

FX Trades

USER GUIDE

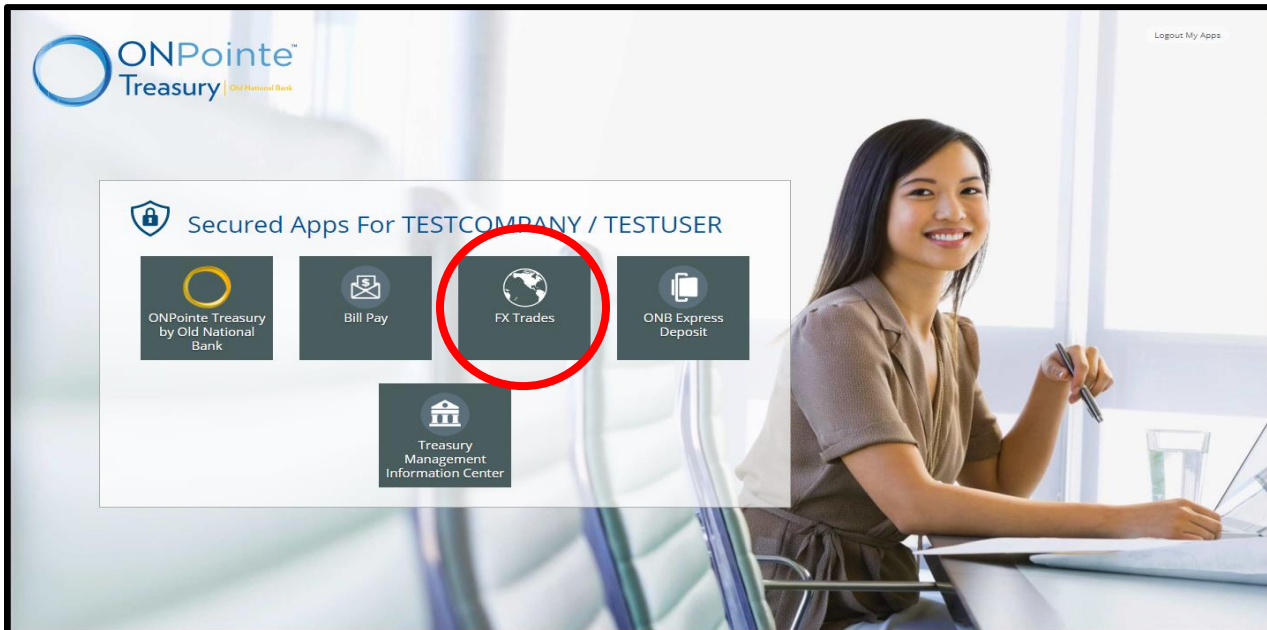
OLD
NATIONAL
BANK

Introduction

Welcome to Old National Bank, FX Trades. FX Trades enables you to receive real-time foreign exchange quotes, book foreign exchange transactions and send wires via the Bank's website in just a few simple steps. This guide provides step-by-step instructions on how to access and use the system. Please contact Old National Bank's Foreign Exchange team with questions at 800-704-3084 or FXOperations@oldnational.com.

Logging On

After login to OnPointe, from the ONPointe Home page, click on the **FX Trades** App.




Note: The Foreign Exchange website supports the use of Microsoft Edge, Mozilla, FireFox and Chrome browsers only. Pop-ups must be enabled.



Foreign Exchange Portal

Home Page

In the FX Portal Home Page, you will see the Quik Quote section and the Recent Trade Activity section.


Welcome!

Last Login: 11/10/2021 05:07 PM ET

Summary
Transactions ▾
Activity
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GREATER


Quik Quote

Do you want to buy or sell a currency Buy ▾

Which currency will you buy * ▾

Amount you will buy * ▭

The currency I will sell is * ▾

The delivery date will be * ▭ 

Cancel
Next

Recent Trade Activity

Transaction ID	Status	Activity	Currency 1	Amount 1	Currency 2	Amount 2	Rate	Value Date	Beneficiary
202131400000047	Awaiting Approval	Buy	CAD	10,000.00	USD	8,182.64	1.2221	11/12/2021	VENDOR 4 CAD
202131400000046	Awaiting Approval	Buy	CAD	10,000.00	USD	8,176.61	1.223	11/12/2021	VENDOR 4 CAD
202131300000040	In Process	Buy	CAD	87.00	USD	71.38	1.2188	11/10/2021	VENDOR 4 CAD
202131400000042	In Process	Buy	GBP	450.00	USD	620.24	1.3783	11/15/2021	VENDOR 10 GBP
202130800000035	Awaiting Settlement	Buy	CNH	1,000,000.00	USD	162,174.43	6.1662	12/31/2021	VENDOR 11 CNH
202129300000029	In Process	Buy	EUR	6,000.00	USD	7,196.40	1.1994	10/25/2021	VENDOR 5 EUR
202129300000030	In Process	Buy	EUR	5,000.00	USD	5,997.00	1.1994	10/25/2021	VENDOR 6 EUR
202128800000023	Awaiting Approval	Buy	EUR	6,000.00	USD	7,077.60	1.1796	10/19/2021	VENDOR 6 EUR

Quote a Trade

Quik Quote allows you to receive an indicative quote for the price to buy or sell a specific currency on a specific date, without booking the transaction. To receive a quote, enter or select values from each drop down, then click Next.

