

Orbit

Setup and Maintain
Entities

- Companies that are part of the Enterprise are referred to as “Entities” in Orbit. Other non-bank counter parties may also be represented as Entities
- Entities are one of the first things you need to setup in Orbit
- Check list:
 - Create/Edit Entities : Main Menu Window -> Cash (tab) -> Setup Entities (button)
 - Use the “Instructions” button on the Setup Entities window to create Delivery Instructions for the Entity
 - Use the “Addresses” button on the Setup Entities window to enter address information for the Entity
 - If the Entity will be trading Fixed Income (investments or borrowings), set the “Trades Fixed Income” flag to “Y”
 - If the Entity will be trading FX, set the “Trades FX” flag to “Y”
 - if the Entity will be trading FX and the Entity’s accounting currency is not USD
 - Use the FX Setup button to setup cross currency conversion rules
 - If the Entity will be trading FX
 - Use Main Menu Window -> FX (tab) -> Setup Trading Strategies (button) to Create Trade Purpose/Strategies. Every FX Trade requires a trade purpose/strategy. To create an FX Trade owned by an Entity, the Entity must have Trade Purpose/Strategies defined
 - Create bank accounts for the Entity
 - Activate the “FX_Deliver” and “FX_Receive” transaction codes for the Entity
 - Use Main Menu Window -> FX (tab) -> FX Cash Settlement (button) -> Setup (tab) to set FX settlement rules for the Entity and currencies it will be trading
 - If you use a Trading Portal such as FXALL or 360T for FX Trading
 - Use Main Menu Window -> FX (tab) -> FX Trading Portals (button) -> Edit Portal Settings to add the Entity to the “Fund ID’s” list. This is where codes used to identify Entities in Orbit are mapped to codes used in the Portal

Entities



- Entities are maintained using the Entities Window
- Click the “Setup Entities” button on the “Cash” tab of the Menu window
- You can also select “Entities Setup” from the “Setup” menu

Access to Entities Window

Entities are listed with one Entity appearing on each line
 The value that is displayed in the last column may be changed by selecting a different field name from the pop-up menu

Short Name	Full Name	Cur	Parent	Division
001	Gilead Sciences, Inc.	USD		001
003	Gilead Sciences Holdings, LLC	USD	001	003
004	Gilead Holdings, LLC	USD	001	004
005	Gilead Alberta, LLC	USD	001	005
006	Gilead Sciences Palo Alto, Inc.	USD	001	006
007	Gilead Connecticut	USD	001	007
008	Gilead Callstaga, LLC	USD	224	008
009	Gilead Pharmasent, LLC	USD	225	009
010	YM Biosciences USA, Inc.	USD	001	010
180	Gilead Sciences Canada, Inc.	CAD	001	180
181	Gilead Alberta LLC	USD	005	181
182	Gilead YM LLC	USD	001	182
200	Gilead Sciences, Ltd. (UK)	GBP	204	200
201	Gilead Sciences GmbH	EUR	207	201
202	Gilead Sciences S.A.S.	EUR	207	202
203	Gilead Sciences S.r.l.	EUR	207	203
204	Gilead Sciences, S.L.	EUR	207	204
205	Gilead Sciences Ltd.	EUR	207	205
206	Gilead Sciences International, Ltd.	GBP	204	206
207	Gilead Sciences Ireland UC	USD	208	207
208	Gilead Biopharmaceutics Ireland UC	USD	001	208
209	Gilead Sciences Hellas EPE	EUR	207	209
211	Gilead Sciences Luxembourg S.A.R.L.	USD	207	211
212	Gilead Sciences Europe Ltd.	GBP	204	212
213	Gilead Sciences GmbH	EUR	207	213
214	Gilead Sciences Switzerland Sarl	CHF	207	214
215	Gilead Sciences Netherlands BV	EUR	207	215

- The entities that included in the Entities list can be filtered by the controls on the left (Regions, Business Units, FX Trading Entities and Active/Inactive)
- In Windows 7, the triangle next to the Entity Short Name (col 1) appears as a + sign and is called a “disclosure control”
- Click the disclosure control next to an entity’s short name to examine the details for the entity
- When an Entity line is selected the “Instructions”, “Accounts”, “Addresses”, “Contacts”, “FX Setup” and “Delete” buttons at the bottom of the list become visible. If the details of an Entity line are visible and one of those detail lines is selected, the extra buttons will become invisible until a main Entity line is selected again. The “main” line is the line that includes the disclosure control
- Other screenshots in this document are from older versions of Orbit before this behavior became standard

