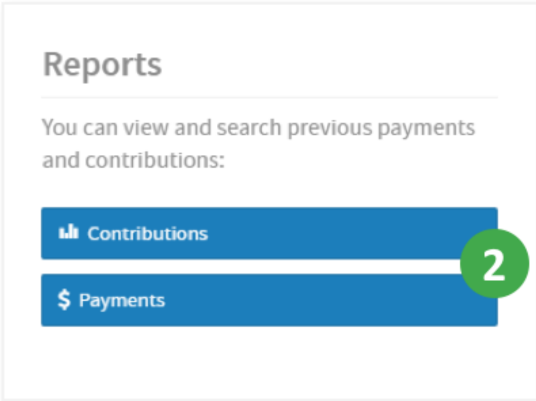
In the Portal you are able to run reports on previous contributions and payments via buttons on the Dashboard's **Reports** panel. At the top of each report screen there are options to filter information so you can create reports that are specific to your needs. In addition, for quick access, you can save report filters that you frequently use.

Contribution reports can be downloaded and saved in a number of formats.

Viewing the Reports



1 Access the **Dashboard** view (if it does not already display).

2 On the **Reports** panel, depending on which report you want to view, click the **Contributions** or **Payments** button.

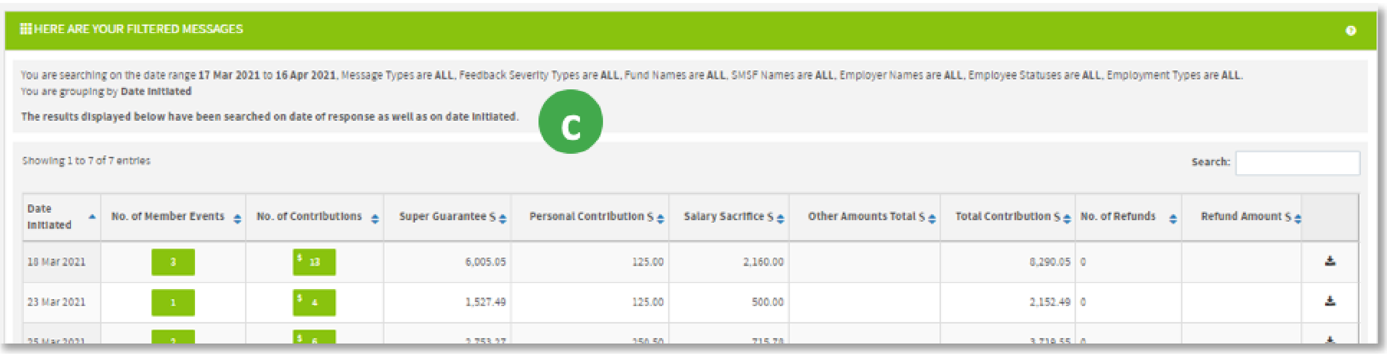
The Reports screen that displays (depending on your selection) is divided into three or four panels.

a The **Filters** panel provides various fields that can be used to filter the results. The fields available depend on the report selected (the example below is for the Contributions report).

b The **Grouping** panel (only available for Contributions reports), where you can nominate how the report results should be ordered and grouped.

For detailed information about Contributions report filters and groupings, see Filters and Groups for Contributions Reports and Filters for Payment Reports.

c The **Results** panel, where the report displays after you apply filters.



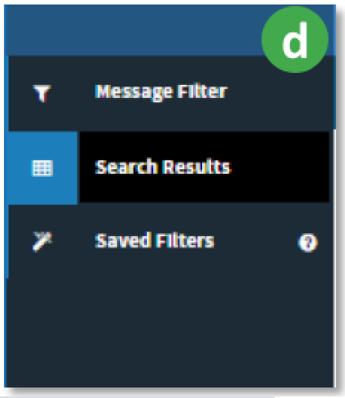
d The **Sidebar** panel, where any saved filters are listed.

Collapse the width of the Sidebar by clicking the button.
Click the button to expand the Sidebar.

Click **Message Filter** to redisplay the Filters panel after after a report's results display.

Click **Search Results** to display the Results panel.

Any saved filter sets are listed under **Saved Filters**, and can be applied with a single click.



> For more information on saving filters, see Saving Filters and Using Saved Filters.

