

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.

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.

Payment file transaction details					
Account name	Account details	I/TC	Description	Amount	Status
A CITIZEN	032-000 555	50	PAYROLL	0.10	UNPRC
B CITIZEN	032-000 222	50	PAYROLL	0.20	UNPRC
C CITIZEN	032-000 333	50	PAYROLL	0.30	UNPRC
D CITIZEN	032-000 444	50	PAYROLL	0.40	UNPRC

Start of list
Previous 20 transactions
Next 20 transactions
End of list

Account names are not used to process payments. Entering incorrect details may mean the wrong account is credited and it may not be possible to recover the funds.

Status codes:
CANCL - Payment file cancelled / deleted
ERROR - Payment to beneficiary is rejected
INPRG - In progress
PROCD - Processed
UNPRC - Unprocessed

Payment file cut-off time information	
To allow processing on the selected date, this payment file must be fully authorised by the cut-off time below.	
Payment file cut-off:	18:00 AEDT 26 March 2025

Additional payment information	
Created by:	J. Citizen
Date and time:	24 March 2025 10:45 AEDT
View detailed audit information	

Transaction limit: AUD 1.00
Limit remaining today: AUD 1.00

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.