RPT Review Workbench

USER GUIDE

A plain-English guide to reviewing related party transactions.

The RPT Review Workbench helps you record related party transactions and see, at a glance, which ones need closer attention or Board approval. You enter your figures once, and the tool does the assessment for you — the same figures always give the same result.

Opening and unlocking

1. Open the file in **Chrome** or **Edge** (just double-click it).
2. Type your **passphrase** and select **Unlock**. The passphrase is given to you separately and is never stored in the file.
3. Each copy works for **90 days**. The bar at the top shows how much time is left. When it expires, ask for a fresh copy.

The workflow, step by step

The tool is organised as numbered pages along the top. In practice you move through five stages:

1. **Setup.** Enter your institution's name, its capital, total assets, income and profit, and your single and aggregate related-party limits. These are the yardsticks everything is measured against.
2. **Register.** Add each related party and choose how they are related — director, group company, connected supplier, close family, and so on.
3. **Transactions.** Record each related-party transaction: its value, how it was priced, when and how it was approved, and the evidence held. *(You can also load these from Excel — see over the page.)*
4. **See the results.** The tool scores every transaction across Materiality, Aggregation, Red flags, Prudential impact and Governance, and highlights anything approved at too low a level.
5. **Report.** Open the **Dashboard** for charts, the **Board lens** for a board-ready summary, and **Report** for a written review. Export to Excel, Word or PDF from the **Outputs** page.

> **You don't have to finish in one sitting.**
> Your work is saved automatically as you go, so you can close the file and pick up later on the same computer.

Loading data from Excel — the quick way

If you have many transactions, you can load them in one step from the **Register** page:

1. Select **Download Excel template**. A colour-coded workbook opens with three sheets: a **Read me** guide, **Related parties**, and **Transactions**.
2. Fill in the rows — or paste them straight from your core banking system. The Read me sheet shows where each figure usually comes from. Delete the amber **EXAMPLE** row before saving.
3. Select **Import from Excel** and choose your file. Parties and transactions load together; any new names are added for you to classify on the Register page.

> **Colour cues on the template.**
> Column headers are shaded by importance — the tool needs the darker ones, the lighter ones simply add detail. Drop-down lists keep your entries consistent.

Saving, privacy and access

- Your work is saved automatically **in your browser, in encrypted form**. It stays on this computer only — nothing is sent anywhere.
- Because it is tied to this browser, return to your work on the **same computer and browser**. Clearing your browser data will remove it.
- Use the **Save / export** buttons on the Outputs page to keep a copy you can share or move to another machine.
- A **Lock** button (bottom-right) locks the screen when you step away; it also locks itself after a spell of inactivity.

Good to know

- Works fully **offline** — no internet connection is needed.
- Best viewed in **Chrome** or **Edge**.
- The assessment is **rule-based and consistent**; no artificial intelligence is involved.
- The tags **L1–L4** show how high approval should reach — L1 delegated management, L2 Board committee, L3 full Board, L4 Board plus disclosure. **Red** means attention needed, **amber** caution, **green** fine.

Questions? Contact your tool administrator. · Prepared by Dr. Sunando Roy — a deterministic, rule-based supervisory tool.