



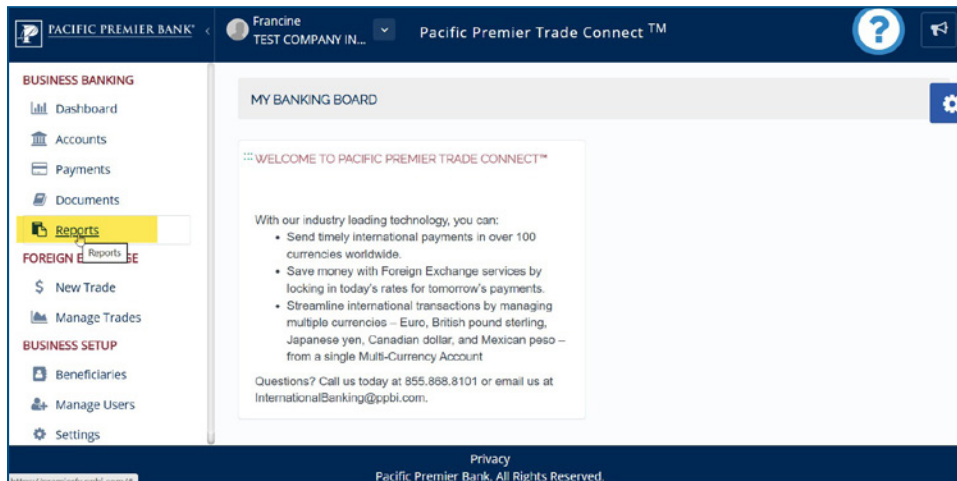
# Trade Connect User Guide

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# How to Configure Reports on Trade Connect

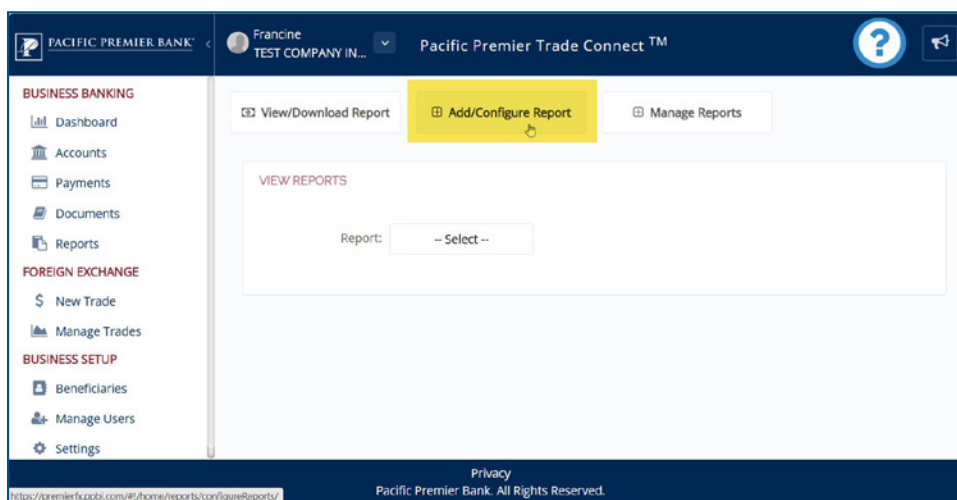
After landing in Trade Connect, select **Reports**



After selecting Reports, you will see three options:

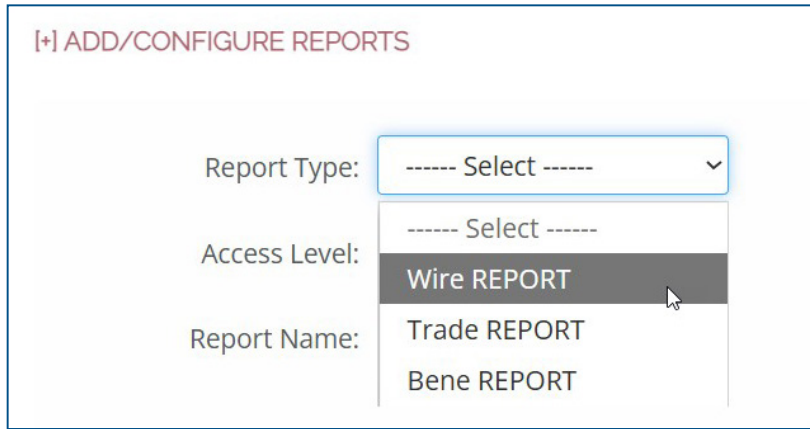
- View/Download Report
- Add/Configure Report
- Manage Reports

