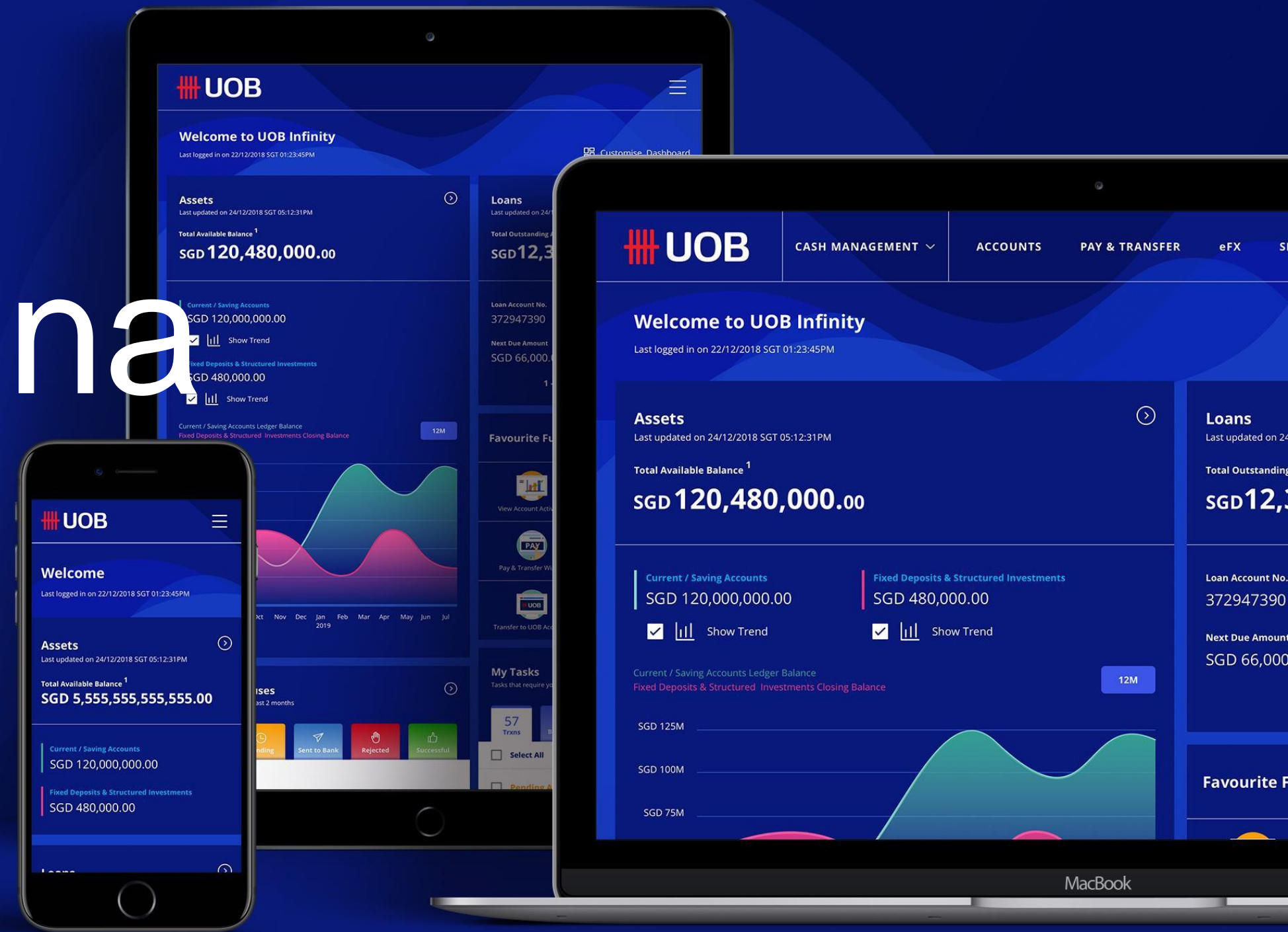


# INFINITY

# Panduan Pengguna



# Layanan dan Administrasi

# Admin

---

- 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 dan pengaturan akses akun pengguna

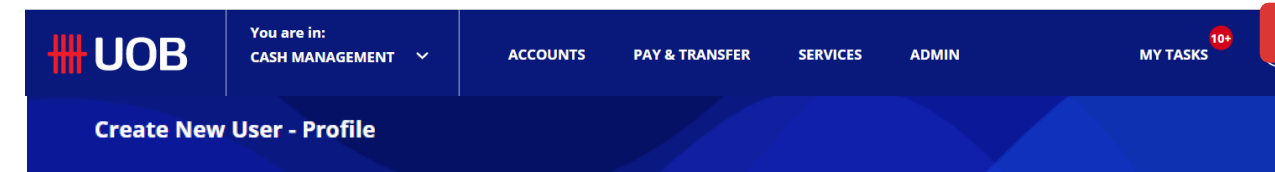
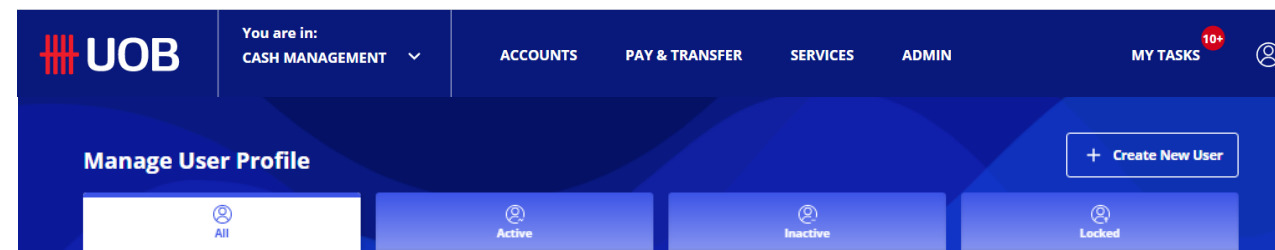
## Membuat Profil Pengguna Baru

Langkah 1

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

Langkah 2

1. Organisasi ID akan terisi otomatis. Masukkan ID pengguna, nama depan dan nama belakang.
2. Pilih "negara dokumen identifikasi" dari daftar dropdown.
3. Pilih "Jenis dokumen identifikasi" dan masukkan nomor dokumen.
4. Status profil akan tidak aktif sebagai default. Pengguna dapat mengaktifkan sendiri ID penggunanya sendiri setelah dia mencoba masuk untuk pertama kalinya.
5. Masukkan "Email Kontak" dan "Nomor Kontak". Informasi ini penting karena akan digunakan untuk pendaftaran dan aktivasi Infinity Secure.
6. Pilih perusahaan default dari daftar drop-down (Beberapa perusahaan akan tersedia untuk akses perusahaan Utama/Afiliasi. Pilih perusahaan default tempat pengguna berada).
7. Pilih "Lokasi", "Zona Waktu", "Mata Uang Dasar" dan "Bahasa".
8. Jika perusahaan Anda memiliki token fisik tambahan, Anda akan dapat mencari dan menetapkan token ke pengguna yang baru dibuat.
9. Pilih Tugas Perusahaan & Administrasi yang ingin Anda tetapkan kepada pengguna baru – Lihat Lampiran untuk daftar "Tugas Administrasi".
10. 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.)
11. Klik tombol "Berikutnya" untuk melanjutkan.



**Before you start, please note that:**

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

\* Mandatory Fields

**User Details**

1. Organisation ID \* JACKYC User ID \* TESTER1

2. First Name \* User Last Name \* Test01

3. Country of Identification Document \* Singapore

Type of Identification Document \*

4. Identification Document Number \* MA087543

**Profile Status**

4. Profile Status \* Inactive

**Contact Details**

5. Contact Email \* test@gmail.com

Contact Number \* 87654321

+ Add Fax Number

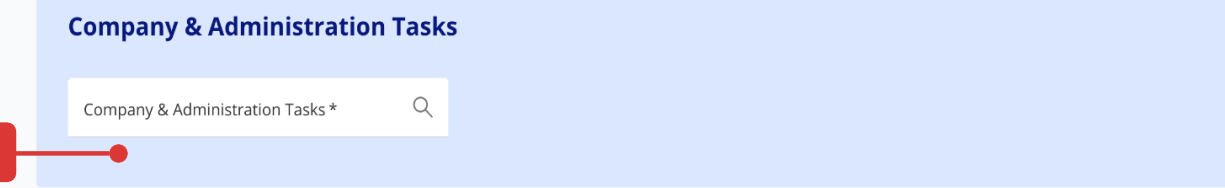
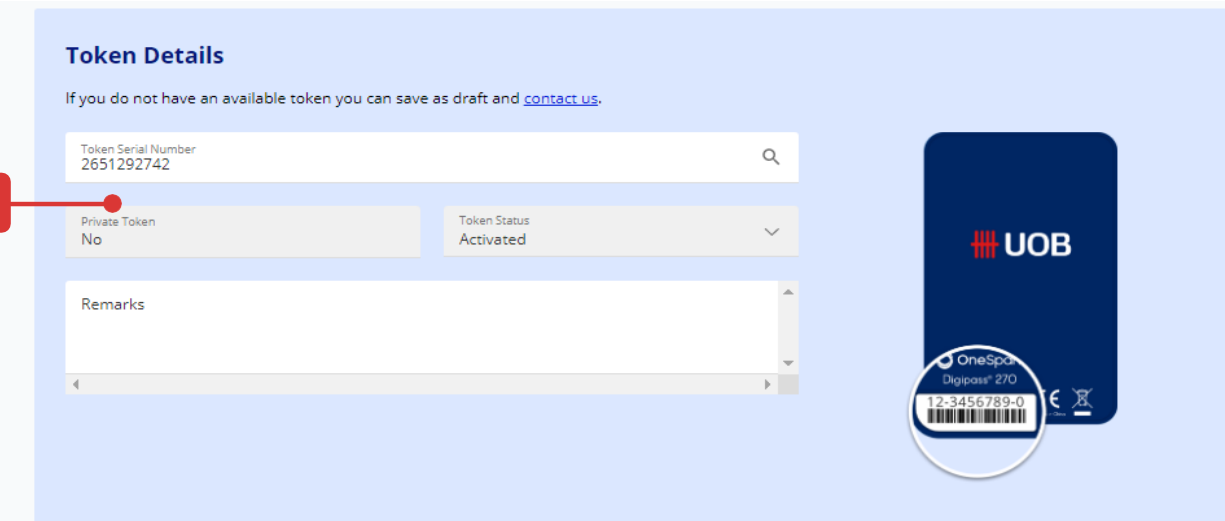
+ Add Address

**Settings**

6. Default Company \* GLS SEAFOOD PTE LTDXXXXXXUAT1

7. Default Location \* Singapore Time Zone \* Asia/Singapore

Base Currency \* SGD Language \* English



**Company & Functions to Access**

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



# 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 draf.

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

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

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

### Create New User - Profile

Please review and submit.

