Delimited File Import Definition

Create a file import definition that outlines the format for imported files. A delimited file is a flat text file consisting of data items separated by a specific character.

1. Click **Account Services > Import issues**.
2. Click the **Add a file definition** link.
3. Fill in or select the **Description** options:

Definition name	The name of the definition (up to 20 alphanumeric characters).
Description	Information about the definition (up to 20 alphanumeric characters).
File contents	Issues.
File type	Delimited.

4. Click **Continue**.
5. Fill in or select the **Characteristics** options:

Field delimiter	The character used to separate the data: comma (,), dash (-), semi-colon (;), or Tab.
Text qualifier	A single or double quote that is placed on either side of the text so that if a data field includes a character such as a comma, it is not considered a field delimiter. For example, if a file includes a company name like "Sample Company, Inc." the text qualifier ensures that the company name is not separated by the comma during the import process.
Amount format (if applicable)	Decimal included (i.e. 123.00) or Decimal not included (i.e. 123). An applied decimal format is required if decimals are not included.
Date format (if applicable)	MMDDYY, MMDDYYYY, MM/DD/YY, MM/DD/YYYY, MM-DD-YY, MM-DD-YYYY, YYMMDD, YYYYMMDD, YY/MM/DD, YY-MM-DD, or YYYY-MM-DD.

6. Click **Continue**.
7. **Optional:** Select the **Default Field Value** options you want applied to all issues in the import file:
   o ABA/TRC
   o Account
   o Issue type: Issue or Void
   o Issue action: Add or Delete
8. Click **Continue**.
9. Type the numeric order of the **Position Number** fields as they would appear in the file.
10. Click **Add file definition**