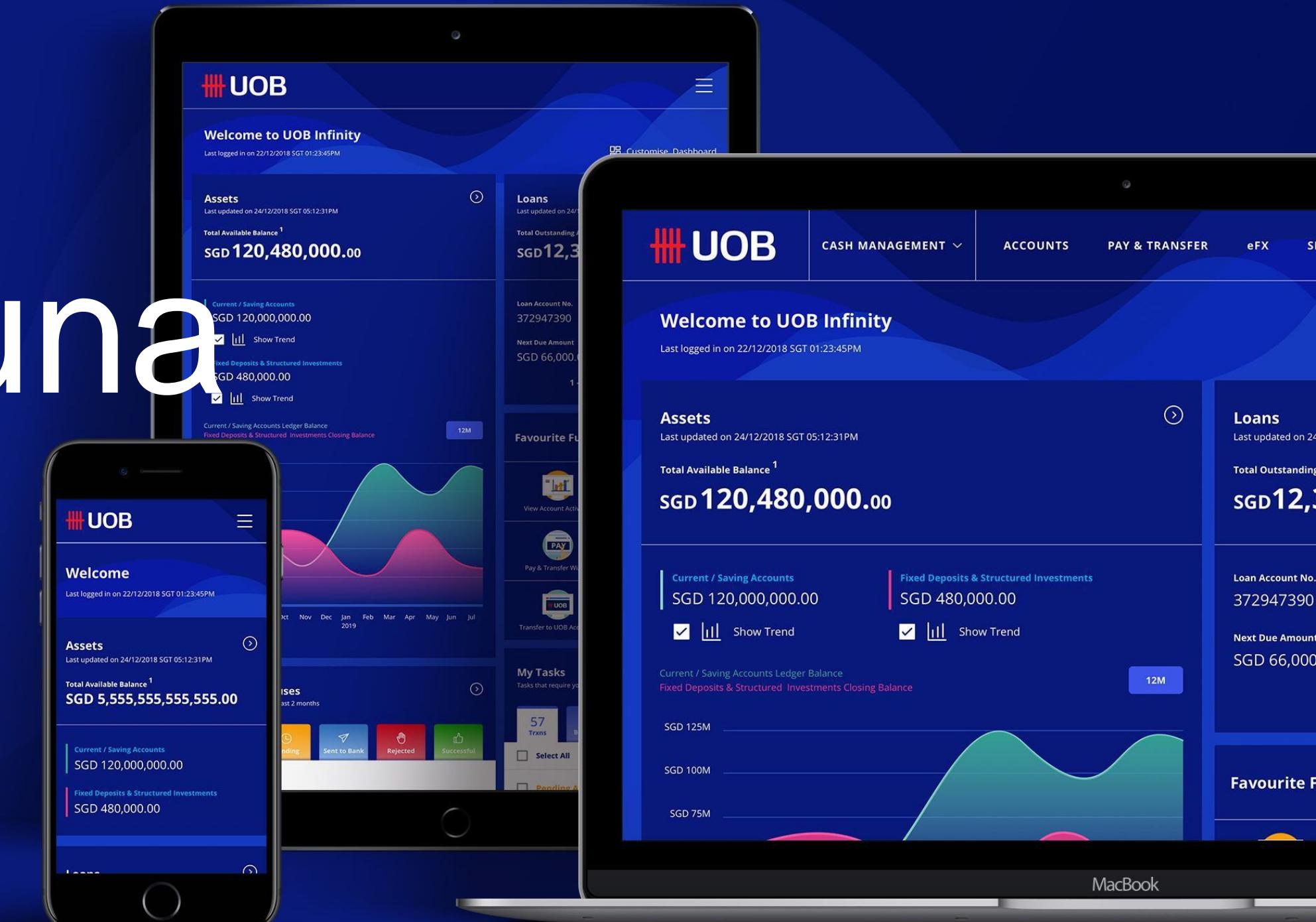


# INFINITY

# Panduan Pengguna



# Layanan dan Administrasi

# Admin

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- 1** Bagaimana membuat Pengguna Baru
- 2** Bagaimana mengelola Pengguna yang sudah ada
- 3** Bagaimana membuat Penerima/Pembayar baru
- 4** Bagaimana mengelola Penerima/Pembayar
- 5** Bagaimana melihat Pengaturan otorisasi
- 6** Bagaimana melihat Persyaratan Audit
- 7** Lampiran
  - Penugasan Peran Pengguna?
  - Ringkasan Peran
  - Mengelola Pre-Approved Payee (PAP) /  
Penerima Pembayaran yang Disetujui  
Sebelumnya
  - Akses Eksekutif Penggajian

# Bagaimana membuat Pengguna Baru

Untuk membuat Pengguna Baru, Anda perlu menyelesaikan profil pengguna dan pengaturan akses akun pengguna

## Membuat Profil Pengguna Baru

### Langkah 1

Tekan tombol "Membuat Pengguna Baru" dan ikuti langkah kedua di bawah.

### Langkah 2

- Organisasi ID akan terisi otomatis. Masukkan ID pengguna, nama depan dan nama belakang.
- Pilih "negara dokumen identifikasi" dari daftar dropdown.
- Pilih "Jenis dokumen identifikasi" dan masukkan nomor dokumen.
- Status profil akan tidak aktif sebagai default. Pengguna dapat mengaktifkan sendiri ID penggunanya sendiri setelah dia mencoba masuk untuk pertama kalinya.
- Masukkan "Email Kontak" dan "Nomor Kontak". Informasi ini penting karena akan digunakan untuk pendaftaran dan aktivasi Infinity Secure.
- Pilih perusahaan default dari daftar drop-down (Beberapa perusahaan akan tersedia untuk akses perusahaan Utama/Afiliasi. Pilih perusahaan default tempat pengguna berada).
- Pilih "Lokasi", "Zona Waktu", "Mata Uang Dasar" dan "Bahasa".
- Jika perusahaan Anda memiliki token fisik tambahan, Anda akan dapat mencari dan menetapkan token ke pengguna yang baru dibuat.
- Pilih Tugas Perusahaan & Administrasi yang ingin Anda tetapkan kepada pengguna baru – Lihat Lampiran untuk daftar “Tugas Administrasi”.
- Pilih perusahaan dan akses peran yang ingin Anda tetapkan untuk pengguna baru – Lihat Lampiran untuk daftar “Akses Fungsi”. (Anda tidak akan dapat menetapkan tingkat dan batas otorisasi kepada pengguna ini karena “Authorizer” hanya dapat dibuat oleh Bank.)
- Klik tombol "Berikutnya" untuk melanjutkan.

The screenshot shows the UOB CASH MANAGEMENT interface with several windows open, illustrating the process of creating a new user profile:

- Manage User Profile:** Shows tabs for All, Active, Inactive, and Locked users. A button for '+ Create New User' is visible.
- Create New User - Profile:** This is the main configuration window.
  - User Details:** Fields include Organisation ID \* (JACKYC), User ID \* (TESTER1), First Name \* (User), Last Name \* (Test01), Country of Identification Document \* (Singapore), Type of Identification Document \* (dropdown menu), and Identification Document Number \* (MA087543).
  - Profile Status:** Set to Inactive.
  - Contact Details:** Includes Contact Email \* (test@gmail.com) and Contact Number \* (87654321). Buttons for '+ Add Fax Number' and '+ Add Address' are present.
  - Settings:** Includes Default Company \* (GLS SEAFOOD PTE LTDXXXXXXUAT1), Default Location \* (Singapore), Time Zone \* (Asia/Singapore), Base Currency \* (SGD), and Language \* (English).
- Token Details:** Shows Token Serial Number (2651292742), Private Token No (No), Token Status (Activated), and Remarks.
- Company & Administration Tasks:** A search bar for Company & Administration Tasks \*.
- Company & Functions to Access:** A table showing company access details. One row has a checked checkbox in the Company column, indicated by a red number 10.
- Action Buttons:** 'Cancel' and 'Next' buttons, with 'Next' highlighted by a red number 11.

# Bagaimana membuat Pengguna Baru

## Mengirim Profil Pengguna Baru

Setelah menekan tombol “Berikutnya”, Anda dapat memeriksa detail profil pengguna Anda sekali lagi sebelum melanjutkan.

Pada halaman review, Anda akan melihat tiga tombol yang terletak di bagian bawah halaman, yaitu:

“Batal”: Jika Anda melanjutkan dengan ini maka pengguna baru yang dibuat akan dibatalkan dan tidak akan disimpan sebagai draft.

“Edit”: Jika Anda melanjutkan dengan ini maka Anda akan diarahkan kembali ke halaman pembuatan sebelumnya.

“Kirim”: Silakan merujuk ke halaman berikutnya untuk penjelasan rinci.

The screenshot shows the 'Create New User - Profile' review page. It includes the following sections:

- User Details:** Organization ID, First Name (User), Last Name (Test01), Country of Identification Document (Singapore), Type of Identification Document (Passport), and Identification Document Number (MA765133).
- Profile Status:** Profile Status (Inactive).
- Contact Details:** Contact Email (test@gmail.com), Contact Number (87654321), Fax Number (--), and Address (--).
- Settings:** Default Company (blurred), Default Location (Singapore), Time Zone (Asia/Singapore), Base Currency (SGD), and Language (English).
- Token Details:** Token Serial Number (2651292742), Private Token (No), Assigned Date (--), Token Status (Activated), and Remarks (TBA11).

At the bottom right are three buttons: **Cancel**, **Edit**, and **Submit**.

The screenshot shows the 'Infinity Secure' configuration page. It includes the following sections:

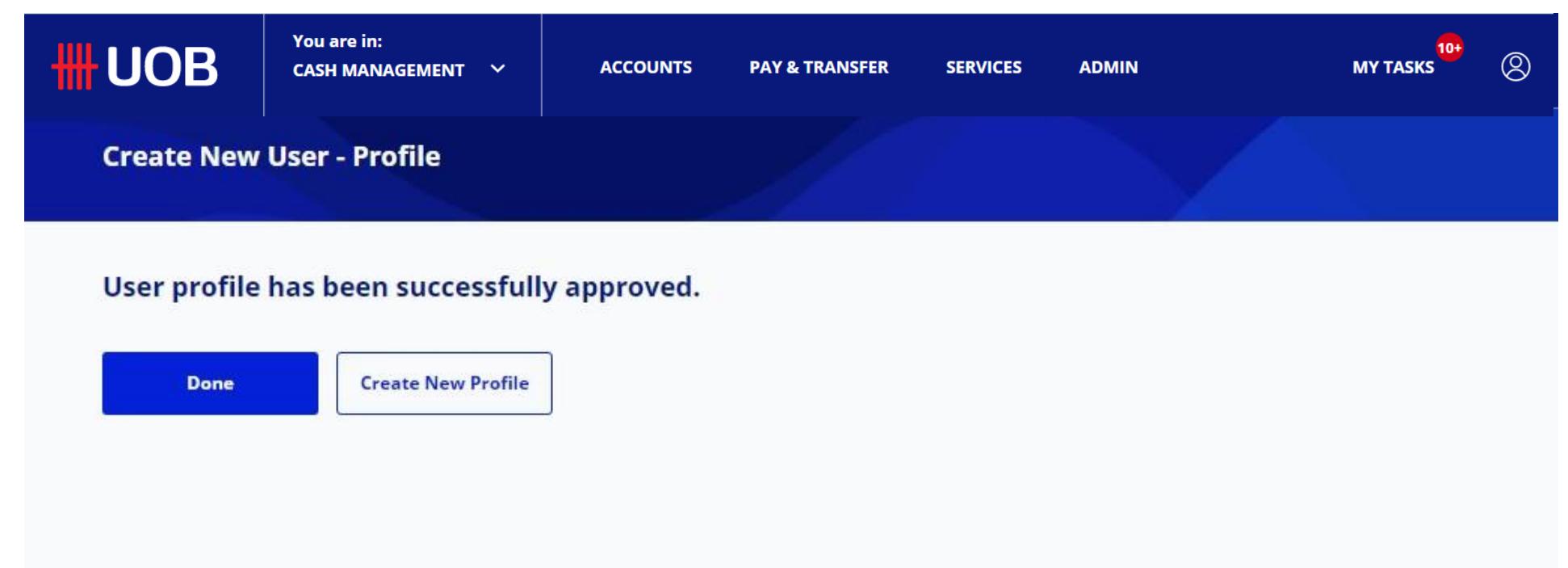
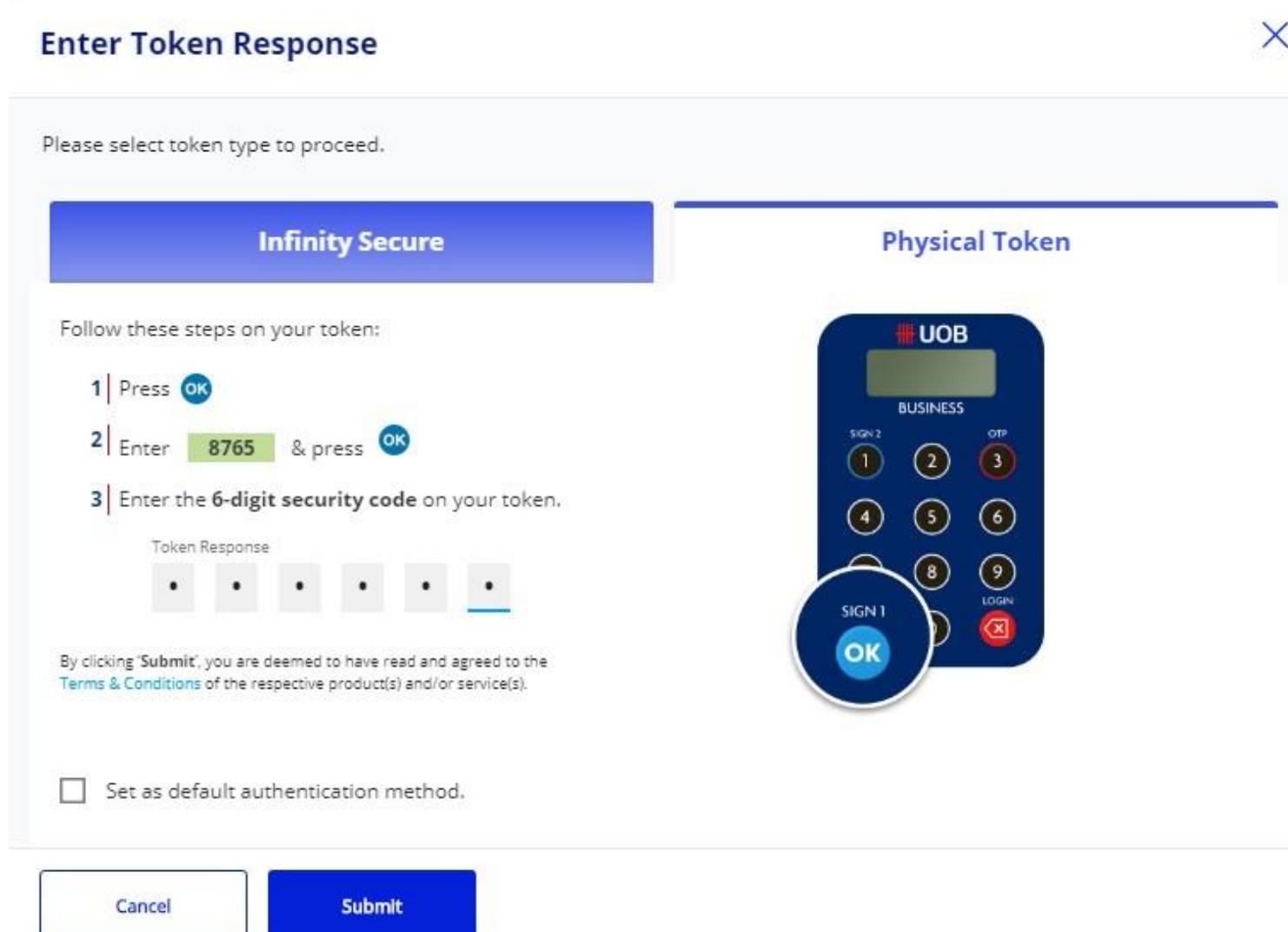
- Company & Administration Tasks:** Company & Administration Tasks, 5 Task(s) Selected, Task(s) Selected (20 User Admin, User - Portlets, 20 User Portlets), and Role(s) assigned by Bank (30 Customer Admin, User - CA - User Profile).
- Company & Functions to Access:** Authorisation Level, Authorisation Limit (Per Day), and What functions can user(s) access? (0 functions selected).

At the bottom right are three buttons: **Cancel**, **Edit**, and **Submit**.

