Online SMSF Audit



Training Manual

For SMSF Trustees

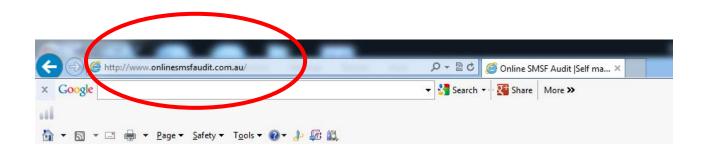
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Contents

Accessing the System	3
Change Access Details	3
Uploading Documents for current year	5
Notification to Auditor/Accountant that Documents have been uploaded	8
Progress of Audit	8
Auditor's Query	8
Responding to Auditor's Query	9
Accessing & Downloading Previous Years Documents	12
Support/ Feedback	16

Accessing the System



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

√ 0nli	ine SMSF	Audit		Username Remember me	Passw Forgot	ord Password?	Login	Support Offline Leave a message Help - Ph: 02 9684 4199
Home	How It Works	Price	Get Started	Knowledge Base	Seminar	Testimonials	Blog	

- 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)	٠	<u>*</u>	14/03/2014		

2. 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:*	Ila					
Last Name:*	Rose					
E-mail:*	ila@test.com					
Confirm Email:*	ila@test.com					
Fields with an * are compu	ilsory					
Change Password						
						
	Update Cancel					

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

Ch	ange Password
Current Password:* New Password:* Confirm Password:*	
trustee@trustee.com.au	Update Close

Uploading Documents

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

ange Details	
Name Last Year Audited Curro	ent Year Status Upload Download Audit Doc dit % Complete) Doc Templates Sent Date Q
ctrical (A) (4 I) In F	Progress(2013)
	•
To upload SMSF permanent document	ts:
- o optione attaine provident accounter	
k To Document Manager ABC Sup	erannuation Fund
Click Email Auditor to notify the auditor that the documents of the fun	d are uploaded and the fund is ready for audit
Click Email Auditor to notify the auditor that the documents of the fun Click email accountant to notify the accountant that the documents of	
Click email accountant to notify the accountant that the documents of	the fund are uploaded for preparation of financial statements
Click email accountant to notify the accountant that the documents of armanent Documents 📀	the fund are uploaded for preparation of financial statements Email Accountant Audit Evidence ② For Financial Year 2014
Click email accountant to notify the accountant that the documents of manent Documents of the second	the fund are uploaded for preparation of financial statements
Click email accountant to notify the accountant that the documents of manent Documents pload New Document : cument Name :*	the fund are uploaded for preparation of financial statements Email Accountant Audit Evidence ② For Financial Year 2014 2. Upload Audit Evidence for financial year ended 30 June 2014
Click email accountant to notify the accountant that the documents of manent Documents of the second	the fund are uploaded for preparation of financial statements Email Accountant Audit Evidence For Financial Year 2014 Upload Audit Evidence for financial year ended 30 June 2014
Click email accountant to notify the accountant that the documents of manent Documents pload New Document : cument Name :*	the fund are uploaded for preparation of financial statements Email Accountant Audit Evidence @ For Financial Year 2014 2. Upload Audit Evidence for financial year ended 30 June 2014 bocument Name :* Select
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Click email accountant to notify the accountant that the documents of the accountant the accountan	The fund are uploaded for preparation of financial statements
Click email accountant to notify the accountant that the documents of the accountant that the document the accountant the accountant that the document the accountant	The fund are uploaded for preparation of financial statements

- 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:

ted for preparation of financial statements Email Account idence @ For Financial year 2014 Audit Evidence for financial year ended 30 June 2014 Name :* Characters left: 60 ument :*
Audit Evidence for Emancial year ended 30 June 2014 Name :* Characters left: 60
Name :*
¢ Characters left: 60
¢ Characters left: 60
Characters left: 60
iment :*
ument :*
· · · · · ·
Drag and drop files here to upload
(Or Click here to upload a file)
Title Description File Name Delete
ce documents uploaded yet for selected audit year!
a

