

# Training Manual – Trustees/ Accountant

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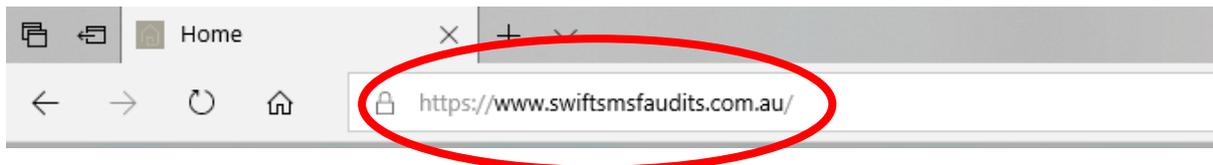


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## Accessing the System

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'.

## Change Details

[Back To Document Manager](#)

<b>First Name:*</b>	<input type="text" value="Puma"/>
<b>Last Name:*</b>	<input type="text" value="Burma"/>
<b>FirmName:</b>	<input type="text" value="Buma Puma"/>
<b>Address 1:*</b>	<input type="text" value="65"/>
<b>Address 2:</b>	<input type="text" value="king street"/>
<b>Suburb:*</b>	<input type="text" value="NEWTOWN"/> <small>(Please type in few characters and then select suburb from the list.)</small>
<b>State:*</b>	<input type="text" value="NSW"/> ▼
<b>Postal Code:*</b>	<input type="text" value="2042"/> ▼
<b>Phone Number:</b>	<input type="text"/> <input type="text"/>
<b>Mobile Number:</b>	<input type="text"/>
<b>Fax Number:</b>	<input type="text"/> <input type="text"/>
<b>E-mail:*</b>	<input type="text" value="test@hotmail.com"/>
<b>Confirm Email:*</b>	<input type="text" value="test@hotmail.com"/>

Fields with an \* are compulsory

[Change Password](#)



[Update](#)

[Cancel](#)

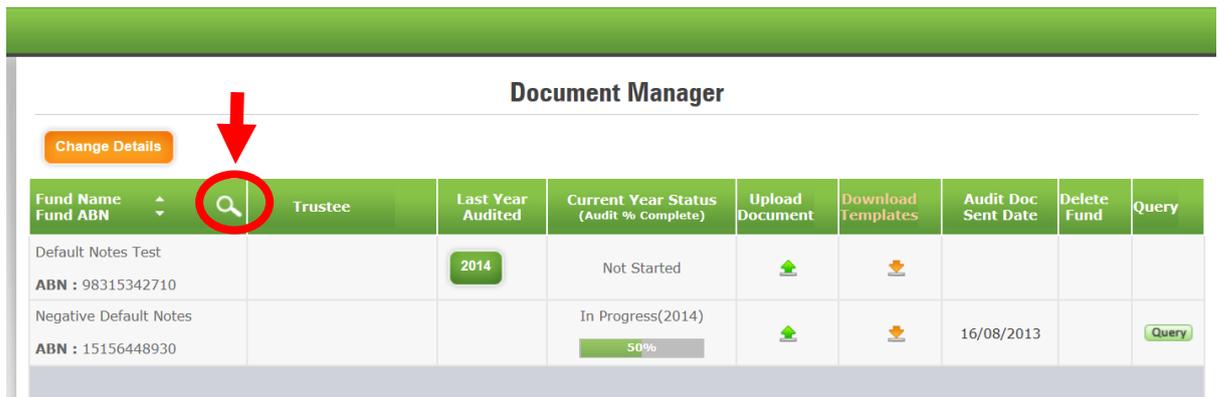
3. Change your password by entering 'Current Password', 'New Password' and 'Confirm Password' fields and click on Update button to update your password.

