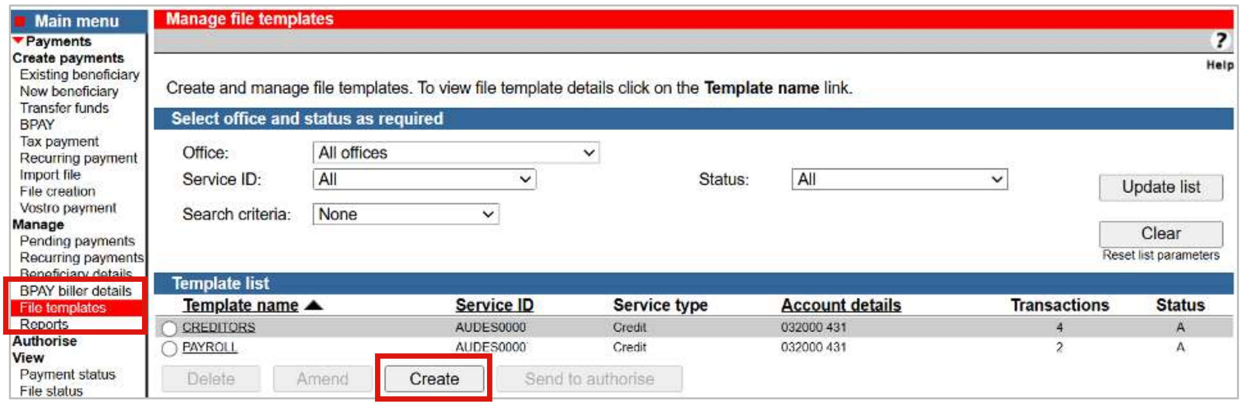
Corporate Online

Creating file templates from files and templates.

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

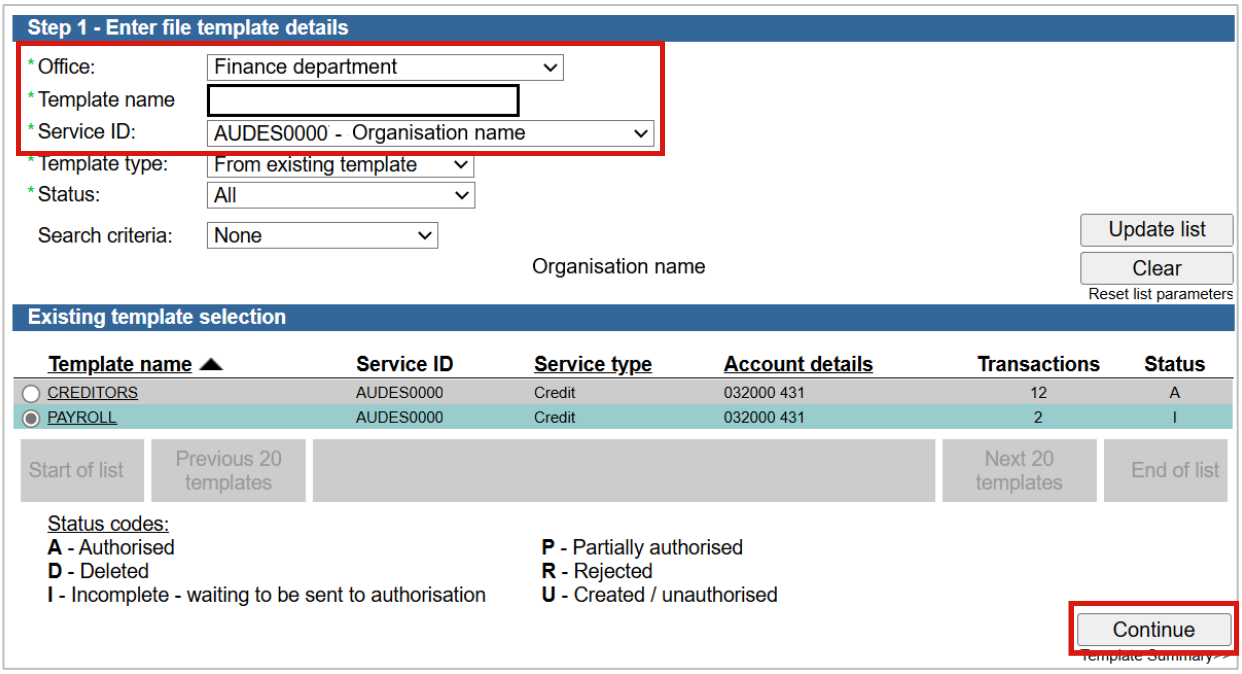
To perform this procedure, you require **Creator** access to the **Manage file templates** feature and an **Australian** or **New Zealand** Direct Entry payment service ID.

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



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

Entering file template details

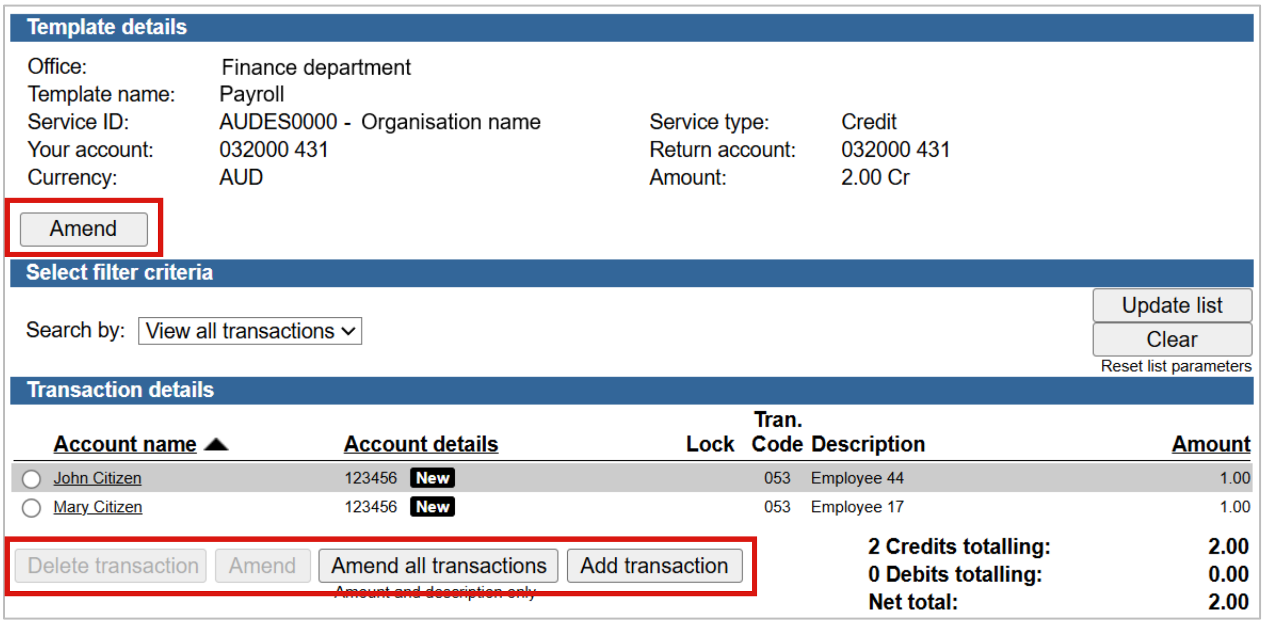


3. Complete the details as follows:
   - Select an **Office** from the list.
   - Enter a **Template name** unique to the selected office.
   - Select a **Service ID** from the list.
   - Select **From existing template** or **From existing payment file** from the **Template type** list.

   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



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.