

# SARAFU USER GUIDE

(For Customer's portal)

This document provides detailed, step by step instructions on how to effect various transactions and administrative tasks on Sarafu Client's Portal.

This guide is also available within the application; follow the help link on the main page.

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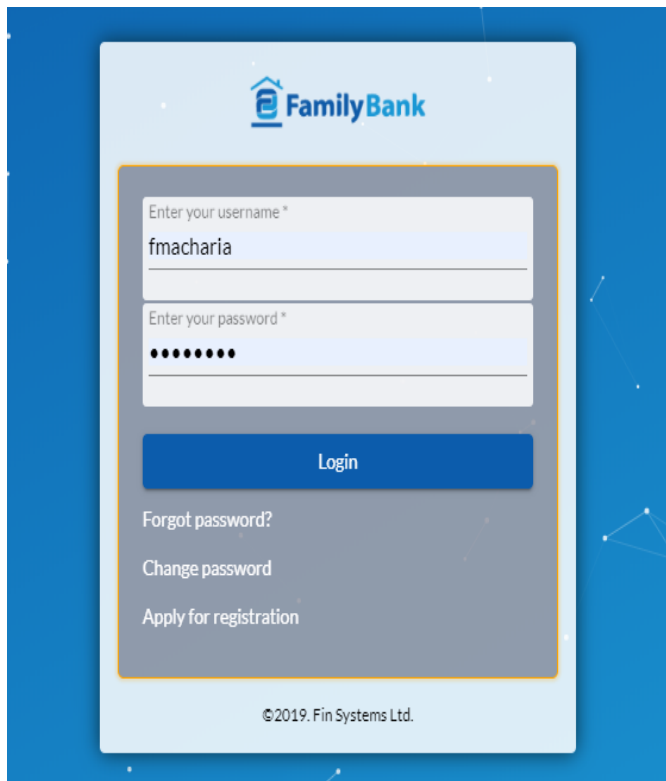
# Contents

1. LOGIN.....	1
1.1 Standard Login.....	1
1.2 First time login.....	1
1.3 Password change .....	1
1.4 Forgotten password .....	1
1.5 Locked profile .....	2
2. GENERAL APPLICATION LAYOUT .....	3
2.1. Currency Subscriptions Panel .....	4
2.2. Charts Panel.....	4
2.3. Dealing History Panel .....	5
3. PROFILE ADMINISTRATION .....	6
3.1 Currency Subscriptions Filtering.....	6
3.2 Users Administration .....	7
3.3 Accounts and Beneficiaries Administration .....	8
4. DEALING .....	10
4.1 Dealing Panel Layout.....	10
4.2 Quoting Convention.....	10
4.3 Deal Types .....	11
4.4 Instant Deals.....	11
4.4.1 Internal Transfer Instant Deals .....	12
4.4.2 RTGS/SWIFT Instant Deals .....	14
4.5 Future Settlement Deals .....	18
4.5.1 TOD/TOM/Spot Deals.....	18
4.5.2 Forward FX Deals .....	20
4.5.3 Supporting/AML Docs Upload .....	21
4.5.4 Future Settlement Deal Margin .....	23
4.6 Future Settlement Deal Administration.....	23
4.6.1 Deal Cancellation .....	23
4.6.2 Deal Settlement .....	24
4.7 Deal Confirmation/Notification .....	25
5. DEALING HISTORY.....	26
5.1 Filtering .....	26
5.2 Excel Reports .....	26

5.3 Deal Type Lists .....	26
6. CURRENCY CHARTS.....	27
6.1 Basic Chart Interpretation .....	27
6.2 Changing the Currency in View.....	27
6.3 Quick Duration Changes.....	27
6.4 Advanced Charting Functions.....	27
7.0 LOG OUT.....	28

# 1. LOGIN

The application uses the username-password authentication method.



The image shows a screenshot of the FamilyBank login interface. At the top is the FamilyBank logo. Below it is a login form with two input fields: 'Enter your username \*' containing 'fmacharia' and 'Enter your password \*' with masked characters. A blue 'Login' button is positioned below the password field. Underneath the button are three links: 'Forgot password?', 'Change password', and 'Apply for registration'. At the bottom of the form, the copyright notice '©2019. Fin Systems Ltd.' is displayed.

## 1.1 Standard Login

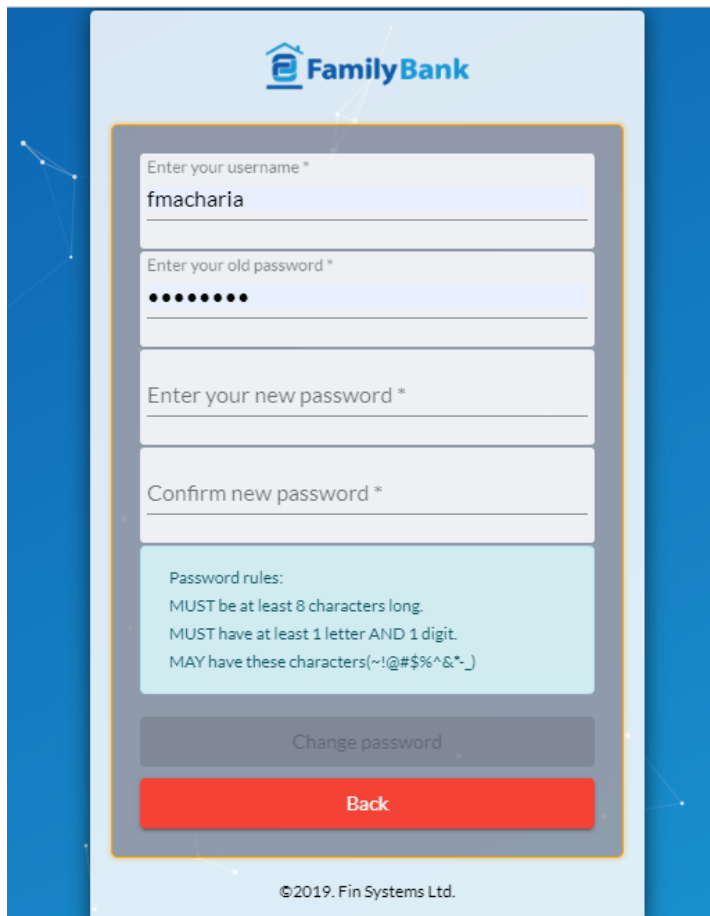
- On the homepage, enter your username and password and click on the login button to sign in.
- For the first time users, use the credentials sent to you via the registered email.

