

# 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.mufgbank.com>

At the Sign On page enter User ID and passcode.

- 1 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, view recent alerts and link to alert history and setup.
  - **Envelope icon:** Secure Message Center.
  - **Flag icon:** Important service announcements.
- 3 **Additional Navigation** Options
  - People Icon: Administration functions.
  - Profile icon: Select personal preferences such as Add Widget and language setting.
  - 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.
- 8 **Favorite Reports** widget allows quick access to up to 20 combinations of reports and formats. These reports can be run directly from the dashboard without additional navigation.





The screenshot shows the MUFG Exchange dashboard interface. The top navigation bar includes 'Payments & Transfers', 'Receivables', 'Reports', 'Liquidity', and 'Other'. The dashboard is divided into several sections:

- Action Items (4):** A list of pending actions with categories like ADMINISTRATION, PAYMENTS, TEMPLATES, and TOKEN ACTIVATION.
- Favorite Reports (5):** A table with columns for Report Name, Category, and Report Type, listing various reports like 'Last 7 Days', 'Vade Report', 'Account Statement', etc.
- Balances (6):** A table showing account balances for various currencies (JPY, EUR, USD) with columns for Account, Currency, Prior Day Closing Ledger, and Current Day Available.
- Favorite Templates (8):** A list of templates including 'testBest1', 'testBest2', 'testBest3', 'testBest4', 'testBest5', 'testBest6', 'testBest7', 'testBest8', 'testBest9', 'testBest10', 'testBest11', 'testBest12', 'testBest13', 'testBest14', 'testBest15', 'testBest16', 'testBest17', 'testBest18', 'testBest19', 'testBest20'.

Callouts 1, 2, 3, 7, and 8 point to the MUFG Exchange logo, Alerts & Notifications icons, Additional Navigation icons, Print/Export feature, and Favorite Reports widget respectively.

## 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 List View Menu:** This drop-down menu has multiple pre-defined views to display information.
- 3 List View Options:** This icon  allows you to select which fields to display in the table.
- 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

① Add a New Payment ④ Quick Entry ⑤ File Import

Filter 

Select fields

④ ⑤ ⑥

②

10/22/2020 08:42 AM

Upcoming Payments

<input type="checkbox"/> All	Actions	From Account	Beneficiary	Amount	Value Date	Status	Payment Type	Approval Cutoff ③
<input type="checkbox"/>	<a href="#">View</a>	111111111111 ①	client 2	12,521.00	10/22/2020	Entered	Wire - Domestic	10/22/2020 17:30 EDT
<input type="checkbox"/>	<a href="#">View</a>		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	Corporate/Vendor Payments	10/21/2020 21:00 EDT
<input type="checkbox"/>	<a href="#">View</a>		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	NACHA File Import	10/22/2020 21:00 EDT
<input type="checkbox"/>	<a href="#">View</a>		MCNAB INDUSTRIES	1,000.00	10/22/2020	Test Entered	NACHA File Import	10/22/2020 21:00 EDT
<input type="checkbox"/>	<a href="#">View</a>		SMITH INDUSTRIES	1,000.00	10/22/2020	Deleted	NACHA File Import	
<input type="checkbox"/>	<a href="#">View</a>		Equestrian	1,258.00	10/26/2020	Approved	Corporate Collections	
<input type="checkbox"/>	<a href="#">View</a>		MULTI	190,000.00	10/26/2020	Approved	Corporate/Vendor Payments	
<input type="checkbox"/>	<a href="#">View</a>	MULTI	MULTI	1,000.00	10/30/2020	Approved	NACHA Pass Through	
<input type="checkbox"/>	<a href="#">View</a>		SMITH INDUSTRIES	1,000.00	10/30/2020	Approved	NACHA File Import	




