

# COMMERCIAL BANKING

---



## CONVERTING LLOYDSLINK ONLINE EURO MONEYMOVER 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**. There are two different **Import Maps** available to import **Euro MoneyMover Payments**:

- LloydsLink 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 LloydsLink Online Import Map, as by choosing this option you may not need to make any changes to your local systems.

## Using the LloydsLink Online 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.

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

<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-AAAAAAA.</p> <p>Value Date: Value Date: must be in format DD/MM/YYYY</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><b>Check the number of rows in the payment import file &lt;1,001</b></p>	<p>The maximum number of rows in an import file in Commercial Banking Online is 1,000 lines. If the import file exceeds this limit <b>you will need to be split the file down into individual files with less than 1,001 lines in each.</b></p>
<p><b>Check that header and trailer records do not exist</b></p>	<p>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. <b>Please delete header or trailer records in your local file format.</b></p>
<p><b>Check the length of field entries is within Commercial Banking Online limit</b></p>	<p>If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected. <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 LloydsLink 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: 'XLOLIEURMMCSV'**  
**Description: 'Import Map for LloydsLink Online Euro MoneyMover imports'**

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

 **Important Information**

When importing your **EURO Payments File** you must use the **Payment Import** method unless you have an **FX contract** in place, which must be included in the import file. You will then be able to obtain an exchange rate for each payment separately once the payments are imported using the **Get Rate** function in Payment Management.

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 LloydsLink 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 the Header &amp; Trailer record</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 Move to Commercial Banking Online Support Site.</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-AAAAAAA.</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><b>Check the number of rows - _ in the payment import file is &lt;1,001</b></p>	<p>The maximum number of rows in an import file in Commercial Banking Online is 1,000 lines. <b>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.</b></p>
<p><b>Check the length of field entries is within Commercial Banking Online limit</b></p>	<p>If the length of the entry in a field exceeds the maximum length for that field the payment will be rejected. <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 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: 'EURO Payment'  
Description: 'EURO CSV'

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

 **Important Information**

When importing your EURO Payments File you must use the **Payment Import** method unless you have an FX contract in place, which must be included in the import file. You will then be able to obtain an exchange rate for each payment separately once the payments are imported using the **Get Rate** function in Payment Management.

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**<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.

---

### Important information

Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No. 2065. Telephone: 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under Regulation number 119278.

Lloyds Bank International Limited trading as Lloyds Bank and Lloyds Bank Commercial Banking, registered Office and principle place of business: PO Box 160, 25 New Street, St. Helier, Jersey JE4 8RG. Registered in Jersey No. 4029. regulated by the Jersey Financial Services Commission. We abide by the Jersey Code of Practice for Consumer Lending.

The Isle of Man branch of Lloyds Bank International Limited is licensed by the Isle of Man Financial Services Authority to conduct deposit-taking and investment business and is also registered as an insurance intermediary in respect of general business.

The Guernsey branch of Lloyds Bank International Limited is licensed to conduct banking, investment and insurance intermediary business by the Guernsey Financial Services Commission under the Banking Supervision (Bailiwick of Guernsey) Law 1994, the Protection of Investors (Bailiwick of Guernsey) Law 1987 and the Insurance Managers and Insurance Intermediaries (Bailiwick of Guernsey) Law 2002.

Lloyds Bank plc is covered by the Financial Ombudsman Service (FOS). Please note due to FOS eligibility criteria not all Lloyds Bank business customers will be covered.

### Our service promise

If you experience a problem, we will always try to resolve it as quickly as possible. Please bring it to the attention of any member of staff. Our complaints procedures are published at [lloydsbank.com/business](https://lloydsbank.com/business)

