

# **RESERVE BANK INFORMATION AND TRANSFER SYSTEM**

## **Reports User Guide**

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**April 2022**





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## **1. REPORTS**

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

### **1.1 Overview**

RITS provides two reporting systems.

#### 1. SYSTEM Reports:

- These reports are generated by RITS in overnight processing or by the Interim and Final Cash List job suites.

#### 2. MEMBER Reports:

- This is an online reporting system, which provides access to filtered searches for data and provides a range of access alternatives including the simple printing of a report, saving (or printing) in PDF format and downloading to Excel.
- The reports in this facility have a range of filter criteria for user's customisation.
- Members who use macros or other tools to process data files should check that they are still appropriate.

### **1.2 Technical requirements**

As System and Member Reports are delivered in either PDF format or Excel format, the user's PC must be loaded with Adobe Acrobat Reader and Microsoft Excel for the user to obtain the report.

See the latest *Technical Information Paper* for details. This paper is available from the RITS Information Facility or at <http://www.rba.gov.au/rits/>.



## 2. QUICK GUIDE TO PRINTING AND DOWNLOADING

Use the instructions set out below to access reports and data files.

### 2.1 System Reports

#### Print a report

1. Select **System Reports** from the Menu.
2. In the next screen:
  - Filter by date to find the report that you wish to print. Reports for the current and any prior calendar date within the previous five RITS business days are available.
  - Select the **Select to Print** button beside the report that you wish to print and select **Submit**.
3. Follow the prompts to **save** the report in PDF format, **open** the report in Adobe Acrobat Reader.
4. **Print** the report.

#### Download a data file (in CSV format) to Excel

1. Select **System Reports** from the Menu.
2. In the next screen:
  - Filter by date to find the report that you wish to print.
  - Click on the **Download** link beside the report that you wish to download.
3. Follow the prompts to **save** the report into Excel.
4. Use the Excel **Text to Columns** wizard to populate the spreadsheet if required.



## 2.2 Member Reports

### Print a report

1. Select **Member Reports** from the Menu.
2. In the next screen select the report that you wish to print. Reports for the previous 5 business days are available.
3. In the report screen enter filter criteria if required, **un-tick the Export box** and select **Find**. When the screen has been populated select the **Printer Icon** to print the list.

### Or

4. In the report screen enter filter criteria if required, select **Find** (with the Export box ticked) and **PDF** selected in the Excel/PDF drop down list.
5. Follow the prompts to **save** the report in PDF format, **Open** the report in Adobe Acrobat Reader.
6. **Print** the report.

### Download the data to Excel

1. Select **Member Reports** from the Menu.
  2. In the next screen select the report that you wish to print.
  3. In the report screen enter filter criteria if required, select **Find** (with the Export box ticked) and **Excel** selected in the Excel/PDF drop down list.
- Follow the prompts to **save** the report into Excel.

## 2.3 Large enquiries

Avoid large queries for display on the screen in **Member Reports**. It is more efficient to download data into Excel than it is to display on-screen.

## 2.4 How long will it take to get my report?

The time to deliver a report or download depends on a number of factors including:

- the amount of data retrieved;
- the particular attributes of the report/data (e.g. data come from more than one database table, searches for archived data take longer as an additional index is used in the database search);
- the form of the report – downloads to Excel are faster than PDF. Displaying the report data on-screen in MEMBER Reports is the slowest option for large reports.
- the time to render the display or assemble the data at the PC; and
- the time taken to deliver the data over the network.



Small reports and downloads will be available in several seconds.

Large enquiries will take longer. As a guide, a download of 5,000 same day records in the RITS Settled Payments Enquiry Report and the Transaction Enquiry Report will take around 8-10 seconds to be processed by RITS plus the time taken for the network to deliver the data and the PC to render the display. A download of 10,000 records will take around 15 seconds to be processed by RITS plus the time taken for the network to deliver the data and the PC to render the display. Accessing data for a previous day will take longer.

The other reports, which are smaller, will be substantially quicker.

Note that the internet will be slower than the Austraclear network.

## 2.5 How do I know that my request is being processed?

There are two ways to determine if your report/data request is being processed.

### 2.5.1 Action buttons become 'greyed-out' in Member Reports

After selecting **Find** to initiate a request to display data on-screen, the Find/Cancel/Clear/Export action buttons become inactivated (greyed-out) while the system is retrieving the data.

**RITS Settled Payments Enquiry Report**

**Enquiry Filter**

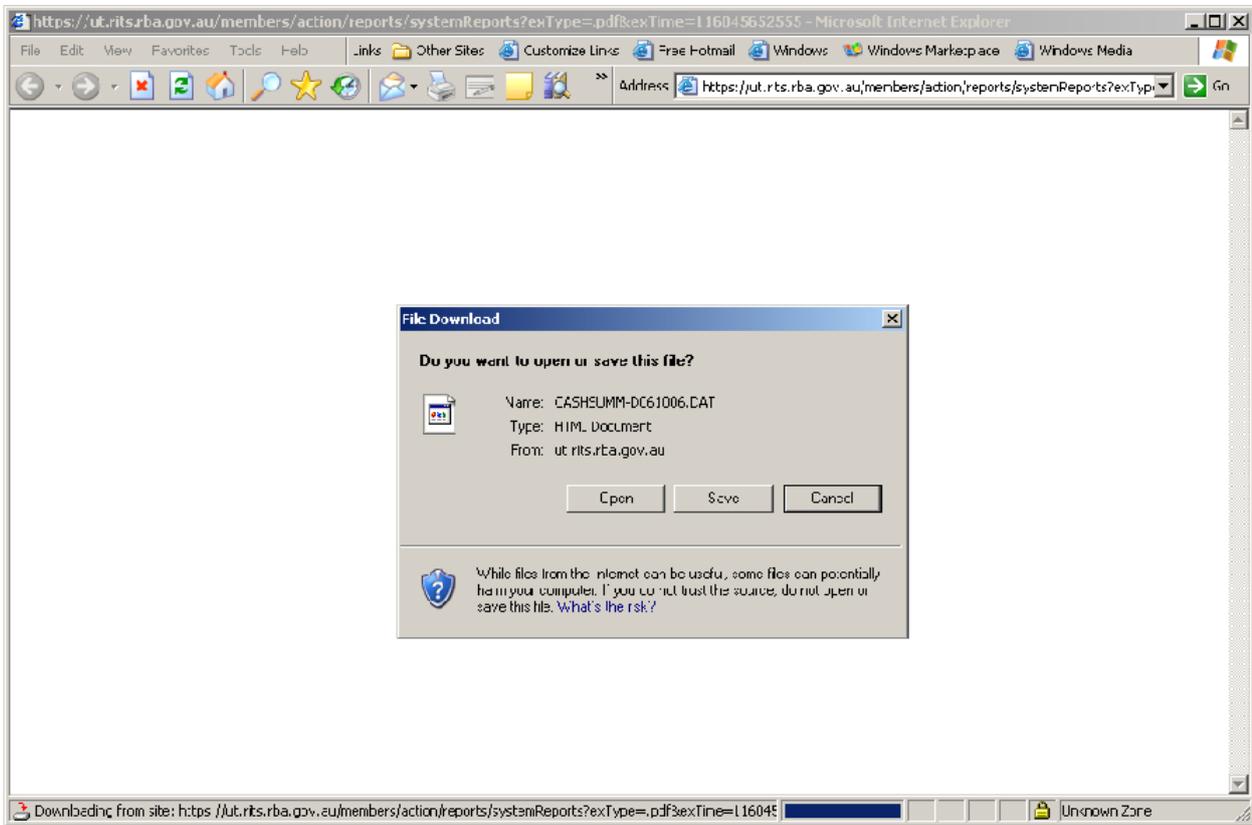
Settlement Date	15-Aug-2017	Report Type	Settled Payments	Payment Type	All
Own Branch	All	Other Bank	All	Direction	Both
Source	All	Batch	All	Payment Service	All

Buttons: Cancel, Find, Clear, Export, Excel



### 2.5.2 Browser download status bar

In all PDF and Excel downloads of reports/data in both Member and System Reports the status bar (shown at the bottom of the screen – see below) lengthens to indicate that data are being accessed.





### 3. SYSTEM REPORTS

#### 3.1 Key points

- Access reports that are generated by RITS in overnight processing or during the Interim Session and the Reports Sessions, when the cash list reports are generated.
- For reports in report file format:
  - View the report content in a HTML page.
  - Save the reports to Adobe Acrobat Reader to print.
- For reports in data file (CSV) format:
  - View the file content in a HTML page.
  - Save the file to Excel to print or manipulate the data.
- Reports/files saved to your system are automatically named by RITS.

SYSTEM Reports are produced by RITS in overnight processing or during the Interim Session and the Reports Sessions, when the cash list reports are generated. FSS-related Systems Reports are produced either in overnight processing or shortly after midnight.

Reports are accessed in PDF format, and provide a visual representation of the original report. Adobe Acrobat Reader must be available on the user’s PC for the user to view the report.

Reports that are also available in data file format are downloaded in CSV format.

#### 3.2 Available reports

The following reports are available in the System Reports facility.

Report Name	Description	Format
<b>Batch Feeder Audit Report</b>	This is a report for the Batch Administrator. It tracks Settlement-only Batches i.e. those that are entered directly into RITS and those entered via SWIFT.	PDF
<b>BLIMIT Changes Audit Report</b>	This report logs changes made to Cash Account Limits.	PDF
<b>Sub-Limit Changes Audit Report</b>	This report lists changes made to the Cash Account Sub-Limit and ESA Sub-Limit.	PDF
<b>Cash Transfers Activity Log</b>	Lists all RITS Cash Transfers entered during the previous day and each step undertaken on those Cash Transfers until settlement.	PDF
<b>Warehoused Cash Transfer Report</b>	This report shows matched RITS Cash Transfers, which are due to settle on any day of the warehoused period (i.e. for the next 5 days).	PDF



<b>Report Name</b>	<b>Description</b>	<b>Format</b>
<b>Member Audit Details Report</b>	Records changes made to a range of Member details.	PDF
<b>Interim Cash List: State Based</b>	This report lists end-of-day Cash Account balances for posting to clients' bank accounts. The report is normally available within 5 minutes after the finish of the Settlement Close Session.	PDF and data file format (CSV)
<b>Interim Cash Summary: All States</b>	This report includes all end-of-day RITS Cash Accounts balances for a bank nation-wide. This report is available normally within 5 minutes after the end of the Settlement Close Session.	PDF and data file format (CSV)
<b>EOD Cash List: State Based</b>	This report lists end-of-day Cash Account balances for posting to clients' bank accounts. The report is normally available within 5 minutes after the finish of the Evening Settlement Session.	PDF and data file format (CSV)
<b>EOD Cash Summary: All States</b>	This report includes all end-of-day RITS Cash Accounts balances for a bank nation-wide. This report is available normally within 5 minutes after the end of the Evening Settlement Session.	PDF and data file format (CSV)
<b>FSS Trigger Changes Audit Report</b>	This report includes the old and new values submitted for the given report date for updates to FSS Triggers and Return to Reset Point.	PDF
<b>EOD FSS Settled Payments Report</b>	This report includes all transactions settled by the FSS for the previous calendar day including the FSS leg of Allocation Transfers.	Data file format (CSV)
<b>EOD FSS Cashlist Summary</b>	This report includes an entry for the net value of settled FSS Allocation Transactions; an entry for the net value of settled NPP transactions in the FSS; and an entry for the total daily Net FSS movement.	PDF and data file format (CSV)

### 3.3 Report file format delivery options

System Reports in report file format may be:

- Viewed in PDF format (in a HTML browser page). This is suitable for a quick view of the report where printing the report is not required. Note that printing the report from the HTML page may result in problems with page size formatting. If printing is required use the next option.
- Saved in PDF format and then opened in Adobe Acrobat Reader to view or print.

### 3.4 Data file format delivery options (download)

System Reports in data file format (CSV) may be:

- Viewed in an Excel format (in a HTML browser page). This is suitable for a quick view of the data where printing or data manipulation is not required.



- Saved to Excel and then opened in Excel to view, print or manipulate the data. In Excel the CSV format can be separated into columns in the spreadsheet using the **Data/Text to Columns** wizard.

### 3.5 RITS Menu

After logging on to RITS, the Main menu is displayed on the left-hand side of the screen. Select the **Reports** tab to expand the menu as displayed below. Then select the **System Reports** tab.

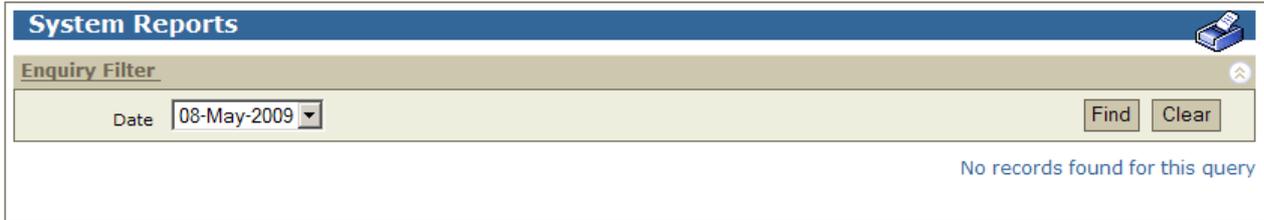
Main
▶ ESA Management
▶ Cash Transfers
▶ Manual FSI/FRI
▶ Bulk FSI
▶ Batches
▶ Batch Admin
▶ Member Admin
▶ Messages and Info
▶ Authorisations
▼ Reports
Member Reports
System Reports
▶ Billing



## 4. SYSTEM REPORTS SELECTION AND PRINTING

### 4.1 System Reports selection screen

Select System Reports from the menu of functions. The following screen is displayed.



#### 4.1.1 Filter criteria

Field	Description
Date	Defaults to the current date or users may select the current or any prior calendar date within the previous five RITS business days. Generally the selection in the Date filter will return the list of reports that were generated for activity on this date. However, if the desired report was generated at a time other than the usual time it may be available under an adjacent date. If you cannot find the report that you are looking for check under the adjacent dates.

#### 4.1.2 Actions

Button	Description
Find	Select <b>Find</b> to return the reports that have been generated for the entry in the Date filter.
Clear	Select <b>Clear</b> to reset the Date filter to the default and clear the list.
Printer Icon	Select the <b>Printer Icon</b> to print the page.



### 4.2 Finding System Reports

Select a date in the Date filter and select **Find**. The screen will populate with the reports that were generated on that day.

**System Reports**

Enquiry Filter

Date  Find Clear

Report	Date/Time created	Date/Time printed	Printed By	Select to View/Download	Select to Print
EOD CASH SUMMARY:ALL STATES	17-Oct-2017 22:01			Download	
EOD CASH SUMMARY:ALL STATES	17-Oct-2017 22:01			View	<input type="radio"/>
EOD CASHLIST: STATE-BASED	17-Oct-2017 22:01			Download	
EOD CASHLIST: STATE-BASED	17-Oct-2017 22:01			View	<input type="radio"/>
EOD FSS CASHLIST SUMMARY	17-Oct-2017 00:01			View	<input type="radio"/>
EOD FSS CASHLIST SUMMARY	17-Oct-2017 00:01			Download	
EOD FSS SETTLED PAYMENTS REPORT	17-Oct-2017 00:09			Download	
INTERIM CASH SUMMARY:ALL STATES	17-Oct-2017 17:16			View	<input type="radio"/>
INTERIM CASH SUMMARY:ALL STATES	17-Oct-2017 17:16			Download	
INTERIM CASHLIST:STATE-BASED	17-Oct-2017 17:16			Download	
INTERIM CASHLIST:STATE-BASED	17-Oct-2017 17:16			View	<input type="radio"/>
MEMBER AUDIT DETAILS REPORT	17-Oct-2017 02:33			View	<input type="radio"/>

Submit Cancel

#### 4.2.1 List headings

Field	Description
<b>Report</b>	The name of the report.
<b>Date/Time Created</b>	The time that the report was created by RITS overnight processing or by the Interim and Final cash List job suites.
<b>Date/Time printed</b>	The time that the report was printed or downloaded.
<b>Printed By</b>	The username of the person who printed or downloaded the report.
<b>Select to View/Download</b>	Select the link to either view or download the report.  <b>View</b> – view the report in a HTML browser page. This provides a quick view of the report, but it is not recommended that the report is printed from this location as formatting problems may be encountered.  <b>Download</b> – download the data file to Excel, where it can be saved and manipulated as required.



