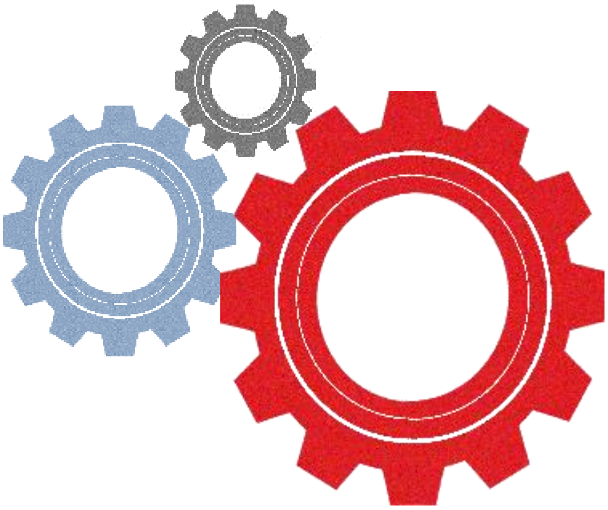
Administration guide



SMSF Engine

Back office SMSF Administration Solutions for Accountants

"Quality SMSF administration support on-line at a fraction of the cost of doing it yourself – it's just a few clicks away with SMSF Engine"

Contents

1 Introduction

1.1 Introduction and overview

SMSF Engine Provides the full suite of SMSF back office services including:

- Accounting and Administration
  - We will process all transactions & Journals and prepare draft accounts, SMSF Annual Return, Trustee Documents and referenced work-papers for review and approval.
- Audit
  - We have contracted the services of Baumgartner to provide Independent Audit Services. The Service can be used as a standalone product but when you bundle your Accounting and Audit together our efficient processes make this extremely cost effective
- Actuarial
  - We have teamed with McGing Actuarial to develop a quick and easy on-line process where you can have your certificate completed and printed in minutes
- Tax Lodgement
  - If you use our accounting services we can act as tax agent for the annual tax lodgement for your funds
- Property Valuations / Title Search
  - We are able to provide title searches and desktop residential property valuations which meet the ATO valuation guidelines.

1.2 How to use this guide

1.2.1 References

1.2.2 Forms

1.2.3 Quick start guide

If you are reasonably familiar with the system you can refer to our quick user guide which outlines the process in a few easy steps

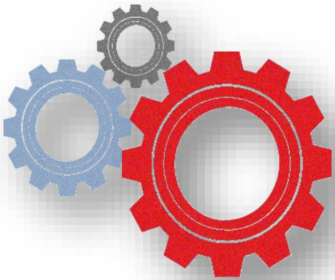
The process

Upload

You upload source Documents and provide access to your fund software data

Process

SMSF Engine will process the data and liase with you to resolve any queries



Review

We provide the Final Draft documents on-line for your review and client approval

2 Before you start

2.1 Information we require

Before you commence a new order:

- Check that all relevant financial and compliance documents have been provided by the trustee (refer our checklist for full details)
- Check that all bank transactions can be identified to enable processing
- Provide all prior year financial reports
- Provide the software data file (where available)
- Complete Order Checklist from SMSF Engine website

2.2 Your responsibilities

- You will need to ensure you provide all available information relating to the fund
- You will need to ensure that source documents are provided
- You will need to ensure that queries are responded to in a reasonable timeframe
- You will need to review the draft financial statements, annual return and associated documents for accuracy

2.3 Our responsibilities

- We will ensure that qualified, experienced accountants work on your funds
- We will notify you as soon as possible where we identify:
    - Any missing documentation
    - Circumstances where the timeframe may not be met
    - Any queries that require a response to enable us to complete the work
    - Any issues that require clarification or confirmation
- We will aim to complete the work within the agreed timeframes
- We will ensure that the work is reviewed prior to being uploaded

3 Orders: General information

3.1 Logging in

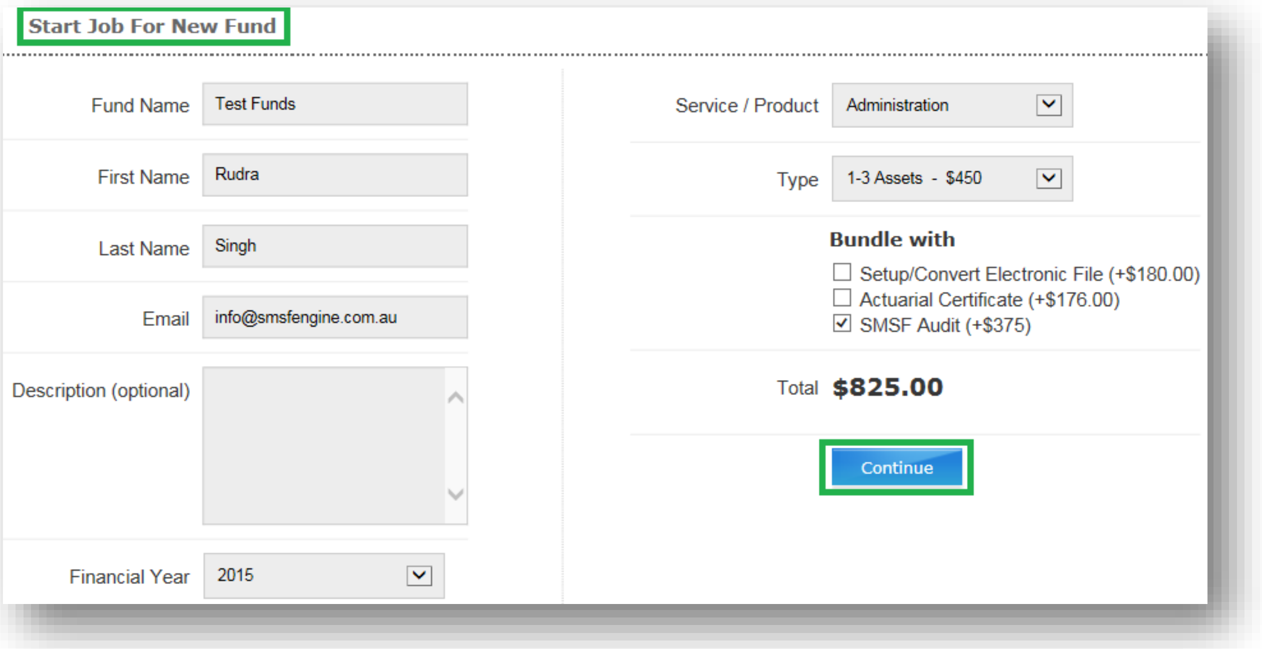
Use your normal NTAA user credentials to log in to SMSF Engine

3.2 Adding, deleting, modifying Orders

3.2.1 Creating a New Order

Input the name of the fund and the contact details for this particular order. This is the email we will use if we need to get back to you to request further information or let you know when documents are available so it's important that it goes to the right person.