# Bagaimana membuat Pengguna Baru

## Menyetujui Profil Pengguna Baru

1. Harap ikuti petunjuk di layar untuk mengotorisasi permintaan
2. Pesan konfirmasi akan ditampilkan jika profil pengguna telah berhasil disetujui. Harap beri tahu pengguna yang baru dibuat agar merujuk ke panduan ini tentang cara mengaktifkan ID pengguna dan mengatur kata sandi:  
<https://www.uob.co.id/corporate/infinity/guide-getting-started.pdf>



Catatan : Jika pengaturan Administratif memerlukan administrator lain untuk menyetujui, transaksi akan diajukan untuk persetujuan setelah klik kirim. Administrator lain harus menyetujui transaksi otorisasi yang tertunda ini dari "Tugas Saya" di bawah "Admin".

# Bagaimana membuat Pengguna Baru

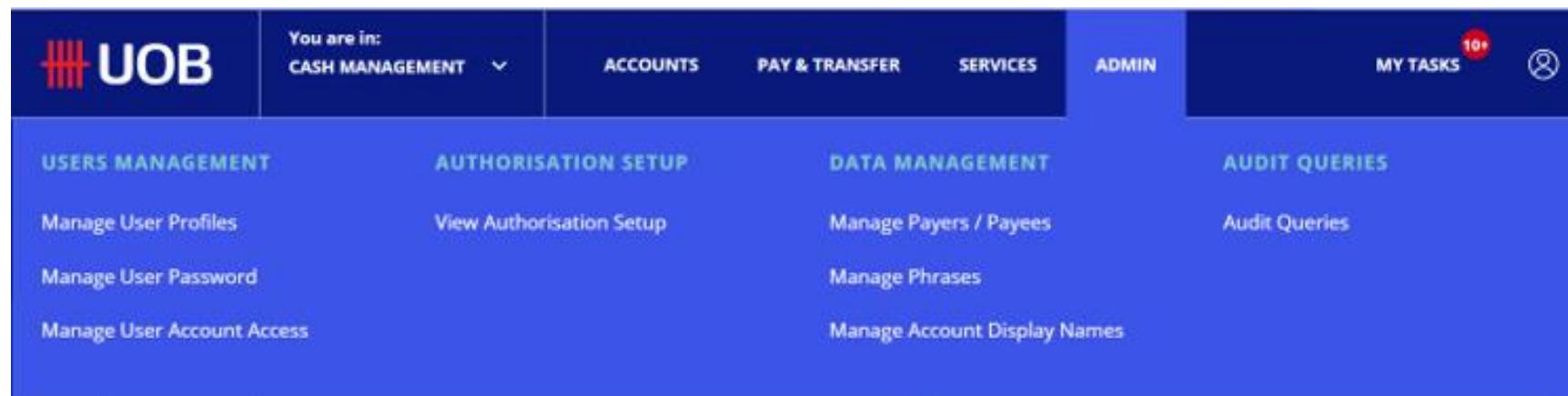
## Kelola Akses Akun Pengguna

### Langkah 1

Dari pilihan Menu di atas, arahkan kursor ke "Admin" dan pilih "Kelola Akses Akun Pengguna" di bawah kolom "Manajemen Pengguna".

### Langkah 2

Profil Pengguna Baru yang disetujui dalam pengaturan sebelumnya akan dicantumkan dengan ".." Jenis Aplikasi. Arahkan kursor ke ikon Tindakan, pilih "Edit" untuk mengatur akses akun pengguna. (Detailnya akan ditampilkan di halaman berikutnya).



A screenshot of the "Manage User Account Access" page. The title is "Manage User Account Access". Below it are filter buttons for Company, User ID, Application Type, and a "Clear Filter(s)" link. The main area shows a table with 280 Record(s). The columns are Company (sorted by name), First Name, Last Name, User ID, Application Type, and Action. In the Action column, for the first user listed (Company: LOPEZ GEB, First Name: Mark, Last Name: LOPEZ, User ID: GEBJ101002, Application Type: ..), a three-dot menu icon has a red arrow pointing to it, and a dropdown menu is open with "Edit" and "View Approved Details" options. The other two users in the list have similar details but different application types.

# Bagaimana membuat Pengguna Baru

## Kelola Akses Akun Pengguna

1. Detail pengguna akan ditampilkan di bagian ini dan tidak dapat diedit.
2. Pilih akun yang akan diakses oleh Pengguna.
3. Pilih "Ya" jika pengguna baru dibatasi untuk menggunakan rincian Penerima/Penerima yang Disetujui Sebelumnya saja.
4. Centang kotak jika pengguna baru diizinkan untuk melihat ikhtisar akun dan/atau aktivitas akun. (Selain akses peran pengguna yang ditetapkan di bawah profil pengguna, dua kotak centang ini digunakan untuk mengontrol lebih lanjut apakah pengguna dapat mengakses ikhtisar dan aktivitas akun tertentu.)
5. Klik di sini untuk memilih jenis transaksi yang akunya dapat digunakan oleh pengguna.
6. Klik tombol "Next" dan halaman detail akses akun pengguna akan ditampilkan di layar berikutnya.
7. Klik tombol "Kirim" dan ikuti petunjuk di layar untuk mengotorisasi permintaan. \*\*
8. Pesan konfirmasi akan ditampilkan saat akses akun pengguna berhasil disimpan. \*\*

1

2

3

4

5

6

7

8

**Edit User - User Account Access**

User Details

Organisation ID: [REDACTED] User ID: [REDACTED]

First Name: Mark Last Name: LOPEZ GEB101002

Country of Identification Document: SG Type of Identification Document: NRIC

Identification Document Number: 55402138K

Account and Product to Access

AIRELATED SERVICES PTE LTD (Default Company)

Select All Accounts

Current Account - Corporate 1463051688 - SGD

Limit transactions to only Pre-approved Payee? \*

Yes (radio button selected) No

What can the user view?

Account Overview (checkbox checked) Account Activities (checkbox checked)

What transactions can the user access?

Transactions \*

What transactions can user access?

Select All Banker's Guarantee Bulk Online Collection FAST/GIRO Bulk Online Collection Inter Bank Giro (IBG) Bulk Online Collection Inter Bank Giro (IBG) Express Bulk Online Payroll FAST/GIRO Employee Bulk Online Payroll FAST/GIRO Executive Bulk Online Payroll Inter Bank Giro (IBG) Employee

Cancel Clear Apply

1

2

3

4

5

6

7

8

**Current Account - Corporate 1013450132 - SGD**

**Current Account - Corporate 3513001469 - SGD**

Limit transactions to only Pre-approved Payee? \*

Yes (radio button selected) No

What can the user view?

Account Overview (checkbox checked) Account Activities (checkbox checked)

What transactions can the user access?

Transactions \*

**WANG WANG PTE LTD**

Select All Accounts

Current Account - Corporate 1013450124 - SGD

**Cancel Next**

**Enter Token Response**

Follow these steps on your token:  
1| Press 1  
2| Enter the 6-digit security code on your token.  
Token Response:   
By clicking 'Submit', you are deemed to have read and agreed to the Terms & Conditions of the respective product(s) and/or service(s).

Cancel Submit

**Edit User - User Account Access**

User Account Access has been successfully submitted.

Done

\*\* Catatan : Jika pengaturan Administratif memerlukan administrator lain untuk menyetujui, transaksi akan diajukan untuk persetujuan setelah klik kirim. Administrator lain harus menyetujui transaksi otorisasi yang tertunda ini dari pilihan Menu di atas, arahkan kursor ke "Admin" dan pilih "Kelola Akses Akun Pengguna" di bawah kolom "Manajemen Pengguna".

# Bagaimana Mengelola Pengguna yang Sudah Ada

## Mengelola Profil Pengguna

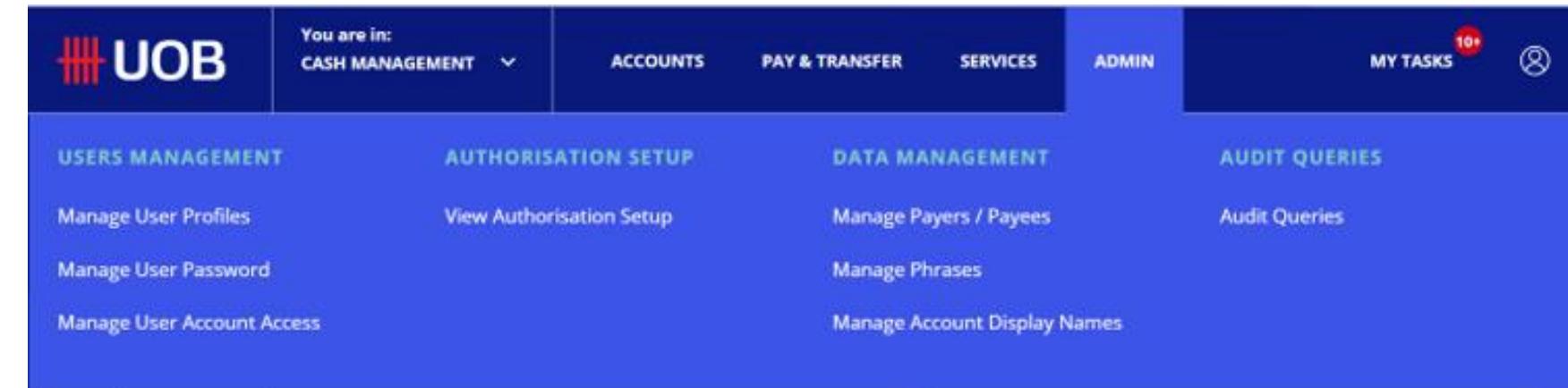
### Langkah 1

Dari bar menu atas, arahkan kursor ke "Admin" dan pilih "Kelola Profil Pengguna" di bawah kolom "Manajemen Pengguna".

### Langkah 2

1. Klik pada tab untuk beralih antara “Semua”, “Aktif”, “Tidak Aktif” dan “Terkunci” untuk profil pengguna. Pemisahan tab didasarkan pada status pengguna.
2. Gunakan opsi filer untuk melihat profil pengguna yang ada.
3. Ini memungkinkan Anda untuk:
  - Hapus pengguna
  - Mengedit profil pengguna.
  - Melihat profil pengguna

Anda tidak akan bisa menghilangkan atau mengubah profil pengguna jika perubahan profil menunggu disetujui.



A screenshot of the "Manage User Profile" page. At the top, it shows filter tabs: All (selected), Active, Inactive, and Locked. Below the filters, there are buttons for "+ Create New User", "User ID", "Application Type", and "Clear Filter(s)". A message "53 Record(s)" is displayed above a table. The table has columns: Company (sorted by First Name), First Name, Last Name, User ID, Application Type, Profile Status, and Action. The "Action" column contains three buttons: "Delete", "Edit", and "View Approved Details". Red numbers 1, 2, and 3 are overlaid on the interface to guide the user: 1 points to the "All" filter tab; 2 points to the "User ID" filter button; 3 points to the "Edit" button in the "Action" column of a specific row.

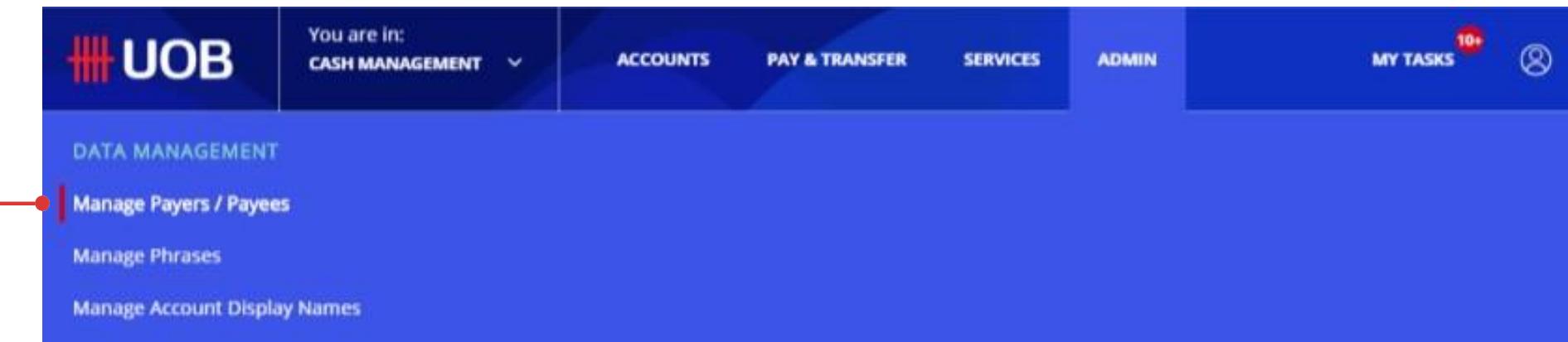
# Bagaimana Mengelola Pembayar/ Penerima Pembayaran

## Mengelola Pembayar/ Penerima Pembayaran

Anda dapat membuat detail penerima pembayaran/penerima (baik "Penerima Pembayaran Normal" atau "Penerima Pembayaran yang Disetujui Sebelumnya" (PAP)\*) di Daftar Penerima Pembayaran.

### Langkah 1

Dari bilah menu atas, arahkan kursor ke "Admin" dan pilih "Kelola Pembayar/Penerima Pembayaran" di bawah kolom "Manajemen Pengguna".



### Langkah 2

Klik "Buat Pembayar / Penerima Baru" (untuk membuat catatan baru) atau klik tombol "Edit" di dalam menu tindakan untuk memperbarui catatan yang ada.

A screenshot of the 'Manage Payers / Payees' page. The top navigation bar is identical to the previous screenshot. A red box labeled '2' points to the '+ Create New Payer / Payee' button. The main table shows two records: one for 'a new PAB' with a status of 'Pending Authorise' and another for 'asdasd' also with a status of 'Pending Authorise'. A red box labeled '2' points to the three-dot menu icon next to the first record, which opens a context menu with options: 'View Details', 'View Approved Details', and 'Edit'.

\*Lihat Lampiran - Manajemen Penerima Pembayaran Pra-Disetujui untuk fungsi akses yang diperlukan dan cara mengontrol pengguna melakukan pembayaran ke PAP saja.

# Bagaimana Mengelola Pembayar/ Penerima Pembayaran Baru

## Mengelola Pembayar/ Penerima Pembayaran Baru

### Langkah 1

Klik "Buat Pembayar/Penerima Pembayaran Baru".

### Langkah 2

1. Di halaman pembuatan, pilih nama perusahaan.
2. Pilih kategori transaksi yang ingin Anda daftarkan. Untuk panduan ini, kami menggunakan "Transfer Bank" sebagai sampel.
- Jika Anda membuat catatan penerima pembayaran non-UOB yang akan digunakan untuk transfer SGD ke SGD, silakan pilih "Transfer" sebagai kategori.
3. Masukkan nama dan alamat pembayar/penerima pembayaran.
4. Masukkan nomor rekening atau IBAN.
5. Pilih negara dari daftar dropdown.
6. Klik untuk mencari berdasarkan Nama Bank, BIC dan Alamat Bank. (Alamat Bank akan otomatis terisi setelah memilih Nama Bank/BIC dari daftar dropdown).
7. Centang kotak jika catatan ini akan digunakan sebagai rincian penerima pembayaran yang telah disetujui sebelumnya. Tunjukkan jumlah ambang untuk pembayaran kepada penerima pembayaran yang telah disetujui sebelumnya ini.
8. Centang kotak jika Anda perlu menambahkan detail bank perantara. Silakan pilih Negara Bank dan berikan "Nama Bank", "Kode BIC", "Alamat Bank".
9. Centang kotak jika Anda perlu menambahkan detail saran Penerima Pembayaran. Tunjukkan email Penerima Pembayaran yang ingin Anda kirimkan saran pembayaran.
10. Silakan klik tombol "Kirim" untuk melanjutkan.
11. Pesan konfirmasi akan ditampilkan setelah penerima pembayaran baru berhasil dikirim.

The screenshot illustrates the process of creating a new payer/payee in the UOB Cash Management system. It consists of three main panels:

- Manage Payers / Payees**: Shows a list of categories: Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, and Currency. A red box labeled "1" points to the "Create New Payer / Payee" button.
- Create New Payer / Payee**: This panel has two sections:
  - General Details**: Fields include "Company" (selected) and "Transaction Category" (set to "Telegraphic Transfer"). A red box labeled "2" points to the "Transaction Category" field.
  - Payer / Payee Account Details**: Fields include "Payee Name", "IBAN / Account No.", "Bank Country", "Bank Name", and "Bank Address". A red box labeled "3" points to the "Payee Name" field. A red box labeled "4" points to the "IBAN / Account No." field. A red box labeled "5" points to the "Bank Country" field. A red box labeled "6" points to the "Bank Address" field.
- Other Details**: This panel contains optional fields:
  - Pre-Approved Payee (checkbox checked): Currency (USD), Threshold Amount (0.00).
  - Intermediary Bank Details (checkbox checked): Bank Country (Singapore), Bank Name, SWIFT BIC Code.
  - Payee Advice Details (checkbox checked): Payee ID, Email 1, Email 2, Fax, Contact Number.A red box labeled "7" points to the "Currency" dropdown. A red box labeled "8" points to the "Bank Country" dropdown. A red box labeled "9" points to the "Email 1" field.

