

# Master How To Cookbook Release 10.0

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## Recommended Display Settings

To view the full GTSnet screen use the following Display Settings on the computer screen.

- Scale - 100% (Laptops default to 125%)
- Display Resolution - 1920 x 1080 (recommended)
  - 1366 X 768 for a 21" monitor

## Navigating WIP (Work in Process)

WIP is the main user screen that opens when the user first logs in. This screen includes all data that is still in progress and has not yet been approved by a TSR (Trade Service Representative, or bank-side employee). This screen has various navigations that are specific to each user and their entitlements.

### How to use the left panel filters

The left panel filters allow the user to input specific reference numbers of the transaction, or the customer's name or reference number. It also can display every transaction of the organization, or all transactions of the current logged in user.

- To filter by reference number – input a valid reference number and click 'FIND'
- To filter by Customer reference – input a valid customer reference number and click 'FIND'
- To filter by Customer Name – input the customer's name as created and click 'FIND'
- Click on 'By Organization' button and it will display all transactions for that legal entity



- Click the button again (which is now changed to 'By User') and it will show all transactions done by the logged in user.



## How to turn WIP Screen Parameter filters on & off

WIP can filter the transaction list. A parameter set in the parameters screen will tell the screen whether to display or hide these filters.

The screenshot shows the Cibar WIP screen. On the left, there is a sidebar with buttons for Reference#, Customer Reference, Customer Name, Export WIP to Excel, By Organization, and Dashboard. Below the sidebar is a logo for Cibar. The main area contains a large grid of transaction data with columns for Bank Reference, Status, SubStatus, Process, Seq#, User, Amount, CUR., Customer's Name, Their Reference, and Date/Time. Below the grid is a 'Hide Statistics' button. At the bottom of the screen is a summary bar with counts for various process types and a red box highlighting the 'Work in Process' section. The 'Work in Process' section includes fields for ICCI, INCP, OFAC SENT, INT AMEND, Waiting on Customer, DET, WDBT, WDIS, WDOC, PNDA, OFAC FAIL, CRMF, NRPC, AML, and NSF. Below this is a status bar with fields for Status, Sub Status, Process, Customer, User, and Source, followed by a Refresh WIP button.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference	Date/Time
CB-AG-AC-00000001-00	PNDA	NDOC	BA-ENT		LOREN	22,222.00	USD	LendingBank1	Overnight Pos	2023/01/10 10
CB-AG-AC-30000023-00	PNDA	DETS	STB-AMD	2	SMAYER	0.00	USD	DSW - Colorado Sp...		2023/01/19 08
CB-AG-CO-00500005-00	PNDA		DIR-ENT		HEATHER	250,000.00	USD	Coach New York	987654	2023/02/01 12
CB-NY-TR-00100016-00	PNDA		IMP-PAY	1	QUE	111,111.00	USD	Trader Joes	MyTEST	2023/01/25 15
CB-AG-AC-PG000150-00	PNDA		PRT-MOD		SMAYER	0.00		TESTING GROUP	Existing Group	2023/02/08 13
CB-AG-AC-P0033042-00	PNDA	MODIFY	SS-PAR		DANIEL	0.00		BEN PARTY TYPE		2023/02/13 08
CB-AG-CO-10000204-00	PNDA		EXP-ISS		Cquava	8,000.00	USD	Kohl's Inc.	14392	2023/02/14 09
CB-AG-AC-10000201-00	PNDA		EXP-AMD	1	Cquava	0.00	USD	DSW - Colorado Sp...	my test	2023/02/14 10
CB-AG-AC-10000201-00	PNDA		EXP-PAY	2	Cquava	8,000.00	USD	DSW - Colorado Sp...		2023/02/14 10
CB-AG-AC-00100015-00	PNDA		IMP-ISS		Cquava	1,500.00	USD	Dutch Brothers Cof...		2023/02/14 10
CB-AG-CO-00100006-00	PNDA		IMP-PAY	2	Cquava	1,000.00	USD	Dutch Brothers Cof...		2023/02/14 10
CB-AG-AC-00100013-00	PNDA		IMP-AMD	1	Cquava	0.00	USD	Dutch Brothers Cof...		2023/02/14 10
CB-AG-AC-30000023-00	PNDA		STB-AMD		SMAYER	0.00	USD	DSW - Colorado Sp...		2023/01/19 08
CB-AG-AC-30000023-00	PNDA		STB-PAY	1	Cquava	5,000.00	USD	DSW - Colorado Sp...		2023/02/14 11
CB-AG-AC-P0033071-00	PNDA	MODIFY	SS-PAR		DANIEL	0.00		TESTDGR		2023/02/14 11
CB-AG-AC-F0000569-00	PNDA	MODIFY	ACC-FDA		DANIEL	0.00		BACO Fee		2023/02/14 07
CB-CO-CL-99900002-00	PNDA...		BA-ENT		NMAYER	5,000,000.00	USD	Loan Child	Loan 2222334	2023/01/03 07
CB-AG-AC-30000026-00	RCAL		STB-PAY	1	CLAUDIO	1,000.00	USD	Chipotle		2022/10/26 00
CB-NY-TR-30000047-00	RECV		STB-ISS		HEATHER	100,000.00	USD	Chipotle	Test LC	2023/01/18 07
CB-AG-AC-30000050-00	RECV		STB-ISS		DANIEL	80,900.00	USD	Chipotle		2023/02/01 11
CB-AG-AC-80000000-00	SWFI	MT412	CEX-AMD		SWIFTINCB	0.00		Dutch Brothers Cof...	412BASE121922	2022/12/19 12

To enable or disable these screens, go to **Parameters -> System Parameters -> GTS Parameters**.

The screenshot shows the Parameters screen with the 'System Parameters' tab selected. Under 'System Parameters', the 'GTS Parameters' option is highlighted with a yellow box. Other options include Legal Entity Setup, Division Setup, Department Setup, New Bank Setup, Legal Entity Parameters, GTS Alert Maintenance, Calendar Setup, Service Product Code Maintenance, and User Program Maintenance.

The Parameters screen will open to allow the user to modify the parameters for GTS, including the ability to enable / disable the GTS filters.

The **Wip Statistic Frames** are determined by a number that represents each section of filter to display or not.

General | Files | Swift In | Addl Parameters |

### General Parameters

Default LE: CB Default Division: AG DB Distribute Version: 1192 Licensed User Seats: 21 Memo post DDA at Release: X Memo post DDA at PNDA: X IBM MQ Processing: 6 Accounting Combine Mode: 0 Swift Batch Sequencer: 0 Fed Batch Sequencer: 0 Time to shut down FED: 18:00 <b>Wip Statistic Frames: 1234</b>	<b>General Parameters</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Allow 'Self Enable' at Login</li> <li><input type="checkbox"/> On Login Warn if Business Date and System Date are different</li> <li><input checked="" type="checkbox"/> Warn if Business Date and Transaction Date are different</li> <li><input checked="" type="checkbox"/> Transaction must go to PNDA the same day as Approval</li> <li><input type="checkbox"/> Repeat Payment Edits at PNDA</li> <li><input type="checkbox"/> Require a different User to 'PreSend' Documents</li> <li><input checked="" type="checkbox"/> Allow approval of transactions in ACTF status</li> <li><input type="checkbox"/> Don't allow approval of transactions in CHKL status</li> <li><input checked="" type="checkbox"/> Allow changes to Base Fees in Special Pricing Super</li> <li><input checked="" type="checkbox"/> Allow changes to Party-Specific fees in the Base Fee Super</li> <li><input checked="" type="checkbox"/> Show Conversion Reference No. if present</li> <li><input checked="" type="checkbox"/> Bill future dated fees now</li> <li><input type="checkbox"/> Map in users Citrix Default Printer to trays 1,3 and 5</li> <li><input checked="" type="checkbox"/> Logos by Division</li> <li><input checked="" type="checkbox"/> Include a Logo on Final Print of documents</li> <li><input checked="" type="checkbox"/> Check illegal Swift characters on Textforms</li> <li><input checked="" type="checkbox"/> Allow width (65/72) change on Textforms</li> <li><input checked="" type="checkbox"/> Include Inco Terms' on Desc of Goods Textform</li> <li><input type="checkbox"/> Docgen translates extended ASCII characters</li> <li><input checked="" type="checkbox"/> Allow amendment sequence number change</li> <li><input checked="" type="checkbox"/> Show expanded Standby IRB field</li> <li><input checked="" type="checkbox"/> Count Incoming Swift fragments as unique messages</li> <li><input checked="" type="checkbox"/> OFAC Text Copied On Collections</li> <li><input checked="" type="checkbox"/> Allow Swift In as Admin Message</li> </ul>	<b>User Sign On Parameters</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Authenticate User via LDAP</li> <li><input checked="" type="checkbox"/> Use Active Directory for User Maintenance</li> <li><input type="checkbox"/> Enable Enhanced Password capability</li> </ul> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>4</td><td>Minimum User ID Size</td></tr> <tr><td>8</td><td>Minimum Password Size</td></tr> <tr><td>0</td><td>Idle minutes before automatic logout</td></tr> <tr><td>5</td><td>Can't reuse same password count</td></tr> <tr><td>3</td><td>Maximum failed Login attempts till disabled</td></tr> <tr><td>0</td><td>Disable User after days inactive</td></tr> <tr><td>100</td><td>Password must be changed interval</td></tr> <tr><td>3</td><td>Maximum daily password changes</td></tr> <tr><td>0</td><td>Security assigned Password must be reset within</td></tr> </table> <b>Log Events</b> <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Security Reporting: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Login Failure</li> <li><input checked="" type="checkbox"/> Login Success</li> <li><input checked="" type="checkbox"/> Transactions</li> <li><input checked="" type="checkbox"/> Log all 'MemTable' Changes</li> </ul> </li> <li><input checked="" type="checkbox"/> Individual Security Reports: <ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Party Change</li> <li><input checked="" type="checkbox"/> CRM Change</li> <li><input checked="" type="checkbox"/> Entitlement Change</li> </ul> </li> </ul>	4	Minimum User ID Size	8	Minimum Password Size	0	Idle minutes before automatic logout	5	Can't reuse same password count	3	Maximum failed Login attempts till disabled	0	Disable User after days inactive	100	Password must be changed interval	3	Maximum daily password changes	0	Security assigned Password must be reset within
4	Minimum User ID Size																			
8	Minimum Password Size																			
0	Idle minutes before automatic logout																			
5	Can't reuse same password count																			
3	Maximum failed Login attempts till disabled																			
0	Disable User after days inactive																			
100	Password must be changed interval																			
3	Maximum daily password changes																			
0	Security assigned Password must be reset within																			

**Update** | **Exit**

0 = hide all panels

1 = displays the filters that users can utilized to filter down the list to specific statuses,

**Hide Statistics**

Status:	<input type="checkbox"/>	Sub Status:	<input type="checkbox"/>	Process:	<input type="checkbox"/>	Customer:	<input type="checkbox"/>	User:	<input type="checkbox"/>	Source:	<input type="checkbox"/>	<b>Refresh WIP</b>
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2 = displays how many transactions of each type of status are in WIP, at a glance

**Hide Statistics**

<b>Work in Process</b> ICCI: <input type="button"/> SWFI: <input type="button"/> RECV: <input type="button"/>	<b>OFAC SENT:</b> <input type="button"/> <b>CHKL:</b> <input type="button"/> <b>CMPL:</b> <input type="button"/>	<b>OFAC DESK:</b> <input type="button"/> <b>DET:</b> <input type="button"/> <b>WDIS:</b> <input type="button"/>	<b>Waiting on Customer</b> DETS: <input type="button"/> WDIS: <input type="button"/>	<b>DET:</b> <input type="button"/> WRMB: <input type="button"/> WDIS: <input type="button"/>	<b>Waiting on Supervisor</b> <b>PNDA:</b> <input type="button"/> <b>CRMF:</b> <input type="button"/> <b>AML:</b> <input type="button"/>	<b>OFAC FAIL:</b> <input type="button"/> <b>NPRC:</b> <input type="button"/> <b>NSF:</b> <input type="button"/>
--	--	---	--	--	--	---

3 = displays how many of the processes are in WIP, at glance

**Hide Statistics**

<b>Issues in Process</b> <b>Issues in Process ICC</b> <input type="button"/> <b>Transfers in Process</b> <input type="button"/>	<b>Amendments in Process</b> <b>Amendments in Process ICC</b> <input type="button"/> <b>Assignments in Process</b> <input type="button"/>	<b>Pending Discrepancies</b> <b>Waiting Reimbursement</b> <input type="button"/> <b>Waiting Doc Approval</b> <input type="button"/>	<b>Documents Received</b> <b>Payments in Process</b> <input type="button"/> <b>Acceptances in Process</b> <input type="button"/>
---	---	---	--

4 = displays how many of each type of SubStatus are in WIP, at a glance

**Hide Statistics**

OFAC: 000	DETS: 000	WDIS: 000	WDOC: 000	WRMB: 000	CHKL: 000	PNDA: 000	INCP: 000	RECV: 000
-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------	-----------

\* Note – Each time you change the WIP Statistics Frame parameters, you MUST log out of WIP and log back in for changes to take effect.

## WIP Dashboard

In release 5, we added a 'Dashboard' button that when clicked will present the following form;

Reference#  Find  
Customer Reference  Find  
Customer Name  Find  
Export WIP to Excel  
By Organization  Dashboard

WIP Dashboard						
Bank Reference:	Their Reference:	Service:	Product:	Category:		
CB-AG-AC-75000353-00	58834673	WR	OTP	WIP Status	this is tims status	
CB-AG-AC-95000215-00		CSH	ENT	Images	Air Waybill_1_20070316093504.TIF	
CB-AG-AC-95000215-00		CSH	ENT	Images	Beneficiary Cert. GEB 101714 - Copy - Copy.TIF	
CB-AG-AC-00700348-00	423424	CIM	AMD	TSR Notes	Debit my dda account 1232343345 Disposition of Documents:Please deliver documents to my Fr	
CB-AG-AC-00700349-00		CIM	AMD	TSR Notes	Disposition of Documents: Presenting bank charges are waived by the customer. Our charges a	
CB-AG-AC-00700350-00		CIM	PAY	TSR Notes	Disposition of Documents: Presenting bank charges are waived by the customer. Our charges a	
CB-AG-AC-10000633-00	564	EXP	ISS	Images	Air Waybill GEB 101714.TIF	
CB-AG-AC-00001029-00	NA,AIR	SAR	ENT	Swift In	MT799: Item references missing base item	
CB-AG-AC-00001029-00	NA,AIR	SAR	ENT	Swift In	MT707: Error attempting to process	
CB-AG-AC-12345678-00	QT'sCOLTEST1	DIR	ENT	TSR Notes	THIS IS A TEST TEMPLATE	
CB-AG-AC-12345678-00	QT'sCOLTEST1	DIR	ENT	WIP Status	ICC Documents Attached	

This Dashboard allows the user to see in a glance information that is not easily seen in the traditional WIP view. There are four categories of transactions shown here;

- **Notes** - TSR Notes are present. This is shown in WIP with a small yellow post it icon on the left.  
  
TSR Notes has been increased from 6,300 characters to 85,000 characters. If you attempt to do more than the 85,000 characters, you get stopped in the field (anything you type will not be shown). There is no pop-up warning for this feature.
- **WIP Status** - User has assigned a WIP Status to the transaction, via right click checklist, which are shown in WIP with a small white post it icon.
- **Images** - Images are attached to the transaction which is shown in WIP with an "I" in the very last column.
- **Swift In** - There are incoming Swift messages for this transaction which are held up in Swift In Ready. This is also identified by row shown in red text in WIP.

The items shown in WIP may be sorted by clicking on a column header.

	Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference	Date/Time	▲
--	----------------	--------	-----------	---------	------	------	--------	------	-----------------	-----------------	-----------	---

The three large squares in Statistics Frame 2, if clicked on, will refresh WIP with all the categories to the right of that square.

<b>Work in Process</b>	<u>ICCI:</u> 2 <u>INCP:</u> 4 <u>OFAC SENT:</u> 0 <u>SWFI:</u> 11 <u>CHKL:</u> 1 <u>OFAC DESK:</u> 0 <u>RECV:</u> 2 <u>CMPL:</u> 6 <u>OTHER:</u> 0	<b>Waiting on Customer</b>	<u>DET:</u> 0 <u>WDBT:</u> 0 <u>DETS:</u> 0 <u>WRMB:</u> 0 <u>WDIS:</u> 0 <u>WDOC:</u> 0	<b>Waiting on Supervisor</b>	<u>PNDA:</u> 0 <u>OFAC FAIL:</u> 0 <u>CRMF:</u> 0 <u>NPRC:</u> 0 <u>AML:</u> 0 <u>NSF:</u> 0
------------------------	--	----------------------------	--	------------------------------	--

Also, each of the underlined labels in Statistics Frame 2, if clicked on, will refresh WIP with only those items which match the category.

<b>Work in Process</b>	<u>ICCI:</u> 2 <u>INCP:</u> 4 <u>OFAC SENT:</u> 0 <u>SWFI:</u> 11 <u>CHKL:</u> 1 <u>OFAC DESK:</u> 0 <u>RECV:</u> 2 <u>CMPL:</u> 6 <u>OTHER:</u> 0	<b>Waiting on Customer</b>	<u>DET:</u> 0 <u>WDBT:</u> 0 <u>DETS:</u> 0 <u>WRMB:</u> 0 <u>WDIS:</u> 0 <u>WDOC:</u> 0	<b>Waiting on Supervisor</b>	<u>PNDA:</u> 0 <u>OFAC FAIL:</u> 0 <u>CRMF:</u> 0 <u>NPRC:</u> 0 <u>AML:</u> 0 <u>NSF:</u> 0
------------------------	--	----------------------------	--	------------------------------	--

In addition, items in WIP may be filter by entering filter masks in Statistics Frame 1 and clicking the check box next to the values you want to filter on.



The screenshot shows a horizontal toolbar with several input fields and buttons. From left to right, the fields are: Status: PNDA (with a checked checkbox), Sub Status: (empty), Process: STB-ISS (with a checked checkbox), Customer: (empty), User: (empty), Source: SWFI (with a checked checkbox), and a Refresh WIP button.

We have made an update that will now document in the Security Log when a user logs out of WIP and when the log is created, it will use the server date and time instead of GTS' date and time (for when WIP is not in sync with your servers).

## How to use the Tickler Maintenance Feature

Ticklers may be accessed in two different ways.

The first is when you log onto GTSnet, you will be presented with the tickler screen automatically because you have level 2 ticklers waiting for your action.

The second is by selecting Options > Tickler Processing from the GTSnet menu bar dropdown list.

Clicking on Tickler Processing brings up the Tickler Display and Entry form.

The screenshot shows the 'Tickler Processing' window. At the top, there are buttons for 'Display', 'Enter', and 'Exit'. Below these are three dropdown menus: 'Through Date' (set to 3/31/2023), 'Ref. No.' (empty), and 'User' (set to 'All Users'). A 'Refresh' button is also present. The main area contains a grid table with columns: Entry Date, By Who, Tickler Type, Ref Number, and Alert Date. The data in the grid is as follows:

Entry Date	By Who	Tickler Type	Ref Number	Alert Date
2/6/2023	ADVICEOFEXPIRY	Level 1	30000022-00	2/6/2023
2/6/2023	ADVICEOFEXPIRY	Level 1	30000025-00	2/6/2023
2/7/2023	ADVICEOFEXPIRY	Level 1	30000022-00	2/7/2023
2/7/2023	ADVICEOFEXPIRY	Level 1	30000025-00	2/7/2023
2/8/2023	ADVICEOFEXPIRY	Level 1	30000022-00	2/8/2023
2/8/2023	ADVICEOFEXPIRY	Level 1	30000025-00	2/8/2023
2/13/2023	ADVICEOFEXPIRY	Level 1	30000021-00	2/13/2023

Below the grid is a section titled 'Tickler Text:' containing the following text:

The Officer, Lillian Cahn was notified on 02/06/2023 that the letter of credit, reference number 30000022-00 will be extended on 03/05/2023 if no action is taken to cancel the letter of credit.

There is also a section titled 'Additional Notes:' which is currently empty.

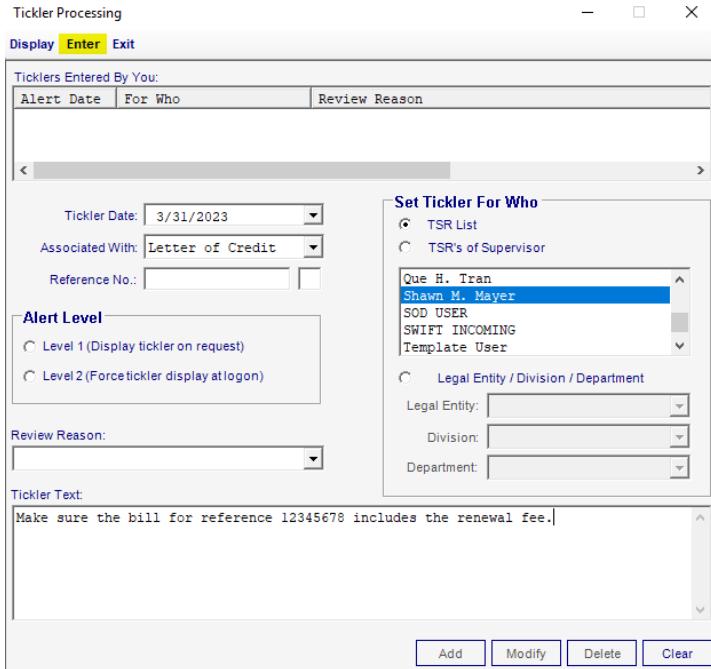
At the bottom left is a dropdown for 'Select Future Date then Click Reschedule:' with the value '4/ 1/2023'. To the right are 'Print' and 'Delete' buttons.

You can filter what you want to see by changing the "Through Date"; "Reference No."; and "User" and then clicking the Refresh button. **NOTE:** All users regardless of LE/DIV/DPT are shown in the "User" drop down list.

You may then select one of the items displayed by clicking on it and add additional notes and reschedule it to appear again on the future date you so choose.

You may also choose to print off the Tickler and/or delete it from the system.

You can Click on the Entry tab to enter a new Tickler.



Then you may select the date you want the tickler to appear; whether it is associated with a letter of credit; Collection; Acceptance, Accounts Receivable or Other. Anything except "Other" will require you to enter a valid reference number.

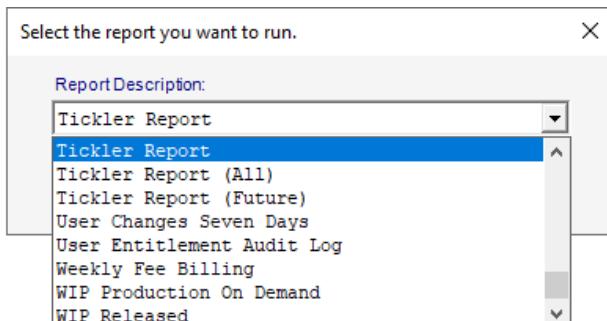
Then pick your Alert Level and who it should be sent to.

GTSnet will also create several types of Ticklers automatically.

- Ticklers will be created to remind the Account Officer that they have not responded to an Evergreen Notice.
  - o This needs to be setup in the Parameter Table and is detailed further in the Standby Evergreen section of this document.
- Ticklers can be created by the GTSnet alert system if there is a system failure of some sort. See the GTS Alerts section of this document.

You can also run an on demand Tickler report by selecting "Common Service" / "Shared Services" / "Report Generation" from the GTSnet menu bar dropdown list. You will be presented with the following selection form where you can select one of the listed Tickler reports.

- Tickler Report
- Ticler Report All
- Tickler Report Future



## How to do an Inquiry History Search

This feature is used to look up previous transactions that have been approved. The search can pull back according to certain criteria input by the user.

To do a search go to Options and click on 'Inquiry/History'.



The Inquiry screen will open, and the criteria can be input to narrow down the data. Some criteria that can be searched on include the Service type, the Product type, the Reference number, the Party Type, Party ID, Party Reference, the Date and the Amount. Each criteria works in conjunction with the others. For instance, if a reference number was input and a date input, the program will return all transactions for that specific reference for the date entered.

A screenshot of the 'Inquiry / History' search interface. The top menu bar includes 'Options', 'Common Services', 'Letter of Credit', 'Bankers Acceptances', 'Collections', 'Steamships', 'Cash Letter', 'Wire Transfer', 'Reimbursements', 'Parameters', and 'Miscellaneous'. Below the menu are several search fields: 'Service' (set to 'ALL'), 'Product' (set to 'ALL'), 'Our Reference' (empty), 'Party Type' (dropdown), 'Party ID' (empty), 'Browse' (button), 'Search' (button). There are also fields for 'Date From' and 'To', 'Party Ref' (empty), 'Name' (empty), 'Clear' (button), 'Export' (button), 'Amount From' and 'To', 'LE' (dropdown), 'Div' (dropdown), 'Amd Type' (dropdown), 'Converted Reference' (empty), and 'Quit' (button). A checkbox for 'Accounting History' is also present.

Inquiry / History Party Types have been expanded to include AdviseThru Bank, Applicant, and Issuing Bank.

A screenshot of the 'Inquiry / History' search interface. The 'Party Type' dropdown menu is open, showing expanded options: 'AdviseThru Bank', 'Advising Bank', 'Applicant', 'Beneficiary', 'Issuing bank', 'Opener', and 'Third Party'. Other search fields are visible at the top, including 'Service' (set to 'IMP'), 'Product' (set to 'ISS'), 'Our Reference' (empty), 'Party Ref' (empty), 'Name' (empty), 'Amount From' and 'To', 'LE' (dropdown), 'Div' (dropdown), 'Amd Type' (dropdown), and 'Converted Reference' (empty).

Inquiry / History can be narrowed down by Amendment Types.

A screenshot of the 'Inquiry / History' search interface. The 'Amd Type' dropdown menu is open, showing expanded options: 'Amendment', 'Cancel', 'Decrease', 'Exp Date', 'Increase', 'Internal', and 'NonRenew'. Other search fields are visible at the top, including 'Service' (set to 'ALL'), 'Product' (set to 'ALL'), 'Our Reference' (empty), 'Party Type' (dropdown), 'Party ID' (empty), 'Browse' (button), 'Search' (button), 'Date From' and 'To', 'Party Ref' (empty), 'Name' (empty), 'Amount From' and 'To', 'LE' (dropdown), 'Div' (dropdown), and 'Converted Reference' (empty).

## Export to CSV the returned results

Bring back the search criteria you want to filter and click the Export Button. This will place the results in CSV format.

Search Criteria										
Service:	IMP	Product:	ISS	Our Reference:		Party Type:		Party ID:	Browse	Search
Date From:		To:			Party Ref:		Name:		Clear	Export
Amount From:		To:			Total Records:	15	Total Base Amount:	2,951,478.00		Quit
LE:		Div:		Amd Type:		Converted Reference:				
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference	
CB-CO-CL-00100030-00		IMP-ISS	2023/02/14 11:24	USD	22,222.00	22,222.00	Trader Joes	ALLIZZZCORP	2023	
CB-CO-CL-00100029-00		IMP-ISS	2023/02/14 12:53	USD	150,000.00	150,000.00	Trader Joes	COG ZZZROAD	1976	
CB-CO-CL-00100022-00		IMP-ISS	2023/02/14 13:58	USD	300,000.00	300,000.00	Trader Joes	COG ZZZROAD	52525252	
CB-NY-TR-00100016-00		IMP-ISS	2023/01/25 14:48	USD	666,666.00	666,666.00	Trader Joes	Chevrolet	MyTEST	

A	B	C	D	E	F	G	H	I	J	K	
1	Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference	Related Party
2	CB-CO-CL-00100030-00		IMP-ISS	2/14/2023 11:24	USD	22,222.00	22,222.00	Trader Joes	ALLIZZZCORP	2023	CIBAR BANK
3	CB-CO-CL-00100029-00		IMP-ISS	2/14/2023 12:53	USD	150,000.00	150,000.00	Trader Joes	COG ZZZROAD	1976	CIBAR BANK
4	CB-CO-CL-00100022-00		IMP-ISS	2/14/2023 13:58	USD	300,000.00	300,000.00	Trader Joes	COG ZZZROAD	52525252	CIBAR BANK
5	CB-NY-TR-00100016-00		IMP-ISS	1/25/2023 14:48	USD	666,666.00	666,666.00	Trader Joes	Chevrolet	MyTEST	

## Export All the Accounting Entries to CSV

Search Criteria										
Service:	ALL	Product:	ALL	Our Reference:	30000020	Party Type:		Party ID:	Browse	Search
Date From:		To:			Party Ref:		Name:		Clear	Export
Amount From:		To:			Total Records:	15	Total Base Amount:	2,951,478.00		Quit
LE:		Div:		Amd Type:		Converted Reference:				
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference	
CB-AG-AC-30000020-00		ACC-TRA	2023/12/08 16:40	USD	401.53	401.53	DSW - COLORADO SPRINGS			
CB-AG-AC-30000020-00		STB-EVG	2023/12/07 16:31	USD	22,222.00	22,222.00	DSW - Colorado Springs	Coach New York		
CB-AG-AC-30000020-00		ACC-TRA	2023/12/07 16:42	USD	401.53	401.53	DSW - COLORADO SPRINGS			
CB-AG-AC-30000020-00		STB-EVG	2023/12/06 16:31	USD	22,222.00	22,222.00	DSW - Colorado Springs	Coach New York		
CB-AG-AC-30000020-00		ACC-TRA	2023/12/06 16:36	USD	401.53	401.53	DSW - COLORADO SPRINGS			
CB-AG-AC-30000020-00		STB-EVG	2023/12/05 15:35	USD	22,222.00	22,222.00	DSW - Colorado Springs	Coach New York		
CB-AG-AC-30000020-00		ACC-TRA	2022/12/06 15:01	USD	401.53	401.53	DSW - COLORADO SPRINGS			

## Current Balance Tabs

If you right click from inquiry history and select Current Balance there are several tabs that are available (Balance, Parties, Periodic Fee, Standby, Spcl. Instructions, AR/DFC, Documents)

Reference Number	Seq	Process	Date	
CB-AG-AC-30000020-00				<b>Current Balance</b>
CB-AG-AC-30000020-00				Accounting
CB-AG-AC-30000020-00				Output Documents
CB-AG-AC-30000020-00				Remove Attached Doc
CB-AG-AC-30000020-00				Amendment Details
CB-AG-AC-30000020-00				Prime OFAC Inquiry
CB-AG-AC-30000020-00				Check List
CB-AG-AC-30000020-00				Credit Allocate History
CB-AG-AC-30000020-00				Related Reference
CB-AG-AC-30000020-00				Ofac Inquiry

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections
Balance	Parties	Periodic Fee	Standby	Spcl. Instructions
AR/DFC	Documents	Qu		

## Current Balance Documents

Shows all Historical documents (issuance, amendment, payment, etc.) of each transaction so you don't have to go to each event to look at the documents.

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Balance Parties Periodic Fee Spcl. Instructions AR/DFC Documents **Quit**

**Showing all documents for Reference Number 00100138** Email

**Documents**

DocumentName	Who	Name	How	Type Document	Service	Product	TransDate	View	More
DDA Advice-Chipotle	2	Chipotle	Mail	GTS Generated RTF Document	ACC	GLA	10/19/2020 08:29	<a href="#">View</a>	<a href="#">More</a>
OFAC Check Document	1	Carnival Cruise Line	Mail	GTS Generated ASCII Document	ACC	GLA	10/19/2020 08:29	<a href="#">View</a>	<a href="#">More</a>
Accounting		Chipotle		GTS Generated ASCII Document	ACC	GLA	10/19/2020 08:29	<a href="#">View</a>	<a href="#">More</a>
Reason for Override		Kohl's Department Stores		GTS Generated RTF Document	ACC	GLA	10/19/2020 08:29	<a href="#">View</a>	<a href="#">More</a>
20201019_0264	OPN	Kohl's Department Stores	Mail	GTS Generated ASCII Document	ACC	TRA	10/19/2020 10:48	<a href="#">View</a>	<a href="#">More</a>
ALL-ALL-ARAOTRACE	ACO	Cquava Halvorson	E-mail	GTS Generated RTF Document	ACC	TRA	10/19/2020 10:48	<a href="#">View</a>	<a href="#">More</a>
20201019_0263	OPN	Kohl's Department Stores	Mail	GTS Generated ASCII Document	ACC	TRA	10/19/2020 10:48	<a href="#">View</a>	<a href="#">More</a>
ALL-ALL-ARAOTRACE	ACO	Cquava Halvorson	E-mail	GTS Generated RTF Document	ACC	TRA	10/19/2020 10:48	<a href="#">View</a>	<a href="#">More</a>
IMP-PCM-ADVAR	OPN	Kohl's Department Stores	E-mail	GTS Generated RTF Document	IMP	PCM	10/16/2020 09:44	<a href="#">View</a>	<a href="#">More</a>
Accounting		Kohl's Department Stores		GTS Generated ASCII Document	IMP	PCM	10/16/2020 09:44	<a href="#">View</a>	<a href="#">More</a>
20201016_0259	OPN	Kohl's Department Stores	Mail	GTS Generated ASCII Document	ACC	TRA	10/16/2020 09:36	<a href="#">View</a>	<a href="#">More</a>
ALL-ALL-ARAOTRACE	ACO	Cquava Halvorson	E-mail	GTS Generated RTF Document	ACC	TRA	10/16/2020 09:36	<a href="#">View</a>	<a href="#">More</a>
A/R Advice	OPN	Kohl's Department Stores	Mail	GTS Generated RTF Document	IMP	ISS	09/16/2020 08:28	<a href="#">View</a>	<a href="#">More</a>
DDA Advice-Kohl's De	OPN	Kohl's Department Stores	Mail	GTS Generated RTF Document	IMP	ISS	09/16/2020 08:28	<a href="#">View</a>	<a href="#">More</a>

**Emailed Documents**

Document Name	Emailed Date	Emailed By	How	Emailed From	Emailed To	Emailed CC
DDAAdvice-Chipotle	12/29/2020 08:58	NMAYER	INQ	nmayer@cibar.com	nmayer@cibar.com	
ALL-ALL-ARAOTRACE	11/24/2020 10:54	EODUSER	EOB	support@cibar.com	chalvorson@cibar.com	
ALL-ALL-ARAOTRACE	11/24/2020 10:54	EODUSER	EOB	support@cibar.com	chalvorson@cibar.com	
IMP-PCM-ADVAR	11/24/2020 10:45	EODUSER	EOB	support@cibar.com	smayer@cibar.com	
ALL-ALL-ARAOTRACE	11/24/2020 10:45	EODUSER	EOB	support@cibar.com	smayer@cibar.com	

**Parties Tab**

If you click on the Parties tab you can see all the parties that are part of this transaction.

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Balance **Parties** Periodic Fee Standby Spcl. Instructions AR/DFC Documents **Quit**

Opener:	DSW - Colorado Springs	Party ID:	DSWCOS	Details	Their Ref #:	dgz939
Credit Party:	DSW - Colorado Springs	Party ID:	DSWCOS	Details	Their Ref #:	
Beneficiary:	Coach New York	Party ID:	COACH	Details	Their Ref #:	
Applicant:		Party ID:		Details	Their Ref #:	
Advising Bank:		Party ID:		Details	Their Ref #:	
Third Party Name:		Party ID:		Details	Their Ref #:	
Issuing Bank:		Party ID:		Details	Their Ref #:	
Advise Thru Bank:		Party ID:		Details	Their Ref #:	
First Advising Bank:	ROGER RAWLINS	Party ID:	ROGERRAWLINS	Details	Their Ref #:	
Account Officer:	Dan Bane	Party ID:	DAHBAKE	Details	Their Ref #:	
Alternate Officer:		Party ID:		Details	Their Ref #:	
Broker:		Party ID:		Details	Their Ref #:	
Doc Prep Server:		Party ID:		Details	Their Ref #:	
Remarketing Agent:		Party ID:		Details	Their Ref #:	
Non Bank Issuer:		Party ID:		Details	Their Ref #:	
Risk Purchase Bank:		Party ID:		Details	Their Ref #:	
Negotiation Bank:		Party ID:		Details	Their Ref #:	
Second Bene:		Party ID:		Details	Their Ref #:	
Applicant Bank:		Party ID:		Details	Their Ref #:	
Reimburse On:		Party ID:		Details	Their Ref #:	
Confirming Bank:		Party ID:		Details	Their Ref #:	
Obligor Instructing Party:		Party ID:		Details	Their Ref #:	

**\*Auto Schedules Tab**

If you click on the Auto Schedule tab you will be able to see the auto schedule events tied to the specific letter of credit.

Event ISS Date Released - [Current Balance] [ - ] [ X ]

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
---------	-----------------	------------------	---------------------	-------------	------------	-------------	---------------	----------------	------------	---------------

Balance	Parties	Auto Schedule	Quit
---------	---------	---------------	------

Our Reference:	<input type="button" value="CB"/>	<input type="button" value="AG"/>	<input type="button" value="AC"/>	00100084	00	Letter Type:	<input type="button" value="IMP"/>	Purpose Code:	<input type="button" value="DCI"/>	Expense Code:	<input type="button" value="2210"/>	Commit #:	<input type="text"/>
Converted Ref#:	<input type="text"/>				Converted System:							Transferable:	<input type="button" value="Not Allowed"/>

## Periodic Fees Tab

If you click on the Periodic Fee tab you can see the periodic fees and information relating to their specific accrual.

Event ISS Date Released - [Current Balance] [ - ] [ X ]

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
---------	-----------------	------------------	---------------------	-------------	------------	-------------	---------------	----------------	------------	---------------

Balance	Parties	Periodic Fee	Standby	Quit
---------	---------	--------------	---------	------

Fee Name: SOP Annual - SOP Annual Fee Type: SOP Day Basis: 365 Period: ANN Fee Rate: 1.2500 Cycle Days: 69 Last Charge Date: 10/26/2017 Next Charge Date: 01/03/2018 Accrued Thru: 12/03/2017 Total Fee: 200.00 Amount Accrued: 113.06 Days Remaining: 30 Minimum Amount: 200.00 Income Acct: COMMSTBFIN Active: YES Anniversary Month: 10 Anniversary Day: 26 Who/How: OPN/DFB		
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## Standby Tab

If the letter of credit is an Evergreen Standby the below screen will show with the details of the Standby.

Event ISS Date Released - [Current Balance] [ - ] [ X ]

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
---------	-----------------	------------------	---------------------	-------------	------------	-------------	---------------	----------------	------------	---------------

Balance	Parties	Periodic Fee	Standby	Quit
---------	---------	--------------	---------	------

<b>Evergreen Terms</b> Evergreen Days to Notify: <input type="text" value="0"/> <input type="checkbox"/> UCP Credit Term in Months: <input type="text" value="0"/> or Days: <input type="text" value="0"/> Expiration Time: <input type="text" value="05:00 PM"/> Time Zone: <input type="button" value="▼"/> Maximum Expiry Date: <input type="text"/> Non-Renewal Date: <input type="text"/> Notification Date Effective: <input type="button" value="▼"/> Non Renewal Delivery Instructions: <input type="text"/> <input type="checkbox"/> Industrial Revenue Bond Credit      OK To Expire: <input type="button" value="Y"/>		<b>Bene CusIP Numbers</b> CusIP 1: <input type="text"/> CusIP 4: <input type="text"/> CusIP 2: <input type="text"/> CusIP 5: <input type="text"/> CusIP 3: <input type="text"/>	
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## Related Reference

Inquiry / History is now capable of displaying Related Reference information for OFAC, Swift, Fedwire, Etc. when an online interface

is being used. This would be dependent on the interface the bank has.

The screenshot shows a main application window titled "Event ISS Date Released - [GTS - Inquiry / Research Selection]" with various tabs like Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. Below the tabs is a search bar with fields for Service (STB), Product (ISS), Our Reference, Party Type, Party ID, and a search button. There are also fields for Date From, To, and Amount From, along with buttons for Browse, Search, Clear, Export, and Quit. The main pane displays a table of transactions with columns for Reference Number, Seq, Process, and Date. A specific row for CB-AG-AC-30000108-00 is selected. A floating window titled "RelRef" is overlaid, showing "Related References for ST-IT-IM-11000495-00". This window contains a table with columns for Message Via, Related Reference, Receiver, Transmission Date Time, and Amount. It lists entries for OFAC, SWF, and another SWF entry. At the bottom of the RelRef window is a "Quit" button.

## Floating Screen

A floating window provides the ability to go to one screen and view the text of the original documents for a transaction. The window can be resized or moved around. If you have a transaction highlighted in WIP or are in a transaction and go to Document History, it will automatically populate with that reference number or one can be manually entered.

The screenshot shows a main application window with various tabs and a floating "Document History" window. The main window has tabs for Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. A "Document History" menu item is highlighted. The floating window displays a list of documents with columns for Reference Number, Status, Process, Seq#, User, Amount, CUR, Customer's Name, Their Reference, and Date/Time. One document is selected, showing its details. The details include a header for "Bank of Ciber" with address "4575 Hilton Parkway, Suite 100, Colorado Springs, CO 80907" and "Customer Service: 1-719-599-4700, Fax: 1-719-599-4701, SWIFT Address: PTSOUSMM". Below this is a "DRAWING ADVICE" section with a date of "OCTOBER 18, 2002". It lists "AMOUNT OF DRAWING, USD" as \$10,000.00, "INCLUDING OUR CHARGES" as \$11.00, and "TOTAL AMOUNT:" as \$10,021.00. It also lists "COVERING:", "PORT OF LOADING:", "PORT OF DISCHARGE:", and "VIA:". A note at the bottom states "THIS IS A COMPUTERIZED GENERATED DOCUMENT. NO SIGNATURE REQUIRED." The floating window also includes a "HideStatistics" button and a status bar with fields like WRMB: 000, CHKL: 000, PNDA: 019, INCP: 008, and RECV: 003.

To setup, go to Parameters > Business Rules > Document Form Association. Select the form you want to see in the floating screen and check Include in Document History.

## Courier Number Required on Standby Issuance and Amendment

If a document is in the grid and is flagged in docform association as Requiring the Courier Number, then the system will put in a hard stop that requires the user to input the courier information in the courier field before the item can be submitted to CMPL status. Otherwise, the TSR would have to save as Incomplete until they know the courier information.



The screenshot shows a modal dialog box titled "Output Selection" with a red "X" button in the top right corner. Inside, there is an icon of a red circle with a white "X" and the text "Courier Bill Number is required." Below the message is an "OK" button.

**Document Form Association**

Document ID Selection: STB Applic Cover Ltr

Document ID: COVERTOAPP Service: STB Product: ISS

List Box Description: STB Applic Cover Ltr  Active  Swift Form  Email

Description: STB Applic Cover Ltr

Letter Type: STB Service: STB Product: ISS

When Form is Used: Final Approval ICC Type: LET

Type Document: Rich Text Forma  Address to

Final Copy: PLAIN1 Copies: 1 Who:

Final Letter: LETTER1 Copies: 1 Via:

PNDA Draft: COPY1 Copies: 0

Include in Document History  Requires Courier Number Standby

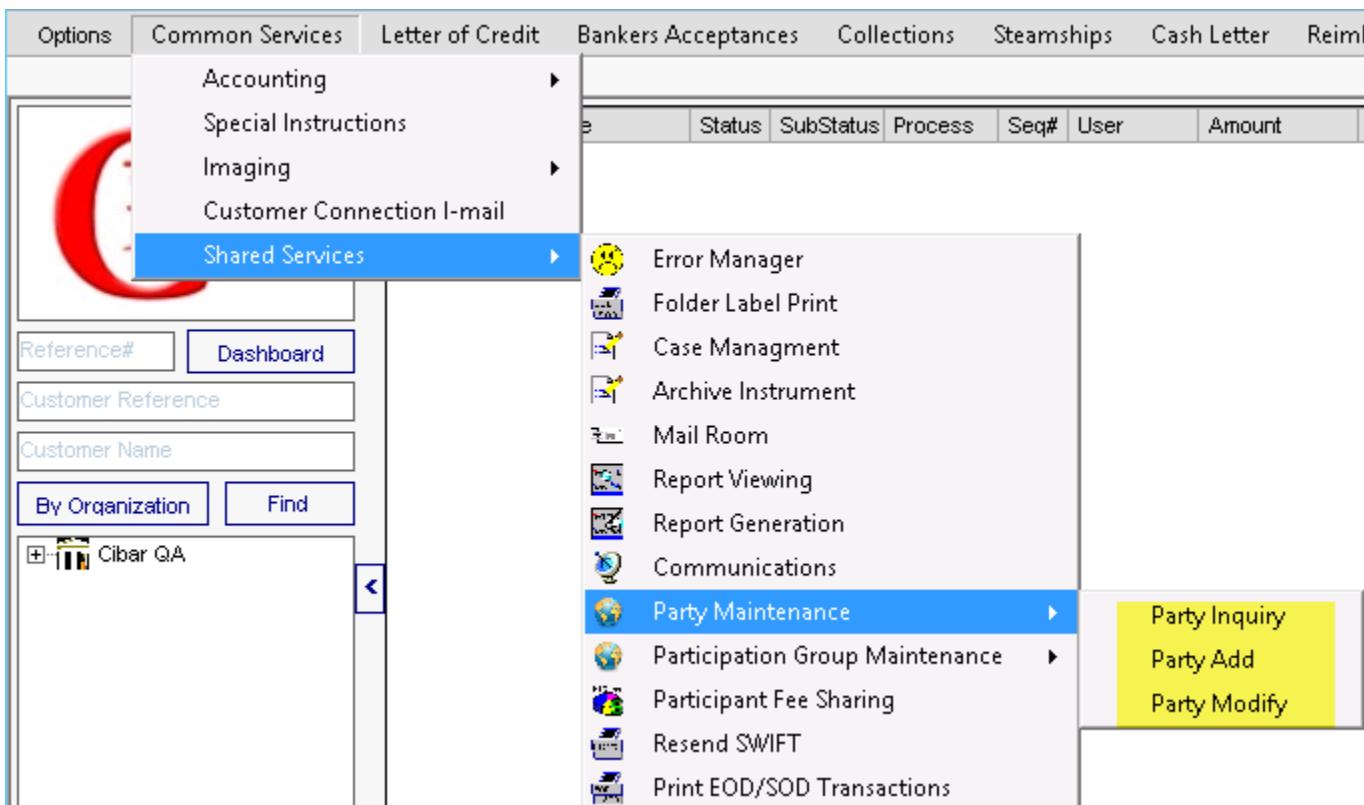
Email Subject:

Add Modify Clear Delete Print Exit

## Creating & Maintaining a party through Party Maintenance

Party Maintenance is used to input parties, whether corporations, account officers, or foreign and domestic banks..they all are input through party maintenance. Anything that is displayed on, or used in, a transaction is from the data input into the party maintenance and is unique to the party. For example, if a late fee is to be charged for this party, it can be set to have a late fee added. OR if a renewal fee is to be waived for this party for every renewal transaction, it can be set to never have a renewal fee charged for this party.

Party maintenance is accessed from the Common Services menu selection of GTSnet. A party can be added as new, or modified as existing, or the details can be looked up using 'party inquiry'.



Proper entitlement is necessary to access each of those functions. Once clicked on 'add' or 'modify', data for each party can then be entered/changed. Whether adding or modifying a party, a PartyID must be created, or entered. If the party is 'NEW' a unique partyID should be entered.

### GTS Party Maintenance

**Party Maintenance**

Model ID: **Party Maintenance**

Party ID:

Trans Type: **ADD** **Start**

If an existing party is being modified, the Party ID can be searched for by clicking the 'browse' button.

### GTS Party Maintenance

**Party Maintenance**

Model ID: **Party Maintenance**

**Click browse to search for an existing party.** 

Party ID:  **Browse**

Trans Type: **MODIFY** **Start**



19 Parties matching search

Search Criteria		Party Notes	
BROWSE NAME:	BANK OF CIBAR	BROWSE	<input type="checkbox"/> Return Inactive Parties
BROWSE LOCATION:	COLORADO SPRINGS, CO 80907	SELECT	<input type="checkbox"/> Return Only Authenticated
PARTY ID:	BANKOFCIBAR	CLEAR	<input type="checkbox"/> Browse Free Form Parties
DDA NUMBER:		QUIT	Party Notes Exist: NO
SWIFT ID:			
LEGAL ENTITY:	Cibar Bank	PARTY TYPE:	DBK
PARTY ID:	BANKOFCIBAR	CREDIT PARTY ID:	BANKOFCIBAR
NAME:	BANK OF CIBAR	TSR ASSIGNED:	Admin
ADDRESS 1:	4575 HILTON PKWY	TSR LAST MODIFIED:	ADMIN
ADDRESS 2:	TEST BANK	POA DATE:	
CITY/STATE/COUNTRY:	COLORADO SPRINGS, CO 80907	AFFILIATE:	
PHONE NUMBER:	719-260-6700	BANKING GROUP:	BC Large Corporate
EMAIL ADDRESS:	gaylebleckert@cibar.com	FATCA:	
LEGAL NAME:	<input checked="" type="radio"/> None <input type="radio"/> Chapter 3 <input type="radio"/> Chapter 4 <input type="radio"/> Chapter 3/4		
DDA NUMBER 1:	468465155487	DDA NUMBER 2:	
DDA NUMBER 3:		DDA NUMBER 4:	
ACH FEDWIRE ID:		ACH DDA NUMBER:	
SWIFT ID:	PNCCUS33XXX	RMA:	<input checked="" type="checkbox"/>
MT798 DELIVERY:		FEDWIRE ID:	
EXPENSE CODE:	NA	NAICS CODE:	0000000
OBLIGOR:		CIF ID:	
ACCOUNT OFFICER:	JOE THOMAS	PHONE NUMBER:	
ALTERNATE OFFICER:	JENNY FINN	PHONE NUMBER:	719-260-6700
SALES OFFICER:		PHONE NUMBER:	

You must fill in at least one character in one of the five browse criteria. You can also include the % sign to do wild card searches such as "IBM%" or "%Bank". The first will bring back all parties whose Browse Name starts with IBM. The second will bring back all parties whose Browse Name contains Bank anywhere in the name.

Browsing will bring back only 'Active' parties and this includes Account Officers, Corporations, Banks, and any other party types that are active. 'Inactive' parties can be returned if the box is checked.

The bottom right portion of the screen will refresh with the appropriate data as you scroll through the list in the left panel.

If the party is a bank which has a Swift ID, the system will indicate if you are authenticated with them by clicking on the RMA checkbox shown next to the Swift ID. If you are not authenticated with them the check box will not be checked.



9 Parties matching search

- BANK LEUMI
- BANK LEUMI LE ISRAEL B.M.
- BANK OF AMERICA
- Bank of Athens
- BANK OF CHINA
- BANK OF CIBAR**
- BANK OF JAPAN
- BANKER'S TRUST
- Bankers Trust Company

**Search Criteria**

Browse Name:	BANK OF CIBAR	<input type="button" value="Browse"/>	<input type="checkbox"/> Return Inactive Parties																																																																																																																																					
Browse Location:	COLORADO SPRINGS, CO 80907	<input type="button" value="Select"/>	<input type="checkbox"/> Return Only Authenticated																																																																																																																																					
Party ID:	BANKOFCIBAR	<input type="button" value="Clear"/>	<input type="checkbox"/> Browse Free Form Parties																																																																																																																																					
DDA Number:		<input type="button" value="Quit"/>	Party Notes Exist: YES																																																																																																																																					
Tax ID: <input type="text"/>																																																																																																																																								
Swift ID: <input type="text"/>																																																																																																																																								
<table border="0" style="width: 100%;"> <tr> <td style="width: 33%;">Legal Entity:</td> <td>Cibar Bank</td> <td style="width: 33%;">Party Type:</td> <td>DBK</td> <td style="width: 33%;">Party Pkey:</td> <td>23258</td> </tr> <tr> <td>Party ID:</td> <td>BANKOFCIBAR</td> <td>Credit Party ID:</td> <td>BANKOFCIBAR</td> <td>TSR Assigned:</td> <td>Admin</td> </tr> <tr> <td>Name:</td> <td>BANK OF CIBAR</td> <td colspan="3"></td> <td>TSR Last Modified:</td> <td>ADMIN</td> </tr> <tr> <td>Address 1:</td> <td>4575 HILTON PKWY</td> <td colspan="3"></td> <td>Invoicing:</td> <td><input checked="" type="checkbox"/></td> </tr> <tr> <td>Address 2:</td> <td>TEST BANK</td> <td colspan="3"></td> <td>Billing Address:</td> <td><input type="checkbox"/></td> </tr> <tr> <td>City/State/Country:</td> <td colspan="5">COLORADO SPRINGS, CO 80907</td> <td>Banking Group:</td> <td>BC Large Corporate</td> </tr> <tr> <td>Phone Number:</td> <td>719-260-6700</td> <td>Fax Number:</td> <td colspan="4">719-260-6701</td> </tr> <tr> <td>Email Address:</td> <td colspan="5">gaylebleckert@cibar.com</td> <td colspan="2"></td> </tr> <tr> <td>Legal Name:</td> <td colspan="5" style="height: 40px;"></td> <td colspan="2"></td> </tr> <tr> <td>DDA Number 1:</td> <td>468465155487</td> <td>DDA Number 2:</td> <td colspan="4"></td> </tr> <tr> <td>DDA Number 3:</td> <td></td> <td>DDA Number 4:</td> <td colspan="4"></td> </tr> <tr> <td>ACH Fedwire ID:</td> <td></td> <td>ACH DDA Number:</td> <td colspan="4"></td> </tr> <tr> <td>Swift ID:</td> <td>PNCCUS33XXX</td> <td><input checked="" type="checkbox"/> RMA</td> <td><input type="checkbox"/> MT798 Delivery:</td> <td>Fedwire ID:</td> <td colspan="3"></td> </tr> <tr> <td>Expense Code:</td> <td>NA</td> <td colspan="3"></td> <td>NAICS Code:</td> <td colspan="2">0000000</td> </tr> <tr> <td>Obligor:</td> <td></td> <td colspan="3"></td> <td>CIF ID:</td> <td colspan="2"></td> </tr> <tr> <td>Account Officer:</td> <td>JOE THOMAS</td> <td colspan="3"></td> <td>Phone Number:</td> <td colspan="2"></td> </tr> <tr> <td>Alternate Officer:</td> <td>JENNY FINN</td> <td colspan="3"></td> <td>Phone Number:</td> <td colspan="2">719-260-6700</td> </tr> <tr> <td>Sales Officer:</td> <td></td> <td colspan="3"></td> <td>Phone Number:</td> <td colspan="2"></td> </tr> </table>				Legal Entity:	Cibar Bank	Party Type:	DBK	Party Pkey:	23258	Party ID:	BANKOFCIBAR	Credit Party ID:	BANKOFCIBAR	TSR Assigned:	Admin	Name:	BANK OF CIBAR				TSR Last Modified:	ADMIN	Address 1:	4575 HILTON PKWY				Invoicing:	<input checked="" type="checkbox"/>	Address 2:	TEST BANK				Billing Address:	<input type="checkbox"/>	City/State/Country:	COLORADO SPRINGS, CO 80907					Banking Group:	BC Large Corporate	Phone Number:	719-260-6700	Fax Number:	719-260-6701				Email Address:	gaylebleckert@cibar.com							Legal Name:								DDA Number 1:	468465155487	DDA Number 2:					DDA Number 3:		DDA Number 4:					ACH Fedwire ID:		ACH DDA Number:					Swift ID:	PNCCUS33XXX	<input checked="" type="checkbox"/> RMA	<input type="checkbox"/> MT798 Delivery:	Fedwire ID:				Expense Code:	NA				NAICS Code:	0000000		Obligor:					CIF ID:			Account Officer:	JOE THOMAS				Phone Number:			Alternate Officer:	JENNY FINN				Phone Number:	719-260-6700		Sales Officer:					Phone Number:		
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						<input checked="" type="radio"/> None <input type="radio"/> Chapter 3 <input type="radio"/> Chapter 4 <input type="radio"/> Chapter 3/4																																																																																																																																		

You may also limit the number or type of parties returned by clicking in the top right hand box the 'Return only Authenticated' or 'Browse Free Form Parties' check boxes.

**Search Criteria**

Browse Name:	BANK OF CIBAR	<input type="button" value="Browse"/>	<input type="checkbox"/> Return Inactive Parties
Browse Location:	COLORADO SPRINGS, CO 80907	<input type="button" value="Select"/>	<input type="checkbox"/> Return Only Authenticated
Party ID:	BANKOFCIBAR	<input type="button" value="Clear"/>	<input type="checkbox"/> Browse Free Form Parties
DDA Number:		<input type="button" value="Quit"/>	Party Notes Exist: YES
Tax ID: <input type="text"/>			
Swift ID: <input type="text"/>			

If the Party Notes Exist shows 'YES', then you may click on the 'Party Notes' button to view the existing notes. You may also click on the 'Party Notes' button at any time to add new notes to this Party record as shown below. Otherwise, it will say 'NO'.

Party Browse - Cibar Bank - BANK OF CIBAR - COLORADO SPRINGS, CO 80907

10 Parties matching search

BANCO CONTINENTAL
BANK LEUMI
BANK LEUMI LE ISRAEL B.M.
BANK OF AMERICA
Bank of Athens
BANK OF CHINA
<b>BANK OF CIBAR</b>
BANK OF JAPAN
BANKER'S TRUST
Bankers Trust Company

**Search Criteria**

Browse Name: **BANK OF CIBAR**      Browse Location: **COLORADO SPRINGS, CO 80907**

Party ID: **BANKOFCIBAR**      DDA Number:

Swift ID:       Tax ID:

Return Inactive Parties  
 Return Only Authenticated  
 Browse Free Form Parties  
**Party Notes Exist: YES**

**Party Notes**

Party Notes - Cibar Bank - BANK OF CIBAR - COLORADO SPRINGS, CO 80907

----- December 5, 2017 11:09 AM ----- [CQUAVA]

Test

**Party Details**

Legal Entity: **Cibar Bank**      Party Type: **DBK**      Party Pkey: **23258**

Party ID: **BANKOFCIBAR**      TSR Assigned: **Admin**

TSR Last Modified: **ADMIN**

Invoicing:  
 Billing Address:

POA Date:       Affiliate:

Banking Group: **BC Large Corporate**

Phone: **719-260-6701**

DDA Number 2:   
 DDA Number 4:   
 CH DDA Number:

Fedwire ID:   
 NAICS Code: **0000000**  
 CIF ID:

Phone Number:   
 Phone Number: **719-260-6700**  
 Phone Number:

**FATCA:**

None  
 Chapter 3  
 Chapter 4  
 Chapter 3/4

Once you have selected the party you want to modify, or you enter a new Party ID, you may then continue to enter/modify the information to establish/modify the Party information as appropriate.

## DEMOGRAPHICS Screen

The first form contains the demographic information of the party. The Credit Party ID will preload by default with the same value as the Party ID. If you want the system to post the credit line of someone other than the Party ID, then you must put in the Party ID you want responsible for the liability in the Credit Party ID field.

CIBAR BANK Kansas City - 12/05/17 - 11:10:36 AM - CQUAVA - - [BANKOFCIBAR] CB-AG-AC-P0023258

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Demographics**

Party ID:  Legal Entity:   Active  
Credit Party ID:     Block Downloads  
Name:   
Address 1:   
Address 2:   
City/State/Country:   
US City/State/Zip:     
Country of Domicile:    
Risk:    
Attention Line 1:   
Attention Line 2:   
Browse Name:   
Browse Location:   
Phone:  Fax:   
Email:

< >

Form Complete

## BANK DATA Screen

The Bank Data tab is used to enter the type of party, DDA number(s), Swift ID's, etc. Field requirements are different depending on the type of party you are adding. For example, if you are entering a Corporation, a Swift ID would not be allowed unless it wants the MT798Delivery.

CIBAR BANK Kansas City - 12/05/17 - 11:10:36 AM - CQUAVA - [BANKOFCIBAR] CB-AG-AC-P0023258

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Bank Data**

Party Type: Domestic US bank  
Account Officer: JOE THOMAS  Tax ID:   
Alternate Officer: JENNY FINN  Swift ID: PNCCUS33XXX  RMA  Send to ICC  MT798 Delivery  
Banking Group: BC Large Corporate  
Expense Code: NA  
NAICS Code: NA  
Affiliate Code:  Telex ID:   
Covering Bank ID:  Fedwire ID:   
Sales Officer:  CIF ID:   
Power of Attorney date:  Obligor Number:   
Risk Rating: Medium  
FinCEN First Name:  FinCEN Last Name: BANK OF CIBAR

**DDA Numbers**  
DDA Number 1: 468465155487  Savings DDA Number 2:   Savings  
DDA Number 3:   Savings DDA Number 4:   Savings

**ACH**  
Bank Fedwire ID:  DDA Number:

**Nostro Accounts**  
Due From US:  Due From FX:

< >  
 Form Complete

## BILLING INFO Screen

The billing info screen is used to enter a separate billing address for a party, turn on AR Invoicing, etc.

This screenshot shows the 'Billing / Miscellaneous' screen. On the left, there's a sidebar with a red 'Cibar' logo and a list of menu items: MENU, Demographics, Bank Data, Billing Info (selected), Special Instructions, Fedwire Instructions, Swift Instructions, Related Parties, Customer Specific Fees, Contacts, FATCA, and Output Selection. Below the sidebar are navigation buttons: Back, Next, Exit, and Cancel. The main area has sections for 'Billing Name and Address' (Billing Name, Address 1-2, City/State/Country, Email, Attention Line 1-2, Legal Name and Address), 'Other' (checkboxes for Charge Late Fee, Customer Statements, Waive Unutilized Fee, Waive Renewal Fee, B/L Consigned to Bank, Account Analysis, Uses Margin, and Take Deferred Fees Automatically), 'Invoicing Parameters' (A/R Invoicing checked, Invoice/Cycle Day 10, AR Master Party BANKOFCIBAR, Days after Inv. to Debit, Days after AR to Debit, Debit DDA dropdowns, and Invoice Periods radio buttons for Monthly or Quarterly), and 'Cash Letters' (Float Days 0, UCRA Expiration, Aggregate Amount 0.00, Exception checkbox, Spread Amount and Spread Percent for three tiers: Tier 1 \$0-\$1,000.00, Tier 2 \$1,000.01-\$5,000.00, Tier 3 >\$5,000.00). There's also a 'Site Specific Options' section with a Global Client checkbox.

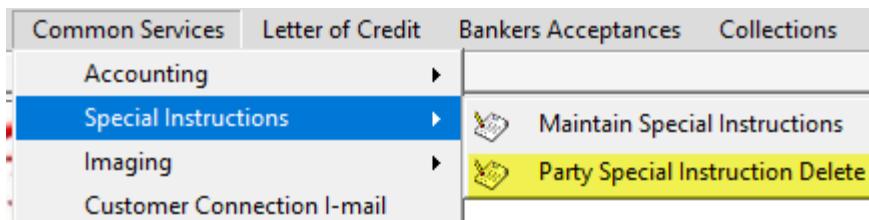
## SPECIAL INSTRUCTIONS Screen

The Special Instructions section is where you can enter instructions for a party that would display during any transaction where this party is used. Or you may choose to only enter special instructions for a party if they are involved in an Import Letter of Credit.

This screenshot shows the 'Party SpecialsInstructions' screen. It features a sidebar with the same menu items as the previous screen. The main area has a 'Type of Instructions:' dropdown menu with options: Imports, Standbys, Reimbursements, B/A's, Collection Import, Collection Export, Collection Direct, Wire Incoming, and Wire Outgoing. The 'Imports' option is currently selected.

## Special Instructions Delete Party function

This maintenance screen will allow a user to delete unwanted, old, or no longer applicable special instruction notes from the party file. This is a separate screen from the party file screen and is launched from a menu.



This Feature requires extensive setup and database changes. Please inquire with CIBAR if your bank wish to use this feature.

## FEDWIRE INSTRUCTIONS Screen

You may enter standing Fedwire Instructions for a party that is typically credited funds via Fedwire during a transaction. Once Fedwire instructions have been entered, during the payment process on the Fedwire form, you can select to preload these instructions which will reduce the amount of typing.

A screenshot of a software application window titled "Standing Fedwire Instructions". The window has several sections: 1) A header section with columns for "Receiving Bank", "Bene Bank", "Bene Acct #", and "Description". 2) A "Working Area for Fedwire Instructions" section containing fields for "Receiving Bank ID" (with "Browse" and "Details" buttons), "Beneficiary's Bank ID" (with "Browse" and "Details" buttons), "Beneficiary's Account", and "Advise Beneficiary" (a dropdown menu). To the right of these fields is a "Bank to Bank Instructions:" section with a list of five empty text input fields. At the bottom right of the working area are four buttons: "Add", "Modify", "Delete", and "Clear".

## SWIFT INSTRUCTIONS Screen

Like, the Fedwire Instructions screen, the SWIFT Instructions screen works the same way, but for swift instead of FEDWIRE. This screen will allow instructions to be pulled into the SWIFT section in a transaction.

Standing Swift Instructions

Send To Bank	Bene Bank	Bene Bank Acct #	Description

Working Area for Swift Instructions

Send To Bank:	<input type="text"/>	<input type="button" value="Browse"/>	Swift ID:	<input type="text"/>	Description:	<input type="text"/>	
			<input type="button" value="Details"/>				
Bene Bank:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Clear"/>	Account With Bank:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Clear"/>
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Swift ID:	<input type="text"/>	Acct #:	<input type="text"/>	Swift ID:	<input type="text"/>	Acct #:	<input type="text"/>
Intermediary Bank:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Clear"/>	Sender To Receiver (72):	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
				<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>			
Swift ID:	<input type="text"/>	Acct #:	<input type="text"/>	<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Clear"/>			

## RELATED PARTIES Screen

This form is used to associate any related parties to this party.

Related Parties

<b>Broker 1</b>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>
<b>Broker 2</b>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>
<b>Broker 3</b>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>
<b>Broker 4</b>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>
<b>Doc Prep. Services</b>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>

## CUSTOMER SPECIFIC FEES

This screen will only show fees that are unique to this party. This screen only shows the fees; it does not allow input or modification to the fees. Setup for this fee MUST be done in the Commission and Fees screen, which enables you to select the Party ID to associate the fee.

Customer Specific Fees						
Fee	Type	Prod	Amount	Rate	Min Amt	When Chg

## CONTACTS Screen

This screen allows the input of additional contact for the specified party. This screen should only be used when the contacts for the party does not change. For a given GTSnet Service / Product combination you may set up one or more contacts as shown below.

If you select the ALL option, then the grid will display all the contacts. You can also set up an ALL/ALL contact.

Once this information is established it is available on the Party Browse functionality so that you can bring up your contacts information at any time including when you are in a transaction.

**Customer Contacts**

Service :	<input type="text"/>	Product :	<input type="text"/>
Product	Name	Phone	
<div style="height: 150px; border: 1px solid #ccc;"></div>			

**Working Area for Contacts**

Name:	<input type="text"/>
Address 1:	<input type="text"/>
Address 2:	<input type="text"/>
City/State/Country:	<input type="text"/>
Phone:	<input type="text"/> Fax: <input type="text"/>
Email:	<input type="text"/>

## FATCA Screen

FATCA stands for Foreign Account Tax Compliance Act and is a required implementation of additional regulations with respect to withholding agents. Reporting applicable taxes that are withheld/ taken via general ledger adjustments used to pay an FFI confirmation/re-issuance fees claimed or withheld from payments made on syndicated/participated disbursement transactions where the bank is the Agent paying a Foreign Financial Institution (FFI).

The screenshot shows a form titled "FATCA". At the top, there is a section labeled "Chapter Selection" with four radio buttons: "Chapter 3", "Chapter 4", "Chapter 3/4", and "None". The "None" option is selected. Below this are four input fields: "Description" (with a dropdown arrow), "GLIN", "Foreign Tax ID", and "Exemption Code". Underneath these is another section labeled "Type of Withholding" with three radio buttons: "Chapter 3", "Chapter 4", and "Chapter 3/4". The "Chapter 4" option is selected. At the bottom of the form are two more input fields: "Chapter 3 Tax Rate" and "Chapter 4 Tax Rate", both with dropdown arrows, and a checkbox labeled "Disregarded Entity".

## How to use the Mail Room

The Mail Room is used to input transactions into the WIP System quickly. This is also a good way for employees who do not have access to the system, the ability to input the basics of a transaction. The mail room can be found under Common Services > Shared Services > Mail Room.

## Setting up the Mail Room

Transactions can only be created for services and products that are setup to go through the mail room. This setup is done through Parameters > System Parameters > Service Product Code Maintenance.

**Service Product Code Maintenance**

**Service Maintenance**

Service Code:    
 Service Description: Import Collections

**Product Maintenance**

Product Code:    
 Product Description: Import Collection Entry

**Inquiry Options**

Balance as of Date  Current Balance  Transaction History  
 Accounting  Output

**Status Maintenance**

Used in Mail Room:  New  Existing  N/A  
 Active  Auto Assign  Return for Correction  
 Auto Assign Category: COLCIM Service/Product Div/Dept:   
 Auto Assign Type: COL  Subject to AML

Add Modify Clear Delete Print Exit

## Creating a NEW transaction through the Mail Room

1. Select a service from the drop down list.
2. Once selected, the appropriate textboxes will become enabled / visible.
3. Enter in the data for the requested fields. As more data is entered, more textboxes will become enabled if they are relevant or needed.
4. Click the 'Add' button and a transaction number will be automatically assigned (if auto assign is active. Not all service/product has auto assignment, as this is also a part of setup. If auto assignment is not available, it will be noted next to the 'our reference number' text box.)

Our Reference Number:  00 **Autoassign Enabled**

5. This reference number can then be used to pull up the transaction in WIP.

New Item | Existing |

Service:	<input type="button" value="▼"/>	<input type="checkbox"/> Transfer/Child Credit	<input type="checkbox"/> Clean B/A Entry	<input type="checkbox"/> Participation Issue			
Party ID:	CIM DIR EXP PIA PII PIS STB	<input type="button" value="Browse"/>					
Legal Entity:	<input type="button" value="▼"/>		Division:	<input type="button" value="▼"/>	Department:	<input type="button" value="▼"/>	
Party Name:	<input type="text"/>		Address 2:	<input type="text"/>		Obligor ID:	<input type="text"/>
Address 1:	<input type="text"/>		City/State/Country:	<input type="text"/>		DDA No:	<input type="text"/>
TSR:	<input type="button" value="▼"/>						
Date Received:	<input type="text" value="05/11/2023"/>	Time Received:	<input type="text" value="8:22 AM"/>	<input type="checkbox"/> Documents to be Associated			
Date Entered:	<input type="text" value="05/11/2023"/>	Time Entered:	<input type="text" value="8:22 AM"/>				
Courier Name:	<input type="button" value="▼"/>	Courier Bill No.:		<input type="text"/>			
Notes:	<input type="text"/>						
Our Reference Number:	<input type="text" value="00"/>	<input type="button" value="00"/>	<input type="text"/>				
Their Reference:	<input type="text"/>						
Amount:	<input type="text"/>						
Currency Code:	<input type="text" value="USD"/>	<input type="button" value="Browse"/>			<input type="button" value="Add"/>	<input type="button" value="Clear"/>	<input type="button" value="Quit"/>

## Adding to an existing transaction record via Mail Room

Use the 'existing' tab to add a new transaction that already exists in the system. The transaction cannot be 'issuance', since it needs to pre-exist prior to making a payment or doing an amendment. Therefore, the 'existing' tab in mail room is reserved for amendments and payments to an existing transaction.

New Item Existing

Service:	IMP	Product:	<input type="button" value="▼"/>	Legal Entity:	<input type="button" value="NEX"/> <input type="button" value="PAY"/>	Division:	<input type="button" value="▼"/>	Department:	<input type="button" value="▼"/>																																					
Our Reference Number:		<input type="button" value=""/>																																												
Opener Party ID:		<input type="button" value=""/>		<input type="button" value="Browse"/>	<input type="button" value="Details"/>	Their Reference:		<input type="button" value=""/>																																						
<input type="button" value="Search"/>																																														
<table border="1"> <tr> <td>Party Name:</td> <td colspan="9"><input type="button" value=""/></td> </tr> <tr> <td colspan="10">City/State/Country:</td> </tr> </table>										Party Name:	<input type="button" value=""/>									City/State/Country:																										
Party Name:	<input type="button" value=""/>																																													
City/State/Country:																																														
<table border="1"> <tr> <td>TSR:</td> <td><input type="button" value="▼"/></td> </tr> <tr> <td>Date Received:</td> <td><input type="button" value="10/07/2016"/></td> <td>Time Received:</td> <td><input type="button" value="5:11 PM"/></td> <td><input type="checkbox"/> Documents to be Associated</td> </tr> <tr> <td>Date Entered:</td> <td><input type="button" value="10/07/2016"/></td> <td>Time Entered:</td> <td><input type="button" value="5:11 PM"/></td> <td colspan="6"></td> </tr> <tr> <td>Courier Name:</td> <td><input type="button" value=""/></td> <td colspan="8">Courier Bill No.: <input type="button" value=""/></td> </tr> <tr> <td>Notes:</td> <td colspan="9"><input type="button" value=""/></td> </tr> </table>										TSR:	<input type="button" value="▼"/>	Date Received:	<input type="button" value="10/07/2016"/>	Time Received:	<input type="button" value="5:11 PM"/>	<input type="checkbox"/> Documents to be Associated	Date Entered:	<input type="button" value="10/07/2016"/>	Time Entered:	<input type="button" value="5:11 PM"/>							Courier Name:	<input type="button" value=""/>	Courier Bill No.: <input type="button" value=""/>								Notes:	<input type="button" value=""/>								
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<table border="1"> <tr> <td><input type="button" value="Clear"/></td> <td><input type="button" value="Quit"/></td> </tr> </table>										<input type="button" value="Clear"/>	<input type="button" value="Quit"/>																																			
<input type="button" value="Clear"/>	<input type="button" value="Quit"/>																																													

1. Select the appropriate service and product from the drop downs.
2. Depending on what service/product is selected, certain text boxes will become enabled. Fill in the LE, DIV, DEPT, if it hasn't auto populated.
3. Type in the reference number of the existing transaction. Once it finds the transaction, it will pull in the information to the other textboxes. Fill in the rest, if needed.
4. Click the 'Add' and it will add it to WIP.
5. The transaction can then be repaired.

## Letters of Credit Screens

### Letter of Credit Issuance Menu

The Letter of Credit Issuance menu form is used to start an issuance of a letter of credit. This provides the Trade Services Representative (TSR) the opportunity to select a Model ID that will determine the flow of forms, preloaded values, preloaded fees, and preloaded documents. This also allows the TSR the option to use an existing issuance (Similar-To) to determine the above-mentioned preloads. In addition, it allows the TSR to include optional forms into the transaction flow.

The screenshot shows the 'GTS Letter of Credit Issuance' window. At the top, there's a navigation bar with links: Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. On the left, a sidebar lists various menu items with red 'X' icons. The main area contains several input fields and checkboxes:

- Model ID:** A dropdown menu showing 'Import Letter of Credit'.
- Customer/Party ID:** A text field containing 'CHEVY' with a 'Browse' button.
- Our Reference Number:** A text field containing '00100057 00' with a 'Start' button.
- Similar-To Party ID:** An empty text field.
- Similar-To Reference Number:** An empty text field.
- Preload Option:** Radio buttons for 'Model', 'Child Transfer Credit', 'Similar-To by Reference', 'Similar-To by Opener', and 'Similar-To by Beneficiary'. 'Model' is selected.
- Checkboxes:** A grid of checkboxes for optional forms:

<input checked="" type="checkbox"/> Special Instructions	<input checked="" type="checkbox"/> Participated	<input checked="" type="checkbox"/> Documents	<input checked="" type="checkbox"/> Collateral
<input checked="" type="checkbox"/> Auto Schedule	<input checked="" type="checkbox"/> Party Text	<input type="checkbox"/> Pay Cond for Bene	<input type="checkbox"/> Pay Cond for Recv Bn
<input type="checkbox"/> Swift 759	<input checked="" type="checkbox"/> Paying Bank	<input checked="" type="checkbox"/> Bank to Bank	<input checked="" type="checkbox"/> Ofac Parties
- TSR Instructions:** A large text area with a scroll bar.
- Buttons:** A toolbar at the bottom left includes 'Back' (blue arrow), 'Next' (blue arrow), 'Save' (grey arrow), and 'Cancel' (red X).
- Global Trade Services - GTSnnet:** A footer with copyright information: Copyright 2021 by Cibar, Inc., 4575 Hilton Parkway, Suite 201, Colorado Springs, Colorado 80907, (719) 260-6700.

### Letter of Credit Issuance LOC Parties

This form is used to identify all of the parties associated with this transaction. This includes the Opener, the Beneficiary, the Account Officer of the Opener, a Reimburse on third party, the Advising and Advise through bank, Brokers, Freight Forwarders, etc. The form

comes preloaded with the Opener you selected on the Menu form and the Beneficiary entry which you must fill in the missing data for.

For Export Transfer credits, the Beneficiary of the master Letter of Credit will load as the Opener of the Child credit. The Applicant of the master Letter of Credit will load as the Issuing Bank of the Child credit.

Most transfers on Standbys are 100% transferred so Cibar recommends doing an amendment to change the beneficiary. If it is a partial transfer you can use the Transfer module.

For Standby Transfer credits, the Beneficiary of the master Letter of Credit will load as the Opener of the Child credit.

For Advised and Confirmed Standby Transfer credits, the Beneficiary of the master Letter of Credit will load as the Opener of the Child credit. The Applicant of the master Letter of Credit will load as the Issuing Bank of the Child credit.

## Special Instructions

If the Opener or Beneficiary of this transaction has Special Instructions in the Party File, those instructions will display in the appropriate fields on this screen. You may also enter instructions to be associated with this transaction at will also be displayed during any future amendments and/or payments.

This screenshot shows the 'Special Instructions' screen. At the top, there's a menu bar with options like Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. Below the menu is a toolbar with icons for Add Transaction Instructions, Expand Transaction Instructions, Expand Opener Product, Expand Opener Party, Expand Bene Product, Expand Bene Party, and Reduce Expanded. On the left, there's a sidebar with a tree view of menu items, some of which have checkmarks (e.g., Menu, Loc Parties) and others crossed out (e.g., Primary, Participated). The main area contains several expandable sections: 'Transaction Special Instructions', 'Opener's Product Special Instructions', 'Opener's Party Special Instructions', 'Beneficiary's Product Special Instructions', and 'Beneficiary's Party Special Instructions'. At the bottom are navigation buttons for Back, Next, Save, and Cancel, along with a 'Form Complete' checkbox.

## Primary

This form is used to enter the primary information for a letter of credit including the Form of Credit, the amount and currency code, and the associated dates. In addition, this form allows you to set some basic characteristics about the credit such as waiting on additional information, that it is a FDA credit, and how many days after maturity you want to reduce the remaining liability to zero. There is also the capability for the bank to add up to nine (9) other check boxes that can be used to identify other attributes of the credit, which can be used for reporting purposes, as well as inclusion of text in the output documents.

This screenshot shows the 'Primary Form' screen. At the top, there's a menu bar with options like Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. Below the menu is a toolbar with icons for Back, Next, Save, and Cancel, along with a 'Form Complete' checkbox. The main area is divided into several sections: 'Primary Form' (with dropdowns for Letter Type: Import Issued and Form of Credit: Irrevocable), 'Cntr Ref and System' (with two empty text boxes), 'Amount and Currency' (with Face Amount: 20,000.00, Tolerance: +(-), Currency Code: USD, Rate: 1.0000000000, FX Contract: [empty], Base Liability: 20,000.00), 'Issue and Expiration' (with Issue Date: 04/18/2024, Expiration Date: 11/02/2024, Effective Date: 04/18/2024, Exp. Place: Shipping Point, Purpose Code: Documentary-Imports, ICC Pub: UCP LATEST VERSION, Other: [empty], URR Latest Version checked, Confirmation Instructions: Without), 'LOC Checkboxes' (with checkboxes for Waiting on Clarification, Waiting on Confirmation, Assignment of Proceeds, Liability Days after Maturity: 4, Waiting on Authentication, Do not Purge this L/C, and FDA Credit Clearance Days), 'Site Specific Options' (with checkboxes for Import checkbox newx, Import checkbox two, and Import checkbox TRN), and a large empty area at the bottom.

## Shipping Instructions

The Shipping Instructions form allows you to enter shipment information regarding this transaction.

This screenshot shows the 'Shipping Instructions' form. The top navigation bar includes 'Options', 'Common Services', 'Letter of Credit', 'Bankers Acceptances', 'Collections', 'Steamships', 'Cash Letter', 'Wire Transfer', 'Reimbursements', 'Parameters', and 'Miscellaneous'. A sidebar on the left contains a list of checked and unchecked items: Menu, Loc Parties, Special Instructions, Primary, Participated, Shipping Instructions (checked), Drafts Drawn On (unchecked), Documents (unchecked), Collateral (unchecked), Auto Schedule (unchecked), Fee Charges Grid (unchecked), Desc of Goods (unchecked), Docs Required (unchecked), Additional Conditions (unchecked), Party Text (unchecked), Free Text (unchecked), Paying Bank (unchecked), Bank to Bank (unchecked), Ofac Parties (unchecked), OFAC Text (unchecked), and Output Selection (unchecked). A 'Form Complete' checkbox is checked. At the bottom are 'Back', 'Next', 'Save', and 'Cancel' buttons.

**Shipping Instructions**

**Shipping Dates and Options:**

- Date Options: None
- Earliest Ship Date: [ ]
- Latest Ship Date: [ ]

Enter Multiple Shipping Periods Text in this field:

**Partial Shipment Instructions:** Allowed

**Transshipment Instructions:** Not Allowed

**Shipping Origin / Destination:**

- Place of Receipt: [ ]
- Port of Loading: [ ]
- Port of Discharge: [ ]
- Place of Delivery: [ ]

## Drafts Drawn On

The Drafts Drawn on form allows you to enter where the drafts will be drawn along with tenor information regarding this transaction.

This screenshot shows the 'Drafts Drawn On' form. The top navigation bar is identical to the Shipping Instructions form. The sidebar on the left shows the same list of checked and unchecked items. A 'Form Complete' checkbox is checked. At the bottom are 'Back', 'Next', 'Save', and 'Cancel' buttons.

**Drafts Drawn On**

**Draft Information:**

- Drafts Drawn On: Advising Correspondent Bank
- Continuation of Drafts Drawn On, 3 x 35:
- Available With: Cibar Bank
- Continuation of Available With, 3 x 35:
- Available By: By Payment
- Payment Details: Required for Mixed (42M) or Negotiation/Deferred (42P)
- Days to Present Documents: 20 Text

**Tenor Information:**

- Tenor % #1: [ ] Days #1: [ ] Phrase #1: Sight
- Tenor % #2: [ ] Days #2: [ ] Phrase #2: [ ]

Enter multiple tenor information here. This data will be loaded into Additional Conditions (field 47A).

## Documents

The Documents form allows you to select from a pre-defined list of document sets that will be included with this transaction.

This screenshot shows the 'Documents' form. At the top, a navigation bar includes links for Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. On the left, a sidebar lists various document types with checkboxes: Menu (checked), Loc Parties (checked), Special Instructions (checked), Primary (checked), Participated (checked), Shipping Instructions (checked), Drafts Drawn On (unchecked), Documents (unchecked), Collateral (unchecked), Auto Schedule (unchecked), Fee Charges Grid (unchecked), Desc of Goods (unchecked), Docs Required (unchecked), Additional Conditions (unchecked), Party Text (unchecked), Free Text (unchecked), Paying Bank (unchecked), Bank to Bank (unchecked), Ofac Parties (unchecked), OFAC Text (unchecked), and Output Selection (unchecked). A 'Form Complete' checkbox is checked. Below these are 'Back' and 'Next' buttons, and 'Save' and 'Cancel' buttons. The main area contains a 'Documents' grid table with columns: Document Sets, # Originals, # Copies, Action, and Text for this document set. A 'Working Area for Document Sets' section below the grid includes fields for 'Document Set:' (with a dropdown menu), '# Originals:' (checkbox), '# of Copies:' (checkbox), and a text area for 'Additional text for this document set'. Buttons for 'Add', 'Modify', 'Delete', and 'Clear' are at the bottom of this section.

## Collateral

The form allows the user to enter and track collateral.

This screenshot shows the 'Collateral' form, which has a very similar layout to the 'Documents' form. It features a top navigation bar with the same set of links. The left sidebar contains the same list of document types with checkboxes. A 'Form Complete' checkbox is checked, and there are 'Back', 'Next', 'Save', and 'Cancel' buttons. The main area includes a 'Documents' grid table and a 'Working Area for Document Sets' section with fields for 'Document Set:', '# Originals:', '# of Copies:', and 'Additional text for this document set', along with 'Add', 'Modify', 'Delete', and 'Clear' buttons.

## Auto Schedule

This form allows the user to enter automatic increase/decrease in face and liability amount or the balances can automatically be replaced.

The screenshot shows the 'Auto Schedule' form within a software application. The top menu bar includes 'Options', 'Common Services', 'Letter of Credit', 'Bankers Acceptances', 'Collections', 'Steamships', 'Cash Letter', 'Wire Transfer', 'Reimbursements', 'Parameters', and 'Miscell'. On the left, a sidebar lists various menu items with checkmarks: Menu, Loc Parties, Primary, Standby, Drafts Drawn On, Auto Schedule (selected), Fee Charges Grid, Swift 759, Free Text, Credit Management, and Output Selection. The main area contains a table titled 'Auto Schedule' with columns: Event Action, Date, Event Amount, Resulting Payment Amount, ACTION, OrigDate, and Pkey. The table lists several entries for decreasing face and liability from 500,000.00 down to 491,600.00. Below the table is a 'Working Area for Auto Schedule' section with fields for Event Action (dropdown menu showing 'Increase Face & Liability', 'Decrease Face & Liability', and 'Replace Face & Liability'), Event Date (set to 6/12/2024), Event Amount (empty), Period (empty), # Periods (checkbox), and Last Day of Period (checkbox). Navigation buttons include Back, Next, and Form Complete (checked).

## Fee Charges Grid

This form is used for taking charges and/or commissions for this transaction. It will be automatically preloaded based on the model selected for the transaction. Fee data such as when charged, period, who and how are preloaded from the Commission and Fees Maintenance table.

**Cibar**

Auto Schedule

Event Action	Date	Event Amount	Resulting Liability Amount	ACTION	OrigDate	Pkey

Working Area for Auto Schedule

Event Action:	Event Date:	Event Amount:	Period:	#Periods:	
Add	Modify	Delete	Clear Last Set	Clear Work	Clear All

Form Complete
   
Back
Next
  
Save
Cancel

## CWP Fees

CWP (Collect with Standby Periodic Commission) Fees allows NOW fees added at issuance or amendment to be billed along with SOP and EOP fees, for non-invoicing customers. For Standby LC's with an EOP fee, any fee can be changed to CWP and it'll come out at the next End of Period bill. For Standby LC's with an SOP fee, ONLY Auto-Renewal fees can be CWP. The date the fee was added to the transaction is shown on the bill.

Fees and Charges

Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip
EOP QTR 360 A	239.58	1	OPN	AR	EOP	QTR	03/17/2022	06/16/2022	3	17	06/16/2022		STANDB
BILLING FEE	50.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		BILLING
DOMESTIC COURIER	25.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		DOMEST
STANDARD ISSUANCE	350.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		STANDB
COMPLEX ISSUANCE	500.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		COMPLE
TELECOMMUNICATION	65.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		TELECO
INTERNAT'L COURIER	60.00	0	OPN	CWP	NOW	NAP	03/17/2022	03/17/2022	0	0	03/17/2022		INTERNA

Commission Start Date:   (except BA Fees and Upfront at Amendment)

Working Area for Fees

Name:	Who:	How:	When:	Period:	
<input type="text" value="BILLING FEE"/>	<input type="text" value="Opener"/>	<input type="text" value="Collect with PCM"/>	<input type="text" value="NOW"/>	<input type="text" value="NAP"/>	
Annual Rate:	Amount:	Minimum Amount:			
<input type="text" value="0"/>	<input type="text" value="50.00"/>	<input type="text" value="0.00"/>			
Bill Start Date:	Bill End Date:	Next Charge Date:	Anniv Day:	Anniv Month:	Fee Description:
<input type="text" value="03/17/2022"/>	<input type="text" value="03/17/2022"/>	<input type="text" value="03/17/2022"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="BILLING FEE"/>

## Description of Goods

This form is used to enter text to be associated with this transaction. The text will be printed on the output as set up by your bank.

The screenshot shows a software application window titled 'Description of Goods'. At the top, there is a navigation bar with tabs: Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. On the left side, there is a vertical sidebar with a list of checkboxes, many of which are checked. The checked items include: Menu, Loc Parties, Special Instructions, Primary, Participated, Shipping Instructions, Drafts Drawn On, Documents, Collateral, Auto Schedule, Fee Charges Grid, Desc of Goods, Docs Required, Additional Conditions, Party Text, Free Text, Paying Bank, Bank to Bank, Ofac Parties, OFAC Text, and Output Selection. Below this sidebar is a section labeled 'Clause Name:' with a dropdown menu and several buttons: Clause Browse, Spell Check, File Import, Search Text, Line [1] of [1] Width 72, Find Next Invalid Swift Character, Ignore Invalid Swift Characters, and a checked checkbox for 'Check for Invalid Swift Characters'. A text input field below this section contains the word 'widgets'. At the bottom of the form are standard navigation buttons: Back, Next, Save (with a green checkmark icon), and Cancel (with a red X icon). There is also a 'Form Complete' checkbox.

## Documents Required

This form is used to enter text to be associated with this transaction. The text will be printed on the output as set up by your bank.

The screenshot shows a software application window titled 'Docs Required'. The layout is identical to the 'Description of Goods' form, featuring a top navigation bar with the same tabs and a left sidebar with a list of checkboxes. The checked items in the sidebar are identical to those in the 'Description of Goods' form. The 'Clause Name:' section at the top includes the same buttons and text input field ('Insert:'). The bottom of the form has the same navigation buttons: Back, Next, Save (with a green checkmark icon), and Cancel (with a red X icon). A 'Form Complete' checkbox is also present.

## Additional Conditions

This form is used to enter text to be associated with this transaction. The text will be printed on the output as set up by your bank.

The screenshot shows the 'Additional Conditions' form. At the top, there's a toolbar with links to Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. On the left is a vertical menu with various checked and unchecked items, including 'Additional Conditions' which is checked. The main area contains a 'Clause Name:' dropdown and several buttons: Clause Browse, Spell Check, File Import, Search Text, Line [redacted] of [redacted], Width 72, Find Next Invalid Swift Character, Ignore Invalid Swift Characters, and a checkbox for 'Check for invalid Swift Characters'. Below these is a large text input field labeled 'Insert:' with scroll bars. At the bottom are standard navigation buttons: Back, Next, Save, and Cancel.

## Credit Management

The Credit Management form displays posting information for visual verification. This screen is only used if the bank is utilizing Cibar's credit management system and facility tracking.

The screenshot shows the 'Credit Management' form. It has a similar header and menu structure as the previous form. The main area features a table with columns: Name, Balance, Trans Amt, Facility, and Party ID. One row is highlighted for 'GENERAL MOTORS COMP.' with values 0.00, 1,500.00, Commercial L/C's (Open...), and GENERAL MOTORS. Below the table are fields for Transaction Liability (1,500.00), Amount Allocated (1,500.00), and Amount Remaining (0.00). There are also fields for Obligor# (BIG) and Risk Rating (BIG). Further down are fields for Party (dropdown), Name (text box), Balance (dropdown), Address (dropdown), Amount (dropdown), and Credit Facility (dropdown). At the bottom are Add, Modify, and Clear buttons. Navigation buttons at the bottom include Back, Next, Save, and Cancel.

## Party Text

Party Text is available, with docgen customizations, to pull in specific text if you send a document to the opener vs. the beneficiary, vs. another bank. This is useful if you are using one docgen to send to multiple parties.

The screenshot shows the 'Party Specific Text' screen. On the left is a sidebar with various menu items. The main area contains three text input fields labeled 'Opener Text', 'BeneficiaryText', and 'Other Party Text'. Each field has a 'File Import' button, a 'Spell Check' button, and a 'Clause Browse' button. A 'Form Complete' checkbox is checked. At the bottom are 'Back', 'Next', 'Save', and 'Cancel' buttons.

## Free Text

This screen is used to enter free text to be associated with the transaction.

The screenshot shows the 'Free Text' screen. On the left is a sidebar with various menu items. The main area has a 'Clause Name:' dropdown and several buttons: 'Clause Browse', 'Spell Check', 'File Import', 'Search Text', 'Line', 'of', 'Width 72', 'Find Next Invalid Swift Character', 'Ignore Invalid Swift Characters', and a checked 'Check for Invalid Swift Characters' checkbox. Below these is a large text input field for entering free text. A 'Form Complete' checkbox is checked. At the bottom are 'Back', 'Next', 'Save', and 'Cancel' buttons.

## Bank to Bank

There are two boxes in which to input bank to bank instructions (field 72). The first box is used for all Swift messages except the Swift 730. The second box is used for the Swift 730 message.

This screenshot shows the 'GTS - Bank to Bank Instructions' window. At the top, there's a menu bar with 'Options', 'Common Services', 'Letter of Credit', 'Bankers Acceptances', 'Collections', 'Steamships', 'Cash Letter', 'Wire Transfer', 'Reimbursements', 'Parameters', and 'Miscellaneous'. On the left, a sidebar lists various options with checkboxes: Menu (checked), Loc Parties (checked), Special Instructions (checked), Primary (checked), Participated (checked), Shipping Instructions (checked), Drafts Drawn On (checked), Documents (checked), Collateral (checked), Auto Schedule (checked), Fee Charges Grid (checked), Desc of Goods (checked), Docs Required (checked), Additional Conditions (checked), Party Text (checked), Free Text (checked), Paying Bank (checked), Bank to Bank (unchecked), Ofac Parties (unchecked), OFAC Text (unchecked), and Output Selection (unchecked). A 'Form Complete' checkbox is checked. Below the sidebar are 'Back' and 'Next' buttons, and 'Save' and 'Cancel' buttons. The main area contains three text input fields labeled 'Clause Name:' (with a dropdown arrow), 'Bank to Bank for all but the 730:', and 'Swift 730 Bank to Bank:', each with an 'Insert' button, a 'Line' button, and an 'or' button. There's also a 'Narrative (79z):' section with a similar layout. At the bottom right are 'Add' and 'Modify' buttons.

## Ofac Parties

This form allows users to add additional OFAC Parties to the transaction.

