

EFT File Formats

Last Modified on 03/31/2022 3:43 pm EDT

This defines the format to use when transferring electronic vendor payments to a bank. This allows you to define the format your bank requires.

These are maintained under Setup > Exports > EFT File Formats.

Format name: The unique name for this positive pay format.

Line type: If the format uses multiple record types this defines those. If format requires a single record type then just use the Detail line type; all other line types should not contain any columns.

Column type: Whether the format is delimited or fixed width/position.

Add pad blocks: Check this if the format requires a certain number of lines exist. For example, if the number of rows has to be in multiples of 10.

File path: The default path for the file to be created.

Columns

Column ID: Identifies the column number.

Column Name: A way to identify what this column is. This is only used for documentation.

Length: The length of the data in the column.

Start-End: If fixed width, this shows the positions this column will be placed in.

Data Source: Whether the column is to be blank, a literal, or a constant. A literal outputs the Data Value. A constant is a variable for the payment that outputs the variable Data Value.

Data Value: The literal or constant value to output. A list of the available constants are in the drop-down.

Pad Char: A character to fill any remaining spaces with to fill the length of the column.

Remove Char: If you wish to remove a specific character from the data value, specify it here.

Justify: Whether the column is left or right justified. This will determine where the Pad Char is placed.

Text Delimiter: Applies only if using a delimited column type. It will surround the column with the character specified. Typically this is quotation marks for text fields.

Required: If checked it will show an error if this column is not specified during the export.

Description: This is only used for documentation.

The menu option to generate the file is under Daily > [Generate ACH File](#).

