

# Level 1

Simple Fund 360

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**Notes**

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# 1 Simple Fund 360 Administration

This lesson will provide an overview of Simple Fund 360 and will explain how to get the most out of the software and documentation.

Lesson overview:

- [Sign into Simple Fund 360](#)
- [Navigation and Help](#)
- [User Settings](#)

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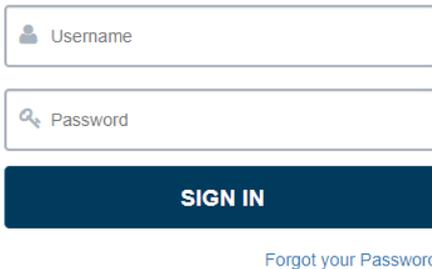
## 1.1 Sign into Simple Fund 360

### 1.1.1 Sign into Simple Fund 360

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To log in to Simple Fund 360 please follow three simple steps:

1. Go to the Simple Fund 360 Login Page
2. Enter the Username and Password (Login details will be provided by your trainer).  
Note: In order for staff, clients, advisors, users and others to access Simple Fund 360, an invitation needs to be sent, containing a username and password to the individual which will be used to access Simple Fund 360. A valid email address which will become the username will be required to complete the invitation.

A login form with two input fields and a button. The first field is labeled 'Username' with a person icon. The second field is labeled 'Password' with a magnifying glass icon. Below the fields is a dark blue button with the text 'SIGN IN' in white. Below the button is a link that says 'Forgot your Password'.

3. Click **Sign In**.

## 1.2 Navigation and Help

In this task, you will learn how to access all available resources for Simple Fund 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

- Access Simple Fund 360 Help
- Navigation overview of the Main Toolbar and Tabs
- Simple Fund 360 Conventions

### 1.2.1 Getting Help

To access Simple Fund 360 Help and documentation, from the upper menu, select **Help**.



#### What would you like help with?

Enter keywords in the search field to find the appropriate help file or search the menu on the left-hand side.

Alternatively, you can contact BGL Support through the BGL Client Centre or by calling 1300 654 401.

### 1.2.2 Main Toolbar and Tabs

The Main Toolbar or Tab options may not display if your user role restricts your access to these areas.

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

#### Home

<b>Fund workflow</b>	The Fund Workflow screen will allow users to select funds and will also provide analytics across your complete database.
<b>Fund Selection</b>	The Fund Selection page will allow users to view or select funds.

<b>Getting Started</b>	This page is used to help you navigate the menus and tabs in Simple Fund 360
<b>Entity Setup</b>	The quick setup screen will allow the user to input and set up the core details of an entity

## Connect

<b>Feed Management</b>	Manage or setup data feeds used by a fund or firm
<b>SuperStream</b>	From this screen you are able to register funds to comply with SuperStream
<b>Connections</b>	Choose which application you would like to connect or disconnect with Simple Fund 360.
<b>Lodgement</b>	Manage tax lodgement for the SMSF annual return and schedules
<b>TBAR Management</b>	The TBAR Management screen helps you prepare the bulk file for TBAR events and manage your ATO Portal lodgements across all funds.

## Fund (Fund must be selected)

<b>Fund Dashboard</b>	Provides a dashboard that helps to deliver a quick performance snapshot.
<b>Entity Details</b>	Access to the details of the fund, including reporting options and contact details.
<b>Entity Relationships</b>	Allow quick and convenient access to identify and edit contacts of a fund.
<b>Fund Transfers</b>	From this screen, you will be able to transfer a fund to another firm using Simple Fund 360

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**Members (Fund must be selected)**

<b>Members List</b>	Track current member balances, add new members and edit existing members.
<b>Contribution Dashboard</b>	This dashboard will provide real-time information on members contributions.
<b>Pension Dashboard</b>	This dashboard will provide real-time information on a members pension account.
<b>Fund Pension Policies</b>	From this page, you will be able to request an Actuarial Certificate and input the fund's pension policies.
<b>Segregation Dashboard</b>	The Segregation dashboard helps you to manage segregation policies for each fund.
<b>Transfer Balance Dashboard</b>	The transfer balance dashboard helps you track the net amounts that have been transferred into retirement phase for each member.

**Accounting (Fund must be selected)**

<b>Chart of Accounts</b>	The Chart of Accounts page is a list of the accounts used by Simple Fund 360.
<b>Smart Matching</b>	Simple Fund 360 Smart Matching is a giant leap forward in technology which removes a lot of mundane steps and introduces code-free accounting.
<b>Matching Rules</b>	Use this screen to manage all your transaction matching rules.
<b>Transaction List</b>	This screen is where all transactions will be entered.
<b>Transaction Recode</b>	In this screen you will be able to recode transactions and reclassify accounts.

<b>CGT Register</b>	This screen displays the cost base history of investment accounts
<b>Trustee Query</b>	Trustee Query is a simple way for accountants and trustees to engage and retrieve transaction information in Simple Fund 360

### Investment (Fund must be selected)

<b>Balance Review</b>	A comparison is displayed for all investment Balances between the balance calculated by SF360 and the Balance reported by a Third Party.
<b>Investment Report</b>	In this screen select and review all live reports as required
<b>Investment Security List</b>	This screen will display all listed securities and pricing information.
<b>Foreign Currency</b>	In this screen you will be able to view the latest and historical overseas currencies and trends.
<b>Investment Dashboards</b>	A dashboard will be available showing a quick performance snapshot
<b>Investment Strategy</b>	Dashboard that allows users to input a fund's investment strategy
<b>Corporate Actions</b>	From this screen you will be able to process a bonus issue, share split, share consolidation or demerger

### Compliance

<b>Distribution Tax Automation</b>	To provide users with the ability to reconcile distribution tax components.
<b>Period Compliance</b>	From this page you will be able to process final closing entries.

<b>Tax Compliance</b>	To provide users with the ability to view and edit the ATO compliance forms ( Tax return / Schedules / BAS ).
<b>BAS/IAS</b>	Business Activity Statements (BAS) and Instalment Activity Statements (IAS) forms can be downloaded from the ATO.

## Reports

<b>Reports</b>	The Reports Screen will allow users to view and build reports.
<b>Live Reports</b>	In this screen select and review all intelligent reports as required.
<b>Workpapers</b>	Users can record source documents for the preparation of the entity financials and streamline the audit procedures.
<b>Documents</b>	The Documents Screen will allow users to upload, view, and digitally sign documents.

## Settings

<b>Badge</b>	The badge screen will allow users to customise the interface and reports of SF360.
<b>User List</b>	The user list will allow administrators to manage all users that have been invited to Simple Fund 360.
<b>User Roles</b>	From this page you will be able to manage and create user permissions for Simple Fund 360.
<b>Contacts</b>	From this page view relevant information regarding the people, companies or trusts linked to your firm

<b>Email Template</b>	The email template screen will allow users to view and edit email templates that Simple Fund 360 will forward to your contacts.
<b>Notification</b>	Manage your firm's notification settings.
<b>Lodging Party</b>	Create or manage all lodging parties, these credentials will be used to electronically lodge ATO compliance forms

### 1.2.3 Simple Fund 360 Conventions

One of the main objectives of Simple Fund 360 is to enable superannuation data to be entered as quickly as possible. The following design features are just some of the ways Simple Fund 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. When entering cash payments or receipts **Simple Fund 360** will automatically post the bank entry to the selected bank account.
3. 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)"
4. You can right click on your mouse in any screen to view a menu of options.

### Date entry shortcuts

Simple Fund 360 has its own shortcut keys should you prefer to use the keyboard rather than the mouse. Some common shortcut keys used throughout Simple Fund 360 are as follows:

Shortcut	Action
<b>Ctrl + Shift + Z</b>	Create a new line item in the transaction screen
<b>Ctrl + Enter</b>	Post a transaction
<b>Ctrl + Shift + Enter</b>	Post current transaction and add another transaction

Shortcut	Action
<b>Esc</b>	Cancel out of a new transaction <b>without saving</b>
<b>?/</b>	Access the <a href="#">Simple Fund 360 Search</a>

## Date Shortcuts

Select key dates quickly and effortlessly at the press of a button using Simple Fund 360's keyboard shortcuts.

Invest some time getting familiar with the shortcuts to save you time in the long run when selecting dates in Simple Fund 360.

Day	
Today	T
Tomorrow	+
Yesterday	-
Week	
First day of the week	W
Last day of the week	K
Month	
Prior month	Page Up
Next month	Page Down
First day of the month	M
Last day of the month	H
Year	
Prior year	Home
Next year	End

First day of the year	Y
Last day of the year	R
<b>Financial Year</b>	
First day of the financial year	F
Last day of the financial year	E or L

 **Productivity Tip: Using the shortcut**

1. Ensure there is a date in the date field
2. Click into the date field
3. Press the shortcut key on your keyboard

## View multiple pages

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

There are three 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.
3. **Ctrl** + **T** to open a new tab.
4. Right-click on the main menu in Simple Fund 360 to open a new tab.

## Acceptable date formats

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When entering transactions the following formats are valid in the **Transaction List**.

- DDMMYY
- DDMMYYYY
- DD/MM/YY
- DD/MM/YYYY

Example 2nd July 2016 can be entered as:

- 020716
- 02072016

- 
- 02/07/16
  - 02/07/2016

## Browser Zooming

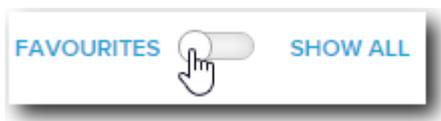
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- In order to zoom in, press control (Windows) or command (Mac) with the + key.
- To zoom out, press control (Windows) or command (Mac) with the - key.
- To restore zoom to 100% select control (Windows) or command (Mac) and o.

## Fund Favourites

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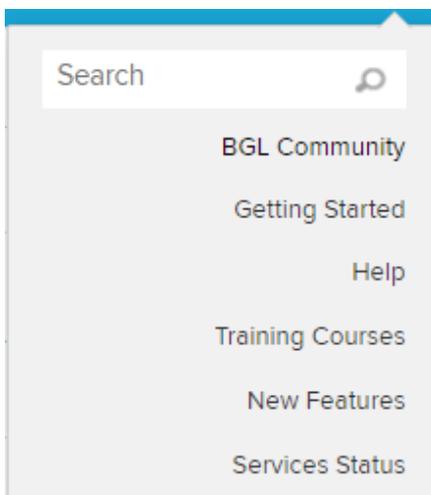
From Fund Selection, select the  to the left of the Fund Code as this will add the fund to the favourites list. To filter on your favourite funds from the **Fund Selection** screen, select **Favourites**.



## Services Status

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Navigate to **Help** and select **Services Status**.



This page contains important announcements and alerts for all services in Simple Fund 360.

## 1.3 User Settings

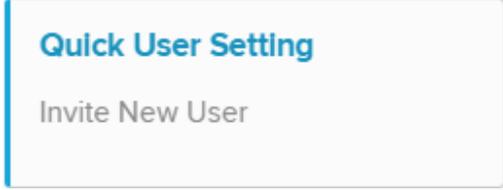
In this task you will learn:

- How to invite users
- How to manage user role settings

### 1.3.1 Invite User and User Roles in Simple Fund 360

Simple Fund 360 allows you to invite users such as Clients, Employees, Auditors and Advisors to review a fund's information. You are able to determine what these users can access and see by editing the User Role settings of each user.

### 1.3.2 Navigation to the Invite User screen

From the main Toolbar navigate to <b>Settings</b>	
Select <b>Invite New User</b> under <b>Quick User Setting</b>	

### 1.3.3 How to Invite a User

1. Input the details of the user you wish to invite.

Details	Explanation
<b>Email</b>	Input a valid email address that will effectively become the username.
<b>First Name</b>	Input the user's first name.

<b>Last Name</b>	Input the user's last name.
<b>Role</b>	Select a role from the drop-down list. You can also search for a specific role.
<b>Assigned Funds</b>	Select to access the Fund(s) Selector page to choose which fund(s) to give the user access.
<b>Remove User</b>	Select to remove the user details entered if you no longer wish to invite this user.

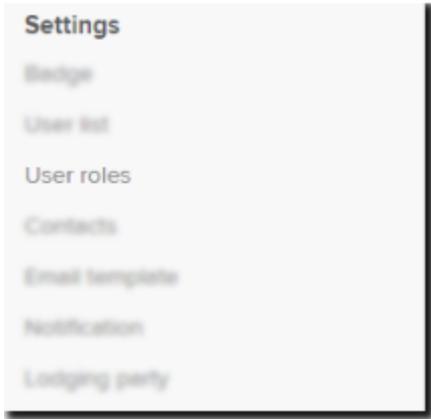
[+ Add another user to invite list](#)

You can invite multiple users in one go by selecting [+ Add another user to invite list](#). The number of users you are inviting will display at the bottom.

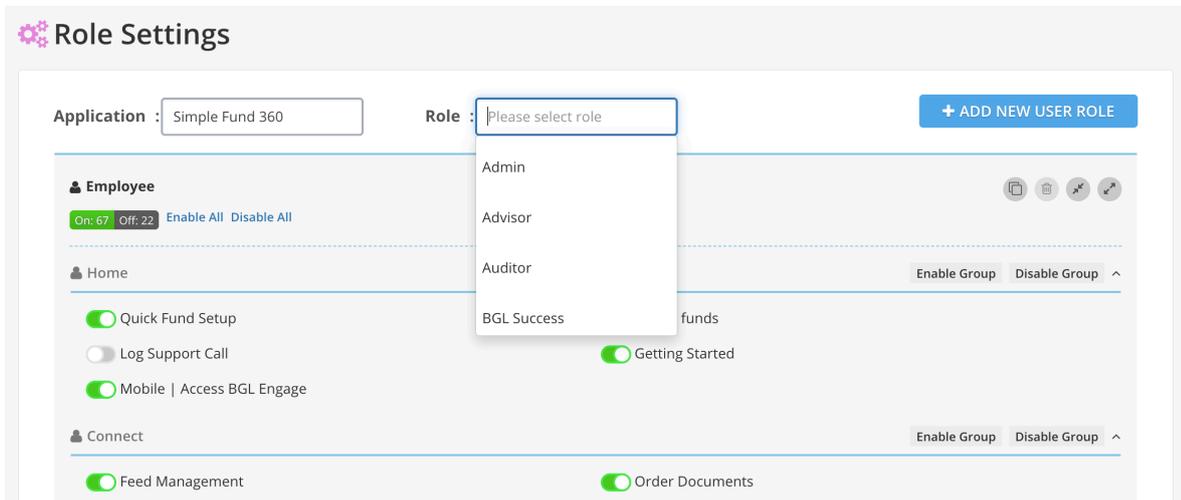
- Once you are finished inputting all the details, select **Invite User(s)**. An email will be sent to the user's email address containing a new temporary password. On the first login, the user will need to set up a password and multi-factor authentication.

### 1.3.4 User Roles

User Role Settings are provided to Users when they are invited to Simple Fund 360. These settings determine what the Users can access within Simple Fund 360.

From the main Toolbar navigate to <b>Settings</b>	 SETTINGS
Select <b>User Roles</b>	

Select [+ ADD NEW USER ROLE](#) to create a new role or you can edit an existing user role by selecting it from the drop-down list.



## Adding a New User Role

1. Select **Add New User Role**.
2. Enter the name of the new **User Role**.
3. To edit the settings of the user, for each option available, switch the toggle next to each option.



4. Once you have finished editing the options, select **Save** to keep the settings or **Cancel** to abort the changes.

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## 2 Fund Setup

This section will take you through the process of setting up a fund in Simple Fund 360. This section will also go through the various accounts and transaction types that will assist in determining the accounts to use when posting transactions in Simple Fund 360.

Lesson overview:

- [Create a Badge](#)
- [Fund Setup.](#)
- [Entity Details and Relationships](#)
- [Add SMSF Members](#)
- [Transactions and the Chart of Accounts](#)
- [Input Balance Sheet Items](#)
- [Input the Operating Statement](#)
- [Update Ledger to Current Year](#)

## 2.1 Create a Badge

### 2.1.1 Badges

Badges control the look and feel of Reports, Dashboards and Letter Templates in Simple Fund 360.

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

- The Badge screen, where a fund can be attached to a Badge
- The Quick Fund Setup screen when setting up a new fund

A fund can only have one Badge.

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

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

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

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

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

### 2.1.2 Instructions

From the **Main Toolbar** navigate to **Settings**



Select <b>Badge</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Settings</b></p> <p><b>Badge</b></p> <p>User List</p> <p>User Roles</p> <p>Contacts</p> <p>Email Template</p> <p>Notification</p> <p>Lodging Party</p> </div>
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1. From the **Badge** screen, select **Create New Badge**.
2. **Badge Name** - In the Badge Name field, input the name you want to give the Badge.
3. Set the **General Report Settings** for the Badge. These settings determine how the financial reports produced by the fund(s) attached to this Badge will produce financial information.

