



# **CACHE/ Orion REPORTS Reference Guide**

**Version:** 2014.1

**Date:** January 2014

## **Cache Reports Reference Guide – Overview**

This document provides information regarding reports produced from CACHE (Corporate and Commercial Hogan Environment) and Orion.

CACHE is the core deposit and lending system (legal database) for all Commercial Transactions booked in Australia. Customers serviced on CACHE are comprised from the following Business Units: Business, Corporate & Institutional Banking, Financial Institutions & Corporate Finance.

Orion is the front end system designed to enable data entry into a single point that can pass information to CACHE and other ANZ customer management systems. Orion is also known as CIMS, an abbreviation of Customer Information Management system. Both terms refer to the same system

## Version History

Version	Date	Change Description	Author
2009.1	07/07/09	First revision. Based on existing baseline Report Documentation and incorporating feedback from Technology – Institutional, Application Support.	John Kirk
2009.2	31/07/09	Second revision. Owner of reports added	John Kirk
2009.3	20/08/09	Reports DR0002 & LA5111 added	John Kirk
2010.1	13/05/10	Format and information updated, + new reports	John Kirk
2010.2	01/06/10	Added XP5255 & CR5285 reports	John Kirk
2010.3	22/07/10	Added XP5256 report	Andrew Staines
2010.4	18/10/10	Updated with report changes from Rel 10.3 & 11.1	Brad Adams
2010.4	08/11/10	Table of Contents added	John Kirk
2010.5	12/11/10	Published to Max	John Kirk
2011.1	20/07/11	Added 33 pre-existing reports: <ul style="list-style-type: none"> <li><b>CR:</b> CR0046, CR0180, CR5105, CR5114, CR5157, CR5192, CR5194, CR5200, CR5220</li> <li><b>DR:</b> DR0020, DR5194</li> <li><b>LA:</b> LA5100, LA5101, LA5103, LA5104, LA5107, LA5108, LA5114, LA5115, LA5130</li> <li><b>XP:</b> XP5110, XP5257, XR5940</li> <li><b>Other:</b> CIMS021, MGRACC, DDTTFEE, S10, S20, S30, S40, S50, S60, SR0096</li> </ul>	John Kirk/ Niamh Hogan
2012.2	5/6/12	1) Incorporated new reports from PVCS version 1.14, (CIMS022, XP5260, XP5261, XP5262, XP5265) 2) Deleted 5 decommissioned/ inactive reports (CR5100, CR5150, DR5101, XP5134, XP5255)	Niamh Hogan
	22/10/12	1) Extensive reformatting of document, addition of Control D information 2) Addition of missing reports: <ol style="list-style-type: none"> <li>CIMJR115, CIMJR116 – Dummy data</li> <li>CIMS005.2 – Maintenance by Technology</li> <li>CIMS023</li> <li>CIMS027, CIMS028, CIMS029 – Orion fee reports (release 12.2)</li> <li>CIMS041, CIMS042, XP5270, XP5271 – Data integrity reports (release 12.3)</li> </ol>	Niamh Hogan
2013.1	10/01/13	Added more info to reports CIMS023, CIMJR115, CIMJR116 Minor updates to SR5109, XP5147	N. Hogan
2013.2	07/03/13	Updated with report introduced in Rel 13.2 – Added report CR5390 Non Dishonourable Force Post Items	Raelene Adams
2013.3	18/4/2013	Release 13.3, Updated reports: CR0099, CR0105, DR0180 New reports: CR5399, DR5180	Raelene Adams
2013.4	05/07/13	Removed reports CIMS021 & XP5257	N Hogan

Version	Date	Change Description	Author
2013.5	11/10/13	Minor updates to reports: CR0099, CR0105, CR5302, DR5302, CR5304, DR5304, CR5307, DR5307, DR0180, CR5399, DR5180, CIMS020, LA5115	Raelene Adams
2013.6	01/11/13	Update to report CR5203 and add 3 new reports, CR5388, CR5389 & XP5272 for Rel 13.5 – Liquidity Management.	Brad Adams
2013.7	22/11/13	Updated CR0012 & CR0013 for Rel 13.6.1	Raelene Adams
2014.1	10/01/14	Added 2 new reports – XP5255 & XP5266	Brad Adams

## References

Description	Link
Published location of Cache Reference documents	<a href="http://max.anz/anz/sites/site.asp?ui_page=B2CF7A09-CBA2-4D61-BA4C-BCD792012B4C">http://max.anz/anz/sites/site.asp?ui_page=B2CF7A09-CBA2-4D61-BA4C-BCD792012B4C</a>

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# Report Types

## Report Codes

Code	Description
AR	Customer Information System (CIS) maintenance report for DDA, CDA, LA and SO accounts.
CIMS	Orion Generated reports
CR	Current Account (DDA) reports
DR	Term Deposit (CDA) reports
IA	Impaired Asset reports
LA	Liability Account (LA) reports
LR	LR reports
SR	Reports covering OTP transactions, expiring restraints, Line Fees and Loan Administration Charges.
XP	Reports that cover: Accounts due for review. Refer List, Group Balances, Set-off data, TFN data, and Reports Issued list.

## General notes/ glossary:

### Retention period:

This is the defined storage period of the report in the Control D Archive, note that where specified this is a minimum retention period, and reports may be available for periods longer than the specified retention period

### Primary User Destination:

This is the CACHE user (similar to a mailbox) within Control-D. Note that a report may be configured to be delivered to different mailboxes depending on the target audience (a subset of the report data may be configured to be available to a different user destination

## AR Reports

This section lists the Customer Information System (CIS) maintenance report for DDA, CDA, LA and SO accounts.

### **AR0004 CIS Maintenance Audit**

<b>Overview</b>	This reports lists maintenance (additions, changes and deletions) to CIS information on all account types (DDA, SO, CDA, LA) including initial information recorded at account setup.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Middle Office/ Operations

#### **Report Fields**

- Customer name/Account number
- Address
- Screen
- Old data
- Operator
- Time
- Field name
- Function
- Action Field
- New data
- Date
- Source

#### **Report usage**

The report can be used to verify details against Account Setup, Customer Setup, Account/Customer Maintenance and Set-off Account Setup/Maintenance input forms. It may also be useful for ad-hoc maintenance queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	Seven years

## CR Reports

This section lists all the Current Account (CA) Reports.

### **CR0002 Statistical Report**

<b>Overview</b>	Statistical Report of totals by cost centre and sub-product code
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

#### **Report Fields**

- Product Name
- Cost Centre
- Ledger Balance
- Collected Balance
- Transaction Posted
- Total Amount
- Accounts Added
- Accounts Purged

#### **Report usage**

For Information only. The report may be used by support team to investigate system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	Seven years.

## **CR0003 Activity on Dormant/Escheatable Accounts**

<b>Overview</b>	Reports transactions posted to a dormant or escheatable account (excluding internally generated transactions)
<b>When issued:</b>	Daily – provided such a transaction has occurred
<b>Target area (if any):</b>	Operations

### **Report Fields**

- Domicile BSB.
- Account number.
- Product code.
- Sub-product code.
- Short name.
- Specification.
- Transaction amount.
- DR/CR indicator.
- Trace ID.
- Account balance before posting.
- Last active date.
- Dormant date.

### **Report usage**

The report is reviewed as a fraud control. Operations inform the relevant relationship managers of transactions greater than \$1,000 in value, provided they are not internally generated transactions

**Note:** Documentation for this process is maintained by the responsible Operations area.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years.

## **CR0008 Purged Accounts**

<b>Overview</b>	Reports accounts which have been purged during the annual purge run
<b>When issued:</b>	Yearly as at 1 October
<b>Target area (if any):</b>	

### **Report Fields**

- Account number.
- Product code.
- Sub-product code.
- Short name.
- Officer 1.
- Open date.
- Close date.
- Last activity.
- Last statement.

### **Report usage**

The report is an informational report only. Technology may use the report to assist with Ad-hoc queries, investigation and incident management. For example, support may use this report to resolve purge mismatches between Cache and CTM.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR804	U-0770	Seven years.

## **CR0010 New/Reopened/Transferred Accounts**

<b>Overview</b>	Reports new and re-opened accounts, accounts transferred in from branches or Cost Centres and accounts with a new sub-product code.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number.
- Domicile BSB.
- Product code.
- Sub-product code.
- Name and address.
- Open/transfer date.
- Re-open date.
- Balance.
- Transfer from branch, cost centre or sub-product.
- Open reason.

### **Report usage**

The report may be used to pick sample accounts for daily quality assurance checks in the Operations area. Quality checks will then be performed by comparing the source documents to the source system (CACHE)

Additionally, areas may use the report for ad-hoc queries, investigation and incident management. Specifically, it can be used for maintenance investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Three years.

## **CR0011 Closed/Transferred Accounts**

<b>Overview</b>	Reports accounts that have closed, transferred to other branches/Cost Centres and accounts whose sub-products have been changed (only the old sub-product code is shown).
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number.
- Domicile BSB.
- Product code.
- Sub-product code.
- Name and address.
- Close/transfer date.
- Balance closed/transferred.
- Transfer to branch, cost centre or sub-product.
- Closing reason (logon id of officer performing transaction).

### **Report usage**

The report may be used to pick sample accounts for daily quality assurance checks in the Operations area. Quality checks will then be performed by comparing the source documents to the source system (CACHE)

Additionally, areas may use the report for ad-hoc queries, investigation and incident management. Specifically, it can be used for maintenance investigation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Three years

## **CR0012 Dormant Accounts Journal**

<b>Overview</b>	Reports all creditor accounts (i.e. accounts with a positive balance) that have not operated recently.  Based on PCD configuration, an account will be considered Dormant if no customer initiated transactions have been initiated over a certain period. Refer Account Status codes in CACHE Codes guide.
<b>When issued:</b>	Annually as at the last business day in September and the last day of the calendar year.
<b>Target area (if any):</b>	Frontline

### **Report fields**

- Account number.
- Product code.
- Name and address.
- Current balance.
- Last activity date.
- Officer code.
- First time.

### **Report usage**

This report informs Account/ Relationship managers which of their customer accounts are dormant; there is currently no prescribed action for this report

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Seven years



## **CR0013 Escheatable Accounts Journal**

<b>Overview</b>	<p>Reports accounts with an escheatable status, i.e. accounts which have not operated for an extended period.</p> <p>Based on PCD configuration, an account will be considered Escheatable if no customer initiated transactions have been initiated over a certain period. Refer Account Status codes in CACHE Codes guide.</p>
<b>When issued:</b>	<p>Quarterly, on the first of January, April, July and October.</p> <p>Note: If the above date is a weekend, the report will produce the night of the previous business day.</p>
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number.
- Product code.
- Sub-product code.
- Name and address.
- Current balance.
- Last active.
- Officer code.

### **Report usage**

This report can be used as an input to the Unclaimed Monies Return process.

**Note:** Detailed Unclaimed monies process documentation is maintained by the responsible operational area.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR0017 Stop Pay Hit/Suspect Journal**

<b>Overview</b>	<p>Reports all payments with 'Hit' and 'Suspect' conditions</p> <p>When a 'Hit' condition is detected, the item is rejected and posted to CACHE Entries Suspense Account (Outstanding Transaction Processing) and appears on the SR0005 OTP Input List Report.</p> <p>When a 'Suspect' condition is detected, the item is posted to the account. A 'Suspect' condition is when a cheque or PDA matches one of the following parameters on CACHE:</p> <ul style="list-style-type: none"><li>• Serial number range matched, but amount unmatched.</li><li>• Serial number matched, but amount unmatched.</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number.
- Serial number/range (Low & High value)
- Amount range (Low & High value)
- Serial number.
- Payee.
- Amount.
- Trace ID.

### **Report usage**

The report is reviewed to examine suspect items, i.e. the reviewer will investigate the item and determine the appropriate action to take, i.e. whether to honour or dishonour the payment.

**Note:** Detailed process documentation outlining the use of the report is maintained by the responsible operational area.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Three years

## **CR0018 Service Charge Journal**

<b>Overview</b>	Reports all service charges debited to accounts
<b>When issued:</b>	After a service charge is cycled to an account, report usually generated daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Short name
- Account number
- Product code
- Sub-product code
- Service charge code
- Number of paper credits
- Total calculated charge
- Waive code
- Number of agent credit txns
- Total charge collected
- Number of electronic credits
- Rebate amount
- Collection items
- Number of paper debits
- Agent credit txns
- Number of electronic debits
- Minimum balance for SVC cycle

### **Report usage**

This report may be used for ad-hoc queries, investigation and incident management; for example, to respond to fee queries.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years.

## **CR0021 Large Items**

<b>Overview</b>	This report lists any debit and credit transactions which exceed the threshold amounts specified by the Large Item Monitor Code for the account. Note: the Large item monitor code is set at the account level and equates to a dollar value, over which value such transactions are reported here
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline/ Account managers

### **Report fields**

- Domicile BSB
- Account number
- Short name
- Sub-product code
- Trancode
- Specification
- Amount
- DR/CR indicator
- Trace ID
- Date last transaction

### **Report usage**

This report can be used to review debit and credit transactions that exceed the Large Item Monitor code on the account.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	Two years.

## **CR0025 Stagnant Accounts Journal**

<b>Overview</b>	Reports all debtor accounts excluding loan accounts that have not operated for three or more months.
<b>When issued:</b>	Quarterly as at the last business day of Mar, June, Sept and Dec.
<b>Target area (if any):</b>	Frontline (historically)

### **Report fields**

- Account number
- Product code
- Name and address
- Current balance
- Last activity date

### **Report usage**

This report can be used to follow up stagnant accounts if required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Two years.

## **CR0030 Alert Activity**

<b>Overview</b>	Reports transactions that have been posted to an account which has one of the following restrictions: <ul style="list-style-type: none"><li>• Funds in Manager Account</li><li>• Minor</li><li>• Deceased</li></ul> <p>If more than one restriction has been placed on an account, each restriction is reported for every transaction.</p>
<b>When issued:</b>	Daily – if such a transaction occurs
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Account number
- Domicile BSB
- Short name
- Specification
- Amount
- DR/CR indicator
- Trace ID
- Date last transaction
- Type of alert

### **Report usage:**

The report can be used to check that transactions are in order and if necessary refer debit items to Account Manager for confirmation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years

## **CR0046 Forced Items**

<b>Overview</b>	Reports transactions which have a restriction or stop payment that have been processed with an override trancode and transactions force posted through OTP.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (historically)

### **Report fields:**

- Account Number
- Short Name
- Amount
- Specification
- Trace ID
- Date Last Trans
- Branch
- Description

### **Report usage:**

This report is a reference – can be used for investigations if required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	

## **CR0047 ANZ Bank GL Financial Control Summary**

<b>Overview</b>	The GL Financial Control Summary report lists totals for general ledger entries made by the Integrated Demand Deposit Accounts (DDA) for the current days processing.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology, Application Support (COSS)

### **Report fields**

- Product Name
- Sub Product
- Run Date
- Effective Date
- G/L Account
- DR/CR
- Cost Centre ID
- Supervisor
- Batch No
- Tran No
- Amount
- Description

### **Report usage:**

The report may be used by the support team to investigate and identify system balancing issues when they occur. It may be used in conjunction with CR0097 and CR0098 CACHE reports.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	7 Years



## **CR0053 Statement Exception**

<b>Overview</b>	The report outlines statement exceptions processed overnight. Note that an 'exception' in this context does not necessarily indicate an issue or error, it lists items such as: <ul style="list-style-type: none"><li>- Multiple copies</li><li>- Do not mail</li><li>- Negative balance</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology, Application Support (COSS)

### **Report fields**

- Run Date
- Eff Date
- Branch
- Account Number
- Stmt Cyc (Statement cycle)
- Tran Code
- Reversal Amt
- Trace ID

### **Report usage**

The report forms part of daily morning procedures/checks performed by the Technology Support team. Used to investigate and resolve any issues pertaining to statement exceptions.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	7 Years

## **CR0060 Closing Accounts**

<b>Overview</b>	Reports accounts that have a nil balance after one day, Manager Accounts or Sweep Accounts with nil balances will not be reported.
<b>When issued:</b>	As at the end of each month
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Account status
- Account number
- Product code
- Account name
- Officer code
- Date opened
- Days at zero
- Last transaction details
- Amount
- Transaction code
- Date

### **Report usage**

The report can be used to monitor and follow up on accounts with nil balances, i.e. to take action to close them if appropriate.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Two years

## **CR0090 DDA Target Balance Relationships**

<b>Overview</b>	<p>Reports sweep accounts with Target Balance relationships.</p> <p>When the number in the Relationship column for an account is one less than the number of the next account on the report, it is the Related account. For example:</p> <ul style="list-style-type: none"><li>• 01: Related account</li><li>• 02: Originating account</li></ul> <p>Originating accounts have target balances and amounts will be transferred to or from the Related account to satisfy the Originating account's target balance as required</p>
<b>When issued:</b>	As at the end of each month
<b>Target area (if any):</b>	Operations (CTSC historically)

### **Report fields**

- Relationship (Sweep structure indicator numbers)
- Account number (All account numbers in Sweep structure)
- Product
- Sequence number (Driver Sequence number)
- Date related
- Short name (Primary Related account)

### **Report usage**

The report is for information purposes only. It may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Seven years

## **CR0091 DDA Driver Relationship**

<b>Overview</b>	<p>This report lists new, maintained, and incorrect driver relationships. Where a sequence number appears next to an Originating account, it is a Driver Sequence number.</p> <p>Where a sequence number appears next to a Related account, it is a Related Execution Sequence number.</p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields:**

- Relationship
- Account number
- Driver type
- Product code
- Sequence number
- Date related
- Short name

### **Report usage**

The report is a reference/ informational report. It may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR0094 Transaction History File Purge**

<b>Overview</b>	The report details the number of pages of transactions purged on a cyclic basis per account.
<b>When issued:</b>	Ad hoc
<b>Target area (if any):</b>	Technology, Application Support (COSS)

### **Report fields:**

- Run Date
- Eff Date
- Bank – ID
- Account No
- PROD (Product)
- Num Pages

### **Report use**

The report is a reference. It may be used for incident investigation for transaction history file purge process.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID302	U-0770	7 Years

## **CR0097 GL Interface Detail List**

<b>Overview</b>	The report displays every transaction that CACHE processes and corresponding GL mapping. This report is used if CACHE is out of balance.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

- Customer A/C Number
- Cost Centre
- GLI Srce
- Posting date
- Category
- Interface Source
- TR/Pr/OTP/CD/DISP
- GL Debit Account Key
- GL Credit Account Key
- Amount of Transaction

