# Bulk Account Opening User Guide

BELL POTTER

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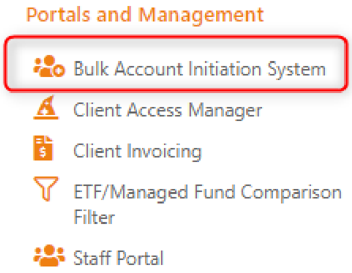
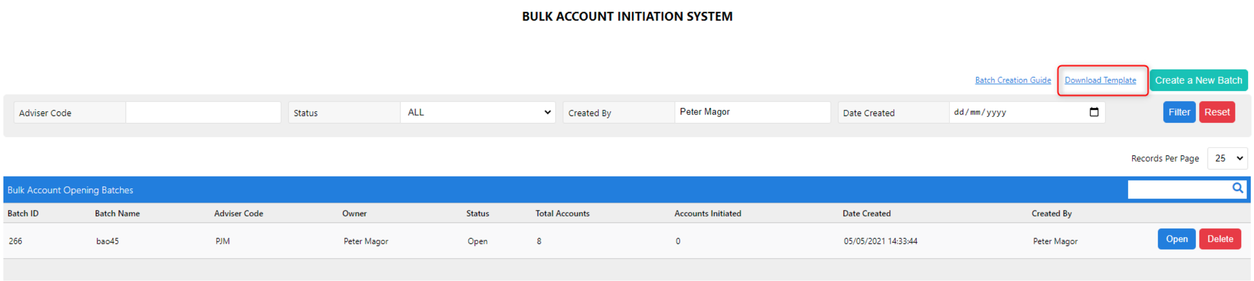
# 1 Bulk Account Opening User Guide

The **Bulk Account Initiation System** has been added to Fusion to allow you to create accounts in batches at once.

1. Click the **Bulk Account Initiation System** menu under **Portals and Management** from **Useful tools** to open the page.



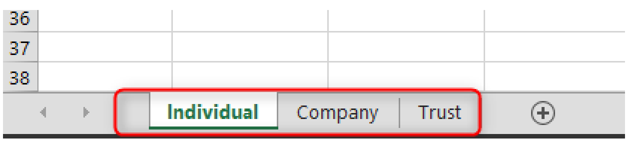

- This page displays all the Bulk account opening batches that have been uploaded. You can use **Filters** on the screen and **Search** on the table to filter for a particular record.
- Click on the **Download Template** to download the excel file in which you can add all the applications that are to be submitted.




## 1.1 Enter data in New Template

In the downloaded excel file you can add the Account and Applicants details for each application.

1. You can toggle between the respective excel sheets to create an **Individual**, **Company** or a **Trust** account.
**Note:** This system can only be used to create and upload applications for the Account Types that are being currently supported by LAB.




2. In each account sheet, you are provided with Sample data highlighted in yellow in the first two rows. **Note:** This data is ignored on Upload, **do not** edit this data. Insert your data from Row 5.

- You will need to enter the Account type in the **Account Type Column**. Here **AEP** means Australian Equities Private and **AES** means Australian Equities Staff. Currently only these two account types will be entered via the new LAB Form.
- In the Client Structure column for the Individual accounts, you can enter either **Sole** or **Joint**.
- For the Company account's Client structure you will have to enter **Company.**
- For Trust accounts, You can enter either **Trust Other** or **Trust Super** in the Client structure Column and enter individual or Company in the **Trustee type** column to indicate the trustee type for each trust.
- In the **Print Sign Post(PSP)** application Field, you can either enter yes or No. A default PSP email address will appear initially for the applicants where PSP is set to Yes but this can be changed if the client has an actual email address or removed if they do not, once the EV is turned off.
- In the **Brokerage schedule** column, you can enter the **brokerage code** based on the account type.
- If the Account type is AES, you will have to enter **Staff members details** in the Related Staff Member field.

You can add multiple applicants by filling out there details in the Applicant details fields.
Once all the details are filled, save the file on your local PC.

