Training Manual – Trustees/Accountant
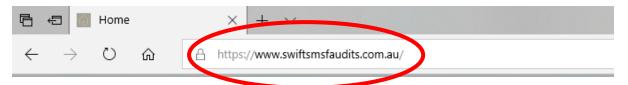
Contents

Accessing the System

1. To visit the website, please type the url https://www.swiftsmsfaudits.com.au/ into your browser.

2. You should have your access details (username and password) to access the system. If you have not received these access details contact us. 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, address any auditor queries and obtain reports.
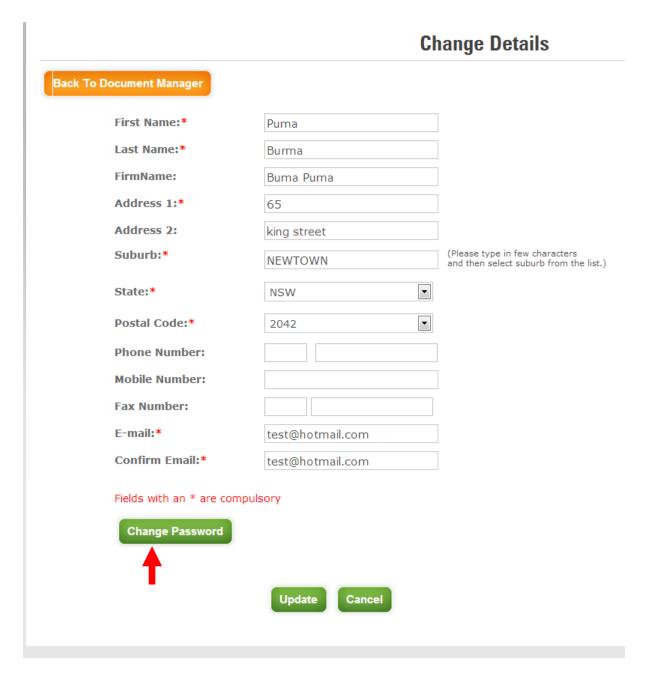
Change Access Details

You can change/update your password by following these steps.

1. On 'Document Manager' page, click on 'Change My Details'. This will take you to 'Change Details' page.

2. On 'Change Details' page, click on 'Change My Password' link. This opens up a pop-up window 'Change My Password'.

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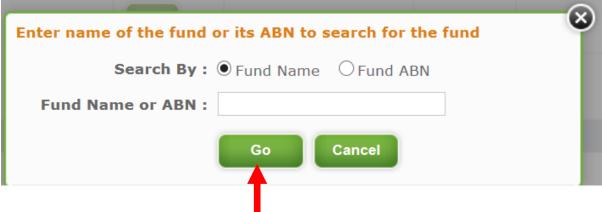
Locating a Fund

All funds will be displayed under the document manager page. You are only able to view the funds that your auditor has allocated to you. Where there have been a number of funds allocated to you, you can use the filtering option to find a particular fund.
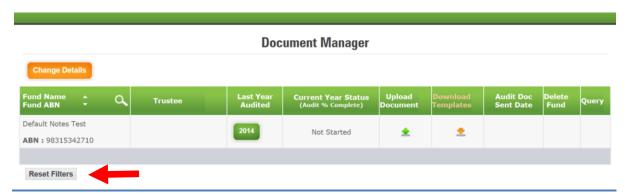
To search for a fund:

1. Click on the search button in the fund Name, Fund ABN column and this will open a search window.

2. Select the option you want to search by (either fund name or ABN) and type in the search field the fund name or ABN of the relevant fund in part or in full.

