

SimpleFund360

Class Super Data Extraction Checklist

Reports Extraction

– 1. Login to Class Super

Log into Class Super. Please ensure that you have access to all funds required for conversion.

1.1 From the **Main Menu**;

1.2 Select Settings & Fund Defaults to ensure that Gross Franking Credits is flagged as **No**

The screenshot shows the 'Settings' page in the SimpleFund360 interface. The 'Settings' menu item is highlighted in the top navigation bar. Below it, the 'Fund Defaults' section is expanded, showing a list of settings. The 'Gross Franking Credits' setting is highlighted in pink and is set to 'No'. Other settings include 'Merge Market Gains', 'Integration', 'Investment Register', and 'Security'. The 'INCOME & EXPENSE TYPE' section is also visible, listing 'Fund Income', 'Fund Expense', 'Investment Income', and 'Investment Expense'.

– 2. Prepare Report Package

To prepare a report package within Class Super, please follow the steps below:

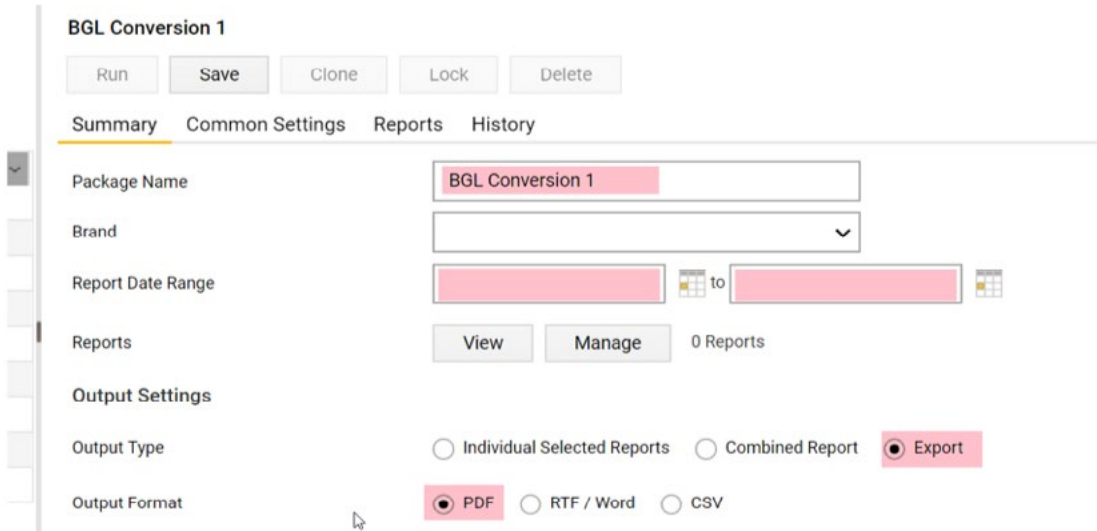
2.1 From the Main Menu;

Select Reports, click New Report Package

The screenshot shows the 'Reports' page in the SimpleFund360 interface. The 'Reports' menu item is highlighted in the top navigation bar. Below it, the 'New Report Package' option is highlighted in pink. Other options include 'Maintain Report Packages', 'Reporting Defaults', 'Custom Reports', and 'Report Package History'. The page also features a search bar, a filter dropdown, and a 'Tags' dropdown.

2.2 From the **New Report Package** Screen;

- Rename the Package Name to **BGL Conversion**.
- Ensure the Report Date Range is entered as the year that you are converting the fund for (e.g. **01/07/XXXX – 30/06/XXXX**).
- Ensure that the Output Type is selected as **Export** and that the Output Format is selected as **PDF**.



