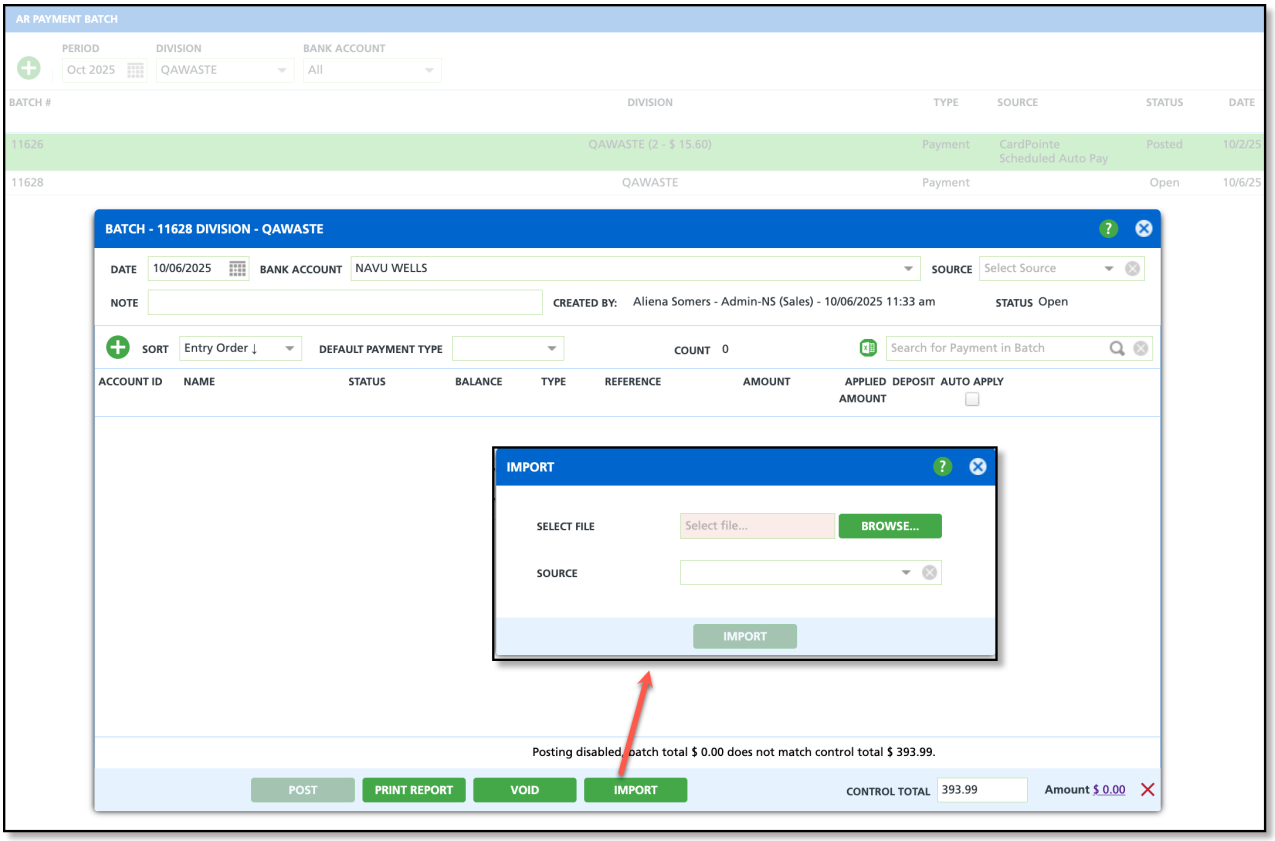
Lock Box Payment Import Format 3

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

Pathway: *Accounting > AR Payment Batch*

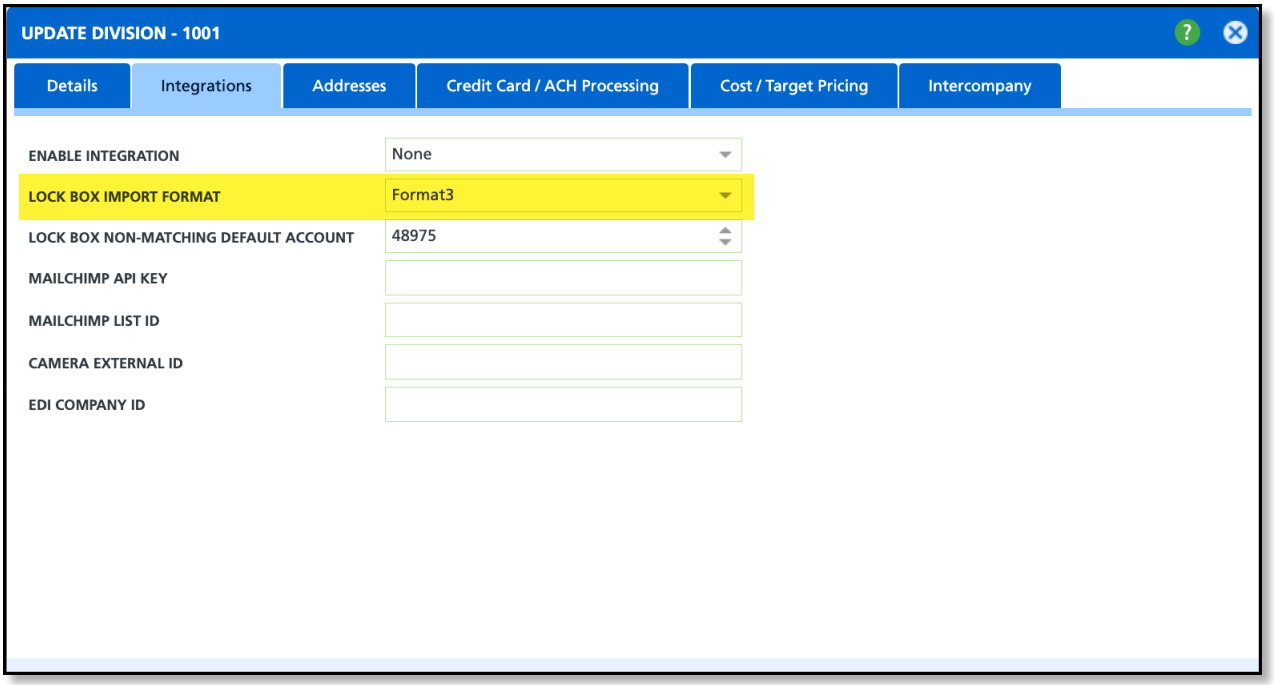
The Lock Box 3 Import Format is used to import payment information into the **AR Payment Batch**. Before importing, an AR Payment Batch must be created. Once the batch is ready, the import file can be uploaded using the **Import** feature available within the batch. Review the **Setup** section and **File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



