WinTrade

Welcome to WinTrade User Guide
New Zealand

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Welcome to WinTrade®

This guide explains how to navigate WinTrade and use the system's main features and processes.

Key features

- Securely manage your trade transactions through a range of importing and exporting business functions.
- Integrated imaging and workflow of trade transactions.
- Real-time tracking and notification of trade transactions via email.
- Real-time reports.
- Processing of Import and Export Letters of Credit.
- Processing of Import and Export Documentary Collections.
- Online payment notification for your collections.
- Simple, efficient document preparation.
- Online requests for Trade Finance to help you manage your cash flow.
- Ability to manage system administration functions.

Need help with WinTrade?

Contact Trade Service.

Quick find

Navigation overview

1. **Left menu panel** – click to expand the list and access your trade products.
2. **Dashboard** and **Reports** – click to access these screens.
3. **WinTrade features** – click to access the features.

My profile	Settings	Calendar	Notifications	Sign-off
• Update your details. • Set notifications. • Set calendar notifications.	• Manage your phrases and common terms. • View subsidiary companies in WinTrade (if applicable). • Manage users (Corporate Administrator only)	• View your trade calendar. • Create events and reminders.	▪ View messages and alerts from the bank.	▪ Click to exit WinTrade.

WinTrade features

My Profile

1. My details

- Update your personal details. Only email and phone number can be updated.
- Set landing page.

The **Dashboard** is the default homepage after login and shows a summary of your trade transactions.

Key features

1. **Date range** – the default timeframe is 30 days. To change the timeframe, select your required **Start date** and **End date**, then click **Refresh** to update the display.

2. **Number of transactions by product** – shows your product transactions for the requested timeframe.

3. **Summary of updated transaction statuses** – shows the status of all your transactions for the requested timeframe. Refer to page 12 for status definitions.

4. **Secure Messages** – shows the status of messages sent and received.

   Note: Return to the Dashboard at any time when using the system by clicking **Dashboard** Dashboard .

2. Notifications

■ Select which event notification emails to receive. You can also select to receive emails by ticking the **I want to receive e-mails** option.

3. Calendar

■ Set lead time for notifications.

⚙️ Settings

Phrases

- View, edit and delete common terms used when creating trade transactions.

Import LC - phrases - WinTrade

Short name	Description
◯ SHOES	RED SHOES
◯ TELE	TELEVISIONS
◯ CARS	BLUE CARS
◯ BEDSOCKS	BED SOCKS

For example, in an Import LC you can set up phrases for:

- Description of goods
- Documents required
- Additional conditions
- Special payment conditions.
- Phrases save you time by removing the need to manually enter common terms and descriptions.
- The screen below shows how phrases have been setup to save time when entering an Import LC Description of goods.

1. Parties information	2. Payment information	3. Shipping information	4. Goods description	5. Documents & additional conditions

ⓘ Please make sure you have completed all required fields.

Description of goods

Phrases

BEAUTY PRODUCTS [MAKEUP AND CREAMS]
BEDSOCKS [BED SOCKS]
BLOCKS [CHILDREN'S BUILDING BLOCKS]
CARS [BLUE CARS]
SHOES [RED SHOES]
TELE [TELEVISIONS]
WINE [WINE VARIETIES]

Description of goods (optional)

RED SHOES IN INDIVIDUAL BOXES200 X CASES SAV BLANC
200 X CASES SHIRAZ LCD FLAT SCREENS100 X BOXES BUILDING BLOCKS

Company

- If you have multiple companies set up in WinTrade, you can switch between them by clicking the **Settings** icon and then selecting your company from the menu.
- In the below example, THE DAN COMPANY has two subsidiary companies set up in WinTrade: DANSUB and DSHEEREN.
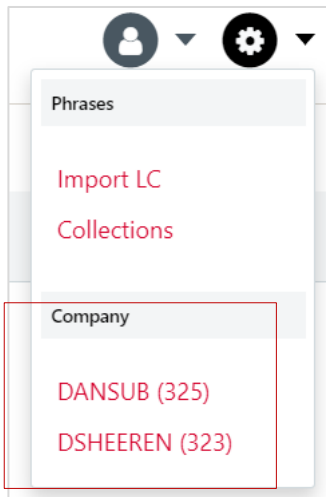
Calendar

- The calendar shows upcoming events, such as shipment dates, expiry dates and maturity dates.

- The calendar can be viewed by Day, Week, Month and Year and has a search option to quickly find events.
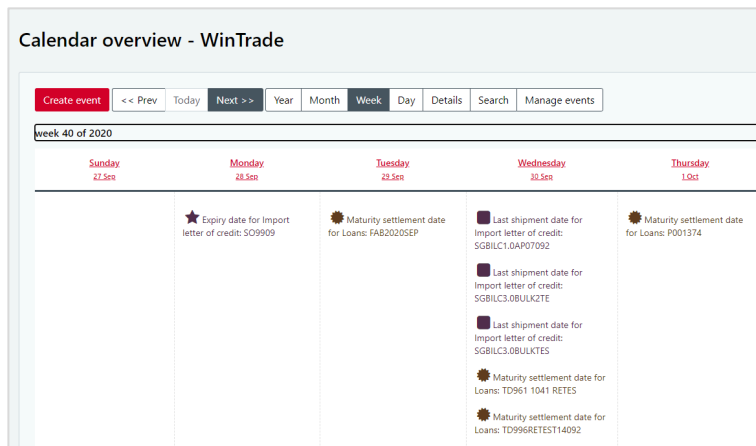
Week view
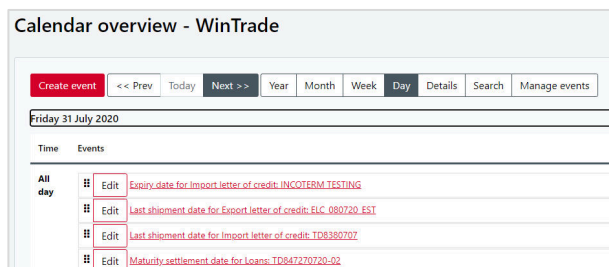
Day view

Create an event

You can create your own events and reminders in the calendar.

Note: the calendar is not linked to other tools such as Microsoft Outlook.

