

How to Setup Bank File Format

1. Enter the name of the bank file format in the **Name field**.

Name:

2. In the **Format field**, click the dropdown button to show the combo box where Positive Pay, ACH, Bank Statement and ACH From Customer options are available. Select the format you would like to create.

Positive Pay

Positive Pay

ACH

Bank Statement

ACH From Customer

Cleared Credit Card

3. In the **File Type**, select the type of file you would like to have as output file.

File Type:

CSV

TSV

TXT

4. Setup these tabs.

- a. Account Header Record
- b. Logon Record
- c. Check Record
- d. Trailer Record
- e. Void Trailer Record

*Note:

- i. Bank Statement Format will enable Check Record tab only and for ACH and Positive Pay all tabs will be available.
- ii. In ACH From Customer Format, Check Record tab will be Invoice Record tab.

5. Click **Save toolbar button** to save the record.

6. Click **Close toolbar button** to close the screen.

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
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- ACH
- Bank Statement

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- CSV
- TSV
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
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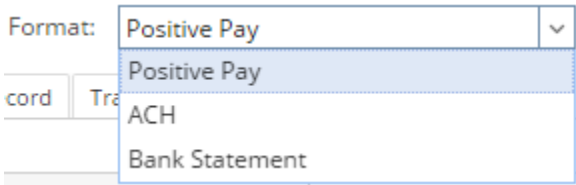
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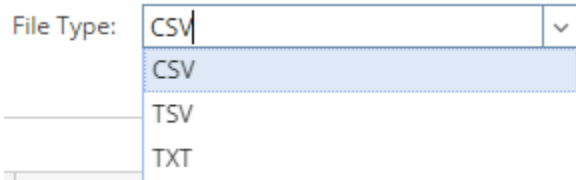
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A screenshot of a software interface showing a dropdown menu for the 'Format' field. The menu is open, displaying three options: 'Positive Pay', 'ACH', and 'Bank Statement'. The 'Positive Pay' option is currently selected and highlighted in blue. To the left of the dropdown, the text 'Format:' is visible. Below the dropdown, there are some partially visible labels: 'cord' and 'Tra'.

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