## 1.2 First time login

- During the initial login attempt for newly created profiles, the user will be prompted to change the password.
- Once the password is changed, the user will be redirected to login panel to supply the newly set login credentials.

## 1.3 Password change

- The user may change their current password at any time by clicking on 'Change Password' link on the login panel.
- Enter the username, old password, new preferred password and a confirmation of the new password
- Make sure to follow the password rules listed at the bottom of the panel
- Click on 'Change Password' button.
- The user will be redirected to the standard login panel on successful password change.



The image shows a screenshot of the FamilyBank 'Change Password' interface. It features the FamilyBank logo at the top. The form includes four input fields: 'Enter your username \*' (filled with 'fmacharia'), 'Enter your old password \*' (masked), 'Enter your new password \*', and 'Confirm new password \*'. Below these fields is a light blue box containing 'Password rules:' followed by three requirements: 'MUST be at least 8 characters long.', 'MUST have at least 1 letter AND 1 digit.', and 'MAY have these characters(~!@#\$\$%^&\*~\_)'. At the bottom of the form are two buttons: a grey 'Change password' button and a red 'Back' button. The copyright notice '©2019. Fin Systems Ltd.' is at the very bottom.

## 1.4 Forgotten password

- Where the user has forgotten the password, they may request for a

one-time-password (OTP) to enable the user to change to a new password.

- This is done by clicking on the 'Forgot Password' link on the login panel and entering their username on the supplied field.
- The OTP is sent to the registered email address of the user profile.
- Once the OTP request is successfully processed, the user is redirected to password change panel where they enter the emailed token and set the new password.

### 1.5 Locked profile

A locked profile may not be logged into. Locking of a profile may be caused by

one of the following reasons:

- When a user enters the wrong password for 5 consecutive times.
- When the profile admin disables a user of the profile

Where the locking is due to wrong password, the user will send a request using the registered email to operations department for profile unlocking.

## 2. GENERAL APPLICATION LAYOUT

The screenshot displays a trading application interface with the following components labeled:

- Menu expansion**: Points to the hamburger menu icon in the top left corner.
- Currencies subscriptions**: Points to the list of currency pairs (USD, GBP, EUR, JPY, RWF, TZS, UGX, AUD) in the top left.
- User management**: Points to the user profile section in the top left.
- Accounts management**: Points to the account details section in the top left.
- Currency quotes board**: Points to the table displaying real-time quotes for various currencies.
- Quotes streaming**: Points to the 'Chart by TradingView' section in the top left.
- Historical deal ticket**: Points to the 'My deals' section in the top left.
- Client buying quote**: Points to the 'Buy' column in the quote table.
- Bank's offer**: Points to the 'Bank's offer' column in the quote table.
- Client selling quote**: Points to the 'Sell' column in the quote table.
- Bank's bid**: Points to the 'Bank's bid' column in the quote table.
- user's name**: Points to the user's name 'Francis Macharia' in the top left.
- user's email**: Points to the user's email 'fmurithi12@gmail.com' in the top left.
- Currency chart panel**: Points to the 'EURKES' chart in the top right.
- Filled FX deals tab**: Points to the 'Filled' tab in the 'My deals' section.
- Forward and unsettled deals tab**: Points to the 'Pending' tab in the 'My deals' section.
- Cancelled deals tab**: Points to the 'Cancelled' tab in the 'My deals' section.

Dealing rates	Currency	Buy	Sell
USD	102.45	103.1	
GBP	127.58	128.26	
EUR	114.41	115.07	
JPY	0.9469	0.95332	
RWF	9.12825	8.97666	
TZS	25.0313	24.5761	
UGX	36.5097	35.6506	
AUD	71.7	72.83	

ticket	reference	status	side	currency	amount	rate	value date
OD20190723R154620		Filled	Buy	USD	5,557.00	103.1	23/07/2019
OD20190723R154620		Filled	Buy	USD	5,556.00	103.1	23/07/2019

## 2.1. Currency Subscriptions Panel

Dealing rates		
Currency	Sell	Buy
USD	102.45	103.1
GBP	127.58	128.26
EUR	114.41	115.07
JPY	0.9469	0.95332
RWF	9.12825	8.97666
TZS	25.0313	24.5761
UGX	36.5097	35.6506
AUD	71.7	72.83

The currency subscriptions panel shows all the currencies available for dealing and their streaming quotes.

The buy side is marked as 'Buy' and sell side as 'Sell' at the top of the panel.

## 2.2. Charts Panel



The application provides advanced charting panel that gives the users a 360 degree view of the market.

The charts offers both simple and sophisticated analytical features to keep the user informed.