Select **Add/Configure Report**



You will have three report elements to complete: Report Type, Access Level, Report Name

- Report Type - Select **Wire REPORT**



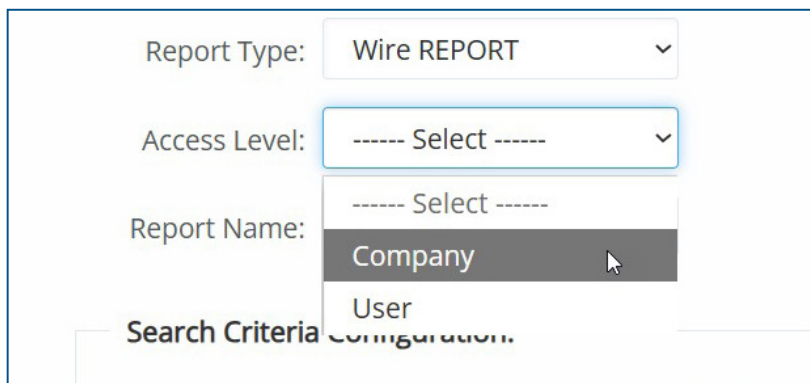
[+] ADD/CONFIGURE REPORTS

Report Type: ----- Select -----

Access Level: ----- Select -----

Report Name: Trade REPORT  
Bene REPORT

- Access Level – Select **Company** (all users in the company can view the report) or User (only you will be able to access the report)



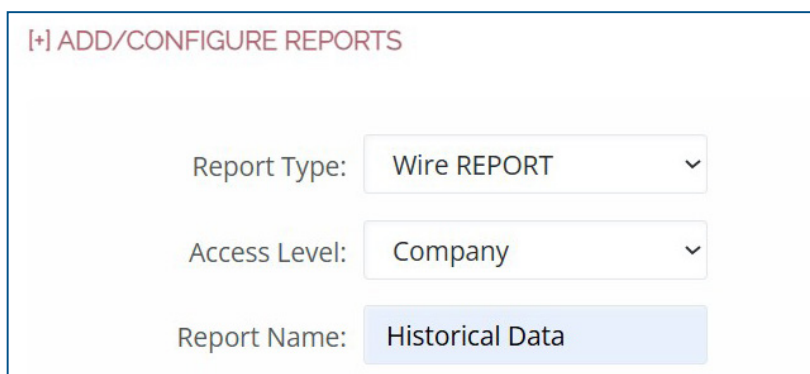
Report Type: Wire REPORT

Access Level: ----- Select -----

Report Name: ----- Select -----

Search Criteria Configuration: Company  
User

- Report Name – Enter a name for the report



[+] ADD/CONFIGURE REPORTS

Report Type: Wire REPORT

Access Level: Company

Report Name: Historical Data

You will now configure Search Criteria and Report Fields.

- Search Criteria – Select how you want to search for items based on the available fields. It is suggested that you select the Trade Date to download historical data. You can add other fields for a refined search or create another report with a targeted search based on specific criteria.

Available Fields		Selected Fields
Currency	+	
Payment Amount	+	
Counter party	+	
Trade Date	+	
Payment Status	+	
Payment Date	+	

Under the Available Fields section, click the green + to move the field to the Selected Fields section

Available Fields		Selected Fields
From Account	+	Trade Date
Currency	+	
Payment Amount	+	
Counter party	+	
Payment Status	+	
Payment Date	+	

- Report Fields Configuration – It is recommended to move all Available Fields to Selected Fields so you can access all wire data elements. Click the green + for each available field to move it to the Selected Fields section.

