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# Simple Fund 360 Advanced

## Training Manual

BGL.



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Welcome to the Simple Fund 360 Advanced Training. This training manual will help load a new superannuation fund, process current year transactions and prepare year-end financial statements. BGL assume you have some general knowledge of accounting for superannuation funds.

This manual is divided into 8 lessons:

### [Lesson 1 - Setup](#)

This section will take you step by step through the process of setting up the Advanced Training Fund in Simple Fund 360. This section will show you how to implement badges, use the quick fund setup, create relationships, set up connected services, register for superstream and add fund members.

### [Lesson 2 - Lump Sum Rollin](#)

By the end of this task, you would have learnt how to record a Lump Sum Rollin in Simple Fund 360.

### [Lesson 3 - Pensions](#)

By the end of this task, you will learn what steps are required to commence a pension and how to switch a member from accumulation to pension phase.

### [Lesson 4 - Property Acquisition](#)

By the end of this lesson, you will be able to set up an investment property in the Chart of Accounts and how to manually record a property purchase.

### [Lesson 5 - SMSF Processing](#)

This section will show you how to process transactions in the current year using uploads, the Share Data Pack and Transaction Matching.

### [Lesson 6 - Corporate Actions](#)

By the end of this lesson, you will be able to process corporate actions in Simple Fund 360.

### [Lesson 7 - Pension Reset](#)

By the end of this lesson, you will be able to process a commutation and commence a new pension.

### [Lesson 8 - Compliance](#)

By the end of this lesson, you will be able to process end of year tasks to finalise your fund.

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## Lesson 1 - Setup

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This section will take you step by step through the process of setting up the Advanced Training Fund in Simple Fund 360. This section will show you how to implement badges, use the quick fund setup, create relationships, set up connected services, register for superstream and add fund members.

By the end of this lesson, you will be able to:

- [Task 1.1 Create a Badge](#)
- [Task 1.2 Quick Fund Setup](#)
- [Task 1.3 Fund Details and Fund Relationships](#)
- [Task 1.4 Add Fund Members](#)
- [Task 1.5 Setup Connected Services](#)
- [Task 1.6 Register for SuperStream](#)

## Task 1.1 Create a Badge

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### Badges

Badges control the look and feel of [Reports](#), [Dashboards](#) and [Letter Templates](#) in Simple Fund 360.

A Badge is related to a fund. This relationship is displayed in:

- The Badge screen, where a fund can be attached to a Badge
- The [Quick Fund Setup](#) screen when setting up a new fund

A fund can only have one Badge.

**The following options can be edited in a Badge:**


- The Badge Name
- General Report Settings
- Reporting Options
- Firm Logo
- Fund Relationships
- Set the Revaluation Order for Managed Funds, Unit Trusts, and Shares in Listed Companies
- Set SMSF Annual Return PDF options
- Notes to the Financial Statements

If you do not create or set a customised Badge option for a fund, the Default Badge will apply. The default badge will also apply for funds migrated from Simple Fund Desktop.

**What happens if I change any of these Badge options within a fund? Will this overwrite the options originally created by the Badge?**

Any changes you make to a fund's options outside of the Badge screen will only affect that particular fund, the Badge option will remain unchanged.

## Instructions

From the <b>Main Toolbar</b> , go to <b>Settings</b> .	 SETTINGS
Select <b>Badge</b> from the list.	<b>Settings</b> Badge User list User roles Contacts Email template Notification Lodging party

1. From the **Badge** screen, select **Create New Badge**.
2. **Badge Name** - In the Badge Name field, input the name you want to give the Badge.

3. Set the **General Report Settings** for the Badge. These settings determine how the financial reports produced by the fund(s) attached to this Badge will produce financial information.

Report Setting	Explanation
<b>Rounding</b>	Click <b>Yes</b> to prepare rounded financial statements for fund(s) attached to the Badge.
<b>Show Comparatives</b>	Click <b>No</b> as there are no comparative amounts from the prior financial year.
<b>Include \$ Sign</b>	Click <b>Yes</b> to include the \$ sign in front of all numerical figures in financial statements.
<b>Time Stamp</b>	Click <b>No</b> to remove the date and time prepared on the Financial Reports.
<b>Reporting Entity</b>	Click <b>No</b> ,
<b>Draft Copy</b>	Click <b>No</b> to remove "Draft Copy" in the heading of each report produced in the Report Pack.
<b>Negative Amounts</b>	Select either the <b>Brackets</b> or <b>Minus Sign</b> from the drop down list to determine how negative amounts in financial statements will appear for funds attached to this Badge.



4. Set the **Reporting Options** for the fund(s) attached to this Badge.

Report Option	Explanation
<b>Tax Effect Accounting</b>	Do not tick this check box as this fund does not account for provisions for deferred income tax.
<b>Resident Fund</b>	Click this check box if fund(s) attached to this Badge are Australian residents for Income Tax purposes.
<b>GST Registered</b>	When an SMSF is registered for GST you will need to select this option. By selecting this option the Transaction List will update with a GST Rate and GST Amount field, Create Entries will now also include GST calculations. The Advanced Training Fund is not registered for GST do not tick this option.
<b>Include realised capital losses in PDIT/FITB</b>	This option will treat realised capital losses as a timing difference when calculating the provision for deferred income tax/future income tax benefit for fund(s) attached to this Badge. <i>This check box will be automatically ticked when <b>Tax Effect Accounting</b> is ticked.</i>
<b>Include unrealised capital losses at 10%</b>	This option will include unrealised capital losses in timing differences at the 10% tax rate when calculating the provision for deferred income tax/future income tax benefit. This option assumes losses will be applied against discounted gains and is not recommended where assets are generally sold within 12 months of acquisition. <i>This check box will be automatically ticked when <b>Tax Effect Accounting</b> is ticked.</i>
<b>Fund Tax Rate</b>	Leave this as 15% for a Non-Complying SMSF switch the fund tax rate to 45%.
<b>Default Financial Year</b>	Input the default financial year as 01/07/2014 - 30/06/2015.

5. Set the Revaluation Order for Managed Funds, Unit Trusts, and Shares in Listed Companies. The Badge applied to a fund will determine which price is used when investment revaluations are calculated. Refer to [SF 360 Help](#) for further information.
6. When printing the SMSF Annual Return the following PDF options can be applied to any fund attached to a badge:
- Print all Member pages from Section F/G
  - Display signature box on all returns and schedules
  - Display member TFN in Section F/G
  - Display fund TFN on return and schedules
7. **Include Notes** - At badge level tick the check box for each note you wish to include in the financial statements. Notes are automatically numbered by SF 360.
8. **Upload Your Logo** - add a **firm logo** to all documents and reports, on the right hand side of the screen, select Upload Logo. Upload your firm logo from its stored location on your computer.

9. **Attach Funds** - On the right hand side of the screen, select Attach Funds to add or remove fund(s) to the Badge.
10. **Default Relationships**- You can add the following default relationships of fund(s) attached to the Badge:
  - Fund Contact
  - Fund Tax Agent
  - Fund Auditor
  - Fund Advisor
11. Once you have finished inputting all badge information, click **Save**.

## Task 1.2 Quick Fund Setup

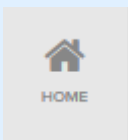
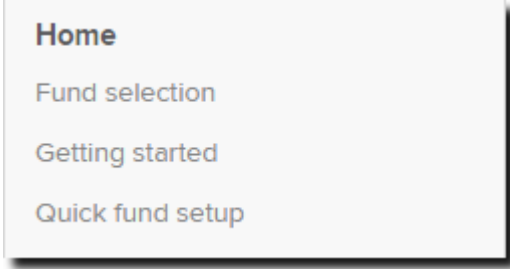

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### Objective

By the end of this task, you will be able to set up a fund using the Quick Fund Setup

### Details - Quick Fund Setup Wizard

The Advanced Training Fund was established on the 01/07/2014. The fund has two members with a corporate trustee.

From the <b>Main Toolbar</b> , go to <b>Home</b> .	
Select <b>Quick fund setup</b> from the list.	
Select <b>Add New Fund</b> .	

## Input the Fund Details

<b>Select Badge</b>	Set to <i>Advanced</i>
<b>Fund Name</b>	Input <i>Advanced Training Fund</i>
<b>Fund Code</b>	Input a unique fund code
<b>ABN</b>	Input your fund's ABN. This is required for SuperStream registration. For training we will use BGL's ABN: 60 606 354 079.
<b>TFN</b>	Input your fund's TFN
<b>Date Formed</b>	Input <i>01/07/2014</i>
<b>Financial Year</b>	Input <i>01/07/2014 - 30/06/2015</i>
<b>System Start Date</b>	Input <i>01/07/2014</i>

### **System Start Date**

The **System Start Date** is the start of the first active financial year the fund will be processed in SF360. The **System Start Date** will automatically trigger daily **Investment Revaluation** and **Member Allocation Journals** from this date going forward.

### Quick Fund Setup

**About this screen:** In this screen you can quickly setup a new fund. Mandatory fields are marked with an asterisk \*




**Select Badge \*** [Edit Badge](#)     
 **Fund Name \***     
 **Fund Code \***


    
      

**ABN**     
 **TFN**     
 **Fund Type**


    
      
 SMSF

**Date Formed \***     
 **Financial Year \***

     
   to:  

**System Start Date** 

Are you entering opening balance?   
  Yes   
  No



Click  .

Once this step has been completed, the Advanced Training Fund can be selected form the **Fund Selection List**.

## Task 1.3 Fund Details and Fund Relationships

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### Objective

In this task you will learn how to input the general reporting information for the fund.

By the end of this task, you will be able to:

- Input fund reporting details
- Input address details
- Review fund setup details
- Input fund relationships

### Details

#### Fund Details in Simple Fund 360

The **Fund Details** screen allows you to put in all fund specific information including:

- Fund Name
- Fund Formation Date
- Fund Addresses
- Fund Reporting Options

The **SMSF** screen allows you to input information directly into Sections A and L of the SMSF Annual Return.

#### Fund Details

The **Fund Details** screen allows you to input and review the following information:

##### Details

Screen Options	Explanation
Fund Name	Input the name of the fund.
Fund Code	Input the fund code.

Screen Options	Explanation
<b>Date Formed</b>	Input the fund start date.
<b>Wind Up Date</b>	Input the date the fund was wound up (if applicable).
<b>System Start Date</b>	The <b>System Start Date</b> is the start of the first active financial year the fund will be processed in Simple Fund Simple Fund 360. The <b>System Start Date</b> will automatically trigger daily <b>Investment Revaluation</b> and <b>Member Allocation Journals</b> from this date going forward.
<b>Fund Type</b>	This will automatically be set to <b>SMSF</b> .
<b>TFN</b>	Input the Tax File Number for the fund.
<b>ABN</b>	Input the Australian Business Number for the fund (if applicable).
<b>WPN</b>	Input the Withholding Payer Number of the fund (if the fund does not have an ABN and PAYG registration is required).
<b>SFN</b>	Input the Superannuation Fund Number (if applicable).
<b>RSE</b>	Input the Registrable Superannuation Entity licence or number (if applicable).
<b>Postal Address</b>	Input the postal address of the fund.
<b>Physical Address</b>	Input the physical address of the fund.

## Reporting Options

Screen Options	Explanation
<b>Financial Year</b>	This field will display the current financial year of the fund.
<b>Tax Effect Accounting</b>	Select this check box to turn on Tax Effect Accounting. Simple Fund 360 will create a provision for deferred income tax (PDIT) for the fund.
<b>GST Registered</b>	Select this check box if this fund is GST registered. Simple Fund 360 will deduct GST amounts from assets, income and expenses in reports.
<b>Resident Fund</b>	Select this check box if the fund is an Australian resident fund for income tax purposes.

Screen Options	Explanation
<b>Include Realised Capital Losses in PDIT/FITB?</b>	This option will treat realised capital losses as a timing difference when calculating PDIT. <i>This check box will be automatically ticked when <b>Tax Effect Accounting</b> is ticked.</i>
<b>Include Unrealised Capital Losses at 15%</b>	This option will include unrealised capital losses in timing differences at a 10% tax rate when calculating PDIT. This option assumes losses will be applied against discounted gains and is not recommended where assets are generally sold within 12 months of acquisition. <i>This check box will be automatically ticked when <b>Tax Effect Accounting</b> is ticked.</i>
<b>Fund Tax Rate</b>	Leave this as 15%, for a Non Complying SMSF switch the fund tax rate to 45%.

## Trust Deed Upload

Option	Explanation
<b>Trust Deed Upload</b>	Input the <b>Deed Source</b> and <b>Deed Last Modified</b> .  The Trust Deed can be uploaded to the <a href="#">Documents</a> screen.

After adding the details, click **Save** to store the information or **Cancel** to abort the change.

Select **SMSF** to open the tax return details screen.

## SMSF View

Select the **SMSF View** in **Fund Details** to populate Sections A and L for the SMSF Annual Return

### Section A

Section A	Information to Input
<b>Status of SMSF</b>	If the fund is an Australian Superannuation Fund for tax purposes, select <b>Yes</b> .



Section A	Information to Input
<b>Fund Benefit Structure</b>	Input whether the fund's benefit structure is: <ul style="list-style-type: none"> <li>• Defined Contribution</li> <li>• Defined Benefit</li> <li>• Hybrid Fund</li> </ul>
<b>Use Tax Agent Address for postal address in tax returns?</b>	Select <b>Yes</b> to use the Tax Agent's address as the postal address. Select <b>No</b> to use the fund's postal address.


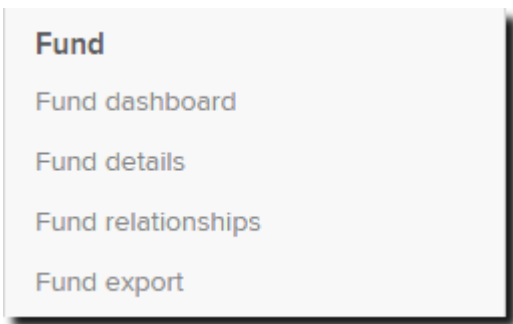
## Creating Fund Relationships

The Fund Relationships screen allows you to easily identify and manage all fund contacts.

From the Fund Relationships screen you can:

- View and edit existing contacts
- Add new contacts
- Remove contacts

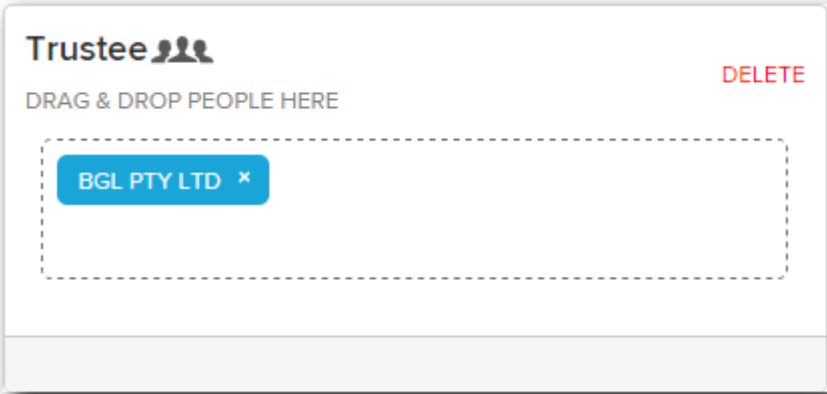
## Instructions

From the <b>Main Toolbar</b> , go to <b>Fund</b> .	
Select <b>Fund relationships</b> from the list.	

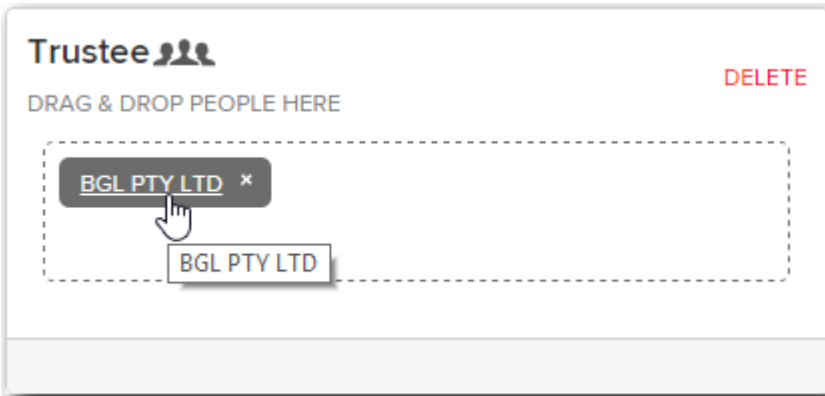
SF360 [Contacts](#) previously added or migrated will appear under the Contacts List. If a Contact does not yet exist in the Contacts screen, simply select [Add New Company](#) or [Add New Person](#).

The Advanced Training Fund has a Corporate Trustee. The following steps will go through setting up the Corporate Trustee:

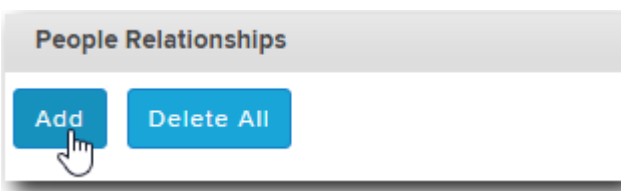
1. From the Contacts List, Drag & Drop the Corporate Trustee (BGL PTY LTD) to the trustee relationship section.



