

# Orbit

## FX Exposure Capture and Export

# Problem Description

- This document describes how to Use Orbit to collect Foreign Currency exposure information and then export that information for upload to other systems such as Hedge Tracker's Capella
- There are 2 groups of people involved in this process
  - Treasury
  - People in the field who provide exposure forecast information
- Treasury is responsible for:
  - Orbit administration ( [page 3](#) )
  - Setup of exposure data entry relationships and forms
    - An exposure relationship identifies an Accounting Entity and the currencies that entity has exposure to
  - Setup of Orbit Web Portal users
    - These are userids used by people in the field to access Orbit and enter exposure data
  - Assignment of Orbit Web Portal users to exposure forms
    - Orbit Web Portal users may only access exposure data entry forms for relationships that have been assigned to them by Treasury
  - Publication of exposure data entry forms each month ([page 23](#))
  - Notification of Web Portal Users that forms are ready for input ([page 27](#))
  - Review of data collection
  - Export of exposure data in the form required ([page 30](#))
    - In this document we will be using Capella as the export target
- Web Portal Users are responsible for:
  - Notifying Treasury when new exposure relationships develop
  - Using the Orbit Web Portal to enter forecast foreign currency exposure information ([page 34](#))

# Orbit Administration and Setup

# Orbit Administration and Setup

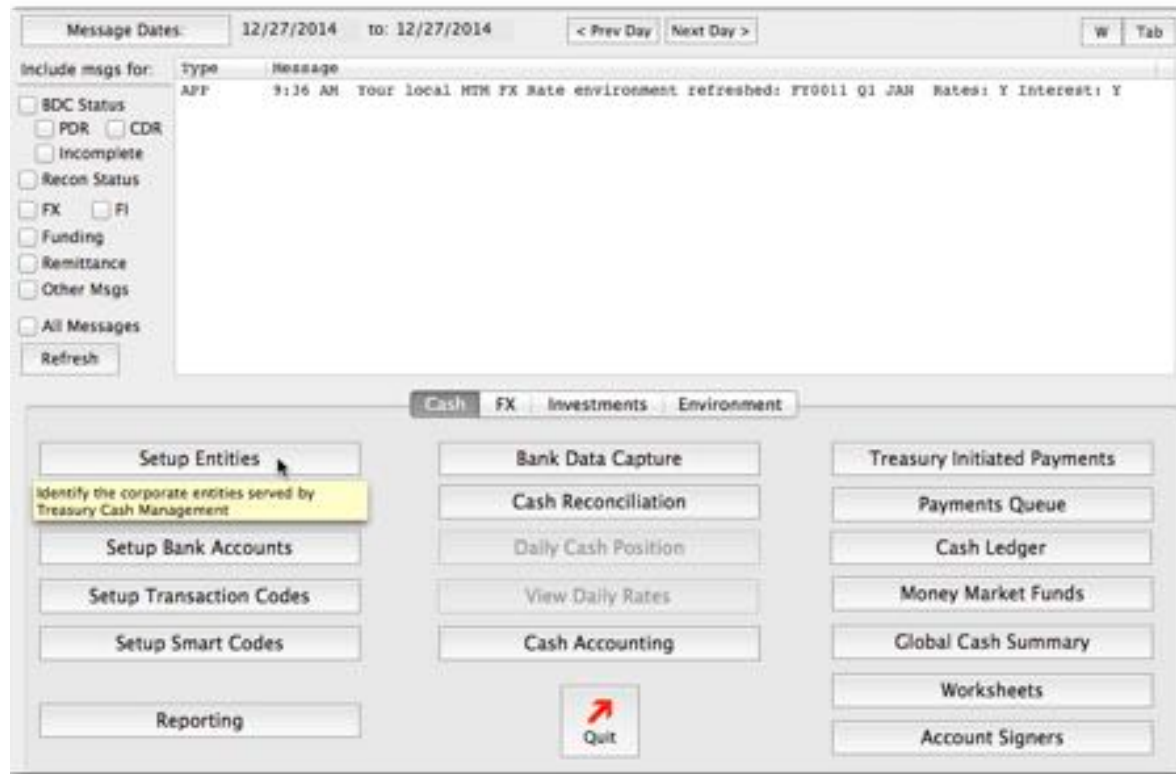
- The next several pages describe the tasks Treasury performs to setup Orbit to support Foreign Currency Exposure data collection. These tasks include:
  - Setup Currencies (page 5)
  - Setup Entities (page 6)
  - Setup of exposure data entry relationships and forms (page 7)
  - Setup of Orbit Web Portal users (page 17)
  - Assign Web Portal Users access to data entry forms they will be responsible for (page 19)
  - Setup and maintain FX Exposure export templates (page 21)

# Orbit Administration and Setup – Setup Currencies



- To make currencies active: Main Menu Window -> Environment (tab) -> Setup Company (button) -> Active Currencies (tab)
- Available currencies are listed on the left (“All Currencies”). Active currencies are listed on the right
- To make an available currency “active”, double-click the currency in the “All Currencies” list. The currency will be moved to the “Active Currencies” list
- Click the “Save” button

# Orbit Administration and Setup – Setup Entities



- Entities represent companies, subsidiaries and non-bank external counter parties that are relevant to Treasury
- To setup a new Entity:
  - Go to the “Cash” tab of the “Main Menu Window” (You can always get to the Main Menu Window by selecting “Main Window” from the “File” menu)
  - Click the “Setup Entities” button

Disclosure Control

## Orbit Administration and Setup – Setup Entities

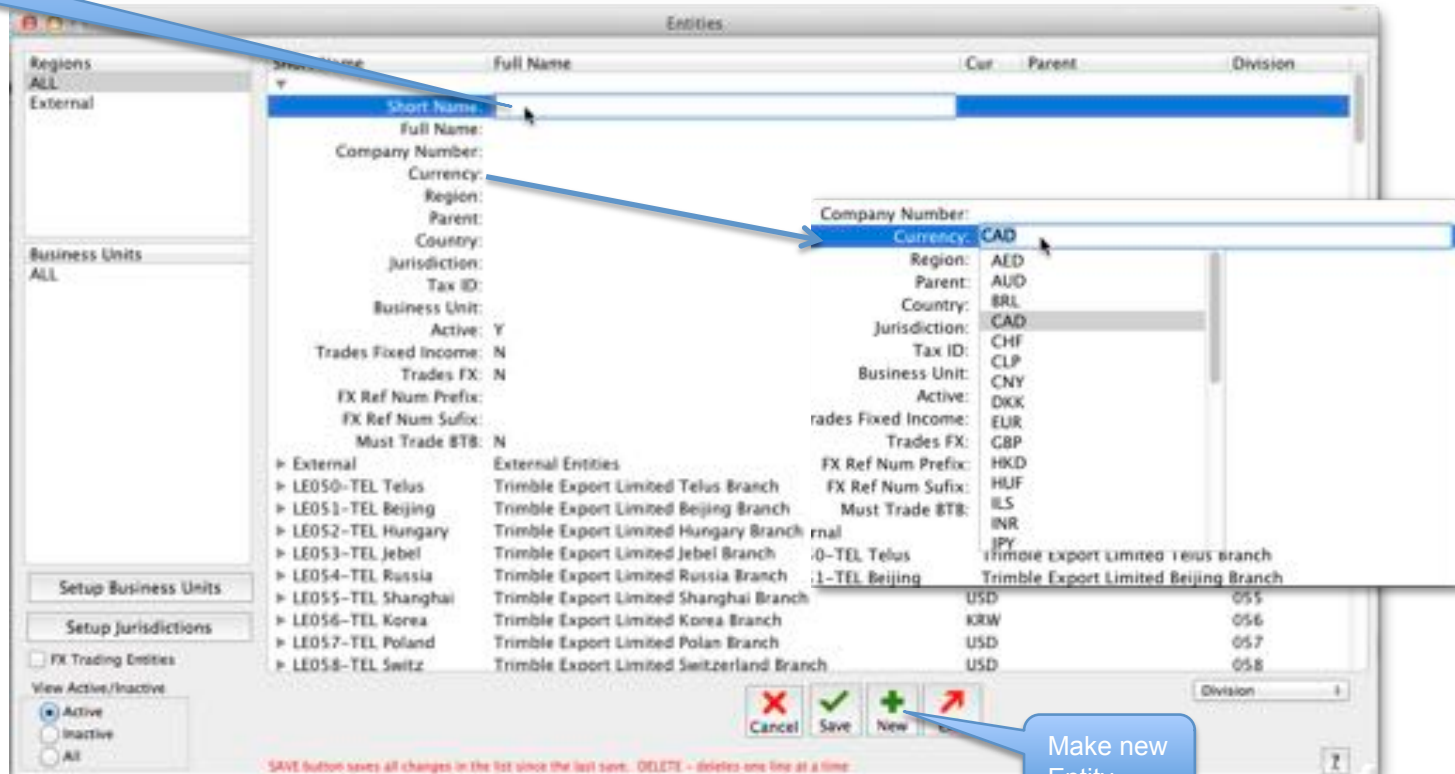
Entity values

Short Name	Full Name	Cur	Parent	Division
LE100-TNL	Trimble Navigation Limited	USD		100
LE109-DSS	Dynamic Survey Solutions Inc	USD		109
LE114-Geoline	Geoline Inc	USD		114
LE116-Ashotech	Ashotech LLC	USD		116
LE117-Trimble RUS	Trimble RUS LLC	USD		117
LE118-Loadrite W	Trimble Loadrite Western Ltd	USD		118
LE119-Loadrite	Trimble Loadrite Inc	USD		119
LE121-MAS	Trimble Military and Advances Systems Inc	USD		121
LE123-SECO	SECO Manufacturing Inc	USD		123
LE124-Info Align US	Mining Information Systems (USA) Inc	USD		124
LE128-APS	Advanced Public Safety Inc	USD		128

