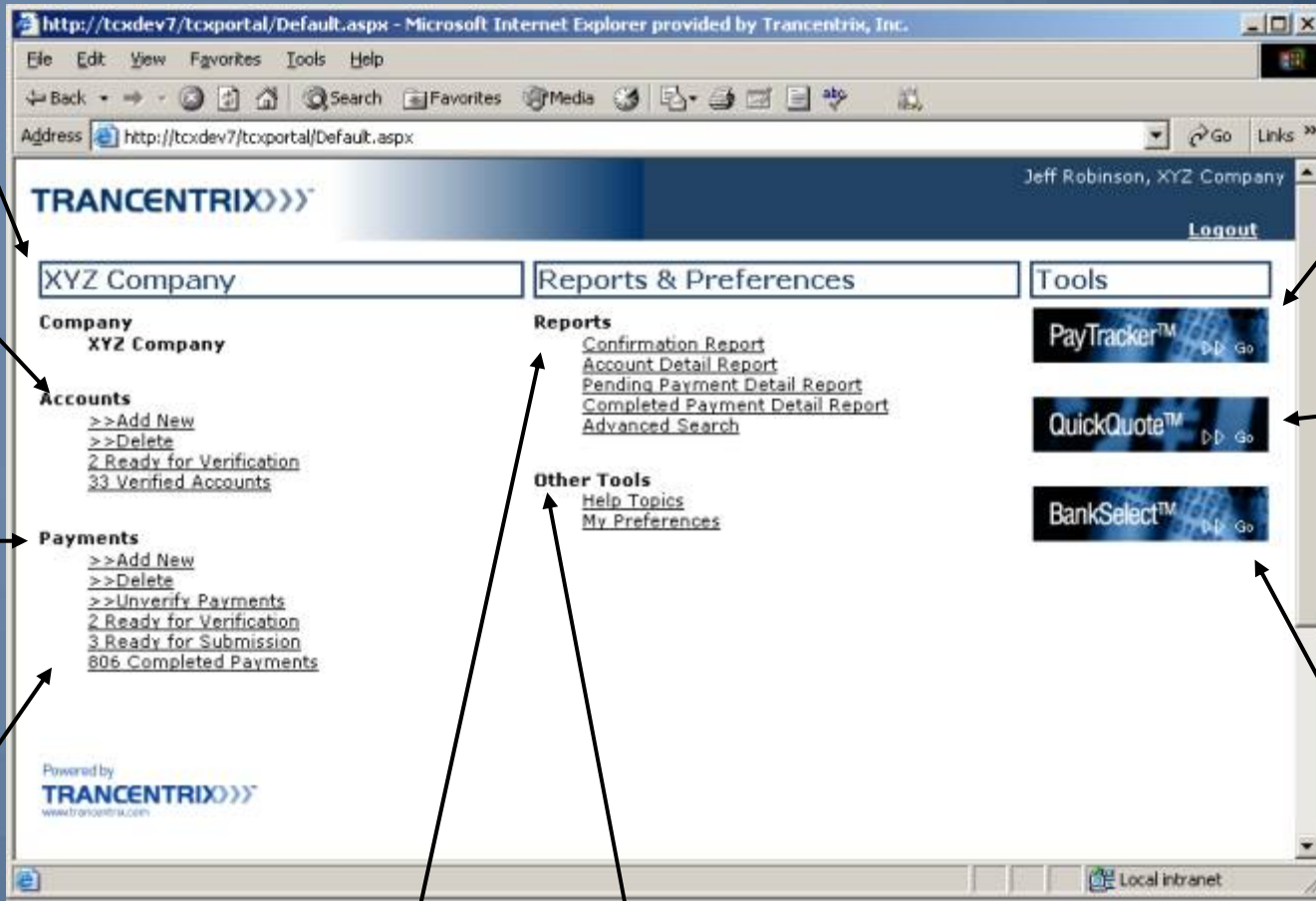


# Home Page

Your Home page is your single point-of-entry and access to all TracentrixPortal features and functionality. From configuring payment accounts to creating, verifying, submitting and configuring payment requests to running status reports and configuring personal preferences, your Home page is intuitively designed to help you simplify your payments process and get to key payment information within just a few clicks.



