

Bankline support guides:

Templates and bulk lists – make payments

In this guide

- Learn how to make payments from templates.
- Learn how to make Bulk Payments from bulk lists.
- Learn how to make bulk Inter-Account Transfers from lists.

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

How to make payments from templates

Option 1

- 1 From the [Payments](#) menu, select [Make Payment](#).

At the bottom left of the screen, select [template](#) and either enter the relevant template reference and click [Go](#) or click on the magnifying glass to search for the existing template you want.

If you are making an international payment from template involving a currency conversion, you can either pre-book the deal and enter the reference or let Bankline book a foreign exchange rate for you. Please see our [Make Payments](#) guide for more information about international payments and foreign exchange payments.

Option 2

- 1 From the [Payments](#) menu, select [Manage Templates](#).

Click on the template reference for the template you want to use. Make sure the status is 'Active'. This brings up the template details. Check the details, then click [Make Payment from Template](#).

- 2 Enter the details needed to complete the payment such as the amount and the date you wish the payment to be made on, then click [Make Payment](#).

- 3 Check the details on the confirmation screen.

If you are making a standard domestic payment, you will now see the code for the payment type we will use. (See page 3).

We'll also tell you when the payment is due to leave your account and when we will check your account for funds.

Please note, that as an added security measure, Bankline will notify you if the template has been changed since the last time you made a payment from it.

- 4 Check the details, then click [Confirm Payment](#).

You can also [Cancel](#) the payment, [Edit Payment](#) or [Save Payment](#) for later. For Standard Domestic Payments that cannot be sent via the Faster Payments Service (as Immediate, Next Day or Future Dated Payments), if you have the relevant privileges you will also have the option to [Convert to Urgent CHAPS](#).

- 5 Your payment is now awaiting authorisation by someone in your organisation who has the relevant authorisation privilege.

How to make Bulk Payments from bulk lists

Use pre-created bulk lists to make Faster Payments to multiple beneficiaries. You can make a bulk payment immediately after creating a new bulk list by clicking [Make payment](#) (as long as dual control is off and you have the relevant privileges).

There are two ways to make a bulk payment from a saved bulk list:

Option 1

- 1 From the [Payments](#) menu select [Make Payment](#).

At the bottom left panel of the screen, select [bulk list](#) and either enter the relevant bulk list reference and click [Go](#) or click on the magnifying glass to search for the list you want.

Option 2

- 1 From the [Payments](#) menu, select [Manage Bulk Lists](#).

Click on the bulk list reference for the list you want to use (Type SD). Make sure the status is 'Active'. This brings up the bulk list details. Check the details, then click [Make Payment](#).

- 2 Enter the bulk list details and payment amount for each beneficiary, then click [Make Payment](#).

If there are errors or warnings relating to any of your beneficiaries a message will be shown at the top of the screen. For more information about an individual error or warning, click on the hyperlink in the [Error/Warning](#) column, or to see them all, select [View all errors/warnings](#).

From [View all errors/warnings](#) you can select [View/print Bulk Payment error summary](#) which provides a list of the beneficiaries with errors that need to be addressed. You may find it useful to print this list.

Once you have reviewed the information, return to the [Enter payment](#) screen to correct any errors, then click [Make payment](#) again.

- 3 Check the details on the confirmation screen, then click [Confirm Payment](#).

Please note, that as an added security measure, Bankline will notify you if the template has been changed since the last time you made a payment from it.

Your payments are now awaiting authorisation by someone in your organisation who has the relevant authorisation privilege.

How to make bulk Inter-Account Transfers from lists

You can make a bulk Inter-Account Transfer (IAT) immediately after creating a new bulk list by clicking [Make transfer](#) (as long as dual control is off and you have the relevant privileges).

There are two ways to make a bulk IAT from a saved bulk list:

Option 1

- 1 From the [Payments](#) menu, select [Make Payment](#).

At the bottom left panel of the screen, select [bulk list](#) and either enter the relevant bulk list reference and click [Go](#) or click on the magnifying glass to search for the list you want. If you use the magnifying glass they will be shown as "IAT" type in the list of results.

- 3 Enter the bulk list details and amount for each transfer. You can also enter a debit total and we will check this against the individual credit amounts entered. Click [Make transfer](#).

- 4 Check the details on the confirmation screen, then click [Confirm transfer](#).

(If you need to make any changes, click [Edit transfer details](#). If you are not ready to confirm the transfer click [Save transfer](#).)

Your transfers are now awaiting authorisation by someone in your organisation who has the relevant authorisation privilege.

Option 2

- 1 From the [Payments](#) menu, select [Manage Bulk Lists](#).

- 2 Click on the bulk list reference for the list you want to use (Type IAT). Make sure the status is 'Active'. This brings up the bulk list details. Check the details, then click [Make Transfer](#).

Standard payment types

Immediate/Immediate Bulk payment	<ul style="list-style-type: none"> • For payments of £100,000 or less. • Payments made in near-real time. • Appears in Bankline as IPAY/IBULK.
Next-day/Next-day Bulk payment	<ul style="list-style-type: none"> • For payments of £100,000 or less. • Payments for the next day. • Appears in Bankline as NPAY/NBULK.
Future-dated/Future-dated Bulk payment	<ul style="list-style-type: none"> • For payments of £100,000 or less. • Payments for a future date, at least two days ahead. • Appears in Bankline as FPAY/FBULK.

? Did you know?

When you make a payment, the confirmation screen will show you the following:

- [Date payment to arrive](#) – the day the beneficiary's bank will receive the payment.
- [Funds check date](#) – the date you must have funds in your account to cover the payment. For Next-day and Future Dated Single or Bulk Faster Payments, please ensure that funds are in place by 2am on the day of credit to avoid the payment being delayed.
- [Date payment to leave account](#) – the date we will debit your account.
- [Date payment committed](#) – last date you can amend or cancel the payment.