# RITS User Training

Introduction to RITS



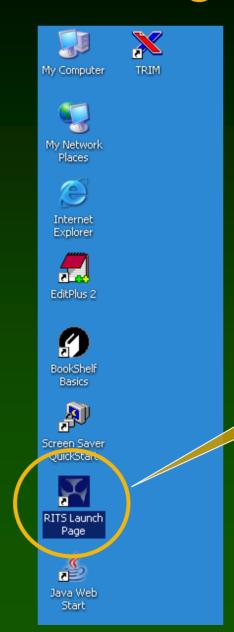
#### Contents

- Demonstration of the features of RITS, including:
  - Launch Page & Logging in
  - Header & Menu
  - ESA Position
  - Settled Payments
  - Other ESA Management functions: Transaction enquiry/ SWIFT enquiry/ AIF enquiry/ 7:30am Information
  - ESA/ Credit Queue Management
  - Other ESA/ Credit functions: Override Status/ Bulk ESA Status/ Bulk Credit Status
  - Cash Account Queue Management
  - Other Cash Account functions: Override Status/ Limit/ Sub-limit/ Enquiry
  - Cash Transfers
  - Messages and Info: Evening Members/ Holiday Enquiry/ Member Enquiry/ Message Enquiry/ Session History/ SWIFT BICs
  - Changing a Password
  - Unsolicited Advices
  - User Privileges
  - Printing and Exporting
  - Reports

Tips for refreshing the screen



# RITS Launch Page



Double click on the Launch Page icon to get to the RITS Launch Page



## RITS Launch Page

RITS - Windows Internet Explorer provided by Reserve Bank of Australia \_ | 🗆 | × RITS Reserve Bank Information & Transfer System RITS Help Desk Tel: 1800 659 360\* Fax: 02 9551 8063 Email: rits@rba.gov.au Settlements with RBA Tel: 02 9551 8912\* Tel: 02 9551 8916\* \* All calls to and from the RITS Help Desk and Settlements telephones are recorded. \*\* Internet connection required for Information & Setup (www.rba.gov.au/rits) Information & Setup\*\* RITS Pre-Production RITS Options Click this to **Click on the RITS** change your Click this to get to environment you autodetect the RITS wish to log in settings (network **Information Page** connections)

V. 2006-12-21

# Logging into RITS

RITS - Windows Internet Explorer provided by Reserve Bank of Australia

Reserve Bank Information & Transfer System

Insert token, then enter username and password.

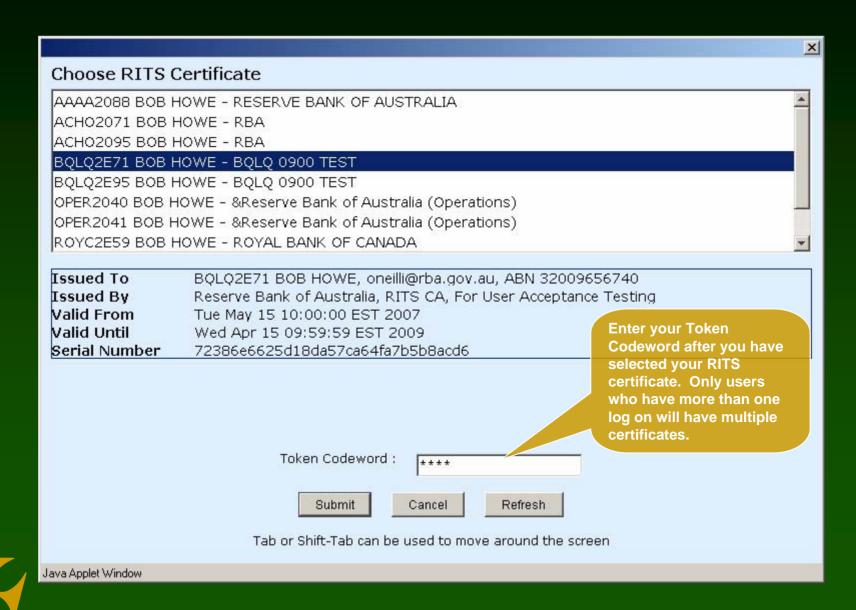


This login page will expire in 82 seconds

Enter your Username and RITS Password, then click "Login". Ensure your RITS token is in the USB port of your PC. RITS Token Administration RITS Testcard RITS Software RITS Launch Page Software

RITS is only for use by Members' authorised users in accordance with the RITS Regulations

### Logging into RITS - RITS Certificate



#### RITS Header

- Shown on all screens
- Displays the current session, the system time and user details
- Provides a link to the session table showing the latest session times and the RITS time refreshed
- Links to outstanding authorisations and messages
- Links to the homepage, RITS contacts details, the RITS Information Facility and logout buttons
- Displays messages from the RITS Help Desk



#### RITS Header

▶ Billina

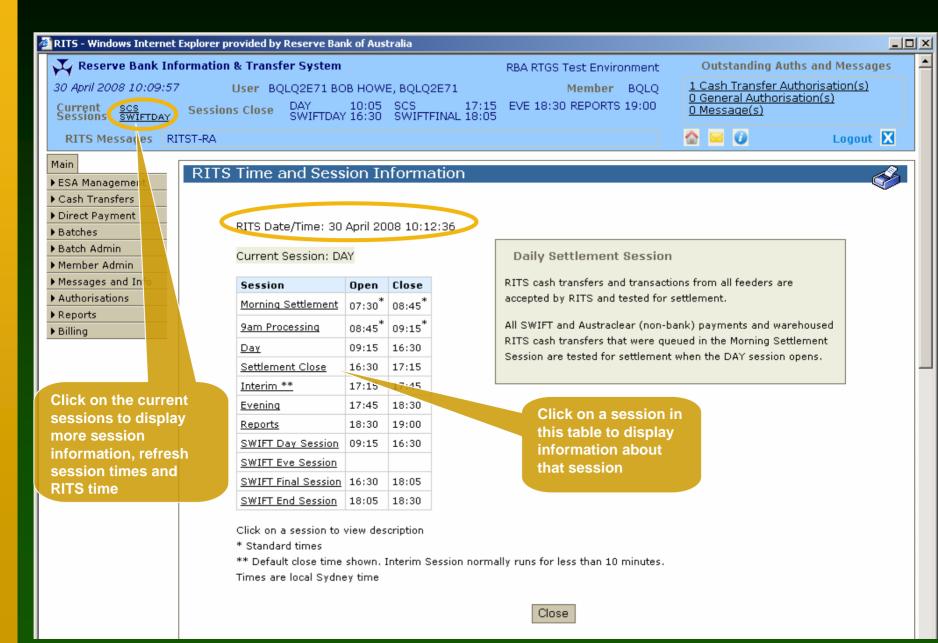


Morning betternent bession	07.30	-	00.43	07.30	-	00,43
9am Processing	08:45	-	09:15	08:45	-	09:15
Daily Settlement Session	09:15	-	16:30	09:15	-	16:30
Settlement Close Session	16:30	-	17:15	16:30	-	17:15
Interim Session	17:15	-	17:20 *	17:15	-	17:20 *
Evening Settlement Session	17:20 *	-	18:30	17:20 *	-	20:30
Reports Session	18:30	-	19:00	20:30	-	21:00
SWIFT Sessions						
SWIFT Daily Settlement Session (all MT202s and MT103s)	09:15	-	16:30	09:15	-	16:30
SWIFT Final Settlement Session (MT202s between evening agreed banks)	16:30	-	18:05	16:30	-	20:05
SWIFT End Session (no new SWIFT payments can be entered)	18:05	-	18:30	20:05	-	20:30

Changes to session times made by the RITS Help Desk will be reflected in the "Session Close" times displayed in the Header and in the "Current Session" link, Shortened evening session times will apply on the NSW Bank Holiday (August) and NSW Labour Day (October), and may apply on other non-national public holidays.

<sup>\*</sup> Approximate time - the Evening Settlement Session will commence when the Interim Cashlist is complete.
Time (Winter) is Australian Eastern Standard Time and Time (Summer) is Australian Eastern Daylight-saying Time

#### RITS Header and Session Info

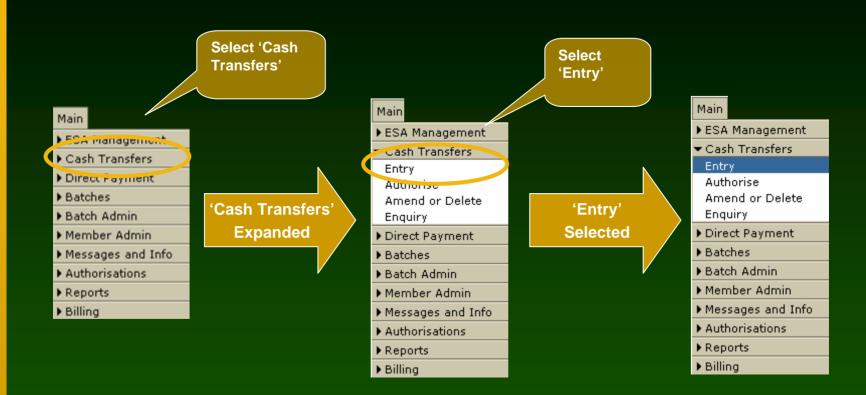


### RITS Menu

- Shown on all screens
- Displays only the functions that the user can access
- Expands and collapses as required
- User's preferred structure is 'remembered' on the PC
- Find function names in plain English



## RITS Menu - expands





# RITS Menu -fully expanded

#### Main

- ▶ ESA Management
- ▶ Cash Transfers
- Direct Payment
- ▶ Batches
- ▶ Batch Admin
- ▶ Member Admin
- Messages and Info
   Authorisations
- Reports
- ▶ Billing

Partially Expanded

#### Main

- ▼ ESA Management
  ESA Position
  Settled Payments
  Transaction Enquiry
  SWIFT Enquiry
  AIF Enquiry
  7:30am Information
- ▶ ESA/Credit
- ▶ Cash Account.
- ▼ Cash Transfers
- Entry Authorise Amend or Delete Enquiry
- ▼ Direct Payment Direct Payment
- ▼ Batches Enquiry
- ▼ Batch Admin
  - Entry Management
- ▼ Member Admin
- Auth by Function Change Password Evening Agreement Password Admin Roles
- Unsolicited Advices User Privileges
- ▼ Messages and Info
- Evening Members
  Holiday Enquiry
  Member Enquiry
  Message Enquiry
  Session History
  SWIFT BICs
- ▼ Authorisations
  - Authorisations List
- ▼ Reports
- Member Reports System Reports
- ▶ Billing

Fully Expanded

#### Main

- ▼ ESA Management
  ESA Position
  Settled Payments
  Transaction Enquiry
  SWIFT Enquiry
  AIF Enquiry
- ▼ ESA/Credit

  Queue Mgt

  Override Status

  Bulk ESA Status

  Bulk Credit Status

7:30am Information

- ▼ Cash Account

  Queue Mgt

  Override Status

  Bulk Status

  Limit

  Sub-Limit

  Enquiry
- ▼ Cash Transfers
  Entry
  Authorise
  Amend or Delete
  Enquiry
- ▼ Direct Payment
- Direct Payment ▼ Batches
- Enquiry
- ▼ Batch Admin Entry Management
- ▼ Member Admin
- Auth by Function Change Password Evening Agreement Password Admin Roles Unsolicited Advices User Privileges
- Messages and Info
  Evening Members
  Holiday Enquiry
  Member Enquiry
  Message Enquiry
  Session History
  SWIFT BICs
- ▼ Authorisations Authorisations List
- ▼ Reports Member Reports System Reports
- ▶ Billing



### Important Note

- Members must ensure that they have sufficient ESA balances to pay their 9am Batch obligation.
- The cut-off to obtain funds is 8.45am.
- Members can obtain funds:
  - via RBA Manual Repos in Austraclear or
  - by Cash Transfers in RITS
- View your prospective position in ESA position.

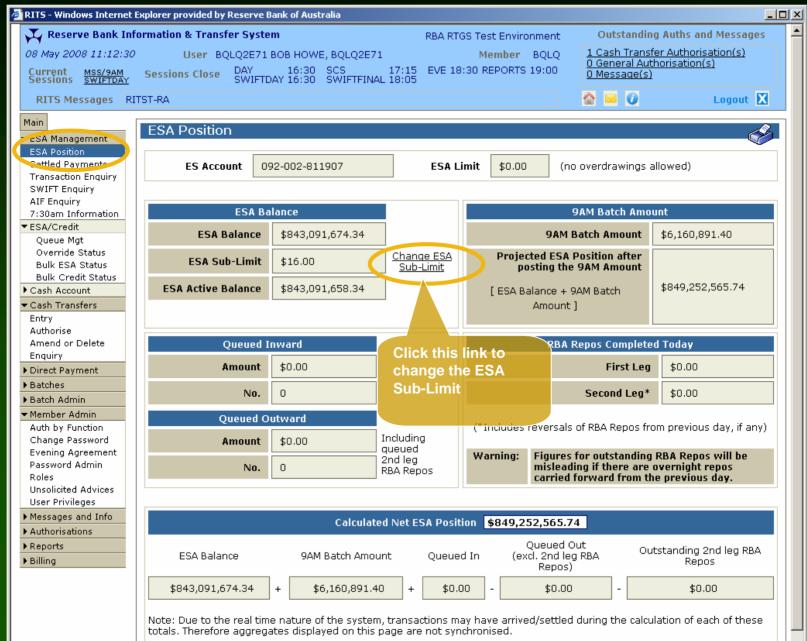


#### **ESA** Position

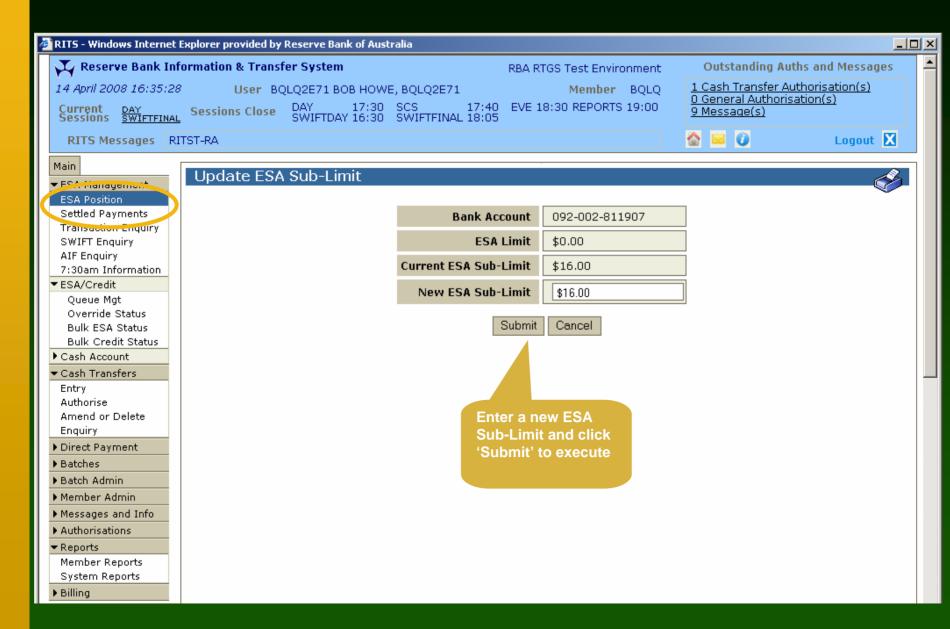
- shows Member's overall ESA position including:
  - current ESA balance, ESA Sub-Limit and Active Balance
  - queued inward and outward total amounts & number of transactions (queued outward totals include 2<sup>nd</sup> leg RBA repos)
  - amount to be credited/ debited to the ESA in the 9am Batch and the Projected ESA Position that results
  - values of first and second leg RBA Repos settled in Austraclear
- the Calculated Net ESA Position is displayed
- change the ESA Sub-Limit from the ESA Position screen



#### **ESA** Position



### ESA Position— changing the ESA Sub-Limit

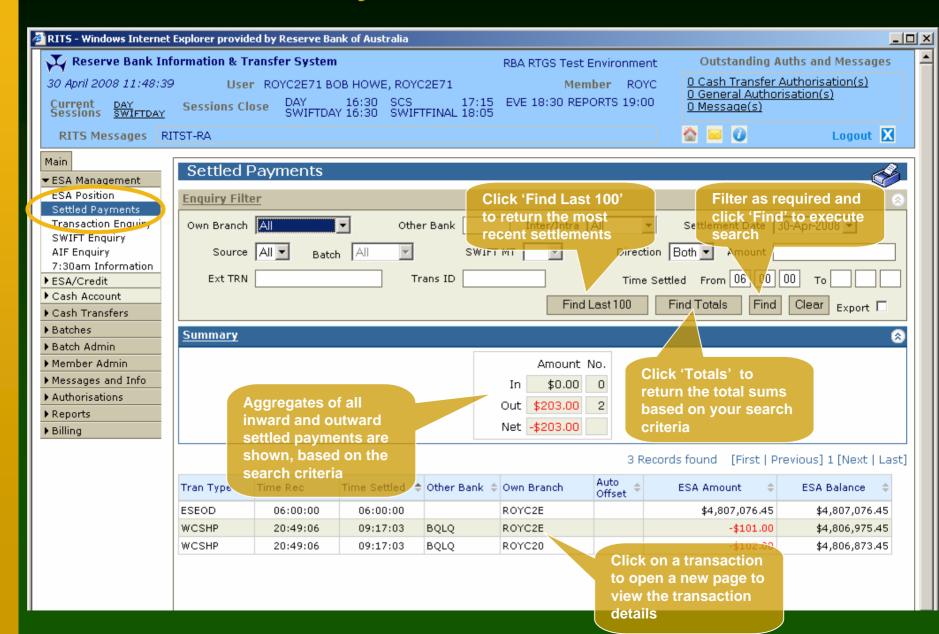


#### Settled Payments

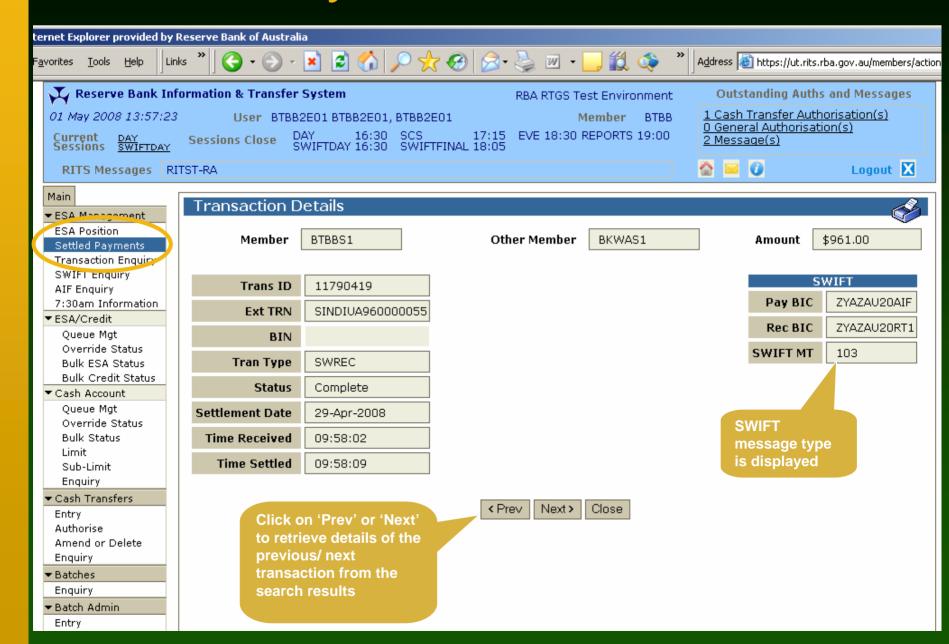
- View intrabank and interbank settled transactions from RITS, SWIFT and Austraclear Feeder Systems
- Search for transactions using a wide range of criteria
- Aggregates of all inward and outward settled payments are shown, based on the search criteria used
- The Austraclear tran type is displayed on the Transaction Details screen
- The SWIFT message type is displayed on the Transaction Details screen
- Filter on the SWIFT message type is available