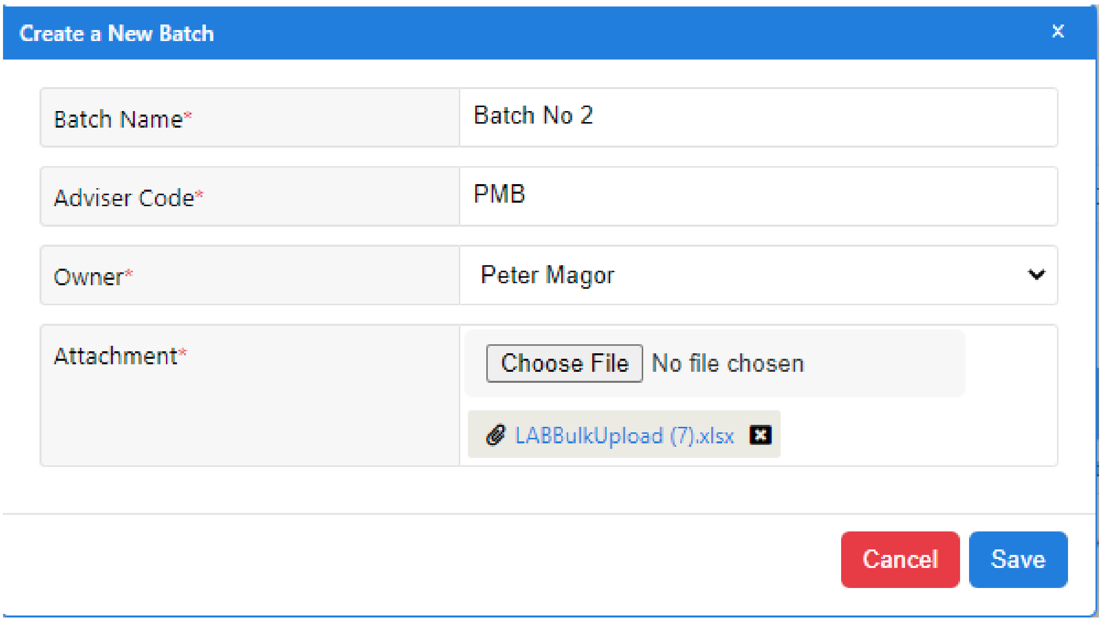
## 1.2 Create and upload a New Batch

You can create a new batch of applications that can be uploaded to the Bulk Account Initiation System.

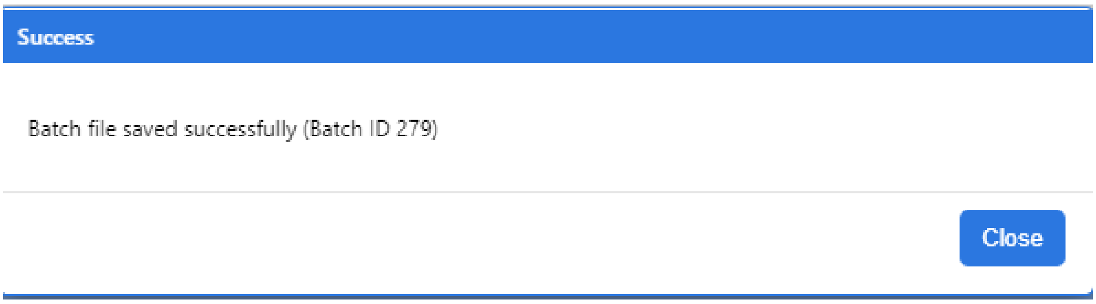
1. Click on the **Create a New Batch** button to open the Create a New Batch page.

- Enter a **Batch name** in the batch name field.
- Enter an **Adviser code** for which you want create these accounts for. Only Advisor codes you are authorised to use will appear here.
- In the **Owner** field, you can select the advisor who will manage the account from the drop down list.
- Use the **attachment** option to **upload** the excel file in which you have recorded the accounts that need to be created.

