

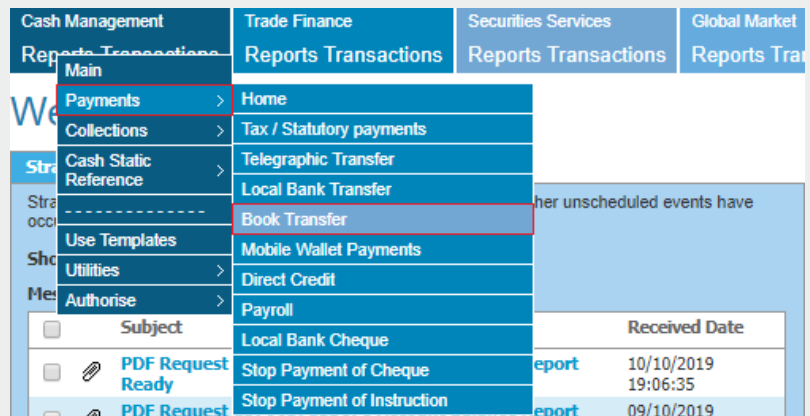
How to create an inter-account FX transaction (KES to USD)

1

Contact our FX dealers first to agree on a KES-USD conversion rate (contact details available at the bottom of the guide). The dealers will provide an Exchange Rate and a Deal / Agreement Number. In this guide, we will assume that we are converting KES. 100,000.00 into USD. 952.380 at an Exchange Rate of 105.

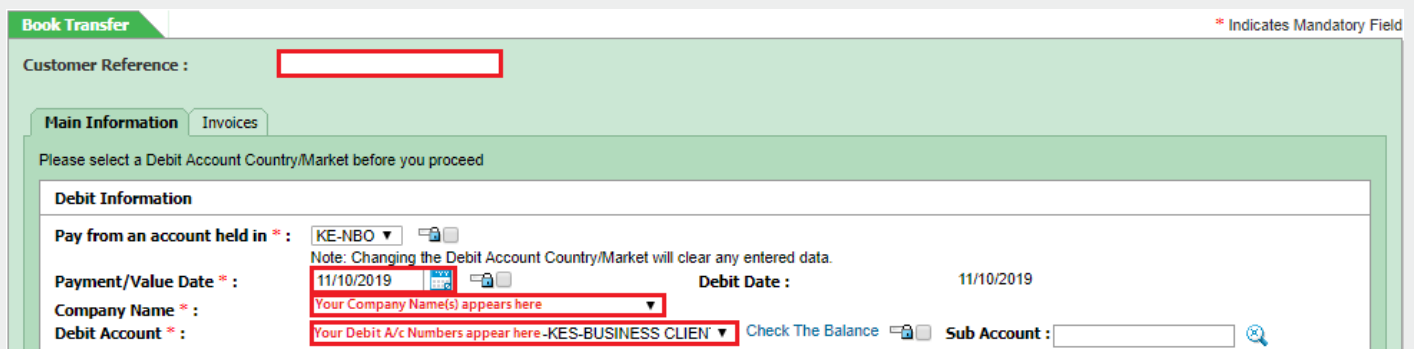
2

Log into Straight2Bank and navigate to Cash Management > Transactions > Payments > Book Transfer:



3

- Customer Reference** (accepts 15 characters only). This is an optional field. Any narrative inserted in this field is printed in the client's account statements thus making them easy to reconcile
- Payment / Value Date**. Click the calendar icon and select the desired debit date
- Company Name**. Click on the dropdown menu to select the company name that will be debited by the transaction. This applies where multiple companies are linked to one Straight2Bank profile
- Debit Account**. Click on the dropdown menu to select the source KES account that will be debited by the transaction



The screenshot shows the 'Book Transfer' form. At the top, there is a 'Customer Reference' field. Below it, there are tabs for 'Main Information' and 'Invoices'. A message states: 'Please select a Debit Account Country/Market before you proceed'. The 'Debit Information' section contains the following fields:

- Pay from an account held in ***: KE-NBO
- Payment/Value Date ***: 11/10/2019
- Debit Date**: 11/10/2019
- Company Name ***: Your Company Name(s) appears here
- Debit Account ***: Your Debit A/c Numbers appear here -KES-BUSINESS CLIEN
- Sub Account**: [Empty field]

A note states: 'Note: Changing the Debit Account Country/Market will clear any entered data.' There is also a 'Check The Balance' button.

