Racing Queensland

Daily Submission Instructions for Wagering Service Providers with Turnover in excess of $5 million

Version 2.0:   11 June 2019

1. Summary

Authorised Operators that have turnover that exceeded $5 million for the previous Financial Year or turnover that is expected to exceed $5 million in the current Financial Year are required to submit data daily in accordance with the General Conditions for use of Queensland Race Information (the **Conditions**).

This document details the procedure to follow when submitting data.

The submission procedures and mechanisms are designed to easily integrate with the current submission templates and periods, to ease the process of transition. As such, daily data should contain all transactions for the current closed-off day (if practical), or the previous closed off day if submitted before 3:00AM. Monthly data should contain closed off data for the month (for those operators who also submit monthly).

If you have any questions, please contact wagering@racingqueensland.com.au.

2. Submission Technical Requirements/Process

- Data is to be submitted daily via File Transfer Protocol (FTP).
- File formats can be CSV, XLS, or XLSX. RQ will provide the operator with an example XLSX template. Column headings (including spaces, underscores etc.) must be exact as per the template. Any changes to the headings will cause the file to be rejected.
- The file submitted will need to include the column names.
- RQ will provide the operator with a unique username and password that is to be used when accessing the submission portal.
- It is recommended that an automated process is put in place by the operator, to alleviate the submission process. However, manual submissions will also be allowed (see below).
- Data is to be submitted no later than 3:00AM each day, and should contain an entire closed off day's transactions.
- Data should be for the full previous day (12:00 AM – 11:59 PM), or for the full closed off current day, if submitting before 11:59PM.
- Monthly data should be submitted no later than 11:59 PM on the 5th working day of each month for the previous month. This data contains any corrections to the daily data for the previous month, which will be used as the final value for invoicing. Monthly data contains transactions for all settled dates within the previous month.
- Formats for both Daily and Monthly data files are exactly the same, except for the file name.

- For daily data submissions, the filename should be in the format "YYYYMMDD_Operator Name_Daily". For example, "20180101_ABC_Daily".
- For monthly data submissions, the filename should be in the format "YYYYMMDD_Operator Name_Monthly". For example, "20180101_ABC_Monthly" for January.
- Do not include any special characters or spaces in the filename (however underscores are permitted).
- If a daily submission is missed, simply submit it as soon as possible. If multiple days are missed, either submit a separate file for each day, or a single file containing all the missing data using the latest date as the file name. Multiple files can be submitted at one time.
- The submission system has inbuilt intelligence, and will check the file submitted, and the data. If errors are detected, an email will be sent immediately to the nominated email address provided by the operator, specifying what type of error occurred, and on what row. For example, some of the errors checked will include that column names are correct, text data in numeric fields, incorrect venues submitted, non-existent meetings or races submitted. If you cannot locate the error, or are unsure why the file was rejected, please contact wagering@racingqueensland.com.au.
- For any records related to uncategorised exotics such as Trainers Premierships, Jockey Challenges etc please assign the record as per below:

Event Date	Code	Venue	Race Number
31-07-19	Thoroughbred	Unclassified Exotic QLD	0
31-08-19	Harness	Unclassified Exotic QLD	0
30-06-20	Greyhound	Unclassified Exotic QLD	0
31-07-20	Thoroughbred	Unclassified Exotic QLD	0
31-08-20	Harness	Unclassified Exotic QLD	0
30-06-21	Greyhound	Unclassified Exotic QLD	0

- There is no change to the reporting of any other exotic bets which should be assigned to the appropriate race meeting and venue. ⬚ Operators should not change the submission template format provided by RQ. Doing so will result in the file being rejected, and the operator being notified.
- If errors are detected, the file will not be processed until the errors are corrected.
- Files are processed on average every minute, but this may change (at **RQ**'s discretion).

3. Manual Submission/Resubmission

If there is a need to resubmit a file, after failure, or for any other reason, you can do this manually. In some organisations, FTP transfers are denied for staff, so please confirm with your IT department before attempting this.

- The steps below should be followed in this case:

1. Open a Windows Explorer Window.
2. Select the address bar, and type in: ftp://148.66.136.61/ .
3. You will be prompted for a username/password. Enter the username/password provided to you by RQ. If you do not know this password, please email wagering@racingqueensland.com.au.
4. Copy and paste your file into the Windows explorer window.
5. You can refresh the window (F5) and wait for the file to disappear. Once it has disappeared, it is being processed, and if there are still errors, you will be notified by email.

Please note, email submissions will no longer be accepted by RQ and data must be submitted in accordance with the procedure set out in this document.

4. Technical Details

- **FTP SERVER: 148.66.136.61**
- **USERNAME/PASSWORD: THIS WILL BE PROVIDED BY RQ VIA EMAIL IN DECEMBER PRIOR TO THE COMMENCEMENT OF THE NEW AUTHORITY PERIOD. PLEASE CONTACT WAGERING@RACINGQUEENSLAND.COM.AU IF YOU DO NOT RECEIVE THIS.**