### **Report totals**

- Sub-Product Total
- Product DDA Total
- Report Total

### **Report usage:**

The report will be used by the support team to investigate and identify system balancing issues when required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	7 Years

## **CR0098 GL Interim Detail List**

<b>Overview</b>	The report is a summary of the CR0097 Report; by sub product and cost centre - used if CACHE is out of Balance.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

- Run Date
- Interim Code
- Product Code
- Sub-Product Code
- Interim GL Trancode
- Interim Cost Centre
- Effective Date
- GL Account Number
- Amount of Transaction

### **Report usage**

The report will be used by the support team to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	7 Years

## **CR0099 Interest Paid Journal**

<b>Overview</b>	The report lists credit interest paid to accounts and reversal transactions (except manual reversals of system generated interest adjustments).
<b>When issued:</b>	When credit interest is cycled.
<b>Target area (if any):</b>	

### **Report fields**

- Account number
- Product code
- Sub-product code
- Name
- Interest amount
- Post Type
- Tran Code
- Withholding Tax Collected
- Payment method code
- Account number credited

### **Report totals**

- Total Interest Paid
- Total System Generated Interest
- Total Manual Interest Adjustment
- Total System Generated Int Adjustment
- Withholding Tax Collected

The totals above are provided at two levels:

1. Officer Code
2. Cost Centre

### **Report usage**

The report is for informational/ reference purposes. It may be used for ad-hoc queries relating to interest, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years



## **CR0105 Debit Interest Journal**

<b>Overview</b>	The report lists interest debited from accounts.
<b>When issued:</b>	When debit interest is cycled.
<b>Target area (if any):</b>	

### **Report fields**

- Account number
- Product code
- Sub-product code
- Name
- Interest amount
- Post Type
- Tran Code
- Payment method code
- Account number debited

### **Report totals**

- Total System Generated Interest
- Total Manual Interest Adjustment
- Total System Generated Int Adjustment

The totals above are provided at two levels:

1. Officer Code
2. Cost Centre

### **Report usage**

The report is for informational/ reference purposes. It may be used for ad-hoc queries relating to interest, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR0107 Interim Account to GL Transaction Report**

<b>Overview</b>	Similar to report CR0097, CR0107 displays every transaction that CACHE processes and corresponding GL mapping, but in a different format.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

- Run Date
- Eff Date
- Interim Account
- Tran Code
- Account
- Date
- Tran Code Number
- Amount

### **Report usage**

The report is for Informational/ reference purposes. It may be used by the support team to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	7 Years

## **CR0152 Value Dated Items**

<b>Overview</b>	Reports transactions with effective dates earlier than their posting date; transactions released through OTP, on-line backdated transactions and held over transactions from DCC. If a backdated transaction generates interest because the item related to a previous cycle, then a 'Y' is shown in the 'Prior Cycle' field.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Account number.
- Product code.
- Trace ID.
- Trancode.
- Prior cycle.
- Specification.
- Transaction amount.
- DR/CR indicator.
- Effective date.

### **Report usage**

This informational/ reference report shows the effective dates of transactions. It may be used for ad-hoc queries, investigation and incident management, specifically for queries relating to interest.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR0180 Year-to-date Interest Charged by Account**

<b>Overview</b>	Information report showing interest charged with YTD totals for each account.
<b>When issued:</b>	Last business day of each month.
<b>Target area (if any):</b>	

### **Report fields**

- Account number
- Product Code
- Sub Product Code
- Short Name
- Amount Charged
- AVG-OD-BAL-YTD (Average Overdrawn Balance YTD)

#### **Totals by** Officer Code.

- Number of accounts
- Amount charged.

### **Report usage**

The report is for reference/ informational purposes; it may be used to respond to ad hoc queries.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	

## **CR0212 ANZ Funds Sweep to RBA**

<b>Overview</b>	This report provides an audit log of what is swept to Reserve Bank of Australia (ANZ Funds sweeps to RBA). The report pertains to Government Direct Entry System (GDES) accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Run Date
- Sub Product Name
  - a) Departmental Accounts
  - b) Administered Payments
  - c) Special Public Money
  - d) Administered Receipts
- Number of Accounts
- Credit Txns Value
- Debit Txns Value
- Ending/Reported Balance

### **Footer information**

- ANZ Contact Details

### **Report usage**

The report is for Informational/ reference purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	3 Years

## **CR0213 Agency Account Balances**

<b>Overview</b>	The report lists current accounts (CA) and their daily balances and transaction values. The DDA sub-products included in this report are DDA32, 33, 34,35 and 36, which are Government Direct Entry accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (Payments)

### **Report fields**

- Cost Centre
- Branch Account Number
- Sub PC
- Credit Txns Value (credit transactions value)
- Debit Txns Value (debit transactions value)
- Ending Balance
- Payplus Receipts
- Reported Balance
- Sub Product totals:
  - Sub Product Code
  - Number of Items
  - Total Amount

### **Report usage:**

The report is for informational and reference purposes. It provides an audit log of transaction values and balances for investigation of issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR331	U-0770	3 Years

## **CR0214 Agency High Value Transactions**

<b>Overview</b>	Report lists GDES accounts (Government Direct Entry System) and the debit and credit amounts which exceed the \$5,000,000 amount in individual transaction amount and/or daily aggregate for an account.  Note - Transactions over \$5,000,000 are also reported on the CR0021 Large Items report with the Large Item Monitor Code = 8.
<b>When issued:</b>	Daily (if such a transaction occurs)
<b>Target area (if any):</b>	Operations (Payments)

### **Report fields:**

- Branch Number
- Account Number
- Sub PC
- Tran Code
- Cr/Dr
- Amount
- Payee BSB Number
- Payee Account Number
- Aggr Total Indicator

### **Report use:**

The report is for informational/ reference purposes. It provides an audit log of transaction values and balances greater than \$5 million, for investigation of issues relating to Government Direct Entry (GDES) accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR332	U-0770	3 Years

## **CR0215 AR-transaction Exceptions Report**

<b>Overview</b>	This report lists AR accounts (Administered Receipts - DDA32) that hold either of the following exception conditions. 1) Payplus Txn mismatch: total amount of PAYplus receipts does not match PAYplus transfer amount 2) Payplus TFR missing: transaction of PAYplus transfer is missing
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (Payments)

### **Content/Purpose**

#### **Report fields**

- Short Name
- Account Number
- Sub Pc
- Transaction Description
- Tran Amount
- Tran Date
- Exception Condition

#### **Report use**

The report may be used for investigation and analysis of issues relating to GDES accounts. Further investigation may be required where an exception is reported for Government Direct Entry (GDES) accounts exceptions.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR333	U-0770	3 Years



## **CR0250 Duplicate Value Transactions**

<b>Overview</b>	The report identifies potential duplicates received from CTM, it provides an audit log of duplicate items.
<b>When issued:</b>	Event driven (i.e. if such transactions occur)
<b>Target area (if any):</b>	Technology/ Application support

### **Report fields:**

- Branch
- Act No
- T/C (transaction code)
- Source Hw
- T/C
- Auxdom
- Ex Auxdom
- Trace
- Desc
- Effective date
- Amount
- DR/CR

### **Report use**

This report can be used as a reference point for investigation of duplicate items and provides a record of value transactions received. This report is an input into corrective actions.

*Note that duplicate value transactions automatically trigger an auto-alert (pager) to Support Team, for investigation and subsequent Incident management.*

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAD250	U-0770	7 Years

## **CR0251 Duplicate Non-Value Transactions**

<b>Overview</b>	The report lists potential duplicates (non-value) received from CTM
<b>When issued:</b>	Event Driven
<b>Target area (if any):</b>	Technology/ Application support

### **Report fields**

- Run Date
- Eff Date
- Branch
- Act No
- T/C
- Desc

### **Report use**

This report is used as reference point for investigation of duplicate items and provides a record of non-value transactions received.

Note that duplicate non-value transactions automatically trigger an auto-alert (pager) to the Support Team, for investigation and subsequent Incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAD250	U-0770	7 Years

## **CR0290 Online Maintenance Audit Journal**

<b>Overview</b>	The report lists all online non-value maintenance (except lending data and changes to interest rates/codes) on DDA accounts performed via the Integrated Deposit System (IDS) and the Customer Information System (CIS) for ABN/TFNs
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Field name
  - Old data
  - New data
- Operator
- Date
- Time
- Source

### **Report use**

The report serves as an audit log of the changes made to accounts and the operator who performed them. It can also be used to verify changes as an ad hoc quality check.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	Three years

## **CR5102 Solicitors Trust Accounts**

<b>Overview</b>	The report lists all Solicitors Trust Accounts (sub-product code 55) for the interest code displayed at the beginning of the report, and interest paid for each account for the last cycle.
<b>When issued:</b>	First business day of each month
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account name
- Account number
- Account balance
- Average balance
- Interest rate
- Interest paid
- Date opened (format yy/mm/dd)
- Date closed (format yy/mm/d – last digit has been cut off)

### **Report use**

The report is currently used as an input into reconciliation processes for this account type. The report may also be used for general reference purposes and ad-hoc queries

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID350	U-0770	Five years

## **CR5105 Trace Report**

<b>Overview</b>	The report lists transactions and their associated trace ID details
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	

### **Report fields**

- Branch
- Account Number
- Prod Code
- Trace-ID
- Tran Code
- Amount
- AUX DOM
- Extra AUX DOM
- HW Tran Code
- Deposit Account

### **Report use:**

The report can be used for obtaining trace ID details on transactions, once the transaction is no longer visible via CACHE.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR241	U-0770	None specified

## **CR5114 Alert Activity Report**

<b>Overview</b>	The report shows if a transaction occurs on any CACHE account that has a restriction such as deceased. May also report for Minor and Funds in Manager Account. Refer CR0030 Alert Activity report.
<b>When issued:</b>	Event driven (will only generate if there is activity to report – will not produce blank report)
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account Number
- Branch
- Short Name
- Specification
- Amount
- Trace-ID
- Date Last Txn
- Type of Alert (e.g. Deceased AC)

#### **Officer Totals**

- Number of Alert Items
- Amount of Alert Items

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	None specified

## **CR5115 Forced Items**

<b>Overview</b>	Reports transactions which have a restriction or stop payment that have been processed with an override trancode and transactions force posted through OTP.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Short name
- Transaction amount
- DR/CR indicator
- Specification (statement narrative)
- Trace ID
- Date last transaction
- Domicile BSB
- Description (reason for force posting transaction)

### **Report use:**

The report may be used for information/ reference purposes to review forced items, e.g. for investigation or as a quality check

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID350	U-0770	Three years

## **CR5120 Real Estate Trust Accounts**

<b>Overview</b>	Lists all Real Estate Agents Trust Accounts (sub-product 59) for the interest code (not displayed) for your State, and interest paid for each account for the last cycle.
<b>When issued:</b>	As at the first business day of each month, or when interest is cycled to an account.
<b>Target area (if any):</b>	Operations (Transaction Services)

### **Report fields**

- Account name
- Account address
- Account number
- Interest paid
- Total Interest paid for State (on last page of report).

### **Report use**

The report is currently used as an input into reconciliation processes for this account type. The report may also be used for general reference purposes and ad-hoc queries

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	Five years



## **CR5138 DDA System Balancing Report**

<b>Overview</b>	Statistical report that displays an information summary of system balancing items for demand deposit accounts (DDA)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology, Application Support

### **Report fields**

- Overdrawn Accounts Yesterday
- Overdrawn Accounts Today
- Credit Interest Accrued
- Debit Interest Accrued
- Interest Transferred X2
- Balance Transferred X 2
- Setoff DR Posted
- Setoff CR Posted
- Final Total
- Govt Duties/Taxes Accrued
- Govt Duties/Taxes Collect Transferred
- Govt Duties/Taxes Accrued End Of Report
- Govt Duties/Taxes Collect Transferred
- Govt Duties/Taxes Collect Transferred From TDA
- DDA Amount Not Reprocessed
- DDA Amount Released By OTP
- Value Transfers
- IA Princ NV Txns
- INC Transfer Transactions
- Total
- Report Total Of All G/L Entries
- "In Balance" Indicators
  - Dollars in Balance? (Yes/No)
  - Count in Balance? (Yes/No)
  - Govt Duties/Taxes In Balance (Yes/No)

### **Report use:**

The report may be used to investigate and identify system balancing issues regarding DDA Accounts. Used in conjunction with CR0047, CR0097 and CR0107 CACHE reports.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	Seven years

## **CR5149 Transaction Posting Journal**

<b>Overview</b>	Reports all value transactions posted to current accounts.
<b>When issued:</b>	Daily.
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number.
- SO
- Transaction specification.
- Trancode.
- Amount.
- DR (D) / CR (C) / Float (F) indicator.
- Trace ID.
- Date last operation.
- Effective date.
- Auxdom.
- Extra Auxdom.
- HW Tran code.

### **Report use**

The report is for informational/ reference purposes. It may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5157 Trial Balance**

<b>Overview</b>	Report shows account information such as balance, limit, interest accrued and restraints and last transaction date. Accounts are grouped by Domicile Branch
<b>When issued:</b>	Last business day of month.
<b>Target area (if any):</b>	

### **Report fields**

- Short name.
- Account number.
- Cost Centre
- Product code.
- Sub-product code.
- Current Balance
- Limit
- Debit Int Accrued
- Credit Int Accrued
- Restraints 1 or 3 ("Y")
- Last Statement Date
- Last Transaction Date

### **Report use:**

The report may be used for information purposes to determine historical account information

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Not specified

## **CR5159 Trial Balance CTSC**

<b>Overview</b>	Reports balances of all accounts under each Account Manager, regardless of whether the account operated. The report shows limits, accrued interest, restrictions, date of last statement and date of last operation.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	N/A

### **Report fields**

- Short name
- Account number
- Domicile BSB
- Product code
- Sub-product code
- Current balance
- SO
- Limit
- Debit interest accrued
- Credit interest accrued
- Restraints indicator
- Last statement date
- Last transaction date

### **Report use**

The report is for informational/ reference purposes e.g. as a source of information if CACHE is "offline". It may also be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5161 Rejected Items**

<b>Overview</b>	Reports transactions posted to Outstanding Transaction Processing - CACHE Entries Suspense Account 95-02314 for one of the following reasons: <ul style="list-style-type: none"><li>• Account restrictions (e.g. Stopped Account, Refer all Drawings STD items)</li><li>• Transactions are invalid - (STD items)</li><li>• Stop Payments - (STD items)</li><li>• Insufficient funds available -(NSF items)</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline

### **Report fields**

- Account number
- Short name
- Product code
- Sub-product code
- Transaction Specification
- Transaction amount
- DR (D) / CR (C) / Float (F) indicator
- Trace ID
- Reject code
- Reject reason

### **Report use**

The report is an Informational report for Account/ Relationship managers listing problem and rejected transactions. It may be used in conjunction with XP 5133 Refer List Report, in determining whether a transaction should be honoured/ dishonoured

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Three years

## **CR5192 Year-to-Date Interest Paid by Account**

<b>Overview</b>	The report lists credit interest paid to DDA accounts for the financial year
<b>When issued:</b>	On request (normally start of Financial Year)
<b>Target area (if any):</b>	
<b>Job name</b>	
<b>Primary User destination:</b>	

### **Report fields**

- Account Number
- Product Code
- Sub-Product Code
- Short Name
- Account Type
- Interest Amount

#### Totals per Branch

- Total Number reported
- Total Amount reported

### **Report use:**

The report is for reference purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID330	U-0770	None specified

## **CR5194 Year-to-Date Interest Paid Exception**

<b>Overview</b>	The report lists DDA accounts which have earned credit interest but are ineligible for reporting to the ATO (e.g. due to incomplete beneficiary information)
<b>When issued:</b>	On request (manually) / yearly at end of financial year.
<b>Target area (if any):</b>	

### **Report fields**

- Account Number
- Product Code
- Sub-Product Code
- Short Name
- Interest Amount
- Error Message (e.g. Acct to customer relationship not found)

### **Branch Totals**

- Total number reported
- Total amount reported

### **Report use:**

The report is for reference purposes. Note that the XP5259 report lists the same accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID330	U-0770	None specified

## **CR5199 Maintenance Audit Journal**

<b>Overview</b>	<p>Reports all changes made to information on the CUHA, ODMU, LNMU, DD11, DD12 and DD13 screens, and the Liability Accounting System LA01, LA02, LACC, LACR, LAIG and LAIR screens.</p> <p>Also reports changes made to debit/credit interest codes and the Service Charge code on the DD02 screen, and changes made to the following fields on the DD01 screen:</p> <ul style="list-style-type: none"><li>• Penalty Interest Applicable (Y/N)</li><li>• Date Excess Began</li><li>• Overdraft Limit over \$100K (Y/N)</li><li>• Group Limit Participant (Y/N)</li><li>• Group Limit Interchange (Y/N)</li><li>• Evergreen Indicator (Y/N)</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations & Frontline

### **Report fields**

- Account number.
- Field.
- Old data.
- New data.
- Operator.
- Date.
- Time.
- Source.
- Short name.

### **Report use:**

The report is an audit log of lending, limit, and interest rate maintenance changes. It can be used for ad-hoc queries and investigation pertaining to historical account maintenance. It can also be used as a reference to verify changes made to accounts were performed as per instructions.