# Settled Payments



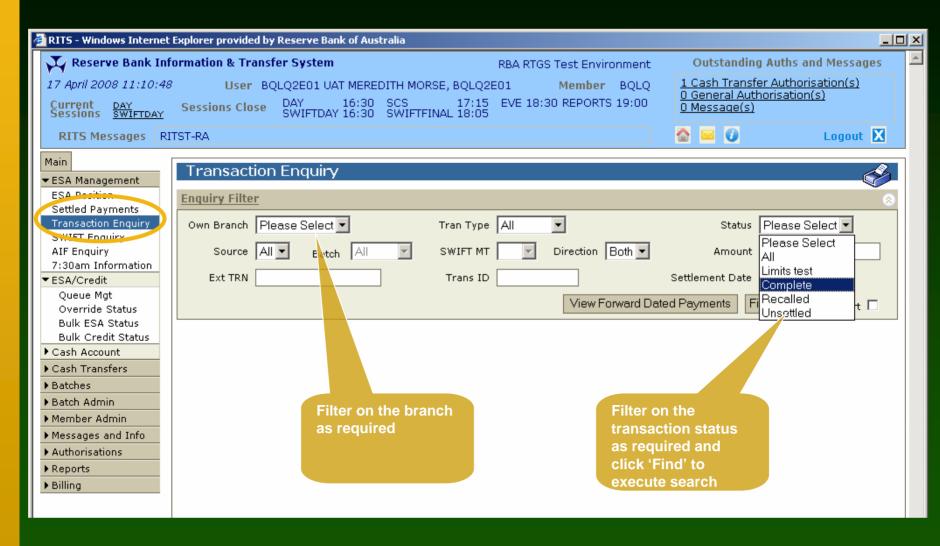
#### Settled Payments — Transaction details



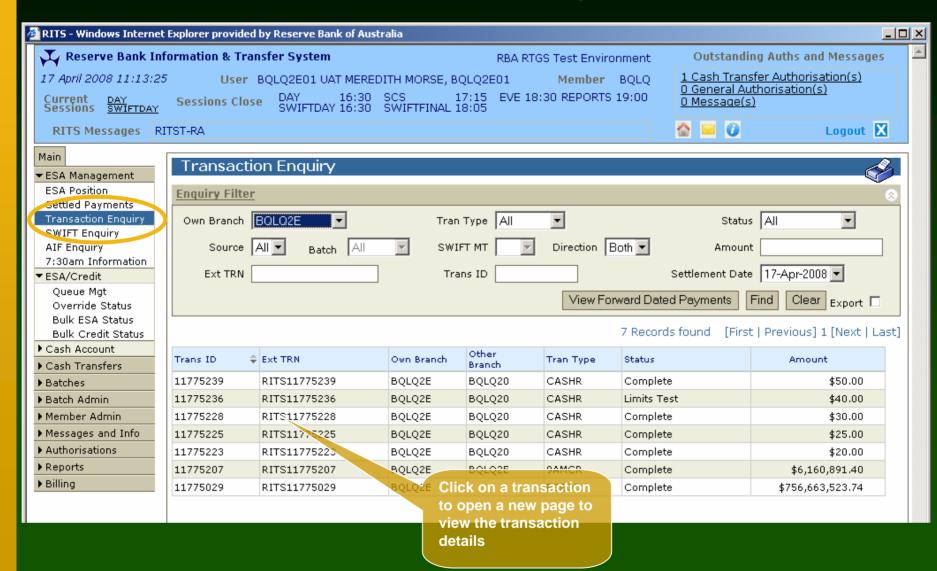
# Other ESA Management functions

- Transaction Enquiry
  - shows transactions in any status
  - includes forward dated/ warehoused SWIFT payments
- SWIFT Message Enquiry
  - view and track your SWIFT messages
- AIF Message Enquiry
  - view AIF messages (commands, enquiries and unsolicited advices)
- 7:30 Information
  - view the overnight clearing streams details
  - view the components of the 9am Batch Amount

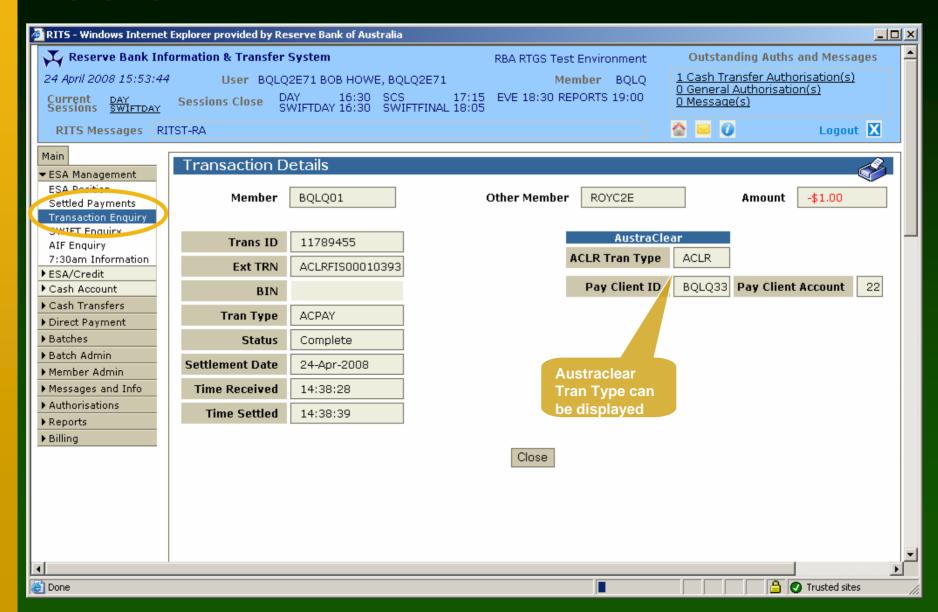
## **Transaction Enquiry**



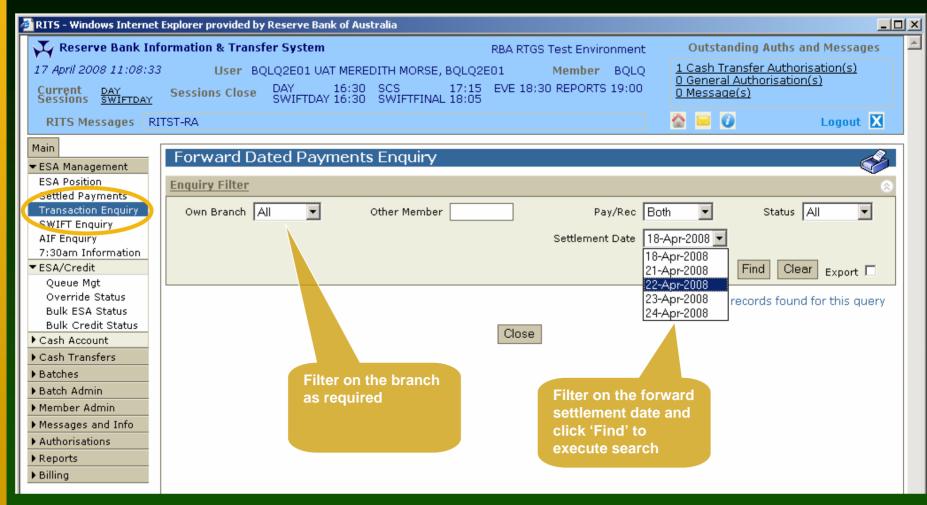
## Transaction Enquiry



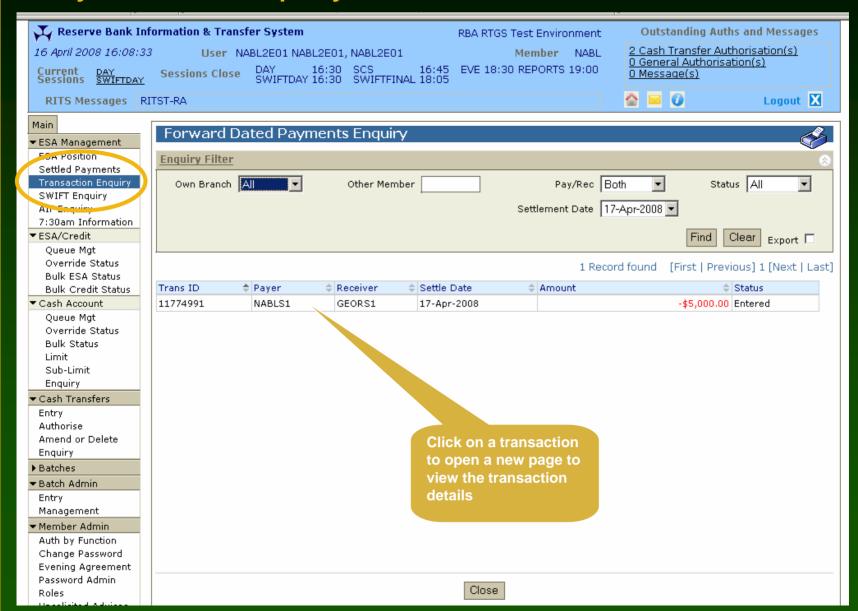
# Transaction Enquiry — Transaction Details



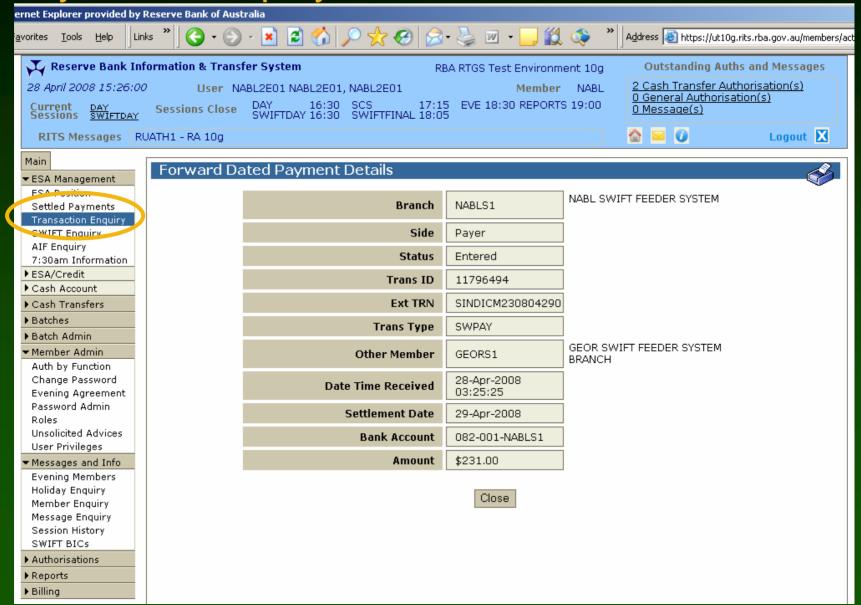
# Transaction Enquiry — Forward Dated Payments Enquiry



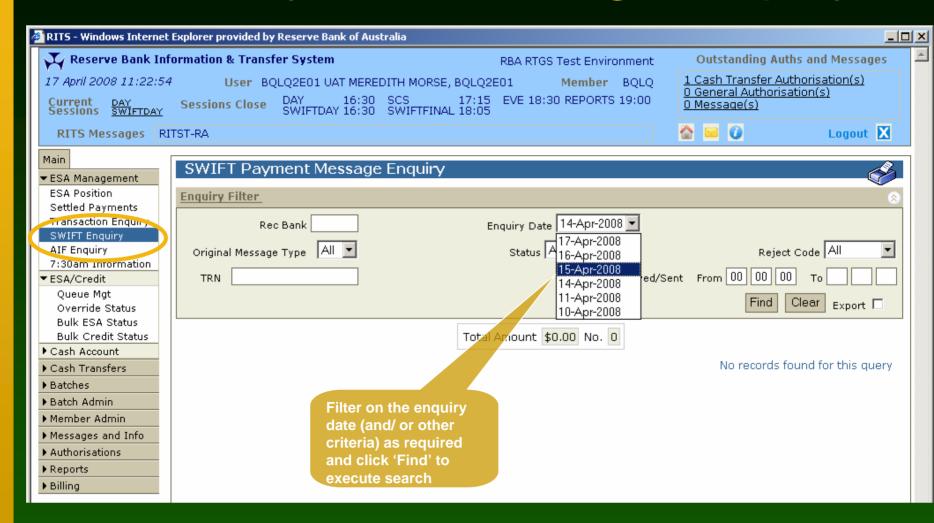
# Transaction Enquiry — Forward Dated Payments Enquiry



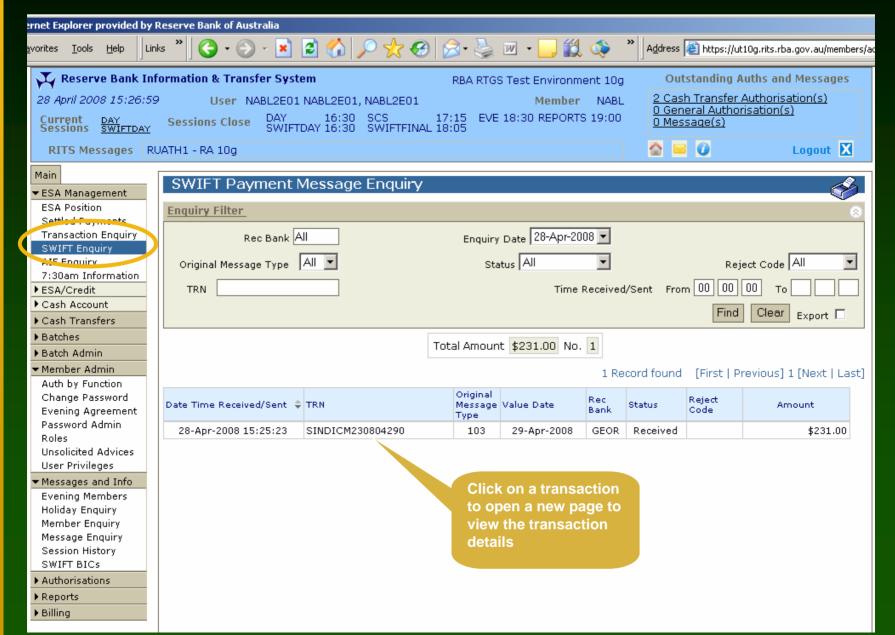
# Transaction Enquiry — Forward Dated Payments Enquiry



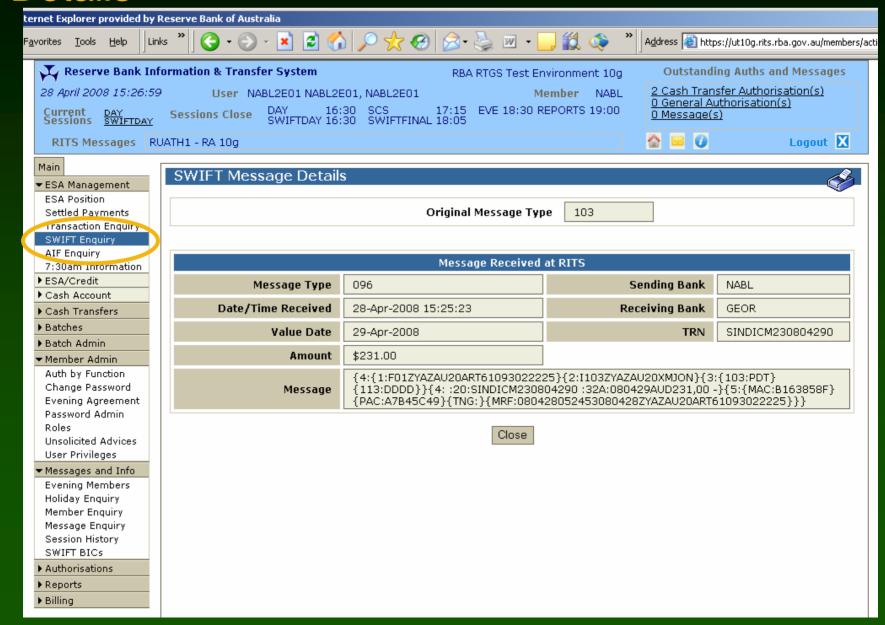
### SWIFT Payment Message Enquiry



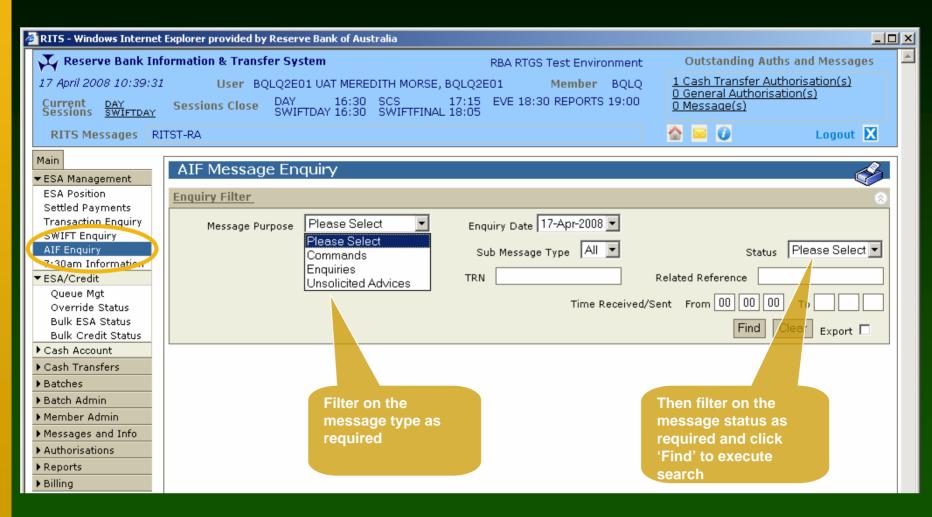
### **SWIFT Payment Message Enquiry**



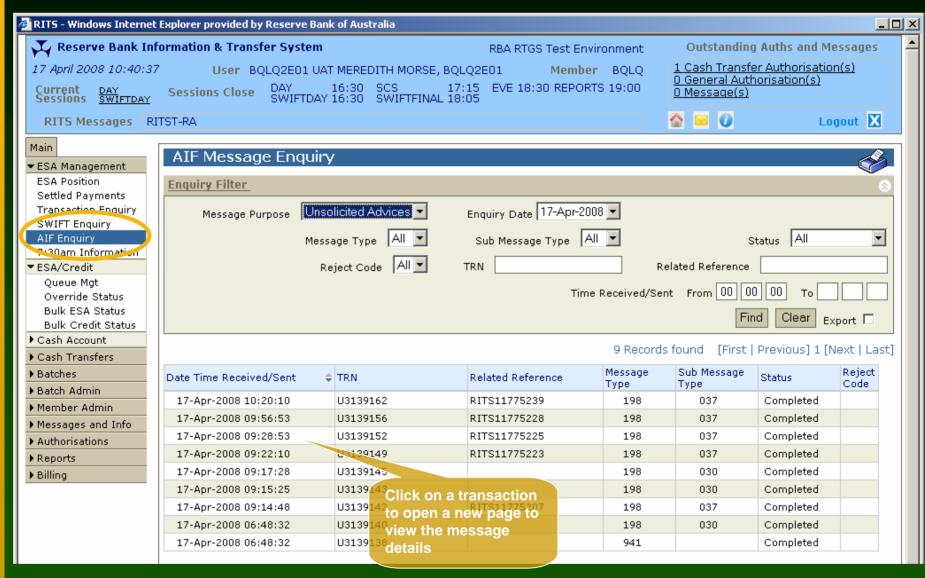
# SWIFT Message Enquiry — Message Details



