

RESERVE BANK INFORMATION AND TRANSFER SYSTEM

Batch Administration User Guide

November 2017





RITS

1.BATCH ADMINISTRATION	1
1.1 Overview	1
1.2 Available Functions	2
1.3 RITS Menu	3
1.4 Comparing Batch Types	4
1.5 User/Branch Links.....	5
1.6 Definitions	6
1.7 Definitions of Statuses for Batches.....	7
1.8 Definitions of Statuses for Reservation Batch Files	7
1.9 Branch Requirements	8
1.10 Batches and Authorisations	8
2.ENTRY (SETTLEMENT ONLY BATCHES)	9
2.1 Key Points	9
2.2 Batch Entry Screen	9
2.3 Finding Batches for Batch Entry	10
2.4 Creating a Batch – Adding a BIN.....	11
2.5 Batch Maintenance Screen	13
2.6 Delete a Batch.....	15
2.7 Amend Activation Time.....	16
2.8 Irrevocably Commit Batch.....	17
3.MANAGEMENT (AND ENQUIRY)	19
3.1 Key Points	19
3.2 Batch Administrator Management and Enquiry – Status of Batches	19
3.3 Finding Batches in Batch Administrator Management and Enquiry	20
3.4 Recall All Batches by Batch Stream	21
3.5 Batch Administrator Management and Enquiry – Batch Details Screen	22
3.6 Recall an Individual Batch (Settlement-Only Batches)	25
4.SWIFT MESSAGE ENTERED BATCHES (SETTLEMENT-ONLY BATCHES)	26
4.1 Key Points	26
4.2 Message Flows	26
4.3 SWIFT Message Entered Batches and Cash Account, Credit and ESA Statuses for Participant’s Transactions	27
4.4 Partially Entered Batches	27
5.RESERVATION BATCHES	28
5.1 Key Points	28
5.2 Message Flows	28
5.3 Reservation Batches and Cash Account, Credit and ESA Statuses for Participant’s Transactions	30
5.4 Recalling a Reservation Batch.....	30
5.5 Unwinding of a Reservation.....	30
6.RESERVATION BATCH FILE ENQUIRY	31
6.1 Key Points	31
6.2 Reservation Batch File Enquiry Screen	31
6.3 Finding Files in Reservation Batch File Enquiry.....	32
6.4 Reservation Batch File Enquiry Details Screen	34
7.RESERVATION BATCH MESSAGE ENQUIRY	36
7.1 Key Points	36
7.2 Reservation Batch Message Enquiry Screen.....	36
7.3 Finding Messages in Reservation Batch Message Enquiry	38
7.4 Reservation Batch Message Enquiry Details Screen	39
8.RESERVED FUNDS – MANUAL SETTLEMENT (RESERVATION BATCH)	41
8.1 Key Points	41



R I T S

8.2	Reserved Funds – Manual Settlement Screen	41
8.3	Finding Batches in Reserved Funds – Manual Settlement	42
8.4	Reserved Funds – Manual Settlement Confirmation	43
8.5	Reserved Funds – Manual Settlement Request Notification	43
9.	RESERVATION BATCH FILE UPLOAD	45
9.1	Key Points	45
9.2	Reservation Batch Upload Main Screen	45
9.3	Reservation Batch Upload Confirmation	46
9.4	Reservation Batch Upload Notification	47
10.	RESERVATION BATCH FILE DELETE	48
10.1	Key Points	48
10.2	Reservation Batch Delete List Screen	48
10.3	Reservation Batch Delete – Details.....	49
10.4	Reservation Batch File Delete Confirmation	50
10.5	Reservation Batch File Delete Notification Message	51
11.	RESERVATION BATCH FILE AUTHORISATION	52
11.1	Key Points	52
11.2	Reservation Batch File Authorisation List Screen	52
11.3	Reservation Batch File Authorisation – Details	54
11.4	Reservation Batch File Authorisation Confirmation	55
11.5	Reservation Batch File Authorisation Notification Message.....	56
12.	REPORTS	57
12.1	Key Points	57
13.	BATCH REJECT CODES	58



1. BATCH ADMINISTRATION

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

1.1 Overview

This guide describes the functionality that is available to a Batch Administrator for the entry and management of batches in RITS using the **Batch Admin** functionality.

The Batch Administrator constructs net interbank obligations for batch participants from data supplied by the Upstream Business Operator. (The Batch Administrator may be the Upstream Business Operator.)

A batch is a group of net interbank obligations, called batch transactions, which are settled simultaneously. Batches may be multilateral (where obligations are settled against the system) or central party (where all payments are made to, and all receipts are received from, a single entity).

Batches are entered into RITS by the Batch Administrator; either directly in the RITS user interface or via SWIFT message (for Settlement-only Batches) or via an XML formatted file transmitted across the Community of Interest Network (COIN) (for Reservation Batches). (In a contingency, Reservation Batch files can be uploaded to RITS via the RITS user interface.)

Batches can only be entered for settlement on the day of entry – no warehousing is possible.

Two types of batches are available in RITS: Settlement-only Batches and Reservation Batches. Settlement-only Batches are submitted to RITS for settlement, with no prior reservation of ESA funds.

For Reservation Batches, the initial entry into RITS is to 'reserve' funds in the RITS Balance of the ESAs of paying participants. To do so the System Queue separately tests each transaction within the batch for the availability of funds in the RITS Balances of the paying participants. Once funds in the RITS Balances are reserved, they cannot be used for any purpose other than settling Reservation Batches. The Batch Administrator later sends a settlement instruction and the Reservation Batch is passed to the System Queue for settlement testing.

Once a batch has been entered into RITS (and the activation time has been reached or a request for settlement has been received, depending on the type of batch) the System Queue attempts to settle the batch. It separately tests each transaction within the batch for the availability of funds of the paying participants (at the cash account level) and for the availability of funds in the RITS Balance of the paying participants. When all of the batch transactions are funded, they are settled simultaneously. Where funds have been reserved previously, batch transactions should settle almost immediately upon being placed on the System Queue.

Batch Administrators can monitor, and in some cases amend and recall, the batch transactions they have entered into RITS.

Participants in a batch stream are Members of a closed user group. Details of the batch stream and the closed group of participants are maintained in RITS by the Reserve Bank.

More information on the Batch Facility is contained in the *RITS Information Facility*.

**1.2 Available Functions**

- **Entry** – Enter a Batch Identification Number (BIN), enter or amend batch transactions, enter or amend the Activation Time, delete whole batches and commit the batch for processing by the RITS System Queue. This function is not able to be used for Reservation Batches.
 - **Management** – Monitor the progress of the batch, including why the batch has not settled and recall individual batches or all batches by batch stream (recall via this method is not available for Reservation Batches).
 - **Res File Enquiry** – Query files exchanged between RITS and the Batch Administrator for Reservation Batches.
 - **Res Message Enquiry** – View details of the messages exchanged between RITS and the Batch Administrator for Reservation Batches.
 - **Manual Set Request** – Allows Reservation Batches with a current status of 'Reserved' to be selected and submitted for settlement. For use in a contingency only.
 - **Res File Upload** – Allows the upload of a file of Reservation Batch requests to RITS for processing. For use in a contingency only.
 - **Res File Delete** – Allows an uploaded Reservation Batch file that has a status of "Await Auth" to be deleted.
 - **Res File Auth** – Allows an uploaded Reservation Batch file that has a status of "Await Auth" to be authorised.
-



1.3 RITS Menu

After logging on to RITS, the Main menu is displayed on the left-hand side of the screen. Select the **Batch Admin** tab to expand the menu as displayed below. The available functions are **Entry, Management, Res File Enquiry, Res Message Enquiry, Res File Upload, Res File Delete, Res File Auth** and **Manual Set Request**. These functions are described in this User Guide.

Main
▶ ESA Management
▶ Cash Transfers
▶ Manual FSI/FRI
▶ Bulk FSI
▶ Batches
▼ Batch Admin
Entry
Management
Res File Enquiry
Res Message Enquiry
Res File Upload
Res File Delete
Res File Auth
Manual Set Request
▶ Member Admin
▶ Messages and Info
▶ Authorisations
▶ Reports
▶ Billing



1.4 Comparing Batch Types

The tables in this section outline entry, amendment, deletion, recall and settlement for Settlement-only Batches and Reservation Batches.

1.4.1 Settlement-only Batches

Settlement-only Batches		
Action	RITS entered batch	SWIFT message entered batch
Entry	Use the Entry function in RITS to enter the batch. The batch enters the status of <i>AwaitCommit</i> .	Send a Batch Settlement Request message to RITS via SWIFT. (Some batches may require more than one message to complete the batch.) When all of the messages that comprise the batch are received and validated by RITS, the batch enters the status of <i>AwaitCommit</i> .
Amending a batch before it is committed	Use the Entry function to amend the batch transactions.	Once a message has been sent to RITS it cannot be amended. A fully entered batch or a batch that is partially received by RITS can be recalled. See below.
Deleting a batch before it is committed	Use the Entry function to delete a batch in <i>AwaitCommit</i> status.	
Recalling an individual batch	After a RITS entered batch is committed, or all of the messages that comprise a SWIFT message-entered batch pass validation, the batch enters the status of <i>PendActivation</i> or <i>Limits Test</i> . Batches in these statuses can be recalled. Use the Management function to select an individual batch to recall it. Alternatively, send a Recall Request message via SWIFT to recall an individual batch by its BIN.	
Recall All by Batch Stream	It is possible to recall all of the batches in a batch stream with status <i>PendActivation</i> or <i>Limits Test</i> and all of the messages received by RITS in a partially entered SWIFT message batch. Use the Management function to recall all of the batches in a Batch Stream. Alternatively, send a Recall Request message via SWIFT with "CALL" in Tag 119.	
Settling a Batch	A RITS entered batch that has been committed, or a SWIFT message-entered batch where all of the messages that comprise the batch have passed validation, will undergo settlement testing on the System Queue once the Activation Time is reached. The batch will have the status <i>Limits Test</i> .	



1.4.2 Reservation Batches

Reservation Batches		
Action	COIN entered batch	Uploaded batch
Entry	Send a Reservation Request to RITS. When the request is validated and funds are reserved, the Reservation Batch enters the status <i>Reserved</i> .	Use the Res File Upload function to upload a file of Reservation Requests to RITS. When the file and the request are validated, and funds are reserved, the Reservation Batch enters the status <i>Reserved</i> .
Amending a batch	Once a Reservation Batch has been sent to RITS it cannot be amended.	A Reservation Batch cannot be amended. Use the Res File Delete function to delete an uploaded Reservation Batch file prior to authorisation.
Recalling an individual batch	Send a Reservation Recall Request to recall a batch that has a current status of <i>Reserved</i> . A batch for which a Settlement Request has been received by RITS cannot be recalled. In a contingency, use the Res File Upload function to upload a file of Reservation Recall Requests to RITS.	
Recall All by Batch Stream	It is not possible to recall all batches in a Reservation Batch stream. Batches must be recalled individually by using the Reservation Recall Request.	
Settling a Batch	Once funds have been successfully reserved in the ESAs of paying participants, send a Settlement Request to initiate settlement of the Reservation Batch. In a contingency, use the Res File Upload function to upload a file of Settlement Requests to RITS. Alternatively, use the Manual Set Request function to manually select Reservation Batches for settlement.	

1.5 User/Branch Links

A user must be linked to the branch that represents the Batch Administrator to enter and manage a batch via the RITS user interface.

User/branch links are established by the Password Administrator in the function **User Privileges**.