The report was historically used as a 'second day quality check' for lending maintenance

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	Three years



## **CR5200 CTAS Monthly Accounts**

<b>Overview</b>	The report lists all CTAS (Corporate Trust account solution) accounts per manager set, and includes Balance & interest information
<b>When issued:</b>	24 <sup>th</sup> of each month (or the preceding business day), AND end of month
<b>Target area (if any):</b>	

### **Report fields**

- Account Number
- Date Opened
- Date Closed
- Client Name
- Short Name
- W/Hold Code
- Current Mth W/Held
- Interest Paid Till Date
- Amt W/Held Year To Date
- Current Balance

### **Report use:**

The report is a reference report

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA013	U-0770	None specified

## **CR5203 Account Exceptions**

<b>Overview</b>	Reports accounts and transactions with exception conditions.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

1. Short name
2. Account number
3. Sub-product code
4. Transaction narrative
5. Transaction amount.
6. DR/CR indicator
7. Date last transaction
8. Exception condition
9. Remarks

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years

### **Report use:**

**Note that the instructions below are outdated and are under revision, they are included here for reference pending confirmation of what action if any is to be taken.**

### **<ACTIONS/ PROCESS TO BE CONFIRMED FOR THE FOLLOWING ITEMS:>**

#### **1. Backdated transactions posted to sweep accounts**

Ascertain reason for reporting by referring to Value Dated Items report, previous day's OTP, and On-line Posting forms. If an interest adjustment is required, refer to table below:

Adjusting Interest on Originating Accounts
For transactions reported as 'Backdated Trans on Sweep' adjustments must be made as follows:
<u>Accounts Which Sweep to Zero Nightly</u>
<ul style="list-style-type: none"><li>• Post the same amount as the original entry with opposite transaction type to the Related account. Effectively date this to the post date of the original entry.</li><li>• Post the contra-entry using same transaction type as the original entry to the Related account, with the desired effective date.</li></ul> <p>For two-tiered sweep arrangements, i.e. 'A' sweeps to 'B' and 'B' sweeps to 'C', enter 'C' as the Related account on the online form, only if 'A' and 'B' both sweep to zero every night. If 'A' or 'B' does not sweep to zero every night, adjust interest manually as for Other Sweep accounts below.</p>
<u>Other Sweep Accounts</u>
For all other Sweep accounts, calculate interest manually and have it checked and diarised for posting as at next interest cycle date to the Related account.

#### **2. Backdated or Reversal Transactions**

- If the reason is 'Int Accrual not Calculated' (a backdated entry that is posted to an account on which the interest code has changed from C2, C3 or C5 to any other credit interest code not within that group or vice versa), calculate interest on the number of days applicable for the previous interest code and charge/re-credit manually on next cycle date.

- If the reason is 'Manual Interest Adjustment May Be Necessary' (a transaction has been backdated on an account with credit interest calculated on the minimum monthly balance), and the transaction is \$10,000 DR/CR or more, and it is backdated into a previous month, the Team Leader must contact Central Help Desk for instructions. If either of the above conditions are not met, no action is necessary.
- MMB-INT AJUST NECESSARY

### 3. Invalid Interest Code for Sub-Product

A CANBI has a credit interest code or cycle loaded - establish with Account Manager whether the account should be a CABI or a CANBI.

#### If CABI:

- Change sub-product code via DDT2 to a valid CABI sub-product.
- Ensure correct credit interest cycle and credit interest code is loaded via DD02 screen (check with Account Manager), and amend if necessary.

#### If CANBI and no credit interest has accrued:

- Change the credit interest code and credit interest cycle code to `00' via the DD02 screen.

#### If CANBI and credit interest has accrued, but the customer is not entitled to the interest:

- Change the interest disposal instructions to credit a Manager Account.
- After interest has cycled to the Manager Account, pass reversal entries to the Region's Interest Paid account, and change the credit interest code and cycle to `00'.

#### If CANBI and credit interest has accrued and the customer is entitled to the interest.

- Change sub-product code via DDT2 to **50**.
- Change credit interest code to **C3** and credit interest cycle code to **DA** via DD02 screen.
- Change account level interest rate to **0.000000** via DD12 screen.
- Next day, check that accrued credit interest is zero, transfer the sub-product code via DDT2 to the original sub-product code and change credit interest code and credit interest cycle code to **00** via DD02 screen.

### 4. Additions of negative interest to interest accrual, and/or non-posting of negative interest.

One or more of the following exception conditions and report as:

- Negative CTD Int may Result
- **Negative CTD Int**
- **Negative Interest Not Posted**
- **Negative Interest Not Xferd**
- DB Bkdt - Negative Backdate
- CR Bkdt - Negative Backdate.
- **Negative DB Int adj - online**
- **Negative CR Int adj - online**
- **NEGATIVE ADJUST - CHECK AMT**
- **NEGATIVE INTEREST ADJUSTMENT**

Contact the Help Desk for instructions on any of the above exception conditions.

### 5. Set-off Interest Accrual issues:

- CHECK CR5287 INT ACCRUAL
- SOA LINK ON CLOSED DDA 99
- NO SOI LINKS EXIST

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**<NO ACTION IS REQUIRED ON THE FOLLOWING ITEMS:>**

**1. Backdating to Prior Cycle**

CACHE automatically calculates and charges/pays interest for the days in the previous cycle and adjusts the accrual field for the days in the current cycle.

**2. Collection Items**

Verify details against Account/Customer Maintenance Input Form or 'On-line Transaction Request Form' and record reason for amendment.

**3. Accounts Force Closed**

Verify details against company account authority form and record reason. Clear DDA Force Closed Suspense Account 95-02621 and pass appropriate corresponding entries. If necessary, telephone Account Manager to ascertain who is to contact the customer to clear outstanding balance.

**4. Transfers to INC sub-products with Incorrect field data (e.g. no restrictions)**

Verify details against Account/Customer Maintenance Input Form and if necessary amend automatic defaults. Accounts will be reported if data in any of the following fields are incorrect:

- Interest Code: change to 00 (ensure that interest accrued is zero).
- Fee Code: change to 00. INV WAIVE LINE FEE IND FOR SP
- Limit/Loan details: delete data.
- OBP Code: change to 03. (INVALID OBP CODE FOR SP)
- Accrued Interest: cycle out interest and next day, change interest code and cycle to 00 and request Region to process reversal entries.
- Restriction on account: change to 19 (Interest not Charged).

**5. Transfers to RI Sub-Products**

Restriction on account: change to 22 (Reserved Interest). (RESTRICTION NOT PRESENT FOR SP)

**6. Voucher Extract Expired**

Access IDSR/DD16 screen and 'space out' the information recorded for closed accounts.

**7. ACCT BAL NIL - CLOSE ACCT**

**8. Negative Interest Rates, these include the following**

- NEGATIVE INT RATE LOADED - APPLIES NO INT
- NEGATIVE RATE LEVEL1 - APPLIES NO INTEREST
- NEGATIVE RATE LEVEL2 - APPLIES NO INTEREST
- NEGATIVE RATE LEVEL3 - APPLIES NO INTEREST

**9. Lending Services Transactions**

- INT/FEE FOREGONE AMT NEGATIVE
- INT/FEE XFR FROM PRODUCTIVE AC
- INT/FEE XFR TO PROD/LEGACY AC

## **CR5220 Trial Balance (BAC)**

<b>Overview</b>	Balance of every account (DDA) on CACHE, grouped by BAC (Branch accounting centre) & Domicile branch. Note that the report is almost identical in layout, frequency & content to CR5157, however CR5157 appears to list more accounts, (possibly including those which don't have a BAC specified)
<b>When issued:</b>	Monthly, at end of month
<b>Target area (if any):</b>	

### **Report fields**

- Short Name
- Account Number
- Cost Centre
- Product Code
- Sub Product Code
- Current Balance
- Limit
- Debit Interest Accrued
- Credit Interest Accrued
- Restraints 1 and 3 ("Y")
- Last Statement Date
- Last Transaction Date

### **Report use:**

The report is a reference report

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	None specified

## **CR5221 Average Balances**

<b>Overview</b>	<p>The report provides average account balances for the preceding six months. If accounts were opened during the half year period, the average balance is calculated from date account opened to end of six month period.</p> <p>Where an account has been re-opened, the number of days in the 'Number of days debit' and 'Number of days credit' fields will accumulate from the date re-opened, not the original opening date</p>
<b>When issued:</b>	Six monthly as at 31 March and 30 September
<b>Target area (if any):</b>	Frontline

### **Report fields**

- Short name
- Account number
- Average debit balance
- Number of days debit
- Average credit balance
- Number of days credit

### **Report use:**

This is an informational report which may be used when preparing Credit Memorandums and for customer profitability assessments.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years

## **CR5225 Online Transaction Posting Journal**

<b>Overview</b>	The report lists value transactions posted online through DBD\$ screen
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (Reconciliations)

### **Report fields**

- Cost Centre BSB
- Account number
- Transaction Specification
- Trancode.
- Amount
- DR (D) / CR (C) / Float (F) indicator
- Trace ID (operator logon id)
- Effective date
- Comment

### **Report use:**

The report is actively used by the Reconciliations team (Bangalore) when performing DDA System Balancing.

In addition, the report may be used to verify or review online transactions, and serves as an audit log of the same. It may be useful for handling ad-hoc queries.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Five years

## **CR5238 Misc Bank Fees Journal**

<b>Overview</b>	Reports all fees (excluding Service Charge fee) which have either been waived or posted to an account
<b>When issued:</b>	After a fee has been charged or waived to an account
<b>Target area (if any):</b>	Operations/ Frontline

### **Report fields**

- Account number
- Short name
- Product code
- Sub-product code
- Bank fees cycle code
- Payment method
- Alternate account details
- Fee description
- Charge code
- Waive code
- Amt per item
- No. of items
- Calculated amount
- Actual amount charged

Note: Accounts are grouped by Cost centre and Officer code (manager set), Totals are shown per Cost centre & Officer

### **Report use**

The report is for information purposes It may be used to respond to fee queries.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years



## **CR5253 Spool Transaction Audit Journal**

<b>Overview</b>	<p>Displays transactions spooled from ORION to CACHE</p> <p>This report will also include LM related transactions which have been processed by CACHE via the spool process. These transaction types include;</p> <ul style="list-style-type: none"><li>• Interest Liquidation</li><li>• Interest Liquidation TT</li><li>• Withholding Tax</li><li>• Withholding Tax TT</li><li>• Interest Adjustment</li><li>• Interest Adjustment TT</li><li>• End of Day Sweeps</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields:**

- Account
- Trans Spec (transaction specification)
- Trans Code (transaction code)
- Amount
- Debit/ Credit indicator (D/C)
- Trace ID
- Eff Date (effective date)
- Auxdom
- HW Tran Code
- Posted
- Manager Set
- Group

### **Report use:**

The report is a reference report, it may be used for investigation and cross referenced with other Balancing reports.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID* (multiple jobs)	U-0770	Three years

## **CR5266 Withholding Tax Collected Transaction Journal**

<b>Overview</b>	Displays gross interest, withholding tax deducted and net interest paid for credit interest bearing accounts.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields:**

- Account Number
- Product code
- Sub Product code
- Gross Interest Amount
- W/H Tax Collected
- Net Interest paid
- Interest Meth/Cyc
- Trace ID
- Third Party Account Number

### **Report use:**

The report is an informational report. It may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5267 Withholding Tax Collected Summary Report**

<b>Overview</b>	Summarises withholding tax collected by Cost Centre for demand deposit accounts (DDA)
<b>When issued:</b>	Weekly, on Friday
<b>Target area (if any):</b>	Operations/ Application Support

### **Report fields**

- Distribution
- Cost Centre
- Account Number
- Account Short Name
- PC
- Sub PC
- W/H Code, e.g.
  - AT: ATO override
  - DQ: Do not quote override
  - IC: Incomplete TFNs (automatic default at account setup)
  - PF: Non-Resident (Foreign)
  - TC: Tax File Number Complete (Withholding Rate 0%)
- Date Last Int Cycle
- Interest Meth/Cyc
- W/H Tax Charged MTD
- W/H Tax Charged YTD
- Interest Paid YTD

### **Report use**

The report is for reference purposes, i.e. may be used to respond to ad-hoc queries and for investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5268 Withholding Tax Refunds And Adjustments Report**

<b>Overview</b>	The report lists withholding tax amounts on DDA accounts that have been refunded to customer.
<b>When issued:</b>	Currently inactive
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- Account Number
- Product Code
- Sub Product Code
- Transaction Amount
- CR/DR Indicator
- Tran Code
- Tran Code Description (e.g. RV WTHLD T)
- Trace ID
- Effective Date
- Run Date
- Date Last W/H Tran
- W/H Code TC

### **Report use**

The report is for reference purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5280 INC Suspense**

<b>Overview</b>	Reports details of Interest/Fees forgone for accounts/debts that are in the process of being written off (i.e. INC accounts - Bad Debt) Reports Impaired Asset accounts
<b>When issued:</b>	Monthly
<b>Target area (if any):</b>	Lending Services

### **Report fields**

- Account No
- Transaction Specification
- Trans Amt
- Trace ID
- Short Name
- Date
- Comments

### **Report use:**

The report is for information purposes,

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5282 INC Suspense**

<b>Overview</b>	Reports details of Interest/Fees forgone for accounts/debts that are in the process of being written off (i.e. INC accounts - Bad Debt) Reports Impaired Asset accounts
<b>When issued:</b>	Daily - when Interest/ Fees are foregone
<b>Target area (if any):</b>	Lending Services

### **Report fields:**

- Account Number
- Transaction specification
- Transaction Amount
- Trace id
- Short name
- Date
- Comments

### **Report use:**

The report is a reference report, and may be used to verify interest/ fees foregone transactions.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5285 Interest Cycled on Setoff Accounts**

<b>Overview</b>	The report lists Interest Cycled on Setoff Account (DDA 99)
<b>When issued:</b>	Monthly & at account closure. (i.e. after cycling of interest on DDA99)
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account Number (DDA 99 or SO)
- Product Code
- Sub Product Code
- DDA Account name
- Total amount of Debit Interest Charged for the period
- Previous month amount of Debit Interest Charged
- % Change in amount of Debit Interest charged
- Total amount of Credit Interest for the period
- Amount of Withholding Tax Collected
- Previous month amount of Credit Interest
- % Change in amount of Credit Interest charged from the Previous month
- Third Party DDA account number for interest charged/paid

### **Report use:**

The report is for reference/ information purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5286 Set-off Arrangements Details Report**

<b>Overview</b>	Display a list of set-off arrangements amendments by cost centre and officer code (manager set).
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account name
- PC
- Sub PC
- Account Number
- Acct To Acct Relationship
- Action (e.g. Add, Delete, Change)
- Operator
- Date
- Time

### **Report use**

The report is for reference purposes, it may be used to validate maintenance on set-off arrangements.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years



## **CR5301 Monthly Interest Rate**

<b>Overview</b>	Reports the interest code, rate/points difference, percentage and split limit data on accounts controlled by the Account Manager. Reference Rate movements since the last report are detailed at the end of the report.
<b>When issued:</b>	As at first Friday monthly
<b>Target area (if any):</b>	Frontline

### **Report fields**

- Account name
- Domicile BSB
- Account number
- Sub-product code
- Interest code
- Interest cycle code
- Effective interest rate
- Points difference above/below Reference Rate/BDR top rate
- Percent (percentage of Reference Rate/BDR top rate)
- Split percent
- Split points
- Split limit
- Penalty interest (indicator)

### **Report use**

The report can be used to verify that interest rates, points/percent and split limits have been recorded correctly.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years

## **CR5302 DDA Withholding Tax Refund & Charge Report**

<b>Overview</b>	Reports the following Withholding Tax transactions on DDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds and reversals</li><li>• Manual WHT Charges and reversals</li><li>• Automatic WHT Charges</li></ul>
<b>When issued:</b>	Daily – if Withholding Tax adjustments performed
<b>Target area (if any):</b>	Operations/Reconciliations

### **Report fields:**

- Account number
- Account Status
- Trans Amount
- CR/DR Effective Date
- Current / Prior Year
- Automatic / Manual
- Withholding Tax YTD/Prior Year
- Withholding Tax Refund YTD/Prior Year
- Non-Resident
- Trace Id
- Requestor Id
- TT/Alternate Account
- Reversal

### **Report Totals**

#### Current Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Prior Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Current + Prior Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Current Year Automatic Charges

- Total Resident Auto Charge
- Total Non-Resident Auto Charge

#### Current Year Manual Charges + Automatic Charges

- Total Resident Manual + Auto Charge
- Total Non-Resident Manual + Auto Charge

#### Current + Prior Year Manual Charges + Current Year Automatic Charges

- Total Resident Manual + Auto Charge
- Total Non-Resident Manual + Auto Charge

The totals above are provided at three levels:

1. Daily cost centre totals
2. Daily totals, i.e. all cost centres
3. YTD Accumulative report totals

### **Report use**

The report may be used to reconcile Withholding Tax Refunds & Charges to DDA accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **CR5304 DDA Monthly Withholding Tax Refund & Charge Report**

<b>Overview</b>	Reports the following transactions on DDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds and reversals</li><li>• Manual WHT Charges and reversals</li></ul>
<b>When issued:</b>	Monthly – last business day of the month (if withholding tax adjustments performed)
<b>Target area (if any):</b>	Operations/Reconciliations

### **Report fields**

- Account number
- Account Short Name
- Account Status
- Trans Amount
- CR/DR
- Posted Date
- Effective Date
- Current / Prior Year
- Non-Resident
- Trace Id
- Requestor Id
- TT/Alternate Account
- Reversal

### **Report use**

This report may be used by Operations to reconcile Withholding Tax Refunds & Charges and reversals of these transactions to DDA accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Seven years

## **CR5307 Monthly Withholding Tax Adjustments Report**

<b>Overview</b>	Reports the following transactions on DDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds/Charges and reversals</li><li>• Automatic WHT Refunds/Charges</li></ul>
<b>When issued:</b>	Monthly – last business day of the month
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Account Status
- Trans Amount
- CR/DR
- Auto/Manual
- Posted Date
- Effective Date
- Current / Prior Year
- Non-Resident
- Interest Paid
- Trace Id
- Requestor Id
- TT/Alternate Account
- Reversal

### **Report Totals**

#### Withholding Tax Charge

- Total Resident Auto Charge Current Year
- Total Resident Manual Charge Current Year
- Total Non-Resident Auto Charge Current Year
- Total Non-Resident Manual Charge Current Year
- Total Resident Manual Charge Prior Year
- Total Non-Resident Manual Charge Prior Year

#### Withholding Tax Refunds

- Total Resident Manual Refund Current Year
- Total Non-Resident Manual Refund Current Year
- Total Resident Manual Refund Prior Year
- Total Non-Resident Manual Refund Prior Year

### **Report use**

This report can be used for general reference purposes for withholding tax transactions and May be used to assist with reconciliation of AIIR Tax File.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Seven years

## **CR5388 LM Account Exceptions Report**

<b>Overview</b>	<p>Reports exceptions on accounts and transactions for the following reasons;</p> <ul style="list-style-type: none"><li>• An account is included in a Sweep Arrangement in CACHE as well as Registered in LM.</li><li>• An account is included in a Setoff Arrangement in CACHE as well as Registered in LM.</li><li>• A LM Liquidate Credit Interest Increase Adjustment transaction is sent by LM to CACHE and processed by CACHE, and Withholding Tax is applicable on the account.<ul style="list-style-type: none"><li>○ CACHE will NOT automatically generate and process the WHT transaction. The charging of the WHT is a manual process (Refer FD5.01 – WR030813_FUN005.02).</li><li>○ A LM Interest Accrual transaction includes a Value Date that is less than the "Date Int last Accrued" (displayed on CACHE DDMU Option 27 screen for Debit Interest) or the "Date Interest Last Accrued" (displayed on CACHE DDMU Option 75 screen for Credit Interest).</li></ul></li></ul>
<b>When issued:</b>	Daily – if exceptions occur
<b>Target area (if any):</b>	LM Operations

