



Super – Electronic lodgement Tech Tip

Electronic Lodgement of Super

These have been completed for the following as at this stage.

AMP – PaySupAMP.rpt
CSRF – PaySupCSRF.rpt
ChristianSuper – PaySupCS.rpt
EasyTransact – PaySupET.rpt
Mercer – PaySupMS.rpt
NonGovernmentSchool – PaySupNGST.rpt
SunSuper – PaySupSUN.rpt
TasPlan – PaySupTas.rpt
QIEC – PaySupQIEC.rpt

Use the following steps to create the file:

Payroll – **Payroll Transaction reports in Code or Date Order**

Select the appropriate super report.

Payroll Transaction Report in Pay Date or Pay Type Order

From Employee:

To Last Employee Code or:

From Superannuation Code

To Superannuation Code

Date From:

Date To:

Department Selection:

Superannuation Provider:

Report Style:

Report Alias:

Type of Transaction

Payroll

Superannuation

Both (ValidationReps)

Report detail

Show detail

Show summary

Output destination

Print to Window

Export to File

Print to Printer

Export to Mail

Export File Settings

File Name:

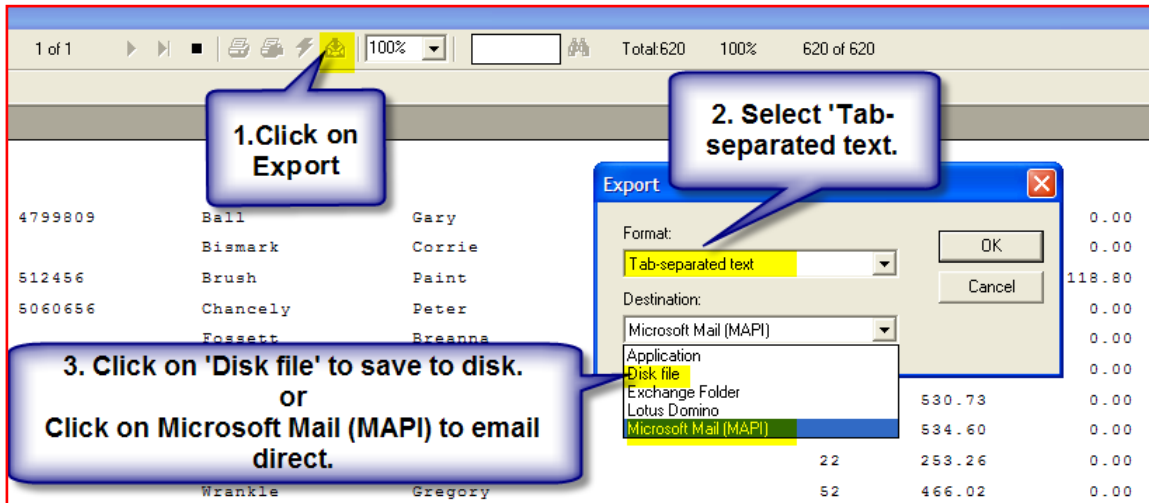
File Type:

Apply combo extension

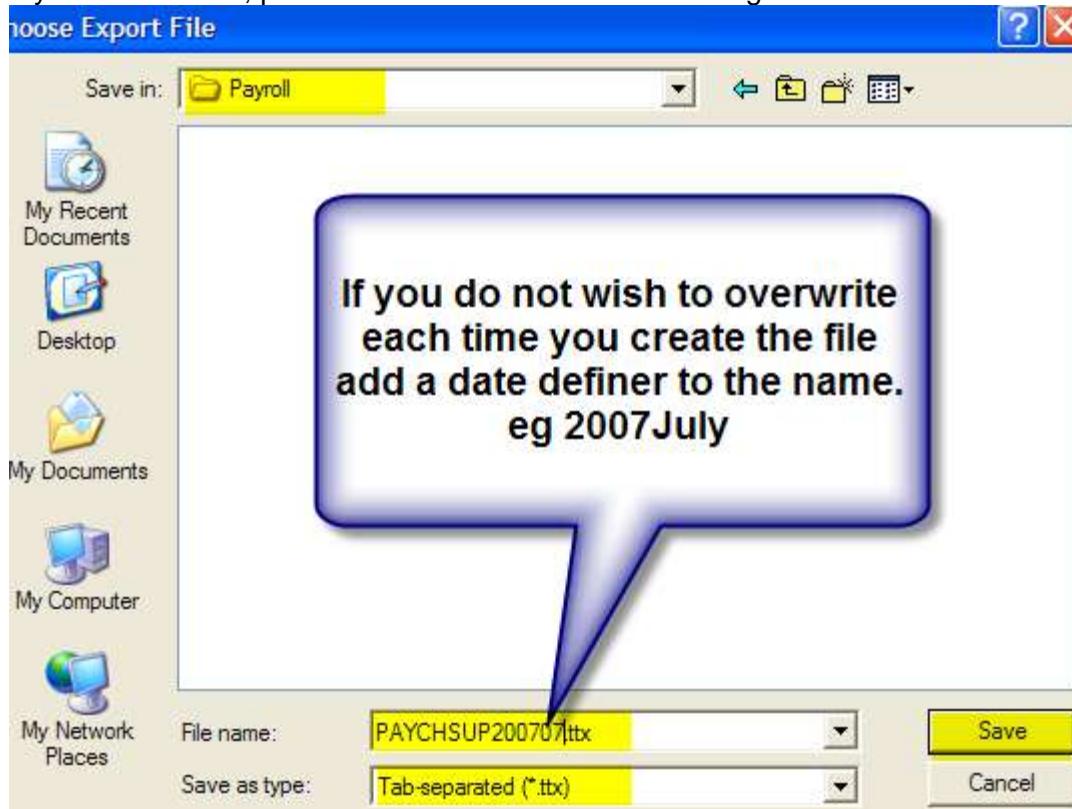
If only one super provider needed, select, else leave on all.