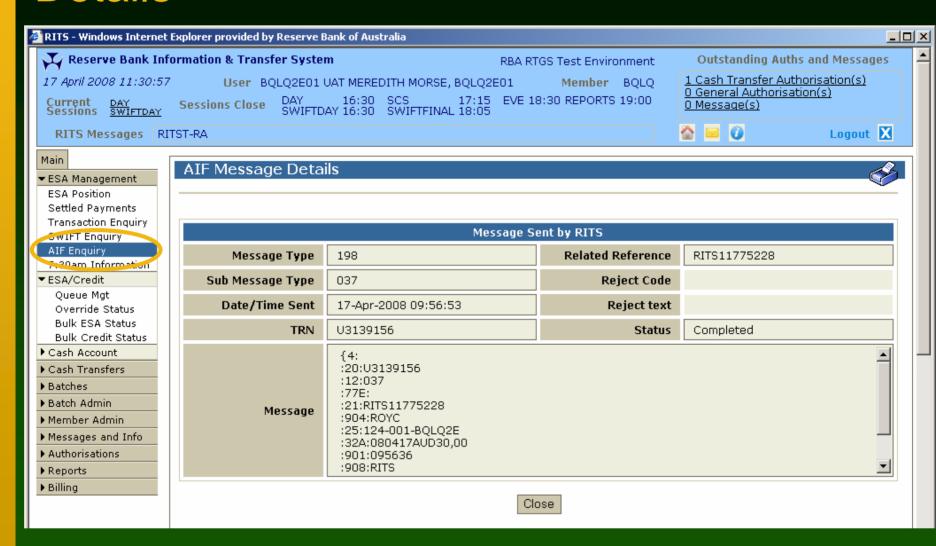
# AIF Message Enquiry



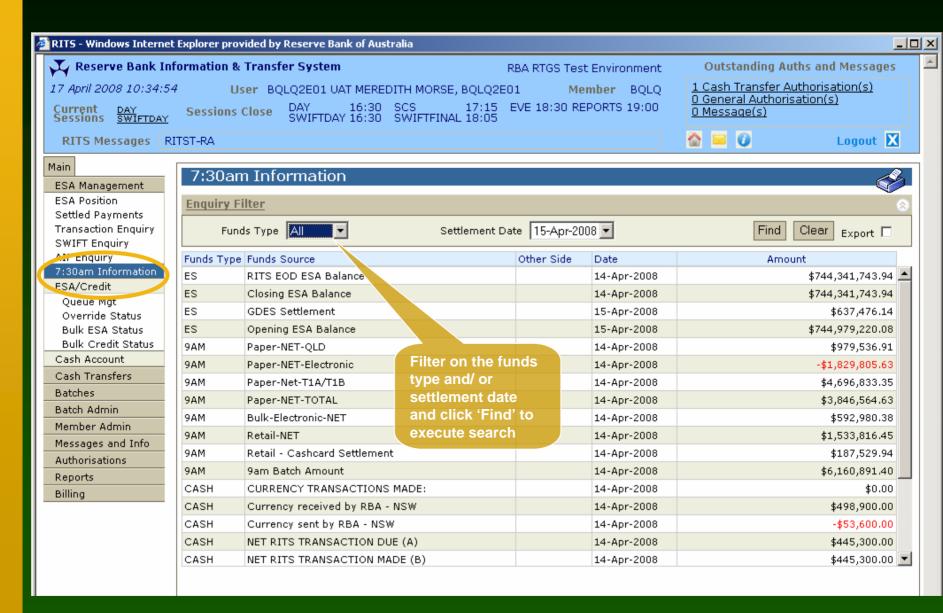
# AIF Message Enquiry



# AIF Message Enquiry — Message Details



#### 7:30am Information

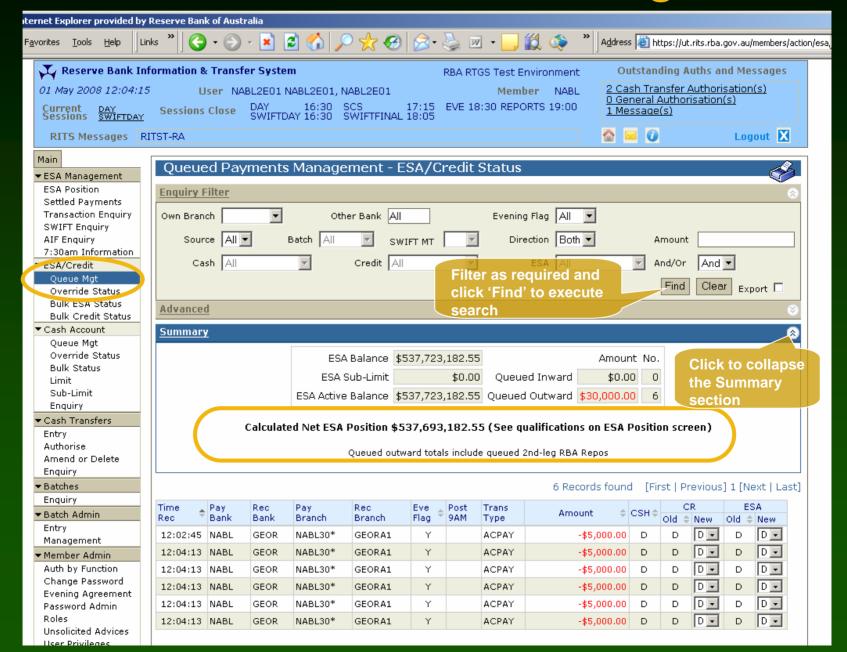


#### ESA/ Credit - Queue Management

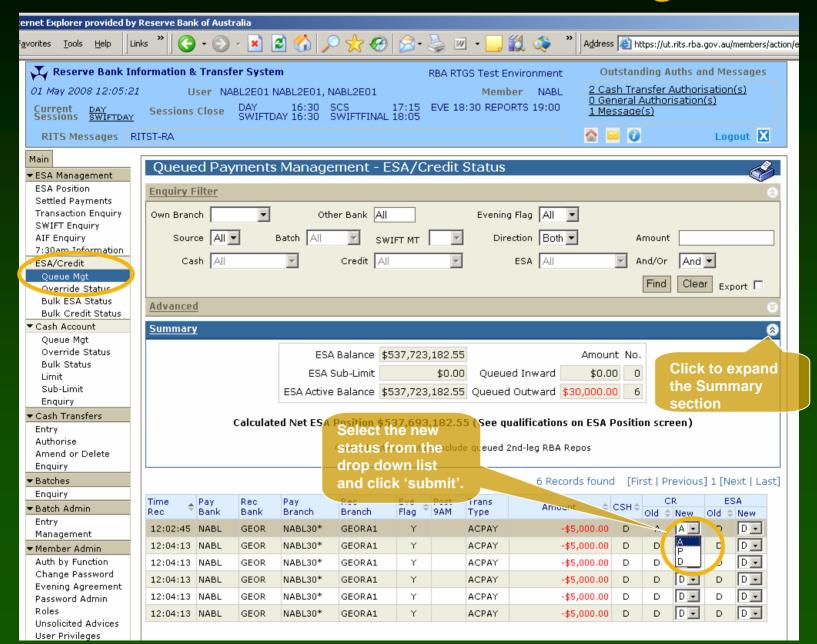
- This screen is used to manage/ prioritise your queued payments
- Click 'ESA/Credit' (under ESA Management), then 'Queue Mgt' from the menu
- Search for transactions using the filter criteria
- ESA and/ or Credit Status(es) of the transactions on the System Queue may be updated
- Updates on more than one transaction are possible
- Calculated Net ESA Position is shown on this screen



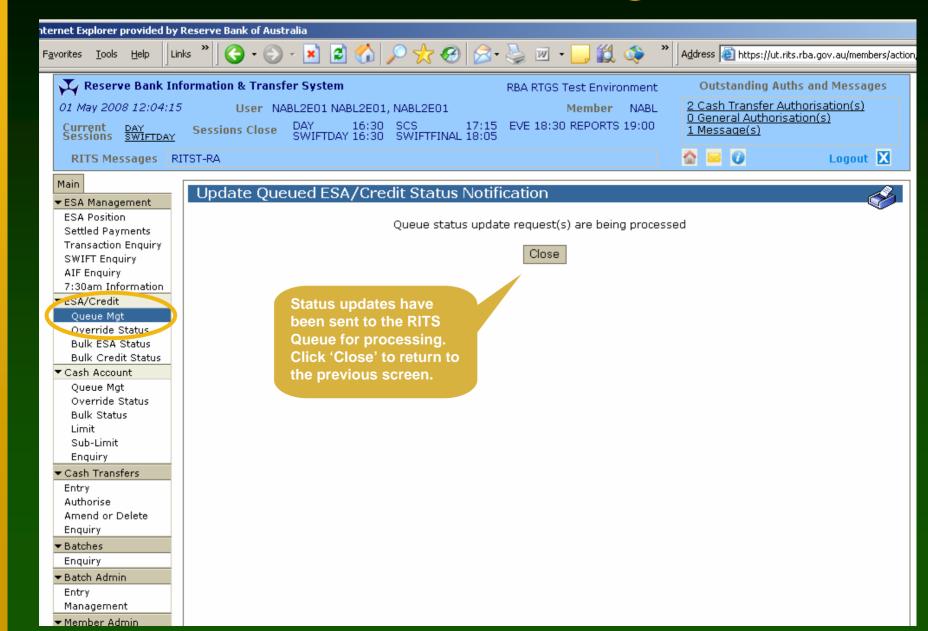
### ESA/ Credit - Queue Management



#### ESA/ Credit – Queue Management



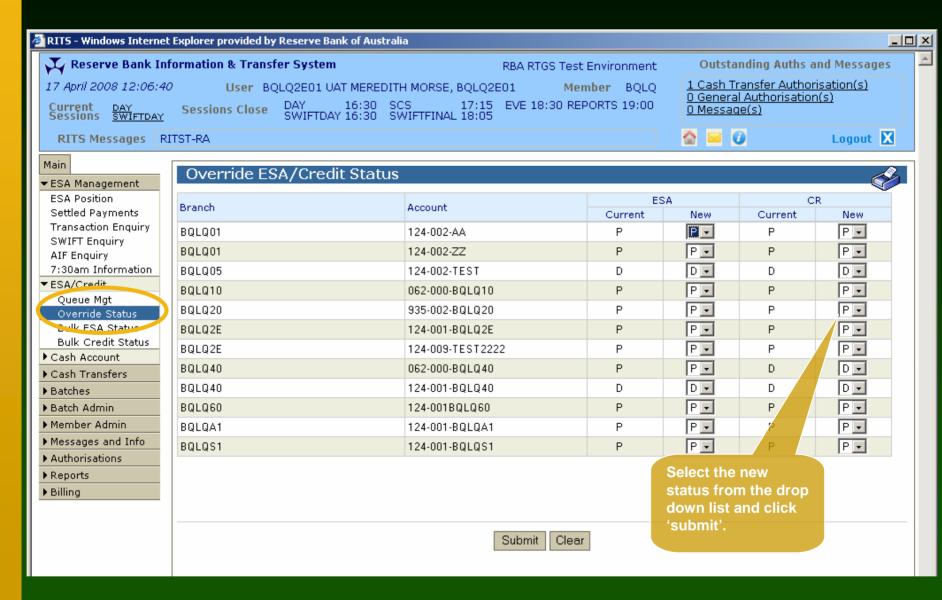
## ESA/ Credit - Queue Mgt - Notification



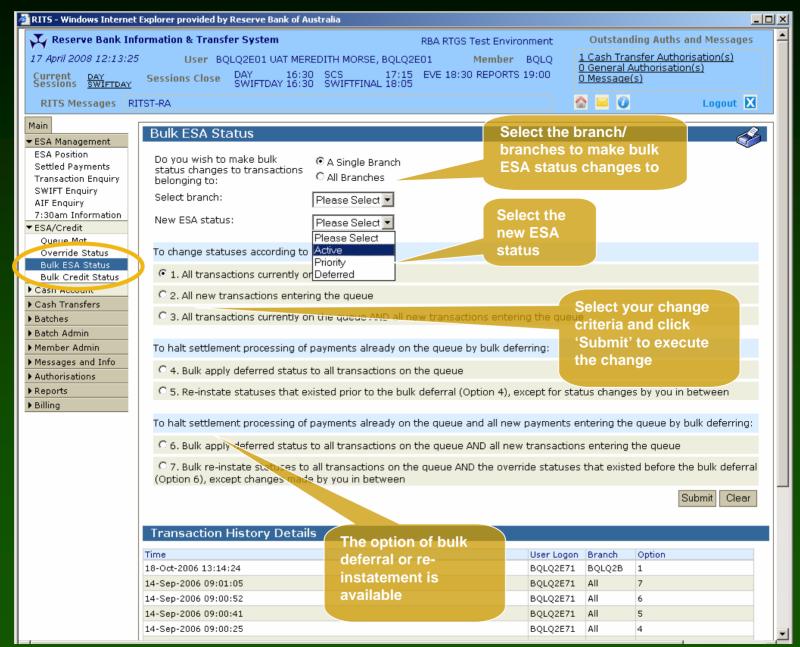
#### Other ESA/ Credit functions

- Override Status
  - overrides ESA and credit statuses for transactions sent from RITS, SWIFT, Austraclear and CHESS-RTGS
  - when set, these statuses go to the System Queue
- Bulk ESA Status
  - change the ESA status of multiple payments for a branch or all branches in one action
  - bulk deferral or bulk re-instatement can be applied
- Bulk Credit Status
  - change the credit status of multiple payments for a branch or all branches in one action

