# CAS 360 Level 1

CAS 360 Australia

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## Notes

### About Us

BGL delivers SMSF administration (Simple Fund) and corporate compliance management (CAS) software solutions to over 8,000 businesses in 15 countries – all through its user-friendly and highly intelligent web applications, combining amazing UX with powerful technology.

Founded in 1983 with only 2 employees, BGL has grown to be the **#1 developer of compliance software solutions** in the world – employing an amazing team of 150+ people across the globe!

This Training Manual is divided into the following sections:

**Lesson 1 - Getting Started with CAS 360**

Learn how to get your firm ready for CAS 360.

**Lesson 2 - Alerts**

Learn how to take control and manage your Corporate Compliance by using the automated built-in Alerts powered by CAS 360.

**Lesson 3 - Annual Reviews**

By the end of this lesson, you will learn what steps are required to manage the Annual Review process.

**Lesson 4 - Trusts**

CAS 360 gives users the ability to enter Trust information and create Trust documents. Upon completion, you will learn how to create Discretionary and Unit trusts, create trusts for contacts or companies and prepare unit-holder documents.

**Lesson 5 - Reports**

CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies.

**Lesson 6 - Settings**

This lesson provides an overview of the Registered Agent settings in CAS 360 and explains how to customise the look and feel of documents and emails produced from CAS 360 using the Document Templates, Email Templates and Email Settings screens.

# 1 Getting Started with CAS360

The CAS 360 Administration section provides an overview of the Help and Training Resources in CAS 360 and will explain how to get the most out of the software and documentation.

Lesson overview

- Help and Resources
- Invite User and User Roles

# 1.1 Help and Resources

## 1.1.1 Objective

In this task, you will learn how to access all available resources for CAS 360. You will learn general navigation and shortcut tips that will improve your efficiencies.

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

- Log a support call
- Access the help
- Navigate the CAS 360 program

## 1.1.2 Getting help and sending feedback

To access CAS 360 Help and documentation, from the upper menu, select:

### Help us improve!

If there is anything you would like to see in the program, add your comments to our feedback.

From the upper menu, select **Feedback**:

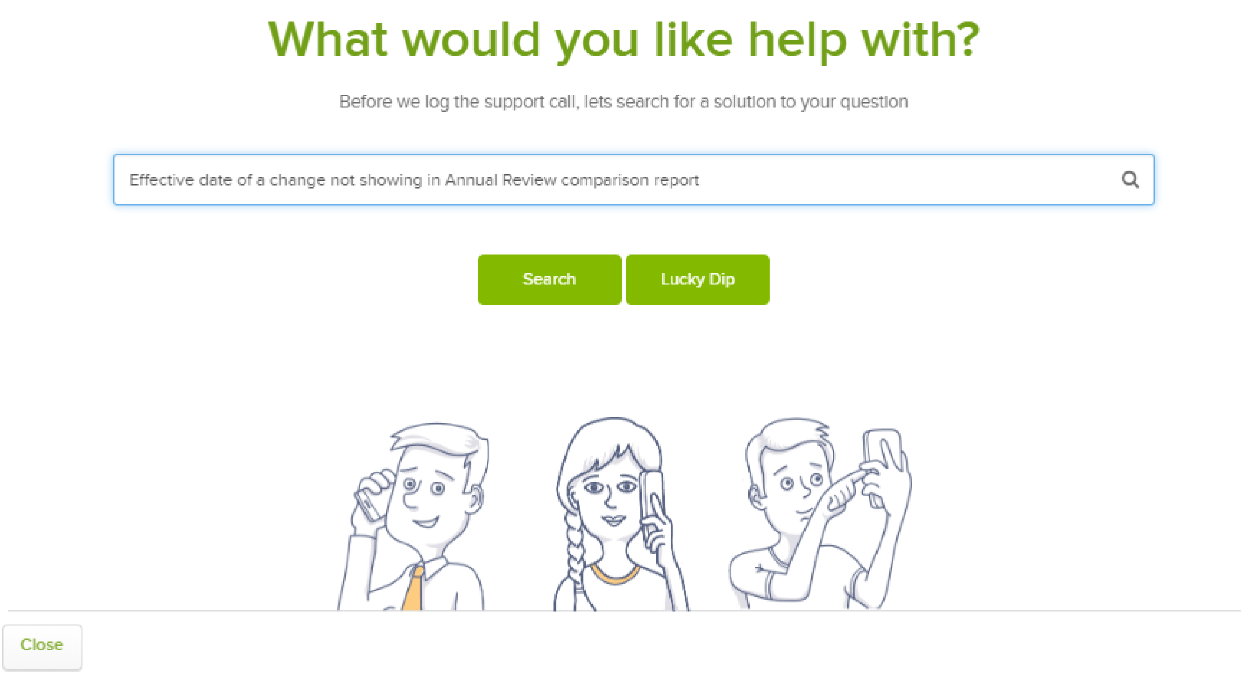

### Join the Community


Join the free online community which will allow you to interact with other CAS 360 users. Members can post, comment, and give opinions on current discussions.

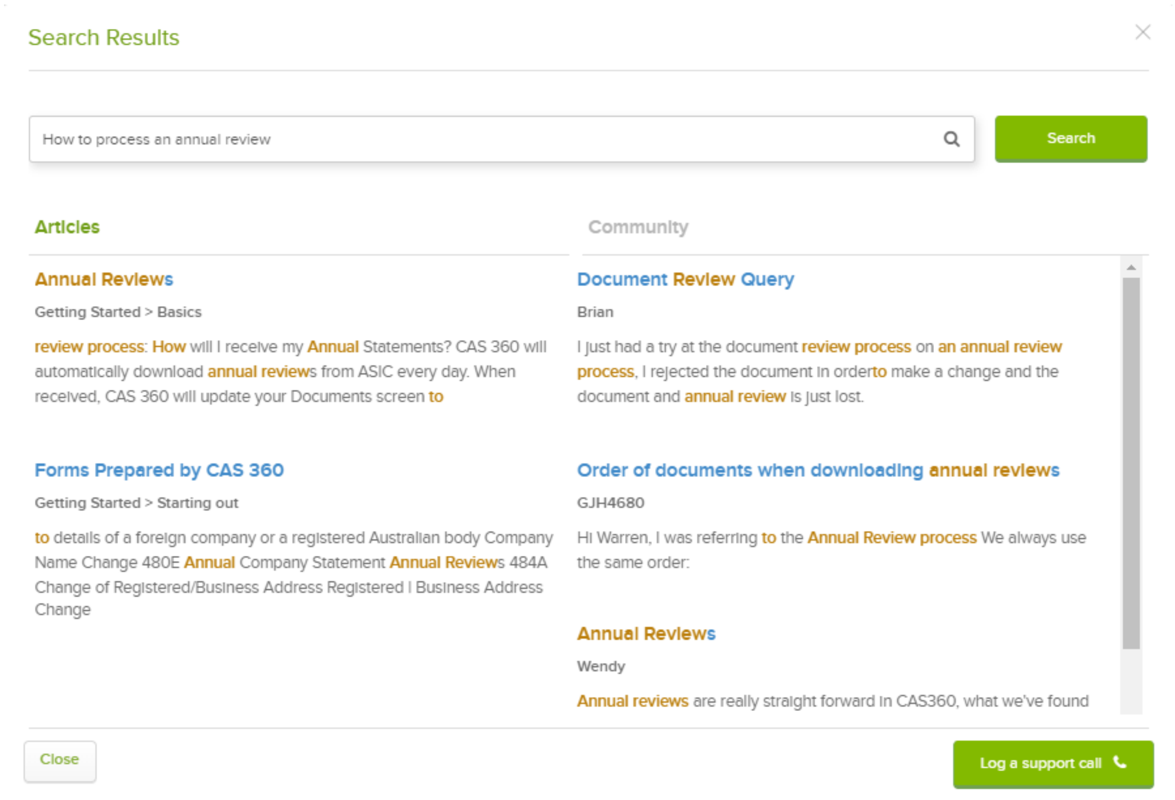
## Log a Support Call

**1.** To log a support call, select the **Log a support call** icon at the top of the CAS 360 page.

**2.** When the Support Call window opens, enter in a brief description or question that your query relates to and select **Search**.




**3.** CAS 360 will then search the Knowledge Centre and BGL Community, providing the most relevant search results.




**4.** If the suggested Articles or Community search results don't return a relevant result, select the **Log a support call** button.


**5.** Complete the following Support Call requirements:

| Field | Explanation |
|---|---|
| **User Name** | CAS 360 will automatically select the current user<br>The name will be pre-filled from the user's Profile Management screen |

| Field | Explanation |
|---|---|
| **Correspondence Method** | From the drop-down list, select one of two options:<br>◦ Phone (be contacted by phone)<br>◦ Email (be contacted by email) |
| **Email Address** | CAS 360 will automatically populate the email address field based on the user's email address who is currently signed into CAS 360.<br>This email address will be used to provide updates on the status of your query with BGL Support. |
| **Phone Number** | If a phone call is selected as the correspondence method, input your preferred contact number.<br>If an email is selected as the correspondence method, the phone number field is optional. |
| **Problem Statement** | From the drop-down list, select the topic that best fits your support query.<br>• Agent Forms<br>• Alerts<br>• Annual Reviews<br>• Can't Log in<br>• Company Incorporation<br>• Company Selection<br>• Comparison Report<br>• Deregistration<br>• Digital Signing |

| Field | Explanation |
|---|---|
| | • Documents<br>• Internal Error<br>• Invite User<br>• Member Changes<br>• Other<br>• Practice Management (Integrations)<br>• Registers<br>• Reports<br>• Reprint Documents<br>• Settings<br>• Urgent<br>• Wishlist<br>• Feedback<br>If none of the above options relates to your query, please select **Other**. |
| **How can we help you?** | Provide a description of the issue you face to assist the agent in providing the best possible solution to your query. |

Once you have completed the above fields, select **Send**. An agent will be in contact with you shortly.


**6.** CAS 360 will then confirm that your Support Call has been submitted.

You will also receive an automated email confirming that your support ticket has been submitted to the BGL Support Team, please check your email.

If you would like to add further information to your support call, simply reply to the email and add your response.

If you have resolved your query, reply to the email to notify the BGL Support Team to close the support ticket.

### 1.1.3 Main Toolbar and Tabs

Navigation for CAS 360 has been simplified to allow for quick and easy access to manage annual reviews, make company changes and generate reports. The **Main Toolbar** on the left-hand side of your screen is your access point for all areas in CAS 360. Selecting certain icons in the toolbar will then produce an **Advanced Filter,** allowing you to further categorise information on a screen.

An overview of the Main Toolbar and Tab functions is outlined below:

#### Company Selection

| | |
|---|---|
| **General Details** | This screen contains basic company details such as the Registered Agent, important dates, the Company Status, Type, Class and SubClass. |
| **Name Registrations** | The Name Registrations screen can hold a history of the company's previous and current names. |
| **Addresses** | The Addresses screen contains all the address information for the company. |
| **Officers** | The Officer's screen contains all current and previous Officeholders for the selected company. |
| **Shareholders** | The Shareholders screen in CAS 360 contains all the share transactions that are accepted by ASIC. |

| | |
|---|---|
| **Company Info** | The Company Info screen is a collection of all company data that is not attached to a contact. |
| **Relationships** | The Company Relationships screen is a collection of all the company data where a contacts are attached to the company. |

## Trust

| | |
|---|---|
| **Trust** | The Trust Screen will help you manage all trusts in CAS 360 |

## Contacts & Addresses

| | |
|---|---|
| **Global Contacts** | The Contacts screen in CAS 360 is a global database listing all contacts that have been added to CAS 360 or migrated from CAS Desktop. |
| **Global Addresses** | The global Addresses screen will list all addresses created in CAS 360 and addresses migrated from CAS Desktop. |

## Reviews

| | |
|---|---|
| **Reviews** | The Review screen will help you best manage the annual reviews in CAS 360. |

## Multiple Changes

| | |
|---|---|
| **Multiple** | The Multiple Changes screen gives users the ability to prepare documents for multiple companies where the same change or details apply. |

Documents

| | |
|---|---|
| **Upload** | The CAS 360 global Documents screen allows users to view all documents for all companies in one screen. This will even show users when the document is due for lodgement and the potential late fee that applies. |

Messages

| | |
|---|---|
| **Inbox** | The CAS 360 global Messages screen allows users to view all messages for all companies in one screen. |
| **Outbox** | Manage view and track all emails sent from CAS360 |
| **SMS Messages** | Manage view and track all SMS sent from CAS360 |
| **Pending Outbox** | Manage and Customise all automated messaging from CAS360 to your clients |

Reports

| | |
|---|---|
| **Reports** | CAS 360 allows you to prepare a range of reports which can easily summarise and clearly display information across your companies. |

Settings

| | |
|---|---|
| **Lodgement/Agent Settings** | The Lodgement/Agent Settings screen will hold all ASIC agent details. |
| **Email Templates** | The Email Template screen allows you to customise email notifications sent through CAS 360. |
| **Document Templates** | The Document Template screen allows you to customise the Look and feel of the documents generated in CAS 360. |

### 1.1.4 CAS 360 Conventions

One of the main objectives of CAS 360 is to enable Company data to be entered as quickly as possible. The following design features are just some of the ways CAS 360 speeds up the data entry process:

1. Within all transaction screens, you are able to skip to the next field, using the ***Tab*** key.
2. Use the standard Windows shortcut keys Cut (Ctrl + X), Copy (Ctrl + C) and Paste (Ctrl + V) to move data amongst fields. MAC users can use standard Mac shortcut keys Cut (Cmd + X), Copy (Cmd + C) and Paste (Cmd + V)"
3. You can right-click on your mouse in any screen to view a menu of options.

### View multiple pages

View multiple pages in CAS 360 at the same time by using tabbed browsing.

Main ways to open a link in a new tab:

1. Hold down **Ctrl** + **Left Click** on the link.
2. Right-click on a link and select open a new tab.

### Acceptable date formats

When entering dates in CAS 360 the following formats are valid:

- DDMMYYYY
- DD/MM/YYYY

For example, 2nd July 2016 can be entered as:

- 02072016
- 02/07/2016

### Browser Zooming

- To zoom in, press control (Windows) or command (Mac) with the + key.
- To zoom out, press control (Windows) or command (Mac) with the - key.
- To restore zoom to 100% select control (Windows) or command (Mac) and 0.

## 1.1.5 Global Search Function

The **Global Search** allows users from any screen to search and navigate to any company, contact or document.

- Users can use the search to select a **Company** which will take the user directly into the **General Details** screen for that Company.
- Searching for a **Contact** can be done by typing any part of that contact's name which will take the user directly into the **Contact Details** screen for that contact.

- For **Document** searching, users can enter in the document trace number and that document will appear in the search. This will take the user directly into the **Global Documents** screen with just that document showing.
- Search for **Trusts** by entering any part of the trust name. This will take users directly to the **Relationships/Contact Details** screen where the trust was entered.

### 1.1.6 CAS 360 Email Subscriptions

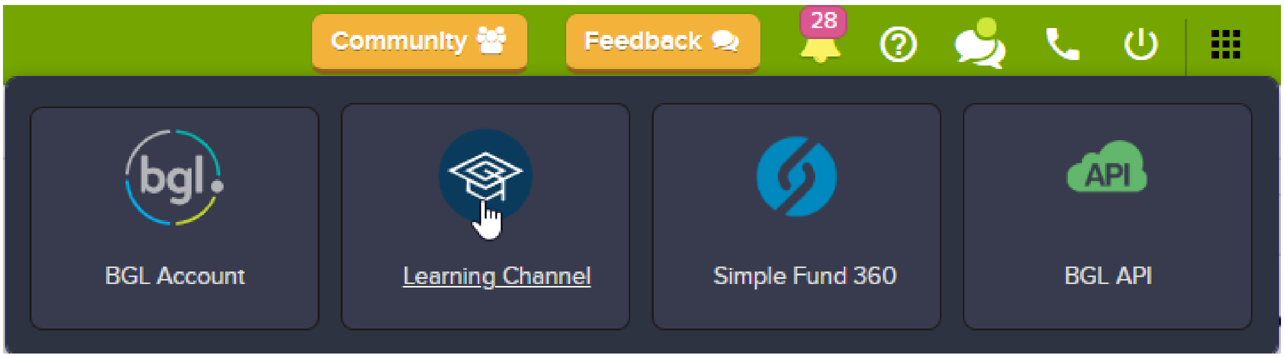
CAS 360 will send users an email outlining the statuses of their companies. This email will give users a summary of how many Annual reviews are due, how many companies have debts owed to ASIC, and how many companies have important ASIC lodgement deadlines. The status will be based on the **CAS 360 Alert system** which will keep you on top of company obligations like never before.