### **Report fields**

- Short Name
- Account Number
- Sub PC
- Tran Amount
- D/C
- Eff Date
- WHT Code
- WHT Rate
- Exception Condition

### **Report use:**

The report will be used to identify and investigate exceptions on accounts which are activated in Liquidity Management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	Seven years

## **CR5389 Backdated Transaction Account Exceptions Report**

<b>Overview</b>	Reports exceptions on accounts and transactions for the following reasons; <ul style="list-style-type: none"><li>○ A backdated transaction has been processed with effective date prior to last interest code change date.</li></ul>
<b>When issued:</b>	Daily – if exceptions occur
<b>Target area (if any):</b>	CACHE Operations

### **Report fields**

- Short Name
- Account Number
- Sub PC
- TXN Amount
- D/C
- Eff Date
- Date Last INT CDE CHG
- CR INT CODE
- DR INT CODE
- PREV CR INT CODE
- PREV DR INT CODE
- Exception Condition

### **Report use:**

The report will be used by Operations to identify accounts which need to have Interest Adjustments processed as a result of a backdated transaction being processed beyond the last interest code change date.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	Seven years

## **CR5390 Non Dishonourable Force Post Items Report**

<b>Overview</b>	The report will be used to identify the transactions received via CTM in the overnight processing and flagged as 'force post' by the CACHE system for traceability and audit purposes. (This report will report any transaction that meets the criteria on the new force post decision table PCD 71033).
<b>When issued:</b>	Daily – when transactions are flagged as 'force post' via the new force post decision table in CACHE.
<b>Target area (if any):</b>	Operations

### **Report fields**

- Source Code
- Channel code
- Account Number
- Amount
- Transaction Indicator
- CTM Trancode
- Aux Dom
- Extra Aux Dom
- Trace Id
- Effective Date

### **Report use**

The report will be used to identify the transactions received via CTM in the overnight processing that met the new force post criteria and flagged as 'force post' by the CACHE system for traceability and audit purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR410	U-0770	Seven years



## **CR5399 DDA Manual Interest Adjustment Report**

<b>Overview</b>	This Report details what manual interest adjustments have been made daily on DDA accounts and by which User ID. This is reviewed daily to ensure all transactions have been posted correctly.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations - CRD Domestic Accounts

### **Report fields**

- Account Number
- Subproduct
- Account Status
- Transaction Amount
- CR/DR
- Increase/Decrease
- Current /Prior/ Other Year
- Reversal
- Effective Date
- Date Interest Adjustment Applicable
- User ID
- TT(Third Party)/Alternate Account

### **Report Totals**

#### Current Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease
- Total Manual Debit Interest Increase
- Total Manual Debit Interest Decrease

#### Prior Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease
- Total Manual Debit Interest Increase
- Total Manual Debit Interest Decrease

#### Other Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease
- Total Manual Debit Interest Increase
- Total Manual Debit Interest Decrease

#### Current + Prior + Other Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease
- Total Manual Debit Interest Increase
- Total Manual Debit Interest Decrease

The totals above are provided at two levels:

1. Officer Code
2. Daily report totals, i.e. all cost centres

### **Report use**

CRD Domestic Accounts will be able to track manual interest adjustments that have been posted daily on DDA accounts

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **DDTTFEE – Listing of DDA Accounts with Fees**

<b>Overview</b>	Listing of DDA accounts, showing fee payment method and TT account (if present).
<b>When issued:</b>	Monthly (First business day of the month)
<b>Target area (if any):</b>	Operations

### **Report fields**

- Cost Centre
- BSB
- Account Number
- Bank Fee Payment Method
- Bank Fee TT Acct

### **Report fields**

The report is for reference purposes. It is currently used as in information source when preparing billing for customers for the logs created to support their request/enquiries

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA009	U-0770	None specified

## **MGRACC Listing of Manager Accounts**

<b>Overview</b>	The report is a list of manager accounts with balances and statement cycles
<b>When issued:</b>	Monthly on last business day
<b>Target area (if any):</b>	

### **Report fields:**

- Cost Centre
- BSB
- Officer
- Acct No
- Short Name
- Sub Product code
- Current Balance
- Statement Cycle
- Date Last Transaction
- Accts Listed (as a total only)

### **Report use:**

The report is for reference and information purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA004	U-0770	Not specified

## **DR Reports**

This section lists all the Term Deposit (CDA) reports.

### **DR0002 Statistical Report**

<b>Overview</b>	Statistical Report of totals by cost centre
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

#### **Report fields**

- Product Name
- Cost Centre
- Ledger Balance
- Collected Balance
- Transactions Posted
- Total Amount
- Accounts Added
- Accounts Purged

#### **Report use:**

When necessary, the report may be used as part of the daily CACHE System Balancing Procedures.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	Seven years

## **DR0008 Purged Accounts**

<b>Overview</b>	Reports accounts with an '08' Account Status code which have been purged during the annual purge run.
<b>When issued:</b>	Yearly as at first Sunday in October (if purge job has run)
<b>Target area (if any):</b>	

### **Report fields:**

- Account number
- Product code
- Sub-product code
- Short name
- Officer code
- Open date
- Close date
- Last activity
- Last statement

### **Report use**

The report is for reference purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	None specified

## **DR0010 New/Reopened/Transferred Accounts**

<b>Overview</b>	Reports new Term deposit accounts, accounts transferred from branches/Cost Centres, renewed TDs, partial prepayments and accounts with a new sub-product code
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Domicile BSB (Branch)
- Product code
- Sub-product code
- Name and address
- Open/transfer date
- Renewed date
- Balance
- Transfer from branch, cost centre or sub-product
- Open reason

### **Report use:**

The report can be used to verify new, renewed and transferred account details and sub product changes. Operations use the report to pick sample accounts for quality checking

The report may also be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	Three years

## **DR0011 Closed/Transferred Accounts**

<b>Overview</b>	Reports accounts that have closed, transferred to other branches/Cost Centres and accounts whose sub-products have been changed (only the old sub-product code is shown).
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Domicile BSB
- Product code
- Sub-product code
- Name and address
- Closed/transfer date
- Balance closed/transferred
- Transfer to branch, cost centre or sub-product
- Closing reason

### **Report use**

The report can be used to verify closed and transferred account details and sub product changes. Operations use the report to pick sample accounts for quality checking

The report may also be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Three years



## **DR0020 Accrual Exceptions Report**

<b>Overview</b>	Shows Term Deposit interest accrual exceptions and information by account.
<b>When issued:</b>	Event driven – when interest accrual exception occurs
<b>Target area (if any):</b>	

### **Report fields**

- Account Number
- Product Code
- Sub Product Code
- Accrued Amount
- Accrual Date
- Error Description

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	None specified

## **DR0047 GL Financial Control Summary**

<b>Overview</b>	List of term deposit account (TDA) transactions posted to GL Control Accounts.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- Cost Centre
- Product
- Sub-Product
- G/L Account
- DR/CR
- Cost Centre ID
- Supervisor
- Batch No.
- Tran No.
- Amount
- Description

### **Report use**

The report is a reference report which may be used to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	One year

## **DR0060 Closing Accounts**

<b>Overview</b>	Reports accounts that have a nil balance after one day
<b>When issued:</b>	At the end of each month
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Account status.
- Account number.
- Product code.
- Account name.
- Date opened.
- Days at zero.
- Last transaction details.
  - Amount.
  - Transaction code.
  - Date.

### **Report use:**

The report is for reference only, and is not in active use currently (previously term deposit accounts with nil balances would be proactively closed)

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTS130	U-0770	Two years

## **DR0078 GL Accrual Projections Adjustments-by TDA**

<b>Overview</b>	Display daily projected adjustments for Term Deposit Accounts (TDA or CDA)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- Product Code
- Sub Product Code
- Cost Centre
- Tran Code
- Account Number
- Transaction Status
- Cat Code
- GLI Source
- Transaction Amount
- Effective Date

### **Report use**

The report is for reference purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	Seven years

## **DR0097 GL Interface Detail List**

<b>Overview</b>	The report displays CACHE Term deposit transactions and associated General ledger keys
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- Run Date
- Effective Date
- Customer A/C Number
- Cost Centre
- GLI Srce
- Category
- Interface Source
- TR/ PR/ OTP/ CD/ DISP
- GL Debit Account Key
- GL Credit Account Key
- Amount of Transaction
- Sub-Product Total
- Product DDA Total
- Report Total

### **Report use**

The report is for reference purposes, it may be used to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	

## **DR0098 GL Interim Detail List**

<b>Overview</b>	This report is a summary by sub-product (similar to CR0098) for system balancing for term deposits (TDA/ CDA)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- Interim Code
- Product Code
- Sub-Product Code
- Interim GL Trancode
- Interim Cost Centre
- Effective Date
- GL Account Number
- Amount of Transaction

### **Report use:**

The report is a reference report which may be used by support team to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	7 Years

## **DR0107 Interim Account to GL Transaction**

<b>Overview</b>	The report lists each term deposit transaction and the relative GL interim code
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields:**

- Run Date
- Eff Date
- Interim Account
- Tran Code (CR/ DR indicator)
- Account number
- Date
- Tran Code
- Amount

### **Report use**

The report is a reference and may be used by support team to investigate and identify system balancing issues pertaining to term deposits (TDA - CDA product code).

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR380	U-0770	Seven years

## **DR0152 Value Dated Items**

<b>Overview</b>	The report lists transactions with effective dates earlier than their posting date
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Product code
- Trace ID
- Trancode
- Specification
- Transaction amount
- DR/CR indicator
- Effective date

### **Report use:**

The report is a reference, it may be used for ad-hoc queries, investigation and incident management. Specifically used for queries relating to interest.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Five years



## **DR0166 Certificate of Deposit Maturity Forecast**

<b>Overview</b>	Reports term deposits maturing over the next month.  <i>Note: The report is sorted by STATE (BSB) then by OFFICER. The broad contents of DR0166 (this report) and DR5155 are the same, however the sorting of accounts differs.</i>
<b>When issued:</b>	Weekly as at Friday & at end of month
<b>Target area (if any):</b>	Operations

### **Report fields**

- Maturity date
- Account number
- Short name
- Group Name
- Product code
- Sub-product code
- Restriction (Y/N)
- Balance
- Issue date
- Term
- Interest due
- Interest cycle
- Interest rate
- Interest payable (at maturity)
- Disposal instructions
  - Principal account no
  - Interest account no
- Net interest payable at maturity

### **Report use:**

The report is for information and reference purposes (note that other reference sources – i.e. the TDX system, are used to alert operational staff to maturing term deposits).

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTS130	U-0770	Seven years

## **DR0180 Interest Disbursement Register**

<b>Overview</b>	Reports interest payments on term deposit accounts
<b>When issued:</b>	Event driven – i.e. when interest is cycled/paid
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Product code
- Sub-product code
- Short name
- Disposal details
  - Mode
  - Account number
- Interest accrued
- Withholding tax collected
- Net interest paid
- Post Type
- Tran Code

### **Report Totals**

- Total System Generated Interest
- Total Manual Interest Adjustment
- Total System Generated Int Adjustment

The totals above are provided at two levels:

1. Officer Code
2. Cost Centre

### **Report use**

The report is for reference/ information purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Seven years

## **DR0290 Online Maintenance Audit Journal**

<b>Overview</b>	Reports all on-line non-value maintenance on term deposit accounts performed via the Integrated Deposit System (IDS) and ABN/TFNs via Customer Information System (CIS)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Field name
- Old data
- New data
- Operator
- Date
- Time
- Source

### **Report use**

The report can be used to review or verify account maintenance and for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	Three years

## **DR5149 Transaction Posting Journal**

<b>Overview</b>	Reports all value transactions posted to term deposits accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Account number.
- Transaction Specification.
- Tran code
- Transaction amount.
- DR/CR indicator.
- Trace ID.
- Last operate
- Effective date.
- Aux Dom
- HW Trancode.

### **Report use**

The report is for reference/ information purposes, it may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	Seven years

## **DR5155 Certificate of Maturity Forecast**

<b>Overview</b>	Reports term deposits maturing over the next month <b>Note:</b> The report is divided by COST CENTRE(Branch field on report) then by OFFICER (i.e. manager set). The broad contents of DR5155 (this report) and DR0166 are the same, however the sorting of accounts differs.
<b>When issued:</b>	Weekly as at Friday & at end of month
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- Maturity date
- Account number
- Short name
- Group Name
- Product code
- Sub-product code
- Restriction (Y/N)
- Balance
- Issue date
- Term
- Interest
  - payment cycle
  - rate
- Interest payable (at maturity)
- net interest payable at maturity
- Disposal instructions
  - principal account no
  - interest account no

### **Report use:**

The report is for information and reference purposes (note that other reference sources – i.e. the TDX system, are used to alert operational staff to maturing term deposits).

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTS130	U-0770	Seven years

## **DR5160 Certificate of Deposit Trial Balance Report**

<b>Overview</b>	The report provides balances, interest rates and other key term deposit account information, grouped by manager set
<b>When issued:</b>	Weekly on Friday & end of month
<b>Target area (if any):</b>	Frontline (historically)

### **Report fields**

- Account Number
- Short Name
- Branch
- PC
- Sub PC
- Current Balance
- Restraint
- Date Lodged/Last Activity
- Term /
- Interest Rate
- Maturity Date
- Interest Accrued CTD
- Interest Paid to Date

### **Report use**

The report is for information/ reference purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTS130	U-0770	Seven years

## **DR5180 TDA Manual Interest Adjustment Report**

<b>Overview</b>	This Report details what manual interest adjustments have been made daily on TDA accounts and by which User ID. This is reviewed daily to ensure all transactions have been posted correctly.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations - CRD Domestic Accounts

### **Report fields**

- Account Number
- Subproduct
- Account Status
- Transaction Amount
- CR/DR
- Increase/Decrease
- Current / Prior / Other Year
- Reversal
- Effective Date
- Date Interest Adjustment Applicable
- User ID
- TT(Third Party)/Alternate Account

### **Report Totals**

#### Current Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease

#### Prior Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease

#### Other Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease

#### Current + Prior + Other Year Manual Adjustments

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease

The totals below are also provided at Officer Code level:

- Total Manual Credit Interest Increase
- Total Manual Credit Interest Decrease

### **Report use**

CRD Domestic Accounts will be able to track manual interest adjustments that have been posted daily on TDA accounts

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Seven years

## **DR5185 TDA System Balancing Report**

<b>Overview</b>	A statistical report for term deposit account (TDA) system balancing
<b>When issued:</b>	Weekly
<b>Target area (if any):</b>	Application Support/ COSS

### **Report fields**

- CR Interest Accrued (DR0002 BAL CTRL – SECT 1)
- DB Interest Adjusts (DR0002 BAL CTRL – SECT 1)
- Interest Transferred x2 (DR 0002 CTRL – Section 1)
- Balance Transferred x2 (DR 0002 CTRL – Section 1)
- Final Total (DR0002 G/L Source – SECT 2)
- Govt Duties/Taxes Accrued End of Report (DR5941)
- Govt Duties/Taxes Collect Transferred From DDA (CR5934)
- Govt Duties/Taxes Accrued Transferred x2
- Govt Duties/Taxes Accrued (EX GL Warehouse)
- TDA Amount Not Reprocessed (SR0002)
- TDA Amount Released by OTP (SR0003)
- Total (A)
- Report Total of All G/Entries (DR0047)
- Total (B)
- Difference

### **Report use:**

The report may be used by the support team to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	Seven years



## **DR5194 Year-to-date Interest paid Exceptions**

<b>Overview</b>	Note that there are no instances of this report in production. It may have been decommissioned, deactivated or otherwise, the exceptions it is designed to report have never occurred
<b>When issued:</b>	
<b>Target area (if any):</b>	

### **Report fields**

- Account Number
- Product Code
- Sub-Product Code
- Short Name
- Interest Amount
- Error Message

### **Content/Purpose**

Information purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>

## **DR5207 Account Exceptions**

<b>Overview</b>	Reports value and non-value transactions with exception conditions and changes to incorrect sub-product category (i.e. where the sub-product code is deemed incorrect given the product rules) e.g. historically CDA08 and CDA18 have had different minimum/ maximum balances, this business rule is no longer enforced, however CACHE still reports this as an exception condition
<b>When issued:</b>	Daily (if such an exception is present)
<b>Target area (if any):</b>	Operations

### **Report fields**

- Short name
- Account number
- Sub-Product code
- Transaction narrative
- Transaction amount
- DR/CR indicator
- Date last transaction
- Exception condition
- Remarks

### **Report use:**

The report is currently categorised as a reference report only. It is not actively in use given that the system exceptions it currently reports are not considered business exceptions.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple jobs)	U-0770	Two years

## **DR5217 Online Debit Transaction Posting Journal**

<b>Overview</b>	Reports all debit reversals, prepayment and redemption transactions posted to Term Deposit accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- Account Number
- Specification
- Trancode
- Transaction amount
- Trace ID (operator logon ID)
- Effective date
- Comment

### **Report use:**

The report can be used to verify or review the transactions listed (i.e. debit reversals, prepayment and redemption transactions)

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Two years

## **DR5223 Online Transaction Posting Journal**

<b>Overview</b>	Reports value transactions posted on-line through TBD\$ and TDPC screens
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations/ Reconciliations

### **Report fields:**

- Cost Centre BSB
- Account number
- Transaction Specification
- Trancode
- Transaction Amount
- DR/CR indicator
- Trace ID (operator logon id)
- Effective date
- Comment

### **Report use:**

The report can be used to verify or review online transactions. It may also be used for ad-hoc queries and investigation. Reconciliations teams actively use this report for Term Deposit system balancing.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	Five years

## **DR5266 Withholding Tax Collected Transaction Journal**

<b>Overview</b>	Displays details of withholding tax collected for term deposits
<b>When issued:</b>	Event Driven (usually daily)
<b>Target area (if any):</b>	Operations/ Support

### **Report fields**

- Account Number
- Product Code
- Sub Product Code
- Gross Interest Amount
- W/H Tax Collected
- Net Interest Paid
- Interest Meth/Cyc
- Trace ID
- Third party account number

### **Report use**

The report is for reference purposes, and may be used for for ad-hoc queries and investigation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTR280	U-0770	7 Years

## **DR5267 Withholding Tax Collected Summary Report**

<b>Overview</b>	Displays a summary of withholding tax collected by cost centre
<b>When issued:</b>	Weekly
<b>Target area (if any):</b>	Operations/ Support

### **Report fields:**

- Account Number
- Account Short Name
- Product Code
- Sub Product Code
- W/H Code
- Date last Int Cycle
- Interest Meth/Cyc
- W/H Tax Charged MTD
- W/H Tax Charged YTD
- Interest Paid YTD

### **Cost centre totals are grouped by the following Withholding codes:**

- TC
- IC
- CH
- AT
- DQ
- PF
- Other

### **Report use:**

The report is for reference purposes and may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTS130	U-0770	7 Years

## **DR5302 CDA Withholding Tax Refund & Charge Report**

<b>Overview</b>	Reports the following Withholding Tax transactions on CDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds and reversals</li><li>• Manual WHT Charges and reversals</li><li>• Automatic WHT Charges</li></ul>
<b>When issued:</b>	Daily – if Withholding Tax adjustments performed
<b>Target area (if any):</b>	Operations / Reconciliations

### **Report fields:**

- Account number
- Account Status
- Trans Amount
- CR/DR
- Effective Date
- Current / Prior Year
- Automatic / Manual
- Withholding Tax YTD/Prior Year
- Withholding Tax Refund YTD/Prior Year
- Non-Resident
- Trace Id
- Requester Id
- TT/Alternate Account
- Reversal

### **Report Totals**

#### Current Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Prior Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Current + Prior Year Manual Adjustments

- Total Resident Manual Refund
- Total Resident Manual Charge
- Total Non-Resident Manual Refund
- Total Non-Resident Manual Charge

#### Current Year Automatic Charges

- Total Resident Auto Charge
- Total Non-Resident Auto Charge

#### Current Year Manual Charges + Automatic Charges

- Total Resident Manual + Auto Charge
- Total Non-Resident Manual + Auto Charge

#### Current + Prior Year Manual Charges + Current Year Automatic Charges

- Total Resident Manual + Auto Charge
- Total Non-Resident Manual + Auto Charge

The totals above are provided at three levels:

1. Daily cost centre totals
2. Daily totals, i.e. all cost centres
3. YTD Accumulative report totals

**Report use:**

The report may be used by to reconcile Withholding Tax Refunds & Charges to CDA accounts.

