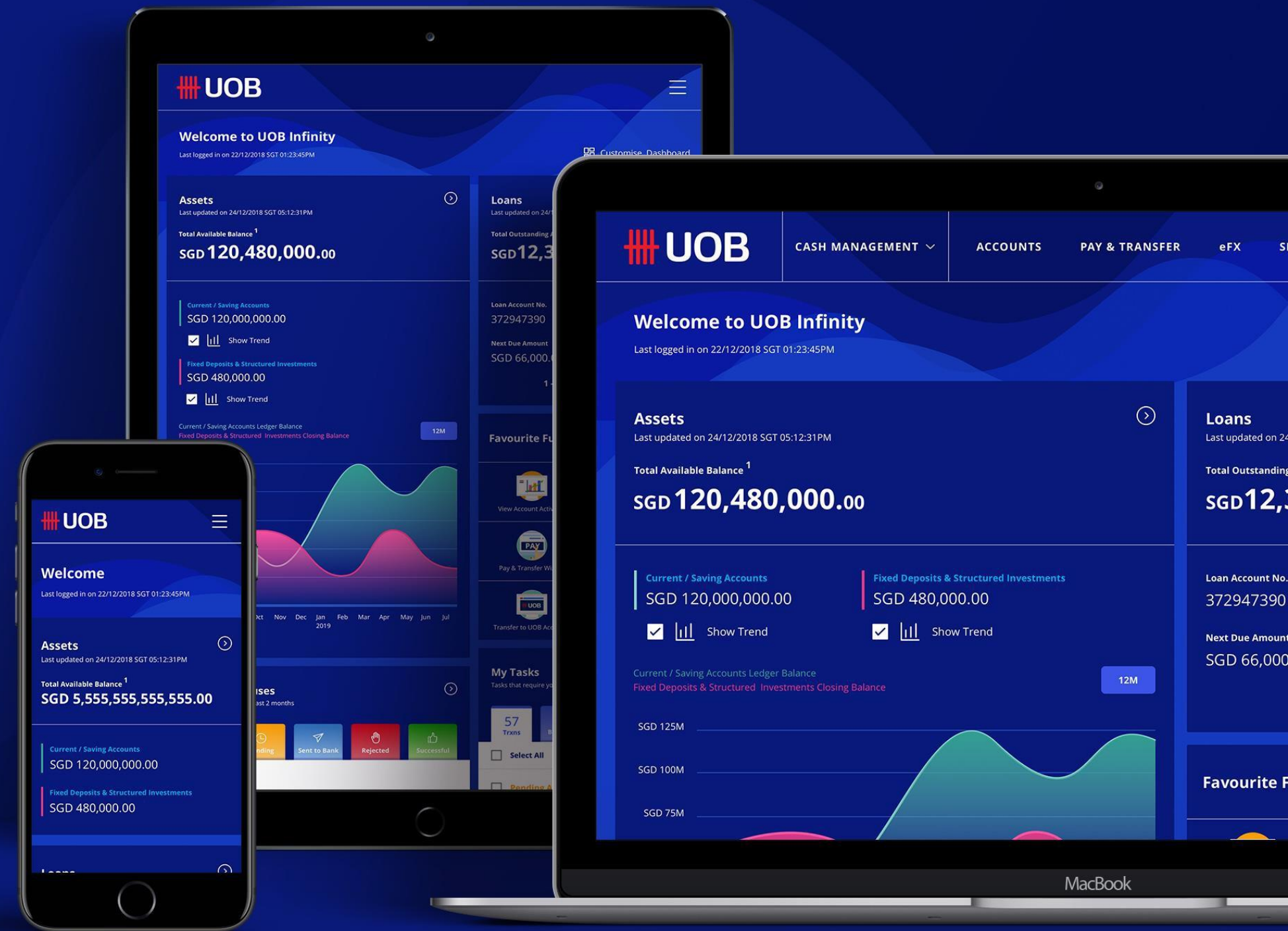


# Berpindah dari BIBPlus ke Infinity



# Penyetuju Pembayaran/ Administrator

Panduan cepat untuk menyetujui transaksi tunggal dan masal. Pembuatan pengguna baru, melihat setup otorisasi dan pencarian audit

# Perjalanan Baru Sebagai Otorisasi / Administrator Pembayaran

## Ringkasan

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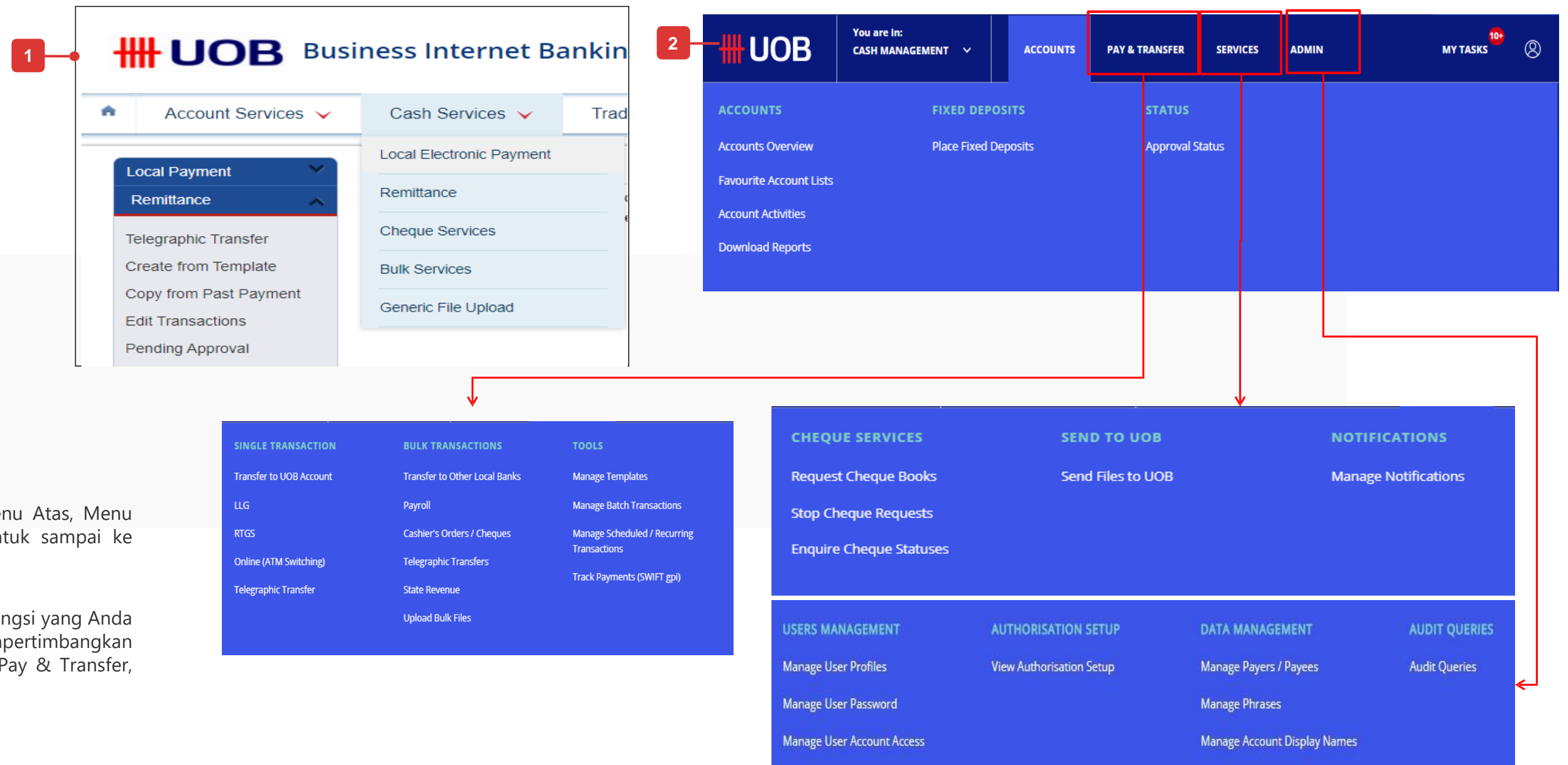
- 1 Infinity – Platform Perbankan Internet Bisnis Baru
- 2 Cara Menyetujui Transaksi
- 3 Cara Menyetujui Transaksi
- 4 Cara Menyetujui Banyak Transaksi dengan Batch
- 5 Cara Membuat Profil Pengguna Baru
- 6 Cara Membuat Pembayar/Penerima Pembayaran Baru
- 7 Cara Melihat Pengaturan Otorisasi Cara Melihat Kueri Audit

# Infinity – Platform Perbankan Internet Bisnis Baru

## Peningkatan Utama

Dirancang untuk meningkatkan pengalaman perbankan elektronik Anda melalui:

- Navigasi yang disederhanakan di platform memungkinkan Anda menghabiskan lebih sedikit waktu untuk mengakses fungsi dan lebih banyak waktu yang dihabiskan untuk menyelesaikan pekerjaan nyata.
- Personalisasi dasbor Anda dengan akun dan fitur yang sering digunakan, dan tampilkan informasi yang relevan bagi Anda.
- Antarmuka pengguna adaptif memungkinkan Anda untuk memiliki pengalaman yang seragam di desktop, tablet, dan ponsel.
- Kejelasan bahasa dengan mendukung 3 bahasa Inggris, Cina Sederhana, dan bahasa lokal negara tempat Anda beroperasi.



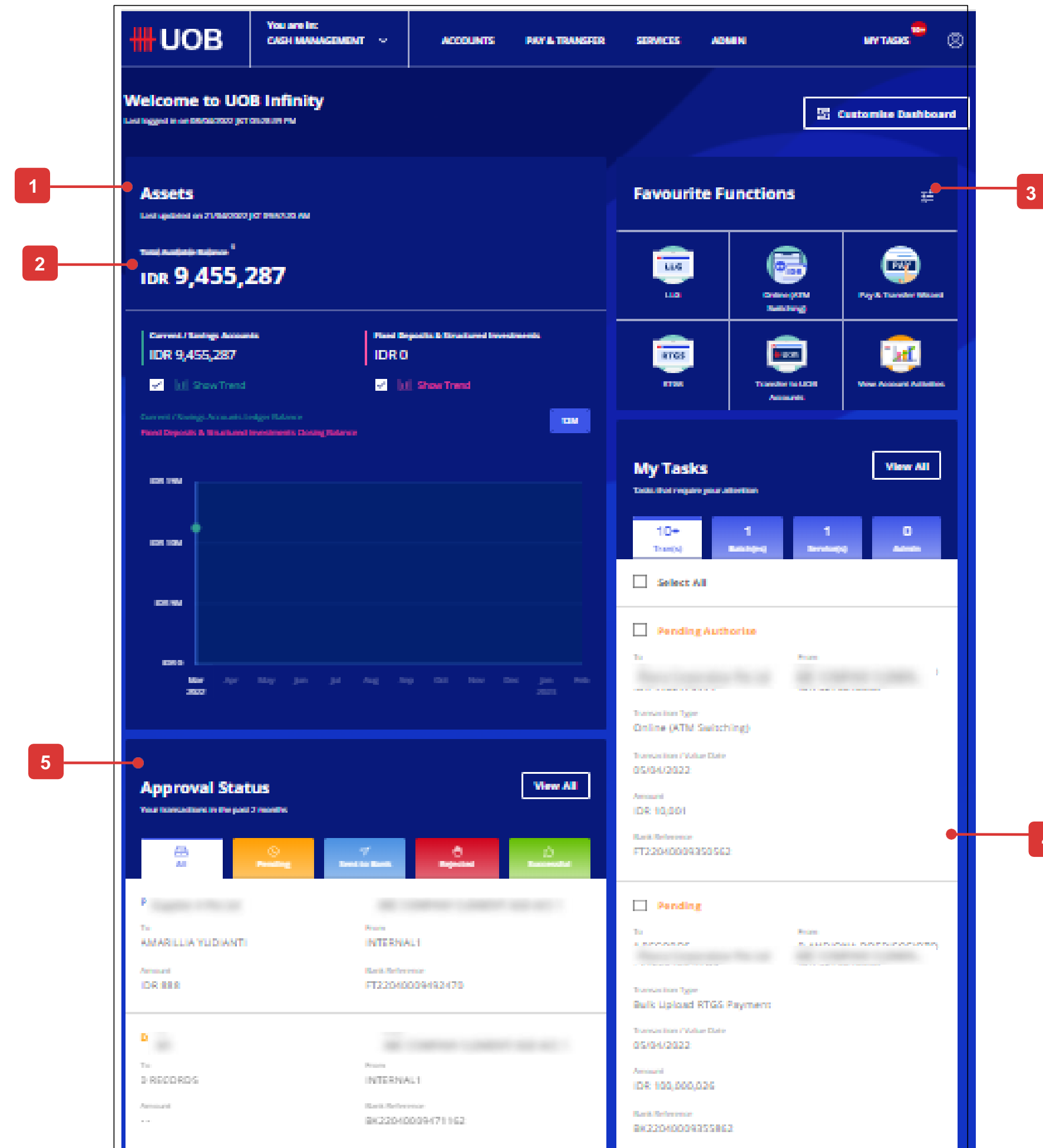
## A. Navigasi yang Disederhanakan

1. Di BIBplus, Anda harus menavigasi melalui 3 level menu: Menu Atas, Menu Samping dan Sub Menu Samping yang dapat diperluas, untuk sampai ke halaman fungsi yang Anda inginkan.
2. UOB Infinity memungkinkan Anda untuk mengakses halaman fungsi yang Anda inginkan dari 1 level. Fungsi dikategorikan dengan mempertimbangkan pengguna. Misalnya, Payment Maker akan mengakses Menu Pay & Transfer, sedangkan Administrator akan mengakses Menu "Admin".

