

RBC Global Trade

Setting Up Key Reference Data



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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

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Setting Up Security Profiles

The screenshot shows the RBC system interface. At the top, there is a navigation bar with the RBC logo on the left and links for Home, (1) messages, (5) notifications, Help, and Logout on the right. Below the navigation bar, the user's name 'Margaret Murray' is displayed. The main navigation menu includes 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The 'Reference Data' menu is open, showing a list of options: Parties, Phrases, Users, Threshold Groups, Security Profiles (highlighted with a red arrow), Notification Rule, Templates, and Foreign Exchange Rates. The main content area is divided into sections: 'Home' with a notification about RBC's launch, 'Mail Messages' with a table of messages, and 'Notifications' with a table of notifications.

| Date & Time | Subject | Reference | Assigned To | Party | Vendor ID |
|-----------------------|--|-----------|-------------|-------|-----------|
| 01 Nov 2016 04:30 ... | Correspondence: BIL101389M - 1 Billing | | | | |

| Date & Time | Instrument ID | Reference | Instrument Type | Transaction | Party | CCY | Amount | Status | Vendor ID |
|-------------|---------------|-----------|-----------------|-------------|-------|-----|--------|--------|-----------|
|-------------|---------------|-----------|-----------------|-------------|-------|-----|--------|--------|-----------|

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

Setting Up Security Profiles

The screenshot shows the RBC Security Profiles page. The page header includes the RBC logo, navigation links (Home, Messages, Alerts, Help), and a Logout button. The user's name, Margaret Murray, is displayed. The main navigation bar includes New Instruments, Transactions, Reports, and Reference Data. The Security Profiles section is active, showing a table of profiles and a 'New' button highlighted with a red box.

| Name | Added By |
|---|----------------|
| Admin Security Profile | Bank |
| All Access | Bank |
| DRMAL | Bank |
| Junior Level - Jane Smith | My Corporation |
| Limited Access | Bank |
| Senior Level - Authorizer | My Corporation |

Total Count: 8

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

The screenshot shows the RBC Security Profile setup interface. At the top, there is a navigation bar with the RBC logo, user name 'Margaret Murray', and a 'Logout' button. Below this is a menu bar with options: 'New Instruments', 'Transactions', 'Reports', and 'Reference Data'. The main content area is titled 'Security Profile' and shows the 'Senior Level - Authorizer' profile. A red box highlights the 'Security Profile Name' field, which contains the text 'Senior Level - Authorizer'. To the right, there is a 'Section Shortcuts' menu with options like '1. General', '2. Messages', '3. Instruments', etc. Below the 'Messages' section, there is a table with columns for 'Delete', 'Create / Reply', 'Send to Bank', 'Route', 'Attach Document(s)', and 'Delete Document(s)'. The table lists various message types with checkboxes for each column.

| | Delete | Create / Reply | Send to Bank | Route | Attach Document(s) | Delete Document(s) |
|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Mail Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pro-Debit Notifications | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | |
| Discrepancy/ATP Approval Notices | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | |
| Notifications | <input checked="" type="checkbox"/> | | | | | |

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

The screenshot shows the RBC Security Profile configuration interface. The user is logged in as Margaret Murray. The page title is "Security Profile" and the profile name is "Senior Level - Authorizer". The "2. Messages" section is highlighted with a red box. It contains a table of message types with checkboxes for various permissions. The "Mail Messages" row has all permissions checked.

| | Delete | Create / Reply | Send to Bank | Route | Attach Document(s) | Delete Document(s) |
|----------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Mail Messages | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |
| Pro-Debit Notifications | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | |
| Discrepancy/ATP Approval Notices | <input checked="" type="checkbox"/> | | | <input checked="" type="checkbox"/> | | |
| Notifications | <input checked="" type="checkbox"/> | | | | | |

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

3. Instruments

No Access

Users can work with instruments for subsidiaries/branches

| | Create / Modify | Delete | Route | Checker | Send For Repair | Authorise | Authorise Offline | Process Purchase Orders | Upload File | Process Invoices |
|--|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="radio"/> Select All <input type="radio"/> Select None | | | | | | | | | | |
| Instruments | | | | | | | | | | |
| Air Waybill | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Approval to Pay | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| Direct Send Collection | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Export Collection | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Export Letter of Credit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Import Letter of Credit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| International Payment | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Loan Request | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | <input type="checkbox"/> |
| Outgoing Guarantee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Outgoing Standby Letter of Credit | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Payments | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> | |
| Request to Advise | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Shipping Guarantee | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | | |
| Trade Loan | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| Transfer Between Accounts | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | | |

