



# Bulk transacting... made simple

Bulk transacting helps you to efficiently collect fees and make bulk payments from your clients' cash accounts, saving you time and streamlining your administration processes.

## Key features

- **Seamless transfer of fees from your clients' accounts** – no need to wait for cheques, bulk transacting enables the seamless transfer of funds from your clients' accounts into your business or dealer account.
- **Efficient external payments** – with the appropriate client authority, you can transfer funds on your clients' behalf to other financial institutions overnight.
- **Transfer internal salaries** – your business' salaries and wages can be easily transferred from your business account.
- **Transfer of pension payments** – client pension payments from their self managed super fund (SMSF) can also be made in a few simple steps.
- **Tax payments** – multiple client payments can be made directly to the Australian Taxation Office (ATO), which is particularly useful for SMSFs.
- **No fees or charges** – to use the bulk transacting service.
- **Service and support** – contact Adviser Services on 1800 808 508 between 8am and 7pm (Sydney time).
- **Efficient processing** – simply populate a payment file, upload and authorise. Your file and report(s) will be processed within 20 minutes.
- **Consolidated reporting** – to streamline your reconciliation.
- **Tailored transaction narratives** – you can attach detailed descriptions on individual transactions, to increase the transparency of your cashflow reporting and to monitor individual payments.

## How do I use Bulk transacting?

Your Training and Relationship Manager will provide you and/or your staff with training on the Bulk transacting system.

### Step 1: Login to your.clients@macquarie

Select **Bulk transacting** from the left-hand menu.

Then select your admin office.

### Step 2: Download the applicable template

Select the applicable *template* via the hyperlink.

### Step 3: Enter the details required

Complete the details of your transactions, taking note of the form guidelines found by hovering your mouse over the red arrows. Ensure the file details are correct then save the template as a csv file.

*Note – the file can be saved as an excel spreadsheet template for future use. Please ensure this is resaved as a csv and date updated prior to uploading to the website.*

### Step 4: Upload the file, view and check details

Return to **Bulk transacting** in your.clients@macquarie. Click on **Browse** and navigate to your saved file, then click **Open**. Then click **Continue with upload**. Confirm the transaction details are correct, then enter your Macquarie Access Code and the password generated by your online security token and click on **Authorise**.

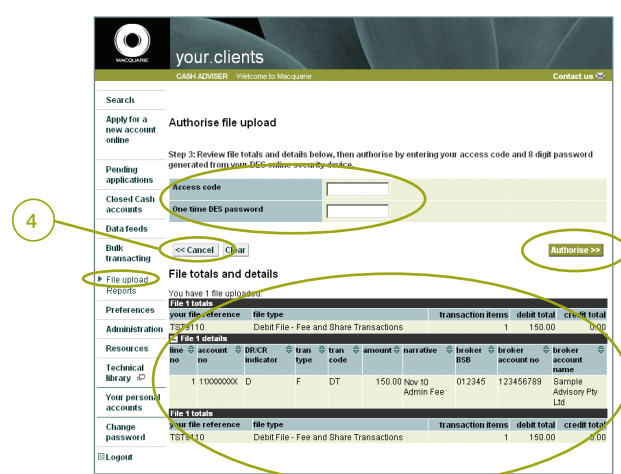
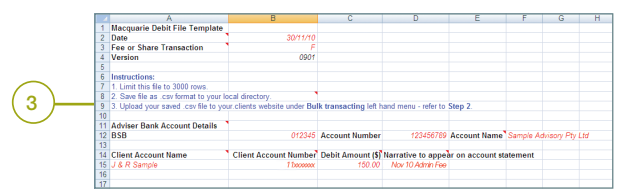
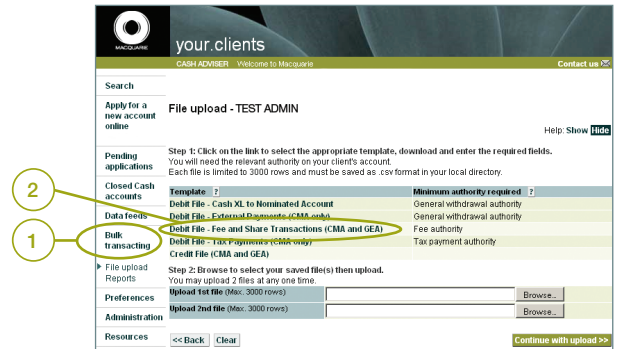
If the details are incorrect click on **Cancel**. Reopen your file to amend the details then save it as a csv file. Browse for the amended file and upload again.

A confirmation screen will then appear stating the file has been uploaded successfully.

### Step 5

Note the reference number for your upload file. This is used later when viewing reports.