Click the + plus sign next to Start a new Job" sign to expand the selection and input the details required



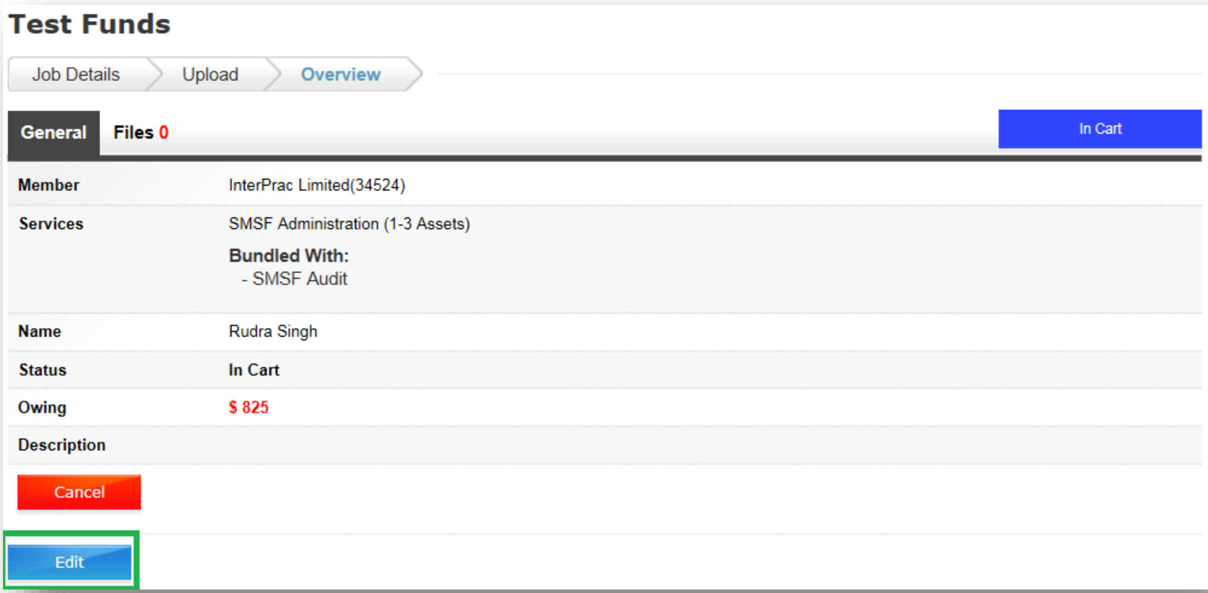
3.2.2 Order History

We maintain basic information on your previous orders. If we administered the file in the prior year you can rollover the details. Files from the previous year will be available to view as well.

3.2.3 Modifying Orders

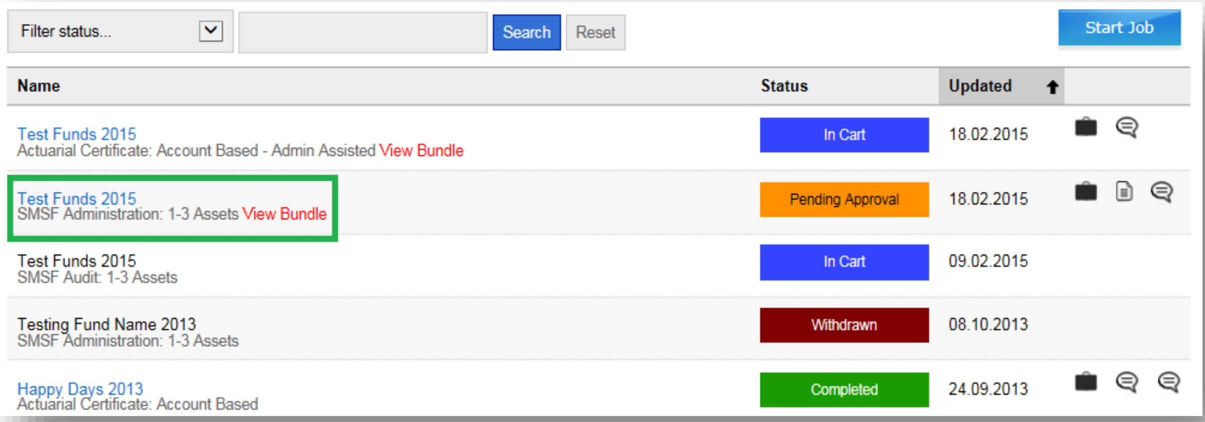
After you have set up an order there are a number of functions you can do. Depending on the type of order and the stage of the process lifecycle you can bundle additional orders (eg add an actuarial certificate) change the order classification, delete an order or update the details

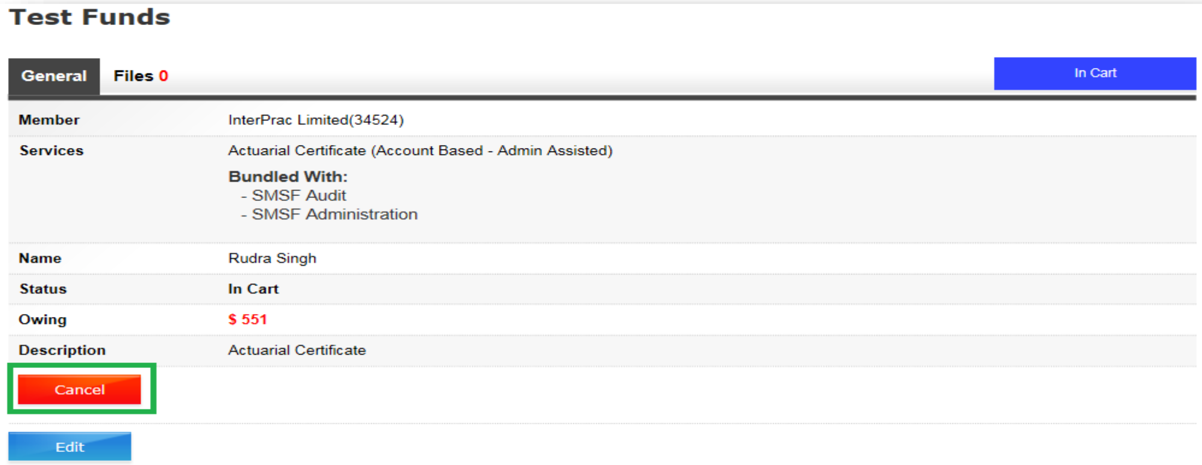
Click on the Edit button>> Edit the required details>> Continue



