

COMMERCIAL BANKING



CONVERTING LLOYDSLINK ONLINE BACS MULTI FIXED LENGTH

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**.

To help you do this, keeping a similar format to LloydsLink Online, a bespoke LloydsLink Online **Import Map** is provided in Commercial Banking Online.

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

Using the LloydsLink Online BACS Multi Fixed Length Import Map

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

Before using the **Import Map**, please check your import file for the following:

Number of rows in the payment import file <1,001	The maximum number of rows in an import file in Commercial Banking Online is 1,000 lines. If the import file exceeds this limit you will need to be split the file down into individual files with less than 1,001 lines in each.
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.
Header and trailer records do not exist	The LloydsLink Online import map is built for a file without a header or trailer record. If a header or trailer record is included this may cause the file import to be rejected. Please delete header or trailer records in your local file format.

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 LloydsLink Online **Import Map** to import it into Commercial Banking Online. Find it by following the steps below:

✓ **To do**

In the 'Format Section' select the option below:
Map Name: 'XLOLIBACSFL'
Description: 'Import Map for LloydsLink Online BACS Fixed Length'

[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.

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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Our service promise

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