

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.

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: Chair Services Pty Ltd

Service ID: All Status: All

Search criteria: None

Update list

Clear

Reset list parameters

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

2. Select **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: New template

New template details

Your account: WBC 032000 431

Service type: Self Balancing

Currency: AUD

* Remitter name: []
Name shown on recipient's bank statement.

Do you want rejected payments to be returned to the same account? Yes No

* Return BSB: 032000 *Account Number: 431
This is the nominated BSB and Account where rejected payments are returned.

Continue

Step 2 - Enter transaction details>>

- 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

Step 2 - Enter transaction details

Do not trust an email asking you to change beneficiary account details as it could be a scam. Always confirm change the beneficiary using an existing number you trust. We may not be able to recover your money if it is a scam.

*Transaction code / type:

*BSB: *Account Number:

Please ensure the above details are correct as they are used to process the transaction.

*Account name:

The account name is not used to process the transaction.

*Amount: AUD

*Description:

The description is used to provide information to the beneficiary of this transaction. It is not used to process the transaction.

User reference:

This reference is for your internal use.

Lock amount? No Yes

The amount and description can be amended when creating a payment.
Only the description can be amended when creating a payment.

[Template summary>>](#)

- 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

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

Amount and description only

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

- 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.

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.