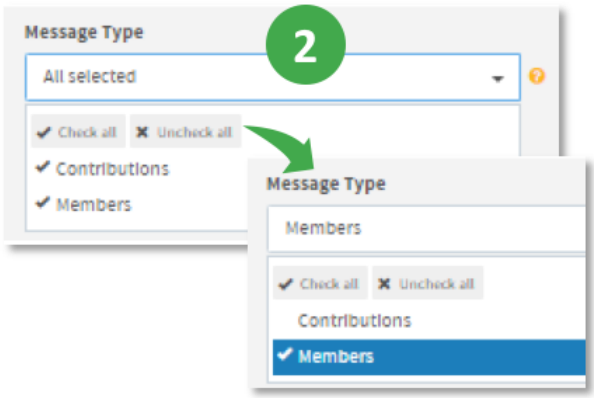
Running a Report

1 On the Dashboard view, on the **Reports** panel, click either the **Contributions** or the **Payments** button.

2 Select the filters you require.

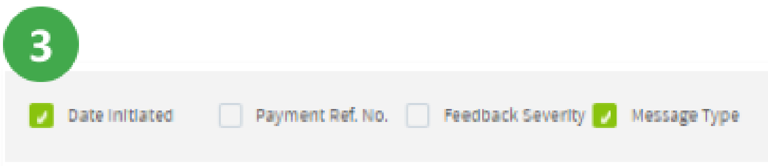
For many of the filters the default is **All selected**.
To change the default, click **Uncheck all**, and then click to select the required option(s).

> You can click the small yellow Help icon ? for more information about a filter field.



3 If you are running a Contributions report, select any required Grouping options.

4 Click the **Search** button at the bottom of the screen.



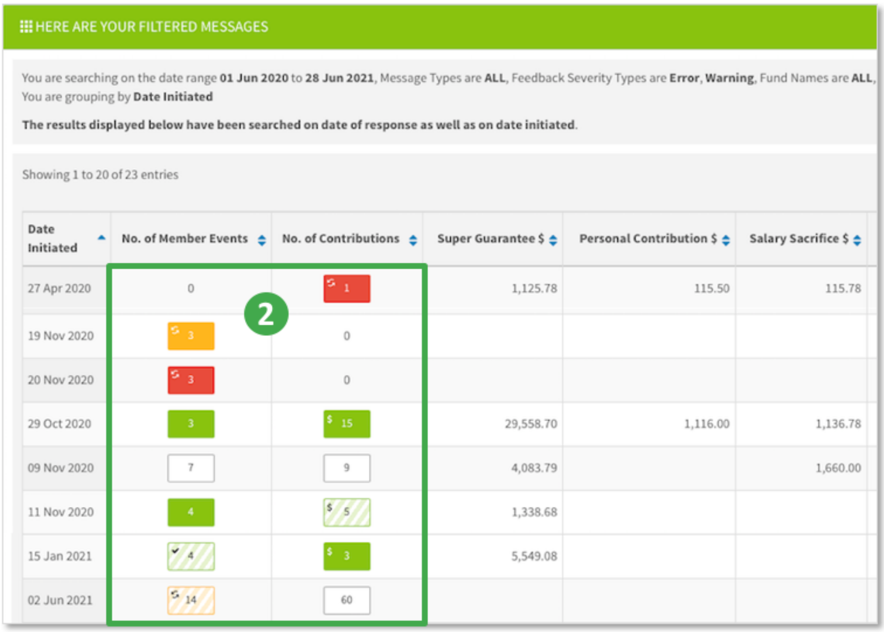
Drilling down in a contributions report

Depending on the selected filter options, a contributions report will display coloured status icons with counter numbers that indicate how many errors, warnings and accepted transactions there are for Member Events and Contribution Events in a contribution upload.

Contributions with a red 23 or an orange 14 status should be investigated as action is required. These will have a Member Registration Outcome Response (MROR) or a Contribution Transaction Error Response (CTER) message.

1. Select your report filters, and then click the **Search** button.

   The results display in the bottom panel.



HERE ARE YOUR FILTERED MESSAGES

You are searching on the date range **01 Jun 2020** to **28 Jun 2021**, Message Types are **ALL**, Feedback Severity Types are **Error**, **Warning**, Fund Names are **ALL**, You are grouping by **Date Initiated**

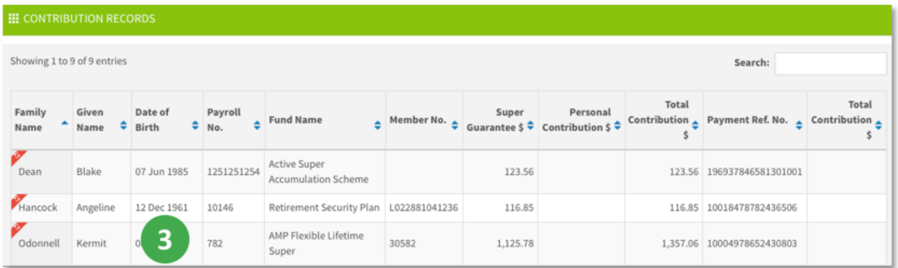
The results displayed below have been searched on date of response as well as on date initiated.

