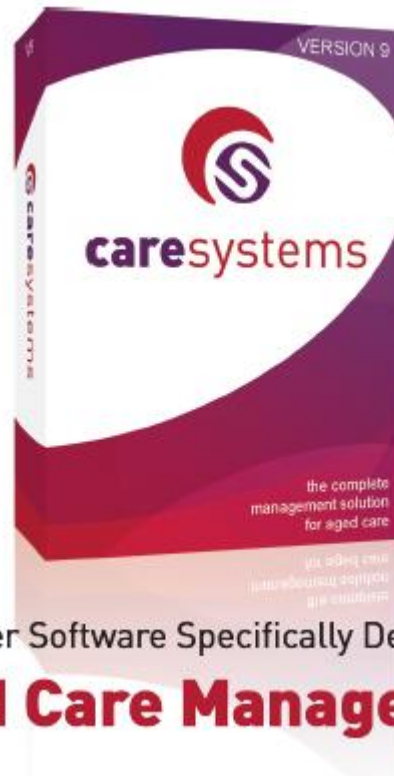


Care Systems

PayCare

Clearing House User Guide



Computer Software Specifically Designed for
Aged Care Management

This document has been prepared to assist users of Care Systems software. The information provided is general and may not be comprehensive for individual sites.

It is the Users responsibility to ensure that the process is completed satisfactorily. Care Systems support services are available to assist should this be required.

Version History

Version	Author	Date	Change
1.0	Kim Harnett	20/01/2014	
2.0	Andrew Thomas, Chris McGrath	3/04/2014	Updated for new release. Includes detail on “revert” function.

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Overview

As part of the Government's Super Reform Package all Superannuation Funds will receive member information and payment data in a standard electronic format. This will provide a consistent, reliable electronic method of transacting data and payments for superannuation.

From July 2014, all large and medium employers will be required to send contributions in the new format, and all super funds, including self-managed super funds, will be required to receive contributions in the new standard. This means you will no longer be able to make contributions via paper based methods. Small employers are expected to comply from 1 July 2015.

The following is a sample of the information fields that will be sent to your employees' Superannuation companies.

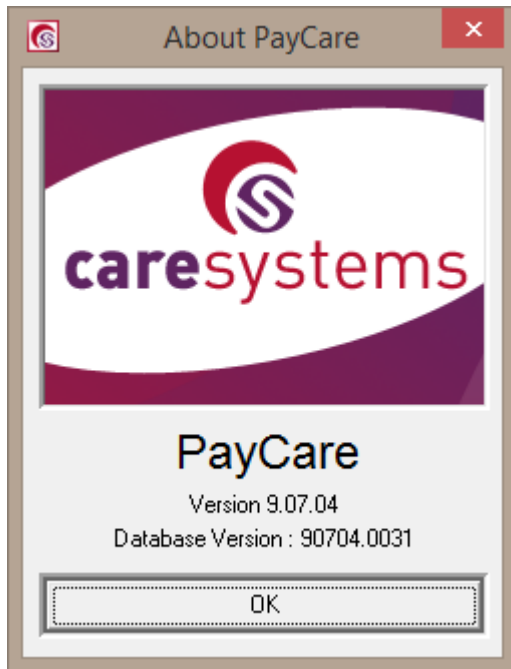
Your File Reference, Your File Date, Contribution Period Start Date, Contribution Period End Date, Employer ID, Payroll ID, Name Title, Family Name, Given Name, Other Given Name, Name Suffix, Date Of Birth, Gender, Tax File Number, Phone Number, Mobile Number, Email Address, Address Line 1, Address Line 2, Address Line 3, Address Line 4, Suburb, State, Post Code, Country, Employment Start Date, Employment End Date, Employment End Reason, Fund ID, Fund Name, Fund Employer ID, Member ID, Employer Super Guarantee Amount, Employer Additional Amount, Member Salary Sacrifice Amount, Member Additional Amount, Other Contributor Type, Other Contributor Name, Your Contribution Reference

Each superfund has a unique SPIN (Superannuation Product Identification Number). Each fund has a Plan ID, and you have an Employer ID which is assigned to your business by the clearing house.

Check Care Systems Version

Check your Care Systems Version is at least 9.07.04 rev 34

Logon to your database and select **PayCare > Help > About**



Superfund Maintenance

PayCare > Maintenance > Superfund

Make sure all superfunds that are to be transferred via the clearing house have been setup.

