**Payment Upload Instruction**

To use Payment Upload function, all the file must be in **CSV** file format and need to follow the file format below:

|  |  |
| --- | --- |
| **Field** | **Validate Description** |
| Date | Date format (mm/dd/yyyy) |
| Prop | The property number must from 0001 to 9999 |
| Unit | The Unit number must from 0001 to 9999 |
| Tenant | The Tenant number must from 0 to 255 |
| Amount | Decimal Number 0.01 and 10000000.00. |
| Check\_no (Optional) | Check number from the check. It must be sign  Note: Check\_no is optional. If you leave it empty, the system will automatically at 000000 for you. |

Example:

