

MUFG Exchange User Guide

For Client Use Only

MUFG Bank, Ltd.

A member of MUFG, a global financial group



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GETTING STARTED

MUFG Exchange is a single sign-on gateway to all online services. MUFG Exchange is designed to enable easy and fast navigation between services.

Access MUFG Exchange using the following link: <https://sso.mufgamericas.com>

At the Sign On page enter User ID and passcode.

- 1 The Product tabs have been replaced with Categorized Menus. From the Menu Bar, click on each category to view the products and services found within that category. This will only show the products and services you have entitlements for.
- 2 **Alerts & Notifications** icons:
 - **Bell icon:** Alert Center
 - **Envelope icon:** Secure Message Center
 - **Flag icon:** Warnings and important Notifications.
- 3 **Additional Navigation** Options
 - People Icon: Administration functions.
 - Search/Look Up icon:
- 4 **Action Items** widget displays all items that are pending review and/or approval. Clicking on the down arrow will display actions needed. The minus (-) sign allows this widget to be minimized.
- 5 **Favorite Templates** widget gives quick access to selected payment templates. Selecting the pencil icon, the Available and Favorite templates screen will display. Select an Available Template or add/delete Favorite templates for display on the Dashboard. The minus (-) sign allows this widget to be minimized.
- 6 **Balances** widget offers different displays of balances. Options to display balances in a Pie Chart, Bar Chart or No Chart are available and can display these for Prior Day Closing Ledger or Current Day Available. Selecting the pencil icon within the Balances widget shows Available and Favorite Accounts to be displayed on your dashboard. Options available to change the account order, and add/delete Favorite Accounts to the dashboard.
- 7 **Print/Export** feature is available within this widget.

The screenshot shows the MUFG Exchange dashboard interface. At the top, there is a navigation bar with 'Payments & Transfers', 'Reports', and 'Privacy Policy'. A 'Sign On' button is visible in the top right. The dashboard is divided into several widgets:





- Action Items (4):** A widget showing a list of items with columns for 'ADMINISTRATION' (0) and 'PAYMENT' (56).
- Favorite Templates (5):** A widget with a list of templates: 'testuhn', 'rejecttest', 'latREG_0005', 'testes_savi', and 'New PPD Template'. A pencil icon and a minus sign are visible.
- Balances (6):** A table showing account balances. The table has columns for 'Account', 'Currency', 'Type', 'Prior Day Closing Ledger', and 'Current Day Available'. The data is as follows:

Account	Currency	Type	Prior Day Closing Ledger	Current Day Available
General Account-1111	USD	Demand Deposit	\$5,012.42	\$119,812.72
Subsidiary C Account 4-1113	USD	Demand Deposit	\$96,542.65	\$151,784.94
Subsidiary C Account 2-333 3	USD	Demand Deposit	\$37,215.91	\$154,925.18
Payroll Account-1118	USD	Demand Deposit	\$25,343.88	\$25,343.88
Subsidiary C Account 1-1117	USD	Demand Deposit	\$50,229.85	\$160,243.52
Subsidiary C Account 3-222 2	USD	Demand Deposit	\$74,648.69	\$85,010.06
- Print | Export (7):** A button located at the bottom of the Balances widget.

Other callouts include: 1 (Reports), 2 (Alerts & Notifications icons), and 3 (Additional Navigation Options).

Payment Center

Payment Center starts with a consolidated Payments List, with all your company's payments, completed, in-progress, and upcoming. Different customizable views allow you to quickly see just those payments you are interested in. The Payment Center is located on the Payments & Transfers drop-down menu.




- 1 **Add a New Payment:** This link allows you to select a payment type or a payment template.
 - If **Payment Type** is selected a drop-down menu will display all the different types of payments the User can create.
 - If **Payment Template** is selected, a drop-down menu will display all the different payment templates the User has access to.
- 2 **Grid Display Menu:** This drop-down menu has multiple pre-defined views to display information.
- 3 **Grid Display Options:** This icon  allows you to select which fields to display in the grid.
- 4 **Print:** This icon  provides formatted PDF reports for printing or saving.
- 5 **Export:** This icon  allows data to be downloaded to a file.
- 6 **Refresh:** This icon  will refresh the screen with the most up to date information.

Payment Center
Add Widget

Payments List View ⚙

Max display of info: 90 days ⓘ

1 Add a New Payment
Quick Entry
File Import

4 5 6
   10/22/2020 08:42 AM
2 Upcoming Payments

Filter Select fields




<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff 3 ⚙
<input type="checkbox"/>	View	11111111111 ⓘ	client 2	12,521.00	10/22/2020	Entered	Wire - Domestic	10/22/2020 17:30 EDT
<input type="checkbox"/>	View		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	Corporate/Vendor Payments	10/21/2020 21:00 EDT
<input type="checkbox"/>	View		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	NACHA File Import	10/22/2020 21:00 EDT
<input type="checkbox"/>	View		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	NACHA File Import	10/22/2020 21:00 EDT
<input type="checkbox"/>	View		SMITH INDUSTRIES	1,000.00	10/22/2020	Deleted	NACHA File Import	
<input type="checkbox"/>	View		Equestrian	1,258.00	10/28/2020	Approved	Corporate Collections	
<input type="checkbox"/>	View		MULTI	190,000.00	10/26/2020	Approved	Corporate/Vendor Payments	
<input type="checkbox"/>	View	MULTI	MULTI	1,000.00	10/30/2020	Approved	NACHA Pass Through	
<input type="checkbox"/>	View		SMITH INDUSTRIES	1,000.00	10/30/2020	Approved	NACHA File Import	

