RESERVE BANK INFORMATION AND TRANSFER SYSTEM

Reports User Guide

April 2022



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Overview

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.
 - <u>Members who use macros or other tools to process data files should check that they</u> <u>are still appropriate.</u>

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 <u>http://www.rba.gov.au/rits/</u>.

Quick Guide

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.

Quick Guide

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.

Quick Guide

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. 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 Settle	ed Payments Enquiry	/ Report		A CONTRACTOR OF CONTRACTOR OFO
Enquiry Filter				8
Settlement Date	15-Aug-2017 🗸	Report Type	Settled Payments V	Payment Type All 🗸
Own Branch	All 🗸	Other Bank	All	Direction Both 🗸
Source	All 🗸	Batch	Ali 🗸	Payment Service All
				Cancel Find Clear Export Excel V

Quick Guide

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.



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System Reports

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
Batch Feeder Audit Report	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
BLIMIT Changes Audit Report	This report logs changes made to Cash Account Limits.	PDF
Sub-Limit Changes Audit Report	This report lists changes made to the Cash Account Sub-Limit and ESA Sub-Limit.	PDF
Cash Transfers Activity Log	Lists all RITS Cash Transfers entered during the previous day and each step undertaken on those Cash Transfers until settlement.	PDF
Warehoused Cash Transfer Report	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

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System	Reports
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Report Name	Description	Format
Member Audit Details Report	Records changes made to a range of Member details.	PDF
Interim Cash List: State Based	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)
Interim Cash Summary: All States	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)
EOD Cash List: State Based	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)
EOD Cash Summary: All States	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)
FSS Trigger Changes Audit Report	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
EOD FSS Settled Payments Report	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)
EOD FSS Cashlist Summary	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.



System Reports

• 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		



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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.

System Reports	I A A A A A A A A A A A A A A A A A A A
Enquiry Filter	8
Date 08-May-2009 -	Find Clear
	No records found for this query

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

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System Reports Selection and Printing

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.

Date 17-Oct-2017 V 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	0
EOD CASHLIST: STATE-BASED	17-Oct-2017 22:01			Download	
EOD CASHLIST: STATE-BASED	17-Oct-2017 22:01			View	0
EOD FSS CASHLIST SUMMARY	17-Oct-2017 00:01			View	0
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	0
INTERIM CASH SUMMARY: ALL STATES	17-Oct-2017 17:16			Download	
NTERIM CASHLIST:STATE-BASED	17-Oct-2017 17:16			Download	
INTERIM CASHLIST:STATE-BASED	17-Oct-2017 17:16			View	0
MEMBER AUDIT DETAILS REPORT	17-Oct-2017 02:33			View	0

4.2.1 List headings

Field	Description
Report	The name of the report.
Date/Time Created	The time that the report was created by RITS overnight processing or by the Interim and Final cash List job suites.
Date/Time printed	The time that the report was printed or downloaded.
Printed By	The username of the person who printed or downloaded the report.
Select to View/Download	 Select the link to either view or download the report. View - 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. Download - download the data file to Excel, where it can be saved and manipulated as required.

System Reports Selection and Printing

Field	Description
Select to Print	Print – 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 Select to Print option. Select Submit to download the report to Adobe Acrobat Reader where it can be viewed or printed.
Cancel	Select Cancel to remove a selection in the Select to Print 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.

					×
(⇐)⇒[@	https://pp.ri 🔎 👻 🔒 Re 🖒 <i>[</i> pp.rit	ts.anni.rba.gov.au	×	☆ 🕆	₽
RBV1	15-AUG-2017 00:01 RI RBA Verification Member No Net FSS Allocation Transac Net FSS NPP Transactions	eserve BANK O	F AUSTRALIA B.S.B. A/C No. 005-000-RBV1FS 005-000-RBV1FS	DAILY FSS CASHLIST SUMMARY Net Balance \$150,416.00 \$15,997,750.54	^
	Total Net FSS Movement			\$16,148,166.54 	
		Close			~
				>	

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.



System Reports Selection and Printing

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.

	0	Course	_	Connect	1
Do you want to open or save FSSCLSUM-L150817.pdf from pp.rits.anni.rba.gov.au?		Save 🔻	•	Cancel	×

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.

📲 Save As				×
🕞 🕞 🗢 🛄 🕨 System Reports	▼ 4 9	Search System Re	ports	P
Organize 🔻 New folder			-	0
★ Favorites Name	D	ate modified	Туре	
💻 Desktop 〕 Downloads	No items match your	search.		
E Recent Places				
📜 Libraries				
Documents				
Pictures				
Videos			1	
• •				
File name: FSSCLSUM-L150817.pdf				-
Save as type: Adobe Acrobat Document (*.pdf)				-
) Hide Folders		Save	Cancel	

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.

System Reports Selection and Printing

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

坐 View Downloads - Internet Explorer			- • ×
View and track your downloads		Search downloads	٩
Name	Location	Actions	
FSSCLSUM-L150817.pdf pp.rits.anni.rba.gov.au	System Reports		Open 🔻
Options		Clear	list Close

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

🔁 FSS	CLSUM-L150	817.pdf - Adobe Reader					۷_
File	Edit View	Window Help					×
P		☑ │ ⓐ ♣ 1 / 2 │ ■ ♣ 137% ▼ │	🗄 🗄 👂 🐶 📝		Fill & S	gn Commer	nt
ı I							* III
	RBV1	15-AUG-2017 00:01 RESERVE B	ANK OF AUSTRALIA	DAILY FSS CASHLIST SUMMARY			
		Net FSS Allocation Transactions Net FSS NPP Transactions	B.S.B. A/C No. 005-000-RBV1FS 005-000-RBV1FS	Net Balance \$150,416.00 \$15,997,750.54			
		Total Net FSS Movement		\$16,148,166.54			

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

R I T SSystem Reports Selection and Printing

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.

Do you want to open or save CASHSUMM-D040917.DAT from pp.rits.anni.rba.gov.au?	Open	Save 🔻	Cancel	×

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

1,"EOD CASH SUMMARY:ALL STATES","RBV12B","04-SEP-2017 22:01"	
2,"RBV1FS","005-000","005-000","","005-000-RBV1FS",0.00,0.00,0.00	

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.