Setup

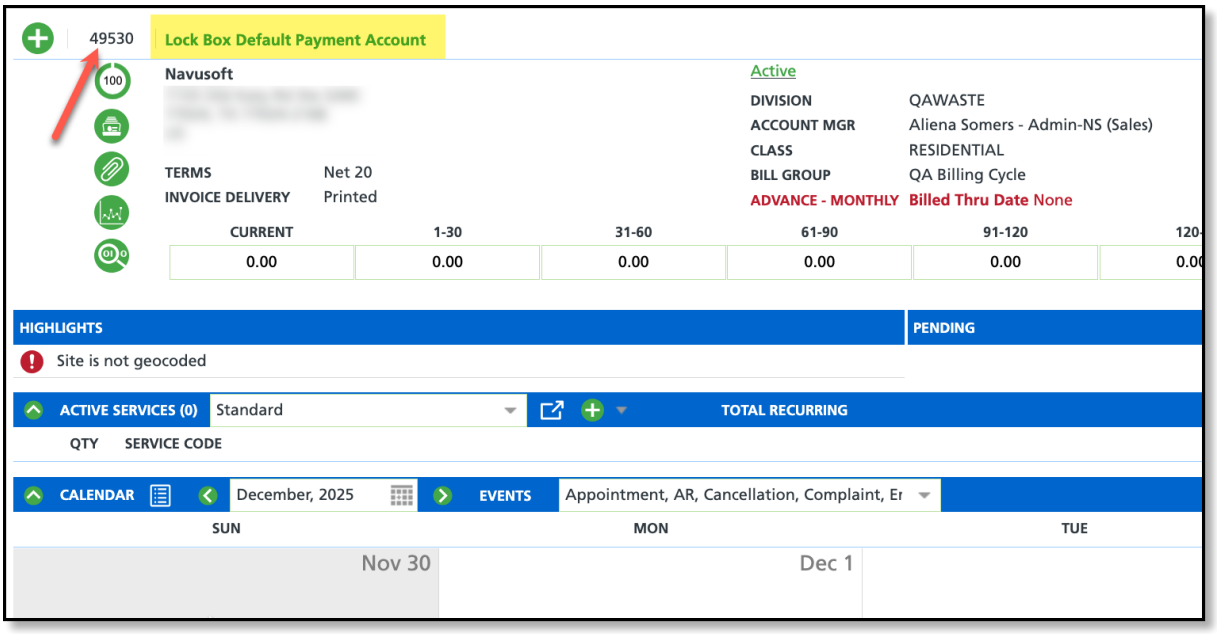
Pathway: *Setup > System > Division*

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



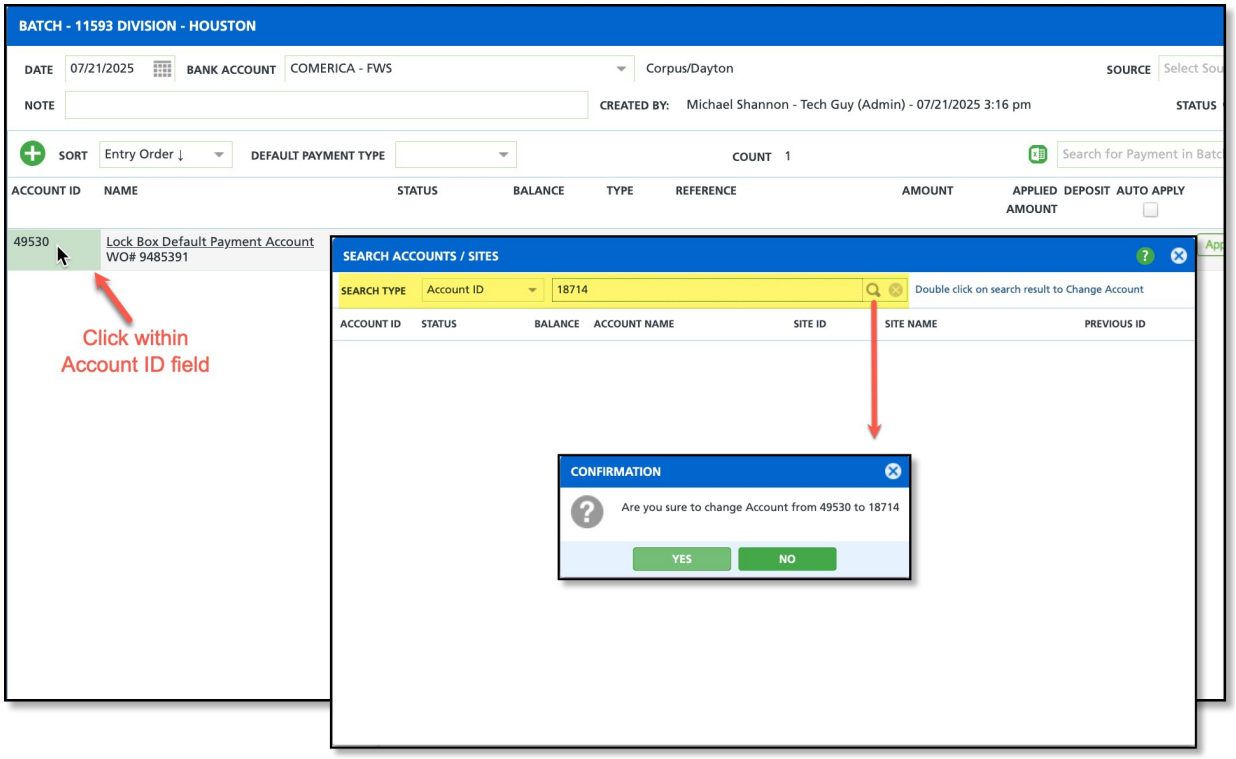
Lock Box Non-Matching Default Account

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.



