

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.

The screenshot displays the 'AR PAYMENT BATCH' interface. At the top, there are filters for PERIOD (Oct 2025), DIVISION (QAWASTE), and BANK ACCOUNT (All). Below this is a table with columns: BATCH #, DIVISION, TYPE, SOURCE, STATUS, and DATE. Two rows are visible: one for batch 11626 (QAWASTE (2 - \$ 15.60), Payment, CardPointe Scheduled Auto Pay, Posted, 10/2/25) and one for batch 11628 (QAWASTE, Payment, Open, 10/6/25).

An 'IMPORT' dialog box is open over the batch 11628 entry. The dialog has a title 'BATCH - 11628 DIVISION - QAWASTE'. It contains fields for DATE (10/06/2025), BANK ACCOUNT (NAVU WELLS), and SOURCE (Select Source). There is a NOTE field and a 'CREATED BY' field showing 'Aliena Somers - Admin-NS (Sales) - 10/06/2025 11:33 am'. The STATUS is 'Open'. Below these are controls for SORT (Entry Order), DEFAULT PAYMENT TYPE, and COUNT (0). There is also a search bar 'Search for Payment in Batch'. The main area of the dialog is a table with columns: ACCOUNT ID, NAME, STATUS, BALANCE, TYPE, REFERENCE, AMOUNT, APPLIED DEPOSIT AMOUNT, and AUTO APPLY. At the bottom of the dialog, there is an 'IMPORT' button. A red arrow points from the 'IMPORT' button in the dialog to the 'IMPORT' button in the main interface.

At the bottom of the main interface, there is a message: 'Posting disabled: batch total \$ 0.00 does not match control total \$ 393.99.' Below this are buttons for POST, PRINT REPORT, VOID, and IMPORT. On the right, there is a 'CONTROL TOTAL' of 393.99 and an 'Amount \$ 0.00' with a red X icon.

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**.

UPDATE DIVISION - 1001

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Details

Integrations

Addresses

Credit Card / ACH Processing

Cost / Target Pricing

Intercompany

ENABLE INTEGRATION

None

LOCK BOX IMPORT FORMAT

Format3

LOCK BOX NON-MATCHING DEFAULT ACCOUNT

48975

MAILCHIMP API KEY

MAILCHIMP LIST ID

CAMERA EXTERNAL ID

EDI COMPANY ID

File Format Requirements

	A	B	C	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.

	A	B	C	D	E
1	Total Amount				
2	Account Number or External Account ID	Invoice Number	Reference or Check Number	Payment Amount	Payment Date

Actual File Example Below

	A	B	C	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	
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