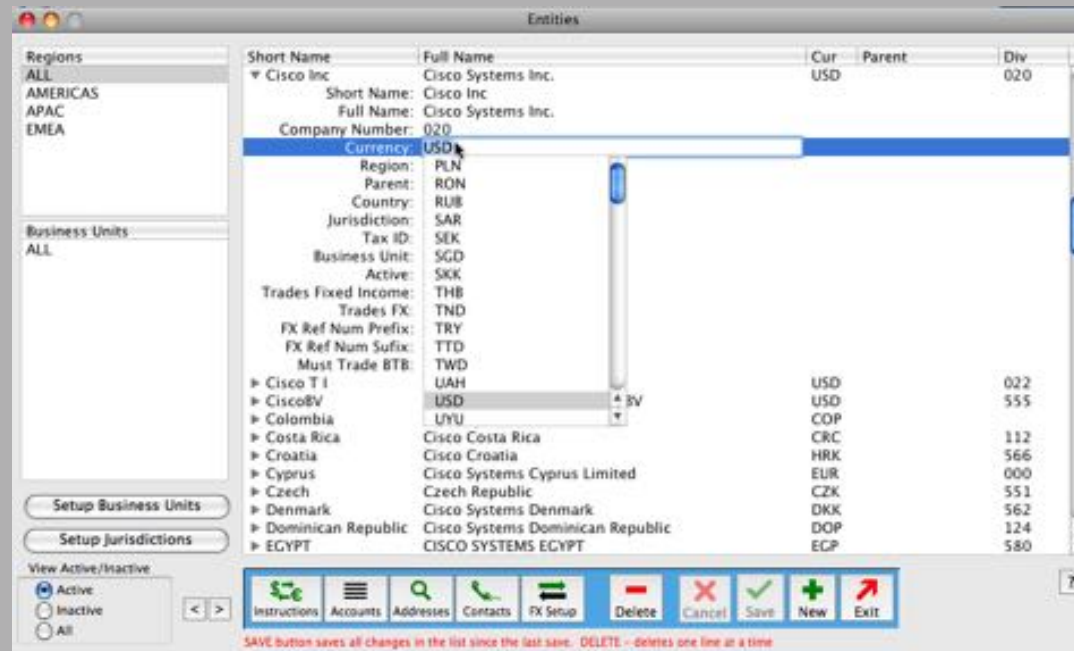
Entities

The screenshot shows the 'Entities' application window. On the left, there are panels for 'Regions' (ALL, AMERICAS, APAC, EMEA) and 'Business Units' (ALL). Below these are buttons for 'Setup Business Units' and 'Setup Jurisdictions', and a 'View Active/Inactive' section with radio buttons for 'Active', 'Inactive', and 'All'. The main area is a table with columns: Short Name, Full Name, Cur, Parent, and Div. The first row is selected, and its details are shown in a form below the table. A toolbar at the bottom contains icons for Instructions, Accounts, Addresses, Contacts, FX Setup, Delete, Cancel, Save, New, and Exit. A red text note at the bottom states: 'SAVE button saves all changes in the list since the last save. DELETE - deletes one line at a time'.

Short Name	Full Name	Cur	Parent	Div
↳ Cisco Inc	Cisco Systems Inc.	USD		020
↳ Cisco T I	Cisco Technology Inc.	USD		022
↳ CiscoBV	Cisco Systems International BV	USD		555
↳ Colombia	Cisco Systems Colombia	COP		
↳ Costa Rica	Cisco Costa Rica	CRC		112
↳ Croatia	Cisco Croatia	HRK		566
↳ Cyprus	Cisco Systems Cyprus Limited	EUR		000
↳ Czech	Czech Republic	CZK		551
↳ Denmark	Cisco Systems Denmark	DKK		562
↳ Dominican Republic	Cisco Systems Dominican Republic	DOP		124
↳ EGYPT	CISCO SYSTEMS EGYPT	ECP		580

