



REVENUE

LOCKBOX PROCESSING

A “lockbox” refers to a service offered by third parties (usually banks) whereby the taxpayer sends payments by mail to a post office box. The bank picks up the payments, deposits them into the city/town’s account, and sends a notice of deposit. The notification takes the form of an electronic file, which may be transmitted in a variety of ways: email, file transfer protocol, or physical storage device.

This document describes how to process the electronic files received from banks and deputy collectors as payment for tax bills. Regardless of the type of receivable or the vendor supplying the payment file, all uploaded payments will be processed using this single point of entry.

Getting Started

Before beginning, acquire the following:

- Layout of the electronic file that will be sent from the bank, on-line payment processor and/or deputy collector
- Name and contact information for the technical person at the bank for testing
- Ability to move the file from the source (e.g., email attachment, flash drive, etc) to the designated folder on the AUC server. This may require working with the local IT Department to establish proper connectivity between the local workstation/PC and the application server.



TABLE OF CONTENTS

GETTING STARTED	1
1. SET UP SYSTEM – LOCKBOX UPLOAD METHODS	3
1.1 Transaction Codes	3
1.2 File Location	4
2 PROCESS LOCKBOX PAYMENT FILE	4
2.1 Restart Lockbox Process Restart Lockbox Upload	4
2.2 Upload Lockbox Upload Lockbox	5
2.3 Maintain Lockbox Batch Dates Maintain Lockbox Batch Dates	6
2.4 Lockbox Edit Reports Lockbox Edit Reports	8
2.5 Post Lockbox Post Lockbox	8
2.5.1 Posting Receipts Detail Report	10
3 INQUIRIES AND REPORTS	10
3.1 Lockbox Batch History Inquiry.....	10
3.2 Bill Inquiry	11
3.3 Lockbox Batch Summary Report	11
3.4 General Ledger Transaction History Screen	12



1. Set Up System – Lockbox Upload Methods

Payment files can be provided by more than one bank. There is no standard file layout for electronic payment files, so ADMS must configure the system for each bank. This involves creating a special program for each bank. ADMS will create a code and a file conversion program for each bank in use, and lockbox payments will be processed based on those codes.

To Add New Lockbox Code, Contact Support

Mortgage/Escrow Radio button

The [Add New], [Remove], & [Copy Code] buttons are for ADMS use only

Code	Description	In Use on S	Mortgage/Escrow?	Bank	Assoc	Trans Co	Active
BILT	BILL TRUST	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	BILT	BILL TRUST	FARM	Active
EBAC	ESCROW BANK OF AMERICA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EBAC	ESCROW - BANK O		Active
ECOR	ESCROW CORELOGIC	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	ECOR	ESCROW - CORELO		Active
EFAM	ESCROW FIRST AMERICAN	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EFAM	ESCROW - FIRST		Active
EFID	ESCROW FIDELITY/ZC STERLING	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EFID	ESCROW - FIDELI		Active
EFIS	ESCROW FIS TAX SERVICES	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EFIS	ESCROW - FIS TA		Active
ELER	ESCROW LERETTA	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	ELER	ESCROW - LERETT		Active
ELPS	ESCROW LPS PROPERTY TAX SOLUTIONS	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	ELPS	ESCROW - LPS PR		Active
EPCU	ESCROW PAWTUCKET CU	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EPCU	ESCROW - PAWTUC		Active
EQBE	ESCROW QBE FIRST	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EQBE	ESCROW - QBE FI		Active
ERIH	ESCROW RI HOUSING	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	ERIH	ESCROW - RI HOU		Active
ETAM	ESCROW TRANS AMERICAN	<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	ETAM	ESCROW - TRANS		Active
EWFG	ESCROW WELLS FARGO	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	EWFG	ESCROW - WELLS		Active
FISR	FISERV PAYMENTS	<input type="radio"/> Yes <input checked="" type="radio"/> No	<input type="radio"/> Yes <input checked="" type="radio"/> No	FISR	FISERV PAYMENTS		Active

Figure 1 Lockbox Upload Methods



Warning: do not change this table. If changing banks, online payment processors or deputies, contact ADMS to establish procedures with the new vendor. Do not process a file from a new vendor without contacting ADMS.

