



CAVENDISH

ANNUAL

INTRODUCING YOUR ADVISER DASHBOARD

The Cavendish Annual adviser dashboard gives you an overview of your clients' SMSF positions as at the last reconciliation date – which is generally the end of the last financial year. Your dashboard gives you access to:

- A consolidated view of each SMSF's investment position, , investment strategy contributions and pension history from previous financial years and pending tasks
- Choice of communication preferences including SMS, email, post or dashboard
- Electronic storage of fund documents and reports.

YOUR CLIENTS' SMSFs AT A GLANCE

WHEN YOU LOGIN TO THE ADVISER DASHBOARD, YOU WILL IMMEDIATELY HAVE THE ABILITY TO:

- View any tasks you need to attend to
- Setup a new SMSF or transfer the administration of an existing fund to Cavendish
- Search a list of your clients' funds and access more detailed information
- Access all of the features and functionality of your clients' Cavendish Online and Annual SMSFs on the same dashboard.

SETTING UP YOUR DASHBOARD ON YOUR COMPUTER OR TABLET

You can access your adviser dashboard through a range of devices including your computer, iPad or tablet. When accessing your dashboard for the first time on a particular device you will need to allow cookies and pop-ups through your browser.



SMSF SETUP AND TRANSFER

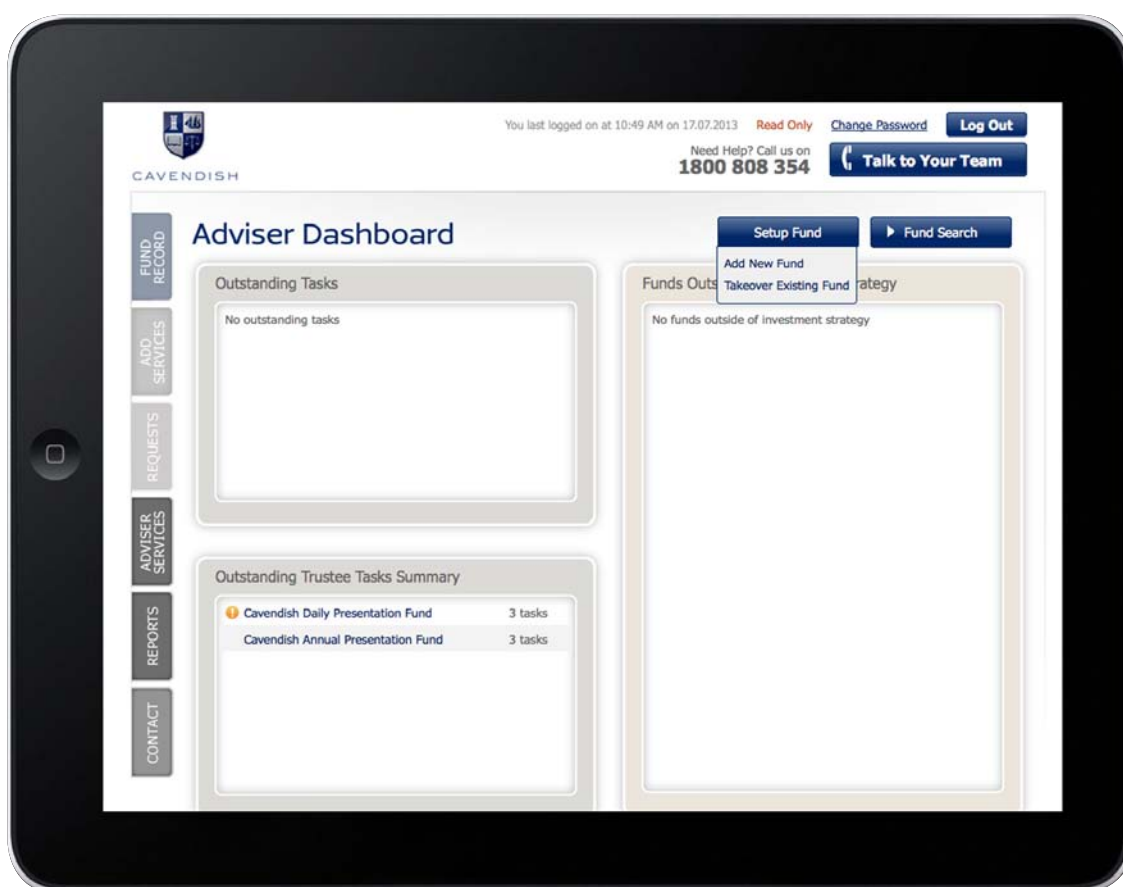
Setup a new SMSF or transfer an existing fund to Cavendish through your online dashboard, simply:

1. Click the 'Setup Fund' button
2. For a new SMSF, select 'Add new fund', or
3. To transfer an existing fund, select 'Takeover existing fund'
4. Select the Cavendish Online or Cavendish Annual service
5. Complete the online wizard and our administration team will finalise the setup or transfer of the fund.

A CONSOLIDATED VIEW OF YOUR CLIENTS' SMSFs

Clicking the 'Fund Search' button will show you a list of your clients' SMSFs. Simply select a fund to:

- View all details relating to the fund including current investments
- Load documents directly to a fund record
- View outstanding tasks
- Customise communication preferences and alerts so the right people are notified of important activities occurring on their fund
- Submit a request for us to do something for you – such as update contact details or commence a pension.



THE 'FUND RECORD' TAB

Fund Details [Change Details](#) [Talk to Your Team](#)

Fund Name: Cavendish Annual Presentation Fund
Fund ID: DEMO_CVA
Tax Office Registration Details
ABN: 99-999-999-999
TFN: 11-111-111
Current Trust Deed
Deed Date: 01 March 2007
Deed Type: Establishment
Deed Source: Freshills
Trustees/Members
Corporate Trustee: Presentation No1 Pty Ltd
Name: Role: Member
Bill Presentation: Director: Yes
Jane Presentation: Director: Yes
Contact Details
Street Address: 123 Smith Street Kempsey, NSW, Australia 2440
Home Phone: 02 1234 5678
Fax: 1300 123 456
Relationship
Chairperson: Bill Presentation
Client Services: Kevin McFadden
Main Contact: Bill Presentation
Adviser: Bill Cavendish
W: 08 12345678

Communications & Alerts [Change Details](#) [Talk to Your Team](#)

Communications

| Item | Person to Notify | How |
|----------------|------------------|-----|
| Annual Reports | | |
| General Items | | |
| Minutes | | |
| Payments | | |
| Your Fees | | |

Alerts - General

| Type | Person to Notify | When | How |
|----------------------|-------------------|--------------------------|-------|
| Tasks for Completion | Bill Presentation | 1 day after task created | Email |

Alerts - Contributions

| Member | Item | Person to Notify | When | How |
|------------------------------|------|------------------|------|-----|
| No contribution alerts found | | | | |

Alerts - Pension Payments

| Member | Item | Person to Notify | When | How |
|-------------------------|------|------------------|------|-----|
| No pension alerts found | | | | |

FUND DETAILS AND MEMBER DETAILS

These sections have the details of your clients' SMSFs including who the trustees are, all the member details, the Australian Business Number (ABN), Tax File Numbers (TFN) and death benefit beneficiaries.

You can change some of these details on the 'Tasks' tab by selecting the 'Change Details' button. If you change an address, phone number, email or any other item about the fund we can ensure all the relevant government authorities are updated for you, including the Australian Tax Office (ATO) and the Australian Securities and Investments Commission (ASIC) as necessary.

COMMUNICATIONS & ALERTS

Understanding how communication preferences work on you online dashboard and then setting them up to suit your needs is crucial to efficiently managing your clients' SMSF tasks.

