

## Superannuation

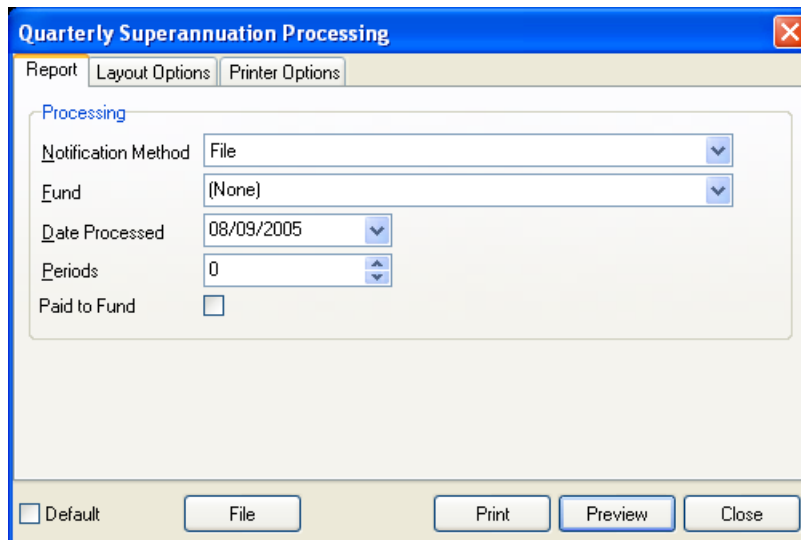
Superannuation Processing performs two functions:

- 1 To generate a file/report/letter detailing the payments owed to the superannuation fund for each employee as at the Date Processed date, and
- 2 To record when contributions due have been paid. This indicates to SagePay that these values must be included on the employees' Superannuation Advices.

## Superannuation Processing

Before proceeding with Superannuation Processing, ensure that you have performed a backup of your database, as this process does update the database.

- 1 To access Superannuation Processing from the menu, select [Transactions > End the Period > Superannuation Processing](#).



The screenshot shows a window titled "Quarterly Superannuation Processing". It has three tabs: "Report", "Layout Options", and "Printer Options". The "Report" tab is active. Under the "Processing" section, there are several fields: "Notification Method" is set to "File", "Fund" is set to "(None)", "Date Processed" is set to "08/09/2005", "Periods" is set to "0", and "Paid to Fund" is an unchecked checkbox. At the bottom of the window, there are five buttons: "Default", "File", "Print", "Preview", and "Close".

- 2 Select the Notification Method. The **Notification Method** allows you to choose to send the contribution advice to the Superannuation Fund as a **File, Report or Letter**.
- 3 Select the **Fund** or Funds to be used in the Superannuation Process. Otherwise all funds with the notification method selected will be included.
- 4 Select the appropriate date in the **Date Processed** field.

The **Date Processed** field is used to determine which unprocessed superannuation amounts will be included in the File and/or Report as a Contribution Due. All unprocessed superannuation amounts with a pay period end date less than or equal to this date will be displayed as a Contribution Due. This date will also determine on which quarter's advice the processed values will be printed.

- 5 If required, enter the number of periods in the **Periods** field.

The **Periods** field records the number of pay periods that are included in the transaction. A value need only be entered if Periods is a required field in the Superannuation File. It has no bearing on values included in Contributions Due.

- 6 If you will be paying the current Contribution Due amounts shown in the File or Report to the superannuation fund, tick the **Paid to Fund** checkbox.

The **Paid to Fund** checkbox indicates that the contribution due values included in the report, file or letter have been paid to the superannuation fund and should therefore be included in the employees' superannuation advices.

- 7 Click the **File** button to generate the Superannuation File, if required.
- 8 Click the **Print** button to print the notification, if required.

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NOTE: If printing letters they will print one letter per employee.

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