

# Bankline support guides: Templates and bulk lists – set up and manage

## In this guide

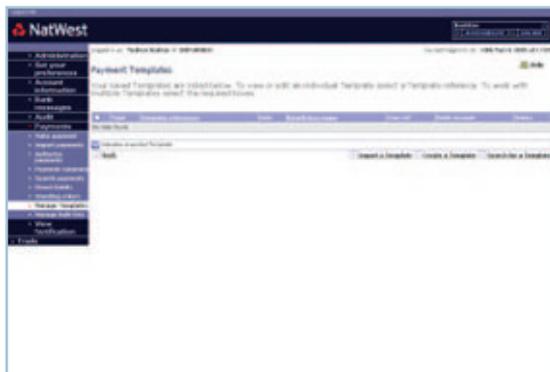
- Learn how to set up templates for regular payments, for example, to suppliers.
- Learn how to create standard domestic bulk lists for Faster Payments to multiple beneficiaries, such as salary runs.
- Learn how to create IAT (Inter-Account Transfer) bulk lists for regular transfers from one account to multiple accounts of yours.

You cannot set up or manage templates or bulk lists without the relevant privileges, which the Bankline Administrator needs to set up (see guides [Getting Started](#) and [Administration](#)).

## How to set up templates for regular payments

Templates are a useful tool for payments you make regularly. Apart from the convenience of not needing to re-enter the payment details, they give you greater control as the payee is fixed and the payment amount can be capped.

- 1 From the [Payments](#) menu, select [Manage Templates](#). This brings up a list of any templates you have already created.



- 2 Click [Create a Template](#).

To edit an existing template, simply click on the relevant template reference.

- 3 Choose the type of payment you want to make a template for: CHAPS, standard domestic or international.

You can also create templates for sterling or international IATs.

- 4 Enter the template, payment and beneficiary details, then click [Create Template](#).

To complete your template later, click [Save Template as Incomplete](#).

- 5 Check the details on the confirmation page and click [Confirm Template](#).

- 6 If dual control is off, you can click on [Make transfer from template](#). If dual control is on, a second user will need to check the template before you can use it.

- 7 If smartcard authorisation is enabled, you will need to authorise with your smartcard and reader.

At the smartcard authorisation screen, we'll give you a challenge code. You need to enter this into your smartcard reader.

See the [Templates & bulk lists - make payments](#) guide for details on making payments from the list you have created.

### Did you know?

You can see the status of each bulk list on the [Manage Bulk Lists](#) screen and when viewing a list's details. These are:

**Active** – you can use this bulk list to make payments.

**Unchecked** – you can't use this bulk list until it has been checked. You'll only see this status if your Administrator has activated the [Bulk lists dual controlled](#) feature, which requires that any new or revised bulk list is checked by a different user from the one who created or edited it.

**Incomplete** – you can't use this bulk list because the user who created or amended it hasn't finished making changes.

**Suspended** – you can't use this bulk list unless you have the relevant privilege to reinstate it. Only users with the 'suspend and reinstate templates' privilege can suspend (or reinstate) a template.

**Cancelled** – You can't use this bulk list because it has been deleted.

### Tip

If you need to set up several templates with similar details, the easiest way to do this is to start with an existing template, then edit the details to make a new version.

When viewing an existing template, users with the 'Add template for payment' privileges will see a [Save copy as](#) button. If you click this, it will take you to the [Create template](#) screen for that template, with all the details of the original already filled in. You can now amend these details and save it as a new template with a new reference.

### Remember

If you have the relevant privileges, you can also save a template after making a payment by clicking [Save as Template](#).

## How to create bulk lists for payments to multiple beneficiaries, such as salary runs

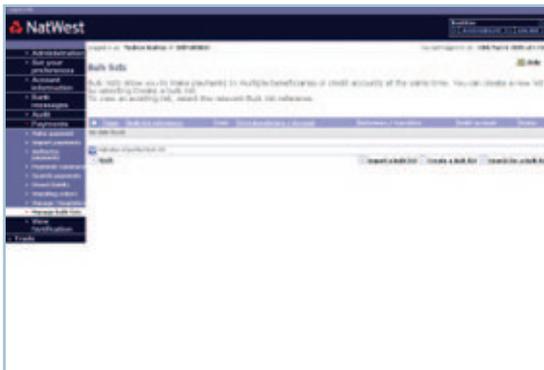
You can set up a list of beneficiaries to pay from a single debit account using a standard domestic bulk list. This allows you, or another user, to make Faster Payments to multiple beneficiaries from a single debit account.

- 1 From the **Payments** menu, select **Manage Bulk Lists**.

This brings up a list of any bulk lists you have already created.

- 2 Click **Create a bulk list**.

To edit an existing list, click on the relevant bulk list reference.



- 3 Choose the type of list you want to create – click on **Standard**.

- 4 Enter a reference for your bulk list and select or enter the debit account. (You can also add a beneficiary reference, but if you leave this blank it will default to the debit account name).

You can produce remittance advices on company headed paper if you wish. In the next step you will be able to choose which beneficiaries should receive remittance advices.

If you have the privilege, you can make the list confidential by ticking the 'Confidential' box.

Click **Create Bulk List**.



- 5 Enter the first beneficiary's name, a unique identifier and the beneficiary's account details. You can also edit the beneficiary reference. If required click on **Add remittance advice** to set up address details for this beneficiary. When you have finished click **Add Beneficiary**.

- 6 To add another beneficiary, click on **Add another beneficiary**.

