



Creating financial independence since 1846

Transact: Reporting guide

Preparation Date

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Important information

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Introduction to Reporting

Overview

Introduction

This guide will take you step-by-step through Transacts user driven reporting system. We know flexibility's important, so that's why there are no standard reports. Instead, Transact allows you to create customised reports for the information you want, as well as filter and sort on various data points, when you need them.

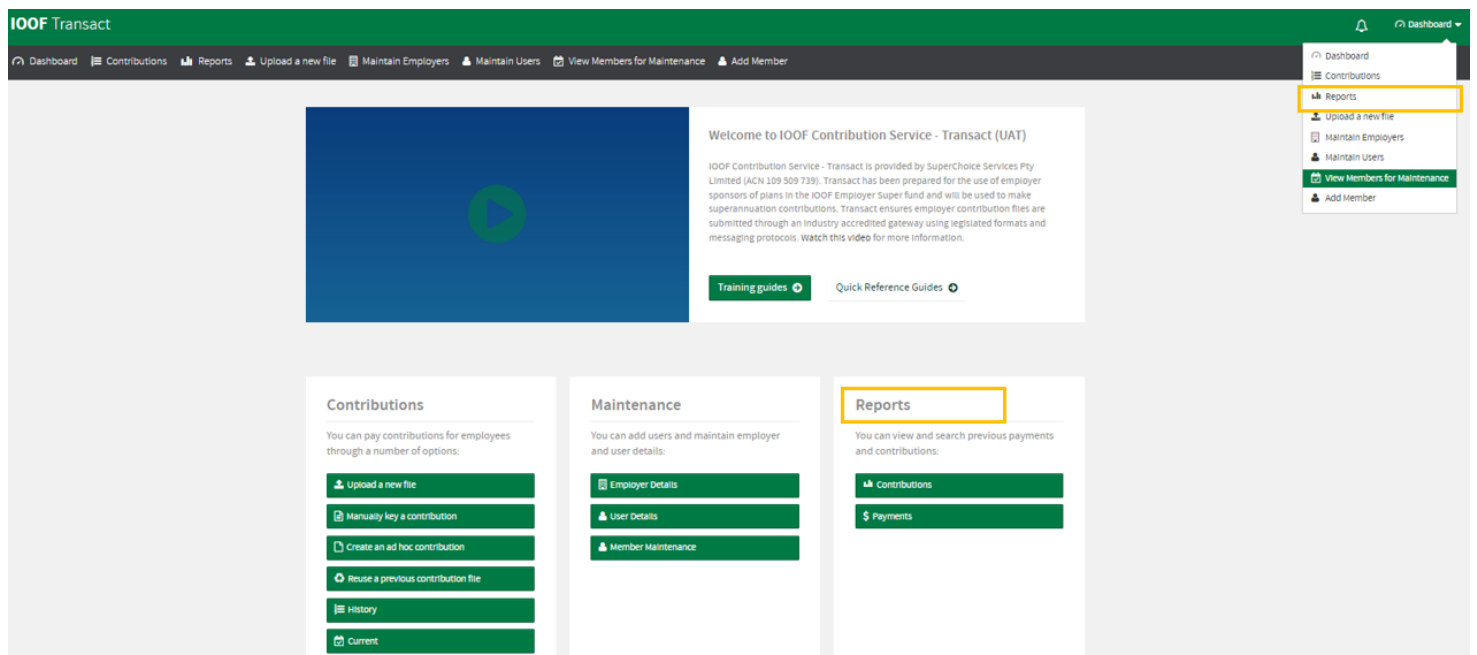
And, it's simple to use. Accessing the reporting functionality from either the drop-down box or the specific **Reports** section on the portal as we've pictured below, Transact lets you save searches to use them again at any time, while the information you want can be selected from a range of criteria or 'filters' with a single click. You can also download a search result in several formats once you've completed a search or clicked on a saved filter.

Accessing reports

The **Reports** function lets you produce reports on super contributions paid by your business or organisation. Transact can search and sort on many data points. You can also save searches to make it easy to use them again.

There are three ways to access reports in Transact:

- title banner dashboard drop-down
- quicklinks toolbar
- reports menu.

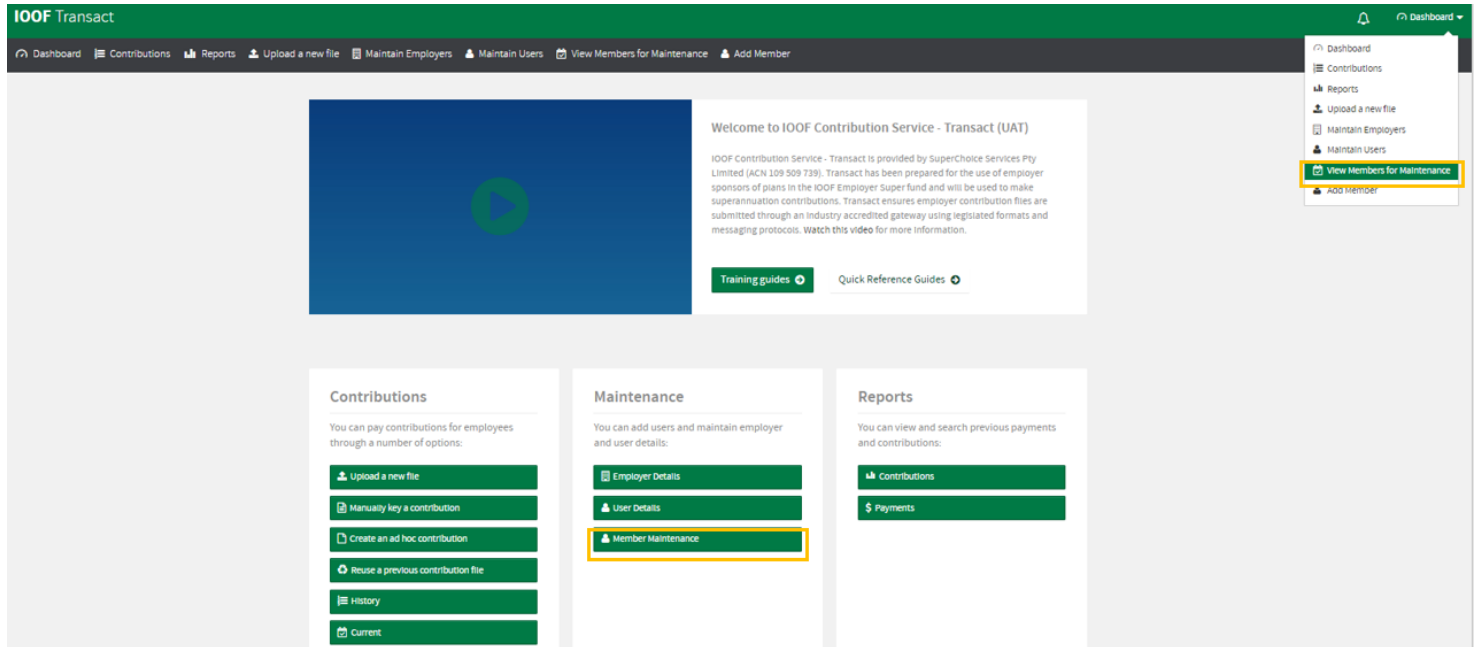


Downloading member data

The **Member Maintenance** function lets you download member data. You have the option to report on all member, employment, employer and fund data elements captured in Transact or you can select/deselect data fields to refine the data in the CSV file.