## 2.3. Dealing History Panel

My deals

Filled			Pending		Cancelled								
ticket	<div></div>	<div></div>	reference	status	side	currency	amount	rate	value date	side	currency	amount	user
<div></div>	<div></div>	<div></div>	OD20190723R1546203	Filled	Buy	USD	5,557.00	103.1	23/07/2019	Sell	KES	572,926.70	fmmacharia1
<div></div>	<div></div>	<div></div>	OD20190723R1546200	Filled	Buy	USD	5,556.00	103.1	23/07/2019	Sell	KES	572,823.60	fmmacharia1

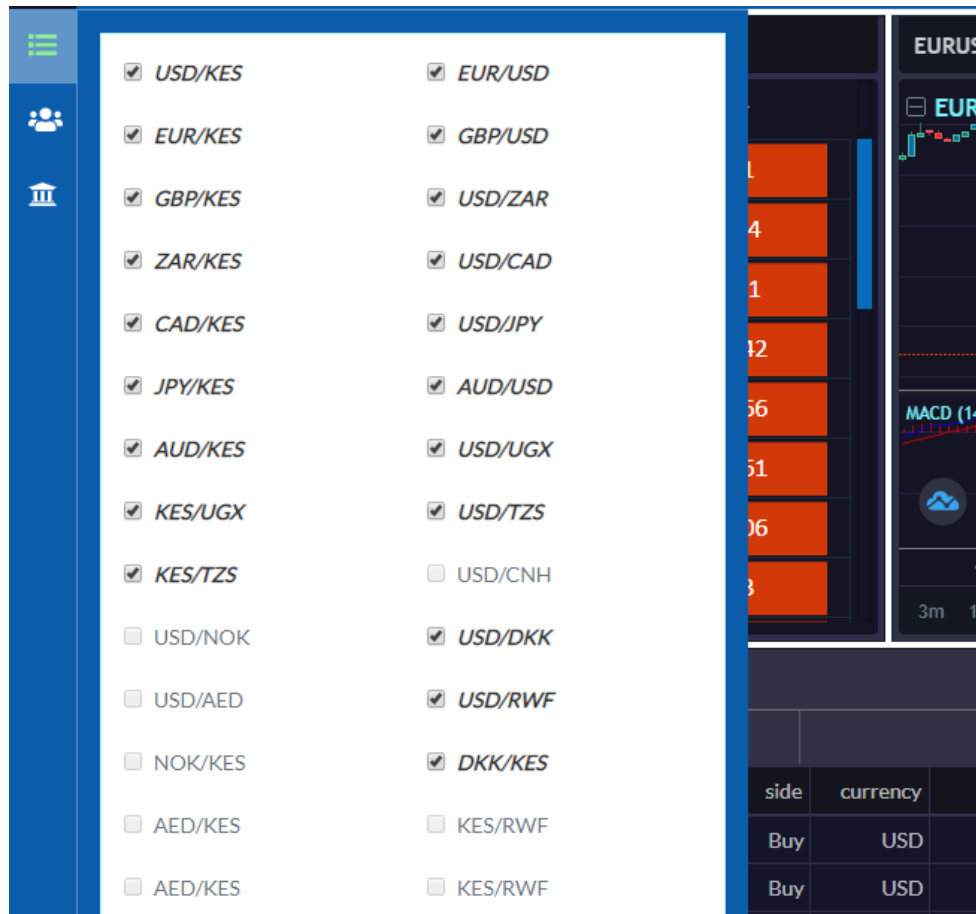
The history panel, provides detailed records of deals initiated, completed and cancelled by the user.



### 3. PROFILE ADMINISTRATION

The application offers functionalities to admister user profiles. All users can manage the currencies visible for dealing. Admin users can disable users under their profiles and can maintain regular beneficiaries for SWIFT and RTGS deals.

#### 3.1 Currency Subscriptions Filtering



The user can control the currencies visible for dealing during their session.

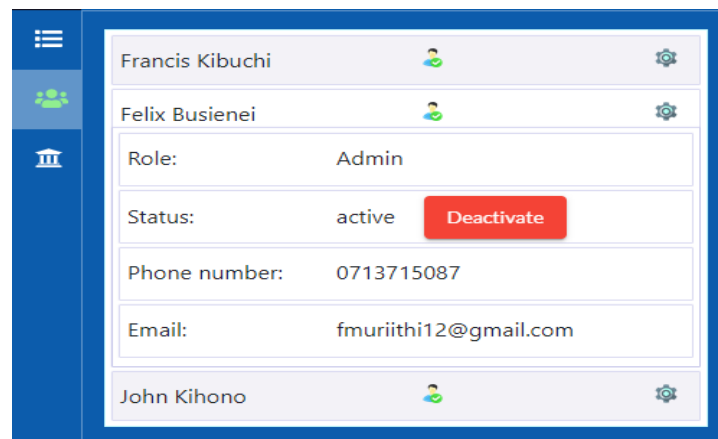
The steps to follow are:

- To open the filtering panel press the list icon on the left toolbar. All the available currencies for dealing will be checked.
- To remove a pair from the subscriptions panel, uncheck the currency pair.
- To reinstate a currency pair, check it on the panel.

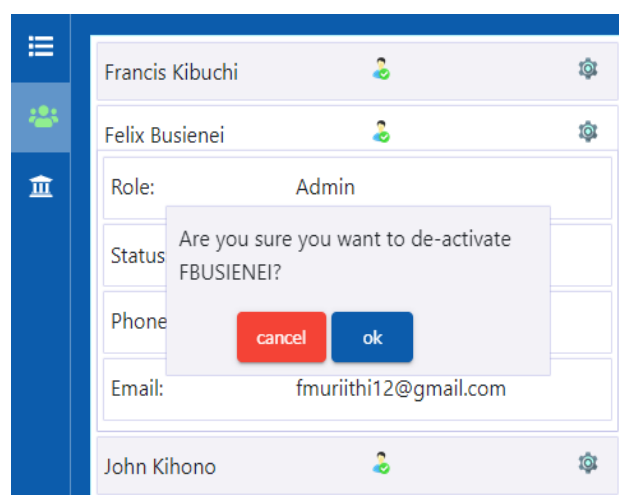
## 3.2 Users Administration



- To view the list of users authorized to use the current profile, press the 'Users' icon on the left toolbar.
- A user icon with a green badge indicates the user is enabled for dealing i.e. the user can initiate deals on the profile.
- To perform administrative actions on the user, click on the settings icon at the far right.

