



# **INTERMEDIARY TCOPS USER GUIDE**

**JOURNALS**

## Document Information

	Information
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## Document History

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## Summary of Journal Functions

Journals are created in Batches.

- User creates a batch and adds journals to the batch
- User can edit a batch and/or edit journal(s) already in a batch
- User can Delete journal(s) already in a batch
- Journals can be manually entered, or bulk imported into a batch

Batches can be created for different currencies (If permitted)

Batches can be entered with a future settlement date

Approval of batches requires a secondary and different user from the submitter.

- A secondary and different user at the intermediary can approve or you can nominate FinClear as the second approver for all their journals

Dashboard – useful for monitoring and analysing relevant batches in key status

Export – batches or journals or audit data can be exported

A full audit history is available online

# Journal Main Page

Select Journals from the main navigation menu, then select Batches.

Batches are displayed the Primary default filters are Date Range = One Month and Status = Multiple (excluding Completed and Cancelled).

Mini Dashboard, shows you the number of batches in key status'

Click on a card in the dashboard and the batch table will automatically be filtered according to that status.

Addition filters available by clicking additional filter icon

The screenshot shows the 'Journals Batches' page. At the top, there is a mini dashboard with five cards: '2 Batches Pending Approval', '2 Batches in Ops Approval', '1 Batch Rejected', 'Batches Failed', and '3 With Funding Instructions'. Below the dashboard, the 'Batches' table is visible. The table has columns for Org, Ref, Status, Settlement, Reason, Submitted by, Submitted, Approved by, Approved, Ops Approved by, Ops Approved, Transactions, Curr, and Purpose. A red circle highlights the 'My Batches' filter icon in the top right of the table area.

This screenshot shows the 'Journals Batches' page with the 'Pending App' status selected in the dashboard. The dashboard now shows: '2 Batches Pending Approval', '4 Batches in Ops Approval', '1 Batch Rejected', '2 Batches Failed', and '4 With Funding Instructions'. The table below shows only two rows of data with a 'Pending App' status.

Org	Ref	Status	Settlement	Reason	Submitted by	Submitted	Approved by	Approved	Ops Approved by	Ops Approved	Transactions	C
SUMMIT TPISTE	200236	Pending App	9 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm					5	At
SUMMIT TPISTE	200231	Pending App	8 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm					201	At

This screenshot shows the 'Journals Batches' page with additional filter options. The 'Status' dropdown is set to 'Multiple'. Below the table, there are input fields for 'Batch', 'Organisation', 'Created By', 'Submitted by', and 'Approved by'.

# Batches

## Create a Batch

To create a batch, select **+ Add** button (top right)

Screen appears for data to be entered

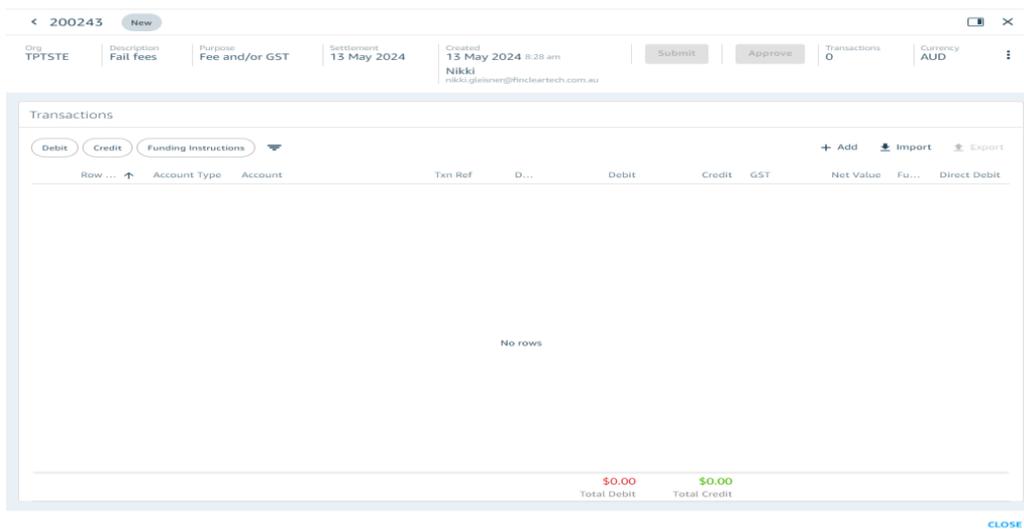
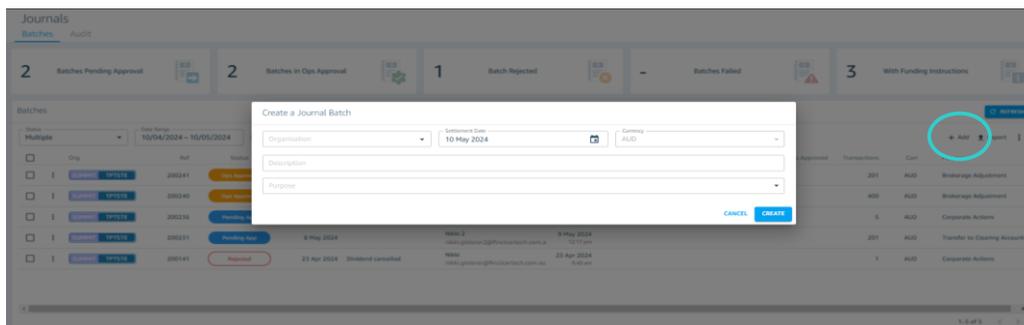
All fields are mandatory

- **Organisation** – Select an organisation. You will only see organisations that you have permission for.
- **Settlement Date** - will default to the current days date. You can opt to change the settlement date to a future date.
- **Currency** - will default to AUD. If permission exists, you can change the currency
- **Description** - User defined
- **Purpose** – A pre-defined drop-down list that must be entered at a batch level. If “Other” is selected, you must enter more information.

Select **CREATE** button

Batch is now created. Batch will automatically open for you to enter your journals.

TCOps Reference No will be generated upon creation of batch.



