


Quick reference – IFTI-E single report data entry guide for reporting ISO 20022 messages

This guide provides information on how to report ISO 20022 pacs.008 and pacs.009 format messages through AUSTRAC Online (AO) using the single report data entry method. Further information on using the single report data entry reporting method can be found in the AO User Guide in AUSTRAC Online or on the AUSTRAC website.

Disclaimer: The information contained in this document is intended to provide only a summary and general overview on these matters. It is not intended to be comprehensive. It does not constitute nor should it be treated as legal advice or opinions. The Commonwealth accepts no liability for any loss as a result of reliance on this publication. AUSTRAC recommends that independent professional advice be sought. The information contained herein is current at the date of this document. AUSTRAC reserves the right to make further adjustments.

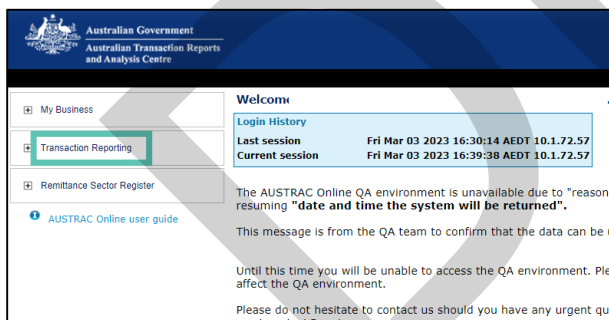
1. Navigate to <https://online.austrac.gov.au/ao/login.seam> and enter your **User/Email address** and **Password**. Select **Login**.



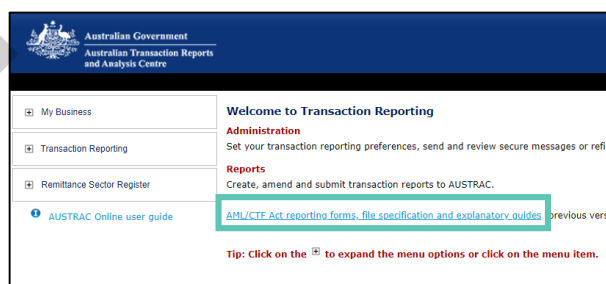
Support information

If you have not yet been set up as a user in AO, or you are not sure, please contact the AUSTRAC Contact Centre on contact@austrac.gov.au or call 1300 021 037.

