

RESERVE BANK INFORMATION AND TRANSFER SYSTEM

Cash Transfer User Guide

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1. CASH TRANSFER

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

1.1 Overview

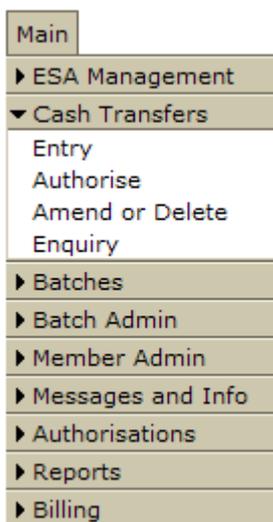
Cash Transfers are used to make cash payments, including settlement of interbank money market transactions and obligations arising from agency arrangements for the low-value clearing streams. Cash Transfers may also be used in contingency situations to make payments if one or more of the feeder systems are unavailable.

1.2 Available Functions

- **Entry** - Enter one side of a Cash Transfer.
 - **Authorise** - Authorise one or many Cash Transfers.
 - **Amend/Delete** – Amend or delete a Cash Transfer.
 - **Enquiry** - Enquire on the status and details of Cash Transfers.
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1.3 RITS Menu

After logging on to RITS, the Main menu is displayed on the left-hand side of the screen. Select the **Cash Transfers** tab to expand the menu as displayed below. The Cash Transfer options are **Entry**, **Authorise**, **Amend or Delete** or **Enquiry**.



The two parties to a Cash Transfer use **Entry** to enter Cash Transfer details. Either party may enter first. Cash Transfers may be entered up to 5 business days prior to the settlement date.



If authorisation is required, a Member uses **Authorise** to complete the authorisation.

After all authorisations are completed and the transaction is matched, the Cash Transfer is sent to the System Queue for settlement testing if the settlement date is today; otherwise it enters 'matched' status and awaits the settlement date.

Users are able to amend the details of unmatched Cash Transfers or change the Cash Account Status of matched warehoused Cash Transfers using **Amend or Delete**. Users are also able to delete a Cash Transfer prior to it being sent to the System Queue using **Amend or Delete**.

To recall a Cash Transfer that has already been sent to the System Queue, refer to **Cash Account Queue Management** in the *ESA Management User Guide*.

An **Enquiry** is provided to view Cash Transfers and their details.

Transaction details and the history of each transaction can be viewed in the **Authorise**, **Amend or Delete** or **Enquiry** screens.

1.4 Cash Transfer Status Definitions

Status	Description
Unmatched	Cash Transfer entry is not matched by the counterparty.
Matched	Cash Transfer entry is matched with the counterparty's corresponding entry.
Payer/Rec to Auth	Unmatched Cash Transfer payment or receipt that requires authorisation.
Recalled	Cash Transfer entry is recalled from the System Queue prior to settlement.
Payer/Rec to Delete	Matched warehoused Cash Transfer deleted prior to the settlement date. Signifies that the counterparty also needs to delete its side of the transaction.
Limits Test	A matched Cash Transfer awaiting settlement by the System Queue.
Unsettled	Cash Transfer that was not settled by the end of the Settlement Close Session or the Evening Session as applicable.
Deleted	An unmatched Cash Transfer entry that has been deleted. A matched Cash Transfer for a future date (warehoused) that has been deleted prior to entering the System Queue on settlement day.
Completed	Cash Transfer that has been settled.



1.5 Function Descriptions

Function	Description
Entry	Enter one side of a Cash Transfer.
Authorise	Authorise one or more Cash Transfers.
Amend or Delete	Amend or delete a Cash Transfer.
Enquiry	Enquire on a Cash Transfer.

1.6 Cash Transfer and User/Branch Links

A user must be linked to a branch before the user can enter, authorise, amend/delete or view Cash Transfers for that branch.

Once a user has been linked to a branch (by the Member’s Password/Certificate Administrator), the branch mnemonic can be selected in the Own Branch filter:

- in **Entry**, to enter a new Cash Transfer for that branch;
- in **Amend or Delete**, to find transactions that can be amended or deleted for that branch;
- in **Authorise**, to permit the authorisation of transactions for that branch by the linked user; and
- in **Enquiry**, to view Cash Transfers for that branch.

