



# ClickSuper

## Through Eclipse

v9

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## PART A – Registration.

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### Registering with ClickSuper

If you have already registered with ClickSuper, go to After you Have Registered with ClickSuper.

1. To register with ClickSuper, navigate to the ClickSuper website:  
<https://clickstream.p.vu/Organisation/Register> and complete the fields/questions using the below as a guide:
  - a. **Company Details**
    - Please ensure that you use the Company name for each ABN as registered with ASIC.
    - Enter ABN and select ASIC registered name from drop down list.
  - b. **System Administrator Details**
    - This is the person who will be operating the ClickSuper account.
    - Login credentials are emailed to the email address you provide for the system administrator field when you submit your application.
    - The System Administrator has full access to all ClickSuper functionality and can invite extra users with different levels of ClickSuper access.
  - c. **Service Details**
    - The File Upload Code for Ultimate Business Systems Customers is: **ULT001** – *Please note numbers: 01*

#### Payroll Provider Details

Enter the code provided by your payroll software provider. If you do not have this code please email [support@clicksuper.com.au](mailto:support@clicksuper.com.au) or call 1300 834 535\*

- You will then see the below:

### Application

#### Success

Your application has been successfully received.

#### What happens next?

You will receive an email which contains a link to complete your application.

You will not be able to transact until your application has been completed and verified.

If you have any questions, please contact support on 1300 834 535 or [service@clicksuper.com.au](mailto:service@clicksuper.com.au)

- Click on Link in the e-mail.

#### **d. Company Details**

- Enter address and contact details.
- Typically the ClickSuper System Administrator contact details are the best contact details for the Funds and ClickSuper to liaise with if required.

#### **e. Banking**

- Enter the BSB, Account Number and Account Name which you would like ClickSuper to debit to pay your contributions.
- Please check this information to ensure it is correct to avoid any failed transactions due to data entry errors.

#### **f. Office Holder(s) as registered with ASIC**

- Incorrect data in this section will delay completion of your registration and consequently delay your initial payments.
- The nominated office holder(s) must be registered as an office holder on the ASIC registration for the ABN you are registering with ClickSuper.
- This is usually a Director or Company Secretary.
- Only one Office Holder is required per registration.
- When the online application is submitted, a link to complete the online application form is immediately emailed to the office holder.

#### **g. I don't have a second office holder**

- The Office Holder must then confirm and enter their detail online and a driver's licence (certification not required) may be needed to complete the application.

#### **h. ClickSuper notification e-mail address**

- It is important for you to provide a group email address to avoid emails being missed due to absent staff members.
- This would normally be the department who administers the superannuation payments, either accounts or payroll department.
- Please note there is a \$20.00 establishment fee.  
Payments can only be made upon completion of your registration.

## After you Have Registered with ClickSuper.

Following your successful registration with ClickSuper, you will receive two emails from ClickSuper:

### 1. ClickSuper Account Access.

This email is sent from ClickSuper to the Office Holder, as outlined when you registered with ClickSuper.

You need to follow the instructions within this email to activate your ClickSuper account. Retain this email for future reference to log in to the ClickSuper website to maintain your ClickSuper account.

### 2. Gateway Access.

Upon activating your ClickSuper account, using the first email from ClickSuper, a second email will be sent from ClickSuper to the System Administrator, as outlined when you registered with ClickSuper. An example of this email is below.

Again, retain this email for future reference. As the email suggests, you need the username and password for use in Payroll.

**The username and password allows Payroll to upload your super payment files to the ClickSuper website.** Without this information, you will not be able to upload your files for payment.

Hello [System Administrator],

As the user granted System Administrator access, you are the primary point of contact for ClickSuper. The Office Holder(s) has agreed to the ClickSuper Terms and Conditions and [Organisation Name] ABN [ABN] is now able to use ClickSuper to pay superannuation contributions. To enable your Eclipse Payroll software to connect to ClickSuper, please complete the following steps:

1. Log in to Eclipse Payroll.
2. Click the Eclipse button located in the top left-hand side corner.
3. Click *System Administration*.
4. Click *System Options*.
5. Click to choose *Super Stream Settings*.
6. Click *Using Click Super Web Service* to choose your *default payment method*.
7. Enter the following username and password within the *Click Super Service Account*:

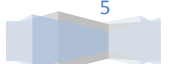
*Username*

*Password*

Please note that this username and password is *different* to the log in that you received following your ClickSuper registration. The *previous* username and password is used to log in and manage your ClickSuper account on the ClickSuper website.

If you have any questions please contact Ultimate Business Systems on 03 9012 6677 or email [helpdesk@ultimate.net.au](mailto:helpdesk@ultimate.net.au).

The support hours are Monday to Friday, 8.30am – 6pm (AEST), excluding public holidays.



3. Ensure you have Eclipse Payroll version 4.5 or later (check your version number as located at the top of the Payroll window).
4. [Contact us](#) if you have any queries regarding any of the above points.

## *Fees.*

### **What are the fees for using Click Super as an Ultimate Business Systems Channel Partner\*?**

- ClickSuper Setup Fee: \$20
- ClickSuper Transaction fee for each individual payment: \$0.10
- ClickSuper will charge a monthly facility fee which Ultimate Business Systems will pay on your behalf.  
Ultimate Business Systems will then charge a monthly fee of \$25
- There are other transaction fees that will be fully explained in a PDS, but these are for exceptions such as returned payments, bounced direct debits etc.

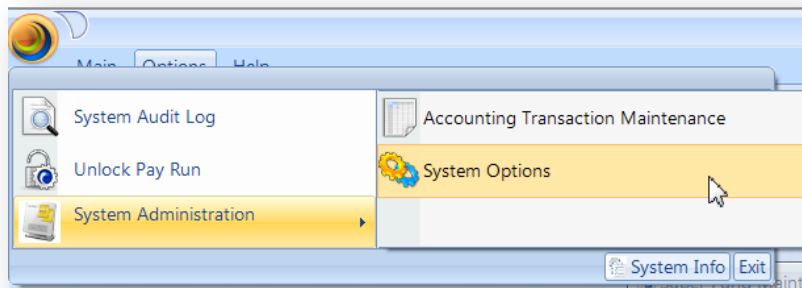
## PART B – Configuration.

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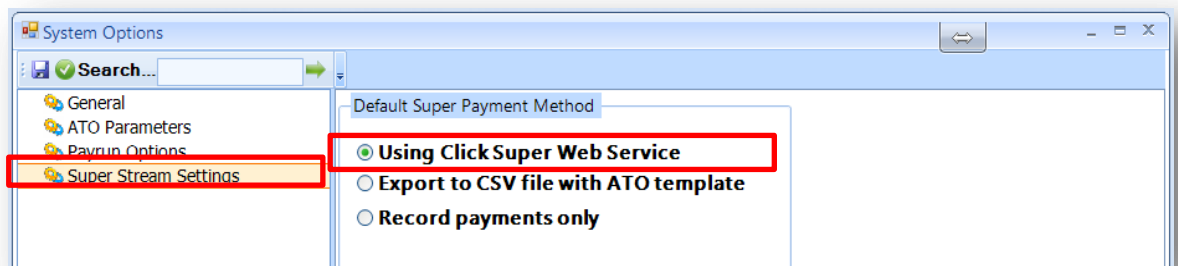
### Activating ClickSuper (Within Eclipse Payroll).

Once your dealership is registered and you have obtained the two emails from ClickSuper, you need to activate ClickSuper *within* Eclipse Payroll.

1. To activate ClickSuper within Payroll, log in to Eclipse Payroll.
2. Click on the Eclipse button located in the top left-hand-side of the window.
3. Click System Administration.
4. Click System Options.