**1.6 Definitions**

Term	Description
Activation Time	The time that a batch is passed to the System Queue for Limits testing. Activation Time is only used for Settlement-only Batches. If the Activation Time is set to <i>00:00</i> the batch is passed to the System Queue immediately upon being committed in the Batch Entry function. The Activation Time will appear in RITS as <i>blank</i> .
Batch Administrator	An entity that, with the authority of participant banks, the upstream business operator and the Reserve Bank, sends to RITS net interbank obligations of participant banks that are to be settled as a batch. The Batch Administrator may be the Upstream Business Operator.
Batch Participants	ESA holders who are eligible to participate in a batch stream.
Batch Stream	A defined category of financial transactions arising from a real or financial business that are collated into net interbank positions and settled in RITS.
BIN	The BIN (Batch Identification Number) is a reference ID used to identify a batch.
Central Party Batch	A batch whereby the participants either pay to the Central Party or receive from the Central Party.
COIN Entered Batch	A batch that is entered into RITS via an XML-formatted file transmitted across the Community of Interest Network (COIN). Only used for Reservation Batches, not Settlement-only Batches.
Committed Batch	A batch that was entered directly in RITS, that has been finalised and is available for settlement.
Multilateral Batch	A batch whereby the participants either pay into the system or receive from the system.
Reservation Batch	A batch that is initially entered into RITS for the reservation of funds in the RITS Balances of paying participants. The batch is subsequently settled at the request of the Batch Administrator.
RITS Entered Batch	A batch that is entered into RITS directly by the Batch Administrator. Only used for Settlement-only Batches, not Reservation Batches.
Settlement-only Batch	A batch that is entered into RITS for settlement, without prior reservation of funds in the RITS Balance of paying participants.
SWIFT Message-Entered Batch	A batch that is entered into RITS via a SWIFT message. Only used for Settlement-only Batches, not Reservation Batches.
Upload	Refers to a batch that originates from a file that is received in RITS via the upload functionality in the RITS User Interface, rather than via file transmission over the COIN.
Upstream Business	The entity that collates financial transactions arising from a real or financial business, and transmits these to the Batch Administrator



Term	Description
Operator	for management of the consequential interbank settlement process. It may or may not be the business owner.

1.7 Definitions of Statuses for Batches

Status	Description
AwaitCommit	A Settlement-only Batch that has been entered by the Batch Administrator directly in RITS, but which is yet to be committed by the Batch Administrator.
PendActivation	A Settlement-only Batch that has been committed in the Batch Entry function or which has been sent to RITS via a SWIFT message and validated, but has not reached its Activation Time.
RecalledPndAct	A Settlement-only Batch that is recalled prior to the Activation Time being reached.
Deleted	A Settlement-only Batch entered directly in RITS that has been deleted while in <i>AwaitCommit</i> status, or a Reservation Batch that prior to being passed to the System Queue for settlement testing has been: <ul style="list-style-type: none">recalled by the Batch Administrator;rejected by RITS e.g. due to one or more paying Members having insufficient ES funds for the reservation to complete; orremoved by RITS due to the end of property settlement day having been reached.
Activated	A Settlement-only Batch that has reached Activation Time, but has not been passed to the System Queue.
RejectedbySQ	A batch that has been rejected by the System Queue.
Limits Test	A batch that is on the System Queue.
Recalled	A Settlement-only Batch that has been recalled from the System Queue.
Unsettled	A batch that is removed from the System Queue at end of day.
Settled	A batch that has been successfully settled.
Reserved	A Reservation Batch that has successfully had the requested funds reserved.

1.8 Definitions of Statuses for Reservation Batch Files

Status	Description
Await Auth	This status is assigned to an uploaded Reservation Batch file if authorisation is turned on and after it passes security and filename checks.
Deleted	This status is assigned to an uploaded Reservation Batch file that was deleted prior to authorisation while in a status of 'Await Auth'.



Status	Description
Removed at EOD	This status is assigned to an uploaded Reservation Batch file if it has a status of 'Await Auth' and has not been authorised before the end of the Reports Session in the RITS day. A file removed at end of day will no longer be eligible for upload.
Uploaded	This status is assigned to a Reservation Batch file submitted for upload: <ol style="list-style-type: none">1. if authorisation is turned off, once it has successfully passed security and filename checks; or2. if authorisation is on, once it has successfully passed security and filename checks and has been authorised by a second user.

1.9 Branch Requirements

A Batch Administrator is required to have a RITS branch, but is not required to have an active Cash Account.

In a central party batch, the Central Party is required to have an active branch and Cash Account. If the Central Party is also the Batch Administrator, a separate branch is required for each role.

If a RITS Member is the Batch Administrator in more than one batch stream, a separate branch must be used for each stream.

A Batch Administrator can also be a participant in a batch. A separate branch with a cash account is required for the participant.

1.10 Batches and Authorisations

The Batch Administrator can place an authorisation on the following functions:

- **Amend Activation Time**
- **Delete**
- **Add (enter) BIN**
- **Batch Commit**
- **Recall All Batches by Batch Stream**
- **Recall Selected Batch**
- **Manual Settlement Request, and**
- **Reservation Batch File Upload.**

Fill in a *Member Authorisation Maintenance* Form (available in the *RITS Information Facility* or at www.rba.gov.au/rits/info) and send it to the RITS Help Desk if you wish to change your authorisation profile.



2. ENTRY (SETTLEMENT ONLY BATCHES)

2.1 Key Points

- Enter a Batch Identification Number (BIN) for a new batch. This is the first step in creating a batch.
- Enter or amend batch transactions for that BIN.
- Delete the whole batch, before it is committed.
- Enter or amend the Activation Time.
- Commit a batch for settlement. To be successfully committed, a batch must pass validation, including a check to ensure that the batch transactions sum to zero.
- Note that batch entry, amendment, deletion and recall via these functions are not available for Reservation Batches.

The **Entry** function pertains to Settlement-only Batches (it cannot be used for Reservation Batch streams).

The Entry function permits the entry of a batch into RITS via the RITS user interface. The first step is to create a Batch Identification Number (BIN) for an existing batch stream. This is followed by the entry of transaction details for each batch participant.

Using **Entry**, individual batch transactions can be amended, or a batch can be **deleted**, prior to the batch being committed. Activation Time can also be entered or amended.

Using the **Commit** button in **Entry**, batches are committed to RITS. No further amendments can be made. However, the batch may be recalled, in which case the batch will be deleted and a new BIN is needed to re-enter the batch.

2.2 Batch Entry Screen

Select **Entry** from the **Batch Admin** tab on the Main menu.

The screenshot shows the 'Batch Entry' window. At the top is a blue header with the title 'Batch Entry' and a printer icon. Below the header is a light-colored 'Enquiry Filter' section. It contains three dropdown menus: 'Branch' with the value 'BQLQ2E', 'Batch Stream ID' with the value 'All', and 'BIN' which is currently empty. To the right of these fields are three buttons: 'Find', 'Clear', and 'Add BIN'. There is also a small upward-pointing arrow icon on the right side of the filter area.

2.2.1 Filter Criteria for Batch Entry

Field	Description
Branch	Select the branch of the Batch Administrator. Lists branches to which the user is linked.
Batch Stream ID	Defaults to All. Select a batch stream from the list box.
BIN	Entry Field. Enter a BIN value.



2.2.2 Actions

Button	Description
Find	Select Find to display a list of batches based on the filter criteria selected.
Clear	Select Clear to re-populate the filter criteria with default values and clear the list.
Add BIN	Select Add BIN to create a BIN for a new batch.
Printer Icon	Select the Printer Icon to print the page.

2.3 Finding Batches for Batch Entry

Once the desired filter criteria have been selected in the Batch Entry screen, select **Find** to display all existing RITS entered batches that meet the filter criteria.

The screenshot shows the 'Batch Entry' application window. At the top, there is a title bar 'Batch Entry' with a printer icon on the right. Below the title bar is an 'Enquiry Filter' section containing three dropdown menus: 'Branch' (set to 'ROYC2E'), 'Batch Stream ID' (set to 'All'), and 'BIN' (empty). To the right of these filters are three buttons: 'Find', 'Clear', and 'Add BIN'. Below the filter section is a table with the following data:

Batch Stream Id	BIN	Activation Time	Status
PCR1	PCR120090825	00:00	AwaitCommit
PCR1	PCR12009082501	15:07	Recalled
PCR1	PCR12009082502	15:10	Settled
PCR1	PCR12009082503	15:11	Settled
PCR1	PCR12009082504	15:13	LimitsTest
PCR1	PCR12009082505	15:18	LimitsTest



2.3.1 List Headings

Field	Description
Batch Stream ID	Displays the Batch Stream ID of the batch.
BIN	Displays the BIN of the batch.
Activation Time	The Activation Time Displays the time the batch was, or is due to be, sent to the System Queue for settlement testing. If the Activation Time is set to 00:00 the batch is passed to the System Queue immediately upon being committed or being received by RITS. Where the Activation Time appears as <i>blank</i> , the batch is passed to the System Queue immediately.
Status	Displays the current status of the batch (See section 1.7 for descriptions).

2.4 Creating a Batch – Adding a BIN

To create a batch, a new BIN must be created. A BIN cannot be reused until 14 days have lapsed from the first date used.

Some characters cannot be used in the BIN (see section 2.4.1).

Once the BIN has been created, the batch enters the *AwaitCommit* status and transaction amounts may be entered.

When entering an Activation Time (i.e. other than 00:00), ensure that the Activation Time falls within a session when the batch stream is eligible to settle. If an inappropriate Activation Time is entered it will not be possible to commit the batch.

Select **Add BIN** from the Batch Entry screen. The Add BIN screen is displayed with default values.

Add BIN

Batch Stream ID: Please Select

BIN:

Activation Time: 00 00

Warning
Activation time must be in a valid session for this stream

Submit Cancel



2.4.1 Entry Fields

Field	Description
Batch Stream ID	Select a Batch Stream ID from the list box.
BIN	Enter a BIN. A BIN cannot be reused until 14 days have lapsed from the first date used. The first part of the BIN consists of the batch stream ID: this cannot be changed. Another 12 characters may be used to identify the batch. The following characters cannot be used: - < > ! @ # \$ % ^ & * _ = { } [] \ ;.
Activation Time	Select an Activation Time using the list boxes. If the Activation Time is 00:00, the batch is activated immediately when committed in RITS or received by RITS via SWIFT messages, and the batch is placed on the RITS Queue. If using the Activation Time, it must be in a valid settlement session for the batch stream. If an Activation Time is entered that places the batch in a session in which it cannot settle, a RITS entered batch cannot be committed and a message-entered batch will be rejected.

2.4.2 Actions

Button	Description
Submit	Select Submit to create the BIN. The Batch Entry screen is returned, displaying the BIN just created (with status of <i>AwaitCommit</i>) and all other batches matching the filter criteria previously entered. If the Submit action was unsuccessful, notification is displayed on-screen advising the reason for the failure.
Cancel	Select Cancel to stop the BIN from being added and to return to the Batch Entry screen with a list of batches according to the filter criteria previously entered (refer to section 2.3).
Printer Icon	Select the Printer Icon to print the page.



2.5 Batch Maintenance Screen

To view and **enter/amend** the individual transactions of a batch or to **delete** the whole batch, select the batch from the Batch Entry screen (see section 2.3) by clicking on the row. This opens the **Batch Maintenance** screen with the details of the selected batch displayed.

If the selected batch is a Reservation Batch the Batch Maintenance screen will not appear as Reservation Batches cannot be amended, deleted or committed using Batch Maintenance.

Batch Maintenance

Branch	ROYC2E	Batch Stream ID	PCR1	BIN	PCR120090825	Activation Time	00:00
Batch Type	Central Party	Central Party	BQLQ05			* Batch Total	\$0.00
Status	AwaitCommit						* Only zero sum batches can be committed

RITS Member	Description	Participant	
		Pay Amount	Receive Amount
AAAR2P	AAAR BANK LIMITED	\$200.00	
BOT22E	BOT2 0900 Test		\$50.00
BQLQ40	BANK OF QUEENSLAND	\$500.00	
CBAA2E	CBAA 0900 TEST		\$300.00
NABL2E	NABL 0900 TEST		\$100.00
ROYC28	ROYAL BANK OF TORONTO		\$150.00
WPAC2E	WPAC 0900 TEST		\$100.00

Submit Entries/Updates
Delete Batch
Amend Activation Time
Irrevocably Commit Batch
Cancel

Submit Entries/Updates successful

**2.5.1 Batch Maintenance Detail Headings**

Field	Description
Branch	Displays the branch mnemonic of the Batch Administrator for the batch stream.
Batch Stream ID	Displays the Batch Stream ID of the batch.
BIN	Displays the BIN of the batch.
Activation Time	Displays the time the batch is activated or is scheduled to be activated.
Batch Type	Displays the Batch Type (i.e. multilateral or central party). Batch Type is determined by the Batch Stream's settings, which are maintained by the RITS System Administrator.
Batch Total	Displays the netted sum of the batch. Only zero sum batches can be committed.
Status	Displays the status of the batch (see to section 1.7 for the complete list of statuses).