- Existing Entities are listed one Entity per line
- The Entities which are displayed may be filtered by clicking on rows in the “Regions” and “Business Units” lists located on the left side of the window
- To view the details of an entity, click on the disclosure control next to the Entity Short Name. All of the fields defined for the Entity are displayed below the selected Entity line

Enter values

# Orbit Administration and Setup – Setup Entities



- To create a new Entity, click the “New” button
- A blank line is added to the top of the list with it’s detail “expanded”
- Enter values for the Entity by clicking into the “Short Name” field and typing
- When you press RETURN or TAB, the data entry focus moves to the next field
- Some fields, such as currency, will drop down a selection list when the field get focus. You will then select a value from the drop-down list by clicking or using the up/down arrow keys to navigate through the list
- These values should always be provided: Short Name, Full Name, Company Number (the Entities GL number), Currency (the GL reporting currency of the Entity) and Country
- After entering Entity values, be sure to click the “Save” button. If you enter or change multiple Entities, all changes and additions will be save when you click the “Save” button

# Orbit Administration and Setup – Setup Entities

The screenshot shows the 'Entities' window in Orbit Administration. The main window displays a list of entities with columns for Short Name, Full Name, Cur, Parent, and Division. A blue callout box labeled 'Enter values' points to the 'Short Name' column. The 'Preferences' dialog is open, showing the 'FX' tab. The 'Limit FX to Exposure Collection Only' checkbox is checked. A blue arrow points from the 'Limit FX to Exposure Collection Only' checkbox in the Preferences dialog to the 'Short Name' column in the Entities window.

Enter values

Short Name Full Name Cur Parent Division

Short Name

Full Name:

Company Number:

Currency:

Region:

Parent:

Country:

Jurisdiction:

Tax ID:

Business Unit:

Active: Y

Trades and Income: N

Trades FX: N

FX Ref Num Prefix:

FX Ref Num Suffix:

Must Trade BTB: N

External Entities

LE050-TEL Telus Trimble Export Limited Telus Branch

LE051-TEL Beijing Trimble Export Limited Beijing Branch

LE052-TEL Hungary Trimble Export Limited Hungary Branch

LE053-TEL Jebel Trimble Export Limited Jebel Branch

LE054-TEL Russia Trimble Export Limited Russia Branch

LE055-TEL Shanghai Trimble Export Limited Shanghai Branch

LE056-TEL Korea Trimble Export Limited Korea Branch

LE057-TEL Poland Trimble Export Limited Poland Branch

LE058-TEL Switz Trimble Export Limited Switzerland Branch

USD

USD

OS7

OS8

Division

Cancel Save New Exit

SAVE button saves all changes in the list since the last save. DELETE - deletes one line at a time

Preferences

Preferences New Password Troubleshooting FX Other Options

Trade Ticket Form

Long FASB Documentation Form (extended FASB133 Documentation box)

Short FASB Documentation Form (includes deliver instruction details)

Default Instructions Trade Purpose

FX

Option Premium Instructions Purpose

FX

Trading Portal

FX ALL

360T

Bloomberg

Daily Rates are Available

Recipient Entities Must Have Instructions

Refresh Rates Environment as Login

FX Trades May Override Base Currency

FX Trade Entry: Relax Restrictions on FASB SWAPS

Block FX Spot Deals Beyond  days.

Use New Style Exposure Forecast Model

Limit FX to Exposure Collection Only

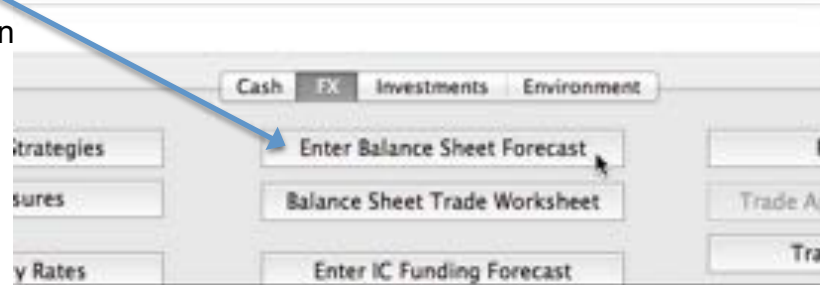
- If an Entity will be an “Accounting Entity” for FX exposure purposes, you may want to also make it a “Trading Entity” so that it can trade to hedge it’s exposures. **This is not required if the “Limit FX to Exposure Collection Only” preference is set on the “FX” tab of the “Preferences” window**
- If an Entity will be an “Accounting Entity”, another Entity can trade on it’s behalf as long as that other Entity shares the same GL reporting currency as the “Accounting Entity”

## Orbit Administration and Setup

### Setup Exposure Data Entry Relationships and Forms

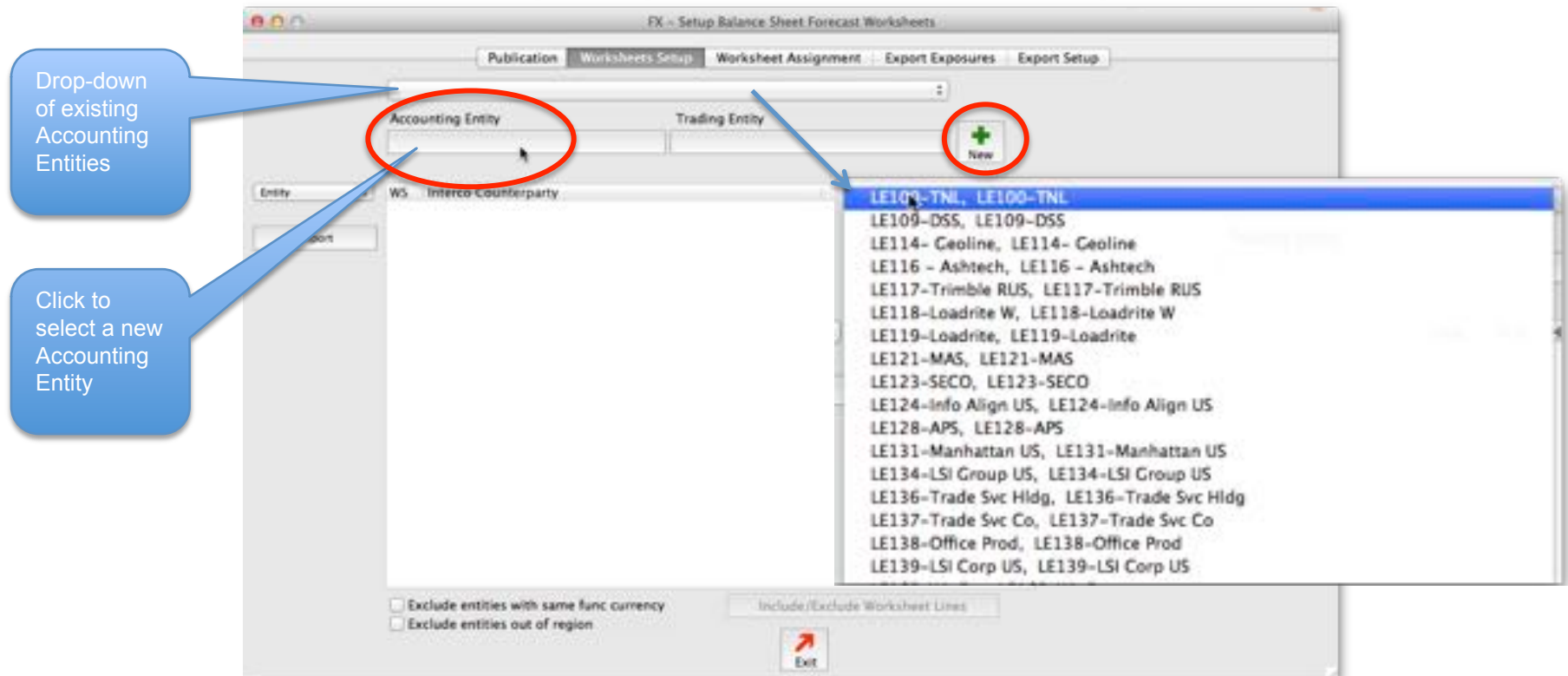
# Setup Exposure Data Entry Relationships and Forms

