

## 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**

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**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: Chair Services Pty Ltd

Service ID: All Status: All

Search criteria: None

Update list

Clear

Reset list parameters

**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

Delete Amend **Create** Send to authorise

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

## Entering file template details

**Step 1 - Enter file template details**

\* Office: Chair Services Pty Ltd

\* Template name:

\* Service ID: AUDES000088 - Chair Services

\* Template type: From existing template

\* Status: All

Search criteria: None

Update list

Clear

Reset list parameters

**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

Start of list Previous 20 templates Next 20 templates End of list

**Status codes:**

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

**Continue**

Template Summary>>

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						
	Account name ▲	Account details	Lock	Tran. Code	Description	Amount
<input type="radio"/>	BA McDondald	085005 12121212 <b>New</b>		050	Payroll	4.00
<input type="radio"/>	WA Arthur	032000 577076 <b>New</b>		050	Payroll	7.00
					<b>2 Credits totalling:</b>	<b>11.00</b>
					<b>0 Debits totalling:</b>	<b>0.00</b>
					<b>Net total:</b>	<b>11.00</b>

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.

## 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.