Ensure you have completed the Employer ID and Plan/Fund ID. The Plan/Fund ID is where you should enter the SPIN of the superfund. Refer to the superannuation company for this information if you are unsure.

Employee Maintenance

PayCare > Maintenance > Employee

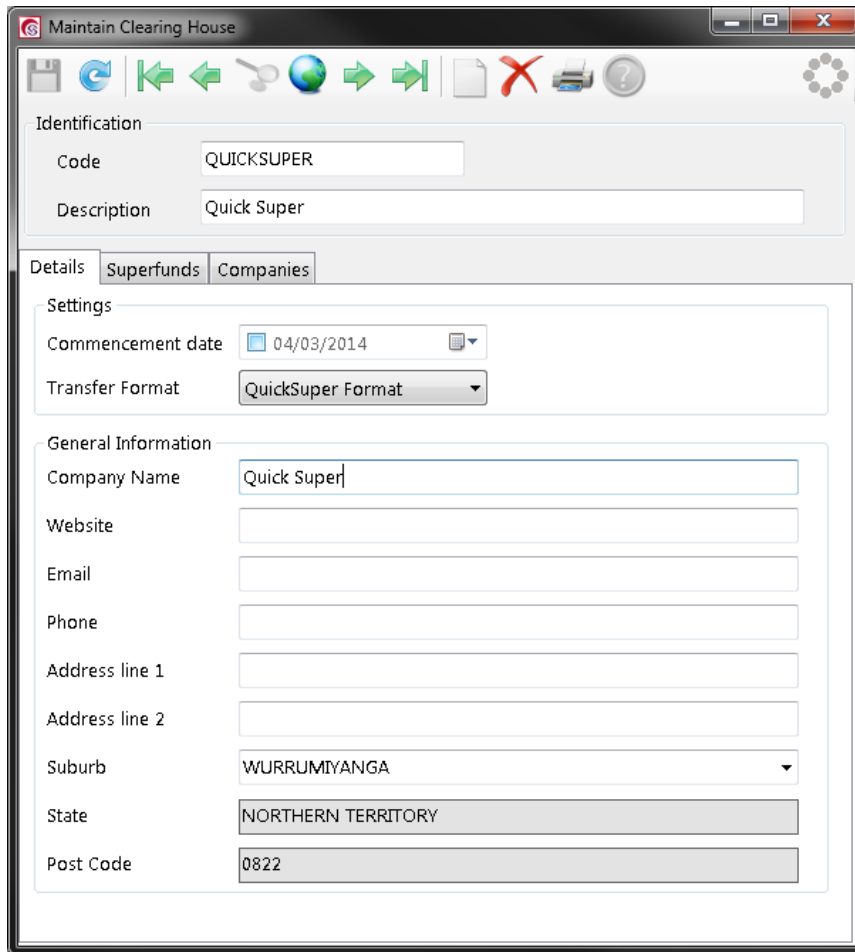
Ensure that all relevant information is correct and completed on each employee.

- Check that you have recorded the Fund Member ID for each employee. (**PayCare > Maintenance > Employee > Super Funds tab**).
- Ensure that any superannuation deductions in respect of pre and post-tax super contributions or additional employer contributions are recorded in the Super tab on the Employee.
- Ensure that all employees personal details, name address phone numbers, tax file numbers are up to date.
- Update employee email addresses in the email field.

Setup Clearing House

PayCare > Maintenance > Clearing House

Click the **New** button to make a new Clearing House.