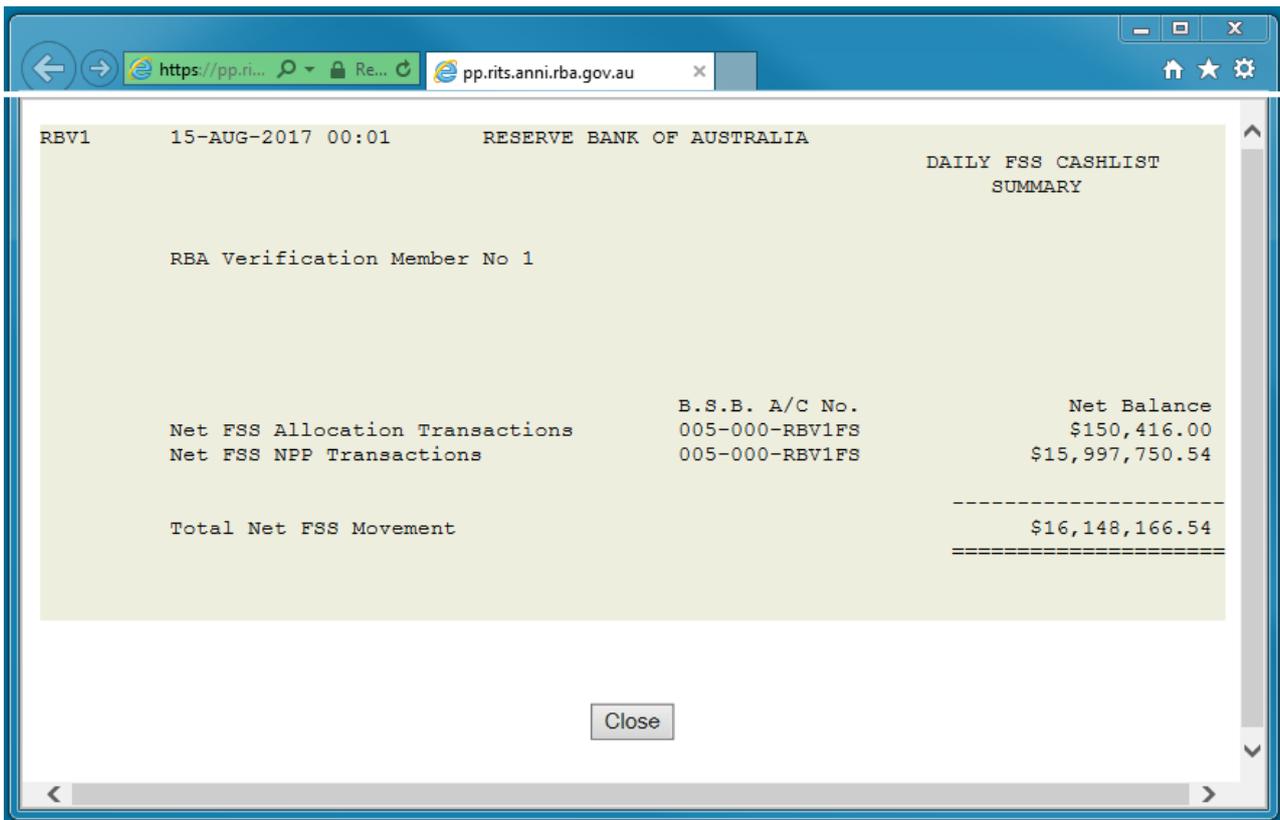
Field	Description
Select to Print	<b>Print</b> – download the report to Adobe Acrobat Reader, where it can be saved and printed.  See chapter 4.4 of this user guide for detailed instructions.

4.2.2 Actions

Button	Description
Submit	Relevant to the <b>Select to Print</b> option. Select <b>Submit</b> to download the report to Adobe Acrobat Reader where it can be viewed or printed.
Cancel	Select <b>Cancel</b> to remove a selection in the <b>Select to Print</b> column.

4.3 Report format: select to view the report

In the **System Reports** screen select the **View** link to view the chosen report in HTML format in a browser page. The following screen is displayed.



When you have finished viewing the report, close the screen by clicking on the 'X' icon in the browser page header row. The System Reports screen reappears and is ready for another selection to be made.

It is not recommended that you print from this display as page formatting problems may be encountered.



**4.4 Report format: select to view and print the report in PDF format**

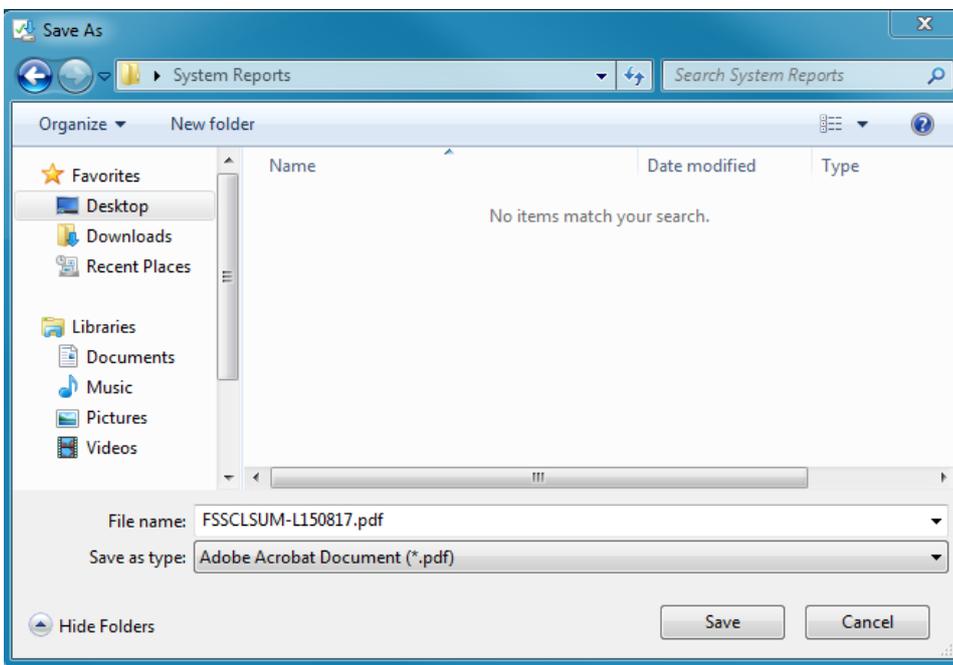
In the **System Reports** screen select the **Select to Print** radio button and select **Submit** to commence the process of accessing the report.

The following screen is displayed.



Select **Save** to save the report in PDF format or **Cancel** to close the box.

If **Save As** is selected the following screen is displayed.



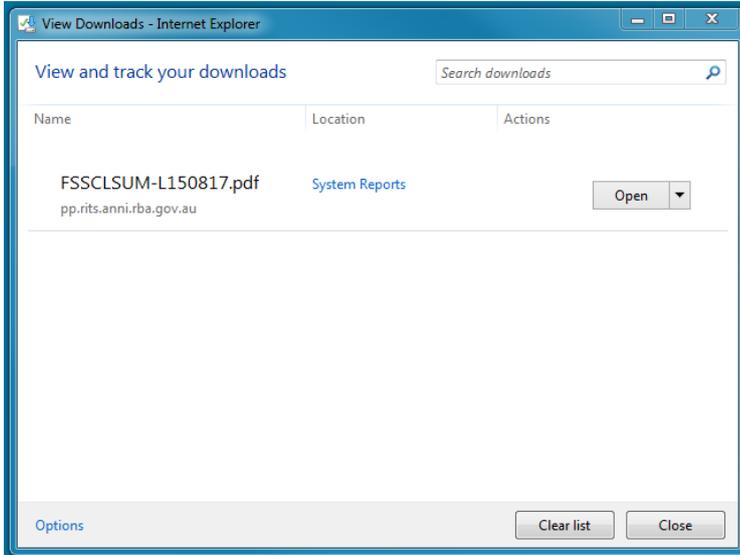
In the **Save As** box select where you wish to save the report. Note that the file is automatically named and dated with the date when the report was created. Select **Save** to save the report.



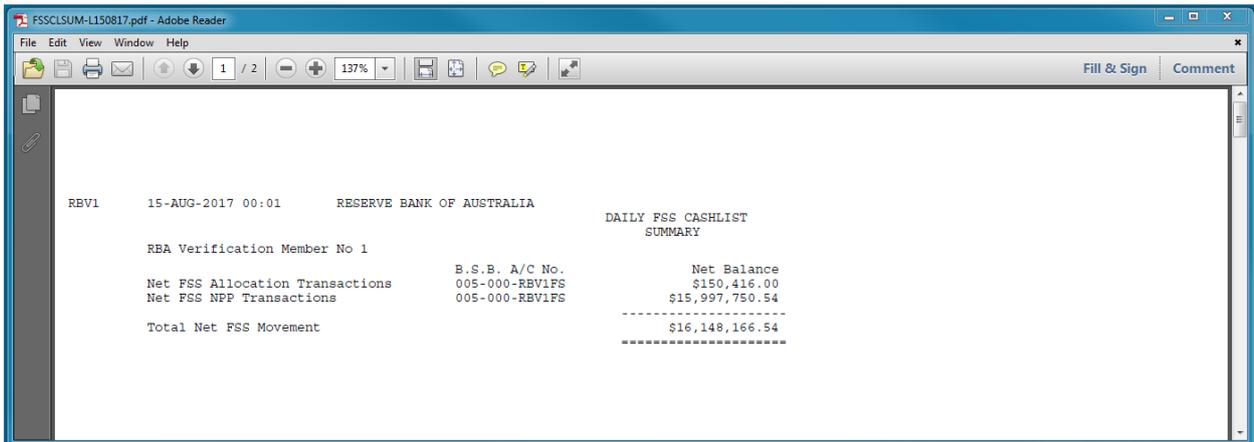
RITS

System Reports Selection and Printing

The report is saved as a PDF file. The following box then appears.



Select **Open** to open the file in Adobe Acrobat Reader as follows.



Select the **printer icon** in this screen to print the report.

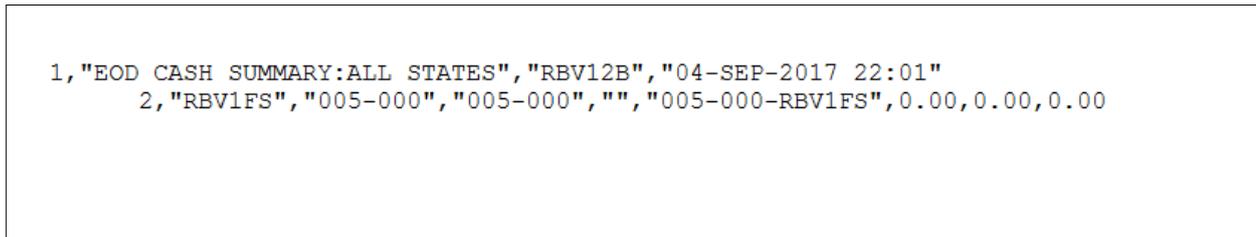


### 4.5 Data file format: select to view the data file in HTML format

In the **System Reports** screen click on the **Download** link to view the chosen data file in HTML format in a browser page. The following screen is displayed.



Select **Open** to view the data. The following screen is displayed showing the data in CSV format.



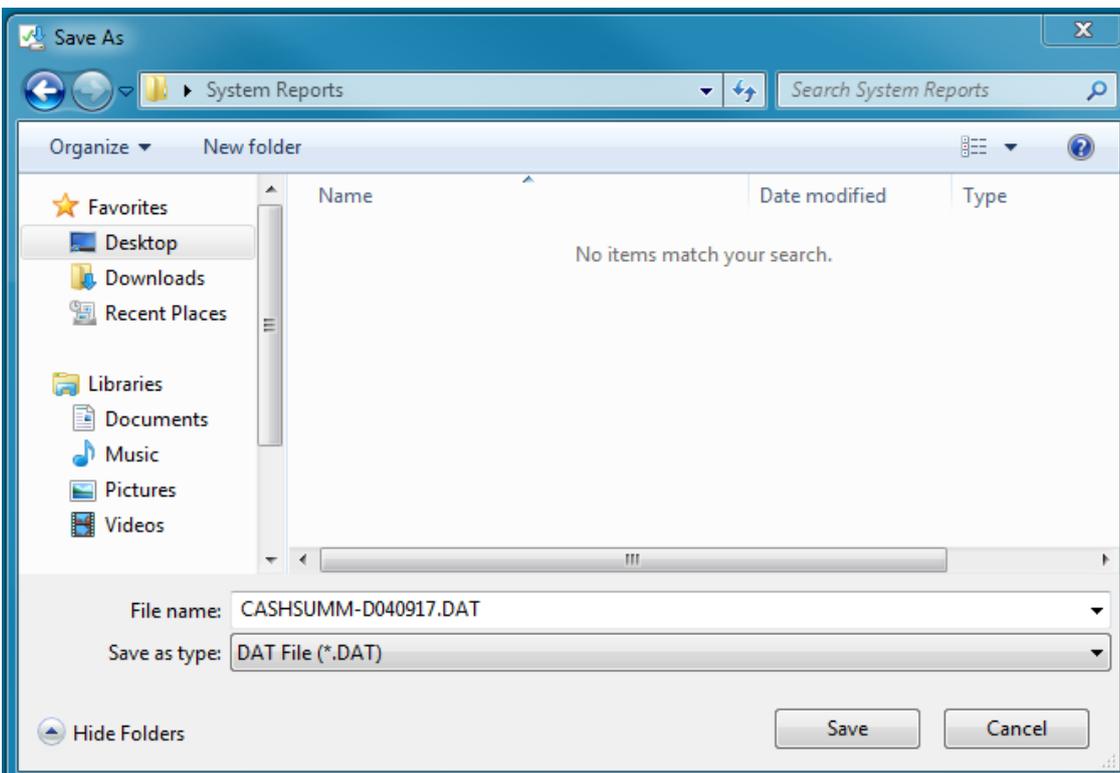
### 4.6 Data file format: select to view, print or process the data file in Excel

In the **System Reports** screen click on the **Download** link to view, print or process the data file in Excel. The following screen is displayed.



Select **Save As** to save the data file to your system.

The following screen is displayed.



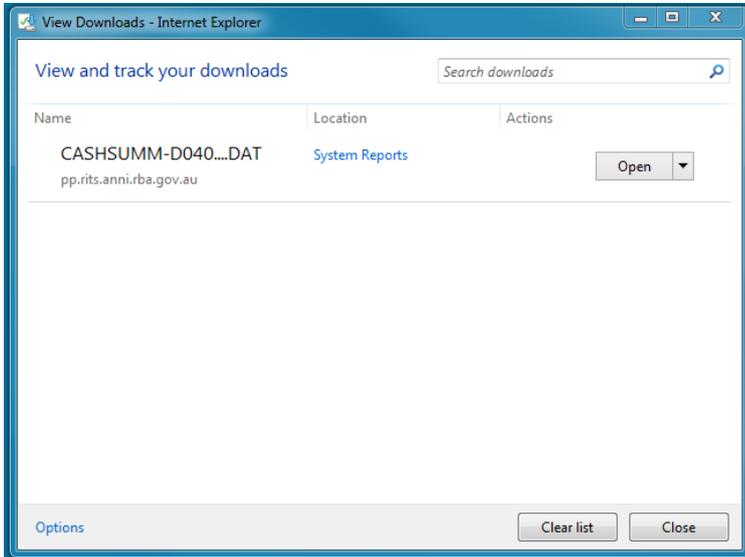


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**System Reports Selection and Printing**

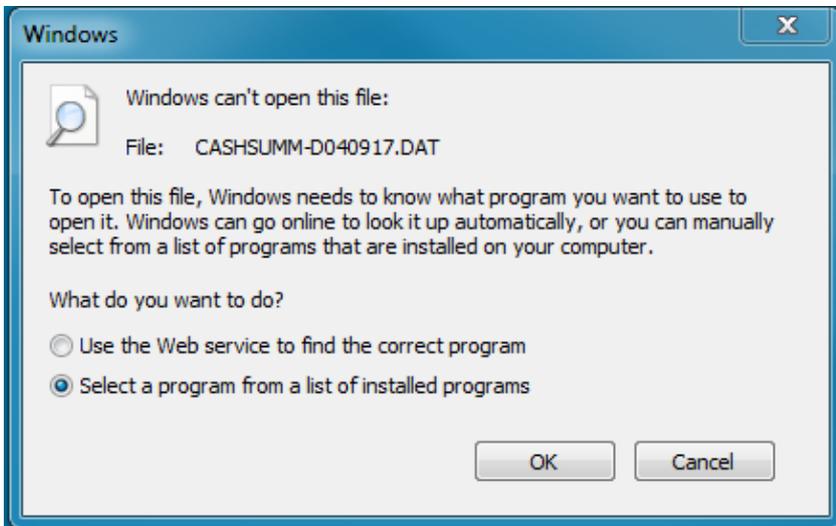
Note that the file is automatically named and dated with the date when the report was created. Select **Save** to save the report in **.dat** format.

The following screen is displayed.



Select **Open**. The following screen is displayed.

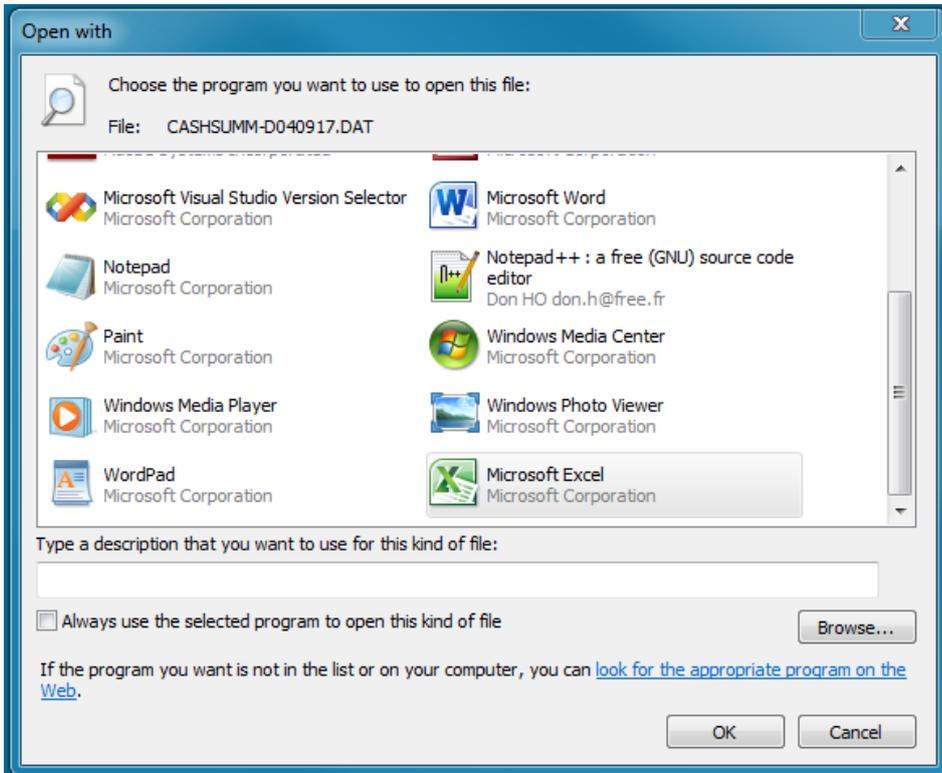
The following screen is displayed.