2. Select **Transaction Reporting**.



3. Select the hyperlink highlighted below to view the complete IFTI-E reporting guidance.

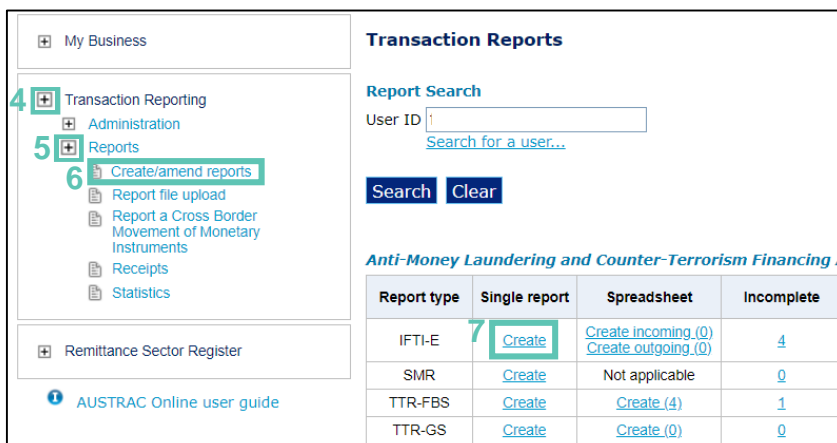


4. From the menu, select **+** to expand the Transaction Reporting menu.

5. Select **+** to expand Reports.

6. Select **Create/amend reports**.

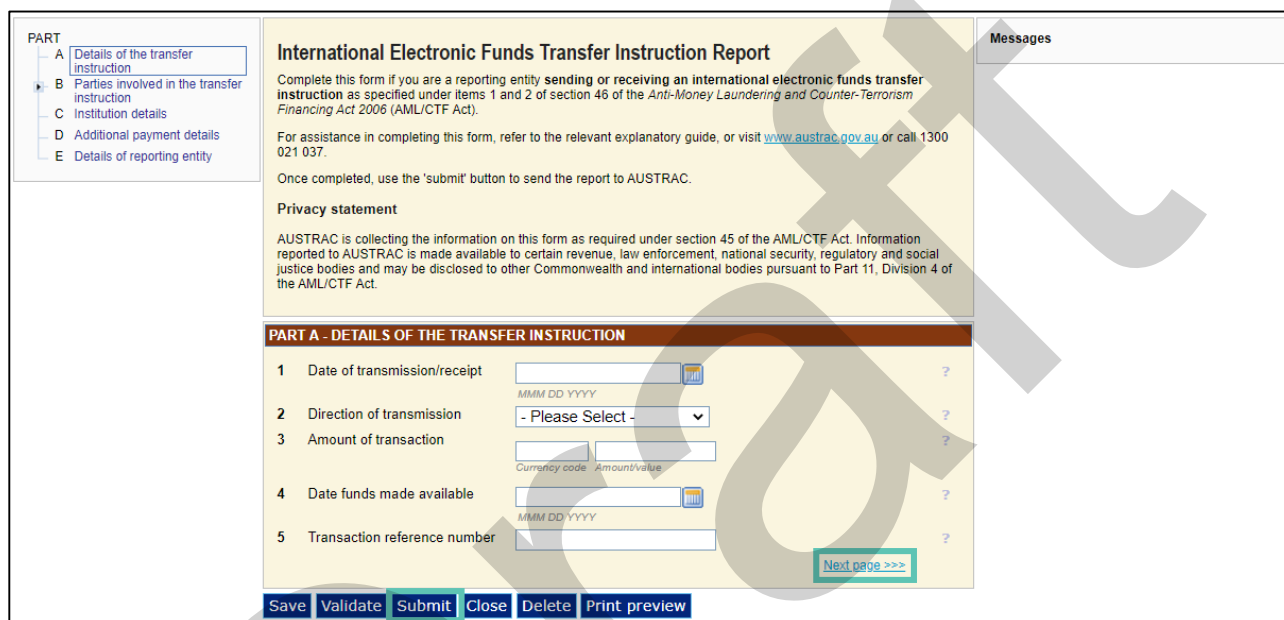
7. Select **Create** to commence a single IFTI-E report.



| Report type | Single report | Spreadsheet | Incomplete |
|-------------|------------------------|--|------------|
| IFTI-E | Create | Create incoming (0) Create outgoing (0) | 4 |
| SMR | Create | Not applicable | 0 |
| TTR-FBS | Create | Create (4) | 1 |
| TTR-GS | Create | Create (0) | 0 |

Important: Only complete the report if the received or sent ISO 20022 pacs.008 or pacs.009 message is a reportable international funds transfer instruction.

8. Complete Parts A-E of the report. Select **Next page >>>** to navigate through the report and select **Submit** when you have finished. There is on screen guidance by hovering over '?', in addition to the information in the below table which explains each of the form fields.



| Form Field | Guidance |
|---|--|
| PART A – DETAILS OF THE TRANSFER INSTRUCTION | |
| 1 Date of transmission/receipt | Date portion of system timestamp of when the instruction was sent or received. |
| 2 Direction of transmission | <p>Incoming when the instructing agent's country is not Australia and your business is the instructed agent and is in Australia.</p> <p>Outgoing when your business is the instructing agent and is in Australia and the instructed agent's country is not Australia.</p> <p>Any other combination indicates the funds transfer instruction is domestic or does not involve Australia.</p> |
| 3 Amount of transaction | |
| Currency code | Currency code (<Ccy>) |
| Amount/value | Interbank settlement amount (<TtlIntrBkSttlmAmt>) |
| 4 Date funds made available | <p>Date of instruction or future date for when the funds will be made available to the creditor</p> <p>Interbank settlement date (<IntrBkSttlmDt>)</p> |
| 5 Transaction reference number | Instruction Identification (<PmtId><InstrId>) |

