RBC Global Trade

Setting Up Key Reference Data

Your Trade Bank

Royal Bank

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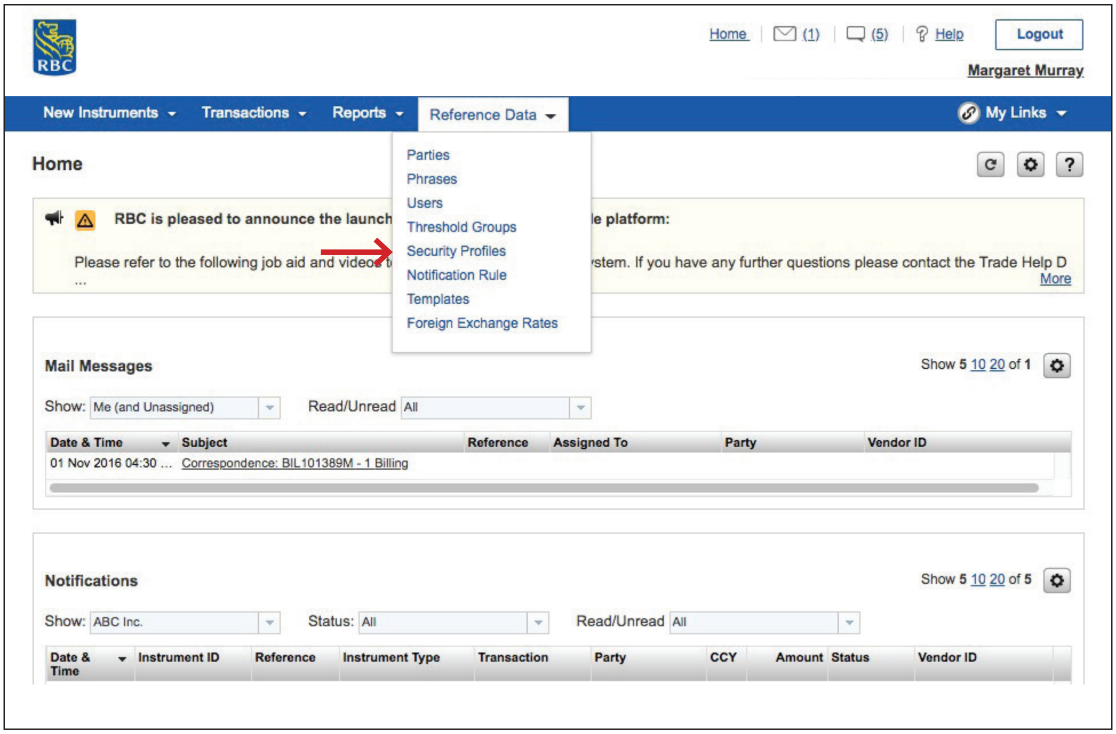
RBC Global Trade™ allows users to issue, receive, amend and manage trade instruments, such as letters of credit, documentary collections, standby letters of credit and guarantees, online anytime, anywhere.

This guide will show you how to set up **key reference data** for your new users, such as:

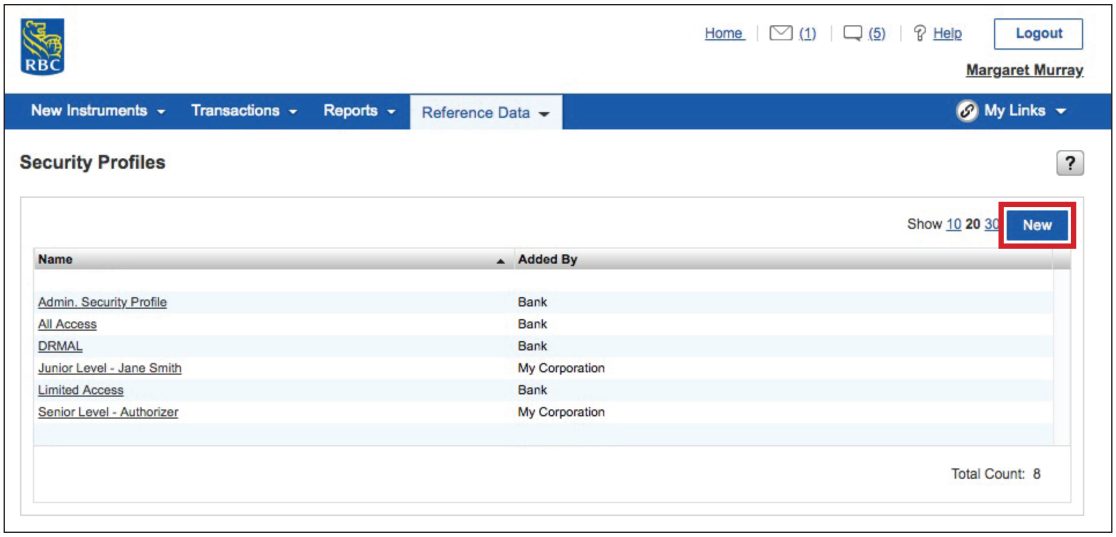
- Security profiles
- Threshold groups
- Foreign exchange rates

Setting Up Security Profiles



To get started, click on **Reference Data**, scroll down and select **Security Profiles**.

Setting Up Security Profiles



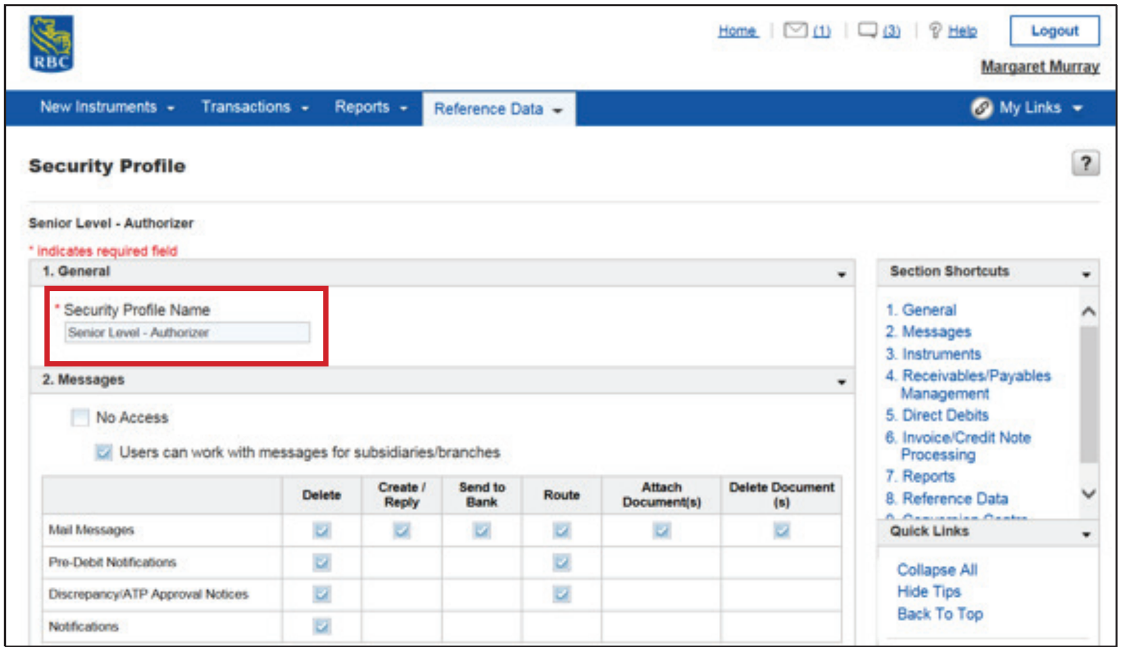
Under **Security Profiles**, you will see the default **Admin. Security Profile** listed. This profile provides unrestricted access to create, modify, approve and delete instruments.