This screenshot shows the 'Sanction Free form Parties' window. The layout is identical to the 'Bank to Bank Instructions' form, with the same menu bar, sidebar, and bottom buttons. The sidebar on the left includes the 'Ofac Parties' option (unchecked). The main area features a table with columns: Party ID, Date Est., Party Name, Address line 1, and Address line 2. At the bottom right, there's a 'Party ID:' input field and 'Add' and 'Modify' buttons.

## OFAC Text

This form is used to put in shipping vessels, names, etc. so we can print the names on the OFAC document and send to your OFAC provider for scrubbing.

The screenshot shows the 'OFAC Free Text' form. At the top, there's a toolbar with buttons for 'Clause Browse', 'Spell Check', 'File Import', 'Search Text', 'Line', 'of', and 'Width 72'. Below the toolbar is a large text area labeled 'Insert' where users can type or paste text. To the left of the main area is a sidebar with a list of menu items, including 'OFAC Text' which is checked. At the bottom right are buttons for 'Back', 'Next', 'Save', and 'Cancel'.

## Output Selection

This form is displayed allowing the user to direct output generated by this transaction.

The screenshot shows the 'Output Selection' form. It features a table titled 'Output Selection' listing various forms and their details. The columns include Form Name, Who, Name, Via, Copies, Printer, Bill, Location /Address3, Pre/Fin, and Form Code. Below the table is a 'Output Selection Working Area' section with fields for 'Form Name', 'Who', 'Output Via', 'Copies / Final Letter', 'Copies / Final Copy', 'Copies / PNDA Draft', 'Courier', and 'Courier Bill Number'. At the bottom are buttons for 'Add', 'Modify', 'Delete', 'Clear', 'View', and 'Copy To'. The sidebar on the left includes 'OFAC Text' in the menu list.

## Standby Letters of Credit

### Standby Letter of Credit

This form allows the user to enter specifications about this Evergreen Standby letter of credit.

The screenshot shows the 'Standby' section of the 'Evergreen Terms' configuration. It includes fields for 'Evergreen Days to Notify' (60), 'Term in Months' (12), 'or Days' (empty), 'Expiration Time' (05:00 PM), 'Time Zone' (dropdown), 'Maximum Expiry Date' (12/12/2018), and 'Renewal Fee' (Charge). To the right, there's a 'Bene CusIP Numbers' section with five input fields for CusIP 1 through 5. At the bottom, there are two checkboxes: 'Industrial Revenue Bond Credit' and 'UCP Credit'.

Auto Extension rules will be based off the selection in the Standby section of Legal Entity Parameters. Please see Parameter documentation for the logic behind each option.

The screenshot shows the 'Legal Entity Parameter Maintenance' screen. On the left, there's a 'Bank Setup' section with various parameters like Default GL, Bank Active, Base Currency, etc. On the right, the 'Standby' section is highlighted in yellow and contains fields for Notify AO (60), Notify AAO (40), Notify AO/AAO (15), Notify AAO Sales Officer (0), Notify IRB AO (10), Notify IRB AAO (5), Notify IRB AO/AAO (2), Notify AO Non Evg (20), and Evergreen Tickler User (NMAYER). Below these fields is a list of checkboxes: Charge Evergreen Renewal Fee (checked), Evergreen Amendment Extends LC (checked), Evergreen Scanner Cancels LC (unchecked), Evergreen Scanner Processes on Expiry (unchecked), Evergreen Scanner Sends Ticklers (checked), Post Auto Schedule Maximum (checked), and Notify AO on Max Expiry (unchecked).

GTS will automatically generate notices to the Account Officer and Alternate Account Officer based on the parameters in the Legal Entity Parameters. Please see Parameter documentation for the logic behind each option.

Those notices will be available in Inquiry as STB-EVG.

When the actual rollover or extension occurs, that event will be recorded in Inquiry as STB-EXT.

#### Evergreen Days to Notify

This is the number of days' notice the bank must give to the Beneficiary that it will not be extending the credit. After this point has passed the bank is obligated by the terms of the credit to extend the life of the credit for the period of time specified in the 'Term in Months / Days' field.

#### Term in Months

This is the period of time that the bank is agreeing to extend the life of the credit for if it does not notify the Beneficiary otherwise. The TSR must enter either a number of months, or a number of days.

#### Or Days

This is the period of time that the bank is agreeing to extend the life of the credit for if it does not notify the Beneficiary otherwise. The TSR must enter either a number of months, or a number of days.

#### Maximum Expiry Date

This is the date at which by the original terms of the letter of credit, the bank is no longer obligated to automatically extend the life of the credit.

The bank must define the intervals that it wants the GTS system to notify the account officer and the alternate account officer that the last date to inform the customer the bank will not be extending the life of the credit is coming due and that he/she must inform the TSR as to whether he/she wants to extend the credit. These parameters (Notify AO and Notify AAO) are found in theParmsLE maintenance program.

If the credit was set to expire on June 30, 2002, then the bank must notify the Beneficiary 60 days prior to that which would be April 30, 2002. Therefore, the GTS system must notify the account officer on HH and the alternate account officer on SS.

Therefore, on the night of xx the GTS system will create a letter with pertinent details of the letter of credit addressed to the account officer notifying him/her that a decision is required. It will also create a tickler to the 'User for Evergreen Letter' scheduled 7 days later reminding him/her to call the account officer if they have not received instructions as to what the account officer wants to do with this credit.

On this night, the item will also be added to the GTS evergreen report.

If no answer is received by xx (30 days prior to the 60-day notice date) another letter will be created with the pertinent details of the letter of credit addressed to the alternate account officer. It again, will create a tickler to the 'User for Evergreen Letter' scheduled 7 days later reminding him/her to call the alternate account officer if they have not received instructions as to what the alternate account officer wants to do with this credit.

#### **Expiration Time**

This is the local expiration time that the credit will expire.

#### **Time Zone**

Click this box to include the time zone where this L/C is to expire. This field is not required.

#### **Renewal Fee**

Allows the fee for renewing the standby to be automatically added on a specified basis set by the user.

#### **Bene CusIP Numbers**

This is a 9-character alphanumeric code set by the American Bankers Association that allows the clearing and settlement of trades and payments. This number identifies the North American financial security and is operated by CUSIP Global Services.

#### **Industrial Revenue Bond Credit**

Industrial revenue bonds (IRB) are municipal debt securities issued by a government agency on behalf of a private sector company and intended to build or acquire factories or other heavy equipment and tools. Flags if the transaction is an IRB credit.

#### **UCP Credit**

Flags if the transaction is UCP credit.

#### Custom fields that only display for some banks

#### **Non-Renewal Delivery Instructions**

Text that allows instructions to be input for when customer chooses not to renew the standby

#### **Notification Date Effective**

Allows user to set when they want the notification to be sent

## **Standby Swift 759**

This form allows users to input/select the necessary information to send.

## Tracers

### Incoming Collection Tracers

Trace Days Load based on the Customers (Collect From) County of Domicile. For example, Chipotle has a trace days setup of 81 because their country of risk is ABU Dhabi.

**Cibar**

- MENU
- Demographics
- Bank Data
- Billing Info
- Party Spcl Instructions
- Fedwire Instructions
- Swift Instructions
- Related Parties
- Customer Specific Fees
- Contacts
- FATCA
- Cash Letter
- Party ISO
- Output Selection

### Demographics

Party ID:	CHIPOTLE	Legal Entity:	
Credit Party ID:	CHIPOTLE	Browse	Details
Name:	Chipotle		
Address 1:	123 Street Dr		
Address 2:			
City/State/Country:	Colorado Springs, CO 80907		
US City/State/Zip:			
Country of Domicile:	ABU DHABI		
Risk:	ABU DHABI		
Attention Line 1:			
Attention Line 2:			

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimburseme

**GTS - Collection Parties**

<b>Remitter (Foreign Bank)</b>				
Party ID:	BANKOFCHINA	Browse	Details	BANK OF CHINA
Reference:	343	CHINA		
How Pay:	Swift 202			
Drawer	<input type="checkbox"/> Identical Remitter and Drawer			
Party ID:		Browse	Details	Drawer China
Reference:		Name Only <input checked="" type="checkbox"/>		
<b>Credit To</b>				
Party ID:		Browse	Details	
Reference:				
How Pay:		Attention To:		
<b>Customer (Collect From)</b>				
Party ID:	CHIPOTLE	Browse	Details	Chipotle
Reference:	434	Colorado Springs, CO 80907		
How Pay:	Interest Owed			
Drawee	<input checked="" type="checkbox"/> Identical CollectFrom and Drawee			
Party ID:	CHIPOTLE	Browse	Details	Chipotle
Reference:	434	Name Only <input type="checkbox"/>		
				123 Street Dr
				Colorado Springs, CO 80907

Form Complete

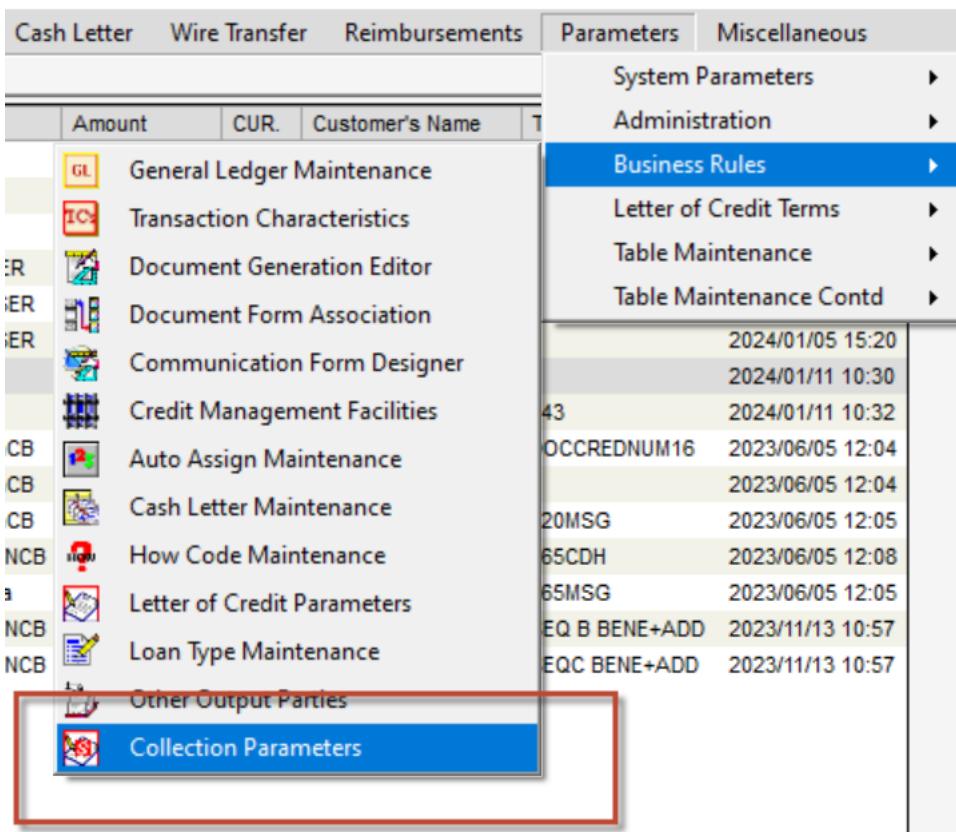
**Back** **Next**

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous



**Collection Primary**

Collection Type:	Trade Acceptance CIM	Collection Amount:	<input type="text"/>	Incoming Collection Entry
Currency Code:	USD	Browse	FX Rate: 1.0000000000	FX Contract: <input type="text"/>
Charges:	Collect From	<input type="checkbox"/> Waiting on Clarification	<input type="checkbox"/> Waiting on Authentication	
		<input type="checkbox"/> Free of Payment	<input type="checkbox"/> FDA Credit-Clearance Days: 0	Recalculate Maturity Date
Dates and Days	Entry Date: 01/11/2024	Document Date: 01/11/2024	Acceptance Date: <input type="text"/>	Maturity Date: <input type="text"/>
	Tenor Days: <input type="text"/>	Phrase: SIGHT		
Start Tracing Days:	81	Carrier/Vessel Name:	<input type="text"/>	
B/L Number:	<input type="text"/>			
Release Documents:	<input type="button" value="▼"/>			



Incoming Collection Types will also need to be setup if you want to offer Free Traces, Maximum Tracings or charge fees.

### Collection Type Maintenance

Collection Event Selection:	Trade Acceptance CIM	
Collection Event Code:	TRD	<input checked="" type="checkbox"/> Active
Collection Type:	INCO	
List Box Description:	Trade Acceptance CIM	
Description:	Trade Acceptance CIM	
Minimum Collection Amount for Tracing:	10.0000	
Tracer Fee Name:	<input type="button"/>	
Number of Free Traces:	0	
Maximum Traces:	4	
<input checked="" type="checkbox"/> Reset Tracer Interval After Partial Payment		
<input type="button"/> Add <input type="button"/> Modify <input type="button"/> Clear <input type="button"/> Delete <input type="button"/> Print <input type="button"/> Exit		

Tracers will then be found under inquiry history.

Service:	CIM	Product:	TRA	Our Reference:	
Date From:		To:			
Amount From:		To:			
LE:		Div:			

Reference Number	Seq	Process	Date	
CB-AG-CO-00700002-00	2	CIM-TRA	2024/04/22 16:59	
CB-AG-CO-00700001-00	2	CIM-TRA	2024/04/22 16:59	
CB-AG-CO-00700002-00	1	CIM-TRA	2024/04/18 12:46	
CB-AG-CO-00700001-00	1	CIM-TRA	2024/04/18 12:46	
CB-AG-CO-00700000-00	1	CIM-TRA	2023/01/06 08:46	

## Outgoing Collection

Trace Days Load based on the Collect From Bank's County of Domicile. For example, Bank of China has a trace days setup of 21 because their country of risk is China.

### COUNTRY CODE MAINTENANCE

Country Selection:	CHINA	<input checked="" type="checkbox"/> Active
List Box Description:	CHINA	Limit Amt: 0.00
Description:	CHINA	
CRR:		Country <input checked="" type="checkbox"/>
Country Code:	CN	State Code: <input type="checkbox"/>
		High Risk <input type="checkbox"/>
		Trace Days: 21
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Exit"/>		

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

### GTS - Collection Parties

**Customer (Remitter)**

Party ID:	CHIPOTLE	Browse	Details	Chipotle
Reference:	k	Colorado Springs, CO 80907		
How Pay:	Swift 202			
Drawer	<input checked="" type="checkbox"/> Identical Remitter and Drawer			
Party ID:	CHIPOTLE	Browse	Details	Chipotle
Reference:	k	Name Only <input type="checkbox"/>	123 Street Dr	
Colorado Springs, CO 80907				
Party ID:		Browse	Details	
Reference:				
How Pay:		Attention To:		
<b>Mail To (Collect From Bank)</b>				
Party ID:	BANKOFCHINA	Browse	Details	BANK OF CHINA
Reference:	1	CHINA		
How Pay:	Interest Owed			
Drawee	<input type="checkbox"/> Identical CollectFrom and Drawee			
Party ID:		Browse	Details	test
Reference:		Name Only <input checked="" type="checkbox"/>		

Collection Primary

**Collection Type:** Documentary CEX Coll **Collection Amount:**

**Currency Code:** USD **Browse** **FX Rate:** 1.0000000000 **FX Contract:**

**Charges:** Not Applicable  Waiting on Clarification  Waiting on Authentication  
 Free of Payment  FDA Credit-Clearance Days 0 **Recalculate Maturity Date:**

**Dates and Days**

**Entry Date:** 01/11/2024 **Document Date:** 01/11/2024 **Acceptance Date:**  **Maturity Date:**

**Tenor Days:**  **Phrase:**

**Start Tracing Days:** 21 **Carrier/Vessel Name:**   
**B/L Number:**  **Invoice/PO Number:**

**Release Documents:**

Outgoing Tracer will display under inquiry as a CEX TRA

Service:	CEX	Product:	TRA	Our Reference:		Party Type:	
Date From:		To:				Party Ref:	
Amount From:		To:			Total Records:	5	
LE:		Div:		Amd Type:			

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD
CB-AG-CO-80000004-00	2	CEX-TRA	2024/04/22 16:59	USD	7,000.00	
CB-AG-CO-80000004-00	1	CEX-TRA	2024/04/18 12:46	USD	7,000.00	
CB-AG-AC-80000002-00	3	CEX-TRA	2023/02/13 16:56	USD	33,333.00	
CB-AG-AC-80000002-00	2	CEX-TRA	2023/02/09 16:56	USD	33,333.00	
CB-AG-AC-80000002-00	1	CEX-TRA	2023/02/06 17:00	USD	33,333.00	

If SWIFT Authentication exists with Collect From Bank we will send a SWIFT 420.

Our Reference:	Process:	Courier Name:	Courier Bill No.:				
CB-AG-AC-80000002-00	CEX-TRA			Update All	Attach Document	Email	Quit

Generated Documents							
DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No
COL-TRA-MT420	CFB	BOA for EU	Swift	GTS Generated RTF Document	No		

If SWIFT Authentication does not exist with Collect From Bank we will send a 999via420 .

RELEASE 9 New York - 02/06/24 - 8:49:25 AM - KRISTI - NFT-NY-CO-70002151-00 - [GTS - Inquiry / Research Document Review]	Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Reimbursements	Parameters	Miscellaneous
Our Reference:	Process:	Courier Name:	Courier Bill No.:							
NFT-NY-CO-70002159-00	CEX-TRA			Update All	Attach Document	Email	Quit			
Generated Documents										
DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No			
COL-TRA-MT999VIA420	CFB	BANKYYIYRUT	Swift	GTS Generated RTF Document	No			View	More	

Document Generation Viewer

```
***** ORIGINAL *****
*** OUTBOUND SWIFT MESSAGE ***

SENDER: NFBKUS33XXX
RECEIVER: BABECVJNXXX

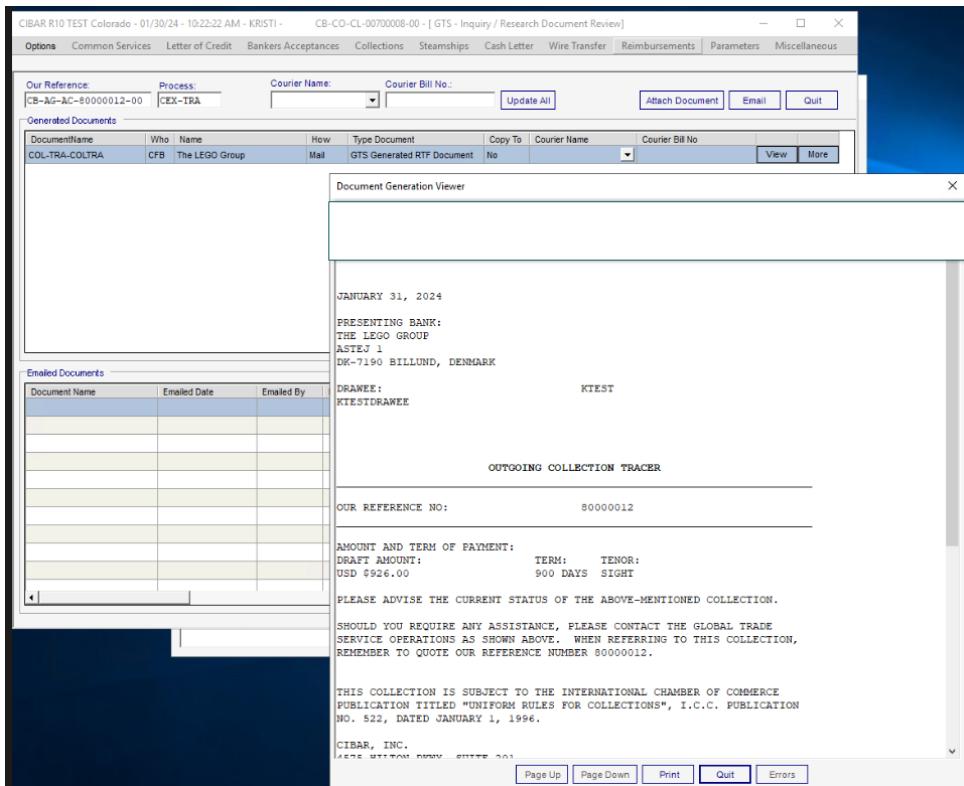
MT 999 FREE FORM MESSAGE

:20:SENDER'S REFERENCE:70002159
:79:NARRATIVE:ATIN - COL DEPT
.

THE FOLLOWING MESSAGE IS FORMATTED AS AN MT420
.

20 - 70002159
21 - NONREF
32B - USD21050,
50 - 210108
59 - CAPITALLYTION
299 - P
NEW YO
XXXXX
-
```

If Collect From party doesn't have SWIFT or a Mail formatted document will be created.



### Collection Type Maintenance

Collection Event Selection: Trade Acceptance CEX

Collection Event Code: TRD  Active

Collection Type: OUTG

List Box Description: Trade Acceptance CEX

Description: Trade Acceptance CEX Collection

Minimum Collection Amount for Tracing: 10.0000

Tracer Fee Name:

Number of Free Traces: 0

Maximum Traces: 3

**Configuration of Tracing  
Intervals and fees**

Reset Tracer Interval After Partial Payment

**Add    Modify    Clear    Delete    Print    Exit**

### Discount Sight Payment

Today, when documents are present, examined, entered into GTS as a sight payment if there are no discrepancies, they are forwarded along with the payment DOCGEN to the Issuing bank. The payment is not approved but is sitting in WIP waiting for the receipt of funds which is expected in a couple of days.

While the bank is waiting for the Issuing bank to pay, the customer, the Beneficiary requests that the Payment be discounted to them.

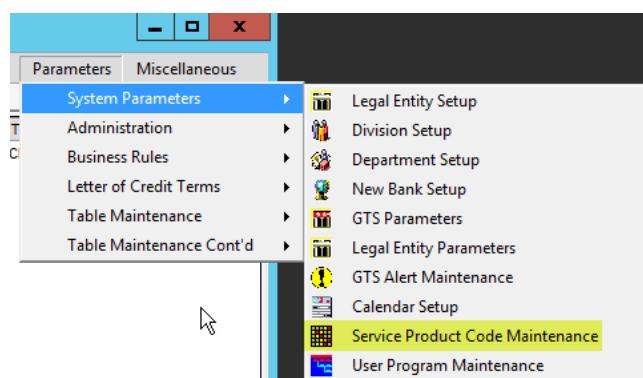
In order to accomplish this, Cibar will add a "Discounted" checkbox to the Sight Screen as shown here.

The screenshot shows the 'GTS Payment Primary' window. In the top right corner, there is a checkbox labeled 'Discounted' which is checked. Other fields visible include 'Opener's Name', 'Payment Balance', 'Margin Amount', 'Payment Amount', 'Deducted', 'Sight Amount', 'Plus Interest', 'Int Adjustment', 'Cur Code', 'Rate', and 'Contract'. A sidebar on the left lists various menu items with checkmarks: 'Menu', 'Primary', 'Sanction Free Form', 'Add Data Filtered', 'Parties', 'Special Instructions', 'BAs', and 'Fee Charges Grid'.

## How to setup Auto Assign for letters of credit

Auto assignment is allowing the system to automatically assign reference numbers to new transactions. There are 2 items needed to be setup in order for auto assignment to work. Auto assignment can be set for each service and product desired. In order for it to know which service or product to use auto assignment, that product MUST be flagged to have auto assignment.

Click on Parameters -> System Parameters -> Service Product Code Maintenance



Pull up the service and product code that is to have auto assignment turned on. For this example, the 'IMP-ISS' was used (pic. 5).

Pic. 5

The screenshot shows the 'Service Product Code Maintenance' window. It has three main sections: 'Service Maintenance', 'Product Maintenance', and 'Inquiry Options'. In the 'Status Maintenance' section, under 'Used in Mail Room', the radio button for 'N/A' is selected. Below this, two checkboxes are checked: 'Active' and 'Auto Assign'. A yellow box highlights these two checkboxes. At the bottom, there are buttons for Add, Modify, Clear, Delete, Print, and Exit.

Service Code: IMP    Service Description: Import Letter of Credit

Product Code: ISS    Product Description: Import L/C Issuance

Inquiry Options:

- Balance as of Date
- Current Balance
- Transaction History
- Accounting
- Output

Status Maintenance

Used in Mail Room:  New     Existing     N/A

Auto Assign Category: IMPORT    Service/Product Div/Dept: AG/AC

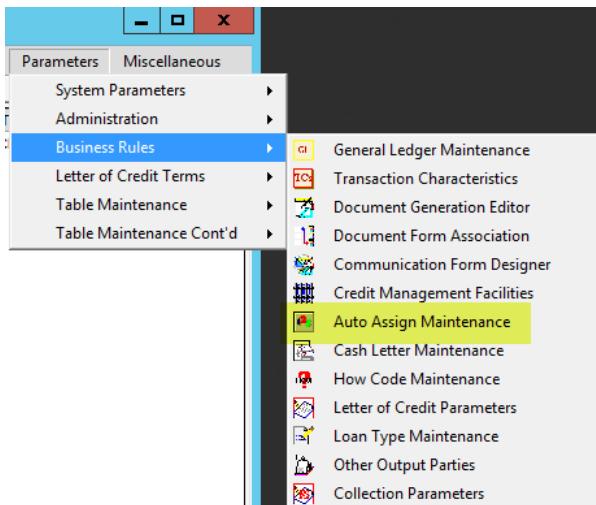
Auto Assign Type: LOC

Add    Modify    Clear    Delete    Print    Exit

Make sure the box next to 'Auto Assign' is checked to activate auto assignment for IMP – ISS.

Next, the system needs a starting point for auto assignment since multiple products and services can have auto assignment, a block of numbers must be reserved for each products and services that uses auto assignment.

To set a starting number go, to Parameters->Business Rules-> Auto Assign Maintenance.



The auto assign screen will open to allow user to set or modify the starting number for auto assign

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Service:	ALL	Product:	ALL	Our Reference:	10000207	<input type="checkbox"/>	Party Type:	<input type="button"/>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Search"/>
Date From:	<input type="text"/>	To:	<input type="button"/>	Party Ref:	<input type="text"/>	Name:	<input type="text"/>			<input type="button" value="Clear"/>	<input type="button" value="Export"/>	
Amount From:	<input type="text"/>	To:	<input type="button"/>	Accounting History <input type="checkbox"/>			<input type="button" value="Quit"/>					
LE:	<input type="button"/>	Div:	<input type="button"/>	Amd Type:	<input type="button"/>	Converted Reference:	<input type="text"/>					

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-10000207-01	1	EXP-PAY	2023/04/25 12:14	USD	445,000.00	445,000.00	Mordor Credit Inc.	King Aragorn	
CB-AG-AC-10000207-01	1	EXP-NEX	2023/04/25 12:14	USD	445,000.00	445,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-00	1	EXP-PAY	2023/04/25 12:14	USD	450,000.00	450,000.00	Mordor Credit Inc.	King Aragorn	
CB-AG-AC-10000207-01	1	EXP-NEP	2023/04/25 09:47	USD	445,000.00	445,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-01	1	EXP-NEP	2023/04/25 09:47	USD	445,000.00	445,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-01	1	EXP-NEP	2023/04/25 09:47	USD	445,000.00	445,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-01	1	EXP-NEP	2023/04/25 09:43	USD	445,000.00	445,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-01		EXP-ISS	2023/04/25 09:26	USD	450,000.00	450,000.00	King Aragorn	The Dead King	EXP0001T
CB-AG-AC-10000207-00		EXP-ISS	2023/04/25 08:39	USD	500,000.00	500,000.00	Mordor Credit Inc.	King Aragorn	EXP0001

## How to setup a Participation Group

### Objective of Part Group Dual Approval

The bank needs dual approval on all creations/modifications of a participation and syndication group records.

### Business Overview

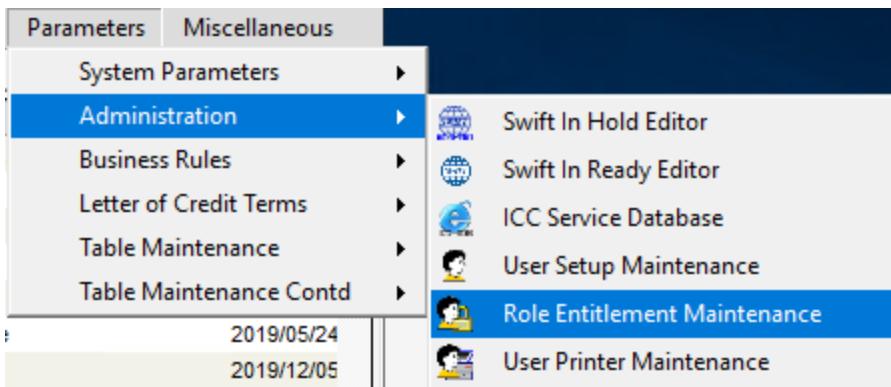
To provide for the functionality **that** allows the first user to enter/modify a participation or syndication **group**, and have a second user review the data that was entered/modified before the changes are implemented.

### Process

The dual approval functionality will be initiated by entitlements. If a user is not allowed to self-approve Part Group Maintenance, then a second user with the correct entitlement will have to approve the entry/modifications.

### Setup

Proper entitlements must be given to the users. An administrator who has proper authority to modify the roles will need to implement this setup. In Parameters->Administration select the 'Role Entitlement Maintenance'.



Select the RoleID and the Selected Service this will be applied to. Make sure that the Self-Approval check box is not checked for each product that is to be dual-approved. Unchecking this will not allow the user to approve their own participation group entry.

### Role Entitlement Maintenance

Entitlement For:

Role ID:

New Role ID:

---

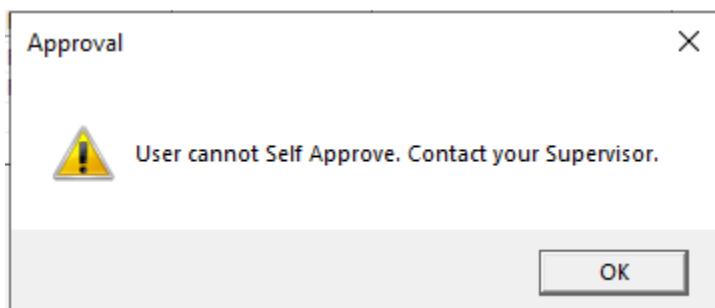
Select and Save All Entitlements  Deselect and Save All Entitlements

Select Service:

Service Select All  Service Deselect All

<a href="#">Inquiry</a>	<a href="#">Entry</a>	<a href="#">Repair</a>	<a href="#">Delete</a>	<a href="#">Approval</a>	<a href="#">Self Approval</a>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input checked="" type="checkbox"/> All Functions Included					

If user tries to approval something they input and they're not supposed to per the entitlement, they will encounter the message that says 'User cannot self approve', as seen in the screenshot below.



## How to setup Part Out Fees

To correctly share fees with the participant banks the fee must be set up correctly in the Fees and Commission screen, which can be accessed by going to Common Services->Accounting->Commissions and Fees.



Fees that are to be shared MUST have 'Share Part Out' selected, as in the example screenshot.

Loaded 119 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

<input type="checkbox"/> Copy Fee	Name: <input type="text" value="SOP Annual"/>	New Fee Name: <input type="text"/>	<input type="checkbox"/> Show Inactive Fees		
Fee Category:	L/C: <input type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/> SAR: <input type="radio"/> Wire: <input type="radio"/> Clear: <input type="radio"/>	Letter: <input type="text"/>	Transaction: <input type="text"/>		
Party ID: <input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Rebuild Fee List"/>	<input type="button" value="Add Fee"/>	<input type="button" value="Delete Fee"/>	<input type="button" value="Clear"/>
<b>Fee Detail</b>					
Fee Name: <input type="text" value="SOP Annual"/>	Ltr/Trans: <input type="text" value="STB"/> <input type="text" value="ISS"/>	Pkey: <input type="text" value="929"/>	G/L Income: <input type="text" value="Stby Fin Fee"/>		
Flat Amount: <input type="text" value="0.00"/>	Party ID: <input type="text"/>	<input type="button" value="Browse"/>	Share Fee: <input type="text" value="Share Part Out"/>		
Annualized % <input type="text" value="1.2500000000"/>	Country: <input type="text"/>	Charged: Start of Period [SOP]			
Minimum: <input type="text" value="200.00"/>	Debit Who: <input type="text" value="OPN-Opener"/>	Post G/L: Daily [D]			
Maximum: <input type="text" value="0.00"/>	How: <input type="text" value="DDA Account"/>	Method: Beginning Balance [B]			
MT798 Code: <input type="text"/>	Period: Annual [ANN]				
IMPR Code: <input type="text"/>	<input checked="" type="checkbox"/> Fee Active	<input checked="" type="checkbox"/> Include First Day	<input checked="" type="checkbox"/> Include Last Day	Final Period: Per-diem [P]	
	<input type="checkbox"/> B/A Fee	<input type="checkbox"/> Discount	<input type="checkbox"/> Deferred	Day Basis: 365 Days [365]	
	<input type="checkbox"/> All-in Rate	<input type="checkbox"/> Loan	Calculation Basis: Liability Amount [LIAB]		
Description: <input type="text" value="SOP Annual"/>	Next Chg Option: Anniversary [0]				

## Entering / Modifying a participation group

Go to Common Services->Participation Group Maintenance and select the Participation Group Entry.

The screenshot shows the GTSnet application's navigation bar at the top with various service links. On the left, there's a sidebar with 'Dashboard' and 'Find' buttons. The main area shows a tree view under 'Shared Services'. The 'Participation Group Maintenance' node is selected, and its子节点 are displayed in a dropdown menu.

Participation Group Identifier	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer
000132-00	PNDA		PRT-MOD		QTRAN	0.00	USD	TIMS NEW
000136-00	INCP		PRT-MOD		CLAUDIO	0.00	USD	CDH TES
000139-00	INCP		PRT-MOD		TMAYER	0.00	USD	TJM TEST
					QTRAN	48,965.00	USD	Fountain
					QTRAN	2.00	USD	A New B
					NMAYER	0.00	USD	AMB AMI
					QTRAN	0.00	USD	CO Bank
					ADMIN	0.00	USD	Wells Fair
					CQUAVA	0.00	USD	Wells Fair
					CQUAVA	0.00	USD	Wells Fair
					CQUAVA	0.00	USD	Wells Fair
					TCHEE	0.00	USD	SDFSDG

Because this is a new group being entered, a name must be given to it so we can differentiate all the different participated in groups (if more than 1). Make sure the active box is checked.

## Participation Group Entry

Select Group Identifier:	<input type="text"/>		
Add Group Identifier:	<input type="text" value="PARTICIPATION OUT GROUP TEST"/>		
Effective Date:	<input type="text" value="01/31/2020"/>	Active <input checked="" type="checkbox"/>	Group Complete <input type="checkbox"/>

A participation type (either Part-In or Part-Out) must be selected.

### Participation Type

Participated Out  Participated In

Then enter in the number of participants needed. Number of Active Participants can be left blank as that will automatically be filled in after the individual participants are entered in the Participants tab.

<b>Participant Status</b>
Number of Participant's Needed: <input type="text" value="3"/>
Number of Active Participant's: <input type="text"/>

Click on the Participants tab and there the user must select the banks that are participating and enter in all the appropriate information...

Participation Party Maintenance

Fedwire:	<input type="text" value="CIBARBANK"/>	<input type="button" value="Browse"/>	<input type="button" value="Details"/>	<input type="checkbox"/> Change Address
Party ID:	CIBARBANK			<input type="text" value="CIBAR BANK"/>
Participant Share %:	12.00000000000000		Effective Date:	01/31/2020
Type of Payment:	Clearance		Obligor Number:	<input type="text"/>
Email for Statement:	<input type="text"/>			<input type="text"/>
Phone for Statement:	<input type="text"/>			<input type="text"/>
Contact for Statement:	<input type="text"/>			<input type="text"/>
Email for Credit:	<input type="text"/>			<input type="text"/>
Phone for Credit:	<input type="text"/>			<input type="text"/>
Contact for Credit:	<input type="text"/>			<input type="text"/>
Tax Rate:	0	<input type="text"/>	Tax GL Code:	<input type="text"/>

...then click add...

... and it will add it to the grid.

Group	Participants
Participant Name	Participant Share
BNP PARIBAS - SUCCURSALE DE BU...	15.00000000000000
CIBAR BANK	12.00000000000000
Bank of America	05.00000000000000
Participation Group:	PARTICIPATION IN TEST GROUP
Participant Share:	32.00000000000000
Bank's Share:	68.00000000000000
Participant Status	
Number Needed: <input type="text" value="3"/>	
Number Active: <input type="text" value="3"/>	

After everything is added (the active number must equal to the numbers needed) we go back to the 'Group' tab and make sure the active number and the numbers needed are the same.

Participant Status

Number of Participant's Needed: <input type="text" value="3"/>
Number of Active Participant's: <input type="text" value="3"/>

After everything is complete and looks ok, we must now check the 'Group Complete' checkbox. This verifies that the group is done and can be saved.

Effective Date: 01/31/2020      Active       Group Complete

We can now save the group. Click 'Save as PNDA'...

... and it should show in WIP to be approved.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference
CB-AG-AC-PG000139-00	PNDA		PRT-MOD		QTRAN	0.00		PARTICIPATION OUT GROUP TEST	New Group

Approver can finalize the group by clicking 'Accept'. Once this has been completed the group can now be used in transactions.

### Part Group Approval

Group Name:

Modified By:

Participant Name	Participant Action	Participant Pkey
BANK OF AMERICA	NEW GROUP	31435
BNP PARIBAS - SUCCURSALE DE BUENOS	NEW GROUP	24897
CIBAR BANK	NEW GROUP	31440

### Detailed Changes

Field	Before Data	After Data

## Using the Part Group in a Transaction

To use a part group in a transaction, participated must be checked in the menu. This is an optional functionality so to make the transaction a participation transaction, it must be denoted by adding the Participation screen.

The screenshot shows the 'Letter of Credit Issuance' screen. On the left is a navigation bar with various menu items. In the center, under 'Letter of Credit Issuance', there is a 'Model ID' dropdown set to 'Standby Free Format'. Below it is a 'Preload Option' section with several radio buttons: 'Model' (selected), 'Child Transfer Credit', 'Similar-To by Reference', 'Similar-To by Opener', and 'Similar-To by Beneficiary'. To the right, there are fields for 'Customer/Party ID' (LEADVILL), 'Our Reference Number' (30000270 00), 'Similar-To Party ID', and 'Similar-To Reference Number' (00). At the bottom of this section, there are several checkboxes: 'Special Instructions', 'Participated' (which is checked and highlighted in yellow), 'Collateral', 'Auto Schedule', 'OFAC Text', 'Party Text', 'Drafts Drawn On', 'Swift Text', 'Bank to Bank', 'Documents', 'Ofac Parties', and 'Desc of Goods'. The 'Participated' checkbox is the only one checked in this group.

Fill out the transaction like normal, then on the Participated screen, click the correct radio button and the Participation Out check box, and the group(s) will load for selection.

The screenshot shows the 'PARTICIPATED' screen. It has a 'Transaction Selection' section with three radio buttons: 'Participated' (selected), 'Syndicated', and 'Clear Part/Syn'. To the right of these is a checked checkbox labeled 'Agent'. Below this, there are two rows of fields. The first row contains 'Participated Out' (checked), 'Part Out Group ID' (QUE'S PART OUT TEST GROUP), and two buttons 'Browse' and 'Details'. The second row contains 'Participated In' (unchecked), 'Part In Group ID' (empty), 'Issuing Bank ID' (empty), 'Issuing Bank Ref#' (empty), and two buttons 'Browse' and 'Details'. The 'Participated Out' checkbox is the only one checked in this group.

Next, the Part Out fee(s) must be added to the Fee Charges Grid screen so that the program can assess the amount and generate accounting.

The screenshot shows the 'Fees and Charges' grid screen. The table has columns: Fee, Amount, Rate, Who, How, When, Period, Start Dt, End Dt, AnvMo, AnvDy, Chg Date, Cust., and Descrip. There are five rows of data:

Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip
Confirmation Comm	40,000.00	2	OPN	AR	UPF	QTR	02/11/2020	08/10/2020	2	11	02/11/2020		Confirmation
SOP Annual	4,828.77	1.25	OPN	AR	SOP	ANN	02/11/2020	06/30/2020	2	11	02/11/2020		SOP Ann
EOP Share	750.00	1.5	OPN	AR	EOP	MON	02/11/2020	02/28/2020	0	0	02/10/2020		EOP Share
SOP Life	15,000.00	1.5	OPN	AR	SOP	LIF	02/11/2020	06/30/2020	2	11	02/11/2020		SOP Life

## Part Out Accounting

When booking the part group the issuance accounting will book the banks liability (CLSTB and BLSTB) and break out the participation share (CLSTBPO and BLSTBPO).

LEADVILLE PRODUCTS, INC.	257,500.00	01220032	CLSTBPO	USD	1.0000000000
LEADVILLE PRODUCTS, INC.	257,500.00	01110032	BLSTBPO	USD	1.0000000000
LEADVILLE PRODUCTS, INC.	1,000,000.00	01220003	CLSTB	USD	1.0000000000
LEADVILLE PRODUCTS, INC.	1,000,000.00	01110003	BLSTB	USD	1.0000000000

The Fee Accrual (STB-ACR) will credit the PARTDUE GL account. This is the account you will eventually disburse the fees from.

CIBAR Chicago - 02/28/20 - 7:53:52 AM - ADMIN - [Work in Process] - [GTS - Inquiry / Research Selection]

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Service: ALL Product: ALL Our Reference: 30000270 Party Type: Party ID: Browse Search  
Date From: To: Party Ref: Name: Clear

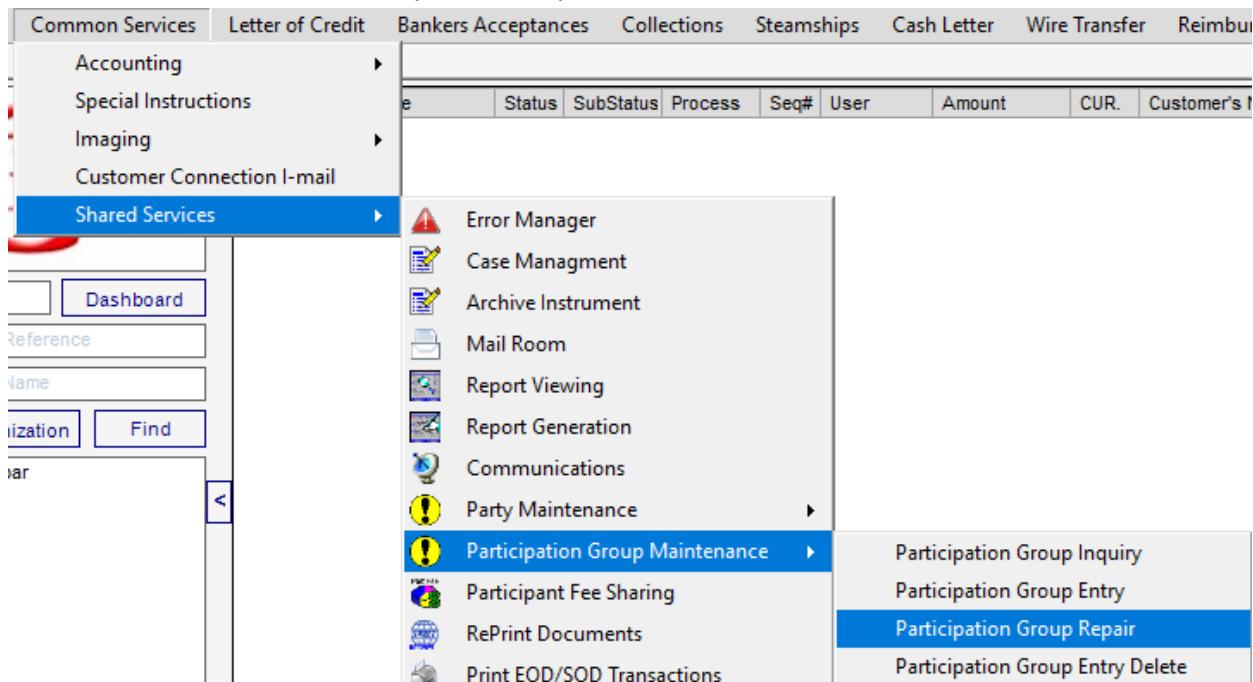
Transaction / Inquiry Accounting Review

Our Reference: CB-AG-AC-30000270-00 Event: STB-ACR Print Quit

Party Name	Debit Amount	Credit Amount	GL Number	GL Code	Cur.	FX Rate
LEADVILLE PRODUCTS, INC.	1,243.41	01770004	ICNE	USD	1.0000000000	
LEADVILLE PRODUCTS, INC.	1,243.41	01770001	PARTDUE	USD	1.0000000000	
LEADVILLE PRODUCTS, INC.	50.86	01770004	ICNE	USD	1.0000000000	
LEADVILLE PRODUCTS, INC.	50.86	01440008	COMMSTBFIN	USD	1.0000000000	
**** Totals ***	1,294.27	1,294.27				

## How to do a modification to a Part Group that is used in a transaction

Sometimes changes to the rate for a participated party is necessary, or another party wants to participate after the group was created. We can change the Part Group by doing a modification. Select Participation Group Common Services->Shared Services->Participation Group Maintenance.



Select the group from the drop down and then click the Participants tab.

The screenshot shows the 'Participation Group Modify' dialog box. It has fields for 'Select Group Identifier:' (dropdown menu showing 'GAYLE TESTING 111518', 'GEB TEST 12642', 'GEB TEST TWO', 'PARTICIPATION OUT GROUP TEST', 'QUE'S PART OUT TEST GROUP' (highlighted in blue), 'TEST GROUP', and 'TJM TEST GROUP'), 'Add Group Identifier:', and 'Effective Date:' (dropdown menu showing '1/1/2018'). The title of the dialog is 'Participation Group Modify'.

If a rate change is needed, double click on a party in the grid to bring it down to the working area.

Participant Name	Participant Share	Payment Type	Effective Date	Status	Last TSR	Group PKey	Party Pkey	HowCode	Party ID
BNP PARIBAS S.A. NIEDERLASSUNG ...	13.0000000000000	Clearance	02/11/2020	Prior	QTRAN	140	20049	CCL	00624693
BNP PARIBAS S.A. SUCURSAL EN ES...	07.5000000000000	Clearance	02/11/2020	Prior	QTRAN	140	20052	CCL	00245670
LES Test 1	05.2500000000000	Clearance	02/11/2020	Prior	QTRAN	140	32313	CCL	LES TEST 1
Part Two	03.0000000000000	Clearance	02/21/2020	Prior	QTRAN	140	31453	CCL	PART TWO

Participation Group: QUE'S PART OUT TEST GROUP  
 Participant Share: 28.7500000000000 Bank's Share: 71.2500000000000

Participant Status  
 Number Needed: 4 Number Active: 4

Participation Party Maintenance

Fedwire:	<input type="text"/>	<input checked="" type="checkbox"/> Change Address
Party ID:	LES TEST 1 <input type="button" value="Browse"/> <input type="button" value="Details"/>	
Participant Share %:	05.2500000000000 <input type="text"/>	Effective Date: <input type="text"/>
Type of Payment:	Clearance <input type="button" value="▼"/>	Obligor Number: <input type="text"/> 111

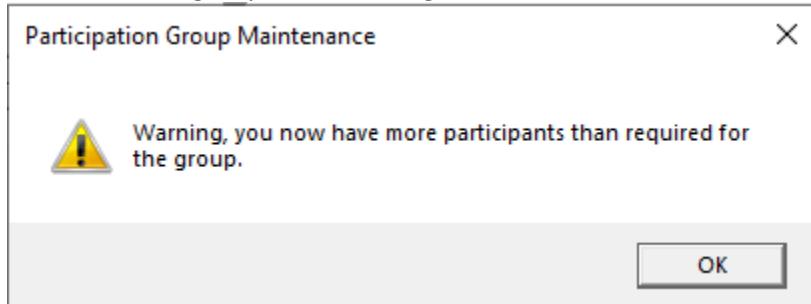
Make the necessary change(s) and click 'Modify'.

If you need to add a new participant to the group, you will need to change the Number of Participants Needed...

Participant Status

Number of Participant's Needed: <input type="text"/> 4
Number of Active Participant's: <input type="text"/> 4

... or else it will give you this message.



If everything looks correct and complete, return to the group tab and click 'Save as PNDA'.

This will put it into WIP

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous																				
<table border="1"> <tr> <td>Bank Reference</td> <td>Status</td> <td>SubStatus</td> <td>Process</td> <td>Seq#</td> <td>User</td> <td>Amount</td> <td>CUR.</td> <td>Customer's Name</td> <td>Their Reference</td> </tr> <tr> <td>CB-AG-AC-PG000140-00</td> <td>PNDA</td> <td>PRT-MOD</td> <td>QTRAN</td> <td>0.00</td> <td>QUE'S PART OUT TEST GROUP</td> <td>Existing Group</td> <td></td> <td></td> <td></td> </tr> </table>											Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference	CB-AG-AC-PG000140-00	PNDA	PRT-MOD	QTRAN	0.00	QUE'S PART OUT TEST GROUP	Existing Group			
Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference																					
CB-AG-AC-PG000140-00	PNDA	PRT-MOD	QTRAN	0.00	QUE'S PART OUT TEST GROUP	Existing Group																								

Approve the modification

### Part Group Approval

Group Name:	QUE'S PART OUT TEST GROUP	Modified By:	QTRAN
Participant Name		Participant Action	Participant Pkey
BNP PARIBAS S.A. NIEDERLASSUNG FRAN		NONE	20049
BNP PARIBAS S.A. SUCURSAL EN ESPANA		NONE	20052
LES TEST 1		NONE	32313
PART TWO		NEW	31453

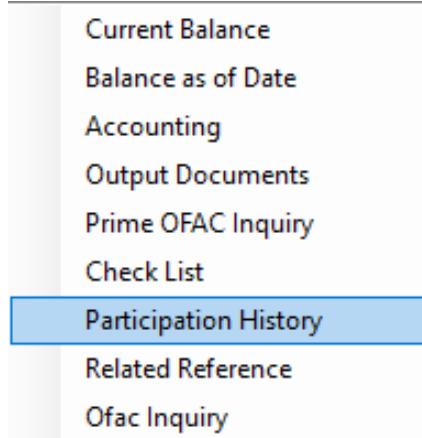
This approval action will automatically reverse out the old percentage (On transactions that have an outstanding Liability) and put in the new percentage, in a PRT-MOD event in the transaction's history.

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters
GTS - Inquiry / Research Selection									
Service:	ALL	Product:	ALL	Our Reference:	30000270	Party Type:		Party ID:	B
Date From:		To:				Party Ref:		Name:	
Amount From:		To:						Accounting Hist	
LE:		Div:					Converted Reference:		
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	
CB-AG-AC-30000270-00		PRT-MOD	2020/02/21 09:21	USD	-30,000.00	-30,000.00	LEADVILLE PRODUCTS, INC.		
CB-AG-AC-30000270-00		ACC-TRA	2020/02/21 20:09	USD	59,828.77	59,828.77	LEADVILLE PRODUCTS, INC.		

If the group modification is not linked with any transactions, it will have a PRT-MOD event under the group number.

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
GTS - Inquiry / Research Selection										
Service:	ALL	Product:	ALL	Our Reference:	pg000139	Party Type:		Party ID:	Browse	Search
Date From:		To:				Party Ref:		Name:		Clear
Amount From:		To:						Accounting History	<input type="checkbox"/>	Export
LE:		Div:					Converted Reference:			Quit
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference	
CB-AG-AC-PG000139-		PRT-MOD	2020/02/11 01:33	USD	0.00	0.00	PARTICIPATION OUT GROUP T...		PARTICIPATION OU	
CB-AG-AC-PG000139-		PRT-ENT	2020/02/11 01:18	USD	0.00	0.00	PARTICIPATION OUT GROUP T...		PARTICIPATION OU	

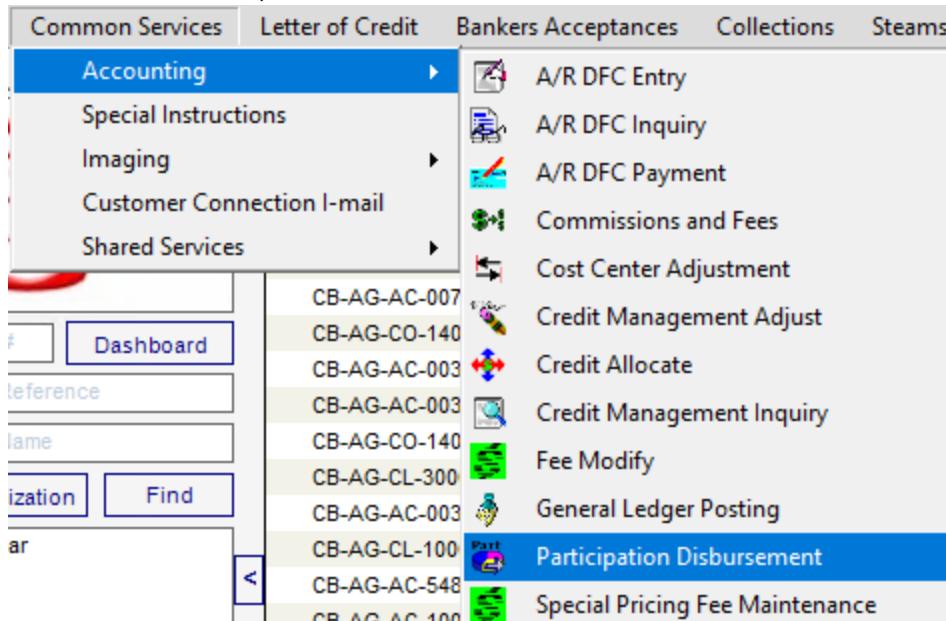
The history can be viewed by selecting Participation History in the right-click menu.



Please note that Participation Groups and participating banks in the group cannot be deleted. It can only be deactivated (for groups) and the rate set to -0.000000- (for participants).

### How to do a Participation Disbursement

When the time comes to disburse funds to the participant banks, this can be done through the Participation Disbursement screen, which can be found under Common Services->Accounting menu.



The correct group should be selected from the drop down.

Choose the radio button that best fits of what to disburse.

- \* Payable fee distribution means to disburse fees that were collected already.
- \* All fee distribution includes the disbursement of ALL fees owed, whether already collected or not.

A screenshot of the GTS Fee Distribution screen. The top navigation bar shows 'GTS Fee Distribution'. Below it, the 'Fee Distribution' tab is active. A dropdown menu labeled 'Model ID: Participation Disbursement' is open. On the left, there is a 'Fee Distribution Option' section with two radio buttons: 'Payable Fee Distribution Records' (unchecked) and 'All Fee Distribution Records' (checked). To the right, there is a 'Group to Disburse:' dropdown set to 'QUE'S PART OUT TEST GROUP' and a 'Start' button.

Click on 'Start' to begin the process.

In the Fee Disbursement screen, click on either the group, the party, or the fee to load it into the Grid.

- Clicking the top tier (the group) will load all the fees for all of the parties

**Fee Disbursement**

Fee Name	Date On	Origional Amt.	OutStanding Amt.	Reference Number
30000270-00 => SOP Annual	2/11/2020	4,828.77	4,828.77	30000270-00
30000270-00 => SOP Annual	2/11/2020	15,000.00	15,000.00	30000270-00
30000270-00 => SOP Annual	2/11/2020	4,828.77	4,828.77	30000270-00
30000270-00 => SOP Annual	2/11/2020	15,000.00	15,000.00	30000270-00

Group QUE'S PART OUT TEST GROUP at 5.25 for 787.5 by CCL **Disburse All**

QUE'S PART OUT TEST GROUP  
  BNP PARIBAS S.A. NIEDERLASSUNG FRAN  
    Amount: 5,105.91

- Clicking the middle tier (the party) will load all the fee types for that party

**Fee Disbursement**

Fee Name	Date On	Origional Amt.	OutStanding Amt.	Reference Number
30000270-00 => SOP Annual	2/11/2020	4,828.77	4,828.77	30000270-00
30000270-00 => SOP Annual	2/11/2020	15,000.00	15,000.00	30000270-00

Group QUE'S PART OUT TEST GROUP at 7.5 for 362.16 by CCL **Disburse All**

QUE'S PART OUT TEST GROUP  
  BNP PARIBAS S.A. NIEDERLASSUNG FRAN  
    Amount: 2,577.74  
    Percent: 13  
      30000270-00 => SOP Annual

- Clicking the last tier (the fee) will load the fee details of that fee for that party

**Fee Disbursement**

Date From	Date To	Calculation Rate	Share Rate	Fee Amount	Share Amount
02/11/2020	06/30/2020	1.2500000000	13.0000000000	4,828.77	627.74

Group QUE'S PART OUT TEST GROUP at 7.5 for 362.16 by CCL **Disburse All**

QUE'S PART OUT TEST GROUP  
  BNP PARIBAS S.A. NIEDERLASSUNG FRAN  
    30000270-00 => SOP Annual  
    30000270-00 => SOP Life  
    Amount: 627.74  
    Percent: 13  
    Dates: 02/11/2020 to 02/10/2020

Double click the grid to bring the details into the working area. Here, rates and amount can be modified.

#### Fee Disbursement

Date From	Date To	Calculation Rate	Share Rate	Fee Amount	Share Amount
02/11/2020	06/30/2020	1.2500000000	13.0000000000	4,828.77	627.74

Group QUE'S PART OUT TEST GROUP at 13 for 627.74 by CCL

<input type="checkbox"/> QUE'S PART OUT TEST GROUP	Amount: 4,828.77
<input type="checkbox"/> BNP PARIBAS S.A. NIEDERLASSUNG FRAN	Percent: 1.25
30000270-00 => SOP Annual	Dates: 02/11/2020 to 06/30/2020
30000270-00 => SOP Life	Effective Date: <input type="text"/>
<input type="checkbox"/> BNP PARIBAS S.A. SUCURSAL EN ESPANA	Percent: 13.00000000000000
30000270-00 => SOP Annual	Amount: <input type="text"/> 627.74
30000270-00 => SOP Life	How: <input type="button" value="Clearance"/>
<input type="checkbox"/> LES Test 1	Tax Rate: <input type="text"/> 0.00
30000270-00 => SOP Annual	Tax Withheld: <input type="text"/> 0.00
30000270-00 => SOP Life	Tax GL: <input type="text"/>
	Net Disburse: <input type="text"/> 627.74
	<input type="checkbox"/> OK to Disburse <input type="button" value="Modify"/> <input type="button" value="Clear"/>

After any modifications are finished, click the 'OK to Disburse' checkbox and select the Modify button to save.

If no modifications are necessary and the user just wants to disburse the fees as-is to each party, they can click the party and click 'Disburse All'. A verification message will pop up like the below screenshot.

Fee Name	Date On	Origional Amt.	OutStanding Amt.	Reference Number
30000270-00 => SOP Annual	2/11/2020	4,828.77	4,828.77	30000270-00
30000270-00 => SOP Annual	2/11/2020	15,000.00	15,000.00	30000270-00

Group QUE'S PART OUT TEST GROUP at 7.5 for 362.16 by CCL

<input type="checkbox"/> QUE'S PART OUT TEST GROUP	Amount: 2,577.74
<input type="checkbox"/> BNP PARIBAS S.A. NIEDERLASSUNG FRAN	Percent: 13
30000270-00 => SOP Annual	Dates: 02/11/2020 to 02/10/2020
30000270-00 => SOP Life	frmFeeDisbursement
<input type="checkbox"/> BNP PARIBAS S.A. SUCURSAL EN ESPANA	You will be paying .
30000270-00 => SOP Annual	\$2,577.74
30000270-00 => SOP Life	Do you wish to continue?
<input type="checkbox"/> LES Test 1	<input type="button" value="Yes"/> <input type="button" value="No"/>
30000270-00 => SOP Annual	
30000270-00 => SOP Life	

Once everything is disbursed, a disbursement document is generated for each party listing the disbursement details.

Output Selection

Form Name	Who	Name	Via	Copies	Printer	Bill	Location /Address3	Pre/Fin	Form Code
OFAC Check Document	WRK	Participant(s)	MAL	0	Letter1	NO	60322 FRANKFURT AM MAIN	F	OFACCHEC...
Particip Disburse	WRK	Participant(s)	MAL	0	LETTER1	YES	60327	F	PARTDISBU...

Document Generation Viewer

\* \* \* \* \* D R A F T C O P Y \* \* \* \* \* 2/21/2020 10:11:20 AM

DATE: FEBRUARY 21, 2020

BNP PARIBAS S.A. NIEDERLASSUNG FRAN  
EUROPA-ALLEE 12  
60322 FRANKFURT AM MAIN

GROUP NAME: QUE'S PART OUT TEST GROUP

NAME: LEADVILLE PRODUCTS, INC. L/C NUMBER: CB-AG-AC-30000270  
FEE : SOP ANNUAL

DATE THROUGH DATE: DAYS BASIS AMOUNT FEE RATE FEE AMOUNT PART RATE YOUR SHARE

02/11/2020 06/30/2020 141 1,000,000.00 1.2500000000 4,828.77 13.0000000000 627.74

NAME: LEADVILLE PRODUCTS, INC. L/C NUMBER: CB-AG-AC-30000270  
FEE : SOP LIFE

DATE THROUGH DATE: DAYS BASIS AMOUNT FEE RATE FEE AMOUNT PART RATE YOUR SHARE

02/11/2020 06/30/2020 141 1,000,000.00 1.5000000000 15,000.00 13.0000000000 1,950.00

TOTAL NUMBER OF CREDITS: 2  
TOTAL COMMISSION AMOUNT: \$19,828.77  
YOUR PRO-RATA AMOUNT: \$2,577.74

CREDIT: CCL  
AMOUNT: \$2,577.74

After everything looks correct, the transaction can then be saved, and it gets added to WIP for approval.

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous

## Using Part Out Report(s)

There are a few reports regarding participations that can be generated and viewed.

L/C's Part Disbursement
L/C's Part Out By Group
L/C's Participated In by Type
L/C's Participated Out
L/C's Participated Out by Type

If you are an AGENT bank, you can view all disbursements by selecting the 'L/C's Part Disbursement' report.

AS OF DATE: 02/21/2020

L/C's Part Disbursement

SYSTEM DATE: 05/22/2020

DATE THROUGH DATE	DAYS	BASIS AMOUNT	FEE RATE	FEE AMOUNT	PART RATE	YOUR SHARE
10/01/19 12/31/19	92	15,000.00	1.000000000000000	38.33	20.0000000000000	7.67
01/01/20 01/07/20	7	15,000.00	1.000000000000000	2.92	20.0000000000000	0.58
			PARTICIPANT TOTAL:	155.00		31.00

PARTICIPANT NAME: Part Two

CUSTOMER NAME:	A New Bene	L/C NUMBER:	CB-AG-AC-30000090			
FEE:	EOP QTR 360 A					
01/01/20 01/07/20	7	15,000.00	1.000000000000000	2.92	25.0000000000000	0.73
10/01/19 12/31/19	92	15,000.00	1.000000000000000	38.33	25.0000000000000	9.58
04/01/19 06/30/19	91	15,000.00	1.000000000000000	37.92	25.0000000000000	9.48
01/01/19 03/31/19	90	15,000.00	1.000000000000000	37.50	25.0000000000000	9.38
07/01/19 09/30/19	92	15,000.00	1.000000000000000	38.33	25.0000000000000	9.58
			PARTICIPANT TOTAL:	155.00		38.75
			GROUP TOTAL:	310.00		69.75

GROUP NAME: QUE'S PART OUT TEST GROUP

PARTICIPANT NAME: BNP PARIBAS S.A. NIEDERLASSUNG FRAN

CUSTOMER NAME:	LEADVILLE PRODUCTS, INC.	L/C NUMBER:	CB-AG-AC-30000270			
FEE:	SOP Annual					
02/11/20 06/30/20	141	1,000,000.00	1.250000000000000	4,828.77	13.0000000000000	627.74
CUSTOMER NAME:	LEADVILLE PRODUCTS, INC.	L/C NUMBER:	CB-AG-AC-30000270			
FEE:	SOP Life					
02/11/20 06/30/20	141	1,000,000.00	1.500000000000000	15,000.00	13.0000000000000	1,950.00
			PARTICIPANT TOTAL:	19,828.77		2,577.74

PARTICIPANT NAME: BNP PARIBAS S.A. SUCURSAL EN ESPANA

CUSTOMER NAME:	LEADVILLE PRODUCTS, INC.	L/C NUMBER:	CB-AG-AC-30000270
FEE:	SOP Annual		

If you wish to see a report that has L/Cs or BAs that are participated out, then use the 'L/Cs Part Out by Group' report. This report can also be used to balance to the General Ledger. Other Part out reports have similar output, but sorted differently.

AS OF DATE: 02/21/2020

SYSTEM DATE: 05/22/2020

REFERENCE	LIABILITY AMOUNT	EXPIRY DATE	OPENER NAME	PART AMOUNT	OFFICER NAME	RISK
<b>PART GROUP NAME: GEB TEST 12642</b>				<b>PERCENT: 45.000000000000</b>		
<b>-----LETTERS-----</b>						
00100114-00	1,000,000.00	04/09/2020	BNP PARIBAS S.A. NIEDERLA	450,000.00	Joshua Schulman	MED
30000158-00	1,000,000.00	12/12/2025	Chipotle	450,000.00	Steve Ells	LOW
			<b>SUBTOTAL</b>	<b>900,000.00</b>		
			<b>ISSUING BANK TOTAL:</b>	<b>900,000.00</b>		
<b>PART GROUP NAME: QUE'S PART OUT TEST GROUP</b>				<b>PERCENT: 28.750000000000</b>		
<b>-----LETTERS-----</b>						
30000270-00	1,000,000.00	06/30/2020	LEADVILLE PRODUCTS, INC.	287,500.00	DUCK, DONALD	LOW
			<b>SUBTOTAL</b>	<b>287,500.00</b>		
			<b>ISSUING BANK TOTAL:</b>	<b>287,500.00</b>		

**BANK CB TOTALS**

COUNT	PART/SYN	TYPE	LIABILITY AMOUNT	PART AMOUNT
3	PART	LC	3,000,000.00	1,187,500.00
3	TOTALS:		3,000,000.00	1,187,500.00

**-- END OF REPORT --**

## Incoming Collection Payment Authorization (CIM PAY) utilizing both GTSnet and ICCnet.

### Objective of GTSnet and ICCnet - Incoming Collection Payments

Provide the ability to automate the processing of Incoming Collection Payments by the ICCnet customer and respond to Sight and Time Incoming Collections.

### Business Overview

Give the ICCnet client the ability to respond to Sight and Time Incoming collections, so that they have the ability to accept the collection or respond to the bank on how they want to handle the incoming collection.

### Service Product Code Setup

The CIM-MAT Service Product needs to be setup as shown below, so that the maturity event can be viewed in Inquiry.

The screenshot shows a Windows application window titled "Service Product Code Maintenance". The window is part of the "CIBAR BANK Kansas City" system, as indicated by the title bar. The main area is divided into several sections:

- Service Maintenance:** Contains fields for "Service Code" (dropdown menu showing "CIM") and "CIM", and a "Service Description" field containing "Import Collections".
- Product Maintenance:** Contains fields for "Product Code" (dropdown menu showing "MAT") and "MAT", and a "Product Description" field containing "Incoming Collection Maturity".
- Inquiry Options:** A group of checkboxes:
  - Balance as of Date
  - Current Balance
  - Transaction History
  - Accounting
  - Output
- Status Maintenance:** Contains fields for "Used in Mail Room" (radio buttons for New, Existing, N/A), "Active" (checkbox checked), "Auto Assign" (checkbox unchecked), "Return for Correction" (checkbox unchecked), "Auto Assign Category" (text input field), and "Auto Assign Type" (dropdown menu).
- Action Buttons:** At the bottom are buttons for "Add", "Modify", "Clear", "Delete", "Print", and "Exit".

## ICC Service Database

The ICC Service Database must be setup as described below in order for the client to enable the Incoming Collection functionality

- Inbound Routing Information for CIM needs to be setup
  - The TSR will need to select a Long Amendment for the Amendment Model, and a Payment for the Payment Model
- Output Routing Information

CIBAR BANK Kansas City - 01/03/18 - 3:37:13 PM - CQUAVA - - [icc Service database]

Party ID: KOHLS	Browse	ICC ID: KOHLS	Copy 2:
Start	Clear	Delete	Exit
Copy 1:	Copy 3:		

Inbound Routing Information

USER ID	ISSUANCE MODEL	AMENDMENT MODEL	DEPT
IMP: Cquava	Import Letter of Credit for div AG	Short Amendment for Imports for div AG	AC
STB: Cquava	Standby Letter of Credit for div AG	Short Amendment for Standbys for div AG	AC
DIR: Cquava	Direct Collection for div AG	Direct Collection Short Amendment for div AG	AC
CEX: Cquava		Outgoing Collection Short Amendment for div AG	
SAR: Cquava	SteamShip Guarantee for div AG	SteamShip Guarantee / Airway Bills Modify for di	AC

AMENDMENT MODEL PAYMENT MODEL

CIM: Cquava	Incoming Collection Amendment for div AG	Incoming Collection Payment for div AG	AC
-------------	--	--	----

Inbound Application Printers

Import:	Standby:	Direct Collection:	Export Collection:	Steamship/Air Release:	Import Collection:
Letter1	Letter1	Letter1	Letter1	Letter1	Letter1

Output Routing Information

ICC Type	ICC PC ID	Copy To 1	Copy To 2	Copy To 3	Action	ICC Type	ICC PC ID
BALANCE	YES	NO	NO	NO	AMEND		
CIMPAY	YES	NO	NO	NO	AMEND		
FEES	YES	NO	NO	NO	AMEND		
ADV	YES	NO	NO	NO	AMEND		
COM	YES	NO	NO	NO	AMEND		
DDA	YES	NO	NO	NO	AMEND		
DIS	YES	NO	NO	NO	AMEND		
LET	YES	NO	NO	NO	AMEND		
SCHEDULE	YES	NO	NO	NO	AMEND		
SWF	YES	NO	NO	NO	AMEND		

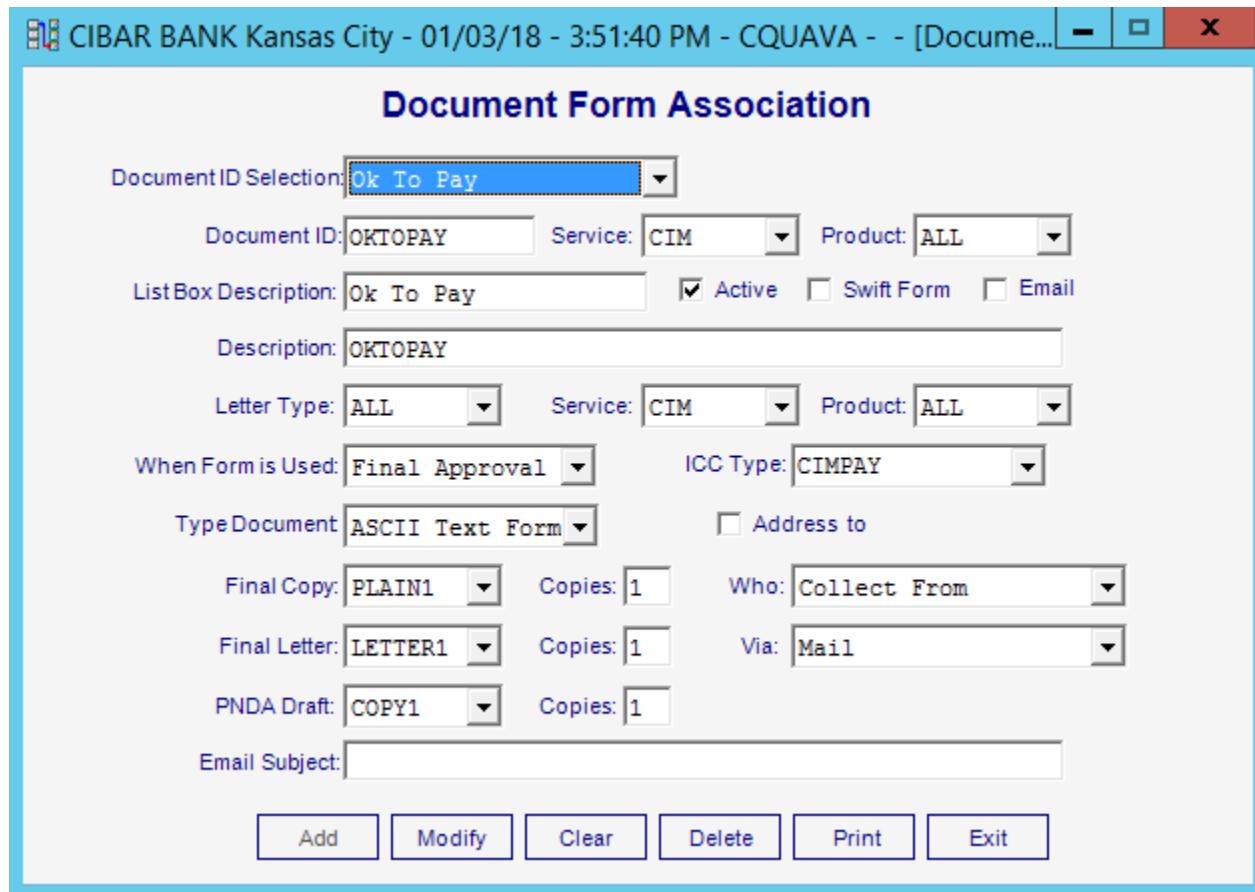
ICC Type: Send to PC ID:  
  Customer ICC ID  Copy To 2  
 Copy To 1  Copy To 3

Build Date:  Update

CIMPAY will need to be added to the clients Output Routing table.

## DocForm Association Setup

- For a Documentary Collection - Solicits the customer's authority to debit their DDA account on a site item, or at maturity of a time item.
- For a Trade Acceptance Collections the OKtoPAY document Solicits the customer to accept the draft and give the bank authority to debit the customer's DDA account at maturity.



Upon receipt of documents the GTS Trade Services Representative (TSR) will enter the collection in GTSnet under the CIM / ENT functionality.

## Primary Screen on GTSnnet

If you are doing a SIGHT collection you would choose the collection type – Documentary Collection

The screenshot shows the 'Collection Primary' screen in the CIBAR BANK system. The top menu bar includes Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. The title bar displays the bank name, date, time, and transaction ID. On the left, a sidebar lists navigation items: Menu (green checkmark), Parties (green checkmark), Primary (selected, red X), Fee Charges Grid (red X), Collection Free Text (red X), and Output Selection (red X). The main form area contains the following fields:

- Collection Type:** Documentary CIM Coll (highlighted with a yellow box)
- Collection Amount:** 1,000.00
- Currency Code:** USD (highlighted with a blue box)
- FX Rate:** 1.0000000000
- Charges:** Collect From (highlighted with a blue box)
- Dates and Days:**
  - Entry Date: 01/03/2018
  - Document Date: 01/03/2018
  - Acceptance Date: [empty]
  - Maturity Date: [empty]
  - Tenor Days: 1
  - Phrase: Sight
- Carrier/Vessel Name:** USS Goods
- B/L Number:** 1010
- Invoice/PO Number:** [empty]
- Release Documents:** Release documents against payment
- Covering Text:** Goods (with a dropdown arrow icon)
- Ship From:** There
- Ship To:** Here
- Consigned To:** Cibar Bank
- Steamship Association:** A table with columns: Type, Reference Num, Enter Date, Expiration, Estimated V..., and More. It shows one row: Type: III.
- Checkboxes:** Our bank charges Waivable (unchecked) and Presenting bank charges waivable (unchecked).
- Buttons:** Form Complete (checked), Back, Next, Exit, and Cancel.

During collection entry the TSR will need to enter information regarding whether or not the Our Bank Charges and Remitting Bank Charges are waivable as shown above. In addition they must set up the charges and Output Documents.

If you are doing a TRADE ACCEPTANCE select a Collection Type of Trade Acceptance CIM

During the entry, if the TSR enters the fixed maturity date (180 day from B/L date) it will be sent to ICC. If it is not a fixed maturity date then it would be left blank and then ICC will require that it be filled in (E.g. 180 days from invoice sight).

CIBAR BANK Kansas City - 01/03/18 - 3:55:59 PM - CQUAVA - CB-AG-AC-00700019-00

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Collection Primary**

Collection Type: **Trade Acceptance CIM** Collection Amount: 1,000.00

Currency Code: **USD**  FX Rate: 1.0000000000 FX Contract:

Charges: **Collect From**  Waiting on Clarification  Waiting on Authentication  
 Free of Payment  FDA Credit-Clearance Days: 0

Dates and Days

Entry Date: 01/03/2018 Document Date: 01/03/2018 Acceptance Date:  Maturity Date: 06/03/2018

Tenor Days: 1 Phrase: **Sight**

Start Tracing Days:  Carrier/Vessel Name: **USS Goods**

B/L Number: 1010 Invoice/PO Number:

Release Documents: **Release documents against payment**

Covering Text: **Goods**

Ship From: **There**

Ship To: **Here**

Consigned To: **Cibar Bank**

Steamship Association:

Type	Reference Num	Enter Date	Expiration	Estimated V...
< III >				

Our bank charges Waivable  Presenting bank charges waivable

< Form Complete >  
Back Next  
Exit Cancel

## Fee Charges Grid on GTsnet

Our Bank Charges must be entered on the Fee Charges Grid.

CIBAR BANK Kansas City - 01/03/18 - 3:55:59 PM - CQUAVA - CB-AG-AC-00700019-00

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Fees and Charges													
Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip
Collection Fee	50.00	0.0	REM	DDA	NOW	NAP	01/03/2018	01/03/2018	0	0	01/03/2018		Collection

Commission Start Date: 01/03/2018 Apply To All (except BA Fees and Upfront at Amendment)

**Working Area for Fees**

Name: Who: How: When: Period:

Annual Rate: Amount: Minimum Amount: Bill Start Date: Bill End Date: Next Charge Date: Anniv Day: Anniv Month: Fee Description:

< > Form Complete

Back  Next  
 Exit  Cancel

Add Modify Delete Calculate Clear

## **Pass through charges on GTsnet**

Presenter Bank Charges must be entered on the Pass through charges Form.

The screenshot shows the 'Pass Through Charges' screen within the CIBAR BANK software. The top menu bar includes Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. The title bar displays the date and time (01/03/18 - 3:55:59 PM) and the file number (CQUAVA - CB-AG-AC-00700019-00). On the left, there is a vertical toolbar with various icons and checkboxes, including 'Menu', 'Parties', 'Primary', 'Fee Charges Grid', 'Pass Thru Charges' (which is checked), 'Collection Free Text', and 'Output Selection'. The main area contains a table titled 'Pass Through Charges' with columns: Dr Who, How, Name, Cr Who, How, Name, Amount, and Description. One row is visible: CFB PAY Kohl's Department Stores REM PAY WELLS FARGO BANK 50.00 Bank Fee. Below the table, a message box shows 'Sum of Pass Through Charges: 50.00'. A 'Working Area for Pass Through Charges' section follows, containing fields for Debit Who, Debit How, Debit Party ID, Credit Who, Credit How, Credit Party ID, Amount, and Reason for Pass Through Charge. At the bottom right of this area are buttons for Add, Modify, Delete, and Clear. On the far left, a navigation panel includes a 'Form Complete' checkbox, 'Back' and 'Next' buttons, and 'Exit' and 'Cancel' buttons.

## Output Selection Screen

The Output Selection screen must include the **OKtoPAY** Document. This is the output that triggers the response to go down to ICCnet.

The screenshot shows the CIBAR BANK Kansas City software interface. The title bar displays the date and time (01/03/18 - 3:55:59 PM), the document ID (CQUAVA), and the session ID (CB-AG-AC-00700019-00). The menu bar includes Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. On the left, there is a sidebar with a red 'Cibar' logo and a list of checked items: Menu, Parties, Primary, Fee Charges Grid, Pass Thru Charges, Collection Free Text, and Output Selection. The main area is titled 'Output Selection' and contains a grid table with columns: Form Name, Who, Name, Via, Copies, Printer, Bill, Location /Address3, Pre/Fin, and Form Code. The table lists three entries: 'OFAC Check Document' (Who: REM, Name: WELLS FARGO BANK, Via: MAL, Copies: 0, Printer: Letter1, Bill: NO, Location: SAN FRANCISCO, CA 94104, Pre/Fin: F, Form Code: OFACCHEC...), 'DDA/Advice' (Who: REM, Name: WELLS FARGO BANK, Via: MAL, Copies: 0, Printer: LETTER1, Bill: NO, Location: SAN FRANCISCO, CA 94104, Pre/Fin: F, Form Code: ADVDDA), and 'Ok To Pay' (Who: CFB, Name: Kohl's Department Stores, Via: MAL, Copies: 1, Printer: Letter1, Bill: NO, Location: Menomonee Falls, WI 53051 USA, Pre/Fin: F, Form Code: ). Below the grid is a section titled 'Output Selection Working Area' with fields for Form Name, Who, Output Via, Copies / Final Letter, Copies / Final Copy, Copies / PNDA Draft, Courier, and Courier Bill Number. At the bottom are buttons for Add, Modify, Delete, Clear, View, and Copy To. Navigation buttons for Back, Next, Exit, and Cancel are also present.

If you are processing a **Sight Collection**, then the following applies;

At approval of the Entry transaction GTSnet will send an “OKTOPAY” Docgen document to ICC along with the normal cover letter and balance record. This “OKTOPAY” Docgen must be defined as a type “CIMPAY” document in the Doc Form Association.

In order for GTSNet to send the OK 2 Pay at maturity it'll have to send it at entry time for documentary items, this allows the client to select one of the below options, and the comments below the options describe how our system will handle those options.

### **Close – paid outside**

- Will create a CIM-AMD in GTSnet that will have the Closed box Checked.

### **Later – Customer is not giving the bank to debit account at maturity**

- If the customer responded “Later” and did not give the bank authority to debit at maturity, then GTSnet will send the OKTOPAY Docgen document to ICC on the maturity date of the collection.

- Again, the customer will have to look at the transaction and make a decision as to what they want to do now.
- When the customer responds back to the Maturity transaction, it will be treated the same as the sight response documented above.
- When the customer sends the response back (Debit my Account, Close – Paid outside, etc.) to the bank, GTSnet will create a new WIP item. If the ICC customer indicated to debit their account GTSnet will create a CIM/PAY transaction with a sub-status of OKPAY. The TSR can process the payment the same as today.

#### **Accept – Debit my Account at Maturity**

- If the customer's response was Accept and Debit at Maturity then a flag will be set in the BalColPrimary record indicating this.
- The amendment can then be processed normally sending the advice of acceptance to the Remitting Bank or details of why the customer is rejecting the transaction, take your bank charges, etc.
- At maturity, the GTSnet EOD process will do one of two things.
  - If payment has been pre-authorized, it will create a WIP item (CIM/PAY) for the payment with the sub-status 'OKPAY'. When approved a balance record and documents will go to ICC.

#### **Reject – Reject**

- Will create a CIM-AMD in GTSNet that will have the Closed box Checked.

#### **RejCon – Reject with Conditions.**

- If the ICC customer responds with RejCon, it will create a CIM/AMD transaction (Long Amendment). Again, TSR Notes will be preloaded with the information the customer provided which will allow the TSR to process the transaction appropriately.

## ICCnet Payment Authorization

When the customer logs into ICC, scroll down to Import Collections/ Payments / WIP. Then select the collection you want to work on.

**Applications**

- Recent Activity
- Import Letters
- Standby Letters
- Standby Advised / Confirm
- Export Letters
- Steamship/ Air Release
- Acceptances
- Direct Collections
- Export Collections
- Import Collections
- Payments
  - WIP
  - Release
  - Print
  - History
  - Inquiry
- Mail Messages
- Administration

**Event Calendar**

August						
Su	Mo	Tu	We	Th	Fr	Sa
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

**Work in Process - Import Collection Payment**

Hide Selection Filters

Display 1 items (of 1 total)

Your Reference  Bank Ref.   
Received Date  (MM/dd/yyyy) To  (MM/dd/yyyy)

Your Reference	Bank Reference	Status	Date	Payment Date	Amount	Image
3434	12500007	Received	08/22/2014	08/22/2014	8,000.00	None

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## Sight Collection Options on ICCnet

Payment Authorization for 34343

Payment Authorization	
<p>Bank Reference <b>12500008</b></p> <p>Remitter's Reference <b>34343</b></p> <p>Drawer's Reference <b>3434</b></p> <p>Drawer's Name <b>FACTOR BANKA D.D.</b></p> <p>Tenor Days</p> <p>Tenor Phrase <b>SIGHT</b></p>	<p>Status <b>Received</b></p> <p>Status Date <b>08/22/2014</b></p> <p>POA Date</p> <p>Collection Amount <b>3,333.00</b></p> <p>Bank Charges <b>0</b></p> <p>Remitter Charges <b>0</b></p>
<b>Back</b> <b>Save</b>	
<p>Payment Authorization Message</p> <div style="border: 1px solid #ccc; height: 100%;"></div>	
<p>Payment Authorization Response</p> <p><input type="radio"/> Accept - Authorized, Debit my account.</p> <p><input type="radio"/> Close - paid outside.</p> <p><input type="radio"/> Reject - Reject.</p> <p><input type="radio"/> RejCon - Reject with conditions.</p>	
<p>Maturity Date (If Trade Acceptance) <input type="text"/></p> <p>Our Bank Charges <input type="checkbox"/> We refuse to pay, Drawer to pay charges</p> <p>Remitter Charges <input checked="" type="checkbox"/> We refuse to pay, Drawer to pay charges</p>	

The customer will have to look at the transaction and make a decision as to what they want to do. Typically banks will get Power of Attorney with the client so the bank can sign the draft after the client accepts through ICC.

### For sight collections, the choices available are

- **Accept - Debit my Account**
  - Will create a CIM-PAY in GTsnets that has a sub status of ACCEPT
- **Close - Paid outside the system**
  - Will create a CIM-AMD in GTsnets that will have the Closed box Checked.
- **Reject**
  - Will create a CIM-AMD in GTsnets that will have the Closed box Checked.
- **Reject with conditions**
  - If the ICC customer responds with REJECT with conditions it will be sent back to the bank as a CIM/AMD transaction. This will allow the bank to collect its charges and send a MT499 to the remitter. Any instructions entered by the Customer will be preloaded in the TSR Instructions field for the TSR to review.

## Trade Acceptance Options on ICCnet

The customer will have to look at the transaction and make a decision as to what they want to do.

Bank Reference <b>12500007</b>	Status <b>Received</b>
Remitter's Reference <b>3434</b>	Status Date <b>08/22/2014</b>
Drawer's Reference	POA Date
Drawer's Name	Collection Amount <b>8,000.00</b>
Tenor Days <b>9</b>	Bank Charges <b>0</b>
Tenor Phrase <b>ACCEPTANCE</b>	Remitter Charges <b>0</b>

Payment Authorization Message **Back** **Save**

OUR REFERENCE: 12500007  
REFERENCE:

AMOUNT: \$8,000.00  
ACCEPTANCE

DRAVEE: DRAWER  
NAME

YOUR

TENOR: 9 DAYS

Payment Authorization Response

Close - paid outside.  
 Later - Accept Draft / Payment to be authorized later.  
 Accept - Debit my account at maturity.  
 Reject - Reject.  
 RejCon - Reject with conditions.

Maturity Date (If Trade Acceptance)

Our Bank Charges  We refuse to pay, Drawer to pay charges  
Remitter Charges  We refuse to pay, Drawer to pay charges

Additional Text/ Condition(s) (up to 15 lines)

For Trade Acceptances the Choices are:

### **Close – paid outside**

- Will create a CIM-AMD in GTSnet that will have the Closed box Checked.

### **Later – Customer is not giving the bank to debit account at maturity**

- If the customer responded “Later” and did not give the bank authority to debit at maturity, then GTSnet will send the OKTOPAY Docgen document to ICC.
- Again, the customer will have to look at the transaction and make a decision as to what they want to do now.
- When the customer responds back to the Maturity transaction, it will be treated the same as the sight response documented above.
- When the customer sends the response back (Debit my Account, Close – Paid outside, etc.) to the bank, GTSnet will create a new WIP item. If the ICC customer indicated to debit their account GTSnet will create a CIM/PAY transaction with a sub-status of OKPAY. The TSR can process the payment the same as today.

## Accept – Debit my Account at Maturity

If the customer's response was Accept and Debit at Maturity then a flag will be set in the BalColPrimary record indicating this.

The amendment can then be processed normally sending the advice of acceptance to the Remitting Bank or details of why the customer is rejecting the transaction, take your bank charges, etc.

At maturity, the GTSnet EOD process will do one of two things.

If payment has been pre-authorized, it will create a WIP item (CIM/PAY) for the payment with the sub-status 'OKPAY'. When approved a balance record and documents will go to ICC.

## Reject – Reject

### RejCon – Reject with Conditions.

- If the ICC customer responds with REJECT, REJECT with conditions or PAID outside, it will create a CIM/AMD transaction (Long Amendment). Again, TSR Notes will be preloaded with the information the customer provided which will allow the TSR to process the transaction appropriately.

Payment Authorization	
Bank Reference	00700363
Remitter's Reference	12345CIM Ent2
Drawer's Reference	
Drawer's Name	
Tenor Days	1
Tenor Phrase	SIGHT
Status	Received
Status Date	10/09/2014
POA Date	
Collection Amount	77,000.00
Bank Charges	17.00
Remitter Charges	110.00
Payment Authorization Message	<p>REVENGE OF THE FALLEN - T2 123456 MARVEL WAY COLORODO SPRINGS, CO 80907 USA</p> <p>DATE: OCTOBER 09, 2014 OUR REFERENCE . ICO000700363</p> <p>AUTHORIZATION TO ACCEPT ON A TRADE ACCEPTANCE COLLECTION.</p>
	<input type="button" value="Back"/> <input type="button" value="Save"/>

- Bank Charges – any charges on the fee charges grid for the collect from bank (CFB).
- Remitter Charges – any charges that are on the Pass through charges screen for the remitter (REM).

## **Release to the Bank**

A properly entitled ICC user can navigate to Import Collections / Payments / Approve and/or /Release depending on their particular setup.

The screenshot shows a software application window titled "Import Collection Payment Release". On the left is a vertical navigation menu under the heading "Applications" with the following items:

- Recent Activity
- Import Letters
- Standby Letters
- Standby Advised / Confirm
- Export Letters
- Steamship/ Air Release
- Acceptances
- Direct Collections
- Export Collections
- Import Collections
  - Payments
  - WIP
  - Release
  - Print
  - History
- Inquiry
- Mail Messages
- Administration

The "Release" item under "Payments" is highlighted with a yellow box. The main panel displays a table with the following data:

Release	Your Reference	Bank Reference	Status	Date	Payment Date	Amount	Image
<input checked="" type="checkbox"/>	<u>3434</u>	12500007	Modified	08/22/2014	08/22/2014	8,000.00	None

A "Release" button is located at the bottom right of the table area.

## How to take FX spread on Outgoing Collection

The screenshot shows the GTS Collection Payment interface. At the top, it displays "CIBAR QA Chicago - 03/09/16 - 6:46:26 AM - NMAYER -" and "CB-AG-CO-84039333-00". The menu bar includes Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Reimbursements, Parameters, and Miscellaneous. On the left, there's a sidebar with the Cibar logo and a list of menu items: Menu, Collection Payment, Parties, Fee Charges Grid, Summary, and Output Selection. The main area is titled "GTS Collection Payment" and shows a dropdown menu set to "Outgoing Collection Payment". It includes fields for "Our Reference Number" (84039333) and a "Start" button. Below these are several checkboxes for special instructions: Special Instructions, A/R or DFC, Pass Thru Charges, Collection Free Text; Bank to Bank, OFAC Text, Party Text.

You would change the Remitter Rate to be less than the Buy Rate (FX Rate). This will tell the system to take the spread between the two rates into a profit loss account.

This screenshot shows the same GTS Collection Payment screen but with more detailed information filled in. The customer is Aspen Point, and the drawer is also Aspen Point. The credit to is blank, and the mail to is BANK LEUMI LE ISRAEL B.M. The drawee is 'd'. In the "Payment Information" section, the collection balance is 345,633.00, the payment amount is 300,000.00, and the proceeds are 300,000.00. The currency code is EUR, and the FX rate is 1.1325000000. The FX remitter rate is highlighted in yellow and set to 1.1000000000. Other fields include payment date (03/09/2016), deduction (0.00), FX contract, FX value date (03/09/2016), margin balance (0.00), and various reference numbers (3434, 343, 343, 343, 343).

The Profit Loss mnemonic in GTSnet is CASHPL.

The screenshot shows the Transaction / Inquiry Accounting Review screen. At the top, it has fields for "Our Reference" (CB-AG-CO-84039333-00), "Event" (CEX-PAY), and buttons for "Print" and "Quit". The main area is a table titled "Party Name" with columns for Debit Amount, Credit Amount, GL Number, GL Code, Cur., FX Rate, FX Amount, and Effective Date. The table shows transactions for BANK LEUMI LE ISRAEL B.M. and Aspen Point. The FX remitter rate row is highlighted in yellow. The total row at the bottom is also highlighted in yellow.

Party Name	Debit Amount	Credit Amount	GL Number	GL Code	Cur.	FX Rate	FX Amount	Effective Date
BANK LEUMI LE ISRAEL B.M.	339,750.00		01330092	FIN	EUR	1.1325000000	300,000.00	03/09/2016
Aspen Point		330,000.00	90000000	DDA-000000123456	EUR	1.1000000000	300,000.00	03/09/2016
		9,750.00	11111111	CASHPL	USD	1.0000000000	9,750.00	03/09/2016
*** Totals ***	339,750.00	339,750.00						

## Collection OFAC Text Copied from Entry to Amend to Pay

Collection OFAC Text that was input to a Collection Issuance will now be transferred to an amendment or a payment transaction, so the bank doesn't need to rekey for OFAC Scrubbing. To make this work you need to turn on the OFAC Text flag in theParmsGTS table.