Do you want to open or save CASHSUMM-D040917.DAT from pp.rits.anni.rba.gov.au?	•	Cancel	×

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

The following screen is displayed.

🛃 Save As			×
Syst	em Reports	✓ 4 Search System	n Reports 🔎
Organize 🔻 New	/ folder		!≕ ▼ 🔞
🔆 Favorites	Name	Date modified	Туре
Desktop	N	o items match your search.	
Libraries Documents Music Pictures Videos	₹ .	m	•
File name:	CASHSUMM-D040917.DAT		•
Save as type:	DAT File (*.DAT)		
) Hide Folders		Save	Cancel



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.

Windows
Windows can't open this file: File: CASHSUMM-D040917.DAT
To open this file, Windows needs to know what program you want to use to open it. Windows can go online to look it up automatically, or you can manually select from a list of programs that are installed on your computer.
What do you want to do?
O Use the Web service to find the correct program
Select a program from a list of installed programs
OK Cancel

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

System Reports Selection and Printing

The following screen is displayed.

Open with	×
Choose the program you want to use to open this file: File: CASHSUMM-D040917.DAT	
Microsoft Visual Studio Version Selector Microsoft Word Microsoft Corporation	*
Notepad Microsoft Corporation Notepad++: a free (GNU) source code editor Don HO don.h@free.fr	
Paint Microsoft Corporation Windows Media Center Microsoft Corporation	E
Windows Media Player Windows Photo Viewer Microsoft Corporation Microsoft Corporation WordPad Microsoft Excel	
Microsoft Corporation Type a description that you want to use for this kind of file:	-
Always use the selected program to open this kind of file	Browse
If the program you want is not in the list or on your computer, you can <u>look for the appropriate prog</u> Web.	gram on the
	Curreer

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

	<u>-</u> 9 -	(≥ - =				CAS	HSUMM-	D040917.DAT	Microsoft	Excel					_ 0	x
Fil	е н	ome Ins	ert Page	Layout F	ormulas	Data R	eview	View De	veloper	RBA				۵	() – ē	X
C.	∦ ∎	Calibri	- 11	• A A	= =	_ »~		General	▼	Condition	E Farmat		¦Herer and a set an	Σ· A	Eind B	
Pasi	້ 🝼	B I D	*		= =	-= 1F 1F	+ a + ▼	\$*%,	.000	Formatting	as Table *	Styles *	📕 Format 🔹	∠ * Filter	* Select *	_
Clipb	oard 🗔		Font	G	4	Alignment	- Gi	Numbe	r Gi		Styles		Cells	Edit	ing	
	A1		• (=	f _{sc}												~
	А	В	С	D	E	F	G	Н	1	J	K	L	М	N	0	
1		4														
2																_
3																
5																
6	1,"EOD	CASH SUM	IMARY:ALL	STATES","RE	BV12B","0	04-SEP-2017	22:01"									
7	2,"R	BV1FS","00	5-000","00	5-000","","0	05-000-RI	BV1FS",0.00	,0.00,0.0	00								
8																
9																
10																≡
12																-1
13																



System Reports Selection and Printing

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

8	X 🔒		× =											CAS	HSUMM-D	040917.DAT	- Microsof	t Excel												- 0 -	3
^ ?	File	Но	me In	sert P	age Layout	Formulas	Data	Review	View 0	Developer RB	A																			a 🕜 🗆 🗊	×
	From Access	From Web	From Fr Text S Get Exter	om Other ources * nal Data	Existing Connection	Refresh All - Co	Connectio Properties Edit Links nnections	ns 24 2 X4 s	iort Filte	Filter	Text t Colum	o Remov	e Data Con es Validation ~ Data Tools	nsolidate	What-If Analysis *	Group U	ingroup Sub Outli	●∃ Sh =∃ Hic ne	ow Detail de Detail r												
		A1		• (°	f _x						Text t	o Columns																			~
	1 2 3 4 5 6 1	A	B CASH SU	C	D ALL STATES"	E ,"RBV12B",	F "04-SEP-203	G 7 22:01"	н		Sepi cell For colu first In W com tabl colu	arate the co into separal example, yo mn of full r and last na l'ord, use th vert the sele e, splitting t imns at each	ntents of one Excel ie columns. u can separate a ames into separate me columns. is feature to cted text into a he text into comma, period, or		N	0	P	Q	R	S	T	U	V	W	X	Y	Z	AA	AB	AC	
	8 9 10 11 12	2, Rt	V1F5 , (005-000 ,	, 003-000-	NBV1F5 ,0.0	0,0.00,0.0			othi	er character ress F1 for i	you specify.																		

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

The wizard is displayed as follows.

	ନ୍ତ	23
The Text Wizard has determined that your data is Delimited.		
If this is correct, choose Next, or choose the data type that best describes your data.		
Original data type		
Choose the file type that best describes your data:		
Opelimited - Characters such as commas or tabs separate each field.		
Fixed width - Fields are aligned in columns with spaces between each field.		
Preview of selected data:		
6 1,"EOD CASH SUMMARY:ALL STATES","RBV12B","04-SEP-201 7 2,"RBV1FS","005-000","005-000","","005-000-RBV 8 9 10	7 22: 1FS",	0. ^
6 1,"EOD CASH SUMMARY:ALL STATES","RBV12B","04-SEP-201 7 2,"RBV1FS","005-000","005-000","","005-000-RBV 8 9 10 ✓ Ⅲ	7 22: 1FS",	0

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

System Reports Selection and Printing

The following screen is displayed.

