

Essential Super for business.

**Super contribution reporting
guide for employers.**

Avanteos Investments Limited ABN 20 096 259 979 AFLS 245531 is the trustee of Essential Super ABN 56 601 925 435 (USI FSF 1332AU) (the fund) and issuer of interests in Essential Super, which is a product of the fund.



Managing your superannuation payments just got easier.

With Essential Super for business, you can manage super contributions alongside your everyday banking accounts in NetBank.

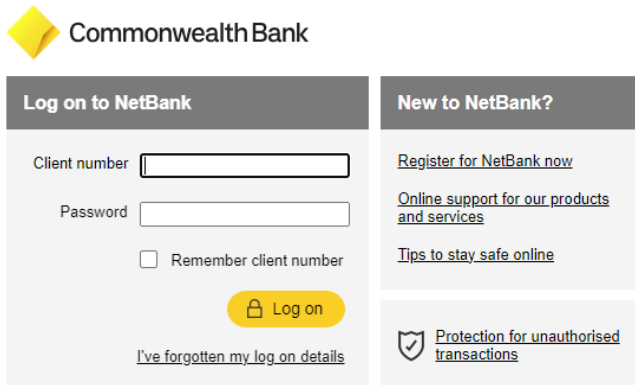
This guide provides instructions to help you generate the reports you require in Netbank, including contributions and refund reports.

- **Contributions report:** provides you with all the super contribution details for a selected company. You can search for a period of up to 12 months at any given time.
- **Refund report:** provides details about super contributions/payments that have been rejected back to your bank account.

How to generate a report

Follow the steps below to generate a report in Netbank.

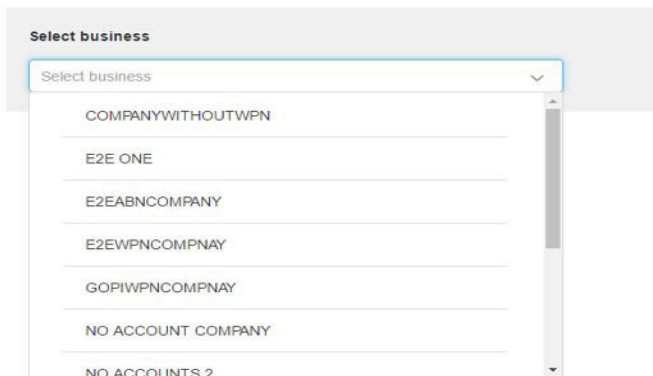
- 1) Go to www.netbank.com.au and enter your client number and password in the screen below



The screenshot shows the Commonwealth Bank NetBank login interface. On the left, under the heading "Log on to NetBank", there are input fields for "Client number" and "Password", a checkbox for "Remember client number", a yellow "Log on" button with a lock icon, and a link "I've forgotten my log on details". On the right, under the heading "New to NetBank?", there are links for "Register for NetBank now", "Online support for our products and services", and "Tips to stay safe online". At the bottom right, there is a shield icon and a link "Protection for unauthorised transactions".

- 2) Click on 'View accounts' followed by 'Superannuation' and the following screen will appear where you can select a business name.

Super contributions for your business



The screenshot shows a dropdown menu titled "Select business". The menu is open, displaying a list of business names. The visible options are: "COMPANYWITHOUTWPN", "E2E ONE", "E2EABNCOMPANY", "E2EWPNCOMPNAV", "GOPIWPNCOMPNAV", "NO ACCOUNT COMPANY", and "NO ACCOUNTS 2".

3) The 'Contribution history' tab will appear, as per the below screen.

Super contributions for your business Loading...

Select business

E2E ONE

Pay contributions Contribution history

4) You can then select either a refund or contributions report from the drop-down menu.

Pay contributions Contribution history

Generate a new report

Contributions

Contributions

Refunds

Contribution reports provide details about paid contributions to your employees through Business Essential Super. Once you select Generate report, download it under Your reports below.

[Information about Contribution reports](#)

Start date

End date

Employee name (optional)

Generate report

- 5) After you have made your selection, you can choose a date range or employee name to filter your search.