OLD NATIONAL BANK Welcome! Last Login: 12/02/2021 11:40 AM ET

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Quik Quote

Do you want to buy or sell a currency

Which currency will you buy

Amount you will buy

The currency I will sell is

The delivery date will be

An indicative quote will be provided, including foreign exchange rate and USD equivalent.

OLD NATIONAL BANK Welcome! Last Login: 12/02/2021 11:40 AM ET

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Quik Quote

The Quik Quote for your request is 1 USD = 0.8710801 EUR | 1 EUR = 1.1480 USD

You intend to Buy 6,000.00 EUR, and Sell 6,888.00 USD,
With delivery occurring on 12/08/2021

The Quik Quote is an estimate based on the market.

The binding rate is accepted and agreed upon after initiation and authorization of your FX Cash Transaction. Select Build FX Cash to continue.



New Trade

FX Cash

You can continue the transactions using Quik Quote by clicking on Build FX Cash (lower right, blue button). Alternatively, another way to start a new trade from the home page, is to click on FX Cash under the Transactions tab.

Summary Transactions Activity Setup Reports Resources Admin Change Password

FX Cash

Enter trade details

DETAILS BENEFICIARY/AMOUNT NOTES REVIEW/ACCEPT CONFIRMATION

Do you want to buy or sell a currency Buy

Which currency will you buy

The currency I will sell is

From my account

The delivery date will be

The window date will be

Cancel Next

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Single payment

After entering or selecting values on the FX Cash page, if you are sending a single payment, in the Direct (Currency) to Account field, select the beneficiary instructions template from the dropdown. (Please note, beneficiary instructions need to be entered and approved before the payment can be entered. Use "Setup" from the yellow menu bar to enter instructions.) For multiple payments, continue to the Add Additional Payment Section.

OLD NATIONAL BANK Welcome! Last Login: 12/02/2021 11:40 AM ET

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FX Cash

Create or Select Beneficiary and Payments

DETAILS BENEFICIARY/AMOUNT NOTES REVIEW/ACCEPT CONFIRMATION

Buy EUR Sell USD for delivery on 12/08/2021

+ Add Additional Payment

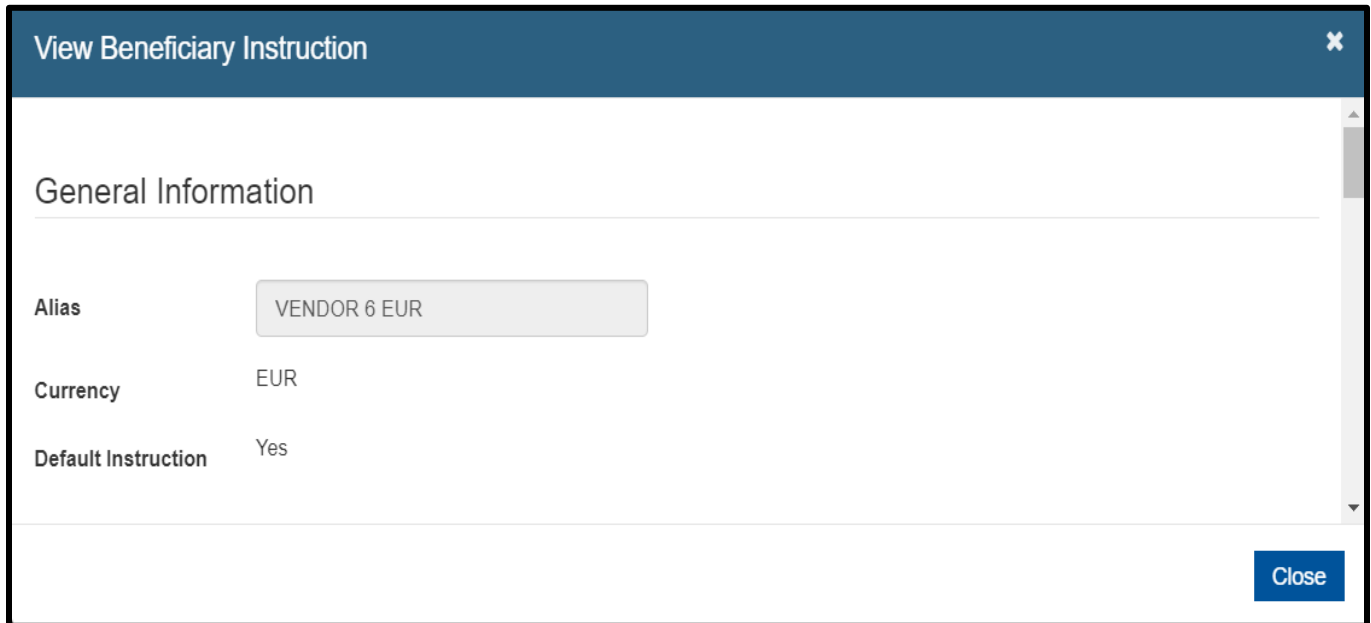
Direct EUR to account *	Amount	6,000
	Total	6,000

