

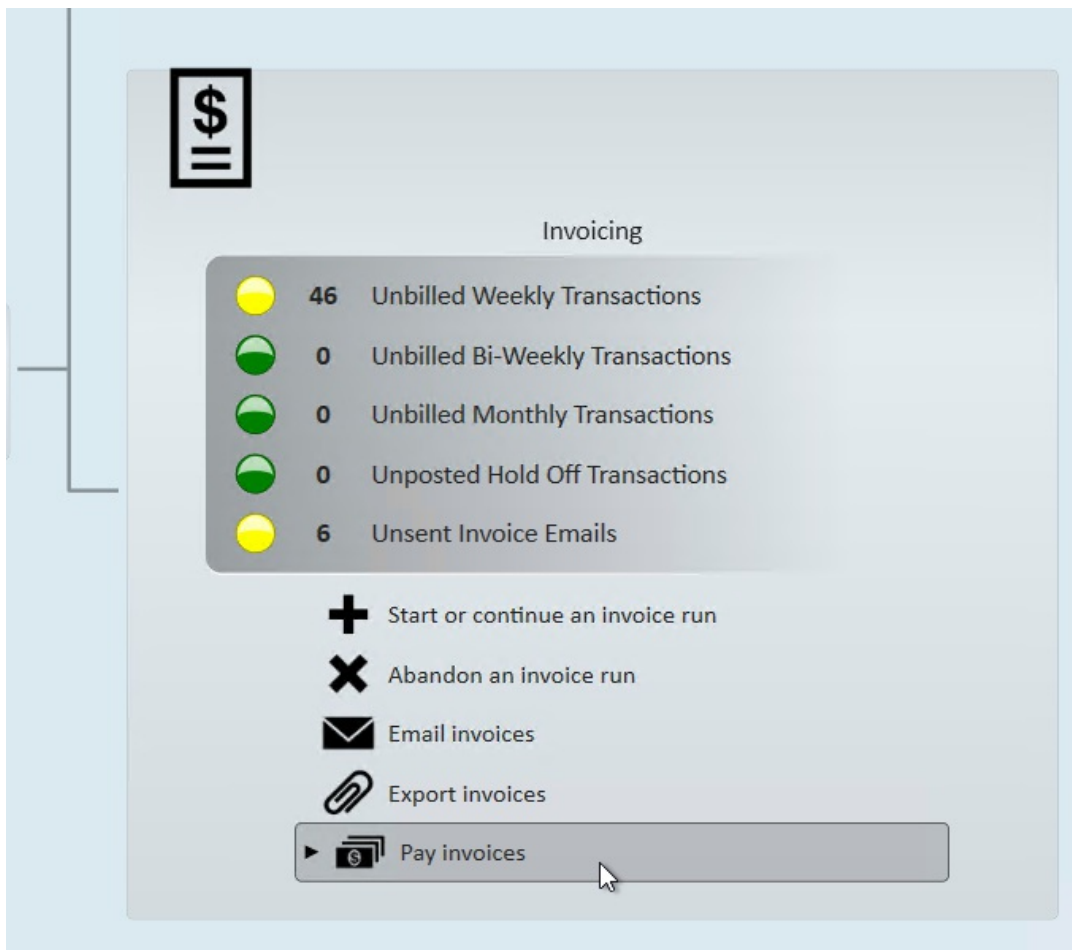
Enterprise - Uploading a Lockbox Feed

Last Modified on 01/29/2021 3:30 pm CST

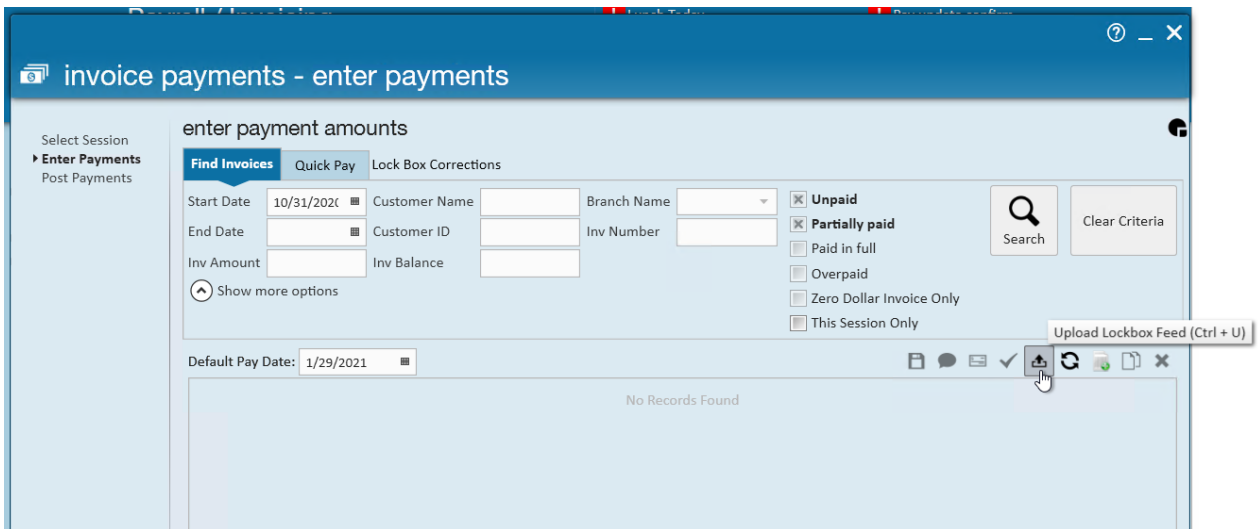
The Lockbox Feed allows users to upload payments into Enterprise that were sent directly to the staffing companies bank as remittance payment.

