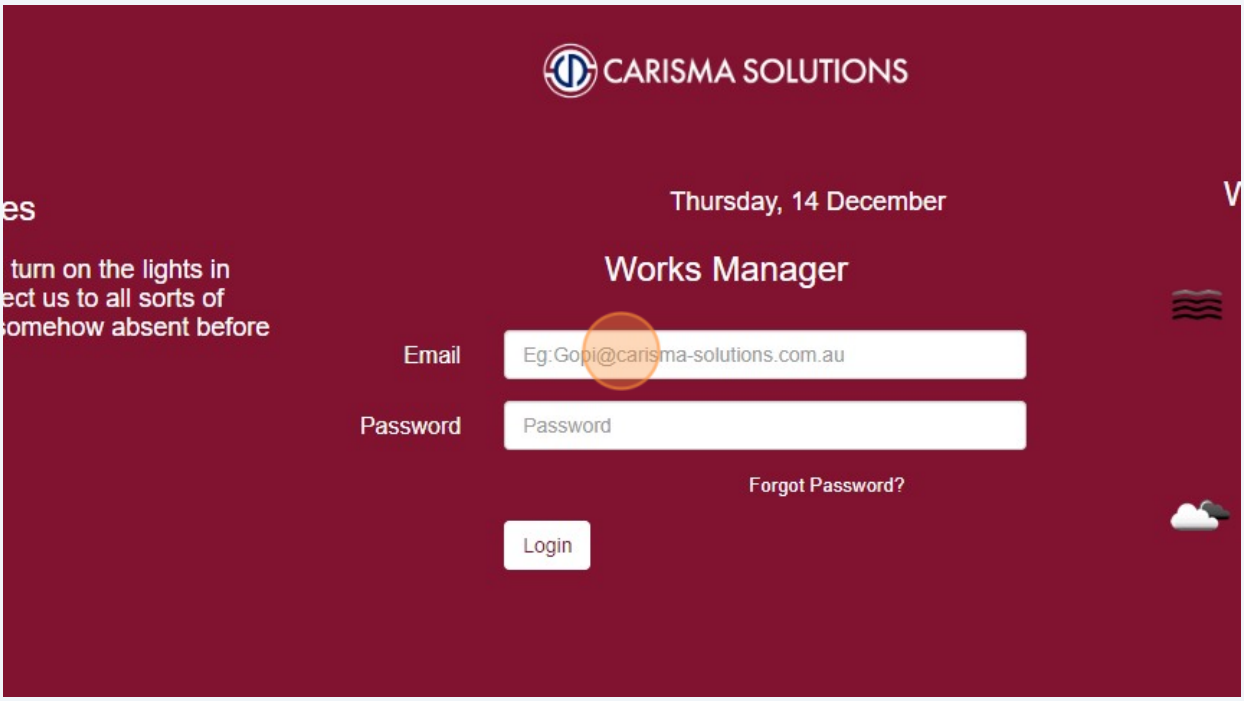
Guide to adding New Checklist into WorksManager

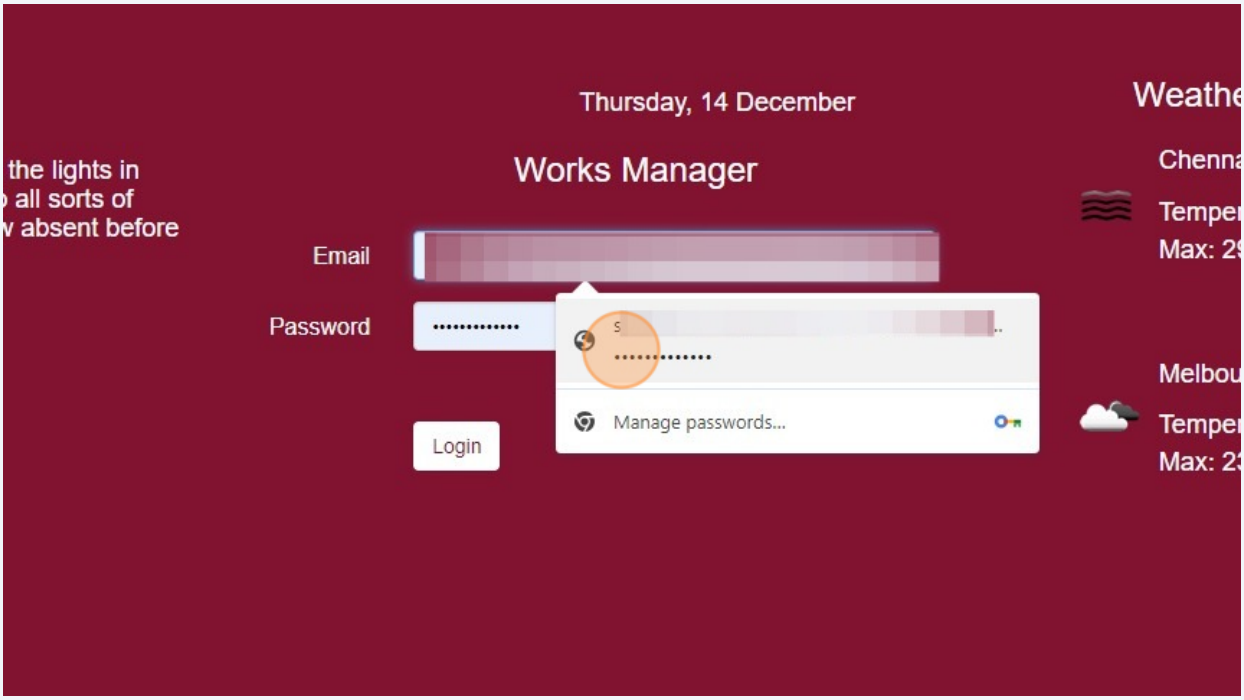
This guide provides step-by-step instructions on how to add a checklist into WorksManager. By following these steps, users can create and customize checklists for their clients, making it easier to manage and ensure all necessary steps are completed to streamline their workflow and improve efficiency in Quality.