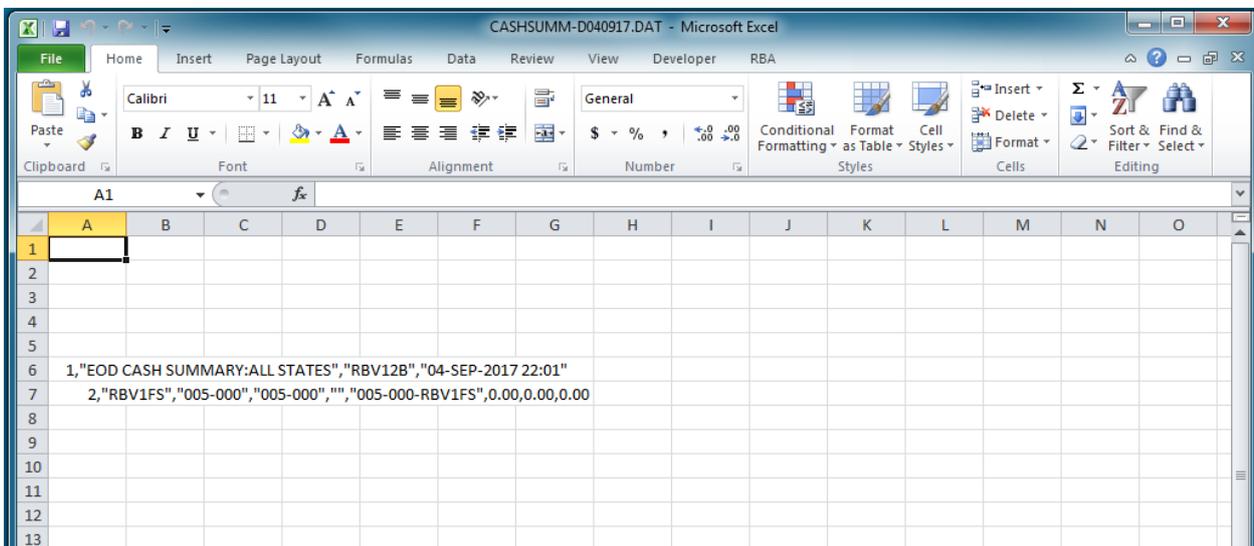
Select the radio button for **Select a program from a list of installed programs** and **OK**.



The following screen is displayed.

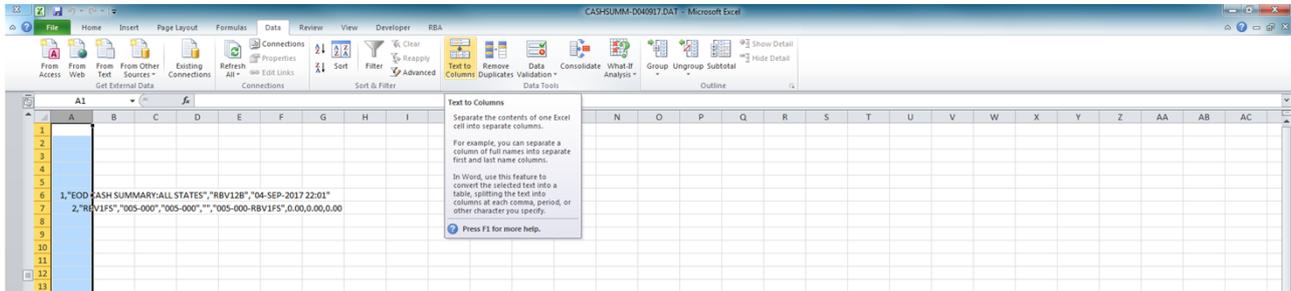


Select **Microsoft Office Excel** and then **OK**. The data file now opens in **Excel** in comma separated format as follows.



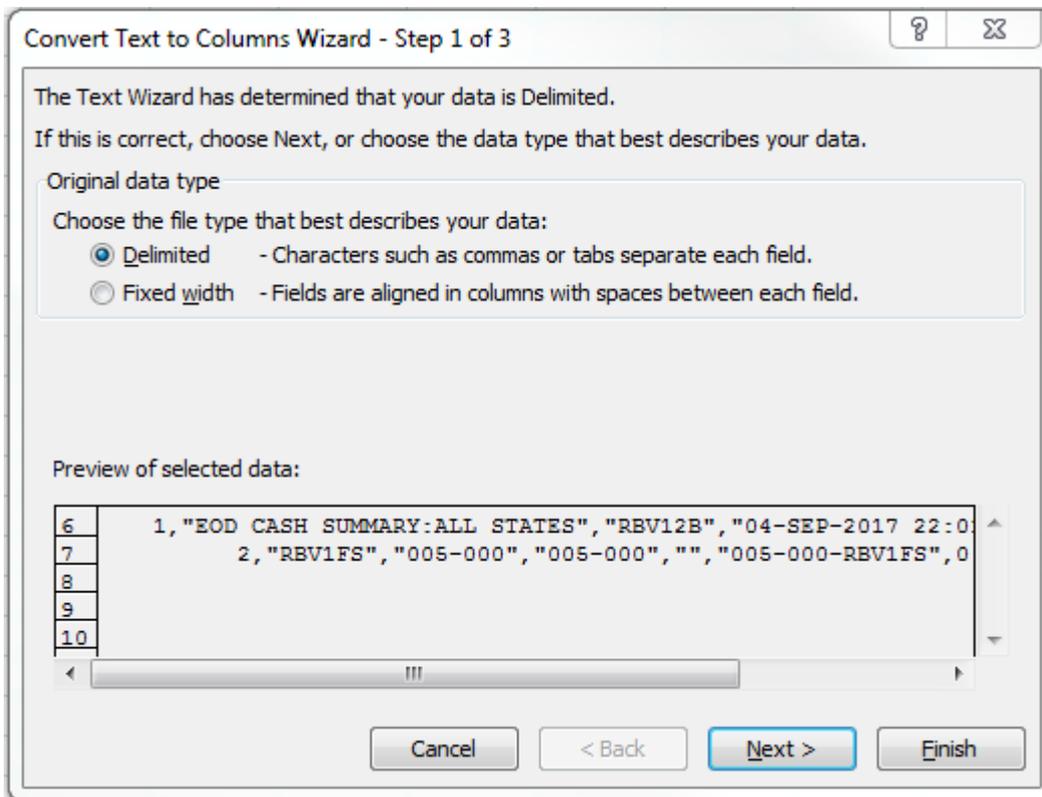


To convert the comma separated format into the normal Excel format highlight the first column and select the **Data** menu as follows.



From the **Data** menu select **Text to Columns**.

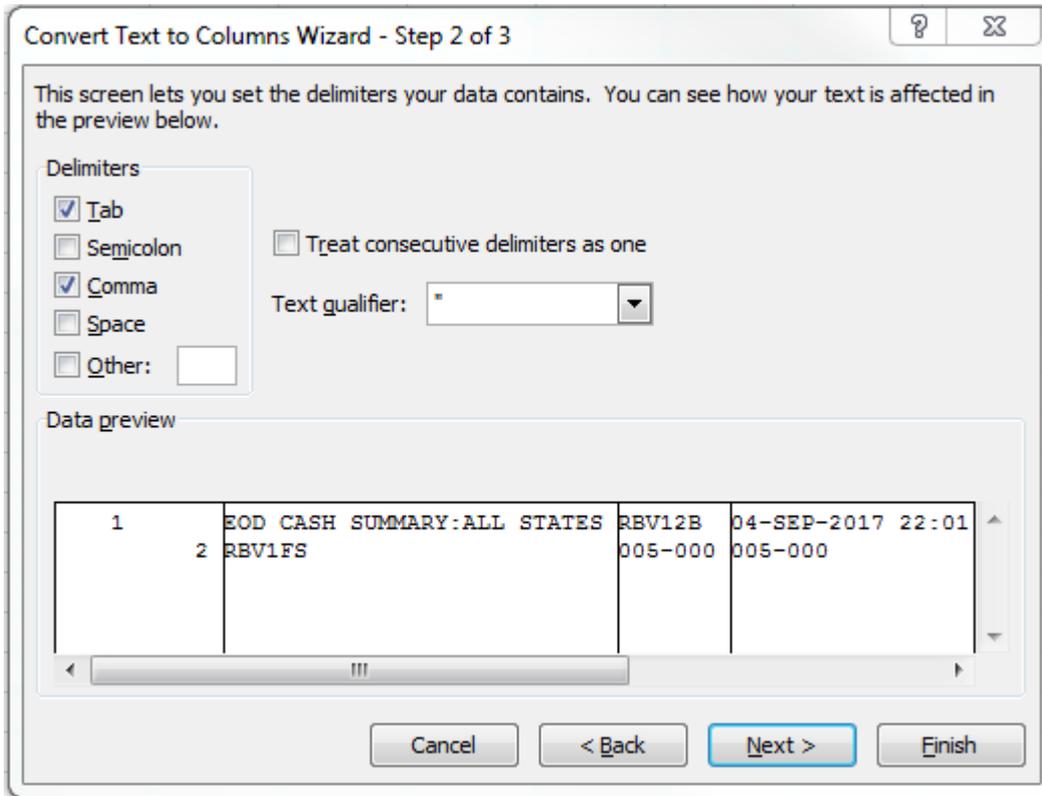
The wizard is displayed as follows.



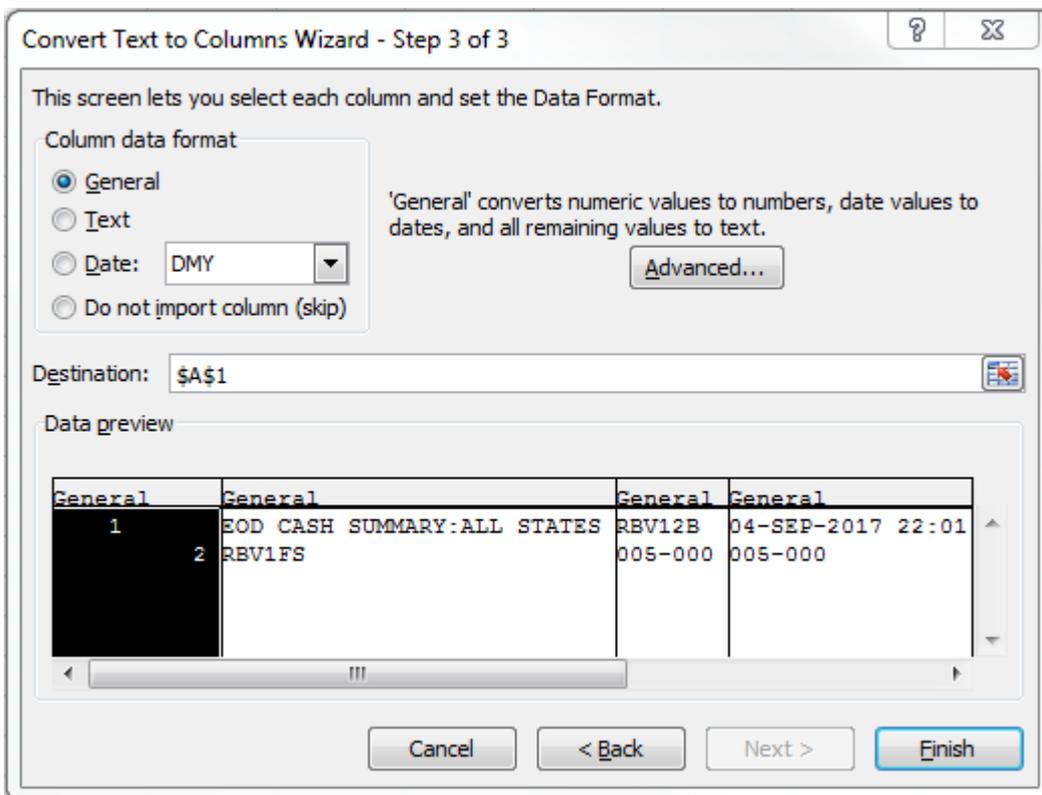
In this screen select **Delimited** and **Next**.



The following screen is displayed.



Select **Comma** and **Next**. The following screen is displayed.





RITS

System Reports Selection and Printing

In this screen select **Finish**. The data are now displayed in Excel in the normal way as follows.

The screenshot shows the Microsoft Excel interface with the 'Data' tab selected in the ribbon. The ribbon includes options for 'Get External Data', 'Connections', 'Sort & Filter', and 'Text to Columns'. Below the ribbon, the spreadsheet shows the following data:

	A	B	C	D	E	F	G	H	I	J
1	1	EOD CASH SUMMARY:ALL STATES	RBV12B	4/09/2017 22:01						
2	2	RBV1FS	005-000	005-000		005-000-RBV1FS	0	0	0	
3										
4										



## 5. MEMBER REPORTS

### 5.1 Key points

---

- An online facility to view, print and download reports.
  - The report functions are similar to the Member enquiry functions.
  - Filter criteria (optional) are available to refine the search for data.
  - Data can be:
    - viewed and printed on-screen;
    - saved and printed in PDF format; and
    - downloaded to Excel.
  - Reports saved to your system are automatically named by RITS.
  - The report function export filter is defaulted to download the data in PDF or Excel format. To view the data on-screen you will need to un-tick the **Export** box.
  - **Tip:** It is quicker to download data in Excel or PDF format than it is to display the data on the screen and then print it. This is especially the case for large enquiries.
- 

Member Reports provides an online enquiry, report printing and data downloading facility.

**Members who use macros or other tools to process the data in the data file format files should check that they are still appropriate.**



## 5.2 Available reports

The following reports are available in the Member Reports facility.

<b>Report Name</b>	<b>Description</b>	<b>Format</b>
<b>Authorisation Details Report</b>	A report covering authorisations of cash transfers and general authorisations.	PDF only
<b>Batch Administrator Transaction Enquiry Report</b>	A report for Batch Administrators, showing details of the transactions in the batches entered and managed by them.	PDF and Excel
<b>Batch Participant Transaction Enquiry Report</b>	A report for participants in batches, showing details of their transactions in batches.	PDF and Excel
<b>Cash Account Enquiry Report</b>	A report of transactions posted to Cash Accounts.	PDF and Excel
<b>Cash Transfer Enquiry Report</b>	A report of Cash Transfers in any status.	PDF and Excel
<b>Queued Payments Management Cash Account Enquiry Report</b>	A report of queued payments at the time the report was requested.	PDF and Excel
<b>Queued Payments Management ESA/Credit Enquiry Report</b>	A report of queued payments at the time the report was requested.	PDF and Excel
<b>RITS Settled Payments Enquiry Report</b>	A report of settled payments in RITS.	PDF and Excel
<b>Targeted Bilateral Offset Report</b>	A report of all TBOs created.	PDF and Excel
<b>Transaction Enquiry Report</b>	A report covering all transactions.	PDF and Excel
<b>User Privileges Report</b>	A report of users' access privileges.	PDF and Excel

## 5.3 Report file format delivery options

Member Reports in report file format may be:

- Viewed on-screen and printed (using the **printer icon**) after entering filter criteria (optional) and selecting **Find**.
- Exported in PDF format and then saved and opened in Adobe Acrobat Reader to view or print.



### 5.4 Data file format delivery options (download)

Member Reports in data file format may be:

- Opened in Excel in read only format. The data can be viewed, analysed, manipulated and saved if required, using the **Save As** feature.
- Saved in Excel (automatically named by RITS) and then opened in Excel to view, print or manipulate the data.

### 5.5 RITS Menu

After logging on to RITS, the Main menu is displayed on the left-hand side of the screen. Select the **Reports** tab to expand the menu as displayed below. Then select the **Member Reports** tab.





## 6. MEMBER REPORTS SELECTION, PRINTING AND DOWNLOADING

### 6.1 Member Reports selection screen

Select **Member Reports** from the Menu of functions. The following screen is displayed.

Member Reports 	
Select Report Name to print or download the report	
Report Name	
Authorisation Details Report	
Batch Administrator Transactions Enquiry Report	
Batch Participant Transactions Enquiry Report	
Cash Account Enquiry Report	
Cash Transfer Enquiry Report	
Queued Payments Management Cash Account Enquiry Report	
Queued Payments Management ESA/Credit Enquiry Report	
RITS Settled Payments Enquiry Report	
Targeted Bilateral Offset Report	
Transaction Enquiry Report	
User Privileges Report	

#### 6.1.1 Actions

Button	Description
Select a row	Select a row to open the report's filter and action button screen.
Printer Icon	Select the <b>Printer Icon</b> to print the page.

### 6.2 Report format: select to view/print the report on-screen

After selecting the desired report from the **Member Reports** selection screen shown above, enter filter criteria (optional), **de-select the Export box** and select **Find**. The report screen will be populated with data subject to the filter criteria chosen.

View the data on-screen or select the **Printer Icon** to print the list.



**Cash Transfer Enquiry Report**

**Enquiry Filter**

Own Branch: All  
 Pay/Rec: Both  
 Settlement Date From: 06-Jul-2018  
 Settlement Date To: 06-Jul-2018

Buttons: Cancel, Find, Clear, Export , Excel

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

CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type
13138324	13138327	RSTA2E	RSTB2E	06-Jul-2018	-\$100.00	1.5000%	Completed	IBOC1	CASHP
13138325	13138328	RSTA2E	RSTB2E	06-Jul-2018	-\$450.00	1.5000%	Completed	IBOC2	CASHP
13138326	13138329	RSTA2E	RSTB2E	06-Jul-2018	-\$1,000.00	0.0000%	Completed	Other	CASHP

### 6.3 Report format: select to view/print the report in PDF format

After selecting the desired report from the **Member Reports** screen shown in chapter 6.1, enter filter criteria (optional), select **PDF** in the **Excel/PDF** list box, select **Export** and select **Find**.

The following screens show the process for saving the report in PDF format to your system, where it can be printed from the Adobe Acrobat Reader.

After selecting **Find** the following screen is displayed.

