

## 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

**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
  - View
    - Payment status
    - File status
  - Export
    - Set preferences
    - Site map

**Create payments - File creation**

**Payment file details**

Enter file details and then click on the **Continue** button. All information with an asterisk \* is mandatory.

**Step 1 - Enter payment file details**

\* Office: Finance Department

\* Create file: New file

\* Service ID: AUDES0000 Organisation name

Your account: WBC 032000 431

Service type: Self Balancing

Currency: AUD

\* Remitter name: Organisation 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.

\* File name: Payroll 18032025

Description:

\* Value date: 18 March 2025 Calendar

**Continue**

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

Step 2 - Transaction details

\*Transaction type / code:

Choose

\*BSB:

\*Account name:

\*Amount:

AUD 0.00

\*Description:

User reference:

Lock amount?

☒ No
 ☐ Yes

\*Account Number:

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

The Account name is not used to process the transaction.

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

This reference is for your internal use.

The amount and description can be amended when saving as a template.

Only the description can be amended when saving as a template.

Back

Continue

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

Payment file details

Office:

Finance Department

Service ID:

AUDES0000 - Organisation name

Service type:

Self Balancing

Your account:

032000 431

Return account:

032000 431

File name:

PAYROLL 18032025

Payment file amount:

2.00 Cr

Value date:

18 March 2025

Currency:

AUD

Amend

Enter search criteria

Search by:

View all transactions

Update list

Clear

Reset list parameters

Transaction details

Account name	Account details	Lock	Tran. Code	Description	Amount
<input type="radio"/> John Citizen	032000 <b>New</b>		053	Employee 44	1.00
<input type="radio"/> Mary Citizen	032000 <b>New</b>		053	Employee 19	1.00
2 Credits totalling:					2.00
0 Debits totalling:					0.00
Net total:					2.00

Delete transaction

Amend

Add transaction

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.