Note Please work with a TempWorks representative to ensure the file that will be uploaded into the system meets all necessary requirements for the lockbox to work.

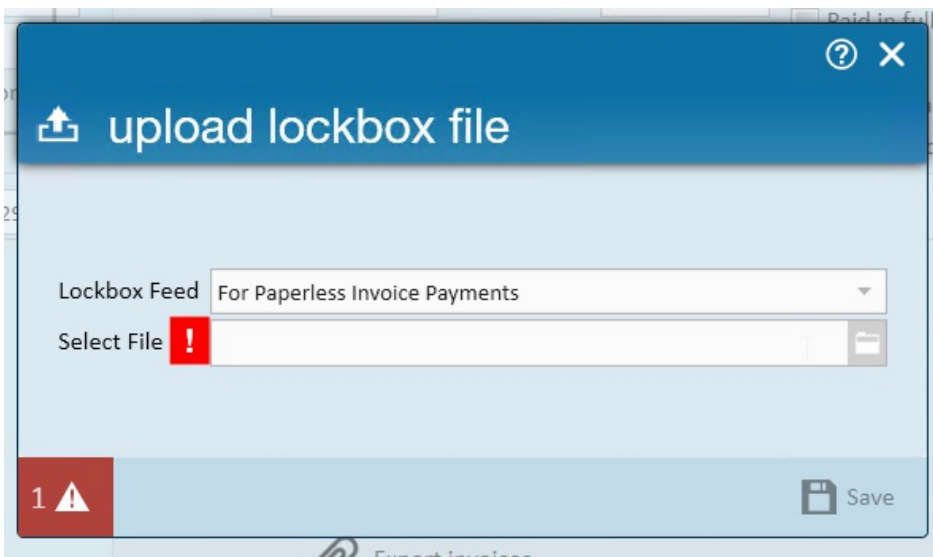
To begin a lock box feed start by navigating to Invoicing > pay invoices:



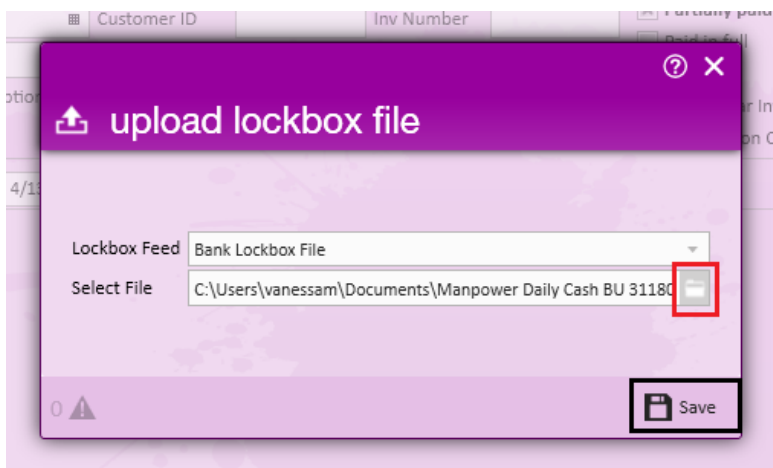
Once an invoice payment session is started, select the upload lockbox feed icon:

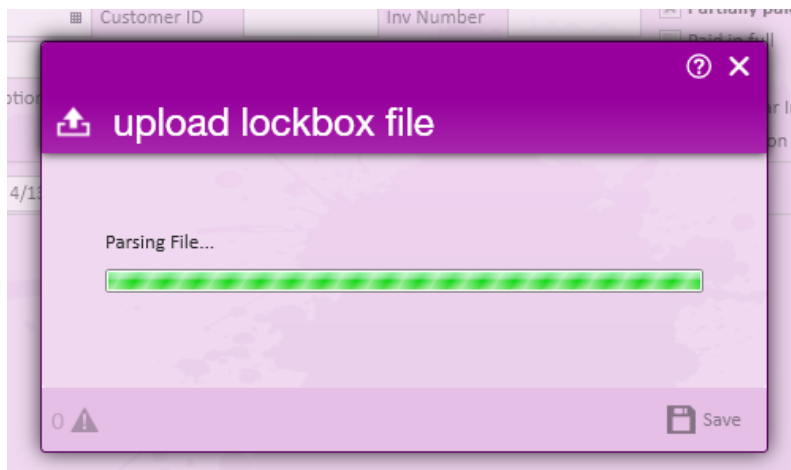


Once the lockbox feed icon is selected users will be prompted to choose the lockbox feed and bank lockbox file:



To upload the bank file select the folder icon and browse to the where the lock box file is saved on the computer. Once selected, hit save to begin parsing the file:





The file will parse into the system and the linked invoice with link payments will appear:

invoice payments - enter payments

Select Session
Enter Payments
 Post Payments

enter payment amounts

Find Invoices | Quick Pay | Lock Box Corrections

Start Date: [] Customer Name: [] Branch Name: [] Unpaid
 End Date: [] Customer ID: [] Inv Number: [] Partially paid
 Inv Amount: [] Inv Balance: [] Paid in full
 Overpaid
 Zero Dollar Invoice Only
 This Session Only

Show more options

Search [] Clear Criteria []

Default Pay Date: 4/13/2017

| Batch... | Invoic... | Customer | Customer ID | Total | Balance | Pending B... | Action | Re... | Ch... | Pay Amount |
|----------|-----------|-----------------------|-------------|------------|---------|--------------|---------|-------|--------|------------|
| ▶ 2151 | 31040402 | US Plastic Corpora... | 16571 | \$687.00 | \$0.00 | (\$687.00) | Payment | | 55451 | \$687.00 |
| ▶ 2151 | 31013452 | Hubbard Feed | 13487 | \$1,265.77 | \$0.00 | (\$1,265.77) | Payment | | 245731 | \$1,265.77 |
| ▶ 2151 | 30988113 | Hubbard Feed | 13487 | \$1,156.36 | \$0.00 | (\$1,156.36) | Payment | | 245731 | \$1,156.36 |
| ▶ 2151 | 30727676 | NEFF | 14744 | \$1,793.39 | \$0.00 | (\$1,793.39) | Payment | | 233973 | \$1,793.39 |
| ▶ 2151 | 30913961 | NEFF | 14744 | \$2,353.88 | \$0.00 | (\$2,353.88) | Payment | | 233973 | \$2,353.88 |
| ▶ 2151 | 30937084 | URS - FEDERAL SE... | 16563 | \$1,977.28 | \$0.00 | (\$1,977.28) | Payment | | 873002 | \$1,977.28 |
| ▶ 2151 | 30940573 | Lexington Conven... | 14023 | \$666.00 | \$0.00 | (\$666.00) | Payment | | 9914 | \$666.00 |
| ▶ 2151 | 31013491 | Lexington Conven... | 14023 | \$100.75 | \$0.00 | (\$100.75) | Payment | | 9914 | \$100.75 |
| ▶ 2151 | 30969762 | Brown Sprinkler C... | 11222 | \$462.00 | \$0.00 | (\$462.00) | Payment | | 92876 | \$462.00 |
| ▶ 2151 | 30987683 | Brown Sprinkler C... | 11222 | \$783.75 | \$0.00 | (\$783.75) | Payment | | 92876 | \$783.75 |

payment summary

Total Payments: 10 Total Pay Amount: \$11,246.18
 Payments Not Shown: 0

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