Report Setting	Explanation
<b>Rounding</b>	Click <b>Yes</b> to prepare rounded financial statements for fund(s) attached to the Badge.
<b>Show Comparatives</b>	Click <b>No</b> as there are no comparative amounts from the prior fiscal year.
<b>Include \$ Sign</b>	Click <b>Yes</b> to include the \$ sign in front of all numerical figures in financial statements.
<b>Time Stamp</b>	Click <b>No</b> to remove the date and time prepared on the Financial Reports.
<b>APES 315 Footer</b>	Click <b>Yes</b> to include the text right of the label as a footer for every produced report
<b>Page numbering</b>	Click <b>Yes</b> to enable page number for all reports except ATO forms
<b>Reporting Entity</b>	Click <b>No</b> ,

<b>Disclaimer</b>	Select <b>Yes</b> to display <i>The accompanying notes form part of these financial statements</i> as a footer in the Operating Statement and Statement of Financial Position.
<b>Negative Amounts</b>	Select either the <b>Brackets</b> or <b>Minus Sign</b> from the drop-down list to determine how negative amounts in financial statements will appear for funds attached to this Badge.
<b>Date Documents</b>	Select <b>No</b> to remove dates appearing on the signature sections of reports and in the headings of trustee minute/resolutions. If <b>No</b> is selected, the date field will be left blank for you to print the document and fill in manually. If <b>Yes</b> is selected, the date will pre-fill.
<b>Hide TFN</b>	Select to hash out the TFN on Financial Statements.

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

<b>Report Option</b>	<b>Explanation</b>
<b>Tax Effect Accounting</b>	Select this option as this fund will account for PDIT.
<b>Resident Fund</b>	Click this checkbox if fund(s) attached to this Badge are Australian residents for Income Tax purposes.
<b>GST Registered</b>	When an SMSF is registered for GST you will need to select this option. By selecting this option the Transaction List will update with a GST Rate and GST Amount field, Create Entries will now also include GST calculations. The Advanced Training Fund is not registered for GST do not tick this option.
<b>Fund Tax Rate</b>	Leave this as 15% for a Non-Complying SMSF switch the fund tax rate to 45%.

<b>Default Financial Year</b>	Input the default financial year as of 01/07/2014 - 30/06/2019.
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5. Set the Revaluation Order for Managed Funds, Unit Trusts, and Shares in Listed Companies. The Badge applied to a fund will determine which price is used when investment revaluations are calculated.
6. When printing the SMSF Annual Return the following PDF options can be applied to any fund attached to a badge:
  - Print all Member pages from Section F/G
  - Display signature box on all returns and schedules
  - Display member TFN in Section F/G
  - Display fund TFN on return and schedules
7. **Include Notes** - At badge level tick the checkbox for each note you wish to include in the financial statements. Notes are automatically numbered by SF 360.
8. **Upload Your Logo** - On the right-hand side of the screen, select **Upload Logo** to add a firm logo to all documents and reports. Upload your firm logo from its stored location on your computer.
9. **Copy Badge Defaults From** - You can choose to use settings from an existing badge. Click on the drop-down list to select a badge.
10. **Attach Funds** - On the right-hand side of the screen, select **Attach Funds** to add or remove fund(s) to the Badge.
11. **Default Relationships**- You can add the following default relationships of the fund(s) attached to the Badge:
  - Fund Contact
  - Fund Tax Agent
  - Fund Auditor
  - Fund Advisor
12. Once you have finished inputting all badge information, click **Save**.

## 2.2 Fund Setup.

There are two methods to add a fund to Simple Fund 360.

In Simple Fund 360 you will be able to:

- Migrate your SMSF from Simple Fund to Simple Fund 360.
- Use Financial Statements and input opening balances via Entity Setup.

This task will take you through how to add a fund using the Entity Setup method.

### 2.2.1 Details

The 2019 Financial Statement and other supporting schedules for the BGL Training Fund are detailed in the Appendices.

#### Instructions - Creating a New Fund

From the Main Toolbar navigate to <b>Home</b>	 HOME
Select <b>Entity Setup</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <b>Home</b>            Fund Workflow            Fund Selection            Getting Started            Entity Setup         </div>

### Input the Fund Details

<b>Entity Type</b>	Select <i>SMSF</i>
<b>Select Badge</b>	Set to <i>Level 1</i>
<b>Fund Name</b>	Input <i>BGL Training Fund</i>

<b>Fund Code</b>	Input a unique fund code
<b>ABN</b>	Input your fund's ABN
<b>TFN</b>	Input your fund's TFN
<b>Date Formed</b>	Input <i>14/06/1994</i>
<b>Financial Year</b>	Input <i>14/06/1994 - 30/06/2019</i>
<b>Are you entering opening balances?</b>	Select <b>Yes</b>
<b>System Start Date</b>	This will be automatically set to: <i>01/07/2019</i>

**SMSF Setup**  
\* Mandatory fields

---

Type Entity Type \*

SMSF | v

---

Details

Select Badge \* [Badge Settings](#) SMSF Name \* ? Entity Code \* ?

Level 1 | v BGL Training Fund BGL

ABN TFN

---

Dates

Are you entering opening balances?

Yes

Date Formed \* Opening Balance Period \* ? 1994 - 2019 ? System Start Date ?

14/06/1994 14/06/1994 - 30/06/2019 01/07/2019

[Create SMSF](#)

**Click Create SMSF.**

**i System Start Date**

The **System Start Date** is the start of the first active financial year the fund will be processed in Simple Fund 360. The **System Start Date** will automatically trigger daily **Investment Revaluation** and **Member Allocation Journals** from this date going forward.

Once this step has been completed, Select **Enter SMSF Details** and proceed to the next section in this training manual.



## SMSF Created!

What would you like to do next?

MEMBER LIST

**1. Input member balances**

Last year financials

SMART DOCS

**2. Enter investment balances**

Last year financials

ENTITY DETAILS

**3. Enter SMSF details**

Addresses, identification, dates...

or

ENTITY SETUP

**Create another entity**

New entity

## 2.3 Entity Details and Relationships

### 2.3.1 Objective

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

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

- Input Fund Reporting Details
- Input Address Details
- Input Fund relationships

### 2.3.2 Entity Details in Simple Fund 360

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

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

#### Details

Screen Options	Explanation
<b>SMSF Name</b>	Input the name of the fund.
<b>Entity Code</b>	Input the fund code.
<b>Financial Year</b>	This field will display the current financial year of the fund.
<b>ABN</b>	Input the Australian Business Number for the fund (if applicable).
<b>TFN</b>	Input the Tax File Number for the fund.
<b>ESA</b>	Electronic Service Address for SuperStream. If the fund is registered through Simple Fund 360 this will display AUSPOST SMSF. It will be blank if not. The field is editable.

Screen Options	Explanation
	The SMSF Annual Return will collect the ESA from this field.
<b>WPN</b>	Input the Withholding Payer Number of the fund (if the fund does not have an ABN and PAYG registration is required).
<b>Date Formed</b>	Input the fund start date.
<b>Wind Up Date</b>	Input the date the fund was wound up (if applicable).
<b>System Start Date</b>	The <b>System Start Date</b> is the start of the first active financial year the fund will be processed in Simple Fund 360. The <b>System Start Date</b> will automatically trigger daily <b>Investment Revaluation</b> and <b>Member Allocation Journals</b> from this date going forward.
<b>SMSF Address</b>	Input the postal address of the fund.
<b>Physical Address</b>	Select No if the physical address of the fund is different from the postal address.

## Reporting Options

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

Screen Options	Explanation
<b>Fund Tax Rate</b>	Leave this as 15%, for a Non-Complying SMSF you will be able to switch the fund tax rate.

## Annual Return

Section A	Information to Input
<b>Fund Benefit Structure</b>	Select Accumulation Fund (Can also be paying pension)
<b>Status of SMSF</b>	If the fund is an Australian Superannuation Fund for tax purposes, select <b>Yes</b> .
<b>Use Tax Agent Address for a postal address in tax returns?</b>	Select <b>Yes</b> to use the Tax Agent's address as the postal address. Select <b>No</b> to use the fund's postal address.

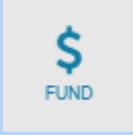
## Trust Deed Upload

Option	Explanation
<b>Deed Source</b>	Input who created the deed.
<b>Deed Last Modified</b>	Track the latest updates made to the deed.  The Trust Deed can be uploaded to the Documents screen

### 2.3.3 Instructions

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

**Input Fund Details:**

From the Main Toolbar, select <b>Fund</b>	
Select <b>Fund Details</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Fund</b></p> <p>Fund Dashboard</p> <p style="color: #0070c0;">Fund Details </p> <p>Fund Relationships</p> <p>Fund Export</p> <p>Fund Transfers</p> </div>

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

**Input SMSF Address Details:**

Fund Address		
<b>SMSF Address</b>	Address Line 1	Input <i>606-608 Hawthorn Road</i>
	Suburb/Town	Input <i>Brighton East</i>
	State	Select <i>Victoria</i>
	Postcode	Input <i>3187</i>
	Physical address the same?	Select <b>Yes</b>
Select <b>Save changes</b> .		

### 2.3.4 Creating Entity Relationships

The Relationships screen allows you to easily identify and manage all contacts that are related to a fund from one glance. From the Relationships screen you can:

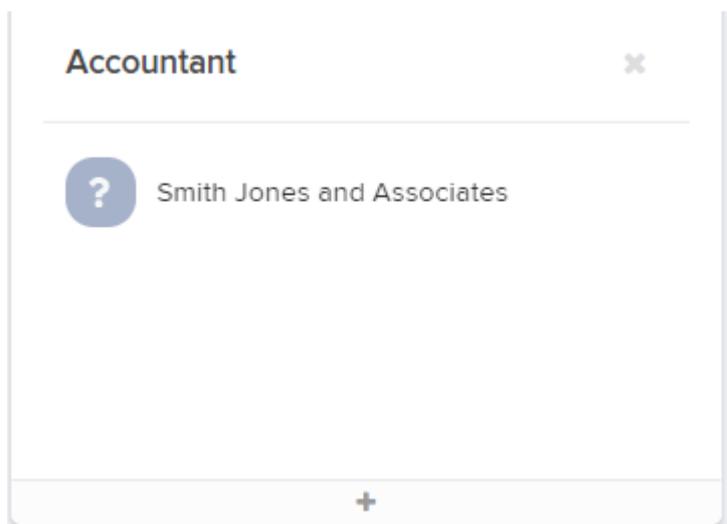
- View and edit existing contacts
- Add new contacts
- Remove contacts

## 2.3.5 Instructions

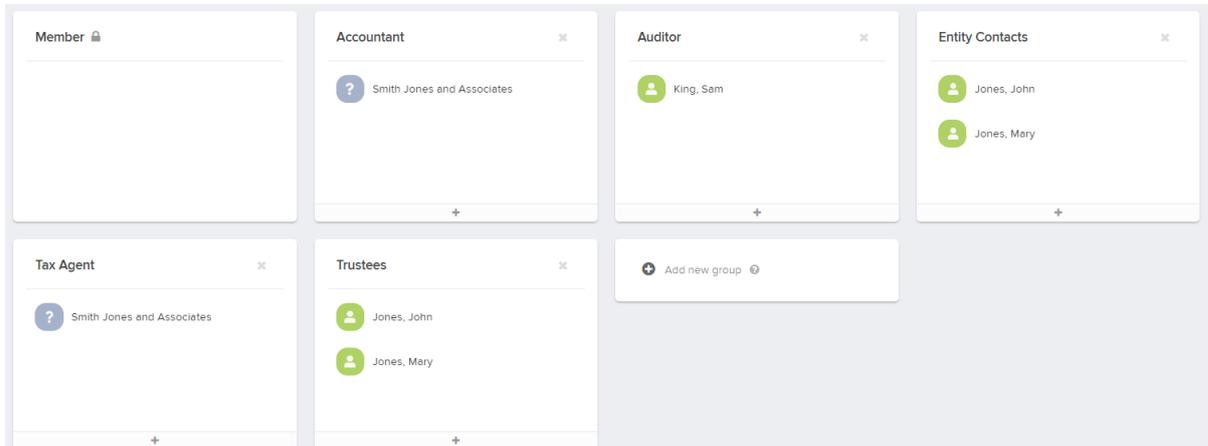
From the Main Toolbar navigate to Fund	
Select <b>Fund Relationships</b>	<div style="background-color: #f0f0f0; padding: 5px;"> <p><b>Fund</b></p> <p>Fund Dashboard</p> <p>Fund Details</p> <p style="color: #0070C0;">Fund Relationships </p> <p>Fund Export</p> <p>Fund Transfers</p> </div>

Simple Fund 360 Contacts already added will display under the **Contacts List**. If a contact does not yet exist in the **Contacts List**, simply select **Create New Contact**.

1. Drag & Drop the Contact from the **Contact List** to the **Relationship Group**.



2. Repeat this step for the remaining Fund Relationships.



## 2.4 Add SMSF Members

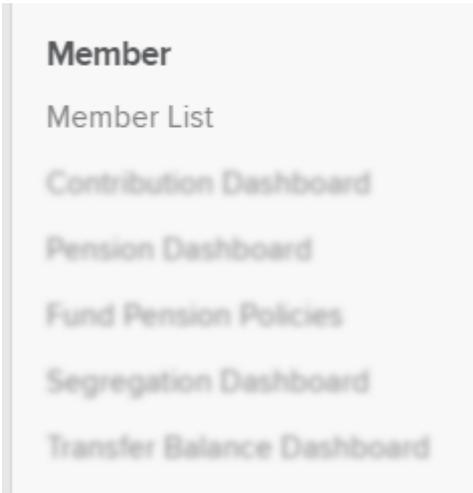
### 2.4.1 Objective

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

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

- Add an individual to the contacts screen
- Add an Accumulation member

### 2.4.2 Navigation

From the <b>Main Toolbar</b> Select <b>Member</b>	
Select <b>Member List</b>	

### 2.4.3 Member List

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

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

- Input member transactions.

## 2.4.4 Screen Features

Member Information	Explanation
<b>All or Current Member Toggle</b>	<p>Switch Members between all (including ceased) and current members.</p> <p><i>All Member Accounts</i> <input type="checkbox"/> <i>Current Member Accounts</i></p>
<b>Member Name</b>	<p>Each member's name will display on the screen with their age recorded alongside the name.</p> <p>To edit the member's details click into the member account and select <b>Edit Contact</b>.</p>
<b>Member Code (MEMBERCODE)</b>	<p>An auto-generated code used to identify a member's balance, income, and expense account in the fund. This code is created when a member is added to the fund.</p>
<b>Account Description</b>	<p>Insert an account description. This is a mandatory field. For example, if the account is a pension account, input the type of pension account (such as Account Based).</p>
<b>Account Type</b>	<p>The type of member account (accumulation or pension).</p>
<b>Start Date</b>	<p>The date the member account commenced in the fund. This date may differ for each account.</p>
<b>End Date</b>	<p>The date the member account was ceased (if ceased) in the fund.</p>

Member Information	Explanation
<b>Tax Free %</b>	The tax-free percentage of the member's account balance will display. This amount is automatically calculated based on the taxable and tax-free components of the member's balances upon pension commencement.
<b>Balance</b>	The current account balance of the member.

## 2.4.5 Member Accounts

---

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

Simple Fund 360 uses a MEMBERCODE to represent each member account.

The MEMBERCODE will consist of:

- Up to twelve alphanumeric characters.
- An auto-generated combination of the first three letters from the member's surname; plus the first three letters of the member's first name. In addition, a further five numbers and the first letter of the member's account type (accumulation or pension) will form the code.
- Member accounts are fund specific (unique to each fund) and will only appear in the **Fund** chart of accounts in Simple Fund 360.

## 2.4.6 Add a Member

---

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

Refer to the [ATO website](#) for more information on superannuation interests. To add a **pension** member account to the fund, you need to convert an existing accumulation member to pension phase.

