

Getting Started Guide External Firm Portal Guide (For SMSF Administrators)

Simple Audit Solutions

Our latest release adds major features designed to streamline your audits and workflow even further

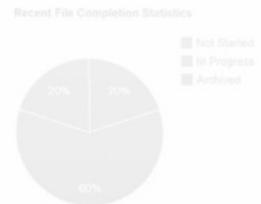
- 1. Supporting Document History
- 2. Check In/Check Out — Watch a video of Check In/Check Out in action
- 3. Lead Schedule Comments
- 4. Enhanced Roll-Forward — Watch a video of Enhanced Roll-Forward in action
- 5. Workpaper Progress Statistics

[Sign up for a demo](#) or [learn more about these new features](#)

Activity Feeds

- Nigel Noname has started a new file Summer Trust Fund - Year End 30-Jun-2013
November 07, 2014
- Nigel Noname has started a new file Summer Trust Fund - Year End 30-Jun-2013
November 07, 2014
- Nigel Noname has completed workpaper D2-5 from audit file Chris Carter Super Fund - Year End 30-Jun-2011
May 23, 2014

Your Files



Review Points

- Chris Carter S...
- Two shares s...
- P14 - Shares in L...
- Chris Carter Sup...
- Investment Start...
- please ...
- AS - Investment_S...

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Introducing MyWorkpapers

As an SMSF Administrator/client of an audit firm using MyWorkpapers, you have received this guide to assist you in accessing and using the External Firm Portal feature of the MyWorkpapers software.

MyWorkpapers is cloud-based software designed for accountants and auditors completing financials and SMSF audits. Being cloud based, it enables users (including fund administrators) to access the software anytime, anywhere from any device.

One of the features of the MyWorkpapers SMSF product is the Administrator-Auditor communication tool, or External Firm portal. This tool is designed to allow auditors to communicate seamlessly and efficiently with their client/Administrator. It provides an email notification system, and a special login that allows you to respond to auditor queries and provide the required documentation for the audit.

This guide provides a detailed explanation of the features and functions that will enable you to collaborate efficiently with your auditor using the External Firm Portal.

How does MyWorkpapers affect me as the Fund Administrator?

MyWorkpapers is designed to improve the speed and efficiency with which you can provide documentation to your auditor, and receive and respond to their queries.

There are a number of process changes that your auditor will discuss with you. Not all of these are critical to implementing MyWorkpapers, but should be considered to ensure the most effective use of the software.

1. Providing all supporting documents in electronic format (if not already doing so)
2. Providing auditor login access to you SMSF Administration software (if using Class Super/BGL SimpleFund 360/SuperMate). This will enable your auditor to directly import fund details and trial balance data directly into the audit file.
3. Providing an electronic trial balance file in excel format (BGL Simplefund, Reckon Desktop Super, other accounting software).
4. Uploading electronic documents directly into the MyWorkpapers External Firm Portal
5. Responding to auditor queries using the MyWorkpapers External Firm Portal
6. If you are using MyWorkpapers to prepare the year end financials you can share the documents directly from the file with the auditor by utilising the built-in digital document transfer functionality. This will save you time and create efficiencies for your firm.

How will MyWorkpapers save me time?

Using the MyWorkpapers External Firm Portal saves you time:

- It is an efficient and convenient way to supply supporting documents to your auditor.
- It is also an efficient way to respond to and track queries raised by the auditor across your funds.

Utilising the Portal will enable the auditor to keep communications with you concise and to a minimum. It enables queries and responses to be recorded and tracked, ensuring your fund audits are completed in a timely manner.

How and when do I access the MyWorkpapers External Firm Portal?

Your auditor will complete all required setup tasks to enable you to access the MyWorkpapers External Firm Portal. You can access the Portal to upload documents and respond to queries as and when you are notified by your auditor.

How do I respond to queries?

When your auditor has raised any issues for your action, an email will be generated by the Portal and sent to your email inbox. The email will advise you of:

- The name of the superannuation fund
- The name of the auditor who sent the request
- Your login details



Dear Sally Baker

Mary from Ace Partners has sent you a notification for the file: [Kidman Family Superannuation Fund 30-Jun-2020](#)

Please login on the website below to view the notification.

Login Details

Website: <https://portal-rc.myworkpapers.com/>

Firm Username: new1

Username: bakersally@gmail.com

**If you have not had your MyWorkpapers account created yet or have forgotten your password, please go to the Website link above and click on forgot password. Then click on the Continue button once provided with login details in this email. An email will then be sent to you with your updated login.*

Should you require assistance with the Firm Portal please visit our [Help Centre](#).

