

# Online SMSF Audit



## **Training Manual For SMSF Accountants**

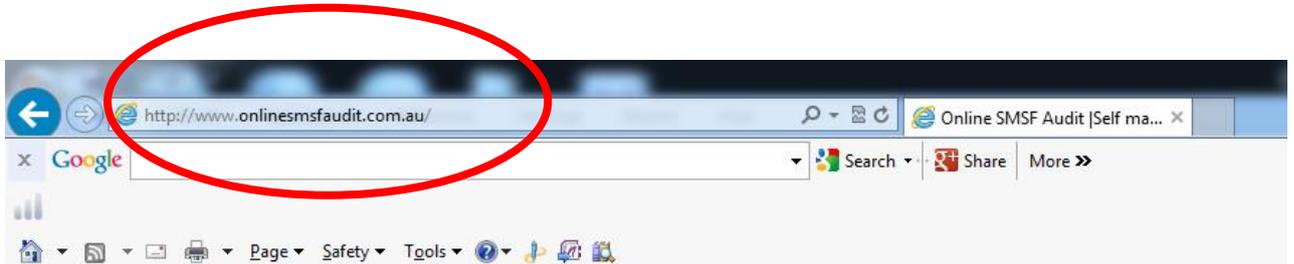
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## Accessing the System



1. To visit the website, please type [www.onlinesmsfaudit.com.au](http://www.onlinesmsfaudit.com.au) into your browser.



2. Your auditor should have issued you access details (username and password) to access the system. If you have not received these access details contact your auditor now. Once you have logged on you can change your password.
3. Once you are logged on, you will be taken to a Document Manager page. This is the main interface where you can provide documentations, view the progress of audits, upload documents, address any query and obtain reports.

## Change Access Details

You can change/update your password by following these steps.

1. On 'Document Manager' page, click on 'Change My Details' icon on top left hand side corner. This will take you to 'Change Details' page.

**Document Manager**

Change My Details
 Manage Associates
 Add Fund
 Import Funds
 Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	Add Trustee	2013	In Progress(2014) 9-4%	2014		16/10/2014	Query

- On 'Change Details' page, click on 'Change Password' link. This opens up a pop-up window 'Change Password'.

**Change Details**

Back To Doc Manager
 Change Password

Title:

First Name:\*

Last Name:\*

FirmName:\*

Address 1:\*

Address 2:

Suburb:\*  (Please type in few characters and then select suburb from the list.)

State:\*

Postal Code:\*

Phone Number:

Mobile Number:

Fax Number:

E-mail:\*

Confirm Email:\*

Fields with an \* are compulsory

Update

Cancel

- Change your password by entering 'Current Password', 'New Password' and 'Confirm Password' fields and click on 'Update' to update your password.

**Change Password**

Current Password:\*

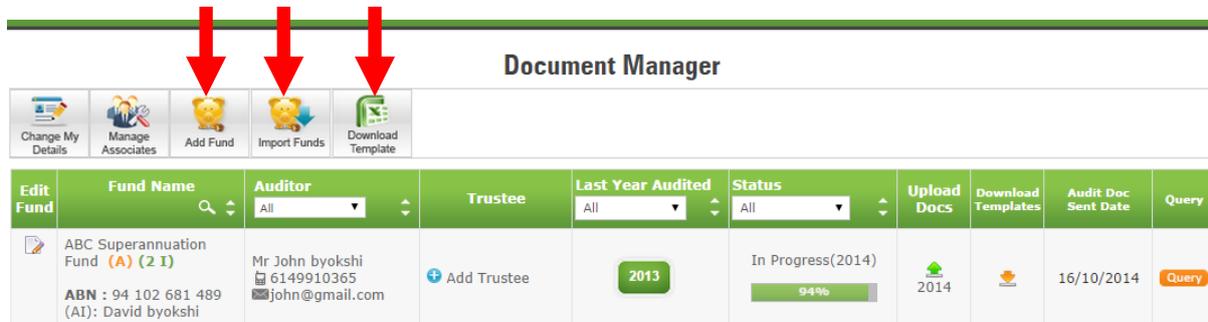
New Password:\*

Confirm Password:\*

Update
 Close

## Adding a SMSF

You can add individual SMSFs or you can complete the SMSF details form and upload the form for multiple SMSFs. Trustees can only access funds that have been allocated to them.