# Journals

## Adding Journals Manually to a Batch

If you are on the batch screen and wish to open a batch with New status to add journals double, click on your batch (status = New) to open it

If your batch is Open, Click the + Add button to add a row

- Account Type: Mandatory field- Available Options = C (Client Account) or G = (GL Account). Defaults to C (for summit Backoffice only)
- Account Number: Mandatory - If account number is known, you can enter or alternatively enter name of account and search for your account.
- Txn Ref: Optional
- Description: Mandatory
- Debit/Credit: Mandatory
- GST: Mandatory – Default to No. Permitted only on a Debit journal. Flick button on to green if you want GST applied
- Funding Instructions: Optional
- Direct Debit: Display only – will show green if account has direct debit/CMA settlement default set to Y.

The screenshot shows a batch screen for batch ID 200238, which is in 'New' status. The header includes fields for Org (TPTSTE), Description (Fee), Purpose (Fee and/or GST), Settlement (9 May 2024), Created (9 May 2024 2:27 pm), and Currency (AUD). There are 'Submit' and 'Approve' buttons, and a 'Transactions' count of 0.

The 'Transactions' table has columns: Row, Account Type, Account, Txn Ref, Descr..., Debit, Credit, GST, Net Value, Fundi..., and Direct Debit. It contains two rows: a debit of \$10.00 to account B1536325 (JONES NIKKI) with a net value of -\$11.00, and a credit of \$10.00 to account TSTE800 (TPTSTE FEE ACCOUNT) with a net value of \$10.00.

An account search dropdown is open for the 'nikki' account type, showing a list of accounts: B1536325 JONES NIKKI, B1536328 NIKKI COMPANY ACCOUNT, B1536454 GLEISNER NIKKI NZ, B1536206 TEST SUMMIT NIKKI, and B1536342 GLEISNER NIKKI ISSUER.

At the bottom of the table, there is a summary: Total Debit \$10.00 and Total Credit \$10.00. The page number is 8 of 8, and there are 'CANCEL' and 'SAVE' buttons.

## Bulk Import Journals

Open batch, Select  Import button

Batch: 200238 (New)

Org: TPTSTE | Description: Fee | Purpose: Fee and/or GST | Settlement: 9 May 2024 | Created: 9 May 2024 2:27 pm | User: Nikki Gmail (ngletsner2@gmail.com)

Buttons: Submit, Approve, Transactions: 0, Currency: AUD

Transactions Table:

Row	Account Type	Account	Txn Ref	Descr...	Debit	Credit	GST	Net Value	Fundi...	Direct Debit
1	C	B1536325 JONES NIKKI		Brok...	\$10.00	-	✓	-\$11.00		-
2	G	TST900 TPTSTE FEE ACCOUNT		Fee	-	\$10.00	-	\$10.00		-

If you need template first click Download Template

Drop & drag or click to select file

Import dialog with 'Download Template' button and a file drop area.

Once file dropped, import button will appear blue, select 

Data from file will be loaded automatically into the batch

Note: if a row cannot be loaded message will appear at top of screen.

If there is an invalid account number in the file, the row will load but the account number field will be blank, you can add the account number.

Batch: 200145 (New)

Org: TPTSTE | Description: Fail fees | Purpose: Other | Settlement: 1 Apr 2024 | Created: 23 Apr 2024 1:02 pm | User: Nikki Gmail (ngletsner2@gmail.com)

Buttons: Submit, Approve, Transactions: 1201, Currency: AUD

Transactions Table:

Row	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit
1	C	01528982 SUMMIT TRANSFER TIM		Dividend ANZ April 24	\$1.13	-	-	-\$1.13		-
2	C	01536122 GLEISNER NIKKI		Dividend ANZ April 24	\$2.21	-	-	-\$2.21		-
3	C	01536203 SUMMIT NIKKI		Dividend ANZ April 24	\$5.13	-	-	-\$5.13		-
4	C	01539595 GLEISNER NIKKI BANK		Dividend ANZ April 24	\$6.30	-	-	-\$6.30		-
5	C	01531275 SUMMIT COMPANY		Dividend ANZ April 24	\$1.35	-	-	-\$1.35		-
6	C	01528982 SUMMIT TRANSFER TIM		Dividend ANZ April 24	\$7.16	-	-	-\$7.16		-
7	C	01536122 GLEISNER NIKKI		Dividend ANZ April 24	\$4.21	-	-	-\$4.21		-
8	C	01536203 SUMMIT NIKKI		Dividend ANZ April 24	\$5.20	-	-	-\$5.20		-
9	C	01539595 GLEISNER NIKKI BANK		Dividend ANZ April 24	\$5.25	-	-	-\$5.25		-
10	C	01531275 SUMMIT COMPANY		Dividend ANZ April 24	\$6.25	-	-	-\$6.25		-
11	C	01536122 GLEISNER NIKKI		Dividend ANZ April 24	\$3.50	-	-	-\$3.50		-
12	C	01536203 SUMMIT NIKKI		Dividend ANZ April 24	\$1.13	-	-	-\$1.13		-
					\$5,183.76	\$5,183.76				
					Total Debit	Total Credit				

## Editing or Deleting Journal(s) in a Batch

To edit or delete a journal row in a batch

Open batch, click  action button against the row and select either Edit or Delete

The screenshot shows a batch journal entry interface for '200145'. The header includes 'Org: TPTSTE', 'Description: fall fees', 'Purpose: Other', 'Settlement: 1 Apr 2024', 'Created: 23 Apr 2024 3:02 pm', 'Transactions: 1201', and 'Currency: AUD'. Below the header is a table of transactions with columns: Row, Account Type, Account, Txn Ref, Description, Debit, Credit, GST, Net Value, and Funding Instruction. The first row is selected, and a context menu is open with 'Edit' and 'Delete' options highlighted.

Row	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction
1	C	01528982 SUMMIT TRANSFER TIM		Dividend ANZ April 24	\$1.13	-	-	-\$1.13	
2	C	01536122 GLEISNER NIKKI		Dividend ANZ April 24	\$2.21	-	-	-\$2.21	
3	C	01536203 SUMMIT NIKKI		Dividend ANZ April 24	\$5.13	-	-	-\$5.13	
4	C	01539595 GLEISNER NIKKI BANK		Dividend ANZ April 24	\$6.30	-	-	-\$6.30	
		01531275			\$14.77	-	-	-\$14.77	

## Searching Journals in a batch

You can search for specific journals within a batch.