You must print to the screen first, even though you have the option to print directly to file. The fields in the super reports are of a particular length.

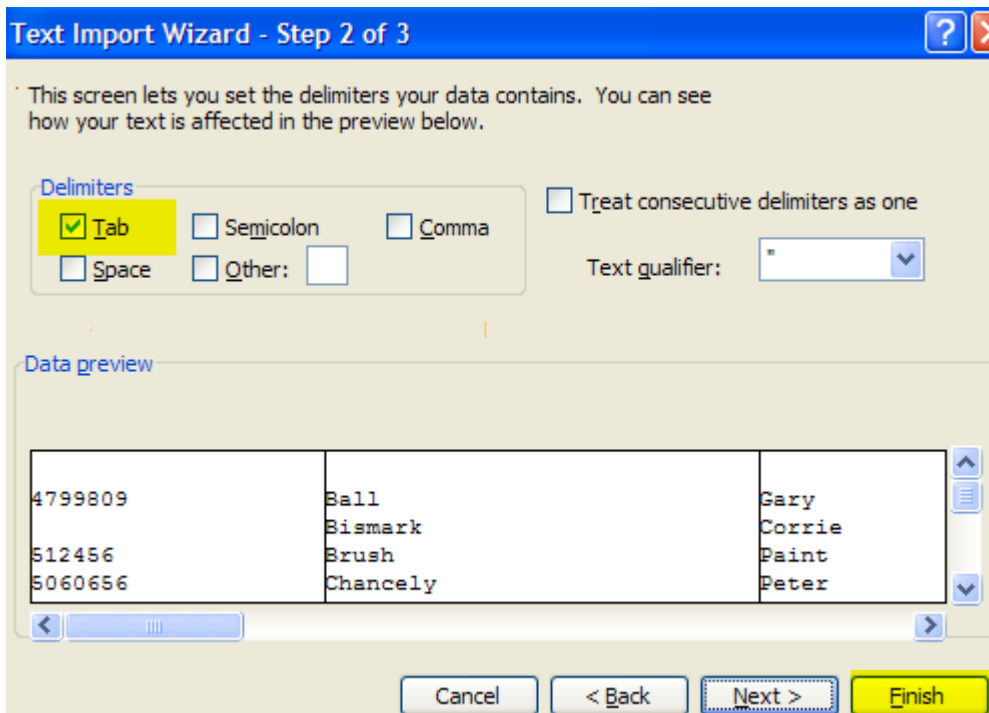
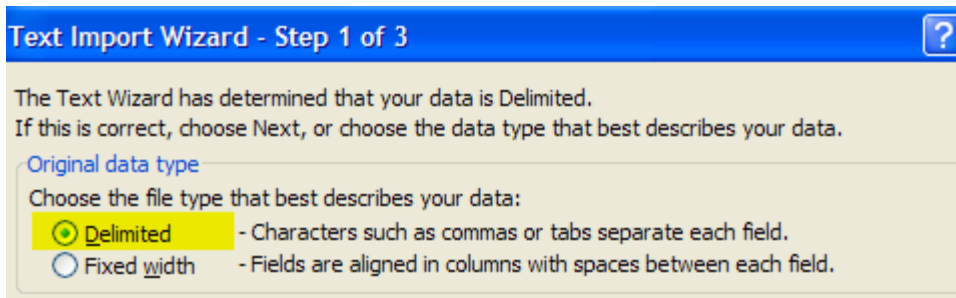
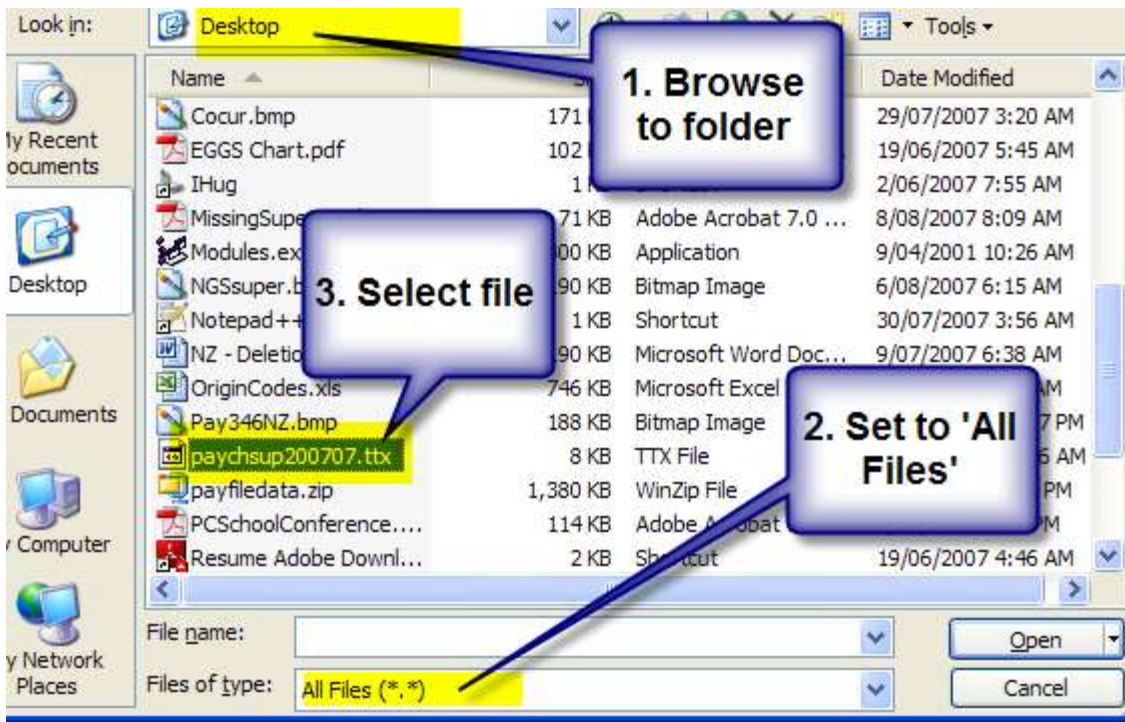
The output on the screen will not appear to contain all the information as the super funds vary in the information they collect. When exported as below the file will be complete.