Obtain the file layout information from the bank(s) and provide it to ADMS as the actual setup must be done by ADMS support.

1.1 Transaction Codes

The transaction code table will be populated by ADMS. The codes maintained in this table correlate to the types of files to be uploaded. If the checkbox in the "Lockbox?" column is set, then only those values become available during the "Upload Lockbox" step.

Code	Description	Adjustment Allowed this Code	Pay Entry?	Lock Box?
EFID	ESCROW - FIDELITY/ZC STERLING	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
EFIS	ESCROW - FIS TAX SERVICES	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
ELER	ESCROW - LERETTA	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
ELPS	ESCROW - LPS PROPERTY TAX SOLUTIONS	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
EPCU	ESCROW - PAWTUCKET CU	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
EQBE	ESCROW - QBE FIRST	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
ERIH	ESCROW - RI HOUSING	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
ES	OBSOLETE (ESCORT SYS BALANCE FWD)	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
ETAM	ESCROW - TRANS AMERICAN	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
EWFG	ESCROW - WELLS FARGO	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>
EXM	Exempt/Lon	<input checked="" type="radio"/> None <input type="radio"/> Charge <input type="radio"/> Pay <input type="radio"/> Both	<input type="checkbox"/>	<input type="checkbox"/>

Figure 2 Collections > Tables > Transaction Codes



1.2 File Location

Specify where the payment files will be stored on the server. Select **Collections ▶ Module Maintenance ▶ Module Control Table** and edit item #4250. Enter the drive letter and path where the electronic files supplied by the bank will be stored.

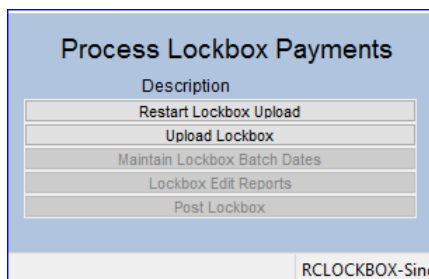
Module Control Table				
Seq#	Description	Answer	Buttons	
4250	Path to Lock Box/ Clearing House Payment Upload File	d:\auc_development\admhome\transfer		^



WHERE DO I PUT THE FILES?

While files can be stored in any location, it is best to store them on the server that is running the AUC applications. Store them in a folder called <drive letter>:\admhome\Transfer\Lockbox. Doing so will ensure that ADMINS support staff will be able to access the files if assistance is needed.

2 Process Lockbox Payment File



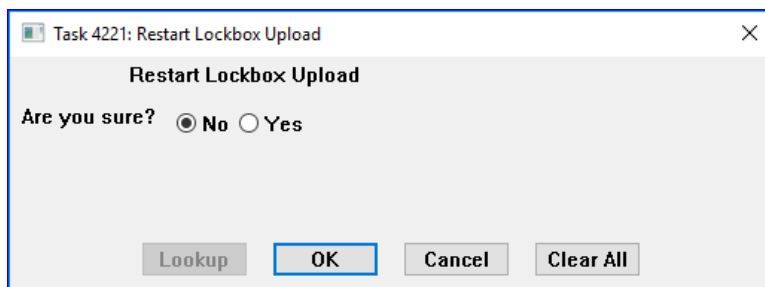
From the menu, select **Collections ▶ Payments ▶ Process Lockbox Payments**. The system will display a **Steps Menu**, which will guide the process. **Bolded** items are available for use.

Figure 3 Lockbox Steps Menu

2.1 Restart Lockbox Process

Restart Lockbox Upload

The system creates temporary work files and does not update any “live” files until the last step: **[Post Lockbox]**. Restart the process at any time before posting. Restarting will simply clear out all the work files. Do this if you have uploaded the wrong file, if there were errors in a file, or another user has already uploaded the file.



The system will present a prompt to verify the restart. Click **Yes** and **[OK]** to continue or **[Cancel]** to stop the process.