At the bottom of the "Create New Payer / Payee" panel, there are "Cancel" and "Submit" buttons. A red box labeled "10" points to the "Submit" button.

In the bottom right corner, a confirmation message is displayed: "Your Payer / Payee has been successfully submitted." A red box labeled "11" points to this message.

**Adding to Pre-Approved Payee**: A note on the right side states: "An authorisation process is needed to add a Pre-Approved Payee."

# 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 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. Pengirim Diperlukan: Kolom ini menunjukkan apakah ada langkah pengiriman (kirim ke bank) yang diperlukan dalam mandat otorisasi.
7. Batas Nilai: Kolom ini menunjukkan batas maksimum otorisasi untuk mandat.
8. Tingkat Otorisasi:
  - Ada 5 grup otorisasi di UOB Infinity: A, B, C, D dan E. Untuk mengetahui grup otorisasi mana yang dimiliki pemberi persetujuan, silakan buka layar "Kelola Profil Pengguna".
  - Jika hanya ada indikasi satu huruf (misalnya: "A"), artinya mandat otorisasi ini hanya membutuhkan satu approval dan approval harus berasal dari golongan A.
  - Jika ada komentar "Any Sequence" dan koma (misalnya: "A, B"), artinya, mandat membutuhkan 2 penyetuju, satu dari grup A dan satu dari grup B. Baik grup A atau grup B dapat menjadi pemberi persetujuan pertama.
  - Jika ada tanda panah (misalnya "A => B"), artinya mandat membutuhkan 2 approval, satu dari grup A dan satu dari grup B. Approver dari grup A harus menyetujui transaksi sebelum approval dari grup B dapat menyetujui .

The screenshot shows the 'Authorisation Setup' page in the UOB Infinity system. At the top, there are four main categories: USERS MANAGEMENT, AUTHORISATION SETUP, DATA MANAGEMENT, and AUDIT QUERIES. Under AUTHORISATION SETUP, the 'View Authorisation Setup' link is highlighted. Below this, there are four sub-links: Manage User Profiles, Manage User Password, Manage User Account Access, Manage Payers / Payees, Manage Phrases, and Manage Account Display Names. The main content area is titled 'Authorisation Setup' and displays a table with 29 records. The table has the following columns: Company (sorted by name), Account (sorted by number), Product, Transaction Type, Verifier Required, Authorisation Level, Sender Required, and Limit Amount. The 'Authorisation Level' column contains entries like 'A,B (Any Sequence)' and 'A'. The 'Limit Amount' column shows values such as 'SGD 9,999,999,999.00'. At the bottom right of the table, there is a 'Customise View' button.

Company ↑	Account ↓	Product	Transaction Type	Verifier Required	Authorisation Level	Sender Required	Limit Amount ↓
[REDACTED]	[REDACTED]	*	--	N	A,B (Any Sequence)	N	SGD 9,999,999,999.00
[REDACTED]	[REDACTED]	*	--	N	A,B (Any Sequence)	N	SGD 9,999,999,999.00
[REDACTED]	[REDACTED]	*	--	N	A	N	SGD 9,999,999,999.00

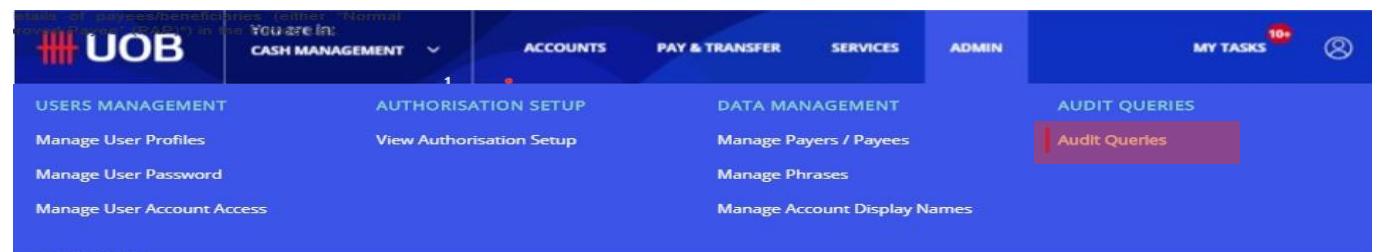
# Bagaimana Cara Melihat Pertanyaan Audit

## Pertanyaan Audit

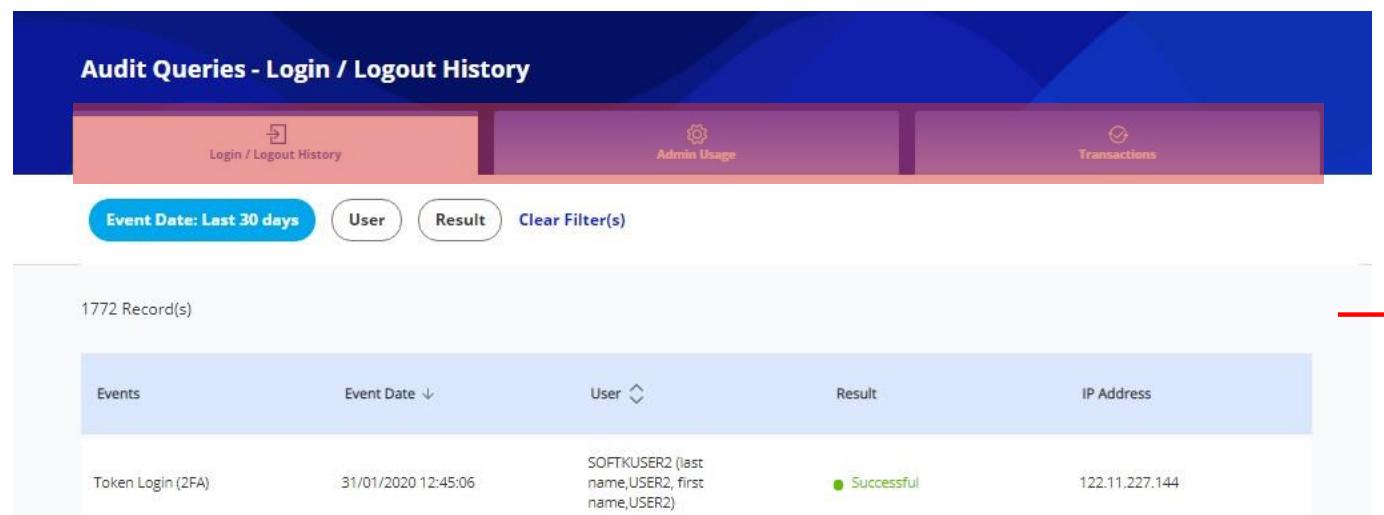
Dari bilah menu atas, arahkan kursor ke "Admin" dan pilih "Pertanyaan Audit" di bawah kolom "Pertanyaan Audit".

Pertanyaan Audit dikategorikan sebagai berikut:

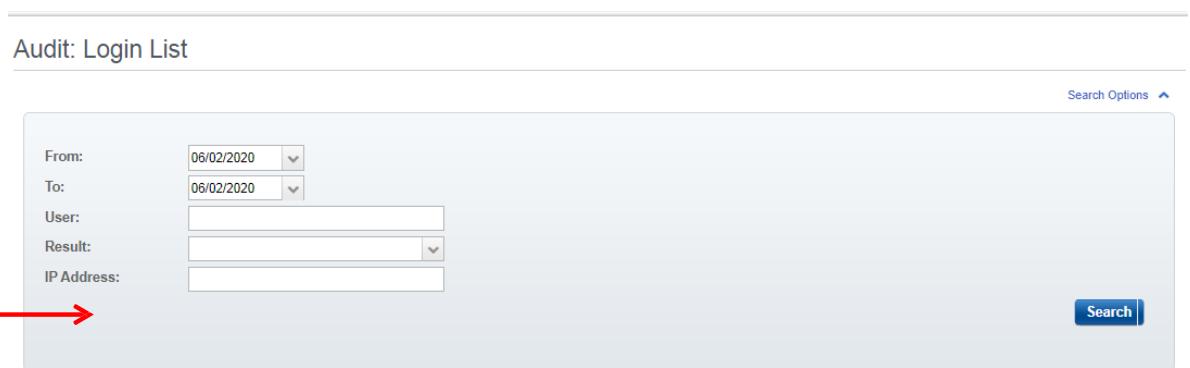
- Riwayat Login/Logout – Log semua aktivitas login & logout.
- Penggunaan Admin – Mencatat semua aktivitas administrator Perusahaan
- Transaksi – Log semua aktivitas transaksional & pertanyaan oleh pengguna.



The screenshot shows the UOB CASH MANAGEMENT interface. In the top navigation bar, under the 'ADMIN' tab, there is a red-highlighted button labeled 'Audit Queries'. Below this, there are several other administrative links: 'Manage User Profiles', 'View Authorisation Setup', 'Manage Payers / Payees', 'Manage Phrases', and 'Manage Account Display Names'. A red arrow points from the 'Audit Queries' button in the top navigation to the corresponding link in the main content area.



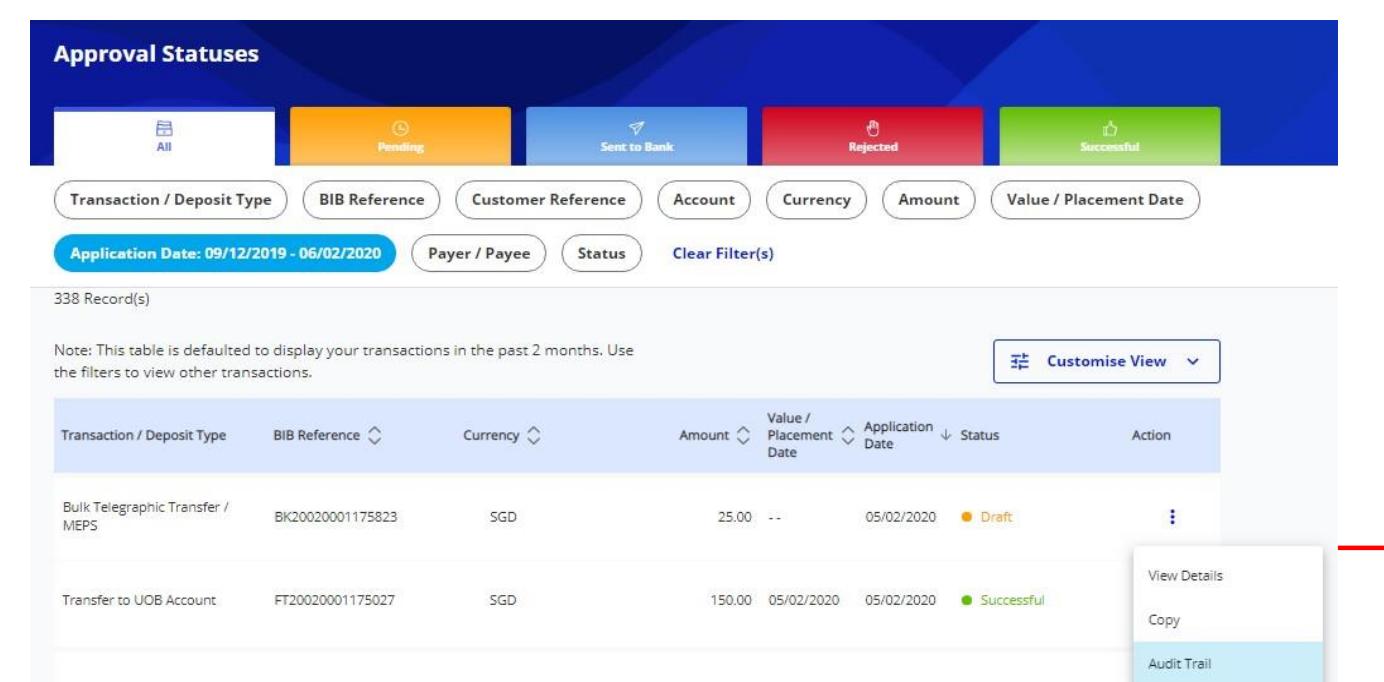
This screenshot shows the 'Audit Queries - Login / Logout History' page. It displays a table with 1772 records. The columns include 'Events', 'Event Date', 'User', 'Result', and 'IP Address'. One row is highlighted, showing a 'Token Login (2FA)' event on '31/01/2020 12:45:06' for user 'SOFTKUSER2' with a result of 'Successful' and IP address '122.11.227.144'. A red arrow points from the 'Audit: Login List' search form on the right to this table.



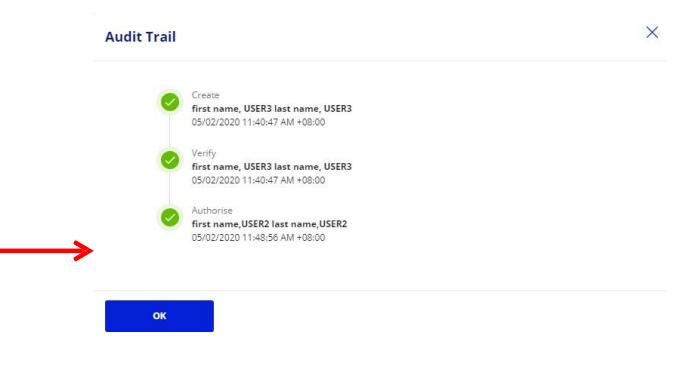
This screenshot shows the 'Audit: Login List' search form. It includes fields for 'From' (06/02/2020), 'To' (06/02/2020), 'User' (empty), 'Result' (empty), and 'IP Address' (empty). A red arrow points from the search form back to the 'Audit Queries - Login / Logout History' table.

## Jejak Audit

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



This screenshot shows the 'Approval Statuses' page. It displays a table with 338 records. The columns include 'Transaction / Deposit Type', 'BIB Reference', 'Currency', 'Amount', 'Value / Placement Date', 'Application Date', 'Status', and 'Action'. One transaction is highlighted: 'Bulk Telegraphic Transfer / MEPS' with BIB reference 'BK20020001175823', amount '25.00', value date '05/02/2020', application date '05/02/2020', status 'Draft', and action 'Create'. A red arrow points from this transaction detail to the 'Audit Trail' modal.



This screenshot shows the 'Audit Trail' modal. It lists three audit steps: 'Create' (first name, USER3 last name, USER3, 05/02/2020 11:40:47 AM +08:00), 'Verify' (first name, USER3 last name, USER3, 05/02/2020 11:40:47 AM +08:00), and 'Authorise' (first name, USER2 last name, USER2, 05/02/2020 11:45:56 AM +08:00). A red arrow points from the 'Audit Trail' button in the Approval Statuses table to this modal.

# Layanan

## Layanan Buku Cek

- 1** Bagaimana meminta Buku Cek
- 2** Bagaimana menanyakan status Cek

## Kirim File ke UOB

- 11** Bagaimana Cara Mengirim File VAN

## Pemberitahuan

- 12** Bagaimana mengelola pemberitahuan
- 13** Bagaimana membuat pemberitahuan baru

# Cara Meminta Buku Cek

## Meminta Buku Cek

Untuk meminta buku cek, klik tab “Layanan”, diikuti dengan “Minta Buku Cek”.

### Langkah 1

1. Pilih Nama Akun dari daftar dropdown.
2. Pilih jumlah buku yang dibutuhkan
3. Pilih mode pengiriman. (alamat email akan otomatis terisi setelah memilih akun).
4. Klik "Berikutnya" untuk melanjutkan

New  
Create New Cheque Book Request

1 Enter Details    2 Authorise    3 Send to Bank

BIB Reference  
SE20010001166874

1 Cheque Books Required \*  
2 Mailing Address  
3 Delivery Mode \*

Save as Draft

1  
2  
3  
4

### Langkah 2

5. Periksa detail buku cek yang Anda pilih.
6. Klik "Kirim" untuk melanjutkan.
7. Ikuti petunjuk di layar untuk mengotorisasi permintaan
8. Jika permintaan berhasil dikirim, Anda akan melihat pesan konfirmasi.

