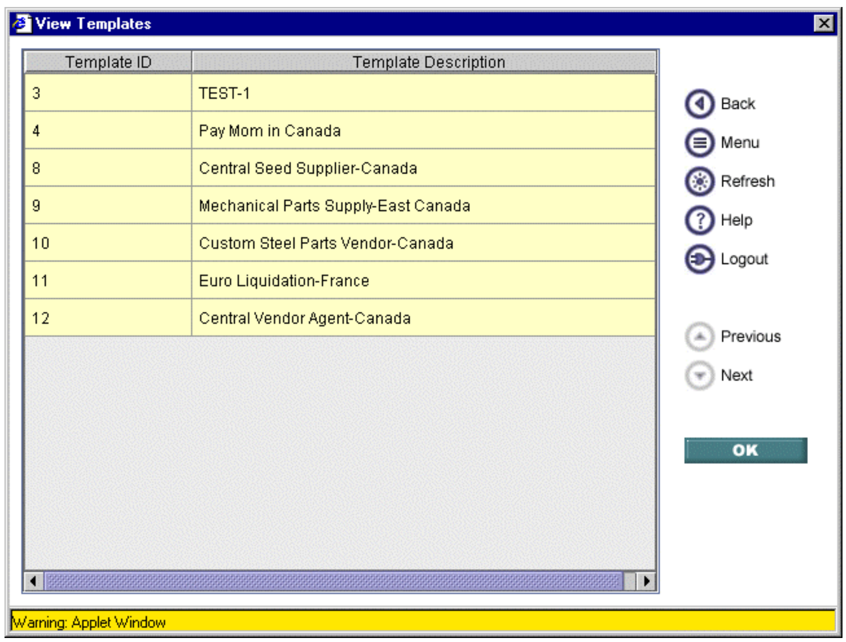
Using Templates for Spot and Forward Trades

After you create templates in FX Web, you retrieve them to perform spot, forward, and bulk trades. This section describes how to perform spot and forward trades.

To perform a Spot or Forward trade using Templates:

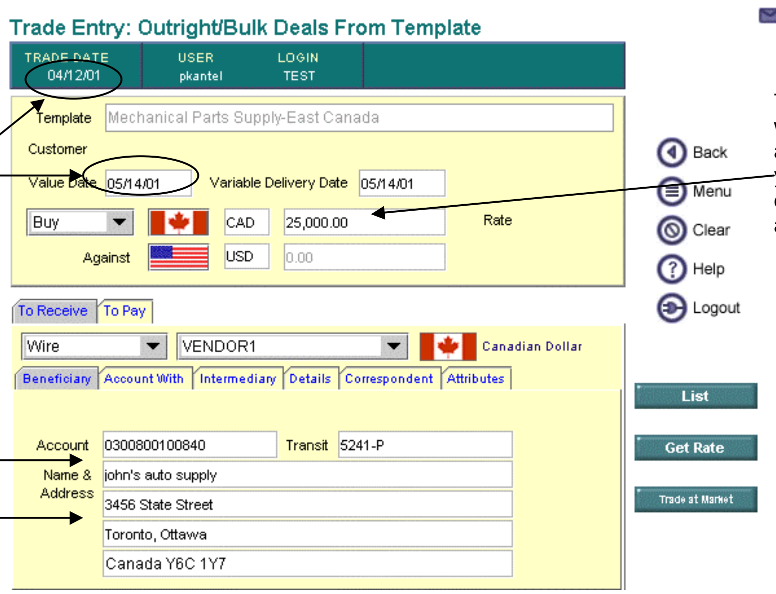
1. Click **Spot/Forward from Template** on the Main Menu to display **Trade Entry: Spot/Forward from Template**.
2. Click **List** to open View Manager and **View Templates**.



3. Click to select the template, then click **OK** to return to the **Trade Entry…** page with the template details displayed.

Comparison of the Trade Date and the Value Date indicate a once monthly forward date.

This template was created with an amount, but you can always edit the monetary amount.



Settlement information is modifiable here; the template was created with the "Repetitive" attribute toggled "off."

4. Enter and edit modifiable values for your trade as necessary. Use the table for help.

If (…and)	Then	Options
Your template has a ***Frequency Setting*** (1X Week, 1X Month, and so on)	the ***Value Date = Spot Date + Frequency Setting*** Holidays and weekends may adjust the derived date.	• Modify the Value Date, but it must be current/future date. • Create a date range using both Variable Delivery Date and Value Date.
Your template is ***set up as "Spot"***	the ***Value Date = Spot Date***	See above; same options.
The ***amount*** displays as ***0.00***	you must enter an amount	The trade won't send without an amount. Amounts are always modifiable.
A ***specific amount appears***	this is the amount of the transaction if you don't edit.	You can always modify the amount, regardless of setup as repetitive or non-repetitive.
Settlement ***information displays in black***	Settlement details are modifiable.	Modify or leave details as is.

If (...and)	Then	Options
Settlement ***information displays in gray***	Settlement details are not modifiable	If you created the template, select it from the (Create) Payment Template, de-select Repetitive, and make changes.

5. Do one of the following to commit the trade:

- To see the exchange rate before you complete the trade, click **Get Rate**. After the rate appears, click **Accept**.
- To complete the trade without waiting for a rate quote, click **Trade at Market**.

  A message appears to confirm the trade. Click **OK** or **Cancel**.

  THIS IS YOUR LAST CHANCE TO CANCEL THE TRADE ONLINE!

6. Click **Acknowledge** on the trade confirmation page to return to the **Trade Entry…** page with template information intact except for the monetary amount, which is zeroed out.
7. Optionally, enter repeat steps 3 – 6 with this template, or click **List** and repeat these steps with a different template.

Completing Authorized Templates

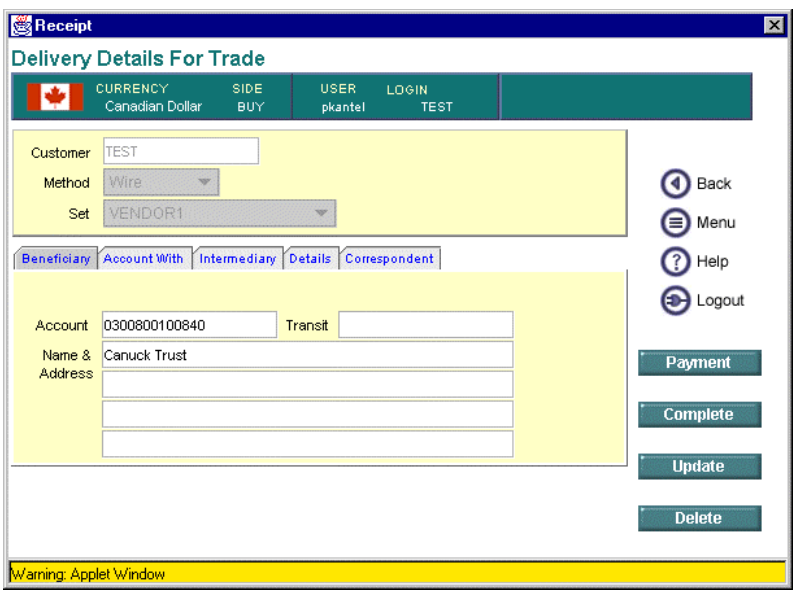
You may be designated as a second party to complete a deal requiring authorization. While this is technically a "Views-based" task, instructions are included here because the task is specific to templates.

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**.



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**.