

## Superannuation Clearing Houses and SuperStream

The purpose of this document is ensure all the components are in place for successfully uploading your superannuation to a superannuation clearing house. It provides steps to setup EXO Employer Services and steps to create, verify and upload the file.

The last section covers how to manually create a CSV file to send to your super clearing house if required.

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# 1. Superannuation Setup

The Superannuation Setup section of the Setup Payroll window contains details relating to employees' superannuation payments, including details that must be supplied when uploading employee details or employee contributions to the SuperStream superannuation management system. Settings are divided across the following sub-sections:

- Superannuation Guarantee
- Clearing House Service
- SuperStream Sender
- SuperStream Payer

In addition to the Setup Payroll window, the Superannuation Providers areas need to be set up correctly for the SuperStream process.

## 1.1. Setup of Clearing House Facility

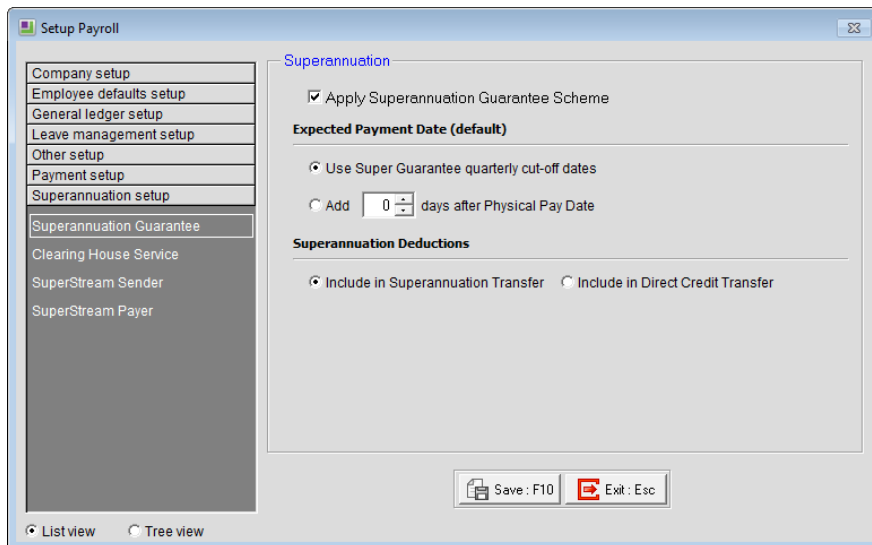
This is going to vary from provider to provider. The basic steps are:

- Apply for the Clearing House Service
- Request a Direct Debit facility
- Identify the information required to complete the Clearing House Service section in Payroll Setup.

Link to Sunsuper clearing house [info](#).

While establishing the Service, some of the updating of records can commence.

## 1.2. Superannuation Guarantee



The screenshot shows the 'Setup Payroll' window with the 'Superannuation' section selected in the left-hand menu. The main area displays the following settings:

- Apply Superannuation Guarantee Scheme
- Expected Payment Date (default)**
  - Use Super Guarantee quarterly cut-off dates
  - Add  days after Physical Pay Date
- Superannuation Deductions**
  - Include in Superannuation Transfer
  - Include in Direct Credit Transfer

At the bottom of the window, there are buttons for 'Save : F10' and 'Exit : Esc', and radio buttons for 'List view' and 'Tree view'.

**Apply superannuation guarantee scheme** Selecting this option applies the Superannuation Guarantee Scheme threshold for all reports. This means that employees who have earned less than the threshold for the month are not eligible for employer superannuation.

**NOTE:** This option only applies to whole months - if you are printing reports for an incomplete month, the Superannuation Guarantee Scheme threshold is not applied, regardless of whether this option is selected or not.

**NOTE:** The Superannuation Guarantee Scheme threshold is determined by the Minimum Earnings Base set for each Superannuation on the **Superannuation** maintenance window. The default is \$450.

**Expected Payment Date (default)** Employers are required to report an expected payment date for superannuation contributions on an employees' payslips. This date is specified when creating a Current or One-Off Pay; the settings here determines the default date that will be presented. If Use Super Guarantee quarterly cut-off dates is selected, the default date will be the cut-off date for the current quarter:

- For the quarter 1 January - 31 March, the date is 28 April
- For the quarter 1 April - 30 June, the date is 28 July
- For the quarter 1 July - 30 September, the date is 28 October
- For the quarter 1 October - 31 December, the date is 28 January

If Add X days after Physical Pay Date is selected, the default date will be calculated by adding the specified number of days to whatever date is entered for the Physical Pay Date. Enter a number of days between 0 and 28.

