

What's New in ERP V14.0.1

⚠ Important notice to Payroll users - Read Before Upgrading

This release includes important payroll updates to support Pay Day Super. Before proceeding with the upgrade, payroll users must ensure they clearly understand what is changing and what actions will be required after the upgrade.

Do not upgrade to this version unless all of the following have been completed:

- The Pay Day Super documentation provided separately by Zavanti has been fully reviewed and understood
- The attached release notes have been reviewed and formally acknowledged
- You understand the changes being introduced and what updates or configuration changes will be required in your system post-upgrade
- Key stakeholders have confirmed readiness for the changes

This release introduces foundational Pay Day Super functionality, including Qualifying Earnings configuration and calculations. Upgrading without proper preparation may impact payroll outcomes.

Failure to complete the above steps may result in:

- Incorrect superannuation calculations
- STP reporting issues
- Non-compliance with ATO requirements
- Zavanti strongly recommends delaying the upgrade until all preparation activities have been completed and formally acknowledged.

All Issues in this Release

Please refer to the Release Notes below for full details on all issues addressed.

Number	Module	Component	Release Notes
ERP-66	Accounts Payable	Supplier Payment Run	<p>Enhancement for SMTP Email support for Remittance Advice Emails</p> <p>Users can now send Remittance Advice emails directly via SMTP, providing a more flexible and secure way to distribute remittance notifications during Payment Runs. This enhancement removes dependency on Microsoft Outlook, enabling more reliable automated email delivery through your organisation's mail server.</p> <p>Key Benefits</p> <ul style="list-style-type: none"> ✔ SMTP integration - Send emails directly through your company's mail server. ✔ No Outlook dependency - Perfect for server environments or cloud deployments. ✔ Improved reliability - Ensures consistent delivery with fewer user-side errors. ✔ Customisable configuration - Supports standard SMTP authentication and secure ports (SSL/TLS). <p>Configuration Steps</p> <p>User profile in System maintenance must be set up with SMTP as preferred email method by setting up the SMTP server details in the fields provided</p> <ol style="list-style-type: none"> 1. Go to System Maintenance > Users > Select required user 2 Enter your SMTP server details (server name, port, username, password, and SSL/TLS option). <p>Once configured, Remittance Advice emails generated from Payment Runs will automatically be sent using the SMTP method. Please ensure that all suppliers included in the payment run have a valid email address. Remittance Advices will not be created or sent for suppliers without a valid email address. At the end of the payment run, an email summary will be sent to the user detailing which emails were successfully sent and which were not.</p>
ERP-403	Payroll	Super Stream SAFF file	<p>The SuperStream Alternative File Format (SAFF) export has been added to Zavanti Payroll.</p> <p>The enhancements include the ability to generate a SAFF file from Pay Run and</p>

Number	Module	Component	Release Notes
			<p>Utilities > Create Super CSV options to correctly include all required super contribution detail in accordance with the SAFF specification.</p> <p>For detailed guidance on configuring Payroll for Payday Super generating SAFF for Super Stream clearing houses, please refer to the Zavanti Payday Super online help and implementation manual available from Zavanti Support and the ERP help centre</p>
ERP-571	Job Costing	Progress Claims	<p>The Progress Claim maintenance process has been updated so that when you open a saved Progress Claim in "amend" mode the original Tax Code, Tax value and Due Date are now repopulated from the saved invoice</p> <p>This behaviour is now consistent with previous versions and with other invoice types such as G&S invoices.</p>
ERP-582	Finance Core and Job Core		<p>We have implemented an update to both Fin Core and Job Core to improve stability relating to the 'LAST COMPANY USED' registry setting.</p> <p>A fix has been applied to ensure that if the 'LAST COMPANY USED' registry value is missing or not yet created, the application will no longer crash with an SQL error.</p> <p>This enhancement is particularly beneficial for new users who may not have this registry entry established on first use.</p>
ERP-588	Payroll	Pay Day Super Readiness	<p>Payday Super changes for Single Touch Payroll (STP) to support reporting of Qualifying Earnings (QE)</p> <p>Key changes include:</p> <p>Payroll Work Types and Allowances must be configured with the QE (Qualifying Earnings) flag to ensure earnings such as ordinary hours, allowances, bonuses, and paid leave are accumulated correctly.</p> <p>Super Contributions using "Percentage of Gross (QE)" now calculate on QE Work Types and Allowances as required for Payday Super.</p> <p>Enquiry and reporting screens have been enhanced to help users identify QE items and reconcile QE totals with super calculations and STP output.</p> <p>For configuration steps and examples, refer to Zavanti ERP online help</p>