3.2.3.1 Deleting Orders

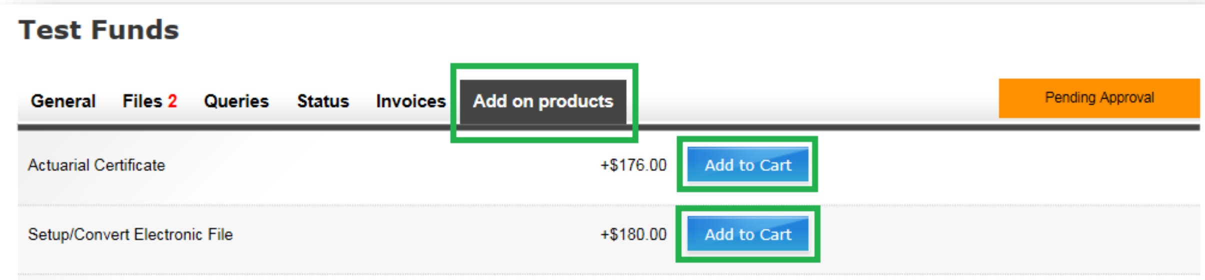
On Main screen double click on the order>> click Cancel.





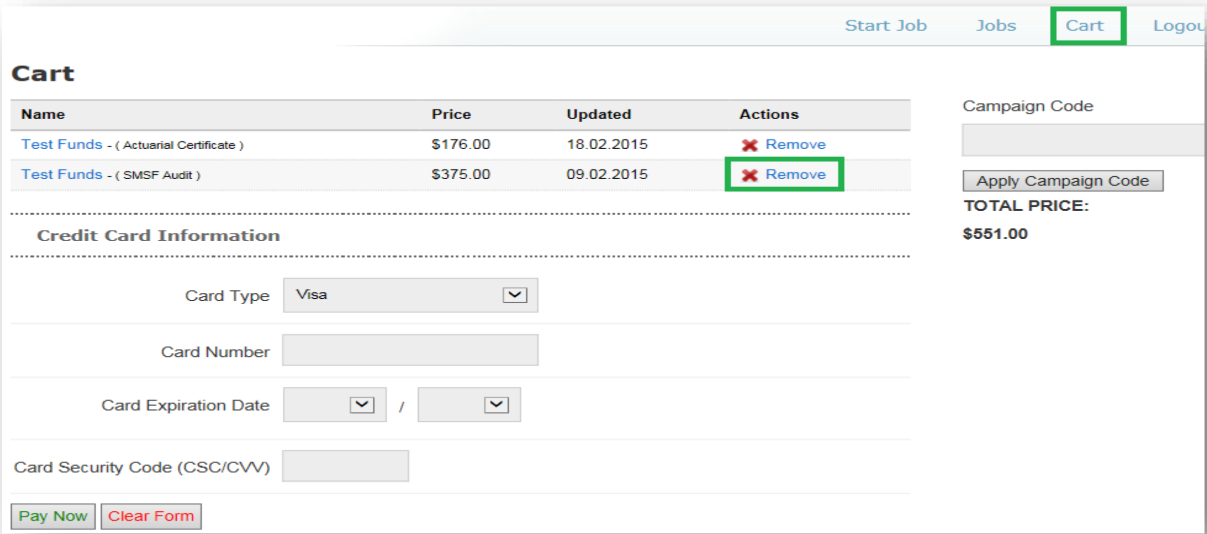
3.2.3.2 Adding an additional service to an existing Order

Double click on the Order>> Add on Products>> Add to Cart



3.3 Managing the Shopping Cart

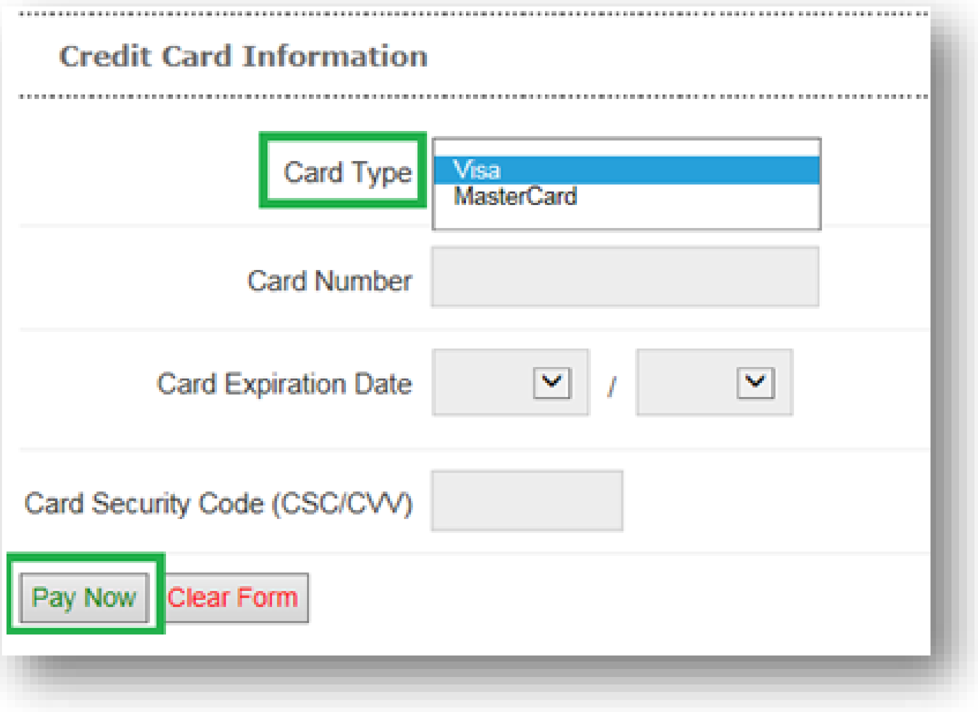
Click on Cart from the menu>> Remove the order from the payment list, if you wish to make the selective payments.



