

## Superannuation File Layout

Because of the volume of superannuation information transferred by paper format, SagePay provides a Superannuation Interface. This generates a file, which combines company and employee contributions, as well as other mandatory information required by Superannuation Fund Administrators.

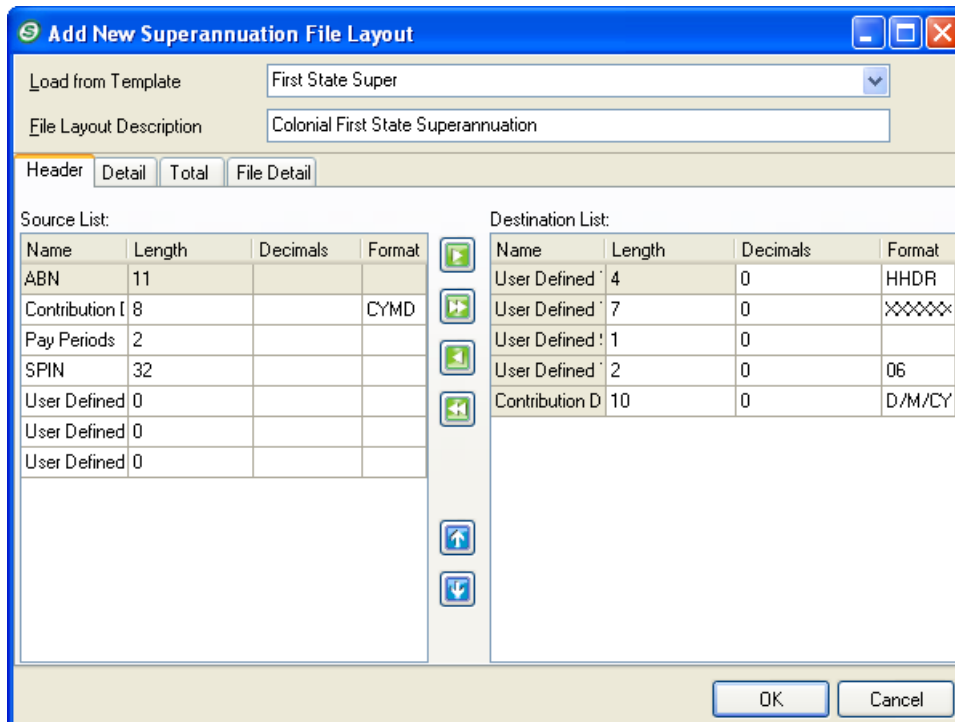
The Superannuation interface allows you to create a file containing information particular to your organisation, in a format specified by the Super Fund. As each field is selected for inclusion in the file, it may be customised to suit the Super Fund's specification.

The File Layout window lets you choose from one of the following thirteen fund formats:

- AMP Corporate Superannuation
- AMP Pas Funds
- BT Online Employer
- Colonial Corporate Super Fund
- Commonwealth eSelect
- First State Super
- Health Super Pty Ltd
- Industry Funds Administered by AAS
- ING Corporate Supermastertrust
- MLC SuperEzy
- NSP Buck
- Sun Super
- Super Partners







Alternatively, you can create your own format.

To access File Layout Maintenance from the menu, select [Maintenance > Superannuation > File Layout](#).



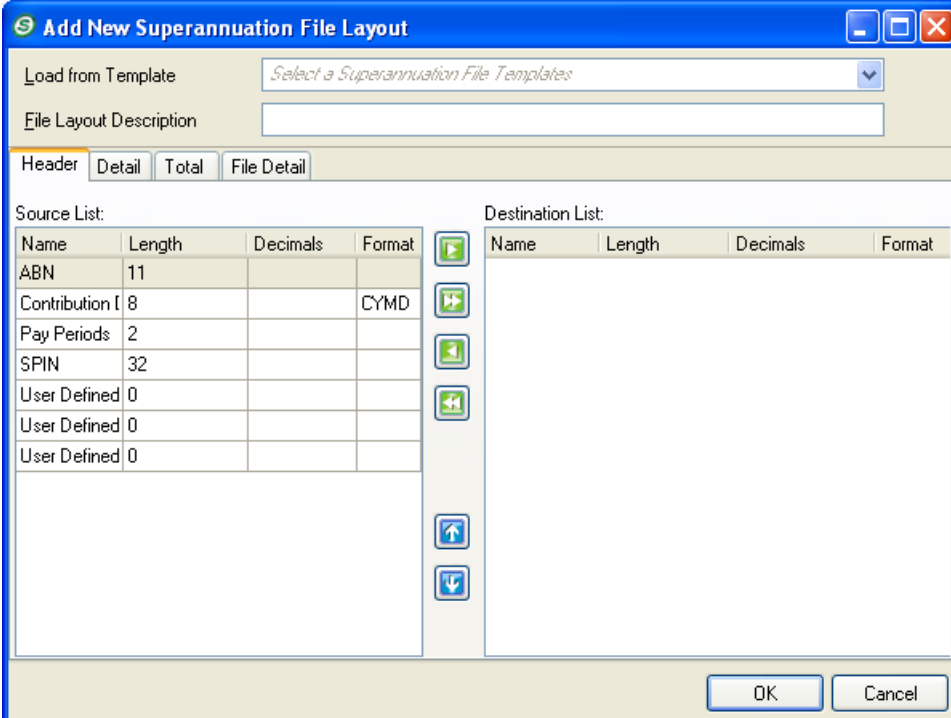
## Using the source and destination grids

The Header, Detail and Total tabs all have the same navigation tools. The fields in the Source List on the left hand side are all available for use in the current File Layout but will only appear in the output file if they are added to the Destination List.

