

The Super Group

Accounts Online Service

Getting Started and User Guide

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The Service

- Access to your fund's investment data
- Ability to drill down on investments to see further detail
- Detailed Member level reporting for accumulation and pension accounts including contribution and pension payment details.
- Ability to download a range of “real time” reports at both the fund and member level, eg
 - Tax reporting including capital gains tax position
 - Pension monitor

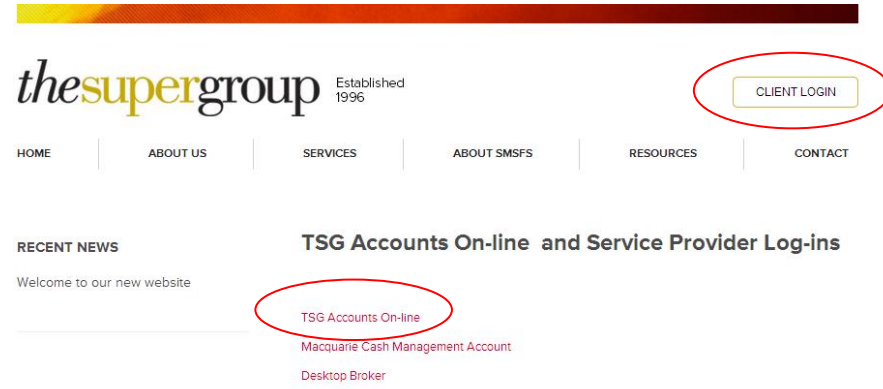
Accounts Online- Background

- Transactions (ie payments by the fund or income received by the fund) are downloaded daily from the fund's Macquarie Account*
- Income may include:
 - Dividends and distributions
 - Contributions
 - Proceeds from the sale of assets
- Payments may include:
 - Purchase of assets
 - Pension payments
 - Fees and charges
- Accounts are reconciled on a monthly cycle.
- Investment unit prices reflect previous day's close for listed equities, and most recent value provided for unlisted investments
 - For some managed funds, daily pricing is available
 - Other funds provide weekly or monthly unit prices
- Unprocessed or unreconciled transactions are held in “accrual accounts”:
 - Where income is received but has not been matched to corresponding advice or documentation.
 - Where a payment is made but has not been matched to corresponding advice or documentation

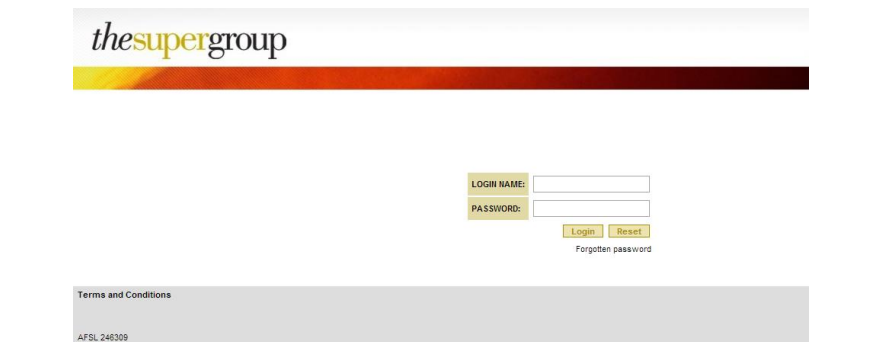
* NB if a Macquarie CMA is not used, transactions are entered from monthly bank statements once these are received. This will result in a delay in reconciling cash transactions.

Accounts Online- Log In Screen

- The log in can be accessed via the Client Log-in page on The Super Group Web Site.
- You will be provided with your login name and initial password when you register for the service.
- Passwords do expire, so if you haven't used the service for a period of time you may need to ring us to reset it.
- You may be asked to enter a new password periodically.
- The system will lock you out after three unsuccessful password attempts- if this happens, simply ring us and we will re-activate the service and issue a new password.
- You can change your password yourself under the “Self Administration” tab once you have logged in.



The screenshot shows the top navigation bar of the thesupergroup website. The logo "thesupergroup" is on the left, with "Established 1996" to its right. A "CLIENT LOGIN" button is circled in red in the top right corner. Below the navigation bar, there are links for HOME, ABOUT US, SERVICES, ABOUT SMSFS, RESOURCES, and CONTACT. The "RECENT NEWS" section includes a link for "TSG Accounts On-line" which is also circled in red. Below this, there is a list of services: "Macquarie Cash Management Account" and "Desktop Broker". A large blue arrow points down from the "TSG Accounts On-line" link to the login screen below.



