Reckon

Reckon SuperStream

Powered by:

ozedi

CONTENTS

Getting started

Reckon payroll will direct you to the Reckon SuperStream portal screen below.
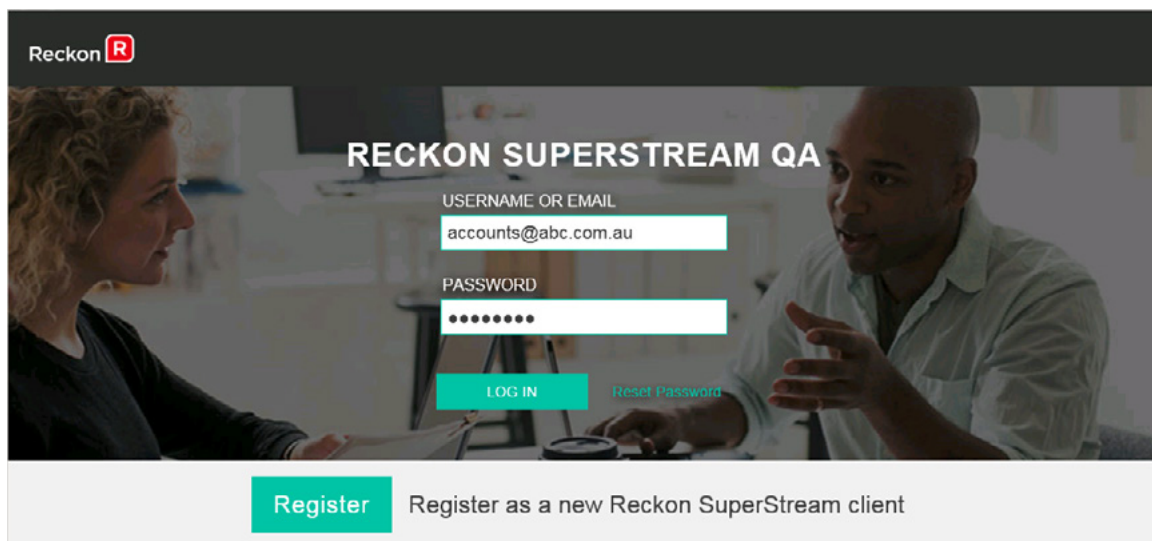
The options you have on this page are:

- Log in
- Reset your password
- Register as a new Reckon SuperStream client

Register yourself

You can register by clicking on the Register hyperlink in the Login page. The components of registration are:

1. Client details
2. Ozedi services
3. Billing details
4. Additional ABNs (optional)
5. Confirmation

CLIENT DETAILS

ABN *	99900000617
Company Name *	ABC Company Pty Ltd
Email (Used for username) *	accounts@abc.com.au
First Name *	John
Surname *	Smith
Password	••••••••
Password Check	••••••••
Phone Number	0396827777
Software Provider Code	6149

The asterisk * implies a mandatory field. When you log into Ozedi Direct, you will use the User Name and Password entered on this screen.

Your Software Developer Code is 6149.

OZEDI SERVICES

Send Contributions	☑
Payroll Product Name *	Reckon Accounts
Multiple ABNs Required	☐

You will be asked whether you will be uploading files for multiple companies in addition to your Client Details ABN. Tick the box if you require this option and it will appear further down the screen.

If you have multiple companies using the same payroll system and these will be exporting contributions for upload to Ozedi, then you can record their ABNs on this screen.

NB A file with an unknown Sender ABN will be rejected in the file upload.

To complete registration:

1. Read the Terms and Conditions available by clicking on the hyperlink **Terms and Conditions**
2. Tick the box to accept Terms and Conditions
3. Click on the Register button to complete registration process

Log in to Reckon SuperStream Portal

Now you have a user name and password, you can log into the Reckon SuperStream portal.

Reset your password

If you forget your password, you can reset it by entering your user name and click **Submit** – an email will be sent to you with instructions on how to proceed in changing your password.