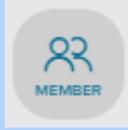
## 2.4.7 Instructions

---

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

## Create New Member Accounts

After you have selected the BGL Training Fund:

<p>From the <b>Main Toolbar</b> navigate to <b>Members</b></p>	
<p>From <b>Quick Member Setup</b> select <b>Add Accumulation Member</b></p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p><b>Quick Member Setup</b></p> <p>Add Accumulation Member</p> <p>Add Pension Member</p> </div>

### Add Personal Details

<p><b>Select Member From Contacts</b></p>	<p>Start typing to view the <b>Contact List</b> for possible matches.</p> <p><i>The Contacts screen will list all the people, companies, trusts, or other entities previously created and linked to your firm. If the contact has been previously created and exists on the contacts database you will not be required to add a new contact</i></p>
<p><b>New Contact</b></p>	<p>Select <b>New Contact</b> if John Jones is not in your Contacts database.</p>

### John Jones Details

<p><b>Surname</b></p>	<p><i>Jones</i></p>
<p><b>First Name(S)</b></p>	<p><i>John</i></p>
<p><b>Title</b></p>	<p><i>Mr</i></p>
<p><b>Sex</b></p>	<p><i>Male</i></p>
<p><b>TFN</b></p>	<p><i>999 999 941</i></p>
<p><b>Date of Birth</b></p>	<p><i>09/11/1947</i></p>

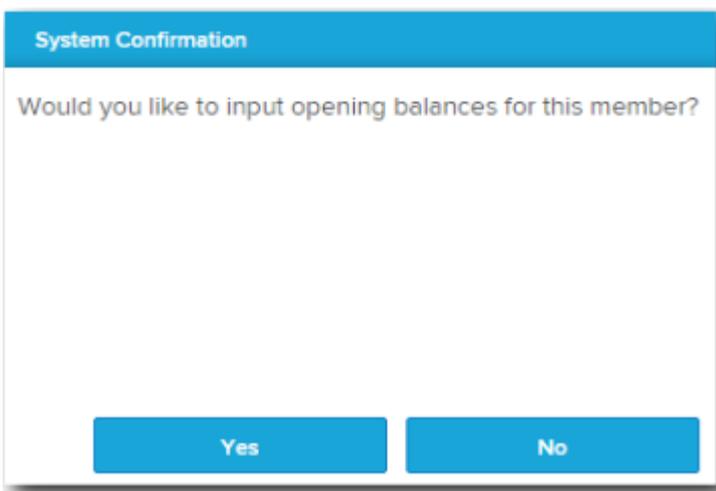
<b>Address</b>	<i>606-608 Hawthorn Road, Brighton East, Victoria, 3187</i>
----------------	---

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

<b>Member Code</b>	Change the member code to <i>JJones</i> (Optional)
<b>Account description</b>	Input <i>Accumulation - John Jones</i>
<b>Start Date</b>	Input <i>14/06/1994</i>
<b>Service Period Start Date</b>	Input <i>20/08/1975</i>

Select **Save** to create John Jones as a member.

The following screen will display:



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

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

Mary Jones Details	
<b>Surname</b>	<i>Jones</i>
<b>First Name(S)</b>	<i>Mary</i>
<b>Title</b>	<i>Mrs</i>
<b>Sex</b>	<i>Female</i>

Mary Jones Details	
<b>TFN</b>	999 999 870
<b>Date of Birth</b>	06/03/1954
<b>Address</b>	606-608 Hawthorn Road, East Brighton, Victoria, 3187
<b>Member code</b>	change the member code to <i>Mjones</i> (Optional)
<b>Account description</b>	Input <i>Accumulation - Mary Jones</i>
<b>Start Date</b>	Input 14/06/1994
<b>Service Period Start Date</b>	Input 21/06/1977

Once Mary has been created, select **No** to input the members opening balances.

Once you have added the fund members with the start date as at **14/06/1994**. From the Main Toolbar, select **Fund | Fund Details** and update the Financial Year to **01/07/2018 - 30/06/2019**.

## 2.5 Transactions and the Chart of Accounts

### 2.5.1 Objective

In this task, you will learn about the various transaction types in **Simple Fund 360**. You will also learn how to navigate the chart of accounts in **Simple Fund 360**.

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

- recognise the differences between the transaction types
- identify when to select the appropriate transaction types
- create main accounts
- identify the account code groups for each of these account types
- identify when to create a normal, control or sub-account
- identify the various tax and regulatory return labels

### 2.5.2 The Chart of Accounts

The Chart of Accounts is a list of accounts that every transaction you enter into Simple Fund 360 is 'coded' to (i.e. classified) for management and reporting.

From the Main Toolbar navigate to <b>Accounting</b>	
Select <b>Chart Of Accounts</b>	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Transaction List</li> <li>Smart Matching</li> <li>Matching Rules</li> <li>Chart Of Accounts</li> </ul>

### 2.5.3 Account Classification

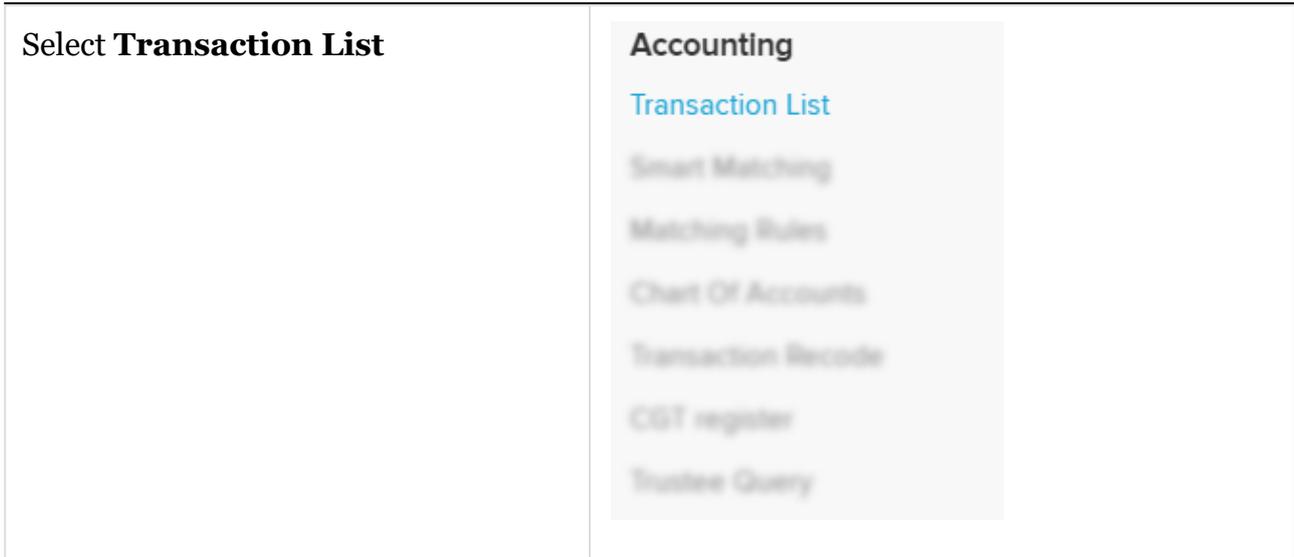
There are three types of accounts listed in Simple Fund 360 that define the Chart of Accounts.

<p><b>Normal</b></p>	<p>Able to code directly to a normal account. There is no need to break up or further classify a normal account, for example <b>Account 30100 – Accounting Fees</b></p>
<p><b>Control Account</b></p>	<p>Summary account in the Chart of Accounts used to divide or further classify accounts. You cannot post directly to a control account but you can post to the sub-accounts once they have been established, example <b>Account 60400 – Bank Accounts</b></p>
<p><b>Sub Account</b></p>	<p>This account is used to divide or break a Control Account into more detailed categories. There is now greater consistency in the Chart of Accounts when referencing sub-accounts. Which are now identified using codes that usually takes the form of your ASX code, for example, <b>Account 77600/BHP.</b></p>

### 2.5.4 The Transactions Screen

From the **Main Toolbar** navigate to **Accounting**

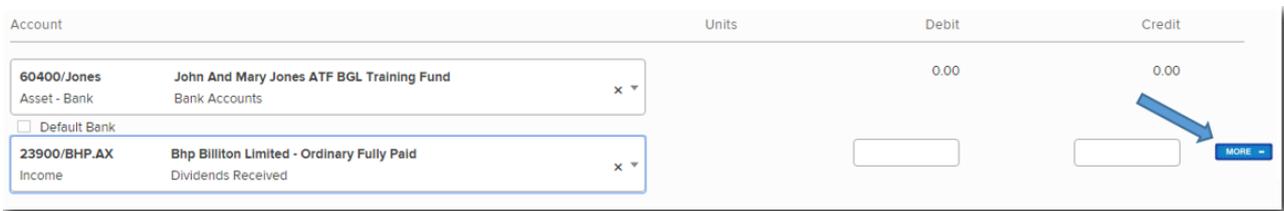




### 2.5.5 Transaction Input in Simple Fund 360

The **Transaction List** in Simple Fund 360 allows for single screen data input.

When entering or matching bank statement entries you will notice that specific accounts will flag a **More Details Panel**.



The **More Details Panel** is characterised by the account selected. The panel is responsive to the account you select, allowing you to input additional transaction information when required.

For example, when entering a dividend account and selecting the **More Details Panel**, Simple Fund 360 will display a Dividend Details panel where you can now enter the tax data that relates to that specific dividend.

Dividend Details <span>SHOWING MORE</span>		Cash Distribution	Tax Paid/Offset
			Franking Credits
Dividend - Franked	<input type="text" value="100.00"/>		<input type="text" value="42.86"/>
Dividend - Unfranked	<input type="text" value="0.00"/>		Foreign Income Tax Offset
Assessable Foreign Source Income	<input type="text"/>		<input type="text"/>
			Australian Franking Credits from a New Zealand Company
			<input type="text"/>
<b>Net Payment</b>	<b>100.00</b>		<b>42.86</b>

This feature eliminates the need for you to access different screens for different transactions, greatly improving the efficiency of transaction input.

## Post and Copy

When adding a transaction, select **Post and Copy** to save a transaction and create a new transaction with the following same details:

- Date
- Reference
- Description
- Accounts used

Amounts (DR, CR, and amounts in More Details Panel) will not be copied across.

Use this feature only for current year transactions, do not use this option when adjusting or changing prior year transactions.

## Transaction Types

The following transaction types can be input in Simple Fund 360:

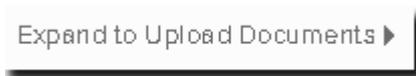
- [Bank Statement](#)
- [Journal](#)
- [Depreciation](#)
- [Corporate Action](#)

## How to record a Bank Statement

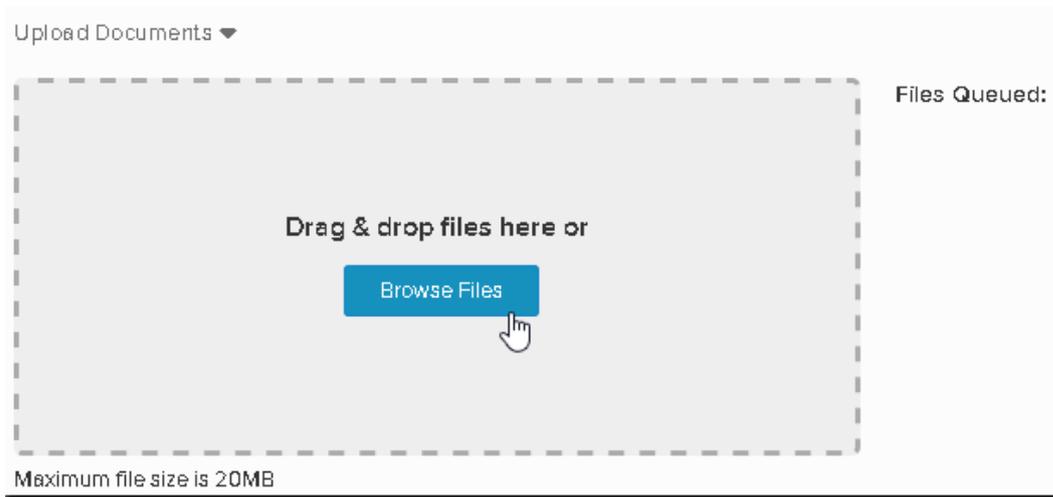
Transactions recorded as a bank statement will post a double-sided entry to the **Transaction List**, with one side of the transaction recorded to the fund's bank account.

Single-sided bank statements cannot be added to the **Transaction List** in Simple Fund 360.

1. From the **Transaction List** screen, select **New Transaction**. From the drop-down list, select **Bank Statement**.
2. Input the **date** of the transaction and a **reference** number (Simple Fund 360 will automatically produce a reference number, but it is editable). You can include a description of the transaction in the **Description** box.
3. Select **Expand to Upload Documents** to present the Document dropbox.



Drag and drop files or select Browse Files to upload documents (up to 20MB).



The document can be accessed by selecting the paper clip icon in the Transaction List.

Debit	Credit	Description
795.01	795.01	 DEPOSIT DIVIDEND Remitte

4. Under the **Account** heading, select the bank account from the **Select an account** box. For Simple Fund 360 to automatically select this bank account by default when entering bank statement transactions, tick the **Default Bank** checkbox.
5. Click on the next **Select an account** box. Begin typing and select the other account (for quick reference you can type the account name). If you are recording a split

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transaction (one or more sides of the transaction involves two or more accounts) select **Add Line** and select the additional account.

6. Input the amount of the transaction to the other account as either a **Debit** or **Credit**. The bank account fields will automatically post a corresponding entry (if you post a **Debit** amount to the other account, Simple Fund 360 will post a **Credit** to the bank for the same amount, and vice versa).
7. After you have entered all the information for the transaction, select **Post** to add the transaction and return to the **Transaction List**, or select **Post & Add Another** to add the transaction to the **Transaction List**, but remain on the **Bank Statement** screen.

## How to record a Journal

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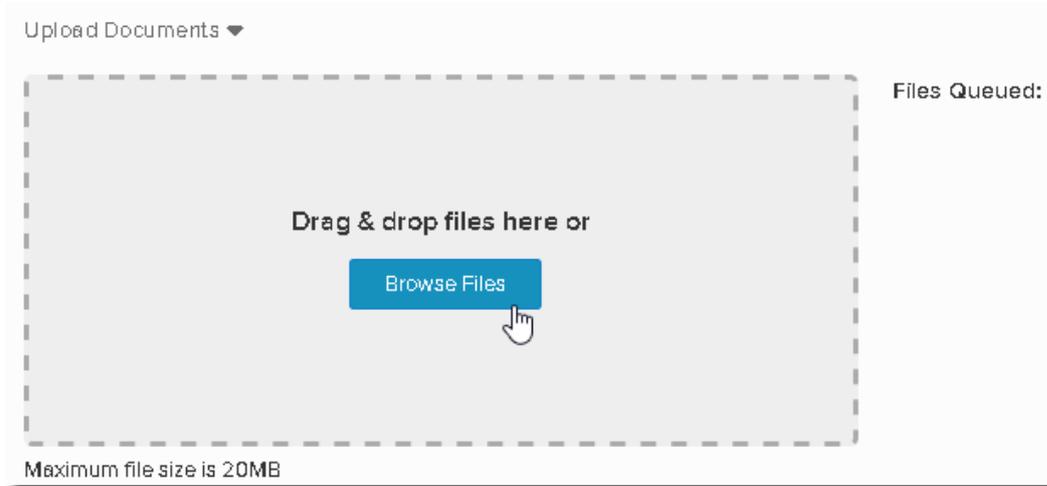
A Journal transaction will post a double-sided entry to the **Transaction List**. The main difference between **Bank Statement** and **Journal** transactions are that a **Bank Statement** transaction requires one side of the transaction to involve a fund's bank account.

Single-sided journal transactions cannot be added to the **Transaction List** in Simple Fund 360.

1. From the **Transaction List** screen, select **New Transaction**. From the drop-down list, select **Journal**.
2. Input the **date** of the transaction and a **reference** number (Simple Fund 360 will automatically produce a reference number, but it is editable). You can include a description of the transaction in the **Description** box.

3. Select **Expand to Upload Documents** to present the Document dropbox.

Drag and drop files or select Browse Files to upload documents (up to 20MB).



The document can be accessed by selecting the paper clip icon in the Transaction List.

4. Under the **Account** heading, click on the **Select an account** checkbox and begin typing or select the accounts (for quick reference you can type the account name) to the transaction for each side. If you are recording a split transaction (one or more sides of the transaction involves two or more accounts) select **Add Line** and select the additional account.
5. Input the amounts of the transaction in the fields below the **Debit** and **Credit** columns.
6. After you have entered all the information for the transaction, select **Post** to add the transaction and to return to the **Transaction List**, or select **Post & Add Another** to add the transaction to the **Transaction List**, but remain on the **Journal** screen.