Convert Text to Columns Wizard - Step 2 of 3	ନ୍ତ	23
This screen lets you set the delimiters your data contains. You can see how your text is the preview below.	affect	ed in
Delimiters		
✓ Tab		
Semicolon Treat consecutive delimiters as one		
Comma Text qualifier:		
Space		
Other:		
Data preview		
1 EOD CASH SUMMARY:ALL STATES RBV12B 04-SEP-2017 2 RBV1FS 005-000 005-000	22:0	01 ^
■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■		• •
Cancel < <u>B</u> ack <u>N</u> ext >	Ein	ish

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

Convert Text	to Columns Wiza	rd - Step 3 of 3					9	23
This screen le Column data <u>General</u> <u>Text</u> <u>Date:</u> Do not <u>in</u>	ts you select each format DMY mport column (skip)	column and set th 'General' con dates, and a]	ne Data For overts nume Ill remaining	mat. eric values to values to to <u>A</u> dvance	to numbers, t text. ed	date v	values to)
Destination: Data preview	\$A\$1							
General	General			General	General			
1	EOD CASH 2 RBV1FS	SUMMARY: ALL	STATES	RBV12B 005-000	04-SEP-2 005-000	017	22:01	*
								Ŧ
•							•	
		Cancel]	ack	Next >		<u>F</u> inish	

System Reports Selection and Printing

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

🔀 📘 File		Hom	* ∓ ie	Insert F	Page Layout	Formulas	Data	Reviev	w View	/ De	veloper	RBA			
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			Get Ext	ternal Data		C	onnections			Sort & Fil	ter				
		M20		-	f_x										
	Α			В		С	D		Е		F	G	Н	Т	J
1	1	EOD (CASH	SUMMARY	ALL STATES	RBV12B	4/09/2017	22:01							
2	2	RBV1	FS			005-000	005-000			005-00	0-RBV1FS	0	0	0	
3															
4															

Member Reports

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 untick 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.

Member Reports

5.2 Available reports

The following reports are available in the Member Reports facility.

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

 \mathbf{X}

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.

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

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 Printer Icon 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.

Member Reports

Casn	Transfei	r Enqui	ry Repo	rt					
Enquiry	Filter								
	Own Bra	nch All	~		Set	tlement Date Fr	rom 06-Jul-:	2018 🗸	
	Pay/	Rec Both	\checkmark		5	Settlement Date	To 06-Jul-	2018 🗸	
						Cancel	Find C	lear Export	
		Ar	n asterisk (*	*) next to a mnem	onic indicates that a	branch action	is required.		
CashT ID	Trans ID	Ar	n asterisk (* Receiver	*) next to a mnem Settlement Date	onic indicates that a	branch action	is required.	Trade Type	Trans Type
CashT ID 13138324	Trans ID 13138327	Ar Payer RSTA2E	n asterisk (* Receiver RSTB2E	*) next to a mnem Settlement Date 06-Jul-2018	onic indicates that a Amount -\$100.00	branch action Interest Rate 1.5000%	is required. Status Completed	Trade Type IBOC1	Trans Type CASHP
CashT ID 13138324 13138325	Trans ID 13138327 13138328	Ar Payer RSTA2E RSTA2E	Receiver RSTB2E RSTB2E	*) next to a mnem Settlement Date 06-Jul-2018 06-Jul-2018	onic indicates that a Amount -\$100.00 -\$450.00	branch action Interest Rate 1.5000% 1.5000%	is required. Status Completed Completed	Trade Type IBOC1 IBOC2	Trans Type CASHP 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.

l	Do you want to open or save CASH TRANS REPORT060718.pdf from rits-uat-ho.rba.gov.au?	Open	Save	•	Cancel	×
L						-

In this screen select **Save As**.

Member Reports

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

🛃 Save As							\times
← → • ↑ <mark>.</mark>	> This PC > Desktop > Member Reports			✓ ³	earch Member Repo	rts ,	ρ
Organize 🔻 Ne	w folder		E		?		
🖈 Quick access	Name	Date modified	Туре	Size			
This PC		No items mat	ch your search.				
A Network							
- Network							
File name:	CASH TRANS REPORT060718.pdf						~
Save as type:	Adobe Acrobat Document (*.pdf)						\sim
∧ Hide Folders				[Save	Cancel	

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

The CASH TRANS REPORT060718.pdf download has completed.	Open	•	Open folder	View downloads	×

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 : RS	БТА		Cash Transfer Enquiry Report											
Own Branch Pay/Rec : Settlement D Settlement D	: Date From: Date To:	All Both 06-Ju 06-Ju	I-2018 I-2018											
CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type					
13138324 13138325 13138326	13138327 13138328 13138329	RSTA2E RSTA2E RSTA2E RSTA2E	RSTB2E RSTB2E RSTB2E	06-Jul-2018 06-Jul-2018 06-Jul-2018	-\$100.00 -\$450.00 -\$1,000.00	1.5000% 1.5000% 0.0000%	Completed Completed Completed	IBOC1 IBOC2 Other	CASHP CASHP CASHP					

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

Member Reports

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.

Do you want to open or save CASH TRANS REPORT060718.xls from rits-uat-ho.rba.gov.au?	Open	Save 🔹	Cancel	×

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

The following screen is displayed.

🗴 🖬 🕤 -	C - 2		CASH 1	FRANS REPORT060718.	kls [Read-Only]	- Excel			? 📧 -	— ×
FILE HON	ME INSERT PAGE L	AYOUT FORM	ULAS DATA	REVIEW VIEW	ADD-INS	Policy Systems	Utilities RBA			
Paste	Calibri • 11 • B I U • 🗄 • 🖄		= ≫ · ≡ ∉ ∉ ₫ •	General \$ → % → 5.00	.00 →.0 Condition Formatting	onal Format as ng v Table v St	Cell tyles v	∑ · A Z V Sort & Filter	Find &	
Clipboard 🗔	Font	Б A	Alignment r	Number	Fai	Styles	Cells	Editin	g	~
A1 -	$r : \times \checkmark f_x$	13138324								¥
A	В	С	D	E	F	G	н	I.	J	K 🔺
1 1313832	24 13138327	RSTA2E	RSTB2E	6-Jul-18	-\$100.00	1.50%	Completed	IBOC1	CASHP	
2 1313832	13138328	RSTA2E	RSTB2E	6-Jul-18	-\$450.00	1.50%	Completed	IBOC2	CASHP	
3 1313832	26 13138329	RSTA2E	RSTB2E	6-Jul-18	-\$1,000.00	0.00%	Completed	Other	CASHP	
4										-
	CASH TRANS REPORT	r060718 (+)							Þ
READY] 🗉	+	100%

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.

RITS Member Reports Do you want to open or save CASH TRANS REPORT060718.xls from rits-uat-ho.rba.gov.au? Open Save CASH TRANS REPORT060718.xls from rits-uat-ho.rba.gov.au?

Select Save As.

The following screen is displayed.