### 1.1.7 BGL Application Switcher

The application switch built into CAS 360 enables you to easily switch between applications that you have currently subscribed to through BGL. To use it, simply select the App Switcher in the top right-hand corner in your internet browser.

### 1.1.8 Learning Channel

The Learning Channel is a self-paced online platform that is fully integrated into BGL. Select the Learning Channel from the App Switcher to access training on demand.



## 1.2 Invite User and User Roles

### 1.2.1 Objective

With CAS 360, explore the benefits of interconnectivity between Managers, Employees, Directors and Secretaries. Invite as many entities to CAS 360 and define the user experience by being in complete control through the user role settings.

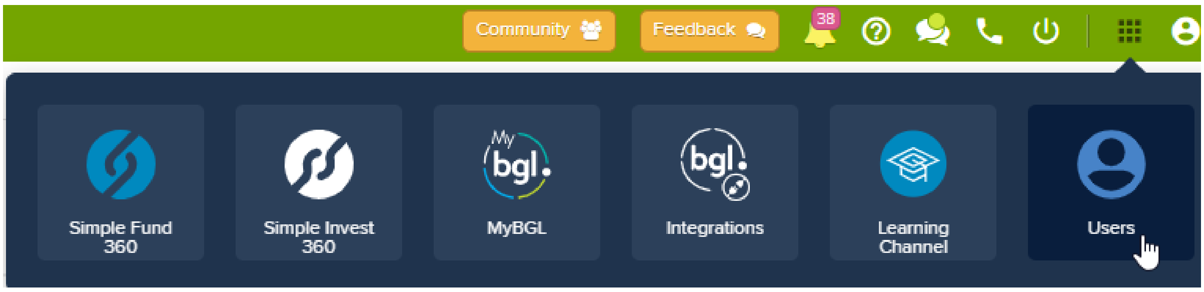
In this task you will learn:

- How to invite users

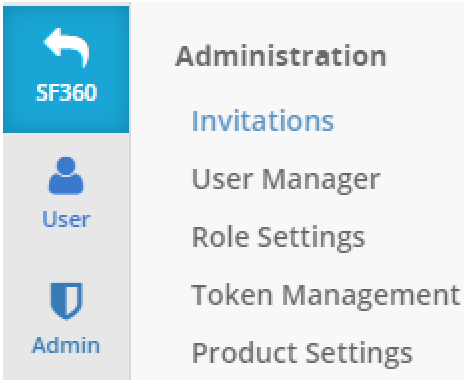
### 1.2.2 Instructions

CAS 360 allows unlimited users. Only Admin users can invite others to CAS 360.

1. From the top toolbar, hover your mouse over the **App Switcher** icon and select **Users**.

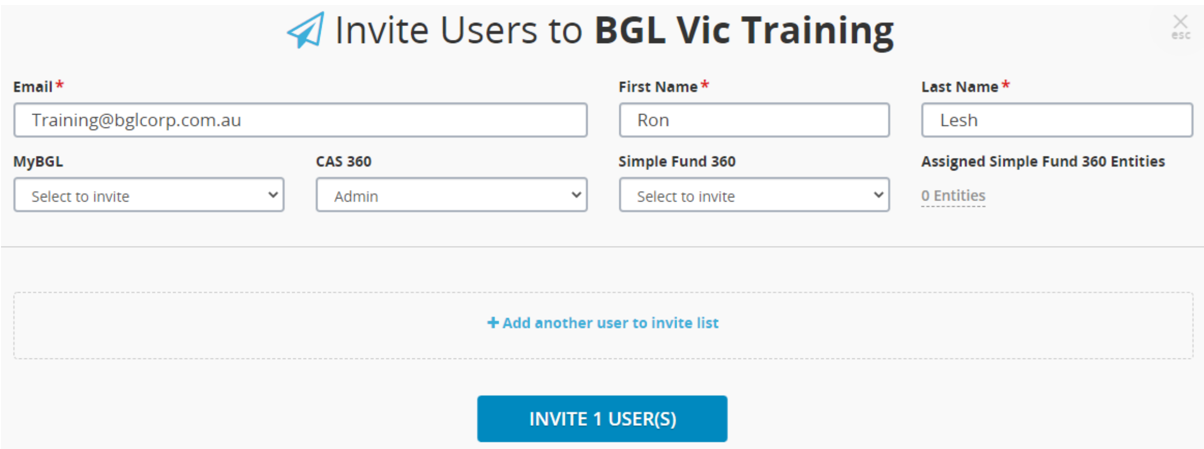



2. From the **Users** page, hover your cursor over **Admin** and select **Invitations**.




3. You will be directed to the Invitations page. Select + **Invite New User**.


4. Input the user's credentials.




Select a User Role from the CAS 360 dropdown. User roles determine the access rights for users when accessing and completing tasks in CAS 360. You can select from the following roles:

| User Role |
| --- |
| User |
| View Only |
| Manager |
| Admin |
| BGL Support |
| Accountant |

5. Select **Invite User(s)**. You can invite more than one user at a time.

# 2 Alerts

CAS 360 will revolutionise the way you work, in fact, you will wonder how you ever lived without it. Simplify your life with automated **Annual Reviews**, **Document Deadline**, **Company Debt,** and **Director ID Alerts**.

CAS 360 Alerts are designed to replace all the manual processes firms use to manage **Annual Review dates**, **Document Deadlines, Company Debt,** and **Director IDs**.

With CAS 360 you no longer need to manage extensive spreadsheets or spend the entire day going through and processing emails instead of focusing on managing your corporate affairs. CAS 360 will simply automate all of this for you.

Lesson Overview:

- Notifications
- Email Notifications
- Director ID Alert
- Document Deadline Alerts
- Company Debt Alerts and SMS Messaging
- Annual Review Alerts

## 2.1 Notifications

CAS 360 has a powerful notification system. CAS 360 users will receive all communication from ASIC, BGL and other applications through the notifications system.

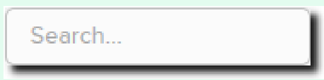
Users will receive notifications for ASIC lodgement and will also be notified when an Annual Review has been received by CAS 360.

This completely automates the process in CAS Desktop where users would have to manually connect to ASIC, this is all automated in CAS 360.

Previous notifications can be viewed from the **messages** screen and through the messages icon from the top menu.


If CAS 360 is integrated with your firm's practice management system, the notifications system can advise of any jobs or changes to contacts so the required forms can be processed with the click of a button.

### 2.1.1 Understanding Notifications

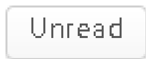
| | |
|---|---|
| From the Main Toolbar, select **Messages** |   |
| Use the **Advanced Filters** to help manage your Alerts. |   |
| The **Search** allows you to search for alerts based on a Contact or Entity. |   |

## 2.1.2 CAS 360 Inbox

The inbox will display all messages received in your CAS 360 from ASIC.

**Search**


Search allows you to search for messages based on the Contact/Entity of the Details of the message.

| | |
|---|---|
| To view an alert select **Read** from the Read Column |  |
| To mark a previously read alert as not viewed select **Unread** from the Read Column |  |
| To mark all Alerts as read select the **Mark All As Read** button. |  |

## 2.1.3 Inbox Filters

The Messages screen also has a number of filters allowing users to easily see Messages that need action. These filters include:

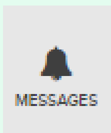
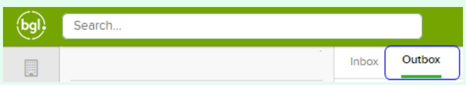
| Filter | Explanation |
|---|---|
| **All Alerts** | Display all messages in the Messages screen |

| Filter | Explanation |
|---|---|
| **Unread Alerts** | Show messages that have not yet been viewed |
| **Today's Alerts** | Show all messages that have been generated Today |
| **This Month's Alerts** | Show all messages that have been generated this calendar Month |
| **Last Month's Alerts** | Show all messages that have been generated last calendar Month |

## 2.1.4 CAS 360 Outbox

The CAS 360 outbox stores all outgoing email messages that have been sent from CAS 360. From the outbox, you will be able to view, resend and track the delivery of all emails forwarded from CAS 360.

## 2.1.5 Navigation

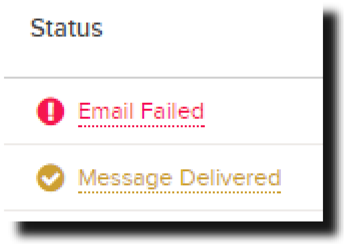
| | |
|---|---|
| From the **Main Toolbar**, Select **Messages** |  |
| Select the **Outbox.** |  |

From the outbox to view or resend messages click 


| Option | Explanation |
|---|---|
| **View** | Display the message that was sent and the email addresses the email was forwarded too.<br><br>In the View mode, Click   to resend the email |

## Outbox Status

Users are able to track the status of each recipient from the CAS360 outbox when sending emails.

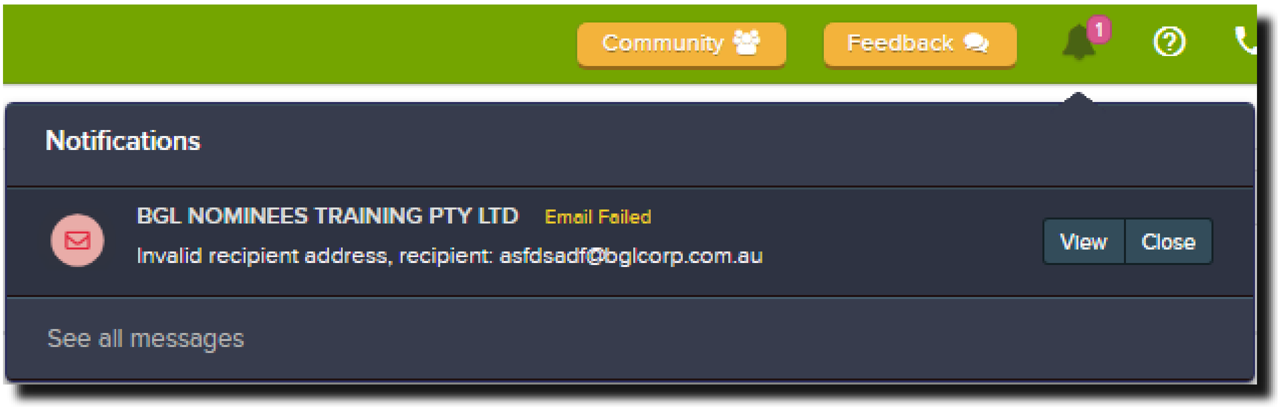



| Status Name | Description |
|---|---|
| **Delivery in Progress** | An email has been sent from CAS360 and is awaiting a response to see if this has been correctly delivered. |
| **Message Delivered** | An email has been successfully received by the email account. |

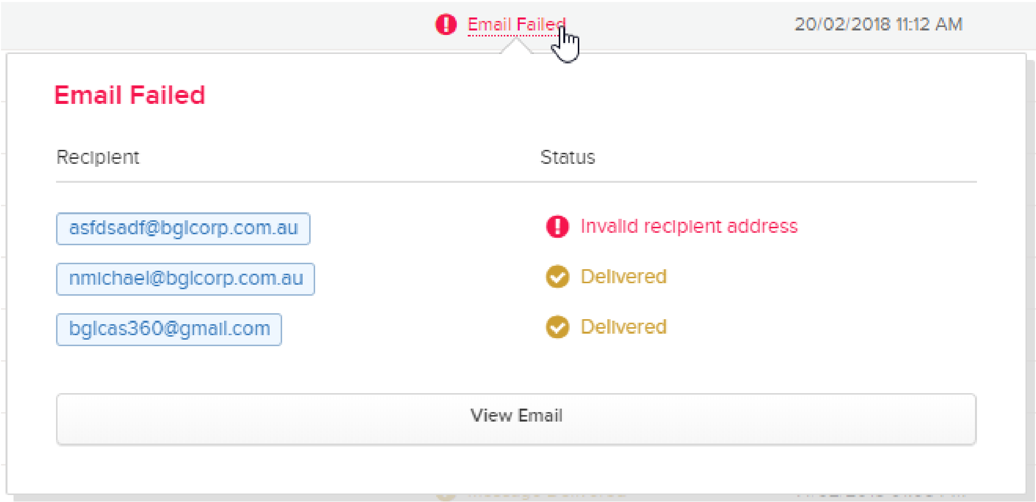
| Status Name | Description |
|---|---|
| **Email Failed** | An email has not been received by the specified email account. |

Users are able to hover over a status to view a breakdown of each email recipient and review the status of an email.

Emails sent from CAS360 users will now receive email fail **notification** if an email has not been received. The notification will be received **only** by the user logged into CAS 360 who sent the original email or notification.




From the Outbox, CAS 360 Users are able to hover over a status to review a notification message.

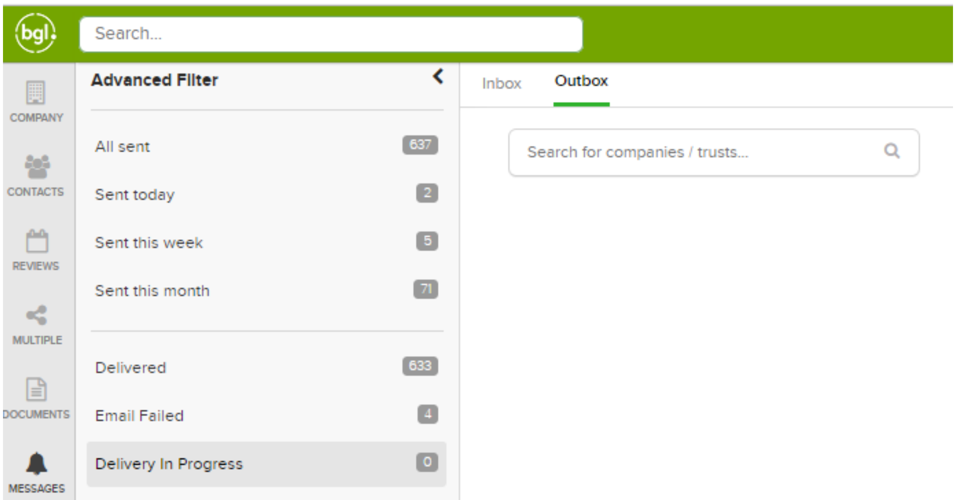



| Notification Message in CAS360 | Suggestion |
|---|---|
| **Please resend** | You may be able to successfully retry sending to that recipient in the future. |
| **Invalid recipient address** | Recommended to review and correct the recipient's email address. |
| **Check recipient's address and resend** | Recommended to review and correct the recipient's email address. However, you may be able to successfully retry sending to that recipient in the future. |
| **Recipient inbox is full** | You may be able to successfully retry sending to that recipient in the future. |
| **Email message size is too large** | You may be able to successfully retry sending to that recipient if you reduce the message size. |

| Notification Message in CAS360 | Suggestion |
|---|---|
| **Email content rejected by recipient** | You may be able to successfully retry sending to that recipient if you change the message content. |
| **Attachment rejected by recipient** | You may be able to successfully retry sending to that recipient if you remove or change the attachment. |

## Outbox filters

Use the **Advanced Filter** in CAS 360 to easily manage the Outbox. Identify messages that have been delivered, failed or are currently being delivered.




| Filter | Explanation |
|---|---|
| **All Sent** | Display all emails sent from CAS 360. |

| Filter | Explanation |
|---|---|
| **Sent Today** | Display emails sent from CAS 360 today. |
| **Sent this week** | Display emails sent from CAS 360 in the last 7 days. |
| **Sent this month** | Display emails sent from CAS 360 in the last month. |
| **Delivered** | An email has been successfully delivered |
| **Email Failed** | Email has failed to be delivered to at least 1 of the email recipients |
| **Delivery in Progress** | Email is currently being sent. |

## 2.2 Email Notifications

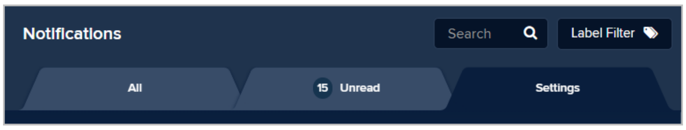
Register to receive automated daily, weekly or fortnightly emails for important notifications and events that have happened in CAS360 such as Annual Reviews received, ASIC invoices received and upcoming deadlines.