Vendor 20 EUR - ES
VENDOR 5 EUR
VENDOR 6 EUR

Cancel Next

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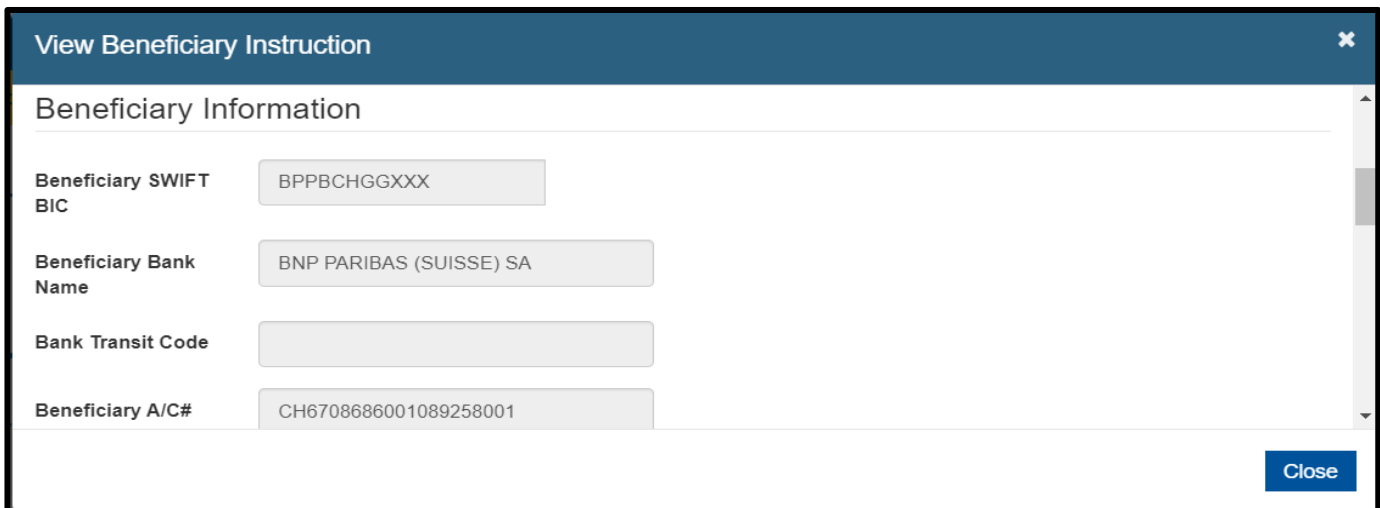
The *i* that appears once you select a Beneficiary will open the View Beneficiary Instruction window for your review of the instructions selected.



The screenshot shows a window titled "View Beneficiary Instruction" with a close button (X) in the top right corner. The main content area is titled "General Information" and contains the following fields:

Alias	VENDOR 6 EUR
Currency	EUR
Default Instruction	Yes

A "Close" button is located in the bottom right corner of the window.



The screenshot shows a window titled "View Beneficiary Instruction" with a close button (X) in the top right corner. The main content area is titled "Beneficiary Information" and contains the following fields:

Beneficiary SWIFT BIC	BPPBCHGGXXX
Beneficiary Bank Name	BNP PARIBAS (SUISSE) SA
Bank Transit Code	
Beneficiary A/C#	CH6708686001089258001

A "Close" button is located in the bottom right corner of the window.

Note, instructions cannot be modified at this point. If you need to modify the instructions, refer to the New Beneficiary Instructions section. To enter a new beneficiary, you need to enter and approve the instructions before initiating a trade.

Follow the steps in the **New Beneficiary Instructions** section to learn more.

To finalize, enter the currency amount and click on Next.



In the Beneficiary Notes fields, enter notes for the beneficiary, i.e., reference/invoice numbers. If beneficiary instruction template already contains notes, you can edit them here. In the My Notes field, enter notes for ONB only. Click on Next to continue.

FX Cash

Beneficiary Notes (optional)

DETAILS
BENEFICIARY/AMOUNT
NOTES
REVIEW/ACCEPT
CONFIRMATION

Buy 6,000.00 EUR, Sell USD for delivery on 12/08/2021

Buy 6,000.00 / direct to VENDOR 6 EUR

Beneficiary Notes (Beneficiary will see)

invoice 123	24 / 35		35 / 35
	35 / 35		35 / 35

My Notes (Beneficiary will not see)

	70 / 70
--	---------

Cancel
Next

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Next, it will show the details of the trade just entered. If you agree, check the box at the bottom of the window and click Accept. You have limited seconds before the quote expires.

