

Viewing a duty transaction financial summary

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 **Financial Summary** on the menu as follows:

- Summary
- Manage users
- Manage user transactions
- Amend name
- Contact details
- Banking details
- Update Registration
- Financial Summary**
- Duty transactions

4. The financial summary details are displayed as follows:

Financial summary

Duty balance \$507,970.00
Land tax search balance \$0.00
Account balance \$445,146.75

If you have made a payment in the last 72 hours it may not be reflected here.

[Pay balance](#)

[Printable view](#)

Period	Tax	Penalty	Interest	Payments	Refunds	Other	Balance		
SRO# 5044	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	PDF	Pay
SRO# 5192	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00		Pay
Week 48 16/17	\$445,185.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$445,185.00	PDF	Pay
Apr 17	\$62,785.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$62,785.00	PDF	Pay

5. Click on the links in the period column to view details of the duty assessments and invoices as follows:

Financial summary

Duty balance \$507,970.00
Land tax search balance \$0.00
Account balance \$445,146.75

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