RESERVE BANK INFORMATION AND TRANSFER SYSTEM

Authorisations
User Guide

January 2012

1. AUTHORISATIONS

This user guide should be read together with the *Overview of Functionality*.

The *Authorisations User Guide* describes how authorisations are provided in RITS. It covers 'general authorisations' (described below) in detail, but only makes references to authorisations of Cash Transfers.

Refer to the *Cash Transfer User Guide* for more information on Cash Transfer authorisations.

1.1   Overview

RITS provides for one authorisation on most update and entry functions in the system.

The requirement for an authorisation is placed on a function by the RITS Help Desk, acting upon written instructions from the Member. These instructions must be signed by two RITS Authorised Signatories.

Authorisations on functions apply at the Member level and impact all users of the function.

Where an authorisation is required on a function, another user (the authoriser) must authorise the update/entry action before the action can proceed. A user cannot authorise an entry made by him or her self.

Authorisation privileges are allocated to users by the Password Administrator.

Authorisations in RITS are provided in two different ways.

Cash Transfers and Manual FSIs/FRIs:

These authorisations are controlled by role allocation.

Cash Transfers:

- Entry users are allocated the functions **Cash Transfer Entry** and **Cash Transfer Amend/Delete** in the role **Cash Transfer Entry**. Authorisers are allocated the role **Authorise Cash Transfer Entry**.

- Provided that a user has access to **Authorise Cash Transfer Entry**, the user can authorise all Cash Transfers of the branches to which the authoriser is linked.

- User/branch links are managed by the Member's Password Administrator.

- Refer to the Cash Transfer User Guide for more details on authorising cash transfers.

Manual FSIs/FRIs

- Entry users are allocated the functions **Manual FSI Entry** in the role **Manual FSI Entry** and, **Manual FRI Entry** in the role **Manual FRI Entry**. Authorisers are allocated the role **Manual FSI Authorisation** and **Manual FRI Authorisation**.

- Refer to the Manual FSI/FRI User Guide for more details on authorising manual FSIs/FRIs.

General authorisations (for other update actions):

- To become an authoriser, a user must first be allocated the role **Authoriser** by the Password Administrator. The Password Administrator then specifies the functions that can be authorised by this user in the function **User Privileges**, under the **Authorisations** button.

- A list of functions that your Member requires to be authorised can be viewed in the function **Authorisations by Function**.

A user can view outstanding authorisations via the Header or the Menu.

The **Header** shows the number of outstanding authorisations for Cash Transfers and general authorisations for the Member. (Authorisations for Manual FSIs/FRIs are not shown in the header.) These can be viewed by any user.

By selecting the hyperlink in the Header for Cash Transfers, the function **Authorise Cash Transfer Entry** is opened. This function can also be accessed directly from the menu. If the user has not been allocated this role, the counter in the Header is visible but the link does not operate.

By selecting the hyperlink in the Header for General Authorisations (or by selecting **Authorisations List** in the **Authorisations** tab of the menu), the **Authorisations List** screen is opened. All users can access this page to view details of outstanding authorisations. However, only users who have been granted the **Authoriser** role and the privilege to authorise particular functions will be given access to the check boxes used to authorise an action.

Outstanding authorisations on the Authorisation List Screen are removed from the system at the end of the day.
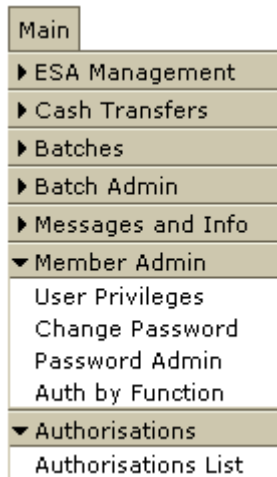
1.2   Available Functions

- **Authorisations by Function** – an enquiry function available to all users to view the functions that must be authorised as determined by the Member.

- **Authorisations by User** – this function is part of the 'User Privileges' function. The update version of User Privileges is used by the Password Administrator to specify the functions that a user is permitted to authorise. The view only version of User Privileges is allocated to all users to check their own profiles.

- **Authorisations List** – the list of outstanding general authorisations for the Member. All users can view this list, but only users who have been granted the privilege to authorise are able to complete authorisations. A list of users who may authorise each action is also provided.

1.3 RITS Menu

After logging on to RITS, the Main menu is displayed on the left-hand side of the screen. Select the **Member Admin** and **Authorisations** tabs to expand the menu as displayed below.

