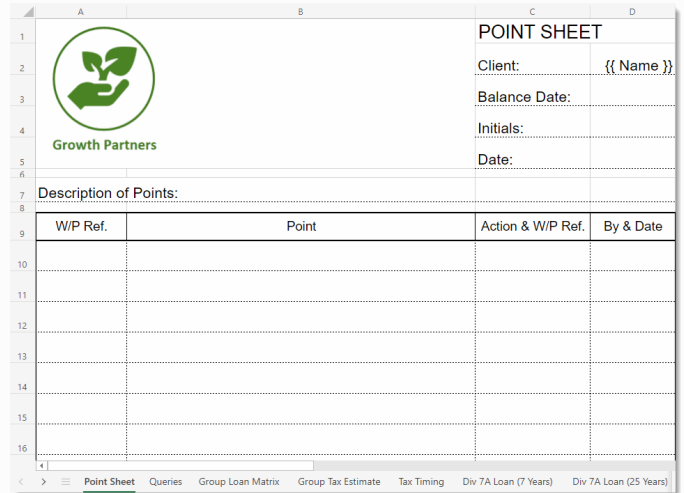




# Year End Compliance Job - Start to Finish

## About this automation:

Use this process to auto-create the meetings, workpapers, emails and tasks required to complete annual compliance jobs, with job states and key dates automatically updated along the way.



Simply import the sample automation, customise to suit your practice, test and activate!

## What's included:

- ✓ Year End Queries Email
- ✓ Year End Checklist
- ✓ EOY Workpaper Template
- ✓ Year End Compliance Automation Process Steps
- ✓ Send for Signing Process Steps

**FYI: Year End Compliance Job - Start to Finish**

Automatically create the meetings, workpapers, emails and tasks required to complete annual compliance jobs, with job states and key dates automatically updated along the way.

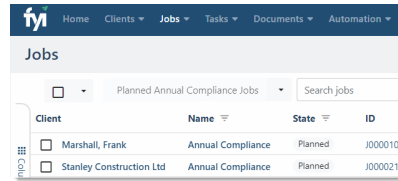
Knowledge				
Type	Name	Modified by	Modified on	Status
	FYI: EOY Workpapers	System	11 Apr 2023 15:10	Draft
	FYI: Year End Checklist	System	11 Apr 2023 15:10	Draft
	FYI: Year End Queries	System	11 Apr 2023 15:10	Draft

Step	Application	Action	
#1	FYI Actions	Update Job <ul style="list-style-type: none"> <li>Job Start Date will be updated</li> </ul> Notes Confirm the <b>Job Start Date</b> Custom Field is set to the 'Current Date' option.	
#2	FYI Actions	Create Meeting <ul style="list-style-type: none"> <li>A meeting will be created</li> <li>The document will be AutoFiled</li> <li>A task will be created with the subject "Complete once meeting has occurred"</li> </ul>	
#3	FYI Actions	Create Task <ul style="list-style-type: none"> <li>A task will be created with the subject "Assign job in XPM"</li> </ul>	
#4	FYI Actions	Create Spreadsheet <ul style="list-style-type: none"> <li>An Excel document will be created from the "FYI: Year End Checklist" template</li> <li>The document will be AutoFiled</li> <li>A task will be created with the subject "Complete task once client checklist is complete"</li> </ul>	

## How to import:

Before you begin - ensure your Jobs View has been saved.

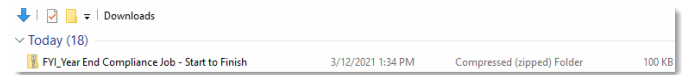
- Job State - Planned
- Search jobs - annual compliance jobs



### Step 1 - Save the import file locally

The first step is to download the zip file provided in FYI's help centre.

Simply save the file locally, for example, in your Windows Explorer Downloads folder. You do not need to extract the files.



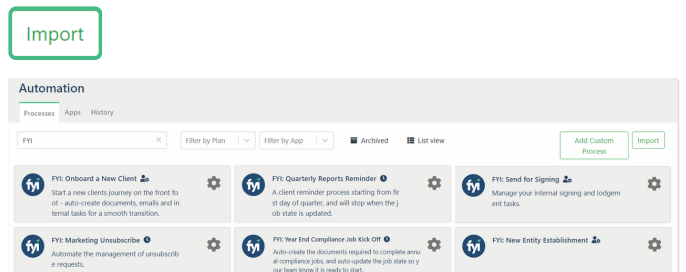
### Step 2 - Import the files into FYI

Navigate to the Automations screen and click the Import button on the right-hand side of the screen.

Locate and select your saved "Year End Compliance Jobs " file and click Open to import the automation.

You can also drag and drop the zip file to the Automation list view.

Both Processes and the Templates will be imported into FYI.



### Step 3 - Review the process

Review the Templates

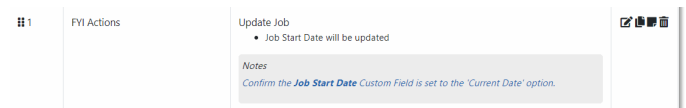
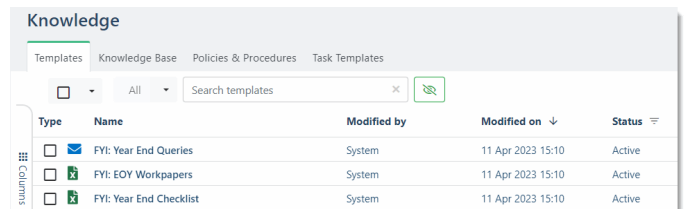
Locate the templates in Knowledge - Templates. The templates will import with the prefix FYI making them easy to locate.

- Review and personalise the imported templates
- Update the template Status to Active.

Edit and Review Each Process Step

This process uses the custom view you created.

- Update the Filter and select your Compliance Jobs view
- Review the schedule and owner
- Review and update each process step. Specific comments have been added to the steps where action is required. These will display in blue.



### Step 4 - Test and run the automation

You can test a Scheduled Custom Process directly from the Process itself and this can be done while the Process is still "Draft".

Click the Test button to display a list of the Jobs based on the Filter that has been selected.

From the Select Test, search and select a specific client to run the test for and select Run Test.

When ready, set the Status of both Processes to Active.