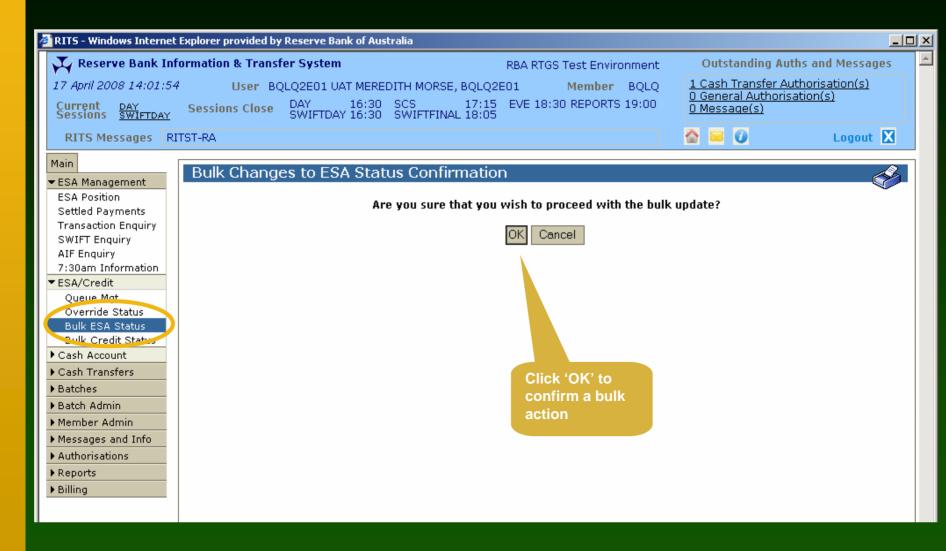
#### Override ESA/ Credit Status



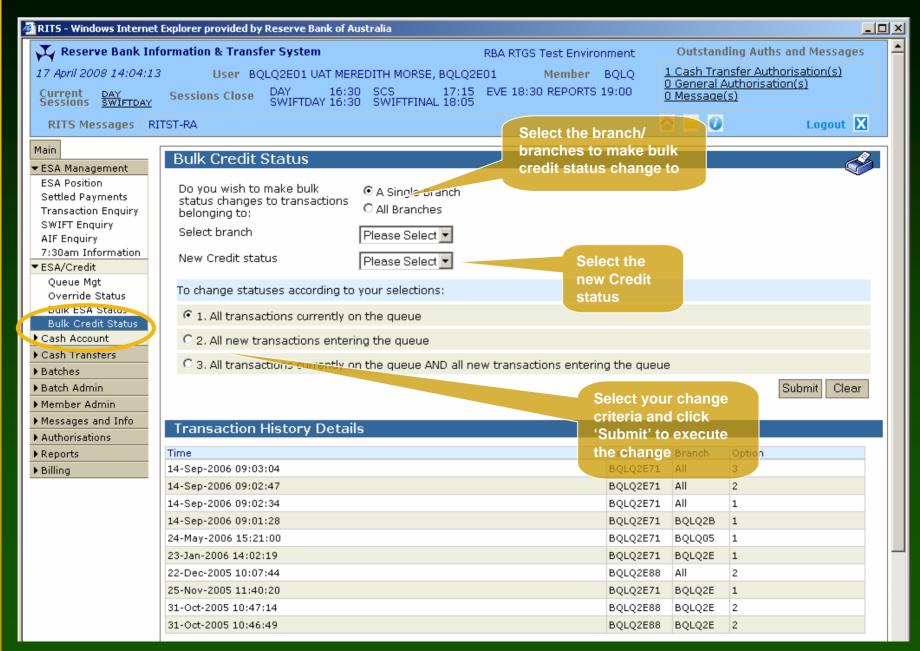
#### Bulk ESA Status



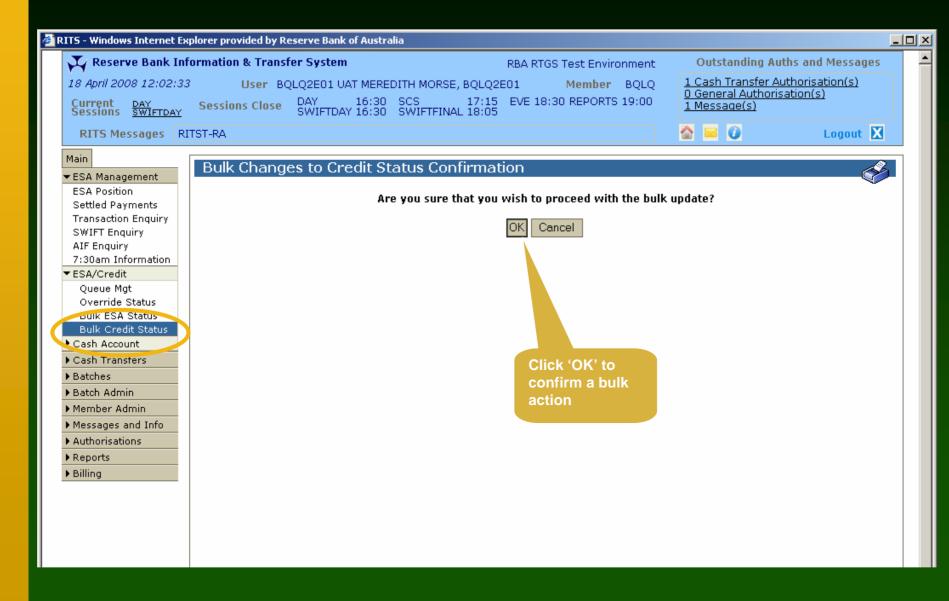
#### Bulk ESA Status - Confirmation



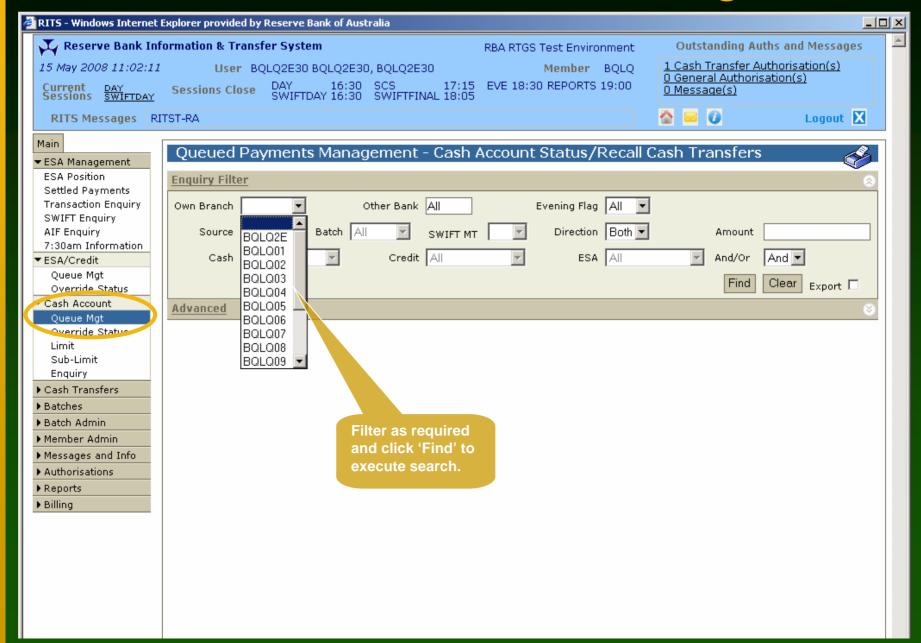
#### **Bulk Credit Status**



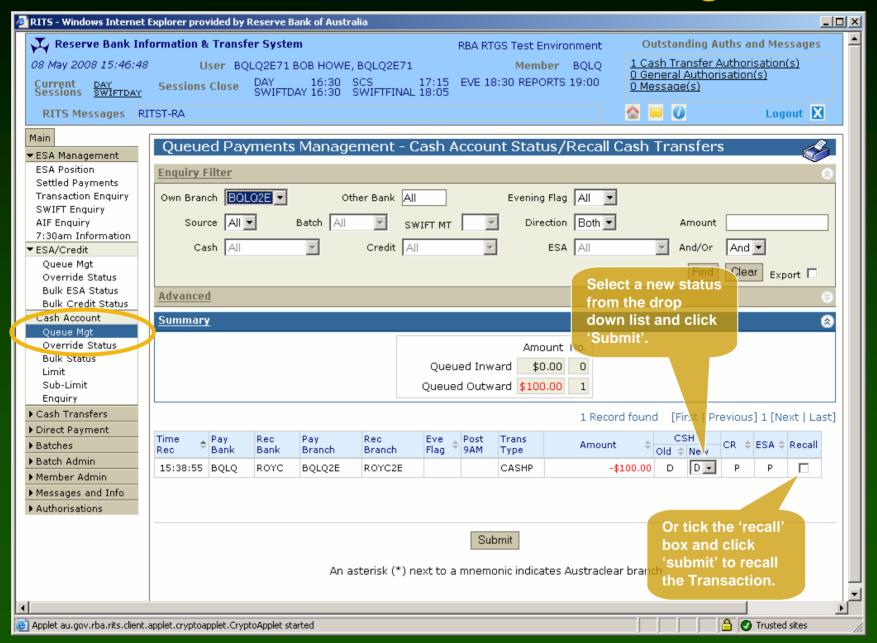
#### Bulk Credit Status - Confirmation



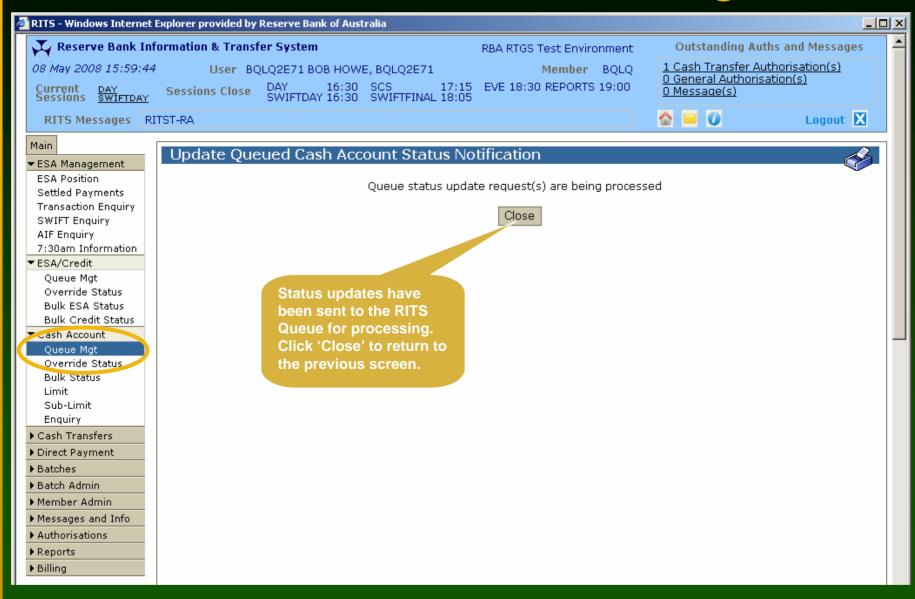
#### Cash Account - Queue Management



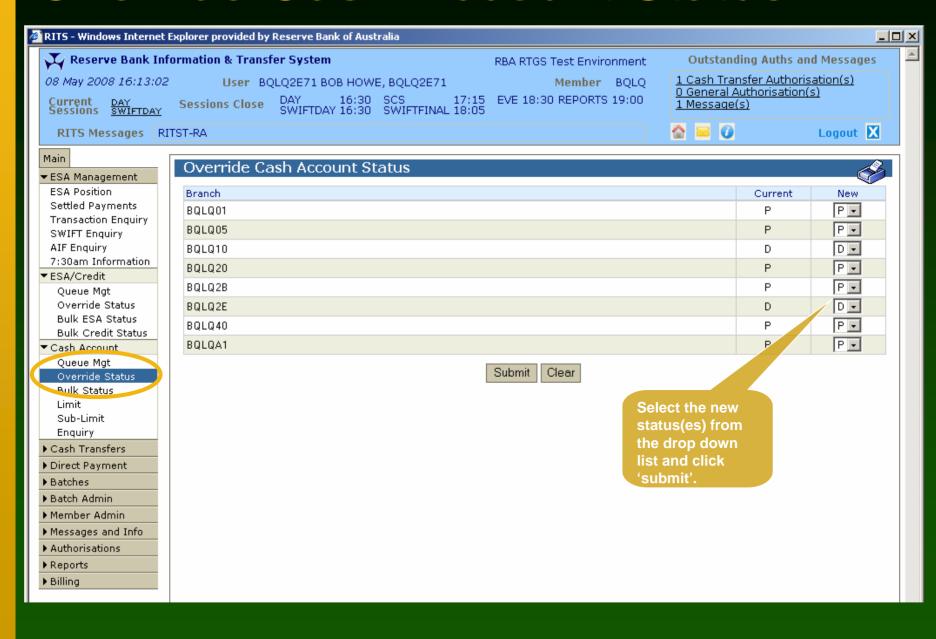
#### Cash Account - Queue Management



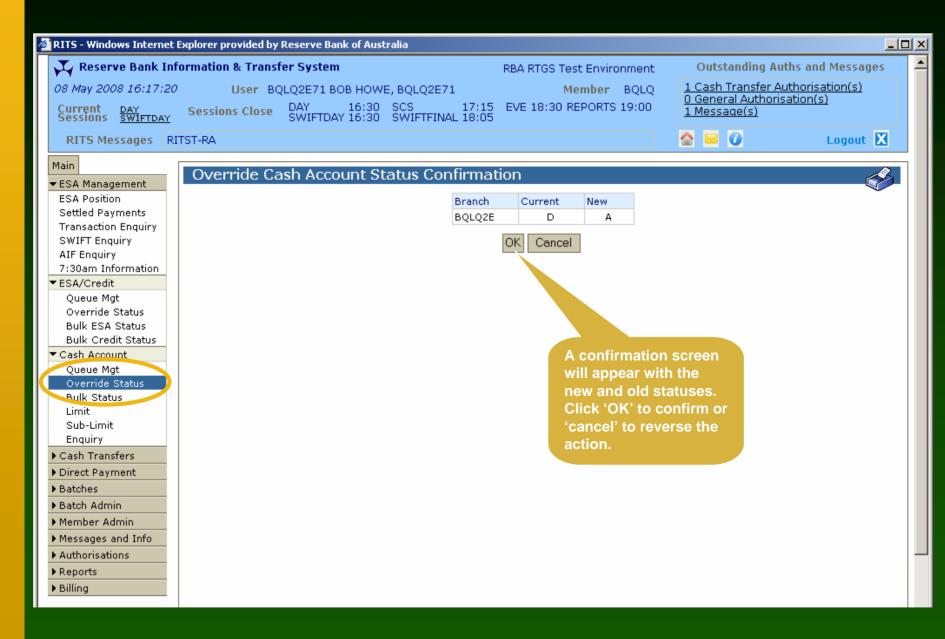
#### Cash Account - Queue Management



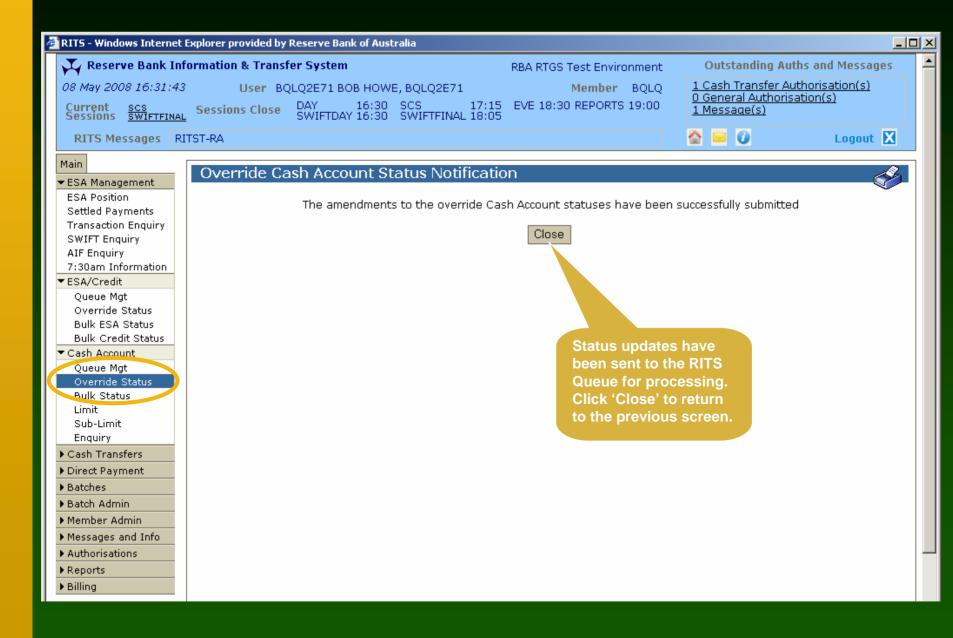
#### Override Cash Account Status



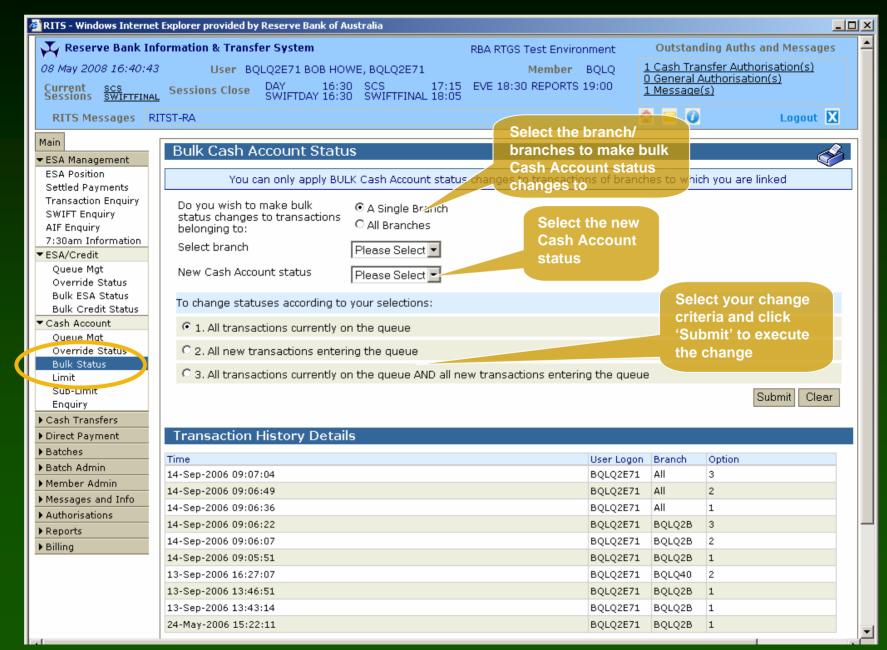
#### Override Cash A/C Status - Confirmation



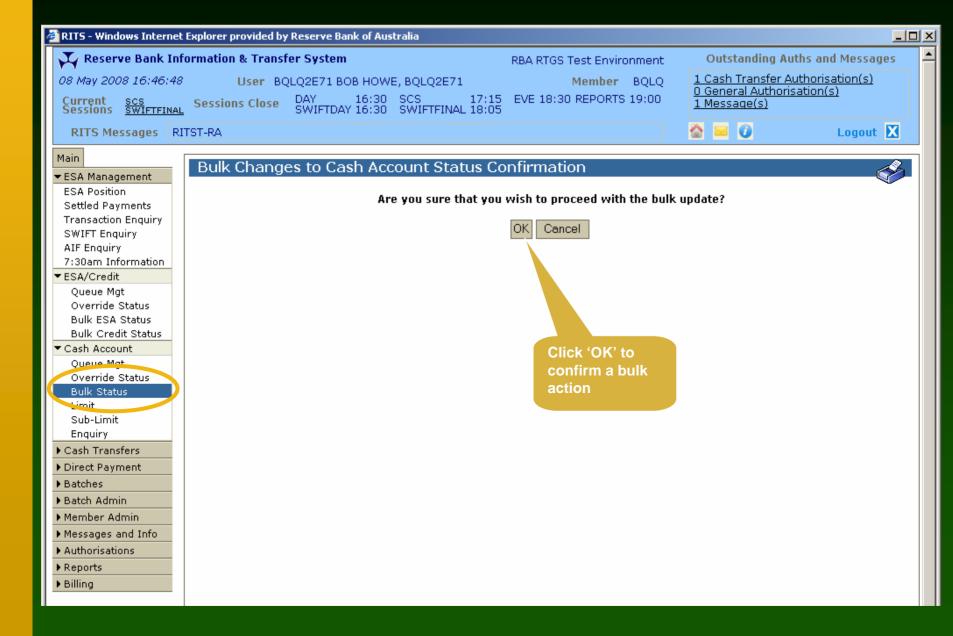
#### Override Cash A/C Status - Notification



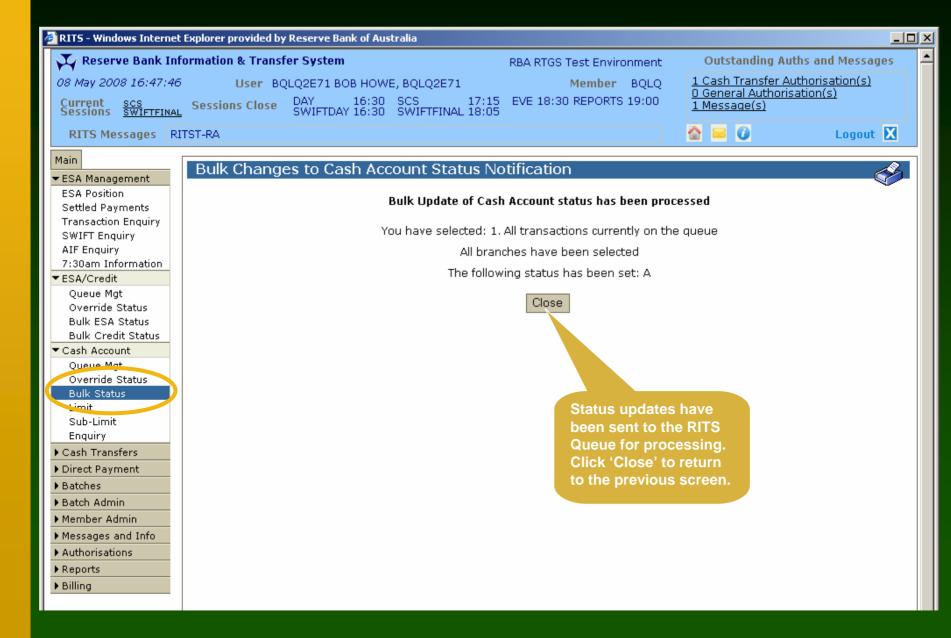
#### Bulk Cash Account Status



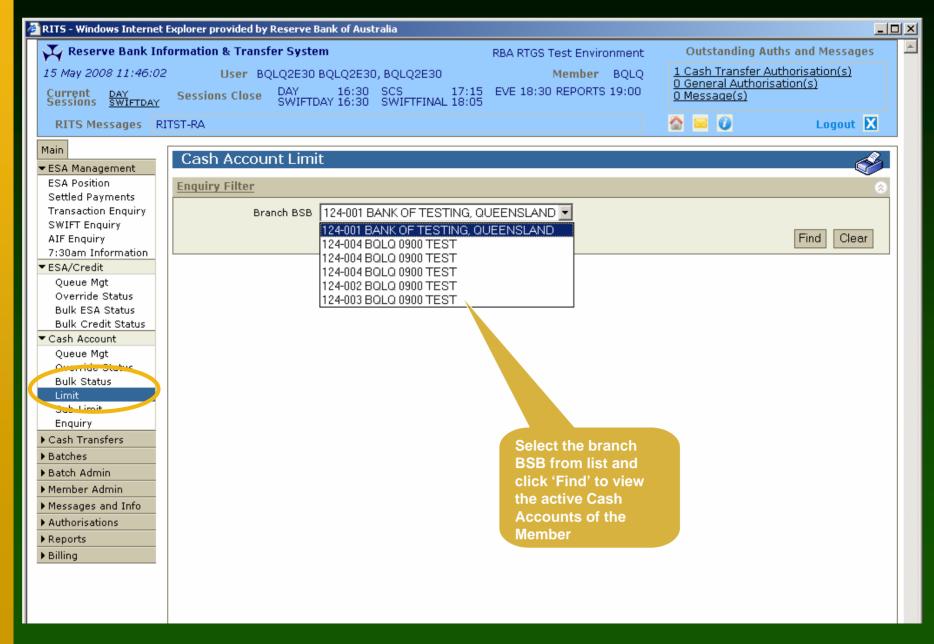
#### Bulk Cash A/C Status - Confirmation