2.5.2 Batch Maintenance List Headings

RITS Member	Displays the RITS branches of the participants that are included in the closed user group for this batch stream.
Description	Displays the name of participants in this batch stream.
Pay Amount	Entry field. Enter an amount where the participant is a payer. Entry short cut keys 'K' or 'T' (thousands), 'M' (millions) or 'B' (billions) are available.
Receive Amount	Entry field. Enter an amount where the participant is a receiver. Entry short cut keys 'K' or 'T' (thousands), 'M' (millions) or 'B' (billions) are available.



2.5.3 Actions

Button	Description
Submit Entries/Updates	Select Submit Entries/Updates to submit the transaction amounts to RITS. Entries can be amended by over-typing the amount and re-submitting. Entries do not need to sum to zero when submitted, but must sum to zero before the batch can be committed.
Delete Batch	Select Delete Batch to delete the batch and the BIN. Batches can only be deleted in the <i>AwaitCommit</i> status. If a batch is deleted, a new BIN must be used in any replacement batch.
Amend Activation Time	Select Amend Activation Time to amend the Activation Time for the batch. Activation Time can only be amended in the <i>AwaitCommit</i> status.
Irrevocably Commit Batch	Select Irrevocably Commit Batch to commit the batch. Committing a batch finalises the batch and makes it available for settlement testing once the Activation Time is reached. Entries must now sum to zero. Once committed, a batch cannot be deleted or amended, but can be recalled by the Batch Administrator using the function Batch Administrator Management and Enquiry (see section 3.2).
Cancel	Select Cancel to return to the Batch Entry screen with a list of batches according to the filter criteria previously entered.
Printer Icon	Select the Printer Icon to print the page.

2.6 Delete a Batch

Batches in the *AwaitCommit* status can be deleted.

On selecting **Delete** in the Batch Maintenance screen, the following screen is displayed.





2.6.1 Actions

Button	Description
Yes	Select Yes to delete the batch.
No	Select No to cancel the delete request and return to the Batch Maintenance screen.

On selecting **Yes**, the following notification screen is displayed.



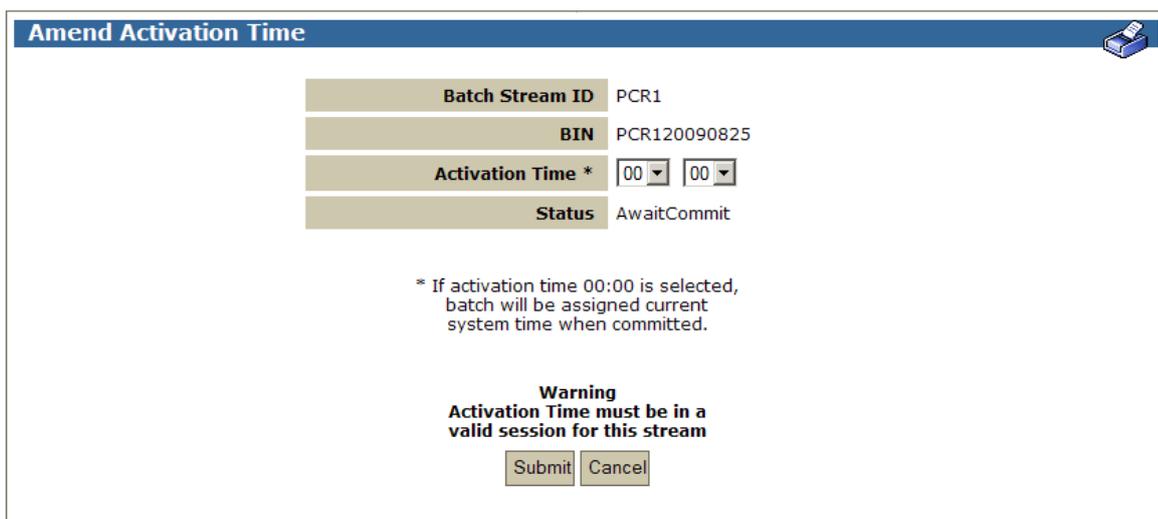
If the **Yes** action was unsuccessful, notification is displayed on-screen advising the reason for the failure.

2.7 Amend Activation Time

The Activation Time of batches in *AwaitCommit* status can be amended.

On selecting **Amend Activation Time** in the Batch Maintenance screen (see section 2.5) the Amend Activation Time screen is displayed, with details of the selected batch. To amend the Activation Time, select a new time using the list boxes.

When entering a new Activation Time ensure that the new time falls within the session(s) in which the batch is eligible to settle. A mistake here could lead to the batch being rejected at the commit stage, requiring the correction of the Activation Time.



2.7.1 Amend Activation Time Detail Headings

Field	Description
Batch Stream ID	Displays the Batch Stream ID of the batch.
BIN	Displays the BIN of the batch.
Activation Time	Select the new Activation Time using the list boxes.
Status	Displays the status of the batch. Batch must be in the <i>AwaitCommit</i> status.

2.7.2 Actions

Button	Description
Submit	Select Submit to amend the Activation Time.
Cancel	Select Cancel to cancel the amendment and return to the Batch Maintenance screen (see section 2.5).
Printer Icon	Select the Printer Icon to print the page.

On selecting **Submit**, the following notification screen is displayed.



If the **Submit** action was unsuccessful, notification is displayed on-screen advising the reason for the failure.

2.8 Irrevocably Commit Batch

Batches in the *AwaitCommit* status can be committed.

Committing a batch finalises the batch and makes it available for settlement testing once the Activation Time is reached.

Once committed, a batch cannot be deleted or amended, but can be recalled by the Batch Administrator using the function **Batch Administrator Management and Enquiry** (see section 3.2). When a batch is recalled it is deleted and must be re-entered with a new BIN.

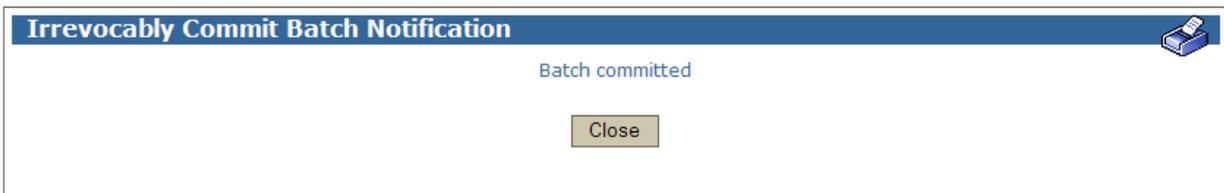
On selecting **Irrevocably Commit Batch** in the Batch Maintenance screen (see section 2.5), the following screen is displayed.



2.8.1 Actions

Button	Description
Yes	Select Yes to irrevocably commit the batch.
No	Select No to cancel the commit request and to return to the Batch Maintenance screen (see section 2.5).

On selecting **Yes**, the following notification screen is displayed.



If the **Yes** action was unsuccessful, notification is displayed on-screen advising the failure.

Reasons for failure include:

- The batch is not zero sum; and/ or
- The batch is not eligible to settle in the RITS session in which the Activation Time falls.



3. MANAGEMENT (AND ENQUIRY)

3.1 Key Points

- View details of the current day’s batches and their progress to settlement.
- View batches entered in the previous five settlement days.
- Identify paying participants who are not ready to settle.
- Recall individual batches (not able to be used for Reservation Batches).
- Recall all batches by batch stream (not able to be used for Reservation Batches).

3.2 Batch Administrator Management and Enquiry – Status of Batches

Select **Management** from the **Batch Admin** tab on the menu.

3.2.1 Filter criteria for Batch Administrator Management and Enquiry

Field	Description
Branch	Defaults to <i>All</i> . Select a Branch. Lists branches to which the user is linked.
Batch Administrator	Defaults to <i>All</i> . Select a Batch Administrator branch from the list box.
Batch Stream ID	Defaults to <i>All</i> . Select a batch stream from the list box. Note that to make the Recall All batches by Batch Stream action available, a Batch Stream ID must be selected here.
BIN	Entry Field. Enter a BIN value.
Settlement Date	Defaults to current date. The previous five business days are also displayed in the list box. Select the appropriate date.
Status	Defaults to <i>All</i> . Select a batch status from the list box. For possible statuses, refer to section 1.7

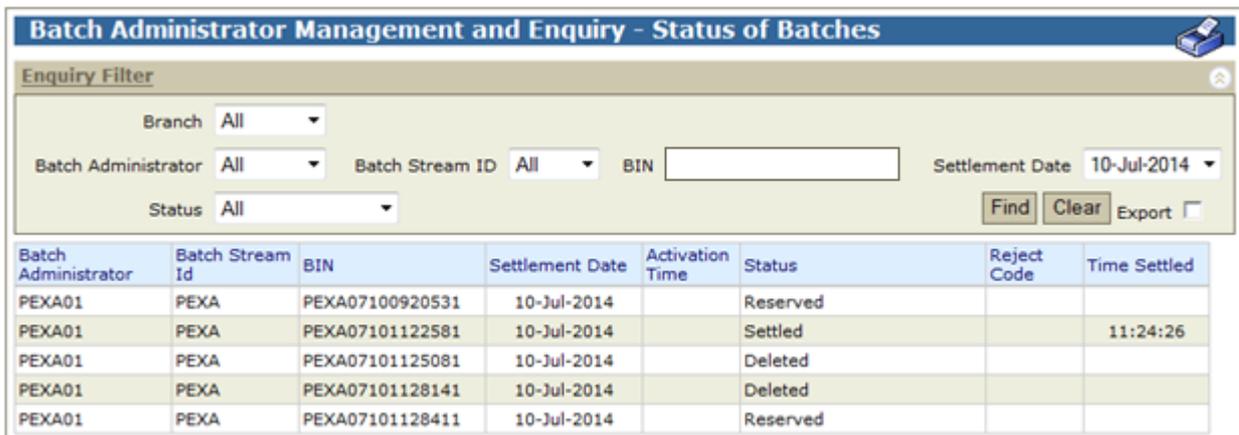


3.2.2 Actions

Button	Description
Find	Select Find to display a list of batches based on the filter criteria selected.
Clear	Select Clear to re-populate the filter criteria with default values.
Recall All by Batch Stream	Select Recall All by Batch Stream to recall all batches in a selected Batch Stream. To be recalled a batch must be in the status <i>PendActivation</i> or <i>Limits Test</i> . This action applies to Settlement-only Batches entered directly in RITS or via SWIFT messages; it cannot be used to recall all batches in a Reservation Batch stream.
Export	Select the Export tick box to download the list of batches into an Excel spreadsheet, based on the filter criteria selected.
Printer Icon	Select the Printer Icon to print the page.

3.3 Finding Batches in Batch Administrator Management and Enquiry

Once all the appropriate filter criteria have been selected in the Batch Administrator Management and Enquiry screen, select **Find**.



3.3.1 List Headings

Field	Description
Batch Administrator	Displays the Batch Administrator's branch mnemonic.
Batch Stream ID	Displays the Batch Stream ID.
BIN	Displays the BIN of the batch.
Settlement Date	Displays the settlement date of the batch.



Field	Description
Activation Time	Displays the time the batch was activated or is scheduled to be activated. In the case of a Reservation Batch this will be <i>blank</i> .
Status	Displays the status of the batch. For a list of possible statuses, refer to section 1.7
Reject Code	Displays the Reject Code. A Reject Code is generated if a batch fails validation after being committed (batches entered in RITS directly) or after being received from SWIFT (message-entered). See chapter 13 for a list of reject codes and descriptions. Note that reject codes related to Reservation Batches are not displayed on this screen.
Time Settled	Displays the time the batch settled.

3.3.2 Actions

Action	Description
Select a Batch	Select a row to open the Batch Details screen. The batch can be recalled from that screen (unless it is a Reservation Batch), see section 3.6.
Printer Icon	Select the Printer Icon to print the page.

3.4 Recall All Batches by Batch Stream

Recall All by Batch Stream recalls all batches entered directly in RITS and batches entered via SWIFT messages for the current date, in a selected batch stream, that are:

- in the status *PendActivation* or *Limits Test*, or are
- partially* received message-entered batches.

(*some batches may require more than one Batch Settlement Request message. A batch is said to be partially entered if not all of the messages have been received and validated by RITS).

