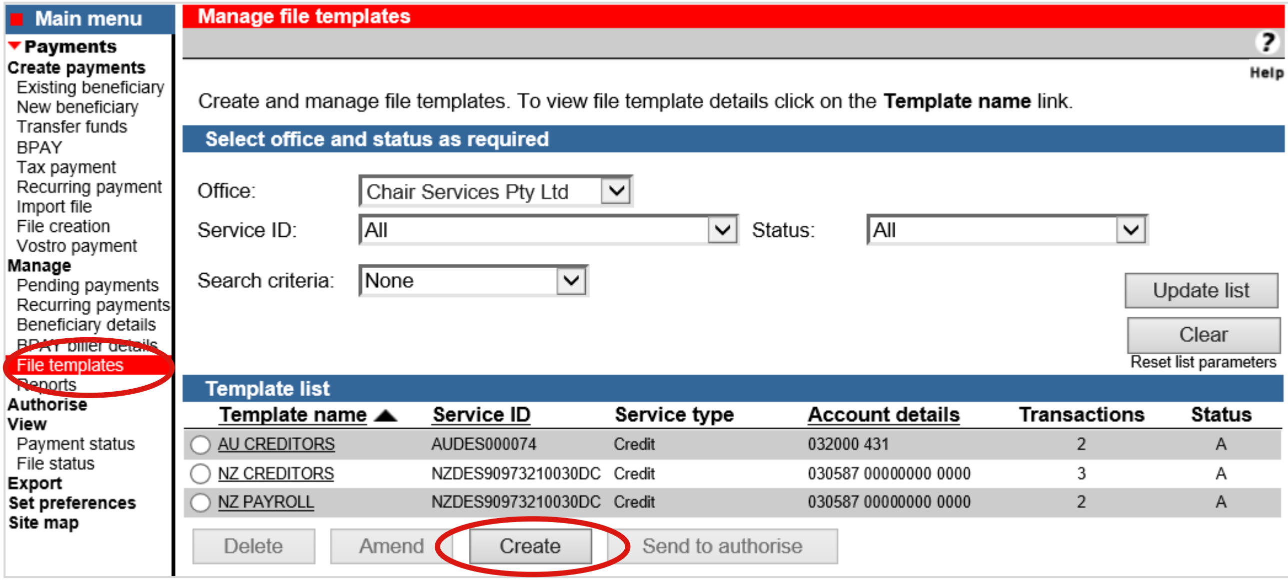
Creating file templates from new transactions.

Follow this guide to create a file template by entering new transactions to accounts in Australia.

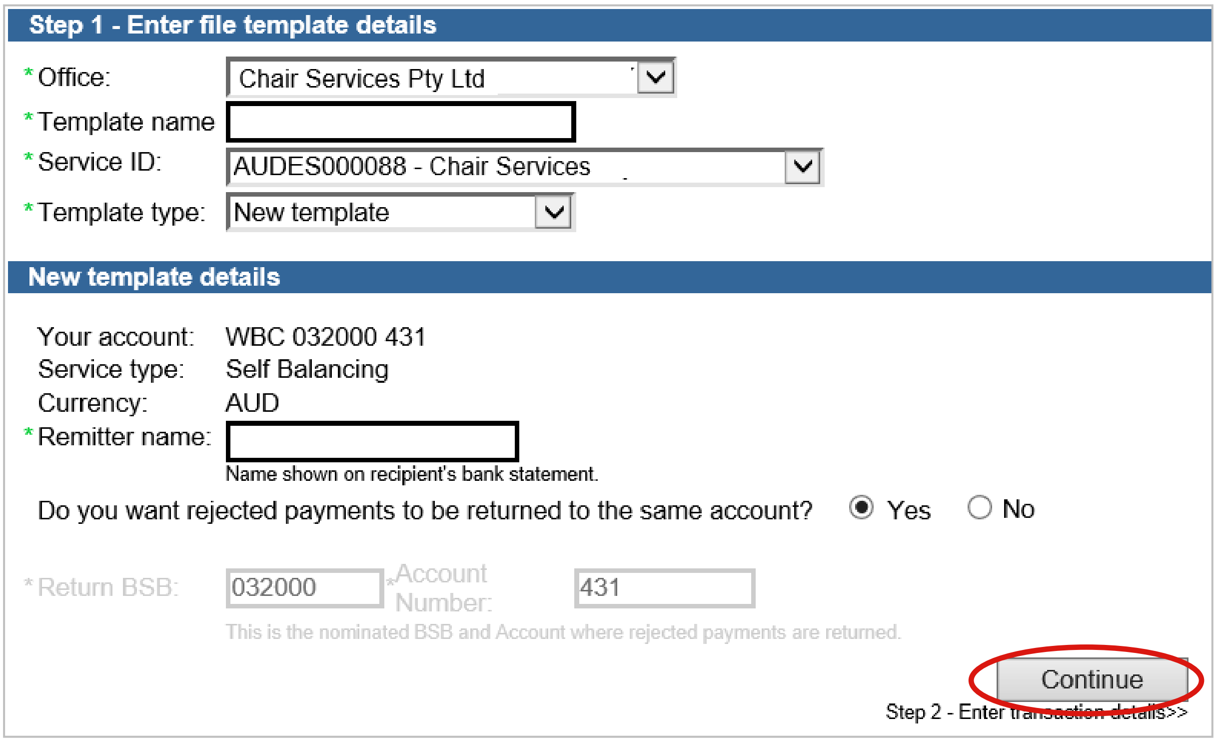
To perform this procedure, you require Creator access to the Manage file templates feature and an Australian Direct Entry payment service.