There are two ways to access the **Member Maintenance** function in Transact:

- title banner dashboard drop-down
- quicklinks toolbar.



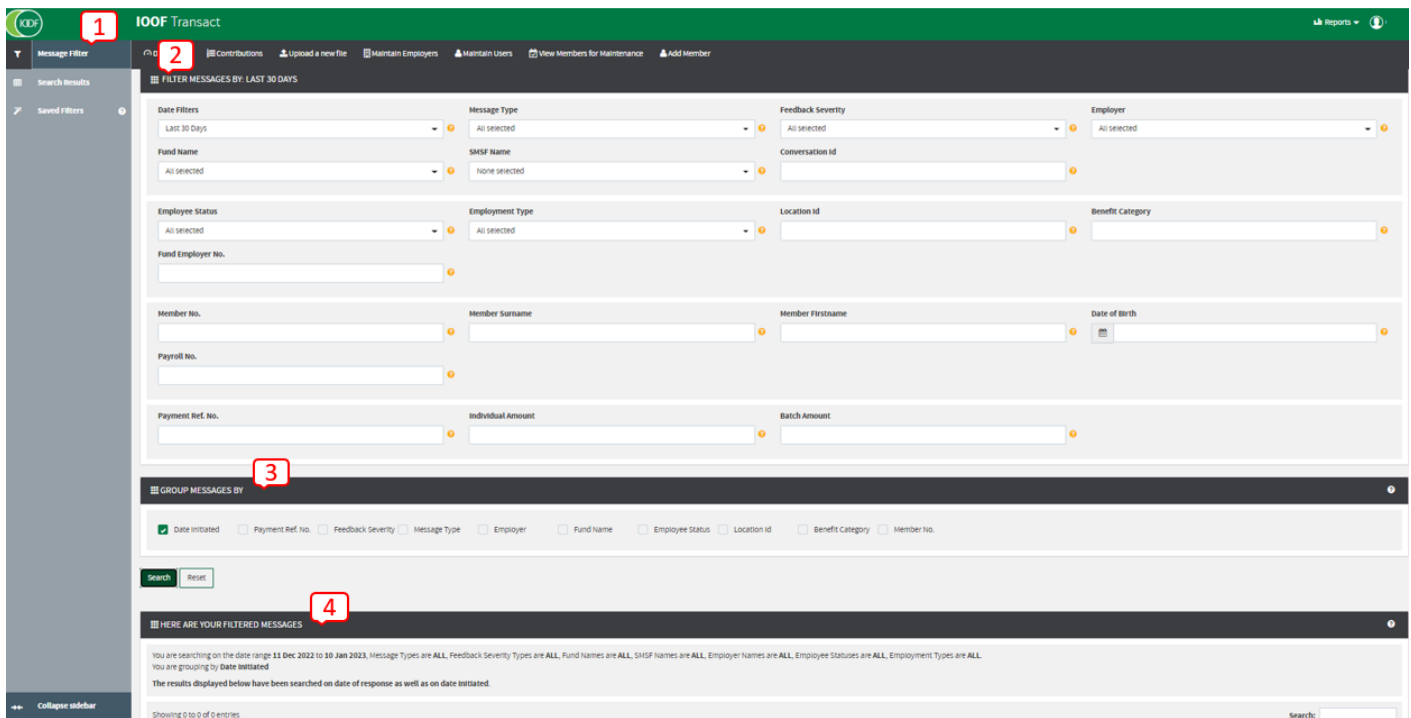
Further help

If you are unable to find the answer you need in this guide, please contact your Account Manager.

Creating contribution reports

Report screen

This is the reports screen, where you can create, save and view reports for your submitted super contributions:

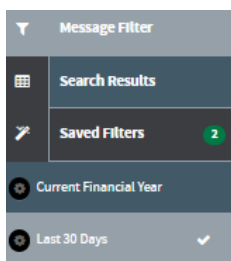


Screen parts

There are four parts to the screen, highlighted in the image above:

1. sidebar menu
2. filters
3. grouping options
4. results.

Side menu



The sidebar menu is where you can set and select:

- pre-defined, and
- saved filters.

Tip: Over time you may have several of these ready to produce a report whenever you need it.

Filters

You can select the information you want in your report by using the available filters - we've pictured the filter screen below.

These include a mix of pre-defined filter options accessed from drop-down menus such as Message Type, or Fund Name, as well as some more flexible fields that you can type your search criteria in, such as Benefit Category and Member No.

Tip: Downloads will contain all data relating to the search criteria, not just the fields you have chosen.

The top **Filter Messages By** section of the reporting page allows you to filter data you've submitted in several ways. You can select as many filters as you need.

The bottom section of the page allows you to choose how to group the search results.

Select the filters you require for the information you would like the search to produce.

Example:

To see all contributions you sent to IOOF Employer Super in the current financial year, select **Current Financial Year** from the **Date Filters** drop-down, select **IOOF Portfolio Service Employer Superannuation** from the **Fund Name** field and then click **Search**.

Understanding the filters

This table explains how the filters work.

Filter	Allows you to control
Date	<p>the date range that the report data will return, may be:</p> <ul style="list-style-type: none"> Last Day Last 7 days Last 30 Days (Default) Current Financial Year Last Financial Year Custom Date Range - you pick your preferred start and finish dates
Message type	<p>whether the report shows message data for:</p> <ul style="list-style-type: none"> contribution member, or both
Feedback Severity	<p>the type of report data depending on the feedback severity received from the recipient fund:</p> <ul style="list-style-type: none"> No Feedback Error Warning Info
Employer	<p>selection of</p> <ul style="list-style-type: none"> single

	<ul style="list-style-type: none"> • multiple, or • all <p>Note: A sole trader only has access to a single employer entity, pre-set to your employer.</p>
Fund Name	which APRA funds are displayed in the report output?
SMSF Name	which Self-Managed Super funds are displayed in the report output.
Conversation Id	selection of the conversation ID of the message you want to view. Note: This functions as a filter value in that it ignores all other filter parameters.
Employee Status	which employee statuses are displayed in the report: <ul style="list-style-type: none"> • Current • Started • Terminated
Employment Type	employment statuses are displayed in the report: <ul style="list-style-type: none"> • Casual • Contractor • Full Time • Part Time
Location Id	which employer locations are displayed in the report output. This is useful where the location ID is used as a payroll centre/department designation.
Benefit Category	which benefit categories are displayed in the report.
Fund Employer No	employer/fund combination by Fund Employer Name (FEN) is displayed in the report.
Member No	the member number that is displayed in the report. Note: Use a partial member number and the system will display all partial matches.
Member Surname	the display of a specific surname in the report.
Member Firstname	the display of a specific first name in the report.
Date of Birth	the display of a specific date of birth in the report.
Payroll No	the display of a specific Payroll number in the report.
Payment Ref No	the display of records. This functions as a filter value in that it ignores all other filter parameters.
Individual Amount	the search for a specific amount in the following contribution types: <ul style="list-style-type: none"> • Super Guarantee • Personal Contribution • Salary Sacrifice • Productivity Award
Batch Amount	the search for a total batch amount, inclusive of both choice and default contributions.