For training purposes, we are going to set up a new security profile.

Click **New**.

Setting Up Security Profiles

Section 1: General



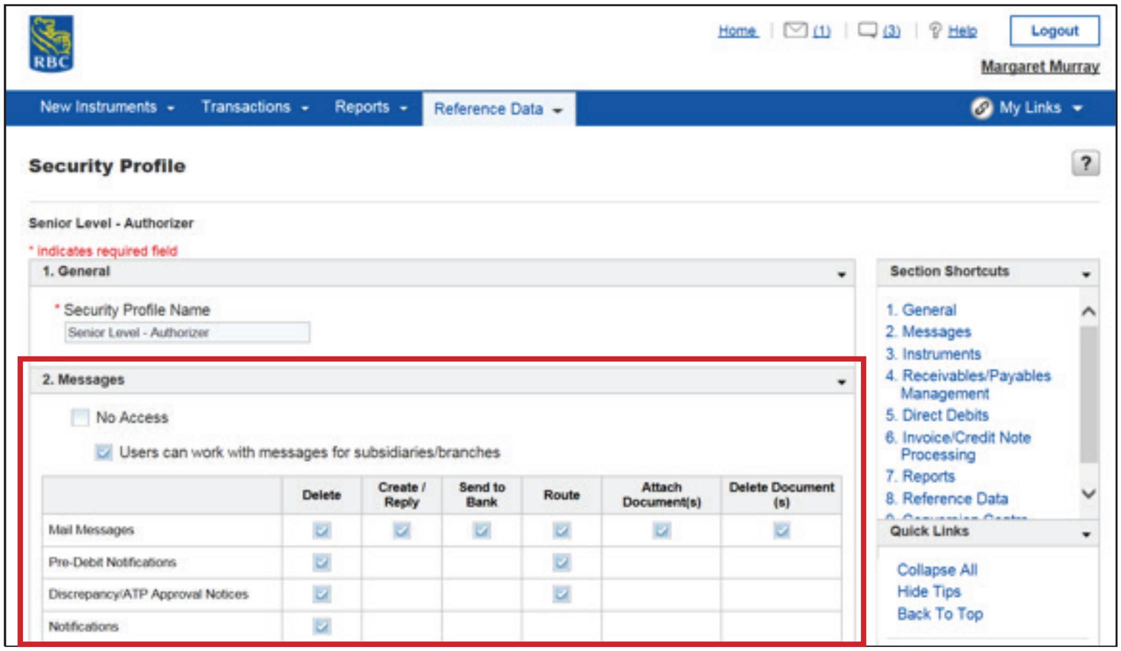
When setting up your security profiles, there are several sections you will need to complete.

In section **1. General**, you will need to give your security profile a name. You can choose to set up a profile for a specific user and enter their name. Or, you can choose to set up a profile for a specific group of users.

For example, you may want to set up a profile for a group of users who share the same level of authorisation, such as **Junior Level** or **Senior Level**. This will make it easier for you to add users to this profile going forward.

Setting Up Security Profiles

Section 2: Messages

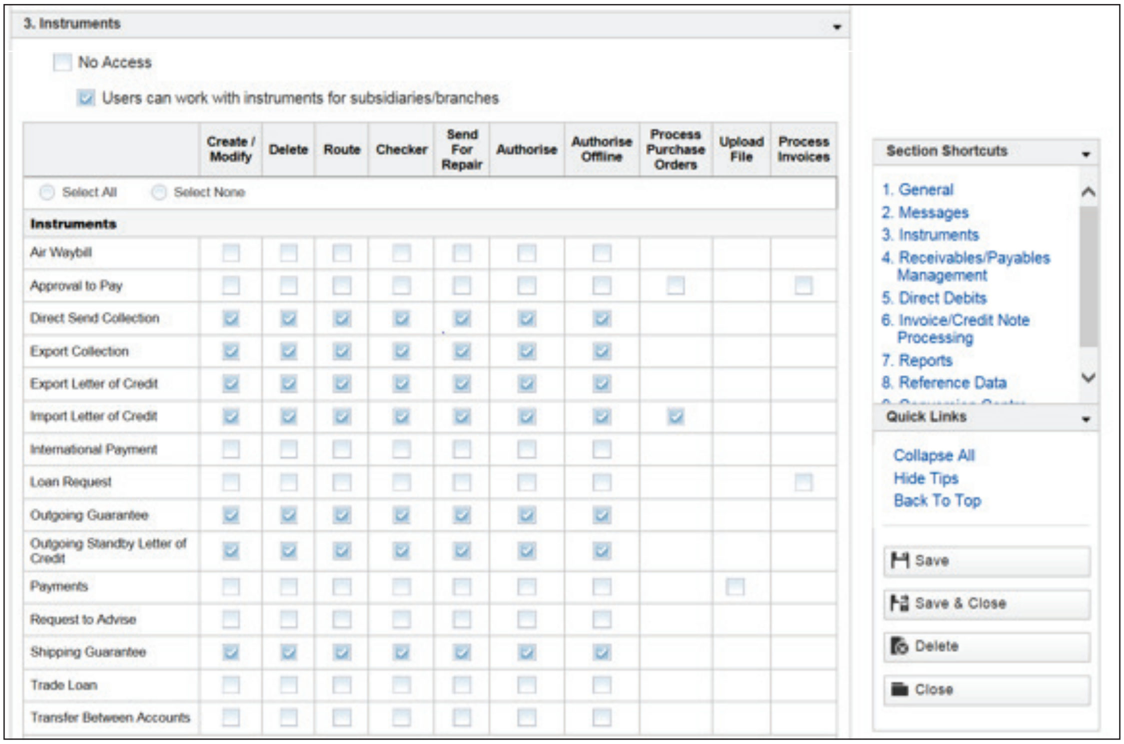


In section **2. Messages**, you can choose the types of messages your users will have access to in their own **Messages** section.

