

Viewing endorsed transactions

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	Open
	Business 24	N23456	Bunnings to a a	Li	11/04/2017 9:00 AM	Business - Sale of business with lease - OPT	Open

Waiting for authorisation

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

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	View/update Mail

5. Under the **Endorsed** heading, click on the **View/update** link of the required transaction as follows:

Endorsed

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Endorsement reference	Endorsed date	View/update	Mail
2004738	123456456	132456489	Property - Property transfer	Test to Example	Nic	2004738-308	22/06/2017	View/update	Mail

6. Transaction details are displayed as follows:

[Amend](#)

[Create related transaction](#)

[View Summary statement of Duty endorsed](#)

[Back to account](#)

Dealing information

Transaction category Property transaction

Transaction type Property transfer

SRO transaction number 2004738

Client reference 123456456

LTO dealing number 132456489