CIBAR Chicago - 01/08/18 - 12:40:41 PM - NMAYER - - [Parms] X

General | Files | Swift In | Add'l Parameters

### General Parameters

Default LE: CB	Default Divison: AG	DB Distribute Version: 1126	Licensed User Seats: 0	Memo post DDA at Release:	Memo post DDA at PNDA: X	IBM MQ Processing: 0	Accounting Combine Mode: 0	Swift Batch Sequencer: 0	Fed Batch Sequencer: 34	Time to shut down FED: 18:00	Wip Statistic Frames: 124
----------------	---------------------	-----------------------------	------------------------	---------------------------	--------------------------	----------------------	----------------------------	--------------------------	-------------------------	------------------------------	---------------------------

**General Parameters**

- Allow 'Self Enable' at Login
- On Login Warn if Business Date and System Date are different
- Warn if Business Date and Transaction Date are different
- Transaction must go to PNDA the same day as Approval
- Repeat Payment Edits at PNDA
- Require a different User to 'PreSend' Documents
- Allow approval of transactions in ACTF status
- Don't allow approval of transactions in CHKL status
- Allow changes to Base Fees in Special Pricing Super
- Allow changes to Party-Specific fees in the Base Fee Super
- Show Conversion Reference No. if present
- Bill future dated fees now
- Map in users Citrix Default Printer to trays 1,3 and 5
- Logos by Division
- Include a Logo on Final Print of documents
- Check illegal Swift characters on Text forms
- Allow width (65 / 72) change on Text forms
- Include 'Inco Terms' on Desc of Goods Textform
- Docgen translates extended ASCII characters
- Allow amendment sequence number change
- Show expanded Standby IRB fields
- Count Incoming Swift fragments as unique messages:
- OFAC Text Copied On Collections
- Allow Swift In as Admin Message

**User Sign On Parameters**

- Authenticate User via LDAP
- Enable Enhanced Password capability

4	Minimum User ID Size
8	Minimum Password Size
0	Idle minutes before automatic logout
5	Can't reuse same password count
4	Maximum failed Login attempts till disabled
0	Disable User after days inactive
100	Password must be changed interval
3	Maximum daily password changes
1	Security assigned Password must be reset within

**Log Events**

Security Reporting:

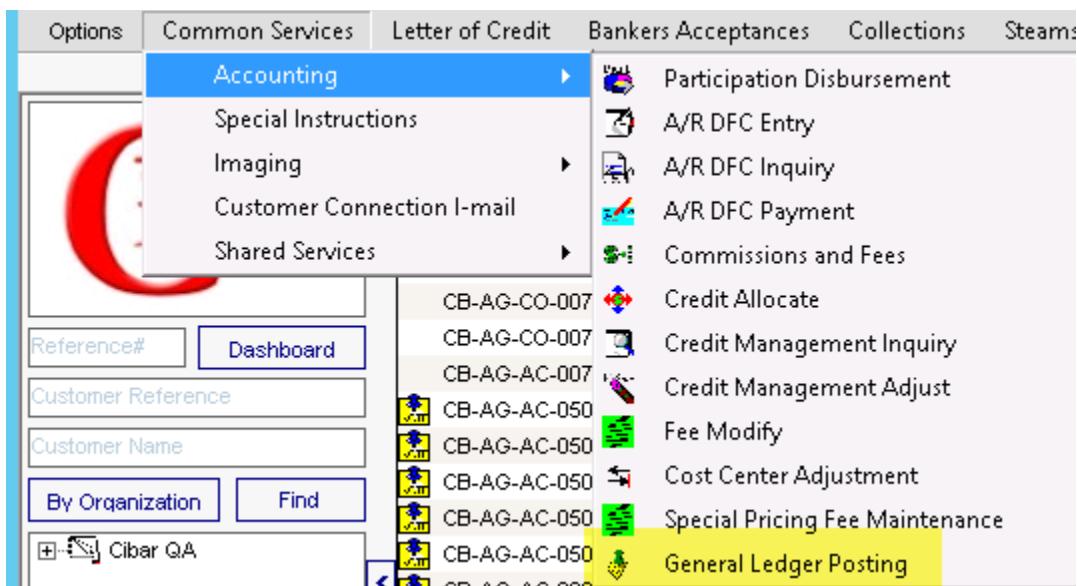
- Login Failure
- Login Success
- Transactions
- Log all 'MemTable' Changes

Individual Security Reports:

- Party Change
- CRM Change
- Entitlement Change

Update Exit

## General Ledger Adjustments (G/L Adjustments)



GL Adjustment allows the bank to debit and credit general ledger accounts or adjust the Expense Code / Cost Center.

The screenshot shows the "GTS - General Ledger Posting" window with the following details:

- Header:** CIBAR QA Chicago - 03/09/16 - 6:55:40 AM - NMAYER - CB-AG-AC-00000001-00
- Fields:**
  - Expense Code: 1355 - ACA WesternNY
  - Letter Type: Advised Export
  - Currency Code: USD
  - Effective Date: 03/09/2016
  - Reason:
  - Reason Description:
  - FX Rate: 1.0000000000
- Table:** GL Code, Debit, Credit, Party
 

GL Code	Debit	Credit	Party	Check Number	Bank ID	DCExpense
DDA	10,000.00		Aspen Point (City, State, USA)			1355
LOANCL		10,000.00	BANK OF CIBAR (COLORADO SPRINGS, CO 8...			1355
- Buttons:** Back, Next, Form Complete, Add, Modify, Delete, Clear.
- Bottom Right:** Expense Code Override dropdown set to 1355 - ACA WesternNY.

Warning: You do not want to do GL Adjustments in place of system functions such as BA Liquidations, or Periodic Commissions. You want to let the system perform these actions.

## Setting up Accounts Receivable (AR) and Invoicing

GTSnet can charge fees based on individual AR Bills generated when the fee is taken or bundle up all the A/Rs for the month or quarter and generate one Invoice to the customer. The ability to charge a client on an invoicing basis is set up at the party level. This document is intended to show the proper setup for invoicing, various notifications for the invoice and how to run reports that display the invoice information.

### How to Setup and Invoice a Client

On the Party Maintenance “Billing / Miscellaneous” screen you must check on the A/R Invoicing checkbox, enter the day of the month you want the invoice to be created in the “Invoice / Cycle Day” field, and select an “Invoicing Period”. If you select “Quarterly” for your Invoicing Period, then you must also pick which “Quarterly Cycle” you want the invoice to be generated on. As shown below the Invoice would come out on the 3<sup>rd</sup> of January, the 3<sup>rd</sup> of April, the 3<sup>rd</sup> of July, and the 3<sup>rd</sup> of October.

Billing / Miscellaneous

<b>Billing Name and Address</b>		<b>Other:</b>
Billing Name:	<input type="text"/>	
Address 1:	<input type="text"/>	
Address 2:	<input type="text"/>	
City/State/Country:	<input type="text"/>	
Email:	<input type="text"/>	
Attention Line 1:	<input type="text"/>	
Attention Line 2:	<input type="text"/>	
Legal Name and Address:	<input type="text"/>	
<b>Invoicing Parameters</b>		
A/R Invoicing:	<input checked="" type="checkbox"/>	Invoice/Cycle Day: <input type="text" value="4"/>
AR Master Party:	<input type="text" value="GENERAL MOTORS"/>	<input type="button" value="Browse"/>
Days after Inv. to Debit:	<input type="text" value="5"/>	Debit DDA: <input type="text" value="DDA-123456789011"/>
Days after AR to Debit:	<input type="text"/>	Debit DDA: <input type="text"/>
<b>Invoice Periods</b>		
<input type="radio"/> Monthly		
<input checked="" type="radio"/> Quarterly		
<b>Quarterly Cycle</b>		
<input type="radio"/> Jan,Apr,Jul,Oct		
<input type="radio"/> Feb,May,Aug,Nov		
<input checked="" type="radio"/> Mar,Jun,Sep,Dec		

In addition, you may specify an “AR Master Party”. If selected all the invoices for the party you are setting up will be mailed to the AR Master Party when generated. For example you could set up “Chevrolet” and “Buick” and have “General Motors” as the AR Master Party.

And lastly, you can specify a number of days after the AR or the Invoice is created and the system will automatically pay it off ‘n’ days later debiting the DDA account selected from the drop down list.

If the Invoicing program is run as part of ‘Start of Day’, then if the days after invoice to debit falls on a weekend or holiday, it will be paid off on the next business day. If the Invoicing program is run as part of ‘End of Day’ then it will be paid off on the prior business day.

**Definitions of above fields in the party file.**

**AR Invoicing** – This field will drive if the customer is setup on invoicing.

**Invoice/Cycle Day** – This field drives on which date the invoice will be dropped. We recommend that the invoice date be the 5<sup>th</sup> of the month or greater otherwise you can run into issues with holidays that cause 3-day weekends.

**AR Master Party** – This field is used if you have a parent subsidiary relationship where you want the head office to receive the Invoice.

**Days after Inv. To Debit** – If you want the system to automatically debit the customers DDA account, “x” days after the invoice is generated you can put in the number of days followed by the DDA number to debit.

**Days after AR to Debit** – If the customer is not setup on invoicing and they receive individual AR bills you can still setup the system to automatically debit their DDA account “X” days after the bill is dropped.

**Monthly** – If Monthly is selected the system will drop an invoice on the Invoice/Cycle day each calendar month.

**Quarterly** – If Quarterly is selected then the system will only drop invoices on the quarters defined above. In this example the invoice would drop on January 14<sup>th</sup>, April 14<sup>th</sup>, July 14<sup>th</sup>, and October 14<sup>th</sup>. If Quarterly is used the bank needs to understand that if a fee is created on January 15<sup>th</sup> it will not show up on the invoice to the customer until April 14<sup>th</sup>.

## Invoicing Auto Debit Example

First we issue a letter of credit for the customer 'INVOICE EXAMPLE' who is set up for monthly invoicing and delayed debit as shown here.

A/R Invoicing:	<input checked="" type="checkbox"/>	Invoice/Cycle Day:	<input type="text" value="5"/>	Invoice Periods
AR Master Party:	<input type="text" value="INVOICE EXAMPLE"/>	Browse	<input checked="" type="radio"/> Monthly <input type="radio"/> Quarterly	
Days after Inv. to Debit:	<input type="text" value="10"/>	Debit DDA:	<input type="text" value="DDA-0002344555"/>	
Days after AR to Debit:	<input type="text"/>	Debit DDA:		

Letter of Credit Issuance					
Model ID:	<input type="text" value="Import Letter of Credit"/>	Similar-To Party ID:	<input type="text"/>		
Preload Option	<input checked="" type="radio"/> Model <input type="radio"/> Child Transfer Credit <input type="radio"/> Similar-To by Reference <input type="radio"/> Similar-To by Opener <input type="radio"/> Similar-To by Beneficiary				
	Similar-To Reference Number: <input type="text" value="00"/>				
	Customer/Party ID: <input type="text" value="INVOICE EXAMPLE"/> Browse				
	Our Reference Number: <input type="text" value="00101161"/> <input type="text" value="00"/>				
	<input type="button" value="Start"/>				

Then on the Fee Charges Grid we select 'Invoice' as the HOW code for all of the fees.

<b>CIBAR INC Chicago - 01/03/13 - 11:24:45 AM - NMAYER - CB-AG-AC-00101161-00</b>													
<a href="#">Options</a> <a href="#">Common Services</a> <a href="#">Letter of Credit</a> <a href="#">Bankers Acceptances</a> <a href="#">Collections</a> <a href="#">Miscellaneous</a> <a href="#">Steamships</a> <a href="#">Cash Letter</a> <a href="#">Wire Transfer</a> <a href="#">Reimbursements</a> <a href="#">Parameters</a>													
<input checked="" type="checkbox"/> Menu <input checked="" type="checkbox"/> Loc Parties <input checked="" type="checkbox"/> Primary <input checked="" type="checkbox"/> Shipping Instructions <input checked="" type="checkbox"/> Drafts Drawn On <input checked="" type="checkbox"/> Bills of Lading <input checked="" type="checkbox"/> Fee Charges Grid <input checked="" type="checkbox"/> Desc of Goods <input checked="" type="checkbox"/> Docs Required <input checked="" type="checkbox"/> Additional Conditions <input checked="" type="checkbox"/> Output Selection	<b>Fees and Charges</b>												
	Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	Annv	Chg Date	Cust.	Description
	Courier Fee	21.00	0.0	OPN	INV	NOW	NAP	01/03/2013	01/03/2013	0	01/03/2013		Courier Fee
	SWIFT	150.00	0.0	OPN	INV	NOW	NAP	01/03/2013	01/03/2013	0	01/03/2013		SWIFT Fee
	Confirmation Comm	30,000.00	2.0	OPN	INV	UPF	QTR	01/03/2013	10/02/2013	3	01/03/2013		Confirmation Commission
Commission Start Date: <input type="text" value="01/03/2013"/> Apply To All (except BA Fees and Upfront at Amendment)													
<b>Working Area for Fees</b>													
Name: <input type="text" value="Courier Fee"/> Who: <input type="text" value="Opener"/> How: <input type="text" value="Invoice"/> When: <input type="text" value="NOW"/> Period: <input type="text" value="NAP"/>													
Annual Rate: <input type="text" value="0.0"/> Amount: <input type="text" value="21.00"/> Minimum Amount: <input type="text" value="0.00"/>													
Bill Start Date: <input type="text" value="01/03/2013"/> Bill End Date: <input type="text" value="01/03/2013"/> Next Charge Date: <input type="text" value="01/03/2013"/> Anniversary Day: <input type="text" value="0"/>													
Fee Description: <input type="text" value="Courier Fee"/>													
<input checked="" type="checkbox"/> Form Complete													
<input type="button" value="Back"/> <input type="button" value="Next"/>													
<input type="button" value="Exit"/> <input type="button" value="Cancel"/>													

Depending on how your fee is setup the system will Debit the Accounts Receivable Account and Credit either an Income Account or an Unearned Accrual Account.

In this example the fee was setup as a cash fee and taken into income during the transaction.

GTS - Inquiry / Research Accounting Review				
Our Reference:	00101161	Event:	IMP-ISS	
Party Name	Debit Amount	Credit Amount	GL Number	GL Code
Invoice Example Party	21.00		01770001	AR
Invoice Example Party	150.00		01770001	AR
Invoice Example Party	30,000.00		01770001	AR
Invoice Example Party		30,000.00	01440005	COMMCONFIRM
Invoice Example Party		150.00	01440007	COMMISSUEFEE
Invoice Example Party		21.00	01440091	COMMISC
Invoice Example Party		500,000.00	01110002	BLIMP
Invoice Example Party	500,000.00		01220020	CLIMP
**** Totals ***	530,171.00	530,171.00		

On the invoice date an invoice will be generated letting the customer know their DDA account will be debited 'X' days later. In this case '1/20/2013'

The screenshot shows a software application window titled "GTS - Inquiry / Research Document Review". The top menu bar includes "Options", "Common Services", "Letter of Credit", "Bankers Acceptances", "Collections", "Miscellaneous", "Steamships", "Cash Letter", "Wire Transfer", "Reimbursements", and "Parameters". The main area is titled "GTS - Document Generation Viewer". On the left, there is a section titled "Emailed Documents" with a table header row containing "Document Name", "Emailed Date", and "Emailed By". Below this table is a large text area containing the following information:

Invoice Date: 1/14/2013      Invoice Number: 20130114\_0002  
 Invoice Example Party  
 123 Hilton Parkway  
 Colorado Springs, Colorado

STATEMENT OF  
 LETTERS OF CREDIT  
 FEES AND COMMISSIONS

---

Your DDA Account XXXXXX4555 will be debited on 01/20/2013 for THE BELOW LISTED LETTER OF CREDIT:

00101161-00:

01/03/2013	Confirmation Commission @ 2.00 of letter of credit liability amount \$500,000.00	\$30,000.00
01/03/2013	SWIFT Fee	\$150.00
01/03/2013	Courier Fee	\$21.00
	TOTAL DUE:	\$30,171.00

'X' days later, the system will create an ACC-ARD event to show the accounting entry. Note: We do not generate another output advice since we sent the customer a statement originally that stated "Your account will be debited on..."

GTS - Inquiry / Research Selection

Service: <input type="button" value="ACC"/>	Product: <input type="button" value="ARD"/>	Our Reference: <input type="text"/>	<input type="checkbox"/>	Party Type: <input type="button"/>	Party ID: <input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Search"/>
Date - From: <input type="text"/>	To: <input type="text"/>	<input type="button"/>	Party Ref: <input type="text"/>	<input type="text"/>	<input type="button"/>	<input type="button" value="Clear"/>	<input type="button" value="Export"/>
Amount - From: <input type="text"/>	To: <input type="text"/>	Total Records: <input type="text" value="1"/>	Total Base Amount: <input type="text" value="0.00"/>				<input type="button" value="Quit"/>

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-00101161-00		ACC-ARD	2013/01/21	USD	30,171.00	0.00	Invoice Example Party		

GTS - Inquiry / Research Accounting Review

Our Reference: <input type="text" value="CB-AG-AC-00101161-00"/>	Event: <input type="text" value="ACC-ARD"/>	<input type="button" value="Print"/>	<input type="button" value="Quit"/>	
Party Name	Debit Amount	Credit Amount	GL Number	GL Code
Invoice Example Party	21.00	01770001		AR
Invoice Example Party	150.00	01770001		AR
Invoice Example Party	30,000.00	01770001		AR
Invoice Example Party	30,171.00	90000000		DDA-0002344555
**** Totals ***	30,171.00	30,171.00		

## Invoicing Master Credit Example

In this example General Motors is the parent company who should receive the invoices for Chevy and Oldsmobile. In all three Party records you must set the 'AR Master Party' to the Party Id of General Motors.

Demographics

Party ID: <b>GENERAL MOTORS</b>	Legal Entity: <b>Cibar</b>	<input checked="" type="checkbox"/> Active
Credit Party ID: <b>GENERAL MOTORS</b>	<b>Browse</b>	<input type="checkbox"/> Block Downloads
Name: <b>General Motors Company</b>		Date Created: <b>11/1/2018</b>
Address 1: <b>Corporate HQ</b>		User Last Modified: <b>CHALVORSON</b>
Address 2: <b>300 Renaissance Center</b>		TSR Assigned: <b></b>
City/State/Country: <b>Detroit, MI 48265</b>		KYC Date: <b></b>
US City/State/Zip: <b>Detroit MI 48265</b>		
Country of Domicile: <b>UNITED STATES</b>		
Risk: <b>UNITED STATES</b>		
Attention Line 1:		
Attention Line 2:		
Browse Name: <b>General Motors Company</b>		
Browse Location: <b>Detroit, MI 48265</b>		
Phone:		Fax:
Email: <b>chalvorson@cibar.com</b>		

This is the billing tab for General Motors.

Billing / Miscellaneous

<b>Billing Name and Address</b>	<b>Other:</b>	
Billing Name: <b>General Motors</b>	Charge Late Fee: <input type="checkbox"/>	
Address 1: <b>Corporate HQ</b>	Customer Statements: <input type="checkbox"/>	
Address 2: <b>300 Renaissance Center</b>	Waive Unutilized Fee: <input type="checkbox"/>	
City/State/Country: <b>Detroit, MI 48265</b>	Waive Renewal Fee: <input type="checkbox"/>	
Email:	B/L Consigned to Bank: <input type="checkbox"/>	
Attention Line 1: <b>Accounts Payable Department</b>	Account Analysis: <input type="checkbox"/>	
Attention Line 2: <b>Charles Langley</b>	Uses Margin: <input type="checkbox"/>	
Legal Name and Address:	Take Deferred Fees Automatically: <input type="checkbox"/>	
<b>Invoicing Parameters</b>		
A/R Invoicing: <input checked="" type="checkbox"/>	Invoice/Cycle Day: <b>05</b>	<b>Invoice Periods</b>
AR Master Party: <b>GENERAL MOTORS</b>	<b>Browse</b>	<input checked="" type="radio"/> Monthly
Days after Inv. to Debit:	Debit DDA:	<input type="radio"/> Quarterly
Days after AR to Debit:	Debit DDA:	

The following screen shot shows how the subsidiaries (Chevy and Oldsmobile) need to be set up. This setup means that any fee setup to invoice on behalf of Chevy and Oldsmobile will be sent to General Motors. In the Chevy example

General Motors is also the credit party. This does not impact where the invoices are sent the credit party is used for whose credit line we post to.

Billing / Miscellaneous

**Billing Name and Address**

Billing Name: Chevrolet Motors  
Address 1: Corporate HQ  
Address 2: 300 Renaissance Center  
City/State/Country: Detroit, MI 48265  
Email:  
Attention Line 1: Account Payable Department - Chevy  
Attention Line 2: Charles Langley  
Legal Name and Address:

**Other:**

Charge Late Fee:   
Customer Statements:   
Waive Unutilized Fee:   
Waive Renewal Fee:   
BL Consigned to Bank:   
Account Analysis:   
Uses Margin:   
Take Deferred Fees Automatically:

**Invoicing Parameters**

A/R Invoicing:  Invoice/Cycle Day: 5  
AR Master Party: GENERAL MOTORS   
Days after Inv. to Debit:  Debit DDA:   
Days after AR to Debit:  Debit DDA:

**Invoice Periods**

Monthly  
 Quarterly

Now we are issuing a Standby on behalf of Oldsmobile. The fees were taken on behalf of Oldsmobile but will display later on via the General Motors invoice that is created.

**Letter of Credit Issuance**

Model ID:	Standby Letter of Credit
<b>Preload Option</b>	
<input checked="" type="radio"/> Model <input type="radio"/> Child Transfer Credit <input type="radio"/> Similar-To by Reference <input type="radio"/> Similar-To by Opener <input type="radio"/> Similar-To by Beneficiary	
Similar-To Party ID:	<input type="text"/>
Similar-To Reference Number:	<input type="text"/> 00
Customer/Party ID:	OLDSMOBILE
Our Reference Number:	00300642 00
<input type="button" value="Start"/>	

CIBAR INC Chicago - 01/03/13 - 11:22:20 AM - NMAYER - CB-AG-AC-00300642-00

Options Common Services Letter of Credit Bankers Acceptances Collections Miscellaneous Steamships Cash Letter Wire Transfer Reimbursements Parameters

<input checked="" type="checkbox"/> Menu <input checked="" type="checkbox"/> Loc Parties <input checked="" type="checkbox"/> Primary <input checked="" type="checkbox"/> Standby <input type="checkbox"/> Fee Charges Grid <input checked="" type="checkbox"/> Free Text <input checked="" type="checkbox"/> Output Selection	<b>Fees and Charges</b>																																																																				
	Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	Anniv	Chg Date	Cust.	Description																																																								
SOP Life	1,500.00	1.5	OPN	INV	SOP	LIF	01/03/2013	12/12/2013	3	01/03/2013		SOP Life																																																									
Commission Start Date: <input type="text" value="01/03/2013"/> <input type="button" value="Apply To All"/> (except BA Fees and Upfront at Amendment)																																																																					
<b>Working Area for Fees</b> <table border="1"> <tr> <td>Name:</td> <td><input type="text" value="SOP Life"/></td> <td>Who:</td> <td><input type="text" value="Opener"/></td> <td>How:</td> <td><input type="text" value="Invoice"/></td> <td>When:</td> <td><input type="text" value="SOP"/></td> <td>Period:</td> <td><input type="text" value="LIF"/></td> </tr> <tr> <td>Annual Rate:</td> <td><input type="text" value="1.5"/></td> <td>Amount:</td> <td><input type="text" value="1,500.00"/></td> <td colspan="5">Minimum Amount: <input type="text" value="0.00"/></td> </tr> <tr> <td>Bill Start Date:</td> <td><input type="text" value="01/03/2013"/></td> <td>Bill End Date:</td> <td><input type="text" value="12/12/2013"/></td> <td>Next Charge Date:</td> <td><input type="text" value="12/12/2013"/></td> <td>Anniversary Day:</td> <td><input type="text" value="3"/></td> <td colspan="4"></td> </tr> <tr> <td>Fee Description:</td> <td colspan="12"><input type="text" value="SOP Life"/></td> </tr> <tr> <td colspan="13" style="text-align: center;"> <input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Calculate"/> <input type="button" value="Clear"/> </td> </tr> </table>													Name:	<input type="text" value="SOP Life"/>	Who:	<input type="text" value="Opener"/>	How:	<input type="text" value="Invoice"/>	When:	<input type="text" value="SOP"/>	Period:	<input type="text" value="LIF"/>	Annual Rate:	<input type="text" value="1.5"/>	Amount:	<input type="text" value="1,500.00"/>	Minimum Amount: <input type="text" value="0.00"/>					Bill Start Date:	<input type="text" value="01/03/2013"/>	Bill End Date:	<input type="text" value="12/12/2013"/>	Next Charge Date:	<input type="text" value="12/12/2013"/>	Anniversary Day:	<input type="text" value="3"/>					Fee Description:	<input type="text" value="SOP Life"/>												<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Delete"/> <input type="button" value="Calculate"/> <input type="button" value="Clear"/>												
Name:	<input type="text" value="SOP Life"/>	Who:	<input type="text" value="Opener"/>	How:	<input type="text" value="Invoice"/>	When:	<input type="text" value="SOP"/>	Period:	<input type="text" value="LIF"/>																																																												
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<input checked="" type="checkbox"/> Form Complete Back  Next Exit  Cancel 																																																																					

## GTS - Inquiry / Research Accounting Review

Our Reference: 00300642

Event: STB-ISS

[Print](#)

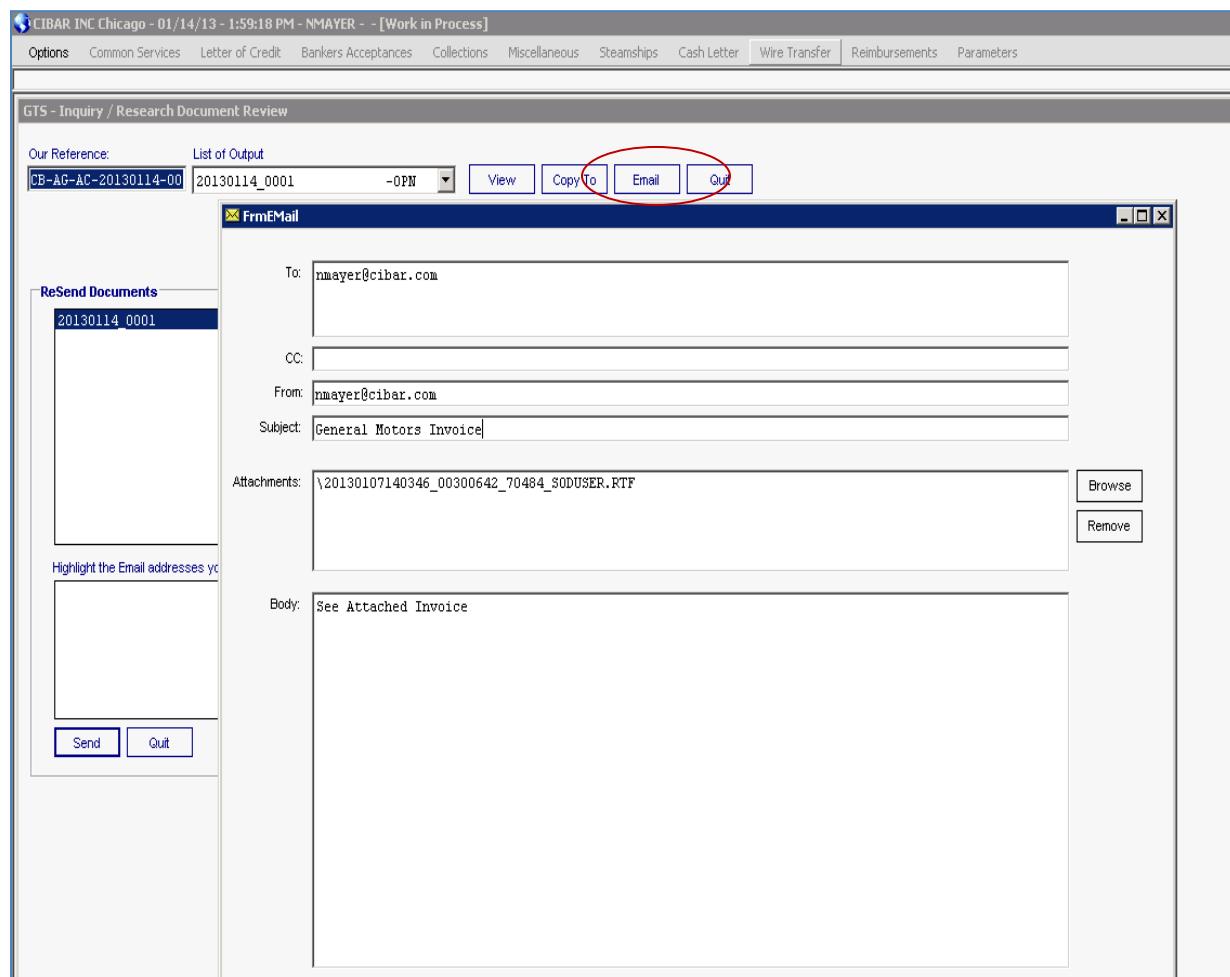
[Quit](#)

Party Name	Debit Amount	Credit Amount	GL Number	GL Code
Oldsmobile Cars	1,500.00		01770001	AR
Oldsmobile Cars		1,500.00	01770004	ICNE
Oldsmobile Cars		100,000.00	01110003	BLSTB
Oldsmobile Cars	100,000.00		01220003	CLSTB
**** Totals ***	101,500.00	101,500.00		

The accounting shows a debit to AR and a credit to the unearned income account, ICNE.

On the invoice cycle day of the 14<sup>th</sup> of the month the system automatically created an invoice for the above LC number.

Some of Cibar's clients once they receive notice that an invoice was created go to inquiry history and email the notice to their client.



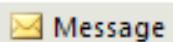
The customer will then receive an email with the invoice attached.

## General Motors Invoice

nmayer@cibar.com

Sent: Mon 1/7/2013 2:07 PM

To: nmayer@cibar.com

 Message |  \_20130107140346\_00300642\_70484\_SODUSER.PDF (5 KB)

See Attached Invoice

This E-mail message has been computer generated from CIBAR Bank, Global Trade Service Department and contains a document/documents pertaining to your reference number # 00300642-00

GTS - Document Generation Viewer

Invoice Date: 1/14/2013                          Invoice Number: 20130114\_0001

General Motors  
Attn: Accounting  
13454 Accounts Dr  
Springfield, MA

STATEMENT OF  
LETTERS OF CREDIT  
FEES AND COMMISSIONS

---

The following fees are now due for THE BELOW LISTED LETTER OF CREDIT:

00300641-00:

01/03/2013	SOP Annual	Billing Period:	Days	Amount	Rate	Commission
01/03/2013	12/12/2013	344		\$200,000.00	1.25	\$2,356.16

00300642-00:

01/03/2013	SOP Life	Billing Period:	Days	Amount	Rate	Commission
01/03/2013		12/12/2013	344	\$100,000.00	1.50	\$1,500.00

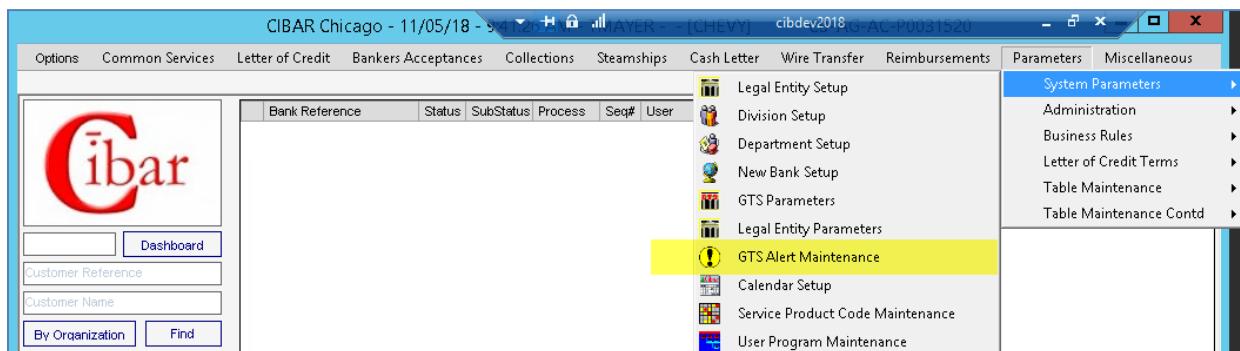
TOTAL DUE: \$3,856.16

Sample Invoice – Displays both the charges for Chevy and Oldsmobile on an Invoice to General Motors.

## Setting up for E-mail Alerts for Invoicing

If the bank is interested in receiving an alert anytime a customer invoice is generated you can setup an alert type.

Step 1 - Go into the GTS Alert Maintenance Function



Step 2 - Add the following information:

- How the alert will go?
- Who the email is from?
- Who the email will go to?
- If there is a CC who it will go to.

A screenshot of the GTS Alert Maintenance screen. At the top, it says "Cell Carriers for SMS" with fields for "Cell Carrier" and "SMS Email Map", and a checked "Active" checkbox. Below this is an "Alert Distribution" table with columns: Active, Alert Type, How, From Email, To Email, and To Phone. The table contains several rows of data, with some rows highlighted in yellow. The "Active" column has entries like NO, NO, NO, NO, YES, and YES. The "Alert Type" column has entries like ARINVOICE, ARINVOICE, ARINVOICE, ARINVOICE, EMail, and EMail. The "How" column has entries like EMAIL, SMSMSG, TICKLER, TICKLER, EMAIL, and EMAIL. The "From Email" column has entries like support@cibar.com, support@cibar.com, NMAYER, QHTTEST1, support@cibar.com, and support@cibar.com. The "To Email" column has entries like qtran@cibar.com, support@cibar.com, 7196619458, , qtran@cibar.com, and nmayer@cibar.com. The "To Phone" column has entries like gaylebleckert@cibar.com, , , , and .

If you don't see ARINVOICE as an alert type you would need to have your DBA run the below SQL:

Step 1 - Run the below sql to add ARInvoice to the GTSAlertTypes table.

```
INSERT INTO GTSAlertTypes
```

(AlertType)

VALUES ('ARINVOICE')

## Configuration of your End of Day Stream for AR's and Invoices

The programs that generate the Auto Debits are the following:

**SOD\_MIS\_ARINVDEBIT** – Auto Debit for Invoicing

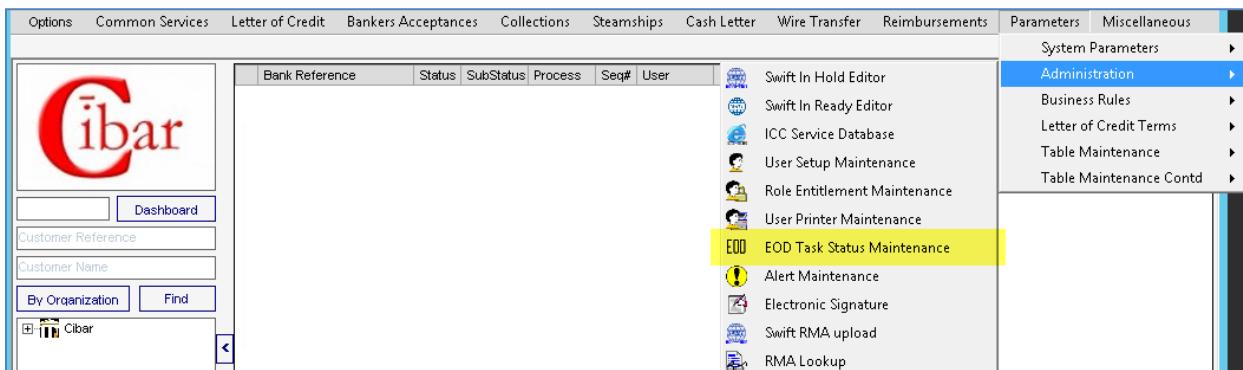
**SOD\_MISARDEBIT** – Auto Debit for Accounts Receivable

Task Status Maintenance

Select Task Identifier:	SOD_MIS_ARINVOICE	Runs as a Batch Process
Task Name:	SOD_MIS_ARINVOICE	<input checked="" type="checkbox"/> Is Restartable
Executable Name:	MIS_ARINVOICE.EXE	<input type="checkbox"/> Displays a form
Start Time:		<input type="checkbox"/> Update Status
Run Time Allow:	4	<input checked="" type="checkbox"/> Is a Program
Order Field:	Pkey	<input type="checkbox"/> Is a Report
Order Field Type:	N	<input type="checkbox"/> Creates an XML File
Allowed Step Fails:	20	<input type="checkbox"/> Available in Launch Task
Parameter 1:	nmayer@cibar.com	<input checked="" type="checkbox"/> Can Be Skipped
Parameter 2:	nmayer@cibar.com	<input type="checkbox"/> EOD Only
Parameter 3:		
Rerun Period:	0	

Task Status Maintenance

Select Task Identifier:	SOD_MIS_ARTRACE	Runs as a Batch Process
Task Name:	SOD_MIS_ARTRACE	<input checked="" type="checkbox"/> Is Restartable
Executable Name:	MIS_ARTRACE.EXE	<input type="checkbox"/> Displays a form
Start Time:		<input type="checkbox"/> Update Status
Run Time Allow:	3	<input checked="" type="checkbox"/> Is a Program
Order Field:	PayersPkey	<input type="checkbox"/> Is a Report
Order Field Type:	A	<input type="checkbox"/> Creates an XML File
Allowed Step Fails:	9	<input type="checkbox"/> Available in Launch Task
Parameter 1:		<input checked="" type="checkbox"/> Can Be Skipped
Parameter 2:		<input type="checkbox"/> EOD Only
Parameter 3:		
Rerun Period:	0	



**EOD** CIBAR Chicago - 11/05/18 - 9:14:35 AM - TMAYER - [TaskStatus]

Task Id Executable Tasks Reports

### Executable Tasks Maintenance

Search Reset Update

Task ID	Task Name
EOD	EOD_Task_Status_Maintenance
EOD	EOD_Error_Report
EOD	EOD_FxCurrencyLoad
EOD	EOD_AMS_WireLimitUpload
EOD	EOD_BA_Accrual
EOD	EOD_Cars_GL_Extract
EOD	EOD_Cash_Letter
EOD	EOD_CIF_Extract
EOD	EOD_COL_Maturity
EOD	EOD_CPF_Accruals
EOD	EOD_DDA_Interface
EOD	EOD_EOP_Accrual
EOD	EOD_Fed_Extract
EOD	EOD_FxCurrencyLoad
EOD	EOD_FxScanner
EOD	EOD_GL_Extract
EOD	EOD_GTS_Cars_GL_Extract
EOD	EOD_IMP_Pay_Extract
EOD	EOD_LOANEOP_Accrual
EOD	EOD_LOC_Evergreen
EOD	EOD_LOC_Evergreen_Notification
EOD	EOD_LOC_FeesProjection
EOD	EOD_LOC_Maturity
EOD	EOD_MIS_ActivateFlowScreen
EOD	EOD_MIS_ARClaim
EOD	EOD_MIS_ARWriteOff
EOD	EOD_MIS_ExpenseCodeMove
EOD	EOD_MIS_MAT_CHG
EOD	EOD_RunBatchFile
EOD	EOD_Shutdown
EOD	EOD_Sop_Accrual
EOD	EOD_SWF_Extract
EOD	EOD_System_UP
EOD	EOD_VMRE_Out
EOD	EODUnlock
EOM	EOM_Report
FHL	FHL_DDA_Extract
FHL	FHL_MemberManagement
FLOWSCREENUPDATE	Intranet_CreateITPIIT
RPT	RPT_MIS_WiresLndries
RPT	RPT_MIS_WaivedFee
RPT	RPT_MIS_ErrorLog
RPT	RPT_COL_BYREF
RPT	ADVANCEDATE
RPT	SOD_LOC_AUTOSCHEDULE
RPT	SOD_COL_TRACE
RPT	SOD_BA_Maturity
RPT	EOD_COL_Maturity
RPT	RPT_BA_BYMaturity
RPT	RPT_BA_Custstmt
RPT	RPT_BA_Commac
RPT	RPT_BA_Overdue
RPT	RPT_BA_WeeklyMat
RPT	RPT_BA_IMPORT
RPT	RPT_BA_EXPORT
RPT	RPT_BA_DisorderDiscDef
RPT	RPT_BA_BalBaxTr
RPT	RPT_BA_CLEAN
RPT	RPT_BA_ByRefCustomer
RPT	RPT_BA_BeforeignExposure
RPT	RPT_BA_BYREF
RPT	RPT_BA_Discounted
RPT	RPT_BA_Matured
RPT	RPT_COL_BYAGE
RPT	RPT_COL_BYEXPENSE
RPT	RPT_COL_BYFaceamt
RPT	MIS_SQLrunnerEod
RPT	RPT_COL_IncoByDrawee
RPT	RPT_COL_PyMtAct
RPT	RPT_Loan_ByRefCustomer
RPT	RPT_COL_PhoneTracer
RPT	RPT_COL_AMS_Coddir
RPT	RPT_COL_CustStatement
RPT	RPT_COL_OutgByDrawer
RPT	RPT_MIS_GlTransod
RPT	RPT_COL_BalColPrixtr
RPT	RPT_COL_ByType
RPT	RPT_COL_BillsRecv
RPT	RPT_COL_BillsRecvRecap
RPT	RPT_MIS_ARTrace
RPT	RPT_Vmp_Alerts
RPT	RPT_Steam_Trace
RPT	RPT_MIS_ARInvoice
SOD	SOD_MIS_InvDebit
SOD	SOD_MIS_ARDebit
EOD	EOD_System_UP
EOD	EOD_Error_Report
EOD	EODUnlock

The programs need to be inserted in the Start of Day process, after Advance Date.

## Invoices found in Inquiry History

Invoices can be found within inquiry/history under a Service of "ACC" and a Product of "INV"

Since multiple Letter of Credit reference numbers can be displayed under a given Invoice, the logic that creates the reference number is based on the date format of "YYYYMMDD". If multiple invoices are generated on the same date you will see a \_0001, \_0002, etc....

Our Reference: List of Output  
CB-AG-AC-20130114-00 20130114\_0001 -OPN ▾

Our Reference: List of Output  
CB-AG-AC-20130114-00 20130114\_0002 -OPN ▾

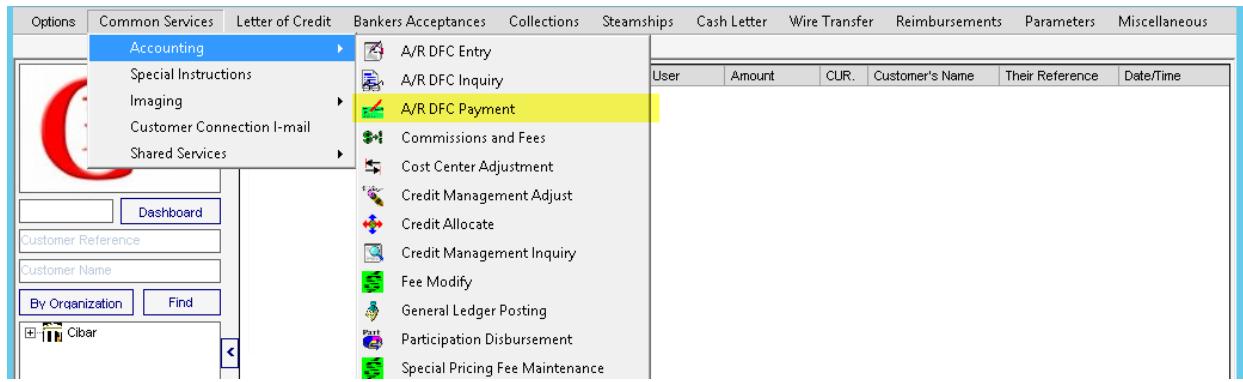
CIBAR INC Chicago - 01/21/13 - 6:57:23 AM - NMAYER - [Work in Process]

Options Common Services Letter of Credit Bankers Acceptances Collections Miscellaneous Steamships Cash Letter Wire Transfer Reimbursements Parameters

GTS - Inquiry / Research Selection

Service:	ACC	Product:	INV	Our Reference:	<input type="text"/>	<input type="button" value="Browse"/>	Party Type:	<input type="text"/>	Party ID:	<input type="text"/>	Search
Date - From:	<input type="text"/>	To:	<input type="text"/>	Party Ref:	<input type="text"/>	<input type="button" value="Clear"/>					
Amount - From:	<input type="text"/>	To:	<input type="text"/>	Total Records:	<input type="text" value="2"/>	Total Base Amount:	<input type="text" value="34,027.16"/>	Export			
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference		
CB-AG-AC-20130114-00		ACC-INV	2013/01/14	USD	30,171.00	30,171.00	Invoice Example Party	00			
CB-AG-AC-20130114-00		ACC-INV	2013/01/14	USD	3,856.16	3,856.16	General Motors	00			

## Paying an AR or an Invoice



### Payment Options

1. If paying an invoice as seen in the example below, you would select the radio button and enter the 13 character Invoice number.
2. If paying the AR's / DFC's on a Letter of Credit, Collection, Clean BA, Steamship, etc. you would select the appropriate radio button.
3. Lastly, you can bring up all AR's/DFC's by customer and pay them accordingly.

Accounts Receivable/Deferred Charges Payment

Model ID: A/R DFC Payment

Transaction Type:

Letter of Credit  Invoice  Collection  Clean BIA  SteamShip/Air Release  Customer

Our Reference Number:  Start

Customer Party ID:

Invoice:  Load Written Off AR's to be Paid

TSR Instructions:

Form Complete

**Global Trade Services - GTStnet**

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4575 Hilton Parkway, Suite 201  
Colorado Springs, Colorado 80907  
(719) 260-6700

**Cibar**

✓ Menu  
AR Payment  
X AR Pay Disbursement  
X Output Selection

## A/R Payment

## Transaction

Customer Invoice

 Use Billing Address

Name: Billing

Address 1: 13454 Accounts Dr

Address 2:

City/State/Country: Springfield, MA

## Payment Entry

Outstanding Total Amount: 3,856.16

Amount Paid: 3,856.16

How: PDA-9999668985

Effective Date: 01/21/2013

 Form Complete

Accounts Receivable Payment Disbursement								
LE	Ref. Number	Date On	Orig. Amount	Amount Due	Status	Amount Paid	Type	Description
CB	00300642-00	2013/01/03	1,500.00	1,500.00	O	0.00	20130114_0001	SOP Life
CB	00300641-00	2013/01/03	2,356.16	2,356.16	O	0.00	20130114_0001	SOP Annual

Pay In Order    A/R Unutilized:     Amount Paid:      Reset All

Party Name:   
 Billing

Ref. Number:     Effective Date:     Write Off Reason:

Description:

Original Amount:     Amount Due:     Payment Amount:      Adjust Accordingly

Form Complete

**Cibar**

## Adjust Accordingly

If the payee paid the AR short you are able to click the adjust accordingly box and the system will write-off the difference. Also, if the payee paid more than expected if you click the box it will put the excess into income. This is extremely useful when you are trying to track fees due the bank on a participated in credit.



Software for a Business Advantage

DATE: JANUARY 21, 2013

BILLING

ATTENTION: AR  
13454 ACCOUNTS DR  
SPRINGFIELD, MA

**ADVICE OF DEBIT**

---

OUR REFERENCE: 01140001-00  
YOUR REFERENCE: PARTY PRE

---

WE HAVE DEBITED YOUR DEMAND DEPOSIT NUMBER XXXXXX8985 FOR THE FOLLOWING:

SOP LIFE	USD	\$1,500.00
SOP ANNUAL	USD	\$2,356.16

**TOTAL:** USD **\$3,856.16**

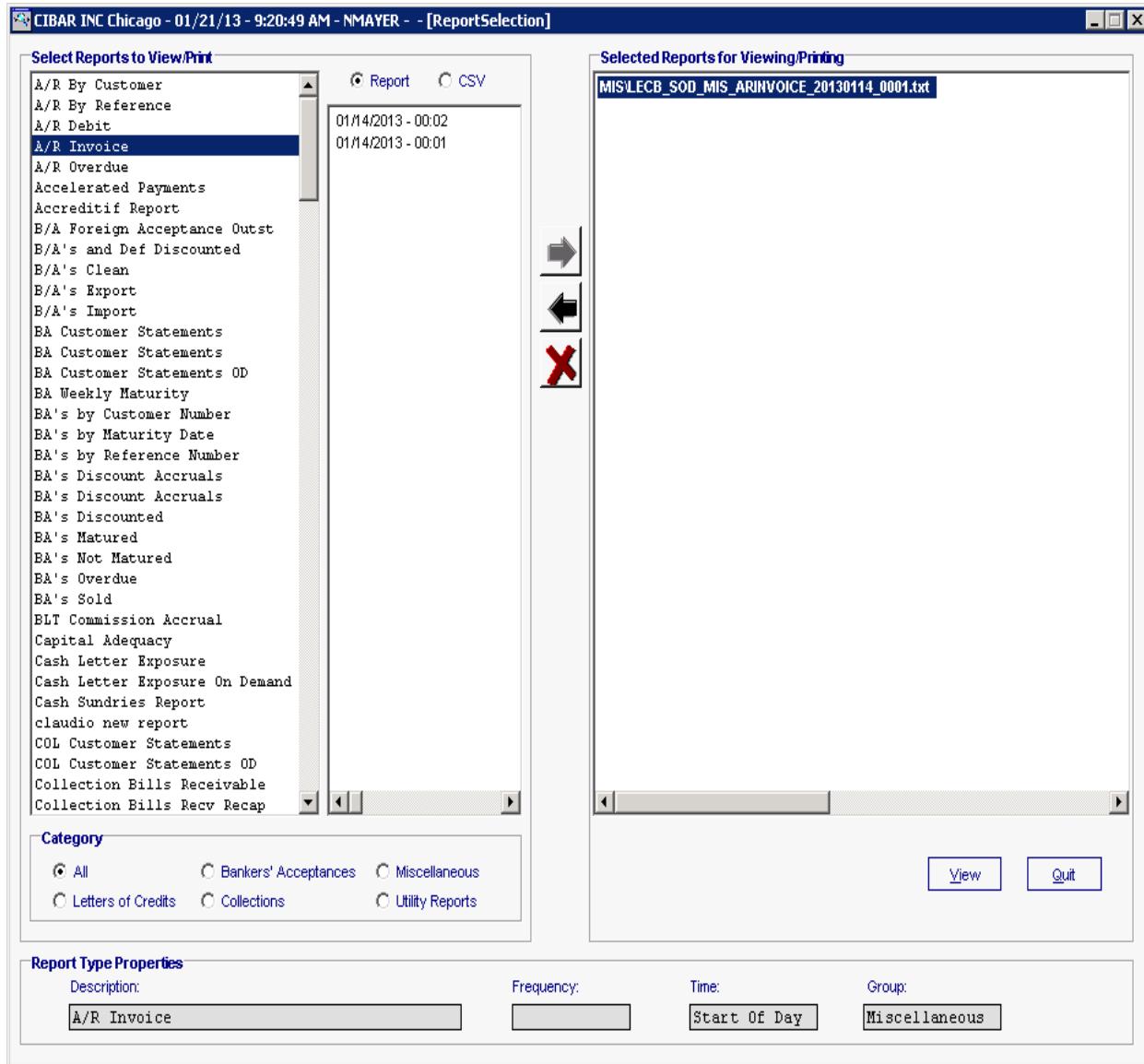
SHOULD YOU REQUIRE ANY ASSISTANCE, PLEASE CONTACT THE GLOBAL TRADE  
SERVICE OPERATIONS CUSTOMER SERVICE AT . WHEN REFERRING TO

[Page Up](#) [Page Down](#) [Print](#) [Quit](#) [Errors](#)

## Invoicing Reports

When an Invoice is generated a report is created that allows you to print off the copy you will mail to the customer. This eliminates the step of having to go to inquiry history and view / print the output on each invoice generated.

In this step you would just view the invoice through report viewer and print it off.



Invoice Date: 1/14/2013                          Invoice Number: 20130114\_0001

General Motors  
Attn: Accounting  
13454 Accounts Dr  
Springfield, MA

STATEMENT OF  
LETTERS OF CREDIT  
FEES AND COMMISSIONS

---

The following fees are now due for THE BELOW LISTED LETTER OF CREDIT:

00300641-00:

01/03/2013	SOP Annual	Billing Period:	Days	Amount	Rate	Commission
01/03/2013		12/12/2013	344	\$200,000.00	1.25	\$2,356.16

00300642-00:

01/03/2013	SOP Life	Billing Period:	Days	Amount	Rate	Commission
01/03/2013		12/12/2013	344	\$100,000.00	1.50	\$1,500.00

TOTAL DUE: \$3,856.16

**Find**  
Find What:  \\\CIBDEVNET\CIBAR\GTSNET\REPORTS\MIS\LECB\_SOD\_MIS\_ARINVOICE\_20130114\_0001.TXT  
 Find Whole Word Only     Match Case

**View Report**

## AR By Customer Report

CUSTOMER NAME: GENERAL MOTORS	PARTY ID: GM AUTO
ADDRESS DETROIT, MI	
CB-AG-AC-00300641-00 20130114_0001 01/14/13 COMMSTBFIN	2,356.16 2,356.16 01/03/13 01/21/13 18 AR_Invoice
CB-AG-AC-00300642-00 20130114_0001 01/14/13 COMMSTBFIN	1,500.00 1,500.00 01/03/13 01/21/13 18 AR_Invoice
<hr/> CUSTOMER TOTALS: 3,856.16 3,856.16	

## AR By Reference Number Report

REFERENCE NO.	CUSTOMER NAME	INVOICE NO.	INVOICE DATE	CREDIT G/L	ORIGINAL AMOUNT	OUTSTANDING AMOUNT	DATE ENTERED	LAST TRACE	DAYS OUT
CB-AG-AC-00300641-00	General Motors	20130114_0001	01/14/13	COMMSTBFIN	2,356.16	2,356.16	01/03/13	01/21/13	18
CB-AG-AC-00300642-00	General Motors	20130114_0001	01/14/13	COMMSTBFIN	1,500.00	1,500.00	01/03/13	01/21/13	18

## AR Write-Off Scanner

This program Provide the ability to have the system automatically write off outstanding A/R's after X days by reversing the accounting and marking the A/R as written off.

To properly have the scanner run and successfully process an AR Write-Off, a few items must need to be setup.

Add Service Product code so Inquiry can work with this new service Product. This can be found under Parameters-> System Parameters. If you do not see the parameters menu, it may be due to you not having the entitlements for this menu...

### Service Product Code Maintenance

**Service Maintenance**

Service Code:

Service Description: Accounting

**Product Maintenance**

Product Code:

Product Description: AR Write Off

**Inquiry Options**

Balance as of Date     Current Balance     Transaction History  
 Accounting     Output

**Status Maintenance**

Used in Mail Room:  New     Existing     N/A  
 Active  
 Auto Assign

Auto Assign Category:

Auto Assign Type:

The executable needs to be added to the EOD stream in order for the system to know and run it. Task status for new EOD Write Off Program.

EDD CIBAR BANK Kansas City - 12/26/17 - 12:21:47 PM - CQUAVA - [TaskStatus] - □ ×

Task Id | Executable Tasks | Reports |

### Task Status Maintenance

Select Task Identifier:   Runs as a Batch Process

Task Name:   Is Restartable

Executable Name:   Displays a form

Start Time:   Update Status

Run Time Allow:   Is a Program

Order Field:  Order Field Type:   Is a Report

Allowed Step Fails:   Creates an XML File

Parameter 1:   Available in Launch Task

Parameter 2:   Can Be Skipped

Parameter 3:   EOD Only

Rerun Period:  0

Last Run Status

Last Process Date:  Status:  Time Started:  Time Stopped:   
Failed Value:  Failed Value LE:  Reference Number:   
Error Description:

Add Modify Clear Delete Exit Print

The report needs to be added so the scanner can generate a report after it is run.

Under the report TAB the report must also be created and given a 'NAME'.

**Reports Maintenance**

Select Report: **RPT\_MIS\_ARWRITEOFF**

List Name: **RPT\_MIS\_ARWRITEOFF**

Report Description: **Accounts Receivable Write off Report**

Save Name: **RPT\_MIS\_ARWRITEOFF**

On Demand for Report Generation     Active

Directory: **MIS**

EOD Printer:

Report Group: **MISC**    Output Type: **PDF**

Add    Modify    Clear    Delete    Cancel    Print

Add the Write Off Scanner and Report to the End of Day stream.

**Executable Tasks Maintenance**

Search    Reset    Update

MAIN	MAIN
ADVANCEDATE	EOD
ALLIANCE_CREATEOUTPUT	EOD_MIS_EXPENSECODEMOVE
ALLIANCE_SWF_EXTRACT	MIS_OVERRIDE_EXPENSECODE
ALLIANCE_SWF_OUTPUT	RPT_MIS_GLTRANACRU_BAT
ALLIANCE_SWFINPUT	EOD_LOC_EVERGREEN
CARSINT	EOD_WIRE_OUT
CLEAN_UP_FILES	EOD_FXSCANNER
EMAIL_ERROR_REPORT	EOD_MIS_ARWRITEOFF ← The program scanner
EOD	EOD_LOC_MATURITY
EOD_BA_ACCRUAL	EOD_MIS_ARCLAIM
EOD_CARS_GL_EXTRACT	EOD_SOP_ACCRUAL
EOD_CASH_LETTER	EOD_EOP_ACCRUAL
EOD_CIF_EXTRACT	EOD_BA_ACCRUAL
EOD_COL_MATURITY	EOD_CASH_LETTER
EOD_CPF_ACCRUALS	EOD_LOANEOP_ACCRUAL
EOD_DDA_INTERFACE	EOD_GL_EXTRACT
EOD_EOP_ACCRUAL	EOD_DDA_INTERFACE
EOD_FED_EXTRACT	EOD_GTS_CARS_GL_EXTRACT
EOD_FXSCANNER	EOD_CARS_GL_EXTRACT
EOD_GL_EXTRACT	RPT_MIS_HIGHRISKTRY
EOD_GTS_CARS_GL_EXTRACT	MIS_SQLRUNNEREOD
EOD_LOANEOP_ACCRUAL	RPT_MIS_REV
EOD_LOC_EVERGREEN	RPT_MIS_GLTRANEO
EOD_LOC_FEESPROJECTION	RPT_LOC_BYREF
EOD_LOC_MATURITY	RPT_MIS_ARBYREF
EOD_MIS_ARCLAIM	RPT_MIS_DFCBYPARTY
EOD_MIS_ARWRITEOFF	RPT_LOC_COUNTRYEXPOSURE
EOD_MIS_EXPENSECODEMOVE	RPT_LOC_COMMACC
EOD_MIS_MAT_CHG	RPT_LOC_UNABLETOEXPIRE
EOD_RUNBATCHFILE	RPT_LOC_AUTOEXTOM
EOD_SHUTDOWN	RPT_LOC_ACCRUALBAL
EOD_SOP_ACCRUAL	RPT_LOC_WEEKLYFEEBILLING
EOD_SWF_EXTRACT	RPT_MIS_ARBYPARTY
EOD_SYSTEM_UP	RPT_LOC_WITHAUTEXPIRE
EOD_WIRE_OUT	RPT_MIS_ARVRDUE
EODUNLOCK	RPT_MIS_ARWRITEOFF ← The report that the scanner will generate.
INTRANET_CREATEOUTPUT	RPT_LOC_DISCREPANCY
INTRANET_SWFINPUT	RPT_LOC_EVGNNOTIFY
MIS_ACCOUNTANALYSIS	RPT_LOC_AUTOEXT
MIS_OVERRIDE_EXPENSECODE	

Run EOD (it should also include the AR Write-Off program and the report added from the setup above...)

Scheduled Jobs Run:	Timer frequency in seconds:
05/19/2015 13:48:49 - Task:EOD_WIRE_OUT completed. 05/19/2015 13:48:50 - Task:EOD_FXSCANNER started. 05/19/2015 13:48:59 - Task:EOD_FXSCANNER completed. <b>05/19/2015 13:49:00 - Task:EOD_MIS_ARWRITEOFF started.</b> <b>05/19/2015 13:49:09 - Task:EOD_MIS_ARWRITEOFF completed.</b> 05/19/2015 13:49:10 - Task:EOD_LOC_MATURITY started. 05/19/2015 13:49:19 - Task:EOD_LOC_MATURITY completed.	10 <input type="button" value="Set"/>

After EOD finishes, check INQUIRY to make sure an event of ACC – ARW is created.

CIBAR QA Chicago - 05/20/15 - 2:32:28 PM - QTRAN - - [Work in Process] - [ GTS - Inquiry / Research Selection]

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous									
Service: ALL	Product: ALL	Our Reference: 00500001	<input type="checkbox"/>	Party Type: <input type="button" value="Browse"/>	Party ID: <input type="text"/>	<input type="button" value="Search"/>			
Date - From: <input type="text"/>	To: <input type="button" value=""/>	Party Ref: <input type="text"/>	Name: <input type="text"/>						
Amount - From: <input type="text"/>	To: <input type="button" value=""/>							Accounting History <input type="checkbox"/>	
<input type="button" value="Clear"/> <input type="button" value="Export"/> <input type="button" value="Quit"/>									
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-00500001-00		ACC-ARW	2015/05/19 01:49	USD	22.22	0.00	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00		ACC-TRA	2015/06/01 01:25		66.66	66.66	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00	3	DIR-TRA	2015/06/01 01:19	USD	6,536.00	6,536.00	CHIPOTLE CORPORATE HQ	DAVE'S FISH COMPANY	
CB-AG-AC-00500001-00		ACC-TRA	2015/05/29 12:53		44.44	44.44	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00	2	DIR-TRA	2015/05/29 12:47	USD	6,536.00	6,536.00	CHIPOTLE CORPORATE HQ	DAVE'S FISH COMPANY	
CB-AG-AC-00500001-00		ACC-TRA	2015/05/06 05:16		22.22	22.22	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00		ACC-TRA	2015/05/05 05:44		22.22	22.22	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00		ACC-TRA	2015/05/04 05:38		22.22	22.22	DAVE'S FISH COMPANY		
CB-AG-AC-00500001-00	1	DIR-TRA	2015/05/04 05:29	USD	6,536.00	6,536.00	CHIPOTLE CORPORATE HQ	DAVE'S FISH COMPANY	
CB-AG-AC-00500001-00		DIR-ENT	2015/05/01 02:32	USD	6,536.00	6,536.00	CHIPOTLE CORPORATE HQ	DAVE'S FISH COMPANY	HELLO

The Accounting will show a debit to income and a credit to AR.

Transaction / Inquiry Accounting Review

Our Reference: CB-AG-AC-00500001-00	Event: ACC-ARW	<input type="button" value="Print"/>	<input type="button" value="Quit"/>					
Party Name	Debit Amount	Credit Amount	GL Number	GL Code	Cur.	FX Rate	FX Amount	Effective Date
DAVE'S FISH COMPANY	22.22		01440010	COMMCOL	USD	1.0000000000	22.22	05/19/2015
DAVE'S FISH COMPANY		22.22	01770001	AR	USD	1.0000000000	22.22	05/19/2015
**** Totals ***	22.22	22.22						

The Status in AR/Inquiry is now "W" for Written off.

**A/R Inquiry**

<input type="radio"/> Party ID <input type="text"/> <input type="button" value="Browse"/>	<input checked="" type="radio"/> Our Ref # <input type="text" value="00500001"/> <input type="text" value="00"/>	<input checked="" type="radio"/> AR <input type="radio"/> DFC <input type="radio"/> Both	Charge Status: <input checked="" type="checkbox"/> Open <input type="checkbox"/> In Process <input type="checkbox"/> Paid <input checked="" type="checkbox"/> Write-Off/Cancelled																																																
<input type="button" value="Search"/> <input type="button" value="Quit"/>																																																			
Party ID	Drf #	Date On	Fee Name	Who	Original Amt	Outstanding Amt	Status																																												
<b>ARS by Reference - [CB-AG-AC-00500001-00]</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">DAVES FISH COMPANY</td> <td style="width: 15%;">05/04/2015</td> <td style="width: 15%;">Trace fee gayle</td> <td style="width: 15%;">CFB</td> <td style="width: 15%;">22.22</td> <td style="width: 15%;">0.00</td> <td style="width: 15%;">W</td> <td style="width: 15%; text-align: right;"></td> </tr> <tr> <td>DAVES FISH COMPANY</td> <td>05/29/2015</td> <td>Trace fee gayle</td> <td>CFB</td> <td>22.22</td> <td>22.22</td> <td>0</td> <td></td> </tr> <tr> <td>DAVES FISH COMPANY</td> <td>06/01/2015</td> <td>Trace fee gayle</td> <td>CFB</td> <td>22.22</td> <td>22.22</td> <td>0</td> <td></td> </tr> </table> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%;">Open</td> <td style="width: 25%;">44.44</td> <td style="width: 25%;">44.44</td> <td style="width: 25%;"></td> </tr> <tr> <td>In Process</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>Paid</td> <td>0.00</td> <td>0.00</td> <td></td> </tr> <tr> <td>WriteOff/Cancel</td> <td>22.22</td> <td>0.00</td> <td></td> </tr> <tr> <td><b>Total</b></td> <td><b>66.66</b></td> <td><b>44.44</b></td> <td></td> </tr> </table>								DAVES FISH COMPANY	05/04/2015	Trace fee gayle	CFB	22.22	0.00	W		DAVES FISH COMPANY	05/29/2015	Trace fee gayle	CFB	22.22	22.22	0		DAVES FISH COMPANY	06/01/2015	Trace fee gayle	CFB	22.22	22.22	0		Open	44.44	44.44		In Process	0.00	0.00		Paid	0.00	0.00		WriteOff/Cancel	22.22	0.00		<b>Total</b>	<b>66.66</b>	<b>44.44</b>	
DAVES FISH COMPANY	05/04/2015	Trace fee gayle	CFB	22.22	0.00	W																																													
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WriteOff/Cancel	22.22	0.00																																																	
<b>Total</b>	<b>66.66</b>	<b>44.44</b>																																																	

### In Report Viewer

Select which report you wish to see and click the 'right arrow' icon in the center where the report will be added to the panel on the right. Select 'View' at the bottom to open the viewer where the report can be printed.

**Reports available to View/Print**

<input checked="" type="radio"/> Report	<input type="radio"/> CSV
RPT_MIS_ARWRITOFF	
Rpt_Mis_ddAudit	
RPT_MIS_FEE_BYPARTY	
Rpt_MIS_Partyofac	
RPT_MIS_TRIALBALANCE	
RPT_MIS_WAIVEDFEE	
Security Log Audit Report	
Service Data Base Report	
Service Database	
SQL Results Into CSV	
Standby L/C Customer High Risk	
Standby's Expiring Next Month	
Steamship Extract	
Steamship Report	
SWFINREPORTNET	
Swift Fed Audit report	
Swift File Proces	
Swift Hold Process	
Swift In File Reconcilement	
Swift In Reconcilement	
Swift Inbound Detail Report	
Swift Inbound Summary Report	
Swift Interface	
Swift Message Process	
Swift Reconcilement Report	
Swift Stale Fragments	
Swift Verify	
Swift/Fed Outbound Report	
Tickler Report	
Tickler Report (All)	
Tickler Report (Future)	
Transaction Characteristics	
User Entitlement	

**Category**

<input checked="" type="radio"/> All	<input type="radio"/> Bankers' Acceptances	<input type="radio"/> Miscellaneous
<input type="radio"/> Letters of Credits	<input type="radio"/> Collections	<input type="radio"/> Utility Reports

**Selected Reports for Viewing/Printing**

MIS\LECB_RPT_MIS_ARWRITOFF_20150519_0003.PDF
MIS\LECB_RPT_MIS_ARWRITOFF_20150519_0002.PDF
MIS\LECB_RPT_MIS_ARWRITOFF_20150519_0001.PDF

**Report Type Properties**

Description: Accounts Receivable Write off Report		
Frequency: On-Demand	Time: On-Demand	Group: Miscellaneous

## **How to charge an additional fee, for billing via AR, when PCM drops**

If the bank wants to charge a flat fee whenever they bill via AR, they now have the ability to do so on Periodic fees that are created during the end of day.

If a periodic fee is billing via AR and there is another fee set up with the exact name of "ARPCMCHARGE" in fee maintenance, when a PCM drops for the LC, this fee will be tacked on and charged.

The screenshot shows the 'FeeChargesDetail' window for CIBAR Chicago. The title bar indicates it's for 'FeeName List'. The main area is titled 'Fee Detail' and contains the following information:

Setting	Value
Fee Name	ARPCMCHARGE
Ltr/Trans	STB ALL
Pkey	1410
G/L Income	Stby Fin Fee
Flat Amount	10.00
Annualized %	0.0000000000
Minimum	0.00
Maximum	0.00
MT798 Code	[dropdown]
IMPR Code	[dropdown]
Debit Who	OPN-Opener
How	Accounts Receivable
Fee Active	<input checked="" type="checkbox"/>
Include First Day	<input checked="" type="checkbox"/>
Include Last Day	<input checked="" type="checkbox"/>
B/A Fee	<input type="checkbox"/>
Discount	<input type="checkbox"/>
Deferred	<input type="checkbox"/>
All-in Rate	<input type="checkbox"/>
Loan	<input type="checkbox"/>
Description	AR Billing Charge
Party ID	[dropdown]
Country	[dropdown]
Charged	Charge Immediately [NOW]
Post G/L	Cash [C]
Method	Amount Flat [F]
Period	Not Applicable [NAP]
Final Period	Not Applicable [D]
Day Basis	Not Applicable [NAP]
Calculation Basis	Not Applicable [NAP]
Next Chg Option	Not Applicable [4]

At the bottom of the window are buttons for 'Allocate', 'Tiers', 'Save', 'Clear', and 'Quit'.

This is how the fee would need to be set up in GTS.

CIBAR Chicago - 03/15/19 - 1:07:32 PM - CHALVORSON - CB-AG-CO-30000061-00

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Fees and Charges**

Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip
Cable STB	55.00	0	OPN	WAO	NOW	NAP	03/07/2019	03/07/2019	0	0	03/07/2019	Cable St	
SOP Annual	513.70	1.25	OPN	AR	SOP	ANN	03/07/2019	03/08/2019	3	7	03/07/2019	SOP Ann	

Commission Start Date:  Apply To All (except BA Fees and Upfront at Amendment)

**Working Area for Fees**

Name: <input type="text"/>	Who: <input type="text"/>	How: <input type="text"/>	When: <input type="text"/>	Period: <input type="text"/>	
Annual Rate: <input type="text"/>	Amount: <input type="text"/>	Minimum Amount: <input type="text"/>			
Bill Start Date: <input type="text"/>	Bill End Date: <input type="text"/>	Next Charge Date: <input type="text"/>	Anniv Day: <input type="text"/>	Anniv Month: <input type="text"/>	Fee Description: <input type="text"/>

Form Complete

**Action Buttons:** Back, Next, Add, Modify, Delete, Calculate, Clear, Save, Cancel

In this example, the SOP Annual fee is being billed via AR.

CIBAR Chicago - 03/15/19 - 1:07:32 PM - CHALVORSON - CB-AG-CO-30000061-00 - [ GTS - Inquiry / Research Selection ]

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**GTS - Inquiry / Research Selection**

Service: ALL	Product: ALL	Our Reference: 30000061	Party Type: <input type="text"/>	Party ID: <input type="text"/>	Browse
Date - From: <input type="text"/>	To: <input type="text"/>	Party Ref: <input type="text"/>	Name: <input type="text"/>	Search	
Amount - From: <input type="text"/>	To: <input type="text"/>	Accounting History <input type="checkbox"/>		Clear	
Div: <input type="text"/>	Converted Reference: <input type="text"/>		Export		
Quit					

**Reference Number** **Seq** **Process** **Date** **Curr** **Transaction Amount** **USD Amount** **Customer Name** **Other Party** **Their Reference**

CB-AG-CO-30000061-00		ACC-TRA	2019/03/15 15:45	USD	770.55	770.55	DUTCH BROS COFFEE		
CB-AG-CO-30000061-00		ACC-TRA	2019/03/15 15:45	USD	513.70	513.70	DUTCH BROS COFFEE		
CB-AG-CO-30000061-00		STB-PCM	2019/03/14 15:31	USD	10.00	10.00	Dutch Bros Coffee	Chevrolet	
CB-AG-CO-30000061-00		STB-EXT	2019/03/14 15:31	USD	7,500.000.00	7,500.000.00	Dutch Bros Coffee	Chevrolet	
CB-AG-CO-30000061-00		ACC-TRA	2019/03/14 14:42	USD	770.55	770.55	DUTCH BROS COFFEE		

**Transaction / Inquiry Accounting Review**

Our Reference: CB-AG-CO-30000061-00	Event: STB-PCM	Print	Quit			
Party Name	Debit Amount	Credit Amount	GL Number	GL Code	Cur.	FX Rate
CB-A Dutch Bros Coffee	92,722.60		01770001	AR	USD	1.0000000000
CB-A Dutch Bros Coffee		92,722.60	01770004	ICNE	USD	1.0000000000
CB-A Dutch Bros Coffee	10.00		01770001	AR	USD	1.0000000000
CB-A Dutch Bros Coffee		10.00	01440008	COMMSTBFIN	USD	1.0000000000

\*\*\* Totals \*\*\*

92,732.60      92,732.60

Here, the PCM dropped with a fee for the AR billing included.

DATE: MARCH 14, 2019

DUTCH BROS COFFEE  
110 SW 4TH STREET  
GRANTS PASS, OR USA

**BILL ADVICE**

---

APPLICANT: DUTCH BROS COFFEE  
BENEFICIARY: CHEVROLET  
OUR REFERENCE: 30000061

---

THE FOLLOWING FEES ARE DUE US UNDER THE CAPTIONED REFERENCE NUMBER:

SOP ANNUAL

BILLING PERIOD:	DAYS	AMOUNT	RATE	FEE AMOUNT	
03/12/2019	03/06/2020	361	7,500,000.00	1.2500000%	92,722.60
			USD	\$92,722.60	
AR BILLING CHARGE			USD	\$10.00	
-----					
TOTAL AMOUNT DUE:		USD	\$92,732.60		

PLEASE REMIT YOUR CHECK PAYABLE TO CIBAR BANK WITHIN 10 DAYS.

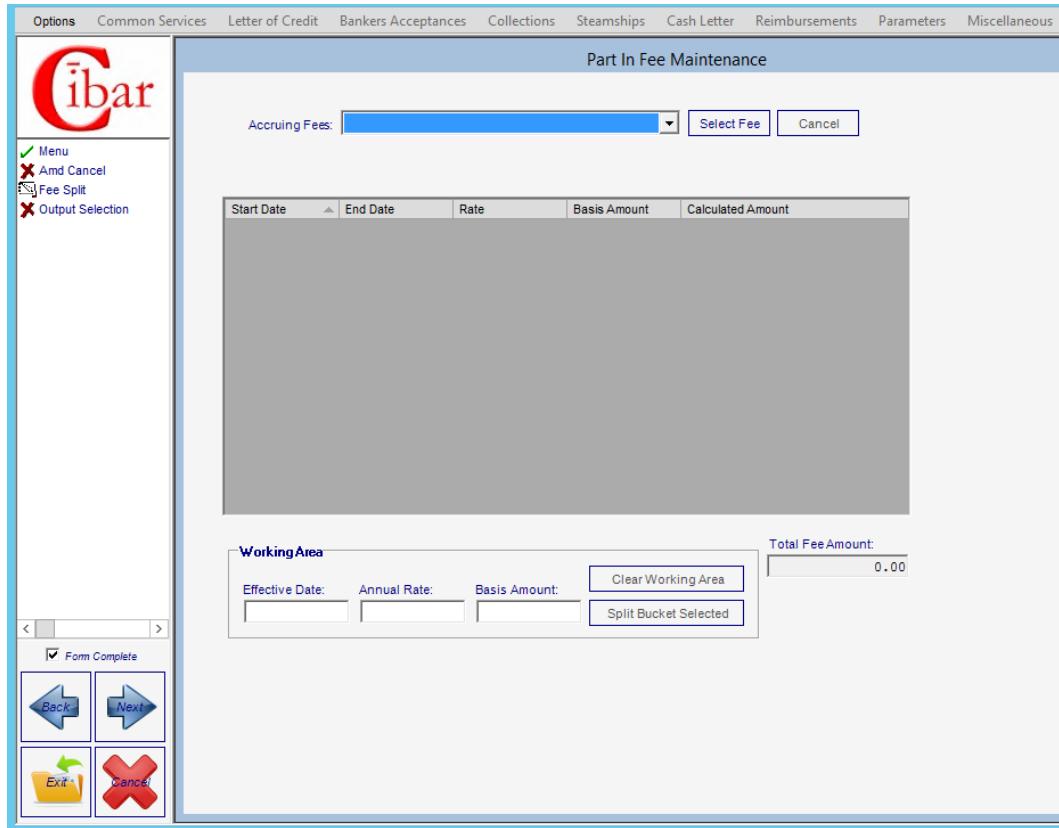
SHOULD YOU REQUIRE ANY ASSISTANCE, PLEASE CONTACT THE INTERNATIONAL BANKING DEPT. WHEN REFERRING TO THIS TRANSACTION, REMEMBER TO QUOTE OUR LETTER OF CREDIT NUMBER 30000061.

CIBAR, INC  
4575 HILTON PKWY  
SUITE 201  
COLORADO SPRINGS, CO 80918  
719-289-2529

## How to Track Part in Fees Owed by Agent Bank

A new screen was added to GTS to allow the calculation of the amount banks are expected to receive from the Agent Bank. No Accounting will generate from this screen.

The purpose of this screen is to allow end of period (EOP) fees accrued during the previous period to be updated when the Agent bank notifies you of increases, decreases, and rate changes after the end of the period.



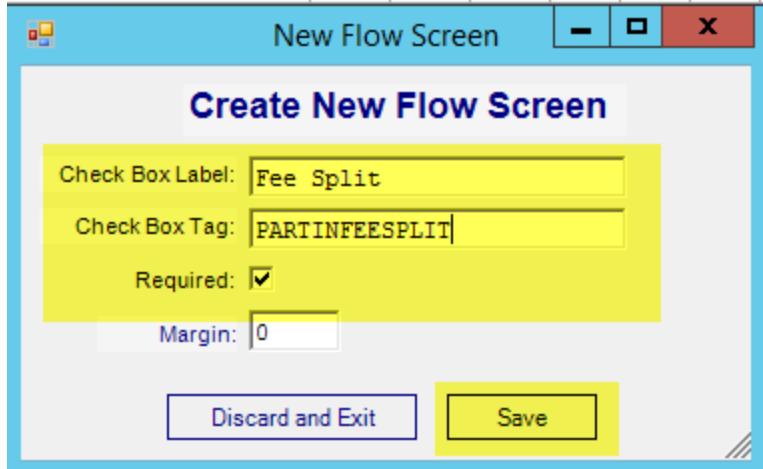
The below is a rough outline of the setup and testing sections taken from the whole procedure. Please contact Cibar for the complete How-To Guide for this enhancement.

### Setup:

Create a new [Fee Adjust] AMD model. It must have the [Fee Adjust] in it as this is what the program looks for.

- a. Go to Participation In Standby -> Amendment Model
  - b. Select the Short Amendment model and click Start
  - c. Change the name to Part IN Standby [FEE ADJUST]
2. The new Fee Split Screen must now be added to the model flow of the newly created model in step 2.
- a. Go to the Model Flow program and open it

- b. Select Create Screen. Once ‘Saved’, click ‘Select screen’ so it loads the new screen.



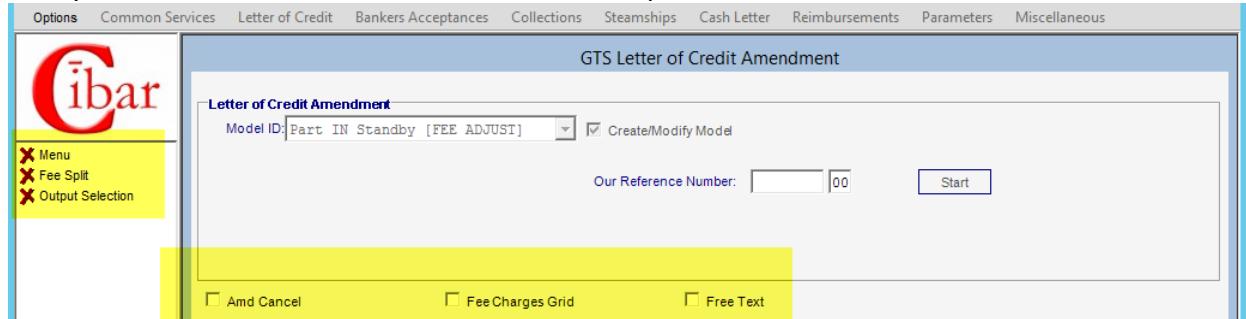
3. The new fee Split screen will load at the bottom of the grid. Highlight and click MOVE up until it is in the 3rd from the top position. Uncheck the required flag on the following screens (Amd Cancel, Fee Charges Grid, Credit Management, Free Text). Click ‘Approve’.

**Preview Changes**

Model Name	LE	Div	Serv	Prod	ModelPkey	Screen Name	Order	Required
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Menu	1	<input checked="" type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Amd Cancel	2	<input type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Fee Split	3	<input checked="" type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Fee Charges Grid	4	<input type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Credit Management	5	<input type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Free Text	6	<input type="checkbox"/>
Part IN Standby [FEE ADJUST]	BU	IT	PIS	AMD	873350	Output Selection	7	<input checked="" type="checkbox"/>

Flow Changes Effective Date:

4. Have IT execute the FlowUpdate batch file to add new screens.  
 5. Verify the Model is now available in the AMD drop down selection and looks like screenshot below.



6. Check that there is an EOP fee for the Participation fee, similar to the screenshot below.

Loaded 131 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

<input type="checkbox"/> Copy Fee	Name: EOP Average Daily Balance	New Fee Name: <input type="text"/>	<input type="checkbox"/> Show Inactive Fees
Fee Category:	L/C: <input type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/>	Letter: <input type="text"/>	Transaction: <input type="text"/>
SAR: <input type="radio"/> Wire: <input type="radio"/> Clear: <input type="radio"/>	<input type="button" value="Rebuild Fee List"/> <input type="button" value="ADD Fee"/> <input type="button" value="Delete Fee"/> <input type="button" value="Clear"/>		
Party ID: <input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Rebuild Fee List"/>	<input type="button" value="ADD Fee"/>
<b>Fee Detail</b>			
Fee Name: <input type="text" value="DP Average Daily Balance"/>	Ltr/Trans: <input type="text" value="STB"/>	ISS: <input type="text" value="42513"/>	G/L Income: <input type="text" value="L/C Participate Fee"/>
Flat Amount: <input type="text" value="0.00"/>	Party ID: <input type="text"/>	<input type="button" value="Browse"/>	Share Fee: <input type="text" value="No"/>
Annualized % <input type="text" value="1.0000000000"/>	Country: <input type="text"/>	<input type="button" value="Charged: End of Period [EOP]"/>	Post G/L: <input type="text" value="Daily [D]"/>
Minimum: <input type="text" value="0.00"/>	Debit Who: <input type="text" value="OPN-Opener"/>	<input type="button" value="Method: Average Daily Balance [A]"/>	Period: <input type="text" value="Quarterly [QTR]"/>
Maximum: <input type="text" value="0.00"/>	How: <input type="text" value="Accounts Receivable"/>	<input type="button" value="Final Period: Per-diem [P]"/>	Day Basis: <input type="text" value="365 Days [365]"/>
MT798 Code: <input type="text"/>	<input checked="" type="checkbox"/> Fee Active <input checked="" type="checkbox"/> Include First Day <input checked="" type="checkbox"/> Include Last Day <input type="checkbox"/> B/A Fee <input type="checkbox"/> Discount <input type="checkbox"/> Deferred <input type="checkbox"/> All-in Rate <input type="checkbox"/> Loan	<input type="button" value="Calculation Basis: Liability Amount [LIAB]"/>	<input type="button" value="Next Chg Option: Thru Last Day Period [7]"/>
Description: <input type="text" value="Part In Amount Expected"/>			
<input type="button" value="Allocate"/> <input type="button" value="Tiers"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Quit"/>			

## How to use the FEE SPLIT screen.

1. Issue a Part In Standby and add the Average Daily Balance Quarterly Fee.
2. Run End of Day to generate the accruals nightly.
3. Advance the date to quarter's end so a PCM can be created
4. If there are changes after a PCM is dropped, the fee adjust amendment screen can be used to update the fee.
  - a. This screen is where you will then enter all the increases, decreases, and fee rate changes to make sure the agent bank paid you the correct amount.
  - b. Select the original End of Period fee from the drop down. When you click select it will load the original bucket in the grid.

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Reimbursements	Param										
 <div style="background-color: #e0e0e0; padding: 5px;"> <span><input checked="" type="checkbox"/> Menu</span> <span><input checked="" type="checkbox"/> Amd Cancel</span> <span><input type="checkbox"/> Fee Split</span> <span><input checked="" type="checkbox"/> Fee Charges Grid</span> <span><input checked="" type="checkbox"/> Output Selection</span> </div>																		
<b>Part In Fee Maintenance</b>																		
Accruing Fees: <input type="text" value="EOP Average Daily Balance"/> <input type="button" value="Select Fee"/> <input type="button" value="Cancel"/>																		
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Start Date</th> <th style="text-align: left;">End Date</th> <th style="text-align: left;">Rate</th> <th style="text-align: left;">Basis Amount</th> <th style="text-align: left;">Calculated Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: left;">10/02/2018</td> <td style="text-align: left;">12/31/2018</td> <td style="text-align: left;">1.0000000000</td> <td style="text-align: left;">1,000,000.00</td> <td style="text-align: left;">2,493.15</td> </tr> </tbody> </table>									Start Date	End Date	Rate	Basis Amount	Calculated Amount	10/02/2018	12/31/2018	1.0000000000	1,000,000.00	2,493.15
Start Date	End Date	Rate	Basis Amount	Calculated Amount														
10/02/2018	12/31/2018	1.0000000000	1,000,000.00	2,493.15														

- c. Click on the grid to bring data into the working area, so the new amounts/rates can be entered.

The screenshot shows the 'Accruing Fees' dialog box. At the top, there is a dropdown menu set to 'EOP Average Daily Balance' with 'Select Fee' and 'Cancel' buttons. Below this is a grid table:

Start Date	End Date	Rate	Basis Amount	Calculated Amount
10/02/2018	12/31/2018	1.0000000000	1,000,000.00	2,493.15

Below the grid is a 'Working Area' section containing the following fields:

- Effective Date:** 12/05/2018
- Annual Rate:** 1.0000000000
- Basis Amount:** 1,050,000.00
- Total Fee Amount:** 2,493.15
- Buttons:** Clear Working Area, Split Bucket Selected

- d. Once the 'Split Bucket' is clicked, the calculations will generate according to the changes.

The screenshot shows the 'Accruing Fees' dialog box after changes have been made. The grid now includes two rows:

Start Date	End Date	Rate	Basis Amount	Calculated Amount
10/02/2018	12/04/2018	1.0000000000	1,000,000.00	1,753.42
12/05/2018	12/31/2018	1.0000000000	1,050,000.00	776.71

- e. Once all changes are made, the Total Amount will display in the bottom right corner. This eliminates your need for spreadsheets to track the amount you are owed.



- Menu
- Amd Cancel
- Fee Split
- Fee Charges Grid
- Output Selection

### Part In Fee Maintenance

Accruing Fees: EOP Average Daily Balance

Select Fee

Cancel

Start Date	End Date	Rate	Basis Amount	Calculated Amount
10/02/2018	12/04/2018	1.0000000000	1,000,000.00	1,753.42
12/05/2018	12/14/2018	1.0000000000	1,050,000.00	287.67
12/15/2018	12/22/2018	1.5000000000	1,050,000.00	345.21
12/23/2018	12/31/2018	1.5000000000	1,020,000.00	377.26

#### Working Area

Effective Date:

Annual Rate:

Basis Amount:

Total Fee Amount:

2,763.56

Form Complete


# USERS: Passwords, Profiles, & Entitlements

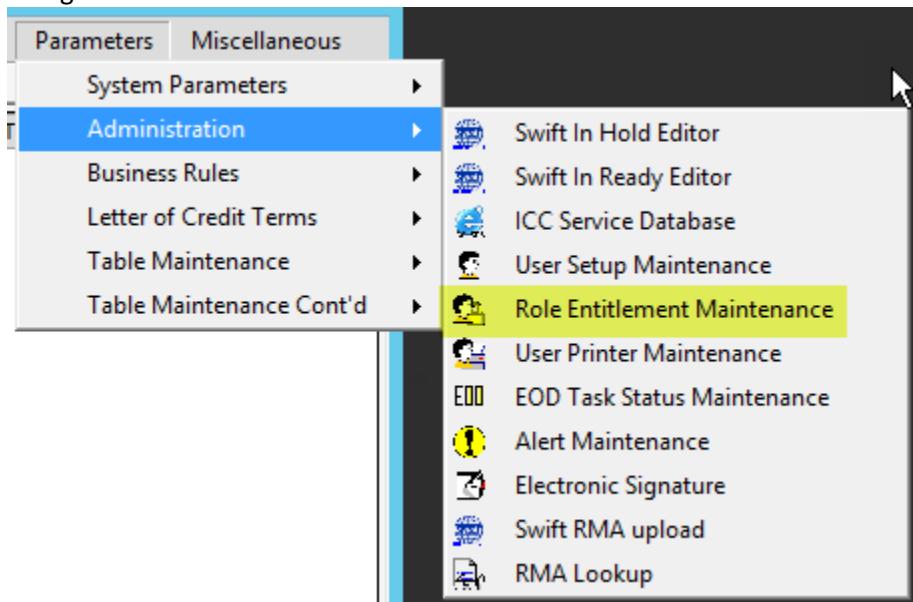
## Role Entitlement Setup

GTSnet uses Role Entitlement instead of User Entitlement. Role based entitlement crosses all legal entities.

### Overview

Step 1: Create / Modify a Role.

Navigate to: Administration -> Role Entitlement Maintenance



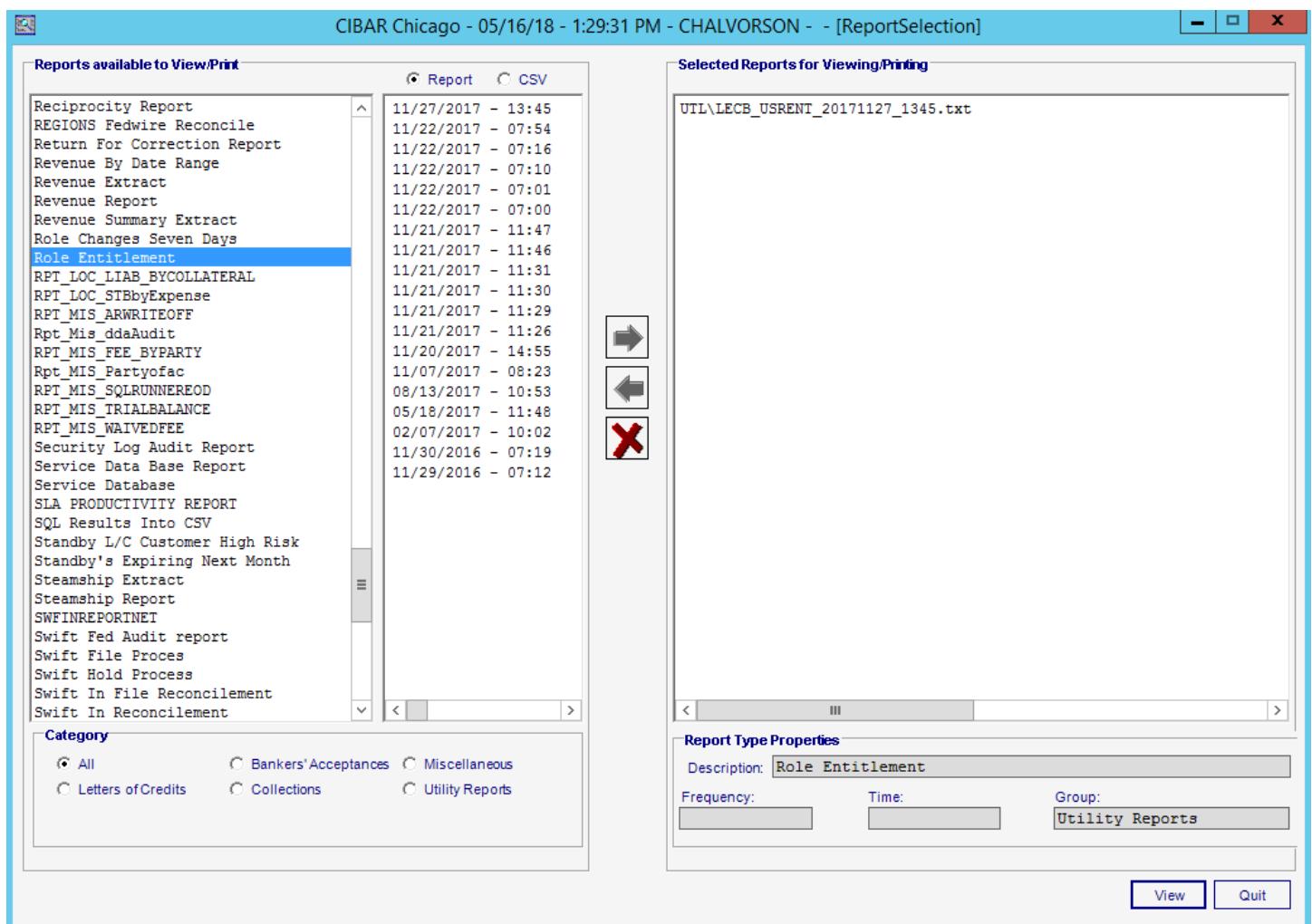
The screenshot shows the 'Role Entitlement Maintenance' window. At the top, there are fields for 'Entitlement For:' (Role ID: Business System Analyst) and 'New Role ID'. Below these are two checkboxes: 'Select and Save All Entitlements' and 'Deselect and Save All Entitlements'. A dropdown menu 'Select Service' is set to 'System'. Underneath, there are two rows of checkboxes for selecting service functions. The first row includes 'Service Select All' and 'Service Deselect All' checkboxes, followed by buttons for 'Inquiry', 'Entry', 'Repair', 'Delete', and 'Approval'. The second row lists various setup modules with checkboxes for 'All Functions Included': Legal Entity Setup, Division Setup, Department Setup, New Bank Setup, GTS Parameters, Calendar Setup, Service Product Maintenance, User Program Maintenance, LE Parameters, and GTS Alert Maintenance. At the bottom of the window are buttons for 'Save', 'Reset', 'Print', 'Exit', and 'Delete'.

Create the Role ID's you want to have available (For Example, Business System Analyst, Administrator, Letter of Credit Specialist, Inquiry User, etc....) and assign the respective entitlement level to this ROLE.

If you want to create a NEW Role you would type in the New Role ID field.

## Role Entitlement Report

In order to print the below report you must go to User Entitlement and click the PRINT button. This saves the report to Report Viewer for you to view.



