

Participating Pension Fund Global Cash Movement Reference Guide

Global Cash Movement is the application within the NT Passport Site that allows you to request a cash withdrawal 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:



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.

NC NC	ORTHERN Cash Movement
Instructions	Approve Instructions
New	
Use Profile	
Edit	nts
View	

You'll need to search for the profile you want to use. Type "PPF" in the Profile Name search box and select "search" at the bottom of the screen.

The names shown here are from our demo environment; your profiles will begin with "PPF". First, we'll use the transfer profile.

Use Profile				1011				
Search Criteria								
Profile Name: Currency: Amount:	PROTECTED TPA							
Creator ID: Approver ID:								
Date:	Today Yesterday	This Week T	This Month La	st Month Reset	Through:		dd/Mon	th/yyyy)
Instruction Type: Account Number:	•							
Status: Protection:	v							
			Sear	ch Clear Al				44104125
Profile Name 🖨		Creator	Last Updater	Last Used	Protection	Business Event	Cur	Туре
PROTECTED TPA - PAYMEN	T 08.26.21	DEMO1SJ1	DEMO1RR1	31 Aug 2021	Full	SWCP Cash Payment	USD	Payment
PROTECTED TPA - TRANS	FER 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.

							< < 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	DEMO15J1	DEMO1RR1	28 Sep 2021	Full	DC Transfer Between Accounts		Transfer

First, you'll enter the **Value Date** and **Trade Date**. Value and Trade dates are always the 14th of the month (or the preceding date of the 14th falls on a weekend or bank holiday).

You can enter a date up to 60 days in advance. As a reminder, all requests must be submitted and approved on the GCM portal by the 1st of the month to receive a withdrawal on the 14th of that same month.



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

Transfer Details		
1		
Local Amount:	100.00	
Local Currency: From Account	USD	
Account: C/I:	DZZ100	
Base Amount:		
Plan Code: Participant ID: To Account	101	
Account:	DZZ101 5	
C/I:	<u>c</u>	
Base Amount:		
Plan Code:		
Participant ID:		

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

	Submit	Cancel	ĺ
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On the Review Instruction screen, you'll click Continue.

Review Instruction	1 and a state	
General Information		
Profile Used:	TPA TRANSFER - DEMOISJI	
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:	Manual Entry	
GCM Reference No :	CTIMADO	
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 💭	
c.m.	DEMO1-FIDELITY MGMT-SMALL CAP	
C/I: Base Amounts	100.00	
base Amount:	100.00	
To Account		
Account:	DZZ101	
C/11	C C C C C C C C C C C C C C C C C C C	
Base Amount:	100.00	
Trade Date:	1 November 2021	
Narrative:	Participating Pension Fund Transfer	
		Attach Eile 8
		Continue
		Continue

CREATING A PAYMENT INSTRUCTION

The next step is creating a payment instruction. Both a transfer and payment instruction are required for all withdrawal requests. On the GCM home page select the payment profile by clicking on the **Payment** Profile Name.

Use Profile

Search Criteria		100		
Profile Name:	PROTECTED TPA			
Currency: Amount:				
Creator ID: Approver ID:		2		
Date:	Today Yesterday This Wee	ek This Month Last Mont	th Reset	(dd/Month/yyyy)
Instruction Type: Account Number:	· · ·			
Status:	(v)			
Protection:	×			

Search Clear All

Profile Name 🚔	Creator	Last Updater	Last Used	Protection	Business Event	Cur	Туре
PROTECTED TPA - PAYMENT 08.26.21	DEM01SJ1	DEMO1RR1	31 Aug 2021	Full	SWCP Cash Payment	USD	Payment
PROTECTED TPA - TRANSFER 08.31.21	DEMO15J1	DEMO1RR1	28 Sep 2021	Full	DC Transfer Between Accounts		Transfer

Now you'll enter the value date, trade date (14th of the month consistent with the previous **transfer** instruction you created), instruction dollar amount, and amount in the Account Details section. The two amounts must equal, then click **Submit**.