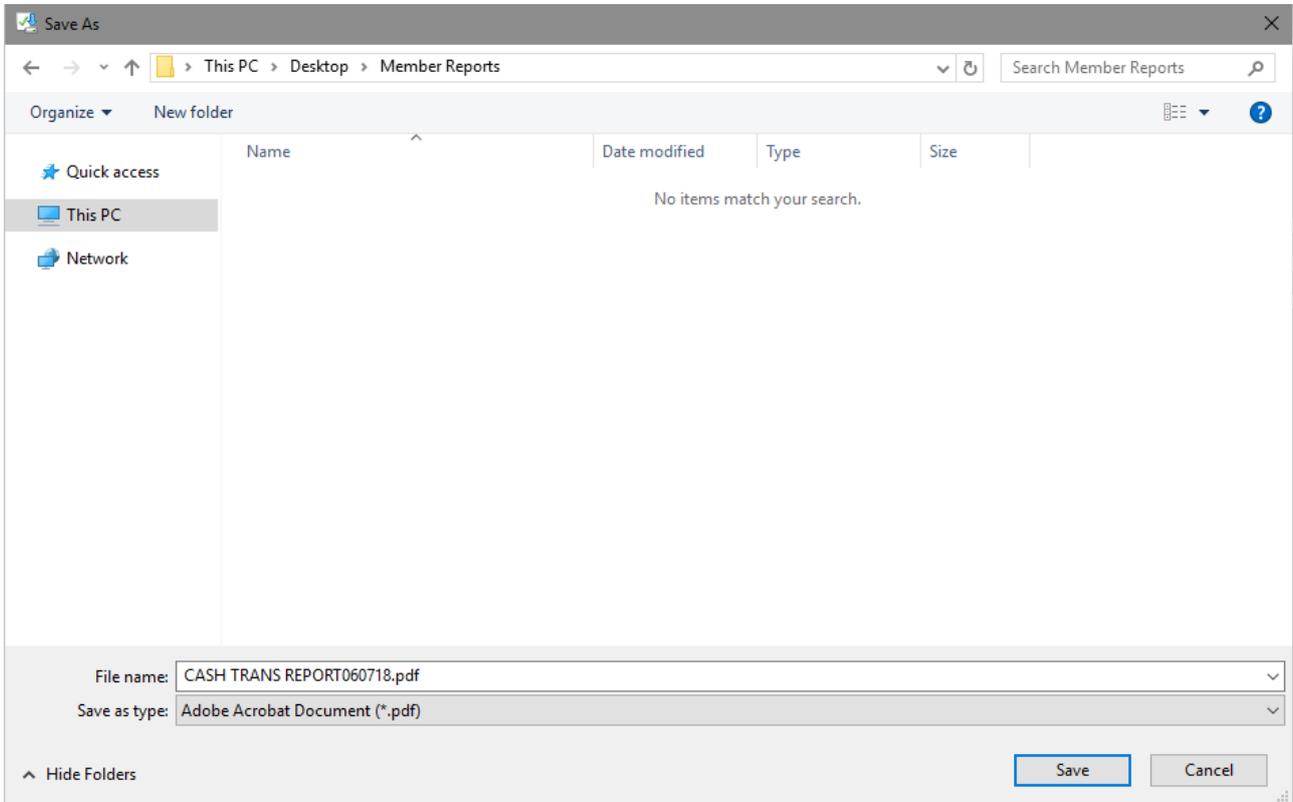
Do you want to open or save CASH TRANS REPORT060718.pdf from rits-uat-ho.rba.gov.au?

Buttons: Open, Save, Cancel

In this screen select **Save As**.



The following screen is displayed. Note that RITS has automatically named the file.



In this screen select **Save**. The following screen is displayed.



In this screen select **Open**. The report is displayed in Adobe Acrobat Reader as follows.

06-Jul-2018 17:24

**Reserve Bank Information & Transfer System**

Member : RSTA

**Cash Transfer Enquiry Report**

Own Branch :

All

Pay/Rec :

Both

Settlement Date From :

06-Jul-2018

Settlement Date To :

06-Jul-2018

CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type
13138324	13138327	RSTA2E	RSTB2E	06-Jul-2018	-\$100.00	1.5000%	Completed	IBOC1	CASHP
13138325	13138328	RSTA2E	RSTB2E	06-Jul-2018	-\$450.00	1.5000%	Completed	IBOC2	CASHP
13138326	13138329	RSTA2E	RSTB2E	06-Jul-2018	-\$1,000.00	0.0000%	Completed	Other	CASHP

In this screen **print** the report using the **printer icon**.



### 6.4 Data file format: select to view/print/manipulate the report in Excel format

After selecting the desired report from the **Member Reports** screen shown in chapter 6.1, enter filter criteria (optional), select **Excel** in the **Excel/PDF** list box, select **Export** and select **Find**.

The following screens show the process for saving the report in Excel format to your system, where it can be printed or manipulated in Excel.

The report can be opened in Excel, where you can save the report using **Save As**.

Or, the report can be saved **directly** to Excel, using the report name (and date) automatically generated by RITS. Further, RITS remembers the directory where you save reports to.

This latter option is recommended.

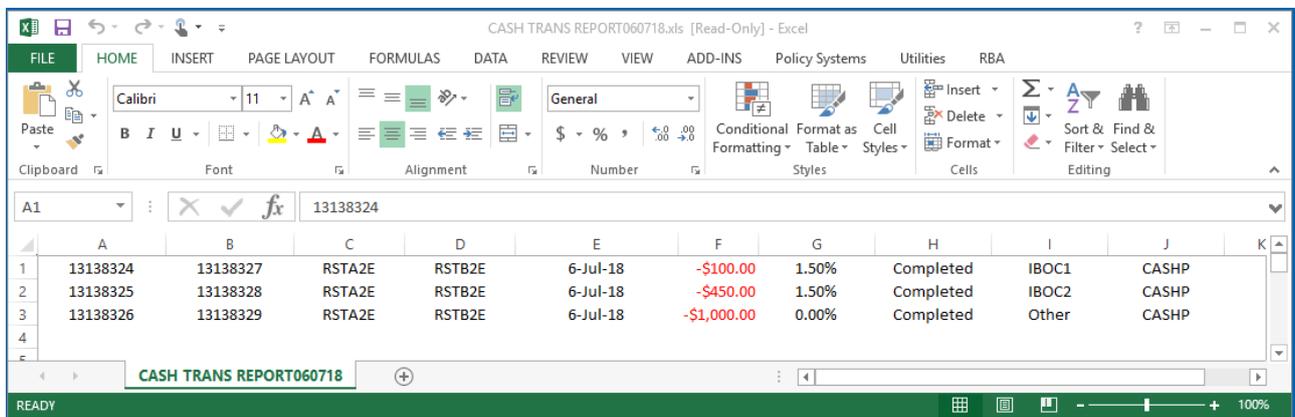
#### 6.4.1 Open in Excel then save

After selecting **Find**, the following screen is displayed.



In this screen select **Open** to open the file in **Excel** in **Read Only** format.

The following screen is displayed.



If required, you can save the spreadsheet using **Save As** from the **File** menu. You will be required to name the file, select the excel file extension and direct the file to an appropriate directory.

#### 6.4.2 User tip for data downloading

After you have completed the download to Excel, close all windows that were used to access the data. This is especially important if you are making more than one download of the same report (e.g. for different settlement days).

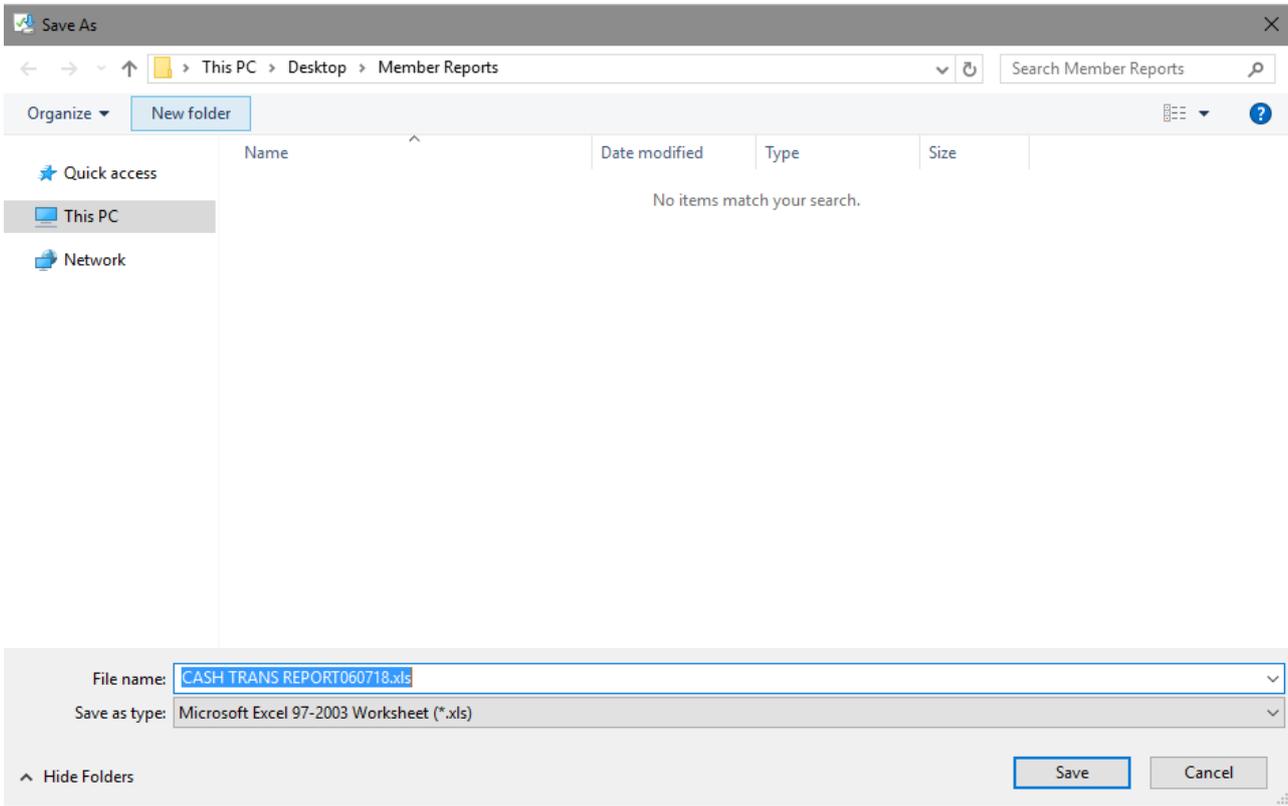
#### 6.4.3 Save directly to Excel then open

After selecting **Find**, in the following screen is displayed.



Select **Save As**.

The following screen is displayed.



Note that RITS automatically names and dates the file and remembers where you last saved these files to. In this screen select **Save**.

The following screen is displayed.



In this screen select **Open**. The data are displayed in Excel, where they can be printed or manipulated.



	A	B	C	D	E	F	G	H	I	J	K
1	13138324	13138327	RSTA2E	RSTB2E	6-Jul-18	-\$100.00	1.50%	Completed	IBOC1	CASHP	
2	13138325	13138328	RSTA2E	RSTB2E	6-Jul-18	-\$450.00	1.50%	Completed	IBOC2	CASHP	
3	13138326	13138329	RSTA2E	RSTB2E	6-Jul-18	-\$1,000.00	0.00%	Completed	Other	CASHP	



## 7. MEMBER REPORT: AUTHORISATIONS DETAILS

### 7.1 Key points

- The **Authorisations Details** report records details of the status of authorisations on transactions.
- It covers both Cash Transfer authorisations and general authorisations. It does not include authorisations on Manual FSI Entry or Manual FRI Entry.
- It also covers authorisations that were completed by RBA Settlements in an assisted transaction.
- Users can obtain a report for the current day or any of the previous 5 business days.

### 7.2 Authorisation Details Report filter selection screen

Select the Authorisation Details Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 7.2.1 Filter criteria

Field	Description
Entered Date	This is the date on which the transaction was entered and the authorisation was generated.

#### 7.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.



### 7.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

Authorisation Details Report 						
<b>Enquiry Filter</b> 						
Entered Date	16-Aug-2017 ▼					
			Cancel	Find	Clear	Export <input type="checkbox"/> Pdf ▼
Function	Date/Time Entered	Date/Time Authorised	Entry User	Authoriser	Description	Status
FSS Allocation Management - FSS Triggers	16-Aug-2017 09:03:49	16-Aug-2017 10:07:29	PINE2E01	PINE2E02	Amend FSS Allocation Triggers	Authorised

#### 7.3.1 List headings

Field	Description
<b>Function</b>	The function that is subject to the authorisation.
<b>Date/Time Entered</b>	The time of the entry of the transaction.
<b>Date/Time Authorised</b>	The time that the authorisation was completed.
<b>Entry User</b>	The user who entered the transaction. 'System' is displayed for pending debit transactions for purchases of currency.
<b>Authoriser</b>	The user who authorised the transaction. In an assisted authorisation this is the username supplied to the RBA to be used to complete the authorisation. The username of the RBA user who assisted with the authorisation is shown on the details screen and in the report.
<b>Description</b>	A description of the transaction to be authorised.
<b>Status</b>	Wait Auth or Authorised.

#### 7.3.2 Actions

Button	Description
<b>Select a row</b>	Select a row to access the Authorisations Details screen.
<b>Printer Icon</b>	Select the <b>Printer Icon</b> to print the page.



### 7.4 Authorisation Details screen

After selecting a row in the **Authorisation Details Report** screen the following screen is displayed.

**Authorisation Details**

<b>Member</b>	PINE
<b>Function</b>	FSS Allocation Management - FSS Triggers
<b>Entry User</b>	PINE2E01
<b>Authoriser</b>	PINE2E02
<b>Date/Time Entered</b>	16-Aug-2017 09:03:49
<b>Date/Time Authorised</b>	16-Aug-2017 10:07:29
<b>Action for Authorisation</b>	Amend FSS Allocation Triggers
<b>Status</b>	Authorised
<b>Assisted by User</b>	

**Detailed Description**

Details	Old Value	New Value
Upper	\$10,000	\$100,000
Lower	\$5,000	\$50,000
Reset Point	\$7,500	\$75,000

#### 7.4.1 Additional Details

Field	Description
<b>Assisted by User</b>	The username of the RBA Settlements officer that completed an assisted authorisation on behalf of the Member.

#### 7.4.2 Detailed Description headings (not shown above)

Field	Description
<b>Item</b>	The item impacted by this update.
<b>Old Value</b>	The value before the transaction.
<b>New Value</b>	The new value being submitted by the authorisation.



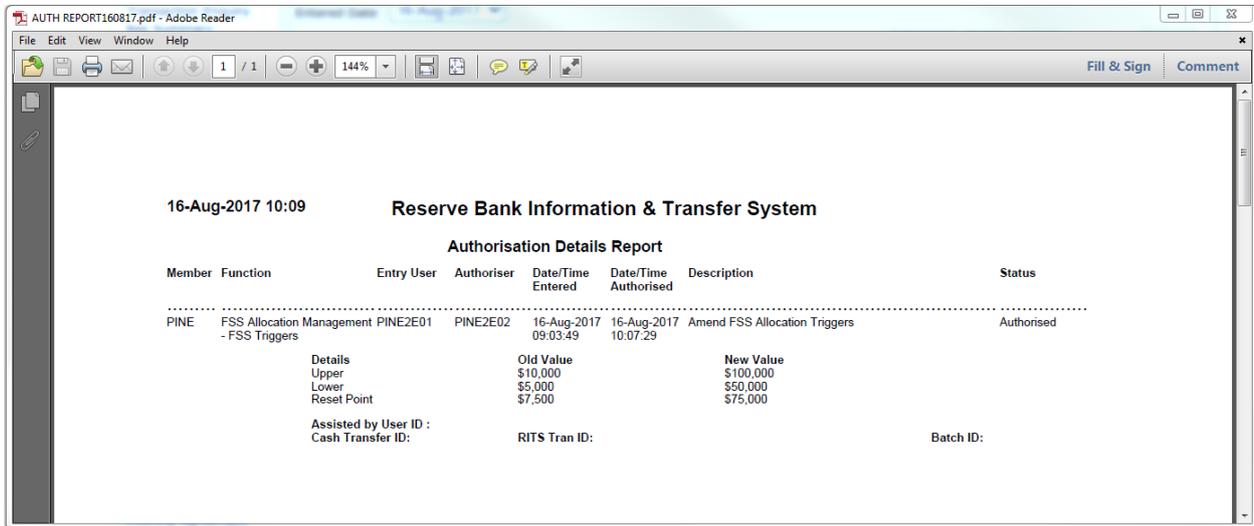
7.4.3 Actions

Button	Description
Close	Select <b>Close</b> to close this screen and return to the Authorisation Details Report screen.
Printer Icon	Select the <b>Printer Icon</b> to print the page.

7.5 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

In PDF format the report looks as follows. It combines the information from the list and details screens.



7.6 Downloading the report in Excel format

This report is not available as a download to Excel.



## 8. MEMBER REPORT: BATCH ADMINISTRATOR TRANSACTIONS ENQUIRY

### 8.1 Key points

- The **Batch Administrator Transactions Enquiry** report shows the details and the status of batch transactions entered by the Batch Administrator directly in RITS, via SWIFT messages or via the COIN.
- Users can obtain a report for the current day or any of the previous five business days.

### 8.2 Batch Administrator Transactions Enquiry Report filter selection screen

Select the Batch Administrator Transactions Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 8.2.1 Filter criteria

Field	Description
<b>Settlement Date</b>	The settlement date of the batch.
<b>Batch Stream ID</b>	Select from the batch streams under this administrator.
<b>BIN (Batch Identification Number)</b>	The BIN of the batch.



8.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.

8.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Batch Administrator Transactions Enquiry Report**

**Enquiry Filter** ^

Settlement Date: 30-Sep-2014 ▾

Batch Stream ID: All ▾

BIN: All ▾

Export 
 Excel ▾

Settlement Date	Batch Stream Id	BIN	Payer	Receiver	Activation Time	Time Settled	Batch Amount	Status
30-Sep-2014	PEXA	PEXA14001263701		NABL2P		09:36:38	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA14001263701	WPAC2P			09:36:38	\$43,000.00	Settled
30-Sep-2014	PEXA	PEXA14001263701	CBAA2P			09:36:38	\$400,000.00	Settled
30-Sep-2014	PEXA	PEXA14001263901		CBAA2P		11:22:42	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA14001263901	WPAC2P			11:22:42	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA14001264501	NABL2P			11:22:42	\$470,000.00	Settled
30-Sep-2014	PEXA	PEXA14001264501		WPAC2P		11:22:42	\$470,000.00	Settled



8.3.1 List headings

Field	Description
Settlement Date	The settlement date for the batch.
Batch Stream Id	The ID of the batch stream for the batch.
BIN	Batch Identification Number
Payer	The paying branch in the transaction.
Receiver	The receiving branch in the transaction.
Activation Time	The Activation Time set by the batch administrator. If none is set, this field will display the time that the batch went to the RITS Queue. For Reservation Batches this is <i>blank</i> .
Time Settled	The time at which the batch was settled.
Batch Amount	The amount of each batch transaction.
Status	The status of the batch. See chapter 8.3.3 for details.

