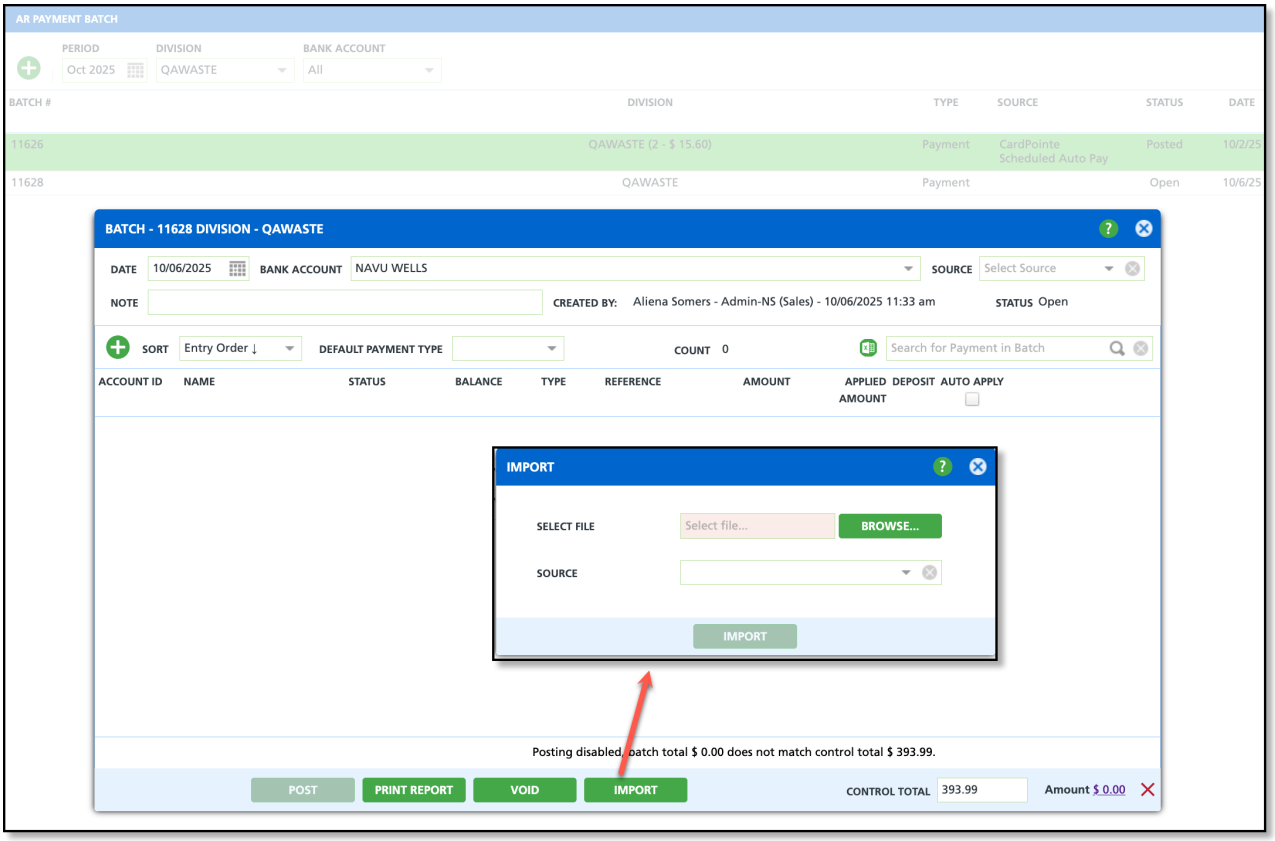
# Lock Box Payment Import Format 3

Last Modified on 08/19/2026 12:29 pm PDT

**Pathway:** *Accounting > AR Payment Batch*

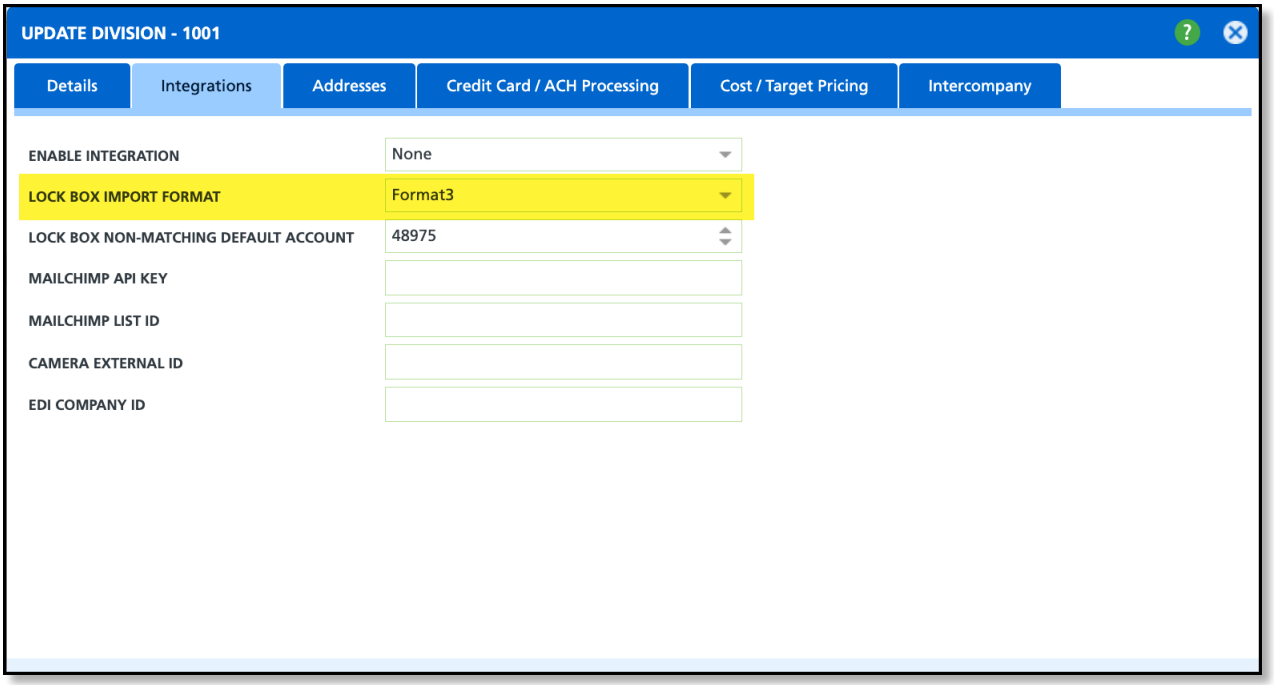
The Lock Box 3 Import Format is used to import payment information into the **AR Payment Batch**. Before importing, an AR