You are in:  
CASH MANAGEMENT

New  
Create New Cheque Book Request

1 Enter Details    2 Authorise    3 Send to Bank

BIB Reference  
SE20010001166874

Application Date : 22/01/2020

Save as Draft

1  
2  
3  
5  
6

Enter Token Response

Infinity Secure

Physical Token

Follow these steps on your token:

- 1 Press 1
- 2 Enter the 6-digit security code on your token.

Token Response

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

Set as default authentication method.

Cancel    Submit

7

Processing  
Create New Cheque Book Request

1 Enter Details    2 Authorise    3 Send to Bank

BIB Reference  
SE20010001166874

Your Cheque Book Request has been successfully released to the bank.

BIB Reference: SE20010001166874

Applications received after 9.30pm (Mon - Sat) will be processed the next working day. There will not be any processing done on Sundays and Public Holidays.

View    Request Another

8

# Cara Menanyakan Status Cek

## Menanyakan Status Cek

Untuk menanyakan status pemeriksaan, klik tab "Layanan", diikuti oleh "Tanyakan Status Cek".

1. Pilih "Nama Perusahaan" dan "Nomor Rekening" daridaftar drop-down.
2. Pilih jenis cek
3. Masukkan kisaran nomor cek yang ingin Anda tanyakan.
4. Klik "Kirim" untuk melanjutkan.
5. Setelah mengklik tombol "Kirim", cek akan ditampilkan dengan 10 daftar rekaman.

(Cek yang telah diserahkan ke bank lebih dari 60 harilalu tidak akan tersedia untuk Periksa Status Enquiry).

The screenshot shows the UOB Enquire Cheque Statuses interface. The main menu includes ACCOUNTS, PAY & TRANSFER, SERVICES (selected), ADMIN, and MY TASKS (with 10+ notifications). A sub-menu for 'Enquire Cheque Statuses' is open, showing a list of payees and their details. The main form has the following fields:

- 1. Company Name: A dropdown menu with several options, with the first one highlighted.
- 2. Cheque Type: A dropdown menu set to "Cheque".
- 3. From: Cheque No. \* 120
- 4. To: Cheque No. \* 129
- 5. Submit: A blue button.

A note at the bottom states: "Cheque(s) that has been presented to the bank more than 60 days ago will not be available for Cheque Status Enquiry." The results table shows the following data:

cheque number	transaction date	cheque status
0000000120	12/06/2019	● Stop Payment
0000000121	12/06/2019	● Stop Payment
0000000122	12/06/2019	● Stop Payment
0000000123	12/06/2019	● Stop Payment
0000000124	12/06/2019	● Stop Payment
0000000125	12/06/2019	● Stop Payment
0000000126	12/06/2019	● Stop Payment

# Cara Menggunakan Opsi Filter

## Contoh Opsi Filter

### 1. Perusahaan

Ini memungkinkan Anda untuk memilih Nama Perusahaan yang diinginkan untuk dilihat.

1

Company

Filter by Company

GLS SEAFOOD PTE LTDXXXXXUAT1  
 JACKY CHAN FILM AND COMPANY PRIVATE

Cancel Clear Apply

### 2. Akun

Pemilihan akun memungkinkan Anda untuk melihat transaksi yang terkait dengan akun yang dipilih.

2

Account

Filter by Account

Current&Account-Corporate 1013517040  
 JACKY C FILM CO PTE LTD 1143061006  
 JACKY C FILM CO PTE LTD 1143061006

Cancel Clear Apply

### 3. Tanggal Aplikasi

Pemilihan tanggal atau rentang tanggal dalam filter ini akan mengisi transaksi yang dibuat dalam tanggal yang dipilih.

3

Application Date

16/01/2020 - 25/01/2020

Today Yesterday Last 7 days Last 30 days Select date range

January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29

Cancel Clear Apply

### 4. PayNow ID

Pemilihan ID PayNow memungkinkan Anda untuk melihat catatan PayNow terikat ke akun yang dipilih.

4

PayNow ID

Filter by PayNow ID

53030933E  
 715946801H

Cancel Clear Apply

### 5. Tipe aplikasi

Pemilihan Jenis Aplikasi memungkinkan Anda untuk melihat catatan yang terkait dengan akun yang dipilih.

5

Application Type

Filter by Application Type

Deleted  
 Modified  
 New

Cancel Clear Apply

### 6. Status

Pemilihan status akan memfilter daftar ke status yang terkait dengan yang dipilih.

6

Status Clear Filter(s)

Filter by Status

Deregistered  
 Registered  
 Rejected

Cancel Clear Apply

# Cara Mengirim File Nomor Virtual Account (VAN)

## Kirim File ke UOB

Harap perhatikan bahwa Anda tidak boleh menggunakan langkah-langkah berikut untuk mengirimkan file massal transaksional (mis. RTGS, LLG, Online (ATM switching), Telegraphic Transfer).

1. Dari bilah menu atas, arahkan kursor ke 'Layanan' dan klik "Kirim File ke UOB".
2. Pilih nomor akun asal, unggah file dan klik "Kirim".

The screenshot shows the UOB CASH MANAGEMENT interface. At the top, there is a navigation bar with the UOB logo, user information ('You are in: CASH MANAGEMENT'), and menu options: ACCOUNTS, PAY & TRANSFER, SERVICES (selected), ADMIN, MY TASKS (with 10+ notifications), and a help icon.

The main content area is divided into three sections:

- CHEQUE SERVICES:** Request Cheque Books, Stop Cheque Requests, Enquire Cheque Statuses.
- PAYNOW SERVICES:** Manage / Register PayNow (button 1), Generate QR Code.
- SEND TO UOB:** Send Files to UOB (button 2).

The second section, 'What file type are you uploading?', shows a dropdown menu set to 'VAN Account File'.

The third section, 'From', contains a search bar for 'Account Name, Currency, or Account Number \*'.

The final section, 'Upload File', features a large input field with a placeholder 'Drag your files (.txt,.xml,.pgp) here or choose file \*'. A note below states: 'You can upload and send one file each time. Maximum file size is 5MB'. A red arrow labeled '2' points to the 'choose file' button.

# Cara Mengelola Pemberitahuan

## Mengelola Pemberitahuan

Dari bilah menu atas, arahkan kursor ke "Layanan" dan pilih "Kelola Pemberitahuan" di bawah kolom "Pemberitahuan".

Pemberitahuan dipisahkan sebagai berikut:

1. Tab "Status Persetujuan": Jika transaksi telah berhasil dikirim ke Bank, pengguna dapat diberitahu melalui email/SMS setiap kali ada perubahan status.
2. Tab "Tanggal Transaksi": Pengguna dapat diberi tahu hingga 100 hari sebelum/sesudah tanggal nilai.

The screenshot shows the UOB CASH MANAGEMENT dashboard. At the top, there's a navigation bar with the UOB logo, user information ('You are in: CASH MANAGEMENT'), and menu items: ACCOUNTS, PAY & TRANSFER, SERVICES (which is underlined), ADMIN, and MY TASKS (with a red badge showing '10+'). Below the navigation, there are four main service sections: CHEQUE SERVICES, PAYNOW SERVICES, SEND TO UOB, and NOTIFICATIONS. The NOTIFICATIONS section is highlighted with a red border, and it contains a link labeled 'Manage Notifications'.

The screenshot shows the 'Manage Notifications' page. The title is 'Manage Notifications' with a '+ Create New Notification' button. The interface includes two filter sections: 'Approval Statuses' and 'Transaction Dates'. Below these is a message '1 Record(s)'. A table lists a single record with columns: Company (dropdown), Transaction Type (Bill Payment), Amount (Any Amount), Approval Status(es) to Monitor (Rejected, Successful, Processing), Notify (list: 1. Maker (via Email), 2. Authoriser/Verifier (via Email), 3. vend\*\*@sg.uob), and Action (dropdown with options: Edit, View Details, Delete). To the right of the table is a 'Customise View' dropdown menu with checkboxes for Company, Transaction Category, Transaction Type, Amount, and Approval Status(es) to Monitor. At the bottom are 'Cancel', 'Clear', and 'Apply' buttons. A context menu is open over the first row, with a red arrow pointing to the 'Edit' option.

# Cara Membuat Pemberitahuan Baru

## Membuat Pemberitahuan Baru

### Langkah 1

Klik tombol "Buat Pemberitahuan Baru".

### Langkah 2

1. Pilih "Nama Perusahaan". Jika Anda memiliki akses ke satu entitas saja, "Nama Perusahaan" akan ditampilkan sebagai default.
2. Pilih "Kategori Transaksi" dan "Jenis Transaksi".
3. Masukkan rincian kisaran jumlah.
4. Pilih status transaksi.
5. Pilih penerima. Jika Anda memilih "Penerima Lainnya", Anda dapat menambahkan hingga 5 penerima.
6. Klik tombol "Berikutnya" untuk melanjutkan pembuatan notifikasi baru Anda.
7. Ikuti petunjuk di layar untuk mengotorisasi permintaan.
8. Pesan konfirmasi akan ditampilkan setelah pemberitahuan baru berhasil dikirimkan.

The image consists of six screenshots illustrating the process of creating a new notification:

- Screenshot 1:** The "Manage Notifications" page in the UOB Cash Management system. A red box highlights the "+ Create New Notification" button.
- Screenshot 2:** The "New Notification - Approval Status" wizard, Step 1: Enter Details. It shows the "Company" dropdown (1), "Transaction Category" dropdown (2), and "Transaction Type" dropdown (3).
- Screenshot 3:** The "When the amount is" dropdown (3) and the "When the approval status(es) is / are" dropdown (4), both showing their respective options.
- Screenshot 4:** The "Notify" recipient configuration screen. A red box highlights the recipient's email address (5). The "Next" button (6) is also highlighted.
- Screenshot 5:** The "Enter Token Response" dialog. A red box highlights the "Press 3" button (7) on a digital token device.
- Screenshot 6:** A confirmation message: "Your new notification submission has been processed successfully." A red box highlights this message.

# Lampiran – Manajemen Penerima Pembayaran yang Disetujui Sebelumnya

## Administrator Perusahaan Dapat Menetapkan Akses Penerima Pembayaran (PAP) yang Disetujui Sebelumnya

Untuk membuat PAP, di bawah ini diperlukan dua akses fungsi:

50 PAB – Buat

50 PAB – Setuju

### Kelola Profil Pengguna

#### Langkah 1

Dari bilah Menu Atas, arahkan cursor ke "Admin" dan pilih "Kelola Profil Pengguna" di bawah kolom "Manajemen Pengguna".

#### Langkah 2

1. Filter pengguna tertentu dengan memasukkan ID pengguna dan pilih "Edit" di bawah ikon Tindakan.
2. Di bawah bagian Perusahaan & Fungsi untuk Mengakses, tetapkan peran di bawah ini kepada pengguna.
  - 50 PAB – Buat – Tetapkan ke pengguna yang dapat membuat PAP
  - 50 PAB – Menyetujui – Menetapkan kepada pengguna yang dapat membuat/menyetujui PAP
3. Klik tombol "Berikutnya" untuk melanjutkan mengirimkan perubahan untuk persetujuan.

Tercatat: Pastikan perusahaan Anda memilih "Kontrol Ganda" di bawah pengaturan Kontrol Persetujuan Administrator Perusahaan. Jika Kontrol Tunggal sedang disiapkan, pengguna yang menetapkan "50 PAB – Buat" atau "50 PAB – Menyetujui" akan berhasil membuat PAP tanpa Persetujuan.

### Penerima Pembayaran yang Disetujui Sebelumnya vs. Penerima Pembayaran Normal

- **Penerima Pembayaran yang Disetujui Sebelumnya :** Detail penerima pembayaran dibuat/dipertahankan/Disetujui oleh pengguna tertentu saja. Ini untuk memastikan pembayaran dilakukan kepada penerima pembayaran yang telah ditentukan sebelumnya dan pengguna lain tidak dapat mengubahnya.
- **Penerima Pembayaran Normal :** Semua pengguna dapat membuat/mempertahankan penerima pembayaran normal. Detail penerima pembayaran dapat diubah oleh pengguna mana pun kapan saja.

The screenshot illustrates the UOB Cash Management system interface across three main sections: 'Manage User Profile', 'Company & Administration Tasks', and 'Company & Functions to Access'.

- Manage User Profile:** Shows a list of users with columns for Company, First Name, Last Name, User ID, and Status (Active or Inactive). A user named Jessie Lacuna (User ID: LACUNA GEBJ081302) is selected, and a context menu is open with options 'Edit' (marked with red number 1) and 'View Approved Details'. The status is shown as 'Active'.
- Company & Administration Tasks:** A search bar for 'Company & Administration Tasks \*' is present. A token detail card is displayed, showing 'Token Serial Number: 2651292742', 'Private Token No', 'Token Status: Activated', and a barcode.
- Company & Functions to Access:** This section lists company access roles. It includes a table with columns for Company, Role(s), Authorisation Level, and Amount. A specific row for 'Company' is highlighted with a red circle and number 2. A 'Next' button is at the bottom right, marked with red number 3.

# Lampiran – Manajemen Penerima Pembayaran yang Disetujui Sebelumnya (lanjutan)

Administrator Perusahaan Dapat membatasi pengguna hanya melakukan pembayaran ke PAP, akun pengguna harus disetel dengan "Batasi transaksi ke penerima pembayaran yang disetujui sebelumnya = Ya".

## Kelola Akses Akun Pengguna

### Langkah 1

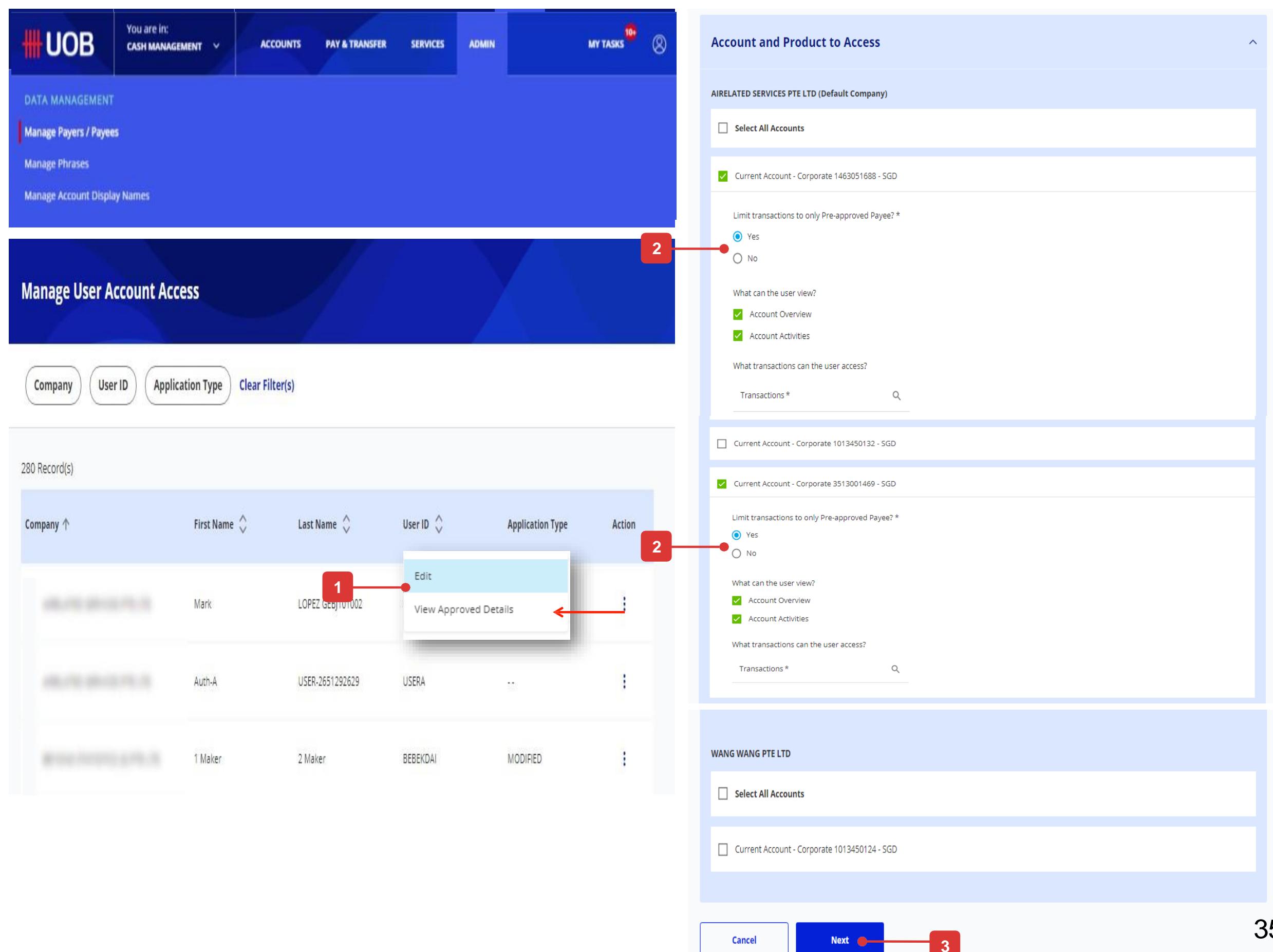
Dari bilah Menu Atas, arahkan kursor ke "Admin" dan pilih "Kelola Akses Akun Pengguna" di bawah kolom "Manajemen Pengguna".

