



Munis Property Lockbox File Layout Specification

Munis – a Tyler ERP Solution

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Overview

This format provides the ability to import a large number of payments received from a bank or other external agency. A bank or other external agency will format their payment information into the specified file format layout. When the file is received, the lockbox file will be processed into Munis through the Lockbox Processing program by selecting 'Property' as the layout. The lockbox file may contain payments for properties or specific bills of any category. The lockbox file must be formatted as defined in the provided layouts.

Usage

The layout contains two types of entries – (1) a header record and (2) a detail record. The header record contains identifying information about the batch of payments represented in the file. The detail record(s) contains identifying information about individual payments to be processed.

Typically, the file contains a single header record and multiple detail records. But, multiple header/detail sets can be combined in a single file, where needed.

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Header (Batch) Record Layout

Field Name	Positions	Type	Comments
Batch Header Record Information	1	Alphanumeric	Value must be "H". Identifies this as a 'H'header entry in the file.
Batch Amount	2-11	Numeric	Total of the payment records for the batch. The decimal is implied.
Batch Date	12-19	Date (MMDDYYYY)	Payment Date for the items in the batch.
Bank Code/Cashier	20-23	Numeric	Lock Box Co. info.
Batch Number	24-27	Numeric	Lock Box Co. info.
Filler	28-80	N/A	Unused. Value should be spaces.

Detail (Payment) Record Layout

Field Name	Positions	Type	Comments
Filler	1-3	Alphanumeric	Unused. Value should be spaces.
Detail Category Code	4-5	Numeric	The Munis category associated with the item to be paid. This may be extracted from the scan line. 20 = Real Estate 25 = Personal Property 60 = Utility Billing etc.,
Detail Bill Year	6-9	Numeric (YYYY)	The year associated with the item to be paid. This may be extracted from the scan line. The Property Code is ignored if this field is completed.
Detail Bill Number	10-17	Numeric	The bill number associated with the item to be paid. This may be extracted from the scan line. The Property Code is ignored if this field is completed.
Detail Property Code	18-47	Alphanumeric	The property code (e.g., UB account, RE parcel) of the property associated with the bills to be paid.
Detail Amount Paid	48-57	Numeric	Payment amount. The decimal is implied. For example, 12300 represents \$123.00. This may be extracted from the scan line.
Detail Reference	58-73	Alphanumeric	A reference for the payment, such as a check number (optional).
Paid by CID	74-82	Numeric	The customer identification number of the payer (optional).
Paid by Name	83-102	Alphanumeric	The name of the payer (optional).
Paid by Address 1	103-132	Alphanumeric	Address line 1 for the payer (optional).
Paid by Address 2	133-162	Alphanumeric	Address line 2 for the payer (optional).
Paid by City	163-182	Alphanumeric	City for the payer (optional).
Paid by State	183-184	Alphanumeric	State for the payer (optional).
Paid by ZIP	185-194	Alphanumeric	ZIP for the payer (optional).

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Field Name	Positions	Type	Comments
Detail Customer Number	195-203	Numeric	For sites processing utility billing payments by account/CID this is optional, however, if it is completed Detail Category Code and Property Code must also be completed and Detail Bill Year and Detail Bill Number must be spaces.
Detail Bill Type	204	Alphanumeric	The bill type associated with the item to be paid. Used to limit payment to a subset of bills associated with the Property Code.
Detail Payment Date	205-212	Date (MMDDYYYY)	Payment date for the item to be paid. (optional)
Filler	213-259	Alphanumeric	Unused. Value should be spaces.

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Sample Layout

The sample layout represents a single batch (header record) containing 3 individual payments (detail records) of differing amounts.

This layout includes Detail Bill Year and Detail Bill Number.

```
H00000060000815201011118000
 60201000101010                0000020000
 60201000101011                0000030000
 63201000101012                0000010000
```

This layout includes a Property Code.

```
H00000060000815201011118000
 60          123456789          0000020000
 60          987654321          0000030000
 63          abcdefghijklmnopqrstuvwxyzabcd0000010000
```