The screenshot shows the 'Document Manager' interface. At the top, there are five navigation buttons: 'Change My Details', 'Manage Associates', 'Add Fund', 'Import Funds', and 'Download Template'. Three red arrows point to the 'Add Fund', 'Import Funds', and 'Download Template' buttons. Below the navigation bar is a table with the following columns: 'Edit Fund', 'Fund Name', 'Auditor', 'Trustee', 'Last Year Audited', 'Status', 'Upload Docs', 'Download Templates', 'Audit Doc Sent Date', and 'Query'. The table contains one row of data for 'ABC Superannuation Fund (A) (2 I)'.

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	Add Trustee	2013	In Progress(2014) 94%	2014		16/10/2014	

1. On 'Document Manager' page, click on 'Add Fund'. This will take you to 'Add A Fund' page.
2. On 'Add A Fund' page, fill the details of SMSF, select Associate and Trustee.
  - If you want to add one fund, click on 'Add'.
  - If you want to add more than one fund, click on 'Add Another'.
  - Repeat above Step as required.
3. If you want to add multiple SMSFs in one go, download excel template.
  - Open 'SMSF Details' worksheet of the excel template and enter data of the funds which are needed to be imported.
  - Save the fund details excel sheet on your computer.
  - Open the website [www.onlinesmsfaudit.com.au](http://www.onlinesmsfaudit.com.au)
  - Log-in with your credentials
  - On the Document Manager page, click on 'Import Funds' to go to "Import Funds from XLS" page

## Import Funds From XLS

### Steps to import funds from Microsoft excel file

1. Click on 'Browse' or 'Choose File' button below and select the XLS file that has funds you want to import.
2. Click on 'Import' button to import super fund details.  
(Fund will be added to the system, if there are no errors in fund details.)  
(Fund will not be added to the system, if there are any errors in fund details.)  
On the Import Details Page, you will be presented with
  - List of funds that were imported successfully
  - List of funds not imported along with error details
3. Make corrections to the fund data that are in error, if any.
4. Repeat steps 1,2 and 3 as required.

Please select XLS file to Import :  No file chosen



- Click on 'Choose File' button and browse & select the excel file containing fund details and follow instructions on the page
- Click on the 'Import' icon.

## Add Trustee

You will need to create access details for trustees to enable them to access the system. Trustees can access the system to upload audit documents and view the progress of the audit and download reports or documentation. To add a trustee, click on 'Add Trustee' which will take you to 'Add Trustee Details' window.

## Document Manager

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	Add Trustee	2013	In Progress(2014) 94%	2014		16/10/2014	

Trustees are able to change their access details once it has been issued to them and they log onto the system. You can also update trustee details as they change.

## Locating a Fund

All funds will be displayed under the document manager page. You are only able to view the funds that your auditor has allocated to you. Where there have been a number of funds allocated to you, you can use the filtering option to find a particular fund.

To search for a fund:

1. Click on the search button in the Fund Name, Fund ABN column and this will open a search window.

Document Manager									
Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I)	Mr John byokshi 6149910365 john@gmail.com		2013	In Progress(2014) 94%	2014		16/10/2014	

2. Select the option you want to search by either fund name or ABN or any selections from the drop down list.

**Search Fund**

You can search funds with a single or multiple criterias

**By Name :**

**By ABN :**

**By Fund members :**

**By # of members in the fund :**

**By Type of Trustee of the fund :**

**By Associate In-charge :**



3. Click on Go button.
4. To undo the filter and show all funds, click on the Reset Filters Button

**Document Manager**

Change My Details | Manage Associates | Add Fund | Import Funds | Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) 94%	2014		16/10/2014	Query

Total : 1

All A T



## Uploading Documents

1. To upload documents, On 'Document Manager' page click on 'Upload Doc.' icon  against the fund for which you would like to upload the documents. You will be directed to 'Document Upload' page.