**Superannuation Deductions** Select whether superannuation deductions should be included in the Superannuation Transfer or the Direct Credit Transfer.

**NOTE:** If you are using the Pay Superannuation function, you should always select Include in Superannuation Transfer; otherwise superannuation deductions may be processed twice.

### 1.3. Clearing House Service

#### **Service Details**

This section contains the details of the superannuation clearing house service that you will use to process superannuation contributions. By default, EXO Payroll uses the MYOB Super Portal service; if you want to use a different service, select Use other Superannuation Clearing House service and enter the service's details below.

**NOTE:** For information on signing up for MYOB Super Portal, go to the MYOB website.

**Service Name** Enter the name of the clearing house service you want to use.

**Service website URL** Enter the URL of the clearing house's website.

**Employer ID** When using the QuickSuper service, it may be necessary to specify an employer ID number for your company - this will have been assigned by QuickSuper.

### Contribution File Settings

**Default layout** This option is enabled when Use other Superannuation Clearing House service is selected. Select the layout of the output file. You can choose from layouts for the following services:

- SuperStream Alternative File Format - export data in the Alternative File Format specified by the SuperStream standard, for submission to a SuperStream certified product.
- QuickSuper - export data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice - export data in the format used by the SuperChoice superannuation contribution exchange service.

**Default output location** Select where the file containing superannuation contribution details will be saved.

**Include Headers** Tick this box to include header lines in exported files. Some clearing house services require headers, but some support files without headers.

**Include negative values** Tick this box if superannuation records with negative values should be included in export files. The SuperStream standard does not support negative values, but other clearing house services might.

### Other Settings

**Pay Superannuation based on** Specify whether the Pay Superannuation function will select pays based on the Pay Period End Date or the Physical Pay Date.

**Pay Superannuation start date** Select the start date that the Pay Superannuation function will use when selecting pays to include in a batch.

## 1.4. SuperStream Sender

The screenshot shows a software window titled 'Setup Payroll'. On the left is a navigation tree with the following items: Company setup, Employee defaults setup, General ledger setup, Leave management setup, Other setup, Payment setup, Superannuation setup, Superannuation Guarantee, Clearing House Service, SuperStream Sender (highlighted), and SuperStream Payer. The main area is titled 'SuperStream alternative file format - Sender details' and contains the following fields:

- Copy Company Details** (button)
- ABN: 83101364747
- Organisation name: The Demonstration Company
- Contact person's details:**
- Surname: Smith
- First name: Jane
- Other name: (empty field)
- Email address: jane.smith@democompany.com.au
- Phone number: 07 2344 2345

At the bottom of the form are two buttons: 'Save : F10' and 'Exit : Esc'. At the bottom left of the window are radio buttons for 'List view' and 'Tree view'.

**Copy Company Details** Clicking this button copies the ABN and Organisation name from the Employer details screen in the Company Setup section.

**ABN** The company's unique Australian Business Number, as provided by the Australian Tax Office.

**Organisation name** The name of the company sending the SuperStream details.

### Contact person's details

Enter the name, email address and phone number of your organisation's contact person for superannuation matters.

## 1.5. SuperStream Payer

The screenshot shows a software window titled "Setup Payroll" with a sidebar on the left containing a tree view of setup categories. The main area is titled "SuperStream alternative file format - Payer details" and contains the following fields:

- Copy Company Details**: A button to copy information from the Employer details screen.
- ABN**: 83101364747
- Organisation name**: The Demonstration Company
- Bank account details**:
  - BSB Number**: 123345
  - Account number**: 3456778
  - Account name**: The Demonstration Company

At the bottom, there are "Save : F10" and "Exit : Esc" buttons, and "List view" and "Tree view" radio buttons.

**Copy Company Details** Clicking this button copies the ABN, Organisation name and Account name from the Employer details screen in the Company Setup section.

**ABN** The company's unique Australian Business Number, as provided by the Australian Tax Office.

**Organisation name** The name of the company sending the SuperStream details.

### **Bank account details**

Enter the details of the bank account that superannuation contributions will be debited from.

## 1.6. Superannuation Providers

The Superannuation Providers section of the Maintenance window allows you to specify who will be providing any superannuation schemes.