| Form Field | Guidance |
|--|---|
| PART B – PARTIES INVOLVED IN THE TRANSFER INSTRUCTION | |
| Payer (person/organisation requesting the funds to be transferred) | Debtor (<Dbtr>) – enter as Payer 1 (<i>Mandatory</i>) Ultimate debtor (<UltmtDbtr>) – enter as Payer 2 (<i>Optional</i>) <i>To add extra payers (debtors), click “Add payer”.</i> |
| 6 Full name | Name (...<Nm>) |
| 7 Date and place of birth | |
| Date of birth | Birth date (...<Id><Prvid><DtAndPlcOfBirth><BirthDt>) |
| Town, city or locality | City of birth (...<Id><Prvid><DtAndPlcOfBirth><CityOfBirth>) |
| Country | Country of birth (...<Id><Prvid><DtAndPlcOfBirth><CtryOfBirth>) |
| 8 Business/residential address (cannot be a post box address) | Postal address (...<PstlAdr>) or address line (...<AdrLine>) <i>Address will need to be completed as per the form fields</i> |
| Full street address | |
| City/town/suburb | |
| State | |
| Postcode | |
| Country | |
| 9 Account details | Debtor account (<DbtrAcct>) |
| BSB (if applicable) | other (...<Id><Other><Id>) <i>Enter BSB portion of the account number if it contains a BSB</i> |
| Account number | IBAN (...<Id><IBAN>); or other (...<Id><Other><Id>) <i>Enter the account number portion (i.e. exclude the BSB if the account number contains a BSB)</i> |
| 10 Government issued identification information | |
| ABN | Organisation identification (other identification), if an ABN, ACN or ARBN is present in the ISO 20022 message (...<Id><OrgId><Othr>) |
| ACN | |
| ARBN | |
| and/or documentation | |
| ID type | Organisation identification LEI (...<LEI>) or Private identification (other identification) (...<Id><PrvtId><Othr>) <i>Enter as set out in the form</i> |
| ID number | |
| Issuer | |
| Country of issue | |
| | |

| Form Field | Guidance |
|---|---|
| PART B – CONTINUED | |
| 11 Customer identification number (allocated by the ordering institution) | The customer number of the debtor or ultimate debtor, if they are your customer |
| Payee (person/organisation receiving the funds) | Creditor (<Cdtr>) – enter as Payee 1 (<i>Mandatory</i>) Ultimate creditor (<UltmtCdtr>) – enter as Payee 2 (<i>Optional</i>) <i>To add extra payees (creditors), click “Add payee”.</i> |
| 12 Full name | Name (...<Nm>) |
| 13 Business/residential address (cannot be a post box address) | Postal address (...<PstlAdr>) or address line (...<AdrLine>) <i>Address will need to be completed as per the form fields</i> |
| Full street address | |
| City/town/suburb | |
| State | |
| Postcode | |
| Country | |
| 14 Account details | Creditor account (<CdtrAcct>) |
| BSB (if applicable) | other (...<Id><Other><Id>) <i>Enter BSB portion of the account number if it contains a BSB</i> |
| Account number | IBAN (...<Id><IBAN>); or other (...<Id><Other><Id>) <i>Enter the account number portion (i.e. exclude the BSB if the account number contains a BSB)</i> |
| 15 Any unique identification information | |
| ID type | Organisation identification (...<Id><OrgId>) or Private identification (other identification) (...<Id><PrvtId><Othr>) <i>Enter as set out in the form</i> |
| ID number | |
| Issuer | |
| Country of issue | |