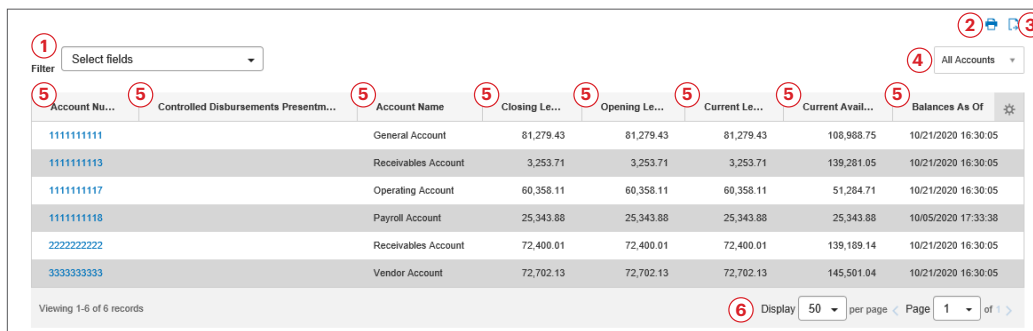
Viewing 1-9 of 9 records Display 50 per page < Page 1 of 1 >

Customizing Views

Much of the power of MUFG Exchange comes from your ability to customize most every display of information to meet your exact needs. The same controls are used throughout the system, so it is very useful to understand how these controls work.

You can save a view with any combination of settings for easy access later. Select any saved view as your default view that will appear any time you come to the page.

- 1 Filters:** Set any number of filters in the dropdown list to limit the data displayed in the grid.
- 2 Print:** This icon  provides formatted PDF reports for printing or saving.
- 3 Export:** This icon  allows data to be downloaded to a file.
- 4 All Accounts:** Saved views allows 1-click access to custom views previously created.
- 5 Display and Sorting:** Click and drag the column heading to rearrange how they display within the grid. To sort any of the data within a column, click on the column name.
- 6 Grid Display:** This icon  allows you to select which fields to display in the grid.



Account Nu...	Controlled Disbursements Presentm...	Account Name	Closing Le...	Opening Le...	Current Le...	Current Avail...	Balances As Of	
1111111111		General Account	81,279.43	81,279.43	81,279.43	108,888.75	10/21/2020 16:30:05	
1111111113		Receivables Account	3,253.71	3,253.71	3,253.71	139,281.05	10/21/2020 16:30:05	
1111111117		Operating Account	60,358.11	60,358.11	60,358.11	51,284.71	10/21/2020 16:30:05	
1111111118		Payroll Account	25,343.88	25,343.88	25,343.88	25,343.88	10/05/2020 17:33:38	
2222222222		Receivables Account	72,400.01	72,400.01	72,400.01	139,189.14	10/21/2020 16:30:05	
3333333333		Vendor Account	72,702.13	72,702.13	72,702.13	145,501.04	10/21/2020 16:30:05	

Viewing 1-6 of 6 records

Display 50 per page Page 1 of 1

Creating New Payments

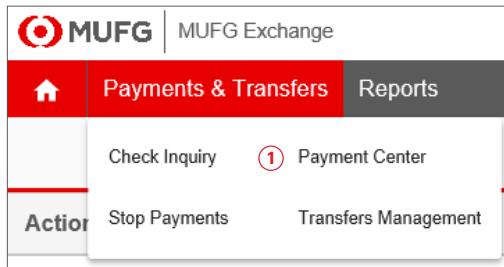
Create the following types of payments by selecting the **Add a New Payment** link to create a payment or use an existing template.

- Creating Domestic Wire Payments and Templates
- Creating International Wire Payments and Templates
- Creating International Wire payments with foreign exchange
- Creating ACH Payments and Templates
- Import Payments from a File
- Import Templates from a File

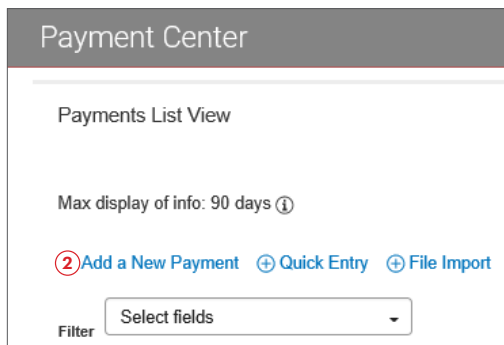
Create an International Wire Payment

An International Wire payment creates an electronic funds transfer between a payer and payee who are in two different countries. To create an International Wire payment:

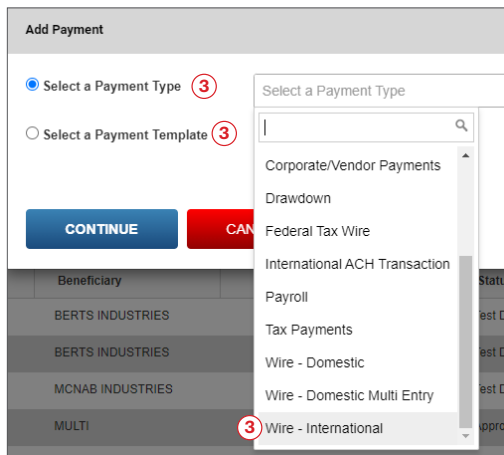
- 1 Select **Payment Center** from the **Payments & Transfers** drop-down menu.