**Document Manager**

Change My Details | Manage Associates | Add Fund | Import Funds | Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) 94%	2014		16/10/2014	Query



## 2. To upload SMSF permanent documents:

**ABC Superannuation Fund**

Back To Doc Manager

Auditor :  Phone :  Email :

Click Email to notify the Partner, Auditor and Staff that the documents of the fund are uploaded and the fund is ready for audit 

By uploading a document or an image to our website, you agree to the terms of use of our website and agree not to uploaded information that can be termed as prohibited content

### Permanent Documents

**1. Upload New Document :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)



ZIP	Title	Description	File Name	Delete
	Trust Deed	Trust Deed	trust deed.d..	

### Audit Evidence For Financial Year 2014

**2. Upload Audit Evidence for financial year ended 30 June 2014 :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)



Title	Description	File Name	Delete
No evidence documents uploaded yet for selected audit year!			

1. Select “Title” of the document from the drop down list ‘Document Name’ under Permanent Documents section. On the second line you can enter your own Description
2. Click on ‘Click here to upload a file’ and select the file to be uploaded or you can simply drag and drop files to upload.
3. Click on ‘Upload’ to upload the permanent document.
4. If you do not find the title of the permanent document in the drop down list, select the last item ‘Other’ and provide the description of the document in the field below the drop down list.
5. Repeat step 2 and 3
6. Repeat until all permanent documents are uploaded – you can drag and drop up to maximum 10 files before you can click on upload button.
7. Once you upload the document – the table below gets populated with documents uploaded by you.

3. To upload audit evidence for the financial year:

**ABC Superannuation Fund**

Back To Doc Manager

Auditor :  Phone :  Email :

Send Email

Click Email to notify the Partner, Auditor and Staff that the documents of the fund are uploaded and the fund is ready for audit

By uploading a document or an image to our website, you agree to the terms of use of our website and agree not to upload information that can be termed as prohibited content

### Permanent Documents

1. Upload New Document :

Document Name :\*  
  
Characters left: 120

Select Document :\*  

→ Drag and drop files here to upload  
(Or Click here to upload a file)

ZIP	Title	Description	File Name	Delete
	Trust Deed	Trust Deed	trust deed.d..	

### Audit Evidence

For Financial Year 2014

2. Upload Audit Evidence for financial year ended 30 June 2014 :

Document Name :\*  
  
Characters left: 120

Select Document :\*  

→ Drag and drop files here to upload  
(Or Click here to upload a file)

Title	Description	File Name	Delete
No evidence documents uploaded yet for selected audit year!			

1. Upload Audit Evidence just the same way as uploading Permanent Documents
2. Upload only documents which pertain for that financial year.
3. For further clarification for types of documents we have further sub-divided the document headings as under
  - a. Financial Statements
  - b. Supporting Income & Expenses
  - c. Investments
    - i. Bank Balances
    - ii. Listed Shares & Units & Unlisted Shares & Units
    - iii. Managed Funds and wrap accounts
    - iv. Real Property
    - v. Other Assets

- d. Member Accounts and Pension Documents
  - e. Fund Administration
  - f. Other If you do not find the title of the “Audit Evidence” document in the drop down list, select the last item ‘Other’ and provide the description of the document in the field below the drop down list.
4. If you upload documents separately, e.g. Westpac dividend separately to BHP dividends Click on ‘Click here to upload a file’ and select the file to be uploaded OR you can simply drag and drop files to upload.

4. To Upload data from accounting software:

**Permanent Documents** ?

**1. Upload New Document :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)

Upload

ZIP	Title	Description	File Name	Delete
📄	Trust Deed	Trust Deed	trust deed.d..	✖

Total : 1

**Audit Evidence** ? For Financial Year 2014

**2. Upload Audit Evidence for financial year ended 30 June 2014 :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)

Upload

Title	Description	File Name	Delete
No evidence documents uploaded yet for selected audit year!			