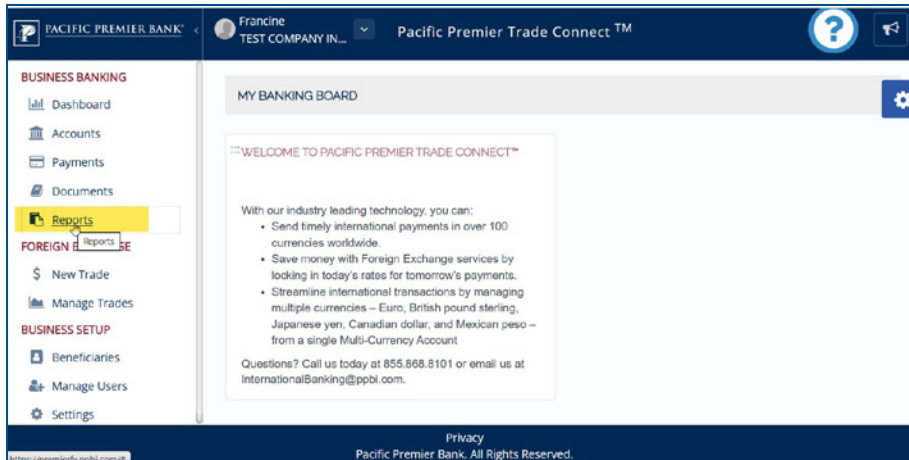
Available Fields	Selected Fields	
	Payment (Credit) Currency	✘
	To Account	✘
	Payment Date	✘
	Delivery Method	✘
	Approver2 ID	✘
	Purpose of payment	✘

Once you have configured the report criteria, click **Save Criteria**

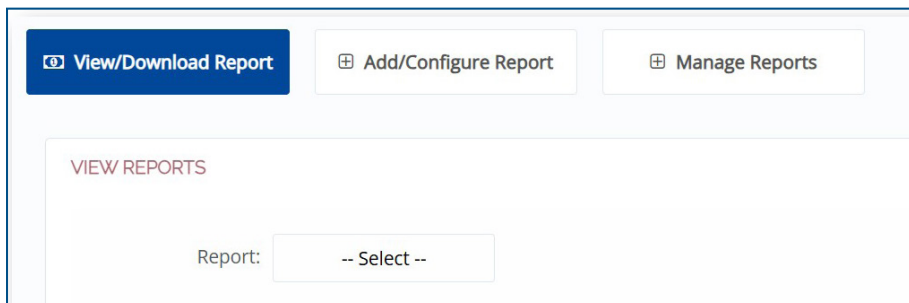
[Save Criteria](#) [Back](#)

# How to View Trade Connect Reports

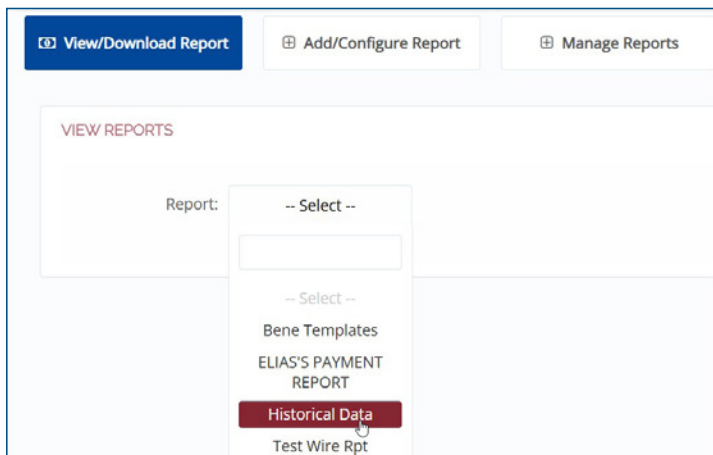
After landing in Trade Connect, select **Reports**



