Tips & Tricks (Trade)

Create an Instrument

00:16:53
To create a new instrument from a blank template, click New Instruments from the menu, and select the instrument type.

The heading indicates the Instrument Type, Instrument Number, Transaction Type and Current Status. Manually complete the blank template.

You can also collapse, expand, or navigate to a section from the Section Shortcuts and Quick Links.

Once data is entered, click Verify Data from the Context Panel.

You can also create a new instrument from a template, or from an existing instrument.

Alternatively, you can create a new instrument from a Previous Instrument by clicking Transactions from the menu, and selecting Pending Transactions.

Choose an Instrument from the grid, and click Copy Selected.

If you would prefer to copy a previous Instrument, click the transaction type to display the transaction details.

And click Copy Instrument from the Context Panel.

Address Book

01:35:11
To create a new Address Book party, click Reference Data from the menu, and select Address Book.

Click New.

Enter the Party Name and Address details.

Add the Advising Bank/Collecting Bank details using the magnifying glass. Details populated into this area will map to the Advising Bank field in the transaction.

If required, enter the Party's Settlement Accounts which will appear when the Address Book party is selected in a Trade Loan. Then click Save & Close.

To apply an Address Book party to a transaction, click the magnify glass to access the Address Book search window.

Select the Party Name from your Address Book list, and click Select.

The Address Book party details will populate into the name and address fields, and where applicable, the Advising Bank and Settlement Accounts.

Create a Template

03:02:12
To create a new Template, click Reference Data from the menu, and select Templates.

Click New.

Enter a Template Name, then choose the method to create the template. For Blank Instrument Templates, select the Instrument Type.

Enter the required fields for the template, then click Save & Close.

Create a Transaction

03:45:28
To create a new transaction, click Transactions from the menu, and select the transaction type.

Search and select the Instrument to create the transaction from, then click Select.

Or, create a transaction from the Instrument Summary screen by clicking an available transaction type.

Phrases

04:12:34
To create a new Phrase, click Reference Data from the menu, and select Phrases.

Click New.

Enter a Phrase Name, Phrase Category and the Phrase Text, then click Save & Close.

To apply Phrases to a transaction, click the Text Phrase drop-down list, and select the phrase.