Showing 1 to 20 of 23 entries

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee $	Personal Contribution $	Salary Sacrifice $
27 Apr 2020	0	1	1,125.78	115.50	115.78
19 Nov 2020	3	0			
20 Nov 2020	3	0			
29 Oct 2020	3	15	29,558.70	1,116.00	1,136.78
09 Nov 2020	7	9	4,083.79		1,660.00
11 Nov 2020	4	5	1,338.68		
15 Jan 2021	4	3	5,549.08		
02 Jun 2021	14	60			

2. Locate the contribution that you want to investigate, and then on the same row, click the coloured square under **No. of Member Events** or **No. of Contributions**.

   A window that lists a summary of the errors, warnings or acceptances displays. (In the below example, because a red square under **No. of Contributions** was clicked, a summary of errors for Contribution events displays.)



CONTRIBUTION RECORDS

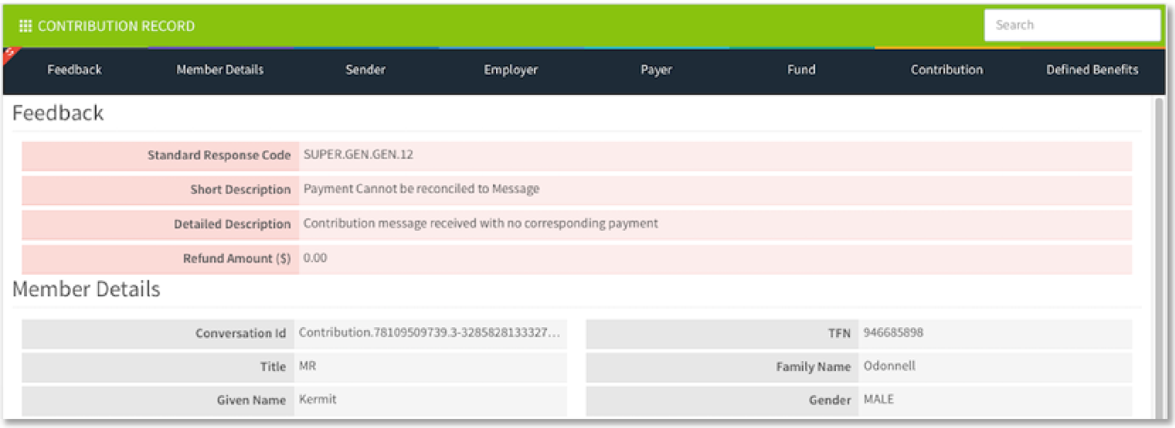
Showing 1 to 9 of 9 entries

Search:

Family Name	Given Name	Date of Birth	Payroll No.	Fund Name	Member No.	Super Guarantee $	Personal Contribution $	Total Contribution $	Payment Ref. No.	Total Contribution $
Dean	Blake	07 Jun 1985	1251251254	Active Super Accumulation Scheme		123.56		123.56	196937846581301001	
Hancock	Angeline	12 Dec 1961	10146	Retirement Security Plan	L022881041236	116.85		116.85	10018478782436506	
Odonnell	Kermit	0[illegible]	782	AMP Flexible Lifetime Super	30582	1,125.78		1,357.06	10004978652430803	

3. Locate the error that you want to view and click anywhere in the row.

A window opens and displays details about the error, including the message feedback.



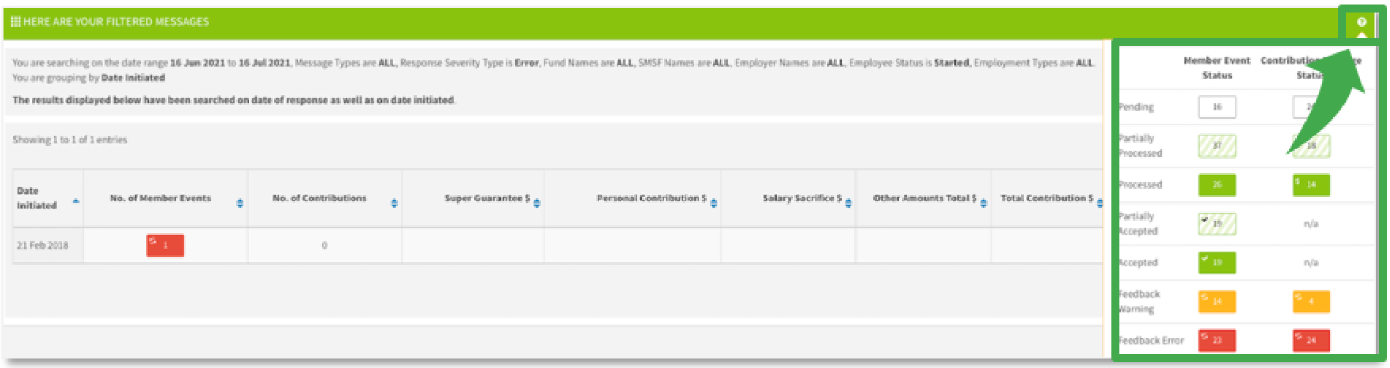
4 To return to the summary of messages, click the **Back to Summary** button. Otherwise, click **Close** to return to the report screen.