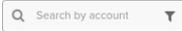
### Transaction Input Keyboard Shortcuts

Simple Fund 360 has its own shortcut keys should you prefer to use the keyboard rather than the mouse. Some common shortcut keys are as follows:

Shortcut	Action
<b>Ctrl + Shift + Z</b>	Create a new line item in the transaction screen

Shortcut	Action
<b>Ctrl + Enter</b>	Post a transaction
<b>Ctrl + Shift + Enter</b>	Post current transaction and add another transaction
<b>Ctrl + Shift</b>	Add to the list
<b>Esc</b>	Cancel out of a new transaction <b>without saving</b>

## 2.5.6 Transaction Filters

Filter	Image	Description
Search bar		Matches transactions that contain the entered text in their account, description, or amount fields
Financial year-selector		Allows you to select the financial year to filter the transactions by. Also allows for custom dates to be entered
Reset		Removes all currently applied filters

## 2.5.7 Matching Filters

Matching Filter	Image	Description.
Unmatched	 Unmatched (801)	Transactions needing to be matched.
Suggested Match	 Suggested Match (22)	Transactions that have been suggested a match by Simple Fund 360.
Manually Matched	 Manually Matched (88)	Transactions that have been matched by a Simple Fund 360 user.

Matching Filter	Image	Description.
Auto Matched	 Auto Matched (113)	Transactions that have been matched by Simple Fund 360.

## 2.5.8 Transaction

Field	Description
<b>Status</b>	Indicates the matching status for the transaction.
<b>Date</b>	The date of the transaction.
<b>Ref</b>	Transaction reference. This is not used by the system, it is for your record-keeping purposes.
<b>Account</b>	The Simple Fund 360 chart account the transaction has been posted to.
<b>Units</b>	Only applicable to investment purchases and disposals. Indicates the number of investment units either purchased or disposed of. Disposed of investment units will display as a negative number.
<b>Debit/Credit</b>	The debit/credit amount of the transaction.
<b>Description</b>	The description or narration of a journal.  This can be created either manually (posting a journal) or automatically (generated by Simple Fund 360 or an external feed)
<b>Actions</b>	Actions that can be taken on a transaction.

### Filter by field

Each transaction field can be selected to create a filter in place that will filter all transactions by the selected field.

For example, selecting the date of 30/06/2017 will filter all transactions that also occurred on the same date:

Status	Date	Ref	Account	Units	Debit	Credit	Description	Actions
	30/06/2017		60400/AiBank2 (CBA Cash Account) 68000 (Sundry Debtors)		265.00	265.00	BPAY TO ELGAS LIMITED	

### Sortable Columns

All columns with arrows pointing up and down can be sorted simply by clicking on the column header itself.



### 2.5.9 Last Opened Transaction

Simple Fund 360 will mark the most recent transaction you have been editing in the Transactions screen.

This is especially useful when editing large amounts of similar transactions where you need to record additional details for each transaction. This includes transactions such as:

- Pension payments
- Distribution payments
- Dividends

Status	Date	Ref	Account	Units	Debit	Credit	Description	Actions
	30/06/2017		60400/Bank (Bank) 77200/ZBC.NDQ (Global Training Solutions)	20.000000	265.00	265.00	BPAY TO ELGAS LIMITED	Last Opened

### 2.5.10 Pagination Controls

Page control	Image	Description
Results per page		Allows the results displayed per page to be changed.
Page selector		Change the current page of transactions being viewed.

## 2.5.11 Actions

Quick access to certain functions is available under the **Actions** column.

Icon	Description
	Select to match the transaction.
	Select to unmatch the transaction.
	Select to create a new rule for this transaction.
	Select to delete the transaction.
	Select to copy the transaction

## 2.6 Input Balance Sheet Items

### 2.6.1 Objective

In this task, you will learn how to input opening balances for the SMSF members and balance sheet items.

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

- Input members balances
- Input investment history
- Manually revalue investments
- Input fund liabilities

### 2.6.2 Details

The process of entering the opening balances into Simple Fund 360 can seem daunting at first but it is well worth the effort as once all opening details have been entered, your superannuation compliance work will become a lot simpler. Complex capital gains tax calculation transactions will become a breeze. Full tax effect accounting journal entries and detailed member journal allocations can be generated with the click of a button, which then allows you to generate valuable client financial and investment reports with no re-keying of data required.

### 2.6.3 Input Member Account Balances

The BGL Training Fund has two members consisting of John and Mary Jones. For a detailed summary of the members' balance as at 30/06/2019 refer to Appendix A - Members Statements.

<b>John Jones</b>	<b>Preserved Balance</b>
Tax-Free Component	\$58,939.30
Taxable Component	\$450,190.00
<b>Total Member Balance</b>	<b>\$509,129.30</b>
<b>Mary Jones</b>	<b>Preserved Balance</b>
Tax-Free Component	-

Mary Jones	Preserved Balance
Taxable Component	\$422,201.56
Total Member Balance	\$422,201.56

## 2.6.4 Instructions

In this task, you will learn how to input the members' opening balances.

When inputting members' balances, you must set:

1. The correct preservation amount, and
2. The correct taxation components

It is important to record the correct preservation and taxation component amounts as they will affect the taxation on future withdrawals from the SMSF.

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	Accounting Transaction List
Select <b>New Transaction</b>	New Transaction ▾
Select <b>Journal</b>	Bank Statement Journal  Depreciation Corporate Action

From the **Transaction List** screen, input the members' opening balances.

<b>Date</b>	Input 30/06/2019
<b>Reference</b>	Input 1

<b>Description</b>	<i>Opening Balance - John Jones</i>
<b>Select an account</b>	Select Account <b>50010 JJones-(opening Balance)</b>
<b>Amount</b>	Input a <b>credit amount</b> of <b>\$509,129.30</b>
<b>More Details Panel</b>	Select <b>MORE -</b> to enter the opening Balance Details
<b>Rollover Components</b>	Input Tax-Free Component: <b>\$58,939.30</b> ; Input Taxable Component: <b>\$450,190.00</b>
<b>Preservation Amounts</b>	Input a Preserved Balance of <b>\$509,129.30</b>

**Rollover Components**

Tax-Free Component

Taxable Component

Element Taxed in the Fund

Element Untaxed in the Fund

---

**Total** **509,129.30**

**Preservation Amounts**

Preserved Amount

Restricted Non-Preserved Amount

Unrestricted Non-Preserved Amount

---

**Total** **509,129.30**

<b>Select an account</b>	Select Account <b>94920 Member Data Clearing Account</b>
<b>Amount</b>	Input a <b>debit amount</b> of <b>\$509,129.30</b>

Account	Units	Debit	Credit
50010/JJones Member	(Opening Balance) Jones, John - Accumulation (Accumulation - Joh... Opening Balance	<input type="text"/>	<input type="text" value="509,129.30"/> <b>MORE +</b>
94920 Unallocated	Member Data Clearing Account 94920	<input type="text" value="509,129.30"/>	<input type="text"/>

To post the journal, select **Post**.

Repeat the above steps for Mary Jones.

Mary Jones	Details
<b>Date</b>	Input 30/06/2019
<b>Reference</b>	Input 2
<b>Description</b>	Opening Balance - Mary Jones
<b>Select an account</b>	Credit - 50010/MJones Debit - 94920 Member Data Clearing Account
<b>Amount</b>	Input a <b>credit amount</b> of \$422,201.56
<b>Tax-Free Component</b>	-
<b>Taxable Component</b>	Input \$422,201.56
<b>Preservation Amounts</b>	Input a Preserved Balance of \$422,201.56

Account	Units	Debit	Credit
50010/MJones Member	(Opening Balance) Jones, Mary - Accumulation (Accumulation - Mar... Opening Balance x ▾	<input type="text"/>	422,201.56 <span>MORE +</span>
94920 Unallocated	Member Data Clearing Account 94920 x ▾	422,201.56	<input type="text"/>

**Note:** For training purposes, we have utilised Account 94920- Member Data Clearing Account, However, when setting up a fund you will not be required to post to Account 94920. It is recommended to enter all components of the balance sheet in a single journal.

## 2.6.5 Input Investment History

When entering investment history, purchases must use the more details panel and input the actual date of purchase. The contract date must be entered in to provide accuracy of your reports and calculations for further processing. If the contract date has not been

entered, when you dispose of the investment in the future, Simple Fund 360 will not be able to recognise the original cost base and will therefore calculate incorrect capital gains.

**Note:** To add Notional Gain for opening balances, users must use the [BGL File Import XML](#).

Fund Investments must be entered at the original purchase price. Refer to Appendix B - CGT Register Report.

### 2.6.6 Instructions

In this task, you will learn how to input all investment history

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	Accounting Transaction List 
Select <b>New Transaction</b>	New Transaction 
Select <b>Journal</b>	Bank Statement Journal  Depreciation Corporate Action

#### Record purchase of Westpac Term Deposit

<b>Date</b>	Input 30/06/2019
-------------	------------------

<b>Reference</b>	Input 3
<b>Description</b>	<i>Investment Purchase History</i>
<b>Select an account</b>	Select 
<b>Create Investment</b>	<i>Select Investment</i>
<b>Investment Type</b>	Select <i>Fixed Interest Securities (Australian)</i>
<b>Investment Code</b>	Input WPTD
<b>Name</b>	Westpac Term Deposit

**New Investment Account** ✕

**Account Class:**

---

**Investment Type:**

---

Attach to all funds? |  (1 Selected)

---

Inactive Account

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

**Name:**

[More Details >>](#)

<b>Save Investment</b>	Select 
<b>Account</b>	Account 72400/WPTD will now display.

<b>Amount</b>	Input a <b>debit amount</b> of \$360,000.00.
---------------	--

Record the purchase of CBA Shares

<b>Select an account</b>	Select <span style="background-color: #0070c0; color: white; padding: 2px 5px;">Add New Account</span> ▼
<b>Create Investment</b>	Select <i>Investment</i>
<b>Investment Type</b>	Select <i>Shares in Listed Companies (Australian)</i>
<b>Securities</b>	Select CBA.AX
<b>Investment Code</b>	The field will automatically populate based on the security code selected.
<b>Name</b>	The field will automatically populate based on the security code selected.

**New Investment Account** ✕

**Account Class:** Sub Account ▼

---

**Investment Type:** Shares in Listed Companies (Australian) ▼

**Securities:** CBA.AX Commonwealth Bank Of Au ▼

---

Attach to all funds? | Select Funds ▼ (1 Selected)

---

Inactive Account

**Code:** 77600 / **Investment Code:** CBA.AX

**Name:** Commonwealth Bank Of Australia.

Save
Cancel
More Details >>

Click	
<b>Select an account</b>	Select 77600/CBA.AX
<b>Units</b>	Input 400
<b>Amount</b>	Input a <b>debit amount</b> of \$19,976.00
<b>More details</b>	Click  to input purchase details.
<b>Contract date</b>	Input purchase date 21/10/2010
<b>Settlement Date</b>	Input settlement date 24/10/2010

Record the purchase of BHP Shares at the respective parcel dates for CGT purposes

<b>Select</b>	
<b>Select an account</b>	Select 77600/BHP.AX which was previously added to the global Chart of Accounts.
<b>Units</b>	Input 2388
<b>Amount</b>	Input a <b>debit amount</b> of \$43,325.00
<b>More details</b>	Click  to input purchase details.
<b>Contract date</b>	Input purchase date 02/06/2000
<b>Settlement Date</b>	Input settlement date 05/06/2000
<b>Select</b>	 to record the second purchase for BHP Shares
<b>Select an account</b>	Select 77600/BHP
<b>Units</b>	Input 900

<b>Amount</b>	Input a <b>debit amount</b> of \$35,964.00
<b>More details</b>	Click <b>MORE -</b> to input purchase details.
<b>Contract date</b>	Input purchase date <i>10/12/2009</i>
<b>Settlement Date</b>	Input settlement date <i>13/12/2009</i>

### Record purchase of Listed Unit Trusts

<b>Select</b>	<b>Add line</b>
<b>Select an account</b>	Input 78200/GPT, which was previously added to the global Chart of Accounts.
<b>Units</b>	Input <i>12,700</i>
<b>Amount</b>	Input a debit amount of <i>\$25,000.00</i>
<b>More details panel</b>	Click <b>MORE -</b> to input purchase details.
<b>Contract date</b>	Input purchase date <i>01/10/1995</i>
<b>Settlement Date</b>	Input settlement date <i>04/10/1995</i>

### Record the opening Bank Balance as at 30/06/2019

<b>Select</b>	<b>Add line</b>
<b>Select an account</b>	Select <b>Add New Account</b> ▾
<b>Create a Bank Account</b>	Select <i>Bank</i>
<b>Make Default Bank Account</b>	Select this option
<b>BSB Number</b>	<i>Enter your bank account details</i>

<b>Account number</b>	<i>Enter your bank account details</i>
<b>Account Code</b>	Input a unique bank code
<b>Account Name</b>	Input <i>V2 Plus Account</i>
<b>Save Bank Account</b>	Click 
<b>Select an account</b>	Select <i>60400/ANZ</i>
<b>Amount</b>	Input a <b>debit amount</b> of <i>\$411,016.30</i>

### Balancing Entry

<b>Select</b>	
<b>Select an account</b>	<i>Account 94920 member Data Clearing Account</i>
<b>Amount</b>	Input a <b>credit amount</b> of <i>\$895,281.30</i>

Account	Units	Debit	Credit
72400/WPTD Westpac Term Deposit Investment Fixed Interest Securities (Australian) x ▾		360,000.00	
77600/CBA.AX Commonwealth Bank Of Australia. Investment Shares in Listed Companies (Australian) x ▾	400.000000	19,976.00 	
 77600/BHP.AX BHP Billiton Limited Investment Shares in Listed Companies (Australian) x ▾	2,388.000000	43,325.00 	
 77600/BHP.AX BHP Billiton Limited Investment Shares in Listed Companies (Australian) x ▾	900.000000	35,964.00 	
 78200/GPT.AX GPT Group Investment Units in Listed Unit Trusts (Australian) x ▾	12,700.000000	25,000.00 	
 60400/ANZV2 ANZ V2 Plus 60400/ANZV2 Asset - Bank Bank Accounts x ▾		411,016.30	
 94920 Member Data Clearing Account Unallocated x ▾			895,281.30

Once your Balancing entry has been entered, save the transactions by selecting **Post**.

## 2.6.7 Manual Revaluation on Investments

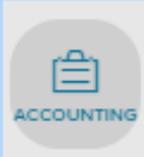
You must adjust your investment accounts up (or down) to their recorded market value as of 30/06/2019 (Market Value less Original Cost Price).

Note: The manual revaluation of investments is only required when entering opening balances. This is a once-off process. Investments will be automatically revalued daily or during the create entries process.

To process the manual revaluations please refer to Appendix D - Investment Summary Report.

## 2.6.8 Instructions

In this task, you will learn how to revalue investments to the current market price.

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Transaction List </p> </div>
Select <b>New Transaction</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>New Transaction</b> ▼</p> </div>
Select <b>Journal</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p>Bank Statement</p> <p>Journal </p> <p>Depreciation</p> <p>Corporate Action</p> </div>

### Record the movement in market value for all investments

Investment accounts must be adjusted up (or down) to their market value. Simple Fund 360 distinguishes between a purchase transaction and a market value transaction based on

whether units have been entered. Therefore, units must **NOT** be input when recording market value increases or decreases.

<b>Date</b>	Input 30/06/2019
<b>Reference</b>	Input 4
<b>Description</b>	Revaluation on Investments
<b>Select an account</b>	Select Account 77600/BHP.AX
<i>Units - Do <b>not</b> enter any units as this will prompt Simple Fund 360 to treat this transaction as a revaluation.</i>	
<b>Amount</b>	Input a <b>debit amount</b> of \$23,855.56
<b>Select an account</b>	Select Account 78200/GPT
<i>Units- Do <b>not</b> enter any units for Simple Fund 360 to treat this transaction as a revaluation.</i>	
<b>Amount</b>	Input a <b>debit amount</b> of \$18,053.00
<b>Add Line</b>	Select <input type="button" value="Add line"/>
<b>Select an account</b>	Select Account 77600/CBA.AX
<b>Amount</b>	Input a <b>debit amount</b> of \$7,696.00

### Balancing Entry

<b>Add Line</b>	Select <input type="button" value="Add line"/>
<b>Select an account</b>	Select Account 94920 member Data Clearing Account
<b>Amount</b>	Input a <b>credit amount</b> of \$49,604.56

Account		Units	Debit	Credit
77600/BHP.AX Investment	BHP Billiton Limited Shares in Listed Companies (Australian)	<input type="text"/>	23,855.56	<input type="text"/>
78200/GPT.AX Investment	GPT Group Units in Listed Unit Trusts (Australian)	<input type="text"/>	18,053.00	<input type="text"/>
77600/CBA.AX Investment	Commonwealth Bank Of Australia. Shares in Listed Companies (Australian)	<input type="text"/>	7,696.00	<input type="text"/>
94920 Unallocated	Member Data Clearing Account	<input type="text"/>		49,604.56

Once your balancing entry has been entered, save the transactions by selecting **Post**.