Number	Module	Component	Release Notes
			Please note: A further Payroll update will be released to support STP file generation with Q lines. This update must be applied before processing the first pay run with a pay date after 30 June 2026, in accordance with ATO requirements for mandatory QE fields.
ERP-647	Payroll	Payroll Main form	<p>The Employee Pay Area field has been added to the main Payroll form.</p> <p>This enhancement allows users to easily search, sort, and filter employees by Pay Area directly from the column heading. It significantly improves efficiency when reviewing or validating employee records, particularly when preparing for a Pay Run or analysing specific groups of employees within a designated Pay Area.</p>
ERP-655	Payroll	Employee Enquiry	<p>Enhancements have been made to the Contribution Details section of the Employee Transaction Enquiry to improve visibility and reconciliation of Superannuation contribution data with clearing houses.</p> <p>Added new columns to provide more detailed Super Contribution information.</p>
ERP-656	Payroll	Employee Transaction Listing	<p>Enhancements have been made to the Contribution Details section of the Employee Transaction Listing to improve visibility and reconciliation of Superannuation contribution data with clearing houses.</p> <p>Added new fields (columns) to provide more detailed Super Contribution information.</p> <p>Updated the default report template to landscape orientation to accommodate the additional columns.</p> <p>Users with customised report layouts may need to request an update to their template to include the new fields.</p>
ERP-666	Payroll	Detailed Employee Transaction Listing	<p>An issue has been resolved when an SQL error would occur when running a transaction listing with a certain combination of selections and filtering of data types</p> <p>The Invoice Batch selection window has been enhanced to improve usability. The system will now remember the user's last selected batch filter (Posted, Unposted, or New).</p>

Number	Module	Component	Release Notes
			<p>This means users no longer need to reselect their preferred option each time they enter the invoicing screen, streamlining the process when working across multiple invoices.</p>
ERP-670	Job Costing	Claims Invoice Batches	<p>The Invoice Batch selection window has been enhanced to improve usability. The system will now remember the user's last selected batch filter (Posted, Unposted, or New).</p> <p>This means users no longer need to reselect their preferred option each time they enter the invoicing screen, streamlining the process when working across multiple invoices.</p>
ERP-672	System Maintenance	Company Clone	<p>An enhancement has been made to the Payroll Clone functionality to ensure that the CODES required for ATO reporting are cloned from existing (from) entity to the new (to) entity</p>

Preparing for Pay Day Super

What is Payday Super?



From 1 July 2026, you must pay super at the same time as salary and wages - whether that's weekly, fortnightly, or monthly.

Super funds must receive contributions within 7 business days after payday.

Employers will calculate super as current 12% of Qualified Earnings (QE). QE is a new term that includes ordinary time earnings.

Employers will report both QE and super liability in STP under Payday Super.

The ATO Small Business Superannuation Clearing House (SB SCH) will close from 1 July 2026 and employers will need to use alternate clearing houses.

[Click here for ATO - Payday Super resources for employers](#)

Preparation and Setup

Introduction

This guide is designed to help Zavanti Payroll users update their system and employee data in readiness for Pay Day Super.

Objectives

- Ensure your payroll system is ready for Pay Day Super changes as mandated by the ATO
- Validate employee superannuation details to generate SAFF file (SuperStream Alternative File Format) detail to use with your Superannuation Clearing House if required
- Validate Work Types, Allowances and Contribution settings to correctly report Qualified Earnings as part of the STP file requirements
- Reduce errors during processing and reporting.



This manual provides general guidance on using Zavanti Payroll to configure the data required for SuperStream, clearing houses, superannuation-related settings, and the setup required for accurate QE reporting.

It is intended to help users navigate the system and prepare payroll data; however, it does not constitute financial, taxation, or legal advice.

For specific advice regarding superannuation obligations or compliance with Australian Taxation Office (ATO) requirements, please contact the Australian Taxation Office or a qualified payroll or tax professional.

Consult ATO or Payroll Accountant

Even with Zavanti, some client-specific rules may apply. Contact your payroll accountant or check the ATO website for:

- Employee-specific contribution rules.
- Maximum contribution limits.
- Any work types or allowances requiring ruling on Qualified Earnings


Reviewing your Company Setup

1. Log in to Zavanti System maintenance.
2. Navigate to → Company Details.
3. Verify the following:
 - a. Company ABN details are current.
 - b. Company Address and phone numbers are correct.




Inconsistent company or ABN data can cause SuperStream processing failures.

Confirm SuperStream / Clearing House Readiness

	Using the SAFF file is optional. You may continue to submit superannuation contributions manually or through your preferred clearing house as long as the payment is processed via SuperStream.
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If you wish to utilise the SAFF file that is generated from Zavanti Payroll, please ensure the following:

1. Check that your clearing house is active and able to accept SAFF (SuperStream Alternative File Format) uploads. If unsure, contact your clearing house and ask: "Do you accept SuperStream SAFF file uploads?"
2. Confirm SAFF file uploads are enabled on your account
3. Verify that the SuperStream Reporting Status shows "Ready".
4. Ensure your system has tested successful SuperStream submissions.

	If you require help with SuperStream setup or advice on SAFF file uploads, please contact Zavanti Support for assistance.
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Updating Employee Super Fund Details

Employee Contribution Superannuation Details

The employee's superannuation fund details are maintained at the contribution detail level.