2. With your cursor select the Corporate Trustee **BGL PTY LTD**.



3. From the **Add/Edit Company** page, locate the people relationships section and select **Add**.

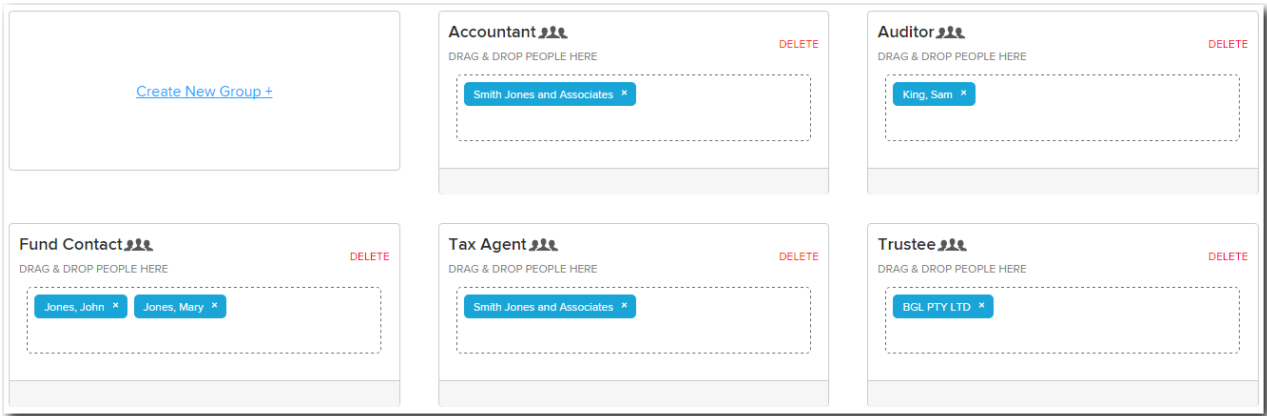


4. Setup John Jones as a director of the Company. Once the details have been entered, select **Add**.

Repeat steps 3 and 4 to add Mary Jones as a director to **BGL PTY LTD** .

5. Once complete, select **Save**.

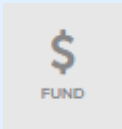
6. Set up the remaining relationships.



## Instructions

In this task we are going to input and complete the fund addresses and reporting details.

## Input Fund Details

From the <b>Main Toolbar</b> , go to <b>Fund</b> .	
Select <b>Fund details</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Fund</b></p> <ul style="list-style-type: none"> <li>Fund dashboard</li> <li>Fund details</li> <li>Fund relationships</li> <li>Fund export</li> </ul> </div>

From the **Fund Details** page, you will be able to review the date formed, TFN, ABN, and Financial Year. These details will be saved from the Quick Fund Setup process.

## Input Fund Address Details

Fund Address		
<b>Postal address</b>	Address Line	Input <i>PO Box 8063</i>
	Suburb/Town	Input <i>Brighton East</i>
	State	Select <i>Victoria</i>
	Postcode	Input <i>3187</i>

Fund Address		
<b>Physical Address</b>	Address Line	Input <i>606-608 Hawthorn Road</i>
	Suburb/Town	Input <i>Brighton East</i>
	State	Select <i>Victoria</i>
	Postcode	Input <i>3187</i>
Select <b>Save</b> .		

Fund Address								
Postal Address			Physical Address			Same as Postal Address		
<input type="text" value="PO Box 8063"/>			<input type="text" value="606 - 608 Hawthorn Road"/>					
<input type="text"/>			<input type="text"/>					
Suburb / Town	State	Post Code	Suburb / Town	State	Post Code			
<input type="text" value="Brighton East"/>	<input type="text" value="VICTORIA"/>	<input type="text" value="3187"/>	<input type="text" value="Brighton East"/>	<input type="text" value="VICTORIA"/>	<input type="text" value="3187"/>			

## Task 1.4 Add Fund Members


### Objective

In this task you will learn how to create the member accounts.

By the end of this task, you will be able to:

- Add an individual to the contacts screen.
- Add an accumulation member.

### Navigation

From the <b>Main Toolbar</b> , go to <b>Member</b> .	 MEMBER
Select <b>Member list</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Member</b></p> <ul style="list-style-type: none"> <li>Member list</li> <li>Contribution dashboard</li> <li>Pension dashboard</li> <li>Fund pension policies</li> </ul> </div>

### Member List

The Member List is the main screen in the Members section. It contains the following on screen features:

- List of current members.
- Add a new member account.
- Edit an existing member's account information.
- Input member transactions.

## Screen Features

Member Information	Explanation
<b>Member Name</b>	Each member's name will display on screen with their age recorded alongside the name.
<b>Member Code (MEMBERCODE)</b>	An auto generated code used to identify a member's balance, income and expense accounts in the fund. This code is created when a member is added to the fund.
<b>Account Description</b>	Insert an account description. This is a mandatory field. For example, if the account is a pension account, input the type of pension account (such as Account Based).
<b>Account Type</b>	The type of member account (accumulation or pension).
<b>Start Date</b>	The date the member account commenced in the fund.
<b>End Date</b>	The date the member account was ceased (if ceased) in the fund.
<b>Tax Free %</b>	The tax free percentage of the member's account balance will display. This amount is automatically calculated based on the taxable and tax free components of the member's balances upon pension commencement.
<b>Balance</b>	The current account balance of the member.

## Member Accounts

Member accounts will appear in the 50000 account range in the chart of accounts and can only be added through the Members screen.

Simple Fund 360 uses a MEMBERCODE to represent each member account (the MEMBERCODE is the sub account for each member).

The MEMBERCODE will consist of:

- Up to twelve alphanumeric characters.
- An auto generated combination of the first three letters from the member's surname; plus the first three letters of the member's first name. In addition, a further five numbers and the first letter of the member's account type (accumulation or pension) will be form the code.

**For Example:**


First Name	Last Name	Account Type	MEMBERCODE	Account Code
John	Jones	Accumulation	JONJOH00001A	50001/JONJOH00001A

Member accounts are fund specific (unique to each fund) and will only appear in the **Fund** chart of accounts in Simple Fund 360.

## Add a Member

When a member account is added, the default is an **accumulation** account. Each member in Simple Fund 360 can only have **one** accumulation account.

Refer to the [ATO website](#) for more information on superannuation interests.

 If you would like to add a **pension** member account to the fund, you need to convert an existing accumulation member to pension phase.

1. From the **Member List** screen, select **New Member Account** and from the drop down list below, select **New Accumulation Member**.
2. Input the member's personal details. If the member has been added to the Contacts list in Simple Fund 360 (see Getting Started: [Add a Person](#)) begin inputting their name into the **Select Member From Contacts** search bar and select their name from the drop down list that appears below.
3. Simple Fund 360 will create a MEMBERCODE based on the member's name (which is editable).

*Once you have saved the member account, the MEMBERCODE is no longer editable.*

4. Input the following details of the member.

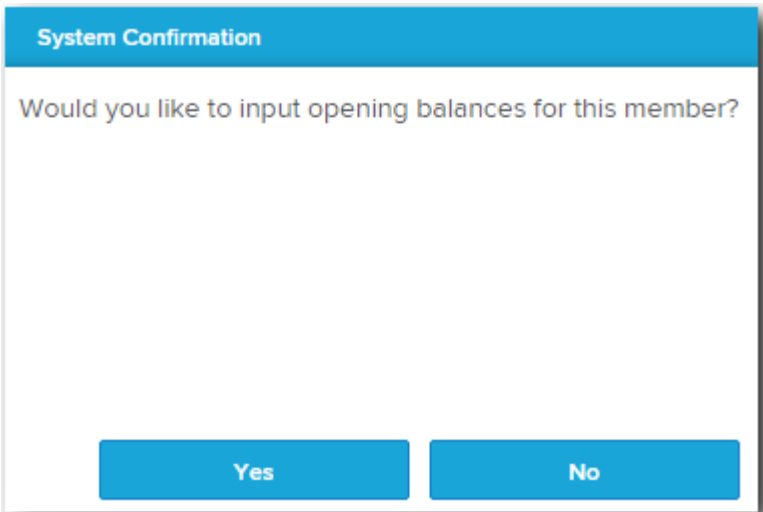
Account Details	Explanation
<b>Account Description</b>	Insert an account description. This is a mandatory field. For example, if the account is a pension account, input the type of pension account (such as Account Based).
<b>Start Date</b>	Input the date the member joined the fund.

Nominate Beneficiaries	Explanation
<b>Add Beneficiary</b>	Select <b>Add Beneficiary</b> to nominate a beneficiary to the member. Currently nominated beneficiaries can not be displayed on the Members Statements. This feature has been added to the Simple Fund 360 <a href="#">Wishlist</a> .
<b>Upload Form</b>	Select <b>Upload Form</b> to upload a Binding Death Nomination Form.
<b>View Form</b>	Select <b>View Form</b> to view the Binding Death Nomination Form.

5. Select **Save** to add the member to the fund or **Cancel** to abort the change.

After selecting **Save**, the following screen will display:





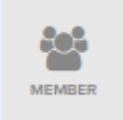
6. Select **Yes** to input opening balances for the member or **No** to return to the Member List.

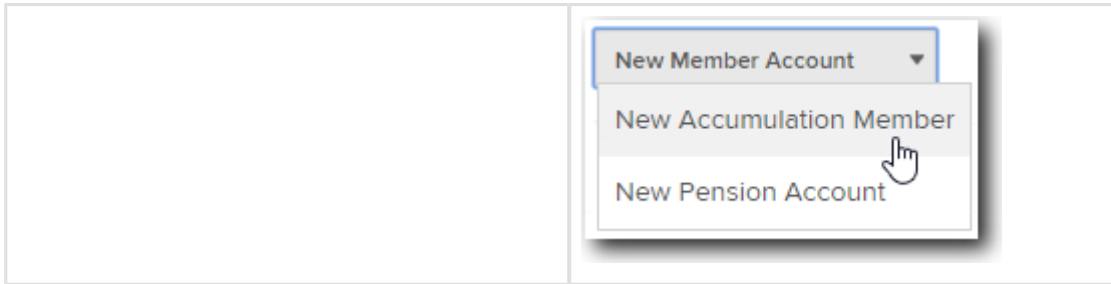
## Instructions

This task will show you how to add individuals to the contacts screen and create your fund members.

### Create New Member Accounts


Ensure that the selected fund is the **Advanced Training Fund**:

From the <b>Main Toolbar</b> , go to <b>Member</b> .	 <p>MEMBER</p>
Select <b>Member list</b> from the list.	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Member</b></p> <ul style="list-style-type: none"> <li>Member list</li> <li>Contribution dashboard</li> <li>Pension dashboard</li> <li>Fund pension policies</li> </ul> </div>
Select <b>New Member Account</b> .	<div style="border: 1px solid gray; padding: 5px;"> <p>New Member Account ▼</p> </div>
Select <b>New Accumulation Member</b> .	



## Add Personal Details

Click **New Contact** to create your first member for the **Advanced Training Fund**, this will open the Contacts Screen in a new tab.

 **Note**

*The Contacts screen will list all the people, companies, trusts or other entities that were previously created or migrated. Existing contacts can be linked to multiple funds in Simple Fund 360.*

The **Add/Edit Person** page will now display in a new pop-up screen for you to input the member details for John Jones.

John Jones Details	
<b>Title</b>	<i>Mr</i>
<b>Surname</b>	<i>Jones</i>
<b>First Name(S)</b>	<i>John</i>
<b>Sex</b>	<i>Male</i>
<b>TFN</b>	<i>999 999 941</i>
<b>Date of Birth</b>	<i>09/11/1947</i>
<b>Address</b>	<i>606-608 Hawthorn Road, Brighton East, Victoria, 3187</i>

**Add/Edit Person**


Title	Mr	TFN	999999941	Address	606 - 608 Hawthorn Road	
Surname	Jones	ABN				
First Name(s)	John	Email		Suburb / Town	State	Post Code
Date of Birth	09/11/1947	Telephone		Brighton East	VICTORIA	3187
Date of Death		Mobile		Country	AUSTRALIA	
Sex	Please select .....	SMSF Auditor Number				
Place of Birth		Professional Body	Please select .....			
State of Birth	Please select .....	Professional Body Number				
Country of Birth	AUSTRALIA					

Select **Save**. John Jones will now be automatically selected in the **Members List** screen.

<b>Member Code</b>	Change the <b>Member Code</b> to <i>JJones</i> .
<b>Account description</b>	Input <i>Accumulation - John Jones</i> .

<b>Start Date</b>	Input 01/07/2014.
<b>Service Period Start Date</b>	Input 20/08/1975.
<b>Death Benefit</b>	Select <b>Show Member Financial Details</b> , in the value field next to <b>Death Benefit</b> input \$1,000,000.00.

**New Accumulation Member**    **Add Personal Details**



TFN  
999999941

Birth Date  
09/11/1947

[Edit Contact](#)

Select Member From Contacts

Jones, John [New Contact](#)

Member Code

JJones

---

**Account Details**

Account Description	Start Date	End Date	Service Period Start Date
Accumulation - John Jones	01/07/2014		20/08/1975

[+ Show Nominate Beneficiaries](#)

**- Hide Member Financial Details**

Field Name	Value	Show On Members Statement
Current Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Previous Salary	<input type="text"/>	<input checked="" type="checkbox"/>
Death Benefit	1000000	<input checked="" type="checkbox"/>

Select **Save** to create John Jones as a member. The following screen will display:

**System Confirmation**

Would you like to input opening balances for this member?

Yes

No

Select **No** as we will be adding a second member to the fund.

Repeat the steps above to add **Mary Jones** as a member.

<b>Mary Jones Details</b>	
<b>Title</b>	<i>Mrs</i>
<b>Surname</b>	<i>Jones</i>
<b>First Name(S)</b>	<i>Mary</i>
<b>Sex</b>	<i>Female</i>
<b>TFN</b>	<i>999 999 870</i>
<b>Date of Birth</b>	<i>06/03/1954</i>
<b>Address</b>	<i>606-608 Hawthorn Road, Brighton East, Victoria, 3187</i>
<b>Member code</b>	Change the <b>Member Code</b> to <i>MJones</i>
<b>Account description</b>	Input <i>Accumulation - Mary Jones</i>
<b>Start Date</b>	Input <i>01/07/2014</i>
<b>Service Period Start Date</b>	Input <i>21/06/1977</i>
<b>Death Benefit</b>	Select <b>Show Member Financial Details</b> , in the value field next to <b>Death Benefit</b> input \$1,000,000.00.

Once Mary has been created, select **No** to input the members opening balances. As this fund is in the current year, we will be transferring in a balance.

## Task 1.5 Setup Connected Services

This section will take you step by step through the process of setting up the **Advanced Training Fund** for:

- Task 1.5.1 The BGL Bank Data Service
- Task 1.5.2 Share Data Pack

### BGL Bank Data Service

The Bank Data Service is the most efficient way of obtaining bank data for Simple Fund 360. You have the ability to fully automate the flow of bank data from all major banks directly into Simple Fund 360.


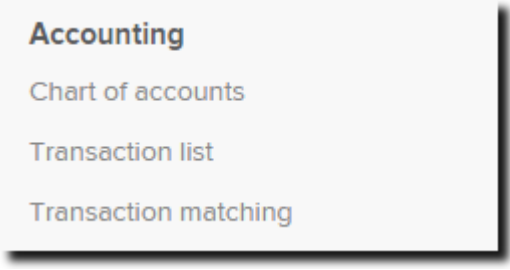
The Bank Data Service will provide you with the following benefits:

- A reduction in manual data entry.
- Increased accuracy in transaction matching.
- Improvements in workflow and productivity.
- Proactive compliance and tax planning opportunities.

For a list of all supported banks please refer to the [Simple Fund 360 Help - Supported Banks](#).

The setup process will be shown in two stages. Firstly you will need to add the bank account to the Chart of Account. Secondly, you will need to setup the funds bank feed.

### Stage 1 - Add Bank Account to the Chart of Accounts

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Chart of accounts</b> from the list.	

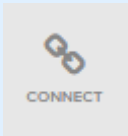
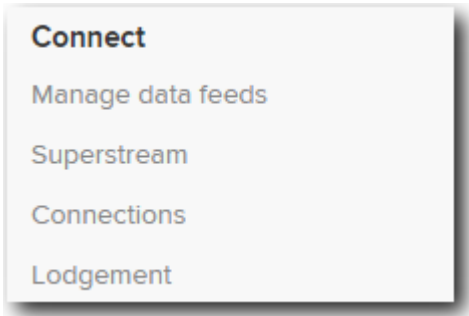

1. From the **Chart of Accounts** screen, select **Add Account** and select **Bank**.
2. From the **New Bank Account** screen, select the Bank Type as **Cash at Bank**.
3. Tick **Make Default Bank Account**.
4. Input the bank account's **BSB** and **Account Number**.
5. Input the **Bank Code** and **Name** as ANZ.

6. Select **More Details>>** to view the **Tax** and **Regulatory Return** labels for the account.
7. When the **More Details** tab is opened, you will be able to view the linked income, expense and liability accounts Simple Fund 360 will automatically create.

Account Type	Account Name	Account Code
Income	Interest Received	25000/BANKCODE
Income	Other Investment Income	26500/BANKCODE
Expense	Investment Expenses	37500/BANKCODE
Liability	Investment Liabilities	83000/BANKCODE

8. Select **Save** to add the bank account to the Chart of Accounts. To set up the bank feed, continue with stage 2.

## Stage 2 - Bank Feed Setup

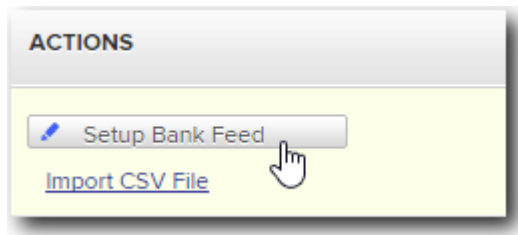
From the <b>Main Toolbar</b> , go to <b>Connect</b> .	
Select <b>Manage data feeds</b> from the list.	
Under the <b>Banks</b> section, select <b>Get Started</b> .	