5. Click Super Stream Settings.
6. Click the radio button to select Using Click Super Web Service.



7. Type the Username and Password as provided to you in the email from ClickSuper.

Ensure that you enter the correct username and password that you received from ClickSuper. Remember, you will have received two emails. Only the Gateway username

and password will allow you to upload your super payment files from Payroll to the ClickSuper website.

8. In the field, Max number of records to return from query, in the space provided, type the number 50.

This means when you are performing a search to obtain a super fund's Unique Super Identifier/ Superannuation Product Identification Number (USI/SPIN), a maximum of 50 records will display in the search results.

*Ensure you do not leave this field blank.*

Default Super Payment Method

Using Click Super Web Service  
 Export to CSV file with ATO template  
 Record payments only

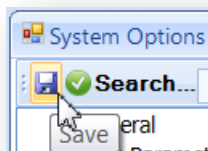
Click Super Service Account

User Name:   
Password:

Max number of records to return from query:

\* Note: The service only return maximum 100 results. If you enter more than 100, it will still return 100 records.

9. Click the Save button.



In the following section, you will *validate* Eclipse Payroll against ClickSuper to ensure that Payroll will successfully upload your super payment files to ClickSuper.

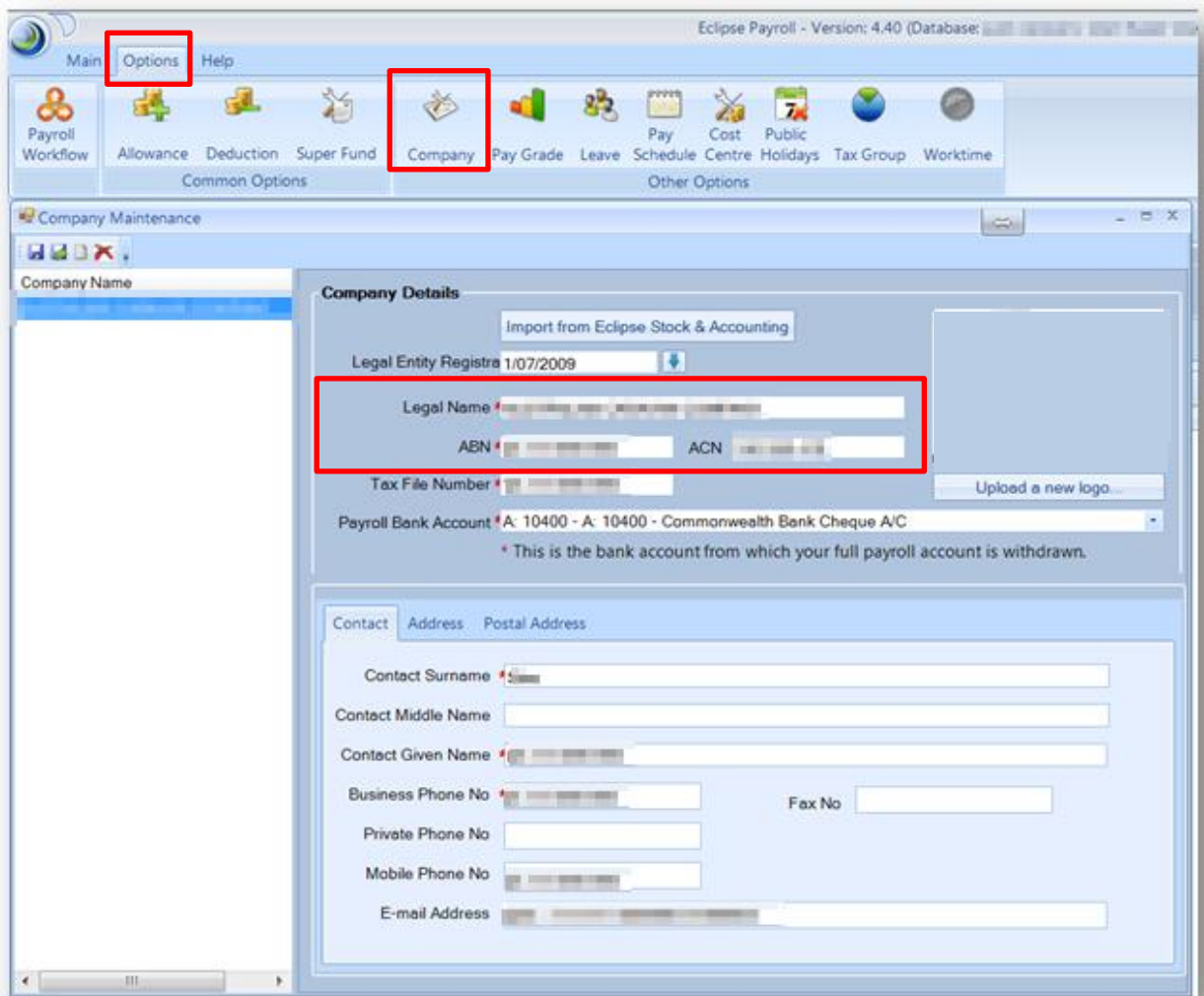


## Validating Eclipse Payroll (Against ClickSuper).

Now is also an opportunity to check the Australian Business Number (ABN) that you have registered with ClickSuper matches the ABN you have saved in Eclipse.

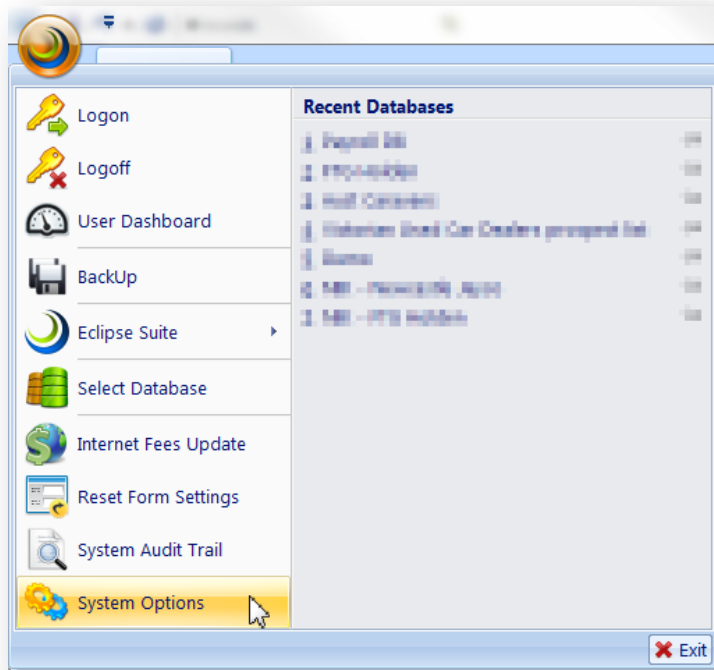
Matching ABN numbers will ensure successful uploading of data from Eclipse Payroll to ClickSuper.