- Orbit requires you to specify every exposure relationship you will be collecting data for
- An “Exposure Relationship” is composed of an “Accounting Entity” and a Exposure Counter Party which is a currency and/or Entity
- An “Accounting Entity” is an Orbit Entity that you setup on the “Entities” window (see discussion beginning on page 6). It is referred to as an Accounting Entity because the General Ledger of that entity is impacted by transactions with other counter parties that are denominated in currencies which are different from the Accounting Entity’s GL reporting currency
- Exposure Counter Parties may be other enterprise companies/subsidiaries or they may be currencies associated with the special Orbit Entity named “External”
- The next several pages describe how to create Exposure Relationships
- From the “Main Menu Window”, go to the “FX” tab
- Click the “Enter Balance Sheet Forecast” button



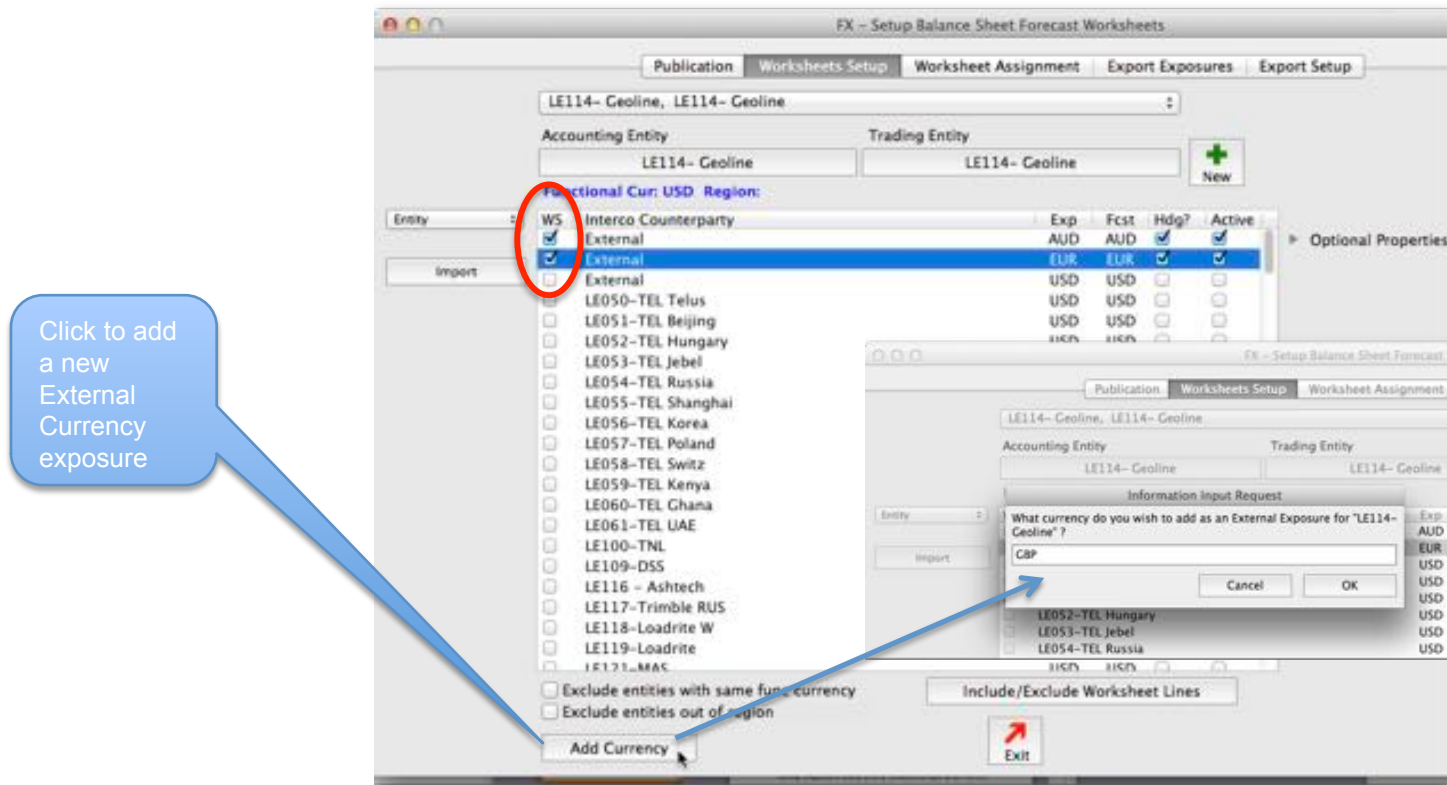
- When you click this button, Orbit opens the “FX Setup Balance Sheet Forecast Worksheets” window. **Note that if you have many relationships, it can take a few seconds for Orbit to prepare and open the window**

# Setup Exposure Relationships



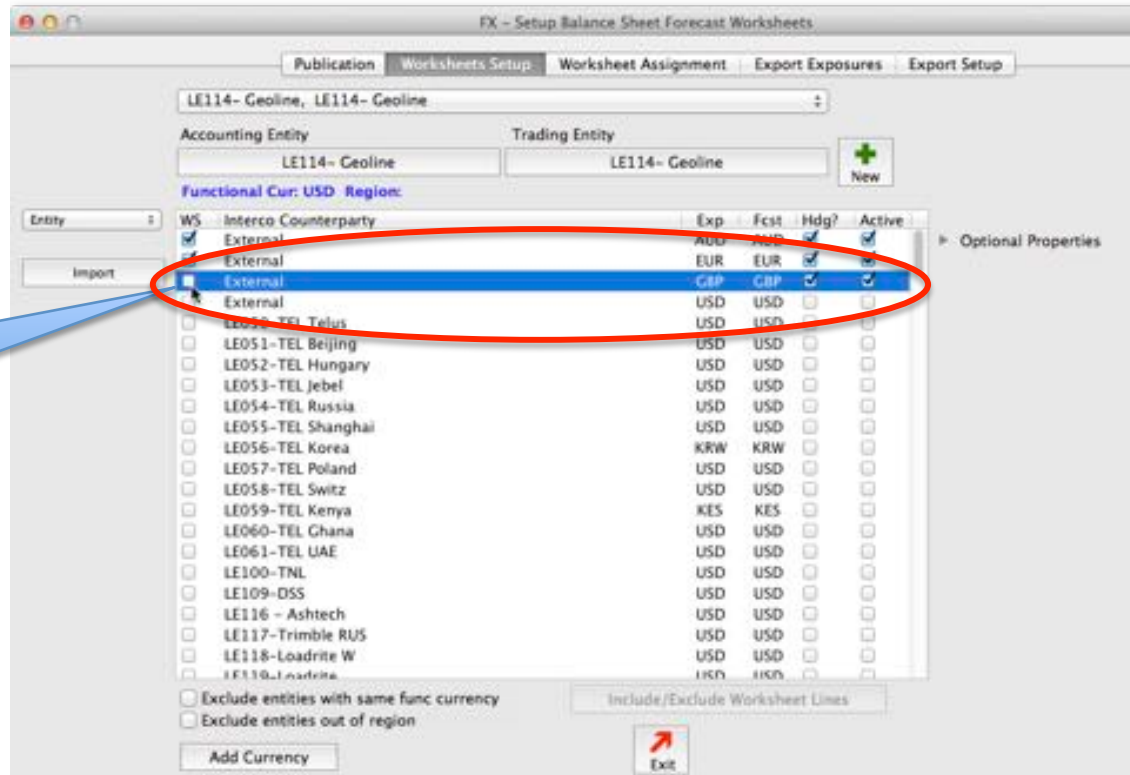
- Go to the “Worksheet Setup” tab
- If you are adding a new exposure currency to an already existing Accounting Entity, select the Accounting Entity from the drop-down menu. Note: Each line in the drop-down shows an “Accounting Entity” and its “Trading Entity”. In the usual case, the Accounting and Trading entities are the same, so you see the Entity Short Name repeated twice
- When you select a Accounting/Trading entity from the drop down, Orbit displays the Accounting Entity’s exposures ([see page 13](#))
- If you are setting up a new Accounting Entity, click on the “New” button and then the “Accounting Entity” button (circled in red)
- When you click on the “Accounting Entity” button, an Entity selection list dialog will popup. Select the Accounting Entity from that list. Orbit will list all possible exposure counter parties ([see page 13](#)). Check-mark lines to create one or more exposure counter-parties