Role ID: SuperUser

Admin	Admin
DANIEL	Daniel
GAYLE	GAYLE BLECKERT
GGELSTON	GARY GELSTON
JACK	Jack
JDAGNON	jack
JOANNE	JM
KEVIN	Kevin Klug
KINGTESTCA	KING TESTER
KINGTESTEU	King Tester EU
NMAYER	NICK MAYER
QAGAYLE	QA Gayle
QTRAN	QUE TRAN
SHANNON	Loren Shannon
TEST	test
TESTING	Testing
TMAYER	TIM MAYER

Service: System

	Inquiry	Entry	Repair	Delete	Approval
Legal Entity Setup	X	X	X	X	X
Division Setup	X	X	X	X	X
Department Setup	X	X	X	X	X
New Bank Setup	X	X	X	X	X
GTS Parameters	X	X	X	X	X
Calendar Setup	X	X	X	X	X
Service Product Maintenance	X	X	X	X	X
User Program Maintenance	X	X	X	X	X
LE Parameters	X	X	X	X	X
GTS Alert Maintenance	X	X	X	X	X

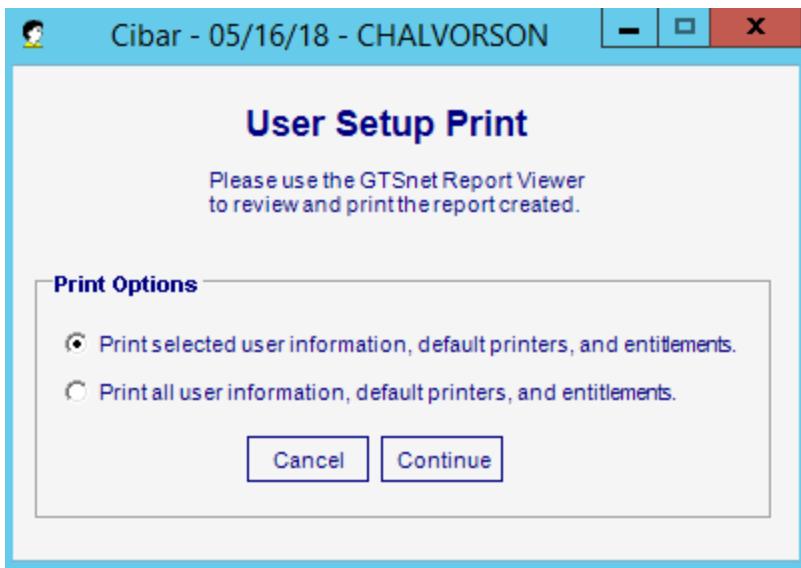
Service: Administration

	Inquiry	Entry	Repair	Delete	Approval
Swift In Hold-Edit	X	X	X	X	X
Swift In Ready Edit	X	X	X	X	X
ICC Service Database		X			
User Setup	X	X			
User Setup	X	X	X	X	
Role Entitlement	X	X	X	X	X
Role Entitlement	X	X	X	X	X
User Printer	X	X	X	X	X
EOD Scheduler	X	X	X	X	X
Alert Maintenance	X	X	X	X	X
Sign	X	X	X	X	X
Swift RMA upload	X	X	X	X	X
RMA Lookup	X	X	X	X	X

### User Main Report

In order to print the below report you must go to User Setup and click the PRINT button.

- This report will show the entitlement for each Role.



A screenshot of a Windows application window titled "CIBAR Chicago - 05/16/18 - 1:40:50 PM - CHALVORSON - [ReportSelection]". The window displays two main sections: "Reports available to View/Print" on the left and "Selected Reports for Viewing/Printing" on the right. The left section lists various reports, with "User Main" highlighted. It includes a date/time filter ("05/16/2018 - 01:41") and a "Category" section with radio button options: "All" (selected), "Letters of Credits", "Bankers' Acceptances", "Collections", "Miscellaneous", and "Utility Reports". The right section shows a single selected report: "UTI\LECB\_USRMAIN\_20180516\_0141.txt". Below the report list are three icons: a right-pointing arrow, a left-pointing arrow, and a red X. At the bottom is a "Report Type Properties" section with fields for "Description" (set to "User Main"), "Frequency" (set to "On-Demand"), "Time" (set to "On-Demand"), and "Group" (set to "Utility Reports"). At the very bottom are "View" and "Quit" buttons.

## How to setup a new user

Once the role has been created you can login to User Setup Maintenance function and assign a Role to a given user.

If you use LDAP you would fill in the Network ID.

CIBAR Chicago - 05/16/18 - 1:42:38 PM - CHALVORSON - - [User] - □ ×

### User Setup Maintenance

Select User ID:  Enable User  
User ID: CQUAVA  Active Select by Network ID:   
User Name: Cquava Halvorson Date User Added:   
User Title: QA Date Last Modified:   
Enter Role ID:   
Email: New Role for NICK  
New Role Test 13060  
PIS reinstatement test  
PNC approve role geb  
Self Approve  
Standby Only  
SuperUser  
Support Userz  
Phone Number:

Legal Entity: CB  Division: CO  Department: CI   Default Supervisor: admin



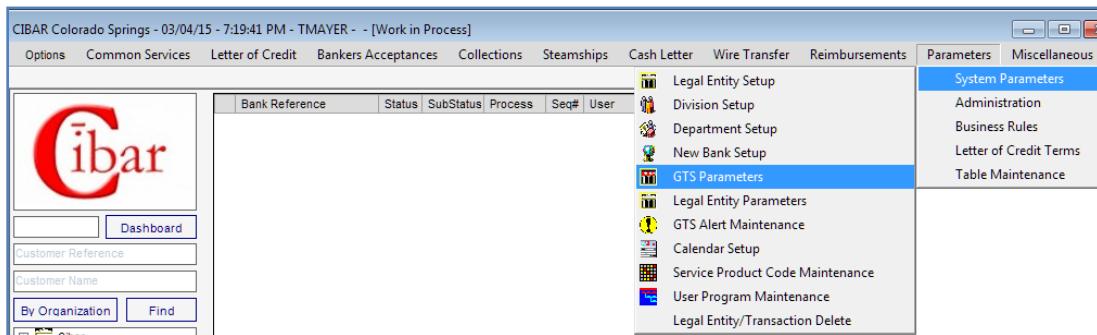
## Active Directory Login / LDAP

Banks want to have a single set of sign on credentials for its International Operations staff. They want to be able to use their existing Windows User Id / Password combination to log into GTSnet.

Based on aParmsGTS table setting shown below, GTSnet can now solicit the user id and password and make an API CALL to Windows Active Directory (LDAP) routines to validate the login credentials. This will enable the user to login to the system using their Windows Active Directory Login ID and Password.

This is controlled by aParmsGTS parameter as shown below.

If checked, GTSnet will interface with the bank's domain server to authenticate the user, otherwise it will use the User Name and Password to authenticate via the GTSnet database.

A screenshot of the 'General Parameters' configuration screen in the CIBAR Chicago application. The top navigation bar shows 'CIBAR Chicago - 01/08/18 - 12:40:41 PM - NMAYER - [Parms]'. Below the navigation bar, there are tabs for 'General', 'Files', 'Swift In', and 'Add'l Parameters'. The 'General Parameters' section contains various configuration options, many of which are checked. The 'User Sign On Parameters' section is highlighted with a yellow background and contains the option 'Authenticate User via LDAP' (which is checked). Other parameters in this section include 'Enable Enhanced Password capability', 'Minimum User ID Size', 'Minimum Password Size', 'Idle minutes before automatic logout', 'Can't reuse same password count', 'Maximum failed Login attempts till disabled', 'Disable User after days inactive', 'Password must be changed interval', 'Maximum daily password changes', and 'Security assigned Password must be reset within'. The 'Log Events' section contains options for 'Security Reporting' (including 'Login Failure', 'Login Success', 'Transactions', and 'Log all 'MemTable' Changes') and 'Individual Security Reports' (including 'Party Change', 'CRM Change', and 'Entitlement Change'). At the bottom right of the screen are 'Update' and 'Exit' buttons.

If LDAP is turned on you would enter the users Network ID in the User Setup Maintenance. This would allow the below example to sign into GTS as Nick but the transactions in WIP would show as NMAYER since this is the user id.

CIBAR Chicago - 01/09/18 - 12:45:49 PM - CHALVORSON - - [User] - □ ×

### User Setup Maintenance

Select User ID:

Select by Network ID:

User Name:  Date User Added:   
User Title:  Date Last Modified:   
Enter Role ID:   
Email:   
Phone Number:  Fax Number:

LegalEntity	Division	Department	Default	Supervisor	PKey
CB	AG	AC	Y	NMAYER	2234

Legal Entity:  Division:  Department:   Default Supervisor:



Above is the GTSnet Sign On From using LDAP single sign on. while below shows the GTSnet managed User Sign On.



If the bank does not want to use LDAP authentication, we have added more stringent GTSnet Password capabilities detailed below.

## Enhanced Password Capabilities

User Sign On Parameters	
<input type="checkbox"/>	Authenticate User via LDAP
<input checked="" type="checkbox"/>	Enable Enhanced Password capability
4	Minimum User ID Size
8	Minimum Password Size
0	Idle minutes before automatic logout
5	Can't reuse same password count
4	Maximum failed Login attempts till disabled
0	Disable User after days inactive
100	Password must be changed interval
3	Maximum daily password changes
1	Security assigned Password must be reset within

If the “**Enable Enhanced Password capabilities**” is checked, then GTSnet will prevent passwords from containing any user identification

- a. It is checked when changing the password from the GTSnet Sign On form
- b. It is checked when setting up or changing the password in User Setup

The program will check against the username. If a., the user name is found in the password, then the system will pop up a message box stating the password is not allowed due to matching on user's name

Also, If the “**Enable Enhanced Password capabilities**” is checked, then GTSnet will require that a user's new password is different by at least 3 characters

- a. It is checked when changing the password from the GTSnet Sign On form
- b. It is checked when setting up or changing the password in User Setup

Example:

- Minimum password length is 8 for regular users. Thus, the example:
- Old password: Tim12345
- New password: Tim12399 is no good
- New password: Tim12999 is good or ABC12345 is good

The “**Password must be changed**” field allows the bank to set the maximum number of days before the user is forced to reset his/her password.

If the “**Maximum Daily Password Changes**” is populated with 2, then the user cannot change his/her password more than 2 times per day.

- a. GTSnet has a new filed in the Parmsgts table called “MaxDailyPasswordChange”
- b. GTSnet has a new filed in the in UserMain table called “dailypasswordchange”
- c. This check only needs to be performed on the GTSnet Sign On Form.

- d. The GTSnet Sign On Form will check to ensure that the “passwordchange” value is not greater than the “MaxDailyPasswordChange” value.
- e. The only time the dailypasswordchange field is updated is when user changes the password on the login screen. The field doesn’t get updated when the password is reset by an administrator.
- f. When the password is reset from User Setup Super the dailypasswordchange field will be set back to 0.
- g. WIP Alerts will set the dailypasswordchange to be zero each night.

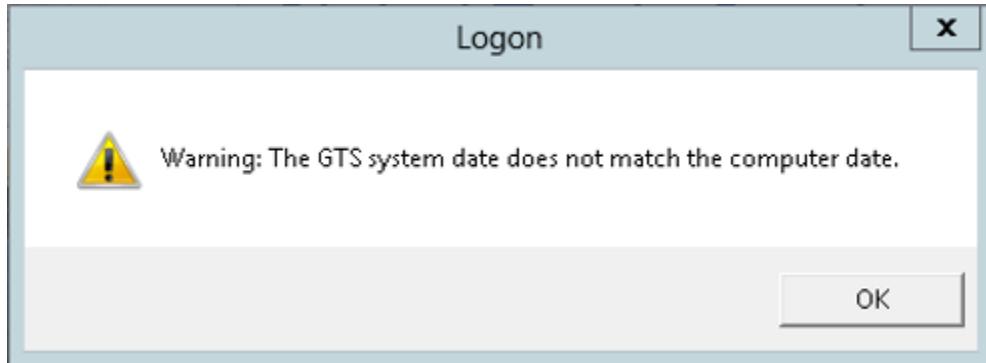
If the “**Admin Assigned PW must be reset within**” is populated with 3 (days), then the user must change the password within 3 days of receiving it.

- a. GTSnet has a new field in the Parmsgts table called “PasswordTerm”. This is a parameter that allows you to put in the number of days that the user has to change the password after being reset by user maintenance function.
- b. GTSnet has a new field in the UserMain table called “PasswordResetDate” which is used to compare against the parameter field.
- c. The GTSnet Sign On Form will check the current system date minus the PasswordResetDate does not exceed the PasswordTerm

If the calculation yields a date which is greater than the PasswordTerm, GTSnet will pop up a message that states, “Password needs to be modified within “X” days of a reset. Please contact your password administrator to have your password reset again”

### Check Business Date

This new Parmsgts parameter field which causes GTSnet to warn the TSR if the GTSnet Today’s Date is not equal to the computer date. This feature is used because on occasion a bank accidentally runs two end of days and doesn’t realize the date is incorrect until transactions have incorrectly been processed.



Screenshot of the GTSnet Parm Editor application window titled "CIBAR Chicago - 01/09/18 - 12:58:09 PM - CHALVORSON - - [Parms]". The "General" tab is selected. The "General Parameters" section contains several checkboxes:

- Allow 'Self Enable' at Login
- On Login Warn if Business Date and System Date are different (highlighted with a yellow box)
- Warn if Business Date and Transaction Date are different
- Transaction must go to PNDA the same day as Approval
- Repeat Payment Edits at PNDA
- Require a different User to 'PreSend' Documents
- Allow approval of transactions in ACTF status

The "User Sign On Parameters" section contains the following settings:

- Authenticate User via LDAP
- Enable Enhanced Password capability
- Minimum User ID Size: 4
- Minimum Password Size: 8
- Idle minutes before automatic logout: 0

## Role Entitlement using Active Directory (Advanced)

If the bank wants the ability to define Active Directory groups to Cibar Users in order to not have to login to GTSNet and ICCnet\BankWeb in order to add/maintain/delete users and the role that is associated to the user.

System configuration would be required if the bank would like to use this functionality.

***There would be an increased cost to activate this functionality.***

The bank is required to use LDAP authentication for signing into GTSnet and BankWeb in order to use this feature.

A screenshot of the Active Directory Users and Computers interface. On the left, the navigation pane shows 'Active Directory Users and Computers' under 'dotnetsrv'. The main pane displays a table of objects with columns for Name, Type, and Description. An arrow points from the text 'This is the Role that current users are assigned' to the 'Cibar\_prod\_gtsnet\_MemberServices' row, which is highlighted. This row is a Security Group - Universal type. A red double-headed arrow indicates a relationship between this row and the 'Members' tab of its properties dialog box. The 'Members' tab lists 10 users, each with a small profile icon and their name and Active Directory path. The text '10 users' is displayed at the bottom right of the list. The dialog box has tabs for General, Members, Member Of, and Managed By, with 'Members' selected.

Name	Type	Description
Builtin	builtinDomain	
Computers	Container	Default container for upgraded computer accounts
Domain Controllers	Organizational Unit	Default container for new Windows 2000 domain controllers
ForeignSecurityPrincipals	Container	Default container for security identifiers (SIDs) associated with objects from external, trusted domains
Managed Service Accounts	Container	Default container for managed service accounts.
Users	Container	Default container for upgraded user accounts
Cibar_prod_gtsnet_InquiryOnly	Security Group - Universal	FHLB Role for Inquiry Only
Cibar_prod_gtsnet_MemberServices	Security Group - Universal	FHLB Role for Member Services
EvergreenWebportal	Security Group - Domain Local	SunTrust Evergreen WebPortal

This is the Role that current users are assigned

10 users

The bank would have to setup roles in GTSnet to match Roles in Active Directory.

**Role Entitlement Maintenance**

Entitlement For:

Role ID: **Cibar\_prod\_gtsnet\_MemberServices**

New Role ID:

Select and Save All Entitlements  Deselect and Save All Entitlements

Select Service:

Service Select All  Service Deselect All

**Save** **Reset** **Print** **Exit** **Delete**

This screenshot shows the 'Role Entitlement Maintenance' window. At the top, it displays the 'Role ID' as 'Cibar\_prod\_gtsnet\_MemberServices'. Below this is a 'New Role ID' input field. There are two checkboxes: 'Select and Save All Entitlements' and 'Deselect and Save All Entitlements'. A dropdown menu labeled 'Select Service' is present. Underneath are two more checkboxes: 'Service Select All' and 'Service Deselect All'. At the bottom right are five buttons: 'Save', 'Reset', 'Print', 'Exit', and 'Delete'.

### **End of Day Program – ADDisableUsers**

This program is run nightly to deactivate any GTSnet users that are also inactive on their Active Directory account.

### **The Process of Automating an FX Upload**

FX Upload is a functionality that allows the automatic update of the current foreign exchange rates that are posted by the bank.

#### **How to setup the FX Upload**

To have the End of Day stream automatically process this file, a few steps need to be implemented before the program can successfully run. The first step is to make sure there is a directory to store the files.

A directory called FXUpload must be created in the interfaces directory. This will store the log files each time the program runs. This is also where the program will find the file needed to update the database.

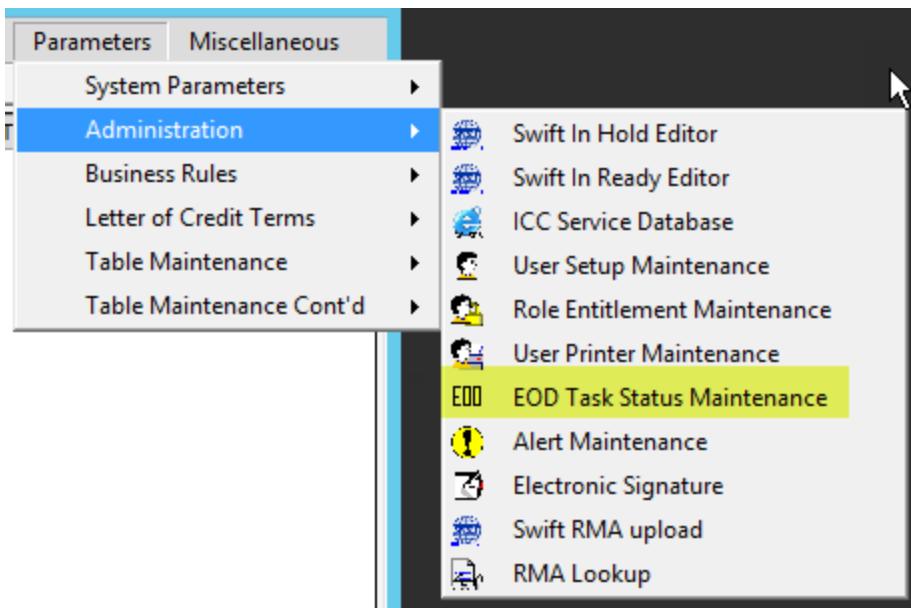
Name	Date modified	Type	Size
CXT	3/24/2013 4:05 PM	File folder	
Dart	3/24/2013 4:05 PM	File folder	
DDA	12/15/2014 7:10 PM	File folder	
DOCUMENTUM	12/15/2014 7:10 PM	File folder	
Email	12/15/2014 7:10 PM	File folder	
ETRM	12/6/2012 2:45 PM	File folder	
Extract	3/24/2013 4:05 PM	File folder	
Fax	5/28/2008 3:28 PM	File folder	
FED	12/15/2014 7:10 PM	File folder	
FSB	12/15/2014 7:10 PM	File folder	
FTI	5/28/2008 3:28 PM	File folder	
FX_Rates	12/15/2014 7:10 PM	File folder	
FXUpload	12/15/2014 7:10 PM	File folder	

The file needed to update the database is provided by the bank. It is the bank's job to keep the file up-to-date. The file needs to be named FX\_IN.CSV. This file needs to have the following information: The Currency Code (3 letter code that specifies that country's dollar currency), the description (what the letter code stands for), the buy rate, and the sell rate.

Currency	Description	Buy Rate	Sell Rate
AUD	AUSTRALIAN DOLLAR	0.8269	1.1247
CAD	CANADIAN DOLLAR	0.8487	1.1042
CHF	SWISS FRANCS	1.0765	0.8848
DKK	DANISH KRONER	0.1696	5.6036
EUR	EURO	1.2594	0.7624
BRL	Brazilian Real	2.1736	2.9149

### How to setup Task Status Maintenance to run FX Upload in EOD stream

Now we need to let GTS know to run the program in EOD. Having this run in EOD will have the program automatically update the database (as long as the file is kept up-to-date). Open the EOD Task Maintenance screen by going to Parameters->Administration->EOD Task Status Maintenance.



A task MUST be setup in Task Maintenance with the following characteristics:

Task Name = FxCurrencyLoad

Executable Name = Match the name of the bank specific executable

Run Time Allow = 0

Parameter 1 = FXUpload

With the following checkboxes selected

Runs as a Batch Process

Is Restartable

Is a Program

EOD CIBAR Chicago - 01/09/10 - 2:43:26 PM - CHALVORSON - [TaskStatus] - X

Task Id	Executable Tasks	Reports
<h3>Task Status Maintenance</h3> <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <p>Select Task Identifier: <input type="text" value="EOD_FXCURRENCYLOAD"/></p> <p>Task Name: <input type="text" value="EOD_FXCURRENCYLOAD"/></p> <p>Executable Name: <input type="text" value="EOD_FXCURRENCYLOAD.exe"/></p> <p>Start Time: <input type="text"/></p> <p>Run Time Allow: <input type="text" value="3"/></p> <p>Order Field: <input type="text"/></p> <p>Order Field Type: <input type="checkbox"/></p> <p>Allowed Step Fails: <input type="text" value="9"/></p> <p>Parameter 1: <input type="text" value="FXUpload"/></p> <p>Parameter 2: <input type="text"/></p> <p>Parameter 3: <input type="text"/></p> <p>Rerun Period: <input type="text" value="0"/></p> </div> <div style="flex: 1;"> <p><input checked="" type="checkbox"/> Runs as a Batch Process</p> <p><input checked="" type="checkbox"/> Is Restartable</p> <p><input type="checkbox"/> Displays a form</p> <p><input type="checkbox"/> Update Status</p> <p><input checked="" type="checkbox"/> Is a Program</p> <p><input type="checkbox"/> Is a Report</p> <p><input type="checkbox"/> Creates an XML File</p> <p><input type="checkbox"/> Available in Launch Task</p> <p><input checked="" type="checkbox"/> Can Be Skipped</p> <p><input type="checkbox"/> EOD Only</p> </div> </div>		

Now click on the 'Executable Tasks' tab. Find the

Task Id Executable Tasks Reports

**Executable Tasks Maintenance**

B· MAIN

- ... ADVANCEDATE
- ... ALLIANCE\_CREATEOUTPUT
- ... ALLIANCE\_SWF\_EXTRACT
- ... ALLIANCE\_SWF\_OUTPUT
- ... ALLIANCE\_SWFINPUT
- ... CARSINT
- ... CLEAN\_UP\_FILES
- ... EMAIL\_ERROR\_REPORT
- ... EOD
- ... EOD\_GTS\_FXCURRENCYLOAD
- ... EOD\_BA\_ACCRUAL
- ... EOD\_CARS\_GL\_EXTRACT
- ... EOD\_CASH\_LETTER
- ... EOD\_CIF\_EXTRACT
- ... EOD\_COL\_MATURITY
- ... EOD\_CPF\_ACCRUALS
- ... EOD\_DDA\_INTERFACE
- ... EOD\_EOP\_ACCRUAL
- ... EOD\_FXCURRENCYLOAD
- ... EOD\_GL\_EXTRACT
- ... EOD\_GTS\_CARS\_GL\_EXTRACT
- ... EOD\_IMP\_PAY\_EXTRACT
- ... EOD\_LOANEOP\_ACCRUAL
- ... EOD\_LOC EVERGREEN
- ... EOD\_LOC EVERGREEN\_NOTIFICATION
- ... EOD\_LOC\_FEESPROJECTION
- ... EOD\_LOC\_MATURITY
- ... EOD\_MIS\_ARCLAIM
- ... EOD\_MIS\_ARWRITEOFF
- ... EOD\_MIS\_EXPENSECODEMOVE
- ... EOD\_MIS\_MAT\_CHG
- ... EOD\_RUNBATCHFILE
- ... EOD\_SHUTDOWN
- ... EOD\_SOP\_ACCRUAL
- ... EOD\_SWF\_EXTRACT
- ... EOD\_SYSTEM\_UP
- ... EOD\_WIRE\_OUT
- ... EODUNLOCK
- ... FLOWSCREENUPDATE
- ... INTRANET\_CREATEOUTPUT
- ... INTRANET\_SWFINPUT
- ... MIS\_ACCOUNTANALYSIS
- ... MIS\_FXCURRENCYLOAD
- ... MIS\_OVERRIDE\_EXPENSECODE
- ... MIS\_SQLRUNNEDEROID
- ... MISCPURGE
- ... PURGEINTERFACES

B· EOD

- ... SWIFTINRECONRPT
- ... RPT\_MIS\_SWFRECONCILE
- ... EOD\_MIS\_EXPENSECODEMOVE
- ... MIS\_OVERRIDE\_EXPENSECODE
- ... RPT\_MIS\_GLTRANACRU\_BAT
- ... EOD\_LOC EVERGREEN
- ... EOD\_LOC EVERGREEN\_NOTIFICATION
- ... EOD\_WIRE\_OUT
- ... EOD\_FXSCANNER
- ... EOD\_MIS\_ARWRITEOFF
- ... EOD\_LOC\_MATURITY
- ... EOD\_MIS\_MAT\_CHG
- ... EOD\_MIS\_ARCLAIM
- ... EOD\_SOP\_ACCRUAL
- ... EOD\_EOP\_ACCRUAL
- ... EOD\_BA\_ACCRUAL
- ... EOD\_CASH\_LETTER
- ... EOD\_LOANEOP\_ACCRUAL
- ... EOD\_GL\_EXTRACT
- ... EOD\_IMP\_PAY\_EXTRACT
- ... EOD\_DDA\_INTERFACE
- ... EOD\_CARS\_GL\_EXTRACT
- ... EOD\_GTS\_CARS\_GL\_EXTRACT
- ... RPT\_MIS\_HIGHRISKCTRY
- ... RPT\_MIS\_REV
- ... RPT\_MIS\_GLTRANEOD
- ... RPT\_LOC\_BYREF
- ... RPT\_MIS\_ARBYREF
- ... RPT\_MIS\_DFCBYPARTY
- ... RPT\_LOC\_COUNTRYEXPOSURE
- ... RPT\_LOC\_COMMACC
- ... RPT\_LOC\_CUSTSTATEMENT
- ... RPT\_LOC\_UNABLETOEXPIRE
- ... RPT\_LOC\_AUTOEXTOM
- ... RPT\_LOC\_ACCRUALBAL
- ... RPT\_LOC\_WEEKLYFEEBILLING
- ... RPT\_MIS\_ARBYPARTY
- ... RPT\_LOC\_WITHAUTHEXPIRE
- ... RPT\_MIS\_AROVRDUE
- ... RPT\_MIS\_ARWRITEOFF
- ... RPT\_LOC\_DISCREPANCY
- ... RPT\_LOC\_EVGNNOTIFY
- ... RPT\_LOC\_AUTOEXT
- ... RPT\_LOC\_CUSTSTMT
- ... RPT\_LOC\_EXPIRED
- ... RPT\_LOC\_EXPIREDAILY
- ... RPT\_LOC\_AUTOSCHBYREF
- ... RPT\_LOC\_EXPIRFOTMORROW

## FX Revalue

For each currency you would select if you want the currency to revalue. You can also select the movement %. For example, if you only want to revalue if the movement is greater than 3% you can enter a 3 in the movement % field. If you have a 0 in this field the currency will revalue regardless of the movement.

The screenshot shows a software interface titled "Foreign Currency Code Maintenance for Base Currency". The window has a blue header bar with the title and some system icons. Below the header, the base currency is set to "USD". The main form contains the following fields:

- Foreign Currency Selection: **Euro Currency** (selected in a dropdown menu)
- Foreign Currency Code: **EUR**  Active:
- List Box Description: **Euro Currency**
- Description: **EURO**
- Effective Date: **12/05/2017**
- Spot Rate: **0.77888898**
- Sell Rate: **0.77888898**
- Movement %: **0**  Revalue: (This field is highlighted with a yellow background)

On the right side, there is a group box labeled "Rate Quoted as" containing two radio button options:

- Multiply Rate-Base Currency per FX
- Divide Rate - FX per Base Currency

At the bottom of the window are several buttons: Add, Modify, Clear, Print, and Exit.

The below foreign currency transaction was booked at a rate of 1.15760000

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous



Menu  
 Loc Parties  
 Special Instructions  
 Primary  
 Shipping Instructions  
 Drafts Drawn On  
 Bills of Lading  
 Fee Charges Grid  
 Desc of Goods  
 Docs Required  
 Additional Conditions  
 Party Text  
 Free Text  
 Swift 759  
 OFAC Text  
 Credit Management  
 Output Selection

### Primary Form

Letter Type: Import Issued Form of Credit: Irrevocable

Transferable Conditions:

**Amount and Currency**

Face Amount: 100,000.00	Tolerance + (plus): <input type="checkbox"/>	- (minus): <input type="checkbox"/>	Maximum Credit: <input style="width: 100px; height: 20px; border: none; background-color: #f0f0f0;" type="button" value="..."/>
Currency Code: EUR <input style="border: none; padding: 0 5px;" type="button" value="Browse"/>	Rate: 0.7500000000	FX Contract: <input type="text"/>	Base Liability: 133,333.33
Margin Amount: 0.00	Margin %: 0.0000000000	Margin Balance: 0.00	

**Issue and Expiration**

Issue Date: 12/01/2017	Expiration Date: 04/04/2018	Effective Date: 12/01/2017
Exp. Place: Shipping Point	Purpose Code: Documentary-Imports	ICC Pub: UCP LATEST VERSION
Other: <input type="text"/>	<input checked="" type="checkbox"/> URR Latest Version	Confirmation Instructions: Without

**LOC Checkboxes**

<input type="checkbox"/> Waiting on Clarification	<input type="checkbox"/> Waiting on Confirmation	<input type="checkbox"/> Assignment of Proceeds	Liability Days after Maturity: 4
<input type="checkbox"/> Waiting on Authentication	<input type="checkbox"/> Do not Purge this L/C	<input type="checkbox"/> FDACredit-Clearance Days: <input type="text"/>	

**Site Specific Options**

<input type="checkbox"/> Import checkbox newx
---

< >  Form Complete

If two weeks from now the rate is 1.13250000 and you run the FX Revalue program the system will adjust the liability accounting automatically.

Transaction / Inquiry Accounting Review

Our Reference: CB-AG-AC-00100001-00	Event: IMP-FXR	Print	Quit			
Party Name	Debit Amount	Credit Amount	GL Number	GL Code	Cur.	FX Rate
Vortex Corp		46,666.67	0122022	CLIMPO	EUR	0.7500000000
Vortex Corp	46,666.67		0111022	BLIMPO	EUR	0.7500000000
Vortex Corp		133,333.33	01220020	CLIMP	EUR	0.7500000000
Vortex Corp	133,333.33		00022233	BANKLIAB	EUR	0.7500000000
Vortex Corp	44,935.80		01220022	CLIMPO	EUR	0.7788889800
Vortex Corp		44,935.80	01110022	BLIMPO	EUR	0.7788889800
Vortex Corp	128,388.00		01220020	CLIMP	EUR	0.7788889800
Vortex Corp		128,388.00	00022233	BANKLIAB	EUR	0.7788889800
*** Totals ***	353,323.80	353,323.80				

## How to run an FX Revalue

There are a couple options on running the FX Revalue program.

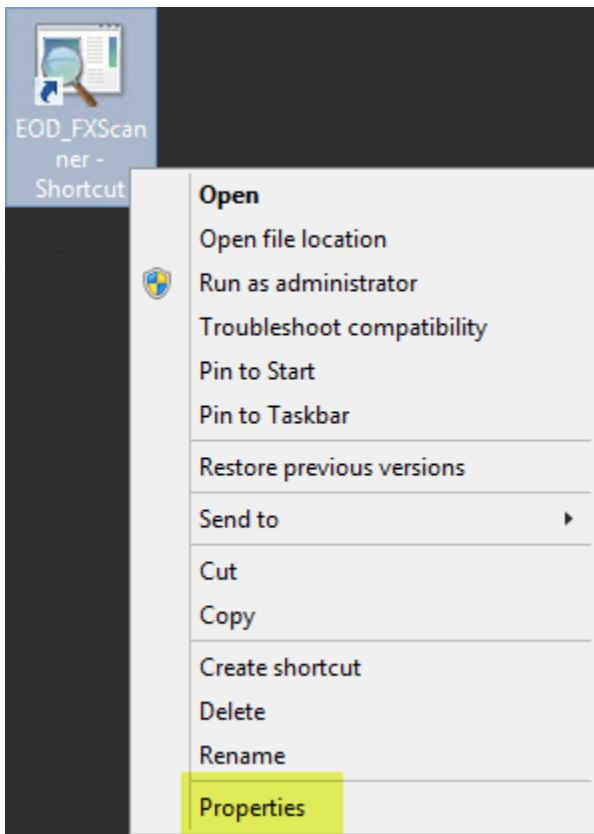
- You can run manually, once per month, or whatever period you select. This can be done via a shortcut on a user's desktop or via a windows scheduler.
- You can run nightly during your end of day process if you want to revalue nightly.

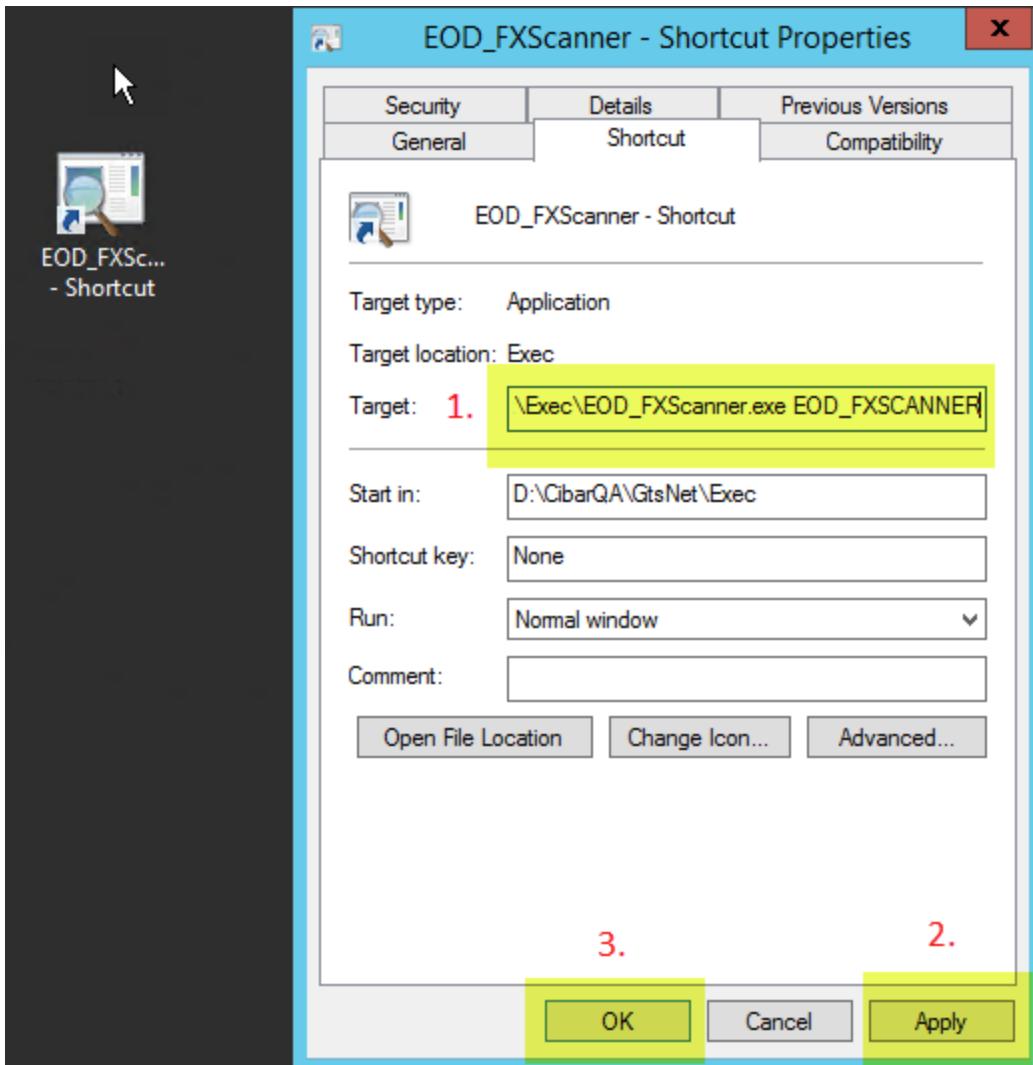
## How to place in End of Day stream to run nightly.

The screenshot shows the 'Executable Tasks Maintenance' screen. It has two main panes. The left pane lists tasks under 'MAIN' and 'EOD'. The right pane lists tasks under 'EOD'. A red arrow points from the left pane to the right pane, specifically highlighting the 'EOD\_FXSCANNER' task in the right pane, which is also highlighted with a red box. Other tasks listed include ADVANCEDATE, ALLIANCE\_CREATEOUTPUT, ALLIANCE\_SWF\_EXTRACT, etc., in the left pane, and SWIFTINRECONRPT, RPT\_MIS\_SWFRECONCILE, etc., in the right pane.

## Creating Shortcut if you run once a month or less frequent than nightly.

The screenshot shows a Windows File Explorer window with a search results view. A file named 'EOD\_FXScanner' is selected. A context menu is open over the file, with the 'Send to' option highlighted. Under 'Send to', the 'Desktop (create shortcut)' option is also highlighted with a yellow box. Other options in the 'Send to' submenu include Compressed (zipped) folder, Cut, Copy, Create shortcut, Delete, Rename, Open file location, and Properties.



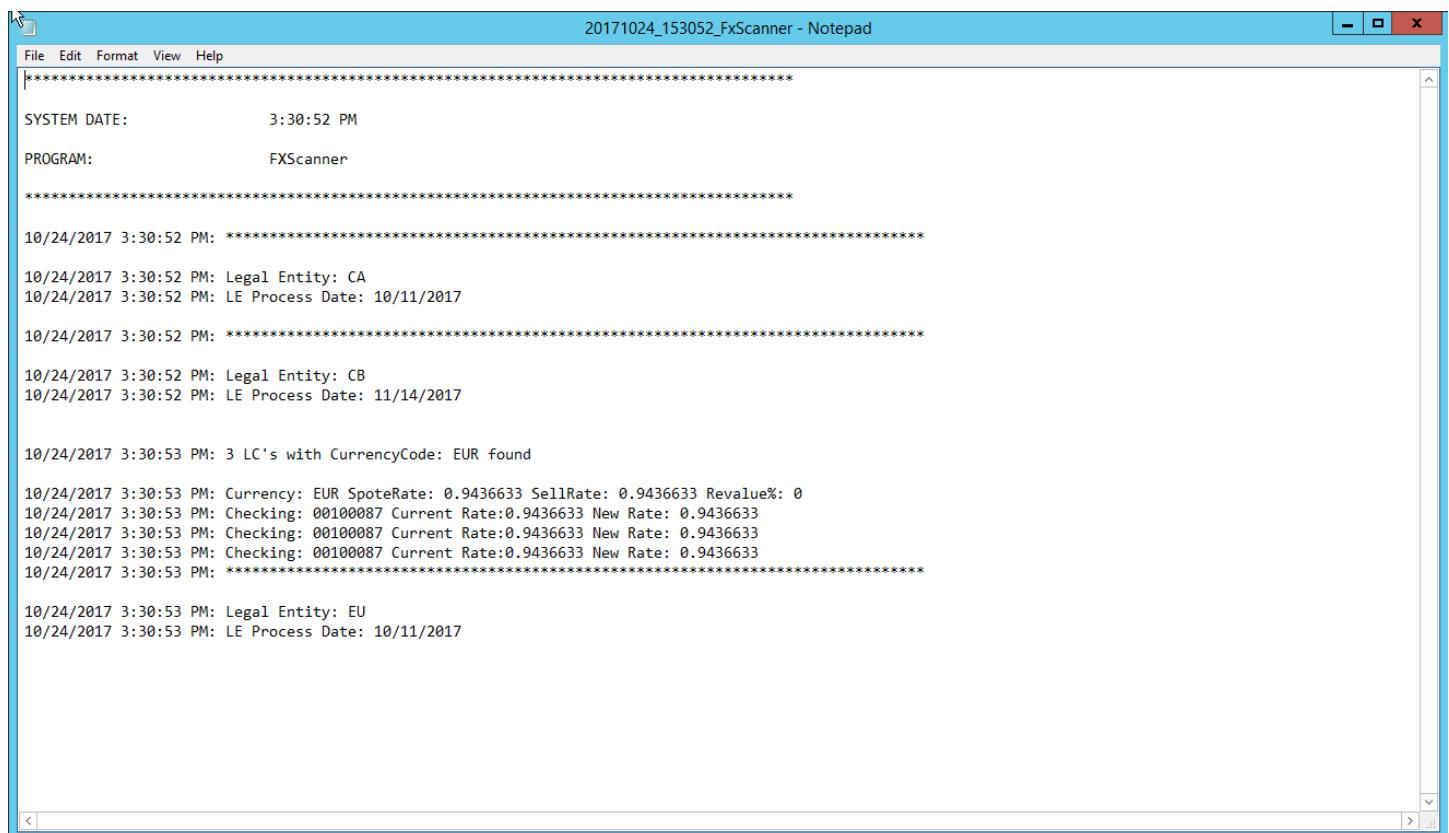


After creating shortcut to EOD\_FXSCANNER,

1. Add EOD\_FXSCANNER in the task name (space between exe. And EOD).
2. Hit Apply
3. then OK.

## FX Revalue Logging

In the GTSnets\EOLogs directory there is a FXScanner.log file that will show the currencies and reference numbers that were reposted.



The screenshot shows a Windows Notepad window titled "20171024\_153052\_FxScanner - Notepad". The window contains a log of FX Scanner activity. The log includes system date and time, program name, and various log entries for legal entities CA, CB, and EU, detailing currency codes, rates, and revalue percentages. The log ends with a summary of found LC's and their details.

```
*****  
SYSTEM DATE: 3:30:52 PM  
PROGRAM: FXScanner  
*****  
10/24/2017 3:30:52 PM: *****  
10/24/2017 3:30:52 PM: Legal Entity: CA  
10/24/2017 3:30:52 PM: LE Process Date: 10/11/2017  
10/24/2017 3:30:52 PM: *****  
10/24/2017 3:30:52 PM: Legal Entity: CB  
10/24/2017 3:30:52 PM: LE Process Date: 11/14/2017  
10/24/2017 3:30:53 PM: 3 LC's with CurrencyCode: EUR found  
10/24/2017 3:30:53 PM: Currency: EUR SpoteRate: 0.9436633 SellRate: 0.9436633 Revalue%: 0  
10/24/2017 3:30:53 PM: Checking: 00100087 Current Rate: 0.9436633 New Rate: 0.9436633  
10/24/2017 3:30:53 PM: Checking: 00100087 Current Rate: 0.9436633 New Rate: 0.9436633  
10/24/2017 3:30:53 PM: Checking: 00100087 Current Rate: 0.9436633 New Rate: 0.9436633  
10/24/2017 3:30:53 PM: *****  
10/24/2017 3:30:53 PM: Legal Entity: EU  
10/24/2017 3:30:53 PM: LE Process Date: 10/11/2017  
*****
```

## Setting up Commissions and Fees

## Fee Maintenance

Available Options for Calculations and Setup

OCEAN BANK Doral - 12/01/22 - 12:52:39 PM - LAUREN - [Feechargesdetail]

Loaded 131 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

Copy Fee <input type="checkbox"/>	Name: <input type="text" value="SOP MON 365"/>	New Fee Name: <input type="text"/>	<input type="checkbox"/> Show Inactive Fees		
Fee Category:	L/C: <input type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/> SAR: <input type="radio"/> Wire: <input type="radio"/> Clear: <input type="radio"/>	Letter: <input type="text"/>	Transaction: <input type="text"/>		
Party ID: <input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Rebuild Fee List"/>	<input type="button" value="Add Fee"/>	<input type="button" value="Delete Fee"/>	<input type="button" value="Clear"/>
<b>Fee Detail</b>					
Fee Name: <input type="text" value="SOP MON 365"/>	Ltr/Trans: <input type="text" value="STB ISS"/>	Pkey: <input type="text" value="1201"/>	G/L Income: <input type="text" value="Issue"/>		
Flat Amount: <input type="text" value="0.00"/>	Party ID: <input type="text"/>	<input type="button" value="Browse"/>	Share Fee: <input type="text" value="No"/>		
Annualized %: <input type="text" value="1.0220000000"/>	Country: <input type="text"/>	<input type="button" value="Charged"/>	<input type="text" value="Start of Period [SOP]"/>		
Minimum: <input type="text" value="500.00"/>	Debit Who: <input type="text" value="OPN-Opener"/>	<input type="button" value="Post G/L"/>	<input type="text" value="Monthly [M]"/>		
Maximum: <input type="text" value="0.00"/>	How: <input type="text" value="DDA Account"/>	<input type="button" value="Method"/>	<input type="text" value="Beginning Balance [B]"/>		
MT798 Code: <input type="text"/>	<input checked="" type="checkbox"/> Fee Active <input checked="" type="checkbox"/> Include First Day <input checked="" type="checkbox"/> Include Last Day	<input type="button" value="Period"/>	<input type="text" value="Monthly [MON]"/>		
IMPR Code: <input type="text"/>	<input type="checkbox"/> B/A Fee <input type="checkbox"/> Discount <input type="checkbox"/> Deferred	<input type="button" value="Final Period"/>	<input type="text" value="Per-diem [P]"/>		
	<input type="checkbox"/> All-in Rate <input type="checkbox"/> Loan	<input type="button" value="Day Basis"/>	<input type="text" value="360 Days [360]"/>		
Description: <input type="text" value="SOP Commission Monthly First Day"/>	<input type="button" value="Calculation Basis"/> <input type="text" value="Liability Amount [LIAB]"/>				
<input type="button" value="Next Chg Option"/> <input type="text" value="To First Day Period [2]"/>					
<input type="button" value="Allocate"/> <input type="button" value="Tiers"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Quit"/>					

Cibar's Global Trade Services (GTS) application provides the capability to allow users to create, modify, and delete standard bank fees. As part of this process the user establishes a name for this fee (e.g. SOP\_QTR\_360), which process it will be available for use in (e.g. Standby Issue, Standby Pay, Standby All, etc.) and defines its attributes such as

- Flat amount
- Annual rate
- Minimum per period
- Income account to credit
- Accrue daily or monthly over the commission period or take directly to income
- Include the first day, last day, or both in the commission calculation
- The day basis (360, 365, 366)
- The basis amount (liability amount, amendment amount, drawing amount, etc.)
- Calculate last period as full period or per diem (actual days until expiry)
- The default who to charge (Opener/Applicant, Beneficiary, Third party, etc.)
- The default how to charge (DDA, ACH, Fedwire, A/R, Invoice, etc.)
- Fee allocation between two parties
- Fee Tiers

Loaded 100 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

<input type="checkbox"/> Copy Fee	Name: EOP QTR 365 1%	New Fee Name:	<input type="checkbox"/> Show Inactive Fees																																	
Fee Category:	L/C: <input type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/>	Letter: <input type="button" value="Browse"/>	Transaction: <input type="button" value="Browse"/>																																	
SAR: <input type="radio"/> Wire: <input type="radio"/> Clear: <input type="radio"/>	Party ID: <input type="text"/>	<input type="button" value="Rebuild Fee List"/>	<input type="button" value="Add Fee"/>	<input type="button" value="Delete Fee"/>	<input type="button" value="Clear"/>																															
<b>Fee Detail</b>																																				
Fee Name:	EOP QTR 365 1%	Ltr/Trans:	STB <input type="radio"/> ALL <input type="radio"/>	Pkey:	563 <input type="button" value="Browse"/>																															
Flat Amount:	0.00	Party ID:	<input type="button" value="Browse"/>	G/L Income:	Issue <input type="button" value="Browse"/>																															
Annualized %:	1.0000000000	Country:	<input type="button" value="Browse"/>	Charged:	End of Period [EOP] <input type="button" value="Browse"/>																															
Minimum:	0.00	Debit Who:	OPN-Opener <input type="button" value="Browse"/>	Post G/L:	Daily [D] <input type="button" value="Browse"/>																															
Maximum:	0.00	How:	DDA Account <input type="button" value="Browse"/>	Method:	Average Daily Balance [A] <input type="button" value="Browse"/>																															
MT798 Code:	<input type="button" value="Browse"/>	IMPR Code:	<input type="button" value="Browse"/>	Period:	Quarterly [QTR] <input type="button" value="Browse"/>																															
Fee Active <input checked="" type="checkbox"/> Include First Day <input checked="" type="checkbox"/> Include Last Day				Final Period:	Per-diem [P] <input type="button" value="Browse"/>																															
<input type="checkbox"/> B/A Fee <input type="checkbox"/> Discount <input type="checkbox"/> Deferred				Day Basis:	360 Days [360] <input type="button" value="Browse"/>																															
<input type="checkbox"/> All-in Rate <input type="checkbox"/> Loan				Calculation Basis:	Liability Amount [LIAB] <input type="button" value="Browse"/>																															
Description: EOP QTR TEST <input type="button" value="Allocate"/> <input type="button" value="Tiers"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Quit"/>																																				
Next Chg Option: To Last Day Month [5] <input type="button" value="Browse"/>																																				
<table border="1"> <tr><td>Charge Immediately [NOW]</td></tr> <tr><td>End of Period [EOP]</td></tr> <tr><td>Start of Period [SOP]</td></tr> <tr><td>Upfront Ann. Qtr [UPF]</td></tr> <tr><td>Upfront Option 2 [UP2]</td></tr> <tr><td>Cash [C]</td></tr> <tr><td>Daily [D]</td></tr> <tr><td>Monthly [M]</td></tr> <tr><td>Amount Flat [F]</td></tr> <tr><td>Average Daily Balance [A]</td></tr> <tr><td>Ending Balance [E]</td></tr> <tr><td>Annual [ANN]</td></tr> <tr><td>Life [LIF]</td></tr> <tr><td>Monthly [MON]</td></tr> <tr><td>Quarterly [QTR]</td></tr> <tr><td>Semi-annual [SAN]</td></tr> <tr><td>Full Period [F]</td></tr> <tr><td>Per-diem [P]</td></tr> <tr><td>360 Days [360]</td></tr> <tr><td>365 Days [365]</td></tr> <tr><td>366 Days [366]</td></tr> <tr><td>90-Day Quarters [9]</td></tr> <tr><td>Anniversary [0]</td></tr> <tr><td>Anniversary Bus Day [10]</td></tr> <tr><td>Prorated [11]</td></tr> <tr><td>Thru Expiration [8]</td></tr> <tr><td>Thru Last Day Period [7]</td></tr> <tr><td>To First Day Month [1]</td></tr> <tr><td>To First Day Period [2]</td></tr> <tr><td>To Last Business Day [6]</td></tr> <tr><td>To Last Day Month [5]</td></tr> </table>						Charge Immediately [NOW]	End of Period [EOP]	Start of Period [SOP]	Upfront Ann. Qtr [UPF]	Upfront Option 2 [UP2]	Cash [C]	Daily [D]	Monthly [M]	Amount Flat [F]	Average Daily Balance [A]	Ending Balance [E]	Annual [ANN]	Life [LIF]	Monthly [MON]	Quarterly [QTR]	Semi-annual [SAN]	Full Period [F]	Per-diem [P]	360 Days [360]	365 Days [365]	366 Days [366]	90-Day Quarters [9]	Anniversary [0]	Anniversary Bus Day [10]	Prorated [11]	Thru Expiration [8]	Thru Last Day Period [7]	To First Day Month [1]	To First Day Period [2]	To Last Business Day [6]	To Last Day Month [5]
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Start of Period [SOP]																																				
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Quarterly [QTR]																																				
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To First Day Month [1]																																				
To First Day Period [2]																																				
To Last Business Day [6]																																				
To Last Day Month [5]																																				

Once the standard fees are defined, anyone of them may be altered (higher / lower rate, minimum, etc.) and linked to a customer by using the standard fee name and adding the customer's party id to the fee. Once this is done, then wherever that standard fee is to be utilized (Standby Issuance, etc.) if you are doing a transaction on behalf of a customer with a customer specific fee it will be loaded in place of the standard fee.

For instance, if your standard issuance fee is \$100.00 flat and is named STANDARD ISSUANCE and it is associated with the standby issuance process and you establish a customer specific fee for IBM Corp named STANDARD ISSUANCE and it is for \$75.00 then whenever you do a non-IBM standby issuance the fee will automatically load \$100.00 and when you do a standby issuance where IBM Corp is the Opener/Applicant then \$75.00 will preload instead of the \$100.00. The user at the transaction level does not have to do anything special for this to occur.

In addition, GTS is driven by models that define which fees and documents will be preloaded as defaults. These fees may be deleted or waived and the user may add other fees listed in the drop-down list for any given transaction.

For instance, you may determine that you have a standard standby issuance model which includes a flat fee (STANDBY ISSUANCE) and a start of period, quarterly fee (SOP\_QTR\_360) and you may have a performance standby issuance model which has no flat fee, but includes a quarterly, end of period, average daily balance fee (EOP\_QTR\_ADB\_365). Thus, with two different models, two different fee schemes can be automatically loaded into the transaction without operator intervention. All they do is select the appropriate model for the type transaction they are doing (e.g. Standard versus Performance).

Once added to a transaction, periodic fees continue to occur on their specified anniversary until the credit expires, or they are manually stopped or modified.

Waived fees are tracking within the GTS revenue reporting so that you can tell over time how much is being waived by the Account Officers.

For Standby's the GTS system provides for multiple combinations of periodic fees which cover IRB's, Evergreens, and Participation / Syndications. You can establish a threshold for which fees are cash basis versus accrual. These fees are very flexible and are driven by the Next Charge Option selected on the Fee Setup screen shown above.

## Evergreen Automatic Renewal Fee

To automate charging a RENEWAL FEE when an evergreen credit renews, you would first make sure we have the "Charge Evergreen Renewal Fee" parameter turned on for the legal entity.

General | Add1 Parameters |

### Legal Entity Parameter Maintenance

Legal Entity: <input type="text" value="Amerant Bank"/>	Standby
Legal Entity Party ID: <input type="text" value="AMERANT"/>	Notify AO: <input type="text" value="60"/> Notify IF
<b>Bank Setup</b>	Notify AAO: <input type="text" value="45"/> Notify IRE
Default GL: <input type="text"/>	Notify AO/AAO: <input type="text" value="30"/> Notify IRB AC
Bank Active: <input type="text" value="AMB"/>	Notify AAO Sales Officer: <input type="text" value="99"/> Notify AO Ni
Base Currency: <input type="text" value="USD"/>	Evergreen Tickler User: <input type="text" value="Admin"/>
Interface Code: <input type="text" value="AMB"/>	<input checked="" type="checkbox"/> Charge Evergreen Renewal Fee
GL Length: <input type="text" value="7"/>	<input type="checkbox"/> Evergreen Amendment Extends LC
DDA Length: <input type="text" value="10"/>	<input type="checkbox"/> Evergreen Scanner Cancels LC
Bank Group Length: <input type="text" value="3"/>	<input checked="" type="checkbox"/> Evergreen Scanner Processes on Expiry

Then, we start by attaching a Start of Period Evergreen fee to the LC transaction. The key to creating a Start of Period Evergreen fee is to make sure the fee is billed in advance ("Start of Period) and the period is Evergreen ("EVG").

Loaded 44 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

Copy Fee	Name:	SOP EVG 365 A	New Fee Name:		Show Inactive Fees
Fee Category:	<input checked="" type="radio"/> LC	<input type="radio"/> BIA	<input type="radio"/> COL	<input type="radio"/> SAR	<input type="radio"/> WIRE
Party ID:	Letter:		Transaction:		
<input type="button" value="Browse"/>		<input type="button" value="Rebuild Fee List"/>	<input type="button" value="Add Fee"/>	<input type="button" value="Delete Fee"/>	<input type="button" value="Clear"/>
<b>Fee Detail</b>					
Fee Name:	SOP EVG 365 A	Utr/Trans:	STB	Play:	13074
Flat Amount:	0.00	Party ID:	<input type="button" value="Browse"/>		
Annualized %:	2.0000000000	Country:	<input type="button" value="Charged"/>		
Minimum:	250.00		Start of Period [SOP]		
Maximum:	0.00	Debit Who:	OPN-Opener	Method:	Beginning Balance [B]
MT798 Code:		How:	DDA Account	Period:	Evergreen (EVG)
IMPR Code:		<input checked="" type="checkbox"/> Fee Active	<input checked="" type="checkbox"/> Include First Day	<input checked="" type="checkbox"/> Include Last Day	Final Period:
		<input type="checkbox"/> BIA Fee	<input type="checkbox"/> Discount	<input type="checkbox"/> Deferred	Per-diem [P]
		<input type="checkbox"/> All-in Rate	<input type="checkbox"/> Loan	Day Basis:	365 Days [365]
Description:	Start of Period Evergreen Commission				
<input type="button" value="Allocate"/> <input type="button" value="Tiers"/> <input type="button" value="Save"/> <input type="button" value="Clear"/> <input type="button" value="Quit"/>					

This fee designed to bill from the time you add the fee to the transaction (although it can be back-dated) thru the current Expiration...whether the expiration is 9 months away, 12 months away, or 16 months away...any number of months.

As you can see in the example below when we attach the fee to an LC issued on 4/5/23 which expires on 10/7/24, we get a fee with a first period that covers the entire initial period thru the current expiration.

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Reimbursements
			Fees and Charges				
<input checked="" type="checkbox"/> Menu			Fee	Amount	Rate	Who	How
<input checked="" type="checkbox"/> Loc Parties			SOP EVG 365 A	15,123.29	2	OPN	DDA
<input checked="" type="checkbox"/> Special Instructions							When
<input checked="" type="checkbox"/> Primary							SOP
<input checked="" type="checkbox"/> Standby							EVG
<input checked="" type="checkbox"/> Drafts Drawn On							Start Dt
<input checked="" type="checkbox"/> Collateral							04/05/2023
<input checked="" type="checkbox"/> Fee Charges Grid							End Dt
<input checked="" type="checkbox"/> Swift 759							10/07/2024
<input checked="" type="checkbox"/> Free Text							
<input checked="" type="checkbox"/> OFAC Text							
<input checked="" type="checkbox"/> Output Selection							

And the first bill during the issuance shows we're covering 552 days in the initial period.

DATE: APRIL 05, 2023

CALICO CORNERS  
203 GALE LN  
KENNETT SQUARE, PA 19348

ADVICE OF DEBIT

OUR REFERENCE: 30000007  
APPLICANT: CALICO CORNERS  
BENEFICIARY: SALESFORCE INC

WE HAVE DEBITED YOUR DEMAND DEPOSIT NUMBER XXXXXX1321 IN REFERENCE TO STANDBY LETTER OF CREDIT NUMBER 30000007 FOR THE FOLLOWING:

START OF PERIOD EVERGREEN COMMISSION  
BILLING PERIOD: DATE AMOUNT RATE FEE AMOUNT  
04/05/2023 10/07/2024 552 500,000.00 2.000000% 15,123.29  
USD \$15,123.29

TOTAL OF OUR CHARGES: USD \$15,123.29

SHOULD YOU REQUIRE ANY ASSISTANCE, PLEASE CONTACT THE GLOBAL TRADE SERVICE OPERATIONS CUSTOMER SERVICE AS SHOWN ABOVE. WHEN REFERRING TO THIS LETTER OF CREDIT, REMEMBER TO QUOTE OUR REFERENCE NUMBER 30000007.

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To create this Standby Issuance with the Automatically charged Flat Amount renewal fee, we first make sure that in our Standby screen, we select “Charge” in the **Renewal Fee dropdown**.



Then, you make sure you have a fee created with the keyword “STBRENEWAL”.

Loaded 44 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

<input type="checkbox"/> Copy Fee	Name: <input type="text"/>	New Fee Name: <input type="text"/> STPRENEWAL	<input type="checkbox"/> Show Inactive Fees		
Fee Category:	LIC: <input checked="" type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/> SAR: <input type="radio"/> Wrie: <input type="radio"/> Clear: <input type="radio"/>	Letter: <input type="text"/> Standby Issued [STB]	Transaction: <input type="text"/> Issuance [ISS]		
Party ID: <input type="text"/>	<input type="button"/> Browse	<input type="button"/> Rebuild Fee List	<input type="button"/> Add Fee	<input type="button"/> Delete Fee	<input type="button"/> Clear
<b>Fee Detail</b>					
Fee Name: <input type="text"/> STPRENEWAL	Ltr/Trans: <input type="text"/> STB	Pkey: <input type="text"/>	G/L Income: <input type="text"/> COMM MISC		
Flat Amount: <input type="text"/> 200	Party ID: <input type="text"/>	<input type="button"/> Browse	Share Fee: <input type="text"/> No		
Annualized %: <input type="text"/> 0	Country: <input type="text"/>	Charged: <input type="text"/> Charge Immediately [NOW]			
Minimum: <input type="text"/> 0	Post G/L: <input type="text"/> Cash [C]				
Maximum: <input type="text"/> 0.00	Debit Who: <input type="text"/> OPE-Opener	Method: <input type="text"/> Amount Flat [F]			
MT798 Code: <input type="text"/>	How: <input type="text"/> DDA Account	Period: <input type="text"/> Not Applicable [NAP]			
IMPR Code: <input type="text"/>	<input checked="" type="checkbox"/> Fee Active <input checked="" type="checkbox"/> Include First Day <input checked="" type="checkbox"/> Include Last Day	Final Period: <input type="text"/> Not Applicable [D]			
	<input type="checkbox"/> B/A Fee <input type="checkbox"/> Discount <input type="checkbox"/> Deferred	Day Basis: <input type="text"/> Not Applicable [NAP]			
	<input type="checkbox"/> All-in Rate <input type="checkbox"/> Loan	Calculation Basis: <input type="text"/> Not Applicable [NAP]			
Description: <input type="text"/> Auto Extension Processing Fee	Next Chg Option: <input type="text"/> Not Applicable [4]				
<input type="button"/> Tiers <input type="button"/> Save <input type="button"/> Clear <input type="button"/> Exit					

Then, 553 days later, on 10/8/2024, the Accruals program will make sure the LC has indeed been extended and it will prepare a bill from 10/8/2024 thru the new expiration date (for my example I extended to 10/7/2025).

During this bill, the SOP Evergreen fee will look to see if the Legal Entity parameter is clicked on (first screenshot), that the LC's Renewal Fee dropdown has been set to "**Charge**", and that the STPRENEWAL fee is set up in Commissions & Fees. At that point, it'll tack on the fee to the bill, collecting the flat amount funds the same way that the SOP Evergreen fee does...and that flat fee will post straight into Income while the SOP Evergreen fee would accrue daily thru the period.

DATE: OCTOBER 08, 2024

CALICO CORNERS  
203 GALE LN  
KENNETT SQUARE, PA 19348

**ADVICE OF DEBIT**

OUR REFERENCE: 30000007  
APPLICANT: CALICO CORNERS  
BENEFICIARY: SALESFORCE INC

WE HAVE DEBITED YOUR DEMAND DEPOSIT NUMBER XXXXXX1321 IN REFERENCE TO STANDBY LETTER OF CREDIT NUMBER 30000007 FOR THE FOLLOWING:

AUTO EXTENSION PROCESSING FEE	USD	\$200.00		
START OF PERIOD EVERGREEN COMMISSION				
BILLING PERIOD: 10/08/2024 10/07/2025	DAYS 365	AMOUNT 500,000.00	RATE 2.000000%	FEE AMOUNT \$10,000.00
			USD	\$10,000.00
<b>TOTAL OF OUR CHARGES:</b>			USD	<b>\$10,200.00</b>

SHOULD YOU REQUIRE ANY ASSISTANCE, PLEASE CONTACT THE GLOBAL TRADE SERVICE OPERATIONS CUSTOMER SERVICE AS SHOWN ABOVE. WHEN REFERRING TO THIS LETTER OF CREDIT, REMEMBER TO QUOTE OUR REFERENCE NUMBER 30000007.

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To stop the RENEWAL FEE from charging on any given LC, you'd just enter an amendment and choose "**Do Not Charge**" in the Renewal Fee dropdown.

If you choose to charge a different amount for your renewal fees, you'd simply edit the STBRENEWAL fee thru Commission & Fees and change the Flat Amount.

## Anniversary

Anniversary is calculated from the issue date of the L/C or from a date the Trade Service Representative indicates as the next charge date at time of selecting fee. Fees on an anniversary basis can be start of period or end of period and can be on a monthly, quarterly, semiannual, or annual basis.

When selecting this type of fee, the fee period will go through the last day of that frequency. These fees will always occur on the same day of the month. If the commission start date is May 10, the first day of each new period will be the 10th.

## Anniversary Month & Day added to Fee Modify Screen

The fee modify screen was updated to have the Anniversary Month and Anniversary Day textboxes added. This will allow the user to change the fee's anniversary month and day, when necessary.

Currently, this is ONLY available for SOP fees, not for EOP fees.

The screenshot shows the 'Fee Modify' screen in the Cibar software interface. At the top, there is a navigation bar with tabs: Options, Common Services, Letter of Credit, Bankers Acceptances, Collections (which is selected), Steamships, Cash Letter, Wire Transfer, Reimbursements, and Parameters. On the left, there is a sidebar with a logo and three menu items: Menu, Special Instructions, and Fee Mod. The main area is titled 'Fee Modify'. It contains a table with columns: Flat Amount, Fee Description, Who, How, Minimum Amt, Ann Mon, and Ann Day. One row in the table is visible, showing 0.00 for Flat Amount, SOP Annual for Fee Description, OPN for Who, DDA-001864653466 for How, 200.00 for Minimum Amt, 2 for Ann Mon, and 28 for Ann Day. Below the table is a form with various input fields: Fee Name, Fee End Date, Next Charge Date, Rate, Flat Amount, Description, Share, Minimum Amount, Who, How, Anniv Month, Anniv Day, and Effective Date. The 'Anniv Month' and 'Anniv Day' fields are highlighted with yellow boxes.

For example:

### Start of Period (SOP) Fees

Issued 4/10/9 with quarterly fee

First bill would drop on 4/10/9 covering 4/10 – 7/9 inclusive.

Next bill will drop on 7/10 covering 7/10 – 10/9 inclusive.

### End of Period (EOP) Fees

Issued 4/10/09 with quarterly fee

First bill would drop 7/9 covering 4/10 – 7/9 inclusive.

Next bill will drop on 10/9 covering 7/10 – 10/9 inclusive.

### **First Day of the Month**

The bill always drops on the ***first day of any month Jan, Feb, Mar, Apr...*** The frequency can be start of period or end of period and can be on a monthly, quarterly, semiannual or annual basis. The fee period will always go ***through*** the last day of the frequency.

### Start of Period (SOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop the bill on 5/10 covering 5/10 – 7/31 inclusive (short first period)

Next bill will drop on 8/1 covering 8/1 – 10/31 inclusive

End of Period (EOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop on 8/1 covering 5/10 – 8/1 inclusive (short first period)

Next bill would drop on 11/1 covering 8/2 – 11/1 inclusive

### **First Day of the Period**

For both SOP and EOP Fees, the bill always drops on the *first day of any calendar period Jan, Apr, Jul, and Sep.* The frequency can be start of period or end of period and can be on a monthly, quarterly, semiannual or annual basis. The fee period will always go *through* the last day of that frequency.

Start of Period (SOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop the bill on 5/10 covering 5/10 – 6/30 inclusive (short first period)

Next bill will drop on 7/1 covering 7/1 – 9/30 inclusive

### **First Day Period Continued...**

End of Period (EOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop on 7/1 covering 5/10 – 7/1 inclusive (short first period)

Next bill would drop on 10/1 covering 7/2 – 10/1 inclusive

### **To Last Day Calendar Period (5)**

The frequency can be start of period or end of period and can be on a monthly, quarterly, semiannual or annual basis. The fee period will always go *to the last calendar day* of that frequency.

Start of Period (SOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop the bill on 5/10 covering 5/10 – 6/29 inclusive (short first period)

Next bill will drop on 6/30 covering 6/30 – 9/29 inclusive

End of Period (EOP)

Issued 5/10/09 with quarterly fee

First bill would drop on 6/29 covering 5/10 –6/29 inclusive (short first period)

Next bill would drop on 9/29 covering 6/30 – 9/29 inclusive

### To Last Business Day of Calendar Period (6)

To the last business day of a calendar frequency can be start of period or end of period and can be on a monthly, quarterly, semi-annual or annual basis. When selecting this type of fee, the fee period will only go to the last business day of that frequency.

Start of Period (SOP)

Issued 5/10/09 with quarterly fee

First bill would drop the bill on 5/10 covering 5/10 – 6/29 inclusive (short first period)

Next bill will drop on 6/30 covering 6/30- 9/29 inclusive

End of Period (EOP)

Issued 5/10/09 with quarterly fee

First bill would drop on 6/29 covering 5/10 –6/29 inclusive (short first period)

Next bill would drop on 9/29 covering 6/30 – 9/29 inclusive

### Thru Last Day Calendar Period (7)

To the last day of a calendar frequency can be start of period or end of period and can be on a monthly, quarterly, semi-annual or annual basis. When selecting this type of fee, the fee period will only go to the last calendar day of that frequency.

Start of Period (SOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop the bill on 5/10 covering 5/10 – 6/30 inclusive (short first period)

Next bill will drop on 7/1 covering 7/1 – 9/30 inclusive

End of Period (EOP) Fees

Issued 5/10/09 with quarterly fee

First bill would drop on 6/30 covering 5/10 –6/30 inclusive (short first period)

Next bill would drop on 9/30 covering 7/1 – 9/30 inclusive

### Thru Expiration (8)

These fees are typically used for Evergreen credits and the first period goes from the effective date to the original expiration date. If the expiration date is extended, on the night of the original expiration it will drop a bill for the period from the original expiration to the new expiration. You can have a short or long first period followed by many additional periods of the same tenure as specified when you issued the credit (usually 12 months).

#### Start of Period (SOP) Fees

Issued 5/10/09 Evergreen fee with an expiration of 7/31/10

First bill dropped today 5/10/09 covering 5/10/09 – 8/2/10

If the LC was extended, then the next bill will drop on 8/3/10 covering 8/3/10 – the new expiration date.

#### End of Period (EOP) Fees

Issued 5/10/09 Evergreen fee with an expiration of 7/31/10

First bill will drop 8/2/10 covering 5/10/09 – 8/2/10

If the LC was extended, then the next bill will drop on the new expiration date covering 8/3/10 – the new expiration date.

Note: In both cases, the initial calculation would have taken the fee to 7/31/10 but that is a Saturday, so the system took it to the next business day.

Bills that are due on Saturday or Sunday will drop on the last business day prior if the Saturday, Sunday is for the same month. Otherwise Saturday, Sunday for the new month go on the next bill.

Final expirations always roll to the next business day.

#### **366 Day Basis Definition in GTS**

The 365/366 Actual day basis in GTS is listed as 366 basis. When selecting a fee on a 366-day basis, GTS will automatically adjust the calculation to 366 days in a leap year. However, the calculation does not begin on the first day of the leap year. Instead, GTS begins using the 366-day basis when the periodic commission start date is in the leap year. It will then continue to accrue on 366-day basis through the end of a particular period, even if that period goes over into a non-leap year. The following examples illustrate how GTS accounts for a 366-day basis calculation:

#### EOP SAN 366 B

Example: 6/30/03 – 12/30/03 in arrears calculated on 365/366-day basis

12/31/03 – 6/29/04

In this example, GTS will not begin calculating on 366 days until 6/30/04 – 12/30/04 since the periodic commission start date in 2004 leap year was 6/30/04.

## SOP MON 366 C

Example: 12/1/03 – 12/31/03 upfront calculated on 365/366-day basis

1/1/04 – 1/31/04

In this example, GTS will begin calculating on 366 days on 1/1/04 – 1/31/04 since the periodic commission start date in 2004 leap year was 1/1/04.

## EOP MON 366 A

Example: 12/5/03 – 1/4/04 in arrears calculated on 365/366-day basis

1/5/04 – 2/4/04

In this example, GTS will not begin calculating on 366 days until 1/5/04 – 2/4/04 since the periodic commission start date in 2004 leap year was 1/5/04.

## **GTS Accrual Process**

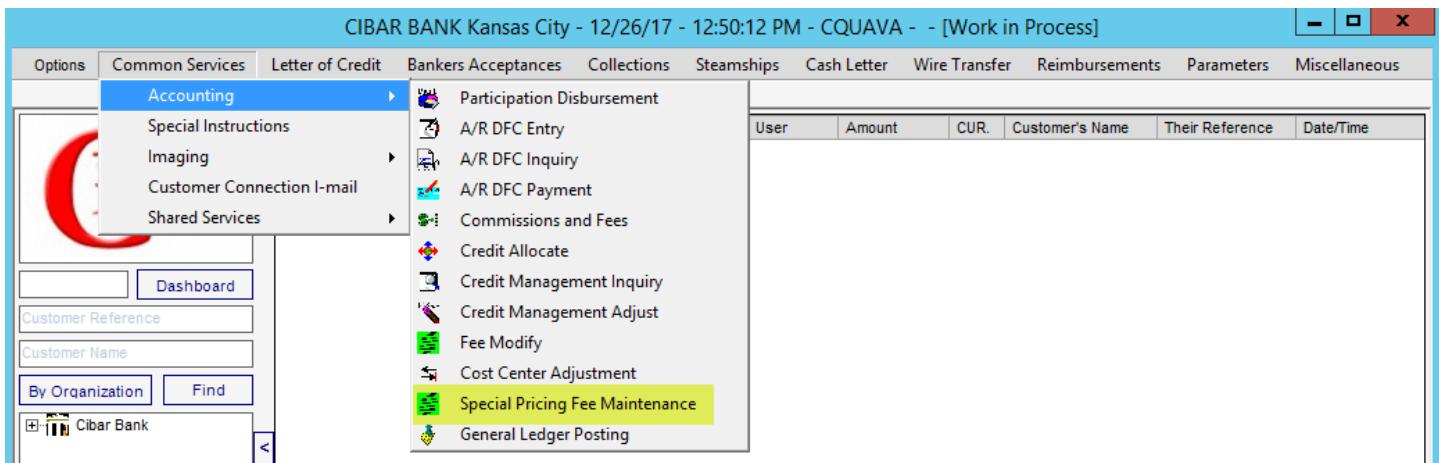
GTS accrues all fees on a daily basis. On Friday, or the last business day of the week when a holiday is on Friday, GTS accrues the fees through the weekend (Sunday).

When month-end is on a Friday or Saturday, the end of period commissions only accrue through the month-end (Friday or Saturday), not through the entire weekend. On Monday, the accrual is made up for days not accrued through. This process is to ensure the revenue is posted in the proper month.

When month-end is on a Friday or Saturday, the start of period commissions accrues through the entire weekend. This is a known deficiency in the GTS system that was moved to a training issue since the dollar impact to month-end revenue reporting is nominal.

## **How to use Special Pricing Fee Maintenance to Manage Fees**

This feature is used if you have a lot of customer specific fees and you want to change them all at the same time.



To create a new Transaction, the TSR would click the Enter New Transaction button, and the program would change to the Working Area tab shown below. The first step is to enter a Transaction Description which will be the way to describe the change being made. This will be how the transactions will be uniquely differentiated in the Transactions tab. Also, an Effective Date will be required equal or greater than today.

The TSR can type a Fee Name (or part of using a % wildcard) and/or a Party Id (or part of...), as well as a Fee Category, Letter Type and Transaction. Also, a user can choose to see only Active and/or only Base fees. Then the user will click Load Fees to load fees into the working grid. The AddToGrid button will allow the user to run another search which will append fees to the working set instead of replacing the current set with the new results.

CIBAR BANK Kansas City - 12/26/17 - 3:44:57 PM - CQUAVA - - [PartySpecialPricing]

Act	Fee Name	Party ID	Trans	Active	Rate	Flat Amt	Minimum	Who	How	Description
All in Rate			EXP-PAY	True	1.7500000000	0.00	175.00	BEN	DDA	All in rate test two geb
Amendment Fee			STB-AMD	True	1.2000000000	0.00	50.00	OPN	DDA	Amendment 1.2 flat rate fee
Ba Comm Accrual Fee			IMP-PAY	True	2.0000000000	0.00	0.00	OPN	DDA	Ba Accrual Fee
Ba Flat Accrual Fee			IMP-PAY	True	0.0000000000	1.00	0.00	OPN	DDA	Ba Flat Accrual Fee
BACO Fee			STB-ALL	True	0.0000000000	31.00	0.00	OPN	DDA	BACO fee
Bank Guarantee			BKGI-ISS	True	0.0000000000	80.00	0.00	OPN	CCL	Bank Guarantee Issuance
Cable			IMP-ISS	True	0.0000000000	31.00	0.00	OPN	DDA	Cable Import
Cable			IMP-ISS	True	0.0000000000	75.00	0.00	OPN	DDA	Cable Import
Cable STB			STB-ALL	True	0.0000000000	55.00	0.00	OPN	WAO	Cable Standby
cnf/sop/flat rate			EXPC-ALL	True	0.1000000000	0.00	100.00	OPN	AR	Confirmation Test Fee to see accruals
Confirmation Comm			ALL-ALL	True	2.0000000000	0.00	100.00	OPN	AR	Confirmation Commission
Courier Fee			ALL-ALL	True	0.0000000000	21.00	0.00	OPN	DFC	Courier Fee
Courier Fee	SEATTLE CIVIC CENT	ALL-ALL	ALL-PAY	True	0.0000000000	21.00	0.00	OPN	DDA	Courier Fee
Discount Fee 8899			IMP-PAY	True	4.2500000000	0.00	0.00	OPN	AR	Discount Fee 8899
Doc Sets Fee			IMP-PAY	True	0.1250000000	0.00	150.00	OPN	AR	Document Processing Fee
EOP			STB-ALL	True	3.6000000000	0.00	200.00	OPN	DDA	EOP gayle
EOP Avg Daily Balance			EXP-ISS	True	1.5000000000	0.00	0.00	BEN	DDA	EOP Avg Daily Balance

Create Party-Specific from Selected      Set All Selected To Inactive      Set All Selected To Active

Annual Rate:  Apply Rate To Selected  
Flat Amount:  Apply Flat Amt To Selected  
Minimum Amount:  Apply Minimum To Selected

Cancel      Save as Complete

If you want to export all your fees to csv format you can use this feature as well. Once on the ‘Working Area’ tab, they can enter a description as desired. Then put a % sign into the fee name field, and check the ‘Only Base Fees’ checkbox. Make sure to enter the Fee Category and Letter/Transaction types that are to be returned, and then select ‘Load Fees’. This will load all of the standard fees that are setup in the system. Once the grid is loaded, the results can be exported to CSV by clicking on the ‘Export to CSV’ button.

Transactions Working Area

Transaction Description:	Effective Date:	12/26/2017								
<input type="text" value="Fee Name: Standby\$"/> <input type="text" value="Party Id:"/> <input type="button" value="Browse"/> (Wildcard: %)										
<input checked="" type="radio"/> L/C: <input type="radio"/> B/A: <input type="radio"/> COL: <input type="radio"/> Letter: <input type="text"/> Transaction: <input type="text"/> <input type="checkbox"/> Show Inactive <input type="button" value="Load Fees"/> <input type="radio"/> SAR: <input type="radio"/> Wire: <input type="checkbox"/> Only Base Fees <input type="button" value="Add To Grid"/>										
Act	Fee Name	Party ID	Trans	Active	Rate	Flat.Amt	Minimum	Who	How	Description
	Standby Annual		STB-ISS	True	1.2500000000	0.00	300.00	OPN	DDA	Standby Annual
	Standby Evergreen		STB-ISS	True	1.7500000000	0.00	0.00	OPN	DDA	Standby Evergreen
	Standby Evergreen	CHIPOTLE	STB-ISS	True	2.0000000000	0.00	0.00	OPN	DDA	Standby Evergreen
	Standby Fee		STB-ISS	True	1.5000000000	0.00	500.00	OPN	DDA	Standby Fee
	Standby Flat Full		STB-AMD	True	0.0000000000	3500.00	0.00	OPN	DDA	Standby Flat Full Per

Annual Rate:    
 Flat Amount:    
 Minimum Amount:    
 Description:

## AMDI fee generated with Tolerance or Amount increase

When you change a tolerance or amount in a Standby Amendment, an AMDI fee will automatically be generated on the Fees screen.

CIBAR Chicago - 02/28/20 - 11:20:05 AM - CQUAVA - CB-AG-CO-30000276-00

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Letter of Credit Amendment**

When you amend a field, it is set to blue. Function Key F8 resets the field to the original value.

Current Face:	65,228.00	Current Liability:	68,489.40	Amend No:	1	<input type="checkbox"/> In-house	<input type="checkbox"/> Detrimental =
Letter Type:	Standby Issued	Form of Credit:	Irrevocable Standby	<input type="checkbox"/> In-House to ICC			
Transferable Conditions:							

**Amount and Currency**

Face Amount:	0.00	None	Tolerance + (plus):	15	Tolerance - (minus):	15	Maximum Credit:	65,228.00
Currency Code:	USD	Browse	Rate:	1.0000000000	FX Contract:			
Margin Amount:	0.00	<input type="checkbox"/> Replace		Margin %:	0.0000000000	Margin Balance:	0.00	

Amounts in Base Currency, assuming amendment is approved:

Amendment Amount:	6,522.80	Face:	65,228.00	Liability:	75,012.20
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**Amendment Effective, Expiration, and Commission**

Amend Effective Date:	02/28/2020	Expiration Date:	03/13/2020	Comm Start Date:	02/28/2020	Issue Date:	02/28/2020
Exp. Place:	Our Counters	Purpose Code:	A Standby Financial	Confirmation Instructions:			
ICC Pub:	ISP LATEST VERSION	MT760 Codes:					
Other:							

**LOC Checkboxes**

<input type="checkbox"/> Waiting on Clarification	<input type="checkbox"/> Waiting on Confirmation	<input type="checkbox"/> Assignment of Proceeds	Liability Days after Maturity:	0
<input type="checkbox"/> Waiting on Authentication	<input type="checkbox"/> Do not Purge this L/C			

**Site Specific Options**

<input type="checkbox"/> Custom Checkbox
--

Form Complete

Back Next Save Cancel

CIBAR Chicago - 02/28/20 - 11:20:05 AM - CQUAVA - CB-AG-CO-30000276-00

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Fees and Charges**

Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip.
STBAMDI	200.00	1.25	OPN	DDA	SOP	ANN	02/28/2020	03/13/2020	2	28	02/28/2020	SOP Annu	

Commission Start Date: 02/28/2020 Apply To All (except BA Fees and Upfront at Amendment)

**Working Area for Fees**

Name:	STBAMDI	Who:	Opener	How:	DDA-007195501900	When:	SOP	Period:	ANN		
Annual Rate:	1.25	Amount:	200.00	Minimum Amount:	200.00						
Bill Start Date:	02/28/2020	Bill End Date:	03/13/2020	Next Charge Date:	03/14/2020	Anniv Day:	28	Anniv Month:	2	Fee Description:	SOP Annual

Add Modify Delete Calculate Clear Load SOP/EOP Fee

Form Complete

Back Next Save Cancel

## Entering Multiple Document Sets on the Transaction

### Objective of Document Sets Feature

This functionality provides the bank the capability to calculate multiple drawing fees under one payment where multiple document sets are presented with a single draft.

When processing a payment for Import and Export Letters of Credit, the system will have the functionality to calculate a separate fee for each Invoice/Transport document. Each drawing fee will be subject to the minimum fee amount, and is calculated on a rate fee basis. Other bank charges will still be based on the payment amount. The advice to the customer will only show the sum of the individually calculated drawing fees, but will breakout the other fees associated to the transaction.

- This functionality is only available for commercial L/C's
- If there are multiple sets, then this functionality will always be used.
- These fees are non-accruing, and output documents and reports will not need to show the separate drawing amounts.
- There can be multiple document sets but only one draft.
- Document set detail screen will always be entered in the currency of the payment
- A fee will have to be setup with the fee basis of Document Sets.
- On the Pay Primary form the system will default the '# Sets Documents' field to 1
- The button will not enable unless the '# Sets Documents' field is greater than 1.

The screenshot shows the CIBAR GTS Payment Primary screen. The main window displays payment details for CHIPOTLE CORPORATE HQ, with a payment balance of 48,685.00 and an amount drawn of 20,000.00. The 'Document Sets' dialog box is overlaid on the main screen. This dialog box contains fields for 'Payment Total' (20,000.00), 'Currency' (USD), and '# Sets Required' (3). Below these fields is a table showing three document sets with their respective set numbers and amounts drawn:

Set Number	Amount Drawn
1	20,000.00
2	0.00
3	0.00

At the bottom of the 'Document Sets' dialog box, there are buttons for 'Add', 'Modify', 'Delete', 'Clear Work', 'Delete All', and 'Exit'. The 'Document Set Details' button is highlighted with a yellow box.

A new pop up window will be added, that will pop-up when the ‘Doc Set Detail’ button is clicked.

This window will allow the entry of individual drawing sets for a zero amount in order to calculate minimum amounts when there are multiple document sets but not multiple invoices giving dollar amount assigned to each set. In this case, the first set would be logged for the full draft amount and the subsequent sets would be logged for zero dollars and a minimum would be calculated for each.

This window will preload and protect the following fields:

- Amount Drawn Total - will summarize the value of document sets in the payment currency.
- Payment Total - this field will pre-populate with the payment amount from the payment primary screen
- # Sets Required – this value is pulled in from the ‘# Sets Documents’ field on the payment primary screen.
- Currency - Currency of the Payment this field will pre-populate with the currency that is entered in the payment primary screen.

The other fields are as follows;

- Set Number – the number of the document set / amount being entered.
- Amount Drawn – the value of the individual document set in the payment currency.
- Add – selecting this button will add the document set detail to the grid
- Modify – this button will be enabled if a current item from the grid is selected. The values from the grid will populate in the working area for modification, and once the change is complete the selection of the modify button will update the grid.
- Delete – this button will be enabled if a current item from the grid is selected. The values from the grid will populate in the working area and that item will be deleted upon selection of the ‘Delete’ button
- Clear Work – selecting this button will clear the data from the working area
- Clear All – selecting this button will clear all items from the grid.
- Exit – selecting this button will execute 3 edits based on the following statements
  - The working area is not populated
    - If false, then a warning will pop-up stating, ‘You may not leave this window with items in the working area’. The only option is to select ‘OK’ and return to the window and clear the working area.
    - ‘Document Set Total’ is equal to the ‘Payment Amount’ on the payment primary screen
      - If false, then a warning will pop-up stating, ‘The Document Set Total is not equal to the Payment Amount’. There will be two buttons available.
        - OK – will return you to the window to adjust the document set amounts
        - Cancel – will save the amount in the Document Set Detail window, and allow you to change the payment amount on the payment primary screen.
    - ‘Document Sets Required’ is equal to the ‘# Sets Documents’ field on the payment primary screen
      - If false, then a warning will pop-up stating ‘The Document Sets Required is not equal to the # Sets Documents’. There will be two buttons available.
        - OK – will return you to the window to adjust the number of document sets
        - Cancel – will save the data entered in the Document Set Detail window, and allow you to change the ‘#Sets Documents’ on the payment primary screen.
    - If both of the above values are true then selecting ‘Exit’ will save the information added to the grid

On the fee charges grid the bank will need to include the fee that is setup with a ‘DCST’ calculation basis, and the fee amount will be calculated based off of the fee and the document set details position one with a fee amount that is the summary of the individual document set fee calculations. The minimum would then be applied to doc sets 2 and 3.

CIBAR QA Chicago - 07/14 cibdev2012 9:48 AM - NMAYER - CB AG-AC-00101 - - X

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous


Cibar

- Menu
- Sight
- Pay Parties
- Special Instructions
- Fee Charges Grid
- A/R or DFC
- FedWire
- Summary
- Output Selection

Fees and Charges													
Fee	Amount	Rate	Who	How	When	Period	Start Dt	End Dt	AnvMo	AnvDy	Chg Date	Cust.	Descrip.
Doc Sets Fee	450.00	0.125	OPN	AR	NOW	NAP	07/14/2015	07/14/2015	0	0	07/14/2015		Documentation

## How to Setup Multiple Document Sets Drawing Fees

- The Doc Processing fee will need to be setup with a fee calculation basis of DCST (Document Sets),
  - This basis will have the logic to look at the DocumentSets table for calculating the individual fee amounts based on the AmountDrawnBase value. The fee minimum will be applied to each document set.
- The Banks payment commission fee should be established a basis of Documents Sets. If there are multiple sets, they the fee will calculate as stated above. If there are not any document set amounts entered, they the fee will calculate based on the payment amount shown on the payment primary screen.
- If the document set amount is zero, the fee needs to calculate the minimum amount for that set.

The screenshot shows the 'Feechargesdetail' window with the following details:

**Header:** CIBAR QA Chicago - 07/14/15 - 8:58:54 AM - NMAYER - [Feechargesdetail]

**Message:** Loaded 76 fees for [ALL], LTR = [], Pay = [], Trans = [], Party = [] for FeeName List.

**Search & Filter:** Copy Fee  Name:  New Fee Name: Doc Sets Fee  Show Inactive Fees  
Fee Category: L/C:  B/A:  COL:   
SAR:  Wire:  Clear:   
Letter: Import Issued [IMP] Transaction: Payment [PAY]  
Party ID:  Browse Rebuild Fee List Add Fee Delete Fee Clear

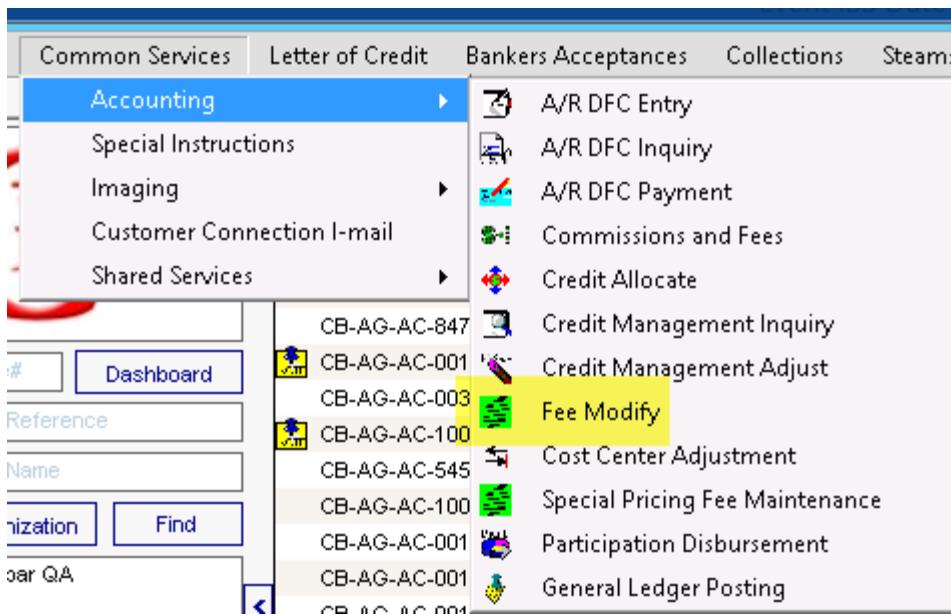
**Fee Detail:**

Fee Name:	Doc Sets Fee	Ltr/Trans:	IMP PAY Pkey:	G/L Income:	Commercial Issue Fee
Flat Amount:	0	Party ID:	<input type="text"/> Browse	Share Fee:	No
Annualized %:	.125	Country:	<input type="text"/>	Charged:	Charge Immediately [NOW]
Minimum:	150	Debit Who:	OPN-Opener	Post G/L:	Cash [C]
Maximum:	0.00	How:	Accounts Receivable	Method:	Rate Flat [P]
MT798 Code:	<input type="text"/>			Period:	Not Applicable [NAP]
IMPR Code:	<input type="text"/>	<input checked="" type="checkbox"/> Fee Active <input checked="" type="checkbox"/> Include First Day <input checked="" type="checkbox"/> Include Last Day		Final Period:	Not Applicable [D]
		<input type="checkbox"/> B/A Fee <input type="checkbox"/> Discount <input type="checkbox"/> Deferred		Day Basis:	365 Days [365]
		<input type="checkbox"/> All-in Rate <input type="checkbox"/> Loan		Calculation Basis:	Document Sets [DCST]
Description:	Document Processing Fee				
	Next Chg Option: Not Applicable [4]				

**Buttons:** Tiers Save Clear Quit

## How to modify a Periodic Fee via Fee Modify

Fee Modify is used for periodic fees. If you need to change a customer's DDA number for the next billing cycle or stop a fee to take all the remaining to accrue into Income you would use this process.



When you enter the screen, you will see all the periodic fees that are part of the transaction. You can then set focus on the fee you want to modify and make the changes. A fee Modify will save in WIP as an ACC-FEE and an approver can then release the change.