For detailed information about the square icons, see the *Employer Portal - Icon Quick Guide*.

Member and Contribution Events – Status icons

Icon	Status	Member or Contribution event	Action required
16	Pending	Both	None
37	Partially Processed	Member	None
26	Processed	Member	None
19	Accepted	Member	None
$ 14	Processed	Contribution	None
19	Partially Accepted	Member	None
$ 18	Partially Processed	Contribution	None
3150	Partial Feedback Error	Both	Review the MROR or the CTER message. Submit corrected data in another contribution file as required.
14	Feedback Warning	Both	Review the MROR or the CTER feedback warning. If required, submit corrected data in another contribution file.
23	Feedback Error	Both	Review the MROR or the CTER message. Submit corrected data in another contribution file as required.

A list of Status icons and their meanings can be accessed on the Contributions Reports screen after a report is run. To see the list, on the filtered results click the Help icon ? .



Saving Filters

Any report filters (including the Grouping options for Contributions reports) can be saved and reused. These filters are stored in the **Saved Filters** option on the Sidebar.

For a list of suggested filters for you to save, see Useful Filters to Save for Contributions Reports.

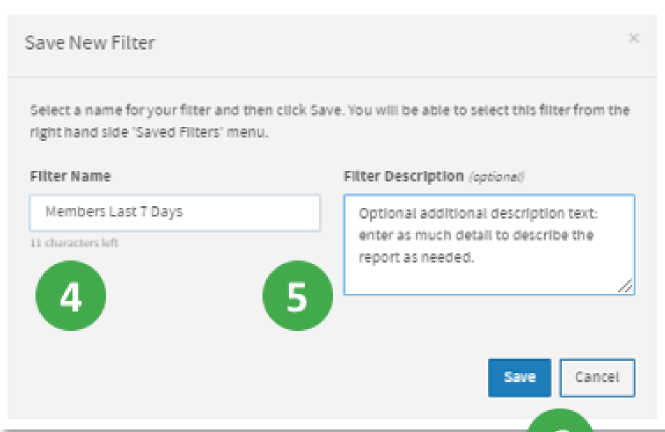
To save a filter:

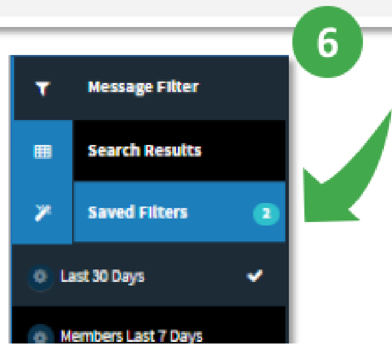
1. Select the required filter options.
2. Click the **Search** button to apply the filters.

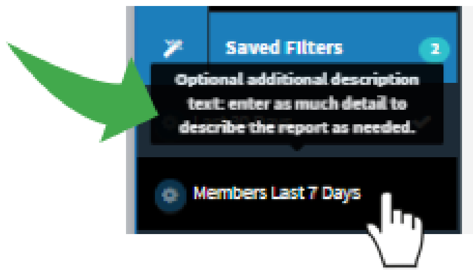
   Before saving the filter, check that the results are what you require.

3. Click the **Save As New Filter** button. A popup for saving displays.
4. Type a short **Filter Name**. (There is a 30 character limit).
5. If required, type a **Filter Description**.
6. Click the **Save** button.
   The saved filter displays in the Sidebar and the count indicator next to **Saved Filters** updates.

   Hover your mouse over a filter name in the Sidebar to display the description text.







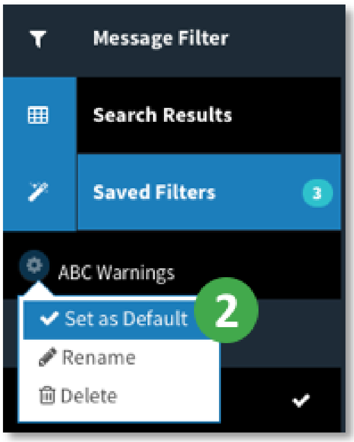
Using Saved Filters

To use any saved filters:

1. Select the required report from the **Reports** panel on the Dashboard.
2. If necessary, click the button to expand the Sidebar.
3. Click the saved filter. The report will display with all the saved filtering and grouping options applied.

Setting a filter as the default

If you frequently run a report with specific filters, you can set this report as your default instead of ‘Last 30 Days’ which is the standard default.