Check the boxes beside each type of message listed to give users permission to delete, create/reply, send, route and attach or delete documents.

Setting Up Security Profiles

Section 3: Instruments

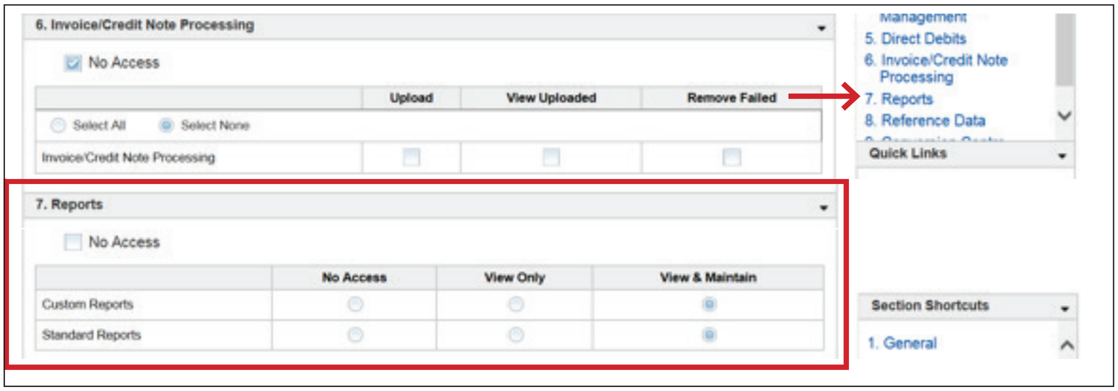


In section **3. Instruments**, you will need to grant security rights to your users. Since some of the products listed are not available, you will only need to select preferences for the following instruments and only the ones you have access to:

- Direct Send Collection
- Export Collection
- Export Letter of Credit
- Import Letter of Credit
- Outgoing Guarantee
- Outgoing Standby Letter of Credit
- Shipping Guarantee

Setting Up Security Profiles

Section 7: Reports



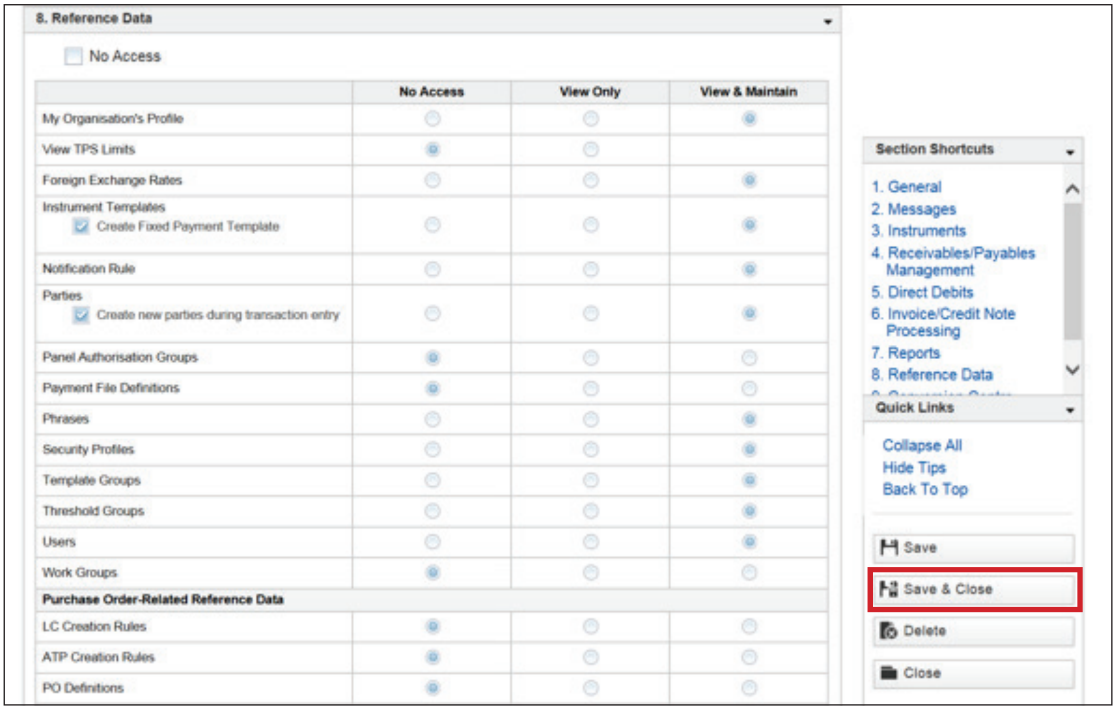
You do not need to complete sections 4, 5 and 6.

From the shortcuts menu, you can skip straight to section **7. Reports**.

Check the boxes to select the type of access your users will have to **Custom Reports** and **Standard Reports**.

Setting Up Security Profiles

Section 8: Reference Data



In section **8. Reference Data,** you can choose the type of access a group of users has to each activity.

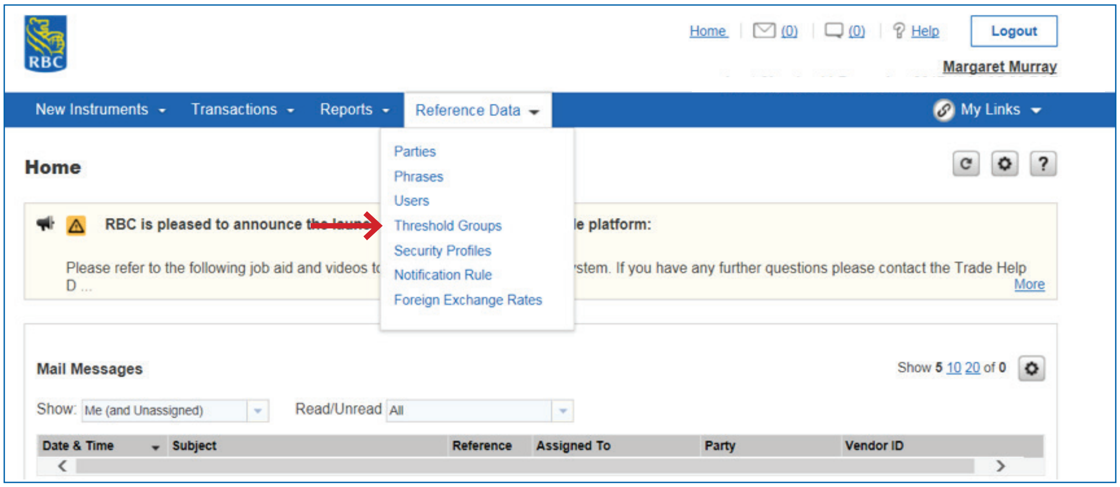
You only need to select the type of access for the following:

- Foreign Exchange Rate
- Notification Rules
- Parties
- Phrases
- Security Profiles
- Threshold Groups
- Users

You don't need to make any changes to section **9. Conversion Centre**.