3.4 Making Payment

You can make payment using the methods specified. We will review your order and, if we believe the data is sufficiently complete and it meets the fee structure you have chosen we will approve and commence work

Click Card type>> Enter card details>> click Pay Now



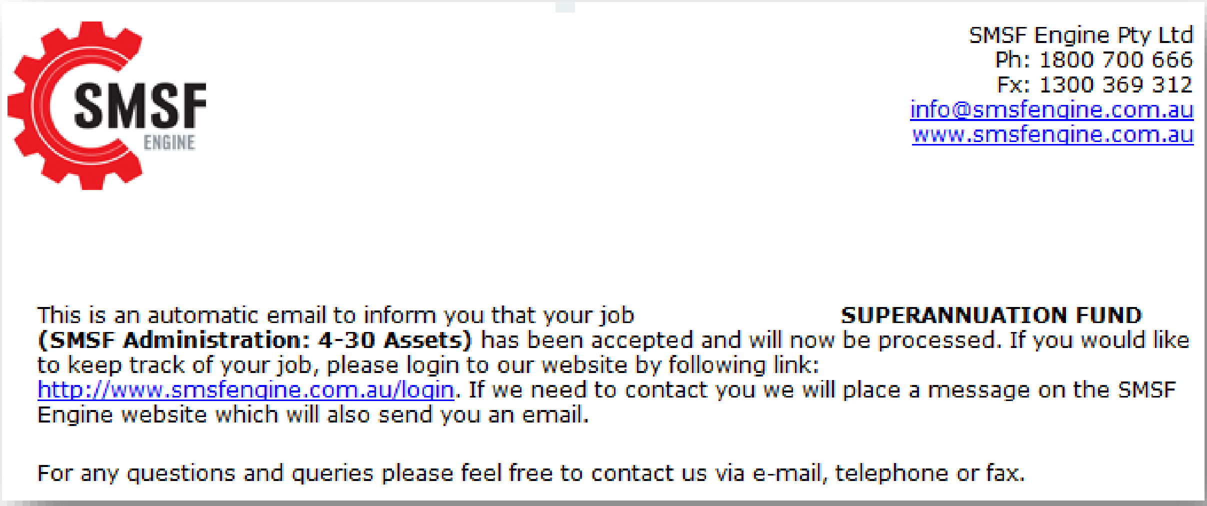
3.5 Monitoring your current Orders

3.5.1 Notifications

We will notify you whenever there is a change in the status of your order.

3.5.2 Email

An email will be sent to the address supplied on the order details screen



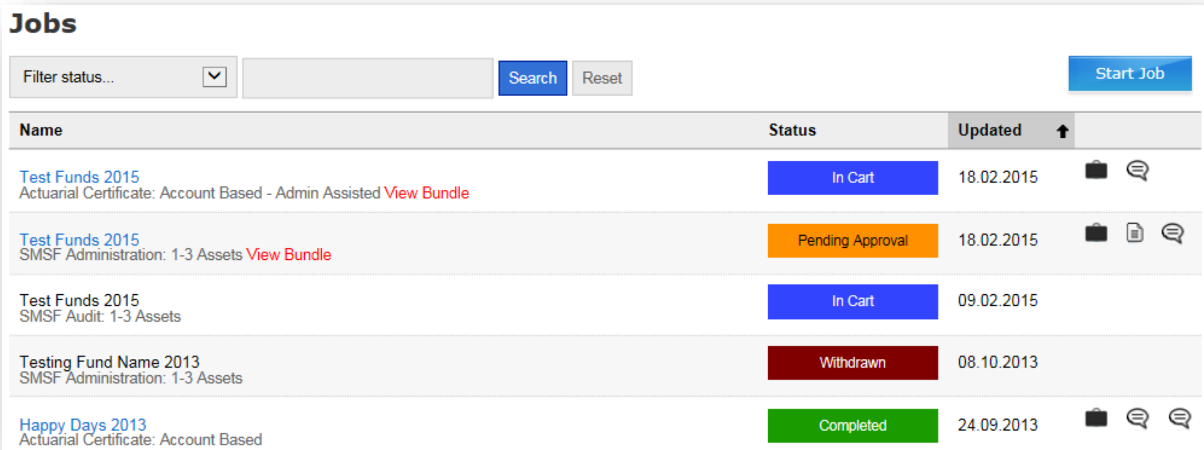
SMSF Engine Pty Ltd
Ph: 1800 700 666
Fx: 1300 369 312
info@smsfengine.com.au
www.smsfengine.com.au

This is an automatic email to inform you that your job SUPERANNUATION FUND **(SMSF Administration: 4-30 Assets)** has been accepted and will now be processed. If you would like to keep track of your job, please login to our website by following link: http://www.smsfengine.com.au/login. If we need to contact you we will place a message on the SMSF Engine website which will also send you an email.

For any questions and queries please feel free to contact us via e-mail, telephone or fax.

3.5.3 Workflow

You have a personal workflow area in the portal where you are able to track the status of all of your orders. In addition you can send and receive messages, upload and download files