### Langkah 2

1. Filter pengguna tertentu dengan memasukkan ID penggunanya dan pilih "Edit" di bawah ikon Tindakan.
2. Di bawah setiap tautan akun ke pengguna, pilih Ya di bawah "Batasi transaksi ke penerima pembayaran yang disetujui sebelumnya". Pengguna hanya akan dapat memilih penerima pembayaran dari daftar PAP dari layar inisiasi transaksi.
3. Klik tombol "Berikutnya" untuk melanjutkan mengirimkan perubahan untuk persetujuan.

### Ketika batas transaksi ke PAP diatur sebagai YA

- Pengguna dapat memilih penerima pembayaran/penerima dari daftar PAPs.
- Pengguna tidak dapat memasukkan/memodifikasi detail penerima pembayaran/penerima pada layar pembuatan transaksi.
- Pengguna tidak dapat memilih penerima pembayaran/penerima normal dari daftar penerima pembayaran.



# Lampiran – Manajemen Penerima Pembayaran yang Disetujui Sebelumnya (lanjutan)

## Cara Membuat Pre-Approved Payee (PAP)

**Untuk membuat PAP , kotak centang Penerima**

**Pembayaran yang telah disetujui sebelumnya  
harus dipilih saat penerima pembayaran dibuat**

### Kelola Pembayar/ Penerima Pembayaran

Anda dapat membuat detail penerima pembayaran/penerima manfaat yang telah disetujui sebelumnya Di bawah Kelola Pembayar/Penerima Pembayaran

#### Langkah 1

Dari bilah menu atas, arahkan cursor ke "Admin" dan pilih "Kelola Pembayar/Penerima Pembayaran" di bawah kolom "Manajemen Pengguna".

#### Langkah 2

1. Filter pengguna tertentu dengan memasukkan ID pengguna dan pilih "Edit" di bawah ikon Tindakan.
2. Di bawah bagian detail lainnya, centang kotak "Penerima Pembayaran yang Disetujui Sebelumnya" untuk menyiapkan penerima pembayaran ini sebagai PAP. Ketika kotak centang dipilih, mata uang ambang dan jumlah harus diisi. Ini untuk mengontrol jumlah transaksi maksimum yang diizinkan untuk dibayarkan ke PAP ini.
3. Klik tombol "Kirim" untuk melanjutkan mengirimkan perubahan untuk persetujuan.

The screenshot shows the UOB Cash Management interface. At the top, there's a navigation bar with 'CASH MANAGEMENT' selected. Below it, the main menu includes 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. A red box labeled '2' highlights the 'MY TASKS' button. On the left, under 'DATA MANAGEMENT', there are links for 'Manage Payers / Payees', 'Manage Phrases', and 'Manage Account Display Names'. In the center, a sub-menu titled 'Manage Payers / Payees' is shown with a 'Create New Payer / Payee' button. Below this are several filter buttons: Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, Currency, Threshold Amount, Maker User, Application Type, Pending Authorise, and Clear Filter(s). A message '28 Record(s)' is displayed above a table. The table has columns: Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, Application Type, Status, and Action. One row in the table is highlighted with a red box labeled '1', showing a dropdown menu with 'View Details' and 'Edit' options. To the right of the table, a large form titled 'Adding to Pre-Approved Payee' is shown. It includes sections for 'Other Details' (with a checked 'Pre-Approved Payee' checkbox), 'Intermediary Bank Details' (with a checked 'Bank Country' checkbox set to 'Singapore'), and 'Payee Advice Details' (with fields for Payee ID, Email 1, Email 2, Fax, and Contact Number). A red box labeled '3' points to the 'Submit' button at the bottom of the form. A note on the right says: 'Adding to Pre-Approved Payee' and 'An authorisation process is needed to add a Pre-Approved Payee.'

# Lampiran – Akses Eksekutif Penggajian

## Administrator Perusahaan Dapat Menetapkan Akses Eksekutif Penggajian ke Pengguna Penggajian

**Untuk perusahaan yang ingin memisahkan Penggajian**

**Karyawan dan Eksekutif, Administrator Perusahaan dapat mengontrol melalui Kelola Profil Pengguna dan Akun Pengguna**

### Kelola Profil Pengguna

#### Langkah 1

Dari bilah Menu Atas, arahkan cursor ke "Admin" dan pilih "Kelola Profil Pengguna" di bawah kolom "Manajemen Pengguna".

#### Langkah 2

1. Filter pengguna tertentu dengan memasukkan ID pengguna dan pilih "Edit" di bawah ikon Tindakan.
2. Di bawah bagian Perusahaan & Fungsi untuk Mengakses, tetapkan peran di bawah ini kepada pengguna Penggajian yang dapat mengakses transaksi penggajian untuk eksekutif

#### - Pengguna Penggajian:

- 01 Bulk Payroll EX NG – Buat ATAU 01 Bulk Payroll EXEC – Buat\*
- 01 Bulk Payroll EX NG – Unggah ATAU 01 Bulk Payroll EXEC – Unggah\*
- 33 Akses Jumlah Penggajian - 33 Akses Detail Penggajian

#### - Penandatangan Penggajian:

- 01 Bulk Payroll EX NG – Setujui ATAU 01 Bulk Payroll EXEC – Setujui\*
- 33 Akses Jumlah Penggajian (Jika dia dapat mengakses jumlah penggajian)
- 33 Akses Detail Payroll (Jika dia dapat mengakses detail penerima)

3. Klik tombol "Berikutnya" untuk melanjutkan mengirimkan perubahan untuk persetujuan.

Tercatat: Pastikan pengguna Penggajian yang dapat mengakses transaksi penggajian untuk karyawan ditugaskan hanya dengan Peran EMPL Penggajian Massal ATAU Bulk Payroll EMPL.

\*Peran EMPL Penggajian Massal mencakup mode pembayaran tambahan (IBG). Mengacu pada Ringkasan Peran Deskripsi untuk daftar produk di setiap peran.

The screenshot shows the UOB Cash Management interface. In the top navigation bar, 'CASH MANAGEMENT' is selected. The 'ADMIN' tab is active, showing 'MY TASKS' with 0 tasks. Below the tabs are four main menu items: 'USERS MANAGEMENT', 'AUTHORISATION SETUP', 'DATA MANAGEMENT', and 'AUDIT QUERIES'. Under 'USERS MANAGEMENT', there are three sub-options: 'Manage User Profiles', 'Manage User Password', and 'Manage User Account Access'. Under 'AUTHORISATION SETUP', there are three sub-options: 'View Authorisation Setup', 'Manage Payers / Payees', and 'Audit Queries'. On the right side of the screen, there is a sidebar titled 'Token Details' which includes fields for 'Token Serial Number' (2651292742), 'Private Token' (No), 'Token Status' (Activated), and 'Remarks'. Below the sidebar is a section titled 'Company & Administration Tasks' with a search bar. The main content area is titled 'Manage User Profile' and shows a table of user records. The table has columns: First Name, Last Name, User ID, Application Type, Profile Status, and Action. One record is highlighted: 'Jessie LACUNA GEBJ081302 LACUNA'. A context menu for this record is open, showing options: 'Delete', 'Edit' (which is highlighted with a red box labeled '1'), and 'View Approved Details'. To the right of the table, there is a section titled 'Company & Functions to Access' with a table of company records. Each record has a checkbox and a row of buttons for 'Role(s)', 'Authorisation Level', 'CCY', and 'Amount'. A red box labeled '2' points to one of the checked checkboxes. At the bottom right of the page, there are 'Cancel' and 'Next' buttons, with a red box labeled '3' pointing to the 'Next' button.

# Lampiran – Akses Eksekutif Penggajian (lanjutan)

## Administrator Perusahaan Dapat Menetapkan Akses Eksekutif Penggajian ke Pengguna Penggajian

### Kelola Akun Pengguna

#### Langkah 1

Dari bilah Menu Atas, arahkan cursor ke "Admin" dan pilih "Kelola Akses Akun Pengguna" di bawah kolom "Manajemen Pengguna".

#### Langkah 2

1. Filter pengguna tertentu dengan memasukkan ID penggunanya dan pilih "Edit" di bawah Tindakan ikon.
2. Di bawah Bagian Transaksi dari setiap akun yang ditautkan, pilih Transaksi Penggajian Eksekutif untuk pengguna Penggajian yang dapat mengakses transaksi penggajian untuk eksekutif.
3. Klik tombol "Berikutnya" untuk melanjutkan mengirimkan perubahan untuk persetujuan.

Catatan: Pastikan pengguna Penggajian yang dapat mengakses transaksi penggajian untuk karyawan ditugaskan hanya dengan Transaksi Penggajian Karyawan.

The screenshot shows the UOB Cash Management interface. At the top, there is a navigation bar with the UOB logo, the text 'You are in: CASH MANAGEMENT', and menu items: ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with a red '0' badge). Below the navigation bar, there are four main sections: USERS MANAGEMENT, AUTHORITY SETUP, DATA MANAGEMENT, and AUDIT QUERIES. Under USERS MANAGEMENT, the 'Manage User Account Access' link is highlighted. The central part of the screen is titled 'Manage User Account Access' and displays a table with 280 records. The columns are Company, First Name, Last Name, User ID, Application Type, and Action. One row is selected, showing 'AIRELATED SERVICES PTE LTD' as the company, 'Mark' as the first name, 'LOPEZ GEBJ101002' as the user ID, and 'GEBJ101' as the application type. An 'Edit' button is visible in the Action column. A modal dialog box is open over the table, centered on the selected row. The dialog has two buttons: 'View Approved Details' (with a red arrow pointing to it) and 'Edit' (with a red number '1' next to it). To the right of the table, there is a sidebar titled 'Account and Product to Access'. It contains sections for 'AIRELATED SERVICES PTE LTD (Default Company)', 'What can the user view?', and 'What transactions can the user access?'. At the bottom right of the sidebar, there are 'Cancel' and 'Next' buttons, with a red number '3' next to the 'Next' button.

# INFINITY

# User Guide



# Admin and Services

# Admin

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- 1 How to Create New User**
- 2 How to Manage Existing User**
- 3 How to Create New Payers/ Payees**
- 4 How to Manage Payers/ Payees**
- 5 How to View Authorisation Setup**
- 6 How to View Audit Queries**
- 7 Appendix**
  - User Roles Assignment
  - Summary of Roles
  - Pre-Approved Payee (PAP) Management
  - Payroll Executive Access

# How to Create New User

To create a new user, you have to complete user profile and user account access setup.

## Create New User Profile

### Step 1

Click “Create new user” and please follow step 2 below.

### Step 2

1. The Organisation ID will be auto populated. Enter the user ID, first name and last name.
2. Select the “country of identification document” from the dropdown list.
3. Select the “Type of identification document” and key in the document number.
4. Profile status will be inactive as default. The user can self-activate his/her own user ID once he/she tries to login for the first time.
5. Enter the “Contact Email” and “Contact Number”. These information is important as it will be used for registration and activation of Infinity Secure.
6. Select the default company from the drop down list (Multiple companies will be available for Primary/Affiliate company access. Select the default company that user belongs to).
7. Select the “Location”, “Time Zone”, “Base Currency” and “Language”.
8. If your company has extra physical tokens, you will be able to search and assign a token to the newly created user.
9. Select Company & Administration Tasks which you want to assign to the new user – Refer to Bank Staff for further info
10. Select company and the role access which you want to assign to the new user – Refer to Bank Staff for further info on the list of “Functions Access”. (You will not be able to assign an authorisation level and limit to this user because “Authorizer” can only be created by the Bank.)
11. Click “Next” button to proceed.

The screenshot shows the UOB Manage User Profile interface. The top navigation bar includes links for CASH MANAGEMENT, ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with 10+ notifications). The main header says "Manage User Profile" and "GLS SEAFOOD PTE LTDXXXXXUAT1". Below this, there are tabs for All, Active, Inactive, and Locked users, with "Active" selected. A "Create New User" button is visible. The central area is titled "Create New User - Profile" and contains the following fields:

- User Details:**
  - Organisation ID \*: JACKYC (marked with red box 1)
  - User ID \*: TESTER1
  - First Name \*: User
  - Last Name \*: Test01
  - Country of Identification Document \*: Singapore (marked with red box 2)
  - Type of Identification Document \*: (dropdown menu) (marked with red box 3)
  - Identification Document Number \*: MA087543
- Profile Status:**
  - Profile Status \*: Inactive (marked with red box 4)
- Contact Details:**
  - Contact Email \*: test@gmail.com (marked with red box 5)
  - Contact Number \*: 87654321
  - + Add Fax Number
  - + Add Address
- Settings:**
  - Default Company \*: GLS SEAFOOD PTE LTDXXXXXUAT1 (marked with red box 6)
  - Default Location \*: Singapore
  - Time Zone \*: Asia/Singapore
  - Base Currency \*: SGD
  - Language \*: English

On the right side, there are sections for "Token Details" (with a token serial number 2651292742, marked with red box 8), "Company & Administration Tasks" (marked with red box 9), and "Company & Functions to Access" (marked with red box 10). At the bottom right is a "Next" button (marked with red box 11).

# How to Create New User

## Submit New User Profile

Upon clicking “Next” button, you will be allowed to check your user profile details once again before proceeding..

In the review page, you will see three buttons located at the bottom of the page, namely:

**“Cancel”**: If you proceed with this, the new created user will be cancelled and will not be saved as draft.

**“Edit”**: If you proceed with this, you will be directed back to the previous creation page.

**“Submit”**: Please refer to the next page for the detailed explanation.

The screenshot shows the 'Create New User - Profile' review page. It consists of five main sections:

- User Details:** Organization ID, First Name (User), Last Name (Test01), Country of Identification Document (Singapore), Type of Identification Document (Passport), and Identification Document Number (MA765133).
- Profile Status:** Profile Status (Inactive).
- Contact Details:** Contact Email (test@gmail.com), Contact Number (87654321), Fax Number (--), and Address (--).
- Settings:** Default Company (blurred), Default Location (Singapore), Time Zone (Asia/Singapore), Base Currency (SGD), Language (English), and Token Status (Activated).
- Token Details:** Token Serial Number (2651292742), Private Token (No), Assigned Date (--), and Remarks (--).

At the bottom of the page are three buttons: **Cancel**, **Edit**, and **Submit**.