## Locating a Fund

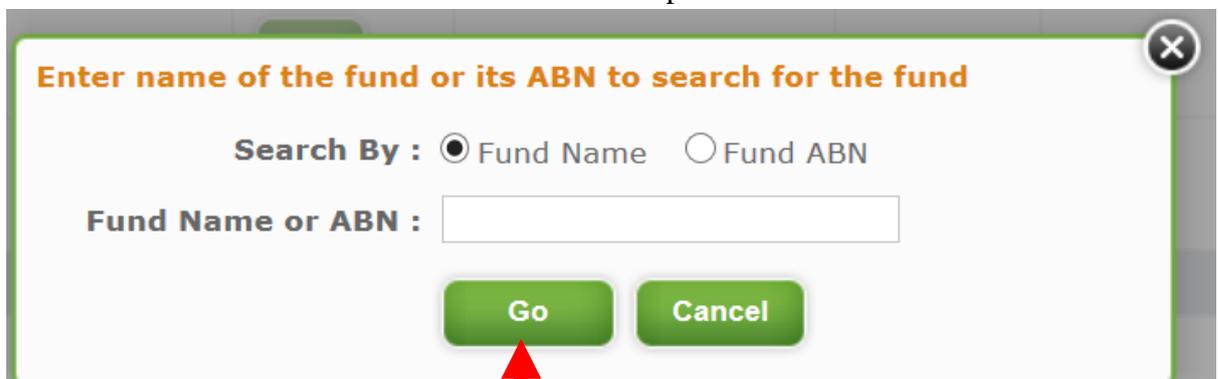
All funds will be displayed under the document manager page. You are only able to view the funds that your auditor has allocated to you. Where there have been a number of funds allocated to you, you can use the filtering option to find a particular fund.

To search for a fund:

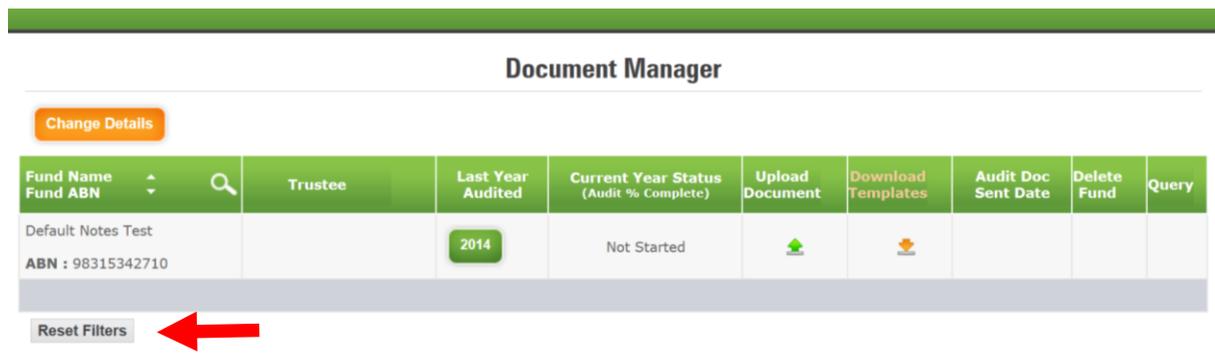
1. Click on the search button in the fund Name, Fund ABN column and this will open a search window.



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.

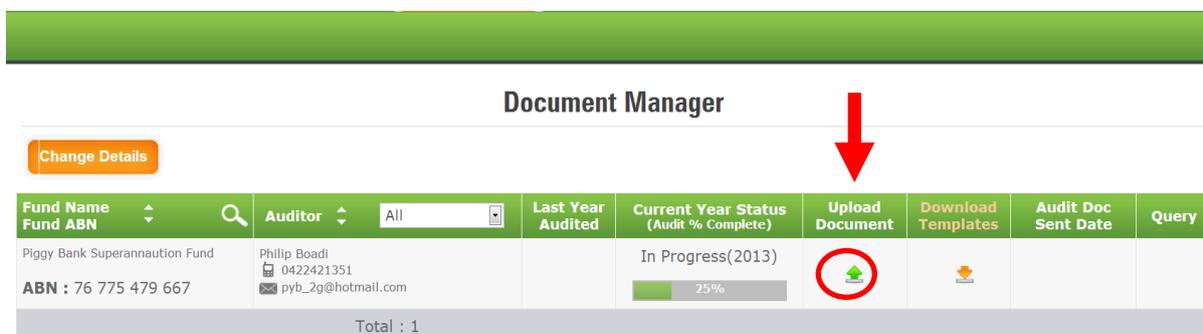


3. Click on Go button.
4. To undo the filter and show all funds, click on the Reset Filters Button



## 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.



**Document Manager**

[Change Details](#)

Fund Name Fund ABN	Auditor	Last Year Audited	Current Year Status (Audit % Complete)	Upload Document	Download Templates	Audit Doc Sent Date	Query
Piggy Bank Superannuation Fund ABN : 76 775 479 667	Phillip Boadi 0422421351 pyb_2g@hotmail.com		In Progress(2013) 25%				

Total : 1

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.

n.au/DocumentUpload.aspx?ty=+KdK8qLslucJGbSnBkRpKSmTxwBqhSanTayUoYwX1qtRwetB2PIC+rSowjCD7jxv

[Back To Document Manager](#) **Piggy Bank Superannuation Fund**

Auditor :  Phone :  Email :

### Permanent Documents ?

**Upload New Document :**

Document Name :\*

Select Document :\*  No file chosen

**Documents Uploaded :**

No Permanent documents uploaded yet!