🛃 Save As								\times
$\leftarrow \rightarrow \land \uparrow$	> This PC ⇒ Desktop ⇒ Me	ember Reports			✓ [™] S	earch Member Rep	orts	Q
Organize 🔻 🛛 Nev	v folder						•	?
🖈 Quick access	Name	^	Date modified	Туре	Size			
💻 This PC			No items mate	ch your search.				
i Network								
File name:	CASH TRANS REPORT060718.	xls						~
Save as type:	Microsoft Excel 97-2003 Works	heet (*.xls)						~
∧ Hide Folders					[Save	Cancel	

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.

The CASH TRANS REPORT060718.xls download has completed.	Open 🔻	Open folder	View downloads	×	ŀ
···· - ···· - ·· - · · - · · - ·· - · · · · ·				1	l

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

Member Reports

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C	ipboa	ve ra		Font		G.		Alignme	nt	5		Numbe	r	G.	Formatting	 Table ▼ Styles 	Styles *	Cells	at *	•	Filter ▼ Editing	Select *			^
A	1	Ŧ	:	\times \checkmark	f _x	1313	8324																		~
	d -	А		В		(С		D			E			F	G		н		1			J		K 🔺
1		1313832	4	13138	327	RST	A2E	RS	TB2E		6-1	Jul-18		-\$	\$100.00	1.50%	Co	ompleted		IBOO	01	C/	SHP		
2		1313832	5	13138	328	RST	A2E	RS	TB2E		6-J	lul-18		-	450.00	1.50%	Co	ompleted		IBOO	C2	C/	ASHP		
3	-	1313832	6	13138	329	RST	A2E	RS	TB2E		6-J	lul-18		-\$1	,000.00	0.00%	Co	ompleted		Othe	er	C/	ASHP		
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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.

Authorisation Details Report	¢.
Enquiry Filter	8
Entered Date 16-Aug-2017 V	
	Cancel Find Clear Export Defr

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

Y

Authorisation Details

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										
Enquiry Filter										
Entered Date 16-Aug-2017 V Cancel Find Clear Export Defr										
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					
Function	e function that is subject to the authorisation.					
Date/Time Entered	ne time of the entry of the transaction.					
Date/Time Authorised	The time that the authorisation was completed.					
Entry User	The user who entered the transaction. 'System' is displayed for pending debit transactions for purchases of currency.					
Authoriser	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.					
Description	A description of the transaction to be authorised.					
Status	Wait Auth or Authorised.					

7.3.2 Actions

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

Y

Authorisation Details

7.4 Authorisation Details screen

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

thorisation Details								
Member PINE								
Function	FSS Allocation Management - FSS Triggers							
Entry User	PINE2E01							
Authoriser	PINE2E02	PINE2E02						
Date/Time Entered	16-Aug-2017 09:03:49							
Date/Time Authorised	16-Aug-2017 10:07:29							
Action for Authorisation	Amend FSS Allocation Trig	gers						
Status	Authorised							
Assisted by User								
tailed Description								
	ally							
Details	\$10,000	\$100,000	-					
Lower	\$5,000 \$50,000							
Reset Point	\$7,500 \$75,000							
	Close							

7.4.1 Additional Details

Field	Description
Assisted by User	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
Item	The item impacted by this update.
Old Value	The value before the transaction.
New Value	The new value being submitted by the authorisation.

Authorisation Details

7.4.3 Actions

Button	Description					
Close	Select Close to close this screen and return to the Authorisation Details Report screen.					
Printer Icon	Select the Printer Icon 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.

🔁 AUT	🗄 AUTH REPORT160817.pdf - Adobe Reader											
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Ø												
												=
		16-Au	a-2017 10:09)	Rosor	vo Bank	Informat	tion & Tr	ansfor System			
		10710	9 2011 10100		ILESEI		monna		ansier Gystern			
						Authorisa	ation Details	Report				
		Member	Function		Entry User	Authoriser	Date/Time Entered	Date/Time Authorised	Description	Sta	tus	
		PINE	FSS Allocation - FSS Triggers	Management	PINE2E01	PINE2E02	16-Aug-2017 09:03:49	16-Aug-2017 10:07:29	Amend FSS Allocation Triggers	Auti	horised	
				Details Upper Lower Reset Point			Old Value \$10,000 \$5,000 \$7,500		New Value \$100,000 \$50,000 \$75,000			
				Assisted by Cash Trans	User ID : er ID:		RITS Tran ID:			Batch ID:		
												٣

7.6 Downloading the report in Excel format

This report is not available as a download to Excel.
Y

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.

Batch Administra	ator Transactions Enquiry Report	¢,
Enquiry Filter		8
Settlement Date	11-May-2009 💌	
Batch Stream ID	All	
BIN	All	
		Cancel Find Clear Export V Excel V

8.2.1 Filter criteria

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



8.2.2 Actions

Button	Description
Find	Select Find to access the data.
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (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 Filte	Enquiry Filter								
Settlement Da	te		30-Sep-2014	4 👻					
Batch Stream ID			All	•					
BIN			All	•	•				
							Cance	el Find Clear Expo	rt 🗆 Excel 🔻
Settlement Date	Batch Stream Id	BIN		Payer	Receiver	Activation Time	Time Settled	Batch Amount	Status
30-Sep-2014	PEXA	PEXA1400	01263701		NABL2P		09:36:38	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01263701	WPAC2P			09:36:38	\$43,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01263701	CBAA2P			09:36:38	\$400,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01263901		CBAA2P		11:22:42	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01263901	WPAC2P			11:22:42	\$443,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01264501	NABL2P			11:22:42	\$470,000.00	Settled
30-Sep-2014	PEXA	PEXA1400	01264501		WPAC2P		11:22:42	\$470,000.00	Settled

R I T SBatch Administrator Transactions Enquiry

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 Printer Icon to print the page.

8.3.3 Batch status descriptions

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

R I T S Batch Administrator Transactions Enquiry

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.

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8.5 Downloading the report in Excel format

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

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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.

