

## 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.

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

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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:  Service ID:  Status:

Search criteria:

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

- Select **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:

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

Step 2 - Enter transaction details>>

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

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>>

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

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

Delete transaction

Amend

Amend all transactions

Add transaction

Amount and description only

2 Credits totalling:

11.00

0 Debits totalling:

0.00

Net total:

11.00

5. 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.