

## 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.

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

**Main menu**

- Payments
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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:    Reset list parameters

**Template list**

Template name	Service ID	Service type	Account details	Transactions	Status
<input type="radio"/> CREDITORS	AUDES0000	Credit	032000 431	4	A
<input type="radio"/> PAYROLL	AUDES0000	Credit	032000 431	2	A

- Click **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:  \* Status:  Search criteria:    Reset list parameters

**Existing template selection**

Template name	Service ID	Service type	Account details	Transactions	Status
<input type="radio"/> CREDITORS	AUDES0000	Credit	032000 431	12	A
<input checked="" type="radio"/> PAYROLL	AUDES0000	Credit	032000 431	2	I

**Status codes:**  
**A** - Authorised **P** - Partially authorised  
**D** - Deleted **R** - Rejected  
**I** - Incomplete - waiting to be sent to authorisation **U** - Created / unauthorised

Template Summary

- 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

Template details					
Office:	Finance department				
Template name:	Payroll				
Service ID:	AUDES0000 - Organisation name	Service type:	Credit		
Your account:	032000 431	Return account:	032000 431		
Currency:	AUD	Amount:	2.00 Cr		
<input type="button" value="Amend"/>					
Select filter criteria					
Search by: <input type="button" value="View all transactions"/>					<input type="button" value="Update list"/> <input type="button" value="Clear"/> <small>Reset list parameters</small>
Transaction details					
Account name ▲	Account details	Lock	Tran. Code	Description	Amount
<input type="radio"/> John Citizen	123456 <b>New</b>		053	Employee 44	1.00
<input type="radio"/> Mary Citizen	123456 <b>New</b>		053	Employee 17	1.00
<input type="button" value="Delete transaction"/> <input type="button" value="Amend"/> <input type="button" value="Amend all transactions"/> <input type="button" value="Add transaction"/>					<b>2 Credits totalling:</b> 2.00 <b>0 Debits totalling:</b> 0.00 <b>Net total:</b> 2.00

### 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.