OLD NATIONAL BANK

Welcome
 Last Login: 12/02/2021 11:40 AM ET

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FX Cash

DETAILS
BENEFICIARY/AMOUNT
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CONFIRMATION

I agree to Buy 6,000.00 EUR, and Sell 6,887.40 USD, with delivery occurring on 12/08/2021. Direct payment(s) to the following account(s) in the stated amount(s):

VENDOR 6 EUR 6,000.00

The quote for this transaction is 1 USD = 0.8711560 EUR | 1 EUR = 1.1479 USD

I certify that I have the legal right to enter in this transaction and agree to be bound by the Rules and Regulations of the bank. Please accept the terms of this transaction before the timer below expires.

I agree to the above terms.

12 seconds

Cancel
Accept

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If the time expired without accepting, you can click on Re-Quote to receive a new quote.

FX Cash

DETAILS BENEFICIARY/AMOUNT NOTES REVIEW/ACCEPT CONFIRMATION

Timeout expired. Please click the Re-Quote button below to resubmit the request.

[Cancel](#) [Re-Quote](#)

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A new quote will be provided (similar to previous screen). If you agree, check the box at the bottom and click Accept.

Upon accepting the quote, the trade is complete. A new screen will confirm the details of the trade and assign a Transaction ID.

OLD NATIONAL BANK Welcome! Last Login: 12/02/2021 11:40 AM ET

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FX Cash

DETAILS BENEFICIARY/AMOUNT NOTES REVIEW/ACCEPT CONFIRMATION

✓ The transaction has been completed successfully and is awaiting authorization.

You have agreed to Buy 6,000.00 EUR, and Sell 6,888.00 USD, with delivery occurring on 12/08/2021. Payment(s) will be directed to the following account(s) as follows:

Transaction ID	Direct EUR to:	Withdraw USD from:	EUR:
202134000000084	VENDOR 6 EUR	CHKNG-108561655	6,000.00

The quote for this transaction is 1 USD = 0.8710801 EUR | 1 EUR = 1.1480 USD

[Print](#) [Build Another](#)

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All trades are listed under the Activity tab. In the Transaction field, select My Transactions to view the trades you have entered, or All Transactions to view all trades.



Activity Recap

Activity Recap - Pending Authorizations require Approval (Select Transaction ID)

Transactions: My Transactions

Transaction Date From: 12/06/2021

Transaction Date To: 12/06/2021

Value Date From:

Value Date To:

Currency:

Beneficiary:

Search Export Current Page Excel

Transaction ID	Status	Activity	Currency 1	Amount 1	Currency 2	Amount 2	Rate	Value Date	Beneficiary
202134000000084	Awaiting Approval	Buy	EUR	6,000.00	USD	6,888.00	1.148	12/08/2021	VENDOR 6 EUR

Showing page 1 of 1

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The Transaction ID hyperlink will open the Transaction Summary screen. Click on the Show Details button to view From Account and Beneficiary information. Scroll down for additional details.

Transaction Summary

Transaction ID: [202134000000084](#)

Activity: Buy 6,000.00 EUR / Sell 6,888.00 USD

Rate: 1.1480

Status: Awaiting Approval

Transaction Date: 12/06/2021

Value Date: 12/08/2021

From Account: [CHKNG-108561655](#) Show Details

Close

Multiple Payments

If you are sending multiple payments for the same foreign currency and delivery date, select the first beneficiary from the dropdown and enter the amount. Click on the +Add Additional Payment button to add the second beneficiary and enter the amount. Continue to add as needed. When completed, click Next. (* Note: This done in FX Cash mode)

FX Cash

Create or Select Beneficiary and Payments

DETAILS
BENEFICIARY/AMOUNT
NOTES
REVIEW/ACCEPT
CONFIRMATION

Buy EUR Sell USD for delivery on 10/20/2021

Direct EUR to account ▼ i

Direct EUR to account ▼

[+ Add Additional Payment](#)

VENDOR 5 EUR	Amount	<input style="width: 95%;" type="text" value="6,000"/>
VENDOR 6 EUR	Amount	<input style="width: 95%;" type="text" value="5,000"/> ✕
Total		<input style="width: 95%; background-color: #f0f0f0;" type="text" value="11,000"/>

Cancel
Next

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In the Beneficiary Notes fields, enter notes for each beneficiary, i.e., reference/invoice numbers. If beneficiary instruction template already contains notes, you can edit them here. In the My Notes field, enter notes for ONB only. Each transaction has its own notes, starting with the first beneficiary. When completed, click Next to continue.