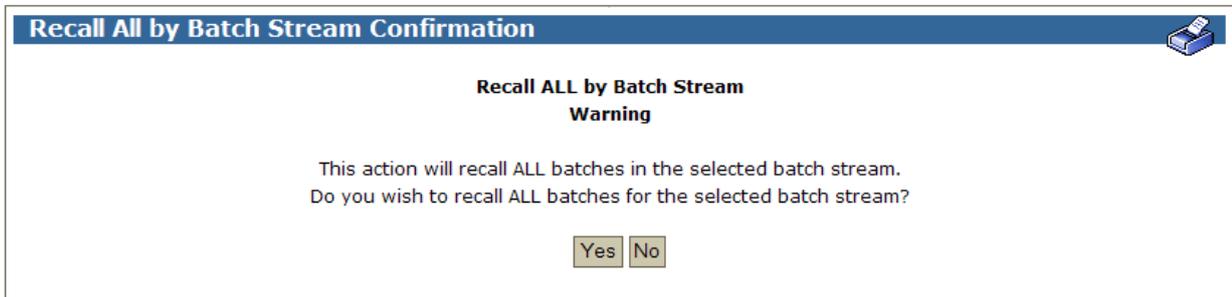
Recall All by Batch Stream cannot be used if the selected batch stream is a Reservation Batch stream.

To use **Recall All by Batch Stream**, first filter the Batch Administrator Management and Enquiry screen by Batch Stream ID. To do this, select the Batch Stream ID from the drop down list and select **Find**.

This makes the **Recall All by Batch Stream** action button available.



On selecting the **Recall All by Batch Stream** button, the following screen is displayed.



(If the selected Batch Stream ID is for a Reservation Batch stream, an on-screen message is instead displayed stating that the recall cannot be performed.)

3.4.1 Actions

Button	Description
Yes	Select Yes to recall all batches entered directly in RITS and batches entered via SWIFT messages in the selected Batch Stream with status <i>PendActivation</i> and <i>Limits Test</i> .
No	Select No to cancel the request and to return to the Batch Administrator Management and Enquiry screen with a list of batches according to the filter criteria previously entered (see section 3.3).

On selecting **Yes**, the following notification screen is displayed.



If the **Yes** action was unsuccessful, notification is displayed on-screen advising the reason for the failure.

3.5 Batch Administrator Management and Enquiry – Batch Details Screen

To view the individual transactions of a batch, select a batch listed on the Batch Administrator Management and Enquiry – Status of Batches screen (see section 3.3). The Batch Details screen displays the details of the batch selected.

This screen provides the Batch Administrator with the **Not Ready to Settle** indicator. This is an indication that a batch participant has either not released the payment for settlement testing (i.e. a *Deferred* status is still on the payment), or that the Member has insufficient funds to make the payment (i.e. the payment is failing a Cash Account or ESA Limit or Sub-Limit test).



Batch Administrator Management and Enquiry - Batch Details

Enquiry Filter

Batch Stream ID: PCR1 BIN: PCR12009082504
 Batch Administrator: ROYC2E Batch Type: Central Party Status: LimitsTest

Recall Selected Batch Back to Batch List

RITS Member	RITS Tran ID	Amount	Not Ready to Settle
BOT22E	11978053	\$1,000.00	
BQLQ40	11978054	\$2,000.00	
NABL2E	11978055	\$800.00	
ROYC28	11978056	\$1,200.00	
WPAC2E	11978057	\$500.00	
AAAR2P	11978051	-\$500.00	
CBAA2E	11978052	-\$5,000.00	X

3.5.1 Batch Administrator Management and Enquiry – Batch Details Screen Headings

Field	Description
Batch Stream ID	Displays the Batch Stream ID of the batch.
BIN	Displays the BIN of the batch.
Batch Administrator	Displays the Batch Administrator’s branch mnemonic.
Batch Type	Displays the Batch Type (i.e. multilateral or central party). Batch type is determined by the batch stream’s settings, which are maintained by the RITS System Administrator.
Status	Displays the status of the batch. See section 1.7.



3.5.2 Batch Administrator Management and Enquiry – Batch Details List Headings

RITS Member	Displays the eligible participants of the batch by their RITS mnemonic. Column sorting is provided. RITS Members are sorted in alphabetical/reverse alphabetical order. However, the higher level sort dominates, with receivers always listed before payers.
RITS Tran ID	Displays the unique RITS Tran ID generated when the batch was successfully committed.
Amount	Displays the transaction amount of each participant.
Not Ready to Settle	Displays a cross symbol against participants where: <ul style="list-style-type: none"> • The payment has a <i>Deferred</i> Cash Account, Credit or ESA status in place. All payments with the <i>deferred</i> status are indicated; or • All payments have <i>Active</i> or <i>Priority</i> statuses, but one or more payments is failing the Cash Account Limit or Sub-Limit tests or ESA Limit or Sub-Limit tests. Only the first transaction in the case of the latter scenario is indicated with the cross. The cross is displayed against the current batch transaction preventing the settlement of the batch. The System Queue stops testing transactions in the batch after a Limits test failure is encountered. It is possible that other transactions may fail the Cash Account and ESA tests when they are tested, after the original failing transaction has acquired sufficient funds.

3.5.3 Actions

Button	Description
Recall Selected Batch	Select Recall Selected Batch to recall the selected batch. Batches that can be recalled must be in the status <i>PendActivation</i> or <i>Limits Test</i> . Reservation Batches cannot be recalled via this method.
Back to Batch List	Select Back to Batch List to return to the Batch Administrator Management and Enquiry screen with a list of batches according to the filter criteria previously entered (see section 3.3).
Printer Icon	Select the Printer Icon to print the page.

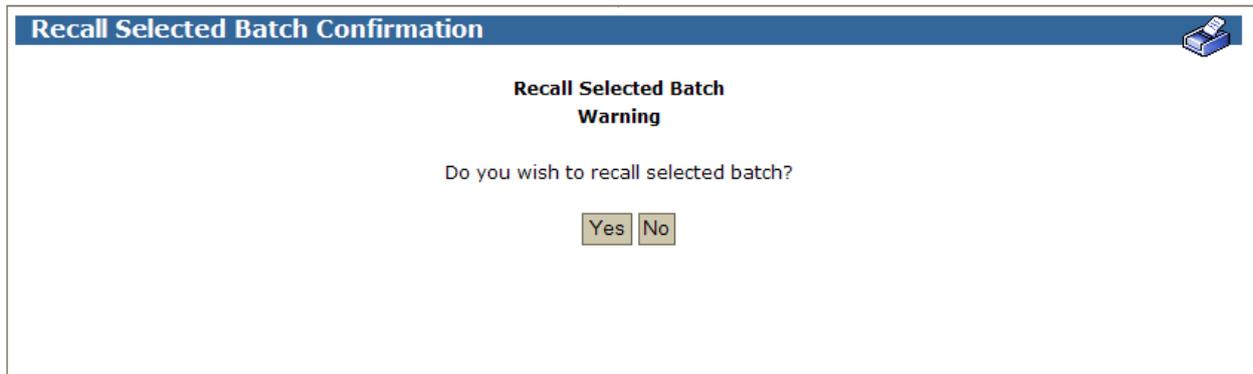


3.6 Recall an Individual Batch (Settlement-Only Batches)

Recall Selected Batch is used to recall RITS and SWIFT message entered batches that are in the status *PendActivation* or *Limits Test*.

Note that Reservation Batches cannot be recalled via this method; an on-screen message will be displayed.

On selecting **Recall Selected Batch** in the Batch Administrator Management and Enquiry – Batch Details screen (see section 3.5), the following screen is displayed.



3.6.1 Actions

Button	Description
Yes	Select Yes to recall the individual batch.
No	Select No to cancel the recall and return to the Batch Administrator Management and Enquiry screen with a list of batches according to the filter criteria previously entered (see section 3.3).

On selecting **Yes**, the following notification screen is displayed.



If the **Yes** action was unsuccessful, notification is displayed on-screen advising the reason for the failure.



4. SWIFT MESSAGE ENTERED BATCHES (SETTLEMENT-ONLY BATCHES)

4.1 Key Points

- In addition to entries made directly in RITS, batches can be entered using SWIFT messages.
- SWIFT messages can only be used to enter Settlement-only Batches, not Reservation Batches.
- SWIFT message entered batches cannot be amended or deleted in RITS or by sending another SWIFT message.
- When all of the SWIFT messages (if more than one) that comprise the batch have been received and validated by RITS, the batch is formed and enters the status of *PendActivation*.
- SWIFT message entered batches can be recalled by a SWIFT Batch Recall Request message and by use of the RITS **Management** function (under the **Batch Admin** tab). Batches must be in the status *PendActivation* or *Limits Test* to be recalled.
- Partially* received batches can be recalled by using the Recall All by Stream option provided by the RITS **Management** function or by the SWIFT Batch Recall Request message.
- Specific batches or all batches by batch stream can be recalled.

(*some batches may require more than one message. If all of the messages have not been received by RITS, the batch is said to be partially received).

4.2 Message Flows

The message flows between the Batch Administrator and RITS comprise:

Name	MT	SMT	Description
Batch Settlement Request	198	131	This message contains all of the details necessary to enter a batch into RITS. A Batch Settlement Request can hold at least thirty batch transactions. If the batch comprises more than thirty transactions, additional Settlement Requests may be needed for the batch. RITS does not process the batch until all expected messages have been received. Note that the following characters cannot be used for the BIN: - < > ! @ # \$ % ^ & * _ = { } [] \ ; .
Batch Settlement Response	198	132	This message is sent by RITS to the Batch Administrator when a batch settles or when it is rejected, recalled, deleted or is unsettled at the end of the day. The batch reject codes used by RITS are listed in chapter 13.



Name	MT	SMT	Description
Batch Recall Request	198	133	This message is sent by the Batch Administrator to recall a single SWIFT message entered batch or recall all SWIFT message entered batches in a selected batch stream.
Batch Recall Response	198	134	This message is sent by RITS to the Batch Administrator in response to the recall request.

4.2.1 Status of SWIFT Message Entered Batches

On receipt by RITS, SWIFT message entered batches are validated against message standards and other criteria.

When all of the messages have been received by RITS, the batch is formed.

After successful validation, SWIFT message entered batches take the status of *PendActivation*.

If the Activation Time is set to *0.00* (and when a non-zero Activation Time is reached), the batch enters the status of *Activated* and is passed to the System Queue where it takes the *Limits Test* status.

4.3 SWIFT Message Entered Batches and Cash Account, Credit and ESA Statuses for Participant's Transactions

A batch participant's preferred settings for Cash Account, Credit and ESA status may be entered into RITS in the SWIFT Batch Settlement Request.

Batch participants can also set override settings for Cash Account, Credit or ESA statuses in RITS. These override the statuses entered in the SWIFT message, or if the override statuses are set to *null*, the statuses set in the message prevail. If no status is set in the message and no override status is set in RITS, the RITS system default of *active* is applied.

4.4 Partially Entered Batches

RITS does not process a SWIFT message entered batch until it has received the expected number of messages for the batch.

4.4.1 Partially Entered Batches and Recall All by Batch Stream

The **Recall All by Batch Stream** function within the **Management** function and the SWIFT Batch Recall Request message recalls all batches in the batch stream, including partially entered message batches.



5. RESERVATION BATCHES

5.1 Key Points

- Reservation Batches are entered into RITS via an XML formatted file across the COIN.
- Reservation Batches cannot be amended or deleted once they have been accepted by RITS, though they can be recalled.
- A Reservation Request is sent by the Batch Administrator, which contains the BIN and details of the paying and receiving participants and transaction amounts. It requests that funds be reserved in the RITS Balance of the ESAs of paying participants.
- The Batch Administrator then sends either a Settlement Request to request settlement of the batch, or a Reservation Recall Request to recall the batch.
- In some cases, RITS may initiate the release of reserved ES funds. In this case a Reservation Unwound Response will be sent to the Batch Administrator.
- In a contingency the Batch Administrator may manually select Reservation Batches in a state of *Reserved* for settlement using the Reserved Funds – Manual Settlement function.
- In a contingency, the Reservation Batch File Upload facility allows a Batch Administrator to upload a file of Reservation Requests, Reservation Recall Requests, or Settlement Requests to RITS.