### Audit Evidence ? For Financial Year 2013

**Upload Data File ?**

Which Accounting Package are you using for the Data File ?

Data File From Accounting Package :  
 No file chosen

**Data File Uploaded:** \_\_\_\_\_

**Upload Audit Evidence :**

Document Name :\*

Select Document :\*  No file chosen

**Evidences Uploaded:**

No evidence documents uploaded yet for selected audit year!

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.

n.au/DocumentUpload.aspx?ty=+KdK8qLslucJGbSnBkRpKSmTxwBqhSanTayUoYwX1qtRwetB2PIC+rSowjCD7jxv

[Back To Document Manager](#) **Piggy Bank Superannuation Fund**

Auditor :  Phone :  Email :

### Permanent Documents ?

**Upload New Document :**

Document Name :\*

Select Document :\*

 No file chosen

### Audit Evidence ? For Financial Year 2013

**Upload Data File ?**

Which Accounting Package are you using for the Data File ?

Data File From Accounting Package :

 No file chosen 
  

Data File Uploaded: \_\_\_\_\_

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**Upload Audit Evidence :**

Document Name :\*

Select Document :\*

 No file chosen 
  

Evidences Uploaded:

*Note: In the screenshot, red arrows point to the 'Choose File' button in the 'Upload Audit Evidence' section, the 'Document Name' dropdown menu, and the 'Upload' button in the same section.*

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 Superannuation Fund

Auditor :

Phone :

Email :

### Permanent Documents ?

#### Upload New Document :

Document Name :\*

Select Document :\*

No file chosen

#### Documents Uploaded :

No Permanent documents uploaded yet!

### Audit Evidence ? For Financial Year 2013

#### Upload Data File ?

Which Accounting Package are you using for the Data File ?

Data File From Accounting Package :

No file chosen

Data File Uploaded: \_\_\_\_\_

#### Upload Audit Evidence :

Document Name :\*

Select Document :\*

No file chosen

#### Evidences Uploaded:

No evidence documents uploaded yet for selected audit year!

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.

**Permanent Documents** ?

**Upload New Document :**

Document Name :\*

Select

Select Document :\*

Choose File No file chosen Upload

**Documents Uploaded :**

No Permanent 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!

Please hover your mouse over the ? icon for a brief explanation.

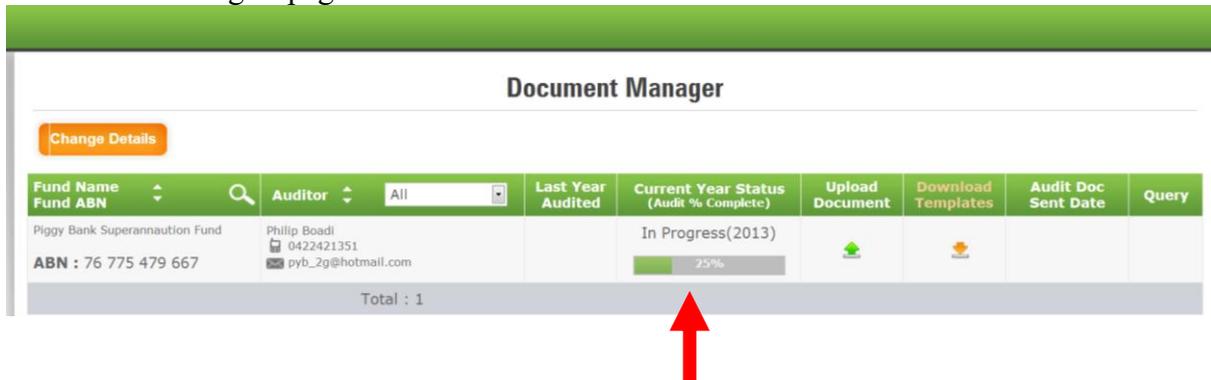
You can notify auditor about the documents uploaded by clicking here **Email Auditor**

## 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.



The screenshot shows the 'Document Manager' interface. At the top, there is a 'Change Details' button. Below it is a table with columns: Fund Name, Fund ABN, Auditor, Last Year Audited, Current Year Status (Audit % Complete), Upload Document, Download Templates, Audit Doc Sent Date, and Query. The first row shows 'Piggy Bank Superannuation Fund' with ABN '76 775 479 667'. The 'Current Year Status' column shows 'In Progress(2013)' with a green progress bar at 25%. A red arrow points to the progress bar.