Viewing 1-9 of 9 records

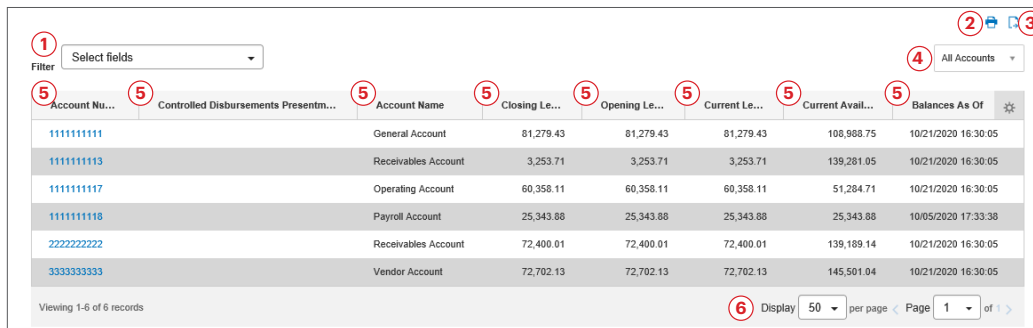
Display 50 per page Page 1 of 1

## 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 **List View Options:** Dropdown menu of available pre-set filters such as All Accounts and All Items Pending Approval.
- 5 **Display and Sorting:** Click and drag the column heading to rearrange how they display within the table. To sort any of the data within a column, click on the column name.
- 6 **List View Display:** This icon  allows you to select the number of rows you would like to display in the table.



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	108,988.75	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

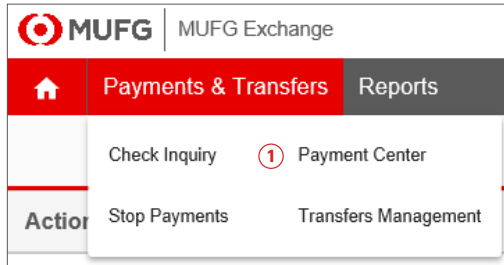
Create the following types of payments by selecting the **Add a New Payment** link to create a payment or use an existing template.

- 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

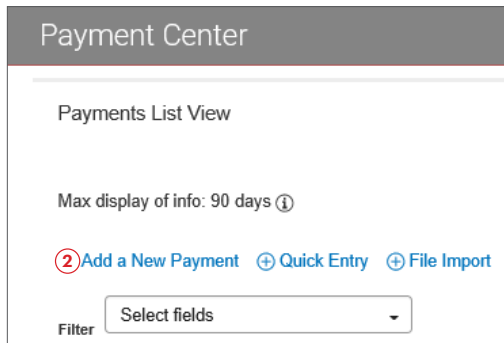
## Create an International Wire Payment

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:

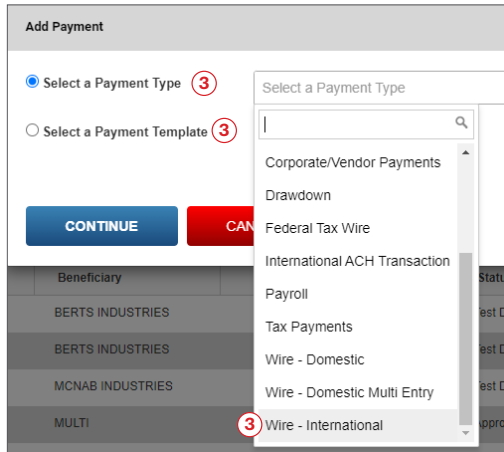
- 1 Select **Payment Center** from the **Payments & Transfers** drop-down menu.



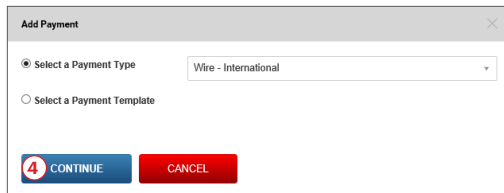
- 2 Click the **Add a New Payment** link.



- 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
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) 7	Address Line 2			
<input type="text"/>	<input type="text"/>	<input type="text"/>			
When Address information is entered, Country and City are expected.					
* Country 7	* City 7				
<input type="text"/>	<input type="text"/>				
Full beneficiary name (no initials) and physical address (no PO Boxes) is required.					
* Account Type 8	* Account Number 9	* Bank Code Type 10	* Bank Code 11		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
			BANQUE MISR DANA BUILDING KHALIFA STREET ABU DHABI		
Date & Amount					
* Value Date 12	Charges 13	Enter Amount in 14	* Credit Amount 15	Debit Amount 16	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Payment must be approved by 10/02/20XX 17:30 EDT					
Indicative Rate 3.67000000					
Add Contract 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 to add Payment Details, Intermediary Bank and Purpose of Payment information  
These details will accompany the payment.

Additional Information 18

Purpose of Payment

Intermediary Bank

Bank Code Type Bank Code

Payment Details

Line 1 Line 2

Line 3 Line 4

- **Purpose of Payment.** Use drop down menu to select 4 digit ISO codes. Purpose of Payment field should be included on all payment instructions. It is currently mandatory only for certain countries and currencies. Please refer to the ISO Purpose of Payment Guide and Country requirements on the Exchange Microsite for further information.