2.2 Upload Lockbox

Upload Lockbox

Click on **[Upload Lockbox]** to start the process. The following screen will display:

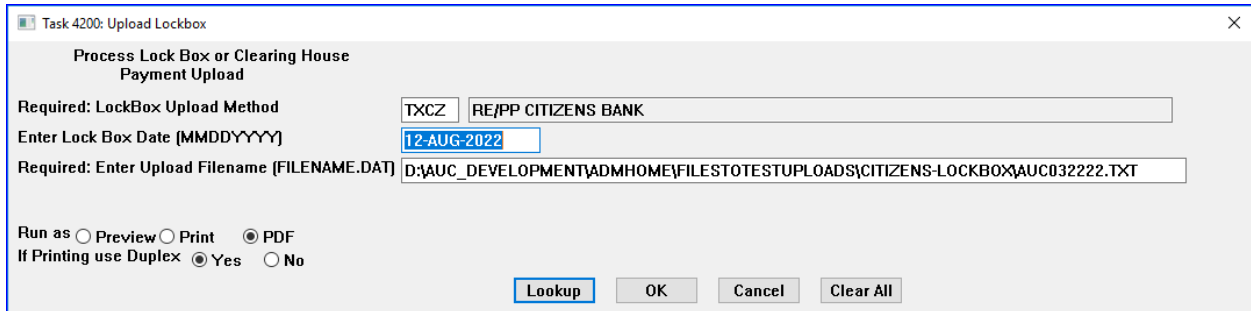


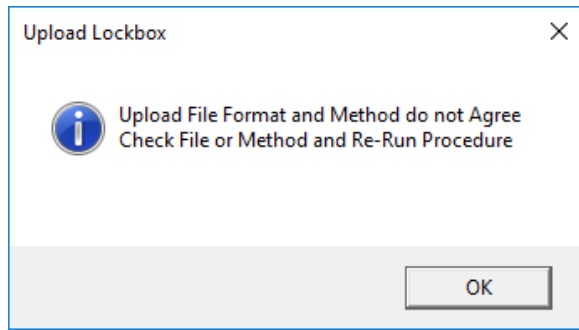
Figure 4 Lockbox File Upload

Field	Description
Lockbox Upload Method	This refers to the codes ADMINS set up for you. Enter the code that corresponds to the bank. Click on [Lookup] to display a list of available codes.

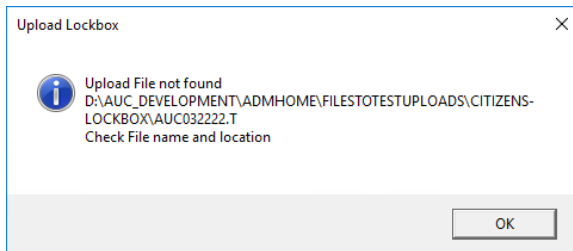
Lock Box Date Enter the date the payment file is being processed. Some upload files will contain payment dates. If not, the lockbox date will be used for payment transactions.

Upload File Name	Enter the full path for the file to upload, including the .dat or .txt extension. Use [Lookup] to search for the file. The system will begin the search in the location designated in Item# 4250 in the Module Control Table
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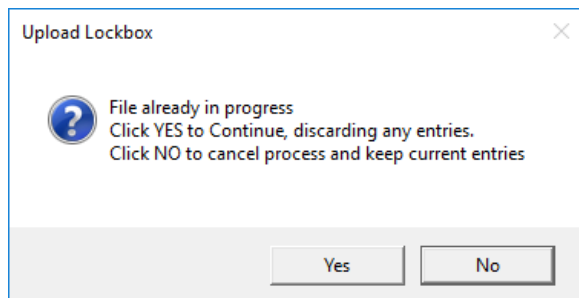
If there is an error in the file name and the file does not match the format that **ADMINS** has established for the bank code, the following message will pop up:



The procedure will not run until there is a match between the file and upload method. If this message pops up, verify that the **Method** selected corresponds to the file being processed. If there is a match, the system will load the file with no further messages; proceed to the next step.



Check that the **entire file name** including the file extension (.csv, or .txt, or .dat) appears in the screen shown in Figure 4. If the message persists, contact ADMINS support. Notice in the error message that the “.txt” file extension was truncated to just “.t”.



If an upload was begun, but not completed, and the restart process is not run, the system will notify you that there is an upload file in progress.

