

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: 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

- 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: Credit 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

- 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 changes by calling 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 The amount and description can be amended when creating a payment.

☐ Yes Only the description can be amended when creating a payment.

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

Template details

Office: Finance department

Template name: PAYROLL

Service ID: AUDES0000 - Organisation name

Your account: 032000 431

Currency: AUD

Service type: Credit

Return account: 032000 431

Amount: 2.00 Cr

Select filter criteria

Search by:

Reset list parameters

Transaction details

Account name	Account details	Tran. Code	Description	Amount
<input type="radio"/> John Citizen	123456 New	053	Employee 44	1.00
<input type="radio"/> Mary Citizen	123456 New	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"/>				2 Credits totalling: 2.00 0 Debits totalling: 0.00 Net total: 2.00

Amount and description only

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.

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.