Thanks,

The MyWorkpapers team



MyWorkpapers Limited
<https://www.myworkpapers.com>
Tel: +61 7 5555 0100

Suite 30610, Level 6
SPC 3, Commercial
9 Lawson Street :
Southport QLD 4215
Australia

Upon the receipt of your first notification, you will have to use the ***'forgot your password'*** function, to create your own unique password.

Retrieving or Resetting Your Password

If you need to retrieve your password, or have forgotten your password, simply:

1. Go to <https://go.myworkpapers.com>
2. Click on the **Forgot Your Password** button



Note: The firm username and your username will be provided in your email notification

Fill in your **Firm Username** and your **Username**

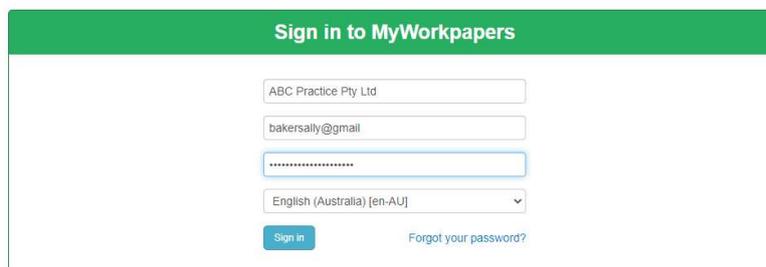


3. Click Continue
4. Your username and password will be emailed to you

Logging In

Once you have reset your password, you can now login to the MyWorkpapers External Portal. Simply:

1. Go to <https://go.myworkpapers.com>
2. On the Login page, enter your Firm Username, Email Address and Password as per the email you received and click Login



Upon initial logon, change your password for security reasons and to also make remembering your password easier

- You will now be taken to the External Firms landing page. The landing page provides a list of funds for which audits have been commenced, and queries made available to you, and provides some summary information regarding their progress.
- Make sure the correct year end is selected. If not you can **Chose period** via the dropdown menu.

Ace Partners Portal Sally

Sally Baker - 30-Jun-2020 Choose period ▾

Please select the file name and complete the form where applicable.

File Name	Date of latest request	No. of points outstanding	To complete	Date of latest response	Date Audit Report Issued
Kidman Family Superannuation Fund	23-Apr-2021	1	A1	<input type="text"/>	

Viewing Notifications

To view the queries outstanding on the file, simply:

- Select the **A1** hyperlink under the heading **To Complete** or the **SMSF Fund** name under **File Name** on the audit file you are interested in:

Sally Baker - 30-Jun-2020 Choose period ▾

Please select the file name and complete the form where applicable.

File Name	Date of latest request	No. of points outstanding	To complete	Date of latest response	Date Audit Report Issued
Kidman Family Superannuation Fund	23-Apr-2021	1	A1	<input type="text"/>	

Responding to Queries

Type your responses directly into the reply box, and select reply. Your responses will be immediately visible to the auditor within the audit file.

Kidman Family Superannuation Fund

30-Jun-2020

Point Number	W/P Ref	Matter	Resolved	Responses
1		Can you please provide all documents required for the 2020 audit	<input type="checkbox"/>	<input type="text"/> reply

Upload Documents Requested by Your Auditor

You can upload documents for your auditor by simply dragging and dropping them anywhere onto the query page. MyWorkpapers allows you to drag and drop multiple documents (you can also create a zip folder of all the uploaded documents for external storage if required), you can also choose to browse for your files and upload them.

Kidman Family Superannuation Fund

30-Jun-2020

Point Number	W/P Ref	Matter	Resolved	Responses
1		Can you please provide all documents required for the 2020 audit.	<input type="checkbox"/>	<input type="text"/> reply

Supporting Documents

Reference	Description	Document Name	Added by
No supporting documents have been uploaded yet. You can drag and drop a file in or use the upload form below.			

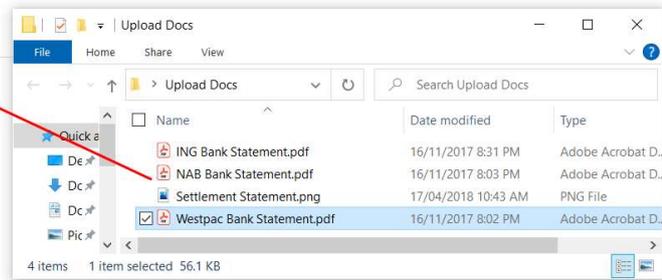
Upload supporting document

Reference

Correspondence type

Description

No file chosen



Notifying the Auditor of Your Query Responses

At the bottom of the page, select the Notify Audit firm button:

Notify firm that you have taken action for the issues raised above:

*This will send an email to the firm.