Additional Information

Purpose of Payment

Filter

ACCT - Transaction moves funds between 2 accounts of same account holder at the same bank.

ADCS - Payments for donation, sponsorship, advisory, intellectual and other copyright services.

ADMG - Transaction is related to a payment associated with administrative management.

- Select OTHR code from drop down to insert a Country Specific Purpose of Payment Code or to enter free form text instead of using ISO code from drop down menu.

Purpose of Payment

OTHR - Other

Purpose of Payment Other Value

- **Intermediary Bank** information is required when initiating an international freeform wire.
- **Payment Details** is used to insert up to four (4) lines of freeform information to be sent to the beneficiary with the wire.

- 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 by a secondary user before sent to the beneficiary.

19 ☒ Save this payment as a template for future use

Template Code Template Description

20 ☐ Restrict

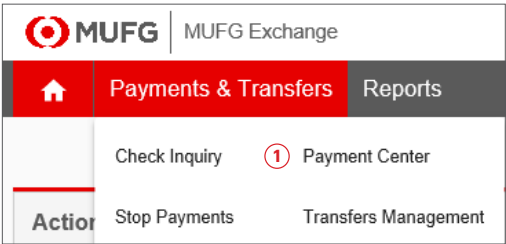
21 SUBMIT SAVE FOR LATER CANCEL



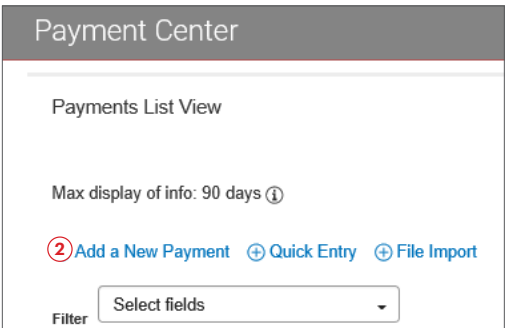
### Create an ACH Payment

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

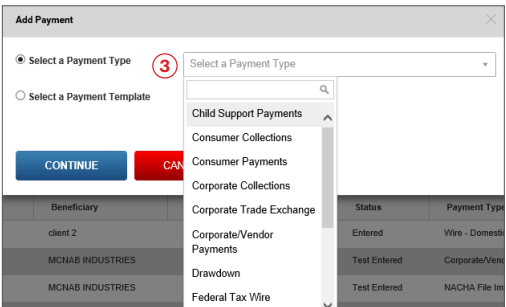
- 1 Select **Payment Center** from the **Payments & Transfers** drop-down menu.



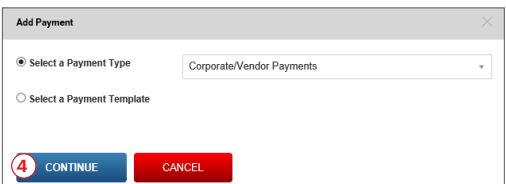
- 2 Click **Add a New Payment** link.



- 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.

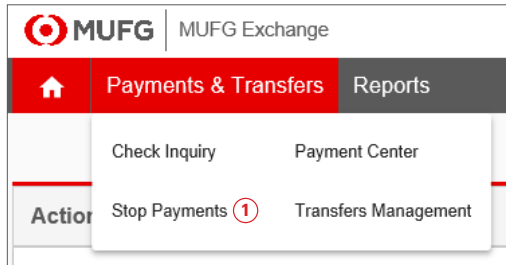
- 8 Enter the **Beneficiary Name**.
  - 9 Select the **Bank Code** from the drop-down menu or use the lookup icon. The Bank information will display.
  - 10 Enter the Beneficiary **Account Number**.
  - 11 Select the **Account Type** from the drop-down menu.
  - 12 Enter the **Amount** of the payment.
- 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 by a secondary user 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.

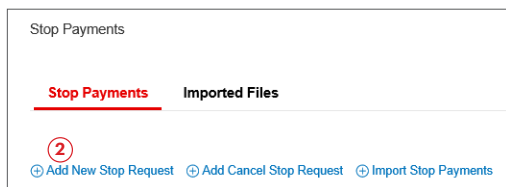
## Stop Payments

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.



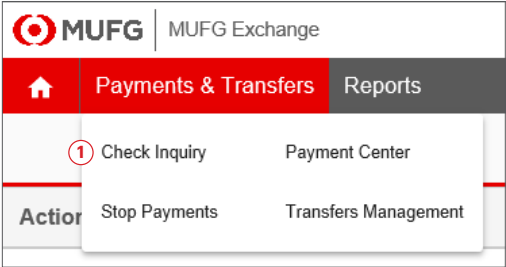
- 3 Select the **From Account** from the drop-down menu.
- 4 Enter the **Serial Number** of the check you want to stop payment on. **OR**
- 5 Click **Range** to place stop payments on a range of checks using the To and From fields.  
When a check range is entered, the Payee Name, Amount, and Date fields 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**.