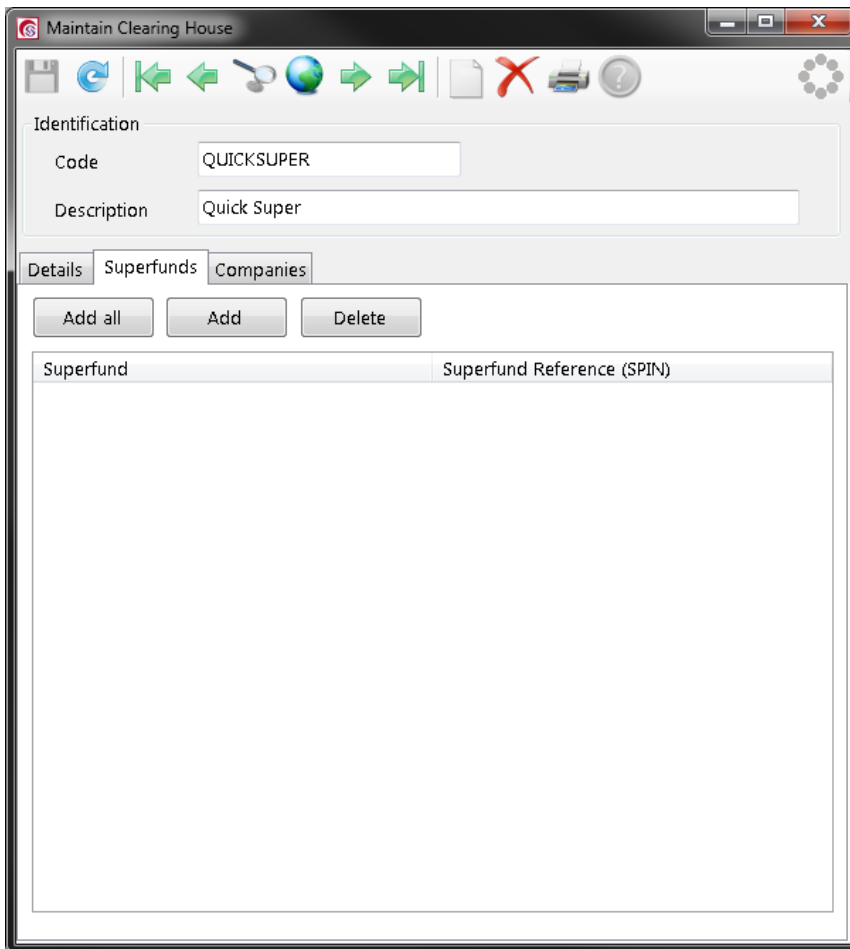
Enter a **Code** and a **Description**.

You can set a **Commencement date** which will hide periods that start before this date. This is purely to hide the periods from the DDT File Generation screen.

You can also set the **Transfer Format**. This will be the preselected transfer format that will be selected when the clearing house is selected on the DDT File Generation screen.

Complete the addition fields of information as required. These are for information purposes only.

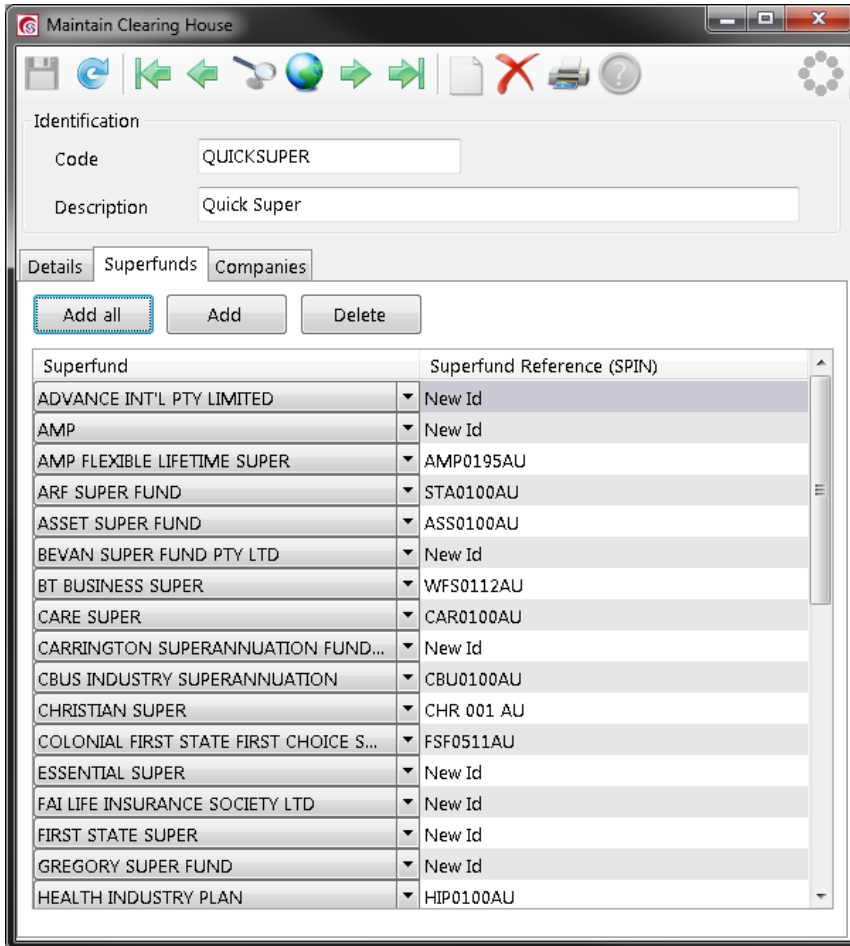
Navigate to the **Superfunds** tab.