# Setup Exposure Relationships



- When an “Accounting Entity” is selected, Orbit lists it’s exposure counter parties first, followed by all other potential counter parties
- Existing exposure counter parties are identified by the check-mark in the first column (see red circle)
- To add new exposures, simply click on the check-box of one of the lines that is not checked
- If the exposure is NOT associated with another Entity ( the exposure relationship is NOT an inter-company relationship), select one of the the “External” entity lines and click the “Add Currency” button that appears at the bottom of the window
- Orbit will prompt you to enter the code for the new currency

# Setup Exposure Relationships



- A new “External” line is added to the list, with the currency you entered
- To complete the relationship, click the check-box so that the line is check-marked. In the example above we would be creating an exposure relationship named: “LE114-Geoline -> GBP (External)”
- To delete a relationship, uncheck the checkbox of the exposure. If exposure entry forms already exist for the relationship, Orbit won’t let you delete it. Instead, you will need to uncheck the “Active” checkbox. This will tell Orbit not to include the relationship in future processing

# Setup Exposure Relationships

IC Funding Forecast Worksheet Lines

InterCo Balance Worksheet Lines for : LE114- Geoline USD -> EUR ( External )

Save Changes to Master Worksheet Template

ID	Worksheet Line	Incl?	Type	+/-/x
R1000	Current Assets in Non-Functional Currency	<input checked="" type="checkbox"/>	HEADING	*
R1010	Cash and Cash Equivalents	<input checked="" type="checkbox"/>	DETAIL	*
R1020	Accounts Receivable, Net	<input checked="" type="checkbox"/>	DETAIL	*
R1030	U/C Accounts Receivable	<input checked="" type="checkbox"/>	DETAIL	*
R1040	U/C Short Term Loan	<input checked="" type="checkbox"/>	DETAIL	*
R1050	Other Receivables	<input checked="" type="checkbox"/>	DETAIL	*
R1060	Future use 1	<input type="checkbox"/>	DETAIL	*
R1070	Future use 2	<input type="checkbox"/>	DETAIL	*
R1080	Future use 3	<input type="checkbox"/>	DETAIL	*
R1100	Total Current Assets in Non-Functional Currency	<input checked="" type="checkbox"/>	SUBTOTAL	*
R1200		<input checked="" type="checkbox"/>	BLANK	*
R2000	Current Liabilities in Non-Functional Currency	<input checked="" type="checkbox"/>	HEADING	*
R2010	Short Term Debt	<input checked="" type="checkbox"/>	DETAIL	*
R2020	U/C Short Term Debt	<input checked="" type="checkbox"/>	DETAIL	*
R2030	Accounts Payable	<input checked="" type="checkbox"/>	DETAIL	*
R2040	U/C Accounts Payable and Accruals	<input checked="" type="checkbox"/>	DETAIL	*
R2050	Other Accrued Liabilities	<input checked="" type="checkbox"/>	DETAIL	*
R2060	Income Tax Payable	<input checked="" type="checkbox"/>	DETAIL	*
R2070	Other Current Liabilities	<input checked="" type="checkbox"/>	DETAIL	*
R2080	Future use 1	<input type="checkbox"/>	DETAIL	*
R2090	Future use 2	<input type="checkbox"/>	DETAIL	*

Save Worksheet Lines for: LE114- Geoline USD -> EUR ( External )

Done

Include/Exclude Worksheet Lines

Click this button to customize the worksheet

Include/Exclude worksheet lines

Save your changes

- You can customize the lines that appear on the forecast entry form for a specific exposure relationship
- Select the exposure line for the relationship you wish to customize
- Click on the “Include/Exclude Worksheet Lines” button. Orbit pops up the “Forecast Worksheet Lines” editor
- To include/exclude a row from the worksheet for “LE114-Geoline USD -> EUR (External)”, locate the row and check/uncheck the checkbox in the “Incl?” column
- When you are done be sure to click the “Save Worksheet Lines...” button

## Orbit Administration and Setup

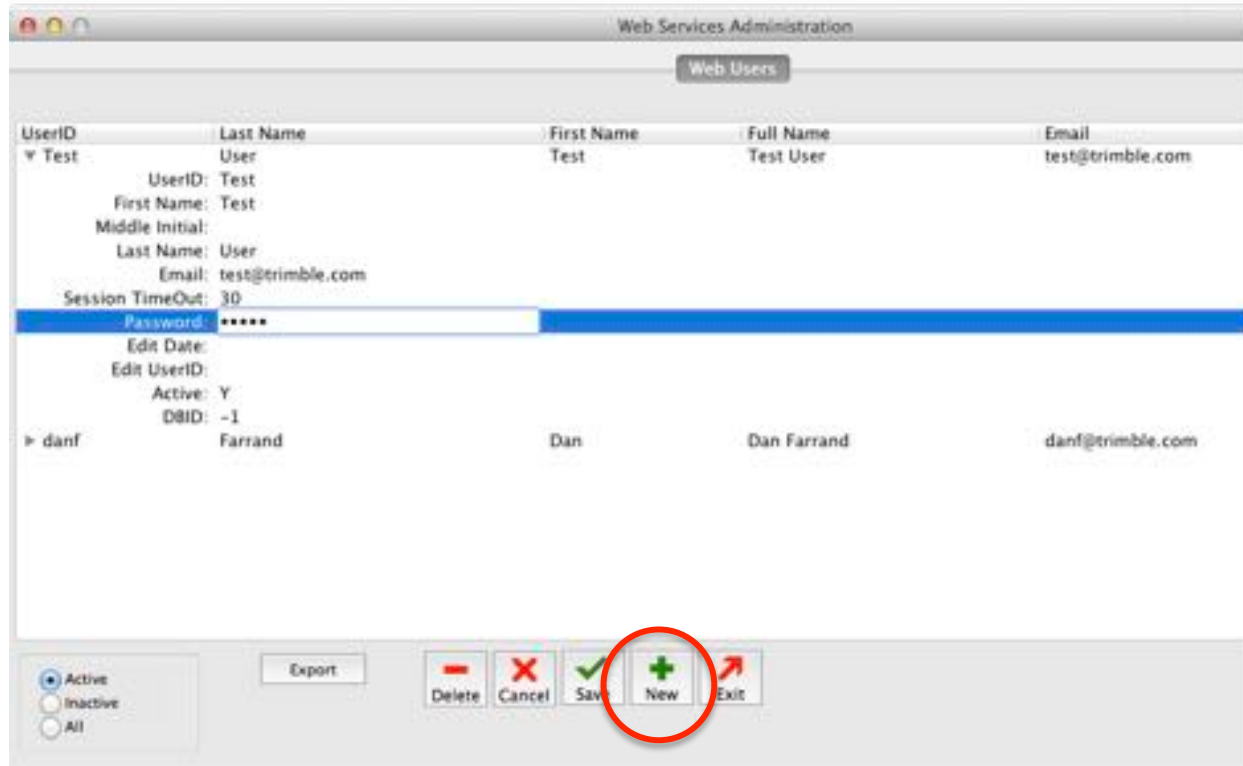
Setup of Orbit Web Portal users  
Assign Exposure Forecast Forms to Web Portal Users

# Setup of Orbit Web Portal users

- By now you have defined Exposure Relationships
- The next step is to assign data-entry responsibility for those relationships to Orbit Web Portal Users
- The first step in that assignment is to setup the person/persons as Orbit Web Portal Users
  
- From the “Main Menu Window”, go to the “Environment” tab
- Click the “Web Services Admin” button