BGL Conversion 1

Run Save Clone Lock Delete

Summary Common Settings Reports History

Package Name BGL Conversion 1

Brand

Report Date Range to

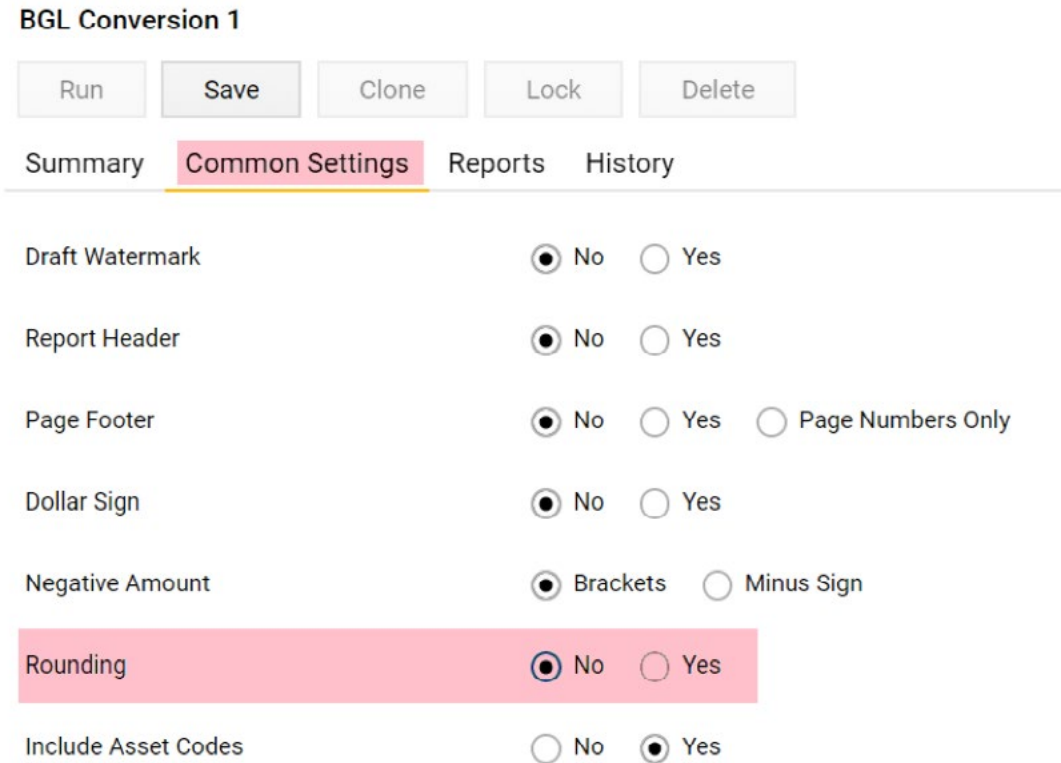
Reports View Manage 0 Reports

Output Settings

Output Type Individual Selected Reports Combined Report Export

Output Format PDF RTF / Word CSV

- Under the Common Settings tab, ensure:
Rounding: Select **No**



BGL Conversion 1

Run Save Clone Lock Delete

Summary Common Settings Reports History

Draft Watermark No Yes

Report Header No Yes

Page Footer No Yes Page Numbers Only

Dollar Sign No Yes

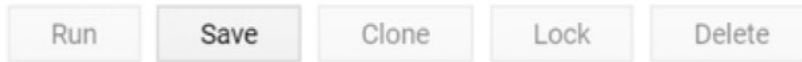
Negative Amount Brackets Minus Sign

Rounding No Yes

Include Asset Codes No Yes

2.3 Under the **Reports** tab, select **Manage Reports**.

BGL Conversion



Summary Common Settings **Reports** History

Included Reports

Manage Reports

Report Name

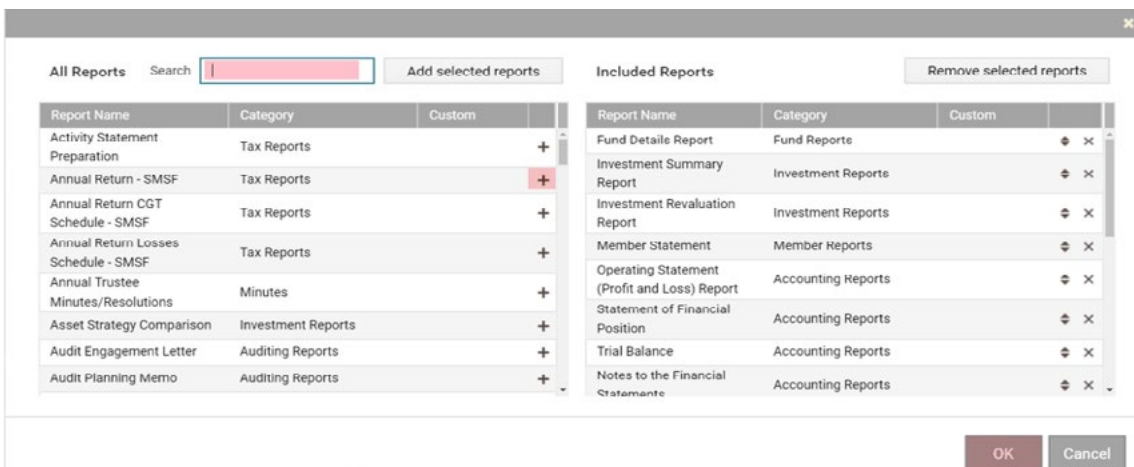
Report Parameters

Select a report to view its parameters

2.4 Add the following reports to **BGL Conversion** package:

- Fund Details Report
- Investment Summary Report
- General Ledger Account Movement Report
- Member Statement
- Operating Statement (Profit and Loss) Report
- Statement of Financial Position
- Trial Balance
- Notes to Financial Statements
- Annual Return – SMSF
- Detailed Investment Transaction Report
- Realised Capital Gain Report
- Unrealised Capital Gain Report
- CGT Relief Application Minutes

To add these reports to the **BGL Conversion** package, search the report under the **All Reports** tab and click + (or drag & drop) to add the report to the **Included Reports** tab. Once all reports have been added, click OK.



The screenshot shows a window with two main sections: 'All Reports' and 'Included Reports'. The 'All Reports' section has a search bar and a list of reports with '+' icons. The 'Included Reports' section has a 'Remove selected reports' button and a list of reports with '-' icons. The 'Annual Return - SMSF' report is highlighted in red in the 'All Reports' list.

