



# QUICK USER GUIDE

Administration & Audit

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

July 2015



## Quick User Guide

The Member Login page features the SMSF ENGINE logo in the top left. A navigation bar includes links for Home, SMSF Administration, SMSF Audits, Actuarial Certificates, and About Us. A 'Login' button in the top right corner has a tooltip that reads 'First Time Access? Forgotten your details?'. The main heading is 'Member Login', followed by the instruction: 'You need to login to access secure pages and receive member pricing. Please login below:'. The login form contains fields for 'NTAA Member Number' (with value 123456), 'Password (Case Sensitive)', and a CAPTCHA image with the text 'nus2p'. A 'Login' button is at the bottom of the form. Below the button, links for 'First Time Access' and 'Forgotten your details' are provided. On the right side, under 'Our Partners', logos for InterPrac and NTAA Corporate are displayed.

### Log In

- Log into [smsfengine.com.au](https://smsfengine.com.au) Using your NTAA user ID and password

The Job Details page shows the user is logged in as '354UZ Supernova Consulting Pty Ltd' with a shopping cart containing '0 items'. The navigation bar is the same as the login page. Below the navigation bar are links for 'Start Job', 'Jobs', 'Cart', and 'Logout'. The page title is 'Job Details', with tabs for 'Job Details', 'Upload', and 'Overview'. There are two main sections: 'Rollover Existing Fund' with a '+' icon, and 'Start Job For New Fund' with a '-' icon. The 'Start Job For New Fund' section contains a form with fields for 'Fund Name' (Sample Super Fund), 'First Name' (Con), 'Last Name' (Tact), 'Email' (Contact@accountant.com.au), and 'Description (optional)'. To the right, there are dropdowns for 'Service / Product' (Administration) and 'Type' (4-30 Assets - \$650). Below these is a 'Bundle with' section with checkboxes for 'Setup/Convert Electronic File (+\$180.00)', 'Actuarial Certificate (+\$176.00)', and 'SMSF Audit (+\$500)'. The 'Total' is displayed as '\$1326.00'. A 'Continue' button is at the bottom. At the very bottom, there is a 'Financial Year' dropdown set to '2014'.

### Place 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



## Quick User Guide

### 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.

**Sample Super Fund**

**1 Download**

**Required Files - (For initial job setup)**

Please download, complete and upload the following files:

Download Engine Bundle  
----- OR -----  
Download Engine Bundle

**Optional Forms:**

There are a number of forms  
Please [Click Here](#) to access them

**Uploading Rules:**

- You can upload files in .zip
- You can upload pdf, csv, etc

\* All files found in .zip archive

**SMSF Order Form & Annual Checklist**

**Fund / Contact Details**

Fund Name  Financial Year

Job Type Admin Only\* ☐ Bundled - Admin & Audit ☐ GST Registration (Y/N) ☐ Contact Name

Member Moe Accumulation ☐ Pension ☐ Both ☐

Auditor Details  
\* Admin Only - provide Auditor Name, Address, ABN and email  
\* Bundled - provide Auditor Name, Address, ABN and email

Tax Agent ID

Current Software

**INFORMATION REQUIRED**

**FUND SETUP / PRIOR YEAR DOCUMENTS**

Input Y, N or N/A

**Is this the first year the fund has been audited or administered through Engin?** ☐ **Comments**

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 / PDFT / FITB ☐

ATO acknowledgement that the fund is a regulated fund ☐

ATO Trustee Declaration verifying appointment as Trustee ☐

Trust Deed & Amendments ☐

Current Software Datafile export or access (login) details ☐

**Annual Information**

**Did the fund operate Bank Account(s) during the year?** ☐ **Comments**

Bank statements for all accounts held during the year OR  
Electronic file including all transactions  
Detailed explanation of all Bank transactions

**Did the fund hold Term Deposits / Fixed Interest Securities during the year?** ☐ **Comments**

Investment Statements showing values @ 30 June  
Interest advices (including any interest at 30 June)

**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%
<a href="#">Add files</a> <a href="#">Start upload</a>		
	786 KB	0%

**3 Review**

Ensure all **Required Files** have been completed and successfully uploaded before 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](#)

### Uploading 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

The 'Sample Super Fund' form shows details for a fund created by Supernova Consulting Pty Ltd. It includes fields for Member, Services, Name, Status, Owing, and Description. A 'Draft' button is visible. The 'Cart' modal shows a list of items added to the cart, including 'Sample Super Fund - (SMSF Administration)', 'Sample Super Fund - (Actuarial Certificate)', and 'Sample Super Fund - (SMSF Audit)'. It also displays the total price and options to add a campaign code or pay now.

Name	Price	Updated	Actions
Sample Super Fund - (SMSF Administration)	\$650.00	29.01.2015	<a href="#">Remove</a>
Sample Super Fund - (Actuarial Certificate)	\$176.00	29.01.2015	<a href="#">Remove</a>
Sample Super Fund - (SMSF Audit)	\$500.00	29.01.2015	<a href="#">Remove</a>

Credit Card Information

Card Type: Visa

Card Number: [Input Field]

Card Expiration Date: [Input Field] / [Input Field]

Card Security Code (CSC/CVV): [Input Field]

[Pay Now](#) [Clear Form](#)

### 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*

The 'Jobs' page shows a list of funds and their status. The user is logged in as 35402 Supernova Consulting Pty Ltd. The page has tabs for Home, SMSF Administration, SMSF Audits, and Actuarial Certificates. The 'Jobs' tab is active, showing a table of funds with their status and update date.

Name	Status	Updated
Sample Super Fund 2014 Actuarial Certificate: Account Based - Admin Assisted <a href="#">View Bundle</a>	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 <a href="#">View Bundle</a>	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

### Track Progress

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

In addition you can send and receive messages