You have now finished setting up your security profiles and can click **Save & Close**.

Setting Up Threshold Groups

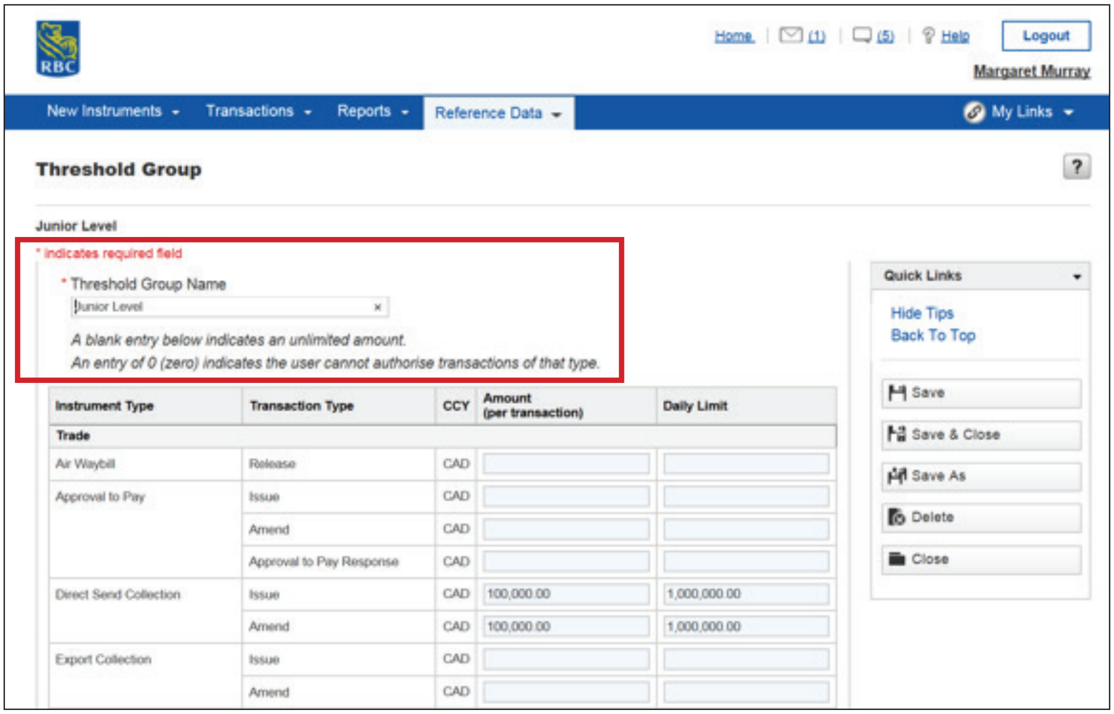


Setting up **a threshold group** is optional; however, you may find it beneficial as it allows you to assign a maximum transaction amount per instrument and a daily limit for your users.

Click on **Reference Data**, scroll down and select **Threshold Groups**.

Setting Up Threshold Groups

Naming Your Group



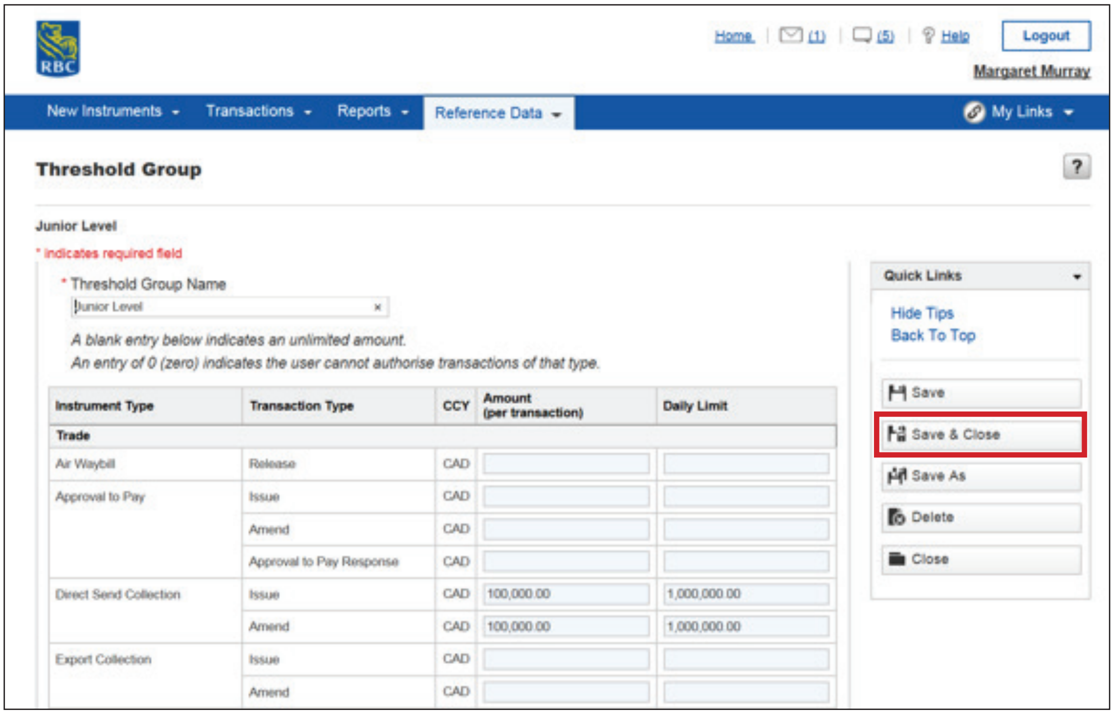
Start by giving your new threshold group a name.

You may want to base the name on a particular user activity, such as **Creator Threshold Group** or **Approver Threshold Group**.

Or, you may want to base it on a level such as **Junior Threshold Group** or **Senior Threshold Group**.