The following message will display:

**Message**

By posting this transaction, SF360 will not be able to reconcile the unrealised movement in your Financial Statements. When entering manual revaluation entries i.e. Transactions with no units entered to an investment account, a corresponding amount must be posted to the 24700 account. If you wish to adjust a cost base, please refer to the help files below for the correct steps:

[How to Enter a Cost Base Adjustment](#)

[How to Enter a Return of Capital](#)

Do you want to continue?

Select **Ok**.

Revaluations for investments will be done daily or during create entries process as this transaction relates to opening balances you will need to confirm the message.

## 2.6.9 Input Fund Liabilities

To complete the setup for the BGL Training Fund, the liabilities of the SMSF need to be entered. Referring to Appendix C - Statement of Financial Position, there is Income Tax Payable and a Provision for Deferred Income Tax. These accounts are already established in the global chart of accounts and do not need to be created.

### 2.6.10 Instructions

In this task, you will learn how to account for the fund's liabilities.

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Transaction List </p> </div>
Select <b>New Transaction</b>	<b>New Transaction</b> ▼
Select <b>Journal</b>	<ul style="list-style-type: none"> <li>Bank Statement</li> <li>Journal </li> <li>Depreciation</li> <li>Corporate Action</li> </ul>

<b>Date</b>	Input 30/06/2019
<b>Reference</b>	Input 5
<b>Description</b>	Input <i>Fund Liabilities</i>
<b>Select an account</b>	Select Account 85000 - <i>Income Tax Payable</i>
<b>Amount</b>	Input a credit amount of \$8,555.00
<b>More Details Panel</b>	Select <b>MORE -</b> set Financial Year to 2018-19 and remove any amounts showing under SMSF Supervisory Levy.
<b>Select an account</b>	Select Account 89000 - <i>Deferred Tax Liability</i>
<b>Amount</b>	Input a credit amount of \$5000.00
<b>Add Line</b>	Select <b>Add line</b>

<b>Select an account</b>	Select Account 94920 - Member Data Clearing Account		
<b>Amount</b>	Input a debit amount of \$13,555.00		
Account	Units	Debit	Credit
85000 Income Tax Payable/Refundable Liability	x ▾	<input type="text"/>	<input type="text" value="8,555.00"/> MORE +
89000 Deferred Tax Liability/Asset Liability	x ▾	<input type="text"/>	<input type="text" value="5,000.00"/>
94920 Member Data Clearing Account Unallocated	x ▾	<input type="text" value="13,555.00"/>	<input type="text"/>

Once your balancing entry has been entered, save the transaction by selecting **Post**.

---

## 2.7 Input the Operating Statement

### 2.7.1 Objective

---

In this task, you will learn how to input the Operating Statement for comparative purposes. This step is optional based on whether you wish to report this year's profit and loss statement with comparative balances from the previous year.

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

- Record dividend and distribution transactions with taxable components
- Record expenses
- Record income tax expense when setting up a fund
- Record profit allocation

Prior year franking credit and taxable distribution components (tax-deferred, tax-free, etc.) can be recorded in the More Details Panel of the respective line items when inputting comparatives for dividends (23900) and distributions (23800).

### 2.7.2 Instructions

---

In this task, you will learn how to input Operating Statement items as of 30/06/2019.

You will be using Journals to enter the Operating Statement items.

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Accounting</b></p> <p>Transaction List </p> </div>
Select <b>New Transaction</b>	<b>New Transaction</b> ▾
Select <b>Journal</b>	<ul style="list-style-type: none"> <li>Bank Statement</li> <li>Journal </li> <li>Depreciation</li> <li>Corporate Action</li> </ul>

*Note: The investment income and expense accounts have been automatically created. This occurred when the investment accounts were created.*

<b>Date</b>	Input 30/06/2019
<b>Reference</b>	Input 6
<b>Description</b>	<i>Operating Statement</i>
<b>Select an account</b>	Select Account 23800/GPT
<b>Amount</b>	Input a <b>credit amount</b> of \$3500.00
<b>More Details Panel</b>	Click 
<b>Other Non-Assessable Amounts</b>	Input Tax-Free Amount \$400.00 and Tax-Deferred Amount \$700.00
<b>Select an account</b>	Select Account 23900/BHP

<b>Amount</b>	Input a <b>credit amount</b> of \$2200.00
<b>More details panel</b>	Click 
<b>Dividend Details</b>	Input Franked Dividend of \$2,200.00 and Franking Credit of \$942.86

Continue entering the remaining operating statement items by selecting **Add Line**.

Account	Description	Amount
24700	Increase in Market Value	(52,553.00)
30100	Accountancy Fees	1,200.00
25000/WPTD	Interest Westpac Term Deposit	(4,800.00)
24200/JJones	Contributions - Employer \$7500 and Personal Non-Concessional \$20,000	(27,500.00)
24200/MJones	Employer Contribution	(8000.00)
48500	Income Tax Expense	42,634.00
49000	Profit/Loss Allocation Account	54,719.00

To save the transaction, select **Post**.

The following message will display:

**Message**

By posting this transaction, SF360 will not be able to reconcile the unrealised movement in your Financial Statements. When entering manual revaluation entries i.e. Transactions with no units entered to an investment account, a corresponding amount must be posted to the 24700 account. If you wish to adjust a cost base, please refer to the help files below for the correct steps:

[How to Enter a Cost Base Adjustment](#)

[How to Enter a Return of Capital](#)

Do you want to continue?

Ok

Cancel

Select **Ok**.

Revaluations for investments will be done daily or during the create entries process as this transaction relates to opening balances you will need to confirm the message.

Account	Units	Debit	Credit
23800/GPT.AX Income Gpt Group - Stapled Securities Fully Paid Distributions Received	x ▾		3,500.00
23900/BHP.AX Income Bhp Billiton Limited - Ordinary Fully Paid Dividends Received	x ▾		2,200.00
24700 Income Changes in Market Values of Investments	x ▾		52,553.00
30100 Expense Accountancy Fees	x ▾	1,200.00	
25000/WPTD Income Westpac Term Deposit Interest Received	x ▾		4,800.00
24200/JJones Income - Member (Contributions) Jones, John - Accumulation (Accumulation - John Jo... Contributions	x ▾		27,500.00
24200/MJones Income - Member (Contributions) Jones, Mary - Accumulation (Accumulation - Mary Jo... Contributions	x ▾		8,000.00
48500 Allocation Income Tax Expense	x ▾	42,634.00	
49000 Allocation Profit/Loss Allocation Account	x ▾	54,719.00	

The Operating Statement can now be referenced to Appendix E - Detailed Operating Statement.

## 2.8 Update Ledger to Current Year

### 2.8.1 Objective

In this task, you will learn how to update the fund ledger to the next accounting period to begin working on current year transactions.

### 2.8.2 Instructions

From the <b>Main Toolbar</b> navigate to <b>Fund</b>	
Select <b>Fund Details</b>	<div style="background-color: #f9f9f9; padding: 5px;"> <p><b>Fund</b></p> <p>Fund Dashboard</p> <p>Fund Details </p> </div>

Under the **Details** section, update the **Financial Year** to the following:  
01/07/2019 to 30/06/2020.

SMSF Name \*

BGL Training Fund

Financial Year \*  2020 ▾

01/07/2019 

-

30/06/2020 

**Save changes**

Once the Financial Year has been updated, select

**i** Only use this method, once you have finalised your fund set up and you need to process the current financial year.

---

## 3 BGL Data Services

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

- [Setup the BGL Bank Data Service](#)

### 3.1 Setup the BGL Bank Data Service

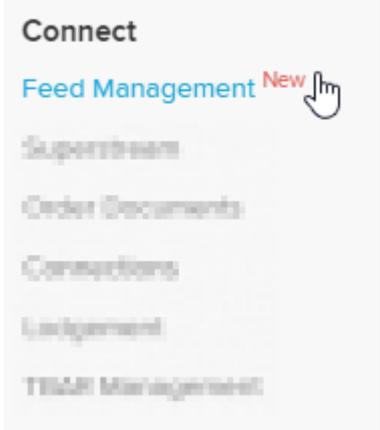
The Bank Data Service is the most efficient way to collect your bank data. You have the ability to fully automate the flow of bank data from all major banks directly into Simple Fund 360.

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

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

For a list of all supported banks please refer to the Simple Fund 360 Help.

#### Instructions

From the <b>Main Toolbar</b> navigate to <b>Connect</b>	
Select <b>Feed Management</b>	

From the **Feed Management** dashboard, take control and better manage your data feeds across all funds. The following features are available from Feed Management:

- Fund Summary: Users can manage all feeds for the selected fund from one screen
- Versatile Filtering - Pre-selected filtering options and user-customised filtering across all feeds.
- Easy one-click filters: Display a list of funds that can be set up to maximise Share Data license
- Improved License Summary: Present a clear breakdown of license usage for Bank feeds and Share Data packs
- Default sorting: Display feeds needing attention at the top of the list
- Quick bank feed setup: Users can filter by 'Supported Bank' and easily set up any supported feeds.
- Export Current View Report: Users can export all information based on current filters into CSV
- Feed Processed Dates: Users can view the first and last processed date for bank feeds

### 3.1.1 Bank Feed Setup

Complete the following steps to set up the BGL Bank Data Service:

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

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

First, the fund's bank account(s) need to be reviewed or added to the Simple Fund 360 Fund Chart of Accounts.

From the **Feed Management** dashboard, select **Entity Summary**

Under **Bank Feeds**, beside the bank account, select **Setup**



**Input your Bank Account details.**

<b>Account Name</b>	John And Mary Jones ATF BGL Training Fund
<b>BSB</b>	012-012
<b>Bank Account Number</b>	123456789

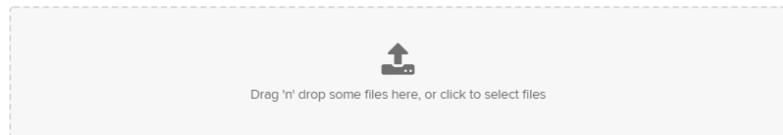
Edit Feed ×

Fund Name	BGL Training Fund	
<b>BANK ACCOUNT DETAILS</b>		
Chart code	60400/ANZ7777 - ANZ	
Account Name	<input type="text" value="John And Mary Jones ATF BGL Training Fund"/>	
Bank Details	<input type="text" value="012-012"/>	<input type="text" value="123456789"/>
Bank	Australia & New Zealand Banking Group Limited	
Branch	ANZ E Trade Support 6/75 Dorcas Street South Melbourne, VIC 3205	

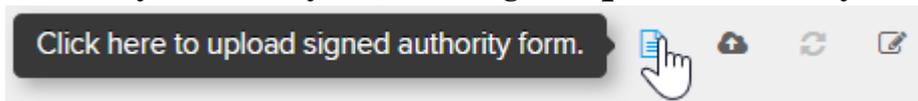
## Step 2: Automated Data Feed

1. Under the **Automated Data Feed** section, select **BGL Bank Data Service** as the **Feed Provider**.
2. Select **Print Form** Simple Fund 360 will now populate the Authority Form which the fund's trustee(s) must sign. A BGL Signing Guide can be prepared by selecting **Print Letter**.
3. Signed Authority form will need to be sent to BGL. Follow the instructions detailed on the Authority Form. Alternatively, users can upload the authority form directly to BGL by uploading it directly to the **Authority Form Upload** box.

Authority Form Upload



If the feed has been set up already, users can upload the authority form from within the **Entity Summary** tab, selecting the **upload authority form** icon.



## Step 3: Confirmation

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

## Step 4: Begin Automating Your Bank Data

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

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

## 4 Smart Matching.

Simple Fund 360 Smart Matching is a giant leap forward in technology which removes a lot of mundane steps and introduces code-free accounting.

Smart Matching is designed to assist you in streamlining your SMSF processing. It encompasses the key features of data feeds, transaction matching and rule creation; alongside the introduction of Simple Fund 360's "**Smart Post**" technology.

### ***What is "Smart Post" technology?***

**Smart Post** technology looks to reduce the exceptions left in suspense accounts post-data upload by using deep learning algorithms to **predict the chart control/normal account** to be allocated to the outstanding transaction with a **Confidence level** indicator. Smart Post technology is used in conjunction with Simple Fund 360's existing automation methods:

- Transaction Matching Rules created in Simple Fund 360 to allocate re-occurring transactions to pre-selected accounts; and
- BGL's ASX and UUT Automated Data Feed, automating dividend and distribution allocations alongside the buy and sell automation of share trading under The Share Data Pack

### ***What are the benefits of Smart Matching?***

- Ability to view up to 4X more transactions on-screen alongside improved filtering options;
- Simple Fund 360 Smart-Post technology incorporates deep learning to better understand your transaction categorisation, assisting you in faster reconciliation; and
- Increased matching rule transparency, better disclosing which transactions are allocated by particular rules.

### ***Recognised Transaction Automation***

The illustration of Smart Post technology is best outlined with reference to the **Recognised** tab in Smart Matching.



Expect the counter to the right of the **Recognised** heading to increase exponentially as you utilise Simple Fund 360's Smart Post capabilities for bulk processing opportunities:

- Past user coding based on the same narration/description will display account allocations for increased coding efficiency;
- Simple Fund 360 account coding suggestions from the AI will appear for you to approve; and

- 
- Display rules that have allocated transactions but have been created with the intention to "**Review before applying**" allocations.

This section will show you how to process current year transactions by loading transactions and using the Smart Matching screen. This lesson will cover the most common type of transactions such as share purchases, investment disposals, fund contributions, under/over provisions, payment of the Supervisory Levy, income tax payment and general expenses.

Lesson overview:

- [Fast Data Entry](#)
- [BGL Smart Matching](#)

## 4.1 Fast Data Entry

### 4.1.1 Objective

---

When you are unable to set up a bank feed to automatically import bank statements into Simple Fund 360, you will have the option to manually upload.

You can also manually import bank statements if you have set up an automatic feed, but are missing statement lines dated before the automatic feed started.

From the Smart Matching Screen Simple Fund 360 gives you the option of uploading a CSV file or to use **Fast Data Entry**.

Fast Data Entry will allow easier direct data entry and even provides you with the ability to copy and paste from programs such as Excel, Sheets, or Numbers directly into Simple Fund 360.

### 4.1.2 Instructions

---

Open **Professional\_Training\_Fast\_Data\_Entry.csv** and **COPY (CTRL-C)** all the bank statement transactions.

You can download the sample CSV file here: [Professional\\_Training\\_Fast\\_Data\\_Entry.csv](#)

3/07/2019		0.25	Credit Interest 11224		
25/07/2019	298.5		Accounting Fees Quarterly ABC Pty Ltd		
8/08/2019		0.81	Credit Interest 11224		
30/08/2019		1664.97	Direct Credit 141200 GPT DIST		
26/09/2019		924	Direct Credit 326860 CBA DIVIDEND		
7/10/2019		1875.22	Direct Credit BGL SUPER		
25/10/2019	298.5		Accounting Fees Quarterly ABC Pty Ltd		
1/01/2020		5.31	Credit Interest 5564		
21/01/2020	8321		Direct Debit 012721 ATO ATO009000007998355		
25/01/2020	298.5		Accounting Fees Quarterly ABC Pty Ltd		
25/02/2020		5000	Mary Non-Concessional Contribution		
28/02/2020		1697.99	Direct Credit 141200 GPT DIST		
11/03/2020		27400	Disposal of CBA Shares 400 units		
23/03/2020		250	Credit Interest 9982		
31/03/2020		800	Direct Credit 11242 CBA DIVIDEND		
14/05/2020	47		ASIC Fees 522252		
10/06/2020		101.39	Credit Interest 4555		
20/06/2020		102.39	Credit Interest 546546		
25/06/2020		102.39	Credit Interest 12448		
25/06/2020	300		Accounting Fees Quarterly ABC Pty Ltd		
25/06/2020	450.24		Audit Fees		

<p>From the <b>Main Toolbar</b>, select <b>Accounting</b></p>	 ACCOUNTING
<p>Select <b>Smart Matching</b></p>	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Transaction List</li> <li style="color: #0070c0;">Smart Matching</li> <li>Matching Rules</li> <li>Chart Of Accounts</li> <li>Transaction Recode</li> <li>CGT register</li> <li>Trustee Query</li> </ul>

Select your **Bank account** from the Smart Matching screen.

**Bank**

Coming soon...

BANK BALANCE

**411,016.30** 0

BALANCE IN SF360 UNMATCHED

Select **Data Entry**.



Paste (**CTRL-V**) directly into the first cell from the Data Entry - Spreadsheet.