Grouping options

There are many grouping options that you can use to format the search result data on the screen. For example, you can group the information in your report by the date each transaction was initiated or by the Member No.

After you've chosen your grouping options and the result is displayed on screen, any downloads will contain all data relating to the search criteria, not just the fields and groupings you have chosen.

Each grouping will be applied in order left to right as displayed on the reporting screen.

Grouping information

In the **Group Messages By** section select the grouping options to format the result you will see.

Understanding the grouping options

This table explains how the groups work.

Group	Will group any transactions matching your chosen search criteria by
Date Initiated	the date they were initiated.
Payment Ref. No.	Payment Reference Numbers in ascending order.
Feedback Sensitivity	the level of feedback provided for the transaction in the following order: <ul style="list-style-type: none"> • Error • Information • No Feedback • Warning
Message Type	the message type in the following order: <ul style="list-style-type: none"> • Contributions • Members
Employer	the employer name in ascending order.
Fund Name	the fund name in ascending order.
Employee Status	Employee Status in the following order: <ul style="list-style-type: none"> • Current • Terminated
Location Id	Location Id.
Benefit Category	Benefit Category in ascending order.
Member No.	Member numbers in ascending order.

Running reports

1. Select the filters and groups you require for the information you would like the search to produce.
2. Click **Search** to apply the selections and run the report query.

Example: To see all contributions you sent in the current financial year to a particular fund, select:

- **Current Financial Year** from the drop-down list in **Date Filters**, and then
- the fund name from the **Fund Name** field, and
- **Search**.

Results

Once you've applied your filters and groups, the results will display under **Filtered Messages**, in the lower part of the screen.

HERE ARE YOUR FILTERED MESSAGES

You are searching on the date range 01 Jul 2021 to 30 Jun 2022, Message Types are ALL, Feedback Severity Types are ALL, Fund Names are ALL, SMSF Names are ALL, Employer Names are ALL, Employee Statuses are ALL, Employment Types 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 18 of 18 entries

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee \$	Personal Contribution \$	Salary Sacrifice \$	Other Amounts Total \$	Total Contribution \$	No. of Refunds	Refund Amount \$
20 Jul 2021	1	0						0	

You have the following options:

- Use the Search box to locate a specific result.
- Display the line by line details of your filtered results.
- Set a report as a default.
- Download reports.

Searching the results

You can search the results for a specific date, number of contributions or amount. In the **Search** box, enter a date or number.

Example: Entering Jun will display all results for June of the current year while entering \$100 will display all contributions of \$100.

Example: Entering 100 will display all contributions of \$100 (do not enter the \$ symbol). If searching for values over \$999 add a comma.

Example: Entering 1,000 will display all contributions of \$1000 (entering 1000 will not produce any results).

HERE ARE YOUR FILTERED MESSAGES

You are searching on the date range 01 Jul 2021 to 30 Jun 2022, Message Types are ALL, Feedback Severity Types are ALL, Fund Names are ALL, SMSF Names are ALL, Employer Names are ALL, Employee Statuses are ALL, Employment Types 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 1 of 1 entries (filtered from 18 total entries)

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee \$	Personal Contribution \$	Salary Sacrifice \$	Other Amounts Total \$	Total Contribution \$	No. of Refunds	Refund Amount \$
20 Jul 2021	1	0						0	

First Previous 1 Next Last

Displaying the details

Click on the numbers under **No. of Member Events** or **No. of Contributions** to display the line by line details of your filtered results, as shown below.

MEMBER RECORDS

Showing 1 to 1 of 1 entries Search:

Family Name	Given Name	Date of Birth	Gender	Employee Status	Employee Start Date	Employee End Date	Payroll No.	Fund Name	Member No.	Fund Registration Date
Herring		04 May 1	Male	STARTED	01 Jan 2020		67	SignatureSuper		

First Previous **1** Next Last

[Close](#)

Searching the detailed results

You can search the detailed results for a specific date, amount, member number, payroll number or name. In the **Search** box, enter a value or partial value.

Example: Entering 100 will display all contributions of \$100 (do not enter the \$ symbol). If searching for values over \$999 add the comma.

Example: Entering 1,000 will display all contributions of \$1000 (entering 1000 will not produce any results).

Setting a report as a default report

When to use

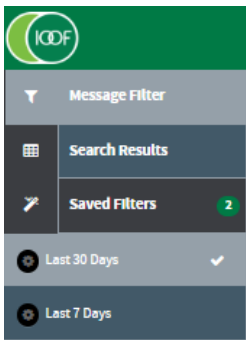
If there is a report, you use frequently you might wish to set it as your default rather than the 'Last 30 days' which is the standard default.

Instructions

Follow these steps to set a report as a default.

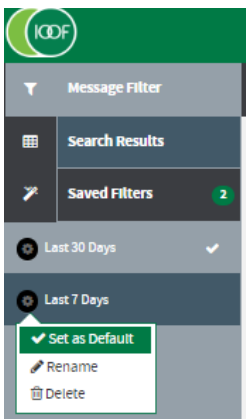
1. Click on the 'wheel' next to the report name.

Example: Selecting the wheel.

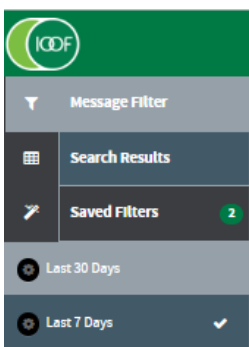


2. Select **Set as Default**.

Example: Selecting the default option



Result: The selected report becomes the default report, indicated by the tick.



Renaming a saved report

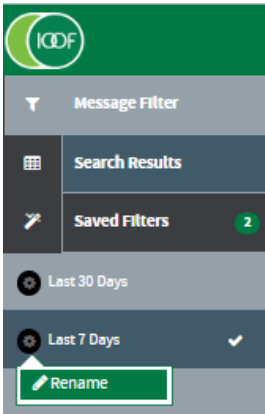
When to use

If you want to give your saved report a name that's meaningful to you rather than the standard name, it's easy to rename it. For example, you may prefer *Weekly Report* to *Last 7 Days*.