Batch Participant	Transactions Enquiry Report	A
Enquiry Filter		8
Settlement Date	11-May-2009 💌	
Batch Stream ID	All	
BIN	All	
		Cancel Find Clear Export V Excel V

9.2.1 Filter criteria

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

9.2.2 Actions

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

Batch Participant Transactions Enquiry

Export	Select Export (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	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 Pa	Batch Participant Transactions Enquiry Report								
Enquiry Filte	Enquiry Filter								
Settlement Date 29-Sep-201				• •					
Batch Stream	ID		All	•					
BIN			All	•	-				
							Cance	el Find Clear _{Expo}	rt 🗆 Excel 🔻
Settlement Date	Batch Stream Id	BIN		Payer	Receiver	Activation Time	Time Settled	Batch Amount	Status
29-Sep-2014	ASXB	ASXB290	914000001	CBAA2M	ASTCCH	11:24	11:28:18	\$450,000.00	Settled
29-Sep-2014	MCAU	MCAU092	913383500	CBAAMC		07:29	08:01:28	\$143,000.00	Settled
29-Sep-2014	PEXA	PEXA1400	01242801		CBAA2P		11:12:16	\$450,000.00	Settled
29-Sep-2014	PEXA	PEXA1400	01253101		CBAA2P		11:56:32	\$143,000.00	Settled
29-Sep-2014	PEXA	PEXA1400	01253301	CBAA2P			10:42:46	\$800,000.00	Settled
29-Sep-2014	PEXA	PEXA1400	01254301		CBAA2P			\$200,000.00	Deleted

9.3.1 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 9.3.3 for details

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Batch Participant Transactions Enquiry

9.3.2 Actions

Button	Description
Printer Icon	Select the Printer Icon to print the page.

9.3.3 Batch Status Descriptions

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

R I T S Batch Participant Transactions Enquiry

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.

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9.5 Downloading the report in Excel format

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

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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.

Cash Account Enquiry Report								
Enquiry Fil	Enquiry Filter							
Settlement Date 11-May-2009 🔽 Select the account that you wish to enquire on								
Owner	Bank Account	Balance	Limit	Sub-Limit	Deferral Block	Select account		
BQLQ01	124-002-AA	\$0.00	No Limit	N/A	N	۲	-	
BQLQ05	124-002-TEST	\$0.00	No Limit	N/A	N	0		
BQLQ07	124-001-BBBB	\$0.00	No Limit	N/A	N	0	-	
Select branch if more than one branch uses this account All Cancel Find Clear Export Excel								

10.2.1 Filter criteria

Field	Description
Select the account that you wish to enquire on	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.
Settlement Date	The default is the current date. The previous 5 RITS business days can be selected.
Select branch if more than branch uses this account	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.

Cash Account Enquiry

10.2.2 Actions

Button	Description
Find	Select Find to access the data.
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (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	Cash Account Enquiry Report										
Enquiry	inquiry Filter										
	Settlement Date 08-May-2009 Select the account that you wish to enquire on										
Owner	Bank	Account	Balance		Limit		Sub-Limit	Deferral Block	Select account		
BQLQ20	Q20 935-002-BQLQ20			\$0.00 No Limit			N/A	N	0		
BQLQ2E	124-0	01-BQLQ2E	\$6,160,89	91.40 \$99	9,000,000,00	00.00	\$9,899,999,999.00	N	C		
BQLQ40	062-0	00-BQLQ40	\$	\$0.00 No Limit N/A N C							
	Select	branch if more than o	one branch uses this	account	All	-					
	Cancel Find Clear Export										
Trans Type	Own Branch	Bank Account	Other Member	Settlement Date	Time Settled		Amount	Balar	ice		
9AMCR	BQLQ2E	124-001-BQLQ2E	BQLQ2E	BQLQ2E 08-May-2009 07:56:07 \$6,160,891.40 \$6,160,89						0	

Cash Account Enquiry

10.3.1 List headings

Field	Description
Trans Type	Displays the transaction type (e.g. ACPAY, ACREC, CASHP, CASHR, BCHPY, BCHRC, FSSTU, FSSWD, SWPAY, SWREC, LVPAY and LVREC, CHPAY, CHREC).
Own Branch	Your branch in the transaction.
Bank Account	Displays the number of the cash account.
Other Member	Displays the counterparty's branch mnemonic.
Settlement Date	Displays the date the transaction was completed.
Time Settled	Displays the time the transaction was completed.
Amount	Displays the amount of the transaction. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
Balance	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.

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Pages		22-Aug-2006	; 12:06	Reserve	Bank Info	rmation & T	ransfer Sy	ystem				
		Member: Settlement D Own Branch Cash Accour Other Branci)ate : : nt Number : h :	Ca BQLQ 22-Aug-20 All 124-001-B	ish Account B 106 QLQ2E	Enquiry Report						
		Settlement Date	Own Branoh	Account Number	Trans Type	Other Branch	Trans Id	Time Settled	Amount B	lalance		
Comments Attachments		22-Aug-2008 22-Aug-2008 22-Aug-2008 22-Aug-2008 22-Aug-2008 22-Aug-2008	BQLQ2E BQLQ2E BQLQ2E BQLQ2E BQLQ2E BQLQ2E	124-001-8GLD 124-001-8GLD 124-001-8GLD 124-001-8GLD 124-001-8GLD	ODES ZEPAMCH ZECASHIP ZECASHIP ZECASHIP ZECASHIP	HBAA BOLQ MOYC MOYC MOYC MOYC	11034840 11034950 11034942 11034943 11034944 11034944	06:00:00 00:25:45 00:27:17 10:34:23 10:34:23 10:34:23	3037.470.14 50.100.481.40 -\$0.000.00 -\$0.000.00 -\$50.000.00 -\$57.000.000	\$637,470.14 50,708,307.54 50,828,307.54 50,828,307.54 50,858,307.54 \$13,858,307.54		

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Cash Account Enquiry

10.5 Downloading the report in Excel format

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

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2	22-Aug-06	5 BQLQ2E		9AMCR	BQLQ	11634956	09:25:45	\$6,160,891.40	\$6,798,367.54		
3	22-Aug-06	6 BQLQ2E		CASHP	ROYC	11634942	09:27:17	-\$10,000.00	\$6,808,367.54		
4	22-Aug-08	5 BQLQ2E		CASHP	ROYC	11634943	10:34:23	-\$20,000.00	\$6,828,367.54		
5	22-Aug-08	6 BQLQ2E		CASHP	ROYC	11634944	10:34:23	-\$30,000.00	\$6,858,367.54		
6	22-Aug-06	6 BQLQ2E		CASHP	ROYC	11634945	10:34:23	-\$7,000,000.00	\$13,858,367.54		
7											
8	1										

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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.

