

Creating payment files from new transactions.

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

To perform this procedure, you require **Creator** access to the **Create payment files without templates** feature and an **Australian Direct Entry** payment service ID.

1. From the left-hand menu, select **Payments > Create payments > File creation**.

Corporate Online displays the **Payment file details** screen.

Entering payment file details

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Create payments - File creation

Payment file details Help

Enter file details and then click on the **Continue** button. All information with an asterisk * is mandatory.

Step 1 - Enter payment file details

* Office:

* Create file:

* Service ID:

Your account: WBC 032000 431

Service type: Credit

Currency: AUD

* Remitter name:

Name shown on recipient's bank statement.

Do you want rejected payments to be returned to the same account? Yes No

* Return BSB: * Account Number:

This is the nominated BSB and Account where rejected payments are returned.

* File name:

Description:

* Value date: 11 November 2021

Step 2 - Enter transaction details>>

2. Complete the details as follows:

- Select an **Office** from the list.
- Select **New file** from the list.
- Select a **Service ID** from the list.
- Enter a **Remitter name** that will appear on the recipients Bank statement.
- If you do not want any returned transactions posted to the default account, choose **No** and specify an account.
- Enter a **File name**. This is used to identify the file on the **Pending** and **Authorise** screens.
- Enter a **Description**.
- Use the calendar to select a **Value date** for the file.
- Select **Continue**.

Entering transaction details

Step 2 - Transaction details

* Transaction type / code: Account Number:

* BSB: Please ensure the above details are correct as they are used to process the transaction.

* Account name: The Account name is not used to process the transaction.

* Amount: AUD

* Description: The description is used to provide information to the beneficiary of this transaction. It is not used to process the transaction.

User reference: This reference is for your internal use.

Lock amount? No The amount and description can be amended when saving as a template.
 Yes Only the description can be amended when saving as a template.

Payment file summary>>

3. 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**.
- If you save this file as a template for future use, choose **Yes** to prevent the amount being amended when files are created from that template.
- Select **Continue**.

File summary

Transaction details						
Account name ▲	Account details	Lock	Tran. Code	Description	Amount	
<input type="radio"/> DR Smith	105135 45454545 New		050	Invoice AB23	2.00	
<input type="radio"/> SJ Turner	015578 7676767 New		050	Invoice SR17	4.00	
				2 Credits totalling:	6.00	
				0 Debits totalling:	0.00	
				Net total:	6.00	

4. Complete the following:

- Review the details of the payment file and make any amendments. You can add up to 500 transactions.
- If you want to save the transactions, you have entered as a template for re-use tick the option and enter a template name (unique within this office).
- Select **Send to authorise** to make the payment available for authorisation.
- OR
- Where your access also allows you to authorise confirm you have enough available authorisation limits and then select **Authorise now**.

Confirmation

Online Payments displays the **Payment file confirmation** screen. If the status of the payment is "Created / unauthorised" or "Partially authorised" authorisation is required before the payment is made. Ask another user to sign-in and authorise the file by selecting **Authorise** from the left-hand menu.