

COMMERCIAL BANKING



CONVERTING CORPORATE ONLINE MULTI-PAYMENT TYPE CSV FILES

Importing Payments in Commercial Banking Online



LLOYDS BANK

Import your Payment Files in Commercial Banking Online

Commercial Banking Online allows you to import multiple different **Payment Types** at the same time. For example, you can import both **Faster Payments** and **CHAPS payments** within a single file.

To use the **Multi-Payment Import** you'll need to make changes to your local accounting software to produce the **Import File** required. Follow the instructions in this guide to do so.



Important Information

Alternatively, you can also split your Import Files to create a separate import file for each different Payment Type

Using the Commercial Banking Online Multi-Format Import Map

The multi-format **Import Map** allows you to continue to import multiple different **Payment Types** within a single **Import File**.

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



Important Information

The Multi-Payment Format combines the Commercial Banking Online Import Map formats for each Payment Type – the high level changes required are below.


You will also need to follow the instructions in the relevant Payment Type guides to make sure all changes are implemented correctly.

These can be found on the Move To Commercial Banking Online support site.

<p>Update the Header & Trailer record</p>	<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"> ▪ Header Indicator: H ▪ Import date: YYYYMMDD ▪ Unique Sequence Number: Every payment file submitted by a user must have a unique number to help prevent duplicate imports. <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"> ▪ Trailer Indicator: T
<p>Update the file structure to match the Commercial Banking Online template provided</p>	<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>
<p>Update the format of fields into valid format for Commercial Banking Online</p>	<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> <p>Value Date: must be in format YYYYMMDD.</p> <p>SWIFT/BIC code: must be 11 characters. Adding XXX to the end of an 8 digit.</p> <p>SWIFT/BIC will identify the head office branch for the beneficiary bank.</p> <p>Further rules apply to different payment types. You will need to review the guidance documents for each payment type you want to import and make sure all mandatory fields have been populated.</p>
<p>Add new mandatory fields</p>	<p>Different rules apply to different payment types. You will need to review the guidance documents for each payment type you want to import and make sure all mandatory fields have been populated.</p>
<p>Check the length of field entries is within Commercial Banking Online limit</p>	<p>If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected.</p> <p>You will need to amend your local file format to match the specifications for Commercial Banking Online.</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 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: 'Multiple Format'
Description: 'Multiple Format Payment 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

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**[†] between 7.30am – 6pm, Monday to Friday excluding bank holidays.

[†] Telephone calls may be recorded for security purposes and monitored under our quality control procedures.

Important information

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