

# COMMERCIAL BANKING

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## CONVERTING CORPORATE ONLINE BACS MULTI CSV FILES

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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 **BACS Multiple Import (CSV)**:

- 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.

## 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.

Before using the **Import Map**, please make the following checks and changes to your local payment software:

<b>Remove the Contra and Trailer records</b>	The contra record and trailer record in the Corporate Online format are not needed and should to be removed. This means it is not possible to validate the value of the BACS Multiple payment within the import file. However, this information will be available on the Payment Management screen in Commercial Banking Online.
<b>Check length of field entries is within Commercial Banking Online limit</b>	The payment will be rejected if the length of the entry exceeds the maximum length for that field. Debit account reference field has a minimum length, if used. <b>You will need to amend your local file format to match the specifications for Commercial Banking Online.</b>
<b>Only contains a single debit account</b>	The Corporate Online import map can only process payments from one debit account per import file. <b>To import payments from multiple debit accounts in a single import file please split down into an individual file for each debit account or use the Commercial Banking Online Import Map.</b>
<b>Only contains a single value date</b>	The Corporate Online import map can only process payments from one value date per import file. <b>To import payments from multiple value dates in a single import file please split down into an individual file for each value date or use the Commercial Banking Online Import Map.</b>

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: 'XCOLBACSMULTI'  
Description: 'Import Map for Corporate Online BACS Multiple'

**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.

**i** **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 will not work with the Corporate Online standard import 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:

<p><b>Update Header &amp; Trailer records</b></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"> <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>
<p><b>Update the file structure to match the Commercial Banking Online template provided</b></p>	<p>Ensure the order of fields matches the file specification for Commercial Banking Online. You'll find this on the Commercial Banking Online Migration Support Site.</p> <p>The Commercial Banking Online import map format is comma separated rather than fixed length.</p>
<p><b>Remove the Contra records</b></p>	<p>The contra records in the Corporate Online file are not needed and should be removed.</p>
<p><b>Update the record indicator</b></p>	<p>Record indicator (field 1) needs to be updated to value 'D' for the debit side of the payment and value 'C' for each credit beneficiary line.</p>
<p><b>Update the format of fields into valid format for Commercial Banking Online</b></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><b>Check the length of field entries is within Commercial Banking Online limit</b></p>	<p>The payment will be rejected if the length of the entry exceeds the maximum length for that field.</p> <p>Debit account reference field has a minimum length, if used.</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 overleaf:


 **To do**

In the 'Format Section' select the option below:  
Map Name: 'BACS Payment'  
Description: 'BACS Batch 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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