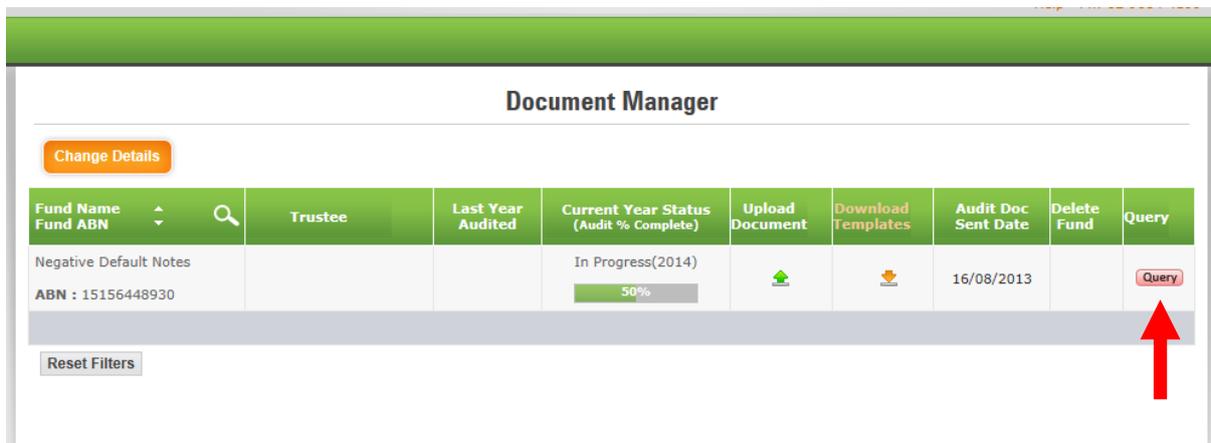
Fund Name	Fund ABN	Auditor	Last Year Audited	Current Year Status (Audit % Complete)	Upload Document	Download Templates	Audit Doc Sent Date	Query
Piggy Bank Superannuation Fund	76 775 479 667	Phillip Boadi 0422421351 pyb_2g@hotmail.com		In Progress(2013) 25%				

Total : 1

## Auditor's Query

On 'Document Manager' page, a red coloured query icon  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.



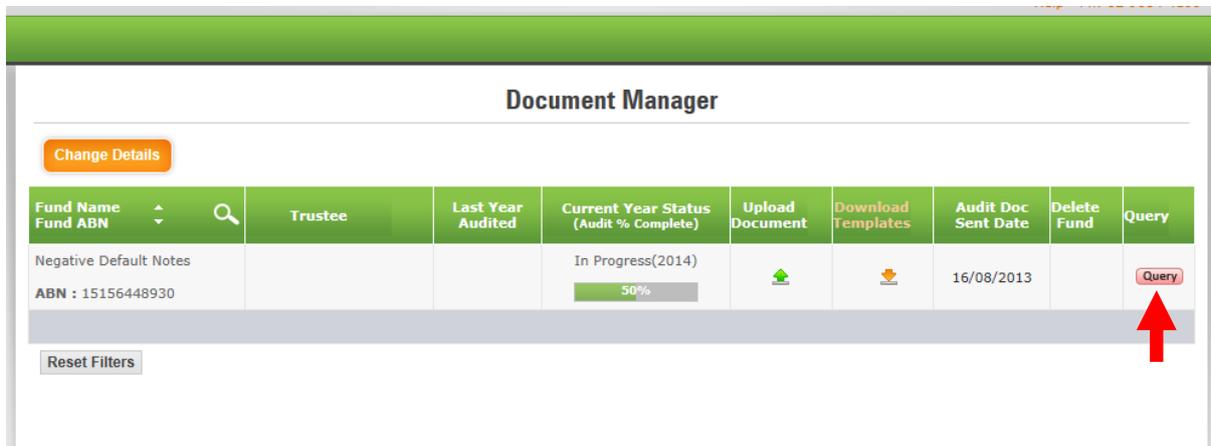
The screenshot shows the 'Document Manager' interface. At the top, there is a 'Change Details' button. Below it is a table with columns: Fund Name, Fund ABN, Trustee, Last Year Audited, Current Year Status (Audit % Complete), Upload Document, Download Templates, Audit Doc Sent Date, Delete Fund, and Query. The first row shows 'Negative Default Notes' with ABN '15156448930'. The 'Current Year Status' column shows 'In Progress(2014)' with a green progress bar at 50%. The 'Query' column shows a red 'Query' icon. A red arrow points to the 'Query' icon.