If you save to disk, please note the folder where it is being saved



If you wish to open in Excel, the Text Import wizard will need to be as follows.



| | A | B | C | D | E | F | G | H | I | J | K | L |
|---|----------|----------|---------|------------|-----|--------|-------|-----|------------|---|----------------|------------|
| 1 | | | | | | | | | | | | |
| 2 | 4799809 | Ball | Gary | 23/06/1948 | 42 | 427.08 | 0 | 0 | 1/02/1997 | | 1068 | Fetherhill |
| 3 | | Bismark | Corrie | | 116 | 440.13 | 0 | 0 | 1/04 | | | Fetherhill |
| 4 | 512456 | Brush | Paint | | 74 | 534.6 | 118.8 | | | | | Fetherhill |
| 5 | 5060656 | Chancely | Peter | 16/12/1943 | 38 | 440.13 | 0 | 19 | | | | Fetherhill |
| 6 | | Fossett | Breanna | 27/09/1972 | 69 | 56.07 | 0 | | | | | Fetherhill |
| 7 | 324323 | Grace | Jack | 22/10/1963 | 14 | 66.51 | 0 | | | | | Fetherhill |
| 8 | 4354554 | Morris | Alex | | 51 | 530.73 | 0 | 0 | | | | Fetherhill |
| 9 | 3443444 | Struth | Zelda | | 44 | 534.6 | 0 | 0 | | | | Fetherhill |
| 0 | 56765767 | Wishbone | Shaun | | 22 | 253.26 | 0 | 0 | 26/01/2000 | | | Fetherhill |
| 1 | | Wrangle | Gregory | | 52 | 466.02 | 0 | 150 | 26/01/2000 | | 249 Fox Street | Fetherhill |

The file can be saved as .csv Check with your Super Fund for preferred format.