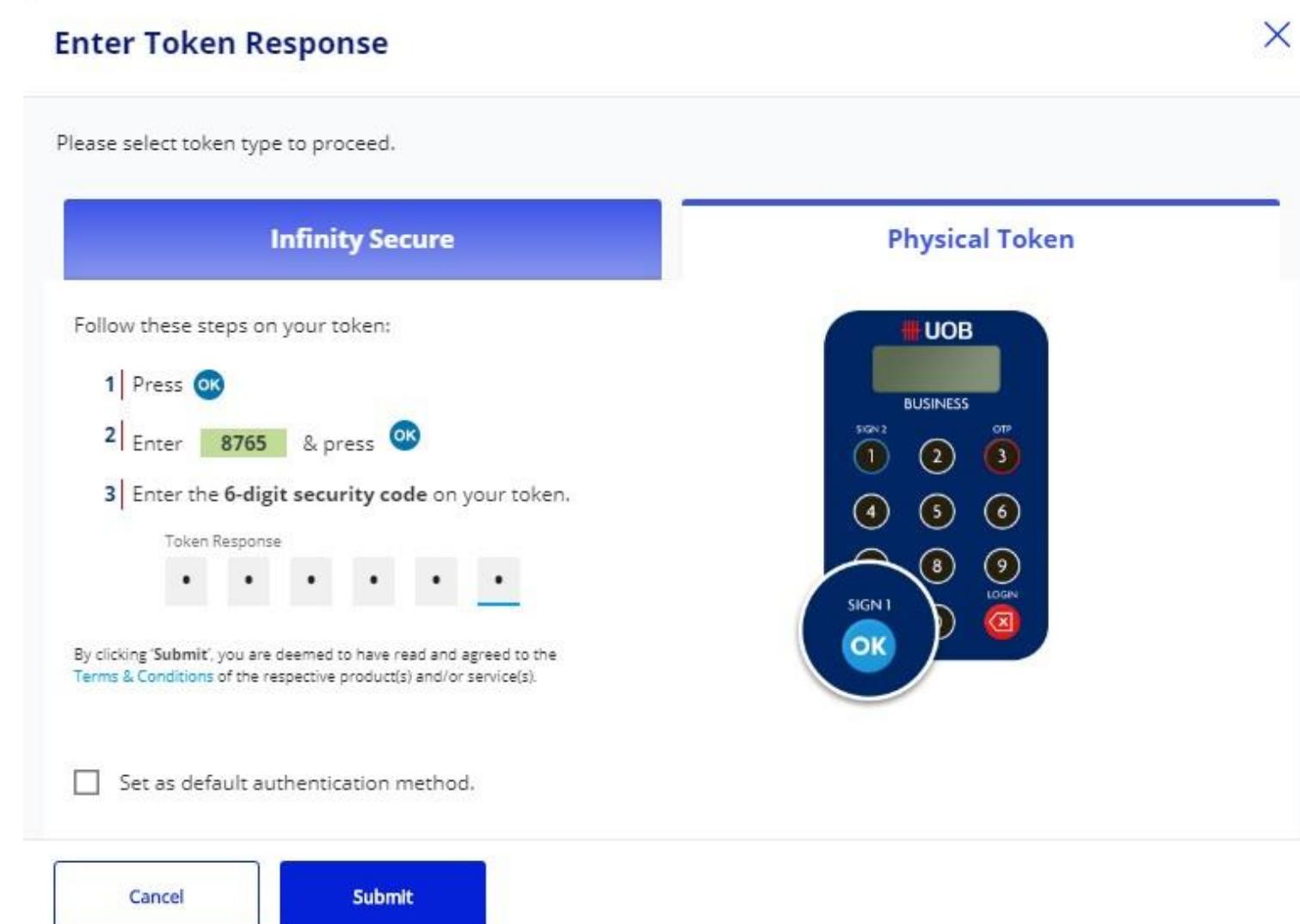
The screenshot shows the 'Infinity Secure' review page. It includes the following sections:

- Company & Administration Tasks:** Company & Administration Tasks, 5 Task(s) Selected.
- Task(s) Selected:** 20 User Admin, User - Portlets, 20 User Portlets.
- Role(s) assigned by Bank:** 30 Customer Admin, User - CA - User Account, User - CA - User Profile.
- Company & Functions to Access:** This section is expanded to show two entries, each with Authorisation Level, Authorisation Limit (Per Day), and a dropdown for 'What functions can user(s) access?' containing '0 functions selected'.

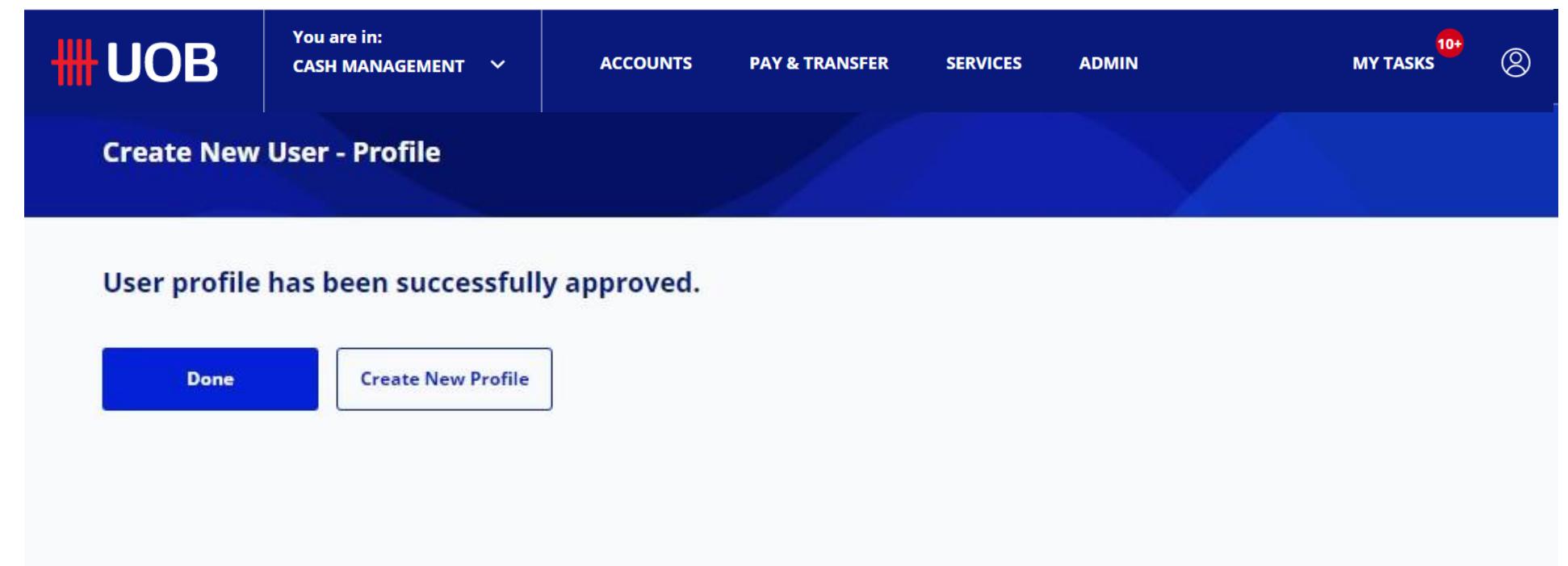
# How to Create New User

## Approve New User Profile

1. Please follow the on-screen instructions to authorise the request.



2. A confirmation message will be displayed if user profile has been successfully approved. Please inform the newly created user to refer to this guide on how to activate the user ID and setup the password: <https://uniservices1.uobgroup.com/secure/forms/business/pdfs/infinity-guide-getting-started.pdf>



Note : If Administrative setup requires another administrator to approve, transaction will be submitted for approval once click submit. Another administrator has to approve this pending authorise transaction from "My Tasks" under "Admin".

# How to Create New User

## Manage User Account Access

### Step 1

From Top Menu bar, hover over “Admin” and select “Manage User Account Access” under “User Management” column.

### Step 2

New User Profile approved in the previous setup will be listed with “..” Application Type. Hover over the Action icon, select “Edit” to setup user account access. (The details will be displayed on the next page).

The screenshot shows the UOB CASH MANAGEMENT Admin interface. At the top, there is a navigation bar with the UOB logo, a dropdown menu "You are in: CASH MANAGEMENT", and links for ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, MY TASKS (with 10+ notifications), and a user profile icon. Below the navigation bar, there are four main sections: USERS MANAGEMENT, AUTHORISATION SETUP, DATA MANAGEMENT, and AUDIT QUERIES. Under USERS MANAGEMENT, there are four sub-links: Manage User Profiles, Manage User Password, Manage User Account Access (which is highlighted in blue), and Manage Phrases. The main content area is titled "Manage User Account Access". It features a search bar with filters for Company, User ID, Application Type (with options like Company, User ID, Application Type, and Clear Filter(s)), and a "280 Record(s)" message. A table lists user records with columns: Company (sorted by ascending), First Name (sorted by descending), Last Name (sorted by descending), User ID (sorted by descending), Application Type (sorted by ascending), and Action. In the "Action" column for the first record, a three-dot menu icon is shown, which has been expanded to reveal a dropdown menu with "Edit" and "View Approved Details" options. A red arrow points from the text "Hover over the Action icon, select “Edit” to setup user account access." to the "Edit" option in the dropdown menu.

# How to Create New User

## Manage User Account Access

1. User details will be displayed in this section and it is non-editable.
2. Select the accounts to be accessed by User.
3. Select “Yes” if the new user is restricted to using Pre-Approved Payee/Beneficiary details only.
4. Tick the checkbox if the new user is allowed to view the account overview and/or the account activities. (In addition to user role access assigned under user profile, these two checkbox is used to further control whether user is able to access specific account overview and activities.)
5. Click here to select the transactions type which the user can use the account for.
6. Click “Next” button and the user account access details page will be displayed on the next screen.
7. Click “Submit” button and follow the on-screen instructions to authorise the request. Note
8. The confirmation message will be displayed as the user account access is successfully saved. Note

The composite screenshot illustrates the process of creating a new user account access. It consists of several overlapping windows:

- Main Window (Top Left):** "Edit User - User Account Access".
  - Step 1:** Shows "User Details" with fields like Organisation ID, First Name (Mark), Last Name (LOPEZ GEB101002), and various identification numbers.
  - Step 2:** Shows "Account and Product to Access" for "AIRELATED SERVICES PTE LTD (Default Company)". A checkbox for "Current Account - Corporate 1463051688 - SGD" is checked.
  - Step 3:** Shows checkboxes for "Limit transactions to only Pre-approved Payee? \*": "Yes" is selected.
  - Step 4:** Shows checkboxes for "What can the user view?": "Account Overview" and "Account Activities" are selected.
  - Step 5:** Shows a search bar for "Transactions \*".
- Modal (Top Right):** "What transactions can user access?". It lists various transaction types with checkboxes, many of which are selected. Buttons at the bottom include "Cancel" and "Apply".
- Modal (Center Right):** "Enter Token Response". It provides instructions to press a token and enter a 6-digit security code. It shows a digital token device with a red circle around the "3" button. Buttons include "Cancel" and "Submit".
- Final Window (Bottom Right):** "Edit User - User Account Access". It displays a confirmation message: "User Account Access has been successfully submitted." A "Done" button is at the bottom.

Note : If Administrative setup requires another administrator to approve, transaction will be submitted for approval once click submit. Another administrator has to approve this pending authorise transaction from Top Menu Bar hover over “Admin” and select “Manage User Account Access” under “User Management” column.

# How to Manage Existing User

## Manage User Profile

### Step 1

From the top menu bar, hover over “Admin” and select “Manage User Profile” under “User Management” column.

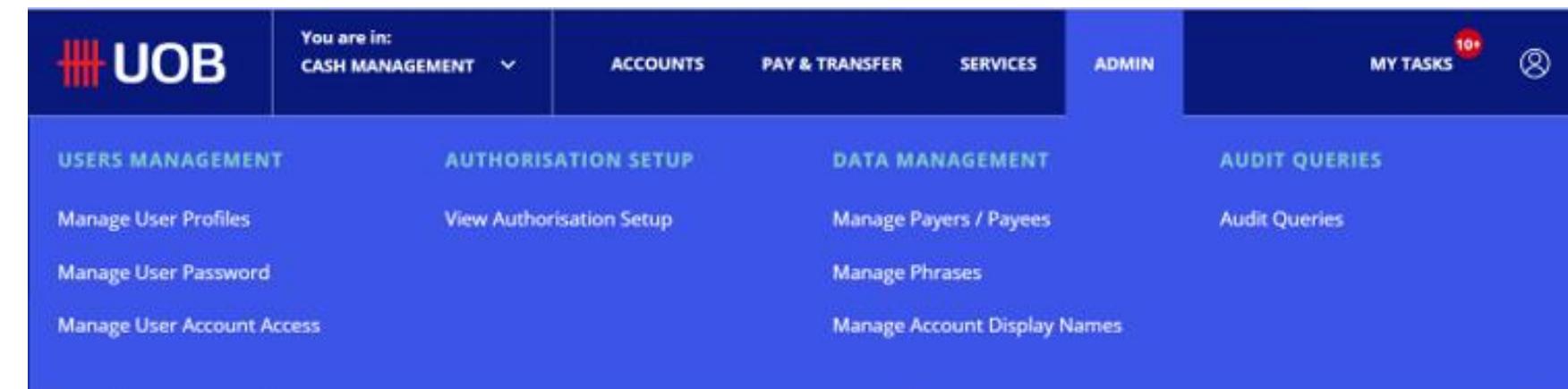
### Step 2

1. Click on the tabs to toggle between “All”, “Active”, “Inactive” and “Locked” for user profiles. The segregation of tabs are based on user status.
2. Use the filter options to view the existing user profiles.

3. This allows you to:

- Delete user
- Edit user profile.
- View user profile

You will not be able to delete or edit an user profile if the profile changes is pending authorise.



This screenshot shows the 'Manage User Profile' page. At the top, there are tabs for 'All', 'Active', 'Inactive', and 'Locked'. A red box labeled '1' points to the 'All' tab. A red box labeled '2' points to a blue-highlighted row in the table, which corresponds to the 'Active' tab. The table displays 53 records with columns for Company, First Name, Last Name, User ID, Application Type, Profile Status, and Action. A red box labeled '3' points to the 'Edit' option in the context menu for a row where the Profile Status is 'Active'. The context menu also includes 'Delete' and 'View Approved Details'.

Company	First Name	Last Name	User ID	Application Type	Profile Status	Action
[REDACTED]	Jessie	LACUNA GEBJ081302	LACUNA	--	● Active	<span>Delete</span>
[REDACTED]	Gerald	Thomson	TBUAT11	--	● Inactive	<span>Edit</span>
[REDACTED]	JJK	IUKL	KLIONM	--	● Inactive	<span>View Approved Details</span>

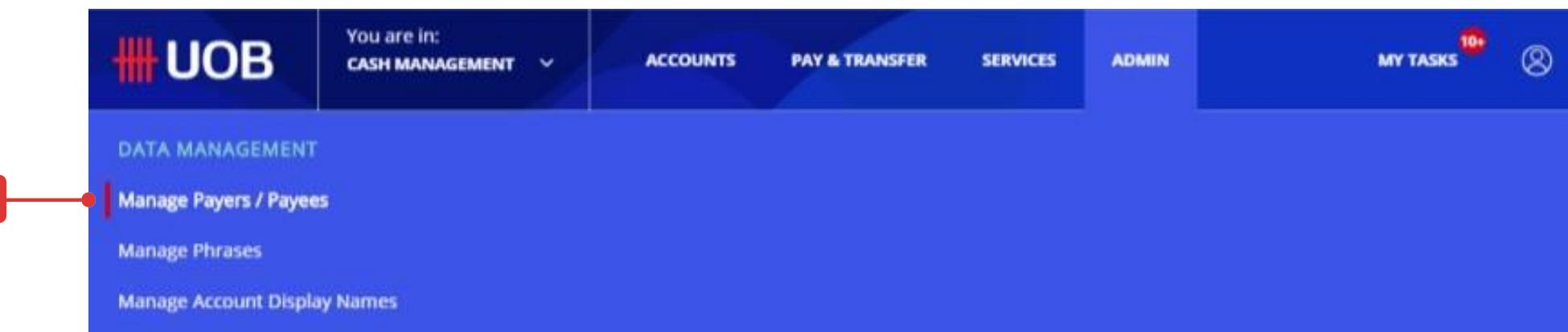
# How to Manage Payer/ Payee

## Manage Payer/ Payee

You can create details of payees/beneficiaries (either “Normal Payee” or “Pre-Approved Payee” (PAP)\*) in the Payee List.

### Step 1

From top menu bar, hover over “Admin” and select “Manage Payers/Payees” under “User Management” column.



### Step 2

Click “Create New Payer / Payee” (to create new record) or click “Edit” button inside the action menu to update the existing record..

A screenshot of the 'Manage Payers / Payees' page. At the top right, a red box labeled '2' with a pointer indicates the '+ Create New Payer / Payee' button. Below the header, there are several filter buttons: Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, Currency, Threshold Amount, Maker User, Application Type, Pending Authorise (which is highlighted in blue), and Clear Filter(s). The main area shows a table with 28 records. One row is selected, showing details: Company 'a new PAB 5013330116', Payer / Payee 'Transfer to Other Local Bank / PayNow', Transaction Category 'Transfer to Other Local Bank / PayNow', PayNow ID '...', Pre-Approved Payer / Payee 'Yes', Application Type 'New', Status 'Pending Authorise', and Action '...'. A red box labeled '2' with a pointer indicates the three-dot menu icon in the Action column. A dropdown menu is open, showing options: View Details, View Approved Details, and Edit.

\* Refer to Appendix - Pre-Approved Payee Management for the function access required and how to control user make payment to PAP only.

# How to Create a New Payer/Payee

## Create new Payer/ Payee

### Step 1

Click "Create New Payer/Payee".

### Step 2

1. In the creation page, select the company name.
2. Select the transaction category that you wish to register. For this guide, we use "Telegraphic Transfer" as the sample.
  - If you are creating non-UOB payee records to be used for SGD to SGD transfers, please select "Telegraphic Transfer" as the category.
3. Enter a payer/payee's name and address
4. Enter an account number or IBAN.
5. Select the country from the dropdown list.
6. Click to search by Bank Name, BIC and Bank Address. (Bank Address will be automatically populated upon selecting the Bank Name/BIC from the dropdown list).
7. Tick the checkbox if this record is to be used as pre-approved payee details. Indicate threshold amount for payment to this pre-approved payee.
8. Tick the checkbox if you need to add an intermediary bank details. Please select Bank Country and please provide "Bank Name", "BIC Code", "Bank Address".
9. Tick the checkbox if you need to add Payee advice details. Indicate Payee's email that you would like payment advice to be sent to.
10. Please click "Submit" button to proceed.
11. A confirmation message will be displayed once new payee is successfully submitted.