# Infinity – Platform Perbankan Internet Bisnis Baru

## B. Dasbor yang Dipersonalisasi

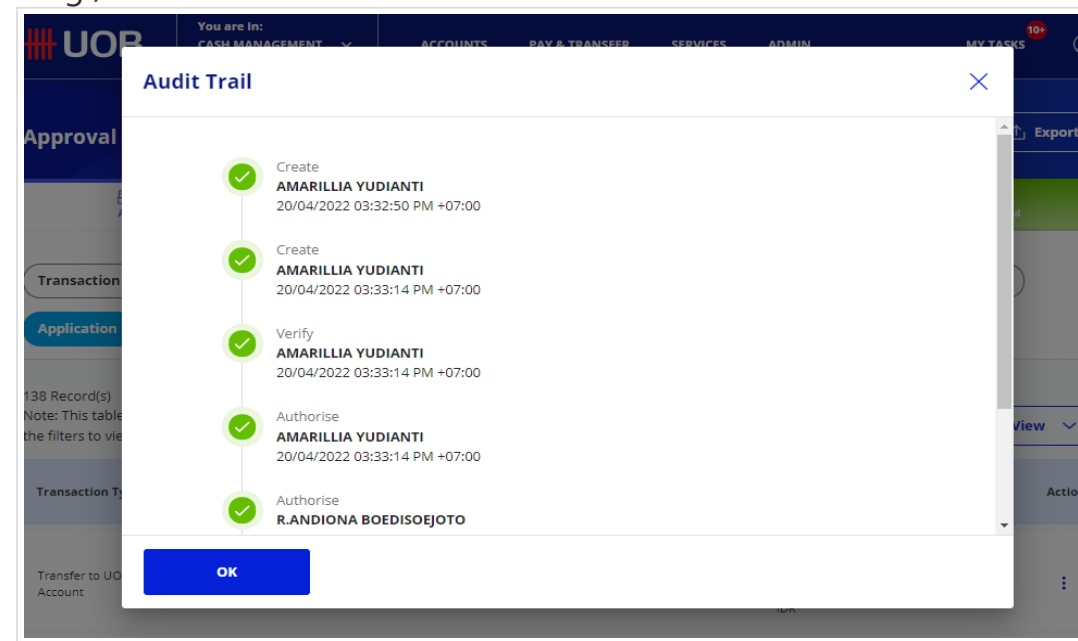
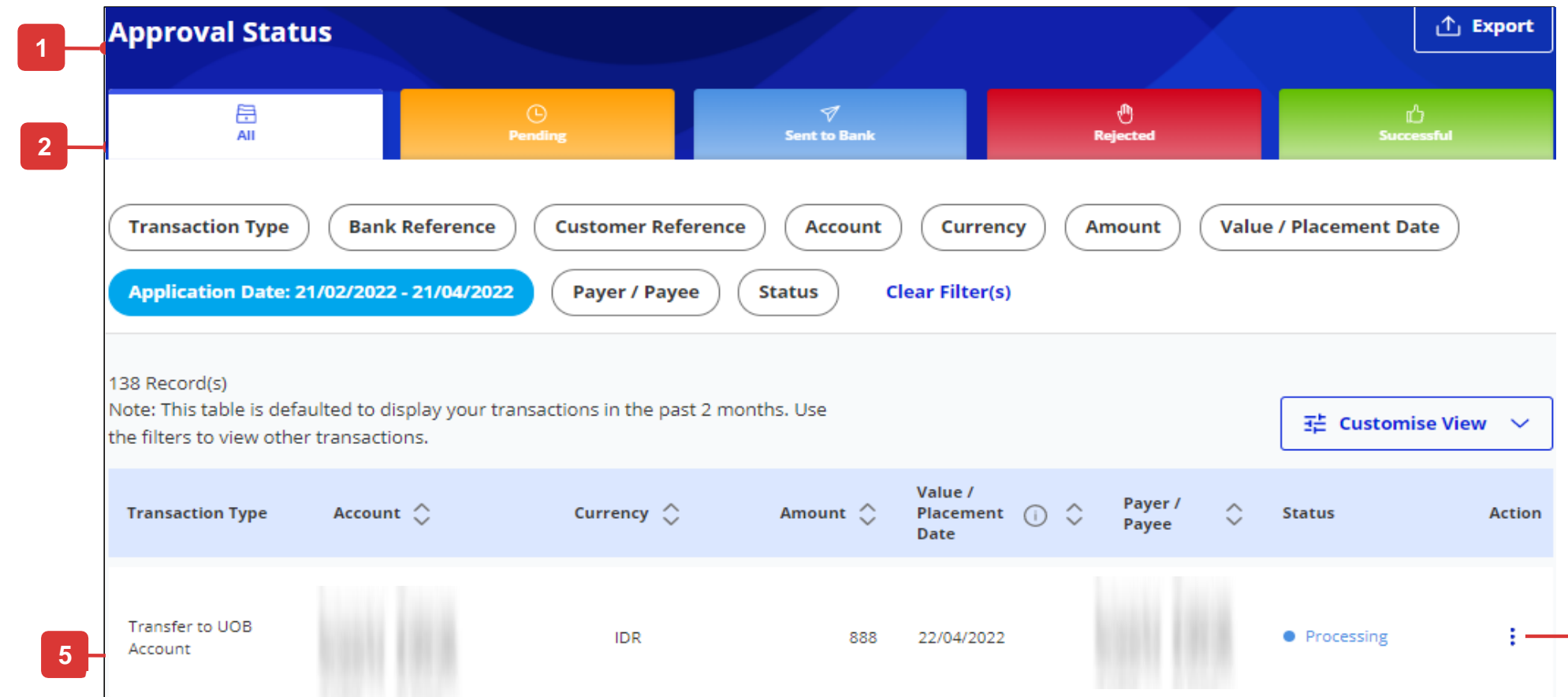
1. Ikhtisar data berdampingan yang logis: Aset (rekening giro dan deposito tetap) terhadap Kewajiban (yaitu Pinjaman). Ikhtisar aset didukung oleh visualisasi tren saldo akhir bulan selama 12 bulan terakhir.
2. Jumlah saldo yang tersedia dari semua akun, deposito tetap dan investasi
3. Terstruktur. Tambahkan fungsi yang paling sering Anda kunjungi ke dashboard dan mencapai fungsi-fungsi ini dalam satu klik.
4. Menampilkan semua tugas tertunda yang jatuh tempo dalam 1 bulan.
5. Menampilkan semua transaksi yang dimulai dari UOB Infinity dalam 2 bulan terakhir, dikategorikan berdasarkan statusnya.



# Infinity – Platform Perbankan Internet Bisnis Baru

## C. Status Persetujuan

1. Status Persetujuan memberikan tampilan konsolidasi tunggal dari semua transaksi yang dimulai dari UOB Infinity. Transaksi dikelompokkan berdasarkan statusnya.
2. "Pencarian Transaksi", "Transaksi Tertunda", "Transaksi yang Diproses" di BIBPlus dikelompokkan menjadi: "Status Persetujuan" di UOB Infinity.
3. Sebagai pemberi kuasa pembayaran, Anda akan dapat melihat tindakan yang tersedia ini saat mengotorisasi pembayaran: "Lihat", "Setuju", "Kembalikan", "Jejak Audit".
4. Pemetaan Status Transaksi di BIBPlus ke Status Transaksi di UOB Infinity.
5. Transaksi disimpan dalam sistem selama 180 hari sejak tanggal aplikasi.
6. Audit Trail telah ditingkatkan untuk memberikan tampilan daftar pihak yang berwenang / tindakan berikutnya.



BIBPlus Transaction Status	UOB Infinity Transaction Status	Description
Incomplete (Draft)	Draft	Transaction is SAVED by user
Pending (Verify)	Pending Verify	Transaction is SUBMITTED for verification
Pending (Authorise)	Pending Authorise	Transaction is SUBMITTED for further authorisation according to your authorisation matrix
Pending (Send)	Pending Send	Authorised transaction is PENDING RELEASE to the Bank
Incomplete (Entry)	Pending Rework	Transaction is RETURNED to Maker for amendment and re-submission
Submitted (Sent)	Processing	Transaction is submitted to the Bank for PROCESSING
Submitted (Post Dated)	Processing	Post-Dated transaction is submitted to the Bank for PROCESSING
Processed	Successful	Transaction has been PROCESSED by the Bank
Rejected	Rejected	Transaction has been REJECTED by the Bank
Rejected	Partial Rejected	One or more records in the bulk transactions is/are rejected.

Groupings in Approval Status

Pending

Sent to Bank

Successful

Rejected

# Cara Menyetujui Transaksi

## Semua Pilihan

Anda dapat:

- A. Menyetujui dari "Tugas Saya" atau,
- B. Setujui dari layar "Status Persetujuan".

### A. Menyetujui dari Tugas Saya Tab

1. "To Do List" dan "Pending Approval" telah diringkas dan diganti namanya menjadi My Tasks, di mana Anda akan menemukan daftar transaksi yang menunggu tindakan Anda. Transaksi yang menunggu tindakan dari pengguna lain tidak akan ditampilkan.
2. "Tombol tindakan" memungkinkan Anda untuk menyetujui transaksi, melihat atau mengedit detail transaksi, mengembalikan transaksi ke pembuat, menghapus transaksi atau memberi tahu pemberi persetujuan.

The screenshot shows the UOB My Tasks interface. At the top, there is a navigation bar with the UOB logo and the text "You are In: CASH MANAGEMENT". Below this, there are tabs for ACCOUNTS, PAY & TRANSFER, SERVICES, and ADMIN. The MY TASKS tab is active, indicated by a red circle and the number 1. Below the navigation bar, there is a summary section with four cards: 10+ Transaction(s), 1 Batch(es), 1 Service(s), and 0 Admin(s). Below this, there are filter buttons for Transaction Type, Bank Reference, Customer Reference, Account, Currency, Amount, and Transaction / Value Date. There is also a date range filter for Application Date: 23/03/2022 - 21/04/2022, and buttons for Payer / Payee and Clear Filter(s). Below the filters, there is a table with 10+ Record(s). The table has columns for Transaction Type, Account, Currency, Amount, Transaction / Value Date, Payer / Payee, Status, and Action. A red circle and the number 2 point to the Action column of the first row, which is "Online (ATM Switching)" with a status of "Pending Authorise". A dropdown menu is open for this row, showing options: Edit, Approve, Return to Maker, Delete, View Details, and Notify Approver.

# Cara Menyetujui Transaksi

## B. Menyetujui dari Status Persetujuan

### Langkah 1

- Klik pada ikon di bawah menu tindakan.
- Ketuk "Setuju" di menu yang diperluas.

### Langkah 2

- Ikuti instruksi token dan klik "Kirim".

### Approval Statuses (Default View)

Approval Status

Transaction Type Bank Reference Customer Reference Account Currency Amount Value / Placement Date

Application Date: 21/02/2022 - 21/04/2022 Payer / Payee Status Clear Filter(s)

138 Record(s)  
Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Transaction Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account		IDR	888	22/04/2022		Processing	
Bulk State Revenue Payment		IDR	--	19/04/2022		Draft	
Transfer to UOB Account		IDR	10,000	12/04/2022		Pending	View Details Approve Return to Maker Audit Trail Notify Approver
Online (ATM Switching)		IDR	112	12/04/2022			
RTGS		IDR	100,000,001	12/04/2022			

### Token Response

Approval Status

Transaction Type Bank Reference Customer Reference Account Currency Amount Value / Placement Date

Application Date: 21/02/2022 - 21/04/2022 Payer / Payee Status Clear Filter(s)

138 Record(s)  
Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Enter Token Response

Follow these steps on your token:

- 1 Press 1
- 2 Enter 1000000 & press OK
- 3 Enter 32730371 & press OK
- 4 Enter the 6-digit security code displayed on your token

Token Response

By clicking 'Submit', you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).

Cancel Submit

1

2



# Cara Menyetujui Banyak Transaksi dengan Batch

## Semua opsi

Anda dapat mengelompokkan beberapa transaksi (tunggal dan massal) dari entitas yang sama, dengan mata uang dan status yang sama ke dalam satu batch untuk tujuan persetujuan.

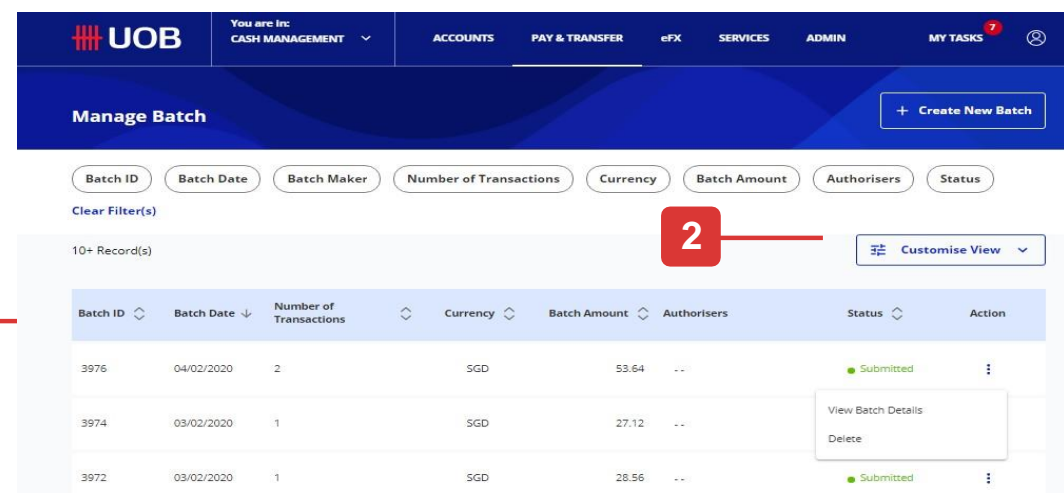
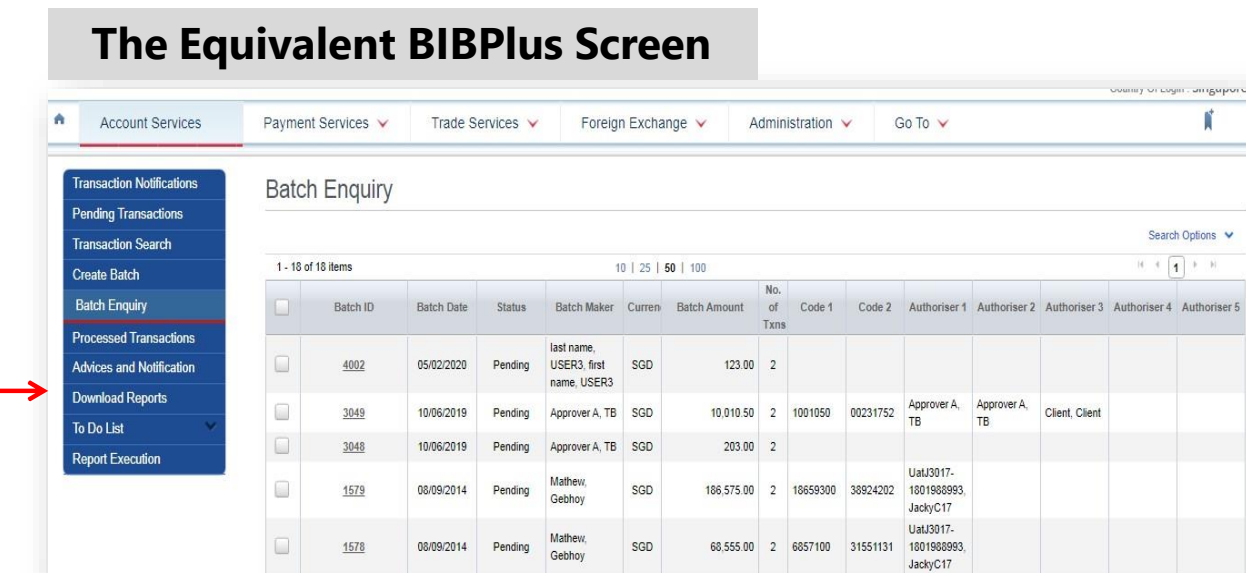
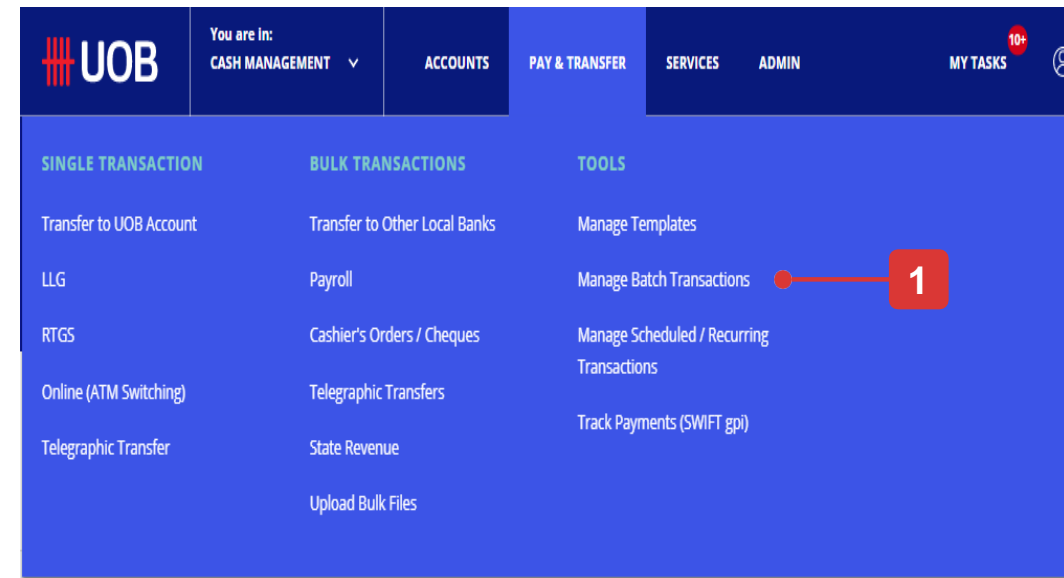
Di BIBPlus, Anda dapat menemukan di bawah Menu atas "Layanan Akun" > Permintaan Batch.

