

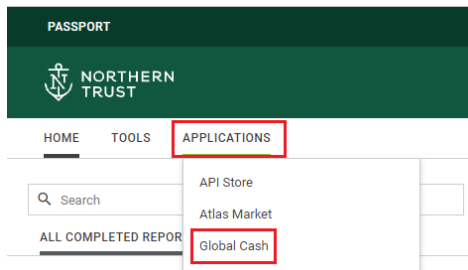


PPF Global Cash Movement Job Aid

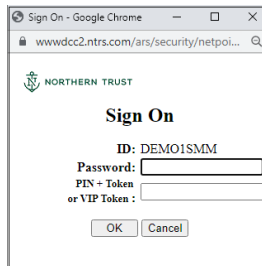
Global Cash Movement is the application within Passport that allows you to request cash from IFPIF. It does require your Passport login and VIP token so you'll want to have those handy.

LOGGING IN

First, log in to Passport, then select Global Cash Movement from the Applications dropdown:



You'll be prompted for your password as well as the 6 digits from your token ID:

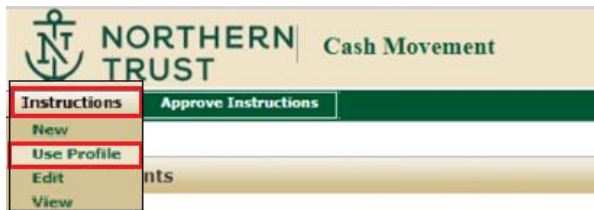


When you've successfully logged in, the home page of Global Cash Movement is where you'll begin.



CREATING A TRANSFER INSTRUCTION

When you're ready to create an instruction, you'll use the **Instructions** menu. Click **Use Profile**.



You'll need to search for the profile you want to use. The names shown here are from our demo environment; your profiles will begin with "PPF". First, we'll use the transfer profile.

Use Profile

Search Criteria

Profile Name:

Currency:

Amount:

Creator ID:

Approver ID:

Date: From: Through: (dd/Month/yyyy)

Instruction Type:

Account Number:

Status:

Protection:

<< 1 of 1 >>

Profile Name	Creator	Last Updater	Last Used	Protection	Business Event	Cur	Type
PROTECTED TPA - PAYMENT 08.26.21	DEMO1SJ1	DEMO1RR1	31 Aug 2021	Full	SWCP Cash Payment	USD	Payment
PROTECTED TPA - TRANSFER 08.31.21	DEMO1SJ1	DEMO1RR1	28 Sep 2021	Full	DC Transfer Between Accounts		Transfer

Select the profile by clicking on the Profile Name. The profile is a template that has some saved information and some fields you'll need to enter.

Profile Name	Creator	Last Updater	Last Used	Protection	Business Event	Cur	Type
PROTECTED TPA - PAYMENT 08.26.21	DEMO1SJ1	DEMO1RR1	31 Aug 2021	Full	SWCP Cash Payment	USD	Payment
PROTECTED TPA - TRANSFER 08.31.21	DEMO1SJ1	DEMO1RR1	28 Sep 2021	Full	DC Transfer Between Accounts		Transfer

First, you'll enter the **Value Date** and **Trade Date**. These should be the same and will be the day on which you want to initiate the transfer.

You can enter a date up to 60 days in advance and the date must be on a business day, so not a holiday and not a weekend.

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Create Instruction
Use this page to create an Instruction

General Information

Profile Used: PROTECTED TPA - TRANSFER 08.31.21 - DEMO1S31
Protection: Full
Last Used Date: 28 September 2021
Instruction Type: Transfer
TPA Instruction: Yes
Value Date: 01 November 2021 (dd/Month/yyyy)
Trade Date: 01 November 2021 (dd/Month/yyyy) (if applicable)
Business Event: DC Transfer Between Accounts
External Reference:

In the next section, you'll enter the amount of the transfer in the **Local Amount** and both **Base Amount** fields.

Transfer Details

1

Local Amount: 100.00
Local Currency: USD

From Account

Account: DZZ100 S
C/I: C
Base Amount:
Plan Code: 101
Participant ID:

To Account

Account: DZZ101 S
C/I: C
Base Amount:
Plan Code:
Participant ID:

Once you have all of these fields entered correctly, click **Submit**.

On the Review Instruction screen, you'll click **Continue**.