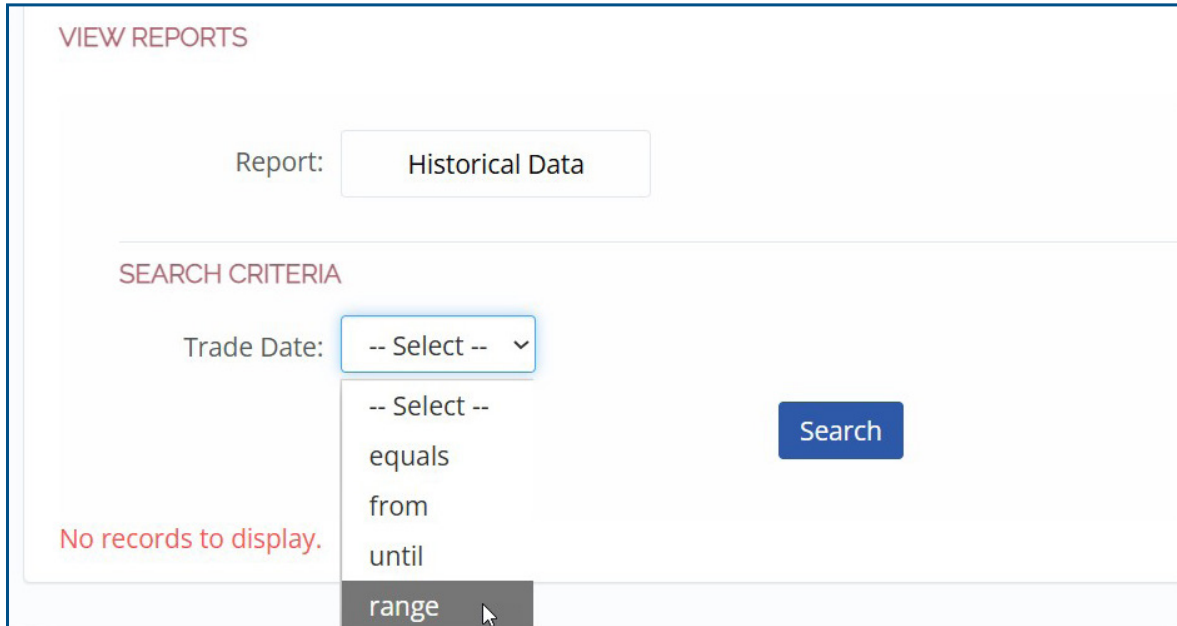
Click **View/Download Report**



Under **View Reports**, select the report you want to access



Under search criteria will be displayed. Select **Range**



VIEW REPORTS

Report:

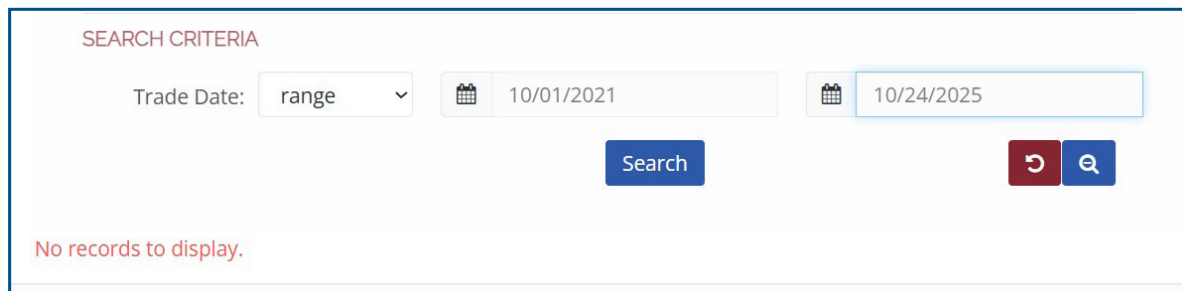
SEARCH CRITERIA

Trade Date:

-- Select --  
equals  
from  
until  
range

No records to display.

Enter the date range by entering the date in **MM/DD/YYYY** format, or using the calendar icon. Once the date range has been entered, click **Search**.

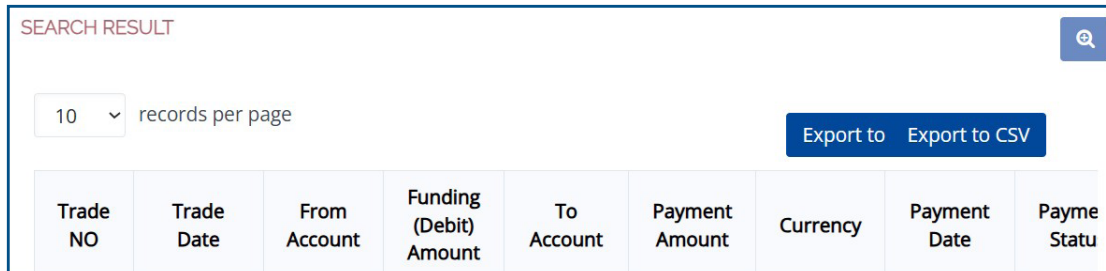


SEARCH CRITERIA

Trade Date:

No records to display.