Anda dapat:

1. Buat Batch untuk Persetujuan, atau,
2. Menyetujui Transaksi Batch.

## Mengakses "Kelola Transaksi Batch"

1. Dari bilah menu atas, arahkan kursor ke "Bayar & Transfer" dan klik pilih "Kelola Transaksi Batch" di bawah kolom "Alat".
2. Pilih transaksi batch melalui penggunaan kriteria filer untuk mencari transaksi batch tertentu.
3. Anda dapat memilih kolom yang akan dilihat pada layar ikhtisar batch.
4. Klik ikon di bawah Tindakan: Lihat detail batch:
  - Tinjau detail transaksi batch.
  - Hapus: Transaksi Batch dapat dihapus langsung dari ikhtisar layar.



# Cara Menyetujui Banyak Transaksi dengan Batch

## A. Buat batch untuk persetujuan

1. Untuk membuat batch, silakan klik tombol "Buat Batch Baru" dari sisi atas tampilan default "Kelola Batch".
2. Di BIBPlus, Anda perlu memilih "Transaksi dan Laporan" di bawah "Layanan Akun" dari menu op dan kemudian pilih "Buat Batch".
3. Pilih transaksi yang akan dikelompokkan menggunakan kriteria filter untuk menemukan transaksi yang spesifik.
4. Centang ✓ transaksi yang akan digabungkan dan klik "Buat Batch".
5. Di BIBPlus, setelah transaksi berhasil dibuat batch, ID Batch akan dibuat dan Anda perlu menemukan transaksi batch yang dibuat di bawah "Permintaan Batch".
6. Klik "Kirim" untuk menyelesaikan transaksi.

**1** Manage Batch + Create New Batch

**2** Create Batch

**3** Select the transaction(s) to be batched

**4** Create Batch

**5** Batch Details

**6** Submit

**Create Batch**

The following Transactions were Batched with Batch Id : 4062

- FT20020001176826
- FT20020001176824

**Batch Enquiry**

Batch ID: 4062  
Batch Date: 10/02/2020  
Batch Maker: last name, USER3, first name, USER3

Batch ID	Batch Date	Status	Batch Maker	Curren	Batch Amount	No. of Txns	Code 1	Code 2	Authoriser 1	Authoriser 2	Authoriser 3	Authoriser 4	Authoriser 5
4062	10/02/2020	Pending	last name, USER3, first name, USER3	SGD	330.00	2							

**Batch Info**

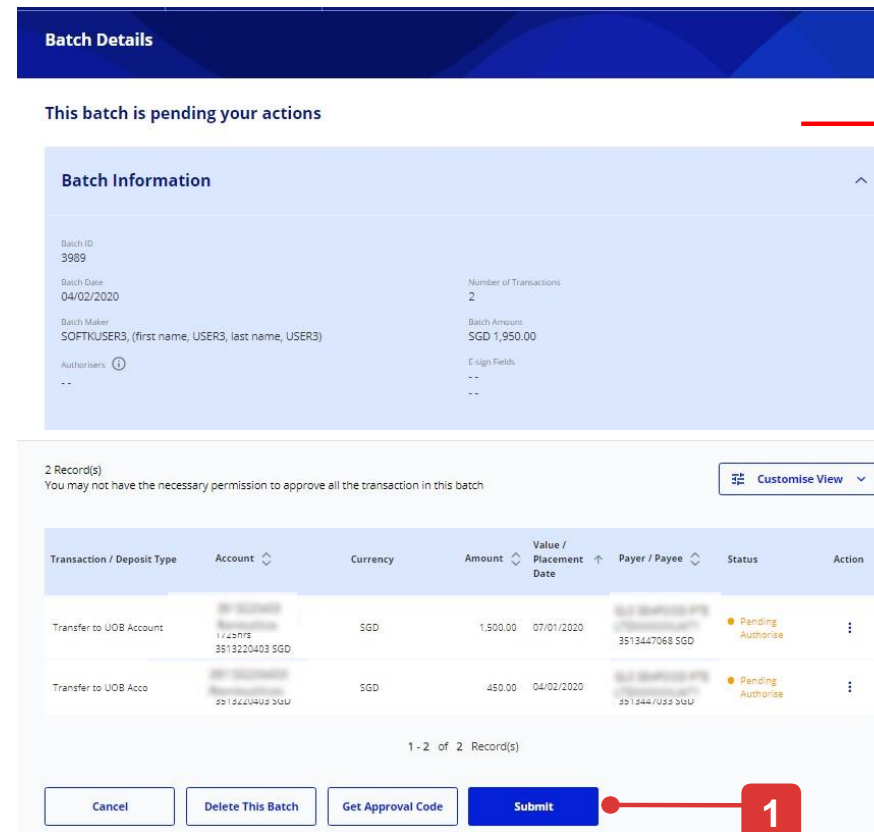
Batch ID: 4062  
Batch Date: 10/02/2020  
Batch Maker: last name, USER3, first name, USER3  
No. of Transactions: 2  
Batch Amount: SGD 330.00

BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
FT20020001176826	Fund Transfer	Transfer to a UOB account	New	SGD	220.00	Pending (Authorise)
FT20020001176824	Fund Transfer	Transfer to a UOB account	New	SGD	110.00	Pending (Authorise)

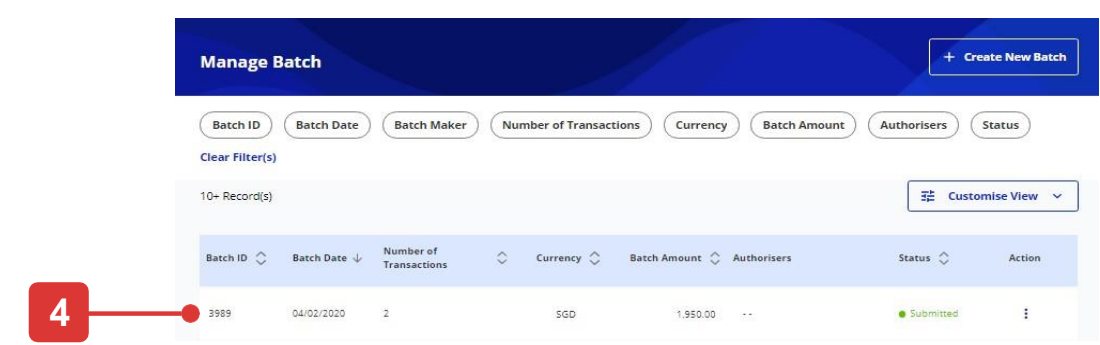
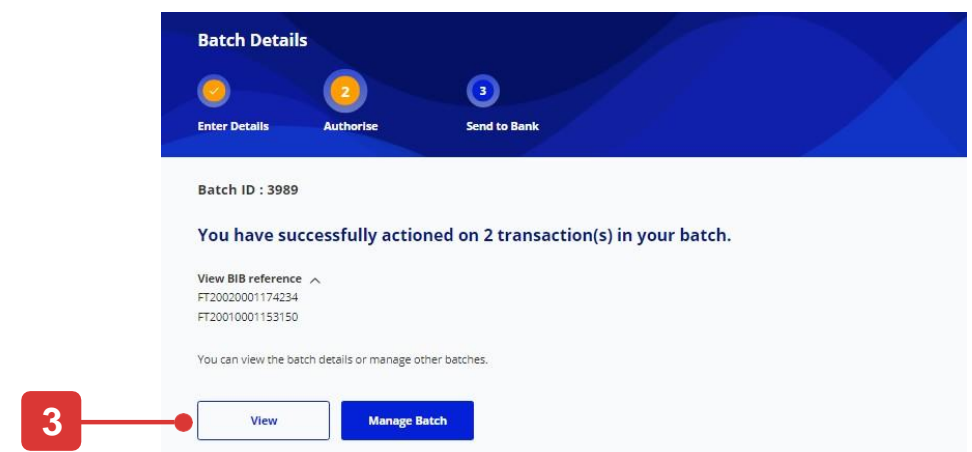
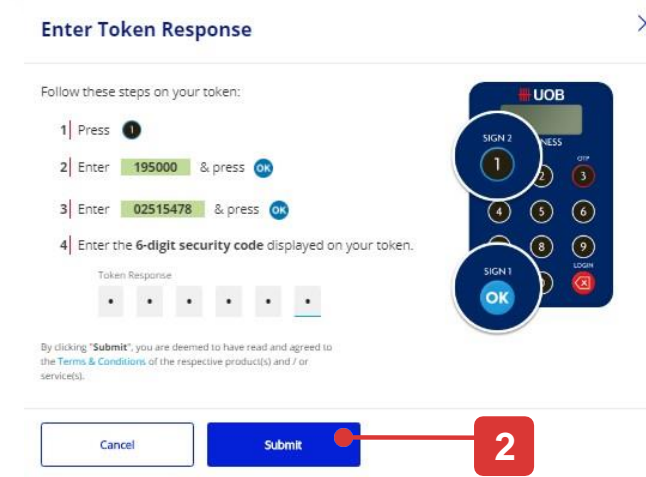
# Cara Menyetujui Banyak Transaksi dengan Batch

## B. Menyetujui Transaksi yang telah di batch

1. Lihat detail transaksi yang akan di batch dan klik tombol 'Kirim'.
2. Masukkan respons token dan klik tombol "Kirim".
3. ID batch akan dibuat untuk setiap batch yang berhasil.
4. Setelah transaksi batch berhasil dikirimkan ke bank, statusnya akan ditampilkan sebagai "Berhasil".



### The Equivalent BIBPlus Screen



# Cara Membuat Profil Pengguna Baru

## Buat Profil Pengguna baru

### Langkah 1

1. Klik "Buat pengguna baru" dan halaman

### Langkah 2

1. ID Organisasi akan terisi secara otomatis yang Anda tetapkan untuk membuat pengguna baru. Masukkan ID pengguna baru, nama depan dan nama belakang.
2. Pilih "negara dokumen identifikasi" dari daftar dropdown.
3. Pilih "Jenis dokumen identifikasi" dan masukkan nomor dokumen.
4. Status profil akan tidak aktif sebagai default. Pengguna dapat melakukan aktivasi sendiri setelah login ke UOB Infinity untuk pertama kalinya.
5. Masukkan "Email Kontak" dan "Nomor Kontak".
6. Pilih perusahaan default dari daftar drop-down.
7. Pilih Lokasi, Zona Waktu, mata uang dasar, dan bahasa negara lokal Anda.
8. Jika Anda telah membeli token cadangan sebelumnya, Anda dapat memilih dari nomor seri token yang tersedia.
9. Pilih entitas dan peran yang ingin Anda tetapkan ke pengguna baru ini
10. Klik tombol "Next" untuk melanjutkan.

The screenshot shows the 'Manage User Profile' page in the UOB system. The 'Create New User - Profile' form is displayed with the following fields and callouts:

- 1:** Organisation ID \* (auto-filled)
- 2:** Entry of Identification Document \* (Singapore)
- 3:** Type of Identification Document \* (Passport)
- 4:** Profile Status \* (Inactive)
- 5:** Contact Email \* (test@gmail.com)

The screenshot shows the 'Settings' page in the UOB system. The 'Token Details' and 'Company & Functions to Access' sections are visible with the following callouts:

- 6:** Default Company \*
- 7:** Default Location \* (Singapore)
- 8:** Token Serial Number (2651292742)
- 9:** Company selection in the 'Company & Functions to Access' table
- 10:** Next button

# Cara Membuat Pembayar/ Penerima Pembayaran Baru

## Buat Pembayar/ Penerima Pembayaran baru

1. Pilih "Nama Perusahaan". Jika Anda hanya dapat mengakses satu entitas, "Nama Perusahaan" akan diisikan sebelumnya untuk Anda.
2. Pilih "Kategori Transaksi". Pilihan Anda akan menentukan rincian pembayar/penerima pembayaran yang perlu Anda berikan. Kami memilih "Transfer ke Bank Lokal Lain / PayNow" sebagai sampel.
3. Masukkan nama pembayar/penerima pembayaran baru.
4. Masukkan nomor rekening penerima pembayaran dan informasi bank.
5. Jika catatan penerima pembayaran ini hanya berlaku untuk pengguna dengan pengaturan Penerima Pembayaran yang Disetujui Sebelumnya, silakan centang kotak
6. Klik tombol "Kirim" untuk menyimpan catatan.
7. Harap perhatikan bahwa kolom IVR tidak lagi tersedia di UOB Infinity.

The screenshot shows the UOB 'Manage Payers / Payees' interface. At the top, there are navigation tabs: 'Company', 'Payer / Payee', 'Transaction Category', 'Pre-Approved Payer / Payee', 'Currency', and 'Threshold Amount'. Below these are buttons for 'Application Type', 'Status', and 'Clear Filter(s)'. The main content area is divided into three sections: 'General Details', 'Payer / Payee Account Details', and 'Other Details'. A red arrow points from the 'Create New Payer / Payee' button in the top navigation to the 'General Details' section. Numbered callouts (1-6) point to specific fields: 1. 'Company\*' dropdown menu (value: ALL); 2. 'Transaction Category\*' dropdown menu (value: LLG); 3. 'Payer / Payee Name\*' text input field; 4. 'Bank Name\*' and 'Bank Code\*' text input fields; 5. 'Payer / Payee Account Number\*' text input field; 6. 'Submit' button.

### The Equivalent BIBPlus Screen

#### Create a New Payer/Beneficiary

The screenshot shows the BIBPlus 'Create a New Payer/Beneficiary' form. It is divided into three main sections: 'General Details', 'Payer/Beneficiary Details', and 'Other Details (This is for Beneficiary Advice only)'. The 'General Details' section includes 'Company ID:\*' (value: RS53030933E), 'Payment Type/Payer/Beneficiary Category:\*' (value: Transfer to Other Bank), 'BIC Code:\*', 'Bank Name:\*', and 'ERP ID:'. The 'Payer/Beneficiary Details' section includes 'Payer/Beneficiary Name:\*', 'Payer/Beneficiary Account:\*', and a 'Pre-approved Beneficiary:' checkbox. The 'Other Details' section includes 'Beneficiary ID:', 'E-mail 1:', 'E-mail 2:', 'Fax:', 'IVR:', 'Contact Number:', 'Mailing Name: and Address:', and 'Postal Code:'. A red callout (7) points to the 'IVR:' field.

# Cara Melihat Pengaturan Otorisasi Lihat Pengaturan Otorisasi

## Lihat Pengaturan Otorisasi

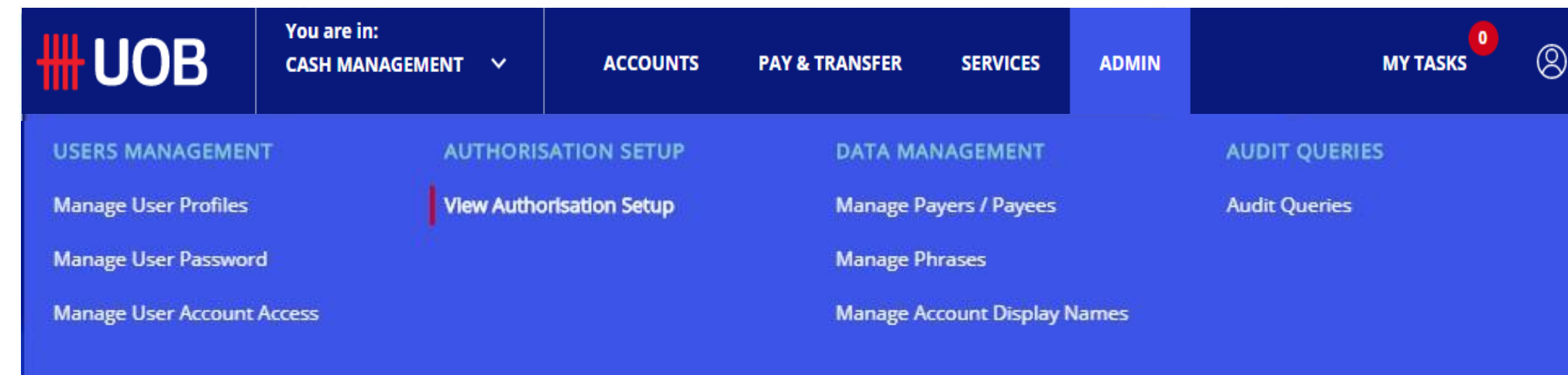
### Langkah 1

Dari bilah menu atas, arahkan kursor ke "Admin" dan pilih "Lihat Pengaturan Otorisasi" di bawah kolom "Pengaturan Otorisasi".

