

Viewing transactions submitted to 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 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
	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. Click on the **View/Update** link of the required transaction submitted to the SRO 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	Nicole O'Brien	Awaiting SRO processing	14-Jun-2017	View/update Mail

6. The transaction details are displayed as follows:

[Amend](#) [Create related transaction](#) [Cancel/withdraw transaction](#)

[Back to account](#)

Dealing information

Transaction category Other duty transaction
Transaction type Land use entitlement transfer
SRO transaction number 4951
Client reference LUETS

Transferor information

Transferor tenancy type Single transferor

Surname	a
First name	a
Other given names	
Date of birth	07-Jul-1977

Transferee information

Transferee tenancy type Single transferee

Surname	f
First name	f
Other given names	
Date of birth	06-Jun-1966