Default filter is all, with the option to select just Debits or just Credits or just journal with a funding instruction

You can also search using the additional filter  button to search for an individual Txn Ref or Account number

The screenshot shows the same batch journal entry interface, but with the search filter options expanded. The 'Funding Instructions' filter is selected. Below the table, there are two input fields: 'Txn Ref' and 'Account Number'.

Row	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction
1	C	01528982 SUMMIT TRANSFER TIM		Dividend ANZ April 24	\$1.13	-	-	-\$1.13	
2	C	01536122 GLEISNER NIKKI		Dividend ANZ April 24	\$2.21	-	-	-\$2.21	
3	C	01536203 SUMMIT NIKKI		Dividend ANZ April 24	\$5.13	-	-	-\$5.13	
4	C	01539595 GLEISNER NIKKI BANK		Dividend ANZ April 24	\$6.30	-	-	-\$6.30	
		01531275			\$14.77	-	-	-\$14.77	

# Export

To export journals from a batch, open batch and select export

Data will be exported in csv format

712322163 / 200066 Completed

Org: TPTSTE | Description: fufa | Purpose: Write off, Error or Adjustment | Settlement: 13 Apr 2024 | Created: 8 Apr 2024 2:07 pm | Submitted: 14 Apr 2024 7:50 am | Approved: 15 Apr 2024 2:28 pm | Transactions: 2 | Currency: AUD

Created by: patrick.sanden@finclear.com.au | Submitted by: Nikki Z | Approved by: Patrick Sanden

Transactions

Debit | Credit | Funding Instructions | Export

Row	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit	
1	C	01536203 SUMMIT NIKKI		nikki	\$5.00	-	-	-\$5.00		-	
2	C	01536203 SUMMIT NIKKI				\$5.00	-	\$5.00		-	
					Total Debit: \$5.00	Total Credit: \$5.00					

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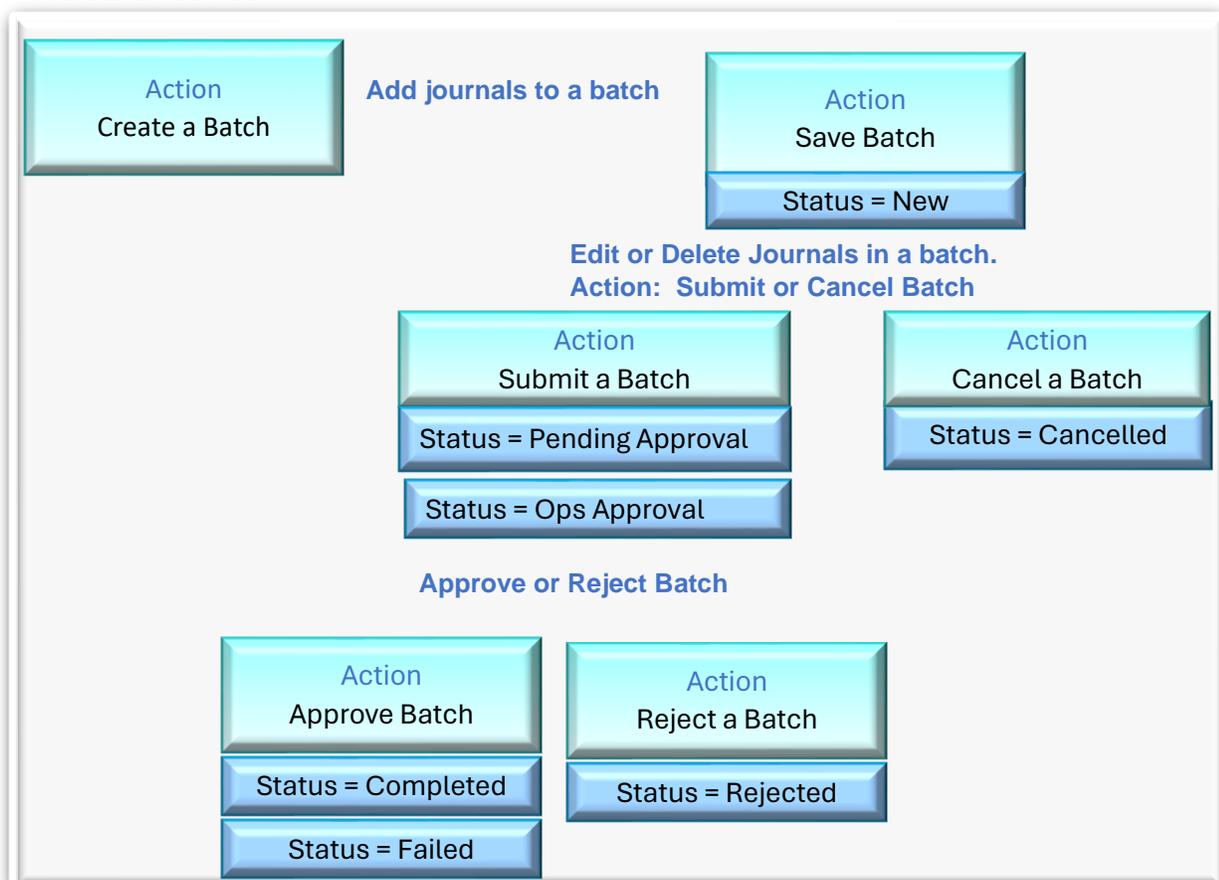
A	B	C	D	E	F	G	H	I	J	K	L
	Row Ref	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit
	1	C	SUMMIT NIKKI		nikki	\$5.00			-\$5.00		
	2	C	SUMMIT NIKKI				\$5.00		\$5.00		

# Statuses

Batch statuses are as follows:

Status	Description
<b>New</b>	User created a batch but has not yet submitted. Can add additional journals to the batch, can edit or delete an existing journal row in the batch)
<b>Cancelled</b>	The user has cancelled the batch.
<b>Pending Approval</b>	User has submitted the batch for approval on the “intermediary” side
<b>Ops Approval</b>	User has submitted the batch for approval by FinClear Operation staff or the Intermediary user approved the batch, but a validation rule was identified, batch now requires approval by FinClear Ops.
<b>Rejected</b>	The approval user rejected batch. You can edit a batch in rejected status and then re submit)
<b>Approved</b>	Batch has been sent to the Backoffice system
<b>Completed</b>	Batch is completed and has been posted in Backoffice system
<b>Failed</b>	Batch has encountered an error posting to Backoffice system

## Status flows



# Action on a Batch

## Submit a batch

Creation of a batch has a status = New

When in a batch if you are ready to Submit the batch for approval click on the action button and select submit or click the submit button.