1. In Eclipse Payroll, click on the Options tab.

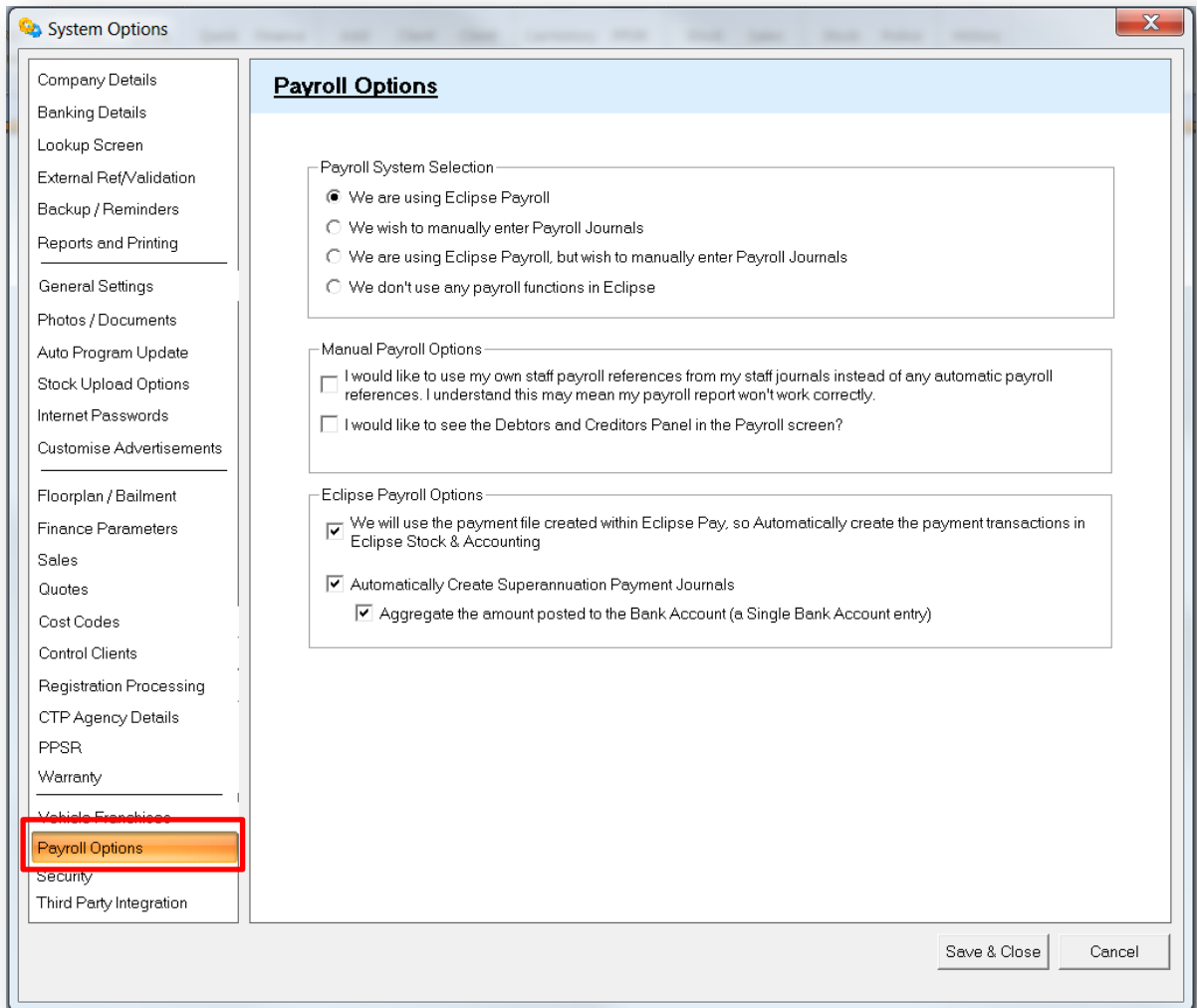


2. Click on Company.
3. Check your dealership's ABN matches the ABN saved in ClickSuper (if need be, log in to ClickSuper website (using the username and password that you received via the first email from ClickSuper (not the Gateway email))).
4. If there is a discrepancy in the ABN field, adjust it now in Payroll.

5. Log in to Eclipse Stock & Accounting.
6. Click on the Eclipse button located in the top left-hand-side of the window.
7. Click the System Options button.



8. Click Payroll Options menu from the left-hand side.



9. Select the Payroll System Selection as option as follows:

System Options

Company Details  
Banking Details  
Lookup Screen  
External Ref/Validation  
Backup / Reminders  
Reports and Printing  
General Settings  
Photos / Documents  
Auto Program Update  
Stock Upload Options  
Internet Passwords  
Customise Advertisements  
Floorplan / Bailment  
Finance Parameters  
Sales  
Quotes  
Cost Codes  
Control Clients  
Registration Processing  
CTP Agency Details  
PPSR  
Warranty  
Vehicle Franchises  
**Payroll Options**  
Security  
Third Party Integration

### Payroll Options

Payroll System Selection

- We are using Eclipse Payroll
- We wish to manually enter Payroll Journals
- We are using Eclipse Payroll, but wish to manually enter Payroll Journals
- We don't use any payroll functions in Eclipse

Manual Payroll Options

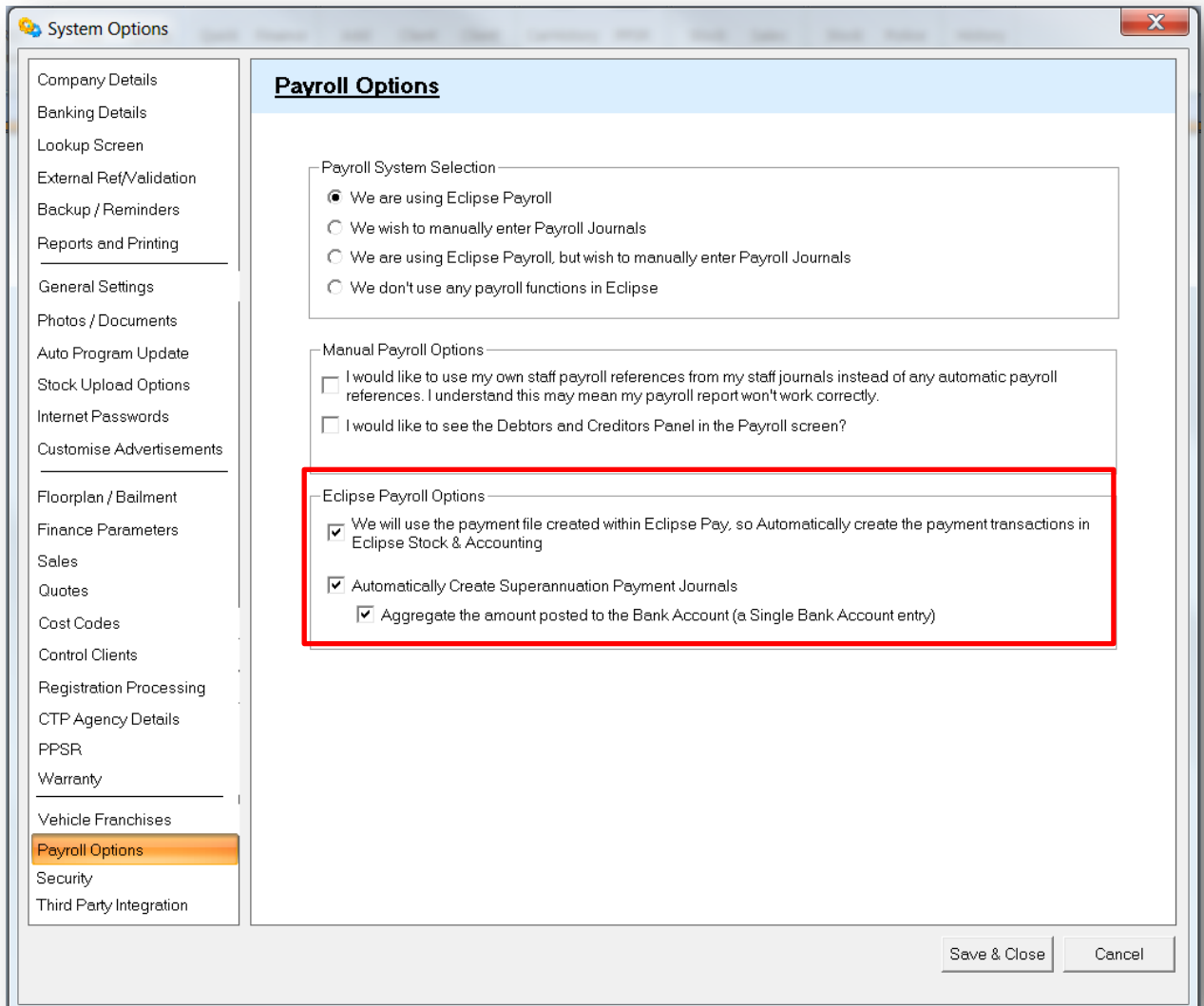
- I would like to use my own staff payroll references from my staff journals instead of any automatic payroll references. I understand this may mean my payroll report won't work correctly.
- I would like to see the Debtors and Creditors Panel in the Payroll screen?