Main
- ▶ ESA Management
- ▶ Cash Transfers
- ▶ Batches
- ▶ Batch Admin
- ▶ Messages and Info
- ▼ Member Admin
  - User Privileges
  - Change Password
  - Password Admin
  - Auth by Function
- ▼ Authorisations
  - Authorisations List

The **Auth by Function** enquiry can then be accessed directly from the menu.

The **Authorisations by User** function is part of the function **User Privileges**. Open **User Privileges**, select a user from the list and then select the **Authorisations** button.

The **Authorisations List** is accessible directly from the menu and by selecting the **General Authorisations** link in the Header.

1.4 Authorisations on Multiple Queue Status Updates

In the functions **ESA Status Queue Management, Credit Status Queue Management** and **Cash Account Status Queue Management**, it is possible to submit queue status updates for more than one transaction in the same submit.

It is also possible to update both the Credit and ESA Status of a transaction at the same time (providing that the user has the privileges to do both actions).

If authorisation is required, each individual status update is treated as single transaction for the purposes of authorisation.

1.5 Multiple Outstanding Authorisations for the Same Action

For an update action that requires authorisation (e.g. change ESA Sub-Limit) it is possible that a number of updates could have been entered and be awaiting authorisation. This will result in an outstanding authorisation being listed for each update.

The authorisation of any one of the outstanding authorisations will result in an updated value in RITS. Use caution in this situation to ensure that the required update is authorised.

2. AUTHORISATIONS BY FUNCTION

2.1 Key points

- View the functions that the Member requires to be authorised.
- Contact the RITS Help Desk to add or remove an authorisation.

2.2 Authorisations by Function Enquiry Screen

Select **Auth by Function** from the **Member Admin** tab on the Menu.

2.2.1 List headings

Field	Description
Authorisation Required	A 'Y' in the column indicates that an authorisation is required on this function.
Function	The list of functions that are available to the Member.

3. AUTHORISATIONS BY USER

3.1 Key Points

- Used by Password Administrators to specify the functions that a user can authorise.

- Users can enquire on the functions that they are permitted to authorise.

3.2 Authorisations by User Update or Enquiry Screen

Select **User Privileges** from the **Member Admin** tab on the Menu.

Select the user from the list to open the **User Details** screen.

On this screen, select the **Authorisations** button to display the **Authorisations by User** screen.

3.2.1 List headings

Field	Description
User can Authorise	This column shows whether the user can authorise the function. Password Administrators tick or un-tick the box beside a function to specify that the user is permitted to authorise actions taken in the function. For other users, this is a view-only screen.
Function	The list of functions that require an authorisation as requested by the Member.

3.2.2 Actions

Button	Description
Submit	(For Password Administrators only) Amend the user's functions by ticking or un-ticking the boxes, then select **Submit**.
Cancel	(For Password Administrators only). Select **Cancel** to return to the User Details screen. No entries are submitted.
Close	(For view only users) **Close** the screen and return to the User Details screen.
Printer Icon	Select the **Printer Icon** to print the page.

4.   AUTHORISATIONS LIST

4.1   Key Points

- Can be accessed directly from the **Authorisations** tab in the Menu or by selecting the **General Authorisations** link in the Header.

- All users can view the list of actions that are awaiting authorisation.

- Users with authorisation privileges can perform authorisations by selecting the tick boxes provided.

- View a list of the users who can authorise an action.

4.2   Authorisations List Screen

Open the **Authorisations List** screen by selecting the function from the menu or by selecting the **General Authorisations** link in the Header.   The screen is automatically populated with outstanding authorisations. Filtering the list is also possible.

4.2.1   Filter criteria for Authorisations List screen

Field	Description
Function	Defaults to *All*. Displays the list of the functions that require authorisation as determined by the Member.

4.2.2   Actions

Button	Description
Find	Select **Find** to display a list of transactions requiring authorisation, based on the filter criteria selected.
Clear	Select **Clear** to repopulate the filter criteria with default values. Any listed transactions are also cleared.
Printer Icon	Select the **Printer Icon** to print the page.

