

Online SMSF Audit



Training Manual

For SMSF Trustees

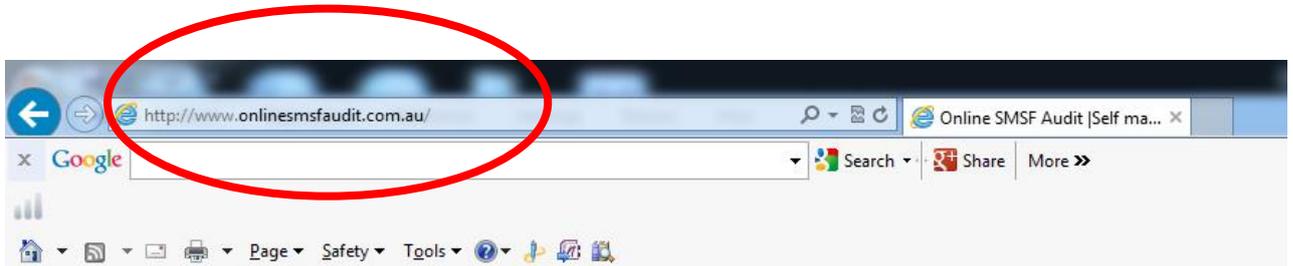
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Accessing the System



1. To visit the website, please type www.onlinesmsfaudit.com.au into your browser.



2. Your auditor or accountant should have issued you access details (username and password) to access the system. If you have not received these access details contact your auditor or accountant 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.
4. Once you log in you land on "Document Manager" page.

Change Access Details

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

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

Document Manager

[Change Details](#)

Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) <div style="width: 13%; background-color: #ccc; height: 10px; margin-top: 2px;"></div> 13%			14/03/2014	

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

Change Details

[Back To Document Manager](#)

First Name:*

Last Name:*

E-mail:*

Confirm Email:*

Fields with an * are compulsory

[Change Password](#)

[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:*

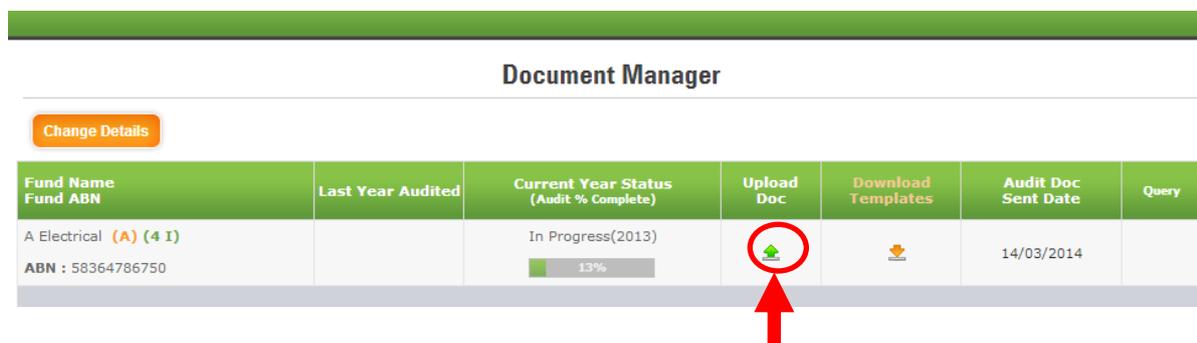
Confirm Password:*

[Update](#) [Close](#)

