

Bulk Account Opening User Guide

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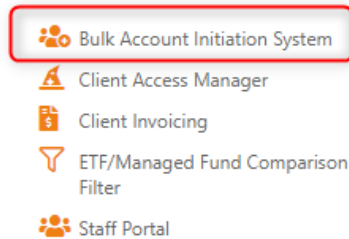
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1 Bulk Account Opening User Guide

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.

Portals and Management



- 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.

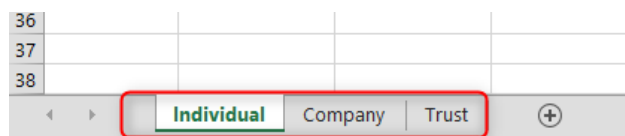
BULK ACCOUNT INITIATION SYSTEM

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.

Create a New Batch

Batch Name*

Batch No 2

Adviser Code*

PMB


Owner*

Peter Magor

Attachment*

Choose File

No file chosen

 LABBulkUpload (7).xlsx

Cancel

Save

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

Success

Batch file saved successfully (Batch ID 279)

Close

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.

BATCH NO 2

Client Type ALL Status ALL

Filter Reset

Select All Deselect All Send 0 Applications To LAB

Records Per Page 25

Batch Applications							
Client Type	Client Structure	Primary Applicant	Date of Birth	Print-Sign-Post	Status	Errors	
<input type="checkbox"/>	Individual	Individual - Sole	Rina Hex	18/12/1990	No	Ready To Send	Edit Delete
<input type="checkbox"/>	Individual	Individual - Joint	Kina Stephenopolis	12/12/1990	No	Ready To Send	Edit Delete

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

Trust	Trust - Super With Individual Trustee	John Smith	18/12/1990	No	Failed Validation	Validation Error - Invalid Applicant Two First Name, Invalid Applicant Two Last Name, Invalid Applicant Two Email, Invalid Applicant Two Address, Invalid Applicant Two Street Type	Edit Delete
Trust	Trust - Super With Corporate Trustee	Hina Sady	19/12/1990	No	Failed Validation	Validation Error - Company Name or ACN Required	Edit Delete

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

Edit and Confirm Application

Application details

Account Type* Australian Equities Private Client Type* Trust

Client Structure* Trust - Super with a Corporate Trustee Brokerage Schedule* 256 - 2.50% \$60 MIN

Trust Details

Trust Name* BAO TEST 2 Trust ABN* 44297107887

Company Details

Please enter Company Name and ABN OR a Company ACN

Company Name* BAO Test 2

Company ABN*

Company ACN*

Primary Applicant

First Name* Hina Email Address* bdevanaboyina@bellpotter.c

Unit Number

Suburb* clayton

Middle Name

Mobile Number

Street Number* 45 State* vic

Last Name* Sady Home Number

Street Name* Poath Postcode* 3163

Date Of Birth 19/12/1990 Work Number

Street Type* Alley Country* Australia

Save XClose

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.

<input checked="" type="checkbox"/>	Trust	Trust - Super With Corporate Trustee	Hina Sady	19/12/1990	No	Ready To Send	Edit Delete
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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.

The screenshot shows the 'Batch Applications' interface. At the top, there are filters for 'Client Type' (set to ALL) and 'Status' (set to ALL), with 'Filter' and 'Reset' buttons. To the right, there are buttons for 'Select All', 'Deselect All', and 'Send 7 Applications To LAB' (highlighted with a red box). Below these is a 'Records Per Page' dropdown set to 25. The main table has columns: Client Type, Client Structure, Primary Applicant, Date of Birth, Print-Sign-Post, Status, and Errors. Two rows are visible, both with a checked checkbox in the first column. The first row is for 'Rina Hex' (18/12/1990) with status 'Ready To Send'. The second row is for 'Kina Stephenopolis' (12/12/1990) with status 'Ready To Send'. Each row has 'Edit' and 'Delete' buttons.

Client Type	Client Structure	Primary Applicant	Date of Birth	Print-Sign-Post	Status	Errors
<input checked="" type="checkbox"/>	Individual	Individual - Sole	Rina Hex	18/12/1990	No	Ready To Send
<input checked="" type="checkbox"/>	Individual	Individual - Joint	Kina Stephenopolis	12/12/1990	No	Ready To Send

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.

A modal dialog box titled 'Sent' is displayed. The message inside reads: 'Selected applications have been sent to LAB'. There is a 'Close' button in the bottom right corner.

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

The screenshot shows the 'Batch Applications' table after the successful send operation. The 'Status' column now contains the text 'Sent To LAB (Application ID 1591467)' for the first row and 'Sent To LAB (Application ID 1591468)' for the second row. These status cells are highlighted with red boxes. Each row now has a 'View' button instead of 'Edit' and 'Delete'.

Client Type	Client Structure	Primary Applicant	Date of Birth	Print-Sign-Post	Status	Errors
Individual	Individual - Sole	Rina Hex	18/12/1990	No	Sent To LAB (Application ID 1591467)	
Individual	Individual - Joint	Kina Stephenopolis	12/12/1990	No	Sent To LAB (Application ID 1591468)	