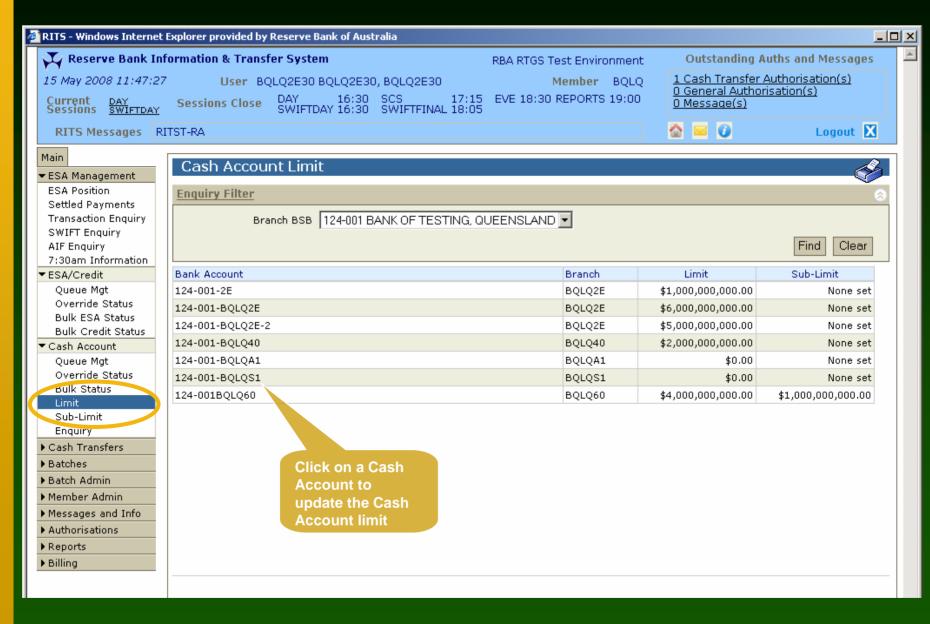
#### Bulk Cash A/C Status - Notification



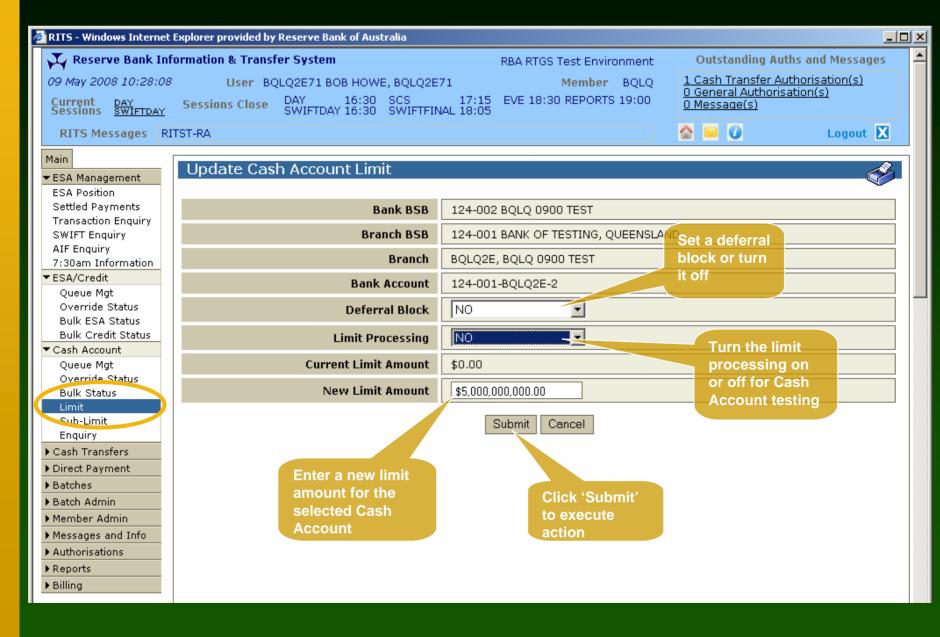
#### Cash Account Limit



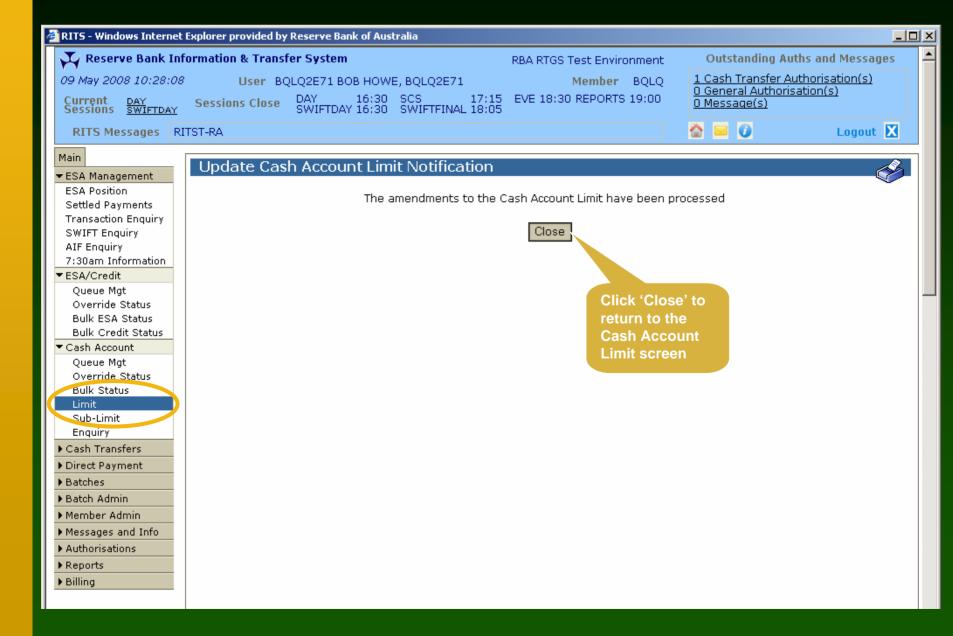
#### Cash Account Limit



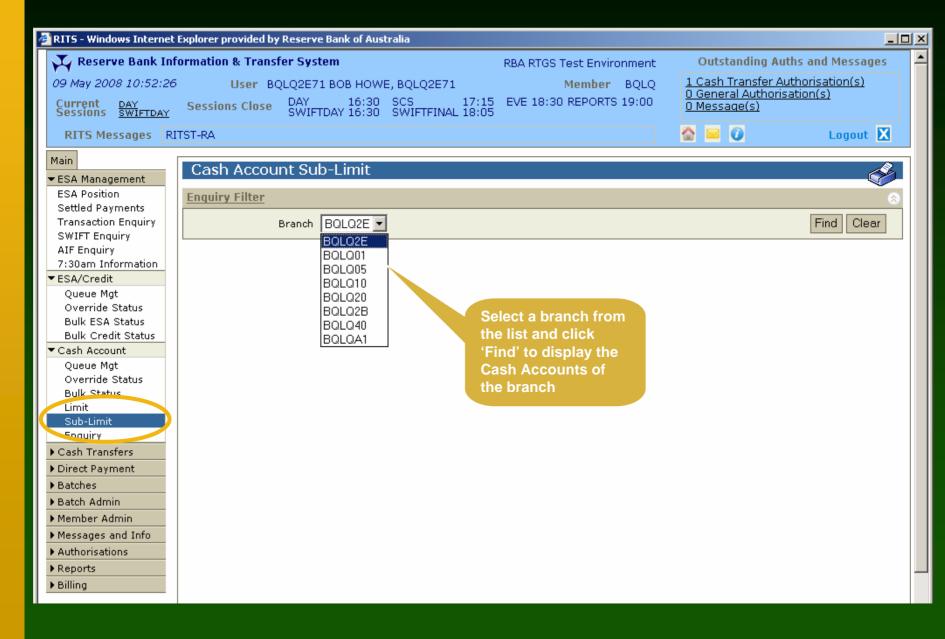
#### Cash Account Limit - Update



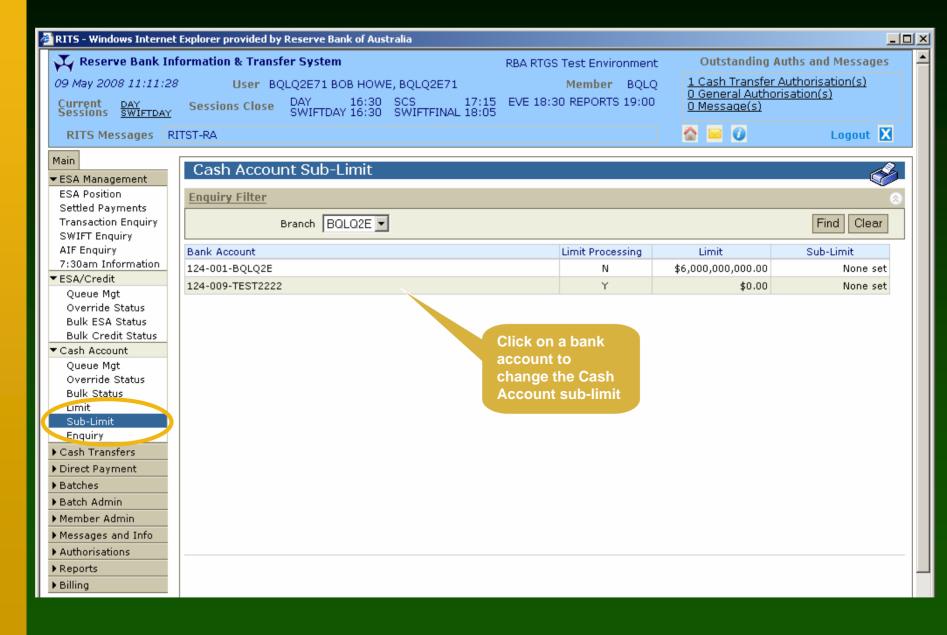
#### Cash Account Limit - Notification



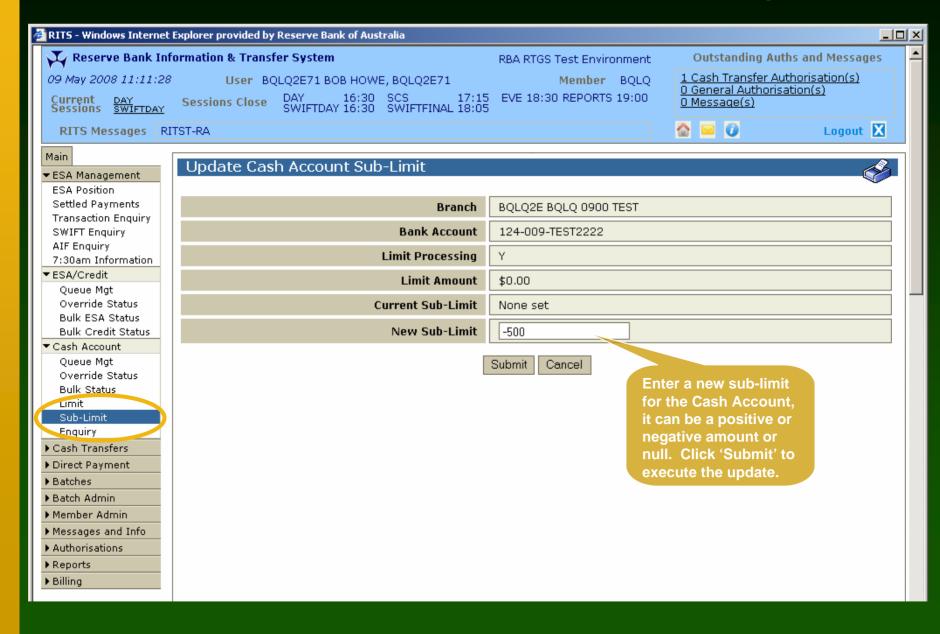
#### Cash Account Sub-Limit



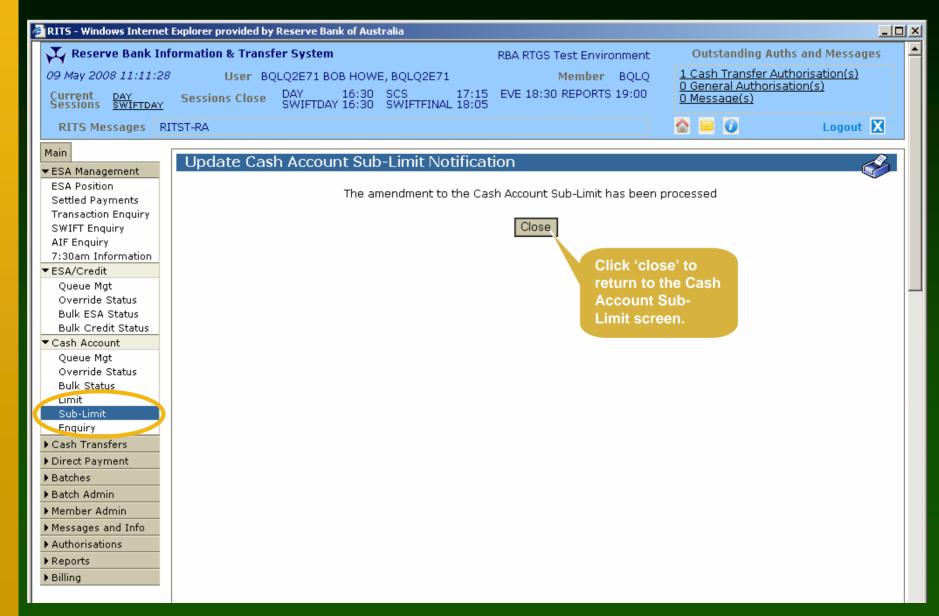
#### Cash Account Sub-Limit



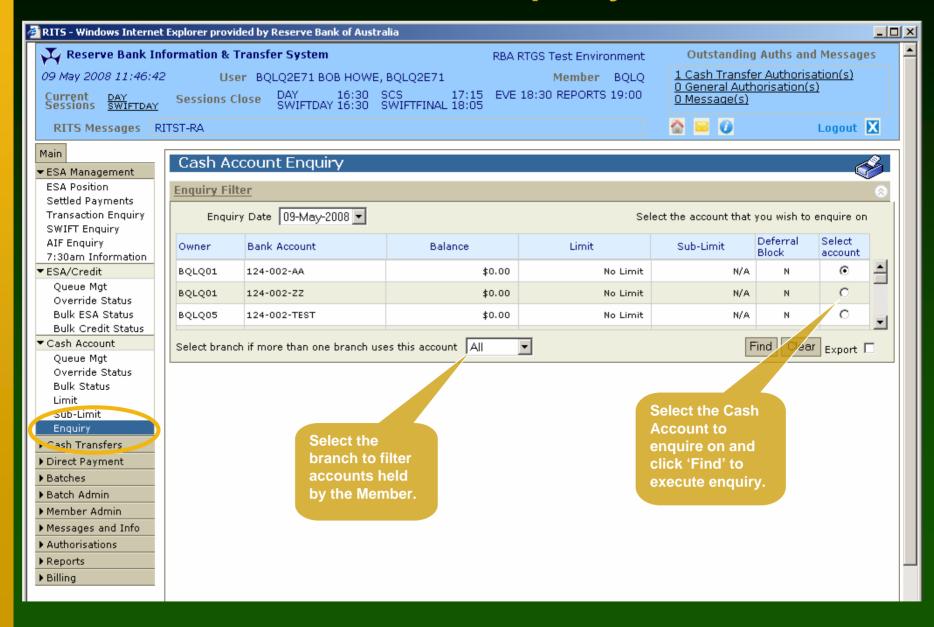
### Cash Account Sub-Limit - Update



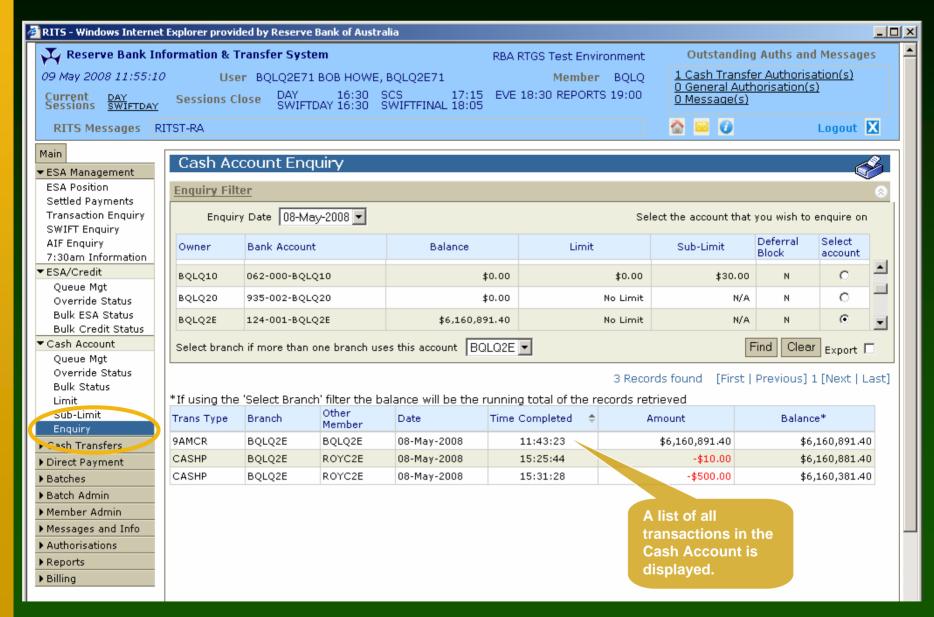
# Cash Account Sub-Limit - Notification



## Cash Account Enquiry



## Cash Account Enquiry



#### User/ Branch Links

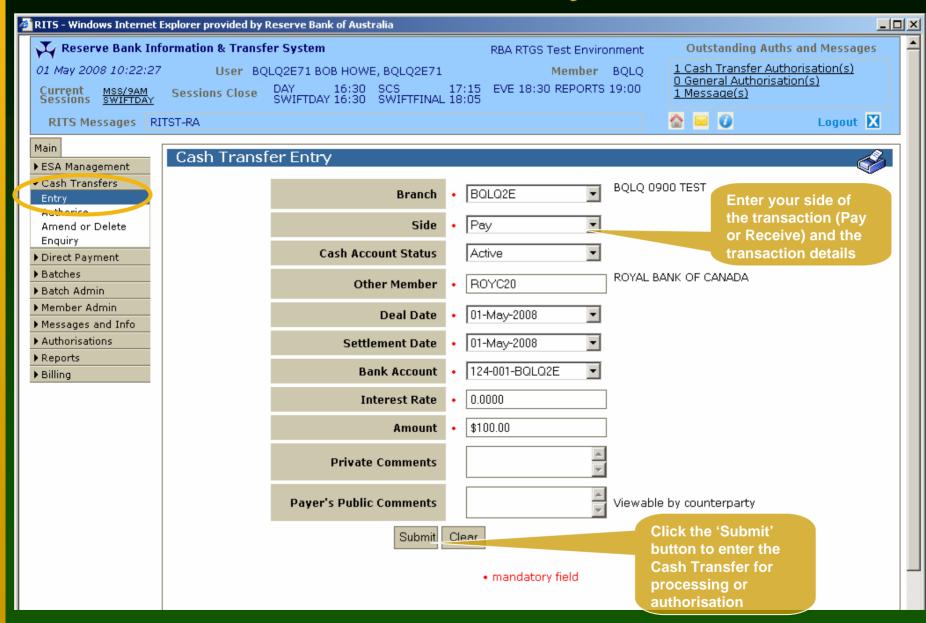
- A user must be linked to a branch to perform certain branch transaction activities:
  - enter, amend, delete, authorise and enquire upon Cash Transfers
  - manage queued transactions at the participant (Cash Account) level
  - set Cash Account Override Statuses
  - set a Cash Account Sub-Limit
  - use the RITS batch facility
- Links are entered by the Password Administrator
- Links can be viewed in the function 'User Privileges'