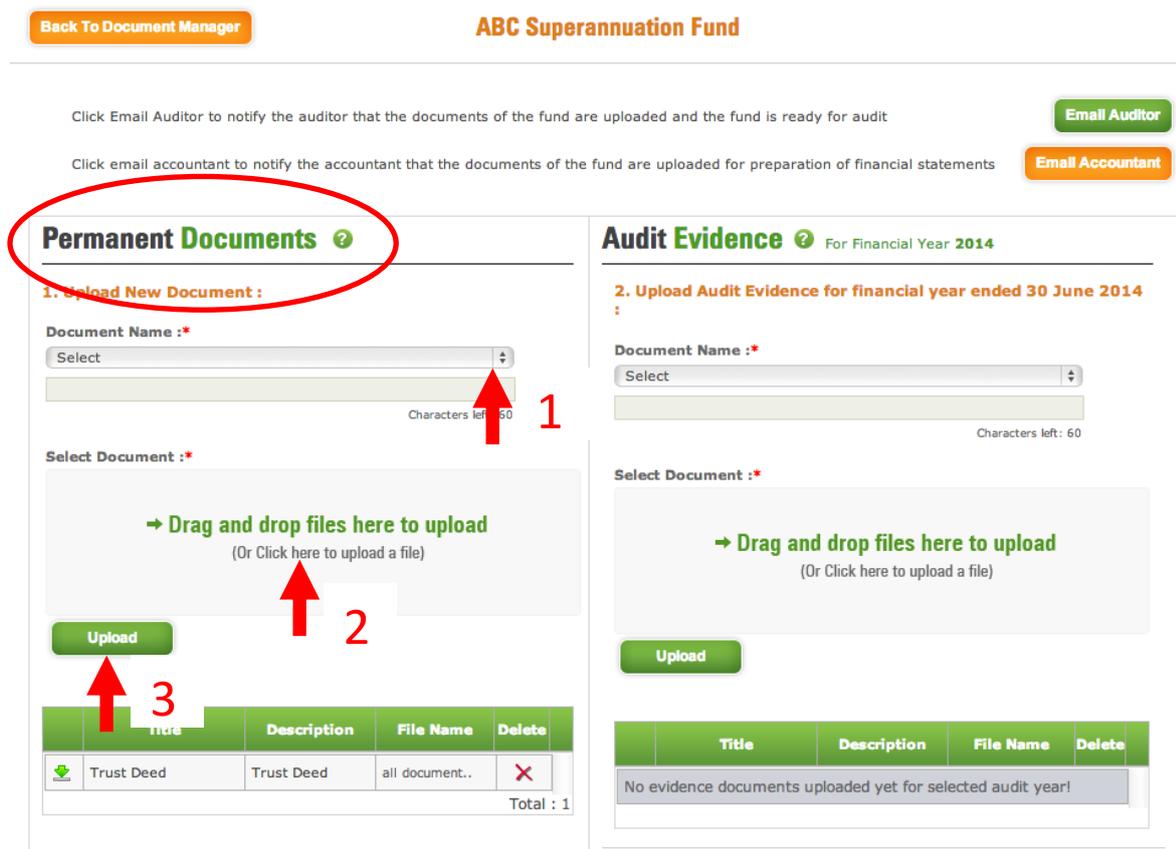
trustee@trustee.com.au

Uploading Documents

1. To upload documents, On 'Document Manager' page click on 'Upload Doc.' icon  You will be directed to document upload page.



2. To upload SMSF permanent documents:



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:

Back To Document Manager
ABC Superannuation Fund

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

Click email accountant to notify the accountant that the documents of the fund are uploaded for preparation of financial statements

Email Auditor
Email Accountant

Permanent Documents ?

1. Upload New Document :

Document Name :*

Select

Characters left: 60

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	all document..	X

Total : 1

Audit Evidence ? For Financial Year 2014

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

Document Name :*

Select

Characters left: 60

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!				

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:

→ Drag and drop files here to upload

(Or Click here to upload a file)

Upload

	Title	Description	File Name	Delete
↓	Trust Deed	Trust Deed	all document..	✕
Total : 1				

→ 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: 6

Data File From Accounting Package :

→ Drag and drop file here to upload

(Or Click here to upload a file)