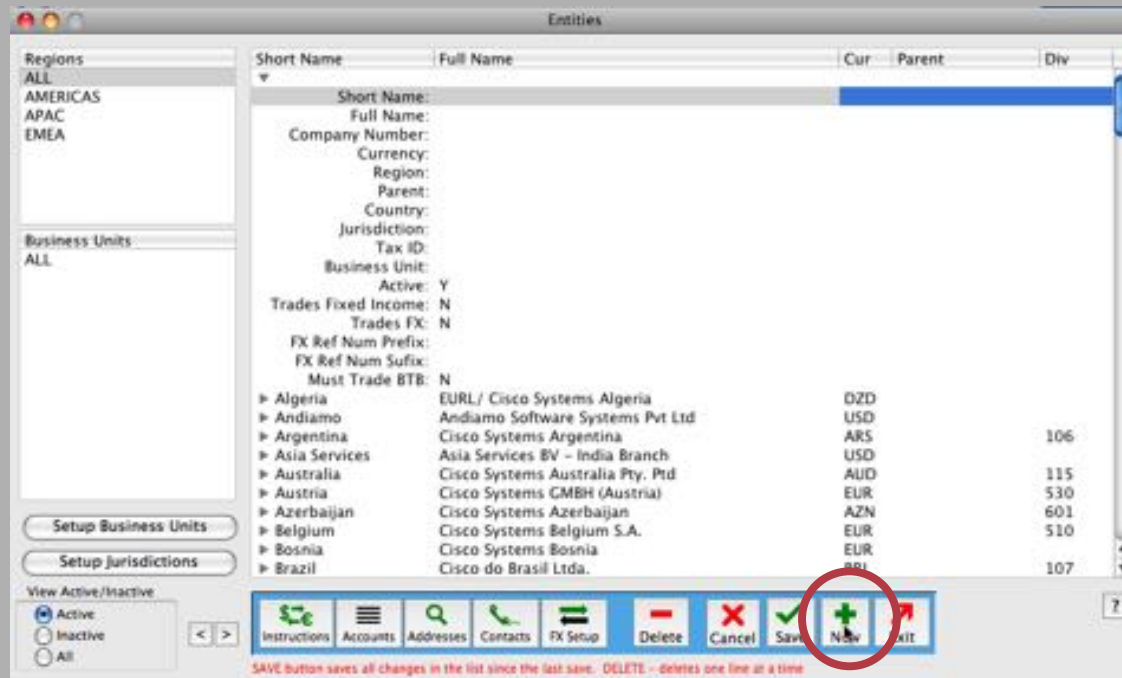
- Click the disclosure control next to the Entity "short name" column. The details for the Entity are displayed in fields descending down from the main entity line
- Press return to move from field to field
- If a field has a selection list associated with it, that list will appear as a drop down list below the field
- See next slide for an example of a selection list field

Entities



- Currency is a selection list field
- The valid values for currency appear in the drop down list that appears below the currency field
- Use the up/down arrow keys to move through the drop down list - or you can mouse-click on the desired currency
- You can also type into the currency field and the selection in the drop down list will key-scroll based on what you have typed.
- To make a selection, press the RETURN key
- When you press RETURN, the selected value will be put into the field and focus will move to the next field

Entities



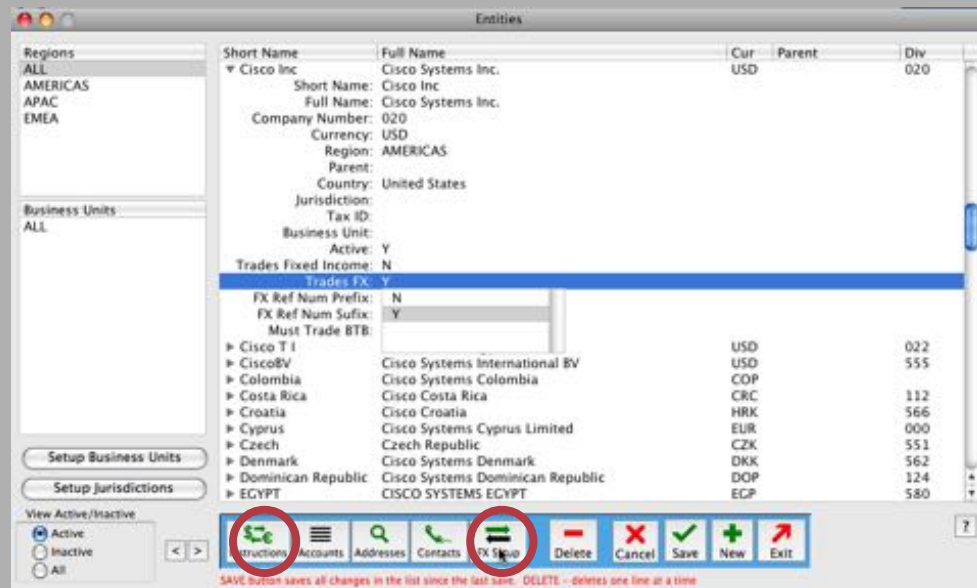
- To create a new Entity, press the “New” button
- A new, blank Entity is added to the top of the list
- Type in appropriate values and press the “Save” button
- Short name should be a short abbreviated form of the entity name.
- If possible, assign entities to Regions (if your company is organized geographically)
- “Company Number” refers to the Entities GL Account number - usually the first 3 - 6 digits of the GL Account number

Entities



- If you want an Entity to trade FX, set the “Trades FX” value to “Y” (yes)
- You can use the “FX Ref Num Prefix” and “Suffix” fields to add coding to the front and back of trade ticket numbers.
- Trade Tickets are numbered using a single sequence across all trading entities. The Prefix and Suffix can be used to make it obvious that a ticket number belongs to a particular entity