To discard the existing file and proceed with the new one, click **Yes**.

To abandon the new file and keep the existing one, click **No**.

2.3 Maintain Lockbox Batch Dates

Maintain Lockbox Batch Dates

The file provided by the bank may supply one or more batch numbers. If not, the system will automatically assign a batch number. Indicate certain critical dates for posting purposes. Batch date, Deposit Date, and Pay Date are required. Alternate Batch date is optional.

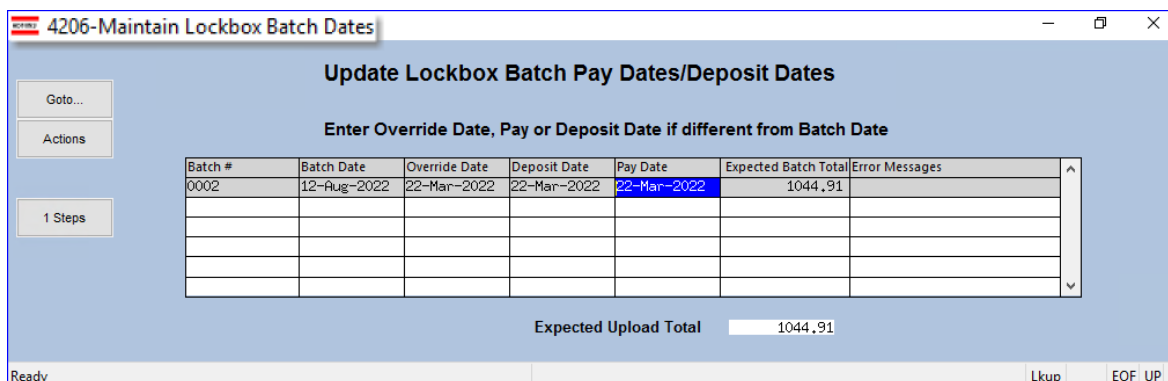
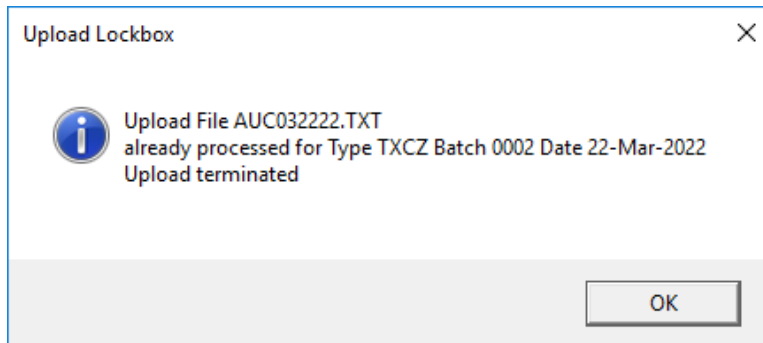


Figure 5 Maintain Batch Dates



Each file can be uploaded once; the system will detect duplicates, and will display an error message like this:



The following fields will be automatically supplied and cannot be changed:

Field	Description
Batch Number	This is a system-assigned number that is used as a key to the work file. For reference purposes, it will begin with the first three letters of the lockbox method used.
Expected Batch Total	Calculated from the upload file. Verify this amount against totals supplied by the bank.
Error Messages	The system will check the file and will display any error messages related to the file. Possible errors are: "Batch Already Posted" if this file was previously processed "Module Not Installed" if ADMINS has not installed the module for the tax type being collected (e.g., Motor Excise) "Billing Type Error" if the billing type in the file does not match a code in the Bill Type table.

Following is an explanation of the required fields.

Field	Description
Batch Date	This date refers only to the date of the batch, which may or may not be the same as the payment transaction dates. Defaults to the current date.
Alt Batch Date	To assign a different date for historical reference purposes, enter it here. This field is optional.
Deposit Date	This is the date that payments were received. Some bank files contain a payment date and the date will default from the file. This is also referred to as the Revenue Date in some collections screens.
Pay Date	This is the payment transaction date. If present, the payment date in the upload file will be used. If not, it will be set to the lockbox date entered in the Upload Lockbox process. This is the date that will show on the bill as the date payment was made.



