

# **RESERVE BANK INFORMATION AND TRANSFER SYSTEM**

## **RITS Member Billing User Guide**

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**December 2019**





## RITS

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## RITS

# 1. INTRODUCTION

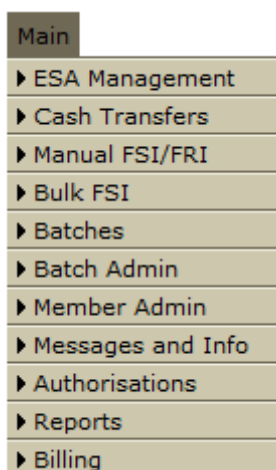
## 1.1 Document Purpose

The *RITS Member Billing User Guide* covers billing functions that are available to RITS Members from the Main Menu. A RITS Member user can **view their billing activity and invoices** from the previous 12 months. This User Guide also explains the various components of the **RITS Invoice**.

The **schedule of fees and charges** is not included in this Guide. It is available from the Fees and Billing page of the RITS Information Facility or from the Reserve Bank website.

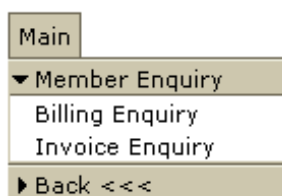
## 1.2 How to locate Member Billing Functions on the RITS Menu

After logging on to RITS, the Main Menu is displayed on the left-hand side of the screen.



Select the Billing tab to expand the menu.

The Member Billing Enquiry and Member Invoice Enquiry functions can be accessed by clicking on the menu label under Member Enquiry.



## 1.3 Types of RITS Fees

### 1.3.1 Fixed Fees

Annual fees are levied for membership of RITS and for usage of the Automated Information Facility (AIF). These fees are charged in advance and included in the July invoice.



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The following table shows the descriptions used in RITS invoices and in billing enquiries.

Type of Fee	Description
Annual RITS membership fee	Membership Fee (2017/18 FY)
Annual AIF fee	AIF Fee (2017/18 FY)

#### 1.3.2 Volume Fees

A volume fee is applied to most transactions (both for debits and credits) settled in RITS across a Member's Exchange Settlement Account (ESA). A volume fee is also applied on the volume of NPP payments settled using the Fast Settlement Service (FSS). These fees are billed monthly in arrears.

The following table shows the descriptions used in invoices and in billing enquiries for each type of transaction. "W/h" indicates warehoused transactions, which are shown as separate items in invoices.

Type of Transaction	Description for credits	Description for debits
Austraclear feeder system	RTGS Fee Austraclear Credit	RTGS Fee Austraclear Debit
RITS Cash Transfers	RTGS Fee Cash Transfer Credit RTGS Fee Cash Transfer (W/h) Credit	RTGS Fee Cash Transfer Debit RTGS Fee Cash Transfer (W/h) Debit
SWIFT PDS feeder system	RTGS Fee SWIFT Credit RTGS Fee SWIFT (W/h) Credit	RTGS Fee SWIFT Debit RTGS Fee SWIFT (W/h) Debit
CHESS Batch	RTGS Fee CHESS Batch Credit	RTGS Fee CHESS Batch Debit
CHESS RTGS feeder system	RTGS Fee CHESS-RTGS Credit RTGS Fee CHESS-RTGS (W/h) Credit	RTGS Fee CHESS-RTGS Debit RTGS Fee CHESS-RTGS (W/h) Debit
eftpos Batch	RTGS Fee eftpos Batch Credit	RTGS Fee eftpos Batch Debit
Mastercard Batch	RTGS Fee Mastercard Batch Credit	RTGS Fee Mastercard Batch Debit
Property Reservation Batch	RTGS Fee PEXA Batch Credit	RTGS Fee PEXA Batch Debit
ASXF Batch	RTGS Fee ASXF Batch Credit	RTGS Fee ASXF Batch Debit
FSS	FSS Fee Credit	FSS Fee Debit

Volume fees are not applied to:

- Low Value Settlement Service (LVSS) transactions;
- Government emergency payments paid by the Reserve Bank on behalf of Centrelink via SWIFT; or
- Allocation Transfers.