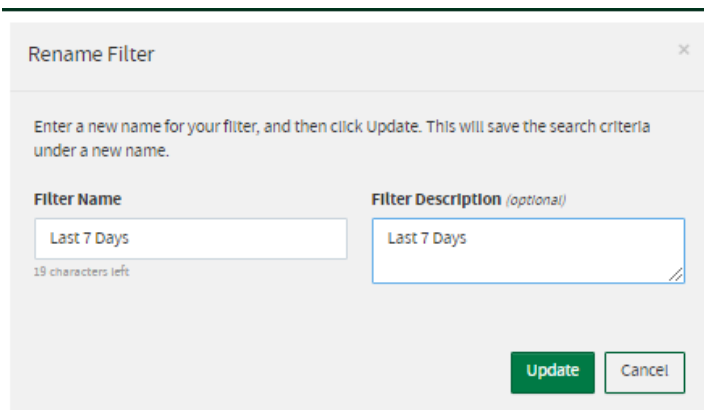
Instructions

1. Click on the 'wheel' next to the report name and select **Rename**.

Example: Selecting rename

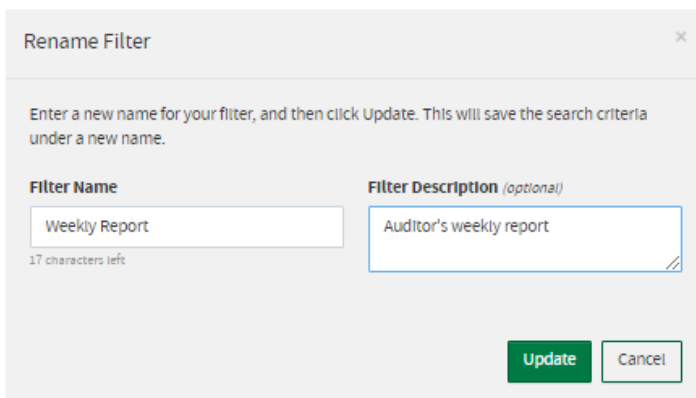


Result: The rename dialogue box displays.

A screenshot of the 'Rename Filter' dialog box. The title bar says 'Rename Filter' with a close button. Below the title bar is a message: 'Enter a new name for your filter, and then click Update. This will save the search criteria under a new name.' There are two input fields: 'Filter Name' and 'Filter Description (optional)'. The 'Filter Name' field contains 'Last 7 Days' and has '19 characters left' below it. The 'Filter Description' field also contains 'Last 7 Days'. At the bottom right are two buttons: 'Update' (highlighted in green) and 'Cancel'.

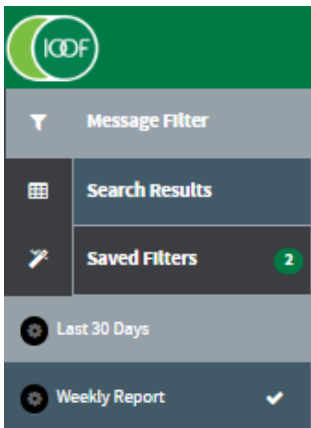
2. Type in the Filter Name and a Filter Description.

Example: Changing to Weekly Report and Auditor's weekly report.

A screenshot of the 'Rename Filter' dialog box, similar to the previous one. The 'Filter Name' field now contains 'Weekly Report' and has '17 characters left' below it. The 'Filter Description' field now contains 'Auditor's weekly report'. The 'Update' button is still highlighted in green.

3. Click **Update**.

Result: Changed name.



Downloading reports

Transact reporting has a download feature to capture the submitted contribution files in their original state.

HERE ARE YOUR FILTERED MESSAGES


You are searching on the date range 01 Jul 2021 to 30 Jun 2022, Message Types are ALL, Feedback Severity Types are ALL, Fund Names are ALL, SMSF Names are ALL, Employer Names are ALL, Employee Statuses are ALL, Employment Types 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 18 of 18 entries

Date Initiated	No. of Member Events	No. of Contributions	Super Guarantee \$	Personal Contribution \$	Salary Sacrifice \$	Other Amounts Total \$	Total Contribution \$	No. of Refunds	Refund Amount \$
20 Jul 2021	1	0						0	

Search:



Downloading results

From the results section, select the line you wish to capture and click the **Download** icon.

Download formats

There are three download formats available in the reporting function, each providing some variation to the data which you may require at different times. All three are in .CSV format so they can be viewed and manipulated in a text editor or Excel.

1. Select the format. The formats are:

- SuperChoice Detail CSV Long Download
- SuperChoice Detail with Responses CSV Download, and
- SuperStream Alternative File Format.

2. Click **Download**.

SuperChoice Detail CSV Long Download

This format will probably be the standard download choice for most users and contains detail about the:

- employer
- member
- contribution amounts
- recipient funds, and
- any defined benefit information for the member.

Refer to the [Appendix](#) at the end of this guide for details of the 155 fields available in this format.

SuperChoice Detail with Responses CSV Download

This format is useful if you need to see and process responses from funds into your payroll system, particularly when you have new members for whom you may need to update or amend details to get them correctly established.

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.

Refer to the [Appendix](#) at the end of this guide for details of the 163 fields available in this format.

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 very similar data to the SuperChoice Detail CSV Long Download format.

Refer to the [Appendix](#) at the end of this guide for details of the 133 fields available in this format.

Useful filters to create

Introduction

Here are some useful standard filter combinations to meet common reporting requirements:

- Errors from funds
- New Member Number Advice
- SMSF Errors
- Year to date contributions for a member
- Year to date contributions for whole payroll
- New members
- Terminated members

Errors from funds

This filter shows members who have errors reported for them by the funds and what type of error has occurred.

- Date Filters –Set to the period you require
- Message Type - Contributions
- Feedback Sensitivity - Error
- Fund Name – you can leave this as All Selected (All Funds) or set it to a specific fund
- Group By – Default is “Date” but you could also use “Fund” 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 allows you to view members who have had a response from a super fund advising of a corrected member number. The 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 and to prevent any payment delays.

- Date Filters –Set to the period you require
- Message Type - Members
- Feedback Sensitivity – Error, Warning and Info
- Fund Name – you can leave this as All Selected (All Funds) or set it to a specific fund
- Group By – Default is “Date” but you could also use “Fund” 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 the member
- EZ – This contains the member number provided in response by the fund.

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 by the Electronic Service Address (ESA) provider for contribution purposes.

- Date Filters –Set to the period you require
- Message Type - Contributions
- Feedback Sensitivity - 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” but you could also use “Fund” 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 member or SMSF

This filter is useful for a quick snapshot of the year to date total of contributions for a member or a year to date report for an SMSF by removing the member name values and selecting a single fund from either the funds filter or the SMSF filter.

- Date Filters – Current financial year
- Message Type - Contributions
- Feedback Sensitivity – 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 surname
- 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” if the member has contributions going to multiple funds.

Year to date contributions for whole payroll

Total contributions made for the financial year to date may be useful for reconciliation against payroll totals.

- Date Filters – Current financial year
- Message Type - Contributions
- Feedback Sensitivity – 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”.

New members

This filter gives you a list of new members created in the period you select.

- Date Filters – Current financial year
- Message Type - Members
- Feedback Sensitivity – 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” to see new members for each recipient fund.

Terminated members

This filter gives you a list of terminated members created in the period you select.