1.7 Cash Transfer Reports

A Cash Transfer Activity Log is available the following day in **SYSTEM REPORTS**. It lists all Cash Transfers entered during the previous day.

An online report for the Cash Transfer Enquiry is available in **MEMBER REPORTS**.

See the *Reports User Guide* for more information.



2. CASH TRANSFER ENTRY

2.1 Key Points

- Both parties enter their Cash Transfer details.
 - Cash Transfer details must match for the transaction to proceed.
 - Either party (payer or receiver) may make the first entry.
 - The following are matching fields:
 - Side, Other Member, Deal Date, Settlement Date, Interest Rate, Amount and Trade Type.
 - The following are optional fields:
 - Private Comments and Payer's Public Comments.
 - Cash Transfers with a Trade Type of 'IBOC1' or 'IBOC2' (Interbank Overnight Cash) represent, respectively, the first and second leg of a Cash Market Transaction (a transaction in the Cash Market with a term of overnight between one bank (as an unsecured provider of credit) and another bank (as an unsecured receiver of credit)¹. A Trade Type of 'Other' represents Cash Transfers that are not a Cash Market Transaction.
 - Cash Transfers may be entered for settlement on the current day or warehoused (for up to 5 business days) for settlement at a future date.
 - A matched warehoused Cash Transfer is placed on the System Queue at 7:30 am on the day of settlement, but is not available for settlement until after the 9am Batch has run and the DAY session has opened.
-

2.2 Cash Transfer Entry Screen

Select **Entry** from the **Cash Transfers** tab on the menu. The following screen is displayed.

¹ For further information about identifying activity in the Cash Market, see section 4: Data Sufficiency from the [Cash Rate Procedures Manual](#).



Cash Transfer Entry

Branch	• <input style="width: 100%;" type="text" value="RSTA2E"/>	RSTA2E BRANCH
Side	• <input style="width: 100%;" type="text" value="Please Select"/>	
Cash Account Status	<input style="width: 100%;" type="text" value="None"/>	
Other Member	• <input style="width: 100%;" type="text"/>	
Deal Date	• <input style="width: 100%;" type="text" value="22-May-2018"/>	
Settlement Date	• <input style="width: 100%;" type="text" value="22-May-2018"/>	
Bank Account	• <input style="width: 100%;" type="text" value="052-000-RSTA2E"/>	
Interest Rate	• <input style="width: 100%;" type="text" value="0.0000"/>	
Amount	• <input style="width: 100%;" type="text"/>	
Trade Type	• <input style="width: 100%;" type="text" value="Please Select"/>	
Private Comments	<input style="width: 100%; height: 20px;" type="text"/>	
Payer's Public Comments	<input style="width: 100%; height: 20px;" type="text"/>	Viewable by counterparty

• mandatory field

2.2.1 Entry Fields

Field	Description
Branch	Select branch from the Branch list box. Lists the branches to which the user is linked.
Side	Select <i>Payer</i> or <i>Receiver</i> .
Cash Account Status	Defaults to the status set for each branch in Override Cash Account Status in ESA Management . Available to Payers only. Select from <i>Active, Priority, Deferred</i> or <i>None</i> .
Other Member	Enter the counterparty's RITS branch mnemonic in this auto-populate field. Type in a character(s) until the desired mnemonic is displayed. You can overwrite the displayed mnemonic at any time.
Deal Date	Defaults to the current system date. Select the appropriate date.
Settlement Date	Defaults to the current system date. Select either the current date or five business days forward. The Settlement Date must be after the Deal Date.
Bank Account	Defaults to the first cash account with the Cash Transfer account purpose of the branch. Select the appropriate account.
Interest Rate	Defaults to zero. Enter an interest rate or leave it at zero.
Amount	Enter the amount of the transfer. Entry short cuts 'K' or 'T' (thousands), 'M' (millions) or 'B' (billions) are available.



Field	Description
Trade Type	Select from <i>IBOC1</i> , <i>IBOC2</i> or <i>Other</i> .
Private Comments	Enter information (if required) about the Cash Transfer. This information is not viewable by the counterparty.
Payer's Public Comments	Enter information (if required) about the Cash Transfer. This information is viewable by the counterparty. Available to Payers only.

2.2.2 Actions

Button	Description
Submit	Select Submit to commit the Cash Transfer entry details.
Clear	Select Clear to clear all details entered on the Cash Transfer Entry screen. The appropriate fields are re-populated with default values. If this option is selected before Submit, the Cash Transfer is not submitted.
Printer Icon	Select the Printer Icon to print the page.



