



Payday Super contributions in Vista: User guide to configuration and usage

Version 1.01

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Introduction

The Australian Taxation Office's (ATO) Payday Super requirements, mandatory from 1 July 2026, introduce significant changes to how employers manage and report superannuation contributions. Key changes for employers include:

- **Payment Frequency:** The Superannuation Guarantee (SG) contributions must be paid to the fund within seven business days of paying the corresponding salary and wages, replacing quarterly payments.
- **Fund Verification:** The use of a **Member Verification Request (MVR)** file is now mandatory before making initial contributions to an employee's fund, which helps confirm fund details and significantly reduces payment errors.
- **Contribution File Format:** Employers must use a SuperStream-compliant file format, such as the **SuperStream Alternative File Format (SAFF CSV)**, for submitting contribution data and MVRs.
- **Clearing House Transition:** The ATO's Small Business Superannuation Clearing House (SBSCCH) will permanently close on 1 July 2026, requiring all affected employers to transition to an alternative solution.
- **STP Reporting:** The Employers are also required to report **Qualifying Earnings (QE)** and **Super Liability** via Single Touch Payroll (STP) on each payday.

Please note that there is a separate user guide - *Payday Super liabilities and STP2 in Vista* – that treats payroll configuration and calculation of super liability amounts, as well as enhanced STP2 reporting capabilities for Payday Super.

To help with this transition we have partnered with OZEDI, an accredited SuperStream gateway, to communicate efficiently and directly with Super Funds. Besides providing the support needed to transmit Super contributions to the funds, OZEDI offers full MVR support. Use of MVRs has been mandated by the ATO from 1 July 2026.

This user guide was designed to assist customers in transitioning their Superannuation reporting processes to comply with the Australian Tax Office's (ATO) Payday Super requirements. We utilize the SuperStream Alternative File Format (SAFF) as a Comma Separated Values (CSV) file. The SAFF CSV format was selected because it aligns with ATO specifications, with its implementation in Vista created following direct guidance from OZEDI.

Additionally with the new format, we will be able to offer full support for use of Self-Managed Super Funds (SMSFs).

This document will provide a clear overview of the changes and offer step-by-step instructions for configuring the Vista accounting ERP software to correctly generate and utilize the SAFF CSV format for Superannuation reporting.

What to expect after installing Vista 26.6.0

Upon updating to Vista version 26.6.0 (the required version supporting SAFF CSV), expect to see specific changes within several of the Superannuation configuration forms, primarily related to the available file output formats.

Updates to HQ Super Clearing House Form

The **HQ Super Clearing House** form has been modified to accommodate the OZEDI gateway with an added SAFF CSV file format.

- **New Format Option: SAFF CSV** was added to the list of acceptable Clearing House (file) Format settings.

The screenshot shows the 'HQ Super Clearing House' form. The 'Clearing House' field is set to 'SuperDuper'. The 'Name' field is 'The Super Duper Clearing House'. The 'Clearing House Format' dropdown menu is open, showing 'Q - QuickSuper' and 'S - SAFF CSV'. The 'Contact' field is 'Someone Super' and the 'Phone' field is '5035551212'. The 'Address' section includes 'Address: 1234 Some Street', 'City: Portland', 'State: TAS', 'Postal Code', and 'Country: AU'. The bottom status bar shows 'Select clearing house format', 'Outbox: 0 Waiting', 'Record 14 of 14', 'View', and 'Co#: 204'.

Updates to HQ Super Funds Form

The **HQ Super Funds** form has undergone various alterations to capture the data required to generate a Super contribution file using the SAFF CSV format, particularly concerning fund identification and payment details required by the SAFF CSV format.

- **Fund Identification Fields:**
 - A new **ABN** field was added to store the Australian Business Number for the superannuation fund.
 - A new field, **Type of Fund**, requires declaration as either **APRA** (Australian Prudential Regulation Authority regulated) or **SMSF** (Self-Managed Super Fund). Before this, the funds were implicitly assumed to be APRA since the QuickSuper format did not allow SMSF funds.
 - The pre-existing **Fund ID** field was renamed to **Unique Fund ID (USI/SPIN)** and repositioned below the **Type of Fund** field. This field is only used for **APRA** funds to record the Unique Superannuation Identifier (USI) or Superannuation Product Identification Number (SPIN).
- **Conditional Field Visibility:**
 - When **APRA** is selected as the **Type of Fund**, the **Unique Fund ID (USI/SPIN)** field is enabled for data entry.

- When **SMSF** is selected, the **Self-Managed Super Fund** group box becomes enabled, providing access to required banking details: **BSB Number**, **Account Number**, **Account Name**, and **Electronic Service Address** (e.g., email or unique identifier).
- **Payment Method:**
 - A new field, **Payment Method**, has been added specifically to declare the method used for remitting contributions to any Fund using the SAFF CSV file type. It has no meaning with QuickSuper clearing houses.