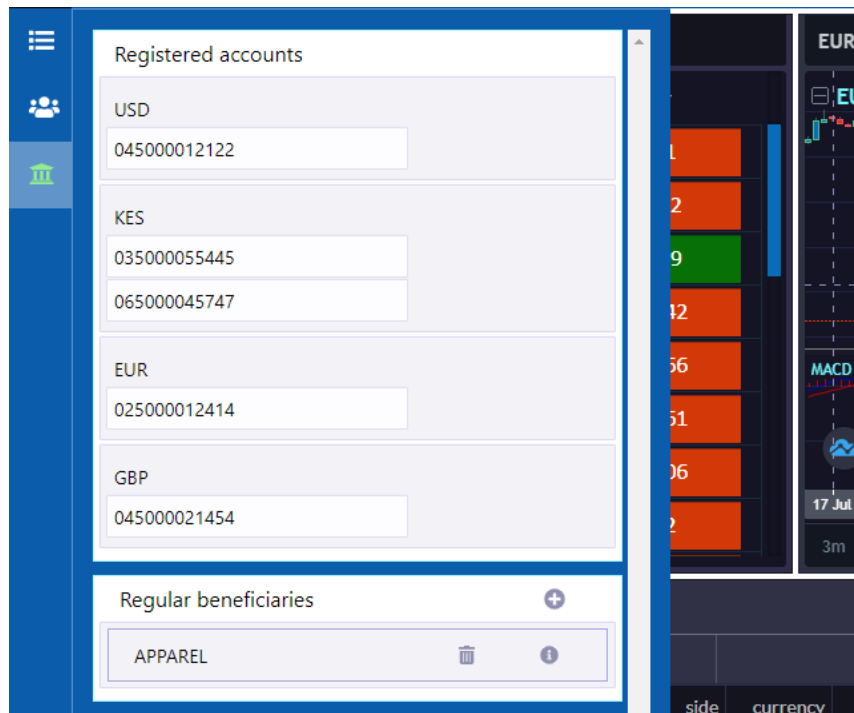


- Clicking on the settings icon expands that specific user's info panel. The only administrative action available is status change.
- To disable a profile user press the 'Deactivate' button.



- On the confirmation pop-up click on 'OK' shown below. A disabled user's icon will have a red badge.
- To enable a user press the 'Activate' button then press 'OK' on the confirmation panel.

### 3.3 Accounts and Beneficiaries Administration



- To view the registered account numbers and regular beneficiaries, under the profile click on the bank icon on the left toolbar.
- To view the regular beneficiary's details, click on the info icon of the record.
- For administrators, to delete a regular beneficiary record, click on the bin icon on the record. The record will be purged from the list.
- To add a regular beneficiary, click on the add icon at the top. A pop-up will appear to enter the beneficiary's details. Fill in the details and submit. The new record will appear on the list.

Add regular beneficiary

Select currency

--Country--

Alias/Identifier\*

Bank name\*

Swift code\*

Branch

Beneficiary name\*

Account number\*

Routing Code

Physical address

Close

Add Ssl

## 4. DEALING

The primary purpose of the application is to facilitate the user to initiate FX deals with Family bank Limited. This section will delve in detail into the dealing functionalities of the application

### 4.1 Dealing Panel Layout

The screenshot displays a web-based dealing panel. At the top, there are two radio buttons: 'Internal' (selected) and 'Swift/Rtgs'. Below this, there are two more radio buttons: 'Instant settlement' (selected) and 'Future settlement'. The panel is divided into two main sections for different currencies. The first section is for USD, with a 'BUY' button, a 'USD' dropdown, a text input field containing '4,000.00', and a US flag icon. Below this, there is a 'USD Account' dropdown with the value '045000012122', a 'Value date' field with '24/07/2019' and a calendar icon, and a 'Rate' field showing '103.1' in red. The second section is for KES, with a 'SELL' button, a 'KES' dropdown, a text input field containing '412,400', and a Kenyan flag icon. Below this, there is a 'KES Account' dropdown with the value '035000055445'. At the bottom left is a home icon, and at the bottom right are 'Back' and 'Deal' buttons.

The dealing panel offers a number of options that the user can vary depending on their requirements. The user can select/change the deal type, settlement mode, selling/buying actions, amounts, effective accounts, value date, beneficiaries and more.

### 4.2 Quoting Convention

The currency subscriptions panel displays each currency alongside the selling and buying quotes.

For foreign currency against KES exchange rate, the currency is displayed only as foreign currency e.g. 'EUR', 'GBP' etc. For such, the quotes are straight-forward. The sell rate means the rate that the user can sell the foreign currency to Family Bank Ltd. The buy rate means the rate that the user can buy the foreign currency from Family Bank Ltd.

For foreign currency/foreign currency pairs both currencies are listed e.g. 'EUR/USD'. The first currency is called 'Base Currency' and the second currency the 'Quote Currency'. In this case, the sell rate means the rate that the user can sell the base currency to Family Bank Ltd

for the quote currency. The buy rates means the rate that the user can buy the base currency from Family Bank Ltd using the quote currency.

### 4.3 Deal Types

The application offers the user the capability to initiate various deal types. The deals are mainly classified depending on the beneficiary and settlement dates.

