

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.

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Create payment - import file

Load your payment file for processing ? Help

Select a file to import, confirm actions on completion of successful import and then click **Import file**.

Step 1 - Select office and file to import

* Office:

* File name:

Step 2 - Select actions on completion of successful import

Make the payment file available for authorisation? Yes No [Find out more about these options](#)

View the payment file details? Yes No

- 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.

Import file status			
Start time:	1:17:45 PM		
Kilobytes received:	1	Total file size:	1 kb
Estimated time remaining:	completed		
Your file has been successfully imported and is ready for authorisation.			
Select OK to view and then authorise payment file details.			

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 that details a list of transactions included in the file.

Payment file transaction details			
Account name	Account details	I/TCDescription	Amount Status
Additional payment information			
Created by: D Bean		Date and time:	10 February 2021 13:19 AEDT
View detailed audit information			
		Transaction limit:	AUD 10.00
		Limit remaining today:	AUD 10.00
<input type="button" value="Go to pending payments"/>		<input type="button" value="Print preview"/>	<input type="button" value="Authorise now"/>

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.

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