## **Corporate Online**



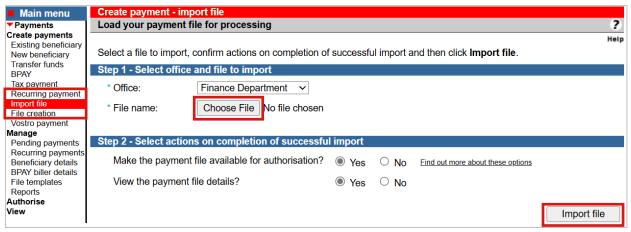
## Importing payment files.

Follow this guide to import and prepare for authorisation a payment file (i.e.: Payroll or Creditors) that has been created in a system external to Corporate Online.

To perform this procedure, you require **Creator** access to the **Import file** feature and a **Payment service** (Direct Entry or Payment processing) through an **Office**.

Note: For New Zealand, Papua New Guinea and Fiji direct entry files access is also required to the underlying account within the import file nominated to be the account debited/credited with the net value of the file.

1. From the left-hand menu, select **Payments > Create payments > Import file**. Corporate Online displays the **Load your payment file for processing** screen.



- 2. Complete the details as follows:
  - Select an Office from the list.
  - Use the **Browse** or **Choose file** options to locate and select the file to be imported.
  - Select **No** if you do not want to send the file into the authorisation queue after import.
  - Select No if you do not want to view the file details after import.
  - Select **Import file**. The import process commences and Corporate Online updates you as it progresses.



Note: If the payment file contained a basic error, Corporate Online displays that on the progress dialog. You will need to correct the file details in the system that you created the file, and then import again.

3. Once the file importing process is completed select **OK**.

Corporate Online displays the **Import file confirmation** screen with a list of transactions in the file.

## **Corporate Online**



Note: For New Zealand files any transactions that are in error will be removed from the file during the import process. Select the **View file import error details** link to view details of these transactions.

	transaction details					
Account name	e Account o	details	I/TC	Description		Amount Status
<u>A CITIZEN</u>	032-000 555		50	PAYROLL		0.10 UNPRC
B CITIZEN	032-000 222		50	PAYROLL		0.20 UNPRC
C CITIZEN	032-000 333		50	PAYROLL		0.30 UNPRC
D CITIZEN	032-000 444		50	PAYROLL		0.40 UNPRC
Start of list	Previous 20 transactions				Next 20 transactions	End of list
Status codes: CANCL - Payment file cancelled / deleted ERROR - Payment to beneficiary is rejected INPRG - In progress  Status codes: PROCD - Processed UNPRC - Unprocessed						
	cut-off time inform					
To allow pro Payment file	•	cted date, this payment file EDT	must be fu 26 March 2	•	cut-off time below.	
			26 March 2	2025		
Additional pa	ayment information		26 March 2	2025		
Additional pa	•			Date and time:	24 March 2	2025 10:45 AEDT
Created by:	•			·	24 March 2	2025 10:45 AEDT
Created by:	J. Citiz			·	24 March 2  Transaction Ii  Limit remaining	i <u>mit:</u> AUD 1.00

- 4. Complete any of the following based on you authority role in Online Payments:
  - Select **Print preview** to print the payment file details.
  - Select Go to pending payments to return to the list of payment files.
  - Where your access allows you to authorise confirm that you have sufficient available authorisation limits and then select **Authorise now**.

Online Payments displays the **Pending payments** screen. If the status of the file is "Unauthorised" or "Partially authorised" authorisation is required before the file is processed. Ask another user to sign-in and authorise the file by selecting **Authorise** from the left-hand menu.