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
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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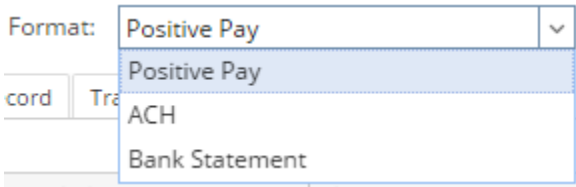5. Click **Save toolbar button** to save the record.
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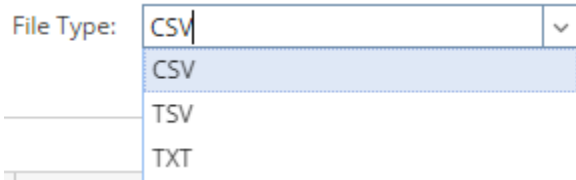1. Enter the name of the bank file format in the **Name field**.

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