

QUICK USER GUIDE

Administration & Audit

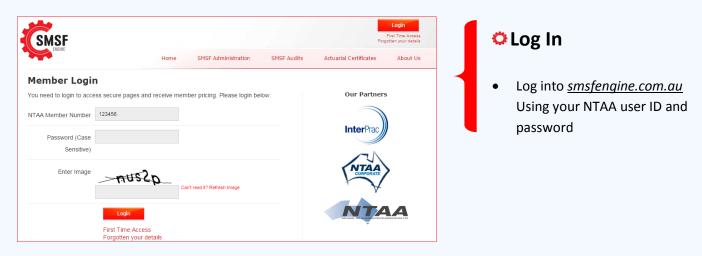
A quick reference guide to help you through the SMSF Engine process

July 2015



Administration and Audit

Quick User Guide



SMSF			35402 Superno		⊒ionew quen ⊒i0items
ENGINE	Home	SMSF Administration	SMSF Audits	Actuarial Certificates	About
			Star	t Job Jobs Car	t Logo
ob Details	Jpload Overview				
Rollover Existing					4
Start Job For Ne	w Fund				
Fund Name	Sample Super Fund	Service	e / Product Adminis	stration •	
First Name	Con		Type 4-30 As	sets - \$650 🔹	
Last Name	Tact		Bundle	with p/Convert Electronic File (·	\$180.00)
Email	Contact@accountant.com.au		Actual	arial Certificate (+\$176.00) F Audit (+\$500)	
escription (optional)			Total \$132	6.00	
			Contin	nue	
	4				

OPlace and order

- Enter the contact details of the Order and select the services required from the drop down lists
- For Administration or Audit jobs refer below.
- For actuarial orders also see our actuarial quick guide



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Quick User Guide

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lired Files - (For init	ial job setup)				
e download, complete an	d unlead the f	following files:			
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OR -			SMSF Order Form &	Annual Cha	ekliet august
ownload Engine Bundle			Sivisr Order Form o	Annual Che	CKIISt Cacicolity SMST Advalues
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	s this the f	irst year the fund	has been audited or adminis		Comments
			e first year of audit by auditor)		
		ited Financial Statements tegy fincluding reference	& Annual Heturn to insurance arrangements)		
	Details of Sundi	ry Debtors and Creditor	,		
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		cclaration verifying appo			
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	Detailed explan Did the fun avestment State		sits / Fized Interest Securiti 30 June	ies during the year	Comments

O Administration, or Audit orders:

- Complete the Annual Checklist. • Excel or PDF versions are available.
- For each question answer Y ,N • or not applicable
- Provide any additional • information that you may feel is useful.

2 Upload					
Add required files, then press Start Upload					
Click Here To access files from a previous job for this fund					
Select files Add files to the upload queue and click the start button.					
Filename			Size	Status	
Historical Data.pdf			318 KB	0%	•
Annual Checklist PDF V1.2.pdf			468 KB	0%	0
			786 KB	0%	*
3 Review Ensure all Required Files have been completed and success	essfully uploaded befo	re pressing Continue			
Filename	Size	Uploaded	Downloaded	×	
Annual_Checklist_PDF_V1.2.pdf	0.46MB	29/01/2015		×	
Historical_Data.pdf	0.31MB	29/01/2015		×	
Back Continue					

Oploading Files

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



Quick User Guide

General Files	2					Draft
Member	Supern	ova Consulting Pty Ltd(35402)				
Services	Bund	Administration (4-30 Assets) ed With: Jarial Certificate SF Audit				
Name	Con Ta	ct				
Status	Draft					
Owing	\$ 1326					
						Campaign Code
		Name	Price	Updated	Actions	Campaign Code
Edit	Add to Cart	Name Sample Super Fund - (SMSF Administration)	Price \$850.00	Updated 29.01.2015	Actions X Remove	Campaign Code
Edit	Add to Cart					Campaign Code
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Edit	Add to Cart	Sample Super Fund - (\$M\$F Administration) Sample Super Fund - (Actuata Cetificate)	\$850.00 \$178.00	29.01.2015	X Remove X Remove	Apply Campaign Code
Edit	Add to Cart	Sample Super Fund - (1415F Administration) Sample Super Fund - (Actuata Cestoare) Sample Super Fund - (545F Audt)	\$850.00 \$178.00	29.01.2015	X Remove X Remove	Apply Campaign Code TOTAL PRICE:
Edit	Add to Cart	Sample Super Fund - (MMF Administration) Sample Super Fund - (Actuate Centrole) Sample Super Fund - (DMSF Audt) Credit Card Information	\$850.00 \$178.00 \$500.00	29.01.2015	X Remove X Remove	Apply Campaign Code TOTAL PRICE:
Edt	Add to Cart	Sample Super Fund - (MMF Administration) Sample Super Fund - (Actuate Cetitode) Sample Super Fund - (CMCF Autt) Credit Card Information Card Type Visa	\$850.00 \$178.00 \$500.00	29.01.2015	X Remove X Remove	Apply Campaign Code TOTAL PRICE:
Edt	Add to Cart	Sample Super Fund - (MMF Administration) Sample Super Fund - (Actuant Centrole) Sample Super Fund - (SMEF Audt) Credit Card Information Card Type Visa Card Number	\$850.00 \$178.00 \$500.00	29.01.2015	X Remove X Remove	Apply Campaign Code TOTAL PRICE:

Add to Cart & Arrange Payment

Once you have uploaded the documents you can add the fund to your shopping cart

If you need to remove orders from the cart you can elect to delete them or just revert back to draft status

Finally 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

Home SMSF Administration	SMSF Audits Arc Start Job	ctuarial Certificates Jobs Car
Filter status	Start Job	Jobs Car
Filter status		
Name	Status	Updated 🕇
Sample Super Fund 2014 Actuarial Certificate: Account Based - Admin Assisted View Bundle	In Cart	29.01.2015
Sample Super Fund 2014 SMSF Audit 4-30 Assets	In Cart	29.01.2015
Sample Super Fund 2014 SMSF Administration: 4-30 Assets View Bundle	In Cart	29.01.2015
Lorellie Bow Superannuation Fund 2014 SMSF Audit 1-3 Assets	Completed	09.12.2014
Lorellie Bow Superannuation Fund 2014 SMSF Administration: 1-3 Assets	Completed	28.10.2014
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O Track Progress

You can track your funds' progress at any time through your personal workflow screen.

In addition you can send and receive messages