The screenshot shows a "Provider Details" window with the following information:

- Provider Code**: 2
- Provider Name**: AMP Super
- Provider ABN**: [Empty]
- Account**: AMP
- Contact Name**: Louise McCormack
- Provider Website**: www.ampsuper.com.au
- BSB Number**: 443 998
- Account Number**: 000948487
- Account Name**: [Empty]
- Address**: P.O. Box 445 Mascot NSW
- Phone Number**: (02) 8753 3987
- SPIN**: 39987
- Sender ID Type**: EID
- Sender ID Code**: 8837

**Other Details:**

- Employer Membership Number / FEN**: P-M3987
- Payment Method**: BPAY
- Payment/Customer Reference Number**: [Empty]
- BPAY Biller Code**: [Empty]
- Unique Superannuation ID**: USI Not applicable
- Electronic Service Address**: smsdataflow

At the bottom, there are buttons for "Find : F9", "Save : F10", "Cancel", "Delete : F6", and "Exit : Esc".

**TIP:** The Maintenance menu, which provides access to Superannuation Provider maintenance, can also be chosen at any time by pressing F2.

When you first enter this window all the fields are blank with the exception of the Provider Code field. This allows you to either enter the code for a new superannuation provider or enter the code of an existing provider to edit it.

### ***Provider Details***

**Provider Code** A unique numeric code for this provider.

**Provider Name** The name of the provider of the fund/account.

**Provider ABN** The Australian Business Number of the superannuation provider company, which can be used to identify the fund when paying superannuation contributions to a clearing house service using the SuperStream Alternative File Format.

**\*Account** The Account Holder's name – in other words the name on the account that your company holds with this superannuation provider.

**\*Contact Name** The name of your company's contact person at the superannuation provider.

**\*Provider Website** The superannuation provider's website.

**\*BSB Number** The Bank, State and Branch portions of the provider's bank account number.

**\*Account Number** The account portion of the provider's bank account number.

**\*Account Name** The name on the provider's bank account.

**Address** The mailing address of the Superannuation Provider.

**Phone Number** The telephone contact number of the Superannuation Provider.

**SPIN** Superannuation Product Identification Numbers are a standard method of identification for superannuation products and are recognised by Treasury, Australian Taxation Office (ATO), Australian Securities and Investments Commission (ASIC) and the Australian Prudential Regulation Authority (APRA). They can be used to identify the fund when paying superannuation contributions to a clearing house service.

You can find a list of Superannuation Product Identification Numbers on the APIR systems website:

<http://www.apir.com.au/public/spinDirectory.jsp>

**Sender ID Type** This is to indicate which form of Sender Identifier the provider requires. MYOB cannot assist you with this - only the fund provider can supply this information. Choose from:

- N/A - Not Applicable (this is the default)
- ABN - The organisation's Australian Business Number, which can be used to identify the fund when paying superannuation contributions to a clearing house service using the SuperChoice format.
- EID - An Employer Identifier allocated by a Super fund
- INT - The account number of an intermediary (e.g. Agent) allocated by a super fund

**Sender ID Code** The Sender Identifier establishes your company as the initiator of all superannuation payments that are made by direct credit. The format of this code will be directly dependent on the type of identifier chosen above. For example, if the ID Type is "ABN" then the ID Code will be your

company's Australian Business Number, as stored on the Company Setup section of the Payroll Setup window.

### **Other Details**

**Employer Membership #** Your company's membership number for the superannuation provider.

**\*Payment Method** Specify how payments are made to this provider. Choose from:

- BPAY
- Cheque
- DirectCredit
- DirectDebit
- EFT
- Other

You can also enter a new payment method into this field and it will be saved to the list so that it can be used for other providers.

**\*Payment/Customer Reference Number** Enter a reference number for reconciliation by the receiving fund.

**\*BPAY Biller Code** If the Payment Method is set to "BPAY", enter the provider's BPAY biller code.

**Unique Superannuation ID** A Unique Superannuation Identifier (USI) is required for superannuation funds that are regulated by the Australian Prudential Regulation Authority (APRA) and can be used to identify the fund when paying superannuation contributions to a clearing house service. Enter the USI for the provider, if it has one.

**Electronic Service Address** Self-managed superannuation fund (SMSF) trustees are required to receive both electronic messages and payment when employers make contributions using the SuperStream data and payment standard. Enter the electronic service address (alias) used to receive data messages relating to employer contributions.

Once you have made your additions or alterations, click Save or press F10 to save.

**\*NOTE: Fields marked are not required for SuperStream**

## 1.7. Export Format ID Fields

The superannuation contribution export file identifies each record using the following details:

- a Fund ID, which identifies the superannuation fund that the employee in the record belongs to;
- a Member ID, which is the ID number that the employee has with that fund—records are consolidated by this ID number in the exported files.
- The Fund ID is taken from the Superannuation Provider Maintenance window;
- The QuickSuper format uses the Unique Superannuation ID field.
- The SuperStream AFF format uses the Unique Superannuation ID field, unless the provider is a Self-managed superannuation fund (SMSF), in which case it uses the Provider ABN.
- The SuperChoice format uses the Unique Superannuation ID field, but also allows you to specify an optional Superannuation Product Identification Number (SPIN) and ABN.