Email notifications can be set up from the **Notifications** icon from the top menu.

### 2.2.1 How to set this up?

Click the bell icon to display the notifications you have received.


Users will now have access to a **settings** tab.




#### Email Subscriptions

Under Settings, toggle

**Receive email reminders from CAS360.**

#### Apply To...

You have the ability to determine what kind of notifications you like to receive.

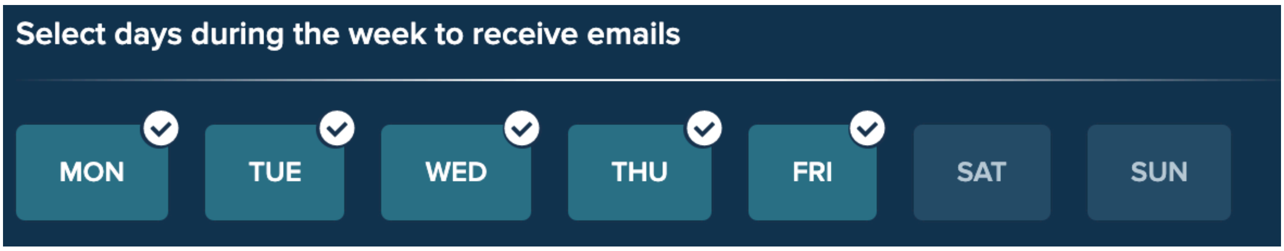
| |
|---|
| Annual reviews received |
| Annual reviews due in 14 days |

| |
|---|
| Annual reviews due in 30 days |
| Regulator invoices |
| Documents due for Lodgement in 7 days |
| Documents due for Lodgement in 14 days |
| Companies with debt |
| Failed Emails |
| Rejected Lodgements |

You can also specify if you would like to receive your notifications:

- Receive Email Daily
- Receive Email Weekly
- Receive Email Fortnightly

once your notification frequency is set, select the day(s) in the week that this Notification will be sent.

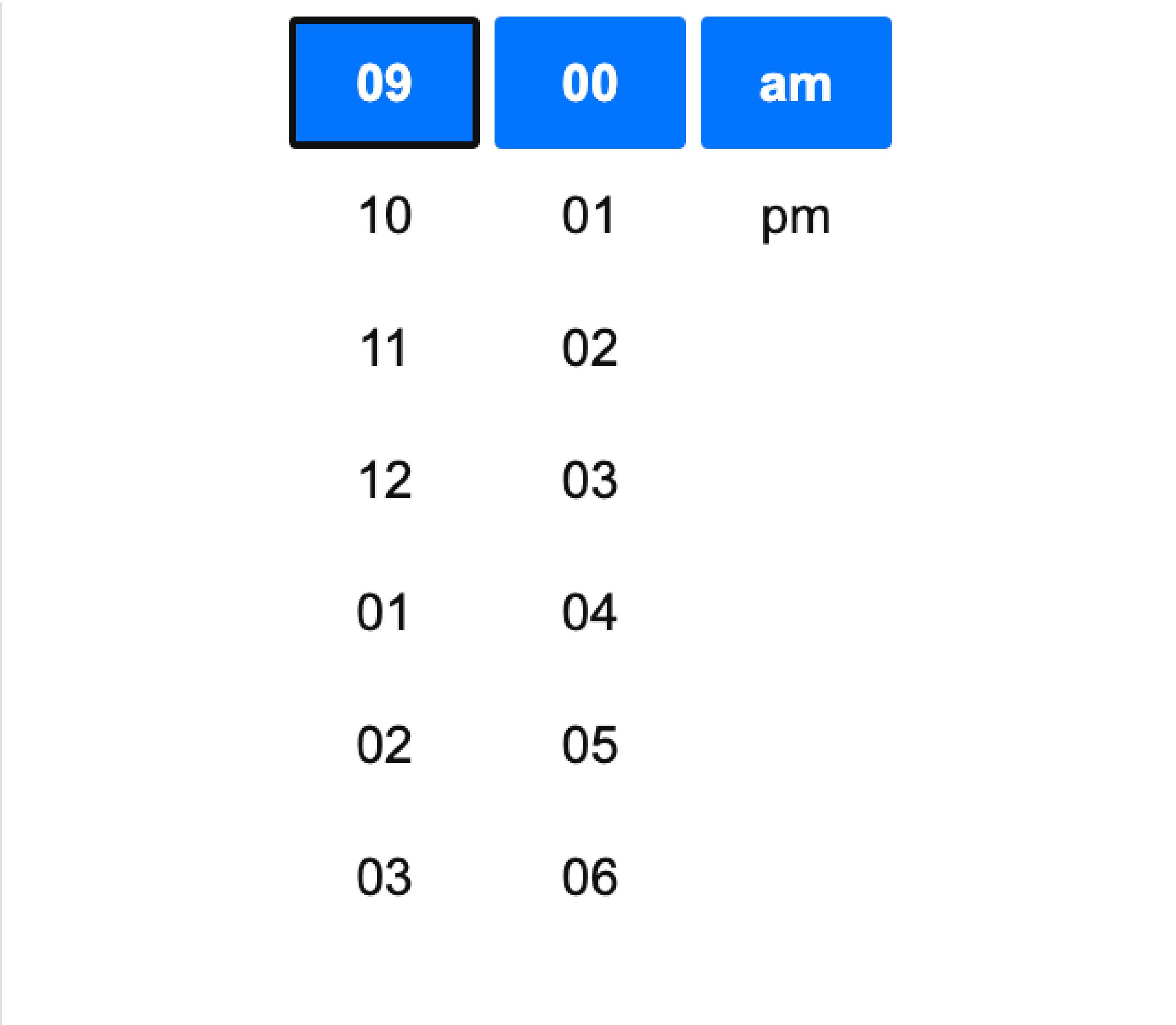



You can even set the time in the day that these notifications are sent to you.


***Pro Tip***

In the time option, click

CAS 360 will display a time picker where you can easily set your desired time.




## Filter Entities

Set which companies you want to receive notifications for.

| | |
|---|---|
| Only Favorite Label Companies | Only sends notifications for companies where you have attached your favourited label to. For more information on labels, please see Company Labels |

| | |
|---|---|
| Whole Firm | Sends notifications for all companies in your firm's CAS 360. |
| Both | Sends a notification for all companies in your firm's CAS 360 and a notification for companies where you have attached your favourited label to. |

Click **Save Settings.** Get ready to start receiving your Daily Email Notifications!

# 2.3 Director ID Alert

## 2.3.1 Overview

In this task, you will learn about the Director ID Alerts and how CAS 360 can help you send reminders to company directors to ensure they obtain an ID.

## 2.3.2 What is a Director ID?

Directors are required to verify their identity as part of the Director ID requirements.

A director ID is a unique identifier that a director will apply for once and keep forever.

Directors must apply for their director ID themselves because they will need to verify their identity. No one can apply on their behalf.

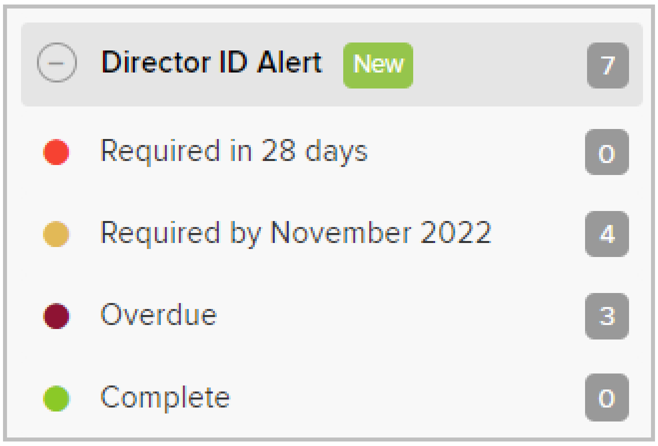
The ABRS is responsible for the implementation and administration of director IDs.

For more information on Director ID and how to apply for one, check out the Australian Business Registry Services (ABRS) website.

## 2.3.3 Details

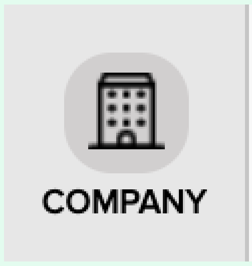
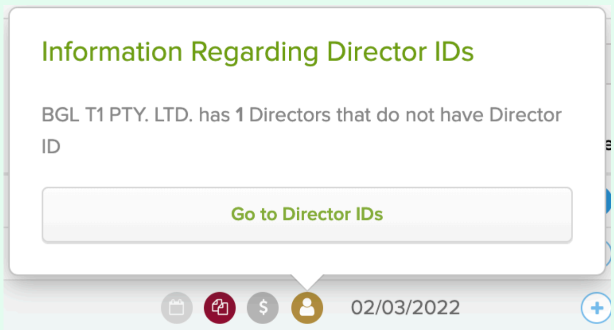
CAS 360's Director ID Alert will help you track and manage your company director's IDs. You will instantly be able to identify if a director still needs to apply for an ID and better yet, the alert even allows you to send messages to the company directors reminding them of their ID obligations and how to go about acquiring one.

From the **Company Selection** screen use the **Advanced Filters** to manage all **Director IDs** across your entire CAS 360 database.




Directors that do not have an ID saved in CAS 360 will prompt an alert.

## 2.3.4 Send reminders for Director ID

| | |
|---|---|
| From the **Main Toolbar**, go to **Company** |   |
| Locate **BGL PTY. LTD.** |   |
| From the company selection screen select the Director ID Alert for **BGL PTY. LTD.** |   |

| | |
|---|---|
| To view the Director ID statuses for the Company, select **Go to Director IDs** | Go to Director IDs |
| To notify all company directors which do not have a Director ID recorded in CAS 360 about their Director ID requirements click **Send Now**. | Send Now |

Alternatively, you are able to send a reminder or enter the Director ID for each Company Director individually.

| | |
|---|---|
| Add Director ID + | Click to enter the Director ID for the contact into CAS 360 |
| Send Reminder | Click to notify the company director of their Director ID requirements. |

# 2.4 Document Deadline Alerts

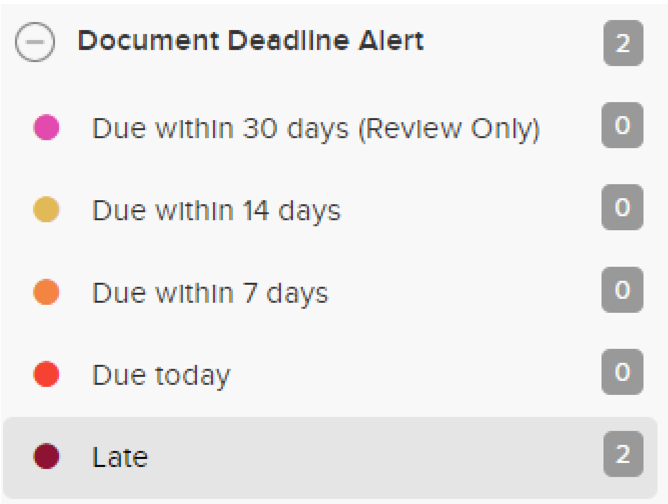
## 2.4.1 Overview

In this task, you will learn about the Document Deadline Alerts, how they can be used to manage the status of forms and send reminders to the appropriate company officers.

## 2.4.2 Details

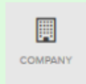
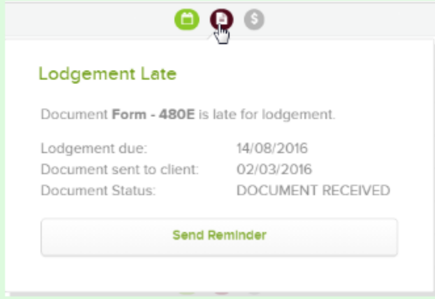
CAS 360 will automatically create alerts when document deadlines are fast approaching.

From the **Company Selection** screen use the **Advanced Filters** to manage all **Document Deadlines** across your entire CAS 360 database.

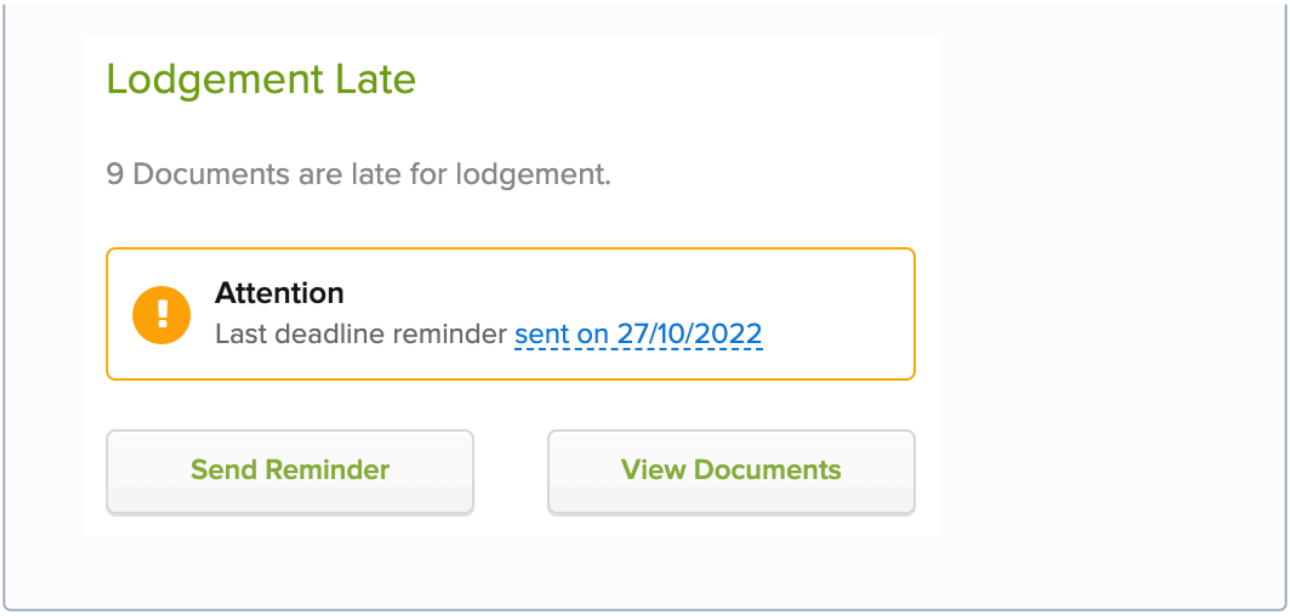



When any of the Lodgement Deadline alerts appear, CAS 360 users have the ability to send an email reminder to the company officers advising them to take action before the deadline to avoid any unnecessary late fees. The Deadline alert dates are calculated for ASIC forms, such as the form 484, as the date of the change plus 28 days.

## 2.4.3 Send notification for a late document

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |   |
| Locate **BGL PTY. LTD.** |   |
| From company selection screen select the Document Deadline Alert for **BGL PTY. LTD.** |   |
| To notify the company officer, select **Send Reminder** and add the **Recipient.** |   |
| Toggle any document to be included as an attachment in the reminder email |   |
| To send a notification click **Send.** |   |

Hover your cursor over the Document Deadline Alert, CAS 360 will track and display when the last deadline reminder was sent.


Lodgement Late
9 Documents are late for lodgement.
Attention
Last deadline reminder sent on 27/10/2022
Send Reminder
View Documents

# 2.5 Company Debt Alerts and SMS Messaging

## 2.5.1 Overview

In this task, you will learn the range of alerts for different debts owing to ASIC and how the alerts can be used to send reminders to the company officers.