<b>User Details</b>	
Organisation ID	User ID
First Name User	Last Name Test01
Country of Identification Document Singapore	
Type of Identification Document Passport	
Identification Document Number MA765133	

<b>Profile Status</b>	
Profile Status Inactive	

<b>Contact Details</b>	
Contact Email test@gmail.com	
Contact Number 87654321	
Fax Number --	
Address --	

<b>Settings</b>	
Default Company	
Default Location Singapore	Time Zone Asia/Singapore
Base Currency SGD	Language English

<b>Token Details</b>	
Token Serial Number 2651292742	
Private Token No	Token Status Activated
Assigned Date --	Assigned By TBA11
Remarks --	

### Infinity Secure

Token Status Unassigned	Activated Date and Time --
Default Authentication Method No	

### Company & Administration Tasks

Company & Administration Tasks  
5 Task(s) Selected

<b>Task(s) Selected</b>	
20 User Admin	User - Admin
User - Portlets	User - Customer Admin
20 User Portlets	

<b>Role(s) assigned by Bank</b>	
30 Customer Admin	User - CA - User Account
User - CA - User Profile	User - CA - User Authentication

### Company & Functions to Access

Authorisation Level	--
Authorisation Limit (Per Day)	--
What functions can user(s) access?	0 functions selected

Authorisation Level	--
Authorisation Limit (Per Day)	--
What functions can user(s) access?	0 functions selected

**Cancel** **Edit** **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>

Enter Token Response

Please select token type to proceed.

**Infinity Secure** | Physical Token

Follow these steps on your token:

- 1 | Press **OK**
- 2 | Enter **8765** & press **OK**
- 3 | 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

UOB

You are in: CASH MANAGEMENT

ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

Create New User - Profile

User profile has been successfully approved.

Done Create New Profile

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

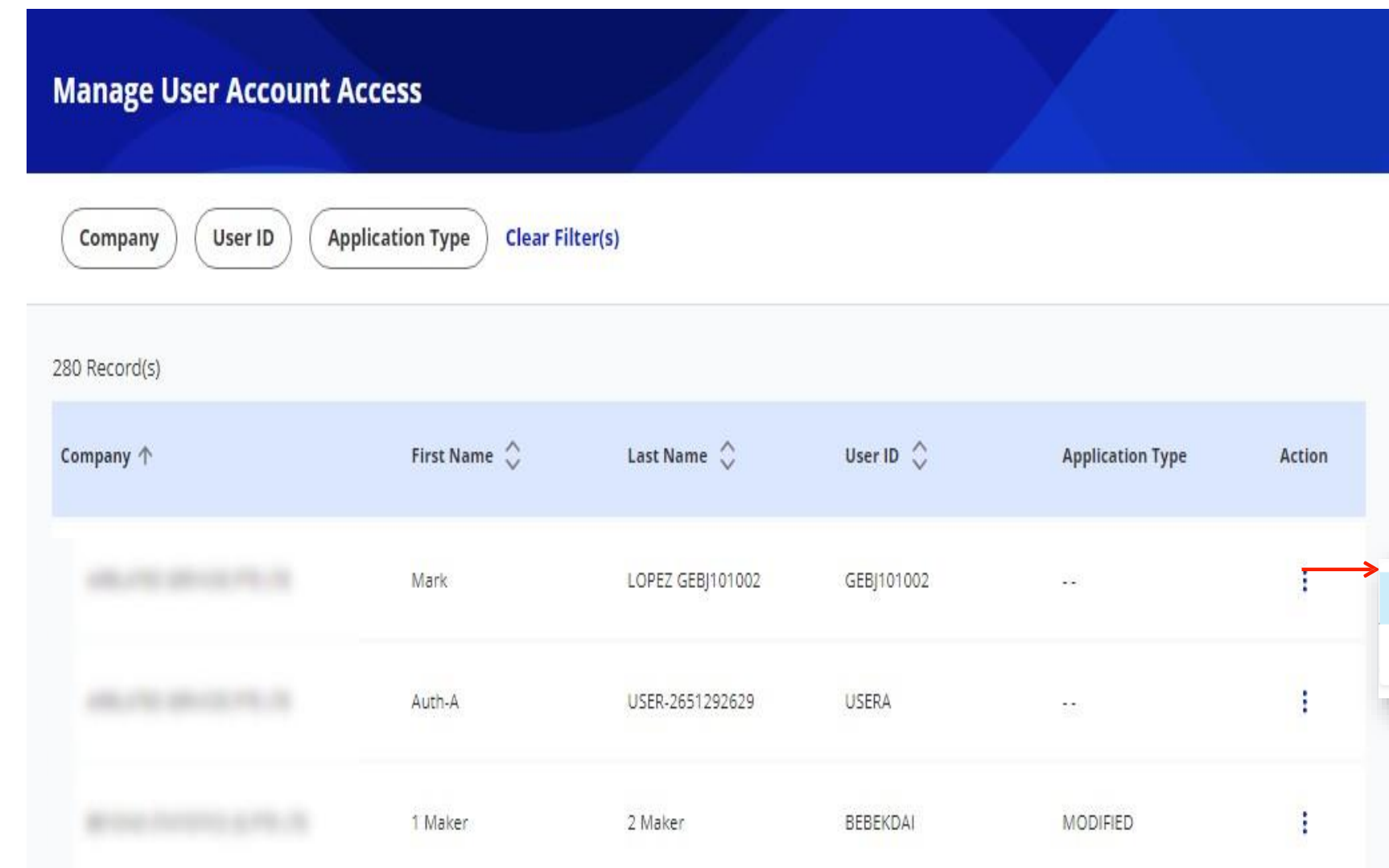
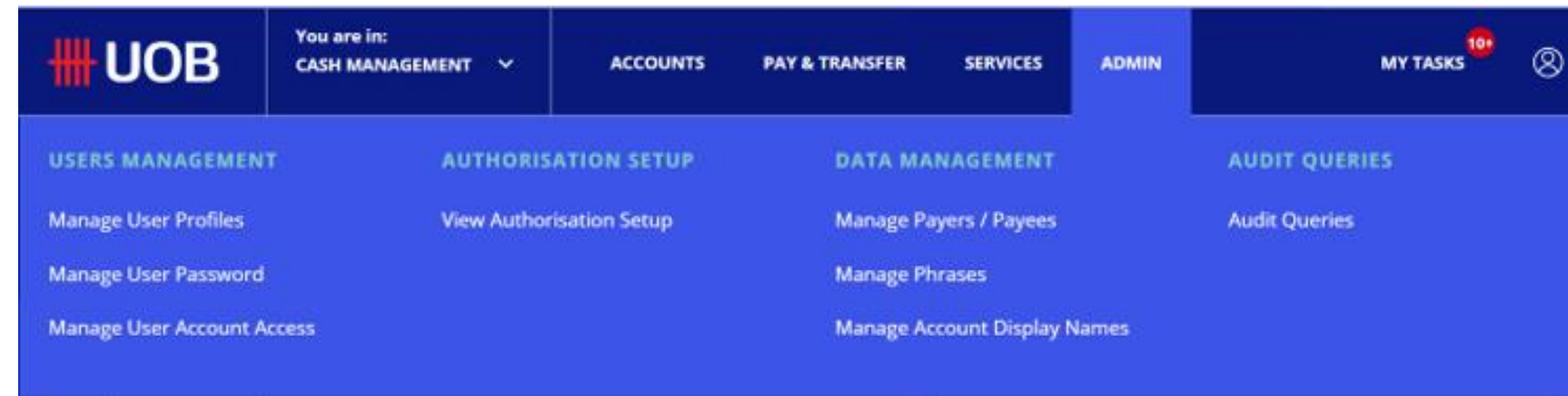
## Kelola Akses Akun Pengguna

### 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).



# 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. \*\*

\*\* 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".