8.3.2 Actions

Button	Description
Printer Icon	Select the <b>Printer Icon</b> to print the page.



## 8.3.3 Batch status descriptions

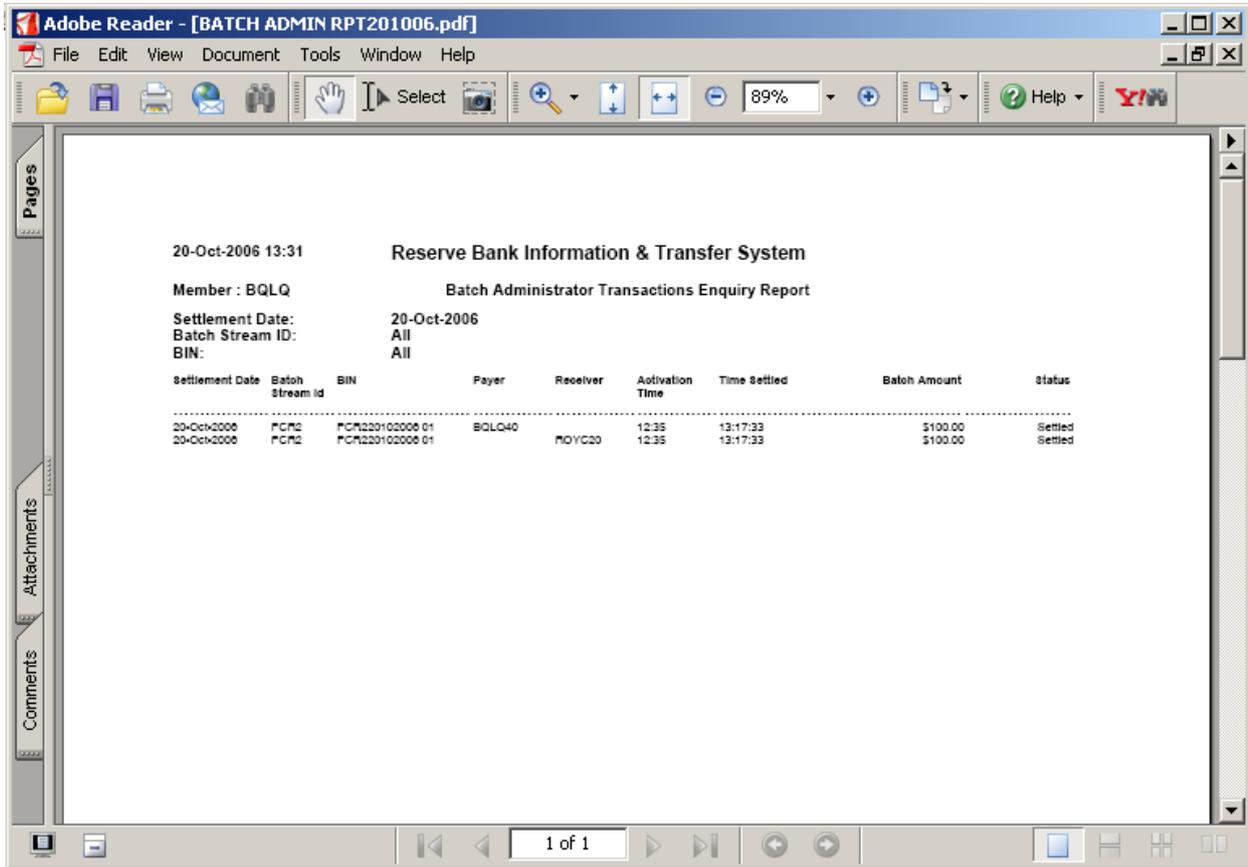
Status	Description
<b>AwaitCommit</b>	A Settlement-only Batch that has been entered by the Batch Administrator directly in RITS, but which is yet to be committed by the Batch Administrator.
<b>PendActivation</b>	A Settlement-only Batch that has been committed in the Batch Entry function or which has been sent to RITS via a SWIFT message and validated, but has not reached its Activation Time.
<b>RecalledPndAct</b>	A Settlement-only Batch that is recalled prior to the Activation Time being reached.
<b>Deleted</b>	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"><li>recalled by the Batch Administrator;</li><li>rejected by RITS e.g. due to one or more paying Members having insufficient ES funds for the reservation to complete; or</li><li>removed by RITS due to the end of property settlement day having been reached.</li></ul>
<b>Activated</b>	A Settlement-only Batch that has reached Activation Time, but has not been passed to the System Queue.
<b>RejectedbySQ</b>	A batch that has been rejected by the System Queue.
<b>Limits Test</b>	A batch that is on the System Queue.
<b>Recalled</b>	A Settlement-only Batch that has been recalled from the System Queue.
<b>Unsettled</b>	A batch that is removed from the System Queue at end of day.
<b>Settled</b>	A batch that has been successfully settled.
<b>Reserved</b>	A Reservation Batch that has successfully had the requested funds reserved.



### 8.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

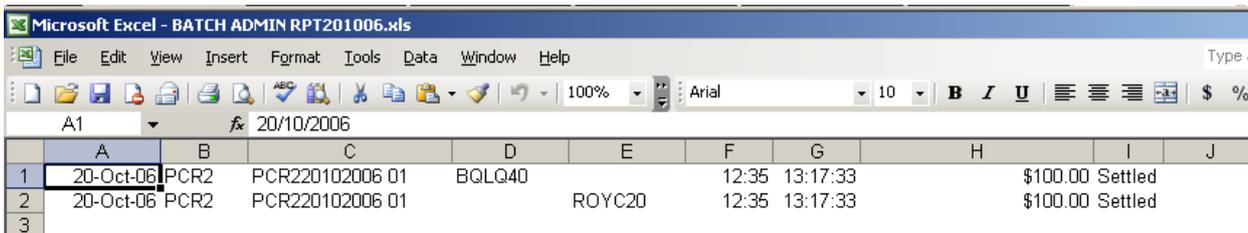
In PDF format the report looks as follows.



### 8.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.





## 9. MEMBER REPORT: BATCH PARTICIPANT TRANSACTIONS ENQUIRY

### 9.1 Key points

- The **Batch Participant Enquiry** report shows details and the status of the batch transactions of a participant (including central parties).
- Users can obtain a report for the current day or any of the previous 5 business days.

### 9.2 Batch Participant Transactions Enquiry Report filter selection screen

Select the Batch Participant Transactions Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 9.2.1 Filter criteria

Field	Description
<b>Settlement Date</b>	The settlement date of the batch.
<b>Batch Stream ID</b>	Select from the batch streams in which the Member is a participant.
<b>BIN (Batch Identification Number)</b>	The BIN of the batch.

#### 9.2.2 Actions

Button	Description
<b>Find</b>	Select <b>Find</b> to access the data.
<b>Clear</b>	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
<b>Cancel</b>	Select <b>Cancel</b> to return to the Member Reports selection screen.



RITS

Batch Participant Transactions Enquiry

<b>Export</b>	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
<b>PDF/Excel</b>	Used in conjunction with Export.

9.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Batch Participant Transactions Enquiry Report**

---

**Enquiry Filter** ^

Settlement Date: 29-Sep-2014 ▾

Batch Stream ID: All ▾

BIN: All ▾

Export
  ▾

Settlement Date	Batch Stream Id	BIN	Payer	Receiver	Activation Time	Time Settled	Batch Amount	Status
29-Sep-2014	ASXB	ASXB290914000001	CBAA2M	ASTCCH	11:24	11:28:18	\$450,000.00	Settled
29-Sep-2014	MCAU	MCAU092913383500	CBAAMC		07:29	08:01:28	\$143,000.00	Settled
29-Sep-2014	PEXA	PEXA14001242801		CBAA2P		11:12:16	\$450,000.00	Settled
29-Sep-2014	PEXA	PEXA14001253101		CBAA2P		11:56:32	\$143,000.00	Settled
29-Sep-2014	PEXA	PEXA14001253301	CBAA2P			10:42:46	\$800,000.00	Settled
29-Sep-2014	PEXA	PEXA14001254301		CBAA2P			\$200,000.00	Deleted

9.3.1 List headings

Field	Description
<b>Settlement Date</b>	The settlement date for the batch.
<b>Batch Stream Id</b>	The ID of the batch stream for the batch.
<b>BIN</b>	Batch Identification Number
<b>Payer</b>	The paying branch in the transaction.
<b>Receiver</b>	The receiving branch in the transaction.
<b>Activation Time</b>	The Activation Time set by the Batch Administrator. If none is set, this field will display the time that the batch went to the RITS Queue. For Reservation Batches this is <i>blank</i> .
<b>Time Settled</b>	The time at which the batch was settled.
<b>Batch Amount</b>	The amount of each batch transaction.
<b>Status</b>	The status of the batch. See 9.3.3 for details



## 9.3.2 Actions

Button	Description
Printer Icon	Select the <b>Printer Icon</b> to print the page.

## 9.3.3 Batch Status Descriptions

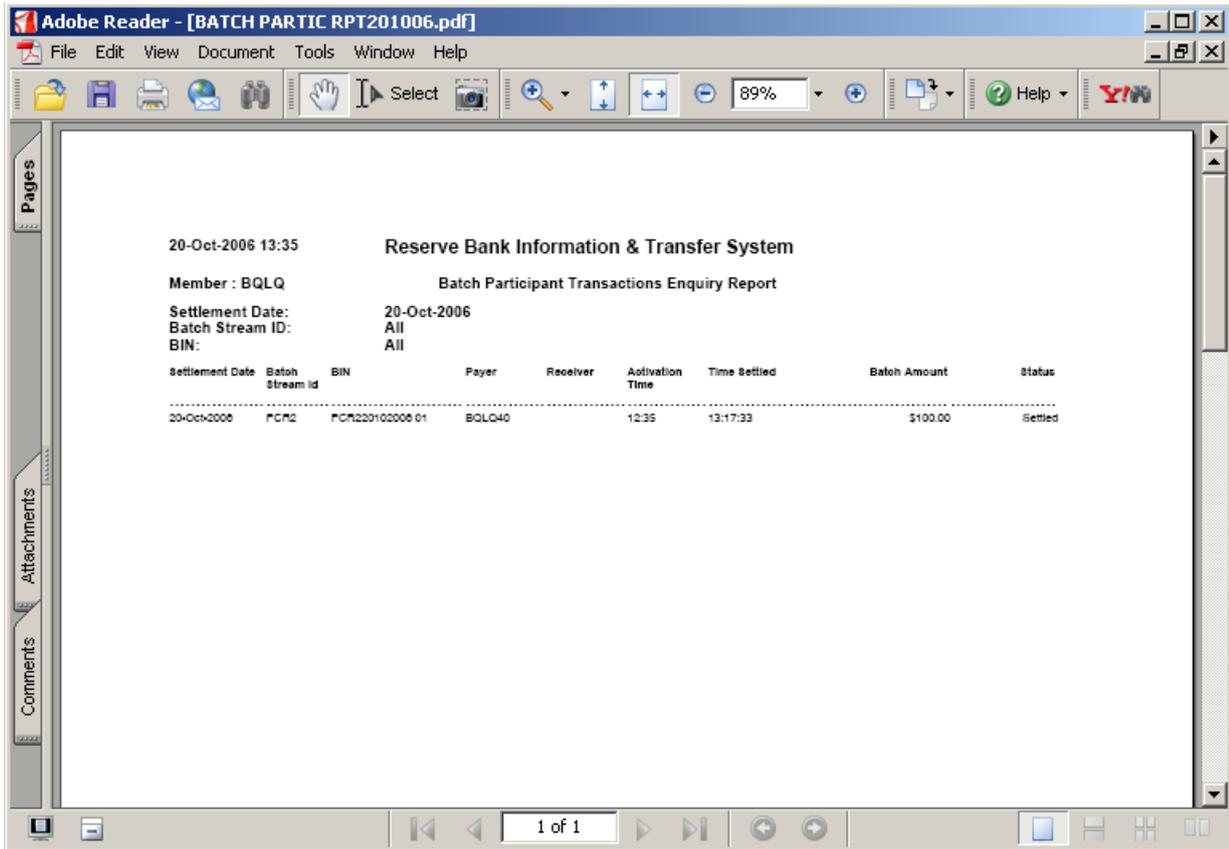
Status	Description
<b>AwaitCommit</b>	A batch that has been entered by the Batch Administrator directly in RITS, but which is yet to be committed by the Batch Administrator.
<b>PendActivation</b>	A batch that has been committed in the Batch Entry function or which has been sent to RITS via a SWIFT message and validated, but has not reached its Activation Time.
<b>RecalledPndAct</b>	A batch that is recalled prior to the Activation Time being reached.
<b>Deleted</b>	A batch entered directly in RITS that has been deleted while in <i>AwaitCommit</i> status, or a Reservation batch that has been deleted or recalled prior to being passed to the System Queue for settlement testing.
<b>Activated</b>	A batch that has reached Activation Time, but has not been passed to the System Queue.
<b>RejectedbySQ</b>	A batch that has been rejected by the System Queue.
<b>Limits Test</b>	A batch that is on the System Queue.
<b>Recalled</b>	A Settlement Only batch that has been recalled from <i>PendActivation</i> or <i>Limits Test</i> (i.e. while on the System Queue), or a Reservation batch that was recalled while in the status of <i>Reserved</i> .
<b>Unsettled</b>	A batch that is unsettled at end of day. This status will normally be applied at the start of the Interim Session.
<b>Settled</b>	A batch that has been successfully settled.
<b>Reserved</b>	A Reservation batch that has successfully had the requested funds reserved.
<b>Rejected</b>	A Reservation batch that was Rejected (for example, because funds were not successfully reserved).



### 9.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

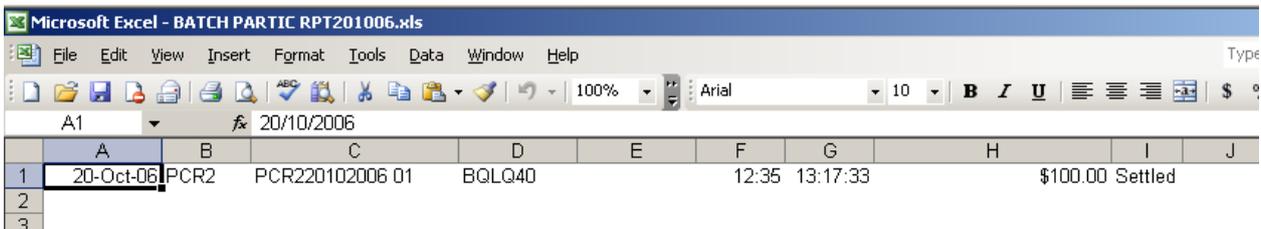
In PDF format the report looks as follows.



### 9.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.





## 10. MEMBER REPORT: CASH ACCOUNT ENQUIRY

### 10.1 Key points

- The **Cash Account Enquiry** report shows transactions posted to the cash accounts of the Member.
- Users can select the account to obtain details of the transactions posted to this account.
- Users can obtain a report for the current day or any of the previous 5 RITS business days.

### 10.2 Cash Account Enquiry Report filter selection screen

Select the Cash Account Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed, already populated with the accounts for the Member.

#### 10.2.1 Filter criteria

Field	Description
<b>Select the account that you wish to enquire on</b>	Select the cash account that you wish to enquire upon by clicking on the radio button provided at the right-hand side of the screen.
<b>Settlement Date</b>	The default is the current date. The previous 5 RITS business days can be selected.
<b>Select branch if more than branch uses this account</b>	Select a branch to find transactions for this branch that have been posted to the cash account. Used where more than one branch is using the cash account for its transactions.



10.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.