If you intend to use the SAFF file upload to your clearing house, you must ensure that each employee has a valid superannuation contribution record(s) that includes their correct fund details.

These contribution records must be set up in accordance with Australian Taxation Office (ATO) requirements to ensure:

- Accurate year-to-date (YTD) superannuation reporting of the current 12% Super Guarantee in the STP file, and
- Correct superannuation fund details are included in the SAFF file.

1. Navigate to Maintenance > Contributions.
 2. For each employee:
 - a. Create/Maintain a Contribution record(s) containing their superannuation details
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- b. Update any incorrect or missing data immediately.

The screenshot shows a 'Contribution' dialog box with the following fields and values:

- Contribution Id: JSSUPER
- Description: John Smith Super Contribution
- Calculation Method: 1 - Percentage of gross
- Percentage: 12.0000%
- Superannuation section:
 - Is Superannuation:
 - Super Entitlement Type: L - Superannuation Liability
 - Super Fund Name: Australian Super
 - Super Fund ABN: 65 714 394 898
 - Super Fund USI: STA0100AU
 - Super Account Name: John Smith
 - Membership Reference: 12345678

- Super Fund Name: Legal name of the complying super fund.
- Super Fund ABN: Australian Business Number of the super fund.
- Super Fund USI: Unique Superannuation Identifier required for APRA-regulated funds to identify the specific product.
- Super Account Name: The name assigned to your superannuation account. Must be exact match
- Membership Reference: Member Account Number of the employee's specific account identifier.

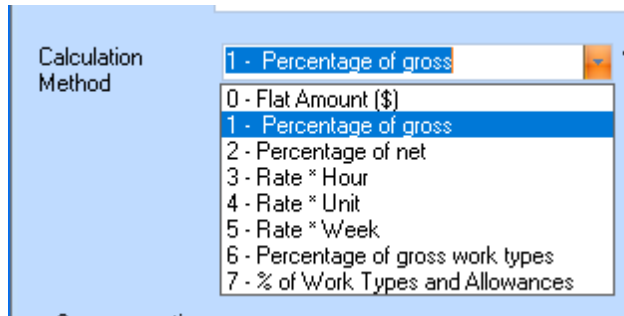
i	These details must match the records held by the super fund and comply with requirements set by the Australian Taxation Office to ensure successful SuperStream processing.
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3. Ensure the Contribution details are set correctly according to the ATO STP reporting requirements.
4. Ensure the Contribution is added to the Employee's Standard Timesheet for Pay Run processing.

Contribution Details Maintenance for STP Reporting

Calculation Methods - Option 1

Percentage of gross now calculates based on the GROSS Work Types and Allowances flagged as Qualified Earnings (QE). Super will now be validated against the employee’s Qualified Earnings (See: Work Type and Allowance Updates)



Example - Percentage of Gross (Qualified Earnings)

An employee has the following earnings for a pay period:

- Ordinary Hours: \$2,000 (flagged as QE)
- Site Allowance: \$200 (flagged as QE)
- Overtime: \$300 (NOT flagged as QE)

Qualified Earnings (QE) Total:

- $\$2,000 + \$200 = \$2,200$

Super Calculation (currently 12%):

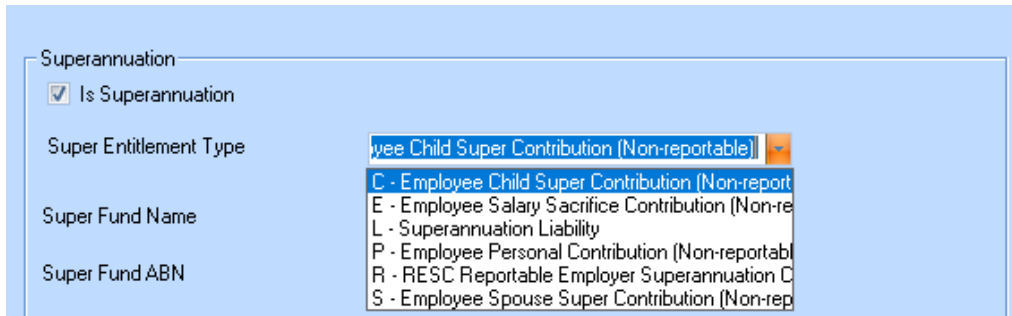
- $12\% \text{ of } \$2,200 = \264 Super

i	Super is only calculated on earnings flagged as Qualified Earnings (QE). Overtime in this example is excluded as it is not marked as QE.
i	Except for ‘1-Percentage of Gross’ all other existing calculation methods linked to Contributions will continue to function as before. Please ensure you verify the Super amounts across all work types and allowances using the other calculation methods to confirm compliance with the current 12% Super Guarantee.

Super Entitlement Types

Several options have been added to the ‘Superannuation Entitlement Type’ selections to comply with both the ATO and Super Stream reporting requirements


These contribution types are available for selection when the 'Is Superannuation' checkbox is enabled within the contribution configuration. All selected contribution types flagged as 'Is Superannuation' are included in the Super Stream SAFF file and are mapped to their appropriate fields in accordance with SuperStream reporting requirements.