1. Click **Create event.**
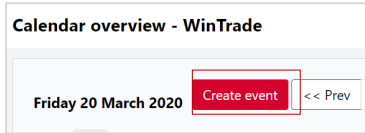
2. Complete the pop-up window, then click **Save**.
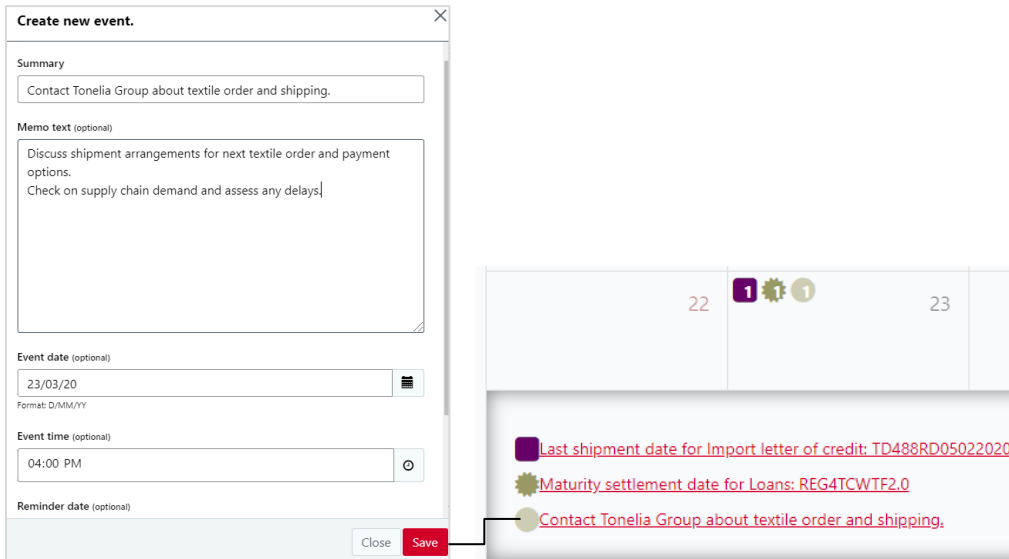
3. Your event will be displayed on the calendar.

 Notifications

- Notifications shows messages and alerts from the bank, such as scheduled system maintenance times.

- Click the message link to display the full text.

WinTrade screen navigation

This section explains how to access a product and use the key features, which are similar across all products. This example uses an Import Letter of Credit.

1. Access a product

- Click the left menu panel to select a product.

- In this example, the user has selected **Import LC** and **Issue**. The **Import Letters of Credit transaction grid** is displayed.

2. Transactions tab

- In this section, you can choose what transactions to show in the **List of transactions** table. You can display transactions by:
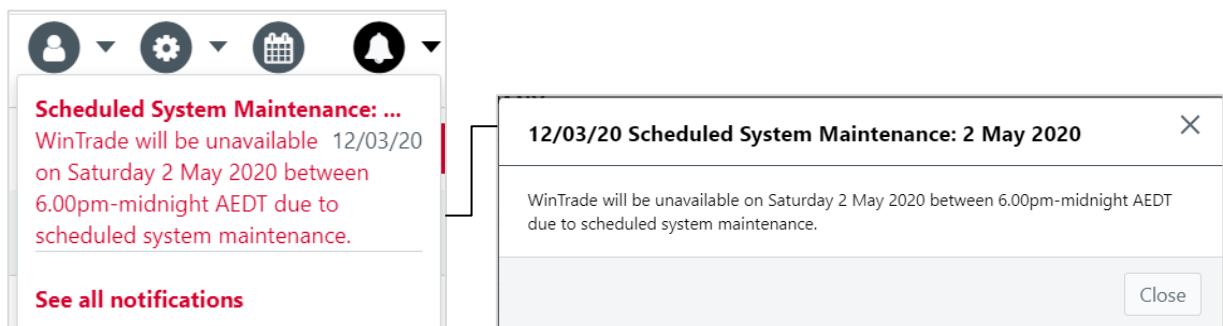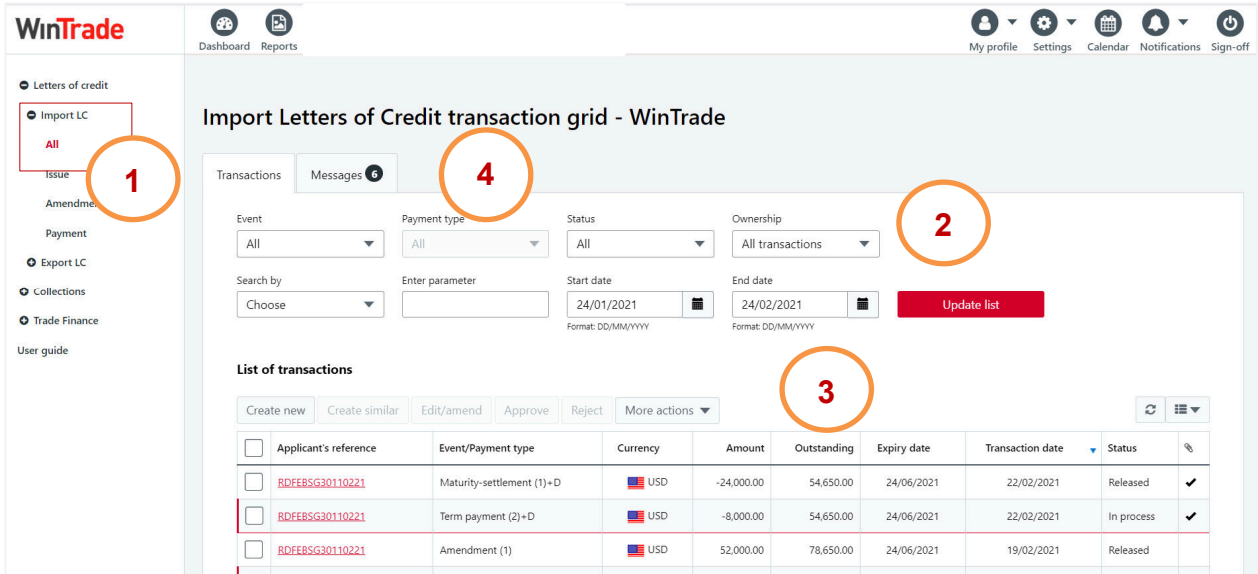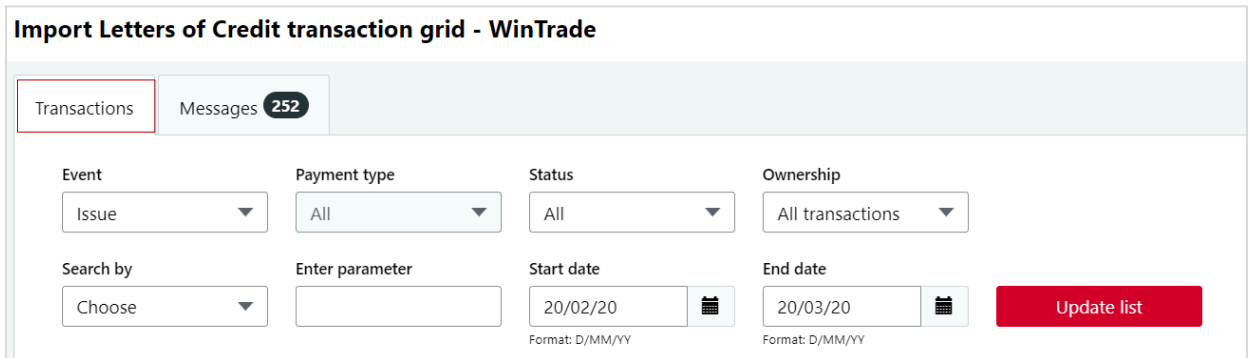
- **Applicant's reference** - the applicant's reference number.