Based on the beneficiary type there are two types of deals:

- **Internal:** This is a deal where the beneficiary account is a Family Bank Account.
- **SWIFT/RTGS:** This is where the beneficiary account is with another institution other than Family Bank. RTGS for banks within EAC and SWIFT for other banks.

Based on the settlement date there are two types of deals:

- **Spot deals :**  
These deals settle within two days. Within this category there are two available settlement modes:
  1. **Instant settlement.** This is where the amount from the source account (the currency the user is selling) is debited instantly on confirmation of the deal and credited into the beneficiary account (the currency the user is buying) or remitted via SWIFT/RTGS.
  2. **Future settlement.** This is a deal where a rate is booked but the amount is not debited instantly. The amount is debited at the end of the value date or at any time before the value date by the user. The value date may not exceed two business days. This type of deal may require the user to commit a percentage of the value of the deal in the account at the time of confirmation.
- **Forward deals:**  
These are deals with value dates beyond two business days. This kind of a deal is only available for select currencies. Where available the application will compute the forward rate for the selected period.  
The settlement for such deals will happen at the end of the business day on the value date.  
A forward deal may be an internal deal or a SWIFT/RTGS deal.  
This type of a deal may require the user to commit a percentage of the value of the deal at the time of confirmation.

### 4.4 Instant Deals

This is where the amount from the source account (the currency the user is selling) is debited instantly on confirmation of the deal and credited into the beneficiary account (the currency the user is buying) or a SWIFT/RTGS remittance initiated.

#### 4.4.1 Internal Transfer Instant Deals

☒ Internal ☐ Swift/Rtgs

☒ Instant settlement ☐ Future settlement

BUY USD 4,000.00

USD Account 045000012122

Value date 24/07/2019

Rate 103.1

SELL KES 412,400


KES Account 035000055445

Back Deal

- On the currency subscriptions panel, click on the rate matching the action you wish to perform (buy/sell) e.g. buy USD. The trading panel will appear as shown above.
- Enter the amount you wish to buy in the amount input. e.g. 4,000.00.
- Confirm the accounts you wish to transact on. In this case, USD and KES accounts.
- Once satisfied everything is OK, press the 'Deal' button.
- The user will be prompted to confirm the deal details.
- If you press 'Confirm' the deal will be effected a confirmation ticket pops up.
- A confirmation will also be sent via SMS and an e-mail sent to the user.
- In case of any errors, such as insufficient funds, an error message will pop-up.

Please confirm deal

You buy EUR	4,000.00
Rate (Approx.)	114.83
For KES	459,320.00
From KES account	035000055445
To EUR account	025000012414
Value date	24/07/2019




Back

Confirm

Deal confirmation receipt

Deal Reference	OD20190724R1546206
Transaction type	Internal transfer
You bought USD	4,000.00
Rate	103.1
For KES	412,400.00
From KES account	035000055445
To USD account	045000012122



Print

Done



#### 4.4.2 RTGS/SWIFT Instant Deals

The screenshot displays a web interface for RTGS/SWIFT Instant Deals. At the top, there are two radio buttons: 'Internal' (unselected) and 'Swift/Rtgs' (selected). Below this, there are two tabs: 'Pricing' and 'Beneficiary' (selected). The 'Beneficiary' tab contains the following elements:

- Two radio buttons for settlement type: 'Instant settlement' (selected) and 'Future settlement' (unselected).
- A row of three input fields: a dropdown menu set to 'BUY', a dropdown menu set to 'USD', and a text input field containing '4,000.00'. To the right of the text input is a small US flag icon.
- A label 'USD Account' followed by a dropdown menu showing 'Send SWIFT/RTGS' and an information icon (i).
- A label 'Value date' followed by a date input field showing '24/07/2019', a close button (X), and a calendar icon.
- A label 'Rate' followed by the value '103.1' in red text.
- A row of three input fields: a dropdown menu set to 'SELL', a dropdown menu set to 'KES', and a text input field containing '412,400'. To the right of the text input is a small Kenyan flag icon.
- A label 'KES Account' followed by a text input field containing '035000055445'.

At the bottom left is a small blue icon of a house with a 'B' inside. At the bottom right are two buttons: 'Back' and 'Deal'.

- On the currency subscriptions panel, click on the rate matching the action you wish to perform (buy/sell) e.g. buy USD.
- Once the default trading panel pops up, select 'Swift/RTGS' at the top bar. 'Pricing' and 'Beneficiary' tabs will appear with pricing as the default selection.
- Enter the amount you wish to buy in the amount input. e.g. 4,000.00.
- Select the 'Beneficiary' tab to enter the beneficiary details.
- The panel shown in the next page will appear.

☐ Internal
 ☒ Swift/Rtgs

Pricing

Beneficiary

Destination country

Select beneficiary

Beneficiary bank


Beneficiary SWIFT code

beneficiary branch

beneficiary name

beneficiary Account number

Beneficiary physical address



Back

Deal

- If the beneficiary is one of the regular beneficiaries, click on 'Select Beneficiary' field and select the preferred beneficiary.

☐ Internal
 ☒ Swift/Rtgs

Pricing

Beneficiary

Destination country

APPAREL

OTHER

Select beneficiary

Beneficiary bank


Beneficiary SWIFT code

beneficiary branch

beneficiary name

beneficiary Account number

Beneficiary physical address



Back

Deal

- Once selected, the applicable fields will be auto-populated as shown in the next page.

☐ Internal ☒ Swift/Rtgs

Pricing Beneficiary

Destination country  
United States

Select beneficiary  
APPAREL

Beneficiary bank  
BANK OF AMERICA

Beneficiary SWIFT code  
BOFAUS3N

beneficiary branch  
NY

beneficiary name  
KENWOOD

beneficiary Account number  
5645464

Beneficiary physical address  
77 KEN

Back Deal

- Scroll to the bottom of the panel using the blue scrollbar on the right.