Eclipse Payroll Options

- We will use the payment file created within Eclipse Pay, so Automatically create the payment transactions in Eclipse Stock & Accounting
- Automatically Create Superannuation Payment Journals
  - Aggregate the amount posted to the Bank Account (a Single Bank Account entry)

Save & Close    Cancel

10. It is recommended that you select the following Eclipse Payroll Options:



By *not* ticking *Aggregate the amount posted to the Bank Account*, you will have *multiple* transactions appearing in your bank statement.

11. Click the Save & Close button.

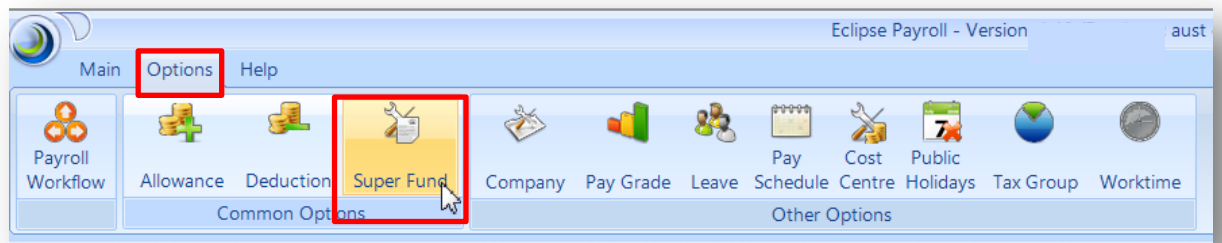
In the next section, you will set up your employee's super funds.

## Setting Up Super Funds.

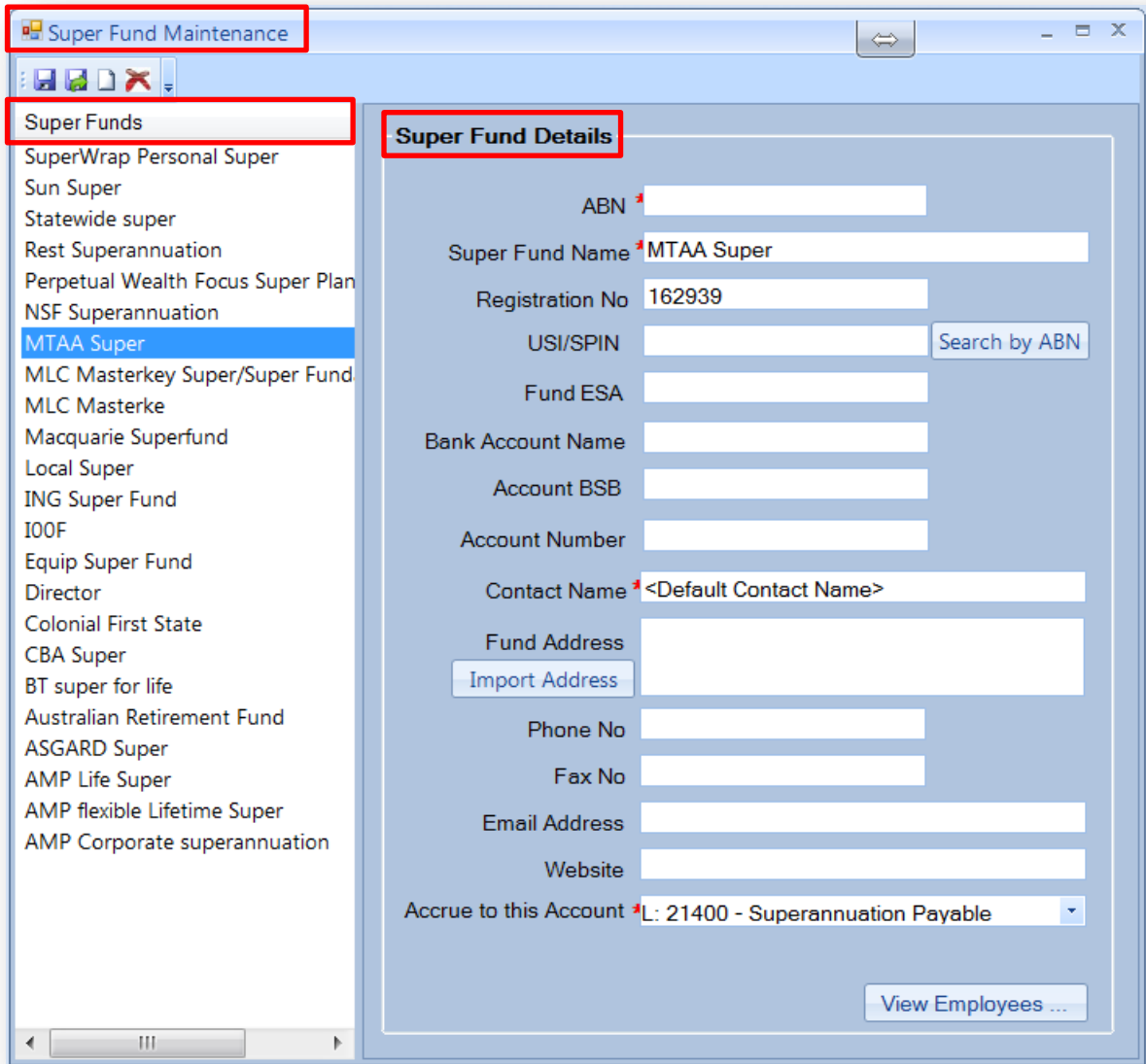
1. You will need to set up each of your employee's superannuation fund details.
2. Collect the following information:
  - A list of employees and the superannuation fund that each employee is signed to.
  - Each superannuation fund's ABN.
  - Each superannuation fund's contact name.
  - The super clearing account you wish to use.

It is recommended, although not compulsory, that you also collect the following information for each fund:

- Fund ESA.
  - Bank account name (only required for self-managed super funds).
  - Account BSB (only required for self-managed super funds).
  - Account number (only required for self-managed super funds).
  - Fund address.
  - Phone number.
  - Fax number.
  - Email address.
  - Website.
3. Methods for collecting data, such as a super fund's ABN, can be obtained via:
    - *You should have received an Excel spreadsheet from us that outlines the majority of super funds and their details. If you didn't receive this spreadsheet, please [contact us](#).*
    - **Google.**
    - **Telephone** – call the super fund directly.
    - Consulting the **Australian Government's Super Fund Look Up Tool:**  
<http://superfundlookup.gov.au/lookuptool.aspx>
  4. Once you have each fund's information, within Eclipse Payroll, click the Options tab.
  5. Click the Super Fund menu button.



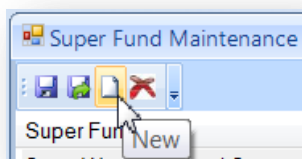
6. You will be presented with the Super Fund Maintenance screen.