2.3 Submitting a Cash Transfer

Once all mandatory details of a Cash Transfer have been entered, select **Submit**.

If the **Submit** action was successful, notification is received advising the status of the Cash Transfer, the Cash Transfer ID and the requirement for authorisation (if any, as shown on the following screen).

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

Cash Transfer Entry Notification 

This transaction has been submitted for authorisation

Branch	RSTA2E
Side	Pay
Cash Account Status	Active
Other Member	RSTB2E
Deal Date	22-May-2018
Settlement Date	22-May-2018
Bank Account	052-000-RSTA2E
Interest Rate	0.0000
Amount	\$5,000.00
Trade Type	Other
Private Comments	
Payer's Public Comments	

The entry has been processed. The CASHT ID is **13124540** and is **unmatched**



3. CASH TRANSFER AUTHORISE

3.1 Key Points

- Authorise Cash Transfers entered in **Entry** and changes made in **Amend or Delete**. Authorisation is not available for deleting Cash Transfers.
- Authorise one or more Cash Transfers at a time.
- Transactions entered or amended by one user cannot be authorised by the same user. However, if User A enters a transaction, which is then amended by User B, User A may authorise the amended transaction.
- Cash Transfers do not match until both parties have completed any authorisations that are required.

This function can be accessed via the menu or the Cash Transfer Authorisation link in the Header.

3.2 Cash Transfer Authorise Screen

Select **Authorise** from the **Cash Transfers** tab on the menu. The following screen is displayed, with the list populated based on the default filter criteria.

The screenshot shows the 'Cash Transfer Authorise' screen. At the top is a blue header with the title and a printer icon. Below is a light-colored 'Enquiry Filter' section containing several input fields and buttons. The fields include: 'Branch' (dropdown menu set to 'All'), 'CashT ID' (text box), 'Other Member' (text box), 'Pay/Rec' (dropdown menu set to 'Both'), and 'Settlement Date' (with 'From' and 'To' dropdown menus both set to '22-May-2018'). At the bottom right of the filter section are three buttons: 'Find', 'Clear', and 'Export' (with a checkbox).

3.2.1 Filter Criteria for Authorisation

Field	Description
Branch	Defaults to <i>All</i> . Select the appropriate branch from the Branch list box. Lists the branches to which the user is linked.
CashT ID	Enter the Cash Transfer ID generated when the Cash Transfer was submitted or leave blank to view all Cash Transfers. If a Cash Transfer ID is entered, all other filter criteria are ignored.
Other Member	Enter the counterparty's RITS branch mnemonic in this auto-populate field. Type in a character(s) until the desired mnemonic is displayed. You can overwrite the displayed mnemonic at any time.



Field	Description
Pay / Rec	Defaults to <i>Both</i> . Select <i>Payer</i> , <i>Receiver</i> or leave as <i>Both</i> .
Settlement Date From	Defaults to the current system date. The next five business days are displayed in a list box. Select the appropriate date.
Settlement Date To	Defaults to the current system date. The next five business days are displayed in a list box. Select the appropriate date.

3.2.2 Actions

Button	Description
Find	Select Find to display a list of transactions requiring authorisation, based on the filter criteria selected.
Clear	Select Clear to re-populate the filter criteria with default values. Any listed transactions are also cleared.
Export	Select Export and Find to 'export' a list of transactions to an Excel spreadsheet, based on the filter criteria selected.
Printer Icon	Select the Printer Icon to print the page.

3.3 Finding Cash Transfers for Authorisation

If a filtered search is required, enter the appropriate filters and select **Find**. A list of Cash Transfers matching the filter criteria is displayed.