**1** - Points to the User Details section.

**2** - Points to the 'Select All Accounts' checkbox.

**3** - Points to the 'Limit transactions to only Pre-approved Payee?' radio button (Yes).

**4** - Points to the 'What can the user view?' checkboxes (Account Overview, Account Activities).

**5** - Points to the 'What transactions can the user access?' search field.

**5** - Points to the search field.

**6** - Points to the 'Next' button.

**7** - Points to the 'Submit' button.

**8** - Points to the confirmation message.



# Bagaimana Mengelola Pengguna yang Sudah Ada

## Mengelola Profil Pengguna

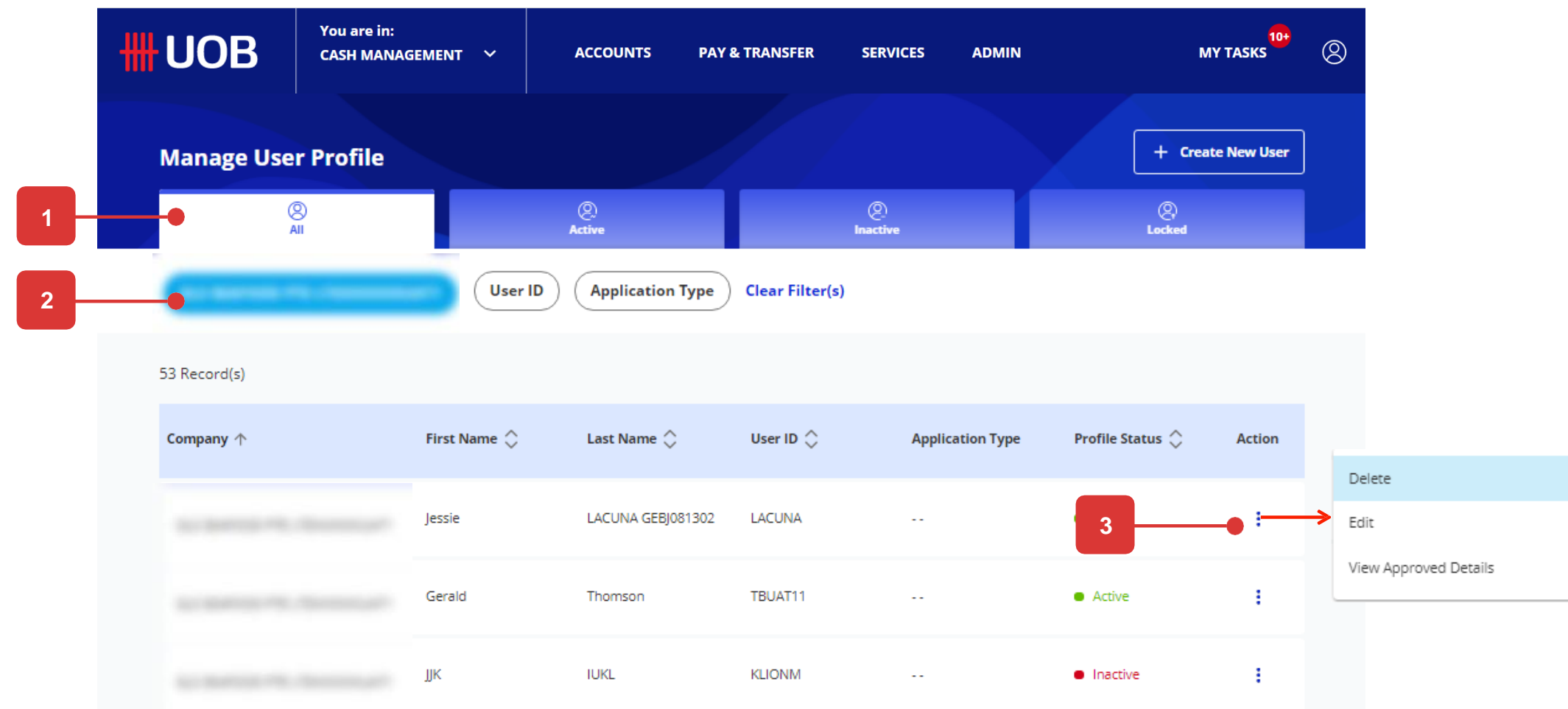
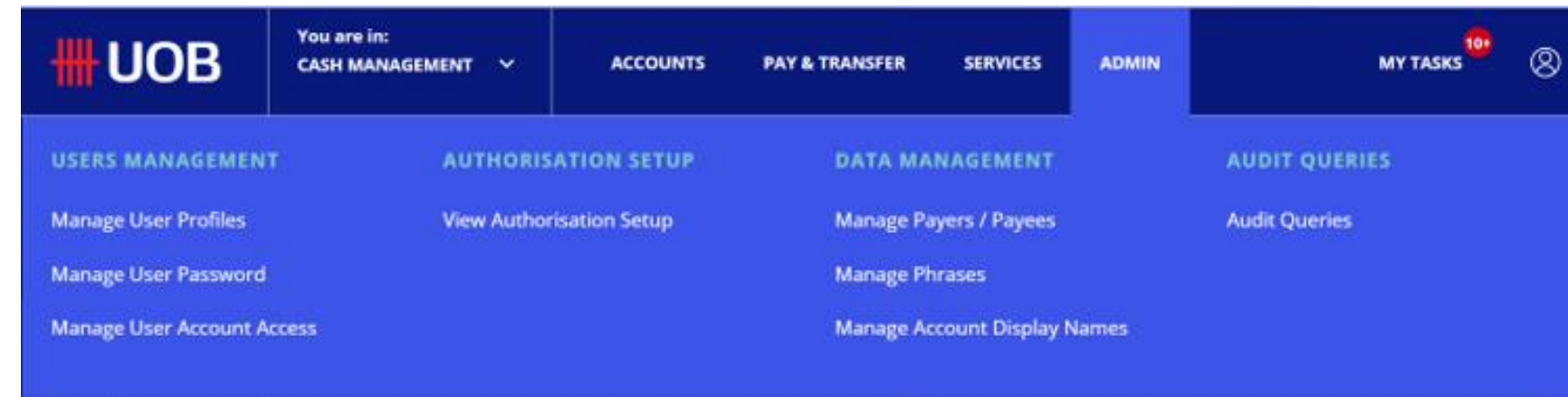
### Langkah 1

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 "Ter Kunci" untuk profil pengguna. Pemisahan tab didasarkan pada status pengguna.
2. Gunakan opsi filter 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.



# Bagaimana Mengelola Pembayar/ Penerima Pembayaran

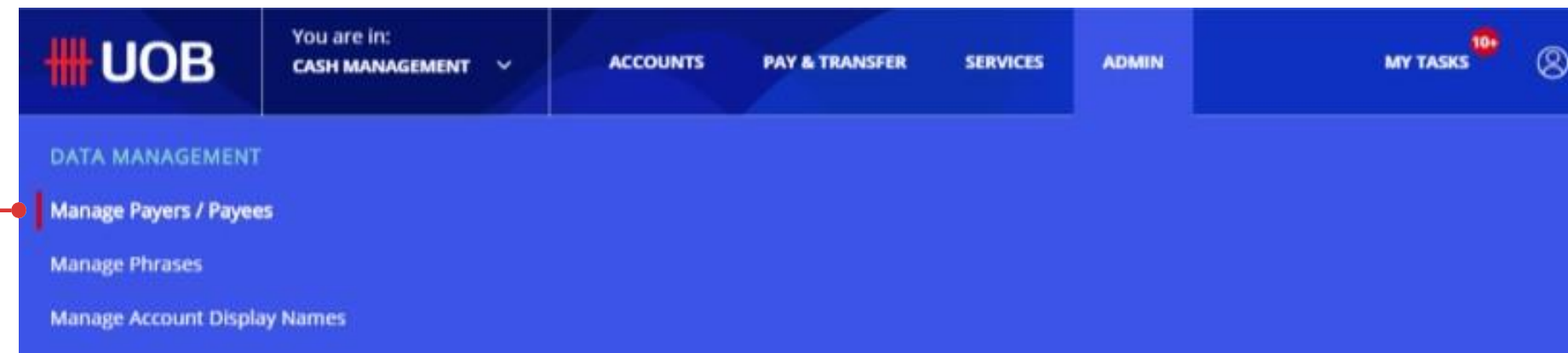
## Mengelola Pembayar/ Penerima Pembayaran

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".

1

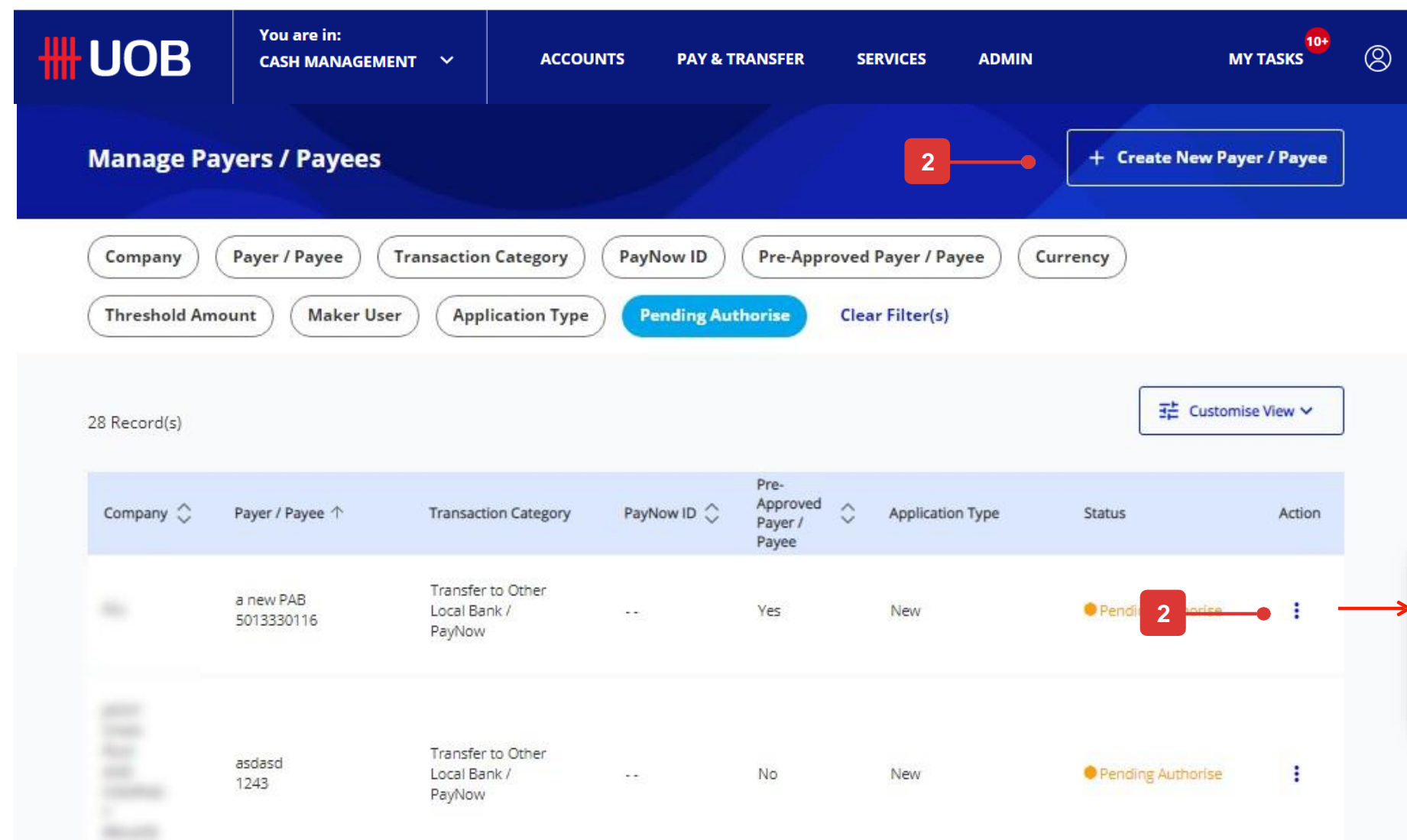


### Langkah 2

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

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

2



# 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 shows the 'Create New Payer / Payee' form in the UOB system. It is divided into several sections:

- General Details:** Includes a dropdown for 'Company' (callout 1) and a dropdown for 'Transaction Category' (callout 2).
- Payer / Payee Account Details:** Includes fields for 'Payee Name' (callout 3), 'Payee Name / Address 1', 'Payee Name / Address 2', and 'Payee Name / Address 3'.
- Account Information:** Includes 'IBAN / Account No.' (callout 4), 'Bank Country' (callout 5), 'Bank Name' (callout 6), and 'SWIFT BIC Code'.

The screenshot shows the 'Other Details' section of the form. It includes:

- Pre-Approved Payee:** A checkbox (callout 7) and a 'Threshold Amount' field (0.00).
- Intermediary Bank Details:** Includes 'Bank Country' (callout 8), 'Bank Name', and 'SWIFT BIC Code'.
- Payee Advice Details:** Includes 'Payee ID', 'Email 1' (callout 9), 'Email 2', 'Fax', and 'Contact Number'.
- Buttons:** 'Cancel' and 'Submit' buttons (callout 10).

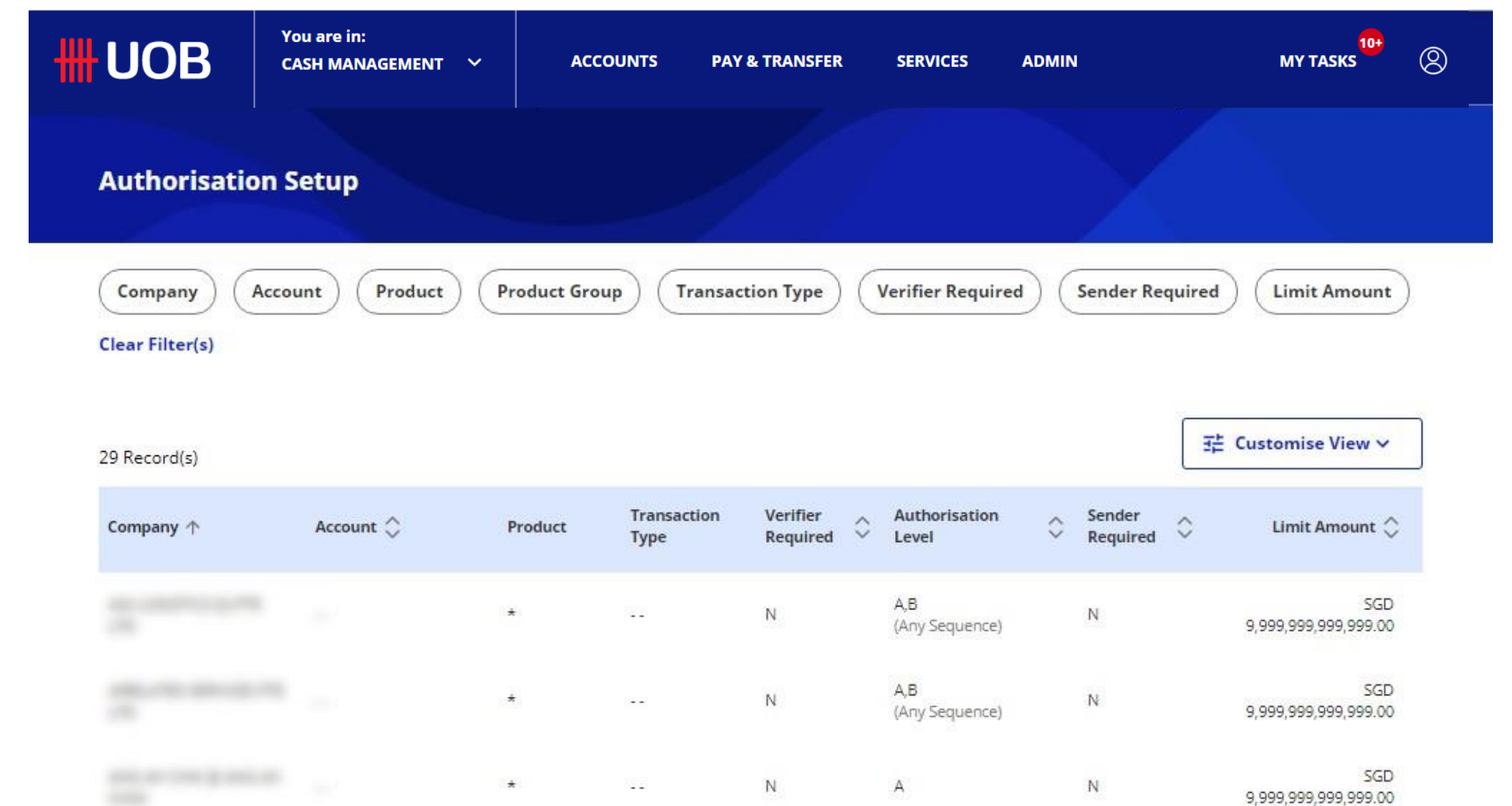
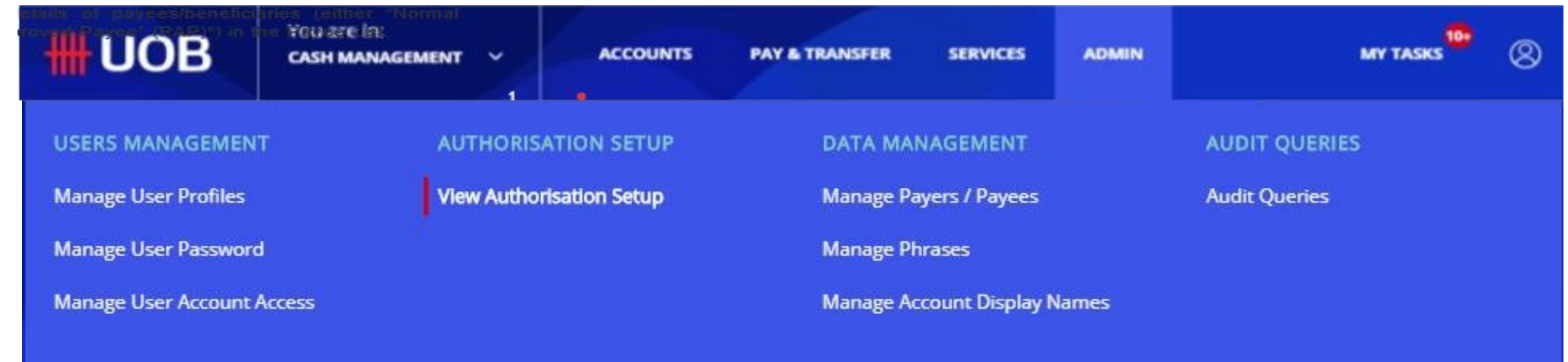
The screenshot shows the final step of the process. A message box displays: "Your Payer / Payee has been successfully submitted." Below the message are 'Create New' and 'Done' buttons.

