Online SMSF Audit

Training Manual

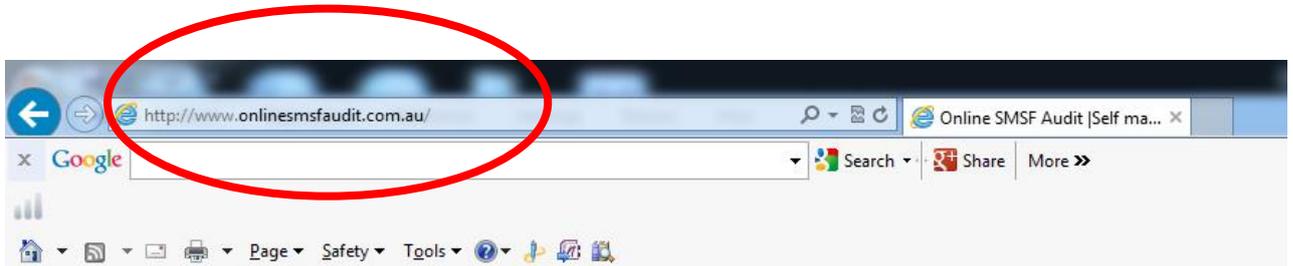**For SMSF Trustees**

Contents

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.

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

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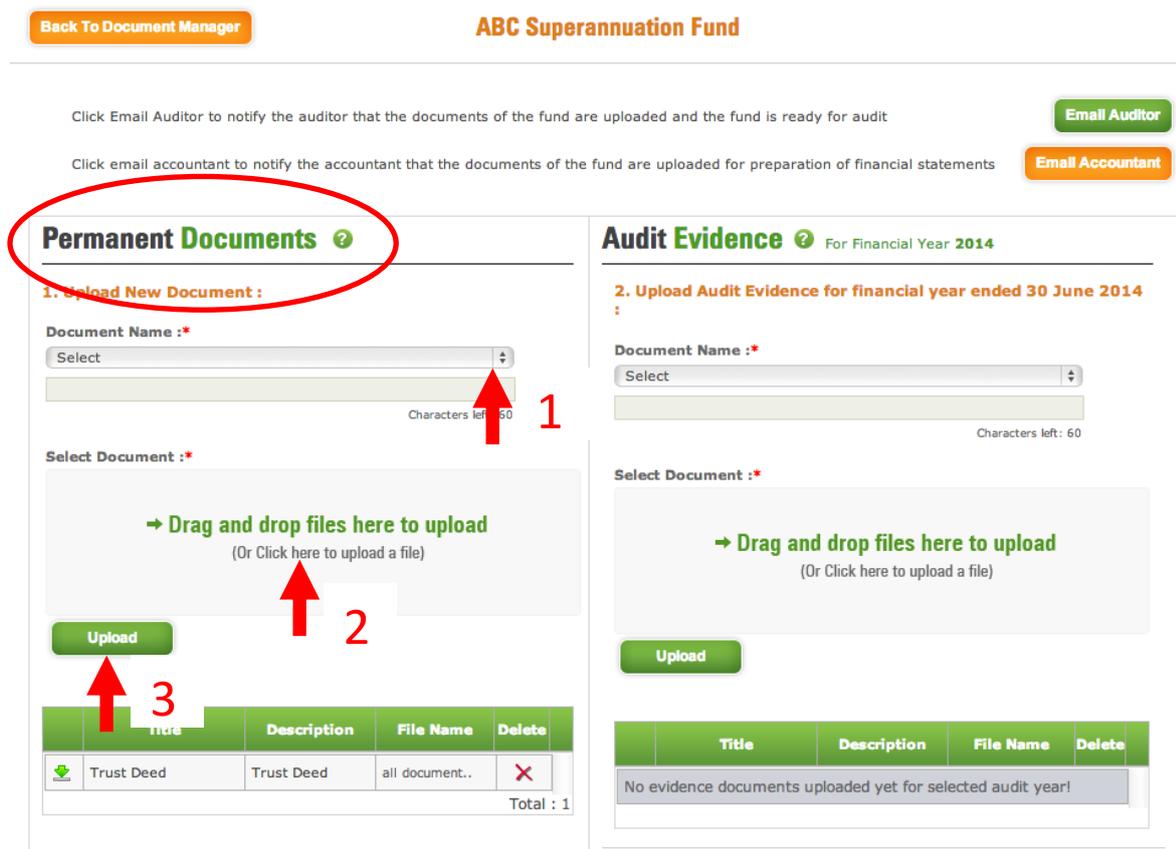
Uploading Documents

