



Add a Delimited File Import Definition

Create a file import definition that outlines the format for imported files. A delimited file is a flat text file consisting of data items separated by a specific character.

1. Click **Account Services > Import issues**.
2. Click the **Add a file definition** link.
3. Fill in or select the **Description** options:

| | |
|-----------------|--|
| Definition name | The name of the definition (up to 20 alphanumeric characters). |
| Description | Information about the definition (up to 20 alphanumeric characters). |
| File contents | Issues. |
| File type | Delimited. |

4. Click **Continue**.
5. Fill in or select the **Characteristics** options:

| | |
|-------------------------------|---|
| Field delimiter | The character used to separate the data: comma (,), dash (-), semi-colon (;), or Tab. |
| Text qualifier | A single or double quote that is placed on either side of the text so that if a data field includes a character such as a comma, it is not considered a field delimiter. For example, if a file includes a company name like "Sample Company, Inc." the text qualifier ensures that the company name is not separated by the comma during the import process. |
| Amount format (if applicable) | Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included. |
| Date format (if applicable) | MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD. |

6. Click **Continue**.



7. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:
 - ABA/TRC
 - Account
 - Issue type: Issue or Void
 - Issue action: Add or Delete
8. Click **Continue**.
9. Type the numeric order of the **Position Number** fields as they would appear in the file.
10. Click **Add file definition**.

Edit a File Import Definition

1. Click **Account Services > Positive Pay > Import issues**.
2. Click the link in the **Name** column for the definition you want to change.
3. Click the **Edit description**, **Edit characteristics**, **Edit default field values**, and **Edit field properties** links to change the information as needed.
4. Click **Save changes**.

Delete a File Import Definition

Please note file definitions cannot be recovered once deleted.

1. Click **Account Services > Positive Pay > Import Issues**.
2. Click the link in the **Name** column for the definition you want to delete.
3. Click the **Delete file import definition** link.
4. Click **Delete**.