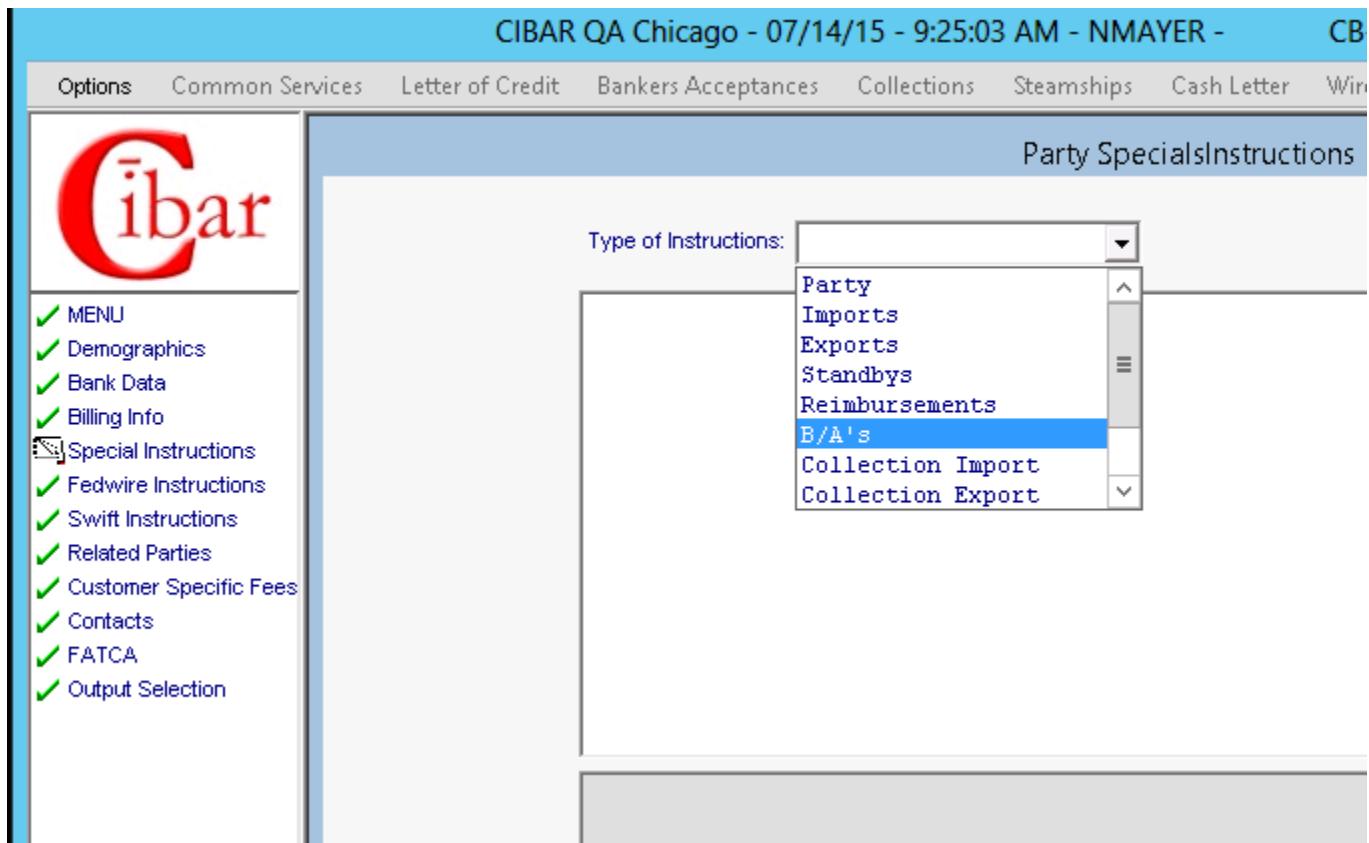
The screenshot shows the 'Fee Modify' screen. At the top, there is a table listing fees with columns: Fee name, End date, Next chg date, Rate, Eff. date, Flat Amount, and Fee. The table contains three rows of data. Below the table is a detailed edit form with fields for Fee Name (SOP Annual, Keen Corporation), Fee End Date (08/18/2015), Next Charge Date (08/18/2015), Rate (1.2500000000), Flat Amount (0.00), Description (SOP Annual), Share (Share Part Out), Minimum Amount (200.00), Who (Opener), How (DDA-000000123456), and Effective Date (06/15/2015). At the bottom right of the screen are 'Modify' and 'Clear' buttons.

## Special Instructions Setup

Special Instructions is used to give instructions to the receiving party and can be done a few different ways. The following section will list the many places that special instructions can be used.

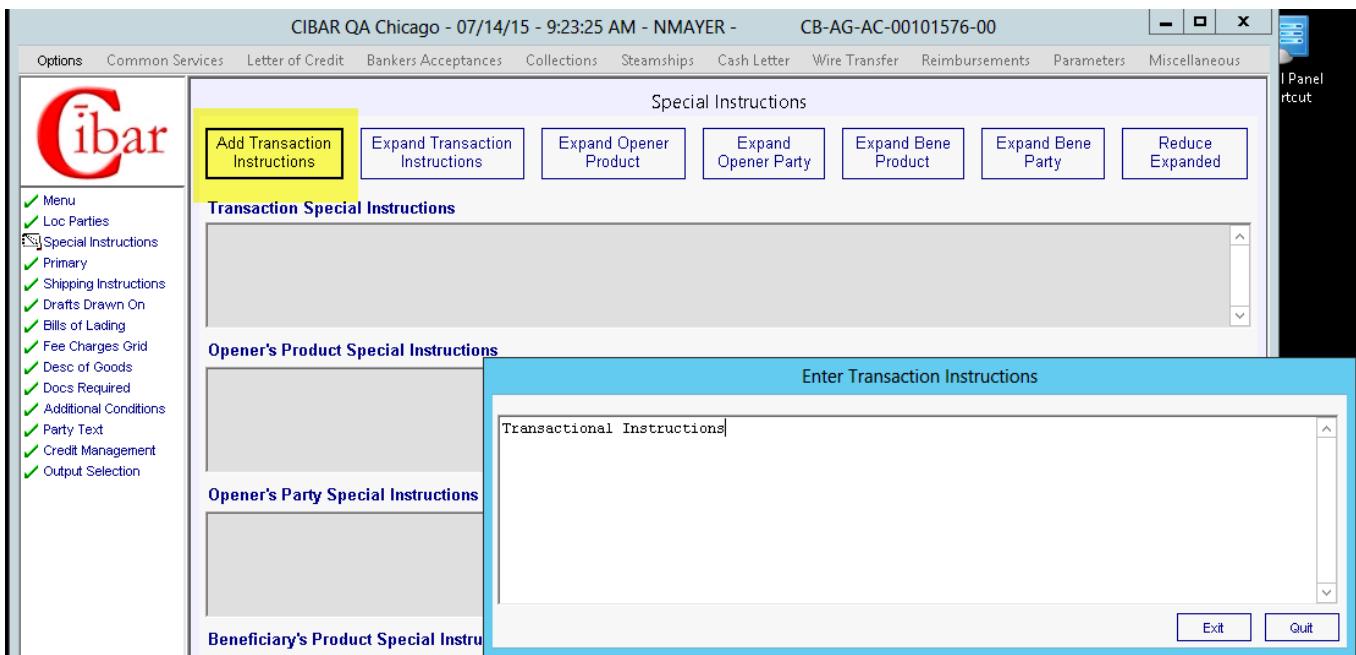
### How to include special instructions at the party level

When setting up a customer you can enter instructions at the product level or party file level. If it is at the product level the special instructions would only show up when processing a specific type of transaction (Import, Export, etc.) if you select party the instructions would load for all transaction types.



### How to include special instructions at the transaction level

To add special instructions that will remain with all issuance, amendments, and payments for a given LC you would click the "Add Transaction Instructions" Box during the issuance or amendment process.



## How to include special instructions after transaction has been Approved

One of the new features in .NET is the ability to add Transactional Special Instructions after a transaction has been approved. If you navigate to Common Services -> Special Instructions you can add instructions via the standalone module.

The screenshot shows the CIBAR QA Chicago application window. The menu bar includes Options, Common Services (selected), Letter of Credit, Accounting, Imaging, and Customer Connection I-mail. The main window is titled 'GTS Special Instructions'. On the left, there is a sidebar with a red 'Cibar' logo and links for 'Menu' and 'Special Instructions'. The main area contains a 'Special Instructions' section with a dropdown menu set to 'Special Instructions'. Below it is a 'Special Instructions for' section with radio buttons for 'Letter of Credit' (selected), 'Collection', 'Clean B/A', and 'SteamShip/Air Release'. To the right, there is a field 'Our Reference Number:' with the value '00101578 00' and a 'Start' button.

## Documents Scanning and Imaging

The GTSnet system is capable of scanning documents via a locally attached scanner and storing them as TIF files in the ScannedImages folder. This will require one or more scanning stations available to a user of the GTSNET system and their proper installation and configuration within the GTSNET parameter files. For each document scanned an entry will be inserted into the ImagesInbound table.

### How to Scan Images

In order to utilize an image, it first must be acquired through one of several different ways:

- Via a departmental printer / scanner device (Base System Logic)
- Via another system such as IBM's FileNet product. (Enhancements required to interface to another system)

Documents can be scanned on a departmental scanner, or printer/scanner combo that is capable of storing them as HTM, and HTML, MSG, PDF, and TIF files in a shared folder on the application server.

The bank operations team will scan in an image (shipping documents, signature cards, etc.). The image will need to be placed in the GTSnet application server's inbound images directory. For example,

<\\cibdev2012\F:\Cibar\GTSnet\InboundImages>.

Once the images are placed in this location the inbound images windows service will take the images and move them into the scanned images directory <\\cibdev2012\F:\Cibar\GTSnet\InboundImages>. This makes the image available in the assign images queue

After the document has been scanned, the image is then saved into the GTSnet\InboundImages folder temporarily until the GTS\_InboundImages service runs and moves them into the GTSnet\scanned images directory.

Once the images are moved to the scanned images directory they become available in the Image Assign Queue in GTSnet where an operational user can associate the images to transactions within GTSnet.

### Associating scanned images

Once an image has been acquired, it must be associated with either a customer (GTSNET Party ID) or a GTSNET Transaction.

Items such as signature cards, master agreements, etc. will be associated with the Party under the event PAR SCN.

Bills of lading, offering tickets, L/C application, etc. can be associated with a given GTSNET reference number in which all images will be grouped under one event – IMP SCN, STB SCN, etc. or they can be associated with an existing GTSNET event for the given reference number (IMP ISS, IMP AMD, IMP PAY, etc.).

The GTSNET Image Association process provides a grid of all transactions for the specified reference number which will allow the user to select the specific event he/she wants to associate it with (IMP ISS, IMP PAY #2, IMP PAY #3, LOC AMD #14, etc.).

If you are scanned in a document and indicated that you wanted to associate it later, or if you are using a departmental printer / scanner or FileNet to acquire your images, you still need to associate them to a GTSnet Party or Transaction.

You accomplish that by running the 'Assign Images' module. To access this, you should select 'Assign Image Documents' from the GTSnet Toolbar as shown here.

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The following form will appear in the assign queue for you to display the Images that have been scanned into the system. Click on the image you are wanting to associate and then fill out the information on the Assign Image to panel.

**CIBAR Chicago - 05/16/18 - 10:15:16 AM - CHALVORSON - - [Imaging]**

Click on the line item of the document you want to view and associate. The system will replace the list view with a copy of the image as shown below.

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Now you may select the Legal Entity, Division, and Transaction Type. If what you are assigning is related to a Party, then click on the Party radio button. The Party ID: field will be enabled. You may then either enter the Party ID if you know it, or click the BROWSE button to locate it as shown below.

Party Browse - Cibar - CHEVROLET - DETROIT, MI 48232 USA

134 Parties matching search

BILL BROWN
block
BNP PARIBAS AUSTRALIA
BNP PARIBAS S.A. - TOKYO BRANCH
BNP PARIBAS TAIPEI
BNP PARIBAS TAIPEI
Boston Aquarium
BOSTON FISH MARKET
Broker
CANARA BANK
CAPITEST
Challenge America
CHASE BANK
<b>CHEVROLET</b>
CHIPOTLE CORPORATE HQ
CHU IMPORTER SUB CRM
CIB NEW PARTY
Citbank
Citbank
CITBANK N.A.
Cleveland Clinic
Climate Control, Inc.
Compliance Dept.
CORNEY PRODUCTS CO LTD
COSTCO
Credit Suisse Banking Group
CS Orthopedics
CS VET HOSPITAL
Current INC.
DAVE'S FISH COMPANY
Deutsche Bank Filiale
DEUTSCHE BANK TRUST COMPANY
DSW Shoe Corporation
F Chu Import Ltd
FITZGERALD
Franks Export Inc

**Search Criteria**

Browse Name:    Return Inactive Parties  
 Browse Location:    Return Only Authenticated  
 Party ID:    Browse Free Form Parties  
 DDA Number:   
 Tax ID:   
 Swift ID:

**Party Notes**

Party Notes Exist: NO

**Party Details**

Legal Entity:  Party Type:  Party Pkey:   
 Party ID:  Credit Party ID:  TSR Assigned:   
 Name:  TSR Last Modified:   
 Address 1:  Invoicing:   
 Address 2:  POA Date:   
 City/State/County:  Billing Address:   
 Phone Number:  Banking Group:   
 Fax Number:   
 Email Address:   
 Legal Name:   
 DDA Number 1:  DDA Number 2:   
 DDA Number 3:  DDA Number 4:   
 ACH Fedwire ID:  ACH DDA Number:   
 Swift ID:  RMA  MT798 Delivery:  Fedwire ID:   
 Expense Code:  NAICS Code:   
 Obligor:  CIF ID:   
 Account Officer:  Phone Number:   
 Alternate Officer:  Phone Number:   
 Sales Officer:  Phone Number:

**FATCA:**

None  
 Chapter 3  
 Chapter 4  
 Chapter 3/4

Once you have found the Party you want to associate the image to, click on the SELECT button to return it to the Assign Images form.

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American NAFTA Certificate of Origin Form

DEPARTMENT OF THE TREASURY  
UNITED STATES CUSTOMS SERVICE  
NORTH AMERICAN FREE TRADE AGREEMENT  
CERTIFICATE OF ORIGIN

Please print or type  
EXPORTER NAME AND ADDRESS  
TAX IDENTIFICATION NUMBER  
TAX IDENTIFICATION NUMBER

19 CFR 151.11, 151.22  
15 BUREAU PERIOD (QUARTERLY)  
FROM:  
TO:  
TAX IDENTIFICATION NUMBER  
TAX IDENTIFICATION NUMBER

19 CFR 151.11, 151.22  
15 BUREAU PERIOD (QUARTERLY)  
FROM:  
TO:  
TAX IDENTIFICATION NUMBER  
TAX IDENTIFICATION NUMBER

DESCRIPTION OF GOODS  
H.S. TARIFF CLASSIFICATION NUMBERS  
PREFERRED NUMBER  
NET WT.  
COUNTRY OF ORIGIN

CERTIFY THAT  
1. THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE, AND I ASSUME THE RESPONSIBILITY FOR PROVIDING SUCH INFORMATION.  
2. I AGREE TO MAINTAIN AND PRESENT UPON REQUEST, DOCUMENTATION THAT IS SATISFACTORY TO SUPPORT THE INFORMATION PROVIDED IN THIS DOCUMENT, AND TO MAKE IT AVAILABLE FOR INSPECTION UPON WRITTEN NOTICE THAT COULD AFFECT THE ACCURACY OR VALIDITY OF THIS CERTIFICATE.  
3. THIS CERTIFICATE IS FOR THE EXPORT OF ONE OR MORE OF THE PARTIES, AND COMPLIES WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT, AND UNLESS SPECIFICALLY EXEMPTED IN ANOTHER SECTION OF THE AGREEMENT, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES AND  
4. THIS CERTIFICATE CONCERNES OF THE FOLLOWING ATTACHMENT(S):  
TITLE: NAME (PRINTED)  
TITLE: NAME  
TITLE: DATE DOCUMENT  
TITLE: SIGNATURE  
TITLE: TELEPHONE  
TITLE: FAX  
Customs Form 454 (15193)

Assign Image To

Legal Entity:  Division:   
 Transaction Type  
 Letter of Credit  
 Bankers' Acceptances  
 Collection  
 Steamships  
 Party  
 Cash Letter  
 Our Reference:   
 CHEVY    
 Document Date:   
 Document Type:   
 Delete   Clear

Image Rendering

Actual Size  Stretch  Scale  Rotate 90  
 Zoom %  Current Page:  Total Pages:   
 Previous Page  Next Page

Now all you have to do is click on the ASSIGN button and the image is linked to the Party chosen.

From that point forward, if you go to the Party Browse function and select this party the View Images button will be enabled as shown below.

If the document you click on is related to a Transaction instead of a Party, then you must select the Transaction Type (Letter of Credit, Bankers' Acceptance, etc.) and enter the reference number you want to assign it to. Enter/Change the document date, enter the Document Type, and then click on the 'Assign' button.

The Document Types load from the GTS Document Type table.

A new form will appear showing all the historical events as well as the current WIP items for the reference number you entered, allowing you to select the exact transaction you want to assign the image to. If there were multiple events (Issuance, Amendments, Payments, etc.) you would be able to choose the event to associate to.

Items in blue, such as the example below, are found in WIP and items in black are approved and found in inquiry.

### Associate Image to GTSnet Transaction

Our Reference Number:	10000251	00	Items shown in blue are currently in WIP, all others are from History.						
Reference Number	Seq	Process	Date	Cur...	Transaction Amount	USD Amount	Customer Name	Other Party	Their
CB-AG-AC-10000251-00		EXP-ISS		USD	7,500.00	7,500.00	CHEVROLET	Hershey, INC.	SHIP

<
III
>

Send Image To ICC:     ICC Customer: CHEVROLET

Select Highlighted Transaction Quit

Highlight the transaction you want to assign the image to and then click on the 'Select Highlighted Transaction' button. Your image is now linked to your transaction and you can view it from the GTSnet Inquiry History function as shown below.

You can also choose to send a copy of the image to a customer who is on ICCnet by selecting the section in the red box above.

If the transaction is currently in WIP, you can select it, right click and select 'Current Documents'.

CIBAR Chicago - 05/16/18 - 9:54:43 AM - CHALVORSON -

Letter of Credit   Bankers Acceptances   Collections   Steamships   Cash Lett

Bank Reference	Status	SubStatus	Process	Seq#	User	Amt
CB-AG-CL-10000235-00	CMPL		EXP-PAY	1	CHALVO...	
CB-AG-CL-10000235-00	CMPL		EXP-PAY	2	CHALVO...	
CB-AG-CL-10000235-00	CMPL		EXP-PAY	3	CHALVO...	
CB-AG-CL-10000235-00	CMPL		EXP-PAY	4	CHALVO...	
CB-AG-CO-80000001-00	CMPL		CEX-AMD		CHALVO...	1
CB-AG-AC-00000750-00	CMPL		SS-COM		CHALVO...	
CB-AG-AC-10000247-00	CMPL		EXP-AMD	1	CHALVO...	
CB-AG-CL-10000233-00	CMPL		EXP-PAY	1	CHALVO...	
CB-AG-CL-10000235-00	CMPL		EXP-PAY	5	CHALVO...	
CB-AG-AC-10000251-00	CMPL					
CB-AG-AC-10000246-00	CMPL					
CB-AG-CO-00700032-00	CMPL					
CB-AG-CO-80000012-00	CMPL					
CB-AG-AC-10000227-00	CMPL					
CB-AG-AC-00700017-00	CMPL					
CB-AG-CO-80000014-00	CMPL					
CB-AG-CO-00500013-00	CMPL					
CB-AG-AC-10000283-00	CMPL					
CB-AG-AC-00000759-00	CMPL					
CB-AG-AC-00000792-00	OUTF					
CB-AG-AC-00000795-00	OUTF					
CB-AG-AC-10000227-00	PNDA					
CB-AG-AC-10000227-00	RCAL					

Repair Transaction  
Approve Transaction  
Accounting  
Cancel  
Checklist /Wip Details  
Related Reference  
Current Documents  
Review Transaction  
OFAC Reporter  
Negotiation WorkSheet  
Swift ▶  
List ▶  
Print ▶  
Send to OFAC Now  
OFAC Inquiry ▶  
Override OFAC ▶  
Return for Correction ▶  
e Statist  
CHKL:

000      WDIS: 000      WDOC

You will then see the image attached.

CIBAR Chicago - 05/16/18 - 9:54:43 AM - CHALVORSON - CB-AG-AC-10000251-00 - [ GTS - Inquiry / Research Document Review ]

Options   Common Services   Letter of Credit   Bankers Acceptances   Collections   Steamships   Cash Letter   Wire Transfer   Reimbursements   Parameters   Miscellaneous

Our Reference:	Process:	Attach Document		Email		Quit		
CB-AG-AC-10000251-00	EXP-ISS							
Generated Documents								
DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No	
OFAC Check Document	OPN	CHEVROLET	Mail	GTS Generated Document	No			View More
Accounting		GENERAL MOTORS COMPANY		GTS Generated Document	No			View More
Certificate of Orig		Hershey, INC.		GTS Assigned Image	No			View More

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Service: ALL	Product: ALL	Our Reference: 10000251	Party Type:	Party ID:	Browse
Date - From:	To:		Party Ref:	Name:	Search
Amount - From:	To:		Accounting History <input type="checkbox"/>		
Converted Reference: <input type="text"/>					Clear
					Export
					Quit

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-10000251-00		EXP-ISS	2018/05/16 11:20	USD	7,500.00	7,500.00	CHEVROLET	Hershey, INC.	SHIP

History  
 Current Balance  
 Balance as of Date  
 Accounting  
**Output Documents**  
 Prime OFAC Inquiry  
 Check List  
 Related Reference  
 Ofac Inquiry  
 Return for Correction

From the Inquiry form search for your reference number, select the event you assigned the image to, right click and select 'Output Documents'. You will then see the image attached.

CIBAR Chicago - 05/16/18 - 9:54:43 AM - CHALVORSON - CB-AG-AC-10000251-00 - [ GTS - Inquiry / Research Document Review]

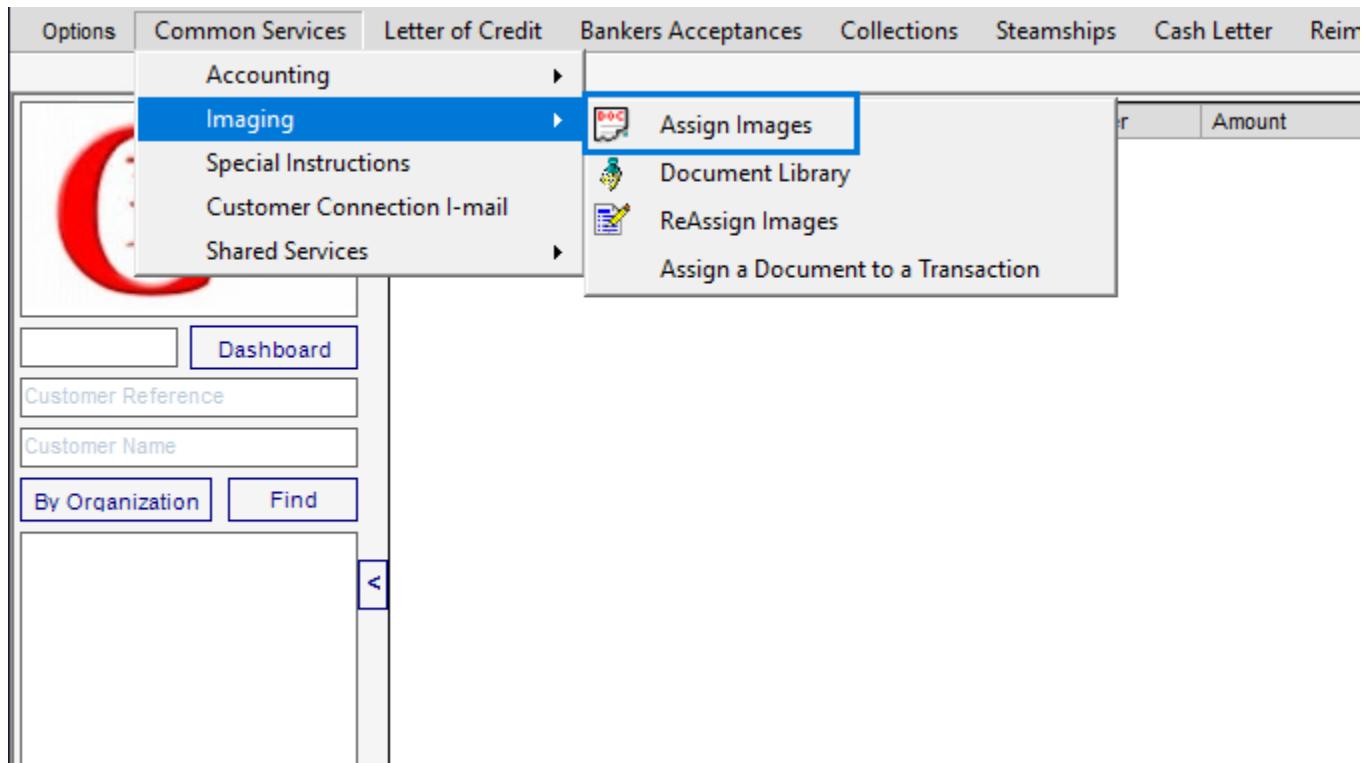
Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Our Reference:	Process:	CB-AG-AC-10000251-00	EXP-ISS	Attach Document	Email	Quit			
Generated Documents									
DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No		
OFAC Check Document	OPN	CHEVROLET	Mail	GTS Generated Document	No			<b>View</b>	<b>More</b>
Accounting		GENERAL MOTORS COMPANY		GTS Generated Document	No			<b>View</b>	<b>More</b>
Certificate of Orig		Hershey, INC.		GTS Assigned Image	No			<b>View</b>	<b>More</b>

Because there is an image assigned to this transaction, the 'View' button is now visible. Click on it and the system will show your image as shown below.

## Assigning Images to SS-COM transactions in Inquiry

In the past there was an option to add images to SS-COMs so long as they were in WIP. Now you are able to add images to SS-COMs in Inquiry through the Assign Images function.



You must select Communications as the Transaction Type to be able to see the SS-COM you want to assign your image(s) to. If the SS-COM is connected to a reference number, you may still be able to see the transaction in the Assign box that pops up, but it is better if you select Communications to be sure.

The screenshot shows the 'Assign Image To' dialog box overlaid on the SS-COM Inquiry interface. The dialog box has a title 'Assign Image To' and a section 'Transaction Type' with a radio button group. The 'Communications' option is selected and highlighted with a blue selection bar. Other options include 'Letter of Credit', 'Bankers'Acceptances', 'Collection', 'Steamships', 'Cash Letter', and 'Party'. Below the transaction type section are fields for 'Legal Entity' (set to 'Cibar'), 'Division' (set to 'Chicago'), and 'Our Reference'. There are buttons for 'Search' and 'View Events'. Further down are fields for 'Document Date' (set to '10/19/2020') and 'Document Type'. At the bottom of the dialog box are buttons for 'Delete', 'Notes', 'Assign', 'Clear', and 'Exit'. The background of the dialog box is white, while the rest of the application has a greyish-blue theme.

## Attachments from ICC

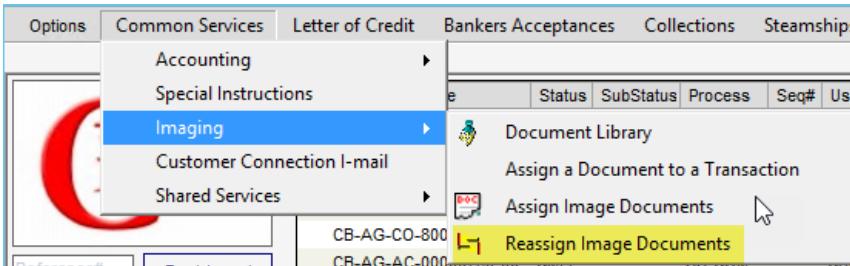
After a LC has been saved on the ICC side, an option to upload files appears.

The screenshot shows the 'Import L/C Application Modify' interface. At the top, there are tabs: Primary, Parties, Drafts, Shipping, Desc. Goods, Docs Required, Additional Cond, and Comments. On the right, there are 'Edit' and 'Done' buttons, and a 'Expand All' checkbox. A yellow message bar at the top says 'Your Import L/C Application has been successfully saved.' Below it, the 'Summary' section displays various transaction details. The 'Application FileUpload' section contains a red-bordered area where users can click 'Select Files' or drop files here. A tooltip above this area says: 'Click "Select Files" to select a file to Upload. You can Select a Maximum of 5 files (files with the .pdf, .doc, .docx, .xls or .xlsx extension).'

After you upload your selected file(s), then send the LC to GTS, the attachment(s) are saved to Gts\Interfaces\Transfer\DOCS. Just like with GTS transactions, if an ICC transaction is in WIP, you can view attachments by right-clicking, then selecting 'Current Documents', or from Inquiry/History by right-clicking, and selecting 'Output Documents'.

## Reassigning Images

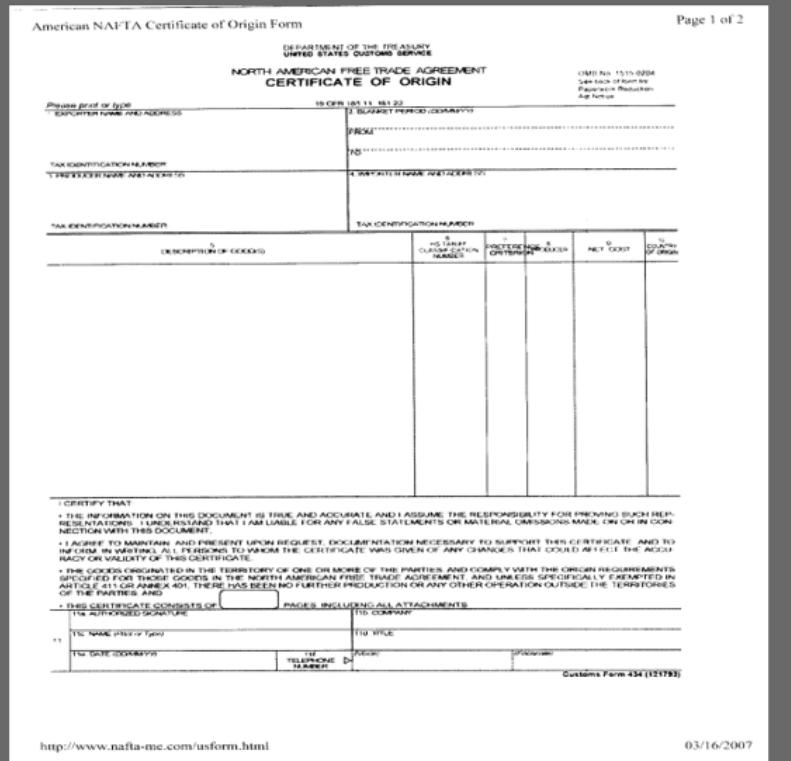
If you scanned in a document and assigned it to a particular transaction and you find that you assigned it to the wrong transaction, you may reassign it to the correct transaction. This is accomplished by running the 'Reassign Images' module. To access this module, select 'Reassign Image Documents' from the GTSnet Toolbar as shown here.



Enter the reference number of the transaction you incorrectly assigned it to and click on 'Search'.

The system will return all images / events for the reference number you entered.

Then click on the one you think you want to reassign and the system will show you the image for confirmation as shown below.



The American NAFTA Certificate of Origin Form is displayed. It includes fields for exporter information (name and address), importer information (name and address), and tax identification numbers. There is also a table for listing goods with columns for description, HS tariff classification number, preference indicator, value of goods, net cost, and duty of origin.

**CERTIFY THAT:**

- THE INFORMATION ON THIS DOCUMENT IS TRUE AND ACCURATE AND I ASSUME THE RESPONSIBILITY FOR PROVING SUCH REPRESENTATIONS. I UNDERSTAND THAT I AM LIABLE FOR ANY FALSE STATEMENTS OR MATERIAL OMISSIONS MADE ON OR IN CONNECTION WITH THIS DOCUMENT.
- I AGREE TO MAINTAIN AND FURNISH UPON REQUEST, DOCUMENTATION NECESSARY TO SUPPORT THIS CERTIFICATE, AND TO INFORM IN WRITING ALL PERSONS TO WHOM THE CERTIFICATE WAS GIVEN OF ANY CHANGES THAT COULD AFFECT THE ACCURACY OF THIS DOCUMENT.
- THE GOODS ORIGINATED IN THE TERRITORY OF ONE OR MORE OF THE PARTIES, AND COMPLY WITH THE ORIGIN REQUIREMENTS SPECIFIED FOR THOSE GOODS IN THE NORTH AMERICAN FREE TRADE AGREEMENT, AND UNLESS SPECIFICALLY EXEMPTED IN AN ATTACHED DOCUMENT, THERE HAS BEEN NO FURTHER PRODUCTION OR ANY OTHER OPERATION OUTSIDE THE TERRITORIES OF THE PARTIES, AND
- THIS CERTIFICATE CONSISTS OF \_\_\_\_\_ PAGES, INCLUDING ALL ATTACHMENTS.

TM AUTHORIZED SIGNATURE  
Title: \_\_\_\_\_  
Date: 03/16/2007  
Telephone Number: \_\_\_\_\_

Customs Form 434 (12199)

http://www.nafta-me.com/usform.html

03/16/2007

**ReAssign From:**

Legal Entity: Cibar Division: Chicago

Party  Transaction

Our Reference: 10000251 00

Party ID: \_\_\_\_\_

**ReAssign To:**

Our Reference: 10000251 00

Party ID: \_\_\_\_\_

Reason for Reassignment, Deleting and Disassociating

**Image Rendering:**

Scale  Stretch  Actual Size

Zoom %: 100

From there, you can either Reassign the image to another Reference, Delete the image, or Disassociate the image from the Reference, which will move it back to the assign image list. For either reason, you have to type why in the box before making your selection.

## Associating an Image Via Mail Room

If the bank has a mail room clerk and you would prefer they link the image to the transaction at the same time they log the event you can click the Documents to be Associated button and this will bring up the assignment queue during mail room.

CIBAR Chicago - 05/16/18 - 11:26:42 AM - CHALVORSON - - [Mail Room]

New Item Existing

Service: EXP Product: PAY  
Legal Entity: Cibar Division: Chicago Department: Commercial  
Our Reference: 10000251 00 As Opener  
Opener Party ID: CHEVY Browse Details Their Reference: SHIP Search

Party Name: CHEVROLET Address 2: P.O. BOX 33170 Obligor ID:  
Address 1: MAIN OFFICE City/State/Country: DETROIT, MI 48232 USA DDA No:

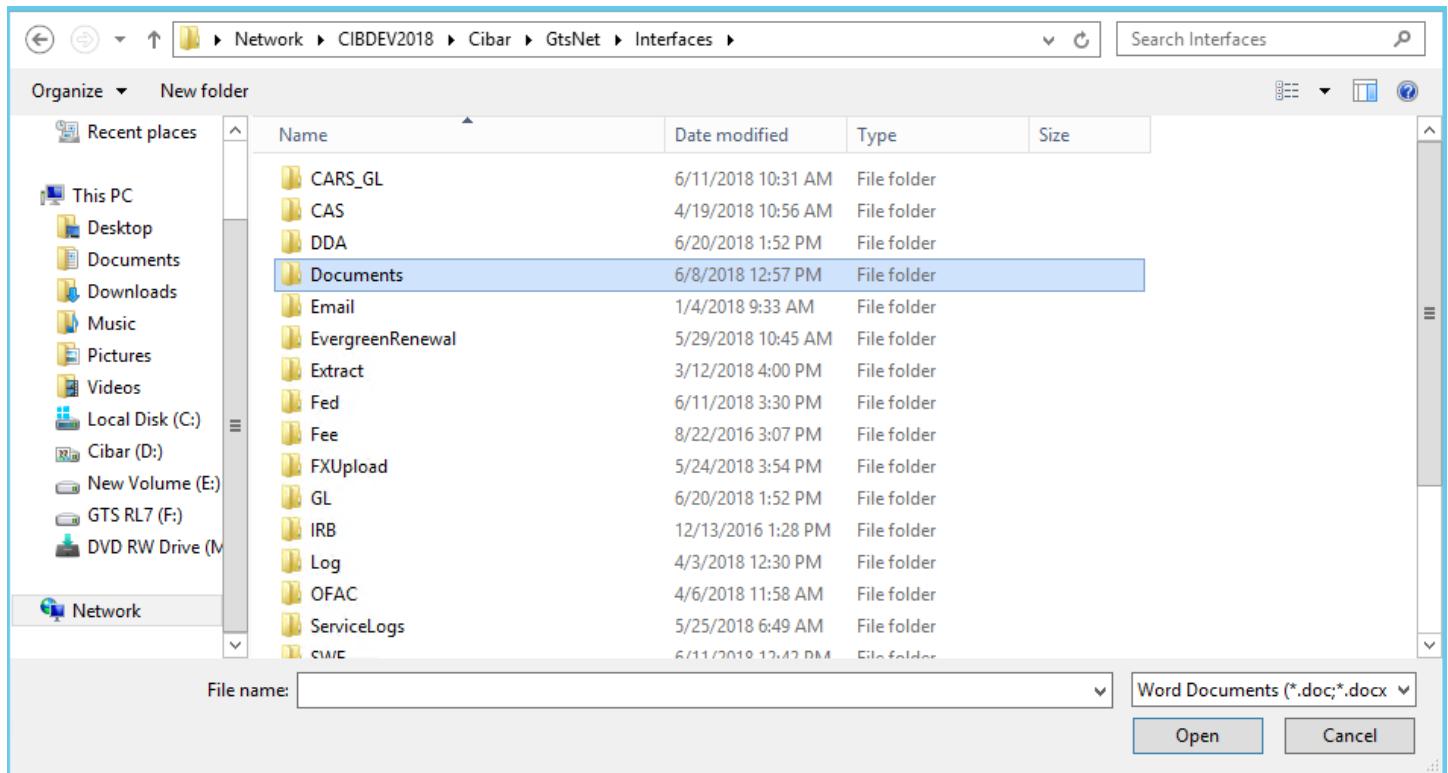
TSR: CHALVORSON Date Received: 05/16/2018 Time Received: 11:28 AM  Documents to be Associated  
Date Entered: 05/16/2018 Time Entered: 11:28 AM  
Courier Name: Courier Bill No.:  
Notes:

**Payment**  
Amount: 175,000.00  Negotiation Worksheet Presentor: Browse Details  
Currency Code: USD Browse Number of Document Sets: 1 Presentor Party ID:  
Presentor Reference Number: Add Clear Quit

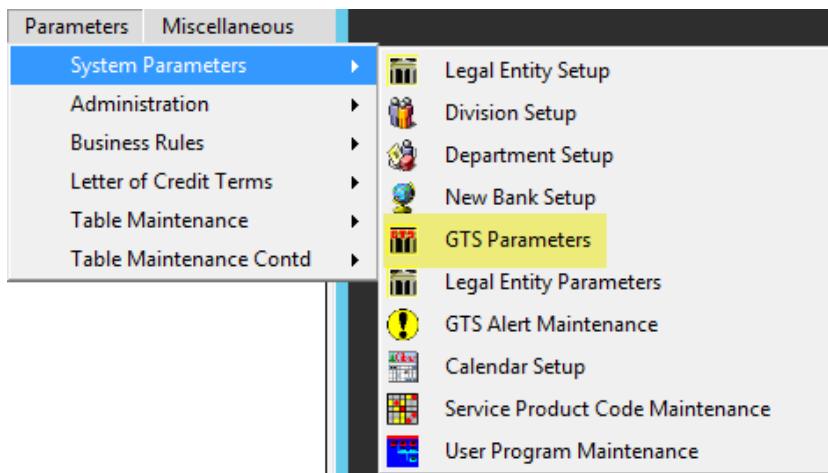
## Document Library

This program will allow the entitled user to navigate to a document and copy that document to the new Document Library directory on the Application Server.

Start by adding a ‘Documents’ folder to your Interfaces directory. This is where documents added will be stored.



Then, you’ll need to set a path up in the GTS Parameters for where you want to navigate to when looking for documents, under the ‘Files’ tab.

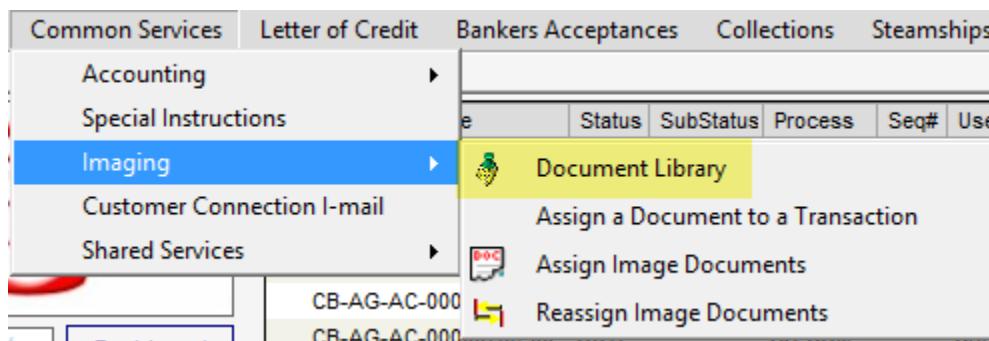


General | Files | Swift In | Add'l Parameters

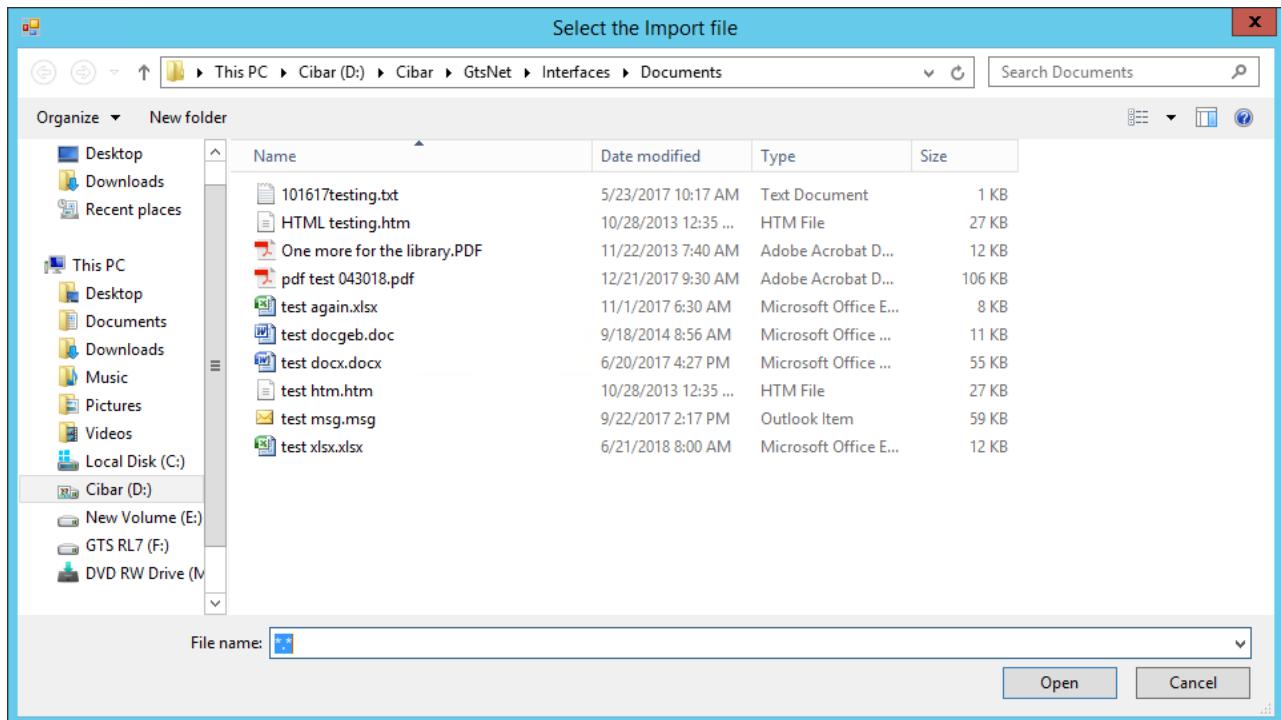
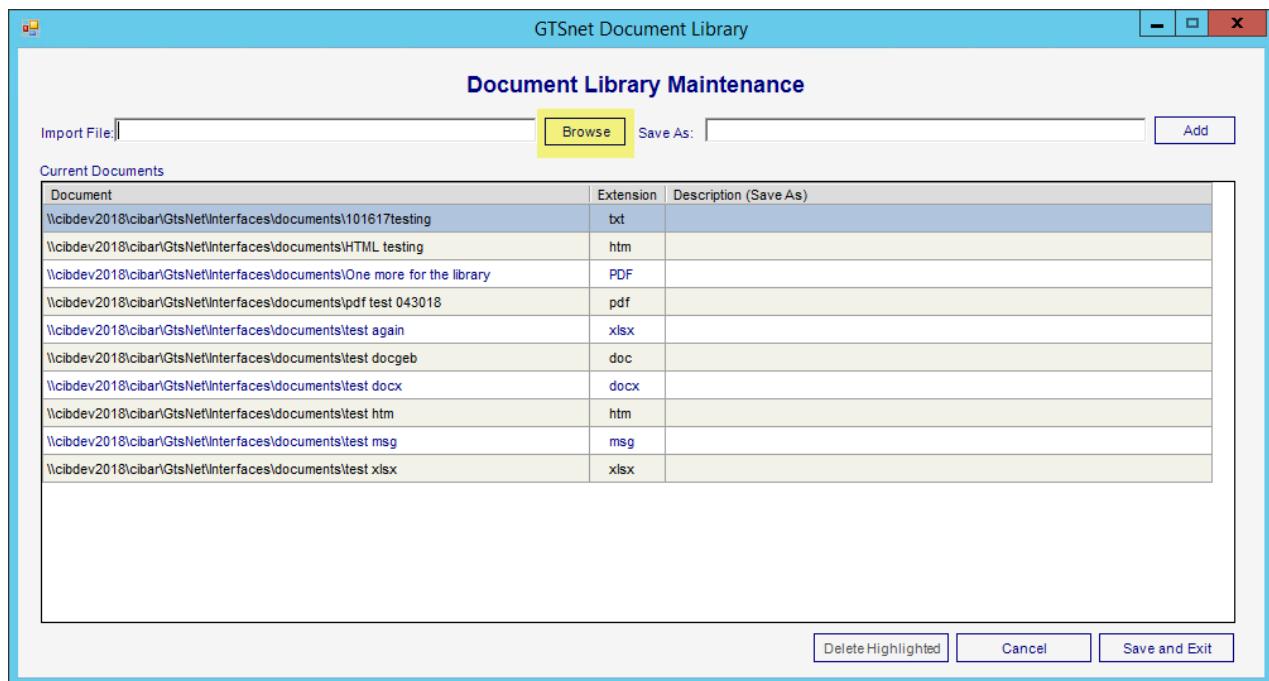
### File Locations

Purge Inquiry DB Location:	<input type="text" value="d:\gtmdbloc"/>	<input type="button" value="Browse"/>
Help / Work Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\help\"/>	<input type="button" value="Browse"/>
Executable Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\exec\"/>	<input type="button" value="Browse"/>
Image Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\images\"/>	<input type="button" value="Browse"/>
Interface Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\interfaces\"/>	<input type="button" value="Browse"/>
Dictionary Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\dictionary\"/>	<input type="button" value="Browse"/>
Report Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\reports\"/>	<input type="button" value="Browse"/>
Batch Log Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\EodLogs\"/>	<input type="button" value="Browse"/>
Stand Alone Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\exec\"/>	<input type="button" value="Browse"/>
Email Path:	<input type="text"/>	<input type="button" value="Browse"/>
Inbound Images Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\ScannedImages\"/>	<input type="button" value="Browse"/>
Scanned Images Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\ScannedImages\"/>	<input type="button" value="Browse"/>
Fax Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\Fax\"/>	<input type="button" value="Browse"/>
Bank Custom Path:	<input type="text" value="\\CIBDEV2018\Cibar\GTSNET\Interfaces\"/>	<input type="button" value="Browse"/>
Document Library Path:	<input type="text" value="\\cibdev2018\cibar\GtsNet\Interfaces\documents\"/>	<input type="button" value="Browse"/>

When you are ready to add documents, navigate to the Document Library.

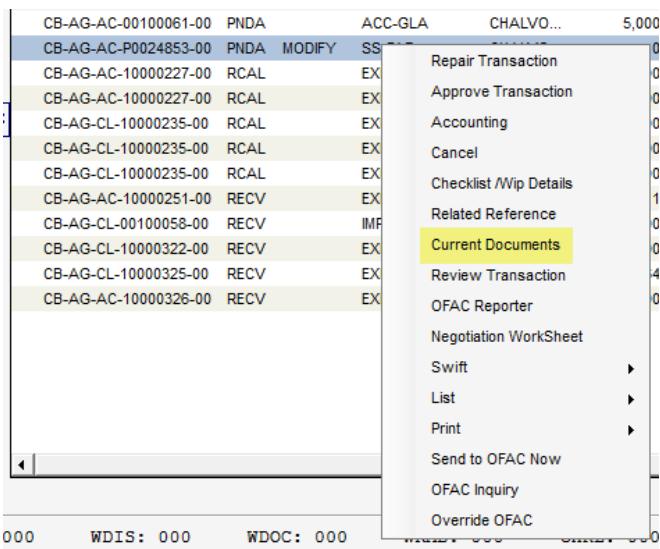


When you select Browse at the top, the path that you designated in the GTS Parameters opens up. You can add these types of files: DOC/DOCX, EML, HTM/HTML, MSG, PDF, TXT, and XLS/XLSX.

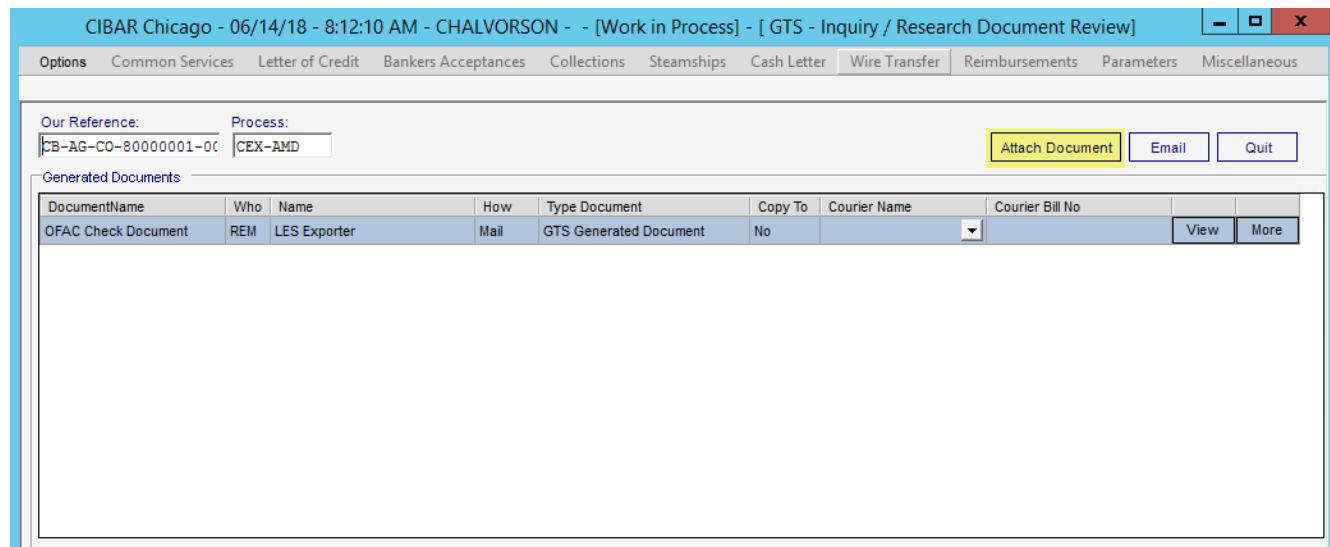


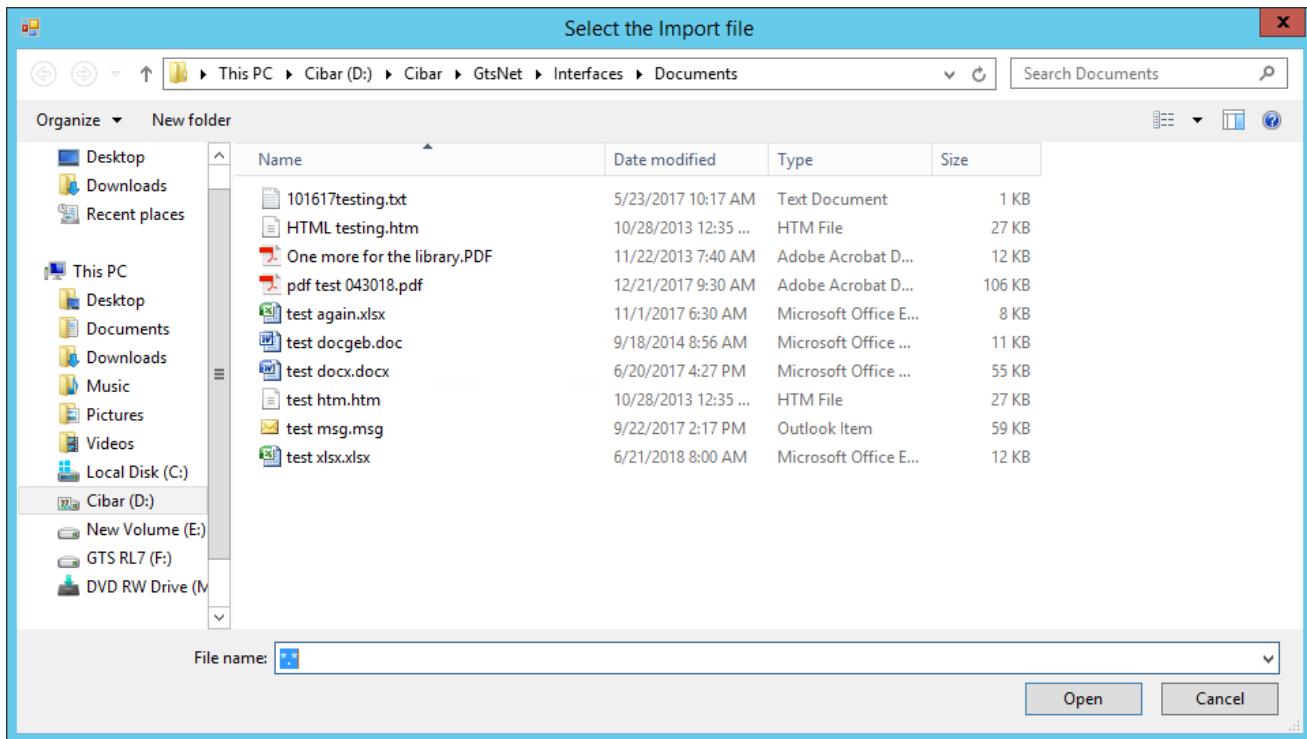
## Attach Documents

When you want to attach a document to an item currently in WIP, you would right click, then select 'Current Documents'.



From this window (which can also be accessed for items not in WIP from the Inquiry/History screen in the same way), you would hit the 'Attach Document' button. The same path you designated in GTS Parameters above opens up.





Once you attach the document to the current documents screen you can click the EMAIL button and send the attachment out Via GTSnet. The document that gets attached is stored in the Textoutbound database table.

DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No	View	More
OFAC Check Document	REM	LES Exporter	Mail	GTS Generated Document	No			<a href="#">View</a>	<a href="#">More</a>
One more for the lib	ATT	No Party		GTS Assigned PDF Document	No			<a href="#">View</a>	<a href="#">More</a>

CIBAR Chicago - 06/14/18 - 8:12:10 AM - CHALVORSON - [Work in Process] - [GTS - Inquiry / Research Document Review]

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

**Our Reference:** CB-AG-CO-80000001-00    **Process:** CEX-AMD

**ReSend Documents**

OFAC Check Document	-REM
One more for the lib	-ATT

**Email Mail Groups**

Gary Test Emails	maxtradrl7@yahoo.com;maxtradrl8@yahoo.com
Gayle Email Group 102517	gbleckert@cibar.com;nmayer@cibar.com;gaylebleckert@cibar.com

**Select**

Highlight the Email addresses you want to send to.

**Compose Email** **Close**

If the person/people you want to send the document to are not in a preset Email Mail Group, when you click 'Compose Email', you will have the option to add input the email address(es) you want.

Email Sender

**To:** [ ]

**CC:** [ ]

**From:** chalvorson@cibar.com

**Subject:** [ ]

**Attachments:** CB-AG-CO-80000001-00 CEX-AMD One more for the lib

**Body:** [ ]

**Send** **Quit**

## Delete Attachments

User can remove an attachment(s) from a transaction added via the Attach Document feature on Current Documents screen. Entitlement required to use this feature.

The screenshot shows the GTSnet Current Documents screen. On the left, there is a sidebar with various search and export buttons, and a logo for 'Cibar'. The main area displays a grid of transactions with columns for Bank Reference, Status, SubStatus, Process, Seq#, User, Amount, CUR, Customer's Name, Their Reference, and Date/Time. A context menu is open over one of the transactions, with the option 'Remove Attached Doc' highlighted by a red box. Below the grid, there are sections for OFAC counts and status details, and a footer with search and refresh buttons.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR	Customer's Name	Their Reference	Date/Time
CB-AG-AC-00500003-00	CMPL		DIR-ENT		NMAYER	00,000.00		Chipotle	343	2023/01/03 08
CB-AG-AC-CF000021-00	CMPL		ACC-CPF					SBLC Child		2023/01/03 14
CB-AG-AC-00000300-00	CMPL		BA-ENT					Chevrolet	444	2023/01/13 21
CB-AG-AC-9500004-00	CMPL		CSH-RTN							2023/01/19 10
CB-AG-AC-00100014-00	CMPL		BA-AMD					Kohl's Inc.		VALLEY TEST CDH 2023/01/19 11
CB-AG-AC-9500009-00	CMPL		CSH-ENT							2023/02/14 12
CB-AG-CO-00100006-00	CMPL		ACC-GLA					Dutch Brothers Cof...		2023/03/31 14
CB-AG-AC-10000201-00	CMPL		ACC-GLA					DSW - Colorado Sp...		2023/03/31 14
CB-AG-CO-8000004-00	CMPL		CEX-AMD					Wells Fargo Bank	14686CEX	2023/03/31 08
CB-AG-AC-30000052-00	CMPL		STB-AMD					DSW - Colorado Sp...	my new test1	2024/04/18 16
CB-AG-AC-00033017-98	CMPL		ACC-ARP					Chipotle		2024/04/22 08
CB-AG-AC-00000001-00	CMPL		SS-COM					BANK OF CHINA		2023/04/21 13
CB-AG-AC-00100067-00	CMPL		IMP-PAY					D Amy's Hallmark Shop		2023/04/25 06
CB-AG-AC-00100048-00	CMPL		IMP-PAY					Frodo Baggins		2023/04/25 11
CB-AG-AC-00100013-00	CMPL		IMP-AMD					D Dutch Brothers Cof...		2023/04/25 13
CB-AG-AC-95000016-00	CMPL		CSH-ENT					Swift		2023/04/25 12
CB-AG-AC-00100082-00	CMPL		IMP-PAY					List		2023/04/25 08
CB-AG-AC-10000208-00	CMPL		EXP-AMD					Print		2023/04/25 14
CB-AG-CO-10000204-00	CMPL	DET	EXP-AMD					Send to OFAC Now		2023/04/25 15
CB-AG-AC-10000208-00	CMPL		EXP-PAY					OFAC Inquiry		BANK OF CHINA
CB-AG-AC-10000208-00	CMPL		EXP-PAY					Override OFAC		2023/04/25 14
CB-AG-AC-00000010-00	CMPL		SS-COM					Return for Correction		BANK OF CHINA

[Hide Statistics](#)

OFAC: 000      DETS: 000      WDIS: 000      WDOC: 000      WRMB: 000      CHKL: 000      PNDA: 022      INCP: 016      RECV: 006

Issues in Process	12	Amendments in Process	20	Pending Discrepancies	0	Documents Received	0
Issues in Process ICC	2	Amendments in Process ICC	0	Waiting Reimbursement	0	Payments in Process	17
Transfers in Process	2	Assignments in Process	0	Waiting Doc Approval	0	Acceptances in Process	5

Work in Process	ICCI: 2	INCP: 16	OFAC SENT: 0	INT AMEND: 0	Waiting on Customer	DET: 1	WDBT: 0	Waiting on Supervisor	PNDA: 22	OFAC FAIL: 0
	SWFI: 0	CHKL: 0	OFAC DESK: 0		DETS: 0	WRMB: 0	WDOC: 0	CRMF: 0	NPRC: 0	
	RECV: 6	CMPL: 39	OTHER: 6		WDIS: 0		AML: 0		NSF: 0	

Status: CMPL      Sub Status:      Process: DIR-ENT      Customer: Chipotle      User: NMAYER      Source: TSR      Refresh WIP

# SWIFT Incoming and Outgoing

## Swift-in Ready and Swift-In Hold

### Objective of Swift Inbound Editors

Provide a means for editing inbound swift messages that were did not contain the correct data for the message to play into WIP.

### Swift In Hold Editor

The Swift In Hold Editor allows you to edit inbound Swift message fragments to correct problems in the fragment numbering, the message type, and the Issuing Bank's reference number / Our reference number. When it is trying to assemble multiple segments into a logical message it compares the Sender BIC, the Segment numbers, the Message type, and Their Reference.

The screenshot shows the 'Swift In Hold Editor' interface. At the top, there is a title bar with the text 'Swift In Hold Editor - Cibar - 05/29/15 - 12:58:57 PM - NMAYER - Ticklers Exist (New)'. Below the title bar is a grid table with columns labeled: Status, LE, Receiver BIC, Sender BIC, Frag Msg, of N, <:27:>, and N. The grid has several rows, each representing a message fragment. At the bottom of the window, there are several input fields and buttons. The input fields include: Document Status, MT Message Type, Legal Entity, File Time, Receiver BIC, Fragment Number, Sender BIC, Fragment Count, Sequence of Total, Their Reference, Our Reference, View, Delete, Modify, Clear, Refresh, Quit, and Load All.

**Document Status** - This field displays the current status of the associated Swift message segment. The possible values are:

**Stale** - The message segment is waiting for one or more other segments to complete the message and has been in this condition for more than 'n' days as specified by bank in the GTS Parameters program under the Swift Inbound tab.

**Duplicate** - The system has found a duplicate segment (you should see both in the grid).

**Legal Entity** - This field will route the inbound Swift message to the designated legal entity. This legal entity routing is defined by the Swift ID in the legal entity's party file.

**Receiver BIC** - This is the receiving banks BIC ID.

**Sender BIC** - This field allows you to edit the BIC of the bank sending the message to your bank. The modified BIC is then checked against the BIC ID's currently housed in the GTS Party table to find the correct party.

**Their Reference** - This is the sending banks reference.

**MT Message Type** - This is the Swift message type that is derived from the message header

**File Time** - This is the time that the message was added to the system.

**Fragment Number** - This field is the message number of the fragment

**Fragment Count** - This field is the total number of fragments of a fragmented message.

**Sequence of Total** - This field is the sequence number of the total number of fragments

**Our Reference** - This is our banks reference number.

**View** - Clicking on this button opens the DGM Viewer to present the associated inbound Swift message segment in its entirety for viewing and printing.

**Delete** - Clicking on this button will delete the Swift message segment from the GTS inbound Swift staging / assembly area.

**Modify** - Clicking on this button will modify the message with any changes made.

**Clear** -Clicking on this button will clear all of the fields so that you are able to proceed with another function

**Refresh** - Clicking on this button will refresh the message grid to see new messages that have arrived in the Swift In Hold Editor.

**Quit** - Clicking on this button will exit out of the Swift In Hold Editor

**Load All** - Checking this flag will allow you to see all messages that are currently in the Hold Editor and the messages that were previously modified and in a Complete/Ready status.

## Swift In Ready Editor

The Swift In Ready Editor program is used to link in bound Swift messages to messages already in WIP or to move them back to the GTS message staging / assembly area for editing (Swift In Hold.)

The screenshot shows the 'Swift In Ready Editor' application window. At the top, it displays the title 'Swift In Ready Editor - Cibar - 05/29/15 - 12:56:38 PM - NMAYER - Ticklers Exist (New) -'. Below the title is a grid table with columns: Status, LE, Receiver BIC, Sender BIC, Frag Msg, of N, <:27:>, and MT Type. Two rows are visible in the grid:

Status	LE	Receiver BIC	Sender BIC	Frag Msg	of N	<:27:>	MT Type
Probable duplicate	CB	SNTRUS3AXXX	BESCPPTPLXXX	1	1	1/1	MT700
Unknown sender...	CB	SNTRUS3AXXX	HVBKKRSEXXX	1	1	1/1	MT700

Below the grid, there are several status fields:

- Document Status: Unknown sender BIC (highlighted in yellow)
- MT Message Type: MT700
- File Time: 6/2/2015 2:45:03
- Fragment Number: 1
- Fragment Count: 1
- Their Reference: gayle2060215
- Our Reference: (empty)
- Legal Entity: CB
- Receiver BIC: SNTRUS3AXXX
- Sender BIC: HVBKKRSEXXX
- View Log

At the bottom of the window are several buttons: View, Modify, Delete, Release, Recycle, Link, Clear, Refresh, and Quit.

**Document Status** - This field displays the current status of the associated Swift message. The possible values are:

**Unknown Sender BIC** - The Sender BIC could not be located in the GTS Party table and therefore the GTS system could not determine the legal entity and user id to route the transaction to.

**No existing item** - A subsequent message (707, 754, etc. cannot find a letter of credit in the GTS database with the same Their Reference or our Reference and therefore does not know what transaction to apply the new message to.

**Probable duplicate** - An originating message (e.g. 705, 700, 710) found a letter of credit in the GTS database with the same Their Reference for this Issuing Bank.

**Transaction possible link to WIP** - The GTS system has identified a possible linkage to an item in WIP. You should review the item in WIP and this item to decide if you agree or not. If you agree, then click on the Link button. Otherwise let the message wait here until the other transaction is processed and then use the recycle option to move it to WIP as a new item.

**Error processing transaction** - You should not get this message under normal situations. However, if you do, you should contact Cibar support to research the problem.

**Complete / Ready** - The message is ready to be processed.

**View Log** - Clicking on the button will allow you to see the log that was created by the swift incoming message process. This log will allow you to see what caused the message to enter the Ready Editor.

**Legal Entity** - This field will route the inbound Swift message to the designated legal entity. This legal entity routing is defined by the Swift ID in the legal entity's party file.

**Receiver BIC** - This is the receiving banks BIC ID.

**Sender BIC** - This field allows you to edit the BIC of the bank sending the message to your bank. The modified BIC is then checked against the BIC ID's currently housed in the GTS Party table to find the correct party.

**Their Reference** - This is the sending banks reference.

**MT Message Type** - This is the Swift message type that is derived from the message header

**File Time** - This is the time that the message was added to the system.

**Fragment Number** - This field is the message number of the fragment

**Fragment Count** - This field is the total number of fragments of a fragmented message.

**Our Reference** - This is our banks reference number.

**View** - Clicking on this button opens the DGM Viewer to present the associated inbound Swift message segment in its entirety for viewing and printing.

**Modify** - Clicking on this button will modify the message with any changes made.

**Delete** - Clicking on this button will delete the Swift message segment from the GTS inbound Swift staging / assembly area.

**Release** - Clicking on this button will cause the system to try and play the associated Swift inbound message through to WIP.

**Recycle** - Clicking on this button will cause the system to send the associated Swift inbound message back to the Swift In Hold Edit program (Same as the right mouse click 'Recycle Swift Message' available in WIP) to allow editing of the message in order to correct a problem in one of the control fields.

**Link** - Clicking on this button will cause the system to present another form showing the items in WIP which are candidates to link the associated Swift inbound message with.

**Clear** - Clicking on this button will clear all of the fields so that you are able to proceed with another function

**Refresh** - Clicking on this button will refresh the message grid to see new messages that have arrived in the Swift In Ready Editor.

**Quit** - Clicking on this button will exit out of the Swift In Ready Editor

**Process into WIP** - When a swift message has the status of Complete/Ready, this button can be selected. This checks to see if the Swift processes are running. If not, the last process will run, bringing this message into WIP.

## How to map Incoming messages to different Users

If you want inbound SWIFT messages to map into different user's WIP screens you can set this up on the SWIFT in tab found under GTS Parameters.

CIBAR Colorado Springs - 05/29/15 - 11:41:28 AM - NMAYER - Ticklers Exist (New) - [Parms]

General | Files | **Swift In** | Add'l Parameters |

### Swift In Controls

Input Program Name: SWIFT  
Process ID: SWIFT  
Source Path: \\CIBDEV2012\Cibar\GTSNET\interfaces\Swiftin\swift\Pending\  Extension: SWF  
Processed Path: \\CIBDEV2012\Cibar\GTSNET\interfaces\Swiftin\swift\Processed\  Extension: OUT  
Invalid Input Path: \\CIBDEV2012\Cibar\GTSNET\interfaces\Swiftin\swift\Errors\  Extension: SWF  
Activity Log Path: \\CIBDEV2012\Cibar\GTSNET\interfaces\Swiftin\swift\Logs\  Log Name: Swift\_process  
Debug Log Path: \\CIBDEV2012\Cibar\GTSNET\interfaces\Swiftin\swift\Debug\  Log Name: Swift\_Debug  
Log File Build:  Log Type: Unique  Stale Text d hh:mm: 0 00:00  
Count fragments as unique messages:   
Auto Print Swift In messages:  Swift In printer name: Swift In Printer Name

#### Message Routing

Sender TID	Msg Type	LE	User Id	Service	Product	Model Name	Model Pkey
*	MT400	CB	GAYLE	CEX	PAY	DIRECT COLLECTION	9999
*	MT410	CB	SWIFTINCB	CEX	MSG		0
*	MT412	CB	SWIFTINCB	CEX	AMD		0
*	MT420	CB	SWIFTINCB	CEX	MSG		0
*	MT422	CB	SWIFTINCB	ADM	MSG		0
*	MT450	CB	SWIFTINCB	ADM	MSG		0
*	MT499	CB	SWIFTINCB	CEX	MSG		0
*	MT700	CB	SWIFTINCB	EXP	ISS	ADVISING EXPORT	3607
*	MT707	CB	SWIFTINCB	EXP	AMD	AMENDMENT FOR EXPORTS	3608
*	MT710	CB	SWIFTINCB	EXP	ISS	EXPORT LETTER OF CREDIT	0
*	MT720	CB	SWIFTINCB	EXP	ISS	EXPORT LETTER OF CREDIT	0
*	MT730	CB	NMAYER	IMP	MSG	Amendment for Imports	0
*	MT740	CB	SWIFTINCB	RMB	ISS	REIMBURSEMENT	0
*	MT742	CB	SWIFTINCB	RMB	PAY	REIMBURSEMENT SIGHT PAYMENT	0
*	MT747	CB	SWIFTINCB	RMB	AMD	AMENDMENT FOR REIMBURSEMENTS	0
*	MT750	CB	SWIFTINCB	ADM	MSG		0
*	MT754	CB	SWIFTINCB	ADM	MSG		0
*	MT756	CB	SWIFTINCB	IMP	PAY		0
*	MT760	CB	SWIFTINCB	STB	ISS	STANDBY LETTER OF CREDIT	0

NMAYER  Amendment for Imports

## Incoming SWIFTS and the rules on how they map into WIP

Swift inbound processing can be very simple in that all messages are routed to a single user and from there either picked up by others or someone reassigns them to other staff for processing. It can also be more complex in that you may want to route collection messages to one user, imports and exports to another, and standbys to a completely different user. To do this, the inbound maps have to be changed to indicate the user you want them to map to and the model name to use. Cibar will work with you to set this up according to your needs.

Msg. ID	LE	User ID	Model Name	Service	Product
MT400	CB	SWIFTINCOL		CEX	PAY
MT410	CB	SWIFTINCOL		CEX	AMD
MT412	CB	SWIFTINCOL		CEX	AMD
MT420	CB	SWIFTINCOL		CEX	MSG
MT422	CB	SWIFTINCOL		ADM	MSG
MT430	CB	SWIFTINCOL		CEX/CIM	MSG
MT450	CB	SWIFTINCOL		ADM	MSG
MT499	CB	SWIFTINCOL		CEX	MSG
MT700	CB	SWIFTINLOC	Advising Export	EXP	ISS
MT705	CB	SWIFTINLOC		EXP	MSG
MT707	CB	SWIFTINLOC	Amendment for Exports	EXP	AMD
MT710	CB	SWIFTINLOC	Export Letter of Credit	EXP	ISS
MT720	CB	SWIFTINLOC	Export Letter of Credit	EXP	ISS
MT730	CB	SWIFTINLOC		IMP	MSG
MT732	CB	SWIFTINLOC		ADM	MSG
MT734	CB	SWIFTINLOC		ADM	MSG
MT740	CB	SWIFTINRMB	Reimbursements	RMB	ISS
MT742	CB	SWIFTINRMB	Sight Payment Import	RMB	PAY
MT747	CB	SWIFTINRMB	Amendment for Reimbursements	RMB	AMD
MT750	CB	SWIFTINLOC		ADM	MSG
MT752	CB	SWIFTINLOC		ADM	MSG
MT754	CB	SWIFTINLOC		ADM	MSG
MT756	CB	SWIFTINLOC		IMP	PAY
MT760	CB	SWIFTINLOC		STB	ISS
MT767	CB	SWIFTINLOC		STB	AMD
MT768	CB	SWIFTINLOC		STB	MSG
MT769	CB	SWIFTINLOC		STB	AMD
MT799	CB	SWIFTINLOC		EXP	MSG
MT999	CB	SWIFTINLOC		ADM	MSG
MTXXX	CB	SWIFTINLOC		ADM	MSG

The table above is what is coded in the SwiftinRoute Table.

If the bank wants to route commercial credits to someone different than the person who handles standbys, we can add code to the Swift in Map Routines that will check the Credit Type in the 700/710/720 for the word Standby and will route that transaction to a different user and model than those in this table.

All other messages will look up the L/C or Collection in the BalLocPrimary or BalColPrimary Table and will determine its correct LE, Division, and Department along with the Service / Product.

## Swift inbound message processing

### Swift 705 processing

When a 705 message arrives, it will be placed in WIP with a Service/Product of 'EXP MSG' or 'STB MSG'. No attempt at processing is made. The user may cancel the item or wait until the 700 comes in and is issued and then cancel and log the 705 with the reference number assigned during the issuance of the 700.

## **Swift 700 / 710 / 720 processing**

Inbound swift processing looks at field 40 to determine if the credit is a standby or not (“IRREVOCABLE” or “IRREVOCABLE STANDBY”)

It uses the Swift In Route table to determine the user to route the message to. That user’s default division and department will be assigned to the transaction. It then routes it to WIP with a Service/Product of ‘EXP ISS’ or ‘STB ISS’.

If a 700/710 message arrives that matches the Sender’s TID, but does not match Field 20 (Their Reference) of what is in WIP, then the message will not be merged with any other message. This process will generate a new WIP item and LocPrimary entry in the database.

## **Swift 707 processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is “NONREF”, then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank’s TID.

Once it locates the letter of credit it uses the letter of credit’s division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP with a Service/Product of ‘EXP AMD’ or ‘STB AMD’ based on the Letter Type Flag (E, or S) in the BalLocPrimary.

If a 707 arrives that matches the Sender’s TID and Field 20 (Documentary Credit Number) of a message already in WIP, then the new message will be held in Swift In Ready with a status of ‘Possible link to WIP’. An editor is available for these messages that will allow the user to release it into WIP if in fact it is a new amendment, not a duplicate.

If a 707 arrives that does not match any item in WIP then this item will be posted as a new amendment WIP item.

If a 707 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of ‘No existing item’.

## **Swift 730 processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit.

Once it locates the letter of credit it uses the letter of credit’s division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP with a Service Product of ‘EXP MSG’, ‘STB MSG’, or ‘IMP MSG’ based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

In addition, a 730 message automatically updates the letter of credit with the sending bank’s reference number. This update will take place even if the transaction is cancelled.

If a 730 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in

## **Swift 740 (Reimbursement Issuance) processing.**

This message works the same as a 700 except that the service will be ‘RMB’ instead of ‘EXP’

## **Swift 742 (Reimbursement Payment) processing**

Inbound swift processing looks at field 21 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID to find the matching letter of credit

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also routes it to WIP with a Service Product of 'RMB PAY' in the BalLocPrimary. A 742 can also come in under IMP PAY.

In addition, the payment amount and the negotiation date are mapped into the GTS payment process.

If a 742 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of 'No existing item'.

## **Swift 747 (Reimbursement Amendment) processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to transaction. It also routes it to WIP with a Service Product of 'RMB AMD'.

If a 747 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of 'No existing item'.

## **Swift 750 (Advice of Discrepancy)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP with a Service Product of 'EXP MSG', 'STB MSG', or 'IMP MSG' based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

If one of these messages arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be put into WIP without a reference number and a Service/Product of 'AMD MSG'

## **Swift 752 (Authorization to Pay)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is 'NONREF', then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP as EXP MSG, STB MSG, or IMP MSG based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

If one of these message arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be put into the Swift Ready Edit process with a description of 'No existing item'.

### **Swift 754 (Advice of Payment)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is 'NONREF', then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP as EXP MSG, STB MSG, or IMP MSG based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

If one of these message arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be put into WIP without a reference number and a Service/Product of 'AMD MSG'.

### **Swift 756 (Advice of Reimbursement or Payment)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. If field 21 is not specified or is 'NONREF', then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP as EXP MSG, STB MSG, or IMP MSG based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

If one of these message arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be put into the Swift Ready Edit process with a description of 'No existing item'.

### **Swift 760 (Guarantee Issuance)**

This message works the same as a 700 Standby message. However, it only maps across their reference number, issuance date, sender to receiver, and details of guarantee (free text).

### **Swift 767 (Guarantee Amendment)**

This message works the same as a 707 Standby message. However, it only maps across amendment effective date, sender to receiver, and details of guarantee (free text)

### **Swift 768 (Guarantee Acknowledgement)**

This message works the same as a 732 Standby message.

### **Swift 769 (Guarantee Reduction)**

This message works the same as a 707 Standby message. However, it only maps across amendment effective date and sender to receiver information.

### **Swift 799 (Free Format Message)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit. It also determines the letter type from the letter of credit and routes it to WIP with a Service/Product of 'EXP MSG', 'STB MSG', or 'IMP MSG' based on the Letter Type Flag (E, S, or I) in the BalLocPrimary.

If it finds a matching transaction it will use the reference number.

If one of these message arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be put into WIP without a reference number and a Service/Product of 'AMD MSG'

### **Swift 400 (Collection Payment)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the collection it uses the collection's division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of either 'CEX PAY' or 'DIR PAY' or 'CIM PAY'.

In addition, the payment amount is mapped into the GTS payment process.

If a 400 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of 'No existing item'.

### **Swift 410 (Acknowledgement)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection credit. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the collection it uses the collection's division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service Product of 'CEX AMD' or 'DIR AMD' and 'CIM AMD'.

In addition, it will map in their reference number if provided in the message.

If a 410 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of 'No existing item'.

### **Swift 412 (Advice of Acceptance)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection credit. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the collection it uses the collection's division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service Product of 'CEX AMD', 'DIR AMD' or 'CIM AMD'.

In addition, it will map in the maturity date, currency code, and amount accepted if provided in the message.

If a 412 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of 'No existing item'.

### **Swift 430 (Amendment) processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection. If field 21 is not specified or is “NONREF”, then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank’s TID.

Once it locates the collection it uses the collection’s division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of ‘CEX MSG’ or ‘DIR MSG’.

If a 430 arrives that does not match any item in WIP and for which there is no Letter of Credit in the database, it will be held in Swift In Ready with a status of ‘No existing item’.

#### **Swift 420 (Tracer)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection If field 21 is not specified or is “NONREF”, then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank’s TID.

Once it locates the collection it uses the collection’s division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of ‘CIM MSG’.

If one of these messages arrives that does not match any item in WIP and for which there is no Collection in the database, it will be held in Swift In Ready with a status of ‘No existing item’.

#### **Swift 422 (Advice of Fate)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection If field 21 is not specified or is “NONREF”, then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank’s TID.

Once it locates the collection it uses the collection’s division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of ‘CEX MSG’ or ‘DIR MSG’.

If one of these messages arrives that does not match any item in WIP and for which there is no Collection in the database, it will be held in Swift In Ready with a status of ‘No existing item’.

#### **Swift 450 (Cash Letter Credit Advice)**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection If field 21 is not specified or is “NONREF”, then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank’s TID.

Once it locates the collection it uses the collection’s division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of ‘CEX MSG’ or ‘DIR MSG’.

If one of these messages arrives that does not match any item in WIP and for which there is no Collection in the database, it will be routed to WIP with a Service/Product of ‘ADM MSG’.

#### **Swift 499 (Free Form Message) processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching collection. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the collection it uses the collection's division and department to assign to the transaction. It also determines the collection type from the collection and routes it to WIP with a Service/Product of 'CIM MSG', 'CEX MSG' or 'DIR MSG'.

If one of these messages arrives that does not match any item in WIP and for which there is no Collection in the database, it will be mapped into WIP as an 'ADM MSG' with no reference number.

### **Swift 999 processing**

Inbound swift processing looks at field 21 (Our Reference) to find the matching letter of credit in the **BalLocPrimary** table. If field 21 is not specified or is "NONREF", then it uses field 20 (Their Reference) along with the Party ID (Pkey) of the Party that has the same Swift ID as the sending bank's TID.

Once it locates the letter of credit it uses the letter of credit's division and department to assign to the transaction. It also determines the letter type from the letter of credit and routes it to WIP with a Service/Product of 'EXP MSG', or 'STB MSG'.

If one of these messages arrives that does not match any item in WIP and for which there is no Collection in the database, it will be mapped into WIP as an 'ADM MSG' with no reference number.

### **All other messages**

These messages are mapped into WIP with a Service/Product of 'ADM MSG' without any other mapping of data. These messages will be mapped into WIP with blanks for the reference number while all specified messages will have either all zeroes or the reference number of the found item. They may be cancelled and logged with a reference number and they can be re-assigned as an 'SS COM' transaction to generate a response back to the sending bank.

### **Other Notes:**

Swift 799 and 999 can be reassigned to 'EXP ISS', 'EXP AMD', 'STB ISS', OR 'STB AMD' through the 'CheckList Details' form. However, no information from the 799 or 999 will be mapped.

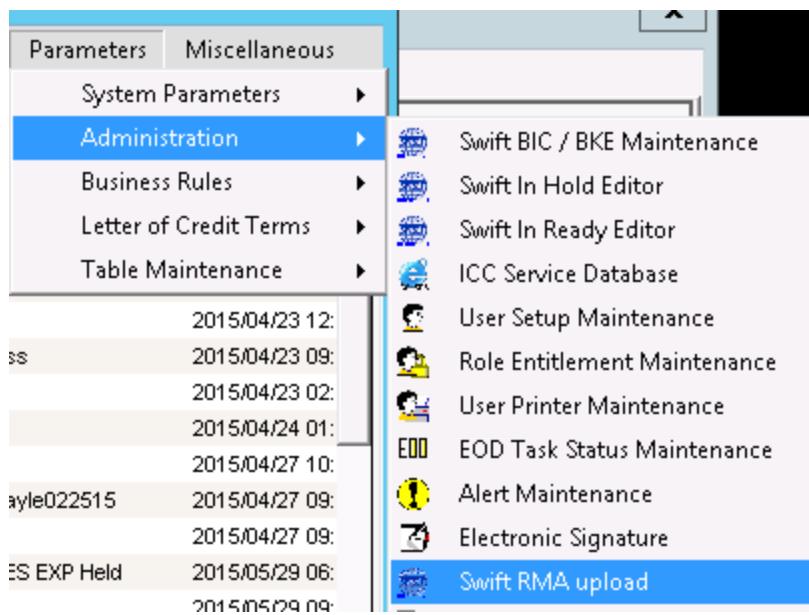
GTS provides a process by which a TSR may edit a Swift inbound message held in the Swift In Hold table for the purpose of correcting the fields: Their Reference Number, Message Segment Number, Message Segment Count, Sender's TID, or Our Reference number. This is accomplished through the Swift Hold Edit program under the main GTS toolbar System Icon.

Another condition that occurs is when a 700/710/720 arrives that is marked as 1/1 and the 701/711/721 arrives marked as 2/2. The 700/710/720 will process through and be placed in WIP automatically. When the user reviews the stale items in Swift In Hold that are present and determines that the 701/711,721 really belongs with the item that has already been placed into WIP, then the user must have the ability to correct this problem. The user would select the item in WIP that the 701/711/721 should be associated with and perform the following steps: Highlight the item, Right Click on the item, Select 'Recycle Swift'.

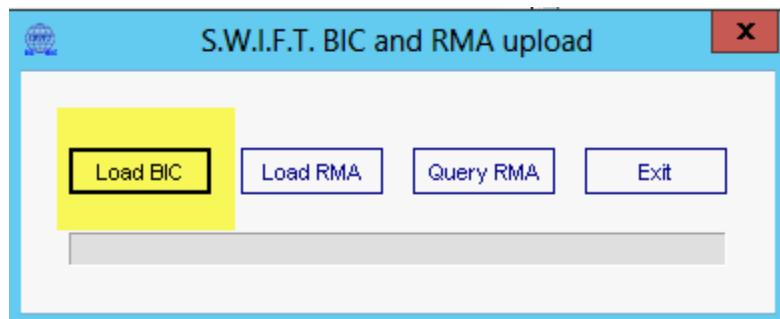
The corresponding message in Swift In Fini table will be moved back to the Swift In Hold table and the messages sequence will be changed to 0 of 1. The corresponding message in the Swift In Fini table will be deleted and the corresponding item in WIP will be cancelled.

## How to Import a New SWIFT BIC File

Go into Parameters->Administration-> SwiftRMA Upload

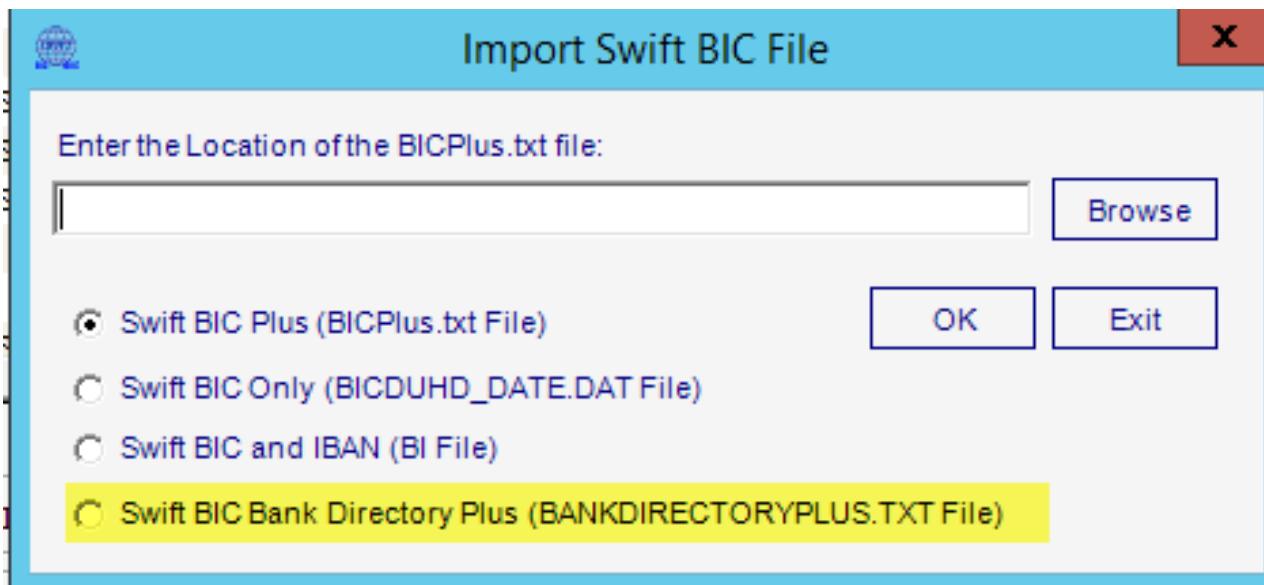


Click the Load BIC button.



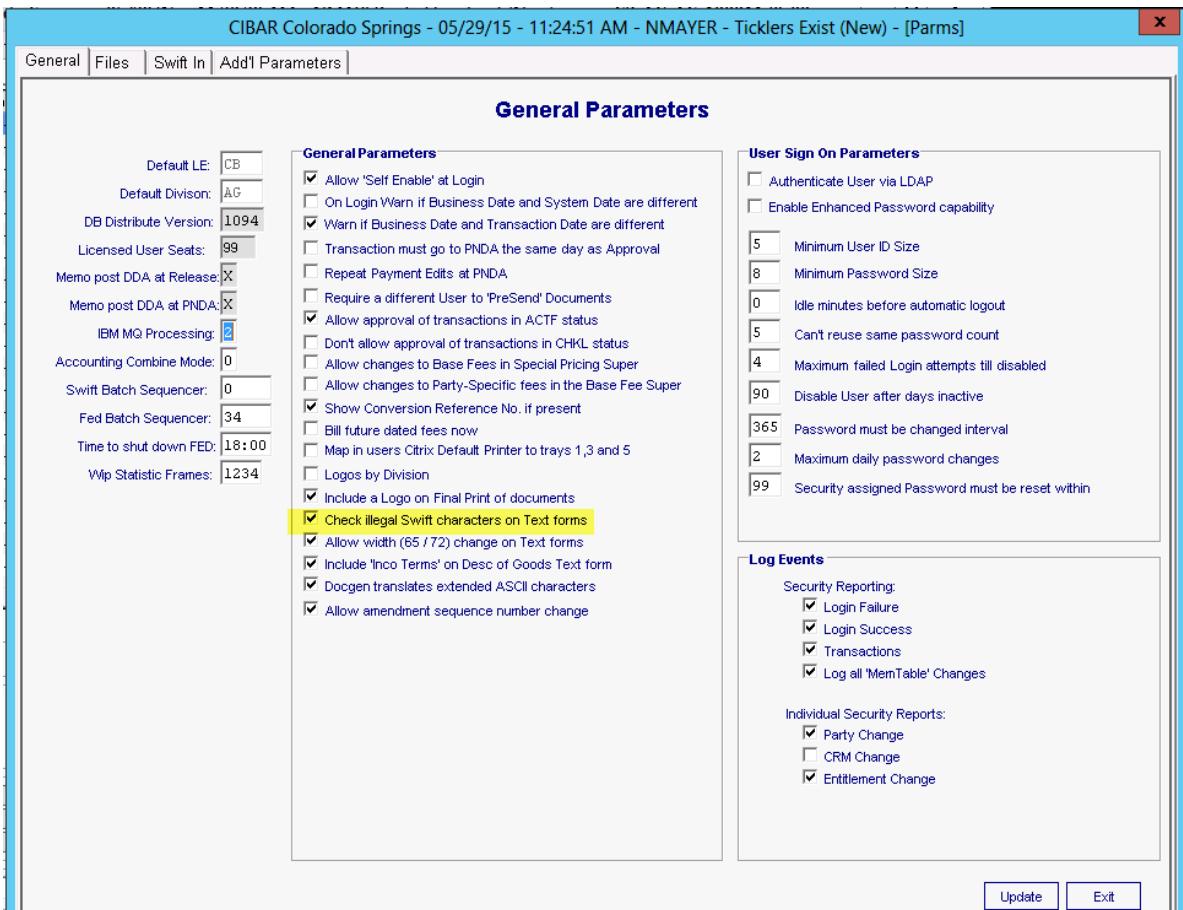
## SWIFT BIC DIRECTORY PLUS File Format Accepted

New in Release 7, Cibar now accepts the SWIFT BIC Directory Plus file format for uploading the BIC file.

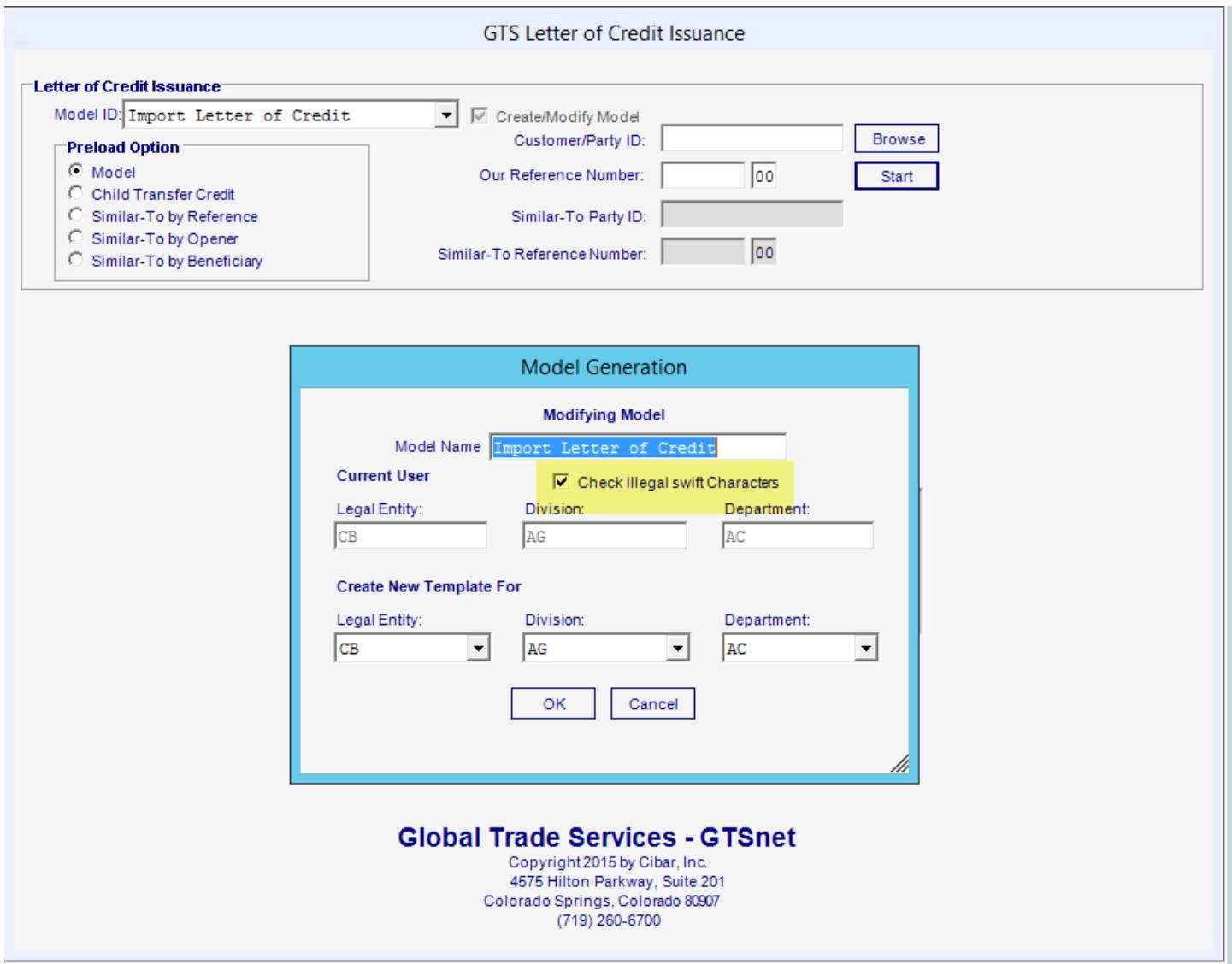


## How SWIFT Validation Works

InParmsGTS make sure you have the "Check Illegal Swift Characters on Text Forms" parameter turned on.