Choose either the Pay Date or the Deposit Date to be the General Ledger Transaction Date. This is determined by the setting of **Module Control Item #4031**. If set to **"D"**, then the GL posting transaction date will be the **Deposit Date**. If set to **"T"**, then the **Pay Date** will be the GL transaction date.

Seq#	Description	Answer	Buttons	^
4031	Date Used for Posting to Ledger - Transaction Date or Deposit	T		



2.4 Lockbox Edit Reports

Lockbox Edit Reports

Selecting this option will generate two reports for each batch – one in summary and one in detail. Select PDF file, and if required, print the reports.

The summary report will show the total for each batch.

4202-RCREP:RCLKBXUPEDT.REP Printed 15-Aug-2022 at 11:58:15 by THERESA City of ADMINS Upload Lockbox Edit Page 1

Summary for RE/PP/ME CITIZEN BANK

Batch#	Batch Date	DepositDate	Pay Date	Real Estate	Personal Prop.	Motor Excise	Other	In Error	Total
0002	22-Mar-2022	22-Mar-2022	22-Mar-2022	1,044.91					1,044.91
** Grand Total **				1,044.91					1,044.91

Figure 6 Summary Lockbox Edit Report

The detail report lists each bill, with a total by billing year.

4202-RCREP:RCLKBXUPEDT.REP Printed 15-Aug-2022 at 11:58:15 by THERESA City of ADMINS Upload Lockbox Edit Page 1

Detail for RE/PP/ME CITIZEN BANK

Bill #	Year	Description	Paid	Batch Date	Pay Date	DepositDate
001884-00	2022	Real Estate	1,044.91	22-Mar-2022	22-Mar-2022	
*** Total for Bill#: 001884-00			1,044.91			
*** Total for Year 2022			1,044.91			
*** Grand Total ***			1,044.91			

Figure 7 Detail Lockbox Edit Report

2.5 Post Lockbox

Post Lockbox

The posting process does the following:

- Assigns an AUC Batch # to all transactions being posted
- Applies payments to the bills in the order specified in the **Bill Category** table
- Posts payments to the Billing Files
- Creates transactions in the GL Unposted file, ready to be posted to the General Ledger

The posting reports can be sorted by Fund, by Fund/Department, or by Transaction number by selecting the corresponding radio button. Run the report as **PDF®** format.



At this point the system assigns a permanent batch number (lockbox batches will begin with LRC) which can be referenced in reports and inquiries.

```

4084-RCRECPSTGL_SUM.REP          Printed 15-Aug-2022 at 12:01:58 by THERESA          Page 1
                                City of ADMINS
                                Posting Report - Summary by GL#

Posting#: 8887224
=====
FY   Date   Batch#   Account#   Description   Debit   Credit
=====
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-10400 CASH, GENERAL FUND 1044.91
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-26100 DEP REVENUE-RE & PP TAXES 899.62
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-39100 REVENUE, GENERAL FUND 1044.91
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-41-12200 2021 REAL ESTATE RECEIVABLE 899.62
                                           BALANCE SHBET 1944.53 1944.53
=====
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-41710 PENALTIES & INTEREST, REAL ESTATE 145.29
2022 22-Mar-2022 LRC0322793 1000-000-0000-000-00-41-12000 2021 REAL ESTATE TAX REVENUE 899.62
                                           SUBSIDIARY LEDGER 1044.91
=====
*** GRAND TOTAL *** Balance Sheet 1944.53 1944.53
                      Subsidiary Ledger 1044.91
=====

```

Figure 8 Posting Report: GL Summary

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4099-RCRECPSTGL.REP          Printed 15-Aug-2022 at 12:01:56 by THERESA          Page 1
                                City of ADMINS
                                Posting Report - Detail by GL#

