



GUIDE TO UPDATING ENERGY SUPER DETAILS TO BRIGHTER SUPER DETAILS IN XERO

As part of the transition of Energy Super to Brighter Super, the Energy Super Unique Superannuation Identifier (USI) will change to Brighter Super's USI.

If you don't update these details in Xero your employees' super payments will fail.

Fund name	USI (from Wednesday 14 September 2022)
Brighter Super	QLG0001AU

The information below shows how you can update these details in Xero. This will ensure that the payroll platform has the correct super details.

1 Add Brighter Super

You need to add Brighter Super to your Payroll settings, and update the link to the employee's membership. You can update this by following the below steps:

1. Click the organisation name from the top left of the page, then select Settings
2. On the right hand side, click Payroll settings, then select the Superannuation tab
3. Click Add Superannuation Fund from the top right of the page, then enter Brighter Super's details.
4. Select Add.

2 Mark Energy Super as inactive

Xero suggests marking the old fund as inactive, so it isn't used moving forward.

This can be done by finding Energy Super in the list, and by clicking the menu icon on the right hand side. Then select Mark as Inactive.

3 Update employee information

You'll then need to update any relevant employees with the new details in their Employment tab. To do this:

1. Click the Payroll menu, then select Employees, and click on the employee's name
2. Select the Employment tab, and click into the existing superannuation line
3. From the Fund drop-down, select Brighter Super, and check that the Employee Number is correct
4. Select OK, then click Save. Repeat for each employee as needed.

Please don't add an additional super line, simply overwrite the old version of the fund to ensure all outstanding accruals are updated retrospectively. Once this has been done, you should then be able to include these accruals in a new Auto Super batch for processing.

More information

You can find more information about reassigning an employee's super fund on the Xero website.



[Superannuation funds for future or past payments](#)



[Set up superannuation](#)



[Enter super memberships for employees](#)



[Inactivate or delete a super fund](#)