

FOREX

User Setup Guide

Things to note

- This User Guide requires two (2) Administrators:

A 1st Administrator → Apply User Rights (starts on **Page 3**) & 2nd Administrator → Approve User Rights (starts on **Page 7**)

User Administration — User Inquiry / Registration

Administration | Log

COMSUIITE Portal

To Do | Detail

- Administration 2
- Password Reset 1
- OTP Token Activation 1
- Notice 12

Direct Links

- Cash Management
- GCMS Plus 2
- FOREX 1**
- Cash Forecasting
- CMS Taiwan
- CMS Thailand
- MUFG DUO

Global Cash Balance

Balance by... Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | 0 a/c
110.0
90.0

Please register Base Currency in GCMS Plus to display balance.
There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.
There is an account(s) that doesn't have balance details.
There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

Region	Closing Balance	Intraday Balance
EMEA	10.0	50.0
East Asia	50.0	10.0
North America	-50.0	60.0
Asia Pacific	50.0	20.0
Central & South America	50.0	-50.0

Others | 0 a/c
50.0
30.0

Notice | Inbox

1 Login to COMSUIITE & click on FOREX

2 Click on User Administration

3 Click on User Inquiry / Registration

Forex Contract Deal | Forex Contract Inquiry | Forex Contract Confirmation | User Activity Log | Branch Inquiry | **User Administration 2**

- User Inquiry / Registration 3
- Rate Alarm Setting

Ccy Pair for Forex Contract Deal (Rates are quoted from customer's perspective)

Select User

[Back to Top Page](#)

User List

Select user from the list and click the button [Edit] if you want to edit the user setting, and click [Approve] button if you want to approve the user.

Search Criteria

Approval Status: 1

2

Search Result

Select	Approval Status	Application Type	Administrator	User ID	User Name	Department Name	Title	Lock Setting
<input checked="" type="radio"/> 3	Confirmed		Y	g000000150	George Sato	Marketing Dept.	Manager	
<input type="radio"/>	Confirmed		Y	g000000155	Forex CustomerUse	Administrative Dep	Manager	
<input type="radio"/>	Confirmed		Y	g000000157	Forex CustomerUse	Administrative Dep	Section Chief	
<input type="radio"/>	Confirmed		Y	g000000159	Forex CustomerUse	Finance Dept	Common	
<input type="radio"/>	Confirmed		Y	g000000160	Forex CustomerUse	Management Dept	Section Chief	
<input type="radio"/>	Confirmed		Y	g000000162	Forex CustomerUse	Marketing Dept	Common	
<input type="radio"/>	Confirmed		Y	g000000163	Forex CustomerUse	Public Relations Dep	Common	

4

1 Select Unapplied

2 Click

3 Click on the User ID (e.g. [USER001](#)) to select a user

4 Click

User Setting Screen

Details of User Setting

Section	Subsection	Contents
Forex Contract Deal	Dealing	<input type="text"/> 1
	Available Ccy	<input type="text"/> 2
	Upper Limit Amount for a Dealing (1 Request)	<input checked="" type="radio"/> No Limit <input type="radio"/> Upper Limit <input type="text"/> US Dollars Equivalency 3
Forex Contract Confirmation	Forex Contract Confirmation	<input type="text"/> 4
	Self-Contract Confirmation 5	<input type="text"/>
	Upper Limit Amount for Application (1 FX Contract)	<input checked="" type="radio"/> No Limit <input type="radio"/> Upper Limit <input type="text"/> US Dollars Equivalency
	Upper Limit Amount for Approval (1 FX Contract)	<input checked="" type="radio"/> No Limit <input type="radio"/> Upper Limit <input type="text"/> US Dollars Equivalency
Transaction Authentication	Transaction Authentication	Necessary
Forex Contract Inquiry	Forex Contract Inquiry	<input type="text"/> 6
User Activity Log Inquiry	User Activity Log Inquiry	<input type="text"/> 7

7
Apply to Edit

• – required | • – optional

1 Select Dealing type (if available to your company):

- Execute – allow to book or execute FX deal
- Execute (CCY restriction) – allow to book or execute FX deal w/ currency restriction
- Execute (Training) – allow to simulate FX deal only

2 Enter Available CCY (applicable if Execute (CCY restriction) is selected on Dealing | e.g. USD/SGD)

3 Select Upper Limit & enter Amount Limit (in USD equivalency & applicable if Dealing is available & selected)

4 Select Forex Contract Confirmation (if available to your company):

For Single Confirmation Workflow

- Execute – allow to perform confirmation on FX contracts

For Dual Confirmation Workflow

- Apply – allow to perform 1st level confirmation only on FX contracts
- Apply / Approve – allow to perform either 1st or 2nd level confirmation on FX contracts

5 Select Self-Contract Confirmation (Available – allow user to execute & perform confirmation on the same FX deal)

6 Select Forex Contract Inquiry (Inquiry)

7 Click

- Proceed to next page

User Setup Submission

Application for editing has been completed.

