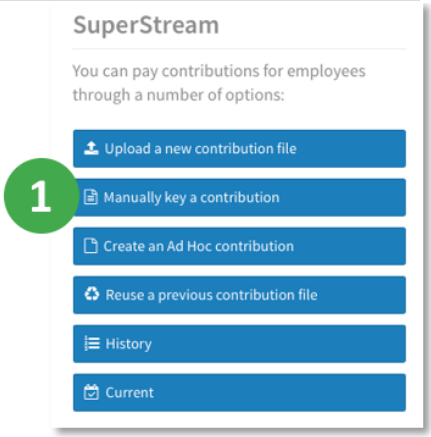
6. Manually Key a Contribution

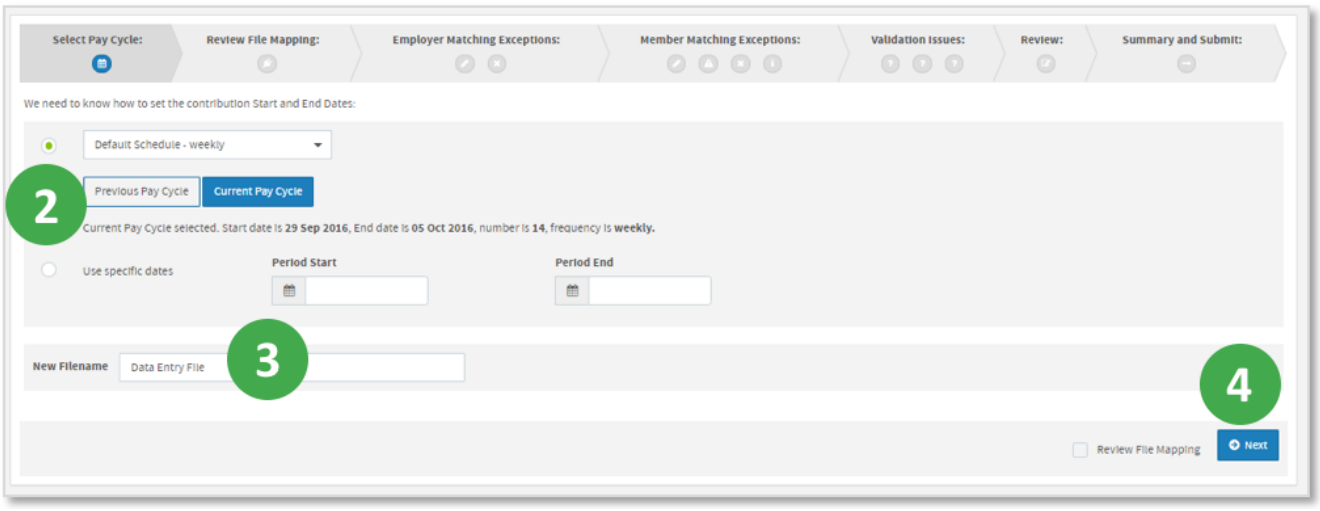
If required, you can manually enter contribution data instead of using a file generated from your payroll system. This is useful for adding specific Members and their contributions, as well as creating new Members.

Manually entering data does **not** update your payroll system.

1. On the Dashboard page, on the **SuperStream** panel, click the **Manually key a contribution** button.



The screen that displays, shows the process steps across the top, starting with **Select Pay Cycle.**



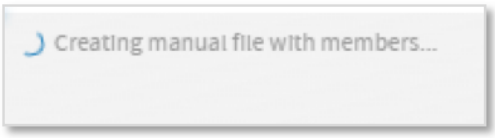
2. Select one of these options to set your dates.

- **Use an existing Pay Cycle** – This dropdown will list all pay cycles configured for your employer.
- ***Use specific dates*** – Manually select Period Start and Period End dates.

