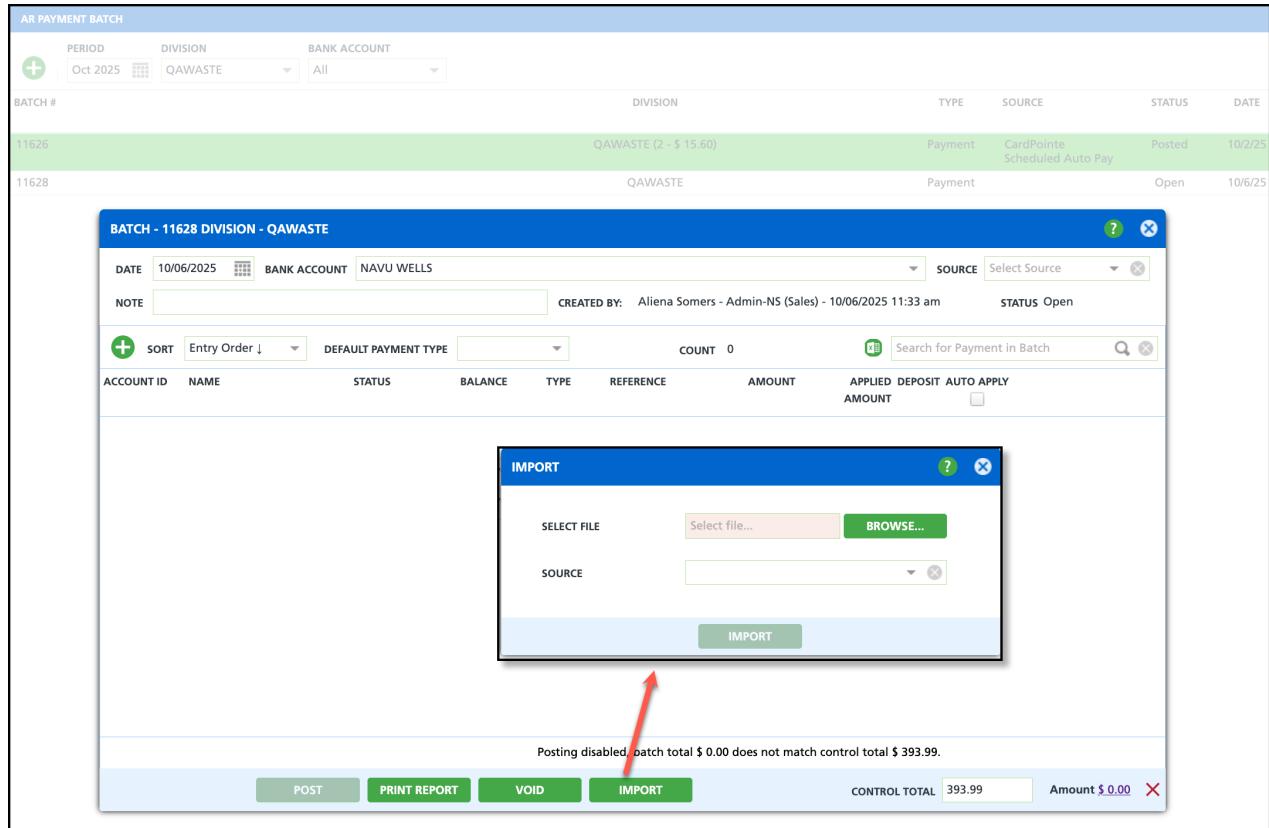


Lock Box Payment Import Format 3

Last Modified on 12/12/2025 10:18 am PST

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**.

UPDATE DIVISION - 1001

?

×

Details	Integrations	Addresses	Credit Card / ACH Processing	Cost / Target Pricing	Intercompany
ENABLE INTEGRATION	<input type="button" value="None"/>				
LOCK BOX IMPORT FORMAT	<input type="button" value="Format3"/>				
LOCK BOX NON-MATCHING DEFAULT ACCOUNT	<input type="button" value="48975"/>				
MAILCHIMP API KEY	<input type="button"/>				
MAILCHIMP LIST ID	<input type="button"/>				
CAMERA EXTERNAL ID	<input type="button"/>				
EDI COMPANY ID	<input type="button"/>				

Lock Box Non-Matching Default Account

When **Format 3** is selected, the **Lock Box Non-Matching Default Account** field becomes required. This field identifies which account payments should be applied to when the account number in the import does not match an account number in Navusoft. *This is not a bank account number.* Enter the number of the account you want mismatched payments to post to.