**3. Upload Fund's Accounting Data File** ?

Which Accounting Package are you using for the Data File ?

Select

Characters left: 120

Data File From Accounting Package :

→ Drag and drop file here to upload  
(Or Click here to upload a file)

Upload

1. Select the Accounting package that you are using to administer your SMSF.
2. Click on ‘Click here to upload a file’ button and select the data file to be uploaded OR you can simply drag and drop file to upload.
3. Click on ‘Upload’ button to upload the data file.

## Notification to Auditor that Documents have been uploaded



Click on **Send Email** after uploading required documents. An email will be sent to Auditor informing him about the completion of documents upload and fund is ready for audit.

### ABC Superannuation Fund

Back To Doc Manager

Auditor :  Phone :  Email :

Click Email to notify the Partner, Auditor and Staff that the documents of the fund are uploaded and the fund is ready for audit

Send Email

By uploading a document or an image to our website, you agree to the terms of use of our website and agree not to uploaded information that can be termed as prohibited content

#### Permanent Documents ?

**1. Upload New Document :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload

(Or Click here to upload a file)

#### Audit Evidence ? For Financial Year 2014

**2. Upload Audit Evidence for financial year ended 30 June 2014 :**

Document Name :\*

Select

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload

(Or Click here to upload a file)

## Download Documents in ZIP File

1. To download documents, On 'Document Manager' page click on 'Upload Doc.' icon against the fund for which you would like to download the documents. You will be directed to Document Upload page.

### Document Manager

Change My Details
 Manage Associates
 Add Fund
 Import Funds
 Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) <div style="width: 94%; background-color: #27ae60; height: 10px; margin: 2px;"></div> 94%	2014		16/10/2014	Query

2. To download SMSF permanent documents and audit evidence, Click on  icon to download all the documents in one go.

**ABC Superannuation Fund**

---

 Back To Doc Manager

Auditor :  Phone :  Email :

 Send Email

Click Email to notify the Partner, Auditor and Staff that the documents of the fund are uploaded and the fund is ready for audit

By uploading a document or an image to our website, you agree to the terms of use of our website and agree not to upload information that can be termed as prohibited content

**Permanent Documents** 

**1. Upload New Document :**

Document Name :\*

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)

 Upload

	Title	Description	File Name	Delete
	Trust Deed	Trust Deed	trust deed.d..	✖

Total : 1

**Audit Evidence**  For Financial Year 2014

**2. Upload Audit Evidence for financial year ended 30 June 2014 :**

Document Name :\*

Characters left: 120

Select Document :\*

→ Drag and drop files here to upload  
(Or Click here to upload a file)

 Upload

	Title	Description	File Name	Delete
	Signed Auditor Engagement letter	Signed Auditor Engagement..	engagement l..	✖

## Manage Associates

You will need to create access details for Associates to enable them to access the system. Associates can access the system to upload audit documents and view the progress of the audit and download reports or documentation. To add an Associate, click on 'Manage Associates', which will take you to 'Manage Associates' page.

**Document Manager**

---

 Change My Details  Manage Associates  Add Fund  Import Funds  Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) 94%	2014		16/10/2014	

Associates are able to change their access details once it has been issued to them and they log onto the system.

**Manage Associates**




**Associates :**  
Below are the Associates attached to this account.  
Click [here](#) to learn on what an associate can do on this website.

First Name	Last Name	Email ID	Edit	Delete
David	byokshi	david@abc.com		
David	byoski	david@gmail.com		
Total : 2				



## Progress of Audit

You can see progress of super fund audit as % complete in 'Status' column on 'Document Manager' page.

**Document Manager**







Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	 Add Trustee	2013	In Progress(2014) <div style="width: 94%;"><div style="width: 94%;"></div></div>	2014		16/10/2014	

## Auditor's Query

On 'Document Manager' page, an orange coloured query icon  will appear in 'Query' column for a super fund when a query is raised by an auditor for a super fund.