On this tab there are three buttons.

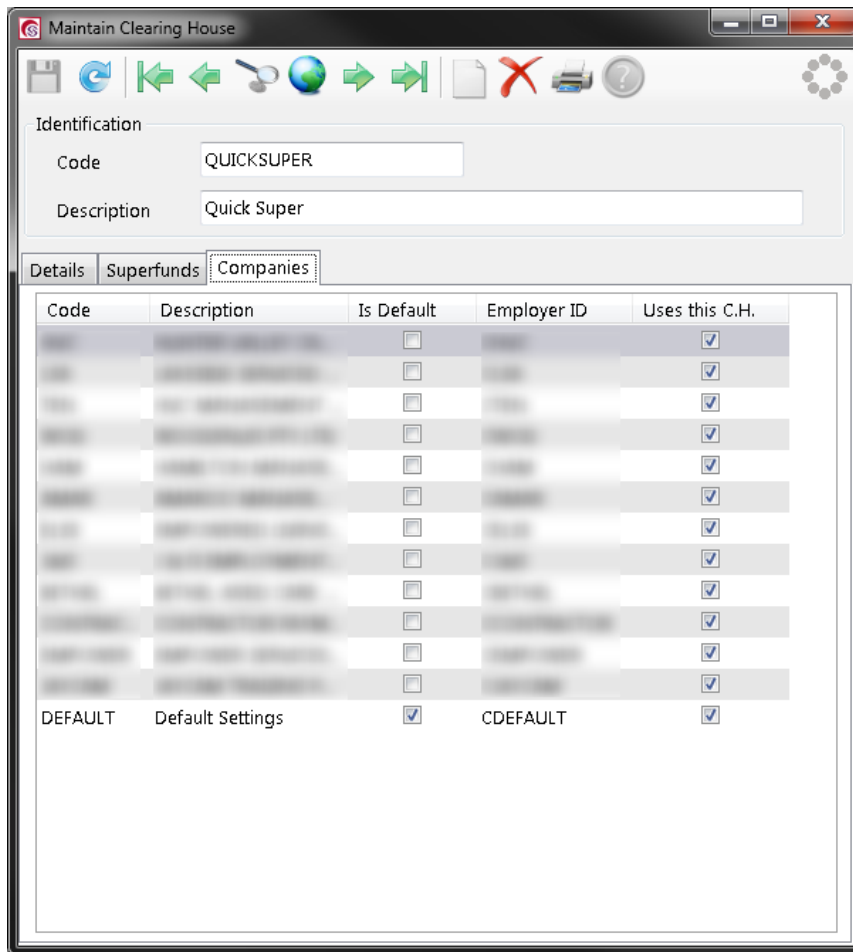
- **Add all** – Adds all superfunds in the database and links them to the clearing house.
- **Add** – Adds a single row, when all rows are added you won't be able to add anymore.
- **Delete** – Deletes the selected Superfund link row.

It is expected that the majority of users will only need to use the **Add all** button as most businesses will only use one clearing house and they will pay all superfunds through the one clearing house.



Pressing the **Add all** or **Add** buttons will create superfund link rows and will copy in the SPIN from the superfund record. If there isn't a SPIN on the superfund it will enter the id value as "New Id". It must then be replaced with a correct value.

Navigate to the **Companies** tab.