Login to WorksManager

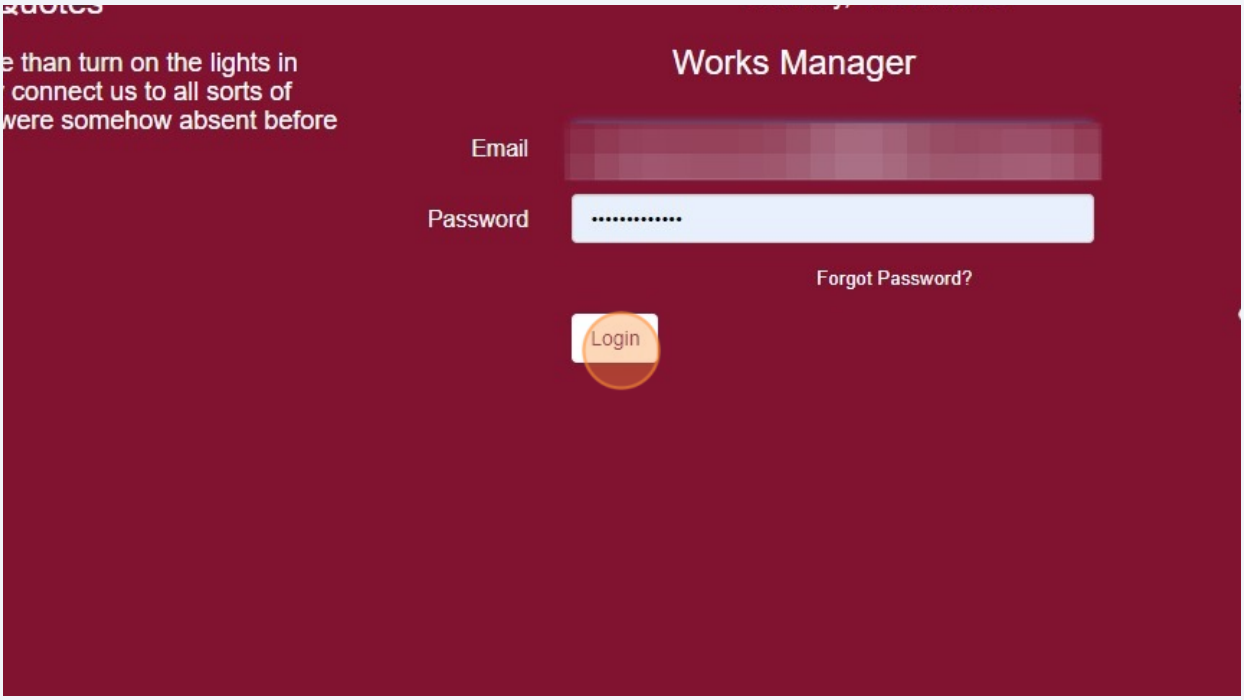
1 Login WorksManager :
http://172.16.29.11/HomeNew.aspx



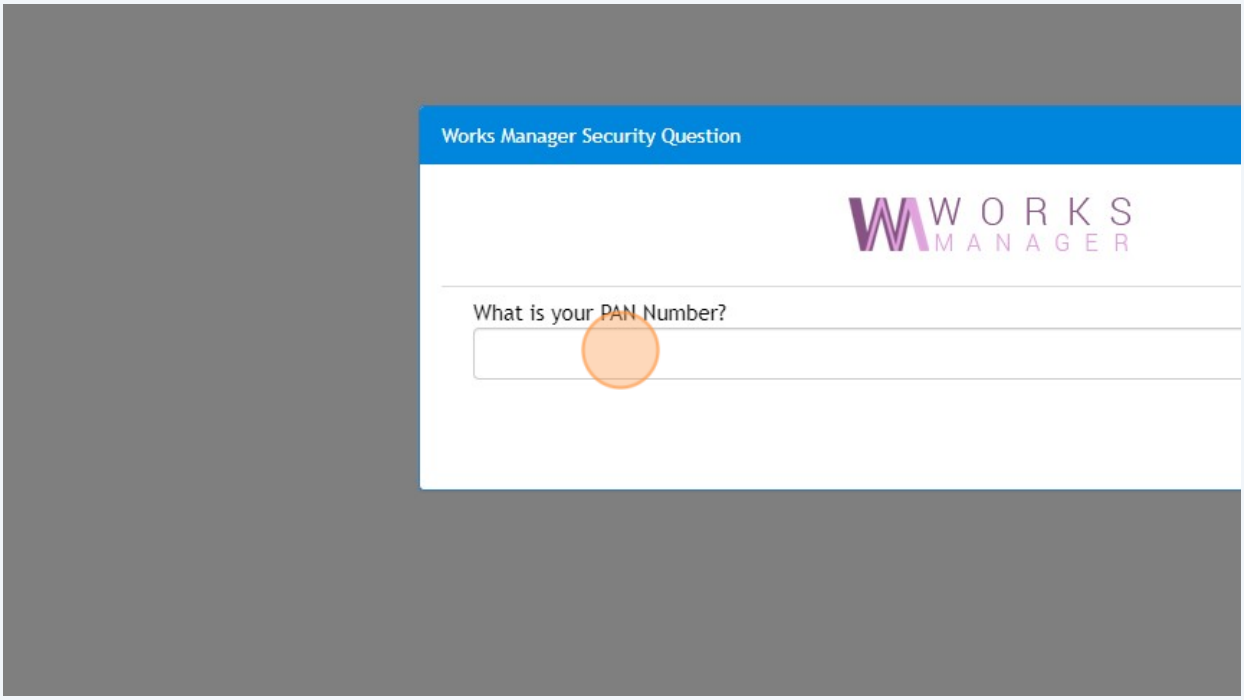
2 Enter Email and Password here.



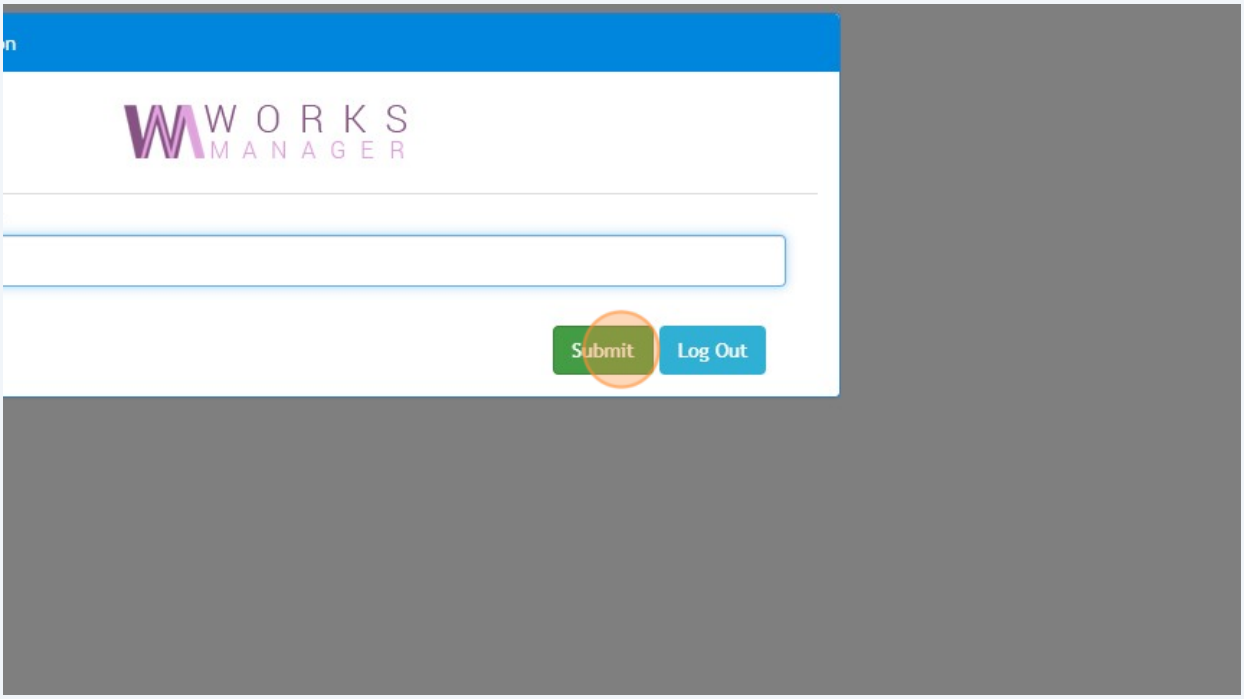
3 Click here to Login.



