

Quick Start Guide (QSG)

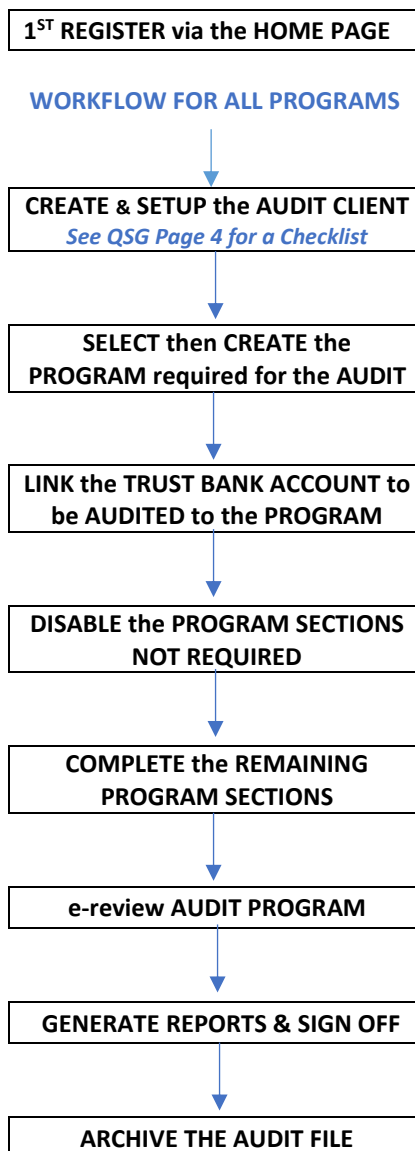
ATAME is designed for professionals preferring to work with cloud-based software

Programs are updated regularly for compliance and workflow enhancements

Free video tutorials including how to register are available via our Home page

Operation and navigational features are consistent across all programs

HOW ATAME WORKS

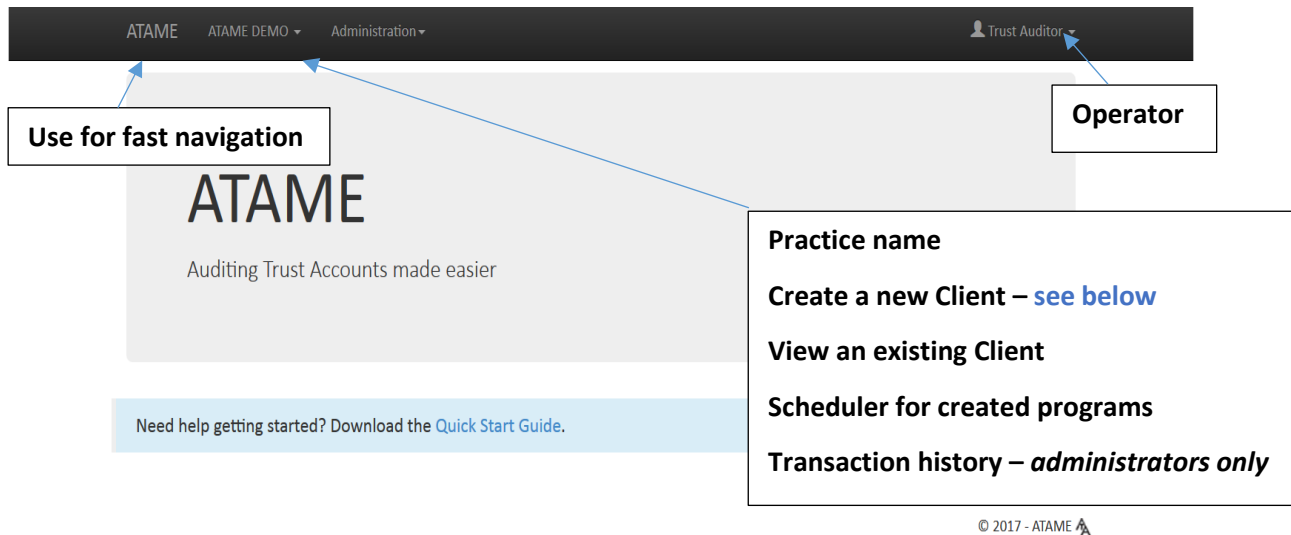


After a client's details are entered ATAME finds all relevant programs for the client

Programs can then be created and tailored specifically to that client – see video tutorials