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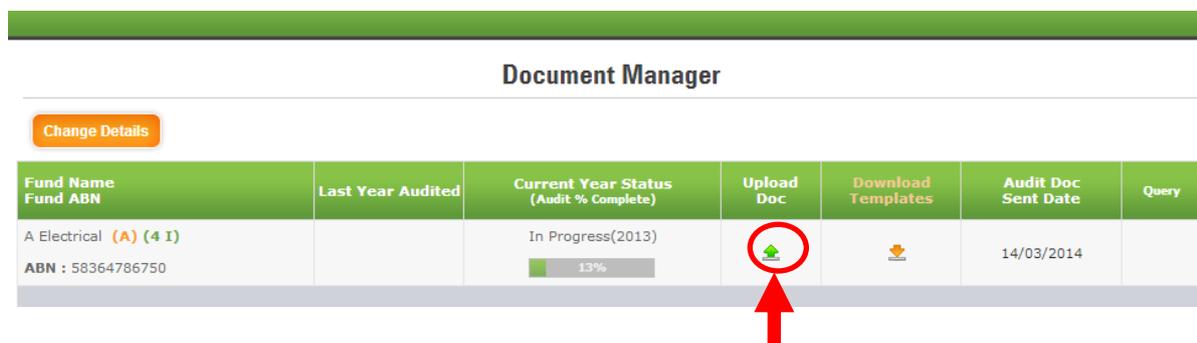
2. To upload SMSF permanent documents:

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 maximum10 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:

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:

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.
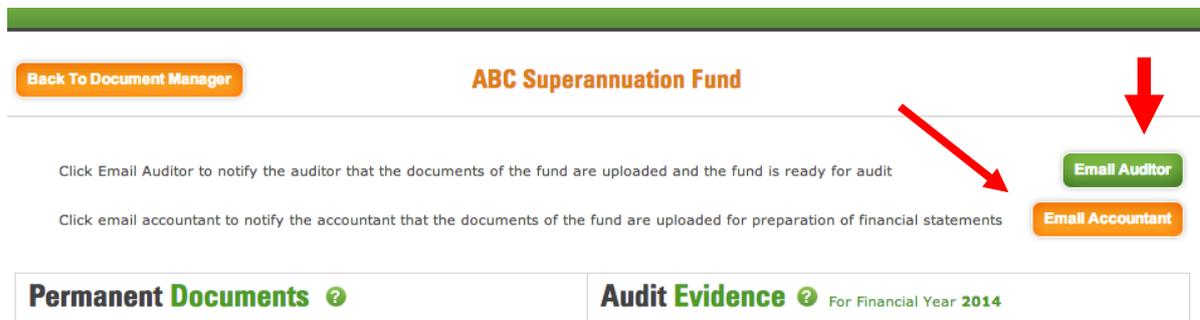
Progress of Audit

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

Auditor's Query

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

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.

