

Viewing transactions stamped by SRO

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
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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 View/update Mail

5. Under the **Stamped by SRO** section, click on the **View/Update** link of the required transaction as follows:

Stamped by SRO

SRO No.	Client reference	Dealing No.	Type	Parties	Processor	Endorsement reference	Endorsed date	
5044	Biz24	p04043	Business - Sale of business with lease	Bun	Li	5044-529	29/05/2017	View/update

6. The transaction details are displayed as follows:

[Create related transaction](#)

[Cancel/withdraw transaction](#)

[Back to account](#)

Dealing information

Transaction category	Business transaction
Transaction type	Sale of business with lease
SRO transaction number	5044
Client reference	Biz24
LTO dealing number	p04043