### Entering a Cash Transfer

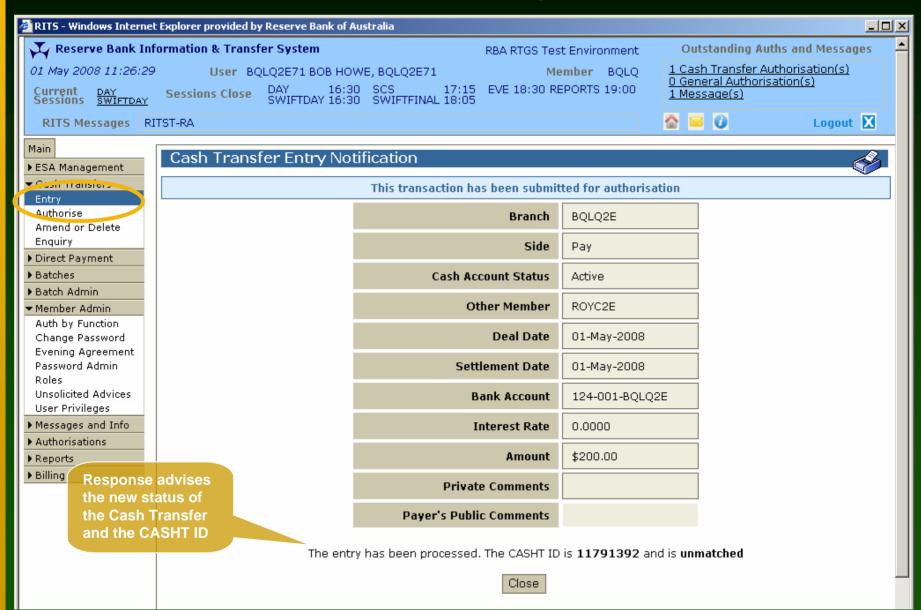
- Select Cash Transfer -> Entry from the menu
- Select the branch used for the Cash Transfer
- Enter the relevant details and click 'Submit'
- A notification screen is displayed
- Enter comments that are visible to the receiver (optional)



## Cash Transfer Entry



## Cash Transfer Entry Notification



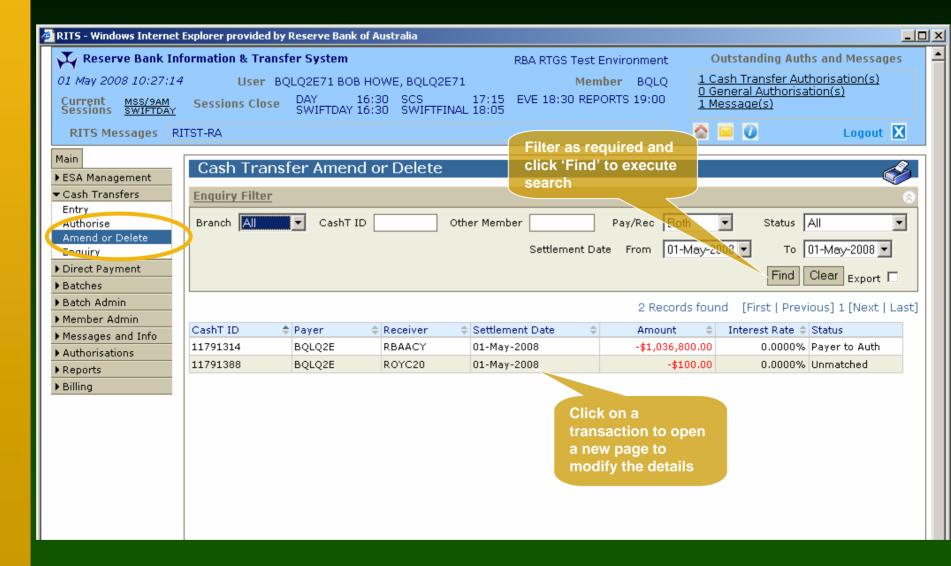
#### Cash Transfer Amend/ Delete

- Select Cash Transfer -> Amend or Delete from the menu
- Filter as required and click 'Find' to display a list of transactions
- Select the transaction from list to open the Amend or Delete screen
- Modify transaction details with statuses of:
  - 'unmatched',
  - 'payer to authorise', or
  - 'receiver to authorise' and click 'Amend'
- Delete entries including matched warehoused transactions

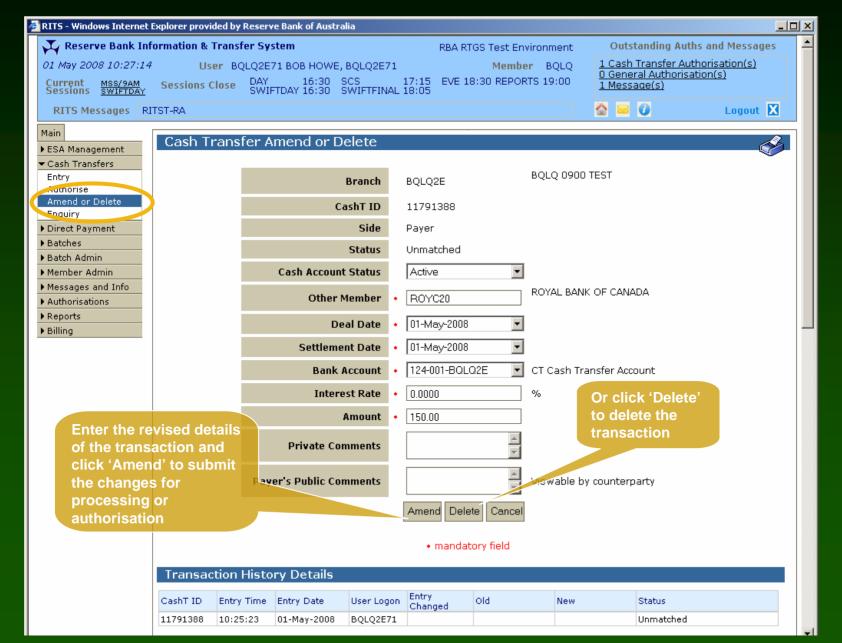


#### Cash Transfer Amend/ Delete

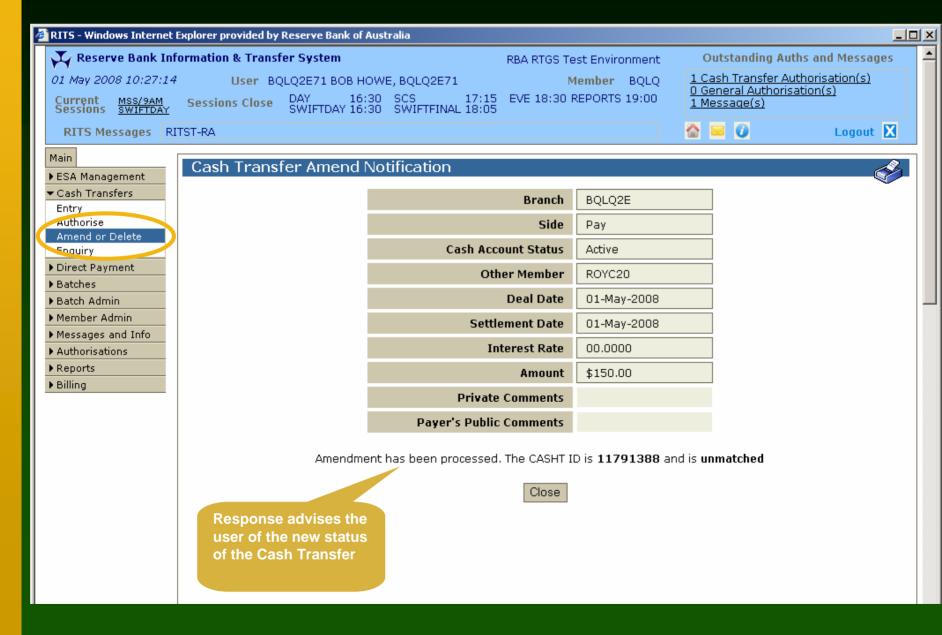
#### Transaction Search



#### Cash Transfer Amend/ Delete



### Cash Transfer Amend - Notification

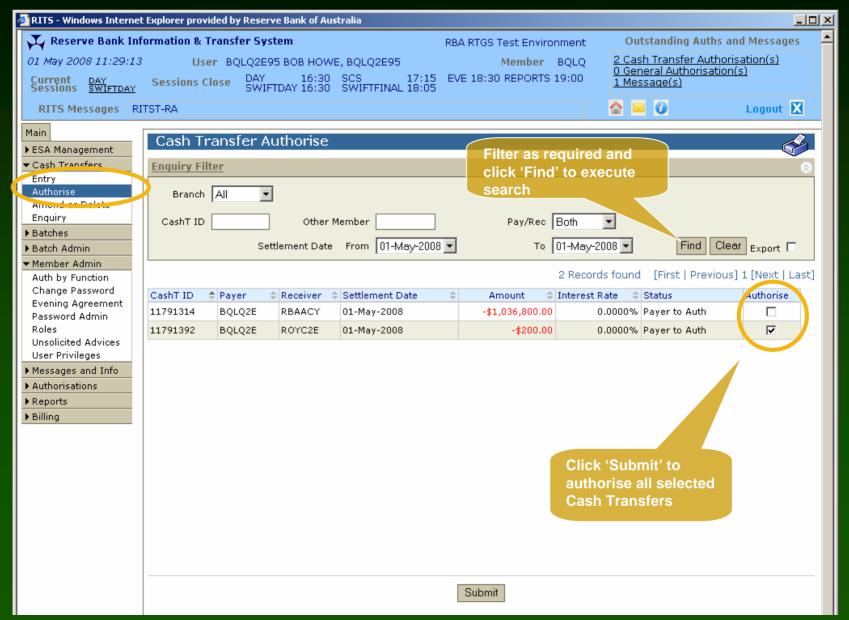


#### Cash Transfer Authorise

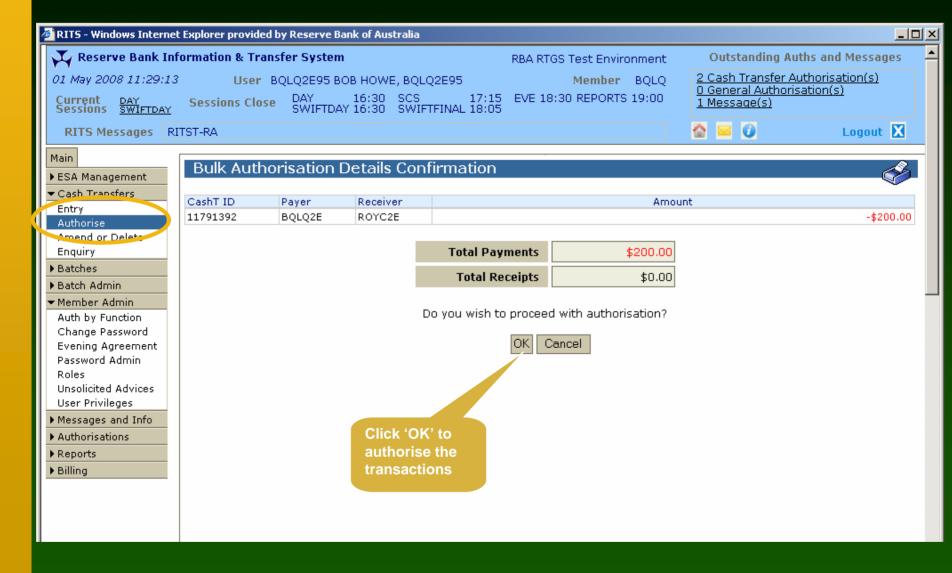
- To authorise a Cash Transfer, two options are available:
  - click the 'Cash Transfer Authorisation(s)' link in the Header; or
  - click 'Cash Transfer', then 'Authorise' from the menu
- Enter the filter criteria and click 'Find' to search for transactions
- Select the tick box on the right to authorise
- Multiple authorisations may be done by selecting more than one check box



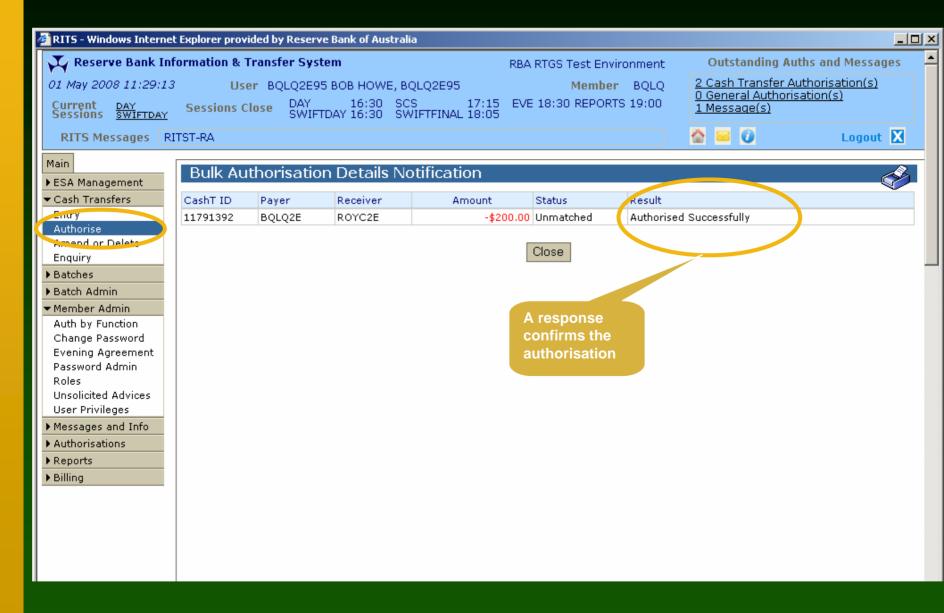
## Cash Transfer Authorise - Transaction Search



# Cash Transfer Authorise – Confirmation



#### Cash Transfer Authorise - Notification

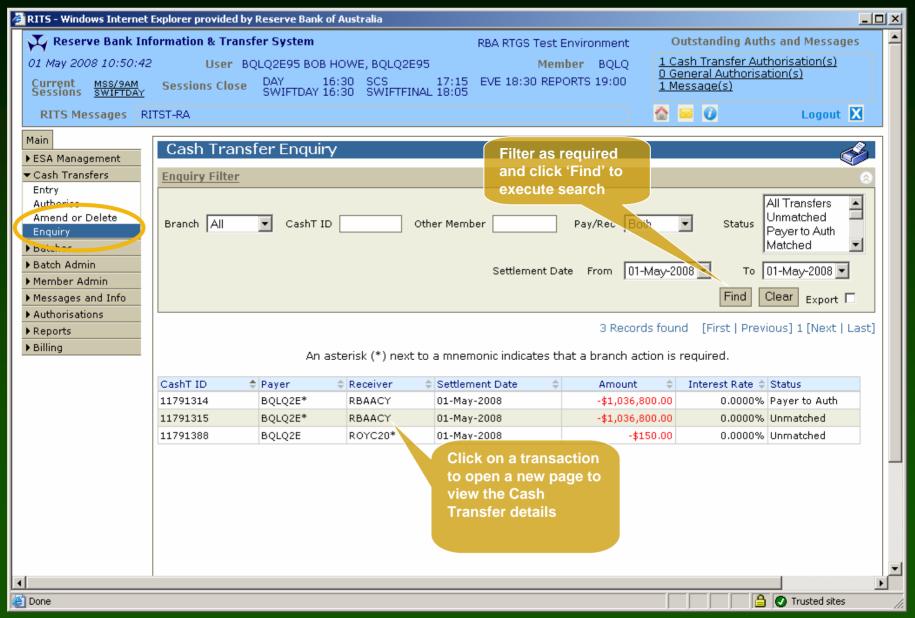


## Cash Transfer Enquiry

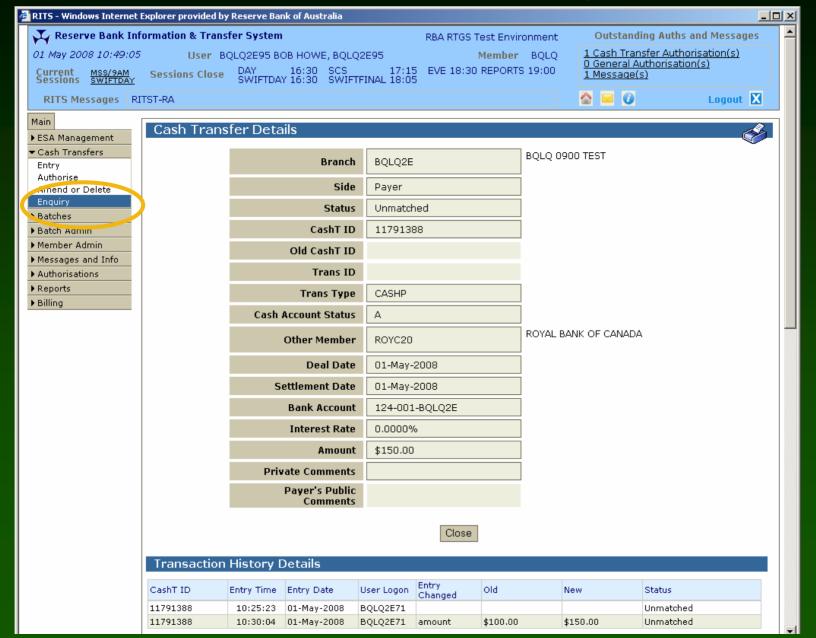
- To enquire on Cash Transfers, click 'Cash Transfer', then 'Enquiry' from the menu
- Search for Cash Transfers using the filter criteria
- View individual Cash Transfer details by selecting a row