The image consists of five screenshots illustrating the process of creating a new payer/payee in the UOB CASH MANAGEMENT system. The screenshots are numbered 1 through 11 to correspond with the steps in the instructions:

- Screenshot 1: Shows the 'Manage Payers / Payees' page with a 'Create New Payer / Payee' button highlighted.
- Screenshot 2: Shows the 'Create New Payer / Payee' page with fields for 'Company' (1) and 'Transaction Category' (2) filled.
- Screenshot 3: Shows the 'Payer / Payee Account Details' section with fields for 'Payee Name' (3), 'IBAN / Account No.' (4), 'Bank Country' (5), and 'Bank Address' (6) filled.
- Screenshot 4: Shows the 'Other Details' section with checkboxes for 'Pre-Approved Payee' (7) and 'Intermediary Bank Details' (8) checked, and various input fields for currency, bank information, and contact details.
- Screenshot 5: Shows the final step where the 'Submit' button (10) is highlighted, followed by a confirmation message (11) stating 'Your Payer / Payee has been successfully submitted.'

A sidebar on the right provides additional context for the 'Adding to Pre-Approved Payee' feature, stating: 'An authorisation process is needed to add a Pre-Approved Payee.'

# 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. Sender Required: This column shows whether there is any sending (send to bank) step required in the authorisation mandate.
7. Limit Amount: This column shows the maximum limit of authorisation for the mandate.
8. 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 approver 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 approver and the approver 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 approvers, one from group A and one from group B. Either group A or group B can be the first approver.
  - 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. Approver from group A must approve the transaction before approver from group B can approve.

The screenshot displays the UOB Infinity web application interface. At the top, a blue header bar includes the UOB logo, the text "You are in: CASH MANAGEMENT", and navigation links for ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with 10+ notifications). Below the header, a grid of four main menu items: USERS MANAGEMENT (Manage User Profiles, Manage User Password, Manage User Account Access), AUTHORISATION SETUP (View Authorisation Setup), DATA MANAGEMENT (Manage Payers / Payees, Manage Phrases, Manage Account Display Names), and AUDIT QUERIES (Audit Queries).

The main content area is titled "Authorisation Setup". It features a search bar with filters for Company, Account, Product, Product Group, Transaction Type, Verifier Required, Sender Required, and Limit Amount, along with a "Clear Filter(s)" button. A "Customise View" button is located in the top right corner of the data table.

A table below shows 29 Record(s) of authorisation mandates. The columns are: Company (sorted ascending), Account (sorted descending), Product, Transaction Type, Verifier Required (sorted descending), Authorisation Level, Sender Required (sorted descending), and Limit Amount (sorted descending). The data rows show various combinations of these values, such as "A,B (Any Sequence)" for Authorisation Level and SGD for Limit Amount.

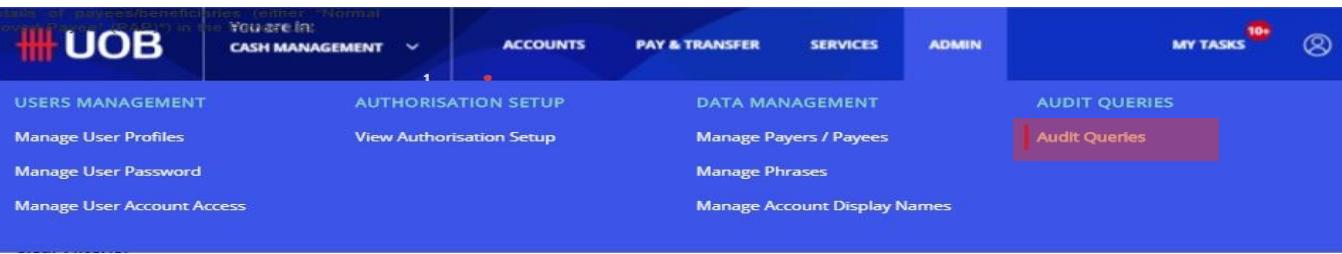
# How to View Audit Queries

## Audit Queries

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

The Audit Queries are categorised as follows:

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



A screenshot of the "Audit Queries - Login / Logout History" screen. It displays a table with 1772 records. The columns are labeled: Events, Event Date, User, Result, and IP Address. A single record is shown: "Token Login (2FA)" on "31/01/2020 12:45:06" by user "SOFTKUSER2 (last name,USER2, first name,USER2)" with a result of "Successful" and IP address "122.11.227.144".

A screenshot of the "Audit: Login List" search interface. It features a search form with fields for "From" (06/02/2020), "To" (06/02/2020), "User" (empty), "Result" (empty), and "IP Address" (empty). A red arrow points from the bottom of the previous screenshot to this search form.

A screenshot of the "Approval Statuses" screen. It displays a table with 338 records. The columns are labeled: Transaction / Deposit Type, BIB Reference, Currency, Amount, Value / Placement Date, Application Date, Status, and Action. A single record is shown: "Bulk Telegraphic Transfer / MEPS" with BIB Reference "BK20020001175823", Currency "SGD", Amount "25.00", Value / Placement Date "--", Application Date "05/02/2020", Status "Draft", and Action "View Details". A red arrow points from the bottom of the previous screenshot to this table.

A screenshot of the "Audit Trail" modal. It shows a vertical sequence of audit events: "Create first name, USER3 last name, USER3 05/02/2020 11:40:47 AM +08:00", "Verify first name, USER3 last name, USER3 05/02/2020 11:40:47 AM +08:00", and "Authorise first name, USER2 last name, USER2 05/02/2020 11:48:56 AM +08:00". A red arrow points from the bottom of the previous screenshot to this modal.

## 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”.

# Services

## Cheque Services

---

- 1** How to Request Cheque Books
- 2** How to Enquire Cheque Statuses

## Send Files to UOB

---

- 11** How to Submit VAN Files

## Notifications

---

- 12** How to Manage Notifications
- 13** How to Create New Notifications

# How to Request Cheque Books

## Request Cheque Books

To request for a cheque book, click on the “Services” tab, followed by “Request Cheque Books”.

### Step 1

1. Select Account Name from the dropdown list.
2. Select the number of books required.
3. Select the delivery mode. (mail address will be auto populated after selected the account).
4. Click “Next” to proceed.

### Step 2

5. Check the cheque book details which you selected.
6. Click “Submit” to proceed.
7. Follow the on-screen instructions to authorise the request.
8. If the request is submitted successfully, you will see a confirmation message.

The image displays four screenshots of the UOB Online Banking interface illustrating the process of requesting a Cheque Book:

- Screenshot 1 (Step 1): Create New Cheque Book Request**  
Shows the "Create New Cheque Book Request" page with three steps: Enter Details, Authorise, and Send to Bank. Step 1 is highlighted with a red box and number 1. A dropdown menu for "Cheque Books Required" is open, showing options like "1" and "2". A dropdown for "Delivery Mode" is also open, showing "Normal Post" and "Registered Mail". A "Save as Draft" button is visible.
- Screenshot 2 (Step 2): Cheque Book Details**  
Shows the "Cheque Book Details" section where the user has selected "1" as the number of books required and "Normal Post" as the delivery mode. The "Next" button is highlighted with a red box and number 4.
- Screenshot 3 (Step 3): Enter Token Response**  
Shows the "Enter Token Response" dialog for "Infinity Secure". It instructs the user to press the "3" button on their token and enter the 6-digit security code. A physical token device is shown with the "3" button highlighted with a red box and number 7. The "Submit" button is highlighted with a red box and number 8.
- Screenshot 4 (Step 4): Confirmation Message**  
Shows a confirmation message: "Your Cheque Book Request has been successfully released to the bank." with a BIB Reference of SE20010001166874. The "View" and "Request Another" buttons are visible.

# How to Enquire Cheque Statuses

## Enquire Cheque Statuses

To enquire cheque statuses, click on the “Services” tab, followed by “Enquire Cheque Statuses”.

1. Select the “Company Name” and “Account Number” from the drop down list.
2. Select the cheque type
3. Key in the range of cheque numbers you wish to enquire.
4. Click “Submit” to proceed.
5. Upon clicking “Submit” button, cheque(s) will be displayed with 10 records lists.

(Cheques that has been presented to the bank more than 60 days ago will not be available for Cheque Status Enquiry).

The screenshot shows the UOB Enquire Cheque Statuses interface. The main window displays a table of cheques with columns: Payee, Account, Transaction Date, and Cheque Status. A modal window titled "Enquire Cheque Statuses" is open, containing the following fields:

- 1. Company Name: A dropdown menu showing "SINGAPORE TELECOM LTD" selected.
- 2. Cheque Type: A dropdown menu showing "Cheque" selected.
- 3. From: "120" and To: "129". A note below says "You can only view up to 10 cheques".
- 4. Submit: A blue button.

Below the modal, a message states: "Cheque(s) that has been presented to the bank more than 60 days ago will not be available for Cheque Status Enquiry." The table in the main window shows the following data:

Cheque Number	Transaction Date	Cheque Status
0000000120	12/06/2019	●Stop Payment
0000000121	12/06/2019	●Stop Payment
0000000122	12/06/2019	●Stop Payment
0000000123	12/06/2019	●Stop Payment
0000000124	12/06/2019	●Stop Payment
0000000125	12/06/2019	●Stop Payment
0000000126	12/06/2019	●Stop Payment

# How to Use Filter Options

## Samples of Filter Options

### 1. Company

This allows you to choose the desired Company Name for viewing.

1

Company

Filter by Company

GLS SEAFOOD PTE LTDXXXXXXUAT1

JACKY CHAN FILM AND COMPANY PRIVATE

Cancel Clear Apply

### 2. Account

Selection of account allows you to view transactions tied to the selected account.

2

Account

Filter by Account

Current&Account-Corporate 1013517040

JACKY C FILM CO PTE LTD 1143061006

JACKY C FILM CO PTE LTD 1143061006

Cancel Clear Apply

### 3. Application Date

Selection of a date or date range in this filter will populate transactions which are created within the selected dates.

3

Application Date

16/01/2020 - 25/01/2020

Today Yesterday Last 7 days Last 30 days Select date range

January 2020							February 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
29	30	31	1	2	3	4	26	27	28	29	30	31	1
5	6	7	8	9	10	11	2	3	4	5	6	7	8
12	13	14	15	16	17	18	9	10	11	12	13	14	15
19	20	21	22	23	24	25	16	17	18	19	20	21	22
26	27	28	29	30	31	1	23	24	25	26	27	28	29

Cancel Clear Apply

### 4. PayNow ID

Selection of PayNow ID allows you to view the PayNow records tied to the selected account.

4

PayNow ID

Filter by PayNow ID

53030933E

715946801H

Cancel Clear Apply

### 5. Application Type

Selection of Application Type allows you to view the records related to the selected accounts.

5

Application Type

Filter by Application Type

Deleted

Modified

New

Cancel Clear Apply

### 6. Status

Selection of status(es) will filter the list to those in relation to the selected.

6

Status Clear Filter(s)

Filter by Status

Deregistered

Registered

Rejected

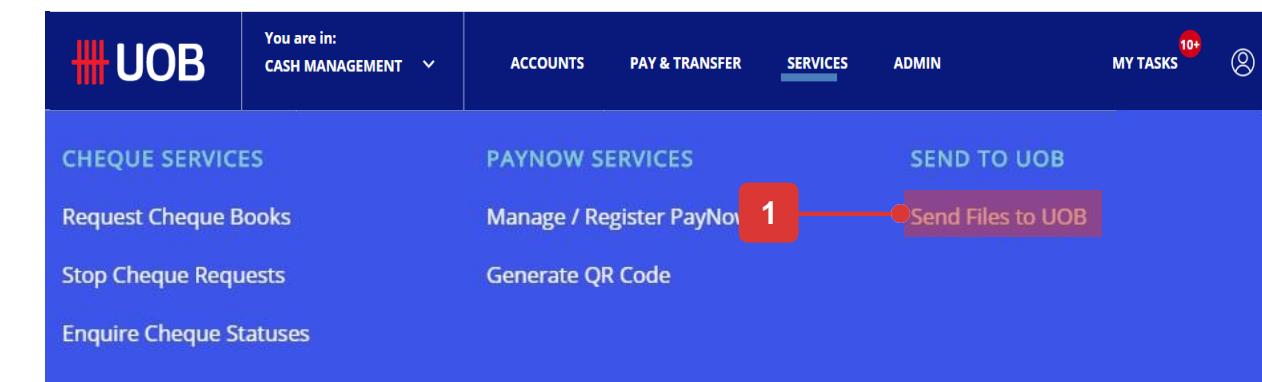
Cancel Clear Apply

# How to Submit Virtual Account Number (VAN) File

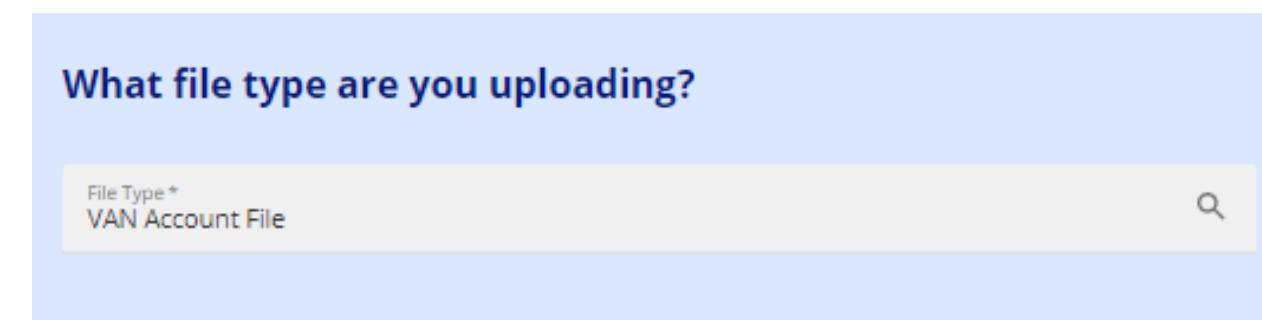
## Send File to UOB

Please take note that you should not use the following steps to submit transactional bulk files (e.g. RTGS, LLG, Online (ATM switching), Telegraphic Transfer).

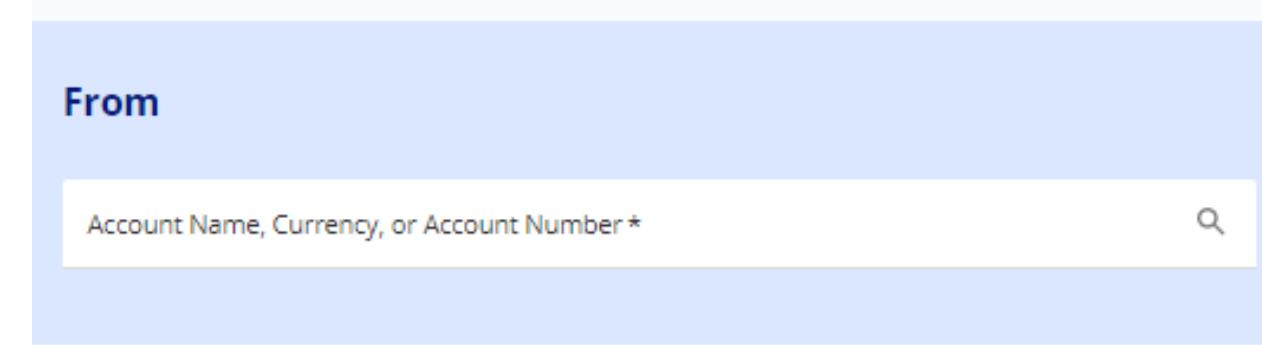
1. From the top menu bar, hover over 'Services' and click "Send Files to UOB".
2. Select the originating account number, upload the file and click "Submit".