Report Name	Category	Custom	
Activity Statement Preparation	Tax Reports		+
Annual Return - SMSF	Tax Reports		+
Annual Return CGT Schedule - SMSF	Tax Reports		+
Annual Return Losses Schedule - SMSF	Tax Reports		+
Annual Trustee Minutes/Resolutions	Minutes		+
Asset Strategy Comparison	Investment Reports		+
Audit Engagement Letter	Auditing Reports		+
Audit Planning Memo	Auditing Reports		+

Report Name	Category	Custom	
Fund Details Report	Fund Reports		⬇ ×
Investment Summary Report	Investment Reports		⬇ ×
Investment Revaluation Report	Investment Reports		⬇ ×
Member Statement	Member Reports		⬇ ×
Operating Statement (Profit and Loss) Report	Accounting Reports		⬇ ×
Statement of Financial Position	Accounting Reports		⬇ ×
Trial Balance	Accounting Reports		⬇ ×
Notes to the Financial Statements	Accounting Reports		⬇ ×

Buttons: OK, Cancel

- 2.5 Select **Save**. Once the Report Package is successfully saved, select **Run** to begin exporting the reports for the required fund(s).

BGL Conversion

Summary Common Settings **Reports** History

Included Reports

Report Name

Fund Details Report

Report Parameters

Select a report to view its parameters

- Ensure the Report Date Range is entered as the year that you are converting the fund for (e.g. 01/07/XXXX – 30/06/XXXX).
- Add the fund(s) that you wish to prepare the Report Package for and select **Run**.

Run Report Package

Report Date Range

From to

Select Funds

Search Tags Include Suspended Funds

All Funds

Code	Name	
aaa123	Test Fund	+

- Once the Report Package has been generated, ensure the box is ticked and select **Download** to save the zipped file.

Summary Common Settings Reports **History**

Select all

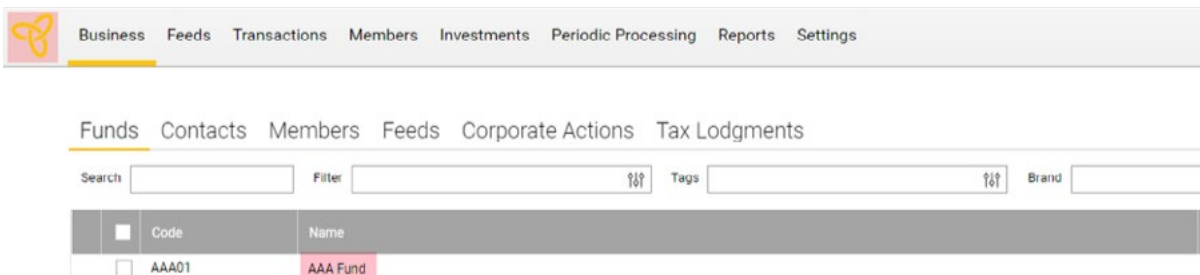
	Name	Status
<input type="checkbox"/> ↓	BGL Conversion - Test Fund	Successful