Note: This requires members to have a valid value in the Employment End Date field.

- Date Filters – Current financial year
- Message Type - Members
- Feedback Sensitivity – 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” to see new members for each recipient fund.

Payments reporting

The **Payments** reports function lets you produce reports on payments made by your business or organisation.

Accessing payments reporting

There are three ways to access payments in Transact:

- Title banner drop-down
- Quicklinks toolbar
- The Payments option in the Reports menu.

The payment reporting screen

Filtering information

Select the filters you require for the information you'd like the search to produce.

Running reports

Click **Search**.

Report results are displayed.

Tip: Use the **Search** box to locate a specific result.

Batch No.	Employer	Amount \$	Payment Reference No.	Date	Payment Type	Status	Actions
24804721	PayClear Services	12702.06	047270947720011410	19 Oct 2021	Direct Debit	✓	⊕
24804722	SuperChoice Services Pty Ltd	2602.99	047254095010011410	19 Oct 2021	Direct Credit	✓	⊕





Viewing results

Each batch in the listed results has an expand button which you can click to reveal more information about the status of a batch. Categories are described in this table:

Batch category	Description
⊕ Employer Batch Submitted	File submitted to the Clearing House
⊕ Employer Payments Cleared	Payment from the employer to the Clearing House
⊕ SMSF Payment Sent	Payments from the Clearing House to SMSFs
⊕ APRA Fund Payment Sent	Payments from the Clearing House to APRA funds

Viewing results, continued

The status of a batch changes throughout the submission process. The key statuses are explained in this table.

Status	Description
	Fund Payment Failure: At least one of the super funds within the submitted file has rejected the contributions received. You can expand your payments to see which fund has failed or check the Reports screen for a message from the fund confirming the rejection. SMSFs may not send messages but can be identified in the Payments screen by expanding the SMSF field.
	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.
	Payment Cancelled: The payment the employer has submitted for the file has been cancelled.

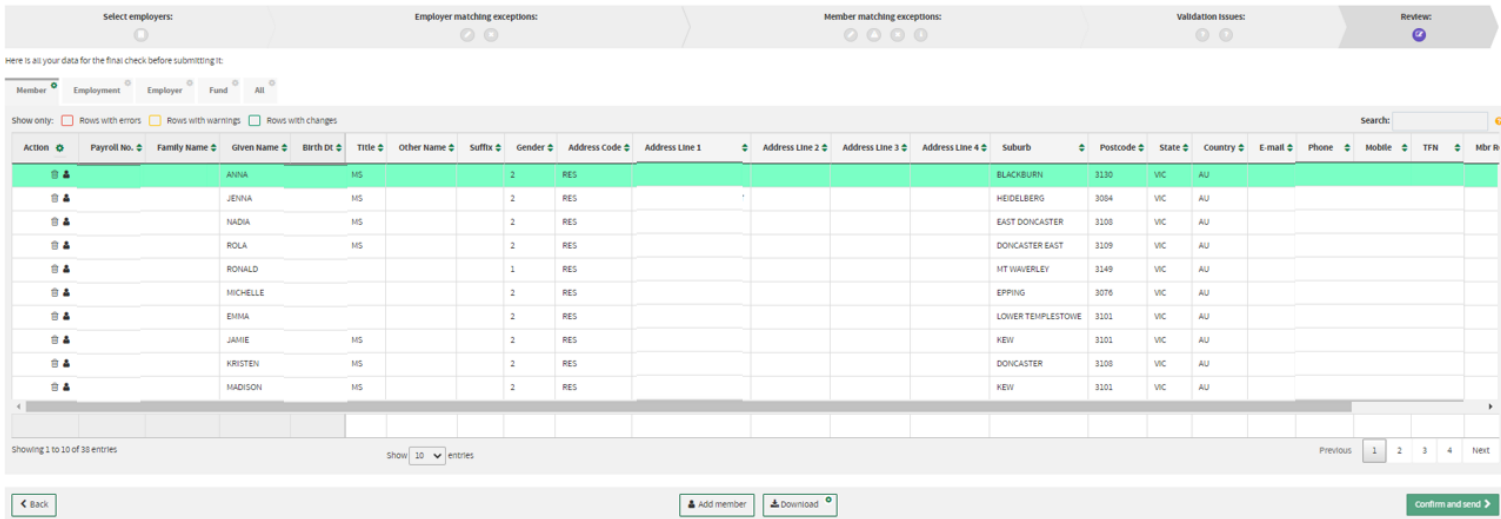
Member data download function

From the **Member Maintenance** function, you can download member data. You have the option to report on all member, employment, employer and fund data elements captured in Transact or you can select/deselect data fields to refine the data in the CSV file.

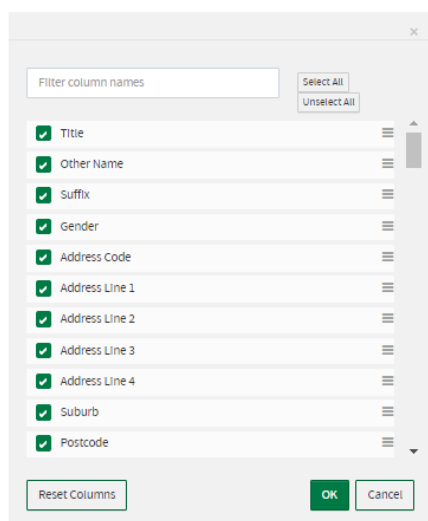
1. From the Quicklinks toolbar select **Member Maintenance**.
2. Select the employer(s) whose members you want to report on and click **OK**.



3. Click **Next** to load the member data.
All member data for that employer(s) will be displayed.



4. Download the data (the default is to include all columns):
- To download all data elements simply click on the **Download** button.
 - To include only certain data elements, you'll need to click on the **cog icon** on the **Download** button and deselect/select those elements you want to include. Click **OK**.
- Once your download preferences have been saved successfully click on the **Download** button.



The screenshot shows a dialog box titled "Filter column names" with a search input field and "Select All" and "Unselect All" buttons. A list of columns is displayed, each with a checked checkbox and a cog icon to its right. The columns are: Title, Other Name, Suffix, Gender, Address Code, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Suburb, and Postcode. At the bottom, there are "Reset Columns", "OK", and "Cancel" buttons.

Column Name	Selected
Title	Yes
Other Name	Yes
Suffix	Yes
Gender	Yes
Address Code	Yes
Address Line 1	Yes
Address Line 2	Yes
Address Line 3	Yes
Address Line 4	Yes
Suburb	Yes
Postcode	Yes

5. Open and save the CSV Excel file.

Appendix: Field specifications for reports

These are the field specifications for each of the download report formats.

