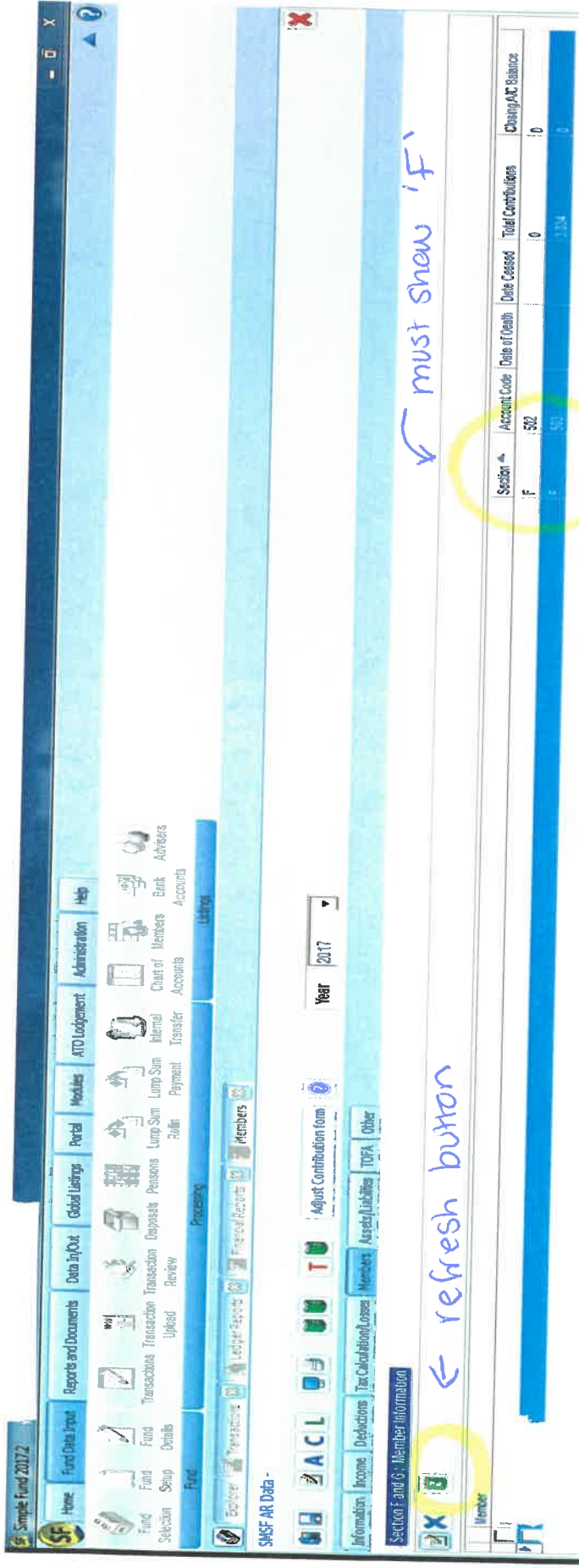


Member tab in Annual Return screen

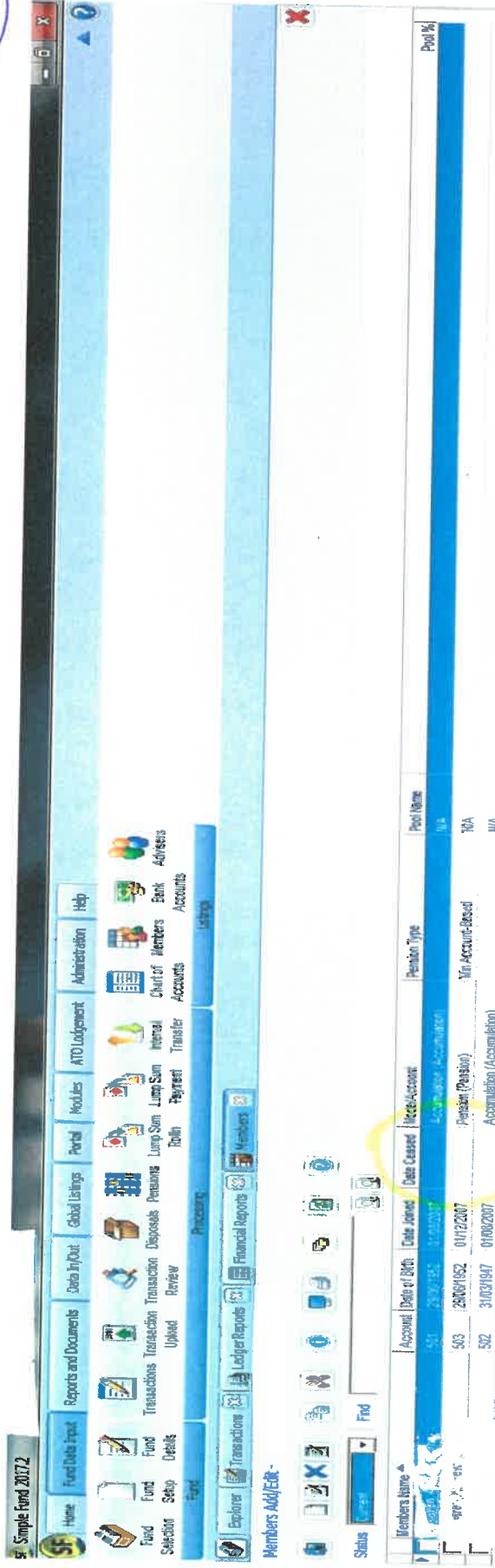
①



Go into the SMSF_AR screen - click on members tab - all should be in section F - if in section G then exit the tax return screen and go to the members screen and take out the 'date ceased' (see next screen dump) - then come back to this screen (SMSF_AR in Financial Reports screen - member tab) - CLICK ON THE GREEN REFRESH ICON (highlighted above) - the 'section' column should now display 'F'. Save the Return and go to the 'Returns' tab to download the tax return to pdf. (see last screen dump).

Members screen

2



↑ take out any cease dates by double clicking on member and delete 'date left fund' (see next screen dump) - click save.

- Return to Financial Reports screen + click SMSF - AR button - member tab - refresh button to display section 'F'.