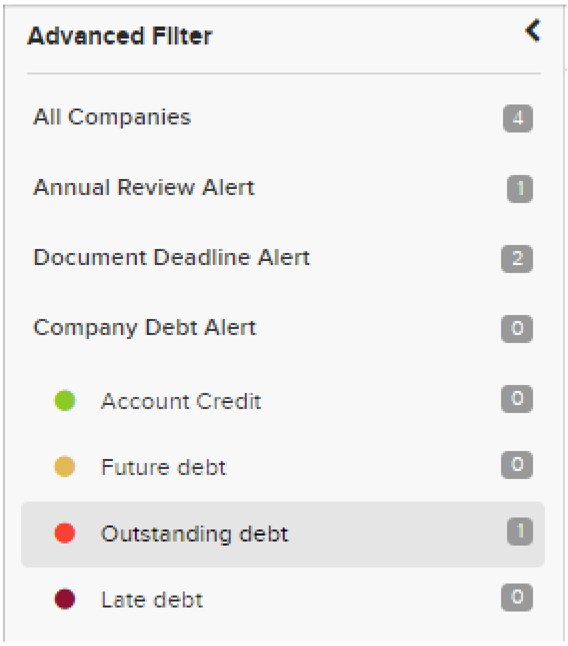
## 2.5.2 Details

CAS 360 promotes a zero-touch experience by automatically lodging a Daily Debt Report. Each morning, CAS 360 will automatically lodge an RA67 and receive an RA68 from ASIC.

Companies with outstanding debts will activate the debt alert in the company selection screen. This alert will notify the agent of any outstanding debt across all your companies.

> Please check ASIC Payment Processing Time for more information on when your payment will appear on your account.

From the Company **Selection** screen use the **Advanced Filters** to manage the **Debt Alerts** across your entire CAS 360 database.

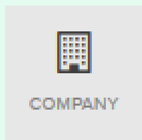


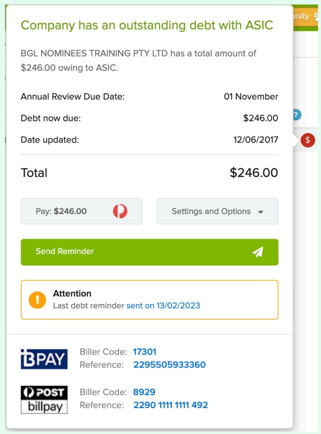
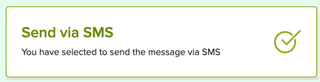
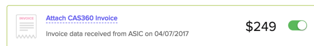

When any of the Company Debt alerts triggers, CAS 360 users have the ability to send email reminders to the company officers and contacts detailing the company's outstanding debt with ASIC.

The alert will also display the Annual Review due date which is calculated as 60 days from the annual review date entered into the **General Details** screen.

The reminder has the option to include an ASIC debt invoice for the recipients which includes their BPAY details used to processes their debt payments.

### 2.5.3 Send notification for outstanding ASIC debt

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |  |

| | |
|---|---|
| Locate **BGL Nominees Training PTY LTD** |  |
| From company selection screen select the Company Debt Alert |  |
| To notify the company officer, select **Send Reminder** and select the **Recipient.** |  |
| Select **Send via SMS** |  |
| Toggle any Invoice to be included as an attachment in the reminder email |  |
| Select the **SMS Recipient** and click **Send.** |  |

Hover your cursor over the Company Debt Alert, CAS 360 will provide a summary of the outstanding debt. CAS 360 will also display the Annual Review Due Date for the company.

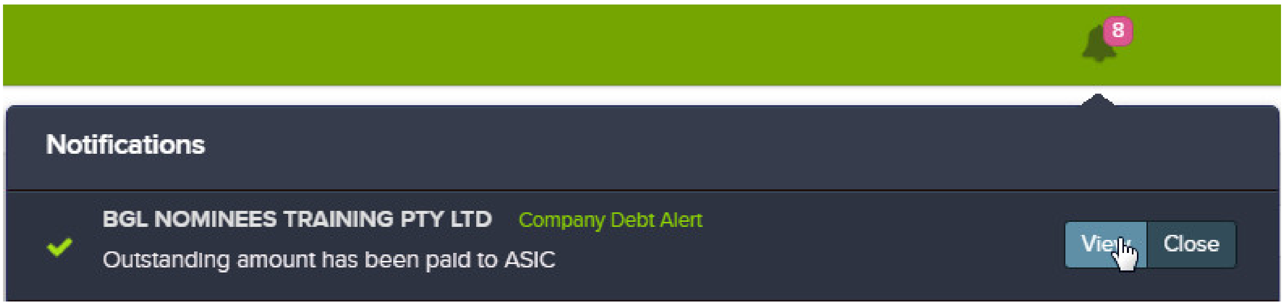
If a reminder was previously sent, CAS 360 will track and display the date when the last reminder was sent.

Click Settings and Options and select **Refresh Balance** to update the debt information for the company. CAS 360 will automatically lodge the **Form RA63 - Request Debtors Ledger Report for a Specified Company** for the selected company.

Click Settings and Options and select **Download Invoice** to download a PDF of the Company Debt Invoice prepared by CAS 360.

### 2.5.4 When an outstanding debt amount has been paid

CAS 360 users will receive a **notification** where companies have paid an outstanding debt.



# 2.6 Annual Review Alerts

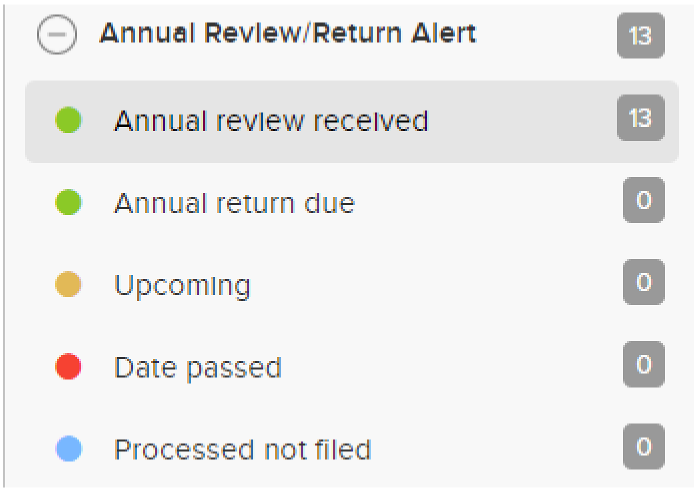
## 2.6.1 Overview

This task will focus on how CAS 360's Annual Review Alerts will assist in managing a company's annual review.

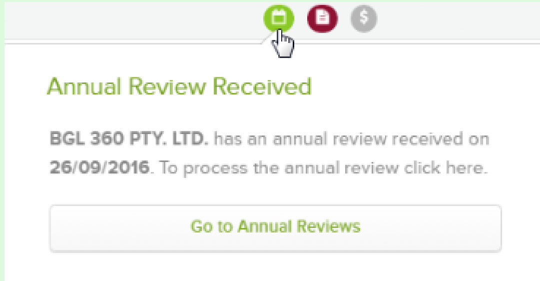
## 2.6.2 Details

When an RA61 has been loaded, CAS 360 will automatically ascertain the annual review date for all companies and provide an alert based on the Annual Company Statement status. The Annual Review date for a company in CAS 360 can be found and updated by selecting a company and navigating to General Details.

From the **Company Selection** screen use the **Advanced Filters** to manage **Annual Reviews** across your entire CAS 360 database.



## 2.6.3 Use alerts to manage Annual Reviews

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |   |
| Locate **BGL PTY. LTD.** |   |
| From company selection screen select the **Annual Review Alert** for **BGL PTY. LTD.** |   |
| To begin Processing the Annual Review click **Go to Annual Reviews** |   |

# 3 Annual Reviews

Every company has an annual review date, usually the anniversary of its registration date. Soon after its annual review date, ASIC issue each registered company with an annual statement and an invoice statement known as the annual review fee. Both statements will be sent from ASIC and received into CAS 360.

The Annual Statement will show all the current information from the ASIC register concerning the company such as the names of officeholders, members, addresses. By the end of this task, you will learn what steps are required to manage the Annual Review process using CAS 360.

Lesson Overview:

- Managing annual review dates: Prepare RA61 Request Review Date Report
- Requesting a Missing Annual Review From ASIC
- Compare the Annual Company Statement
- Prepare Annual Documents
- Reprint Annual Statements
- Annual Review Deadline Alert
- Annual Review Listing Report
- Director ID in the Annual Review Screen

## 3.1 Managing annual review dates: Prepare RA61 Request Review Date Report

### 3.1.1 Objective

Learn how to prepare and lodge a **Form RA61 - Request Review Date Report.**

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

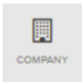
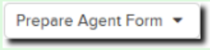
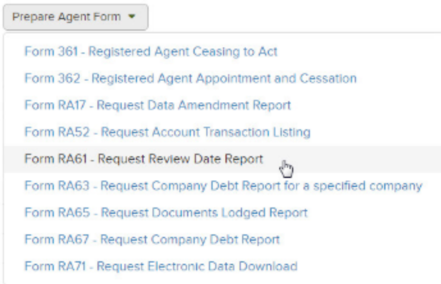
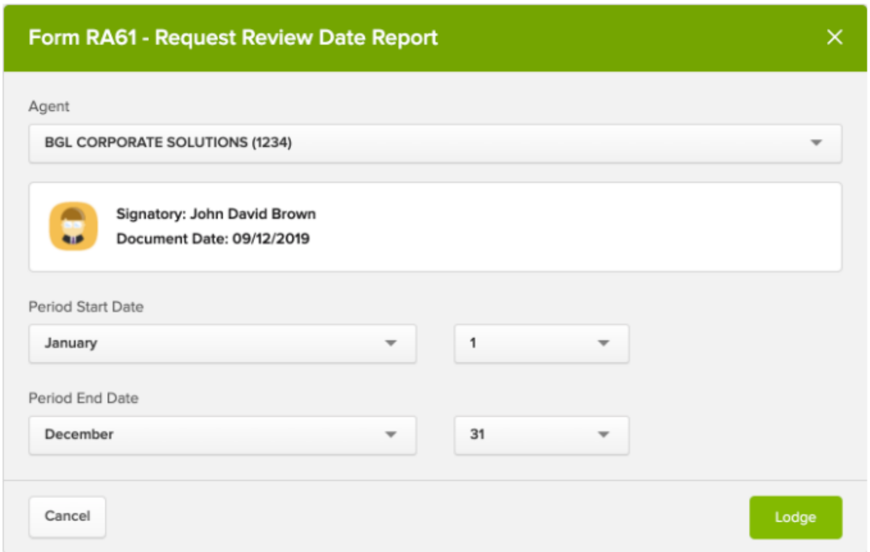
- Prepare the RA61 to view a list of all companies that you act as an ASIC agent for as well as a list of their annual review dates.
- Compare annual review dates entered into CAS 360 with the data received from ASIC.
- Update annual review dates entered into CAS 360 with the data received from ASIC.

### 3.1.2 Details

Agents can electronically lodge an RA61 to ASIC which is a report that lists all their companies' review dates. The report received from ASIC is called the RA62. Review dates are in most cases the anniversary of the company registration date. An Annual Statement (Form 480) and Invoice are sent out to Agents within 14 days of the review date. Any corrections to the Annual Statement must be notified to ASIC within 28 days of the review date on a Form 484. The annual fee must be lodged with ASIC within 2 months of this review date.

> It is recommended that you lodge an RA61 regularly to ensure that you are aware of any review dates approaching or any outstanding. **Missing an annual review will result in late fees.**

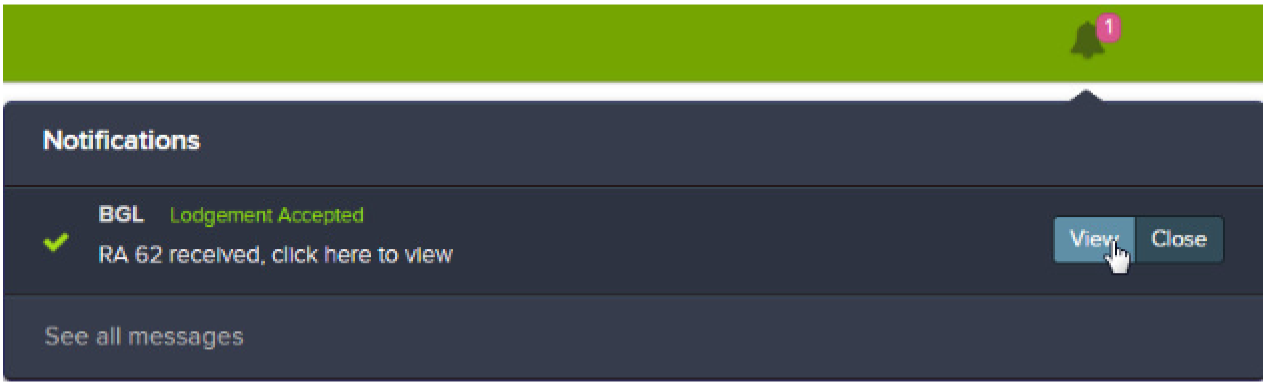
## 3.1.3 Instructions to prepare and lodge a Form RA61

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |  |
| Select **Prepare Agent Form** |  |
| Select **Form RA61 - Request Review Date Report** |  |
| Input **Agent** details. | Select the ASIC Agent. CAS 360 will automatically select the Agent from the General details screen. |
| Period Start Date | Leave as **January 1** |
| Period End Date | Leave as **December 31** |
| Select **Lodge** to submit to **ASIC** |  |

## 3.1.4 Review Date Report - RA62

When the review date report (RA62) is received from ASIC, CAS 360 will display a **Notification** to advise the CAS 360 user.

To view the report, select the notification icon and click **View** beside the RA62.




## RA62 Review Date Report - In CAS 360

The first page will list the companies in CAS 360 for which you have been appointed as the ASIC agent.

| Fields | Explanation |
|---|---|
| Company | Name of the Company |
| ACN | Australian Company Number |
| Review Date (CAS) | The review date entered into the **General Details Screen** for the company<br>Green indicates the date matches with ASIC<br>Red indicates the date does not match with ASIC |
| Review Date (ASIC) | The review date received from the ASIC register. |
| In CAS | **Yes** or **No** will display if the company has been added to CAS 360 |

| Fields | Explanation |
|---|---|
| Options   | An option to update the companies' annual review dates in CAS 360 with the review dates received from ASIC will display.<br>This will be a global change and will update the annual review dates in the general details screen for all companies.<br>**For training purposes, do not select this option.** |

## RA62 Review Date Report - Not in CAS 360

The second page will list all companies for which you have been appointed as the ASIC agent. However, the companies have not yet been added to CAS 360.

Click **Options**


The option to import all companies on the report will display. When selected, CAS 360 will automatically prepare and lodge an RA71 for each company listed and will also import the company data into CAS 360.

For Training Purposes, Do Not Use This Option.

Review the data received from ASIC for completeness and correctness.

### RA62 Review Date Report - Not in ASIC

List of companies in CAS 360 for which you are **not** the ASIC agent

## 3.2 Requesting a Missing Annual Review From ASIC

### 3.2.1 Objective

In this lesson, users will understand the appropriate steps to take when a company has not received their Annual Review documents at the company's Annual Review Date.

When an Annual Review has not been received in CAS 360 for a company when the company's Annual Review date has passed, CAS 360 will indicate this using the Annual Review Alert:

### 3.2.2 What would cause an annual review to not appear in CAS 360?

- The annual review documents were not sent electronically
- You are not the Registered Agent for the Company.
- Form 362 was lodged after the annual review date.*In this case, then you will not be able to receive the annual review through EDGE onto CAS 360 (even if you request for a re-issue through an RA71). This is because ASIC will not issue an annual review through EDGE if you were not the registered agent at the time it was issued. In this case, you will have to contact ASIC in order to get the annual review sent outside of CAS 360.*
- The annual review documents were viewed from the ASIC portal.
- The annual review documents were downloaded from another corporate compliance software.
- ASIC server issues during the time of the connection to the EDGE mailbox.
- A Registered Special purpose company (charity) that is not required to process annual reviews will not have an annual package despatched.

## 3.2.3 Requesting an Annual Review from ASIC

If you are missing the Annual Statement for a company, a Request to reprint or reissue an annual Statement can be made electronically, providing:

1. the original Annual Statement was dispatched within the last 2 months and,
2. The original Annual Statement was dispatched to the same agent making the reprint request and,
3. the original Annual Statement was dispatched electronically.