# 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 .



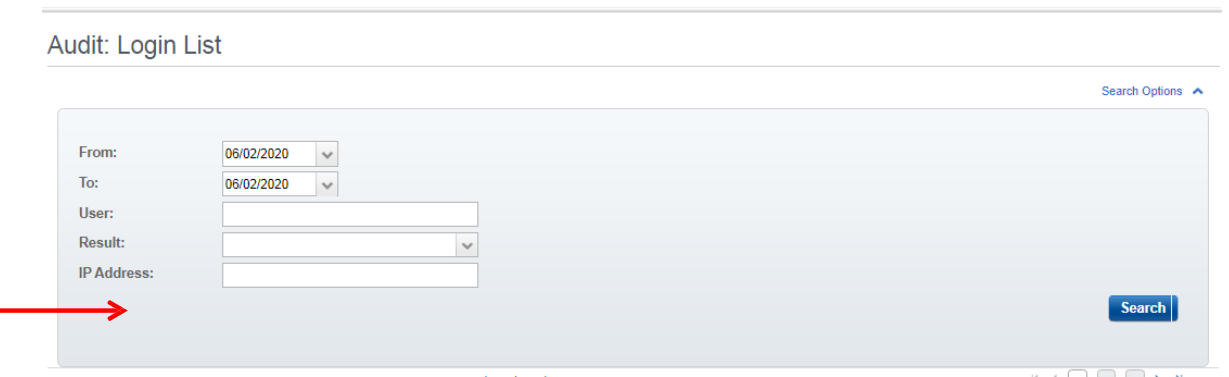
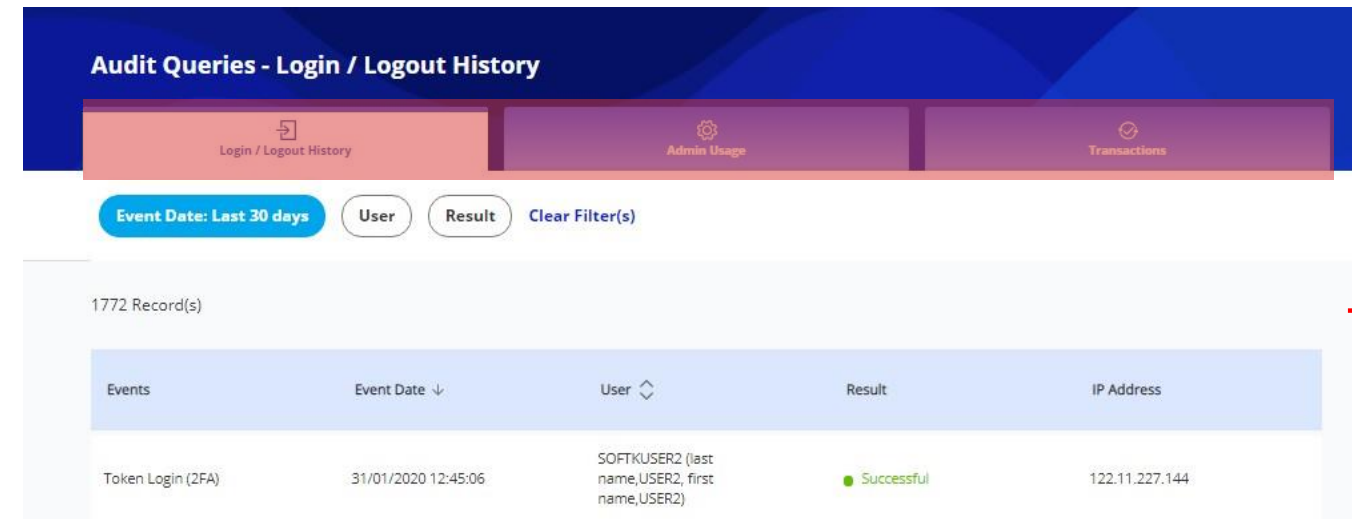
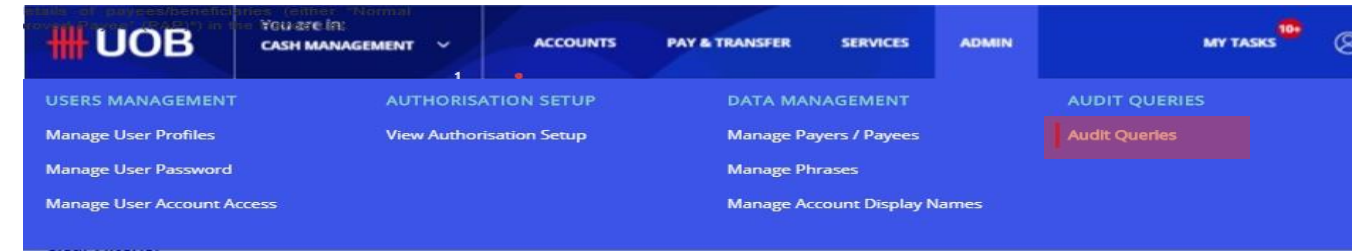
# Bagaimana Cara Melihat Pertanyaan Audit

## Pertanyaan Audit

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

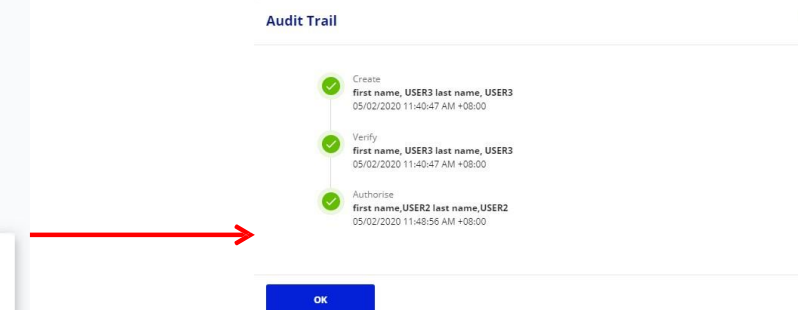
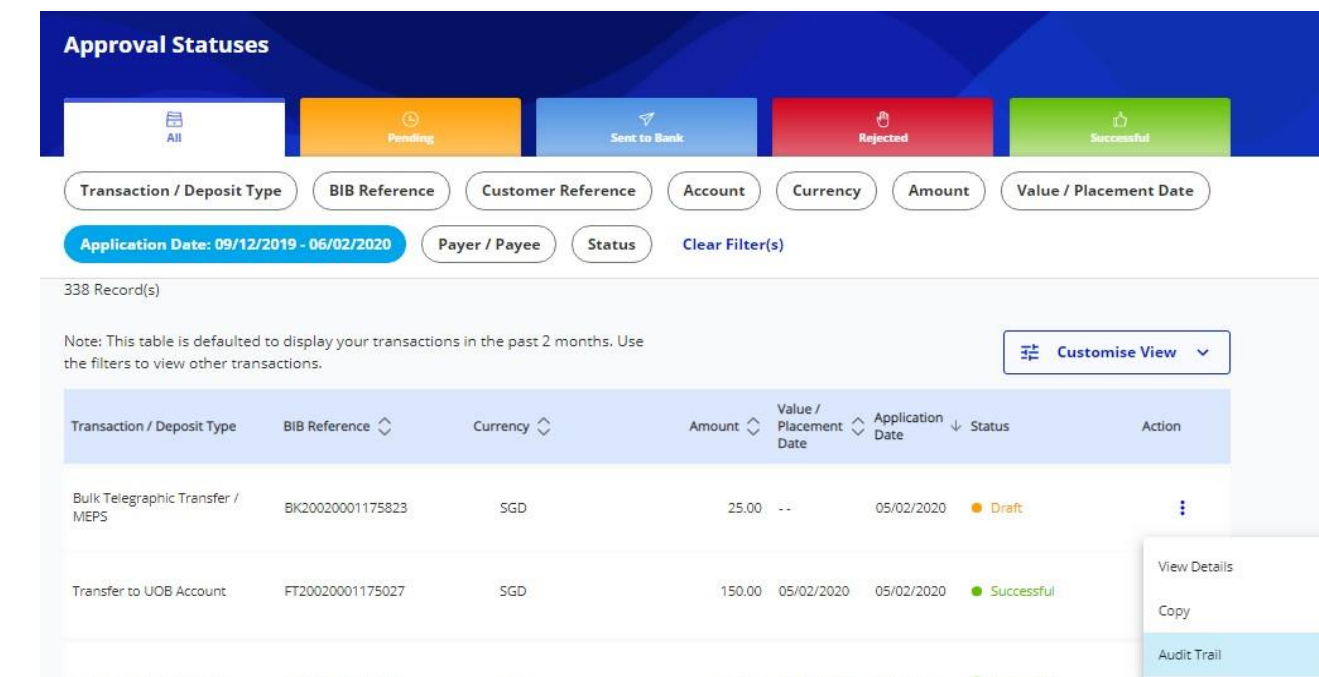
Pertanyaan Audit dikategorikan sebagai berikut:

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



## 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".



# Layanan

## Layanan Buku Cek

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

## Kirim File ke UOB

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- 11 Bagaimana Cara Mengirim File VAN

## Pemberitahuan

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- 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

### 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.

# 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" dari daftar 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 Status' interface. The top navigation bar includes 'UOB', 'You are in: CASH MANAGEMENT', and tabs for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', and 'ADMIN'. The main heading is 'Enquire Cheque Status'. Below this, there are several input fields and a 'Submit' button, each marked with a red number 1 through 5. Step 1 points to the 'Company Name' field. Step 2 points to the 'Cheque Type' dropdown menu. Step 3 points to the 'From' and 'To' fields for cheque numbers. Step 4 points to the 'Submit' button. Step 5 points to the resulting table of cheque records.

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.