### Langkah 2

1. "\*" berarti berlaku untuk semua Produk/Akun.
2. "A,B" berarti untuk semua jenis produk yang membutuhkan 2 pemberi kuasa – masing-masing dari GROUP A dan B dalam urutan apa pun. Tidak perlu untuk "Pemverifikasi" dan "Pengirim" yang terpisah.
3. "A" artinya penandatanganan grup A dapat menyetujui transaksi sampai dengan Rp 9.999.999.999.999

\*A=>B berarti satu penandatanganan grup A dapat menyetujui diikuti oleh satu penandatanganan grup B (berurutan).



The screenshot shows the 'Authorisation Setup' page. At the top, there are filter buttons for Company, Account, Product, Product Group, Transaction Type, Verifier Required, Sender Required, and Limit Amount. Below the filters, there is a 'Clear Filter(s)' button and a '29 Record(s)' indicator. A 'Customise View' button is also present. The main table displays the following data:

Company	Account	Product	Transaction Type	Verifier Required	Authorisation Level	Sender Required	Limit Amount
AGI LOGISTICS (S) PTE LTD	..	*	..	N	A,B (Any Sequence)	N	SGD 9,999,999,999,999.00
..	..	*	..	N	A,B (Any Sequence)	N	IDR 9,999,999,999,999.00
..	..	*	..	N	A	N	IDR 9,999,999,999,999.00
..	..	..	..	..	..	..	IDR

# Cara Melihat Pengaturan Otorisasi

## Memahami mandat otorisasi Anda

Secara default, Anda akan melihat 8 kolom sebagai berikut:

1. Perusahaan: Kolom ini menunjukkan perusahaan tempat mandat otorisasi berada berlaku.
2. Akun: Kolom ini menunjukkan nomor akun yang ditandai dengan mandat otorisasi.
3. Produk: Kolom ini menunjukkan jenis produk yang dibatasi oleh mandat otorisasi.
4. Jenis Transaksi: Kolom ini menunjukkan subset dari jenis produk yang dibatasi oleh mandat otorisasi. Misalnya, jika "Jenis Produk" menunjukkan "Transfer Dana", "Jenis Transaksi" akan menampilkan transaksi dalam kategori "Transfer Dana", seperti "Pembayaran Tagihan".
5. Diperlukan Verifier: Kolom ini menunjukkan apakah ada langkah verifikasi yang diperlukan dalam mandat otorisasi.
6. Tingkat Otorisasi:
  - Ada 5 grup otorisasi di UOB Infinity: A, B, C, D dan E. Untuk mengetahui grup otorisasi yang dimiliki oleh pembuat otorisasi, silakan buka layar "Kelola Profil Pengguna".
  - Jika hanya ada indikasi satu huruf (misalnya: "A"), artinya mandat otorisasi ini hanya membutuhkan satu pemberi kuasa dan pemberi kuasa harus berasal dari golongan A.
  - Jika ada keterangan "Any Sequence" dan koma (misalnya: "A, B"), berarti mandat tersebut membutuhkan 2 authoriser, satu dari grup A dan satu dari grup B. Baik grup A atau grup B dapat menjadi pemberi kuasa pertama.
  - Jika ada tanda panah (misalnya "A => B"), artinya mandat tersebut membutuhkan 2 approval.
7. Pengirim Diperlukan: Kolom ini menunjukkan apakah ada langkah pengiriman (kirim ke bank) yang diperlukan dalam mandat otorisasi.
8. Batas Jumlah: Kolom ini menunjukkan batas maksimum otorisasi untuk mandat.

The screenshot shows the UOB Admin interface. The top navigation bar includes 'UOB', 'You are In: CASH MANAGEMENT', and menu items for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. The 'ADMIN' menu is expanded to show 'USERS MANAGEMENT', 'AUTHORISATION SETUP', 'DATA MANAGEMENT', and 'AUDIT QUERIES'. The 'AUTHORISATION SETUP' page is displayed, featuring a header with the title and a filter bar with buttons for 'Company', 'Account', 'Product', 'Product Group', 'Transaction Type', 'Verifier Required', 'Sender Required', and 'Limit Amount'. Below the filter bar, there is a 'Clear Filter(s)' link and a 'Customise View' button. The main content area shows a table with 1 record(s) and the following columns: Company, Account, Product, Transaction Type, Verifier Required, Authorisation Level, Sender Required, and Limit Amount. The table contains one row with the following data: Company (empty), Account (--), Product (\*), Transaction Type (\*), Verifier Required (Y), Authorisation Level (A =>A (In Sequence)), Sender Required (Y), and Limit Amount (IDR 100,001,000.00).

# Cara Melihat Kueri Audit

## Pertanyaan Audit

Dari bilah menu atas, arahkan kursor ke "Admin" dan pilih "Kueri Audit" di bawah kolom "Kueri Audit".

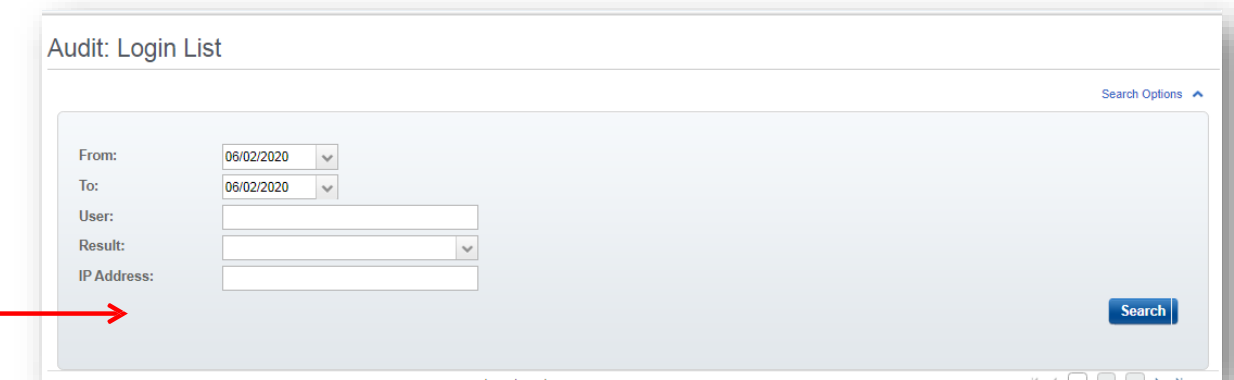
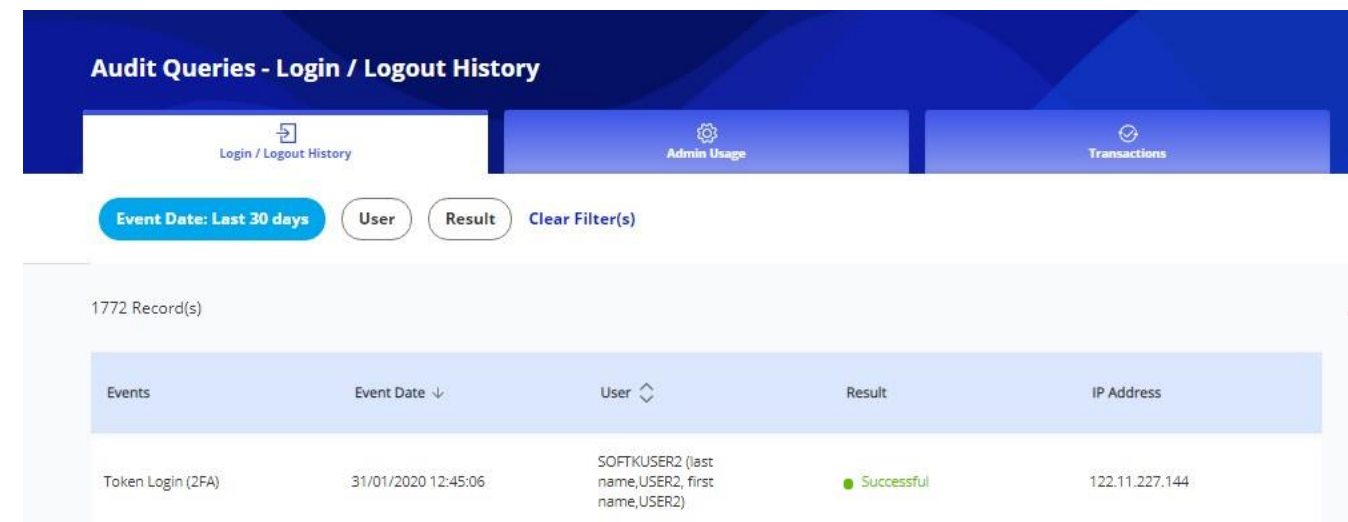
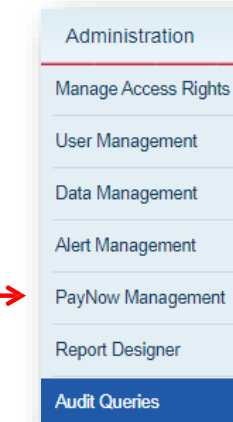
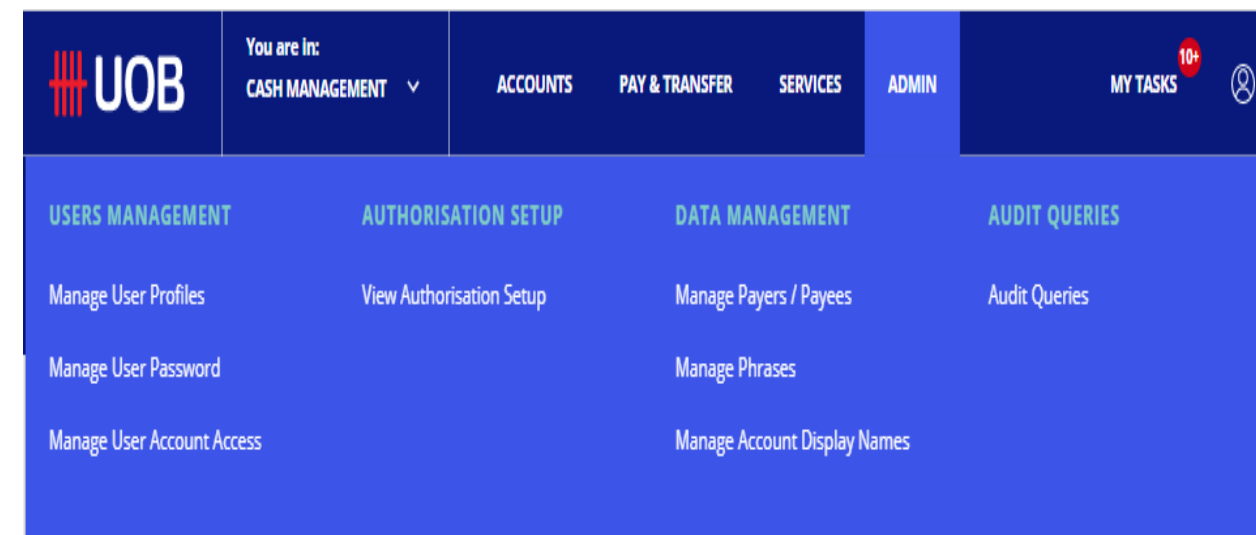
Di BIBPlus, Anda dapat mencari di bawah "Administrasi" dari bilah menu atas.

Kueri Audit dikategorikan sebagai berikut:

1. Riwayat Login/Logout – log semua aktivitas login & logout.
2. Penggunaan Admin – Log semua aktivitas bank & Administrator Perusahaan
3. Transaksi – Log semua aktivitas transaksional & pertanyaan oleh pengguna.

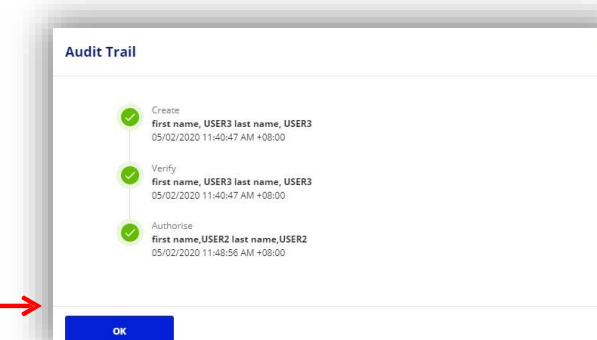
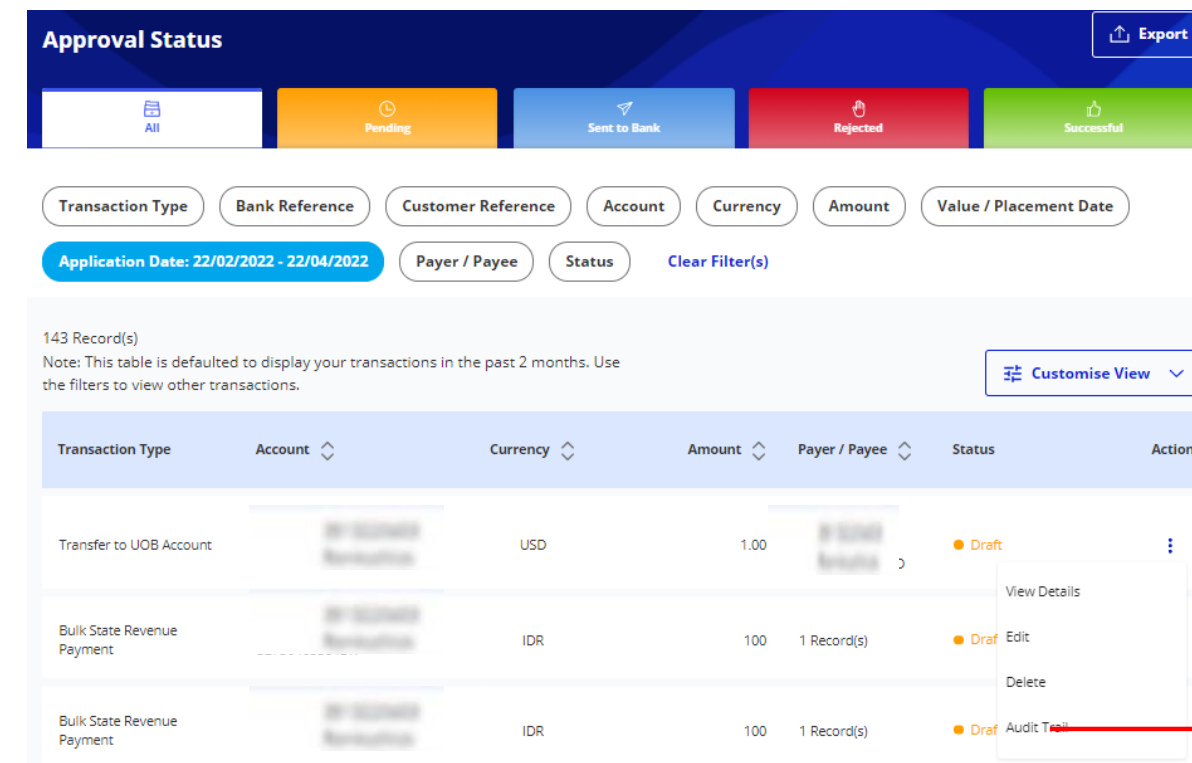
Di BIBPlus, Anda dapat memfilter berdasarkan "BIB Ref" dan "IP address".

Di UOB Infinity, Anda hanya dapat memfilter berdasarkan "Rentang Tanggal" dan "User ID". ID referensi BIB tidak akan mengizinkan pelanggan untuk melihat siklus hidup transaksi secara lengkap.