If the submitted request meets all of the criteria, the Annual Statement will be 'redelivered' to the EDGE mailbox as a Form 480, identical to the original Annual Statement-Form 480. If the submitted request does not meet all of the criteria, a validation report message V505 "No annual statement package dispatched electronically to this agent for this company in the last 60 days" will be returned.

**CAS 360's Automatic RA71 lodgement.**
CAS 360 is designed to lodge an RA71 in the background when the annual review alert first goes red, and then every 7 days after. This safeguard will continue until the annual review date was longer than 60 days ago.
Once the annual review date is greater than 60 days, the automatic lodgement of the RA71 will stop.

***Although CAS 360 will automatically lodge an RA71, it is still advised to take appropriate action to locate and retrieve the annual review documents***

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |   |
| Select **Prepare Agent Form** |   |

Select **Form RA71 - Request Electronic Data Download**

| | |
|---|---|
| **Agent** | Select the ASIC Agent details. CAS 360 will automatically select the Agent from the General details screen (if one has been selected) |
| **Select Company** | Select the Company(s) |
| **RA71 Type** | Select Re-issue Annual Statement |

Click **Lodge**


The RA71 will now be lodged with ASIC. Once the lodgement is complete, users will receive a **notification** to confirm the lodgement. The annual review will now appear in the **Annual Reviews** screen.

> If the Annual Review is not coming through even after performing an RA71, your next course of action is to contact ASIC to identify why the Annual Review is not being dispatched electronically.

# 3.3 Compare the Annual Company Statement

## 3.3.1 Objective

In this task, you will learn how to compare your company data with the details on the Annual Statement received from ASIC.

By the end of this task, you will be able to easily update your company data in CAS 360 with data received from ASIC.

## 3.3.2 Details

CAS 360 will automatically download Annual Reviews sent from ASIC every day. When received, the Annual Statements will appear in the Annual Review screen.

> ASIC must be contacted **within 14 days** after the review date if the annual statements have not been received.
> **As the registered agent, it is your responsibility to know when annual reviews are due and to ensure that the annual reviews have been received.** CAS 360 assists you in managing your annual reviews. If an annual review has not come through in CAS 360, please contact ASIC.

### Annual statements

Each year a company will have issued an annual statement shortly after the annual review date.

CAS 360 has a Unique function which can easily compare your CAS 360 data with the information on the Annual Company Statement and advise users of specific inaccuracies.

To keep a company registered, the following steps must be completed.

- Step 1: Check and update your company details
- Step 2: Pay your annual company review fee
- Step 3: Pass a solvency resolution

### Step 1: Check and update your company details

Check the details on the company statement carefully. Any details that are incorrect must be actioned, this includes changes to addresses, share structure, officeholders and members.

You must lodge changes to ASIC within 28 days of the annual statement issue date or late fees may apply. While you only receive one annual statement each year, changes to company details must be lodged as they occur, to avoid a late lodgement fee.

### Step 2: Pay your annual company review fee

To keep a company registered, the company must pay the total amount presented on the ASIC invoice by the due date. Late fees apply if you don't pay your annual review fee on time.

### Step 3: Pass a solvency resolution

Company directors must pass and store a solvency resolution within two months of the annual review date.

A solvency resolution may be a:

- Positive solvency resolution - passed when directors are certain the company can pay its debts when they are due; or
- Negative solvency resolution - passed when directors believe the company cannot pay its debts when they are due.

The Solvency resolution does not need to be lodged with ASIC. Directors are taken to have confirmed the company is solvent if they have:

- paid the review fee
- not lodged a Statement in relation to company solvency (Form 485) within two months and seven days of the review date; and
- not lodged financial reports in the previous 12 months.

> Contact ASIC If you have not received your annual statement within 14 days of the review date.

### 3.3.3 Instructions

From the **Main Toolbar**, select **Reviews.**


CAS 360 will list all companies that have received an Annual Company Statement from ASIC.

CAS 360 will automatically run a comparison report, checking the information contained in the annual statement received from ASIC match CAS 360.

#### All information is correct - Comparison Reports have "Passed"

When all information from the ASIC register matches CAS 360 and is correct then you don’t need to lodge anything, but you must pay the annual review fee and pass a solvency resolution. You have two months from the annual review date to pay this fee.

#### Some information is not correct - Comparison Reports have "Failed"

When information is not correct on the ASIC register but correct in CAS 360, you must notify ASIC of the changed details by lodging a change to company details (Form 484). You have 28 days from the date of issue of the annual statement to notify ASIC, late lodgement fees may apply. You must also still pay the annual review fee.

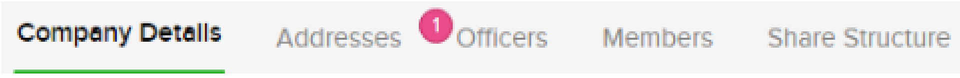
When information is correct on the ASIC register but not correct in CAS 360, you must update the CAS 360 database don't forget to still pay the annual review fee.

#### How to update Information in CAS 360 when ASIC is correct

1. Select **Failed** for **BGL PTY. LTD.**

The Comparison between CAS 360 and the ASIC database will display.

**Company Details**, **Addresses, Officers, Members** and **Share Structure** will have its own section.




2. Select **Officers.**

**Any inaccuracies between CAS 360 and the ASIC database will display with an ✖ beside the status column and will also be highlighted in RED.**

3. Correct the Appointment date to match the ASIC Database.

To edit the date:

1. Click on the Appointed date under CAS360 Database.
2. Change the date to 02/03/2015.
3. Click  to accept and save the change.

To prepare a printable copy of the Comparison Report, click **Export as** when viewing the comparison report

# 3.4 Prepare Annual Documents

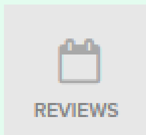
## 3.4.1 Objective

In this task, you will learn how to prepare the Annual Statement for a company.

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

- Prepare the **CAS 360** Annual Company Statement.
- Prepare a Solvency Resolution.
- Prepare the annual statement received from ASIC

## 3.4.2 Annual Review Options

| | |
|---|---|
| From the **Main Toolbar**, select **Reviews.** |   |
| From **Actions** column, select **Options** for **BGL PTY LTD.** |     |

### Export Comparison Report

Select **Export Comparison Report** to generate a pdf report of the comparison review screen.

### View ASIC Annual Statement

Select **View ASIC Annual Statement** to generate the Original ASIC Annual Company Statement. This statement will be the same statement that can be also downloaded from the ASIC portal.

### Replace with ASIC's Data

Select **Replace with ASIC's Data** to replace the data in CAS 360 with data from ASIC. For the purposes of this exercise, **do not replace any data in CAS 360**.

> BGL recommends you use this option with extreme care as your entire history for this company will be deleted from **CAS 360** and replaced with the balances from ASIC's annual statement.

### Mark as Document Processed

By selecting **Mark as Document Processed,** CAS 360 will change the status of the Annual Statement Received to Annual Statement Processed. This will remove the company from the Annual Review screen and save the statements in the documents screen.

## 3.4.3 Prepare Documents

| | |
|---|---|
| From the **Main Toolbar**, go to **Reviews.** |   |
| Select **Prepare Documents** beside **BGL PTY. LTD.** |   |

**CAS** 360 will automatically select the following documents to print:

- Annual Company Statement - This will prepare a CAS 360 generated version of the Annual company statement. This version includes a signing line for company officers.
- ASIC Invoice
- Solvency Minute/Resolution

The comparison review does not need to be passed in order to prepare documents.

Before printing the annual company statement, review the settings by selecting **Options** besides the Annual Company Statement, ASIC Invoice and Solvency Resolution.

**Track the annual review via the document deadline alert.**


Toggle **Track the annual review via the document deadline alert** to create a document deadline alert for the annual review fee payment date in the **company** screen

## Annual Company Statement Options

| | |
|---|---|
| **Document Date** | Update the **Declaration and Signature Date** for the Annual Company Statement. |
| **Apply this date to all documents?** | Toggle to update all other document dates with the date entered above |

| | |
|---|---|
| **Show Corporate Key?** | Toggle to display the Corporate Key entered into the **General Details** onto the Annual Company Statement |
| **Registered Agent** | The Default Registered Agent will be selected. This can be updated if required. |
| **Form Signatory** | Select the officer who will sign the Annual Company Statement. |
| **Document Template** | Switch between the customisable document templates. |

## ASIC Invoice Options

| | |
|---|---|
| **Registered Agent** | The Default Registered Agent will be selected. This can be updated if required. |
| **Document Template** | Switch between the customisable document templates. |

## Solvency Resolution Options

| | |
|---|---|
| **Document Type** | Select either a **Resolution** or a **Minute**. |
| **Date Format** | Select how the **Document Date** will display |

| | |
|---|---|
| **Document Date** | Update the **Declaration and Signature Date** for the Solvency Resolution |
| **Document Template** | Switch between the customisable document templates. |

### Cover Letter

| | |
|---|---|
| **Document Date** | Update the **Declaration and Signature Date** for the Cover Letter |
| **Officer** | Select the officer who the letter is addressed to. |
| **Document Template** | Switch between the customisable document templates. |

## 3.4.4 Sending Annual Review Documents

### Create Documents and Forms

Once your document options have been defined, you are now ready to select which contact to notify.

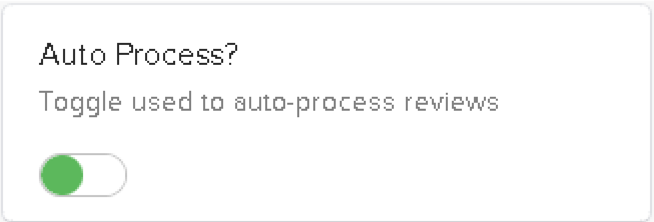
| | |
|---|---|
| **Clients Emails** | The Clients Emails Field will automatically select all officers for the company that has a valid email address entered in the contact screen. |

| | |
|---|---|
| | If required insert additional contacts or email addresses to be notified.<br>Remove contacts by selecting the backspace button. |
| **Document Template** | Switch between the customisable document templates. |
| **Upload** | Upload any additional documents which will be included in the document pack. |
| **Download All** | By selecting this option, CAS 360 will automatically download the selected documents as a PDF.<br>The status of the forms will update in the **Document** screen to **Document Prepared**.<br>This will also enable lodgment to ASIC. *Lodgement will be covered in a later lesson.* |
| **Send All** | By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field.<br>The status of the forms will update in the **Document** screen to **Sent To Client.**<br>This will also enable lodgment to ASIC. *Lodgement will be covered in a later lesson.* |


CAS 360 has fully customisable email templates, so you can now personalise your email notifications. Customising templates will be covered in a later lesson.

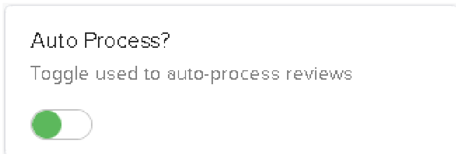
## 3.4.5 Auto Process Function (Coming Soon)

Stop spending countless hours comparing data, CAS 360 takes automation to the next level.




Once an Annual Company Statement has been received, CAS 360 will begin comparing the CAS 360 data with the information from the ASIC Annual Company Statement.

If all company information correctly matches between CAS 360 and ASIC, the **Auto Process** function will automatically email the Annual Company Statements, ASIC invoice and Solvency Resolution to the company officers.

| | |
|---|---|
| From the **Main Toolbar**, go to **Reviews** |   |
| Turn On **Auto Process** Option |   |

# 3.5 Reprint Annual Statements

## 3.5.1 Objective

In this task, you will learn how to reprint Annual Statements. Once an Annual Statement is printed from the Annual Review screen, it no longer displays on this screen.

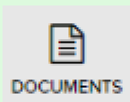
By the end of this task, you will be able to:

- Reload the Annual Statement back to the Annual Review screen.
- Reprint an Annual Review from the **Document** screen
- Prepare and lodge an RA71 to request another copy of the Annual Review.

## 3.5.2 Reprint from CAS 360

The CAS 360 **Global Documents** screen allows users to view all documents for all companies from one central location.

From the **Main Toolbar**, go to **Documents**

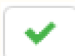



In the search bar, enter your company name.

This will display all generated documents for the company.

The Annual company statement is Form 480.

To view this document, click **Options** and select **Attachments.**

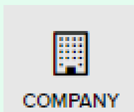
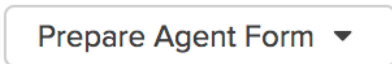

To reload the Annual Company Statement into the Annual review screen, click on the status and revert to **Document Received.**Then, click .

### 3.5.3 Request another copy from ASIC

If you have already retrieved the Annual Statement from EDGE, a request to reprint or reissue an Annual Statement can be made electronically, providing:

1. the original Annual Statement was dispatched within the last 2 months and,
2. The original Annual Statement was dispatched to the same agent making the reprint request and,
3. the original Annual Statement was dispatched electronically.

If the submitted request meets all of the criteria, the Annual Statement will be 'redelivered' to the EDGE mailbox as a Form 480, identical to the original Annual Statement-Form 480. If the submitted request does not meet all of the criteria, a validation report message V505 "No annual statement package dispatched electronically to this agent for this company in the last 60 days" will be returned.

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |   |
| Select **Prepare Agent Form** |   |

Select **Form RA71 - Request Electronic Data Download**

| | |
|---|---|
| **Agent** | Select the ASIC Agent details. CAS 360 will automatically select the Agent from the General details screen (if one has been selected) |
| **Select Company** | Select the Company(s) |

| | |
|---|---|
| **RA71 Type** | Select Re-issue Annual Statement |

Click **Lodge**


ⓘ When the Annual Review is received from ASIC, CAS 360 will display a **Notification**.

# 3.6 Annual Review Deadline Alert

## 3.6.1 Overview

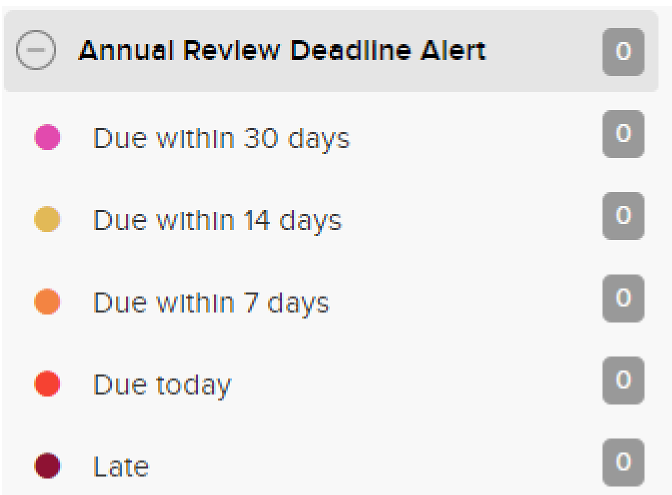
This task will focus on how CAS 360's Annual Review Deadline Alerts will assist in managing a company's annual review.

## 3.6.2 Details

CAS 360 will automatically create the Annual review deadline alert when **Track the annual review via the document deadline alert** is toggled when preparing the annual review documents, in the document production screen.

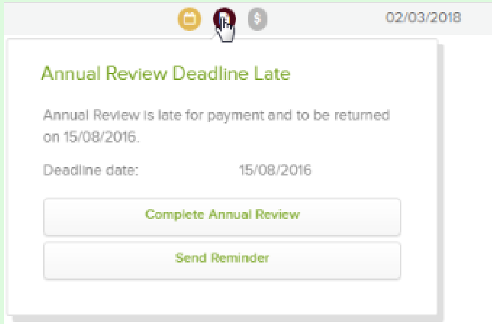

This feature can be used to help users manage the signing of the company's **Solvency Resolution** and/or payment of the **ASIC Invoice**.

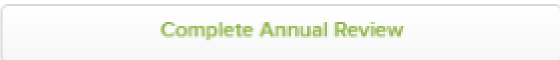
From the **Company Selection** screen use the **Advanced Filters** to manage all **Annual Review Deadlines** across your entire CAS 360 database.




When any of the Annual Review Deadline alerts appear, CAS 360 users have the ability to send an email reminder to the company officers advising them of the deadline.

## 3.6.3 Send notification for a late document

| | |
|---|---|
| From the **Main Toolbar**, go to **Company.** |  |
| Locate **BGL PTY. LTD.** |  |
| From company selection screen select the Document Deadline Alert for **BGL PTY. LTD.** |  |
| To notify the company officer, select **Send Reminder** and add the **Recipient.** |  |
| To send a notification click **Send.** |  |

Click  to clear the annual review deadline alert.