### 2. Akun

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

### 3. Tanggal Aplikasi

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

### 4. PayNow ID

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

### 5. Tipe aplikasi

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

### 6. Status

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

**1** **Company**

Filter by Company

- GLS SEAFOOD PTE LTDXXXXXUAT1
- JACKY CHAN FILM AND COMPANY PRIVATE

Cancel Clear Apply

**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**

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**

Filter by PayNow ID

- 53030933E
- 715946801H

Cancel Clear Apply

**5** **Application Type**

Filter by Application Type

- Deleted
- Modified
- New

Cancel Clear Apply

**6** **Status** Clear Filter(s)

Filter by Status

- Deregistered
- Registered
- Rejected

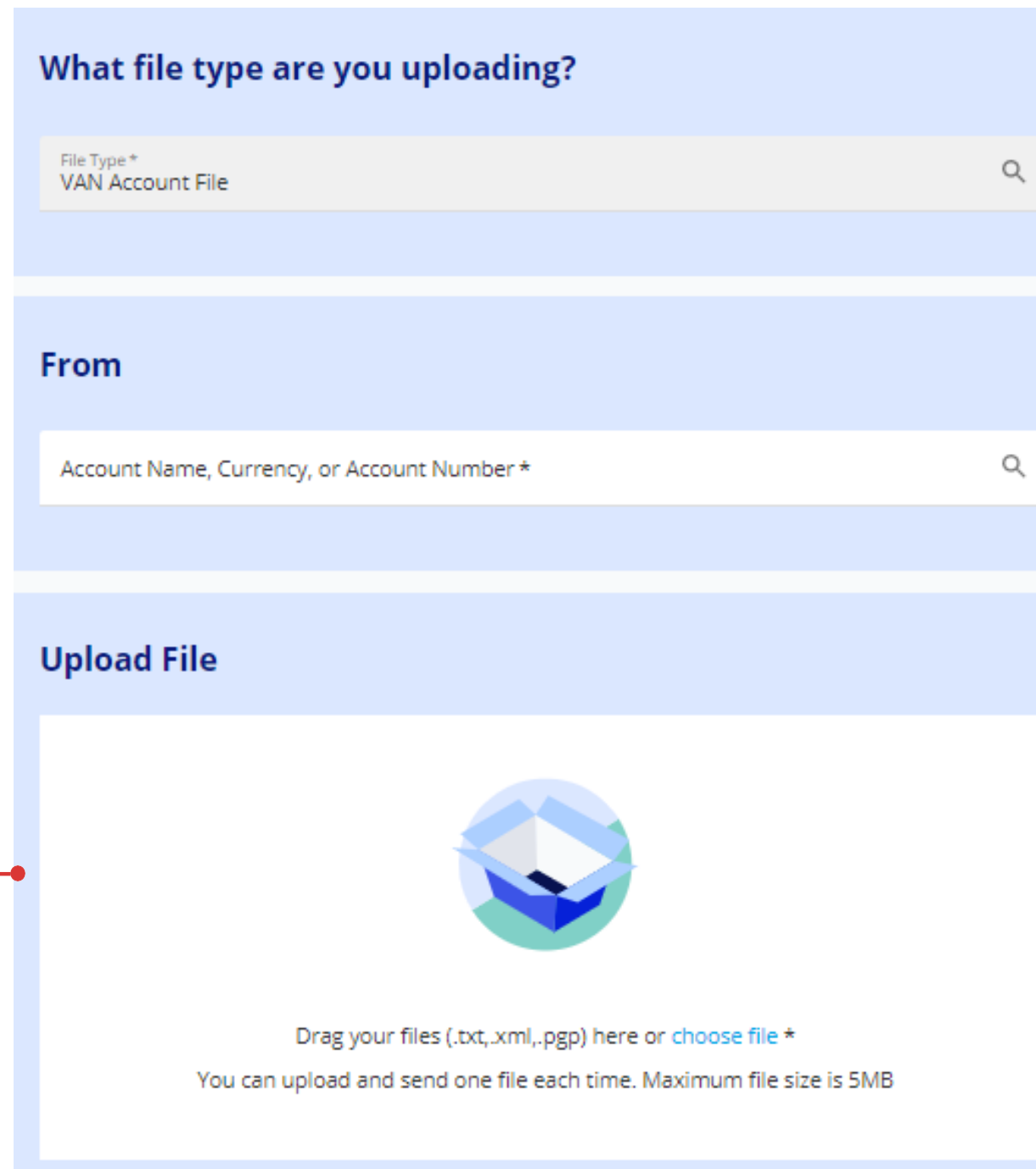
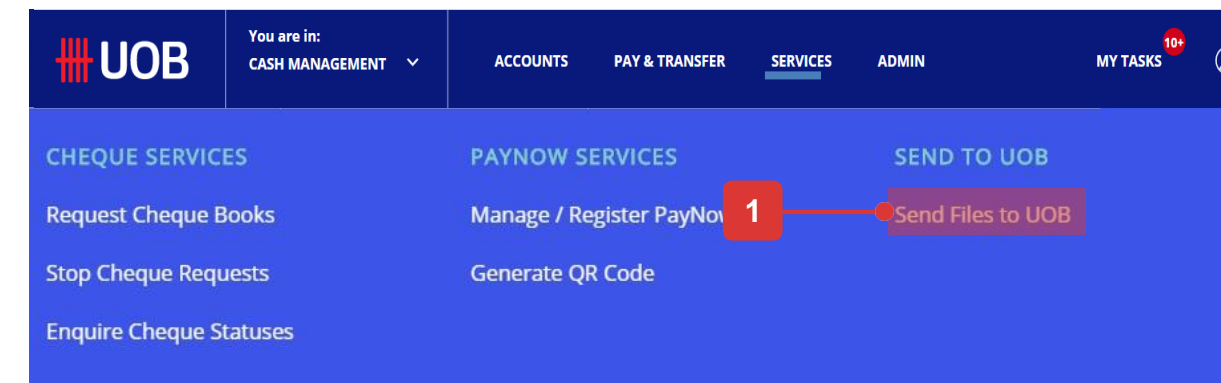
Cancel Clear Apply

# 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".



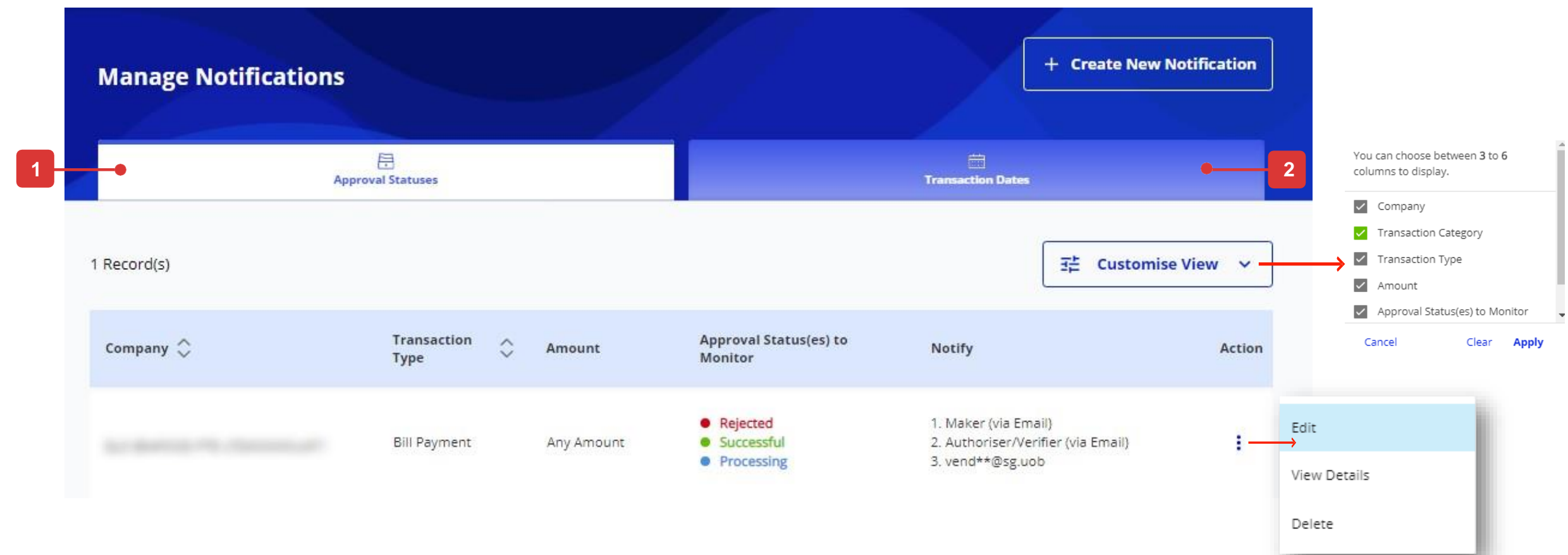
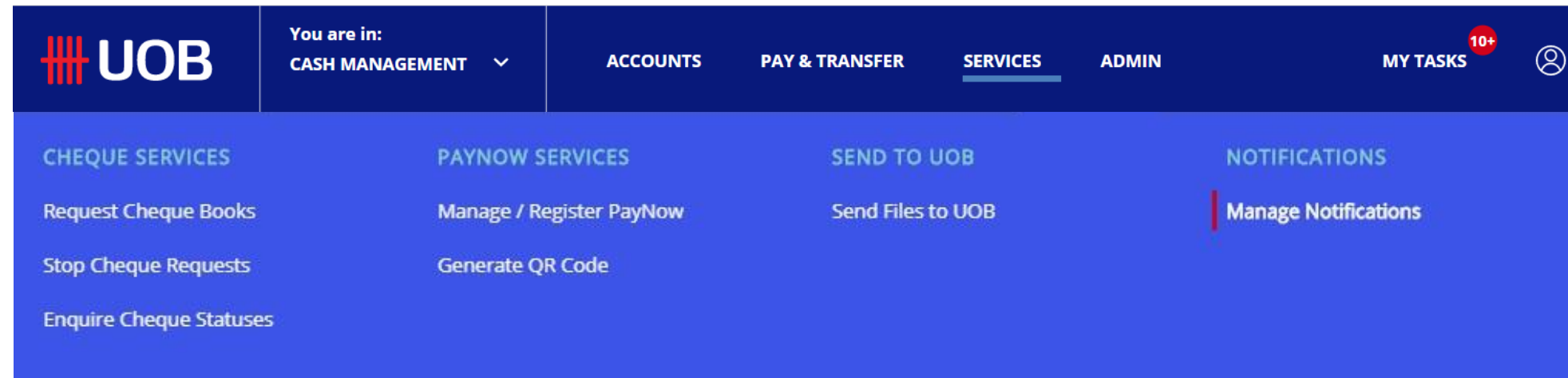
# Cara Mengelola Pemberitahuan

## 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.



# Cara Membuat Pemberitahuan Baru

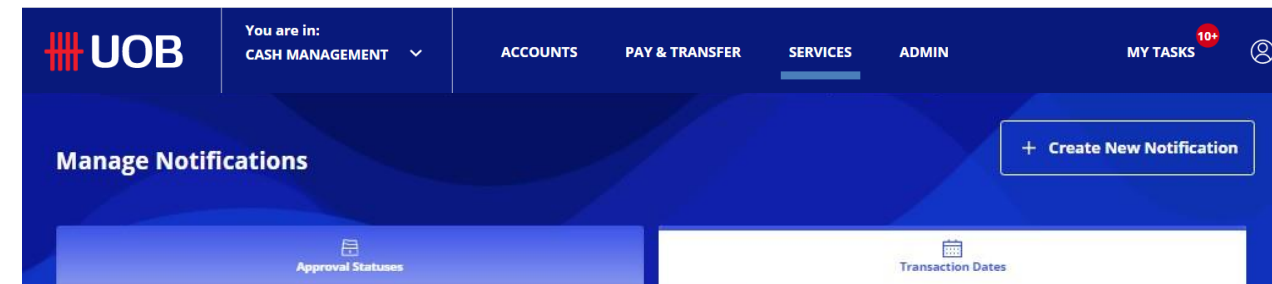
## Membuat Pemberitahuan Baru

### 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.



\* Mandatory Fields

**Create new notification for**  
Choose a company to add notification and select transaction category and transaction type.\*

1. Company\* 53030933E

2. Transaction Category\* Single Transactions

Transaction Type\* All

3. When the amount is  
Enter the amount details.\*  
More / Less Than\* Any Amount

4. When the approval status(es) is / are  
Select approval status.\*  
Select All  
Rejected  
Successful  
Processing

Transaction Type\* dropdown menu:  
All  
Bulk Transactions  
Fixed Deposits  
Inward Remittance  
Services  
Single Transactions  
Bank to Bank Transfer (MT103)  
Bank to Bank Transfer (MT202)  
Bill Payment  
Cashier's Order  
Demand Draft  
Request for Transfers (MT101)

**Notify**  
Choose your recipients.\*

Maker(s) of the transaction(s)  
 Authoriser(s) / Verifier(s) of the transaction(s)

Delivery Mode(s)\* Email

Sender(s) of the transaction(s)  
 Contact person of the company  
 Other recipient(s)

Recipient 1

Delivery Mode(s)\* Email Language\* English

Email\* tmp2hh@sg.uob

+ Add Recipient

5. [Next] 6.