The table below shows all current and new Super Entitlement Type settings and how they are used in STP Reporting

Super Entitlement Type	Use	STP Reportable
E - Employee Salary Sacrifice Contribution	To be used for Salary Sacrificed Super contributions, where the amount reduces the employee's taxable income	N
R - RESC Reportable Employer Superannuation Contribution	Any additional employer contributions above the super guaranteed rate. These are employer-paid contributions.	Y
C - Employee Child Super Contribution	Used where an Employee contributes to a Childs Super Fund. These are voluntary contributions made from the employee's net (after-tax) pay as a deduction	N

Super Entitlement Type	Use	STP Reportable
L - Superannuation Liability	Employer 12% (currently) contributions super guaranteed rate. This is the employer obligation.	Y
P - Employee Personal Contribution	Any additional employer contributions NOT Salary Sacrifice. These are additional voluntary contributions made from after-tax income deductions	N
S - Employee Spouse Super Contribution	Used where an Employee contributes to a Spouses Super Fund. These are additional voluntary contributions made from after-tax income deductions	N

	<p>Ensure that ALL Super Salary Sacrifice Contributions are flagged as 'E' Employee Super Sacrifice prior to STP submissions (after 1 Jul 2026) so that they are NOT reported. You may need to create a new Contributions to replace existing and amend employee timesheet records where applicable.</p> <p>Please also refer to ATO Guidelines on Super Entitlement Type settings for all other Super Contributions to ensure your details are set correctly.</p>
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Example - Employee Spouse Super Contribution (After-Tax Deduction)

An employee has the following pay details for a pay period:

- Gross Earnings: \$17,300
- PAYG Tax: \$ 7,751.25
- Net Pay (before deductions): \$9,548.75

The employee elects to make a personal super contribution of \$200 to Spouse's Superannuation (after-tax).

Sample timesheet showing deduction

Employee Standard Timesheet

Employee: Swift, Taylor

Timesheet | Contributions and Benefits | Details

Work Types

Work Type	Is QE	Hours	Pay Rate ID	Pay Rate	Factor	Actual Rate	Total
NORM - Normal Hours (QE)	Y	173.0000	ACCOUNT	\$100.0000	1	\$100.0000	\$17,300.00

Allowances

Allowance	Is QE	Qty	Amount	%	Total	Job	Sub Job

Deductions

Deduction	Qty	Amount	Percent	Total	Job	Sub Job
SPOUSE - Spouse Super Contribution		\$200.00		\$200.00		

And contribution to Spouse Super Fund

Employee Standard Timesheet

Employee: Swift, Taylor

Timesheet | Contributions and Benefits | Details

Employer Contributions

Contribution	Quant	Amount	%	Total	Sup	Job	Sub.
CBUS - CBUS Superannuation			12.0000%	\$2,076.00	<input checked="" type="checkbox"/>		
SPOUSE - Spouse Contribution		\$200.00	0.0000%	\$200.00	<input checked="" type="checkbox"/>		

Deduction Applied:

- Employee Personal Super Contribution: \$200 (after-tax deduction)

Final Net Pay:

- \$9,548.75 - \$200 = \$9,348.75

Sample Payslip showing after Tax Deduction and additional Spouse contribution

PAYS LIP		25-Mar-2026	
Taylor Swift		Employee ID	300
Pay Area	MONTHLY - Monthly		
Pay Rate	ACCOUNT - Accountant		
Time Sheet ID	1747		
Pay Period	From 01-Mar-2026 To 31-Mar-2026		
Basis Of Employment	Full Time		
Superannuation Payment Due Date	25-Mar-2026		
Hours Worked :-			
Normal Hours (QE)	173.00	at \$100.00	17,300.00
	Gross Pay		17,300.00
Less Deductions :-			
Spouse Super Contribution			200.00
	Tax		7,751.25
	Nett Pay		9,348.75
Contributions :-			
CBUS Superannuation			2,076.00
Spouse Contribution			200.00

Outcome:

- The \$200 is deducted from the employee’s (after-tax) pay
- It is paid to the employee’s nominated super fund

Key Point	Personal super contributions are post-tax deductions
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Updating Payroll Data for STP Qualified Earnings Reporting

A **Qualifying Earnings (QE)** flag has been added to Work Types (old OTE Flag) and Allowances to support accurate STP reporting in line with requirements from the Australian Taxation Office.

This flag identifies which earnings should be included in Qualifying Earnings calculations and ensures gross earnings are reported correctly (before any salary sacrifice arrangements).

The ATO will validate that the correct superannuation calculation has been applied and reported based on current 12% of Qualified Earnings (QE).