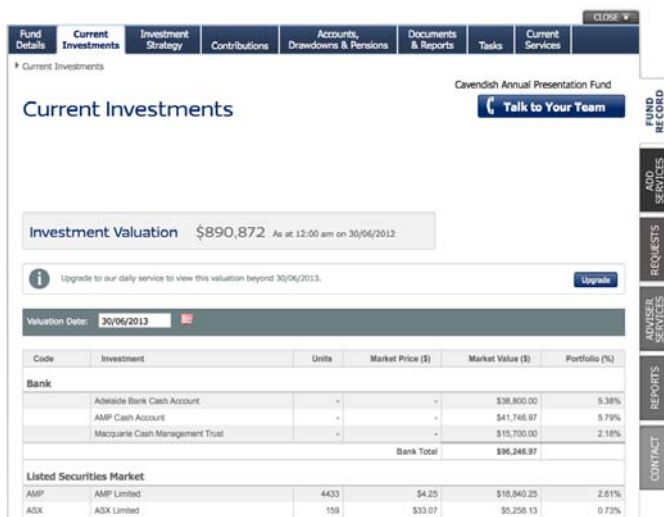
- All tasks will appear on the online dashboard regardless of the communication preference you have set
- All system documents are saved on the dashboard in the 'My Documents' tab
- You can elect to receive an email or SMS to notify you when there is a task on the dashboard
- You can set different alert and delivery preferences for specific types of documents.

Setting your communication preferences

1. Go to the 'Fund Details' tab'
2. Click 'Change Details'
3. Select 'Communications & Alerts' and then select your preferences.

Important: Please ensure your communication preferences are set when you login for the first time.

THE 'FUND RECORD' TAB



CURRENT INVESTMENTS

View the investment position of your clients' SMSF and a summary of all your investments as at the last reconciliation date.

To view the summary of your portfolio for a previous year, input the relevant date in the 'Valuation Date' field.



INVESTMENT STRATEGY

Before your clients start investing, an investment strategy will need to be prepared. With our online tool, you can:

- View your planned strategy against actual investments by asset class as at last reconciliation date
- See what is in each sector – simply move your mouse over the strategy items
- Change your strategy – we will generate a minute, which the trustees can sign online by entering their passwords.

Changing an investment strategy

1. Go to the 'Investment Strategy' tab
2. Click the 'Change Strategy' button
3. Complete the form. A minute will be generated for the trustees to sign.

THE 'FUND RECORD' TAB

Fund Details

Current Investments

Investment Strategy

Contributions

Accounts, Drawdowns & Pensions

Documents & Reports

Tasks

Current Services

Contributions

Current Year's Contributions

Summary of Previous Year's Total Contributions

Upgrade to our daily service to view your current year's contributions.

| Year | Member | Concessional Contributions | Non-Concessional Contributions | Other Contributions | Total Contribution |
|------------|-------------------|----------------------------|--------------------------------|---------------------|--------------------|
| 30/06/2014 | Bill Presentation | | | | |
| 30/06/2013 | Jane Presentation | | | | |
| 30/06/2013 | Bill Presentation | \$50,000 | \$95,000 | | \$145,000 |
| 30/06/2013 | Jane Presentation | \$5,400 | \$22,000 | | \$27,400 |
| 30/06/2012 | Bill Presentation | \$50,000 | \$108,000 | | \$208,000 |
| 30/06/2012 | Jane Presentation | \$5,400 | \$22,000 | | \$27,400 |
| 30/06/2011 | Bill Presentation | | \$29,000 | | \$29,000 |
| 30/06/2011 | Jane Presentation | \$5,400 | \$22,000 | | \$27,400 |
| 30/06/2010 | Bill Presentation | \$25,000 | \$50,000 | | \$75,000 |
| 30/06/2010 | Jane Presentation | \$5,400 | \$22,000 | | \$27,400 |
| 30/06/2009 | Bill Presentation | \$25,000 | \$100,000 | | \$125,000 |
| 30/06/2009 | Jane Presentation | \$5,400 | \$22,000 | | \$27,400 |
| 30/06/2008 | Bill Presentation | | | | |
| 30/06/2008 | Jane Presentation | | | | |

Upgrade

Talk to Your Team

FUND RECORD

ADD SERVICES

REQUESTS

ADVISER SERVICES

REPORTS

CONTACT

CONTRIBUTIONS

In the 'Contributions' tab, you can view a breakdown of your contributions in the previous years by member against the cap.

Fund Details

Current Investments

Investment Strategy

Contributions

Accounts, Drawdowns & Pensions

Documents & Reports

Tasks

Current Services

Balances

Pensions

Withdrawals

Pensions

Current Active Pensions

Current Year's Pension Payments – How much pension needs to be taken out?