**Document Manager**







Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	 Add Trustee	2013	In Progress(2014) <div style="width: 94%;"><div style="width: 94%;"></div></div>	2014			

Once you respond to the query, the query icon colour will change to green indicating that you have responded to the queries raised by the auditor.

## Responding to Auditor's Query

1. You can respond to a query raised by auditor by clicking on **Query** icon on 'Document Manager's page.

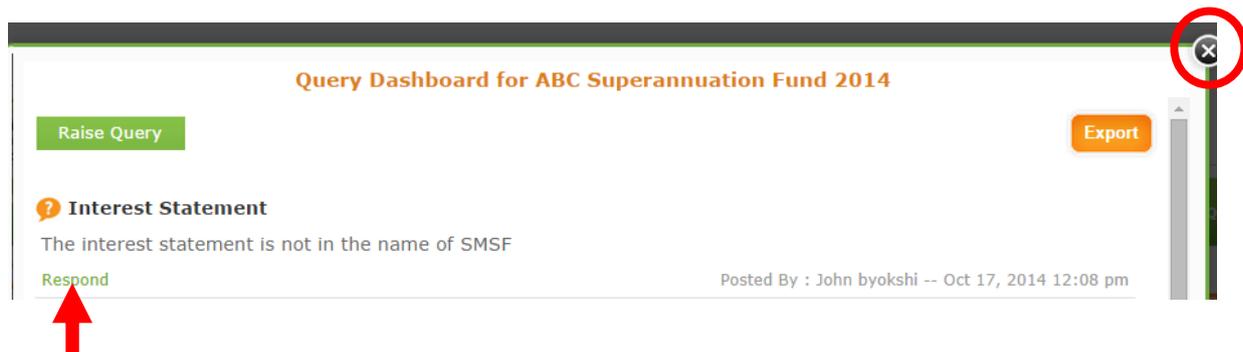


**Document Manager**

Change My Details | Manage Associates | Add Fund | Import Funds | Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) 94%	2014			<b>Query</b>

2. Query dashboard for the super fund pops-up.

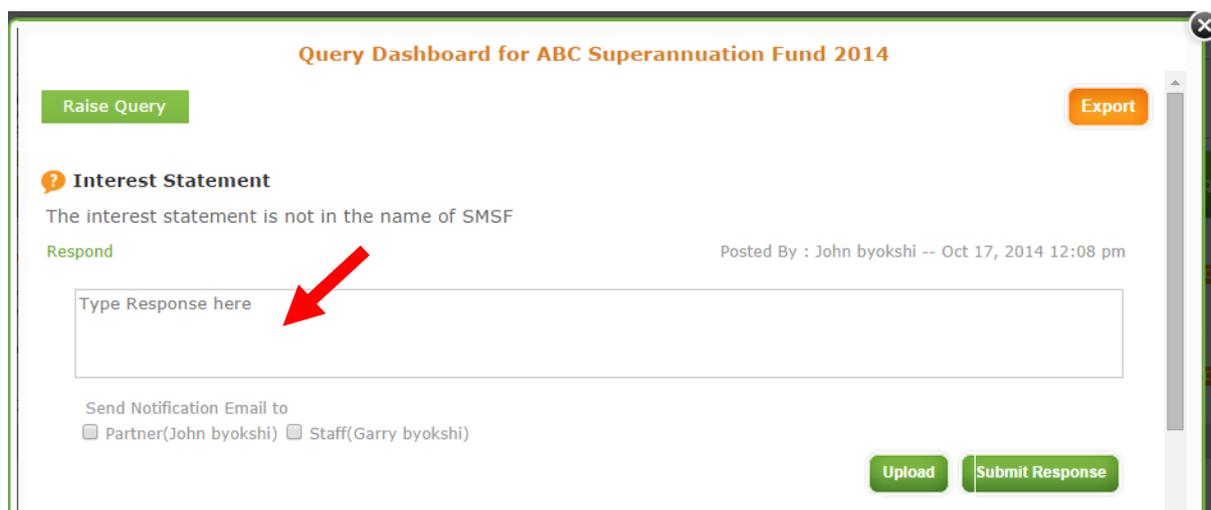


**Query Dashboard for ABC Superannuation Fund 2014**

Raise Query | Export

**Interest Statement**  
The interest statement is not in the name of SMSF  
Respond | Posted By : John byokshi -- Oct 17, 2014 12:08 pm