1. Click on the wheel icon next to the filter name.
2. On the popup menu, click **Set as Default**.

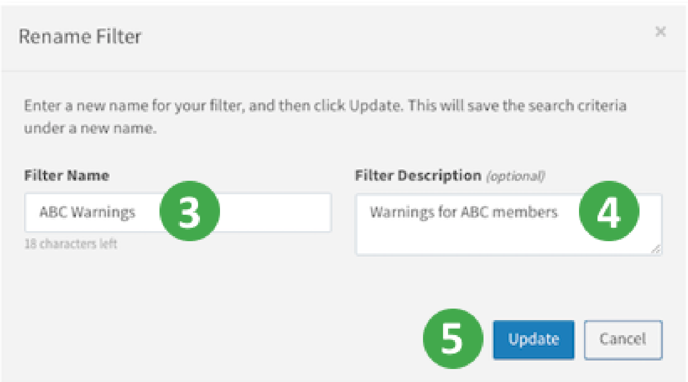
   The selected filter becomes the default, indicated by the tick.

Renaming a filter

If required, it is easy to rename a saved filter.

1. Click on the wheel icon next to the filter name.
2. On the popup menu, click **Rename**.

   The **Rename Filter** window displays.
3. Type over the **Filter Name**.
4. If applicable, type or change the **Filter Description**.
5. Click the **Update** button.

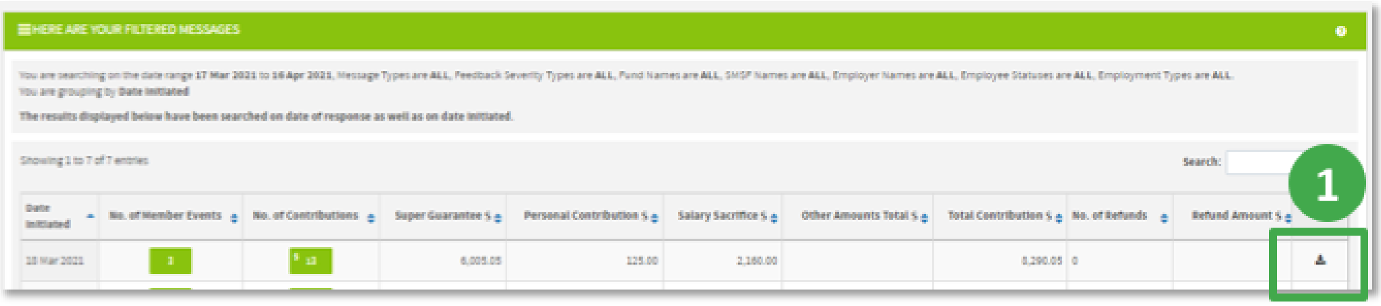


Downloading a Contributions Report

After running a Contributions report, you can download and save it in a specified format. The downloaded report can be opened in Excel for further formatting and/or filtering and for distribution.

To download a Contributions report:

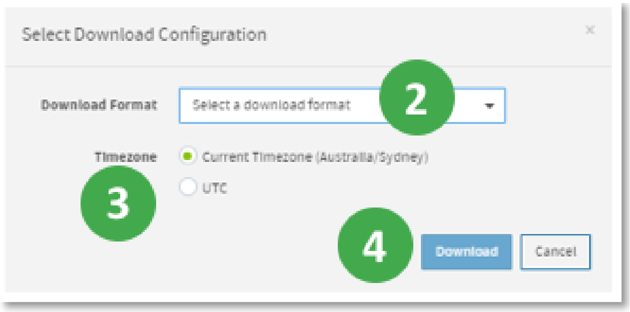
1. Click the **Download** icon located on the right end of the results panel. A popup displays.



2. Select the required **Download Format**. (See a list of available formats below.)

3. Nominate the **Time zone**.

4. Click the **Download** button.



5. Choose the location to save the file, and then click the **Save** button. Your report is now available for editing and distributing.

Download Formats

The three download formats, available for contribution reports, are described below. All downloads are in .CSV format so they can be viewed and manipulated in a text editor or Excel.

Format	Details	Number of fields
SuperChoice Detail CSV Long Download	This download contains details about the employer(s), members, contribution amounts, recipient funds and also any defined benefit information for members. This format is usually the standard download choice for most users.	155

Format	Details	Number of fields
SuperChoice Detail with Responses CSV Download	This download contains all the same fields as the SuperChoice Detail CSV Long Download but has additional fields at the end for any response values sent from recipient funds. This format is useful if you need to see and process responses from funds into your payroll system, for example new member numbers. The number you provided in the contribution file is in column BS and the number the fund responds with is in column EZ.	163
SuperStream Alternative File Format	This is the ATO SuperStream Alternative File Format, which is also a format that can be re-uploaded to the portal. It contains similar data to the SuperChoice Detail CSV Long Download format.	133

Filters and Groupings for Contributions Reports

Filters for Contributions Reports

There are 20 data filters available for reporting on contributions. The filters are a mix of pre-defined options such as **Message Type**, lists to select from such as **Fund Names**, and flexible fields into which you can type search criteria into such as **Benefit Category** and **Member No**.

