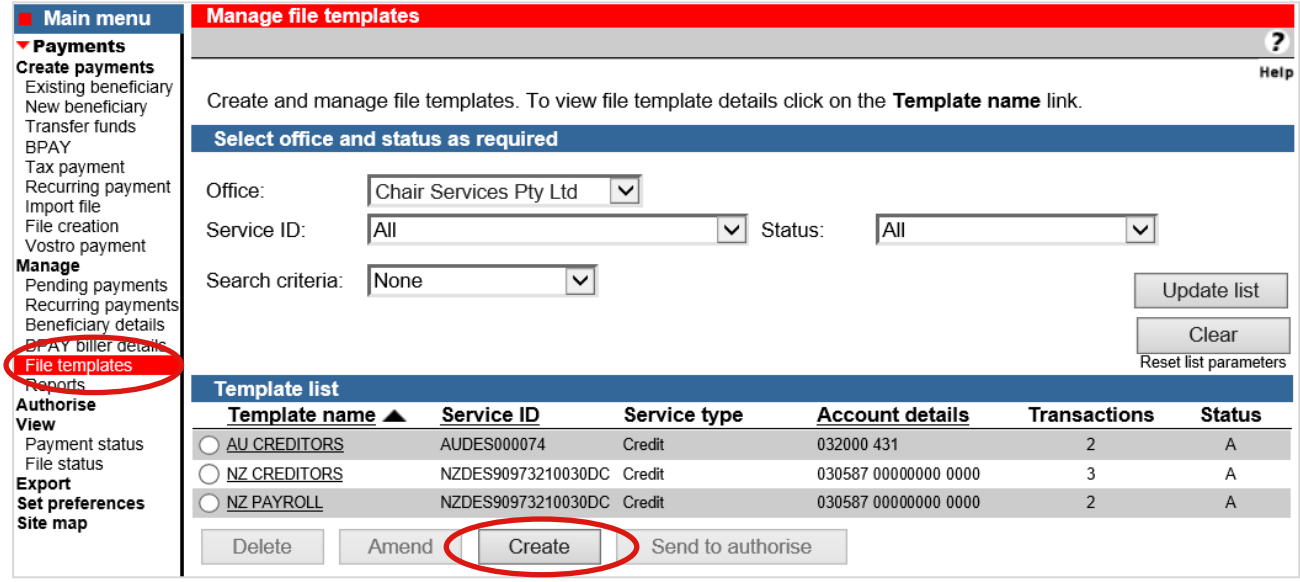
Creating file templates from new transactions.

Follow this guide to create a file template by entering new transactions to accounts in **Australia**.

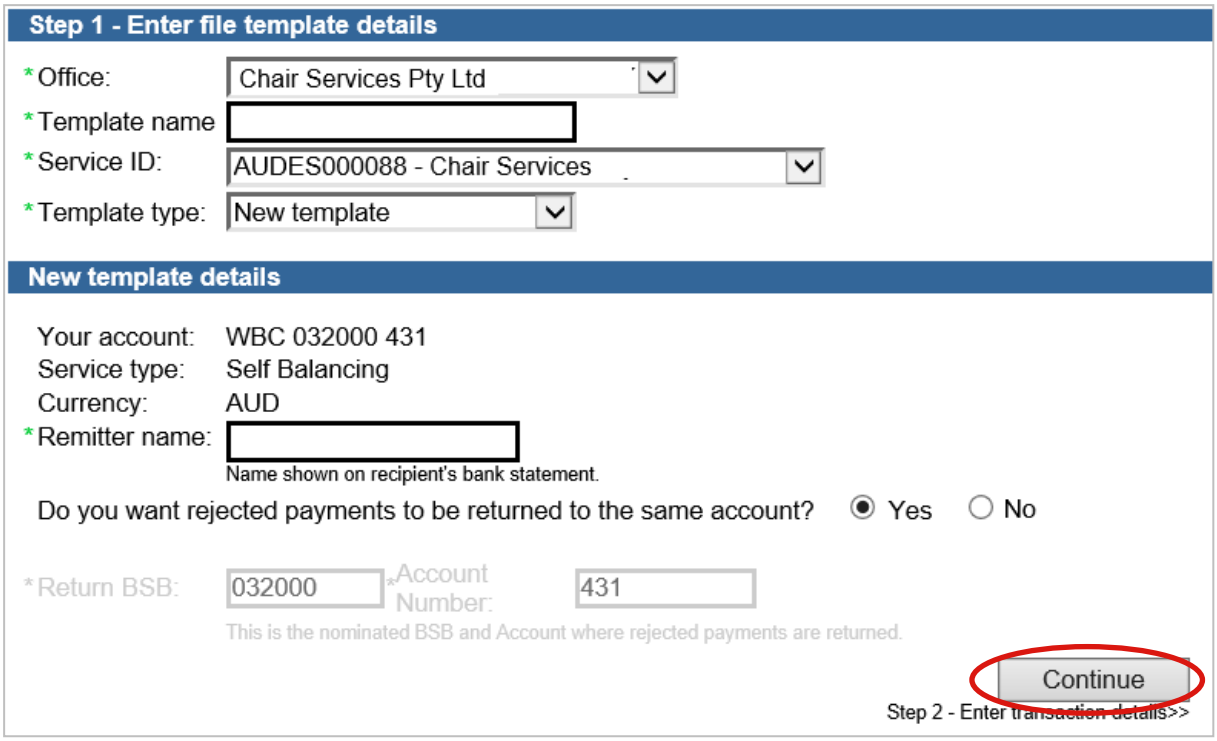
To perform this procedure, you require **Creator** access to the **Manage file templates** feature and an **Australian Direct Entry** payment service.

