

# Communicating with SMSF Engine:

## Dropbox and Fund action items



SMSF SOLUTIONS FOR ACCOUNTANTS AND FINANCIAL PLANNERS

### GENERAL

Managing the fund will require communication between you, the auditor, and us. While email is simple it is not secure and can lead to lost or overlooked mail.

We therefore utilise Dropbox to manage most of the file management and communication, using email for quick or less important issues only



## DROPBOX

We will send you an invitation to access a **dropbox share folder**. The folder will allow you to add, delete or modify files pertaining to each of your funds. We will control who has access to the data stored on dropbox and when.

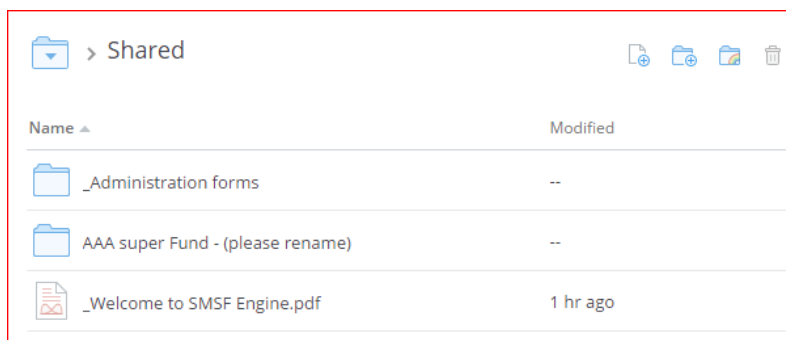
Changes to the contents of these shared folders are synced to everyone who has access to the shared folder.

People with edit access can:

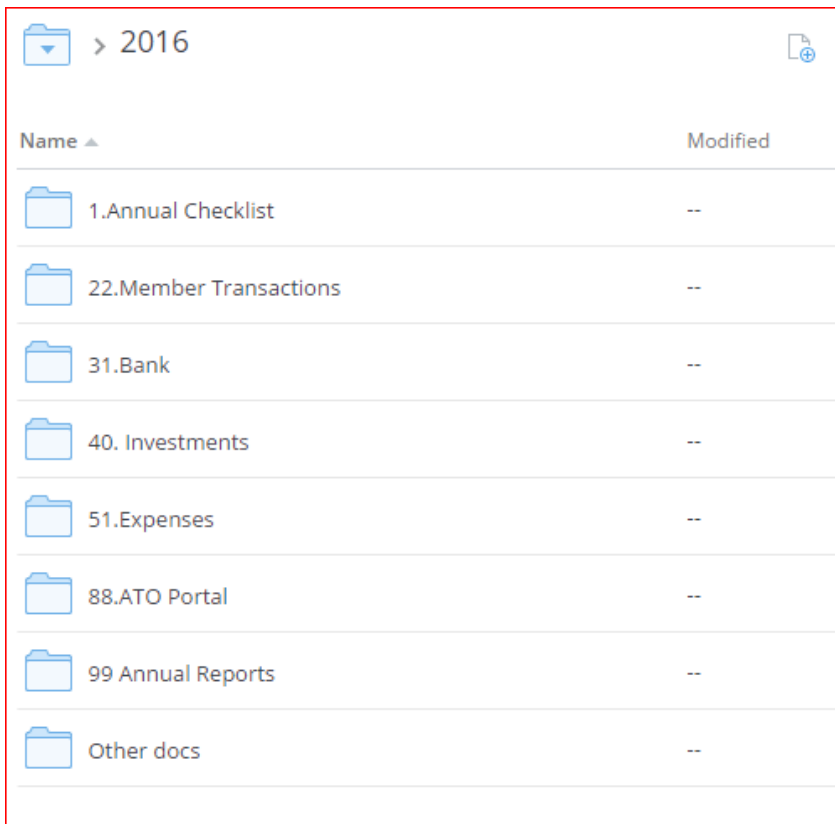
- edit files
- comment on files
- and view files

### UPLOADING AND DOWNLOADING FILES

Simply click on the icon in the top right corner to add a file, add a new folder



Each fund can be set up with multiple financial years. Within each financial year we have created a folder structure to help you upload the documents into various categories, or you can add your own category sub folder

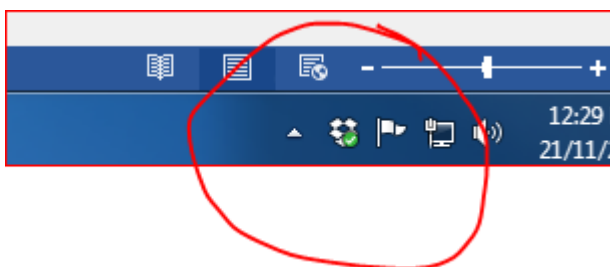


We will also upload documents such as draft annual reports when they become available

