

## labelling Cancellling or withdrawing a transaction

1. All **Accounts** are displayed on the home screen as follows:

**Accounts**

1234567 - Duty Transactions: TEST PTY LTD

7654321 - Payroll Tax: EXAMPLE PTY LTD

2. Click on your duty transactions account.
3. Click on **'Duty transactions'** from the menu as follows:

🏠 Summary

👤 Manage users

☰ Manage user transactions

✍ Amend name

✉ Contact details

💰 Banking details

📄 Update Registration

📊 Financial Summary

☑ **Duty transactions**

🔍 Search Duty transactions

4. The manage duty transactions screen will display as follows:

Manage duty transactions

New duty transaction ▾

Discarded Drafts

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Created date
	123456789	XXXXX	Property - Vesting of property - OPT	Fred Example to Mary Example	Nic	23/05/2017 11:10 AM

Drafts

SRO No.	Client reference	Dealing No.	Parties	Processor	Created date	Type	
			to	Nic	15/05/2017 2:35 PM	Other duty - Lease - OPT	<a href="#">Open</a>
	Business 24	N23456	Bunnings to a a	Li	11/04/2017 9:00 AM	Business - Sale of business with lease - OPT	<a href="#">Open</a>

Waiting for authorisation

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date
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Submitted to SRO

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date	
4951	LUETS		Other duty - Land use entitlement transfer	a a to f f	Nic	Awaiting SRO processing	14-Jun-2017	<a href="#">View/update</a> <a href="#">Mail</a>

5. Click on the **View/Update** link of the required transaction as follows.

Assessed by SRO - not yet paid

SRO#	Client#	Dealing#	Type	Parties	Processor	Status	Action date	
5192	Gaff Sale	M19864	Property - Property transfer	Ky	Li	Assessed - not yet paid	11-Jul-2017	<a href="#">View/Update</a> <a href="#">Mail</a>
5044	Biz24	p04043	Business - Sale of business with lease	Bunn	Li	Assessed - not yet paid	11-Jul-2017	<a href="#">View/Update</a> <a href="#">Mail</a>

6. The transaction details are displayed as follows:

Create related transaction

Cancel/withdraw transaction

[Back to account](#)

### Dealing information

Transaction category	Property transaction
Transaction type	Property transfer
SRO transaction number	5192
Client reference	Gaff Sale
LTO dealing number	M19864

7. Click on the **Cancel/withdraw transaction** button.

8. The cancellation screen is displayed as follows:

Create related transaction

Cancellation reason

Select...



Cancel transaction

Close

9. Select the **Cancellation reason** from the drop down list.

10. If cancellation reason is selected as **Duplicate entry** or **Other**, additional information will be required to be provided prior to cancellation.

11. Click on the **Cancel** transaction button.

12. The following Disclaimers screen is displayed:

### Disclaimers

*Are you sure you wish to continue this action?*

Cancel transaction

Close

13. Click on the **Cancel transaction** button.

14. The cancelled transaction will appear under **Submitted to SRO** and display a status of **pending cancellation** as follows:

Submitted to SRO

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Status	Action date		
4951	LUETS		Other duty - Land use entitlement transfer	a a to f f	Nic	Awaiting SRO processing	14-Jun-2017	<a href="#">View/update</a>	<a href="#">Mail</a>
5192	Gaff Sale	M19864	Property - Property transfer	Ky to John Smith	Li	Pending cancellation	12-Jul-2017	<a href="#">View/update</a>	<a href="#">Mail</a>