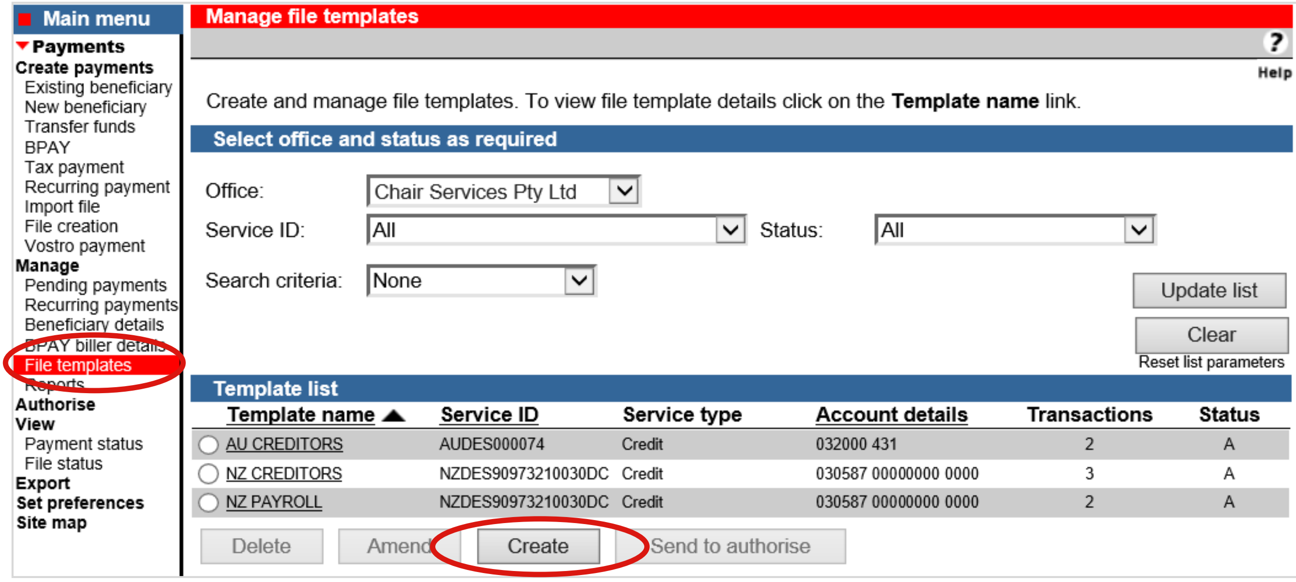
# Corporate Online

## Creating file templates from files and templates.

Follow this guide to create a file template from an existing **file template** or **payment file**.

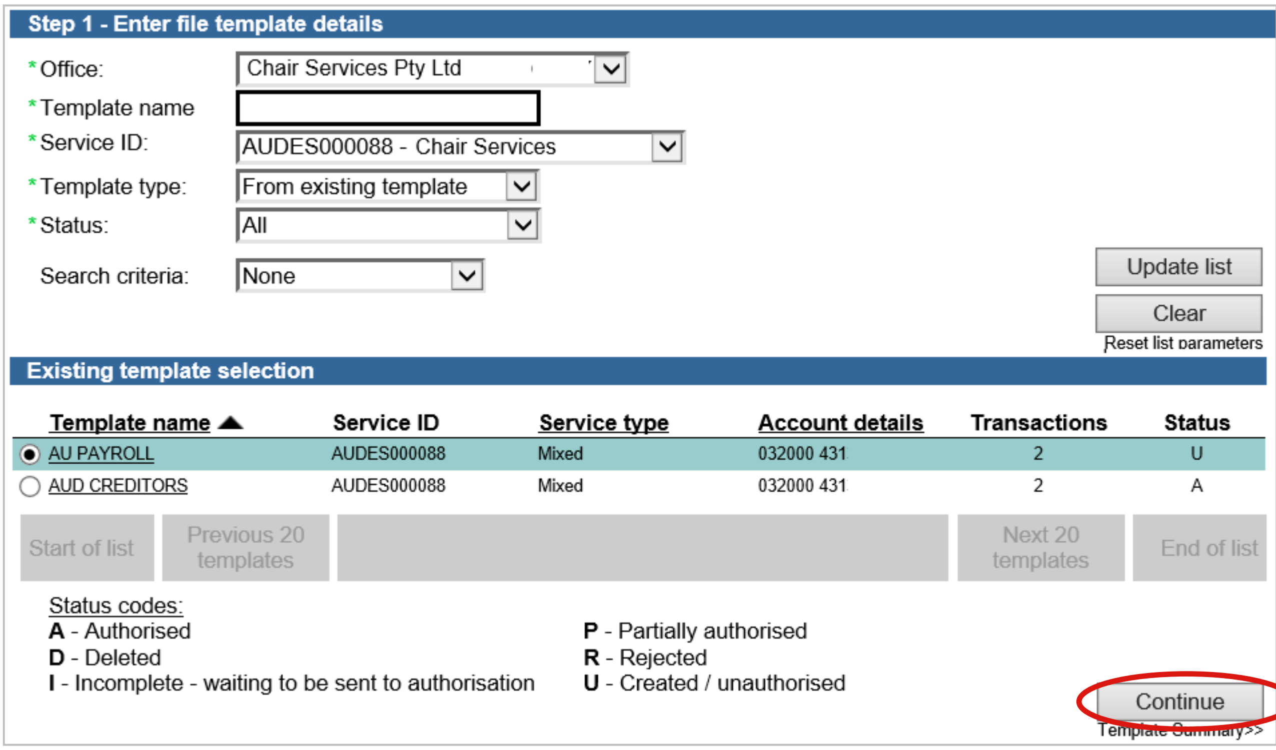
To perform this procedure, you require **Creator** access to the **Manage file templates** feature and an **Australian** or **New Zealand** Direct Entry payment service ID.