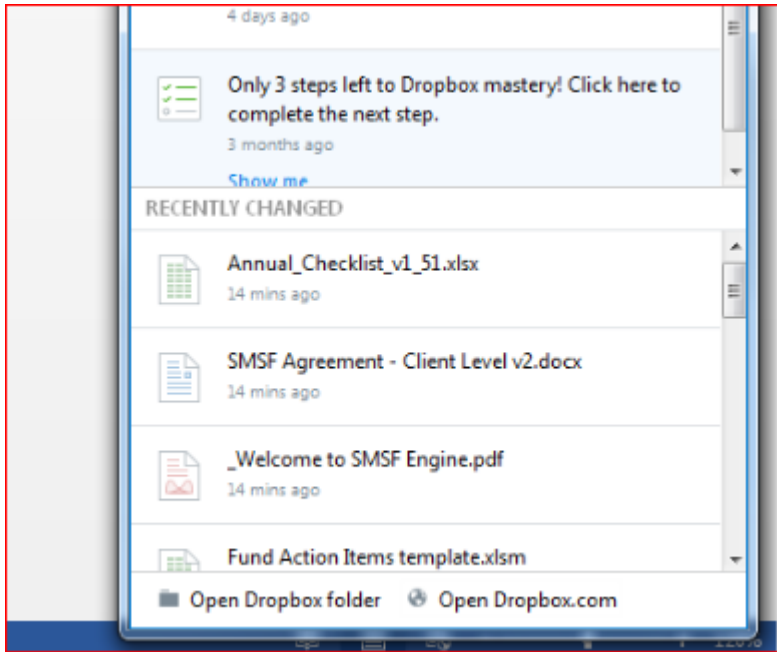
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## NOTIFICATIONS

If you set up notifications you will have the icon on your desktop. This will tell you when something changes on dropbox – eg if we add or change a file



If you expand the icon you can see all recent changes

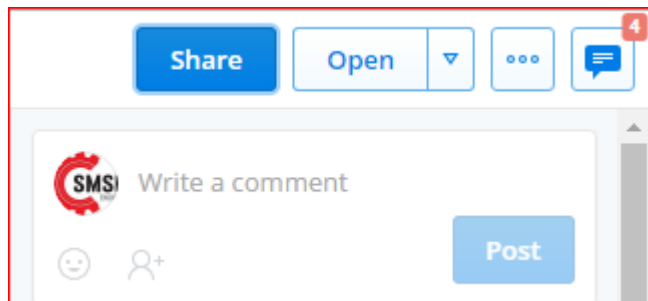


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## COMMENTING

When you upload a file you may want to provide some brief explanation

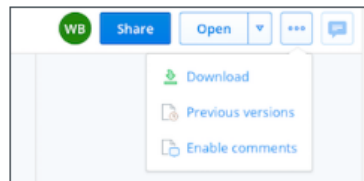
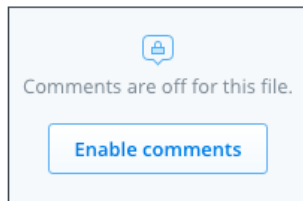
There are two ways to comment on files: make comments on the overall file, or on a specific part of the file.



[Learn more about commenting on a specific part of a file.](#)

To enable comments again, you can:

- Click **Enable comments** from the comments pane, or
- Select **Enable comments** from the dropdown menu

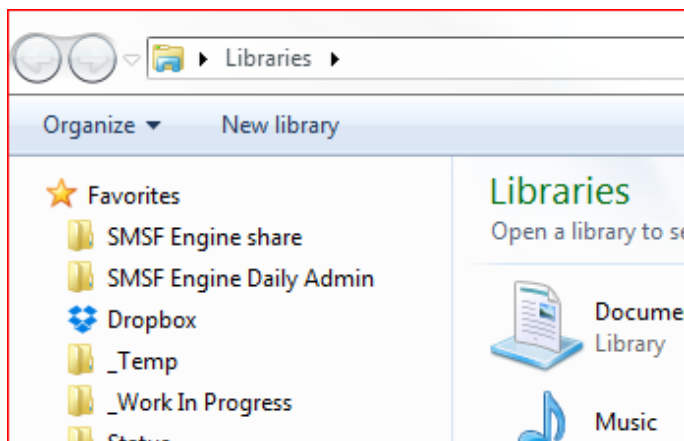


[Learn more about enabling or disabling comments](#)

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## DOWNLOAD DROPBOX

You can download a dropbox application so it sits on your desktop making it easy to copy files from other folders. The changes are all synced to dropbox