Fund Name	Fund ABN	Trustee	Last Year Audited	Current Year Status (Audit % Complete)	Upload Document	Download Templates	Audit Doc Sent Date	Delete Fund	Query
Negative Default Notes	15156448930			In Progress(2014) 50%			16/08/2013		

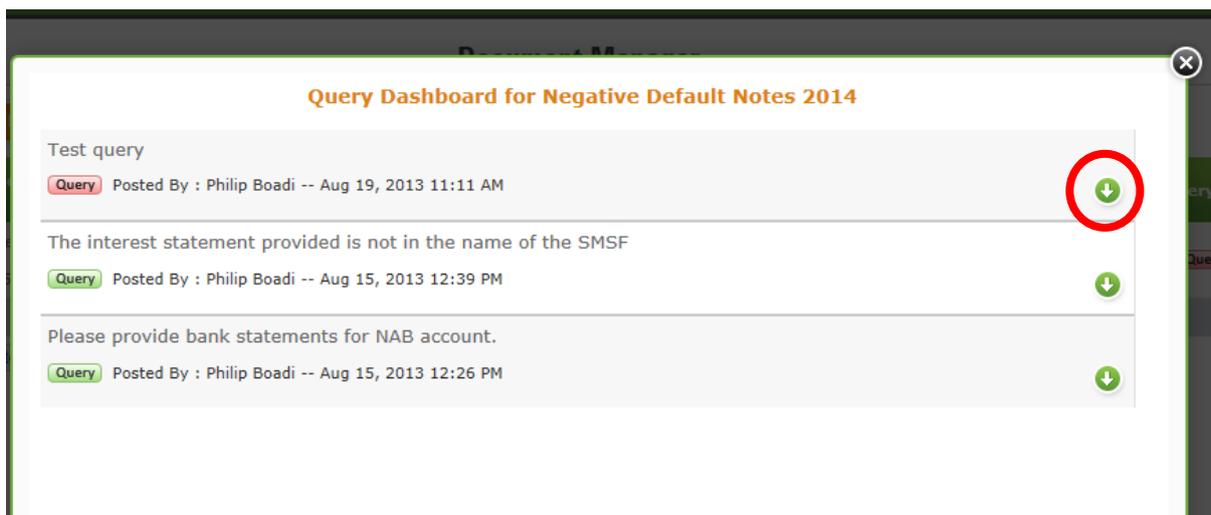
Reset Filters

## Responding to Auditor's Query

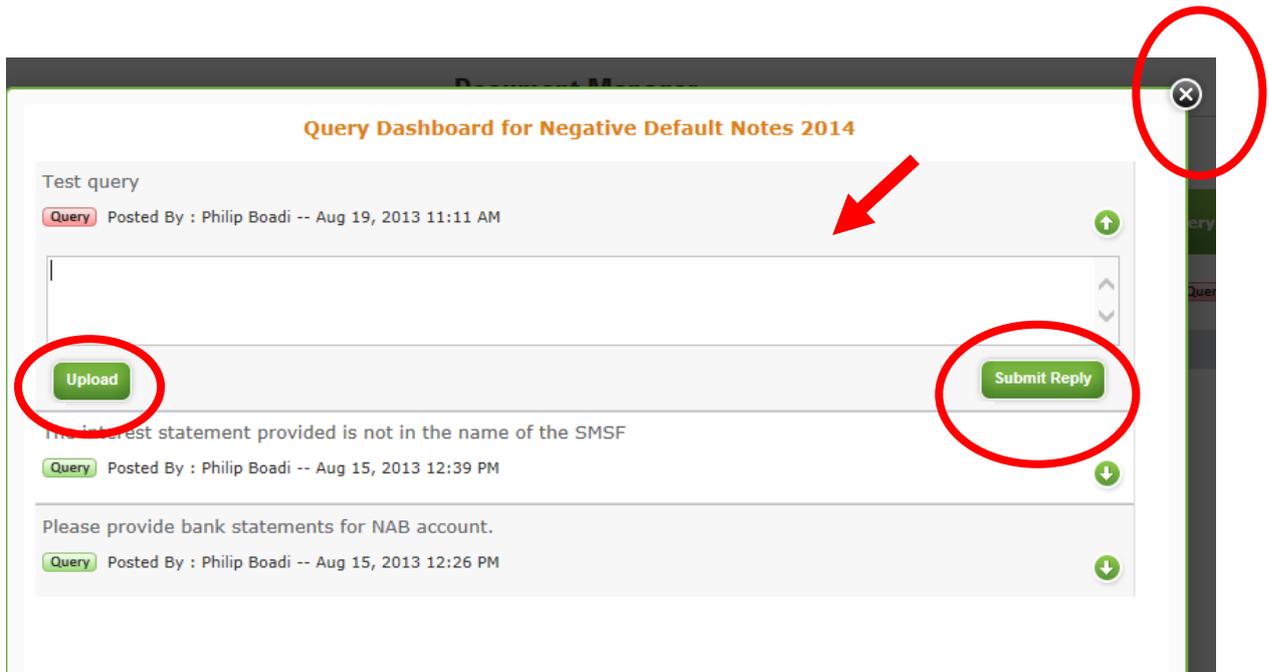
1. You can respond to a query raised by auditor by clicking on **Query** icon on 'Document Manager's page.



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.

**Document Manager**

[Change Details](#)

Fund Name	Fund ABN	Trustee	Last Year Audited	Current Year Status (Audit % Complete)	Upload Document	Download Templates	Audit Doc Sent Date	Delete Fund	Query
Negative Default Notes	ABN : 15156448930			In Progress(2014) 50%			16/08/2013		<a href="#">Query</a>

[Reset Filters](#)

## 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.

**Document Manager**

Change Details

