

COMMERCIAL BANKING



CONVERTING CORPORATE ONLINE BACS SINGLE CSV FILES

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**.

The Commercial Banking Online **Multi-Payment Import Map** is the best way to import **BACS Single payments**, as you won't need to split the debit and credit side of each **BACS Single payment** onto separate lines.

To use it you'll need to convert your file to be compatible with the Commercial Banking Online **Multi-Payment Import Map**.

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


Using the Commercial Banking Online Multi-Payment Import Map

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

Update the Header & Trailer record	The Header line contains 3 fields (field position 1 to 3) and need to be populated as follows: <ul style="list-style-type: none">Header Indicator: HImport date: YYYYMMDDUnique Sequence Number: Every payment file submitted by a user must have a unique number to help prevent duplicate imports. The Trailer line contains 1 field (field position 1 in file) and needs to be populated as follows: <ul style="list-style-type: none">Trailer Indicator: T
Update the file structure to match the Commercial Banking Online template provided	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.
Update the format of fields into valid format for Commercial Banking Online	Debit Account Number: must be combined into one field, including a hyphen to format the sort code and account number as SSSSSS-AAAAAAA. Value Date: must be in format YYYYMMDD
Check the length of field entries is within Commercial Banking Online limit	If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected. You will need to amend your local file format to match the specifications for Commercial Banking Online.

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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