Cash Transfer Enquiry Report	A
Enquiry Filter	8
Own Branch All	Settlement Date From 06-Jul-2018 V
Pay/Rec Both V	Settlement Date To 06-Jul-2018 V
	Cancel Find Clear Export V Excel V

11.2.1 Filter criteria

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

11.2.2 Actions

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

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Cash Transfer Enquiry

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	Transfei	r Enqui	ry Repo	rt					A
Enquiry	Filter								8
Own Branch All V Settlement Date From 06-Jul-2018 V									
	Pay/	Rec Both	~	Settlement Date To 06-Jul-2018					
						Cancel	Find CI	ear Export	Excel V
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

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

11.3.1 List headings

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

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Cash Transfer Enquiry

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		Rese	Reserve Bank Information & Transfer System							
Member : RSTA			Cash Trar	nsfer Enquiry Rep	ort					
Own Branch : Pay/Rec : Settlement Date From : Settlement Date To :		All Both 06-Jul-2018 06-Jul-2018								
CashT ID	Trans ID	Payer	Receiver	Settlement Date	Amount	Interest Rate	Status	Trade Type	Trans Type	
13138324 13138325 13138326	13138327 13138328 13138329	RSTA2E RSTA2E RSTA2E RSTA2E	RSTB2E RSTB2E RSTB2E	06-Jul-2018 06-Jul-2018 06-Jul-2018	-\$100.00 -\$450.00 -\$1,000.00	1.5000% 1.5000% 0.0000%	Completed Completed Completed	IBOC1 IBOC2 Other	CASHP CASHP CASHP	

11.5 Downloading the report in Excel format

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

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A1 •	B	13138324 C	D	E	F	G	Н	I	J	K internet
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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.

Queued Payments Ma	nagement Cash Accou	nt Enquiry Report	Ś
Enquiry Filter			۲
Own Branch All	Other Bank All		
Direction Both 💌	Source All	Batch All Paym	ent Service All
		Cancel Fin	d Clear Export 🗹 Excel 💌

12.2.1 Filter criteria

Field	Description
Own Branch	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> .
Other Bank	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.
Direction	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
Source	Defaults to All. Select All or S (SWIFT), A (Austraclear), R (RITS), C (CHESS), B (Batches), L (LVSS), or T (RITS Allocation Transactions) to view transactions by source.
Batch	Only displayed if <i>B</i> is selected in Source field. Select the batch stream.
Payment Service	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
Find	Select Find to access the data.

RITS	Queued Payments Management Cash Account
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (in conjunction with PDF/Excel) to download the report in PDF or Excel format.
PDF/Excel	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.

Queue	d Payı	ments	Managem	nent Cash	AC	count E	inquiry Report					<u></u>
Enquiry F	ilter											۲
Own Bra	anch All	~	Oth	er Bank All								
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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	Р	Р	Р	м	

12.3.1 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 ${}^{\prime}\!Y'$ flag which indicates the transaction is eligible to remain on the System Queue for settlement in the Evening Session.
Trans Type	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, FSSTU, FSSWD, CASHP, CASHR, SWPAY, SWREC, LVPAY and LVREC).
Amount	Payment amount. Payments are shown in red with a negative sign.
CSH	Displays the Cash Account Status of the payment. A = Active; D = Deferred; P = Priority

RITS C	Dueued Payments	Management Cash	ו Account
	2		

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.

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			Queued Pays	ments Manageme	nt Cash Accou	int Enquiry	Report					
	Member: RBV1	Own Branch :	Other	Branch : All	Direction	: Both	Source	: All		Batch : All		~
	Queu Queu	ed Inward Amount : ed Outward Amount	\$0.00 : \$55,724.03		Queu Queueo	ed Inward Quan I Outward Quar	ntity:0 ntity:1					
F	Time Rec Pay Bank	Rec Bank	Pay Branch Rec	c Branch Evening Flag	Amount	Cash Acc Status	Credit Status	ESA Status	LVSM	Targeted Offset		
	09:33:21 RBV1	RBV2	RBV13E RBV2	2BC Y	-\$55,724.03	P	P	Р	м			
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12.5 Downloading the report in Excel format

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

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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.

Queued Payments Ma	nagement ESA/Credi	t Enquiry Report	- Internet
Enquiry Filter			8
Own Branch All	Other Bank All	Direction Both 💌	
Source All	Batch All	Payment Service All 🔽 LVSS Settle Method	All 👻
		Cancel Find Clear Export 🔽	Excel 💌

13.2.1 Filter criteria

Field	Description
Own Branch	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> .
Other Bank	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.
Direction	Defaults to <i>Both</i> . Select <i>In</i> (inward payments), <i>Out</i> (outward payments) or <i>Both</i> (all payments).
Source	Defaults to All. Select All, S (SWIFT), A (Austraclear), R (RITS), C (CHESS), B (Batches), L (LVSS), or T (RITS Allocation Transactions) to view transactions by source.
Batch	Only displayed if B' is selected in Source field. Select the batch stream.
Payment Service	Only displayed if <i>L</i> is selected in Source field. Select a payment service or <i>All</i> .
LVSS Settle Method	Only displayed if L is selected in Source field. Select the LVSS Settlement Method of 'I' (Individual) or 'M' (Multilateral), or All.

Queued Payments Management ESA/Credit

13.2.2 Actions

Button	Description
Find	Select Find to access the data.
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (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.

Queue	ed Pay	ments	Manage	ment ESA	/Cre	edit Eno	quiry Report					Ś
Enquiry I	Filter											
Own Bra	anch All	~	Othe	r Bank All			Direction Both 🛰	•				
So	urce All	~		Batch All	\sim	Pay	ment Service All	\sim	LVSS S	ettle Me	thod	All \checkmark
							Canc	el Fi	ind	Clear E	xport	Excel 🗸
Summar	¥											
			An as	sterisk (*) ne	ct to a	mnemonio	indicates Austraclear	branc	h			
			-	Dee	Ev	Trans						Targeted
ime ec	Pay Bank	Rec Bank	Pay Branch	Branch	FI	Туре	Amount	CSH	CR	ESA	LVSM	Offset

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.