5.2 Message Flows

The message flows between the Batch Administrator and RITS comprise:

Name	Short Name	Description
Reservation Request	RSVREQ	This message contains all of the details necessary to enter a Reservation Batch into RITS. RITS will attempt to reserve funds in the RITS Balance of the ESAs of paying participants in the batch. Once reserved, these funds can be used only for the settlement of Reservation transactions.
Reservation Response	RSVRES	This message is sent by RITS to the Batch Administrator to indicate whether the reservation of ES funds of paying participants was successful or not. If unsuccessful, a reject code is supplied (see chapter 13).
Reservation Recall Request	RECREQ	This message is sent by the Batch Administrator to recall a batch (identified by its BIN). Reservation Batches can be recalled only if in the status <i>Reserved</i> (that is, if no Settlement Request has been received by RITS for this BIN).



Name	Short Name	Description
Reservation Recall Response	RECRES	This message is sent by RITS to the Batch Administrator in response to the Reservation Recall Request, to indicate whether the batch was successfully recalled or not. If unsuccessful, a reject code is supplied (see chapter 13).
Settlement Request	SETREQ	This message is sent by the Batch Administrator to request settlement of a batch (identified by its BIN) for which funds have previously been reserved.
Settlement Response	SETRES	This message is sent by RITS to the Batch Administrator in response to the Settlement Request, to indicate whether the batch was successfully settled or not. If unsuccessful, a reject code is supplied (see chapter 13).
Reservation Unwound Response	UNWRES	This message is sent by RITS to the Batch Administrator when a reservation is released by RITS (and not at the request of the Batch Administrator), for example at end of day. A code indicating the reason for the release of the reservation is supplied (see chapter 13).
File Rejected Response	FLRJCT	This message is sent by RITS to the Batch Administrator if a file (containing messages) is rejected in its entirety by RITS for not conforming to the agreed message format.

5.2.1 Status of Reservation Batches

On receipt by RITS, Reservation Requests are validated against message standards and other criteria. After successful validation, the Reservation Batch is formed.

If funds are successfully reserved in the ESAs of paying participants in the batch, then the batch will take the status *Reserved*. If funds cannot be successfully reserved, the batch will take the status *Rejected*. (Note that if one paying Member does not have sufficient funds in its RITS Balance for a reservation to take place, then no funds will be reserved in the ESAs of any paying participants in the batch.)

Once a Settlement Request for the batch has been received and validated, the batch is passed to the System Queue for settlement testing. Due to the prior reservation of ES funds (which cannot be used for any other purpose), the batch transaction should settle almost immediately and the batch will take the status *Settled*.

**5.3 Reservation Batches and Cash Account, Credit and ESA Statuses for Participant's Transactions**

Cash Account, Credit and ESA statuses for transactions in Reservation Batches cannot be specified by the Batch Administrator. Statuses of *Priority* will be applied by RITS. It will not be possible for batch participants or the Batch Administrator to change these statuses. Any override status settings will not be applied to transactions in Reservation Batches.

5.4 Recalling a Reservation Batch

A Reservation Batch may be recalled by the Batch Administrator sending a Reservation Recall Request to RITS. A Reservation Batch can only be recalled if it is in the state of *Reserved*. If a Settlement Request has already been received by RITS for a Reservation Batch, then that batch cannot be recalled.

If a *Reserved* Reservation Batch is successfully recalled it will be given the status *Deleted*. The funds that had been reserved in the ESAs of paying participants in the batch will be released.

5.5 Unwinding of a Reservation

Any Batches that remain unsettled on the System Queue at the end of the processing day for that Batch Stream (which may vary, depending on agreed access for that Batch Stream) will be removed. Reservation Batches for which a Settlement Request has not been received by end-of-day take the status of *Deleted*.



6. RESERVATION BATCH FILE ENQUIRY

6.1 Key Points

- Allows a Batch Administrator to query files exchanged between the Batch Administrator and RITS for Reservation Batches.
- Displays information about uploaded Reservation Batch files as well as those sent to RITS over the COIN.
- Further details of a file, including the full file content, can also be viewed and exported.

6.2 Reservation Batch File Enquiry Screen

Select **Res File Enquiry** from the **Batch Admin** tab on the Main menu.

6.2.1 Filter Criteria for Reservation Batch File Enquiry

Field	Description
Direction	Defaults to <i>Both</i> . Select the file direction. <i>In</i> displays files sent from the Batch Administrator to RITS; <i>Out</i> displays files sent from RITS to the Batch Administrator; <i>Both</i> displays all files.
Enquiry Date	Defaults to the current date. The previous five days are also displayed in the dropdown. Select the appropriate date.
Accepted/Rejected	Defaults to <i>Both</i> . Select files that were <i>Accepted</i> by RITS, <i>Rejected</i> by RITS, or all files.
File Type	Defaults to <i>All</i> . Select an appropriate file type, or all file types. The available file types are: <ul style="list-style-type: none"> • RSVREQ • RSVRES • RECREQ • RECRES • SETREQ • SETRES • UNWRES • FLRJCT • UNKNWN
Filename	If this is left blank, all files will be returned (subject to the other filter criteria). If populated, the record for the specified file will be displayed and all other filters will be ignored.



Field	Description
Time Received/ Created	'From' defaults to 00:00:00. Enter appropriate values. If 'To' is left blank, all files from the 'From' value onwards for this date will be displayed.
Upload Status	Defaults to All. Select an appropriate Upload Status to return all Reservation Batch files with that status: <ul style="list-style-type: none"> All (returns all Reservation Batch files, whether sent over the COIN or uploaded) Await Auth (returns all Reservation Batch files awaiting authorisation) Deleted (returns all uploaded Reservation Batch files that were deleted while awaiting authorisation) Removed at EOD (returns all Reservation Batch files that were removed from RITS at end of day because they were not authorised on the day that they were submitted for upload) Uploaded (returns all successfully uploaded files)

6.2.2 Actions

Button	Description
Find	Select Find to display a list of files based on the filter criteria selected.
Clear	Select Clear to re-populate the filter criteria with default values.
Printer Icon	Select the Printer Icon to print the page.

6.3 Finding Files in Reservation Batch File Enquiry

Once all the appropriate filter criteria have been selected in the Reservation Batch File Enquiry screen, select **Find**.

The screenshot shows the 'Reservation Batch File Enquiry' application window. At the top, there is a title bar with the application name and a printer icon. Below the title bar is the 'Enquiry Filter' section, which contains several dropdown menus and input fields: 'Direction' (Both), 'Enquiry Date' (18-Nov-2014), 'Accepted/Rejected' (Both), 'File Type' (All), 'Filename' (empty text box), 'Upload Status' (All), and 'Time Received/Created' (From 00:00:00 To []:[]:[]). There are 'Find' and 'Clear' buttons at the bottom right of the filter section. Below the filter section, it indicates '5 Records found' and provides navigation links: '[First | Previous] 1 [Next | Last]'. The main area contains a table with the following data:

Date Time Received/Created	File Type	Batch Stream Id	Reject Code	Filename	Number of Messages	Uploaded	Upload Status
18-Nov-2014 15:10:00	SETRES	PEXA		PEXA.SETRES.20141118.151000.000144.xml	1		
18-Nov-2014 15:08:15	SETREQ	PEXA		PEXA.SETREQ.20141118.150800.000095.xml	1		
18-Nov-2014 15:04:00	SETRES	PEXA		PEXA.SETRES.20141118.150400.000143.xml		Y	Await Auth
18-Nov-2014 15:02:13	RSVREQ	PEXA		PEXA.RSVREQ.20141118.150200.000094.xml	0	Y	Uploaded
18-Nov-2014 14:40:00	RSVREQ	PEXA		PEXA.RSVREQ.20141118.144000.000142.xml	10	Y	Uploaded

6.3.1 List Headings



Field	Description
Date Time Received/Created	Displays the Date and Time the file was received by RITS (for request files) or created by RITS (for response files).
File Type	Displays the type of messages that this file contains. UNKNWN will be displayed if RITS was unable to determine the file type of a file sent by a Batch Administrator.
Batch Stream ID	Displays the Batch Stream ID.
Reject Code	Displays the reject code (see chapter 13) if the file was rejected by RITS. <i>Blank</i> if the file was accepted by RITS.
Filename	Displays the filename.
Number of Messages	Displays the number of individual messages (requests or responses) in the file. <i>Blank</i> if the file was rejected by RITS.
Uploaded	Displays <i>blank</i> if a file was sent to RITS via the COIN. Displays Y if a file was uploaded to RITS via the Reservation File Upload function.
Upload Status	Displays <i>blank</i> if a file was sent to RITS via the COIN. Displays <i>the current upload status (i.e. Await Auth, Deleted, Removed at EOD or Uploaded)</i> if a file was submitted for upload to RITS via the Reservation File Upload function.

6.3.2 Actions

Action	Description
(Select a File)	Select a row to open the Reservation Batch File Enquiry Details screen.
Printer Icon	Select the Printer Icon to print the page.



6.4 Reservation Batch File Enquiry Details Screen

To view details of a file exchanged between a Batch Administrator and RITS, select a file listed on the Reservation Batch File Enquiry screen.

Reservation Batch File Enquiry Details 

Message Received at RITS			
File Type	RSVREQ	Reject Code	
Filename	PEXA.RSVREQ.20141118.144000.000142.xml	Uploaded	Yes
Date/Time Created	11-Nov-2014 14:40:00	Uploading User	PEXA2E02
Batch Stream Id	PEXA	Upload Status	Uploaded
Number of Messages	10	Export File (.xml)	
File Content	<pre> xmlns:NS1="urn:au:gov:rba:rits:reservedbatch:xsd:RsrvReq"><NS1:Vrsn>1.0</NS1:Vrsn> <NS1:RsrvReqList><NS1:RsrvReq><NS1:BIN>PEXA14001314201</NS1:BIN><NS1:SttmDt>2014-12-17</NS1:SttmDt> <NS1:RsrvDtls><NS1:RITSMem>NABL</NS1:RITSMem><NS1:IntrBkSttmAmt>435633.16</NS1:IntrBkSttmAmt> <NS1:CRDRInd>DBIT</NS1:CRDRInd></NS1:RsrvDtls><NS1:RsrvDtls><NS1:RITSMem>WPAC</NS1:RITSMem> <NS1:IntrBkSttmAmt>179.2</NS1:IntrBkSttmAmt><NS1:CRDRInd>CRDT</NS1:CRDRInd></NS1:RsrvDtls> <NS1:RsrvDtls><NS1:RITSMem>ANZB</NS1:RITSMem><NS1:IntrBkSttmAmt>435453.96</NS1:IntrBkSttmAmt> <NS1:CRDRInd>CRDT</NS1:CRDRInd></NS1:RsrvDtls></NS1:RsrvReqList></NS1:RsrvReqFile> </pre>		

[Close](#)

6.4.1 Reservation Batch File Enquiry Details Screen Headings

Field	Description
File Type	Displays the type of messages that this file contains. UNKNWN will be displayed if RITS was unable to determine the file type of a file sent by a Batch Administrator.
File Name	Displays the filename.
Date/Time Received or Date/Time Created	Displays the Date and Time the file was received by RITS or created by RITS.
Batch Stream ID	Displays the Batch Stream ID.
Number of Messages	Displays the number of individual messages in the file. <i>Blank</i> if the file was rejected by RITS.
Reject Code	Displays the reject code (see chapter 13) if the file was rejected by RITS. <i>Blank</i> if the file was accepted by RITS.
Uploaded	Displays <i>No</i> if a file was sent to RITS via the COIN. Displays <i>Yes</i> if a file was manually uploaded to RITS via the Reservation File Upload function.



Field	Description
Uploading User	Displays as <i>blank</i> if a file was sent to RITS via the COIN. Displays the RITS user ID of the user that uploaded the file if it was manually uploaded to RITS via the Reservation File Upload function.
Status	Displays as <i>blank</i> if a file was sent to RITS via the COIN. Displays the <i>current upload status (i.e. Await Auth, Deleted, Removed at EOD or Uploaded)</i> if a file was submitted for upload to RITS via the Reservation File Upload function.
File Content	Displays the entire contents of the file, including all XML tags and content.

6.4.2 Actions

Action	Description
Export File (.xml)	Select Export File (.xml) to export the file contents in XML format.
Close	Select Close to return to the Reservation Batch File Enquiry screen, with a refreshed list of files according to the filter criteria previously selected (see section 6.3).
Printer Icon	Select the Printer Icon to print the page.



