AUSIEX

an **NRI** company

Supplementary Guide to
Transaction Management

For Dealer Group Administrators

Upload Functionality

The following functionality is available to all advisers and assistant advisers with Trade Access. It is not available to users with View Only access.

Who needs this guide?

This guide helps Dealer Group Administrators navigate to the new AUSIEX.com.au website.

Need Help?

If you have questions or need help, please contact your BDM or our Adviser Services team.

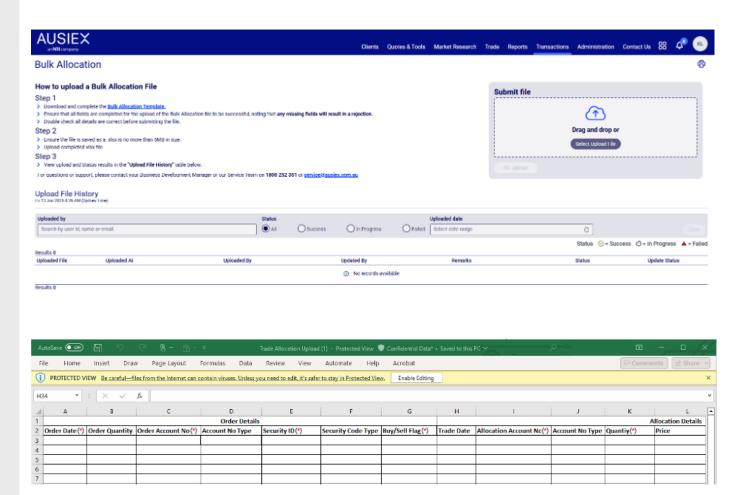# Contents

Bulk Allocation

Access Via:

Transactions > **Upload** > **Bulk Allocation**

Please download the template file and email directly to service@ausiex.com.au.

Bulk Allocation

> One file per licensee, per day. Used for equity trade allocations on your pre-approved Bulk Trading account, or alternatively for accounts set as end of day allocations (DAY order class).

> AUSIEX requires the instruction by 4.30pm Sydney Time for same day processing. AUSIEX will inform you of any failures. All mandatory fields are marked with an asterix.
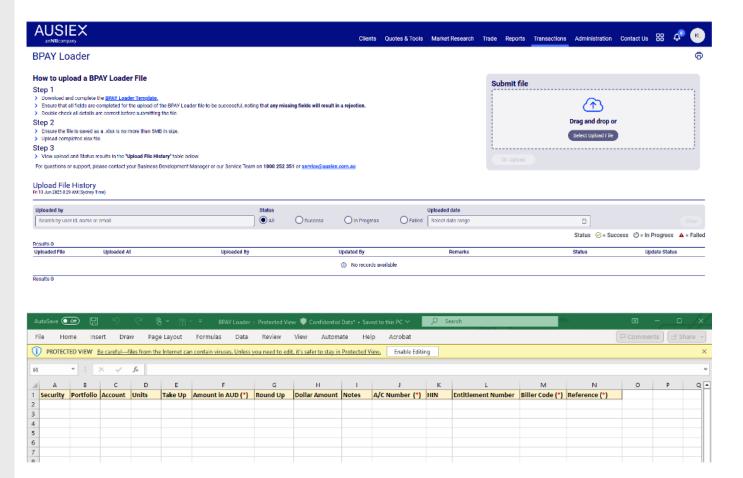
BPAY Loader

Access Via:

Transactions > **Upload** > **BPAY Loader**

Please download the template file and email directly to service@ausiex.com.au.

BPAY Loader Allocation

> To facilitate payment for Corporate Actions through BPAY.

> AUSIEX will attempt to debit the linked bank account, then fund a transfer to the registry/issuer according to the BPAY instructions provided.