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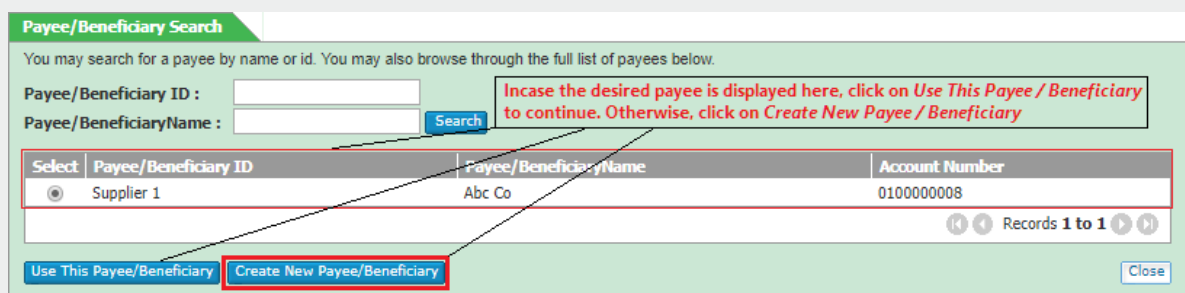
4

Click Search Payees / Beneficiaries under Payee / Beneficiary Information:



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Payees that have been setup and authorized before will be displayed. Otherwise, Straight2Bank will display No Records Found. Click on Create New Payee / Beneficiary to set up a new payee for the first time:



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The New Payee / Beneficiary page will be displayed. Populate the mandatory parameters as follows:

- Payee ID.** This is simply a “nickname” or a “short name.” Straight2Bank uses that to identify the beneficiary being created
- Payee / Beneficiary Name.** Insert the Beneficiary’s full account name
- Account Number.** Insert the Beneficiary’s full account number
- Country / Market.** Select Kenya as the Beneficiary’s country
- Email ID.** Insert the Beneficiary’s email address. A maximum of three email addresses are accepted. They should be separated by a comma only
- Bank.** Click on the magnifying glass icon. Standard Chartered Bank Kenya will be displayed in a new pop-up window. Select *Use This Bank* at the bottom of the new window
- Update Payee / Beneficiary Table.** Select the checkbox to make the Beneficiary available for future payments. If the checkbox is left blank, Straight2Bank will not save the beneficiary

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How the page should look like after the mandatory parameters have been completed (all other fields are optional and can be left blank):

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- Populate the Amount parameters as;
- Debit Currency remains as KES
 - Change Currency from KES to USD
 - Gross Amount In. Choose *Payment Currency*
 - Gross Amount. Insert USD. 952.38. Click on any blank spot on the page so that Straight2Bank picks the gross amount

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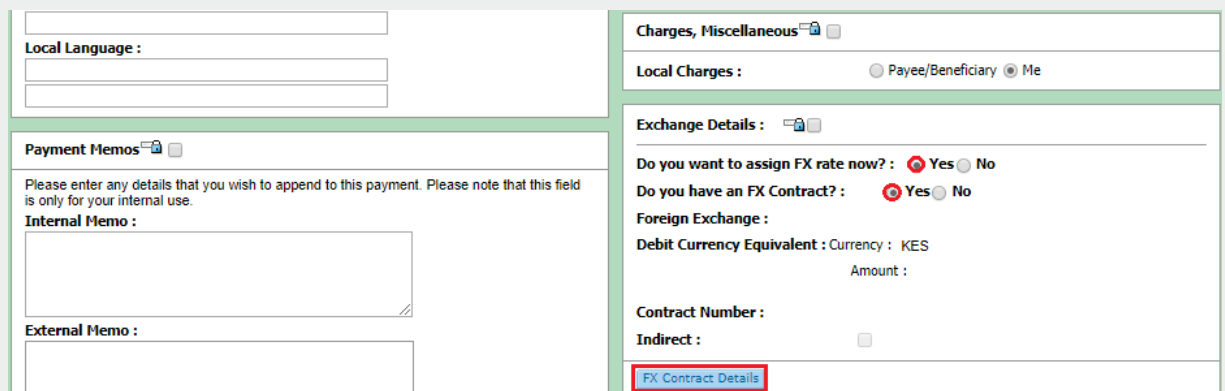
8