Fund Name Fund ABN	Trustee	Last Year Audited	Current Year Status (Audit % Complete)	Upload Document	Download Templates	Audit Doc Sent Date	Delete Fund	Query
Default Notes Test ABN : 98315342710		2014	Not Started					

Reset Filters

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.

**Last Year Audits**

Back To Document Manager Download Permanent Document

Fund Name: Default Notes Test

Year	Audit Evidence	Audit Reports	Invoice #
2014	Download	Download	47

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.

**Last Year Audits**

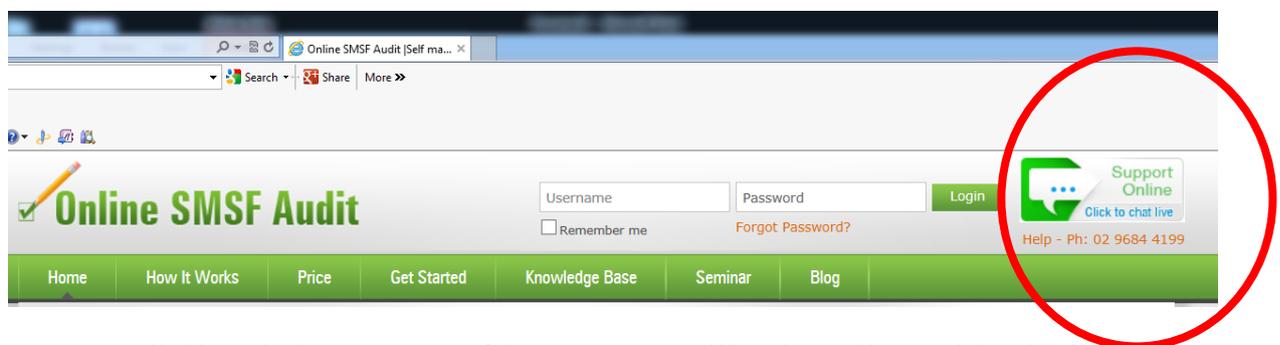
Back To Document Manager Download Permanent Document

Fund Name: Default Notes Test

Year	Audit Evidence	Audit Reports	Invoice #
2014	Download	Download	47

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](mailto:sales@onlinesmsfaudit.com.au). We will endeavour to respond to your email within a day.