

MLC EmployerPay

Amending a .csv/Excel file

When submitting contributions via the File Upload option in MLC EmployerPay, the file needs to be in .csv format.

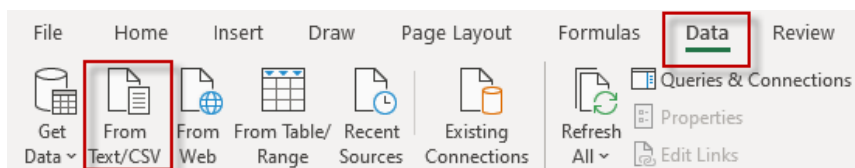
We recommend that you generate the Payroll Contribution file from your Payroll system and directly upload this file into MLC EmployerPay.

If you need to amend or add additional information to the Contribution file, then you'll need to make these changes before you upload it to MLC EmployerPay.

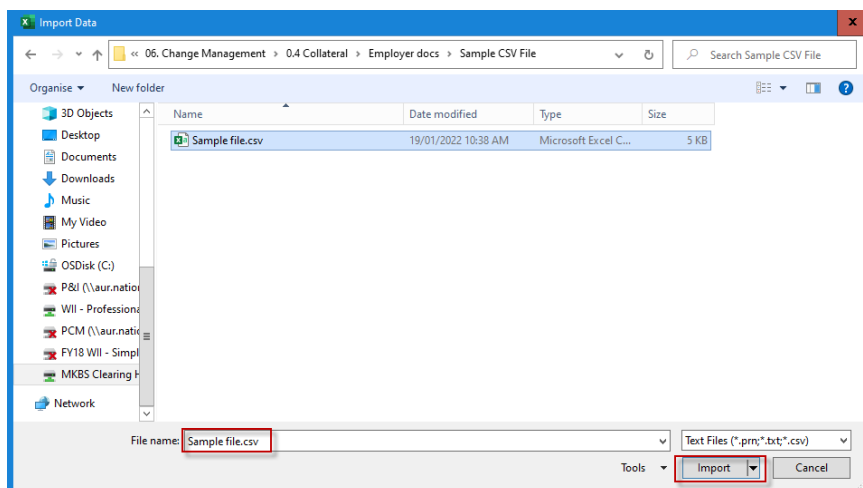
Follow the instructions set out below to protect your data and avoid:

- Corrupting long strings of data
- Turning number fields into scientific notations
- Removing leading zeros from data columns that can impact BSB, telephone numbers and member number data types

1. Open a blank document in Excel.
2. Select **Data** from the ribbon options.
3. Select the icon option **From Text/CSV**.



4. In **Import Data**, search and locate the desired file to be amended.
5. Select the desired file path.
6. Click on **Import**.

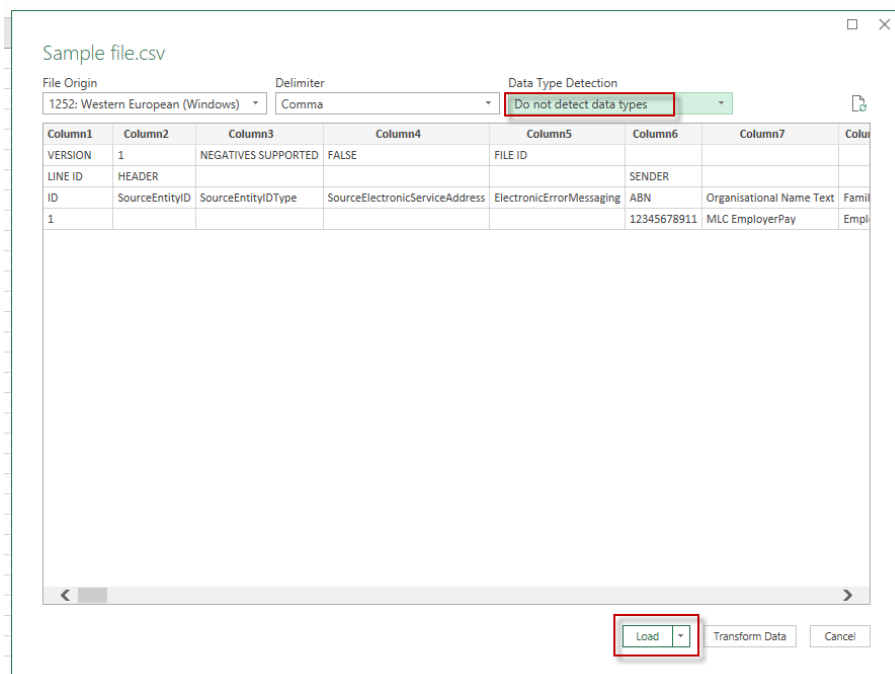


The Dialogue box (file window) opens.

