

How to Import Bank File Format

This will guide you on how to import the bank file format

1. From Cash Management menu > click on Bank File Formats menu.
2. It will open the **Search Bank File Formats** screen where existing bank file formats are displayed. Click the **New toolbar button** to open the new Bank File Formats screen.
 - a. In the new Bank File Formats screen,
 - i. Type in the Name you would like to call that Bank File Formats record in the **Name field**.
 - ii. In the **Format combo box field** select Bank Statement.
 - iii. In the **File Type combo box field** select CSV.
 - iv. Click **Import toolbar button** and select the CSV file to be uploaded.
 - v. In the grid area details in **Check Record Tab** will be displayed after upload.

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	1	Constant	Record Type Code	6			✓
3	2	Constant	Transaction Code	27			✓
4	8	Field	Receiving DRI Identification	Bank Routing Number			✓
5	1	Modulus 10	Check Digit				✓
6	0	Filler		Blank Fill		Right	✓
8	17	Field	DRI Account Number	Bank Account Number			✓
9	0	Filler		Zero Fill		Left	✓
10	10	Field	Amount	Amount	\$\$\$\$\$		✓
11	0	Filler		Blank Fill		Right	✓
12	15	Field	Individual Identification Nu...				✓
13	0	Filler		Blank Fill		Right	✓
14	22	Field	Individual Name	Payee	Upper Case		✓
15	0	Filler		Blank Fill		Right	✓

Note: Specific Tab will have details depends on the csv file to be uploaded.

- b. Click **Save toolbar button** to save the bank file format record.
- c. Click **Close toolbar button** to close the screen.

This will guide you on how to import the bank file format

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Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	9	Field	Bank Routing Number				✓
2	10	Field	Bank Account Number				✓
3	14	Field	Check Number				✓
4	8	Field	Check/Transaction Date	MMddyyyy			✓
5	10	Field	Amount	####.##			✓
6	3	Void Indicator	R				✓
7	30	Field	Payee				✓
0	0	Select a type					

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 - v. In the grid area details in **Account Header Record** will be displayed after upload.

Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
1	1	Constant	Record Type Code	1			✓
2	2	Constant	Priority Code	1			✓
3	0	Filler	Blank Fill			Left	✓
4	10	Field	Immediate Destination	Bank Routing Number			✓
5	0	Filler	Blank Fill			Left	✓
6	10	Constant	Immediate Origin	123456789			✓
7	6	Field	File Creation Date	File Creation Date	yyddMM		✓
8	4	Field	File Creation Time	File Creation Date	HHmm		✓
9	1	Constant	File ID Modifier	A			✓
10	3	Constant	Record Size	94			✓
11	2	Constant	Blocking Factor	10			✓
12	1	Constant	Format Code	1			✓

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Bank File Formats - BBOP

New Save Search Delete Undo Import Export Close

Details

Name: Format: File Type:

Account Header Record Logon Record **Check Record** Trailer Record Void Trailer Record

✕ Remove ▲ Move Up ▼ Move Down

<input type="checkbox"/>	Field Number	Length	Type	Description	Field Name	Format	Filler Side	Active
<input type="checkbox"/>	1	10	Field	Date	Date	MM/dd/yyyy		✓
<input type="checkbox"/>	2	8	Field	Reference	Check Number			✓
<input type="checkbox"/>	3	10	Field	Amount	Amount	###0.00		✓
<input type="checkbox"/>	4	10	Trans Type	Transaction Type				✓
<input type="checkbox"/>	0	0	Select a type					<input type="checkbox"/>

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