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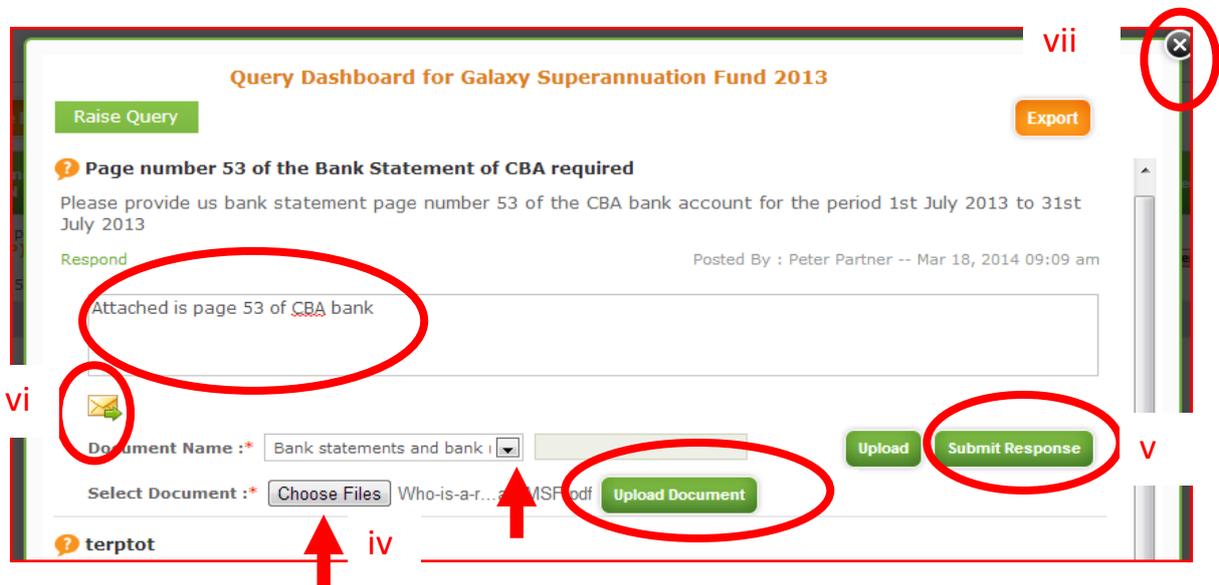

3. To answer to the query – click on the Respond text above. To enter your response in the Response text area.

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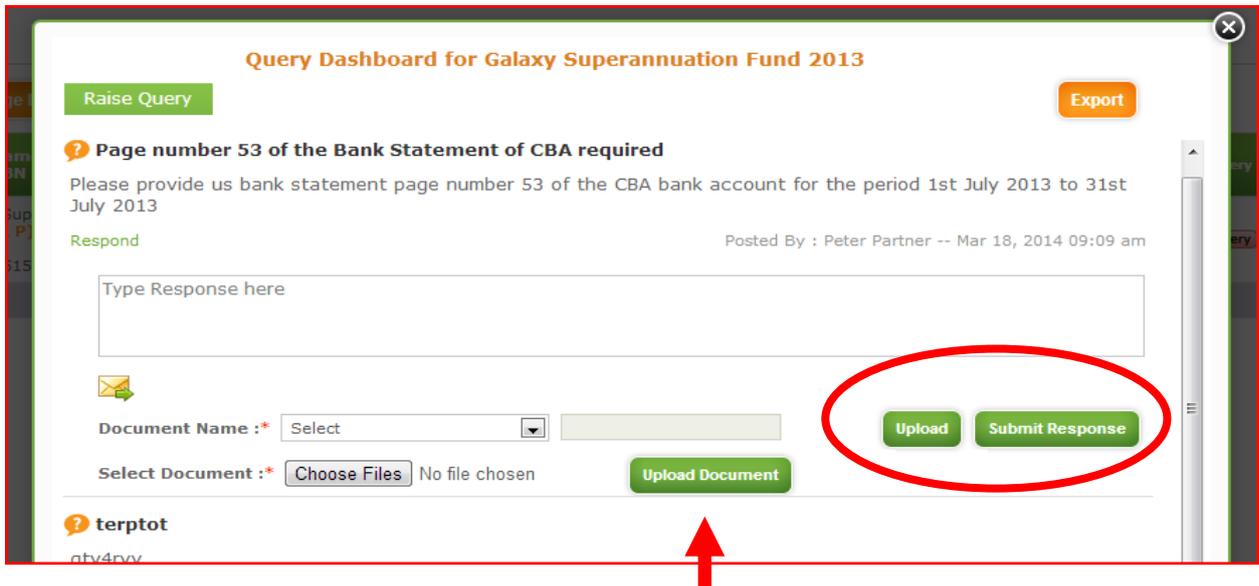
iii. Select a document name from drop down list.