The Search Results will displayed with all the data. You can click the **Export** button to export to .xls or .csv format



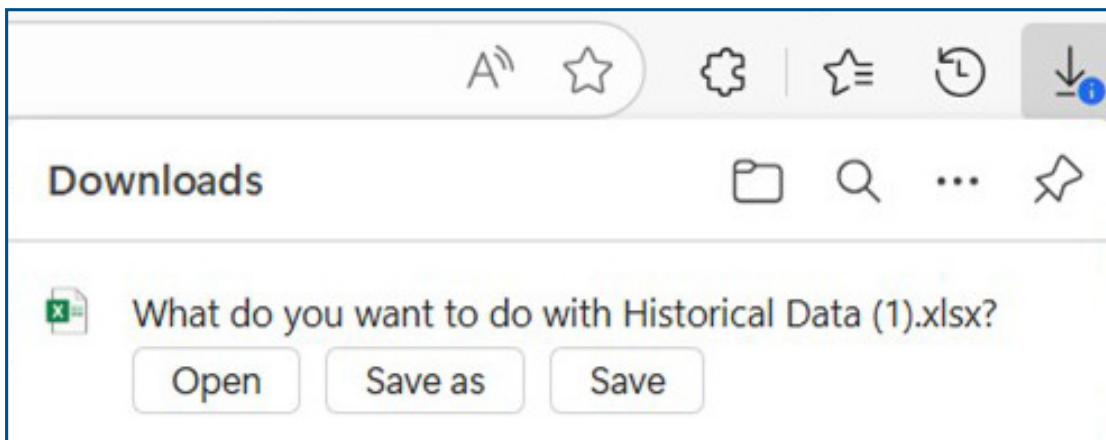
SEARCH RESULT

10 records per page

Export to Export to CSV

Trade NO	Trade Date	From Account	Funding (Debit) Amount	To Account	Payment Amount	Currency	Payment Date	Payme Statu
----------	------------	--------------	------------------------	------------	----------------	----------	--------------	-------------

After clicking Export, you should have a download option to open or save the file, unless you have your download settings to automatically download to a location.