Bank Statement Extract

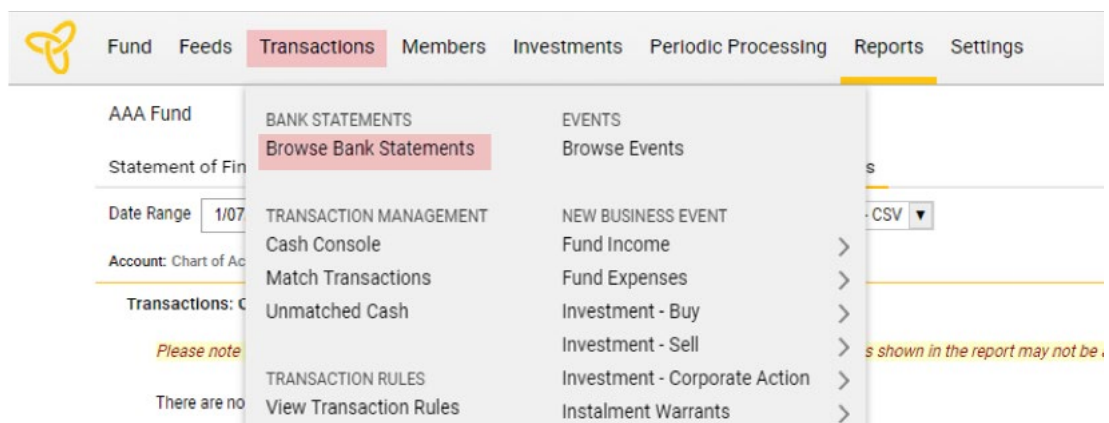
In addition to exporting the above, you may wish to extract a CSV file to capture any current year entries for a bank account. This CSV File can then be imported into Simple Fund 360 once the conversion has been finalised.

Please note, the below process will need to be completed per bank account, as required.

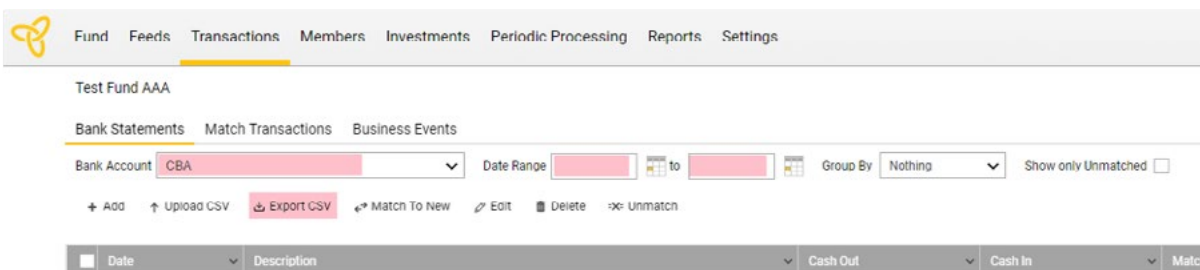
1. From the **Home Screen**;
Select the fund you wish to extract the Account Posting CSV for.



2. Hover over **Transactions**, select **Browse Bank Statements**



3. Select the **Bank Account** and the specific date range you want, then click **Export to CSV**.



Completion

Once you have collated all the required files, please use the checklist below to ensure no files are missing and are all in the correct format.

You will then be able to upload your data to BGL and the Opening Balance Conversion process can begin to Simple Fund 360.

Class Conversion Checklist

Please use the below checklist to ensure you have all the data requirements.

Fund Code:

Fund Name:

	Fund Details Report (PDF)
	Investment Summary Report (PDF)
	General Ledger Account Movement Report (PDF)
	Member Statement (PDF)
	Operating Statement (Profit and Loss) Report (PDF)
	Statement of Financial Position (PDF)
	Trial Balance (PDF)
	Notes to Financial Statements (PDF)
	Annual Return - SMSF
	Detailed Investment Transaction Report (PDF)
	Realised Capital Gains Report (PDF)
	Unrealised Capital Gains Report (PDF)
	CGT Relief Application Minutes (PDF)