Setting Up Threshold Groups

Assigning Limits to Your Instrument Types



You will only need to assign limits for the following **instrument types** and only for the instruments you have access to:

- Direct Send Collection
- Export Collection
- Export LC
- Import LC
- Outgoing Guarantee
- Outgoing Standby LC
- Shipping Guarantee

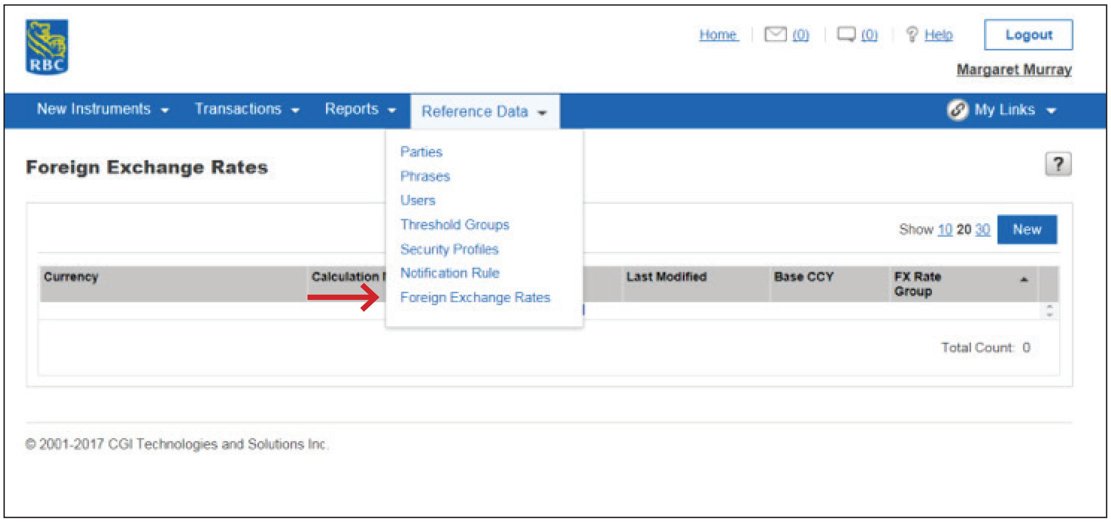
You can assign both a limit per transaction and a daily limit.

If you do not enter an amount, it will be treated as an unlimited threshold amount.

If you enter zero, the user cannot authorise any amount for that transaction.

Once you have finished setting up your thresholds, click **Save & Close**.

Setting Up Foreign Exchange Rates

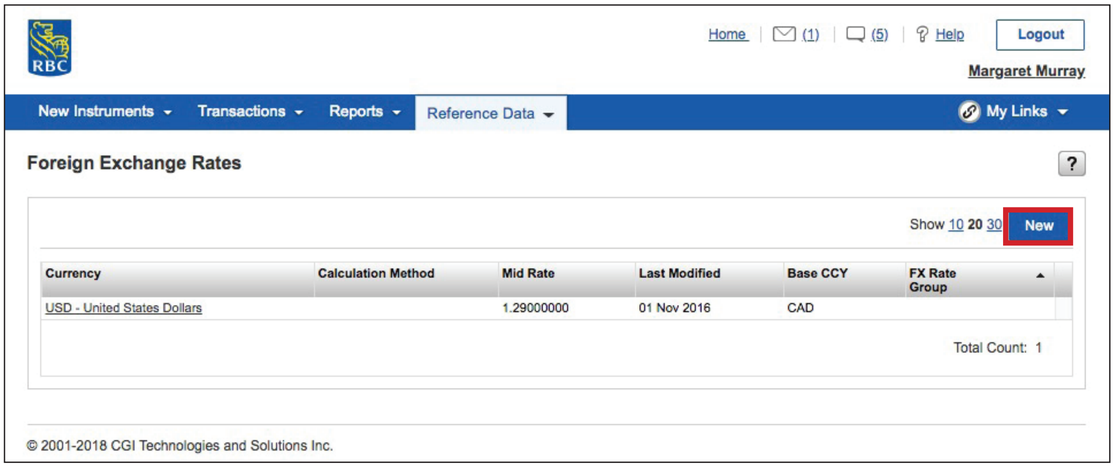


Please note, you only need to set up foreign exchange rates if you have entered a threshold amount for your users. If you are not using thresholds, you do not need to complete this section.

Setting up exchange rates helps to determine the base currency equivalent when submitting a foreign currency transaction and will ensure that the user stays within their base currency threshold.

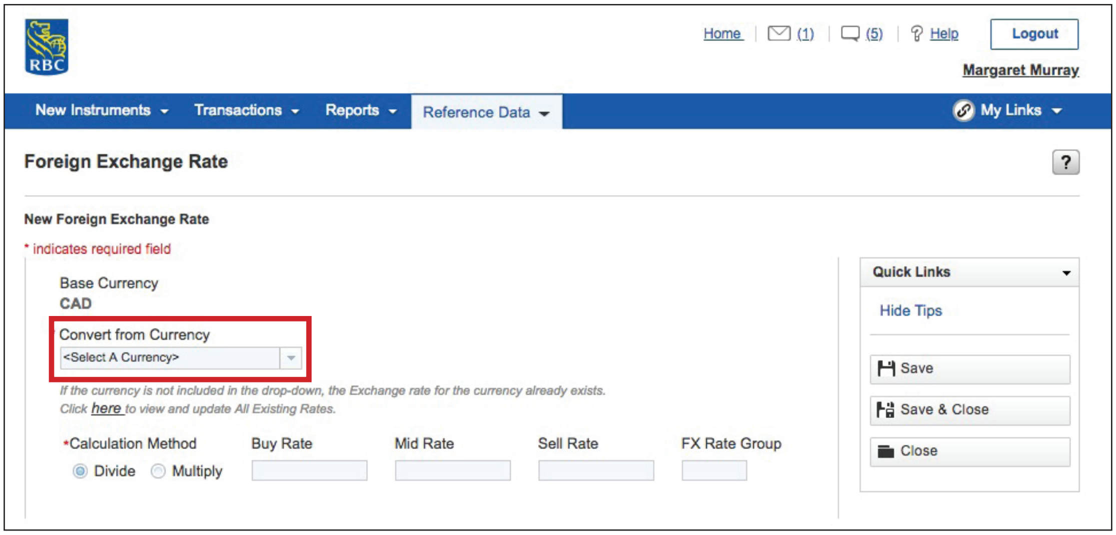
Click on **Reference Data**, scroll down and select **Foreign Exchange Rates**.

Setting Up Foreign Exchange Rates



Click on the **New** button.