#### 1.3.3 Value Fees

A Value Fee is applied based on the aggregate value of transactions settled (both debits and credits) across a Member's ESA during the month. The value fee is billed monthly in arrears.



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The value fee is not levied on:

- RBA Repos;
- Government emergency payments;
- NPP Payments; or
- Allocation Transfers.



## RITS

## 2. MEMBER BILLING ENQUIRY

### 2.1 About Member Billing Enquiry

The Member Billing Enquiry function allows the user to view charges within a specified date range.

### 2.2 Key Points

- The user can filter information by branch and/or by type of item, e.g. fixed fees, volume ("per unit") fees, value fees, late fees and adjustments.
- Information for the current month to date and the previous 12 months is available.
- Filtering for Billing Type = All will not be directly comparable to the monthly invoice:
  - Adjustment entries are made on the 1<sup>st</sup> working day following the invoice month and are dated as such. These should be searched separately.
  - For some items discrepancies may arise due to rounding (see Section 2.4).

### 2.3 Member Billing Enquiry Screen

#### 2.3.1 Navigation

- Select the **Billing** tab on the Main menu.
- The Member Enquiry menu displays.
- Select **Billing Enquiry**.

The screenshot displays the 'Member Billing Enquiry' window. At the top is a blue header bar with the title 'Member Billing Enquiry' and a printer icon. Below this is a section titled 'Enquiry Filter' with a scroll-up arrow. The filter section contains several dropdown menus: 'Branch' set to 'All', 'Billing Type' set to 'All', and 'Per Unit' set to 'All'. Below these are date selection fields: 'Date From' with values '1', 'August', and '2017', and 'Date To' with values '31', 'August', and '2017'. At the bottom right of the filter section are three buttons: 'Find', 'Clear', and 'Export'.



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#### 2.3.2 Filter Elements

The table below describes available filter options. You can use more than one filter, depending on the options you select.

Field	Description
Branch	This filter lists a RITS Member's branches. Selecting a branch returns fees related to that branch. Selecting "All" returns all charges for the RITS Member.
Billing Type	This filter lists categories of billing items: <ul style="list-style-type: none"><li>• <b>All</b> - returns all charges and adjustments in the selected date range.</li><li>• <b>Adjustments</b> - returns adjustments entered on invoices.</li><li>• <b>Fixed Fees</b> - returns charges for all fixed fee types; dated the last day of the invoice month.</li><li>• <b>Late Fees</b> - returns all late fees. A late fee is calculated each day on the amount unpaid on each invoice after the respective payment due date.</li><li>• <b>Per Unit Fees</b> - returns all volume fees; see below in this table.</li><li>• <b>Value Fees</b> - returns value fees, calculated monthly and dated the last day of the invoice month.</li></ul> Selecting a category returns charges for that billing type incurred during the selected date range.
Per Unit	This filter becomes active if Billing Type = Per Unit Fees. (See Section 1.3.2 Volume Fees.) Selecting a per unit fee type returns daily charges for that type incurred during the selected date range. Selecting "All" returns daily charges for all per unit fee types incurred during the selected date range.
Date From	This filter allows selection of a start date (inclusive) for the search. The default date is the first day of the current month. This date cannot be later than Date To.
Date To	This filter allows selection of an end date (inclusive) for the search. The default date is the current date. This date cannot be earlier than Date From.



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### 2.3.3 Action Options

Button	Description
<b>Find</b>	This option activates a search according to the criteria specified. Set the filter/s (see above table), and then select <b>Find</b> .
<b>Clear</b>	<b>Clear</b> resets the filter/s and clears the search list.
<b>Export</b>	This option exports search results to an Excel document.
<b>Printer icon</b>	Select the <b>printer icon</b> to print the list displayed on the screen.