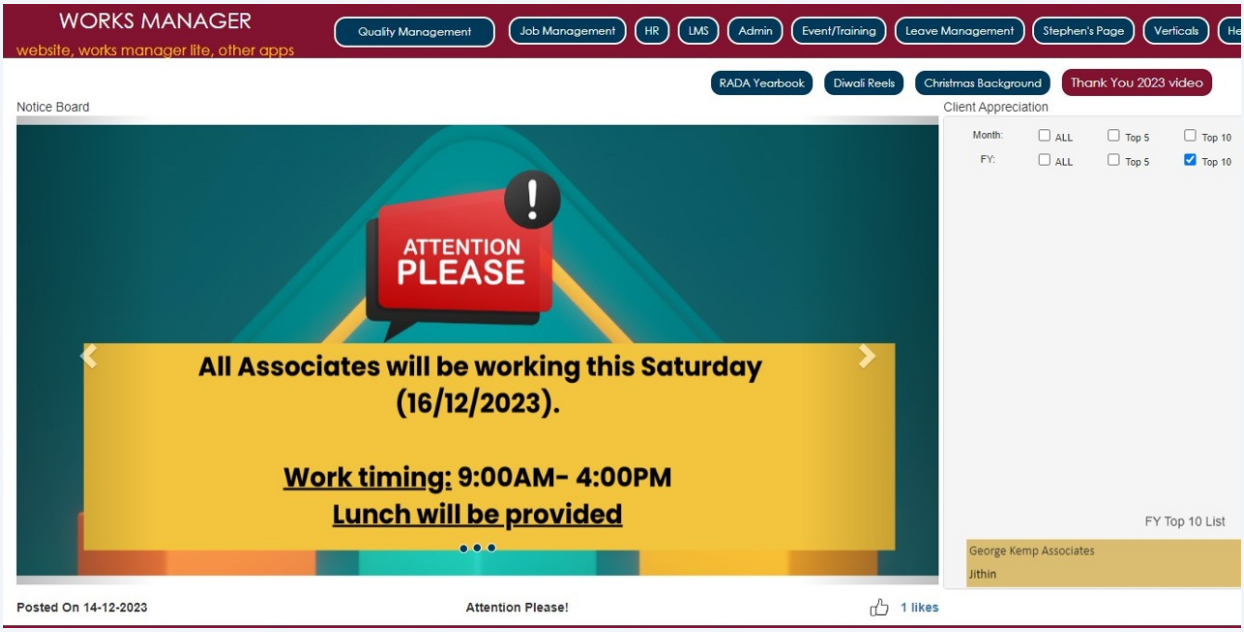
4 Enter your PAN Number here.



5 Click here



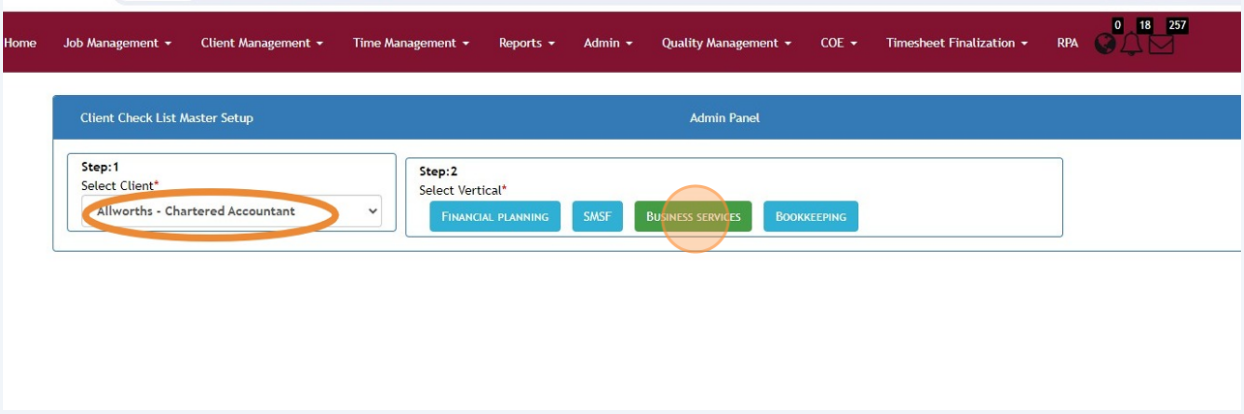
6 Your screen will look like this...



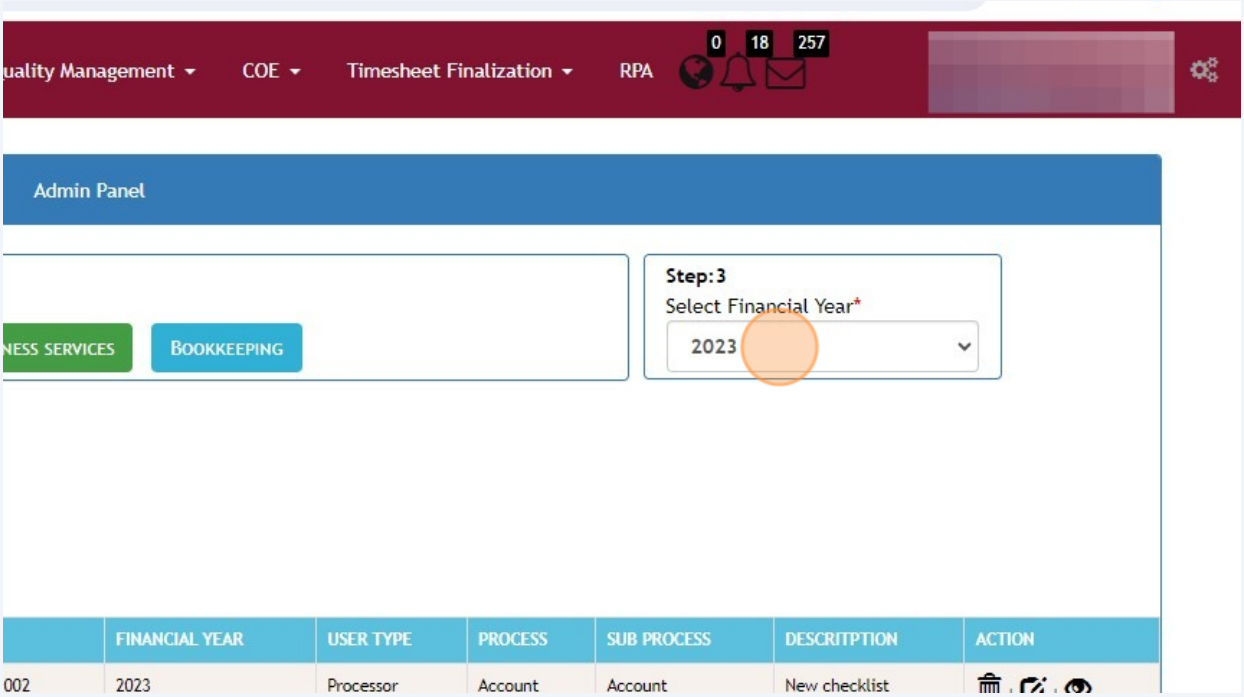
Navigating to Checklist Master Update Link