TRUST	Cash Movement
Create Instruction	nstruction
General Information	
Profile Used:	PROTECTED TPA - PAYMENT 08.31.21 - DEMOISJ1
Protection:	Pul .
Last Used Date:	28 September 2021
Instruction Type:	Payment
TPA Instruction:	
Value Date:	01 November 2021 (dd/Month/yyyy)
Trade Date:	01 November 2021 (dd/Month/yyyy) (if applicable)
Instruction Currency:	
Instruction Amount:	100
Payment Information	
Payment Type:	Wire Out
Payee is a Financial	
Institution:	No
Charges:	Our
Pay To Bank	
BICI Local Bank Identifian	484 Number 071001150
Name:	SERVICES CREDIT UNION
Address:	NAPERVILLE.IL
Further Credit to Instituti	0.03
Reneficiary Information	
BIC:	
Name:	Member 1
Address and Country Cod	e: Naperville, IL
Account Number:	456789
Additional Information	
Reference Information:	Other Code Words: BNF
Remittance Information:	
Account Details	
Account:	0ZZ101 Trade Date: 01 November 2021
Amount:	100 DR
Plan Code:	
Participant ID:	
Business Event:	SWCP
narrative:	Participating Pension Fund Funding

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

General Information Profile Used: PR Last Used Date: 44 Instruction Type: Pa Instruction Type: Pa Instruction Trade Date: 14 Instruction Value Date: 14 Instruction Trade Date: 14 Instruction Currency: US Instruction Amount: 10 Action: 114 GCM Reference No.: G7 IMAD Reference No.: G7 Payment Information Ma Payment Type: Wa Payment S a Financial No Na Institution: Ox Date is a Financial No Na	ROTECTED TPA - PAYMENT 08.31.21 - DEMO1SJ1 October 2021 November 2021 November 2021 November 2021 SO D0.00 PVT anual Entry TNW6PP
General Information Profile Used: PR Last Used Date: 44 Instruction Type: Pa Instruction Date: 44 Instruction Value Date: 11 Instruction Value Date: 11 Instruction Trade Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 11 Instruction Source: Ma GCM Reference No.: G7 IMAD Reference No.: G7 Payment Informatione Ma Payment Type: With Payment No Institution: No Institution: No	ROTECTED TPA - PAYMENT 08.31.21 - DEMO1S31 October 2021 syment October 2021 November 2021 November 2021 SO 00.00 IPUT smual Entry 7NW6PP
Profile Used: PR Last Used Date: 44 Instruction Type: Pa Instruction Date: 44 Instruction Date: 44 Instruction Value Date: 11 Instruction Trade Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 101 Instruction Source: Ma GCM Reference No.: GCT Payment Information: 100 Payment Type: Wo Institution: Co	ROTECTED TPA - PAYMENT 08.31.21 - DEMO1S31 October 2021 wyment October 2021 November 2021 November 2021 SO D0.00 IPUT anual Entry TWW6PP
Last Used Date: 44 Instruction Type: Pa Instruction Date: 44 Instruction Date: 44 Instruction Value Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 10 Instruction Source: Ma GCM Reference No.: G7 IMAD Reference No.: G7	October 2021 syment October 2021 November 2021 November 2021 SO SO SO SO SO SO SO SO SO SO
Instruction Type: Pa Instruction Date: 4 (Instruction Value Date: 1 1 Instruction Value Date: 1 1 Instruction Currency: US Instruction Amount: 10 Action: 11 Instruction Source: M4 GCM Reference No.: G7 IMAD REFERENCE NO.: G7 IMA	vment October 2021 November 2021 SD D0.00 IPUT anaal Entry 7NW6PP
Instruction Date: 44 Instruction Value Date: 11 Instruction Trade Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 10 Instruction Source: Ma GCM Reference No.: 67 IMAD Reference No.: 67 IMAD Reference No.: Payment Information Payment Type: Wi Payment Type: Wi Payment Selimation Institution: 00	October 2021 November 2021 November 2021 SO DO.00 IPUT smuel Entry 7NW6PP
Instruction Value Date: 11 Instruction Trade Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 10 Action: 11 Construction Source: Ma GCM Reference No.: G7 IMAD REFERENC	November 2021 November 2021 50 JPUT anual Entry 7NW6PP
Instruction Trade Date: 11 Instruction Currency: US Instruction Amount: 10 Action: 1N Instruction Source: Ma GCM Reference No.: G7 IMAD Reference No.: G7 IMAD Reference No.: G7 Payment Information Payment Type: Wi Payee is a Financial No Institution: Ou	November 2021 SD DO.00 IPUT anual Entry 7NW6PP
Instruction Currency: 03 Instruction Amount: 10 Action: IN Instruction Source: Ma GCM Reference No.: 07 INAD Reference No.: 07 Payment Information Payment Information Payment Type: Wi Payme is a Financial No Institution: 04	SO SO SO SO SO SO SO SO SO SO
Instruction Amount: 10 Action: IN Instruction Source: No. GCM Reference No.: G7 IMAD Reference No.: Payment Information Payment S Financial No Institution: Ou	po.oo PryT anval Entry 7NW6PP ire Out o
Instruction Source: 144 Instruction Source: Ma GCM Reference No.: G7 IMAD Reference No.: Payment Information Payments & Financial Institution: Out Charges: Out	anual Entry TNW68PP ire Out
Payment Information Payment Information Payment Type: Wi Payee is a Financial No Institution: Charges: Ou	ander sons y TNW6PP
Payment Information Payment Type: Wi Payee is a Financial No Charges: Ou	ire Out
Payment Information Payment Type: Wi Payee is a Financial No Institution: Charges: Ou	ire Out 9 ar
Payment Information Payment Type: Wi Payee is a Financial No Institution: Charges: Ou	ire Out o
Payment Type: Wi Payee is a Financial No Institution: Charges: Ou	ire Out p
Payee is a Financial No Institution: Charges: Ou	
Charges: 04	x
Bass To Bash	
ay to bank	
BIC Number:	
ABA Number: 07	/1993159
Name: SE	RVICES CREDIT UNION
Address: NA	APERVILE_1L
Beneficiary Information	
BIC:	
Name: Mr	omber 1
Address and Country Code: No	permite, IL
Account Number 45	5739
Additional Information	
Reference Information: Of	ther Code Words : BNF
Remittance Information:	
1 - 0/22101	
E ^	Account Detail
Account: Di	ZZ101 🗭 Trade Date: 1 November 2021
D	EM01-MARATHON MGMT-INT'L EQUI
Amount: 10	00.00
Reference No.: G	7NV6PP
Business Event: SV	WCP - SWCP Cash Payment (Debit)
Narrative: Po	incipating renaion runa runaing