☐ Internal ☒ Swift/Rtgs

Pricing Beneficiary

beneficiary name  
KENWOOD

beneficiary Account number  
5645464

Beneficiary physical address  
77 KEN

Purpose of remittance  
PAYMENT OF INVOICE 235452154

Confirm details


Back Deal

- Enter the purpose of remittance, confirm the completeness of the beneficiary form and press 'Confirm Details'.
- The action will take you back to the pricing tab.
- Confirm the amounts, source account and press 'Deal'.
- A deal confirmation panel pops up.

Please confirm deal

---

You buy USD	4,000.00
Rate (Approx.)	103.1
For KES	412,400.00
From KES account	035000055445
Value date	24/07/2019
Transfer USD to	
Bank name	BANK OF AMERICA
SWIFT code	BOFAUS3N
Branch	NY
Beneficiary name	KENWOOD
Beneficiary account	5645464
Purpose	PAYMENT OF INVOICE 235452154




Back
Confirm

- Confirm the details again and press 'Confirm' once satisfied.
- A deal confirmation ticket will pop up and a deal reference generated if the deal is successful and an SMS and e-mail confirmation sent to the user.
- In the event of an error e.g. insufficient funds, the user will be notified via a pop up error message.

Deal confirmation receipt

Deal Reference	OD20190724R1546209
Transaction type	SWIFT/RTGS transfer
You bought USD	4,000.00
Rate	103.1
For KES	412,400.00
From KES account	035000055445
Transfer USD to	
Bank name	BANK OF AMERICA
Swift code	BOFAUS3N
Branch	NY
beneficiary name	KENWOOD
Account number	5645464
IBAN	
Sort Code	



Print

Done

## 4.5 Future Settlement Deals

These are deals where settlement happens after the deal has been confirmed. The deal could be spot or forward deal.

### 4.5.1 TOD/TOM/Spot Deals

These deals settle within two business days.

#### 4.5.1.1 Internal Transfers

The screenshot displays a trading interface for internal transfers. It features two main sections for USD and KES. The USD section is currently active, showing a 'BUY' action for 4,000.00 USD. The KES section shows a 'SELL' action for 412,400 KES. The interface includes dropdown menus for currency and account selection, a date picker for the value date, and a rate display. At the bottom, there are 'Back' and 'Deal' buttons.

- On the currency subscriptions panel, click on the rate matching the action you wish to perform (buy/sell) e.g. buy USD.
- The trading panel will appear as shown above.
- Enter the amount you wish to buy in the amount input. e.g. 4,000.00.
- Confirm the accounts you wish to transact on. In this case, USD and KES accounts.
- Select future settlement and press 'Deal' if you wish to settle the deal by the end of the day.
- If you wish to settle on another day, click on the calendar icon on the 'Value Date' field and select the day you wish to settle.
- Any day greater than spot will generate a forward rate. If you wish to deal at the spot rate, ensure the selected date is not more than two business days.
- Once satisfied everything is OK, press the 'Deal' button and proceed as in **4.4.2**.

#### 4.5.1.2 SWIFT/RTGS Transfers

Future settlement deal procedure is similar to **4.4.3** but with one difference.

Before you press deal after input of all relevant information, change settlement mode to 'Future Settlement' from 'Instant Settlement'. Alternatively, the user may change the date on the calendar as shown below.

Any day greater than spot will generate a forward rate. If you wish to deal at the spot rate, ensure the selected date is not more than two business days.

The deal may require a percentage of the deal value to be available in the account as security/margin. To get an exception for security, the user should apply for a credit line from Family Bank Ltd.

Proceed as documented at **4.4.3**.

#### 4.5.2 Forward FX Deals

These are deals with value dates beyond two business days. This kind of a deal is only available for select currencies. Where available the application will compute the forward rate for the selected period.

##### 4.5.2.1 Internal Transfers

These deals are similar to **4.5.1.1** but the value date is more than two business days from the confirmation/dealing date.

##### 4.5.2.2 SWIFT/RTGS Transfers


These deals are similar to **4.5.1.2** but the value date is more than two business days from the confirmation/dealing date

### 4.5.3 Supporting/AML Docs Upload

For SWIFT/RTGS deals with amount greater than USD 10,000.00, an extra step of uploading supporting documents must be completed.

Once the ticket is generated, there will be an 'Upload Docs' button at the bottom. Click on it to move to the docs upload panel.

Deal confirmation receipt	
Deal Reference	OD20190724R1546212
Transaction type	SWIFT/RTGS transfer
You bought USD	14,000.00
Rate	103.1
For KES	1,443,400.00
From KES account	035000055445
Transfer USD to	
Bank name	BANK OF AMERICA
Swift code	BOFAUS3N
Branch	NY
beneficiary name	KENWOOD
Account number	5645464
IBAN	
Sort Code	



Print

Upload docs

Next:

Drag a file here or [browse](#) to upload.

