

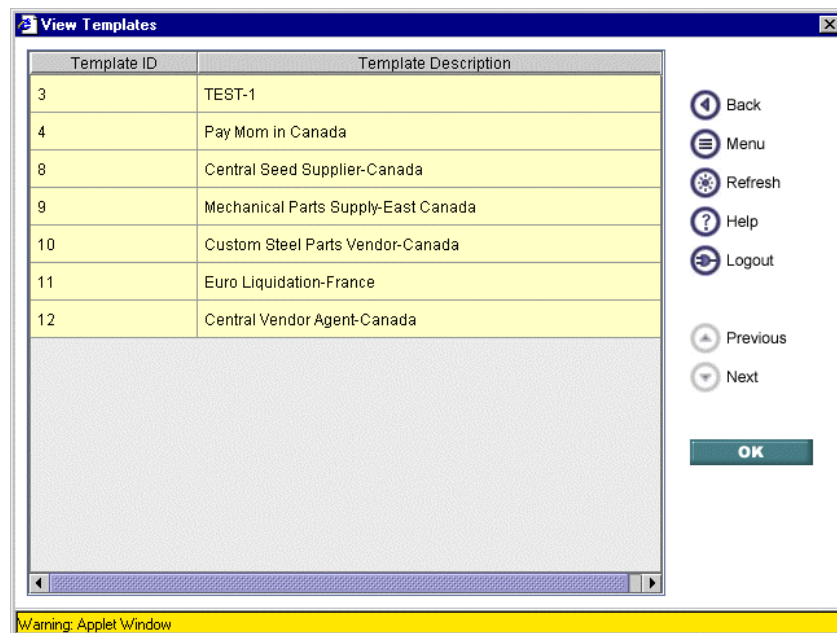


Using Templates for Spot and Forward Trades

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**.



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

Trade Entry: Outright/Bulk Deals From Template

TRADE DATE: 04/12/01 | USER: pkantel | LOGIN: TEST

Template: Mechanical Parts Supply-East Canada

Customer: [blank]

Value Date: 05/14/01 | Variable Delivery Date: 05/14/01

Buy: [dropdown] | CAD: 25,000.00 | Rate: [blank]

Against: [dropdown] | USD: 0.00

To Receive | To Pay

Wire | VENDOR1 | Canadian Dollar

Beneficiary | Account With | Intermediary | Details | Correspondent | Attributes

Account: 0300800100840 | Transit: 5241-P

Name & Address: john's auto supply, 3456 State Street, Toronto, Ottawa, Canada Y6C 1Y7

Buttons: List, Get Rate, Trade at Market

Navigation: Back, Menu, Clear, Help, Logout

Annotations:

- 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."

- 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.	<ul style="list-style-type: none"> 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 <i>information displays in gray</i>	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**.

The screenshot shows a web application window titled "Receipt" with a sub-header "Delivery Details For Trade". The window contains a form with the following fields and controls:

- CURRENCY:** Canadian Dollar (with a Canadian flag icon)
- SIDE:** BUY
- USER:** pkantel
- LOGIN:** TEST
- Customer:** TEST
- Method:** Wire (dropdown menu)
- Set:** VENDOR1 (dropdown menu)
- Navigation tabs:** Beneficiary, Account With, Intermediary, Details, Correspondent
- Account:** 0300800100840
- Transit:** (empty field)
- Name & Address:** Canuck Trust
- Buttons:** Back, Menu, Help, Logout, Payment, Complete, Update, 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**.