

# COMMERCIAL BANKING

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## CONVERTING CORPORATE ONLINE CHAPS CSV FILES – PAYMENTS TO A UK SORT CODE & ACCOUNT NUMBER

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Importing Payments in Commercial Banking Online



**LLOYDS BANK**

# Import your Payment Files in Commercial Banking Online

In Commercial Banking Online all **Payment Files** must be imported using an **Import Map**. There are two different **Import Maps** available to import **CHAPS**:

- Corporate Online Import Map.
- Commercial Banking Online Import Map.

Follow the instructions in this guide to prepare your **Import File** for use with one of the **Import Maps**.



## Important Information

We recommend that you use the Corporate Online Import Map, as by choosing this option you may not need to make any changes to your local systems.

This guide includes instructions for **CHAPS payments to a UK sort code and account number**.

A separate guide for **CHAPS payments to a UK SWIFT/BIC code and IBAN** is available on the Move to Commercial Banking Online Support Site.

## Using the Corporate Online Import Map


This **Import Map** allows you to continue to use your **Import File** in the same format as you used for Corporate Online, subject to making a few checks and changes to your local payment software, if required.

To use this **Import Map** you will need to make the following changes to your local payment software:

<b>Add 5 new fields</b>	<p>You will need to add an additional 5 fields to your import file. These will be added to the end of the existing fields in positions 27 to 30.</p> <p>If you currently use less than 31 fields you should add extra columns to make the file up to 31 fields in total.</p> <p>You should leave the four fields in positions 27 to 30 empty. The field in position 31 will be populated with the Value Date as below.</p>
<b>Add Value Date field</b>	<p>Populate the new field in position 31 with the Value Date for the payment (the date on which the payment will process) in format DD/MM/YYYY</p> <p>A Value Date column was not previously required on Corporate Online.</p>
<b>Update the format of fields into valid format for Commercial Banking Online</b>	<p>Debit Account Number: must be combined into one field, including a hyphen to format the sort code and account number as SSSSSS-AAAAA.</p>
<b>Check the length of field entries is within Commercial Banking Online limit</b>	<p>If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected.</p> <p><b>You will need to amend your local file format to match the specifications for Commercial Banking Online.</b></p>

To support you in making any changes required, sample **Import Files** and specifications are available for download from the Move to Commercial Banking Online Support Site.

Once you've checked your file, use the bespoke Corporate Online **Import Map** to import it into Commercial Banking Online. Find it by following the steps below:


 **To do**

**Homepage** → **Manage Payments** → **Importing** → **Import Payments**

In the 'Format Section' select the option below:  
**Map Name: 'XCOLCHAPSUKCSV'**  
**Description: 'Import Map for Corporate Online CHAPS CSV imports'**

**Step-by-step instructions for importing payment files** are available in the Commercial Banking Online Support Centre.

We recommend that you test your **Import File** while in the **Dual Access** period ahead of your move to Commercial Banking Online. Instructions for testing **Import File** and resolving errors are available from the Move to Commercial Banking Online Support Site.

 **Important Information**

**Testing your Import File will help you to spot and fix any errors before using it for the first time in Commercial Banking Online.**

## Using the Commercial Banking Online Import Map

This **Import Map** is compatible with the standard file format for Commercial Banking Online. It does not align to the Corporate Online standard format.

To use this **Import Map** you will need to configure your local payment software to produce the **Import File** in the Commercial Banking Online standard format, making the below changes:

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<b>Update the Header &amp; Trailer record</b>	<p>The Header line contains 3 fields (field position 1 to 3) and need to be populated as follows:</p> <ul style="list-style-type: none"><li>▪ Header Indicator: H</li><li>▪ Import date: YYYYMMDD</li><li>▪ Unique Sequence Number: Every payment file submitted by a user must have a unique number to help prevent duplicate imports.</li></ul> <p>The Trailer line contains 1 field (field position 1 in file) and needs to be populated as follows:</p> <ul style="list-style-type: none"><li>▪ Trailer Indicator: T</li></ul>
<b>Update the file structure to match the Commercial Banking Online template provided</b>	<p>Ensure the order of fields matches the file specification for Commercial Banking Online. You'll find this on the Move to Commercial Banking Online Support Site.</p>
<b>Add new mandatory fields</b>	<p>Value Date: must be in format YYYYMMDD</p> <p><b>For payments to beneficiaries with UK sort code and account number:</b></p> <p>Beneficiary Country: Populate with value 'GB'</p> <p>Beneficiary Bank Code Type: Populate with value 'UK'</p> <p>Beneficiary Bank Country: Populate with value 'GB'</p> <p>Beneficiary Account Type: Populate with value 'Other'</p>
<b>Update the format of fields into valid format for Commercial Banking Online</b>	<p>Debit Account Number: must be combined into one field, including a hyphen to format the sort code and account number as SSSSSS-AAAAAAA.</p>
<b>Check the length of field entries is within Commercial Banking Online limit</b>	<p>If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected.</p> <p><b>You will need to amend your local file format to match the specifications for Commercial Banking Online.</b></p>

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To support you in making any changes required, sample **Import Files** and specifications are available for download from the Move to Commercial Banking Online Support Site.

Once you've checked your file, use the bespoke Commercial Banking Online **Import Map** to import it into Commercial Banking Online. Find it by following the steps below:



### To do

Homepage

Manage Payments

Importing

Import Payments

In the 'Format Section' select the option below:

Map Name: 'CHAPS Payment'

Description: 'CHAPS CSV'

[Step-by-step instructions for importing payment files](#) are available in the Commercial Banking Online Support Centre.

We recommend that you test your **Import File** while in the **Dual Access** period ahead of your move to Commercial Banking Online. Instructions for testing **Import File** and resolving errors are available from the Move to Commercial Banking Online Support Site.



### Important Information

Testing your Import File will help you to spot and fix any errors before using it for the first time in Commercial Banking Online.

## Find out more

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We hope you have found this Guide clear and easy to understand but remember, our Helpdesk team are always ready to answer any query you may have.

You can reach them on **0808 202 1390**<sup>†</sup> between 7.30am – 6pm, Monday to Friday excluding bank holidays.

<sup>†</sup> Telephone calls may be recorded for security purposes and monitored under our quality control procedures.

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### Important information

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