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.

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.

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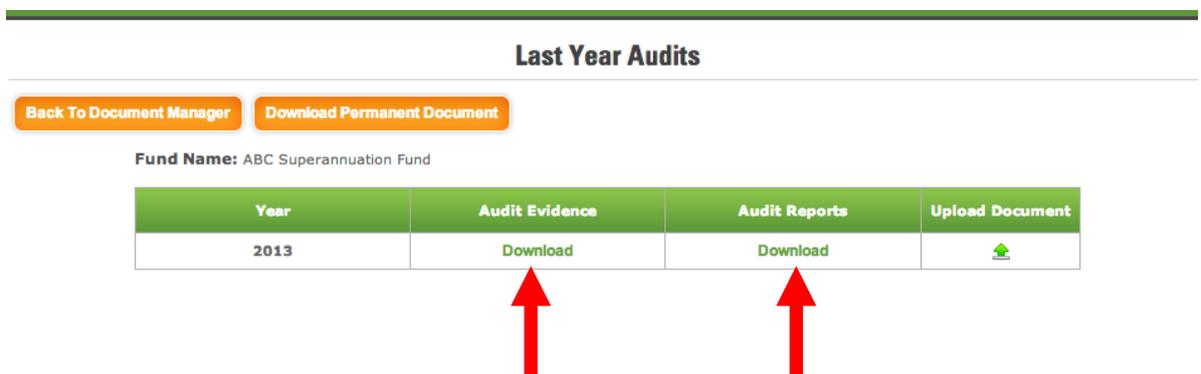

3. To Download Audit Evidence and Audit Reports On 'Last Year Audits' page, click on download link below the Audit Evidence and Audit Reports column.

4. A pop-up window will appear with the list of documents for the fund.
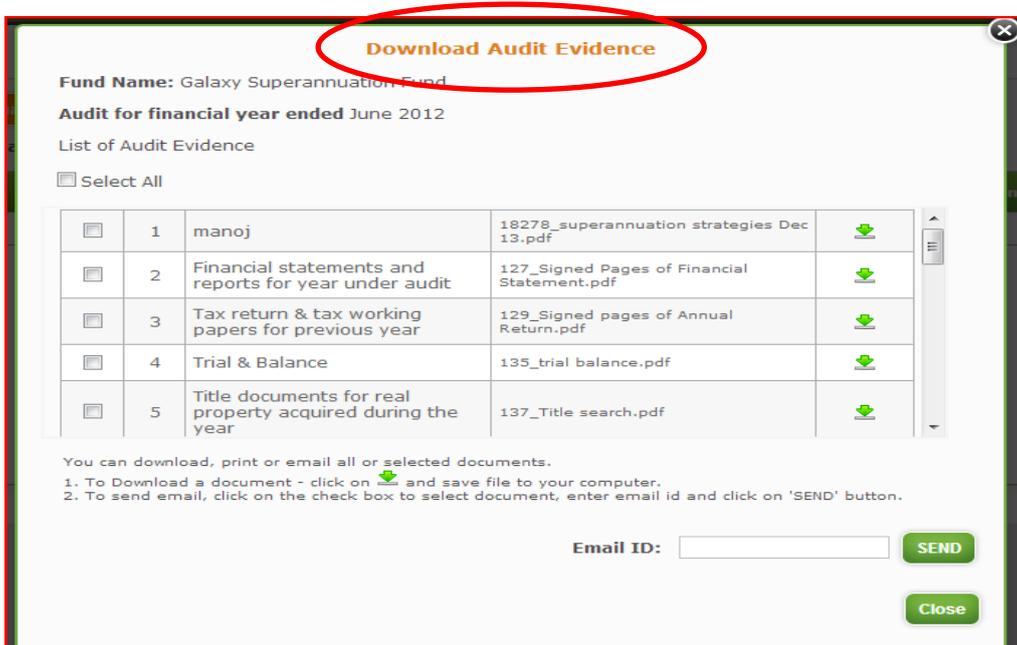
5. If you want to keep a copy of these documents Click on the check box to select the relevant document(s) required - To email the document(s) to yourself of someone else, enter the email id to which the document(s) need to be sent and click on 'Send'. An email will be sent to the email id entered with 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) 13%	⬆	⬇	14/03/2014	