**Provider Details:**

Provider Code: 2  
 Provider Name: AMP Super  
 Provider ABN:   
 Account: AMP  
 Contact Name: Louise McCormack  
 Provider Website: www.ampsuper.com.au  
 BSB Number: 443 - 998  
 Account Number: 000948487  
 Account Name:   
 Address: P.O. Box 445 Mascot NSW  
 Phone Number: (02) 6753 3987  
 SPIN: 39987  
 Sender ID Type: EID  
 Sender ID Code: 8837

**Other Details:**

Employer Membership Number / FEN: P-M3987  
 Payment Method: BPAY  
 Payment/Customer Reference Number:   
 BPAY Biller Code:   
 Unique Superannuation ID: USI Not applicable  
 Electronic Service Address: smsidataflow

Find : F9 Save : F10 Cancel Delete : F6 Exit : Esc

**NOTE:** To enter an ABN for SuperChoice, set the Sender ID Type to “ABN”, then enter the ABN into the Sender ID Code field.

For all formats, the Member ID is taken from the Fund Member ID field on the superannuation pay item in the employee’s Standard Pay:

Employee Maintenance

Employee Details Leave Entitlements Other User Defined Notes **Standard Pay**

Employee:   
 Wages  
 Allowances  
 Hourly Rates  
 Salary  
 Deductions  
 Non-Cash Benefits  
 Superannuation  
 Leave Management  
 Costing  
 PAYG  
 How Paid  
 Hours Paid  
 Default Payslip Note

Prev : F7 Add : F4

**Superannuations**

Employee: 2 Andrews, Thomas Harley

Type	Name
AMP Super Fund	

**Superannuation Edit**

Employee: 2 Andrews, Thomas Harley

Name: AMP Super Fund  
 Calculation Method: % of Gross Pay  
 Superannuation Type: Employer Superannuation  
 Superannuation Provider: AMP Super  
 Contribution Type: SG  
 Percentage Rate: 9.5000  
 Amount: 20.52  
 Fund Member ID:   
 Cost Centre: 2041 NSW/EMPLOYER SUPER

Find : F9 Save : F10 Exit : Esc

## 2. Pay Superannuation - Export Batch

Steps for paying the Super to the clearing house:

- Setup the clearing house facility with your provider.
- Pay your employees
- Create an export batch for the quarter



- Run reports
- Export the batch and import into the clearing house

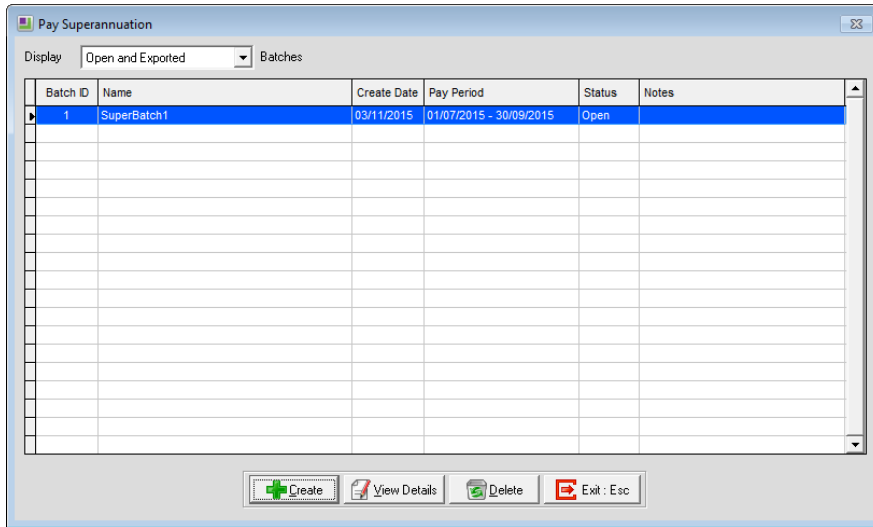
The idea is to create the batch check that it matches your Superannuation reports, make adjustments and then send the file to the Clearing House.

## 2.1. Creating the Export Batch

The Pay Superannuation function allows you to produce a superannuation export file for submission to a superannuation clearing house service. The details of the service that your organisation uses are set up on the Superannuation Setup section of the Setup Payroll window.