- 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 he (Or Click here to uplo				→ Dra	g and drop files h (Or Click here to uplo		
Upload					Upload			
Title	Description	File Name	Delete		Title	Description	File Name	Delete
Trust Deed	Trust Deed	all document	X Total : 1	No e	vidence docume	ents uploaded yet for s	elected audit year!	
				Data		inting Package :	Characters left: 6	
				Data		nting Package : g and drop file he (Or Click here to uploa		1
					Upload	1		
					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.

ack To Document Manager	ABC Superannuation Fund
Click Email Auditor to notify the auditor that the documents Click email accountant to notify the accountant that the doc	s of the fund are uploaded and the fund is ready for audit Email Auditor cuments of the fund are uploaded for preparation of financial statements 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)		<u>*</u>	14/03/2014	
		1				

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.

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)		In Progress(2013)	<u>+</u>	<u>*</u>	14/03/2014	Query
ABN : 58364786750		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)	٠	<u>*</u>	14/03/2014	Query		
						-		

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.

Query Dashboard fo	or Galaxy Superannuation Fund 2013 Export
Page number 53 of the Bank Staten	nent of CBA required
Please provide us bank statement page n uly 2013	umber 53 of the CBA bank account for the period 1st July 2013 to 31st
Respond	Posted By : Peter Partner Mar 18, 2014 09:09 am
Type Responsere	
	Upload Submit Response

- 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.

Raise Query	Export
Page number 53	of the Bank Statement of CBA required
Please provide us ba July 2013	nk statement page number 53 of the CBA bank account for the period 1st July 2013 to 31st
Respond	Posted By : Peter Partner Mar 18, 2014 09:09 am
Type Response h	ere
Document Name :	* Select Upload Submit Response
Document Name : Select Document	

iii. Select a document name from drop down list.

Raise Query	Export
Page number 53 o	of the Bank Statement of CBA required
Please provide us banl July 2013	k statement page number 53 of the CBA bank account for the period 1st July 2013 to 31st
Respond	Posted By : Peter Partner Mar 18, 2014 09:09 am
Attached is page 53	3 of <u>CBA</u> bank
	Bank statements and bank I
Document Name :*	Bank statements and bank it will

- 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 \bowtie 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.

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)		In Progress(2013)		<u>*</u>	14/03/2014	Query
ABN : 58364786750		13%	-	<u> </u>	14/03/2014	query
					viii	

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 Manag	jer			
Change Details	C Las Year Audited	Current Year Status	Upload	Download	Audit Doc	Query
Fund ABN		(Audit % Complete)	Doc	Templates	Sent Date	Query
ABC Superannuation	\frown	In Progress(2014)				

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

Back To Document Manager Download Permanent Document
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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.

Back To Document Manager Download Permanent Document Fund Name: ABC Superannuation Fund Year Audit Evidence Audit Reports Upload Document 2013 Download 2 1	Fund Name: ABC Superannuation Fund Year Audit Evidence Audit Reports Upload Document		Last Year Audits							
Year Audit Evidence Audit Reports Upload Document	Year Audit Evidence Audit Reports Upload Document	Back To Docu	ment Manager Download Permaner	nt Document						
			Fund Name: ABC Superannuation Fu	ind						
2013 Download Download 🚖	2013 Download Download 🚖		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.

st of . Sele		Evidence		
	1	manoj	18278_superannuation strategies Dec 13.pdf	<u>₹</u>
	2	Financial statements and reports for year under audit	127_Signed Pages of Financial Statement.pdf	2
	з	Tax return & tax working papers for previous year	129_Signed pages of Annual Return.pdf	<u>.</u>
	4	Trial & Balance	135_trial balance.pdf	•
	5	Title documents for real property acquired during the year	137_Title search.pdf	<u>•</u> .
. то р	ownloa	oad, print or email all or selected doo d a document - click on ᆇ and save nail, click on the check box to select c		ID' button.