SuperChoice detail CSV long download

Field No	Column	Label
1	A	ConversationId
2	B	SenderABN
3	C	SourceEntityABN
4	D	SourceEntityUSI
5	E	SourceElectronicServiceAddress
6	F	FundType
7	G	TargetEntityABN
8	H	TargetEntityUSI
9	I	TargetElectronicServiceAddress
10	J	Total Batch Amount
11	K	ElectronicErrorMessaging
12	L	Sender: ABN
13	M	Sender: Organisation Name
14	N	Sender: Family Name
15	O	Sender: Given Name
16	P	Sender: Other Given Name
17	Q	Sender: E-mail Address Text
18	R	Sender: Landline - Area Code
19	S	Sender: Landline - Landline
20	T	Sender: Mobile
21	U	Registration: Annual Salary (Benefits)
22	V	Registration: Annual Salary (Contributions)
23	W	Registration: Annual Salary (Contributions) Eff. Start Date
24	X	Registration: Annual Salary (Contributions) Eff. End Date
25	Y	Registration: Annual Salary (Insurance)
26	Z	Registration: Weekly Hours Worked
27	AA	Registration: Occupation Description
28	AB	Registration: Insurance Opt Out
29	AC	Registration: Fund Registration Date
30	AD	Registration: Benefit Category
31	AE	Registration: Employment Status Code
32	AF	Registration: Super Contribution Commence Date
33	AG	Registration: Super Contribution Cease Date
34	AH	Registration: Member Registration Amendment Reason Text
35	AI	Contribution: Pay Period Start Date
36	AJ	Contribution: Pay Period End Date

Field No	Column	Label
37	AK	Contribution: Total Contribution Amount
38	AL	Contribution: Super Guarantee Amount
39	AM	Contribution: Award or Productivity Amount
40	AN	Contribution: Personal Contributions Amount
41	AO	Contribution: Salary Sacrificed Amount
42	AP	Contribution: Voluntary Amount
43	AQ	Contribution: Spouse Contributions Amount
44	AR	Contribution: Child Contributions Amount
45	AS	Contribution: Other Third-Party Contributions Amount
46	AT	Contribution: Other Amounts
47	AU	Member: TFN
48	AV	Member: Employer ABN
49	AW	Member: SuperFund ABN
50	AX	Member: SuperFund USI
51	AY	Member: Name Title
52	AZ	Member: Name Suffix
53	BA	Member: Family Name
54	BB	Member: Given Name
55	BC	Member: Other Given Name
56	BD	Member: Gender
57	BE	Member: Birth Date
58	BF	Member: Address Type
59	BG	Member: Address Line 1
60	BH	Member: Address Line 2
61	BI	Member: Address Line 3
62	BJ	Member: Address Line 4
63	BK	Member: Locality
64	BL	Member: Postcode
65	BM	Member: State
66	BN	Member: Country
67	BO	Member: E-mail Address
68	BP	Member: Landline - Area Code
69	BQ	Member: Landline - Landline
70	BR	Member: Mobile
71	BS	Member: Member Id
72	BT	Member: Provisional Member Id
73	BU	Member: Payroll No.
74	BV	Member: At Work
75	BW	Member: Employment Start Date
76	BX	Member: Employment End Date

Field No	Column	Label
77	BY	Member: Employment End Reason
78	BZ	Member: Tax File No. Not Provided
79	CA	Member: Employer Provided Tax File No.
80	CB	Member: Government Provided Tax File No.
81	CC	Member: Other Details
82	CD	Payee: ABN
83	CE	Payee: USI
84	CF	Payee: Payment Type
85	CG	Payee: Transaction Date
86	CH	Payee: Payment Reference No.
87	CI	Payee: Customer Reference No.
88	CJ	Payee: BPAY Biller Code
89	CK	Payee: Payment Amount
90	CL	Payee: BSB Number
91	CM	Payee: Account Number
92	CN	Payee: Account Name
93	CO	Payer: ABN
94	CP	Payer: Organisation Name
95	CQ	Payer: Payment Type
96	CR	Payer: Transaction Date
97	CS	Payer: Payment Reference No.
98	CT	Payer: Customer Reference No.
99	CU	Payer: BPAY Biller Code
100	CV	Payer: Payment Amount
101	CW	Payer: BSB Number
102	CX	Payer: Account Number
103	CY	Payer: Account Name
104	CZ	Employer: ABN
105	DA	Employer: Location Id
106	DB	Employer: Organisation Name
107	DC	Employer: Super Fund Generated Employer Identifier
108	DD	Receiver: ABN
109	DE	Receiver: Organisation Name

Field No	Column	Label
110	DF	Defined Benefits Contribution: Member Pre-Tax Contribution
111	DG	Defined Benefits Contribution: Member Post-Tax Contribution
112	DH	Defined Benefits Contribution: Employer Contribution
113	DI	Defined Benefits Contribution: Notional Member Pre-Tax Contribution
114	DJ	Defined Benefits Contribution: Notional Member Post-Tax Contribution
115	DK	Defined Benefits Contribution: Notional Employer Contribution
116	DL	Defined Benefits Contribution: Ordinary Time Earnings
117	DM	Defined Benefits Contribution: Actual Periodic Salary or Wages Earned
118	DN	Defined Benefits Contribution: Super Allowances Paid
119	DO	Defined Benefits Contribution: Notional Super Allowances
120	DP	Defined Benefits Contribution: Service Fraction
121	DQ	Defined Benefits Contribution: Service Fraction Start Date
122	DR	Defined Benefits Contribution: Full Time Hours
123	DS	Defined Benefits Contribution: Contracted Hours
124	DT	Defined Benefits Contribution: Part Time Hours
125	DU	Defined Benefits Contribution: Actual Hours Paid
126	DV	Defined Benefits Contribution: Employee Location Id
127	DW	Defined Benefits Member: Service Fraction
128	DX	Defined Benefits Member: Service Fraction Start Date
129	DY	Defined Benefits Member: Service Fraction End Date
130	DZ	Defined Benefits Member: Employer Rate
131	EA	Defined Benefits Member: Employer Rate Start Date
132	EB	Defined Benefits Member: Employer Rate End Date
133	EC	Defined Benefits Member: Member Rate
134	ED	Defined Benefits Member: Member Rate Start Date
135	EE	Defined Benefits Member: Member Rate End Date
136	EF	Defined Benefits Member: Leave Without Pay Code
137	EG	Defined Benefits Member: Leave Without Pay Start Date
138	EH	Defined Benefits Member: Leave Without Pay End Date
139	EI	Defined Benefits Member: Employee Location Id
140	EJ	Defined Benefits Member: Employee Location Start Date
141	EK	Defined Benefits Member: Employee Location End Date
142	EL	Defined Benefits Member: Annual Salary (Benefits) Eff. Date

Field No	Column	Label
143	EM	Defined Benefits Member: Annual Salary (Insurance) Eff. Date
144	EN	Defined Benefits Member: Employee Status Eff. Date
145	EO	Defined Benefits Member: Employee Benefit Category Eff. Date
146	EP	Defined Benefits Member: Annual Salary 1
147	EQ	Defined Benefits Member: Annual Salary 1 Start Date
148	ER	Defined Benefits Member: Annual Salary 1 End Date
149	ES	Defined Benefits Member: Annual Salary 2
150	ET	Defined Benefits Member: Annual Salary 2 Start Date
151	EU	Defined Benefits Member: Annual Salary 2 End Date
152	EV	Defined Benefits Member: Annual Salary 3
153	EW	Defined Benefits Member: Annual Salary 3 Start Date
154	EX	Defined Benefits Member: Annual Salary 3 End Date
155	EY	DateTime Zone

