

Sage WageEasy SuperStream

SuperStream is a government reform aimed at improving the efficiency of the superannuation system.

Under SuperStream, employers must make super contributions on behalf of their employees by submitting data and payments electronically in a consistent and simplified manner.

SuperStream is mandatory for all employers making super contributions and for those employers with 20 or more employees, the SuperStream requirements need to be met by 30 June 2015.

Sage WageEasy has 3 options available for customers to meet these reporting requirements.

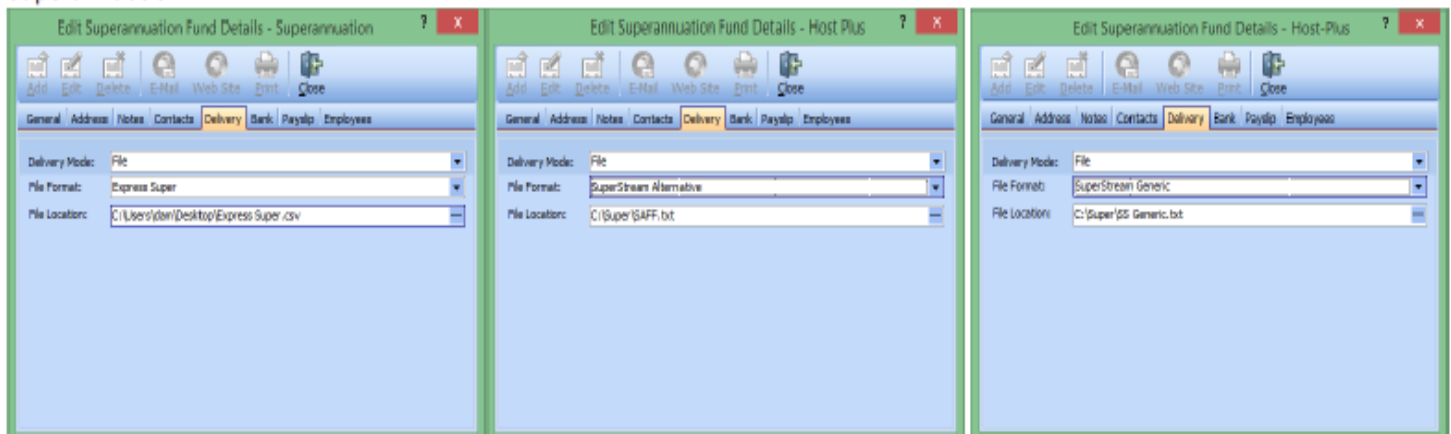
Express Super – This file format option is provided by Sage MicrOpay

SuperStream Alternative – This file format option provides an alternative to the 'standard' and contains all mandatory data in an ATO accepted format. Sage WageEasy has obtained bronze certification compliance for this file format.

SuperStream Generic – This file format maybe currently in use and if accepted by your clearing house/gateway can continue to be utilised.

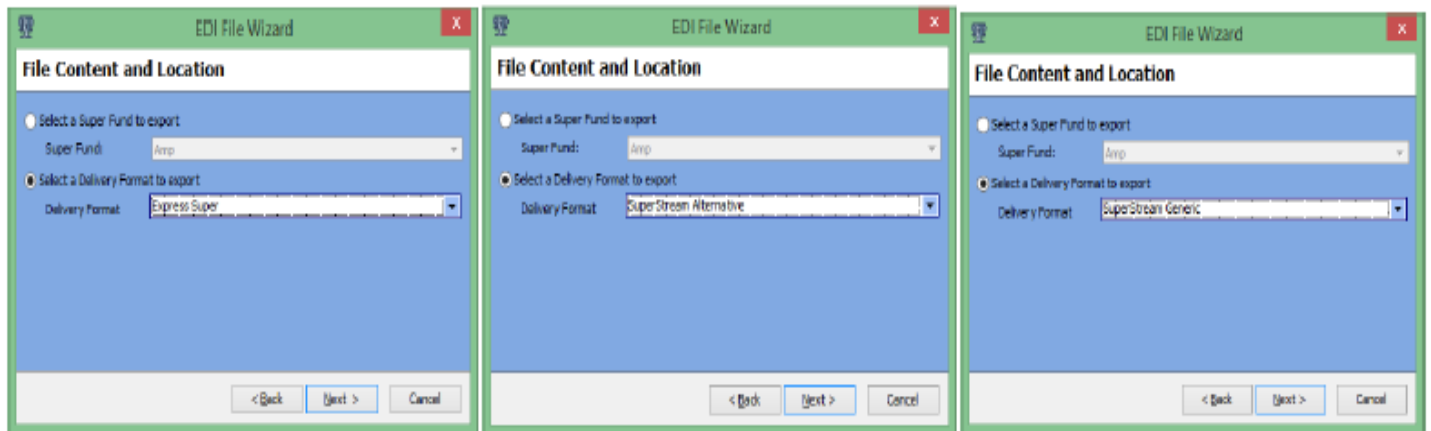
All 3 reporting options are accessed from Reports > Superannuation > Export File after individual superannuation funds have the required file format option selected.