Entities



Additional setup related to Entities is performed using the buttons at the bottom of the Entities list. When you click these buttons the action is related to the Entity that is selected

- For FX trading entities, you must perform additional setup. Please refer to the document "04_HOWTO_Checklists" for a detailed list of steps required to setup an Entity for FX Trading. These steps include setup of Strategy/Purpose codes ([Page 16](#)), setup of Trading Portal "Fund ID's" ([Page 17](#)) and setup for FX Settlement (see document 09_FX05_SETTLEMENT_Setup)

- The "Instructions" button takes you to a window where you will enter payment delivery instructions "owned" by the Entity. These would be the Entity's instructions to counter parties on how the entity will receive payments for different currencies and purposes - see [Page 10](#)
- The "Addresses" and "Contacts" buttons will take you to data entry forms where you may enter address and contact information related to the Entity - see [Page 11](#)
- The "FX Setup" button takes you to another Entity Setup screen where you would define cross-currency translation conventions. In Orbit, "cross currency" means any currency exchange where USD is not on one side or the other of the trade- see [Page 15](#)

Entities

The screenshot shows a software window titled "Standard Delivery Instructions" for "Cisco Systems Inc.". The window is divided into several sections:

- Top Bar:** Includes navigation buttons (Prev, Next, Select) and radio buttons for "Bank or Counter Party" and "Entities".
- Instruction Purpose:** A list on the left includes Borrowing, FX, FX.Option, FX.Prem, IC.Funding, Interco, and Investment. The "FX" option is selected.
- Entity Instructions:** A section titled "Entity instructions to the Bank on how the Entity will receive currency from Bank" contains:
 - Currency:** A dropdown menu showing "USD" and "US Dollar".
 - Repeat Code:** An empty text field.
 - Receiving Bank:** Fields for Bank ID (FW 121000358), Fedwire Routing Number (ABN Number), and Bank Name (Bank of America NT & SA, Concord CA).
 - Intermediary Bank:** Fields for Bank Name and Bank Name.
 - Beneficiary Account:** Fields for Account Number (DD 12332), Account Number, Name (Cisco Systems Inc.), and Refer.
- Bottom Right:** A set of action buttons: Delete, Save, New, and Exit. The "New" button is circled in red.

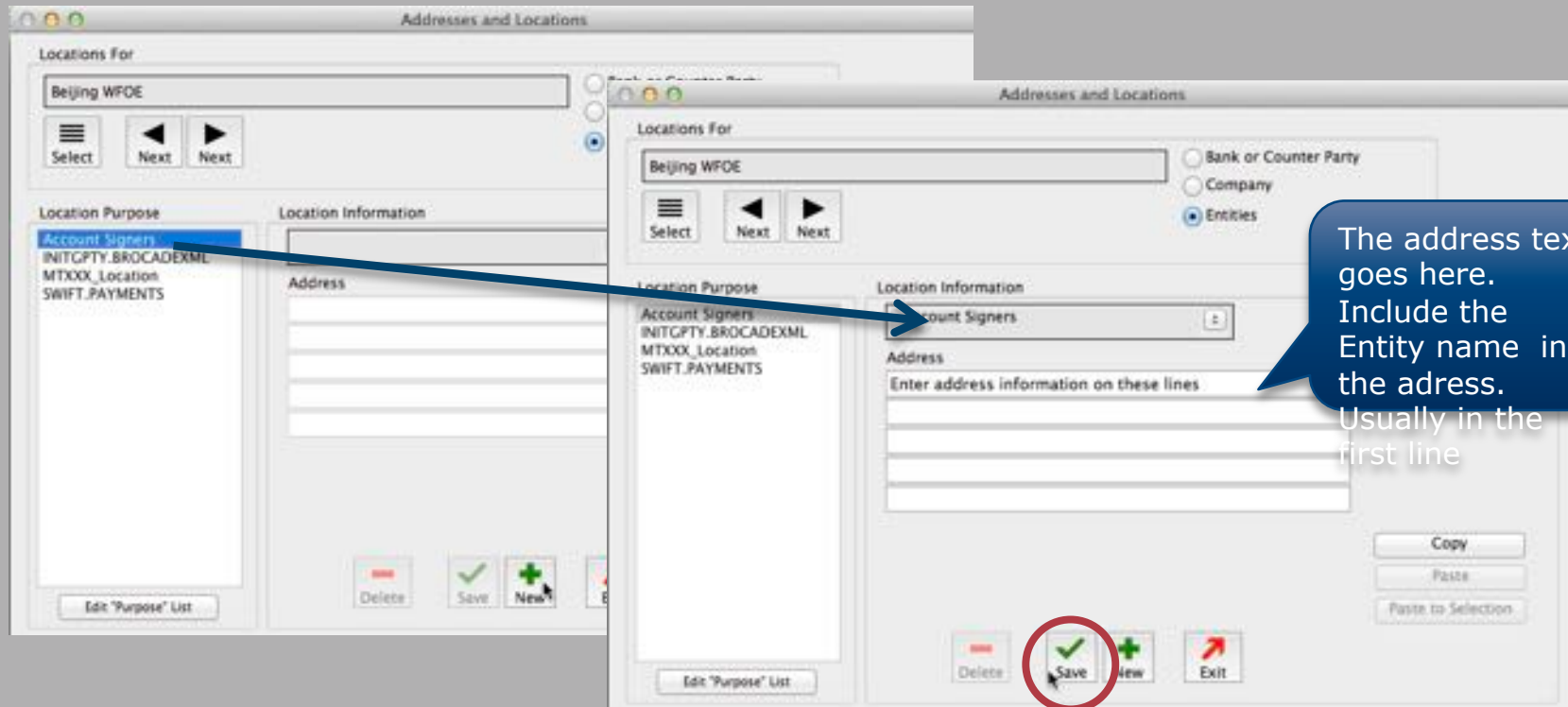
- Clicking the "Instructions" button on the Entities window brings you to this screen
- Delivery Instructions are the entity's instructions to counter parties telling counter parties how to PAY the Entity in currency for a particular purpose
- Typically you will need instructions at least for receipt of the entities functional currency
- The screen above shows the Entity's USD, "FX" instructions. These instructions are how the Entity wishes to receive USD
- To create new Instructions, press the "New" button
- Select a "Purpose" and "Currency"
- "Purpose" is used to identify special purpose or exceptional instructions. Purpose permits us to enter multiple instructions for the same entity/currency
- The "Receiving Bank" is the bank where the Entity's bank credit bank account resides
- "Beneficiary Account" is the account where the counter party making the payment will deposit funds