Rules before a batch can be submitted are:

- Total Debit and Credits must =
- Account must be completed.

Or from the Batch screen right click on the status field or the action button and select Submit.

Org	Ref	Status	Settlement	Reason	Submitted by	Submitted	Approved by	Approved	Ops Approved by	Ops Approved	Transactions	C
TPITSTE	200243	New	13 May 2024								0	AI
TPITSTE	200243		10 May 2024	2nd Approver is FinClear	Nikki gleitner@finclear.com.au	10 May 2024 4:29 pm					201	AI
TPITSTE	200243		10 May 2024	2nd Approver is FinClear	Nikki gleitner@finclear.com.au	11 May 2024 1:10 pm					2	AI
TPITSTE	200240	Ops Approval	10 May 2024	Batch has over 300 transacti...	Nikki gleitner@finclear.com.au	10 May 2024 4:19 pm					400	AI
TPITSTE	200236	Pending App	9 May 2024		Nikki 2 nikki.gleitner2@finclear.com.a	9 May 2024 12:17 pm					5	AI
TPITSTE	200231	Pending App	8 May 2024		Nikki 2 nikki.gleitner2@finclear.com.a	9 May 2024 12:17 pm					201	AI
TPITSTE	200141	Rejected	23 Apr 2024	Dividend cancelled	Nikki nikki.gleitner@finclear.com.au	23 Apr 2024 9:48 am					1	AI

## Cancel a Batch

To cancel a batch, click on the status field or the action button and select cancel, enter a reason, and select Yes

The screenshot shows the 'Batches' section of the FinClear interface. At the top, there are summary cards for different batch statuses: 2 Batches Pending Approval, 6 Batches in Ops Approval, 2 Batches Rejected, 2 Batches Failed, and 3 With Funding Instructions. Below this is a table of batches with columns for Ref, Org, Settlement, Status, Purpose, Reason, Submitted by, Submitted, Approved by, and Amount. A modal dialog box titled 'Cancel batch?' is open, asking 'Are you sure you want to Cancel this batch?' and providing a 'Reason' input field. The dialog has 'NO' and 'YES' buttons. In the background, a context menu is visible over a batch row, with 'Cancel' highlighted. Another context menu is visible over the 'Status' field of the same batch, with 'Cancel' also highlighted.

Once a batch has been cancelled, no other action can be taken. (i.e. no status change)

# Viewing Journals in Batches

Journals

Batches Audit

2 Batches Pending Approval

5 Batches in Ops Approval

1 Batch Rejected

2 Batches Failed

4 With Funding Instructions

Batches REFRESH

Status: Multiple | Date Range: 14/04/2024 - 14/05/2024 | My Batches: +1

Reset

<input type="checkbox"/>	Org	Ref	Status	Settlement	Reason	Submitted by	Submitted	Approved by	Approved	Ops Approved by	Ops Approve
<input type="checkbox"/>	TPTSTE	200241	Ops Approval	10 May 2024	2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com.au	10 May 2024 4:29 pm				
<input type="checkbox"/>	TPTSTE	200242	Ops Approval	10 May 2024	2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com.au	11 May 2024 1:10 pm				
<input type="checkbox"/>	TPTSTE	200240	Ops Approval	10 May 2024	Batch has over 300 transacti...	Nikki nikki.gleisner@fincleartech.com.au	10 May 2024 6:19 pm				
<input type="checkbox"/>	TPTSTE	200236	Pending App	9 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm				
<input type="checkbox"/>	TPTSTE	200231	Pending App	8 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm				
<input type="checkbox"/>	TPTSTE	200141	Rejected	23 Apr 2024	Dividend cancelled	Nikki nikki.gleisner@fincleartech.com.au	23 Apr 2024 9:48 am				

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From the batch screen double click on 1<sup>st</sup> row to open the journal

Bottom left will show you which record you are viewing, click the arrow and move forward or backwards thru the batches

fc-ops.finclear-multiorg.tradecentre.io/journals/batches

200242 Ops Approval Reason: 2nd Approver is FinClear

Org: TPTSTE | Description: fees | Purpose: Fee and/or GST | Settlement: 10 May 2024

Created: 10 May 2024 5:56 pm | Submitted: 11 May 2024 1:10 pm

Submitted by: Nikki | Approved by: Nikki

Transactions: 2 | Currency: AUD

Transactions

Debit Credit Funding Instructions

Row	Account Type	Account	Txn Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit
1	C	B1536325 JONES NIKKI		fees	\$5.00	-	-	-\$5.00		-
2	C	B1536325 JONES NIKKI		fees	-	\$5.00	-	\$5.00		-

\$5.00 Total Debit    \$5.00 Total Credit

< 2 of 6 > CLOSE

< 200236 Pending App

Org: TPTSTE Description: capital return Purpose: Corporate Actions Settlement: 9 May 2024 Created: 9 May 2024 12:10 pm Submitted: 9 May 2024 12:17 pm Transactions: 5 Currency: AUD

Transactions

Row	Account Type	Account	Tax Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit
1	C	B1536328 NIKKI COMPANY ACCOUNT		capital	\$10.00	-	✓	-\$11.00	Instruction	-
2	C	B1536454 GLEISNER NIKKI NZ		retrun	\$10.00	-	-	-\$10.00		-
3	G	TSTEB00 TPTSTE FFE ACCOUNT		capital return	-	\$20.00	-	\$20.00		-
4	C	B1533698 APPLICANT2 SUMMIT		DIV	\$2.00	-	-	-\$2.00		-
5	G	TSTEB00 TPTSTE FFE ACCOUNT		DIV	-	\$2.00	-	\$2.00		-
					<b>\$22.00</b>	<b>\$22.00</b>				
					Total Debit	Total Credit				

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CLOSE

## Approve a Batch

Approval of batches requires a secondary and different user from the submitter. A secondary and different user at the intermediary can approve or you can nominate FinClear as the second approver for all their journals

To approve a batch from the batch screen, Select the Batch Pending Approval tab click on the status field or the action button on the batch you want to approve and select Approve.