Superannuation



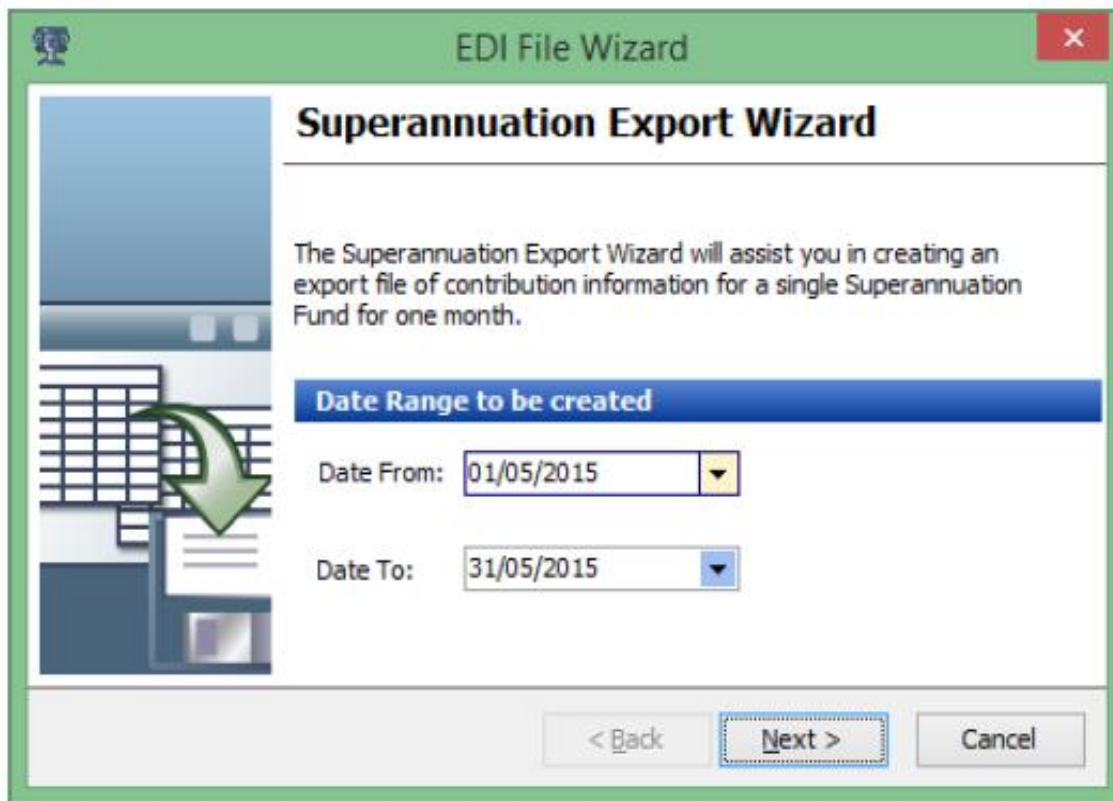
Ref: Setup | Superannuation

Reports > Superannuation > Export File

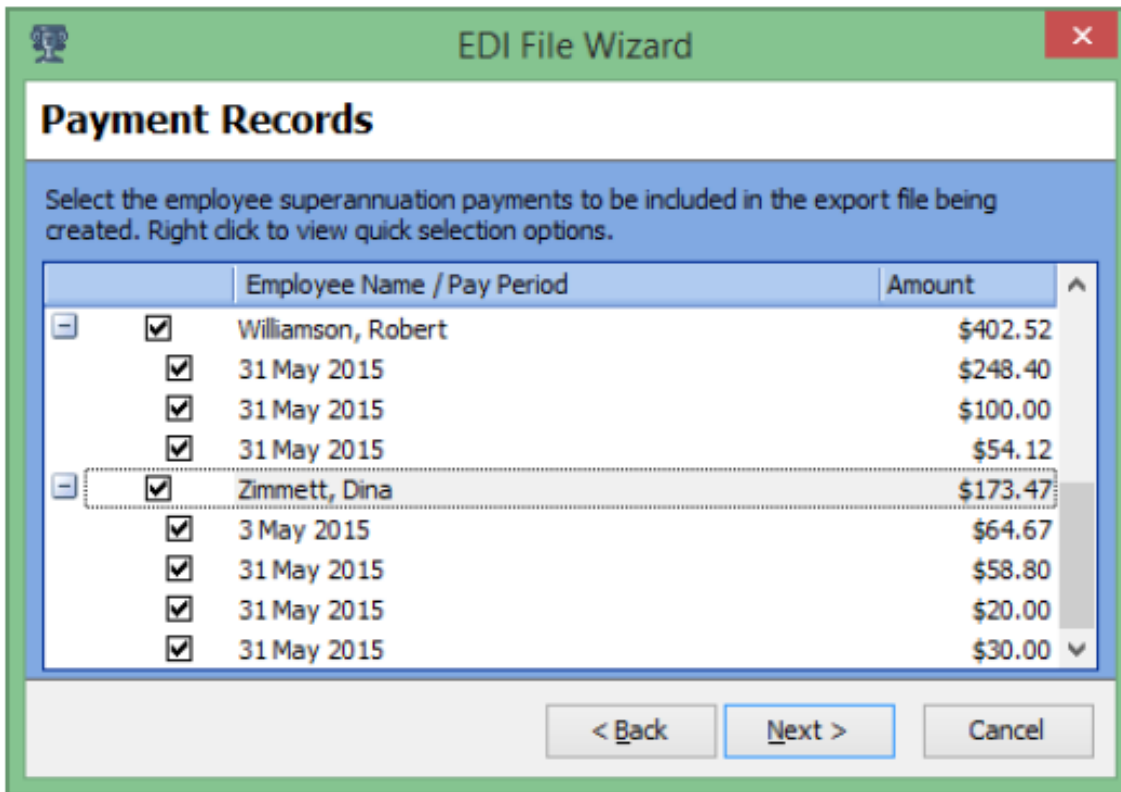


Ref: Reports | Superannuation | Export File

