Saving a draft 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 the **Duty transactions** 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
4951	LUETA		Other duty - Land use entitlement transfer - OPT	a a to f f	Nic	23/05/2017 9:56 AM

   Drafts

SRO No.	Client reference	Dealing No.	Parties	Processor	Created date	Type	
	123456789	XXXXX	Fred Example to Mary Example	Nic	23/05/2017 11:10 AM	Property - Vesting of property - OPT	Open
			to	Nic	15/05/2017 2:35 PM	Other duty - Lease - OPT	Open
	Business 24	N23456	Bun to a a	Li	11/04/2017 9:00 AM	Business - Sale of business with lease - OPT	Open

5. Click on the **New Duty Transaction** button as follows:

   Manage Duty Transactions

   New Duty Transaction

6. Select the required transaction.
7. Complete all fields and click on the **Next** button until all screens are complete.
8. Click on the **Save draft** button.
9. The draft transaction will be displayed as follows:

   Drafts

SRO#	Client#	Dealing#	Parties
	123456789	XXXXX	Fred Example to Mary Example