Control D Information		
Job name	Primary User destination:	Retention period
CMMTR280	U-0770	Seven years



## **DR5304 DDA Monthly Withholding Tax Refund & Charge Report**

<b>Overview</b>	Reports the following transactions on CDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds and reversals</li><li>• Manual WHT Charges and reversals</li></ul>
<b>When issued:</b>	Monthly – last business day of the month (if withholding tax adjustments performed)
<b>Target area (if any):</b>	Operations/ Reconciliations

### **Report fields:**

- Account number
- Account Short Name
- Account Status
- Trans Amount
- CR/DR
- Posted Date
- Effective Date
- Current / Prior Year
- Non-Resident
- Trace Id Requestor Id
- TT/Alternate Account
- Reversal

### **Report use:**

This report may be used by Operations to reconcile Withholding Tax Refunds & Charges and reversals of these transactions to CDA accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTD410	U-0770	Seven years

## **DR5307 Monthly Withholding Tax Adjustments Report**

<b>Overview</b>	Reports the following transactions on CDA accounts: <ul style="list-style-type: none"><li>• Manual WHT Refunds/Charges and reversals</li><li>• Automatic WHT Refunds/Charges</li></ul>
<b>When issued:</b>	Monthly – last business day of the month
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- Account Status
- Trans Amount
- CR/DR
- Auto/Manual
- Posted Date
- Effective Date
- Current / Prior Year
- Non-Resident
- Interest Paid
- Trace Id
- Requester Id
- TT/Alternate Account
- Reversal

### **Report Totals**

#### Withholding Tax Charge

- Total Resident Auto Charge Current Year
- Total Resident Manual Charge Current Year
- Total Non-Resident Auto Charge Current Year
- Total Non-Resident Manual Charge Current Year
- Total Resident Manual Charge Prior Year
- Total Non-Resident Manual Charge Prior Year

#### Withholding Tax Refunds

- Total Resident Manual Refund Current Year
- Total Non-Resident Manual Refund Current Year
- Total Resident Manual Refund Prior Year
- Total Non-Resident Manual Refund Prior Year

### **Report use**

This report can be used for general reference purposes for withholding tax transactions and may be used to assist with reconciliation of AIIR Tax File.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMTD410	U-0770	Seven years

## IA (Impaired Assets)

### **IA5199 Maintenance Audit Journal**

<b>Overview</b>	An audit trail that reports maintenance performed specifically for impaired assets (IA) accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline/ Operations

#### **Report fields:**

- Account No
- Field
- Old Data
- New Data
- Operator
- Date
- Time
- Source
- Short Name

#### **Report use:**

The report is for reference purposes, and can be used to verify or review changes and for ad-hoc queries and investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	7 Years

## LA Reports

This section lists all the Liability Account (LA) reports.

### **LA5100 Commercial Bills Forthcoming Maturities (Monthly)**

<b>Overview</b>	Provides a list of Commercial Bills maturing over the next month
<b>When issued:</b>	Third Wednesday of each month
<b>Target area (if any):</b>	

**Report fields:**

- Due Date
- Account Number
- Sub Product Code
- Short Name
- Amount Due
- Remarks

**Report use:**

The report is for information purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	None specified

## **LA5101 Commercial Bills Forthcoming Maturities (Weekly)**

<b>Overview</b>	Reports Commercial Bills maturing during the next fortnight, grouped by Cost centre and Manager set (Officer)
<b>When issued:</b>	Weekly on Wednesday
<b>Target area (if any):</b>	Operations

### **Report fields:**

- Due Date
- Account Number
- Sub Product Code
- Short Name
- Amount Due
- Remarks

### **Report use:**

The report is used as a source of commercial bills which are falling due within the Lending operations area.

Process documents which describe the specific actions for rollover or termination of the Commercial Bill are maintained by the operational area.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	None specified

## **LA5103 Management Information Report by Account - YTD**

<b>Overview</b>	for the report is a summary report of Commercial Bills, Clean Credits and Indemnity/Financial Guarantees showing balances, fees collected, limits and rates of return on limits and balances. <i>Note that Indemnity/Financial guarantees are managed on the OTL system, however the limit is still tracked in CACHE, and as such the products still show on this report</i>
<b>When issued:</b>	Last business day of each quarter
<b>Target area (if any):</b>	

### **Report fields**

- Short Name
- Account Number
- Sub Product Code
- Line Fee Rate
- Line Fee Per Annum
- IG/FG Fee Rate
- IG/FG Fee Per Annum
- Limit
- Balance
- Return on Limit
- Return on Balance

### **Report use:**

The report is for reference purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	None specified

## **LA5104 LA-Limit Past Due For Review**

<b>Overview</b>	The report provides details of liability accounts such as Commercial Bills, Tailored Commercial facilities, IG/FG and Clean Credit where the: <ul style="list-style-type: none"><li>• Limit is expired, or</li><li>• Annual Review is past due.</li></ul>
<b>When issued:</b>	The 10 <sup>th</sup> of each month (or preceding business day)
<b>Target area (if any):</b>	

### **Report fields:**

- Short Name
- Account Number
- Sub Product Code
- Limit
- Balance
- Expired Review Date
- Remarks
  - Annual Review Date
  - Limit Expiry Date

### **Report use:**

The report is for reference/ informational purposes. Note that this information is also available from other channels & reports such as the Orion Action Log and Daily Refer list.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	None specified

## **LA5106 LA Transaction Posting Journal**

<b>Overview</b>	The report provides details of Commercial Bills, Future Dated Commercial Bills, IGs/ FGs and Clean Credit transactions from the previous day
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operation/ Frontline

### **Report fields:**

- Account number
- Sub-product code
- Transaction amount
- CR/ DR indicator
- Trace ID, includes;
  - Transaction post date
  - Transaction sequence number
  - Logon-id of Officer who performed this transaction
- Last operated
- Remarks

### **Officer (manager set) totals:**

- Number of debits posted
- Amount of debits posted
- Number of credits posted
- Amount of credits posted

### **Report use:**

The report is for information & reference purposes. Historically, the report was used to double check transactions after the fact (i.e. a day two check) It may also be used to respond to ad hoc queries or for general investigation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Two years



## **LA5107 Certificate of Outstanding Liabilities**

<b>Overview</b>	The report lists outstanding Commercial Bills, Indemnity Guarantees, Financial Guarantees and Clean Credits
<b>When issued:</b>	On request &/or the 30 <sup>th</sup> June each year
<b>Target area (if any):</b>	

### **Report fields**

- Account name and Address
- Account Number
- Facility Type
- Transaction Amount
- Drawdown Date
- Maturity Date
- Term
- CB Number

### **Report use:**

The report provides customers and their auditors with a certificate of outstanding Commercial Bills, Indemnity Guarantees, Financial Guarantees and Clean Credits

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Not specified

## **LA5108 Liability Accounts Classified INC/RI**

<b>Overview</b>	Reports all Commercial Bills, IG/FG and Clean Credit Liability Accounts classified INC (interest not charged) or RI (reserved interest) for monitoring management. Sub-totals are given per manager set (officer) and separate figures stated for RI and INC
<b>When issued:</b>	Last business day of each month
<b>Target area (if any):</b>	Lending services

### **Report fields:**

- Sub Product Code
- Account Number
- Short Name
- Due Date
- Amount Due
- Remarks

### **Totals**

- Total amount per Sub-product code
- Total RI amount
- Total INC

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA075	U-0770	Not specified

## **LA5109 Trial Balance**

<b>Overview</b>	Reports Liability Account balances and limits for Commercial Bills, Indemnity Guarantees, Financial Guarantees (IGs/FGs) and Clean Credits regardless of whether the account operated.
<b>When issued:</b>	Quarterly as at the last business day of Mar, June, Sept and Dec.
<b>Target area (if any):</b>	Frontline (historically)

### **Report structure:**

#### **For each account:**

- Short name
- Account number
- Sub-product code
- Balance
- Limit

#### **The following totals are given by Officer (Manager set) & Cost Centre**

	<b>Balance</b>	<b>Limit</b>
Total Commercial Bills		
Total Indemnity Guarantees		
Total Financial Guarantees		
Total Clean Credits		

### **Report use:**

The report is for reference purposes and may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Two years

## **LA5110 LA Fees Collected Transaction Journal**

<b>Overview</b>	Reports fees collected on Commercial Bills, Indemnity guarantees & Financial guarantees (IGs/FGs) and Clean Credits for each officer  <i>Note that IG/FGs have been migrated to the OTL platform, so generally, fees are no longer charged in CACHE for these products, however the limit is still recorded on CACHE</i>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline (historically)

### **Report fields:**

- DDA account number.
- LA account number
- Sub-product code
- Short name
- Trancode
- Limit approval fee
- Line fee
- Acceptance/Establishment/Service fee

#### **Officer totals**

- Number of debits posted
- Amount of debits posted
- Number of credits posted
- Amount of credits posted

### **Report use:**

The report is for reference purposes and may be used for ad-hoc fee queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Four years

## **LA5111 Statistical Report**

<b>Overview</b>	Statistical Report for liability accounts (LA) by subproduct and cost centre
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

#### **Section 1 – Balance Control**

- External DR Posted
- External CR Posted
- Net Change
- Accounts Added
- Accounts Purged
- Dollars in Balance (Yes/ No)
- Count in Balance (Yes/ No)
- Total Amount

#### **Section 2 – Transaction codes (last page)**

- Tran code
- Number posted
- Amount posted
- Number generated to DDA
- Amount generated to DDA

### **Report use**

The report may be used by the application support team to investigate issues relating to liability accounts if required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## **LA5112 Liability Account GL Balancing**

<b>Overview</b>	This report provides statistical totals for Liability account (LA) General Ledger balancing purposes.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

- External GL Posted (Section 2 of LA5111)
- Balance Transferred X 2
- External GL Fee Posted (LA5110)
- LA Provision GL Posted (XG50003)
- INC Transfer Transactions
- Report of GL Entries (LA 5147)

### **In Balance Indicator**

- Dollars in Balance (Yes/ No)
- Count in Balance (Yes/No)

### **Report use:**

The report is used by the support team to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## **LA5114 Commercial Bulls Full Print Schedule Report**

<b>Overview</b>	This report provides details of commercial bills which are recorded in CACHE, which were drawn down the previous day or which are due.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields (Information per bill)**

- Officer number (manager set)
- Bill number
- Sub product
- Term
- Account number
- Due Date
- A/C Short name
- Discount/ Yield
- Drawdown date
- Rate
- Power of Attorney (Y/N)
- Dealer direct (Y/N)
  
- Cost Centre
- Contact name
- Telephone number
- Disposal BSB & Account number
- Face value of bills
- Bill handling fee
- Detail of bills
  
- Final maturity date
- Accept/end fee
- Accept end %
- A/C Limit
- Logon ID
- Origin of Full print
- A/C Balance

### **Report use:**

The report is for reference purposes, and may assist with daily reconciliations

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Not specified

## **LA5115 Commercial Bills Portfolio Listing**

<b>Overview</b>	Reports Commercial Bills outstanding for each Cost Centre.
<b>When issued:</b>	Last Wednesday of each month and Last business day of each month.
<b>Target area (if any):</b>	Operations

### **Report fields:**

- Short Name
- L/A Account Number
- Drawdown Date
- Term (days)
- Maturity Date
- Face Value
- Officer 1 (Manager set)
- Remark

### **Cost centre totals**

- Number of Bills
- Face Value of Bills

### **Report use:**

The report is for reference purposes, it may be used for monthly reconciliations of commercial bills

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	Not specified



## **LA5123 Batch Error Report**

<b>Overview</b>	A liability account (LA) exception report used to identify anomalies for LA accounts.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields:**

- Account Number
- Transaction Key
- Program Name
- Cond CD PCD1301 (Condition code)
- Error Message (Issued by Program)

### **Report use:**

The data contained in this report is reviewed as part of the daily procedures/checks of the Application Support team. (Note that the data is examined directly in CACHE, as such the report on Control D may not be actively referred to.)

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## **LA5130 LA Purged Accounts**

<b>Overview</b>	The report provides a record of LA accounts which have been purged from CACHE during a purge run. Note that the purging of accounts is usually an annual process.
<b>When issued:</b>	After a purge run, historically the 2 <sup>nd</sup> business day in October.
<b>Target area (if any):</b>	None

### **Report fields**

- Account Number
- Product Code
- Sub Product Code
- Short Name
- Officer (manager set)
- Open Date
- Close Date

### **Report use:**

The report is for reference purposes only.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA096	U-0770	Not specified

## **LA5147 GL Financial Control Summary**

<b>Overview</b>	A summary report for liability accounts (LA), totals for each General ledger account are grouped by Sub product and cost centre
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology / Application Support

### **Report fields:**

- GL Account number
- DR/CR Indicator
- Cost Centre ID
- Supervisor
- Batch No
- Tran No
- Amount
- Description

### **Report use:**

The report may be used as a supporting reference to investigate and identify system balancing issues. Similar to CR0098

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## **LA5197 GL Interface Details List**

<b>Overview</b>	The report lists every transaction that CACHE processes for liability accounts (LA)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields:**

- Customer A/C Number
- Cost Centre
- GLI Source
- Posting Date
- Category
- Interface Source
- Tr CD/ Pr Cd / OTP Disp
- GL Debit Account Key
- GL Credit Account Key
- Amount of Transaction

### **Report use**

The report is for reference purposes. It may be used to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## **LA5198 GL Interim Details List**

<b>Overview</b>	Summary report of General Ledger transaction totals for liability accounts (LA), grouped by sub-product and cost centre.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report fields**

- Interim Code
- Product Code
- Sub-Product Code
- Interim GL Trancode
- Interim Cost Centre
- Effective Date
- GL Account Number
- Amount of Transaction

### **Totals:**

- Sub-product total
- Report totals

### **Report use**

The report is for reference purposes, it may be used to investigate and identify system balancing issues.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMLA070	U-0770	7 Years

## LR Reports

This section lists the LR reports.

### **LR0001 Restraints Maintenance Audit Journal**

<b>Overview</b>	The report lists Restrictions (Hard Holds) and Stop Payments that were added, changed or deleted on CACHE for DDA and CDA accounts. It serves as an audit log of amendments.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

#### **Report fields:**

- Account number
- Product code
- Restraint class
- Restraint type
- Function (add, change, delete)
- Old data
- New data, i.e. details of restraint places such as:
  - *Date placed - Date to expire*
  - *Low Serial number - High Serial number*
  - *Low amount - High amount*
  - *Cheque date*
  - *Charge code*
  - *Payee*
  - *Special comments*
  - *Restraint reason*
- Operator (CACHE User ID)
- Date
- Time
- Source (initiating BSB)

#### **Report use:**

The report is for reference purposes, it may be used to verify details of new and amended Restrictions. It may also be used to investigate stop payment request misses when required

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR291	U-0770	Three years

## **SR Reports**

## **SR0002 OTP Items not to be Reprocessed**

<b>Overview</b>	This report lists transactions released from the previous days OTP file that were not reprocessed (OTP : Outstanding Transactions Processing)
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations/ Reconciliations (Transaction Services)

### **Report fields**

- Account number
- OTP class
- Date added
- Trancode
- Amount
- DR/CR indicator
- Specification
- Trace ID
- Disposition.