7. RESERVATION BATCH MESSAGE ENQUIRY

7.1 Key Points

- Allows a Batch Administrator to query messages (i.e. requests and responses) exchanged between the Batch Administrator and RITS for Reservation Batches.
- Messages are presented in Request/Response pairs.

7.2 Reservation Batch Message Enquiry Screen

Select **Res Message Enquiry** from the **Batch Admin** tab on the Main menu.

7.2.1 Filter Criteria for Reservation Batch Message Enquiry

Field	Description
Enquiry Date	Defaults to the current date. The previous five days are also displayed in the dropdown. Select the appropriate date.
Status	Defaults to <i>All</i> . Select an appropriate Status for the message. If <i>All</i> is selected, all messages are displayed. If a specific status is selected (<i>Successful</i> , <i>Unsuccessful</i> , <i>Sent</i> or <i>Received</i>), then only messages with the selected status will be displayed.
Reject Code	Defaults to <i>All</i> . If a specific reject code is selected, then only messages with the selected reject code are displayed. (See chapter 13 for a list of reject codes.)
Message Type	Defaults to <i>All</i> . Select an appropriate message type, or all messages. The available message types are: <ul style="list-style-type: none"> • RSVREQ (displays Reservation Request/Response pairs) • RECREQ (displays Reservation Recall Request/Response pairs) • SETREQ (displays Settlement Request/Response pairs) • UNWRES (displays Reservation Unwound Responses)
BIN	If this is left blank, all messages will be returned (subject to the other filter criteria). If populated, the messages for the specified BIN only will be displayed and all other filters will be ignored.



Field	Description
Time Received	'From' defaults to 00:00:00. Enter appropriate values. If 'To' is left blank, all files from the 'From' value onwards for this date will be displayed.

7.2.2 Actions

Button	Description
Find	Select Find to display a list of messages based on the filter criteria selected.
Clear	Select Clear to clear any list contents and reset the filters to their default values.



7.3 Finding Messages in Reservation Batch Message Enquiry

Once all the appropriate filter criteria have been selected in the Reservation Batch Message Enquiry screen, select **Find**.

Reservation Batch Message Enquiry

Enquiry Filter

Enquiry Date: 10-Jul-2014 Status: All Reject Code: All

Message Type: All BIN: Time Received From: 00 00 00 To:

8 Records found [First | Previous] 1 [Next | Last]

Date	Time Received	Message Type	BIN	Time Responded	Status	Reject Code	Responsible Member
10-Jul-2014	11:24:41	SETREQ	PEXA07101122581	11:24:44	Unsuccessful	72	
10-Jul-2014	11:24:14	SETREQ	PEXA07101122581	11:24:29	Successful		
10-Jul-2014	11:23:00	RSVREQ	PEXA07101122581	11:23:05	Successful		
10-Jul-2014	11:17:25	RECREQ	PEXAJAW060616	11:17:28	Successful		
10-Jul-2014	11:15:31	RSVREQ	PEXAJAW060616	11:15:35	Successful		
10-Jul-2014	11:01:46	SETREQ	PEXAJAW060620	11:01:57	Successful		
10-Jul-2014	11:01:46	SETREQ	PEXAJAW060623	11:01:57	Successful		
10-Jul-2014	11:01:46	SETREQ	PEXAJAW060626	11:01:57	Successful		

7.3.1 List Headings

Field	Description
Date	Displays the date the Request message was received by RITS (or, in the case of the UNWRES message type, created by RITS).
Time Received	Displays the time the Request message was received by RITS. <i>Blank</i> if the row refers to a Reservation Unwound Response message.
Message Type	Displays the type of the Request message, or UNWRES if the line item refers to a Reservation Unwound Response message.
BIN	Displays the BIN.
Time Responded	Displays the time RITS created the response file into which the Response message for this Request was placed.
Status	Indicates whether the Request message was successfully processed by RITS. Displays <i>Sent</i> for Reservation Unwound Messages. Displays <i>Received</i> if a Request message has been received at RITS but has not yet been responded to.



Field	Description
Reject Code	Displays the reject code (see Chapter 13) contained in the Response message if the Request message was unsuccessful. <i>Blank</i> if the Request message was successfully processed by RITS.
Responsible Member	Displays the branch mnemonic of the Member if a Reservation Request message was rejected due to insufficient ES funds of a paying participant in the Batch.

7.3.2 Actions

Action	Description
Select a Message	Select a row to open the Reservation Batch Message Enquiry Details screen (see section 7.4).
Printer Icon	Select the Printer Icon to print the page.

7.4 Reservation Batch Message Enquiry Details Screen

To view details of messages exchanged between a Batch Administrator and RITS for a given BIN, select a message listed on the Reservation Batch Message Enquiry screen (see section 7.3).

Reservation Batch Message Enquiry Details

BIN

Request Message			
Message Type	RSVREQ	Time Received	11:28:42
File Name	PEXA.RSVREQ.20140710.112842.000001.xml		

Response Message			
Message Type	RSVRES	Time Created	11:28:51
File Name	PEXA.RSVRES.20140710.112851.039424.xml		
Status	Successful	Reject Code	

**7.4.1 Reservation Batch Message Enquiry Details Screen Headings**

Field	Description
BIN	Displays the BIN to which the selected message relates.
Request Message/ Message Type	Displays the type of the selected Request message. <i>Blank</i> if the selected message is a Reservation Unwound Response.
Request Message/ Time Received	Displays the time the selected Request message was received by RITS. <i>Blank</i> if the selected message is a Reservation Unwound Response.
Request Message/ File Name	Displays the name of the file in which the selected Request message was sent to RITS. <i>Blank</i> if the selected message is a Reservation Unwound Response.
Response Message/ Message Type	Displays the type of the Response message created by RITS. <i>Blank</i> if a Response message has not yet been created for the selected Request message.
Response Message/ Time Created	Displays the time that the Response message was created by RITS. <i>Blank</i> if a Response message has not yet been created for the selected Request message.
Response Message/ File Name	Displays the name of the file in which the Response message was sent from RITS to the Batch Administrator. <i>Blank</i> if a Response message has not yet been created for the selected Request message.
Response Message/ Status	Displays the status of the selected message: <i>Successful</i> , <i>Unsuccessful</i> , <i>Sent</i> (used for Reservation Unwound Response), or <i>Received</i> (used if a Response message has not yet been created for the selected Request message).
Response Message/ Reject Code	If the status of the selected message is <i>Unsuccessful</i> or <i>Sent</i> , displays the reject code associated with that message (see chapter 13). <i>Blank</i> otherwise.

7.4.2 Actions

Action	Description
Close	Select Close to return to the Reservation Batch Message Enquiry screen, with a refreshed list of messages according to the filter criteria previously selected (see section 7.3).
Printer Icon	Select the Printer Icon to print the page.



8. RESERVED FUNDS – MANUAL SETTLEMENT (RESERVATION BATCH)

8.1 Key Points

- Allows a Batch Administrator to manually select Reservation Batches in a state of *Reserved* for settlement.
- For use in a contingency only, when the usual method of file transmission is unable to be used.
- An authorisation may be placed on this function.

8.2 Reserved Funds – Manual Settlement Screen

Select **Manual Set Request** from the **Batch Admin** tab on the Main menu. This function is available only to users with the role Reserved Funds Manual Settlement Request.

8.2.1 Filter Criteria for Reserved Funds – Manual Settlement

Field	Description
BIN	Enter a BIN to return details of that batch (if it has a current status of <i>Reserved</i>). If left blank, all batches in the Batch Stream administered by the Batch Administrator that have a current Status of <i>Reserved</i> will be returned.

8.2.2 Actions

Button	Description
Find	Select Find to display a list of batches based on the filter criteria selected.
Clear	Select Clear to clear any list contents and reset the filters to their default values.



8.3 Finding Batches in Reserved Funds – Manual Settlement

Once all the appropriate filter criteria have been entered in the Reserved Funds – Manual Settlement screen, select **Find**.

Reserved Funds - Manual Settlement

Enquiry Filter

BIN

Find Clear

BIN	Status	Reservation Time	Reservation Date	Number of Participants	Request Settlement
PEXA20131223000001	Reserved	14:22:02	23-Dec-2013	4	<input type="checkbox"/>
PEXA20131223000002	Reserved	14:20:24	23-Dec-2013	11	<input type="checkbox"/>
PEXA20131223000005	Reserved	14:16:57	23-Dec-2013	15	<input type="checkbox"/>
PEXA20131223000006	Reserved	14:15:09	23-Dec-2013	3	<input type="checkbox"/>

Submit Clear

8.3.1 List Headings

Field	Description
BIN	Displays the BIN of the Reservation Batch.
Status	Displays the status of the Reservation Batch. Note that the status will always be Reserved (as batches with a status other than <i>Reserved</i> will not be displayed on this screen).
Reservation Time	Displays the time that funds were reserved in the RITS Balance of the ESAs of paying participants in the batch.
Reservation Date	Displays the date that funds were reserved in RITS Balance of the ESAs of paying participants in the batch (this will always be the current date).
Number of Participants	Displays the number of participants in this Reservation Batch.
Request Settlement	Displays checkboxes. Select a checkbox to request settlement of that Batch.

8.3.2 Actions

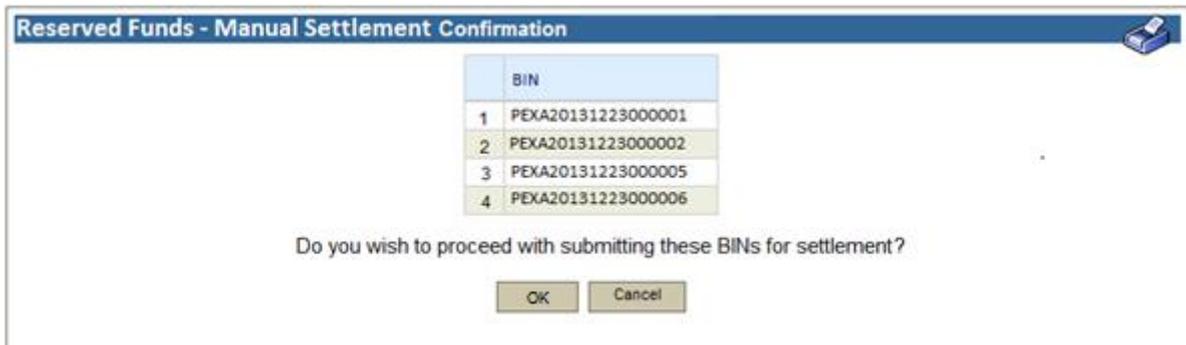
Action	Description
Submit	Select the Submit button to submit those batches with checks in the Request Settlement checkboxes for settlement testing. If one or more batches corresponding to the selected BINs are no longer in the status of <i>Reserved</i> when Submit is selected, the submission will be unsuccessful and an on-screen message displayed.
Clear	Sets all checkboxes in the Request Settlement column to unselected.



Printer Icon Select the **Printer Icon** to print the page.

8.4 Reserved Funds – Manual Settlement Confirmation

This confirmation screen is displayed when the one or more batches have been selected (by selecting the Request Settlement checkboxes) in the Reserved Funds – Manual Settlement screen, and submitted.



8.4.1 List Headings

Field	Description
BIN	Displays the BINs of the Reservation Batches that have been selected for settlement.

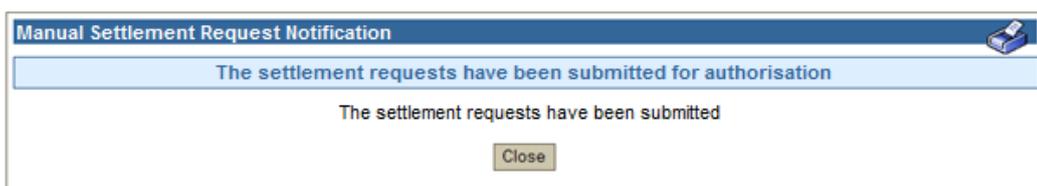
8.4.2 Actions

Action	Description
OK	Select OK to confirm that the displayed batches are to be submitted for settlement testing.
Cancel	Select Cancel to return to the Reserved Funds – Manual Settlement screen, with a refreshed list of batches according to the filter criteria previously entered (see section 8.3). The selected batches will not be submitted for settlement testing.
Printer Icon	Select the Printer Icon to print the page.