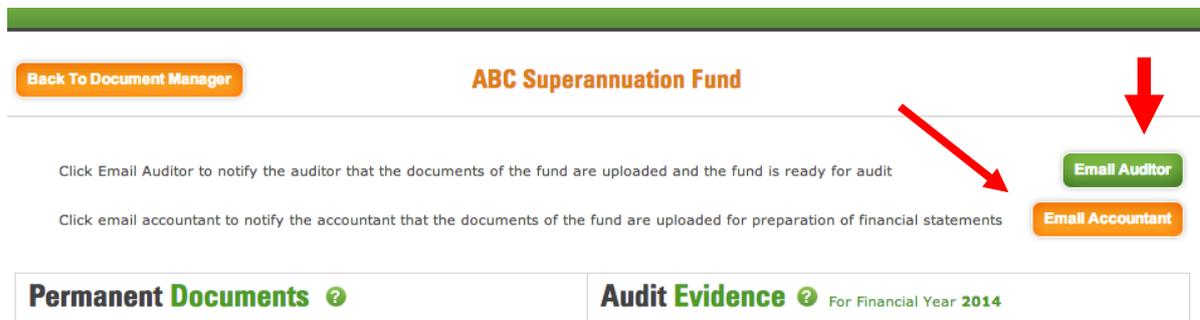
Upload

	Title	Description	File Name	Delete
	BGL_SimpleFund	BGL_SimpleFund	RAINBIRD.ZIP	✕

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/Accountant that Documents have been uploaded

Click on 'Email Auditor' or 'Email Accountant' after uploading required documents. An email will be sent to Auditor/Accountant informing them about the completion of documents upload.



Back To Document Manager

ABC Superannuation Fund

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

Click email accountant to notify the accountant that the documents of the fund are uploaded for preparation of financial statements

Email Auditor

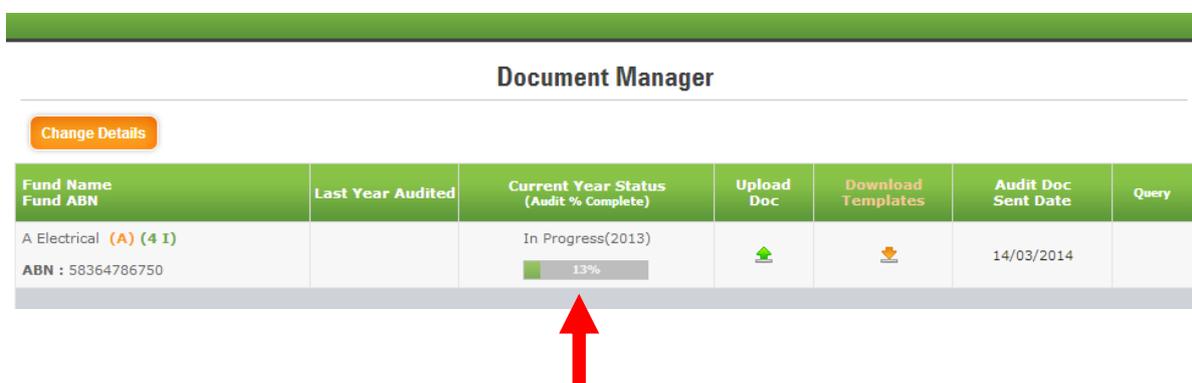
Email Accountant

Permanent Documents ?

Audit Evidence ? For Financial Year 2014

Progress of Audit

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



Document Manager

Change Details

Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) 13%			14/03/2014	

Auditor's Query

When the auditor needs some more information or a document from you, he will raise a query from his end. Once he raises a query for you, you can see on the 'Document Manager' page, a red coloured query icon  will appear in 'Query' column.