From the **Bank Feed Management** dashboard, you can subscribe to and set up the BGL Bank Data Service. You will need complete the following steps for each fund:

1. Input bank account details into Simple Fund 360.
2. Complete the Automated Data Feed section (prepare Authority Forms).
3. Confirmation.

### Step 1: Input the Fund's Bank Account Details into Simple Fund 360

1. From the **Bank Feed Management** dashboard, locate the bank account . Under the **Actions** column, select **Setup Bank Feed**.



2. Review the Bank Account details.

<b>Account Name</b>	John And Mary Jones ATF Advanced Training Fund
<b>BSB</b>	017-553
<b>Bank Account Number</b>	777777777

## Step 2: Automated Data Feed

1. Under the **Automated Data Feed** section, select **BGL Bank Data Service** as the **Feed Provider**.
2. Select **Print Form**. Simple Fund 360 will now populate the Authority Form which the fund's trustee(s) must sign. A BGL Signing Guide can be prepared by selecting **Print Letter**.
3. Signed Authority form will need to be sent to:

BGL Data Services

Reply Paid 88518

North Road

Victoria 3187

## Step 3: Confirmation

The BGL Data Services Team will keep you updated in regards to the status of the Bank Feed via the **Feed Status** column.

## Step 4: Begin Automating Your Bank Data

Once the bank authority form has been approved, transactions will automatically be uploaded overnight into the fund without any user interaction.

The Feed Status will change to **Feed Operating** within Simple Fund 360.

**i** Automated Bank Data is only available from the time the authority form was approved by the financial institution. Approval may vary between 10-15 business working days.



## Setup the Share Data Pack

The Share Data Pack are the automated data feeds consisting of the BGL Contract Note Service and Registry Data Service.

BGL's Registry Data Service will confirm holding balances and income payments with Australia's main registries. The Registry Data Service will be available soon in Simple Fund 360.

BGL's Contract Note Service will automatically upload buy and sell transactions (including PDFs or contract /confirmation notes) to Simple Fund 360 from all major Australian Brokers.

The Contract Note Service will:

- Read the data from the Contract Note.
- Add the transaction to the ledger.
- Attach a pdf copy of the contract note to the transaction.
- Automatically add new investments from any purchase.
- Automatically process Disposals and generate the CGT entries from any sale.
- Automatically generate all GST Entries.

*A list of all supported brokers can be found in the [Simple Fund 360 Help](#).*

## Details

Within Simple Fund 360, contract notes are automatically uploaded overnight directly into the specific fund.

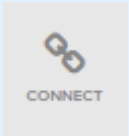
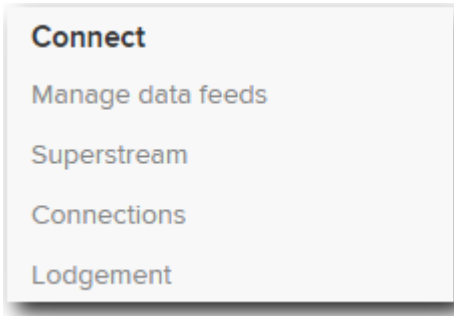

Each fund will have its own unique email address. Supported contract notes that have been forwarded to the address either by the online broker or manually sent will be read by the Contract Note Service and uploaded into Simple Fund 360.



To subscribe to and set up the Contract Note Service, you will need to complete the following steps:

1. Set up the Contract Note Service for selected funds.
2. Add and notify supported brokers of the unique email address.
3. Set up a forward email address and enter any required passwords.

## Instructions: Contract Note Service Setup

<p>From the <b>Main Toolbar</b>, go to <b>Home</b>.</p>	
<p>Select <b>Manage data feeds</b> from the list.</p>	
<p>Under the <b>Share Data Packs</b> section, select <b>Start Using</b>.</p>	

### Step 1: Setup Contract Notes

From the **Share Data Pack Management** dashboard, under the **Actions** column for the selected fund click



### Step 2: Add Supported Brokers for the fund

Select the broker(s) used within the fund from the list. You will need to have at least one broker.

Click "Add Broker +" to add multiple brokers.

Select **ETRADE** and **CommSec**.

Select  .

For a list of supported brokers, [click here](#).

## Step 3: Forward all emails and enter a E\*trade Password

An optional step is available that will allow users to input email addresses so the Contract Note Service can then forward all broker emails received to a client or 3rd party.

If the SMSF is using ETRADE as one of the supported brokers the E\*trade password will need to be entered which normally takes the form of the User ID.

For training purposes ignore both fields and select

 Save

The unique email address will be created. For example, *SF360Training @bglnotes.com.au*

## Step 4: Broker Notification

To notify supported brokers of the fund's unique email address, refer to the [Share Data Pack help](#).

From this page you can download detailed instructions on how to notify brokers of a fund's unique email address.

## Begin Automating your Buys and Sells

Once the brokers have been notified, any contract note that has been sent to the unique email address will be processed in Simple Fund 360 automatically.

## Task 1.6 Register for SuperStream

---

### What is SuperStream?


SuperStream is a government reform designed to enhance the efficiency of the super system. Under SuperStream, employers are required to make super contributions, both data and payment, on behalf of their employees electronically. All super funds, including SMSFs, must receive contribution data and payments electronically in accordance with the SuperStream Standard.

SuperStream Gateways will collect your contribution data from employers and distribute this data to your SMSF.

This means that employers will be able to send superannuation contributions and data to multiple funds in one standard electronic format, instead of sending information to separate funds in multiple formats.

### Australia Post will provide Simple Fund 360's SuperStream Gateway

BGL has partnered with Australia Post to provide SuperStream services. Registration can be done directly through Simple Fund 360 **free of charge**. Do not register directly through Australia Post as a cost will be incurred.

 All BGL clients must use Australia Post as their default gateway as Simple Fund 360 will not integrate with any other gateway provider. If you register with another gateway, you will not be able to use the SuperStream data in Simple Fund 360.

### Your Clients/SMSF Trustees

Once registered, SMSF Trustees will need to provide the following information to their employer:

- Self Managed Super Fund name
- ABN
- The Electronic Service Address (ESA)
- BSB and Account Number

An **Employer Notification Letter** can be generated in Simple Fund 360. This letter can be provided to the employer so the trustee is compliant with the standard.

As the **accountant/administrator**, it is recommended that you contact your clients (SMSF trustees) **now** and inform them of the new SuperStream requirements (**Trustee Notification Letter**). You can let them know that you will be registering them with Australia Post through Simple Fund 360 and providing them with the necessary information for them to pass on to their employers (**Employer Notification Letter**).

## How to Generate Notification Letters

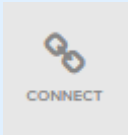
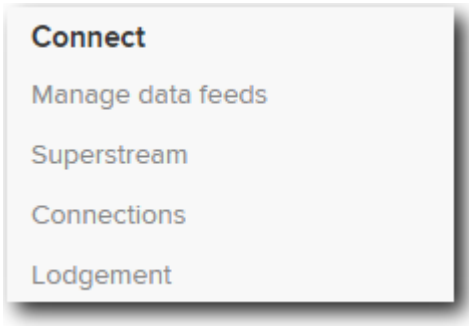
To generate Trustee Notification and Employer Notification Letters through Simple Fund 360 refer to the instructions below:

1. From the **Main Toolbar**, go to **Connect**.
2. Select **Superstream** from the list.
3. Select **Notification Letters**.
4. The Reports screen will open with the SuperStream Report Pack automatically selected. The **Trustee Notification Letter** and **Employer Notification Letter** can now be generated.
5. Select **OPTIONS | DOWNLOAD PDF**. To download both letters, select **Download Report Pack**.
6. Alternatively, select **OPTIONS | DOWNLOAD WORD**, to customise a letter. See the [Custom Reports](#) help for more information on how to customise reports.

After notifying the trustees and employers, remember to register the funds with Australia Post through Simple Fund 360.

## Instructions

Follow the instructions below to register the Advanced Training Fund for SuperStream.

From the <b>Main Toolbar</b> , go to <b>Connect</b> .	
Select <b>Superstream</b> from the list.	

1. Under the **Action** column, select the check box to the left of the Advanced Training Fund, then select **Register Fund**.


**Register Fund**

2. The **Fund Registration** screen will appear. Input additional recipients (up to two) who will receive a copy of the transactional information via email (in PDF format) when contributions are received into the fund.

Select from the following [Fund Relationships](#): Accountant and SMSF Trustee.

3. Set the delivery format for both relationships as **PDF**.
4. Acknowledge that you have read the Australia Post gateway service **Terms and Conditions** by ticking the box.
5. Select **Next**.
6. The Validation screen will appear. Simple Fund 360 will check the validity of the ABN, the completeness of Fund Relationships (email addresses are input) and whether a fund's ABN has already been registered. Update this information through the validation screen to resolve any validation errors that appear.

Select **Register**. The Advanced Training Fund has now been registered for SuperStream

 Simple Fund 360 will allow you to register multiple funds at the one time.

## Statuses

The following table lists the different status types as part of the registration process.

Status	Meaning
<b>Awaiting Cancellation</b>	Waiting for Australia Post to cancel the registration.
<b>Cancelled</b>	The registration for this fund has been cancelled.
<b>Awaiting Confirmation</b>	Fund has been sent to Australia Post for registration.
<b>Not Registered</b>	All funds will initially have this status.
<b>Registered</b>	Fund has been registered on Australia Post.
<b>Registration Failed</b>	An error has been encountered during registration. Details on what needs to be corrected will appear on the screen. Once the issue(s) have been fixed, the fund needs to be resent for registration.

## Lesson 2 - Lump Sum Rollin

---

By the end of this lesson, you will be able to:



- [Task 2.1 Record a Lump Sum Rollin](#)

## Task 2.1 Record a Lump Sum Rollin

### Objective

Lump Sum Rollins are recorded through the Transaction List. Selecting account 28500/MEMBERCODE will prompt Simple Fund 360 to present you with the Member Rollin Details section. This will allow you to easily record all components of the Rollover Benefit Statement (RBS) on the one screen.

### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	 ACCOUNTING
Select <b>Transaction list</b> from the list.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p>Transaction matching</p> </div>
Select <b>New Transaction</b> .	<div style="border: 1px solid black; padding: 5px; background-color: #0070C0; color: white; text-align: center;"> <p><b>NEW TRANSACTION</b> +</p> </div>
Select <b>Bank Statement</b> .	<div style="border: 1px solid black; padding: 5px; background-color: #f0f0f0;"> <p>Bank Statement </p> <p>Journal</p> <p>Depreciation</p> <p>Corporate Action</p> </div>



From the **Transaction List** you can now record the Rollin.

<b>Date</b>	Input 10/07/2014
<b>Reference</b>	Input 1
<b>Description</b>	Input <i>Member Rollin</i>
<b>Select an account</b>	Select the default ANZ Bank Account
	Select <i>Account 28500/JJones</i>
<b>Amount</b>	Input a credit amount of \$750,000.00
<b>More details</b>	Click <a href="#">MORE</a> to input the member rollin details

Member Rollin Details - Follow the 5 steps below to complete the rollin for John.


**1 Member - John Jones will be selected by default**

Member

JJones ▼

**2. Service Period Start Date**

Service Period Start Date

20/08/1975 

Input the member's service period start date as **20/08/1975**.

**3. Rollover Components Input the taxable and tax free components of the Rollin**

**☐ Rollover Components**

Tax-Free Component

Taxable Component

Element Taxed in the Fund

Element Untaxed in the Fund

750,000.00

**Total**

**750,000.00**

The Rollin is 100% taxable.

### 4. Preservation Amounts

**Preservation Amounts**

Preserved Amount	<input type="text" value="750,000.00"/>
Restricted Non-Preserved Amount	<input type="text"/>
Unrestricted Non-Preserved Amount	<input type="text"/>
<b>Total</b>	<b>750,000.00</b>

John's rollin is fully preserved.

### 5. Contributed Amounts

**Contributed Amounts**

Financial Year Ending  MM

**This rollover includes the following contributions made during the current financial year**

Employer Contributed Amount	<input type="text"/>
Personal Contributed Amount	<input type="text"/>
<b>Capital Gains Tax (CGT) Cap Election Amount</b>	
Small Business Retirement Exemption Amount	<input type="text"/>
Small Business 15-Year Exemption Amount	<input type="text"/>
Personal Injury Election Amount	<input type="text"/>
Spouse and Child Contributions Amount	<input type="text"/>
Other Family and Friend Contributions Amount	<input type="text"/>
Directed Termination Payments (Taxable Component) Amount	<input type="text"/>
Assessable Foreign Fund Amount	<input type="text"/>
Non-Assessable Foreign Fund Amount	<input type="text"/>
<b>Transferred from Reserves Amount</b>	
Assessable Amount	<input type="text"/>
Non-Assessable Amount	<input type="text"/>
<b>All Contributions Received for the Current Year</b>	<input type="text"/>

Input any contribution amounts included in the rollin - no contributions formed part of this rollin .

Select **Post & Add Another**.

Once complete, record Mary's rollin using the details below.

Rollin Details	
<b>Date</b>	20/07/2014
<b>Bank Account</b>	Select the default bank account
<b>Account</b>	28500/MJones
<b>Service period start date</b>	21/06/1977
<b>Amount</b>	\$250,000.00 (Tax Free \$50,000.00, Taxable \$200,000.00 )
<b>Preservation Amount</b>	Preserved - \$250,000.00

 To record a Lump Sum Payment refer to Simple Fund 360 help [How to Enter Rollover or Lump Sum Payments.](#)

## Lesson 3 - Pensions

---

This lesson will guide you through the required steps to commence a pension and to switch a member from accumulation to pension phase.

By the end of this lesson, you will be able to:

- [Task 3.1 Review Compliance Requirements Before Pension Commencement](#)
- [Task 3.2 Commence a Pension](#)

## Task 3.1 Review Compliance Requirements Before Pension Commencement

---

### Objective

Before commencing a pension, it is necessary to review some of the following tasks:

- Income and expenses
- Tax Effect Accounting
- Write back of Deferred Tax Liability
- Create Entries to Update Member Balance

### Income and expenses

John Jones will start a pension on the 25/07/2014. All transactions have been recorded to the date of pension commencement. Ensure when starting a pension you have matched or entered all transactions, and that nothing is left outstanding in all clearing or suspense accounts.

### Tax Effect Accounting

Tax-effect accounting creates a capital gains tax provision for investments that have increased or decreased in value, but have not yet been sold. The Create Entries process calculates timing differences on unrealised capital gains, and posts an entry to the **89000 Deferred Tax Liability Account**.


The Advanced Training Fund does not account for provisions. We will ignore the writeback of PDIT. For further details on how to writeback PDIT, refer to lesson 5.1 in the Simple Fund 360 Professional Manual.

## Create Entries to Update Member Balance

To value assets at the commencement date of the income stream, create entries needs to be run the day before the pension starts in Simple Fund 360.

### Instructions

John Jones will start a pension on the 25/07/2014. The **Create Entries** process needs to be run on the 24/07/2014.

From the <b>Main Toolbar</b> , go to <b>Compliance</b> .	
Select <b>Period compliance</b> from the list.	<div data-bbox="783 819 1241 1025"> <p><b>Compliance</b></p> <p>Period compliance</p> <p>Tax compliance</p> </div>

Follow these steps to complete the part year **Create Entries**:

1. Input the **Create Entries Period** as **01/07/2014** to **24/07/2014**.

**Create Entries Period**

Start Date  End Date

NO Display Member Allocation Worksheet

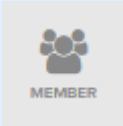
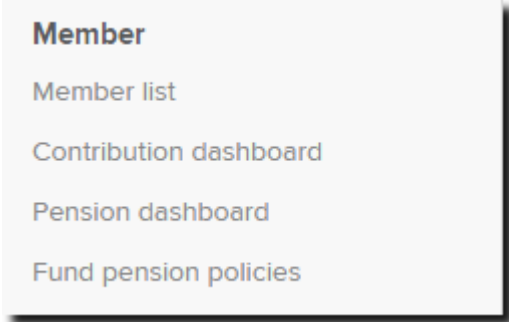
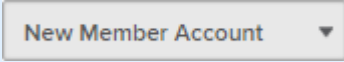
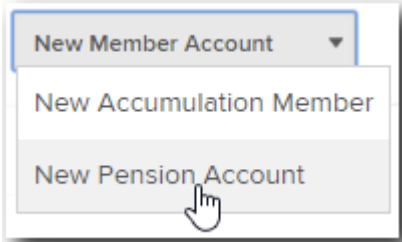
2. Select **Create Entries**.

## Task 3.2 Commence a Pension

### Details

In this task we will be using a portion of John's balance to commence an Account Based Pension.


### Instructions

From the <b>Main Toolbar</b> , go to <b>Member</b> .	
Select <b>Member list</b> from the list.	
Select <b>New Member Account</b> .	
Select <b>New Pension Account</b> .	

Follow the steps below to commence a Pension for John:

<b>Start Date</b>	Input the Pension Start date <b>25/07/2014</b> .
<b>Select the pension account type</b>	Select <b>Account Based Pension</b> .
<b>Select Accumulation Account</b>	Select John Jones accumulation account. When the account is selected, the current account balance will be displayed.