To approve a batch from the journal screen select Approve at the top of the screen or select the action button

Approving a batch will either post to the back-office system immediately or go to status Ops Approval.

Processing successfully status will be updated to “Completed” if unsuccessful status will be updated to “Failed”

**Note:** there are specific validation rules implemented that will determine if a batch that is approved by the organisation flows through automatically or requires Ops (operation) Approval.

- Journal transactions has a Cash Value > \$1 million
- Batch has more than 300 journals transactions.
- If purpose = Other.
- Batch status updated to approved after 10am

The screenshot displays the 'Journals' interface with a 'Batches' tab selected. At the top, there are five summary cards: '2 Batches Pending Approval', '5 Batches in Ops Approval', '1 Batch Rejected', '2 Batches Failed', and '4 With Funding Instructions'. Below these is a table of batches with columns for Org, Ref, Status, Settlement, Reason, Submitted by, Submitted, Approved by, Approved, Ops Approved by, and Ops Approve. Two rows are visible, both with a 'Pending App' status. In the first row, the 'Status' field has a dropdown arrow, and in the second row, the 'Ops Approve' field has a dropdown arrow. Both dropdown menus are open, showing 'Approve' and 'Reject' options, with 'Approve' circled in red. Below the batches table is an 'Audit' section with a table of actions, also showing 'Approve' and 'Reject' options, with 'Approve' circled in red. At the bottom, a detailed view of a batch (ID 200156) is shown, including fields for Org, Description, Purpose, Settlement, Created, Submitted, and Currency. The 'Approve' button is circled in red. Below this is a 'Transactions' table with columns for Row, Account Type, Account, Ten Ref, Description, Debit, Credit, GST, Net Value, Funding Instruction, and Direct Debit. The table contains three rows of transactions, with a total debit of \$20.00 and a total credit of \$20.00. The 'Approve' button is also circled in red.

## Reject a Batch

Rejecting a batch can be done via the batch screen or the from the Journal transactions screen. If rejecting a batch, you must enter a reason, then select Yes and status is updated to Rejected

Journals  
Batches Audit

2 Batches Pending Approval | 6 Batches in Ops Approval | 2 Batches Rejected | 2 Batches Failed | 3 With Funding Instructions

Batches

Status: Ops Approval | Date Range: 04/04/2024 - 04/05/2024 | My Batches

Batch	Organisation	Created By	Ref	Org	Settlement	Status	Purpose	Submitted by	Submitted	Approved by	Approved	Currency
200212	SUMMIT TPWEBU		1	SUN	4 May 2024	Open Approval	Fee and/or GST	Nikki Gleisner	4 May 2024 10:33 am		1475	AUD
200211	SUMMIT TP1STE		9	SUN	4 May 2024	In Approval	Brokerage Adjust	Nikki Gleisner	4 May 2024 9:53 am		3	AUD
200209	SUMMIT TP1STE		8	SUN	3 May 2024	In Approval	Fee and/or GST	Nikki Gleisner	4 May 2024 10:00 am		2	AUD
200208	SUMMIT TPWEBU		6	SUN	3 May 2024	Open Approval	Brokerage Adjustment	Nikki Gleisner	3 May 2024 4:23 pm		2	AUD
200206	SUMMIT TPWEBU		6	SUN	3 May 2024	Open Approval	Brokerage Adjustment	Nikki Gleisner	4 May 2024 10:37 am		351	AUD
200204	SUMMIT TPWEBU		6	SUN	3 May 2024	Open Approval	Fee and/or GST	Nikki Gleisner	3 May 2024 4:23 pm		200	AUD

Reject batch? Are you sure you want to Reject this batch?

Reason

NO YES

Action: Approve, Reject

200156 Pending App.

Org: TPWEBU | Description: Fee | Purpose: Fee and/or GST | Settlement: 25 Apr 2024 | Created: 25 Apr 2024 9:32 am | Submitted: 25 Apr 2024 9:33 am | Transactions: 3 | Currency: AUD

Transactions

Row	Account Type	Account	Tax Ref	Description	Debit	Credit	GST	Net Value	Funding Instruction	Direct Debit
1	C	01536122 GLEISNER NIKKI		Fee	\$10.00	-	-	-\$11.00		-
2	C	01536203 SUMMIT NIKKI		Fee	\$10.00	-	-	-\$11.00		-
3	G	WEB005 TPWEBU MISCELLANEOUS ACC...		Fee	-	\$20.00	-	\$20.00		-
					\$20.00	\$20.00				
					Total Debit	Total Credit				

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Action: Approve, Reject

## Multiple Batches

Select rows that you want updated and select action button (top right)

Select Status (Only applicable status you can choose will be displayed)

Journals  
Batches Audit

2 Batches Pending Approval | 6 Batches in Ops Approval | 2 Batches Rejected | 2 Batches Failed | 3 With Funding Instructions