3

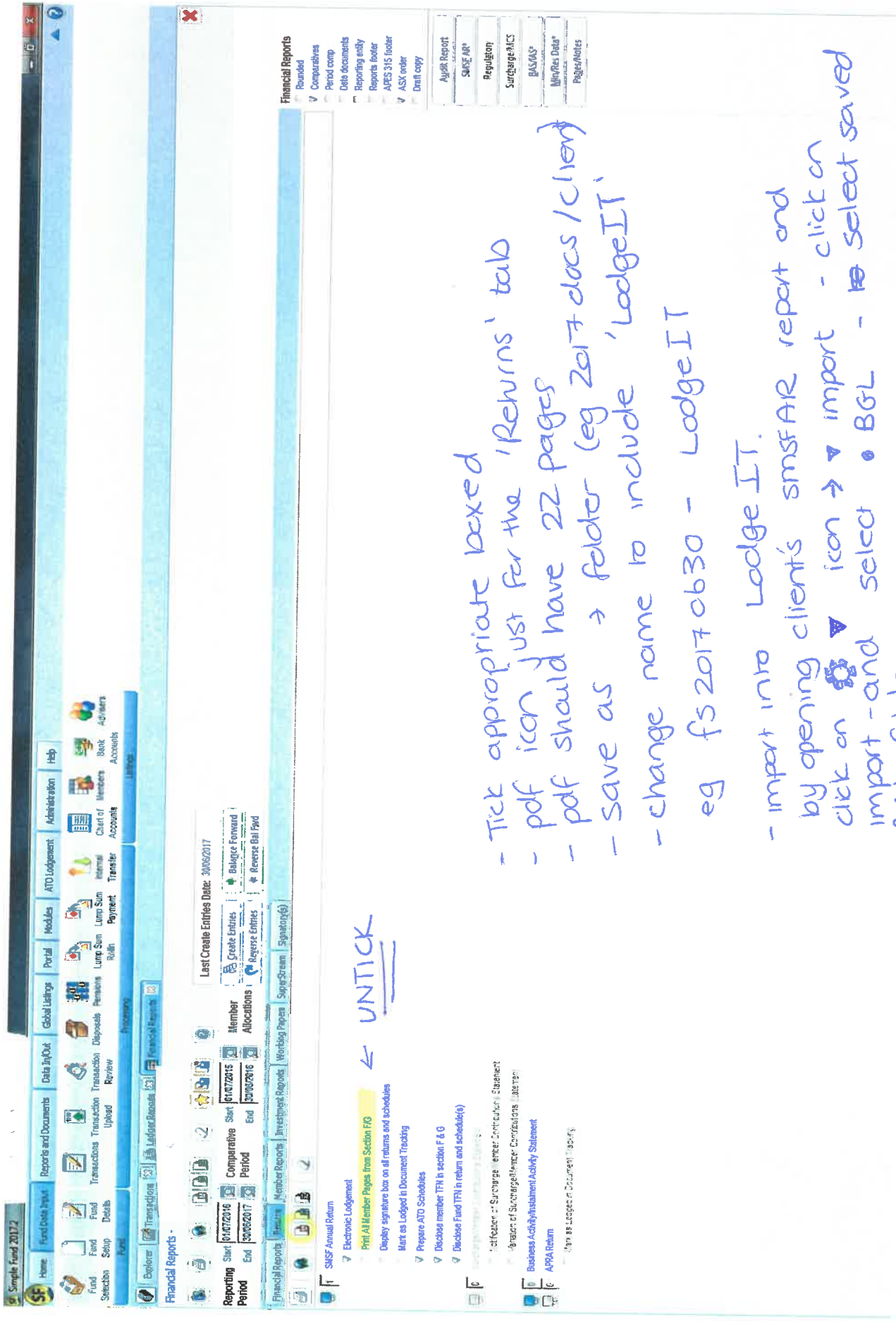
members screen

The screenshot shows a web application interface for a pension fund. The top navigation bar includes links for Home, Fund Data Entry, Reports and Documents, Data In/Out, Global Lists, Portal, Modules, ATD Lodgement, Administration, and Help. Below this is a secondary menu with icons for various functions like Transactions, Upload, Review, and Financial Reports. The main content area is titled 'Members' and displays a list of members with columns for Account, Date of Birth, Date Joined, Date Ceased, Model Account, and Pool Name. Two members are listed: one with account 503 and another with 502. The second member is selected, opening a detailed view for 'Member: 502'. This view includes tabs for Details, Financial, Rostered Beneficiaries, Return Rates, and Employer Details. The 'Details' tab is active, showing fields for Date of Birth (29/06/1952), Date Joined Fund (14/12/2007), Date Left Fund (01/08/2007), Account Description (Accumulation), Date Commenced Service Period (16/08/1976), Date Concluded Service Period, Arms Length Member?, Spouse 'tagging agreement'?, Flugging Agreement Date, Inactive Member?, Reference, TFR (32318745), and TFR Date (20/11/2005). A blue arrow points to the 'Date Left Fund' field with the handwritten text 'take out cease date & save.' The bottom right corner of the page features the RCI logo and the slogan 'Your Business in Penalties'.

take out cease date & save.

Financial Reports - Returns Tab

4.



- Tick appropriate boxed
- pdf icon just for the 'Returns' tab
- pdf should have 22 pages
- save as → folder (eg 2017 docs/client)
- change name to include 'LodgeIT'
- eg fs20170630 - LodgeIT

← UNTICK

- import into Lodge IT.
- by opening client's smsfAR report and click on icon → import - click on import - and select • BGL - select saved BGL folder