**NOTE:** Video Help is available for this topic on the **EXO Employer Services Education Centre**.

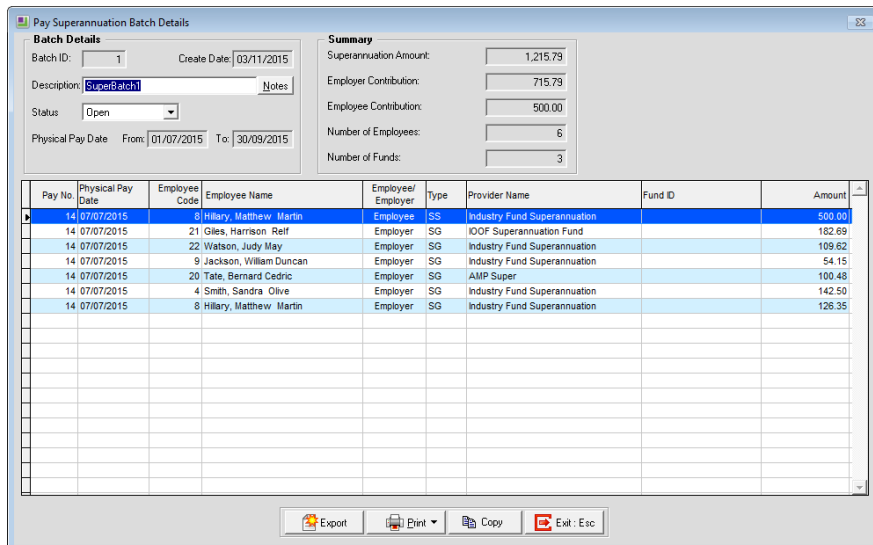
To export superannuation files, select Pay Superannuation from the Pay menu. The Pay Superannuation window opens:



Superannuation contribution records are grouped into batches. The details of all superannuation batches that have been produced in the past are displayed.

### *Creating and Editing Batches*

Click Create to create a new batch or select an existing batch and click View Details to view and export it. In both cases, the Pay Superannuation Batch Details window appears:



This is a good way of checking that you have all the employee Fund IDs

All superannuation contributions from the selected period appear in the main grid. The options for editing batches are detailed below.

### ***Batch Details***

This section displays identification details for the batch.

**Batch ID** This read-only field displays a unique ID number for the batch.

**Create Date** This read-only field displays the date that the batch was created on.

**Description** Enter a descriptive label for the batch. You can enter a longer description, including any additional details, by clicking the Notes button, which opens a small text entry window.

**Period** Select the period that superannuation contributions will be drawn from. You can choose from:

- The previous quarter
- The current quarter
- The previous month
- The current month
- A user-defined date range

**Status** When viewing an existing batch, this dropdown replaces the Period dropdown. It allows you to specify the batch's current status, which can be one of:

- Open
- Exported
- Uploaded

A batch's status is can be set to "Exported" or "Uploaded" automatically when it is exported.

**Date From ... To** This shows the date range that superannuation contributions are drawn from, depending on the Period selection. If the "User defined dates" option was chosen, you can enter dates directly into these fields. The date range will be based on either the Pay Period End Date or the Physical Pay Date, depending on what was selected for the Pay Superannuation based on setting on the Superannuation Setup section of the Setup Payroll window.

### ***Filters***

- This section contains controls that let you filter the list of contributions displayed below. You can filter contributions by any combination of the following:
- You can enter a range of pay numbers
- You can enter a range of employee ID codes
- You can show only employee contributions or only employer contributions
- You can show only contributions of a specific type:
  - Compulsory Superannuation Guarantee contributions
  - Voluntary Salary Sacrifice contributions
- You can show only contributions to a specific Superannuation Provider

Click **Clear Filters** to restore all of the filter settings to their defaults.

**NOTE:** This section is not available when viewing a previously saved batch.

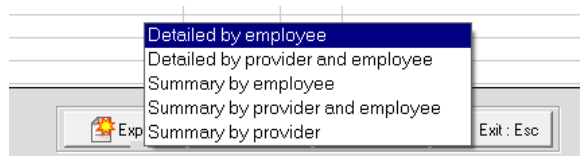
### ***Summary***

This section displays the following read-only information about the list of contributions:

- The total amount of all displayed contributions, broken down into:

- The total amount of employer contributions
  - The total amount of employee contributions
  - The number of employees represented in the displayed contributions
- The number of superannuation funds represented in the displayed contributions

## 2.2. Batch Reports



The Reports dropdown menu at the bottom of the Pay Superannuation Batch Details window lets you generate the following summary reports on the displayed contributions:

- Detailed by employee - shows detailed information on contributions, grouped by employee
- Detailed by provider and employee - shows detailed information on contributions, grouped first by superannuation provider, then by employee
- Summary by employee - shows total contribution amounts for each employee
- Summary by provider and employee - shows contribution totals for each superannuation provider, with the totals for each provider broken down by employee
- Summary by provider - shows total contribution amounts for each superannuation provider

You can generate these reports before or after saving the batch.