<b>Is the full balance being used for the pension?</b>	Select <b>No.</b>
<b>Percentage of members balance</b>	Input <b>20.</b>
<b>What component would the amount be transferred to?</b>	Tick <b>Unrestricted Non Preserved.</b>
<b>Save</b>	Select <b>Save &amp; Prepare Documents.</b>

 Simple Fund 360 will automatically calculate the tax free proportion for the pension account.



## Lesson 4 - Property Acquisition

---

This lesson will guide you through the required steps to:

- [Task 4.1 Set Up the Property in the Chart of Accounts](#)
- [Task 4.2 Record the Investment Property Purchase](#)

## Task 4.1 Set Up the Property in the Chart of Accounts


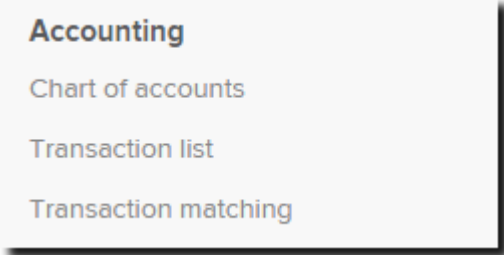
### Objective

In this example we will record a purchase of an Australian Residential Real Estate Property (Account 77200), which was purchased using a Limited Recourse Borrowing Arrangement (LRBA).

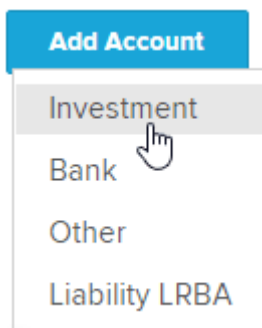
In this task you will learn:

- How to create an Investment Account
- How to create a new security code
- How to setup an investment using a LRBA

### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Chart of accounts</b> from the list.	

1. From the Chart of Accounts, click **Add Account**, now select **Investment** from the drop down list.



2. Select the **Investment Type** as **Real Estate Properties (Australian - Residential)**.

3. From the **Select Securities** drop down, select **Create New** .
4. From the **New Security** screen, input unique **Security Code (IP-001)** and **Security Name (123 FAKE STREET, TOORAK)**.
5. Input the Security Details.

Details	Explanation
<b>Data Feed Source</b>	This field will display <b>Manual</b> .
<b>Market Type</b>	Select from the drop down list the <b>Market Type</b> of the security. For this property we will select <b>Unlisted and Direct Property</b> .

6. Select the **Prices** tab to input the price history for the investment.
7. Select **Add Price** and input the **Date** as **01/08/2014**. Now enter the **Net Asset Value** of **\$500,000.00** and select **Add**.

**New Price**

<b>Date:</b>	<input style="width: 80%;" type="text" value="01/08/2014"/>
<b>Exit Price:</b>	<input style="width: 80%;" type="text"/>
<b>Ex-Dist Price:</b>	<input style="width: 80%;" type="text"/>
<b>Net Asset Value:</b>	<input style="width: 80%;" type="text" value="500000"/>

8. Select **Save** to add the security to the list.
9. From the **Select Securities** drop down select **IP-001**.

**New Investment Account** ✕

**Account Class:**

---

**Investment Type:**

**Securities:**

---

Attach to all funds? |  ( 1 Selected )


---

Inactive Account


**Code:**  / **Investment Code:**

**Name:**

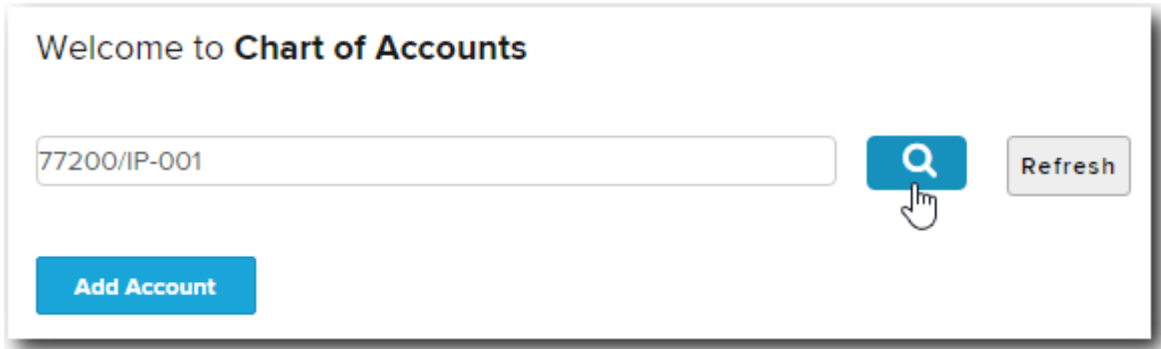
[More Details >>](#)

10. Select  . Account **77200/IP-001** will now be added to the fund's Chart of Accounts.

## Setting up the property for the LRBA

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	 <p>ACCOUNTING</p>
Select <b>Chart of accounts</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px; background-color: #f9f9f9;"> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Chart of accounts</li> <li>Transaction list</li> <li>Transaction matching</li> </ul> </div>

1. Search the Chart of Accounts for **77200/IP-001**.



The screenshot shows a web interface titled "Welcome to Chart of Accounts". It features a search input field containing the text "77200/IP-001". To the right of the input field is a blue search button with a magnifying glass icon and a hand cursor pointing to it. Further right is a grey "Refresh" button. Below the search input field is a blue "Add Account" button.

2. To edit the investment sub account click on **77200/IP-001**.
3. Select **More Details >>**.
4. Select the check box **Assets subject to Limited Recourse Borrowing Arrangements**.
5. Select **Save** .

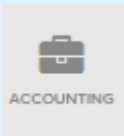
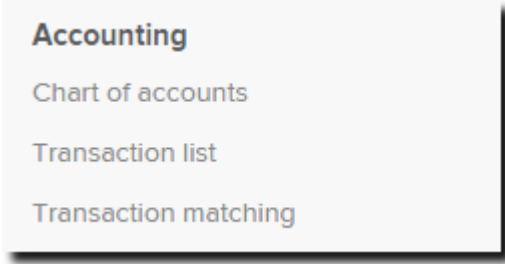

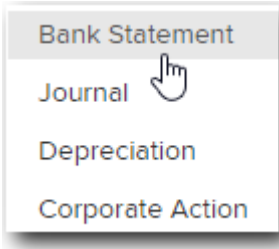
The Tax Label for the Investment Account 77200/IP-001 has now been updated to Assets LRBA - Australian Residential Real Property. Also account 85500/IP-001 has also been added to the fund's Chart of Accounts.

## Task 4.2 Record the Investment Property Purchase

### Objective

In this task you will learn how to record the deposit and final settlement payment for the purchase of property.

### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction list</b> from the list.	
Select <b>New Transaction</b> .	
Select <b>Bank Statement</b> .	

From the **Transaction List** record the \$50,000.00 deposit paid from the ANZ account.

<b>Date</b>	Input <i>01/08/2014</i> .
<b>Reference</b>	Input <i>4</i> .
<b>Description</b>	Input <i>Deposit for property</i> .
<b>Input bank Account</b>	Select <b>60400/ANZ</b> .
<b>Input Account</b>	Select account <b>77200/IP-001</b> .

<b>Units</b>	Input 1 unit for the purchase.
<b>Amount</b>	Input a debit amount of <b>\$50,000.00</b> .
<b>More details</b>	Click <b>MORE</b> to input the <b>Settlement Date</b> .
<b>Settlement Date</b>	Input <i>23/09/2014</i> .

Account	Units	Debit	Credit
60400/ANZ ANZ Asset - Bank Bank Accounts		0.00	50,000.00
<input checked="" type="checkbox"/> Default Bank 77200/IP-001 123 FAKE STREET, TOORAK Investment Real Estate Properties ( Australian - Residential)	1.000000	50,000.00	
<b>TOTAL</b>		<b>50,000.00</b>	<b>50,000.00</b>


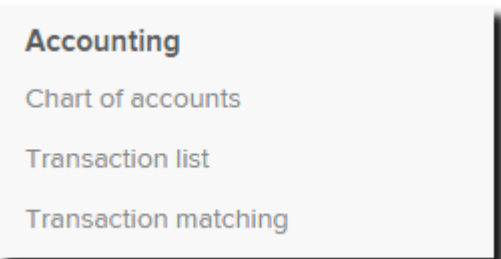


  

**Investment Purchase Details** SHOWING MORE


Contract Date	<input type="text" value="01/08/2014"/>	Contract No.	<input type="text"/>
Settlement Date	<input type="text" value="23/09/2014"/>	Account No.	<input type="text"/>
Brokerage (includes GST)	<input type="text"/>	HIN	<input type="text"/>
Consideration	<input type="text" value="50,000.00"/>	<input type="checkbox"/> Default HIN	
Unit Price	<input type="text" value="50,000.0000"/>		

Select **Post** to save the transaction.

## Instructions to Record Settlement

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction list</b> from the list.	
Select <b>New Transaction</b> .	
Select <b>Bank Statement</b> .	

From the **Transaction List** record the Settlement amount of \$450,000.00. The Advanced Training Fund has an LRBA of \$250,000.

<b>Date</b>	Input <i>23/09/2014</i> .
<b>Reference</b>	Input <i>5</i> .
<b>Description</b>	Input <i>Settlement for the property</i> .
<b>Input bank Account</b>	Select <b>60400/ANZ</b> .
<b>Select an account</b>	Select Account <b>77200/IP-001</b> .
<b>Units</b>	Input 0 units (0 units will trigger a cost base adjustment).
<b>Amount</b>	Input a debit amount of <b>\$450,000.00</b> .
<b>More details</b>	Click  to select a parcel.
<b>Select parcel</b>	Click <b>Select Parcel</b> and tick the check box for the deposit which was made on 01/08 /2014.



Select Parcel  Use selected parcel contract date

Contract Date	Description	Unit Cost	Adjusted Cost Base	Units Held
01/08/2014	Deposit for property	50,000.0000	50,000.00	1.000000

Select	<input type="button" value="Add line"/>
Select an account	Select Account <b>85500/IP-001</b> .
Amount	Input a credit amount of <b>\$250,000.00</b> .
Save	Select <b>Post</b> to save the transaction.

## Lesson 5 - SMSF Processing

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The following lesson will cover:

- [Task 5.1 Record the Interest expense for the LRBA](#)
- [Task 5.2 Contract Note Service Request](#)
- [Task 5.3 Transaction Matching and Automation](#)

## Task 5.1 Record the Interest expense for the LRBA

### Objective

In this task you will learn how to record the interest expense that relates to the LRBA.

The loan repayment will be covered in Task 5.3.7.


**Note**

The following task is a training example only. Other alternatives may be used in coding the interest and loan repayments.

### Transaction Details

<b>Date</b>	16/09/2014
<b>Reference</b>	6
<b>Description</b>	<i>Interest expense on loan</i>
<b>Account Code/Name</b>	<b>42010/IP-001</b> - Property Expenses - Interest on Loans
<b>Account Code/Name</b>	<b>85500/IP-001</b> - Limited Recourse Borrowing Arrangements
<b>Amount</b>	\$732.00

## Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction list</b> from the list.	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Chart of accounts</li> <li>Transaction list</li> <li>Transaction matching</li> </ul> </div>
Select the <b>New Transaction</b> .	<div style="border: 1px solid gray; padding: 5px; background-color: #0070C0; color: white; text-align: center;"> <p><b>NEW TRANSACTION</b> +</p> </div>
Select <b>Journal</b> .	<div style="border: 1px solid gray; padding: 5px;"> <ul style="list-style-type: none"> <li>Bank Statement</li> <li style="background-color: #e0e0e0;">Journal</li> <li>Depreciation</li> <li>Corporate Action</li> </ul> </div>

From the **General Journal** page, record the Interest Expense on the loan.

<b>Date</b>	Input <i>16/09/2014</i>
<b>Reference</b>	Input <i>6</i>
<b>Description</b>	Input <i>Interest expense on the loan</i>
<b>Account Code/Name</b>	Input account <i>42010/IP-001</i>
<b>Amount</b>	Input a debit amount of <i>\$732.00</i>
<b>Account Code/Name</b>	Input account <i>85500/IP-001</i>
<b>Amount</b>	Input a credit amount of <i>\$732.00</i>

Account	Units	Debit	Credit
<p><b>42010/IP-001</b>    <b>123 FAKE STREET, TOORAK</b></p> <p>Expense            Property Expenses - Interest on Loans    x ▾</p>		732.00	<input type="text"/>
<p><b>85500/IP-001</b>    <b>123 FAKE STREET, TOORAK</b></p> <p>Liability - LRBA    Limited Recourse Borrowing Arrangements    x ▾</p>		<input type="text"/>	732.00

Select **Post** to save the transaction.

## Task 5.2 Contract Note Service Request

### Objective

The Advanced Training Fund has been set up to use the Contract Note Service to process transactions automatically for all ASX listed investments (refer back to [Task 3.2 on how to setup the Share Data Pack](#)).

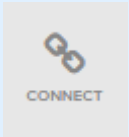
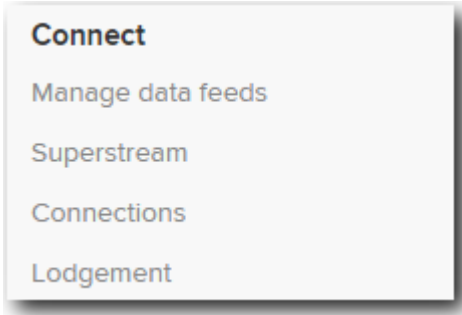

Once a trade has been settled and a contract note has been sent to the fund's unique email address, the Contract Note Service will process the buys and sells overnight and upload the transaction data without any user interaction.


In addition to this, you have the ability to re-request transaction data for any given period using the re-request function.

In this task we will be using the re-request function to import all the buys and sells for the full financial year. The contract notes were forwarded to the unique email address prior to the set up of the Contract Note Service.

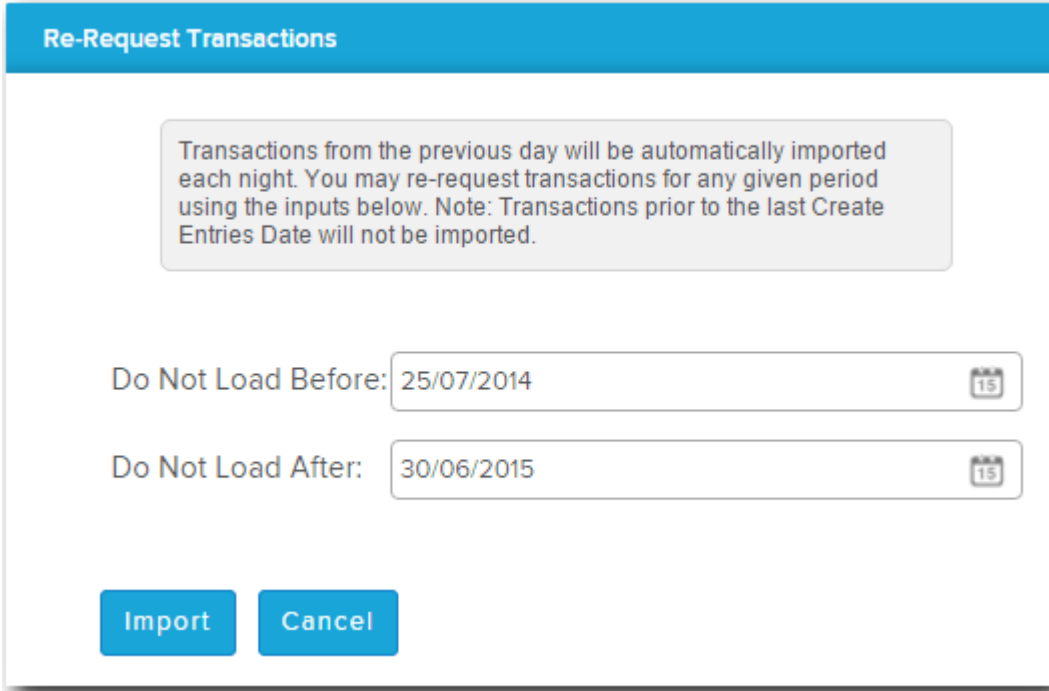
If a fund has not been set up to use the Contract Note Service but uses the BGL Bank Data Service, please refer to [Transaction Matching for Unitised Investments](#).

### Instructions - Re-Request Transactions

From the <b>Main Toolbar</b> , go to <b>Home</b> .	
Select <b>Manage data feeds</b> from the list.	
Under the <b>Share Data Packs</b> section, select <b>Start Using</b> .	

1. Navigate to the **Broker and Registry Management** dashboard, under the **Tools** column, select the Advanced Training Fund.
2. Select the  button.

3. From the **Re-Request Transactions** screen, change the dates to Do Not Load Before the **25/07/2014** and Do Not Load After the **30/06/2015**.



**Re-Request Transactions**

Transactions from the previous day will be automatically imported each night. You may re-request transactions for any given period using the inputs below. Note: Transactions prior to the last Create Entries Date will not be imported.