Entities - FX Delivery Instructions

Create custom Purpose Codes

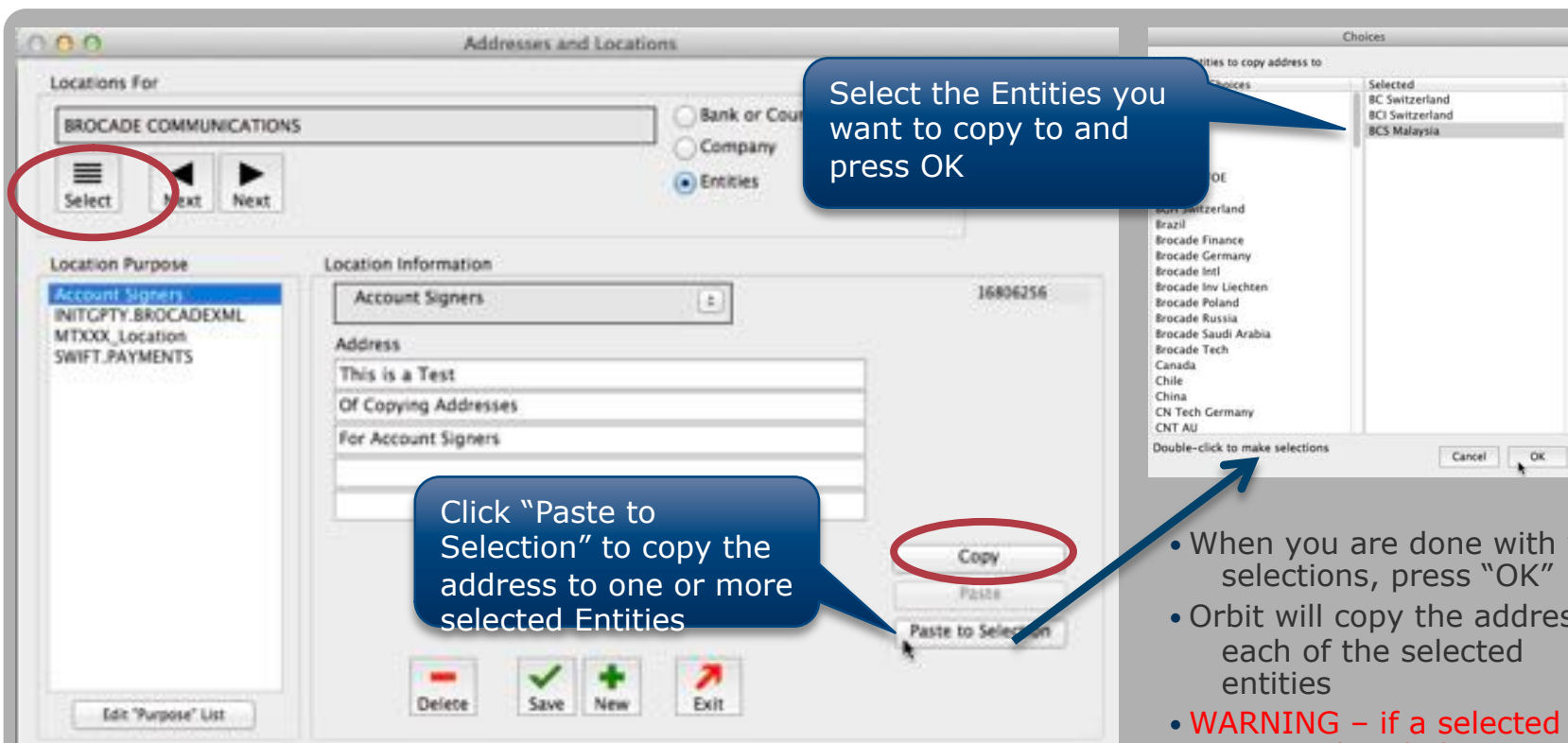
- Clicking the “Addresses” button on the Entities window brings you to this screen where Entity address information is maintained
- Orbit can maintain multiple addresses for an Entity through different “Location Purpose” codes
- There are a few “Purpose Codes” that have special meaning to Orbit, but you may also create your own “Location Codes” using the “Edit Purpose List” button. Orbit specific Purpose Codes include:
 - Account Signers: The address used in the Account Signers module (including the address that appears on FBAR)
 - MTXXX_Location: This address is used in MT101 messages in preference to the Entity Full Name that is defined on the main Entity data entry form. There are length, character and format limitations in MT101 messages that may make the Entity Full Name invalid in an MT101 message
 - SWIFT.PAYMENTS: This address will be used in XML Pain V3 payment requests to identify the Debit or Credit account holder. SWIFT.PAYMENTS must follow a specific format (described on [Page 14](#))
- To view an existing address, click on a line in the “Location Purpose” list. The address for that purpose appears in the 5 text entry lines on the right. Edit the text as required and click the “Save” button to save your changes