> AUSIEX requires the instruction by 9am Sydney Time for same day processing. AUSIEX will inform you of any failures. All mandatory fields are marked with an asterix.
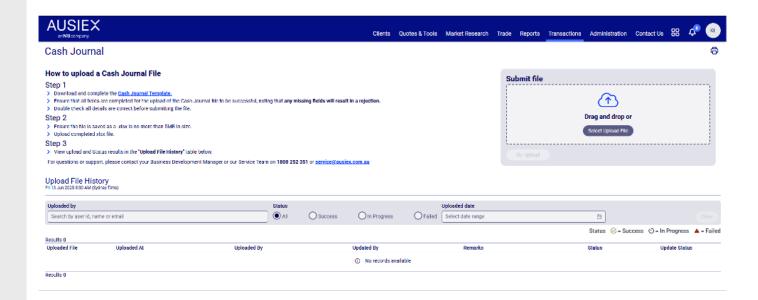
Cash Journal

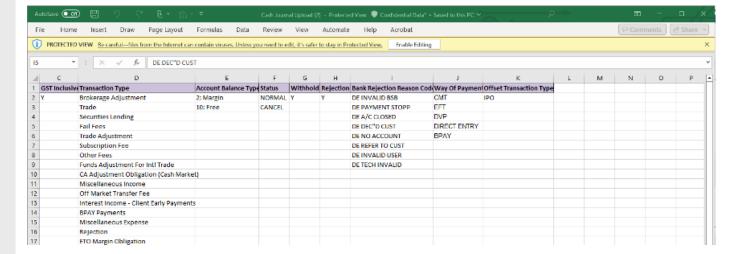## Access Via:

Transactions > Upload > Cash Journal

Please download the template file and email directly to service@ausiex.com.au.

Cash Journal

> Funds transfer between accounts with the same beneficial owner.

> Request to Debit/Credit the client account Fees.

> Reimbursements or adjustments

> All cash journal requests must be related to products supported by AUSIEX.

> AUSIEX requires the instruction by 9am Sydney Time for same day processing.

> AUSIEX will inform you of any failures. All mandatory fields are marked with an asterix.

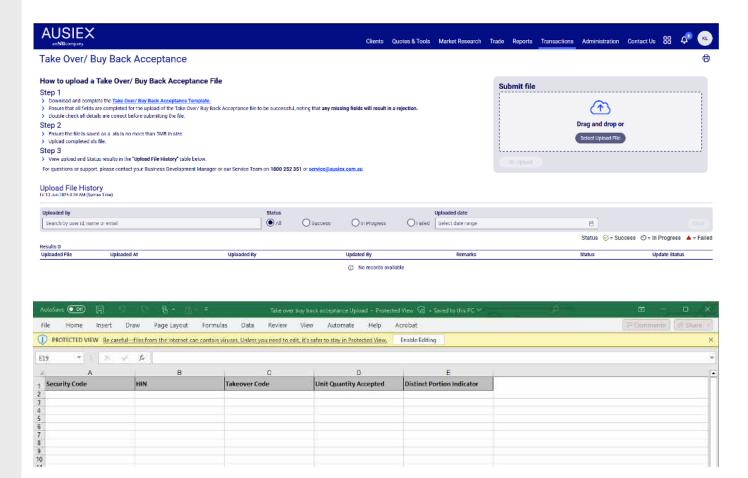# Take Over/Buy Back Acceptance

Access Via:

Transactions > **Upload** > **Take Over/ Buy Back Acceptance**

Please download the template file and email directly to service@ausiex.com.au.

Take Over/Buy Back Acceptance

> To facilitate off market take-over and buy-back acceptances.

> On market take-overs and buy-backs are not accepted through this file.

> AUSIEX requires the instruction by 5pm Sydney Time for same day processing.

> Please contact your RM if you have a request which may be sent after 5pm Sydney time on the takeover closing date.

> AUSIEX will inform you of any failures. All fields are mandatory.

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Need help?

If you have any questions or need help, please contact us
on **1800 252 351** or email us at service@ausiex.com.au.