**NOTE:** The detailed reports include columns for Spouse Contributions, Child Contributions and Other Third Party - these cannot be populated at present. Support for these columns will be added in a future release.

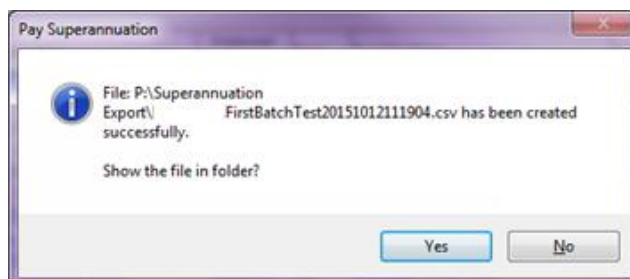
## 2.3. Exporting a Batch

Once you have filtered the list of contributions as required, you are ready to export a superannuation contribution CSV file.

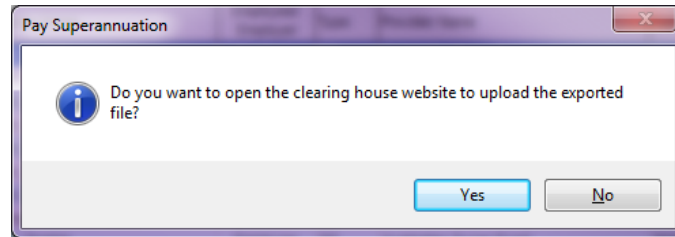
**NOTE:** You can also copy the details of the grid to the clipboard by clicking the Copy button. This information can then be pasted manually into a spreadsheet.

To export a file:

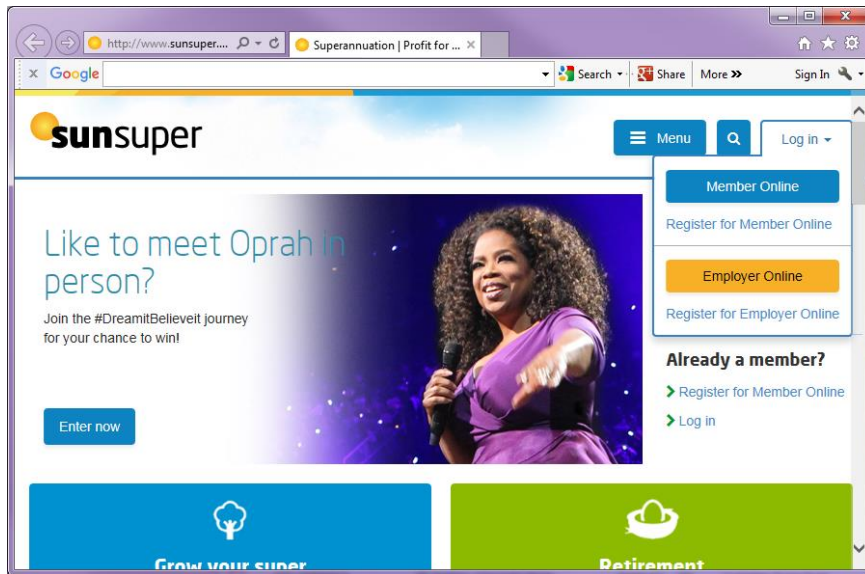
1. Click Save (or Export if you are exporting a previously saved batch). You can re-open the batch and export it later.
2. A window appears asking if you want to export the batch. Click Yes to write the selected contributions to an export file at the Default output location entered on the Superannuation Setup section of the Setup Payroll window.
3. A window appears asking if you want to open the file location. Click Yes to open Windows Explorer at the output directory.
- 4.