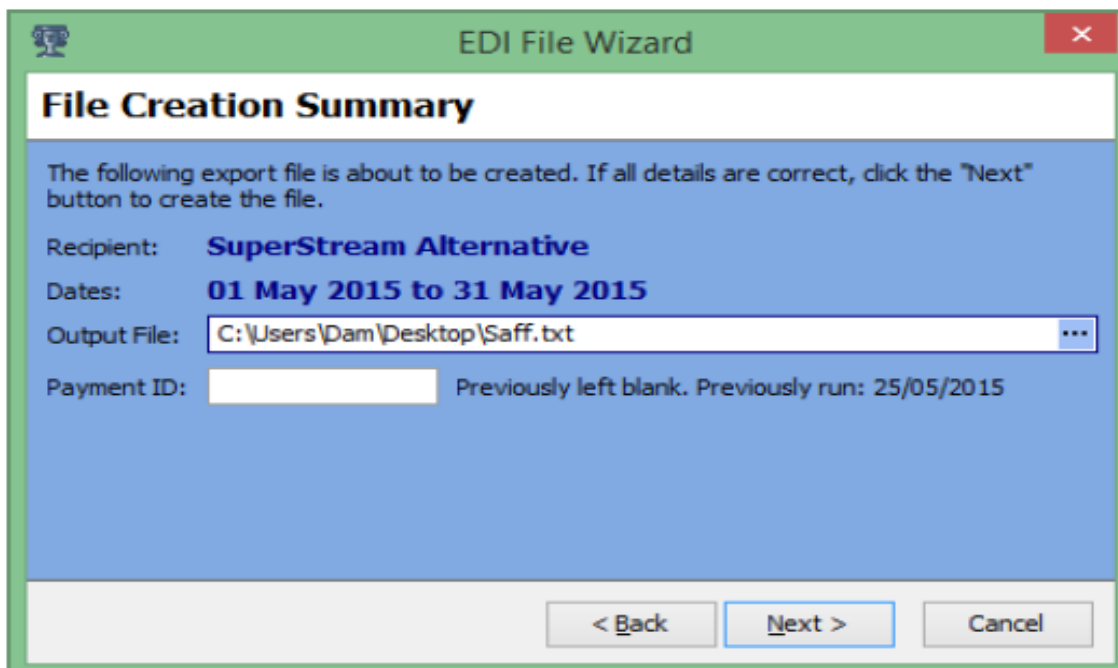
Select the date range on which to report contributions for



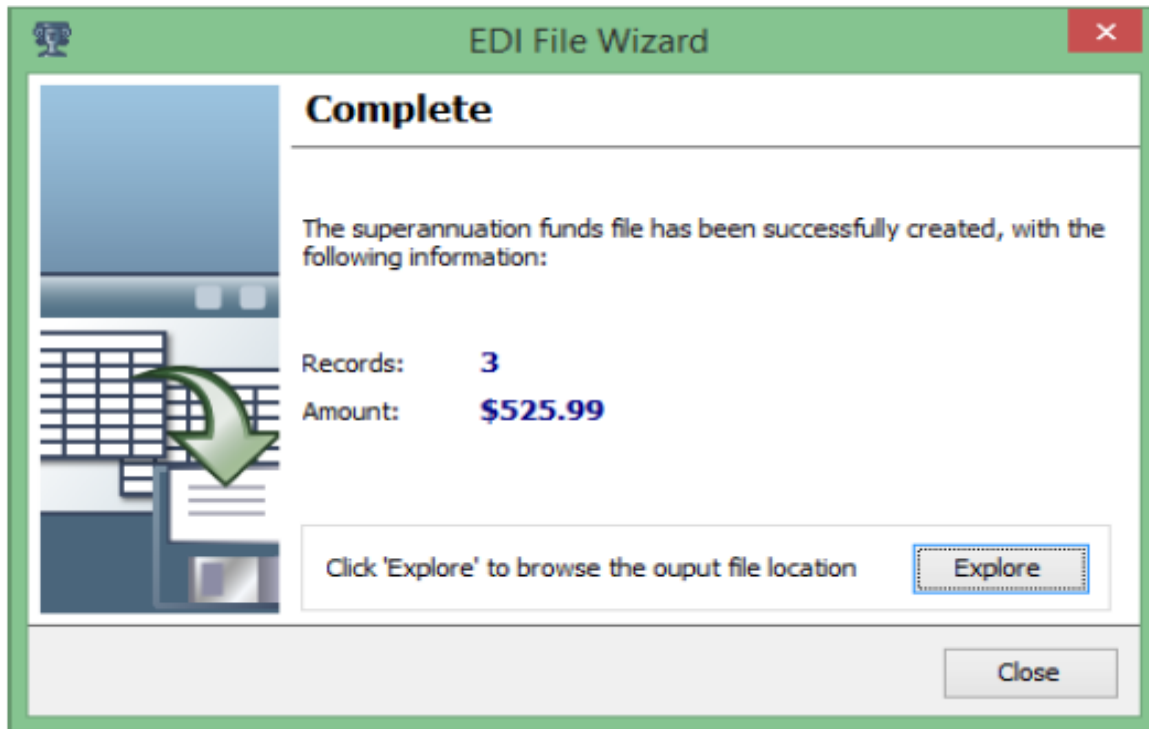
Select the employee’s superannuation contributions for inclusion in the export file. By default, all available contributions that have not yet been included in a file, will be included, however specific employees and specific contributions can be deselected and selected as required.