### 2.3.4 List Screen

When Find is selected, the results according to the filter criteria set are displayed in the following screen:

**Member Billing Enquiry**

Enquiry Filter

Branch: All

Billing Type: All

Per Unit: All

Date From: 12 July 2017

Date To: 1 August 2017

Find

Clear

Export

Total Number: 360 Amount: \$1108.21

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

Branch	Date	Number	Description	Rate	Amount
AT022E	12-Jul-2017	1	RTGS Fee Cash Transfer Credit	\$0.46	\$0.46
AT022E	12-Jul-2017	1	RTGS Fee SWIFT Debit	\$0.46	\$0.46
AT022E	12-Jul-2017	1	RTGS Fee CHESS-RTGS Debit	\$0.46	\$0.46
AT022E	12-Jul-2017	1	RTGS Fee CHESS-RTGS Credit	\$0.46	\$0.46
AT022E	13-Jul-2017	1	RTGS Fee SWIFT Debit	\$0.46	\$0.46
AT022E	13-Jul-2017	1	RTGS Fee Cash Transfer Credit	\$0.46	\$0.46
AT022E	13-Jul-2017	2	RTGS Fee PEXA Batch Credit	\$0.46	\$0.92
AT022E	14-Jul-2017	1	RTGS Fee CHESS-RTGS Credit	\$0.46	\$0.46
AT022E	14-Jul-2017	1	RTGS Fee CHESS-RTGS Debit	\$0.46	\$0.46
AT022E	17-Jul-2017	1	RTGS Fee Cash Transfer Credit	\$0.46	\$0.46
AT022E	17-Jul-2017	1	RTGS Fee SWIFT (W/h) Credit	\$0.46	\$0.46
AT022E	17-Jul-2017	2	RTGS Fee PEXA Batch Credit	\$0.46	\$0.92
AT022E	24-Jul-2017	212	FSS Fee Credit	\$0.005	\$1.06
AT022E	24-Jul-2017	132	FSS Fee Debit	\$0.005	\$0.66
AT02	31-Jul-2017	1	RITS Value Fee		\$900.05
AT02	01-Aug-2017	1	Adjustment Entry Debit		\$200.00





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#### 2.3.5 List Headings

The table below explains the information that is displayed in the bottom half of the screen as a result of a successful search based on the filters specified.

Field	Description
<b>Summary Details</b>	Shows the total number and summation ('amount') of billing charges shown in the search result.
<b>Branch</b>	The branch to which the billing item pertains. Branches are listed in order of the 6 character RITS mnemonic (or the 4 character mnemonic if the charge relates to the Member rather than the branch), and then date order, ascending.
<b>Date</b>	The date when the billable transaction occurred.
<b>Number</b>	The number of billable transactions of a particular billing type on the date shown.
<b>Description</b>	Describes the billing charge.
<b>Rate</b>	The unit rate for the billing type, where applicable.
<b>Amount</b>	The total amount for a billing item (Number x Rate).

#### 2.4 Reconciling Charges with Invoice

The figures in the Billing Enquiry will match corresponding figures shown on Members' RITS invoices. Please note that the Billing Enquiry does not show the GST levied on the RITS fees, whereas this is shown in invoices. (See Section 4 in this Guide for a sample invoice.)

In the Member Billing Enquiry function, the daily amounts are rounded for display purposes. In the invoice, amounts for the month are rounded after the summation of daily amounts, resulting in a potential rounding difference when compared with the Member Billing Enquiry figures.



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### 3. MEMBER INVOICE ENQUIRY

#### 3.1 About Member Invoice Enquiry

The invoice enquiry allows the user to select one or more invoices to view or print from a displayed list.

#### 3.2 Key Points

- The screen is automatically populated with a list of the Member's current and previous 12 months' invoices.
- Selected invoice(s) display as PDF files that you can view and then print. Note that viewing, saving and printing are accessed via the same option, **Print Invoice**. (See Section 3.3.2 below.)

#### 3.3 Member Invoice Enquiry Screen

##### 3.3.1 Navigation

- Select the **Billing** tab on the Main menu.
- The **Member Enquiry** menu displays.
- Select **Invoice Enquiry**.

The following screen is displayed, showing a list of the monthly invoices that are available.