Review Instruction

General Information


Profile Used:	TPA TRANSFER - DEMO1S31
Last Used Date:	4 October 2021
Instruction Type:	Transfer
Instruction Date:	4 October 2021
Instruction Value Date:	1 November 2021
Instruction Trade Date:	1 November 2021
Action:	INPUT
Instruction Source:	Manual Entry
GCM Reference No.:	G7NW6PG
Business Event:	DC Transfer Between Accounts

1 - DZZ100 to DZZ101


1 Transfer Detail

Local Amount:	100.00
Local Currency:	USD
Reference No.:	G7NW6PG


From Account

Account:	DZZ100 
	DEMO1-FIDELITY MGMT-SMALL CAP
C/I:	C
Base Amount:	100.00

To Account

Account:	DZZ101 
	DEMO1-MARATHON MGMT-INT'L EQUI
C/I:	C
Base Amount:	100.00


Trade Date: 1 November 2021
Narrative: Participating Pension Fund Transfer

Attach File 

Continue

CREATING A PAYMENT INSTRUCTION

If you want to do a payment, you'll go to the **Instructions** menu and select **Use Profile**:

 **NORTHERN TRUST** Cash Movement

Instructions Approve Instructions

- New
- Use Profile**
- Edit
- View

You'll search for the payment profile and select it by clicking on the name:

Use Profile

Search Criteria

Profile Name:

Currency:

Amount:

Creator ID:

Approver ID:

Date: Today Yesterday This Week This Month Last Month Reset From: Through: (dd/Month/yyyy)

Instruction Type:

Account Number:

Status:

Protection:

1 of 1

Profile Name	Creator	Last Updater	Last Used	Protection	Business Event	Cur	Type
PROTECTED TPA - PAYMENT 08.26.21	DEMO1S31	DEMO1RR1	31 Aug 2021	Full	SWCP Cash Payment	USD	Payment
PROTECTED TPA - TRANSFER 08.31.21	DEMO1S31	DEMO1RR1	28 Sep 2021	Full	DC Transfer Between Accounts		Transfer

Now you'll enter the value date, trade date, instruction amount, and amount in the Account Details section. The two amounts must equal, then click **Submit**.

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Create Instruction

Use this page to create an Instruction

General Information

Profile Used: PROTECTED TPA - PAYMENT 08.31.21 - DEMO1531
Protection: Full
Last Used Date: 28 September 2021
Instruction Type: Payment
TPA Instruction: Yes
Value Date: 01 November 2021 (dd/Month/yyyy)
Trade Date: 01 November 2021 (dd/Month/yyyy) (if applicable)
Instruction Currency: USD
Instruction Amount: 100
External Reference:

Payment Information

Payment Type: Wire Out
Payee is a Financial Institution: No
Charges: Our
Pay To Bank
BIC:
Local Bank Identifier: ABA Number 071993159
Name: SERVICES CREDIT UNION
Address: NAPERVILLE,IL


Further Credit to Institutions

Beneficiary Information
BIC:
Name: Member 1
Address and Country Code: Naperville, IL
Account Number: 456789


Additional Information
Reference Information: Other Code Words: BNF
Remittance Information:

Account Details

Account: DZZ101 Trade Date: 01 November 2021
Amount: 100 DR
Plan Code:
Participant ID:
Business Event: SWCP
Narrative: Participating Pension Fund Funding

 **Submit** Cancel

You'll be able to review the instruction, then click **Continue**.

**NORTHERN TRUST** | Cash Movement

Review Instruction

General Information

Profile Used:	PROTECTED TPA - PAYMENT 08.31.21 - DEMO15J1
Last Used Date:	4 October 2021
Instruction Type:	Payment
Instruction Date:	4 October 2021
Instruction Value Date:	1 November 2021
Instruction Trade Date:	1 November 2021
Instruction Currency:	USD
Instruction Amount:	100.00
Action:	INPUT
Instruction Source:	Manual Entry
GCM Reference No.:	G7NW5PP
IMAD Reference No.:	

Payment Information

Payment Type:	Wire Out
Payee is a Financial Institution:	No
Charges:	Our

Pay To Bank

BIC Number:	
ABA Number:	071993159
Name:	SERVICES CREDIT UNION
Address:	NAPERVILLE,IL

Beneficiary Information


BIC:	
Name:	Member 1
Address and Country Code:	Naperville, IL
Account Number:	456789


Additional Information

Reference Information:	Other Code Words : BNF
Remittance Information:	

1 - 0ZZ101

Account Detail

Account:	DZZ101  Trade Date: 1 November 2021
Amount:	100.00
Reference No.:	G7NW5PP
Business Event:	SWCP - SWCP Cash Payment (Debit)
Narrative:	Participating Pension Fund Funding

Attach File 

Continue

VIEWING INSTRUCTIONS YOU'VE CREATED

If you want to view the instructions you created, select **Instruction>View** on the home screen:



You'll see that the status of the instruction is **Pend_Conf** which indicates it's awaiting approval with the PPF.