- **Event/Payment type** - This filter will be available for Letters of Credit and Trade Finance only. For example, for Import Letters of Credit, the payment type could be acceptance, discrepant, maturity, refusal, sight payment.

- **Payment type** - This filter will be available for Letters of Credit and Trade Finance only. For example, for Import Letters of Credit, the payment type could be acceptance, discrepant, maturity, refusal, sight payment.

- **Status** – e.g. In Process, Pending, Sent to Bank.

- **Ownership** – All transactions or My transactions (ones you have created).

- **Search by** – using specific search criteria, such as Application type, Beneficiary, Currency, and Parameter.

- **Date range** – a specific start and end date.

- Enter your required parameters, then click **Update list** to display the transactions in the grid.

Event

- Display all transactions in the grid or use the menu to display events by type.

- Select your option, then click **Update list** to update the display.

Event

All ▼
All
Issue
Amendment
Payment
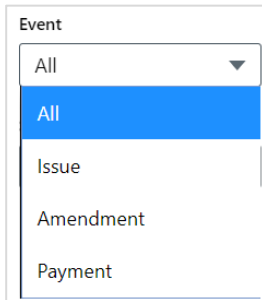
Status

- Display all status types in the grid, or filter by type. Select your option, then click **Update list** to update the display.

Status	Meaning
In process	■ The transaction has been initiated. It may be saved or completed but not yet approved.
Pending Approval	■ The transaction has been saved and the first approval completed. Awaiting second approval.
Approval	■ The transaction has been fully approved. This status appears briefly before changing to Sent to Bank.
Sent to Bank	■ The transaction has been sent to the bank. This status appears briefly before changing to Received.
Received	■ The transaction has been received by the bank and is awaiting action.
Released	■ The bank has checked the transaction for compliance and processed and released.
Cancelled	■ The bank has checked the transaction for compliance and found major errors, which require the transaction to be cancelled. Cancelled transactions cannot be revised. ■ A transaction may be cancelled if it breaches business rules or credit rules, for example illegal exports or imports to or from a sanctioned country.
Rejected	■ The bank has checked the transaction for compliance and found errors or omissions. The transaction has been returned for revisions.
Rejected (by customer)	■ The transaction approver has found errors or omissions. The transaction needs to be edited or amended before it can be approved.
Template	■ This is a template for transactions to regular suppliers.
Incomplete	■ The transaction has been 'Saved as draft' to be edited, completed and approved at a later time. Transaction cannot be approved when in this status.

Partially released	▪ The status for Export LC Pre-check or Original document drawings and payments of drawings awaiting payment or further instructions from the customer.
Deleted	▪ A transaction that you have deleted before it is sent to the bank.

Ownership

- ▪ **My transactions** show transactions that you have issued. **All transactions** show all the transactions that the company has issued.

- ▪ Select your option, then click **Update list** to update the display.

Search by / Enter parameter

- ▪ You can search for a specific transaction or a group of transactions by selecting criteria in **Search by**, then typing the parameter in **Enter parameter**.

- ▪ Select your option, then click **Update list** to update the display.

- ▪ **Note:** The choices in the drop-down menu will vary by product.

Start date / End date

- ▪ The date range defaults to transactions in the period 30 days before today's date.

- ▪ To change this range, either type the required dates in the format DD/MM/YY or select the dates from the calendar for the **Start date** and **End date** fields.

- ▪ Click **Update list** to update the display.

- ▪ **Note:** If you clear the dates from the **Start date** and **End date** fields, the grid will show all transactions in the system.

3. List of transactions grid

- The grid displays your trade transactions. You can set the table display by using the configuration drop-down menu in the top right corner.

New transactions or update to existing transactions

- If there is a new transaction or update to an existing transaction, then the transaction row will be highlighted with a red border for easy identification.

How to configure the grid
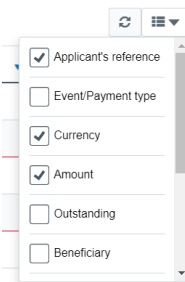
1. Click the configuration icon.

2. Select the data you need to display in the grid.

3. To close the menu, click outside its border. There is no save button.

   Example - Before configuration

Example - After configuration

How to open or action a transaction

- To open a transaction, click the **Applicant's reference** (underlined).

- To action a transaction, select the **check box** in front of the **Applicant's reference**, then click the required action button, such as **Create similar** or **Edit/amend**.

How to use the action buttons

- The action buttons displayed depend on the trade product and its status in the system. For an Import LC, the action buttons are shown below.

Button	Function
Create new	Create a new blank transaction.
Create similar	Create a transaction based on a released Issue transaction on the grid.
Edit/amend	Edit or amend a transaction.
Approve	Approve a transaction without review.
Reject	Reject a transaction due to errors.
More actions	The drop-down menu displays additional actions and quick access views. Delete – for transactions no longer required.

Sort order

- You can sort the transactions in the grid by toggling the **up/down arrows** in selected criteria.

	Applicant's reference ▲	Event/Payment type		Applicant's reference ▼	Event/Payment type
	8709438710947098	Issue		RDFEBSG30110221	Issue
	RDFEBSG30110221	Issue		RDFEBSG30110221	Amendment (1)

Global screen search

- WinTrade has a search feature that is available on all screens.

- Press **Ctrl-F** on your keyboard to open the search box.

- Enter the word or sequence of numbers, then press **Enter** on your keyboard.