10.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Cash Account Enquiry Report**

**Enquiry Filter**

Settlement Date  Select the account that you wish to enquire on

Owner	Bank Account	Balance	Limit	Sub-Limit	Deferral Block	Select account
BQLQ20	935-002-BQLQ20	\$0.00	No Limit	N/A	N	<input type="radio"/>
BQLQ2E	124-001-BQLQ2E	\$6,160,891.40	\$99,000,000,000.00	\$9,899,999,999.00	N	<input checked="" type="radio"/>
BQLQ40	062-000-BQLQ40	\$0.00	No Limit	N/A	N	<input type="radio"/>

Select branch if more than one branch uses this account

Export

Trans Type	Own Branch	Bank Account	Other Member	Settlement Date	Time Settled	Amount	Balance
9AMCR	BQLQ2E	124-001-BQLQ2E	BQLQ2E	08-May-2009	07:56:07	\$6,160,891.40	\$6,160,891.40



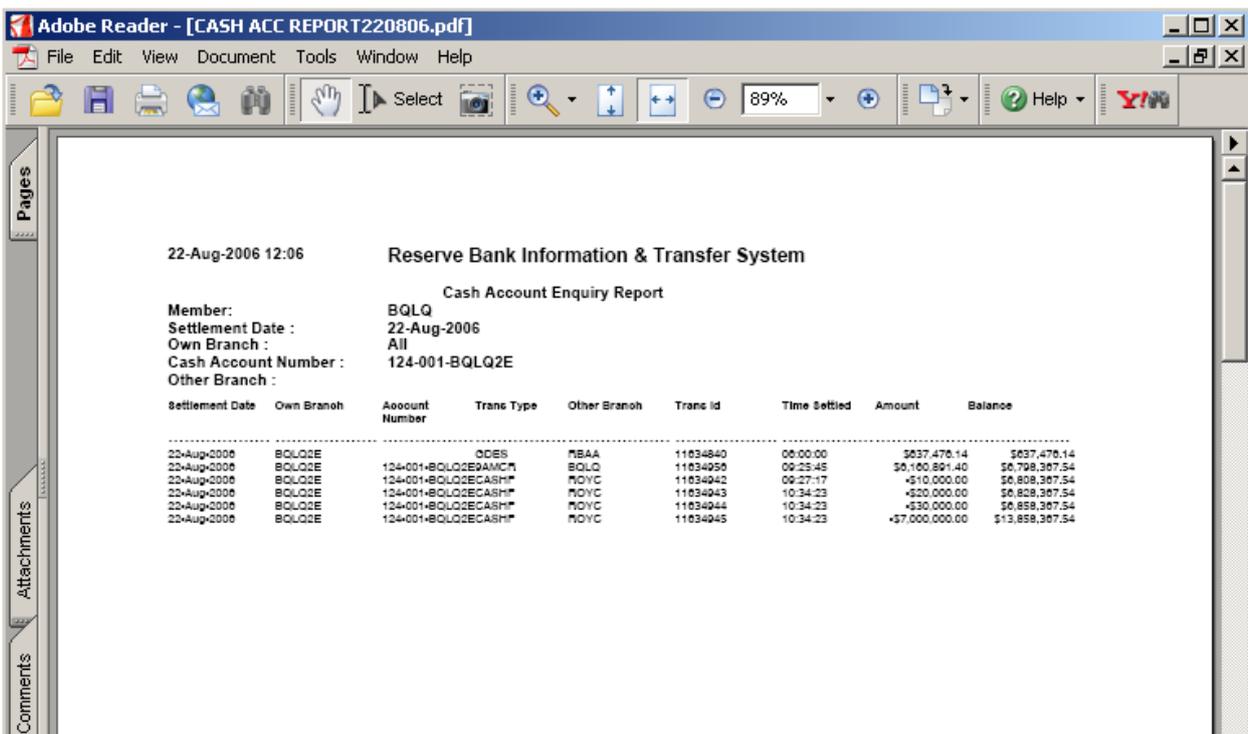
10.3.1 List headings

Field	Description
<b>Trans Type</b>	Displays the transaction type (e.g. ACPAY, ACREC, CASHP, CASHR, BCHPY, BCHRC, FSSTU, FSSWD, SWPAY, SWREC, LVPAY and LVREC, CHPAY, CHREC).
<b>Own Branch</b>	Your branch in the transaction.
<b>Bank Account</b>	Displays the number of the cash account.
<b>Other Member</b>	Displays the counterparty's branch mnemonic.
<b>Settlement Date</b>	Displays the date the transaction was completed.
<b>Time Settled</b>	Displays the time the transaction was completed.
<b>Amount</b>	Displays the amount of the transaction. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
<b>Balance</b>	Displays a running balance of the transactions posted to the cash account. Note that if a specific branch filter is selected, the Balance is a running total of the records retrieved.

10.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instruction on downloading the report.

In PDF format the report looks as follows.





### 10.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.

	A	B	C	D	E	F	G	H	I	J	K
1	22-Aug-06	BQLQ2E		GDES	RBAA	11634840	06:00:00	\$637,476.14		\$637,476.14	
2	22-Aug-06	BQLQ2E		9AMCR	BQLQ	11634956	09:25:45	\$6,160,891.40		\$6,798,367.54	
3	22-Aug-06	BQLQ2E		CASHP	ROYC	11634942	09:27:17	-\$10,000.00		\$6,808,367.54	
4	22-Aug-06	BQLQ2E		CASHP	ROYC	11634943	10:34:23	-\$20,000.00		\$6,828,367.54	
5	22-Aug-06	BQLQ2E		CASHP	ROYC	11634944	10:34:23	-\$30,000.00		\$6,858,367.54	
6	22-Aug-06	BQLQ2E		CASHP	ROYC	11634945	10:34:23	-\$7,000,000.00		\$13,858,367.54	
7											
8											



## 11. MEMBER REPORT: CASH TRANSFER ENQUIRY

### 11.1 Key points

- The **Cash Transfer Enquiry** report displays all incoming and outgoing Cash Transfers of the Member.
- Users can obtain a report for the current date, any of the previous 5 RITS business days or any of the next 5 RITS business days.

### 11.2 Cash Transfer Enquiry Report filter selection screen

Select the Cash Transfer Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 11.2.1 Filter criteria

Field	Description
<b>Own Branch</b>	Select from the branches of the Member.
<b>Side</b>	Payer or Receiver or Both.
<b>Settlement Date From</b>	The range of dates is the previous 5 business days and the next 5 business days.
<b>Settlement Date To</b>	The range of dates is the previous 5 business days and the next 5 business days.

#### 11.2.2 Actions

Button	Description
<b>Find</b>	Select <b>Find</b> to access the data.
<b>Clear</b>	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
<b>Cancel</b>	Select <b>Cancel</b> to return to the Member Reports selection screen.
<b>Export</b>	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
<b>PDF/Excel</b>	Used in conjunction with Export.



### 11.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Cash Transfer Enquiry Report**

**Enquiry Filter**

Own Branch	All <input type="button" value="v"/>	Settlement Date From	06-Jul-2018 <input type="button" value="v"/>
Pay/Rec	Both <input type="button" value="v"/>	Settlement Date To	06-Jul-2018 <input type="button" value="v"/>

Export

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

CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type
13138324	13138327	RSTA2E	RSTB2E	06-Jul-2018	-\$100.00	1.5000%	Completed	IBOC1	CASHP
13138325	13138328	RSTA2E	RSTB2E	06-Jul-2018	-\$450.00	1.5000%	Completed	IBOC2	CASHP
13138326	13138329	RSTA2E	RSTB2E	06-Jul-2018	-\$1,000.00	0.0000%	Completed	Other	CASHP

#### 11.3.1 List headings

Field	Description
<b>CashT ID</b>	Displays the Cash Transfer ID generated when the Cash Transfer was committed.
<b>Trans ID</b>	Displays the RITS Transaction ID that was generated when the transaction was created.
<b>Payer</b>	Displays the paying branch mnemonic.
<b>Receiver</b>	Displays the receiving branch mnemonic.
<b>Settlement Date</b>	Displays the date of settlement of the Cash Transfer.
<b>Amount</b>	Displays the amount of the Cash Transfer.
<b>Interest Rate</b>	Displays the interest rate agreed between the two parties for the Cash Transfer.
<b>Status</b>	Displays the current status of the Cash Transfer at the time the search was performed.
<b>Trade Type</b>	Displays the trade type agreed between the two parties for the Cash Transfer.
<b>Trans Type</b>	Displays CASHP for payer and CASHR for receiver or WCSH for a warehoused Cash Transfer.



### 11.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report. In PDF format the report looks as follows.

06-Jul-2018 17:34 Reserve Bank Information & Transfer System

Member : RSTA Cash Transfer Enquiry Report

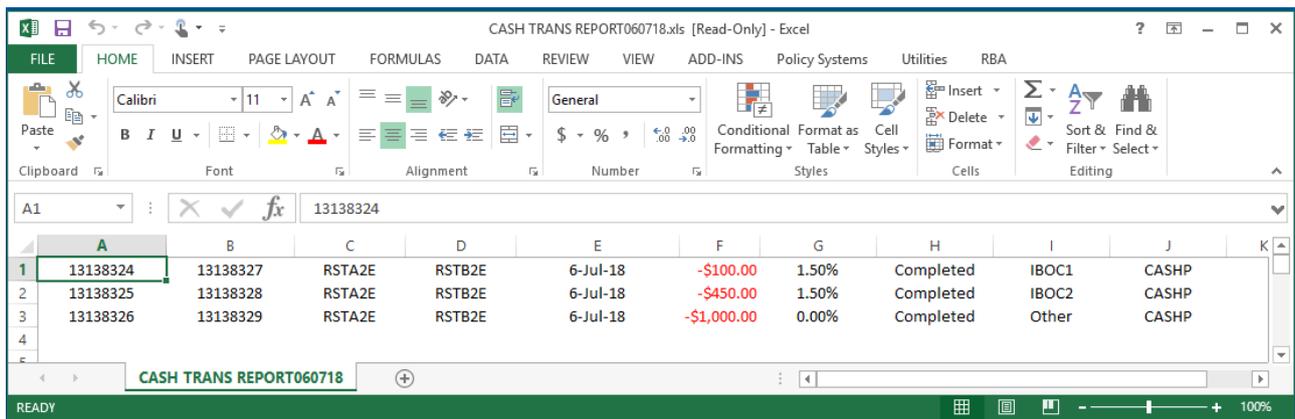
Own Branch : All  
Pay/Rec : Both  
Settlement Date From : 06-Jul-2018  
Settlement Date To : 06-Jul-2018

CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type
13138324	13138327	RSTA2E	RSTB2E	06-Jul-2018	-\$100.00	1.5000%	Completed	IBOC1	CASHP
13138325	13138328	RSTA2E	RSTB2E	06-Jul-2018	-\$450.00	1.5000%	Completed	IBOC2	CASHP
13138326	13138329	RSTA2E	RSTB2E	06-Jul-2018	-\$1,000.00	0.0000%	Completed	Other	CASHP

### 11.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.





## 12. MEMBER REPORT: QUEUED PAYMENTS MANAGEMENT CASH ACCOUNT ENQUIRY

### 12.1 Key points

- The **Queued Payments Management Cash Account Enquiry** report displays payments on the System Queue at the time that the report is run.

### 12.2 Queued Payments Management Cash Account Enquiry Report filter selection screen

Select the Queued Payments Management Cash Account Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 12.2.1 Filter criteria

Field	Description
<b>Own Branch</b>	Filter at the branch level. Select from a list of all branches of the member. Defaults to an empty field which is equivalent to <i>All</i> .
<b>Other Bank</b>	Defaults to <i>All</i> . Enter the counterparty's four-character alphanumeric code into this auto-populate field or leave as <i>All</i> to view transactions with all banks.
<b>Direction</b>	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
<b>Source</b>	Defaults to <i>All</i> . Select <i>All</i> or <i>S</i> (SWIFT), <i>A</i> (Austraclear), <i>R</i> (RITS), <i>C</i> (CHESS), <i>B</i> (Batches), <i>L</i> (LVSS), or <i>T</i> (RITS Allocation Transactions) to view transactions by source.
<b>Batch</b>	Only displayed if <i>B</i> is selected in <b>Source</b> field. Select the batch stream.
<b>Payment Service</b>	Only displayed if <i>L</i> is selected in Source field. Select a payment service or <i>All</i> .

#### 12.2.2 Actions

Button	Description
<b>Find</b>	Select <b>Find</b> to access the data.



<b>Clear</b>	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
<b>Cancel</b>	Select <b>Cancel</b> to return to the Member Reports selection screen.
<b>Export</b>	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
<b>PDF/Excel</b>	Used in conjunction with Export.

### 12.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Queued Payments Management Cash Account Enquiry Report**

---

**Enquiry Filter**

Own Branch  Other Bank   
 Direction  Source  Batch  Payment Service

Export

---

**Summary**

An asterisk (\*) next to a mnemonic indicates Austraclear branch

Time Rec	Pay Bank	Rec Bank	Pay Branch	Rec Branch	Ev Fl	Trans Type	Amount	CSH	CR	ESA	LVSM	Targeted Offset
09:33:21	RBV1	RBV2	RBV12E	RBV2BC	Y	LVPAY	-\$55,724.03	P	P	P	M	

#### 12.3.1 List headings

Field	Description
<b>Time Rec</b>	Displays the time the System Queue received the transaction.
<b>Pay Bank</b>	Displays the paying bank mnemonic.
<b>Rec Bank</b>	Displays the receiving bank mnemonic.
<b>Pay Branch</b>	Displays the paying branch mnemonic.
<b>Rec Branch</b>	Displays the receiving branch mnemonic.
<b>Ev Fl</b>	A 'Y' flag which indicates the transaction is eligible to remain on the System Queue for settlement in the Evening Session.
<b>Trans Type</b>	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, FSSTU, FSSWD, CASHP, CASHR, SWPAY, SWREC, LVPAY and LVREC).
<b>Amount</b>	Payment amount. Payments are shown in red with a negative sign.
<b>CSH</b>	Displays the Cash Account Status of the payment. A = Active; D = Deferred; P = Priority

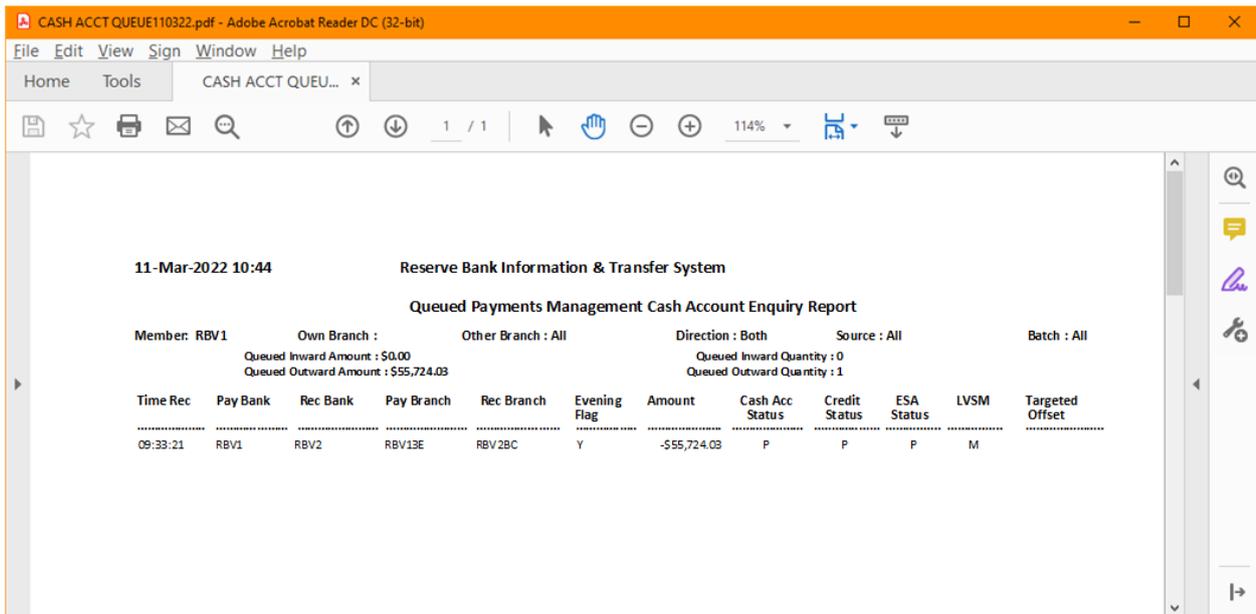


Field	Description
CR	Displays the Credit Status set by the participating bank. A = Active; D = Deferred; P = Priority
ESA	Displays the ESA Status set by the participating bank. A = Active; B = Bypass; D = Deferred; P = Priority
LVSM	Displays the LVSM status. I = Individual; M = Multilateral
Targeted Offset	Displays the Targeted Offset status. "Selected" indicates the transaction is selected to be included in the TBO and the TBO status is Unconfirmed, Confirmed Pend Rel or Confirmed Pend Settle.

### 12.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

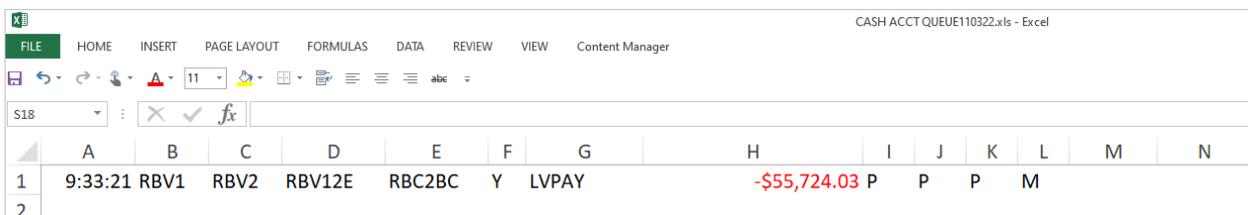
In PDF format the report looks as follows.



### 12.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.





### 13. MEMBER REPORT: QUEUED PAYMENTS MANAGEMENT ESA/CREDIT ENQUIRY

#### 13.1 Key points

- The **Queued Payments Management ESA** report displays payments on the System Queue at the time that the report is run.

#### 13.2 Queued Payments Management ESA/Credit Enquiry Report filter selection screen

Select the Queued Payments Management ESA/Credit Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

##### 13.2.1 Filter criteria

Field	Description
<b>Own Branch</b>	Filter at the branch level. Select from a list of all branches of the member. Defaults to an empty field which is equivalent to <i>All</i> .
<b>Other Bank</b>	Defaults to <i>All</i> . Enter the counterparty's four-character alphanumeric code into this auto-populate field or leave as <i>All</i> to view transactions with all banks.
<b>Direction</b>	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
<b>Source</b>	Defaults to <i>All</i> . Select <i>All</i> , <i>S</i> (SWIFT), <i>A</i> (Austraclear), <i>R</i> (RITS), <i>C</i> (CHESS), <i>B</i> (Batches), <i>L</i> (LVSS), or <i>T</i> (RITS Allocation Transactions) to view transactions by source.
<b>Batch</b>	Only displayed if 'B' is selected in <b>Source</b> field. Select the batch stream.
<b>Payment Service</b>	Only displayed if <i>L</i> is selected in Source field. Select a payment service or <i>All</i> .
<b>LVSS Settle Method</b>	Only displayed if <i>L</i> is selected in Source field. Select the LVSS Settlement Method of 'I' (Individual) or 'M' (Multilateral), or <i>All</i> .



13.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.

13.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Queued Payments Management ESA/Credit Enquiry Report**

**Enquiry Filter**

Own Branch: All | Other Bank: All | Direction: Both | Source: All | Batch: All | Payment Service: All | LVSS Settle Method: All

Buttons: Cancel, Find, Clear, Export  Excel

**Summary**

An asterisk (\*) next to a mnemonic indicates Austraclear branch

Time Rec	Pay Bank	Rec Bank	Pay Branch	Rec Branch	Ev Fl	Trans Type	Amount	CSH	CR	ESA	LVSM	Targeted Offset
09:48:05	RBV1	RBV2	RBV1LV	RBV2BC	Y	LVPAY	-\$5,310,124.01	A	A	P	M	

13.3.1 List headings

Field	Description
Time Rec	Displays the time the System Queue received the transaction.
Pay Bank	Displays the Paying bank mnemonic.
Rec Bank	Displays the Receiving bank mnemonic.
Pay Branch	Displays the Paying branch mnemonic.
Rec Branch	Displays the Receiving branch mnemonic.
Ev Fl	A 'Y' flag indicates the transaction is eligible for settlement in the Evening Settlement Session. Column can be sorted in ascending or descending order.

