

# GlobalPay Book Forward Quick Guide 2023



**convera**

# Booking a 'Buy' Forward Contract

A 'buy' forward is where the base currency is your local currency. This enables your business to lock in an exchange rate now for a currency purchase in the future, with the option of the funds being available within a given range, or window, of days.

**NOTE:** A 'buy' Forward Contract must meet a minimum requirement, which varies among our offices and by your settlement currency. If your order for a currency is for less than the minimum purchase, GlobalPay will not validate the order.

The screenshot shows the 'BUY FORWARD' form with the following fields and callouts:

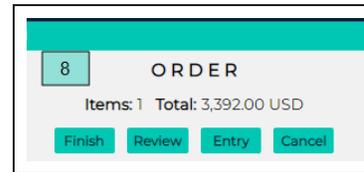
- 1:** 'Buy Forward' link in the top navigation bar.
- 2:** 'Currency' drop-down menu.
- 3:** 'Amount' input field.
- 4:** 'Amount is' drop-down menu.
- 5:** 'Delivery Date' and 'Window Length' fields.
- 6:** 'Submit Entry' button.

- From the top navigation bar, click **Cash Management** and click **Buy Forward**. The **Buy Forward** page displays.
- Select the foreign currency from the **Currency** drop-down list.
- Enter the amount you would like to purchase in the **Amount** field. Next, select one of the two options in the **Amount is** drop-down:
  - The default is 'Foreign Amount' meaning the amount you have entered is in the currency you selected in step 2
  - Select the second option if the amount you have entered is in your Settlement Currency (in this example the settlement currency is CAD.)
- In the **Delivery Date** field, enter the date on which you would like to have the foreign funds released (delivery date). If required, select a window length of between 1 - 30 days beyond the delivery date.
- Add any **References** associated with the order, **Your ID** (internal reference field) and any **Notes to Verifier** (which enables you to send a message to Convera processing staff).
- Click **Submit Entry** to add the forward to the current order
  - If you have no further Buy Forward items, go to step 9, if you need to book more orders complete steps 2 - 6 until the order is complete.
  - Your order summary will be visible in the activity box below the Buy Forward item entry grid.
- To modify, from the activity box below the Buy Forward entry grid, simply click on the **Modify** arrow to the right of the Buy Forward item. Or if viewing details, as in the previous example, click **Modify Forward**. If modifying, you can edit all the Buy Forward fields, and then save by clicking **Modify Forward**.

Amount	Fwd Rate	Funds Cost	Partial Prepay/Deposit Amount	Delivery Date	Window Length	Modify
5,000.00 AUD	--	--	--	07/17/2023		

8. Click **FINISH** on the top right when you are done entering the order.

You may be reminded to click Forward Order Quote to finish.



9. The Buy Forward: Finish Order page displays. Enter your **User ID** and **Password** to progress the order to the next level in your approval model.



10. You will now be able to see your forward contract on the Holding Balances screen.

- Click **Cash Management** and **Manage Holding Balances**.
- Then click **Details** on the Holding Balance currency you wish to review.

**MANAGE HOLDING BALANCES**

10 View Holding Detail Include Pending

Currency	Current Available Balance	Current Book Balance	Ending Book Balance As of			
CAD - Canadian Dollar	0.00	0.00	15,000.00	07/17/2023		
<span>Details</span>						
Currency & Transaction Description	Confirmation	Expected Release or Available Date	Amount	Detailed Balance	Detailed View/Modify	Add Drawdown
Current Available Balance				0.00		
Current Book Balance				0.00		
+ FORWARD	FS3047180_001	07/17/2023	15,000.00	15,000.00		<span>▶</span>
Ending Book Balance				15,000.00		
EUR - Euro	0.00	2,000.00	2,000.00			
<span>Details</span>						
USD - U.S. Dollar	0.00	17,894.85	17,894.85			
<span>Details</span>						

For more information

[convera.com](https://convera.com)

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