7 Use the below link to add checklist master to WM for your client
http://172.16.29.11/checklistmaster.aspx

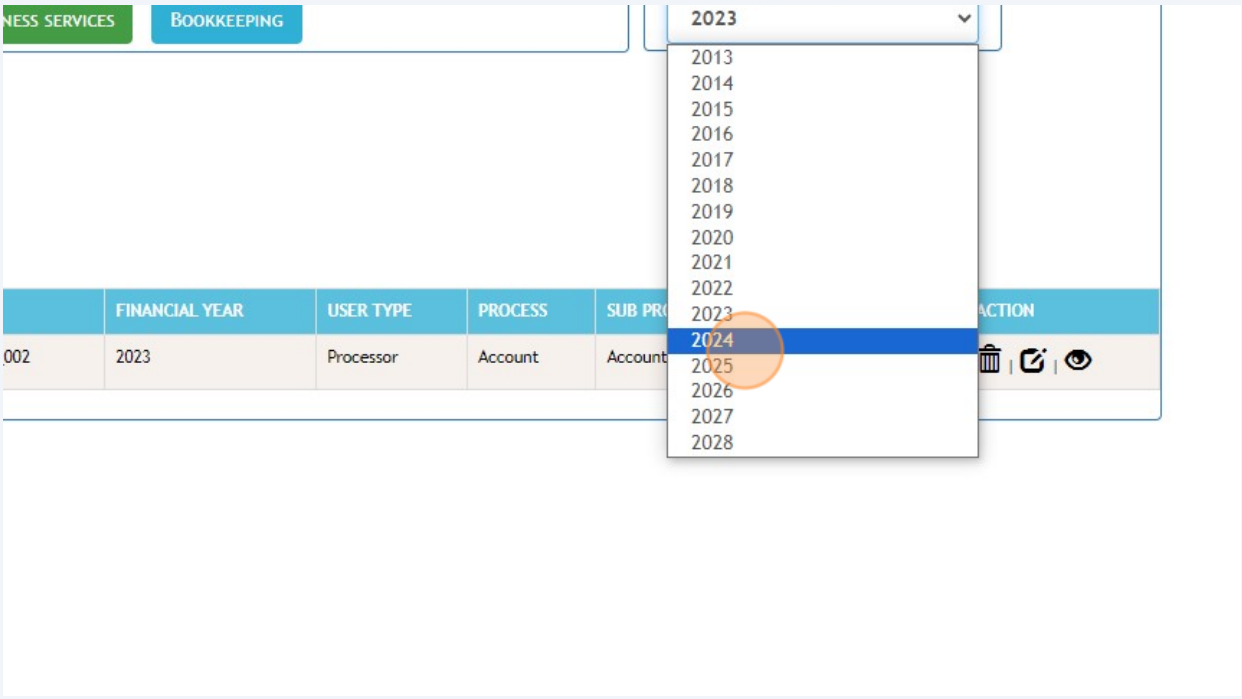
8 Select your client and vertical of service here



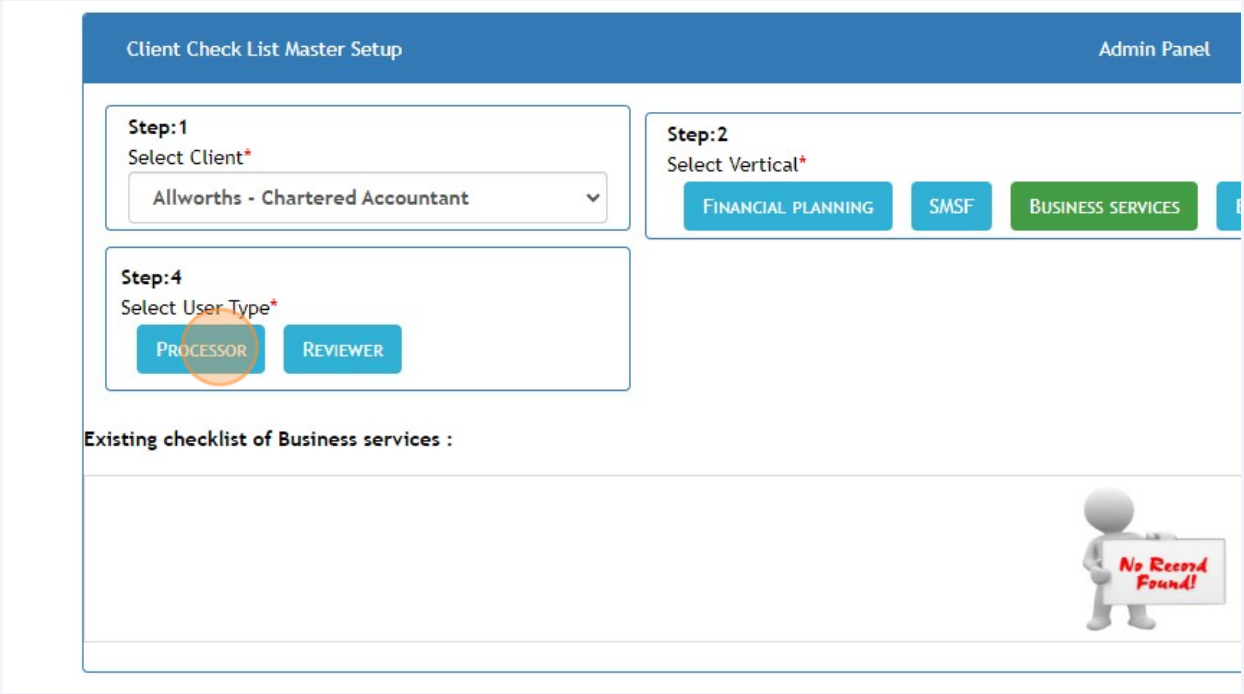
9 Select the relevant Financial Year here