Batches

Status: Ops Approval | Date Range: 04/04/2024 - 04/05/2024 | My Batches

Batch	Organisation	Created By	Submitted by	Approved by	Ref	Org	Settlement	Status	Purpose	Reason	Submitted by	Submitted	Approved by	Approved	Currency
200212	SUMMIT TPWEBU				1	SUN	4 May 2024	Open Approval	Fee and/or GST	Batch has over 300 transactions, 2nd Approver is FinClear	Nikki Gleisner	4 May 2024 10:33 am		1475	AUD
200211	SUMMIT TP1STE				9	SUN	4 May 2024	Open Approval	Fee and/or GST	2nd Approver is FinClear	Nikki Gleisner	4 May 2024 9:53 am		3	AUD
200209	SUMMIT TP1STE				8	SUN	3 May 2024	Open Approval	Brokerage Adjustment	Batch status updated between 10:00 and 10:30 AEST, 2nd Approver is FinClear	Nikki Gleisner	4 May 2024 10:00 am		2	AUD
200208	SUMMIT TPWEBU				6	SUN	3 May 2024	Open Approval	Fee and/or GST	2nd Approver is FinClear	Nikki Gleisner	3 May 2024 4:23 pm		2	AUD
200206	SUMMIT TPWEBU				6	SUN	3 May 2024	Open Approval	Brokerage Adjustment	Batch has over 300 transactions, 2nd Approver is FinClear	Nikki Gleisner	4 May 2024 10:37 am		351	AUD
200204	SUMMIT TPWEBU				6	SUN	3 May 2024	Open Approval	Fee and/or GST	2nd Approver is FinClear	Nikki Gleisner	3 May 2024 4:23 pm		200	AUD

Action: Approve, Reject

## Edit a Batch

You can edit a batch from either the batch screen or when you the batch is open.

From Batch screen click the action select Edit. Details are displayed, make changes, and select save

Or open and click in the field you wish to edit (Description, Purpose, Settlement Date)

# Filters

## Status Filters

Mini Dashboard at top of screen shows batches in key statuses.

Click on card and only batches matching selected status will appear (you will see a black line around your selected card)

Org	Ref	Status	Settlement	Reason	Submitted by	Submitted	Approved by	Approved	Ops Approved by	Ops Approved	Transactions	Curr
	200243	New	13 May 2024		Nikki nikki.gleisner@fincleartech.com.au	10 May 2024 4:29 pm					0	AUD
	200241	Ops Approval	10 May 2024	2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com.au	10 May 2024 1:10 pm					201	AUD
	200242	Ops Approval	10 May 2024	2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com.au	11 May 2024 1:10 pm					2	AUD
	200240	Ops Approval	10 May 2024	Batch has over 300 transacti...	Nikki nikki.gleisner@fincleartech.com.au	10 May 2024 4:19 pm					400	AUD
	200236	Pending App	9 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm					5	AUD
	200231	Pending App	8 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm					201	AUD
	200141	Rejected	23 Apr 2024	Dividend cancelled	Nikki nikki.gleisner@fincleartech.com.au	23 Apr 2024 9:48 am					1	AUD

Dashboard cards are:

- Pending Approval
- Ops Approval (used by FinClear Ops)
- Rejected
- Failed
- With Funding Instructions (used by FinClear Ops)

Select the Status drop down menu to select other statuses like New, Completed, Cancelled or combination of multiple status.

## My Batches

Select my batches to show only batches were you are the creator, submitter, or approver

Journals  
Batches Audit

2 Batches Pending Approval   3 Batches in Ops Approval   1 Batch Rejected   - Batches Failed   3 With Funding Instructions

Batches REFRESH

Status: Multiple   Date Range: 14/04/2024 - 14/05/2024   **My Batches** + Add   Export

<input type="checkbox"/>	Org	Ref	Status	Settlement	Reason	Submitted by	Submitted	Approved by	Approved	Ops Approved by	Ops Approved	Transactions	Curr
<input type="checkbox"/>	SUMMIT TPTSTE	200236	Pending App	9 May 2024		Nikki 2 nikki.gleisner2@fincleartech.com.a	9 May 2024 12:17 pm					5	AUD

## Additional Filters

Additional Filters are available

To select additional filters, click 

Additional Filters appear, type in required filters.

You can enter multiple filters at once

The number of filters you have applied will appear next to My Batches field

Journals  
Batches Audit

2 Batches Pending Approval   6 Batches in Ops Approval   2 Batches Rejected   2 Batches Failed   3 With Funding Instructions

Batches REFRESH

Status: Multiple   Date Range: 04/04/2024 - 04/05/2024   **My Batches** + Add   Result

Batch: TPTSTE (SUMMIT)   Created by:   Submitted by:   Approved by:

<input type="checkbox"/>	Ref	Org	Settlement	Status	Purpose	Reason	Submitted by	Submitted	Approved by	Approved	Transactions	Curr
<input type="checkbox"/>	200211	SUMMIT TPTSTE	4 May 2024	Open Approval	Fee and/or GST	2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com	4 May 2024 9:32 am			3	AUD
<input type="checkbox"/>	200209	SUMMIT TPTSTE	3 May 2024	Open Approval	Brokerage Adjustment	Batch status updated between 10:00 and 10:30 AEST. 2nd Approver is FinClear	Nikki nikki.gleisner@fincleartech.com	4 May 2024 10:00 am			2	AUD
<input checked="" type="checkbox"/>	200203	SUMMIT TPTSTE	3 May 2024	New	Brokerage Adjustment						1	AUD
<input type="checkbox"/>	200141	SUMMIT TPTSTE	23 Apr 2024	Rejected	Corporate Actions	Dividend cancelled	Nikki nikki.gleisner@fincleartech.com	23 Apr 2024 9:48 am			1	AUD

## Remove Filters from Query

To remove filters hit the reset button. All additional filters will be removed

The screenshot shows the 'Journals Batches' interface. At the top, there are summary cards for 'Batches Pending Approval' (2), 'Batches in Ops Approval' (6), 'Batches Rejected' (2), 'Batches Failed' (2), and 'With Funding Instructions' (3). Below this is a filter section with a 'Status' dropdown set to 'Multiple', a 'Date Range' of '04/04/2024 - 04/05/2024', and a 'My Batches' button. A search bar contains 'Organisation: TPTSTE (SUMMIT)'. A 'Reset' button is circled in red. Below the filters is a table with columns: Ref, Org, Settlement, Status, Purpose, Reason, Submitted by, Submitted, Approved by, Approved Transactions, and Curr.