Document Manager						
Change Details						
Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) <div style="width: 13%; background-color: #76923c; height: 10px; margin-bottom: 2px;"></div> 13%			14/03/2014	Query



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 Details						
Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) <div style="width: 13%; background-color: #76923c; height: 10px; margin-bottom: 2px;"></div> 13%			14/03/2014	Query



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

Query Dashboard for A Electrical 2013

[Raise Query](#) [Export](#)

Dividend Statements
Dividend is not supported with dividend statements

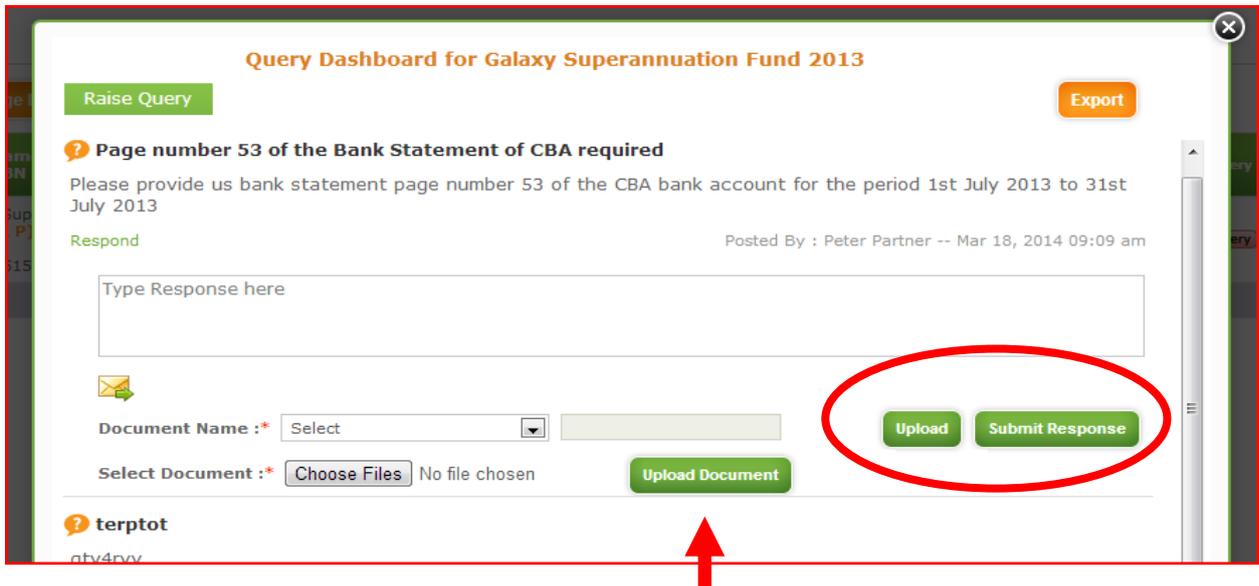
[Respond](#) Posted By : Ernest Hemingway -- Mar 17, 2014 10:35 am