As entries are recorded to the Data Input page, the entry summary fields will update as below:

Valid Entry	Invalid Entry	Opening Balance	- Total Spent	+ Total Received	Closing Balance
21	0	411,016.30	10,013.74	39,924.72	440,927.28

Select **Create** to add all transactions to the Smart Matching screen.

### Smart Matching Screen Features Shortcuts

Field	Explanation
<b>Valid Entry</b>	Number of entries that have been recorded correctly
<b>Invalid Entry</b>	Number of entries that have been recorded incorrectly (missing fields)
<b>Opening Balance</b>	Bank balance prior to coding transactions
<b>Total Spent</b> <span style="color: red; font-weight: bold;">-</span>	Sum amount of DR entries

Field	Explanation
<b>Total Received</b> 	Sum amount of CR entries
<b>Closing Balance</b>	Sum of CR-DR entries + Opening Balance
Shortcut	Explanation
<b>Enter Key</b>	Move down a row
<b>Shift + Enter</b>	Move up a row
<b>Tab Key</b>	Move forward to the next cell
<b>Shift + Tab</b>	Move backward to the previous cell
<b>Ctrl + C</b>	Copy field
<b>Ctrl + V</b>	Paste a copied field
<b>Swap Dr/CR</b>	Use to swap the <b>Dr/Cr</b> columns
<b>Clear All</b>	empty all data recorded.

## 4.2 BGL Smart Matching

- Automatically Matched Transactions
- Creating a Transaction Matching Rule
- Multiple Match - Accountancy Fees
- Recognised Transactions - Audit & ASIC Fees
- Recognised Transaction - Tax Payment
- CBA Share Disposals
- Non-Concessional Contribution
- Employer Contributions

### 4.2.1 Automatically Matched Transactions

Simple Fund 360 will automatically match the Contract Note against the Bank Data. The default method for this disposal will be set to Most Tax Effective. This journal can be edited from the **Transaction List** screen if required.

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	<b>Accounting</b> Transaction List
From the filters section, select <b>Auto Matched</b>	 Auto Matched

### Dividends

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

### Review Auto Matched transactions

To review the auto-matched transactions:

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	<b>Accounting</b> Transaction List

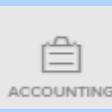
From the filters section, select <b>Auto Matched</b>	
--	---

## 4.2.2 Creating a Transaction Matching Rule

Simple Fund 360 uses matching rules to match bank statement transactions automatically. These rules are based on certain conditions, such as the description of a transaction or its value. When an unmatched transaction meets a condition, it is allocated to a predetermined account or investment code. Matching rules are designed to further increase the automation of Transaction Matching in Simple Fund 360.

### Instructions

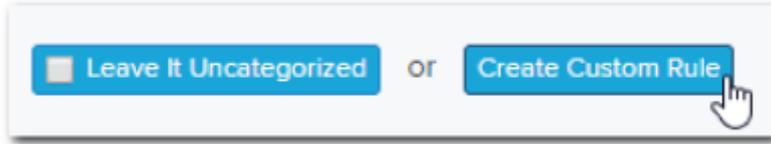
The BGL Training Fund received bank interest on 03/07, 08/08, 01/01, 23/03, 10/06, 20/06, and 25/06. We will now create a Transaction Matching Rule that will match all outstanding interest payments and set up a rule for any further interest payments that will be received in the future.

From the <b>Main Toolbar</b> , select <b>Accounting</b>	
Select <b>Smart Matching</b>	<ul style="list-style-type: none"> <li><b>Accounting</b></li> <li>Transaction List</li> <li><b>Smart Matching</b></li> <li>Matching Rules</li> <li>Chart Of Accounts</li> <li>Transaction Recode</li> <li>CGT register</li> <li>Trustee Query</li> </ul>

1. Click on anywhere of the '**Credit interest 12448**' transaction line.

25/06/2020	Credit Interest 12448 
------------	---

2. Select the **Westpac Term Deposit Account** sub-account for the interest received.
3. Select **Create Custom Rule**.



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

**Step 1. When bank transactions match All or Any of the following conditions:**

Choose to apply **all** or **any** of the following conditions to determine the criteria required for transactions to match the new rule.

***Keep the Match Condition to "Contains"***

Criteria	Explanation
<b>Description</b>	If an unmatched transaction description matches all or contains some of the description value input for the rule, code this unmatched transaction to the matching criteria selected.
<b>Amount</b>	If a transaction's amount is equal to the specified value, code this unmatched transaction to the matching criteria selected.
<b>Applied to Date</b>	If a transaction's date is equal to the specified date, code this unmatched transaction to the matching criteria selected.

Update the Condition field from **Credit Interest 12448** to **Credit Interest**

Create Custom Rule

Conditions When bank transaction matches All of the following conditions

Description Contains Credit Interest

+ Add Condition

Account Account Type Other Allocation Type % Total Allocated 100.00%

x 25000 x WPTD1 - Westp... x 100.00%

+ Add Account

- Apply to all Bank Accounts
- Review before apply

Matched 7 transactions in current fund - Total \$562.54 CR

	DATE	DEBIT	CREDIT	DESCRIPTION
1	03/07/2019		0.25	Credit Interest 11224
2	08/08/2019		0.81	Credit Interest 11224
3	01/01/2020		5.31	Credit Interest 5564
4	23/03/2020		250.00	Credit Interest 9982
5	10/06/2020		101.39	Credit Interest 4555
6	20/06/2020		102.39	Credit Interest 546546
7	25/06/2020		102.39	Credit Interest 12448

Rule Name 25000/WPTD1 - Westpac Term Deposit

Cancel Create Rule & Match Transactions

Step 2. Account

Field	Explanation
<b>Apply to all Bank Accounts</b>	Simple Fund 360 will apply the Transaction Matching Rule to all bank accounts for the fund. <b>Leave Unticked</b>
<b>Review before apply</b>	Transactions allocated by Transaction Matching Rules can be reviewed under the " <b>Recognised</b> " tab in Smart Matching. Both newly created rules and pre-existing rules appear for <b>Review</b> (where More Details may be required) or <b>Match</b> under the Recognised tab when the rule option " <b>Review Before Apply</b> " has been selected. <b>Leave Unticked</b>

Step 3. Rule Name

You will be able to input a name for the matching rule. Leave the default name  
 Click **Create Rule & Match Transactions** to add the matching rule to Simple Fund 360.

### 4.2.3 Multiple Match - Accountancy Fees

Use the deep learning algorithms powered by Simple Fund 360 to instantly reconcile multiple bank statement lines to a single account that received a high confidence estimation.

The BGL Training Fund paid quarterly accounting fees on 25/07, 25/10, 25/01, and 25/06. By the end of this task, with a single click, you will be able to match multiple bank statement lines as accountancy fees.

#### Transaction Details

<b>Date</b>	25/07/2019
<b>Accounting Fee</b>	\$298.50
<b>Account</b>	<i>30100 Accountancy Fees</i>
<b>Date</b>	25/10/2019
<b>Accounting Fee</b>	\$298.50
<b>Account</b>	<i>30100 Accountancy Fees</i>
<b>Date</b>	25/01/2020
<b>Accounting Fee</b>	\$298.50
<b>Account</b>	<i>30100 Accountancy Fees</i>
<b>Date</b>	25/06/2020
<b>Accounting Fee</b>	\$300
<b>Account</b>	<i>30100 Accountancy Fees</i>

Instructions

From the **Main Toolbar**, select **Accounting**



ACCOUNTING

Select **Smart Matching**

**Accounting**

- Transaction List
- Smart Matching
- Matching Rules
- Chart Of Accounts
- Transaction Recode
- CGT register
- Trustee Query

1. From the description search for '**Accounting Fees Quarterly ABC Pty Ltd**' <sup>(1)</sup>.
2. Click **Select All** <sup>(2)</sup> to highlight the 4 unmatched transactions.
3. Select **Multiple Match** <sup>(3)</sup> to match the 4 outstanding transactions to **Account 30100 - Accountancy Fees**.

Multiple Match (4) <sup>3</sup> ALL (4) Recognised (4)

[Data Entry](#)
[Import CSV](#)
[Account View](#)
[Add Bank Account](#)

	DATE ▲	DESCRIPTION	PREDICTED CHART / RULE	+ DEBIT	- CREDIT	
<input checked="" type="checkbox"/>	Start Date - End Date	Accounting Fees Quarterly ABC Pty Ltd	Search ...	3, 8-15, >2	3, 8-15, >2	Clear Filters
<input checked="" type="checkbox"/>	25/07/2019	Accounting Fees Quarterly ABC Pty Ltd	<span style="color: green;">RULE</span> ACCOUNTING FEES	298.50		Match ▼
<input checked="" type="checkbox"/>	25/10/2019	Accounting Fees Quarterly ABC Pty Ltd	<span style="color: green;">RULE</span> ACCOUNTING FEES	298.50		Match ▼
<input checked="" type="checkbox"/>	25/01/2020	Accounting Fees Quarterly ABC Pty Ltd	<span style="color: green;">RULE</span> ACCOUNTING FEES	298.50		Match ▼
<input checked="" type="checkbox"/>	25/06/2020	Accounting Fees Quarterly ABC Pty Ltd	<span style="color: green;">RULE</span> ACCOUNTING FEES	300.00		Match ▼

Once matched, select **Clear Filters**.

Clear Filters

## 4.2.4 Recognised Transactions - Audit & ASIC Fees

Expect the counter to the right of the Recognised heading to increase exponentially as you utilise Simple Fund 360's Smart Post capabilities for bulk processing opportunities:

- Past user coding based on the same narration/description will display account allocations for increased coding efficiency;
- Simple Fund 360 account coding suggestions from the AI will appear for you to approve; and
- Display rules that have allocated transactions but have been created with the intention to "Review before applying" allocations.

From the <b>Main Toolbar</b> , select <b>Accounting</b>	 ACCOUNTING
Select <b>Smart Matching</b>	<div style="background-color: #ADD8E6; padding: 5px;"> <p><b>Accounting</b></p> <p>Transaction List</p> <p>Smart Matching</p> <p>Matching Rules</p> <p>Chart Of Accounts</p> <p>Transaction Recode</p> <p>CGT register</p> <p>Trustee Query</p> </div>

1. Select the **Recognised** tab.

2. Click  beside the **Audit Fees** and **ASIC Fees**.

RULE	ASIC Fee	47.00	Match ▾
RULE	AUDIT FEE	450.24	Match ▾

Simple Fund 360 will automatically allocate the transactions to **Account 30700 - Auditors Remuneration** and **Account 30800 - ASIC Fees** respectively.

## 4.2.5 Recognised Transaction - Tax Payment

Notice of Assessment was received for the BGL Training Fund. The original assessment of \$8,555.00 has decreased to \$8062.00

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

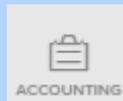
- Record an under or over provision of income tax payable
- Record the income tax payment
- Record the payment of the Supervisory Levy

## Transaction Details

Account	Amount
30400 - ATO Supervisory Levy	Dr \$259.00
85000 - Income Tax Payable	Dr \$8,555.00
48600 - Prior Years Under/Over Provision for Income Tax	Cr \$493.00
60400 - Cash at Bank	Cr \$8,321.00

## Instructions

From the **Main Toolbar**, select **Accounting**



<p>Select <b>Smart Matching</b></p>	<p><b>Accounting</b></p> <ul style="list-style-type: none"> <li>Transaction List</li> <li style="color: #0070c0;">Smart Matching</li> <li>Matching Rules</li> <li>Chart Of Accounts</li> <li>Transaction Recode</li> <li>CGT register</li> <li>Trustee Query</li> </ul>
-------------------------------------	---

Navigate to the **Recognised screen** and select the transaction '**Direct Debit 012721 ATO ATO 009000007998355**' to review.

<b>Tax Instalment Details</b>	Set the financial year to <b>2018-19</b>
<b>SMSF Supervisory Levy</b>	Select <b>Click to Fill</b> . \$259.00 will automatically populate based on the financial year selected.
<b>Under/over provision for Income Tax</b>	Input <b>493.00</b>

Financial Year:

Tax (Refunded) / Paid:

SMSF Supervisory Levy:  [Click to fill](#)      (Under) / Over Provision for Income Tax:

<b>Total Paid</b>	8,321.00	<b>Total Tax Allocated</b>	8,555.00
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Select **Match** to save the transaction.

Simple Fund 360 will now post the following transactions:

Account	Amount
30400 - ATO Supervisory Levy	DR \$259.00
85000 - Income Tax Payable	Dr \$8,555.00

Account	Amount
48600 - Prior Years Under/Over Provision for Income Tax	Cr \$493.00
60400 - Cash at Bank	Cr \$8,321.00

## 4.2.6 CBA Share Disposals

On 11/03/2020, the Fund sold 400 units of CBA shares at \$68.50.

### Instructions

From the **Main Toolbar**, select **Accounting**

Select **Smart Matching**

- Accounting
  - Transaction List
  - Smart Matching
  - Matching Rules
  - Chart Of Accounts
  - Transaction Records
  - COF register
  - Trustee Query

Select Review

The system will populate the account 77600/CBA.AX and Units based on the transaction description. Review the details and select **Match**.

11/03/2020 | Disposal of CBA Shares 400 units (sell 400.0 units) | 77600/CBA.AX - Commonwe... | Confidence: all | 27,400.00 | Match

77600 | CBA.AX - Commonwealth Bank ... | Disposal of CBA Shares 400 units | Units: 400.000000 | Search | Split | Match

**Note:** the system would be able to automatically match it to the investment account with the [Contract Note Service](#).

## 4.2.7 Non-Concessional Contribution

Non-concessional contributions are made into superannuation from after-tax income. There are caps on the non-concessional contributions you can make each financial year.

From 2017-18 the Government will lower the annual non-concessional contributions cap to \$100,000 and any non-concessional contributions made by individuals with a Total Superannuation Balance (TSB) of more than \$1.6 million will be in excess.

Individuals under age 65 will generally be eligible to bring forward 2 years of non-concessional contributions (\$300,000 over 3 years). Individuals with a TSB above \$1.4 million won't have the same flexibility in relation to bringing forward cap space from future years.

### Transaction details

<b>Date</b>	25/02/2020
<b>Type</b>	Non Concessional Contribution
<b>Member</b>	Mary Jones
<b>Amount</b>	\$5000

### Instructions

From the <b>Main Toolbar</b> , select <b>Accounting</b>	 ACCOUNTING
---	---

Select <b>Smart Matching</b>	<b>Accounting</b> Transaction List Smart Matching Matching Rules Chart Of Accounts Transaction Recode CGT register Trustee Query
------------------------------	---

 Select Review ▾

<b>Account</b>	Search for <i>Account 24200/MJones.</i>
<b>Contribution Details</b>	Allocate the \$5000.00 as <b>Personal Non-Concessional contribution.</b>
<b>Match</b>	Select <b>Match.</b>

## 4.2.8 Employer Contributions

Employers must pay their employees the “Superannuation Guarantee Contributions” (“SGC”) at the current rate of 9.50% of their salary and bonuses.

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

### Transaction details

<b>Date</b>	07/10/2019
<b>Type</b>	Employer Contribution
<b>Member</b>	John Jones
<b>Amount</b>	\$1875.22

Instructions

<p>From the <b>Main Toolbar</b>, select <b>Accounting</b></p>	
<p>Select <b>Smart Matching</b></p>	<ul style="list-style-type: none"> <li><b>Accounting</b></li> <li>Transaction List</li> <li>Smart Matching</li> <li>Matching Rules</li> <li>Chart Of Accounts</li> <li>Transaction Recode</li> <li>CGT register</li> <li>Trustee Query</li> </ul>

Select **Review** besides the **Direct Credit BGL SUPER** transaction.

<b>Account</b>	Search for <i>Account 24200/JJones</i> .
<b>Contribution Details</b>	Allocate the <b>Employer contribution</b> .
<b>Match</b>	Select <b>Match</b> .

---

## 5 Preparing Year End Reports

This section explains how to prepare your SMSF for year-end reporting. The tasks will cover how to prepare report packs, custom letters and how to prepare your SMSF for the next financial year.

Lesson overview:

- [Distributions](#)
- [View Losses](#)
- [Create Entries Process](#)
- [Prepare Report Packs](#)
- [Fund Dashboard](#)
- [Close Financial Year.](#)

## 5.1 Distributions

### 5.1.1 Objective

In this task, you will learn how to:

- Use the Distribution Review screen to review and record distribution transactions.
- Enter distribution components from the Annual Tax Statement in Simple Fund 360.

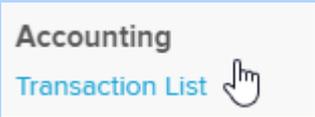
### 5.1.2 Details

Distribution payments were included in the data upload for the GPT Group.

Simple Fund 360 will automatically use the security details to match income against the fund's investments.