49530 | Lock Box Default Payment Account

Navusoft Active



TERMS	Net 20	DIVISION	QA WASTE
INVOICE DELIVERY	Printed	ACCOUNT MGR	Aliena Somers - Admin-NS (Sales)
CURRENT	1-30	CLASS	RESIDENTIAL
0.00	0.00	BILL GROUP	QA Billing Cycle
		ADVANCE - MONTHLY	Billed Thru Date None
		91-120	120
		0.00	0.00
		0.00	0.00

HIGHLIGHTS ! Site is not geocoded PENDING

ACTIVE SERVICES (0) Standard + **TOTAL RECURRING**

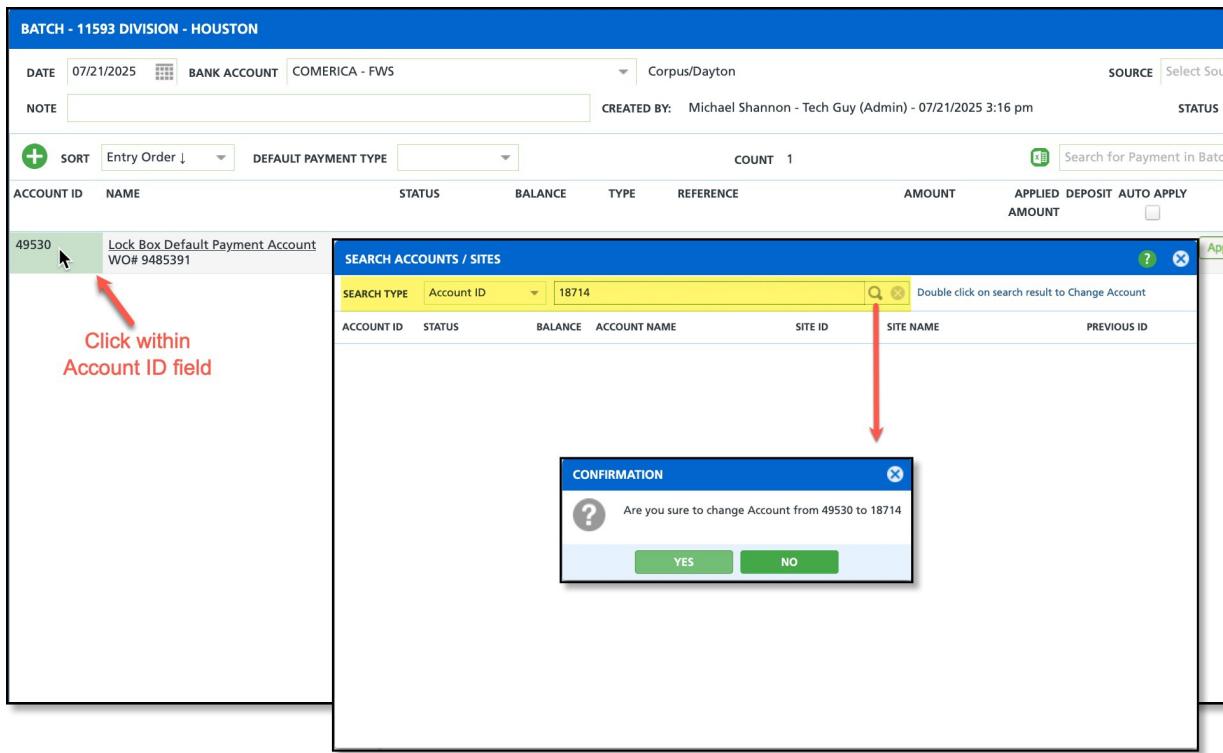
QTY SERVICE CODE

CALENDAR + December, 2025 > **EVENTS** Appointment, AR, Cancellation, Complaint, Er

SUN	MON	TUE
Nov 30	Dec 1	

Review and Change Account

After the import is complete, review the **AR History** of the default account to see the payment transactions. Use the **Change Account** option in **AR Payment Batch** to move the payment from the default account to the account it actually belongs to.



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	
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						

Related Articles

[AR Payment Batch](#)