Fixed File Import Definition

1. Click **Account Services > Import issues**.
2. Click the **Add a file definition** link.
3. Select or fill in the **Description** fields:
   o **Definition name** (up to 20 alphanumeric characters)
   o **Description** (up to 20 alphanumeric characters)
   o **File contents**
   o **File type** (select Fixed)
4. Click **Continue**.
5. Select **Characteristic** options:
   o **Field delimiter**
   o **Text qualifier**
   o **Amount format(if applicable)** - an applied decimal format is required if decimals are not included.
   o **Date format (if applicable)**
6. Click **Continue**.
7. Click **Continue**.
8. **Optional:** Select **Default Field Value** options that will be applied to all issues in the import file:
   o **ABA/TRC**
   o **Account**
   o **Issue Type**
9. Click **Continue**.
10. Fill in the **Field Properties** fields:
    o **Position Number** - the numeric order of the fields as they should appear in the imported file. For example, if the first field in your file is **Account**, and the second field is **ABA/TRC**, those would be listed as number 1 and number 2 to import. If default values were entered for ABA/TRC, Account and/or Issue type, these fields do not appear in the **Field Properties** section.
    o **Length** - The total of all field lengths entered must equal the record length defined.
11. Click **Add file definition**.