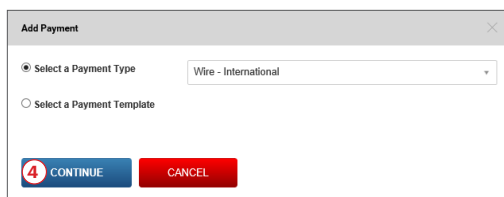
- 2 Click the **Add a New Payment** link.



- 3 Use the **Select a Payment Type** drop-down menu to select **Wire - International** or use the **Select a Payment Template** drop-down menu to select an existing template.



- 4 Click **Continue**.



- 5 Use the **Account Number** drop-down to select the account to be debited.
- All required fields are marked with an asterisk. (*)
 - **Internal Comments** will be stored with the transaction but will not be sent with the payment.

Originator Information

* Account Number 5 Customer Reference Internal Comment

Stored with the transaction, but not forwarded with the payment

- 6 In the **Name** field select a payee by clicking the lookup icon and then selecting one from the list or enter the Beneficiary name. If you select an entry from the beneficiary address book, some of the remaining fields will be automatically populated.
- 7 Enter the Beneficiary **Address, Country and City** if it was not automatically populated.
- 8 Select **Account Type** from the drop-down menu.
- 9 Enter the Beneficiary's **Account Number**.
- 10 Select the **Bank Code Type** from the drop-down menu.
- 11 If not pre-populated, select the **Bank Code** from the drop-down menu or select the lookup icon.
- 12 Select a **Value Date**. The cutoff time will display by which the payment has to be approved.
- 13 Select the **Charges** drop-down to determine how any charges accruing from the transaction will be handled.
- 14 Select the **Enter Amount in** drop-down, for multi-currency payments.
- 15 Enter either the **Credit Amount** or **Debit Amount** and select the currency type from the drop-down menu.
- 16 The indicative rate and contra-amount are retrieved in real time and display on the screen. If this is a multi-currency payment, you can enter the ID of an exchange rate contact associated with the transaction.
- 17 Click **Add Contact ID** link and in the pop-up window, enter the **Contract ID** and **Exchange Rate**, and click **Save**, if applicable.

Beneficiary Information

* Name 6 Address Line 1 (Required for some Bank Codes) Address Line 2

Test 123 Test Lane

When Address information is entered, Country and City are expected.

* Country 7 x * City 7

FRANCE Paris

Full beneficiary name (no initials) and physical address (no PO Boxes) is required.

* Account Type 8 x * Account Number 9 * Bank Code Type 10 x * Bank Code 11

IBAN SE1234567891234 SWIFT BCAIAEAA802 - BANQ...
BANQUE MISR
DANA BUILDING
KHALIFA STREET
ABU DHABI

Date & Amount

* Value Date 12 Charges 13 x Enter Amount in 14 * Credit Amount 15 Debit Amount 16

12/22/2020 Shared Credit Currency 50,000.00 AED 13,623.98 USD

Payment must be approved by 10/02/20xx 17:30 EDT

Indicative Rate 3.67000000
Add Contact ID 17

For Wires involving foreign exchange, the displayed rate is an indication of value.
The actual rate will be established at the time of currency purchase.

18 Expand the Additional Information sections as needed.

- **Intermediary Bank** information is required when initiating an international freeform wire.
- **Reason for Payment** is required under the **Payment Details** section for certain countries. These details will accompany the payment.



19 Select the **Save this payment as a template for future use** checkbox to save this payment as a template. Enter a **Template Code** (a descriptive name for the template) and **Template Description**.

20 Select the **Restrict** checkbox to have the template visible only to users who are explicitly entitled to it.

21 Click **Submit** to submit the payment.

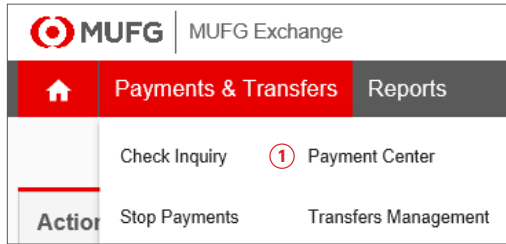
- After clicking **Submit**, a message will display indicating if the payment was submitted successfully or if there are any errors.
- Payments must be approved before sent to the beneficiary.