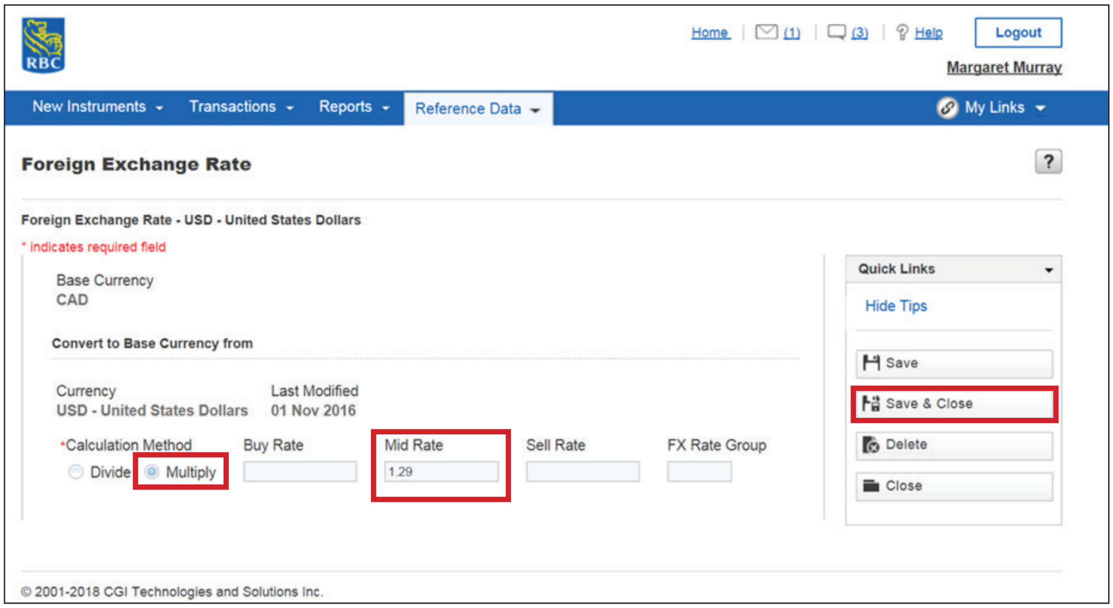
Setting Up Foreign Exchange Rates



From the drop-down menu, select the currency you are setting the rate for.

Setting Up Foreign Exchange Rates

Selecting Your Currency and Rate



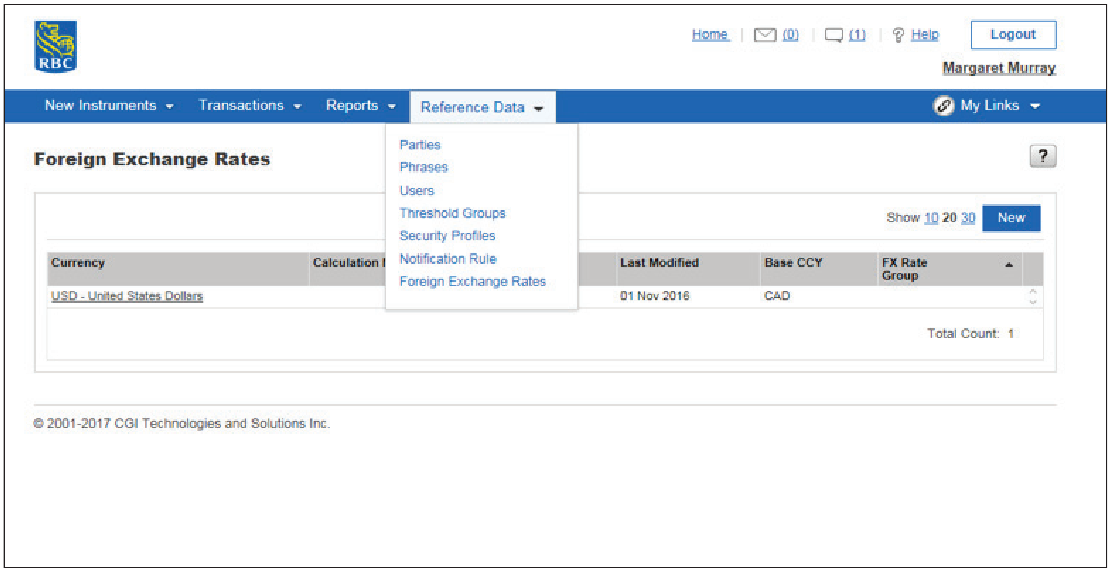
You will now need to create a conversion rule that the system will follow every time it processes a transaction in that specific foreign currency.

Click **Multiply** then enter the **mid rate** you wish to use for your threshold calculation.

Scenario
Let's say you are issuing an import letter of credit for US$100,000. The system will calculate the Canadian dollar equivalent based on the rate entered in the Mid Rate field, in this case 1.29.
If the user does not have a minimum $129,000 base currency threshold, they will not be allowed to authorise the transaction.

When you are done, click **Save & Close**.

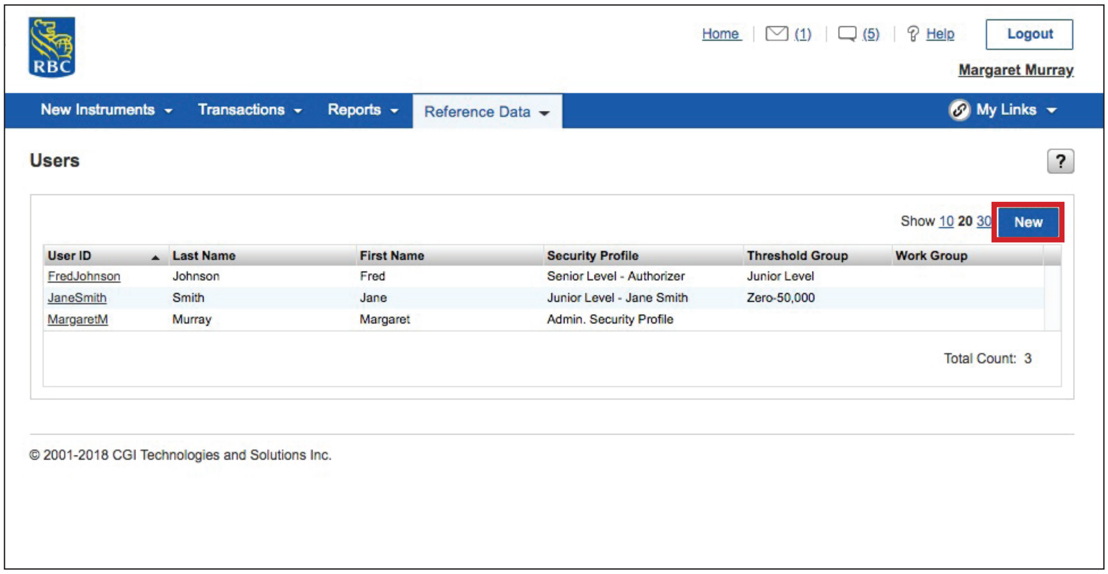
Adding Users



As an administrator, you can add as many users as you need and modify users' capabilities at any time.

To get started, click on **Reference Data** and then select **Users** from the drop-down menu.

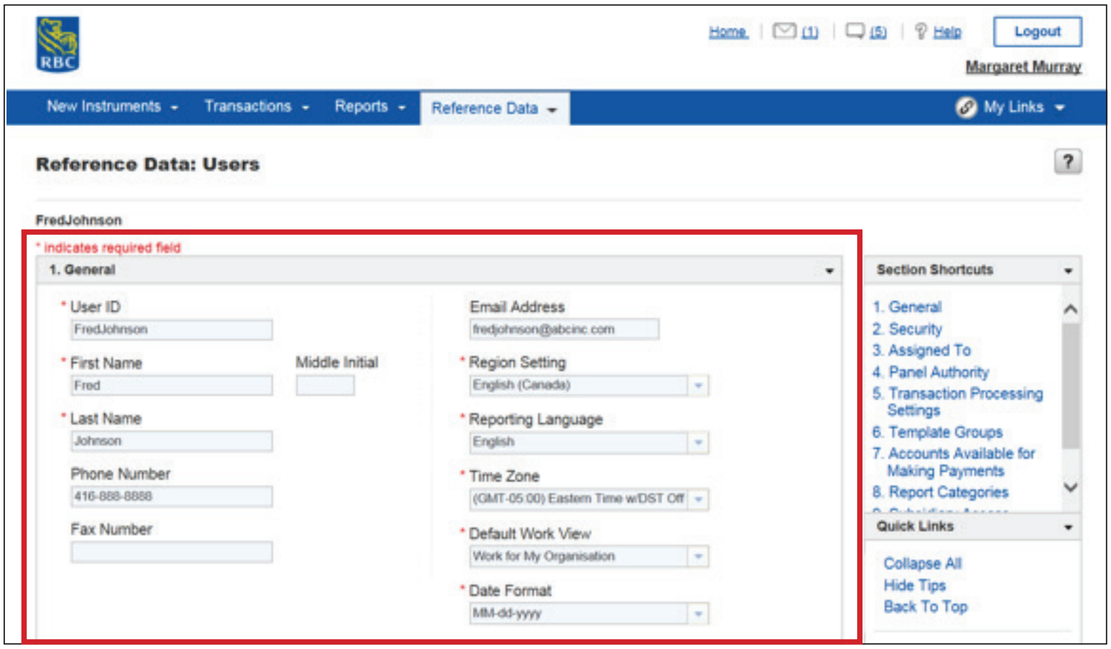
Adding Users



Click **New** to create a new user profile.

Adding Users

Section 1: General



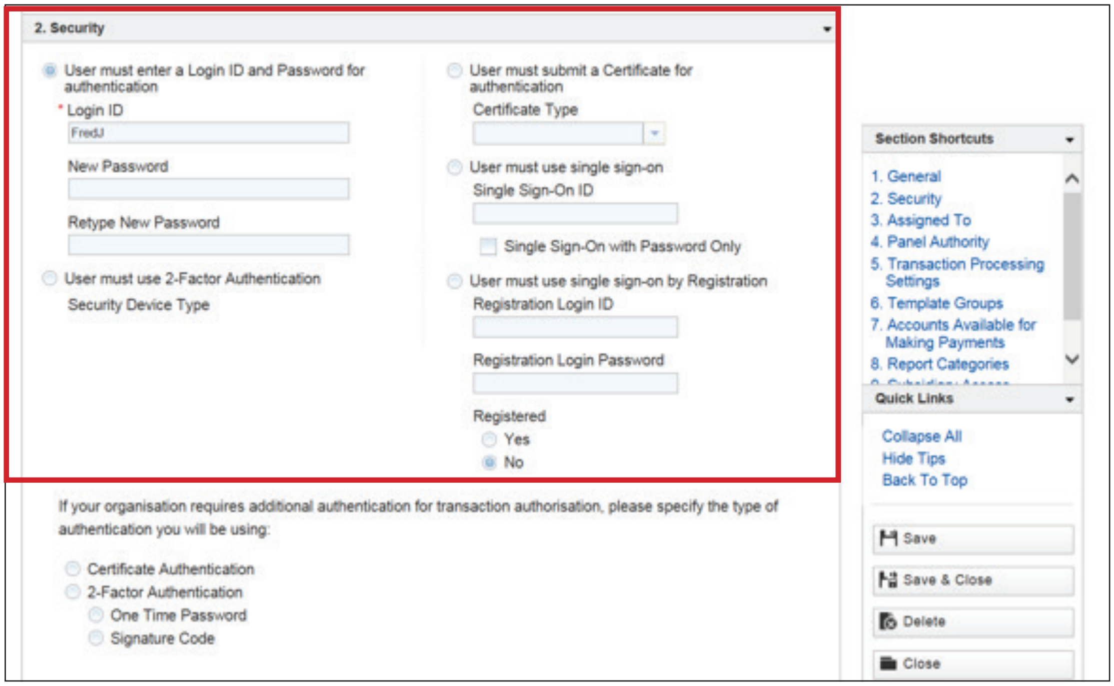
When adding users, there are several sections you will need to complete.

In section **1. General**, you will need to enter the user's details.

Tip: Even though the **Email Address** field is not marked as a required field, it's important to fill this out if the user wishes to receive email notifications.

Adding Users

Section 2: Security

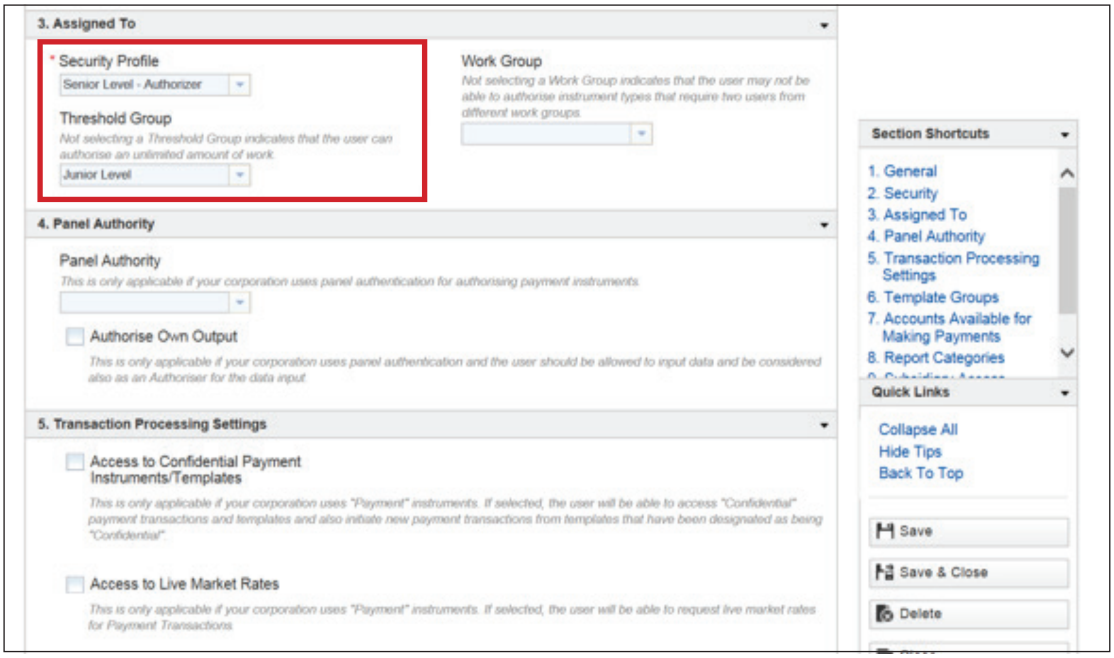


In section **2. Security**, you will need to enter a **login ID** and **password**.