### 5.1.3 Review Auto Matched transactions

To review the auto-matched transactions:

From the Main Toolbar, navigate to <b>Accounting</b>	
Select <b>Transaction List</b>	
From the filters section, select <b>Auto Matched</b>	

On 30/08/2019 and 28/02/2020, you will find both distribution payments have been automatically matched. Once the Annual Tax Statement has been received, you will be able to enter the tax distribution information.

### 5.1.4 Entering The Annual Tax Statement

In this task, you will learn how to record the Annual Tax Statement into Simple Fund 360.

**Note**

The following task and annual tax statement are for training examples only. Other alternatives may be used when coding the tax distribution information.

# Annual Tax Statement

Year Ended 30 June

Please find below consolidated Tax Distribution information for the year ended 30 June.

Tax Return	Cash Distribution
<b>Australian income</b>	
Interest	\$ 70.63
Other income	\$ 1,153.81
Non-Primary Production Income (A)	<b>\$ 1,224.44</b>
<b>Attribution Managed Investment Trust Cost Base Adjustments</b>	
AMIT Cost Base Net Increase Amount/Shortfall	\$ -
AMIT Cost Base Net Increase Amount/Excess	\$ 2,138.52
<b>Net Cash Distribution</b>	<b>\$ 3,362.96</b>

To record the annual tax information at year-end for existing distributions, the Distribution Review screen will be used to record the tax components of the distribution.

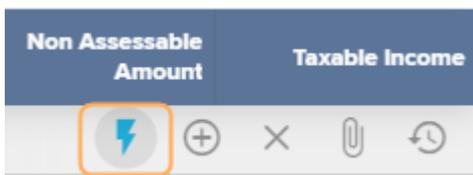
This lesson will use the **System Data** available for the distribution.

## 5.1.5 Instructions

<p>From the <b>Main Toolbar</b>, navigate to <b>Compliance</b>.</p>	
<p>Select <b>Distribution Tax Automation</b>.</p>	<ul style="list-style-type: none"> <li><b>Compliance</b></li> <li style="padding-left: 20px;">Distribution Tax Automation</li> <li style="padding-left: 20px;">Period Compliance</li> <li style="padding-left: 20px;">Tax Compliance</li> <li style="padding-left: 20px;">BAS/IAS</li> </ul>

As there is **System Data** available, Simple Fund 360 will pre-fill the distribution components automatically. You will need to reconcile the amounts entered against the Distribution Statement.

To review the **System Data**, select the **Lightning icon** next to the GPT.AX distribution entry:



Use the headings of the annual tax statement to help locate the input fields to record the distribution amounts.

**Australian Income**

- Interest: **\$70.63**
- Other income: **\$1153.81**

Distribution Components (Whole year)			
	Cash Distribution	Tax Offset / Credits	Taxable Amount
<b>Australian Income</b>		<b>Franking Credits</b>	
Dividends - Franked	0.00	0.00	0.00
Dividends - Unfranked	0.00		0.00
Gross Interest	70.63		70.63
Other Income	1,153.81		1,153.81
Less Other Allowable Trust Deductions	0.00		0.00
<b>Non-Primary Production Income (A)</b>	<b>1,224.44</b>	<b>0.00</b>	<b>1,224.44</b>

### Attribution Managed Investment Trust (AMIT) Cost Base Adjustment

AMIT Cost Base Net Decrease Amount / Ex: **\$2138.52**

Attribution Managed Investment Trust (AMIT) Cost Base Adjustments	
AMIT Cost Base Net Increase Amount / Shortfall	0.00
AMIT Cost Base Net Decrease Amount / Excess	2,138.52

After all the components have been reviewed, confirm the **Net Cash Distribution** amount of \$3,362.96

To post, select

Generate & Mark as Reviewed

For further information please refer to the Simple Fund 360 help on [Distribution Tax Automation](#).

## 5.2 View Losses

### Objective:

Simple Fund 360 allows users to enter losses carried forward from previous financial years and to offset the profit/gains from the current year where applicable. This part will show you how this can be applied.

### Instructions:

**View Losses** wizard is designed for users to enter Prior-year losses, including Carried-forward Capital Losses, Capital Losses from Collectibles, and Tax Losses.

*Note: Losses should be entered before the year-end Create Entries process, so that Simple Fund 360 will take these amounts into account when performing final tax calculations for the year.*

Navigate to <b>Compliance</b> from the Main Toolbar	
Select <b>Period Compliance</b>	
Click on <b>View Losses</b>	

1. Enter the \$2,000 Carried-forward Capital Losses as of 30/06/2019.

Prior Year Losses as 30/06/2019 ×

Carried Forward Capital Losses	<input style="width: 90%;" type="text" value="2000"/>
Carried Forward Capital Losses from Collectables	<input style="width: 90%;" type="text"/>
Carried Forward Tax Losses	<input style="width: 90%;" type="text"/>

2. Select **Save** once completed.

Note: ***the capital losses to apply can not exceed the capital gains generated for the current year.***

Refer to the [ATO Website](#) for more information.

---

## 5.3 Create Entries Process

### 5.3.1 Objective

---

In this task you will learn how to create year-end entries.

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

- Create year-end entries
- Reverse year-end entries
- Identify journals recorded by the create entries process
- Understand how Simple Fund 360 calculates and allocates profit, tax, and members' balances

### 5.3.2 The Create Entries Process in Simple Fund 360

---

The create entries process is split into the following functions:

- Automatic System Journals
- Automatic Daily Journals
- Year-End Create Entries

#### ***Automatic System Journals***

Simple Fund 360 will automatically allocate any member transactions automatically to member's accounts upon saving the transaction without the need to run the Create Entries Process. These transactions will be directly allocated to the selected member account(s) and include:

- Contributions (Note: Contributions tax where applicable will be automatically calculated and allocated at the same time)
- Pension payments
- Lump Sum Payments
- Lump Sums Rolled In
- Internal Transfers
- Pension Commencements
- Pension Commutations
- Insurance Proceeds
- insurance Premiums

#### ***Automatic Daily Journals***

---

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

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

### ***Year-End Create Entries***

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

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

### **5.3.3 Instructions**

---

For the BGL Training Fund, we are going to finalise the 2019-2020 financial year and create entries for the entire year.

From the **Main Toolbar**, navigate to **Compliance**.



Select <b>Period Compliance</b>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Compliance</b></p> <p>Distribution Tax Automation</p> <p><b>Period Compliance</b></p> <p>Tax Compliance</p> <p>BAS/IAS</p> </div>
---------------------------------	---

Follow these steps to complete the year-end Create Entries:

1. Under the **Create Entries Period** input the full financial year of the fund.

**Create Entries Period**

Start Date  End Date  Create Entries

NO Show Member Worksheet
  NO Use segregation for income allocation ?

Tax Adjustment
View Losses
Depreciation

2. Now select **Create Entries**.

3. To open the Create Entries Report, select **CE Report** under **Action**.

**ACTION**

Reverse Entries
Close Period
CE Report

**Note**

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

## 5.4 Prepare Report Packs

### 5.4.1 Objective

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

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

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

### 5.4.2 Financial Reports in Simple Fund 360

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

Note: Cash Flow Statement currently not available.

### 5.4.3 Real Time Financial Information

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

### 5.4.4 Navigation to the Reports screen

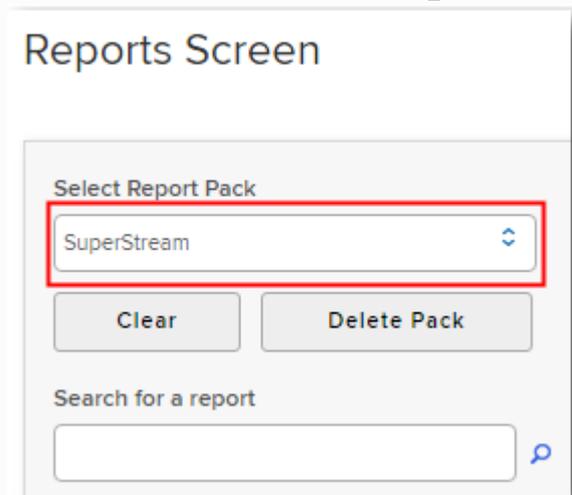
<p>From the Main Toolbar, navigate to <b>Reports</b></p>	
<p>Select <b>Reports</b></p>	

### 5.4.5 Add and Customise your own Report Packs

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

When creating a new report pack, you need to ensure that you currently have **No Report Pack** selected.

Otherwise, the **Save New Report Pack** icon will not display.



Select **Clear**. This will clear the currently selected reports and *None* should display.

### 5.4.6 How to add a Report Pack

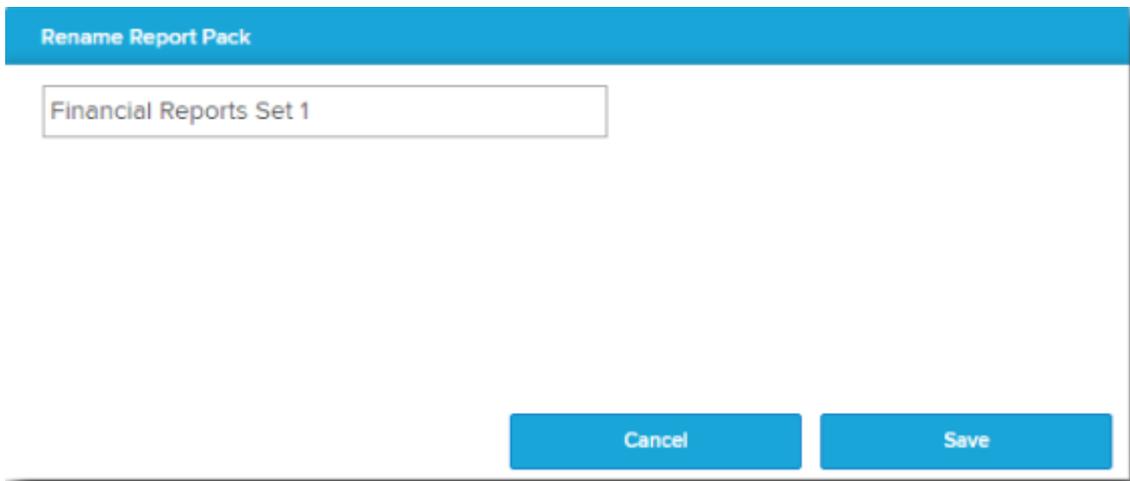
1. From the left-hand menu, select the reports that you want to be included in the report pack. From **Custom Reports, Financial Reports, Investment Reports, Letter/Minutes, Work Paper Reports or Audit Reports**, select the report by clicking **Add** or simply drag & drop the report into the Drag & Drop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

### 5.4.7 How to edit an existing Report Pack

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

### 5.4.8 How to rename a Report Pack

1. From the **Reports** screen, select the Report Pack from **Select Report Pack**.
2. Select  to edit the name of the report pack.
3. Input the new name.



Rename Report Pack

Financial Reports Set 1

Cancel Save

4. Select **Save** to confirm the changes.

### 5.4.9 How to run a Report Pack

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

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

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

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

### 5.4.10 Screen Features

Screen Feature	Explanation
<b>Select Report Pack</b>	Select an existing Report Pack from the drop-down list below.
<b>Rename Report Pack</b> 	Select to edit the name of the selected Report Pack.
<b>Delete Report Pack</b>	Select <b>Delete Pack</b> to delete the selected Report Pack.
<b>Clear</b>	Select <b>Clear</b> to remove all the currently selected reports.

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

Screen Feature	Explanation
<b>Download Word</b>	Select <b>Download Word</b> to download the Report Pack to Word.
<b>Download PDF</b>	Select <b>Download PDF</b> to download the Report Pack as a PDF.
<b>Search for a Report</b>	Type in a report name to search for that report in the report list below.
<b>Drag &amp; Drop your Reports here</b>	Select a report(s) from the Financial Reports, Letters/Minutes and Work Paper Reports Lists. Click on the report and drag it from the list and drop it in the Drag & Drop field to add it to the Report Pack.
<b>Custom Reports</b>	Select <b>Custom Reports</b> to create or select your custom reports in Simple Fund 360.
<b>Financial Reports</b>	Select <b>Financial Reports</b> to open the list of financial reports available in Simple Fund 360.
<b>Investment Reports</b>	Select <b>Investment Reports</b> to open the list of Investment Reports available in Simple Fund 360.
<b>Segregated Reports</b>	Select <b>Segregated Reports</b> to open the list of Segregated Reports available in Simple Fund 360.
<b>Letters/Minutes</b>	Select <b>Letters/Minutes</b> to open the list of letters and minutes available in Simple Fund 360.
<b>Work Paper Reports</b>	Select <b>Work Paper Reports</b> to open the list of working papers available in Simple Fund 360.
<b>Audit Reports</b>	Select <b>Audit Reports</b> to open the list of Audit Reports available in Simple Fund 360.

Screen Feature	Explanation
<b>Save New Report Pack</b>	<p>Select <b>Save New Report Pack</b> to save a new Report Pack.</p> <p><b>Note:</b> The <b>Save New Report Pack</b> button will display if you do not have any Report Pack selected under <b>Select Report Pack</b>.</p> <p>Select <b>Save Pack Changes</b> to save any changes made to an existing Report Pack.</p>
<b>Download Report Pack</b>	Select <b>Download Report Pack</b> to prepare your customised Report Pack.

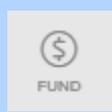
## 5.5 Fund Dashboard

### 5.5.1 Objective

The Fund Dashboard is the home landing page for each fund, providing you with a complete snapshot of the fund's position.

The Fund Dashboard allows you to review any unmatched transactions, enter new transactions, update the Fund Details and set up bank feeds. From the Fund Dashboard you can easily connect the fund's Trustees, Auditors or grant access to the BGL Support Team to assist you with any queries you may have in Simple Fund 360.

### 5.5.2 Navigation

From the Main Toolbar, navigate to <b>Fund</b>	
Select <b>Fund Dashboard</b> from the list	<div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p><b>Fund</b></p> <p style="color: #0070c0;">Fund Dashboard</p> </div>

*Note: The Fund Dashboard is the first screen you will access after selecting a fund from the Fund Selection screen.*

To invite users from the **Fund Dashboard**, select **Share With...** and choose from one of the following:

Share With | ▼

---

- BGL Support
- Auditor
- Trustee

---

A snapshot of any unmatched Transactions, incomplete Workpapers, Data Feeds not

reconciling and Client Queries pending will appear at the top of the screen. The respective screens can be directly accessed by clicking on the outstanding notification.

<p><b>Transactions</b> </p> <p>1 unmatched - <a href="#">Fix</a></p>	<p><b>Workpapers</b> </p> <p>19 to do 1 ready for review</p>	<p><b>Data Feeds</b> </p> <p>1 feed not reconciling</p>	<p><b>Client Query</b> </p> <p>1 with accountant</p>
---	---	--	---

A Notes function has been added to the Fund Dashboard. Notes can be added directly from within the screen by selecting **+Add Note**, or when notes are added to Workpapers from within the Workpapers screen. Notes can be filtered by either Notes, Workpapers or All Sources.

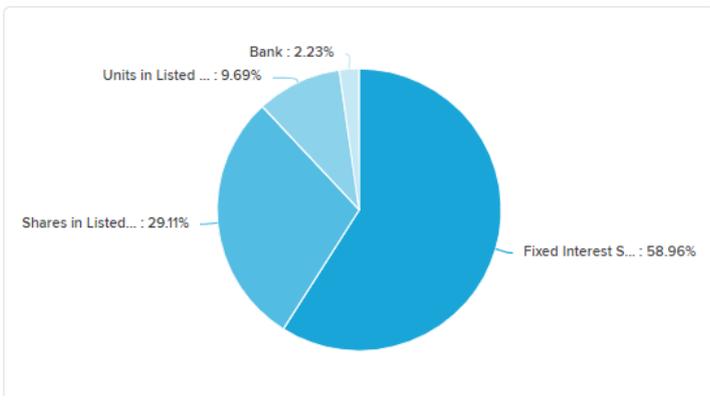
**Notes** All Sources | 

 about 5 hours ago  
Note example.

An Investment Dashboard that displays the breakdown of Investments within the Fund, as well as a summary of performance over the last 30 days.