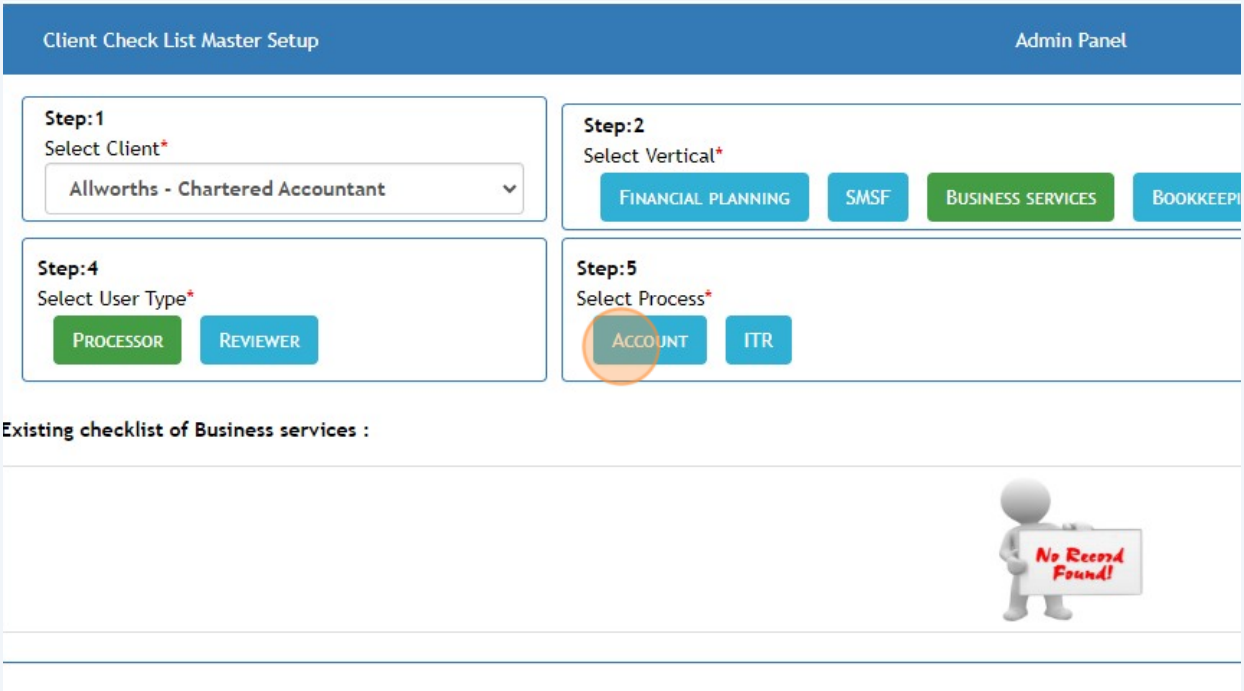
10 Choose Financial Year from the list.



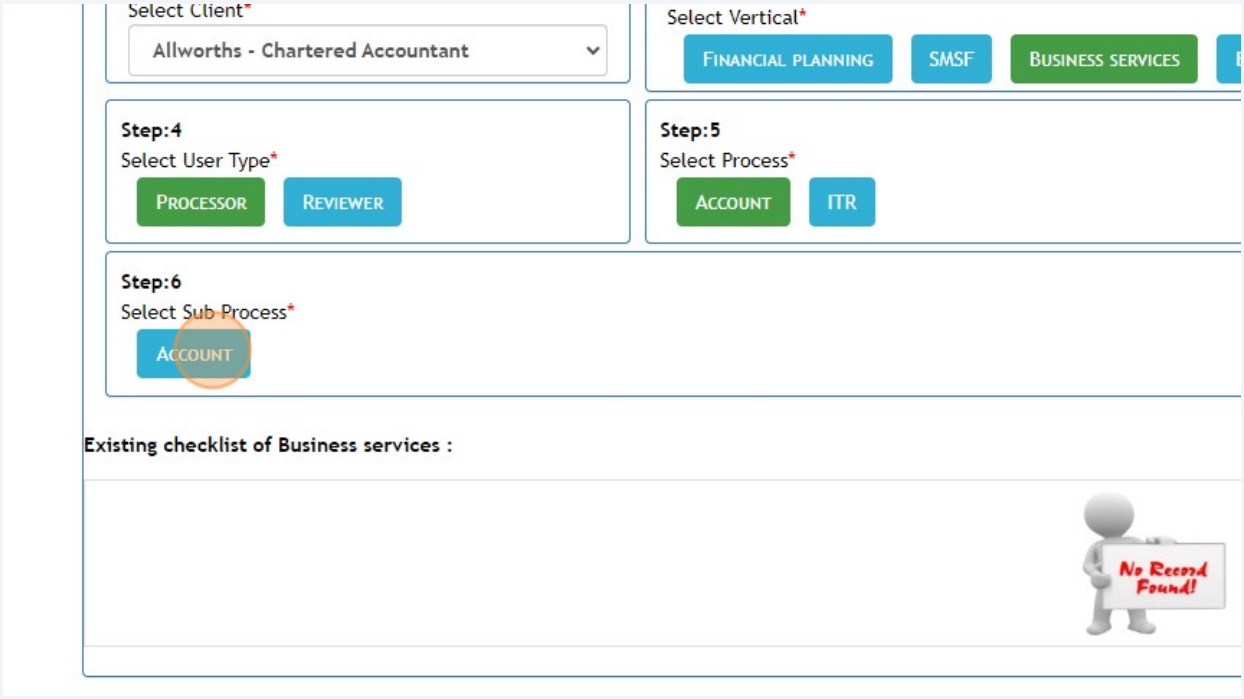
11 Choose the Type of User>> Whether it is Processor or Reviewer?