A sample of the email you will receive is shown below; follow the instructions given:
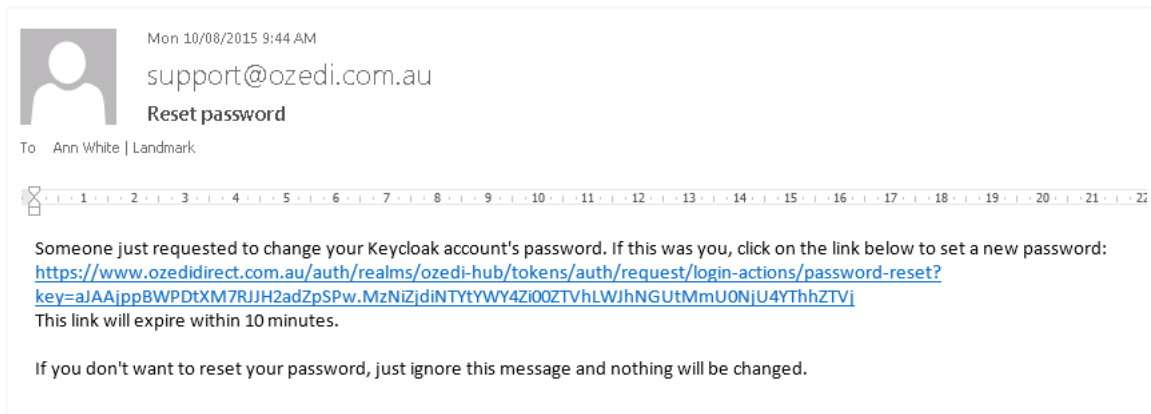
You will be asked to enter your new password and verify it before it is then changed for future logins.

NB you can only use this link to change your password once. If anyone tries to access the link again, they will get an "unauthorised access" message.

Make a payment

Before you can process contributions, you need to make a payment to Ozedi for our services. This will set your service expiry date and allow you to send contribution remittances through SuperStream.

Click on the **Pay Ozedi** button on the portal screen – the payment screen below will display.

Payment

John Smith
I wish to pay for the following Ozedi service:

Payment Tier *	Basic 1-20 employees
No of months *	1 Month
Price (ex GST)	$10.00
GST	$1.00
Total Value	$11.00
Current Expiry Date	Mon, 29 Feb 2016
New expiry date	Thu, 31 Mar 2016 Expires at midnight AEST

I have read and agree to the Terms and Conditions. ☐ Pay Now

Tier	1 Mth Ex GST	1 Mth + GST	3 Mth Ex GST	3 Mth + GST	12 Mth Ex GST	12 Mth + GST
Basic 1 - 20 Employees	$10.00	$11.00	$30.00	$33.00	$108.00	$118.80
Basic + 21 - 200 Employees	$25.00	$27.50	$75.00	$82.50	$270.00	$297.00
Premium 201 - 1000 Employees	$100.00	$110.00	$300.00	$330.00	$1,120.00	$1,232.00
Enterprise 1001 - 5000 Employees	$250.00	$275.00	$750.00	$825.00	$2,700.00	$2,970.00

Select the following from the two drop down boxes:

- **Payment Tier** – select from the table according to the total number of employees you have over all the companies being registered by you

- **Number of months** – options include 1, 3 or 12 months. There is a 10% discount for 12 months. NB the month in which you make the payment is the first month. If you pay at the end of the month you will only get a few days of coverage for one month.

Once you have selected the tier and period, the payment amount plus GST is displayed. If you wish to proceed, check the **Terms and Conditions** box and click on **Pay Now**. This will take you to Paypal to make the payment.

PayPal will allow you to make payments via credit cards and, if you have a PayPal account, you can select to pay via EFT. PayPal will email you a receipt with the details of the services you have purchased for your records.

Once you have successfully paid, when you return to the Ozedi Direct portal your new expiry date will display. You can now upload contributions details to send through SuperStream.

Payment Receipt

Receipt ID.
5118-1148-1619-7807

Total
$11.00 AUD

We'll send a confirmation email to ann@landmarksoftware.com.au. This transaction will appear on your statement as PayPal *OZEDIHOLDIN.