Ref	Org	Settlement	Status	Purpose	Reason	Submitted by	Submitted	Approved by	Approved Transactions	Curr
200211	TPTSTE	4 May 2024	Open Approval	Fee and/or GST	2nd Approver is FinClear	Nikki.nikki.gleisner@fincleartech.com	4 May 2024 9:22 am		3	AUD
200209	TPTSTE	3 May 2024	Open Approval	Brokerage Adjustment	Batch status updated between 10:00 and 10:30 AEST, 2nd Approver is FinClear	Nikki.nikki.gleisner@fincleartech.com	4 May 2024 10:00 am		2	AUD
200203	TPTSTE	3 May 2024	New	Brokerage Adjustment					1	AUD
200141	TPTSTE	23 Apr 2024	Rejected	Corporate Actions	Dividend cancelled	Nikki.nikki.gleisner@fincleartech.com	23 Apr 2024 9:48 am		1	AUD

To close the additional filters, click the additional filters button again

This screenshot is identical to the one above, but the 'Additional Filters' button (represented by a person icon) is circled in green. The 'Reset' button is no longer circled.

# Funding Instructions

Funding Instructions field is a free form field for user to optionally use when entering journals. If data entered this field, Funding instructions are entered on the journal.

All journals with unmarked funding instructions will appear on the mini dashboard for FinClear Operation Staff to view/update

The screenshot shows the 'Journals Batches' dashboard. At the top, there is a summary bar with five categories: '2 Batches Pending Approval', '6 Batches in Ops Approval', '2 Batches Rejected', '2 Batches Failed', and '3 With Funding Instructions'. The '3 With Funding Instructions' category is circled in red. Below this is a filter section for 'Batches' with a date range of '04/04/2024 - 04/05/2024' and a 'My Batches' button. A search bar is also present. The main part of the dashboard is a table of journal entries.

Ref	Org	Settlement	Status	Purpose	Reason	Submitted by	Submitted	Approved by	Approved Transactions	Curr
200211	SUMMIT TPTSTE	4 May 2024	Ops Approval	Fee and/or GST	2nd Approver is FinClear	Nikki glatner@finclear.tech	4 May 2024 9:52 am		3	AUD
200209	SUMMIT TPTSTE	3 May 2024	Ops Approval	Brokerage Adjustment	Batch status updated between 10:00 and 10:30 AEST, 2nd Approver is FinClear	Nikki glatner@finclear.tech	4 May 2024 10:00 am		2	AUD
200203	SUMMIT TPTSTE	3 May 2024	New	Brokerage Adjustment					1	AUD
200141	SUMMIT TPTSTE	23 Apr 2024	Rejected	Corporate Actions	Dividend cancelled	Nikki glatner@finclear.tech	23 Apr 2024 9:48 am		1	AUD

# Audit

## Audit Menu

Full audit of batch status changes is available via the audit menu.

Default Filter on the Audit page is date range = 1 Month

Additional Filters available are Organisation, Batch, Action, and User

Journals

Batches **Audit**

Audit

Date Range: 25/03/2024 – 25/04/2024

Organisation: [Dropdown] Batch: [Text] Action: [Text] User: [Text] Reset

<input type="checkbox"/>	Org	Module	Action	Description	User ID	User	Date
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Submit	Journal Batch Fee - 200156 was submitted for approval	8086ba83	Nikki 2 nikki.gleisner2@fincleartech.co	25 Apr 2024 9:33 am
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Add	Journal Batch Fee - was created	8086ba83	Nikki 2 nikki.gleisner2@fincleartech.co	25 Apr 2024 9:32 am
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200144 was submitted for approval	fb060ec2	Nikki nikki.gleisner@fincleartech.com	25 Apr 2024 9:32 am
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Completed	Journal Batch Fail Fees - 200149/712397500 completed	fb060ec2	Nikki nikki.gleisner@fincleartech.com	24 Apr 2024 5:09 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	fb060ec2	Nikki nikki.gleisner@fincleartech.com	24 Apr 2024 5:09 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200149 was submitted for approval	9334fa89	Nikki Gmail ngleisner2@gmail.com	24 Apr 2024 5:06 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Failed	Journal Batch Fail Fees - 200149/null failed	9334fa89	Nikki Gmail ngleisner2@gmail.com	24 Apr 2024 5:04 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	9334fa89	Nikki Gmail ngleisner2@gmail.com	24 Apr 2024 5:04 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200149 was submitted for approval	fb060ec2	Nikki nikki.gleisner@fincleartech.com	24 Apr 2024 4:54 pm

Select the row for detailed information of the batch

Journals

Batches **Audit**

Audit

Date Range: 25/03/2024 – 25/04/2024

Organisation: [Dropdown] Batch: [Text] Action: [Text] User: [Text] Reset

<input type="checkbox"/>	Org	Module	Action	Description	User ID	User	Date
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Submit	Journal Batch Fee - 200156 was submitted for approval	8086ba83	Nikki 2 nikki.gleisner2@fincleartech.co	25 Apr 2024 9:33 am
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Add	Journal Batch Fee - was created	8086ba83	Nikki 2 nikki.gleisner2@fincleartech.co	25 Apr 2024 9:32 am
+ <input type="checkbox"/>	[SUMMIT] [TPWEBU]	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200144 was submitted for approval	fb060ec2	Nikki nikki.gleisner@fincleartech.com	25 Apr 2024 9:32 am
- <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Completed	Journal Batch Fail Fees - 200149/712397500 completed	fb060ec2	Nikki nikki.gleisner@fincleartech.com	24 Apr 2024 5:09 pm

**Action** Completed

**Description** Journal Batch Fail Fees - 200149/712397500 completed

<b>Org</b>	TP1STE	<b>Created</b>	25 Apr 2024 4:36 pm Nikki Gmail
<b>Description</b>	Fail Fees	<b>Submitted</b>	24 Apr 2024 5:06 pm Nikki Gmail
<b>Purpose</b>	Fee and/or GST	<b>Approved</b>	-
<b>Settlement</b>	23 Apr 2024	<b>Ops Approve</b>	24 Apr 2024 5:09 pm Nikki nikki.gleisner@fincleartech.com.au
<b>Transactions</b>	3		
<b>Currency</b>	AUD		

+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	fb060ec2	Nikki nikki.gleisner@fincleartech.com	24 Apr 2024 5:09 pm
+ <input type="checkbox"/>	[SUMMIT] [TP1STE]	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200149 was submitted for approval	9334fa89	Nikki Gmail ngleisner2@gmail.com	24 Apr 2024 5:06 pm

## Audit from Batch screen

You can see full audit details of specific batch from the batch screen. Select action button and then select Audit. To see full audit details click on the + button to open details

The screenshot displays the 'Journals' interface in TCOPS, showing a list of batches and a detailed audit view for a specific batch.

