

Module 1: BASIC FUND ADMINISTRATION

Course Duration: 2 hours

Should I attend this course?

It is recommended that all new users of Class Super attend this training module before attempting to process their first fund and before attending any other Class Super training modules. This session can also be useful for existing users wanting to refresh their basic system skills.

The content of this module is limited to basic processing principles – more advanced and specialised concepts are covered in later training modules. Having attended this session, a user should be able complete the steps necessary to process a simple SMSF on the system and be familiar with Class Super's online help and telephone support services.

1. Where To Find Help

- a. Brief overview of the Help Guide
- b. How to contact the Support Team and what to expect when you do

2. Class Logic - How Class Thinks

- a. Navigation (Help: 1.2.0.1)
- b. Hierarchy – the Community, Businesses, Brands and Funds (Help: 1.2.0.2)
- c. Menus – Business, Brand and Fund (Help: 1.2.0.3)
- d. Messages – Success, Errors and Warnings (Help: 1.2.0.4)
- e. States – Saving, Submitting, Activating and Deleting (Help: 1.2.0.5)
- f. Transaction Types – Business vs. Cash Transactions (Help: 1.2.0.6)

3. Loading The Data

- a. Manual Cash Entry
 - (i) Show Browse Bank Statements page and demonstrate manual cash transaction entry (Help: 2.1)
 - (ii) Demonstrate copy and paste from Excel into Quick Cash (Help: 2.9)
- b. Manual Event Entry
 - (i) Manually create Events (Help: 2.8.2)
- c. The Low Down on Data Feeds
 - (i) Overview of Data Feeds (Help 15.1)
 - (ii) Manual Data Feeds - Cash (Help 14.1)
 - (iii) Manual Data Feeds - Contract Notes (Help 14.2)
 - (iv) The Feeds Console (Help: 13.1.12)

4. Let's Get Processing

- a. The Matching Concept (Help: 2.8)
 - (i) Demonstrate manual 'drag & drop' matching process
 - (ii) Demonstrate the process for un-matching an incorrectly matched item
 - (iii) Demonstrate 'multi-select' drag & drop function with 'hover over' total display
 - (iv) Demonstrate Auto-Match

- (v) Note Extended Search Days where dates don't match exactly
- (vi) Note 'Fit to Cash' function for addressing rounding errors
- (vii) Note how to do Cash to Cash matching
- (viii) Note how to do Event to Event matching
- b. Best Practice Processing
 - (i) Explain recommended best practice workflow steps
 - (ii) Demonstrate Generate Income and explain it's relationship to the Securities Register
 - (iii) Explain 'right-click classifying' in the Match Transactions screen along with the Classify buttons in the Quick Cash Entry screen
 - (iv) Demonstrate Transaction Rules
 - (v) Explain common mistakes – eg. classifying before matching transactions, failing to refresh when switching screens, etc.
 - (vi) Show how events appear in and can be edited from the Browse Fund Events screen (Help: 2.2)
 - (vii) Show how approved matches appear in, and can be deleted from, the Browse Transaction Matches screen
 - (viii) Journals Class style (Help 13.1.7)

5. Closing The Year, Preparing Your Tax Return and Starting a New Year

- a. Using the Exception Report (Help: 12.2)
 - (i) Finding missing distribution tax statements, problems with fund trustees, negative balances, etc.
- b. Know your audit trail - using Dynamic Reports (Help: 12.1)
 - (i) Show Account Postings for a particular account
 - (ii) Drill down to a specific event
 - (iii) Show the audit trail and journal entries
 - (iv) Demonstrate how the event can be edited
- c. Period Update explained (Help: 11.3, 11.3.1)
- d. Finalise Tax - prepare the tax return - view HTML Annual Return and Schedules (Help: 11.3.6, 13.3.3). Demonstrate that these are editable when the document goes into the ELS Process
- e. Putting an end to the year – Close FY explained (Help: 13.3.2, 13.3.3)

6. Information At Your Fingertips - Class Reporting Basics

- a. Single Report Viewer (Help: 12.3)
 - (i) Demonstrate the ability to run all reports in either PDF or RTF
 - (ii) Show how some reports have adjustable parameters
- b. Report Packages
 - (i) Create and save a new report package
 - (ii) Demonstrate adjustable Parameters and Output
 - (iii) Show that default report settings, parameters and editable fields can be changed in the Brand Defaults area

Module 2: DATA FEEDS, FILES and RULES

Course Duration: 1 hour

Should I attend this course?

This course is recommended for all new and existing users who have learned the basic principles of Class Super and are now ready to fully utilise the system's automation to streamline processing and minimise the time required to process each fund. This module shows users how to set up their funds so that the bulk of their data entry and processing is completed automatically.