3. Click on Go button.
4. To undo the filter and show all funds, click on the Reset Filters Button
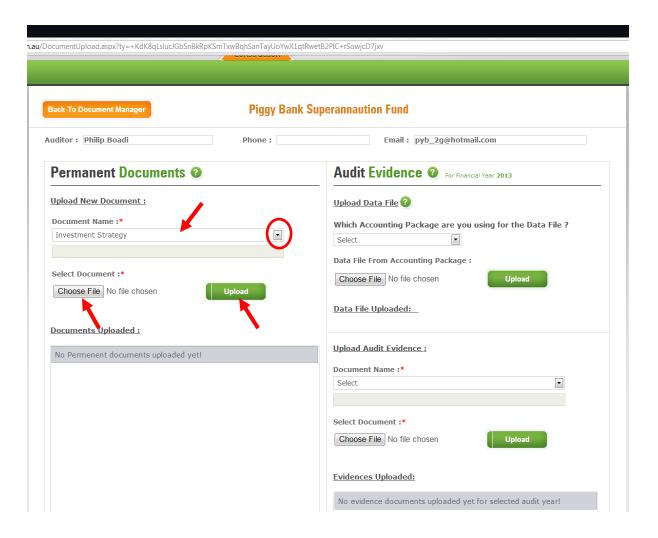
Uploading Documents

1. To upload documents, On 'Document Manager' page click on 'upload' icon 🔺 against the fund for which you would like to upload the documents. You will be directed to 'Document Upload' page.

2. On 'Document Upload' page to upload SMSF permanent documents

  i. Select name of the document from the drop down list 'Document Name' under Permanent Documents section.

  ii. Click on 'Choose File' button and select the file to be uploaded.

  iii. Click on 'Upload' button to upload the permanent document.

  iv. If you do not find the name of the document in the drop down list, select 'Other' and provide the name of the document in the field below the drop down list.

  v. Repeat step 2b and 2c.

  vi. Repeat step 2a to 2e until all permanent documents are uploaded.

3. To upload audit evidence, On 'Document Manager page':

    i. Select name of the document from the drop down list 'Document Name' under Upload Audit Evidence section.

    ii. Click on 'Choose File' button and select the file to be uploaded.

    iii. Click on 'Upload' button to upload the audit evidence document.

    iv. If you do not find the name of the document in the drop down list, select 'Other' and provide the name of the document in the field below the drop down list.

    v. Repeat step 4b and 4c.

    vi. Repeat step 4a to 4e until all audit evidence documents are uploaded.
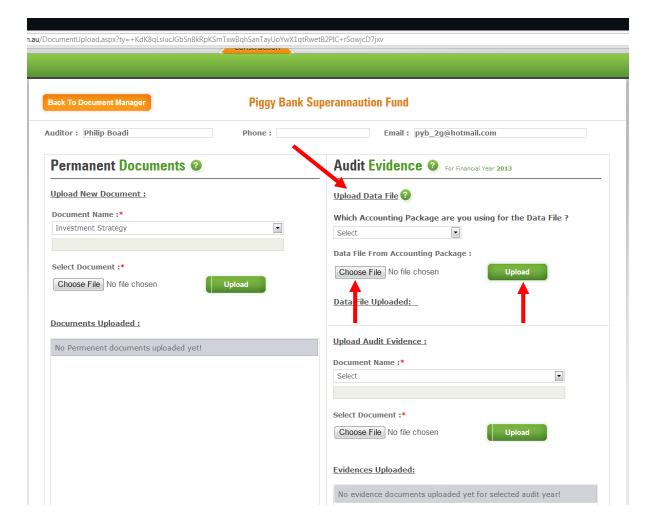
Piggy Bank Superannaution Fund

Back To Document Manager

Auditor : Philip Boadi   Phone :   Email : pyb_2g@hotmail.com

Permanent Documents ❓

Upload New Document :

Document Name :*

Investment Strategy ▾

Select Document :*

Choose File   No file chosen   Upload

Documents Uploaded :

No Permenent documents uploaded yet!

Audit Evidence ❓ For Financial Year **2013**

Upload Data File ❓

Which Accounting Package are you using for the Data File ?

