

## CLASS REPORTS

### To be provided to Aquila Super for the Self-Managed Superannuation Fund Audit

We recommend creating a Report Package in your Class Super profile with these preferred reports in order to streamline the preparation of your fund's audit files.

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#### REPORT NAME

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| <input type="checkbox"/> Statement of Financial Position              | <input type="checkbox"/> Realised Capital Gains Report          |
| <input type="checkbox"/> Operating Statement (Profit and Loss) Report | <input type="checkbox"/> Unrealised Capital Gains Report        |
| <input type="checkbox"/> Notes to the Financial Statements            | <input type="checkbox"/> Rental Property Schedule               |
| <input type="checkbox"/> Trustee Declaration Report                   | <input type="checkbox"/> Cash Reconciliation Report             |
| <input type="checkbox"/> Member Summary Report                        | <input type="checkbox"/> Contribution Cap Report                |
| <input type="checkbox"/> Member Statement                             | <input type="checkbox"/> Annual Trustee Minutes/Resolutions     |
| <input type="checkbox"/> Pension Limit Report                         | <input type="checkbox"/> Statement of Taxable Income Report     |
| <input type="checkbox"/> Asset Strategy Comparison                    | <input type="checkbox"/> Tax Accounting Reconciliation          |
| <input type="checkbox"/> Investment Summary Report                    | <input type="checkbox"/> Annual Return - SMSF                   |
| <input type="checkbox"/> Investment Movement Summary Report           | <input type="checkbox"/> Annual Return CGT Schedule - SMSF      |
| <input type="checkbox"/> Detailed Investment Transactions Report      | <input type="checkbox"/> Annual Return Losses Schedule - SMSF   |
| <input type="checkbox"/> Investment Revaluation Report                | <input type="checkbox"/> Foreign Asset Worksheet                |
| <input type="checkbox"/> Investment Income Comparison Report          | <input type="checkbox"/> Trial Balance                          |
| <input type="checkbox"/> Investment Income Summary Report             | <input type="checkbox"/> General Ledger Account Movement Report |
| <input type="checkbox"/> Market Price Audit Report                    |   |
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## SETTING UP AUDITOR ADMIN ACCESS

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When you provide Aquila Super with Auditor Admin access to your funds, we can log into the software, generate reports and view accounts and entries that have been processed. This potentially reduces the number of queries raised, saving time when you need it the most.

Auditor Access is a "read only" permission setting in the software that requires an email invitation to be provided by your firm that grants secure access to:

- Dashboards
- Reports
- Live Reports
- Documents

To provide Aquila Super with auditor access to your funds, follow these easy steps:

- From the Business menu, click on the Contacts tab, click on New and then select New Person
- A new box will open. Complete the following fields on the Details tab:

Name: Aquila Super Pty Limited  
Contact Name: Ben Lacey OR Fiona Shannon  
Work Phone: 1300 770 149  
Direct Phone: 1300 770 149  
Preferred Written Contact: Email  
Email: audits@aquilasuper.com  
ben\_lacey@aquilasuper.com  
fiona\_shannon@aquilasuper.com

Complete the following fields on the Addresses tab:

Physical Address: 13/18 Blanck Street, Ormeau Qld 4208  
Mailing Address: PO Box 724, Ormeau Qld 4208

Ensure you validate our address


- On the Roles tab, select '+ Add Role', and select 'Auditor Admin', Select our mailing address as our default contact address
- The Access Controller will need to select the ellipse button on the far right of the toolbar and select 'Send Invitation'. An invitation email will then be sent to us to complete the process
- On the Relationships tab and under 'Add Related Business/Brand', search for your firm. This allows you to select the 'Auditor Admin' as the relevant role. Please note it is at this step you can grant us access to the funds we are auditing.



## ENQUIRE NOW

BEN LACEY CA, SSAud®

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SMSF SPECIALIST AUDITOR™

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