Once you have filled all these fields click on the **Save** Button to upload your batch.



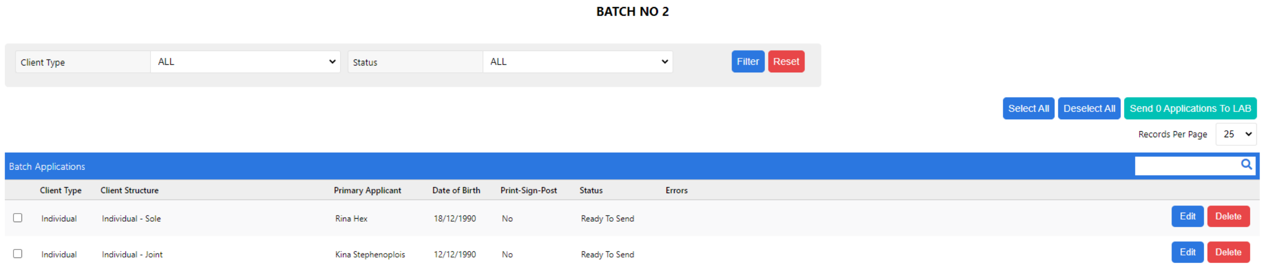

Once your upload is successful, you will see the following Confirmation message.



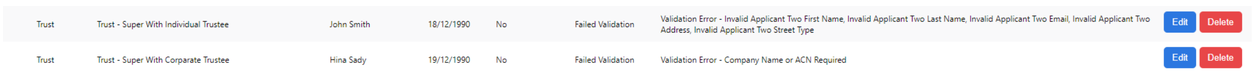
## 1.3 Manage Uploaded Batches

You can view all the batches you have uploaded in the **Bulk Account Initiation system** screen.

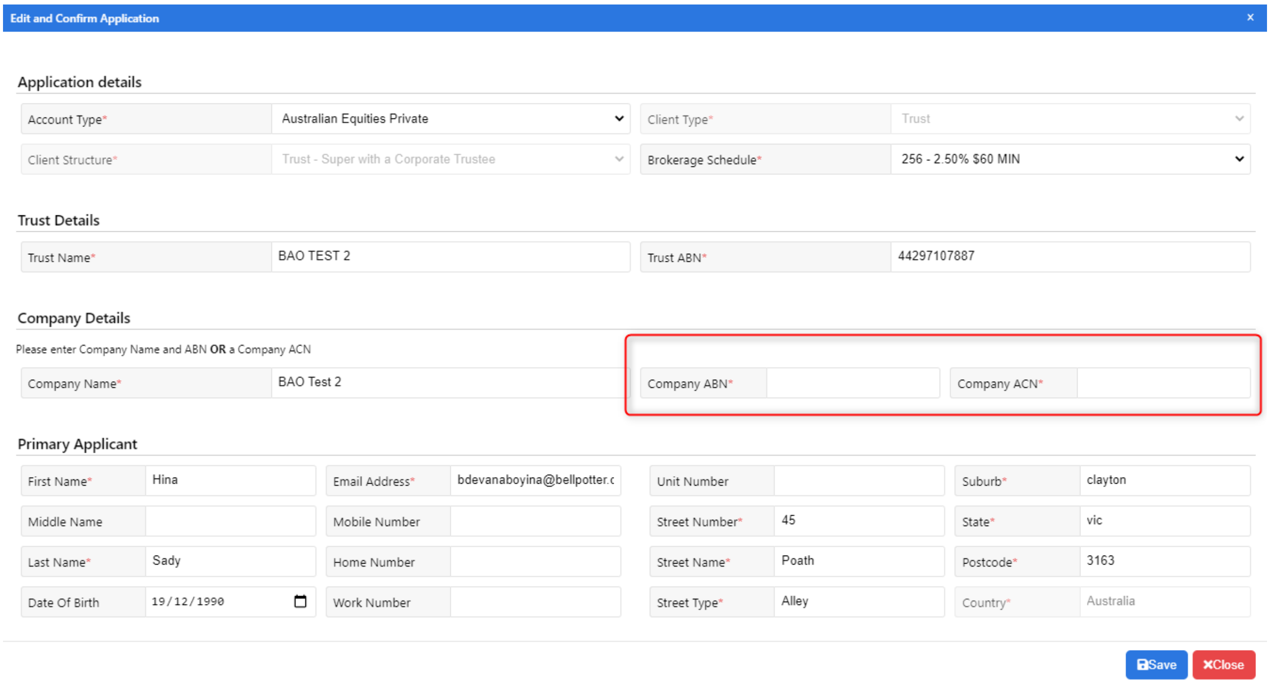
1. You can use **Filters** on the screen and **Search** on the table to filter for a particular record.
2. On each record, there are open and delete options. Click on **Open** to open the **Batch Details** screen.



