

# FOREX

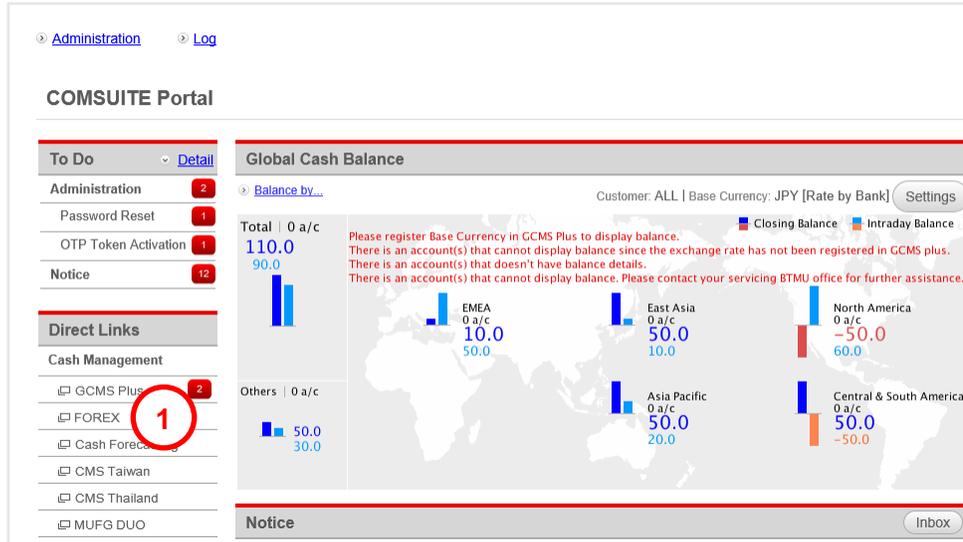
Dealing & Confirmation User Guide

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## Things to note

- Please make sure that your user rights / privileges have been set up by your Administrators before referring to this user guide

# FOREX Functions



1 Login to COMSUIE & click on **FOREX**

2 Click on any of the following functions:

• **Forex Contract Deal** (A1) → **Spot/Forward** (A2) **Page 4**

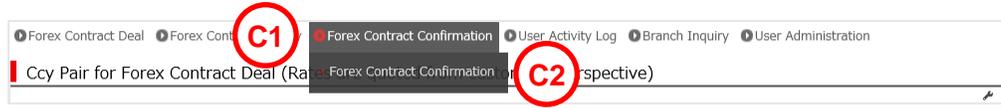
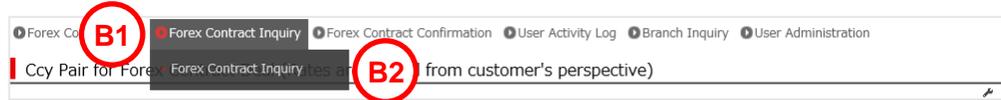
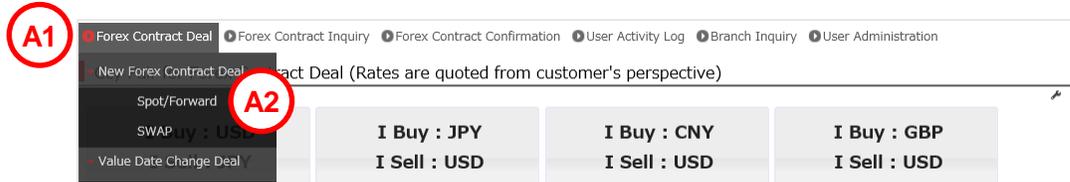
(to book Foreign Exchange Rate)

• **Forex Contract Inquiry** (B1) → **Forex Contract Inquiry** (B1) **Page 7**

(to inquire / view Forex Contract Details)

• **Forex Contract Confirmation** (C1) → **Forex Contract Confirmation** (C2) **Page 9**

(to perform FX Online Confirmation)



## Dealing Entry Screen

[Back to Top Page](#)

### Exchange Contract Deal: New Entry

Step1.Input Contents >> Step2.Indicate Rate >> Step3.Result

Please input contents and click the button [Create Challenge Code].

**Input Contents**

Customer's Buy	USD	<input type="text"/>
Customer's Sell	JPY	100,000
Value Date	Today	<input type="text"/>
Customer Ref No	<input type="text"/>	

### Forex Contract Deal : Rate Indication for Reference

Exchange Rate	Exec. Rate
	93.644

● – required | ● – optional

- 1 Select Buy & Sell Currencies
  - 2 Enter Buy or Sell Amount
  - 3 Select Value Date
  - 4 Enter Customer Ref No
  - 5 Click  to check the current exchange rate based on the details you have entered
  - 6 Click  when you are ready to execute the deal
- See next page

## Execute Deal

Create the Challenge Code   Indication   Clear

**1**

Challenge Code

Please input the Challenge Code to your device.

Challenge Code   123456   **A**

Rate Request

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

Transaction Authentication Password   .....   **2**

**3**  In case of dealing Value Today, I have confirmed the following.  
At the time of execution, the account balance is more than or equivalent to the transaction amount.