A downloaded report will contain all data that relates to the results of your search criteria, not just the data in selected filter fields.

Filter field	Purpose	Options
Date Filters	Controls the date range for the report data.	• Last Day • Last 7 Days • Last 30 Days (default) • Current Financial Year • Last Financial Year • Custom Date Range (manually select From and To dates)
Message Type	Controls whether the report lists Contribution message data, Member message data, or both.	• Members • Contributions
Feedback Severity	Controls the type of report data depending on the feedback severity received from the recipient fund.	• No Feedback • Error • Warning • Info
Employer	If you are a sole trader or only have access to a single employer entity, this will be preset to the one entity. If you have access to multiple employer entities, you can select single, multiple or All.	Various All selected by default
Fund Name	Controls which APRA (Australian Prudential Regulation Authority) funds display in the report.	Various All selected by default
SMSF Name	Controls which Self-Managed Super funds display in the report.	Various All selected by default

Filters for Contributions Reports (continued…)

Filter field	Purpose	Options
Conversation ID	This acts as a super filter value as it ignores all other filter parameters.	Free text – if you know the conversation ID of the message you want to view.
Employee Status	Controls which employee statuses display in the report.	• Current • Started • Terminated
Employment Type	Controls which employment statuses display in the report.	• Casual • Contractor • Full time • Part time
Location ID	Controls which employer locations display in the report. This is useful where the location ID is used as a payroll centre/ department designation.	Free text
Benefit Category	Controls which benefit categories display in the report.	Free text
Fund Employer No.	Controls which employer/fund combination by FEN displays in the report.	Free text
Member No.	Controls which member's data displays in the report.	Free text – you can type the full member number or a partial member number to display all partial matches.
Member Surname	Displays members with a specific surname in the report.	Free text
Member Firstname	Displays members with a specific first name in the report.	Free text
Date of Birth	Displays members with a specific DOB in the report.	Calendar date picker
Payroll No.	Displays a member's data according to their specific Payroll number in the report.	Free text

Filters for Contributions Reports (continued…)

Filter field	Purpose	Options
Payment Ref No.	This functions as a super filter value as it ignores all other filter parameters.	Free text – if you know the Payment Ref No of the contribution file that you want to view.
Individual Amount	Displays all contributions with the specified amount in any of these: • Super Guarantee • Personal Contribution • Salary Sacrifice • Productivity Award	Free text
Batch Amount	Allows you to search for a total batch amount, for both choice and default super funds.	Batch Amount

Grouping Options for Contributions Reports

The search result data for a contributions report can be grouped on screen according to 10 grouping options.

Each grouping is applied in order from left to right as displayed in the Grouping panel.

Group	How Results Data is Grouped
Date Initiated	By the date the transactions were initiated.
Payment Ref. No.	By Payment Reference Numbers in ascending order.
Feedback Severity	By the level of feedback provided for the transaction in the following order: • Error • Information • No Feedback • Warning
Message Type	By the message type in the following order: • Contributions • Members
Employer	By employer name in ascending order.
Fund Name	By Fund name in ascending order.
Employee Status	By Employee Status in the following order: • Current • Terminated
Location ID	By Location Id.
Benefit Category	By Benefit Category in ascending order.
Member No.	By Member No. in ascending order.

Useful Filters to Save for Contributions Reports

The below filter configurations are useful in managing SuperStream responses and keeping track of your submission history details.

Suggested Filter Name	Purpose	Options to select
Errors From Funds	This is probably the most used and most important filter for employer reporting. It lists members who have errors reported for them by the funds and the type of error that has occurred.	**Date Filters** – Set to the period you require. **Message Type** – Contributions. **Feedback Severity** – Error. **Fund Name** – Can leave this as All selected (ie all funds) or set it to a specific fund. **Group By** – Default is Date Initiated but you could also use Fund Name to show errors for each fund or even Payment Reference No. if you want to check a specific submission. **Download Format** – SuperChoice Detail with Responses CSV Download.
New Member Number Advice	This filter enables you to view members who have had a response from a super fund that advises of a corrected member number. Corrected values from this report should be entered into your payroll system before the next payroll run to ensure data is synchronised between payroll and the super fund.	**Date Filters** – Set to the period you require. **Message Type** – Members. **Feedback Severity** – Error, Warning and Info. **Fund Name** – Can leave this as All selected (ie all funds) or set it to a specific fund. **Group By** – Default is Date Initiated but you could also use Fund Name to show errors for each fund or even Payment Reference No. if you want to check a specific submission. **Download Format** – SuperChoice Detail with Responses CSV Download. When you download the report for this filter, the two key columns are: • **BS** – This contains the member number (if any) you sent to the fund for a member. • **EZ** – This contains the member number provided in response by the fund.