Cash Transfer Authorise

Enquiry Filter

Branch

CashT ID Other Member Pay/Rec

Settlement Date From To Export

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

CashT ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Trade Type	Status	Authorise
13124523	RSTA2E	RSTB2E	22-May-2018	-\$100.00	0.0000%	Other	Payer to Auth	<input type="checkbox"/>
13124526	RSTA2E	RSTB2E	22-May-2018	-\$100.00	0.0000%	IBOC1	Payer to Auth	
13124540	RSTA2E	RSTB2E	22-May-2018	-\$5,000.00	0.0000%	Other	Payer to Auth	

**3.3.1 List Headings**

Field	Description
CashT ID	Displays the Cash Transfer ID generated when the Cash Transfer was submitted. Column can be sorted in ascending or descending order.
Payer	Displays the paying branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Receiver	Displays the receiving branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Settlement Date	Displays the Settlement Date of the Cash Transfer. Column can be sorted in ascending or descending date order.
Amount	Displays the value of the Cash Transfer. Column can be sorted in ascending or descending order.
Interest Rate	Displays the interest rate agreed between the two parties for the Cash Transfer. Column can be sorted in ascending or descending order.
Trade Type	Displays the Trade Type agreed between the two parties for the Cash Transfer. Column can be sorted in ascending or descending alphabetical order.
Status	Displays the current status of the Cash Transfer at the time the search was performed.
Authorise	Select the check box to authorise one or more transactions.

3.3.2 Actions

Button	Description
Authorise (check box)	Select the check box of the transaction(s) to authorise. To authorise more than one transaction at once, continue selecting the checkboxes of the other transactions.
Submit	Select Submit to authorise the selected transaction(s).
Select a transaction	Select a transaction in the list to view its details. See chapter 5.4 for a description of the information displayed.
Printer Icon	Select the Printer Icon to print the page.



3.4 Authorising a Transaction

To authorise a transaction in the list on the **Cash Transfer Authorisation** screen, tick the check box under the 'Authorise' column, then select **Submit**. A Bulk Authorisation Details Confirmation screen, similar to the one below, is displayed. It lists the individual transactions and the total of inward and outward payments to be authorised.

3.4.1 Bulk Authorisation Details Confirmation

Bulk Authorisation Details Confirmation 			
CashT ID	Payer	Receiver	Amount
11976869	BQLQ2E	ROYC2E	-\$10,000.00
11976857	BQLQ2E	ROYC2E	-\$5,000.00
Total Payments			\$15,000.00
Total Receipts			\$0.00

Do you wish to proceed with authorisation?

3.4.2 Actions

Button	Description
OK	Select OK to authorise the transaction(s). The system processes all of the authorisation records that are submitted together. Those records that can be processed are authorised. Records that cannot be processed – either because the status of the record has changed or the details of the record have changed since they were selected, are not processed. The success or failure of each record is shown in the Notification screen.
Cancel	Select Cancel to return to the Cash Transfer Authorisation screen (see chapter 3.3) with a list of transactions according to the filter criteria previously entered in Authorise . No transactions are authorised.
Printer Icon	Select the Printer Icon to print the page.

3.4.3 Authorised Cash Transfer Notification

After '**OK**', a Notification screen, shown below, is displayed indicating the authorisation result.

If an authorisation cannot be processed, its failure is noted in this screen.

Where the status of the authorisation has changed (e.g. to 'Matched' by another user) before the completion of the authorisation, the following message is displayed in the **Result** column 'Transaction not eligible for authorisation'.

Where the transaction details have changed, (e.g. by another user amending them), the following message 'Details changed since record was selected' is displayed in the **Result**



column. To authorise the new details, close the Notification screen and re-select the record main Cash Transfer Authorise screen.

Bulk Authorisation Details Notification 					
CashT ID	Payer	Receiver	Amount	Status	Result
11976869	BQLQ2E	ROYC2E	-\$10,000.00	Unmatched	Authorised Successfully
11976857	BQLQ2E	ROYC2E	-\$5,000.00	Unmatched	Authorised Successfully



4. CASH TRANSFER AMEND OR DELETE

4.1 Key Points

- Amend or Delete Cash Transfers with status of *unmatched, payer to authorise or receiver to authorise*.
- Amend (for payers only) the Cash Account Status in matched entries for warehoused transactions.
- Delete matched entries for warehoused transactions.

4.2 Cash Transfer Amend or Delete Screen

Select **Amend or Delete** from the **Cash Transfers** tab on the menu. The following screen is displayed.