DETAILS
BENEFICIARY/AMOUNT
NOTES
REVIEW/ACCEPT
CONFIRMATION

Buy 11,000.00 EUR, Sell USD for delivery on 10/25/2021

Buy 6,000.00 / direct to VENDOR 5 EUR

Beneficiary Notes (Beneficiary will see)

invoice 123 24 / 35		<input style="width: 95%;" type="text" value="35 / 35"/>
<input style="width: 95%;" type="text"/>	35 / 35	<input style="width: 95%;" type="text" value="35 / 35"/>

My Notes (Beneficiary will not see)

70 / 70

Buy 5,000.00 / direct to VENDOR 6 EUR

Beneficiary Notes (Beneficiary will see)

invoice 987 24 / 35		<input style="width: 95%;" type="text" value="35 / 35"/>
<input style="width: 95%;" type="text"/>	35 / 35	<input style="width: 95%;" type="text" value="35 / 35"/>

My Notes (Beneficiary will not see)

70 / 70

Cancel
Next

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Next, it will show the details of the trade, including foreign currency amount bought for each beneficiary, total USD amount sold, delivery date (spot or forward date), name of beneficiaries and foreign exchange rate. If you agree, check the box at the bottom and click Accept. You have 25 seconds before the quote expires.

FX Cash

DETAILS
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CONFIRMATION

I agree to Buy 11,000.00 EUR, and Sell 13,193.40 USD, with delivery occurring on 10/25/2021 . Direct payments to the following accounts in the stated amounts:

VENDOR 5 EUR	6,000.00
VENDOR 6 EUR	5,000.00

The quote for this transaction is 1 USD = 0.8337502 EUR | 1 EUR = 1.1994 USD

I certify that I have the legal right to enter in this transaction and agree to be bound by the Rules and Regulations of the bank. Please accept the terms of this transaction before the timer below expires.

I agree to the above terms.

21 seconds

Cancel
Accept

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Upon accepting the quote, the trade is completed. A new screen will confirm the details and assign a Transaction ID to each trade.

FX Cash

DETAILS
BENEFICIARY/AMOUNT
NOTES
REVIEW/ACCEPT
CONFIRMATION

✓ The transactions have been completed successfully and are awaiting authorization.

You have agreed to Buy 11,000.00 EUR, and Sell 13,193.40 USD, with delivery occurring on 10/25/2021 . Payments will be directed to the following accounts as follows:

Transaction ID	Direct EUR to:	Withdraw USD from:	EUR:
202129300000029	VENDOR 5 EUR	CHKNG-108561655	6,000.00
202129300000030	VENDOR 6 EUR	CHKNG-108561655	5,000.00

The quote for this transaction is 1 USD = 0.8337502 EUR | 1 EUR = 1.1994 USD

Print
Build Another

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Activity Recap

Activity Recap - Pending Authorizations require Approval (Select Transaction ID)

Transactions:

Transaction Date From: Transaction Date To:

Value Date From: Value Date To:

Currency: Beneficiary:

Transaction ID	Status	Activity	Currency 1	Amount 1	Currency 2	Amount 2	Rate	Value Date	Beneficiary
202129300000030	Awaiting Approval	Buy	EUR	5,000.00	USD	5,997.00	1.1994	10/25/2021	VENDOR 6 EUR
202129300000029	Awaiting Approval	Buy	EUR	6,000.00	USD	7,196.40	1.1994	10/25/2021	VENDOR 5 EUR

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All trades can be viewed under the Activity tab. In the Transaction field, select My Transactions to view the trades you have entered, or All Transactions to view all trades.

The Transaction ID hyperlink will open the Transaction Summary screen for each trade.

Transaction Summary

Transaction ID: [202129300000029](#)

Activity: [Buy 6,000.00 EUR / Sell 7,196.40 USD](#)

Rate: 1.1994

Status: [Awaiting Approval](#)

Transaction Date: 10/20/2021

Value Date: 10/25/2021

From Account: [CHKNG-108561655](#)

Trade Approval (Confirmation)

All trades need to be approved once they have been created to be successfully processed. Dual control requires approval by a second authorized user. These trades can be identified as Awaiting Approval status under Summary tab, Recent Trade Activity section (below) in the home page, or under the Activity tab in the home page, as shown in a previous section above. Trades must be approved by a different authorized user to confirm trades. If the company is limited to only one user or other users are unavailable, FX Operations will approve the trade if authorized to do so.

The screenshot shows the 'OLD NATIONAL BANK' interface. At the top right, it says 'Welcome!' and 'Last Login: 10/25/2021 02:31 PM ET'. The navigation bar includes 'Summary', 'Transactions', 'Activity', 'Setup', 'Reports', 'Resources', and 'Change Password'. Below the navigation bar is the 'Quik Quote' section with a form for creating a trade. The form includes fields for 'Do you want to buy or sell a currency' (set to 'Buy'), 'Which currency will you buy', 'Amount you will buy', 'The currency I will sell is', and 'The delivery date will be'. There are 'Cancel' and 'Next' buttons. Below the form is the 'Recent Trade Activity' section with a table of transactions.