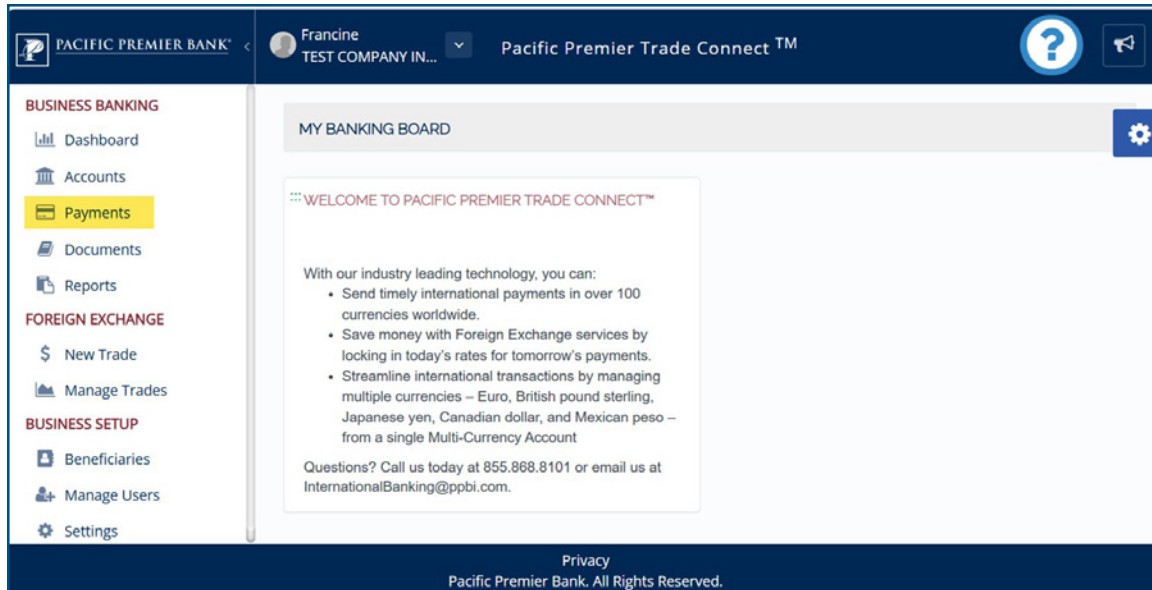
Downloads

What do you want to do with Historical Data (1).xlsx?

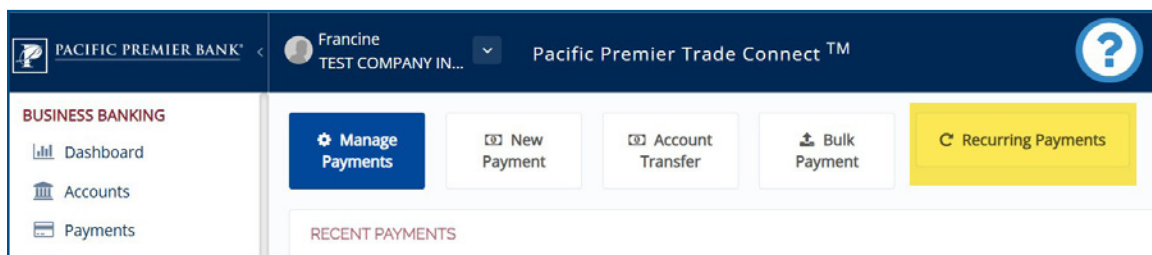
Open Save as Save

# How to View Recurring Payments in Trade Connect

In the Trade Connect landing page, select **Payments**



Click **Recurring Payments**



A list of any recurring payments will be displayed

Manage Payments	New Payment	Account Transfer	Bulk Payment	<b>Recurring Payments</b>
10 records per page				
Frequency	Last Payment Schedule Date	Next Payment Schedule Date	Status	Actions
Weekly		10/27/2025	Active	<a href="#">Edit</a>
Monthly		11/09/2025	Active	<a href="#">Edit</a>
Showing page 1 of 1			First	Previous
			<b>1</b>	Next
			Last	

Click **Edit** to view the From Account and To Account and take note to create the recurring payment on the Columbia platform after January 26, 2026.