Year to Date Pension Payments

Summary of Previous Year's Pension Payments

Upgrade to our daily service to view your current year's pension payments.

Upgrade to our daily service to view year to date pension payments.

Talk to Your Team

Upgrade

Upgrade

FUND RECORD

ADD SERVICES

REQUESTS

ADVISER SERVICES

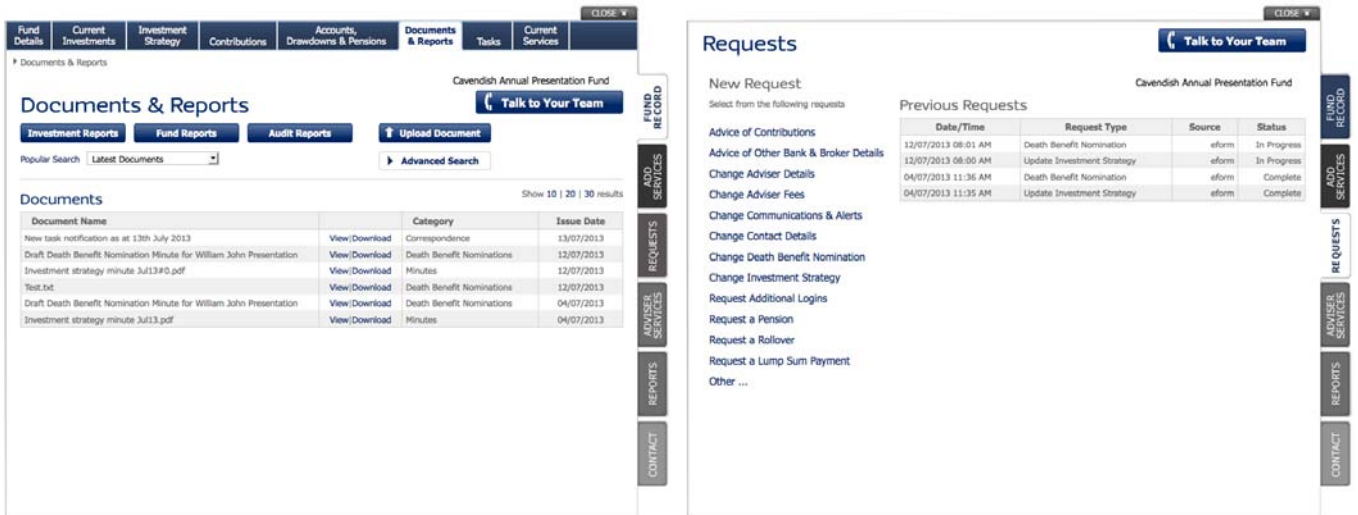
REPORTS

CONTACT

ACCOUNTS, DRAWDOWNS & PENSIONS

Within this tab, you will be able to see the balance of each member account, a full list of all pensions including all transactions and any lump sum withdrawals made as at the last reconciliation date

THE 'REQUESTS' TAB



DOCUMENTS & REPORTS

Access a range of investment, fund and audit reports to monitor fund contributions, pension levels and investment performance for previous financial years.

To run a report

1. Click on either the investment, fund or audit report buttons
2. Select the report you would like to run
3. Select the date range for the report and click 'Continue'.

TASKS

When there is a pending task that requires input or action on your clients' SMSFs, it will appear on your dashboard and within the 'Tasks' tab. This may just be a minute for trustees to sign or a tax notification. Our 'Communications & Alerts' system can let you know by SMS or email when a task has been uploaded to your dashboard.

CURRENT SERVICES

This tab summarises the Cavendish services for your clients' SMSF.

THE 'REQUESTS' TAB

The 'Requests' tab allows you to submit requests to us and monitor their progress. You can create requests at any time including a pension establishment, to rollover funds from another superannuation account or to update your contact details.