7. A list of *some* super funds are listed on the left-hand-side under the heading, Super Funds.

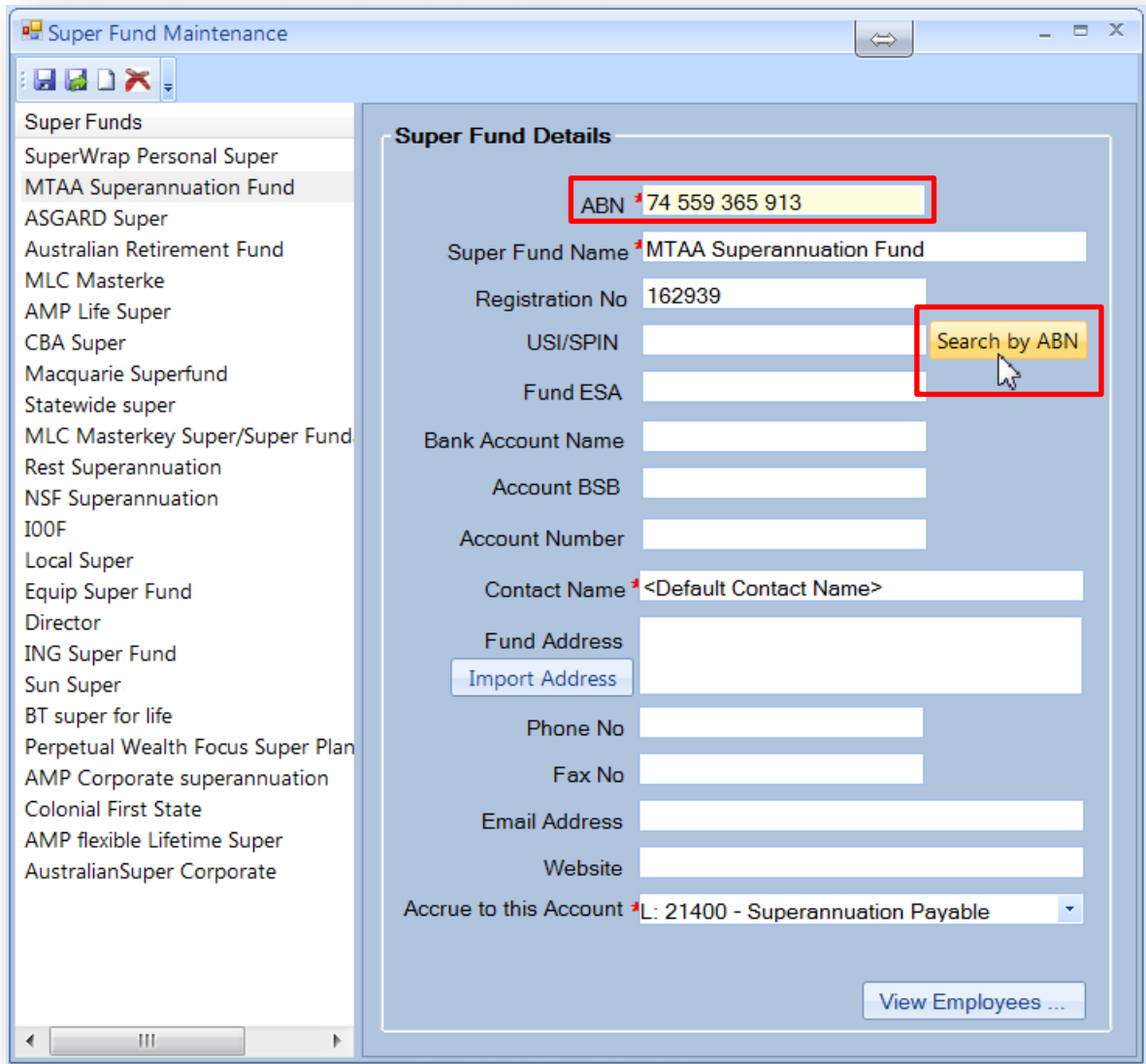
8. a. For any super funds listed within the Super Funds list, click the fund name.

b. For any super funds that are *not* listed, click the New button to open a blank Super Fund Details record.



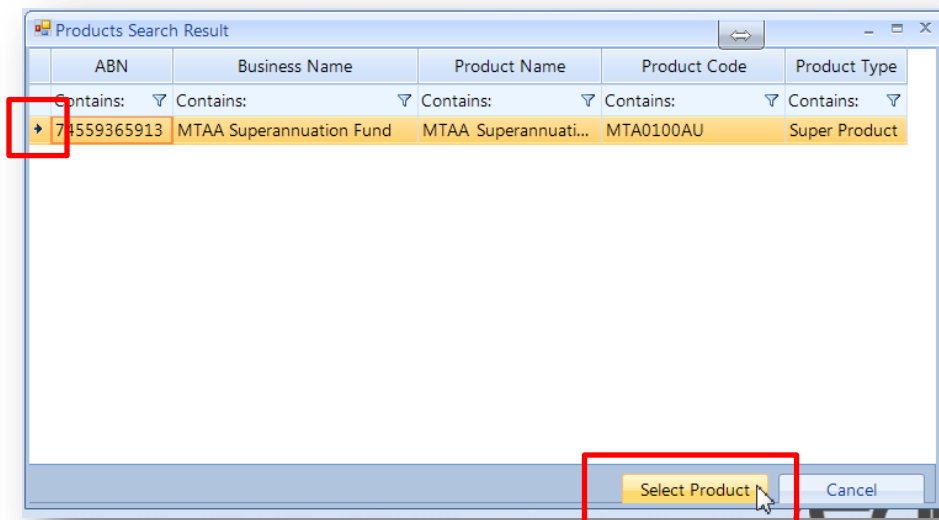
9. Enter the super fund's ABN.

10. Click the Search by ABN button to retrieve the Unique Super Identifier/ Superannuation Product Identification Number (USI/SPIN).