Enter Token Response

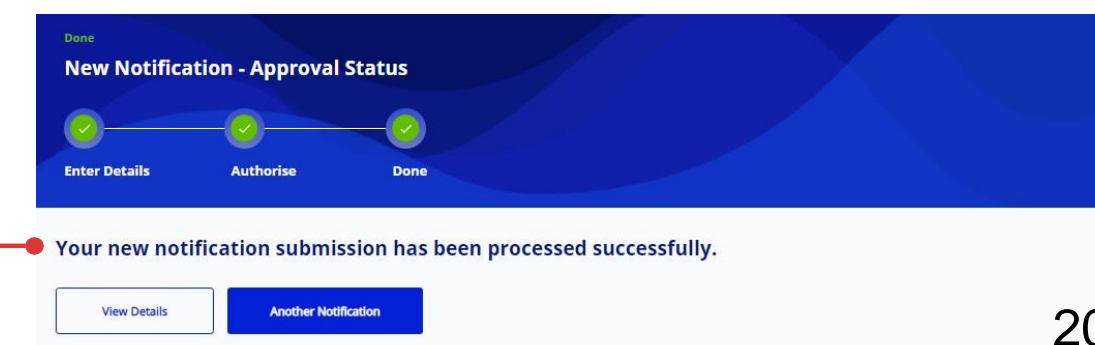
Follow these steps on your token:  
1] Press 1  
2] Enter the 6-digit security code on your token.

Token Response: . . . . .

7. [Submit]

Notify  
 All  
 Processing  
 Rejected  
 Successful

Notify  
 Authoriser(s) / Verifier(s)  
Delivery Mode(s) Email  
 Other recipient(s)  
Recipient 1  
Delivery Mode Email  
Email tmp2hh@sg.uob



# 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 kursor ke "Admin" dan pilih "Kelola Profil Pengguna" di bawah kolom "Manajemen Pengguna".

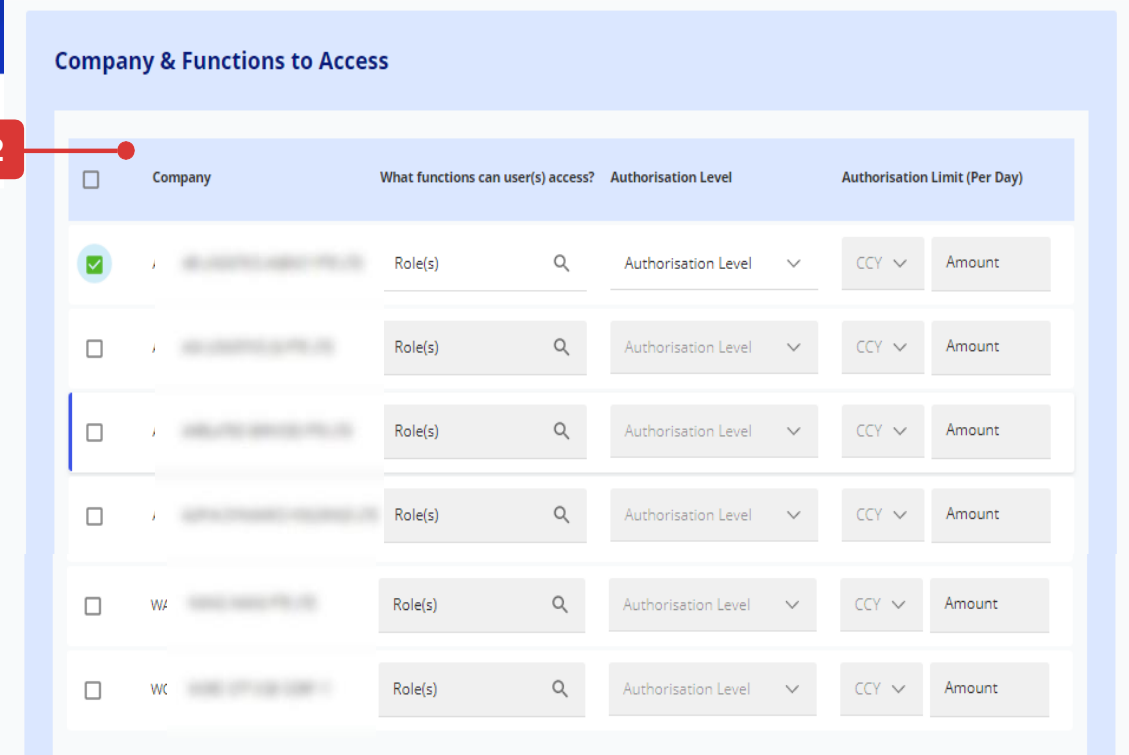
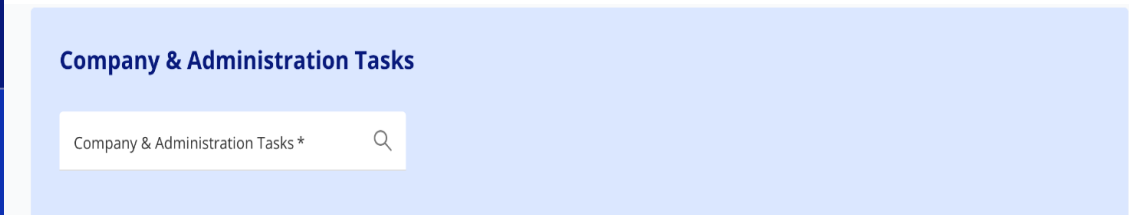
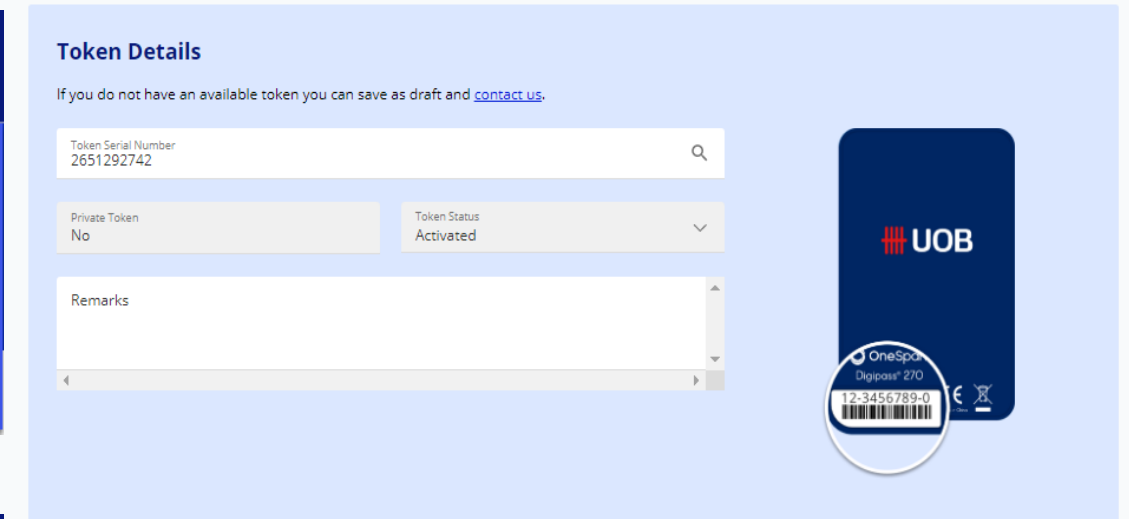
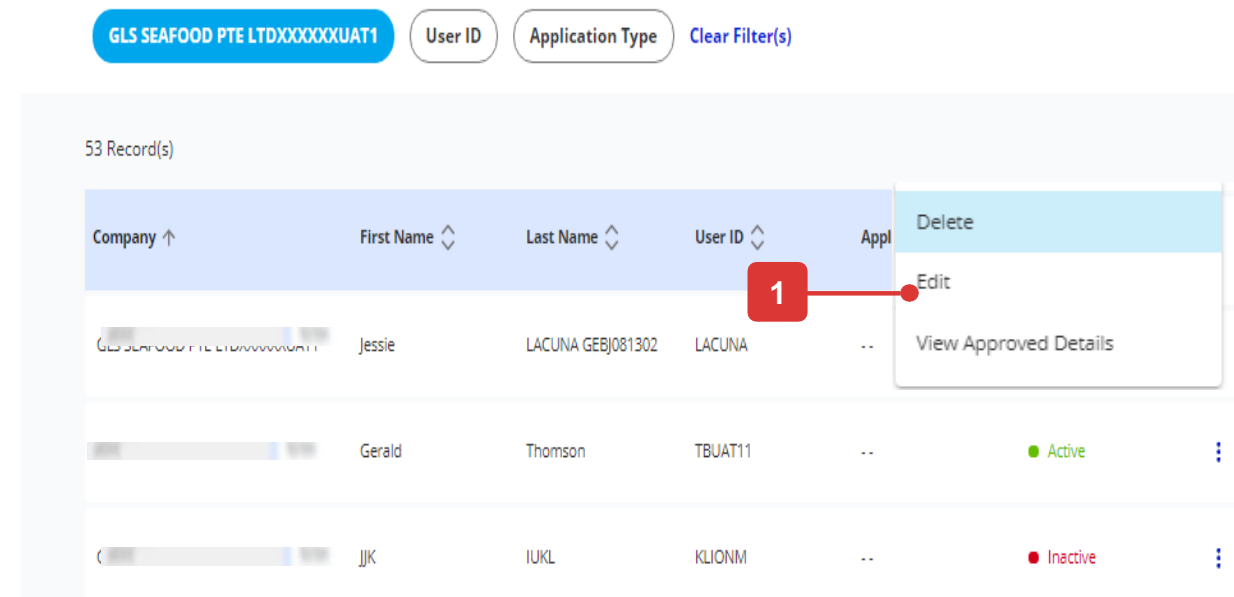
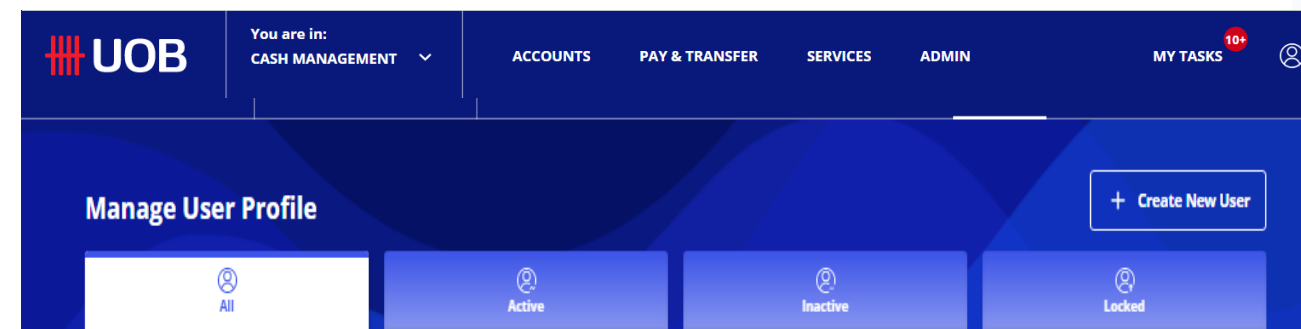
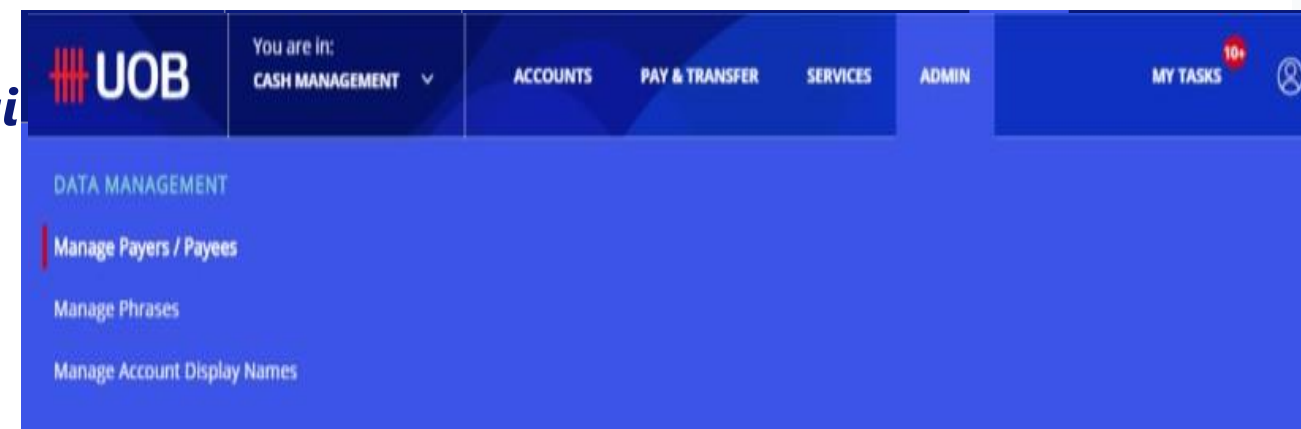
#### Langkah 2