THE 'REPORTS' TAB

| Fund | Valuation Date | Valuation | Cash Fixed Int | Int'l Fixed Int | Asst Shares | Int'l Shares | Direct Prop | Listed Prop | Other | Adviser |
|------------------------------------|----------------|-----------|----------------|-----------------|-------------|--------------|-------------|-------------|---------|-----------|
| Cavendish Annual Presentation Fund | 30/06/2012 | 890,872 | 225,119 | - | 251,898 | 55,033 | 350,000 | 7,023 | - | Bill |
| Cavendish Daily Presentation Fund | 16/07/2013 | 823,182 | 135,589 | - | 200,902 | 33,437 | 318,182 | 20,822 | 114,480 | Bill |
| Total | 2 Funds | 1,714,055 | 361,679 | - | 452,800 | 88,470 | 668,182 | 27,845 | 114,480 | Cavendish |

| Date Received | Fund | Type | Welcome Call | Corporate Trustee | Trust Deed | Cash Account | Direct Debit | ABN/TFN | Investment Strategy | Client Services | Adviser |
|---|------|------|--------------|-------------------|------------|--------------|--------------|---------|---------------------|-----------------|---------|
| There are no funds currently being setup. | | | | | | | | | | | |

THE 'REPORTS' TAB

The dashboard gives you access to a range of reports which can be tailored to meet your requirements and can assist in providing insight into the funds you provide advice to. You can even export all reports to Microsoft Excel for further analysis.

The reports available to advisers extract data for Cavendish Annual SMSFs as at last reconciliation date. They include:

- Investment valuation
- Investment holdings
- Fund setup status
- End of year progress.

INVESTMENT VALUATION

The investment valuation report allows you to view the value of all SMSFs on the system at a prior reconciliation date (going back to the date the fund commenced on the administration system). The report will show the total value of the fund at that date and the value of each individual asset class for the fund.

INVESTMENT HOLDINGS

This report allows you to enter specific investment codes to provide a list of all your clients' funds which hold that particular investment.

The system gives you the ability to enter more than one code at a time, which can assist when searching for specific information on clients' funds and their investments. Simply enter a space between each code and press the report button and the system will show all funds which hold those investments. For example, if searching for all clients holding BHP Billiton and Rio Tinto shares simply enter 'BHP RIO' – remember to leave a space between each investment – and the system will display this information for you.

FUND SETUP STATUS

This report shows the progression of both new and existing SMSFs through the setup and transfer processes.

The columns in this report show the major milestones that need to be completed when setting up a new fund (eg allocation of an ABN/TFN, completion of direct debit authorities, investment strategy documented). The 'Setup Status' dropdown menu allows you to filter the report to show funds at various stages of the setup process.

During the setup phase our administration team handles all enquiries, tasks and requests for information. Once the setup of a fund is complete, it will no longer appear on this report. The day-to-day enquiries relating to these funds would then be handled by your Client Manager.

THE 'REPORTS' TAB

The various status descriptions are:

- **New** – fund has been submitted and is yet to be allocated to a member of the administration team
- **Review** – fund has been allocated to an administrator and the application data is being reviewed
- **Proceed** – administrator has completed the welcome call and the client has confirmed details and provided any outstanding information
- **Pending** – historical fund information is being entered into the system (relevant for existing funds transferring to our service only)
- **Active** – historical fund information has been entered and the investment information on the dashboard is complete.

END OF YEAR

This report shows the progression of a fund through the end of year process. By default the report shows all financial years, but may be filtered to show a specific financial year if required.

The different subheadings cover different milestones through the end of year process. A description on each is below.

Tax status

This is the first milestone for funds as they proceed through the end of financial year process. This field shows the tax return status of the fund is at. There are several different statuses which can appear here:

- **Blank** – if the tax status is blank this means the tax payment for the financial year has not yet been calculated
- **New** – the income tax position of the fund has been calculated for the financial year
- **Alert sent** – our system has sent an alert to the main contact of the fund advising them of the pending income tax statement
- **Complete** – the income tax liability has been paid to the Australian Taxation Office

The tax status will show as blank until the fund has been fully reconciled for the financial year. This includes the satisfactory completion of all tasks. If there are outstanding requests for information on the dashboard, the end of financial year process will not be able to commence.