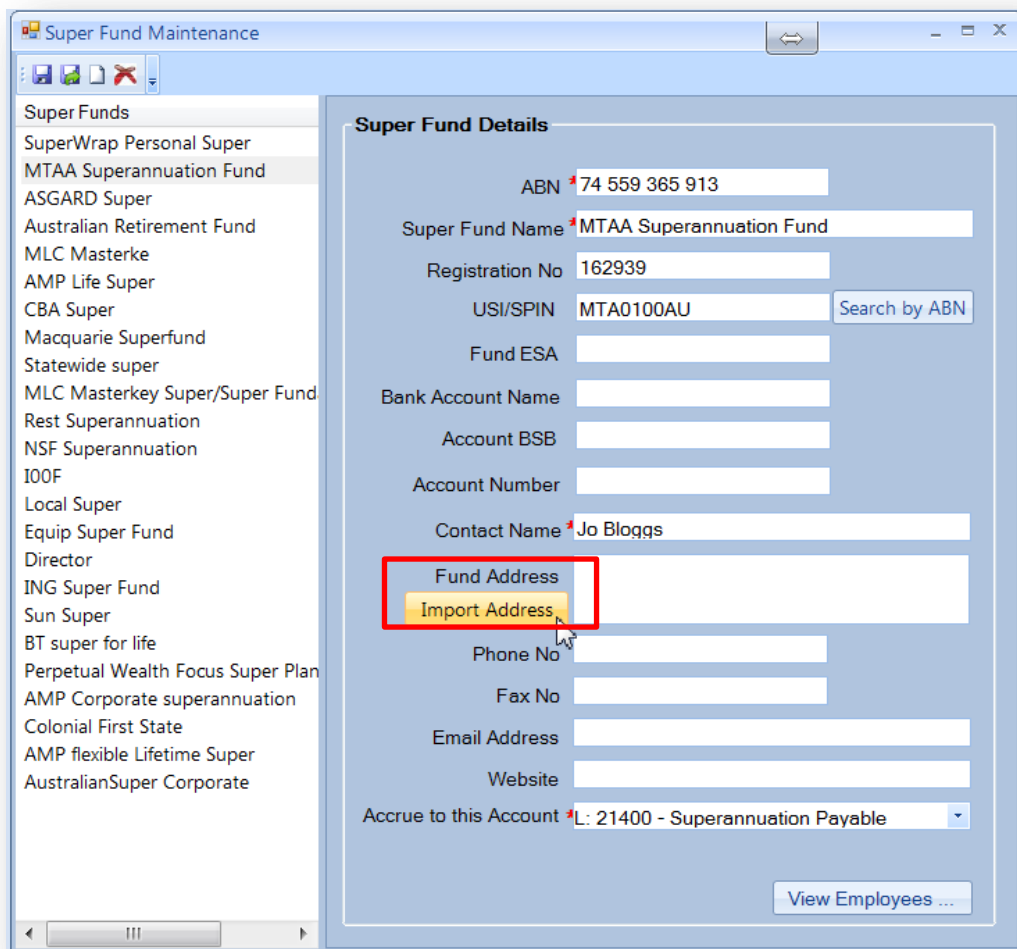


11. Click the black arrow next to the appropriate search result to select a fund.

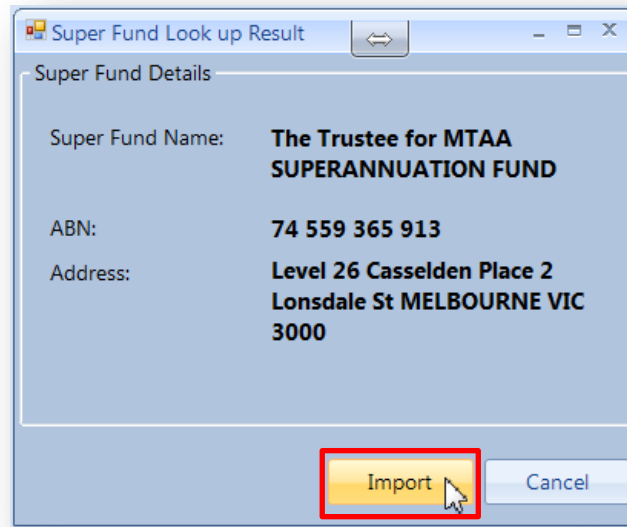




12. Click the Select Product button.
13. Click the Import Address button to search for the Fund Address.



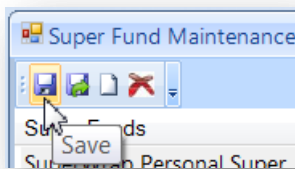
14. Click the Import button to populate the Fund Address field.



15. Using the information you've gathered, complete the remaining fields in the Super Funds Maintenance Screen.

*Note that the fields marked with a red asterisk (\*) are compulsory fields.*

16. Click the Save button.



17. Repeat steps 8 to 16 for every super fund.

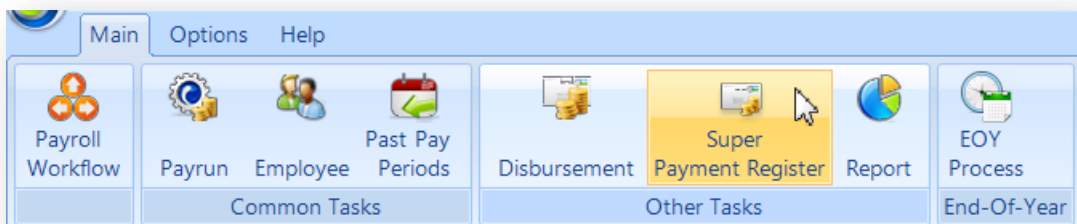
**Once you have successfully set up all the super funds, you're ready to upload a super payment file to ClickSuper.**

## PART C – Processing.

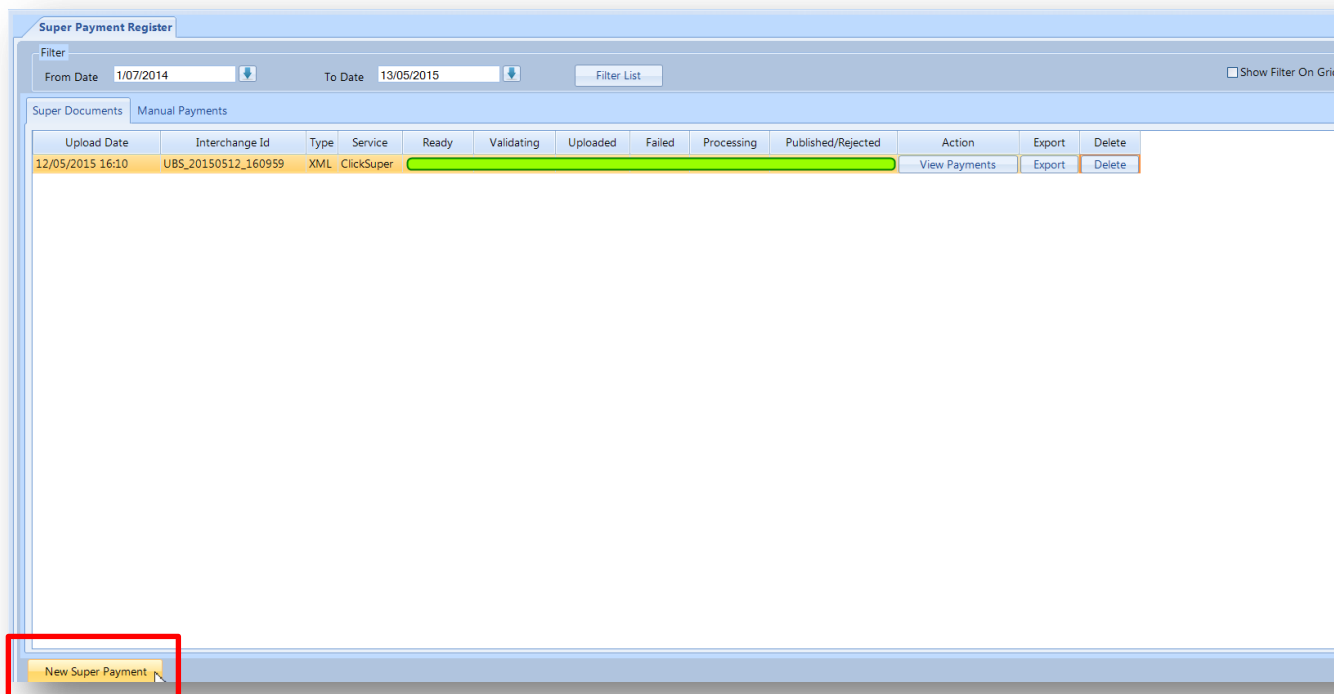
### Upload Super Payment File to ClickSuper.

Complete the following steps each time you pay your employees their superannuation.