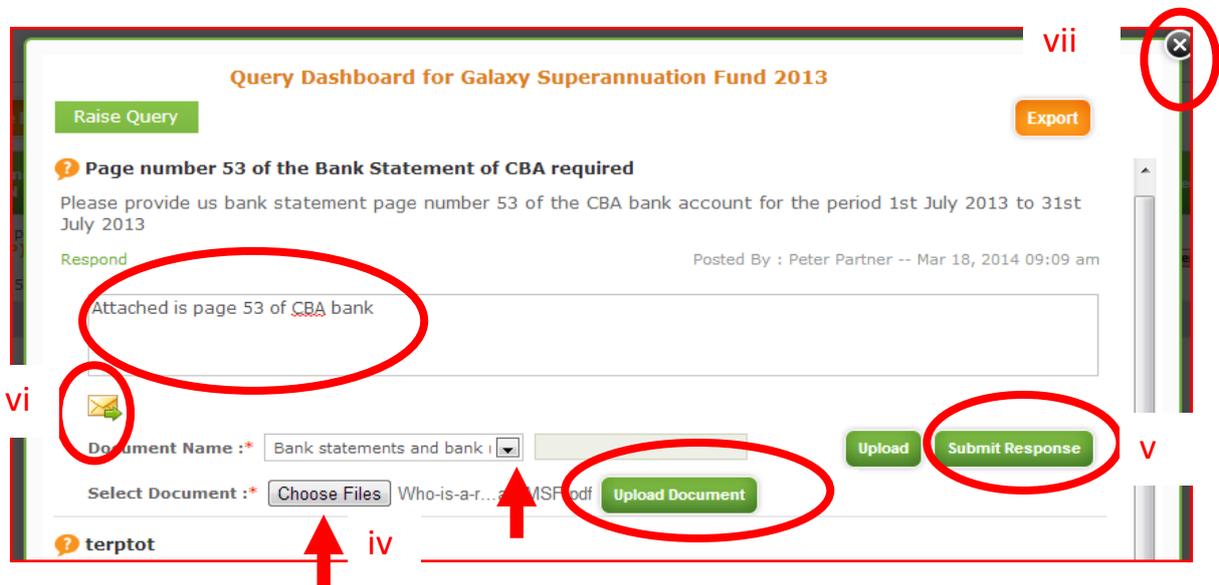

3. To answer to the query – click on the Respond text above. To enter your response in the Response text area.



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



iii. Select a document name from drop down list.



iv. Click on 'Choose Files' to select file to be uploaded and click on 'Upload Document'.

v. Click on 'Submit Response' to respond to the query raised by auditor.

vi. Please note that to send and email out to the auditor you need to click this  button.

vii. Once you have 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						
Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) 13%			14/03/2014	

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Accessing Previous Year Audit Working Papers

Your accountant may ask you to download some documents for the fund which has been audited and upload some of these documents of previous year after your signature

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

Change Details

Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
ABC Superannuation Fund (A) (2 1) ABN : 52 352 200 338	2013	In Progress(2014) 50%			13/03/2014	Query

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



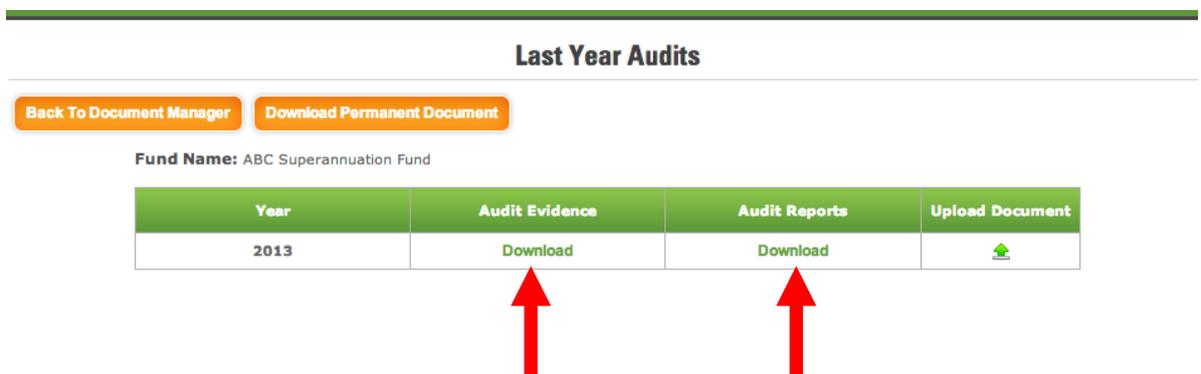
Last Year Audits

Back To Document Manager Download Permanent Document

Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Audit Reports	Upload Document
2013	Download	Download	