A screenshot of the 'Stop Payments' form. The top bar shows a back arrow, 'Stop Payments', and 'Total Stop Requests 1'. The form has a 'Stop Type' section with a 'Check' icon. Below this, there are three rows of input fields: '\* From Account' (with a red circle 3), '\* Serial Number' (with a red circle 4), and '\* Stop Duration' (with a red circle 6). The 'Serial Number' field has a 'Range' link next to it (with a red circle 5). Below these are fields for 'Payee Name', 'Memo', '\* Amount' (with a red circle 7), 'Date', and 'Stop Reason'. At the bottom, there is an 'Add' button with a red circle 8 and an 'ADD' button. The bottom bar shows '1 Total Stop Requests', a 'SAVE' button (with a red circle 9), and a 'CANCEL' button.

### 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 in the MUFG Exchange application. At the top, there's a dropdown menu labeled '\* Select Check Inquiry Type' with a red circle around the number 2, showing 'Checks Paid Inquiry'. Below this is the 'Inquiry Criteria' section. It starts with a note: 'You must provide criteria for one other field in addition to the Account Number.' Then, there's a dropdown for '\* Account Number' with a red circle around the number 3, showing 'General Account - 1111111111 - MUFGNY - MUFG Bank N...'. Below that are three optional criteria, each with a red circle around the number 4: 'Serial Number' with a dropdown 'is equal to' and an empty text box; 'Amount' with a dropdown 'is equal to' and an empty text box; and 'Paid Date' with a dropdown 'is equal to' and a date picker icon. At the bottom left is a blue button with a red circle around the number 5 and the text 'SEARCH'.

# 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.

Opening Ledger 287,644.56

Current Available 553,421.80

Filter Select fields

All Accounts

Account Num...	Account Name	Account Type	Closing Led...	Opening Led...	Current Led...	Opening Available	Current Available	Budget
111111111	General Account	Demand Deposit	42,285.91	42,285.91	42,285.91	104,062.19	104,062.19	12/22/20
111111113	Receivables A...	Demand Deposit	60,131.10	60,131.10	60,131.10	80,701.82	80,701.82	12/22/20
111111117	Operating Acc...	Demand Deposit	57,154.34	57,154.34	57,154.34	106,275.14	106,275.14	12/22/20
111111118	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	66,155.27	66,155.27	66,155.27	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 List View:** 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**  
\* The totals shown reflect the subset of items displayed in the current view.

**2**  
**Transaction Summary**  
\* The totals shown reflect the subset of items displayed in the current view.  
[Refresh Accounts](#)

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

Filter:

Account Nu...	Account Name	Opening Led...	Opening Avail...	Credit C...	Credits	↓ Debit Co...	De...	Current Le...	Curren...	Ellip...
<b>4</b> 111111111	General Account	42,286.91	104,082.19	0	0.00	0	0.00	42,286.91	104,082...	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	136,228.09	0	0.00	0	0.00	37,573.05	136,228...	12/22/20

Viewing 1-6 of 6 records

Display:  per page Page:  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** **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.

6 accounts

Account Group

4 Add Group

5 New Group 01 0 accounts

7

6 Select Group 8 Move Selected Accounts

SAVE CANCEL

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

6 accounts

Account Group

4 Add Group

5 New Group 01 2 accounts

9

SAVE CANCEL

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

Opening Ledger 39,770.00 Current Available 293,377.64

Filter Select fields 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 Custom 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' page with the 'Custom Reporting' tab selected. The interface includes the following elements:

- Navigation Tabs:** All Accounts, Current Day Cash, Account Groups, **Custom Reporting** (highlighted with a red circle 2), Transaction Search.
- Select Saved Report Criteria:** A section with a 'Select' dropdown menu (highlighted with a red circle 3).
- Enter New Report Criteria:** A section with a 'Select Accounts By' dropdown (highlighted with a red circle 4) and a 'Date' input field.
- Transaction Filters:** A section with a 'Debit/Credit' dropdown (highlighted with a red circle 5) and several other input fields for Transaction Type, BAI Transaction Code, SWIFT Transaction Code, Status, Transaction Amount, Bank Reference, and Customer Reference.
- Save this Report:** A checkbox (highlighted with a red circle 6) to save the report.
- Buttons:** A 'SUBMIT' button (highlighted with a red circle 7), a 'CLEAR' button, and a 'Cancel' link.