4.3   Finding Outstanding Authorisations

Once the appropriate filter criteria have been entered in the Authorisations List screen, select **Find.**

4.3.1   List headings

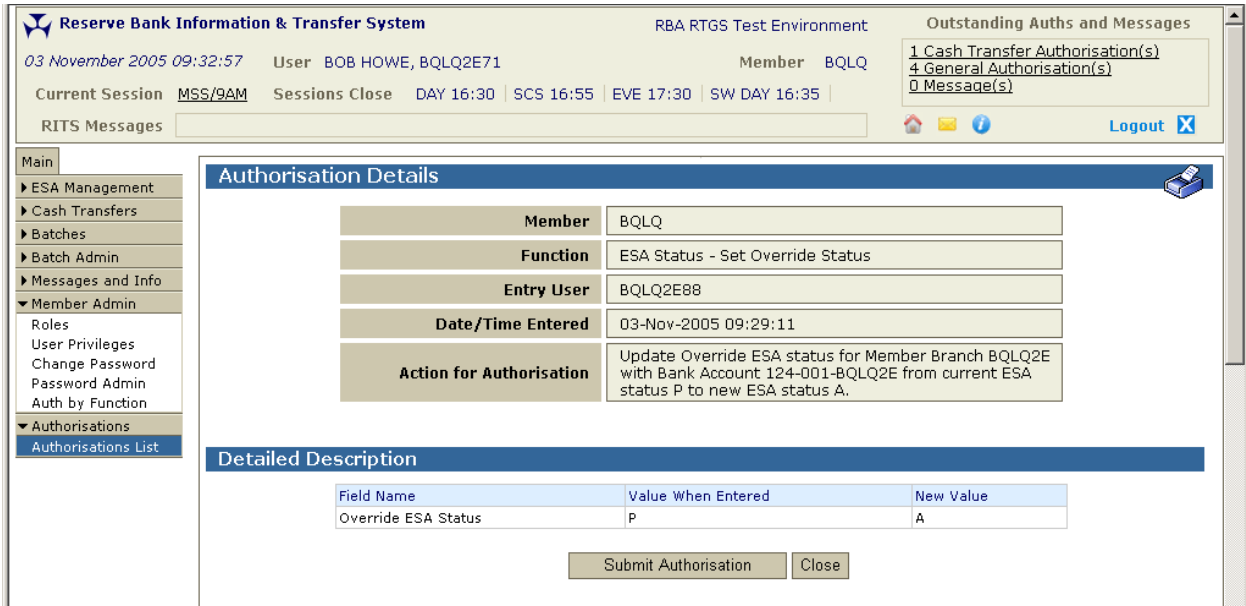| Field	Description
Time	The time that the entry/update action was made.
Action for Authorisation	A description of the action that requires authorisation.
Entry User	The user ID of the user who made the entry.
Select to Authorise	Select to authorise an action by making an entry in the tick box. The tick box is only available to users that have the privilege to authorise the action. A user cannot authorise an action entered by him or her self. The tick box will not display.
Eligible Authorisers	This is a link to a list of the users of the Member who have the privilege to authorise the action. The list may include the name of the user who entered the action that requires authorisation. Despite being in the list, the user will not be able to complete an authorisation of an action made by him or her self.

4.3.2   Actions

Button	Description
Submit Authorisation	After making selections in the 'Select to Authorise' tick boxes, select Submit Authorisation to perform the authorisations. Only users with the privileges to authorise the action are provided with this button.
Clear	Select **Clear** to clear any selections made in the Select to Authorise tick boxes.
View	Select **View** to see a list of eligible authorisers for that action.
Printer Icon	Select the **Printer Icon** to print the page.

4.4   Authorisation Details Screen

Select an item in the **Authorisations List** screen to display more details of the action being authorised.

For users who do not have the privilege to authorise this action, the details screen is view only. For users with the privilege to authorise, a **Submit Authorisation** button is provided.

4.4.1   Actions

Button	Description
Submit Authorisation	Users who have the privilege to authorise the action are provided with the **Submit Authorisation** button. Select **Submit Authorisation** to perform the authorisation.
Close	View-only users are provided with the **Close** button. Select **Close** to close the details screen and return to the **Authorisation List** screen.
Printer Icon	Select the **Printer Icon** to print the page.

4.5   Complete an Authorisation

Authorisations may be completed in either the **Authorisations List** screen or the **Authorisation Details** screen.

In the **Authorisations List** screen, check the boxes provided and select **Submit Authorisation**.

Alternatively, select a single authorisation in the **Authorisations List** screen to view further details of the authorisation. The **Authorisation Details** screen provides a **Submit**

Authorisation button. This feature permits the completion of the authorisation without having to return to the **List** screen.

After the authorisation has been submitted the following page displays, showing the result of the authorisation.

4.6   Eligible Authorisers Enquiry Screen

Select the **Eligible Authorisers** link in the **Authorisations List** screen to display the **Eligible Authorisers** enquiry screen.

This screen lists the users who have the privilege to authorise the entry/update action.

The list may include the name of the user who entered the action that requires authorisation. Despite being in the list, the user will not be able to complete an authorisation of an action made by him or her self.