Do Not Load Before: 25/07/2014

Do Not Load After: 30/06/2015

**Import** **Cancel**


4. Select **Import**.

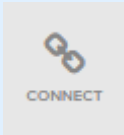
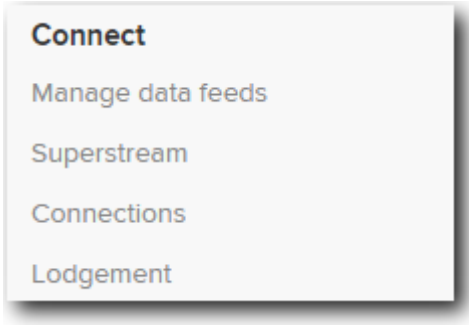

## Task 5.3 Transaction Matching and Automation

By the end of this lesson, you will be able to process the following:

- [5.3.1 Request Bank Data Transactions](#)
- [5.3.2 Automatically Matched Transactions](#)
- [5.3.3 Employer Contributions](#)
- [5.3.4 Recording Income Tax Instalments](#)
- [5.3.5 Pension Payments](#)
- [5.3.6 Personal Concessional Contributions](#)
- [5.3.7 Loan Repayments](#)
- [5.3.8 Suggested Matching](#)

### 5.3.1 Request Bank Data Transactions

 Once an automated feed is active, Simple Fund 360 will automatically import bank data overnight without any user interaction. The following task will show you how to request the bank data.

From the <b>Main Toolbar</b> , go to <b>Connect</b> .	
Select <b>Manage data feeds</b> from the list.	
Under the <b>Banks</b> section, select <b>Get Started</b> .	

### Import transactions into Simple Fund 360

1. From the **Bank Feed Management** screen, select the check box next to the Bank Account.
2. Click the **Re-Request Transactions** Button
3. Input *Do Not Load Before* as **25/07/2014** and *Do Not Load After* as **30/06/2015**.
4. Select **Import**.



Once the Bank data has been imported into Simple Fund 360, you will use the [Transaction Matching](#) screen to reconcile any unmatched transactions.

## 5.3.2 Automatically Matched Transactions

Bank statement transactions which Simple Fund 360 can reconcile will be automatically matched.

The Advanced Training Fund which is using the BGL Bank Data and the Contract Note Service simultaneously, will have purchase and disposal transactions automatically matched.

### Share purchase details

Investment	WES	CRZ	FMG	BHP
Contract Date	27/07/2014	09/08/2014	09/08/2014	09/08/2014
Settlement Date	30/07/2014	12/08/2014	12/08/2014	12/08/2014
Amount	\$8,609.95	\$39,946.83	\$39,998.94	\$56,447.65
Units	200	4270	19,300	2000

BHP, CRZ and FMG were all purchased against the one bank entry and will be automatically matched by Simple Fund 360

### Investment disposal details

Contract Date	12/02/2015
Settlement	17/02/2015
Investment Code	BHP
Amount	\$62,325.12
Units	1000

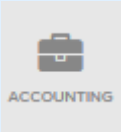
On 12/02/2015 the Advanced Training Fund sold 1000 BHP Billiton shares. Simple Fund 360 will automatically match the Contract Note against the Bank Data. The default method for this disposal will be set to Most Tax Effective. This journal can be edited from the **Transaction List** if required.

### Dividends

Dividend payments are included in the upload for the financial year. Simple Fund 360 will automatically use the security details to match income against the fund's investments.

### Review Auto Matched transactions

To review the auto matched transactions:

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction list</b> from the list.	<div style="border: 1px solid black; padding: 5px;"> <p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Chart of accounts</li> <li>Transaction list</li> <li>Transaction matching</li> </ul> </div>
From the filters section, select <b>Auto Matched</b>	<input checked="" type="checkbox"/> <a href="#">Auto Matched</a>

### 5.3.3 Employer Contributions


Employers must pay their employees the “Superannuation Guarantee Contributions” (“SGC”) at the rate of 9.50% of their salary and bonuses effective from 1 July 2014.

An employer making SGC for an employee gets a tax deduction for this payment. It forms part of the salary of the employee. Often SMSF members operate their own businesses and pay themselves the SGC as part of their salary package.

#### Transaction details


<b>Date</b>	15/09/2014	21/04/2015
<b>Description</b>	Employer Contribution - John Jones	Employer Contribution - Mary Jones
<b>Member</b>	John Jones	Mary Jones
<b>Amount</b>	\$1875.22	\$1500.00

## Instructions


From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction matching</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p><b>Transaction matching</b></p> </div>

From the **Transaction Matching** screen, select **Unmatched**.



1	16	31
Suggested	Unmatched	Transaction List



Use the search function to locate the employer contribution for John to match against the bank entry.

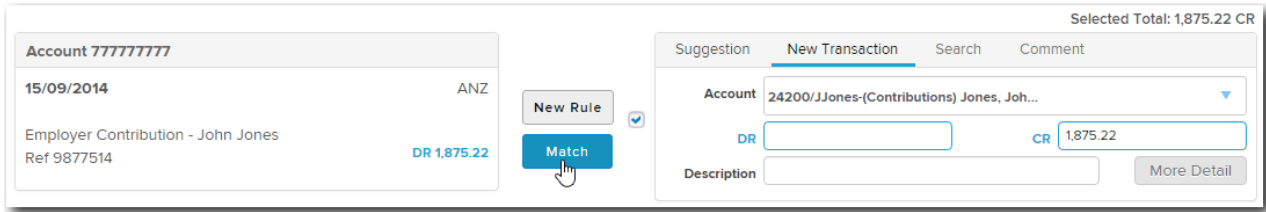
 Refresh

Transaction Dates      Start Date      End Date

Current Financial Year      01/07/2014       30/06/2015 

[Advanced Search](#)

<b>Account</b>	Input 24200/JJones.
<b>More Details</b>	Select <b>More Details</b> and allocate the <b>employer contribution</b> .
<b>Contribution Details</b>	
Total Contributions <span style="float: right;">1,875.22</span>	
Employer	<input type="text" value="1,875.22"/>
<b>Match</b>	Tick the check box and select <b>Match</b> .



On post, select **Yes** that you would like to create a **Transaction Matching Rule**.

Simple Fund 360 will now create a **Transaction Matching Rule** and will automatically code similar transactions in the future.

Follow the same steps outlined above to match the employer contributions for **Mary Jones**.

<b>Date</b>	21/04/2015
<b>Description</b>	Employer Contribution - Mary Jones
<b>Member</b>	Mary Jones
<b>Account</b>	24200/Mjones
<b>Amount</b>	\$1500.00


### 5.3.4 Recording Income Tax Instalments

This task will explain which account to use when matching instalments of tax.

#### Transaction details

<b>Date</b>	21/12/2014	21/03/2015
<b>Description</b>	ATO - PAYG Instalment	ATO - PAYG Instalment
<b>Amount</b>	\$770.00	\$770.00

## Instructions

<p>From the <b>Main Toolbar</b>, go to <b>Accounting</b>.</p>	
<p>Select <b>Transaction matching</b> from the list.</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p><b>Transaction matching</b></p> </div>

From the **Transaction Matching** screen, select **Unmatched**. Use the search function to locate the ATO - PAYG Instalments to match against the bank entry.

**Transaction Matching**

[Get Help with this page](#)



**Transaction Dates**

Current Financial Year ▼

**Start Date**

01/07/2014 📅

**End Date**

30/06/2015 📅

[Advanced Search](#)

<b>Account</b>	Input Account <i>85000 - Income Tax Payable/Refundable</i>
<b>More Details</b>	Select <b>More Detail</b> and select the financial year 2014-2015. Remove any amounts showing next to SMSF Supervisory Levy

Account 77777777

21/03/2015 ANZ

ATO - PAYG Instalment  
Ref 9877518

DR 770.00

Selected Total: 770.00 CR

Suggestion	New Transaction	Search	Comment
Account	85000-Income Tax Payable/Refundable		
DR	<input style="width: 100%;" type="text"/>	CR	770.00
Description	<input style="width: 100%;" type="text"/>		
<input type="button" value="More Detail"/>			

**Tax Instalment Details** SHOWING MORE

Financial Year	2014-15		
Tax (Refunded) / Paid	-770.00	(Under) / Over Provision for Income Tax	<input style="width: 100%;" type="text"/>
SMSF Supervisory Levy	<input style="width: 100%;" type="text"/>	Total Paid	(770.00)
		Total Tax Allocated	(770.00)

Tick the check box and select **Match**.

On post, select **Yes** that you would like to create a **Transaction Matching Rule**.

Simple Fund 360 will now create a [Transaction Matching Rule](#) and will automatically code similar transactions in the future.

Should the fund have paid additional instalments after 30 June that are not recorded in your ledger but relate to the 2014-2015 year, Such amounts can be updated to reflect correctly in the tax return.

Alternatively, enter the final instalment at its future date example (21/07/2015) from the **More Details panel**.

Select the financial year as 2014-2015.

## 5.3.5 Pension Payments

The Advanced Training Fund paid benefits to John Jones in the 2014-2015 financial year.

While running an account-based pension, you must maintain appropriate records of the pension, including records of:

- The value of the pension at commencement
- The earnings from assets set aside to support the pension
- The pension payments made.

You must ensure that payments are made at least annually and meet the requirements for minimum pension payments. If these standards are not met in an income year, the super income stream may cease for income tax purposes.

The minimum annual pension amount each financial year must be paid. The minimum annual pension amount is calculated based on the balance of the member's pension account at commencement or at 1 July for every subsequent year and the member's age.


Age	Annual Percentage 2014 - 2015
Under 65	4%
65 - 74	5%
75 - 79	6%
80 - 84	7%
85 - 89	9%
90 - 94	11%
95 - or older	14%

### Transaction details


The Advanced Training Fund had 7 separate transactions in the CSV file for John's pension.

<b>Date</b>	05/08/14	05/09/14	05/10/14	05/11/14	05/12/14	05/01/15	05/02/15
<b>Amount</b>	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00	\$1500.00

## Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	 ACCOUNTING
Select <b>Transaction matching</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p><b>Transaction matching</b></p> </div>

From the **Transaction Matching** screen, select **Unmatched**. Use the search function to locate the monthly pension payment for John against the bank entry.



**Transaction Dates**

<b>Account</b>	Input Account 41600/JJones - <i>Pensions Paid</i>
<b>Match</b>	Tick the check box and select <b>Match</b> .

<table border="1" style="width: 100%;"> <tr> <td style="background-color: #e6f2ff;"><b>Account</b> 77777777</td> <td style="text-align: right;">ANZ</td> </tr> <tr> <td>05/02/2015</td> <td></td> </tr> <tr> <td>Monthly pension for John</td> <td style="text-align: right;">CR 1,500.00</td> </tr> <tr> <td>Ref 9877509</td> <td></td> </tr> </table>	<b>Account</b> 77777777	ANZ	05/02/2015		Monthly pension for John	CR 1,500.00	Ref 9877509		<input type="button" value="New Rule"/> <input checked="" type="checkbox"/> <input type="button" value="Match"/>	<div style="text-align: right; font-size: small;">Selected Total: 1,500.00 DR</div> <table border="1" style="width: 100%;"> <tr> <td style="font-size: x-small;">Suggestion</td> <td style="font-size: x-small;">New Transaction</td> <td style="font-size: x-small;">Search</td> <td style="font-size: x-small;">Comment</td> </tr> <tr> <td colspan="4">Account 41600/JONJOH00210P-(Pensions Paid) Jone...</td> </tr> <tr> <td>DR</td> <td>1,500.00</td> <td>CR</td> <td></td> </tr> <tr> <td colspan="4">Description</td> </tr> </table>	Suggestion	New Transaction	Search	Comment	Account 41600/JONJOH00210P-(Pensions Paid) Jone...				DR	1,500.00	CR		Description			
<b>Account</b> 77777777	ANZ																									
05/02/2015																										
Monthly pension for John	CR 1,500.00																									
Ref 9877509																										
Suggestion	New Transaction	Search	Comment																							
Account 41600/JONJOH00210P-(Pensions Paid) Jone...																										
DR	1,500.00	CR																								
Description																										


On post, select **Yes** that you would like to create a **Transaction Matching Rule**.

Simple Fund 360 will now create a **Transaction Matching Rule** and will automatically code similar transactions in the future.

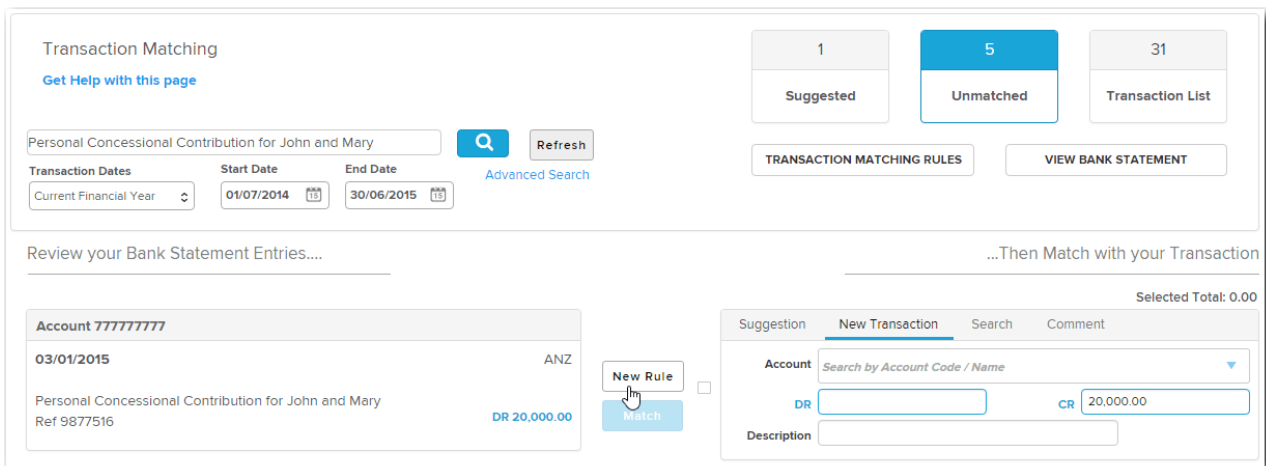
### 5.3.6 Personal Concessional Contributions

The Advanced Training Fund received a personal concessional contribution on the 03/01/2015 for \$20,000.00. We will now create a Transaction Matching Rule that will allocate 50% to each fund member and set up a rule for any further contributions to be allocated accordingly.

#### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	 ACCOUNTING
Select <b>Transaction matching</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p>Transaction matching</p> </div>

From the **Transaction Matching** screen, select the **Unmatched** tab. Use the search function to locate the personal concessional contribution. Select **New Rule**.



This will open a wizard that will guide you through the five steps required to create a **Transaction Matching Rule**.

#### Step 1. Target Funds

Select the fund(s) to apply this new rule. Select **Apply to all funds?** to make a global rule. Select specific funds from the **Select Funds** drop down list for the rule to apply to selected fund only.

This will be a fund specific rule **Do Not** tick apply to all funds.



### 1. Target Funds

 Apply to all funds?

Select Funds ▼

(1 selected)

### Step 2. Apply rule to Bank Accounts

In Simple Fund 360 rules can be applied to a selected bank account or all bank accounts. Selecting **Apply to all bank accounts?** will apply the rule to all bank accounts. Leave the check box **unticked**.

### 2. Apply import rule to Bank account(s):

 Apply to all bank accounts?

60400/ANZ-ANZ ▼

### Step 3. When bank transactions match All or Any of the following conditions:

Choose to apply **all** or **any** of the following conditions to determine the criteria required for transactions to match the new rule. You can create and specify the following conditions:

Criteria	Explanation
<b>Description</b>	If an unmatched transaction's description matches all or some of the description value input for the rule, code this unmatched transaction to the matching criteria selected in step 4 below.
<b>Amount</b>	If a transaction's amount is equal to, in range, less or greater than the specified value, code this unmatched transaction to the matching criteria selected in step 4 below.
<b>Reference (Ref)</b>	If a transaction's reference number is or contains the specified reference value input, code this unmatched transaction to the matching criteria selected in step 4 below.
<b>Applied to Date</b>	If a transaction's date is equal to, in range, less or greater than the specified date, code this unmatched transaction to the matching criteria selected in step 4 below.

Leave Step 3 as the default matching condition.

### Step 4. Allocate entries to the following ratios:

Select the matching criteria that Simple Fund 360 will use to code the unmatched transaction. From the **Value** field Simple Fund 360 will match from the chart of accounts once searching begins.

- Select the Value field and type **24200/JJones**.
- Select **Show All Members**.
- Remove the default percentage allocation.
- Reallocate the Personal Concessional Contribution to 50% for each member.

	Jones, John	Jones, Mary
<b>Employer</b>	<input type="text"/> %	<input type="text"/> %
<b>Personal</b>		
Concessional	<input type="text"/> 50 %	<input type="text"/> 50 %

### Step 5. Enter a name for the matching rule

Enter a name for the matching rule. Input **Personal Concessional Contribution**.

Select **Save** to add the matching rule. Simple Fund 360 will now automatically code this transaction.


## 5.3.7 Loan Repayments

The Advanced Training Fund made three loan repayments which were paid out of the ANZ account.

### Transaction details

Date	16/09/2014	16/10/2014	16/11/2014
Amount	\$1700.00	\$1700.00	\$1700.00

### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	 ACCOUNTING
Select <b>Transaction matching</b> from the list.	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Chart of accounts</li> <li>Transaction list</li> <li><b>Transaction matching</b></li> </ul>

From the **Transaction Matching** screen, select **Unmatched**. Use the search function to locate the loan repayments.

loan repayment

Transaction Dates: Current Financial Year

Start Date: 01/07/2014

End Date: 30/06/2015

Advanced Search

Refresh

<b>Account</b>	Input Account <b>85500/IP-001</b> - <i>Limited Recourse Borrowing Arrangement</i>
<b>Match</b>	Tick the check box and select <b>Match</b> .