Entities – Location Addresses



- To create a new address, click on a line in the "Location Purpose" list. If you don't already have an address for that purpose, the "Address" text entry fields will remain blank. Press the "New" button
- A new address record is setup with the purpose set the value you have selected in the "Location Purpose" list
- Type in the address information in the 5 text data entry lines provided
- When done, be sure to press the "Save" button

Entities – Location Addresses



- You may copy an address to multiple Entities
- Select the address you wish to copy
- Click the "Copy" button
- Click the "Paste to Selection" button. Orbit will popup a multiple-selection list. Double-click in the "Available Choices" column to move Entities into the "Selected" column

- When you are done with your selections, press "OK"
- Orbit will copy the address to each of the selected entities
- **WARNING** – if a selected entity already has an address for the Location Purpose that is being copied, it will be replaced !
- When the copy is done, the address and location window will be displaying the address of the Entity/Location that you originally copied

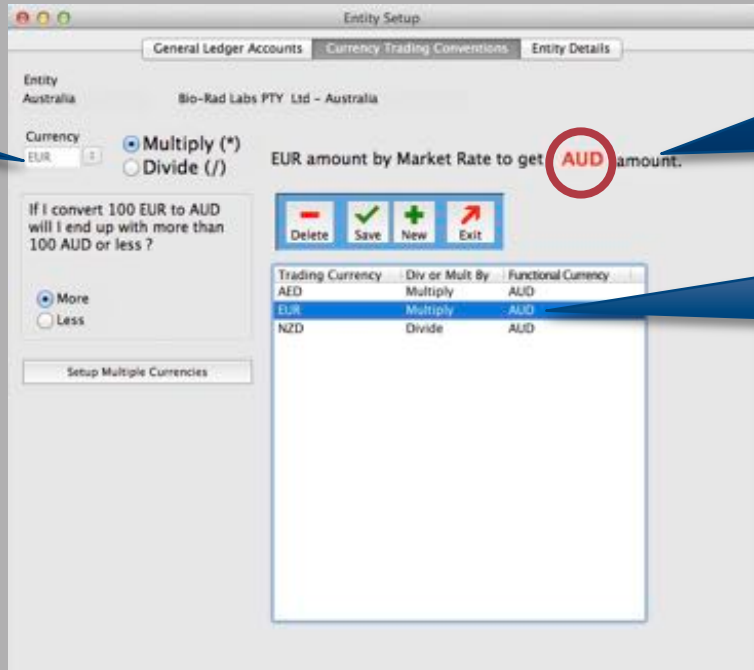
Entities – Copy an Address to Multiple Entities