Ignore the *Charges, Miscellaneous* section because Book Transfers are free of

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Populate the Exchange Details section as follows

- Do you want to assign FX rate now? Select Yes
- Do you have an FX Contract? Select Yes
- Click on the *FX Contract Details* button at the bottom



Charges, Miscellaneous

Local Charges : Payee/Beneficiary Me

Exchange Details

Do you want to assign FX rate now? : Yes No

Do you have an FX Contract? : Yes No

Foreign Exchange :

Debit Currency Equivalent : Currency : KES
Amount :

Contract Number :

Indirect :

FX Contract Details

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The FX Contract Details page is displayed. Click on the *Add*



FX Contract Details * Indicates Mandatory Field

Payment Reference : Payment/Value Date : 11/10/2019

Customer Reference : Payment Currency : USD

Debit Account : Payment Amount : 952.30

Payee/Beneficiary : TEST101 LIMITED Rate Type : Contract

Indirect :

Note : Please enable the Indirect Checkbox to apply an Indirect FX Rate

Contract Number	Applied Amount	Rate	Debit Currency	Debit Currency Equivalent	Dealer	Maturity Date
<input type="button" value="Add"/>	<input type="button" value="Remove"/>	<input type="button" value="Copy"/>				

Note : Dates should be entered in a ddmm/yyyy format

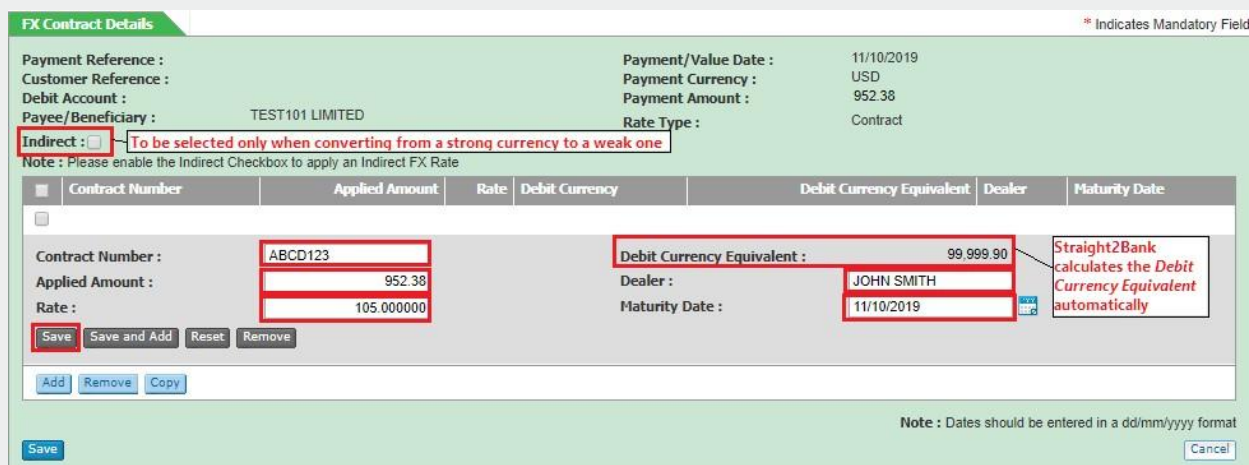
- Contract Number. Key in the Agreement Number provided by our FX Dealers Applied
- Amount. Key in the amount in USD that was keyed in under Gross Amount in Step 7
- Rate. Enter the Exchange Rate that was provided by our FX Dealers. Once that is done, click on any empty spot on the page so that Straight2Bank picks the rate