**Investment Dashboard** 

Total Closing Value: \$610,570.04 as at 04/08/2021



Category	Percentage
Fixed Interest S...	58.96%
Shares in Listed...	29.11%
Units in Listed ...	9.69%
Bank	2.23%

Performance last 30 days

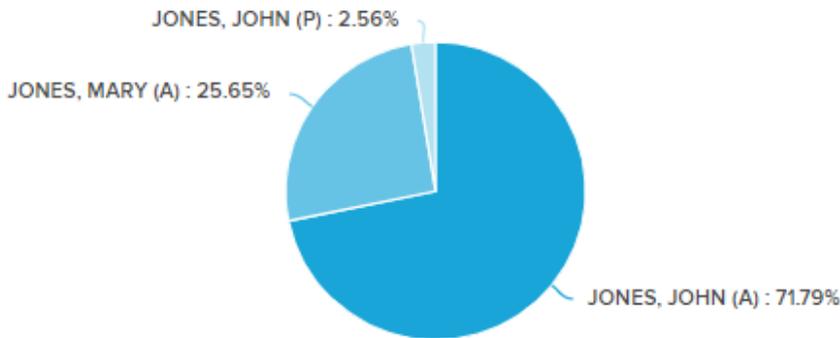
Income	\$0.00
Change in Value	+\$15,957.88
Top Performing Investments	
1. BHPAX	+11.35%    +\$18,116.88
Worst Performing Investments	
1. GPTAX	-3.52%    -\$2,159.00

A summary of the members' balances in real-time is available from the Fund Dashboard with quick links to the Members List, Pension Dashboard, and Actuary Setting pages.

**Members** [↗](#)

[Pension Dashboard](#)

[Actuary Settings](#)



Finally, from the Fund Dashboard, you can review your Bank Feed setup and see your live bank balance.

**Data Feeds** [↗](#)

[View Bank Statement](#)

Description	Provider	Status	Balance in Ledger	Balance on Bank Statement
Australia & New Zealand Banking Group Limited 012-012 123456789	BGL Bank Data Service	Awaiting Signature	\$12,311.91	N/A
Share Pack	Contract Notes Only	Active: Last Contact Note 22/06/2020, 5:33:00 pm	N/A	N/A

[Don't show all](#)

## 5.6 Close Financial Year.

### 5.6.1 Objective

In this task, you will learn how to balance the fund ledger forward to the next financial period after you have processed all the transactions and created entries for the financial year.

### 5.6.2 Instructions

<p>From the <b>Main Toolbar</b>, navigate to <b>Compliance</b>.</p>	
<p>Select <b>Period Compliance</b></p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p><b>Compliance</b></p> <p>Distribution Tax Automation</p> <p><b>Period Compliance</b></p> <p>Tax Compliance</p> <p>BAS/IAS</p> </div>

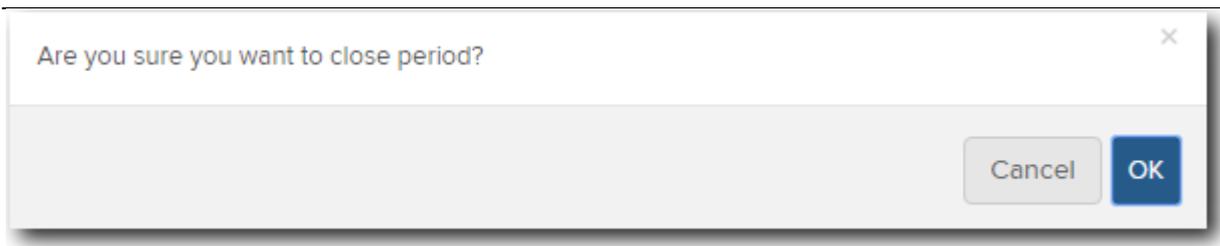
This process is completed at the end of each financial year. Closing the financial year will balance the ledger forward to the next financial year.

To balance the ledger forward to the next financial year, select **Close Period** under the **Action** column.

**ACTION**

Reverse Entries
Close Period
CE Report

The following message will display:



Select **OK**.

---

## 6 Appendices.

- Appendix A - Members Statements
- Appendix B - CGT Register Report
- Appendix C - Statement of Financial Position
- Appendix D - Investment Summary Report
- Appendix E - Detailed Operating statement
- Appendix F - SelfWealth

## 6.1 Appendix A - Members Statements

BGL TRAINING FUND

### MEMBER'S INFORMATION STATEMENT FOR THE YEAR ENDED 30 JUNE 2019

<b>JOHN JONES</b>	<b>\$</b>
Total Benefit	509,129.30
<b>Preservation Components</b>	
Preserved	509,129.30
Restricted non-preserved	
Unrestricted non-preserved	
<b>Tax Components</b>	
Tax-Free	58,939.30
Taxable	450,190.00
Death benefit	1,000,000.00
<b>MARY JONES</b>	<b>\$</b>
Total Benefit	422,201.56
<b>Preservation Components</b>	
Preserved	422,201.56
Restricted non-preserved	
Unrestricted non-preserved	
<b>Tax Components</b>	
Tax Free	

Taxable	422,201.56
Death benefit	1,000,000.00

## 6.2 Appendix B - CGT Register Report

### BGL Training Fund

## CGT Register Report

Investment	Transaction Date	Contract Date	CGT Transaction Type	Units	Cost Base
<b>Shares in Listed Companies (Australian)</b>					
BHP Billiton Limited					
	30/06/2019	02/06/2000	Purchase	2,388.00	43,325.00
	30/06/2019	10/12/2009	Purchase	900.00	35,964.00
Commonwealth Bank Of Australia.					
	30/06/2019	21/10/2010	Purchase	400.00	19,976.00
<b>Units in Listed Unit Trusts (Australian)</b>					
GPT Group					
	30/06/2019	01/10/1995	Purchase	12,700.00	25,000.00

## 6.3 Appendix C - Statement of Financial Position

### BGL Training Fund

### Statement of Financial Position

As at 30 June

	\$
<b>Assets</b>	
<b>Investments</b>	
Fixed Interest Securities (Australian)	360,000.00
Shares in Listed Companies (Australian)	130,816.56
Units in Listed Unit Trusts (Australian)	43,053.00
<b>Total Investments</b>	<u>533,869.56</u>
<b>Other Assets</b>	
ANZ	411,016.30
<b>Total Other Assets</b>	<u>411,016.30</u>
<b>Total Assets</b>	<u><u>944,885.86</u></u>
<i>Less:</i>	
<b>Liabilities</b>	
Income Tax Payable	13,555.00
<b>Total Liabilities</b>	<u>13,555.00</u>
<b>Net assets available to pay benefits</b>	<u><u>931,330.86</u></u>
<b>Represented by:</b>	
<b>Liability for accrued benefits allocated to members' accounts</b>	
Jones, John - Accumulation	509,129.30
Jones, Mary - Accumulation	422,201.56
<b>Total Liability for accrued benefits allocated to members' accounts</b>	<u><u>931,330.86</u></u>

## 6.4 Appendix D - Investment Summary Report

### Investment Summary Report

Investment	Units	Market Price	Market Value	Average Cost	Accounting Cost	Unrealised Movement	
						Overall	Current Year
<b>Cash/Bank Accounts</b>							
V2 Account		411,016.3000	411,016.30	411,016.30	411,016.30		
			<b>411,016.30</b>		<b>411,016.30</b>		
<b>Fixed Interest Securities (Australian)</b>							
Westpac TD		360,000.0000	360,000.00	360,000.00	360,000.00		
			<b>360,000.00</b>		<b>360,000.00</b>		
<b>Shares in Listed Companies (Australian)</b>							
BHP Billiton Limited	3,288.00	31.3700	103,144.56	24.11	79,289.00	23,855.56	23,855.56
Commonwealth Bank Of	400.00	69.1800	27,672.00	49.94	19,976.00	7,696.00	7,696.00
			<b>130,816.56</b>		<b>99,265.00</b>	<b>31,551.56</b>	<b>31,551.56</b>
<b>Units in Listed Unit Trusts (Australian)</b>							
GPT Group	12,700.00	3.3900	43,053.00	1.97	25,000.00	18,053.00	18,053.00
			<b>43,053.00</b>		<b>25,000.00</b>	<b>18,053.00</b>	<b>18,053.00</b>
					<b>895,281.30</b>	<b>49,604.56</b>	<b>49,604.56</b>

## 6.5 Appendix E - Detailed Operating statement

	\$
<b>Income</b>	
Distributions Received	
Gpt Group - Stapled Securities Fully Paid	3,500
	<u>3,500</u>
Dividends Received	
Bhp Billiton Limited - Ordinary Fully Paid	2,200
	<u>2,200</u>
Employer Contributions - Concessional	
Jones, John	7,500
Jones, Mary	8,000
	<u>15,500</u>
Interest Received	
Westpac Term Deposit	4,800
	<u>4,800</u>
Member/Personal Contributions - Non Concessional (Undeducted)	
Jones, John	20,000
	<u>20,000</u>
Revaluations	
Other Investment	
Other Revaluation	52,553
	<u>52,553</u>
	<u>52,553</u>
	<u>98,553</u>
<b>Expenses</b>	
Accountancy Fees	1,200
	<u>1,200</u>
	<u>1,200</u>
<b>Benefits Accrued as a Result of Operations before Income Tax</b>	<b>97,353</b>
<b>Income Tax (Note 7)</b>	
Income Tax Expense	42,634
	<u>42,634</u>
	<u>42,634</u>
<b>Benefits Accrued as a Result of Operations</b>	<b><u>54,719</u></b>

## 6.6 Appendix F - SelfWealth

### 6.6.1 Overview

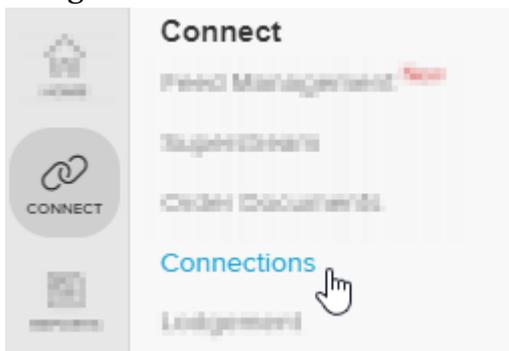
SelfWealth is an innovative peer to peer investment community. SelfWealth is built on the simple truth that through collective intelligence you can achieve better results. The SelfWealth 200 (the top 200 portfolios in the SelfWealth solution), listed by FTSE Russell, has consistently outperformed the ASX 200. SelfWealth uses the power of the crowd to help your client perform better. To learn more about SelfWealth, check out [www.selfwealth.com.au](http://www.selfwealth.com.au).

SelfWealth also includes Australia's only fixed price trading solution at just \$9.50 per trade, irrespective of trade size. Setting up the trading account is fully automated online with no paper forms to sign or complete.

**BGL's exclusive agreement provides you with FREE SelfWealth access for all the funds.** The Simple Fund 360 / SelfWealth API integration ensures all newly added or migrated funds will be available in SelfWealth the day after they are loaded on Simple Fund 360.

### 6.6.2 Register Through Simple Fund 360

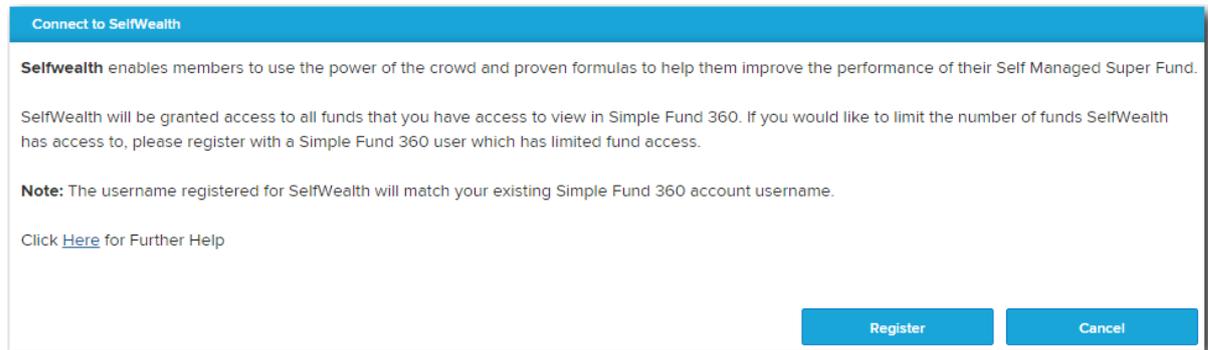
1. Navigate to **Connect** from the Main Toolbar and select **Connections**.



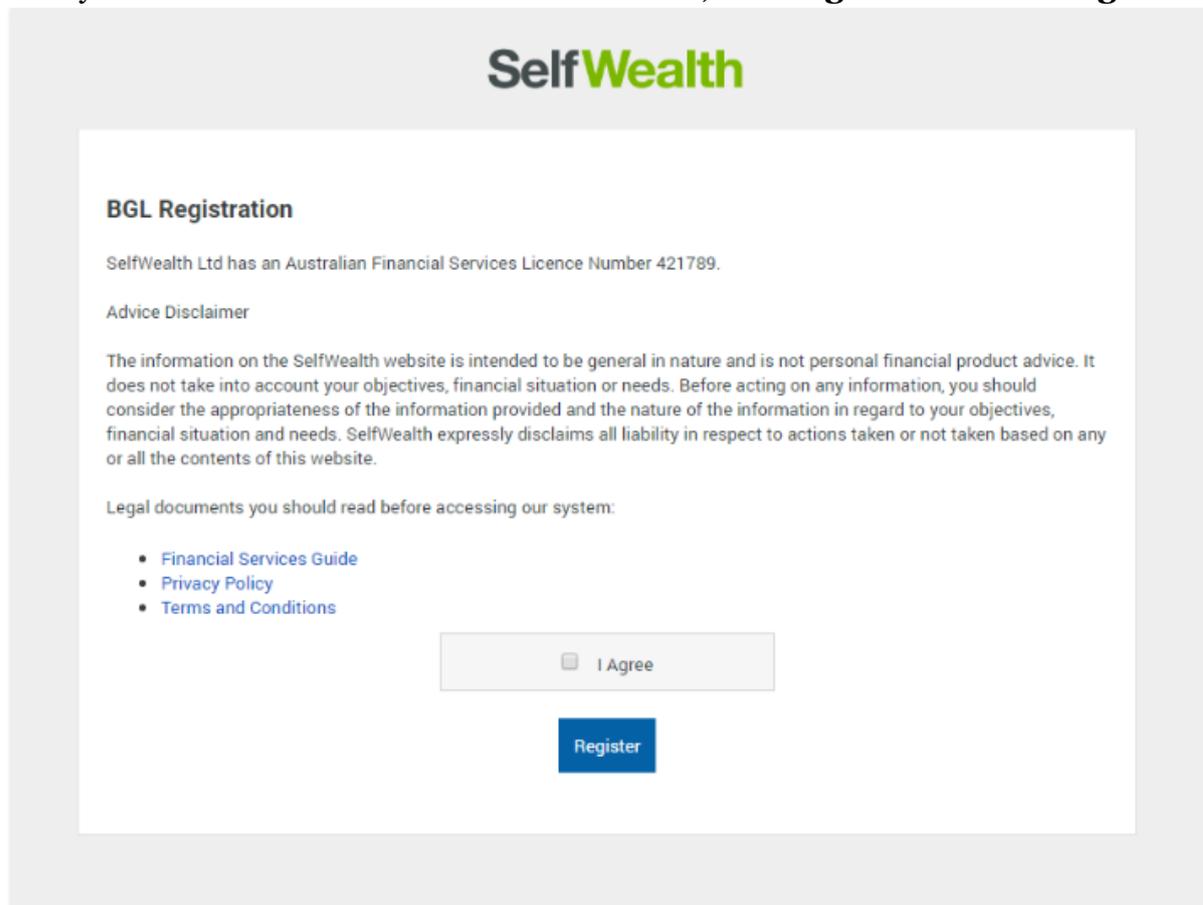
2. From the **Connections** tab, locate **SelfWealth** as the provider and select **Setup**.

Provider	User Name	Action
SelfWealth <a href="https://www.selfwealth.com.au">https://www.selfwealth.com.au</a> Register for SelfWealth and access portfolio analysis, benchmarking and stock research tools. SelfWealth is a community of like-minded investors and Australia's only flat fee brokerage solution and is free to you and your clients.		<a href="#">Setup</a>

- The following screen will display.



- Select **Register** and you will be directed to the SelfWealth website to complete the registration process.
- Once you have reviewed the terms and conditions, tick **I Agree** and select **Register**.



- Select **Authorise** to provide access to SelfWealth
- You will receive a confirmation email once all your funds' data are on SelfWealth.

---

Please note that it can take 15-20 minutes for the status to update and the SelfWealth details to appear under **Connect | Connections** in Simple Fund 360. You will then be able to [login](#) to SelfWealth to check your fund's performance.

### 6.6.3 Contacting SelfWealth

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To contact SelfWealth email [support@selfwealth.com.au](mailto:support@selfwealth.com.au) or visit [www.selfwealth.com.au](http://www.selfwealth.com.au) and speak directly to a consultant using Live Chat.