## Jejak audit

Jejak Audit Untuk melihat lengkap dari transaksi tertentu, Anda dapat pergi ke layar "Status Persetujuan", klik menu tindakan pada transaksi tertentu dan pilih "Jejak Audit".

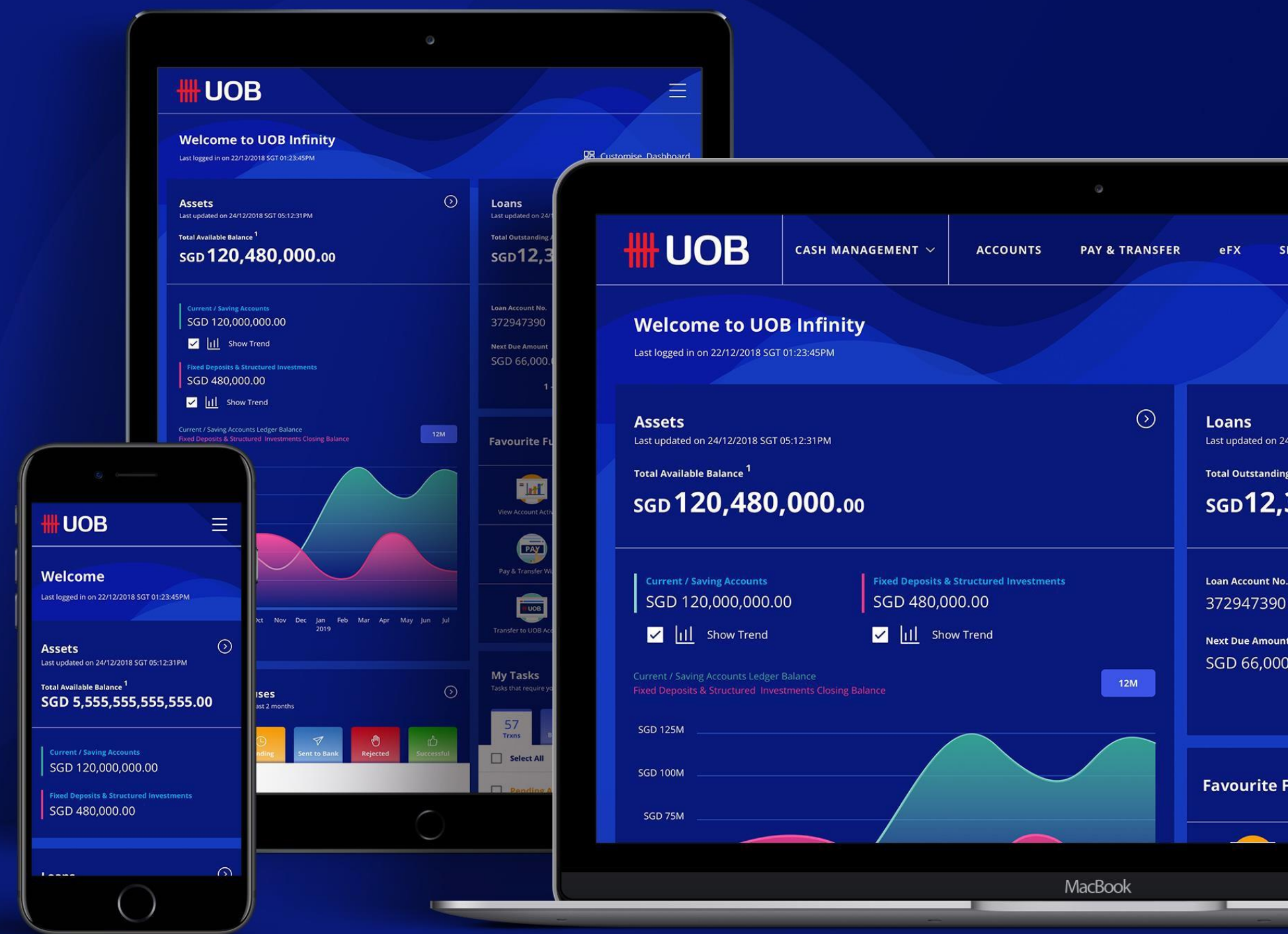






RIGHT BY YOU

# Moving from BIBPlus to Infinity



# Payment Authoriser / Administrator

A quick guide to approving single and bulk payments, creating new users, view authorisation setup and audit queries.

# New Journey As A Payment Authoriser / Administrator

## Overview

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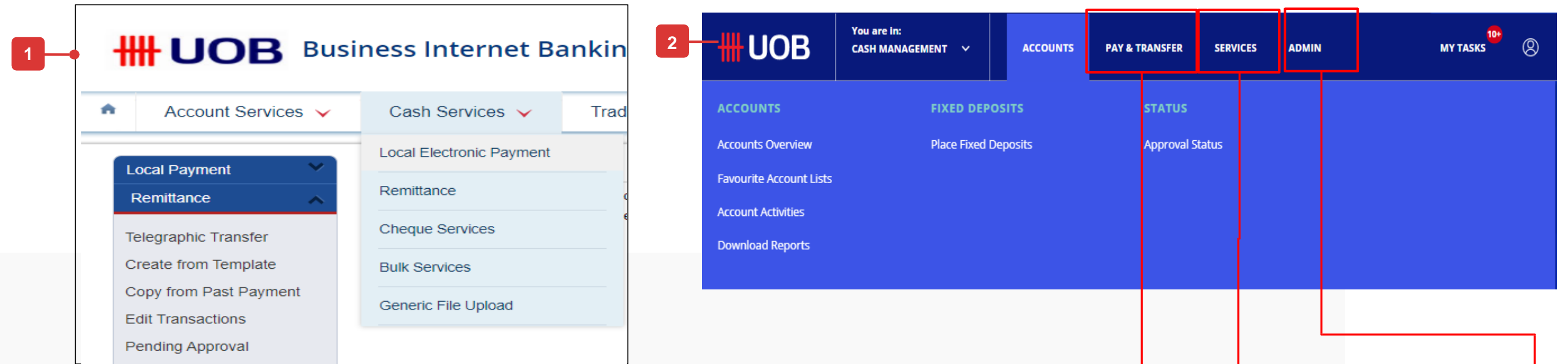
- 1 Infinity – The New Business Internet Banking Platform
- 2 How to Approve Transactions
- 3 How to Approve Multiple Transactions by Batch
- 4 How to Create New User Profile
- 5 How to Create New Payer/Payee
- 6 How to View Authorisation Setup
- 7 How to View Audit Queries

# Infinity – The New Business Internet Banking Platform

## Key Improvements

Designed to improve your electronic banking experience through:

- Simplified navigation in the platform allows you to spend less time getting to the function and more time spent on getting real work done.
- Personalised your dashboard with frequently used accounts and features, and display information that are relevant to you.
- Adaptive user interface allows you to have a uniform experience on desktops, tablets and mobile phones.
- Language clarity by supporting 3 languages — English, Simplified Chinese and a local language of the country you operate in.



### A. Simplified Navigation

1. In BIBPlus, you had to navigate through 3 menu levels: Top Menu, Side Menu and expandable Side-Sub Menu, to get to your desired function page.
2. UOB Infinity's menu allows you to access your desired function page from 1 level. Functions are categorised with the user in mind. E.g. Payment Maker will access the Pay & Transfer Menu, while an Administrator will access the "Admin" Menu.

SINGLE TRANSACTION	BULK TRANSACTIONS	TOOLS
Transfer to UOB Account	Transfer to Other Local Banks	Manage Templates
LLG	Payroll	Manage Batch Transactions
RTGS	Cashier's Orders / Cheques	Manage Scheduled / Recurring Transactions
Online (ATM Switching)	Telegraphic Transfers	Track Payments (SWIFT gpi)
Telegraphic Transfer	State Revenue	
	Upload Bulk Files	

CHEQUE SERVICES	SEND TO UOB	NOTIFICATIONS
Request Cheque Books	Send Files to UOB	Manage Notifications
Stop Cheque Requests		
Enquire Cheque Statuses		

USERS MANAGEMENT	AUTHORISATION SETUP	DATA MANAGEMENT	AUDIT QUERIES
Manage User Profiles	View Authorisation Setup	Manage Payers / Payees	Audit Queries
Manage User Password		Manage Phrases	
Manage User Account Access		Manage Account Display Names	

# Infinity – The New Business Internet Banking Platform

## B. Personalised Dashboard

1. A logical side by side data overview: Assets (current accounts and fixed deposits) against Liabilities (i.e. Loans). Assets overview is supported by a trend visualization of the month-end balances over the past 12 months.
2. Sum of available balance from all accounts, fixed deposits and structured investments.
3. Add your most frequently visited functions to the dashboard and reach these functions in one click.
4. Displays all pending tasks that are due within 1 month.
5. Shows all transactions initiated from UOB Infinity in the past 2 months, categorised by their statuses.

The screenshot displays the UOB Infinity Business Internet Banking Dashboard. The interface is dark-themed with a blue header. The main content area is divided into several sections:

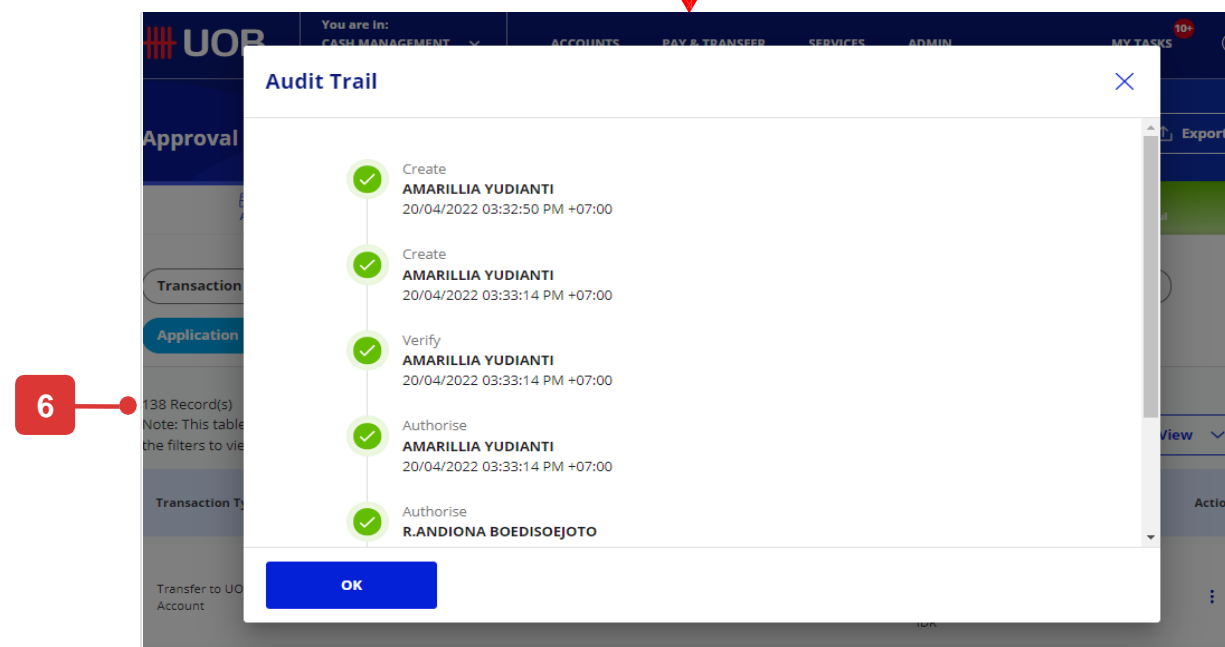
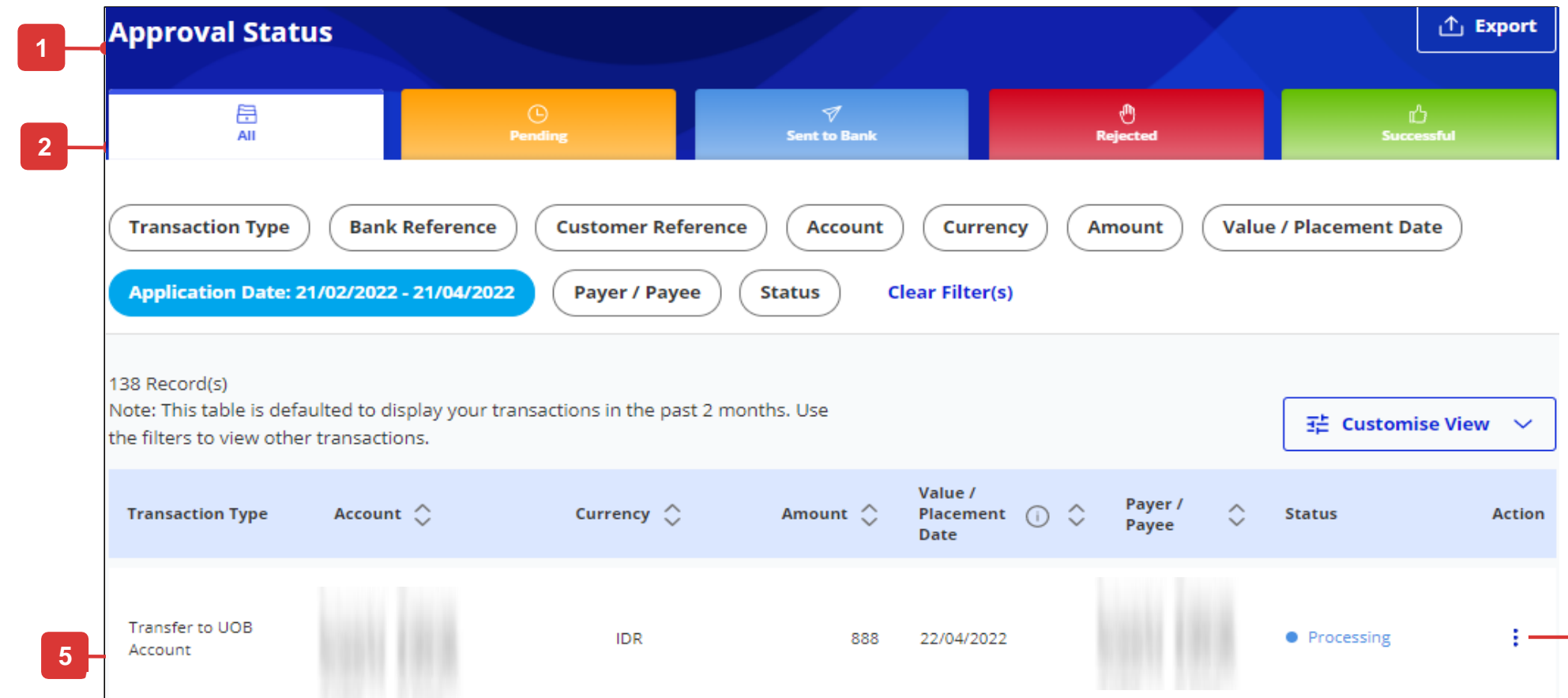
- Assets:** A large section on the left showing the total available balance of IDR 9,455,287. It includes a trend visualization of month-end balances over the past 12 months. Callout 1 points to the 'Assets' title, and callout 2 points to the balance amount.
- Favourite Functions:** A grid of six icons for quick access to services like LUG, Online ATM Switching, Pay & Transfer Billard, RTGS, Transfer to UOB Accounts, and View Account Activity. Callout 3 points to the 'Favourite Functions' title.
- My Tasks:** A section titled 'Tasks that require your attention' with a 'View All' button. It lists pending tasks with details like transaction type, date, amount, and bank reference. Callout 4 points to a task entry.
- Approval Status:** A section titled 'Your transactions in the past 7 months' with a 'View All' button. It shows a list of transactions with columns for status (All, Pending, Sent to Bank, Rejected, Successful) and transaction details. Callout 5 points to the 'Approval Status' title.

Red callout boxes with numbers 1 through 5 are overlaid on the dashboard to highlight these specific features.