Jobs

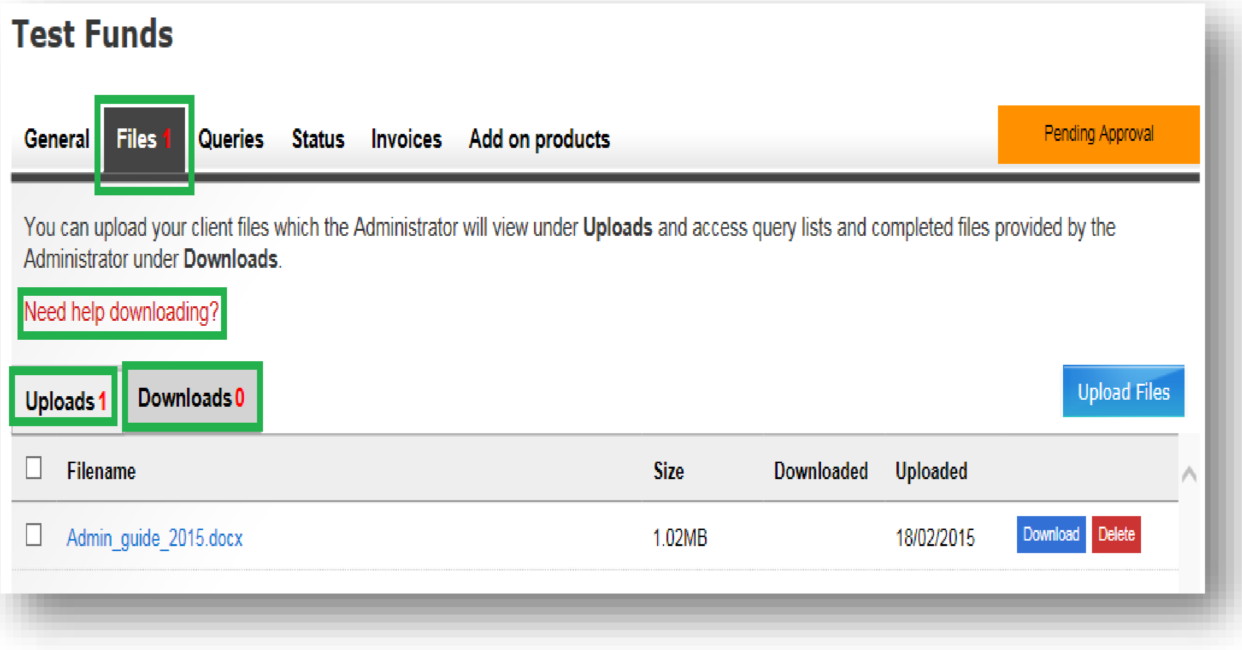
Filter status... | Search | Reset | Start Job

Name	Status	Updated
Test Funds 2015 Actuarial Certificate: Account Based - Admin Assisted View Bundle	In Cart	18.02.2015
Test Funds 2015 SMSF Administration: 1-3 Assets View Bundle	Pending Approval	18.02.2015
Test Funds 2015 SMSF Audit: 1-3 Assets	In Cart	09.02.2015
Testing Fund Name 2013 SMSF Administration: 1-3 Assets	Withdrawn	08.10.2013
Happy Days 2013 Actuarial Certificate: Account Based	Completed	24.09.2013

3.6 Uploading / Downloading files

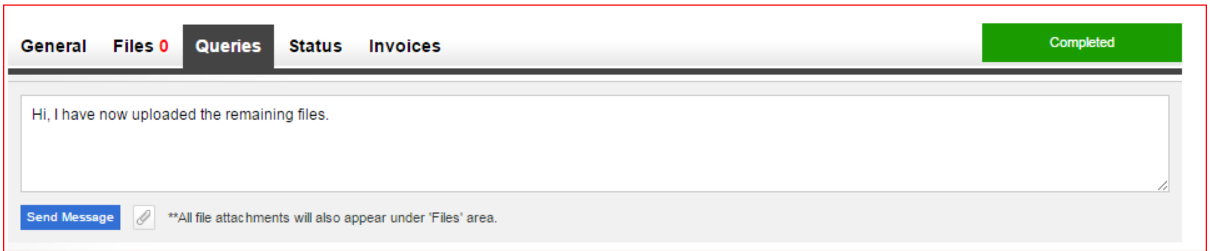
Depending on the order you may be required to scan and upload documents to us. In addition when we provide query details or draft reports you will need to download these from the portal

Double click on the Job>> Files Tab>> Uploads or Downloads



3.7 Queries

Queries enables you to send and receive messages about your fund.



3.8 Status

Status gives you a details history of your fund and where time was spent in every part of the process

General	Files 22	Queries	Status	Invoices

18/03/2015	Completed
17/03/2015	In Process
17/03/2015	On Hold - Waiting on Supplier
16/03/2015	On Hold - Waiting on Member
16/03/2015	In Process
16/03/2015	Approved
16/03/2015	Pending Approval
16/03/2015	In Cart
16/03/2015	Draft (Job is part of the bundle)

3.9 Invoices

You can see review copies of your invoices

General Files 0 Queries Status Invoices Completed

#	Amount	GST	Total	Date	
#000774	$160.00	$16.00	$176.00	2015-02-16 10:05:56	View Invoice

3.10 Add on Products

In limited circumstances you can add additional products after you have paid for the initial product – eg adding an Actuarial Certificate

General Files 0 Queries Status Invoices Add on products Pending Approval

Setup/Convert Electronic File	+$180.00	Add to Cart
SMSF Audit - 1-3 Assets	+$375.00	Add to Cart

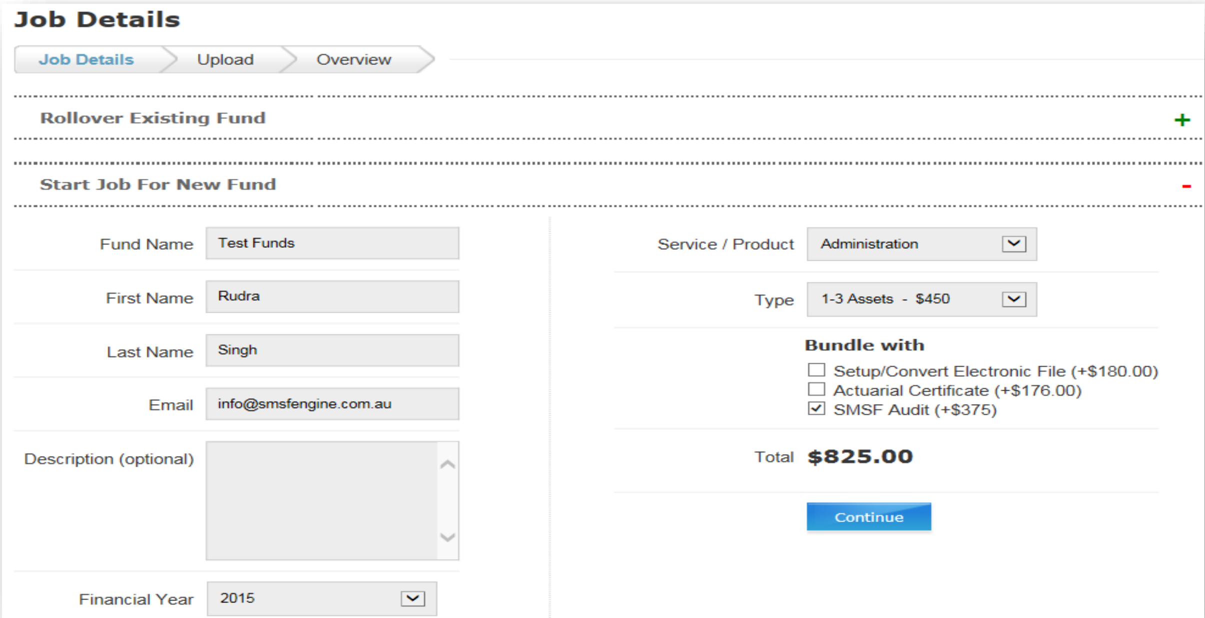
4 Administration or Audit Order

The following information is specific to administration or bundled Administration/Audit/Actuarial orders.