# Cash Transfer Enquiry - Transaction Search



## Cash Transfer Enquiry - Details



#### Messages and Info

- Evening Members
  - list of RITS Members that have agreed to operate in the Evening Session
- Holiday Enquiry
  - list of dates when RITS is closed
- Member Enquiry
  - list of RITS Members with their ABNs and Settlements contact numbers
- Message Enquiry
  - view messages sent by RITS processors or RITS Help Desk
- Session History
  - view the new session closing time when the RITS Help Desk extends the session
  - view session history for the last 5 business days
- SWIFT BICs
  - view the SWIFT BICs of Members in the SWIFT PDS

# **Evening Members**



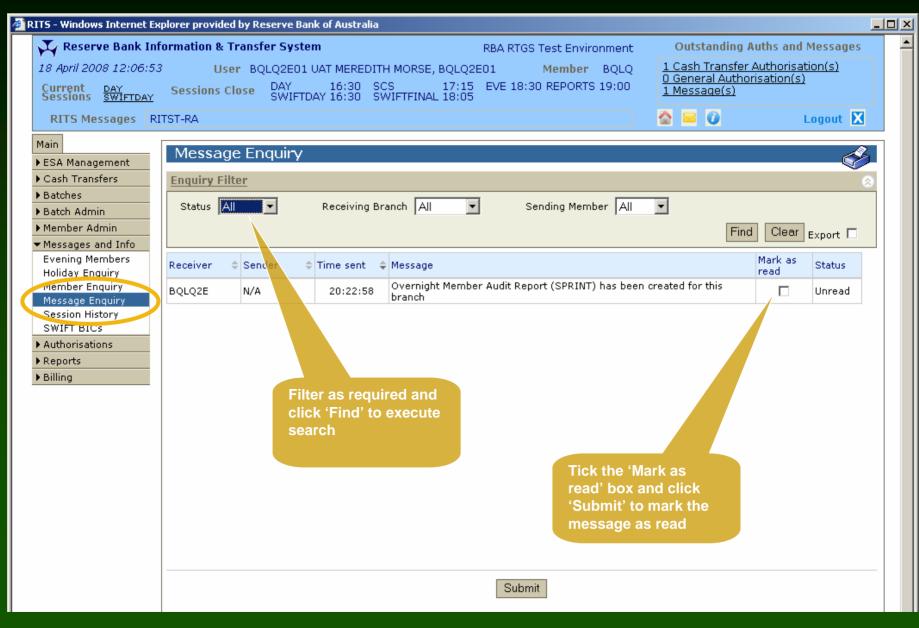
# Holiday Enquiry



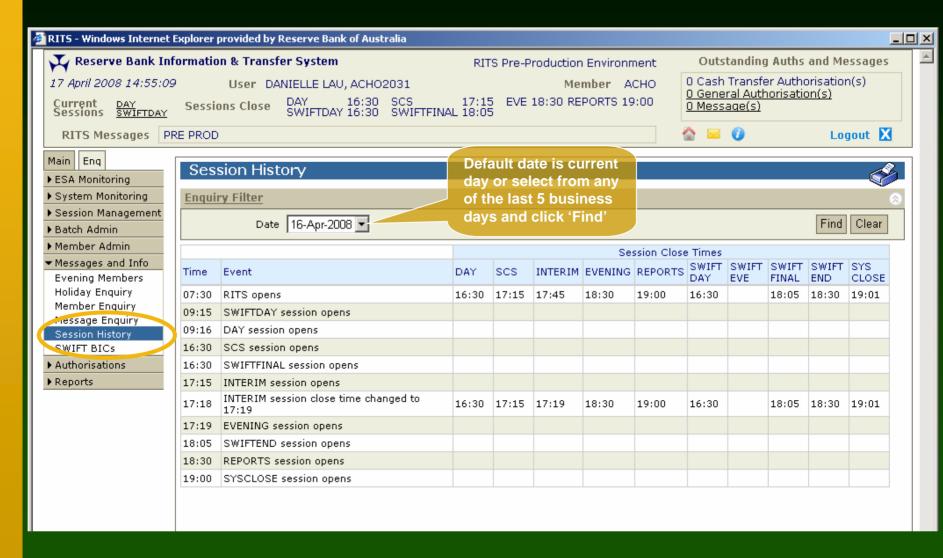
### Member Enquiry



# Message Enquiry



### **Session History**



#### **SWIFT BICs**

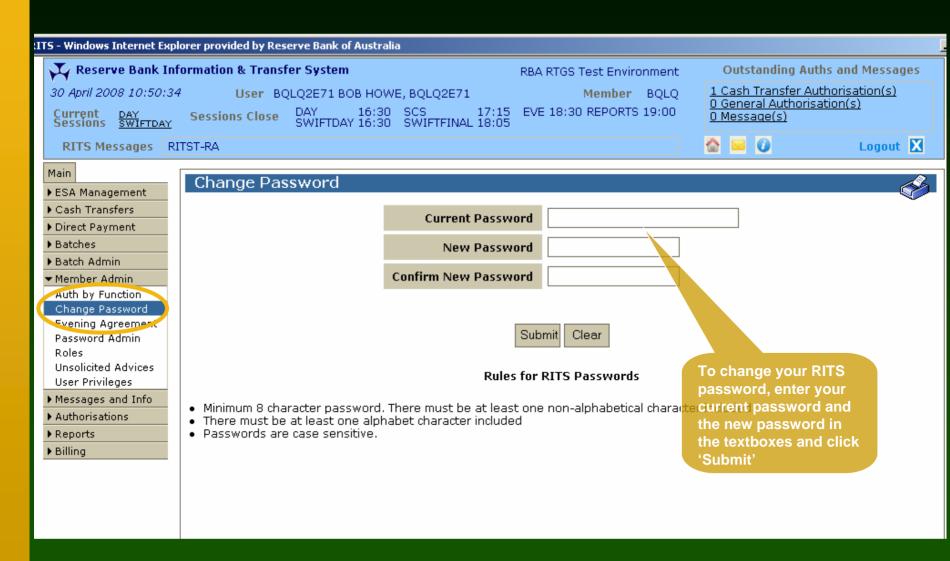


#### Changing a Password

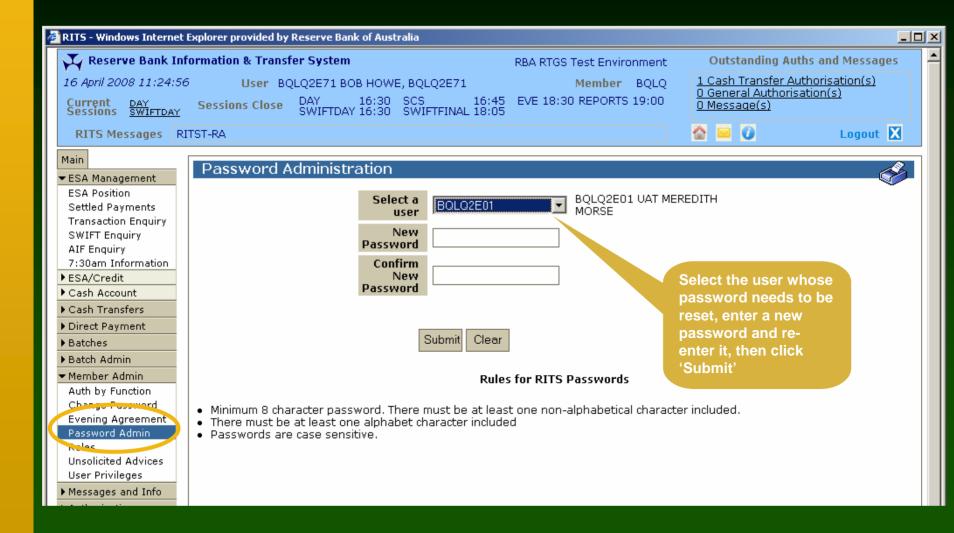
- Users change their own RITS password by clicking 'Change Password' from the Member Admin section of the menu.
- Password Administrators use 'Password Admin' to change the RITS passwords of their users.
- Users' password which has been reset by the Password Administrator or the RITS Help Desk must be changed upon the next login.
- User can change the Token Codeword of their RITS token any time under the 'RITS Token Administration' link in the RITS home page.



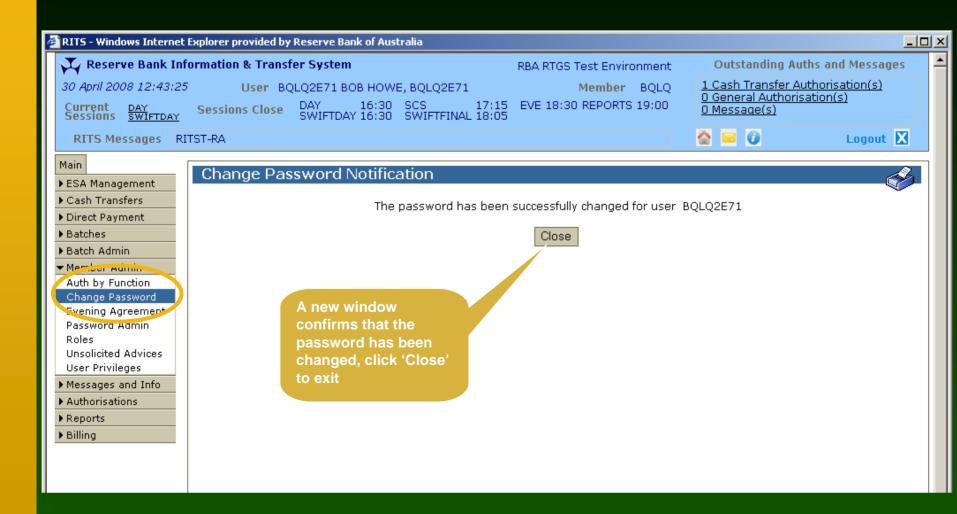
# Changing a Password - User



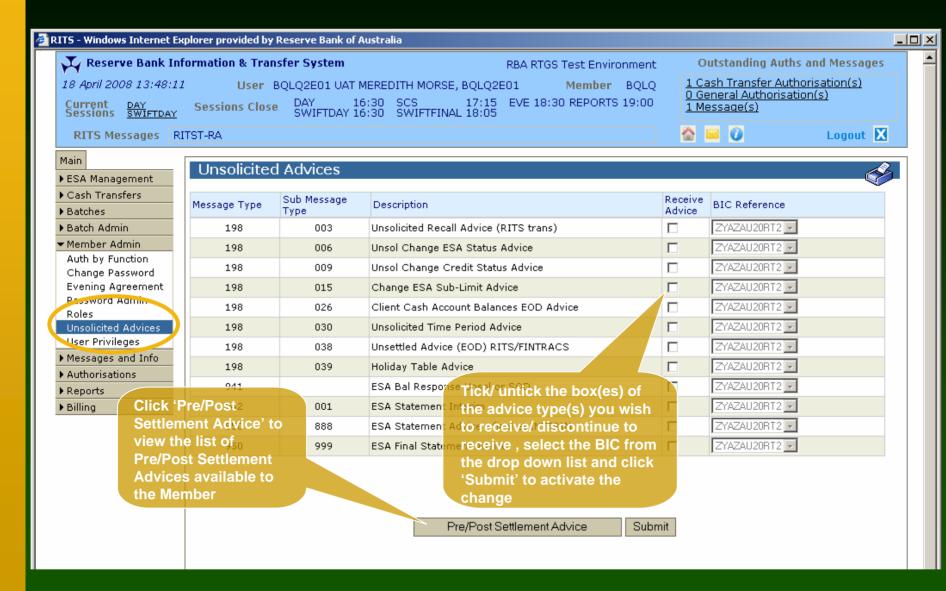
# Changing a Password – Password Administrator



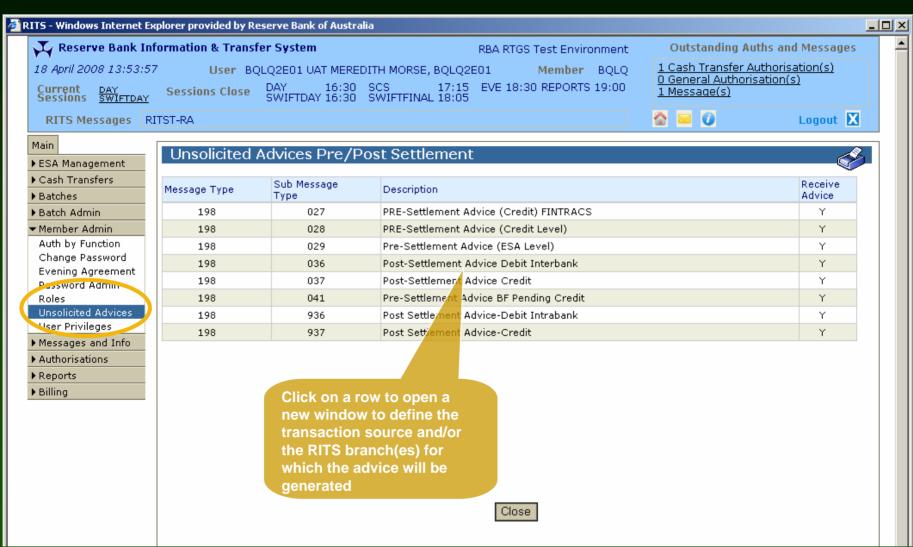
# Changing a Password



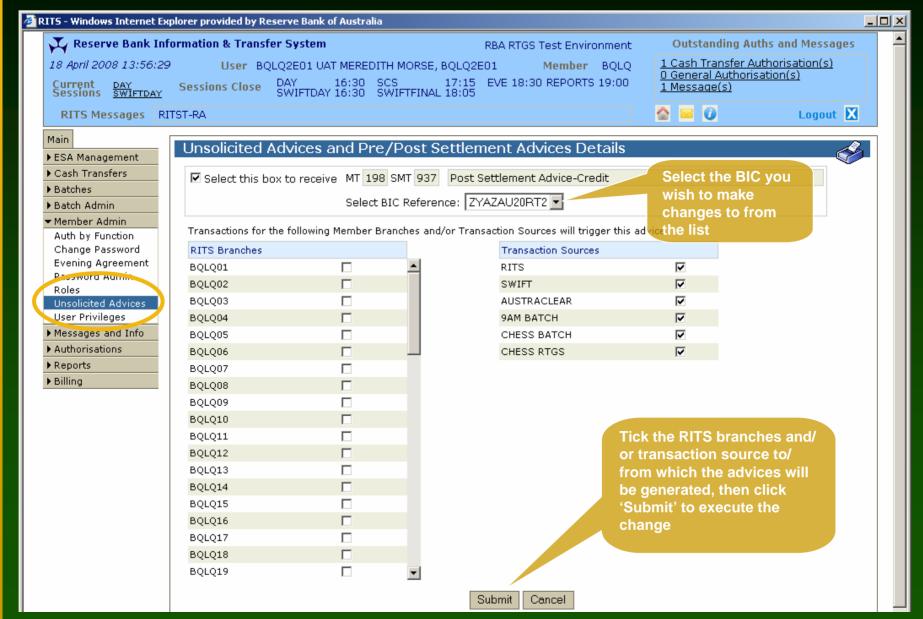
#### **Unsolicited Advices**



# Unsolicited Advices — Pre/Post Settlement



# Unsolicited Advices — Pre/Post Settlement Advices Details

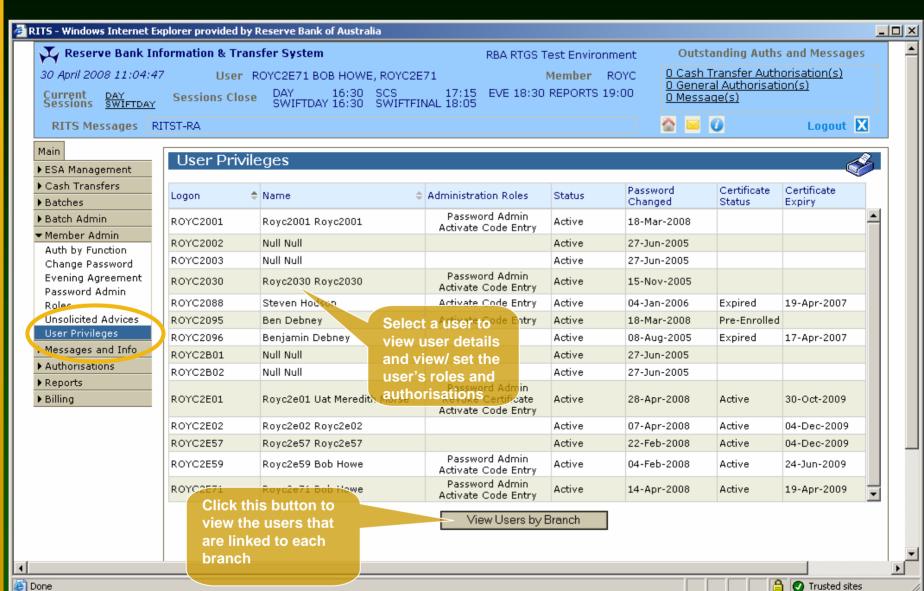


# User Privileges

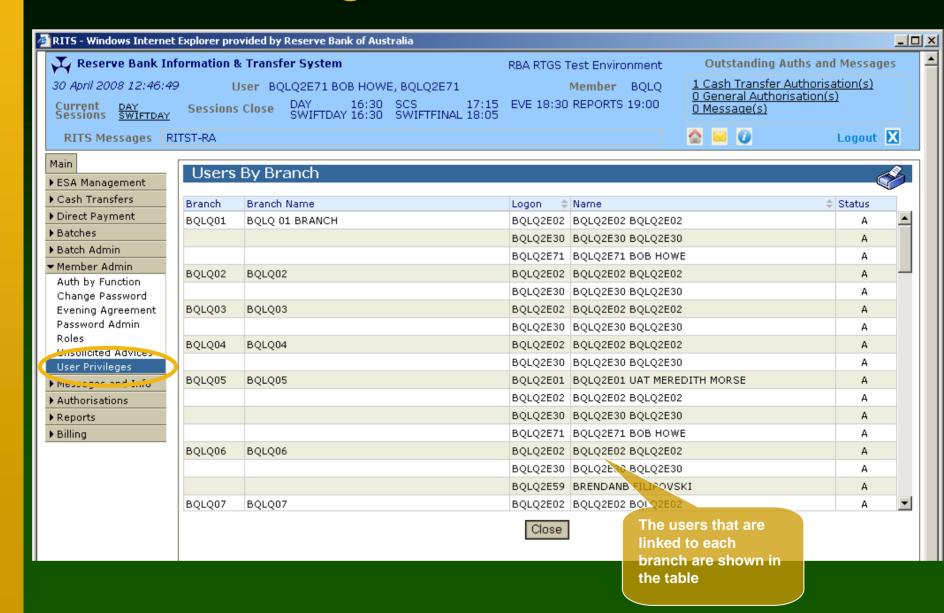
- All users (view) and Password Administrators (set):
  - status of a user (active or inactive)
  - user links to branches
  - roles available to a user
  - the functions a user can authorise
- Users can also view their RITS certificate status and expiry date. Certificate Administrators can revoke users' RITS certificates.
- Only the RITS Help Desk may add new users and set authorisations at the Member level.