### **Totals by manager set:**

- Number of Credits not reprocessed
- Amount of Credits not reprocessed
- Number of Debits not reprocessed
- Amount of Debits not reprocessed

### **Report use:**

This report is actively used for activities pertaining to system balancing and reconciliations. It may also be used to verify action taken on the previous day's SR0005 OTP Input List Report.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple reports)	U-0770	Three years



## **SR0003 OTP Items Released for Reprocessing**

<b>Overview</b>	Reports transactions released from the previous day's OTP file that were reprocessed.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- OTP class
- Effective date
- Trancode
- Amount
- DR/CR indicator
- Specification
- Trace ID
- Disposition
- Review (Y/N)

### **Totals by manager set:**

- Number of Credits not reprocessed
- Amount of Credits not reprocessed
- Number of Debits not reprocessed
- Amount of Debits not reprocessed

### **Report use:**

The report is for reference purposes and confirms the actions taken on the previous day's SR0005 OTP Input List Report. The report may be used for ad-hoc queries and investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple reports)	U-0770	Three years

## **SR0005 OTP Input List**

<b>Overview</b>	Reports all value transactions and non-value items on DDA and CDA accounts rejected to OTP for account restrictions, insufficient funds, technical irregularities and stop payments.  <b>Note:</b> The report section for Cost centre 3052 (previously CTSC Vic) also details all internally generated third party transfers from CDA and DDA accounts Australia-wide to officer codes 9999. CACHE automatically re-processes these transactions and no action is required.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	OTP Processing Team, Transaction Services

### **Report fields**

- Account number
- OTP class
- Date added to OTP
- Effective date
- CACHE trancode
- TBS (HW) trancode (honeywell)
- Short description of TC
- Amount
- DR/CR indicator
- Trace ID
- Reject code
- Reporting reasons (description of Reject code or reporting reason)
- Default disposition

### **Officer & Cost Centre Totals**

- Credit items unpaid, Number & Amount
- Debit items unpaid, Number & Amount
- Maintenance items, Number

### **Report use:**

The report is used to review and handle rejected and suspended transactions. The exact actions taken per transaction are outlined in instructional documents maintained by the OTP team.

The report may also be used for reference purposes for ad-hoc queries & investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM* (multiple reports, for DDA, TDA & sequential batch)	U-0770	Three years

## **SR0096 Report of Expiring Restraints**

<b>Overview</b>	Reports Stop Payments and Restrictions that expire during the next week
<b>When issued:</b>	Last business day of each week
<b>Target area (if any):</b>	Operations (historically)

### **Report fields:**

- Account Number
- Product Code
- Restraint Class / Type
- Description
- Date Placed
- Date Expired
- Comments
  - Low Range
  - High Range
  - Amount

### **Report totals; by Officer1(manager set) & by Cost Centre.**

- Total Number of Restraints Class 1
- Total Number of Restraints Class 3

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID294	U-0770	Not specified

## **SR5109 Overdraft /Line Fee Report**

<b>Overview</b>	Reports accounts that attract a Line Fee and the amount of the fee. The fee is based on the highest limit for the quarter. It is generated two weeks before the fee will be charged
<b>When issued:</b>	Quarterly as at end of January, April, July, and October
<b>Target area (if any):</b>	Frontline/ Lending Operations

### **Report fields**

- Short name
- Highest limit
- No of days overdrawn
- LAF date
- LAF amount
- Account number
- Line Fee PA % rate (per annum)
- Calculated Line Fee
- Actual Line Fee
- Remarks
- Account to be charged (currently does not contain the correct data, repeats the same value as the account number field)

### **Report use:**

The report is reviewed prior to the charging of the quarterly line fee, and amendments made as necessary based on consultation with Frontline. Instructions regarding the use of this report are documented by the responsible operational area (currently Lending Client services).

The report may also be used for general reference purposes, and for ad hoc investigation and queries pertaining to fees.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	Two years

## **SR5110 Line Fee Adjustments**

<b>Overview</b>	The report lists the amount of Line Fee charged for all accounts. It is generated after the fee is applied. <i>Note: the report lists all line fees, regardless of whether an 'adjustment' was made to the original amount specified in SR5109</i>
<b>When issued:</b>	Quarterly, mid-February, mid-May, mid-August and mid-November. i.e. when fees cycle to an account, May also be generate on account closure.
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- Officer code/account number
- Highest limit
- No of days current
- LAF date
- LAF amount
- Account number
- Line Fee PA % rate
- Calculated Line Fee
- Actual Line Fee
- Remarks
- Account to be charged

### **Report use:**

The report is for reference purposes, and serves as an audit log of the final line fee charged. (i.e. if adjustments were made as a result of reviewing the SR5109 report, the changes will be captured here) The report may also be used for ad-hoc queries and investigation pertaining to fees

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR040	U-0770	Two years

## **SR5112 Loan Administration Charge Fee Posted**

<b>Overview</b>	A list of accounts and the amounts of Loan Administration Charges debited.
<b>When issued:</b>	Quarterly as at the first business day in February, May, August and November, AND When fees cycle to an account, i.e. account closure.
<b>Target area (if any):</b>	Frontline (historically)

### **Report fields:**

- Account number
- Highest debt
- Number of days drawn
- LAF date
- LAF amount
- LAC amount
- Remarks

### **Report use:**

The report is for reference purposes, it serves as an audit log of Loan Administration Charges. It can be used to check what LAC fees have been charged, and for ad hoc fee queries.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Two years

# XP Reports

## **XP5110 Limit Approval Fee Collected Report**

<b>Overview</b>	The report shows the limit approval fees collected and which account they were charged to.
<b>When issued:</b>	Daily (if and when a fee is applied)
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- Charge Account
- Account Number
- Sub Product
- Short Name
- Tran Code
- Limit Approval fee

### **Report Totals** (*By officer and cost centre*)

- Number of Debits Posted
- Amount of Debits Posted
- Number of Credits Posted
- Amount of Credits Posted

### **Report use:**

The report is for reference purposes, and serves as a record of Limit Approval Fees. It may be used for ad-hoc queries and investigation relating to fees

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Not specified

## **XP5120 Accounts due for Review**

<b>Overview</b>	Reports limits, loans and special reviews due in the following month
<b>When issued:</b>	Monthly, on first Friday of the month
<b>Target area (if any):</b>	Frontline

### **Report fields**

- Account name.
- Account number.
- Product code.
- Sub-Product code.
- Limit description
- Limit amount
- Due date.
- Reason e.g.
  - Limit Expiry
  - Annual review
  - Special review
  - Manager review
  - Basic Exp/ Rev
- Comments.

### **Report use:**

The report was historically used as a prompt to prepare for reviews, however, this report is no longer the key reference for this information. The Orion Action Log is actively used as an alternative

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID240	U-0770	Three months



## **XP5133 Refer List**

<b>Overview</b>	<p>Reports accounts that are out-of-order or irregular. The following are potential reasons and will be stated on the report:</p> <ul style="list-style-type: none"><li>• Annual review date, special review date, Manager's review date or interest/limit review date has expired (for DDA accounts)</li><li>• If the 'Group Limit Participant' (Indicator) is set at 'Y' for any accounts (within a section of a group) and the total debt on those accounts exceeds the shared limit (within that section), all accounts sharing the limit will report under the level at which the Assigned Limit is set at 'Y', ie. Group/Sub-group/Legal Entity Level.</li><li>• Any account which is not included in a group/sub-group/legal entity limit arrangement which is overdrawn or in excess of its own limit. (The account will report under the level at which the Assigned Limit is set). Group totals also report.</li><li>• Any account which is included in a group/sub-group limit, which is overdrawn without a limit or in excess of the limit where a temporary or Approved Temporary Arrangement (ATA) has expired.</li><li>• When the balance on a loan account is greater than the pro-forma balance, the account reports as 'Repayment Arrears'.</li><li>• When the balance on a loan account is less than the pro-forma balance, the account reports as 'Repayment Advance' (only on due date of repayment).</li><li>• When a CABI Trustee Account (sub product code 59) is overdrawn, the account reports as 'Refer to Snr Mgt Credit'</li></ul> <p>Out of Order accounts continue to report until they revert to order</p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Frontline (historically)

### **Report fields**

#### **For each group of accounts:**

- Group name
- Account type
- Assigned limit (Group/Sub-group/Legal Entity name)
- Credit Rating/Security Indicator

#### **For each account**

- Limit indicator
- Account name
- Domicile BSB
- Account number
- Sub-product description
- Ledger Balance
- Collected Balance
- Limit/pro-forma balance
- Date excess began
- Date last statement
- Reason/remarks

#### **Group totals (current accounts only)**

- total debits, total limit
- total credits
- net debit/net credit, net limit
- unavailable funds

**Excess totals (Group Limit Participant arrangements only)**

- total debits, total limit
- total credits
- net debit/net credit, net limit

**Report use:**

The information on this report can be used to follow up accounts which are in excess and alerts frontline users to lapsed review dates. Note that much of this information is available through alternate sources such as Orion Action Long or the RAZOR exposure management system.

Currently, proactive use of the report is prescribed by Commercial Banking only.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR340	U-0770	Two years

## **XP5143 Daily Set-off Balances**

<b>Overview</b>	Reports the total of debit & credit values of accounts set-off for interest. Note: the difference between these values is the net balance of the account
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- DDA99 Account number
- Set-off Account number.
- Group Debit balance.
- Group Credit balance.

### **Report use**

The report is for reference and information purposes. It may be used for ad-hoc queries and , investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR320	U-0770	Two years

## **XP5144 Weekly Set-off Interest Accrued**

<b>Overview</b>	Report of accounts set-off for interest purposes
<b>When issued:</b>	Weekly as at Wednesday
<b>Target area (if any):</b>	Operations (historically)

### **Report fields**

- Set-off Account number

#### **For each account participating in the Set-off**

- DDA Account name
  - Account number
  - Debit/credit interest accrued to date (D/C).
  - DDA99 Account number
  - Remarks
- 
- Total interest accrued

### **Report use**

The report is for reference and information purposes, it may be used for ad-hoc queries pertaining to set-off accounts.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID246	U-0770	Two years

## **XP5145 Set-off Backdated Transaction**

<b>Overview</b>	The report provides details of backdated transactions on accounts that are part of a set-off, interest adjustments for these transactions are calculated automatically by the system
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations (historically)

### **Report fields:**

- Set-off account number
- Account name
- Account number
- Transaction effective date
- Transaction amount
- Statement description
- DDA99 account number

### **Report use**

This report is for reference & information purposes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR320	U-0770	Two years

## **XP5146 Weekly Status**

<b>Overview</b>	An information report which gives an overview for each customer group. It lists all Current Accounts, Term Deposits, Loan Accounts, Cash Advance Accounts (CAA), Liability Accounts and INC/RI accounts for each customer group controlled by the Account Manager. Note that it does not include DDA99 accounts
<b>When issued:</b>	Weekly as at Friday, 15th monthly and as at 30th June (or last business day)
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- **Group/Sub-group name**

- Account type (i.e. Current Account/Loan Account/CAA/Liability Account/Term Deposit)
- Assigned limit
- Customer credit rating

- **For each account:**

- Account short name
- Domicile BSB
- Account number
- ANZSIC code
- Sub-product description
- Ledger Balance
- Collected Balance
- Limit/Pro-forma
- Unavailable funds
- Date excess began
- OBP Code

- **Current Account/Fixed Loan/Liability Account/Term Deposit totals**

- Total debits, Total limit
- Total credits
- Net debit/credit, Net limit

- **Group/Sub-group totals**

- Total debits, Total limit
- Total credits
- Net debit/credit, Net limit

### **Report use:**

The report is an important reference report and provides key account information, it can assist with monitoring and controlling of customer accounts. The report may also be used for ad-hoc queries and investigation.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID196	U-0770	Two years

## **XP5147 Group Balances**

<b>Overview</b>	This report lists a group's Current accounts, Cash Advance Accounts (CAA) including INC/RI accounts, regardless of whether the account operated. <i>The XP 5146 Weekly Status Report is issued on Friday in lieu of the Group Balances Report.</i>
<b>When issued:</b>	Daily except Friday
<b>Target area (if any):</b>	Frontline

### **Report fields:**

- Group name
  - For each Account**
    - Limit indicator
    - Account short name
    - Domicile BSB
    - Account number
    - Sub-product description
    - Ledger Balance
    - Collected Balance
    - Limit (field is currently blank)

#### **Group totals**

- total debits, total limit
- total credits
- net debit/credit, net limit

### **Report use:**

The report is for reference and information purposes, it may be used for ad-hoc queries and investigation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID250	U-0770	Two years

## **XP5155 Lending Exception**

<b>Overview</b>	<p>Reports accounts for one of the following reasons:</p> <ul style="list-style-type: none"><li>• Any group of accounts that participate in a shared limit, which does not have an Excess Fee charging account loaded on HCIR/CUHF screen.</li><li>• Any group of accounts that participate in a shared limit, which has multiple Excess Fee charging accounts loaded on HCIR/CUHF screen.</li></ul> <p>The accounts continue to report until the error is corrected. Excess Fees will not be charged to the accounts until this irregularity is corrected.</p> <p><b>Confirmation pending that the functionality this report refers to is deprecated</b></p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	

### **Report fields**

- Group name (group short name).
- Assigned Limit (group/sub-group short name).
- Reason/Remark (description of error/irregularity).

#### **For each account:**

- Assigned limit indicator
- Account short name
- Domicile BSB
- Account number
- Sub-product description

### **Report use:**

#### **Confirmation pending that the functionality this report refers to is deprecated**

If the reason is: *Excess Fee Instructions for Group Limit Participants Not Present*, load an Excess Fee charging account via HCIR/CUHF screen.

If the reason is: *Multiple Excess Fee Instructions for Group Limit Participants*, delete all but one of the 'EX' flags for accounts participating in the group limit, via HCIR/CUHF screen.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR340	U-0770	Two years



## **XP5250 Reports Issued List**

<b>Overview</b>	Lists all CACHE reports issued to a particular manager set (or cost centre) for the day
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations & Frontline historically

### **Report fields**

- Officer code (manager set)
- Report number
- Report name

### **Officer totals:**

- Number of reports issued

<b>Note that the following reports are tracked on XP5250:</b>							
AR0004	CR0091	CR5267	DR0010	DR5207	LA5104	LR0001	XP5110
CR0003	CR5138	CR5268	DR0011	DR5217	LA5106	SR0002	XP5120
CR0010	CR5161	CR5280	DR0060	DR5223	LA5107	SR0003	XP5133
CR0011	CR5199	CR5282	DR0152	DR5266	LA5109	SR0005	XP5143
CR0013	CR5203	CR5285	DR0166	DR5267	LA5110	SR0096	XP5144
CR0017	CR5221	CR5286	DR0290	DR5302	LA5114	SR5109	XP5145
CR0021	CR5225	CR5301	DR5155	DR5304	LA5115	SR5110	XP5146
CR0030	CR5266	CR5302	DR5185	LA5101	LA5123	SR5112	XP5147

### **Report use:**

The report is for reference & information purposes, historically this report was referred to regularly when reports were printed. However it may be useful to determine whether a report has been generated for a particular manager set

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMRP500	U-0770	12 months

## **XP5252 Detective Control Reference Maintenance Audit Journal**

<b>Overview</b>	This report shows online system maintenance performed by Technology users for audit and tracking purposes
<b>When issued:</b>	Daily (an empty report will be issued if no data exists)
<b>Target area (if any):</b>	Application Support

### **Report fields:**

- Date
- Time
- Name
- Module
- Type/ID
- Action
- Lang/Co
- CC-#
- Changed
- Description
- Comments

### **Report use:**

The report is checked on a daily basis by Application Support as an information security activity and detective control.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA017	U-0770	Not specified

## **XP5253 Detective Control Maintenance Audit Journal**

<b>Overview</b>	This report shows online maintenance performed by Technology users for audit and tracking purposes..
<b>When issued:</b>	Daily (an empty report will be generated if no data exists)
<b>Target area (if any):</b>	Technology

### **Report fields:**

#### **DDA Maintenance**

- Account number
- Field
- Old Data
- New Data
- Operator
- Date \* Time
- Source

#### **CIS Maintenance**

- Customer name/ Account number/ Address
- Functional/ Screen/ Action
- Field
- Old Data
- New Data
- Operator
- Date \* Time
- Source

### **Report use:**

The report is checked on a daily basis by Application Support as an information security activity and detective control.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA018	U-0770	Not specified

## **XP5254 Detective Control Online Posting Journal**

<b>Overview</b>	This report shows all online postings (transactions) performed by Technology users for audit and tracking purposes.
<b>When issued:</b>	Daily (an empty report will be generated if no data exists)
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields**

- Cost Centre
- Account number
- Specification
- Tran Code
- Transaction Amount
- Debit/ Credit indicator
- Trace ID
- Effective Date
- Comment

### **Report use:**

The report is checked on a daily basis by Application Support as an information security activity and detective control.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA019	U-0770	Not specified

## **XP5255 Uncleared Funds Daily Usage Report**

<b>Overview</b>	This report allows business users, Relationship Managers and Credit Executives, the opportunity to review the impact of the OBP Code decisions made and applied to customer groups/accounts and the resulting amount of UCF used.
<b>When issued:</b>	Daily (if no data exists, report will NOT be generated)
<b>Target area (if any):</b>	Reviewed as required by individual Business Units

### **Report fields**

- Set Number
- Cost Centre
- Business Unit Indicator
- Group Name
- Tie
- Account Name
- Account Number
- CCR/SI
- Account Balance
- Business unit UCF Tolerance Threshold
- Uncleared Funds Used
- Float Days remaining
- OBP Code
- Uncleared Funds
- Account Limit
- @ - Group Limit Indicator
- \* - Over Threshold Indicator

### **Report use:**

The report is reviewed on a daily basis by individual Business Units to monitor the uncleared funds used by customers.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA022	U-0770	7 years in Control-D

## **XP5256 Approval Transactions Processed/Rejected Report**

<b>Overview</b>	Lists all application transactions entered onto the CACHE system each day via DBD\$ and TBD\$. The report will show the final status of the transaction; <ul style="list-style-type: none"><li>• Posted</li><li>• System Posted</li><li>• Rejected, or</li><li>• System Rejected</li></ul>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Operations

### **Report fields**

- Account number
- User-1
- User-2
- Tran code
- Transaction amount
- Effective date
- DR/CR indicator
- Auxdom
- Extra aux dom
- Transaction status
  - Posted
  - System Posted
  - Rejected
  - System Rejected

### **Report use:**

This report is for reference and information purposes. It serves as an audit log of all online transactions and their outcomes.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID090	U-0770	7 Years

## **XP5258 Withholding Tax Annual Summary Report**

<b>Overview</b>	Reports the summary of Withholding Tax and Interest paid information included in the AIIR File and in CACHE at the end of the financial year. The report will be generated after the AIIR File is created and will include all adjustments processed during the Withholding Tax adjustment period (i.e. 21 <sup>st</sup> July plus Business grace days). It will also report any accounts that are dropped (exceptions) from the AIIR File
<b>When issued:</b>	Annually – To be issued automatically when the AIIR File is created
<b>Target area (if any):</b>	Application Support/ Operations