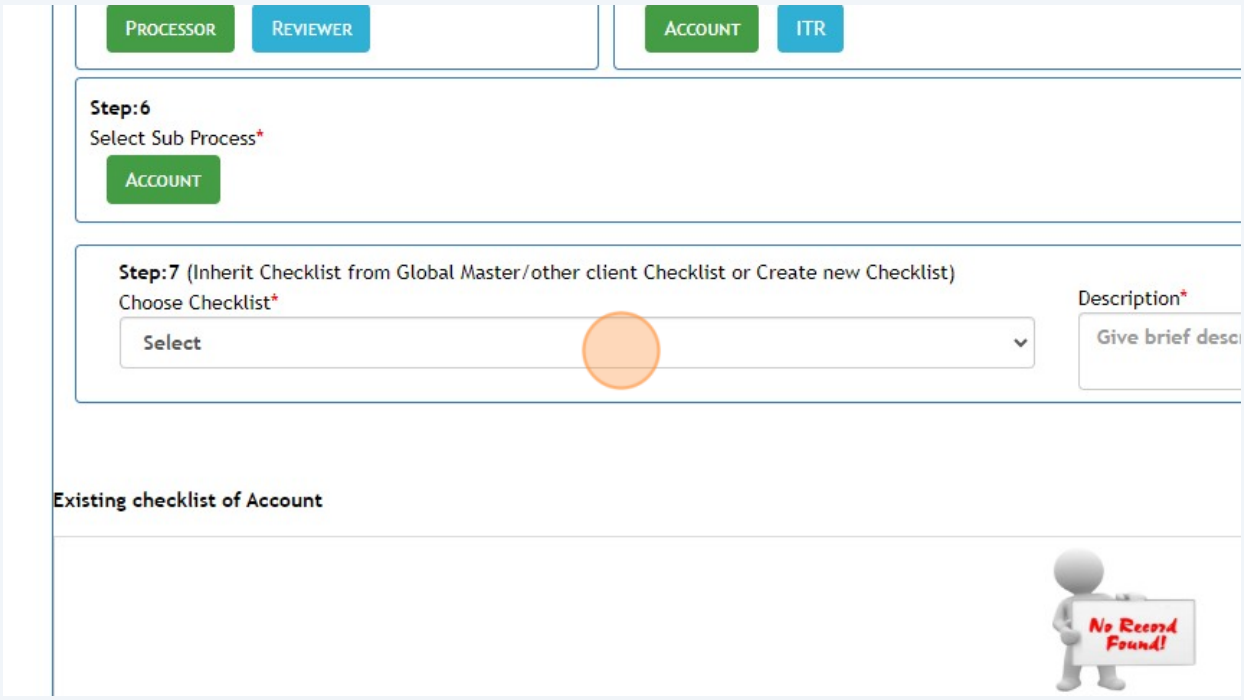
12 Choose the Process Type >> Whether it is Accounts or ITR?



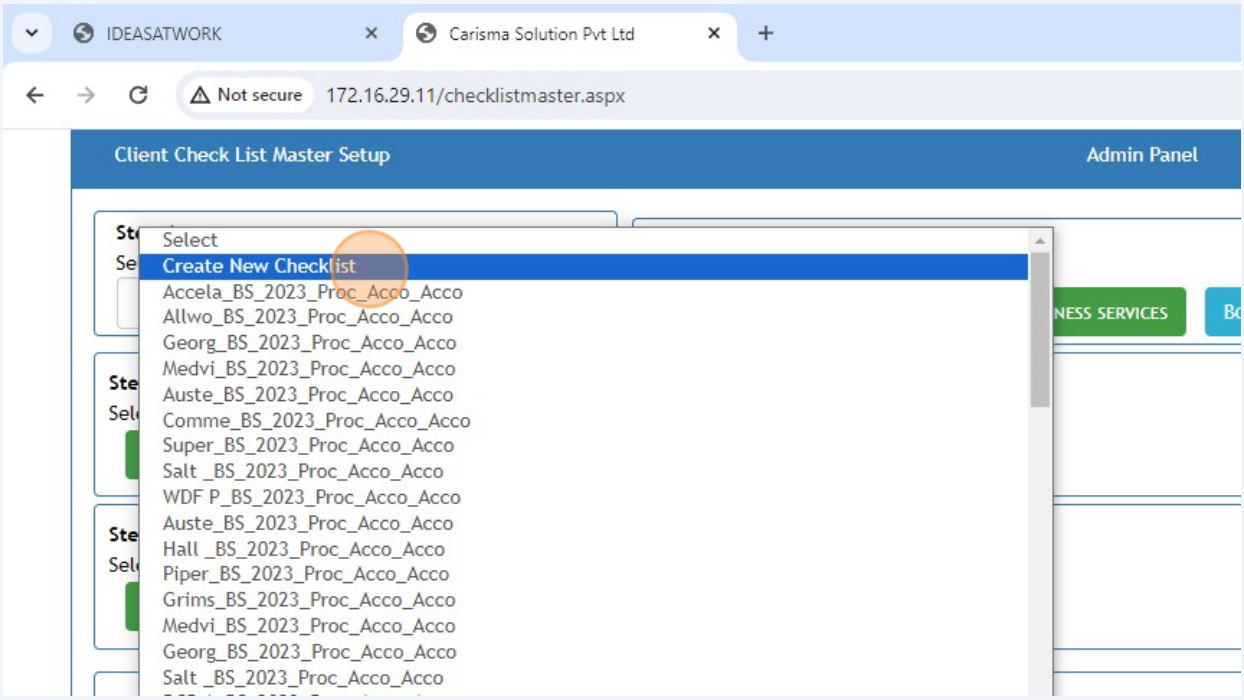
13 Choose the Sub Process >> after selecting the Process Type here.