SuperChoice Detail with responses CSV download

Field No	Column	Label
1	A	ConversationId
2	B	SenderABN
3	C	SourceEntityABN
4	D	SourceEntityUSI
5	E	SourceElectronicServiceAddress
6	F	FundType
7	G	TargetEntityABN
8	H	TargetEntityUSI
9	I	TargetElectronicServiceAddress
10	J	Total Batch Amount
11	K	ElectronicErrorMessage
12	L	Sender: ABN
13	M	Sender: Organisation Name
14	N	Sender: Family Name
15	O	Sender: Given Name
16	P	Sender: Other Given Name
17	Q	Sender: E-mail Address Text
18	R	Sender: Landline - Area Code
19	S	Sender: Landline - Landline
20	T	Sender: Mobile
21	U	Registration: Annual Salary (Benefits)
22	V	Registration: Annual Salary (Contributions)
23	W	Registration: Annual Salary (Contributions) Eff. Start Date
24	X	Registration: Annual Salary (Contributions) Eff. End Date
25	Y	Registration: Annual Salary (Insurance
26	Z	Registration: Weekly Hours Worked
27	AA	Registration: Occupation Description
28	AB	Registration: Insurance Opt Out
29	AC	Registration: Fund Registration Date
30	AD	Registration: Benefit Category
31	AE	Registration: Employment Status Code
32	AF	Registration: Super Contribution Commence Date
33	AG	Registration: Super Contribution Cease Date

Field No	Column	Label
34	AH	Registration: Member Registration Amendment Reason Text
35	AI	Contribution: Pay Period Start Date
36	AJ	Contribution: Pay Period End Date
37	AK	Contribution: Total Contribution Amount
38	AL	Contribution: Super Guarantee Amount
39	AM	Contribution: Award or Productivity Amount
40	AN	Contribution: Personal Contributions Amount
41	AO	Contribution: Salary Sacrificed Amount
42	AP	Contribution: Voluntary Amount
43	AQ	Contribution: Spouse Contributions Amount
44	AR	Contribution: Child Contributions Amount
45	AS	Contribution: Other Third-Party Contributions Amount
46	AT	Contribution: Other Amounts
47	AU	Member: TFN
48	AV	Member: Employer ABN
49	AW	Member: SuperFund ABN
50	AX	Member: SuperFund USI
51	AY	Member: Name Title
52	AZ	Member: Name Suffix
53	BA	Member: Family Name
54	BB	Member: Given Name
55	BC	Member: Other Given Name
56	BD	Member: Gender
57	BE	Member: Birth Date
58	BF	Member: Address Type
59	BG	Member: Address Line 1
60	BH	Member: Address Line 2
61	BI	Member: Address Line 3
62	BJ	Member: Address Line 4
63	BK	Member: Locality
64	BL	Member: Postcode
65	BM	Member: State
66	BN	Member: Country

Field No	Column	Label
67	BO	Member: E-mail Address
68	BP	Member: Landline - Area Code
69	BQ	Member: Landline - Landline
70	BR	Member: Mobile
71	BS	Member: Member Id
72	BT	Member: Provisional Member Id
73	BU	Member: Payroll No.
74	BV	Member: At Work
75	BW	Member: Employment Start Date
76	BX	Member: Employment End Date
77	BY	Member: Employment End Reason
78	BZ	Member: Tax File No. Not Provided
79	CA	Member: Employer Provided Tax File No.
80	CB	Member: Government Provided Tax File No.
81	CC	Member: Other Details
82	CD	Payee: ABN
83	CE	Payee: USI
84	CF	Payee: Payment Type
85	CG	Payee: Transaction Date
86	CH	Payee: Payment Reference No.
87	CI	Payee: Customer Reference No.
88	CJ	Payee: BPAY Biller Code
89	CK	Payee: Payment Amount
90	CL	Payee: BSB Number
91	CM	Payee: Account Number
92	CN	Payee: Account Name
93	CO	Payer: ABN
94	CP	Payer: Organisation Name
95	CQ	Payer: Payment Type
96	CR	Payer: Transaction Date
97	CS	Payer: Payment Reference No.
98	CT	Payer: Customer Reference No.
99	CU	Payer: BPAY Biller Code

Field No	Column	Label
100	CV	Payer: Payment Amount
101	CW	Payer: BSB Number
102	CX	Payer: Account Number
103	CY	Payer: Account Name
104	CZ	Employer: ABN
105	DA	Employer: Location Id
106	DB	Employer: Organisation Name
107	DC	Employer: Super Fund Generated Employer Identifier
108	DD	Receiver: ABN
109	DE	Receiver: Organisation Name
110	DF	Defined Benefits Contribution: Member Pre-Tax Contribution
111	DG	Defined Benefits Contribution: Member Post-Tax Contribution
112	DH	Defined Benefits Contribution: Employer Contribution
113	DI	Defined Benefits Contribution: Notional Member Pre-Tax Contribution
114	DJ	Defined Benefits Contribution: Notional Member Post-Tax Contribution
115	DK	Defined Benefits Contribution: Notional Employer Contribution
116	DL	Defined Benefits Contribution: Ordinary Time Earnings
117	DM	Defined Benefits Contribution: Actual Periodic Salary or Wages Earned
118	DN	Defined Benefits Contribution: Super Allowances Paid
119	DO	Defined Benefits Contribution: Notional Super Allowances
120	DP	Defined Benefits Contribution: Service Fraction
121	DQ	Defined Benefits Contribution: Service Fraction Start Date
122	DR	Defined Benefits Contribution: Full Time Hours
123	DS	Defined Benefits Contribution: Contracted Hours
124	DT	Defined Benefits Contribution: Part Time Hours
125	DU	Defined Benefits Contribution: Actual Hours Paid
126	DV	Defined Benefits Contribution: Employee Location Id
127	DW	Defined Benefits Member: Service Fraction
128	DX	Defined Benefits Member: Service Fraction Start Date
129	DY	Defined Benefits Member: Service Fraction End Date
130	DZ	Defined Benefits Member: Employer Rate
131	EA	Defined Benefits Member: Employer Rate Start Date
132	EB	Defined Benefits Member: Employer Rate End Date