Go into each model you want the fields to be available on and “Check Invalid SWIFT Character” when modifying the model.



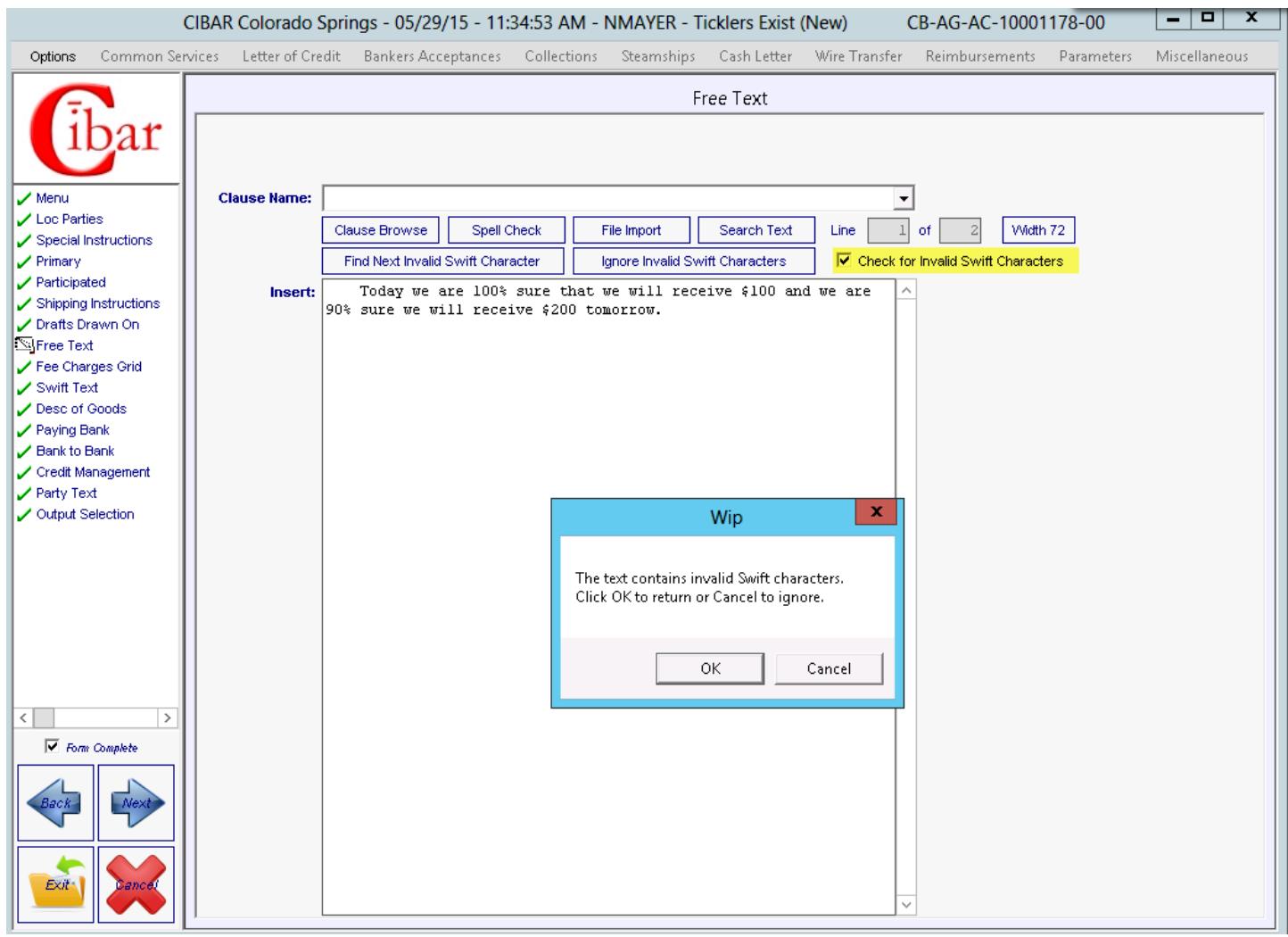
Screens this functionality has been added to:

- **Free Text**
- **Additional Conditions**
- **Description of Goods**
- **Documents Required**
- **Paying Banking**
- **Collection Free Text**

Illegal Characters are checked one at a time.

For example, in the below sentence:

- Today we are 100% sure that we will receive \$100 and we are 90% sure we will receive \$200 tomorrow the system will stop you at each character if you click OK to the below message box.



- If the below flag is checked the system will automatically check for invalid characters when leaving the screen.
- If you click Cancel the system will take you to the next screen in the flow.
- If you click OK it will leave you on the current screen and take you to the first illegal character that is found.

## List of SWIFT Messages Supported

### 400 Series of Outbound Messages Supported

MT400	Swift 400 Payment Message
MT410	Swift 410 Acknowledgement Message
MT412	Swift 412 Advice of Acceptance
MT420	Swift 420 Collection Tracer
MT422	Swift 422 Advice of Fate
MT430	Swift 430 Acknowledgement Message
MT450	Swift 450 Cash Letter Advice
MT499	Swift 499 Message

### 700 Series of Outbound Messages Supported

MT700	Swift 700 Issuance Message
MT701	Swift 700 Roll over Message
MT705	Swift 705 PreAdvice Message
MT707	Swift 707 Message

MT710	Swift 710 Advice of a Third Bank's Documentary Credit
MT711	Swift 710 Roll over Message
MT720	Swift 720 Transfer of a Documentary Credit
MT721	Swift 720 Roll over Message
MT730	Swift 730 - Acknowledgement
MT732	Swift 732 Advice of Discharge
MT734	Swift 734 Advice of Refusal
MT740	Swift 740 - Authorization to Reimburse
MT742	Swift 742 Reimbursement Claim
MT747	Swift 740 Authorization to Reimburse
MT750	Swift 750 Advice of Discrepancy
MT752	Swift 752 Advice of Payment
MT754	Swift 754 Advice of Payment/Acceptance
MT756	Swift 756 Advice of Reimbursement or Payment
MT759	Swift 759 Ancillary Trade Structured Message
MT760	Swift 760 Guarantee Message
MT767	Swift 767 Guarantee Amendment Message
MT768	Swift 768 Acknowledgment of a Guarantee Message
MT769	Swift 769 Advice of Reduction or Release
MT791	Swift 791 Request for Payment of Charges
MT799	Swift 799 Message

#### Other Outbound Messages Supported

ALL-ALL-ADV	Swift MT202 Message
ALL-ALL-ADVMT103	Swift MT103 Message
ALL-ALL-MT999	Swift MT999 Message
MT199	

MT700AS798	SWIFT for Corporates
MT707AS798	SWIFT for Corporates
MT737AS798	SWIFT for Corporates
MT758AS798	SWIFT for Corporates
MT774AS798	SWIFT for Corporates
MT776AS798	SWIFT for Corporates

MT799AS734  
 MT999AS103  
 MT999AS400  
 MT999AS410  
 MT999AS412  
 MT999AS420  
 MT999AS420  
 MT999AS430  
 MT999AS730  
 MT999AS730  
 MT999AS730  
 MT999AS732  
 MT999AS734  
 MT999AS750  
 MT999AS754  
 MT999AS756

#### SWIFT Free Form Messages

SS-COM-MT400FREEFRM	Swift 400 Free Form Letter
SS-COM-MT412FREEFRM	Swift 412 Free Form Letter

SS-COM-MT416FREEFRM	Swift 416 Free Form Letter
SS-COM-MT420FREEFRM	Swift 420 Free Form Letter
SS-COM-MT422FREEFRM	Swift 422 Free Form Letter
SS-COM-MT499FREEFRM	Swift 499 Free Form Letter
SS-COM-MT705FREEFRM	Swift 705 Free Form Letter
SS-COM-MT707FREEFRM	Swift 707 Free Form Letter
SS-COM-MT730FREEFRM	Swift 730 Free Form Letter
SS-COM-MT732FREEFRM	Swift 732 Free Form Letter
SS-COM-MT734FREEFRM	Swift 734 Free Form Letter
SS-COM-MT740FREEFRM	Swift 740 Free Form Letter
SS-COM-MT742FREEFRM	Swift 742 Free Form Letter
SS-COM-MT747FREEFRM	Swift 747 Free Form Letter
SS-COM-MT750FREEFRM	Swift 750 Free Form Letter
SS-COM-MT752FREEFRM	Swift 752 Free Form Letter
SS-COM-MT754FREEFRM	Swift 754 Free Form Letter
SS-COM-MT756FREEFRM	Swift 756 Free Form Letter
SS-COM-MT769FREEFRM	Swift 769 Free Form Letter
SS-COM-MT791FREEFRM	Swift 791 Free Form Letter
SS-COM-MT799FREEFRM	Swift 799 Free Form Letter
SS-COM-MT199FREEFRM	Swift 199 Free Form Letter
SS-COM-MT999FREEFRM	Swift 999 Free Form Letter

## SWIFT RMA

### How to setup to run Automatic Nightly

This function can be run in a batch mode and should be run automatically when a new RMA file is received from SWIFT, again, a function that will require some IT coordination to program.

#### Steps

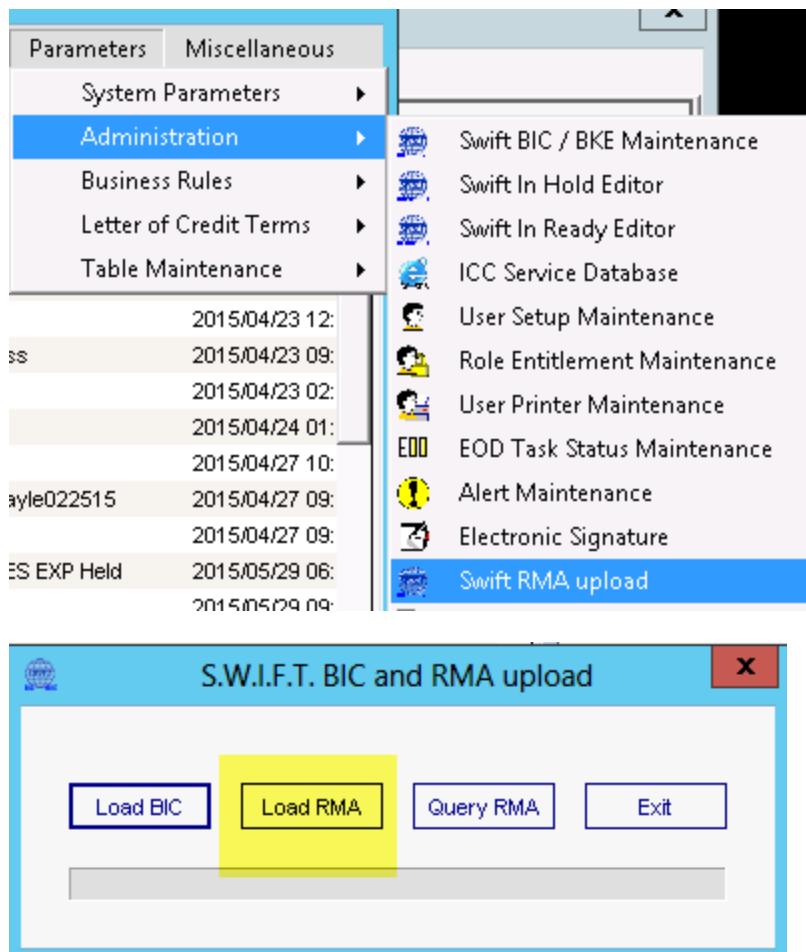
- 1) Make sure the following file is in GTS\Interfaces\SWF\RMA directory: RMA\_EXPORT\_FULL.XML
- 2) Set up SWIFTRMA task via Task Status Maintenance found under administration.
- 3) Configure your SWIFT system to place the XML file in the GTSnet\Interfaces\swift\RMA directory.
- 4) Setup a windows scheduler to launch the SWIFTRma.exe and upload the new file on a nightly or weekly basis.

### How to upload SWIFT RMA file manually

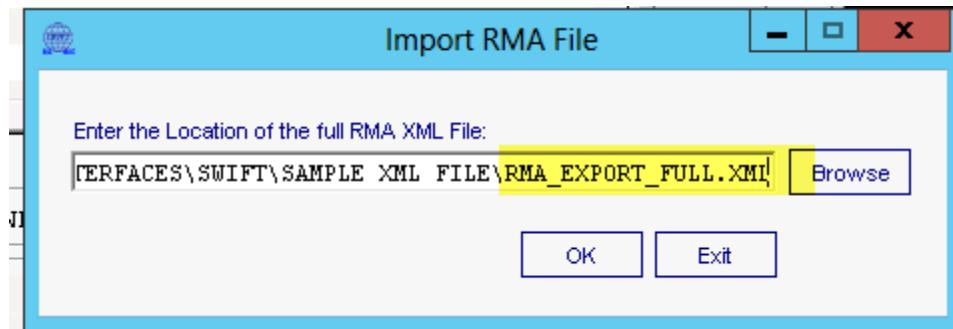
Enter the path and file name of the XML file name that is to be loaded. This is more easily accomplished by click the Browse button and navigating down though directories to get to the file. Your IT department needs to create the directory (GTS\Interfaces\Swift\RMA) and place the RMA XML file (provided by your SWIFT department) in it. The browse button will default to that directory and show XML files within it. When the file to import is located click OK to run.

Some caution is required here. This file comes from SWIFT on some periodic bases. The frequency that this XML file is delivered to your bank is determined by the relationship between your bank and SWIFT and is probably controlled by the "SWIFT Department" within your organization. This file may be named differently and may reside not only in a different directory, but also on a completely different server, you will need support from your IT department to determine all of this.

It is provided through the normal entitlement and menu system within GTS as a way to load without outside intervention or in case of some procedural failure.

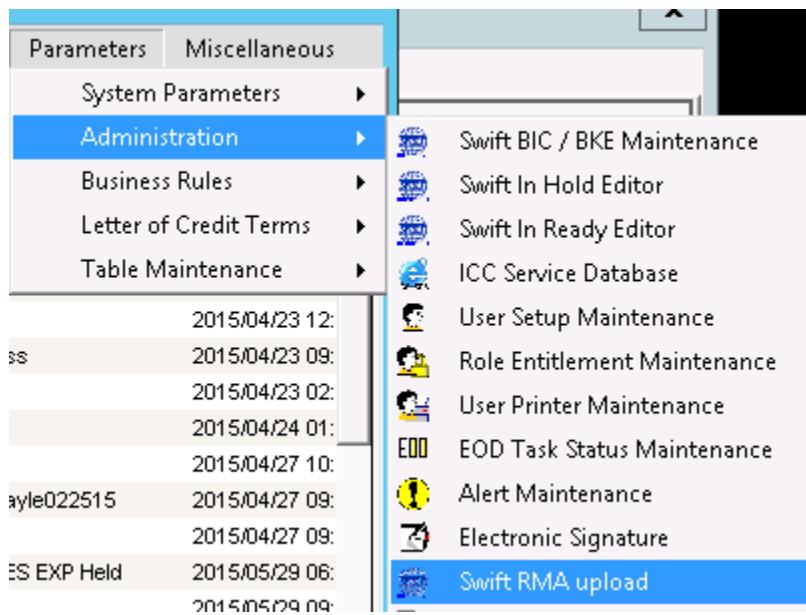


Browse for the file labeled RMA\_FULL.XML



### How a user can tell if the bank has RMA Authentication

Option 1 - Navigate to the SWIFT RMA Upload Program



Select Query RMA and either enter the receiving SWIFT you are looking for or select the drop-down box that lists all banks in your RMA file.

If there is an asterisk next to the bank it means there is not a bank setup in the GTS party file with this BIC.

The main window title is 'S.W.I.F.T. BIC and RMA upload'. It has buttons for 'Load BIC', 'Load RMA', 'Query RMA' (highlighted in yellow), and 'Exit'.

The 'RMA Query' dialog box is open, showing:

- Legal Entity: CB
- Receiving Swift:
- Search button
- A dropdown menu showing 'BANK OF TOKYO-MITSUBISHI UFJ, LTD., (BOTK)'
- A message: '\* No GTS Party record exists with this BIC'
- GTS Party IDs: BANK OF TOKYO
- Category 1: Include All
- Category 2: Include All
- Category 4: Include All
- Category 7: Include All

Option 2 – Click Party Browse and it will display if there is RMA authentication.

The screenshot shows a search interface for '37 Parties matching search'. On the left is a list of party names: ABN AMRO, ABN AMRO BANK N.V., Add test, Banco National, Bank of America, Bank of Athens, Bank of Cibar, Bank of Cibar Loan Department, and Bank of North America. On the right is a 'Search Criteria' panel with fields for Browse Name (0058Teflon Corp), Browse Location (NY, NY USA), Party ID (0058TEFLON CORP), DDA Number, Swift ID, and several buttons: Browse, Select, Clear, and Quit. To the right of these buttons are checkboxes for 'Return Inactive Parties' (unchecked), 'Return Only Authenticated' (checked), and 'Browse Free Form Parties' (unchecked). A note says 'Party Notes Exist: YES'.

## SWIFT for Corporates

The ability to send the following messages from the bank to the beneficiary who is identified as a 798 Corporate in the party file.

- MT774 wrapped in an MT798 for letter of credit advice (Issuance)
- MT776 wrapped in an MT798 for letter of credit amendment (Amendment)
- MT737 wrapped in an MT798 for discrepancy or clean presentation advice (Payment Pre-Release)
- MT758 wrapped in an MT798 for credit advice (Information on fees charged) (Payment Approval)

A new field has been added to the Party File called ReceiveMT798. This will be on the bank data tab.

Setting up the customer this way will notify the system that you can send 798 messages to this customer.

When this field is checked Cibar will allow a SWIFTid to be populated even though the party type is corporation. The corporation's BIC will need to be in the SWIFTBICBKE table as well as the RMA table.

The screenshot shows the 'Bank Data' screen in the CIBAR QA Chicago application. The top menu bar includes Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, Cash Letter, Wire Transfer, Reimbursements, Parameters, and Miscellaneous. The main area is titled 'Bank Data' and contains fields for党 Type (Corporation selected), Account Officer (ACCOUNTOFFICER), Alternate Officer (ACCOUNTOFFICER), Banking Group (ALABAMA), Expense Code (SECURITY), NAICS Code (000131-Cotton), Affiliate Code, Covering Bank ID, Tax ID, Swift ID (BNPAINBBDEL), Telex ID, Fedwire ID, CIF ID (2000021553), Obligor Number (123), and Risk Rating (High). Checkboxes for RMA, Send to ICC, and MT798 Delivery are also present. A sidebar on the left lists various menu items with checkboxes: MENU, Demographics, Bank Data (selected), Billing Info, Special Instructions, Fedwire Instructions, Swift Instructions, Related Parties, Contacts, FATCA, and Output Selection.

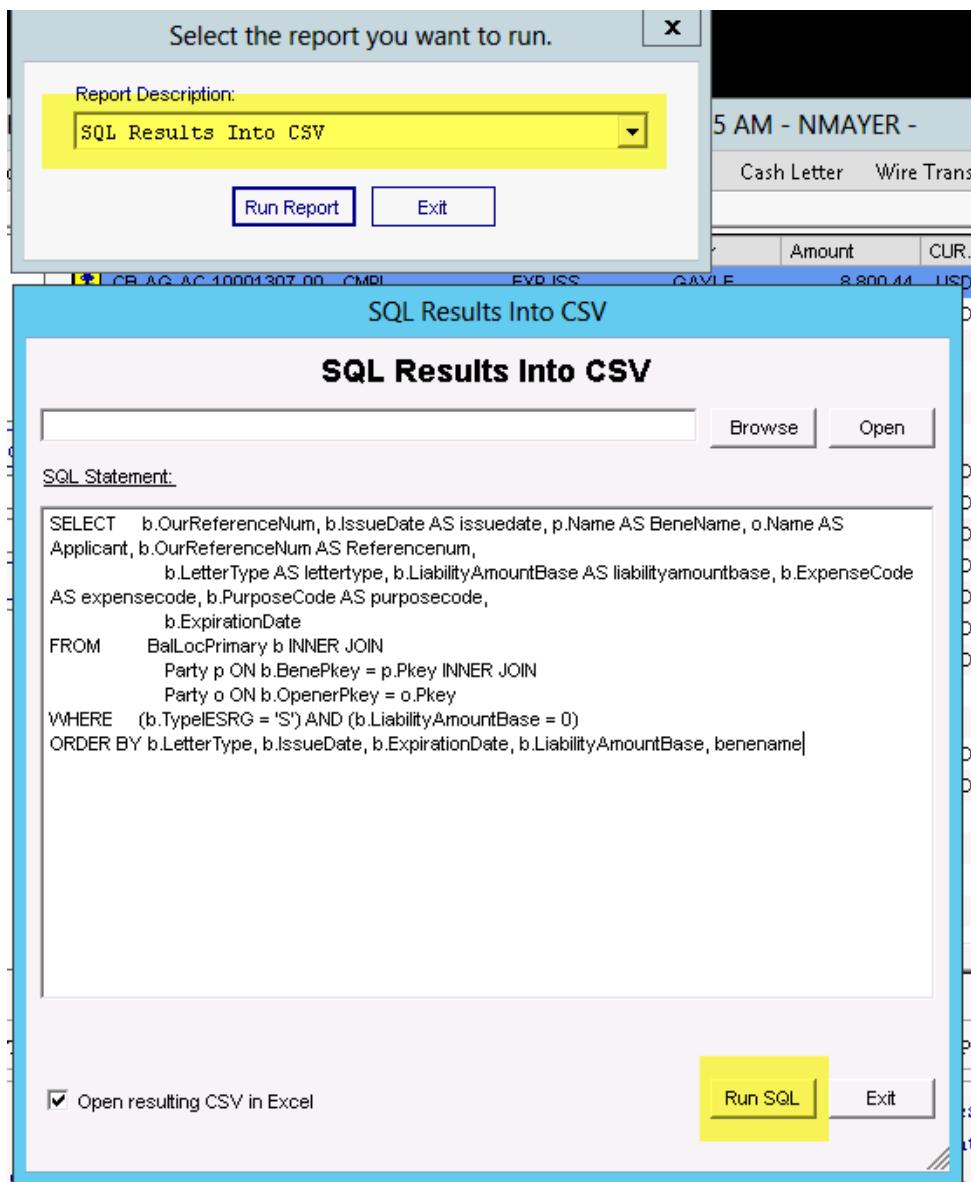
If the bank is interested in sending Bank to Corporate messages please let Cibar know and further installation and documentation steps will be provided.

## How to run reports On Demand / Real Time

The screenshot shows the GTnet software interface. At the top, there is a navigation bar with tabs: Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, and Steamship. The 'Common Services' tab is selected. Below the navigation bar, there is a sidebar with various links: Accounting, Special Instructions, Imaging, Customer Connection I-mail, Case Management Tools, Shared Services, Reference#, Dashboard, Customer Reference, Customer Name, By Organization, Find, and Mercantil Commercial. The 'Shared Services' link is highlighted with a blue box. To the right of the sidebar, there is a main content area with a table titled 'Bankers Acceptances'. The table has columns: Seq#, Status, SubStatus, Process, and Description. There are four rows of data: 01307-00 CMPL EXP-ISS, 80037-00 CRMF CM CRE... PII-ISS, 00130-00 INCP PRT-MOD, and 00125-00 INCP PRT-MOD. Below the table, there is a list of services: Error Manager, Folder Label Print, Archive Instrument, Mail Room, Report Viewing, Report Generation, Communications, Party Maintenance, Participation Group Maintenance, and Participant Fee Sharing. The 'Report Generation' service is highlighted with a yellow box.

## How to Run SQL Queries Via Report Generator

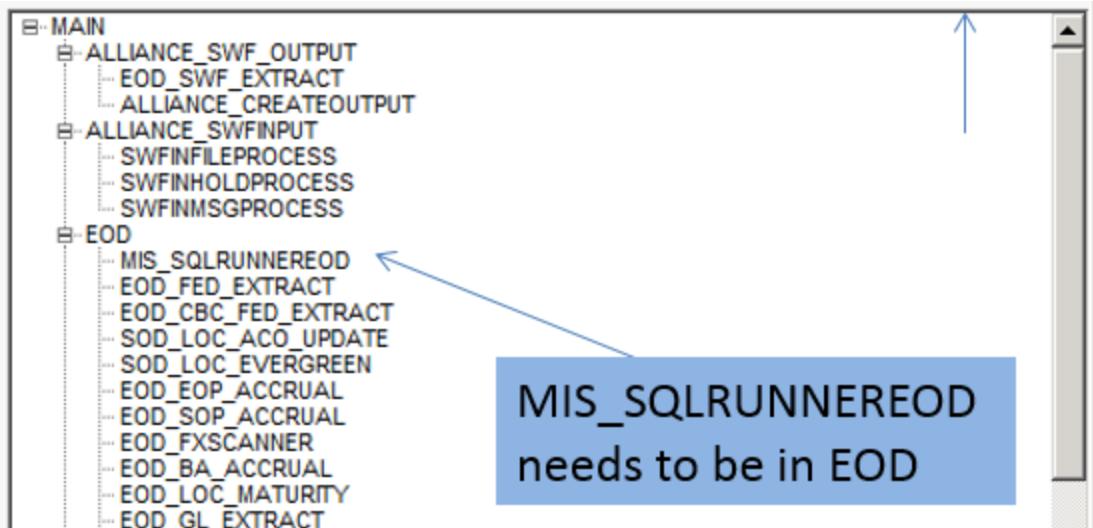
Select the SQL Results into CSV report option. Then paste the query into the main window or browse for the query if you have it saved off in a directory.



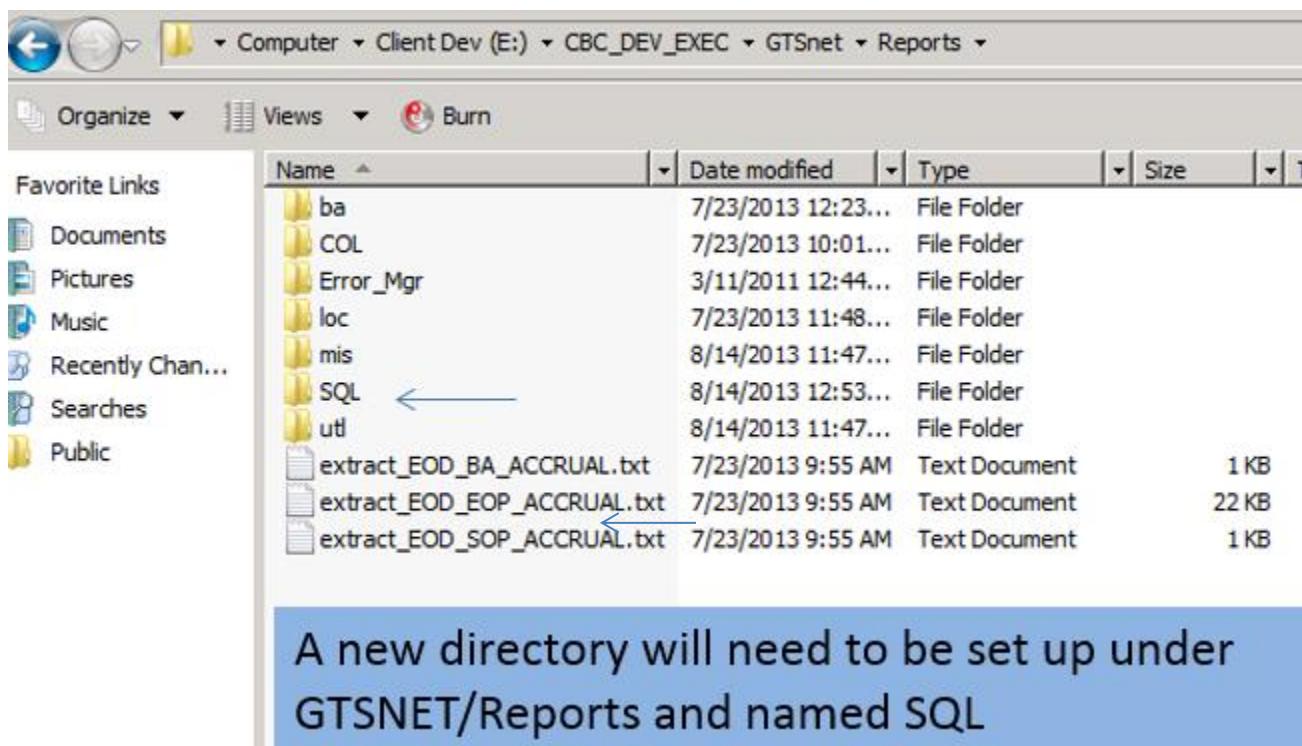
A	B	C	D	E	F	G	H	I	J
OURREFERENCENUM	ISSUEDATE	BENENAME	APPLICANT	REFERENCENUM	LETTERTY	LIABILITYAMOUNTBASE	EXPENSECODE	PURPOSECODE	EXPIRATIONDATE
350432	6/16/2015	Ward	Nicks Credit Management Opener	350432	STB	0	2700	SBP	7/16/2015
350446	7/8/2015	Rafting adventures	Seattle Civic Center	350446	STB	0	2700	SBF	8/8/2015
350447	7/8/2015	TheatreWorks	Seattle Civic Center	350447	STB	0	2700	SBP	8/16/2015
350452	7/14/2015	Bees Brothers	LES Importer	350452	STB	0	2700	SBF	7/20/2015
380040	7/14/2015	TheatreWorks	Rafting adventures	380040	STB	0	2700	SBF	7/20/2015
380039	7/14/2015	TheatreWorks	Rafting adventures	380039	STB	0	2700	SBF	7/20/2015
380038	7/14/2015	TheatreWorks	Rafting adventures	380038	STB	0	2700	SBF	7/20/2015
380041	7/14/2015	TheatreWorks	Seattle Civic Center	380041	STB	0	2700	SBF	7/20/2015
350448	7/30/2015	TheatreWorks	Rafting adventures	350448	STB	0	2700	SBF	8/6/2015
350460	9/30/2015	TheatreWorks	Seahawks	350460	STB	0	2700	SBF	10/7/2015

## How to use the End of Day SQL Runner

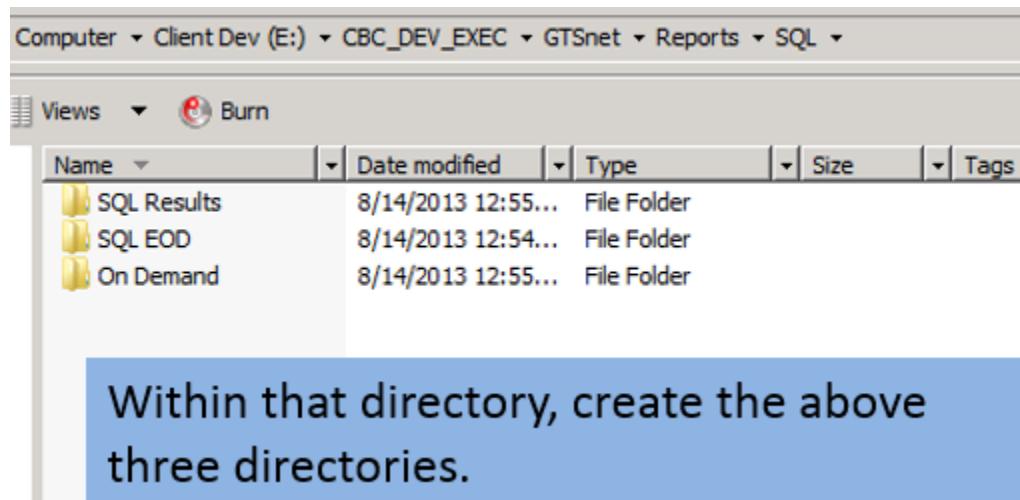
Place the MIS\_SQLRUNNEREOD in the End of Day



Create a directory under GTSnet\Reports called SQL

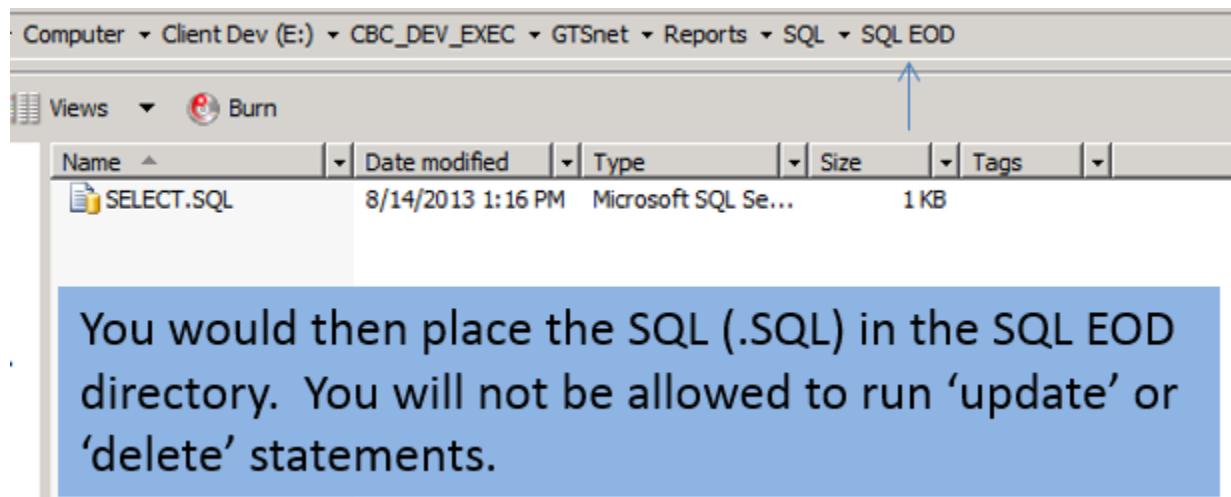


Within the SQL directory there should be the following folders:



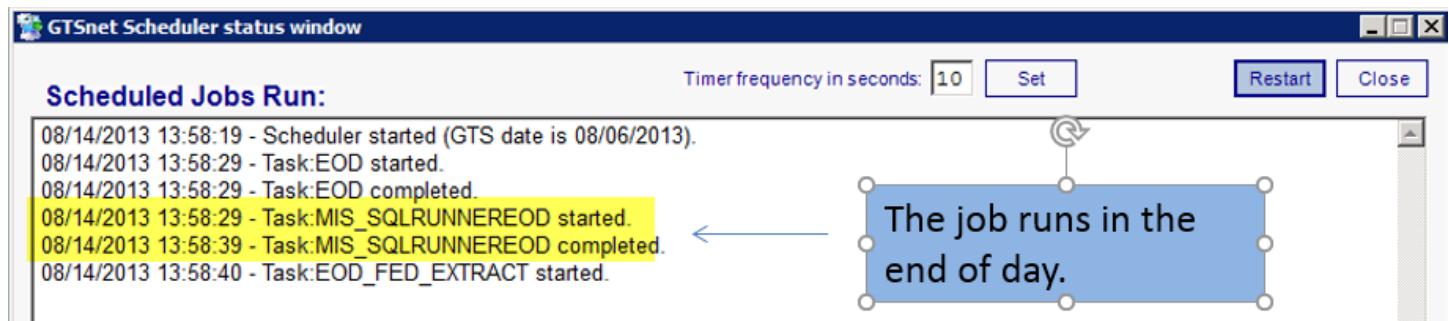
Within that directory, create the above three directories.

In the SQL EOD directory, place a .SQL file that is doing a select statement.



You would then place the SQL (.SQL) in the SQL EOD directory. You will not be allowed to run 'update' or 'delete' statements.

When the end of day runs the .SQL script is run and placed in the SQL Results folder.



The screenshot shows a file explorer window with a file named 'LECO\_SQL\_SELECT\_20130806\_1407.csv' selected. The file is 1 KB in size and was modified on 8/14/2013 at 2:07 PM. Below the file explorer is an open Microsoft Excel spreadsheet titled 'LECO\_SQL\_SELECT\_20130806\_1407.csv - Microsoft Excel'. The spreadsheet contains the following data:

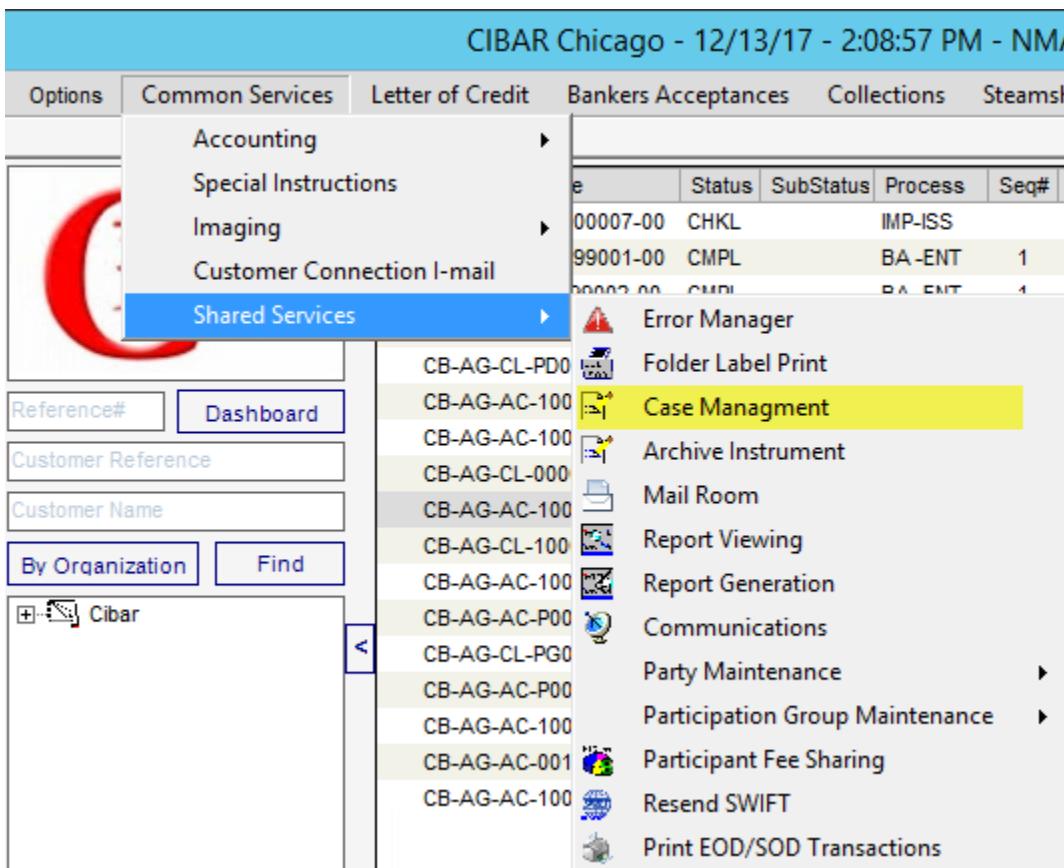
	A	B	C	D	E	F	G	H
1	GtsPid	Username	NodeName	DateTimeOn				
2	261197	Wilsonm	WILSONM-L6616	5/23/2013 6:46				
3	261751	admin	GTSNETSVR1	8/14/2013 12:23				
4	261754	gayle	GTSNETSVR1	8/14/2013 13:53				
5								
6	After the SQL runs in the end of day, it creates a .CSV file in the 'SQL results' directory as shown here displaying the data from that SQL.							
7								
8								
9								
10								

A blue callout box with the text "After the SQL runs in the end of day, it creates a .CSV file in the 'SQL results' directory as shown here displaying the data from that SQL." is overlaid on the Excel spreadsheet, pointing towards the data table.

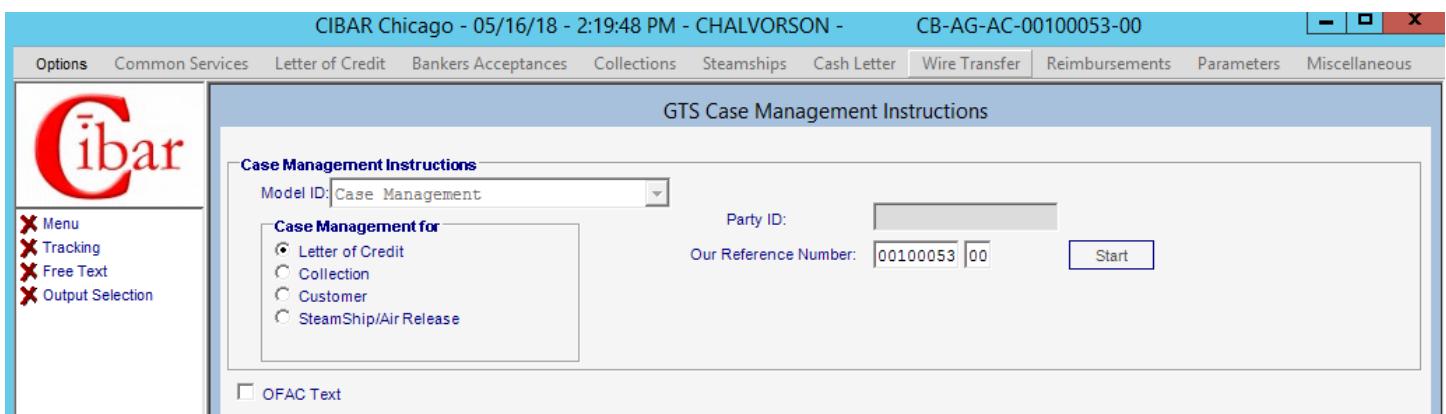
## How to Use Case Management

Cibar has developed a new Case Management Functionality that allows the operations department to track customer calls.

To navigate to this feature, you would go to Common Services / Shared Services - Case Management



Cases may be opened for either a Transaction Reference or a Party ID.



CIBAR Chicago - 05/16/18 - 2:19:48 PM - CHALVORSON - CB-AG-AC-00100053-00

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous																				
 <b>Case Tracking</b> <b>Research Case Details</b> <table border="1"> <tr><td>Issue:</td><td>Check received</td></tr> <tr><td>Assigned to:</td><td>Fee Modify Test one BILLING RESEARCHx review file Original LC returned</td></tr> <tr><td>Product Type:</td><td>Check received</td></tr> <tr><td>Reference No:</td><td>Customer Instruction</td></tr> <tr><td>Amount:</td><td>Invoice To Debit INDEMNITY</td></tr> </table> <b>Tracking Information</b> <table border="1"> <tr><td>Submitted By:</td><td></td></tr> <tr><td>How:</td><td>Email</td></tr> <tr><td>Who:</td><td></td></tr> <tr><td>Customer ID:</td><td>CHEVY</td></tr> <tr><td>Customer Name:</td><td>CHEVROLET</td></tr> </table>											Issue:	Check received	Assigned to:	Fee Modify Test one BILLING RESEARCHx review file Original LC returned	Product Type:	Check received	Reference No:	Customer Instruction	Amount:	Invoice To Debit INDEMNITY	Submitted By:		How:	Email	Who:		Customer ID:	CHEVY	Customer Name:	CHEVROLET
Issue:	Check received																													
Assigned to:	Fee Modify Test one BILLING RESEARCHx review file Original LC returned																													
Product Type:	Check received																													
Reference No:	Customer Instruction																													
Amount:	Invoice To Debit INDEMNITY																													
Submitted By:																														
How:	Email																													
Who:																														
Customer ID:	CHEVY																													
Customer Name:	CHEVROLET																													

"Issue:" list is populated from MemResearchItems table. There is a maintenance program to maintain the list as shown above.

- □ ×

Parameters	Miscellaneous																		
System Parameters Administration Business Rules Letter of Credit Terms Table Maintenance <b>Table Maintenance Contd</b> <table border="1"> <tr><td>07</td><td>2018/03/01 13:38</td><td>FATCA Description Maintenance</td></tr> <tr><td>WT-CDH1</td><td>2018/03/02 15:40</td><td>ICC Publication Maintenance</td></tr> <tr><td>WT-CDH5</td><td>2018/03/07 15:34</td><td>Payment Status Maintenance</td></tr> <tr><td>3259</td><td>2018/03/07 16:02</td><td><b>Case Management Maintenance</b></td></tr> <tr><td>FAC</td><td>2018/03/08 15:35</td><td></td></tr> <tr><td></td><td>2018/03/08 14:28</td><td>Return for Correction</td></tr> </table>		07	2018/03/01 13:38	FATCA Description Maintenance	WT-CDH1	2018/03/02 15:40	ICC Publication Maintenance	WT-CDH5	2018/03/07 15:34	Payment Status Maintenance	3259	2018/03/07 16:02	<b>Case Management Maintenance</b>	FAC	2018/03/08 15:35			2018/03/08 14:28	Return for Correction
07	2018/03/01 13:38	FATCA Description Maintenance																	
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WT-CDH5	2018/03/07 15:34	Payment Status Maintenance																	
3259	2018/03/07 16:02	<b>Case Management Maintenance</b>																	
FAC	2018/03/08 15:35																		
	2018/03/08 14:28	Return for Correction																	

⚡ CIBAR Chicago - 05/16/18 - 2:22:12 PM - CHALVORSON - [CaseM... - □ ×

### Case Management Maintenance

Case management Selection:	Check received	
Case management Code:	CK	<input checked="" type="checkbox"/> Active
List Box Description:	Check received	
Description:	Check received for pymt of AR	
<input type="button" value="Add"/> <input type="button" value="Modify"/> <input type="button" value="Clear"/> <input type="button" value="Delete"/> <input type="button" value="Print"/> <input type="button" value="Exit"/>		

CIBAR Chicago - 05/16/18 - 2:23:00 PM - CHALVORSON - CB-AG-AC-00100053-00

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
 <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <b>Research Case Details</b> <p>Issue: Check received Assigned to: 12345334 ProductType: Letter Of Credit IMP Reference No: 00100053 Amount: 0.00</p> </div> <div style="flex: 1;"> <b>Tracking Information</b> <p>Submitted By: CK How: FEE Who: INVDEB Customer ID: L/C Customer Name: VIEWFIL</p> </div> </div> <p><a href="#">Research Text</a></p>										

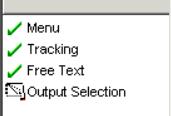
“Submitted By:” allows for free form entry, but preloads all the distinct values entered previously to select from.

CIBAR Chicago - 05/16/18 - 2:23:00 PM - CHALVORSON - CB-AG-AC-00100053-00

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous
 <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <b>Research Case Details</b> <p>Issue: Check received Assigned to: 12345334 ProductType: Letter Of Credit IMP Reference No: 00100053 Amount: 0.00</p> </div> <div style="flex: 1;"> <b>Tracking Information</b> <p>Submitted By: CK How: Email Who: Cour Customer ID: Mail Customer Name: CHEVROLET</p> </div> </div> <p><a href="#">Research Text</a></p>										

“How:” allows you to choose from the hardcode options of Email, Cour, and Mail.

SUNTRUST International Trade - 04/01/15 - 8:52:52 AM - SMAYER - ST-IT-IM-30000095-00

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Miscellaneous	Steamships	Reimbursements	Parameters	
 <div style="display: flex; justify-content: space-between;"> <div style="flex: 1;"> <b>Output Selection</b> <p>Form Name: Casemgt Letter</p> <p>Output Selection W:</p> <p>Form: Casemgt Letter Copies / Final Letter:</p> <p><input checked="" type="checkbox"/> Form Complete</p> </div> <div style="flex: 3;"> <h3>GTS - Document Generation Viewer</h3> <p>Research Item</p> <pre> Assigned To: BAILEY.L Amount: 2100 Date Opened: 9/19/2014 11:05:00 AM Reference Number: Research Code: CK Research How: Letter Of Credit STB Research Text: ---- Sep 19 2014 11:05 AM---- [RUF.J] ---- Sep 22 2014 11:11 AM---- [NARAINA.E.P] ---- Apr 01 2015 08:50 AM---- [SMAYER] Research Type: CK Submitted Method: Mail Submitted By: no. 676546 Which System: L </pre> </div> </div>									

There is a DocGen associated so that you do not get an output failure when saving the transaction.

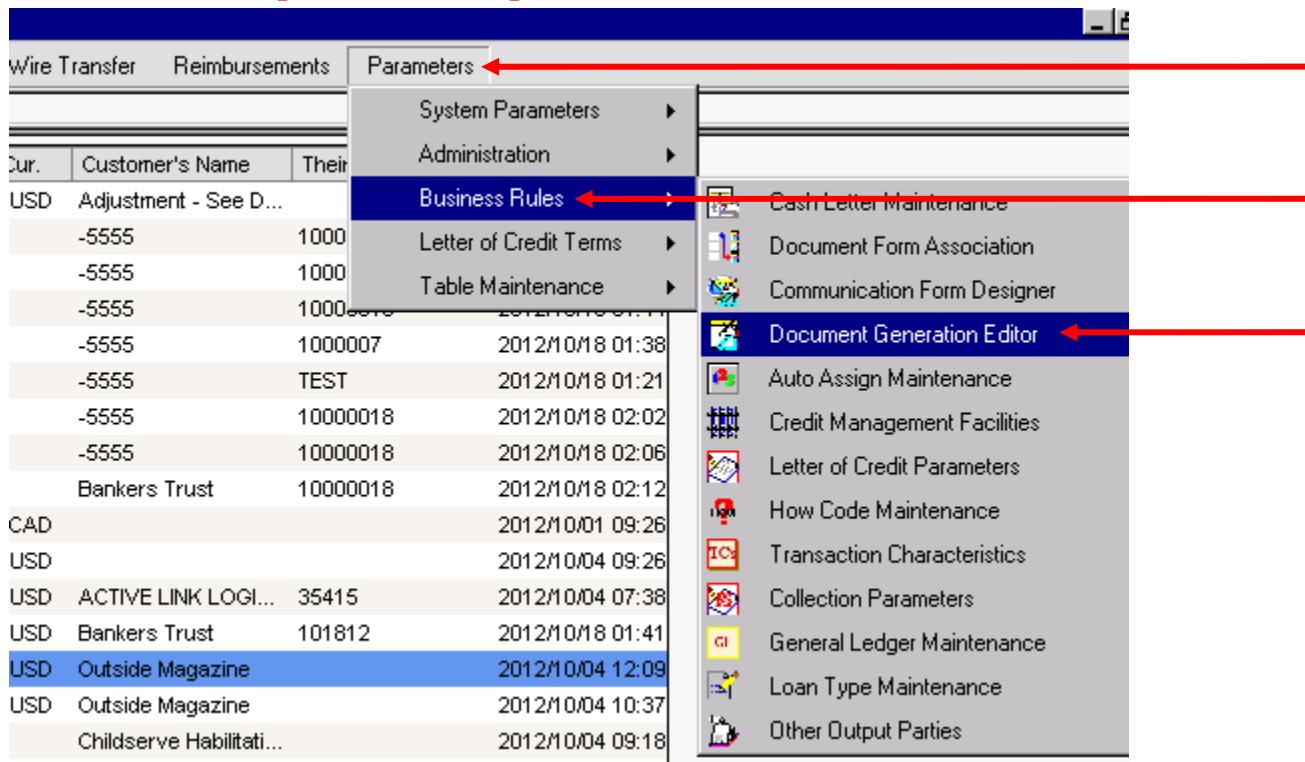
SUNTRUST International Trade - 04/01/15 - 8:52:52 AM - SMAYER - ST-IT-IM-30000095-00

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Miscellaneous	Steamships	Reimbursements	Parameters				
Research												
<b>GTS - Inquiry / Research Selection</b>												
Service:	SS	Product:	CM	Our Reference:	<input type="text"/>	<input type="checkbox"/>	Party Type:	<input type="text"/>	Party ID:	<input type="text"/>	<input type="button" value="Browse"/>	<input type="button" value="Search"/>
Date - From:	<input type="text"/>	To:	<input type="text"/>	<input type="button" value="▼"/>		Party Ref:	<input type="text"/>	<input type="text"/>			<input type="button" value="Clear"/>	
Amount - From:	<input type="text"/>	To:	<input type="text"/>		Total Records:	34	Total Base Amount:	0.00			<input type="button" value="Export"/>	
CusIP: <input type="text"/>											<input type="button" value="Quit"/>	
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Refer ▲			
ST-IT-IM-CF769707-00		SS-CM	2015/04/01 0...		0.00	0.00						
ST-IT-IM-77855436-00		SS-CM	2014/09/22 1...		0.00	0.00	AUTOZONE, INC.					
ST-IT-IM-77856619-00		SS-CM	2014/09/22 1...		0.00	0.00	AUTOZONE, INC.					

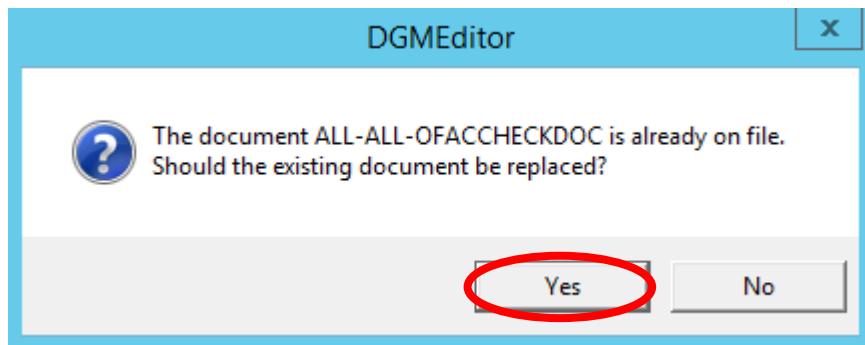
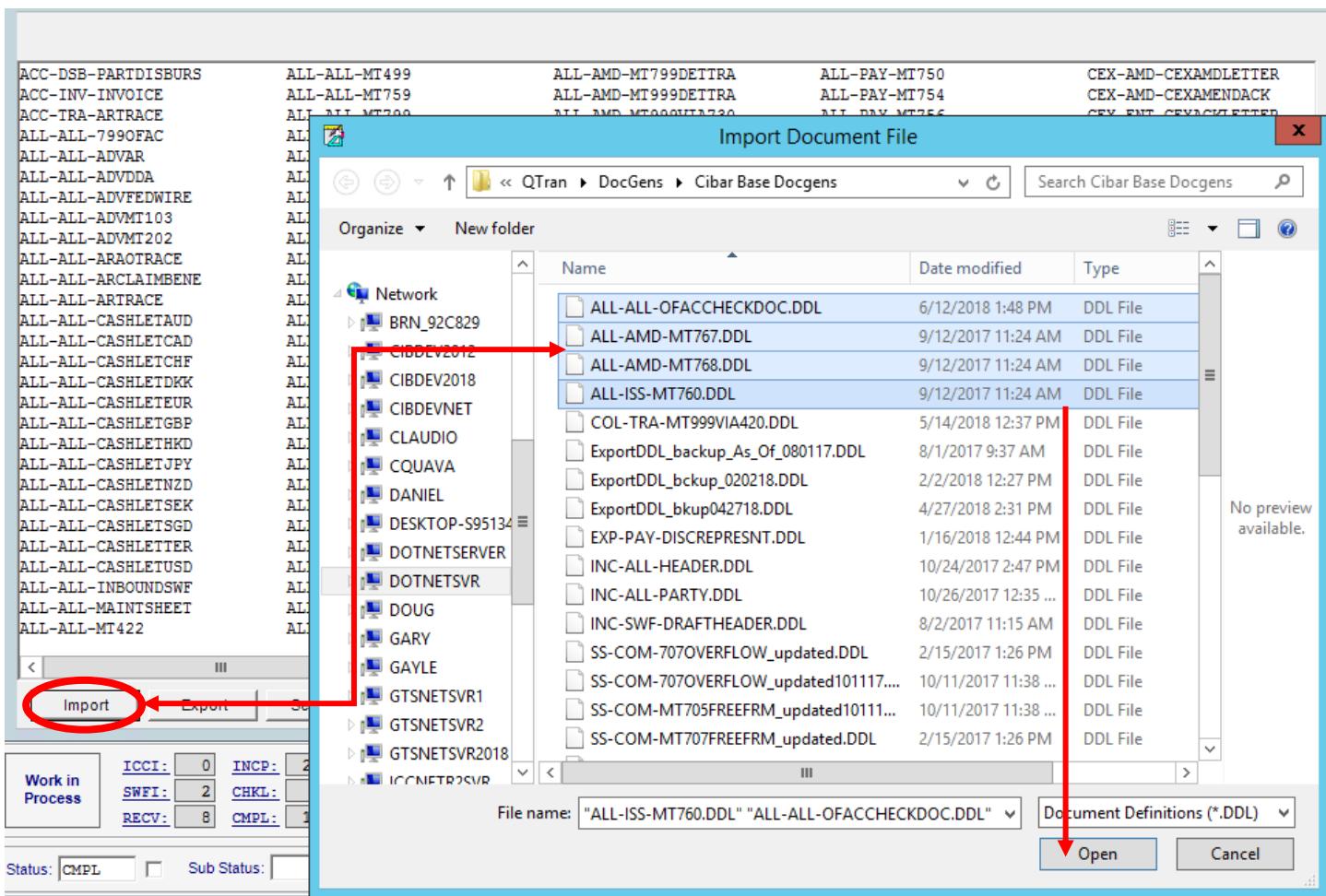
You can then do history / inquiry on these items.

## DocGens

### How to Import and Compile a DocGen



Click on Import and navigate to where you saved off the 8 DDL files; highlight them all at the same time by using the Shift key, click on Open (See screen shot below):



You will receive the above message:

Click on Yes. You will then receive additional messages similar to this one except the Document file name will be different. Click on Yes through all the messages.

Still in the Document Generation Editor tool; highlight the new files you just imported. Use your Ctrl button on the keyboard to highlight multiple DDL files and then click on Compile. (This will compile and post all the new DDL files to the database.)

If you have a lot of documents to compile you can choose the SELECT ALL button below instead of selecting individual files as the example shows below.

DGM Editor Selection Menu - Bankers Trust Main - 10/04/12 - 12:57:38 PM - ADMIN - -				
EXP-AND-AMEND FULLBKP	EXP-PAY-DOCSTATUS	IMP-AND-AMENDMENTACK	IMP-PAY-IMPSIGHTPAY	INC-IMP-HEADER1NOFT
EXP-AND-AMEND PASS	EXP-PAY-FOOPENACCT	IMP-AND-AMENDSPECIM	IMP-PAY-IMPTIMEPAY	INC-IMP-HEADERNOFOOT
EXP-AND-AMEND PASS2	EXP-PAY-PAYSCHEDBKP	IMP-AND-ICCAMENDLET	IMP-PAY-IMPTIMEPAYAP	INC-IMP-ISSUE
EXP-AND-AVDEFERRED	EXP-PAY-PAYSCHEDULE	IMP-AND-INBOUNDICC	IMP-PAY-MT799FDFA	INC-IMP-ISSUENOFOOT
EXP-AND-NONCLIENTAV	EXP-PAY-PAYXFERSCH2B	IMP-AND-PAYXFERCON2	IMP-PAY-MT999734FDA	INC-LOC-PARTY
EXP-AND-PAYXFERCOM2	EXP-PAY-PAYXFERSCHAS	IMP-AND-PAYXFVRILT	IMP-PAY-NOTIFYPRE	INC-SWF-PARTY
EXP-AND-PAYXFERREF2	EXP-PAY-RETDOPRES2	IMP-AND-PAYXFERREF2	IMP-PAY-PAYSCHEDBKP	INC-SWF-SWFHDR
EXP-AND-XFERNOTUS	EXP-PAY-RMOPENER2	IMP-ISS-APPLICANTACK	IMP-PAY-PAYSCHEDULE	INC-SWF-TXTIDX
EXP-AND-XFERNOTUS2	EXP-PAY-RMOPENERFB2	IMP-ISS-FULLTRANSFER	IMP-PAY-PATXFERSCH2B	SAR-ENT-AIRRELLETTER
EXP-ISS-AVDEPASSON	EXP-PAY-RMOPENERF02	IMP-ISS-FULLWRITEOUT	IMP-PAY-RETDOPRES2	SAR-ENT-STEAMCANCEL
EXP-ISS-CNVMAILEXPX	EXP-PAY-SIGHT	IMP-ISS-FULLWROTSPEC	INC-ALL-DDA	SAR-REL-STEAMCANCEL
EXP-ISS-CNVMAILEXPX	EXP-PAY-SITEREIMCLM2	IMP-ISS-INBOUNDICC	INC-ALL-HEADER_EV	SKL-SKL-SKLETTN
EXP-ISS-COVERLETTER	EXP-PAY-TIMEDISCAPP2	IMP-ISS-PAYXFERACK	INC-ALL-HEADER_TR	SS-COM-4990OVERFLOW
EXP-ISS-COVERLETTERK	EXP-PAY-TIMEDISCTPB2	IMP-NEX-PAYXFERDISC2	INC-ALL-LOCTEXT	SS-COM-7990OVERFLOW
EXP-ISS-FULLADVICE	EXP-PAY-TIMENODCREBK	IMP-NEX-PAYXFERDISR2	INC-ALL-PARTY	SS-COM-9990OVERFLOW
EXP-ISS-FULLMAIL	EXP-PAY-TIMENODCREIM	IMP-PAY-ADVVPAYPRE	INC-ALL-PREFIXS	SS-COM-COMMLETTER
EXP-ISS-NONCLIENTAV	EXP-PAY-TIMENODISC2	IMP-PAY-DISCREPPDA2	INC-COL-HEADER	SS-COM-COMMPROCEEDS
EXP-ISS-PREAVICE2	EXP-PAY-TIMENODISTP2	IMP-PAY-DISCRETURNPR	INC-COL-ISSUE	SS-COM-MT195FREEFRM
EXP-ISS-XFER	EXP-PAY-TIMEOBCTRNS2	IMP-PAY-DISCRPRESEN2	INC-COL-PARTY	SS-COM-MT199FREEFRM
EXP-NEX-PAYXFERDIR2	EXP-PAY-TIMEONUS	IMP-PAY-DISCRPRESENT	INC-IMP-AMEND	SS-COM-MT202FREEFRM
EXP-PAY-ACKPRES0B	EXP-PAY-XFERONUSMAT	IMP-PAY-DISCRWAIVER2	INC-IMP-AMENDFOOTER	SS-COM-MT299FREEFRM
EXP-PAY-AVDEFERRED	EXP-PAY-XFERACKBENE1	IMP-PAY-FDAPAY	INC-IMP-AMENDNOFOOT	SS-COM-MT400FREEFRM
EXP-PAY-BAPRES	IMP-AND-AMDENCONS	IMP-PAY-FDAPAYAP	INC-IMP-DECLAR	SS-COM-MT410FREEFRM
EXP-PAY-BAPRESNODC	IMP-AND-AMDENREFUS2	IMP-PAY-IMBAACKPRE	INC-IMP-HEADER	SS-COM-MT412FREEFRM
EXP-PAY-DEFERTOPRES	IMP-AND-AMDTRANSFER	IMP-PAY-IMPDEFPPAY	INC-IMP-HEADER_FOOT	SS-COM-MT416FREEFRM
EXP-PAY-DEFERTOPRES2	IMP-AND-AMDTRANSF2	IMP-PAY-IMPDEFPAYAP	INC-IMP-HEADER_INTGR	SS-COM-MT420FREEFRM
EXP-PAY-DISCREPCON2	IMP-AND-AMENDMENT2	IMP-PAY-IMPDEFPPRE	INC-IMP-HEADER_NOLCF	SS-COM-MT422FREEFRM
	IMP-AND-AMENDMENTAC2	IMP-PAY-IMPSIGHTPAAP	INC-IMP-HEADER_NOTOP	

You should receive the following message afterwards



If you have a message that states there were errors or warnings, please contact Cibar for assistance.

## How to setup up e-signatures for output

Step 1 – Create a Signature File. This signature file MUST have one of the following extensions - .rtf, .doc., .jpeg, .bmp. Otherwise it will not be able to insert the signature file.

Step 2 – Upload the Signature into GTSnets. You must browse to the correct location that the signature file was saved in. Most of the time, it is in the ‘Images’ folder for easy access.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	T
CB-AG-AC-10001307-00	CMPL	EXP-ISS	GAYLE	8,800.44	USD	Bank of Athens	G		
CB-AG-AC-00180037-00	CRMF	CM CRE...	PI-ISS	JOANNE	50,000.00	USD	WardXXXXXXs		
CB-AG-AC-PG000130-00	INCP	PRT-MOD	JDAGNON	0.00		CAROL	N		
CB-AG-AC-PG000125-00	INCP	PRT-MOD	ADMIN	0.00		DAGNON2	N		
CB-AG-AC-PG000131-00	INCP	PRT-MOD	JDAGNON	0.00		LASTCHANCE	New Group		
CB-AG-AC-PG000086-00	INCP	PRT-MOD	GAYLE	0.00		GAYLE 100 PART ...	Existing Group		
CB-AG-AC-00101958-00	INCP	IMP-AMD	2 SHANNON	3,000.00	USD	11934 Group geb			
CB-AG-AC-00350465-00	INCP	EVRG	STB-AMD	1 EODUSER	0.00	USD	Silver Products		
CB-AG-CO-00700407-00	INCP	CIM-ENT	GAYLE	333.33	USD	Bank of Athens	666		
CB-AG-CO-00700408-00	INCP	CIM-ENT	JOANNE	1,111.33	USD	Bank of Athens	253135		
CB-AG-AC-00350467-00	INCP	STB-ISS	SHANNON	111,111.00	USD	LES Importer			
CB-AG-AC-00350468-00	INCP	STB-PAY	1 TMAYER	100.00	USD	Seattle Civic Center			
CB-AG-AC-00480027-00	INCP	PIA-ENT	1 GAYLE	2,000.00	USD	Seahawks	xxx		
CB-AG-AC-00480028-00	OFA... MT795	ADM-MSG	SwiftInCB	0.00				17201005-00-00	2016/01/28 10:
CB-AG-AC-00000000-00	OFA... MT795	ADM-MSG	SwiftInCB	0.00				10001287-00-00	2016/01/28 10:

- System Parameters >
  - Administration >
    - Business Rules
    - Letter of Credit Terms
    - Table Maintenance
  - Business Rules
  - Letter of Credit Terms
  - Table Maintenance
- Administration >
  - Business Rules
  - Letter of Credit Terms
  - Table Maintenance
- Business Rules
- Letter of Credit Terms
- Table Maintenance

Name	Date modified	Type
BatchFiles	8/27/2015 10:05 AM	File folder
Dictionary	5/4/2014 2:05 PM	File folder
EodLogs	6/15/2016 5:19 PM	File folder
Exec	6/16/2016 11:32 AM	File folder
EXECOLD	10/2/2015 10:44 PM	File folder
Help	5/4/2014 2:05 PM	File folder
Images	6/16/2016 12:53 PM	File folder
InboundImages	4/26/2016 12:54 PM	File folder
Interfaces	6/10/2016 1:23 PM	File folder
Reports	1/15/2016 1:47 PM	File folder
ScannedImages	3/7/2016 2:17 PM	File folder

User Signature Selection

Choose a Legal Entity: CB

Choose a New Image: F:\CibarQA\GTSnet\Images\NickMayerESignature.rtf

Current Image:

Update Exit

Step 3 – Modify the DocGens you want the Signature to Display. Not doing this will not output the signature.

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	T	G	System Parameters	
CB-AG-AC-001000307-00	CMPL	CRMF CM ORE...	EXP-ISS	GAYLE		8,800.44	USD	Bank of Athens	G	B	Administration	
CB-AG-AC-00180037-00	CRMF	CM ORE...	PI-ISS	JOANNE		50,000.00	USD	WardXXXXXXxs			Business Rules	
CB-AG-AC-PG000130-00	INCP		PRT-MOD	JDAGNON		0.00		CAROL	N		Letter of Credit Terms	
CB-AG-AC-PG000125-00	INCP		PRT-MOD	ADMIN		0.00		DAGNON2	N		Table Maintenance	
CB-AG-AC-PG000131-00	INCP		PRT-MOD	JDAGNON		0.00		LASTCHANCE			New Group	
CB-AG-AC-PG000086-00	INCP		PRT-MOD	GAYLE		0.00		GAYLE 100 PART ...			Existing Group	
CB-AG-AC-00101958-00	INCP		IMP-AMD	2	SHANNON	3,000.00	USD	11934 Group geb			2015/08/21 10:00:00	
CB-AG-AC-00350485-00	INCP	EVRG	STB-AMD	1	EODUSER	0.00	USD	Silver Products			2015/10/06 09:00:00	
CB-AG-CO-00700407-00	INCP		CIM-ENT	GAYLE		333.33	USD	Bank of Athens	666		2015/09/30 11:00:00	
CB-AG-CO-00700408-00	INCP		CIM-ENT	JOANNE		1,111.33	USD	Bank of Athens	253135		2015/09/30 02:00:00	
CB-AG-AC-00350487-00	INCP		STB-ISS	SHANNON		111,111.00	USD	LES Importer			2015/09/30 09:00:00	
CB-AG-AC-00350488-00	INCP		STB-PAY	1	TMAYER	100.00	USD	Seattle Civic Center			2015/09/30 11:00:00	
CB-AG-AC-00480027-00	INCP		PIA-ENT	1	GAYLE	2,000.00	USD	Seahawks	xxx		2015/09/30 08:00:00	
CB-AG-AC-00480028-00	INCP	OFA... MT795	ADM-MSG	SwiftInCB		0.00					17201005-00-000	2016/01/28 10:00:00
CB-AG-AC-00000000-00	OFA... MT795		ADM-MSG	SWIFTINCB		0.00					10001287-00-000	2016/01/28 10:00:00
CB-AG-AC-00000000-	OFA... MT700		EXP-ISS	SWIFTINCB		8,800.44	USD	Bank of Athens			Gaylex555x	2016/01/29 01:00:00

- General Ledger Maintenance
- Transaction Characteristics
- Document Generation Editor
- Document Form Association
- Communication Form Designer
- Credit Management Facilities
- Auto Assign Maintenance
- Cash Letter Maintenance
- How Code Maintenance
- Letter of Credit Parameters
- Loan Type Maintenance
- Other Output Parties
- Collection Parameters

DocGen Command to Insert the Signature: .xout. followed by a .end\_xout.



File Edit Search Format Tokens

```
!  
{{ IF <DDA:WHICHSYSTEM> IS "W"  
AND (<COMMONDATA:GTSPRODUCT> IS "OTP")  
AND (<SWIFTWORK:REMITTERINFO1> IS_NOT "")  
Remittance Information:.cr.  
<SWIFTWORK:REMITTERINFO1>.cr.  
<SWIFTWORK:REMITTERINFO2>.cr.  
<SWIFTWORK:REMITTERINFO3>.cr.  
<SWIFTWORK:REMITTERINFO4>.cr.  
.cr.)  
  
<LABEL:END>  
  
{{ IF <COMMONDATA:GTSSERVICE> IS "CSH")  
AND (<DDA:CURRENCYCODE> IS_NOT "USD")  
.CR.All rates are quoted in terms of USD per unit of foreign currency.  
.cr..cr.)  
  
{{ IF <COMMONDATA:GTSSERVICE> IS "WIR")  
AND (<WIREPRIMARY:CURRENCYCODE> IS_NOT "USD")  
.CR.All rates are quoted in terms of USD per unit of foreign currency.  
.cr..cr.)  
  
.xout.  
  
.end_xout.
```

Step 4 - View the DocGen you Changed

Document Generation Viewer

DATE: SEPTEMBER 30, 2015

RAFTING ADVENTURES  
89099 H285  
XXXXXXX  
SALIDA, CO USA

WE ARE DEBITING YOUR DDA ACCOUNT NUMBER ENDING WITH 0987 FOR THE FOLLOWING:

EXPORT UPF

BASIS AMOUNT	FLAT RATE	FEE AMOUNT
8,800.44	2.0000000%	528.03
MINIMUM OF \$100.00		

TOTAL AMOUNT: \$528.03

IN COMMUNICATING WITH US PLEASE QUOTE OUR REFERENCE 10001307



### **“SENTRDATE” in SWIFT Output**

On all SWIFT Outgoing Docgens, a ‘sentdate’ can be added to see when the transaction was approved and sent out via SWF. To do so, follow the steps below.

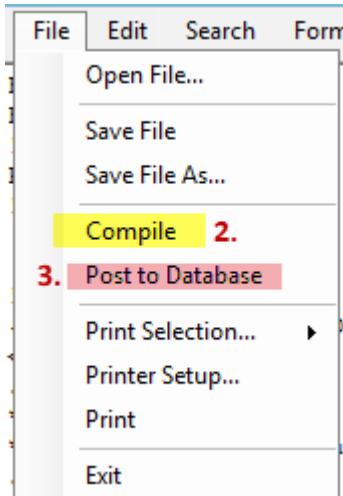
1. Go into the SwiftHeader Include file for Swift docgens and type in Date Sent: \*SENTRDATE\*.cr. like shown in the example. This include file will change ALL the docgen files that has this header included.

File Edit Search Format Tokens

```
FragmentNumber=<*>=1
FragmentCount=<*>=1
!
PartyPos=<*>
!
[end_declarations]
[begin_body]
!
{{ IF <COMMONDATA:GTSPRODUCT> IS "PAR"}
<GOTO:END>}
.ctr.
***** ORIGINAL *****.cr.
*** Outbound Swift Message ***.cr.
.cr.
.end_ctr.
SENDER: <commondata:legalentity/xlate"parmsle:legalentity->partyid"_
/xlate"party:partyid->swiftid">.cr.
RECEIVER: <party(partypost):SwiftId>.cr.
<party(partypost):name>.cr.
<PARTY(partypost):ADDRESS1>.cr.
<PARTY(partypost):ADDRESS2>.cr.
<PARTY(partypost):ADDRESS3>.cr.
Date Sent: *SENTDATE*.cr.
.cr.
-----.cr.
!
! NOTE: You must leave at least 20 '-'s in the above header in order
! for the swift outbound process to locate the first field tag.
!
! It looks for the first ':' after the 20 '-'s to locate the
! first data field to include in the swift outbound message.
<LABEL:END>
[end_body]
```

2. Go to File-> Compile.

3. If there are no errors, go to File -> Post to Database. If there are errors, fix the errors and recompile.



4. After compiling the include file and posting it to the database, we must recompile all the other SWF docgens that is dependent on that include file. Best way to do so is to 'select all' and click 'compile'.

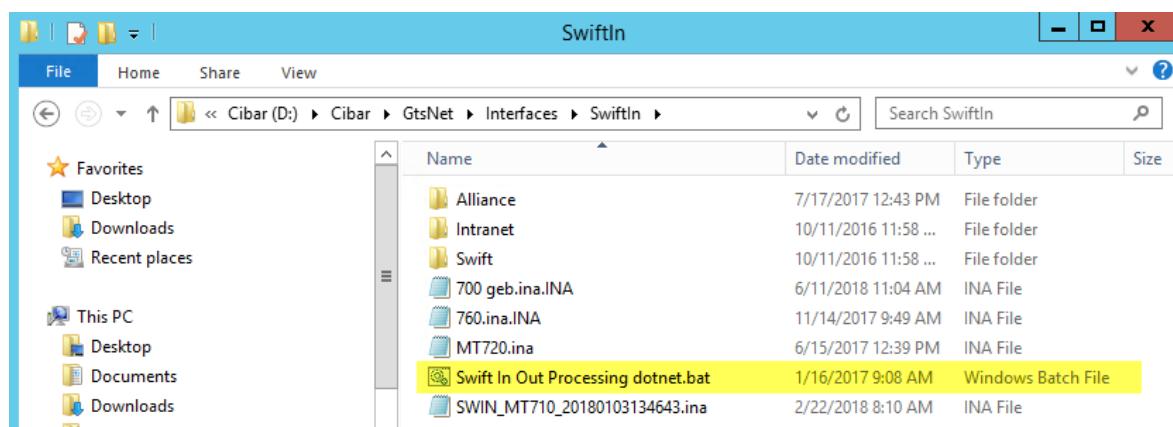
Import Export Select All Unselect All New DDL Delete Copy Print Compile Edit Quit

5. Once docgen part is complete, the ‘SentDate’ will now be included when a SWIFT is generated.

```

***** ORIGINAL *****
*** Outbound Swift Message ***
SENDER: SNTRUS3AXXX
RECEIVER: NOSCCATTXXX
      Bank of Athens
      3456 Kostos Place
      Athens, 48100 Greece
Date Sent: *SENTDATE*
-----
MT700 - ISSUE OF A DOCUMENTARY CREDIT
:27:SEQUENCE OF TOTAL:1/1
:40A:FORM OF DOCUMENTARY CREDIT:IRREVOCABLE
:20:DOCUMENTARY CREDIT NUMBER:00100108-00
:31C:DATE OF ISSUE:180628
:40E:APPLICABLE RULES:UCP LATEST VERSION
-----
```

6. However, this date will not be populated until the transaction is approved AND it will require the SWIFT processing to run. If the SWIFT processing has not been completed, it WILL NOT have the actual date populated.  
 7. The swift process is an automatic process in production. For test cases, and test cases ONLY, a batch file can be manually run and it will mimic the swift process (it will only do this once). Once the transaction is approved, navigate to the SWIFT folder located in GTSnet->Interfaces->SwiftIn and double click on the ‘Swift In Out Processing dotnet.bat’ file.

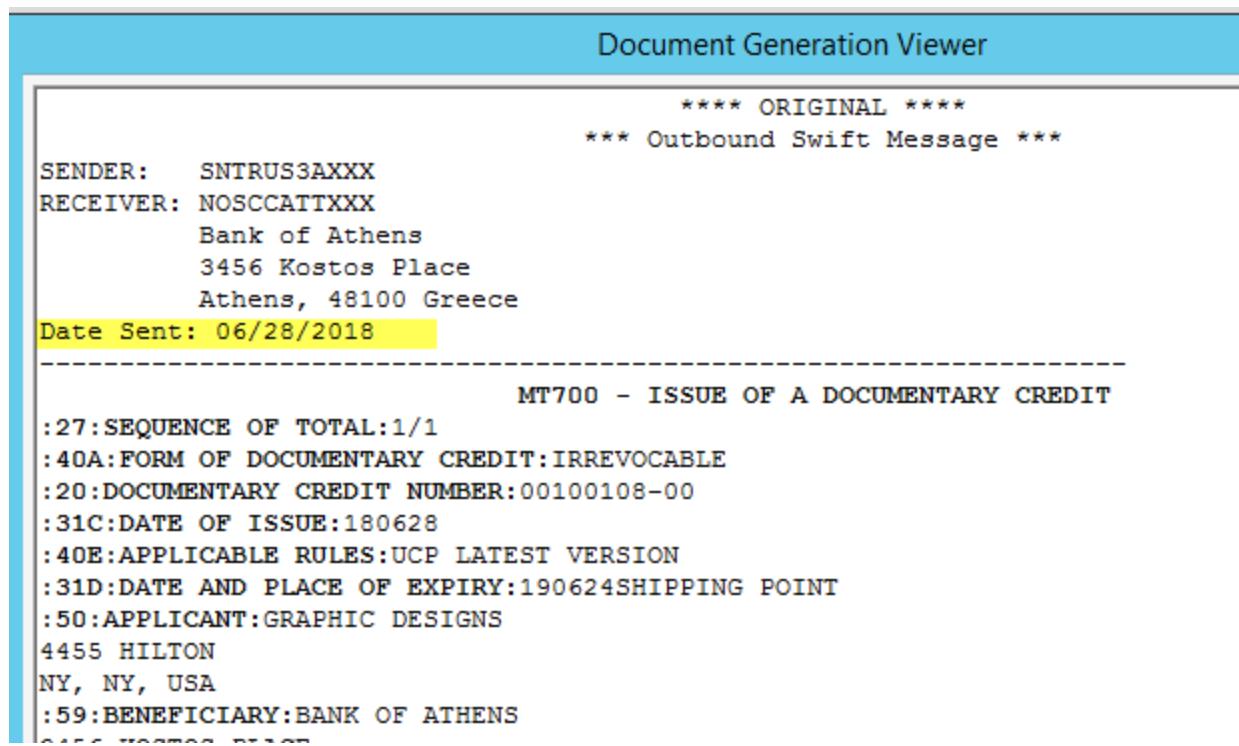


The command prompt window will be open while the process runs. Once it is finished, it will automatically close.

```

C:\Windows\system32\cmd.exe
D:\Cibar\GtsNet\Interfaces\SwiftIn>ECHO Starting GTS Swift Inbound Processing
1>D:\Cibar\GTSNET\eadlogs\Move_Swift_Files.log
D:\Cibar\GtsNet\Interfaces\SwiftIn>ECHO Running Alliance Input and clear task status table
1>>D:\Cibar\GTSNET\eadlogs\Move_Swift_Files.log
D:\Cibar\GtsNet\Interfaces\SwiftIn>D:\Cibar\GTSNET\EXEC\AllianceInput.exe ALLIANCE_SWFINPUT.BATCH/CB
D:\Cibar\GtsNet\Interfaces\SwiftIn>D:\Cibar\GTSNET\EXEC\UPDATETASK.EXE ALLIANCE_SWFINPUT
D:\Cibar\GtsNet\Interfaces\SwiftIn>ECHO Running Swift In Process Net and clear task status table
1>>D:\Cibar\GTSNET\eadlogs\Move_Swift_Files.log
D:\Cibar\GtsNet\Interfaces\SwiftIn>D:\Cibar\GTSNET\Exec\SwiftInProcessNet.exe SWFINPROCESSNET
```

You can then go into Inquiry/History for that transaction and pull up the Swift message that should now have the date populated.



Document Generation Viewer

\*\*\*\*\* ORIGINAL \*\*\*\*\*  
\*\*\* Outbound Swift Message \*\*\*

SENDER: SNTRUS3AXXX  
RECEIVER: NOSCCATXXX  
Bank of Athens  
3456 Kostos Place  
Athens, 48100 Greece  
**Date Sent: 06/28/2018**

-----

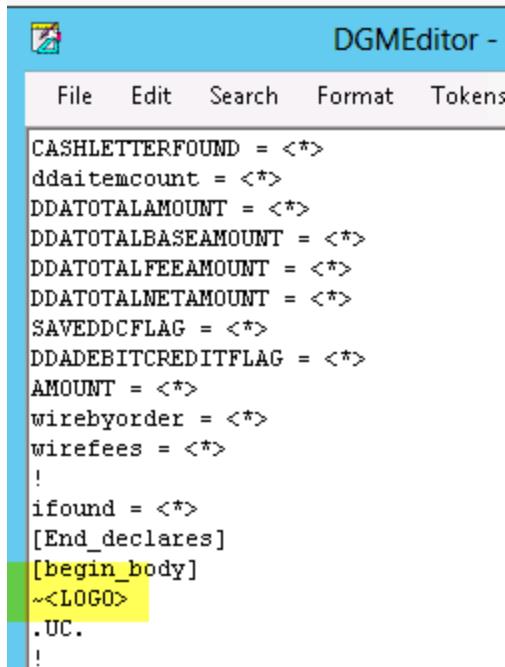
MT700 - ISSUE OF A DOCUMENTARY CREDIT

:27:SEQUENCE OF TOTAL:1/1  
:40A:FORM OF DOCUMENTARY CREDIT:IRREVOCABLE  
:20:DOCUMENTARY CREDIT NUMBER:00100108-00  
:31C:DATE OF ISSUE:180628  
:40E:APPLICABLE RULES:UCP LATEST VERSION  
:31D:DATE AND PLACE OF EXPIRY:190624SHIPPING POINT  
:50:APPLICANT:GRAPHIC DESIGNS  
4455 HILTON  
NY, NY, USA  
:59:BENEFICIARY:BANK OF ATHENS  
3456 KOSTOS PLACE

## LOGOS

### Adding Bank Logos to Specific DocGens

Modify the DocGens that you would like the logo to be displayed on need to be changed to have the logo command:



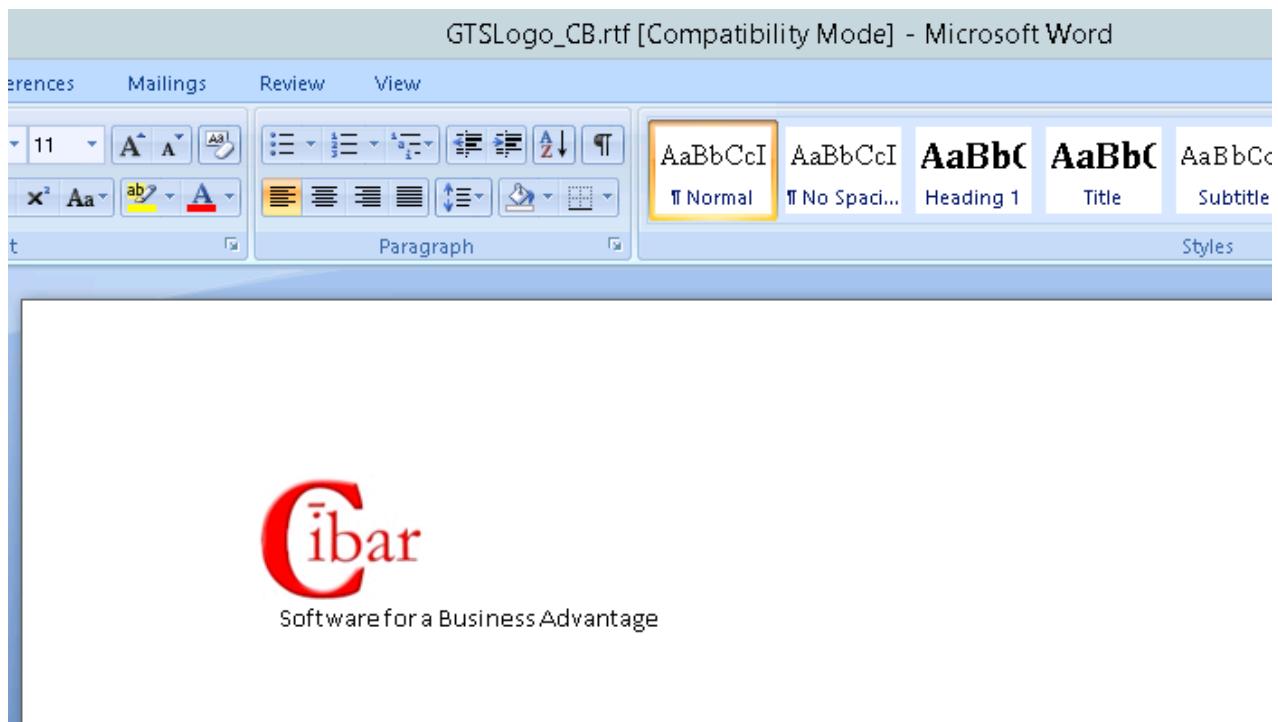
DGMEditor -

File Edit Search Format Tokens

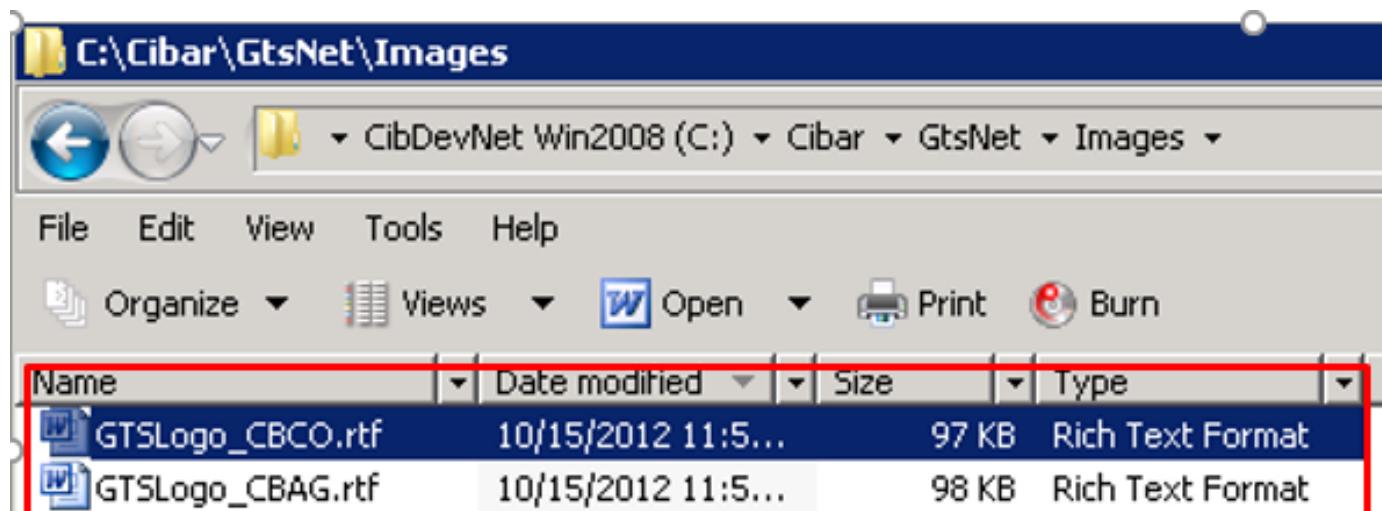
```
CASHLETTERFOUND = <*>
ddaitemcount = <*>
DDATOTALAMOUNT = <*>
DDATOTALBASEAMOUNT = <*>
DDATOTALFEEAMOUNT = <*>
DDATOTALNETAMOUNT = <*>
SAVEDDCFLAG = <*>
DDADEBITCREDITFLAG = <*>
AMOUNT = <*>
wirebyorder = <*>
wirefees = <*>
!
ifound = <*>
[End_declarer]
[begin_body]
~<LOGO>
.UC.
!
```

## Creation and Storing of Bank Logos

The logos need to be placed in a RTF document with the following naming convention: GTSLogo\_CBCO.rtf. The CB is the legal entity and the CO is the division. The logo file MUST be a .rtf file, since that is what the system recognizes.



The logo files need to be located in the GTSnet\Images directory.



## How to setup different logos by division.

Step 1 - If you want to have different logos by division, you would need to give the files different names. In the above screen shot the CO is one division and the AG is the other.

Step 2 – Make sure the Parameter below is checked.

General | Files | Swift In | Add'l Parameters

### General Parameters

Default LE:	CB
Default Division:	AG
DB Distribute Version:	1100
Licensed User Seats:	99
Memo post DDA at Release:	X
Memo post DDA at PNDA:	X
IBM MQ Processing:	6
Accounting Combine Mode:	1
Swift Batch Sequencer:	0
Fed Batch Sequencer:	34
Time to shut down FED:	18:00
Wip Statistic Frames:	1234

**General Parameters**

- Allow 'Self Enable' at Login
- On Login Warn if Business Date and System Date are different
- Warn if Business Date and Transaction Date are different
- Transaction must go to PNDA the same day as Approval
- Repeat Payment Edits at PNDA
- Require a different User to 'PreSend' Documents
- Allow approval of transactions in ACTF status
- Don't allow approval of transactions in CHKL status
- Allow changes to Base Fees in Special Pricing Super
- Allow changes to Party-Specific fees in the Base Fee Super
- Show Conversion Reference No. if present
- Bill future dated fees now
- Map in users Citrix Default Printer to trays 1,3 and 5
- Logos by Division
- Include a Logo on Final Print of documents
- Check illegal Swift characters on Text forms
- Allow width (65 / 72) change on Text forms
- Include 'Inco Terms' on Desc of Goods Text form
- Docgen translates extended ASCII characters
- Allow amendment sequence number change
- Show expanded Standby IRB fields
- Count Incoming Swift fragments as unique messages
- OFAC Text Copied On Collections
- Allow Swift In as Admin Message

## Printing with the Logo included

Some banks use letter head for their final print outs and don't want to print the GTSnet generated logo again however they want the logo to go on any document that is emailed. If you want to print the logo on the final printout you need to check the below box in GTS Parameters.

General | Files | Swift In | Add'l Parameters

### General Parameters

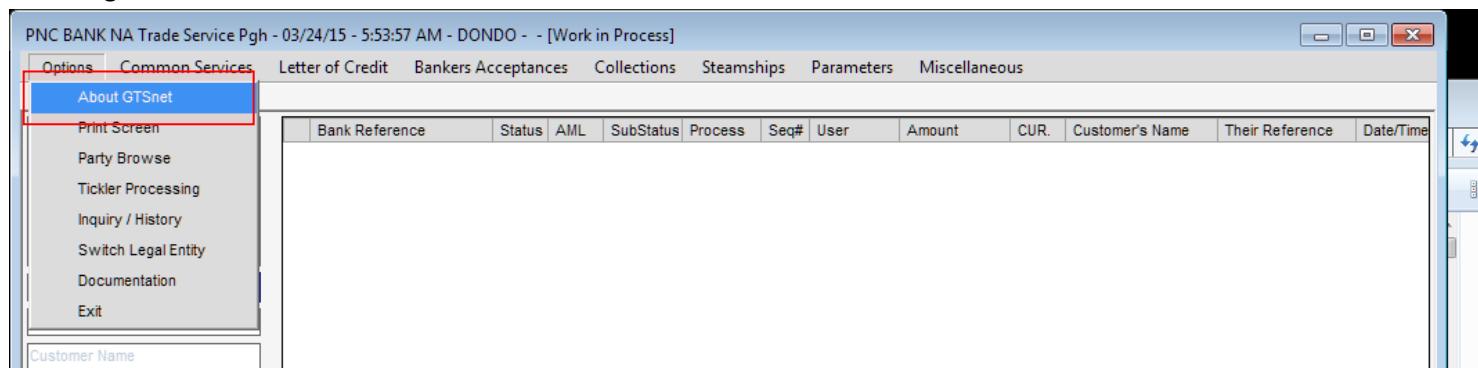
Default LE:	CB
Default Divison:	AG
DB Distribute Version:	1100
Licensed User Seats:	99
Memo post DDA at Release:	X
Memo post DDA at PNDA:	X
IBM MQ Processing:	6
Accounting Combine Mode:	1
Swift Batch Sequencer:	0
Fed Batch Sequencer:	34
Time to shut down FED:	18:00
Wip Statistic Frames:	1234

**General Parameters**

- Allow 'Self Enable' at Login
- On Login Warn if Business Date and System Date are different
- Warn if Business Date and Transaction Date are different
- Transaction must go to PNDA the same day as Approval
- Repeat Payment Edits at PNDA
- Require a different User to 'PreSend' Documents
- Allow approval of transactions in ACTF status
- Don't allow approval of transactions in CHKL status
- Allow changes to Base Fees in Special Pricing Super
- Allow changes to Party-Specific fees in the Base Fee Super
- Show Conversion Reference No. if present
- Bill future dated fees now
- Map in users Citrix Default Printer to trays 1,3 and 5
- Logos by Division
- Include a Logo on Final Print of documents
- Check illegal Swift characters on Text forms
- Allow width (65 / 72) change on Text forms
- Include 'Inco Terms' on Desc of Goods Text form
- Docgen translates extended ASCII characters
- Allow amendment sequence number change
- Show expanded Standby IRB fields
- Count Incoming Swift fragments as unique messages:
- OFAC Text Copied On Collections
- Allow Swift In as Admin Message

## 'ABOUT GTSNET' OPTION

"About GTS " merely displays some information about the environment you are working in and the database you are accessing.