Select ▾

Data File From Accounting Package :

Choose File   No file chosen   Upload

Data File Uploaded:

Upload Audit Evidence :

Document Name :*

Select ▾

Select Document :*

Choose File   No file chosen   Upload

Evidences Uploaded:

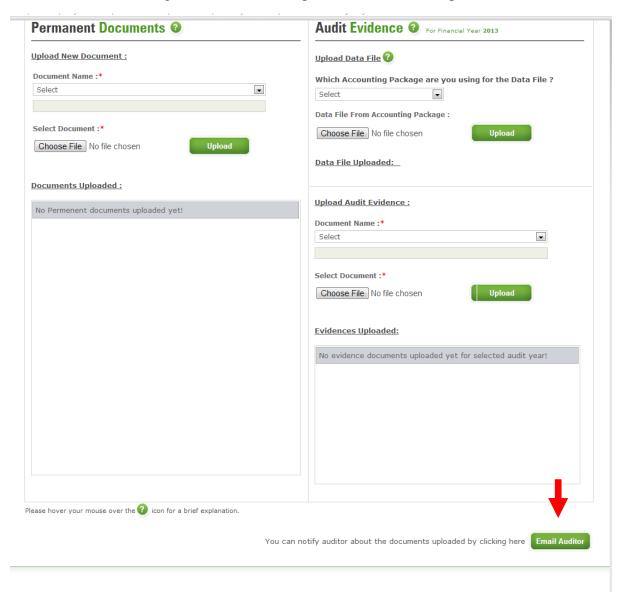No evidence documents uploaded yet for selected audit year!

4.   To Upload data from accounting software , on 'Document Manager Page':

    i.   Select the Accounting package that you are using to administer your SMSF.

    ii.   Click on 'Browse' button and select the data file to be uploaded.

    iii.   Click on 'Upload' button to upload the data file.

Back To Document Manager

Piggy Bank Superannaution Fund

Auditor : Philip Boadi   Phone :   Email : pyb_2g@hotmail.com

Permanent Documents ❓

Upload New Document :

Document Name :*

Investment Strategy ▾

Select Document :*

Choose File No file chosen   **Upload**

Documents Uploaded :

No Permenent documents uploaded yet!

Audit Evidence ❓ For Financial Year 2013

Upload Data File ❓

Which Accounting Package are you using for the Data File ?

Select ▾

Data File From Accounting Package :

Choose File No file chosen   **Upload**

Data File Uploaded:

Upload Audit Evidence :

Document Name :*

Select ▾

Select Document :*

Choose File No file chosen   **Upload**

Evidences Uploaded:

No evidence documents uploaded yet for selected audit year!

9

5.   Click on 'Email Auditor' button after uploading required documents. An email will be sent to Auditor informing them about the completion of documents upload.

Notification to Auditor that Documents have been Uploaded

An email notification will be sent to the Partner/ an Auditor when you click 'Email Auditor' button on 'Document Upload' page after uploading the required documents.

Progress of Audit

You can see progress of super fund audit as % complete in 'Current Year Status' column on 'Document Manager' page.
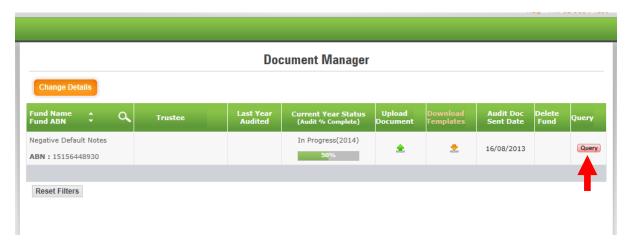