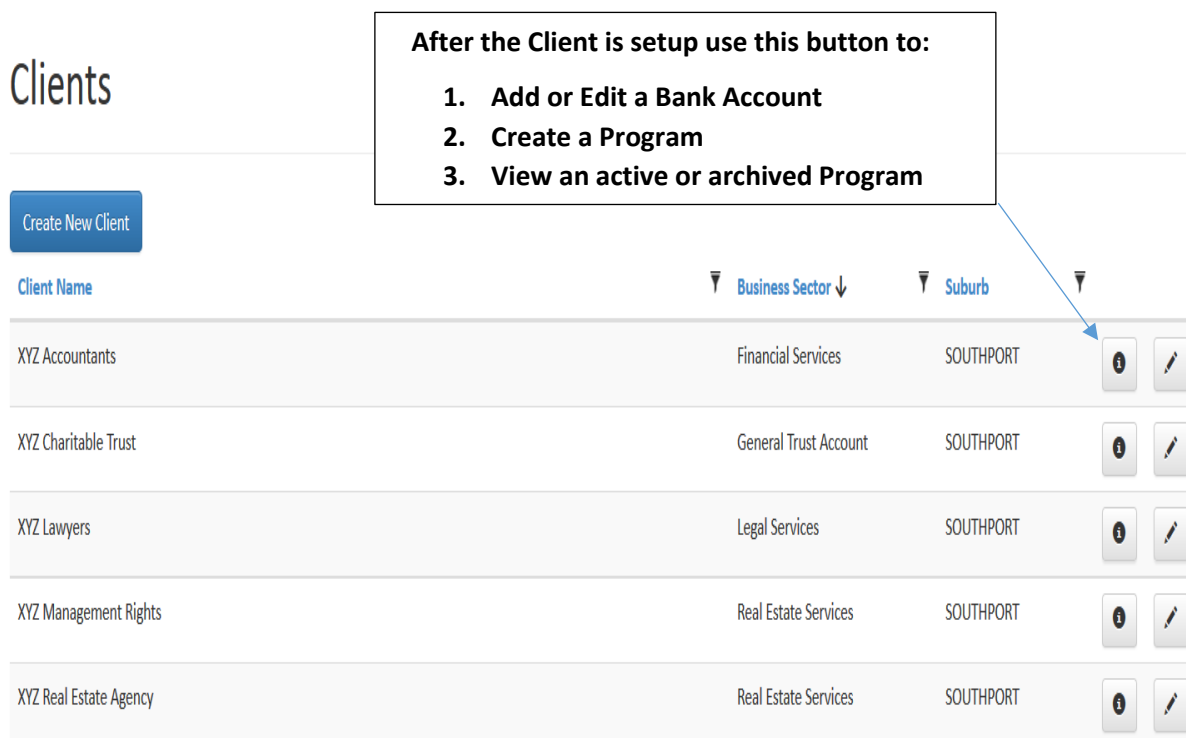
Like tax or smsf software, accurate results require accurate administrator, practice and client details

First page after Login



The screenshot shows the ATAME login page. The header bar contains 'ATAME', 'ATAME DEMO', 'Administration', and a user profile 'Trust Auditor' with a dropdown arrow. A box labeled 'Operator' points to the 'Trust Auditor' dropdown. A large box labeled 'Use for fast navigation' points to the main content area. The main content area features the 'ATAME' logo, the tagline 'Auditing Trust Accounts made easier', and a link to download the 'Quick Start Guide'. A box labeled 'Practice name' points to the main content area and lists the following features: 'Create a new Client – see below', 'View an existing Client', 'Scheduler for created programs', and 'Transaction history – administrators only'. The footer shows '© 2017 - ATAME' and the ATAME logo.

The Client List page



The screenshot shows the 'Clients' page. On the left, there is a 'Create New Client' button. The main area is a table with columns: 'Client Name', 'Business Sector', and 'Suburb'. The table lists five clients: 'XYZ Accountants', 'XYZ Charitable Trust', 'XYZ Lawyers', 'XYZ Management Rights', and 'XYZ Real Estate Agency'. Each client row has two action buttons: an information icon (i) and an edit icon (pencil). A box labeled 'After the Client is setup use this button to:' lists three steps: '1. Add or Edit a Bank Account', '2. Create a Program', and '3. View an active or archived Program'. An arrow points from this box to the information icon button of the first client row.