Audit status

The 'Audit Status' shows the progress of the fund through the various audit steps. There are several different status updates which will appear in this box as the audit process is being completed:

- **Not ready** – this simply means that the fund is not ready to commence the audit process yet. It may be waiting on information or outstanding tasks or simply because the income tax has not been completed for the financial year
- **Initial review completed** – the administrator has completed their initial review and is satisfied that the fund is able to proceed to the audit preparation stage
- **Ready for audit** – the fund has been prepared for audit. At this stage, the fund is sent to the audit firm for them to complete the independent external audit for the financial year
- **Audit completed** – audit has been completed and all reports have been supplied to the administrator. The work for the end of financial year has been completed at this stage.

The 'Due Date' indicates when a tax payment is due, which can vary depending on the age of the fund or on the previous year's compliance history. The lodgement date for most funds is typically the middle of May each year.

WHAT IF YOU HAVE CLIENTS USING THE CAVENDISH ONLINE SERVICE?

If you have clients using both Cavendish Online and Annual, you will be able to view all of their funds through the same dashboard, with the same login and experience the same features you currently do for each service.

UPGRADING TO CAVENDISH ONLINE

Throughout your dashboard, you will notice a number of 'Upgrade' buttons. Clicking on any of these buttons will allow you to upgrade to the Cavendish Online service, which gives you an up-to-date overview of your clients' fund positions with access to all the information you need to manage their SMSFs efficiently throughout the year including:

- A consolidated view of each SMSF's investment position and pending tasks
- Access to a wide range of services that make SMSF management simpler, such as contributions and pensions monitoring
- Seamless administration of your clients' SMSFs allowing you to focus on helping to grow their funds
- Timely and intuitive information to help drive decision making
- Choice of communication preferences including SMS, email, post or online dashboard
- The ability to run reports for specific dates, not just until the last reconciliation date.

For more details on the Cavendish Online service, call your Client Manager.

MULTIPLE ACCESS LEVELS

For the following access levels can be set at pre-determined levels for licensed dealer groups, advisory firms, advisers and their support staff.

Licensed dealer manager

Managers of licensed dealer groups can have visibility over all funds linked under their group. The views and reports can be tailored to show all funds for all advisers, or drill down to view funds associated with an individual adviser.

Advisory firms

Advisory firms have the option to tailor their dashboard access permissions, enabling advisers within their business to have visibility across all advisers and their associated funds.

Adviser assistant

Adviser assistants and support staff can have their own logins giving them access to all advisers and funds they support. They are also able to setup new funds, attend to tasks or initiate requests on behalf of advisers.

To change your access level or add an assistant, contact your Client Manager who will assist you.

BENEFITS TO YOUR CLIENTS

You also have the ability to provide your clients with access to the member dashboard, where they can experience the following benefits:

- Convenient access to an intuitive member dashboard from their computer or tablet
- View alerts and tasks that require input or action. This could include signing a minute, which can be done electronically
- Easy access to all fund documents in one place, including the trust deed, fund reports, minutes and more.

SETTING UP MEMBER DASHBOARD ACCESS

1. Select the relevant fund
2. Go to the 'Requests' tab
3. Click 'Request Additional Logins'
4. Enter the email address for each member and click 'Submit'

HOW TO GET STARTED

TO LOGIN TO YOUR ADVISER DASHBOARD:

1. Visit cavendishsuper.com.au
2. Click on the 'Log in' button
3. Select 'Online Dashboard'.

If you don't have a login please contact your Client Manager who will provide you with your login details.



CAVENDISH

ANNUAL

FIND OUT MORE

Visit: cavendishsuper.com.au

Call: 1800 808 354

Email: enquiries@cavendishsuper.com.au

Postal address: GPO Box 9981 Adelaide SA 5001

Issued by SMSF Operation Pty Ltd ABN 30 007 778 341 a corporate authorised representative of SMSF Administration Solutions Pty Ltd ABN 76 097 695 988 AFSL 291195.

Any advice in this document is general in nature and is provided by SMSF Operation Pty Ltd ABN 30 007 778 341 a corporate authorised representative of SMSF Administration Solutions Pty Ltd ABN 76 097 695 988 AFSL 291195. The advice does not take into account your personal objectives, financial situation or needs. Therefore, before acting on this advice, you should consider the appropriateness of this advice, having regard to those matters and consider the Product Disclosure Statement/Administrative Services Guide before making a decision. Cavendish Superannuation Pty Ltd is a member of the AMP group of companies.