4.2.1 Filter Criteria for Amend or Delete

Field	Description
Branch	Defaults to <i>All</i> . Select the required branch from the Branch list box. Lists the branches to which the user is linked.
CashT ID	Enter the Cash Transfer ID generated when the Cash Transfer was submitted or leave blank to view all Cash Transfers. If a Cash Transfer ID is entered, all other filter criteria are ignored.
Other Member	Enter the counterparty's RITS branch mnemonic in this auto-populate field. Type in a character(s) until the desired mnemonic is displayed. You can overtype the displayed mnemonic at any time.
Pay/Rec	Defaults to <i>Both</i> . Select <i>Payer</i> , <i>Receiver</i> or leave as <i>Both</i> .
Status	Defaults to <i>All</i> . Select <i>Payer to Authorise</i> , <i>Receiver to Authorise</i> , <i>Unmatched</i> , <i>Matched</i> , <i>Payer to Delete</i> , <i>Receiver to Delete</i> or leave as <i>All</i> .
Settlement Date From	Defaults to the current system date. The next five business days are displayed in a list box. Select the appropriate date.
Settlement Date To	Defaults to the current system date. The next five business days are displayed in a list box. Select the appropriate date.



4.2.2 Actions

Button	Description
Find	Select Find to display the list of transactions eligible for amendment or deletion, based on the filter criteria selected.
Clear	Select Clear to re-populate the filter criteria with default values. Any listed transactions are also cleared.
Export	Select Export and Find to 'export' a list of transactions to an Excel spreadsheet, based on the filter criteria selected.
Printer Icon	Select the Printer Icon to print the page.

4.3 Finding Cash Transfers for Amend or Delete

Once the appropriate filter criteria have been entered in the Cash Transfer Amend or Delete screen, select **Find**. A list of transactions is displayed in the following screen.

Cash Transfer Amend or Delete

Enquiry Filter

Branch CashT ID Other Member Pay/Rec Status

Settlement Date From To

Export

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

CashT ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Trade Type	Status
13126462	RSTB2E	RSTA2E	28-May-2018	-\$150.00	0.0000%	Other	Unmatched
13126463	RSTA2E	RSTB2E	28-May-2018	\$800.00	1.5000%	Other	Unmatched

**4.3.1 List Headings**

Field	Description
CashT ID	Displays the Cash Transfer ID generated when the Cash Transfer was committed. Column can be sorted in ascending or descending order.
Payer	Displays the paying branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Receiver	Displays the receiving branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Settlement Date	Displays the Settlement Date of the Cash Transfer. Column can be sorted in ascending or descending date order.
Amount	Displays the amount of the Cash Transfer. Column can be sorted in ascending or descending order.
Interest Rate	Displays the interest rate agreed by the two parties for the Cash Transfer. Column can be sorted in ascending or descending order.
Trade Type	Displays the Trade Type of the Cash Transfer. Column can be sorted in ascending or descending alphabetical order.
Status	Displays the status of the Cash Transfer at the time the search was performed.

4.3.2 Actions

Button	Description
Select a transaction	Select a transaction to open the Cash Transfer Amend or Delete screen.
Printer Icon	Select the Printer Icon to print the page.



4.4 Amending or Deleting a Cash Transfer

To select a Cash Transfer to be amended or deleted, click on a listed transaction to select the transaction from the **Cash Transfer Amend or Delete** screen (see chapter 4.3). The following screen is displayed.

Cash Transfer Amend or Delete

Branch	RSTB2E	RSTB2E BRANCH
CashT ID	13126462	
Side	Payer	
Status	Unmatched	
Cash Account Status	Deferred <input type="button" value="v"/>	
Other Member	• RSTA2E	RSTA2E BRANCH
Deal Date	• 28-May-2018	<input type="button" value="v"/>
Settlement Date	• 28-May-2018	<input type="button" value="v"/>
Bank Account	• 602-000-RSTB2E	CT Cash Transfer Account <input type="button" value="v"/>
Interest Rate	• 0.0000	%
Amount	• \$150.00	
Trade Type	• Other	<input type="button" value="v"/>
Private Comments	<input type="text"/>	
Payer's Public Comments	<input type="text"/> Viewable by counterparty	

• mandatory field

Transaction History Details

CashT ID	Entry Time	Entry Date	User Logon	Entry Changed	Old	New	Status
13126462	17:14:59	28-May-2018	RSTB2E01				Unmatched

4.4.1 Amend/Delete Detail Headings

The editable fields in **Cash Transfer Amend or Delete** are listed below:

Field	Description
Cash Account Status	Available to Payers only. Select <i>Active</i> , <i>Priority</i> , <i>Deferred</i> or <i>None</i> . For matched warehoused transactions only the Cash Account Status can be amended.
Other Member	Enter the counterparty's RITS branch mnemonic in this auto-populate field. Type in a character(s) until the desired mnemonic is displayed. You can overwrite the displayed mnemonic at any time.
Deal Date	Select appropriate date or leave unchanged.
Settlement Date	Select either the current date or five business days forward. The Settlement Date must be after the Deal Date.



