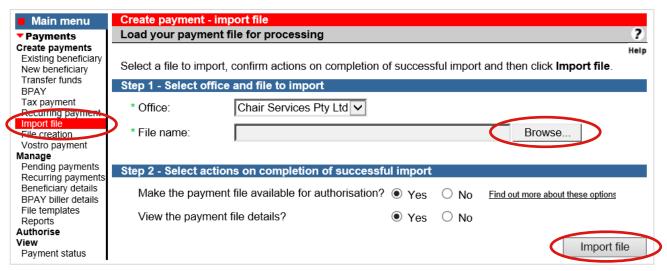# Importing payment files.

Follow this guide to import and prepare for authorisation a payment file (i.e.: Payroll or Creditors) that has been created in a system external to Corporate Online.

To perform this procedure, you require **Creator** access to the **Import file** feature and a **Payment service** (Direct Entry or Payment processing) through an **Office**.

Note: For New Zealand, Papua New Guinea and Fiji direct entry files access is also required to the underlying account within the import file nominated to be the account debited/credited with the net value of the file.

1. From the left-hand menu, select **Payments > Create payments > Import file**. Corporate Online displays the **Load your payment file for processing** screen.

2. Complete the details as follows:
   - Select an **Office** from the list.
   - Use the **Browse** or **Choose file** options to locate and select the file to be imported.
   - Select **No** if you do not want to send the file into the authorisation queue after import.
   - Select **No** if you do not want to view the file details after import.
   - Select **Import file**. The import process commences and Corporate Online updates you as it progresses.

Note: If the payment file contained a basic error, Corporate Online displays that on the progress dialog. You will need to correct the file details in the system that you created the file, and then import again.

3. Once the file importing process is completed select **OK**.

Corporate Online displays the **Import file confirmation** screen that details a list of transactions included in the file.

Note: For New Zealand files any transactions that are in error will be removed from the file during the import process. Select the **View file import error details** link to view details of these transactions.

4. Complete any of the following based on you authority role in Online Payments:
    *   To print details of the payment file, select **Print preview**.
    *   To return to the list of payment files select **Go to pending payments**.
    *   Where your access allows you to authorise confirm that you have sufficient available authorisation limits and then select **Authorise now**.

    Online Payments displays the **Pending payments** screen. If the status of the file is "Unauthorised" or "Partially authorised" authorisation is required before the file is processed. Ask another user to sign-in and authorise the file by selecting **Authorise** from the left-hand menu.