# Infinity – The New Business Internet Banking Platform

## C. Approval Status

1. Approval Status provides a single consolidated view of all transactions initiated from UOB Infinity. Transactions are grouped by their statuses.
2. Transactions are grouped by their statuses. "Transaction Search", "Pending Transactions", "Processed Transactions" in BIBPlus are grouped into "Approval Statuses" in UOB Infinity.
3. As a payment authoriser, you will be able to see these available actions when authorising a payment: "View", "Approve", "Return", "Audit Trail".
4. Mapping of Transaction Status in BIBPlus to Transaction Status in UOB Infinity.
5. Transactions are retained in the system for 180 days from the application date.
6. Audit Trail has been enhanced to provide display the list of next authorisers / action parties.



BIBPlus Transaction Status	UOB Infinity Transaction Status	Description
Incomplete (Draft)	Draft	Transaction is SAVED by user
Pending (Verify)	Pending Verify	Transaction is SUBMITTED for verification
Pending (Authorise)	Pending Authorise	Transaction is SUBMITTED for further authorisation according to your authorisation matrix
Pending (Send)	Pending Send	Authorised transaction is PENDING RELEASE to the Bank
Incomplete (Entry)	Pending Rework	Transaction is RETURNED to Maker for amendment and re-submission
Submitted (Sent)	Processing	Transaction is submitted to the Bank for PROCESSING
Submitted (Post Dated)	Processing	Post-Dated transaction is submitted to the Bank for PROCESSING
Processed	Successful	Transaction has been PROCESSED by the Bank
Rejected	Rejected	Transaction has been REJECTED by the Bank
Rejected	Partial Rejected	One or more records in the bulk transactions is/are rejected.

Groupings in Approval Status

Pending

Sent to Bank

Successful

Rejected

# How to Approve Transactions

## All Options

You can either:

- A. Approve from "My Tasks" or,
- B. Approve from "Approval Status" screen.

### A. Approve from My Tasks

1. "To Do List" and "Pending Approval" tabs have been condensed and renamed as My Tasks, where you will find the list of transactions pending for your action. Transactions that are pending action from other users will not be displayed.
2. "Action button" allows you to approve the transaction, view or edit transaction details, return the transaction to maker, delete the transaction or notify approver.

The screenshot shows the UOB 'My Tasks' interface. At the top, there's a navigation bar with 'UOB' logo, 'You are In: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. A 'MY TASKS' tab is active with a '10+' notification. Below the navigation bar, there's a 'My Tasks' section with four summary cards: '10+ Transaction(s)', '1 Batch(es)', '1 Service(s)', and '0 Admin(s)'. Below these cards are filter buttons for 'Transaction Type', 'Bank Reference', 'Customer Reference', 'Account', 'Currency', 'Amount', and 'Transaction / Value Date'. There's also an 'Application Date' filter set to '23/03/2022 - 21/04/2022' and a 'Payer / Payee' filter. A 'Clear Filter(s)' button is also present. Below the filters, there's a table with 10+ records. The table has columns for 'Transaction Type', 'Account', 'Currency', 'Amount', 'Transaction / Value Date', 'Payer / Payee', 'Status', and 'Action'. A red box highlights the 'Approve' option in the action menu for a transaction.

Transaction Type	Account	Currency	Amount	Transaction / Value Date	Payer / Payee	Status	Action
Online (ATM Switching)		IDR	10,001	05/04/2022	amari 4102175994 013	Pending Authorise	<ul style="list-style-type: none"><li>Edit</li><li>Approve</li><li>Return to Maker</li><li>Delete</li><li>View Details</li><li>Notify Approver</li></ul>



# How to Approve Transactions

## B. Approve from Approval Status

### Step 1

- Click on the icon under the action menu.
- Tap on "Approve" in the expanded menu.

### Step 2

- Follow the token instructions and click on "Submit".

### Approval Statuses (Default View)

The screenshot shows the 'Approval Status' page with a table of transactions. The table has columns for Transaction Type, Account, Currency, Amount, Value / Placement Date, Payer / Payee, Status, and Action. A transaction with a status of 'Pending' is highlighted. A red box highlights the 'Approve' option in the action menu for this transaction.

Transaction Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account	[Account ID]	IDR	888	22/04/2022	[Payer / Payee]	Processing	⋮
Bulk State Revenue Payment	[Account ID]	IDR	--	19/04/2022	[Payer / Payee]	Draft	⋮
Transfer to UOB Account	[Account ID]	IDR	10,000	12/04/2022	[Payer / Payee]	Pending	⋮
Online (ATM Switching)	[Account ID]	IDR	112	12/04/2022	[Payer / Payee]	Pending	⋮
RTGS	[Account ID]	IDR	100,000,001	12/04/2022	[Payer / Payee]	Pending	⋮

### Token Response

The screenshot shows the 'Token Response' dialog box. It contains instructions for using a token device to approve a transaction. The instructions are: 1. Press 1, 2. Enter 1000000 & press OK, 3. Enter 32730371 & press OK, 4. Enter the 6-digit security code displayed on your token. The dialog box also has a 'Cancel' button and a 'Submit' button. A red box highlights the 'Submit' button.

Follow these steps on your token:

- 1 Press 1
- 2 Enter 1000000 & press OK
- 3 Enter 32730371 & press OK
- 4 Enter the 6-digit security code displayed on your token

Token Response

By clicking 'Submit', you are deemed to have read and agreed to the Terms and Conditions of the respective product(s) and / or service(s).

Cancel Submit

1

2

# How to Approve Multiple Transactions by Batch

## All options

You can group multiple (single and bulk) transactions from the same entity, with same currency and status into one batch for approval purpose.

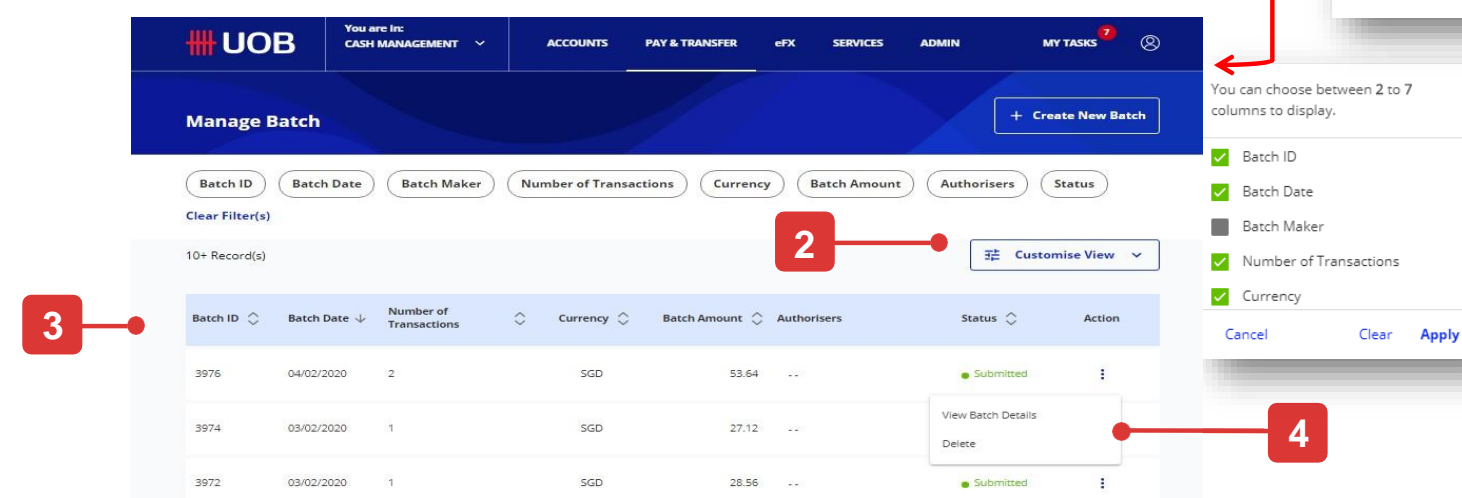
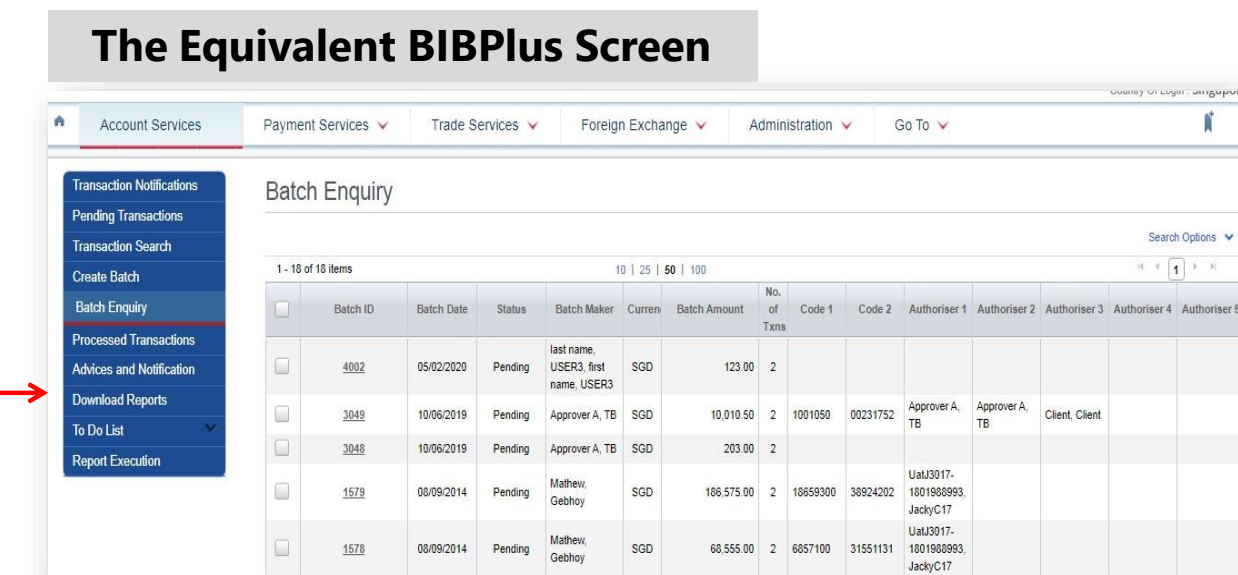
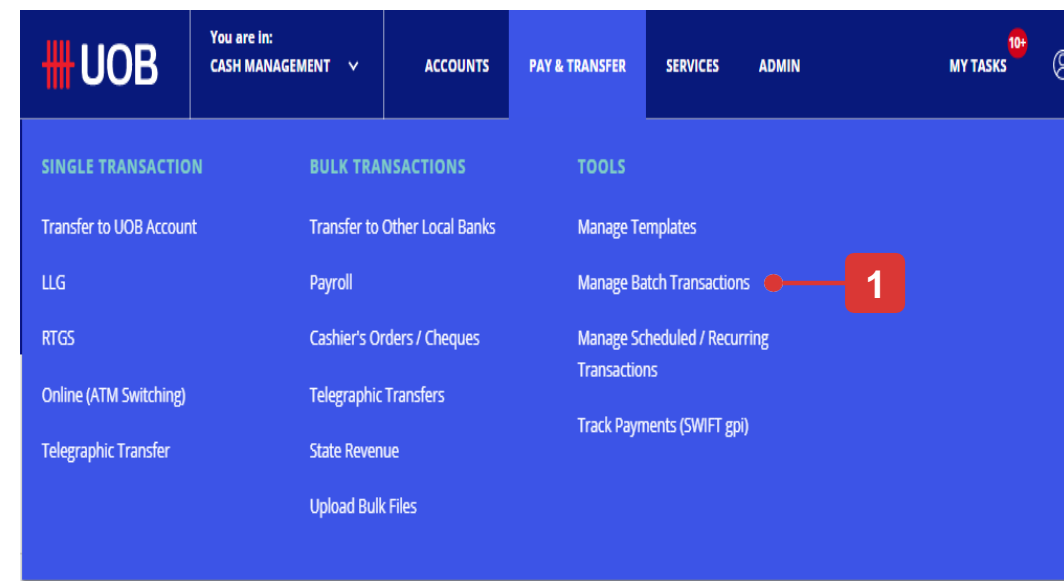
In BIBPlus, you can find under the top Menu "Account Services" > Batch Enquiry.

You can either:

- A. Create a Batch for Approval, or,
- B. Approve Batched Transactions.