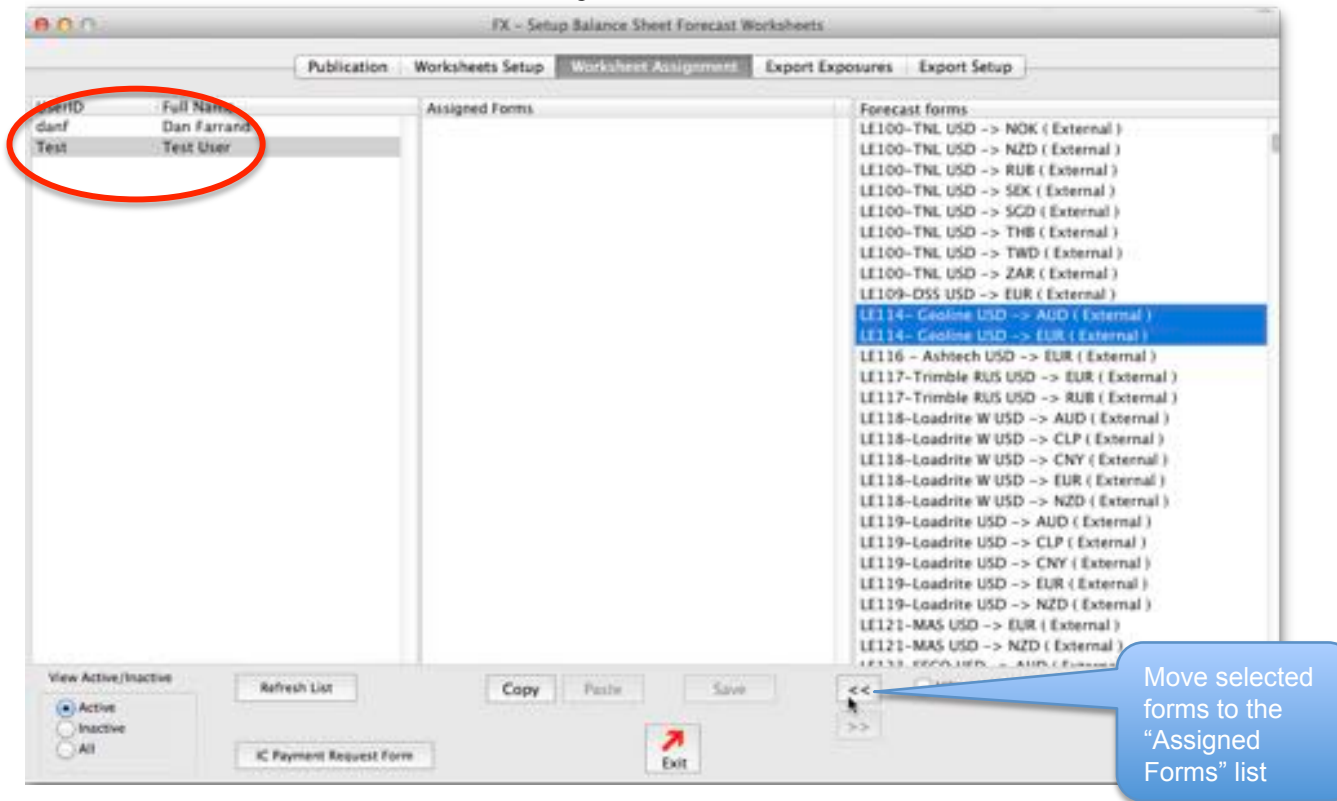


# Setup of Orbit Web Portal users



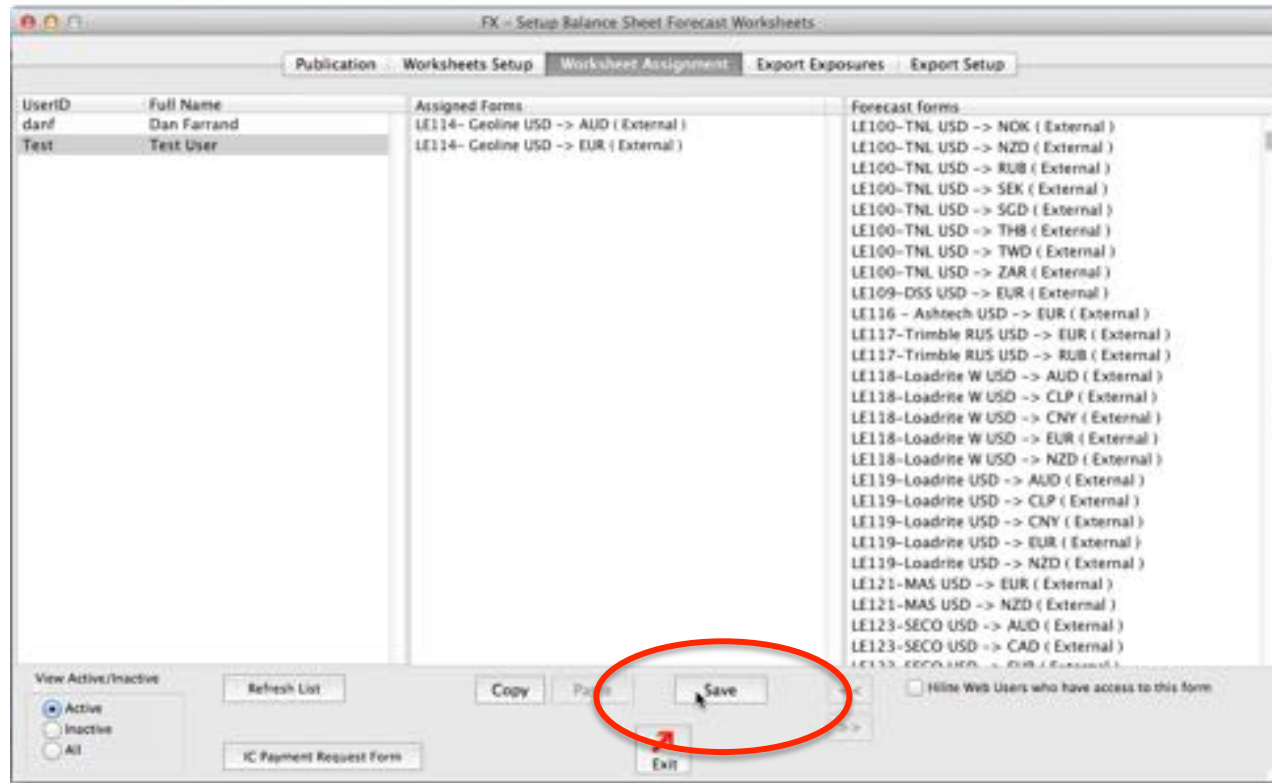
- To create a new Web Portal User, click the “New” button (red circle)
- A new line is added to the Web Users list with the detail fields expanded and displayed below the main line
- Fill in the required values. The new user will log into the Orbit Web Portal using his/her email address
- Set the password to a default ( “orbit” ). The user will be forced to change his/her password the first time they log in
- Press the “Save” button to save the new user

# Assign Forecast Data Entry Forms to Orbit Web Portal users



- Return to the “Setup Balance Sheet Forecast Worksheet” window
- Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
- Go to the “Worksheet Assignment” tab
- Select the Web Portal User from the list on the left
- From the list on the right, select the exposure relationships the user will be responsible for
- Click the “<<” button to move those forms to the “Assigned Forms” list

# Assign Forecast Data Entry Forms to Orbit Web Portal users



- Click the “Save” button to save the assignment
- NOTE:
  - A form may be assigned to one or more users
  - A user may be responsible for one or more forms

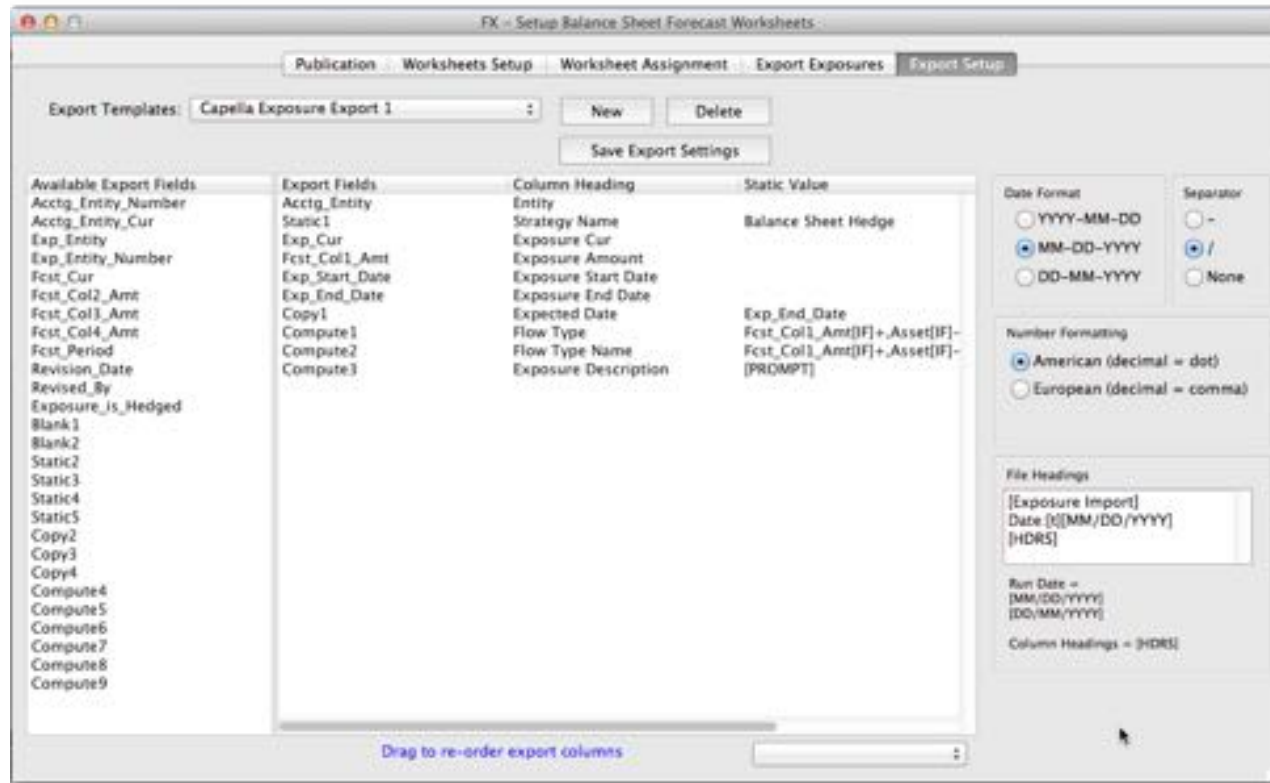
## Orbit Administration and Setup

Setup and maintain FX Exposure export templates

# Setup and maintain FX Exposure export templates

- Exposure data may be exported in custom formats
- To export exposure data you must create a template that tells Orbit how to format the export file
- To create export templates (and to perform the export itself), go to the “Setup Balance Sheet Forecast Worksheet” window
- Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
- Go to the “Export Setup” tab