PAUL|	1/5	^	∨	✕

- The results are highlighted on the screen.

	Applicant's reference ▼	Beneficiary
	RDFEBSG30110221	PAUL TEST
	RDFEBSG30110221	PAUL TEST
	RDFEBSG30110221	PAUL TEST

4. Messages

- The **Messages** tab shows secure messages from the bank for your review and action.

- Messages are sent over a secure system within WinTrade to ensure confidentiality and are protected with encryption technology.

Import Letters of Credit transaction grid - WinTrade

Transactions | Messages

Status
Received

Transactions
-- Choose --

Search By
Choose

Enter parameter

Start date
D/MM/YY
Format: D/MM/YY

End date
D/MM/YY
Format: D/MM/YY

Update list

List of messages

Approve | Print preview | Delete

	Applicant's reference	Bank's reference	Subject	Message date	Message status
○	RDSIT16012020	M000372	PRE MATURITY ADVISE 17/01/20 05:06	17/01/20	Received

- To view a message, click the **Applicant's reference**.

- To print the message, click **Print**.

- You can also print or download the message by clicking **Print Preview**, then either **Print** or **Download PDF**. We recommend using **Print**, then **Print to PDF** option.

- **Note:** WinTrade does not enable you to send messages to the bank. Please call Trade Service if you need assistance.
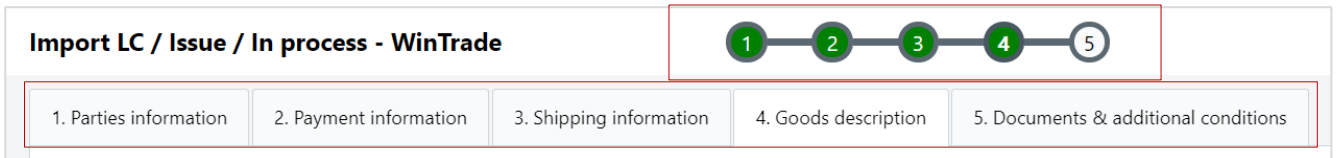
WinTrade workflow

Information tabs

All WinTrade transactions have a tab format to assist you in entering the required information.

Progress indicator

The traffic light progress indicator shows your progress in creating a transaction.

Red means revisions are required to the information on the tab e.g. mandatory fields are not completed.

Errors or incomplete information are highlighted on the screen by a red border or text.

Green means all fields on the tab have been correctly completed.

Amendments

Amendments are colour-coded for easy identification.

Current amendments are displayed in red and previous amendments are displayed in yellow. The screen below shows an Import Letter of Credit with amendments.

Approve a transaction

There are two ways to approve a single transaction in WinTrade.

- **With review (highly recommended)** – review and ensure the details of the application are correct before approving and sending to the bank.

- **Without review** – select the check-box in front of application. Open **Actions**, click **Save and approve** and enter your password in the **Approve transaction** window.

Recommended approval process

1. Click **Applicant's reference** to open transaction. In this example, we are approving an Import LC.

List of transactions

	Applicant's reference	Event/Payment type	Beneficiary	Expiry date	Transaction date	Status	
✔	SO229	Issue	PAUL TEST	25/02/2021	24/02/2021	In process	

Create new   Create similar   Edit/amend   Approve   Reject   More actions ▼

2. Review and check all information tabs.

Import LC / Issue / In process - WinTrade   ①—②—③—④—⑤   Actions ▼

Parties 1. information	Payment 2. information	Shipping 3. information	Goods 4. description	Documents & additional 5. conditions

ⓘ **Please make sure you have completed all required fields.**

Applicant's reference

3. To approve, open **Actions** and click **Approve**, then enter your password in the **Approve transaction** window, then click **Approve**.

Actions ▼
> Comments
> Print preview
> Close
> Approve
> Reject
> Images

Approve transaction   ✕

Password

Password

Close   Approve

4. A confirmation message will display.

✕

• Transaction has been approved

Ok

Approve multiple transactions

You can also approve multiple transactions from the transaction grid after reviewing them.

1. Select the transactions, then click **Approve**.

List of transactions

	Create new	Create similar	Edit/amend	Approve	Reject	More actions ▼	
☐	**Applicant's reference**			**Event/Payment type**		**Beneficiary**	
☑	SO229			Issue		PAUL TEST	
☑	SO998			Issue		ABC PTY LTD	

2. Enter your password on the **Summary of transactions for approval** window, then click **Approve**.

Summary of transactions for approval ✕

Customer reference	Currency	Amount	Issue date	Bank reference	Status
05102022WTFL	AUD	5,657.00	-	-	In process
05102022WTFG	AUD	5,676.00	-	-	In process

Password

Password

Close   **Approve**

3. A confirmation message will be displayed.

Summary of transactions for approval ✕

Customer Ref	Code	Message
SO887	100	Transaction has been approved
SO921	100	Transaction has been approved

Close

Reject a transaction

A transaction can be rejected by an approver if it needs revisions.

1. Select the transaction.
2. Click **Reject**.

3. Enter your password and the rejection reason so the team member understands what to correct, then click **Reject**.

4. A confirmation message will be displayed.

- The transaction will have the status of **Rejected by customer**.

Delete a transaction

The following transactions initiated by you can be deleted prior to approval. (i.e they are either In process or Incomplete):

- Import Letters of Credit issuance and amendment transactions

- Trade Finance (Loan) application

- Transfer of an Export Letter of Credit

- Assignment of proceeds of an Export Letter of Credit.

Note: Templates can be deleted by the creator or a Corporate Administrator.

How to delete a transaction

1. Select the transaction.
2. Open **More actions**, click **Delete**.

3. Click **Ok**.

Managing rejected and cancelled transactions by the bank
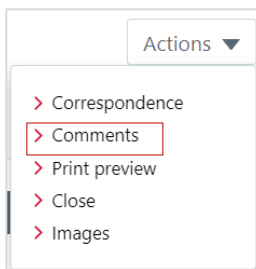
Status	Meaning
Rejected	▪ The bank has checked the transaction for compliance and found errors or omissions. ▪ The transaction has been returned for revisions.
Cancelled	▪ The bank has checked the transaction for compliance and found major errors, which require the transaction to be cancelled. ▪ Cancelled transactions cannot be revised. ▪ A transaction may be cancelled if it breaches business rules or credit rules, for example illegal exports or imports to or from a sanctioned country. It also relates to expired import and export LCs and their related paid drawings/payments.