Transaction ID	Status	Activity	Currency 1	Amount 1	Currency 2	Amount 2	Rate	Value Date	Beneficiary
202129800000032	Awaiting Approval	Buy	EUR	6,000.00	USD	7,092.00	1.182	10/27/2021	VENDOR 5 EUR
202129800000031	Awaiting Approval	Buy	EUR	5,000.00	USD	5,910.00	1.182	10/27/2021	VENDOR 6 EUR

In the home page, the trades that are awaiting approval will be listed in the Trades Pending Approval section (bottom of home page), for user(s) authorized to confirm. Click on the Transaction ID hyperlink.

The screenshot shows the 'Trades Pending Approval' section. It contains a table with the following data:

Transaction ID	Status	Activity	Currency 1	Amount 1	Currency 2	Amount 2	Rate	Value Date	Beneficiary
202129800000032	Pending Authorization	Buy	EUR	6,000.00	USD	7,092.00	1.182	10/27/2021	VENDOR 5 EUR
202129800000031	Pending Authorization	Buy	EUR	5,000.00	USD	5,910.00	1.182	10/27/2021	VENDOR 6 EUR
202128800000026	Pending Authorization	Buy	GBP	6,500.00	USD	9,200.75	1.4155	11/05/2021	VENDOR 10 GBP

At the bottom of the page, it says '© 2021 Old National Bank' and 'Member FDIC'.



A new window will show the details of the trade for your review. If you need to modify the trade, click on Modify to edit the trade. If a trade is modified, a different user authorized to confirm must authorize the trade. Trades can be authorized individually or collectively. Click on **Authorize** or **Authorize Batch**, accordingly. If you click on Authorize Batch, it will list all trades pending authorization.

Transaction Summary ✕

✓ Authorize ✓ Authorize Batch ✓ Modify

Transaction ID 202129800000032

Activity Buy 6,000.00 EUR / Sell 7,092.00 USD

Rate 1.1820

Status Pending Authorization

Transaction Date 10/25/2021

Close

Then, click on Next to authorize the trades.

Authorize FXCash

DETAILS
REVIEW/ACCEPT
CONFIRMATION

Buy EUR Sell USD for delivery on 10/27/2021 .

Transaction ID	Direct EUR to:	Withdraw USD from:	EUR:	
202129800000032	VENDOR 5 EUR	CHKNG-108561655	6,000.00	✕
202129800000031	VENDOR 6 EUR	CHKNG-108561655	5,000.00	✕
Total			11,000.00	

Cancel
Next

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If you agree and accept the trade details, check the box below and click on Accept.

Authorize FXCash

DETAILS REVIEW/ACCEPT CONFIRMATION

I agree to Buy 11,000.00 EUR, and Sell 7,092.00 USD, with delivery occurring on 10/27/2021 . Direct payments to the following accounts in the stated amounts:

Transaction ID	Direct EUR to:	Withdraw USD from:	EUR:
202129800000032	VENDOR 5 EUR	CHKNG-108561655	6,000.00
202129800000031	VENDOR 6 EUR	CHKNG-108561655	5,000.00

The quote for this transaction is 1 USD = 0.8460237 EUR | 1 EUR = 1.1820 USD

I agree and accept the quoted rate of this FX Cash Transaction.


Cancel Accept

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The trades will show as authorized successfully; they are now completed. Click on Done to exit.

Authorize FXCash

DETAILS REVIEW/ACCEPT CONFIRMATION

 The transactions have been authorized successfully.

You have agreed to Buy 11,000.00 EUR, and Sell 7,092.00 USD, with delivery occurring on 10/27/2021 . Payments will be directed to the following accounts as follows:

Transaction ID	Direct EUR to:	Withdraw USD from:	EUR:
202129800000032	VENDOR 5 EUR	CHKNG-108561655	6,000.00
202129800000031	VENDOR 6 EUR	CHKNG-108561655	5,000.00

The quote for this transaction is 1 USD = 0.8460237 EUR | 1 EUR = 1.1820 USD

Print Done

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Beneficiary Instructions

New Beneficiary

All new beneficiary instructions need to be created before a wire can be initiated for that beneficiary. In addition, the new instructions must be approved by a separate authorized user. If a second user is unavailable, ONB FX Operations can approve instructions, as well.

In the home page, under the Setup tab, click on Beneficiary Instructions. Then, click on the Create New Instruction button.

Beneficiary Instructions

Create New Instruction

Filter Alias, Currency, or Default Instruction

Alias	Status	Currency	DefaultInstruction
VENDOR 1 CNH	Available	CNH	N
VENDOR 10 GBP	Available	GBP	N
VENDOR 11 CNH	Available	CNH	N
VENDOR 12 CNH	Available	CNH	N
VENDOR 13 CNH	Available	CNH	N
VENDOR 14 GBP	Available	GBP	Y
VENDOR 15 CNH	Available	CNH	N
VENDOR 16 CNH	Available	CNH	N
VENDOR 17 CNH	Available	CNH	N
VENDOR 18 CNH	Available	CNH	N

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All three sections, General Information, Beneficiary Information and Bank Information, have required fields. In the General Information section, enter the name you are assigning to the template and select the currency. The Default Instruction field determines if this template will default when you select that currency, select Yes or No accordingly.

