Creating payment files from new transactions.

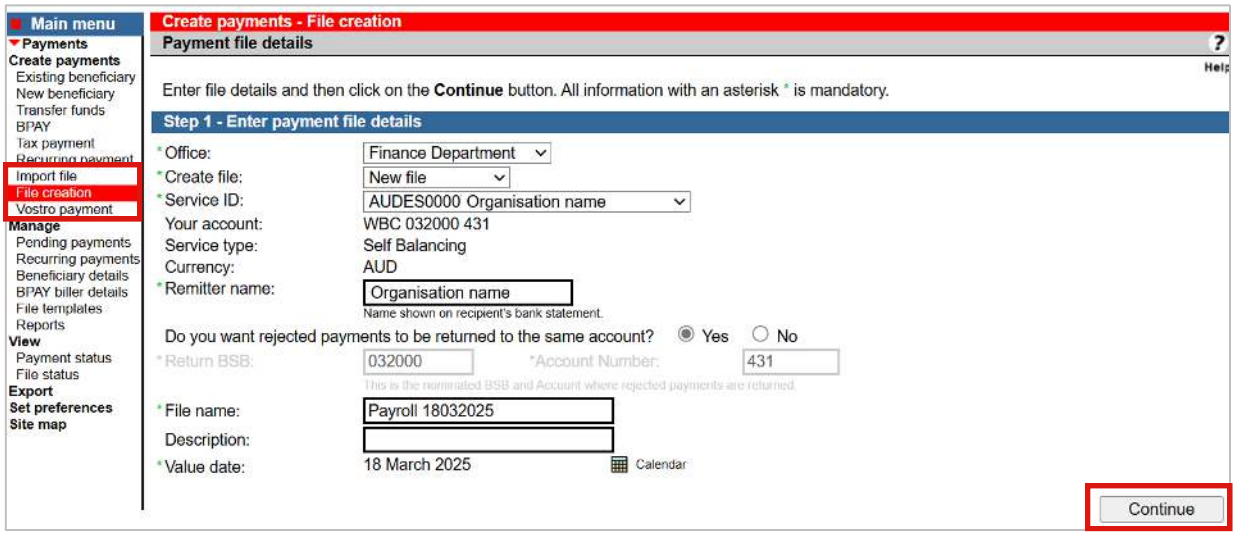
Follow this guide to create a payment file by entering new transactions to accounts in **Australia**.

To perform this procedure, you require **Creator** access to the **Create payment files without templates** feature and an **Australian Direct Entry** payment service ID.

1. From the left-hand menu, select **Payments** > **Create payments** > **File creation**.

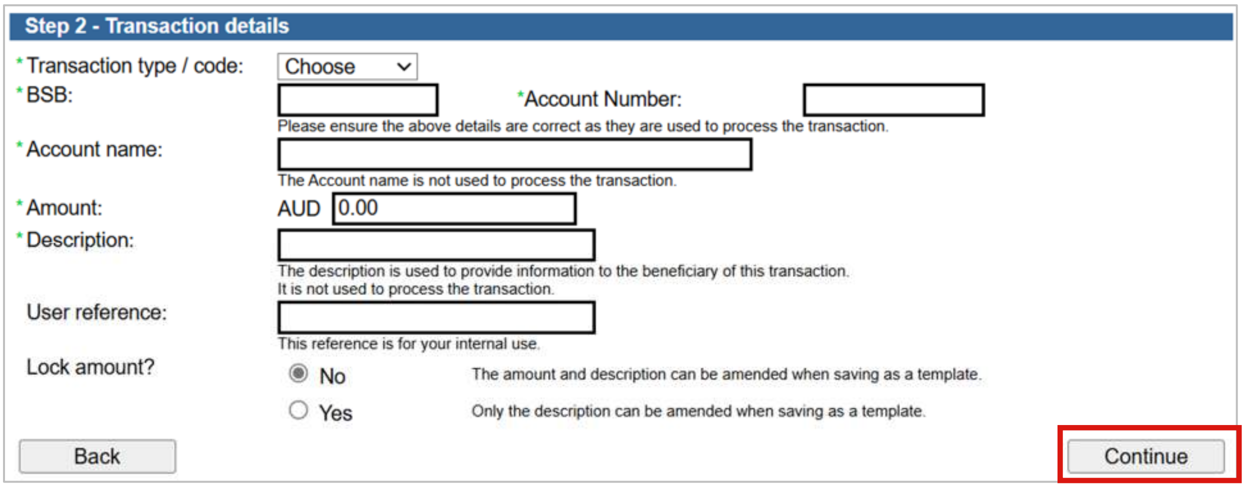
   Corporate Online displays the **Payment file details** screen.