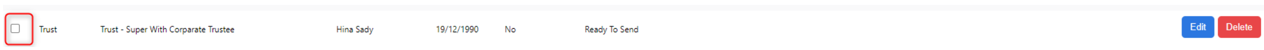

3. If there are any validation errors in your uploaded excel file, you will see the errors displayed in the **Errors** Column.




4. You can click on **Edit,** which opens the **Edit and Confirm Application** window.




5. Once you enter the required information and click on **save**. The error disappears and you will see a **check-box** to the left of each record indicating that the application is ready to send to LAB.

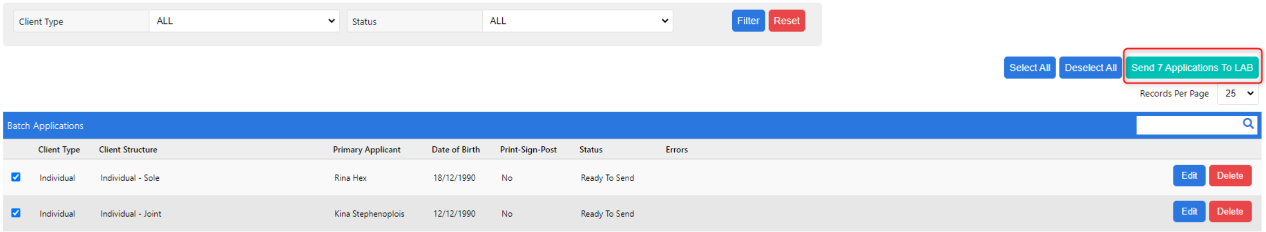



**NOTE**: If you enter an invalid client structure in the excel file and upload, you cannot edit the client structure. You will have to delete the application and Upload again.

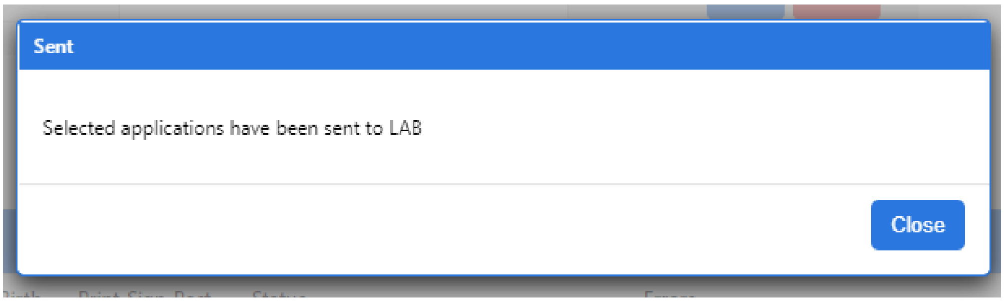
## 1.4 Send Applications to LAB

You can send multiple applications to LAB at once by clicking on check-boxes for various applications.

1. You can see the number of applications selected to send to lab indicated in the **Send to LAB** Button.




2. Once you click on the Send applications to Lab button, the applications are sent to Lab and you will see the following success message.




3. A **LAB Application ID** is displayed for each record that has been successfully sent to LAB.