It is recommended that all users who want to ensure that their SMSF accounting business is as efficient and scalable as possible attend this session.

- 1. The Secret of Success - Maintain Holding References (Help 6.3.2)**
- 2. Data Plugged In - Feed Authorities (Help 15)**
- 3. Is the Power on?**
 - a. Understanding the Feeds Console (Help: 1.2.1.7)
 - b. Understanding the Cash Console (Help: 1.2.1.8)
- 4. Oh No! It says "Feed Not Supported"! - Working with Manual Data Feeds (Help 14)**
 - a. Show Commsec Online Trading and Macquarie CMT feed files (Help 14.2.2, 14.1.6)
 - b. Browse Loaded Files to see progress of manually loaded files (Help 1.2.1.6)
- 5. When All Else Fails There's Always Excel - The Excel Transaction Loader Explained (Help: 1.2.2.8)**
 - a. Cash, expense, portfolio, income, custom holding account and corporate action transactions
 - b. Recap copy and paste to Quick Cash Entry System (Help 2.9)
- 6. Avoiding Problems With Automated Feeds**
 - a. Note that Holding Accounts are created if they don't already exist
 - b. Note that Incomplete transactions are created if minimum information requirements are not met (e.g. Asgard Wrap)
- 7. Keep it Simple - Create Transaction Rules (Help: 2.10, 2.8, 2.9)**
 - a. Create a rule to allocate a recurring administration fee
 - b. Create a rule to allocate regular contributions
 - c. Note that Transaction Rules can be set to run automatically
- 8. Generate Income (Help 2.8.3)**

Module 3: YEAR END, TAX RETURNS and REPORTING

Course Duration: 1 hour

Should I attend this course?

It is recommended that all new users who will need to know how to complete the processing of a fund attend this course. It may also be useful for experienced users of the system who have been lodging their funds' tax returns manually and who would now like to start lodging them via Class Super.

The session builds on material in Module 1 and focusses specifically on the steps required to finalise a fund at the end of the year and then provides a demonstration of how to close off a year and lodge a tax return.

- 1. Drawing the Threads Together (Help 1.3.3.2)**
 - a. Reconciling year end events using the exceptions report (Help 12.2)
 - b. Troubleshooting your fund
 - (i) View your audit trail - Dynamic Reporting tools (Help: 12.1)
 - (ii) Browse Fund Events (Help: 1.2.4.4)
 - (iii) Browse Transaction Matches
 - a. Manual Parcel Matching
 - b. Period Update explained (Help 11.3)
 - c. Tax calculation and allocation
 - d. The Member Benefit Allocation process
- 2. Annual Tax Statements (Help 7.2.3)**
 - a. Account for the annual tax statement, including showing the exception report validation error (Help 7.2.3)
- 3. Taxing Issues Explained**
 - a. Tax Agent and Auditor details - where do they come from? (Help 1.2.1.3)
 - b. Prepare your tax return (Help 11.3.5,13.3.3)
 - c. Lodge your tax return (Help 11.3.5,13.3.3, 1.2.1.3)
 - d. Close the year (Help 11.3.6)
- 4. Reporting – Information at Your Fingertips (Help: 1.2.6)**
 - a. Single Report Viewer (Help 12.3, 1.2.6.6)
 - b. Report Manager - Optimise your reporting (Help 1.2.6.3)
 - (i) Test Case - Setting up year end review package (Help: 1.2.6.1)

Module 4: MEMBERS, PENSIONS and RESERVES

Course Duration: 1 hour

Should I attend this course?

This course is recommended for all new users of Class Super who have already attended Module 1. The session focusses on member specific items and provides detailed examples of how to process rollovers, pensions, benefit payments, etc.

This course is also recommended for any new or existing users who will need to process segregated funds.

1. Revisiting Class Logic When It Comes To Members

- a. How Class Super Allocates Income - the member benefit algorithm (Help 11.3.3)
- b. Amend the allocation of profit and tax (Help 11.3.3)
- c. Adjust Member Account Components (Help 3.2)
- d. Member Details (Help 3.4)
- e. Beneficiary Details (Help 3.4)
- f. Member Transitions (Help 3.4)

2. Processing a Rollover-In (Help 4.2)

3. Commencing a Pension (Help 3 and 5)

- a. Period Update first and amend the allocation of profit and tax (Help 11.3, 11.3.3)
- b. Create the Pension Account (Help 3.5)
- c. Pension establishment balances (Help 3.5)
- d. Print the minutes (Help 3.5)
- e. Pension review (Help 3.5)
- f. Process the Pension payment (Help 5.2)

4. Actuarial Certificates and Exempt Pension Income (Help 13.3.9)

5. The Classic TRIS Reboot - Commuting and Recommencing Pension (Help 5.5)

6. Segregation and Asset Pools (Help 6.3.2, 13.1.2)

7. Other Benefit Payments (Help 4.7)

- a. Rollover Out (Help 4.7)
- b. Taking an ETP (Help 4.7)
- c. Death Benefits (Help 3.5)
- d. Insurance Premiums and reporting the sum insured (Help 3.4, 4.5)
- e. Working with Reserves (Help 3.6, 3.7)

Module 5: CORPORATE ACTIONS, BALANCES and CUSTOM HOLDINGS

Course Duration: 1 hour

Should I attend this course?