Updating your Work Types with ‘is QE’ flag (previously OTE)

1. Go to Payroll → Maintenance > Work Types.
2. Confirm that all Work Types items are correctly flagged as ‘QE’ in accordance with the ATO requirements.

i	Please note that if your work type(s) is incorrectly flagged as 'QE' and the field is 'disabled' you may need to create a new work type to replace it and then apply that work type to all employee timesheet records where applicable.
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3. Confirm that all non-QE Work Types items are NOT flagged as 'QE' in accordance with the ATO requirements
4. Confirm that all Salary Sacrifice Work Types items are correctly NOT flagged as 'QE' in accordance with the ATO requirements

i	<p>Qualifying Earnings (QE) has been introduced in STP as part of Pay Day Super, with earnings now determined based on the employee's Work Types and Allowances that are flagged as 'QE'.</p> <p>Salary Sacrifice work types that reduce gross income for tax calculations should not be flagged as "QE." This ensures that any contributions calculated under Option 1 - Percentage of Gross are based on the gross amount before any reduction. It also prevents the salary sacrifice amount (negative) from reducing the Qualified Earnings value.</p>
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Updating your Allowances with new 'is QE' flag

1. Go to Payroll → Maintenance > Allowances.
2. Confirm that all Allowance items are correctly flagged as 'QE' in accordance with the ATO requirements.

i Please note that if your Allowance type(s) is incorrectly flagged as ‘QE’ and the field is ‘disabled’ you may need to create a new allowance to replace it and then apply that work type to all your existing employee timesheet records where applicable.

3. Confirm that all non-QE Allowance items are NOT flagged as ‘QE’ in accordance with the ATO requirements
4. Allowances flagged as QE are now included in the calculation of Contributions set to Option 1 - Percentage of Gross. Previously, this calculation only included Work Types, but it now incorporates both QE-flagged Work Types and Allowances to provide a more accurate gross earnings base for calculation of Super Liability.

Changes to Employee Transaction Enquiry

A new column titled “Is QE” (Qualified Earnings) has been introduced in both the Summary and Detailed Employee Enquiry screens on the Work Type and Allowance TAB. This column identifies the work types and allowances that are classified as Qualified Earnings.

This enhancement assists employers in identifying and reconciling earnings that are subject to the Superannuation Guarantee (currently 12%) and supports verification that the correct superannuation contributions have been calculated and paid in respect of each employee.

Sample Employee Enquiry screen showing new 'Is QE' column

Employee Enquiry

Currently Selected Employee: 208 - Vella, Carmelo

Work Types | Allowances | Deductions | Contributions | Fringe Benefits | Accruals | Tax

From Week: 2017-26 01/07/2017 | From Area: Admin Staff | From Job/Sub Job: 1

To Week: 2026-26 01/07/2026 | To Area: Weekly | To Job/Sub Job: WELLINGTON1

Summary | **Detailed** | Totals for Selected Period: \$100,600.00

Work Type	Is QE	Description	Week	Week End Date	Area	Hours	Pay Rate	Job ID	Sub Job ID	Total
NORM	Y	Normal Hours (QE)	2025-21	28/05/2025	ADMIN	173	ACCOUNT			\$17,300.00
SALSAC	N	Superannuation Salary Sa	2025-21	28/05/2025	ADMIN		ACCOUNT			-\$400.00
NORM	Y	Normal Hours (QE)	2025-21	28/05/2025	ADMIN	-173	ACCOUNT			-\$17,300.00
SALSAC	N	Superannuation Salary Sa	2025-21	28/05/2025	ADMIN		ACCOUNT			\$400.00
ALEAVE	Y	Annual Leave Taken (QE)	2025-43	29/10/2025	MONTHLY	173	ACCOUNT			\$17,300.00
NORM	Y	Normal Hours (QE)	2025-43	29/10/2025	ADMIN	0	ACCOUNT			\$0.00
SALSAC	N	Superannuation Salary Sa	2025-43	29/10/2025	ADMIN		ACCOUNT			-\$400.00
NORM	Y	Normal Hours (QE)	2025-43	29/10/2025	ADMIN	173	ACCOUNT			\$17,300.00
SALSAC	N	Superannuation Salary Sa	2025-43	29/10/2025	ADMIN		ACCOUNT			-\$400.00
NORM	Y	Normal Hours (QE)	2025-47	26/11/2025	ADMIN	173	ACCOUNT			\$17,300.00
SALSAC	N	Superannuation Salary Sa	2025-47	26/11/2025	ADMIN		ACCOUNT			-\$400.00
NORM	Y	Normal Hours (QE)	2026-4	28/01/2026	ADMIN	173	ACCOUNT			\$17,300.00
SALSACCC	N	Salary Sacrifice Carmelo C	2026-4	28/01/2026	MONTHLY		ACCOUNT			-\$1,000.00
NORM	Y	Normal Hours (QE)	2026-4	28/01/2026	ADMIN	173	ACCOUNT			\$17,300.00
SALSACCC	N	Salary Sacrifice Carmelo C	2026-4	28/01/2026	MONTHLY		ACCOUNT			-\$1,000.00
NORM	Y	Normal Hours (QE)	2026-11	18/03/2026	ADMIN	173	ACCOUNT			\$17,300.00

Changes to Employee Timesheets

A new column titled "Is QE" (Qualified Earnings) has been introduced in both the Standard Timesheet and Payroll Timesheets on the Work Type and Allowance tables. This column identifies the work types and allowances that are classified as Qualified Earnings.