Your Company Name Appears Here

Create and Verify Your Payment Accounts

Create, Verify and Submit Payment Requests

View Completed Payments For All Accounts

Access Available Account and Payment Reports or Configure Personalized Completed Payment Search Criteria

Help Topics are Available for Each Step of the Account, Payment, Reporting and Configuration Process

Use PayTracker to Track Your Payments Status

Use QuickQuote for Instant Foreign Exchange Quotes on More Than 100 Currencies

Use BankSelect to Locate More than 500,000 Banks

# New Accounts Page

From the Home page, simply click the >>Add New link to access the New Accounts Page. From this screen, you can define how funds are to be transferred from PayFrom (Payor) to PayTo (Payee) accounts. Each account allows for the capture of pertinent account information, including address, bank details, email notification addresses, payment method and default currency selection. On the PayTo accounts, you can also insert Additional Information Fields to track account-specific information such as invoice number, purchase order number or division. This information is for reporting purposes only and does not display on the payment.

Enter Your Payee PayTo Account Name

Create a Unique Account Description When the Account Name is used More than Once

Select Your Desired Payment Currency

Select whether this is a Domestic or Foreign Exchange Payment

Select Whether the Payment is to be Forwarded Electronically or Check or Both

Payment Accounts are Either PayTo the Payee, or PayFrom the Payor Bank Account

Enter the Appropriate Payee and any Internal Notification Email Addresses

Select Your PayFrom Bank Account

Electronic Payments are Typically Wire or ACH — Select Your Preference

Enter a Payment Notation to Appear on the Payee's Email Notification

Enter the Payee Bank Account Number and Access BankSelect to Retrieve the Correct Routing Number

# Account Verification

Upon setting your account defaults, either click the Save or Save & Add Another button to save the new account to the Entered Account group for verification by someone else, or simply click the Verify or Verify & Add Another links to transfer the account to the Verified Accounts folder. Accounts must be verified before they are available for payments. If necessary, verified accounts can later be unverified to accommodate account revisions.

https://demo.tracentrix.com/tcxportal/Default.aspx - Microsoft Internet Explorer p...

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media Print Mail News abc >>

Address https://demo.tracentrix.com/tcxportal/Default.aspx Go Links >>

ACCOUNT NUMBER:

Bank Name:

City:

Branch:

State/Location:

Country:

Routing Code:

Secondary Routing Code:

[Find a Bank](#)

### Intermediary Bank Information

Bank Instructions:

[Find Intermediary Bank](#)  
[Enter Bank Manually](#)

### Account Additional Information

Division:

GL Code:

Department:

[Verify](#)  
[Save & Add Another Account](#)  
[Verify & Add Another Account](#)

Click Verify to Approve the Account and Transfer to Verified Accounts

Click to Save & Add Another to Save as an Entered Account

Click Verify and Add Another to Save as a Verified Account

Click Cancel to Return to the Home Page without Saving the New Account.

Click Save to Save the New Account as an Entered Account

# New Payment

Once New Accounts have been verified and saved to Verified Accounts, they are available for making payments. Begin by clicking the >>Add New payment link on the Welcome page and select a PayTo account.

The screenshot shows a web browser window displaying the 'New Payments' page. The page features a header with the Trancentrix logo and user information for 'Jeff Robinson, XYZ Company'. Below the header, there are filter controls for 'Show' (set to 'All Payment Types'), 'Filter By' (set to 'N/A'), and a 'Like' field. A table lists available 'PayTo' accounts with columns for 'Select', 'PayTo Account', 'Description', and 'Currency'. At the bottom, there are 'Cancel' and 'Next' buttons. Several yellow callout boxes with arrows point to specific UI elements, providing instructions on how to use the filters, select accounts, and proceed with the payment creation process.