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



2. Select **Create**. Corporate Online displays the **Enter file template details** screen.

Entering file template details



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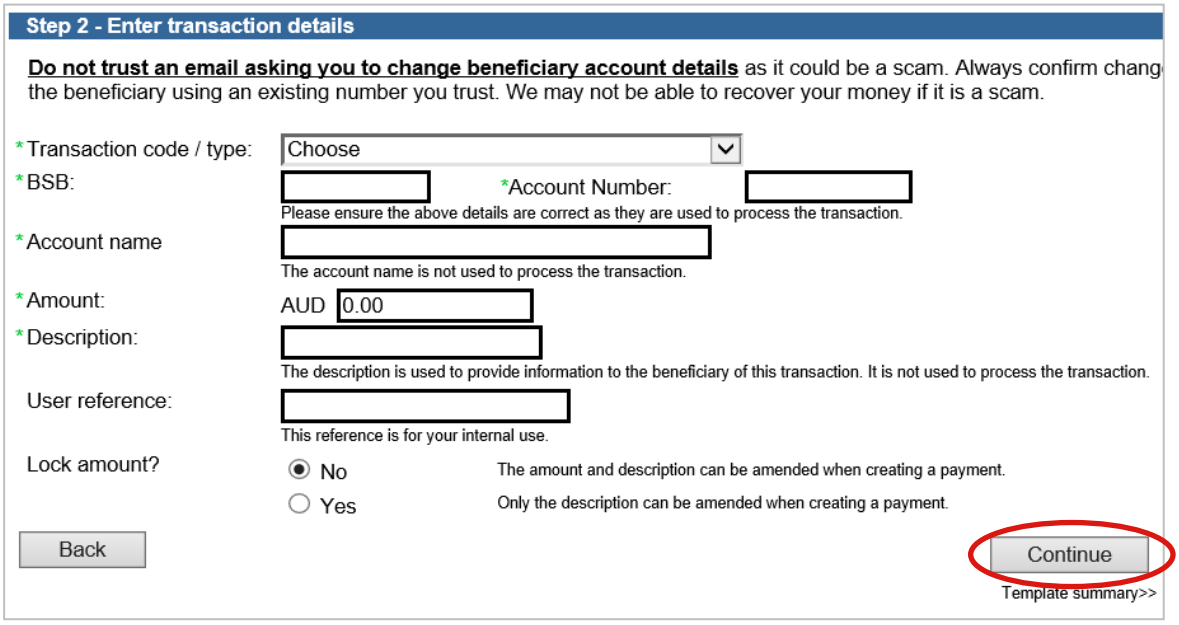
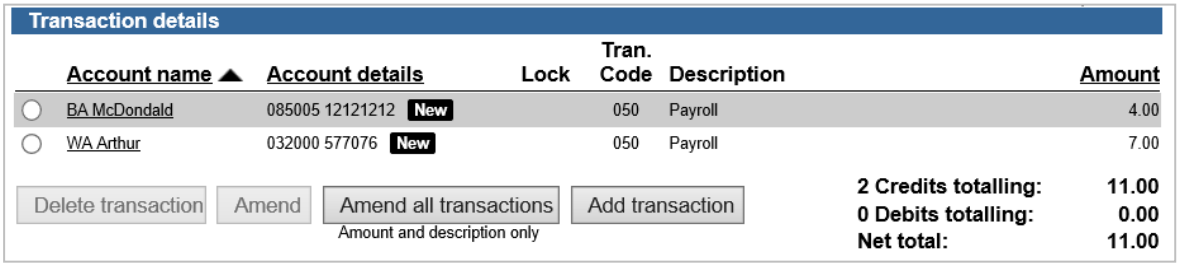
3. Complete the details as follows:
   - Select an **Office** from the list.
   - Enter a **Template name** unique to the selected office.
   - Select a **Service ID** from the list.
   - Select **New Template** from the **Template type** list.
   - Enter the **Remitter name** to appear on the recipient's bank statement.
   - If you do not want any returned transactions posted to the default account, choose **No** and specify an account.
   - Select **Continue**.

Entering transaction details



4. Complete the details as follows:
   - Select a **Transaction code** from the list.
   - Enter a **BSB** number.
   - Enter the recipients **Account number**.
   - Enter the recipients **Account name**.
   - Enter the **Amount** in AUD.
   - Enter a **Description** that will appear on the recipient bank statement.
   - Enter your own internal **User reference**.
   - Choose **Yes** to prevent the amount being amended when files are created from this template.
   - Select **Continue**.

Template summary



5. Complete the following:
   - Review the details of the template and make any amendments. You can add up to 500 transactions.

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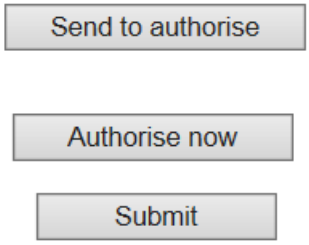
- Select **Send to authorise** to make the template available for authorisation.
  OR
- Where your access also allows you to authorise select **Authorise now**.
  OR
- Where your organisation does not require templates to be authorised select **Submit** to make the template immediately available to use 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.

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