# 3.7 Annual Review Listing Report

## 3.7.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate an Annual Review Listing Report

## 3.7.2 Overview

The **Annual Review Listing report** will display the annual review date and annual review status across your CAS 360 database.

The report will summarise the following:

- Company
- Company Number
- Company Debt Balance
- Annual Review Date
- Annual Review Due Date
- Annual Review Status
- Annual Review Status Date
- Company Debt Balance

## 3.7.3 Instructions

From the **Main Toolbar**, go to **Reports,** Select **Annual Review Listing report**

CAS 360 will display the **Report Settings** screen.

The following filters can be set for the report from the right-hand side:

| Filter | Explanation |
|---|---|
| **Report Order** | The order in which the companies will display in the report. |
| **Annual Review Year** | Filter the list of companies based on the annual review year set in General Details**.** |
| **Annual Review Month** | Filter the list of companies based on the annual review month set in General Details**.** |
| **Agent** | Filter the list of companies on the Agent selected for the company from the General Details screen. |
| **Report Date** | Date to display on the report. |
| **Company Status Option** | Filter the list of companies based on the company statuses of **Operating, Deregistered, Pending Deregistration, Liquidation, Dormant**.<br>Click on a status to hide/display companies. |
| **Annual Review Status Option** | Filter on the Status set on the annual review from the documents screen.<br>Filters available:<br>◦ Document Received<br>◦ Document Prepared<br>◦ Document Processed<br>◦ Sent to Client |

| Filter | Explanation |
| --- | --- |
| | ◦ Lodged |

Click **Export as**


The **Annual Review Listing report** can be exported as an XLS or PDF.

# 3.8 Director ID in the Annual Review Screen

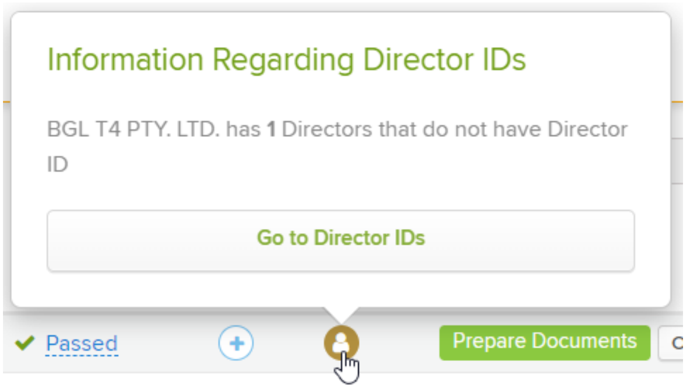
## 3.8.1 Objective

This task will outline how Director IDs can be managed directly from the Annual Review screen and how you can send an ABRS Director ID Letter along with the Annual Review.

## 3.8.2 Details

Users have the option to **manage missing Director IDs directly from the Annual Reviews screen**. This functions in exactly the same way as Director IDs on the Company Selection screen.

From the Annual Review screen, hover over the Director ID icon to show if any details are missing.




Clicking on **Go to Director IDs** will open the same window allowing you to send reminder emails and add Director IDs to a director. For more information on this process, review lesson **2.3 Director ID Alert.**

## 3.8.3 ABRS Director ID Letter

When preparing the Annual Review documents, users have the ability to include the ABRS Director ID Letter.

This letter includes information about Director ID deadlines and instructions for how company directors can apply for a director ID.

To add this Letter to the documents prepared, change the toggle next to the ABRS Director ID Letter to **YES.**

# 4 Trusts

CAS 360 enables its users to input trust data and produce trust documents. You will gain proficiency in developing various types of Trusts, such as Discretionary Trusts, Unit Trusts, and Trusts associated with contacts, as well as preparing supporting documentation.

Lesson Overview:

- How to add a Unit Trust
- Create Trust Relationships
- How to Add Unitholders
- Unit Trust Distribution Statement
- How to Create Trust Events

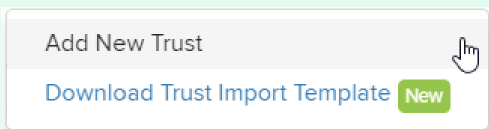
## 4.1 How to add a Unit Trust

### 4.1.1 Objective

In Australia, a trust is a legal arrangement in which a trustee holds property on behalf of beneficiaries. The trustee has a legal obligation to manage the trust property for the benefit of the beneficiaries in accordance with the terms of the trust deed. A trust can be used for various purposes such as tax planning, asset protection, and estate planning.

In this section learn how to create a Unit Trust and manage your trust obligations using CAS 360.

### 4.1.2 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **Trusts.** |  |
| Select **Add Trusts** |  |
| Select **Add New Trust** |  |

## Instructions

| | |
|---|---|
| **Jurisdiction** | Select **Australia** |
| **Trust Name*** | Initiate a search for the **CAS Unit Trust.**<br>In case the record is not found, proceed to add the trust to the Global Contacts screen<br><br>To add a new contact, click on the "Add" button. |
| **Trust Type** | Select **Unit** |
| **Trust Formed** | Input **01/01/2023** |
| **Meeting Address** | Select **606-608 Hawthorn Rd, Brighton East VIC 3187** |
| **Is the trustee a company managed in CAS360?** | Toggle **Yes** |
| **Trustee** | **CAS TRAINING COMPANY PTY LTD** |
| Trustee Appointed | **01/01/2000** |
| Label | Leave Empty. |

Click **Save**

You can now see the CAS Unit Trust listed on the Trust Selection screen

Select the ***CAS Unit Trust.***

### 4.1.3 Trust information explained

**Trust Details Tab**

| Field | Explanation |
|---|---|
| **Trust Name*** | Name of the trust |
| **Previous Name** | The previous name of the trust |
| **Trust Type*** | CAS 360 Australia supports the following types of Trusts:<br>• Unit<br>• Discretionary<br>• Hybrid<br>• Bare |
| **Meeting Address** | The Meeting Address of the trust. |
| **Trust Formed*** | The formation date of the trust |
| **Future Vesting Date** | A vesting date is a date on which the trust will conclude or wind up. The vesting date is the date that all the assets of the trust must be distributed to all of the beneficiaries. |
| **Trust Deed Issued** | Date Trust Deed was issued |

| Field | Explanation |
|---|---|
| **Trust Deed Updated** | Date Trust Deed was updated |
| **Tax File Number** | The TFN issued by the Taxation Office. |
| **ABN** | The Australian Business Number for this trust. This is an 11-digit number. |

**Other Details Tab**

The following fields are also available if you wish to record more information about the Trust:

| Field | Explanation |
|---|---|
| **Incorporation Place** | State and/or Country the Trust was created |
| **Legal Ownership** | Enter the Percentage of ownership |
| **Client Number** | An internal client number or code |
| **Controlled Entity** | Name of Controlling entity |
| **Trust ARSN** | Australian Registered Scheme Number |

| Field | Explanation |
| --- | --- |
| **Trust Description / Purpose** | A brief summary of the Trust |

### Trust Tax Details Tab

Input any tax details about the trust if required.

| Field | Explanation |
| --- | --- |
| **Tax Entity Type** | Entity type for tax purposes |
| **Income Tax Consolidation Group** | See ATO Website |
| **Date Joined/Left** | Date joined/left Consolidation Group |
| **GST Group** | See ATO Website |
| **Date Joined/Left** | Date joined/left GST group |
| **Other Tax Information / Purpose** | Any other tax information related to the Trust |
| **Termination** | The date ended related to the other tax information/purpose |

# 4.2 Create Trust Relationships

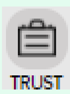
## 4.2.1 Objective

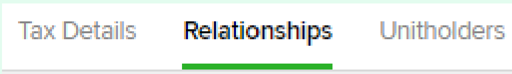
The Following Relationships can be set up in CAS 360:

- Settlor
- Appointor
- Trustee
- Accountant
- Alternate Appointor
- Auditor
- Bank
- Business Name
- Investment Advisor
- Lawyer
- Liquidator

In this task, you will learn how to set up a relationship for a trust.

## 4.2.2 Navigation

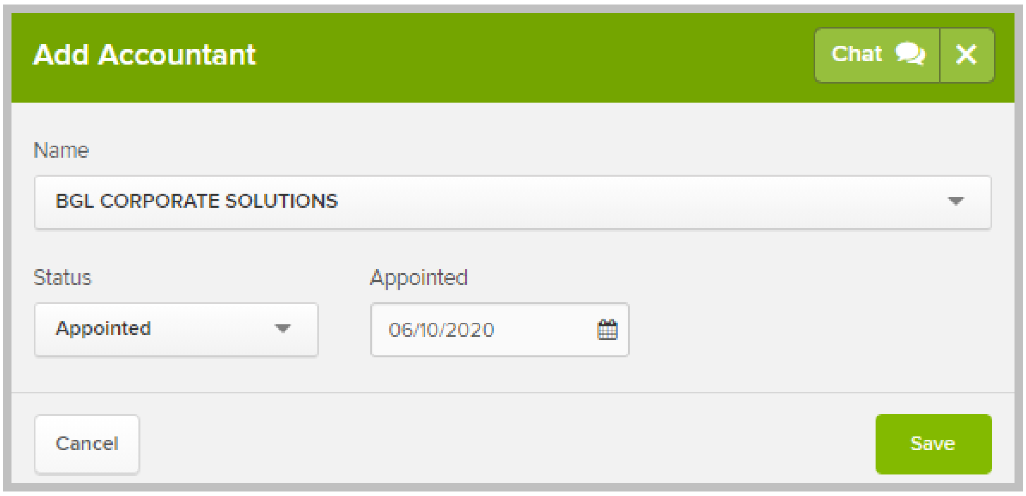
| | |
|---|---|
| From the **Main Toolbar**, go to **TRUST.** |  |

| | |
|---|---|
| From Trust Selection choose **CAS Unit Trust** |   |
| Navigate to the **Relationships** screen |   |

In this example, we will be creating a relationship between CAS Unit Trust and the **Accountant**.

To add the relationship, click on **Add Relationship** and select **Accountant.**


| Name | Select BGL Corporate Solutions |
|---|---|
| **Status** | Leave as **Appointed.** |
| **Appointed** | Leave as today's date. |



Select **Save**.

### 4.2.3 Document Production

Select **Prepare Forms**

CAS 360 will automatically create the required documents for the relationship.

#### Forms Prepared

- Cover Letter
- Trustee Minute or Resolution

### 4.2.4 Document Options

Click **Options** to update any document settings before document production.

Options available for selection will be based on the document type.

| Document Type | Options |
|---|---|
| **Cover Letter** | • Document Date<br>• Letter Addressee<br>• List Document with bullet points<br>• List documents in a paragraph<br>• Document template: Switch between document template. |
| **Trustee Minute or Resolution** | • Select either a Minute or Resolution<br>• Include Chairperson Appointment |

| Document Type | Options |
|---|---|
| | • Include Meeting Attendees<br>• Include Previous Meeting Minutes<br>• Select the Chairperson.<br>• Update Meeting Address<br>• Document Date - update the date of signing<br>• Document template - Switch between document template.<br>• Export to Word |

### 4.2.5 Create Documents

Once your document options have been defined, you are now ready to create your documents.

| | |
|---|---|
| **Upload** | Upload any additional documents which will be included in the document pack. |
| **Download All** | By selecting this option, CAS 360 will automatically download the selected documents as a PDF. |
| **Send All** | By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. |

## 4.3 How to Add Unitholders

### 4.3.1 Objective

Learn how to create unitholders in CAS 360 and the supporting documentation.

### 4.3.2 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **TRUST.** |   |
| From Trust Selection select **CAS Unit Trust** |   |
| Navigate to the **Unitholders** screen |   |
| To add a new unitholder, click **Add Transaction** |   |

Select **Initial** and input the following information:

| | |
|---|---|
| **Transaction Date** | Input **01/01/2023** |
| **Subscriber** | Search and select **John David Brown**. |

| | |
|---|---|
| **Are the units held on behalf of another person, organisation or trust?** | Leave this as **NO**. |
| **Unit Type** | Select **ORD, Ordinary Units, $1 Fully Paid** |
| **Number Of Units** | Input **100**. |
| **Consideration Type** | Leave this as **Cash**. |
| **Meeting Status** | Leave this as **Attendee**. |
| **Certificate Type** | CAS 360 will automatically select **Transaction**. Leave as is. |
| **Certificate Number** | CAS 360 will automatically input the next available certificate number. |

### 4.3.3 Document Production

Select **Prepare Forms**

CAS 360 will automatically create the required documents for the relationship

#### Forms Prepared

- Cover Letter
- Trustee Minute or Resolution
- Register of Trust Events
- Register of Trust Relationships.
- Unitholders Minutes or Resolution

- Register of Unitholders
- Unit Allotment Journal
- Unit Certificate
- Application for Units

### 4.3.4 Create Documents

Once your document options have been selected, you are now ready to create your documents.

| | |
|---|---|
| **Upload** | Upload any additional documents which will be included in the document pack. |
| **Download All** | By selecting this option, CAS 360 will automatically download the selected documents as a PDF. |
| **Send All** | By selecting this option, CAS 360 will automatically email the contact. |

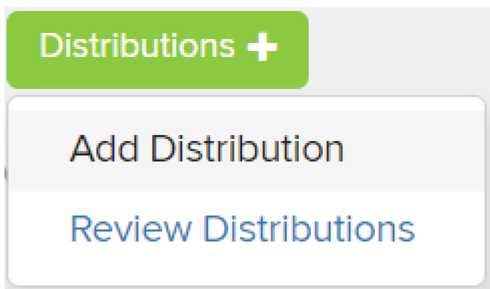
# 4.4 Unit Trust Distribution Statement

## 4.4.1 Objective:

A distribution statement outlines the distribution of income or assets from the trust to the beneficiaries of the trust. The distribution statement provides information on the amount of the distribution, the date it will be paid, and tax data.

In this section learn how to create a Unit Trust Distribution Statement and the supporting documentation.

## 4.4.2 Instructions:

| | |
|---|---|
| From the **Main Toolbar**, go to **TRUST.** |   |
| From Trust Selection click **CAS Unit Trust** |   |
| Navigate to the **Unitholders** screen |   |
| Select **Distributions & Add Distribution.** |   |

Input the following distribution data:

| | |
|---|---|
| **Date Declared** | Input **today's date.** |
| **Use Date Declared as the Document Date?** | Select **Yes** |
| **Unit Type** | Select **ORD, Ordinary Units, $1 Fully Paid** |
| **Amount Type** | Select **Per Unit** |
| **Distribution Amount ($)** | Input **$1000.00** |
| **Franked Amount ($)** | Input **$1000.00**. |
| **Distribution Tax Rate** | Select **30%** |
| **Distribution Type** | Select **Final** |
| **Distribution Payment** | Leave this as **Paid in Cash.** |
| **Payment Date** | Input **today's date.** |
| **Payment Currency** | Leave this as **AUD**. |

Select **Save & Prepare Documents**

## 4.4.3 Document Production

CAS 360 will automatically create the required documents for the relationship

### Forms Prepared

- Cover Letter.
- Distribution Statement.
- Declaration of Distribution Resolution.
- Listing of Distributions Paid.
- Register of Trust Relationships.
- Register of Trust Events.

## 4.4.4 Create Documents

Once your document options have been selected, you are now ready to create your documents.

| | |
|---|---|
| **Upload** | Upload any additional documents which will be included in the document pack. |
| **Download All** | By selecting this option, CAS 360 will automatically download the selected documents as a PDF. |
| **Send All** | By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. |

# 4.5 How to Create Trust Events

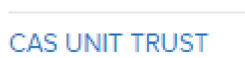
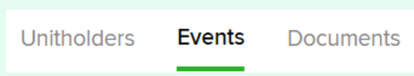
## 4.5.1 Objective

In this task, you will learn how to add Events to CAS 360. The following events can be recorded in CAS 360.

- Asset Acquisitions
- Loan to Trust
- Income Transactions
- Expense Transactions
- Other

Trustee Minutes/Resolution can be generated once the events have been added to CAS 360.