	Download Audit Reports								
	Audit for financial year ended June 2012								
L	List of Reports								
	Select Al		\frown						
		1	Independent Auditor's Report NAT 11466						
		2	Trustee Representation Letter to Auditor						
		3	Audit Engagement Letter						
		4	Auditor's Management Letter to Trustee(s)						
		/							
	\smile		_						
	You can dov	wnload, pr	rint or email all or selected documents.						
	1. To Downl	oad a doo	cument - click on 초 and save file to your computer. ck on the check box to select document, enter email id and click on 'SEND' button.						
			Email ID: SEND						
			Close	î.					
			_	1					

- 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 $\stackrel{1}{\sim}$ 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 Manage	r			
Change Details							
nd Name nd ABN		Last Year Audited	Current Year Status (Audit % Complete)	Upload Doc	Download Templates	Audit Doc Sent Date	Que
Electrical (A) (4 I)			In Progress(2013)		*	14/03/2014	
N: 58364786750			13%			1,00,201	
					-		
d the follo	wing wi	indow will open	up				
	U	1	1				\frown
		DUCH	ment Wanader				6
		Do	wnload Templates	6			
Fund Name	e: Galaxy	Superannuation Fu	nd			· · · · ·	
🔲 Select All							T
	1	Trustee Represent	ation Letter			2	
	2	Trustee Representation Letter Image: Contribution Declaration Letter					
		Patiroment dedaration latter when trustee wants to					
	2			tee wants	to .		
	3	access benefits be	tween 55 and 65	tee wants	-	•	
	3 4		tween 55 and 65	tee wants	-	<u>•</u>	
	_	access benefits be	tween 55 and 65 Letter	tee wants	2		
	4	access benefits be Audit Engagement	etween 55 and 65 : Letter gy	tee wants	2	<u>•</u>	
Too can dov	4 5 6 mload, prin	access benefits be Audit Engagement Investment Strate Letter for Insurance to or email all or select	etween 55 and 65 ELetter gy ce confirmation ted documents.		2	<u>•</u>	
Too can dow	4 5 6 mload, prin	access benefits be Audit Engagement Investment Strate Letter for Insurant to remail all or select ment - click on an an	etween 55 and 65 E Letter gy ce confirmation	uter.		•	
Too can dow	4 5 6 mload, prin	access benefits be Audit Engagement Investment Strate Letter for Insurant to remail all or select ment - click on an an	etween 55 and 65 : Letter gy ce confirmation ted documents. d save file to your comp	uter.		•	
Too can dow	4 5 6 mload, prin	access benefits be Audit Engagement Investment Strate Letter for Insurant to remail all or select ment - click on an an	etween 55 and 65 : Letter gy ce confirmation ted documents. d save file to your comp select document, enter e	uter. mail id and		button.	
Too can dow	4 5 6 mload, prin	access benefits be Audit Engagement Investment Strate Letter for Insurant to remail all or select ment - click on an an	etween 55 and 65 : Letter gy ce confirmation ted documents. d save file to your comp	uter. mail id and		•	

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

Last Year Audits							
Back To Documer	nt Manager Download Perma	nent Document					
Fu	Fund Name: ABC Superannuation Fund						
	Year	Audit Evidence	Audit Reports	Upload Document			
	2013	Download	Download	<u></u>			

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 Supe	rannuation Fund
Audit Year : 2012 Click Email Auditor to notify the auditor that the documents of the fund a Click email accountant to notify the accountant that the documents of the	
Permanent Documents @	Audit Evillence 3 For Financial Year 2012
1. Upload New Document : Document Name :* Select	2. Upload Audit Evidence for financial year ended 30 June 2012 : Document Name :* Select
Characters left: 60 Select Document :*	Characters left: 60
→ Drag and drop files here to upload (Or Click here to upload a file)	→ Drag and drop files here to upload (Or Click here to upload a file)
Upload	Upload

Support/ Feedback

1					Support
Online SMSF A	nelit	Username	Password	Login	Offline
	luurt	C Remember me	Forgot Password?		Leave a message Help - Ph: 02 9684 4199

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 <u>sales@onlinesmsfaudit.com.au</u>. We will endeavour to respond to your email within a day.

Ver 1.3 18th March 2014