Client Name	Business Sector	Suburb		
XYZ Accountants	Financial Services	SOUTHPORT	i	pencil
XYZ Charitable Trust	General Trust Account	SOUTHPORT	i	pencil
XYZ Lawyers	Legal Services	SOUTHPORT	i	pencil
XYZ Management Rights	Real Estate Services	SOUTHPORT	i	pencil
XYZ Real Estate Agency	Real Estate Services	SOUTHPORT	i	pencil



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Create

Add Credit

Select 'Add Credit' to purchase a program via Pay Pal which is auto linked to ATAME

Create New Audit

XYZ Accountants

ATAME Demo available credit balance: \$130.00 → Your transaction history account

Audit Type

Final

Provides a selection for either an Interim or Final Audit.

'Final' shows regulatory report programs for this client. 'Interim' shows all the programs types available for this client

Audit Template

Select ...

Provides a selection for preferred program type for XYZ Accountants. After the program is created, sections of the program may be disabled depending on the Audit Type.

ICS Option

Select ...

Provides a selection to choose the most suitable Internal Control Sample Option (ICSO) to assess risk and sample sizes for XYZ Accountants.

This is the next page after the created Program is opened - the same instructions apply to all Programs

Client Details

The Accountant

Training Trust Account Audit Program V1.0

Audit Overview

Internal Control Scope Option (ICSO)

Audit Sections

When this page appears for the first time please start here

Red numbers are not the total section tasks to do

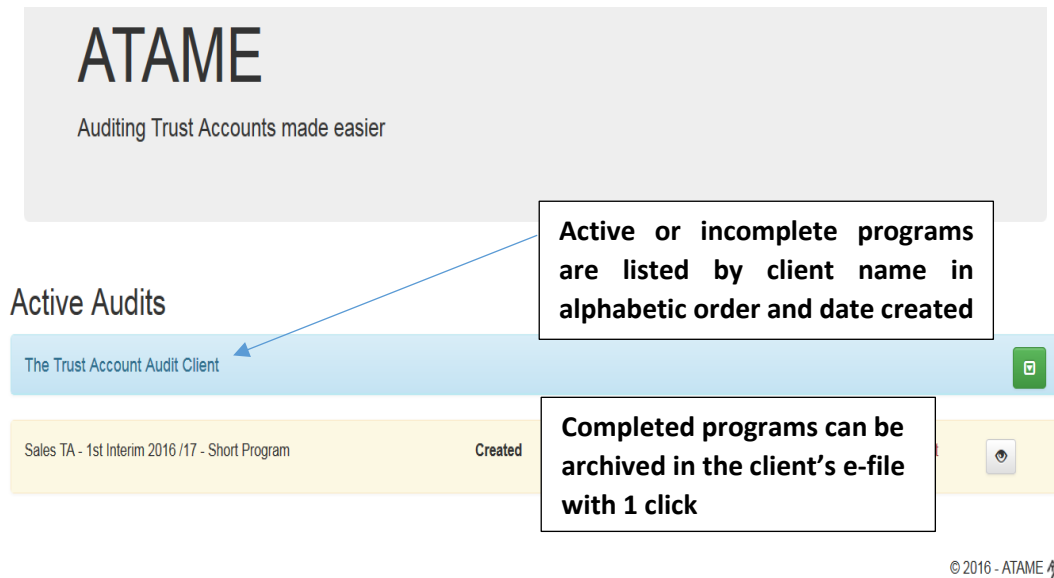
Audit Specs

How they assist is shown in tutorial video 8

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When Active Audits exist (i.e. not completed and archived) this is the first page seen after Login



Below are details required to setup a client and then create an audit program

Optional details are in blue

- Client Name / Business Sector / Physical Address / **Postal Address**
- Trust Bank Account / Activity / Name of Bank / Account Number / **Bank Physical Address**
- **Trust Accounting and Records System / manual or software**
- Trustee's name / **authorised person / relationship to Trustee**
- Legal Authority e.g.: Licence or Registration details
- Jurisdiction / Legislation / Reporting Date / Regulator Name / Regulator Address
- **Professional Body Name and Address If applicable / Reporting Date if different to Regulator**
- **Name of General Bank Account/s Account Number / Bank Physical Address**

Please note where an auditor has one office location only one registration is required irrespective of client locations. Where the same client is located in more than 1 jurisdiction create the client as a new client in each jurisdiction – e.g. Same Client Name (NSW) Same Client Name (A.C.T.) with that jurisdiction's client location address, trust bank account and regulator details – for more see our tutorial videos

Our aim is auditors using our programs are compliant and profitable so if you need help please contact us at info@atame.com.au

End of the Quick Start Guide