NORTHERN TRUST | Cash Movement Help | Print | Log Off

View Instruction

Search Criteria

Reference No.:
 Currency:
 Amount:
 External Reference:
 IMAD Reference:
 Originating BIC:
 Receiving BIC:
 Originator ID:
 Approver ID:

Date: Today Yesterday This Week This Month Last Month Reset
 Instruction Date From: 04 October 2021 Through: (dd/Month/yyyy)

Instruction Type:
 Status:
 Account Number:
 Created Using:
 Profile/Standing Order Name:

GCM							Status	Profile/Standing Order Name
Reference No.	User ID	Amount	Cur	Instruction Type	Value Date			
G7NW6PH	DEMO1S11	100.00	USD	Payment	1 November 2021	PEND_CONF	TPA PAYMENT	
G7NW6PG	DEMO1S11	100.00	USD	Transfer	1 November 2021	PEND_CONF	TPA TRANSFER	

APPROVING AN INSTRUCTION

On the home screen, you'll select **Approve Instructions**. You'll be able to approve individual instructions from this menu.

You will only be able to approve instructions that have been created by another user; you cannot approve your own instructions.



The full list of instructions awaiting approval will be displayed. The status of instructions awaiting approval by the PPF will be Pending Confirmation (abbreviated as PEND_CONF on other screens).

Click on the GCM reference number of the instruction you want to approve.

A screenshot of the Northern Trust Cash Movement interface showing a table of pending transactions. The page header includes the Northern Trust logo and the text 'NORTHERN TRUST | Cash Movement'. Below the header, the text 'Approve Pending Transactions' is displayed. The table has the following columns: GCM Reference No., User ID, Status, Amount, Cur, and Instruction Type. The first row is highlighted with a red box.

GCM Reference No.	User ID	Status	Amount	Cur	Instruction Type
G7NWS6N	DEMO1RR1	Pending Confirmation	100.00	USD	Transfer
G7NWS6P	DEMO1RR1	Pending Confirmation	100.00	USD	Payment

The Approve Instruction screen will be displayed. If ready for approval, click **Approve**.

NORTHERN TRUST | Cash Movement

Approve Instruction

General Information

Profile Used: PROTECTED TPA - PAYMENT 08.31.21 - DEMO15J1
Instruction Type: Payment
Instruction Date: 4 October 2021
Instruction Value Date: 1 November 2021
Instruction Trade Date: 1 November 2021
Instruction Currency: USD
Instruction Amount: 100.00
Action: APPROVE
Instruction Source: Manual Entry
GCM Reference No.: G7NW6PP
IMAD Reference No.:

Payment Information

Payment Type: Wire Out
Payee is a Financial Institution: No
Charges: Our

Pay To Bank

BIC Number:
ABA Number: 071993159
Name: SERVICES CREDIT UNION
Address: NAPERVILLE,IL

Beneficiary Information

BIC: N/A
Name: Member 1
Address and Country Code: Naperville, IL
Account Number: 456789

Additional Information

Reference Information: Other Code Words : BNF
Remittance Information:

1 - DZZ101

Account Detail

Account: DZZ101 Trade Date: 1 November 2021
DEMO1-MARATHON MGMT-INT'L EQUI
Amount: 100.00
Reference No.: G7NW6PP
Business Event: SWCP - SWCP Cash Payment (Debit)
Narrative: Participating Pension Fund Funding

Approve **Cancel**

Once you've approved the instruction, you'll receive the below confirmation message which references that the "instruction requires additional approval". The instruction will be routed to FPIF for the additional/final approval of the instruction.

NORTHERN TRUST | Cash Movement Help | Print | Log Off

Transaction successfully approved.
Instruction requires additional approval.

Continue

STATUSES

You will see a few different instruction statuses as you work in Global Cash Movement:

Status	Explanation	Notes
PEND_CONF or Pending Confirmation	PPF member has created the instruction and it is awaiting PPF approval	Instruction can be edited while in this status.
PEND_TPA or Pending Third Party Approval	PPF approval is complete; instruction is routed to IFPIF for approval	After PPF approval, instructions cannot be edited. IFPIF approver can reject and PPF can initiate new instruction.
CONF or Confirmed	IFPIF has approved the instruction	IFPIF would need to contact NT to intercept or cancel the instruction.