Depending on the selected file format, Payment ID can be added as required before completing the files creation. The Payment ID is a unique payment reference which companies will use to bank superannuation payments. This ID is created by the customer and is usually the date. The wizard also shows you the previous payment reference used and the date the file was run.

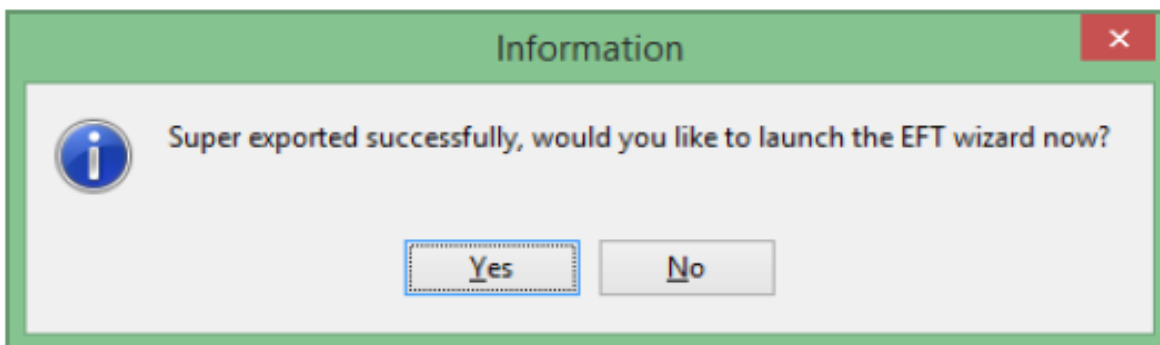


The screen should report the total employees included in the report as records and the amount being reported



Once the export is finished Explore to browse the output file location and/or click close the wizard.

If the option to include superannuation payments in the EFT file is selected (from File > Company Details > Banking > Bank Account), the EFT file can be created at this time. Please note that activating the EFT banking wizard in this area will only produce the EFT file for superannuation. Payments for wages, tax and/or allowances need to be made via the Reports > Banking > EFT Banking menu.



Once the EFT file creation wizard is finished, the file is ready to send to the Clearing House via your online banking software.

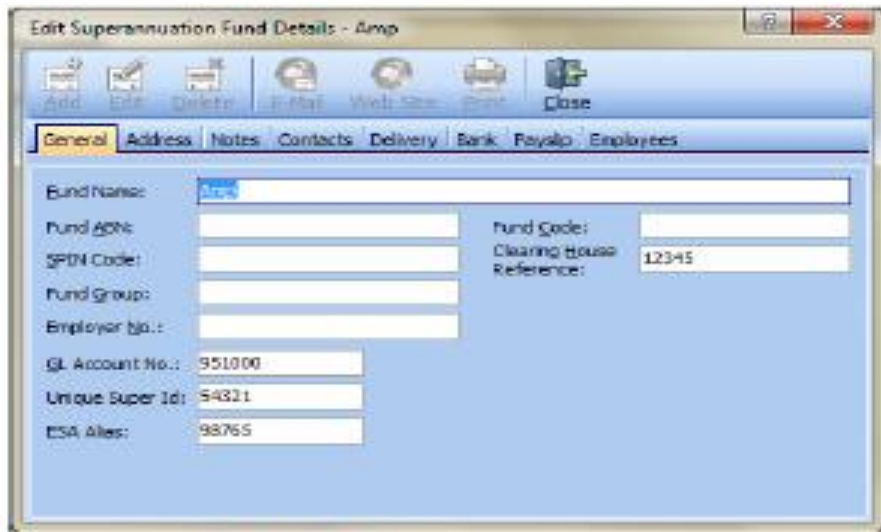
Additional superannuation fund configuration and processing detail for individual file format options are covered below.

Express Super

Prior to setting up Sage WageEasy to comply with the Sage Express Super Clearing House solution, the Sage Service Sales staff will provide you with all the relevant information on costs and training required. Please contact the Sage Sales Service team on 1300 624 724 or servicesales.au@sage.com for more information on this option.