This enhancement assists employers in identifying and reconciling earnings that are subject to the Superannuation Guarantee (currently 12%) and supports verification that the correct superannuation contributions have been calculated on the Contributions TAB when Contributions set to Option 1 - Percentage of Gross

Sample of Standard Timesheet showing new 'Is QE' column

Employee Standard Timesheet

Employee: Bricklayer, Ashley

Timesheet | Contributions and Benefits | Details

Work Types

Work Type	Is QE	Hours	Pay Rate ID	Pay Rate	Factor	Actual Rate	Total	Job
NDRM - Normal Hours (QE)	Y	80.0000	ACCOUNT	\$35.0000	1	\$35.0000	\$2,800.00	
SALSAC - Superannuation Salary Sacrifice	N		ACCOUNT	\$35.0000	1	\$35.0000	-\$100.00	

Allowances

Allowance	Is QE	Qty	Amount	%	Total	Job	Sub Job
FLAT - Flat Amount	N		300		\$300.00		

Deductions

Deduction	Qty	Amount	Percent	Total	Job	Sub Job
CHILDSUPP - Child Support		\$100.00		\$100.00		

Changes to Employee Transaction Listing

Enhancements have been made to the Employee Transaction Detail report and default template to now include detailed superannuation fund information as maintained in the specific Contribution.

The report now displays full super contribution details at a transactional level, including:

- Contribution Description as per setup (e.g. Super, Salary Sacrifice, Spouse, RESC, etc.)
- Fund USI and ABN
- Member ID
- Contribution amounts and percentages

These enhancements provide greater transparency and control, and can be used to:

1. Reconcile super payment distribution

The totals shown in the report align with what has been generated for super payments, making it easier to validate Fund details before/after submission.

2. Validate SAFF file contents

The report reflects the same data that is exported into the SAFF (SuperStream Alternative File Format) file, giving you confidence that what is sent to the clearing house is accurate.

3. Manual clearing house entry (if required)

Employers can also use this report as a reference to manually enter contributions into their clearing house portal, if they are not uploading a SAFF file.

Sample of (default) Employee Detailed Transaction Listing

Employee Transaction Listing												
200 - Zavanti Construction Company Payroll Co 9 Stanley Street, Darlinghurst, NSW, 2010												
Date	: 25/03/2026	Time	: 12:33 PM								Page	: 1
Type	: Detailed											
Printed By	: CHARLIE VELLA											
Condition	: From 2025-26 26/06/2025 - 2026-12 25/03/2026; Employees (308), Terminated Employees not included											
TOTAL												
CONTRIBUTION		WeekYear	Area	Amount	Percent	Is Super	Fund USI	Fund ABN	Member ID	Total		
CHILD	Child Contribution									100.00		
SALSACCP	Salary Sacrifice Contribution Charlie Pastizzi									100.00		
REPSUPER	RESC Reportable Employer Super Contribution									600.00		
NONREP	Non Reportable Employee Contribution									1,000.00		
SPOUSE	Spouse Contribution									1,000.00		
CBUS	CBUS Superannuation									3,600.00		
308 Pastizzi, Charlie												
CONTRIBUTION		WeekYear	Area	Amount	Percent	Is Super	Fund USI	Fund ABN	Member ID	Total		
CHILD	Child Contribution	2026-11	MONTHL	100.00		Yes	HST0100AU	64971749321	CH-999	100.00		
SALSACCP	Salary Sacrifice Contribution Charlie Pastizzi	2026-11	MONTHL		-100.00	Yes	CBU0100AU	75493363262	CP-998	100.00		
REPSUPER	RESC Reportable Employer Super Contribution	2026-11	MONTHL	300.00		Yes	CBU0100AU	75493363262	REP-5	300.00		
REPSUPER	RESC Reportable Employer Super Contribution	2026-11	MONTHL	300.00		Yes	CBU0100AU	75493363262	REP-5	300.00		
NONREP	Non Reportable Employee Contribution	2026-11	MONTHL	500.00		Yes	CBU0100AU	75493363262	CC-200	500.00		
NONREP	Non Reportable Employee Contribution	2026-11	MONTHL	500.00		Yes	CBU0100AU	75493363262	CC-200	500.00		
SPOUSE	Spouse Contribution	2026-11	MONTHL	200.00		Yes	RES0103AU	62853671394	SP11111	1,000.00		
CBUS	CBUS Superannuation	2026-11	MONTHL		12.00	Yes	CBU0100AU	75493363262	234234234	1,800.00		
CBUS	CBUS Superannuation	2026-11	MONTHL		12.00	Yes	CBU0100AU	75493363262	234234234	1,800.00		
										6,400.00		
End of Report :										Employee Transaction Listing		
										Report Total 6,400.00		

i If you are using a customised version of the Employee Transaction Detail template, it will not automatically include these new fields. These templates will need to be updated by Zavanti to incorporate the enhanced super details.