Section Shortcuts

1. General
2. Messages
3. Instruments
4. Receivables/Payables Management
5. Direct Debits
6. Invoice/Credit Note Processing
7. Reports
8. Reference Data

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close

Delete

Close

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

The screenshot displays the security profile configuration interface. It features two main sections: '6. Invoice/Credit Note Processing' and '7. Reports'. The '7. Reports' section is highlighted with a red box. A red arrow points to the 'Remove Failed' button in the '6. Invoice/Credit Note Processing' section.

| 6. Invoice/Credit Note Processing | | | |
|---|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> No Access | | | |
| | Upload | View Uploaded | Remove Failed |
| <input type="radio"/> Select All <input checked="" type="radio"/> Select None | | | |
| Invoice/Credit Note Processing | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

| 7. Reports | | | |
|------------------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> No Access | | | |
| | No Access | View Only | View & Maintain |
| Custom Reports | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Standard Reports | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

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

| | No Access | View Only | View & Maintain |
|--|----------------------------------|-----------------------|----------------------------------|
| <input type="checkbox"/> No Access | | | |
| My Organisation's Profile | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| View TPS Limits | <input checked="" type="radio"/> | <input type="radio"/> | |
| Foreign Exchange Rates | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Instrument Templates <input checked="" type="checkbox"/> Create Fixed Payment Template | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Notification Rule | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Parties <input checked="" type="checkbox"/> Create new parties during transaction entry | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Panel Authorisation Groups | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Payment File Definitions | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Phrases | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Security Profiles | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Template Groups | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Threshold Groups | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Users | <input type="radio"/> | <input type="radio"/> | <input checked="" type="radio"/> |
| Work Groups | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| Purchase Order-Related Reference Data | | | |
| LC Creation Rules | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| ATP Creation Rules | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |
| PO Definitions | <input checked="" type="radio"/> | <input type="radio"/> | <input type="radio"/> |

Section Shortcuts

- 1. General
- 2. Messages
- 3. Instruments
- 4. Receivables/Payables Management
- 5. Direct Debits
- 6. Invoice/Credit Note Processing
- 7. Reports
- 8. Reference Data
- 9. Conversion Centre

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save & Close

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

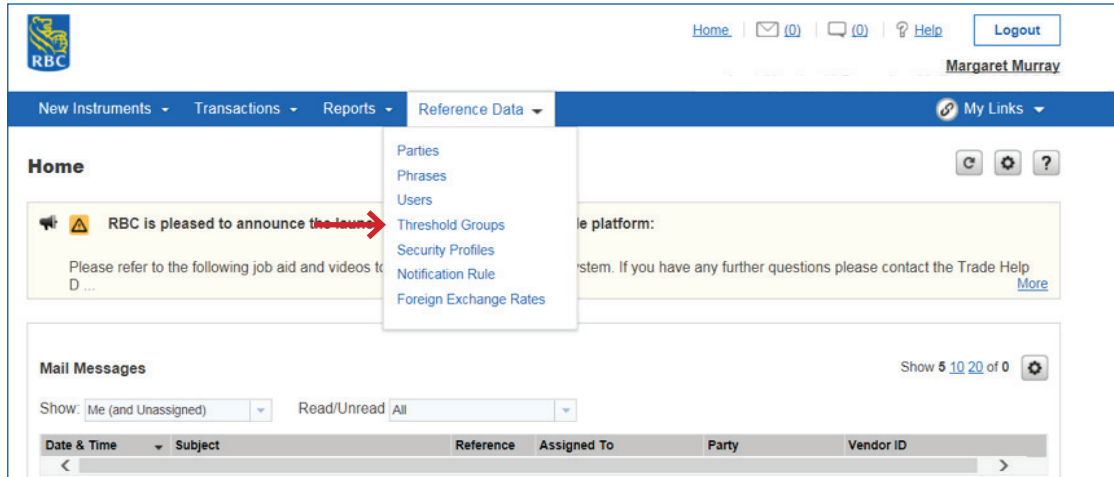
You only need to select the type of access for the following:

- 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

Junior Level

* Indicates required field

* Threshold Group Name
Junior Level

A blank entry below indicates an unlimited amount.
An entry of 0 (zero) indicates the user cannot authorise transactions of that type.