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



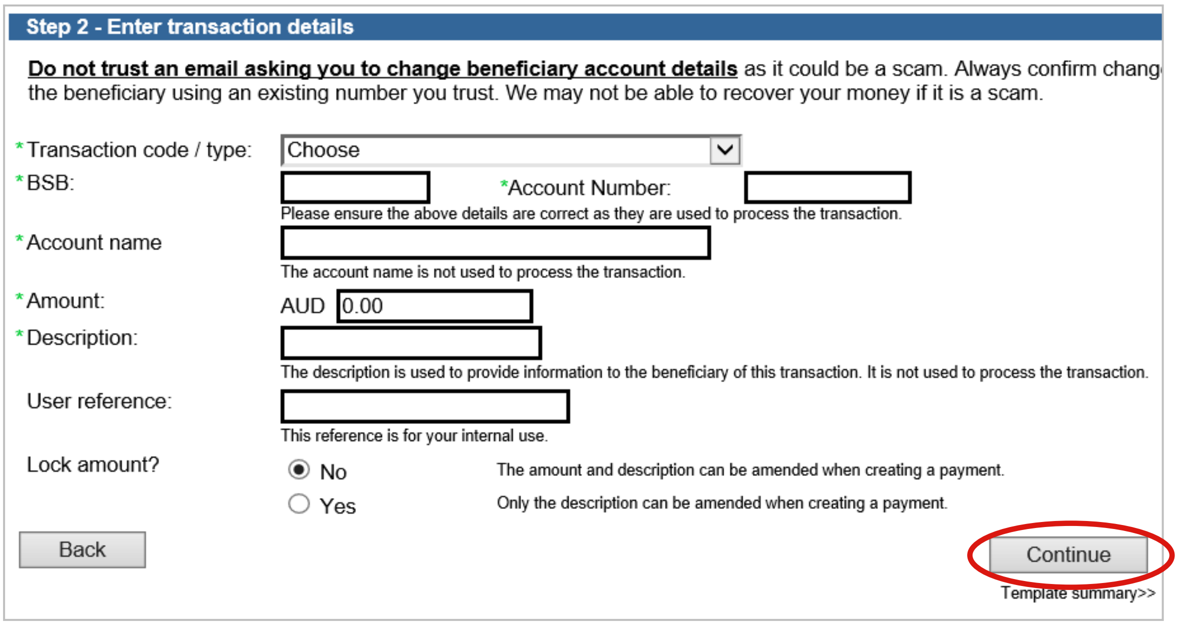
2. Select Create. Corporate Online displays the Enter file template details screen.

Entering file template details



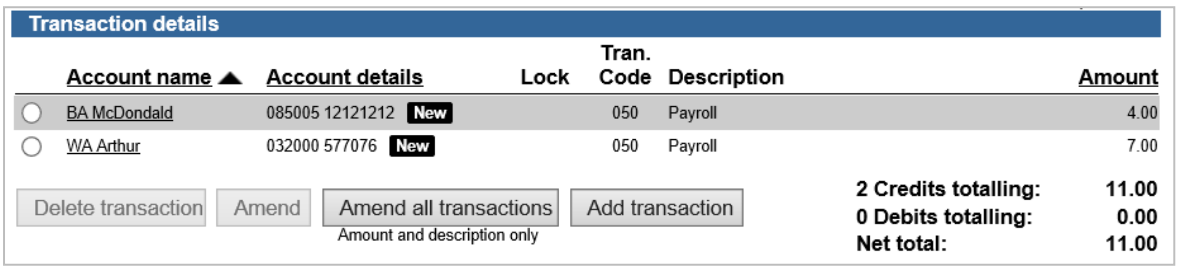
3. Complete the details as follows:
   - Select an Office from the list.
   - Enter a Template name unique to the selected office.
   - Select a Service ID from the list.
   - Select New Template from the Template type list.
   - Enter the Remitter name to appear on the recipient's bank statement.
   - If you do not want any returned transactions posted to the default account, choose No and specify an account.
   - Select Continue.

Entering transaction details



4. Complete the details as follows:
   - Select a Transaction code from the list.
   - Enter a BSB number.
   - Enter the recipients Account number.
   - Enter the recipients Account name.
   - Enter the Amount in AUD.
   - Enter a Description that will appear on the recipient bank statement.
   - Enter your own internal User reference.
   - Choose Yes to prevent the amount being amended when files are created from this template.
   - Select 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

5. Complete the following:
   - Review the details of the template and make any amendments. You can add up to 500 transactions.

- Select **Send to authorise** to make the template available for authorisation.
  OR
- Where your access also allows you to authorise select **Authorise now**.
  OR
- Where your organisation does not require templates to be authorised select **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.