8.5 Reserved Funds – Manual Settlement Request Notification

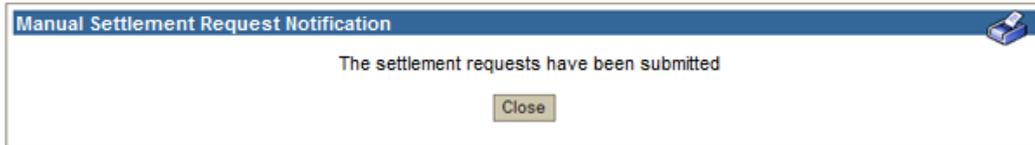
Once the confirmation has been submitted, one of the following notification screens is displayed.

Manual Settlement Request Notification with Authorisation ON:

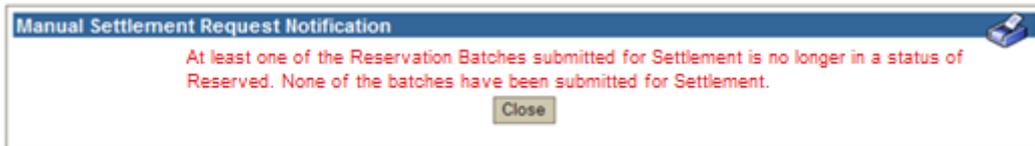




Manual Settlement Request Notification with Authorisation OFF:



Manual Settlement Request Notification with Error:



8.5.1 Actions

Action	Description
Close	Select Close to return to the Reserved Funds – Manual Settlement screen, with a refreshed list of batches according to the filter criteria previously entered (see section 8.3).
Printer Icon	Select the Printer Icon to print the page.



9. RESERVATION BATCH FILE UPLOAD

9.1 Key Points

- Allows a Batch Administrator to upload Reservation Batch Files to RITS for processing.
- For use in a contingency only, when the usual method of file transmission (COIN) is unable to be used.
- RITS performs security checks and filename checks when the file to be uploaded is submitted.
- An authorisation may be placed on this function.
- A user can delete an uploaded Reservation Batch related file that has not yet been authorised, i.e., has a status of *Await Auth*.

9.2 Reservation Batch Upload Main Screen

Select **Res File Upload** from the **Batch Admin** tab on the Main menu. This function is available only to users with the role Reservation Batch File Upload.

9.2.1 Display Field for Reservation Batch Upload

Field	Description
Reservation Batch File	This field displays the directory and path of the Reservation File to be uploaded. It is populated when the user selects a file via the browse button (only one per submit). A user can delete the contents of the field, but cannot manually enter or amend it.

9.2.2 Actions

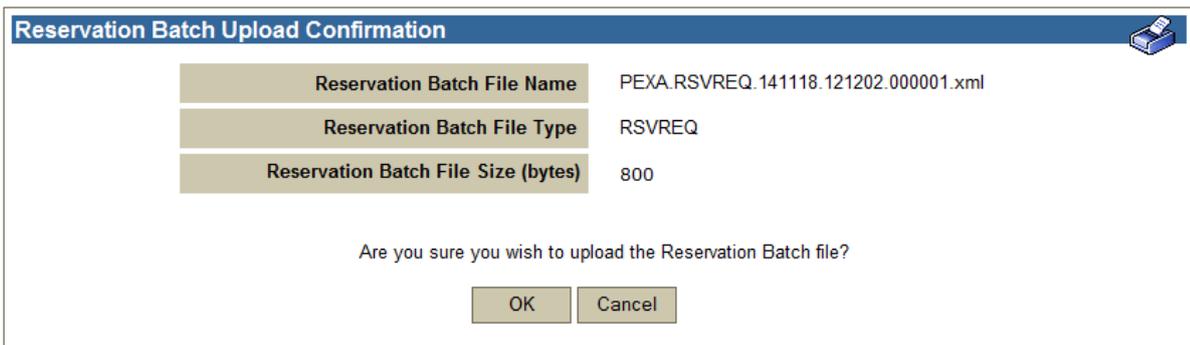
Button	Description
Browse	Select Browse to open a standard Windows file management browser, navigate to the correct directory and select a file for upload. Only XML files (i.e., files with .xml extension) can be selected. The selected file name will appear in the Reservation Batch File field. If no file is chosen, the Reservation Batch File field remains blank. In the Windows browser, the user selects the file and then selects 'Open' to select the file, or 'Cancel'. The user can reselect Browse to select a different file before selecting Upload .



Button	Description
Upload	Select Upload to upload the file displaying in the Reservation Batch File field. Security checks and filename checks are performed. If validations are passed, the Reservation Batch Upload Confirmation screen is displayed. If validations are not passed, an error message is displayed on this screen. Users can then amend the file selection and resubmit the upload.
Clear	Select Clear to clear the Reservation Batch File field. Users can then select another file and perform the upload.

9.3 Reservation Batch Upload Confirmation

The Reservation Batch Upload Confirmation screen is displayed if security and filename checks are successfully completed on the file submitted for upload. The user verifies the Reservation Batch file details before confirming the upload of the file.



9.3.1 Display Fields for Reservation Batch Upload Confirmation

Field	Description
Reservation Batch File Name	Displays the file name, including the file extension, of the Reservation Batch File selected from the Windows browser for upload.
Reservation Batch File Type	Displays the message type of the messages contained in the file to be uploaded. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
Reservation Batch File Size (bytes)	Displays the size in bytes of the file that is to be uploaded to RITS.



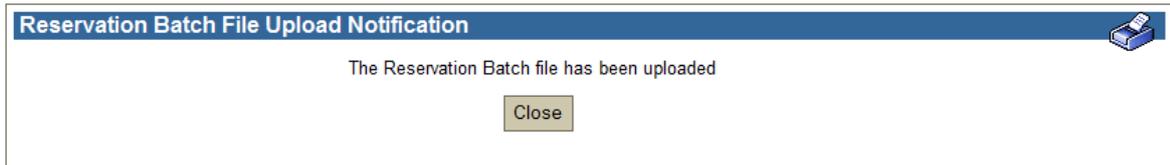
9.3.2 Actions

Button	Description
OK	Select OK to commit the file upload. The Reservation Batch File Upload Notification screen is then displayed (see below). If an authorisation is set, the uploaded file is assigned a status of 'Await Auth'. If an authorisation is not set, the uploaded file is assigned a status of 'Uploaded'.
Cancel	If Cancel is selected, the Reservation Batch File is not uploaded. The system returns to the Reservation Batch File Upload screen, refreshed, with all fields retaining the values that had been submitted (to allow for amendment and resubmission of the file).

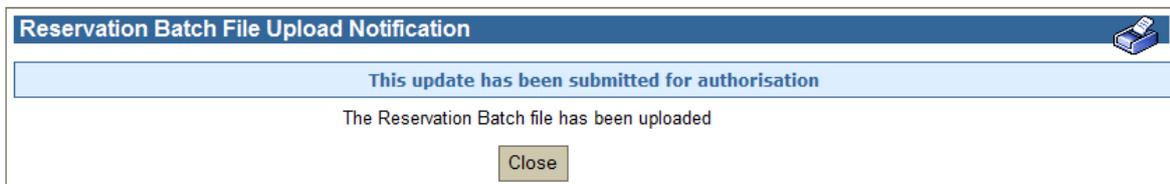
9.4 Reservation Batch Upload Notification

The Reservation Batch File Notification screen appears after the Reservation Batch File upload has been confirmed.

The following screen is displayed if authorisation is not set:



The following screen is displayed if the Reservation Batch File is assigned a status of 'Await Auth' (because authorisation has been set):



9.4.1 Actions

Button	Description
Close	On selection of Close , the system returns to the Reservation Batch File Upload screen with all fields displaying their default values.



10. RESERVATION BATCH FILE DELETE

10.1 Key Points

- Allows a Batch Administrator to delete a Reservation Batch file that has been uploaded to RITS for processing, where authorisation is turned on.
- Only files awaiting authorisation can be deleted.
- Only one uploaded file can be deleted at a time.
- Any user with the relevant role can delete a file, whether they submitted the upload or not.
- Reservation Batch files that are not authorised or deleted on the day that they were submitted for upload are assigned a status of 'Removed at EOD' by RITS at the end of the Reports session.

10.2 Reservation Batch Delete List Screen

Select **Res File Delete** from the **Batch Admin** tab on the Main menu. This function is available only to users who have the role Reservation Batch File Delete.

When **Res File Delete** is selected, the function populates a list screen with selected details of all Reservation Batch Files that have a status of 'Await Auth'. If there are no Reservation Batch Files with this status, the screen displays the message "No records found".

Reservation Batch File Delete 				
File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User
PEXA.RSVREQ.141118.120202.000001.xml	RSVREQ	799	18-Nov-2014 11:02:26	PEXA2E02
PEXA.RSVREQ.141118.123202.000002.xml	RSVREQ	801	18-Nov-2014 11:32:33	PEXA2E02
PEXA.RSVREQ.141118.130202.000003.xml	RSVREQ	912	18-Nov-2014 11:32:36	PEXA2E02

3 Records found [First | Previous] 1 [Next | Last]

10.2.1 Display Fields for Reservation Batch Delete List Screen

Field	Description
File Name	Displays the file name, including the file extension, of the Reservation Batch file currently in a status of 'Await Auth'.
File Type	Displays the message type of the messages contained in the uploaded file. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
File Size (bytes)	Displays the size in bytes of the Reservation Batch file.
Date/Time Received	Displays the date and time that the Reservation Batch file was assigned a status of 'Await Auth'.
Uploading User	Displays the RITS user ID of the user that submitted the Reservation Batch file for upload.



10.2.2 Actions

Action	Description
(Selection of a row)	Selection of a row is allowed by mouse click, or tab and Enter. On the selection of a row, the Reservation Batch File Delete - Details screen is displayed.

10.3 Reservation Batch Delete – Details

Reservation Batch File Delete - Details

Message Received at RITS

File Type	RSVREQ
Filename	PEXA.RSVREQ.141118.120202.000001.xml
Date Time Received	18-Nov-2014 11:02:26
Batch Stream Id	PEXA

File Content	<pre><NS1:RsrvReqFile xmlns:NS1="urn:au:gov:rba:rits:reservedbatch:xsd:RsrvReq"><NS1:Vrsn>1.0</NS1:Vrsn> <NS1:RsrvReqList><NS1:RsrvReq><NS1:BIN>PEXA14001112601</NS1:BIN><NS1:SttImDt>2014-11-18</NS1:SttImDt> <NS1:RsrvDtIs><NS1:RITSMem>WPAC</NS1:RITSMem><NS1:IntrBkSttImAmt>325.8</NS1:IntrBkSttImAmt> <NS1:CRDRInd>CRDT</NS1:CRDRInd></NS1:RsrvDtIs><NS1:RsrvDtIs><NS1:RITSMem>CBAA</NS1:RITSMem> <NS1:IntrBkSttImAmt>130920.37</NS1:IntrBkSttImAmt><NS1:CRDRInd>DBIT</NS1:CRDRInd></NS1:RsrvDtIs> <NS1:RsrvDtIs><NS1:RITSMem>ANZB</NS1:RITSMem><NS1:IntrBkSttImAmt>130594.57</NS1:IntrBkSttImAmt> <NS1:CRDRInd>CRDT</NS1:CRDRInd></NS1:RsrvDtIs></NS1:RsrvReqList></NS1:RsrvReqFile></pre>
---------------------	--

10.3.1 Display Fields for Reservation Batch Delete – Details

Field	Description
File Type	Displays the message type of messages contained in the Reservation Batch File. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
File Name	Displays the file name, including the file extension, of the Reservation Batch File.
Date Time Received	Displays the date and time that this Reservation Batch file was assigned with a status of 'Await Auth'.
Batch Stream Id	Displays the Batch Stream to which the uploaded file relates.
File Content	Displays the contents of the file in XML format.



10.3.2 Actions

Button	Description
Delete	Select Delete to delete the Reservation Batch File for which details are displayed (i.e. so that the upload to RITS is not completed).
Close	Select Close to return to the Reservation Batch File Delete list screen, with information refreshed.

10.4 Reservation Batch File Delete Confirmation

The Reservation Batch File Delete Confirmation screen displays when the Delete button is selected in Reservation Batch Delete – Details.