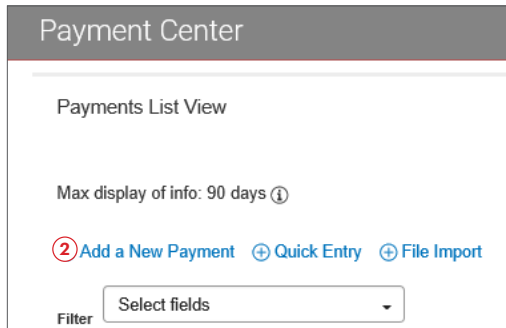
Create an ACH Payment

ACH (Automated Clearing House) payments allow the User to disburse or collect funds electronically.

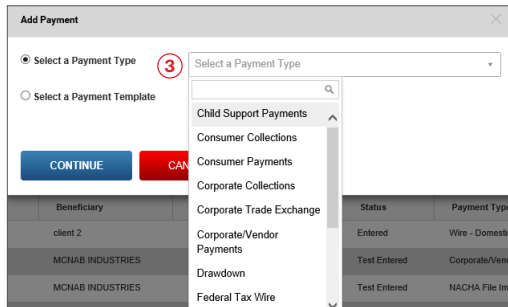
- 1 Select **Payment Center** from the **Payments & Transfers** drop-down menu.



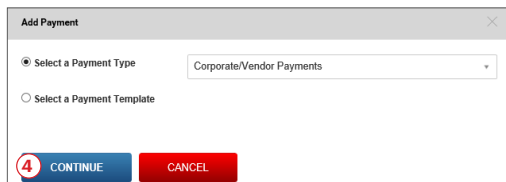
- 2 Click **Add a New Payment** link.



- 3 Use the **Select a Payment Type** drop-down menu to select an ACH payment type or use the **Select a Payment Template** drop-down menu to select an existing template.



- 4 Click **Continue**.



- 5 Select **Originator ID** from the drop-down menu.
- 6 Enter the **Value Date**.
- 7 Select the **Make this a Same Day Payment** check box, if applicable.
 - All required fields are marked with an asterisk. (*)
 - The **Value Date** can be changed by using the calendar icon.
 - The **Internal Comments** are stored with the transaction, but not forwarded with the payment.

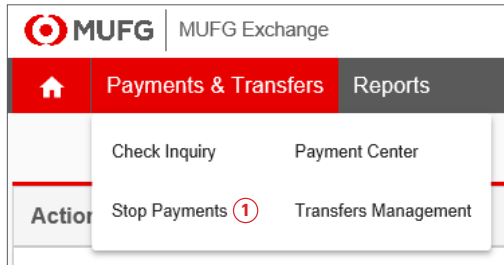
- 8 Enter the **Beneficiary Name**.
 - 9 Select the **Bank Code** from the drop-down menu or use the lookup icon. The Bank information will display.
 - 10 Enter the Beneficiary **Account Number**.
 - 11 Select the **Account Type** from the drop-down menu.
 - 12 Enter the **Amount** of the payment.
- Note:** All other fields are optional.

- 13 Select the **Save this payment as a template for future use** checkbox to save this payment as a template. **Template Code** (a descriptive name for the template) and **Template Description** are required fields.
- 14 Select **Restrict** checkbox to have the template visible only to users who are explicitly entitled to it.
- 15 Click **Submit** to submit the payment. Payments must be approved before sent to the beneficiary. After the payment is submitted or saved for later, a message will appear at the top of the screen indicating whether the payment was submitted or saved successfully or if the payment has any errors.

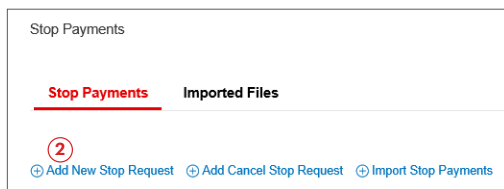
Stop Payments

The Stop Payment functionality is located under the Payments & Transfers menu. It allows for Stop Payments to be placed for a single item or a range of items. To place a Stop Payment on a check:

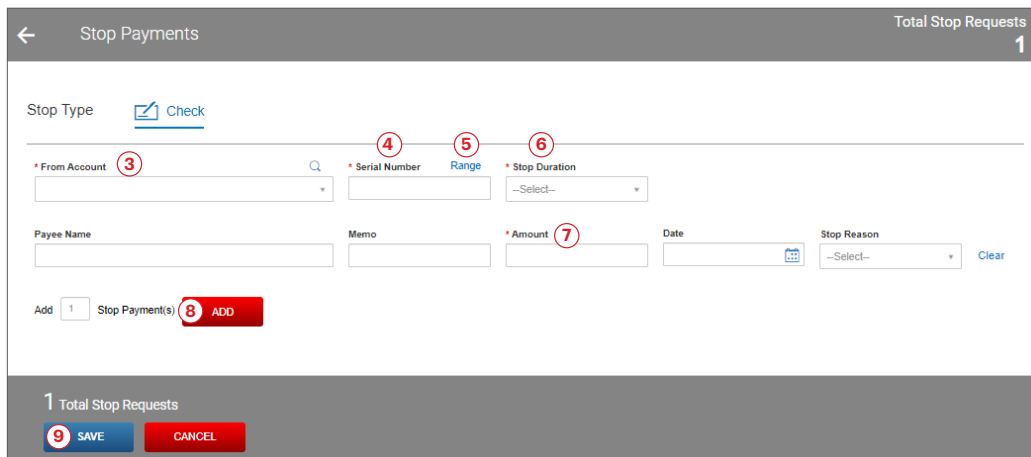
- 1 Select **Stop Payments** from the **Payments & Transfers** drop-down menu.