# Setup and maintain FX Exposure export templates



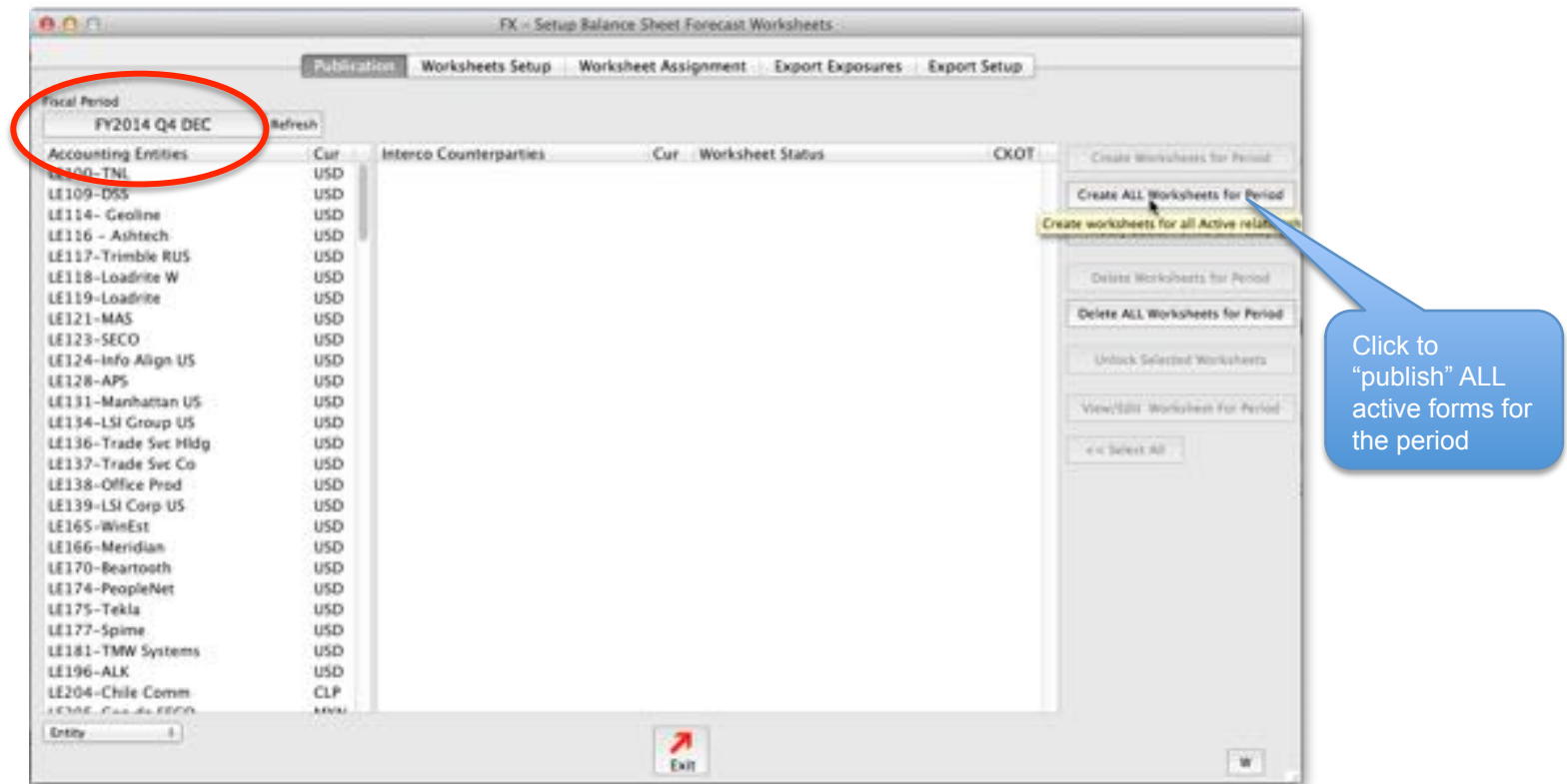
- An example of an export template is shown above
- The template name is “Capella Exposure Export 1”
- The lines listed in the middle columns (under headings Export Fields, Column Heading, Static Value), specify the values to be exported and the format of the export data
- The settings on the far right define other aspects of the export including date and number formatting and the inclusion of header lines in the export file
- The lines listed on the far left, identify the columns that are available in Orbit to include in the export
- Normally, you will consult with Orbit support when setting up export templates

## Publication of Exposure Data Entry Forms Each Month

# Publication of Exposure Data Entry Forms Each Month

- Treasury will publish Exposure Data Entry Forms each month
- Go to the “Setup Balance Sheet Forecast Worksheet” window
- Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
- Go to the “Publication” tab

# Publication of Exposure Data Entry Forms Each Month



- Select the Fiscal Period for which you will be publishing forms (red circle)
- Click the “Create ALL Worksheets for Period” button
  - Orbit will cycle through all accounting entities listed on the left. You will see this happening. As each Accounting Entity is selected, it’s exposure counter parties will be listed in the middle columns of the window. At this point Orbit is gathering information about forms that are available for publication
  - Orbit will tell you how many forms it is ready to publish and ask if you want to proceed
  - Answer “Continue” and Orbit will publish the forms
  - To delete the publication, click on the “Delete ALL Worksheets for Period” button

# Publication of Exposure Data Entry Forms Each Month

The screenshot shows the 'FX - Setup Balance Sheet Forecast Worksheets' application window. The window has a menu bar with 'Publication', 'Worksheets Setup', 'Worksheet Assignment', 'Export Exposures', and 'Export Setup'. Below the menu bar, there is a 'Fiscal Period' section with 'F2014 Q4 DEC' and a 'Refresh' button. The main area is a table with columns: 'Accounting Entities', 'Cur', 'Intero Counterparties', 'Cur', 'Worksheet Status', and 'CKOT'. The 'Accounting Entities' column is circled in red. The 'Worksheet Status' column shows various statuses like 'Setup: grcs - 12/23/2014'. On the right side of the window, there are several buttons: 'Create Worksheets for Period', 'Create ALL Worksheets for Period', 'Notify Users: Forms are ready', 'Delete Worksheets for Period', 'Delete ALL Worksheets for Period', 'Unlock Selected Worksheets', and 'View/Edit Worksheet for Period'. A blue callout box points to the 'Delete Worksheets for Period' button with the text 'Click to "delete" a single form'.

Accounting Entities	Cur	Intero Counterparties	Cur	Worksheet Status	CKOT
LE100-TNL	USD	External	AED	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE109-DSS	USD	External	AUD	Setup: grcs - 12/23/2014	<input checked="" type="checkbox"/>
LE114- Geoline	USD	External	BRL	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE116- Amitech	USD	External	CAD	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE117-Trimble RUS	USD	External	CHF	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE118-Loadrite W	USD	External	CLP	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE119-Loadrite	USD	External	CNY	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE121-MAS	USD	External	DKK	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE123-SECO	USD	External	EUR	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE124-Info Align US	USD	External	GBP	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE128-APS	USD	External	HKD	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE131-Manhattan US	USD	External	HUF	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE134-LSI Group US	USD	External	INR	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE136-Trade Svc Hldg	USD	External	JPY	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE137-Trade Svc Co	USD	External	KRW	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE138-Office Prod	USD	External	MXN	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE139-LSI Corp US	USD	External	MYR	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE165-WinEst	USD	External	NOK	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE166-Meridian	USD	External	NZD	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE170-Beartooth	USD	External	RUB	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE174-PeopleNet	USD	External	SEK	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE175-Tekla	USD	External	SGD	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE177-Spime	USD	External	THB	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE181-TMW Systems	USD	External	TWD	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE196-ALK	USD	External	ZAR	Setup: grcs - 12/23/2014	<input type="checkbox"/>
LE204-Chile Comm	CLP				<input type="checkbox"/>

- Click on a single Accounting Entity
- Orbit lists the worksheets/exposures associated with that Accounting Entity
- The current status of the worksheet is listed under the "Worksheet Status" column heading
- To operate on a single worksheet, select it and use the buttons on the right
- To view or edit values entered into a worksheet, double-click or click the "View/Edit Worksheet for Period" button

Notification to Web Portal Users that Forms are Ready for  
Input

# Notification to Web Portal Users that Forms are Ready for Input

- After publishing forms, Treasury may use Orbit to send email notification to Web Portal Users
- Go to the “Setup Balance Sheet Forecast Worksheet” window
- Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
- Go to the “Publication” tab
- Click the “Notify Users: Forms are Ready” button

# Notification to Web Portal Users that Forms are Ready for Input

Inter-co Balance Forecast Worksheet Notification: ALL Worksheets for FP: FY2014 Q4 DEC

X	Recipient	Worksheet Name
<input checked="" type="checkbox"/>	Dan Farrand	LE100-TNL USD -> AUD ( External )
<input checked="" type="checkbox"/>	Test User	LE114- Geoline USD -> AUD ( External )
<input checked="" type="checkbox"/>	Test User	LE114- Geoline USD -> EUR ( External )

Subject Line (note: [FP] will be converted to Forecast Period when message is sent)  
Inter-co balance forecast entry forms for [FP] are ready

Inter-co balance forecast data entry forms for fiscal period [FP] are ready for entry. Forms that have been assigned to you are listed below.