Updates to PR Super File Generate Form

The **PR Super File Generate** form has been significantly updated to support the new multi-format Superannuation reporting capabilities, accommodating both the SAFF CSV file format and the legacy QuickSuper format. This update also introduces the ability to generate a Member Verification Request (MVR) file for compliance checks.

The form now requires users to specify the **Clearing House** from the start, which dynamically controls the available options:

- **Clearing House Selection:** The first selection on the form is the desired **Clearing House**. The associated file format (e.g., SAFF CSV or QuickSuper) configured in the **HQ Super Clearing House** form will display directly below this selection, dictating the subsequent field selection availability.
- **Message Type Selection:** For Clearing Houses using file format SAFF CSV, users must now specify the purpose of the file by selecting a new **Message Type**:
 - **Super Contribution** (The standard file for declaring Payday Super).

- **Member Verification Request (MVR)** (Mandatory to check fund details for a *single employee* before initial contributions).
- **Reporting Date Fields:**
 - **Pay Date:** When generating a SAFF CSV file, the **Pay Date** field is required.
 - **PR Group:** Optional. For filtering the group of employees for reporting.
 - **Begin Date:** Only enabled for QuickSuper reporting and required for filtering pay data based on pay period ending date for the reporting period.
 - **End Date:** Always enabled.
 - Required for QuickSuper reporting for filtering pay data along with **Begin Date**.
 - Optional for SAFF CSV reporting to filter on a specific pay period ending date.
- **File Payment Date:** Defaults to the current system date.
- **Employee Selection:** Optional as a filter for contribution reporting. Required for **MVR** files.
- **File Tracking:**
 - For SAFF CSV contribution files, Vista automatically generates a unique **File Reference** used as default file name and identity within the file data, structured as [Company ABN]_[DDMM of Pay Date]_[#\#\#].
 - For **MVR** files, the default format is [MVR]_[DDMM of current date]_[Employee number].
 - Contribution files, as with QuickSuper, are included in history tracking that can be viewed via the PR Superannuation Contribution file.
- **File Generation:** Once all required values have been specified, the **Generate File** button becomes enabled. Clicking this button initiates the file save dialogue.
- **Safeguard:** A safeguard alert will appear if a user attempts to generate a new contribution file using the exact criteria of a previously generated one, requiring explicit confirmation to proceed and prevent duplicate submissions.
- **File Verification:** After generating a SAFF CSV contribution or MVR file, the process will be to upload it to the OZEDI Dashboard, where validation checks will return a response of success or failure. Successful contribution uploads will result in payments processed by the funds.

204 PR Super File Generate for Banzai Pty Ltd

File Edit Records Options Tools Windows Help

Clearing House: OZ_Test OZEDI Dashboard Testing

File Format: SAFF CSV

Message Type: S - Super Contribution

Pay Date: 5/6/26

PR Group:

Begin Date:

End Date:

File Payment Date: 5/6/26

Employee:

File Reference: 999000074960506001

Generate File Close

Message type used for SAFF CSV file format Co#: 204

How to prepare Vista for SAFF CSV Superannuation Reporting

To begin, visit the [OZEDI Superannuation](#) website and contact their team of support professionals who will explain their available services and help to get you started.

Required Configuration Updates in Vista

Users must update specific forms to ensure their data complies with the SAFF CSV format:

- **HQ Super Clearing House Form:** To use the OZEDI gateway will require adding an entry with Clearing House Format set to the new **SAFF CSV** option.
- **HQ Super Funds Form:**
 - Evaluate any pre-existing **APRA** funds that are still in use. In fact, all pre-existing funds should have been automatically defaulted to Fund Type APRA. You will see that the Fund ID is now in the **Unique Fund ID (USI/SPIN)** field.
 - To use the new **SAFF CSV** format, you will be required to specify **ABN** and **Payment Method** for each fund. **
 - Any **SMSF** type funds can now be added with the banking details (**BSB Number, Account Number, Account Name**) and **Electronic Service Address** specified in the **Self-Managed Super Fund** group box.
- **PR Super Clearing House Funds Form:**
 - Add an entry for the OZEDI gateway with links to the super funds.

** ABN and Payment Method are crucial for the contribution remittance. If needed, OZEDI customer support can help to determine the correct values.

Pre-test

Before going live with Payday Super (by 1 July 2026) it is advisable to run a test payroll and generate a Superannuation report to confirm the output appears as expected.

