



Year End Compliance - Job Kick Off

About this automation:

Use this process to auto-create the documents required to complete annual compliance jobs, and auto-update the job states so your team knows it's ready to start.



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

What's included:

- ✓ Engagement Letter Template
- ✓ Tax Letter Template
- ✓ EOY Workpaper Template
- ✓ Automation Process Steps

FYI: Year End Compliance Job Kick Off ⚙️

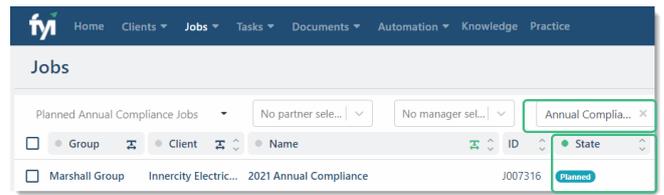
Auto-create the documents required to complete annual compliance jobs, and auto-update the job state so your team know it is ready to start.

Step	Application	Action	
#1	FYI Actions	Create Word <ul style="list-style-type: none"> A Word document will be created from the "FYI: Engagement Letter" template The document will be AutoFiled A task will be created with the subject "Format engagement letter" Notes Consider updating Task Assignee to an appropriate User Role.	📄 🗑️ 🔄
#2	FYI Actions	Create Task <ul style="list-style-type: none"> A task will be created with the subject "Send Engagement Letter to client" 	📄 🗑️ 🔄
#3	FYI Actions	Update Job <ul style="list-style-type: none"> Job state will be updated to "In progress" Notes Confirm the Job State is set to the "In Progress" option	📄 🗑️ 🔄

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.



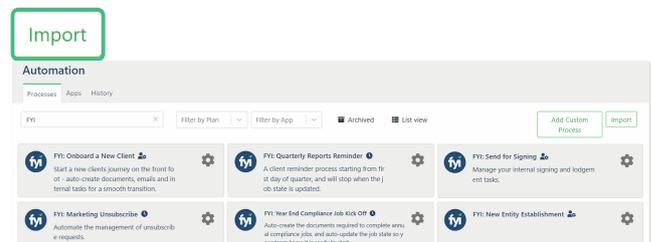
Step 2 - Import the files into FYI

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.

The Process and Templates will be imported into FYI.



Step 3 - Review the process

Review the Templates

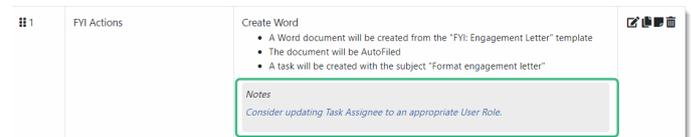
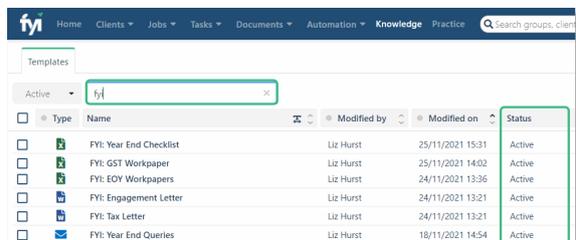
Locate the templates in Knowledge - Templates. The templates will import with the prefix FYI making them easy to locate.

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

Edit and Review Each Process Step

The Processes are imported with the Status set to Draft. You can locate the process by searching in the "Search processes" field.

- 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 to Active.