| Instrument Type | Transaction Type | CCY | Amount (per transaction) | Daily Limit |
|------------------------|--------------------------|-----|--------------------------|--------------|
| Trade | | | | |
| Air Waybill | Release | CAD | | |
| Approval to Pay | Issue | CAD | | |
| | Amend | CAD | | |
| | Approval to Pay Response | CAD | | |
| Direct Send Collection | Issue | CAD | 100,000.00 | 1,000,000.00 |
| | Amend | CAD | 100,000.00 | 1,000,000.00 |
| Export Collection | Issue | CAD | | |
| | Amend | CAD | | |

Quick Links

- Hide Tips
- Back To Top
- Save
- Save & Close
- Save As
- Delete
- Close

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

Threshold Group

Junior Level

* Indicates required field

* Threshold Group Name
Junior Level

A blank entry below indicates an unlimited amount.
An entry of 0 (zero) indicates the user cannot authorise transactions of that type.

| Instrument Type | Transaction Type | CCY | Amount (per transaction) | Daily Limit |
|------------------------|--------------------------|-----|--------------------------|--------------|
| Trade | | | | |
| Air Waybill | Release | CAD | | |
| Approval to Pay | Issue | CAD | | |
| | Amend | CAD | | |
| | Approval to Pay Response | CAD | | |
| Direct Send Collection | Issue | CAD | 100,000.00 | 1,000,000.00 |
| | Amend | CAD | 100,000.00 | 1,000,000.00 |
| Export Collection | Issue | CAD | | |
| | Amend | CAD | | |

Quick Links

- Hide Tips
- Back To Top
- Save
- Save & Close**
- Save As
- Delete
- Close

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

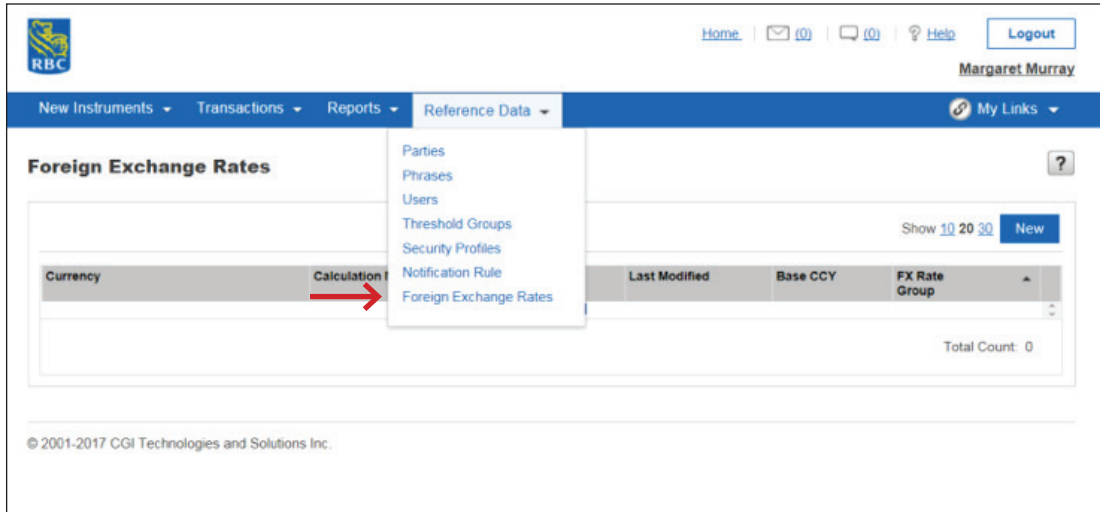
You can assign both a limit per transaction and a daily limit.

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

The screenshot shows the RBC system interface. At the top left is the RBC logo. The top right contains navigation links: Home, (1) messages, (5) notifications, Help, and a Logout button. Below this is the user name Margaret Murray. A blue navigation bar contains: New Instruments, Transactions, Reports, Reference Data, and My Links. The main content area is titled 'Foreign Exchange Rates' with a help icon. It features a table with the following data:

| Currency | Calculation Method | Mid Rate | Last Modified | Base CCY | FX Rate Group |
|-----------------------------|--------------------|------------|---------------|----------|---------------|
| USD - United States Dollars | | 1.29000000 | 01 Nov 2016 | CAD | |

Below the table, it says 'Total Count: 1'. To the right of the table, there are options to 'Show 10 20 30' and a red 'New' button. At the bottom left, the copyright notice reads '© 2001-2018 CGI Technologies and Solutions Inc.'

Click on the **New** button.