Rate Request   **4**

Forex Contract Deal : Execution

Customer Buys	USD	922.29
Customer Sells	JPY	100,000
Value Date	15.Mar.2021	
Exchange Rate	108.426	<b>B</b> Refresh
SPOT Rate	107.380	
FWD Points	+104.6	

.....   **C**

Cancel   Accept   **5**

• – required | • – optional

- 1 Click **Create Challenge Code** (skip to Step 4 if there is no Create Challenge Code button)
  - 2 Enter Transaction Authentication Password  
(input Challenge Code **A** onto your OTP Token Device & press **OK** to generate Transaction Authentication Password)
  - 3 Tick on the acknowledgement (applies to Value Today only)
  - 4 Click **Rate Request**
  - 5 Click **Accept** to conclude the deal or **Cancel** to go back to Entry screen
- See next page

### Note:

- Click **Refresh** **B** to reset the timer **C** and refresh the current exchange rate

## FX Deal Details

← Back to Entry | ↗ Back to Top Page **1**

### Forex Contract Deal : Result

Step1.Input Contents >> Step2.Indicate Rate >> Step3.Result

Forex Contract Details

Customer Buys USD 1,008.23  
Customer Sells JPY 100,000  
Value Date Fixed Date  
Customer Ref No A000101

Exchange Rate	SPOT Rate	FWD Points	Exec. Rate
	98.588	+59.6	99.184

Operation No. 10011095 **B**

The FX contract has been completed.  
Please select "Back to Top Page" or "Back to Entry" at the top of this page to continue.

**A** PDF

● – required | ● – optional

**1** FX deal has been concluded. Click on **Back to Entry** or **Back to Top Page**

● Please take note of the Operation No. **B** & go to

**Forex Contract Inquiry** (refer to **Page 7**)

if you wish to apply the FX contract to your payment

### Note:

**A** Click on **PDF** to view the FX deal details in PDF

# FOREX Contract Inquiry

Forex Contract List

Search Criteria

Search Pattern  Load Criteria

Deal Date  -  **1**

Operation Date  -

Contract No.

Operation No.  **2**

Buy Ccy/Amount  -

Sell Ccy/Amount  -   Search Amount as Current Balance

Value Date  -  **A1**

Customer Ref No.

Contract Status

Contract Channel

Confirm Status

Operation User (Forex contract Deal)

Select  Clear

User ID

User Name

Department Name

Title

Display Expired Contracts **A2**

Clear Save Criteria **3** Search

Search Result

Deal Date	Contract No.	Suffix No.	Buy CCY	Buy Amount	Buy Balance	Sell CCY	Sell Amount	Sell Balance	Exchange Ra
14.Mar.2016	389815	X02	USD	867.00	867.00	JPY	100,000	100,000	115.34000
07.Mar.2016	389416	X02	AUD	302.00	302.00	SGD	889.97	889.97	2.8807000
07.Mar.2016	389415	X02	AUD	100.00	100.00	SGD	288.22	288.22	2.8822000
07.Mar.2016	389406	X02	GBP	109.00	109.00	SGD	330.03	330.03	3.0278000
07.Mar.2016	389396	X02	HKD	2,001.00	2,001.00	SGD	464.83	464.83	23.23
07.Mar.2016	389388	X02	HKD	2,001.00	2,001.00	SGD	465.03	465.03	23.24
07.Mar.2016	389384	X02	GBP	1,007.00	1,007.00	SGD	3,049.30	3,049.30	3.0281000
07.Mar.2016	389375	X02	THB	100.00	100.00	SGD	5.48	5.48	5.48
07.Mar.2016	389368	X02	EUR	1,004.00	1,004.00	SGD	2,952.36	2,952.36	2.9466000
07.Mar.2016	389367	X02	JPY	20,000	20,000	SGD	311.24	311.24	1.5562
07.Mar.2016	389270	X02	USD	1,000.00	1,000.00	SGD	1,810.00	1,810.00	1.8100000
07.Mar.2016	389271	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
07.Mar.2016	389270	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
07.Mar.2016	389269	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
06.Mar.2016	389209	X02	USD	1.00	1.00	SGD	1.81	1.81	1.8100000
06.Mar.2016	389211	X01	USD	1.00	1.00	SGD	1.80	1.80	1.8000000
06.Mar.2016	389110	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
06.Mar.2016	389109	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
06.Mar.2016	389108	X01	USD	9,730.23	9,730.23	JPY	1,000,000	1,000,000	102.77250
06.Mar.2016	389107	X01	USD	9.73	9.73	JPY	1,000	1,000	102.78750

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**B2** Details Value Date Change

CSV

● – required | ● – optional

- 1 Make sure Deal Date is blank
- 2 Enter Operation No. (to retrieve the Contract No. of the FX deal that you have just booked and apply it to your payment)
- 3 Click

### Note:

- If you wish to apply the FX contract to your payment by entering the Operation No., please take note of the Contract No. (e.g. 123456) + Suffix No. (e.g. 01) and refer to GUIDE 13 – Payment and Approval for instructions

### Filter Options:

- A1** Select Value Date
- A2** Tick Display Expired Contracts (to include expired FX contracts)

### View Options:

- B1** Select a contract
- B2** Click  to view contract details or  to change

contract Value Date (if applicable). You may refer to

**Page 4**

## FOREX Contract Confirmation — List

[Back to Top Page](#)

### Forex Contract Confirmation

Step1.Select Contracts >> Step2.Confirm Contracts >> Step3.Confirmation Result

Input the Search Criteria and click the button [Search] to display unconfirmed contracts on the Search Result(List). Please tick the check box of the contracts on the list to confirm, and click the button [Select Contracts].