**Batches List:**

Status	Multiple	Date Range	My Batches
2	Batches Pending Approval	14/04/2024 – 14/05/2024	
3	Batches in Ops Approval		
1			

**Batches Table:**

Org	Ref	Status	Settlement	Reason
[SUMMIT] [TPTSTE]	200245	New	13 May 2024	
[SUMMIT] [TPTSTE]	200241	Ops Approval	10 May 2024	2nd Approver is FinClear
[SUMMIT] [TPTSTE]	200242	Ops Approval	10 May 2024	2nd Approver is FinClear
[SUMMIT] [TPTSTE]	200240	Ops Approval	10 May 2024	Batch has over 300 transac
[SUMMIT] [TPTSTE]	200236	Pending App	9 May 2024	
[SUMMIT] [TPTSTE]	200231	Pending App	8 May 2024	
[SUMMIT] [TPTSTE]	200141	Rejected	23 Apr 2024	Dividend cancelled

**Audit - Journals (Detailed View):**

Date Range: 14/04/2024 – 14/05/2024 | My Actions | Export

Organisation: [Dropdown] | Batch: [Dropdown] | Action: [Dropdown] | User: [Dropdown] | Reset

Org	Module	Action	Descr...	User ID	User	Date
[SUMMIT] [TPTSTE]	JOURNAL_BATCH	Submit	Jour...	Fbd60ec2	Nikki nikki.gleisner@fincleartech.com	10 May 2024 4:29 pm
[SUMMIT] [TPTSTE]	JOURNAL_BATCH	Add	Jour...	Fbd60ec2	Nikki nikki.gleisner@fincleartech.com	10 May 2024 4:29 pm

**Action Details:**

Action	Batch Details
Add	Org: TPTSTE
Description: Journal Batch fee - 200241 was created	Description: fee
	Purpose: Brokerage Adjustment
	Settlement: 10 May 2024
	Transactions: 0
	Currency: AUD

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# Export Audit

Export is available from the Audit menu and when audit selected from the batch screen

Journals

Batches Audit

Audit

Date Range: 14/04/2024 - 14/05/2024 +1 Export

Organisation: TPTSTE (SUMMIT) Batch: Action: User: Reset

Org	Module	Action	Description	User ID	User	Date
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Ops Approved	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024 4:02 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Completed	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024 4:02 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Add	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024 4:36 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Submit	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024 4:38 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Ops Approved	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024 4:53 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Failed	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024 4:53 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Submit	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024 4:54 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Ops Approved	9334fa89	Nikki Gmail, ngleisner2@gmail.com	24 Apr 2024 5:04 pm

Org	Module	Action	Description	User ID	User	Date
SUMMIT, TPTSTE	JOURNAL_BATCH	Ops Approved	Journal Batch Dividend ANZ 20/4/24 - B95E8799-6B84-442E-B348-7EC98D66061C was approved by Ops	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024, 4:02 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Completed	Journal Batch Dividend ANZ 20/4/24 - 712386767 completed	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024, 4:02 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch Fail Fees - was created	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024, 4:36 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 28838AD1-34E8-419D-8F8A-B10BF925745C was submitted for approval	9334fa89	Nikki Gmail, ngleisner2@gmail.com	23 Apr 2024, 4:38 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024, 4:53 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Failed	Journal Batch Fail Fees - 200149/null failed	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024, 4:53 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200149 was submitted for approval	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024, 4:54 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	9334fa89	Nikki Gmail, ngleisner2@gmail.com	24 Apr 2024, 5:04 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Failed	Journal Batch Fail Fees - 200149/null failed	9334fa89	Nikki Gmail, ngleisner2@gmail.com	24 Apr 2024, 5:04 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch Fail Fees - 200149 was submitted for approval	9334fa89	Nikki Gmail, ngleisner2@gmail.com	24 Apr 2024, 5:06 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Ops Approved	Journal Batch Fail Fees - 200149 was approved by Ops	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024, 5:09 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Completed	Journal Batch Fail Fees - 200149/712397500 completed	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	24 Apr 2024, 5:09 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch a - was created	9334fa89	Nikki Gmail, ngleisner2@gmail.com	27 Apr 2024, 10:15 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch a - 200160 was submitted for approval	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	27 Apr 2024, 12:32 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Ops Approved	Journal Batch a - 200160 was approved by Ops	9334fa89	Nikki Gmail, ngleisner2@gmail.com	27 Apr 2024, 12:32 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Completed	Journal Batch a - 200160 / 712407905 completed	Admin, admin@tradecentre.io		27 Apr 2024, 2:22 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch Nikki Testing - was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 7:36 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch bulk import - was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 7:40 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch bulk import - 200166 was submitted for approval	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 7:45 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch nikki bulk upload - was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 7:50 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch bulk upload and edit line - was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 8:15 am
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch aa - was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	29 Apr 2024, 8:45 am

Audit - Journals Export

Date Range: 14/04/2024 - 14/05/2024 My Actions Export

Organisation: Batch: Action: User: Reset

Org	Module	Action	Description	User ID	User	Date
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Add	fb60ec2	Nikki, nikki.gleisner@fincleartech.com	10 May 2024 4:29 pm
+	<input type="checkbox"/> <b>SUMMIT</b> <b>TPTSTE</b>	JOURNAL_BATCH	Submit	fb60ec2	Nikki, nikki.gleisner@fincleartech.com	10 May 2024 4:29 pm

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Org	Module	Action	Description	User ID	User	Date
SUMMIT, TPTSTE	JOURNAL_BATCH	Add	Journal Batch fee - 200241 was created	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	10 May 2024, 4:29 pm
SUMMIT, TPTSTE	JOURNAL_BATCH	Submit	Journal Batch fee - 200241 was submitted for approval	fb60ec2	Nikki, nikki.gleisner@fincleartech.com.au	10 May 2024, 4:29 pm