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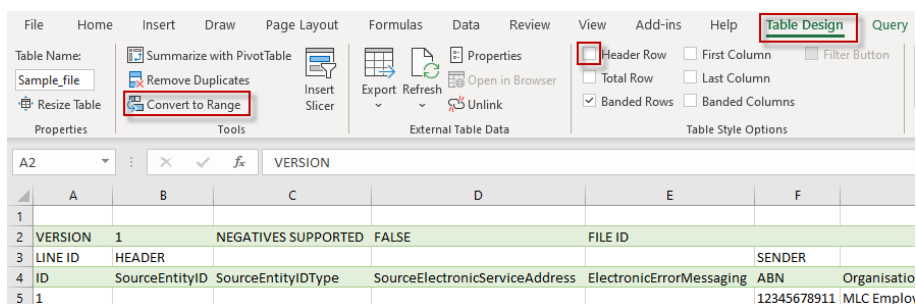
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- From the **Data Type Detection** drop-down menu select **Do not detect data types**.
- Click **Load**.

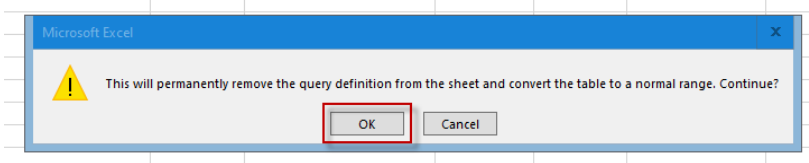


The file opens.

- Select **Design/Table Design** from the ribbon options.
- Untick the **Header Row** check box.
- Click on the option **Convert to Range**.



- When the following popup message displays click **OK**.



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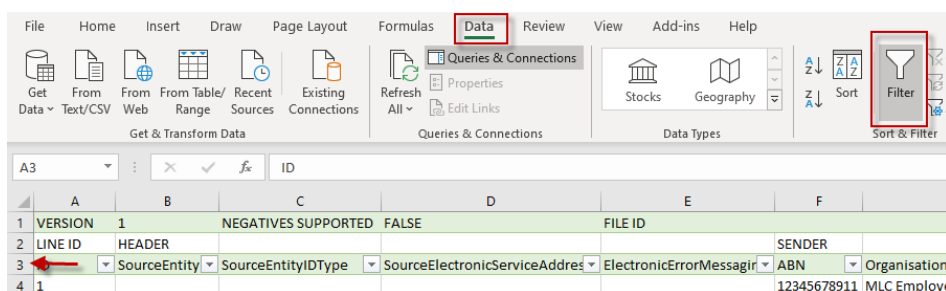
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13. Click to highlight row 1, right click on your mouse and delete the entire row.

1					
2	VERSION	1	NEGATIVES SUPPORTED	FALSE	FILE ID
3	LINE ID	HEADER			SENDER
4	ID	SourceEntityID	SourceEntityIDType	SourceElectronicServiceAddress	ElectronicErrorMessaging ABN

14. Use the filter to sort data and make your required changes.

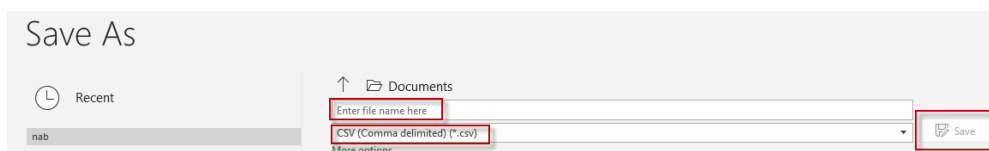
- Select **Data** from the ribbon options.
- Click to highlight row 3 and click the **Filter** icon option to apply filters to the header row.
- When you have made your changes, click to highlight row 3 and click the **Filter** icon option to remove the filters.



15. Click **File, Save As** and save the file as a .csv.

16. Enter an appropriate file name and select **CSV (Comma delimited) (*.csv)** from the file format type drop-down menu.

17. Navigate to the folder where you want to save your file.



18. Click **Save**.

19. Upload the file into MLC EmployerPay.

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