*Note – files uploaded prior to 2pm (Sydney time) will be processed overnight.*



# Reports

A consolidated report will be available within 20 minutes of uploading the file. You will receive an email notifying you that the report is ready.

## Step 1: Login to your.clients@macquarie

Select **Bulk transacting** from the left-hand menu.

## Step 2: Go to the Reports menu

This is located on the left hand menu, under **Bulk transacting**.

## Step 3: Select the file type you would like to download

Under the *file format* column, click on **txt file** or **csv file**.

Locate the report for your file reference column. Depending on processing results, different Report types are available:

- A Full** – file has been successful. All transactions have been processed.
- B Errors** – some transactions in the file were unsuccessful. Only those transactions containing errors will be withheld from processing, all other transactions will be processed as requested.
- C File failed** – the complete file has been unsuccessful. No transactions have been processed.

Some examples of the reports available are shown on the right.

Applications	File run date	File type	Your file reference	Report	File format
Closed Cash accounts	Monday, 27 September 2010	External payment file	TST2471	File failed	txt file
	Friday, 13 August 2010	Credit file	TST8672	Full	txt file csv file
	Friday, 13 August 2010	Credit file	TST8672	Errors	txt file csv file
Data feeds	Friday, 13 August 2010	Fee and share transactions file	TST8571	Full	txt file csv file
	Friday, 13 August 2010	Fee and share transactions file	TST8571	Errors	txt file csv file
Bulk transacting	Friday, 13 August 2010	External payment file	TST8570	Full	txt file csv file
	Friday, 13 August 2010	External payment file	TST8570	Errors	txt file csv file
File upload Reports	Thursday, 12 August 2010	Fee and share transactions file	TST8508	Full	txt file csv file
	Thursday, 12 August 2010	Credit file	TST8507	Full	txt file csv file

```

1REF B1J156C TIME 09:12 MACQUARIE GROUP LIMITED
6886 TRANSACTION UPLOAD POST PROCESSING REPORT - ADMINISTRATION OFFICE
ADMIN OFFICE: TST - TST ADMIN TRANSPORTER REFERENCE NO: 8571
TRANSACTIONS PROCESSED SUCCESSFULLY
PRODUCT: CMB
BROKER BSB: 182512 BROKER ACCOUNT: 900000000 BROKER NAME: SAMPLE ADVISORY PTY LTD
CLIENT BSB/ACCT: 900000000 CLIENT ACCOUNT NAME AMOUNT NARRATIVE TC CR/DR MESSAGE
-----
120000000 TEST A & TEST A 0.22 FEE PVT DR
900000000 TEST J 0.21 FEE PVT DR
BROKER TOTAL 2 0.43
CMB TOTAL 2 0.43
TST TOTAL 2 0.43
    
```





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1REF B1J156B TIME 09:12 MACQUARIE GROUP LIMITED
6886 TRANSACTION UPLOAD POST PROCESSING REPORT - REJECTED TRANSACTIONS
ADMIN OFFICE: TST - TST ADMIN TRANSPORTER REFERENCE NO: 8571
REJECTED TRANSACTIONS
PRODUCT: CMB
BROKER BSB: 182512 BROKER ACCOUNT: 900000000 BROKER NAME: SAMPLE ADVISORY PTY LTD
CLIENT BSB/ACCT: 900000000 CLIENT ACCOUNT NAME AMOUNT NARRATIVE TC CR/DR MESSAGE
-----
F 120000000 TEST J 0.23 FEE PVT ST DR INVALID
BROKER TOTAL 1 0.23
CMB TOTAL 1 0.23
TST TOTAL 1 0.23
    
```

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1REF B1J154 TIME 16:28 MACQUARIE GROUP LIMITED
6886 TRANSACTION UPLOAD PREPROCESSING REPORT
ADMIN OFFICE: TST - TST ADMIN TRANSPORTER REFERENCE NO: 0273
FILE REJECTED
FILE REJECTED - POST CUTOFF TIME
CLEARING ACCOUNT HAS AN INVALID ACCOUNT STATUS
REDEMPTION CUTOFF TIME IS 16.00 EST.
CLEARING ACCOUNT 000120000000 HAS STATUS OF
CMB CLEARING ACCOUNT 000120000000 HAS STATUS OF
    
```

## Macquarie Adviser Services

-  1800 808 508
-  1800 550 140
-  [adviser@macquarie.com](mailto:adviser@macquarie.com)
-  [macquarie.com.au/adviser](http://macquarie.com.au/adviser)

### How do I register for Bulk transacting?

Call Adviser Services on **1800 808 508**, or contact your Training and Relationship Manager.

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This information does not take into account your clients' objectives, financial situation or needs. Therefore, in deciding whether to acquire or continue to hold an investment in the above products, your clients should consider the relevant offer document, which is available from us.