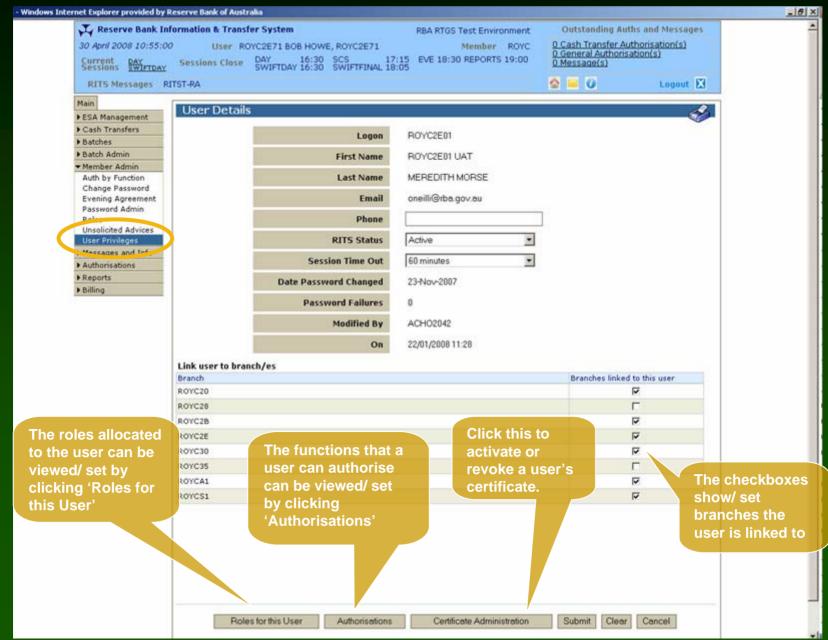
# User Privileges



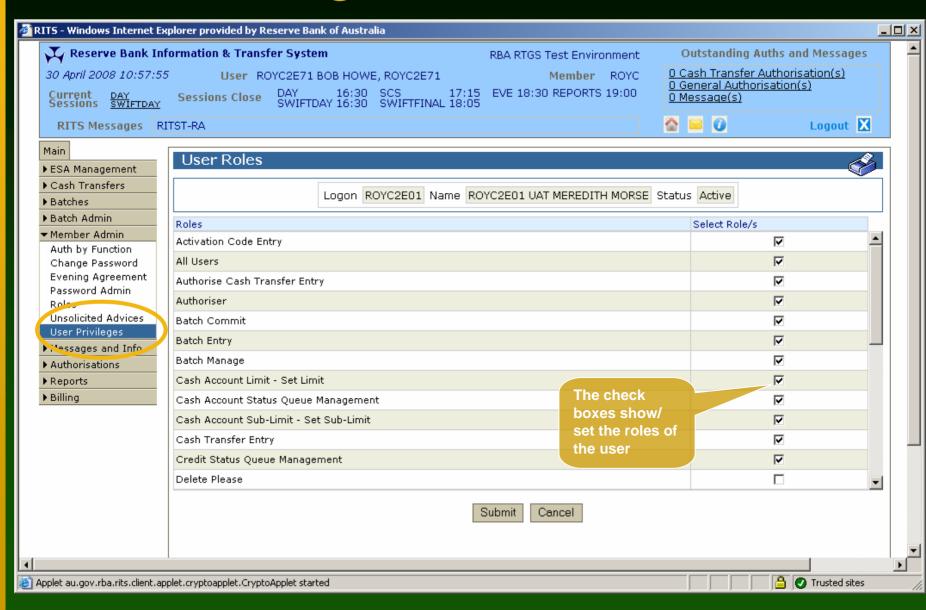
# User Privileges - View Users by Branch



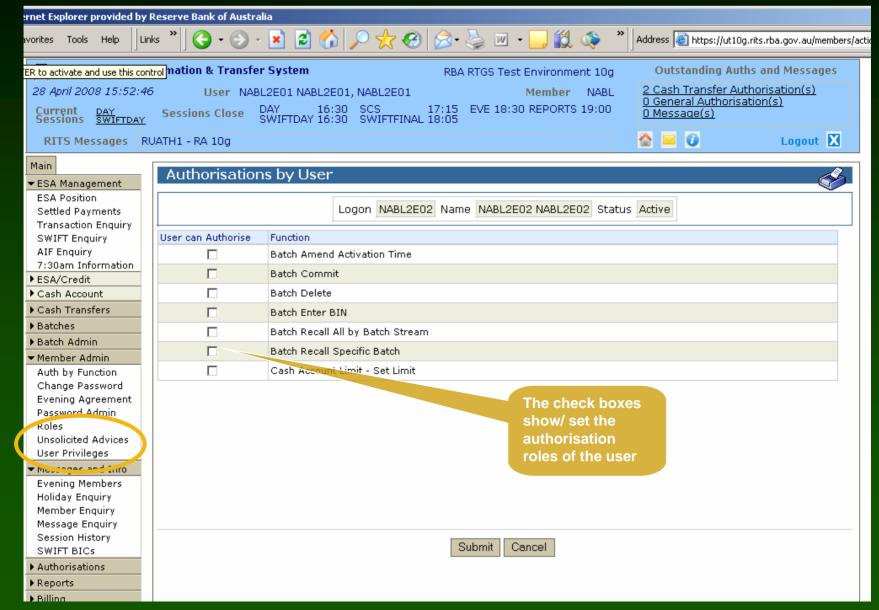
# User Privileges - User Details



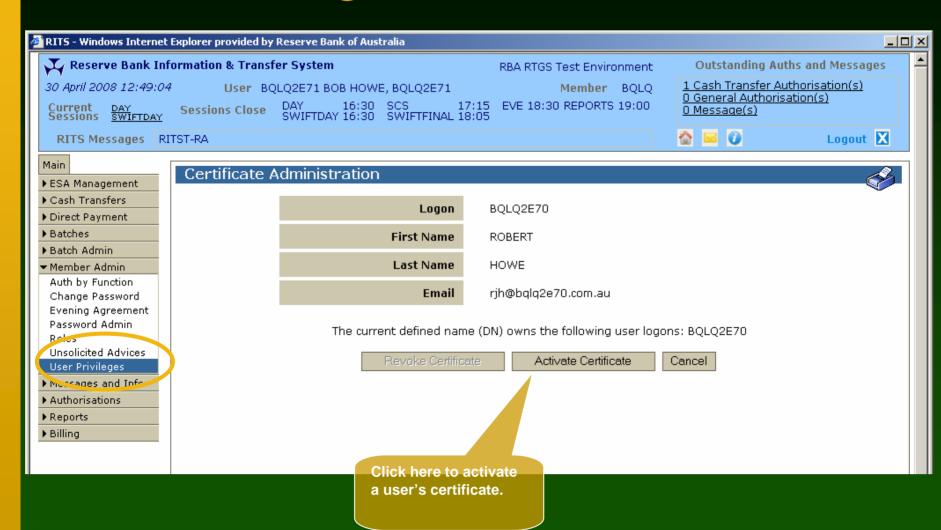
#### User Privileges - Viewing/Setting Roles



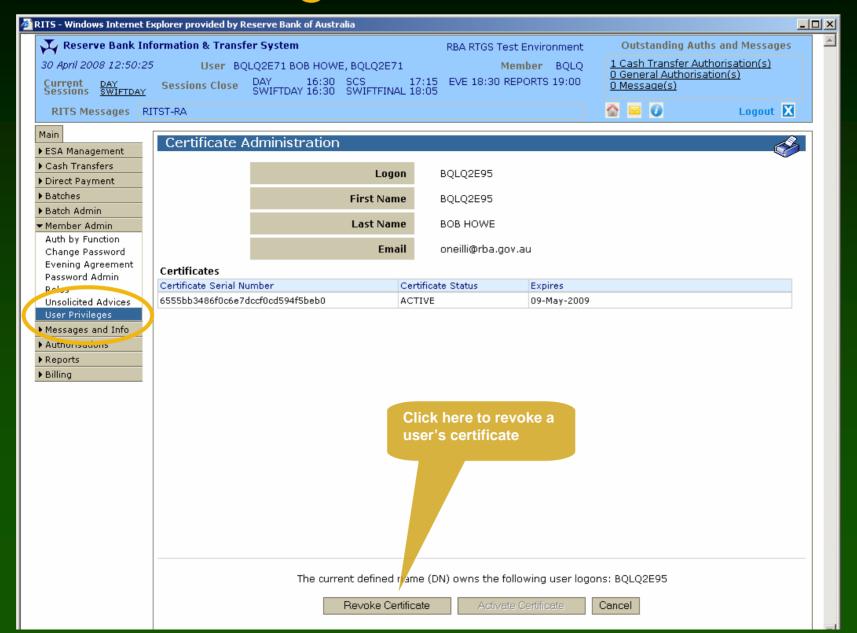
# User Privileges Setting Authorisation Permissions



### User Privileges - Certificate Administration



### User Privileges - Certificate Administration



### Printing and Exporting

- All pages of the RITS screens can be printed using the printer icon on the title bar
- The printout includes elements from the header, the filter criteria and the enquiry results



# Printing and Exporting - Example of a printed screen

Reserve Bank Information & Transfer System

BQLQ2E71 BOB HOWE, BQLQ2E71 BQLQ
Current Sessions DAY SWIFTDAY

Cash Transfer Enquiry

Branch All CashTID Other Member Pay/Rec Both Status All Transfers Unmatched Payer to Auth Matched
Settlement Date From 30-Apr-2008 To 30-Apr-2008

Page 1 of 1

30/04/2008

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

RITS

CashT ID	Payer	Receiver Settlement Date		Amount	Interest Rate Status	
11790428	ROYC2E	BQLQ2E	30-Apr-2008	\$101.00	0.0000%	Completed
11790429	ROYC20	BQLQ20	30-Apr-2008	\$102.00	0.0000%	Completed
11790965	BQLQ2E*	RBAACY	30-Apr-2008	-\$1,036,800.00	0.0000%	Payer to Auth
11790966	BQLQ2E*	RBAACY	30-Apr-2008	-\$1,036,800.00	0.0000%	Unmatched

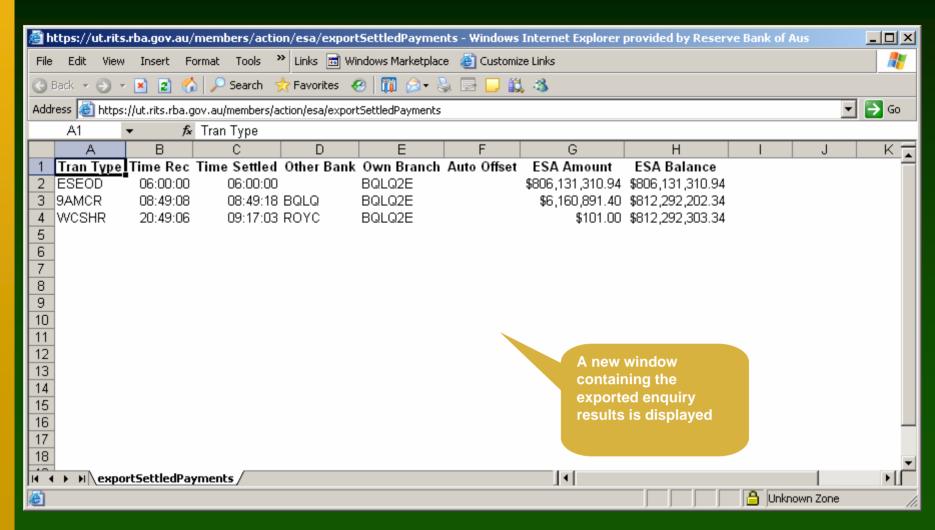
### Printing and Exporting

- Results returned from an enquiry can be 'exported' to an Excel spreadsheet
- Enter search criteria, tick the 'Export' checkbox, then click 'Find' to initiate the export



#### Printing and Exporting

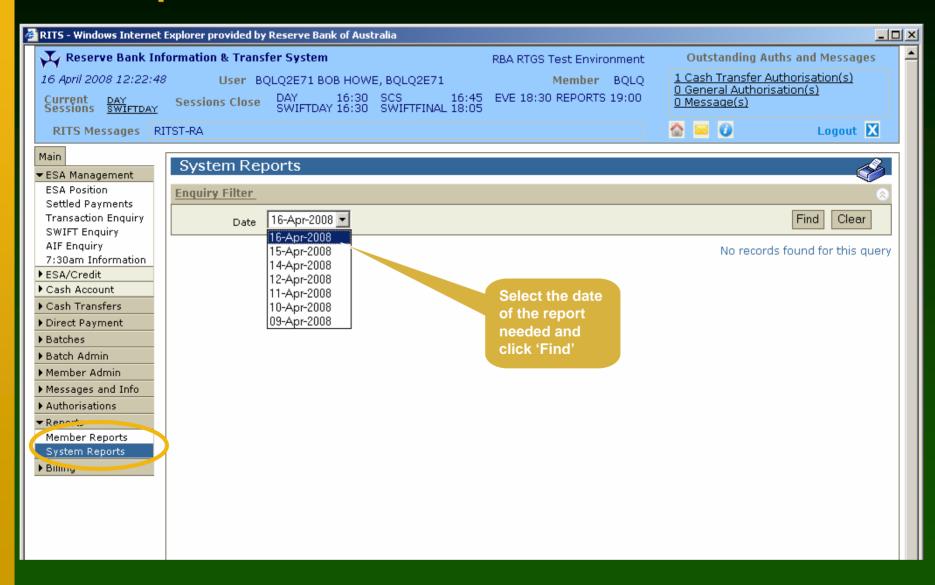
 For best results, save file in PC in Excel format before editing the file



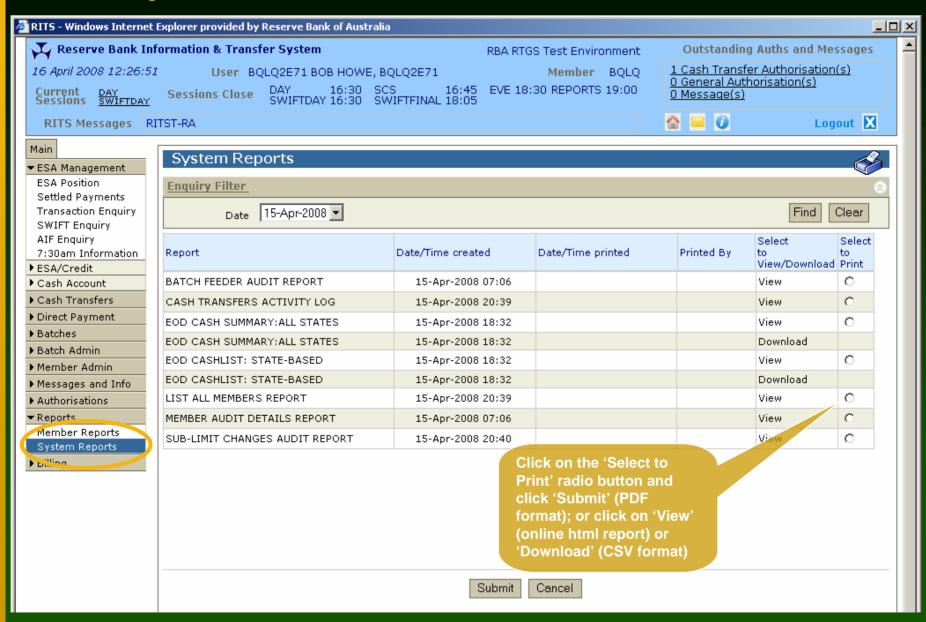
#### Reports

- Two types of reports:
  - System Reports: reports generated by RITS overnight or during the interim or reports session
  - Member Reports: enquiry reports based on functions
- Both System Reports and Member Reports for the last 5 business days are available
- Member Reports can be viewed online or exported (all Member Reports can be exported to either Excel or PDF)

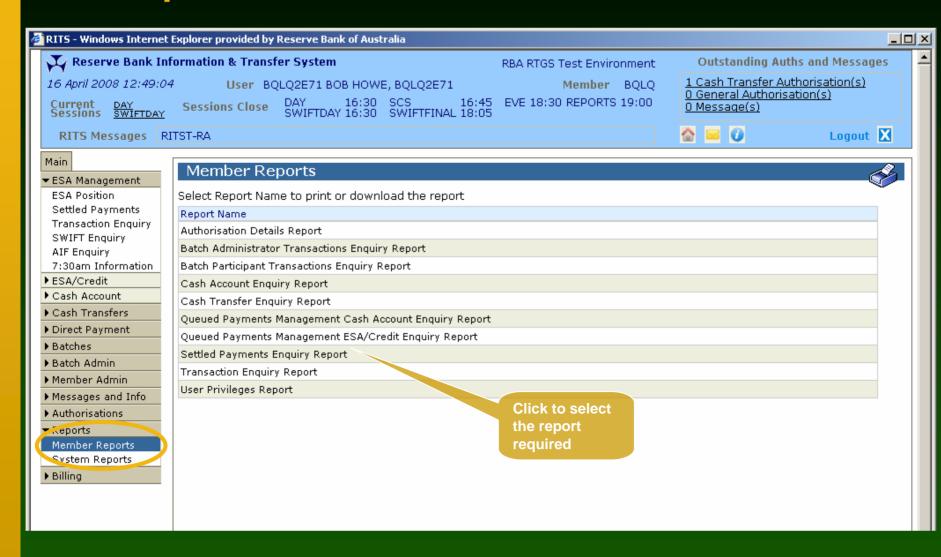
#### Reports - System Reports



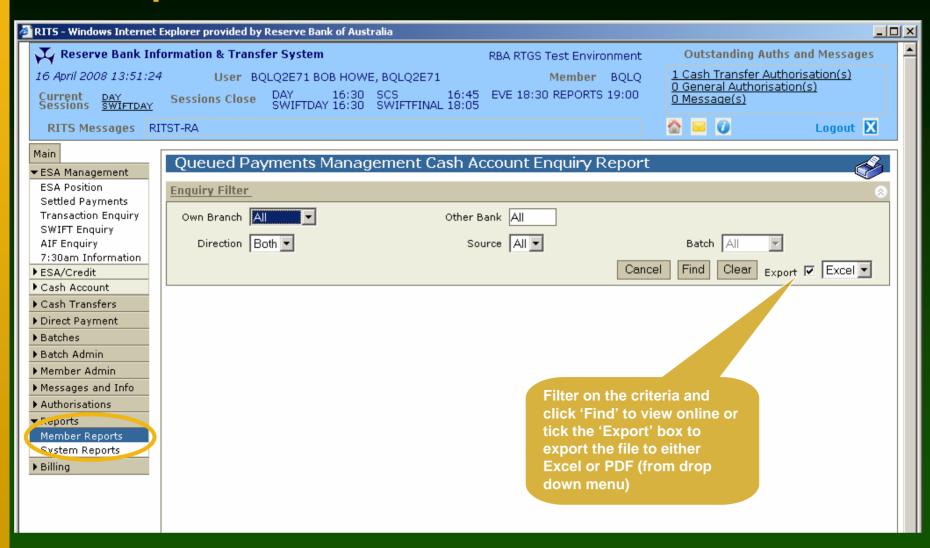
#### Reports - System Reports



#### Reports - Member Reports



#### Reports - Member Reports



# Tips on refreshing

- To refresh the entire screen (including the Header), click 'Find' or select a function from the menu.
- For a quick refresh of the RITS time and the current session click on the 'Current Session' label in the Header. Close this screen to return to your work.
- In ESA Position, refresh whenever you require an update to your ESA position and its components.
- In ESA/Credit Status Management, refresh to view the results of updates submitted.