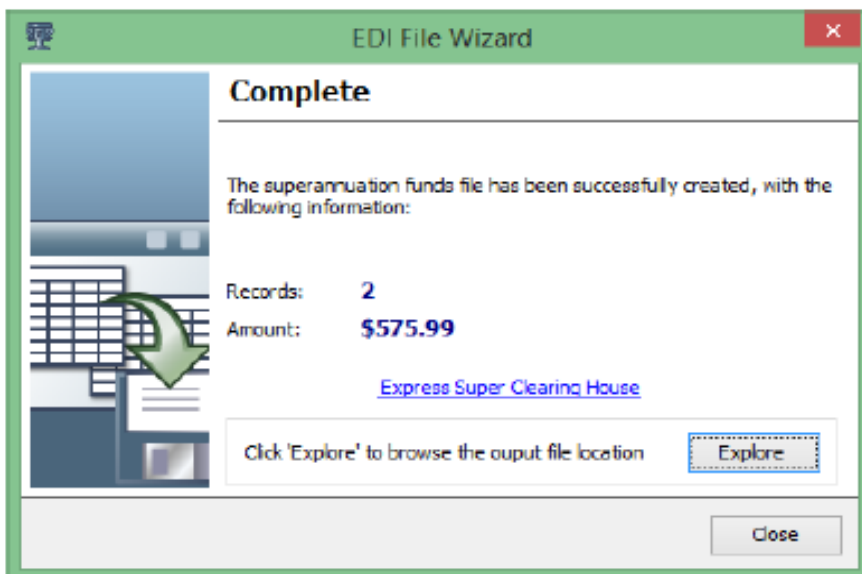
To setup Sage WageEasy to use Express Super you will need to ensure the below detail is setup for each relevant superannuation fund before following the steps above.

Setup the relevant superannuation funds by inserting the SCID (Superannuation Contribution ID) issued by Sage MicroPay into the clearing house reference field and the file format as Express Super.



Ref: Setup | Superannuation Funds

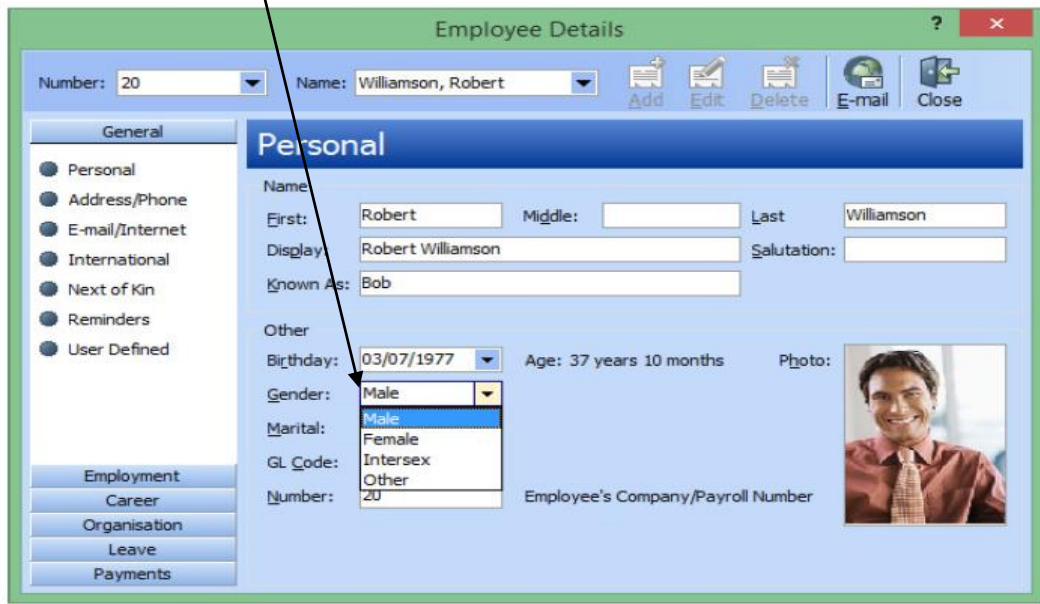
After the Express Super csv file has been created, upload it and ensure the file has been submitted in the Express Super Portal before proceeding. You can use the link at the time of the files creation, Express Super Clearing House, to launch the website.