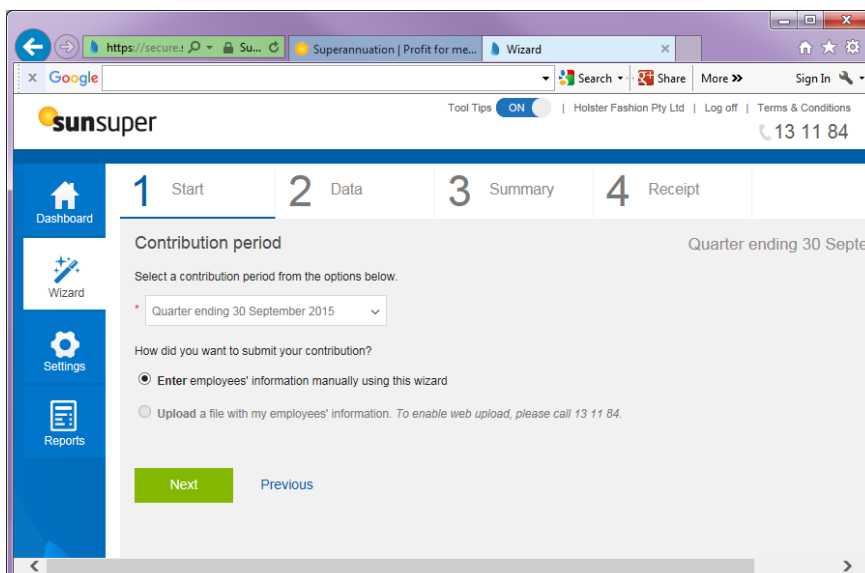
5. A window appears asking if you want to upload the export file to the superannuation clearing house service. Click Yes to open a web browser to the Service website URL entered on the Superannuation Setup section of the Setup Payroll window, where you will be able to select the export file and upload it to the service.



As an example Sunsuper.



Log into the Employer Online and start the process of uploading the contributions.



6. The Pay Superannuation Batch Details window closes and you are returned to the Pay Superannuation window.

### 3. Superannuation Upload Reports

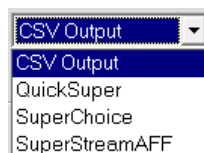
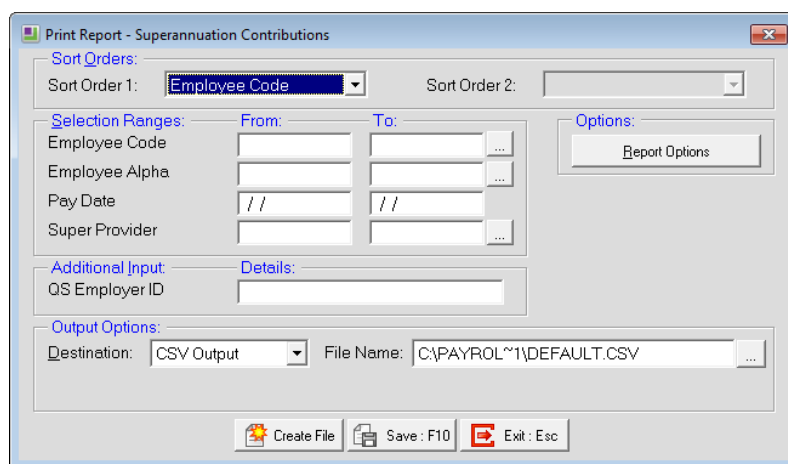
Two superannuation upload reports are available on the Financial tab of the Select Report window:

- Superannuation Contributions
- Superannuation Employees

Initially introduced in the 2014.04 release, these reports produce CSV files that can be used to upload employee details or employee contributions to an external superannuation management system. They can be used as an alternative to using the Pay Superannuation function.

**NOTE:** If you want to add an employee to your external superannuation management system without uploading contributions for them, you will need to use the Superannuation Employees report to add them.

Selecting one of these reports opens a window where you can select the employees to upload and the format of the upload file:



The Output Options dropdown for these reports now contains the following options:

- CSV Output – this is the standard output format used by other EXO Employer Services reports, which allows the user to select the fields to output and the order they should be in.
- QuickSuper – this option exports data in the format used by the QuickSuper SMSF Gateway.
- SuperChoice – this option exports data in the format used by the SuperChoice superannuation contribution exchange service.
- SuperStreamAFF – this option exports data in the Alternative File Format specified by the SuperStream standard, for submission to a SuperStream certified product.
- 