When you have added all the beneficiaries you want to include, click on **Save bulk list**. (To complete your list later, click on **Save bulk list as incomplete**).

- 7 Check the details on the confirmation page, then select **Finish**.

- 8 If smartcard authorisation is enabled, you will need to authorise with your smartcard and reader.

At the smartcard authorisation screen, we'll give you a challenge code. You need to enter this into your smartcard reader.

- 9 If dual control is off, you can click on **Make transfer from this bulk list**. If dual control is on, a second user will need to check the list before you can use it.

See the **Templates & bulk lists – make payments** guide for details on making payments from the list you have created.

## Did you know?

You can see the status of each bulk list on the [Manage Bulk Lists](#) screen and when viewing a list's details. These are:

**Active** – you can use this bulk list to make payments.

**Unchecked** – you can't use this bulk list until it has been checked. You'll only see this status if your Administrator has activated the [Bulk lists dual controlled](#) feature, which requires that any new or revised bulk list is checked by a different user from the one who created or edited it.

**Incomplete** – you can't use this bulk list because the user who created or amended it hasn't finished making changes.

**Suspended** – you can't use this bulk list unless you have the relevant privilege to reinstate it. Only users with the 'suspend and reinstate bulk list' privilege can suspend (or reinstate) a bulk list.

**Cancelled** – You can't use this bulk list because it has been deleted. This action cannot be reversed.

## Tip

If you need to set up several bulk lists with similar details or one with a detail that changes regularly, the easiest way to do this is to start with an existing bulk list, then edit the details to make a new version. For example, you may want to set up a master bulk list for salary payments and edit this for each monthly pay run.

When viewing an existing bulk list, users with the relevant privileges will see a [Save copy as](#) button. If you click this, it will take you to the [Create bulk list](#) screen for that bulk list, with all the details of the original already filled in. You can now amend these details and save it as a new bulk list. You will need to change at least one field from the original before you can save the new version and you will need to give the new bulk list a different name.

## Remember

You can make the beneficiaries of bulk payments confidential. For example, you can create confidential bulk lists for staff salary payments to prevent employees who administer payments from seeing other people's salary details. To do this, users with the relevant privileges should check the 'Confidential' box on the bulk list input and edit screens.

## How to create IAT (Inter-Account Transfer) bulk lists for regular transfers from one account to multiple accounts of yours

With a bulk IAT you can move funds from one of your sterling accounts to several of your other sterling accounts in a single transaction. On your account statements this shows as a single debit on the account the funds are leaving and a credit to each of the receiving accounts.

- 1 From the **Payments** menu, select **Manage Bulks Lists**.

This brings up a list of any bulk lists you have already created.



- 2 Click **Create a bulk list**.

To edit an existing list, click on the relevant bulk list reference.

- 3 Click **Sterling IAT**.

- 4 Enter a reference for your bulk list and select or enter the debit account. (You can also add a credit account narrative, but if you leave this blank it will default to the debit account short name).

Click **Create bulk list**.

If you have the privilege, you can make the list confidential by ticking the 'Confidential' box.

- 5 Select the **credit accounts** you want to add. You can edit the default credit account narrative. Use the **Next** and **Previous** buttons to see all your accounts. Click **Save accounts** on each page you select accounts from. When you have finished, click **Save accounts**.

When you have added all the beneficiaries you want to include, click on **Save IAT bulk list**. (To complete your list later, click on **Save IAT bulk list as incomplete**).

- 6 You will now see a confirmation page showing details of your bulk list, including the debit account and all the credit accounts.
- 7 If dual control is off, you can click **Make transfer from this bulk list**. If dual control is on, a second user will need to check the bulk list before it can be used to make a bulk Inter-Account Transfer. See the '**Templates & bulk lists – make payments**' guide for details on making the transfers from the list you have created.

## How to manage templates

- 1 From the [Payments](#) menu, select [Manage Templates](#). This brings up a list of any templates you have already created.

The 'type' column shows the type of template – SD (Standard Domestic), IAT (Inter-Account Transfers), INT (International) and CHAPS.

- 2 To open an existing template, click on the relevant template reference.

You now have the following options:

- For an 'active' template, you can choose [Edit Template](#), [Save Copy As](#) (to create an editable copy of the template), [Delete Template](#) (to discard the template), [Suspend Template](#) (to make the template inactive) or [Make Payment from Template](#).

- To view all payments for which the template has been used, click [View Payments](#). To view the details of the last payment created from the template click the [Last Payment Ref](#) number.
- To view a PDF of the template, click the [Print/Save](#) button.

## How to manage bulk lists

- 1 From the [Payments](#) menu, select [Manage Bulk Lists](#). This brings up a list of any bulk lists you have already created.

- 2 To open an existing bulk list, click on the relevant bulk list reference.

You now have the following options:

- For an 'active' bulk list, you can choose [Print /Save](#), [Save Copy As](#) (to create an editable copy of the bulk list), [Delete entire bulk list](#) (to discard the whole bulk list), [Suspend](#) (to make the bulk list inactive), or [Make Payment from Bulk List](#) (to make a payment from the bulk list).

- To delete (or view) beneficiaries for the bulk list, check the boxes next to the appropriate beneficiaries and click [Delete Selected](#) (or [View Selected](#)). To view an individual beneficiary, you can also click on the beneficiary name from the list view.
- When viewing an individual beneficiary you can choose to [Edit beneficiary details](#).
- To add a new beneficiary, click [Add Additional Beneficiary](#).
- To change the details of a bulk list, click [Edit Bulk List](#).