Suggested Filter Name	Purpose	Options to select
SMSF Errors	This report is useful to check on any errors from SMSF administrators. The most common issue is the fund ABN not being known to the ESA provider, which means the fund may not be registered with that ESA provider for contribution purposes.	**Date Filters** – Set to the period you require. **Message Type** – Contributions. **Feedback Severity** – Error. **Fund Name** – Move all funds from right hand column to left hand column to exclude them. **SMSF Name** – Ensure all SMSFs are in the right-hand column. **Group By** - Default is Date Initiated but you could also use Fund Name to show errors for each fund or even Payment Reference No. if you want to check a specific submission. **Download Format** – SuperChoice Detail with Responses CSV Download.
Year to date contributions for a particular member	This filter is useful to obtain a quick snapshot of the YTD total of contributions for a particular member. This could also be used for a YTD report for a particular fund, especially an SMSF. To obtain this report, remove the member name values and pick a single fund from either the funds filter or the SMSF filter.	**Date Filters** – Current financial year. **Message Type** – Contributions. **Feedback Severity** – No Feedback, Warning and Info. **Fund Name** – Ensure all funds are in the right-hand column. **SMSF Name** – Ensure all SMSFs are in the right-hand column. **Member Surname** – Enter the member's last name. **Member Firstname** – Enter the member's first name. **Group By** – To see a single line summary, remove all group filters. You may want to group by Fund Name if the member has contributions going to multiple funds.
Year to date contributions for whole payroll	This filter is useful to obtain a list of your total contributions made for the financial year to date. This can be used for reconciliation against payroll totals.	**Date Filters** – Current financial year. **Message Type** – Contributions. **Feedback Severity** – No Feedback, Warning and Info. **Fund Name** – Ensure all funds are in the right-hand column. **SMSF Name** – Ensure all SMSFs are in the right-hand column. **Group By** – To see a single line summary, remove all group filters. You may also want to group by Fund Name.

Suggested Filter Name	Purpose	Options to select
New members	This filter will produce a list of new members created in the specified period.	**Date Filters** – Current financial year. **Message Type** – Members. **Feedback Severity** – No Feedback, Warning and Info. **Fund Name** – Ensure all funds are in the right-hand column. **SMSF Name** – Ensure all SMSFs are in the right-hand column. **Employee Status** – Started. **Group By** – To see a single line summary, remove all group filters. You may want to group by Fund Name to see new members for each recipient fund.
Terminated members	This filter will produce a list of members terminated in the specified period. This requires members to have a valid value in the Employment End Date field.	**Date Filters** – Current financial year. **Message Type** – Members. **Feedback Severity** – No Feedback, Warning and Info. **Fund Name** – Ensure all funds are in the right-hand column. **SMSF Name** – Ensure all SMSFs are in the right-hand column. **Employee Status** – Terminated. **Group By** – To see a single line summary, remove all group filters. You may want to group by Fund Name to see new members for each recipient fund.

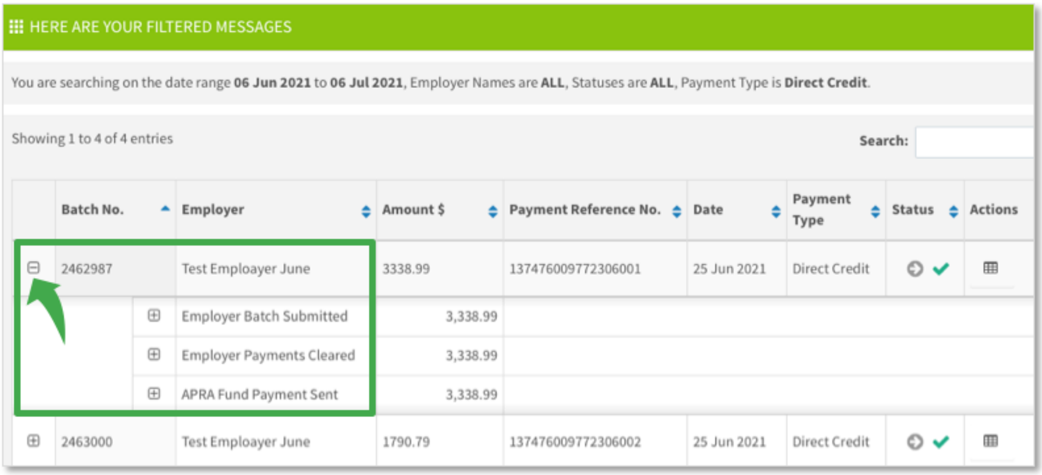
Filters for Payments Reports

There are 6 data filters available for reporting on payments. The filters are a mix of pre-defined options such as **Payment Type**, lists to select from such as **Employer**, and flexible fields into which you can type search criteria into such as **Payment Ref. No.** and **Batch Amount**.