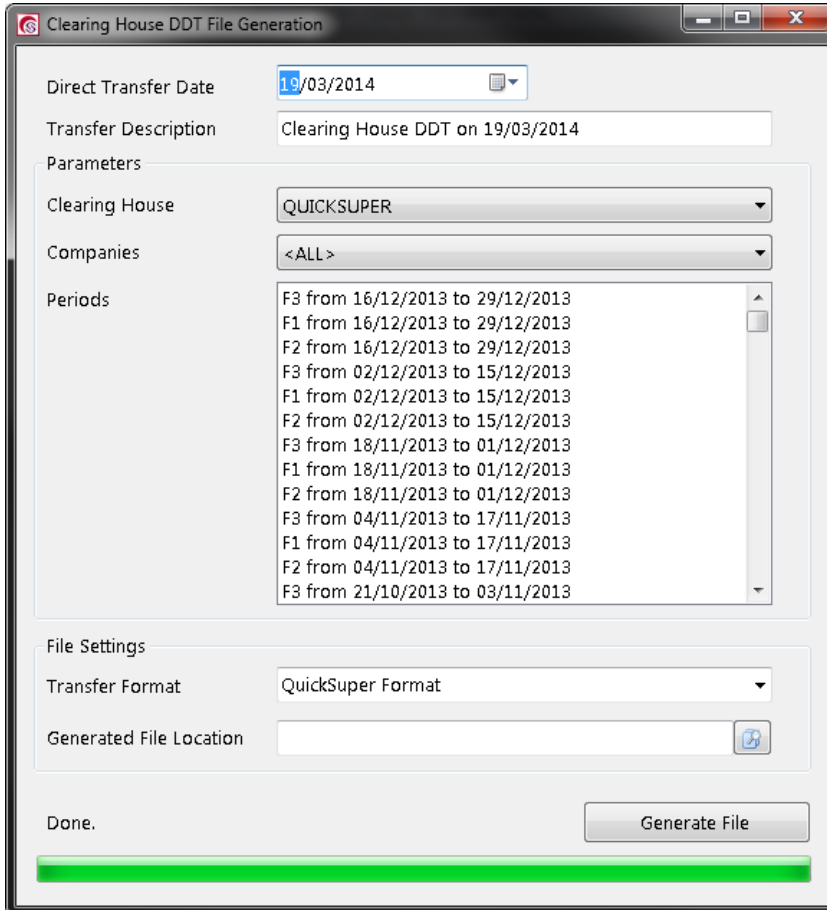
On this tab you can enter an **Employer ID** for each company in the database. It is expected that most users will only have one company, the *DEFAULT* company.

If a company is using the clearing house then you need to enter the Employer ID for the company and tick the **Uses this C.H.** checkbox.

If you only have the *DEFAULT* company then the checkbox is optional. The Employer ID may also be optional depending on the transfer format used.

Create Direct Transfer file for Clearing House

PayCare > Processing > Direct Transfers > Clearing House



Clearing House DDT File Generation

Direct Transfer Date: 19/03/2014

Transfer Description: Clearing House DDT on 19/03/2014

Parameters

Clearing House: QUICKSUPER

Companies: <ALL>

Periods:

- F3 from 16/12/2013 to 29/12/2013
- F1 from 16/12/2013 to 29/12/2013
- F2 from 16/12/2013 to 29/12/2013
- F3 from 02/12/2013 to 15/12/2013
- F1 from 02/12/2013 to 15/12/2013
- F2 from 02/12/2013 to 15/12/2013
- F3 from 18/11/2013 to 01/12/2013
- F1 from 18/11/2013 to 01/12/2013
- F2 from 18/11/2013 to 01/12/2013
- F3 from 04/11/2013 to 17/11/2013
- F1 from 04/11/2013 to 17/11/2013
- F2 from 04/11/2013 to 17/11/2013
- F3 from 21/10/2013 to 03/11/2013

File Settings

Transfer Format: QuickSuper Format

Generated File Location: [Browse]

Done. [Generate File]

This screen allows you to choose a clearing house, company and pay periods which have not already been paid.

Select the **Direct Transfer Date**, typically it's best to leave this set to the current date.

Review or edit the **Transfer Description**.

Select the **Clearing House** you are generating a file for.

If you have multiple companies and only want to see periods for a specific company you can select a **Company**.

Select one or more pay periods to include in the generated file. Click and drag the mouse to select a range of periods or hold down *Ctrl* and Select. Only select the periods you wish to send.

Select the Transfer Format that the file will be generated for. Click on the link to show the Transfer Formats for your Super Fund: <https://caresystems.zendesk.com/hc/en-us/articles/201789177-Is-my-Clearing-House-Supported-Which-format-do-I-use->

Note: You can set the Transfer Format in the Clearing House Maintenance screen so you don't have to set it each time.

Select a location to save the generated file to. You can select the small browse button to the right to navigate to a folder and enter a filename.