Payment Batch must be created. Once the batch is ready, the import file can be uploaded using the **Import** feature available within the batch. Review the **Setup** section and **File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




## Setup

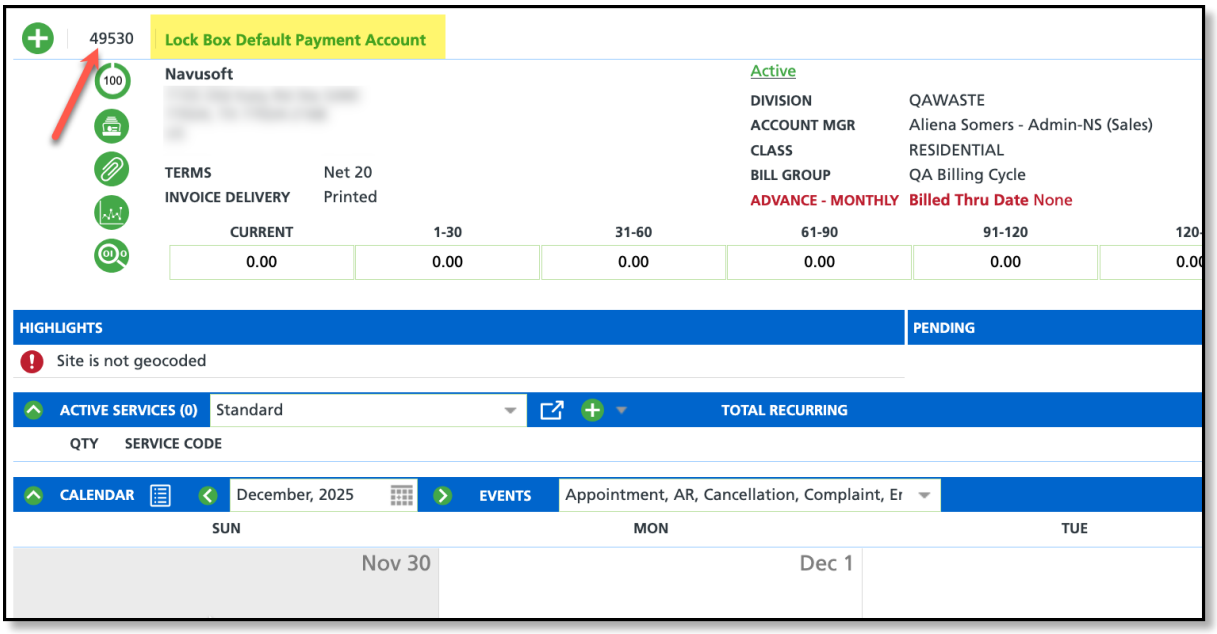
**Pathway:** *Setup > System > Division*

