

Contribution File Mapping

System Introduction

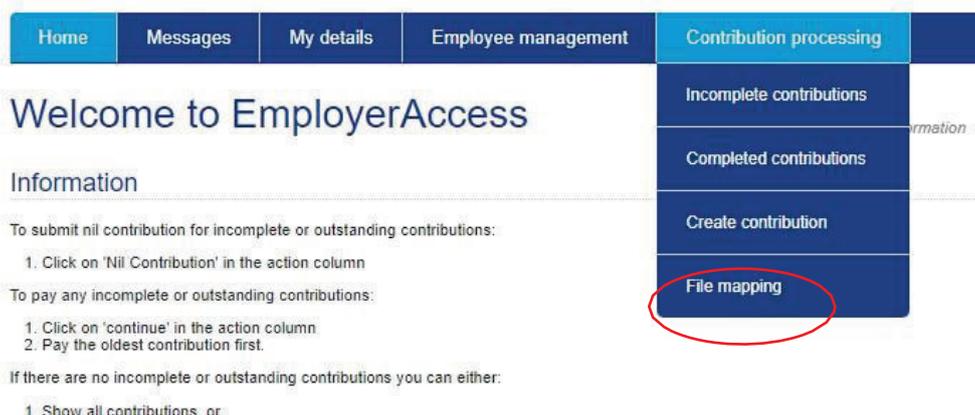
We have 2 systems that utilise the file mapping function: EmployerAccess and SCH Online. EmployerAccess is a platform used primarily for Rest members where you can process Superannuation contributions directly to Rest Members and it offers many other features such as reviewing contribution history and obtaining employee super information. SCH Online (Super Clearing House Online) is much the same except this platform offers the ability to make payments not only to Rest Members but to all other super funds too. Both of these platforms use the steps listed below for mapping custom files.

What is file mapping?

It is the preparation needed before an employer uploads their first contribution file. The process ensures that the fields from the contribution file match the fields on EmployerAccess/SCH online, which in turn minimises errors and allows for a smooth file upload.

Where can I map my file?

File Mapping is located in the drop down menu 'Contribution Processing'



Where do I go from there?



Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.

[View the online tutorial](#) or [download the Import File user guide](#).

Step 1. Click 'Browse' to find the file on your computer.

My contribution file 

My rows are separated by:

My columns are separated by:

The next step is to choose the file you will be uploading for the contributions payment (This step does not upload the file for payment but merely for mapping the format). Please also note that accepted file formats are CSV and XLSX

Once you've selected your file, the page will show you a preview of the file. From there, we need to enter some details about the file structure.

Step 2. File structure.

My file has headers in row: My file doesn't have a header row

Data in my file starts in row:

After you've entered your file structure, the next step is to look at the formatting of some data. This is for how dates and money are formatted in the file.

Step 3. Date and Money formats.

Date formats in my file: 

Money formats:

-Select-

Dollars & cents (ten dollars is 10.00 or 10)

Cents only (ten dollars is 1000)

These few steps are what help the system initially read and understand your file.

Okay, what's next?

The next step is the bulk of the file mapping process. The page will show three columns: your file's columns, some example data, and our fields. The small red 'X' is for removing fields that have been mapped incorrectly but is available on all rows, including correctly mapped ones.

The system tries to match our fields to your files columns as best as possible, but sometimes some tweaking needs to be done.

Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.

For each of your column headings, select the corresponding system field from the drop down options.

Your File's Columns	(examples)	Our fields	
Member Number	(24681012, 135791113)	-- Not Mapped --	X
Title	(Mrs, Miss)	Title	X
Given Name	(Vanessa, Charley)	Given name	X
Surname	(Smith, Louis)	Surname	X
DOB	(1/01/1990, 7/11/1999)	Date of birth	X
Gender	(F, F)	Gender	X
TFN		TFN	X
Street Address	(24 Camidge Close, 10 Baydon Street)	Street Address 1	X
Suburb	(Kelso, Castle Hill)	Suburb	X
State	(NSW, NSW)	State	X
Postcode	(2795, 2154)	Postcode	X
Phone Number	(430288319, 408562900)	Phone number	X
Email Address	(vsmith1@gmail.com, charleylou99@hotmail.com)	Email Address	X
Start Date	(11/12/2021, 3/09/2020)	-- Not Mapped --	X
SG Contribution	(455.67, 500)	SG contribution	X
Salary Sacrifice		Salary sacrifice	X
Member Voluntary		-- Not Mapped --	X
Employer Additional	(150)	Employer Additional	X
Termination Date		Termination date	X
Fund Name	(REST Industry, REST Industry)	Fund Name	X
ABN	(62653671394, 62653671394)	ABN	X
USI	(RES0103AU, RES0103AU)	USI	X
SMSF Account Number		-- Not Mapped --	X
SMSF BSB		-- Not Mapped --	X

Map contribution file for import

Before you can import a contribution file, you must map your import file to our system.

For each of your column headings, select the corresponding system field from the drop down options.

Your File's Columns	(examples)	Our fields
Member Number	(24681012, 135791113)	-- Not Mapped -- ✘
Title	(Mrs, Miss)	Title ✘

As shown above, some fields will map automatically, whilst others will need adjusting.

By clicking on 'Not Mapped', you will be presented with field options (below). Select the most relevant field to match your file's columns.

You can also select the 'show extended fields' option in the top left-hand corner.