Review the information

Select the **Generate File** button.

A file will be created at the desired location. Once the file has been generated the periods will disappear from the screen leaving only those that have not yet been processed.

Uploading the file

Follow your clearing house's instructions for sending them the file.

Optional Checks

If you want to check the data before you send it. You can do this in two ways.

Previewing the file

The generated file can be viewed in Excel. We recommend only using Excel to check the data, not to edit it.

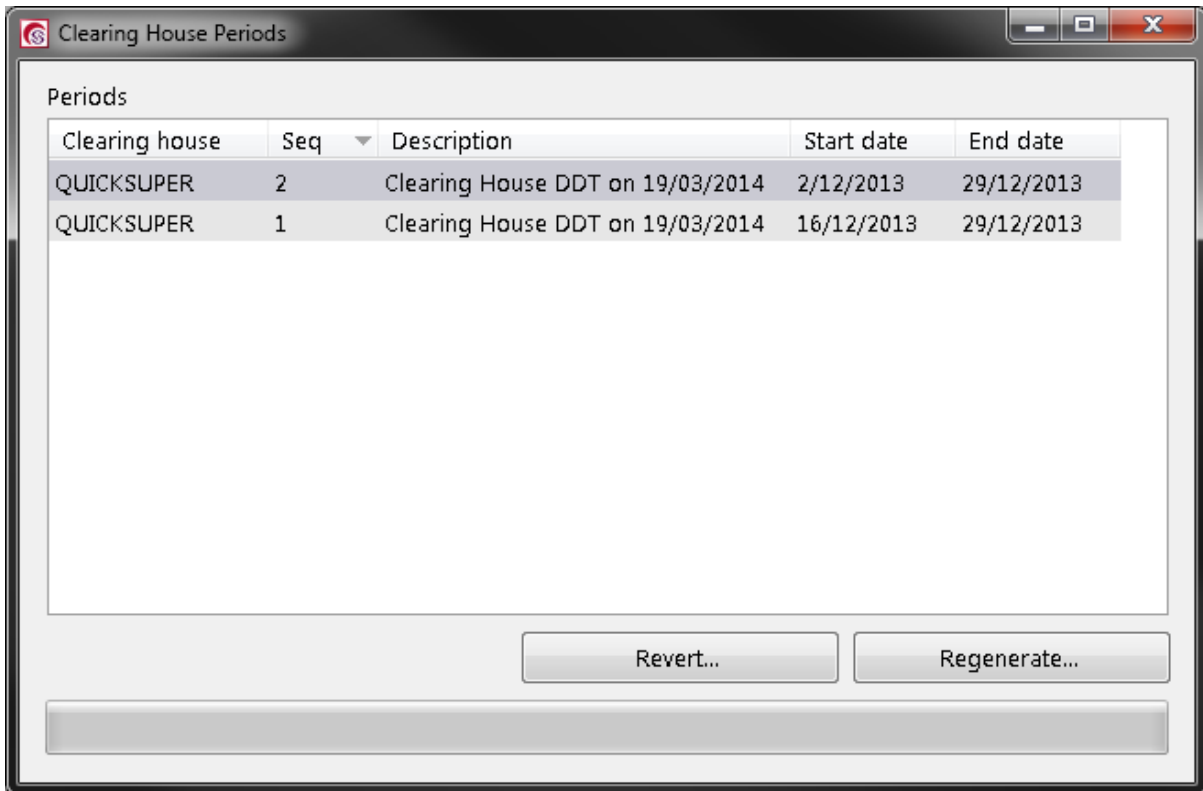
Print the Direct Transfer Report

PayCare > Processing > Reports > Direct Transfer > Clearing House

Choose a DDT record and click **Preview**.

Regenerating or Reverting the Transfer File

Processing > Direct Transfers > Re-Create Clearing House



When to Regenerate

If you want to create the file again, without any change from the original one, choose regenerate. If you have updated employee's records since. These changes will **not** be included in the regenerated file.

This option is useful if you have lost the file or manually made edits to the file and want to restore it to the original version.