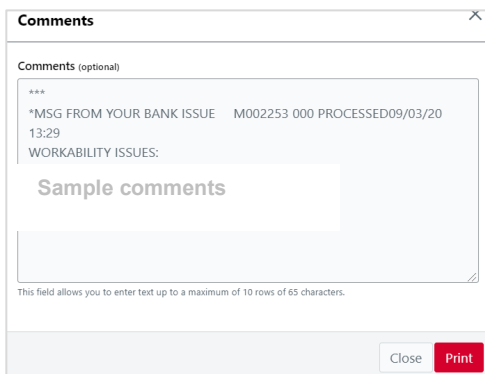### How to process a rejected transaction

1. Click **Applicant's reference** to open the transaction.

List of transactions

	Applicant's reference	Event/Payment type	Beneficiary	Expiry date	Transaction date	Status	
☐	1233	Issue	ABC PTY LTD	16/10/2020	22/09/2020	Rejected	

2. Open **Actions**, click **Comments**.

Actions ▼
> Correspondence
> Comments
> Print preview
> Close
> Images

3. Review the comments and requested action.

Comments

Comments (optional)

***
*MSG FROM YOUR BANK ISSUE   M002253 000 PROCESSED09/03/20 13:29
WORKABILITY ISSUES:

Sample comments

This field allows you to enter text up to a maximum of 10 rows of 65 characters.

Close   Print

4. Close the transaction, then reselect it and click **Edit/amend**.

5. Make the required revisions to the transaction, then open Actions and click **Save**. The transaction will return to **In process**, ready for review and approval.
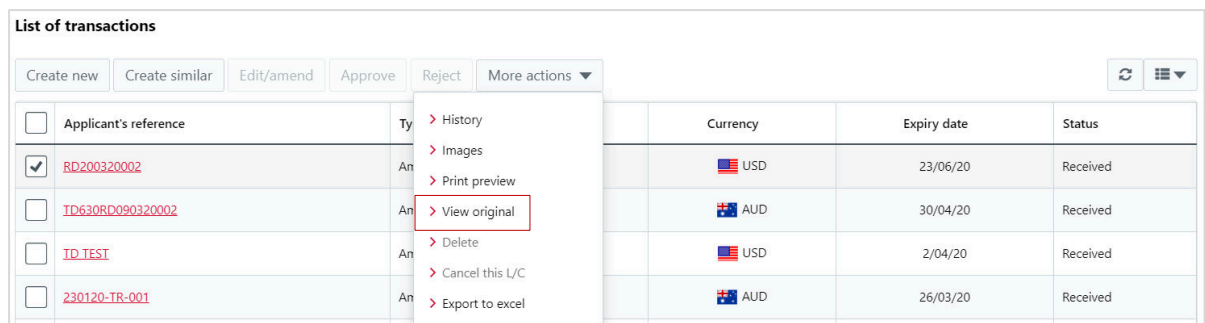
Quick Access Views

There are two Action buttons and event filter option to make it easier to view details of transactions:

1. View Original (for transactions initiated in WinTrade)

2. History button

3. Multiple LC payments and amendments.

   Note: Below example shows Import Letters of Credit but this can apply to other products as well.
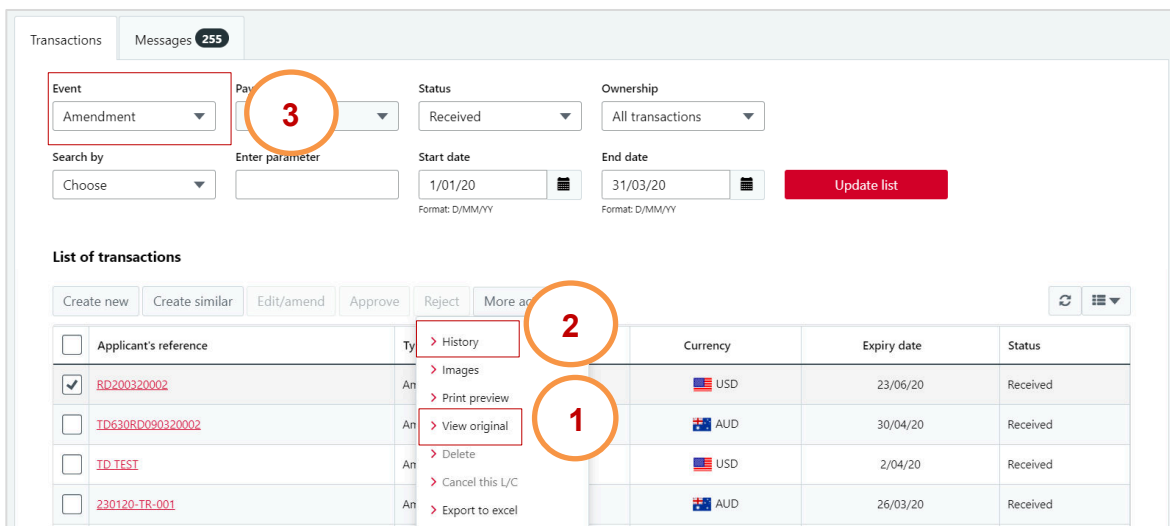
1. **View Original:** Where there is an amendment to a Letter of Credit, this button can be used to view the original Letter of Credit. This feature is for transactions initiated in WinTrade.

- Open **Actions**, click **Final version** to open the final version of the LC.

- On the final version, open **Actions**, click **Original version** to toggle back to the previous version of the LC.

2. **History button:** For a LC transaction, this button can be used to look at all events for that transaction from issue, amendment (if any) and payment.

3. **Multiple LC payments and amendments:** If multiple payments or amendments have been done on a LC transaction, the filter option for event can be used to easily determine how many payments or amendments have been done.

  - Select the event from the 'Event' dropdown.

  - Sort on the Applicant's reference.

  - Transactions will be arranged in order which will make it easier to determine multiple events on a transaction.

Note: Alternatively, use the **History** button to view multiple events on a transaction.

Reports

WinTrade has a range of product reports which provide insights into your trade business.