1. Confirm that the required HQ and PR configuration has been established as specified in the **Required Configuration Update** in Vista segment above.
2. Process a test payroll run (or use a prior period simulation).
3. Navigate to **Payroll Programs > PR Super File Generate**.
4. Specify your Clearing House for OZEDI, Message Type S-Super Contribution, and the Pay Date. It is not necessary to specify the PR Group, and you can use the default File Payment Date and File Reference. Do not select an employee.
5. Click **Generate File** and continue to create the file. The output file name will default to File Reference which as you see, will have defaulted to ABN, Pay Date as DDMM, and a unique three-digit number.
6. Open the generated file in a text editor such as Notepad to view the data which you can see is comma separated and has been designed to adhere to the SAFF CSV format.

Appendix A: Resources

For further information regarding the Payday Super initiative and SAFF specifications, please refer to the following official resources:

- **Australian Taxation Office (ATO)**
 - [ATO - Payday Super](#)

- **OZEDI**
 - [OZEDI superannuation solution website](#)
 - [OZEDI superannuation solution webinar](#)

Appendix B: SAFF Contribution File — Table & Column Source Map

Header Records (rows 1–3)

CSV Field	Source	Notes
VERSION	Hardcoded "1.0"	
FILE ID	File Reference	PR Super File Generate input
Message Action Type	Hardcoded "ContributionTransactionRequest"	

SENDER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Company Setup	Business Number (ABN)	
Organisational Name	HQ Company Setup	Business Name	
Family Name	PR Super Clearing House Funds	Contact	Split by spaces — last token
Given Name	PR Super Clearing House Funds	Contact	Split by spaces — first token
Other Given Name	PR Super Clearing House Funds	Contact	Split by spaces — middle tokens
E-mail Address	PR Super Clearing House Funds	Email	

Telephone	PR Super Clearing House Funds	Phone	Non-numeric chars stripped
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PAYER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Company Setup	Business Number (ABN)	
Organisational Name	HQ Company Setup	Business Name	
BSB Number	CM Accounts	BSB #	CM Company and Account from PR Groups
Account Number	CM Accounts	Bank Account #	CM Company and Account from PR Groups
Account Name	CM Accounts	Account Name	CM Company and Account from PR Groups

PAYEE/RECEIVER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Super Funds	ABN	
USI	HQ Super Funds	Unique Fund ID	APRA only
Organisational Name	HQ Super Funds	Name	
TargetElectronicServiceAddress	HQ Super Funds	Electronic Service Address	SMSF only

Payment Method Code	HQ Super Funds	Payment Method	C→DirectCredit, D→DirectDebit, B→BPAY
Transaction Date	PR Super File Generate input	File Payment Date	Formatted yyyy-MM-dd
Payment/Customer Ref		(empty)	
Bpay Biller Code		(empty)	
Payment Amount		(empty)	
BSB Number	HQ Super Funds	BSB Number	SMSF only
Account Number	HQ Super Funds	Account Number	SMSF only
Account Name	HQ Super Funds	Account Name	SMSF only

EMPLOYER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Company Setup	Business Number (ABN)	
Location ID		(empty)	
Organisational Name	HQ Company Setup	Business Name	
Fund Employer ID	PR Super Clearing House Funds	Employer ID	

SUPER FUND MEMBER COMMON Section

CSV Field	Source Table	Source Column	Notes
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TFN	PR Employees	TFN	Non-numeric chars stripped
Person Name Title		(empty)	
Person Name Suffix	PR Employees	Suffix	
Family Name	PR Employees	Last Name	
Given Name	PR Employees	First Name	
Other Given Name	PR Employees	Middle Name	
Sex Code	PR Employees	Gender Identity	M→1, F→2, X→3, O→4
Birth Date	PR Employees	Birth Date	Formatted yyyy-MM-dd
Address Usage Code		Hardcoded "RES"	
Address Line 1	PR Employees	Address	Truncated to 40 chars
Address Line 2	PR Employees	Add'l Address	Truncated to 40 chars
Address Line 3		(empty)	
Address Line 4		(empty)	
Locality Name	PR Employees	City	
Postcode	PR Employees	Postal Code	Truncated to 4 chars
State/Territory Code	PR Employees	State	Truncated to 3 chars
Country Code	PR Employees	Country	
E-mail Address	PR Employees	Email	Truncated to 60 chars

Telephone (Landline)	PR Employees	Phone	Non-numeric stripped, truncated to 15
Telephone (Mobile)	PR Employees	Cell	Non-numeric stripped, truncated to 15
Member Client ID	PR Employee Dedns/Liabs	Membership #	APRA only
Payroll Number ID		(empty)	
Employment End Date	PR Employees	Termination Date	Formatted yyyy-MM-dd
Employment End Reason		(empty)	

