

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.

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

- 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.

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

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
A SMITH	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: AUD 20.00

Limit remaining today: AUD 20.00

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.