Standard reports
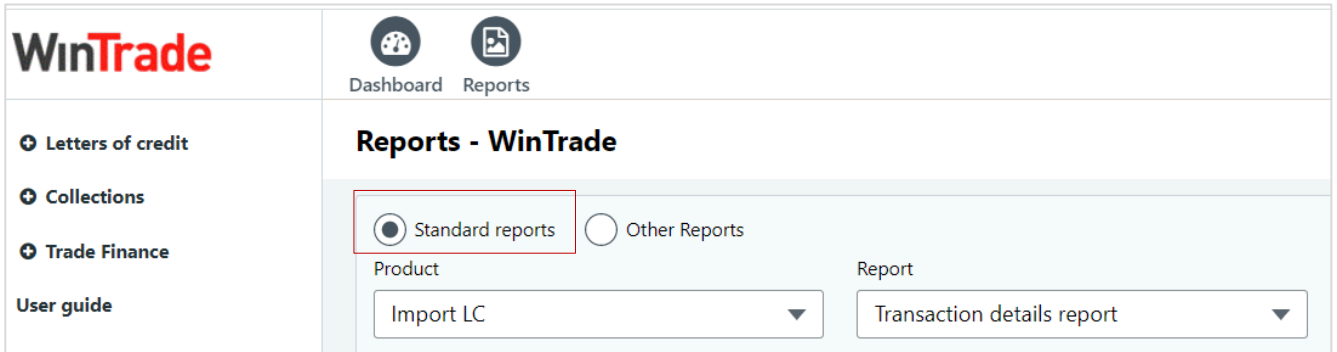
Reports	Products					
	Administration	**Import LC**	**Export LC**	**Import Collections**	**Export Collections**	**Trade Finance**
Audit	x					
Activity	x					
Consolidated Activity		x	x	x	x	
Issuance		x	x	x	x	
Amendment		x		x	x	
Payment		x	x	x	x	
Banker's Acceptance (BA) Maturity		x	x			
Expiry		x				
Transaction details		x				
Transaction status		x		x	x	
Product wise audit		x	x	x	x	x
Outstanding balance			x			
Shipping details			x			
Transfer Details			x*			
Overall Activity						x

* Note: The **Transfer Details** report appears against the **Transfer export LC** product in the Product menu.

Report	Description
Audit report	- Can only be viewed by Corporate Administrator. - Shows what actions (e.g. ADD, DELETE) were taken on user profiles. - Column headings are: - Date Time - Action - Administrator Name - User Name.
Activity report	- Can only be viewed by Corporate Administrator. - Shows high level all activities done on WinTrade. - Column headings are: - Applicant Party - Issuing Bank Reference Number - Applicant's Reference - Currency - Amount - Transaction Date - Release Date - Status - Event/Payment Type - Sequence Number.
Consolidated Activity Report	- This report shows a consolidated view across all products (Import LC, Export LC, Incoming Collections, Outgoing Collections and Trade Finance). - Shows details of all transactions under all products. - Column headings are: - Our Bank Reference Number - Customer Reference Number - Other Bank Reference Number - Buyer/Seller - Currency - Confirmed Balance - Unconfirmed Balance - Expiry Date - Maturity Date.
Issuance Report	- Shows details of issuance event for the following products. - Column headings are: See table below.

Issuance Report column headings:

Import LC	Export LC	Import Collections	Export Collections
- Applicant Party - Account Party - Applicant Reference	- Issuing Bank - Buyer - Issuing Bank Reference - Advising Bank	- Drawee/ Importer - Drawer/ Exporter - Bank Reference	- Applicant Party - Drawer/ Exporter - Bank Reference

o Number o Issuing Bank Reference Number o Currency o Transaction Date o Amount o Base Amount o Term o (Tenor) Days o (Incoterms) Terms o Country o Expiry Date o (Latest Shipment Date) L.date sh o Beneficiary Name	Transaction Number o Confirmed Amount o Unconfirmed Amount o Currency o Term o Expiry Date	o Remitting Bank Reference o Transaction Date o Currency o Amount o Base Amount o Tenor o Days o Remitting Bank	o Drawer Reference o Transaction Date o Currency o Amount o Base Amount o Tenor o Days o Drawee Bank o Drawee

Amendment Report	■ Shows details of amendment event for the following products. ■ Column headings are:

Import LC	**Import Collections**	**Export Collections**
o Applicant Party o Account Party o Applicant Reference number o Issuing Bank Reference number o Currency o Transaction Date o Amount o Base Amount o Term o (Tenor) Days o (Incoterms) Terms o Country o Expiry Date o (Latest Shipment Date) L.date sh o Beneficiary Name o Sequence Number	o Drawee/ Importer o Drawer/ Exporter o Bank Reference o Remitting Bank Reference o Transaction Date o Currency o Amount o Base Amount o Tenor o Days o Sequence Number	o Applicant Party o Drawer/Exporter o Bank Reference o Drawer Reference o Transaction Date o Currency o Amount o Base Amount o Tenor o Days o Sequence Number

Payment Report	■ Shows details of payment event for the following products. ■ Column headings are:

Import LC	**Export LC**	**Import Collections**	**Export Collections**
o Applicant Party o Account	o Opening Bank Name o Advising	o Drawee/ Importer o Drawer/	o Applicant Party o Drawer/

Party o Applicant Reference Number o Issuing Bank Reference Number o Transaction Date o Currency o Sequence Number o Amount o Base Amount o Term o (Tenor) Days o Beneficiary Name o Maturity Date	Bank Transaction Number o Buyer o Issuing Bank Reference o Sequence Number o Payment Amount o Currency o Payment Date	Exporter o Bank Reference o Remitting Bank Reference o Payment Date o Maturity Date o Currency o Amount o Base Amount o Tenor o Days o Remitting Bank o Sequence Number	Exporter o Bank Reference o Drawer Reference o Payment Date o Maturity Date o Currency o Amount o Base Amount o Tenor o Days o Drawee Bank o Sequence Number

BA Maturity Report

- BA stands for Banker's Acceptance, indicating drawings have been accepted by Issuing Bank and there is a due date for payment.
- Shows details of maturity dates for the following products.
- Columns headings are:

Import LC	Export LC
o Applicant Party o Account Party o Applicant Reference Number o Issuing Bank Reference o Transaction Date o Maturity Date o Currency o Sequence Number o Amount o Base Amount o Term o (Tenor) Days o Beneficiary Name	o Issuing Bank o Advising Bank Transaction Number o Buyer o Issuing Bank Reference o Sequence Number o Payment Amount o Currency o Payment Date o Maturity Date

Expiry Report

- Shows details of expiry dates for all issued Import LC transactions. Column headings are:
  - o Account Party
  - o Applicant Reference Number
  - o Issuing Bank Reference Number
  - o Currency
  - o Foreign Amount
  - o Base Currency
  - o Base Amount
  - o Transaction Date
  - o Expiry Date
  - o Beneficiary Name.