**Use the Show Filters to View the List Box by Payment Type**

**Click One or More Checkboxes to Select PayTo Account for Payment Creation**

**Use the Check Links Below to Check All or Clear All Check Boxes**

**Click Cancel to Return to the Welcome Page**

**Use the Filter and Like Fields to Find Accounts from Among the List of Available Alternatives by Name, Description or Currency**

**Use the Description Field to Locate the Correct Account**

**Click Next to Proceed to the Create Payments Page**

Select	PayTo Account	Description	Currency
<input type="checkbox"/>	ABC Company	Omaha, NE Division	USD
<input type="checkbox"/>	ABC Company	The London Division	GBP
<input type="checkbox"/>	ABC Company	Denmark Division	DKK
<input type="checkbox"/>	ABC Company	Australia Division	AUD
<input type="checkbox"/>	domcept	DND! ACH	USD
<input type="checkbox"/>	domceptpf	DND! Wire PT C by Mail PF	USD

# Create New Payment

The selected PayTo account details entered at the time the New Account was created will display on the Create New Payments page. To make a new payment, simply enter the amount, make any changes to the PayBy or PayFrom Account information and click Next to create the payment. Remember – you can fund either a PayTo or PayFrom account from this screen, but not both at the same time.

Pay	PayTo Account	Pay By	To Cur	To Amount	PayFrom Account	From Cur	From Amount	Reference
<input checked="" type="checkbox"/>	ABC Compa	Wire	GBP	25,000.00	ABCSydney	AUD	0.00	Invoice: [icon]
<input checked="" type="checkbox"/>	ABC Compa	Wire	EUR	0.00	ABCCopenhagen	AUD	7,500.00	[icon]
<input checked="" type="checkbox"/>	ABC Compa	Wire	USD	10,000.00	ABCLondon1	GBP	0.00	Invoice: [icon]

Select the PayBy Method (Wire, ACH or Check)

Select the Payment Currency

For Payments to Payees, Enter the Appropriate Payment Amount

Select the Account to Pay From

For Payer Payments, Enter the Payment Amount

# Verify the New Payment

New and modified payments must be verified for accuracy and security. Users with the appropriate rights will perform the payment verification procedure to make the payment available for submission to Trancentrix.

The screenshot shows a web browser window displaying the Trancentrix portal. The page title is "Entered Payments". At the top right, it says "Jeff Robinson, XYZ Company" with "Home" and "Logout" links. Below the title, there are filter options: "Show" (All Payment Types), "Filter By" (N/A), and a "Like" search box with a "Go" button. The main content is a table of payments with columns: Select, S, Pay To, To Cur, To Amount, From Cur, From Amount, and Pay By. There are 7 rows of payment data. Below the table, there are "Cancel" and "Next" buttons. Annotations with arrows point to the "Select" checkboxes, a company name in the "Pay To" column, and the "Next" button.

Select	S	Pay To	To Cur	To Amount	From Cur	From Amount	Pay By
<input checked="" type="checkbox"/>	(E)	ABC Company	USD	150,000.00	USD	0.00	Domestic Wire
<input checked="" type="checkbox"/>	(E)	ABC Company	GBP	0.00	EUR	100,000.00	International Wire
<input type="checkbox"/>	(E)	ABC Company	GBP	0.00	GBP	250,000.00	International Wire
<input checked="" type="checkbox"/>	(E)	ABC Company	AUD	125,000.00	GBP	0.00	International Wire
<input checked="" type="checkbox"/>	(E)	ABC Company	EUR	100,000.00	AUD	0.00	International Wire
<input checked="" type="checkbox"/>	(E)	domecpt	USD	16.52	USD	0.00	Domestic Wire
<input checked="" type="checkbox"/>	(E)	domept	USD	14.52	USD	0.00	Domestic Wire

Check Only Those Payments to be Verified

Click the Company Name to View the Payment Details

Click Next to Verify the Selected Payment

# Submit Payment

Payments must be submitted to Tracentrix in order to be executed. Users with Submit rights can perform this operation.

http://tcxdev7/tcxportal/Default.aspx - Microsoft Internet Explorer provided by Tracentrix, Inc.