Member Invoice Enquiry				
Enquiry Filter				
			Print Invoices	Clear
Member	Invoice	Status	Amount Unpaid	Select
AT02	Jan 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	Feb 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	Mar 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	Apr 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	May 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	Jun 2017	Paid	\$0.00	<input type="checkbox"/>
AT02	Jul 2017	Paid	\$0.00	<input type="checkbox"/>



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#### 3.3.2 Action Options

Action	Description
<b>Select</b>	Click the check box next to required invoice(s) in the <b>Select</b> column.
<b>Print Invoices</b>	Once invoice(s) are selected, click <b>Print Invoices</b> . A pop-up window displays ...“Do you want to open or save this file?”
<b>Open</b>	<b>Opens</b> , in a separate window, selected invoice(s) for viewing in PDF format and printing as desired; or
<b>Save</b>	Select <b>Save</b> to save PDF file of selected invoice(s) to a particular directory; or
<b>Cancel</b>	<b>Cancels</b> the action and returns to the invoice listing.
<b>Clear</b>	<b>Clears</b> the current check box selection of invoice(s).
<b>Printer icon</b>	Select the <b>printer icon</b> to print the invoice listing displayed on the screen.



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## 4. THE RITS INVOICE

### 4.1 About the RITS Invoice

The RITS invoice includes all new charges accrued during a given invoice period (monthly).

Page 1 includes the Balance Brought Forward (i.e. the Total Amount Due from the previous invoice), the total of any payments made during the month, late payment fees incurred (if any) and any Adjustments to the invoice. The Total Amount Due and Payment Due Date are also displayed.

Late fees are calculated each day on the amount unpaid on each invoice after the respective payment due date. The rate used to calculate late fees is the current target cash rate as published on the RBA Website or some other rate as advised from time to time by the RBA.

Fixed Fees are charged annually in advance, in the July invoice.

RITS Volume Fees shows the total of the various "per-unit" fees. For information purposes, further detail on volume fees is shown on page 2 of the invoice.

The RITS Value Fee payable for the month is shown on page 1. Details on values settled and calculation of the fee are available on page 3.

For all values in the invoice, rounding is done after all summations have been completed.



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## 4.2 Sample Invoice

## 4.2.1 Page One

**RESERVE BANK OF AUSTRALIA**

ABN 50 008 559 486  
 Business Policy & Services  
 Payments Settlements Department  
 GPO Box 3947, SYDNEY NSW 2001

**RITS Tax Invoice**

Date: 01-Aug-2017  
 Invoice No: ABCB0717  
 Payment Due: 18-Aug-2017  
 Billing Contact: Pieter Doodeman  
 Tel: 02 9551 8953  
 Email: ritsbilling@rba.gov.au

**Invoice To:**

Bill Smith  
 Senior Accounts Officer  
 ABC Bank Limited  
 GPO Box 1234  
 SYDNEY NSW 2000

**ABCB****ABN: 00000000002****SUMMARY**

<b>Balance Brought Forward</b>	<b>\$57,029.36</b>
Payments Received in Jul 2017	-\$10,000.00
<b>Balance (amount overdue)</b>	<b>\$47,029.36</b>
Late Payment Fee	\$28.35
RITS Service Charges for Jul 2017	\$97,406.38
Adjustment	\$220.00

**TOTAL AMOUNT DUE** **\$144,684.09**

**PAYMENT DUE DATE** **18-Aug-2017**

*\* Please deduct any payments since 31-Jul-2017*

**RITS Service Charges for Jul 2017**

Service	Amount (excl GST)	GST	Total (incl GST)
<b>Fixed Fees:</b>			
Membership Fee (2017/18 FY)	\$6,000.00	\$600.00	\$6,600.00
AIF Fee (2017/18 FY)	\$900.00	\$90.00	\$990.00
<b>RITS Volume Fee</b>	<b>\$16,659.25</b>	<b>\$1,665.93</b>	<b>\$18,325.18</b>
<b>RITS Value Fee</b>	<b>\$64,992.00</b>	<b>\$6,499.20</b>	<b>\$71,491.20</b>
<b>Total Service Charges for Jul 2017</b>	<b>\$88,551.25</b>	<b>\$8,855.13</b>	<b>\$97,406.38</b>

**Adjustment**

Supply of 1 token	\$200.00	\$20.00	\$220.00
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**RITS****4.2.2 Page Two****ABCB****RITS Volume Fee - Transaction Details for Jul 2017**