### **Report data:**

<b>Section 1</b>	CACHE DDA Withholding Tax Summary	AIIR DDA Withholding Tax Summary
Total Accounts		
Total Customers		
Total Interest Paid – Prior Year		
Total Resident Withheld – Prior Year		
Total Non-Resident Withheld – Prior Year		
Total Resident Withholding Tax Refunds – Prior Year		
Total Non-Resident Withholding Tax Refunds – Prior Year		
	CACHE TDA Withholding Tax Summary	AIIR TDA Withholding Tax Summary
Total Accounts		
Total Customers		
Total Interest Paid – Prior Year		
Total Resident Withheld – Prior Year		
Total Non-Resident Withheld – Prior Year		
Total Resident Withholding Tax Refunds – Prior Year		
Total Non-Resident Withholding Tax Refunds – Prior Year		

### **Section 2: CACHE Exceptions**

- Account Number
- Type.
- Officer Code.
- Reason (e.g. Account to Customer relationship not found)

<b>Section 3</b>	CACHE DDA Exceptions Withholding Tax Summary	AIIR DDA Exceptions Withholding Tax Summary
Total Accounts		
Total Customers		
Total Interest Paid – Prior Year		
Total Resident Withheld – Prior Year		
Total Non-Resident Withheld – Prior Year		
Total Resident Withholding Tax Refunds – Prior Year		
Total Non-Resident Withholding Tax Refunds – Prior Year		
	CACHE TDA Exceptions Withholding Tax Summary	AIIR TDA Exceptions Withholding Tax Summary
Total Accounts		
Total Customers		
Total Interest Paid – Prior Year		
Total Resident Withheld – Prior Year		
Total Non-Resident Withheld – Prior Year		
Total Resident Withholding Tax Refunds – Prior Year		
Total Non-Resident Withholding Tax Refunds – Prior Year		

**Report use:**

The report is used in final preparation of the AIIR file (Annual Investment Income Return) to be submitted to the tax office.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID335	U-0770	Seven years



## **XP5259 Monthly CACHE Withholding Tax Summary Report**

<b>Overview</b>	The report provides a summary of all the Withholding Tax collected and Interest Paid in CACHE, year to date. It will also report any accounts that are not eligible (exceptions) to be reported in the AIIR File
<b>When issued:</b>	Monthly – Last business day of the month
<b>Target area (if any):</b>	Operations & Frontline

### **Report content:**

#### CACHE Exceptions (per account)

- Account Number
- Type
- Officer Code
- Reason

<b>Summary totals</b>	<b>CACHE DDA</b>	<b>CACHE TDA</b>
Total Accounts		
Total Customers		
Total Interest Paid – YTD		
Total Resident Withheld – YTD		
Total Non-Resident Withheld – YTD		
Total Resident Withholding Tax Refunds – YTD		
Total Non-Resident Withholding Tax Refunds – YTD		

<b>Exceptions</b>	<b>CACHE DDA</b>	<b>CACHE TDA</b>
Total Accounts		
Total Customers		
Total Interest Paid – YTD		
Total Resident Withheld – YTD		
Total Non-Resident Withheld – YTD		
Total Resident Withholding Tax Refunds – YTD		
Total Non-Resident Withholding Tax Refunds – YTD		

### **Report use:**

The report is used by Application Support and Operations to assist with reconciliation of AIIR (Annual investment Income Return) Tax File.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBID370	U-0770	Seven years

## **XP5260 ATO ABN/TFN Updated With Zeroes**

<b>Overview</b>	This report details the Customers that had ABN/TFN numbers updated with zeroes via the Automatic Return File process.
<b>When issued:</b>	Ad hoc – After QTFN or AIIR Automatic Return File processing.
<b>Target area (if any):</b>	Application Support/ Data quality

### **Report fields**

- Cost Centre
- Customer Name
- Tie
- Customer Key
- ABN Updated (Y/N)
- TFN Updated (Y/N)

### **Report use**

The report is used by the Global Data Quality team for TFN/ABN queries and for audit purposes. Related process documentation is maintained by the responsible area

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **XP5261 ATO ABN/TFN Update File Processing Exceptions**

<b>Overview</b>	<p>This report details the following exceptions from the Automatic Return File process:</p> <ul style="list-style-type: none"><li>• Customers not found in CACHE</li><li>• Customers not updated where the original TFN/ABN differed between the Return file and the TFN/ABN held in CACHE.</li><li>• Customers not updated where the linked account in CACHE differed to the account in the Return file.</li><li>• Customers not updated where the ATO corrected TFN/ABN in the Return file is the same as the TFN/ABN held in CACHE.</li><li>• Customers not updated where no linked account exists in either CACHE or in the Return file.</li></ul>
<b>When issued:</b>	Ad hoc – After QTFN or AIIR Automatic Return File processing
<b>Target area (if any):</b>	Application Support/ Data Quality

### **Report fields**

- Customer Name
- Tie
- Customer Key
- Account number
- Message (i.e. exception message)

### **Report use**

The report is used by the Global Data Quality team for TFN/ABN queries and for audit purposes. Related process documentation is maintained by the responsible area

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **XP5262 ATO ABN/TFN Maintenance Txns Created**

<b>Overview</b>	This report details the accounts that had the withhold code updated due to a TFN/ABN correction on the associated linked Customer due to Automatic Return File processing.
<b>When issued:</b>	Ad hoc – After QTFN or AIIR Automatic Return File processing.
<b>Target area (if any):</b>	Application Support/ Data Quality

### **Report fields**

- Cost Centre
- Customer Name
- Tie
- Customer Key
- Account
- Prod
- Branch

### **Report use**

The report is used by the Global Data Quality team for TFN/ABN queries and for audit purposes. Related process documentation is maintained by the responsible area

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR240	U-0770	Seven years

## **XP5265 Accounts Removed From ANGI Database**

<b>Overview</b>	This report lists a summary of all accounts removed from the CACHE ANGI (Account number Generation Inventory) database
<b>When issued:</b>	Daily when accounts are removed from CACHE ANGI Database.
<b>Target area (if any):</b>	Application Support

### **Report fields**

- Product code (CDA, DDA)
- A/C Number
- Status (e.g. In Use, Pre-allocated)
- Expiry Date

### **Report use:**

The report is an audit record only, and is for reference purposes

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID091	U-0770	Two years

## **XP5266 Over Threshold Uncleared Funds Daily Usage Report**

<b>Overview</b>	The report is emailed daily to Relationship Managers and Credit Executives, highlighting those accounts that are using UCF in excess of the of the Business unit threshold applicable to the account. OBP code will be displayed on the report but will not be used as a parameter in the creation of the report.
<b>When issued:</b>	Daily (if no data exists, report will NOT be generated).
<b>Target area (if any):</b>	Reviewed by Relationship managers and Credit Executives.

### **Report fields**

- Set Number
- Business Unit Indicator
- Business unit UCF Tolerance Threshold
- Cost Centre
- Group Name
- Tie
- Account Name
- Account Number
- Account Balance
- Uncleared Funds Used
- CCR/SI
- Uncleared Funds
- Float Days remaining
- OBP Code
- Account Limit
- @ - Group Limit Indicator

### **Report use:**

The report is reviewed on a daily basis by Relationship Managers and Credit Executives to monitor the uncleared funds used by customers over the Business Unit Threshold.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBCA022	U-0770	7 years in Control-D

## **XP5270 – Data Synchronisation Report**

<b>Overview</b>	<p>This report lists all changes made to customer and account information <b>in CACHE</b> as a result of a data synchronisation batch job.</p> <p><i>A Data Synchronisation batch is run to resolve mismatches between the CACHE and Orion databases.</i></p> <p><i>Note that a separate report CIMS041 is generated for changes made to Orion</i></p>
<b>When issued:</b>	Post execution of a Data Synchronisation batch
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Customer identifying info**

- Manager Set/ Cost Centre/ Group name
- Customer name/ Account name
- Tie

#### **Account identifying info**

- Product code/ Sub product/ Account number

#### **Attribute - name of data item/field updated**

##### **Source**

- System
- Database field
- Value prior
- Value post

##### **Target (system)**

- Database field
- Value prior
- Value post

### **Report use:**

The report serves as an audit log of changes made as part of a CACHE/ Orion data synchronisation batch run. It can be used to verify or investigate changes made by the batch if required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBID127	U-0770	7 years

## **XP5271 – Data Synchronisation Exception Report**

<b>Overview</b>	<p>This report lists issues encountered during the data synchronisation batch job which prevents the update of data for specified customers or accounts. This report captures errors originating <b>in CACHE</b></p> <p><i>A Data synchronisation batch is run to resolve mismatches between the CACHE and Orion databases.</i></p> <p><i>Note that a separate report, CIMS042, is generated for issues originating in Orion</i></p>
<b>When issued:</b>	Post execution of a Data Synchronisation batch
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Customer/ Account identifying information:**

- Manager Set/ Cost Centre/ Group name
- Customer name/ Account name
- Tie
- Account number
  
- Exception message

### **Report use:**

The report can be used to investigate issues that occur during data synchronisations

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
		7 years



## **XP5272 LM Interest Exceptions Report**

<b>Overview</b>	Reports exceptions on accounts and transactions for the following reasons; <ul style="list-style-type: none"><li>• An Interest Accrual is not received by CACHE for current business day, to an account that is managed by LM, OR;</li><li>• An Interest Liquidation is not received by CACHE for current business day, to an account that is managed by LM, OR;<ul style="list-style-type: none"><li>◦ A De-activation message is not received by CACHE for current business day, for an account that is managed by LM.</li></ul></li></ul>
<b>When issued:</b>	Daily – if exceptions occur
<b>Target area (if any):</b>	LM Operations

### **Report fields**

- Short Name
- Account Number
- DATE DR INT LAST ACCRUED
- DATE CR INT LAST ACCRUED
- DATE LAST DR INT CYCLE
- DATE LAST CR INT CYCLE
- Exception Condition

### **Report use:**

The report will be used by LM Operations to identify accounts which are activated in LM, however have not had either an interest accrual or interest liquidation transaction processed by CACHE from LM.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMM*	U-0770	Seven years

## **XP5306 Withholding Tax Refund/ Charge/ Collected Summary Report**

<b>Overview</b>	Reports both system generated Withholding Tax Charge and manual Withholding Tax Charge adjustments for DDA & TDA accounts. Also reports manual Withholding Tax Refund adjustments for DDA & TDA accounts.
<b>When issued:</b>	Daily – not issued if report does not contain any totals for any Cost Centre
<b>Target area (if any):</b>	Operations

### **Report fields:**

#### **\*\* Cost Centre Totals \*\* (per cost centre)**

<b>Daily Resident Withholding Tax</b>		<b>YTD Resident Withholding Tax</b>	
Amount Deducted		Amount Deducted	
Amount Refunded		Amount Refunded	
Difference (A)		Difference (C)	
<b>Daily Non-Resident Withholding Tax</b>		<b>YTD Non-Resident Withholding Tax</b>	
Amount Deducted		Amount Deducted	
Amount Refunded		Amount Refunded	
Difference (B)		Difference (D)	
Daily Cost Centre Total (A+B)		YTD Cost Centre Total (C+D)	

#### **\*\* Report Totals \*\***

<b>Total Daily Resident Withholding Tax</b>		<b>Total YTD Resident Withholding Tax</b>	
Amount Deducted		Amount Deducted	
Amount Refunded		Amount Refunded	
Difference (E)		Difference (G)	
<b>Total Daily Non-Resident Withholding Tax</b>		<b>YTD Non-Resident Withholding Tax</b>	
Amount Deducted		Amount Deducted	
Amount Refunded		Amount Refunded	
Difference (F)		Difference (H)	
Daily Cost Centre Total (E+F)		YTD Cost Centre Total (G+H)	

### **Report use**

The report is for reference purpose and may be used reconcile Withholding Tax Refunds & Charges to DDA & CDA accounts if required

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMDR300	U-0770	Seven years

# XR Report

## **XR5940 Bank Account Transaction Taxes**

<b>Overview</b>	This report shows Transaction Taxes (BAD & FID), which are no longer collected.
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	

### **Report use:**

This report is no longer in use as Transaction taxes are no longer collected.  
Pending confirmation that this report can be deactivated or decommissioned

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMID370	U-0770	Not specified

# Orion Originating Reports

## **CIMS005 Account exceptions report**

<b>Overview</b>	<p>This report checks the accounts in CACHE and Orion and displays the following account exceptions along with statistical information:</p> <ul style="list-style-type: none"><li>• Account Activity Check (Active vs. Inactive)</li><li>• Account Existence Check (In one system, not other)</li><li>• Check for Duplicate Orion Accounts</li></ul>
<b>When issued:</b>	Last Saturday of every month or as requested
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

- C/C Cost Centre from the Account Parent Group
- Mgr Manager Set/Officer Code 1 from the Account Parent Group
- Account Account number, and product type as a prefix (DDA/LA).
- Short Name The Account Short Name will be sourced from the corresponding account on Orion
- Message displays which exception is applicable to the account
  - *Account in CACHE not found in Orion*
  - *Account in Orion, not found in CACHE*
  - *CACHE Account inactive in Orion*
  - *Orion Account inactive in CACHE*
  - *Duplicate account found in Orion*

#### **Summary of Exceptions - totals**

- Account in CACHE, not in Orion
- Account in Orion, not in CACHE
- CACHE account inactive in Orion
- Orion account inactive in CACHE
- Duplicate Account found in Orion

### **Report use:**

The report is used to identify the account level exceptions between CACHE & Orion as described above, to allow Data quality to follow up accordingly

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR002	U-0770A	7 Years

## **CIMS006 Account data mismatch report**

<b>Overview</b>	This report will list account attributes with statistical information where a mismatch of data exists between the CACHE and Orion databases.
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report data:**

#### **Information per exception:**

- C/C Cost Centre from the Account Parent Group
- Mgr Manager Set/Officer Code 1 from the Account Parent Group
- Account Account number, and product type as a prefix (DDA/LA).
- Short Name The Account Short Name will be sourced from the corresponding account on Orion
- Group Name The name of the Group to which the account belongs to
- Account Data Field The fields which belong to the LA or DDA account which have been mismatched will be reported here. Please see the mapping document for a list of fields
- CACHE The CACHE data to which the Account Field corresponds to
- ORION The Orion data to which the Account field corresponds to

#### **Summary Statistics**

- Account data field This field will contain the name of the data field being matched
- Matches The number of matches per field (either DDA or LA)
- Mismatches The number of mismatches per field (either DDA or LA)
- Mismatch % The percentage of mismatch per field (either DDA or LA)

### **Report use:**

The report is used to identify data mismatches for accounts in CACHE and Orion

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR002	U-0770A	7 Years

## **CIMS011 Customer data mismatch report**

<b>Overview</b>	This report will list customer-based attributes where mismatches of data exist between the CACHE and Orion databases. with statistical information
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

- C/C The Cost Centre of the Group Parent
- Mgr The Manager Set/Officer Code 1 of the Group Parent
- Customer Name This field will hold the customer name
- Tie: (Customer) The tiebreaker associated with the customer name
- Group Name The name of the Group to which the customer belongs
- Tie: (Group) The tiebreaker associated with the group name
- Customer Data Field Fields which have mismatched values in CACHE and Orion
- CACHE The CACHE data value to which the Customer Field corresponds to
- ORION The Orion data value to which the Customer Field corresponds to.

#### **Summary Statistics**

- Customer Data Field Fields which have mismatched values in CACHE and ORION
- Matches Number of matches for the customer data field
- Mismatches Number of mismatches for the customer data field
- Mismatch percentage Percentage of customer fields mismatched to matched

### **Report use:**

The report is used for the identification of customer data mismatches, to support data quality activities and remediation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR003	U-0770A	7 Years

## **CIMS012 Customer data exceptions report**

<b>Overview</b>	This report will list the following customer data exceptions: <ul style="list-style-type: none"><li>▪ Customer found in CACHE, not in Orion</li><li>▪ Customer found in Orion, not in CACHE</li><li>▪ Customer open in CACHE, closed in Orion</li><li>▪ Customer open in Orion, closed in CACHE</li><li>▪ Duplicate customer in Orion</li></ul>
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report data:**

#### **Information per exception:**

- C/C                      The Cost Centre of the customer
- Mgr                      The Manager Set/Officer Code 1 from the customer
- Customer Name        This field will hold the customer name
- Tie                      The tiebreaker associated with the customer
- Level                    This is the hierarchy level at which the customer is located
- Message                This field will contain the exception messages to be reported.

