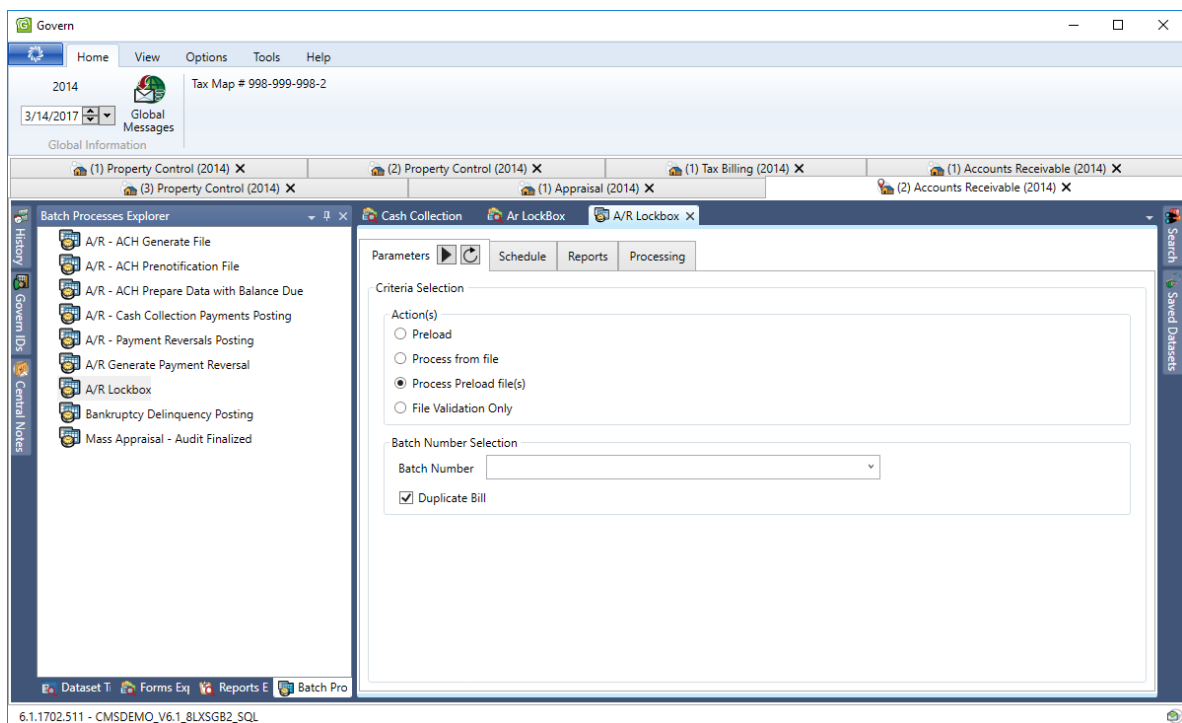7. Click the **Run** button to run the process and load the file to the database tables.

Running the Process From Preload File Batch Process

The Process From Preload File batch process is similar to the Process From File process. It loads the payment data from the Lockbox file directly to the Govern A/R.

Note: After you run this Process From File batch process, the file can no longer be viewed on the AR Lockbox form in Govern.

To run this process:

1. Open the A/R Lockbox batch process.

2. Select the **Process Preload File(s)** option.

3. Click the **File Name** button.

4. Select the Lockbox file from a computer or network drive.

5. Select the batch number created for the preloaded file from the Batch Number drop-down list.

6. Click the **Duplicate Bill** option to create copies of the bills for the name selected as the Primary Index in the Mailing Index.

7. Click the **Run** button to run the process and load the file to the database tables.
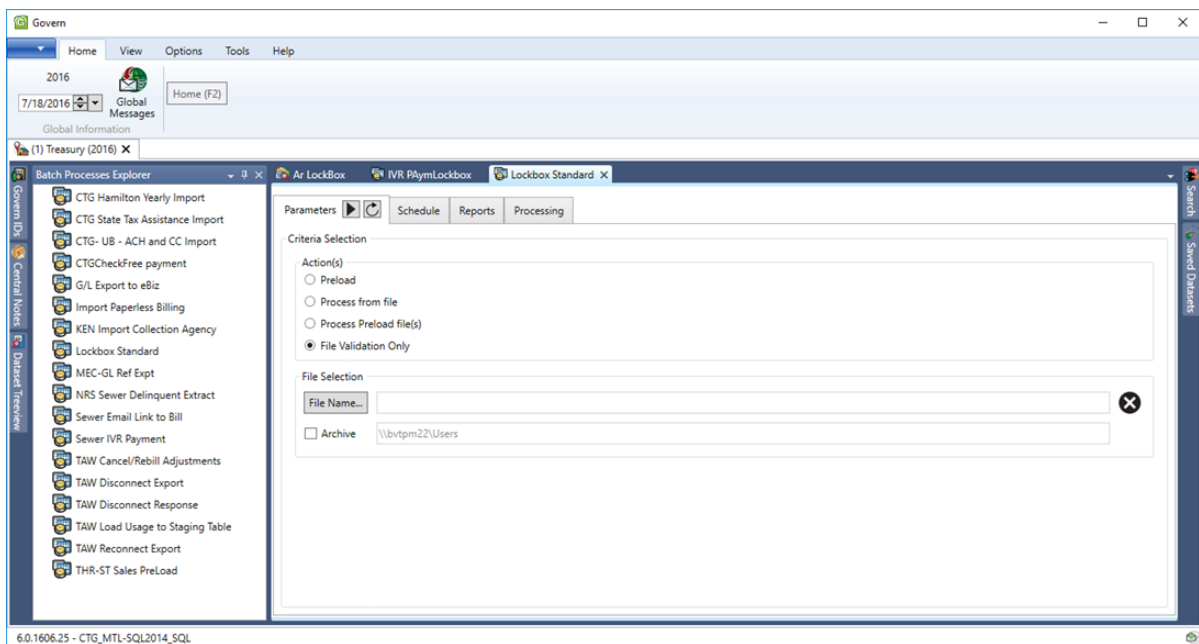
Running the File Validation Only Batch Process

Run the File Validation Only batch process in order to ensure that the Lockbox file is valid. Payments are loaded to a log file but are not stored in the database.

> **Note:** After the process is File Validation ONly batch process is run, the file can no longer be viewed in Govern.

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To run this process:

1. Open the A/R Lockbox batch process.

2. Select the **File Validation Only** option.

3. Click the **File Name** button.

4. Select the Lockbox file from a computer or network drive.

5. Click **Archive** to store the file in a specific location.

6. Click the **Run** button to run the process and load the file to the database tables.