RITS	Queued Payments Management ESA/Credit

Field	Description
Trans Type	Displays the transaction type of the payment (e.g. ACPAY, ACREC, BCHRC, BCHPY, CASHP, CASHR, SWPAY, SWREC, LVPAY and LVREC).
Amount	Displays the payment amount. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
CSH	Displays the Cash Account Status on the payment. A = active; D = deferred; P = priority
CR	Displays the Credit Status on the payment. A = active; D = deferred; P = priority
ESA	Displays the ESA Status on the payment. 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.

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.

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	Member: R	BV1	Own Branch	: c	ther Branch : Al	I	Direction	: Both	Source	: All		Batch : All			10
		Queued Queued	Inward Amount Outward Amou	: : \$0.00 nt : \$5,310,124.01			Queue Queue	d Inward Quar d Outward Qu	ntity : 0 antity : 1					4	
r	Time Rec	Pay Bank	Rec Bank	Pay Branch	Rec Branch	Evening Flag	Amount	Cash Acc Status	Credit Status	ESA Status	LVSM	Targeted Offset			
	09:48:05	RBV1	RBV2	RBV13E	RBV2BC	Y	-\$5,310,124.01	Ρ	Р	Р	м				
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13.5 Downloading the report in Excel format

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

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Queued Payments Management ESA/Credit

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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 CHESS-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.

RITS Settl	ed Payments Enquir	y Report			A.
Enquiry Filter					8
Settlement Date	31-Mar-2017 🗸	Report Type	Settled Payments V	Payment Type All V	
Own Branch	All 🗸	Other Bank	All	Direction Both V	
Source	All 🗸	Batch	All 🗸	Payment Service All	
				Cancel Find Clear Export V Excel	~

14.2.1 Filter criteria

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

RITS Settled Payments Enquiry

14.2.2 Actions

Button	Description
Find	Select Find to access the data.
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (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										
Enquir	y Filter									
Settlem	ent Date	25-May-201	7 🗸		Report Type Settled Pa	yments 🗸	Payment Type	All 🗸		
Own Bra	anch	All 🗸	·		Other Bank All		Direction	Direction Both V		
Source All V Batch All V Payment Service All V										
							Cancel Find Clea	ar Export 🗹 Excel 🗸		
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	RBV1PTtest01Thur	25-May-2017	-\$999.01	\$17,864,940,833.88		
	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.

RITS Settled Payments Enquiry

Field	Description
External TRN	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.
Settlement Date	The date on which the payment was settled.
Amount	Displays the payment amount. Payments are shown in red with a negative sign. Receipts are shown in black with no sign.
RITS Balance	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.

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lî <i>O</i>		25-May-20	017 15:51	Re	eserve Ba	ank Inforr	nation & Tra	nsfer System				E
					RITS	Settled Payr	ments Enquiry R	eport				
		Settlemen Payment	nt Date: 25- Type: All	May-2017	Memb Sourc	er: RBV1 e : All	Ow Bat	n Branch: All ch :	Other Ban Direction	k : All : Both		
		ES Account: Net Balance:	092-002-11111 \$17,864,939,83	1 4.85	ESA Balance:\$17,864,939,834.85 ESA Limit:\$0.00			9AM Ba ESA Sul	9AM Batch Amount:\$0.00 ESA Sub-Limit:\$0.00			
		Tran Type	Tran Id	Time Settled	Other Bank	Own Branch	External TRN	Settle Date	Amount	RITS Balance		
		RTEOD	65886771	00:00:00		RBV12E		25-Mav-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	RBV1PTtest01Thur	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		

RITS Settled Payments Enquiry

14.5 Downloading the report in Excel format

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

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2	FSSWD	65886847	7:28:25	RBV1	RBV1FS	RITS15424	Ļ		25-May-17	\$9,900,	000,000.00	\$9,900,00	0,000.0	0
3	FSSWD	65886860	7:28:40	RBV1	RBV1FS	RITS15440)		25-May-17	\$7,970,	942,756.94	\$17,870,94	12,756.9	4
4	FSSTU	65886912	12:11:34	RBV1	RBV1FS	RITS15445	5		25-May-17	-\$2,	500,899.00	\$17,868,44	11,857.9	4
5	FSSTU	65886925	12:54:09	RBV1	RBV1FS	RITS15453	3		25-May-17	-\$3,	500,025.05	\$17,864,94	1,832.8	9
6	LVPAY	65886946	13:18:30	RBV2	RBV1LC	RBV1PTte	st01T	hur	25-May-17		-\$999.01	\$17,864,94	10,833.8	8
7	LVPAY	65886948	13:45:01	RBV2	RBV1LC	RBV1PTte	st03Th	hu	25-May-17		-\$999.03	\$17,864,93	39,834.8	5
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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.

Targeted Bilateral Offset Report	e e e e e e e e e e e e e e e e e e e
Enquiry Filter	8
Member All Targeted Bilateral Offset Status All	▼ Date From 08-May-2009 ▼
Ext TRN	Date To 08-May-2009 💌
	Cancel Find Clear Export

15.2.1 Filter criteria

Field	Description
Member	Select another Member from the drop down list, or All.
Targeted Bilateral Offset Status	Select from Unconfirmed, Confirmed Pend Rel, Confirm Pend Settle, Settled, Unavailable, Unsettled or Deleted, or All.
Ext TRN	Enter the External Transaction ID/Instruction ID/Return ID, if known.
Date From	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.
Date To	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
Find	Select Find to access the data.
Clear	Select $\ensuremath{\textbf{Clear}}$ to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.

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.

Targe	ted Bila	teral Offset Report					Ś	3	
Enquiry F	ilter						~	\otimes	
Member	All	All Targeted Bilateral Offset Status All Date From 07-May-2009							
Ext TRN					Date T	o 07-Ma	ay-2009 💌		
				Cance	el Find C	lear _{Export} l	Excel 💌	1	
Offset ID	Member	Ext TRN	Amount	Status	Ву	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					-	
	DQLQ	KI1311940231	-\$1.00					-	

Targeted Bilateral Offset

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 (Unconfirmed, Confirmed Pend Rel, Confirm Pend Settle, Settled, Unavailable, Unsettled or Deleted).
Ву	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 Printer Icon 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.