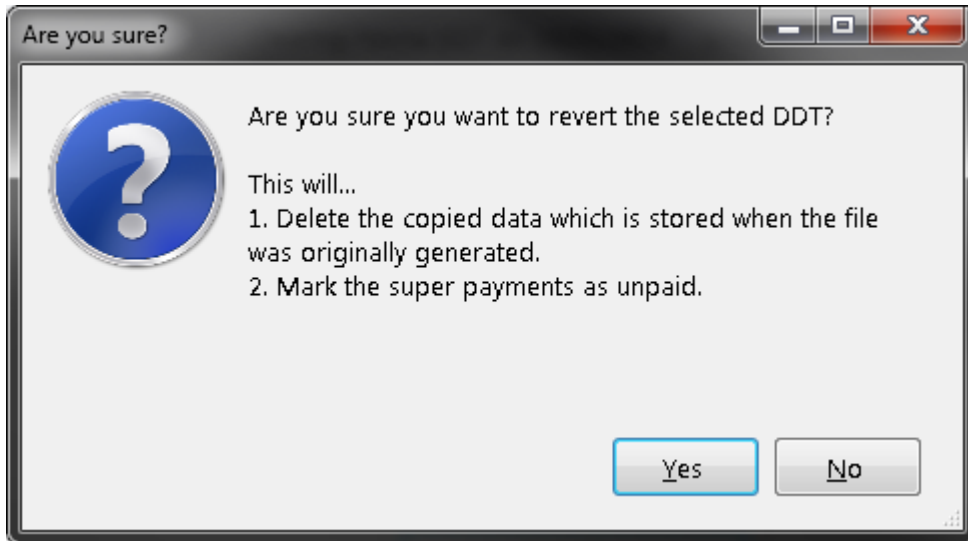
When to Revert

If your transfer file has incorrect data in it, for example, an employee's tax file number was incorrect, you can revert the file, and then generate it again through the regular screen.

How to Revert

1. Select a DDT record and press **Revert**.

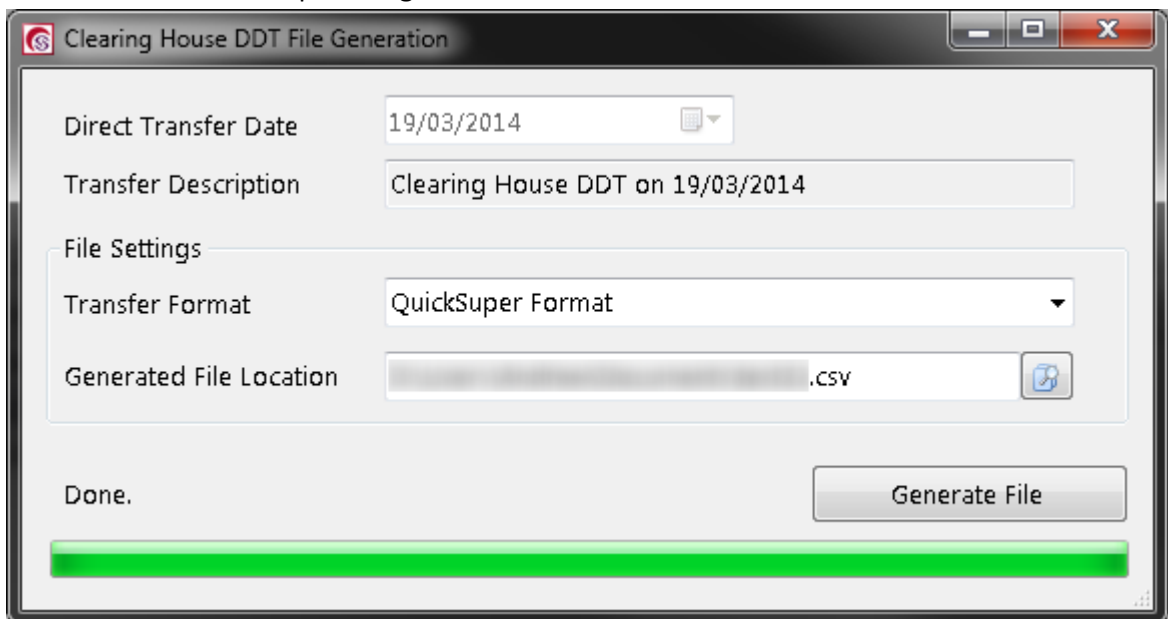
2. You will be prompted with the following message. If you still want to revert, click **Yes**.



3. You will receive a confirmation message that the DDT has been reverted

How to Regenerate

1. Select a DDT record and press **Regenerate**.



2. Choose the filename if desired then click **Generate File**.