## 4.5.2 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **TRUST.** |   |
| From Trust Selection choose **CAS Unit Trust** |   |
| Navigate to the **Events** screen |   |

To add an event, Click **Add Event**

In this example, we are going to record a property acquisition.

To record a property acquisition, select **Asset Acquisitions** under **Asset Transactions** and input the following information.

| | |
|---|---|
| **Date of Acquisition** | Enter **today's date.** |
| **Type of Asset** | Select **Real Estate** |
| **Description of Asset** | Enter **606 Hawthorn Rd, Brighton East, VIC, 3187** |
| **Value** | Enter **950000** |
| **Details of acquisition of the Asset** | Select **Purchased by the trust** |

Select **Save**

### 4.5.3 Document Production

Select **Prepare Forms**

CAS 360 will automatically create the required documents for the relationship

#### Forms Prepared

- Cover Letter
- Trustee Minute or Resolution
- Register o Trust Events.

### 4.5.4 Create Documents

Once your document options have been selected, you are now ready to create your documents.

| | |
|---|---|
| **Upload** | Upload any additional documents which will be included in the document pack. |
| **Download All** | By selecting this option, CAS 360 will automatically download the selected documents as a PDF. |
| **Send All** | By selecting this option, CAS 360 will automatically email the contacts listed in the Clients Emails field. |

# 5 Reports

CAS 360 allows you to prepare a range of reports that can effectively summarise and present data across your companies in a comprehensible manner.

The following is a list of reports that you can prepare with the Reports Screen

- Annual Review Listing
  - Companies Listing
  - Company Debt Listing
  - Company Report
  - Document Status Listing
  - Trust Listing
  - Trust Report
  - Address Usage Report
  - People Group Report
  - Director ID Report

The following Company Registers can be prepared in the Reports screen:

- Register of Auditors
  - Register of Charges
  - Register of Debentures
- Register of Director Shareholding
- Register of Members
- Register of Officers
  - Register of Prescribed Interests
  - Register of Substantial Shareholders
  - Register of Trust Events
  - Register of Trust Relationships
  - Register of Unitholders

This lesson will go through the functions of the Reports screen.

Lesson Overview:

- Address Usage Report
- Companies Listing Report
- Company Debt Listing Report
- Company Report
- Document Status Listing
- People Group Report
- Trust Listing Report

# 5.1 Address Usage Report

## 5.1.1 Objective

In this task, you will learn to generate reports from the Reports screen.

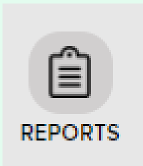
By the end of this task, you will be able to:

- Generate an Address Usage Report

## 5.1.2 Details

The Address Usage Report displays the usage of an address in CAS 360.

## 5.1.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Reports** |   |

Select **Address Usage Report**

CAS 360 will display the **Address Usage Report** screen.

**<u>Selecting an Address</u>**

Select the address(s) to appear in the Address Usage Report by flagging the square 

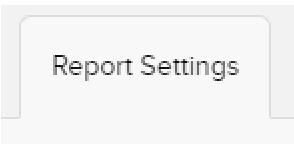
Use the search field to filter the list of companies

| Field | Explanation |
| --- | --- |
| **Report Date** | Date to display on the report. |

**Show Current Address Only**

Select **Show Current Address Only** to display the addresses that are currently attached to a company.


Review the **Report Settings**




Select the toggle beside the options to display the information on the company report.

The Report settings will now save as a default once selected.

Click **Export as**


The Address Usage Report can be exported as an XLS or PDF file.

## 5.2 Companies Listing Report

### 5.2.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Companies Listing Report

### 5.2.2 Details

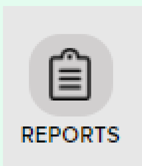
Prepare a company listing report which provides a list of all selected companies on the **CAS 360** database, using the built-in report filters.

Listings can be set based on:

- The company name
- Company number
- Incorporation Date
- Agent
- Labels

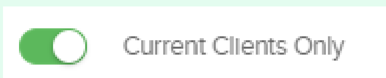
The company listing will include other company information such as Client Number, Company Reference Number (if the company is a Current Client) and Partner.

#### Instructions

| | |
|---|---|
| From the **Main Toolbar**, navigate to **Reports** |  |

Select **Companies Listing.**

CAS 360 will display the **Companies Listing Report** screen.

| Report Filters | Explanation |
|---|---|
| **Report Order** | The order in which the companies will display in the report.<br>Select **Annual Review Date.** |
| **Annual Review Month** | Filter the list of companies based on the annual review month set in General Details**.**<br>Keep as **All Year.** |
| **Agent** | Filter the list of companies on the Agent selected for the company from the General Details screen<br>Select **All Agents.** |
| **Report Date** | Set a Date to be displayed on the report. Keep as **Today's Date.** |
| **Company Status** | Filter the list of companies based on the company statuses of **Operating, Deregistered, Liquidation, Active, Registered, Removed.**<br>Click on a status to hide/display companies.<br>Select   to only show companies marked as current. The **Current Client** setting is located under Company Info \| Client Data. |

| Report Filters | Explanation |
| --- | --- |
| **Company Sub Class Options** | Filter the list of companies based on the **company sub class.** |
| **Company Type Options** | Filter the list of companies based on the **company type.** |
| **Labels** | Set a **Company Label** as a filter when preparing the Companies Listing Report. |

Click **Export as**


The Companies Listing Report can be exported as an XLS or PDF file.

# 5.3 Company Debt Listing Report

## 5.3.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Company Debt Listing Report

## 5.3.2 Details

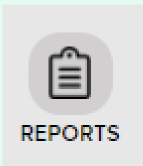
Company Debtors Listing will allow users to view the debts of all companies on the ASIC list for a particular registered agent.

This report includes the ability to view all debt, current debt and future debt without the need to lodge a Form RA63 for each company.

The Form RA67 - Request Company Debt Report is used to request a listing of any outstanding debts with ASIC for all companies linked to your agent.

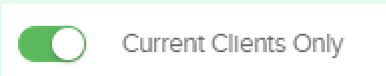
> CAS 360 will automatically prepare and lodge the RA67 every morning, so all debt alerts are up to date.

## 5.3.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Reports** |  |

Select **Company Debt Listing.**

CAS 360 will display the **Company Debt Listing Report** screen.

| Field | Explanation |
|---|---|
| **Report Order** | Select the order the companies will display |
| **Agent** | Filter the list of companies to the Agent selected for the company in the General Details screen. |
| **Report Date** | Date the report |
| **Company Status Options** | Filter the list of companies based on the company statuses of **Operating, Deregistered, Liquidation, Active, Registered, Removed.**<br>Click on a status to hide/display companies.<br>Select   to only show companies marked as current.The **Current Client** setting is located under Company Info \| Client Data. |
| **Label** | Set a Company Label as a filter when preparing the Company Listing Report |

Click **Export as**


The Company Debt Listing Report can be exported as an XLS or PDF file.

## 5.4 Company Report

### 5.4.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Company Report

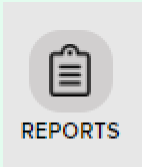
### 5.4.2 Details

To list all the details of a company as a Company Summary Report.

The data includes:

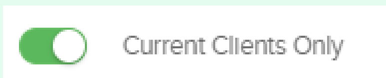
- Company details
- Addresses
- Public Officers
- Ultimate Holding Company
- Company Officers
- Members
- Issued Capital
- Trusts details
- Super Fund details
- Other positions
- Business Names
- Business Activities
- Company Notes
- Documents

## 5.4.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Reports** |  |

Select **Company Report.**

CAS 360 will display the **Company Report** screen.

| Filter | Explanation |
|---|---|
| **Agent** | Filter the list of companies on the Agent selected for the company from the General Details screen. |
| **Report Date** | Set a Date to be displayed on the report. |
| **Company Status** | Filter the list of companies based on the company statuses of **Operating, Deregistered, Liquidation, Active, Registered, Removed.** Click on a status to hide/display companies. Select  to only show companies marked as current. The **Current Client** setting is located under Company Info \| Client Data. |

| Filter | Explanation |
| --- | --- |
| **Positions and Holdings** | Select **Current** to display current shareholders and officeholders<br>Select **All** to display all current and previous shareholders and officeholders |
| **Labels** | Set a **Company Label** as a filter when preparing the Company Report. |
| **Download Options** | Select NO to display each company on its own separate PDF.<br>Select YES to display register of all selected companies in a single PDF. |

Review the **Report Settings** to customise the report.

Report Settings

Select the toggle beside the options to display the information on the company report.

Click **Save Settings** to save the selected settings as default.

Save Settings

Click **Export as**

Export as ...

The Company Report can be exported as a PDF or Word document.

The Company Report can also be prepared from the **Company** screen

| | |
|---|---|
| From the **Main Toolbar**, go to **Company** |   |

Besides a company, click **Options** besides a company.


Select **Download Co. Report**

# 5.5 Document Status Listing

## 5.5.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Document Status Listing

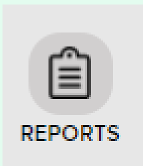
## 5.5.2 Details

The Document Status Listing lists all the documents saved in the **Documents** screen for the selected company(s).

The listing report includes document information such as:

- The due date for lodgement
- Potential late fee penalties that may apply
- The document status
- The document name

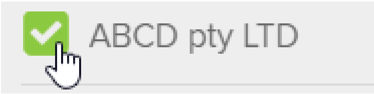
## 5.5.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Reports** |  |

Select **Document Status Listing Report**

CAS 360 will display the **Document Status Listing Report** screen.

Select the Company(s) to display in the Document Status Listing report by flagging the square.




Use the search field to filter the list of companies

| Field | Explanation |
|---|---|
| **Report Order** | The order in which the companies will display in the report. |
| **Agent** | Filter the list of companies to the Agent selected for the company in the General Details screen. |
| **Document Status Options** | Filter the list of companies based on the status of the company documents |
| **Report Date** | Date to display on the report. |

Click **Export as**


The Document Status Listing can be exported as an XLS or PDF file.

# 5.6 People Group Report

## 5.6.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

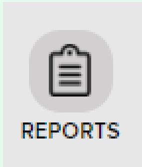
- Generate a People Group Report

## 5.6.2 Details

The People Group Report lists all the details and positions of a person and/or an entity. The data listed include:

- Person details
- Public company directorships
- Officeholdings
- Other Appointments/Positions
- Shareholdings
- Unitholdings,
- Chargeholdings
- Debentureholdings
- Trusteeship, proprietorships
- Business Name Agent
- Officer Relationships

## 5.6.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Reports** |  |

Select **People Group Report.**

CAS 360 will display the **People Group Report** screen.

**<u>Selecting a person or entity</u>**

Select the subjects to appear in the people group report by flagging the square.

Use the search field to filter the list of people

| Field | Explanation |
|---|---|
| **Report Date** | Date on the people group report. The date will also determine the information to appear on the people group report. |
| **Positions and Holdings** | Select**Current**to only display current positions and holdings.**All**will display all current and historical positions and holdings |

> **<u>Show Company Numbers</u>**
>
> **Toggle Show Company Numbers to include ACNs on the report.**

Click **Export as**


The People Group Report is able to be exported as a **PDF** or **Word** file.

## 5.7 Trust Listing Report

### 5.7.1 Objective

In this task, you will learn to generate reports from the Reports screen.

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

- Generate a Trust Listing Report

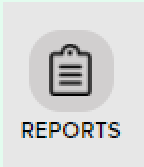
### 5.7.2 Details

Prepare a trust listing report which provides a list of all selected trusts on the **CAS 360** database, using the built-in report filters.

The Report will summarise the following:

- Trust Name
- Trustee
- Trust Formed
- Trustee Appointed
- Trust Type
- Settlor/Founder

### 5.7.3 Instructions

| | |
|---|---|
| From the **Main Toolbar**, navigate to **Reports** |  |

Select **Trust Listing Report.**

CAS 360 will display the **Trust Listing Report** screen.

The following filters can be set for the report from the left-hand side:

| Filter | Explanation |
|---|---|
| **Report Date** | Set a date to display on the report |
| **Labels** | Set a **Company Label** as a filter when preparing the Trust Listing Report. |

Select Trusts and Click **Export as**

The Trust Listing Report can be exported as an XLS or PDF.

# 6 Settings

This lesson provides an overview of the Registered Agent settings in CAS 360 and explains how to customise the look and feel of Documents and Emails/SMS Messages produced from CAS 360, using Templates, and other settings.

Lesson Overview:

- Lodgement / Agent Settings
- Document Templates
- Email Templates
- SMS Templates
- Email Settings

## 6.1 Lodgement / Agent Settings

A Registered Agent acts as an intermediary between an Australian company and ASIC to help the company meet their lodgement obligations more efficiently.

CAS 360 is listed by ASIC as EDGE Compliant Software. Meaning that lodging online with CAS 360 is the quickest, easiest, safest and most secure way for you to prepare, manage and lodge your corporate compliance forms.

> To lodge documents online, users will need to first sign up with ASIC. Check out the ASIC Website for more information.

### 6.1.1 Instructions

| | |
|---|---|
| From the **Main Toolbar**, go to **Settings** |  |
| Select **Lodgement/Agent Settings** |  |

Click **Add Agent +**


> Multiple agents are supported by CAS 360 simply by selecting ADD Agent. Ensure you have the correct Agent attached to the company from the company's General Details screen.

| Field | Explanation |
|---|---|
| **Jurisdiction** | Select the Agent's Jurisdiction |
| **Agent Name** | Name of the Agent<br>CAS 360 will begin searching the Global Contacts screen for the Contact. If the Contact has not been previously added to the Global Contacts screen, will appear.<br>Click to add a new Contact. |
| **Agent Number** | ASIC agent number |
| **Address** | Address of the Registered Agent.<br>CAS 360 will begin searching the Global Address screen for the Address. If the Address has not been previously added to the Global Addresses screen, will appear.<br>Click to add a new Address. |
| **Default Signatory** | Person to appear as the default signatory on Agent Forms |
| **Agent Email** | Email of the Registered Agent |
| **Phone** | Telephone number of the Registered Agent |

| Field | Explanation |
|---|---|
| **Hide Corporate Key on ASIC Forms** | Select YES to to hide the corporate key on ASIC forms. |
| **Show Partner on ASIC Forms** | Select YES to show the Partner on ASIC forms. |

**ASIC Lodgement Details**

| Field | Explanation |
|---|---|
| **User ID** | Input your EDGE user ID as advised by ASIC. See **ASIC Website** for more information. |
| **Password** | Input your EDGE password as advised by ASIC. See **ASIC Website** for more information. |
| **Password Date** | Input the date the password last changed. |
| **ASIC Mailbox** | Select the ASIC's ***Primary Mailbox*** or ***Secondary Mailbox.*** This is the EDGE machine that will receive your documents. Both machines will send and receive documents in the same manner. Be sure to check Notifications to keep up to date with any mailbox maintenance. |
| **ASIC Direct Debit** | Select YES to have ASIC deduct fees from your direct debit account for the ASIC forms 205, **410** and |

| Field | Explanation |
| --- | --- |
| | 6010. See Edge/ECR Direct Debit Account for more information. |

Click **Save**

Save

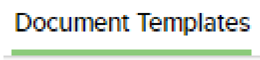
**Note**

If you are ready to start lodging documents/receive ASIC annual reviews through CAS 360, you need to ensure EDGE credentials are stored only in CAS 360. If the credentials are also stored in the previous software, please ensure this is removed.

## 6.2 Document Templates

CAS 360 gives you complete control to produce your own document suite. Change the look and feel of your compliance documentation by building custom templates.

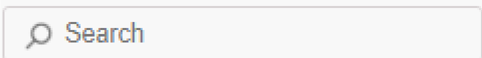
### 6.2.1 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **Settings** |  |
| Select **Document Templates** |  |

#### Document Set Filter

To begin editing a template, select the template from the **Document Set Filter** section. Only the documents within this section are customisable.

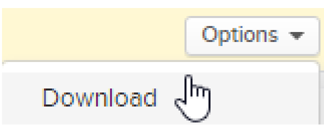
The **Search** field can be used to locate templates.




Select **Annual Review Cover Letter**

#### How to edit a template

Once a template has been selected from the **Document Set Filter**, download the CAS 360 default template by clicking **Options** and selecting **Download**.



This will download the template as a Microsoft Word document.

Document templates used in CAS 360 are formatted using Microsoft Word.