3. If required for your records, type a **New Filename** for the manual submission.

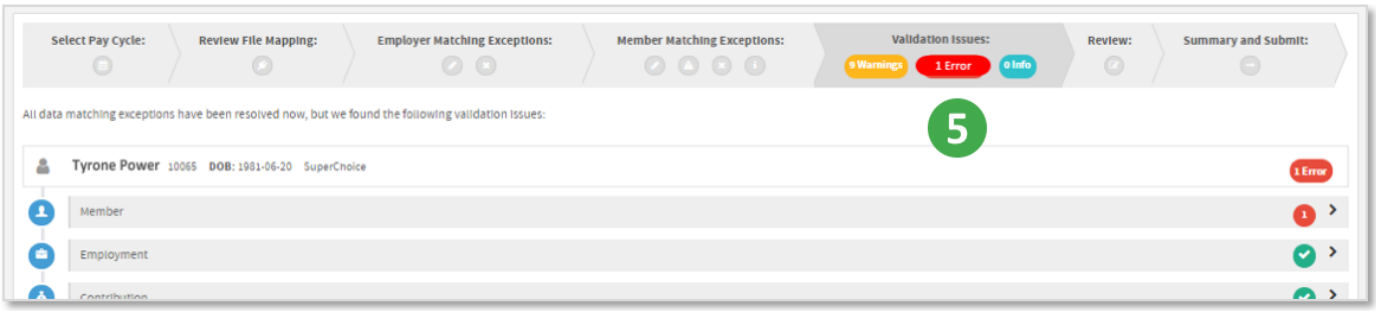
4. Click the **Next** button.

The Portal starts to compile a submission file as it checks and validates the current Members in the Portal. This may take a few minutes, depending on the number of Members.



6. Manually Key a Contribution

5 Resolve any validation issues that have been flagged. For detailed information on resolving validation issues, see the *Uploading your File* quick reference guide.

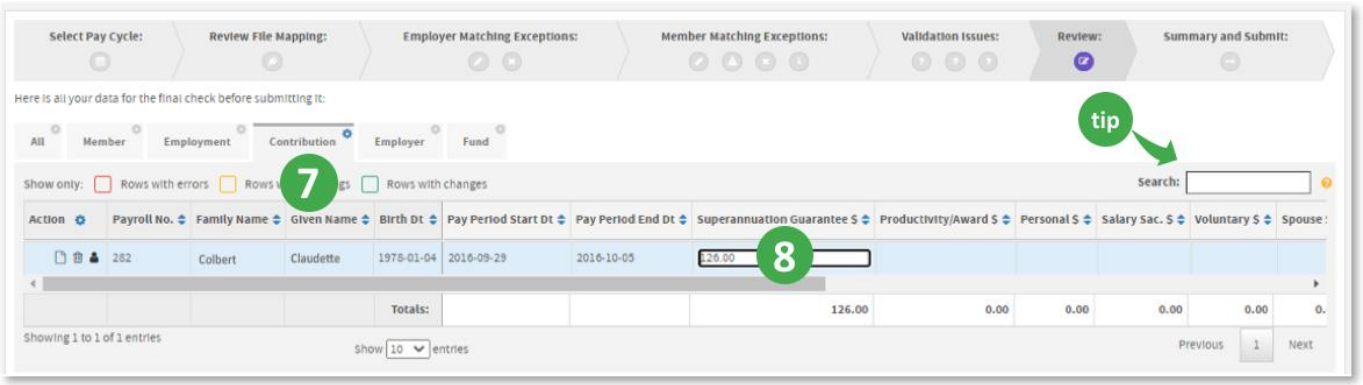


6 After all validation issued have been addressed, click **Next**.

The **Review** screen displays and lists all the Member data that has been added to the manual file.

At this point in the process you can make any necessary edits and/or additions.

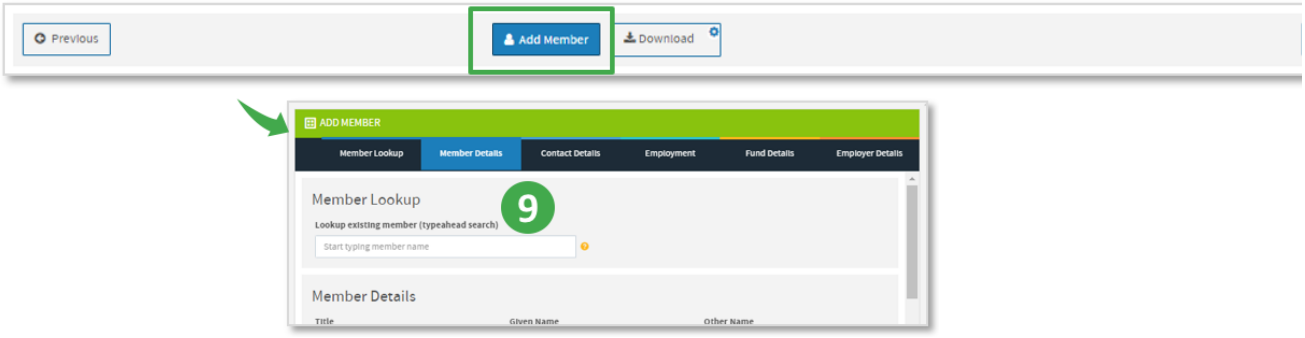
7 To view the contribution fields that you are able to manually update, click the **Contribution** tab.