SUPER FUND MEMBER CONTRIBUTIONS Section

CSV Field	Source Table	Source Column(s)	Notes
Pay Period Start Date	PR Pay Period Control	Beginning Date	Formatted yyyy-MM-dd
Pay Period End Date	PR Pay Period Control	Pay Period Ending Date	Formatted yyyy-MM-dd
Super Guarantee Amount	PR Employee Pay Seq Control	Calculated or Override Amount	Total liabilities with ATO Category of 'S'
Award/Productivity Amt		(empty)	
Personal Contributions	PR Employee Pay Seq Control	Calculated or Override Amount	Total deductions with ATO Category of 'SE'
Salary Sacrificed Amt	PR Employee Pay Seq Control	Calculated or Override Amount	Total deductions with ATO Category of 'S'
Voluntary Amount	PR Employee Pay Seq Control	Calculated or Override Amount	Total liabilities with ATO Category of 'SE'

Spouse Contributions		(empty)	
Child Contributions		(empty)	
Other 3rd Party		(empty)	

Remaining Sections - not required (empty)

- Super Fund Member Registration
- Defined Benefits Contributions
- Defined Benefits Registration

Appendix C: SAFF MVR File — Table & Column Source Map

Header Records (rows 1–3)

CSV Field	Source	Notes
VERSION	Hardcoded "3.0"	
FILE ID	File Reference	PR Super File Generate input
Message Action Type	Hardcoded "MemberVerificationRequest"	

SENDER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Company Setup	Business Number (ABN)	
Organisational Name	HQ Company Setup	Business Name	
Family Name	PR Super Clearing House Funds	Contact	Split by spaces — last token
Given Name	PR Super Clearing House Funds	Contact	Split by spaces — first token
Other Given Name	PR Super Clearing House Funds	Contact	Split by spaces — middle tokens
E-mail Address	PR Super Clearing House Funds	Email	
Telephone	PR Super Clearing House Funds	Phone	Non-numeric characters stripped

PAYER Section - not required (empty)

RECEIVER Section

CSV Field	Source Table	Source Column	Notes
ABN	HQ Super Funds	ABN	Via #ClearingHouseFundDetails
USI	HQ Super Funds	Unique Fund ID	APRA only
Organisational Name	HQ Super Funds	Name	
TargetElectronicServiceAddress	HQ Super Funds	Electronic Service Address	SMSF only
Payment Method Code	HQ Super Funds	Payment Method	C→DirectCredit, D→DirectDebit, B→BPAY
Transaction Date	PR Super File Generate input	File Payment Date	Formatted yyyy-MM-dd
Payment/Customer Ref		(empty)	
Bpay Biller Code		(empty)	
Payment Amount		(empty)	
BSB Number	HQ Super Funds	BSB Number	SMSF only
Account Number	HQ Super Funds	Account Number	SMSF only
Account Name	HQ Super Funds	Account Name	SMSF only

EMPLOYER Section

CSV Field	Source Table	Source Column	Notes
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ABN	HQ Company Setup	Business Number (ABN)	
Location ID		(empty)	
Organisational Name	HQ Company Setup	Business Name	
Fund Employer ID	PR Super Clearing House Funds	Employer ID	

SUPER FUND MEMBER COMMON Section

CSV Field	Source Table	Source Column	Notes
TFN	PR Employees	TFN	Non-numeric chars stripped
Person Name Title		(empty)	
Person Name Suffix	PR Employees	Suffix	
Family Name	PR Employees	Last Name	
Given Name	PR Employees	First Name	
Other Given Name	PR Employees	Middle Name	
Sex Code	PR Employees	Gender Identity	M→1, F→2, X→3, O→4
Birth Date	PR Employees	Birth Date	Formatted yyyy-MM-dd
Address Usage Code		Hardcoded "RES"	
Address Line 1	PR Employees	Address	Truncated to 40 chars
Address Line 2	PR Employees	Addl' Address	Truncated to 40 chars

Address Line 3		(empty)	
Address Line 4		(empty)	
Locality Name	PR Employees	City	
Postcode	PR Employees	Postal Code	Truncated to 4 chars
State/Territory Code	PR Employees	State	Truncated to 3 chars
Country Code	PR Employees	Country	
E-mail Address	PR Employees	Email	Truncated to 60 chars
Telephone (Landline)	PR Employees	Phone	Non-numeric stripped, truncated to 15
Telephone (Mobile)	PR Employees	Cell	Non-numeric stripped, truncated to 15
Member Client ID	PR Employee Dedns/Liabs	Membership #	Only when FundType = 'A' (filtered in SQL); truncated to 20
Payroll Number ID		(empty)	
Employment End Date	PR Employees	Termination Date	Formatted yyyy-MM-dd
Employment End Reason		(empty)	

Remaining Sections - not required (empty)

- Super Fund Member Contributions
- Super Fund Member Registration
- Defined Benefits Contributions
- Defined Benefits Registration