Import Documents Requested by Your Auditor

If you are a client of MyWorkpapers and subscribe to the SMSF year end template, you can import documents from your year end file direct to the External firm portal. From the query page click on the MyWorkpapers logo.

Kidman Family Superannuation Fund

30-Jun-2020

Point Number	W/P Ref	Matter	Resolved	Responses
1		Can you please provide all documents required for the 2020 audit.	<input type="checkbox"/>	<input type="text"/> reply

Supporting Documents

<input type="checkbox"/>	Reference	Description	Document Name	Added by
No supporting documents have been uploaded yet. You can drag and drop a file in or use the upload form below.				

Upload supporting document

Reference Correspondence type

Description

No file chosen

Import from MyWorkpapers



This will take you to a sign in page where you login to your firm.



Sign in to MyWorkpapers

Once signed in, search for the file.



You have successfully logged in to Firm: **new1** Log out

Copy supporting document(s) from files. Search file below, then select the document(s) to import.

Search for files

File:

Click on the appropriate file and select the folders or individual supporting documents that you wish to import. Once the supporting documents have been selected click on the Import button.



You have successfully logged in to Firm: **new1** Log out

Copy supporting document(s) from files. Search file below, then select the document(s) to import.

Search for files

File:

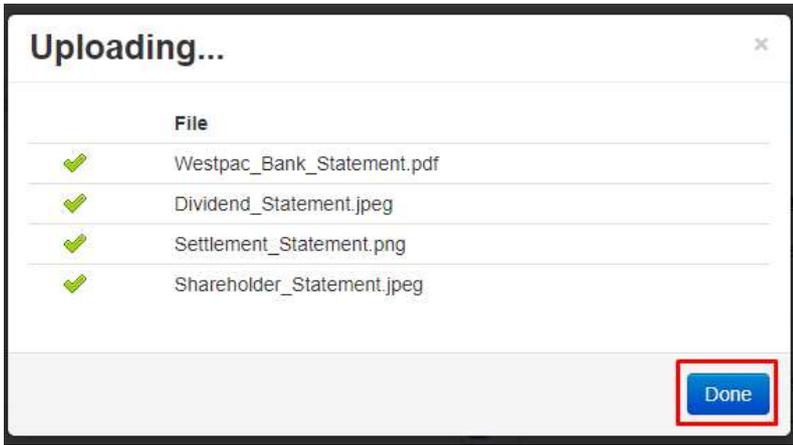
- Kidman Family Superannuation Fund #9894
- SMSF Year End 30-Jun-2020
- Year End Year End 30-Jun-2020 #9895

Select Workpaper(s) to import from.

Kidman Family Superannuation Fund Year End 30-Jun-2020

- Select all folders and associated work papers
- B - Planning**
- C - Income**
- C-7 - Westpac_Bank_Statement.pdf**
- C-6 - Dividend_Statement.jpeg**
- C-2 - C2_Interest_Received_worksheet3.xlsx**
- C-3 - C3_Dividends_Received_worksheet3.xlsx**
- C-4 - C4_Rental_Property_worksheet.xlsx**
- C-5 - C5_Trust_Distributions_worksheet.xlsx**
- F - Assets**
- F-6 - Settlement_Statement.png**
- F-5 - Shareholder_Statement.jpeg**

Confirmation of the documents uploading will appear. Click on the Done button.



The documents have now been shared with the auditor and will appear in the Supporting Documents table within the query page of the External Firm Portal.

Ace Partners Portal Sally

Kidman Family Superannuation Fund 30-Jun-2020

Point Number	W/P Ref	Matter	Resolved	Responses
1		Can you please provide all documents required for the 2020 audit	<input type="checkbox"/>	<input type="text"/> reply

Supporting Documents

<input type="checkbox"/> Reference	Description	Document Name	Added by	
<input type="checkbox"/> Settlement Statement		Settlement Statement	Sally Baker on 23-Apr-2021	Remove
<input type="checkbox"/> Shareholder Statement		Shareholder Statement	Sally Baker on 23-Apr-2021	Remove
<input type="checkbox"/> Westpac Bank Statement		Westpac Bank Statement	Sally Baker on 23-Apr-2021	Remove
<input type="checkbox"/> Dividend Statement		Dividend Statement	Sally Baker on 23-Apr-2021	Remove

[Download](#)

At the bottom of the page, select the Notify Audit firm button:

Notify firm that you have taken action for the issues raised above:

*This will send an email to the firm.