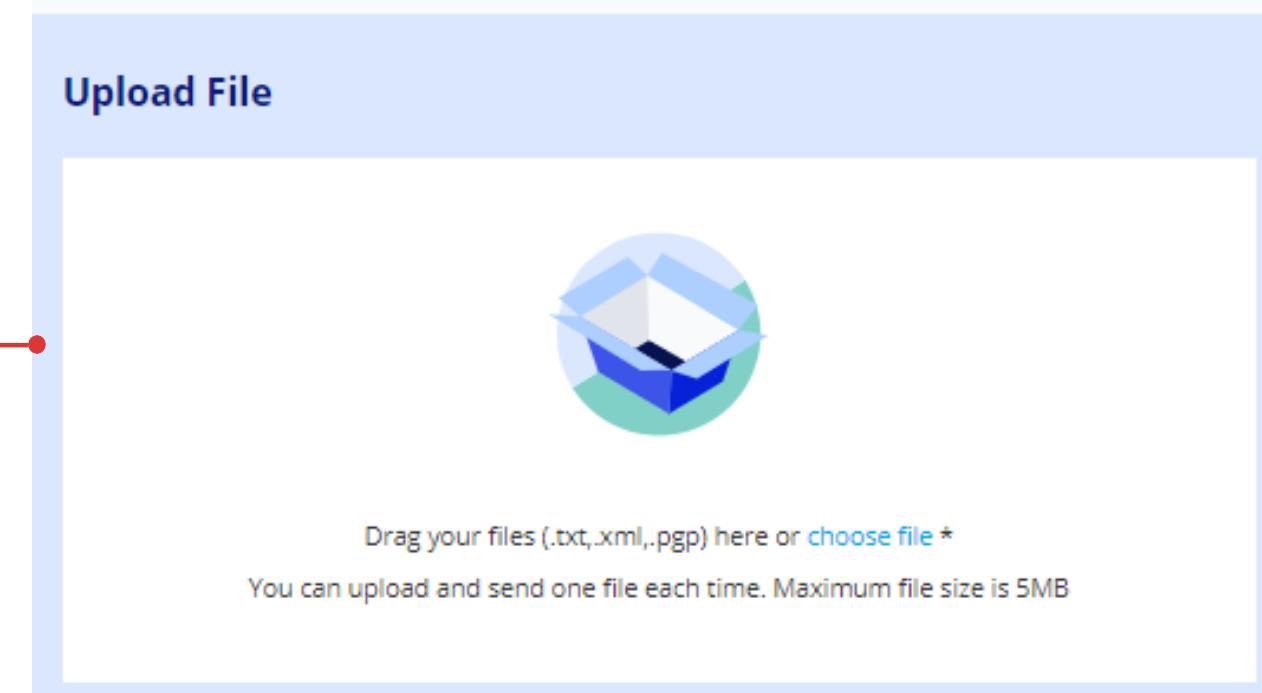
The screenshot shows the UOB CASH MANAGEMENT interface. In the top navigation bar, the 'SERVICES' tab is highlighted. Below it, under the 'PAY & TRANSFER' section, there is a red box around the 'SEND TO UOB' button. A red arrow labeled '1' points to this button.



This step shows a search bar for 'File Type \*' with 'VAN Account File' selected. A red arrow labeled '2' points to the 'choose file \*' button below the upload area.



This step shows a search bar for 'Account Name, Currency, or Account Number \*'.



This step shows a large input field for uploading files. It includes a placeholder 'Drag your files (.txt,.xml,.pgp) here' and a 'choose file \*' button. A red arrow labeled '2' points to the 'choose file \*' button.

# How to Manage Notifications

## Manage Notifications

From the top menu bar, hover over “Services” and select “Manage Notifications” under “Notifications” column.

The notifications are segregated as follows:

1. “Approval Statuses” tab: If a transaction has been successfully sent to Bank, users can be notified via email/SMS whenever there is a status change.
2. “Transaction Dates” tab: Users can be notified up to 100 days before/after the value date.

The screenshot shows the UOB CASH MANAGEMENT Services page. At the top, there is a navigation bar with links for ACCOUNTS, PAY & TRANSFER, SERVICES (which is underlined), and ADMIN. To the right of the navigation bar is a 'MY TASKS' section with a red badge showing '10+'. Below the navigation bar, there are four main service sections: CHEQUE SERVICES, PAYNOW SERVICES, SEND TO UOB, and NOTIFICATIONS. The NOTIFICATIONS section contains a link labeled 'Manage Notifications'.

The screenshot shows the 'Manage Notifications' interface. At the top, there is a title 'Manage Notifications' and a button '+ Create New Notification'. Below the title, there are two tabs: 'Approval Statuses' (marked with a red circle '1') and 'Transaction Dates' (marked with a red circle '2'). A 'Customise View' dropdown is shown with a red arrow pointing to it. On the right side, there is a sidebar with a list of columns that can be chosen: Company, Transaction Category, Transaction Type, Amount, and Approval Status(es) to Monitor. At the bottom, there is a table with columns: Company, Transaction Type, Amount, Approval Status(es) to Monitor, Notify, and Action. The table shows one record: Bill Payment, Any Amount, Rejected, Successful, Processing, Notify (via Email), and Action (Edit, View Details, Delete). There are also 'Cancel', 'Clear', and 'Apply' buttons at the bottom right.

# How to Create New Notification

## Create New Notification

### Step 1

Click “Create New Notifications” button.

### Step 2

1. Select the “Company Name”. If you have access to one entity only, the “Company Name” will be displayed as default.
2. Select the “Transaction Category” and “Transaction Type”.
3. Enter the amount range details.
4. Select the status of the transactions.
5. Select the recipients. If you select “Other Recipients”, you can add up to 5 recipients.
6. Click “Next” button to proceed your new notifications creation.
7. Follow the on-screen instructions to authorise the request.
8. A confirmation message will be displayed once a new notification is successfully submitted.

The image consists of eight screenshots illustrating the 'Create New Notification' process:

- Screenshot 1:** 'Manage Notifications' page. The 'Create New Notification' button is highlighted.
- Screenshot 2:** 'New Notification - Approval Status' wizard. Step 1: 'Enter Details' is selected. Step 2: 'Authorise' is the next step. Step 3: 'Done' is the final step.
- Screenshot 3:** 'Enter Details' step. The 'Company' dropdown is selected (highlighted with red box 1). The 'Transaction Category' dropdown shows 'Single Transactions' (highlighted with red box 2).
- Screenshot 4:** 'Enter Details' step. The 'Transaction Type' dropdown shows 'All' (highlighted with red box 3).
- Screenshot 5:** 'Notify' recipient selection screen. The 'Email' field contains 'tmp2hh@sg.ubb' (highlighted with red box 5).
- Screenshot 6:** 'Notify' recipient selection screen. The 'Next' button is highlighted with red box 6.
- Screenshot 7:** 'Enter Token Response' screen. It shows a digital token device with a 6-digit security code '3' highlighted with red box 7. The 'Submit' button is also visible.
- Screenshot 8:** Confirmation message: 'Your new notification submission has been processed successfully.' (highlighted with red box 8).

# Appendix – Pre-Approved Payee Management

## Company Administrator Can Assign Pre-Approved Payee (PAP) Access

To create a PAP, below two function accesses are required

- 50 PAB – Create
- 50 PAB - Approve

### Manage User Profile

#### Step 1

From Top Menu bar, hover over “Admin” and select “Manage User Profiles” under “User Management” column.

#### Step 2

1. Filter specific user by entering either its user ID and select “Edit” under Action icon.
2. Under Company & Functions to Access section, assign below role to user.
  - 50 PAB – Create – Assign to user who are able to create PAP
  - 50 PAB – Approve – Assign to user who are able to create/approve PAP
3. Click “Next” button to proceed to submit the changes for approval.

Noted: Ensure your company opt for “Dual Control” under Company Administrator Approval Control setup. If Single Control is being setup, user who assign either “50 PAB – Create” or “ 50 PAB – Approve” will be able to create PAP successfully without Approval.

#### Pre-Approved Payee v.s. Normal Payee

- Pre-Approved Payee : Payee details are created/maintained/Approved by selective users only. This is to ensure payment are made to the payees pre-defined and other users are unable to amend it.
- Normal Payee : All users are able to create/maintain normal payee. Payee details can be amended by any users anytime.

The screenshot illustrates the UOB Cash Management interface for managing user profiles and pre-approved payees. It is divided into three main sections:

- Top Left:** Shows the "Manage User Profile" screen. A user named "GLS SEAFOOD PTE LTDXXXXXUAT1" is selected. A red box labeled "1" highlights the "Edit" action button in the user details row.
- Bottom Left:** Shows the "Manage User Profile" screen with a list of users. A red box labeled "2" highlights the "Company & Functions to Access" section where roles are assigned.
- Right Side:** Shows the "Token Details" and "Company & Administration Tasks" screens. The "Token Details" screen includes fields for Token Serial Number (2651292742), Private Token No, Token Status (Activated), and Remarks. The "Company & Administration Tasks" screen shows a search bar for Company & Administration Tasks. The "Company & Functions to Access" screen lists various users with their assigned roles and access levels, with a red box labeled "3" highlighting the "Next" button at the bottom right.

# Appendix – Pre-Approved Payee Management (cont.)

## Company Administrator Can restrict user only make payment to Pre-Approved Payee (PAP)

To restrict user only make payment to PAP, user account has to be setup with “Limit transactions to Pre-approved payee = Yes”.

### Manage User Account Access

#### Step 1

From Top Menu bar, hover over “Admin” and select “Manage User Account Access” under “User Management” column.

#### Step 2

1. Filter specific user by entering either its user ID and select “Edit” under Action icon.
2. Under each of the account link to user, select Yes under “Limit transactions to Pre-approved payee”. User will only be able to select payee from PAP lists from transaction initiate screens.
3. Click “Next” button to proceed to submit the changes for approval.

#### When limit transactions to PAP is setup as YES

- User can select payee/beneficiary from list of PAPs.
- User cannot input/modify payee/beneficiary details on transaction creation screen.
- User cannot select normal payee/beneficiary from payee list.

The screenshot illustrates the UOB Cash Management interface for managing user account access. It shows three main panels: a top navigation bar, a central 'Manage User Account Access' table, and a right-hand configuration panel.

- Top Navigation Bar:** Shows the UOB logo, 'CASH MANAGEMENT' dropdown, 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS' with 10+ notifications.
- Left Sidebar:** Under 'DATA MANAGEMENT', it lists 'Manage Payers / Payees' (which is highlighted in red), 'Manage Phrases', and 'Manage Account Display Names'.
- Central Panel:** Titled 'Manage User Account Access', it displays a table with 280 records. The columns are Company (sorted by ↑), First Name (sorted by ↓), Last Name (sorted by ↓), User ID (sorted by ↑), Application Type, and Action. A user row for 'LOPEZ.Gebj101002' is selected, showing an 'Edit' button (marked with a red box 1) and a 'View Approved Details' link (marked with a red arrow).
- Right Panel:** Titled 'Account and Product to Access'. It lists accounts:
  - AIRELATED SERVICES PTE LTD (Default Company):
    - Current Account - Corporate 1463051688 - SGD (selected)
    - Limit transactions to only Pre-approved Payee? \*
      - Yes (radio button selected)
      - No
    - What can the user view?
      - Account Overview (checked)
      - Account Activities (checked)
    - What transactions can the user access?
      - Transactions \* (input field)
  - Current Account - Corporate 1013450132 - SGD
  - Current Account - Corporate 3513001469 - SGD (selected)
  - WANG WANG PTE LTD

At the bottom right, there are 'Cancel' and 'Next' buttons, with 'Next' being highlighted with a red box 3.

# Appendix – Pre-Approved Payee Management (cont.)

## How to Create Pre-Approved Payee (PAP)

To create a PAP , Pre-approved Payee checkbox has to be selected upon payee creation

### Manage Payer/ Payee

You can create details of Pre-Approved payees/beneficiaries Under Manage Payers/Payees

#### Step 1

From top menu bar, hover over “Admin” and select “Manage Payers/Payees” under “User Management” column.

#### Step 2

1. Filter specific user by entering either its user ID and select “Edit” under Action icon.
2. Under other details section, tick “Pre-approved Payee” checkbox to setup this payee as a PAP. When checkbox is selected, threshold currency and amount is required to be filled up. This is to control the maximum transaction amount is allowed to pay to this PAP.
3. Click “Submit” button to proceed to submit the changes for approval.

The screenshot illustrates the process of creating a Pre-Approved Payee (PAP) in the UOB CASH MANAGEMENT system. It consists of three main panels:

- Top Panel:** Shows the UOB logo and navigation menu with options like ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS. A red box labeled '2' highlights the 'MY TASKS' icon.
- Middle Panel:** Displays the "Manage Payers / Payees" page. It includes a search bar with filters (Company, Payer / Payee, Transaction Category, PayNow ID, Pre-Approved Payer / Payee, Currency, Threshold Amount, Maker User, Application Type, Pending Authorise, Clear Filter(s)). Below the search bar, a message says "28 Record(s)" and a "Customise View" button. A red box labeled '1' points to a context menu for a row in the list, specifically the "View Approved Details" option.
- Right Panel:** Shows the "Other Details" configuration page for adding a Pre-Approved Payee. It includes fields for Currency (USD), Threshold Amount (0.00), Intermediary Bank Details (Bank Country: Singapore), Bank Name, SWIFT BIC Code, and Payee Advice Details (Payee ID, Email 1, Email 2, Fax, Contact Number). A red box labeled '3' points to the "Submit" button at the bottom right of the form.

**Adding to Pre-Approved Payee**  
An authorisation process is needed to add a Pre-Approved Payee.

# Appendix – Payroll Executive Access

## Company Administrator Can Assign Payroll Executive Access to Payroll User

**For company who would like to segregate Employee and Executive Payroll, Company Administrator is able to control via Manage User Profile and User Account**

### Manage User Profile

#### Step 1

From Top Menu bar, hover over “Admin” and select “Manage User Profiles” under “User Management” column.

#### Step 2

1. Filter specific user by entering either its user ID and select “Edit” under Action icon.
2. Under Company & Functions to Access section, assign below role to Payroll users who can access payroll transactions for executives
  - **Payroll User :**
    - 01 Bulk Payroll Employee – Create **OR** 01 Bulk Payroll Executive – Create\*
    - 01 Bulk Payroll Employee– Upload **OR** 01 Bulk Payroll Executive – Upload\*
    - 33 Payroll Amount Access
    - 33 Payroll Details Access
  - **Payroll Signatory:**
    - 01 Bulk Payroll Employee – Approve **OR** 01 Bulk Payroll Executive – Approve\*
    - 33 Payroll Amount Access (If he can access payroll amount)
    - 33 Payroll Details Access (If he can access beneficiary details)

3. Click “Next” button to proceed to submit the changes for approval.

Noted: Ensure Payroll users who can access payroll transactions for employees are assigned with Bulk Payroll Employee **OR** Bulk Payroll Executive Roles only.

\*Bulk Payroll Employee roles include additional payment mode. Refer to Summary of Role Description for the list of products in each role.

The screenshot shows the UOB OneSpan DigiPass interface. On the left, there is a "Token Details" section where a token serial number (2651292742) is entered, and the token status is set to "Activated". A barcode for the token is also displayed. On the right, there is a "Company & Administration Tasks" section with a search bar. Below it is a "Company & Functions to Access" section. This section lists users with checkboxes next to their names. A red box labeled "2" highlights a checked checkbox for a user named Jessie. Another red box labeled "1" highlights the "Edit" button for the same user. A third red box labeled "3" highlights the "Next" button at the bottom right of the page.

# Appendix – Payroll Executive Access (cont.)

## Company Administrator Can Assign Payroll Executive Access to Payroll User

### Manage User Account

#### Step 1

From Top Menu bar, hover over “Admin” and select “Manage User Account Access” under “User Management” column.

#### Step 2

1. Filter specific user by entering either its user ID and select “Edit” under Action icon.
2. Under Transaction Section of each of account linked, select Payroll Executive transactions for Payroll users who can access payroll transactions for executives.
3. Click “Next” button to proceed to submit the changes for approval.

Noted: Ensure Payroll users who can access payroll transactions for employees are assigned with Payroll Employee Transactions only.

The screenshot shows the UOB CASH MANAGEMENT interface. At the top, there is a navigation bar with the UOB logo, a dropdown menu "CASH MANAGEMENT", and links for ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS (with a red notification badge showing 10+). Below the navigation bar, there are four main sections: USERS MANAGEMENT, AUTHORITY SETUP, DATA MANAGEMENT, and AUDIT QUERIES. Under USERS MANAGEMENT, the "Manage User Account Access" link is highlighted. The central area is titled "Manage User Account Access". At the bottom of this section are filter buttons: Company, User ID, Application Type, and Clear Filter(s). A modal window titled "Edit" is open over the user list, showing details for a user named "GEB101". Two red numbered arrows point to this modal: arrow 1 points to the "Edit" button, and arrow 2 points to the "View Approved Details" link. To the right of the user list, there is a sidebar titled "Account and Product to Access" which lists accounts and their transaction limits, and checkboxes for what the user can view and access. At the bottom right of the page, there are "Cancel" and "Next" buttons, with arrow 3 pointing to the "Next" button.



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