

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.

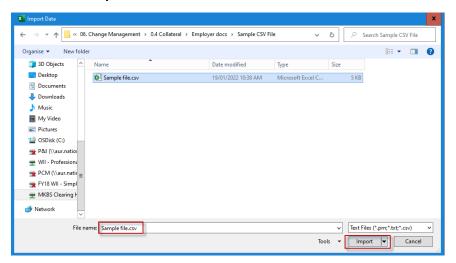
If you need to amend or add additional information to the Contribution file, then you'll need to make these changes before you upload it to MLC EmployerPay.

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.

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

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1						12345678911	MLC EmployerPay	Empl
\$								>

The file opens.

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

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5	1					12345678911	MLC Employ

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

Microsof	t Excel					×
	This will permane	ntly remove the query def	finition from the sheet a	nd convert the table to	a normal range. Continu	ie?
			OK Cancel]		



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

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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.

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- 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.

Save As		
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- 18. Click Save.
- 19. Upload the file into MLC EmployerPay.

MLC EmployerPay is provided by SuperChoice Services Pty Limited (ACN 109 509 739) (SuperChoice) and its affiliate, PayClear Services Pty Ltd (ACN 124 852 320) AFSL 314357 (PayClear).

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