- The SWIFT.PAYMENTS location requires entry of the address following a particular format. It's important that you follow this format so that addresses will be properly formatted in XML Pain V3 payment requests.
- **WARNING: the Orbit Address window does not enforce/validate your entry**
- Address format for SWIFT.PAYMENTS:
 - Line 1: Enter the Entity Name
 - Line 2: Enter the Street Number followed by a comma and then followed by the Street Name
 - Line 3: Enter the City followed by a comma, followed by the State/Province
 - Line 4: Enter the ZIP or Postal code on a line by itself
 - Line 5: Identify the country by entering the 2 character ISO country code

Entities – SWIFT.PAYMENTS Address Format

2) Select a trading currency here

- Clicking the "FX Setup" button for an Entity on the Entities window, brings you to this screen
- The purpose of this screen is to tell Orbit how to handle cross-currency transactions. A "cross-currency" transaction is any currency trade that does not include USD on one side or the other of the trade. If the trade does include USD, then Orbit uses current market conventions and assumes that translation rates will be expressed in market terms
- If the FX trading Entity is USD functional, you do not need to do anything on the "FX Setup" window



The Entity's accounting (functional) currency

Trading Convention Rules

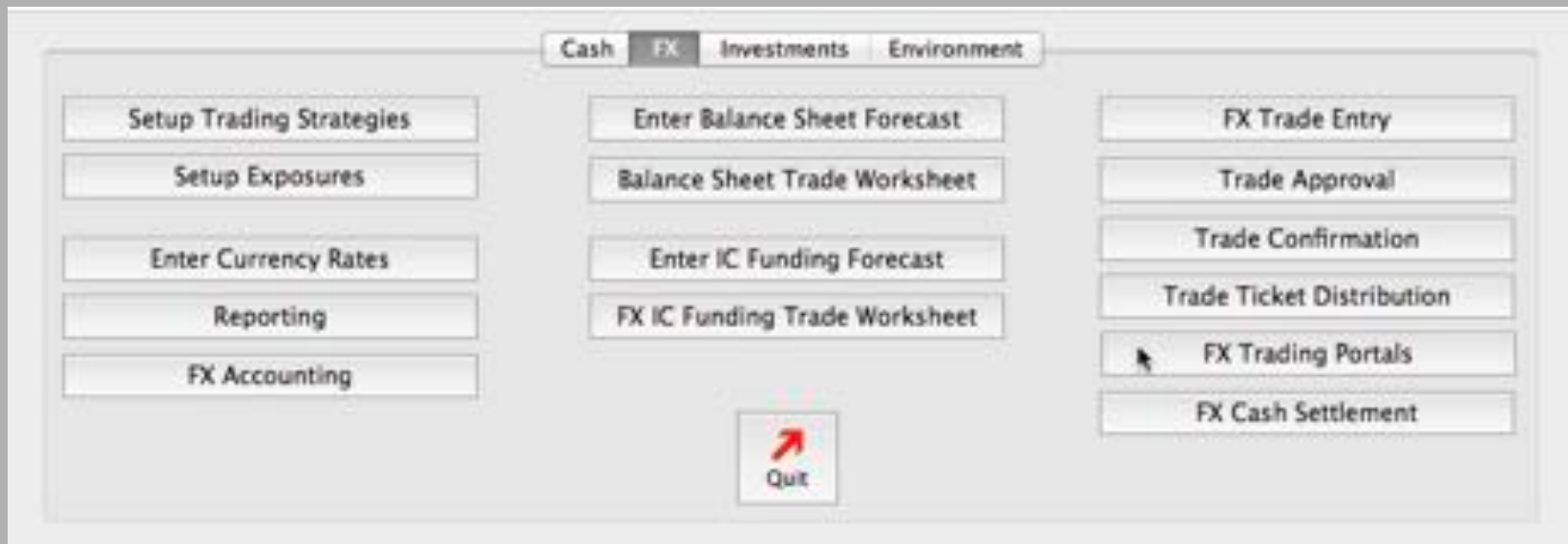
- If the trading Entity is not USD functional, use this form to tell Orbit what operation to use (multiply or divide) to translate an amount of foreign currency into an equivalent amount of the Entity's functional currency
- To create a new rule line: 1) click the "New" button. 2) Select a trading currency. 3) Set the convention (multiply/divide). 4) Press the "Save" button
- Click the "Setup Multiple Currencies" button to select a number of currencies and define the translation method for all of them. Orbit will define the method for those it can based on existing rules. You must revisit each currency that will be listed where the method is blank
- There must be a trading convention rule for each currency the trading Entity expects to trade against