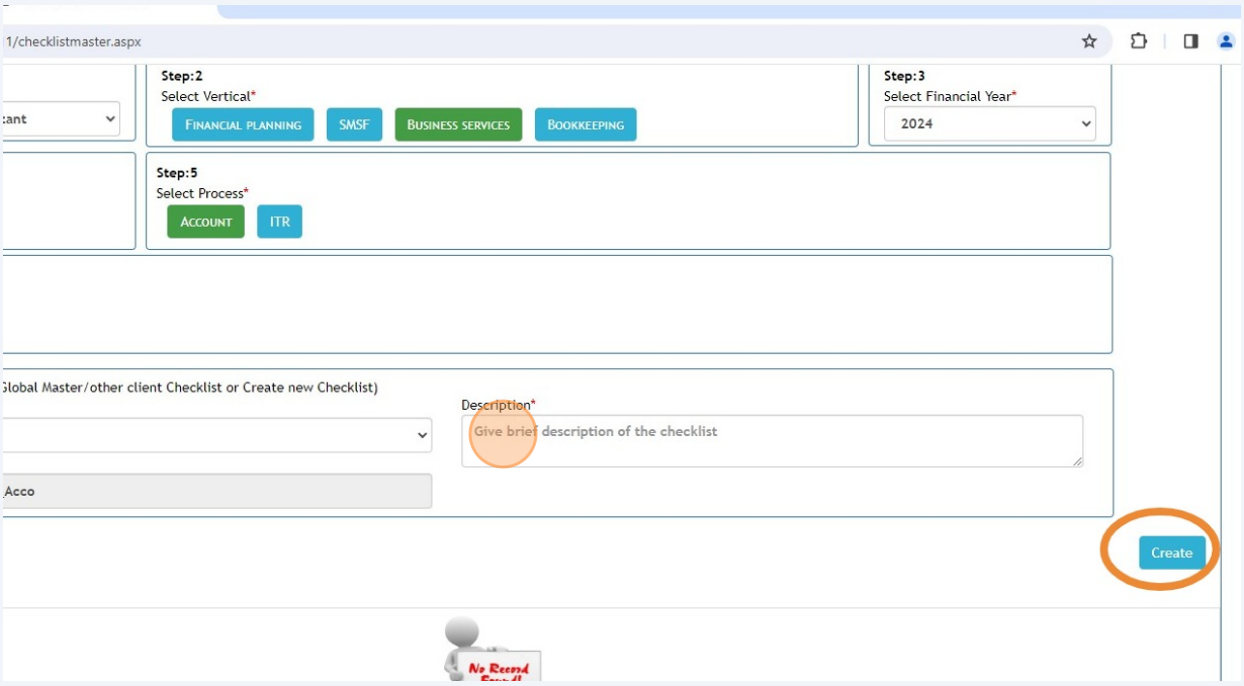
14 Choose the checklist from here >>



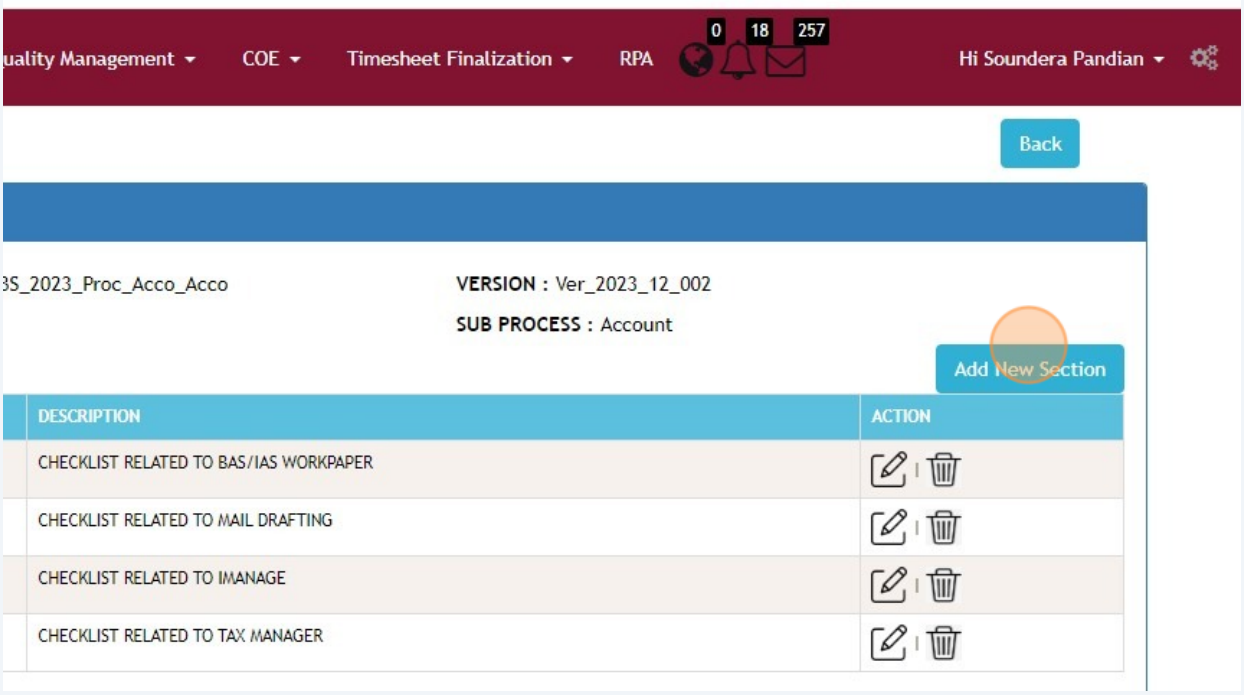
15 Select the relevant master checklist >> You want to Modify or Click Create New checklist per your needs. In this case a new checklist is selected.