#### Search Criteria

Deal Date	<input type="text"/> - <input type="text"/>
Contract Channel	<input type="text"/>
Customer Ref No	<input type="text"/> Partially Matching
Approval Status	<input checked="" type="radio"/> Unconfirmed <input type="radio"/> Waiting for Approval <input type="radio"/> Confirmed
Forex Contract User	User ID
	User Name
	Department Name
	Title
Hide Self-Contract	<input type="checkbox"/>
Confirmation for available amount	<input type="checkbox"/>

**1**  Unconfirmed  Waiting for Approval  Confirmed

**2**

#### Search Result

<input checked="" type="checkbox"/>	Approval Status	Deal Date	Contract No.	Suffix No.	Buy Ccy	Buy Amount	Sell Ccy	Sell Amount
<input checked="" type="checkbox"/>	Unconfirmed	17.Feb.2016	<a href="#">389416</a>	X02	AUD	302.00	SGD	8
<input checked="" type="checkbox"/>	Unconfirmed	17.Feb.2016	<a href="#">389415</a>	X02	AUD	100.00	SGD	2
<input checked="" type="checkbox"/>	Unconfirmed	07.Mar.2016	<a href="#">387839</a>	X01	USD	10,000.00	JPY	1,05
<input checked="" type="checkbox"/>	Unconfirmed	10.Mar.2016	<a href="#">388248</a>	X01	USD	0.95	JPY	
<input checked="" type="checkbox"/>	Unconfirmed	17.Mar.2016	<a href="#">388412</a>	X01	USD	10,001.00	JPY	1,04
<input checked="" type="checkbox"/>	Unconfirmed	18.Mar.2016	<a href="#">388468</a>	X01	SGD	200.00	JPY	1
<input checked="" type="checkbox"/>	Unconfirmed	21.Mar.2016	<a href="#">388828</a>	X04	SGD	1,375,300.00	AUD	500,0
<input checked="" type="checkbox"/>	Unconfirmed	21.Mar.2016	<a href="#">388906</a>	X02	JPY	2,222	EUR	
<input checked="" type="checkbox"/>	Unconfirmed	21.Mar.2016	<a href="#">388916</a>	X04	JPY	2,222	EUR	

**3**

Page 1 of 1

**4**

1 Select Unconfirmed or Waiting for Approval

2 Click

3 Select FX contract(s)

4 Click

• See next page

## FOREX Contract Confirmation — Confirm / Approval

[Back to Top Page](#) [Back to Unconfirmed List](#)

### Forex Contract Confirmation

Step1.Select Contracts >> **Step2.Confirm Contracts** >> Step3.Confirmation Result

Click the button [Confirm] and contracts on the following list will be confirmed.

#### Confirm Contracts

Check	Approval Status	Deal Date	Contract No.	Suffix No.	Buy Ccy	Buy Amount	Sell Ccy	Sell Amount	Exchange
<input checked="" type="checkbox"/>	Unconfirmed	18.Mar.2016	389415	X02	AUD	100.00	SGD	288.22	2.8822C

After checking the list above, click the button [Create Challenge Code]. **1**

Please input the challenge code on the right to your device. 102540 **A**

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

Transaction Authentication Password **2**    **3**

[Back to Top Page](#) [Back to Unconfirmed List](#)

### Forex Contract Confirmation

Step1.Select Contracts >> Step2.Confirm Contracts >> **Step3.Confirmation Result**

#### Confirmation Result

Check	Approval Status	Deal Date	Contract No.	Suffix No.	Buy Ccy	Buy Amount	Sell Ccy	Sell Amount	Exchange
<input checked="" type="checkbox"/>	Unapproved	18.Mar.2016	389415	X02	AUD	100.00	SGD	288.22	2.8822C

**Operation No.** 10012294

Confirmation of Forex contract has been completed.  
Please select "Back to Top Page" or "Back to Unconfirmed List" from the links above the screen title.

[PDF Report](#) **B**

● – required | ● – optional

- 1 Click  (skip to Step 3 if there is no Create Challenge Code button)
- 2 Enter Transaction Authentication Password  
(input Challenge Code **A** onto your OTP Token Device & press **OK** to generate Transaction Authentication Password)
- 3 Click on one of the following:
  - For Single Confirmation setting:
  - For Dual Confirmation setting:  
 → 1<sup>st</sup> level confirmation  
 → 2<sup>nd</sup> level confirmation
- 4 Forex Confirmation has been completed. Click

### Note:

- Click on  **B** to view confirmation details in PDF