



## Using Templates to Perform Bulk Trades

You should be comfortable with bulking spot trades before grouping trades from templates. Understand that the trades must have the same dates and currency pairs to be bulked.

*To perform bulk deals from templates*

1. Click **Bulk Deals from Template** on the Main Menu to display **Trade Entry: Outright/Bulk Deals from Template**.

The page is the same as the initial interface for Spot / Forward trades *except* a button labeled **Send Bulk Deals** appears.

2. Click **List** to open View Manager and **View Templates**.
3. Click to select the template to be one part of the bulk deal, and then click **OK** to return to the **Trade Entry...** page.
4. Modify values and settlement details for the trade as necessary and as you are able.

**Note:** You may need to modify a Value Date on a template set up as an assigned frequency to group with other templates set up as Spots or with different frequencies.

5. Click **Send Bulk Deals**, and then click **OK** at the confirm message to display a confirmation screen. Note the deal number.
6. Click **Acknowledge** to display the **Trade Entry...** screen with the same template intact except for the monetary amount.
7. Unless you are doing another purchase for the same party, click **List** and repeat steps 3-5 until you have sent all the proposed trades that you want priced together as a bulk deal.

## Integrating the Bulk Trade from Templates

As with the regular bulk deal, you now group and price the template-driven trades from Views. Remember that once you price a bulk deal, the deal is complete *unless* the **To Authorize** flag is checked for one or more of the trades. You can then access those individual trades from Web Deals Done Today or Web Outstanding Deals and complete them.

*To integrate the several trades into a bulk deal*

1. Click **Views/Actions**, select **Web Price Bulk Deals** in View Manager
2. Click **Execute** to display the deals you entered, which have a status of “To Price.”
3. Locate and select all the trades together by pressing and holding **Shift** while clicking each row.

You can select non-adjacent deals by holding the **Ctrl** key down while clicking the rows.

4. Click **Do Pricing** to display the **Integrate Bulk Deal** page.
5. Click **Get Rate**, and then click **Integrate**. A confirmation message appears.
6. Click **OK** to commit or **Cancel** to cancel the bulk deal. If you click **OK**, you are returned to the **Web Price Bulk Deals** view, and your group of trades is grayed out.
7. Click **Refresh** to remove the dealt bulk deals from the Web Price Bulk Deals view.

You can now acknowledge the component trades of the bulk deal from the **Deals Yet to be Acknowledged** view.

## Acknowledging the Individual Trades

Because the bulk deal involves setting up both a proposed deal, and a deal with a rate, you need to acknowledge grouped deals after the fact in Views/Actions.

*To Acknowledge Individual Trades in a Bulk Deal*

1. Click **Views/Actions** and then select **Deals Yet to Be Acknowledged** in View Manager.
2. Select an individual trade, and then click Acknowledge. A confirmation page appears.
3. Click **Acknowledge** on the confirmation page.

4. Optionally, click **Receipt** or **Payment** to review settlement instructions.
5. Manually close the confirmation page, or click **Back** to close the confirmation.

### Completing Authorized Templates

You may be designated as a second party to complete a deal requiring authorization. While this is technically a “Views-based” task, instructions are included here because the task is specific to templates.

For transactions involving an activated **To Authorize** attribute, the trades cannot be finalized at U.S. Bank operations until the settlement instructions for payment and receipt are completed.

You must know the details of the deal to locate it or them in the View Manager.

*To complete trades involving templates with Authorize toggled on*

1. Click **Views/Actions** on the Main Menu to open the View Manager.
2. Select **Outstanding Deals** (or **Deals Done Today**, if applicable) and then click **Execute**.
3. Locate and click on the row containing the transaction you need to complete, and then click **Receipt**.

The screenshot shows a web application window titled "Receipt" with a sub-header "Delivery Details For Trade". The window contains a form for trade details. At the top, there is a header bar with a Canadian flag icon and the following fields: CURRENCY (Canadian Dollar), SIDE (BUY), USER (pkantel), and LOGIN (TEST). Below this, the form has three input fields: Customer (TEST), Method (Wire), and Set (VENDOR1). To the right of these fields are navigation buttons: Back, Menu, Help, and Logout. Below the form, there are tabs for Beneficiary, Account With, Intermediary, Details, and Correspondent. The "Account With" tab is active, showing an Account field with the value 0300800100840 and a Transit field. Below the account information are fields for Name & Address, with "Canuck Trust" entered in the Name field. At the bottom right of the form are four buttons: Payment, Complete, Update, and Delete. A yellow warning bar at the bottom of the window reads "Warning: Applet Window".

4. Finalize the instructions by clicking **Complete**, and then click **Payment** to complete those instructions.
- Optionally, edit the information and click **Update**, then **OK**.

- Optionally, delete the entire inserted instruction set by clicking **Delete**, and then **OK**. Reenter the information and repeat this step.
5. Click **Back** to return to **Outstanding Deals**.