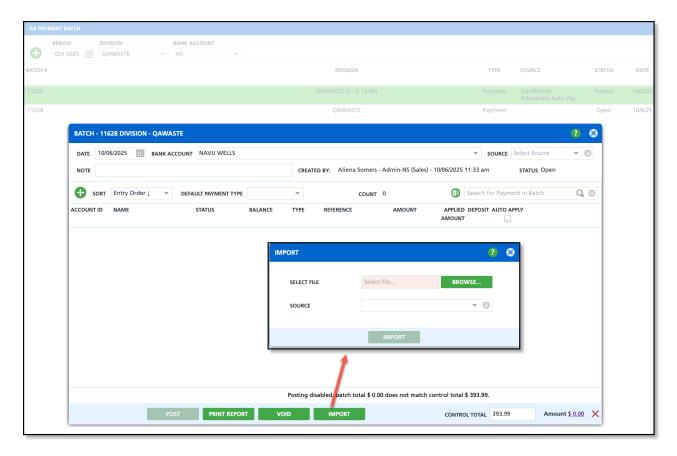
Lock Box Payment Import Format 3

Last Modified on 10/07/2025 12:20 pm PDT

Pathway: Accounting > AR Payment Batch

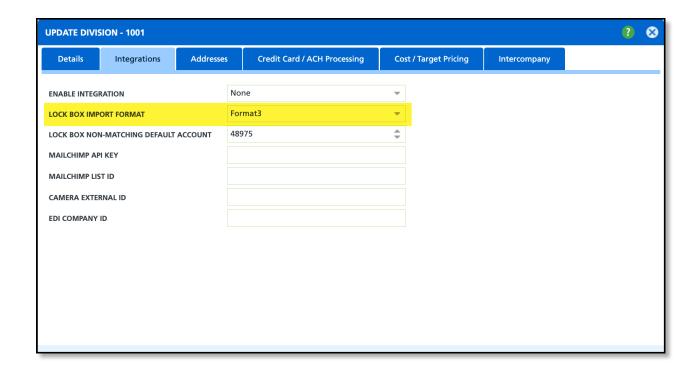
The Lock Box 3 Import Format is used to import payment information into the **AR Payment Batch**. Before importing, an AR Payment Batch must be created. Once the batch is ready, the import file can be uploaded using the **Import** feature available within the batch. Review the **Setup** section and **File Format Requirements** below before running the import to ensure the file is properly configured and the data imports successfully.



Setup

Pathway: Setup > System > Division

In Division Setup, the Lock Box Import Format setting in the Division's Integrations tab must be set to Format 3.



File Format Requirements

	А	В	С	D	E	F
1	393.99					
2	49232	940873	12233	40.00	20250906	
3	49451	917704	222333	109.74	20250907	
4	49042	903644	55555	147.00	20250908	
5	49042	900890	55555	18.00	20250909	
6	49042	895470	55555	54.25	20250910	
7	49042	895341	55555	25.00	20250911	
8						
9						
10						
11						

General Format Information

File Format:

Comma Separated

Header Row:

No.

The file will not import if it contains headers.

First Row/First Column:

Total Amount

This is the sum of all payments.

Subsequent Rows:

Payments

Each payment must be recorded as a separate line item (one payment per row).

Payment Amount Format

Number format with no special characters (\$). Example: \$100.00 must be entered as 100.00

Payment Date Format

YYYYMMDD

Example: January 1st, 2025 must be entered as 20250101

Payment Format

The table below demonstrates the order in which payment information should be formatted in the file.

	А	В	С	D	Е
	1 Total Amount				
:	Account Number or External Account ID	Invoice Number	Reference or Check Number	Payment Amount	Payment Date

Actual File Example Below

	А	В	С	D	E	F
1	393.99					
2	49232	940873	12233	40.00	20250906	
3	49451	917704	222333	109.74	20250907	
4	49042	903644	55555	147.00	20250908	
5	49042	900890	55555	18.00	20250909	
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