If your user wishes to sign in directly from RBC Express®, you will need to enter their **single sign-on ID**, which is the email address they use for RBC Express.

Adding Users

Section 3: Assigned To

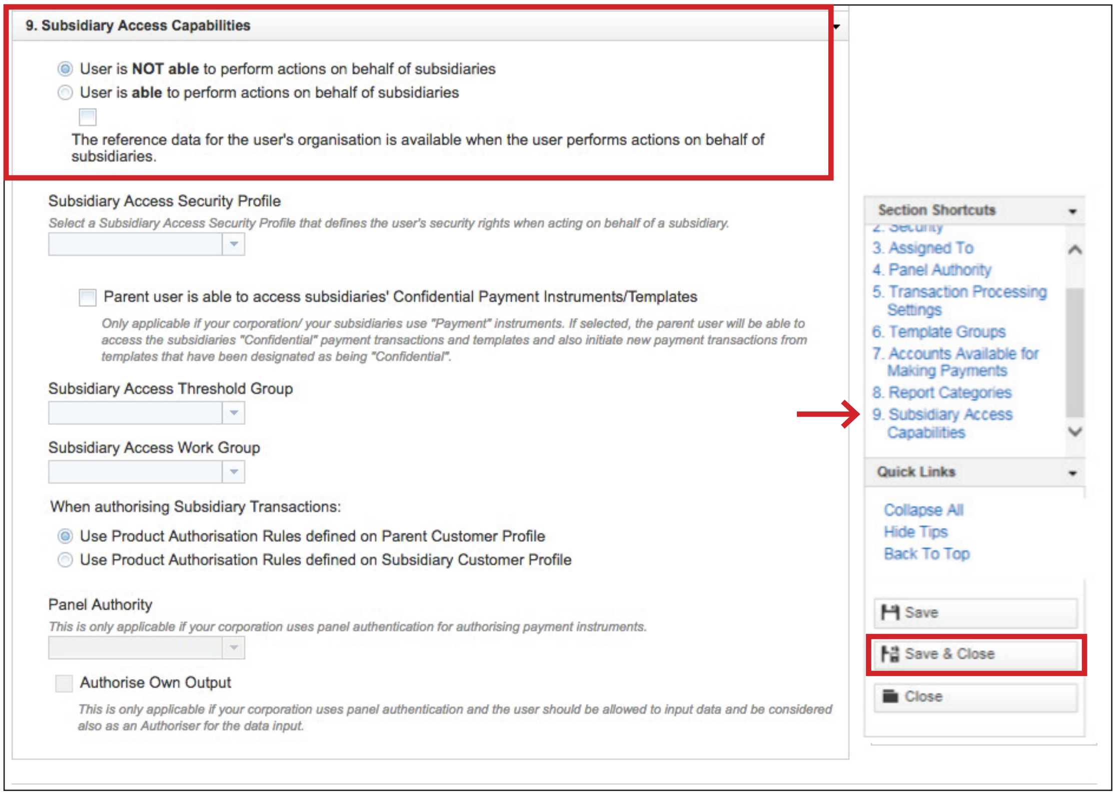


In section **3. Assigned To**, you can assign the **security profile** and **threshold group** you created earlier to each of your users.

Work Group can be left blank as it does not apply.

Adding Users

Section 9: Subsidiary Access Capabilities



You do not need to complete sections 4, 5, 6, 7 and 8.

From the shortcuts menu, you can go directly to section **9. Subsidiary Access Capabilities**.

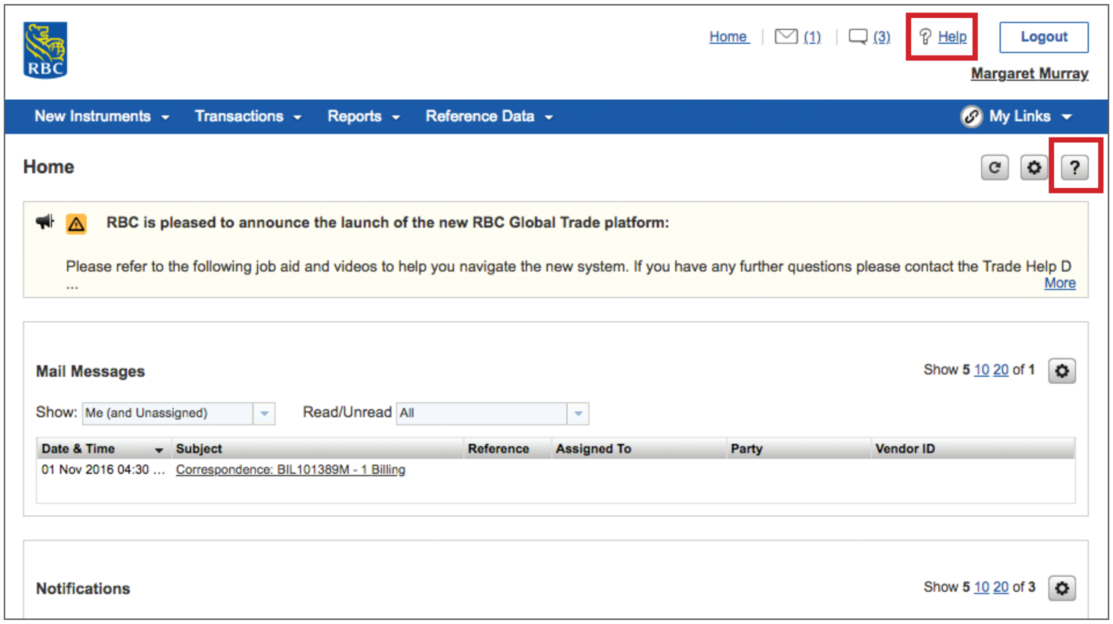
This section only applies to users who need access to any subsidiaries of their company.

If not needed, make sure the default stays as “User is NOT able to perform actions on behalf of subsidiaries”.

Click **Save & Close**.

You have now successfully set up the key reference data for your users.

Help Button



Help is always close by.

For overall help on the RBC Global Trade website, you can click the **Help** button located beside the **Logout** button.

For help with a specific section or tab you are in, you can click the **question mark** located at the top right corner of the page.

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