## 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

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

Apply **7**

- 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

BAI Transaction Code **9**

582 - # CNTL DISB DB  
999 - 999 INTEREST RATE  
609 - ACCOUNT ANALYSIS FEE  
681 - ACCOUNT ANALYSIS FEE  
462 - ACCOUNT HOLDER INITIATED ACH DEBIT  
200 - ACCOUNT TRANSFER  
500 - ACCOUNT TRANSFER  
981 - ACCT RECON CK ADJ  
100 - ACH CHECK

Status

Transaction Amount


Bank Reference

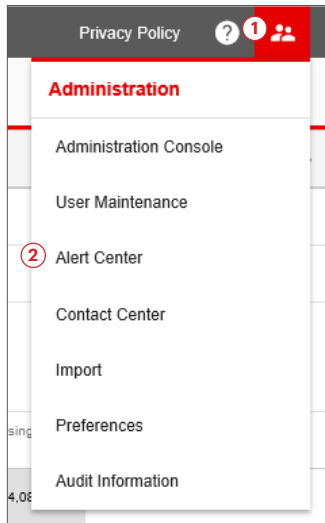
Customer Reference

**10** SUBMIT CLEAR Cancel

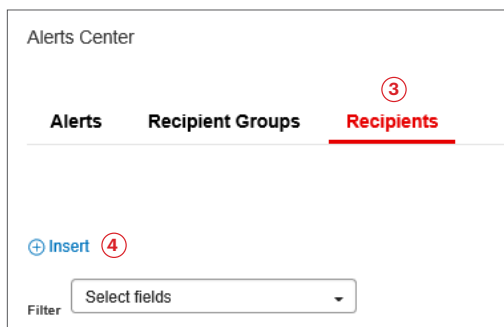
## Alerts

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:

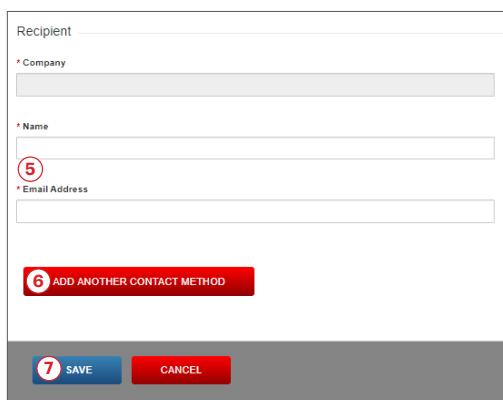
- 1 Select the **People** icon. 
- 2 Select **Alert Center** from the drop-down menu. The Alerts screen will display.



- 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 a 'Recipient' form. It has three input fields: 'Company', 'Name' (highlighted with a red circle and the number 5), and 'Email Address'. Below the fields is a red button labeled '6 ADD ANOTHER CONTACT METHOD'. At the bottom, there are two buttons: '7 SAVE' (highlighted with a red circle and the number 7) and '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' (which is selected and underlined in red), 'Recipient Groups', and 'Recipients'. Below the tabs, there is a blue link with a plus icon and the text '+ Add New Alert'. Below this link 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 Creation' form. It has several fields with red circled numbers indicating the steps: 10 for 'Alert Name' (text input with 'Test' entered), 11 for 'Alert Group' (dropdown menu with 'Payments and Transfers' selected), 12 for 'Alert Type' (dropdown menu with 'File Import Confirmation For Payments and Transfers' selected), 13 for 'Alert Subject Line' (text input with '[secure]Confirmation of Payment/Transfer File Import' entered), and 14 for 'Recipients/Recipient Groups' (dropdown menu). At the bottom, there are two buttons: 'SAVE' (blue) and 'CANCEL' (red).

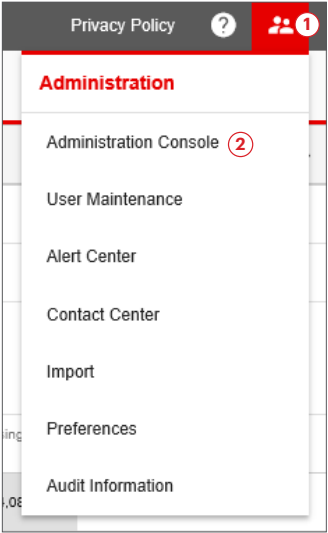
# User Administration

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

Active

Last, FirstName

User ID

Payments and Reporting

Check Manager

	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