Filter field	Purpose	Options
Date Filters	Controls the date range for the report data.	• Last Day • Last 7 Days • Last 30 Days (default) • Current Financial Year • Last Financial Year • Custom Date Range (manually select From and To dates)
Employer	If you are a sole trader or only have access to a single employer entity, this will be preset to the one entity. If you have access to multiple employer entities, you can select single, multiple or All.	Various All selected by default
Payment Ref No.	This functions as a super filter value as it ignores all other filter parameters.	Free text – if you know the Payment Ref No of the contribution file that you want to view.
Batch Amount	Allows you to search for a total submission amount, for both choice and default super funds.	Batch Amount
Status	Controls which payment statuses display in the report.	Orchestration Started Orchestration Processing Employer Payment Processing Employer Payment Underpaid Employer Payment Overpaid Employer Payment Cancelled Employer Payment Expired Employer Payment Completed
Payment Types	Controls which payment types display in the report.	Simple Payment Direct Credit Direct Debit Credit Card BPay Cheque EFT

Viewing Payments Report results

Each listed batch (ie contribution upload) in the Payment Report has an expand ⊞ button that you can click to reveal more information about the payment process.



The payment processes are described in this table:

Payment **process**	**Description**
Employer Batch Submitted	The File has been submitted to the Clearing House.
Employer Payments Cleared	The employer’s payment to the Clearing House has cleared.
SMSF Payment Sent	The Clearing House has sent payments to the SMSFs.
APRA Fund Payment Sent	The Clearing House has sent payments to the APRA funds.

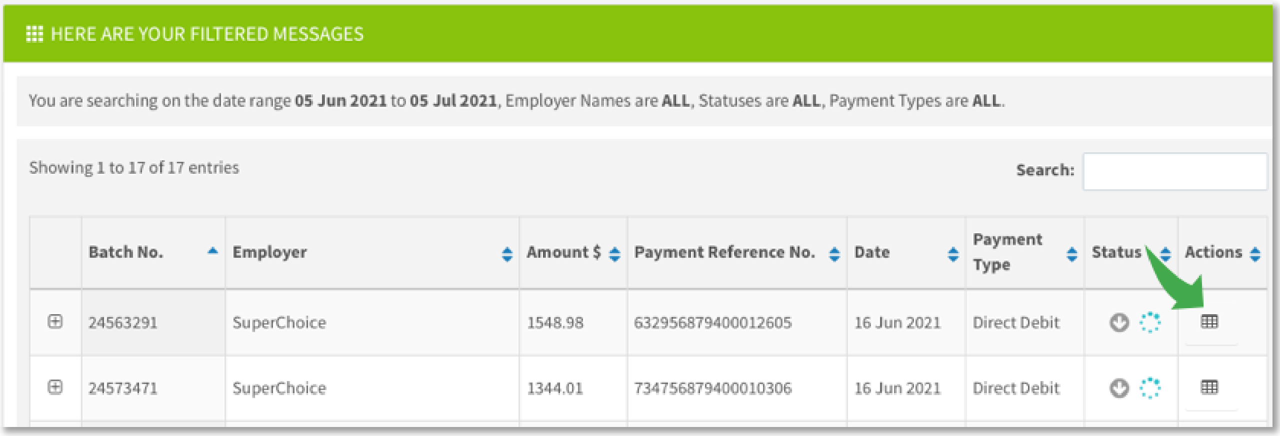
Payment status

The payment status of an uploaded contribution file changes throughout the submission process. The key statuses are explained in this table.

Status	**Description**
	Fund Payment Successful: All fund payments within the submitted file were successfully sent to the super funds.
	Processing: The submitted file is still undergoing processing – either between the employer and the Clearing House, or the Clearing House and the super funds.
	Fund Payment Failure: At least one of the super funds within the submitted file has rejected the contributions received. You can check the Reports screen for a message from the fund that confirms the rejection.
	Payment Cancelled: The payment the employer has submitted for the file has been cancelled.

Drilling down to the contribution upload

For each listed result in the Payments Report, you can drill down to the upload of the original contribution file. On the payment row that you want to investigate, in the **Actions** column, click the grid icon .


HERE ARE YOUR FILTERED MESSAGES

You are searching on the date range **05 Jun 2021** to **05 Jul 2021**, Employer Names are **ALL**, Statuses are **ALL**, Payment Types are **ALL**.

Showing 1 to 17 of 17 entries

Search:

	Batch No.	Employer	Amount $	Payment Reference No.	Date	Payment Type	Status	Actions
⊞	24563291	SuperChoice	1548.98	632956879400012605	16 Jun 2021	Direct Debit		
⊞	24573471	SuperChoice	1344.01	734756879400010306	16 Jun 2021	Direct Debit		

Depending on the Batch process status, another tab opens in your browser and displays the Contribution History screen or the Contribution File Upload screen.

For more information, see the *Contributions History View* and the *Uploading your file* quick reference guides.