Selected Total: 1,700.00 DR

<p>Account 77777777</p> <p>16/10/2014 ANZ</p> <p>Loan Repayment Ref 9877520 CR 1,700.00</p>	<p>New Rule <input checked="" type="checkbox"/></p> <p>Match</p>	<p>Suggestion: New Transaction</p> <p>Account: 85500/IP-001-123 FAKE STREET, TOORAK</p> <p>DR: 1,700.00 CR: [ ]</p> <p>Description: [ ]</p>
---	--	---

On post, select **Yes** that you would like to create a **Transaction Matching Rule**.


Simple Fund 360 will now create a **Transaction Matching Rule** and will automatically code similar transactions in the future.

**i** One transaction will remain unmatched. This will be coded in Task 6.2.

### 5.3.8 Suggested Matching

By default Simple Fund 360 has hundreds of default transaction matching rules.


To review the transaction matching rules:

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction matching</b> from the list.	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Chart of accounts</li> <li>Transaction list</li> <li><b>Transaction matching</b></li> </ul>
Select <b>Transaction Matching Rules</b> .	<b>TRANSACTION MATCHING RULES</b>

Under the **Created By** column, the description **System** will indicate if the rule is a default rule.

When a transaction is uploaded into Simple Fund 360 and it matches the criteria specified in a default rule, the match will appear under the **Suggested Match** section in the Transaction Matching screen. If the suggested match is agreed on, the transaction will be matched and the rule will be automatically applied to future transactions.

### Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction matching</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Chart of accounts</p> <p>Transaction list</p> <p><b>Transaction matching</b></p> </div>

From **Transaction Matching**, select **Suggested Match**.

<div style="background-color: #0070c0; color: white; text-align: center; padding: 5px;">1</div> <div style="text-align: center; padding: 5px;"><b>Suggested</b></div>	<div style="text-align: center; padding: 5px;">1</div> <div style="text-align: center; padding: 5px;"><b>Unmatched</b></div>	<div style="text-align: center; padding: 5px;">31</div> <div style="text-align: center; padding: 5px;"><b>Transaction List</b></div>
---	--	--

We will now match an **administration fee** to **Account 30200 - Administration Costs** based on the suggestion. Tick the check and select **Match**.

<p><b>Account 77777777</b></p> <p>01/08/2014 ANZ</p> <p>ADMIN FEE CR 15.30</p> <p>Ref 9877523</p>		<p>New Rule <input type="checkbox"/></p> <p><b>Match</b></p>	<p style="text-align: right;">Selected Total: 15.30 DR</p> <table border="1"> <thead> <tr> <th>Suggestion</th> <th>New Transaction</th> <th>Search</th> <th>Comment</th> </tr> </thead> <tbody> <tr> <td>Apply Rule</td> <td>ADMIN FEE</td> <td></td> <td></td> </tr> <tr> <td>Description</td> <td>ADMIN FEE</td> <td></td> <td></td> </tr> <tr> <td>Account</td> <td>30200</td> <td></td> <td>DR 15.30</td> </tr> </tbody> </table>	Suggestion	New Transaction	Search	Comment	Apply Rule	ADMIN FEE			Description	ADMIN FEE			Account	30200		DR 15.30
Suggestion	New Transaction	Search	Comment																
Apply Rule	ADMIN FEE																		
Description	ADMIN FEE																		
Account	30200		DR 15.30																

Simple Fund 360 will now code this transaction to **Account 30200 - Administration Costs**. Any future transactions with the narration Admin Fee will be automatically matched.

## Lesson 6 - Corporate Actions

---

Simple Fund 360 now removes many of the friction points associated when processing Corporate Actions. Simple Fund 360 will alert you to which ASX Corporate Actions have taken place during the year and provide the required actions for processing.

Simple Fund 360 receives and stores the corporate action data from the ASX.

Automated Corporate Actions in Simple Fund 360 will currently support:

- Bonus Issue
- Code/Class Change
- Demerger
- Return of Capital
- Share Consolidation
- Share Split

This lesson will guide you through the required steps to:

- [Task 6.1 Changing the ASX Code](#)
- [Task 6.2 Wesfarmers Capital Management Initiative 2014](#)
- [Task 6.3 Demerger of South32 by BHP Billiton](#)

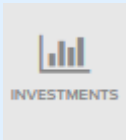
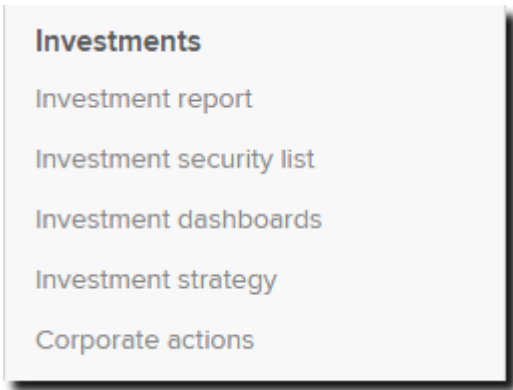
## Task 6.1 Changing the ASX Code

### Change in ASX Code for carsales.com Limited

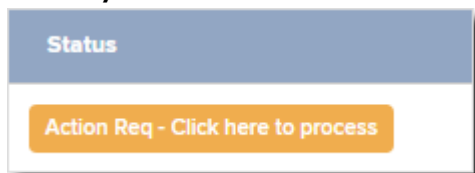
Effective from the commencement of trading on 25 February 2015, the ASX Code for Carsales.com Limited changed from CRZ to CAR.

In this task we will update the Chart of Accounts from **77600/CRZ.AX** to **77600/CAR.AX**. This change will also update the security attached to the investment.

### Instructions

From the <b>Main Toolbar</b> , go to <b>Investments</b> .	
Select <b>Corporate actions</b> from the list.	

- From the **Corporate Actions Dashboard** set the filter to **Action Required** to manage any ASX announcements that apply to the fund.  
Locate the **Code/Class Change** for **CRZ.AX** and from the **Status** column, select **Action Req - Click here to process**



Selecting **Action Req** will pre-fill the corporate action data for processing.

- Review the **Ex/ Balance** and **Corporate Action Date - 25/02/2015**.
- Select New Security** will be automatically selected as **CAR.AX**

**i** If the ASX investment code for the new security has not been previously added to the fund's **Chart of Accounts** you will need to create the investment by selecting

**Add New Investment**

4. The **Current Units on Hand** will display as **4270** units.
5. **Please select the account required for the corporate action** will be automatically selected as **77600/CAR.AX (carsales.com Limited)**.
6. The Corporate Action Summary will detail the code change.

**Step Three Corporate Action Summary**

Old Security

CORPORATE ACTION DATE	CORPORATE ACTION TYPE	SECURITY CODE	INVESTMENT CODE	UNITS ON HAND	COST BASE EFFECT	UNITS AFTER CORPORATE ACTION	REGISTRY UNIT BALANCE
25/02/2015	Code/Class Change	CRZAX	77600/CRZAX	4.270.000000	-39.946.83	0.000000	Coming Soon

New Security

CORPORATE ACTION DATE	CORPORATE ACTION TYPE	SECURITY CODE	INVESTMENT CODE	UNITS ON HAND	COST BASE EFFECT	UNITS AFTER CORPORATE ACTION	REGISTRY UNIT BALANCE
25/02/2015	Code/Class Change	CARAX	77600/CARAX	0.000000	39.946.83	4.270.000000	Coming Soon

7. Once reviewed, select **Process Corporate Action**.

## Task 6.2 Wesfarmers Capital Management Initiative 2014

### Details

On 20 November 2014, Wesfarmers shareholders approved of the capital management initiative. This involved a distribution of \$1.00 to shareholders per share and a share consolidation. For further information on the corporate action refer to Simple Fund 360 Help [Wesfarmers Capital Management Initiative 2014](#).

Capital management distribution	<b>\$1.00</b>	
Component	Return of capital <b>75 cents</b>	Dividend <b>25 cents</b>
Tax implications*	Share cost base reduced	Fully-franked
Dividend Investment Plan	Not applicable	Applicable

The Advanced Training Fund held 200 shares as at the record date. This corporate action will be processed in 2 steps.

### Step 1 - Record the Return of Capital and Fully Franked Dividend

From the **Transaction Matching** screen match the following transactions:

- Return of Capital 200 Shares x 75 Cents = \$150.00
- Fully Franked Dividend 200 Shares X 25 Cents = \$50.00

### Step 2 - Share Consolidation

The consolidation of units will be recorded using the corporate action function.

Units on hand after consolidation: 197 (200 x 0.9827 - rounded to the next whole number of shares - Refer to point 25 in the [ATO Class Ruling 2014/76](#)).


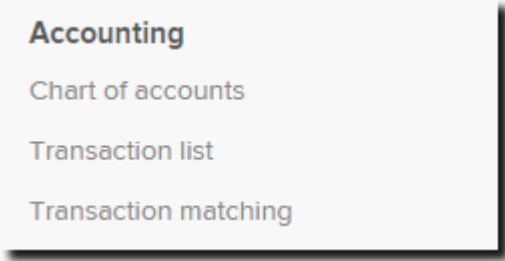
### Step 1 - Record the Return of Capital and the Fully Franked Dividend

Step 1 will be processed from the **Transaction Matching** screen.



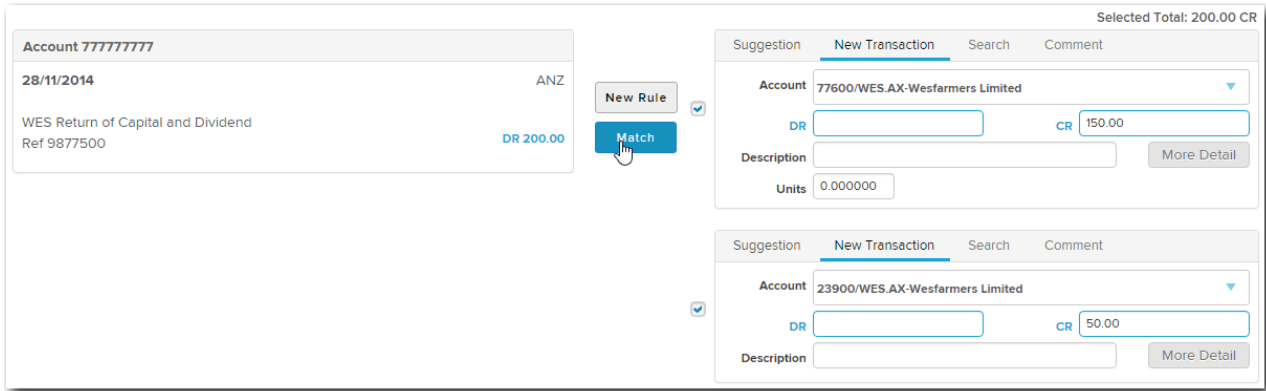
- Return of Capital 200 Shares x 75 Cents = \$150.00
- Fully Franked Dividend 200 Shares X 25 Cents = \$50.00

## Instructions

From the <b>Main Toolbar</b> , go to <b>Accounting</b> .	
Select <b>Transaction matching</b> from the list.	

From the **Transaction Matching** screen, select the **Unmatched** tab and locate the WES Return of Capital and Dividend amount.

<b>Account</b>	Input Account <i>77600/WES.AX-Wesfarmers Limited.</i>
<b>Credit Amount</b>	Change the <b>\$200.00</b> Credit entry to <b>\$150.00</b> Credit.
<b>Units</b>	Input 0 Units to record the return of capital.
<b>More details</b>	Click <b>More Detail</b> to select a parcel.
<b>Select parcel</b>	Click <b>Select Parcel</b> and tick the check box to apply the return of capital to the purchase on 27/07/2014.
<b>More details</b>	Click <b>More Detail</b> to close the Return of Capital Details screen.
<b>Account</b>	Input <i>23900/WES.AX - Wesfarmers Limited against the \$50.00 credit.</i>
<b>More details</b>	Click <b>More Detail</b> to review the dividend details.
<b>Match</b>	Tick <b>both</b> check boxes next to the Return of Capital and Dividend entries and then select <b>Match</b> .




On post, select **No** . Simple Fund 360 will not create a Transaction Matching Rule as this is a once off transaction.

## Step 2 - Share Consolidation

The consolidation of units will be recorded using the corporate action function.

Units on hand after consolidation: 197 (200 x 0.9827 - rounded to the next whole number of shares - See Point 25 in the [ATO Class Ruling 2014/76](#)).

## Instructions

<p>From the <b>Main Toolbar</b>, go to <b>Investments</b>.</p>	
<p>Select <b>Corporate actions</b> from the list.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Investments</b></p> <ul style="list-style-type: none"> <li>Investment report</li> <li>Investment security list</li> <li>Investment dashboards</li> <li>Investment strategy</li> <li>Corporate actions</li> </ul> </div>

1. From the **Corporate Actions Dashboard** set the filter to **Action Required** to manage any ASX announcements that apply to the fund.  
Locate the Share Consolidation for WES.AX and from the **Status** column, select **Action Req - Click here to process**



*Selecting **Action Req** will pre-fill the corporate action data for processing.*

2. Review the **Ex/ Balance Date - 26/11/2014** and **Corporate Action Date - 28/11/2014**.
3. Input the **Units After Share Consolidation** as **197**.
4. The **Corporate Action Effect** will total -3.
5. Select **Process Corporate Action** once you have confirmed the share consolidation details are correct.

## Task 6.3 Demerger of South32 by BHP Billiton

### Overview

In August 2014, BHP Billiton (BHP) announced a plan to demerge a selection of the Group's non-core assets to create an independent company, subsequently named South32 (S32).

The demerger was approved on 6 May 2015 and implemented on 24 May 2015.

Refer to the following documents for more information:

- [Shareholder Circular document](#)
- [Class Ruling 2015/40](#)

In summary, for each BHP share held as at 20 May 2015, the shareholder received one S32 share. (See [Class Ruling 2015/40](#) - Point 19)

The cost base split for the demerger is as follows:

- BHP - 92.9%
- S32 - 7.1%

### Instructions


The fund held 1000 BHP shares as at 20 May 2015 which is the record date. The fund has therefore received 1000 S32 shares. As the BHP shares were acquired after 19 September 1985 (Post-CGT), the S32 shares received are taken to have been acquired on the same date the corresponding BHP shares were acquired. (See [CR 2015/40 Point 41](#)).

1. From the **Corporate Actions Dashboard** set the filter to **Action Required** to manage any ASX announcements that apply to the fund.  
Locate the Demerger for BHP.AX. Under the **Status** column select **Action Req - Click here to process**



*Selecting **Action Req** will pre-fill the corporate action data for processing.*

2. Review the **Ex/ Balance Date** - 18/05/2015 and **Corporate Action Date** - 21/05/2015.
3. **Select New Security** will be automatically selected as **S32.AX**.

 If the ASX investment code for the new security has not been previously added to the fund's **Chart of Accounts** you will need to create the investment by selecting

Add New Investment

4. **Units In Head Security after demerger** - input **1000**
5. **Units in Demerged Security** - input **1000**
6. **Head Security %** - input **92.9**
7. **Demerged Security %** - input **7.1**
8. Select **Process Corporate Action** once you have confirmed the demerger details are correct.

## Lesson 7 - Pension Reset

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This lesson will guide you through the required steps to:

- [Task 7.1 Process a commutation and commence a new pension](#)

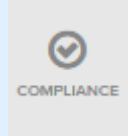
# Task 7.1 Process a commutation and commence a new pension

## Details

Simple Fund 360 allows you to record a commutation (full or partial commutation) using the **Internal Transfer/Commutation Wizard**.

## Create Entries before Commutation

John Jones will commute his pension on the 25/04/2015. We will need to create entries the day before to update the member balance (24/04/2015).

<p>From the <b>Main Toolbar</b>, go to <b>Compliance</b>.</p>	
<p>Select <b>Period compliance</b> from the list.</p>	<div data-bbox="774 1052 1236 1265"> <p><b>Compliance</b></p> <ul style="list-style-type: none"> <li>Period compliance</li> <li>Tax compliance</li> </ul> </div>

Follow the steps to complete the Create Entries process:

1. Change the **Create Entries Period**, input the following dates **25/07/2014 - 24/04/2015**.


**Create Entries Period**

Start Date  End Date

NO Display Member Allocation Worksheet

2. Select **Create Entries**.

## Instructions to process commutation

<p>From the <b>Main Toolbar</b>, go to <b>Member</b>.</p>	 <p>MEMBER</p>
<p>Select <b>Member list</b> from the list.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p><b>Member</b></p> <ul style="list-style-type: none"> <li>Member list</li> <li>Contribution dashboard</li> <li>Pension dashboard</li> <li>Fund pension policies</li> </ul> </div>
<p>Select <b>Member Transactions</b> and from the drop down list, select <b>Internal Transfer/Commutation</b>.</p>	<div style="border: 1px solid gray; padding: 5px;"> <p>Member Transactions ▾</p> <ul style="list-style-type: none"> <li>Pension Payment</li> <li>Rollover Payment</li> <li>Member Rollin</li> <li style="background-color: #f0f0f0;">Internal Transfer/Commutation</li> </ul> </div>

### 1. Select Transfer Type

Next to the **Select Transfer/Transaction Type**, select **Commute Pension Account** from the drop down list.

Select Transfer / Transaction Type  ▾

### 2. Select the Member

Select the member **John Jones**.



Who is the commutation for?