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



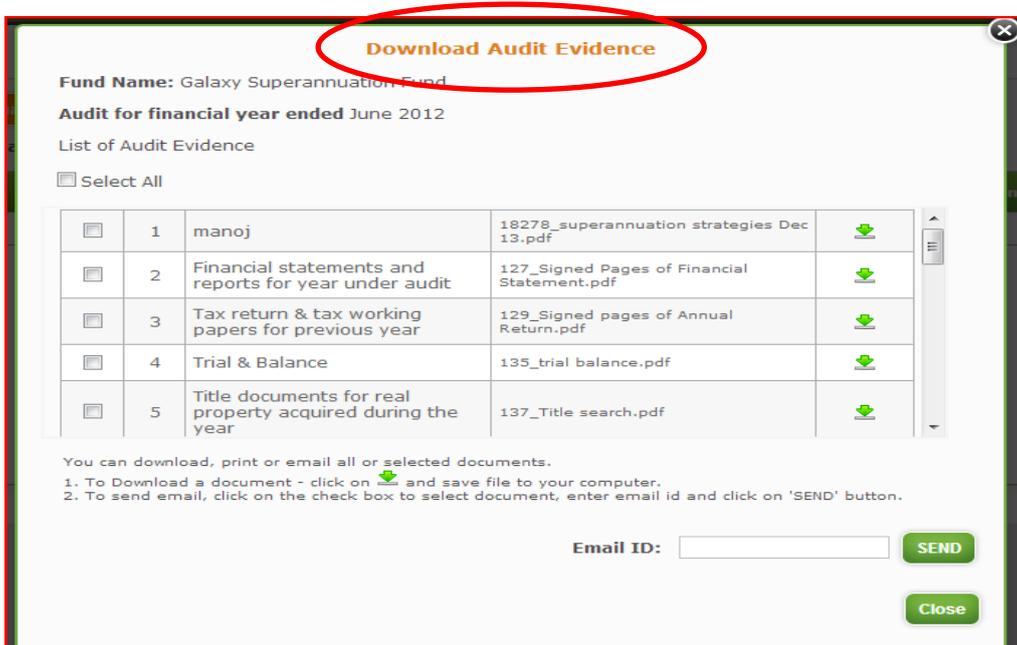
Last Year Audits

Back To Document Manager Download Permanent Document

Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Audit Reports	Upload Document
2013	Download	Download	

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



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'. 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. Your accountant / auditor may also request you to download some templates and upload them in last year audits. To download a template click from the Document manager

Document Manager

[Change Details](#)

Fund Name Fund ABN	Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Query
A Electrical (A) (4 I) ABN : 58364786750		In Progress(2013) <div style="width: 13%; background-color: #ccc; height: 10px; margin-top: 2px;"></div> 13%			14/03/2014	