- 1 To add a single field to the Destination List, highlight the field and click on the  button.
- 2 To add all the source fields to the Destination List, click on the  button.
- 3 Single fields can be removed from the Destination List by highlighting a field and clicking on the  button
- 4 All the fields in the Destination List can be removed by clicking on the  button.
- 5 To change the order in which the fields in the Destination List will be added to the header, details or total, click on the field to move and use the  and  to change the order.
- 6 If required, fields can be added multiple times from the source list.

## Setting up the Superannuation File Layout

- 1 Go to File Layout Maintenance. Select [Maintenance > Superannuation > File Layout](#).
- 2 Click on the **Add** button.



NOTE: If you decide to base the File Layout on a template, you can select a standard template and, if required, make changes to the fields. Alternatively, you can create the File Layout without the template.

- 3 If based on a template, select the Superannuation File Layout template from the **Load from Template** field. The **Load from Template** field lets you select a template on which to base your new File Layout. The templates are loaded when the SagePay system is loaded.

- 4 Enter a **File Layout Description**. The **File Layout Description** field should identify the superannuation fund or funds for which the file layout is to be used.

### Superannuation File Layout - Header Tab

The screenshot shows the 'Add New Superannuation File Layout' dialog box. The 'Load from Template' dropdown is set to 'First State Super' and the 'File Layout Description' is 'Colonial First State Superannuation'. The 'Header' tab is selected. The 'Source List' table has columns Name, Length, Decimals, and Format. The 'Destination List' table has columns Name, Length, Decimals, and Format. The 'Destination List' contains several 'User Defined' entries and one 'Contribution D' entry.

Name	Length	Decimals	Format
ABN	11		
Contribution I	8		CYMD
Pay Periods	2		
SPIN	32		
User Defined	0		
User Defined	0		
User Defined	0		

Name	Length	Decimals	Format
User Defined	4	0	HHDR
User Defined	7	0	XXXXXXXX
User Defined	1	0	
User Defined	2	0	06
Contribution D	10	0	D/M/CY


The **Header** tab contains fields that make up the header section of the File Layout.

- 1 Click on the **Header** tab.

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NOTE: If you have selected a template for the File Layout, all the fields required by that fund will be in the Destination List on the right side of the window.

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- 2 If you are not using a template, or you wish to add additional fields to the File Layout, highlight the field to be added.
- 3 Click on the  button to add the field to the Destination List.
- 4 Enter any codes that are required in the **Format** column for the field that has been added. The **Format** field is to be used to specify particular codes that are required to be used in the selection of the data. These codes must be exactly the same as the codes that have been defined in the system for these options. For example:
  - Employer Contribution MTD has the code **001** defined (001 is defined as an Employer Superannuation Contribution code)
  - Employee Contribution MTD – there are two fields for the same type in the Destination list. The first is used to identify a superannuation deduction defined as **DSC** and the second is for another deduction defined as **DVC**. The result of this format will mean that values for the different codes will appear in different fields of the output file for each employee.

## Superannuation File Layout - Detail Tab

**Add New Superannuation File Layout**

Load from Template: First State Super

File Layout Description: Colonial First State Superannuation

Header | **Detail** | Total | File Detail

Source List:

Name	Length	Decimals	Format
Address - P	4		
Address - St	3		
Address - St	30		
Address - S	20		
Annual Sala	6	2	
Autopay Am	8	2	
Birth Date	8		CYMD
Contribution	8		CYMD
Employee C	5		
Employee T	5		
Employee C	6	2	ALL
Employee C	6	2	ALL
Employee C	6	2	ALL

Destination List:

Name	Length	Decimals	Format
User Defined	4	0	HREC
Employee Co	5	0	
Surname	22	0	
Given Name	30	0	
Birth Date	10	0	D/M/Y
Gender	1	0	
User Defined	1	0	
Employer Cor	8	2	ALL
Employee Co	8	2	ALL
Employee Co	8	2	ALL
User Defined	1	0	
Membership f	8	0	
Location	4	0	

OK Cancel


The **Detail** tab contains fields that are contained in the body section of the File Layout.

- 1 Click on the **Detail** tab.

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NOTE: If you have selected a template for the File Layout, all the fields required by that fund will be in the Destination List on the right side of the window.

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- 2 If you are not using a template, or you wish to add additional fields to the File Layout, highlight the field to be added.
- 3 Click on the  button to add the field to the Destination List.
- 4 Enter any codes that are required in the **Format** column for the field that has been added. The **Format** field is to be used to specify particular codes that are required to be used in the selection of the data. These codes must be exactly the same as the codes that have been defined in the system for these options.