Posting#: 8887224
Batch#: LRC0322793
=====
FY   Date   Ref/Bill# Account#   Description   Debit   Credit
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-10400 CASH, GENERAL FUND 899.62
2022 22-Mar-2022 18840 1000-000-0000-000-00-10400 CASH, GENERAL FUND 54.92
2022 22-Mar-2022 18840 1000-000-0000-000-00-10400 CASH, GENERAL FUND 90.37
                                           Total for 1000-000-0000-000-00-10400 1044.91
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-26100 DEP REVENUE-RE & PP TAXES 899.62
                                           Total for 1000-000-0000-000-00-26100 899.62
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-39100 REVENUE, GENERAL FUND 899.62
2022 22-Mar-2022 18840 1000-000-0000-000-00-39100 REVENUE, GENERAL FUND 90.37
2022 22-Mar-2022 18840 1000-000-0000-000-00-39100 REVENUE, GENERAL FUND 54.92
                                           Total for 1000-000-0000-000-00-39100 1044.91
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-41-12200 2021 REAL ESTATE RECEIVABLE 899.62
                                           Total for 1000-000-0000-000-00-41-12200 899.62
=====
                                           BALANCE SHBET 1944.53 1944.53
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-41710 PENALTIES & INTEREST, REAL ESTATE 54.92
2022 22-Mar-2022 18840 1000-000-0000-000-00-41710 PENALTIES & INTEREST, REAL ESTATE 90.37
                                           Total for 1000-000-0000-000-00-41710 145.29
=====
2022 22-Mar-2022 18840 1000-000-0000-000-00-41-12000 2021 REAL ESTATE TAX REVENUE 899.62
                                           Total for 1000-000-0000-000-00-41-12000 899.62
=====
                                           SUBSIDIARY LEDGER 1044.91
=====
*** GRAND TOTAL *** Balance Sheet 1944.53 1944.53
                      Subsidiary Ledger 1044.91
=====

```

Figure 9 Posting Report: GL Detail



2.5.1 Posting Receipts Detail Report

4012-RCREP/RCRCFPST.REP Printed 15-Aug-2022 at 12:01:54 by THERESA City of ADMINS Post Receipts Page 1

Batch In Balance Will Post

Batch# : LRC0322793 Pay Trx Date : 22-Mar-2022 Bank : BOA BANK OF AMERICA 1
 GL Posting# : 8887224 GL Effective Date: 22-Mar-2022 Entered By : THERESA
 Entered : \$ 1,044.91 Deposit Date : 22-Mar-2022 Batch Owner: THERESA
 Expected : \$ 1,044.91 Batch Notes : Lock Box Method: RE/PP CITIZENS BANK

D:\MDC_Development\adshome\FilesToTest\uploads\CITIZENS-LO
 CKB OK\AUC032222.TXT

Batch#	Trx#	Year	Date	Bill#	Owner Name	Bill Type	Bill Category	Run	Cash	Cash Back	Check	Other	Total	Reg
LRC0322793	2261771	2022	22-Mar-2022	001884-00	WILLETT, JOHN G + SONJA M	Real Estate	01 Tax	1			899.62		899.62	
LRC0322793	2261769	2022	22-Mar-2022	001884-00	WILLETT, JOHN G + SONJA M	Real Estate	40 Tax Interest	1			90.37		90.37	
