Corporate Online



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.

Main menu	Create payment - import file					
Payments	Load your payment file for processing					
Create payments Existing beneficiary New beneficiary Transfer funds	Select a file to import, confirm actions on completion of successful import and then click Import file.					
BPAY	Step 1 - Select office and file to import					
Recurring payment	* Office: Chair Services Pty Ltd V					
File creation Vostro payment	* File name: Choose File Dayments 19072024.txt					
Manage						
Recurring payments Beneficiary details						
BPAY biller details File templates	Make the payment file available for authorisation?	Yes	O No	Find out more about these options		
Authorise	View the payment file details?	Yes	O No			
View Payment status		0 100				
Export					Import file	

- 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.

lobytes received: 1 Total file size: 1 kb
timated time remaining completed
completed

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**.

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Corporate Online displays the **Import file confirmation** screen with a list of transactions in the file.

Payment file transaction details							
Account name	Account details	I/TC	Description	Amount	Status		
<u>A SMITH</u>	032-000 555555	50	ABC PTY LTD	0.10	UNPRC		
B WILLIAMS	032-000 222222	50	ABC PTY LTD	0.20	UNPRC		
D CHARLES	032-000 333333	50	ABC PTY LTD	0.30	UNPRC		
D MCDONALD	032-000 444444	50	ABC PTY LTD	0.40	UNPRC		

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.

Additional payment information	
Created by: D Bean	Date and time: 19 July 2024 12:30 AEST
View detailed audit information	
	Transaction limit:AUD20.00Limit remaining today:AUD20.00
Go to pending payments	Print preview Authorise now

- 4. Complete any of the following based on you authority role in Online Payments:
 - Select **Print preview** to print the payment file details.
 - Select Go to pending payments to return to the list of payment files.
 - 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.