Reply To (this address comes from your email address as set in Security window)  
danf@greenRiverComputing.com

Send Messages Done

- Orbit will send email to everyone listed with a check-mark next to their name
- The list includes one line for each user/form
- If a user has multiple forms, s/he will receive a single email listing all of his/her forms
- The subject and message body will be the same for all notifications sent. The symbol text [FP] included in subject line and message body will be translated into the current forecast period ( for example: FP2014 Q4 DEC)
- To send the messages, click the “Send Messages” button (red circle)

Export Exposure data in the Format Required

# Export Exposure data in the Format Required

- After Web Portal Users have entered their exposure forecast, Treasury will export data from Orbit and upload that data into Capella
  - This export/upload cycle will occur several times during the month as forecast data entry continues to occur
  - Each export/upload will use a different template. The only difference between templates will be the exposure forecast data column that is selected for export. Each export will pull data from a different column of the forecast worksheet
  - Treasury may opt to lock forecast worksheet columns that are exported to prevent further updates to those columns subsequent to the export
- 
- Go to the “Setup Balance Sheet Forecast Worksheet” window
  - Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
  - Go to the “Export” tab

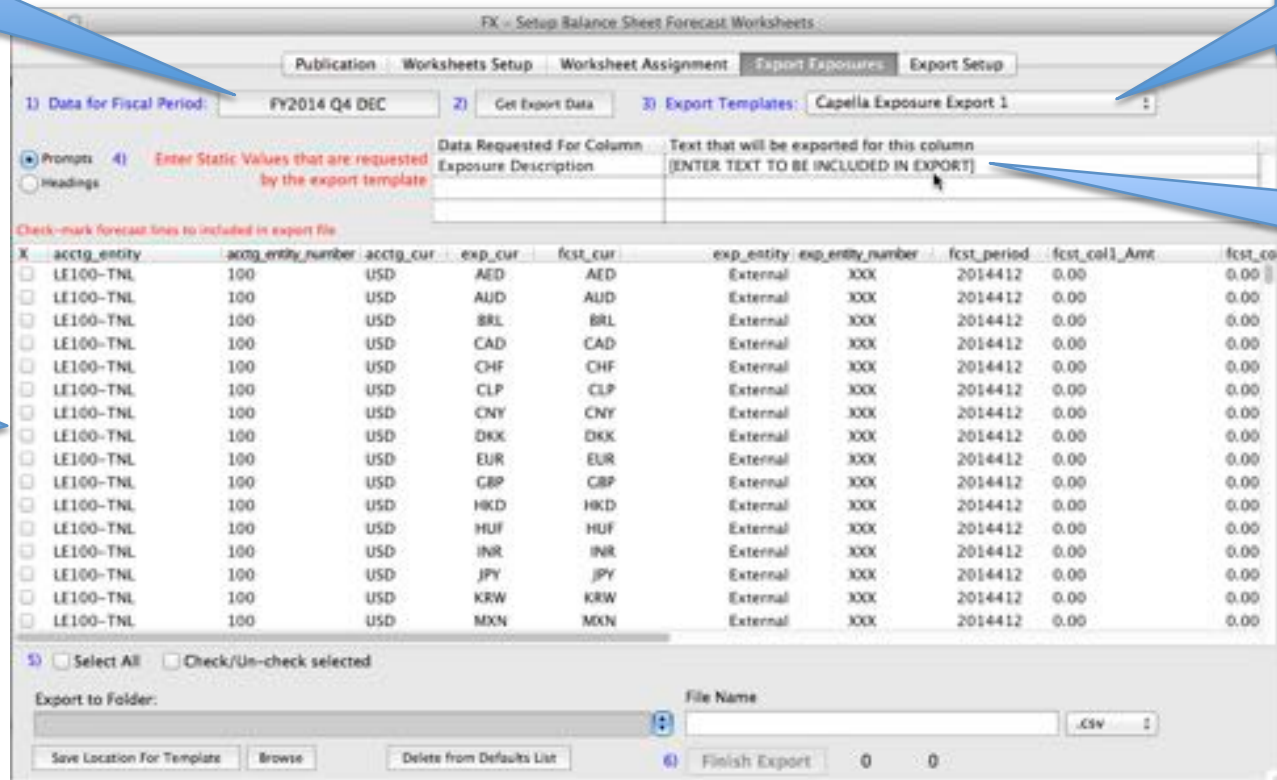
# Export Exposure data in the Format Required

Step 1 and 2 – set the Fiscal Period and Get Data

Step 3 – select the export template

Step 4 – enter text that is required for the export

Exposure data for FP is listed here



- There are 6 simple steps involved in exporting exposure forecast data
- 1) Select the Fiscal Period – the default period is usually correct
- 2) Click the “Get Export Data” button. Orbit will query the “total exposure” lines of all Exposure Forecast Entry forms. The data is displayed
- 3) Select the “Export Template” that will be used for the export
- 4) Enter text that will be included in the export. In this case, the export file includes a column called “Exposure Description”. The data in this column is descriptive text that you provide

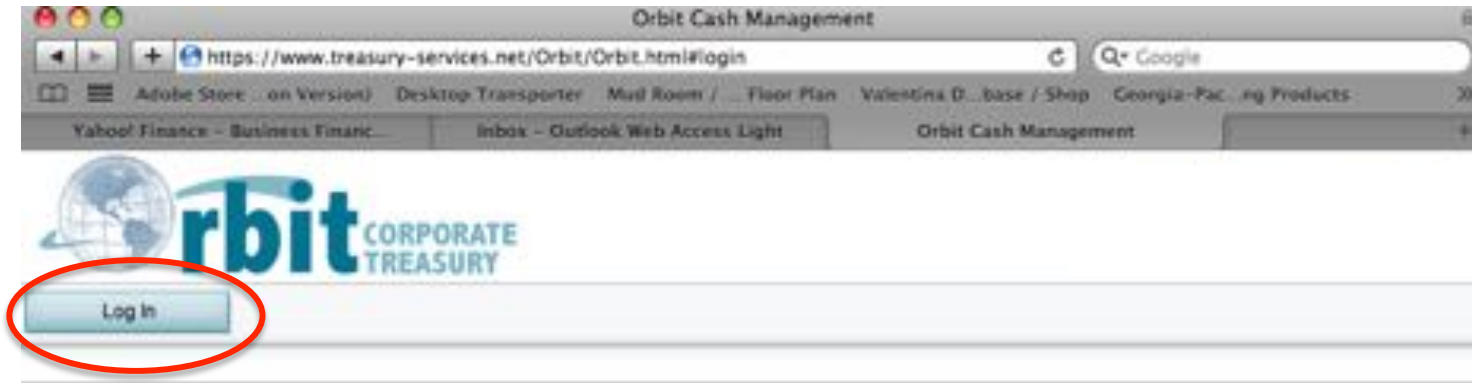


Web Portal Users  
Use the Orbit Web Portal to Enter Exposure Forecast

# Orbit Web Portal

- After Web Portal Users have entered their exposure forecast, Treasury will export data from Orbit and upload that data into Capella
  - This export/upload cycle will occur several times during the month as forecast data entry continues to occur
  - Each export/upload will use a different template. The only difference between templates will be the exposure forecast data column that is selected for export. Therefore each export will pull data from a different column of the forecast worksheet
  - Treasury may opt to lock forecast worksheet columns that are exported to prevent further updates to those columns subsequent to the export
- 
- Go to the “Setup Balance Sheet Forecast Worksheet” window
  - Main Menu Window -> FX (tab) -> “Enter Balance Sheet Forecast” (button)
  - Go to the “Export” tab

# Orbit Web Portal



- To access the Orbit Web Portal, type the following URL into your browser:

<https://orbit1.ots13.com/Orbit/>

If a dialog appears questioning the validity of the SSL Certificate, click "Continue"