Salary Sacrifice STP Reporting Changes Summary

As already highlighted in this document the recent updates to payroll and reporting requirements mean that salary sacrifice arrangements must be recorded and classified carefully to ensure accurate reporting through payroll systems and Single Touch Payroll (STP).

Employers and payroll users need to confirm that salary-sacrificed amounts are correctly identified and reported in the appropriate categories. Under current reporting practices guided by the Australian Taxation Office, these amounts must be separately identified from ordinary earnings to ensure correct tax and superannuation treatment.


A key requirement is that salary sacrificed amounts must NOT be incorrectly flagged as QE (Qualifying Earnings) or similar earnings classifications within payroll systems. Misclassification can result in:

- Incorrect superannuation calculations
- Errors in STP reporting
- Incorrect employee income reporting
- Compliance issues during audits or reviews

Payroll users must therefore review payroll configuration and employee Work Types and Allowance items to ensure that salary sacrifice components are:

- Linked to the correct reporting categories
- Excluded from QE or ordinary earnings classifications where applicable


Regular reviews of payroll settings and reports are recommended to ensure ongoing compliance. Proper configuration helps avoid reporting errors and ensures that employee remuneration and superannuation obligations are accurately reflected.

	<p>Please ensure your Super Contributions, Work Type, and Allowance settings are updated as outlined to correctly classify salary sacrifice amounts and avoid QE misreporting. Incorrect setup may lead to STP errors, super miscalculations, and compliance issues.</p> <p>Please contact the ATO for any clarification of specific or special work types that may be applicable to your employee payroll.</p>
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Creation of SAFF in Payroll Pay Run

The SuperStream Alternative File Format (SAFF) file is a (ATO) standardised file used to report and transmit employee superannuation contribution data to clearing houses in a compliant, structured format. It ensures that super contributions are processed accurately and meet SuperStream requirements.

In Zavanti Payroll, the SAFF file has been incorporated to streamline the superannuation reporting process. Super contribution data is captured directly through payroll contribution details and transactions and exported into the SAFF CSV format as part of the Pay Run. This allows employers to easily submit contribution details to their chosen clearing house, rather than manually entering data.

	<p>It is an Australian Taxation Office requirement for employers to pay superannuation contributions through a compliant SuperStream method, which typically involves using a clearing house. However, the use of a SAFF (SuperStream Alternative File Format) file is not mandatory. Employers may choose to use SAFF where supported or alternatively enter contribution details directly into their clearing house.</p>
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A new step has been introduced at the end of the Pay Run process to generate the required SAFF CSV file for reporting Payroll Super Contributions. Similar to the creation of the Single Touch Payroll (STP) file, the SAFF file is automatically generated using the data from the specific Pay Run batch.

This ensures that all superannuation contributions for the pay period are accurately captured and formatted according to the regulatory requirements for submission to superannuation clearing houses.

The process leverages the finalized payroll data to produce a file that can be submitted directly, minimizing manual adjustments and helping maintain compliance with reporting standards.

Generate SAFF File CSV (New Step in Pay Run)


Once the STP process is complete, a new window will appear to enable the user to enter the SAFF file parameters and required file name as shown

The screenshot shows a 'SuperStream CSV file' dialog box. It includes a 'Cancel' button in the top right. The fields are:

- File Reference (max 18 char):** An empty text input field.
- File Date (Payment date):** A dropdown menu currently showing '18/03/2026'.
- Payment Method:** A dropdown menu.
- File:** A text input field containing the path 'c:\temp\SuperStreamContribution1499.CSV' and a browse button (three dots).

Item	Explanation
File Reference (Max 18 Characters)	<ul style="list-style-type: none"> • A unique identifier for this SuperStream file. • Can include letters, numbers, or a combination of both. • Purpose: Helps track or reference the file for your records or within the super clearing house. • Required: Yes - must be 18 characters or fewer. • Example: PAYRUN1499 or SUPER0326
File Date (Payment Date)	<ul style="list-style-type: none"> • The date the super payment will be made in the Clearing House. • Automatically used to record the contribution period in the file. • Required: Select the correct date. • Example: 18/03/2026
Payment Method	<ul style="list-style-type: none"> • Dropdown to choose how the super payment will be sent. • Options include: <ul style="list-style-type: none"> ○ BPAY

Item	Explanation
	<ul style="list-style-type: none"> ○ Direct Credit ○ Direct Debit ● Required: Select the method that matches the payment process with your Clearing House.
File	<ul style="list-style-type: none"> ● Specify the path and name of the CSV file to be generated for submission. ● Required: Must provide a valid path and file name. ● Example: C:\temp\SuperStreamContribution1499.CSV ● Note: File path is set in your Payroll Default Settings. ● This is the file you submit to the superannuation clearing house.
CSV Generation	<ul style="list-style-type: none"> ● After entering all parameters and details, click the CSV button to generate the file. ● Based on the finalized Pay Run data, the SAFF CSV file containing superannuation contribution details is created. ● Purpose: <ul style="list-style-type: none"> ○ Formatted for submission to superannuation clearing houses. ○ Ensures accurate reporting of employee super contributions for the pay period.