The login screen features the thesupergroup logo at the top. Below the logo, there are two input fields: "LOGIN NAME:" and "PASSWORD:". To the right of the "PASSWORD:" field are two buttons: "Login" and "Reset". Below the "Reset" button is a link for "Forgotten password". At the bottom of the page, there is a "Terms and Conditions" link and a small reference number "AFSL 246309".

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The First Screen

The Main Menu



Fund Information

FUND DETAILS

FUND CODE:	HOPP01
FUND SHORTNAME:	HOPP01
FUND NAME:	Hoppe Smith Superannuation Fund
TFN:	* ON FILE *
ABN:	Z
SFN:	
WITHHOLDER PAYER NO:	
FUND TYPE:	Self Managed (SMSF)
REGISTERED FOR GST:	No
DEED DATE:	07/02/2007
BAS FREQUENCY:	
IAS FREQUENCY:	Annually
INVESTMENT STRATEGY:	Default

CONTACT DETAILS

TITLE:	Mr
SURNAME:	Smith
GIVEN NAME(S):	Adam
EMAIL:	
WORK PHONE:	(02) 9328 9328
HOME PHONE:	
MOBILE:	
FAX:	
OTHER CONTACT:	

ADDRESS DETAILS

STREET ADDRESS:	
	AUSTRALIA
POSTAL ADDRESS:	Locked Bag 171 EDEGCLIFF NSW 2027 AUSTRALIA

BANKS	Bank	Branch	BSB	Account	Account Name
	MBL	Sydney	182222	XXXX	XXXX

FUND EARNING RATE HISTORY	Start Date	End Date	Rate
	01/07/2008		0.00000
	01/07/2007	30/06/2008	Z
	01/07/2006	30/06/2007	Z

This screen provides basic contact details and earning history for the fund.

The Investment Screen

(accessed via “Investments” on the main menu)

Fund Summary | Member Search | Relations and Associations | **Investments** | Reports | Calculators | Self Administration | Logout

Investment Details

EFFECTIVE DATE:

INVESTMENT DETAILS	Account	Alt Id	Units	Price	Value	Pending	Total
	BHP Billiton Limited	BHP	1,000.0000	32.230000	32,230.00	0.00	32,230.00
	Commonwealth Bank of Australia - PERLS IV	CBAPB	200.0000	176.000000	35,200.00	0.00	35,200.00
	Dividend / Distribution Cash Accrual		0.0000	0.000000	-1,250.00	0.00	-1,250.00
	Macquarie CMT (Primary)		0.0000	0.000000	24,437.88	0.00	24,437.88
	Other Cash Accrual		0.0000	0.000000	-294.48	0.00	-294.48
	OZ Minerals Limited	OZL	6,386.0000	0.550000	3,512.30	0.00	3,512.30
	Provision for Income Tax		0.0000	0.000000	-427.18	0.00	-427.18
	SPDR S&P/ASX 50 Fund	SFY	1,000.0000	34.160000	34,160.00	0.00	34,160.00
	Suncorp-Metway Limited Non-Cumulative Conv. Prefs	SUNPB	300.0000	86.900000	26,070.00	0.00	26,070.00
	Westpac Banking Corporation	WBC	1,310.0000	16.500000	21,615.00	0.00	21,615.00
	Total				175,253.52		175,253.52

- Provides a clear snapshot of the current financial position of the fund.
- Includes all fund assets, including investment assets and transaction accounts

Clicking on the asset name enables you to drill down for further details

Investment Details Screen

(accessed by clicking on the asset name in the Investments screen)

Westpac Banking Corporation Asset Review

Revenue/Expense Listing

UNREALISED TAX PACKETS	Buy Date	Units	Cost Amount	Adjusted Cost	Market Value	Profit/Loss
	01/12/2008	1,310.0000	22,516.54	22,516.54	21,815.00	-901.54

REALISED TAX PACKETS	Sell Date	Units	Cost Amount	Adjusted Cost	Sale Amount	Profit/Loss

INVESTMENT TRANSACTIONS	Posted Date	Effective Date	Action	Details	Amount
	01/12/2008	01/12/2008	BUY	SGB Scheme of Arrangement	22,516.54

- Provides full details on when the asset was acquired, the cost base of the asset and any realised and unrealised gains.
- Detail is provided at the “tax packet” level, ie each parcel of shares acquired (and disposed of) over time.