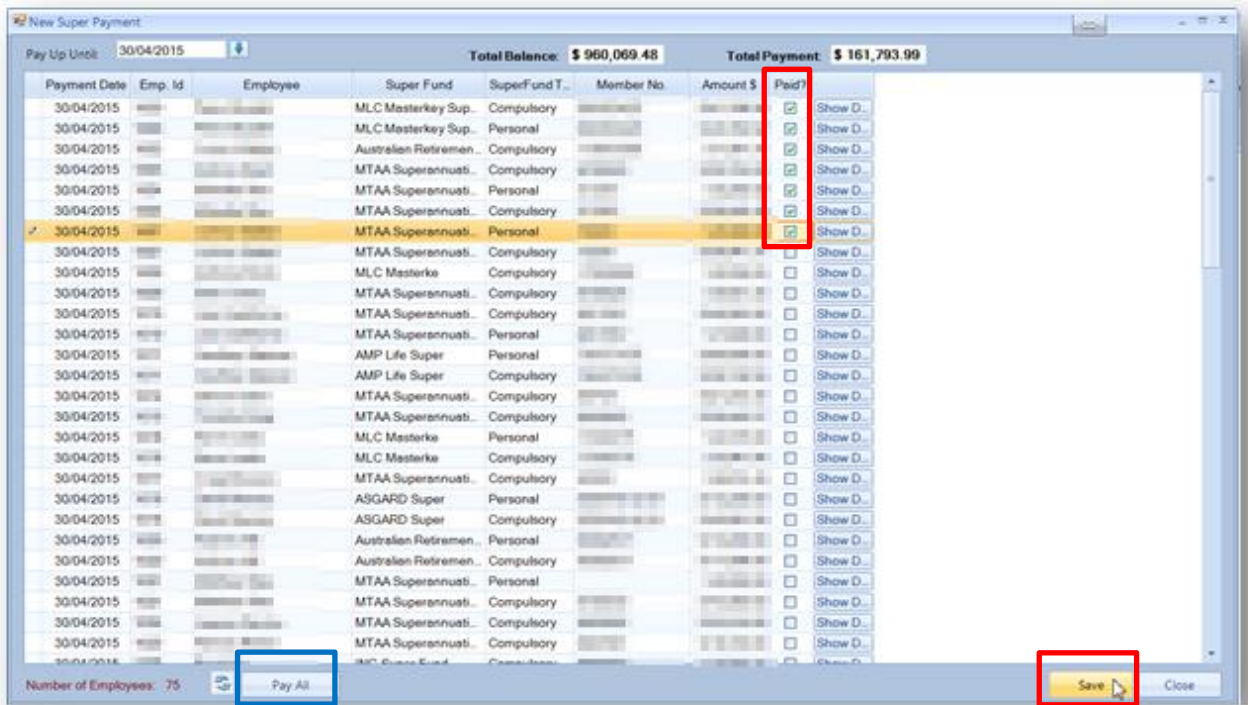
1. Complete a usual Payrun.  
It is assumed you know how to process a pay schedule.  
Should you need assistance, [contact us](#) for help with completing a pay schedule.
2. After you've completed a Payrun, click on the Super Payment Register button.



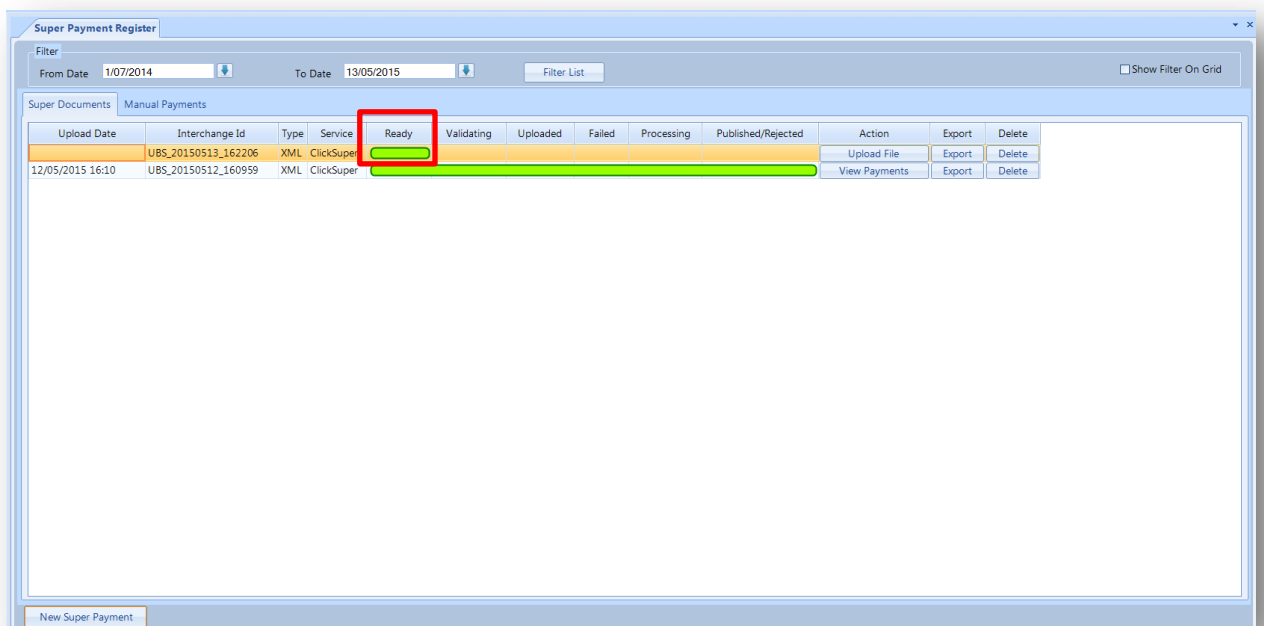
3. Click on the New Super Payment button.



4. Tick the Paid box for the employees that you wish to pay superannuation.



5. **Hint:** If you wish to pay *all* the listed employees their superannuation, click the Pay All button. Otherwise, click the Save button.
6. The transaction is now set as Ready.



7. Your file will continue to move through the steps of:  
*Validating | Uploaded | Failed | Processing | Published/Rejected*

Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
	UBS_20150513_162206	XML	ClickSuper	<input type="checkbox"/>						Upload File	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	<input checked="" type="checkbox"/>						View Payments	Export	Delete

8. Click the Upload File button to Validate.

Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
	UBS_20150513_162206	XML	ClickSuper	<input checked="" type="checkbox"/>						Upload File	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	<input checked="" type="checkbox"/>						View Payments	Export	Delete

9. Click the Yes button to Upload.

Super Documents Manual Payments

Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
	UBS_20150513_162206	XML	ClickSuper	<input checked="" type="checkbox"/>						Upload File	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	<input checked="" type="checkbox"/>						View Payments	Export	Delete

Please Confirm

Do you want to upload file for processing now?

- Note that the words under Action *may* vary. Variations may include Check Status.

10. Keep clicking the button below Action until you have successfully Published/Uploaded your file.

Confirm

The file has been validated. You can choose to publish or reject the file now.

Choose yes to publish, no to reject the document

11. Should all your data be error-free, you will move through all the steps.

Super Documents Manual Payments

Upload Date	Interchange Id	Type	Service	Rea...	Validat ...	Uploa...	Failed	Processi...	Published/Rejec...	Action	Export	Delete
22/05/2015...	UBS_20150522_1501...	XML	ClickSuper	<input checked="" type="checkbox"/>						Check Status	Export	Delete
20/05/2015...	UBS_20150520_1348...	XML	ClickSuper	<input checked="" type="checkbox"/>						View Payments	Export	Delete



Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	[Progress Bar]						View Payments	Export	Delete

- Should you receive any errors, please refer to section [Validation Errors](#) and/or log in to the ClickSuper website and check the Uploads tab.

12. Click View Payments to see how much has been paid to each super fund.

Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	[Progress Bar]						View Payments	Export	Delete

Payment Date	Reference	TargetFundName	BSB	Account Number	Amount
12/05/2015	p.vu/aCL/15...	MTAA Superannuati...	xxxxxx	xxxxxxxxxx	35685.53

Close

13. Click the Close button.

Note: You have the ability to export your payment data as either a .csv file (preferred) or by clicking the Export button. Please [contact us](#) should you require this action.