LRC0322793	2261770	2022	22-Mar-2022	001884-00	WILLETT, JOHN G + SONJA M	Real Estate	40 Tax Interest	2			54.92		54.92	
*** Total: Bill# 001884-00 ***											1044.91	1044.91		
*** Total: Fund ***											1044.91	1044.91		
*** Report Grand Total ***											1044.91	1044.91		

** Grand Totals **

Type	Count	Net Cash	Cash	Cash Back	Check	Other	Total
Real Estate	3				1044.91		1044.91
	3				1044.91		1044.91

Figure 11 Posting Report: Receipts Detail

The [General Ledger Transaction History](#) screen shows the posting date & number once the batch posts to the GL:

All Trx Co Transaction History

FY Account Number: 0000-000-0000-00-00-41710
 PENALTIES & INTEREST, REAL ESTATE

0 PO Balances
 K PO Balance as Of

Trx Date	Reference#	Line	GL#	TrxCode	User Bat#	Posting#	Amount	Type	Display - Notes
22-Mar-2022	18840	33	40	RC01	LRC0322793	8887224	145.29	CR	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-M

3 Inquiries and Reports

To view information after the fact, there are reports and query screens, described below.

3.1 Lockbox Batch History Inquiry

Collections ► Payments ► Lockbox Batch History Inquiry

[AUC] 4250-Lockbox Batch History Inquiry

Sort on any of columns by clicking on the header button - currently selected column is "Batch Date"

Type	Batch Date	Batch	User Batch	User	Posted On	Upload File			
TXCZ	22-Mar-2022	0002	LRC0322793	THERESA	15-Aug-2022	1044.91	22-Mar-2022	22-Mar-2022	AUC032222.TXT
TXCZ	06-Apr-2022	0004	LRC0406791	THERESA	08-Apr-2022	79397.19	06-Apr-2022	06-Apr-2022	AUC040622.TXT
EBAC	28-Jun-2022	00000001	LRC0628792	THERESA	28-Jul-2022	307330.34	28-Jun-2022	28-Jun-2022	06282022BAC.TXT
	31-Dec-9999						31-Dec-9999	31-Dec-9999	

Figure 12 Lockbox Batch History Inquiry Screen

This screen displays summary information on lockbox batches that have been previously posted. Look here to see if a file has already been processed. Sort any of the columns by clicking on the header button, then search for a value by entering it.



3.2 Bill Inquiry

The Bill Inquiry Screen will display the batch information in the [Display – Transaction Desc] column that indicates the payment came from a lockbox file upload.

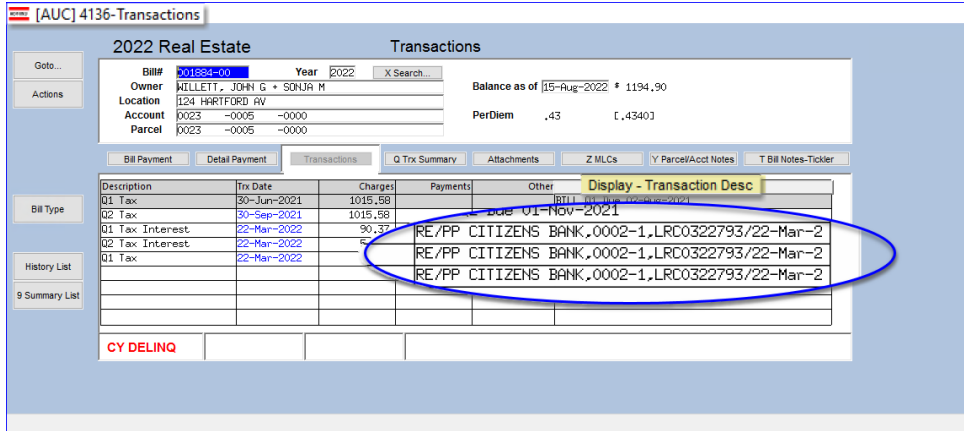
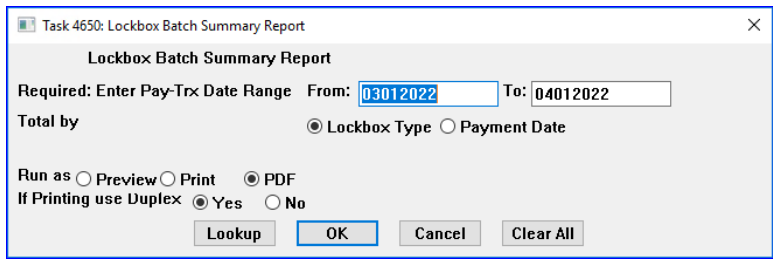
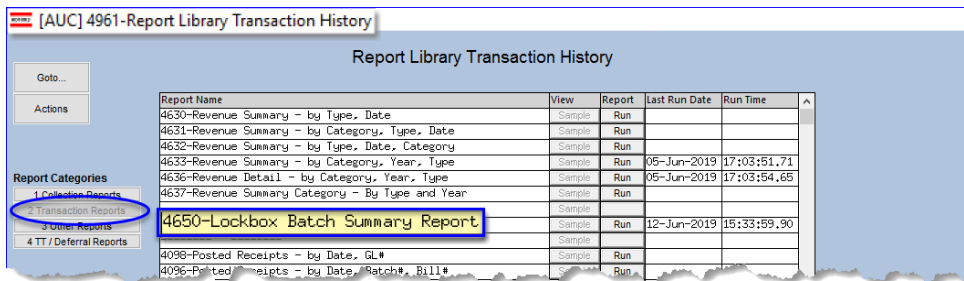


Figure 13 Bill Inquiry Screen

3.3 Lockbox Batch Summary Report

The Lockbox Batch Summary Report provides a listing of payments made for the selected date range. From the menu, select:

Collections ▶ Reports ▶ Report Library ▶ [2 Transaction Reports] ▶ #4650 Lockbox Batch Summary Report





4650-RCLEKTRN.REP Printed 15-Aug-2022 at 17:32:27 by THERESA City of ADMINS Page 1
Lockbox Batch Summary Report
Pay-Trx Dates From 03012022 to 04012022

Batch #	Description	Pay-Trx Date	Deposit Date	Real Estate	Personal Property	Motor Excise	Other	Total