Transaction Details

(accessed by clicking on a transaction account
e.g. Macquarie CMT or a cash accrual account)

General Ledger Transactions

START DATE: 11/01/2009

END DATE: 10/02/2009

Submit

TRANSACTIONS	Tran Date	Description	Debit	Credit	Effective
	04/02/2009	DEPOSIT CHEQUE	494.44	0.00	04/02/2009
	23/01/2009	CASH MANAGEMENT TRUST INTEREST PAID	242.69	0.00	23/01/2009
	19/01/2009	NORWICH UNION LI 8229313	0.00	99.98	19/01/2009

- Accounting conventions dictate that:
 - For cash transaction accounts, income is a debit and a payment is a credit.
 - For accrual and asset accounts, income is a credit and a payment is a debit.
- Transactions can be filtered by date to find particular transaction.
- If an accrual account has a nil balance it does not appear on the asset list
- See page 11 for more details about accrual accounts

Member Details

(accessed by clicking on an active Member's name on the Main Screen)

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Fund Summary | Member Search | Member Summary | Other Details | Reports | Calculators | Self Administration | Logout

Membership Summary

MEMBERSHIP DETAILS		CONTACT DETAILS		ADDRESS DETAILS	
MEMBER ID:	00001	TITLE:	Mr	STREET ADDRESS:	
JOINED FUND:		SURNAME:		POSTAL ADDRESS:	
ELIGIBLE SERVICE DATE:		GIVEN NAME(S):			
RETIREMENT DATE:		EMAIL:			
RETIREMENT AGE:		WORK PHONE:	(02) 9328 9328		
		HOME PHONE:			
		MOBILE:			
CURRENT BALANCE:	78,922.62	FAX:	(02) 9328 9327		
PRESERVATION COMPONENTS		OTHER CONTACT:			
PRESERVED:	78,922.62				
RESTRICTED NON-PRESERVED:	0.00				
UNRESTRICTED NON-PRESERVED:	0.00				
TAX COMPONENTS					
TAXABLE:	28,289.77				
TAX FREE:	50,632.85				

MEMBER TRANSACTIONS			
Date	Type	Detail	Amount
11/02/2014	CONTRIBUTION	Employer Concessional Contributions	188.00
11/02/2014	CONTRIBUTION	Employer Concessional Contributions	235.00
11/02/2014	CONTRIBUTION	Employer Concessional Contributions	235.00
01/11/2013	CONTRIBUTION	Employer Concessional Contributions	188.00
11/10/2013	CONTRIBUTION	Employer Concessional Contributions	188.00
11/10/2013	CONTRIBUTION	Employer Concessional Contributions	235.00
11/10/2013	CONTRIBUTION	Employer Concessional Contributions	243.00

Provides details of contributions (for accumulation accounts) or pension payments (for pension accounts) as well as current Account balance, preservation status and tax component details.

Available Reports

(accessed under the “Reports” tab on the Main Menu)

Report Name	Contents
Accrued Capital Gains	Unrealised capital gains/ losses, including acquisition dates, cost bases, tax treatment etc.
Asset Allocation	Current asset allocation compared to any target or default set for the fund.
Capital Gains Tax	Realised capital gains/ losses, including acquisition dates, cost bases, tax treatment etc.
Investment History	Detail for each investment including acquisition/ disposal, income, tax treatment, adjustments etc.
Investment Summary	Overview of all fund investments including earnings and market value.
Member Statement	Member details and account summary for each fund member.
Pension Monitor	Pension payments schedule and any applicable minimums and maximums.
Portfolio Transactions	Detailed list of all transactions on all accounts.

About accrual accounts

- Accrual accounts are used to reconcile cash transactions:
 - Dividend/ distribution
 - Buy and sell
 - Other transactions.
- When a cash transaction occurs it is entered into one of these accrual accounts according to the transaction description provided by the Bank.
- Once transaction confirmation is received (eg contract note, dividend statement etc) the accrual transaction account is matched and the accrual balance goes to zero.
- Accrual accounts are checked as part of the monthly fund reconciliation process and unidentified transactions are investigated by TSG accountants.
- Accrual accounts with a zero balance do not appear in your investment summary screen
- If there is a large positive or negative value in the accrual accounts this may result in the fund's value being overstated or understated. Feel free to contact TSG if you have any queries about the accrual accounts.