Jones, John

Select Pension Account To Commute

Jones, John (JONJOH00210P)

Select John's **pension** account that will be commuted.

### 3. Input the date of the commutation and select where the balance is going?

Input the date of the transfer as **25/04/2015** and select to transfer to the existing Accumulation Account **JJones**.

What is the date of the transfer?

Where is the balance going?

Existing Accumulation Account

Cash Out

### 4. Commutation of member balance ?

*Is the entire balance being taken out?* Select **Yes**.

Is the entire balance being taken out?  Yes  No

If you select No, input either the percentage of the pension balance being transferred out or the specific amount.

### 5. Confirm the Transfer

View the commutation summary.

To complete the commutation, select **Save**.

## Create a new pension account

With John's new Accumulation balance we will start an **Account Based Pension** on the 25/04/2015.

## Step 1 - Confirm new pension commencement

Once the commutation has been completed, select **OK** to the confirmation that the member is going back into pension phase.

## Step 2 - Start New Pension Wizard details

Input the following pension details:

<b>Start Date</b>	Input the Pension Start date <b>25/04/2015</b> .
<b>Select the pension account type</b>	Select <b>Account Based Pension</b> .
<b>Select Accumulation Account</b>	Select John Jones accumulation account. When the account is selected, the current account balance will be displayed.
<b>Is the full balance being used for the pension?</b>	Select <b>Yes</b> .
<b>Cease Accumulation Account</b>	Tick this check box as John is unlikely to make a contribution ever again.
<b>What component would the amount be transferred to?</b>	Tick <b>Unrestricted Non Preserved</b> .
<b>Save</b>	Select <b>Save &amp; Prepare Documents</b> .

## Lesson 8 - Compliance

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By the end of this lesson, you will be able to:

- [Task 8.1 Request an Actuarial Certificate](#)
- [Task 8.2 Input Tax Adjustments](#)
- [Task 8.3 Create Entries](#)
- [Task 8.4 Prepare Report Packs](#)

## Task 8.1 Request an Actuarial Certificate

### Objective

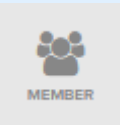
In this task you will learn how to use Simple Fund 360 to request and obtain an Actuarial Certificate.

### Details

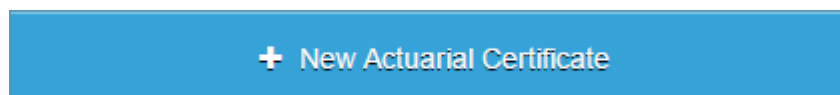
#### Important Prerequisites to use the Actuarial Wizard

1. Enter all transactions for the financial year.
2. Member(s) have been converted to pension mode.
3. Fund relationships for the Trustee and Tax Agent have been entered.
4. Fund Details have been entered (ABN,TFN etc).
5. Create entries is not required to be processed to end of year (30/06/20XX).

### Instructions

From the <b>Main Toolbar</b> , go to <b>Member</b> .	
Select <b>Fund pension policies</b> from the list.	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Member</b></p> <p>Member list</p> <p>Contribution dashboard</p> <p>Pension dashboard</p> <p>Fund pension policies</p> </div>


Select **+ New Actuarial Certificate**.



Ensure the fund's current financial year is set to 2014/15. Select **Request Actuarial Certificate** to open the Actuary Wizard.

**Requesting an Actuarial Certificate**

Simple Fund 360 allows you to request an actuarial certificate automatically from one of the actuary providers without having to manually enter any data. You will receive an estimated actuarial percentage allowing you to complete the year end accounts immediately. Alternatively you can manually enter actuary details if you have already obtained an Actuarial Certificate.

Request Actuarial Certificate ▼  2014/2015 ▼

**Request Actuarial Certificate**

Review the Fund, Trustee and Member information. If any of this information needs to be changed you will need to update it outside of the Pension Policy screen. Click on **Next Step** to continue.

**Request Actuarial Certificate for FY 2015** ✕

Details     Contact     Submit Request

Fund    Trustees    Members

**Fund Details:**

Fund Name:	Advanced Training Fund
ABN:	60606354079
EST Date:	01/07/2014
Wind Up Date:	N/A
Financial Year:	2014/2015
Fund has Segregated Assets:	No

[Skip to Submit](#)    [Next >](#)

Contact details will need to be entered. This section will pre-fill based on your current Simple Fund 360 license details; however they are editable if required. Input any additional comments on your application if required.

### Request Actuarial Certificate for FY 2015

Details    Contact    Submit Request

Full Name \*

Email \*

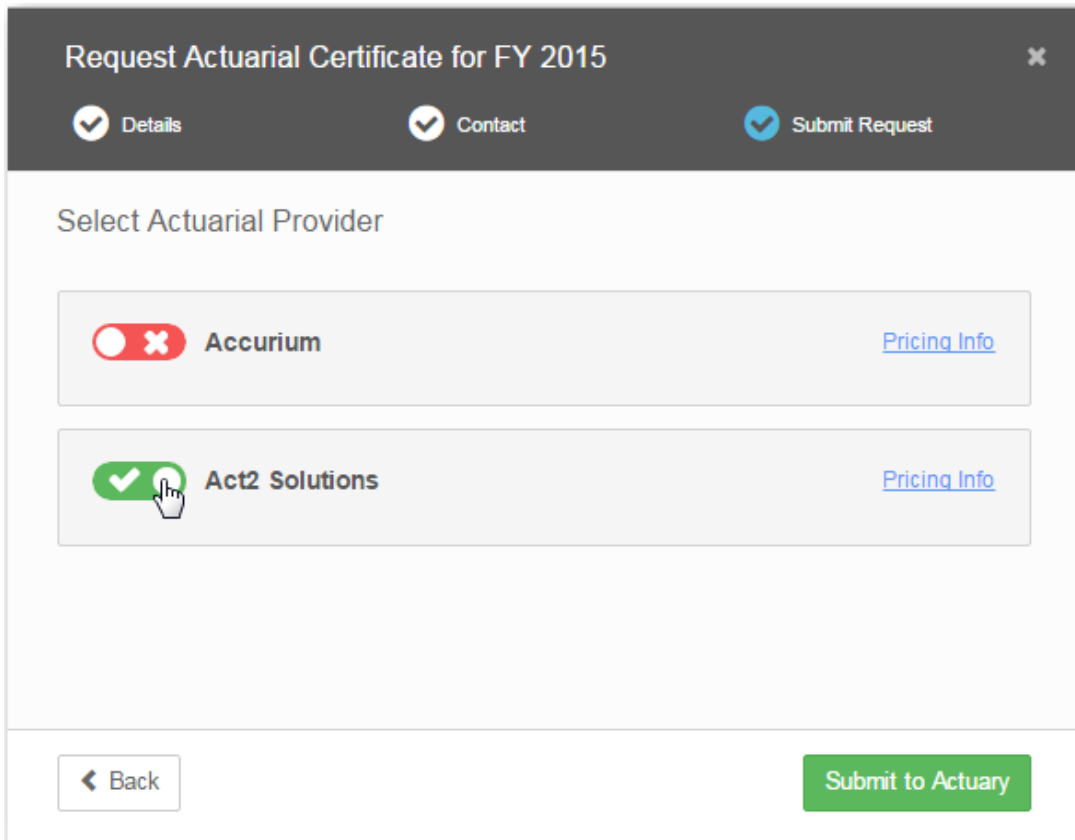
Phone No \*

Additional Comments

[← Back](#)    [Skip to Submit](#)    [Next >](#)

Select [Next >](#)

Select an **Actuarial Provider**:



Select **Pricing Info** for further cost information.

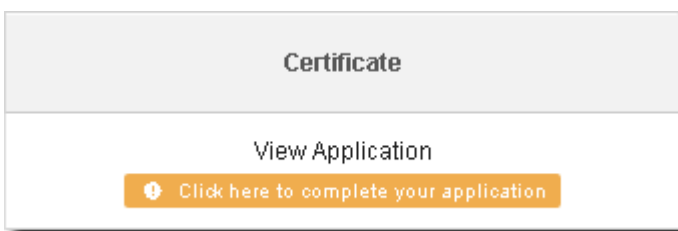
To submit your request to the **Actuarial Provider**, select



A pension policy will be created. Depending on the Actuarial Provider an estimated percentage might be available.

Period	Actuarial %	Gen Exp %	Inv Exp %
FY 2015 01/07/2014 - 30/06/2015	25.236 <a href="#">Act2 Solutions</a> <b>ESTIMATE</b> <b>REQUESTED</b>	25.236	25.236

To complete the application you will need to login to the Actuarial Provider's website. Select **Click here to complete your application**.



If this is your first time accessing the website, you will need to register your username and password.

## Log in.

**Please enter your username and password.**

User name

SmithJones@bglcorp.com.au

Password

\*\*\*\*\*

Remember me?

Log in

Forgot your password? Click [here](#) to reset your password.

Before proceeding, review the application data which will be pre populated from Simple Fund 360.

The fund data that you have submitted has been analysed by our system and is valid. You may now request an Actuarial Certificate which will be emailed to you automatically.

**Estimated Tax Exempt Percentage:**

**25.236%**

**Request Certificate**

Once reviewed, select **Request Certificate**. The following confirmation will appear and you will receive an email containing the actuary certificate and invoice to the specified email address. You are required to pay the invoice outside of Simple Fund 360.

**Your request has been received.**

Following a quality review by one of our staff, an email with your certificate will be sent to the primary email address provided. Thank you for choosing Act2 Solutions.

Once you have received the certificate you can edit the pension policy, by selecting the policy created. Enter the actuarial percentage and change the certificate status from **Estimate** to **Confirmed**.



**Certificate Status**

CONFIRMED
▼

## General and Investment Expense Percentages

Generally, expenses incurred by an SMSF in deriving Exempt Current Pension Income cannot be claimed on the SMSF Annual Return. Where an expense relates to both accumulation and pension members, the expense must be apportioned so that only the proportion of the expense relating to the production of assessable income is claimed.

**Simple Fund 360 provides the following options to apportion the general and investment expenses**

Option	Explanation
<b>Use ATO Formula</b>	Select this option to calculate the expense percentages based on the formula contained in the ATO's Taxation Ruling 93/17. Simple Fund 360 will calculate the percentages during the Create Entries process.
<b>User Specified</b>	By selecting this option users will be able to manually input a percentage for both general and investment expense percentages.
<b>Use Actuarial %</b>	Select this option to use the current year actuarial percentage for both the general and investment expense percentages.

The Advanced training Fund will use the **ATO Formula** for both the General and Investment Expenses.

### Edit Pension Policy for FY 2015 ✕

<b>Actuarial Percentage Period</b> <input type="text" value="01/07/2014 to 30/06/2015"/> <small>Cannot change period for REQUESTED Actuarial Certificate</small>	<b>Certificate Provider</b> <input style="border: 1px solid #ccc;" type="text" value="Act2 Solutions"/> <small>Cannot change provider for REQUESTED Actuarial Certificate</small>
--	---

---

<b>Actuarial Percentage</b> <input type="text" value="25.236%"/>	<b>General Exp %</b> <input style="background-color: #ffff00;" type="text" value="Use ATO Formula"/> <input type="text" value="Value will be set during create entries"/>	<b>Investment Exp %</b> <input style="background-color: #ffff00;" type="text" value="Use ATO Formula"/> <input type="text" value="Value will be set during create entries"/>
---	--	---

---

<b>Certificate Status</b> <input style="border: 1px solid #ccc;" type="text" value="CONFIRMED"/>	<b>Certificate Creation</b> <input style="border: 1px solid #add8e6;" type="text" value="REQUESTED"/>
---	--

**Labels**  
Act2 Solutions CONFIRMED REQUESTED % View Application


## Task 8.2 Input Tax Adjustments

---

### Details

You can currently make tax adjustments to the following labels on the tax return.


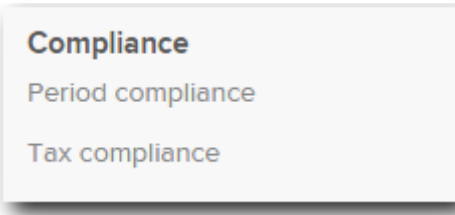
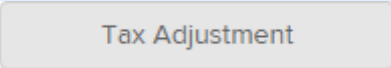
- Gross Rent / Other Leasing and Hiring Income (B)
- Capital Works Expenditure (D1)
- Capital Works Expenditure (D2)
- Other Income (S)
- Insurance Premiums - Members (F1)
- Management / Administration Expenses (J1)
- National Rental Affordability Scheme Tax Offset (E3)
- Other Expenses (L1)
- Other Expenses (L2)
- SMSF Auditor Fee (H1)

 Tax adjustments should only be made for the final create entries for the financial year (for example, 30/06/2015).

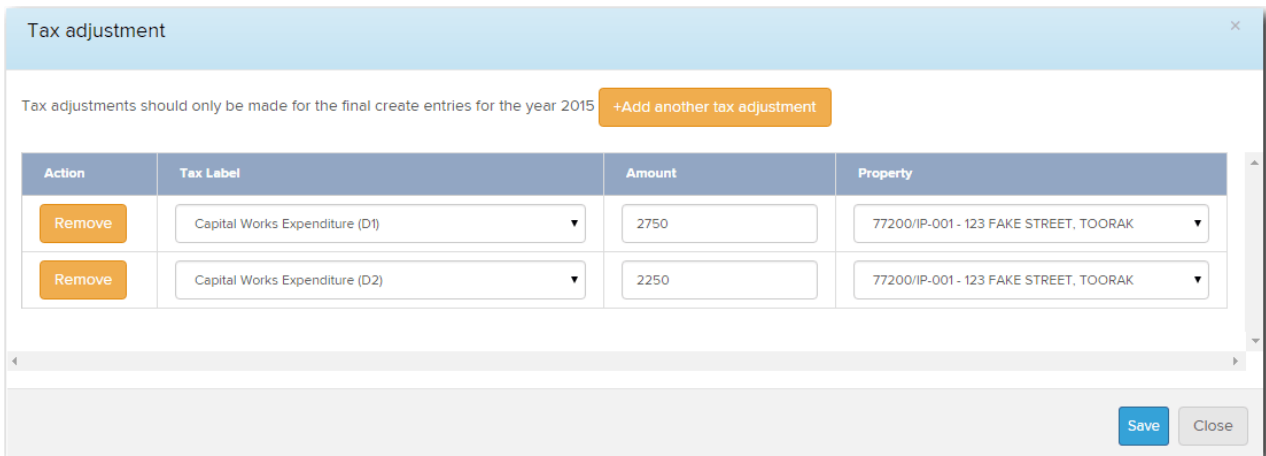
The Advanced Training Fund will claim a capital allowance deduction of \$5000.00. The deduction will be split between deductible (D1) and non-tax deductible (D2).

A capital allowance deduction is when a residential property that began construction after 17 July 1985, qualifies for an annual building allowance of at least 2.5% of the original construction cost, every year, for 40 years. If the property was purchased after May 13, 1997, the building allowance can be claimed as an annual tax deduction to reduce the cost base for capital gains when the property is sold.

## Instructions

From the <b>Main Toolbar</b> , go to <b>Compliance</b> .	
Select <b>Period compliance</b> from the list.	
Select <b>Tax Adjustment</b> .	

1. From the **Tax Adjustment** screen, select **+Add another tax adjustment**.
2. Under the **Tax Label**, select **Capital Works Expenditure** Label D1 (deductible) and input \$2750.00.
3. Select the property 77200/IP-001 from the drop down list.
4. To input the second adjustment, select **+Add another tax adjustment**.
5. Under the **Tax Label**, select the **Capital Works Expenditure** Label D2 (non-deductible) and input an amount of \$2250.00.
6. Select the property 77200/IP-001 from the drop down list and **Save**.



Tax adjustment

Tax adjustments should only be made for the final create entries for the year 2015 +Add another tax adjustment

Action	Tax Label	Amount	Property
<span>Remove</span>	Capital Works Expenditure (D1)	2750	77200/IP-001 - 123 FAKE STREET, TOORAK
<span>Remove</span>	Capital Works Expenditure (D2)	2250	77200/IP-001 - 123 FAKE STREET, TOORAK

Save Close

## Task 8.3 Create Entries

---

### The Create Entries Process in Simple Fund 360

The create entries process is split into the following functions:

- Automatic Daily Journals
- Year End Create Entries

#### *Automatic Daily Journals*

Automatic Daily Journals are calculated by Simple Fund 360 on a daily basis and will complete the following (automatically):

- **Investment Revaluation journals** - With the integration of BGL's ASX and UUT Automated Data Feed into Simple Fund 360, automatic investment revaluations are conducted on a daily basis. This will allow Simple Fund 360 to calculate the daily changes in market values of investments, which provides you access to real time investment information.
- **Member Allocation journals** - Income and expense transactions are allocated to members on a daily basis. This will allow Simple Fund 360 to calculate the daily profit/loss that is attributable to each member of the fund and provide you with real time member balances.

#### *Year End Create Entries*

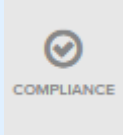
This needs to be activated by the Simple Fund 360 user at year end and will:

1. Finalise profit allocation to members and determine year end balances at 30 June;
2. Finalise investment revaluations at 30 June;
3. Calculate PDIT/FITB (If the fund is applying Tax Effect Accounting);
4. Offset any foreign, TFN and franking credits against Income Tax Payable;
5. Determine the net capital gain;
6. Calculate Income Tax Payable;
7. Calculate the fund's Exempt Current Pension Income and non-deductible expenses;
8. Calculate and populate the figures in the SMSF Annual Return and the ATO Schedules.