16 Add a description of the checklist>> Hit create once done



17 Click >> Add new Section>>> Your checklist heading goes here.

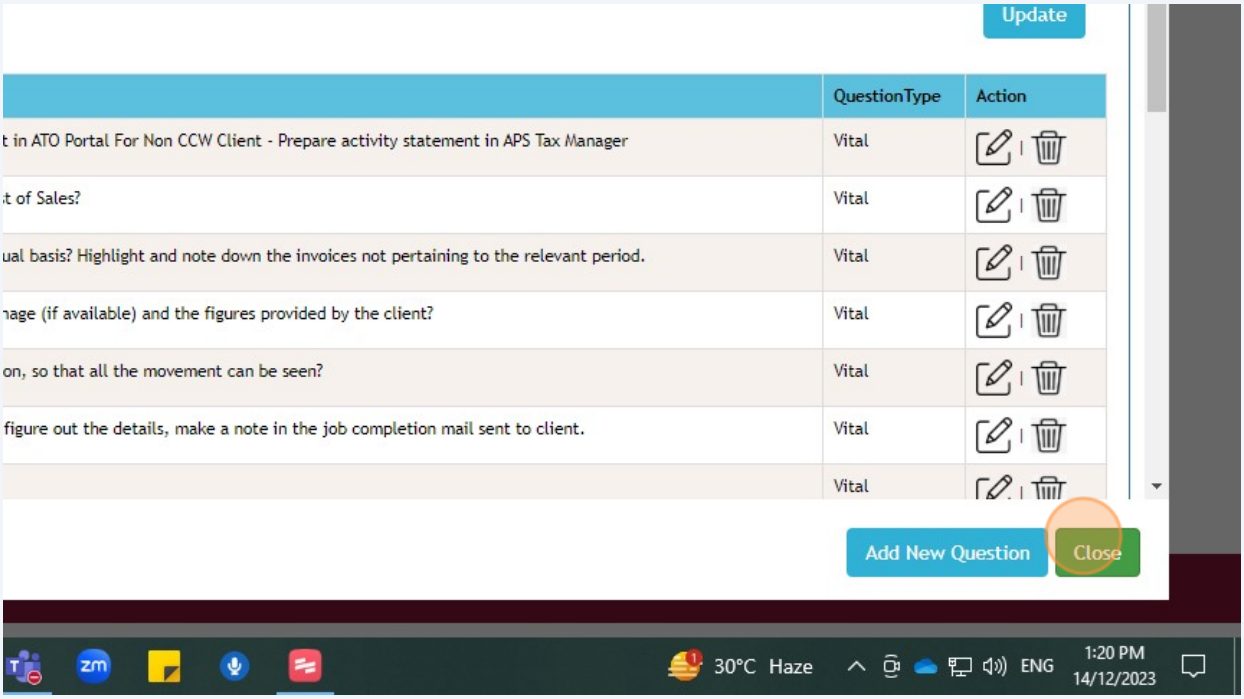


18 Checklist Sample

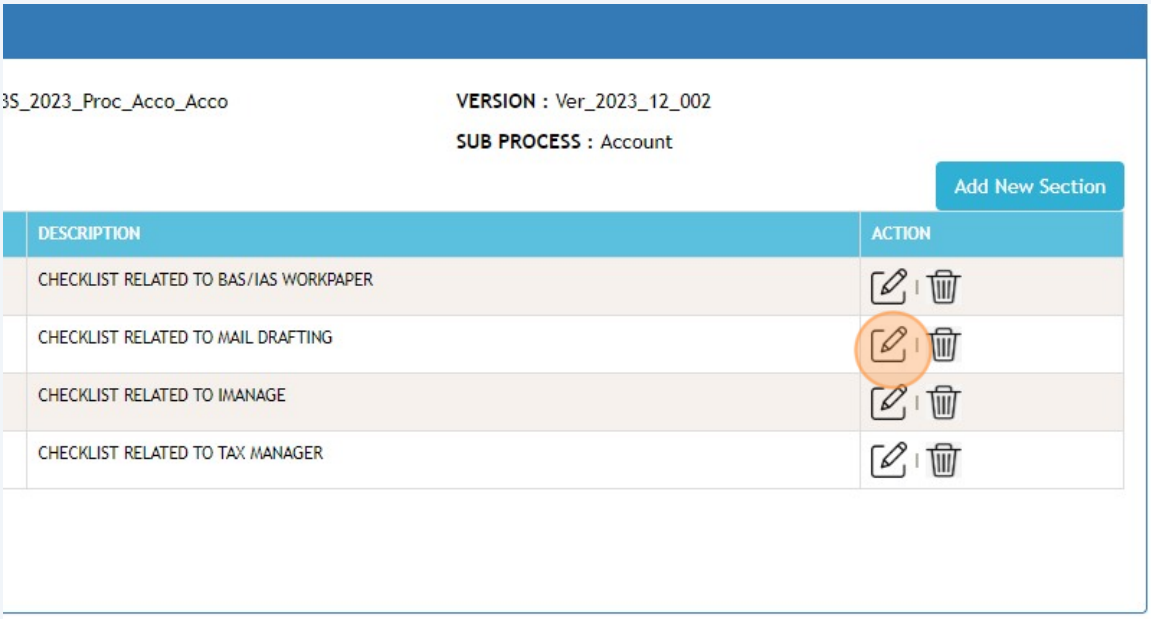
CHECKLIST RELATED TO BAS/IAS WORKPAPER

Particulars	Y	N/A
Have you checked whether the client is a CCW Client or Non CCW Client? For CCW Client - Prepare activity statement in ATO Portal For Non CCW Client - Prepare activity statement in APS Tax Manager	☐	☐
Whether the PAYG Instalment income considered is the gross business and investment income, excluding GST and Cost of Sales?	☐	☐
Have you considered only those invoices that are pertaining to the relevant period for which BAS is prepared on accrual basis? **Highlight and note down the invoices not pertaining to the relevant period.**	☐	☐
For PAYGW details, have you cross checked the figures with ATO STP Prefill (if available), Payroll report saved on iManage (if available) and the figures provided by the client?	☐	☐
While running the Activity Statement from ATO Portal (ICA) ensure to cover report as on date of Workpaper preparation, so that all the movement can be seen?	☐	☐
Have you made detailed notes on ICA Workpapers covering payment made against each activity? If you are unable to figure out the details, make a note in the job completion mail sent to client.	☐	☐

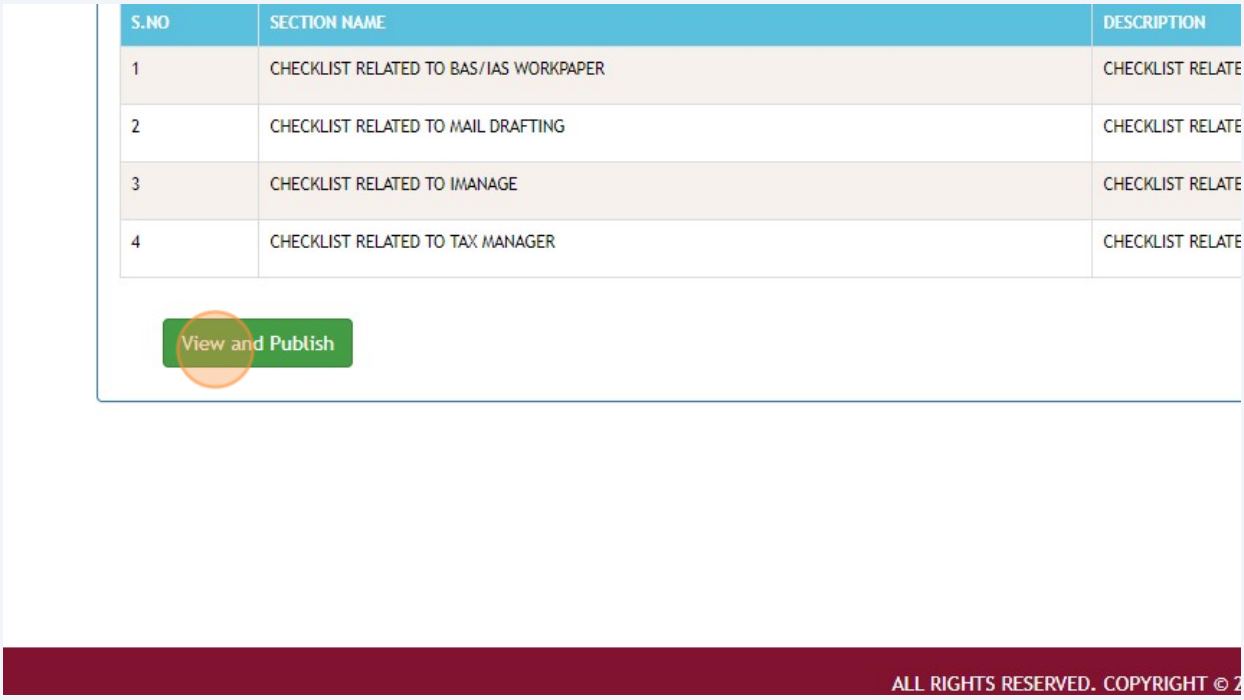
19 Add all Checklist Questions per Section heading by clicking "Add Question" and then Click "Close" >>> after Confirming all Questions are added.



20 Once you have added all Questions per Section heading>> Your screen >> will look like below.



21 Once you have ensured all Questions per Section heading are added to WM>>> Click "View and Publish"



22 Your Checklist is now ready for Team to use against all jobs.