Field	Description
Bank Account	Select the appropriate account.
Interest Rate	Amend the interest rate that has been agreed on between the paying and the receiving parties.
Amount	Amend the amount to be transferred.
Trade Type	Amend the trade type that has been agreed on between the paying and the receiving parties.
Private Comments	Enter information (if required) about the Cash Transfer. This information is not viewable by the counterparty.
Payer's Public Comments	Enter information (if required) about the Cash Transfer. This information is viewable by the counterparty. Available to Payers only.

4.4.2 Actions

Button	Description
Amend	Select Amend to submit your changes to the details of the Cash Transfer.
Delete	Select Delete to initiate a deletion. A confirmation screen is then displayed. See chapter 4.4.4.
Cancel	Select Cancel to return to the Cash Transfer Amend or Delete screen (see chapter 4.3) - no transactions are amended or deleted.
Printer Icon	Select the Printer Icon to print the page.

4.4.3 Cash Transfer Amend Notification

Once **Amend** has been selected, the following notification screen is displayed.



Cash Transfer Amend Notification	
Branch	RSTB2E
Side	Pay
Cash Account Status	Deferred
Other Member	RSTA2E
Deal Date	28-May-2018
Settlement Date	28-May-2018
Interest Rate	00.0000
Amount	\$3,000.00
Trade Type	Other
Private Comments	
Payer's Public Comments	

Amendment has been processed. The CASHT ID is **13126462** and is **unmatched**

If the amendment is not successful, because the status or the details of the transaction have changed since it was selected, an on-screen message 'Failed to modify Cash Transfer id nnnnnn – record has been changed' is displayed.

4.4.4 Cash Transfer Delete Notification

On selecting **Delete** the following confirmation screen is displayed.

Cash Transfer Delete Confirmation	
Are you sure that you wish to proceed with the Cash Transfer Delete?	
<input type="button" value="OK"/> <input type="button" value="Cancel"/>	

Once the deletion has been confirmed, the following notification is displayed.

Cash Transfer Delete Notification	
Transaction has been deleted for ID: 13126462	
<input type="button" value="Close"/>	

If the deletion is not successful, because the status or the details of the transaction have changed since it was selected, an on-screen message 'Failed to modify Cash Transfer ID nnnnnn – record has been changed' is displayed.



5. CASH TRANSFER ENQUIRY

5.1 Key Points

- Enquire on the status, details and history of Cash Transfers.

5.2 Cash Transfer Enquiry Screen

Select **Enquiry** from the **Cash Transfers** tab on the menu. The following screen is displayed.

5.2.1 Filter Criteria for Enquiry

Field	Description
Branch	Defaults to <i>All</i> . Select the required branch from the Branch list box. Lists branches to which the user is linked.
CashT ID	Enter the Cash Transfer ID generated when the Cash Transfer was committed or leave blank to view all Cash Transfers. If a Cash Transfer ID is entered, all other filter criteria are ignored.
Other Member	Enter the counterparty's RITS branch mnemonic in this auto-populate field. Type in a character(s) until the desired mnemonic is displayed. You can overwrite the displayed mnemonic at any time.
Pay/Rec	Defaults to <i>Both</i> . Select <i>Payer</i> , <i>Receiver</i> or leave as <i>Both</i> .
Status	Defaults to <i>All</i> . Select <i>Unmatched</i> , <i>Payer to Authorise</i> , <i>Matched</i> , <i>Recalled</i> , <i>Receiver to Authorise</i> , <i>Receiver to Delete</i> , <i>Limits Test</i> , <i>Unsettled</i> , <i>Payer to Delete</i> , <i>Deleted</i> , <i>Completed</i> or leave as <i>All</i> . You can select more than one status in this list. Click on one status, hold the Ctrl key down and select one or more statuses. Alternatively, use the Shift key to select a run of statuses.
Settlement Date From	Defaults to current system date. The next five business days and last five business days are displayed in a list box. Select the appropriate date.