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 Account Representative; you cannot approve your own instructions.



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

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



GCM Reference No.	User ID 🗘	Status \$	Amount	Cur	Instruction Type
G7NW6PN	DEMO1RR1	Pending Confirmation	100.00	USD	Transfer
G7NW6PP	DEMO1RR1	Pending Confirmation	100.00	USD	Payment

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

TRUST	ERN Cash Movement
Approve Instruction	
General Information	
Profile Used: Instruction Type: Instruction Date: Instruction Value Date: Instruction Trade Date: Instruction Currency: Instruction Amount: Action: Instruction Source: GCM Reference No.: INAD Reference No.:	PROTECTED TPA - PAYMENT 08.31.21 - DEM015J1 Payment 4 October 2021 1 November 2021 1 November 2021 USD 100.00 APPROVE Manual Entry G7NW6PP
Payment Information Payment Type: Payee is a Financial Institution:	Wire Out No
Charges: Pay To Bank	Our
BIC Number: ABA Number: Name: Address:	071993159 SERVICES CREDIT UNION NAPERVILLE,IL
Beneficiary Information BIC: Name: Address and Country Code: Account Number	N/A Member 1 Naperville, IL 456789
Additional Information Reference Information: Remittance Information:	Other Code Words : BNF
1 - DZZ101	
1 Assessments	Account Detail
Amount: Reference No.: Business Event: Narrative:	DECLOS JURA Frage Date: I November 2021 DEMOI-MARATHON MGMT-INT'L EQUI 100.00 G7HW6PP SWCP - SWCP Cash Payment (Debit) Participating Pension Fund Funding
	Approve

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.



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 Participating Pension Fund.

NO TR	RTHI	ERN Ca	sh Mo	veme	ent					Help Print Log O
View Instru	iction									
Reference No.: Currency: Amount: External Reference Originating BIC: Receiving BIC:	nce: N]		9				
Originator ID: Approver ID: Date:		Today Yesterday	This Wee	k This	Month Last N October V	Ionth Reset	Throug	h:	~	(dd/Month/yyyy)
Instruction Type Status: Account Numbe	e: r:	`								
Created Using: Profile/Standin Name:	g Order	•)]						
					Search	Clear All	1			4 4 1 of 1 ⊨ ⊨
GCM Reference No	User ID		tount (Instruction	Type Value D	ate t	Status	Profile / St	unding Order Name
G7NW6PH	DEMO151	An	100.00 1	JSD	Payment	1 Novem	ber 2021	PEND CONF	TPA PAYME	T Order Hame
G7NW6PG	DEMO151		100.00 L	JSD	Transfer	1 Novem	ber 2021	PEND_CONF	TPA TRANS	ER
G7NW6PG	DEMO153		100.00 (JSD	Transfer	1 Novem	ber 2021	PEND_CONF	TPA TRANSI	'ER

STATUSES

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

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