3. Click on 'Respond' to answer the query.



**Query Dashboard for ABC Superannuation Fund 2014**

Raise Query | Export

**Interest Statement**  
The interest statement is not in the name of SMSF  
Respond | Posted By : John byokshi -- Oct 17, 2014 12:08 pm

Type Response here

Send Notification Email to  
 Partner(John byokshi)  Staff(Garry byokshi)

Upload | Submit Response

- i. Type your response in the response area provided and click ‘Submit Response’.
- ii. To upload documents, to be included in response to the query, Click on ‘Upload’.

**Query Dashboard for ABC Superannuation Fund 2014**

**Raise Query** **Export**

**Interest Statement**  
The interest statement is not in the name of SMSF

Respond Posted By : John byokshi -- Oct 17, 2014 12:08 pm

Type Response here

Send Notification Email to  
 Partner(John byokshi)  Staff(Garry byokshi)

**Upload** **Submit Response**

- iii. Select a document name from drop down list.

**Query Dashboard for ABC Superannuation Fund 2014**

**Raise Query** **Export**

**Interest Statement**  
The interest statement is not in the name of SMSF

Respond Posted By : John byokshi -- Oct 17, 2014 12:08 pm

Type Response here

Send Notification Email to  
 Partner(John byokshi)  Staff(Garry byokshi)

Document Name : \* Select

Select Document : \* **Choose Files**  chosen

Also Upload in Audit Evidence document

**Upload** **Submit Response**

- iv. Click on ‘Choose Files’ to select file to be uploaded. Select the box to upload the document under Audit Evidence and click on ‘Upload Document’.
- v. Please note that to send an email out to the auditor you need to click on check box.
- vi. Click on ‘Submit Response’ to respond to the query raised by auditor.

vii. Click on the 'x' at the top of the dashboard to close the queries dashboard and return to document manager page.

viii. The query button should now be green.

**Document Manager**

---

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) <div style="width: 94%; background-color: #4CAF50; height: 10px; margin: 2px 0;"></div> 94%	2014	↓	17/10/2014	Query

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## Accessing Previous Year Audit Working Papers

1. On 'Document Manager' page click the year in Last Year Audited column against your fund name to go to 'Last Year Audits' page.

**Document Manager**

---

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) ABN : 94 102 681 489 (AI): David byokshi	Mr John byokshi 6149910365 john@gmail.com	+ Add Trustee	2013	In Progress(2014) <div style="width: 94%; background-color: #4CAF50; height: 10px; margin: 2px 0;"></div> 94%	2014	↓		Query

2. To download Permanent Documents: On 'Last Year Audits' page, click on 'Permanent Document' link and proceed to step 4 onwards.

**Last Year Audits**

---

Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Accounting Data File	Audit Reports	Invoice #	Upload Document
2013	↓	↓	↓		2013

3. To Download Audit Evidence, Audit Reports and Invoice: On 'Last Year Audits' page, click on download link below the Audit Evidence, Audit Reports and Invoice column.

## Last Year Audits



Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Accounting Data File	Audit Reports	Invoice #	Upload Document
2013					 2013

4. A pop-up window will appear with the list of documents for the fund.

**Download Audit Evidence**

Fund Name: ABC Superannuation Fund

Audit for financial year ended June 2013

List of Audit Evidence

Select All

<input type="checkbox"/>	1	Financial statements and reports for year under audit	Financial statements and reports for year under audit	64688_old.pdf	
--------------------------	---	---	---	---------------	---

You can download, print or email all or selected documents.