#### **Summary of Exceptions (totals)**

- Customer found in CACHE, not in Orion
- Customer found in Orion, not in CACHE
- Customer open in CACHE, closed in Orion
- Customer open in Orion, closed in CACHE
- Duplicate customer in Orion

### **Report use:**

The report is used for the identification of customer data exceptions, to support data quality activities and remediation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR003	U-0770A	7 Years

## **CIMS013 Hierarchy Mismatch of Child to Parent Entity report**

<b>Overview</b>	This report will display instances where the parent entity for a customer differs between CACHE and Orion (e.g. where Legal entity X is associated to Group A in CACHE, but Group B in Orion)
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

##### Child Entity

- C/C The Cost Centre of the Child Customer
- Mgr The Manager Set/Officer Code 1 of the Child Customer
- Child Name The name of the entity which will have its respective parent entities matched
- Child Tie The tiebreaker associated with the entity
- Level (Child) The level of hierarchy at which the child is located

##### CACHE Parent details

- Parent Name The name of the CACHE parent entity
- Tie (Parent) The tiebreaker associated with the parent (according to CACHE)
- Level (Parent) The hierarchy level at which the parent sits (according to CACHE)

##### Orion Parent details

- Parent Name The name of the Orion parent entity
- Tie (Parent) The tiebreaker associated with the parent (according to Orion)
- Level (Parent) The hierarchy level at which the parent sits (according to Orion)

**Report totals** Total Number of Child to Parent Mismatches

### **Report use:**

The report is used to identify hierarchy mismatch issues (child to parent) between CACHE & Orion, to support data quality activities and remediation

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR023	U-0770A	7 Years



## **CIMS014 Hierarchy Mismatch of Account to Parent Entity report**

<b>Overview</b>	This report will display where mismatches of Parent entities for Accounts exist
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

##### Account details

- C/C The Cost Centre of the Orion Account
- Mgr The Manager Set/Officer Code 1 of the Orion Account
- Account The account number and the product type (DDA/LA) of the account
- SubProd The sub-product associated with the account
- Short Name The short name associated with the account

##### CACHE Parent

- Parent Name The name of the parent
- Tiebreaker The tiebreaker associated with the respective parent entity
- Level The hierarchy level of the respective parent entity

##### Orion Parent

- Parent Name The name of the parent
- Tiebreaker The tiebreaker associated with the respective parent entity
- Level The hierarchy level of the respective parent entity

**Report Totals** Total Number of Account to Parent Mismatches

### **Report use:**

The report is used to identify hierarchy mismatches (account to parent) i.e. where for a specific account, the stated parent entity differs between CACHE and Orion

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR023	U-0770A	7 Years

## **CIMS015 CACHE Account Exceptions report**

<b>Overview</b>	This report will display accounts with the following exceptions: <ul style="list-style-type: none"><li>• Mismatch of manager set</li><li>• No parent link</li></ul>
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

- C/C The Cost Centre of the Group Parent. If no Group exists, the account C/C will be displayed here
- Group Parent Name The Group name of the customer
- Group Tie The tiebreaker associated with the group from which the account belongs to
- Account The child account which is being matched to respective parent entities
- Sub product The sub product type associated with the account
- Account Mgr The Manager set/ Officer Code 1 of the associated account
- Short Name This is the short name of the corresponding account
- Message The error message being reported for the particular account

#### **Summary of Exceptions (totals)**

- Mismatch of Manager Set Total count of mismatched manager sets between account and group parent
- No Parent Links Total count where accounts have no parents and exist alone

### **Report use**

Business Use – For correcting the listed CACHE account data exceptions

Technology Use – For ad-hoc queries, investigation and incident management

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR022	U-0770A	7 Years

## **CIMS016 CACHE Customer Exceptions report**

<b>Overview</b>	This report will display customers with the following exceptions: <ul style="list-style-type: none"><li>- Group has no child entities</li><li>- Customer has no parent entities</li><li>- Mismatch of manager sets</li></ul>
<b>When issued:</b>	Last Saturday of every month
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Information per exception:**

- C/C The Cost Centre of the Group Parent. If no Group exists, the Customer C/C will be displayed here.
- Mgr The Manager Set/Officer Code 1 of the Group Parent. If no Group exists, use the Customer Manager set
- Group Customer The name of the Group Customer
- Group Tie The tiebreaker that belongs to the group customer
- Customer Name This is the name of the customer which will have an exception reported on
- Tie The tiebreaker associated with the customer name.
- Mgr Same as the aforementioned C/C, but for the group (should be the same)
- Level The hierarchy level at which the customer belongs to.
- Message The exception message being reported

#### Summary of Exceptions:

- Count of customers with no child entities
- Count of customers with no parent entities
- Count of customers that have a mismatch of Manager Set to their group parent.

### **Report use:**

The report is used to identify CACHE customer data exceptions, and supports data quality and remediation activities.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR022	U-0770	7 Years

## **CIMS020 Facility Arrangement Maintenance by Technology**

<b>Overview</b>	<p>This report tracks changes and amendments made by technology users to Facility Arrangements in Orion</p> <p>Note: this report was previously known as CIMS005, however the report name was changed as it shared the same report ID as <i>CIMS005 Account exceptions</i>.</p>
<b>When issued:</b>	Daily (an empty report is issued if no data exists)
<b>Target area (if any):</b>	Application Support/ Technology

### **Report use:**

The report is used to identify changes made to facility arrangements in Orion. It is actively reviewed as a detective control

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMSIL02	U-0770A	Not specified

## **CIMS022 ORION ATO ABN/TFN Exception Reporting**

<b>Overview</b>	This report will detail the Customers that were not found in Orion, therefore no ABN and/or TFN corrections from QTFN or AIIR Return file processing for these Customers in Orion
<b>When issued:</b>	Ad hoc – After QTFN or AIIR Automatic Return File processing.
<b>Target area (if any):</b>	Data quality/ Application Support

### **Report fields:**

- Cost Centre                      The Cost Centre the Customer belongs to. As held on the CACHE database.
- Customer Name                Name of Organisation or Individual. As held on the CACHE database.
- Tie                                The tiebreaker number associated with the customer name.
- Customer Number            Unique Customer Identifier. As held on CACHE database CUSE screen.
- Message                        Reason for reporting. I.e. CUST NOT FOUND – displayed when no Customer match is found between CACHE and ORION

### **Report use:**

The report is used by Global Data Quality Team to correct exceptions between CACHE and Orion and for audit purposes. Process documentation is maintained by the responsible area

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR022	U-0770	7 Years

## **CIMS023 ABHT Update Exception**

<b>Overview</b>	The report lists any exceptions which have occurred when updating the Account Balance History Table in Orion, this table is utilised when calculating accruals for the commitment fee
<b>When issued:</b>	Daily (an empty report is issued if no exception exists)
<b>Target area (if any):</b>	Application Support

### **Report fields:**

- Account
- Sub-product
- Message

### **Report use:**

The report may be used for investigation of technical issues pertaining to calculation of Commitment fees in Orion

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMCA023	U-0770A	Not specified

## **CIMS027 Facility Arrangement Line Fee Collected**

<b>Overview</b>	The report lists Line fees charged for Facility Arrangement. All variables used in the fee calculation are included.
<b>When issued:</b>	Daily (when a line fee is charged)
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields:**

- Arrangement ID
- Arrangement Name
- Fee type (line fee)
- Charge Basis
- Pro-rata (Y/N)
- Nominated date
- Charge Account
- Remarks

### **Fee Calculation**

- Calculated Arrangement Limit
- Calculated line %
- Calculated Start date
- Calculated End date
- Number of days
- Next charge date
- Calculated amount
- Remarks

### **Report use:**

The report is for reference purposes, and details when and how a Facility Arrangement line fee is calculated in Orion. Note that the Orion Action Log prompts users prior and post charging a facility arrangement line fee. The CIMS027 report is available to further detail the fee.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMSIL02	U-0770A	Not specified

## **CIMS028 Facility Arrangement Commitment Fee Collected**

<b>Overview</b>	The report lists Facility Arrangement Commitment Fee charged on the preceding day. It includes details of the fee and the variables used in the calculation of the fee.
<b>When issued:</b>	Daily (a null report is generated if no commitment fees are collected)
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

#### Commitment Fee details:

- Arrangement Id
- Arrangement Name
- Fee Type
- Pro-rata indicator
- Next Charge Date
- Nominated Account for Fees

#### Variables used in Fee Calculation

- Documented Arrangement Limit for the fee cycle period
- Aggregated Drawn Balance for the fee cycle period
- Drawn Fee %pa rate by date, to include any fee rate changes for the fee cycle period
- Undrawn Fee %pa rate by date, to include any fee rate changes for the fee cycle period
- Aggregated Undrawn Balance for the fee cycle period
- Fee Start Date for each fee rate, documented arrangement limit or aggregated drawn/undrawn balance
- Fee End Date for each fee rate, documented arrangement limit or aggregated drawn/undrawn balance
- No of Days for each fee period
- Drawn Fee amount for each fee period
- Undrawn Fee amount for each fee period
- Total Drawn Fee amount for the entire fee cycle period
- Total Undrawn Fee amount for the entire fee cycle period
- Total Commitment Fee amount charged for the cycle

Note: The report will not include commitment fees (including pro-rata) waived.

### **Report use:**

The report is for reference purposes and details when and how a Facility Arrangement Commitment fee is calculated in Orion. Note that the Orion Action Log also informs users about these fees. The CIMS028 report is available to provide further detail about the fee.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJSIL02	U-0770A	Not specified



## **CIMS029 Facility Arrangement Fee Report**

<b>Overview</b>	This report lists all Facility Arrangements due to have fees charged within the next month.
<b>When issued:</b>	Monthly (last business day)
<b>Target area (if any):</b>	Frontline/ Operations

### **Report fields**

- Arrangement ID
- Arrangement Name
- Fee type, i.e.
  - Line fee
  - Commitment fee
- Charge Basis, i.e.
  - Arrears
  - Advance
- Pro-rata (Y/N)
- Nominated date
- Charge Account
- Remarks

### **Report use:**

The report is for reference purposes and details when Facility Arrangement Line or Commitment fee will be charged. Note that the Orion Action Log also informs users about these fees.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR029	U-0770A	Not specified

## **CIMS041 – Data Synchronisation Report**

<b>Overview</b>	<p>This report lists all changes made to customer and account information <b>in Orion</b> as a result of a data synchronisation batch job.</p> <p><i>A Data Synchronisation batch is run to resolve mismatches between the CACHE and Orion databases.</i></p> <p><i>Note that a separate report XP5270 is generated for changes made to CACHE</i></p>
<b>When issued:</b>	Post execution of a Data Synchronisation batch
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Customer identifying info**

- Manager Set/ Cost Centre/ Group name
- Customer name/ Account name
- Tie

#### **Account identifying info**

- Product code/ Sub product/ Account number

#### **Attribute - name of data item/field updated**

##### **Source**

- System
- Database field
- Value prior
- Value post

##### **Target**

- System
- Database field
- Value prior
- Value post

### **Report use:**

The report serves as an audit log of changes made as part of a CACHE/ Orion data synchronisation batch run. It can be used to verify or investigate changes made by the batch if required.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR046	U-0770A	7 years

## **CIMS042 – Data Synchronisation Exception Report**

<b>Overview</b>	<p>This report lists issues encountered during the data synchronisation batch job which prevents the update of data for specified customers or accounts. This report captures errors originating <b>in Orion</b></p> <p><i>A Data synchronisation batch is run to resolve mismatches between the CACHE and Orion databases.</i></p> <p><i>Note that a separate report, XP5271, is generated for issues originating in CACHE</i></p>
<b>When issued:</b>	Post execution of a Data Synchronisation batch
<b>Target area (if any):</b>	Data quality

### **Report fields:**

#### **Customer/ Account identifying info**

- Manager Set/ Cost Centre/ Group name
- Customer name/ Account name
- Tie
- Account number
- Exception message, *for example*:
  - Sub-prod not valid for debit interest
  - Account credit interest details not found
  - Customer not found in credit rating table
  - Account other details not found in Orion

### **Report use:**

The report can be used to investigate issues that occur during data synchronisations

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR046	U-0770A	7 years

## **CIMJR115 – Quarterly Accounts Dummy Data**

<b>Overview</b>	The report lists accounts which are potentially dummy accounts, data is extracted based on defined search criteria
<b>When issued:</b>	Quarterly
<b>Target area (if any):</b>	Production Governance – Business Systems

### **Report fields:**

- Manager Set
- Account number
- Product & sub-product code
- SNC
- Account short name
- Mail Title 1
- Mail Title 2
- Group name
- Update Date
- Last updated by
- Updated by Login ID
- Address
- Account close timestamp

### **Report use:**

The report is used to monitor test/dummy accounts in Orion

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR115	U-0770A	Not specified

## **CIMJR116 – Quarterly Customer Dummy Data**

<b>Overview</b>	The report lists customers which are potentially dummy customers, data is extracted based on defined search criteria
<b>When issued:</b>	Quarterly
<b>Target area (if any):</b>	Production Governance, Business Systems

### **Report fields:**

- Manager Set
- Customer name 1
- Customer name 2
- CACHE Customer number
- SNC
- H (Hierarchy level)
- Update Date
- Last updated by
- Updated by Login ID
- Address

### **Report use:**

The report is used to monitor potential dummy customers in Orion

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CIMJR116	U-0770A	Not specified

# Other Support & Technical Reports

The following reports itemise daily transactions from CTM (Core Transaction Management) to CACHE:

CMMAD200	- CTM/Delivery Value transactions to Hogan Commercial DDA daily totals
CMMAD220	- CTM/Delivery Non-Value transactions to Hogan Commercial DDA daily totals
CMMAT200	- CTM/Delivery Value transactions to Hogan Commercial TDA daily totals
CMMAT220	- CTM/Delivery Non-Value transactions to Hogan Commercial TDA daily totals

The following reports are reconciliation user reports used as part of system balancing by the CACHE/Orion support team.

S10	- CACHE / DDA BAL COM AND PCD5501 MERGE
S20	- CACHE / DDA ACCOUNTS OUT OF BALANCE
S30	- COMPARE CR0097 TO CR5149 CONTROL ACCOUNT
S40	- COMPARE CR0097 TO CR5149 INT MOVEMENTS
S50	- INTERIM MATCHING REPORT
S60	- CACHE BALANCE COMPARE DRILLDOWN

## **CMMAD200: CTM/Delivery Transactions, DDA VALUE Totals**

<b>Overview</b>	<p>This is a summary report of DDA Value transactions from CTM; it reports the:</p> <ul style="list-style-type: none"><li>• number of items, and</li><li>• value of transactions</li></ul> <p>for all credit and debit transactions sent from CTM to CACHE</p> <p><i>Full Title of report:</i> <i>Convert CTM/Delivery Value Transactions to Hogan Commercial DDA (X71340)</i></p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report structure**

	Accumulated Daily Totals	Total For This Run	Input Total Control Record
• Credit Item Total			
• Credit Amount Total			
• Debit item Total			
• Debit Amount Total			

### **Report use**

The report is for reference purposes and may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAD200	U-0712	1 Year

## **CMMAD220: CTM/Delivery Transactions, DDA NON-VALUE Totals**

<b>Overview</b>	<p>This is a summary report of the number of non-value items for DDA accounts sent from CTM to CACHE.</p> <p><i>Full Title of Report:</i> <i>Convert CTM/Deliver Transaction to Hogan Format Commercial DDA, Non-value (X71340)</i></p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields**

	Accumulated Daily Totals	Total For This Run	Input Total Control Record
• Non-Value Item Total			

### **Report use:**

The report is for reference purposes and may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAD220	U-0712	1 Year



## **CMMAT200: CTM/ Delivery Transactions, TDA VALUE Totals**

<b>Overview</b>	<p>This is a summary report of TDA(Term deposit) Value transactions from CTM; it reports the:</p> <ul style="list-style-type: none"><li>• number of items, and</li><li>• value of transactions</li></ul> <p>for all credit and debit transactions on TDA accounts sent from CTM to CACHE</p> <p><i>Full title of report:</i> <i>Convert CTM/ Delivery Transaction to Hogan Format Commercial TDA, Value (X71340)</i></p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Technology/ Application Support

### **Report structure:**

	Accumulated Daily Totals	Total For This Run	Input Total Control Record
• Credit Item Total			
• Credit Amount Total			
• Debit item Total			
• Debit Amount Total			

### **Report use:**

The report is for reference purposes, it may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAT200	U-0712	1 Year

## **CMMAT220: CTM/Delivery Transactions, TDA NON-VALUE Totals**

<b>Overview</b>	<p>This is a summary report of the number of non-value items sent from CTM to CACHE for term deposit accounts (TDA) only.</p> <p><i>Full title of report:</i> <i>Convert CTM/ Delivery Transaction to Hogan Format Commercial TDA Non-Value (X71340)</i></p>
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report structure**

	Accumulated Daily Totals	Total For This Run	Input Total Control Record
• Non-Value Item Total			

### **Report use:**

The report is for reference & information purposes, it may be used for ad-hoc queries, investigation and incident management.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
CMMAT220	U-0712	1 Year

## **S10: Reconciliation - CACHE/ DDA Balance Compare & PCD5501 Merge**

<b>Overview</b>	The report compares account balances between CACHE & General Ledger accounts
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields**

- Account No
- Branch No
- Run Date
- Short Name
- Bal Comp – CACHE Acct Bal
- Bal Comp – GL Acct Bal
- Bal Comp - Amt Diff
- Report Name

### **Report Totals**

There are no total or sub totals within this report.

### **Report use:**

This report may be used for reconciliation purposes to investigate or validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified

## **S20: Reconciliation - CACHE / DDA Accounts Out of Balance**

<b>Overview</b>	
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields :**

#### **Per account**

- Branch No
- Account No
- Short description
- Bal Comp – CACHE Acct Bal
- Bal Comp – GL Acct Bal
- Bal Comp - Amt Diff
- Report Name

#### **Totals**

- Bal Comp – CACHE Acct Bal
- Bal Comp – GL Acct Bal
- Bal Comp - Amt Diff

### **Report use:**

This report is for use by the CACHE/Orion Support team when they validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified

## **S30: Reconciliation - Compare CR0097 to CR5149 Control Account**

<b>Overview</b>	
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields**

- GL Acct Key
- DDA Acct Number
- Sub Product Code
- Cost Centre
- S/O Ind
- CR0097 Amount
- CR0097 OD 020000 Amount
- CR5149 Amount
- Difference
- OD 020000 Difference
- OD 013100 Difference

### **Report Totals**

- CR0097 Amount
- CR0097 OD 020000 Amount
- CR5149 Amount
- Difference
- OD 020000 Difference
- OD 013100 Difference

### **Report use:**

This report is for use by the CACHE/Orion Support team when they validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified

## **S40: Reconciliation - Compare CR0097 to CR5149 Int Movements**

<b>Overview</b>	
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields :**

- GL Int Key
- Account Number
- Sub Product Code
- Cost Centre
- Eff Date
- CR0097 Interest
- CR5159 Interest Movement
- Difference

### **Report Totals**

- CR0097 Interest
- CR5159 Interest Movement
- Difference

### **Report use:**

This report is for use by the CACHE/Orion Support team when they validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified

## **S50: Reconciliation - Interim Matching Report**

<b>Overview</b>	
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields**

- GL Int Key
- GL Acct Number
- DDA Acct Number
- Sub Product Code
- Branch Centre
- S/O Ind
- Short Name
- GL Interface Amount
- CACHE Amount
- Difference

### **Report Totals**

- GL Interface Amount
- CACHE Amount
- Difference

### **Report use:**

This report is for use by the CACHE/Orion Support team when they validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified

## **S60: Reconciliation - CACHE Balance Compare Drilldown**

<b>Overview</b>	
<b>When issued:</b>	Daily
<b>Target area (if any):</b>	Application Support/ Technology

### **Report fields:**

- GL Int Key
- Cost Centre
- GL Acct Number
- DDA Acct Number
- Sub Product Code
- S/O Ind
- Short Name
- GL Interface Amount
- CACHE Amount
- Difference

### **Report Totals**

- GL Interface Amount
- CACHE Amount
- Difference

### **Report use:**

This report is for use by the CACHE/Orion Support team when they validate the system balancing of the CACHE system.

<b>Control D Information</b>		
<b>Job name</b>	<b>Primary User destination:</b>	<b>Retention period</b>
COBACR02	U-0770	Not specified