Beneficiary Instructions Create

General Information

Alias *

Currency *

Default Instruction

In the Beneficiary Information section, enter beneficiary’s details.

Beneficiary Information

Beneficiary SWIFT BIC *

Beneficiary Bank Name

Bank Transit Code

Beneficiary A/C# or IBAN# *

Beneficiary Name *

Beneficiary Address *

Beneficiary Email

Details of Payment

Details of Charges

SHA

Start with the Beneficiary SWIFT BIC field. Click on the lookup icon and enter bank’s name, BIC and location. Select the bank that matches the criteria. The bank selected will automatically populate in the Beneficiary Information section.

BIC Lookup

BIC **Institution Name**

City Heading **Branch Heading**

	BIC	Institution Name	City Heading	Branch Heading
<input type="button" value="Select"/>	BOFAAUSXSAL	BANK OF AMERICA, N.A. SYDNEY	SYDNEY	BA SECURITIES AUSTRALIA LTD

Continue to complete the Beneficiary A/C # or IBAN, Beneficiary Name and Beneficiary Address required fields. Additional information can be included in the Beneficiary Email and Details of Payment field.

Beneficiary Information

Beneficiary SWIFT BIC	BOFAES2XFIC	Q X
Beneficiary Bank Name	BANK OF AMERICA EUROPE DESIGN/	
Bank Transit Code		
Beneficiary A/C# or IBAN#	ES123456789	
Beneficiary Name	MADRID VENDOR	
Beneficiary Address	123 CALLE ESPANA	
	MADRID ES 789456	
Beneficiary Email		
Details of Payment	INVOICE 123	
Details of Charges	OUR	v

The Bank Information section is not necessary, optional if provided. This section is for intermediary and/or additional beneficiary bank information.

Bank Information

Beneficiary Bank Code		
Intermediary BIC/SWIFT		
Intermediary Bank Name		
	Create	Cancel

Once all sections have been completed, click on Create to save the template. A message at the top of the page will confirm new instructions have been created and are awaiting approval.

✔ The Beneficiary Instruction was created successfully and is awaiting approval. X

Beneficiary Instructions

+ Create New Instruction

Filter

Alias ⇅	Status ⇅	Currency ⇅	DefaultInstruction ⇅
VENDOR 19 CNH	Available	CNH	N
VENDOR 2 GBP	Available	GBP	N
Vendor 20 EUR - ES	Created Awaiting Approval	EUR	N
VENDOR 3 CZK	Available	CZK	N
VENDOR 4 CAD	Available	CAD	Y
VENDOR 5 EUR	Available	EUR	N
VENDOR 6 EUR	Available	EUR	Y
VENDOR 7 GBP	Available	GBP	N
VENDOR 8 CNH	Available	CNH	N

Authorization of Instructions

Follow steps below to approve instructions.

To approve the newly created instructions, head to Beneficiary Instructions page (Setup tab) and click on the hyperlink in the Alias column. The new status of the instructions will change to Created Awaiting Approval. Instructions **must be approved by a different user** with authorization to confirm trades, or by ONB FX Operations.

Beneficiary Instructions

[+ Create New Instruction](#)

Filter

Alias	Status	Currency	DefaultInstruction
VENDOR 19 CNH	Available	CNH	N
VENDOR 2 GBP	Available	GBP	N
Vendor 20 EUR - ES	Created Pending Authorization	EUR	N
VENDOR 3 CZK	Available	CZK	N
VENDOR 4 CAD	Available	CAD	Y
VENDOR 5 EUR	Available	EUR	N
VENDOR 6 EUR	Available	EUR	Y
VENDOR 7 GBP	Available	GBP	N
VENDOR 8 CNH	Available	CNH	N
VENDOR 9 GBP	Available	GBP	N

*Note: Once the instructions have been approved, they will show in the dropdown list of the Direct (Currency) to Account field for that currency when creating a new trade.



A new window will display the instructions for your review. If instructions look accurate, click on Authorize Creation at the top. If instructions need to be modified, click on Modify and see next section.

Beneficiary Instructions ✕

WABKRD 23 789456

Beneficiary Email

Details of Payment

Details of Charges OUR

Bank Information

Beneficiary Bank Code

Intermediary BIC/SWIFT

Intermediary Bank Name

Then, click on Authorize at the bottom of new window.

Once instructions are authorized, the status will change to Available. A message at the top of the page will confirm instructions have been successfully approved.