	<p>Users should consult with their specific superannuation clearing house to confirm the correct details and requirements for the fields outlined above. While Zavanti can provide guidance and recommend a suitable clearing house if needed, we are</p>
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not affiliated or aligned with any particular provider, and it is the employer's responsibility to ensure all submissions meet the clearing house's standards.

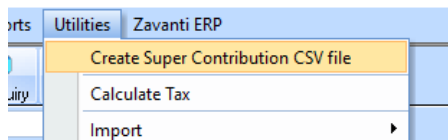
Creation of Selected Employee(s) SAFF file

It may be necessary to create a selected employee SAFF file if certain employee super details were incorrect, incomplete, or failed to upload in a previous submission. This allows you to correct and resubmit only the affected records, ensuring that contributions are accurately reported and paid without needing to regenerate the entire pay run file.

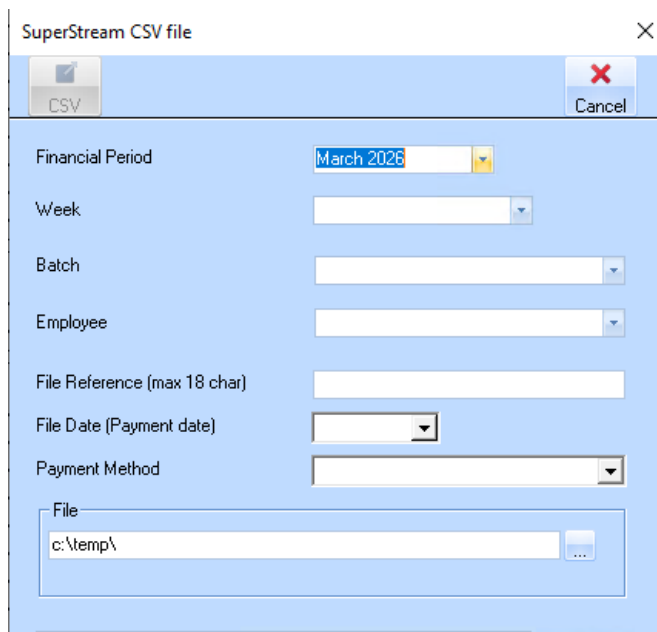
By targeting just the impacted employees, you can maintain compliance, reduce errors, and avoid duplication in the clearing house.

To do so in Zavanti,

1. Log in to Zavanti Payroll
2. Navigate to → Utilities > Create Super Contributions CSV File



3. You will be presented with a window to enable you to select the required Pay run and Employee required to generate a specific SAFF Contributions file from a specific Pay Run



4. Use the selection options to navigate and select the required Employee Pay Run
 - Financial Period

- Pay Week
 - Pay Run Batch
 - Employee
5. Enter the enter the SAFF file parameters and required file name as shown. Refer to previous section on details to enter
6. CSV Generation
- After entering all parameters and details, click the CSV button to generate the file.
 - Based on the selected Pay Run data and Employee combination, the SAFF CSV file containing superannuation contribution details is created.

Submission of your SAFF file to Clearing House

SAFF File Usage Checklist - SuperStream / Clearing House Readiness

Use this checklist if you plan to use the SAFF file generated from Zavanti Confirm SuperStream / Clearing House Readiness.

Step 1 - Confirm Readiness

- Confirm employee super fund contribution details are correct and up to date
- Verify employer and contact details are accurate
- Confirm contribution amounts are correct before generating the SAFF file

Step 2 - Generate the SAFF File

- Generate the SAFF file from Zavanti payroll
- Save the file to a secure location
- Ensure the file name and date are clearly identified
- Do not modify the SAFF file unless instructed

Step 3 - Choose How to Submit Contributions

Select one of the following options:

Option A - Submit Using a Clearing House

- Upload the SAFF file to your clearing house provider
- Confirm the upload was successful
- Review any validation messages
- Finalise the submission

You may use a clearing house such as:

- CBUS Clearing House
 - OZedi Clearing House
 - Your existing clearing house provider
-



Please refer to your preferred Clearing House for instructions on how to upload, validate and process the SAFF file generated from Zavanti.

Option B - Submit Manually - Manual entry is still available if you prefer not to use the SAFF file.

- Log into your clearing house portal
- Enter contribution details manually
- Verify all employee details
- Confirm payment totals
- Submit contributions

Step 4 - Payment

- Make payment to the clearing house
- Ensure payment reference numbers match the submission
- Keep payment confirmation records

Step 5 - Record Keeping

- Save a copy of the SAFF file
 - Save submission confirmations
 - Save payment confirmations
 - Store records for audit purposes
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