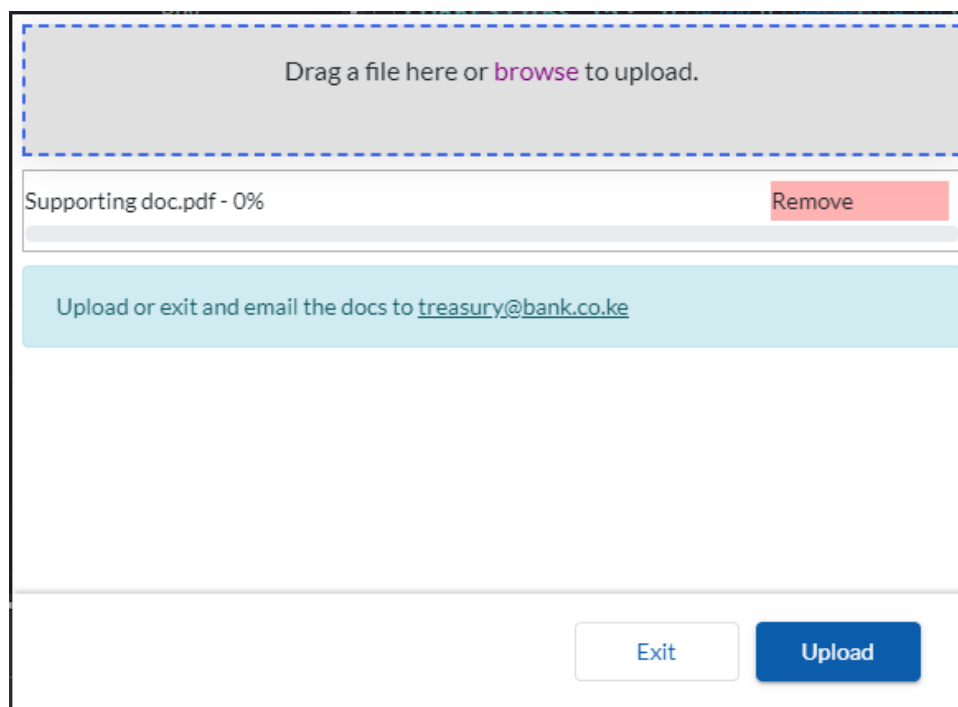
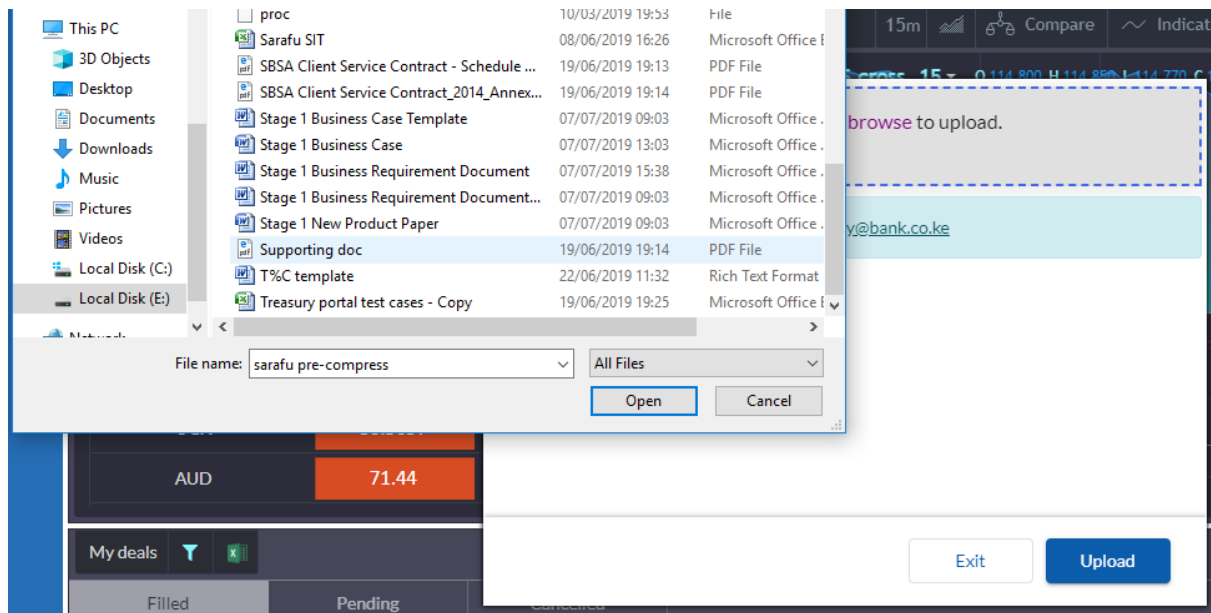
Upload or exit and email the docs to [treasury@bank.co.ke](mailto:treasury@bank.co.ke)

Exit

Upload













Click on 'Browse' to select the supporting documents. Alternatively you can drag and drop the files on the grey area. NB: Only pdf, png and jpg files are allowed.



- Press 'Remove' if you selected the wrong file.
- Once the correct file is selected, press 'Upload' to initiate file upload. NB: Don't exit before the upload is completed.
- Once done, Press 'Exit' and complete the deal.
- The user can still exit and upload supporting documents later, or on request from the operations department of the bank.

- To upload documents on completed deals, locate the deal on the history blotters at the bottom of the application.
- Once located, press on the 'Upload Docs' icon on the deal and upload the documents.

Example: On the deal blotter below, additional docs can be uploaded on deal 'OD20190724R1546212'

My deals  					
Filled			Pending	Cancelled	
ticket			reference	status	
			OD20190724R1546212	Filled	
			OD20190724R1546209	Filled	

#### 4.5.4 Future Settlement Deal Margin

All future settlement FX deals will require the source account to be funded with at least 10% of the deal value. This amount is put under lien to act as performance margin of the transaction in the event of non-settlement by the user/customer.

The user may apply for a credit line to be exempted from the margin requirement. Where such margin is granted, the customer may initiate deals non-secured deal up-to 10 times the value of the credit line. All deals above that value will require performance margin.

#### 4.6 Future Settlement Deal Administration

The application offers functionality to settle and cancel pending deals before settlement date.

##### 4.6.1 Deal Cancellation

A user can cancel a future settlement deal before the settlement date/time. The deal will be cancelled at the prevailing interbank rate to the detriment or favour of the customer.

