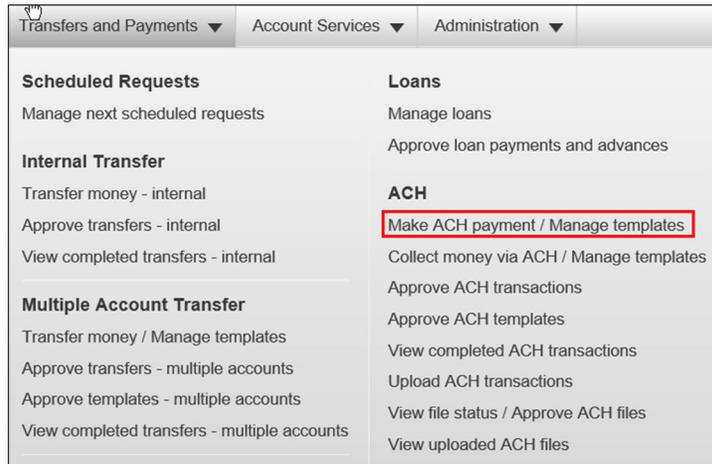


## How to Create a Custom ACH File Definition

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



2. Click the **Maintain file import definitions** link.



3. Click the **Add a file definition** link.



4. Select or fill in the **Description** options and then click **Continue**:
  - a. Definition name - The name of the definition (up to 35 alphanumeric characters).
  - b. Description - A description of the definition (up to 35 alphanumeric characters).
  - c. Request type - 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.

### Add File Definition Description

[View existing definitions](#)

#### Description

Enter descriptive information to differentiate this file definition from existing definitions.

Definition name:

Description:

Request type:

File type:  Delimited  Fixed  Fixed - NACHA

## 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 Definition Characteristics

[View existing definitions](#)

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#### Description

Definition name:	Payroll
Description:	Payroll
Request type:	PPD Payment
File type:	Delimited

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#### Characteristics

Field delimiter:	<input type="text" value="Comma"/>
Amount format:	<input type="text" value="Whole dollar (123)"/>
Match records by (optional):	<input type="checkbox"/> ABA/TRC,Account number,Account type <input type="checkbox"/> Account name <input type="checkbox"/> ID (Select all that apply.)

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