Entities - FX Setup



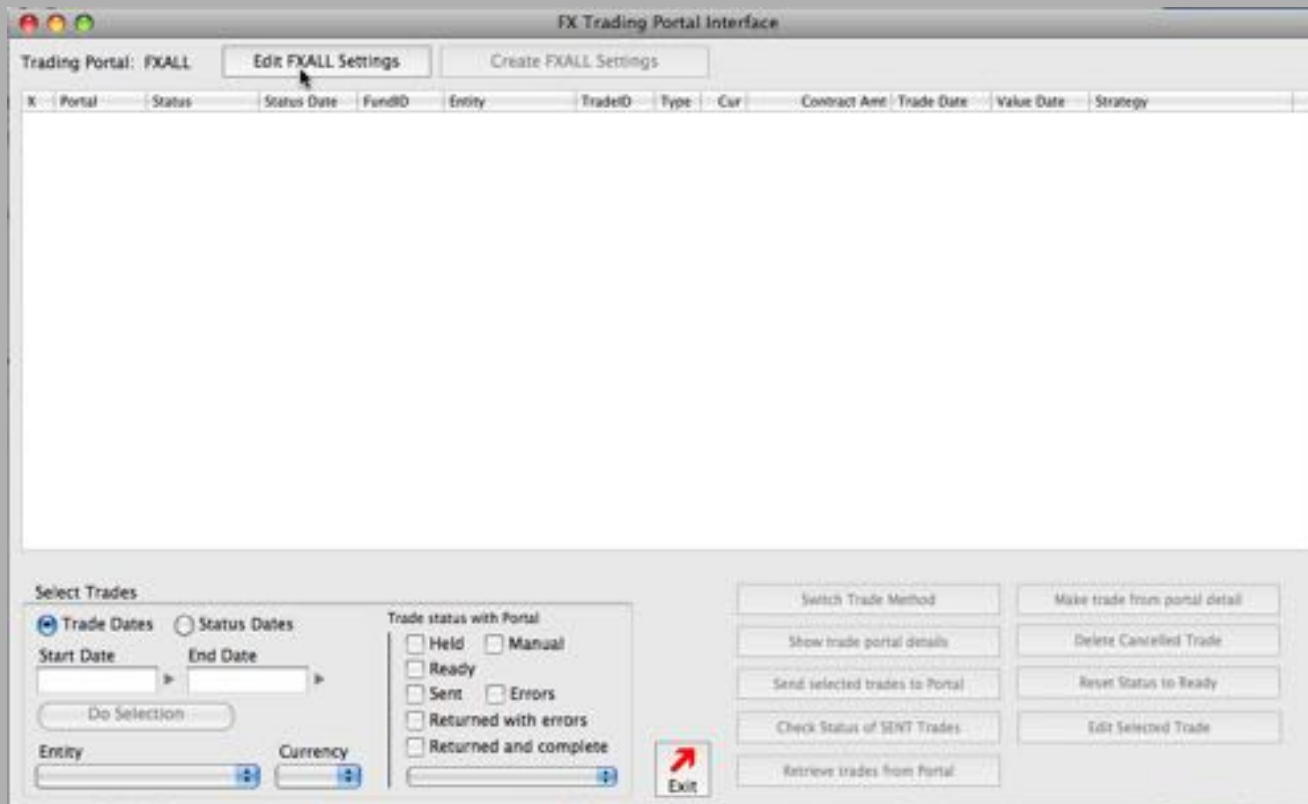
- Before an entity can trade FX, the entity must have defined one or more FX Trade Purpose/Strategy codes
- On the main menu window, select the “FX” tab
- Press the “Setup Trading Strategies” button
- There is a separate document that describes setting up Trade/Purpose Strategies in detail (09_FX00_SETUP_FX_Setup_Trade_Purpose)

Entities - FX Trade Purpose/Strategies



- Before an entity can trade through one of the supported trading portals (FXALL or 360T), the Entity must be mapped to a "FUND ID"
- The code that identifies an entity in Orbit may not be the same code value that identifies the entity at the trading portal. Orbit refers to the code used by the portal as it's "Fund ID"
- Often times, there will only be a single "Fund ID" at the portal. Fund ID mapping allows us to assign multiple, different Orbit trading entities to a single Fund ID
- On the main menu window, select the "FX" tab
- Press the "FX Trading Portals" button

Entities - FXAll Fund ID



- Click the “Edit Portal Settings” button at the top of the Trading Portal Interface window

Entities - FXAll Fund ID



- The “Portal Setup” window opens
- Click the “Fund ID’s” tab
- Trading entities are listed on the right. Fund ID’s appear on the left
- In this example, all of the trading entities share the same ID. This is the normal case
- For a new entity, click into the “Fund ID” column on the entity line. The cell will become editable
- Type in the Fund ID and press TAB or RETURN to close the field
- Press the SAVE button to save this change

Entities - FXAll Fund ID