To cancel a deal, press the 'Process Deal' icon of the deal to cancel. The process deal icon is only active on pending deals.

On the pop up that appears, press the 'Select' field at the top of the pop up. Select the 'Cancel Deal' option.

The application will compute the cancellation rate and cancellation cost then enable the cancellation button. Press the 'Cancel Deal' button to cancel the deal.

USD	102.45	<div>Cancel deal</div> <div>Reference OD20190727R1546227</div> <div>Buy USD 23,544.00 Fx rate 103.1</div> <div>Sell KES 2,427,386.40 Value date 29/07/2019</div> <div>Replacement rate 102.7 Initial margin [KES] 0.00</div> <div>Replacement cost [KES] 9,417.60 Refundable margin [KES] -9,417.60</div> <div>Back Cancel deal</div>
GBP	126.02	
EUR	113.99	
JPY	0.9428	
RWF	9.12825	
TZS	25.0313	
UGX	36.5097	
AUD	70.67	

My deals Filter Close

Filled			Pending	Cancelled						
ticket			reference	status	side	currency	amount	rate	value date	
			OD20190727R1546227	Pending	Buy	USD	23,544.00	103.1	29/07/2019	

#### 4.6.2 Deal Settlement

Future settlement deals, may be settled by the user earlier than the settlement date. This is done by, navigating to the 'Pending Deals' tab of the deals blotter then pressing the process deal icon of the deal to be settled.

A settlement panel will pop up.

USD	102.45	<div>Settle deal</div> <div>Reference OD20190727R1546227</div> <div>Buy USD 23,544.00 Fx rate 103.1</div> <div>Sell KES 2,427,386.40 Value date 29/07/2019</div> <div>Beneficiary USD ac 045000012122</div> <div>Source KES ac 035000055445</div> <div>Back Settle</div>
GBP	125.98	
EUR	113.95	
JPY	0.94267	
RWF	9.12825	
TZS	25.0313	
UGX	36.5097	
AUD	70.65	

My deals Filter Close

Filled			Pending	Cancelled						
ticket			reference	status	side	currency	amount	rate	value date	
			OD20190727R1546227	Pending	Buy	USD	23,544.00	103.1	29/07/2019	

Press the 'Settle' button to settle the deal.

Once settled, the deal record will move from 'Pending' tab to 'Filled' tab.

#### 4.7 Deal Confirmation/Notification

Upon confirmation of a deal, a deal reference number and ticket is generated. The ticket can be printed for records. In addition, SMS and e-mail confirmations are sent to the registered phone number and email(s) respectively.

## 5. DEALING HISTORY

### 5.1 Filtering

The deal blotter has deal filtering capability using various criteria.

To apply the deals filter, press the 'Filter' icon at the blotter menu bar. On the filtering box that appears, apply the preferred filtering options.

Press 'OK' to apply the filter.

The screenshot displays the deal blotter interface. At the top, a table shows currency rates for TZS, UGX, and AUD. To the right, there is a 'Chart by Trading' section with a '18' indicator and time filters (3m, 1m, 5d, 1d). Below the table, a 'My deals' section is visible. A 'Filter' dialog box is open, allowing users to apply filters to the deals. The dialog box includes fields for 'Currency 1' (set to ALL), 'From' (24/04/2019), 'Status' (FILLED), 'Currency 2' (set to ALL), 'To' (24/07/2019), and 'User' (FMMACH). There are 'Cancel' and 'Ok' buttons at the bottom of the dialog. The background shows a table of deals with columns for ticket, status, and amount.

Currency	Rate
TZS	25.0313
UGX	36.5097
AUD	71.42

Currency	Rate
TZS	24.5761
UGX	35.6506
AUD	72.56

Chart by Trading

18

3m 1m 5d 1d

My deals

Apply filters

Currency 1: ALL

From: 24/04/2019

Status: FILLED

Currency 2: ALL

To: 24/07/2019

User: FMMACH

Cancel Ok

ticket	status	amount
OD20190723R1546203	Filled	Buy
		USD
		5,557.00

### 5.2 Excel Reports

To generate an excel report of the active blotter tab, press on the 'Excel' icon and download the excel file.

### 5.3 Deal Type Lists

The deal blotter displays three categories of deals (tabs):

- **Filled deals:** - These are deals that have been settled and are being processed or already processed by the bank.
- **Pending deals:** - These are deals that have been confirmed and are awaiting settlement
- **Cancelled deals:** - These are deals that had been confirmed then cancelled later by the customer or the bank.

## 6. CURRENCY CHARTS

The application has advanced charting capability that offer insight to the users so they can make informed decisions.

### 6.1 Basic Chart Interpretation



The blue area represents the historical price action.

### 6.2 Changing the Currency in View

To change the currency in view, click on the top left input where the currency symbol appears. Once the user starts typing, a hints dropdown list will pop up.

Select the currency pair to view.

The chart will automatically load the chart.

### 6.3 Quick Duration Changes

To change the duration of view, the charts offer a quick way to do it.

At the bottom left of the charts panel press '3m' to view 3 months, '1m' to view 1 month, '5d' to view the last five days and '1d' to view the day's action.

### 6.4 Advanced Charting Functions

The charts support advanced analytical functionality among them:

- **Indicators:** Tens of indicators and overlays for trend analysis
- **Chart types:** Different chart types to suit users preferences e.g. bars, candlesticks etc.

- **Time frames:** Supports 1m, 5m 15m, 1h, 4h and 1D timeframes
- **Currencies comparison:** Supports overlays of different currencies for comparison.

## 7.0 LOG OUT

Once the user is done with the session, the user should make sure they log out to prevent further unauthorized activity.