## Accessing "Manage Batch Transactions"

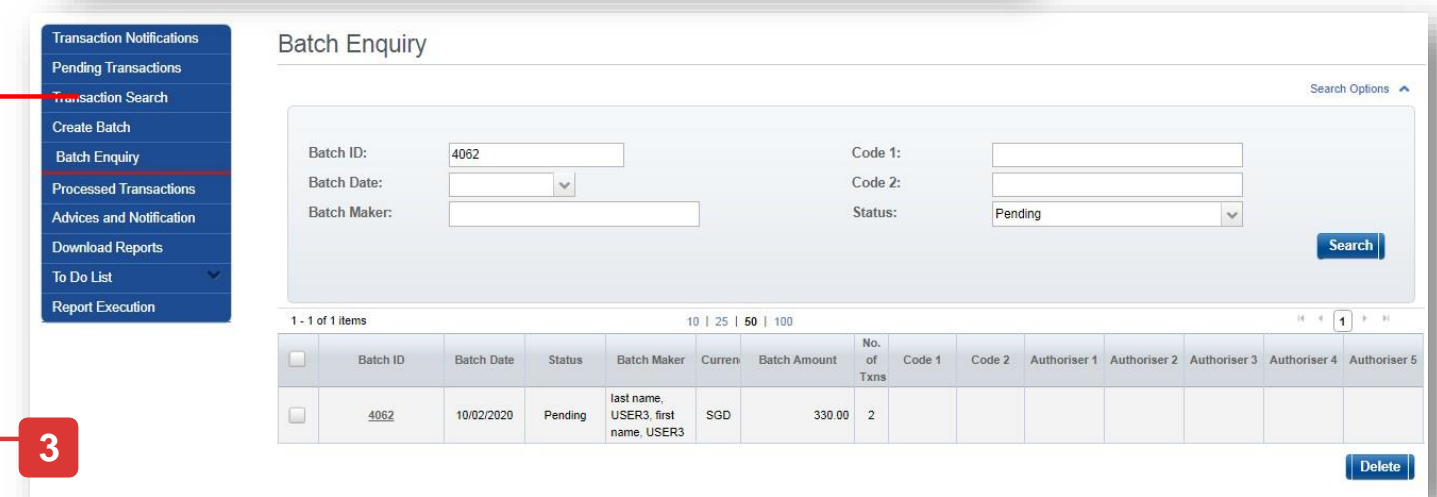
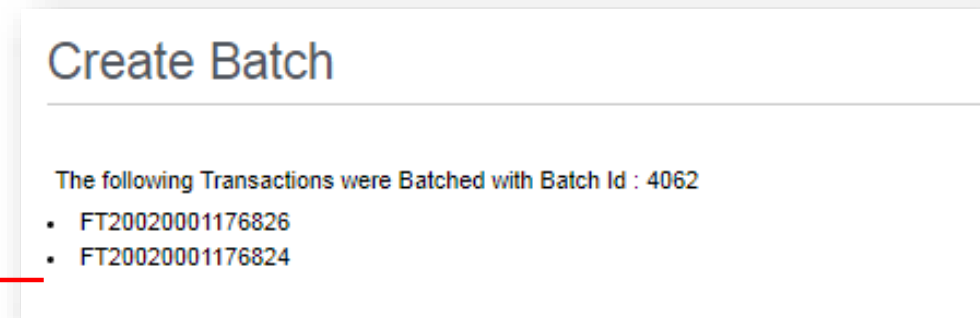
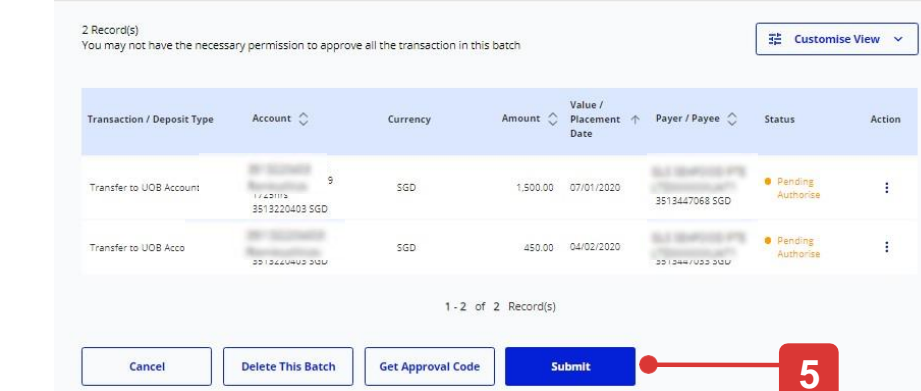
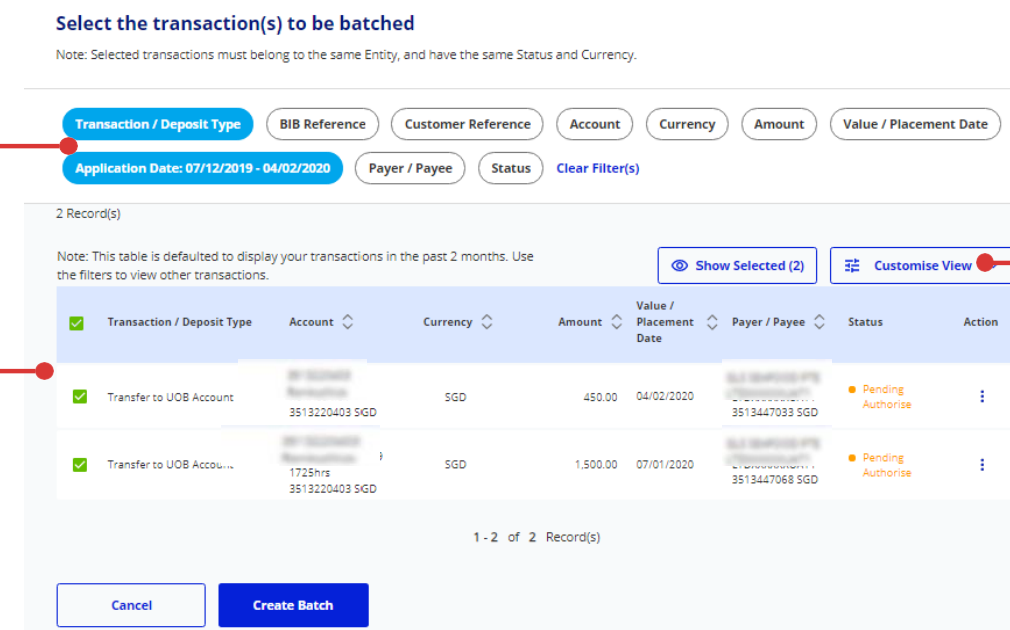
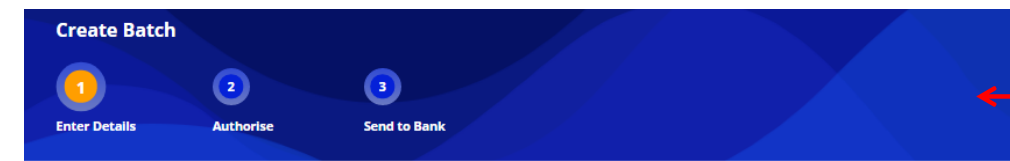
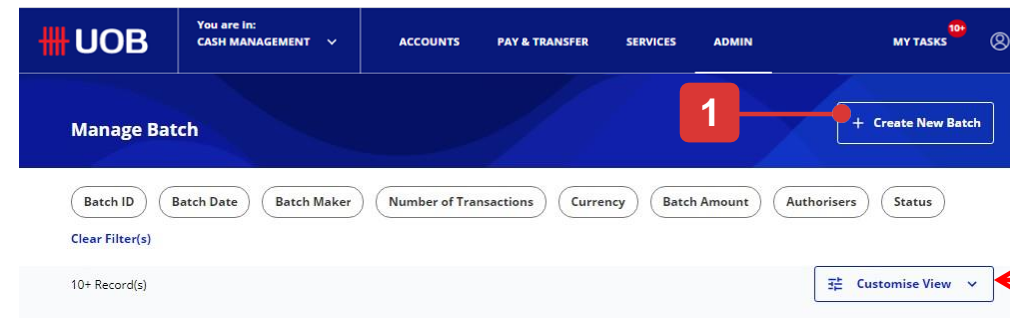
1. From the top menu bar, hover over "Pay & Transfer" and click select "Manage Batch Transactions" under "Tools" column.
2. Select batched transactions via using filter criteria to find a specific batch transaction.
3. You can select the columns to be viewed on the batch overview screen.
4. Click the icon under the Action:
  - View batch details: Review the batch transaction details.
  - Delete: Batch Transactions can be deleted directly from the overview screen.



# How to Approve Multiple Transactions by Batch

## A. Create a batch for approval

1. To create a batch, please click "Create New Batch" button from the top side of "Manage Batch" default view. In BIBPlus, You need to select "Transactions and Reports" under "Account Services" from the op menu and then select "Create Batch".
2. Select the transactions to be batched via using filter criteria to find a specific transaction.
3. You can select the columns to be viewed on the batch overview screen.
4. Check ✓ the transactions to be batched together and click "Create Batch". In BIBPlus, once transactions created batch successfully, Batch ID will be created and you need to find that created batch transaction under "Batch Enquiry".
5. Click "Submit" to finish your transaction.



# How to Approve Multiple Transactions by Batch

## B. Approve Batched Transactions

1. View the transactions details to be batched and click 'Submit' button.
2. Enter token response and click "Submit" button.
3. A batch ID will be generated for each successful batching.
4. Once batch transactions is submitted to the bank successfully, the status will display as "Successful".

**Batch Details**

This batch is pending your actions

**Batch Information**

Batch ID: 3989  
 Batch Date: 04/02/2020  
 Batch Maker: SOFTKUSER3, (first name, USER3, last name, USER3)  
 Number of Transactions: 2  
 Batch Amount: SGD 1,950.00  
 E-sign Fields: --

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Transfer to UOB Account	1123178 3513220403 SGD	SGD	1,500.00	07/01/2020	3513447068 SGD	Pending Authorise	
Transfer to UOB Acco	3512220402 SGD	SGD	450.00	04/02/2020	3512447023 SGD	Pending Authorise	

1 - 2 of 2 Record(s)

Buttons: Cancel, Delete This Batch, Get Approval Code, **Submit** (1)

### The Equivalent BIBPlus Screen

**Transaction Notifications**

- Pending Transactions
- Transaction Search
- Create Batch**
- Batch Enquiry
- Processed Transactions
- Advices and Notification
- Download Reports
- To Do List
- Report Execution

**Batch Info**

Batch ID: 4062  
 Batch Date: 10/02/2020  
 Batch Maker: last name, USER3, first name, USER3  
 No. of Transactions: 2  
 Batch Amount: SGD 330.00

Code 1: --  
 Code 2: --  
 Authoriser 1: --  
 Authoriser 2: --  
 Authoriser 3: --  
 Authoriser 4: --  
 Authoriser 5: --

BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
FT20020001176826	Fund Transfer	Transfer to a UOB account	New	SGD	220.00	Pending (Authorise)
FT20020001176824	Fund Transfer	Transfer to a UOB account	New	SGD	110.00	Pending (Authorise)

Buttons: Delete, **Submit** (1), Send Proxy Authorisation Request

**Enter Token Response**

Follow these steps on your token:

- 1 Press 1
- 2 Enter 195000 & press OK
- 3 Enter 02515478 & press OK
- 4 Enter the 6-digit security code displayed on your token.

Token Response: . . . . .

Buttons: Cancel, **Submit** (2)

**Batch Details**

Enter Details Authorise Send to Bank

Batch ID : 3989

You have successfully actioned on 2 transaction(s) in your batch.

View BIB reference  
 FT20020001174234  
 FT20010001153150

You can view the batch details or manage other batches.

Buttons: View (3), Manage Batch

**Manage Batch**

+ Create New Batch

Batch ID Batch Date Batch Maker Number of Transactions Currency Batch Amount Authorisers Status

Clear Filter(s)

10+ Record(s)

Batch ID	Batch Date	Number of Transactions	Currency	Batch Amount	Authorisers	Status	Action
3989	04/02/2020	2	SGD	1,950.00	--	Submitted	

Buttons: View (3), Manage Batch

# How to Create New User Profile

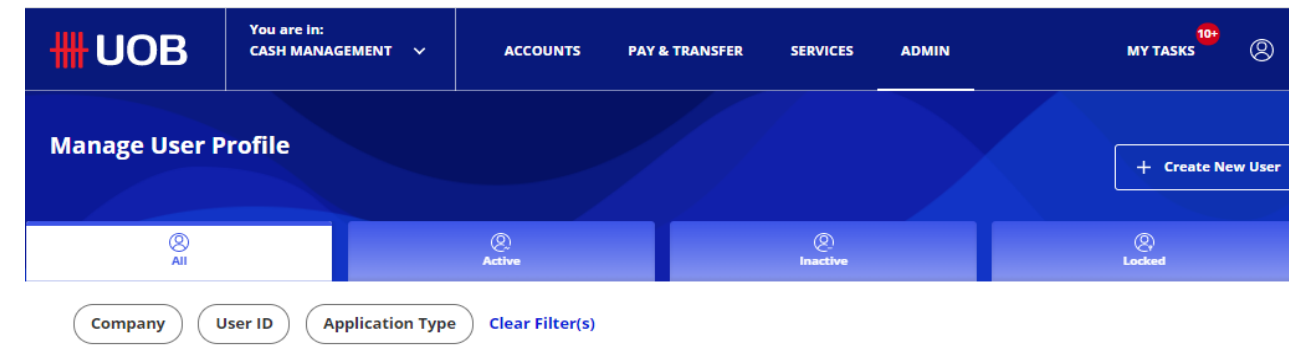
## Create new User Profile

### Step 1

Click "Create new user" and the following step 2 page will be displayed.

### Step 2

1. Organisation ID will be auto populated which you are assigned to create new user. Enter new user ID, first name and last name.
2. Select "Country of Identification Document" from the dropdown list.
3. Select "Type of Identification Document" and enter the Identification Document Number.
4. Profile status will be inactive as default. Users can self-activate once they login to UOB Infinity for the first time.
5. Enter "Contact Email" and "Contact Number".
6. Select the default company from the drop down list.
7. Select Location, Time Zone, base currency and language of your local country.
8. If you have purchase spare token(s) before, you can select any of the available token serial number.
9. Select the entity and roles which you want to assign to this new user
10. Click "Next" button to proceed.



**Create New User - Profile**

Before you start, please note that:

1. You will need an available and unassigned token for new user.  
If you do not have a token for the new user, contact us.

\* Mandatory Fields

**User Details**

Organisation ID \* [Auto-populated]    User ID \* [Input field]

First Name \* [Input field: User]    Last Name \* [Input field: Test01]

Country of Identification Document \* [Dropdown: Singapore]

Type of Identification Document \* [Dropdown: Passport]

Identification Document Number \* [Input field: MA087543]

**Profile Status**

Profile Status \* [Dropdown: Inactive]

**Contact Details**

Contact Email \* [Input field: test@gmail.com]

Contact Number \* [Input field: 87654321]

+ Add Fax Number

+ Add Address

**Settings**

Default Company \* [Dropdown: UOB Singapore Pte. Ltd.]

Default Location \* [Dropdown: Singapore]    Time Zone \* [Dropdown: Asia/Singapore]

Base Currency \* [Dropdown: SGD]    Language \* [Dropdown: English]

**Token Details**

If you do not have an available token you can save as draft and [contact us](#).

Token Serial Number [Input field: 2651292742]

Private Token [Dropdown: No]    Token Status [Dropdown: Activated]

Remarks [Text area]

**Company & Functions to Access**

Company	What functions can user(s) access?	Authorisation Level	Authorisation Limit (Per Day)
<input checked="" type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]
<input type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]
<input type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]
<input type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]
<input type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]
<input type="checkbox"/>	Role(s) [Search]	Authorisation Level [Dropdown]	CCY [Dropdown] Amount [Input]

Cancel    **Next** [10]

# How to Create New Payer/ Payee

## Create new Payer/ Payee

1. Select the "Company Name ". If you can only access to one entity, the "Company Name" will be prefilled for you.
2. Select the "Transaction Category". Your selection will determine what are the payer/payee details that you need to provide. We select "Transfer to Other Local Bank / PayNow" as a sample.
3. Enter new payer/payee's name.
4. Enter the payee's account number and bank information.
5. If this payee record is only applicable for user with Pre-Approved Payee setup, please tick the checkbox.
6. Click "Submit" button to save the record.
7. Please take note that the IVR field is no longer available in UOB Infinity.

The screenshot shows the 'Manage Payers / Payees' interface. At the top, there are navigation tabs: 'Company', 'Payer / Payee', 'Transaction Category', 'Pre-Approved Payer / Payee', 'Currency', and 'Threshold Amount'. Below these are filters for 'Application Type', 'Status', and 'Clear Filter(s)'. The main form is divided into three sections:

- General Details:** Contains a 'Company\*' dropdown menu (callout 1) and a 'Transaction Category\*' dropdown menu (callout 2).
- Payer / Payee Account Details:** Contains a 'Payer / Payee Name\*' text field (callout 3), 'Bank Name\*' and 'Bank Code\*' text fields with search icons, a 'City Name\*' text field with a search icon (callout 4), and a 'Payer / Payee Account Number\*' text field.
- Other Details:** Contains two checkboxes: 'Pre-Approved Payee' (callout 5) and 'Payee Advice Details'. At the bottom of this section is a 'Submit' button (callout 6).

Callout 7 points to the 'IVR' field in the 'Other Details' section of the equivalent screen on the right.

## The Equivalent BIBPlus Screen

### Create a New Payer/Beneficiary

The screenshot shows the 'Create a New Payer/Beneficiary' form in the BIBPlus system. It is organized into four main sections:

- General Details:** Includes 'Company ID:\*' (text field with search icon), 'Payment Type/Payer/Beneficiary Category:\*' (dropdown menu), 'BIC Code:\*' (text field with search icon), 'Bank Name:\*' (text field), and 'ERP ID:' (text field). There is a 'Pre-approved Beneficiary:' checkbox.
- Payer/Beneficiary Details:** Includes 'Payer/Beneficiary Name:\*' (text field), 'Payer/Beneficiary Account:\*' (text field), and 'Pre-approved Beneficiary:' checkbox.
- Other Details (This is for Beneficiary Advice only):** Includes 'Beneficiary ID:', 'E-mail 1:', 'E-mail 2:', 'Fax:', 'IVR:' (callout 7), 'Contact Number:', 'Mailing Name: and Address:', and 'Postal Code:' (text field with search icon) and 'Country' (text field with search icon).

