# PayCare- Clearing House Function

The Federal Government's Super Reform Package, has introduced a new standard for sending contributions to Super Funds.

This standard can be used now, and will become mandatory from July 2014 for all large and medium employers. All super funds, including self-managed super funds, will be required to receive contributions sent through this standard. Contributions via paper based methods will cease.

Care Systems has established the following simple steps to enable you to facilitate this function.

## Check Care Systems Version

Select PayCare – Help – About. Need to have at least Version 9.07.04 Revision 31 installed.

## Superfund Maintenance

Select PayCare, select Maintenance – Superfund. You will need the Employer and Plan Fund ID's from the relevant Superannuation companies.

## Employee Maintenance

Select PayCare – Maintenance – Employee. Ensure each employee's information is correct.

## Setup Clearing House

Select Maintenance – Clearing House. The superfund, e.g. HESTA, can provide a list of IDs.

## Create Direct Transfer file for Clearing House

Select Processing – Direct Transfers – Clearing House. Allows for payment schedule and pay periods.

## Print the Direct Transfer file

Select Processing – Reports – Direct Transfer Clearing House.

## Previewing the file

The system-generated file can be viewed.

## Uploading the file

Go to the Superfund's (e.g. HESTA) website or program and upload the file which has been saved.

## Regenerating the Transfer file

Select Processing – Direct Transfers – Re-Create Clearing House. A DDT file is generated, which can be re-generated at a later date.

**We await your contact, so we may assist you to step you through the process. Please contact us at support@caresystems.com.au to book your appointment.**