Field	Description
Settlement Date To	Defaults to current system date. The next five business days and last five business days are displayed in a list box. Select the appropriate date.

5.2.2 Actions

Button	Description
Find	Select Find to display a list of filtered Cash Transfers with their status, based on the filter criteria entered.
Clear	Select Clear to re-populate the filter criteria with default values. Any listed transactions are also cleared.
Export	Select Export and Find to 'export' a list of transactions to an Excel spreadsheet, based on the filter criteria selected.

5.3 Finding Cash Transfers for Enquiry

Once the appropriate filter criteria have been entered in the Cash Transfer Enquiry screen, select **Find**. A list of Cash Transfers matching the filter criteria is displayed, as in the following screen.

Cash Transfer Enquiry

Enquiry Filter

Branch CashT ID Other Member Pay/Rec Status

Settlement Date From To

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

An asterisk (*) next to a mnemonic indicates that a branch action is required.

CashT ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Trade Type	Status
13126459	RSTA2E	RSTB2E	28-May-2018	\$100.00	0.0000%	Other	Limits Test
13126460	RSTB2E	RSTA2E*	28-May-2018	-\$300.00	1.5000%	IBOC1	Rec to Auth
13126462	RSTB2E	RSTA2E	28-May-2018	-\$3,000.00	0.0000%	Other	Deleted
13126463	RSTA2E*	RSTB2E	28-May-2018	\$800.00	1.5000%	Other	Unmatched

**5.3.1 List Headings**

Field	Description
CashT ID	Displays the Cash Transfer ID generated when the Cash Transfer was committed. Column can be sorted.
Payer	Displays the paying branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Receiver	Displays the receiving branch mnemonic. Column can be sorted in ascending or descending alphabetical order.
Settlement Date	Displays the date of settlement of the Cash Transfer. Column can be sorted in ascending or descending date order.
Amount	Displays the amount of the Cash Transfer. Column can be sorted in ascending or descending order.
Interest Rate	Displays the interest rate agreed between the two parties for the Cash Transfer. Column can be sorted in ascending or descending order.
Trade Type	Displays the trade type agreed between the two parties for the Cash Transfer. Column can be sorted in ascending or descending alphabetical order.
Status	Displays the current status of the Cash Transfer at the time the search was performed.

5.3.2 Actions

Button	Description
Select a transaction	Select a transaction in the list to view its details.
Printer Icon	Select the Printer Icon to print the page.



5.4 Viewing Individual Transaction Details

To view details of each Cash Transfer, select a transaction from the list. The following screen is displayed.

Cash Transfer Details

Branch	RSTB2E	RSTB2E BRANCH
Side	Payer	
Status	Rec to Auth	
CashT ID	13126460	
Old CashT ID		
Trans ID		
Trans Type	CASHP	
Cash Account Status		
Other Member	RSTA2E	RSTA2E BRANCH
Deal Date	28-May-2018	
Settlement Date	28-May-2018	
Bank Account		
Interest Rate	1.5000%	
Amount	\$300.00	
Trade Type	IBOC1	
Private Comments		
Payer's Public Comments		

Transaction History Details

CashT ID	Entry Time	Entry Date	User Logon	Entry Changed	Old	New	Status
13126460	17:04:28	28-May-2018	RSTA2E02				Rec to Auth
13126460	17:13:58	28-May-2018	RSTA2E01	amount	\$240.00	\$300.00	Rec to Auth



5.4.1 Individual Transaction Detail Headings

Field	Description
Branch	Displays the Branch in which the Cash Transfer was entered.
Side	Displays the side of the Cash Transfer – either <i>Payer</i> or <i>Receiver</i> .
Status	Displays the status of the Cash Transfer at the time the search was performed.
CashT ID	Displays the system generated Cash Transfer ID when the Cash Transfer was entered.
Old CashT ID	Displays the Cash Transfer ID before the transaction was matched.
Trans ID	Displays the Transaction ID generated by RITS.
Trans Type	Displays either CASHP for Payer or CASHR for Receiver. If the Cash Transfer is warehoused, then displays WCSHP for Payer or WCSHR for Receiver.
Cash Account Status	Displays the Cash Account Status of the transaction – either <i>Active</i> , <i>Priority</i> , <i>Deferred</i> or <i>None</i> .
Other Member	Displays the counterparty's RITS Member branch.
Deal Date	Displays the deal date the Cash Transfer.
Settlement Date	Displays the date of settlement of the Cash Transfer.
Bank Account	Displays the Cash Account of the Member branch.
Interest Rate	Displays the interest rate agreed between the paying and receiving parties for the Cash Transfer.
Amount	Displays the amount of the Cash Transfer.
Trade Type	Displays the trade type agreed between the paying and receiving parties for the Cash Transfer.
Private Comments	Displays the information about the Cash Transfer which is not viewable by the counterparty.
Payer's Public Comments	Displays the information (input by the Payer) about the Cash Transfer. Viewable by both parties.