Mapping: "Member Number" ✕

Show Extended Fields

Employee Details

Title	Date of birth	TFN	Suburb
Surname	Gender	Street Address 1	State
Given name	Email Address	Street Address 2	Postcode
	Phone number		Country
	Mobile phone number		

Employment Details

Payroll number	Occupation	Employment type
Work test (no longer required)	Location	
Employment Start Date	Termination date	
	Annual Salary (for Insurance)	

Employee Fund Details

Member ID	USI	Fund ESA
	ABN	Fund Name
Payee BSB Number	Payee Account Number	Fund Email Address
		Product

If any of the fields that have been mapped do not need to be, you can select the red cross next to the field. This will remove the mapping.

Once you are happy with your mapping, you can 'continue'.

Payee Account Number	✘
Fund ESA	✘

You will then be directed to a page which will allow you to view a preview of your file. This will also display the settings you just applied. Select 'confirm' to save your file mapping.

Once confirmed, you are now ready to upload your contribution file.

Confirm field mappings

Review and confirm your file mappings below.

Your File's Columns	(examples)	Our fields
Member ID		(Member ID)
First Name	(Alec, Erling)	(Given name)
Surname	(Lavellan, Haaland)	(Surname)
DOB	(28/04/1996, 30/12/1999)	(Date of birth)
Title	(Mr, Mr)	(Title)
Gender	(M, F)	(Gender)
TFN		(TFN)
Street Address	(10 Eagle Street, 77 Toombul Terrace)	(Street Address 1)
Suburb	(Brisbane, Nundah)	(Suburb)
State	(QLD, QLD)	(State)
Postcode	(4000, 4012)	(Postal code)
Country	(Australia, Australia)	(Country)
Phone	(404000001, 404000002)	(Phone Number)
SG	(872, 577)	(SG contribution)
Fund Name	(Rest Super, Rest Super)	(Fund Name)
ABN	(62653671394, 62653671394)	(ABN)
USI	(RES0103AU, RES0103AU)	(USI)
Start Date	(20/01/2020, 30/06/2005)	(Employment Start Date)
Termination Dates	(18/09/2022)	(Termination date)

Previous

Cancel

Confirm

File mapping only needs to be completed once if you keep the same file format. However, it is important to note that if the format of your custom file changes, the mapping will need to be edited to align with the new file. To make these changes, you can head to "Contribution Processing" in the ribbon and select "File Mapping" from the drop down menu, then select "edit mapping" in the bottom right-hand corner.

Field	Character limit	Data Type	Data requirements
Member Number - Default fund	15	Numeric	Assigned by the default fund, blank is acceptable
Member Number - Choice fund	15	Numeric/Alpha	Choice Fund Member numbers are mandatory. '/' and '-' can also be used
Given Name (First and middle name)	50	Alpha	Can contain only letters, single space and hyphen. Initials not allowed
Surname (Family name)	50	Alpha	Can contain only letters, single space and hyphen. Initials not allowed
Title	4	Alpha	Provide only Mr, Mrs, Miss, Ms, Dr or Rev only.
Gender	6	Numeric/Alpha	Must be Male, M, 1, Female, F, 2, or 0
Date of Birth	10	Date format	Must be in valid date format
Tax File Number	9	Numeric	No space or dash. Unique 9 digit TFN only, blank is acceptable and exemption codes are invalid
Payroll Number	10	Numeric/Alpha	Unique code assigned by the employer
Employment Commencement Date	10	Date format	Common format accepted (dd/mm/yyyy)
Employment Termination Date	10	Date format	Common format accepted (dd/mm/yyyy). Termination date cannot be before commencement date nor a future date.
Street Address 1	50	Numeric/Alpha	Remove invalid characters and double spacing not allowed
Street Address 2	50	Numeric/Alpha	Remove invalid characters and double spacing not allowed
Suburb	25	Alpha	Valid post code required within Australia according to Australia Post
State	3	Alpha	Valid state required within Australia according to Australia Post
Post Code	4	Numeric	Valid post code required within Australia according to Australia Post
Country Code	2	Alpha	If a member has an international address - only the fields Address line 1 and Country required to be populated. (Australia = AU)
Phone Number	10	Numeric	Numbers and single space only. Min length is 9 digits, max length is 10 digits
Mobile Phone Number	10	Numeric	Numbers and single space only. Min length is 9 digits, max length is 10 digits
Email Address	100	Numeric/Alpha	Valid email format. Contains @ symbol and correct domain name
Fund Name	50	Alpha	Name of destination superannuation product.
Fund ABN	11	Numeric	No space. No dash. Valid ABN only
Fund USI	14	Numeric/Alpha	No space. Valid USI only, blank is acceptable when fund is SMSF
SMSF BSB	6	Numeric	Valid BSB (without hyphen)
SMSF Account number	9	Numeric	Number with maximum of 9 digits
SG contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Member Voluntary Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Salary Sacrifice Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable
Employer additional Contribution	9	Numeric	Max 2 decimals (negatives not permitted), zero and blank are acceptable

Important Information

Always save your file in one of the following formats CSV, XLS, XLSX

Always save your SAFF file as CSV

Each field must have its own column

A character can separate date details, as long as it's the same format for the entire file (slash or dash)

Must be one line per member [ie, all information for a member must be contained on the one line (row)]

Remove all blank rows (with no information) and 'subtotal' or 'total' rows.

Ensure all file corrections are also corrected in your payroll system - so next month's contribution reflects accurately

Remember the file format must be consistent each month, otherwise the file will need to be re-mapped