For general instructions on creating or managing orders please go to 4 Adding, deleting, modifying orders

4.1 Fund details

After inputting the basic order details select the type of job you wish to order. If you chose administration you will be able to bundle additional services such as audit or actuarial certificate.



For audit only orders you will need to determine the category of Audit (white, green, Amber, Red). Please refer to Audit process for an explanation of each category.

4.2 Annual Fund Checklist

You will need to download and complete a SMSF Engine order form & checklist. Completing this form will assist you in identifying the required documents you need to provide to allow us to complete the order. It is worth taking the time to complete the form as, by providing all documents up front, it will minimise any delay later when we need to request further documents. Also, where you have clearly answered the questions, we will not need to come back to you for clarification.

It may be useful for you to provide the checklist to your clients in order for them to provide the required documents to you in the first place.

SMSF Order Form & Annual Checklist

ENGINE
Backoffice SMSF Administration

Fund / Contact Details

Fund Name		**Financial Year**	
Job Type	Admin Only* / Bundled - Admin & Audit (Tick)	**GST Registration (Y/N)**	
Member Mode	Accumulation / Pension / Both (Tick)	**Contact Name**	
Tax Agent Details		**Auditor Details**	
Current Software	BGL, Class, Handisoft etc		

If Admin Only - provide Auditor Name, Address, SMSF Auditor Number and prof Body code. If Bundled - leave Blank

INFORMATION REQUIRED

upload source documents where applicable

* *denotes that these documents are not mandatory for Admin Only Jobs but may be provided to assist. Please add any comments below*

FUND SETUP / PRIOR YEAR DOCUMENTS

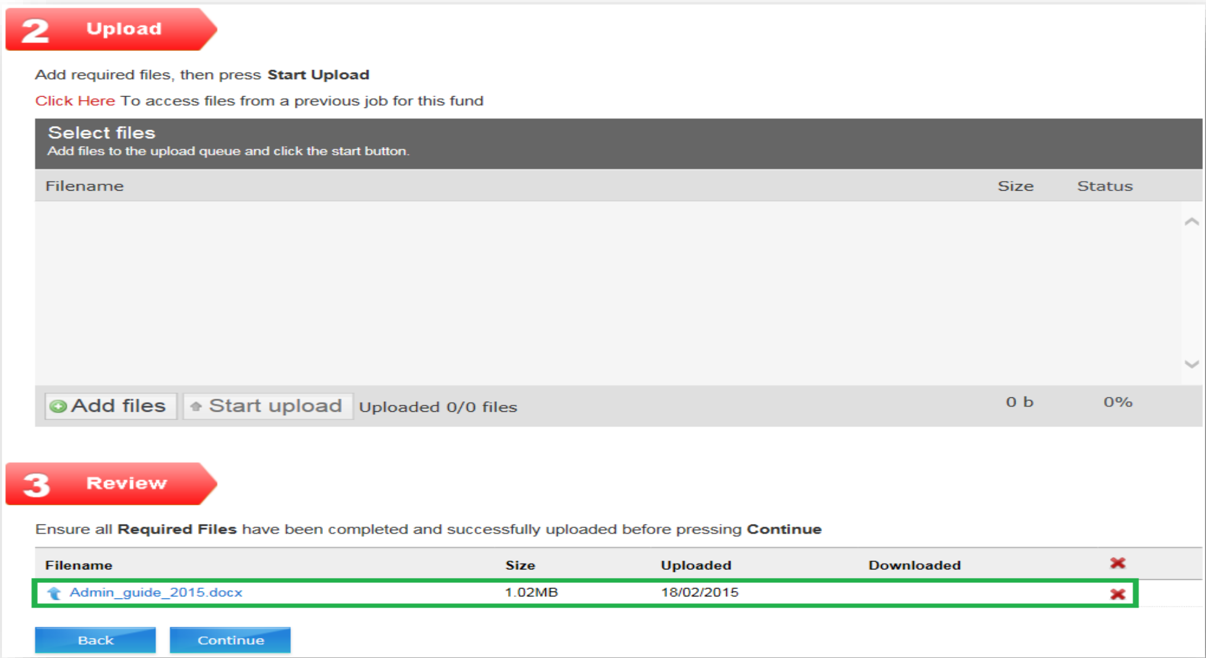
	input Y, N or N/a		Comments
Is this the first year the fund has been audited or administered through Engine?			
(These documents are required only in the first year of audit by auditor)			
Prior Year Audited Financial Statements & Annual Return			
Investment Strategy (including reference to insurance arrangements)		*	
Details of Sundry Debtors and Creditors			
Reconciliation of Tax Payable / PDIT / FITB			
ATO acknowledgement that the fund is a regulated fund		*	
ATO Trustee Declaration verifying appointment as Trustees		*	
Trust Deed & Amendments		*	
Current Software Datafile export or access (login) details			

Annual Information

		Comments
Did the fund operate Bank Account(s) during the year?		
Bank statements for all accounts held during the year OR		
Electronic file including all transactions		