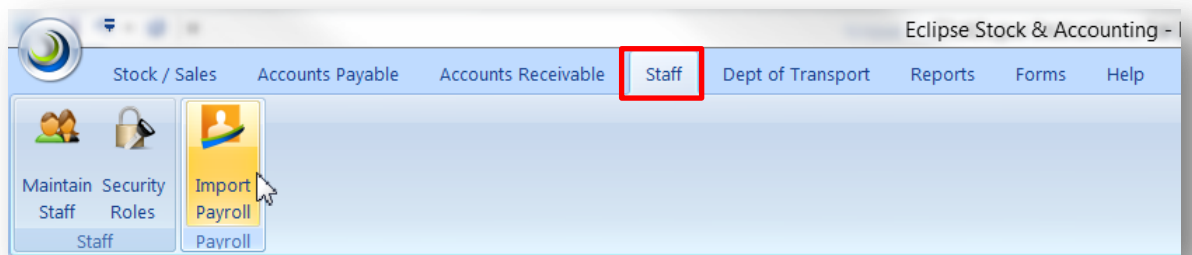
Upload Date	Interchange Id	Type	Service	Ready	Validating	Uploaded	Failed	Processing	Published/Rejected	Action	Export	Delete
12/05/2015 16:10	UBS_20150512_160959	XML	ClickSuper	[Progress Bar]						View Payments	Export	Delete

In the next section, you will use **Stock & Accounting** to create a ClickSuper payment transaction.

## Creating ClickSuper Payment Transaction (Eclipse Stock & Accounting).

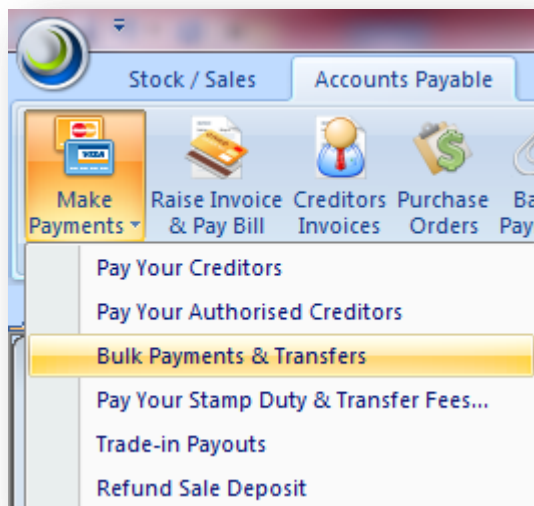
Complete the following steps each time you have successfully uploaded a super payment

1. Log in to Eclipse Stock & Accounting.
2. Click on the Staff tab.
3. Click on the Import Payroll button.

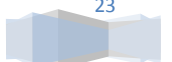


To check that your super-clearing account has been automatically cleared, as per the system options:

1. Click on Accounts Payable.
2. Click Make Payments followed by Bulk Payments and Transfers.



3. Click the three dots button to select your super clearing account.
4. Click the button, Transfer All.



- If this is your first time using Super Payments within Payroll, you might have the amounts that you ticked in Payroll still appearing in your super clearing account.

If this is the case, this should *only be in the first instance* of you completing your first super payment. Moving forward, you shouldn't have any amounts appearing in your super clearing account.

- If you need to transfer funds from your super clearing account, click the three dots button to select the To Account.
- Choose your bank account.
- Choose your payee (That is, ClickSuper. Make sure that you have ClickSuper saved as a Client).
- Record the Date and Type.
- Enter a Reference (Ref #) and Narration that is relevant.

The screenshot shows a payment entry form with the following fields:

- To Account: [Yellow highlight] [...]
- Account Details: [Empty]
- Payee: [Empty] [...]
- Date: 09/09/2015 [Dropdown]
- Type: EFT [Dropdown] Ref#: [Empty]
- Amount: [Empty]
- Narration: SUPERANNUATION CONTRIBUTIONS [Dropdown] [...]

- To enter the Amount, click on the same transactions that you ticked in Payroll to highlight them with an orange circle:

	Date	Client#	Name
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1011	Click Super
🟡	31/08/15	1027	Click Super

- Click the Post button.



## ***PART D - Following a successful super payment upload.***

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Following a successful super payment upload, it is advisable that you:

- 1. Check the *status* of your uploaded super payment file (on the ClickSuper website) and;**
- 2. Check ClickSuper's Auto Schedule is turned on.**

To check the Status of your super payment file:

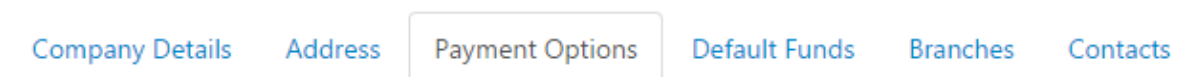
- a.** Log onto the ClickSuper website.
- b.** Click on the Upload tab.
- c.** A status of Success means that your file is ready to be disbursed.

To check the Auto Schedule:

- a.** Log onto the ClickSuper website.
- b.** Located on the right-hand side of the window, within the black bar, click on your business name.



- c.** Click on the Payment Options tab.
- d.** Check that Auto Schedule is ticked.



## When will my super payment file be processed?

Below is an extract of information, provided by ClickSuper:

Select the **Payment Dashboard** menu item.

These will display **all your payments as Scheduled** *if you have selected all payments to automatically be scheduled.*

*If your setting is not set up to be auto scheduled they will appear as **Unscheduled.***

Select the **unscheduled items** and select the **Schedule All** button on the command bar.

Clicksuper allows you to schedule contributions payments based on your debit interval.

ClickSuper requires three business days to process each contribution.

**You will need to ensure that all payments are scheduled three business days prior to the due date of any contribution.**

All contributions payments are grouped by fund. This payment may include contributions for one or many employees.

**Important: Unscheduled payments will not be initiated until a schedule payment date is selected.**

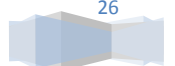
To change a scheduled date select the payment row and select **Cancel** this will make the payment **unscheduled** and select another payment date.

Once all superannuation payments are scheduled, your nominated bank account will be debited to the fund the superannuation payment. Your nominated ClickSuper funding account will be debited on the next available business day for all scheduled payments saved after 4pm.

**If you schedule the payment on a business day prior to 4pm EST your account will be debited on the same business day.** ClickSuper does not process payments on weekends or national public holidays. Payments scheduled on weekends or national public holidays will be process the next available business day.

Once you have successfully uploaded a super payment file to ClickSuper, you will be direct debited as per the Direct Debit selection set-up with ClickSuper.

ClickSuper will *disburse super, on your behalf, to your employee's super funds.*



## PART E - Validation Errors.

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During the [upload stage](#), if you receive any error messages, refer to the below table:

Error Message	Action you need to take
9999	Contact UBS on 03 9012 6677 or <a href="mailto:helpdesk@ultimate.net.au">helpdesk@ultimate.net.au</a>
1008 User Id & Password combination is invalid	Refer to section 1.1 step 9.
1015 File upload failed	Check your internet connection. If you're using wireless connection, consider completing the upload with an Ethernet cable (internet cable) plugged into your computer.
1025 Failed	Contact UBS on 03 9012 6677 and ask to speak with Developer, Ha Le.
1034 Accepted With Error	Contact UBS on 03 9012 6677 or <a href="mailto:helpdesk@ultimate.net.au">helpdesk@ultimate.net.au</a>
1043 Maximum invalid logins exceeded.	Contact UBS on 03 9012 6677 or <a href="mailto:helpdesk@ultimate.net.au">helpdesk@ultimate.net.au</a>

## PART F - Contact Us.

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### Contact Ultimate Business Systems.



(03) 9012 6677



[helpdesk@ultimate.net.au](mailto:helpdesk@ultimate.net.au)

### Contact ClickSuper.



[info@clicksuper.com.au](mailto:info@clicksuper.com.au)



1300 843 535

## ***PART G – ClickSuper Reference Materials.***

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### ***ClickSuper’s Product Disclosure Statement.***

***PART G – ClickSuper Reference Materials.***

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***ClickSuper Overview Contributions v1.***