✔ The Beneficiary Instruction was successfully approved. ✕

Beneficiary Instructions

+ Create New Instruction

Filter

Alias	Status	Currency	DefaultInstruction
VENDOR 19 CNH	Available	CNH	N
VENDOR 2 GBP	Available	GBP	N
Vendor 20 EUR - ES	Available	EUR	N
VENDOR 3 CZK	Available	CZK	N
VENDOR 4 CAD	Available	CAD	Y
VENDOR 5 EUR	Available	EUR	N
VENDOR 6 EUR	Available	EUR	Y
VENDOR 7 GBP	Available	GBP	N
VENDOR 8 CNH	Available	CNH	N
VENDOR 9 GBP	Available	GBP	N

Modify Instructions

Existing instructions can be modified. In the Beneficiary Instructions page, click on the Alias that needs to be modified. A new window will display the instructions, click on Modify.

Beneficiary Instructions ✕

General Information

Modify
Delete

Status Available

Alias

Currency EUR

Close

A new window will open and allow you to edit the instructions. Make all necessary edits, then click on Modify at the bottom of the page.

Beneficiary Address	123 CALLE ESPANA
	MADRID ES 789456

✔ The Beneficiary Instruction was modified successfully and is awaiting approval. ✕

Beneficiary Instructions

+ Create New Instruction

Filter

Alias	Status	Currency	DefaultInstruction
VENDOR 19 CNH	Available	CNH	N
VENDOR 2 GBP	Available	GBP	N
Vendor 20 EUR - ES	Available	EUR	N
Vendor 20 EUR - ES	Modified Awaiting Approval	EUR	N
VENDOR 3 CZK	Available	CZK	N
VENDOR 4 CAD	Available	CAD	Y
VENDOR 5 EUR	Available	EUR	N
VENDOR 6 EUR	Available	EUR	Y
VENDOR 7 GBP	Available	GBP	N
VENDOR 8 CNH	Available	CNH	N

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The status of the instructions will now change from Available (prior to modifying) to Modified Awaiting Approval. Now, the modified instructions must be approved by a different user with authorization to confirm a trade, or by FX Operations. A message at the top of the page will confirm instructions have been modified and are awaiting approval.

To approve instructions, follow the steps on section above, **Authorization**.

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Reports

Create and run custom reports detailing recent and past transactions. Reports can be viewed on the screen or exported to an Excel or PDF file.

In the Home page, click on the Reports tab and select Reports.

Reports

[+ New Report](#)

Report Title [Filter](#)

	Report Title	
Run	All FX Deals Value Today	
Run	All FX Deals Value Tomorrow	

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The new screen will show two standard reports, All FX Deals Value Today and All FX Deals Value Tomorrow. The 1st report will show transactions added with Value Date of today and the 2nd with Value Date of the next business day.

Click on Run to run the reports. The new screen will show the list of all transactions for that report, with the option to export to Excel or PDF. Choose the format from the dropdown and click on Export to download the file.

All FX Deals Value Today

Export Excel

Transaction ID	Transaction Date	Buy/Sell	Currency 1	CCY 1 Amt	Currency 2	CCY 2 Amt	Bic Code	Beneficiary	Bene Acct#
201909500000014	04/05/2019	Sell	USD	5,000.00	GBP	3,175.21		GBP DEFAULT	9393939393

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← Back To Report List

To create a new report, in the Reports page click on New Report. In the new window, enter name for the report.

Reports Create

Report Name

Display the Following Fields

Add Field

Display the Field Order (Click and drag the columns to re-order)

Select Transactions Where

In the next section, select a field you would like to add to the report and click on Add. Add as many as necessary. All fields will appear in the order added, drag them to the order you prefer.

Reports Create

Report Name

Display the Following Fields

Add Field

Display the Field Order (Click and drag the columns to re-order)

Transaction ID <input type="button" value="x"/>	Transaction Date <input type="button" value="x"/>	Buy/Sell <input type="button" value="x"/>	Currency 1 <input type="button" value="x"/>	CCY 1 Amt <input type="button" value="x"/>	Currency 2 <input type="button" value="x"/>	CCY 2 Amt <input type="button" value="x"/>	Rate <input type="button" value="x"/>	Value Date <input type="button" value="x"/>
---	---	---	---	--	---	--	---------------------------------------	---

Select Transactions Where

In the next section, you have the option to add filters to your report. From the dropdown, select the filter. Add as many filters as necessary.

Reports Modify

Report Name

Display the Following Fields

Add Field

Display the Field Order (Click and drag the columns to re-order)

Transaction ID <input type="button" value="x"/>	Transaction Date <input type="button" value="x"/>	Value Date <input type="button" value="x"/>	Buy/Sell <input type="button" value="x"/>	Currency 1 <input type="button" value="x"/>	CCY 1 Amt <input type="button" value="x"/>	Currency 2 <input type="button" value="x"/>	CCY 2 Amt <input type="button" value="x"/>	Rate <input type="button" value="x"/>
---	---	---	---	---	--	---	--	---------------------------------------

Select Transactions Where

Currency 1

Equals

And Or

Currency 2

Equals

And Or

Value Date

Greater Than TODAY

Once completed, click on Save. The newly created report will be listed in the Reports page, below the standard reports. You can choose to Run or Edit the report, and this report can also be exported via Excel or PDF.