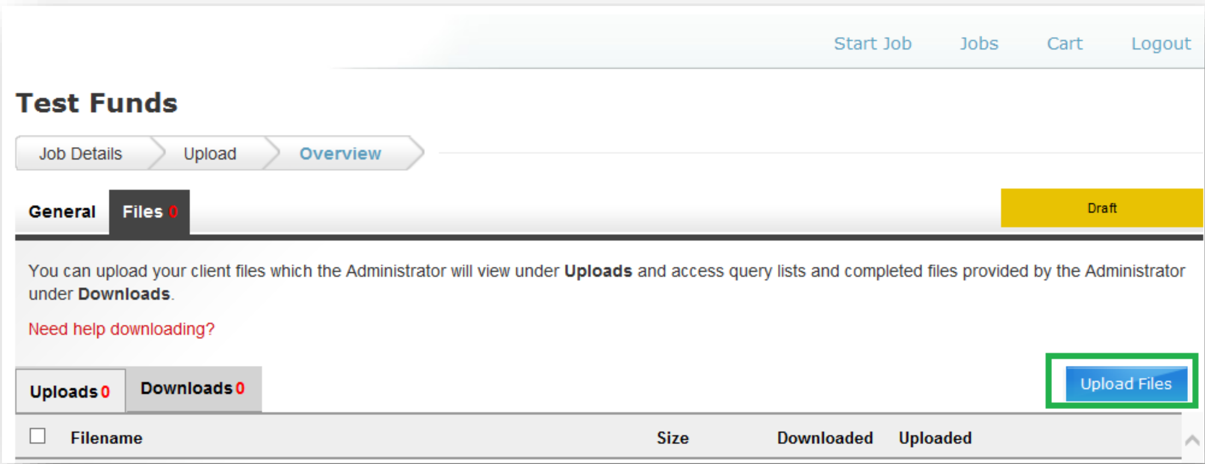
4.3 Upload Fund documents

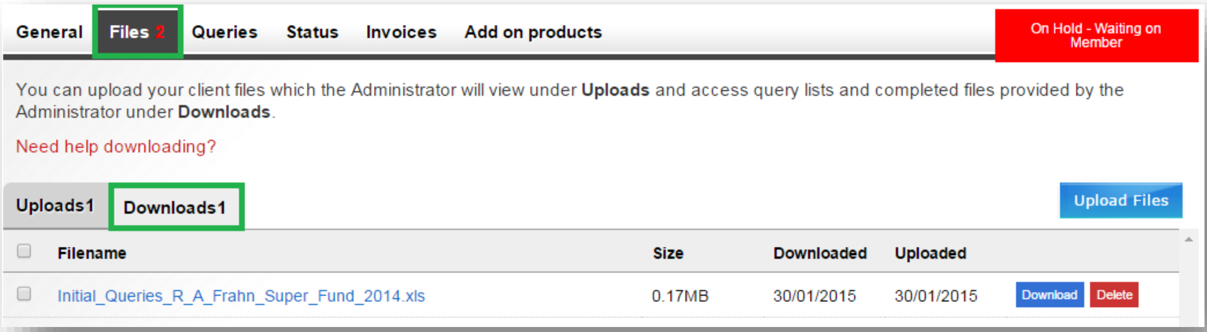
Upload the completed checklist & all related documents. For scanned documents we recommend a setting of 150 dpi. Remember to click "Add files" and "start Upload" ensure the files are uploaded to our servers.



4.4 Upload & Download Fund Documents

At various times you may be required to upload or download documents to and from our portal. This can be done during the order set up and also at any time by clicking on the files tab

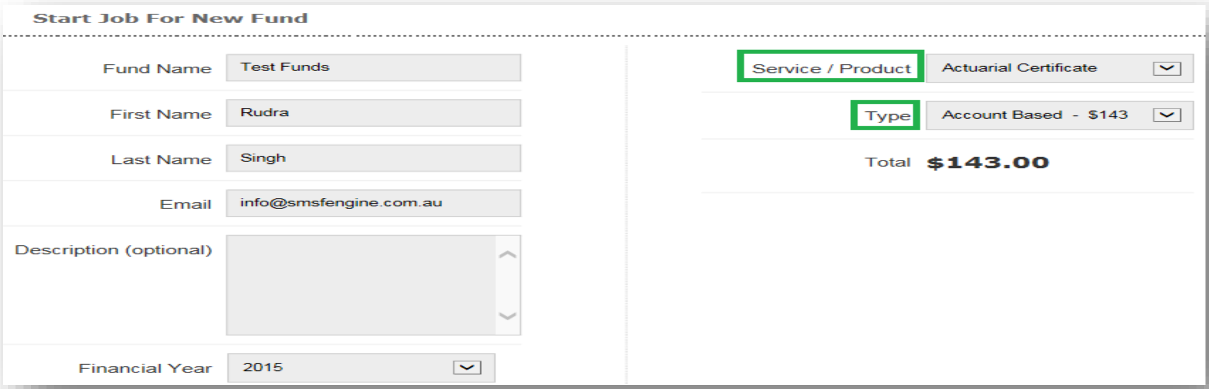



General
Files 2
Queries
Status
Invoices
Add on products
On Hold - Waiting on Member
You can upload your client files which the Administrator will view under Uploads and access query lists and completed files provided by the Administrator under Downloads.
Need help downloading?
Uploads1
Downloads1
Upload Files
Filename
Size
Downloaded
Uploaded
Initial_Queries_R_A_Frahn_Super_Fund_2014.xls
0.17MB
30/01/2015
30/01/2015
Download
Delete