Open the word document and input the line:

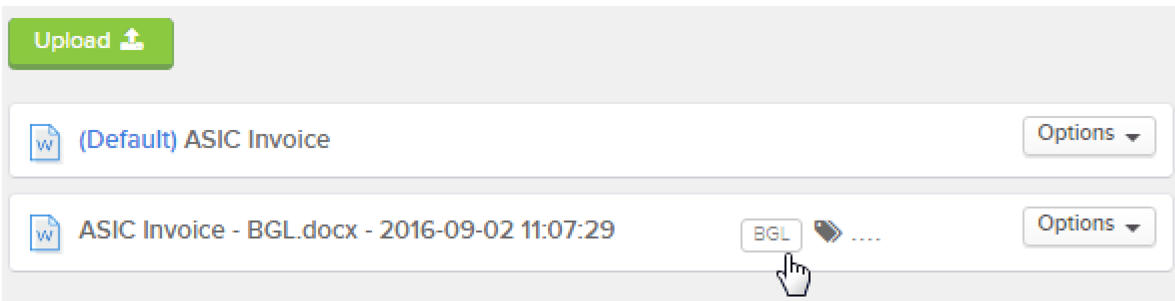
*"The Annual review fee must be paid before **${reviewDueDate}**"*

> ${reviewDueDate} is a code that is used to instantly pre-fill information in your customised documents.
> To create personalised documentation in CAS 360, check out The CAS 360 Dictionary. The dictionary will list a number of fields that can be added to your templates.
> CAS 360 will automatically pull the live information from your database and prepopulate the appropriate information into the listed fields within your document.

Once you have completed the customisation, select **Upload** to locate and upload your template into CAS 360.


## Add Label

From the **Document Templates** screen, use the label feature to attach a label to the uploaded template.



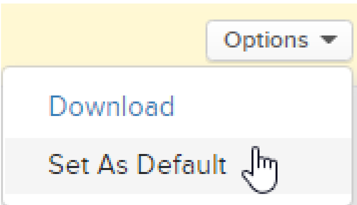

When in the Document Production screen, you will then be able to select the document template to be used by selecting the label name. Check out Company Labels on how to create a label.

## 6.2.2 Set a Default Template

Users are able to set a default template in the document template screen.

By setting a template as the Default, CAS 360 will have the template automatically selected in the Document Production screen.

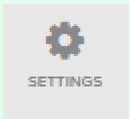
Beside the document template, click **Options** and select **Set As Default**.



# 6.3 Email Templates

CAS 360 has fully customisable email templates. Default email templates are already set up for you for each email template type. However, you are in complete control to personalise these templates.

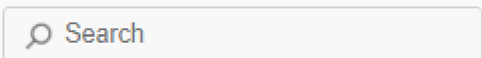
## 6.3.1 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **Settings** |   |
| Select **Email Templates** |   |

## 6.3.2 Email Template Filters

To begin editing a template, select the template from the **Email Template Filters** section. Only the email templates within this section are customisable.

The **Search** field can be used to locate templates.




Select **Document Deadline Reminder**

### How to customise an Email Template

1. Select **Document Deadline Reminder** from the email template filters section

2. Once an email is selected, click **Create New** to create a template.


3. Choose between a classic or modern template.
4. Remove "If you have any questions or issues can you please email ${UserName}." and replace it with "If you require further assistance please contact BGL directly on 1300 654 401".

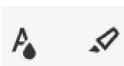
> ⓘ ${UserName} is a code that is used to instantly pre-fill information in your customised templates.
> To create personalised templates in CAS 360, check out The CAS 360 Dictionary.
> The dictionary will list a number of fields that can be added to your templates.
> CAS 360 will automatically pull the live information from your database and prepopulate the appropriate information into the listed fields within your template.

5. Once text changes have been made, select **Update.**

6. By setting an **Email Template** to **Default,** CAS 360 will automatically use that template when generating an email. Before CAS 360 sends an email, users are able to select a different template to be used from the Document Production screen under **Email Options**.

### 6.3.3 Toolbar

| Icon | Name | Description | Example |
|---|---|---|---|
| **B** | Bold<br>(Ctrl + B) | Darkened text | **Example** |

| Icon | Name | Description | Example |
|---|---|---|---|
| *I* | Italic<br>(Ctrl + I) | Slants the letters evenly to the right | *Example* |
| U | Underline<br>(Ctrl + U) | Words have a line running beneath them | Example |
| ~~S~~ | Strikethrough<br>(Ctrl + S) | Text to display as though it is crossed out | Example |
| Font Family | Font | Change the font style | Arial<br>Calibri<br>Georgia<br>**Impact**<br>Tahoma<br>Times New Roman<br>Verdana |
| AA | Size | Change the font size | Select between size 8-96 |
|  | Font Colour | Set the colour of the characters and the colour that appears behind the characters | Example/ Example |

| Icon | Name | Description | Example |
|---|---|---|---|
| | Clear Formatting | Clear any formatting changes to the original default format | Example |

| Icon | Name | Description |
|---|---|---|
| $x_2$ $x^2$ | SubScript/SuperScript | A subscript or superscript is a number, figure, symbol,indicator or rotas that is smaller than their normal line of type and is set slightly below or above it. Subscripts appear at or below the baseline, while superscripts are above. |
| | Inline Class | Preformatted classes. Choose to have text in code, highlight or transparent. |
| | Inline Style | Preformatted text styles. Choose to have text in large red or small blue. |

| Icon | Name | Description |
|---|---|---|
| | Align Text Left | How text is aligned. This creates a straight line of text on the left-hand side of the page. |

| Icon | Name | Description |
|---|---|---|
|  | Center | How text is aligned. Text is placed on the center of each line As you type, the text expands equally to the left and right, leaving the same margin on both sides. When you start a new line, the cursor stays in the center, which is where the next line begins. |
|  | Align Text Right | How text is aligned. This creates a straight line of text on the right-hand side of the page. |
|  | Justify Text | Spaced so the left and right sides of the **text** block both have a straight edge |
|  | Paragraph Format | Block elements used to designate headings of both different sizes and importance. For example, the h1 heading is the most important and the h4, the least important. |
|  | Paragraph Style | Preformatted text styles. Choose to have text in Uppercase, bordered, paced or grayed out. |
|  | Line Height | Increase or decrease the vertical distance between two lines. |
|  | Decrease Indent<br>Ctrl + [ | The decrease of space between the left and right margin of a paragraph |

| Icon | Name | Description |
|---|---|---|
| | Increase Indent<br>Ctrl+] | The increase of space between the left and right margin of a paragraph |
| | Quote/unquote selection or paragraph<br>(Ctrl + ' / Ctrl + Shift + ') | Block elements used to designate headings of both different sizes and importance. For example, the h1 heading is the most important and the h6, the least important. |

| Icon | Name | Description | Example |
|---|---|---|---|
| | Ordered List | A list order done with numbers for checklists or a set of steps | 1. Example 1<br>2. Example 2 |
| | Unordered List | Any series of items or words in no particular order | • Example 1<br>• Example 2 |
| | Emoticons | Insert emoticon images into the email template |  |

| | | | |
|---|---|---|---|
| Ω | Special Characters | Insert special characters into the email template. These Characters include Currency signs, arrows and Latin characters. |  |
| ↶ | Undo<br>(Ctrl + Z) | Reverse the action of an earlier action | **Example:** the undo function can undo deleted text |
| ↷ | Redo<br>(Ctrl + Shift + Z) | Does any undo function again | **Example:** if you deleted text and perform an undo, then decide that you wanted that text deleted again, you could do a redo. |

| Icon | Name | Description |
|---|---|---|
| | Insert/Edit Link<br>(Ctrl + K) | Insert a web link into the email. Highlight a text and click the **insert link icon** to change the text into a web link. Alternatively, click the **insert link icon** to enter web site address into the email. |
| | Insert Image<br>(Ctrl + P) | Insert an image into the email. if the image has been uploaded to the web, click the **insert image icon** to enter the URL of the image. |

| Icon | Name | Description |
| --- | --- | --- |
| | | **Users can instead drag and drop image files for their computer into the email templates.** |
| | Upload File | Upload a file to the template. This file will become an attachment which accompanies the email. |
| | Insert Table | Insert a table into the email. |
| | Markdown | Reduction in the editing screen. |
| | Insert Horizontal Line | Insert a line into the email. |

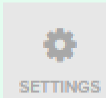
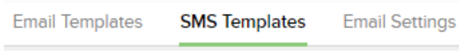
| Icon | Name | Description |
| --- | --- | --- |
| | Full Screen | Expands the Email template editor to cover the browser. |
| | Print Page | Print the Email template. |

| Icon | Name | Description |
|---|---|---|
| | Download PDF | Download the Email Template as a pdf file. |
| | Select All<br>(Ctrl + A) | Highlight all items in the template |
| | Toggle HTML/Rich Tex | Using **HTML** allows you to present your email just as it would appear on a web browser. |
| | Help | Display all the quick keyboard shortcuts |

## 6.4 SMS Templates

CAS 360 has fully customisable SMS templates. Default SMS templates are already set up for you, for each SMS template type. However, you are in complete control to personalise these templates.

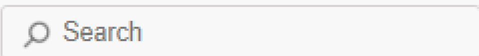
### 6.4.1 Navigation

| | |
|---|---|
| From the **Main Toolbar**, go to **Settings** |   |
| Select **SMS Templates** |   |

### 6.4.2 SMSTemplate Filters

To begin editing a template, select the template from the **SMS Template Filters** section. Only the SMS templates within this section are customisable.

The **Search** field can be used to locate templates.




Select **Document Deadline Reminder**

#### How to customise an SMS Template

1. Go to **Settings** > **SMS Templates.**
2. From the **SMS Template Filter**, Select the **Document Deadline Reminder** template**.**

3. Once a template has been selected, click **Create New**


4. Edit the template and add the following text "If you require further assistance please contact BGL directly on 1300 654 401".
5. Once text changes have been made, Click **Update** and select **Make Default.**

> By setting an **SMS Template** to **Default,** CAS 360 will use that template when sending an SMS. Before CAS 360 sends an SMS, users are able to select a different template to be used from the Document Production screen

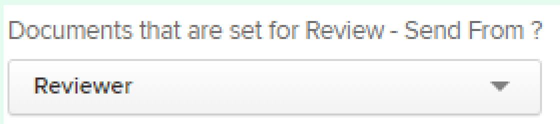
## 6.5 Email Settings

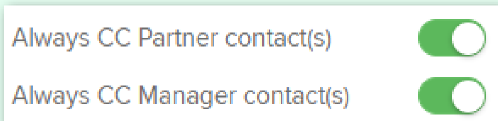
The Email Settings screen allows you to set the email sender name and reply to address for emails sent from CAS 360.

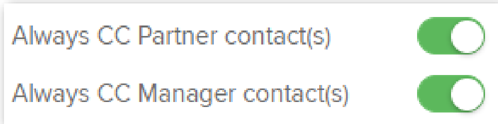
You can also add default CC and BCC email addresses.

### 6.5.1 Email Settings

From the **Main Toolbar**, navigate to **Settings** and Select **Email Settings**

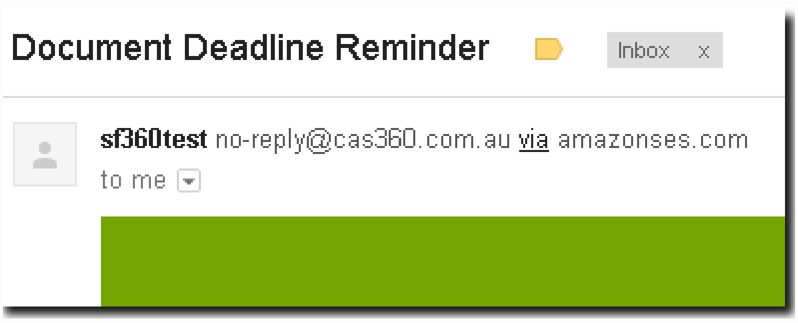
| Field | Explanation |
|---|---|
| **Use user's full name as the sender name?** | Select and CAS 360 will populate the User's Profile name in the **sender's name** field of the email.<br><br>For documents that have been approved after review, users can select between **Reviewer** or **Preparer** as the sender of the email.<br><br>When toggled on, CAS 360 will default to the **Reviewer's** user profile.<br><br><br><br>Select and users can manually enter the name to appear in the **sender's name** field of the em |

| Field | Explanation |
| --- | --- |
| **Use username as the reply to address?** | Select and CAS 360 will use the user's login email address as the **reply to** email.<br><br>Select and users can manually enter an **email address** to display as the **reply to** email. Only one email address can be entered. |
| **CC Addresses** | A copy of the email will be sent to the email address entered here. Multiple email addresses can be entered. These email addresses will be visible to all email recipients.<br><br>Select to have the partner contact(s) and manager contact(s) cc addresses be entered as default.<br><br><br><br>These contacts can be edited from the General Details screen. |
| **BCC Addresses** | A copy of the email will be sent to the email address entered here. Multiple email addresses can be entered. These email addresses will **not** be visible to any email recipients.<br><br>Select to have the partner contact(s) and manager contact(s) bcc addresses be entered as default. |

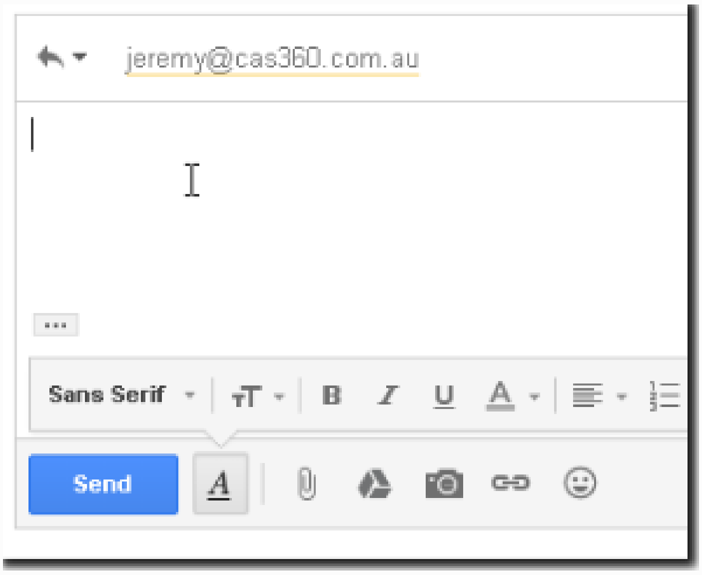
| Field | Explanation |
|---|---|
| | <br>These contacts can be edited from the General Details screen. |
| **CC Billing contacts on Annual Review emails for Electronic Signing?** | When a **company billing contact** is entered into the General Details screen, this contact is automatically cc'd in the **Digital Signing Annual Review** email. |

**Important: Email Sender Field**

CAS 360 will still display no-reply@cas360.com.au in the **sender field**.
*Example:*



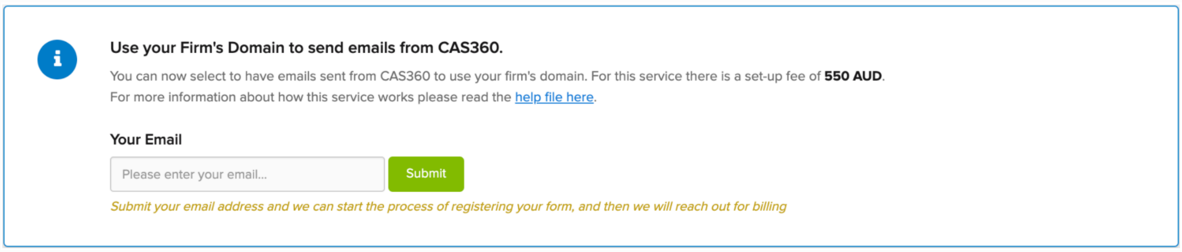

However, when the email recipient replies to the email, the email address set in the **Email Settings** screen will display.
*Example:*




## Use your Firm's Domain to send emails from CAS 360

CAS 360 allows you to customise the outgoing email address for all correspondence to your clients and change the no-reply@cas360.com.au address in the **sender field**.

At the top of the email settings screen, you will see the following:




Enter your preferred email address and click **Submit** to begin the process.

See Use your Firm's address to send emails from CAS360: Change the no-reply@cas360.com.au address for more information