## Sending Emails out of GTSnets

Enter the banks Email SMTP Server Name inParmsLE.

CIBAR Colorado Springs - 10/05/15 - 5:12:30 PM - NMAYER - - [Parms]

General | Files | Swift In | Add'l Parameters |

### Additional Parameters

Email Parameters:

SMTP Server Name / IP: cibar-com.mail.protection.outlook.com

Email BCC To:

Email from Address

User Setup – The sender/approver of the transaction requires an email address. This is where GTSnets will find the sender's email.

The sender will be whoever sends the document out of the bank, either via Pre-release or Final release.

### User Setup Maintenance

Select User ID: NMAYER  Select by Network ID:

User ID: NMAYER  Active Network ID: Nick

Password:  Verify Password:

User Name: NICK MAYER Date User Added: 4/16/2015

User Title: VP Date Last Modified: 10/19/2015

Enter Role ID: SuperUser

Email: nmayer@cibar.com

Phone Number: 719-260-6700 Fax Number: 719-260-6701

LegalEntity	Division	Department	Default	Supervisor	PKey
CB	AG	AC	Y	admin	1210
CB	AG	CL	N	admin	3490
CB	AG	CO	N	admin	3491
CB	AG	WI	N	admin	3492
CB	CL	GB	N	admin	3493
CB	CO	CI	N	admin	3494
CB	CO	CL	N	admin	3495

Legal Entity:  Division:  Department:   Default Supervisor:

## Email Greeting Clause

- This clause will display on the body of the email message.

The screenshot shows the 'Clause Maintenance' window with the following details:

- Clause Type Selection: General
- Clause Name Selection: Emailgreeting
- Clause Name: Emailgreeting
- Clause Description: This E-mail message has been computer generated from CIBAR Bank, Global Trade Service Department and contains a document/documents pertaining to your reference number <yourrefno>.
- Spell Check button (highlighted in blue)
- Action buttons at the bottom: Add, Modify, Clear, Delete, Print, Exit

## Email Subject on Documents

This feature allows you to customize the subject line on any email document auto generated by the system.

Three variables are currently passed in from the text outbound records include <REFERENCE>, <TSRSENDING> <DATESENT>

The screenshot shows the 'Document Form Association' window with the following details:

- Document ID Selection: A/R Writeoff
- Document ID: ARWRITEOFF
- Service: ACC
- Product: ARP
- List Box Description: A/R Writeoff
- Active checkbox checked
- Swift Form and E-Mail checkboxes unchecked
- Description: A/R Writeoff
- Letter Type: ALL
- Service: ACC
- Product: ARP
- When Form is Used: Final Approval
- ICC Type: dropdown menu
- Type Document: Rich Text Forma
- Address to checkbox checked
- Final Copy: PLAIN1
- Copies: 0
- Who: dropdown menu
- Final Letter: LETTER1
- Copies: 0
- Via: Mail
- PNDA Draft: COPY1
- Copies: 0
- Email Subject: A/R write off for reference <Reference> (highlighted with a red oval)
- Action buttons at the bottom: Add, Modify, Clear, Delete, Print, Exit

The system will resolve the token <Reference> with the current transaction's reference number and then insert the resolved phrase into the subject line of the email.

## **Email attachments converted to PDF format before sending**

GTSnet has the capability to change the format of email attachments from its standard .RTF format to a .PDF format before sending it out. If the 'Send Email Attachment as PDF' is clicked on, then the GTS Email Service will convert the attachment to PDF before sending.

CIBAR Chicago - 01/08/18 - 12:40:41 PM - NMAYER - - [Parms]

General | Files | Swift In | Add'l Parameters |

### Additional Parameters

**Email Parameters:**

SMTP Server Name / IP: cibar-com.mail.protection.outlook.com

Email BCC To: maxtradbank@yahoo.com

Send Email Attachment as PDF

Allow Emails from Wip Current Documents

Allow Emails from Inq/His Output Documents

Allow Emails from WIP Incoming Swift

**Unattended Scheduler Email Parameters**

Email To: support@cibar.com

Email CC:

Email From: qtran@cibar.com

**OFAC Filtering Parameters**

OFAC Interface is active

OFAC check SWIFT inbound messages

## How to Email a document from WIP and Inquiry/History

GTS has the ability to manually email a generated document and can be done in the following three situations:

- Sending a copy of the incoming Swift sitting in WIP
- From Current Documents of an item in WIP with a status of PNDA or CHKL
- From Output Documents of an item in Inquiry / History

The ability to send from these functions can be controlled via theParmsGTS maintenance program to enable / disable emails from these functions.

CIBAR Chicago - 01/08/18 - 12:40:41 PM - NMAYER - - [Parms]

General | Files | Swift In | Add'l Parameters |

### Additional Parameters

**Email Parameters:**

SMTP Server Name / IP: cibar-com.mail.protection.outlook.com

Email BCC To: maxtradbank@yahoo.com

Send Email Attachment as PDF

Allow Emails from Wip Current Documents

Allow Emails from Inq/His Output Documents

Allow Emails from WIP Incoming Swift

**Unattended Scheduler Email Parameters**

Email To: support@cibar.com

Email CC:

Email From: qtran@cibar.com

**OFAC Filtering Parameters**

OFAC Interface is active

OFAC check SWIFT inbound messages

In addition, there will be an additional check of the User's entitlement to insure he/she is entitled to email from the system.

The screenshot shows a software interface titled "Role Entitlement Maintenance". At the top, it says "Entitlement For:" followed by "Role ID: MIS Support" and "New Role ID: [empty field]". Below this is a section titled "Select Service:" with a dropdown menu showing "Online Emails" selected. There are two checkboxes: "Select and Save All Entitlements" and "Deselect and Save All Entitlements". Underneath the dropdown are buttons for "Service Select All" and "Service Deselect All". A horizontal bar below these buttons includes "Inquiry", "Entry", "Repair", "Delete", and "Approval". At the bottom left is a button labeled "Send Online Emails", and at the bottom right is a checkbox for "All Functions Included".

The system provides the capability for sending Emails as PDF documents instead of RTF.

The system provides the capability for sending a BCC to a departmental Email box.

Both of the above can be controlled via ParamsGTS maintenance.

When Email is selected, an Email form should appear that allows the user to send the associated document selected as an attachment.

- To: This will be preloaded from the transaction (Opener/Beneficiary) if Swift In. Otherwise, it will be preloaded from the Output Selection Screen selections.  
The User can add additional Email addresses as needed. This is a required field.
- Cc: User can enter as many Email addresses as needed. This is an optional field.
- Fr: Preloaded and protected with the user doing the transaction.  
The User must have an email address set up of the system will stop him/her.
- Subject: The User must enter the subject line. This will be a required field.
- Body: The User can enter additional comments/purpose of the Email.  
This will be an optional field.
- Send button/Cancel button

## Setup Email Groups

Under Table Maintenance (of the Parameters Menu), Email groups you will select a group name and the addresses which will receive copies of the email notices.

Parameters    Miscellaneous

- System Parameters    ►
- Administration    ►
- Business Rules    ►
- Letter of Credit Terms    ►
- Table Maintenance**    ►
- Table Maintenance Cont'd    ►

-  Clause Maintenance
-  NAICS Codes
-  Risk Rating Maintenance
-  Currency Code Maintenance
-  Collateral Code Maintenance
-  Expense Code Maintenance
-  Banking Group Maintenance
-  Country Code Maintenance
-  Check Box Maintenance
-  Reason Code Maintenance
-  Checklist Maintenance
-  Email Groups
-  Wip Status Maintenance

CIBAR Chicago - 08/24/11 - 9:21:58 AM - TMAYER - - [Email Group Maintenance]

### Email Group Maintenance

New Group	<input type="text"/>
	<input type="button" value="Nicks Email Group"/>
	<input checked="" type="checkbox"/> Active

Email Addresses

<input type="text" value="nmayer@cibar.com"/>	<input type="text" value="nmayer33@gmail.com"/>
<input type="text" value="gbleckert@cibar.com"/>	<input type="text" value="jking@cibar.com"/>
<input type="text"/>	<input type="text"/>

An EMAIL button was added to WIP / Current Documents and Inquiry / History / Output Documents forms. When clicked, the system will provide a list of documents to select from, the Parties in the transaction which have email addresses established, plus a box to select Email Groups to send to. The user only needs to click on the appropriate document(s) he/she wants to send.

## GTS - Inquiry / Research Document Review

Our Reference:

Process:

CB-AG-AC-10000201-00

EXP-PAY

Generated Documents

DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No		
DDAAdvice-11859 GAY	OPN	11859 GAYLE	Mail	GTS Generated Document	No	<input type="button" value="▼"/>		<input type="button" value="View"/>	<input type="button" value="More"/>
OFAC Check Document	OPN	11859 GAYLE	Mail	GTS Generated Document	No	<input type="button" value="▼"/>		<input type="button" value="View"/>	<input type="button" value="More"/>
DDAAdvice-ALCOA INC.	BEN	ALCOA INC.	Mail	GTS Generated Document	No	<input type="button" value="▼"/>		<input type="button" value="View"/>	<input type="button" value="More"/>
Accounting		11859 GAYLE		GTS Generated Document	No	<input type="button" value="▼"/>		<input type="button" value="View"/>	<input type="button" value="More"/>

Then the user would click on the Compose Email button to go to the next form.

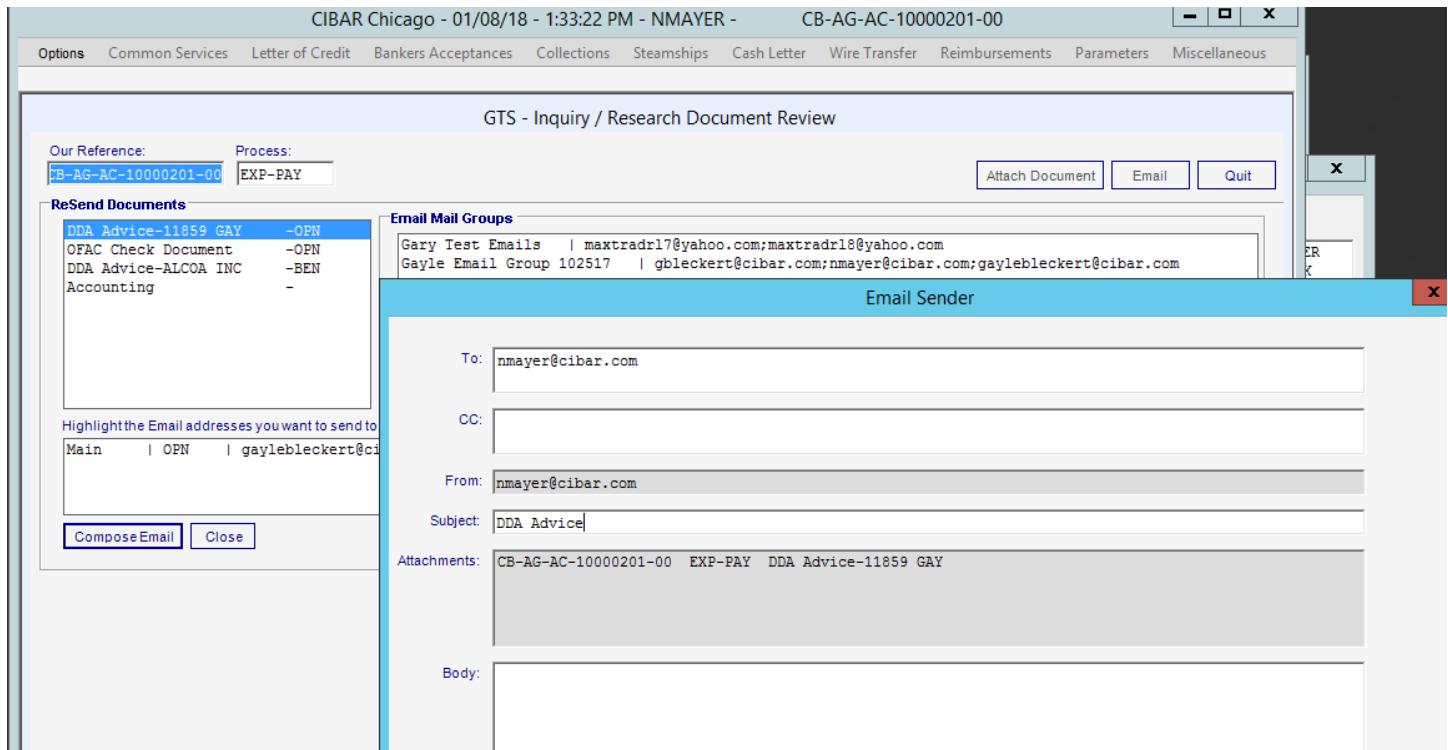
This form will be preloaded with the data entered on the previous form, but will allow for modifications.

The user can modify the To: Email addresses.

The User can add a CC if they want.

The user will be required to enter a subject.

The user can enter text into the Body field to clarify what they are sending to the customer or other comments.



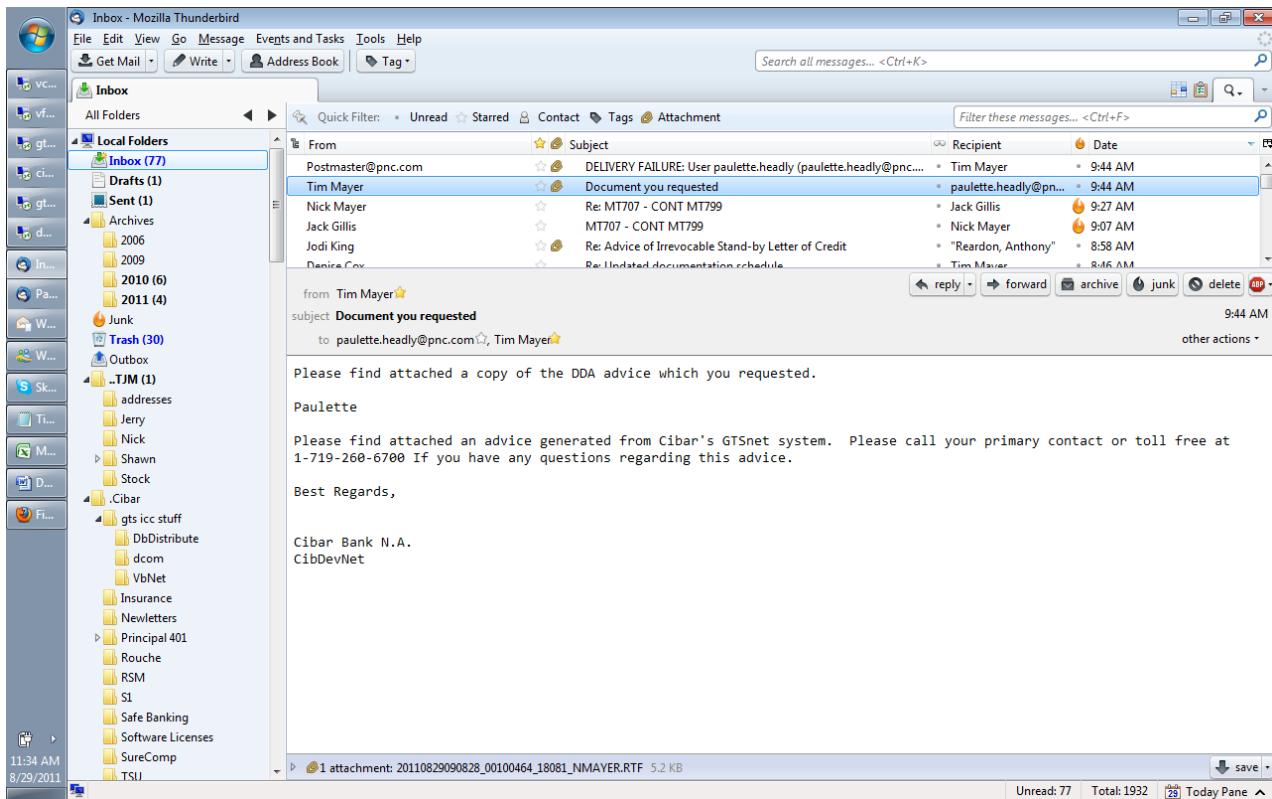
Clicking the Send button here will cause the system to create an OutBoundToDo record. This OutBoundToDo record will cause the Email Service to send the Email and then create a history event in the new EmailSent table and delete the OutBoundToDo record.

The following columns will be added to the OutboundToDo table for passing to the Email Service.

- To: .
- Cc:
- Fr:
- Subject:
- Body:

Here is my email folder showing what the results look like to the recipients. The paragraph starting after your name is from a standard clause which you can leave blank or add whatever text the bank wants on all of its emails. The clause type is 'General'. The clause name is 'emailgreeting'.

Note: I also received notice that I sent a copy to you at the wrong email address.

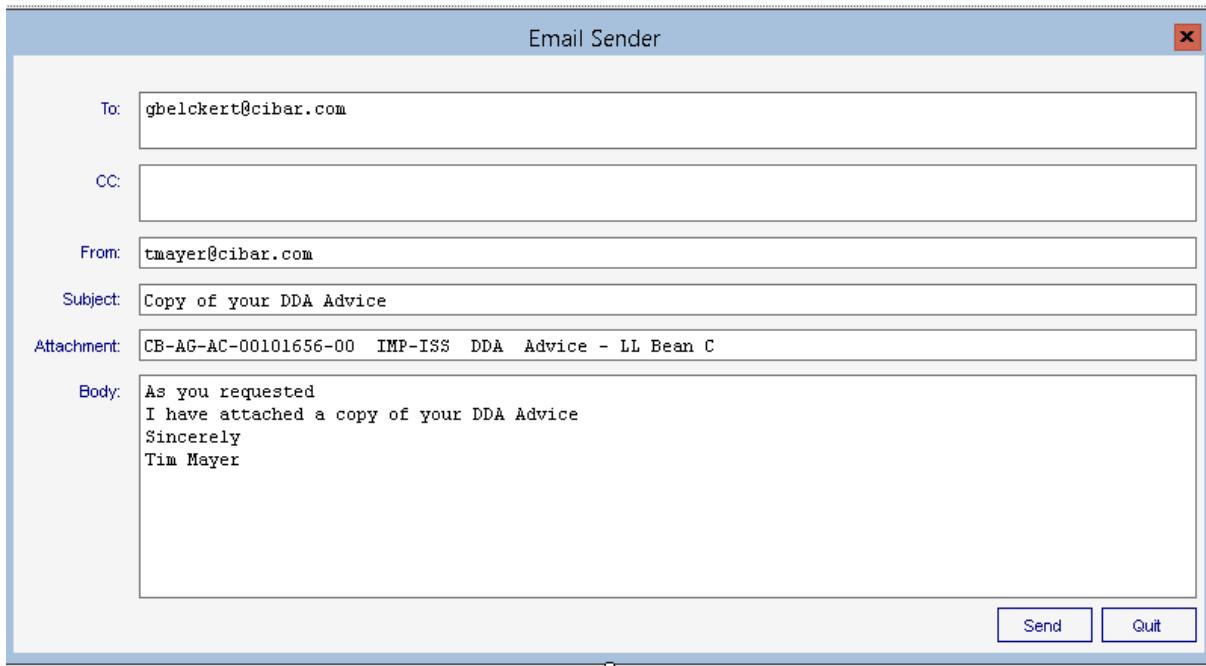


A new “Email Swift” selection will be added to the WIP / Swift right-click selection.

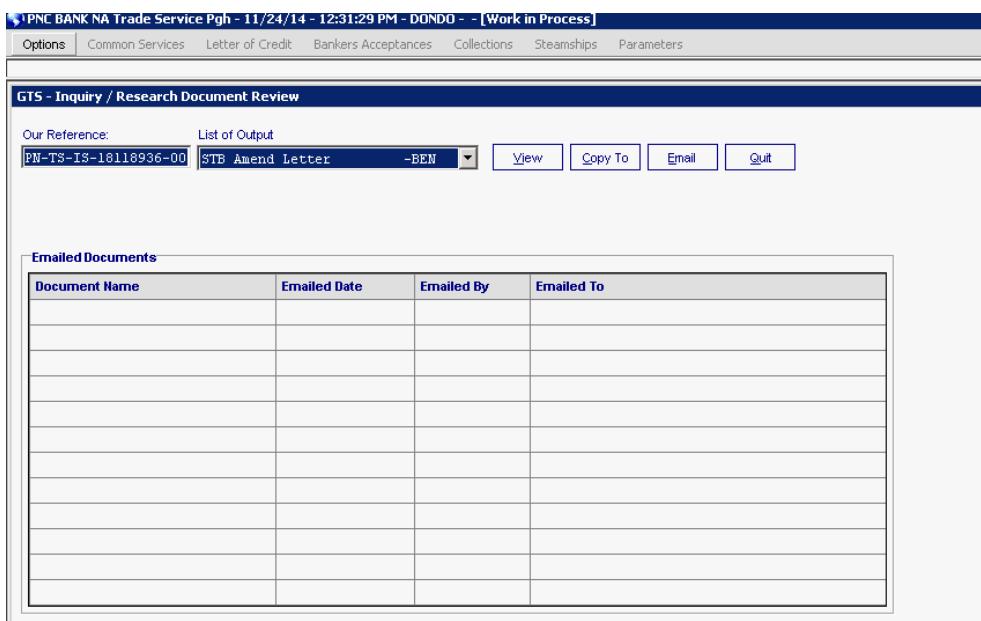
Bank Reference	Status	SubStatus	Process	Seg#	User	Amount	Cur.	Customer's Name	Their Reference	Date/Time
CB-AG-AC-00350288-00	CHKL	"MORE"	STB-ISS	RVALOR...		23,424.00	USD	DSW CorporXXXX...	234234	2014/05/07 08:
CB-AG-AC-00350229-00	CHKL	"MORE"	STB-PAY	3	RVALOR...	1,500.00	USD	SAXCO INTEXXXX...		2014/05/07 08:
CB-AG-AC-000000				SMFTINCB		0.00	USD	Bank of Nova Scotia	SMFT760geb	2014/12/01 08:
CB-AG-CL-00101				BUSINES...		2.00	USD	A. SCHULMAXXXX...		2014/05/02 09:
CB-AG-CO-13333				TMAYER		55,555.00	USD	FORTS BANXXXX...	QT'S TEST	2014/06/18 12:
CB-AG-AC-10001				admin		11,600.00	USD	Bank of Nova Scotia	test10969	2014/05/01 12:
CB-AG-AC-00350				1	NMAYER	100,000.00	CAD	Hib test		2014/04/17 08:
CB-AG-AC-10001				2	TMAYER	100,000.00	USD	Acce HardwaXXXX...		2014/06/06 03:
CB-AG-AC-00000				1	SMAYER	5,000.00	USD	Bank of Nova Scotia		2014/05/01 01:
CB-AG-AC-75000				DANIEL		456.00	USD	Bank of Clear		2012/09/28 11:
CB-AG-AC-00001				GAYLE		15,000.00	USD	test gayle		2014/06/24 07:
CB-AG-AC-00000				GAYLE		55,000.00	USD	test gayle		2014/06/24 08:
CB-AG-AC-00000				MIKE		3,555.00	EUR			2014/04/24 03:
CB-AG-AC-75000				NAVALED		0.0000	CAD	FAMILY DOLXXXX...	999	2014/04/24 09:
CB-AG-AC-00001							USD	Daytona HoXXXXX...	ddid	2014/05/01 10:
CB-AG-AC-00000							CAD			2014/06/06 07:
CB-AG-AC-10001							USD	SAXCO INTEXXXX...		2014/05/07 05:
CB-AG-AC-00101							USD	SAXCO INTEXXXX...		2014/06/06 12:
CB-AG-AC-95000							CAD	NMAYER	333.00	2014/04/24 03:

When selected the system will present the User with the following form with the Email address of the Beneficiary and/or Opener of the transaction. If neither party has an Email address established, then the User will have to enter the Email address he/she wants to send the Email to.

- The user can modify the To: Email addresses.
- The User can add a CC if they want.
- The user will be required to enter a subject.
- The user can enter text into the Body field to clarify what they are sending to the customer or other comments.



Clicking the Send button here will cause the system to create an OutBoundToDo record. This OutBoundToDo record will cause the Email Service to send the InBound Swift Message as an Email and then create a history event in the new EmailSent table and delete the OutBoundToDo record.



## History of items sent.

Thereafter when you go to output selection of the Inquiry / History function, you will see a list of documents and when they were sent (Both Date and Time) as shown here. There will be a scroll bar both vertical and horizontal so that all of the data, including the subject and the body, and where it was sent from (Swift In(SWF), WIP pre-approval(WIP), Inquiry(INQ), a transaction(TRN) or from an End of Day(EOD) program.

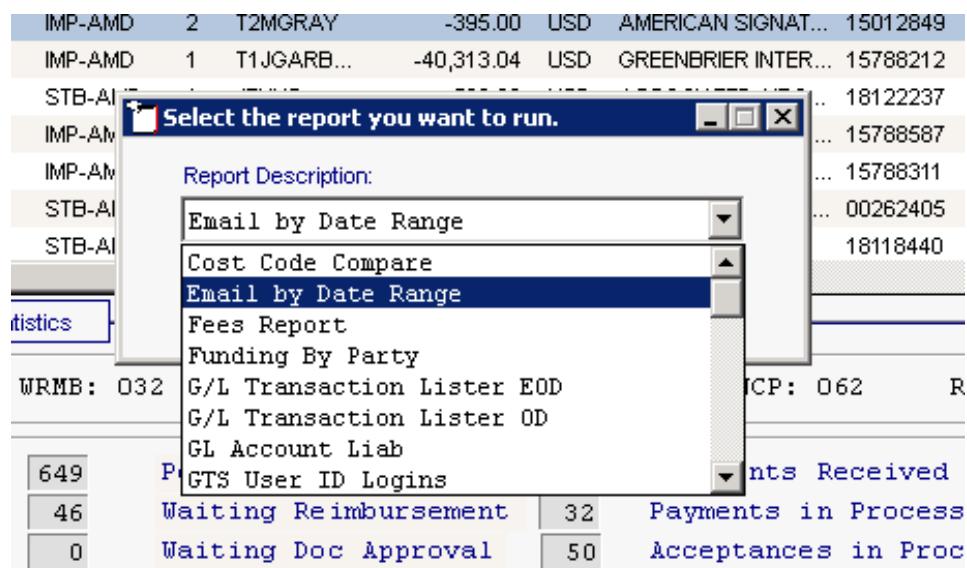
GTS - Inquiry / Research Document Review

Our Reference:	Process:	Courier Name:	Courier Bill No.:	Update All	Email	Quit	
DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No
Emailed Documents							
Document Name	Emailed Date	Emailed By	Emailed To	Subject	Body		

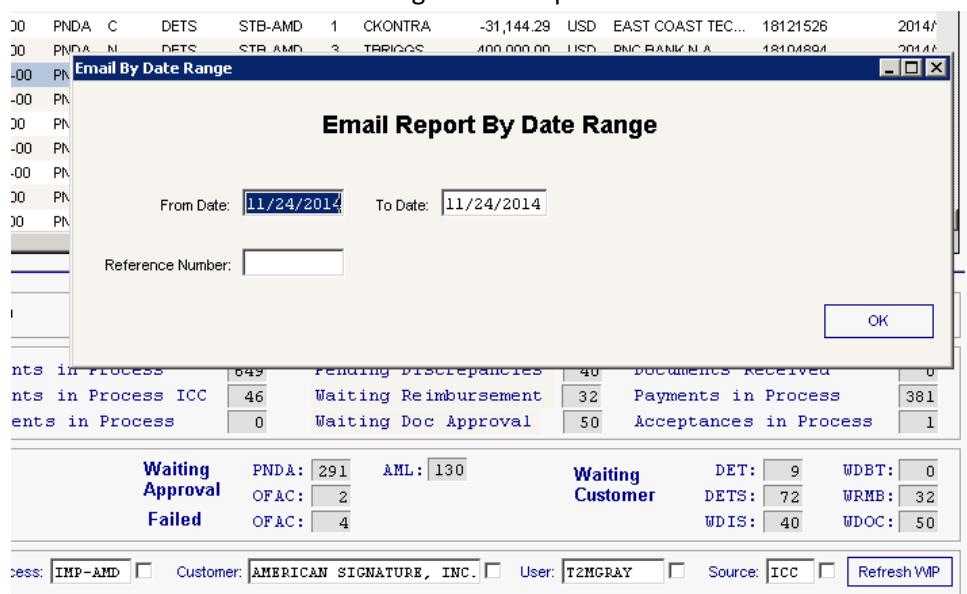
This form will be preloaded from the new EmailSent table where the TransPkey matches the TransPkey of the transaction the user is inquiring on.

## Email Reports: RPT\_MIS\_EmailByDateOD

This program can be run on demand.



A reference number or a date range can be input to refine the selection.



LECB\_RPT\_MIS\_EMAILBYDATEOD\_20140702\_0944.PDF - Adobe Reader

dit View Window Help

Open | 2 / 2 | 86.7% | | | | | |

LECB\_RPT\_MIS\_EMAILBYDATEOD\_20140702\_0944.PDF Cibar Bank Devel PAGE: 2

AS OF DATE: 07/02/2014 Email by Date Range SYSTEM DATE: 01/27/2015

FROM ADDRESS	TO ADDRESS	REFERENCE NUM	FORM LIST NAME	DATE/TIME SENT
	Support@cibar.com	00000000-00	ERR_RPT	7/2/2014 12:02:20 PM
	Support@cibar.com	00000000-00	ERR_RPT	7/2/2014 1:54:54 PM
	Support@cibar.com	00000000-00	ERR_RPT	7/2/2014 1:54:54 PM
	Support@cibar.com	00000000-00	ERR_RPT	7/2/2014 1:55:54 PM
tmayer@cibar.com	tmayer@cibar.com	00000004-00	Communication Letter	7/2/2014 12:51:50 PM
tmayer@cibar.com	jackdagnon@cibar.com	00000004-00	Communication Letter	7/2/2014 12:51:48 PM
tmayer@cibar.com	jackdagnon@cibar.com;tmayer@cibar.com	00000004-00	Communication Letter	7/2/2014 12:51:48 PM
tmayer@cibar.com	tmayer@cibar.com;smayer@cibar.com; nmayer@cibar.com;JDagnon@cibar.com	00000005-00	Communication Letter	7/2/2014 2:01:56 PM
jackdagnon@CIBAR.COM	jackdagnon@comcast.net	00000123-00	Communication Letter	7/2/2014 9:47:00 AM
jackdagnon@CIBAR.COM	jackdagnon@comcast.net	00000123-00	Communication Letter	7/2/2014 9:52:02 AM
qtran@cibar.com	jackdagnon@cibar.com	00000666-00	Communication Letter	7/2/2014 1:20:53 PM
qtran@cibar.com	tmayer@cibar.com	00000666-00	Communication Letter	7/2/2014 1:20:51 PM
qtran@cibar.com	Que's Email Test Group	00000666-00	Communication Letter	7/2/2014 1:20:51 PM
qtran@cibar.com	support@cibar.com	00000666-00	Communication Letter	7/2/2014 1:20:51 PM
jackdagnon@CIBAR.COM	jackdagnon@cibar.com;tmayer@cibar.com	00001234-00	Communication Letter	7/2/2014 10:01:03 AM
jackdagnon@CIBAR.COM	jackdagnon@cibar.com;tmayer@cibar.com	00004321-00	Communication Letter	7/2/2014 10:26:50 AM
jackdagnon@CIBAR.COM	jackdagnon@cibar.com;tmayer@cibar.com	00012345-00	Communication Letter	7/2/2014 10:37:18 AM

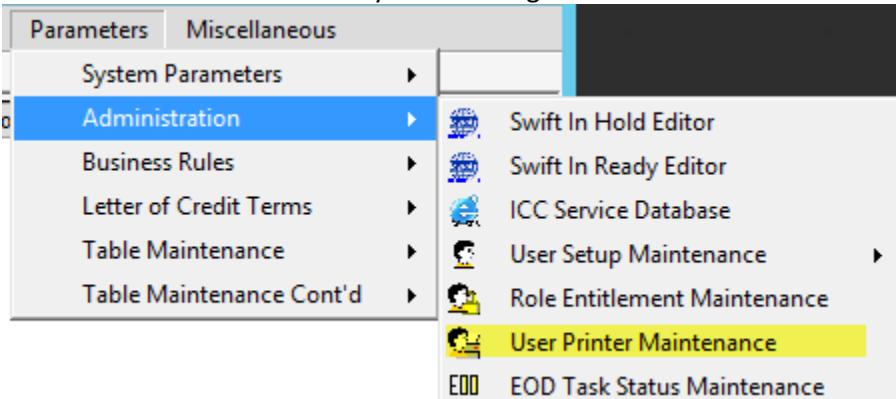
-- END OF REPORT --

This report will be modified to run off of the new EmailSent table.

We will also add the Service and Product to the report as the last column.

## PRINTER SETUP in GTS (Auto & Manual printing)

In order to print out any Incoming Swifts or generated documents (DocGens) from GTS, the printer setup must also be done for each user. This is easily done through the Printer Maintenance screen from the Parameters Menu in GTS.



After selecting the screen, we must find the appropriate user that is having trouble printing, or wants the ability to print.

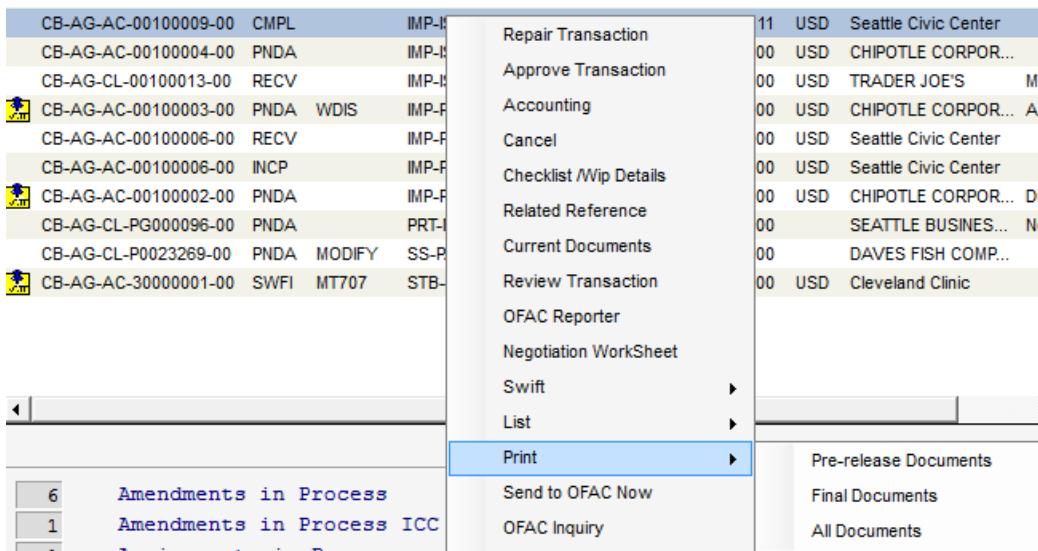
- If the user already has printer assigned, the previously assigned printer will display.
- Make sure the printers and their paths (if a network printer) are correct. If not, select the correct printer from the list of available printers and click on the buttons to assign the printer.
  - For example, some clients have printers that are specifically assigned to print onto letterhead paper and they only want the final print to print onto letterheads. They would highlight the correct printer and click on the 'Final Letter 1' or 'Final Letter 2'. This assigns the printer name to the top section so it can be saved.
- After selecting the desired printers and assigning it to the desired types, click 'Exit' to save the selection.

### Common places where the printer setup is being used:

- In the output selection screen where the printer selection displays in the drop-down list and the user can input the number of copy they want of the highlighted document and where to print it to.

Two screenshots of the GTS interface. The top screenshot shows the 'Output Selection' screen with a table of documents and their details. The bottom screenshot shows the 'Output Selection Working Area' with dropdown menus for 'Form Name', 'Who', 'Output Via', and 'Copies / Final Letter', along with a list of addresses and a courier bill number input field.

- The right click menu of a transaction in WIP

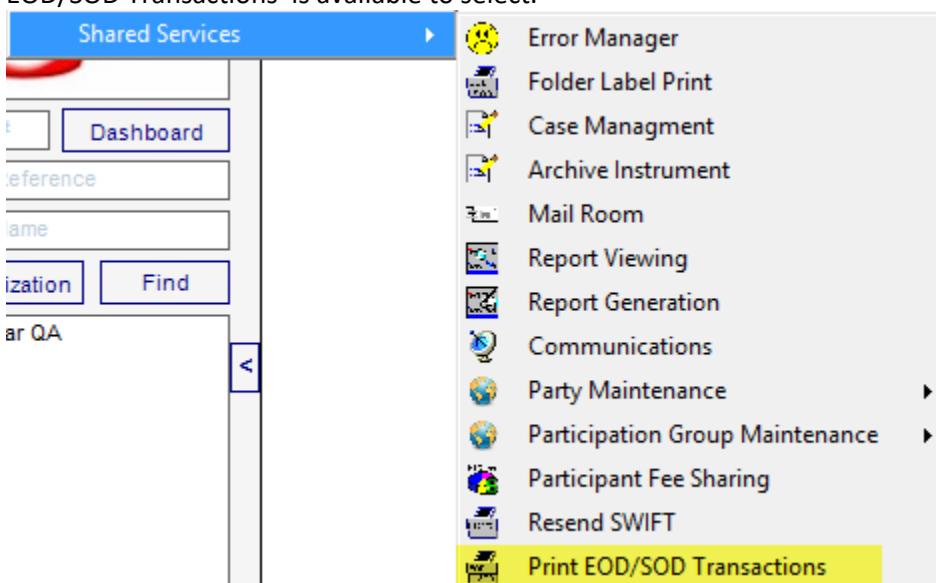


- When an Incoming ICC transaction arrives and the printers are setup in the ICC service database

The top part of the image shows the 'Inbound Routing Information' screen with several dropdown menus for USER ID, ISSUANCE MODEL, AMENDMENT MODEL, and DEPT. The bottom part shows the 'Inbound Application Printers' screen with sections for Import, Standby, Direct Collection, Export Collection, Steamship/AirRelease, and Import Collection, each with its own dropdown menu.

- When trying to print out EOD/SOD

Go to the 'Common Services' menu and click on 'shared services'. Under the shared services menu, the 'Print EOD/SOD Transactions' is available to select.



This will open up the Print screen for the user to put in the parameters they wish to print (for EOD/SOD).



CIBAR QA Chicago - 03/02/17 - 3:59:14 PM - QTRAN - - [Eod - Sod print]



Print End of Day Transactions  Print Start of Day Transactions

Legal Entity: CB  Division: AG   Mailed  Emailed  Faxed

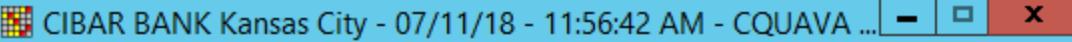
Date to Print: 1/12/17

## **Return for Correction Module**

Cibar has built a return for correction module which allows the managers to return items to users when details were entered incorrectly. The system then can report on the number of items returned back to an individual user or department within a date range.

### **Service Product Maintenance**

To set this functionality up you first need to turn on the Return for Correction flag in Service Product Maintenance, for the product types you want to use this functionality on. Currently, this only works for letters of credit, collections, and BA's.

 CIBAR BANK Kansas City - 07/11/18 - 11:56:42 AM - CQUAVA ...

### Service Product Code Maintenance

**Service Maintenance**

Service Code:

Service Description: Import Letter of Credit

**Product Maintenance**

Product Code:

Product Description: Import L/C Issuance

**Inquiry Options**

Balance as of Date    Current Balance    Transaction History  
 Accounting    Output

**Status Maintenance**

Used in Mail Room:  New    Existing    N/A

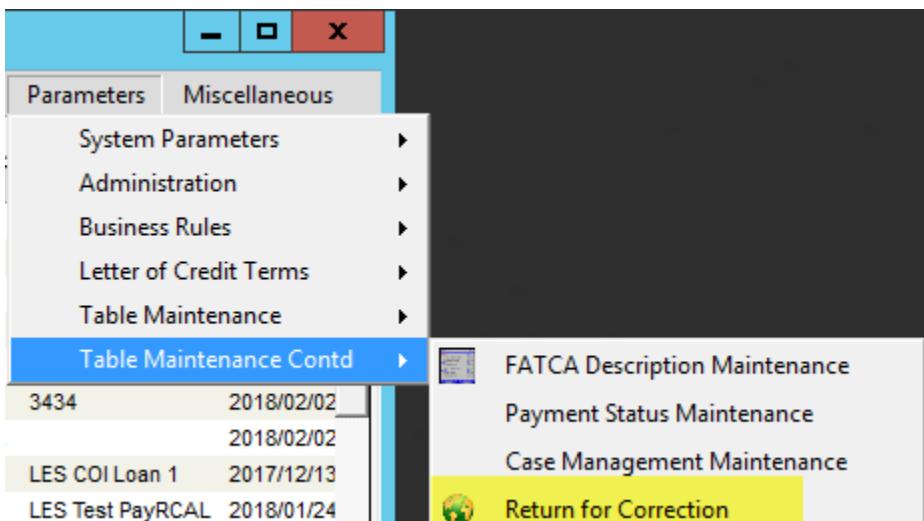
Active    Auto Assign    Return for Correction

Auto Assign Category:  Service/Product Div/Dept:

Auto Assign Type:   Subject to AML

## Return for Correction Maintenance Tool

Cibar will need to build a new maintenance function, called QA Return, and new database table that allows the approver/manager to return the transaction to the user for a specified reason. The maintenance function can be found under Table Maintenance Cont'd.



Categories need to be setup under each service and product.

A screenshot of a software application window titled 'CIBAR Chicago - 03/02/18 - 10:54:34 AM - NMAYER - [Return F...]' showing the 'Return For Correction' screen. The screen has 'Service: IMP' and 'Product: PAY' dropdowns at the top. Below is a grid table:

Position	Active	Description
1.0	YES	Fee charges grid incorrect
2.0	YES	Add the payment advice document.

At the bottom, there are fields for 'Position: 3.0', 'Service: IMP', 'Product: PAY', and a checked 'Active' checkbox. There is also a 'Description:' text input field and a button bar with 'Modify', 'Delete', 'Clear', 'Print', and 'Exit' buttons.

## Right Click Return Function in WIP

On the WIP screen, when you Right Click and select Return for Correction, that allows you to click Return to the user who put the transaction on. Return for Correction will only display when the status is PNDA, CMPL, CHKL, or RETURNED.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	Cur.	Customer's Name	Their
CO-DI-DE-00524107-00	PNDA		EXP-ISS		AMBREM	21,999,999.00	USD	AFRICAN EXPORTS LTD	IMPORT
CO-DI-DE-00523727-00	PNDA	*MORE*	EXP-PAY	9	MCGREGA	162,330			
CO-DI-DE-00523457-00	PNDA	WRMB	EXP-PAY	5	TICKLEJ	145,164			
CO-DI-DE-00523457-00	PNDA	WRMB	EXP-PAY	4	TICKLEJ	469,244			
CO-DI-DE-00523534-00	PNDA	WRMB	EXP-PAY	2	ROWLANC	398,405			
CO-DI-DE-00523620-00	PNDA	WRMB	EXP-PAY	1	MCGREGA	60,970			
CO-DI-DE-00523503-00	PNDA	*MORE*	EXP-PAY	4	MCGREGA	35,539			
CO-DI-DE-00523722-00	PNDA	WRMB	EXP-PAY	2	TICKLEJ	627,312			
CO-DI-DE-00523868-00	PNDA	*MORE*	EXP-PAY	1	MCGREGA	16,628			
CO-DI-DE-00523790-00	PNDA	WRMB	EXP-PAY	3	ROWLANC	428,731			
CO-DI-DE-00523457-00	PNDA	WRMB	EXP-PAY	6	TICKLEJ	120,091			
CO-DI-DE-00523116-00	PNDA	*MORE*	EXP-PAY	2	TICKLEJ	35,597			
CO-DI-DE-00523729-00	PNDA	WRMB	EXP-PAY	1	ROWLANC	317,238			
CO-DI-DE-00523993-00	PNDA	WRMB	EXP-PAY	1	ROWLANC	96,216			
CO-DI-DE-00523748-00	PNDA	WDODC	EXP-PAY	1	ROWLANC	59,527			
CO-DI-DE-00523536-00	PNDA	*MORE*	EXP-PAY	2	MCGREGA	86,184			
CO-DI-DE-00523000-00	PNDA	WRMB	EXP-PAY	4	ROWLANC	000,000			

[Send to OFAC Now](#)

[OFAC Inquiry](#)

[Override OFAC](#)

[Return for Correction](#)

When you select Return for Correction a Grid will pop up for the Manager to enter the following:

Return To User	Reason for Return	Manager who Returned	Comment for User	Date Returned	Status
NMAYER	Negotiation Date Incorrect	NMAYER	Fix the date to 1/1/2018	1/24/2018 08:13 AM	Open
NMAYER	Fee Charges Incorrect	NMAYER	The fee should be 1.5 basis points	1/24/2018 08:13 AM	Fixed
NMAYER	Drafts Drawn On Incorrect	NMAYER	The drafts drawn on should have bee...	1/24/2018 08:13 AM	Ignore

Return To User:  Manager who Returned:  Reason for Return:  Comment for User:  Status:

The Grid will be read only access for all users (Except the CANCEL and PRINT buttons). Managers who have approval access, for the specified service / product, will be able to add or modify items in the grid.

- **Return to User** – Protected Field – Will Preload with the user who saved it last to CMPL/PNDA status.
- **Manager who Returned** – Protected Field - Will load the user who is returning this item.
- **Reason for Return** – Drop down box that will load from the new QA Return Maintenance Function.
- **Comment for User** - Manager stating what the value should have been. Allow user to type free text in this field.
- **Date Returned** – Protected Field - Will populate with system date and time stamp when the original SAVE button is clicked.
- **Status** –Drop down box that has the following options Fixed, Open, Ignore.

If the manager adds a record but realizes it was a mistake or shouldn't have been entered they could change the status to Ignore so it won't get picked up on the reporting.

**SAVE**– Will save the changes the manager made (for example a STATUS change), and will if there is a record with an open status it will set the wip status to RETURNED and close this window.

The screenshot shows the CIBAR Chicago application interface. At the top, there's a header bar with the text "CIBAR Chicago - 01/24/18 - 8:20:38 AM - NMAYER -". Below the header is a menu bar with links like Options, Common Services, Letter of Credit, Bankers Acceptances, Collections, Steamships, and Cash Letter. The main area features a grid table with columns: Bank Reference, Status, SubStatus, Process, Seq#, User, and Am. The grid contains several rows of data, with the last row highlighted in yellow. In the bottom left corner, there's a sidebar with a red "Cibar" logo and buttons for Reference#, Dashboard, Customer Reference, and Customer Name.

Bank Reference	Status	SubStatus	Process	Seq#	User	Am
CB-AG-CL-PG000118-00	PNDA		PRT-MOD	GAYLE		
CB-AG-AC-00100016-00	RECV		IMP-PAY	7	SHANNON	
CB-AG-AC-00100015-00	CMPL		IMP-PAY	5	SHANNON	
CB-AG-AC-00100016-00	CMPL		IMP-PAY	4	SHANNON	
CB-AG-AC-00100015-00	PNDA		IMP-PAY	8	SHANNON	
CB-AG-AC-00100016-00	CMPL		IMP-PAY	6	SHANNON	
CB-AG-AC-00100015-00	PNDA		IMP-PAY	7	SHANNON	
CB-AG-AC-00100015-00	RECV		IMP-PAY	4	12345334	
CB-AG-AC-00100010-00	RETURNED		IMP-ISS	admin		

When the manager changes the items from open to fixed or ignore we will leave the WIP status in the WIP status it is currently in.

Rare Scenario – When the manager returns an item to a user and the user tells the manager what they originally did is correct. They will still need repair the transaction and exit to get the WIP status out of RETURNED. The manager will then mark the status column in the return tool as IGNORE.

**Cancel Button** – Will close out of the Grid and leave Wip in the current status and not save.

**Clear Button** – Will clear the data in the working area.

**Add button** – Will add the entry into the grid.

### Repair when transaction date approved is not equal to date PNDA.

When a transaction was not put into PNDA on the current date, you will get a hard stop saying, 'This transaction was not put into PNDA status today and must be repaired' before you can Approve it. This previously was not working on Collections and has been changed.

CIBAR R10 Cibar - 01/03/23 - 12:26:10 PM - Cquava - - [Parms] X

General | Files | Swift In | Add'l Parameters

#### General Parameters

<p>Default LE: CB Default Division: AG DB Distribute Version: 1187 Licensed User Seats: 21 Memo post DDA at Release: <input type="checkbox"/> Memo post DDA at PNDA: <input checked="" type="checkbox"/> X IBM MQ Processing: <input type="checkbox"/> Accounting Combine Mode: 0 Swift Batch Sequencer: 0 Fed Batch Sequencer: 0 Time to shut down FED: 18:00 Wip Statistic Frames: 12</p> <p><b>General Parameters</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Allow 'Self Enable' at Login</li><li><input type="checkbox"/> On Login Warn if Business Date and System Date are different</li><li><input checked="" type="checkbox"/> Warn if Business Date and Transaction Date are different</li><li><input checked="" type="checkbox"/> <b>Transaction must go to PNDA the same day as Approval</b></li><li><input type="checkbox"/> Repeat Payment Edits at PNDA</li><li><input type="checkbox"/> Require a different User to 'PreSend' Documents</li><li><input checked="" type="checkbox"/> Allow approval of transactions in ACTF status</li><li><input type="checkbox"/> Don't allow approval of transactions in CHKL status</li><li><input checked="" type="checkbox"/> Allow changes to Base Fees in Special Pricing Super</li><li><input checked="" type="checkbox"/> Allow changes to Party-Specific fees in the Base Fee Super</li><li><input checked="" type="checkbox"/> Show Conversion Reference No. if present</li><li><input checked="" type="checkbox"/> Bill future dated fees now</li><li><input type="checkbox"/> Map in users Citrix Default Printer to trays 1,3 and 5</li><li><input type="checkbox"/> Logos by Division</li><li><input checked="" type="checkbox"/> Include a Logo on Final Print of documents</li><li><input checked="" type="checkbox"/> Check illegal Swift characters on Textforms</li><li><input checked="" type="checkbox"/> Allow width (65 / 72) change on Text forms</li><li><input checked="" type="checkbox"/> Include 'Inco Terms' on Desc of Goods Textform</li><li><input type="checkbox"/> Docgen translates extended ASCII characters</li><li><input checked="" type="checkbox"/> Allow amendment sequence number change</li><li><input checked="" type="checkbox"/> Show expanded Standby IRB fields</li><li><input checked="" type="checkbox"/> Count Incoming Swift fragments as unique messages:</li><li><input checked="" type="checkbox"/> OFAC Text Copied On Collections</li><li><input checked="" type="checkbox"/> Allow Swift In as Admin Message</li></ul>	<p><b>User Sign On Parameters</b></p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Authenticate User via LDAP</li><li><input checked="" type="checkbox"/> Use Active Directory for User Maintenance</li><li><input type="checkbox"/> Enable Enhanced Password capability</li></ul> <table border="0" style="width: 100%;"><tr><td style="width: 10%;">4</td><td>Minimum User ID Size</td></tr><tr><td>8</td><td>Minimum Password Size</td></tr><tr><td>0</td><td>Idle minutes before automatic logout</td></tr><tr><td>5</td><td>Can't reuse same password count</td></tr><tr><td>3</td><td>Maximum failed Login attempts till disabled</td></tr><tr><td>0</td><td>Disable User after days inactive</td></tr><tr><td>100</td><td>Password must be changed interval</td></tr><tr><td>3</td><td>Maximum daily password changes</td></tr><tr><td>0</td><td>Security assigned Password must be reset within</td></tr></table> <p><b>Log Events</b></p> <p>Security Reporting:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Login Failure</li><li><input checked="" type="checkbox"/> Login Success</li><li><input checked="" type="checkbox"/> Transactions</li><li><input checked="" type="checkbox"/> Log all 'MemTable' Changes</li></ul> <p>Individual Security Reports:</p> <ul style="list-style-type: none"><li><input checked="" type="checkbox"/> Party Change</li><li><input checked="" type="checkbox"/> CRM Change</li><li><input checked="" type="checkbox"/> Entitlement Change</li></ul>	4	Minimum User ID Size	8	Minimum Password Size	0	Idle minutes before automatic logout	5	Can't reuse same password count	3	Maximum failed Login attempts till disabled	0	Disable User after days inactive	100	Password must be changed interval	3	Maximum daily password changes	0	Security assigned Password must be reset within
4	Minimum User ID Size																		
8	Minimum Password Size																		
0	Idle minutes before automatic logout																		
5	Can't reuse same password count																		
3	Maximum failed Login attempts till disabled																		
0	Disable User after days inactive																		
100	Password must be changed interval																		
3	Maximum daily password changes																		
0	Security assigned Password must be reset within																		

Update Exit

## Edits on Approval of Transaction

If there are any items in the ReturnforCorrection table that are still in a status of OPEN there is a hard stop.

CIBAR Chicago - 01/24/18 - 8:20:53 AM - NMAYER - [Approval] CB-AG-AC-10000224

**Letter of Credit /Bankers' Acceptances General Information**

Opener: BANK OF CIBAR COLORADO SPRINGS, CO 80907	Credit Party: BANK OF CIBAR COLORADO SPRINGS, CO 80907	Applicant: FITZGERALD City
Bene: CHIPOTLE CORPORATE HQ DENVER, CO 80202 USA	Adv Bank:	
Part In:	Part Out:	
Letter Type: EXPA	Purpose Code: DCE	Their Ref #: 34343

**Amount and Currency**

FX Face Amount: 10,000.00	Face Amount in Base Currency: 10,000.00	Liability Amount in Base Currency: 10,000.00	Tolerance+ (plus): 0	Tolerance- (minus): 0
Currency: USD	FX Rate: 1.0000000000	FX Contract:		

**Issue and Expiration**

Issue Date: 01/24/2018	Effective Date: 01/24/2018	Expiration Date: 12/12/2019	Exp. Place: Shipping Point	Security Code: NAP
Days After Mat: 2	<input type="checkbox"/> Evergreen	<input type="checkbox"/> FDA Credit		

Document Name Who Receives Via Final/Pre-Rel Date Sent TSR Sending

Accounting	MAL	Final		
OFAC Check Document	OPN-BANKOFCIBAR	MAL	Final	

Drafting Document Enclosed

**Wip**

You can not approve this transaction because there are open item(s) in the Return for Correction table. Please mark as fixed or ignore so you can continue with the approval process.

## Inquiry History

Inquiry will show the same form, in read only mode, that was filled out at the time of entry.

CIBAR Chicago - 06/18/18 - 2:10:49 PM - CHALVORSON - CB-AG-AC-00100061-00 - [ GTS - Inquiry / Research Selection] [ ] X

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

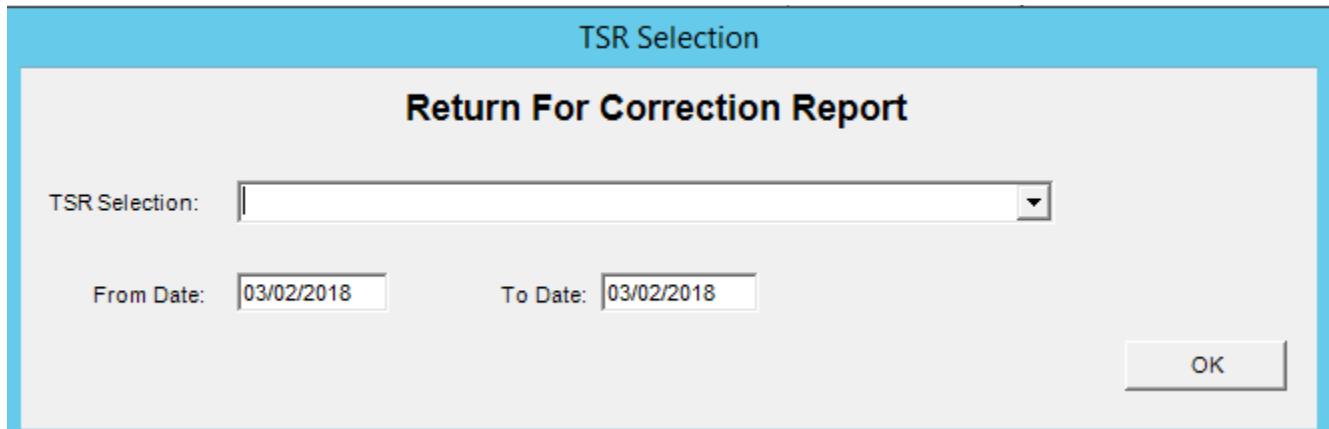
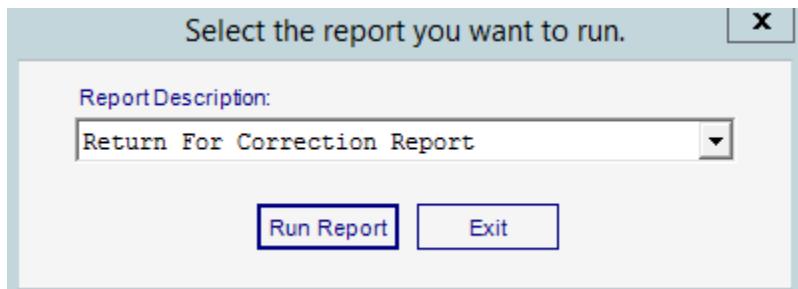
**GTS - Inquiry / Research Selection**

Service:	IMP	Product:	ISS	Our Reference:		Party Type:		Party ID:		<a href="#">Browse</a>	<a href="#">Search</a>
Date - From:		To:				Party Ref:		Name:		<a href="#">Clear</a>	
Amount - From:		To:				Total Records:	71	Total Base Amount:	7,044,810.41	<a href="#">Export</a>	
<a href="#">Converted Reference:</a>										<a href="#">Quit</a>	

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-00100087-00		IMP-ISS	2018/06/18 08:43	USD	5,000.00	5,000.00	CHEVROLET	TJMAXX	
CB-AG-AC-00100085-00		IMP-ISS	2018/06/18 08:38	USD	152,000.00	152,000.00	CHEVROLET	Hershey, INC.	CIMS 13446
CB-AG-AC-00100086-00		IMP-ISS	2018/06/18 08:35	USD	10,000.00	10,000.00	Hershey, INC.	CHEVROLET	13446
CB-AG-CL-00100074-00		IMP-ISS	2018/06/12 07:36	USD	6,000.00	6,000.00	YWLM Industries	TAR Electronicsx	
CB-AG-CL-00100080-00		IMP-ISS	2018/06/12 09:45	USD	7,700.00	7,700.00	YWLM Industries	Kabott Corporationx	
CB-AG-CL-00100081-00		IMP-ISS	2018/06/12 07:05	USD	77,000.00	77,000.00	YWLM Industries	Wild Horse Saloon	
CB-AG-AC-00100071-00		IMP-ISS	2018/06/12 07:32	USD	333.00	333.00	YWLM Industries	TAR Electronicsx	
CB-AG-AC-00100070-00		IMP-ISS	2018/06/12 07:01	USD	8,700.00	8,700.00	YWLM Industries	TAR Electronicsx	
CB-AG-AC-00100069-00		IMP-ISS		History	8,000.00	8,000.00	YWLM Industries	TAR Electronicsx	
CB-AG-CL-00100066-00		IMP-ISS		Current Balance	10,000.00	10,000.00	Red Mountain Corp.	Ward	
CB-AG-CL-00100062-00		IMP-ISS		Balance as of Date	9,800.00	9,800.00	Red Mountain Corp.	11859 GAYLE	xox1111
CB-AG-AC-00100056-00		IMP-ISS		Accounting	99,995.33	134,993.70	Wild Horse Saloon	ff bene	
CB-AG-AC-00100057-00		IMP-ISS		Output Documents	88,888.00	88,888.00	Red Mountain Corp.	Ward	
CB-AG-AC-00100061-00		IMP-ISS		Prime OFAC Inquiry	50,000.00	50,000.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100044-00		IMP-ISS		Check List	10,000.00	10,000.00	ABC Electric	F Chu Import Ltd	
CB-AG-AC-00100060-00		IMP-ISS		Support Checklist	15,000.00	15,000.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100059-00		IMP-ISS		Image change Reason	15,000.00	15,000.00	CHEVROLET	Hershey, INC.	
CB-AG-CL-00100058-00		IMP-ISS		Related Reference	100,000.00	100,000.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100055-00		IMP-ISS		AML Status	515,151.99	661,393.35	EAST COAST SHIPPING	Red Mountain Corp.	
CB-AG-AC-00100054-00		IMP-ISS		Ofac Inquiry	22,226.99	22,226.99	TJMAXX	TAR Electronics	
CB-AG-AC-00100053-00		IMP-ISS		Return for Correction	75,000.00	75,000.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100052-00		IMP-ISS		AML/Risk Review	159,400.00	159,400.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100049-00		IMP-ISS		Post QA Review	1,500.00	1,500.00	CHEVROLET	Hershey, INC.	
CB-AG-AC-00100051-00		IMP-ISS			500,000.00	500,000.00	WELLS FARGO BANK	Aspen Point	
CB-AG-AC-00100047-00		IMP-ISS			48,615.00	48,615.00	ACER Products	NCITT Communications	DON'T Touch
CB-AG-AC-00100048-00		IMP-ISS			20,000.00	20,000.00	ABC Electric	BNP PARIBAS TAIPEI	carcartest33
CB-AG-AC-00100039-00		IMP-ISS	2018/03/08 15:12	USD					

## New Return for Correction Report

- The report will only generate via Report Generator
- The report will generate in PDF and CSV
- The user will have to enter the From Date and To Date (These are the dates that the item was returned)
- The report will not show line items with a status of "Ignore" or "Open"
- The report can be ran for ALL users or individual users can be selected under the TSR Selection drop down box.
- 

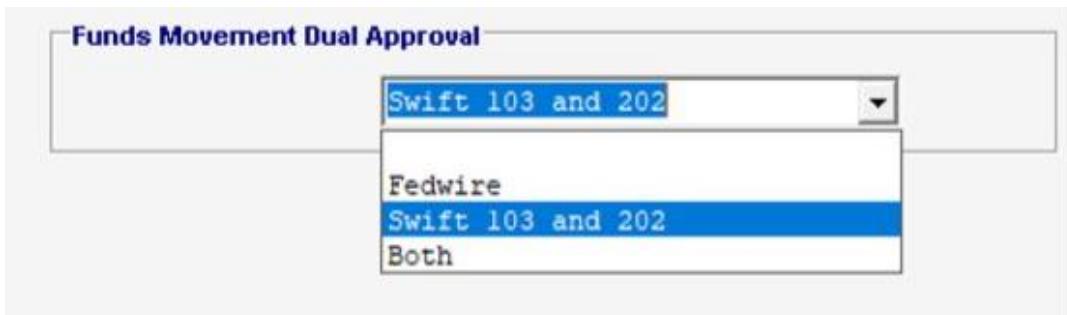


The report will look like the following:

LECB_RPT_MIS_RETFORCORRECTION_20180302_1228.PDF	Cibar Bank Devel		
AS OF DATE: 03/02/2018	Return For Correction Report		
	DATE RANGE: 02/02/18-03/02/18		
<hr/>			
REFERENCE NUMBER	CATEGORY	COMMENTS	RETURNED BY
USER NAME: GAYLE BLECKERT	USERID: GAYLE		
IMP-ISS 00100005	Amount Incorrect	the amount of the LC is incorrectx	GAYLE
SAR-ENT 00000602	Steamship test	test	GAYLE
ACC-GLA 00005678	ACC GL amount	testing security log info	GAYLE
ACC-GLA 00005678	ACC GL amount	issue with an amount and i want to see how much i	GAYLE
ACC-GLA 00005678	ACC GL amount	test to see if open shows up the report XXXXXXXXXX	GAYLE
IMP-PAY 00100009	Fee charges grid incorrect	Need a new fee added for 25.00	GAYLE
IMP-AMD 00100022	Import Amend returned amount	testing 020718	GAYLE
<hr/>			
USER SUBTOTAL	COUNT	CATEGORY	
	-----	-----	
	3	ACC GL amount	
	1	Amount Incorrect	
	1	Fee charges grid incorrect	
	1	Import Amend returned amount	
	1	Steamship test	
<hr/>			
TOTAL NUMBER OF RETURNS:	7		

### **Six Eye Approval Available (SWIFT 103, 202, Fedwire)**

Requires six eye approval whenever a SWIFT 103, 202 or Fedwire is sent out. This is controlled by the parameter Funds Movement Dual Approval in Parameters > GTS Parameters > Add'l Parameters.



Transactions will go to PNDA\_1 which is for the first approval.

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name
NY-EX-TR-05103882-00	PNDA_1		IMP-PAY	1	308214LC	50,000.00	USD	MANDEL METALS I.
NY-C1-TR-05103837-00	PNDA_1		IMP-PAY	1	308214LC	124,576.08	USD	GRUPYYYYC.V.

Example

**General Ledger Approval**

Our Reference: NY-C1-04136578-00

Party Name	Debit Amount	Credit Amount	GL Code	Effective D
ECOPYYYY.S.A.		2,500.00	SW1	05/07/2020
GLENYYYYLTD.	2,500.00		DDA-9999101301	05/07/2020

Wip

User who processed 1st Approval can't also be the Final Approver.  
Contact your Supervisor.

OK

## Dual Approval Available on Fee Maintenance

Screenshots to come

The ability to require approval on all creations/modifications/deletions of the Fee Table Maintenance transactions.

## Dual Approval Available on ICC Service Database

Screenshots to come

The ability to require approval on all creations/modifications/deletions of ICC Service Database Maintenance transactions.

## AML/Risk Approval Review Functionality

### Objective

This functionality requires the approver to enter AML details to evidence a review was done by the approver before releasing the transaction.

### How to Setup AML Review Functionality

### Service Product Code Maintenance

To turn on the AML function for specific products, you will need to go into the Service Product Code Maintenance through System Parameters in GTS. For each Service & Product you will have to check the Subject to AML box.

## Service Product Code Maintenance

### Service Maintenance

Service Code:

Service Description: Import Letter of Credit

### Product Maintenance

Product Code:

Product Description: Import L/C Issuance

### Inquiry Options

Balance as of Date  Current Balance  Transaction History

Accounting  Output

### Status Maintenance

Used in Mail Room:  New  Existing  N/A

Active

Auto Assign

Return for Correction

Auto Assign Category:  Service/Product Div/Dept:

Auto Assign Type:

Subject to AML

Approval Entitlement will be based on the approver

CIBAR Chicago - 06/15/18 - 8:33:08 AM - CHALVORSON - [UserEntitlement]

### Role Entitlement Maintenance

Entitlement For: SuperUser

Role ID: SuperUser

New Role ID:

Select and Save All Entitlements  Deselect and Save All Entitlements

Select Service: Import Letter of Credit

	Inquiry	Entry	Repair	Delete	Approval	Self Approval	Approve Others:	Self Approve:
Import L/C Issuance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Issuance Model	<input checked="" type="checkbox"/>	All Functions Included						
Import L/C Pay Model	<input checked="" type="checkbox"/>	All Functions Included						
Import L/C Amend Model	<input checked="" type="checkbox"/>	All Functions Included						
Discrepancy Response	<input checked="" type="checkbox"/>	All Functions Included						
Assignment of proceeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Swift Import Administrative Message	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
Transfer Payment	<input checked="" type="checkbox"/>	All Functions Included				<input type="checkbox"/>	0.00	0

Save Reset Print Exit Delete

- The system will not allow the TSR who put the transaction to PNDA to enter AML notes. It has to be performed by the approver.

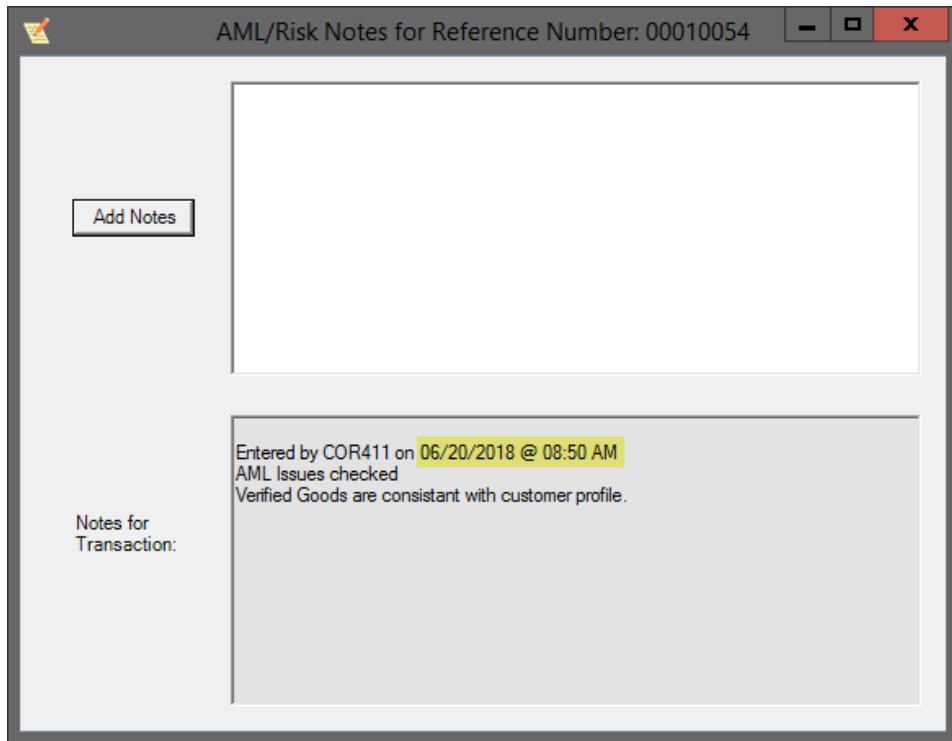
## Transactions in WIP

Approving transactions as the Approver you will see the AML/Risk Review option. This will only show when the transaction is in a PNDA status.

CIBAR Chicago - 06/18/18 - 10:28:58 AM - NM

Options	Common Services	Letter of Credit	Bankers Acceptances	Collections	Steamships	Cash Letter	Wire Transfer	Reimbursements	Parameters	Miscellaneous																																																																																																																																																																																																																																																																								
<div style="border: 1px solid #ccc; padding: 10px;">  <div style="margin-top: 10px;"> <a href="#">Reference#</a> <a href="#">Dashboard</a>   <a href="#">Customer Reference</a>   <a href="#">Customer Name</a>   <a href="#">By Organization</a> <a href="#">Find</a>   <a href="#">Cibar</a> </div> <div style="margin-top: 10px;"> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">C</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">I</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">B</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">A</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">R</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">S</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">T</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">U</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">V</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">W</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">X</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">Y</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">Z</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&lt;</span> <span style="border: 1px solid #ccc; padding: 2px 5px; margin-right: 10px;">&gt;</span> </div> <div style="margin-top: 10px;"> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Bank Reference</th> <th>Status</th> <th>SubStatus</th> <th>Process</th> <th>Seq#</th> <th>User</th> <th>Amount</th> <th>CUR.</th> <th>Customer's Name</th> <th>Their Reference</th> <th>Date/Time</th> </tr> </thead> <tbody> <tr><td>CB-AG-AC-00100047-00</td><td>PNDA</td><td></td><td>ACC-ARP</td><td></td><td>Admin</td><td>300.00</td><td>USD</td><td>WELLS FARGO BA...</td><td></td><td>2018/03/09 16:24</td></tr> <tr><td>CB-AG-AC-10000336-00</td><td>PNDA</td><td></td><td>ACC-ARP</td><td></td><td>SMAYER</td><td>0.00</td><td>USD</td><td>BANK OF CIBAR</td><td></td><td>2018/06/18 15:21</td></tr> <tr><td>CB-AG-AC-00100061-00</td><td>PNDA</td><td></td><td>ACC-GLA</td><td></td><td>CHALVO...</td><td>5,000.00</td><td>USD</td><td>Adjustment - See D...</td><td></td><td>2018/06/04 10:02</td></tr> <tr><td>CB-AG-AC-00100033-00</td><td>PNDA</td><td></td><td>BA-AMD</td><td>1</td><td>DANIEL</td><td>0.00</td><td>USD</td><td>CHU IMPORTER SU...</td><td>TEST BAAMD 2</td><td>2018/02/07 12:35</td></tr> <tr><td>CB-AG-CL-00000302-00</td><td>PNDA</td><td>CM CRE...</td><td>BA-ENT</td><td>1</td><td>NMAYER</td><td>2,222.00</td><td>USD</td><td>LES Importer</td><td>les</td><td>2018/06/04 09:18</td></tr> <tr><td>CB-AG-AC-00100010-00</td><td>PNDA</td><td></td><td>BA-ENT</td><td>1</td><td>KEVIN</td><td>19,999.95</td><td>USD</td><td>GARYS TEST OPE...</td><td>USTBS-1616</td><td>2018/06/12 16:25</td></tr> <tr><td>CB-AG-CO-80000012-00</td><td>PNDA</td><td></td><td>CEX-PAY</td><td>1</td><td>CHALVO...</td><td>500.00</td><td>USD</td><td>WELLS FARGO BA...</td><td>AML3</td><td>2018/03/08 14:30</td></tr> <tr><td>CB-AG-AC-00700006-00</td><td>PNDA</td><td></td><td>CIM-AMD</td><td></td><td>DANIEL</td><td>3,333.00</td><td>USD</td><td>F Chu Import Ltd</td><td>3434</td><td>2018/02/02 11:52</td></tr> <tr><td>CB-AG-CO-00700036-00</td><td>PNDA</td><td></td><td>CIM-AMD</td><td></td><td>CHALVO...</td><td>1,000.00</td><td>USD</td><td>DEUTSCHE BANK T...</td><td>CIMS 13332</td><td>2018/05/25 16:40</td></tr> <tr><td>CB-AG-AC-00700017-00</td><td>PNDA</td><td></td><td>CIM-ENT</td><td></td><td>SMAYER</td><td>1,000.00</td><td>USD</td><td>CHEVROLET</td><td>13299</td><td>2018/06/12 10:19</td></tr> <tr><td>CB-AG-AC-95000107-00</td><td>PNDA</td><td></td><td>CSH-ENT</td><td></td><td>NMAYER</td><td>333.00</td><td>CAD</td><td></td><td></td><td>2018/03/08 10:41</td></tr> <tr><td>CB-AG-AC-95000095-00</td><td>PNDA</td><td></td><td>CSH-RTN</td><td></td><td>GAYLE</td><td>4,000.00</td><td>USD</td><td></td><td></td><td>2018/06/18 09:32</td></tr> <tr><td>CB-AG-CL-95000124-00</td><td>PNDA</td><td></td><td>CSH-RTN</td><td></td><td>GAYLE</td><td>600.00</td><td>CAD</td><td></td><td></td><td>2018/06/18 13:45</td></tr> <tr><td>CB-AG-CO-00500015-00</td><td>PNDA</td><td></td><td>DIR-PAY</td><td>7</td><td>GAYLE</td><td>8,000.00</td><td>USD</td><td>Red Mountain Corp.</td><td>x</td><td>2018/05/16 07:42</td></tr> <tr><td>CB-AG-AC-00500023-00</td><td>PNDA</td><td></td><td>DIR-PAY</td><td>2</td><td>NMAYER</td><td>334.00</td><td>USD</td><td>F Chu Import Ltd</td><td>3434</td><td>2018/05/29 16:19</td></tr> <tr><td>CB-AG-AC-10000326-00</td><td>PNDA</td><td></td><td>EXP-ISS</td><td></td><td>CHALVO...</td><td>10,000.00</td><td>USD</td><td>WELLS FARGO BA...</td><td>13446</td><td>2018/06/18 14:30</td></tr> <tr><td>CB-AG-AC-00100083-00</td><td>PNDA</td><td></td><td>IMP-ISS</td><td></td><td>C</td><td></td><td></td><td>EVROLET</td><td></td><td>2018/06/15 15:40</td></tr> <tr><td>CB-AG-AC-00100023-00</td><td>PNDA</td><td>WDIS</td><td>IMP-PAY</td><td>1</td><td>G</td><td></td><td></td><td>EVROLET</td><td></td><td>2018/06/18 12:36</td></tr> <tr><td>CB-AG-AC-PG000120-00</td><td>PNDA</td><td></td><td>PRT-MOD</td><td></td><td>S</td><td></td><td></td><td>RT DETAIL</td><td>New Group</td><td></td></tr> <tr><td>CB-AG-CL-60000003-00</td><td>PNDA</td><td></td><td>RMB-AMD</td><td>1</td><td>G</td><td></td><td></td><td>Mountain Corp.</td><td>xx</td><td>2018/03/09 08:17</td></tr> <tr><td>CB-AG-CL-P0023892-00</td><td>PNDA</td><td></td><td>MODIFY</td><td></td><td>SS-PAR</td><td></td><td></td><td>STDGRNEWPAR...</td><td></td><td>2018/06/18 12:42</td></tr> <tr><td>CB-AG-AC-30000023-00</td><td>PNDA</td><td></td><td>STB-AMD</td><td>1</td><td>Q</td><td></td><td></td><td>LLY HEATING</td><td></td><td>2018/03/01 12:58</td></tr> <tr><td>CB-AG-AC-30000017-00</td><td>PNDA</td><td></td><td>STB-PAY</td><td>7</td><td>N</td><td></td><td></td><td>ance Information</td><td></td><td>2018/06/15 09:17</td></tr> </tbody> </table> </div> </div>											Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference	Date/Time	CB-AG-AC-00100047-00	PNDA		ACC-ARP		Admin	300.00	USD	WELLS FARGO BA...		2018/03/09 16:24	CB-AG-AC-10000336-00	PNDA		ACC-ARP		SMAYER	0.00	USD	BANK OF CIBAR		2018/06/18 15:21	CB-AG-AC-00100061-00	PNDA		ACC-GLA		CHALVO...	5,000.00	USD	Adjustment - See D...		2018/06/04 10:02	CB-AG-AC-00100033-00	PNDA		BA-AMD	1	DANIEL	0.00	USD	CHU IMPORTER SU...	TEST BAAMD 2	2018/02/07 12:35	CB-AG-CL-00000302-00	PNDA	CM CRE...	BA-ENT	1	NMAYER	2,222.00	USD	LES Importer	les	2018/06/04 09:18	CB-AG-AC-00100010-00	PNDA		BA-ENT	1	KEVIN	19,999.95	USD	GARYS TEST OPE...	USTBS-1616	2018/06/12 16:25	CB-AG-CO-80000012-00	PNDA		CEX-PAY	1	CHALVO...	500.00	USD	WELLS FARGO BA...	AML3	2018/03/08 14:30	CB-AG-AC-00700006-00	PNDA		CIM-AMD		DANIEL	3,333.00	USD	F Chu Import Ltd	3434	2018/02/02 11:52	CB-AG-CO-00700036-00	PNDA		CIM-AMD		CHALVO...	1,000.00	USD	DEUTSCHE BANK T...	CIMS 13332	2018/05/25 16:40	CB-AG-AC-00700017-00	PNDA		CIM-ENT		SMAYER	1,000.00	USD	CHEVROLET	13299	2018/06/12 10:19	CB-AG-AC-95000107-00	PNDA		CSH-ENT		NMAYER	333.00	CAD			2018/03/08 10:41	CB-AG-AC-95000095-00	PNDA		CSH-RTN		GAYLE	4,000.00	USD			2018/06/18 09:32	CB-AG-CL-95000124-00	PNDA		CSH-RTN		GAYLE	600.00	CAD			2018/06/18 13:45	CB-AG-CO-00500015-00	PNDA		DIR-PAY	7	GAYLE	8,000.00	USD	Red Mountain Corp.	x	2018/05/16 07:42	CB-AG-AC-00500023-00	PNDA		DIR-PAY	2	NMAYER	334.00	USD	F Chu Import Ltd	3434	2018/05/29 16:19	CB-AG-AC-10000326-00	PNDA		EXP-ISS		CHALVO...	10,000.00	USD	WELLS FARGO BA...	13446	2018/06/18 14:30	CB-AG-AC-00100083-00	PNDA		IMP-ISS		C			EVROLET		2018/06/15 15:40	CB-AG-AC-00100023-00	PNDA	WDIS	IMP-PAY	1	G			EVROLET		2018/06/18 12:36	CB-AG-AC-PG000120-00	PNDA		PRT-MOD		S			RT DETAIL	New Group		CB-AG-CL-60000003-00	PNDA		RMB-AMD	1	G			Mountain Corp.	xx	2018/03/09 08:17	CB-AG-CL-P0023892-00	PNDA		MODIFY		SS-PAR			STDGRNEWPAR...		2018/06/18 12:42	CB-AG-AC-30000023-00	PNDA		STB-AMD	1	Q			LLY HEATING		2018/03/01 12:58	CB-AG-AC-30000017-00	PNDA		STB-PAY	7	N			ance Information		2018/06/15 09:17
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023	INCP: 000	RECV: 000																																																																																																																																																																																																																																																																																
Waiting on Supervisor <input type="text" value="23"/>	PNDA: <input type="text" value="23"/>	OFAC FAIL: <input type="text" value="0"/>																																																																																																																																																																																																																																																																																
	CRMF: <input type="text" value="0"/>	NPRC: <input type="text" value="0"/>																																																																																																																																																																																																																																																																																
	AML: <input type="text" value="0"/>	NSF: <input type="text" value="0"/>																																																																																																																																																																																																																																																																																

When this field is selected it will pop up a form that allows you to Add Notes and Save notes (similar to how special instructions works). For example, it will look similar to the following:



*The system will time stamp the user entering and also the date entered.*

*Once Text is entered you will not be allowed to delete it.*

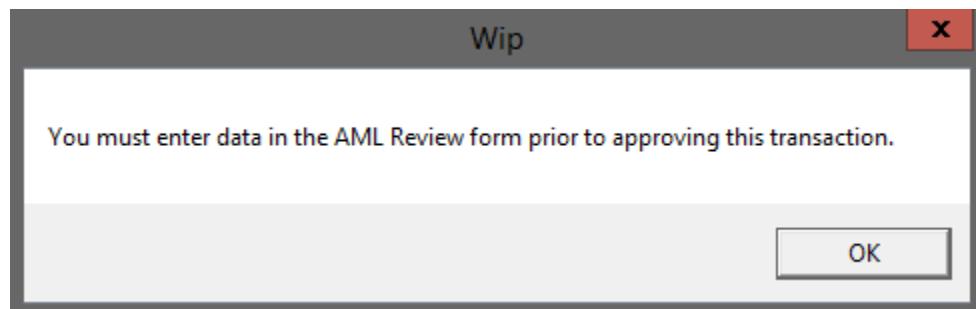
*You are also able to enter text after approval, from the inquiry history screens.*

## Approval Edits

CIBAR Chicago - 10/06/17 - 1:45:54 PM - NMAYER - Ticklers Exist (New) - [Approval] CB-AG-AC-00100078

<b>Letter of Credit / Bankers' Acceptances General Information</b>										
Opener:	LES Importer COS, CO, USA	Credit Party:	LES Importer COS, CO, USA							
Bene:	Charles MacLean Colorado Springs, CO, United States	Adv Bank:	CITIBANK N.A. NEW YORK, NY 10043 USA							
Part In:	Part Out:									
Letter Type:	IMP	Purpose Code:	DCI							
Their Ref #:				IMP 1						
<b>Amount and Currency</b>										
FX Face Amount:	225,555.55	Face Amount in Base Currency:	225,555.55	Liability Amount in Base Currency:	225,555.55	Tolerance+ (plus):	0	Tolerance- (minus):	0	
Currency:	USD	FX Rate:	1.0000000000	FX Contract:						
<b>Issue and Expiration</b>										
Issue Date:	08/01/2017	Effective Date:	08/01/2017	Expiration Date:	12/01/2017	Exp. Place:	Shipping Point	Security Code:	NAP	
Days After Mat:	4	<input type="checkbox"/> Evergreen	<input type="checkbox"/> FDA Credit							
Fee	Amount	Rate	Who	How	When	Peri...	Chg Date	Cust.	DDA #	
Cable	75.00	0	OPN	DDA	NOW	NAP	8/1/2017		111222333...	
Courier Fee	21.00	0	OPN	AR	NOW	NAP	8/1/2017			
EOP Share	500.00	1.5	OPN	DDA	EOP	MON	7/31/2017		444222333...	
Document Name	Who Receives	Via	Final/Pre-Rel	Date Sent	TSR Sending					
Accounting	MAL	Final								
DDA Advice-LES Impor	OPN-LES IMPORTER	MAL	Final							
A/R Advice	OPN-LES IMPORTER	MAL	Final							
CRM Description - Credit Facility	Party ID	Trans Amount	Tenor Days	Tenor Percent	Repay Period	Confirm				
Commercial L/C's (Opener) IMPORTS	LES IMPORTER	225,555.55		0	Y					
<input type="checkbox"/> Drafting Document Enclosed										
<input type="button" value="Send"/> <input type="button" value="Approve"/> <input type="button" value="Quit"/>										

The system will require something to be filled in this text field prior to approval of a transaction. If you try to approve the transaction without filling in the data, the system will have a hard stop that will read:



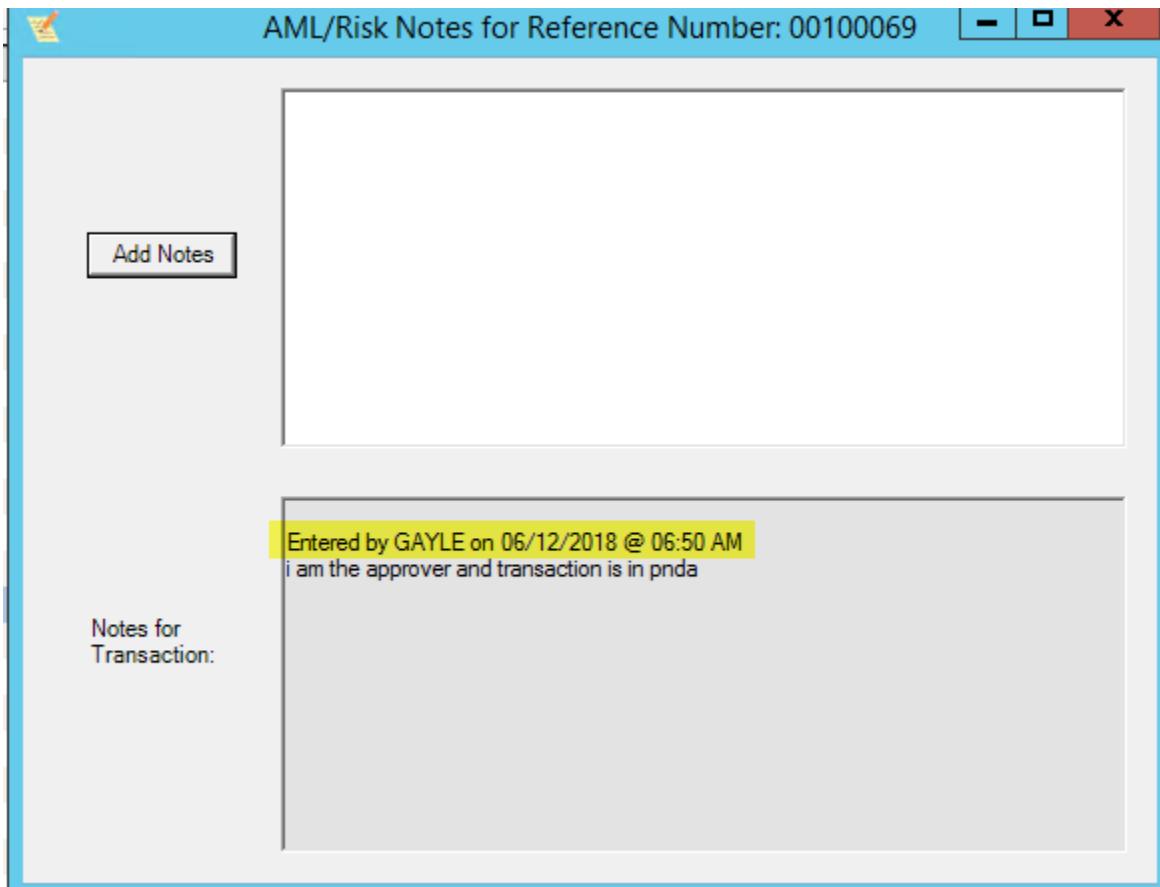
## Inquiry History

The same form will display in Inquiry History on a Right Click

CIBAR Chicago - 06/18/18 - 10:28:58 AM - NMAYER - [Work in Process] - [GTS - Inquiry / Research Selection]

Inquiry History											
CIBAR Chicago - 06/18/18 - 10:28:58 AM - NMAYER - [Work in Process] - [GTS - Inquiry / Research Selection]											
Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous											
Service: IMP		Product: ISS		Our Reference:		Party Type:		Party ID:		<input type="button" value="Browse"/>	
Date - From:		To:		Party Ref:		Name:				<input type="button" value="Search"/>	
Amount - From:		To:		Total Records: 77		Total Base Amount: 8,593,310.41				<input type="button" value="Clear"/>	
Converted Reference:											<input type="button" value="Export"/>
<input type="button" value="Quit"/>											
Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Refere		
CB-AG-CL-00100077-00		IMP-ISS	2018/06/18 14:08	USD	8,000.00	8,000.00	Red Mountain Corp.	TAR Electronicsx			
CB-AG-CL-00100092-00		IMP-ISS	2018/06/18 08:16	USD	5,000.00	5,000.00	YWLM Industries	Red Mountain Corp.			
CB-AG-CL-00100075-00		IMP-ISS	2018/06/18 10:42	USD	90,000.00	90,000.00	YWLM Industries	TAR Electronicsx			
CB-AG-CL-00100073-00		IMP-ISS	2018/06/18 10:40	USD	99,000.00	99,000.00	YWLM Industries	TAR Electronicsx			
CB-AG-AC-00100091-00		IMP-ISS	2018/06/18 08:11	USD	5,000.00	5,000.00	Hershey, INC.	KOHL'S DEPARTMENT STORES			
CB-AG-AC-00100090-00		IMP-ISS	2018/06/18 10:17	USD	1,341,500.00	1,341,500.00	TJMAXX	Hershey, INC.	13415		
CB-AG-AC-00100087-00		IMP-ISS	2018/06/18 08:43	USD	5,000.00	5,000.00	CHEVROLET	TJMAXX			
CB-AG-AC-00100085-00		IMP-ISS	2018/06/18 08:38	USD	152,000.00	152,000.00	CHEVROLET	Hershey, INC.	CIMS 13446		
CB-AG-AC-00100086-00		IMP-ISS	2018/06/18 08:35	USD	10,000.00	10,000.00	Hershey, INC.	CHEVROLET	13446		
CB-AG-CL-00100074-00		IMP-ISS	2018/06/12 07:36	USD	6,000.00	6,000.00	YWLM Industries	TAR Electronicsx			
CB-AG-CL-00100080-00		IMP-ISS	2018/06/12 09:45	USD	7,700.00	7,700.00	YWLM Industries	Kabott Corporationx			
CB-AG-CL-00100081-00		IMP-ISS	2018/06/12 07:05	USD	77,000.00	77,000.00	YWLM Industries	Wild Horse Saloon			
CB-AG-AC-00100071-00		IMP-ISS	2018/06/12 07:32	USD	333.00	333.00	YWLM Industries	TAR Electronicsx			
CB-AG-AC-00100070-00		IMP-ISS	2018/06/12 07:01	USD	8,700.00	8,700.00	YWLM Industries	TAR Electronicsx			
CB-AG-AC-00100069-00		IMP-ISS	2018/06/1	History		8,000.00	YWLM Industries	TAR Electronicsx			
CB-AG-CL-00100066-00		IMP-ISS	2018/06/0	Current Balance		10,000.00	Red Mountain Corp.	Ward			
CB-AG-CL-00100062-00		IMP-ISS	2018/06/1	Balance as of Date		9,800.00	Red Mountain Corp.	11859 GAYLE	xxx1111		
CB-AG-AC-00100056-00		IMP-ISS	2018/06/1	Accounting		134,993.70	Wild Horse Saloon	ff bene			
CB-AG-AC-00100057-00		IMP-ISS	2018/06/1	Output Documents		88,888.00	Red Mountain Corp.	Ward			
CB-AG-AC-00100061-00		IMP-ISS	2018/06/0	Prime OFAC Inquiry		50,000.00	CHEVROLET	Hershey, INC.			
CB-AG-AC-00100044-00		IMP-ISS	2018/06/0	Check List		10,000.00	ABC Electric	F Chu Import Ltd			
CB-AG-AC-00100060-00		IMP-ISS	2018/06/0	Related Reference		15,000.00	CHEVROLET	Hershey, INC.			
CB-AG-AC-00100059-00		IMP-ISS	2018/05/3	Ofac Inquiry		15,000.00	CHEVROLET	Hershey, INC.			
CB-AG-CL-00100058-00		IMP-ISS	2018/05/3	Return for Correction		100,000.00	CHEVROLET	Hershey, INC.			
CB-AG-AC-00100055-00		IMP-ISS	2018/05/1	AML/Risk Review		661,393.35	EAST COAST SHIPPING	Red Mountain Corp.			
CB-AG-AC-00100054-00		IMP-ISS	2018/05/1	Post QA Review		22,226.99	TJMAXX	TAR Electronics			
CB-AG-AC-00100053-00		IMP-ISS	2018/05/1			75,000.00	CHEVROLET	Hershey, INC.			

*Anyone with Approval Entitlement will be allowed to enter data after the transaction has been approved, in case you forgot to add something. The system will time stamp the entry, so you can see the notes were entered after approval.*



## AML SQL Report

The below SQL can be run to extract the AML review notes for each transaction.

The bank will need to update the dates below.

```
SELECT OurReference,
       DateAssigned,
       DateApproved,
       TSTRON aS User_Entered,
       TSRPNDA aS User_PNDA,
       GtsService aS Service,
       GtsProduct aS Product,
       AMLNotes
  from Wipltems Wip
 WHERE DateApproved BETWEEN '1/1/2018' AND '12/31/2018'
   aND AMLNotes <> ""
 ORDER bY GtsService,GtsProduct
```

## Post QA Review Notes

### Objective

This process can be used If you need to perform a review on a transaction (i.e. Audit Request) and you want to enter comments verifying the review was performed.