1. To Download a document - click on  and save file to your computer.  
2. To send email, click on the check box to select document, enter email id and click on 'SEND' button.

Email ID:

 Send Email  Close

5. If you want to keep a copy of these documents Click on the check box to select the relevant document(s) required - To email the document(s) to yourself Or someone else, enter the email id to which the document(s) need to be sent and click on 'Send Email'. An email will be sent to the email id entered with selected document(s) attached.
6. To download and view the document(s), click on  icon in the row of the document that you would like to download.
7. To download documents of previous year and then signing those documents and uploading them in the previous year, click the upload button

## Last Year Audits



Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Accounting Data File	Audit Reports	Invoice #	Upload Document
2013					 2013

The same upload documents screen comes up – and uploading documents procedure is the same as mentioned above - BUT note that this time you are uploading documents in the year where the audit is already complete.

**ABC Superannuation Fund**

---



**Auditor :**       **Phone :**       **Email :**

**Audit Year :**



Send Email

Click Email to notify the Partner, Auditor and Staff that the documents of the fund are uploaded and the fund is ready for audit

By uploading a document or an image to our website, you agree to the terms of use of our website and agree not to upload information that can be termed as prohibited content.

**Permanent Documents** ?

**1. Upload New Document :**

**Document Name :\***

Select

Characters left: 120

**Select Document :\***

→ Drag and drop files here to upload

(Or Click here to upload a file)



Upload

ZIP	Title	Description	File Name
	Trust Deed	Trust Deed 	trust deed.d..

**Audit Evidence** ? For Financial Year 2013

**2. Upload Audit Evidence for financial year ended 30 June 2013 :**

**Document Name :\***

Select

Characters left: 120

**Select Document :\***

→ Drag and drop files here to upload

(Or Click here to upload a file)



Upload

ZIP	Title	Description	File Name
	Financial statements	Financial	

## Download Templates

You can download below mentioned documents with a click on  icon.

**Document Manager**

---

 Change My Details
  Manage Associates
  Add Fund
  Import Funds
  Download Template

Edit Fund	Fund Name	Auditor	Trustee	Last Year Audited	Status	Upload Docs	Download Templates	Audit Doc Sent Date	Query
	ABC Superannuation Fund (A) (2 I) <small>ABN : 94 102 681 489 (AI): David byokshi</small>	Mr John byokshi 6149910365 john@gmail.com	 Add Trustee	2013	In Progress(2014) <div style="width: 80%; background-color: #4CAF50; height: 10px; margin: 2px auto;"></div> 94%	 2014		17/10/2014	 Query

And the following window will open up

**Download Templates**

**Fund Name:** ABC Superannuation Fund

Select All

<input type="checkbox"/>	1	Ethical Letter	
<input type="checkbox"/>	2	Trustee Representation Letter	
<input type="checkbox"/>	3	Over 65 years Contribution Declaration Letter	
<input type="checkbox"/>	4	Bank Confirmation Letter	
<input type="checkbox"/>	5	Audit Engagement Letter	
<input type="checkbox"/>	6	Investment Strategy	
<input type="checkbox"/>	7	Letter for Insurance confirmation	

You can download, print or email all or selected documents.

1. To Download a document - click on and save file to your computer.
2. To send email, click on the check box to select document, enter email id and click on 'SEND' button.

**Email ID:**

To download any template or email it to anyone, follow the procedure mentioned above. After signing the template, ensure that you upload the document in the correct year, which can be either be previous year where the audit is completed or the current year where the audit is being conducted.

## Support/ Feedback



We are available to help at every step of the process. We provide live support via our website through the live chat button and you can also call us on the number given below live chat button.

To initiate live chat, please click on the live chat button. You can chat with the support operator during weekdays from 9am to 5.30pm. You can also forward your queries or request for any assistance to [sales@onlinesmsfaudit.com.au](mailto:sales@onlinesmsfaudit.com.au). We will endeavour to respond to your email within a day.

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