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

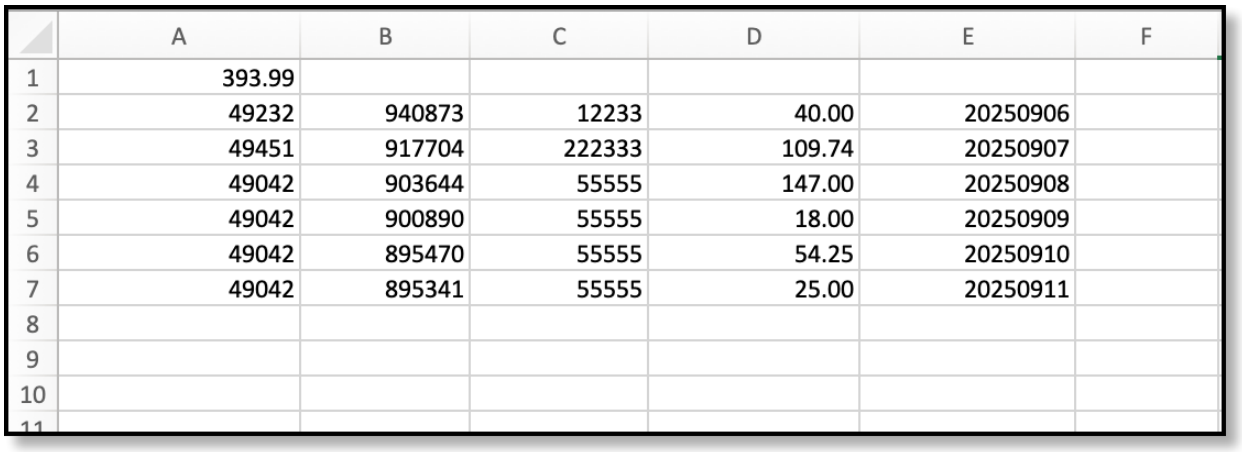
Example: January 1st, 2025 must be entered as 20250101

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



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Related Articles

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