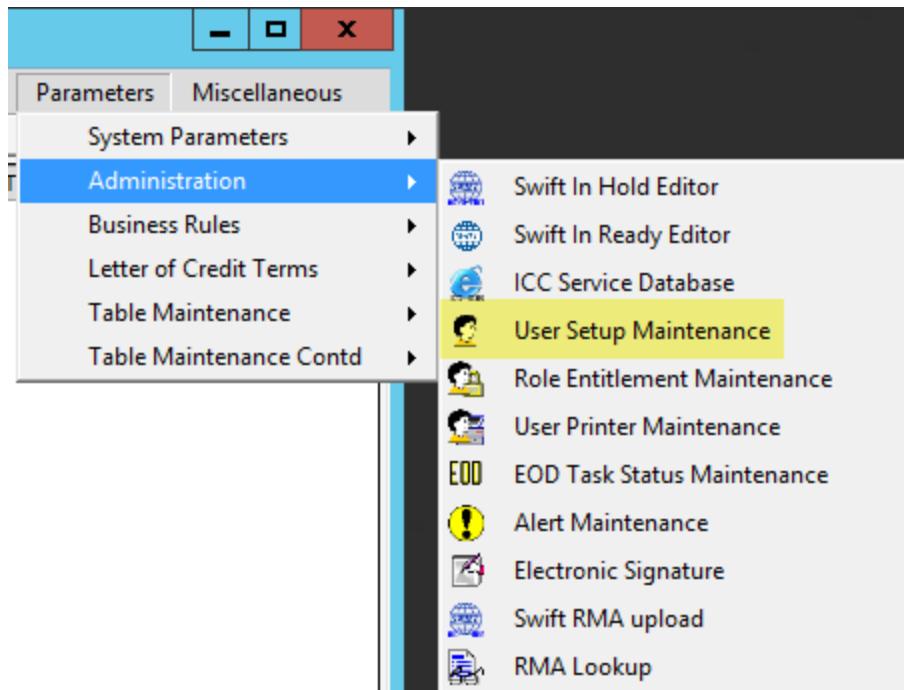
### Products Post QA is Available On

The Post QA review will only be available for the following products from inquiry history:

"AMD", "APE", "ARE", "ARP", "COM", "DSB", "ENT", "FEE", "GLA", "ISS", "LIQ", "NEX", "PAR", "PAY", "PRE", and "SET".

### Entitlements

- This Feature will only be available to users that have the 'Post QA Review' checkbox selected in the User Setup Maintenance table.





## User Setup Maintenance

Select User ID:   Select by Network ID:

User ID:   Active  Post QA Review

User Name: <input type="text" value="Cquava Halvorson"/>	Date User Added: <input type="text" value="12/7/2017"/>
User Title: <input type="text" value="QA"/>	Date Last Modified: <input type="text" value="2/2/2018"/>
Enter Role ID: <input type="text" value="SuperUser"/>	
Email: <input type="text" value="chalvorson@cibar.com"/>	
Phone Number: <input type="text" value="7192606700"/>	Fax Number: <input type="text"/>

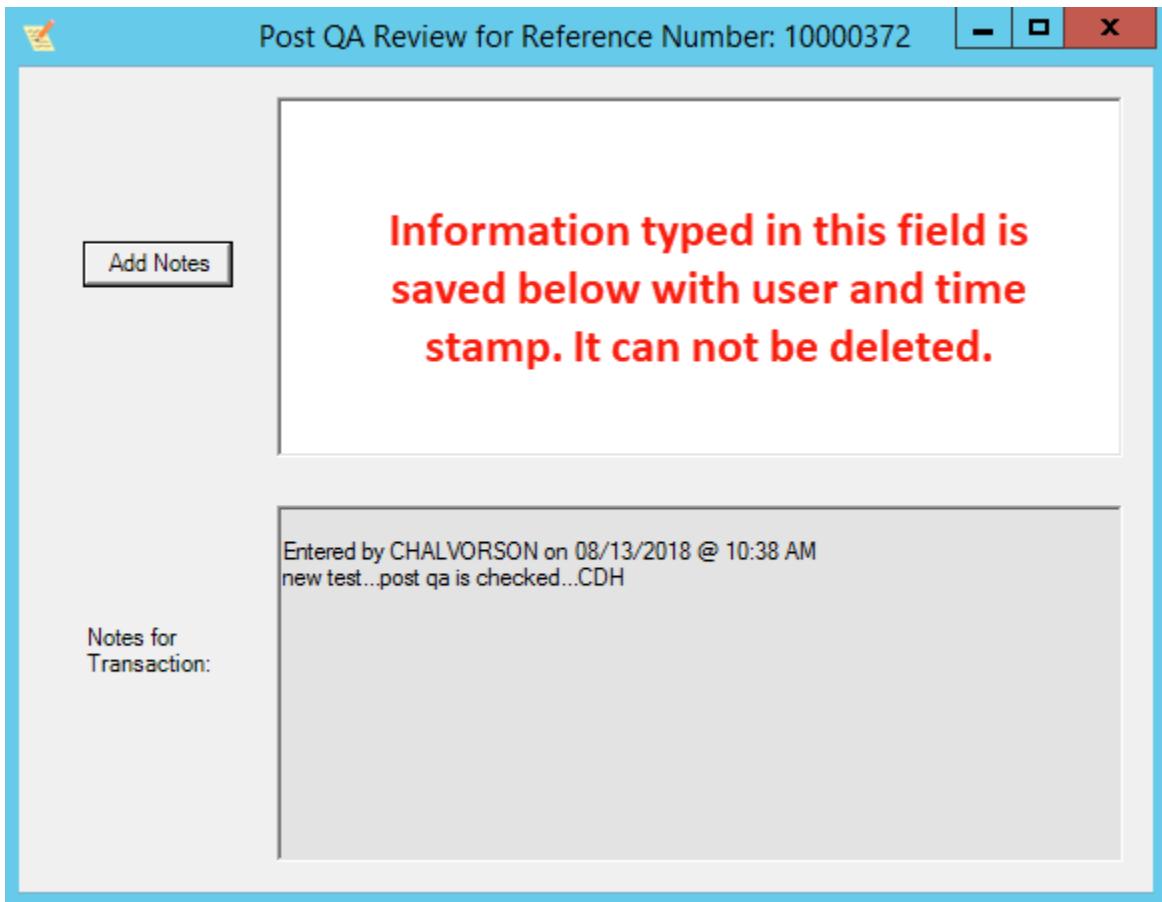
LegalEntity	Division	Department	Default	Supervisor	PKey
CB	AG	AC	Y	NMAYER	2234
CB	AG	CL	N	NMAYER	4559
CB	AG	CO	N	NMAYER	4560
CB	AG	WI	N	NMAYER	4561
CB	CL	GB	N	NMAYER	4557
CB	CO	CI	N	NMAYER	4558
CB	CO	CL	N	NMAYER	4562

Legal Entity:  Division:  Department:   Default Supervisor:

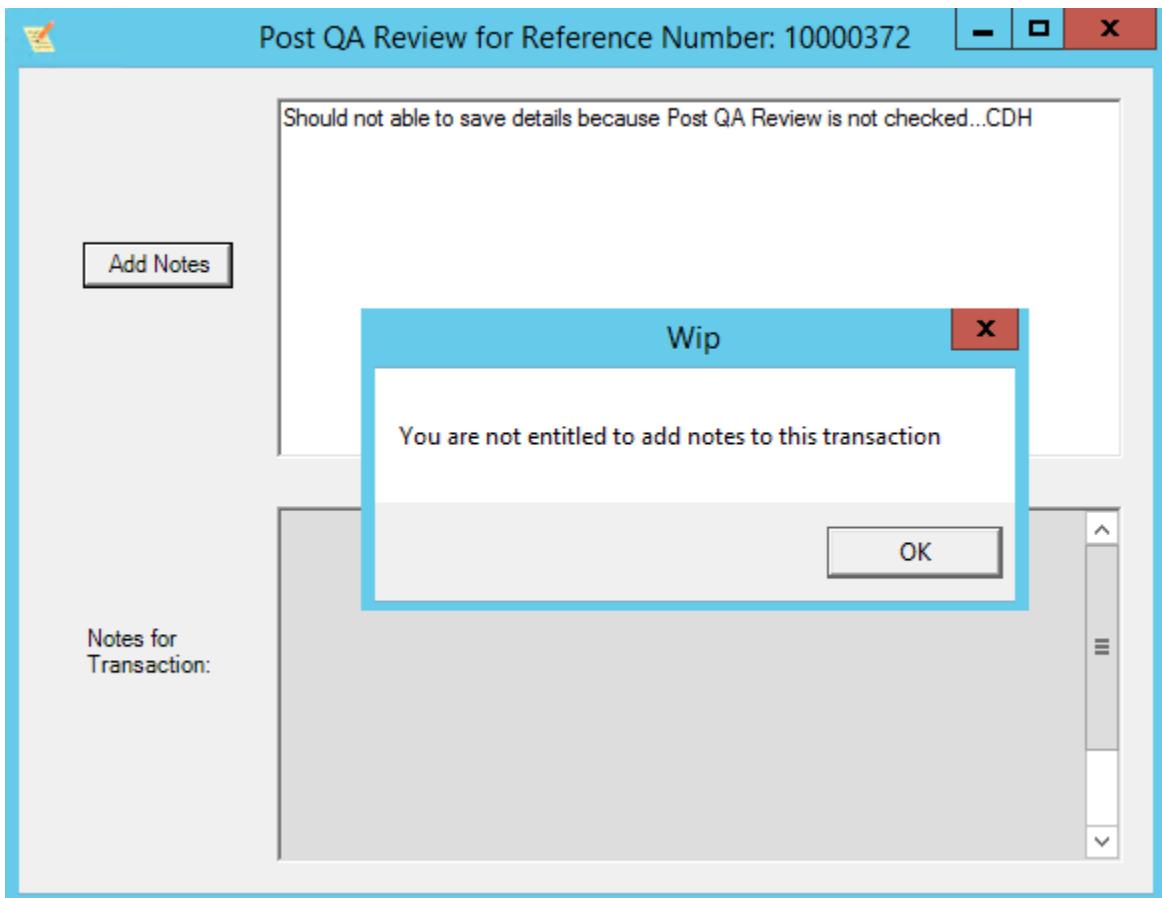
Service: <input type="text" value="EXP"/>	Product: <input type="text" value="AMD"/>	Our Reference: <input type="text"/>	Party Type: <input type="text"/>	Party ID: <input type="text"/>	<input type="button" value="Browse"/>
Date - From: <input type="text"/>	To: <input type="text"/>	Party Ref: <input type="text"/>	Name: <input type="text"/>	<input type="button" value="Search"/>	
Amount - From: <input type="text"/>	To: <input type="text"/>	Total Records: <input type="text" value="3"/>	Total Base Amount: <input type="text" value="75,000.00"/>	<input type="button" value="Clear"/>	
Converted Reference: <input type="text"/>					<input type="button" value="Export"/>
<input type="button" value="History"/>					<input type="button" value="Quit"/>

Reference Number	Seq	Process	Date	Curr	Transaction Amount	USD Amount	Customer Name	Other Party	Their Reference
CB-AG-AC-10000372-00	2	EXP-AMD	2018/07/11 06:37	USD	0.00	0.00	CHEVROLET	Hershey, INC.	BRIDGER
CB-AG-AC-10000372-00	1	EXP-AMD	2018/07/11 06:37	USD	50,000.00	50,000.00	CHEVROLET	Hershey, INC.	BRIDGER
CB-AG-AC-10000368-00	1	EXP-AMD	2018/07/09	USD	25,000.00	25,000.00	YWLM Industries	WW Health, INC.x 456	sss

- History
- Current Balance
- Balance as of Date
- Accounting
- Output Documents
- Amendment Details
- Prime OFAC Inquiry
- Check List
- Related Reference
- Ofac Inquiry
- Return for Correction
- Post QA Review**



Anyone who tries to type in the field without the checkbox selected will get the following edit:



## Post QA SQL Report

The bank will need to update the dates below.

```
SELECT OurReferenceNum,  
       DateAssigned,  
       DateApproved,  
       TSRApproved AS User_Approved,  
       TSRPNDA AS User_PNDA,  
       Service,  
       Product,  
       AuditNotes  
  from Locevent Loc  
 WHERE DateApproved BETWEEN '1/1/2018' AND '12/31/2018'  
       AND AuditNotes <> ""  
 ORDER BY Service,Product
```

## OFAC OVERRIDE Box

A text box was created requiring a reason to be input for when OFAC has to be overridden by the Compliance Officer.

### Entitlement Required

**Role Entitlement Maintenance**

Entitlement For:

Role ID: Approver role 111317

New Role ID:

Select and Save All Entitlements  Deselect and Save All Entitlements

Select Service: Import Letter of Credit

Service Select All  Service Deselect All

	Inquiry	Entry	Repair	Delete	Approval	Self Approval	Approve Others:	Self Approve:
Import L/C Issuance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Amendment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Payment	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Import L/C Issuance Model	<input checked="" type="checkbox"/>	All Functions Included						
Import L/C Pay Model	<input checked="" type="checkbox"/>	All Functions Included						
Import L/C Amend Model	<input checked="" type="checkbox"/>	All Functions Included						
Discrepancy Response	<input checked="" type="checkbox"/>	All Functions Included			<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Assignment of proceeds	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	0				
Swift Import Administrative Message	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	0.00	
Transfer Payment	<input checked="" type="checkbox"/>	All Functions Included				<input type="checkbox"/>	0.00	0

Save Reset Print Exit Delete

The Compliance Officer needs to have 'Approval' entitlement to be able to override OFAC submissions.

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Bank Reference	Status	SubStatus	Process	Seq#	User	Amount	CUR.	Customer's Name	Their Reference	Date/Time	
CB-AG-AC-00380017-00	CMPL		ACC-ARP		CQUAVA	563.89	USD	BANK OF AMERICA...		2018/05/21 1	
CB-AG-AC-00100107-00	INCP		DETS		IMP-AMD	1	CQUAVA	0.00	USD	Kohl's Department ... Loren Test	2018/01/03 1
CB-AG-AC-00380020-00	INCP		PIS-ISS		CQUAVA	1,000,000.00	USD	BANK UNITED, N.A.		2018/05/16 1	
CB-AG-AC-00380021-00	INCP		PIS-ISS		CQUAVA	0.00	USD	BANK UNITED, N.A.		2018/05/25 1	
CB-AG-AC-10000293-00	INCP		EXP-ISS		CQUAVA	100,000.00	USD	BANKER'S TRUST	EXPC	2018/06/01 1	
CB-AG-AC-30000064-00	OFAC_DESK		STB-ISS		CQUAVA	15,000,000.01	USD	Citibank Tokyo	CDH2	2018/01/03 1	

Reference#  Customer Reference  Customer Name

Cibar Bank

Issues in Process: 4      Amendments in Process: 0      Pending Discrepancies: 0      Documents Received: 0  
 Issues in Process ICC: 0      Amendments in Process ICC: 1      Waiting Reimbursement: 0      Payments in Process: 0  
 Transfers in Process: 0      Assignments in Process: 0      Waiting Doc Approval: 0      Acceptances in Process: 0

Work in Process	ICCI: 0	INCP: 4	OFAC SENT: 1	Waiting on Customer	DET: 0	WDBT: 0	Waiting on Supervisor	PNDA: 0	OFAC FAIL: 0
	SWFI: 0	CHKL: 0	OFAC DESK: 0	DETS: 1	WRMB: 0		CRMF: 0	NPRC: 0	
	RECV: 0	CMPL: 1	OTHER: 0	WDIS: 0	WDOC: 0		AML: 0	NSF: 0	

Status:  Sub Status:  Process:  Customer:  User:  Source:

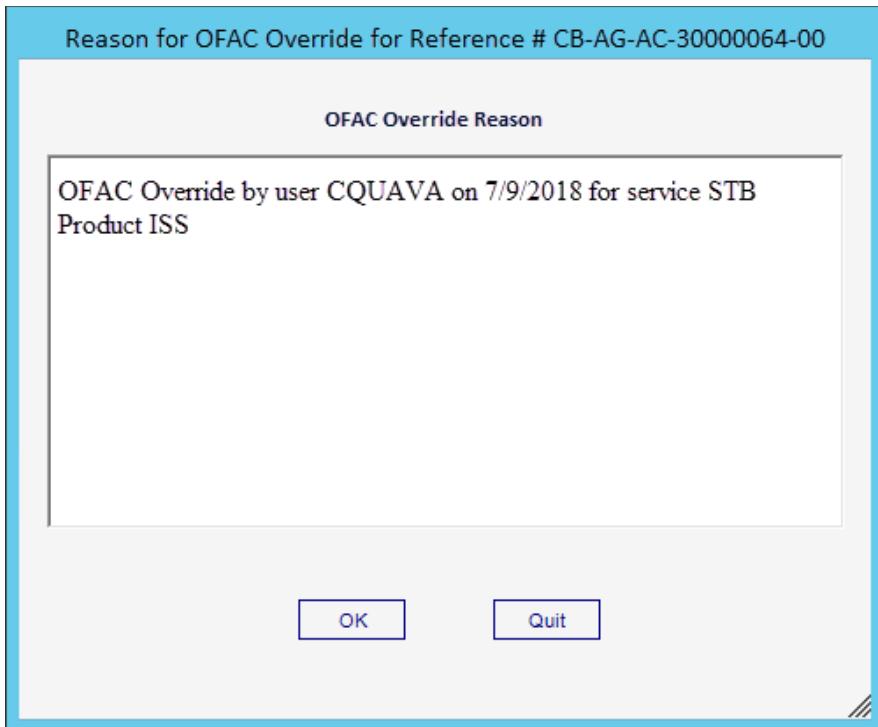
Once the TSR has completed the transaction, they right click to send it to OFAC (status would read OFAC\_SENT). If there is a possible negative HIT, the status updates to OFAC\_DESK for the Compliance Officer to review.

CIBAR BANK Kansas City - 07/09/18 - 12:56:14 PM - CQUAVA - [Work in Process]

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

The screenshot shows a software interface for managing bank transactions. On the left, there's a sidebar with a logo for 'Cibar' and various navigation buttons like 'Reference#', 'Dashboard', 'Customer Reference', 'Customer Name', 'By User', 'Find', and a 'Cibar Bank' button. The main area displays a table of transactions with columns for Bank Reference, Status, SubStatus, Process, Seq#, User, Amount, CUR, Customer's Name, Their Reference, and Date/Time. One specific transaction is highlighted with a yellow box and has a context menu open over it. The menu items include: Repair Transaction, Approve Transaction, Accounting, Cancel, Checklist /Wip Details, Related Reference, Current Documents, Review Transaction, OFAC Reporter, Negotiation Worksheet, Swift, List, Print, Send to OFAC Now, OFAC Inquiry, and Override OFAC. The 'Override OFAC' option is also highlighted with a yellow box. Below the table, there are sections for 'Issues in Process', 'Amendments in Process', 'Pending Discrepancies', and 'Documents Received', each with sub-sections for ICC, ICC, WDBT, Payments in Process, etc. At the bottom, there are status filters for 'Status', 'Sub Status', 'Process', 'Customer', 'User', 'Source', and a 'Refresh WIP' button.

If the Compliance Officer needs to manually override the OFAC status in GTS, a reason box now pops up.



Just like when you cancel a transaction in WIP, the Compliance Officer will need to put in a reason for why they are overriding OFAC.

Options Common Services Letter of Credit Bankers Acceptances Collections Steamships Cash Letter Wire Transfer Reimbursements Parameters Miscellaneous

Our Reference:	Process:	Courier Name:	Courier Bill No.:	<input type="button" value="Update All"/>	<input type="button" value="Attach Document"/>	<input type="button" value="Email"/>	<input type="button" value="Quit"/>
CB-AG-AC-30000064-00	STB-ISS						

Generated Documents

DocumentName	Who	Name	How	Type Document	Copy To	Courier Name	Courier Bill No.	
Reason for Override		Citibank Tokyo		GTS Generated Document	No			<input type="button" value="View"/>
								<input type="button" value="More"/>

## Emailed Documents

Document Name	Emailed Date	Emailed By	How	Emailed From	Emailed To	Emailed CC	Subject

From the main WIP screen, you can right click, then select 'Current Documents,' or from Inquiry/History, you can right click then select 'Output Documents' to see an audit log from the notes input in the OFAC Override box.

## HOW TO TRACK SHIPPING PARTIES ON EXPORT LETTER OF CREDIT PAYMENTS

The bank needs the ability to capture each shipper that is associated to a payment. There can be many shippers to a payment and the system shall not limit the number of shippers being defined on a given transaction.

The bank would have to let Cibar know you plan on using this feature and the Shipping Party screen would have to be added to the models via the model flow process.

### Logic

- The shippers will only need to be identified on Export payment transactions.
- The shippers can either be real parties or free-form parties.
- Shippers will not preload from previous payments for the Letter of Credit.
- If the shipping information is approved and a change needs to be made, because it was entered incorrectly, it will have to be done via an SQL update.

The screenshot shows the Cibar software interface. On the left is a vertical menu bar with various options like 'Menu', 'Sight', 'Pay Parties', etc., and 'Shipping Parties' which is highlighted with a yellow background. The main window has a title bar 'Shipping Parties'. At the top, there are two input fields: 'Payment Amount:' with the value '223,145.00' and 'Amount:' with the value '105,000.00'. Below these is a table with three columns: 'Party ID', 'Name', and 'Shippers Amount'. Two rows are visible: one for 'ABC Shipping' with a value of '100,000.00' and another for 'XYZ Shipping' with a value of '5,000.00'. At the bottom of the main window is a section titled 'Working Area' containing fields for 'Shipper's Party ID', 'Shipper's Name', 'Shipper's Amount', and buttons for 'Add', 'Modify', 'Delete', 'Delete All', and 'Clear Work'. Navigation buttons for the menu are at the very bottom.

Party ID	Name	Shippers Amount
8500530023169098	ABC Shipping	100,000.00
8500530023169100	XYZ Shipping	5,000.00

## HOW TO USE THE ICC SERVICE DATABASE SCREEN FOR ROUTING BETWEEN GTS AND ICC

### Inbound Routing Information Tab

This tab will allow you to control how transactions from ICCnet map into GTSnet. You can select the GTS user profile and/or GTS model the transaction will map into.

The screenshot shows the 'Inbound Routing Information' tab selected within the 'ICC Service Database' interface. The top navigation bar includes fields for 'Party ID' (CHIPOTLE), 'ICC ID' (chipotle), and buttons for 'Browse', 'Copy 2', 'Start', 'Clear', 'Delete', 'Exit', 'Copy 1', and 'Copy 3'. Below the navigation bar, there are two tabs: 'Inbound Routing Information' (selected) and 'Outbound Routing Information'. The main area displays a grid titled 'Inbound Routing Information' with columns for Service, User ID, ISS / ENT / PAY Model, Amendment Model, Type, Printer, and Dept. The grid contains several rows of data, each defining a mapping between an ICC service and a GTS model.

Service	User ID	ISS / ENT / PAY Model	Amendment Model	Type	Printer	Dept
CEX	NMAYER	Outgoing Collection for div AG	Outgoing Collection Short Amendment for div AG			
CIM	NMAYER	Incoming Collection Payment for div CO	Incoming Collection Short Amendment for div CO			AC
DIR	NMAYER	Direct Collection for div AG	Direct Collection Amendment for div AG			AC
IMP	CLAUDIO	Import Letter of Credit for div AG	Short Amendment for Imports for div AG	Mail		
IMP	NMAYER	Import Letter of Credit for div AG	Amendment for Imports for div AG	Swift		AC
SAR	NMAYER	SteamShip Guarantee for div AG	SteamShip Guarantee / Airway Bills Modify for div AG			AC
STB	NMAYER	Standby Letter of Credit for div AG	Amendment for Standby for div AG	Mail		AC
STB	DANIEL	Standby MT760 for div AG	Standby MT767 for div AG	Swift		AC
*						

## Outbound Routing Information Tab

This tab will allow you to select what types of output are sent to the customer on ICCnet as well as if they receive a Balance record.

The screenshot shows a software application window titled "CIBAR Chicago - 01/10/20 - 1:18:59 PM - ADMIN - [icc Service database]". At the top, there are input fields for "Party ID: chipotle", "ICC ID: chipotle", and "Copy 2:" and "Copy 3:". Below these are buttons for "Start", "Clear", "Delete", "Exit", "Copy 1:", and "Copy 3:". A navigation bar at the bottom has tabs for "Inbound Routing Information" and "Outbound Routing Information", with "Outbound Routing Information" being the active tab. The main area is titled "Output Routing Information" and contains a table with 13 rows, each representing an "Icc Type". The columns are "Icc Type", "Send To Customer", "Send To Copy To 1", "Send To Copy To 2", and "Send To Copy To 3". The "BALANCE" row is highlighted with a blue background.

Icc Type	Send To Customer	Send To Copy To 1	Send To Copy To 2	Send To Copy To 3
BALANCE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FEES	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PAYSTATUS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
ADV	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CIMPAY	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COM	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DDA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIS	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
LET	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SCHEDULE	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SWF	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
TRA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Build Date Function

### Purpose

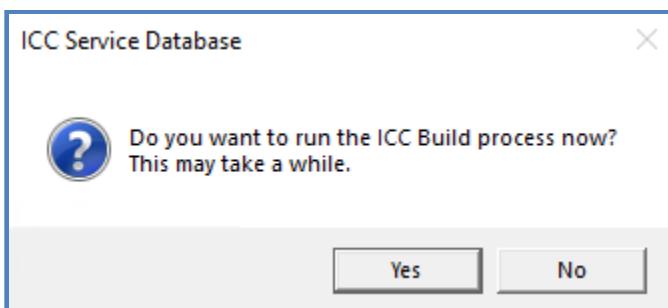
The build date is used when you are building an existing customer who wasn't on ICCnet previously and you want to send them their balance records.

	Service	User ID	ISS / ENT / PAY Model	Amendment Model	Type	Printer	Dept
▶	IMP	admin	Import Letter of Credit for div AG	Amendment for Imports for div AG	Mail	Letter1	CL
*							

The field is protected if you have previous ICC outbound records.

If enabled and you enter a build date you know longer have to wait for the batch process to run the movement happens real time.

You will now get a warning message once you click Update while entering a build date. Depending on how many historical transactions the customer had then it could take some time and you may want to do it after business hours.



## **Ability to have ICC transactions map into a Mail or SWIFT model.**

A new feature that is available is to map transactions into specific models depending on if the customer is sending you a Mail transaction or a SWIF Transaction. This will be important if you decide to activate the new MT760 screens on ICCnet.

To utilize this feature, you must have ICCnet configured to have the parameter turned on.

### **Parameter Setup on ICCnet**

Under Bank Maintenance - > Parameter Maintenance you can turn the Send Via (Mail, SWIFT) option on. This is at a global customer lever. You will also need to make sure the same parameters are turned on in GTSnet.

The screenshot shows a configuration window for parameter maintenance. It includes fields for SSO Version, Site Header, URLs, and logos, followed by several checkboxes. Two specific checkboxes are highlighted with a red border:

- Show Send Via (Mail, Swift) for Import LCs
- Show Send Via (Mail, Swift) for Standby LCs

## ICCnet Screen Display

The customer will be required to select the Send Via option if the parameter is turned on.

Primary Parties Drafts Shipping Desc. Goods

**Primary**

Your Reference \* 123433334

Credit Type \* Irrevocable

Purpose Code \* International

Send via \* Mail

Face Amount \* Swift

Confirm \* MAY ADD

## ICCnet Application Print Display

**Bank of Cibar**  
4575 Hilton Pkwy, Ste 201  
Colorado Springs Co 80907

**Import Letter of Credit Application**  
Irrevocable

Opener Reference: 123433334  
Bank of Cibar L/C 00110256

Application Status: Created  
April 02, 2020

**Send Via: Mail**

This Irrevocable Commercial Letter of Credit Application is subject to the terms set forth in the Cibar Trade Advantage 2018 User Agreement and if applicable, the documents governing the undersigned's related line of credit. This Application is delivered under, and such Credit when issued will be subject to, the undersigned's Reimbursement Agreement for Commercial Letters of Credit delivered to the Issuing Bank or such other agreement with the Issuing Bank for the issuance and reimbursement of letters of credit, as the case may be.

Applicant: Chipotle  
1401 WYNKOOP ST.  
SUITE 500  
DENVER, CO 80202 USA

Beneficiary: Bene Fishary  
Address1  
Address 2  
City State, Country

Beneficiary's Bank: Bank of America  
456 Park Ave.  
New York, NY 88888

## **Parameters on GTsnet to user Mail and SWIFT mapping**

On GTsnet the parameter needs to be turned on via the Database. The below sql's would need to be run depending on what product you wanted to turn this feature on for.

---- This SQL is used to turn SendType be turned on for Standbys

Update parmsgts

```
set RequireIccSdbTypeStb = '1'
```

---- This SQL is used to turn SendType be turned on for Imports

Update parmsgts

```
set RequireIccSdbTypeImp = '1'
```

## **Mapping to ICC service Database Model**

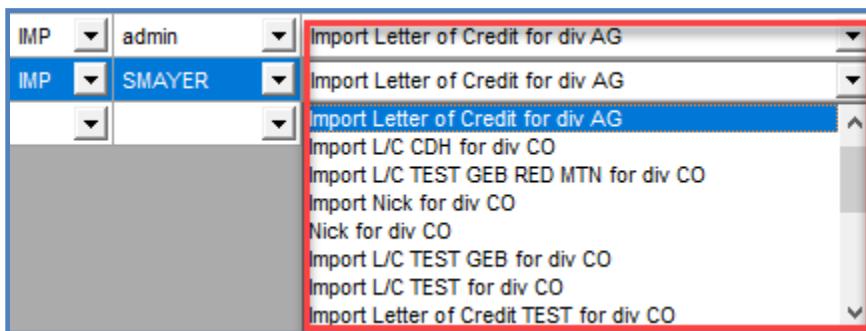
In the below example the Standby letter of credit was setup to have a Mail model and a SWIFT MT760 model. If the customer selects send via SWIFT on ICCnet then GTsnet would know to map their transaction into the MT760 model. If they selected Mail on ICCNet then the system would map the issuance or amendment to the Mail set of models.

The screenshot shows a software window titled "CIBAR Chicago - 01/10/20 - 8:14:15 AM - NMAYER - [icc Service database]". The top bar includes fields for "Party ID: TRADERJOES" and "ICC ID: TRADER JOES", and buttons for "Start", "Clear", "Delete", "Exit", "Copy 1:", and "Copy 3:". Below this is a tabbed section with "Inbound Routing Information" selected. A table titled "Inbound Routing Information" displays five rows of data:

Service	User ID	ISS / ENT / PAY Model	Amendment Model	Type	Printer	Dept
IMP	QTRAN	Import Letter of Credit for div AG	Short Amendment for Imports for div AG	Swift	TR	
STB	QTRAN	Standby Letter of Credit for div AG	Short Amendment for Standbys for div AG	Swift	TR	
STB	QTRAN	Standby MT760 for div AG	Short Amendment for Standbys for div AG	Mail		
DIR	QTRAN	Direct Collection for div AG	Direct Collection Short Amendment for div AG			

## What models are available in ICC Service Database Drop down box.

Purpose – Some banks have special models they only use for ICCnet. Therefore, they don't want to see all the different models that are available. This process allows them to turn off some models, so they won't show in the list.



Currently, all models are set to be activated. You can deactivate the ones you don't want to see by an SQL update or by going to the model screen and deactivating the ICC Inbound flag below.

A screenshot of a 'Model Generation' dialog box. The title bar says 'Model Generation'. Under 'Modifying Model', there is a 'Model Name' field containing 'Standby Free Format'. Below it are three checkboxes: 'ICC Inbound' (which is checked and highlighted with a red box), 'SWIFT Model', and 'Check Illegal swift Characters'. There are sections for 'Current User' (Legal Entity: CB, Division: AG, Department: AC) and 'Create New Template For' (Legal Entity: CB, Division: AG, Department: AC). At the bottom are 'OK' and 'Cancel' buttons.

## CODE INDEX & DEFINITIONS

### SERVICE CODES

<b>ACC</b>	Accounting
<b>ADM</b>	Administrative
<b>BA</b>	Banker's Acceptance
<b>CEX</b>	Collection Export/Outgoing
<b>CIM</b>	Collection Import/Incoming
<b>COL</b>	Collection, General
<b>CRM</b>	Credit Allocate
<b>CSH</b>	Cash Letter
<b>DIR</b>	Direct Collection
<b>EML</b>	Send Online Emails
<b>EXP</b>	Export Letters of Credit
<b>ICC</b>	Customer Connection I-Mail
<b>IMG</b>	Imaging
<b>IMP</b>	Import Letters of Credit
<b>PII</b>	Participation Import
<b>PIS</b>	Participation in Standby
<b>PRT</b>	Participation
<b>RMB</b>	Reimbursements
<b>SAR</b>	Steamship/Airway Release
<b>SS</b>	Shared Services
<b>STB</b>	Standby Letter of Credit

### PRODUCT CODES

<b>ACR</b>	Accrual
<b>AMD</b>	Amendment
<b>AMP</b>	Amendment Pre-Release
<b>AMR</b>	Detrimental Amendment Reject
<b>AOE</b>	Advice of Expiry
<b>APE</b>	Assignment of Proceeds
<b>ARD</b>	Automatic AR Debit
<b>ARE</b>	Accounts Receivable
<b>ARP</b>	Accounts Receivable Payment/Cancellation
<b>ARS</b>	Accounts Receivable Scanner
<b>ARW</b>	Accounts Receivable Write-off
<b>BAL</b>	Balance
<b>CHG</b>	Image Moved or Deleted
<b>CLA</b>	Waiting Clarification tracer (from L/C Payment process)
<b>CM</b>	Case Management
<b>CNV</b>	Converted L/C, Collection or BA
<b>COM</b>	Communications
<b>DET</b>	Detrimental Amendment Tracer
<b>DIS</b>	Discrepancy Tracer (from L/C Payment process)
<b>DOC</b>	Documents Sent Tracer (from L/C Payment process)
<b>DSB</b>	Participation Disbursement of fees
<b>EML</b>	Email Notification on an NON-Renewal Standby

<b>ENP</b>	Collection Entry Pre-release
<b>ENT</b>	Collection/Steamship/Airway Release or BA Entry
<b>EVG</b>	Standby Evergreen Account Officer Notification
<b>EXM</b>	Letter of Credit Examination event
<b>EXT</b>	Standby Letter of Credit Automatic Extension event
<b>FEE</b>	Fee Modify
<b>FXR</b>	Foreign Currency Revaluation
<b>GLA</b>	General Ledger Adjustment
<b>INP</b>	Incoming Wire Transfer
<b>INV</b>	Accounts Receivable Invoice
<b>ISP</b>	Letter of Credit Issue Pre-release
<b>ISS</b>	Standby/Import/Export L/C or Reimbursement Issuance
<b>LIQ</b>	BA Liquidation
<b>LOG</b>	Cancelled item from WIP
<b>MAT</b>	Maturity/Expiry of L/C or BA
<b>MOD</b>	Participation Group or Steamship/Airway Modify event
<b>MOT</b>	Send message to ICC
<b>MOV</b>	Update of cost center in Party File causing the transaction to be updated
<b>MSG</b>	Swift Message
<b>NEX</b>	Transfer Payment
<b>PAP</b>	Payment Pre-release
<b>PAR</b>	Party Maintenance
<b>PAY</b>	Payment on any service code
<b>PCM</b>	Standby Periodic Commission Bill
<b>PRE</b>	BA Pre-Payment
<b>RTN</b>	Cash Letter Return
<b>SCH</b>	L/C Auto Schedule Event
<b>SCN</b>	Cash Letter Scanner Paid Items
<b>SET</b>	BA Settlement
<b>TRA</b>	Collection or Steamship Tracer

### STATUS CODES (mainly used in WIP)

<b>CODE</b>	<b>Explanation.</b>
<b>APPROV</b>	<b>Approved.</b> This transaction has been approved. Normally you do not see these transactions as they are hidden unless you search for them by entering APPROV in the status filter at the bottom of the WIP screen and then click the Refresh WIP button.
<b>ACTF</b>	<b>Accounting Failure.</b> There were errors in generating the liability accounting entries.
<b>CANC</b>	<b>Cancelled Status.</b> The transaction has been cancelled.
<b>CHKL</b>	<b>Checklist Status.</b> This is the same as PNDA, except that a Checklist item has not been checked off yet. The transaction can still be approved.
<b>CMPL</b>	<b>Complete Status.</b> All the data entry is completed, and the transaction is ready to send to the OFAC.

This status cannot be overridden until it has been sent to Compliance and cannot be approved until it is overridden.

<b>CRMF</b>	<b>Credit Management Failure.</b> Failed credit management check. The sub-status will indicate the reason for the error.
<b>DPRE</b>	<b>Discrepancies Pre-released.</b> There are Discrepancies which have been pre-released to the customer, and we are waiting on their response.
<b>FEEF</b>	<b>Fee Failure.</b> There were errors during the generation of fee records.
<b>HOLD</b>	<b>The transaction is on Hold.</b> The item has been on hold for one or more of the sub-status reasons (see sub-status codes below).
<b>ICCI</b>	<b>ICC Inbound transaction.</b> This transaction was initiated by ICC and has not been repaired yet.
<b>INCP</b>	<b>Incomplete.</b> Transaction was not completed, i.e., the required information was not filled in on one or more forms.
<b>NODS</b>	<b>No Discrepancies Sent.</b> No Discrepancies sent found on a Transfer Payment.
<b>NPRC</b>	<b>Not processed.</b> This happens if there is a database failure or timeout, and we have to roll back the transaction. A user with entitlement would need to go into the Miscellaneous function and reset the transaction from NPRC to INCP.
<b>OFAC_ERROR</b>	This is if there are connection issues with some of the interfaces.
<b>OFAC_DESK</b>	The transaction has been sent to the OFAC system and we are waiting for a response.
<b>OFAC_FAIL</b>	The OFAC system has decided that there is a true hit on the transaction. You cannot do anything except Cancel the transaction.
<b>OFAC_SIZE</b>	On Prime Installations if the message exceeds 32,000 characters it would go to an OFAC Size Error, and the bank would have to manually scan.
<b>OFAC_SENT</b>	GTS has sent the OFAC request, but it has not been acknowledged as received by the OFAC system. This normally would indicate that the OFAC system or the Network interface is down.
<b>OUTF</b>	<b>Output Failure.</b> There were errors during the generation of the output documents.
<b>PAYF</b>	<b>Payment Failure.</b> Upon approval, the amount of the credit went negative, or upon saving a transaction the re-compute liability routine failed.
<b>PNDA</b>	<b>Pending Approval.</b> The transaction is ready to be approved.

<b>PNDA_1</b>	<b>Pending Approval.</b> Pending Second Approver in four eye transactions. This is only used if the funds movement parameter is set for Fedwire, SWIFT 103 or both.
<b>RCAL</b>	<b>Re-Calculate.</b> The transaction needs to be repaired to re-compute the liability and other fields as the approval of another transaction for this reference number changed some values.
<b>RECV</b>	<b>Received.</b> The transaction was entered via the Mailroom and has not been repaired yet.
<b>RETURNED</b>	<b>Returned for Correction.</b> Upon review the supervisor has returned the transaction to the TSR for correction
<b>SWFI</b>	<b>SWIFT Inbound.</b> A transaction has been received from Swift and has not been repaired yet.
<b>WAIT</b>	<b>Waiting Clarification or Waiting Confirmation or Waiting Authentication.</b> The TSR has turned on one of the above checkboxes on the Letter of Credit Primary form.

#### **SUB-STATUS CODES (works with Status Codes to give user more info at a glance)**

<b>CODE</b>	<b>Explanation</b>
<b>ACCEPT</b>	<b>Response to a CIM ENT</b> The customer has accepted and said to debit their DDA at maturity.
<b>ACCDDA</b>	<b>Response to a CIM ENT PNC ONLY.</b> The customer has accepted and said to debit their DDA at maturity.
<b>ACC</b>	<b>Response to a CIM ENT PNC ONLY.</b> The customer has accepted and said to ask for payment at maturity.
<b>ADD</b>	<b>Party Maintenance</b> This transaction is adding a new party.
<b>AOE</b>	<b>Advice of Expiry</b> <b>If you are running the advice of expire scanner, for non-evergreen Standbys, it would create an Amendment in wip with AOE as the sub status and the USER would be ADVICEOFEXPIRY.</b>
<b>AUTH</b>	This code only appears when the <b>WIP STATUS</b> is <b>WAIT</b> to further indicate that we are waiting for Authentication.
<b>CLAR</b>	This code only appears when the <b>WIP STATUS</b> is <b>WAIT</b> to further indicate that we are waiting for Clarification.
<b>CLN</b>	<b>BLT ONLY</b> TSR has set the status to show that there are no discrepancies.
<b>CLPS</b>	<b>PNC ONLY – Clean Presentation</b> CGI transfers sets the sub status to CLPS and sets the Debit Date when the ICC type is CLP.
<b>CONF</b>	This code only appears when the <b>WIP STATUS</b> is <b>WAIT</b> to further indicate that we are waiting for Conformation.

<b>CMDEST</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the Date Established is greater than the Issuance date.
<b>CMDEXP</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction's Expiry Date is past the Expiry Date of the credit facility.
<b>CMDREV</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction's Effective Date is before the GTSnet Credit Management facility's revision date.
<b>CMLOCK</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the GTSnet Credit Management record is locked by another user.
<b>CMNLIM</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the GTSnet Credit Management has no Limit.
<b>CMOLIM</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction amount is over the GTSnet Credit Management facility limit.
<b>CMPDEST</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction's issue date is before the overall date established in GTSnet Credit Management.
<b>CMPDEXP</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction's expiry date is past the expiry date of the party's overall credit line.
<b>CMPDREV</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction's effective date is before the overall GTSnet Credit Management's revision date.
<b>CMPOLIM</b>	This code only appears when the <b>WIP STATUS is CRMF</b> to further indicate what type of GTSnet Credit Management error has occurred. In this case the transaction amount is more than the overall GTSnet Credit Management limit.
<b>COMP</b>	<b>PNC ONLY</b> OFAC_DESK sub status.
<b>COND</b>	Discrepancy with conditionals
<b>DEBT</b>	<b>PNC Only.</b> WIP Sub Status gets set to DEBT when today's date is x number of days later than the date the transaction went to PNDA, where x comes from the customers days after invoice to debit value.
<b>DET</b>	This amendment is considered detrimental. No detrimental document has been sent.
<b>DETS</b>	This is a detrimental amendment and the pre-release documents have been sent.
<b>DISC</b>	Payment Discrepancy information has been added to the transaction.

<b>DISS</b>	Payment Discrepancy pre-release document has been sent to the customer.
<b>DISS</b>	<b>PNC ONLY – Discrepant Presentation</b> CGI transfers sets the sub status to DISS when the ICC type is DISS.
<b>DXP_CMPL</b>	<b>PNC Only</b> GTS has received the data back from DXP and the user can now repair the transaction.
<b>DXP_IMAGE</b>	<b>PNC Only</b> DXP has responded and indicated that the wrong images were attached to this transaction.
<b>DXP_DESK</b>	<b>PNC Only.</b> Documents are at the DXP Desk and the transaction is waiting for a response from Document Processing.
<b>DXP_ERR</b>	<b>PNC Only</b> Indicates GTS cannot communicate with DXP or that DXP returned an error response.
<b>DXP_PNDG</b>	<b>PNC Only.</b> The transaction is waiting to have documents assigned before sending to DXP.
<b>EVRG</b>	This code is present on Standby Amendments in WIP which were created by the Account Officers response through the Web Portal.
<b>FOA</b>	Discrepant documents have been forwarded on Approval.
<b>HOWF</b>	<b>HOW Failure.</b> The HOW code for the payment has been changed and the transaction must be repaired.
<b>LATER</b>	<b>Response to a CIM ENT</b> The customer has accepted and said to ask again for payment authorization at maturity.
<b>*MORE*</b>	This indicates there is more than one sub-status associated with this transaction. Click on the item in WIP and all of the subs-statuses will be displayed in the upper-left corner under the icon toolbar.
<b>MODIFY</b>	<b>Party Maintenance</b> This transaction is modifying an existing party.
<b>MTXXX</b>	This code only appears when the <b>WIP STATUS is SWFI</b> to further indicate what Message type created the transaction where XXX is the actual message number (e.g., MT700, MT420, etc.).
<b>NDOC</b>	This code only appears when the <b>WIP STATUS is CMPL or PNDA</b> . It is letting the TSR know that there are no Documents added to the Transaction.
<b>OK</b>	<b>NON-PNC.</b> CIM ENT Customer has accepted. Ask for payment at maturity.
<b>OKDDA</b>	<b>NON-PNC.</b> CIM ENT Customer has responded to debit their DDA at maturity.
<b>OKPAY</b>	<b>NON-PNC.</b> CIM PAY Customer has agreed to pay in response to asking them if it is ok to at maturity.
<b>RCAL</b>	Transaction is in a re-calculation state and must be repaired.
<b>REJECT</b>	<b>ICC CIM ENT Reject.</b>

CIM AMD transaction is created with the Close Collection checkbox checked.

<b>REJECT</b>	<b>PNC ONLY</b> OFAC_FAIL sub status.
<b>REJCON</b>	<b>ICC CIM ENT Reject with conditions.</b> CIM AMD transaction. TSR notes will contain the customers' conditions.
<b>RESV</b>	If you have parameter in the PPARMSLE table set for auto discrepancies to be resolved automatically when the customer accepts the discrepancies on ICCnet.
<b>RETURNED</b>	If you are using the return for correction module when a transaction gets returned it would go to this status.
<b>SEIZE</b>	<b>PNC Only</b> Sub Status for OFAC_FAIL
<b>SENT</b>	Pre-Release Documents have been sent at payment time only.
<b>SWFRCY</b>	Set when you choose Swift\Recycle from the WIP right click menu to send the swift message back to the Hold Editor to change the mapping.
<b>VLDPASS</b>	<b>TRUIST ONLY</b> Indicates we are posting against a good line and there is room on it for the transaction.
<b>VLDFAIL</b>	<b>TRUIST</b> Indicates that we are attempting to post to a non-existent line or there is not enough room on the line for the transaction.
<b>WDBT</b>	<b>Waiting Customer Debit</b>
<b>WDIS</b>	This code may appear on a Payment transaction where the TSR has entered discrepancies in the payment, and they have not been waived or accepted yet by the customer.
<b>WDOC</b>	This code may appear on a Payment transaction where the TSR has clicked on the Waiting for Documents checkbox on the Pay Primary Screen.
<b>WRMB</b>	This code may appear on a Payment transaction where the TSR has clicked on the Waiting for Reimbursement checkbox on the Pay Primary Screen.

## ERROR MANAGER

If you need to research errors that are occurring you can use the error manager, which was redesigned in release 8.0.

### Error Manager

The screenshot shows a software interface titled "Error Inquiry". On the left, there is a large, dark gray rectangular area representing a results table. At the top of this area is a thin horizontal header bar containing five columns: "ReferenceNum", "DateTime", "Severity", "ErrNumber", and "Description". To the right of this area are several search and filter controls:

- Number of Results:** A text input field.
- Date of Error:** Two adjacent text input fields.
- Error Severity:** Two adjacent text input fields.
- GTS Event:** Two adjacent text input fields.
- Module:** A single text input field.
- Error Number:** A single text input field.
- Reference Number:** A single text input field.
- LE/Dept. Number:** A single text input field.
- User ID:** A single text input field.
- Function:** A text input field preceded by a right-pointing arrow button (">").
- Description:** A text input field.
- Search:** A button.
- Refresh Records:** A button.
- Delete Record(s):** A button.
- Clear Selection:** A button.
- Export to Excel:** A button.
- Filter Current Results:** A button.

**Number of Results:** Shows the number of results in the view box on the left.

**Right Arrow:** This allows you to hide the fields on the right to see more information from the results on the left.

**Filter Current Results:** When you click on an error on the left, you can use that information to filter the results without using the Search function.

**Search:** Function used to look up specific error or error types.

**Refresh Records:** Allows you to revert back to the full list of errors on the left.

**Delete Record(s):** Allows you to delete a single or multiple records from the log.

**Clear Selection:** Clears the information from the fields that are populated with information from selecting an error on the left.

**Export to Excel:** Allows you to export your results to a Microsoft Excel document.

These fields are populated when you select an error from the left side of the screen:

**Date of Error, Error Severity, GTS Event, Module, Error Number, Reference Number, LE/Dept., Number, User ID, Function, Description**

## Search

Search Error Records

Search Criteria

Number of Results:	<input type="text"/>	Date Range:	<input type="text"/> 1/ 1/2020	to	<input type="text"/> 1/31/2020
Error Severity:	<input type="text"/>	Function:			
GTS Event:	<input type="text"/>				
Module:	<input type="text"/>				
Error Number:	<input type="text"/>				
Reference Number:	<input type="text"/>				
LE/Dept. Number:	<input type="text"/>				
User ID:	<input type="text"/>				

OK      Cancel

The Date Range is auto populated with the current date (not the system date). Here you can look for a specific error. Some fields can be filed in with the information you are looking for, or you can use the drop downs on some of the fields to look for options available.

If you do a search for something and there are no results, you will get this message:

## Search Error Records

Search Criteria

Number of Results:  Date Range:  1/ 1/2020  to  1/31/2020

Error Severity:  D Function:

GTS Event:

Module:

Error Number:

Reference Number:

LE/Dept. Number:

User ID:

**Search Message**

No Results Found.  
Ensure Date Range is accurate.

OK

OK     Cancel

## Refresh Records

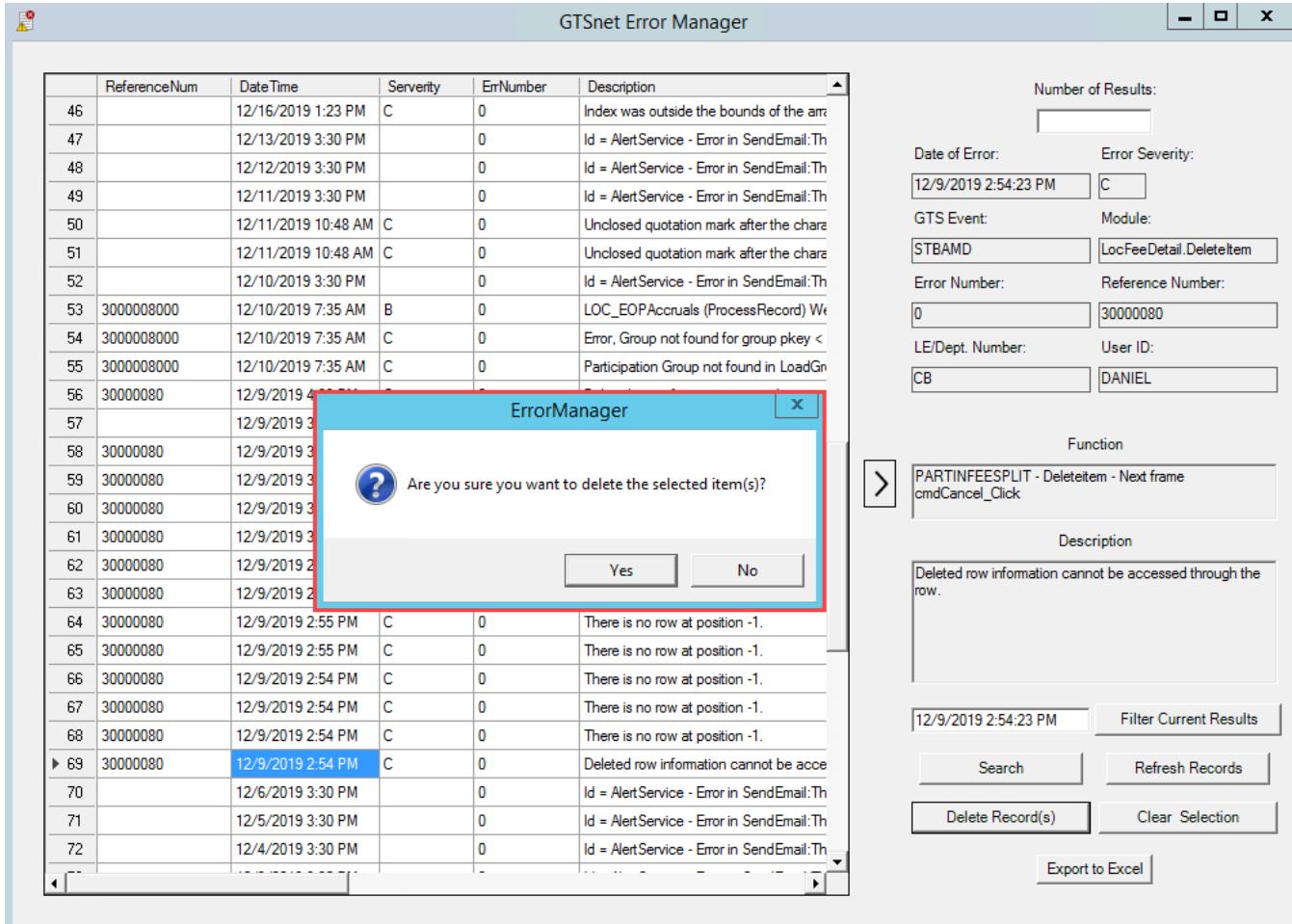
To clear your search results and return to the list of all errors, you would click Refresh Records.

The screenshot shows the GTSnet Error Manager application window. On the left is a grid table containing a list of errors. The columns are: ReferenceNum, DateTime, Severity, ErrNumber, and Description. The table has 27 rows of data. On the right side of the window are several search and filter fields:

- Number of Results:
- Date of Error:  Error Severity:
- GTS Event:  Module:
- Error Number:  Reference Number:
- LE/Dept. Number:  User ID:
- Function:
- Description:
- Filter Current Results:
- Search:  Refresh Records:
- Delete Record(s):  Clear Selection:
- Export to Excel:

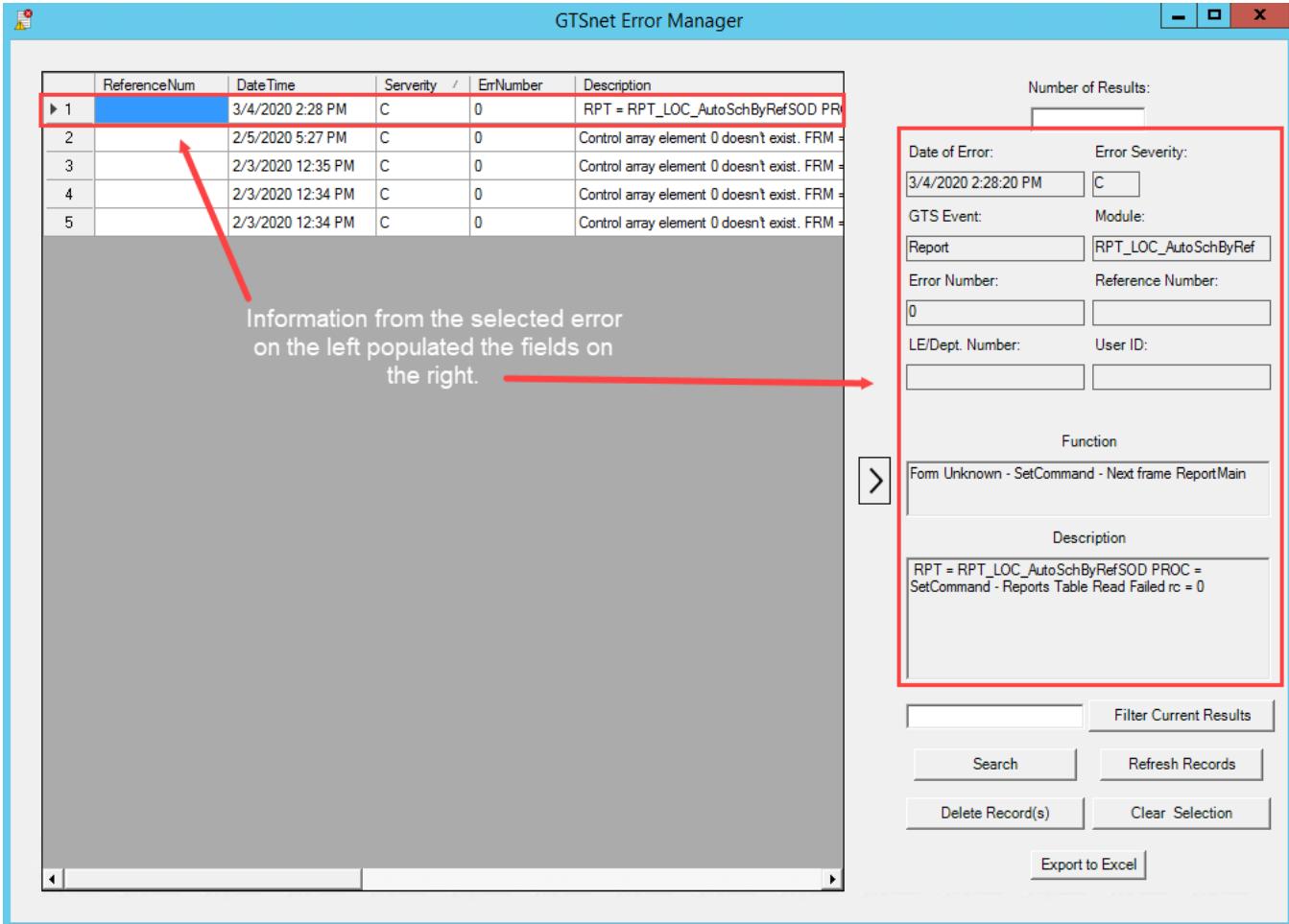
## Delete Records

You can delete records (single or multiple) from the Error Log if they have been resolved or are not considered errors by your specific work group. When you do that, you get a message confirming you want to delete. This cannot be reversed.



## Clear Selection

When you click directly on a record on the left, if you want to clear that information from the right, you click here – this will remove the information from the fields under Number of Results.



GTSnet Error Manager

	ReferenceNum	DateTime	Serverity	ErNumber	Description
1		3/4/2020 2:28 PM	C	0	RPT = RPT_LOC_AutoSchByRefSOD PRO
2		2/5/2020 5:27 PM	C	0	Control array element 0 doesn't exist. FRM =
3		2/3/2020 12:35 PM	C	0	Control array element 0 doesn't exist. FRM =
4		2/3/2020 12:34 PM	C	0	Control array element 0 doesn't exist. FRM =
5		2/3/2020 12:34 PM	C	0	Control array element 0 doesn't exist. FRM =

Number of Results:

Date of Error:
Error Severity:

GTS Event:
Module:

Error Number:
Reference Number:

LE/Dept. Number:
User ID:

Function

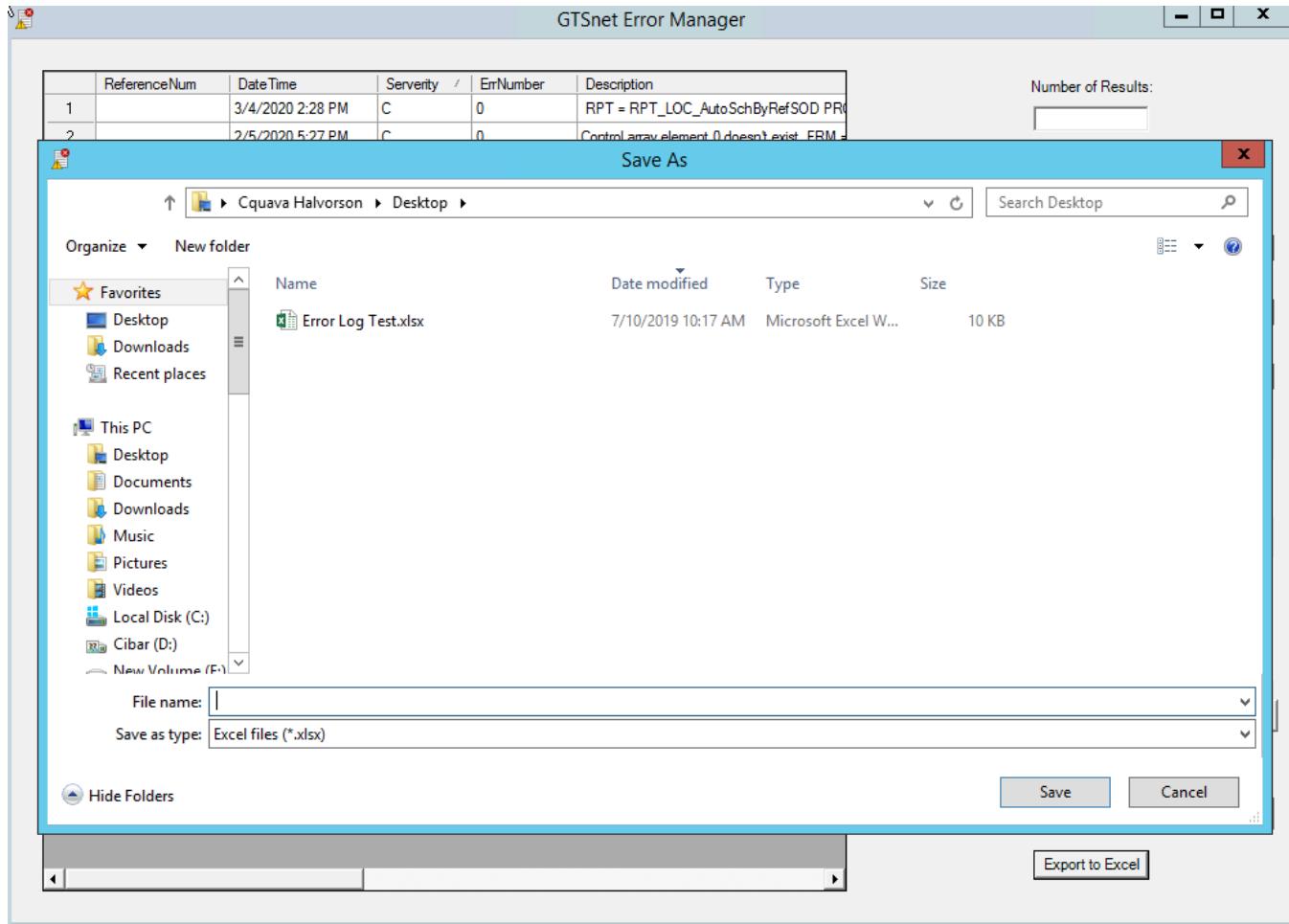
>

Description

Filter Current Results

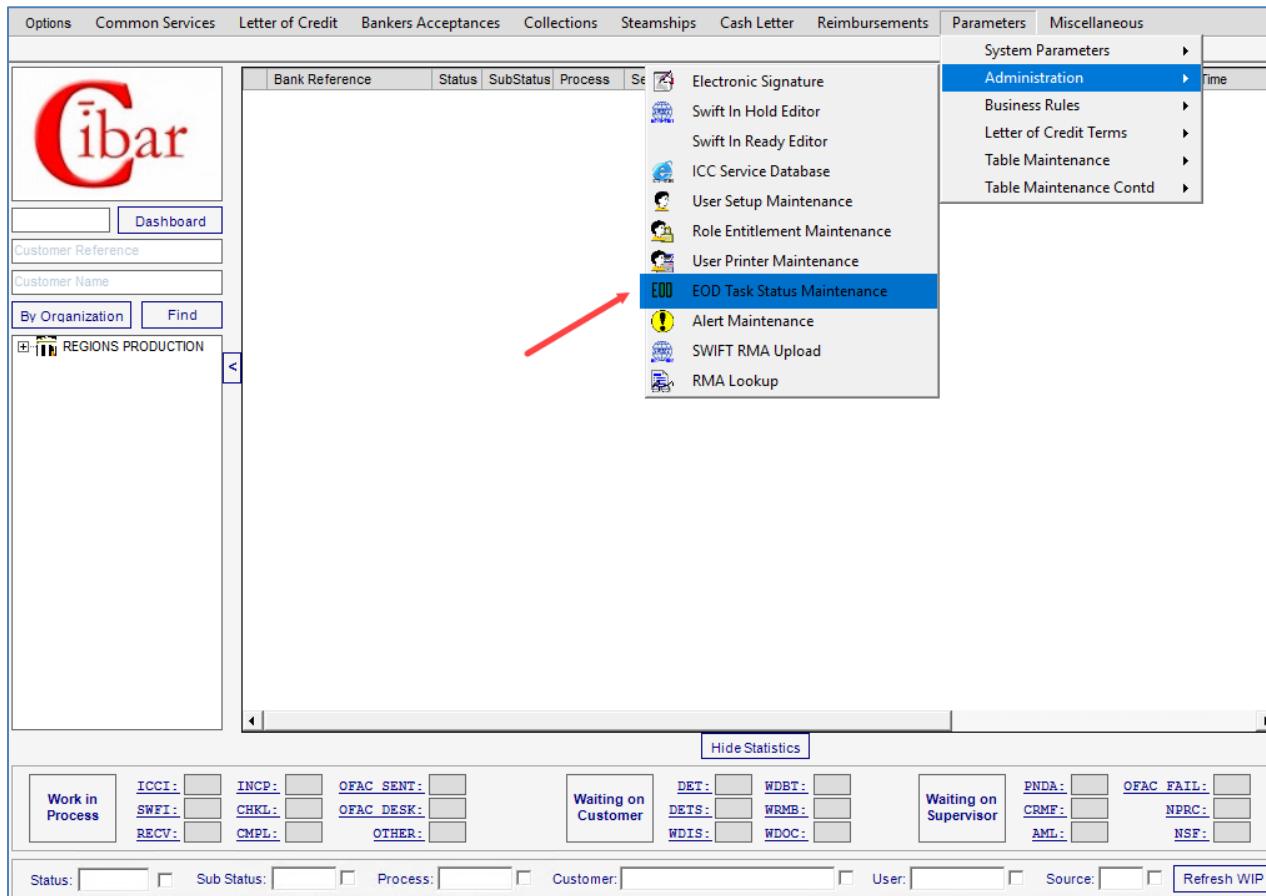
## Export to Excel

You can use this to Export your results to an Excel document to share or save for other purposes.



## EOD SQL Runner

### 1.0 Setting up program in EOD stream



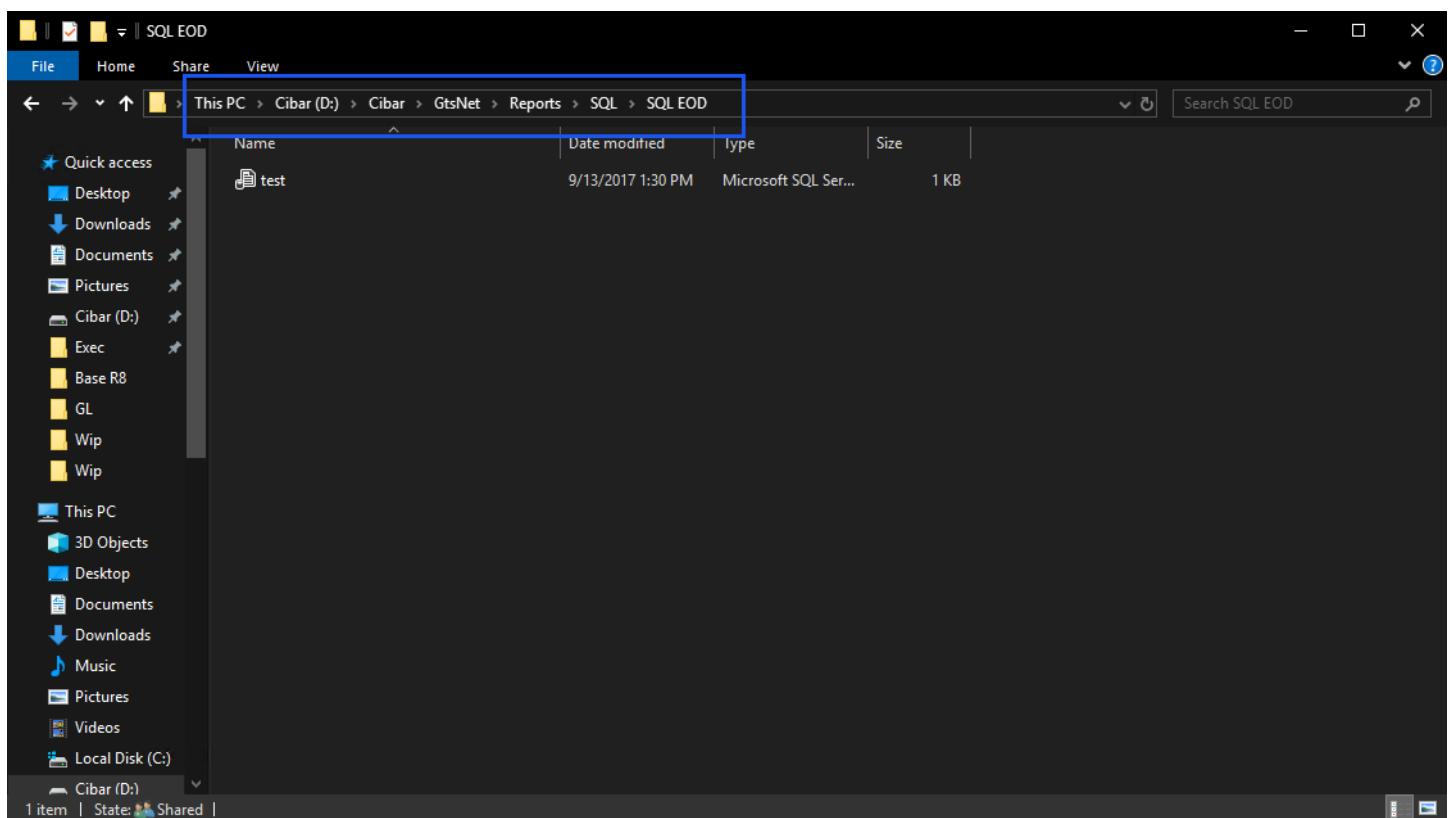
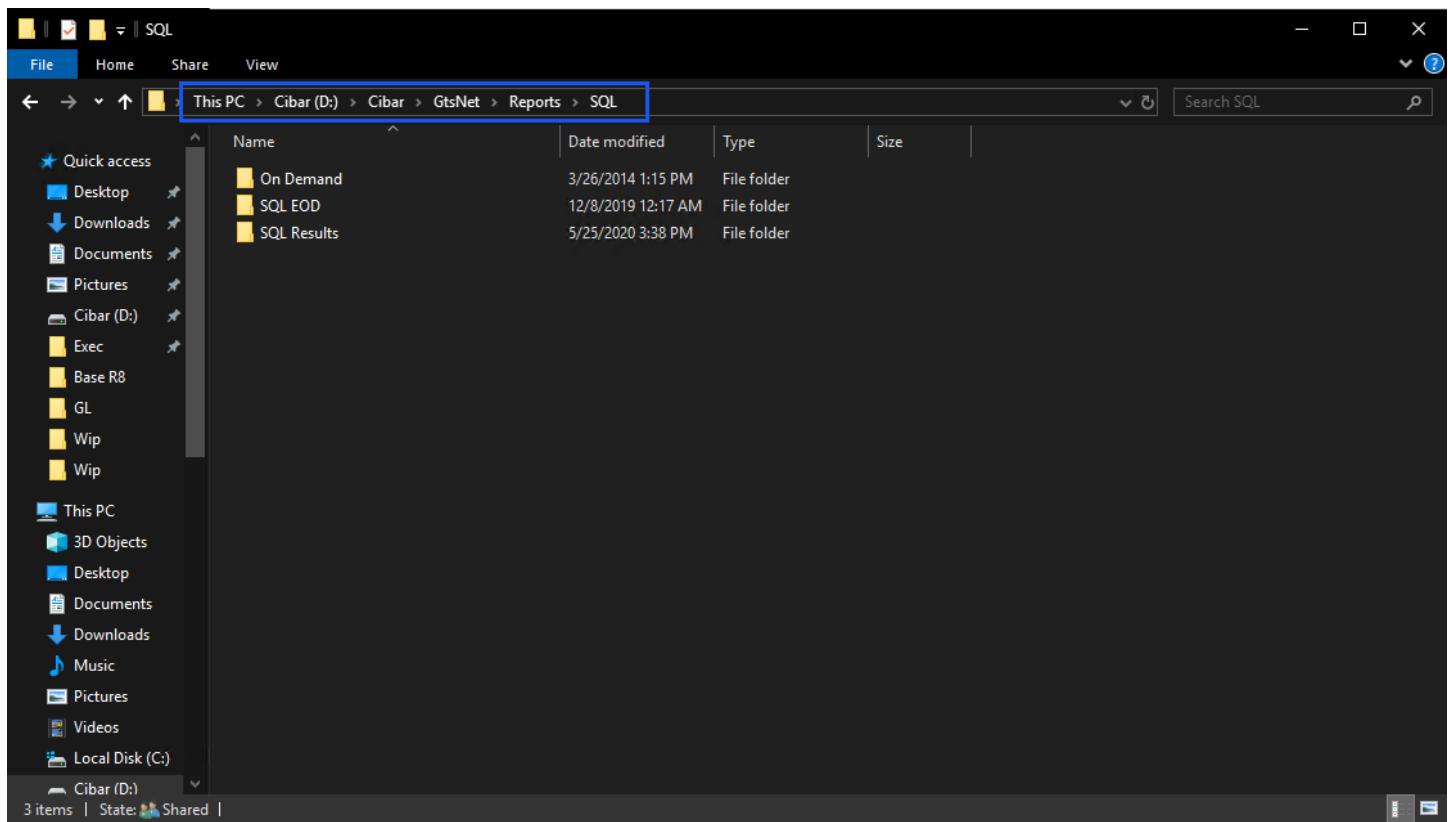
Task Id Executable Tasks Reports

## Executable Tasks Maintenance

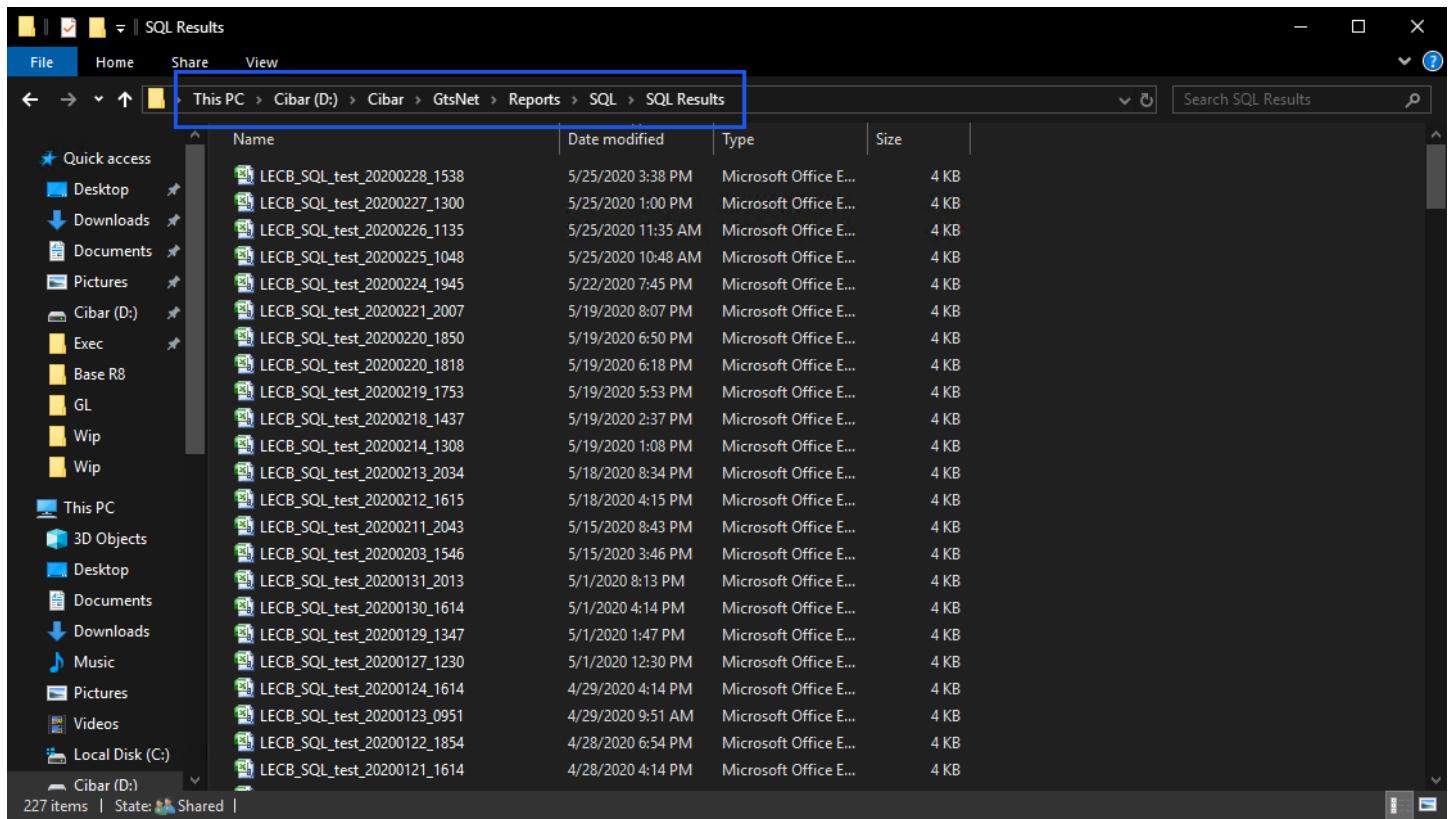
Search Reset Update

<ul style="list-style-type: none"> <li>... EOD_AMS_WIRELIMITUPLOAD</li> <li>... EOD_BA_ACCRUAL</li> <li>... EOD_CARS_GL_EXTRACT</li> <li>... EOD_CASH LETTER</li> <li>... EOD_COL_Maturity</li> <li>... EOD_CRM_POST</li> <li>... EOD_DDA_INTERFACE</li> <li>... EOD_EOP_ACCRUAL</li> <li>... EOD_FED_EXTRACT</li> <li>... EOD_FXSCANNER</li> <li>... EOD_GL_EXTRACT</li> <li>... EOD_GTS_CARS_GL_EXTRACT</li> <li>... EOD_INTRANET_FED_EXTRACT</li> <li>... EOD_LOC_Maturity</li> <li>... EOD_MIS_ARCLAIM</li> <li>... EOD_MIS_ARINVOICE</li> <li>... EOD_MIS_ARWRITEOFF</li> <li><b>EOD_MIS_EXPENSECODEMOVE</b></li> <li>... EOD_MIS_MAT_CHG</li> <li>... EOD_PUR_EXTRACT</li> <li>... EOD_RUNBATCHFILE</li> <li>... EOD_SOP_ACCRUAL</li> <li>... EOD_SWF_EXTRACT</li> <li>... EOD_SYSTEM_UP</li> <li>... EOD_TELEX_EXTRACT</li> <li>... EOD_WIRE_OUT</li> <li>... EODUNLOCK</li> <li>... FLOWSCREENUPDATE</li> <li>... GTSTOICCBUILD</li> <li>... INTRANET_CREATE_SWIFT</li> <li>... INTRANET_SWFINPUT</li> <li>... LANE_TLXINPUT</li> <li>... MIS_FXCURRENCYLOAD</li> <li>... MIS_OVERRIDE_EXPENSECODE</li> <li><b>MIS_SQLRUNNEREOD</b></li> <li>... PURGEREPORTS</li> <li>... REG_FXCURRENCYLOAD</li> <li>... RPT_BA_BAFOREIGNEXPOSURE</li> <li>... RPT_BA_BALBAXTR</li> <li><b>RPT_BA_BLT_BACOMMACC</b></li> <li><b>RPT_BA_BYMaturity</b></li> <li><b>RPT_BA_BYREF</b></li> <li><b>RPT_BA_BYREFCUSTOMER</b></li> <li>... RPT_BA_COMMACC</li> <li>... RPT_BA_CUSSTATEMENT_OD</li> <li>... RPT_BA_CUSTSTM</li> <li>... RPT_BA_DISCOUNTED</li> <li>... RPT_BA_MATURED</li> <li>... RPT_BA_OVERDUE</li> <li>... RPT_RA_SOI_D</li> </ul>	<p>B: MAIN</p> <ul style="list-style-type: none"> <li>... EOD_EOD</li> <li>... EOD_MIS_EXPENSECODEMOVE</li> <li>... EOD_BA_ACCRUAL</li> <li>... EOD_LOC_Maturity</li> <li><b>MIS_SQLRUNNEREOD</b></li> <li>... EOD_DDA_INTERFACE</li> <li>... EOD_GL_EXTRACT</li> <li>... EOD_AMS_GL_EXTRACT</li> <li>... EOD_AMS_AFS_EXTRACT</li> <li>... RPT_BA_BYREF</li> <li>... EOD_AMS_FIP_EXTRACT</li> <li>... RPT_MIS_AMS_FIP</li> <li>... RPT_MIS_GLTRAN_AMS_CCL</li> <li>... RPT_MIS_ACTIVM</li> <li>... EOD_AMS_COUNTRY_EXTRACT</li> <li>... EOD_CARS_GL_EXTRACT</li> <li>... EOD_GTS_CARS_GL_EXTRACT</li> <li>... RPT_MIS_AMS_CARS_GL</li> <li>... RPT_MIS_AMS_PRODREPORT</li> <li>... RPT_BA_BLT_BACOMMACC</li> <li>... RPT_COL_AMS_CDDIR</li> <li>... RPT_COL_AMS_CODEDC</li> <li>... RPT_COL_AMS_CODIDC</li> <li>... RPT_COL_PYMRACT</li> <li>... RPT_COL_OUTGBYDRAWER</li> <li>... RPT_COL_INCOBYDRAWEE</li> <li>... RPT_COL_BYTYPE</li> <li>... RPT_COL_BYEXPENSE</li> <li>... RPT_COL_BYMaturity</li> <li>... RPT_COL_BYREF</li> <li>... RPT_LOC_EXPIRED</li> <li>... RPT_LOC_EXPIRED_DAILY</li> <li>... RPT_LOC_EXPIREDOUTST</li> <li>... RPT_LOC_PARTGROUP</li> <li>... RPT_LOC_PARTOUT1</li> <li>... RPT_LOC_PARTIN</li> <li>... RPT_LOC_PARTOUT_BYGROUP</li> <li>... RPT_LOC_BYPARTY</li> <li>... RPT_LOC_BYREF</li> <li>... RPT_LOC_COUNTRYEXPOSURE</li> <li>... RPT_LOC_FDA</li> <li>... RPT_LOC_CAPADEQUACY</li> <li>... RPT_LOC_BYLRTYPE</li> <li>... RPT_LOC_PARTLIABMOVE</li> <li>... RPT_MIS_GTFMONTHLYFEE</li> <li>... RPT_MIS_ACTIVV</li> <li>... RPT_MIS_DFCBYREF</li> <li>... RPT_MIS_PARTY</li> <li>... RPT_MIS_DFCRVPARTY</li> </ul>
---	---

## 2.0 Files for SQLs to be put in prior to EOD being ran



### 3.0 SQL Results



## 4.0 Seeing Results in GTS as a CSV

Task Id Executable Tasks Reports

### Task Status Maintenance

Select Task Identifier: MIS\_SQLRUNNEREOD

Task Name: MIS\_SQLRUNNEREOD

Executable Name: MIS\_SQLRunnerEOD.exe

Start Time: 0

Run Time Allow: 2

Order Field:  Order Field Type:

Allowed Step Fails:

Parameter 1:

Parameter 2:

Parameter 3:

Rerun Period: 0

Runs as a Batch Process  
 Is Restartable  
 Displays a form  
 Update Status  
 Is a Program  
 Is a Report  
 Creates an XML File  
 Available in Launch Task  
 Can Be Skipped  
 EOD Only

Last Run Status

Last Process Date:  Status:  Time Started:  Time Stopped:   
Failed Value:  Failed Value LE:  Reference Number:   
Error Description:

Add Modify Clear Delete Exit Print

Task Id | Executable Tasks | Reports

## Reports Maintenance

Select Report: MIS\_SQLRUNNEREOD

List Name: RPT\_MIS\_SQLRUNNEREOD

Report Description: SQL Runner EOD

Save Name: MIS\_SQLRUNNEREOD

On Demand for Report Generation    Active

Directory: SQL

EOD Printer:

Report Group: MISC   Output Type: TXT

**Reports available to View/Print**

	Report	CSV
Regions PCDI Interface Report	08/10/2020 - 12:02	
Regions Productivity Report	08/03/2020 - 07:43	
Revenue Report	07/30/2020 - 09:17	
Role Changes Seven Days	03/01/2019 - 02:38	
RPT_MIS_SQLRUNNEROD		
Security Log Audit		
<b>SQL Results Into CSV</b>		
Scorekeeping Report		
Swift File Process		
Swift Hold Process		
Swift Inbound Detail Report		
Swift Inbound Summary Report		
Swift Interface		
Swift Message Process		
Swift Reconcilement Report		
Swift Stale Fragments		
Swift Verify		
Swift/Fed Outbound Report		
Tickler Report		
Tickler Report (All)		
Tickler Report (Future)		
User Changes Seven Days		
User Entitlement		
User Entitlement Audit Log		
User Main		
WIP Alert Maintenance		
WIP Cancelled		
WIP Held		
WIP Production		
WIP Production On Demand		
WIP Released		
WIP Sub-Status Tracer Report		

**Category**

<input checked="" type="radio"/> All	<input type="radio"/> Bankers' Acceptances	<input type="radio"/> Miscellaneous
<input type="radio"/> Letters of Credits	<input type="radio"/> Collections	<input type="radio"/> Utility Reports

**Selected Reports for Viewing/Printing**

MIS\LEAM_RPT_MIS_SQLRESULTSCSV_20200730_0917.CSV
--

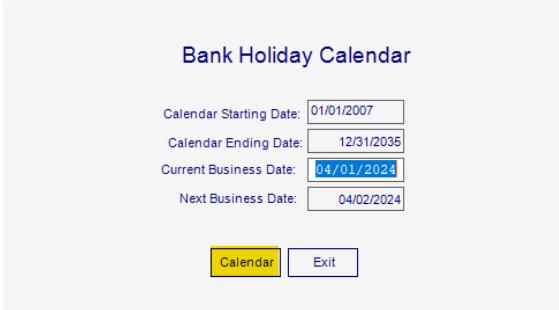
**Report Type Properties**

Description:	SQL Results Into CSV				
Frequency:	On-Demand	Time:	On-Demand	Group:	Miscellaneous

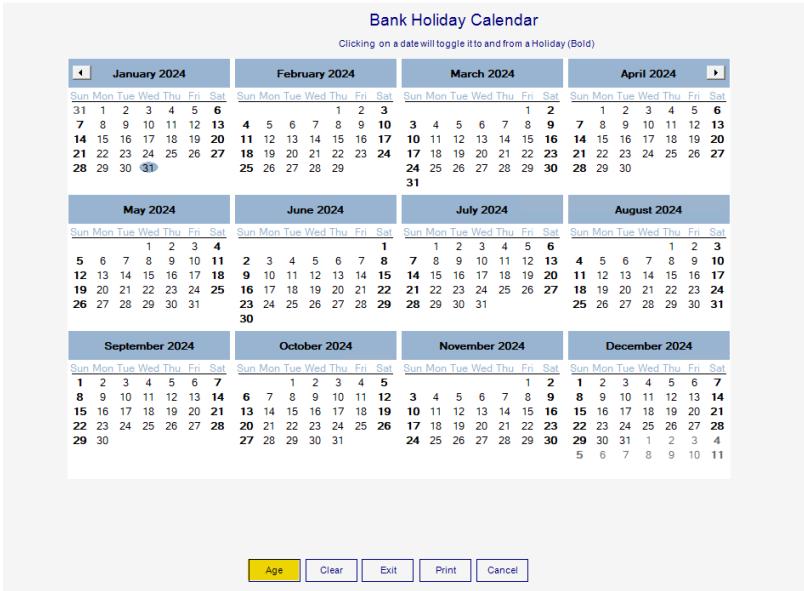
## GTS Calendar

The GTSnet system supports a fifty (50) year calendar. Your current year can be anywhere within the 50 years. Normally you would want your calendar to go out in the future as far as possible. To age your GTSnet Calendar and add years in the future select Parameters>System Parameters>Calendar Setup from the GTSnet tool bar.

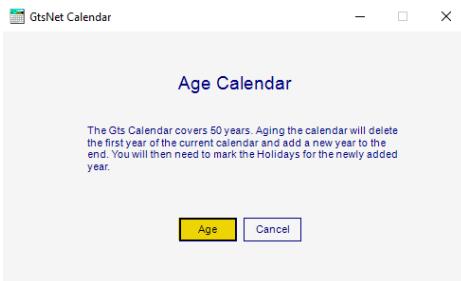
You will then be presented with the following box showing your current Calendar information. Click on the "Calendar" button.



That will take you to the Calendar view of the current year. From here you can "Print" out your calendar or scroll through each year verifying your Holidays, etc. To age your calendar and add another year, click on the "Age" button to continue.



The following form will appear. Now click on the "Age" button.



The system will add a new year to the end of your Calendar and then return you to the calendar form. You will then need to click on the right arrow until you reach the end of the calendar (the year you just added). You then must mark your holidays by clicking on the date. It will bold that date as shown below on January 2<sup>nd</sup> and July 4<sup>th</sup>.

**Bank Holiday Calendar**

Clicking on a date will toggle it to and from a Holiday (Bold)

January 2034					February 2034					March 2034					April 2034												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	31	1	2	3	4				1	2	3	4				1						
1	2	3	4	5	6	7	5	6	7	8	9	10	<b>11</b>	5	6	7	8	9	10	<b>11</b>	2	3	4	5	6	7	8
8	9	10	11	12	13	<b>14</b>	12	13	14	15	16	17	<b>18</b>	12	13	14	15	16	17	<b>18</b>	9	10	11	12	13	14	<b>15</b>
15	16	17	18	19	20	<b>21</b>	<b>19</b>	20	21	22	23	24	<b>25</b>	<b>19</b>	20	21	22	23	24	<b>25</b>	16	17	18	19	20	21	<b>22</b>
22	23	24	25	26	27	<b>28</b>	<b>26</b>	27	28					<b>26</b>	27	28	29	30	31		23	24	25	26	27	28	<b>29</b>
29	30	31																		30							
May 2034					June 2034					July 2034					August 2034												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7	1	2	3					1							1	2	3	4	5		
7	8	9	10	11	12	<b>13</b>	<b>4</b>	5	6	7	8	9	<b>10</b>	2	3	<b>4</b>	5	6	7	<b>8</b>	6	7	8	9	10	11	<b>12</b>
14	15	16	17	18	19	<b>20</b>	<b>11</b>	12	13	14	15	16	<b>17</b>	<b>9</b>	10	11	12	13	14	<b>15</b>	13	14	15	16	17	18	<b>19</b>
21	22	23	24	25	26	<b>27</b>	<b>18</b>	19	20	21	22	23	<b>24</b>	<b>16</b>	17	18	19	20	21	<b>22</b>	20	21	22	23	24	25	<b>26</b>
28	29	30	31				<b>25</b>	26	27	28	29	30		<b>23</b>	24	25	26	27	28	<b>29</b>	<b>27</b>	28	29	30	31		
September 2034					October 2034					November 2034					December 2034												
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2	<b>1</b>	2	3	4	5	6	7	1	2	3	<b>4</b>				1	2					
3	4	5	6	7	8	<b>9</b>	<b>8</b>	9	10	11	12	13	<b>14</b>	<b>5</b>	6	7	8	9	10	<b>11</b>	3	4	5	6	7	8	<b>9</b>
10	11	12	13	14	15	<b>16</b>	<b>15</b>	16	17	18	19	20	<b>21</b>	<b>12</b>	13	14	15	16	17	<b>18</b>	<b>10</b>	11	12	13	14	15	<b>16</b>
17	18	19	20	21	22	<b>23</b>	<b>22</b>	23	24	25	26	27	<b>28</b>	<b>19</b>	20	21	22	23	24	<b>25</b>	<b>17</b>	18	19	20	21	22	<b>23</b>
24	25	26	27	28	29	<b>30</b>	<b>29</b>	30	31					<b>26</b>	27	28	29	30		<b>24</b>	25	26	27	28	29	<b>30</b>	

Added 7/4/2034

Age Clear Exit Print Cancel

At this point you have aged the calendar one (1) year. You can then click "Age" again and repeat your steps to age it another year. You can do this until you approach fifty (50) years worth of calendar. Once you have reached the fifty years, each time you age it the oldest year will fall off in order to add the newest year.

Remember, for every year you add, you must go in and mark your holidays.

We would recommend you scroll thru your Calendar for each year and verify the Holidays are correctly marked.

Then click on the "Exit" button and you are done.

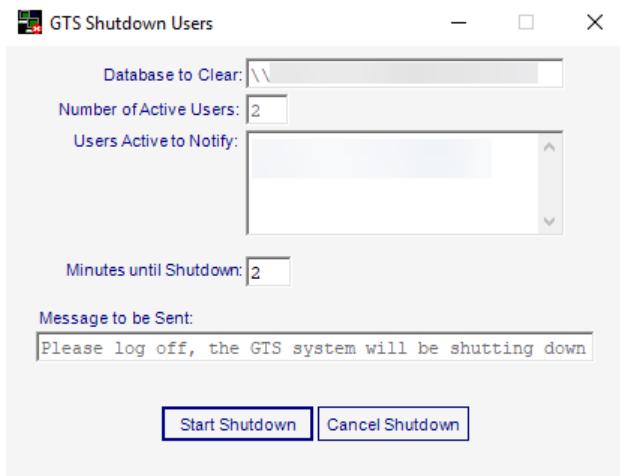
## End of Day Processing

1. Create shortcuts in a folder the on desktop for EOD Processing from GTSNet\Exec\:

- eod\_status.exe
- eodunlock.exe
- LaunchTask.exe
- Scheduler.exe
- SchedulerUnlock.exe
- UpdateStatus.exe
- UnScheduleTask.exe

\* Suggestion: Add 1,2,3 for order of steps (i.e., 1 Shutdown.exe, 2 Scheduler.exe, 3 LaunchTask.exe)

Run Shutdown.exe (Optional), this will LOCK the GTSNet database until EOD is done running. The EODUSER password will need to be entered.



Users will not be able to save their work so please notify them before running. A message can be set up to notify users and will be sent the number of minutes specified until shutdown.

2. Run Scheduler.exe (This takes a minute to open) Leave this window open it will show the progress of the EOD process.

\*\*\*DO NOT Close the GTsnets Scheduler status window\*\*\*, it will close on its own once EOD has completed

3. Run LaunchTask.exe - The EODUSER password will need to be entered and then select EOD. This will start the EOD process.
4. Run UpdateStatus.exe if there are tasks with an incorrect status to clear out the tasks.
5. If there is an issue with EOD, run SchedulerUnlock.exe, EODUnlock.exe, and UpdateTask.exe then clear out all of the locked items. Start the EOD process over.