Setting Up Foreign Exchange Rates

RBC Home | (1) | (5) | Help | Logout
Margaret Murray

New Instruments | Transactions | Reports | Reference Data | My Links

Foreign Exchange Rate

New Foreign Exchange Rate

* indicates required field

Base Currency
CAD

Convert from Currency
<Select A Currency>

*If the currency is not included in the drop-down, the Exchange rate for the currency already exists.
Click [here](#) to view and update All Existing Rates.*

*Calculation Method Buy Rate Mid Rate Sell Rate FX Rate Group

Divide Multiply

Quick Links
Hide Tips
Save
Save & Close
Close

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

Setting Up Foreign Exchange Rates

Selecting Your Currency and Rate

The screenshot shows the RBC Foreign Exchange Rate configuration interface. The page title is "Foreign Exchange Rate" and the subtitle is "Foreign Exchange Rate - USD - United States Dollars". The user is identified as Margaret Murray. The page includes a navigation menu with "New Instruments", "Transactions", "Reports", and "Reference Data". The "Reference Data" menu is active. The main content area shows the following fields:

- Base Currency: CAD
- Convert to Base Currency from: USD - United States Dollars (Last Modified: 01 Nov 2016)
- Calculation Method: Multiply (highlighted with a red box)
- Buy Rate: [Empty field]
- Mid Rate: 1.29 (highlighted with a red box)
- Sell Rate: [Empty field]
- FX Rate Group: [Empty field]

On the right side, there is a "Quick Links" panel with the following options: Hide Tips, Save, Save & Close (highlighted with a red box), Delete, and Close. The footer of the page reads "© 2001-2018 CGI Technologies and Solutions Inc."

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

The screenshot shows the RBC system interface. At the top right, there is a navigation bar with links for Home, (0) messages, (1) notifications, Help, and a Logout button. The user name Margaret Murray is displayed. Below this is a blue navigation bar with tabs for New Instruments, Transactions, Reports, and Reference Data. The Reference Data tab is active, and a dropdown menu is open, showing options: Parties, Phrases, Users, Threshold Groups, Security Profiles, Notification Rule, and Foreign Exchange Rates. The 'Users' option is highlighted. The main content area is titled 'Foreign Exchange Rates' and contains a table with columns: Currency, Calculation, Last Modified, Base CCY, and FX Rate Group. A single entry is visible: USD - United States Dollars, with a last modified date of 01 Nov 2016 and a base CCY of CAD. There is a 'New' button and a 'Show 10 20 30' dropdown. The total count is 1. At the bottom, there is a copyright notice: © 2001-2017 CGI Technologies and Solutions Inc.

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

Home | (1) | (5) | Help | Logout

Margaret Murray

New Instruments | Transactions | Reports | Reference Data | My Links

Users

Show 10 20 30 **New**

| User ID | Last Name | First Name | Security Profile | Threshold Group | Work Group |
|-----------------------------|-----------|------------|---------------------------|-----------------|------------|
| FredJohnson | Johnson | Fred | Senior Level - Authorizer | Junior Level | |
| JaneSmith | Smith | Jane | Junior Level - Jane Smith | Zero-50,000 | |
| MargaretM | Murray | Margaret | Admin. Security Profile | | |

Total Count: 3

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

Adding Users

Section 1: General

The screenshot shows the RBC Reference Data: Users form. The user being added is Fred Johnson. The form is divided into sections, with the '1. General' section highlighted by a red box. This section contains the following fields:

- User ID:** fredjohnson
- First Name:** Fred
- Middle Initial:** (empty)
- Last Name:** Johnson
- Phone Number:** 416-888-8888
- Fax Number:** (empty)
- Email Address:** fredjohnson@abcinc.com
- Region Setting:** English (Canada)
- Reporting Language:** English
- Time Zone:** (GMT-05:00) Eastern Time w/DST Off
- Default Work View:** Work for My Organisation
- Date Format:** MM-dd-yyyy

Other visible elements include the RBC logo, navigation tabs (New Instruments, Transactions, Reports, Reference Data), a user profile (Margaret Murray), and a sidebar with Section Shortcuts and Quick Links.