5 Actuarial Order

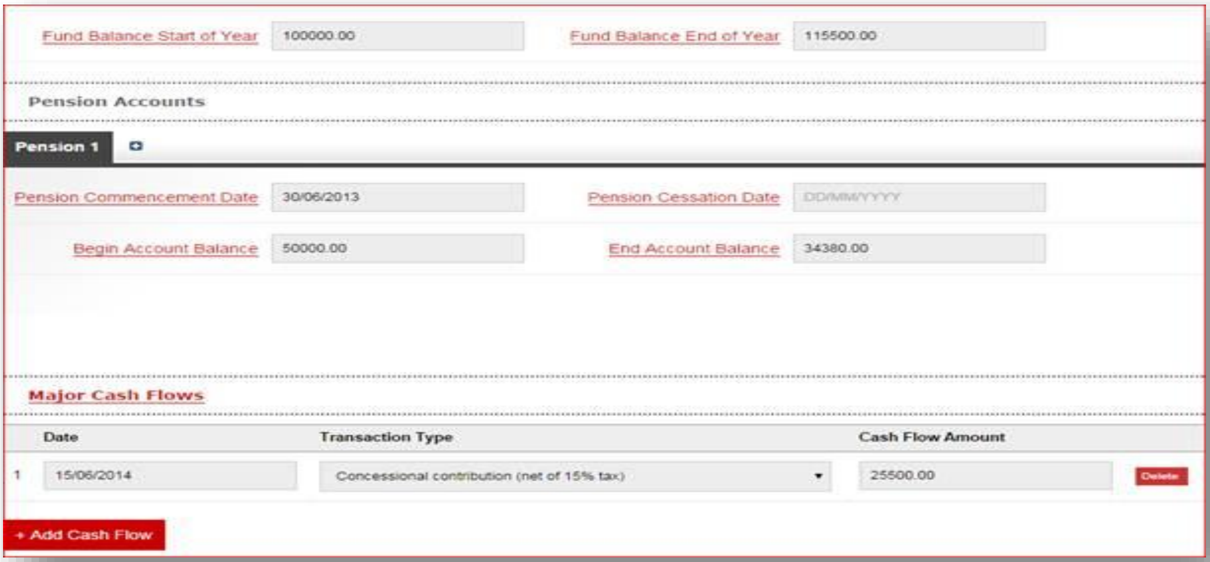
5.1 Before you start

Select Rollover Existing Fund; if prior year fund was proceeding via Engine OR select Start Job for New Fund, if the order is entirely new.



Enter the contact details of the Order and select the services required from the drop down list Account Based OR Defined Benefit.

Hovering over the red underlined headings will provide assistance as to details to be input and further information can be obtained from our frequently asked questions:
https://smsfengine.com.au/actuarial-certificates/actuarial-frequently-asked-questions



5.2 Download certificate

Click on the Certificate Tab>> Download Actuarial Certificate

6 Queries

6.1 Receiving queries

In the Queries tab you will find a list of issues which we require responses before we can continue processing the fund. Please respond to all queries before sending your reply.

The Queries worksheet is made up of several Columns:

Fund Name	
Financial Year	
Initial Query (Date)	

SMSF Engine Team to Complete				Client to complete		Client to update
#	Classification	Query Detail	Action Required	Query Response	Upload? (Y/N)	Query Status
	This is the importance	This is the problem we are trying to solve	This is what we think we need to close the query	input your response here and upload any supporting documents	"Y" if upload a document	update the status to what you believe it to now be
1	High	EXAMPLE : We are unable to allocate the contributions listed	Please provide details of who contributions are to be allocated to	Please allocated contributions 50% to each member as undeducted contributions - refer attached sheet	Y	Closed
2						

Understanding the SMSF Query Template

How to respond to the queries

1. *Complete responses for critical and high queries. We are unable to complete the fund without a response*
2. *Udate the status based on whether, you consider the matter open or closed*
3. *Once you have finished, save the spreadsheet and upload to the Engine portal. If Additional documents are also required upload them at the same time.*
4. *If documents are not available/lost please complete the "Missing Documents Declaration" - refer Tab below.*

PLEASE NOTE - If any queries remain open, the accounts will not be able to be completed

In the **Queries** tab you will find a list of issues which we require responses before we can continue processing the fund.

Querry Type

Critical	No work can continue without this information
High	This may have a significant impact on the accounts
Low	May prevent completion of one or more areas
Info Only	No material impact but advised for information

Query Detail

The specific issue we are trying to resolve

Action Required

Our suggested action to resolve the issue

Query Response

The client's response to the query

Attachment (Y/N)

Any attachment can be included

Query Status

"Open" - The query remains unresolved

"Closed" - The query has been fully and satisfactorily resolved

"Re-Open - Addit Info Reqd" - Response was not complete or has raised a further query

"No Action" - These queries are for information purposes only

6.2 Missing documents

This declaration is confirms the absence of missing documents and details the treatment to be made in their absence.

Please complete this declaration, print, sign, scan it and upload to the Files section of the Engine Portal.

Fund Name: Super Fund

Financial Year: 2013-2014

Please include the list of documents which cannot be recovered

Please advise the treatment or assumptions which you wish SMSF Engine to make in respect to the above documents
Eg. Year end values of assets held throughout the year

Note: **Missing Documents may cause the Auditor of the fund to qualify the audit which may in turn lead to action being taken by the Australian Taxation Office. Some of the conequences of ATO action may include the fund being declared a "Non Complying Fund" and penalties being imposed by the ATO.**

I, Name of Accounting Practice

declare that I have made reasonable efforts to obtain the above documents from the trustee/s and have also advised the trustee/s of the potential consequences of the failure to provide the appropriate documents.

Signed

23/02/2015
Date

7 Forms and guides

Under the forms and Guides section of the website you will be able to download some useful guides, templates and other tools to assist in the administration process

Forms & Guides

Name	Description
User Guides	
Administration User guide	A detailed explanation of the process to create new orders and data input requirements
Actuarial Certificate Guide	This is a step by step guide to the Actuarial Certificate request process. The guide explains the inputs required and includes some examples
SMSF Engine Process Flowchart	This describes the end to end SMSF Engine process in detail - outlining who does what between SMSF Engine and you, the accountant
Admin Quick User Guide	A brief explanation of the process to create a new Administration or Audit Order
Administration Forms	
Annual Checklist (Excel)	This form will assist you in ensuring that you have provide all the necessary client documents to us. You must complete and upload this form with any administration or Admin/Audit Bundle order. A PDF Version is also available (below) NOTE For standalone Audits please use the Standalone Audit Checklist- (see Audit forms below)
Annual Checklist (PDF)	PDF Version of the above chechlist
Acknowlegement of Trust	Use this form where the fund holds an asset but the ownership of the asset is not clear.
ATO Declaration Form	ATO form to be completed by new trustees and directors of corporate trustees of self-managed super funds.
Bank Transaction Detais Form	Enables you to provide details of all bank transations during the year. Alternatively you can use it just to explain specific transactions
Contribution work test declaration	Where certain members make contributions and we need verification that the meet the work test criteria
	ATO form for the Deduction for personal super contribution. How to complete the Notice of Intent to claim or vary a deduction for personal super contributions and attaching form.
Fund Establishment Form	Use this form to provide historical information to us where we are administering the fund for the first time and you cannot provide the current fund software export file
Investment Strategy Template	Each fund is required to have an up to date investment strategy and to ensure that this is complied with. This temaplate may assist trustees in documenting this strategy
Derivative Risk Statement	As part of the investment Strategy, where you hold derivative investments you will need to complete a derivatives risk statement. This form can be used as a guide to document your risk profile
Contribution Advice Form	Use this form to provide contribution details. The form allows you to input the type of contribution for each member and calculates the estimated tax