Click the "Log In" button to start the connection process

# Orbit Web Portal

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**Enter Credentials**

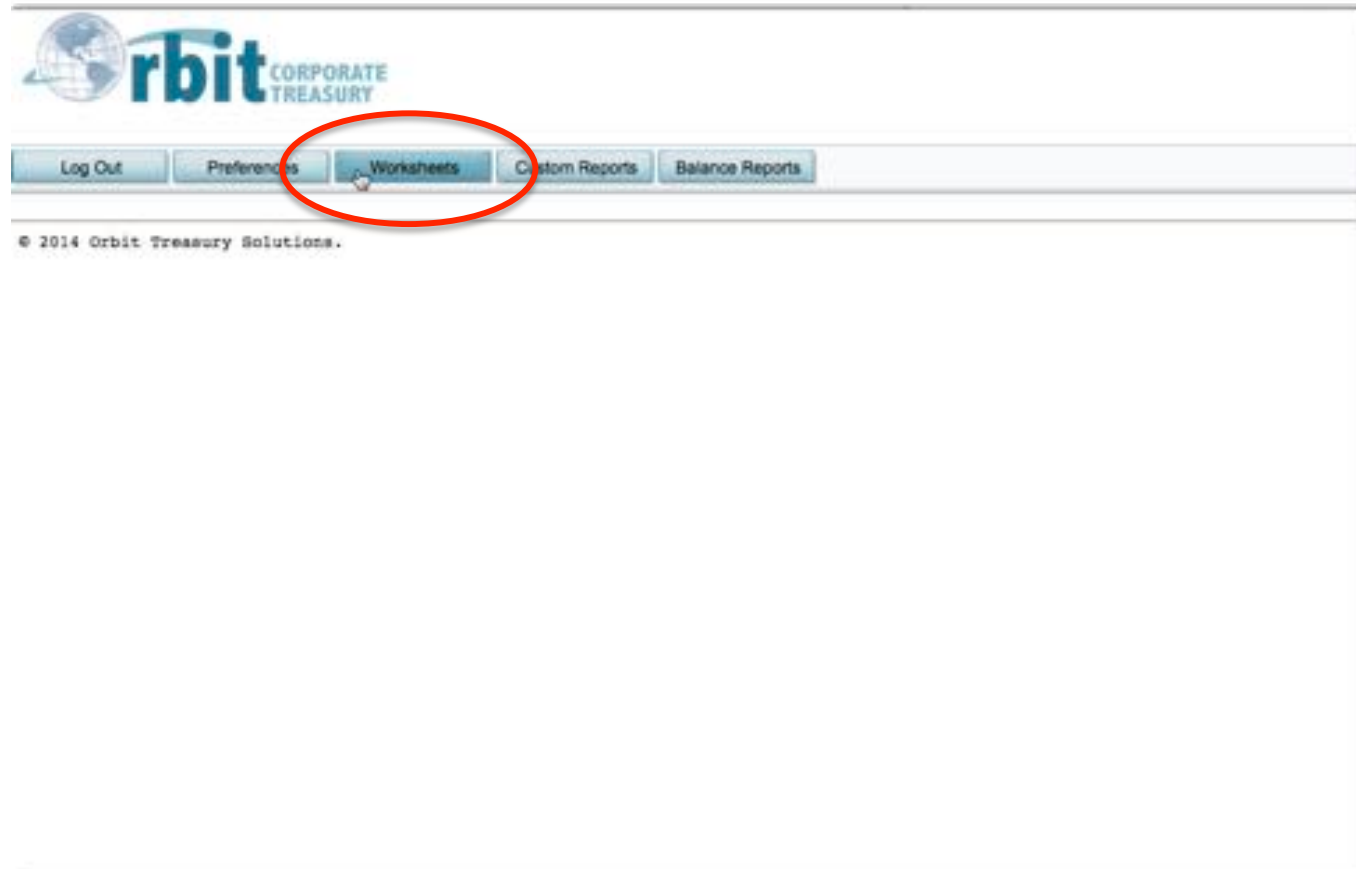
Email Address:  
danf@trimble.com

Password:  
\*\*\*\*\*

Log In Cancel

- Enter your email address and password
- Note: the email address must be the same address that Treasury setup for you in Orbit (see page 18)
- If this is the first time you are logging in, the Web Portal will force you to change your password

# Orbit Web Portal



- Once you are logged in, click the “Worksheets” button in the task bar

# Orbit Web Portal

The screenshot displays the Orbit Web Portal interface. At the top left is the 'rbit CORPORATE TREASURY' logo. Below the logo is a navigation bar with buttons for 'Log Out', 'Preferences', 'Worksheets', 'Custom Reports', and 'Balance Reports'. On the left side, there is a 'Available Forms' menu with a disclosure control (a small triangle icon) circled in red. Under this menu, 'Balance Sheet Forecast Worksheet' is selected, and a sub-menu is visible with 'LE100-TNL USD -> AUD ( External )' and 'FY2014\_Q4 P12' listed. A second disclosure control, labeled 'edit', is also circled in red. The main content area displays the 'FX Exposure Analysis Worksheet' for the current month and fiscal period. The worksheet is a table with columns for 'Current Month: Exposure Entity', 'This Month', and 'Fiscal Period: Exposure Currency'. The 'This Month' column is further divided into 'WD +4', 'WD +10', and 'Month End -2'. The 'Fiscal Period' column is divided into 'Month End -2' and '2nd Forecast Revision'. The 'Next Month' column is divided into 'Not Used' and 'Next Month'. The table lists various financial items such as 'Cash and Cash Equivalents', 'Accounts Receivable, Net', 'Short Term Debt', and 'Total Exposure', with numerical values in the data columns. A 'Comments' section is located at the bottom of the worksheet.

	Current Month: Exposure Entity			Fiscal Period: Exposure Currency	
	WD +4	WD +10	Month End -2	Month End -2	2nd Forecast Revision
	Prior Month Balance	Revised Forecast	2nd Forecast Revision	Not Used	Next Month
Current Assets in Non-Functional Currency					
Cash and Cash Equivalents	0	0	0	0	0
Accounts Receivable, Net	0	0	0	0	0
IC Accounts Receivable	0	0	0	0	0
IC Short Term Loan	0	0	0	0	0
Other Receivables	0	0	0	0	0
<b>Total Current Assets in Non-Functional Currency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Current Liabilities in Non-Functional Currency					
Short Term Debt	0	0	0	0	0
IC Short Term Debt	0	0	0	0	0
Accounts Payable	0	0	0	0	0
IC Accounts Payable and Accruals	0	0	0	0	0
Other Accrued Liabilities	0	0	0	0	0
Income Tax Payable	0	0	0	0	0
Other Current Liabilities	0	0	0	0	0
<b>Total Current Liabilities in Non-Functional Currency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Exposure</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Comments:					

- Click the disclosure control labeled “Available Forms”. A second category called “Balance Sheet Forecast Worksheet” will be displayed
- Click the disclosure control for “Balance Sheet Forecast Worksheet” to reveal the worksheet forms that have been assigned to you
- Click the disclosure control for a specific worksheet to list fiscal period worksheets for that form. Click on one of the fiscal period links and the data entry worksheet for the form and period is displayed
- Click the “edit” link to open the form for data entry

# Orbit Web Portal

Available Forms

- Balance Sheet Forecast Worksheet
  - LE100-TNL USD -> AUD ( External )
    - FY2014 Q4 P12

	FY2014 Q4 P12			
	WD +4	November WD +10	Month End -2	December Not Used
	Prior Month Balance	Revised Forecast	2nd Forecast Revision	Next Month
Current Assets in Non-Functional Currency				
Cash and Cash Equivalents	1,000,000	0	0	0
Accounts Receivable, Net	3000	0	0	0
I/C Accounts Receivable	0	0	0	0
I/C Short Term Loan	0	0	0	0
Other Receivables	0	0	0	0
<b>Total Current Assets in Non-Functional Currency</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Current Liabilities in Non-Functional Currency				
Short Term Debt	0	0	0	0
I/C Short Term Debt	0	0	0	0
Accounts Payable	0	0	0	0
I/C Accounts Payable and Accruals	0	0	0	0
Other Accrued Liabilities	0	0	0	0
Income Tax Payable	0	0	0	0
Other Current Liabilities	0	0	0	0
<b>Total Current Liabilities in Non-Functional Currency</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Exposure</b>	<b>1,000,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
Comments:				

- The currency of the amounts you enter are assumed to be the currency
- Click into a cell where you want to perform data entry
- Type in the desired amount and press RETURN or TAB to leave the cell and move down the column to the next cell
- When entering values, you are responsible for correctly entering negative signs for numbers whose values should be negative
- **When you are done with data entry you MUST CLICK THE "SUBMIT" button. The message shown above will appear when data has been successfully submitted**
- If you don't click the submit button, your work will not be saved