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- d. Debit Currency Equivalent. Straight2Bank calculates the Applied Amount against the Rate and displays an equivalent in KES. In a scenario where the Debit Currency Equivalent is too high (for instance, when converting from a strong currency to a weak one), click on the *Indirect* checkbox
- e. Dealer. This is an optional field. You may insert the name of the FX Dealer that provided the Exchange Rate.
- f. Maturity Date. This is an optional field. You may insert the date when the transaction is being done

Click on the grey Save button to continue:



FX Contract Details * Indicates Mandatory Field

Payment Reference :
 Customer Reference :
 Debit Account :
 Payee/Beneficiary : TEST101 LIMITED

Payment/Value Date : 11/10/2019
 Payment Currency : USD
 Payment Amount : 952.38
 Rate Type : Contract

Indirect : To be selected only when converting from a strong currency to a weak one

Note : Please enable the Indirect Checkbox to apply an Indirect FX Rate

Contract Number	Applied Amount	Rate	Debit Currency	Debit Currency Equivalent	Dealer	Maturity Date
<input type="checkbox"/>						
Contract Number :	<input type="text" value="ABCD123"/>			Debit Currency Equivalent :	<input type="text" value="JOHN SMITH"/>	<input type="text" value="11/10/2019"/>
Applied Amount :	<input type="text" value="952.38"/>					
Rate :	<input type="text" value="105.000000"/>					

Buttons: Save, Save and Add, Reset, Remove, Add, Remove, Copy

Note : Dates should be entered in a dd/mm/yyyy format

Save Cancel

Straight2Bank calculates the Debit Currency Equivalent automatically

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The FX deal information will be displayed in one line. Tick the checkbox next to the information and then click on Save at the bottom to return to the previous page:



FX Contract Details * Indicates Mandatory Field

Payment Reference :
 Customer Reference :
 Debit Account :
 Payee/Beneficiary : TEST101 LIMITED

Payment/Value Date : 11/10/2019
 Payment Currency : USD
 Payment Amount : 952.38
 Rate Type : Contract

Indirect :

Note : Please enable the Indirect Checkbox to apply an Indirect FX Rate

Contract Number	Applied Amount	Rate	Debit Currency	Debit Currency Equivalent	Dealer	Maturity Date
<input checked="" type="checkbox"/>	ABCD123	952.38	105.000000 KES	99,999.90	JOHN SMITH	11/10/2019

Buttons: Add, Remove, Copy

Note : Dates should be entered in a dd/mm/yyyy format

Save Cancel

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The FX deal information will be displayed in one line. Tick the checkbox next to the information and then click on Save at the bottom to return to the previous page:

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Insert the phrase “inter account transfer” under Payments Details box 1. Ensure that the Payment Memos fields (internal memo and external memo) are always left blank. Review the details to confirm that they are in order before clicking Complete Instruction at the bottom:

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A payment reference number starting with letter “Q” will be displayed. Click on Request for Authorisation:



Payment Reference	Customer Reference	Import Reference	Type	Payer/Beneficiary	Payment/Value Date	Debit Date	Payment Currency	Total Amount (Payment Currency)	Exchange Rate	Debit Currency	Total Amount (Debit Currency)	Debit Account
Q0002591	PIBCKE0466A02874		BT	TEST101 LIMITED	11/10/2019	11/10/2019	USD	952.38	105.0000000000	KES	99,999.90	

Straight2Bank will send an email to each approver requesting them to log in and authorise the payment reference number in question.

For further assistance, our Support Team is available 24/7 through the following channels: Email: Businessclient.Service@sc.com | Phone: +254 020 329 3901 / +254 703 093 901

FX Dealers' Contact Details: Email: WMPske@sc.com Phone: +254 020 329 3440