1. From the left-hand menu, select **Payments** > **Manage** > **File templates**. Corporate Online displays the **List of templates** screen.




2. Click **Create**. Corporate Online displays the **Enter file template details** screen.

## Entering file template details

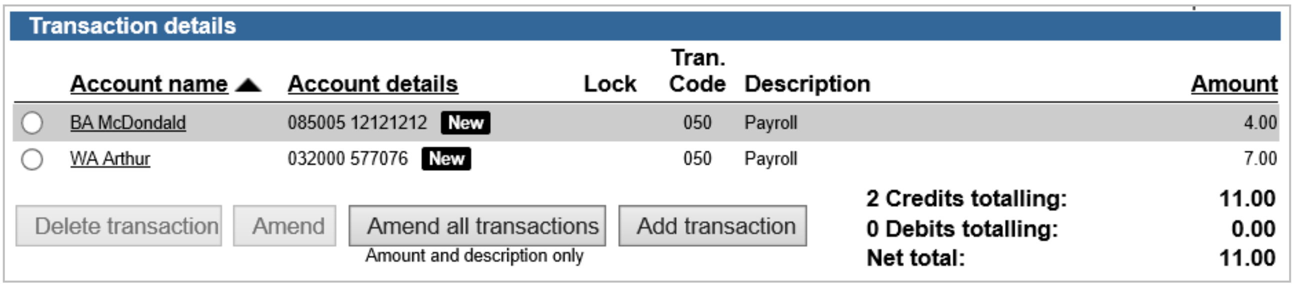


3. Complete the details as follows:
    - Select an Office from the list.
    - Enter a Template name unique to the selected office.
    - Select a Service ID from the list.
    - Select From existing template or From existing payment file from the Template type list.

    Corporate Online displays a list of file templates or payment files for the selected Office and Service ID.

    - Select the file template or payment file to copy to and then click Continue.

## Template summary



**Transaction details**

| | Account name | Account details | Lock | Tran. Code | Description | Amount |
|---|---|---|---|---|---|---|
| ○ | BA McDondald | 085005 12121212 New | | 050 | Payroll | 4.00 |
| ○ | WA Arthur | 032000 577076 New | | 050 | Payroll | 7.00 |

Delete transaction | Amend | Amend all transactions (Amount and description only) | Add transaction

| | |
|---|---|
| 2 Credits totalling: | 11.00 |
| 0 Debits totalling: | 0.00 |
| Net total: | 11.00 |

4. Complete the following:
    - Review the details of the template and make any amendments. You can add up to 500 transactions.
    - Click Send to authorise to make the template available for authorisation.
      OR
    - Where your access also allows you to authorise click Authorise now.
      OR
    - Where your organisation does not require templates to be authorised click Submit to make the template immediately available to use in future payment files.




## Confirmation

Online Payments displays the Template confirmation screen. If the status of the template is “Created / unauthorised” or “Partially authorised” authorisation is required before the template can be used. Ask another user to sign-in and authorise the template by selecting Authorise from the left-hand menu.