<b>Transaction Type</b>	<b>Price</b>	<b>Qty</b>	<b>Amount</b>	<b>GST</b>	<b>Total</b>
RTGS Fee Austraclear Credit	\$0.46	56	\$25.76	\$2.58	\$28.34
RTGS Fee Austraclear Debit	\$0.46	95	\$43.70	\$4.37	\$48.07
RTGS Fee Cash Transfer Credit	\$0.46	18	\$8.28	\$0.83	\$9.11
RTGS Fee Cash Transfer (W/h) Credit	\$0.46	1	\$0.46	\$0.05	\$0.51
RTGS Fee Cash Transfer Debit	\$0.46	11	\$5.06	\$0.51	\$5.57
RTGS Fee SWIFT Credit*	\$0.46	16,459	\$7,571.14	\$757.11	\$8,328.25
RTGS Fee SWIFT (W/h) Credit*	\$0.46	94	\$43.24	\$4.32	\$47.56
RTGS Fee SWIFT Debit	\$0.46	19,438	\$8,941.48	\$894.15	\$9,835.63
RTGS Fee CHES Batch Credit	\$0.46	15	\$6.90	\$0.69	\$7.59
RTGS Fee CHES Batch Debit	\$0.46	7	\$3.22	\$0.32	\$3.54
RTGS Fee MasterCard Batch Credit	\$0.46	6	\$2.76	\$0.28	\$3.04
RTGS Fee MasterCard Batch Debit	\$0.46	10	\$4.60	\$0.46	\$5.06
RTGS Fee PEXA Batch Credit	\$0.46	4	\$1.84	\$0.18	\$2.02
RTGS Fee PEXA Batch Debit	\$0.46	1	\$0.46	\$0.05	\$0.51
FSS Fee Credit	\$0.005	30	\$0.15	\$0.02	\$0.17
FSS Fee Debit	\$0.005	40	\$0.20	\$0.02	\$0.22
<b>Total Volume Fee</b>		<b>36,285</b>	<b>\$16,659.25</b>	<b>\$1,665.93</b>	<b>\$18,325.18</b>

\* Excludes Government Emergency Payments.

**RITS****4.2.3 Page Three****ABCB****RITS Value Fee - Details for Jul 2017**

<b>Total Value Settled:</b>	\$649,919,648,165.39
<b>Price:</b>	\$0.10 per \$1 million or part thereof
<b>Amount of Fee (excl GST):</b>	\$64,992.00
<b>GST:</b>	\$6,499.20
<b>Total Fee (incl GST):</b>	\$71,491.20

<b>Transaction Details</b>	<b>Value Settled</b>
Austraclear Credit^	\$926,540,384.00
Austraclear Debit^	\$1,571,809,580.00
Cash Transfer Credit	\$12,039,232,329.00
Cash Transfer Debit	\$11,027,000,006.00
SWIFT Credit*	\$273,875,410,292.00
SWIFT Debit	\$321,608,785,432.00
CHESS Batch Credit	\$248,180,460.00
CHESS Batch Debit	\$115,817,548.00
MasterCard Batch Credit	\$99,272,184.00
MasterCard Batch Debit	\$165,453,640.00
PEXA Batch Credit	\$18,613,431.80
PEXA Batch Debit	\$2,003,258.00
LVSS APCE Credit	\$633,061,050.00
LVSS APCR Credit	\$2,225,822,561.00
LVSS APCR Debit	\$32,000,000.00
LVSS APCT Credit	\$2,560,611,089.00
LVSS BECG Debit	\$2,840,668,220.00
LVSS BECN Credit	\$8,045,345,725.00
LVSS BECN Debit	\$4,060,000,000.00
LVSS CECS Credit	\$2,971,032,674.00
LVSS CINT Credit	\$450,098.87
LVSS CINT Debit	\$254,674.72
LVSS CSHD Debit	\$2,298,824,751.00
LVSS GABS Credit	\$27,000,000.00
LVSS GABS Debit	\$2,526,458,777.00
<b>Total Value</b>	<b>\$649,919,648,165.39</b>

*^ Excludes RBA Repos.*

*\* Excludes Government Emergency Payments.*