For example, ABC Super Fund requires Employee Contributions to be separated into pre and post tax types. To do this it would be necessary to select the Employee Contribution field twice. On one line the deduction codes for Employee Contributions before tax would be entered (separated by a comma) in the Format column. On the other Employee Contribution line, all the deduction codes for Employee Contributions after tax would be entered.

## Superannuation File Layout - Total Tab

**Add New Superannuation File Layout**

Load from Template: First State Super

File Layout Description: Colonial First State Superannuation

Header | Detail | **Total** | File Detail

Source List:

Name	Length	Decimals	Format
Contribution I	8		CYMD
Record Cour	8		
Total Contrib	10	2	
User Defined	0		
User Defined	0		
User Defined	0		
Employee Co	6	2	ALL
Employee Co	6	2	ALL
Employee Co	6	2	ALL
Employer Cor	6	2	ALL
Employer Cor	6	2	ALL
Employer Cor	6	2	ALL

Destination List:


Name	Length	Decimals	Format
User Defined	4	0	HTRL
User Defined	7	0	XXXXXXXX
Record Count	6	0	
Employer Cont	10	2	ALL
Employee Cor	10	2	ALL
Employee Cor	10	2	ALL

OK Cancel

The **Total** tab contains fields that make up the total details at the bottom of the File Layout.

- 1 Click on the **Total** tab.

NOTE: If you have selected a template for the File Layout, all the fields required by that fund will be in the Destination List on the right side of the window.

- 2 If you are not using a template, or you wish to add additional fields to the File Layout, highlight the field to be added.
- 3 Click on the  button to add the field to the Destination List.
- 4 Enter any codes that are required in the **Format** column for the field that has been added. The **Format** field is to be used to specify particular codes that are required to be used in the selection of the data. These codes must be exactly the same as the codes that have been defined in the system for these options.

NOTE: There are 3 fields for each Employer and Employee contribution. If the Super Fund prefers that you report superannuation each month then you would move the relevant Month to Date (MTD) contribution field to the Destination list, otherwise you can select the Quarter to Date (QTD) or Year to Date (YTD) option.

If you have both Employer and Employee contributions that are to be paid to this fund, then you will need to select both these types of contributions into the Destination list.

## Superannuation File Layout - File Detail Tab

The screenshot shows a dialog box titled "Add New Superannuation File Layout". At the top, there is a "Load from Template" dropdown menu set to "First State Super" and a "File Layout Description" text box containing "Colonial First State Superannuation". Below this are four tabs: "Header", "Detail", "Total", and "File Detail", with "File Detail" being the active tab. The "File Location Detail" section contains the following fields:

- Location:** A dropdown menu set to "< All >".
- Name of Output File:** A text box containing "FIRSTSS".
- Extension of Output File:** A text box containing "cso".
- Path of Output File:** A text box containing "C:\", with a folder icon button to its right.
- Delimiter:** A dropdown menu set to "Commas and Quotes".
- End of Line Character:** A dropdown menu set to "Carriage Return and Line Feed".
- Output File:** A text box displaying "C:\FIRSTSS.cso".

At the bottom right of the dialog are "OK" and "Cancel" buttons.

The **File Detail** tab is used to select Locations that use the File Layout, and to specify the file setup.

- 1 Click on the **File Detail** tab.
- 2 Select the **Locations** that will use this File Layout. The **Location** field contains the locations that exist for this company that can be used. By default, the file includes all locations.
- 3 Enter the **Name of the Output File**. The **Name of Output File** field determines the name that will be used for the superannuation file along with the Extension (that is defined below). If the superannuation fund has specified a particular name for the file, it should be entered here; otherwise it can be named to your own preferences.
- 4 Enter the **Extension of the Output File**. The **Extension of Output File** field determines what the extension of this file will be, eg. txt. This means that every time you export this superannuation file, the specified extension will be used. Do not put a full stop in front of the extension.
- 5 Enter the **Path of the Output File**. The **Path of Output File** field points to where the superannuation file will be saved. It must contain both the Drive and the directory path in which you will save your file, eg. a:\ampdisk\040331 or f:\amp. The path can either be typed in directly, or located by clicking the Browse button. Enter the drive and path where the output file will be saved.
- 6 Select the **Delimiter** for the File Layout. The **Delimiter** field determines which characters separate fields in a superannuation file. Delimiters are selected from the drop down list. You must make sure the option you select is not contained within the data in the interface file or it may not be in the correct format for the Superannuation Fund. For example, if you select **Commas Only** as the delimiter and type an address as 6,854 Station Parade instead of 6/854 Station Parade, the interface file may read the 6 as the entire street address. The options are:
  - Commas and Quotes
  - Tabs and Quotes

- Tabs only
  - Commas only
  - Fixed length fields.
- 7** Select the **End of Line Character**. The **End of Line Character** denotes the end of a complete record. The available options are Carriage Return and Line Feed, Carriage Return only and Line Feed only.

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NOTE: The output file name will be displayed as it will be created when the interface file is generated.

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- 8** Click on **OK** to Save.