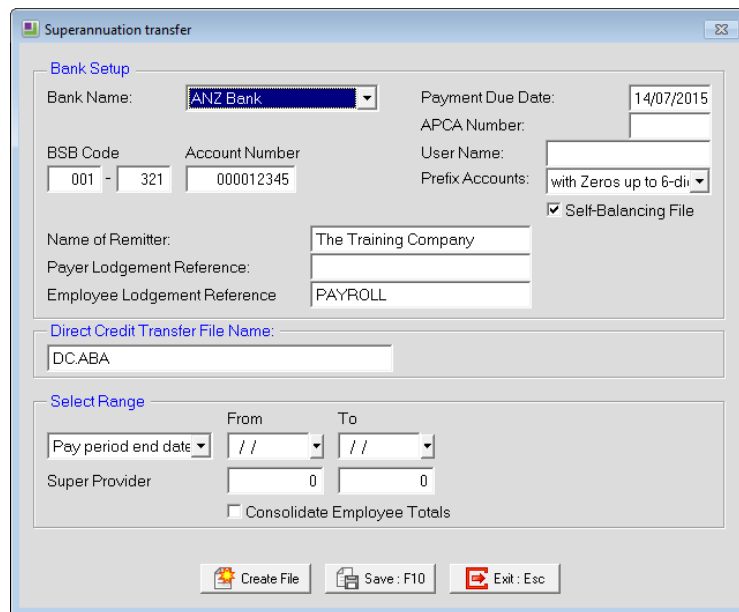
The **QS Employer ID** field lets you enter the Employer ID that is required by QuickSuper. The report uses this field for the Employer ID, not the field on the Clearing House Service sub-section of the Payroll Setup window.

### 4. Manual Payment Transfers to Super Funds

**NOTE:** This function has been replaced by the Pay Superannuation function which sends the employee super information to a single clearing house.

If you need to produce an electronic money transfer file containing Employer Superannuation contributions to various Superannuation Providers, select Superannuation Transfer from the Pay menu.

## 4.1. Initial Settings



### **Bank Setup**

**Bank Name** Select the name of the bank, which determines the format of the Superannuation Transfer File. Most major banks are supported; if your bank is not on the list and you want to use this facility, please contact MYOB for advice on how this can be achieved.

**BSB Code** Enter your Bank-State-Branch number here.

**Account Number** Enter the unique account number for your account – credit card accounts are not accepted.

**Name of Remitter** Enter your company name here – this is equivalent to a Remitter Name

**Payer Lodgement Reference** Extra information relating to the transaction, typically a reference code/number/name.

**Employee Lodgement Reference** Extra information for the employee relating to this transaction.

**Payment Due Date** Meaning the date on which the bank will be transmitting the money from the company account to the employee's accounts.

**APCA Number** A unique identifier supplied by your bank.

**User Name** The user name registered against the User ID supplied by your bank.

**Prefix Accounts** Specify how to prefix account numbers that are less than nine digits long. Choose from:

- With Zeros - Employee and employer bank account numbers are prefixed with zeros to make the length nine characters long in the file.
- With Blanks - Employee and employer bank account numbers are prefixed with blanks to make the length nine characters long in the file.

- With Zeros up to 6-digits - Employee and employer bank account numbers are prefixed with zeros first if the length is less than six digits, then prefixed with blanks to make the length up to nine.

**Self-Balancing File** Some banks allow users to manually enter a self-balancing line in the ABA file before processing it. If your bank does not allow this, you will need to select this option.

***Direct Credit Transfer File Name***

This is the name of the file that will be created. The recommended value is DC.ABA, however the filename can be changed to suit any given bank's requirements. If you try to enter an incorrect name an error message will appear.

***Select Range***

**Select Pays Using** You may choose to date locate pays by their pay period end date (earnings method) or by their physical payment date (receipts method).

**Super Provider** You may choose to pay only into the funds that are within the specified range, as opposed to paying into all funds at once. By applying superannuation provider codes in the From and To range fields, you can create a direct credit for specific providers only. Alternatively, leave this selection range blank in order to pay into all superannuation funds at once.

**Consolidate Employee Totals** If this option is unselected, the transfer file may contain multiple lines for each employee, one for each pay period. For example, if the file is transferred quarterly, but an employee is paid weekly, there will be twelve lines for that employee. If the option is selected, the transfer file will always contain a single line with consolidated totals for each employee.

## 4.2. Creating the Superannuation Transfer File

Click the Create File button to proceed with creation of the Superannuation File. On each pay run, you will be asked if you want to print a Superannuation Transfer report. Click Yes to preview the report.

When the preview window closes, you may see another message, asking if you want to overwrite the Superannuation file. This refers to the last file that EXO Payroll created (providing that you have run this process before). If the last file you created was for an already processed and updated pay, respond Yes to this question.

If you want to permanently change any given setting (with the exception of the Select Ranges) click on the Save button - the system will use the same settings for the next pay period's superannuation transfer.

## 5. Customisations

No customisation is required to support this process.

## 6. Change Management

New procedures will need to be prepared for business' specific Super Clearing House.

## 7. Known Issues

There are no known issues that would impact this process.