Targeted Bilateral Offset

TRO		509 - Adobe A	crobat Profes	sional						
File Edi	t View Doci	ument Commer	nts Forms To	iols Advanced W	Vindow Help					×
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					Targeted Bilateral C	ffset Report				
		Offset ID	Member	Ext TRN	Amount	Status	Ву	Date	Time	
?		00031869	ROYC BQLQ BQLQ	RITS11946246 RITS11946247 RITS11946248	\$300.00 -\$100.00 -\$800.00	Unconfirmed	ROYC2E02	07-May-2009	10:34:52	
			ROYC BQLQ BQLQ	RITS11946246 RITS11946247 RITS11946248	\$300.00 -\$100.00 -\$800.00	Confirmed Pend Rel	BQLQ2E71	07-May-2009	10:36:34	
			ROYC BQLQ BQLQ	RITS11946246 RITS11946247 RITS11946248	\$300.00 -\$100.00 -\$800.00	Deleted	ROYC2E02	07-May-2009	10:36:34	
		00031885	ROYC BQLQ	RITS11946255 RITS11946251	\$3.00 -\$1.00	Unconfirmed	ROYC2E02	07-May-2009	10:48:13	
			ROYC BQLQ	RITS11946255 RITS11946251	\$3.00 -\$1.00	Confirmed Pend Rel	BQLQ2E02	07-May-2009	10:49:14	
			ROYC BQLQ	RITS11946255 RITS11946251	\$3.00 -\$1.00	Unsettled	SYSTEM	07-May-2009	16:23:10	
		00031891	ROYC BQLQ	RITS11946256 RITS11946252	\$4.00 -\$2.00	Unconfirmed	ROYC2E02	07-May-2009	10:48:33	
Ø			ROYC BQLQ	RITS11946256 RITS11946252	\$4.00 -\$2.00	Unsettled	SYSTEM	07-May-2009	16:23:10	
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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**.

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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.

Transaction Enquiry Repo	rt	S.
Enquiry Filter		8
Settlement Date 25-May-2017 V	Direction Both 🗸	
Own Branch All 🗸	Other Bank All	
Source All 🗸	Batch All 🗸	Payment Service All Status All
		Cancel Find Clear Export CLEAR

16.2.1 Filter criteria

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

Transaction Enquiry

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 Find to access the data.
Clear	Select Clear to return the filter criteria to the default settings and clear the list.
Cancel	Select Cancel to return to the Member Reports selection screen.
Export	Select Export (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.

Enquiry Filter												
Settlement Date 25-May-2017 V Direction Both V												
Own Branch All V Other Bank All												
Source All Batch All Payment Service All Status All							us All 🗸					
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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				

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.

Transaction Enquiry

Field	Description
Other Branch	Displays the mnemonic of the counterparty branch in the transaction.
Own Branch	Displays the mnemonic of your branch in the transaction.
Tran ID	Displays the RITS Transaction ID that was generated when the transaction was created.
External TRN	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.
Status	Limits Test, Completed, Recalled or Unsettled.
Amount	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.

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			Tran Type	Settle Date	Time Settled	Other Branch	Own Branch	Tran ID	External TRN	Status	Amou	nt	
			LVPAY LVPAY FSSTU FSSTU FSSWD FSSWD RTEOD	25-May-2017 25-May-2017 25-May-2017 25-May-2017 25-May-2017 25-May-2017 25-May-2017	13:45:01 13:18:30 12:54:09 12:11:34 07:28:40 07:28:25 00:00:00	RBV2LC RBV1FS RBV1FS RBV1FS RBV1FS RBV1FS	RBV1LC RBV1LC RBV1FS RBV1FS RBV1FS RBV1FS RBV1FS RBV12E	65886948 65886946 65886925 65886925 6588680 6588680 6588680 6588680 65886771	RBV1PTtest03Thu RBV1PTtest01Thur RITIS1643 RITIS16445 RITIS16440 RITIS16440 RITIS16424 RITIS165886771	Complete Complete Complete Complete Complete Complete Complete	-\$999, -\$35,000,225, -\$25,200,899, 57,970,942,756, \$9,900,000,000, \$0,	03 03 05 05 94 94 00 00	*

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Transaction Enquiry

16.5 Downloading the report in Excel format

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

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	3 FS	STU	25-May-17	12:54:09	RBV1FS	RBV1FS	65886925	RITS15453		Complete	-\$3,500,02	25.05		
	4 FS	STU	25-May-17	12:11:34	RBV1FS	RBV1FS	65886912	RITS15445		Complete	-\$2,500,89	9.00		
	5 FS	SWD	25-May-17	7:28:40	RBV1FS	RBV1FS	65886860	RITS15440		Complete	\$7,970,942,75	6.94		=
	6 FS	SWD	25-May-17	7:28:25	RBV1FS	RBV1FS	65886847	RITS15424		Complete	\$9,900,000,00	00.00		
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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.

User Privileges Report	e e e e e e e e e e e e e e e e e e e
Enquiry Filter	۵
	Cancel Find Export V Excel V Excel V Pdf

17.2.1 Actions

Button	Description	
Find	Select Find 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.	
Cancel	Select Cancel to return to the Member Reports selection screen.	
Export	Select Export to download the report in Excel or PDF format.	

RITS

17.3 Data in the report

The report provides the following:

17.3.1 List headings

Field	Description	
Date/Time	The date and time when the report was requested.	
Member name	The name of the RITS Member.	
Logon	The RITS Username of the user.	
Name	The name of the RITS user.	
Last Password Change	The date of the last password change by the user.	
Session Time Out	The setting (in minutes) that a user's RITS session will be available before requiring the user to login again.	
Role	The name of the role(s) allocated to the user.	
Function	The names of the functions in the role.	
Authorisation Privilege	The authorisation functions that the user has.	
Count	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 <u>not</u> been allocated are displayed under the header '*Authorisation only*'.

RITS

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User Privileges

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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 <u>not</u> been allocated is indicated by a 'Y' in the '*Authorisation Privileges*' column and there is <u>no</u> entry in the '*Role*' column.

User Privileges

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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		
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474	BQLQ2E71	BQLQ2E71	BOB HOWE	ESA Status Queue Management	ESA Status - Bulk Status Change		
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