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

2. Security

User must enter a Login ID and Password for authentication

* Login ID
FredJ

New Password

Retype New Password

User must submit a Certificate for authentication

Certificate Type

User must use single sign-on

Single Sign-On ID

Single Sign-On with Password Only

User must use single sign-on by Registration

Registration Login ID

Registration Login Password

Registered

Yes

No

If your organisation requires additional authentication for transaction authorisation, please specify the type of authentication you will be using:

Certificate Authentication

2-Factor Authentication

One Time Password

Signature Code

Section Shortcuts

1. General
2. Security
3. Assigned To
4. Panel Authority
5. Transaction Processing Settings
6. Template Groups
7. Accounts Available for Making Payments
8. Report Categories

Quick Links

[Collapse All](#)

[Hide Tips](#)

[Back To Top](#)

[Save](#)

[Save & Close](#)

[Delete](#)

[Close](#)

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

3. Assigned To

*** Security Profile**
Senior Level - Authorizer

Threshold Group
Not selecting a Threshold Group indicates that the user can authorize an unlimited amount of work.
Junior Level

Work Group
Not selecting a Work Group indicates that the user may not be able to authorize instrument types that require two users from different work groups.

4. Panel Authority

Panel Authority
This is only applicable if your corporation uses panel authentication for authorising payment instruments.

Authorise Own Output
This is only applicable if your corporation uses panel authentication and the user should be allowed to input data and be considered also as an Authoriser for the data input.

5. Transaction Processing Settings

Access to Confidential Payment Instruments/Templates
This is only applicable if your corporation uses "Payment" instruments. If selected, the user will be able to access "Confidential" payment transactions and templates and also initiate new payment transactions from templates that have been designated as being "Confidential".

Access to Live Market Rates
This is only applicable if your corporation uses "Payment" instruments. If selected, the user will be able to request live market rates for Payment Transactions.

Section Shortcuts

- 1. General
- 2. Security
- 3. Assigned To
- 4. Panel Authority
- 5. Transaction Processing Settings
- 6. Template Groups
- 7. Accounts Available for Making Payments
- 8. Report Categories
- 9. Subsidies Access

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save
Save & Close
Delete

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

9. Subsidiary Access Capabilities

User is **NOT** able to perform actions on behalf of subsidiaries
 User is **able** to perform actions on behalf of subsidiaries

The reference data for the user's organisation is available when the user performs actions on behalf of subsidiaries.

Subsidiary Access Security Profile
Select a Subsidiary Access Security Profile that defines the user's security rights when acting on behalf of a subsidiary.

Parent user is able to access subsidiaries' Confidential Payment Instruments/Templates
Only applicable if your corporation/ your subsidiaries use "Payment" instruments. If selected, the parent user will be able to access the subsidiaries "Confidential" payment transactions and templates and also initiate new payment transactions from templates that have been designated as being "Confidential".

Subsidiary Access Threshold Group

Subsidiary Access Work Group

When authorising Subsidiary Transactions:

Use Product Authorisation Rules defined on Parent Customer Profile
 Use Product Authorisation Rules defined on Subsidiary Customer Profile

Panel Authority
This is only applicable if your corporation uses panel authentication for authorising payment instruments.

Authorise Own Output
This is only applicable if your corporation uses panel authentication and the user should be allowed to input data and be considered also as an Authoriser for the data input.

Section Shortcuts

- 2. Security
- 3. Assigned To
- 4. Panel Authority
- 5. Transaction Processing Settings
- 6. Template Groups
- 7. Accounts Available for Making Payments
- 8. Report Categories
- 9. Subsidiary Access Capabilities

Quick Links

- Collapse All
- Hide Tips
- Back To Top

Save

Save & Close

Close

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

The screenshot shows the RBC Global Trade website interface. At the top right, there is a navigation bar with links for Home, (1) email, (3) chat, a **Help** button (highlighted with a red box), and a Logout button. Below this, the user's name Margaret Murray is displayed. A secondary navigation bar contains tabs for New Instruments, Transactions, Reports, and Reference Data, along with a My Links button. The main content area is titled 'Home' and features a red box around a question mark icon. Below this is a yellow announcement banner: 'RBC is pleased to announce the launch of the new RBC Global Trade platform: Please refer to the following job aid and videos to help you navigate the new system. If you have any further questions please contact the Trade Help D More'. Underneath is a 'Mail Messages' section with a 'Show 5 10 20 of 1' dropdown and a 'Show: Me (and Unassigned) Read/Unread All' filter. A table lists messages with columns for Date & Time, Subject, Reference, Assigned To, Party, and Vendor ID. The first row shows a message from 01 Nov 2016 04:30 with subject 'Correspondence: BIL101389M - 1 Billing'. At the bottom is a 'Notifications' section with a 'Show 5 10 20 of 3' dropdown.

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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