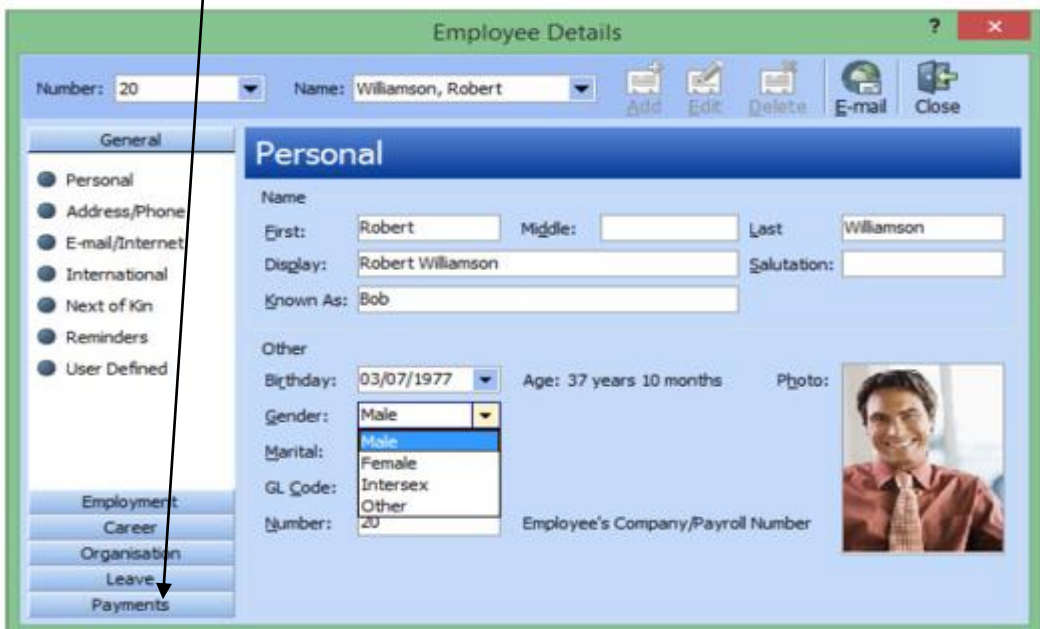
Superannuation Contributions – additional fields

In addition to these file format options, Sage WageEasy now has a number of new fields added. These fields allow users to report mandatory data in the superannuation contributions file.

Employee Details / Gender / additional options for gender of Intersex and Other can be chosen.



Choose the payments tab / Superannuation / Click the add button



Employee Contribution

Choose Employee contribution as the type, Add in an amount, then choose from the drop down menu

The screenshot shows a dialog box titled "Add Superannuation Contribution Details". It has a "Contributions" tab. The fields are: Fund Name: Host-Plus; Member No: 93699369; Contribution Type: Employee Contribution; Amount: \$0.00. A dropdown menu is open next to the Contribution Type, showing options: Personal, Spouse, Child, and Other 3rd party. An arrow points to the "Personal" option. There are "OK" and "Cancel" buttons at the bottom.

Employer Additional Contribution

Choose Employer additional contribution, Add in an amount, then choose from the drop down menu

The screenshot shows a dialog box titled "Add Superannuation Contribution Details". It has a "Contributions" tab. The fields are: Fund Name: Host-Plus; Member No: 93699369; Contribution Type: Employer Additional Con; Amount: \$0.00. A dropdown menu is open next to the Contribution Type, showing options: Voluntary and Award of Productivity. An arrow points to the "Voluntary" option. There is a checkbox "Include on ATO Payment Summary as RESC" which is unchecked. There are "OK" and "Cancel" buttons at the bottom.

By default if you already have these contributions set up for employees, they will automatically be allocated to personal for employee contributions and voluntary for employer additional contributions after upgrading to this new version of Sage Wage Easy.