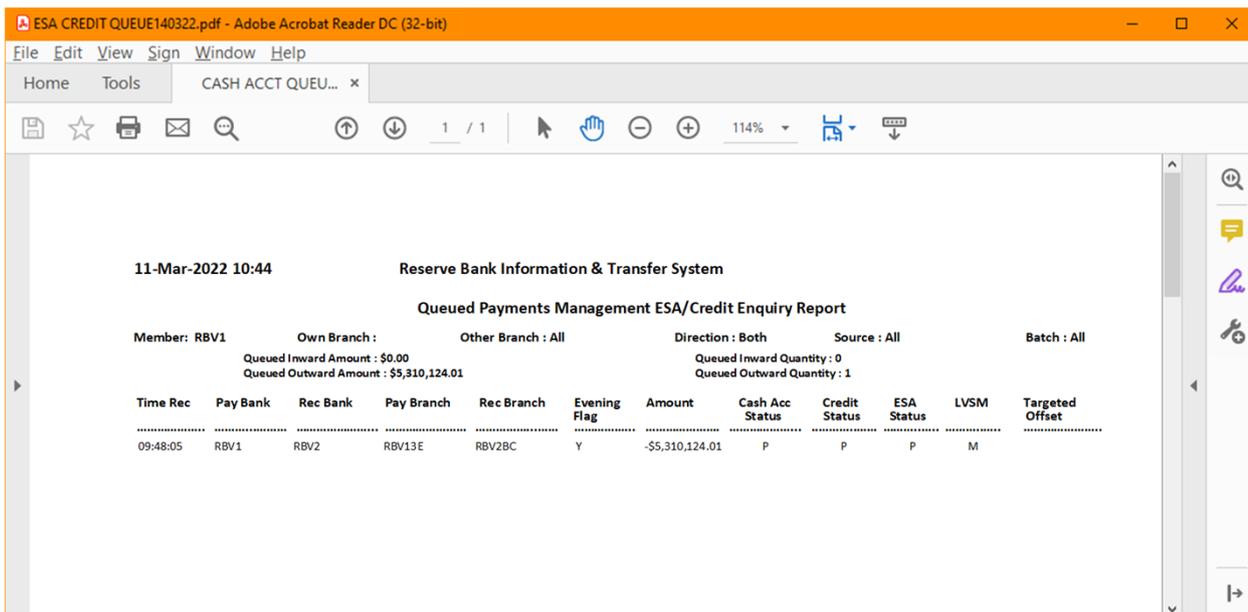


Field	Description
<b>Trans Type</b>	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, CASHP, CASHR, SWPAY, SWREC, LVPAY and LVREC).
<b>Amount</b>	Displays the payment amount. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
<b>CSH</b>	Displays the Cash Account Status on the payment. A = active; D = deferred; P = priority
<b>CR</b>	Displays the Credit Status on the payment. A = active; D = deferred; P = priority
<b>ESA</b>	Displays the ESA Status on the payment. A = active; B = bypass; D = deferred; P = priority
<b>LVSM</b>	Displays the LVSM status. I = Individual; M = Multilateral
<b>Targeted Offset</b>	Displays the Targeted Offset status. "Selected" indicates the transaction is selected to be included in the TBO and the TBO status is Unconfirmed, Confirmed Pend Rel or Confirmed Pend Settle.

### 13.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

In PDF format the report looks as follows.



### 13.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	9:48:05	RBV1	RBV2	RBV1LV	RBV2BC	Y	LVPAY	-\$5,310,124.01	A	A	P	M		
2														



## 14. MEMBER REPORT: RITS SETTLED PAYMENTS ENQUIRY

### 14.1 Key points

- The **RITS Settled Payments Enquiry** report displays intrabank and interbank settled transactions from RITS, the LVSS, the SWIFT, Austraclear and CHES-RTGS Feeder Systems, and batches.
- Users can obtain a report for the current day or any of the previous 5 RITS business days.

### 14.2 RITS Settled Payments Enquiry Report filter selection screen

Select the RITS Settled Payments Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 14.2.1 Filter criteria

Field	Description
<b>Settlement Date</b>	Defaults to the current date. Select either the current date or any of the previous 5 business days.
<b>Report Type</b>	RITS Settled Payments.
<b>Payment Type</b>	All, Intrabank or Interbank.
<b>Own Branch</b>	Allows a user to filter at the branch level, listing all branches of the Member. An <i>All</i> option is also provided.
<b>Other Bank</b>	Enter the counterparty's four character mnemonic in this auto-populate field.
<b>Direction</b>	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
<b>Source</b>	Defaults to <i>All</i> . Select <i>All</i> or <i>S</i> (SWIFT), <i>A</i> (Austraclear), <i>R</i> (RITS), <i>C</i> (CHES), <i>B</i> (Batches), <i>L</i> (LVSS), or <i>T</i> (RITS Allocation Transactions) to view transactions by source.
<b>Batch</b>	Select the batch stream or <i>All</i> . Only available if ' <i>B</i> ' is selected in Source field.
<b>Payment Service</b>	Select a payment service or <i>All</i> . Only available if ' <i>L</i> ' is selected in Source field.



14.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.

14.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**RITS Settled Payments Enquiry Report**

**Enquiry Filter**

Settlement Date:  Report Type:  Payment Type:

Own Branch:  Other Bank:  Direction:

Source:  Batch:  Payment Service:

Export

Tran Type	Tran ID	Time Settled	Other Bank	Own Branch	External TRN	Settle Date	Amount	RITS Balance
RTEOD	65886771	00:00:00		RBV12E		25-May-2017	\$0.00	\$0.00
FSSWD	65886847	07:28:25	RBV1	RBV1FS	RITS15424	25-May-2017	\$9,900,000,000.00	\$9,900,000,000.00
FSSWD	65886860	07:28:40	RBV1	RBV1FS	RITS15440	25-May-2017	\$7,970,942,756.94	\$17,870,942,756.94
FSSTU	65886912	12:11:34	RBV1	RBV1FS	RITS15445	25-May-2017	-\$2,500,899.00	\$17,868,441,857.94
FSSTU	65886925	12:54:09	RBV1	RBV1FS	RITS15453	25-May-2017	-\$3,500,025.05	\$17,864,941,832.89
LVPAY	65886946	13:18:30	RBV2	RBV1LC	RBV1PTtest01Thu	25-May-2017	-\$999.01	\$17,864,940,833.88
LVPAY	65886948	13:45:01	RBV2	RBV1LC	RBV1PTtest03Thu	25-May-2017	-\$999.03	\$17,864,939,834.85

14.3.1 List headings

Field	Description
Tran Type	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, CASHP, CASHR, FSSTU, FSSWD, RTEOD, SWPAY, SWREC, LVPAY and LVREC).
Tran ID	The RITS Transaction ID that was generated when the transaction was created.
Time Settled	Displays the time the System Queue settled the payment.
Other Bank	Displays the counterparty bank mnemonic.
Own Branch	Displays the mnemonic of your branch in the transaction.

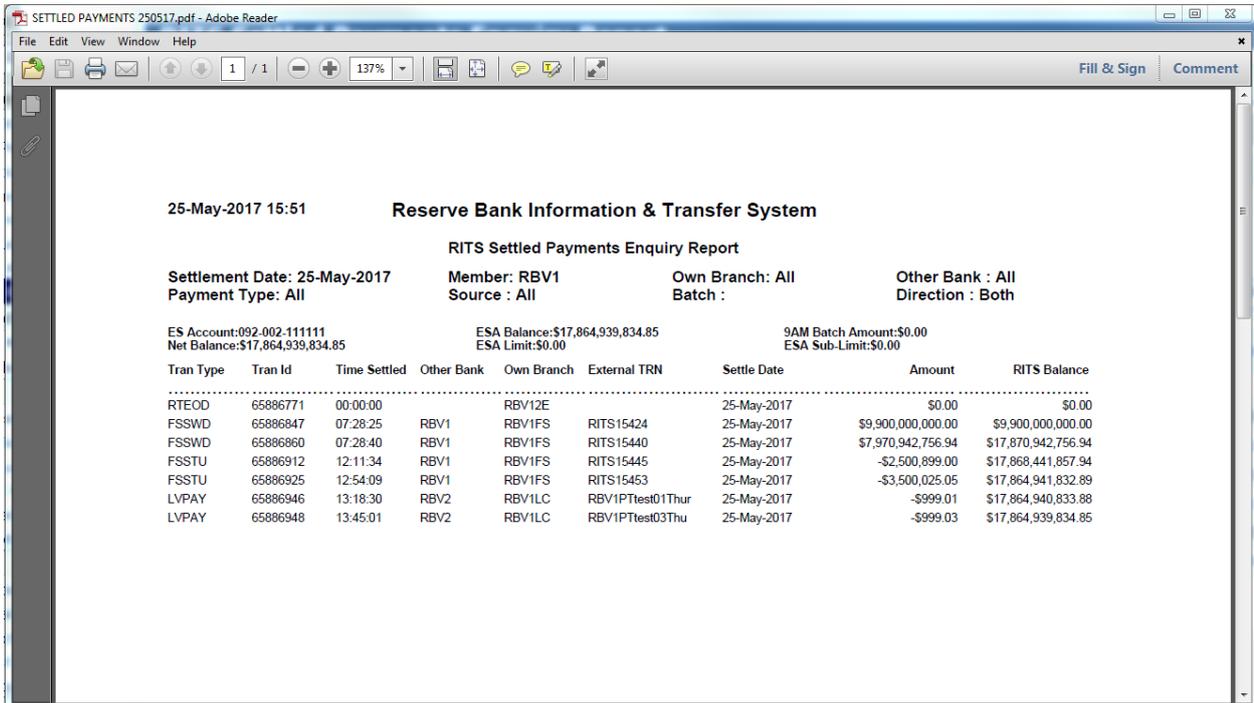


Field	Description
<b>External TRN</b>	Displays the External Transaction ID/Instruction ID/Return ID allocated by the paying bank's system for SWIFT and Austraclear payments. For RITS transactions the Ext TRN is the RITS Trans ID with the prefix RITS.
<b>Settlement Date</b>	The date on which the payment was settled.
<b>Amount</b>	Displays the payment amount. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
<b>RITS Balance</b>	Displays the ESA balance at the time the payment is settled. Where payments are settled simultaneously (e.g. auto-offset), the ESA balance that resulted from the settlement of all of the payments in the group is displayed beside each payment.

### 14.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report.

In PDF format the report looks as follows.





14.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions on downloading the report.

In Excel format the report looks as follows.

The screenshot shows a Microsoft Excel spreadsheet titled 'SETTLED PAYMENTS 250517.xls [Read-Only]'. The data is organized in a table with columns A through J. The rows contain payment details including codes, IDs, times, statuses, and monetary values.

	A	B	C	D	E	F	G	H	I	J
1	RTEOD	65886771	0:00:00		RBV12E		25-May-17	\$0.00	\$0.00	
2	FSSWD	65886847	7:28:25	RBV1	RBV1FS	RITS15424	25-May-17	\$9,900,000,000.00	\$9,900,000,000.00	
3	FSSWD	65886860	7:28:40	RBV1	RBV1FS	RITS15440	25-May-17	\$7,970,942,756.94	\$17,870,942,756.94	
4	FSSTU	65886912	12:11:34	RBV1	RBV1FS	RITS15445	25-May-17	-\$2,500,899.00	\$17,868,441,857.94	
5	FSSTU	65886925	12:54:09	RBV1	RBV1FS	RITS15453	25-May-17	-\$3,500,025.05	\$17,864,941,832.89	
6	LVPAY	65886946	13:18:30	RBV2	RBV1LC	RBV1PTtest01Thur	25-May-17	-\$999.01	\$17,864,940,833.88	
7	LVPAY	65886948	13:45:01	RBV2	RBV1LC	RBV1PTtest03Thu	25-May-17	-\$999.03	\$17,864,939,834.85	
8										
9										
10										
11										
12										
13										
14										
15										

## 15. MEMBER REPORT: TARGETED BILATERAL OFFSET

### 15.1 Key points

- The **Targeted Bilateral Offset** report shows the progress of TBOs entered into by the Member.
- TBOs may be in *Unconfirmed, Unavailable, Confirmed Pend Rel, Confirmed Pend Settle, Settled, Deleted* or *Unsettled* status.
- The report is available for the current day or any of the previous five RITS business days.
- Available in both pdf and Excel formats.

### 15.2 Targeted Bilateral Offset Report filter selection screen

Select the Targeted Bilateral Offset Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 15.2.1 Filter criteria

Field	Description
<b>Member</b>	Select another Member from the drop down list, or <i>All</i> .
<b>Targeted Bilateral Offset Status</b>	Select from <i>Unconfirmed, Confirmed Pend Rel, Confirm Pend Settle, Settled, Unavailable, Unsettled</i> or <i>Deleted</i> , or <i>All</i> .
<b>Ext TRN</b>	Enter the External Transaction ID/Instruction ID/Return ID, if known.
<b>Date From</b>	Defaults to the current date. Select either the current date or one of the 5 previous RITS business days as the start date of the date range.
<b>Date To</b>	Defaults to the current date. Select either the current date or one of the 5 previous RITS business days as the end date of the date range.

#### 15.2.2 Actions

Button	Description
<b>Find</b>	Select <b>Find</b> to access the data.
<b>Clear</b>	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
<b>Cancel</b>	Select <b>Cancel</b> to return to the Member Reports selection screen.



<b>Export</b>	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
<b>PDF/Excel</b>	Used in conjunction with Export.

### 15.3 Finding data for on-screen viewing and printing

Untick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

Targeted Bilateral Offset Report							
Enquiry Filter							
Member	All	Targeted Bilateral Offset Status	All	Date From	07-May-2009	Date To	07-May-2009
Ext TRN							
				Cancel	Find	Clear	Export <input type="checkbox"/> Excel <input type="checkbox"/>
Offset ID	Member	Ext TRN	Amount	Status	By	Date	Time
00031869	ROYC	RITS11946246	\$300.00	Unconfirmed	ROYC2E02	07-May-2009	10:34:52
	BQLQ	RITS11946247	-\$100.00				
	BQLQ	RITS11946248	-\$800.00				
	ROYC	RITS11946246	\$300.00	Confirmed Pend Rel	BQLQ2E71	07-May-2009	10:36:34
	BQLQ	RITS11946247	-\$100.00				
	BQLQ	RITS11946248	-\$800.00				
	ROYC	RITS11946246	\$300.00	Deleted	ROYC2E02	07-May-2009	10:36:34
	BQLQ	RITS11946247	-\$100.00				
	BQLQ	RITS11946248	-\$800.00				
00031885	ROYC	RITS11946255	\$3.00	Unconfirmed	ROYC2E02	07-May-2009	10:48:13
	BQLQ	RITS11946251	-\$1.00				
	ROYC	RITS11946255	\$3.00	Confirmed Pend Rel	BQLQ2E02	07-May-2009	10:49:14
	BQLQ	RITS11946251	-\$1.00				



15.3.1 List headings

Field	Description
Offset ID	Displays the unique 8-digit code RITS assigns to the TBO.
Member	Displays the mnemonic of the Member for the transaction.
External TRN	Displays the External Transaction ID/Instruction ID/Return ID of the transaction.
Amount	Displays the amount of the transaction. A payment is denoted by a negative figure in red and a receipt is denoted by a positive figure in black.
Status	Displays the status of the TBO ( <i>Unconfirmed, Confirmed Pend Rel, Confirm Pend Settle, Settled, Unavailable, Unsettled or Deleted</i> ).
By	Displays the user ID who has performed the update. An action by the System Queue is displayed as SYSTEM.
Date	Displays the date when the update action is performed.
Time	Displays the time when the update action is performed.

15.3.2 Actions

Button	Description
Printer Icon	Select the <b>Printer Icon</b> to print the page.

15.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report. Select **PDF** in the **Excel/PDF** list box, tick the Export check box and select **Find**.

In PDF format, the report looks as follows.



11-May-2009 14:28

Reserve Bank Information & Transfer System

Targeted Bilateral Offset Report

Offset ID	Member	Ext TRN	Amount	Status	By	Date	Time	
00031869	ROYC	RITS11946246	\$300.00	Unconfirmed	ROYC2E02	07-May-2009	10:34:52	
	BQLQ	RITS11946247	-\$100.00					
	BQLQ	RITS11946248	-\$800.00					
	00031885	ROYC	RITS11946255	\$3.00	Confirmed Pend Rel	BQLQ2E71	07-May-2009	10:36:34
		BQLQ	RITS11946247	-\$100.00				
		BQLQ	RITS11946248	-\$800.00				
00031891	ROYC	RITS11946256	\$4.00	Unsettled	SYSTEM	07-May-2009	16:23:10	
	BQLQ	RITS11946251	-\$1.00					
	BQLQ	RITS11946251	-\$1.00					

### 15.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions for downloading the report. Select **Excel** in the **Excel/PDF** list box, tick the Export check box and select **Find**.

In Excel format, the report looks as follows.



