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.



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



SuperChoice

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

Select Pay Cycle:	Review File Mapping: Employer	Matching Exceptions: Me	mber Matching Exceptions:	Validation Issues:	eview: Summary and Submit:
We need to know how to set the cont	ribution Start and End Dates:				
Default Schedule - wee	kty 👻				
2 Previous Pay Cycle Current Pay Cycle selecte	Current Pay Cycle d. Start date is 29 Sep 2016, End date is 05 Oct	2016, number is 14, frequency is weekly.			
Use specific dates	Period Start	Period End			
	#	#			
New Filename Data Entry File	3				4
					Review File Mapping • Next



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.

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



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.

) Creating manual file with members...



5

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

Se	elect Pay Cycle:		Review File Mapping	•	Employer Matching Exceptions:	Member Matching Exceptions:	V 9 Warning	alidation Issues:	Re	view:	Summary and Submit:
All data	matching except	ions hav	e been resolved now,	but we foun	d the following validation issues:			5			
۵	Tyrone Powe	r 10065	DOB: 1981-06-20 S	uperChoice							1 Error
0	Member										• •
0	Employment										2 >
	Contribution										n >

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.

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

					0000	000	0			m.
nployment Co	altting it:	Employer	Fund				(search:		
Family Name	Given Name 🖨	Birth Dt 🛊	Pay Period Start Dt 🖨	Pay Period End Dt 💠	Superannuation Guarantee \$ 🖨	Productivity/Award \$ 🖨	Personal \$ 🖨	Salary Sac. \$ 🖨	Voluntary \$ 💠	Spou
Colbert	Claudette	1978-01-04	2016-09-29	2016-10-05	E20.00 8					
						20120			1.00000	
	II check before subm nployment Co errors Rows v Family Name Colbert	II check before submitting It: nployment Contribution errors Rows Contribution Family Name & Given Name & Colbert Claudette	II check before submitting It: nployment Contribution Employer errors Rows Family Name & Given Name Birth Dt & Colbert Claudette 1978-01-04	II check before submitting It: nployment Contribution Employer Fund errors Rows Contribution Rows with changes Family Name Given Name Birth Dt Pay Period Start Dt Colbert Claudette 1978-01-04 2016-09-29	II check before submitting It: nployment Contribution Employer Fund errors Rows Employer Rows with changes Family Name & Given Name & Birth Dt & Pay Period Start Dt & Pay Period End Dt & Colbert Claudette 1978-01-04 2016-09-29 2016-10-05	II check before submitting It: nployment Contribution Employer Fund errors Rows For Birth Dt Pay Period Start Dt Pay Period End Dt Superannuation Guarantee S Colbert Claudette 1978-01-04 2016-09-29 2016-10-05 20.00 8	II check before submitting II: nployment Contribution Employer Fund errors Rows For Rows with changes Family Name & Given Name & Birth Dt Pay Period Start Dt Pay Period End Dt & superannuation Guarantee S Productivity/Award S & Colbert Claudette 1978-01-04 2016-09-29 2016-10-05 205.00 8	II check before submitting It: nployment Contribution Employer Fund errors Rows For Rows Rows Rows with changes Family Name Given Name Birth Dt Pay Period Start Dt Pay Period End Dt Superannuation Guarantee Productivity/Award Personal Personal	II check before submitting It: nployment Contribution Employer Fund Fund Search: For Search: Family Name & Given Name & Birth Dt & Pay Period End Dt & Superannuation Guarantee S & Productivity/Award S & Personal S & salary sac. S & Colbert Claudette 1976-01-04 2016-09-29 2016-10-05 E0:00 8	II check before submitting It: nployment Contribution Employer Fund Contribution Search: Search: Search: Search: Colbert Claudette 1975-01-04 2016-09-29 2016-10-05 E0.00 8

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

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

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.

us	Add Member	≛ Download	
ADD MEMBER Member Lookup	Member Details Contact Details	Employment Fund Details	Employer Details
Member Lookup Lookup existing member (ty start typing member name	peahead search)		Å
Member Details	Given Name	Other Name	

6. Manually Key a Contribution





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.

Select Pay Cycle: Review File Mapping	Employer Matching Exceptions:	Member Matching Exceptions:	Validation issues: Review:	Summary and Submit:
Fund Breakdown (Period 29 Sep 2016 to 05 Oct 2016)				
Fund Name	≜ USI	\$	No. Members 🗢	Amount \$ 🗢
JOCE Superannuation Fund	663978386360	001	1	126.00
		Grand Totals:	1	\$126.00
				Previous 1 Next
Payment Summary				
Payment Reference	For Employer	Direct Debit		
781095097391201001	ABN: 78109509739	Account to be debited: BSB: 123455 A/c: 123456789		
	ſ			
Go Back	l	Save and Hold		Confirm and Send

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

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



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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