SimpleInvest360

Opening Balances
Data Conversion Checklist

1. Financial Reports Checklist

Please ensure that the correct reports are provided in a **PDF format** by using this checklist which can also be attached to the fund uploaded in your conversion request.

Entity Name:			
Entity Type:	Trust	Company	Individual
ABN:			
Last Financial Year Finalised (30 June):			

Before proceeding, please check that the Financial Statements are:

    a) Unrounded: and

    b) At a finalised year end (30 June).

If any of the below reports on Page 2 are unable to be provided, please download the following template which is available in a spreadsheet format in order to provide the required information:

Investment Information Template

Please Note - There are separate tabs for each of the following sections:

Listed Investments; and

Properties.

Report Name	Information Required
1. Detailed Unrealised Capital Gains Report or Accrued Capital Gains Report (Supermate)	**Investment Parcel History for Investments currently on hand at 30 June** - Including Acquisition Dates, Units, Cost, Deferred Tax, etc. **Additionally, please ensure that the Market Value for each Investment at 30 June is provided.**

Please note you will only be needing the above report if you were looking to use Simple Invest 360 for **Investment Tracking purposes.**

If you were looking to use Simple Invest 360 for **Financial Reporting Purposes**, please review the additional list of reports that we require:

Report Name	Information Required
2. Statement of Financial Position or Balance Sheet	Are your Investments recorded at Cost or Market Value on the Balance Sheet?
3. Operating Statement or Profit/ (Loss) Statement	
4. Entity Details Report	1. ABN, Date Formed; 2. Physical Address, Postal Address; 3. Is this a Trading Entity? If so please choose the appropriate Stock Valuation Method in the Entity Details Screen.
5. Beneficiaries/Share Structure Report	
6. Income Tax Return	
7. Investment Summary Report	
8. General Ledger	Used for breakdown of investments (Eg Dividends)
9. Trial Balance	
10. Share Trading Report	Only applicable for Trading Entites

2. Extra Conversion Requirements

1 - Entities with Properties

For Entities with properties, please indicate how you would like the underlying assets (Eg Air Conditioner, Fridge, etc) to be treated in the conversion.

Tip: Consider how you will be processing the fund and if the [Depreciation Schedule](link) will be used.

Please Note: Depreciation Schedules will need to be entered in by clients once the conversion has been completed.

If no option is selected, the underlying assets will be recorded under Fixtures & Fittings (Option 2).

Please select one (1) option only.

1. Record underlying assets as Cost Base Adjustments to the property;

2. Record underlying assets under Fixtures & Fittings;

2 - Entities with Managed Portfolios

For Entities with Managed Portfolios, please indicate how the Managed Portfolios should be recorded.

Tip: Consider how you will be processing the entity and whether you are looking to receive a data feed from our Supported Wraps & Platforms providers.

Please Note: If a data feed will be set up, each investment in the portfolio will be required to be separately recorded.

If no option is selected, each investment will be recorded separately (Option 2).

Please select one (1) option only.

1. Record as 1 unit; or

2. Record each investment separately - Ensure that the Detailed Unrealised Capital Gains Report issued by the provider is provided (Including Acquisition Dates, Units, Cost, Deferred Tax, Market Value).

3. Using the BGL Entity Setup Service

Once you have added a new fund to your Simple Fund 360 license, you will be prompted to initiate the Conversion Request.

This will allow you to upload the documents listed in the checklist above directly into Simple Fund 360. It will also automatically send a temporary 30-day invitation to your firm's Simple Fund 360 license to the Client Success Team.

If you do not currently have a ticket with the BGL Client Success Team or require further information on the BGL Entity Setup Service, please email success@bglcorp.com.au.

4. Additional Notes