Field No	Column	Label
133	EC	Defined Benefits Member: Member Rate
134	ED	Defined Benefits Member: Member Rate Start Date
135	EE	Defined Benefits Member: Member Rate End Date
136	EF	Defined Benefits Member: Leave Without Pay Code
137	EG	Defined Benefits Member: Leave Without Pay Start Date
138	EH	Defined Benefits Member: Leave Without Pay End Date
139	EI	Defined Benefits Member: Employee Location Id
140	EJ	Defined Benefits Member: Employee Location Start Date
141	EK	Defined Benefits Member: Employee Location End Date
142	EL	Defined Benefits Member: Annual Salary (Benefits) Eff. Date
143	EM	Defined Benefits Member: Annual Salary (Insurance) Eff. Date
144	EN	Defined Benefits Member: Employee Status Eff. Date
145	EO	Defined Benefits Member: Employee Benefit Category Eff. Date
146	EP	Defined Benefits Member: Annual Salary 1
147	EQ	Defined Benefits Member: Annual Salary 1 Start Date
148	ER	Defined Benefits Member: Annual Salary 1 End Date
149	ES	Defined Benefits Member: Annual Salary 2
150	ET	Defined Benefits Member: Annual Salary 2 Start Date
151	EU	Defined Benefits Member: Annual Salary 2 End Date
152	EV	Defined Benefits Member: Annual Salary 3
153	EW	Defined Benefits Member: Annual Salary 3 Start Date
154	EX	Defined Benefits Member: Annual Salary 3 End Date
155	EY	Response: OverallCode
156	EZ	Response: MemberId
157	FA	Response: ShortDescription
158	FB	Response: LongDescription
159	FC	Response: SeverityCode
160	FD	Response: RefundAmount
161	FE	Response: RefundPaymentTotal
162	FF	Response: RefundPaymentReferenceNumber
163	FG	DateTime Zone

SuperStream Alternative File Format

Field No	Column	Label
1	A	ID
2	B	SourceEntityID
3	C	SourceEntityIDType
4	D	SourceElectronicServiceAddress
5	E	ElectronicErrorMessage
6	F	ABN
7	G	Organisational Name Text
8	H	Family Name
9	I	Given Name
10	J	Other Given Name
11	K	E-mail Address Text
12	L	Telephone Minimal Number
13	M	ABN
14	N	Organisational Name Text
15	O	BSB Number
16	P	Account Number
17	Q	Account Name Text
18	R	ABN
19	S	USI
20	T	Organisational Name Text
21	U	TargetElectronicServiceAddress
22	V	Payment Method Code
23	W	Transaction Date
24	X	Payment/Customer Reference Number
25	Y	Bpay Biller Code
26	Z	Payment Amount
27	AA	BSB Number
28	AB	Account Number
29	AC	Account Name Text
30	AD	ABN
31	AE	Location ID
32	AF	Organisational Name Text
33	AG	Superannuation Fund Generated Employer Identifier
34	AH	TFN
35	AI	Person Name Title Text
36	AJ	Person Name Suffix text
37	AK	Family Name
38	AL	Given Name
39	AM	Other Given Name

Field No	Column	Label
40	AN	Sex Code
41	AO	Birth Date
42	AP	Address Usage Code
43	AQ	Address Details Line 1 Text
44	AR	Address Details Line 2 Text
45	AS	Address Details Line 3 Text
46	AT	Address Details Line 4 Text
47	AU	Locality Name Text
48	AV	Postcode Text
49	AW	State or Territory Code
50	AX	Country Code
51	AY	E-mail Address Text
52	AZ	Telephone Minimal Number Landline
53	BA	Telephone Minimal Number Mobile
54	BB	Member Client Identifier
55	BC	Payroll Number Identifier
56	BD	Employment End Date
57	BE	Employment End Reason Text
58	BF	Pay Period Start Date
59	BG	Pay Period End Date
60	BH	Superannuation Guarantee Amount
61	BI	Award or Productivity Amount
62	BJ	Personal Contributions Amount
63	BK	Salary Sacrificed Amount
64	BL	Voluntary Amount
65	BM	Spouse Contributions Amount
66	BN	Child Contributions Amount
67	BO	Other Third-Party Contributions Amount
68	BP	Employment Start Date
69	BQ	At Work Indicator
70	BR	Annual Salary for Benefits Amount
71	BS	Annual Salary for Contributions Amount
72	BT	Annual Salary for Contributions Effective Start Date
73	BU	Annual Salary for Contributions Effective End Date
74	BV	Annual Salary for Insurance Amount
75	BW	Weekly Hours Worked Number
76	BX	Occupation Description
77	BY	Insurance Opt Out Indicator
78	BZ	Fund Registration Date
79	CA	Benefit Category Text

Field No	Column	Label
80	CB	Employment Status Code
81	CC	Super Contribution Commence Date
82	CD	Super Contribution Cease Date
83	CE	Member Registration Amendment Reason Text
84	CF	Defined Benefit Member Pre-Tax Contribution
85	CG	Defined Benefit Member Post-Tax Contribution
86	CH	Defined Benefit Employer Contribution
87	CI	Defined Benefit Notional Member Pre-Tax Contribution
88	CJ	Defined Benefit Notional Member Post-Tax Contribution
89	CK	Defined Benefit Notional Employer Contribution
90	CL	Ordinary Time Earnings
91	CM	Actual Periodic Salary or Wages Earned
92	CN	Superannuable Allowances Paid
93	CO	Notional Superannuable Allowances
94	CP	Service Fraction
95	CQ	Service Fraction Effective Date
96	CR	Full Time Hours
97	CS	Contracted Hours
98	CT	Actual Hours Paid
99	CU	Employee Location Identifier
100	CV	Service Fraction
101	CW	Service Fraction Start Date
102	CX	Service Fraction End Date
103	CY	Defined Benefit Employer Rate
104	CZ	Defined Benefit Employer Rate Start Date
105	DA	Defined Benefit Employer Rate End Date
106	DB	Defined Benefit Member Rate
107	DC	Defined Benefit Member Rate Start Date
108	DD	Defined Benefit Member Rate End Date
109	DE	Defined Benefit Annual Salary 1
110	DF	Defined Benefit Annual Salary 1 Start Date
111	DG	Defined Benefit Annual Salary 1 End Date
112	DH	Defined Benefit Annual Salary 2
113	DI	Defined Benefit Annual Salary 2 Start Date
114	DJ	Defined Benefit Annual Salary 2 End Date
115	DK	Defined Benefit Annual Salary 3
116	DL	Defined Benefit Annual Salary 3 Start Date
117	DM	Defined Benefit Annual Salary 3 End Date
118	DN	Defined Benefit Annual Salary 4
119	DO	Defined Benefit Annual Salary 4 Start Date

Field No	Column	Label
120	DP	Defined Benefit Annual Salary 4 End Date
121	DQ	Defined Benefit Annual Salary 5
122	DR	Defined Benefit Annual Salary 5 Start Date
123	DS	Defined Benefit Annual Salary 5 End Date
124	DT	Leave Without Pay Code
125	DU	Leave Without Pay Code Start Date
126	DV	Leave Without Pay Code End Date
127	DW	Annual Salary for Insurance Effective Date
128	DX	Annual Salary for Benefits Effective Date
129	DY	Employee Status Effective Date
130	DZ	Employee Benefit Category Effective Date
131	EA	Employee Location Identifier
132	EB	Employee Location Identifier Start Date
133	EC	Employee Location Identifier End Date

For more information
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or contact your IOOF Representative

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