Transaction Details Report	- Shows details of all Import LC transactions regardless of the event. - Column headings are: - Account Party - Applicant Reference Number - Issuing Bank Reference Number - Transaction Type - Sequence Number - Currency - Amount - Base Amount - Transaction Date - Balance.

Transaction Status Report

- Shows details of status for the following products.
- Column headings are:

Import LC	Import Collections	Export Collections
- Account Party - Applicant Reference Number - Issuing Bank Reference Number - Currency - Amount - Transaction Date - Beneficiary Name - Event/Payment type - Sequence Number - Status	- Drawer/ Exporter - Remitting Bank Reference - Bank Reference - Currency - Transaction Date - Remitting Bank - Amount - Event/Payment type - Sequence Number - Status	- Drawer/ Exporter - Drawer Reference - Bank Reference - Currency - Amount - Transaction Date - Drawee Bank - Event/Payment type - Sequence Number - Status

Import LC/ Export LC/ Import Collections/ Export Collections/ Trade Finance Audit Report

- Can only be viewed by Corporate Administrator.
- Shows audit details for the following products.
- Column headings are:

Import LC	Export LC	Import Collections	Export Collections	Trade Finance
- Event Type - Applicant Party - Beneficiary Name - Bank Trade Reference Number - Sequence Number - Applicant Reference Number - Term	- Event Type - Applicant Party - Beneficiary Name - Customer Reference - Sequence Number - Bank Trade Reference - Term - Currency	- Event Type - Drawee - Drawer - Bank Trade Reference - Sequence Number - Customer Reference - Term - Currency - Amount - Expiry	- Event type - Drawer - Drawee - Bank Trade Reference - Seq. No. - Customer Reference - Term - Currency - Amount - Expiry Date - Action	- Event Type - Applicant Party - Bank Trade Reference - Sequence Number - Customer Reference - Maturity Date - Currency - Amount

	o Currency o Amount o Expiry Date o User ID o User Name	o Amount o Expiry Date o Action o Date of Action o User ID o User Name	Date o Action o Date of Action o User ID o User Name	o Date of Action o User ID o User Name	o Action o Date of Action o User ID o User Name

Shipping detail report	▪ Shows shipping information for all Export LC transactions.
	
	▪ Column headings are:
	   o Issuing Bank reference
	   o Advising Bank Transaction Number
	   o Expiry Date
	   o Latest Shipment Date
	   o Ship From
	   o Ship To
	   o Shipping Terms				

Outstanding balance report	▪ Shows details of outstanding balances for Export LC transactions.
	
	▪ Column headings are:
	   o Issuing Bank
	   o Buyer
	   o Issuing Bank Reference
	   o Advising Bank Transaction Number
	   o Currency
	   o Base Currency
	   o Foreign Confirmed Amount
	   o Base Confirmed Amount
	   o Foreign Unconfirmed Amount
	   o Base Unconfirmed Amount
	   o Expiry Date
	   o Transaction Date.				

Transfer details report	▪ The report appears against the **Transfer export LC** product in the Product menu. It shows details of Transferred Export LC transactions. Column headings are:
	   o Parent Letter of Credit Number
	   o Transfer Letter of Credit Number
	   o Issue Date
	   o Currency
	   o Amount
	   o Expiry Date
	   o Beneficiary Name
	   o Status.				

Overall Activity Trade Finance Report	▪ Shows details of all events for all Trade Finance transactions. **Note:** This report shows transactions with status Template. In order to analyse, live transactions, you could filter out these transactions using status column. ▪ Column headings are: o Bank Reference				

	o Applicant Reference
	o Issue Date
	o Currency
	o Amount of Loan
	o Maturity Date
	o Interest Rate
	o Interest Due at Maturity
	o Loan Type
	o Event/Payment type
	o Status
	o LC/Collection Reference Number

Other reports

Report	Purpose
Accrued interest report	This report shows the interest that has accrued but not yet paid for all products that are funded. This report can be downloaded for any time period required by you by selecting the date s as per the menu below. This report has the following column headings: ▪ Customer Reference ▪ Bank Reference ▪ Currency ▪ Loan Amount ▪ Establishment Date/Roll over Date ▪ Maturity Date ▪ Interest Rate ▪ Interest Due at Maturity ▪ Outstanding Interest ▪ Start Date. If there is a rollover of a trade finance loan, then the interest for original period will appear in the Total Interest Paid report as that will be paid on the Roll over Date. Interest accrued after this date will show in this report.

Outstanding liabilities report	This report shows the balance for all products that have liability associated with it. The report shows data as of previous day and cannot be downloaded for a historical period. This report shows details at a transaction level. This report has the following column headings: ■ Customer Reference ■ Bank Reference ■ Currency ■ Amount in Currency ■ Exchange Rate ■ Liability Amount in Base ■ Establishment Date ■ Due date.
Consolidated Outstanding liabilities report	This report is similar to Outstanding Liabilities Report and shows details of both parent and child companies in the same report (if applicable), however, the format is different from the Outstanding Liabilities Report. This report shows details at a facility level and not at a transaction level. For transaction level detail, please refer to the Outstanding Liabilities Report. This report has the following column headings: ■ Company Name ■ Limit ■ Product code ■ Total Outstanding ■ Limit Remaining.
Total interest paid report	This report shows the interest that has been paid for all products that are funded. The report can be downloaded for any time period required by you by selecting the dates. This report has the following column headings: ■ Bank Reference ■ Customer Reference ■ Establishment Date ■ Maturity Date ■ Paid Date ■ Currency ■ Amount ■ Rate ■ Days Run ■ Interest.

	This report includes interest collected upfront for transactions done on discount basis. If there is pre-payment for funding done on a yield basis, then this will reflect in the report. Pre-payments for funding on discount basis will not reflect in the report so please contact your Trade Service for those details.