[Back to Top Page](#) **B** [Back to User List](#) **A**

- User Rights have been assigned. Please get another Administrator to approve the task (refer to next page)

Notes:

- A** To set up another user (if any), click on [Back to User List](#) (refer to **Page 4**)
- B** To go back to Main Page, click on [Back to Top Page](#)

User Administration — User Inquiry / Registration

Administration | Log

COMSUIITE Portal

To Do | Detail

- Administration 2
- Password Reset 1
- OTP Token Activation 1
- Notice 12

Direct Links

- Cash Management
- GCMS Plus 2
- FOREX 1**
- Cash Forecasting
- CMS Taiwan
- CMS Thailand
- MUFG DUO

Global Cash Balance

Balance by... Customer: ALL | Base Currency: JPY [Rate by Bank] Settings

Total | 0 a/c

110.0
90.0

Please register Base Currency in GCMS Plus to display balance.
There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.
There is an account(s) that doesn't have balance details.
There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

Closing Balance | Intraday Balance

Region	0 a/c
EMEA	10.0
East Asia	50.0
North America	-50.0
Asia Pacific	50.0
Central & South America	50.0
Others	50.0

Others | 0 a/c

50.0
30.0

Notice | Inbox

1 Login to COMSUIITE & click on FOREX

2 Click on User Administration

3 Click on User Inquiry / Registration

Forex Contract Deal | Forex Contract Inquiry | Forex Contract Confirmation | User Activity Log | Branch Inquiry | **User Administration 2**

Ccy Pair for Forex Contract Deal (Rates are quoted from customer's perspective)

- User Inquiry / Registration 3
- Rate Alarm Setting

User Setup Approval

[Back to Top Page](#)
User List
 Select user from the list and click the button [Edit] if you want to edit the user setting, and click [Approve] button if you want to approve the user.

Search Criteria
 Approval Status: Unapproved 1
2 Search

Search Result

Select	Approval Status	Application Type	Administrator	User ID	User Name	Department Name	Title	Lock Setting
<input checked="" type="radio"/>	Unapproved	Update	Y	g000000150	George Sato	Marketing Dept.	Manager	
<input type="radio"/>	Confirmed		Y	g000000150	George Sato	Marketing Dept.	Manager	
<input type="radio"/>	Confirmed		Y	g000000155	Forex CustomerUse	Administrative Dept	Manager	
<input type="radio"/>	Confirmed		Y	g000000157	Forex CustomerUse	Administrative Dept	Section Chief	
<input type="radio"/>	Confirmed		Y	g000000159	Forex CustomerUse	Finance Dept	Common	
<input type="radio"/>	Confirmed		Y	g000000160	Forex CustomerUse	Management Dept	Section Chief	
<input type="radio"/>	Confirmed		Y	g000000162	Forex CustomerUse	Marketing Dept	Common	
<input type="radio"/>	Confirmed		Y	g000000163	Forex CustomerUse	Public Relations Dept	Common	

3
4

Details Cancel Application Edit Approve

Details of User Setting

Section	Subsection	Registration Details
Forex Contract Deal	Dealing	Execute
	Available Ccy	
	Upper Limit Amount for a Dealing	(1 Request) No Limit
Forex Contract Confirmation	Forex Contract Confirmation	Apply/Approve
	Self-Contract Confirmation	Available
	Upper Limit Amount for Application	(1 FX Contract) No Limit
	Upper Limit Amount for Approval	(1 FX Contract) 1,000,000.00 US Dollars Equivalency
Transaction Authentication	Transaction Authentication	Necessary
Forex Contract Inquiry	Forex Contract Inquiry	Inquiry
User Activity Log Inquiry	User Activity Log Inquiry	Inquiry

Please check the above details, and click the button [Create Challenge Code].

Please input the challenge code on the right to your device.

Please input the password displayed on the device into the field "Transaction Authentication Password" and click the button [Approve].

Create Challenge Code 5
 123456 6
 Authentication Approval 7 Approve 8

1 Select Unapproved

2 Click Search

3 Click on the User ID (e.g. [USER001](#)) to select a user

4 Click Approve

5 Click Create Challenge Code (skip to Step 7 if there is no Create Challenge Code button)

6 Press 3 (SIGN) on your OTP Token Device, enter the 6-digit Challenge code onto your token & press OK

7 Enter the new 6-digit code generated by your token into Authentication Approval

8 Click Approve

User Setup Completed

↗ [Back to Top Page](#) **B** Approval has been completed. **A** [Back to User List](#)

- User Rights have been approved

Notes:

- A** To approve another user (if any), click on [Back to User List](#) (refer to **Page 8**)
- B** To go back to Main Page, click on [Back to Top Page](#)