And the following window will open up

Document Manager

Download Templates

Fund Name: Galaxy Superannuation Fund

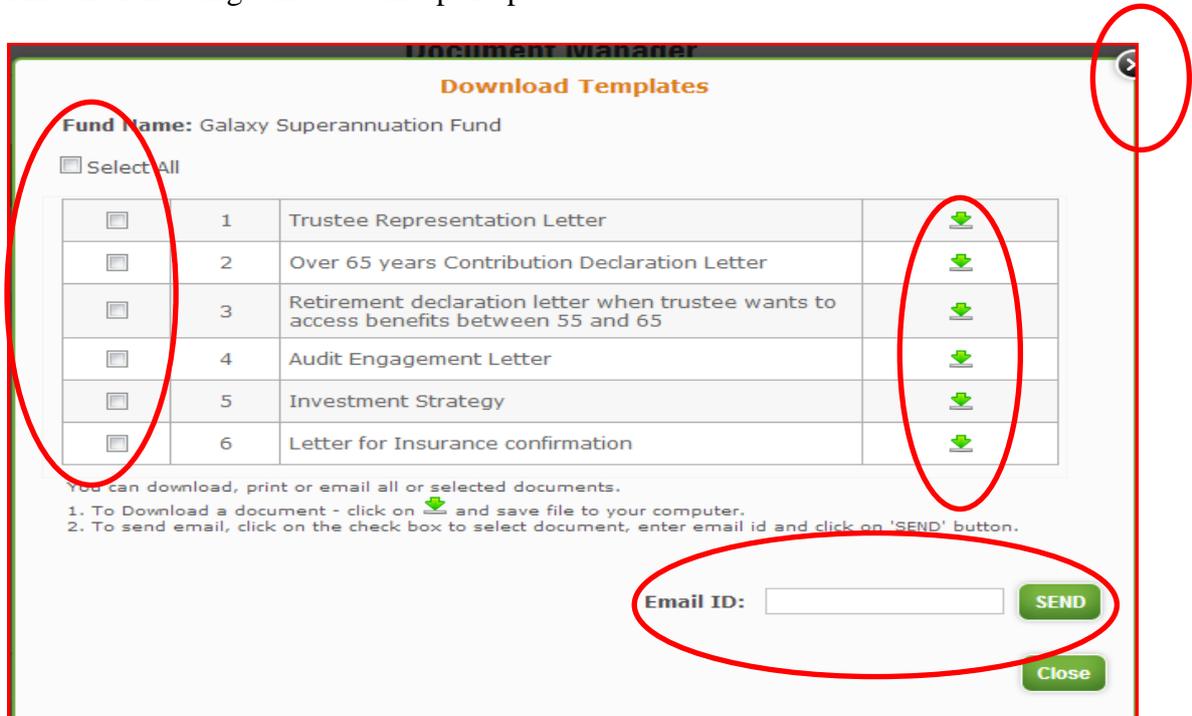
Select All

<input type="checkbox"/>	1	Trustee Representation Letter	
<input type="checkbox"/>	2	Over 65 years Contribution Declaration Letter	
<input type="checkbox"/>	3	Retirement declaration letter when trustee wants to access benefits between 55 and 65	
<input type="checkbox"/>	4	Audit Engagement Letter	
<input type="checkbox"/>	5	Investment Strategy	
<input type="checkbox"/>	6	Letter for Insurance confirmation	

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

- To Download a document - click on and save file to your computer.
- 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. Some templates need to be uploaded every year, please be guided by your accountant or auditor.

8. 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

[Back To Document Manager](#) [Download Permanent Document](#)

Fund Name: ABC Superannuation Fund

Year	Audit Evidence	Audit Reports	Upload Document
2013	Download	Download	



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

[Back To Audit Report](#) **Galaxy Superannuation Fund**

Audit Year :

Click Email Auditor to notify the auditor that the documents of the fund are uploaded and the fund is ready for audit [Email Auditor](#)

Click email accountant to notify the accountant that the documents of the fund are uploaded for preparation of financial statements [Email Accountant](#)

Permanent Documents [?](#)

1. Upload New Document :

Document Name :*

Characters left: 60

Select Document :*
 → Drag and drop files here to upload
 (Or Click here to upload a file)

[Upload](#)

Audit Evidence [?](#) For Financial Year 2012

2. Upload Audit Evidence for financial year ended 30 June 2012 :

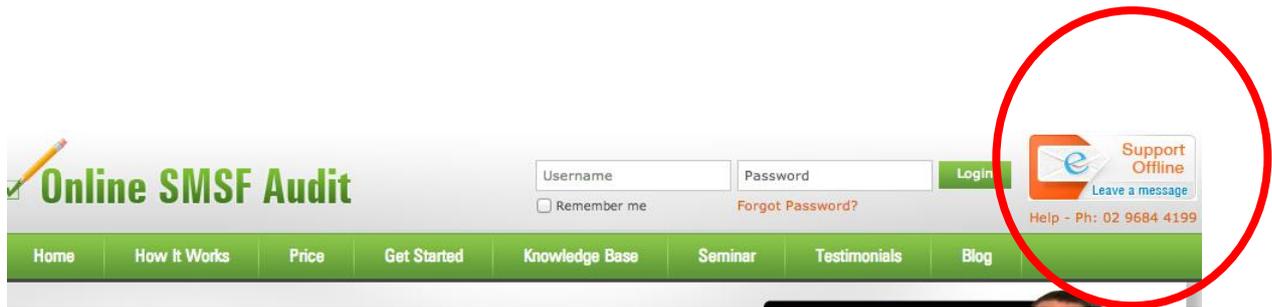
Document Name :*

Characters left: 60

Select Document :*
 → Drag and drop files here to upload
 (Or Click here to upload a file)

[Upload](#)

Support/ Feedback



We are available to help at every step of the process. We assist auditors with using the program and also on any technical SMSF audit concepts. 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. We will endeavour to respond to your email within a day.

Ver 1.3 18th March 2014