- 2 Click **Add New Stop Request** link. The Stop Payment Request screen displays.



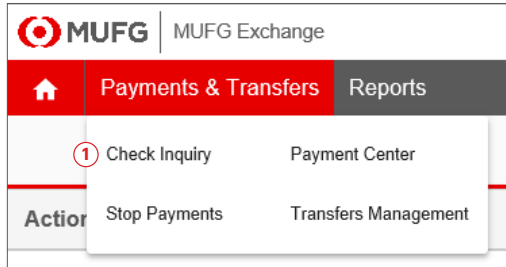
- 3 Select the **From Account** from the drop-down menu.
- 4 Enter the **Serial Number** of the check you want to stop payment on. **OR**
- 5 Click **Range** to place stop payments on a range of checks using the To and From fields.
When a check range is entered, the Payee Name, Amount, and Date fields will be unavailable for modification.
- 6 Select the **Stop Duration** from the drop-down menu.
- 7 Enter the **Amount** of the check.
Note: All other fields are optional.
- 8 Click **Add** to add another stop payment.
- 9 Click **Save**.



Check Inquiry

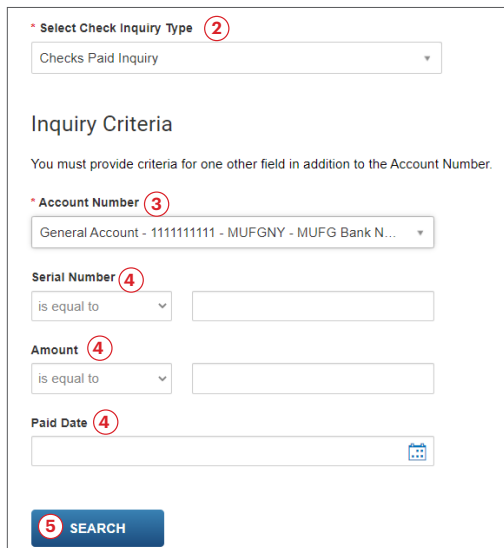
The check inquiry function retrieves information about checks from the bank system. Depending on the status of a check you inquire about, you can carry out various actions on those checks. To perform a check inquiry:

- 1 Select **Check Inquiry** from the **Payments & Transfers** drop-down menu. The Check Inquiry screen will display.



- 2 Select **Check Inquiry Type** from the drop-down menu.
- 3 Select the **Account Number** from the drop-down menu.
- 4 Select at least one of the additional fields, **Serial Number**, **Amount** or **Paid Date**.
- 5 Click **Search**.

Note: The results of your inquiry appear at the bottom of the screen. The list contains checks that match your filter criteria.

A screenshot of the 'Check Inquiry' form. At the top, there is a dropdown menu for 'Select Check Inquiry Type' (marked with a red circle 2) with 'Checks Paid Inquiry' selected. Below this is the 'Inquiry Criteria' section, which includes a note: 'You must provide criteria for one other field in addition to the Account Number.' The form contains several fields: 'Account Number' (marked with a red circle 3) with a dropdown menu showing 'General Account - 1111111111 - MUFGNY - MUFG Bank N...'; 'Serial Number' (marked with a red circle 4) with a dropdown menu set to 'is equal to' and an empty text input; 'Amount' (marked with a red circle 4) with a dropdown menu set to 'is equal to' and an empty text input; and 'Paid Date' (marked with a red circle 4) with a date picker icon. At the bottom left, there is a blue 'SEARCH' button (marked with a red circle 5).

Reporting

The primary reporting for your accounts is accessed through the Reports tab on the menu bar by selecting Balance and Transaction Reporting. Other options listed under Reports tab include eStatements, Legacy Reports, Wire Transaction Report, Downloads and Report Management.

Balance and Transaction Reporting

Balance and Transaction Reporting contains the primary account information. There are several tabs across the top of the screen:

- 1 All Accounts:** Displays current day reporting.
- 2 Current Day Cash:** Summary current day data with transaction counts by type.
- 3 Account Groups:** Each User can create Account Groups from the list of Accounts they can access.
- 4 Custom Reporting:** Create reports that show data meeting a range of criteria defined by you.
- 5 Transaction Search:** Search for transactions based on a range of criteria.
- 6 Refresh Balances:** If you have access to the update balance function, you can update balances by clicking the **Refresh Balances** link.

Account Summary

1 All Accounts 2 Current Day Cash 3 Account Groups 4 Custom Reporting 5 Transaction Search

6 Refresh Balances 10/06/20XX 12:14 PM

Deposit Accounts
* The totals shown reflect the subset of items displayed in the current view.