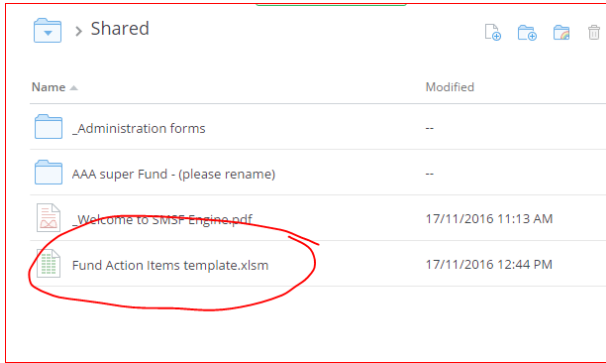
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## HELP ON DROPBOX

For more information on dropbox functions and FAQs please go to: <https://www.dropbox.com/help/9016>

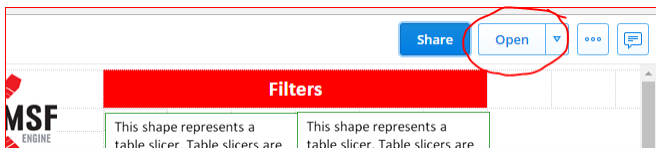
# FUND ACTION ITEMS

With most funds there will usually be some information that we, or the auditors will require additional information for. We have created a shared action items form that details all items requiring various parties to follow up or respond.



This is an excel form containing outstanding items for all of your funds in the one place making it simple for you to always know the exact status of every fund.

The document can open inside dropbox but this has limited functionality - we recommend you open the file in your local version of excel. When you save it, it will sync back to dropbox



The Action Items list displays the fund name, the relative priority of the item, a brief description of the issue (ie generally what we need to close the action), who is responsible for completing the task, an area to input your response or comments and the status

In cases where you have a task assigned to you, you simply need to provide the response, upload any related documents and change the status. If you believed you have answered the query satisfactorily then you can mark it as closed. You can use other status's such as "in progress" etc to help us all see where tasks are at.

Fund Action List						
Client Name		AAA Accounting				
Email		aaa@aaa.com.au				
Financial Year		2016				
Date	Fund	Priority	Item	Assigned to	Response	Status
23-Nov	AAA super Fund	1	Please provide a copy of the Trust Deed	client		Open
24-Nov	AAA super Fund	2	Please provide TFN for Member J Smith	client		Open
24-Nov	BBB Retirement Fund	1	We require copies of all bank statements for the 2015/16 year	client		Open
24-Nov	CCC Superannuation Fund	1	Please upload the amended tax return	Engine		Open

## WHEN YOU OPEN THE FILE

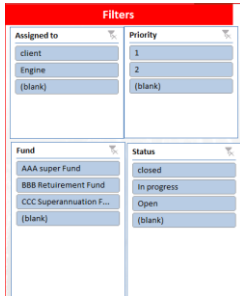
This is a 'shared' document. We ask that all users maintain this single version so that all parties can always access the most up to date information and easily see when an item has been updated or closed

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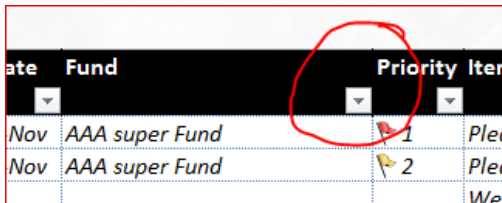
## FILTER

Depending on the version of excel you have, you will be able to filter using a number of methods

Slicers are available from Excel 2013 and beyond.



If the slicers don't appear you can filter by the arrows above each column



When you mark a task as complete it will be greyed out but still visible to show the progress

Date	Fund	Priority	Item	Assigned to	Response	Notes	Status
23-Nov	AAA-super-Fund	1	Please provide a copy of the Trust Deed	client	Uploaded-24/11-2016		closed
24-Nov	AAA super Fund	2	Please provide TFN for Member J Smith	client	Requested from Member 24/11		In progress
24-Nov	BBB Retirement Fund	1	We require copies of all bank statements for the 2015/16 year	client			Open
24-Nov	CCC-Superannuation-Fund	1	Please upload the amended tax return	Engine	Updated return uploaded-25/11		Closed

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## EMAIL

Dropbox contains its own internal notification system, however for added confirmation you can send an email direct from the action item worksheet

The worksheet includes some buttons to allow notification of changes to the document. Pressing the button will create an automated email ready to send or you can add comments and send

### Email Engine

- Creates an automated email to you from us containing a link to the action items worksheet
- This allows us to notify you of changes we have made. You can click the link on the email to go directly to the action items worksheet

### Email Auditor

- If you have responded to Audit queries you can notify the auditor using this email button

### Email Client

- SMSF Engine will use this to contact you

### Sort

- Sort simply sorts you queries into fund and priority order

## STILL HAVE QUESTIONS?

If we can assist you with any other questions you may have then please call us on 1300 369 312



We're always happy to chat to you.

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### ADDRESS

SMSF Engine Pty Ltd

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South Melbourne Vic 3205

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### PHONE

1300 369 312

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### EMAIL

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