| Form Field | Guidance |
|---|---|
| PART C – INSTITUTION DETAILS | |
| 16 Ordering institution's details | Debtor agent (<DbtrAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | <i>Not required if BICFI provided</i> |
| City | <i>Not required if BICFI provided</i> |
| Country | <i>Not required if BICFI provided</i> |
| 17 Initiating branch/department details (if different to question 16) | |
| Name | <i>Lookup the BIC and enter the branch name details of the debtor agent</i> |
| BSB or other identifier | |
| 18 Sending institution's details (if different to question 16) | Instructing agent (<InstgAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | <i>Not required if BICFI provided</i> |
| City | <i>Not required if BICFI provided</i> |
| Country | <i>Not required if BICFI provided</i> |
| 19 Branch/department details (if different to question 17) | |
| Name | <i>Lookup the BIC and enter the branch name details of the debtor agent</i> |
| BSB or other identifier | |
| 20 Sender's correspondent details | Instructing reimbursement agent (<InstgRmbrsmntAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | <i>Not required if BICFI provided</i> |
| City | <i>Not required if BICFI provided</i> |
| Country | <i>Not required if BICFI provided</i> |
| 21 Beneficiary institution's details | Creditor agent (<CdtrAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | <i>Not required if BICFI provided</i> |
| City | <i>Not required if BICFI provided</i> |
| Country | <i>Not required if BICFI provided</i> |



| Form Field | Guidance |
|---|---|
| 22 Branch/department where the funds will be made available (if different to question 21) | |
| Name | Lookup the BIC and enter the branch name details of the creditor agent |
| BSB or other identifier | |
| 23 Receiving institution's details | Instructed agent (<InstdAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | Not required if BICFI provided |
| City | Not required if BICFI provided |
| Country | Not required if BICFI provided |
| 24 Receiver's correspondent details | Instructed reimbursement agent (<InstdRmbrsmntAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | Not required if BICFI provided |
| City | Not required if BICFI provided |
| Country | Not required if BICFI provided |
| PART D – ADDITIONAL PAYMENT DETAILS | |
| 25 Details of payment (e.g. payer to payee information) | Purpose (<Purp>) <u>Optional</u> information that can be entered into this field below. Use pipe delimiters () between each additional information: <ul style="list-style-type: none"> Remittance information (<RmtInf>) Category purpose (<CtgyPurp>) |
| 26 Account through which beneficiary institution will be reimbursed | Third reimbursement agent (<ThrdRmbrsmntAgt>) |
| BIC; or | BICFI (...<BICFI>) |
| Name of institution | Not required if BICFI provided |
| City | Not required if BICFI provided |
| Country | Not required if BICFI provided |
| BSB | other (<ThrdRmbrsmntAgtAcct><Id><Other><Id>) Enter BSB portion of the account number if it contains a BSB |
| Account number | IBAN (<ThrdRmbrsmntAgtAcct><Id><IBAN>); or other (<ThrdRmbrsmntAgtAcct>...<Id><Other><Id>) Enter the account number portion (i.e. exclude the BSB if the account number contains a BSB) |



| Form Field | Guidance |
|--|--|
| PART D – CONTINUED | |
| 27 Ordering institution to beneficiary institution information or directions | <p>Instruction information (<InstrForCdtrAgt><InstrCd>) and (<InstrForCdtrAgt><InstrInf>)</p> <p><u>Optional</u> information that can be entered into this field below. Use pipe delimiters () between each additional information :</p> <ul style="list-style-type: none"> • Initiating party <InitgPty> • Previous instructing agent(s) <PrvsInstgAgt1/FinInstnId> and <PrvsInstgAgt2/FinInstnId> and <PrvsInstgAgt2/FinInstnId> |
| PART E – DETAILS OF THE REPORTING ENTITY | |
| 28 Name of reporting entity | Pre-populated with the business account details associated with your AUSTRAC Online user ID. |
| 29 Details of the person completing this report | Pre-populated with details associated with your user ID. Can be modified. |
| Given names and family name | |
| Job title | |
| Phone | |
| Email | |
| 30 Date (of report) | Pre-populated with the date the report was created. |