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



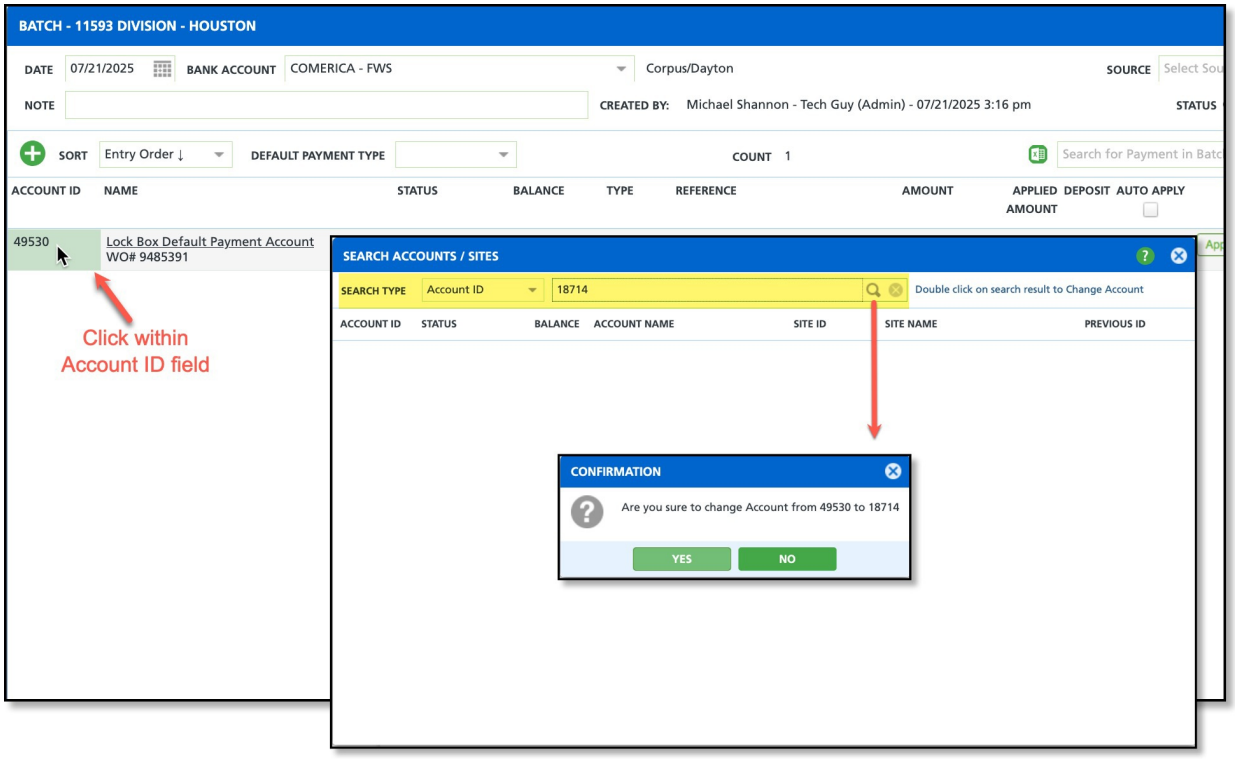

## Lock Box Non-Matching Default Account

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 File Requirements

### 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. Negative payment amounts included in the file are excluded from the import.

| | 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 | |
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## Related Articles

AR Payment Batch