Microsoft Excel - TBO\_REPORT070509

File Edit View Insert Format Tools Data Window Help

Type a question for help

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Arial 10 B I U

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Offset ID	Member	Ext TRN	Amount	Status	By	Date	Time					
2	31869	ROYC	RITS11946246	\$300.00	Unconfirmed	ROYC2E02	07-May-09	10:34:52					
3		BQLQ	RITS11946247	-\$100.00									
4		BQLQ	RITS11946248	-\$800.00									
5													
6		ROYC	RITS11946246	\$300.00	Confirmed Pend Rel	BQLQ2E71	07-May-09	10:36:34					
7		BQLQ	RITS11946247	-\$100.00									
8		BQLQ	RITS11946248	-\$800.00									
9													
10		ROYC	RITS11946246	\$300.00	Deleted	ROYC2E02	07-May-09	10:36:34					
11		BQLQ	RITS11946247	-\$100.00									
12		BQLQ	RITS11946248	-\$800.00									
13													
14	31885	ROYC	RITS11946255	\$3.00	Unconfirmed	ROYC2E02	07-May-09	10:48:13					
15		BQLQ	RITS11946251	-\$1.00									
16													
17		ROYC	RITS11946255	\$3.00	Confirmed Pend Rel	BQLQ2E02	07-May-09	10:49:14					
18		BQLQ	RITS11946251	-\$1.00									
19													
20		ROYC	RITS11946255	\$3.00	Unsettled	SYSTEM	07-May-09	16:23:10					
21		BQLQ	RITS11946251	-\$1.00									
22													
23	31891	ROYC	RITS11946256	\$4.00	Unconfirmed	ROYC2E02	07-May-09	10:48:33					
24		BQLQ	RITS11946252	-\$2.00									
25													
26		ROYC	RITS11946256	\$4.00	Unsettled	SYSTEM	07-May-09	16:23:10					
27		BQLQ	RITS11946252	-\$2.00									

TBO\_REPORT070509

Ready NUM



## 16. MEMBER REPORT: TRANSACTION ENQUIRY

### 16.1 Key points

- The **Transaction Enquiry** report displays all of the transactions of the Member.
- Transactions may be in limits testing, completed, recalled or unsettled status.
- Users can obtain a report for the current day or any of the previous five RITS business days.

### 16.2 Transaction Enquiry Report filter selection screen

Select the Transaction Enquiry Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

#### 16.2.1 Filter criteria

Field	Description
<b>Settlement Date</b>	Defaults to the current date. Select either the current date or up to 5 RITS business days previous.
<b>Direction</b>	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
<b>Own Branch</b>	Allows a user to filter at the branch level, listing all branches of the member. An <i>All</i> option is also provided.
<b>Other Bank</b>	Enter the counterparty's four character mnemonic in this auto-populate field.
<b>Source</b>	Defaults to <i>All</i> . Select <i>All</i> or <i>S</i> (SWIFT), <i>A</i> (Austraclear), <i>R</i> (RITS), <i>C</i> (CHESS), <i>B</i> (BATCHES), <i>L</i> (LVSS), or <i>T</i> (RITS Allocation Transactions) to view transactions by source.
<b>Batch</b>	Select the batch stream or <i>All</i> . Only available if ' <i>B</i> ' is selected in Source field.
<b>Payment Service</b>	Select a payment service or <i>All</i> . Only available if ' <i>L</i> ' is selected in Source field.



Field	Description
Status	View transactions by status: <i>Limits test, Completed, Unsettled, Recalled</i> or <i>All</i> .

16.2.2 Actions

Button	Description
Find	Select <b>Find</b> to access the data.
Clear	Select <b>Clear</b> to return the filter criteria to the default settings and clear the list.
Cancel	Select <b>Cancel</b> to return to the Member Reports selection screen.
Export	Select <b>Export</b> (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	Used in conjunction with Export.

16.3 Finding data for on-screen viewing and printing

Un-tick the **Export** box and select **Find** to display data subject to the filter criteria entered. The following screen is displayed.

**Transaction Enquiry Report**

**Enquiry Filter**

Settlement Date:  Direction:

Own Branch:  Other Bank:

Source:  Batch:  Payment Service:  Status:

Export

Tran Type	Settle Date	Time Settled	Other Branch	Own Branch	Tran ID	External TRN	Status	Amount
LVPAY	25-May-2017	13:45:01	RBV2LC	RBV1LC	65886948	RBV1PTtest03Thu	Complete	-\$999.03
LVPAY	25-May-2017	13:18:30	RBV2LC	RBV1LC	65886946	RBV1PTtest01Thur	Complete	-\$999.01
FSSTU	25-May-2017	12:54:09	RBV1FS	RBV1FS	65886925	RITS15453	Complete	-\$3,500,025.05
FSSTU	25-May-2017	12:11:34	RBV1FS	RBV1FS	65886912	RITS15445	Complete	-\$2,500,899.00
FSSWD	25-May-2017	07:28:40	RBV1FS	RBV1FS	65886860	RITS15440	Complete	\$7,970,942,756.94
FSSWD	25-May-2017	07:28:25	RBV1FS	RBV1FS	65886847	RITS15424	Complete	\$9,900,000,000.00
RTEOD	25-May-2017	00:00:00		RBV12E	65886771	RITS65886771	Complete	\$0.00

16.3.1 List headings

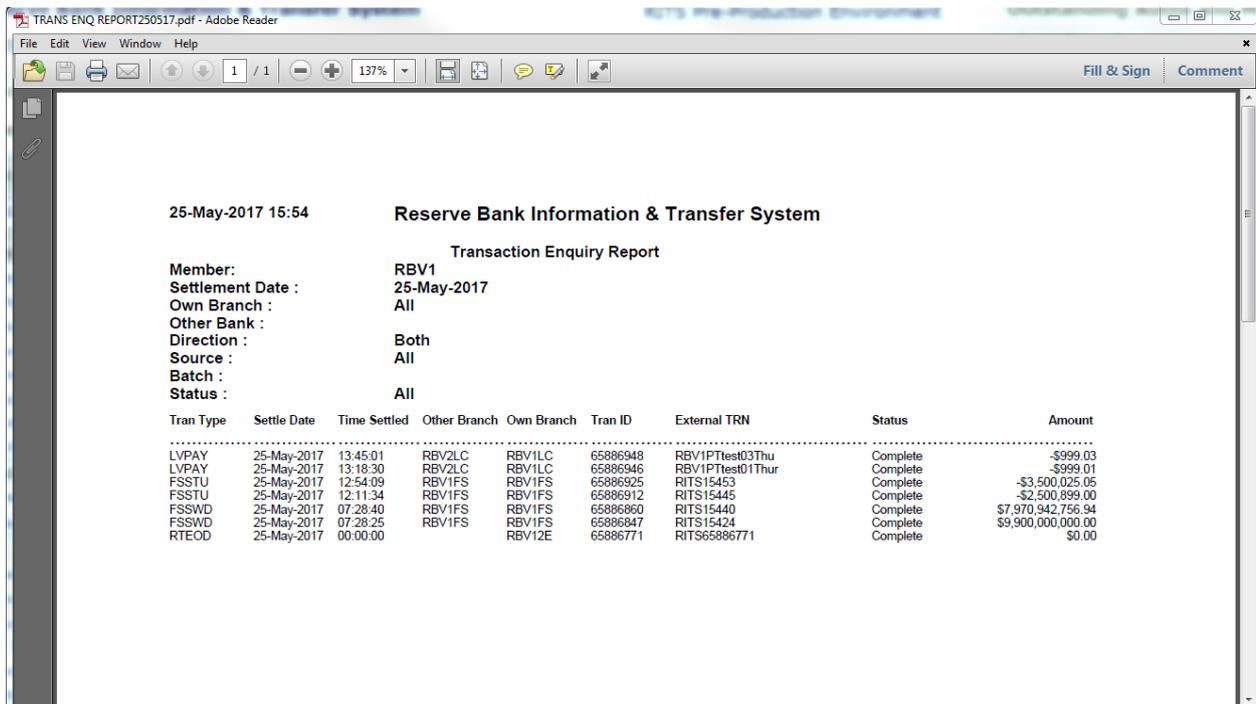
Field	Description
Tran Type	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, CASHP, CASHR, FSSTU, FSSWD, RTEOD, SWPAY, SWREC, LVPAY and LVREC).
Settle Date	The date on which the payment was settled.
Time Settled	Displays the time the System Queue settled the payment.



Field	Description
<b>Other Branch</b>	Displays the mnemonic of the counterparty branch in the transaction.
<b>Own Branch</b>	Displays the mnemonic of your branch in the transaction.
<b>Tran ID</b>	Displays the RITS Transaction ID that was generated when the transaction was created.
<b>External TRN</b>	Displays the External Transaction ID/Instruction ID/Return ID allocated by the paying bank's system for SWIFT and Austraclear payments. For RITS transactions the Ext TRN is the RITS Trans ID with the prefix RITS.
<b>Status</b>	<i>Limits Test, Completed, Recalled or Unsettled.</i>
<b>Amount</b>	Displays the payment amount. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.

### 16.4 Downloading the report in PDF format

See chapter 6.3 of this user guide for instructions on downloading the report. In PDF format the report appears as follows.





### 16.5 Downloading the report in Excel format

See chapter 6.4 of this user guide for instructions for downloading the report.

In Excel format the report looks as follows.

	A	B	C	D	E	F	G	H	I	J
1	LVPAY	25-May-17	13:45:01	RBV2LC	RBV1LC	65886948	RBV1PTtest03Thu	Complete	-\$999.03	
2	LVPAY	25-May-17	13:18:30	RBV2LC	RBV1LC	65886946	RBV1PTtest01Thu	Complete	-\$999.01	
3	FSSTU	25-May-17	12:54:09	RBV1FS	RBV1FS	65886925	RITS15453	Complete	-\$3,500,025.05	
4	FSSTU	25-May-17	12:11:34	RBV1FS	RBV1FS	65886912	RITS15445	Complete	-\$2,500,899.00	
5	FSSWD	25-May-17	7:28:40	RBV1FS	RBV1FS	65886860	RITS15440	Complete	\$7,970,942,756.94	
6	FSSWD	25-May-17	7:28:25	RBV1FS	RBV1FS	65886847	RITS15424	Complete	\$9,900,000,000.00	
7	RTEOD	25-May-17	0:00:00		RBV12E	65886771	RITS65886771	Complete	\$0.00	

## 17. MEMBER REPORT: USER PRIVILEGES

### 17.1 Key points

- The **User Privileges** report displays details of the access privileges granted to RITS users.
- It covers the functions allocated to each user and the functions that the user may authorise. It also shows the functions that a user may authorise but is not able to update.
- The report also shows when the user last changed their password and the session time-out period set.
- The report is available as a download in either Excel or PDF format.

### 17.2 User Privileges Report selection screen

Select the User Privileges Report from the list of reports shown in chapter 6.1 of this user guide. The following screen is displayed.

The screenshot shows a software window titled "User Privileges Report". Below the title bar is a section labeled "Enquiry Filter". At the bottom right of the window, there are three buttons: "Cancel", "Find", and "Export". The "Export" button has a checkmark next to it. To the right of the "Export" button is a dropdown menu currently set to "Excel". The dropdown menu is open, showing two options: "Excel" and "Pdf".

#### 17.2.1 Actions

Button	Description
<b>Find</b>	Select <b>Find</b> to access the report in PDF format. The report is only available as a PDF download. It is therefore necessary to 'tick' the Export box.
<b>Cancel</b>	Select <b>Cancel</b> to return to the Member Reports selection screen.
<b>Export</b>	Select <b>Export</b> to download the report in Excel or PDF format.



### 17.3 Data in the report

The report provides the following:

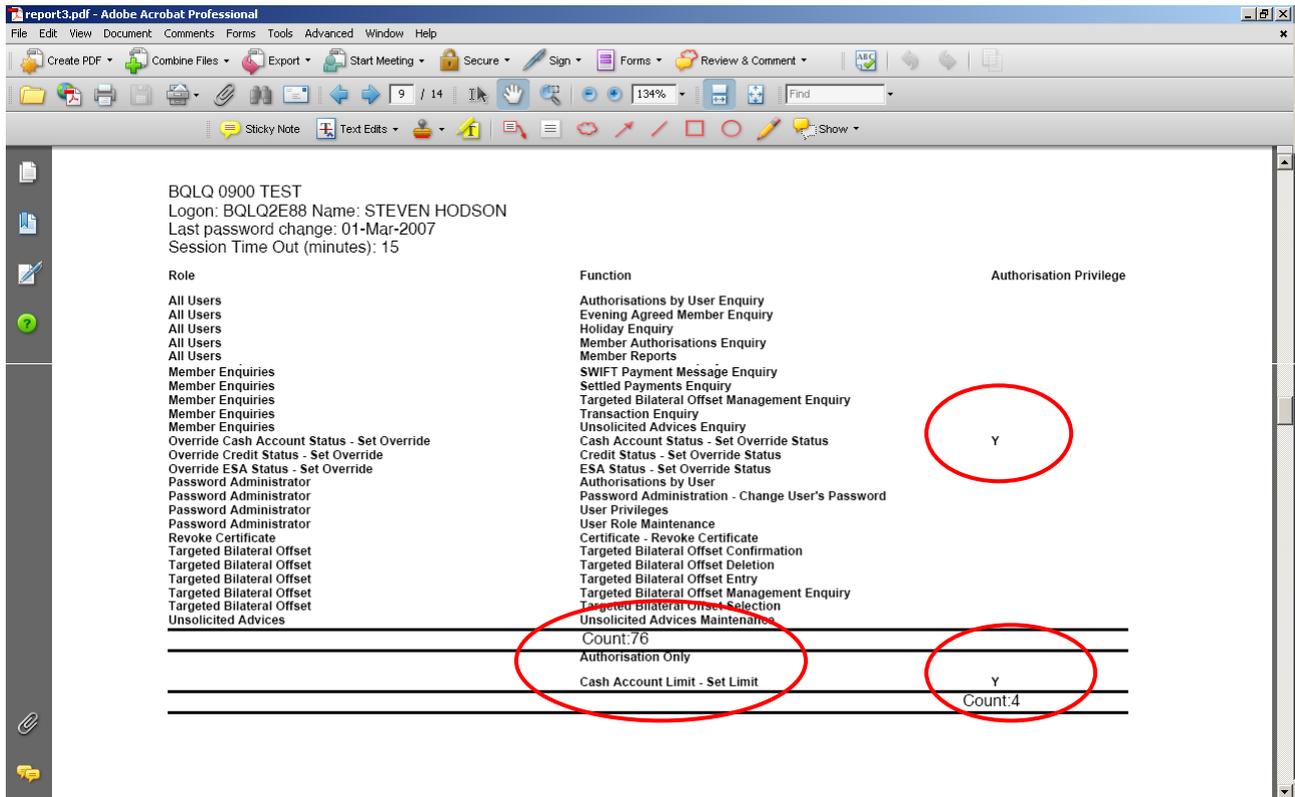
#### 17.3.1 List headings

Field	Description
<b>Date/Time</b>	The date and time when the report was requested.
<b>Member name</b>	The name of the RITS Member.
<b>Logon</b>	The RITS Username of the user.
<b>Name</b>	The name of the RITS user.
<b>Last Password Change</b>	The date of the last password change by the user.
<b>Session Time Out</b>	The setting (in minutes) that a user's RITS session will be available before requiring the user to login again.
<b>Role</b>	The name of the role(s) allocated to the user.
<b>Function</b>	The names of the functions in the role.
<b>Authorisation Privilege</b>	The authorisation functions that the user has.
<b>Count</b>	A count is provided of the number of functions allocated to the user and the number of functions the user may authorise.

### 17.4 Downloading the report in PDF format

**See chapter 6.3 of this user guide for instructions on downloading the report.**

In PDF format, the report looks as follows. The authorisation privilege for a function that the user has been allocated are displayed under the '*Authorisation Privilege*' heading in the last column of the report. The authorisation privilege for a function that the user has not been allocated are displayed under the header '*Authorisation only*'.



### 17.5 Downloading the report in Excel format

See chapter 6.3 of this user guide for instructions on downloading the report.

In Excel format, the report looks as follows. The authorisation privilege for a function that the user has been allocated is displayed under the 'Authorisation Privilege' heading in the last column of the report and there is an entry in the 'Role' column. The authorisation privilege for a function that the user has not been allocated is indicated by a 'Y' in the 'Authorisation Privileges' column and there is no entry in the 'Role' column.



	A	B	C	D	E	F
1	Logon	First Name	Surname	Role	Function	Authorisation Privilege
464	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Entry	Batch Amend Activation Time	
465	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Entry	Batch Delete	
466	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Entry	Batch Enter BIN	
467	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Entry	Batch Enter/Amend Transactions	
468	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Manage	Batch Recall All by Batch Stream	
469	BQLQ2E71	BQLQ2E71	BOB HOWE	Batch Manage	Batch Recall Specific Batch	
470	BQLQ2E71	BQLQ2E71	BOB HOWE	Cash Account Status Queue Management	Cash Account Status Queue Management	Y
471	BQLQ2E71	BQLQ2E71	BOB HOWE	Cash Account Sub-Limit - Set Sub-Limit	Cash Account Sub-Limit - Set Sub-Limit	
472	BQLQ2E71	BQLQ2E71	BOB HOWE	Cash Transfer Entry	Cash Transfer Amend/Delete	
473	BQLQ2E71	BQLQ2E71	BOB HOWE	Cash Transfer Entry	Cash Transfer Entry	
474	BQLQ2E71	BQLQ2E71	BOB HOWE	ESA Status Queue Management	ESA Status - Bulk Status Change	
475	BQLQ2E71	BQLQ2E71	BOB HOWE	ESA Status Queue Management	ESA Status Queue Management	
476	BQLQ2E71	BQLQ2E71	BOB HOWE	Unsolicited Advices	Unsolicited Advices Maintenance	
477	BQLQ2E71	BQLQ2E71	BOB HOWE	Cash Account Limit - Set Limit	Cash Account Limit - Set Limit	Y
478	BQLQ2E88	STEVEN	HODSON	All Users	Authorisations by User Enquiry	
479	BQLQ2E88	STEVEN	HODSON	All Users	Evening Agreed Member Enquiry	
480	BQLQ2E88	STEVEN	HODSON	All Users	Holiday Enquiry	
481	BQLQ2E88	STEVEN	HODSON	All Users	Member Authorisations Enquiry	
482	BQLQ2E88	STEVEN	HODSON	All Users	Member Reports	
483	BQLQ2E88	STEVEN	HODSON	All Users	Outstanding Authorisations List Enquiry	
484	BQLQ2E88	STEVEN	HODSON	All Users	Password - Change Own Password	
485	BQLQ2E88	STEVEN	HODSON	All Users	PPR Member Enquiry	