Auditor's Query

On 'Document Manager' page, a red coloured query icon Query will appear in 'Query' column for a super fund when a query is raised by an auditor for a super fund.
Once you respond to the query, the query icon colour will change to green indicating that you have responded to the queries raised by an auditor.
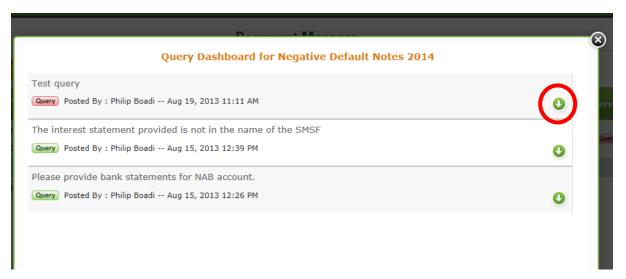
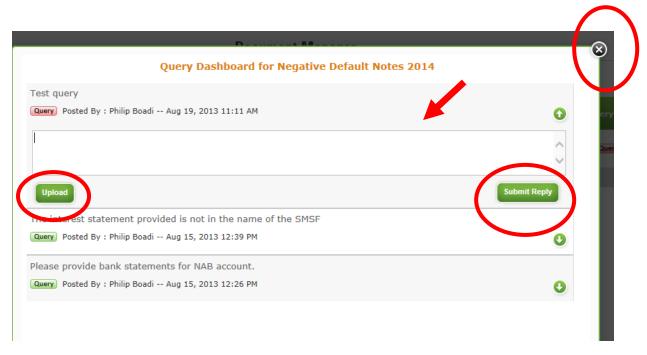# Responding to Auditor's Query

1.   You can respond to a query raised by auditor by clicking on [Query] icon on 'Document Manager's page.

2.   This pops up query dashboard for the super fund.

3.   Click on ⬇ icon to view the query.
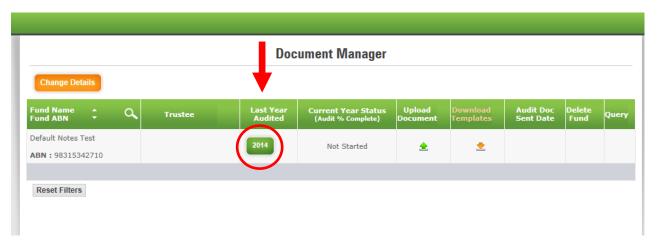
4.   Enter your response in the Response text area.

5. To upload documents Click on 'Upload' button.

6. Select a document name from drop down list.

7. Click on 'Browse' to select file to be uploaded and click on 'Upload Document' button.

8. Click on 'Submit Reply' button to respond to the query raised by auditor.

9. Click on the "x "at the top of the dashboard to close the queries dashboard and return to document manager page.

10. The query button should now be green.

Accessing Prior Year Audit Workpapers

1. On 'Document Manager' page click the year in Last Year Audited column against the fund name to go to 'Last Year Audits' page.

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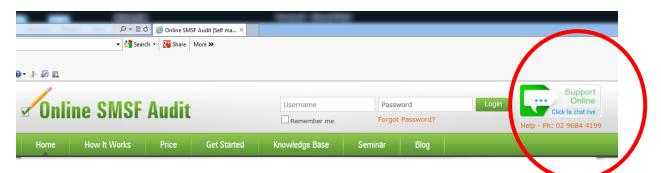

3. To Download Audit Evidence, Audit Reports and Invoice –
   3.1. On 'Last Year Audits Details' page, click on download link below the Audit Evidence, Audit Reports and Invoice column.

4. A pop-up window will appear with list of documents for the fund.
5. Click on the check box to select the relevant document(s) required,
6. To email the document(s), 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.
7. To print, click on 🖨 icon in the row of the document that you would like to print.
8. To download and view the document(s).click on ⬇ icon in the row of the document that you would like to download.

Support/ Feedback

We are available to help every step of the way.   We will 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.   To initiate live chat, please click on the live chat button.   You can chat with the support operator during weekdays from 9.am to 5.30pm. You can also forward your queries or request for any assistance to sales@onlinesmsfaudit.com.au. We will endeavour to respond to your email within a day.