Pay contributions Contribution history



Generate a new report

Contributions

Contributions

Contribution reports provide details about paid contributions to your employees through Business Essential Super. Once you select Generate report, download it under Your reports below.

[Information about Contribution reports](#)

| Start date | End date | Employee name (optional) |
|--|--|--|
| dd/mm/yyyy  | dd/mm/yyyy  | Enter employee name or leave blank for all |

Generate report

Important information

If you leave the employee field blank for both reports, a report for both current and previous employees will be generated.

Reports will not populate a contribution that was made for the previous or current day. This is because the payment processing occurs daily at 8:30am and the contribution history will hold data until after the payment has been processed. Dates on the report are based on the actual date the payment was processed by Colonial First State, not when it was submitted on Netbank.

- 6) Once a start date, end date or employee name have been entered, you can then click the 'Generate report' tab in the bottom right of the screen.

The screenshot shows a web interface with two tabs: 'Pay contributions' and 'Contribution history'. Under 'Contribution history', there is a section titled 'Generate a new report' with a dropdown menu set to 'Contributions'. Below this is a 'Contributions' section with explanatory text and a link for more information. At the bottom, there are three input fields: 'Start date' (dd/mm/yyyy), 'End date' (dd/mm/yyyy), and 'Employee name (optional)' (Enter employee name or leave blank for all). A 'Generate report' button is located to the right of these fields and is highlighted with a red rectangular border.


- 7) Your report will appear below under the 'Your reports' heading

Your reports (10)

| Report name | Date generated | Action |
|---|----------------|---------------------------------|
| Contributions_2016-10-01_2016-10-05_Default-OneTest-One | 06/10/2016 | Download report |

8) You can then select 'Download report' to view the details


Your reports (10)


| Report name | Date generated | Action |
|---|----------------|---|
| Contributions_2016-10-01_2016-10-05_Default-OneTest-One | 06/10/2016 |  Download report |

Transfers and BPAY

When you make a concessional contribution such as salary sacrifice or super guarantee, the following warning message will appear to remind you that your transaction will not be compliant with the ATO's SuperStream payment standards.

Contribution Type [What are these?](#)

Salary sacrifice (SS) 

 We strongly encourage you to make this contribution in our [Superannuation hub](#). It's a SuperStream compliant way to make contributions to employees in NetBank.

Amount

\$

Remaining transfer limit **\$20,000.00** [Change limit](#)

Generated report details

Generated reports can be downloaded to your internet browser or as an excel file.

These reports contain:

- Payment date
- Payment reference number (which will start with ET and is visible in the transaction history on the account the funds were paid from)
- Your full name, DOB and account number
- Detail a choice or default of fund payment
- Pay period start and end date
- Type of contribution received
- Amount of contribution



We're here to help.

Please call 13 4074, Monday to Friday.
Our contact centre operating hours are at the
bottom of commbank.com.au/essentialinfo

Things you should know:

Avanteos Investments Limited ABN 20 096 259 979, AFSL 245531 (AIL) is the Trustee of Essential Super ABN 56 601 925 435 and the issuer of interest in Essential Super. Essential Super is distributed by the Commonwealth Bank of Australia ABN 48 123 123 124, AFSL 234945 (the Bank). Colonial First State (CFS) is Superannuation and Investments HoldCo Pty Limited ABN 64 644 660 882 (HoldCo) and its subsidiaries which include AIL. The Bank holds an interest in CFS through its significant minority interest in HoldCo. This information is issued by AIL and may include general financial product advice but does not consider your individual objectives, financial situation, needs or tax circumstances. The Target Market Determination (TMD) for Essential Super can be found at commbank.com.au/essentialinfo and includes a description of who the financial product is appropriate for and any conditions on how the product can be distributed to customers. You should read the Product Disclosure Statement (PDS) and the Reference Guide for Essential Super carefully and consider whether the information is appropriate for you before making any decision regarding this product. Download the PDS and Reference Guide at commbank.com.au/essentialinfo or call us on 13 4074 for a copy. Neither the Bank, AIL, CFS, nor any of their respective subsidiaries guarantee the performance of Essential Super or the repayment of capital by Essential Super. An investment in this product is subject to risk, loss of income and capital invested. An investment in Essential

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