# How to View Authorisation Setup

## View Authorisation Setup

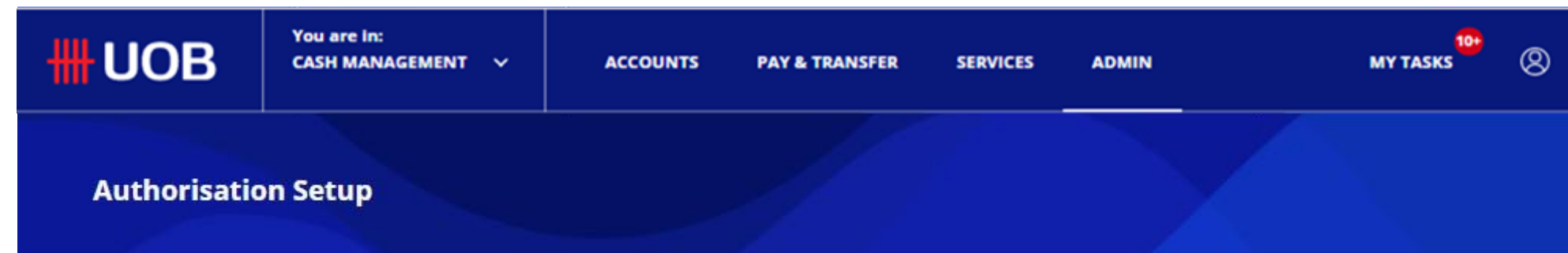
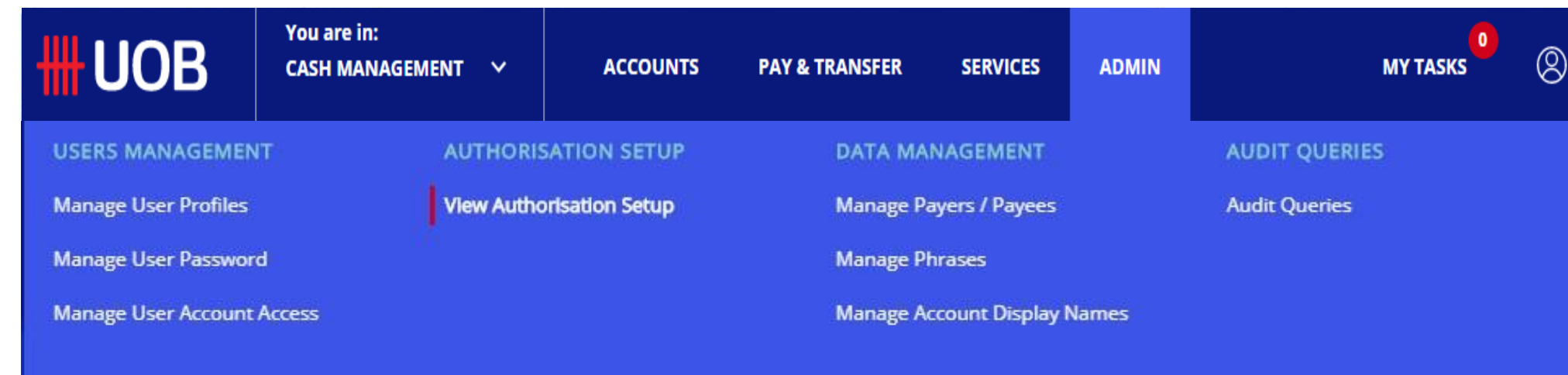
### Step 1

From the top menu bar, hover over "Admin" and select "View Authorisation Setup" under "Authorisation Setup" column.

### Step 2

1. "\*" means apply to all Products/ Accounts.
2. "A,B" means for all product types where there is a need for 2 authorisers – one each from GROUP A and B in any order. There is no need for a separate "Verifier" and "Sender".
3. "A" means group A signatory can approve transactions up to IDR 9,999,999.999.999

\*A=>B means one group A signatory can approve followed by one group B signatory (sequential).



Company Account Product Product Group Transaction Type Verifier Required Sender Required Limit Amount

Clear Filter(s)

29 Record(s)

Customise View

Company ↑	Account ◇	Product	Transaction Type	Verifier Required ◇	Authorisation Level ◇	Sender Required ◇	Limit Amount ◇
AGI LOGISTICS (S) PTE LTD	..	1 *	..	N	A,B (Any Sequence)	N	SGD 9,999,999,999.999.00
..	..	*	..	2	A,B (Any Sequence)	N	IDR 9,999,999,999.999.00
..	..	*	..	3	A	N	IDR 9,999,999,999.999.00
..	..	..	..	..	..	..	IDR

# How to View Authorisation Setup

## Understanding your authorisation mandate

By default, you will see 8 columns as follows:

1. Company: This column shows the company where the authorisation mandate is applicable.
2. Account: This column shows the account number tagged to the authorisation mandate.
3. Product: This column shows the product type bounded by the authorisation mandate.
4. Transaction Type: This column shows the subset of the product type which is bounded by the authorisation mandate. For example, if the "Product Type" shows "Fund Transfer", the "Transaction Type" will show the transaction in "Fund Transfer" category, like "Bill Payment".
5. Verifier Required: This column shows whether there is any verification step required in the authorisation mandate.
6. Authorisation Level:
  - There are 5 authorisation group in UOB Infinity: A, B, C, D and E. In order to find out which authorisation group the authoriser belongs to, please go to "Manage User Profiles" screen.
  - If there is only an indication of one letter (for example: "A"), that means, this authorisation mandate only requires one authoriser and the authoriser must come from group A.
  - If there is a remark of "Any Sequence" and a comma (for example: "A, B"), it means, the mandate requires 2 authorisers, one from group A and one from group B. Either group A or group B can be the first authoriser.
  - If there is an arrow (for example "A => B"), it means, the mandate requires 2 approvers, one from group A and one from group B. Authoriser from group A must approve the transaction before authoriser from group B can approve.
7. Sender Required: This column shows whether there is any sending (send to bank) step required in the authorisation mandate.
8. Limit Amount: This column shows the maximum limit of authorisation for the mandate.

1 - 1 of 1 Record(s)



# How to View Audit Queries

## Audit Queries

From the top menu bar, hover over "Admin" and select "Audit Queries" under "Audit Queries" column.

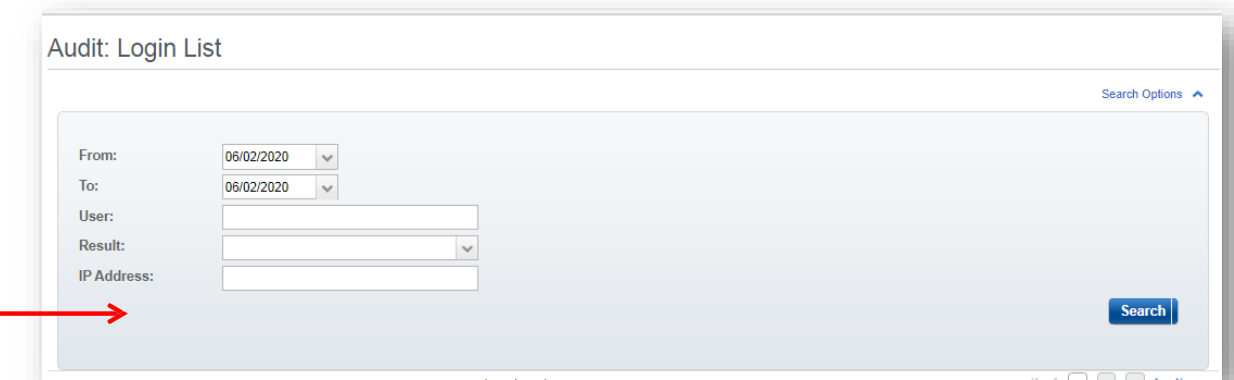
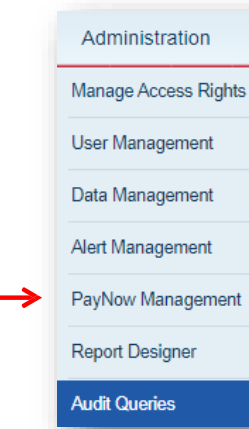
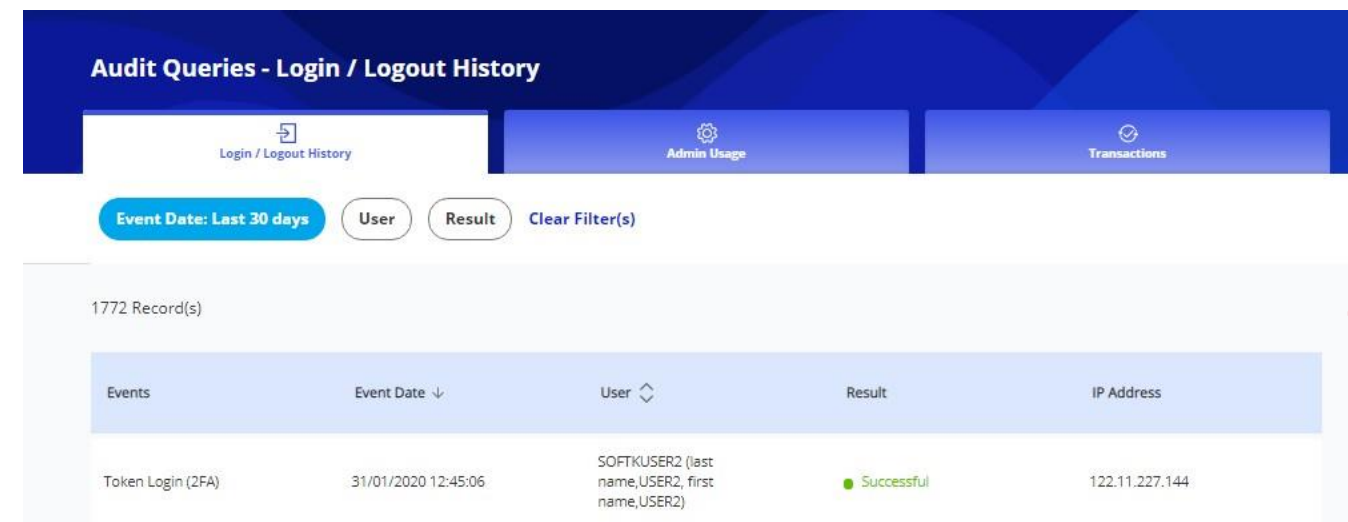
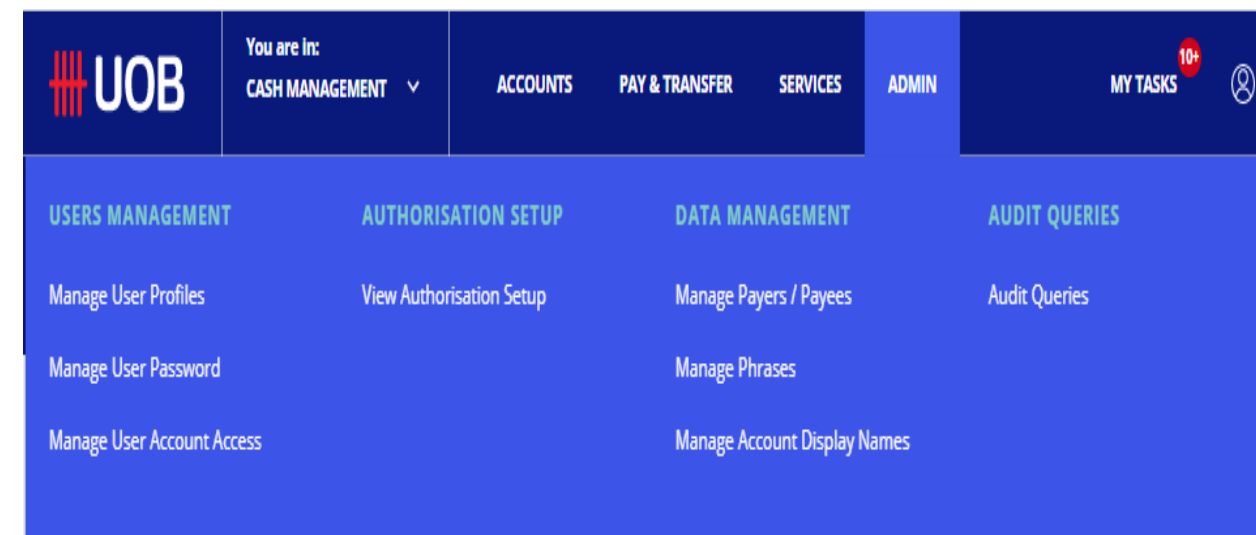
In BIBPlus, you can search under "Administration" from the top menu bar.

The Audit Queries are categorised as follows:

- Login/Logout History – log of all login & logout activities.
- Admin Usage – Log of all activities by the bank & Company Administrators
- Transaction – Log of all transactional & enquiry activities by users.

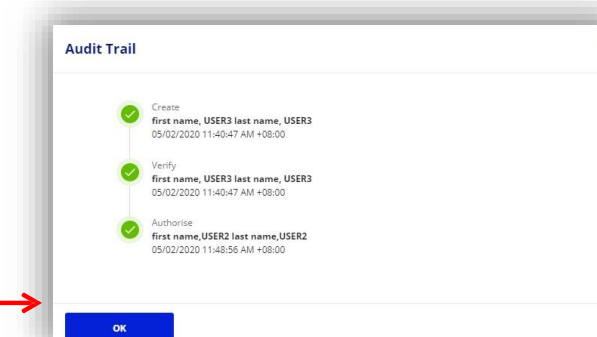
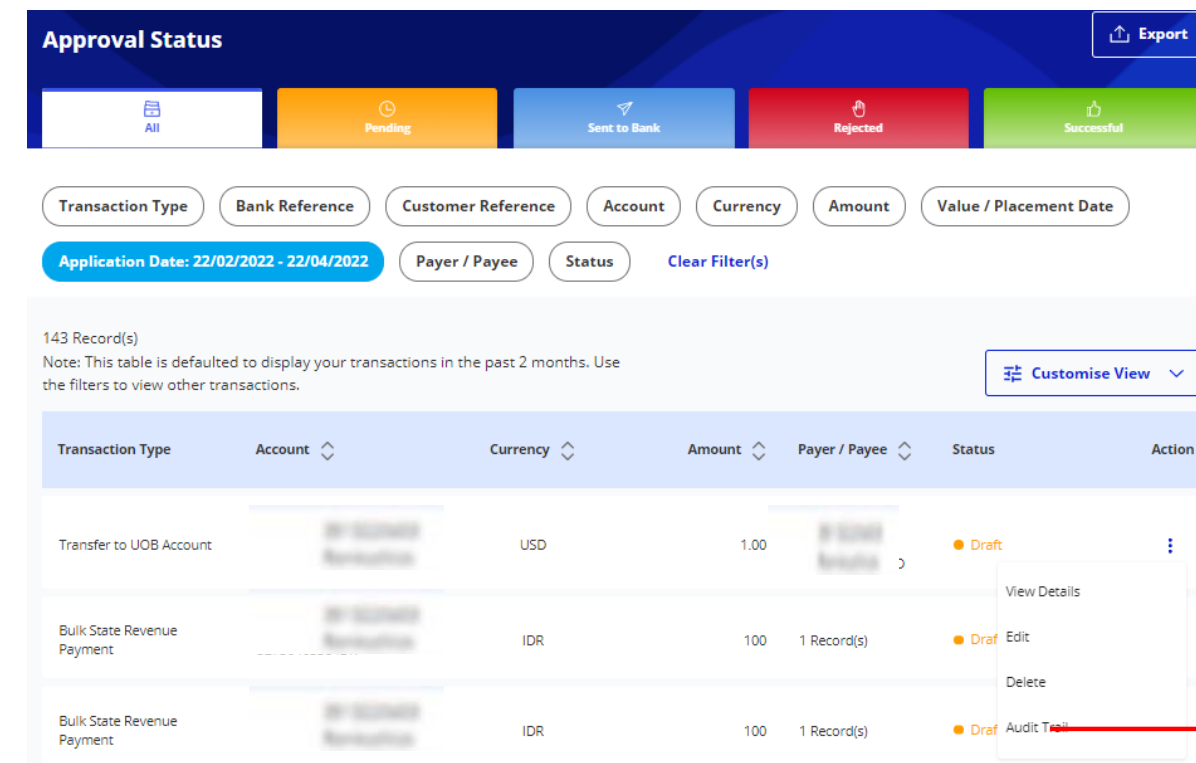
In BIBPlus, you can filtered by "BIB Ref" and "IP address".

In UOB Infinity, you can only filtered by "Date Range" and "User ID". BIB ref id will not allow customer to see the complete lifecycle of the transaction.



## Audit Trail

To view a complete audit trail of a specific transaction, you can go to "Approval Statuses" screen, click the action menu on the specific transaction and select "Audit Trail".





RIGHT BY YOU