## Default order by criteria

The default order by criteria for **Other Reports** is shown below.

|	Report Format			
Report	**Excel**	**CSV**	**PDF**	**XML**
Accrued Interest AU from	Start Date	Start Date	Start Date	Start Date
Outstanding Liability Report	Establishment Date	Establishment Date	Establishment Date	Establishment Date
Total Interest Paid Report	Customer Reference	Customer Reference	Customer Reference	Customer Reference

Run a report

1. Click **Reports** at the top of the WinTrade screen.
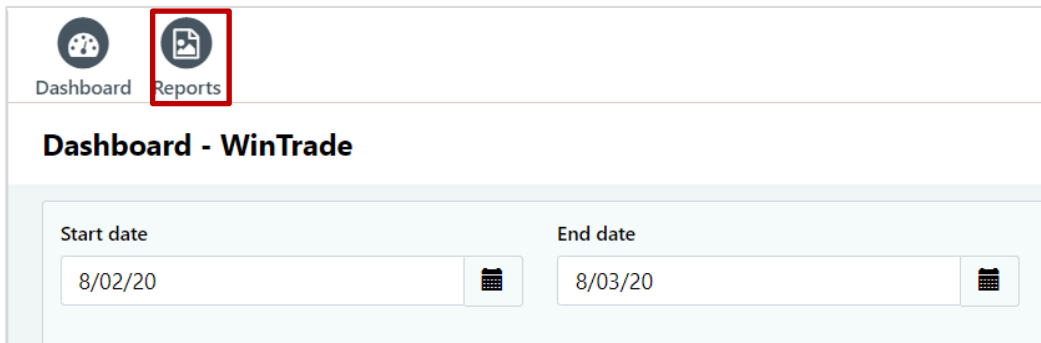
2. On Reports screen, you will default to the Standard Reports tab. You have to click on the radio button next to Other Reports if you would like to navigate to that section.

3. Select **Product**.

4. Select **Report**. In this example, the user is generating an overall activity trade finance report.
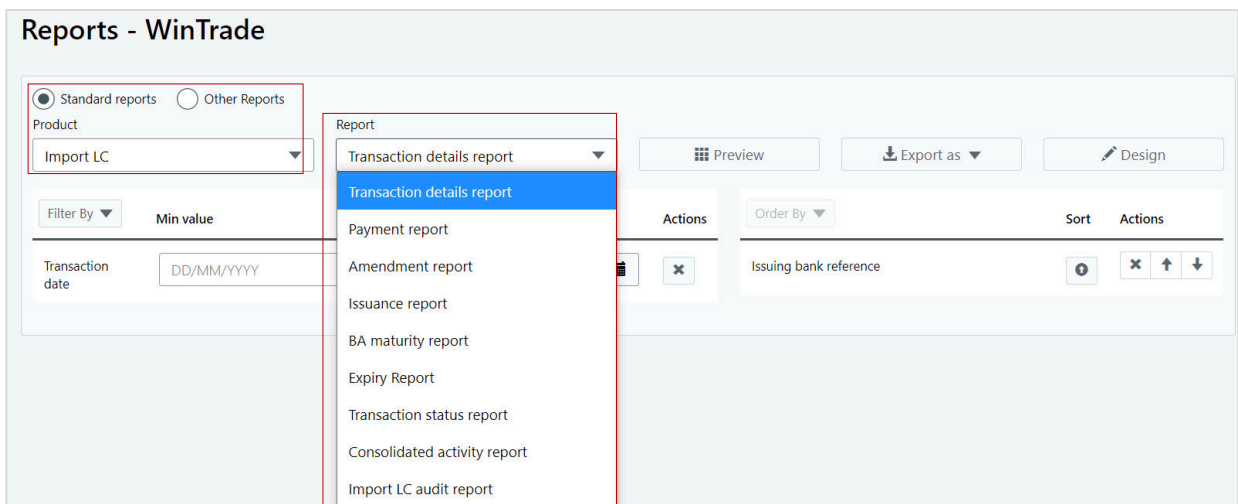
5. Use the **Filter by** button to select any data filters.
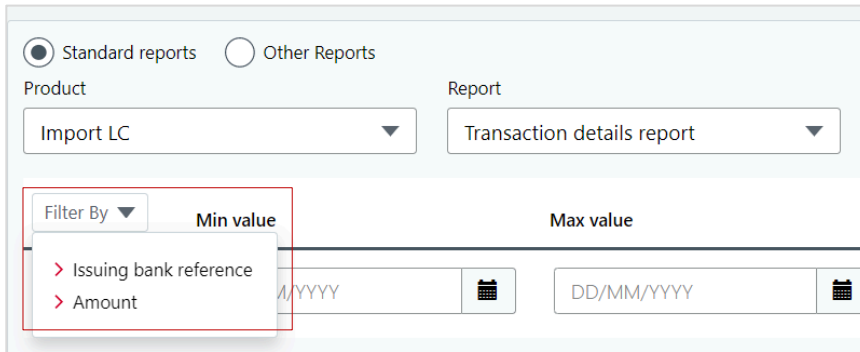
6. If required, use the **Design** tab to customise your report:

   ▪ Report orientation – portrait or landscape

   ▪ Include or exclude data fields

   ▪ Change the sequence of fields in the report

   ▪ Note: You can delete fields but cannot add any new field not provided in the report design.
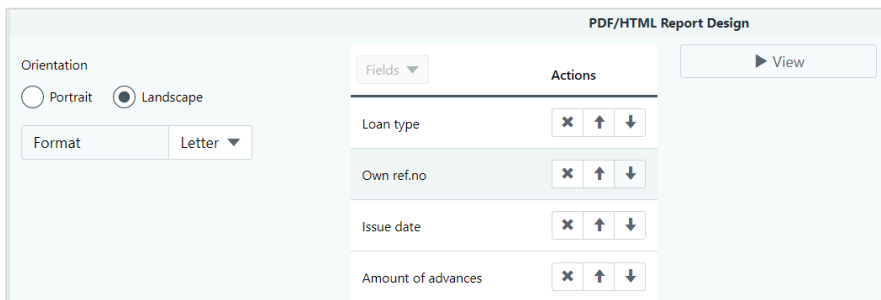
7. Open **Export** and choose the file format. You can then download and save the file to your PC. Please note for Other reports, only four formats (PDF, Excel, CSV and XML) are available.
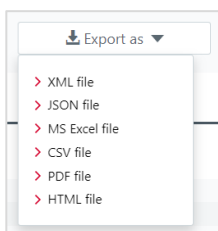
WinTrade user guides and videos

Click **User guide** to access the **WinTrade Resource Centre** and view the product user guides and process videos.

WinTrade access requirements

WinTrade can be accessed with the latest version of your preferred web browser.

Browser	Minimum Version	Operating System
Internet Explorer	11	Win 8, Win 7
Microsoft Edge	44	Win 10
Firefox	52	Mac, Win 8, Win 7
Google Chrome	58	Mac, Win 8, Win 7
Safari	12	Mac

For Internet Explorer, please ensure that **wintrade-international.com.au** or **westpac.co.nz** is not listed as a site in your browser's Compatibility View Settings.

Tooltips

Key fields have tooltips to describe the field's purpose or define a term. Click the red question mark to open the tooltip, then click the X to close.