Account Num...	Account Name	Account Type	Closing Led...	Opening Led...	Current Led...	Opening Available	Current Available	Balance
111111111	General Account	Demand Deposit	42,286.91	42,286.91	42,286.91	104,062.19	104,062.19	12/22/20
111111113	Receivables A...	Demand Deposit	60,131.10	60,131.10	60,131.10	80,701.62	80,701.62	12/22/20
111111117	Operating Acc...	Demand Deposit	57,154.34	57,154.34	57,154.34	100,275.14	100,275.14	12/22/20
111111116	Payroll Account	Demand Deposit	25,343.88	25,343.88	25,343.88	25,343.88	25,343.88	10/05/20
222222222	Receivables A...	Demand Deposit	56,155.27	56,155.27	56,155.27	100,780.88	100,780.88	12/22/20
333333333	Vendor Account	Demand Deposit	37,573.06	37,573.06	37,573.06	138,228.09	138,228.09	12/22/20

Viewing 1-6 of 6 records Display 50 per page Page 1 of 1

Current Day Cash

Current Day Cash is a summary report with current balances, total amounts and counts of transactions by type. This report also allows you to drill down to see transactions.

- 1 **Balance Summary:** The total count of Debit/Credit, Ledger and Available balance for all accounts the User has access to.
- 2 **Transaction Summary:** Current day summary counts and amounts by transaction type.
- 3 **Transaction Types:** Links to display current day transactions by specific transaction type.
- 4 **Account Grid:** Full list of current account balances. Click the account number to display all transactions for the specific account.
- 5 **Print icon:** Allows the report to be printed.
- 6 **Download icon:** Allows the reporting information to be downloaded.

Account Summary

All Accounts **Current Day Cash** Account Groups Custom Reporting Transaction Search

1 Balance Summary 2 Transaction Summary Refresh Accounts

* The totals shown reflect the subset of items displayed in the current view.

	Count	Ledger	Available	3 Transaction Type	Credits	Credit Amount	Debits	Debit Amount
Opening Balance		287,644.56	553,421.80					
Total Credits	0	0.00	0.00	There is no content				
Total Debits	0	0.00	0.00					
Current Balance		287,644.56	553,421.80					

5 6

Filter: Select fields

Account Nu...	Account Name	Opening Led...	Opening Avail...	Credit C...	Credits	↓ Debit Co...	De...	Current Le...	Curren...	Eligib...
4 111111111	General Account	42,286.91	104,092.19	0	0.00	0	0.00	42,286.91	104,092...	12/22/20
111111113	Receivables Account	66,131.10	80,701.62	0	0.00	0	0.00	66,131.10	80,701.62	12/22/20
111111117	Operating Account	57,154.34	106,275.14	0	0.00	0	0.00	57,154.34	106,275...	12/22/20
111111118	Payroll Account	25,343.88	25,343.88	0	0.00	0	0.00	25,343.88	25,343.88	10/05/20
222222222	Receivables Account	56,155.27	100,780.88	0	0.00	0	0.00	56,155.27	100,780...	12/22/20
333333333	Vendor Account	37,573.05	135,228.09	0	0.00	0	0.00	37,573.05	135,228...	12/22/20

Viewing 1-6 of 6 records Display 50 per page Page 1 of 1

Account Groups

The Account Groups feature allows you to logically organize bank accounts into groups. This feature allows you to view data for related accounts quickly and easily. To add an account group:

- 1 Select **Balance and Transaction Reporting** from the Reports drop-down menu.
- 2 Click **Account Groups** tab.
- 3 Click **Create Account Groups** or the **Edit** link next to Deposit Account Groups.

Account Summary

All Accounts Current Day Cash **2 Account Groups** Custom Reporting Transaction Search

✓ Success

Deposit Account Groups Edit 3 Refresh Balances 10/22/2020 04:26 PM Account View: Deposit Accounts

Want to Create Account Groups?

Account Groups allow you to view your accounts and accounts' balances in defined groups. To create account groups and assign accounts to those groups, simply select the Create Account Groups button below.

3 CREATE ACCOUNT GROUPS

- 4 Click **Add Group** above the Account Groups pane.
- 5 In the **New Group** box enter the name of the group you want to add.
- 6 Select the group name from the **Select Group** drop-down menu.
- 7 In the left pane, check the **Accounts** to include in the group.
- 8 Click **Move Selected Accounts**. The accounts will appear in the right pane.

- 9 Click **Save**. The **Account Groups** screen will display the account groups. Accounts can be assigned to multiple groups.

[All Accounts](#)
[Current Day Cash](#)
[Account Groups](#)
[Custom Reporting](#)
[Transaction Search](#)

Deposit Account Groups [Edit](#)

[Refresh Balances](#) 10/23/2020 12:55 PM
 Account View: [Deposit Accounts](#)

✓ **New Group 01** Opening Ledger: 39,770.00 Current Available: 293,377.64
* The totals shown reflect the subset of items displayed in the current view.