For more information on the tax calculations performed, refer to the [Simple Fund vs. Simple Fund 360](#) help.

## Instructions


For the Advanced Training Fund we are going to finalise the 2014 -2015 financial year and create entries for the entire year.


From the <b>Main Toolbar</b> , go to <b>Compliance</b> .	
Select <b>Period compliance</b> from the list.	<div data-bbox="783 398 1241 600" style="border: 1px solid #ccc; padding: 5px;"> <p><b>Compliance</b></p> <p>Period compliance</p> <p>Tax compliance</p> </div>

Follow these steps to complete the year end Create Entries:

1. Under the **Create Entries Period** heading, you may leave the 24/04/2015 locked in and update the end of financial year to **30/06/2015**.
2. Select **Create Entries**.

**Create Entries Period**

Start Date  

End Date  

NO Display Member Allocation Worksheet

3. To open the Create Entries Report, select **Print**.

**ACTION**

**Note**

*You are able to undo the create entries process by selecting **Reverse Entries** under the Actions column.*

## Task 8.4 Prepare Report Packs

---

### Objective

In this task you will learn how to prepare and print year-end reports using Simple Fund 360.

By the end of this task, you will be able to:

- set up customised reporting options for financial reports.
- prepare various member reports.
- prepare various investment reports.
- prepare trustee minutes or resolutions.

### Details

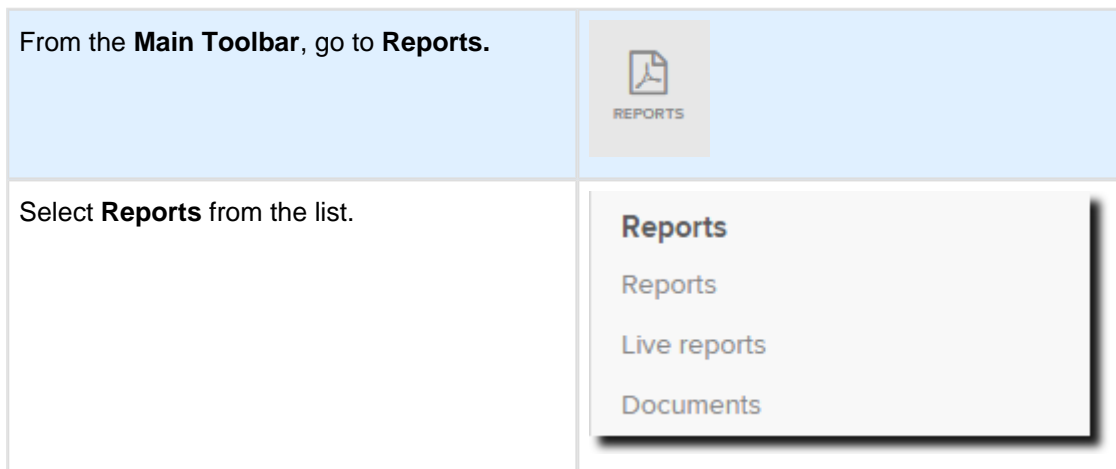
#### Financial Reports in Simple Fund 360

The **Reports** screen prepares a full set of financial statements, investment reports, member reports, ledger reports and other documents for superannuation funds. You can also access real time financial information and set up report packs from this screen.

#### Real Time Financial Information

Simple Fund 360 provides a real time view of a fund's financial performance, allowing instant access to timely and accurate information year round. Informed decision making and information transparency are just a few of the benefits from Simple Fund 360 real time reporting capabilities. Simply add a Report Pack to view instant and timely financial information.


## Navigation to the Reports screen



## Add and Customise your own Report Packs

A Report Pack is your own customised source of financial statements. Simple Fund 360 allows you to simply Drag & Drop reports from the report list into a Report Pack to then view, download and print.

### How to add a Report Pack

1. From the left hand menu, select the reports that you want included in the report pack. From **Custom Reports, Financial Reports, Investment Reports, Letter/Minutes, Work Paper Reports or Audit Reports**, select the report by clicking Add or simply drag & drop the report into the Drag & Drop field. To remove a report, select  next to the report.
2. After you have selected the reports to include in the Report Pack, select **Save New Report Pack**.
3. Enter a Report Pack name and select **Save Pack**.
4. The **Report Pack** will now be added to the **Select Report Pack** list.

### How to edit an existing Report Pack

1. From the **Reports** screen, select a Report Pack from **Select Report Pack**.
2. To add additional reports and documents to the Report Pack, click Add or simply drag & drop the report into the Drag & Drop field.
3. To remove a report from the Report Pack, select **Options** and from the drop down list select **Remove Report**.
4. Select **Save Pack Changes** to save the changes or exit from the Report Pack to abort any changes.



## How to run a Report Pack

To download a Report Pack in PDF follow the steps below:

1. From the **Reports** screen, select **Select Report Pack** and choose the Report Pack from the drop down list below.
2. Select the Reporting Dates for the Report. For a custom reporting date, select **Custom Dates** and input the **Start** and **End** date.
3. Select a **Badge** to attach to the pack.
4. Select **Preview PDF**.
5. Simple Fund 360 will produce the Report Pack in PDF, which will be stored in the **Documents Tab**.

**To download an individual report in PDF, Word or Excel:**

1. On the left hand side of the **Reports** screen, Drag & Drop a report
2. Once the report has been dragged & dropped, select **Options**.
3. Select either **Download PDF**, **Download Word** or **Download Excel**.

## Screen Features

Screen Feature	Explanation
<b>Select Report Pack</b>	Select an existing Report Pack from the drop down list below.
<b>Delete Report Pack</b>	Select <b>Delete Report Pack</b> to delete the selected Report Pack.
<b>Clear</b>	Select <b>Clear</b> to remove all the currently selected reports.
<b>Reporting Dates</b>	<p>Filter the financial period that the Report Pack will display. The following options are available:</p> <ul style="list-style-type: none"> <li>• Current Financial Year</li> <li>• Previous Financial year</li> <li>• Current Quarter</li> <li>• Previous Quarter</li> <li>• Custom Dates</li> </ul> <p>To input Custom Dates use the Start Date and End Date fields.</p>
<b>Start Date</b>	Select the Calendar to input the <b>Start Date</b> of the period.
<b>End Date</b>	Select the Calendar to input the <b>End Date</b> of the period.
<b>Badges</b>	<p>The fund's <a href="#">Badge</a> will appear.</p> <p>Select <b>Add New Badge</b> from the drop down list to create a new Badge in Simple Fund 360.</p> <p>Select <b>Use Default Badge</b> to use the default Badge settings for the Report Pack.</p>
<b>Options</b>	Select for a list of settings and download options available for the report.
<b>Settings</b>	Select for a list of report options and settings available for the report. The list of settings changes depending on the report selected.
<b>Download Excel</b>	Select Download Excel to download the Report Pack to Excel.
<b>Download Word</b>	Select Download Word to download the Report Pack to Word.
<b>Download PDF</b>	Select Download PDF to download the Report Pack as a PDF.
	Type in a report name to search for that report in the report list below.

<b>Search for a Report</b>	
<b>Drag &amp; Drop your Reports here</b>	Select a report(s) from the Financial Reports, Letters/Minutes and Work Paper Reports Lists. Click on the report and drag it from the List and drop it in the Drag & Drop field to add it to the Report Pack.
<b>Custom Reports</b>	Select Custom Reports to create or select your custom reports in Simple Fund 360.
<b>Financial Reports</b>	Select Financial Reports to open the list of financial reports available in Simple Fund 360.
<b>Investment Reports</b>	Select Investment Reports to open the list of Investment Reports available in Simple Fund 360.
<b>Letters /Minutes</b>	Select Letters/Minutes to open the list of letters and minutes available in Simple Fund 360.
<b>Work Paper Reports</b>	Select Work Paper Reports to open the list of working papers available in Simple Fund 360.
<b>Audit Reports</b>	Select Audit Reports to open the list of Audit Reports available in Simple Fund 360.
<b>Save New Report Pack</b>	Select <b>Save New Report Pack</b> to save a new Report Pack . Select <b>Save Pack Changes</b> to save any changes made to an existing Report Pack.
<b>Download Report Pack</b>	Select <b>Download Report Pack</b> to prepare your customised Report Pack.

## Appendices

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- [SBR Setup and Annual Return Lodgement](#)

# SBR Setup and Annual Return Lodgement

## Setup Lodging Party

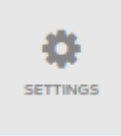
The **Lodging Party** screen allows you to set up Tax Agents, Trustees and Business Intermediaries contacts and to upload Device AUSKeys.

The following article will provide you with instructions on how to obtain an AUSkey and set up a lodging party in Simple Fund 360

## Pre-Requisite


- To be able to lodge through the Standard Business Reporting (SBR) framework, you require an AUSKey.  
Refer to [How to Obtain Device AUSkey for SBR Lodgement](#) help for the steps required.
- If the Lodging Party is a company, you need to attach a representative to that company under **Settings | Contacts | People Relationships**.  
Refer to [Adding a company](#) for further instructions.

## Navigation to the Lodging Party screen

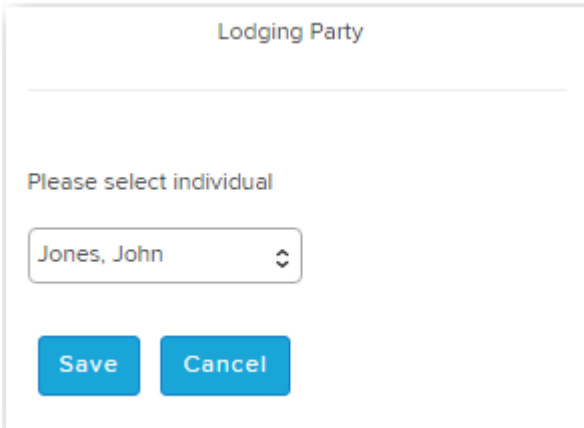
<p>From the <b>Main Toolbar</b>, go to <b>Settings</b>.</p>	
<p>Select <b>Lodging party</b> from the list.</p>	<ul style="list-style-type: none"> <li><b>Settings</b></li> <li>Badge</li> <li>User list</li> <li>User roles</li> <li>Contacts</li> <li>Email template</li> <li>Notification</li> <li>Lodging party</li> </ul>

## Adding a New Lodging Party

1. From the **Lodging Party** screen, select **Add New Lodging Party**.
2. You will be taken to the **New Lodging Party** screen.
3. Start typing the first few letters of the contact in the search bar. If the contact does not exist, select **Add Contact**. The [Contacts](#) screen will appear in a sub screen. Complete the details of the contact and **Save**.


 If the lodging party is a Tax Agent or a Business Intermediary, please ensure that you input the ABN. The ABN needs to match the one in the AUSKey. Refer to [Adding an ABN to a Lodging Party Contact](#) for more information.

4. If the selected Contact has representatives attached, the following screen will display.



The screenshot shows a window titled "Lodging Party". Below the title, there is a horizontal line. Underneath, the text "Please select individual" is displayed. A dropdown menu is open, showing "Jones, John" with a double-headed arrow on the right. At the bottom of the window, there are two blue buttons: "Save" and "Cancel".

5. Select an individual from the list and select **Save**. The name of the individual will display under **Select Lodging Party From Contacts**.
6. Select **Trustee** or **Tax Agent** or **Business Intermediary** to the question **Are You Lodging As**.
7. If you selected **Tax Agent**, input the Tax Agent No.
8. Select **Choose File** and locate the AUSkey file you downloaded from the SBR website.

 This should be an XML file. If your firm uses multiple User AUSkey files, upload them all here to allow each individual to lodge.

9. Review the AUSkey terms and conditions. Tick the AUSkey terms and conditions check box once completed.
10. Select the funds you want attached to this Lodging Party.
11. Select **Save**.

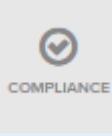
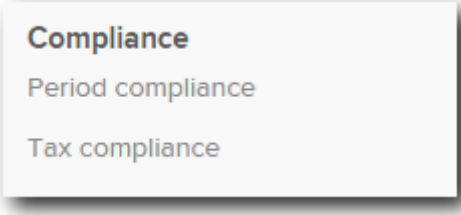
## Lodging Party Report

Select **Lodging Party Report**. This report is the easiest way to find out whether a fund has a lodging party attached to it. The report will show:

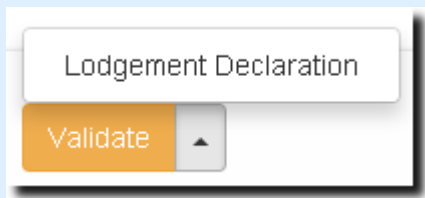
- Each fund that has a lodging party attached to it;
- The lodging party attached to the fund;
- The lodging party company (if any);
- The lodging party type (trustee, tax agent, intermediary);
- and whether an AUSKey is attached.

## Annual Return Validation and Lodgement

### Validation

From the <b>Main Toolbar</b> , go to <b>Compliance</b> .	
Select <b>Tax compliance</b> from the list.	

**i** Select the arrow to the right of the **Validate** button and then select **Lodgement Declaration** to download the electronic lodgement declaration. Note: It is not mandatory for this to be signed in order to lodge an SMSF Annual Return via Simple Fund 360.



1. Select **Validate**.



The AUSKey validation screen will appear. Before the Annual Return can be validated, input the AUSKey password.

**SBR Validation** x

**Aus Key**

BGL123key.xml

<b>Name</b>	BGL 123
<b>Company Name</b>	BGL 123
<b>Type</b>	User Key
<b>ABN</b>	1111117111
<b>Expiry Date</b>	06/05/2017
<b>AUSKey Password</b>	<input style="width: 100%;" type="password" value="*****"/>

**Declaration**

I declare that the information transmitted in this SMSF Annual Return is true and correct and that I am authorised to make this declaration.

Click validate button or hit [Enter] key to sign this declaration with the AUSkey used byt this software and BGL 123.

Field	Explanation
<b>Name</b>	The uploaded AUSKey custodian name will display.
<b>Company Name</b>	Company name will display.
<b>Type</b>	The type of AUSKey used will display (Device or User).
<b>ABN</b>	Business ABN will display.
<b>Expiry Date</b>	Expiry date of the AUSKey.
<b>Please Enter AUSKey Password</b>	To validate the Annual Return, input your AUSKey password.

2. Select **Validate**.

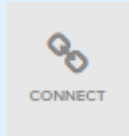
**i** If you have made any changes/updates to the fund's Lodging Party details, select **Update Lodging Party**. Do not reverse and re-create entries.



## Lodgement

**Important**

Once you have successfully lodged an SMSF Annual Return with the ATO, you will **not** be able to reverse entries for that financial year and make any changes to the financial year data. However, if you need to lodge an amended annual return, see [Amended Annual Returns](#).

From the <b>Main Toolbar</b> , go to <b>Connect</b> .	
Select <b>Lodgement</b> from the list.	<ul style="list-style-type: none"> <li><b>Connect</b></li> <li>Manage data feeds</li> <li>Superstream</li> <li>Connections</li> <li>Lodgement</li> </ul>

Filter	Explanation
<b>Returns Awaiting Lodgement</b>	Select this filter to display validated returns that have not been lodged.
<b>Returns Lodged</b>	Select this filter to display returns that have been lodged.
<b>Rejected Returns</b>	Select this filter to display rejected returns.
<b>All Returns</b>	Select this filter to display all returns.

## Complete a Lodgement

1. Select your **Lodging Party** and if this lodging party has more than one AUSKey, choose from the drop down list. If the lodging party has only one AUSKey, it will appear automatically.

Lodging Party:

2. Validated returns linked to the Lodging Party selected will filter and appear.

<input checked="" type="checkbox"/>	▲ LODGING PARTY	FUND CODE
<input checked="" type="checkbox"/>	Jones, John (Tax Agent)	BGL SUPER FUND

3. Select the check box to the left of the fund you are lodging the return for and then select **Lodge**.

**Lodge**

4. The AUSKey confirmation screen will appear. Review the declaration terms for electronic lodgement and once confirmed input your AUSKey password.

**AUSKey Credential** ✕

**AUSKey**

<b>Name</b>	BGL 123
<b>Company Name</b>	BGL 123
<b>Type</b>	User
<b>ABN</b>	1111117111
<b>Expiry Date</b>	15/04/2017
<b>Please Enter AUSKey Password</b>	<input type="password" value="....."/>

**Declaration**

I declare that the information transmitted in this SMSF Annual Return is true and correct and that I am authorised to make this declaration.

Click this button or hit [Enter] key to sign this declaration with the AUSKey used by this software and BGL 123.

**Lodge**

5. Select **Lodge**.

**Lodge**

6. Once the return has been successfully lodged, under the **Returns Lodged** section, you will see that the status next to that fund will change from **Validated** to **Lodged (Electronically)**.

*(Click on image for full size view)*

Welcome to the **Lodgement Screen**

In this screen you can manage tax lodgement for SMSF annual return and schedules.

1 RETURNS AWAITING LODGEMENT	23 RETURNS LODGED	0 REJECTED RETURNS	24 ALL RETURNS
---------------------------------	----------------------	-----------------------	-------------------

Lodging Party:

▲ LODGING PARTY	FUND CODE	FUND	FORM	YEAR	LODGEMENT STATUS	LODGEMENT DATE TIME	REPORT
Jones, John (Tax Agent)	BGLSF	BGL Superannuation Fund	SMSF Annual Return	2015	Lodged (Electronically)	14/10/2015 15:49	<a href="#">View</a>