5.4.2 Actions

Button	Description
Close	Select Close to close the Cash Transfer Details screen and return to the Cash Transfer Enquiry screen.
Printer Icon	Select the Printer Icon to print the page.





5.5 Viewing Transaction History Details

5.5.1 Transaction History Details

The Transaction History Details displayed include CashT ID, entry time and date, the user who entered the transaction and the status. Subsequent changes to transaction details made in Cash Transfer **Amend** are displayed under the Entry Changed, Old and New headings.

Transaction History Details							
CashT ID	Entry Time	Entry Date	User Logon	Entry Changed	Old	New	Status
11702105	10:37:07	18-Apr-2007	BQLQ2E71				Payer to Auth
11702105	13:16:40	18-Apr-2007	BQLQ2E71	amount	\$100.00	\$150.00	Payer to Auth
11702105	13:18:28	18-Apr-2007	BQLQ2E95				Unmatched
11702105	13:20:51	18-Apr-2007	BQLQ2E71				Payer to Auth
11702105	13:20:51	18-Apr-2007	BQLQ2E71	amount	\$150.00	\$200.00	Payer to Auth
11702105	13:22:08	18-Apr-2007	BQLQ2E95				Unmatched
11702105	13:24:18	18-Apr-2007	BQLQ2E71				Payer to Auth
11702105	13:24:18	18-Apr-2007	BQLQ2E71	interest rate	0.0000	5.0000	Payer to Auth
11702105	13:24:18	18-Apr-2007	BQLQ2E71	amount	\$200.00	\$250.00	Payer to Auth
11702134	13:47:23	18-Apr-2007	ROYC2E71				Unmatched
11702134	13:50:57	18-Apr-2007	BQLQ2E95				Limits Test

5.5.2 Transaction History Detail Headings

Field	Description
CashT ID	Displays the Cash Transfer ID generated when the Cash Transfer was entered.
Entry Time	Displays the time new details were received.
Entry Date	Displays the date new details were received.
User Logon	Displays the user who entered or amended the details of the Cash Transfer.
Entry Changed	Displays the name of the transaction detail that was changed in Cash Transfer Amend or Delete .
Old	Displays the original value of the transaction detail. Remains blank when only the transaction status has changed.
New	Displays the new value of to the amended transaction detail. Remains blank when only the transaction status has changed.
Status	Displays the status of the transaction as a result of an amendment in the transaction detail being applied or a change in status (e.g. 'Rec to Auth' to 'Limits Test', etc).

5.5.3 Example and Interpretation

In the Transactions History Details screen shown in chapter 5.5.1, the entries are interpreted as follows:



In this example, both Cash Transfer Entry and Cash Transfer Amend/Delete require authorisation.

Line 1: Cash Transfer is entered – requires authorisation.

Line 2: The amount is amended - requires authorisation.

Line 3: Authorisation is completed. Status becomes 'unmatched'.

Lines 4 and 5: The amount is amended – Line 4 reflects the change in status from 'Unmatched' to 'Payer to Auth'. Line 5 shows the details for amount.

Line 6: Authorisation is completed.

Line 7 – Line 9: The interest rate and amount are amended – Line 7 reflects the change in status from 'Unmatched' to 'Payer to Auth'. Lines 8 and 9 show the details of interest rate and amount.

Line 10: Authorisation is completed.

Line 11: The Cash Transfer is matched by the other party and the transaction goes to the Queue for limits testing.

Note when Amend/Delete is used:

- a separate row in the history is created to reflect the change in status; and
- separate rows are created for changes to amount, interest rate, settlement date and Cash Account Status.