

When submitting contributions via the File Upload option in ANZ EasyTransact, 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 ANZ EasyTransact.

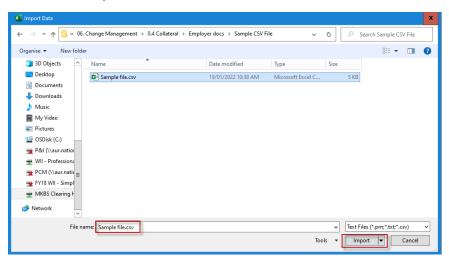
If you need to amend or add additional information to the Contribution file, then you'll need to make these changes before you upload it to ANZ EasyTransact.

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.



File Origin		De	elimiter		Data Type Detection			
1252: Wes	tern European (W	/indows) * C	Comma		Do not detect data t	ypes	•	
Column1	Column2	Column3		Column4	Column5	Column6	Column7	Colu
VERSION	1	NEGATIVES SUPPO	ORTED	FALSE	FILE ID			
LINE ID	HEADER					SENDER		
ID	SourceEntityID	SourceEntityIDTyp	pe	SourceElectronicServiceAddress	ElectronicErrorMessaging	ABN	Organisational Name Text	Fam
1						12345678911	MLC EmployerPay	Emp

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

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**.

F	ile Home	e Insert D	Page Layout	Formulas Data Review	View Add-ins Help	Table Design	Query
Sa	ole Name: mple_file Resize Table Properties 2	Summarize Remove Du Convert to F	plicates Insert	E Properties xport Refresh S Open in Browser S Unlink External Table Data	Header Row First Colu Total Row Last Colu Banded Rows Banded C Table Style C	imn Columns	ter Button
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1							
2	VERSION	1	NEGATIVES SUPPORTED	FALSE	FILE ID		
3	LINE ID	HEADER				SENDER	
4	ID	SourceEntityID	SourceEntityIDType	SourceElectronicServiceAddress	ElectronicErrorMessaging	ABN	Organisatio
5	1					12345678911	MLC Employ

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

Microso	ft Excel							x
	This wil	l permanently re	move the query o	definition from OK	the sheet and com Cancel	vert the table to	a normal range. Contin	ue?



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.

File Home Insert Draw Page Layout	Formulas Data Review N Comparison & Connections Refresh B Properties All B Edit Links Queries & Connections		Â↓ ZAZ Z↓ Sort	Filter
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A B C	D	E	F	(
1 VERSION 1 NEGATIVES SUPPORTED	FALSE	FILE ID		
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4 1			12345678911	MLC Employe

- 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		
L Recent	Documents Enter file name here	
nab	CSV (Comma delimited) (*.csv) More obtions	Save

- 18. Click Save.
- 19. Upload the file into ANZ EasyTransact.



#### Important Information

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