8 For each Member who you are entering contributions for, click the relevant contribution field (eg **Superannuation Guarantee $**, **Personal $**), and then type the amount.

tip You can use the **Search** field in the top right corner to locate a specific Member.

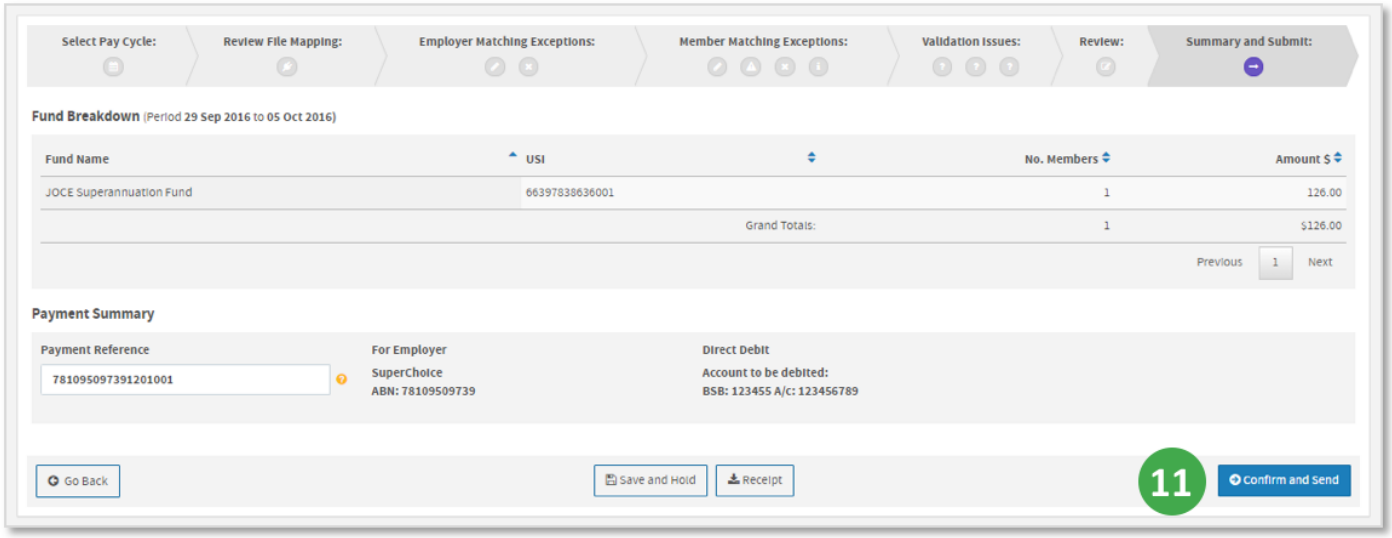
9 If you need to add a new employee to this contribution, click the **Add Member** button at the bottom of the screen, and then in the Add Member popup, complete the details.



6. Manually Key a Contribution

10 After you have entered all of the amounts, click the **Next** button.

The **Summary and Submit** screen displays and lists the contributions via fund. Here you can review the grand totals and confirm the payment summary details.



Save and Hold will LOCK your data in this submission and prevent any further data changes.

11 After you have confirmed the submission and payment details, click the **Confirm and Send** button to submit the contributions.

12 On the confirmation message, click **Submit** to confirm.

If you made changes to Member details as part of this manual submission, you must update your payroll system with these changes so the information is correct.

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