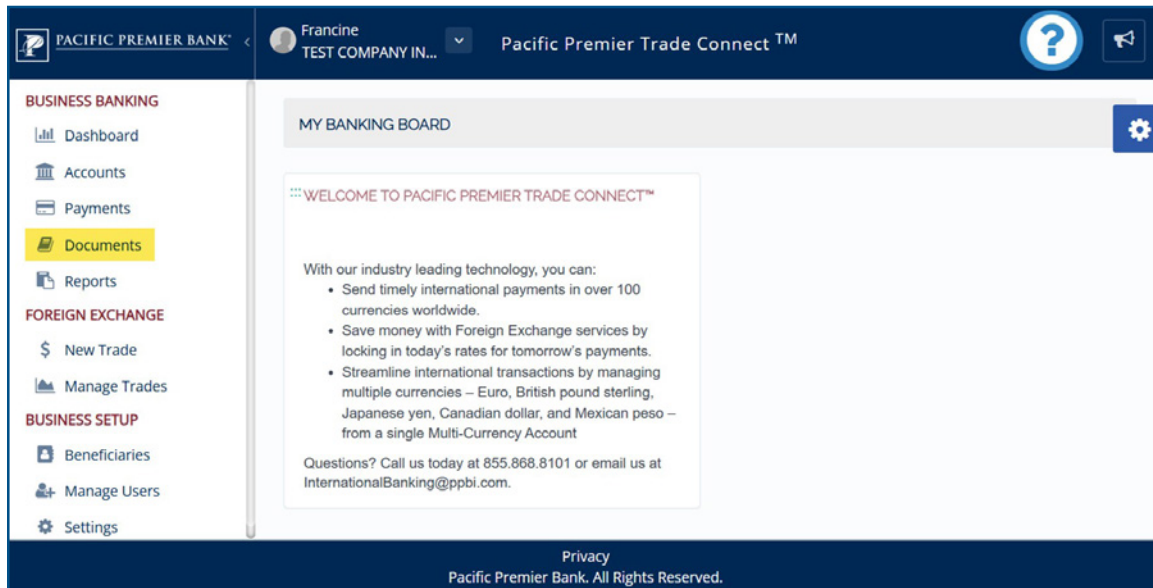
**EDIT RECURRING PAYMENT**

**From Account** 
**To Account** 
**Amount**

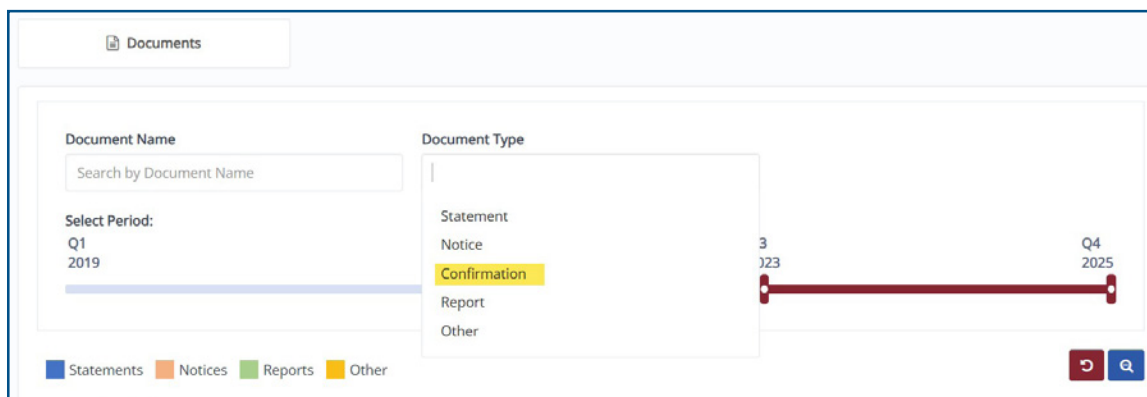
**Frequency** 
**Starting** 
**on** 
**Until**

# How to Obtain Trade Confirmations

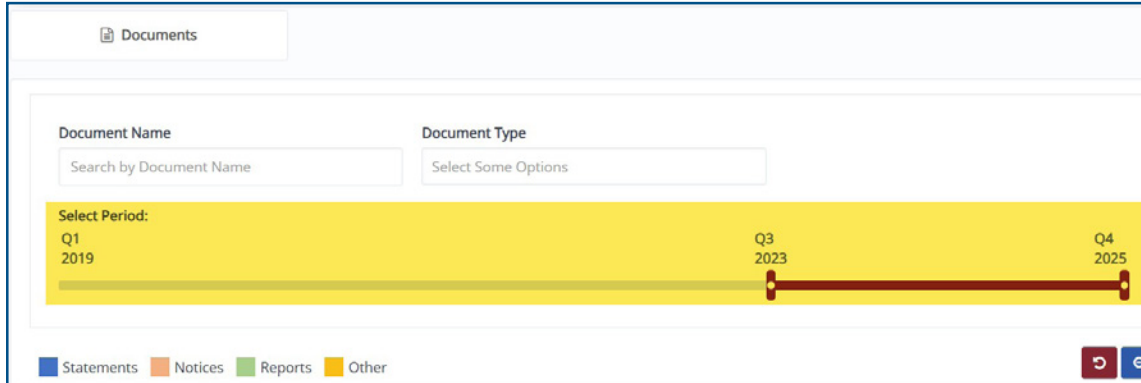
In the Trade Connect landing page, select **Documents**



Under Document Type, select **Confirmation**



Under Select Period, slide the bar to capture the time frame in which you want to retrieve confirmations



The results will display below. You can click the drop-down box next to records per page to display more trades on the screen. To download the confirmation, you will have to click the Download button for each confirmation you want to download.