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Media

Address http://tcxdev7/tcxportal/Default.aspx

Tracentrix

Jeff Robinson, XYZ Company

Home Logout

## Submit Payments

Show Filter By Like

All Payment Types N/A Go

Check All - Clear All - Toggle Records 1-9 of 9 First Prev << 1 >> Next Last

Select	S	Pay To	To Cur	To Amount	From Cur	From Amount	Pay By
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<a href="#">ABC Company</a>	USD	150,000.00	USD	0.00	Domestic Wire
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<a href="#">ABC Company</a>	AUD	125,000.00	GBP	0.00	International Wire
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<a href="#">ABC Company</a>	EUR	100,000.00	AUD	0.00	International Wire
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	<a href="#">ABC Company</a>	GBP	0.00	EUR	100,000.00	International Wire

Check All - Clear All - Toggle Records 1-9 of 9 First Prev << 1 >> Next Last

Cancel Next

Check Only Those Payments to be Submitted to Tracentrix

Click a Name Link to Review the Verified Payment Details

Click Next to Proceed to the Payment Confirmation Page

# Confirm the Payment

This page allows the submitter to make a final review of the payment details, including applicable fees and the payment value date assignment. Once satisfied that the payment is complete, click the Confirm button to transmit the payment to Trancentrix. It's as easy as that!

The screenshot shows a web browser window with the URL <http://tcxdev7/tcxportal/Default.aspx>. The page title is "Confirm Payments" and the user is identified as "Jeff Robinson, XYZ Company". A warning message states: "Rates are valid for 90 seconds. After that time you will be required to refresh the rates or cancel." Below this is a table of payment details with checkboxes in the "Confirm" column. A link "Click Here to Refresh Rates" is provided. At the bottom, there are "Cancel" and "Confirm" buttons. A status bar at the bottom left shows "82 Seconds".

Confirm	PayTo Account	To Cur	To Amount	Rate	From Cur	From Amount	Fee	Value Date
<input checked="" type="checkbox"/>	ABC Company	AUD	125,000.00	0.0654	GBP	8,171.30	0.00	8/13/2004
<input checked="" type="checkbox"/>	ABC Company	EUR	100,000.00	2.6421	AUD	264,213.25	0.00	8/13/2004
<input checked="" type="checkbox"/>	ABC Company	GBP	17,168.52	0.1717	EUR	100,000.00	0.00	8/13/2004
<input checked="" type="checkbox"/>	ABC Company	USD	150,000.00	1.0000	USD	150,000.00	0.00	8/12/2004

[Click Here to Refresh Rates](#)

PayFrom Account	Nickname	Currency	Amount	Fee	Total
ABC Company	ABCCopenhagen	EUR	100,000.00	0.00	100,000.00
ABC Company	ABCLondon1	GBP	8,171.30	0.00	8,171.30
ABC Company	ABCSydney	AUD	264,213.25	0.00	264,213.25
domepf	domepf	USD	150,000.00	0.00	150,000.00

**Cancel** **Confirm**

82 Seconds

Check those Payments to be Confirmed and Transmitted to Trancentrix.

Click Confirm and the Payment is Initiated

# Confirmation Report

The Confirmation Report will automatically display the payment ticket information for review or printing.

http://tcxdev7/tcxportal/Default.aspx - Microsoft Internet Explorer provided by Trancentrix, Inc.

File Edit View Favorites Tools Help

Address http://tcxdev7/tcxportal/Default.aspx

Jeff Robinson, XYZ Company

Home Logout

## Confirmation Report

<< << Pages 1 of 1 >> >> 85% [Select an export format] Export | Export To Email

### Confirmation Report

XYZ Company (10269)  
123 Main Street  
Suite 103  
Anytown, IA 55555  
Phone: 301-483-8500  
Fax: 301-483-8555

Ticket ID: 194  
Received: 8/11/2004 5:48:53 PM  
Processed By: Portal

Payment Detail Report (pdf)

Pay From: ABC Company (ABCLondon1)  
Pay By: Wire  
Currency: GBP

ID	PayTo Account	Pay By	Ref	CUR	PayTo Amount	Rate	Value Date	Fee	Amount
5509	ABC Company	International Wire		AUD	125,000.00	0.0654	8/13/2004	0.00	8,171.30
Subtotal:									8,171.30
Fee:									0.00
Total Due:									8,171.30

When paying GBP currency by wire, please remit funds to:

Account Holder: Trancentrix Inc  
Bank: Bank of America  
Bank Account: 600831532014  
Sort Code: 16-50-50  
S.W.I.F.T.: BOFAGB22

To ensure prompt payment, please include your Client ID (10269).

Your Company Information

Note the Payment Details and Ticket ID for Future Reference

Select the Export Format and Click Export to Copy the Details in the Selected Format

Click Home to Return to the Welcome Page