Reservation Batch File Delete Confirmation

The following Reservation Batch File will be deleted:

Reservation Batch File Name	PEXA.RSVREQ.141118.120202.000001.xml
Reservation Batch File Type	RSVREQ
Reservation Batch File Size (Bytes)	799

File History Details

Entry Date	Entry Time	User Logon	Status
18-Nov-2014	11:02:26	PEXA2E02	Await Auth

Are you sure you wish to proceed?

10.4.1 Display Fields for Reservation Batch File Delete Confirmation

Field	Description
Reservation Batch File Name	Displays the file directory and name, including the file extension, of the Reservation Batch file to be deleted.
Reservation Batch File Type	Displays the message type of the messages contained in the file to be deleted. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
Reservation Batch File Size (Bytes)	Displays the size in bytes of the Reservation Batch file that is to be deleted from RITS.
Entry Date	Displays the date that the Reservation Batch file was assigned a status of 'Await Auth'.
Entry Time	Displays the time that the Reservation Batch file was assigned a status of 'Await Auth'. Time is displayed in the 24-hour clock format.
User Logon	Displays the RITS user ID of the user that submitted the Reservation Batch file for upload.



Field	Description
Status	Displays 'Await Auth' (as only files awaiting authorisation can be deleted).

10.4.2 Actions

Button	Description
OK	Select OK to delete the file. If the deletion was successful , the Reservation Batch file is deleted (the status of the Reservation Batch File is changed to 'Deleted') and the user is returned to the Reservation Batch File Delete list screen refreshed, with the notification message "Update(s) submitted". If the deletion was not successful (because the file has already been authorised or deleted) the Reservation Batch file is not deleted, and the user is returned to the Reservation Batch File Delete list screen refreshed, with an error message displayed.
Cancel	If Cancel is selected, the Reservation Batch File is not deleted. The system returns to the Reservation Batch File Delete screen, refreshed.

10.5 Reservation Batch File Delete Notification Message

Upon successful deletion, the user is returned to the Reservation Batch File Deletion list screen, and a notification message is displayed. Note that the deleted file will no longer appear in the list of.

Reservation Batch File Delete

2 Records found [First | Previous] 1 [Next | Last]

File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User
PEXA.RSVREQ.141118.123202.000002.xml	RSVREQ	801	18-Nov-2014 11:32:33	PEXA2E02
PEXA.RSVREQ.141118.130202.000003.xml	RSVREQ	912	18-Nov-2014 11:32:36	PEXA2E02

Update(s) submitted

One of the following error messages is displayed if validations for the deletion were not passed successfully: "Update failed, the file has already been Authorised"; or "Update failed, the file has already been deleted". For example:

Reservation Batch File Delete

2 Records found [First | Previous] 1 [Next | Last]

File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User
PEXA.RSVREQ.141118.123202.000002.xml	RSVREQ	801	18-Nov-2014 11:32:33	PEXA2E02
PEXA.RSVREQ.141118.130202.000003.xml	RSVREQ	912	18-Nov-2014 11:32:36	PEXA2E02

Updated failed, the file has already been deleted



11. RESERVATION BATCH FILE AUTHORISATION

11.1 Key Points

- Allows a user to authorise a Reservation Batch File that has been uploaded to RITS.
- Authorisation must be turned on for the Batch Administrator.
- It is possible to authorise multiple Reservation Batch files at the same time.
- Any user with the relevant role can authorise a file. However, it is not possible for the same user to submit a file for upload and then authorise it.
- Reservation Batch files that are not authorised or deleted on the day that they were submitted for upload are assigned an upload status of 'Removed at EOD' by RITS at the end of the Reports session.

11.2 Reservation Batch File Authorisation List Screen

Select **Res File Auth** from the **Batch Admin** tab on the Main menu. This function is available only to users who have the role Reservation Batch File Authorisation. It displays Reservation Batch Files awaiting authorisation (i.e. in a status of 'Await Auth'). If there are no Reservation Batch Files with this status, the screen displays the message "No records found".

Reservation Batch File Authorisation 					
3 Records found [First Previous] 1 [Next Last]					
File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User	Authorise
PEXA.RSVREQ.141118.120202.000001.xml	RSVREQ	799	18-Nov-2014 11:02:26	PEXA2E02	<input checked="" type="checkbox"/>
PEXA.RSVREQ.141118.123202.000002.xml	RSVREQ	801	18-Nov-2014 11:32:33	PEXA2E02	<input type="checkbox"/>
PEXA.RSVREQ.141118.130202.000003.xml	RSVREQ	912	18-Nov-2014 11:32:36	PEXA2E02	<input type="checkbox"/>

11.2.1 Display Fields for Reservation Batch Authorisation List Screen

Field	Description
File Name	Displays the file name, including the file extension, of the Reservation Batch File awaiting authorisation.



Field	Description
File Type	Displays the message type of the messages contained in the Reservation Batch File awaiting authorisation. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
File Size (bytes)	Displays the size in bytes of the uploaded Reservation Batch File awaiting authorisation.
Date/Time Received	Displays the date and time that this Reservation Batch File was assigned a status of 'Await Auth'.
Uploading User	Displays the RITS user ID of the user that submitted the Reservation Batch file for upload and authorisation.

11.2.2 Actions

Button	Description
Authorise (checkbox)	Select a Reservation Batch File (i.e., a line item) for authorisation. More than one file can be selected. The uploading user cannot authorise a Reservation Batch File that they submitted for upload; the checkbox will be disabled for the user in this case.
(Select a row)	Selection of a row is allowed by mouse click, or tab and Enter. On the selection of a row, the Reservation Batch File Authorisation - Details screen is displayed.
Authorise	Select Authorise to proceed with the Authorisation of the selected Reservation Batch File(s) (at least one checkbox must be selected). Upon submission, the Reservation Batch File Confirmation screen displays.
Clear	Select Clear to clear any checkbox entries and remain on the Reservation Batch File Authorisation list screen, refreshed.



11.3 Reservation Batch File Authorisation – Details

The Reservation Batch File Authorisation – Details screen displays when a row in the list screen is selected.

Reservation Batch File Authorisation - Details

Message Received at RITS	
File Type	RSVREQ
Filename	PEXA.RSVREQ.20141118.150200.000094.xml
Date Time Received	18-Nov-2014 14:53:52
Batch Stream Id	PEXA

File Content	<pre><NS1:RsrvReqFile xmlns:NS1="urn:au:gov:rba:rits:reservedbatch:xsd:RsrvReq"><NS1:Vrsn>1.0</NS1:Vrsn> <NS1:RsrvReqList><NS1:RsrvReq><NS1:BIN>PEXA14001112601</NS1:BIN><NS1:SttImDt>2014-11-18</NS1:SttImDt> <NS1:RsrvDtIs><NS1:RITSMem>WPAC</NS1:RITSMem><NS1:IntrBkSttImAmt>325.8</NS1:IntrBkSttImAmt> <NS1:CRDRInd>CRDT</NS1:CRDRInd><NS1:RsrvDtIs><NS1:RsrvDtIs><NS1:RITSMem>CBAA</NS1:RITSMem> <NS1:IntrBkSttImAmt>130920.37</NS1:IntrBkSttImAmt><NS1:CRDRInd>DBIT</NS1:CRDRInd> </NS1:RsrvDtIs><NS1:RsrvDtIs><NS1:RITSMem>ANZB</NS1:RITSMem><NS1:IntrBkSttImAmt>130594.57</NS1:IntrBkSttImAmt> <NS1:CRDRInd>CRDT</NS1:CRDRInd></NS1:RsrvDtIs></NS1:RsrvR</pre>
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11.3.1 Display Fields for Reservation Batch Authorisation – Details

Field	Description
File Type	Displays the message type of the messages contained in the uploaded file to be authorised. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
File Name	Displays the file name, including the file extension, of the uploaded Reservation Batch File to be authorised.
Date Time Received	Displays the date and time that this Reservation Batch File was assigned a status of 'Await Auth'.
Batch Stream Id	Displays the Batch Stream to which the file relates.
File Content	Displays the contents of the file in XML format.

11.3.2 Actions

Button	Description
Close	Select Close to return to the Reservation Batch File Authorisation list screen, refreshed.



11.4 Reservation Batch File Authorisation Confirmation

The Reservation Batch File Authorisation Confirmation screen is displayed when the Authorise button is selected on the Reservation Batch File Authorisation list screen.

Reservation Batch File Authorisation Confirmation 

The following Reservation Batch File(s) will be authorised:

File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User
PEXA.RSVREQ.141118.120202.000001.xml	RSVREQ	799	18-Nov-2014 11:02:26	PEXA2E02
PEXA.RSVREQ.141118.123202.000002.xml	RSVREQ	801	18-Nov-2014 11:32:33	PEXA2E02

Are you sure you wish to proceed?

11.4.1 Display Fields for Reservation Batch Authorisation Confirmation Screen

Field	Description
File Name	Displays the file name, including the file extension, of the Reservation Batch File being authorised.
File Type	Displays the message type of the messages contained in the Reservation Batch File being authorised. These types are: RSVREQ (Reservation Request), RECREQ (Reservation Recall Request) and SETREQ (Settlement Request).
File Size (bytes)	Displays the size in bytes of the Reservation Batch File.
Date/Time Received	Displays the date and time that this Reservation Batch File was assigned a status of 'Await Auth'.
Uploading User	Displays the RITS user ID of the user that submitted the Reservation Batch File for upload.



11.4.2 Actions

Button	Description
OK	Select OK to commit the listed files for authorisation. If validations for all files to be authorised are passed, the files are authorised and upload is complete (the Reservation Batch File is assigned a status of 'Uploaded'). The user is returned to the Reservation Batch File Authorisation list screen, refreshed, and a message is displayed: 'Update(s) submitted'. If validations for the file to be authorised are not passed, the user is returned to the Reservation Batch File Authorisation list screen, refreshed, and an error message is displayed.
Cancel	Select Clear to clear checkbox entries and return to the Reservation Batch File Authorisation list screen, refreshed.

11.5 Reservation Batch File Authorisation Notification Message

Upon successful deletion, the user is returned to the Reservation Batch File Authorisation list screen, refreshed. Following either a successful or unsuccessful authorisation, the relevant notification message displays below the list. The following screen shows an example of the notification message for a successful authorisation:

Reservation Batch File Authorisation

1 Record found [First | Previous] 1 [Next | Last]

File Name	File Type	File Size (bytes)	Date/Time Received	Uploading User	Authorise
PEXA.RSVREQ.141118.130202.000003.xml	RSVREQ	912	18-Nov-2014 11:32:36	PEXA2E02	<input type="checkbox"/>

Update(s) submitted

Authorise
Clear



12. REPORTS

12.1 Key Points

- Two reports are available to the Batch Administrator.
 - **Batch Administrator Transactions Enquiry Report.** This report is available in the Member Reports facility. It contains details of transactions in a batch. It includes information about batches arriving at RITS over the COIN and via the Reservation Batch upload functionality.
 - **Batch Feeder Audit Report.** This report is available in the System Reports facility. It is produced in overnight RITS processing. It tracks the manual entry of RITS-entered batches and batches entered via SWIFT message. Reservation Batches are not shown in this report.
 - Refer to the *Reports User Guide* for details on how to access these reports.
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13. BATCH REJECT CODES

The following reject codes apply to batches entered by SWIFT messages and/or to Reservation Batches.

Reject Code	Description
50	Insufficient funds
51	Processing error
70	Payment Order (Transaction ID) does not exist
71	Payment Order already has this status
72	Payment Order Settled
73	Unauthorised Command/Enquiry
74	Duplicate TRN (for this date)
75	RTGS Closed
76	Member code does not exist
77	Member suspended
78	Value date is prior to current date
80	ESA Status is not A D or P
81	Credit Status is not A D or P
84	Warehoused payments not accepted from feeder system
85	Message recalled
86	Message unsettled at end of day
87	Does not meet message format standards
88	Sub-Message type does not exist
89	MAC\PAC check failed
92	Rejected by RITS/RTGS because no evening agreement or ineligible transaction source or ineligible party
93	Rejected by RITS/RTGS because one or more counterparties is not a Member
95	Rejected by RITS/RTGS because ineligible participants in batch stream
96	Rejected by RITS/RTGS because batch does not sum to zero