Filter: All Accounts

Account Number	Account Name	Closing Ledger	Opening Ledger	Current Ledger	Current Available	Balances As Of
1111111111	General Account	29,839.13	29,839.13	29,839.13	144,498.55	10/23/2020 10:00:48
1111111117	Operating Account	10,130.87	10,130.87	10,130.87	148,911.09	10/23/2020 10:00:48

Viewing 1-2 of 2 records Display 50 per page Page 1 of 1

Custom Reporting

The Customer Reporting feature gives you the ability to create new reports, save a report and retrieve saved reports.

- 1 Select **Balance and Transaction Reporting** from the **Reports** drop-down menu.
- 2 Click **Custom Reporting** tab.
- 3 **Saved Report Criteria:** Select the saved report from the drop-down list. **Or**
- 4 **Enter New Report Criteria:** Multiple fields are available to create a new report.
- 5 **Transaction Filters:** Filters are available for selecting the type of transaction for your report.
- 6 **Save this Report:** Select this check box to save the creation of a new report.
 - A Report Name field will display to enter a report name.
 - A Shared check box will also display to share this report with those who have Shared permissions.
- 7 Click **Submit**.

The screenshot shows the 'Account Summary' interface with the 'Custom Reporting' tab selected. The form is divided into several sections:

- Navigation:** 'All Accounts', 'Current Day Cash', 'Account Groups', 'Custom Reporting' (highlighted), and 'Transaction Search'.
- Select Saved Report Criteria (3):** A dropdown menu labeled 'Select'.
- Enter New Report Criteria (4):** Includes 'Select Accounts By' (Accounts dropdown, All Accounts button), 'Date' (input field), and 'Account Transactions View' (Credit/Debit Single View dropdown).
- Transaction Filters (5):** A collapsed section containing:
 - Debit/Credit (dropdown)
 - Transaction Type (input field)
 - BAI Transaction Code (input field)
 - SWIFT Transaction Code (input field)
 - Status (dropdown)
 - Transaction Amount (is equal to dropdown, input field)
 - Bank Reference (input field)
 - Customer Reference (input field)
- Save this Report (6):** A checkbox.
- Buttons (7):** 'SUBMIT' (blue), 'CLEAR' (red), and 'Cancel' (blue).

Transaction Search

The Transaction Search feature allows you to search across all accounts you have access to for specific transactions. To search for a transaction:

- 1 Select **Balance and Transaction Reporting** from the **Reports** drop-down menu.
- 2 Click the **Transaction Search** tab.
- 3 Select **Accounts/Account Group** from the drop-down menu. **OR**
- 4 Click in the right-hand field to see a list of accounts/account groups you can select from.
- 5 Select a **Date Range** from the drop-down menu.
- 6 If selecting **Custom Range** from the **Date Range** drop-down menu use the calendar icon to select your “from” and “to” date range.
- 7 Click **Apply**.

Account Summary

All Accounts Current Day Cash Account Groups Custom Reporting **Transaction Search**

Enter New Report Criteria

DEPOSIT ACCOUNTS

Accounts [3] - [All Accounts] [4]

* Date Range [5]

Last 7 Days
Last 30 Days
Last 60 Days
Last 90 Days
Month to Date
Quarter to Date
Year to Date
Today
Prior Day
Last Month
Custom Range [6]

Oct 2020 → Oct 2020 →

1 2 3 4 5 6 7

[7] Apply

- 8 Click the arrow to expand the **Transaction Filters** fields. These are optional fields to help narrow the search.
- 9 Insert – by clicking in an empty box information will display, if applicable.
- 10 Click **Submit**.

Transaction Filters [8]

Debit/Credit

Transaction Type

[9]

BAI Transaction Code

SWIFT Transaction Code

Status

Transaction Amount

Bank Reference


Customer Reference

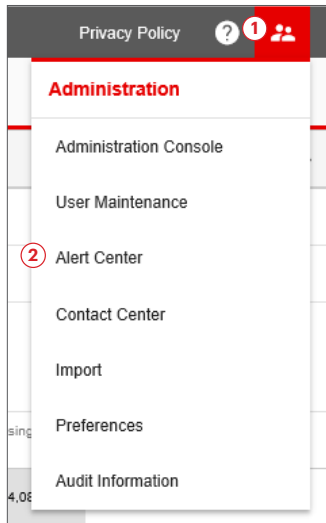
582 - # CNTL DISB DB
909 - 909 INTEREST RATE
609 - ACCOUNT ANALYSIS FEE
681 - ACCOUNT ANALYSIS FEE
462 - ACCOUNT HOLDER INITIATED ACH DEBIT
208 - ACCOUNT TRANSFER
508 - ACCOUNT TRANSFER
981 - ACCT RECON CK ADJ
180 - ACH CHECK

[10] SUBMIT CLEAR Cancel

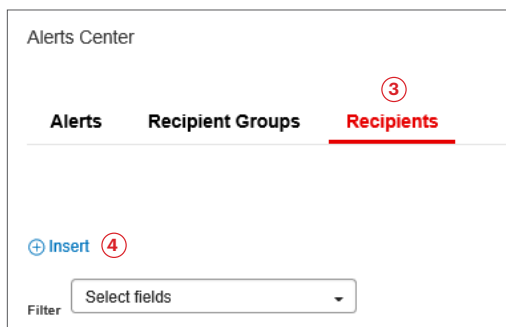
Alerts

The system can automatically send alerts when certain conditions occur. Recipients must be set up before creating an Alert. For modifying or deleting a Recipient or an Alert see the Quick Reference Guide. To add a new Alert:

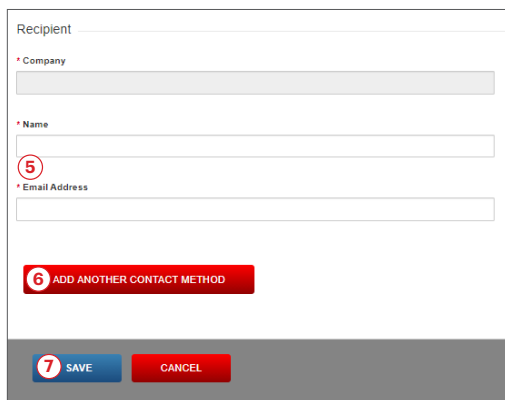
- 1 Select the **People** icon. 
- 2 Select **Alert Center** from the drop-down menu. The Alerts screen will display.



- 3 Select the **Recipient** tab.
- 4 Select the **Insert** link.



- 5 Enter **Name** and **Email Address**.
- 6 Select **Add Another Contact Method** to add an additional email address for this recipient.
- 7 Click **Save**.

A screenshot of the 'Recipient' form. The form has three input fields: '* Company', '* Name', and '* Email Address'. The 'Name' field is highlighted with a red circle and the number '5'. Below the 'Email Address' field is a red button labeled '6 ADD ANOTHER CONTACT METHOD'. At the bottom of the form are two buttons: a blue button labeled '7 SAVE' and a red button labeled 'CANCEL'.

- 8 Select the **Alerts** Tab.
- 9 Select the **Add New Alert** link.


The image shows the Alerts Center interface. At the top, there are three tabs: Alerts, Recipient Groups, and Recipients. The Alerts tab is selected and highlighted with a red underline. Below the tabs, there is a blue link with a plus icon labeled "Add New Alert". Below that is a "Filter" section with a dropdown menu labeled "Select fields".

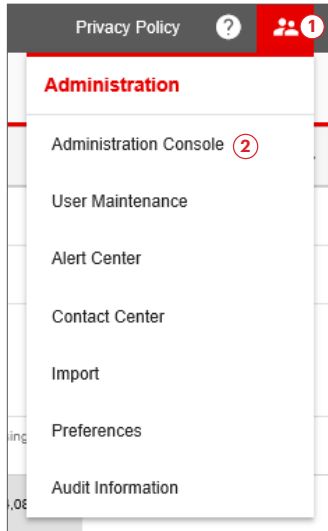
- 10 In the **Alert Name** field, enter a name for the alert.
- 11 Select the **Alert Group** from the drop-down menu.
- 12 Select the **Alert Type** from the drop-down menu. Additional fields will display depending on the Alert Type selected.
- 13 The **Alert Subject Line** field will automatically populate depending on the Alert Type selected. This is the subject line that will appear on the email notification sent to the recipient.
- 14 Select **Recipients/Recipients Groups** from the drop-down menu.
- 15 Select **Save**.

The image shows the alert configuration form. It has several fields with red callout numbers: "Alert Name" (10) with the value "Test"; "Alert Group" (11) with a dropdown menu showing "Payments and Transfers"; "Alert Type" (12) with a dropdown menu showing "File Import Confirmation For Payments and Transfers"; "Alert Subject Line" (13) with a text field containing "[secure]Confirmation of Payment/Transfer File Import"; and "Recipients/Recipient Groups" (14) with an empty text field. At the bottom, there are two buttons: "SAVE" (15) and "CANCEL".

User Administration

You will be able to create new Users, modify and delete Users, assign Roles and manage User Entitlements from the Administration Console. For specific steps for these functions please refer to the **MUFG Exchange Administration Guide**.

- 1 Select the **People** icon. 
- 2 Select **Administration Console** from the drop-down menu. The Administration Console screen will display.



Administration Console

Migration Two, SAMPLE COMPANY A For more information, please refer to User Help

Manage Entitlements
Click on services below to view all the Users.
Click "Edit" to modify that User's entitlements.

→ Create a New User Maintain Security

[View Change Request Status](#)

Change requests require two users: One to create the request and one to approve it. [User Guide](#)

Manage Users
Click on a User to edit their profile

Users			Payments and Reporting	Check Manager				
Active	Last, FirstName	User ID						
<input type="checkbox"/>	user1.a	sampleuser1	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user2.a	sampleuser2	Pending Enrollment	Enroll				
<input checked="" type="checkbox"/>	user3.a	sampleuser3	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user4.a	sampleuser4	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user5.a	sampleuser5	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user6.a	sampleuser6	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user7.a	sampleuser7	<input checked="" type="checkbox"/> Edit	Enroll				
<input checked="" type="checkbox"/>	user8.a	sampleuser8	<input checked="" type="checkbox"/> Edit	Enroll				

Scroll right to view other services

[Refresh](#)