Entering payment file details



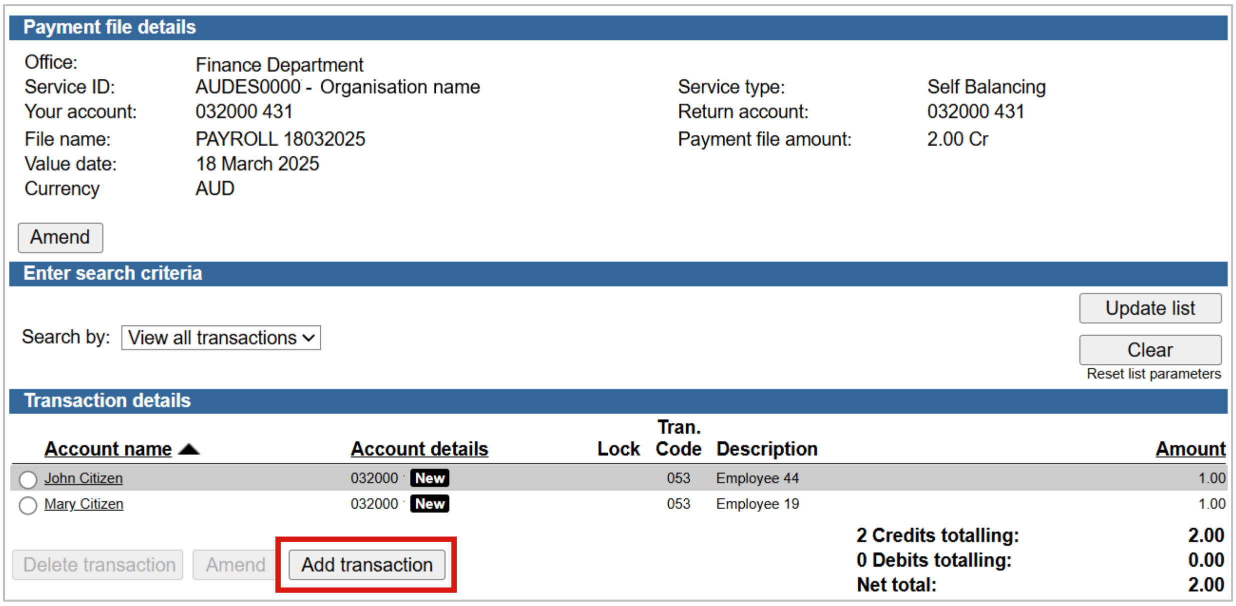
2. Complete the details as follows:
   - Select an **Office** from the list.
   - Select **New file** from the list.
   - Select a **Service ID** from the list.
   - Enter a **Remitter name** that will appear on the recipients Bank statement.
   - If you do not want any returned transactions posted to the default account, choose **No** and specify an account.
   - Enter a **File name**. This is used to identify the file on the **Pending** and **Authorise** screens.
   - Enter a **Description**.
   - Use the calendar to select a **Value date** for the file.
   - Select **Continue**.

Entering transaction details



3. 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**.
   - If you save this file as a template for future use, choose **Yes** to prevent the amount being amended when files are created from that template.
   - Select **Continue**.

File summary



4. Complete the following:
   - Review the details of the payment file and make any amendments. You can add up to 500 transactions.
   - If you want to save the transactions, you have entered as a template for re-use tick the option and enter a template name (unique within this office).
   - Select **Send to authorise** to make the payment available for authorisation.

OR

- Where your access also allows you to authorise confirm you have enough available authorisation limits and then select Authorise now.

Confirmation

Online Payments displays the Payment file confirmation screen. If the status of the payment is “Created / unauthorised” or “Partially authorised” authorisation is required before the payment is made. Ask another user to sign-in and authorise the file by selecting Authorise from the left-hand menu.