LRC0322793	TAX - CITIZENS	22-Mar-2022	22-Mar-2022	1,044.91				1,044.91
Total TAX - CITIZENS				1,044.91				1,044.91
** Grand Total **				1,044.91				1,044.91

Selection Legend:
Total by Lockbox Type

Figure 14 Lockbox Batch Summary Report

3.4 General Ledger Transaction History Screen

Once the RC01 batch created in the General Ledger posting transaction file is posted to the GL, the transaction will be viewable in the Transaction History Inquiry screen. Click on the **[Display – Notes]** button to view the information; the hover text will provide more information.

Ledgers ▶ Queries ▶ Transaction History

[AUC] 1110-Transaction History

All Trx Co Transaction History

Posting # FY Reference# User Bat#
8887224 2022 18840 LRC0322793

6 Drill Down
7 Acct Bal Inquiry
8 Excel
9 Excel by Date

1 Account 2 Posting# 3 User Batch 4 Reference# 5 Trx Date

Trx Date	Account Number	Amount	Type	Display - Notes
22-Mar-2022	1000-000-0000-000-00-10400	1044,91	DR	Summary: RE/PP CITIZENS BANK,0002-1,
22-Mar-2022	1000-000-0000-000-00-26100			
22-Mar-2022	1000-000-0000-000-00-39100			
22-Mar-2022	1000-000-0000-000-00-41710			Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Ma-0002-1,
22-Mar-2022	1000-000-0000-000-00-41-12200	1044,91	CR	Summary: RE/PP CITIZENS BANK,0002-1,
22-Mar-2022	1000-000-0000-000-00-41-41200			

Type: Asset Sub-Type: Control Status: Active Fund Status: Active UP

The entire text from the **[Display – Notes]** field is available by clicking **[8 Excel]**

Transaction History Detail (Excel View)

Year	Account	Description	Ref #	Line	GLLn	Code	Sub	User Batch	Posting #	Post Date
2022	1000-000-0000-000-00-10400	CASH, GENERAL FUND	0	22	1	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022
2022	1000-000-0000-000-00-26100	DEF REVENUE-RE & PP TAXES	0	24	1	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022
2022	1000-000-0000-000-00-39100	REVENUE, GENERAL FUND	0	2,521	1	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022
2022	1000-000-0000-000-00-41710	PENALTIES & INTEREST, REAL EST/	0	33	40	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022
2022	1000-000-0000-000-00-41-12200	2021 REAL ESTATE RECEIVABLE	0	25	1	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022
2022	1000-000-0000-000-00-41-41200	2021 REAL ESTATE TAX REVENUE	0	23	1	RC01	RE01	LRC0322793	8,887,224	16-Aug-2022

Approp/Open	Approp Adj	Encumbrances	Debit	Credit	Notes
0.00	0.00	0.00	1,044.91	0.00	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	899.62	0.00	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	0.00	1,044.91	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	0.00	145.29	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	0.00	899.62	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	0.00	899.62	Summary: RE/PP CITIZENS BANK,0002-1,LRC0322793/22-Mar-2022/RE/PP CITIZ
0.00	0.00	0.00	1,944.53	2,989.44	