

How to Create a Custom ACH File Definition

1. Click **Transfers and Payments > Make ACH payment / Manage templates.** 



2. Click the Maintain file import definitions link.

Make ACH Payment / Manage Templates
Send money without a template | Complete unsubmitted requests | Create a template | Maintain file import definitions

3. Click the Add a file definition link.

Import Detail Account Information / Manage File Definitions Add a file definition Send money using a template

- 4. Select or fill in the **Description** options and then click **Continue**:
  - a. <u>Definition name</u> The name of the definition (up to 35 alphanumeric characters).
  - b. <u>Description</u> A description of the definition (up to 35 alphanumeric characters).
  - c. <u>Request type</u> If applicable, select the type of request. For example, PPD Collection.
  - d. File type Delimited, Fixed, or Fixed-NACHA.

Note: Only Fixed-NACHA is supported for Child Support.

View existing definitions  Description  Enter descriptive information to differentiate this file definition from existing definitions.  Definition name: Description: Request type: File type: O Delimited Fixed F	Add File Definition Description	
Description Enter descriptive information to differentiate this file definition from existing definitions. Definition name: Description: Request type: File type: Delimited Fixed Fixed Fixed Fixed Fixed Fixed	View existing definitions	
Enter descriptive information to differentiate this file definition from existing definitions. Definition name: Description: Request type: File type: Delimited Fixed Fixed Fixed Fixed Fixed Fixed	Description	
Definition name:	Enter descriptive information	ion to differentiate this file definition from existing definitions.
Description: Request type: File type: C Delimited Fixed Fixed - NACHA	Definition name:	
Request type:  File type:  Delimited Fixed Fixed Fixed Fixed	Description:	
File type: O Delimited Fixed Fixed Fixed - NACHA	Request type:	✓
<ul><li>○ Fixed</li><li>○ Fixed - NACHA</li></ul>	File type:	○ Delimited
Fixed - NACHA		○ Fixed
		Fixed - NACHA
	Continue	

## **TOWNE BANK**

## How to Create a Custom ACH File Definition

- 5. Select or fill in the Characteristics options and then click Continue:
  - a. Field delimiter For Delimited file types. Tab, Comma, Semi-colon, or Dash
  - b. Amount format Whole dollar (123) or Implied decimal (1.23).
  - c. Match records by (Optional) ABA/TRC, Account number, Account type, Account name, ID.

Add File Definiti	on Characteristics
View existing definitions	
Description	
Definition name:	Payroll
Description:	Payroll
Request type:	PPD Payment
File type:	Delimited
Characteristics	
Field delimiter:	Comma 🗸
Amount format:	Whole dollar (123)
Match records by (optional):	<ul> <li>ABA/TRC,Account number,Account type</li> <li>Account name</li> <li>ID</li> <li>(Select all that apply.)</li> </ul>
Continue	

- 6. Fill in the **Position Number** (Delimited) or **Positions (Start to end)** (Fixed Length) in the **Field Properties** section.
- 7. Click Save