This course provides detailed examples of how to process some of the more complex and/or unusual accounting items (such as mergers, share splits, etc.) that occur. It is intended to be an advanced course for existing users who are already familiar with processing a basic fund.

This course is recommended for all new users who have mastered basic administration on Class Super and for experienced users who want to refresh their advanced system skills.

1. Custom Holding Account Processing

- a. Uses for custom holding accounts:
 - (i) Loans
 - (ii) A wrap account shown as a single investment (Help: 13.2.4)
 - (iii) Other non-investment balance sheet items
- b. Draw down \$100,000 from Loan to Bank a/c on 1 Aug 09 (Help 13.2.4)
- c. Match it off against the receipt of cash (Help 2.8)
- d. Account for interest on the Loan (Help 7.1.6)
- e. Show how assets can be revalued

2. Creating Your Own Security Issues

- a. Set up an unlisted Trust (Help 6.3.8)
- b. Purchase units in the trust (Help 13.2.1)
- c. Revaluing at year end (Help 6.3.1)
- d. Add an Asset Allocation

3. Merge Holding Accounts (Help 6.3.4)

- a. Merge two separate holding accounts (Help 6.3.4)
- b. Compare results with simply changing the security issue to which the holding account is pointed. In particular, re-run prior year reports

4. Reinvestments (Help 7.2.2)

- a. Account for a distribution reinvestment (Help 7.2.2)

5. Corporate Actions

- a. Account for a Demerger (Help 9.4,9.5,13.2.9, 11.2)
- b. Account for a Capital Return (Help 9.3)
- c. Account for a Capital Call (Help 9.2)
- d. Account for a Merger (Help 9.7, 9.8)

9. Utilising Automatic Daily Balance Reconciliation

Module 6: BUSINESS SETTINGS and POLICIES

Course Duration: 1 hour

Should I attend this course?

This course explains how to configure Class Super at a business and brand level to ensure that the settings you require for your funds (eg. parcel match method, report defaults, etc.) are set up correctly. It is therefore a vital course for at least one member of staff in each new firm to attend so that they can properly complete the system set-up process. It is also recommended for existing users who wish to better understand how Class Super's default system settings can be adjusted.

Note: The content of this module is limited to business and brand configuration – there is no fund processing content in this module.

1. Your Business Details

- a. Add Business Name and Address (Help 1.2.1.1)

2. Using Brands

- a. Add Brand Name and Address Details (Help: 13.1.11)
- b. Loading logo (Help: 13.1.11)

3. The Party Register

- a. Overview
- b. Add Your Tax Agent Details (Help: 1.2.1.3)
- c. Add Fund Auditor Details (Help 1.2.2.4, 1.2.2.5)

4. Fund Settings

- a. Chart of Account settings
- b. Parcel Match settings
- c. Fund Policies
- d. Inherited Business and Brand settings

5. Maintain Income and Expense Types (Help 1.2.1.2)

6. Adjusting Brand Defaults for Reports

7. FundWeb

- a. Overview – relevance to Planners and Trustees
- b. How to provide access to Planners and/or Trustees
- c. Manual vs. Period Update controlled financial statements



Module 7: LOADING FUNDS ONTO CLASS

Course Duration: 1 hour

Should I attend this course?

Registration for this training module is only required for those users who are planning to load their own existing SMSFs onto Class Super manually. Where a firm is utilising the services of the Class Super Transitions Team to load the opening position of their funds for them, attendance at this training module is optional and may not be necessary.

This module takes users through a detailed example of how to load an existing fund onto the system using the Class Super Excel Fund Loader and also briefly explains how and when to use the New Fund Wizard. There is no content on how to process a fund or configure the system.

1. Setting-Up a New Fund on Class

- a. Show how a newly established Fund can be created in Class Super with the New Fund Wizard (Help: 1.2.4.4)

2. Migrating Funds to Class

- a. Show that a pre-existing Fund can be created in Class Super with the Excel Fund Loader where balances as at 30 Jun 0X are being brought across (Help: 1.2.4.3)
- b. Show Load Opening Balances page in the system (Help: 2.7)
- c. Show how Prior Year summary level Operating Statement values can be entered