

Creating file templates from files and templates.

Follow this guide to create a file template from an existing **file template** or **payment file**.

To perform this procedure, you require **Creator** access to the **Manage file templates** feature and an **Australian** or **New Zealand** Direct Entry payment service ID.

- From the left-hand menu, select **Payments > Manage > File templates**. Corporate Online displays the **List of templates** screen.

Main menu

- ▼ Payments
 - Create payments
 - Existing beneficiary
 - New beneficiary
 - Transfer funds
 - BPAY
 - Tax payment
 - Recurring payment
 - Import file
 - File creation
 - Vostro payment
 - Manage
 - Pending payments
 - Recurring payments
 - Beneficiary details
 - BPAY biller details
 - File templates**
 - Reports
- Authorise
- View
 - Payment status
 - File status
- Export
- Set preferences
- Site map

Manage file templates

Create and manage file templates. To view file template details click on the **Template name** link.

Select office and status as required

Office: Service ID: Status:

Search criteria:

Template list

Template name ▲	Service ID	Service type	Account details	Transactions	Status
<input type="radio"/> AU CREDITORS	AUDES000074	Credit	032000 431	2	A
<input type="radio"/> NZ CREDITORS	NZDES90973210030DC	Credit	030587 00000000 0000	3	A
<input type="radio"/> NZ PAYROLL	NZDES90973210030DC	Credit	030587 00000000 0000	2	A

- Click **Create**. Corporate Online displays the **Enter file template details** screen.

Entering file template details

Step 1 - Enter file template details

* Office:

* Template name:

* Service ID:

* Template type:

* Status:

Search criteria:

Existing template selection

Template name ▲	Service ID	Service type	Account details	Transactions	Status
<input checked="" type="radio"/> AU PAYROLL	AUDES000088	Mixed	032000 431	2	U
<input type="radio"/> AUD CREDITORS	AUDES000088	Mixed	032000 431	2	A

Status codes:

A - Authorised P - Partially authorised
D - Deleted R - Rejected
I - Incomplete - waiting to be sent to authorisation U - Created / unauthorised

3. Complete the details as follows:

- Select an **Office** from the list.
- Enter a **Template name** unique to the selected office.
- Select a **Service ID** from the list.
- Select **From existing template** or **From existing payment file** from the **Template type** list.

Corporate Online displays a list of file templates or payment files for the selected **Office** and **Service ID**.

- Select the **file template** or **payment file** to copy to and then click **Continue**.

Template summary

Transaction details					
<input type="radio"/>	Account name ▲	Account details	Lock	Tran. Code	Description
<input type="radio"/>	BA McDondald	085005 12121212 New		050	Payroll
<input type="radio"/>	WA Arthur	032000 577076 New		050	Payroll
Delete transaction					2 Credits totalling: 11.00
Amend					0 Debits totalling: 0.00
Amend all transactions					Net total: 11.00
Add transaction					
Amount and description only					

4. Complete the following:

- Review the details of the template and make any amendments. You can add up to 500 transactions.
- Click **Send to authorise** to make the template available for authorisation.
- OR
- Where your access also allows you to authorise click **Authorise now**.
- OR
- Where your organisation does not require templates to be authorised click **Submit** to make the template immediately available to use in future payment files.

Send to authorise

Authorise now

Submit

Confirmation

Online Payments displays the **Template confirmation** screen. If the status of the template is “Created / unauthorised” or “Partially authorised” authorisation is required before the template can be used. Ask another user to sign-in and authorise the template by selecting **Authorise** from the left-hand menu.