Paid to
Ozedi Holdings Pty Ltd
david.field@ozedi.com.au

Shipped to

Your shopping cart

Description	Price	Quantity	Amount
Basic 1 Mth Ex GST to 01/07/15 BASIC1	$10.00	1	$10.00
		Item total:	$10.00
		GST	$1.00
		Total	$11.00 AUD

Check Your Settings

There are a number of settings which you should ensure are correct for the way you want to use Ozedi Direct **Before you start processing contributions** These include the following features displayed when you click on the **Settings** button:

Contributions Processing

This controls what happens when you upload a contributions file to the portal; the choices are:

- **On hold before manually sending:** This option lets you check the Payments List before deciding to continue and send the remittances. You can choose to cancel, even if they loaded successfully. Preferred setting.

- **Sent automatically if loaded successfully:** This option assumes that, if all the payments loaded without errors, then they can be sent through SuperStream without any further action required.

Send e-mail for responses	Options are: • **Yes:** An email will be sent to you whenever responses or errors are received from the SuperStream network. Sometimes, responses from funds won't appear for several days. It is useful to be informed that a response has arrived; eg new member number. • **No:** No emails will be sent. You must check the portal for any responses that arrive from funds.
Remove processed data after	The default is 12 months but you can nominate anything between one month and 12 months. Contributions successfully sent after the period nominated will be removed.
Pay superannuation by Amex	Ozedi has an association with American Express to allow you to pay your superannuation contributions via your card. This will provide you with greater cash flow and also receive reward points. Refer to payments by Amex below for more details. Options are: • **Yes** • **No**
Amex Customer Number	This is the customer number allocated by American Express when you register to pay on the website: **www.rewardpay.com** It is used to identify you only – your credit card details are NOT stored at Ozedi Direct.
Amex Processing	You can choose when the super payments are sent to the Amex portal for confirmation and payment. The options are: • **On hold, check, then manually send to Amex** This option lets you check the Payments List before send the payments to Amex. You can then choose to cancel if required. • **Automatically send to Amex when uploaded** This option will send the payments to the Amex portal ready for confirmation as soon as the uploaded file is successful; ie when no errors are detected in the upload.
SAVE	Remember to SAVE changes to your settings

Upload a contribution file

When you have checked your settings to operate the way that suits you, you are ready to upload contributions for sending through SuperStream. Go to the **Contribution Upload** tab and the screen below displays:

There are two steps:

- **Choose File** - identify which file you wish to upload by browsing your system and picking the filename. NB the filename **cannot** have embedded spaces; eg Cont File. csv would not be acceptable – it would give an error when uploading. You could rename the file on disk to Cont-File.csv (insert a hyphen for the blank space) and it would be ok to load.

- **Upload** – having selected the file, click on upload and the file will be loaded and processed. You will get a message "Uploaded successfully – processing" if your file has been found. It may take a minute or two to process the file into the fund payments – wait a little while before proceeding to check for errors.

Checking your contributions

Having successfully loaded your contributions file, you now need to check to see if you have any errors.

NB if there are ANY errors in any payment, NONE of the payments can be processed. You will need to cancel and upload a new file after the errors have been corrected.

There are several errors that can occur as part of the upload; these include:

• If your file has spaces in the name, it will not be found and cannot be processed. A message will tell you if the file is being processed or not

• The file does not contain an ABN that you are registered for – this file will not be processed.

• The file is processed into payments but there are errors in the payments. In this instance, you can display the payments and check for errors.

Click on the **Runs** tab to display the payments created by the upload of your file. Use the **Refresh** button at the bottom to redisplay the runs – if your file is still being uploaded, the run will display "loading" status. Wait until this status is removed to ensure you can see all the payments on the right hand side. Use the Refresh button to check the changed status.

Click on the **Run Number** on the left that contains your file just loaded; the payments are displayed on the right. If there are more than 10 fund payments in the file, then multiple screens are available using the page number selection at the bottom of the screen.

The **Details** button pops up the fund payment details and access to the data and any errors reported.   See below for details displayed.

The **Status** column shows the status of each payment; ie created or errors. It also displays if these payments were created in test mode or not. NB "Test" uploads can't be sent to the funds.