And the following window will open up

Document Manager

Download Templates

Fund Name: Galaxy Superannuation Fund

☐ Select All

☐	1	Trustee Representation Letter	⬇
☐	2	Over 65 years Contribution Declaration Letter	⬇
☐	3	Retirement declaration letter when trustee wants to access benefits between 55 and 65	⬇
☐	4	Audit Engagement Letter	⬇
☐	5	Investment Strategy	⬇
☐	6	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: [＿＿＿＿＿] **SEND**

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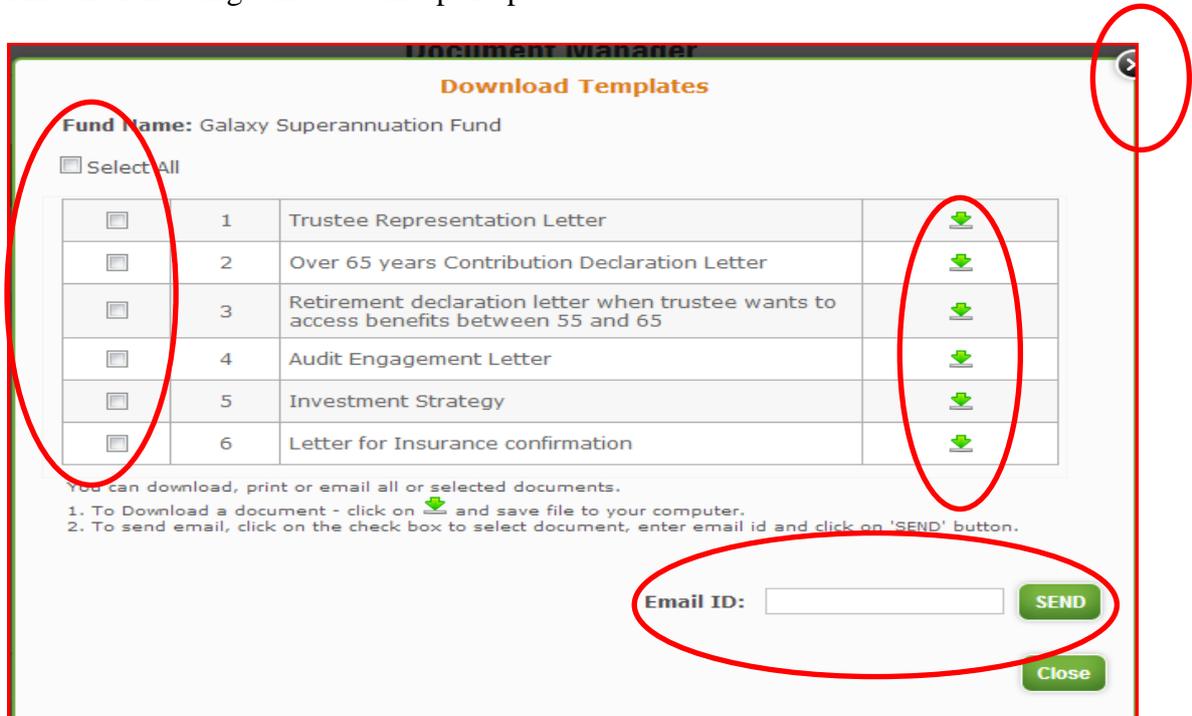
To download any template or email it to anyone, follow the procedure mentioned above. After singing the template, ensure that you upload the document in the correct year, which can be either be previous year where the audit is completed or the current year where the audit is being conducted. Some templates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

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

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