The buttons at the bottom of the screen will be enabled if they are valid for your run; the options include:

Refresh List	This option will refresh the list on the left as well as the payments displayed. You may need this if your upload hasn't finished processing your payments when you want to display them.
Send to Funds	This will send all the remittances to the funds. NB this button will be disabled if there are ANY errors in any of the fund payments.
Cancel Run	If you don't want to proceed sending this run to the funds, then you should cancel the run and re-load a new file. It will have a different run number. Cancelling the run indicates the decision you made not to continue.
Download Payments	The facility will create an Excel spreadsheet of the fund payment details displayed. It can be used to check against your payroll reports to ensure the uploaded data matches your expectations. You can also use this list to raise payments as it has all the details necessary for EFT.
Send to Amex	If your settings include using American Express to pay your superannuation contributions, you can select to send the payments to the portal if you have checked them and want to proceed to payment.

Contribution Details

The **Details** button is used to show the payment details, plus provide links to PDF versions of the payment data down to employee level, as well as any errors found during the upload process.

Details	
Status	Sent
Amex Status	N/A
Payment Date	12-02-2016
Payment Amount	112.50
Type	Contribution
Payer ABN	99900000617
Fund ABN	44928361101
Fund USI or ESA	44928361101001
Fund Name	MLC Limited
Document links	Xbrl Html Text Pdf
Error links	

CLOSE

Payments list

The Payments List is an Excel spreadsheet which you can download and use for checking your uploaded file; if something doesn't look right, you can use the Ozedi Direct portal to display the employee contributions included in the payment using the links option in the Contribution Details. If the payments are not correct, you can cancel the run and upload a corrected file.

You can use the Payments List to pay the superannuation funds through your banking portal. If you do, **make sure you put the Payment Reference Number shown in the Payments List in the EFT reference of your payment** as this is essential for the funds to reconcile your payment to your remittance through SuperStream. You will get funds contacting you should you omit this critical reference.

NB the Payment Reference Number is on the Payments List – this may have been allocated by Ozedi Direct as part of the upload process if your contributions file did not include it. If your file did contain the PRN, then payments will be presented for each fund/PRN combination.

Sending your contributions

If there are **no errors** reported against the payments listed, then you may choose to do the following:

- **Send to Funds** – this sends all contribution remittances to the funds
- **Send to Amex** - this sends the contributions payments to Amex for processing if you are registered as an American Express customer in your Settings.

Cancelling a contribution run

If there are **ANY ERRORS** in any of the payments, then **none of the payments may be sent.** You can leave the run with status of "errors" as these are now unable to be sent; or you can cancel the run to change the status to "cancelled".

You may wish to cancel a run which has no errors, but you notice the data is incorrect and you need to go back to the payroll and re-output a new file. Cancelling the run prevents it from being accidently sent to the funds.

Paying superannuation contributions by American Express

If you are an American Express customer, then you can register at: **www.rewardpay.com.au** which will provide you with the customer number needed by Ozedi. Enter these details in the **Settings** section.

When you have uploaded a contributions file, the **Send to Amex** button will be enabled. If there are no errors in your payments at Ozedi, then you can send the payments to Amex via this process. To authorise the payments to be made by American Express, you must log into the RewardPay portal and confirm your approval for the payments to be processed. There is a surcharge for this service and this is clearly shown on the screen at RewardPay.

Ozedi will display the Amex payment status at the Runs tab. Once your approval for payment has been given, and Amex has transferred the money to the funds, Ozedi will automatically process the remittances to the funds. You can process the remittances manually if you wish to.

NB Allow 2 days for the funds to be received by the superannuation funds if using the Amex payment method.

Receiving Responses

It can take several days for the funds to process your remittances. Funds will send responses to you via the Ozedi portal. This can include the following:

Member numbers for new members

Errors in the data received

Ozedi Direct will **send you an email** when responses are received if you choose this option in **Settings**. You can then log onto the portal and display the responses against the Run Number. Otherwise you will need to check the portal for any responses received.

Removing data from the portal

The **Settings** button allows you to maintain how long the SuperStream data is maintained at the Ozedi portal for inquiry purposes. The minimum is one month; this is because it can take several days for the funds to process your remittances and send responses through the SuperStream network. It is important that you check any responses received to prevent further errors in the next run.

History

A history of all files sent, errors generated and responses received from funds are held under the **History** tab, grouped by Conversation ID. Filtering, sorting and searching are available.