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.



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

Administrator Perusahaan Dapat membatasi pengguna hanya melakukan pembayaran kepada Penerima Pembayaran yang Telah Disetujui (PAP)

Untuk 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/modifikasi detail penerima pembayaran/penerima pada layar pembuatan transaksi.
- Pengguna tidak dapat memilih penerima pembayaran/penerima normal dari daftar penerima pembayaran.

The screenshot displays the UOB Admin interface for managing user account access. The top navigation bar includes 'UOB', 'You are in: CASH MANAGEMENT', and various menu items like 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. The main content area is titled 'Manage User Account Access' and features a table with columns for 'Company', 'First Name', 'Last Name', 'User ID', 'Application Type', and 'Action'. A table with 280 records is shown, with the first row for 'Mark LOPEZ' having a 'User ID' of 'GEBJ101002'. A red callout box '1' points to the 'Edit' button in the 'Action' column of this row. Below the table, there are filter buttons for 'Company', 'User ID', and 'Application Type', along with a 'Clear Filter(s)' button. To the right of the table, there are two panels for 'Account and Product to Access'. The first panel is for 'AIRELATED SERVICES PTE LTD (Default Company)' and the second is for 'WANG WANG PTE LTD'. Each panel has a 'Select All Accounts' checkbox and a list of accounts. A red callout box '2' points to the 'Yes' radio button for the 'Limit transactions to only Pre-approved Payee?' option in the first panel. At the bottom right, there are 'Cancel' and 'Next' buttons, with a red callout box '3' pointing to the 'Next' button.

# 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

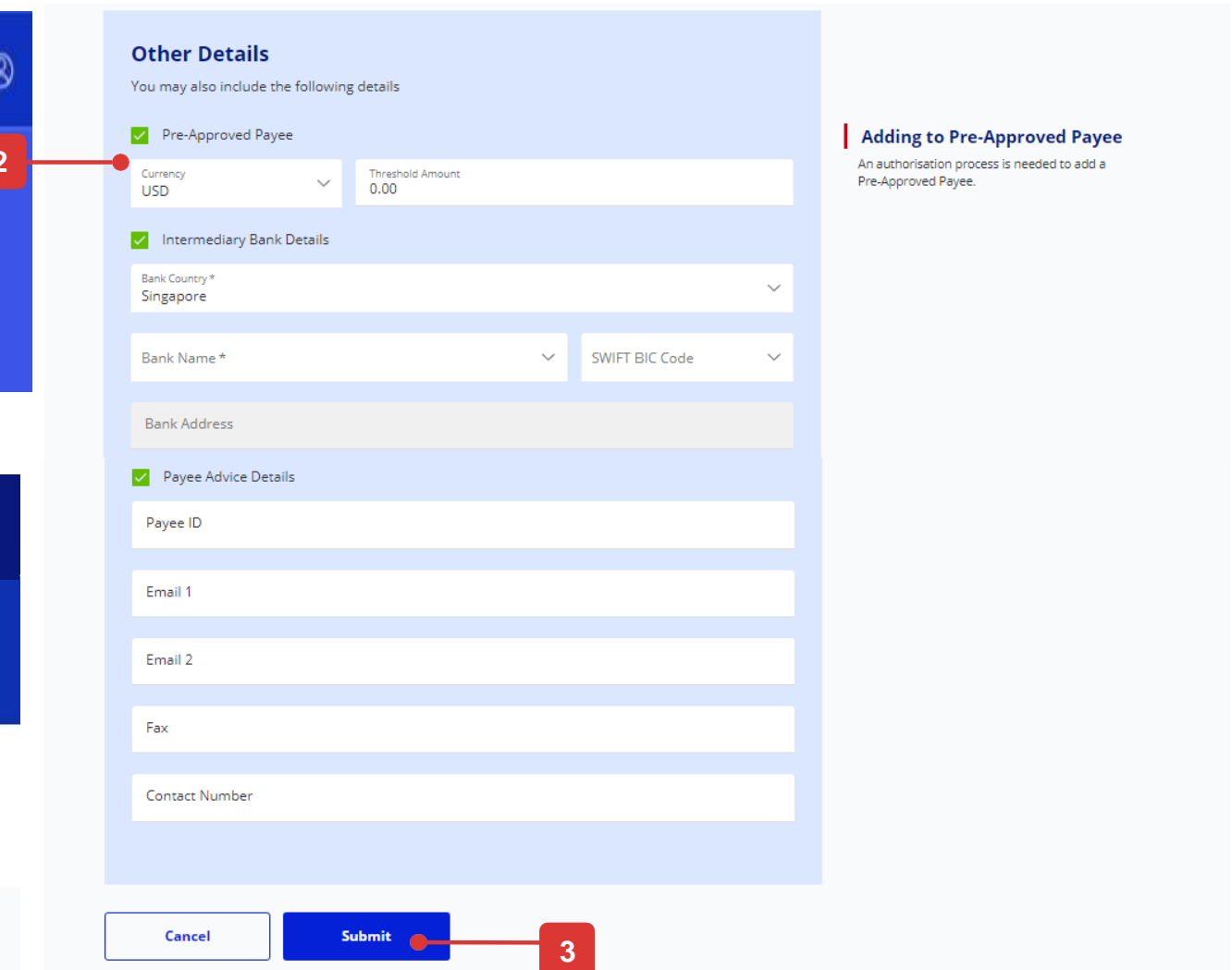
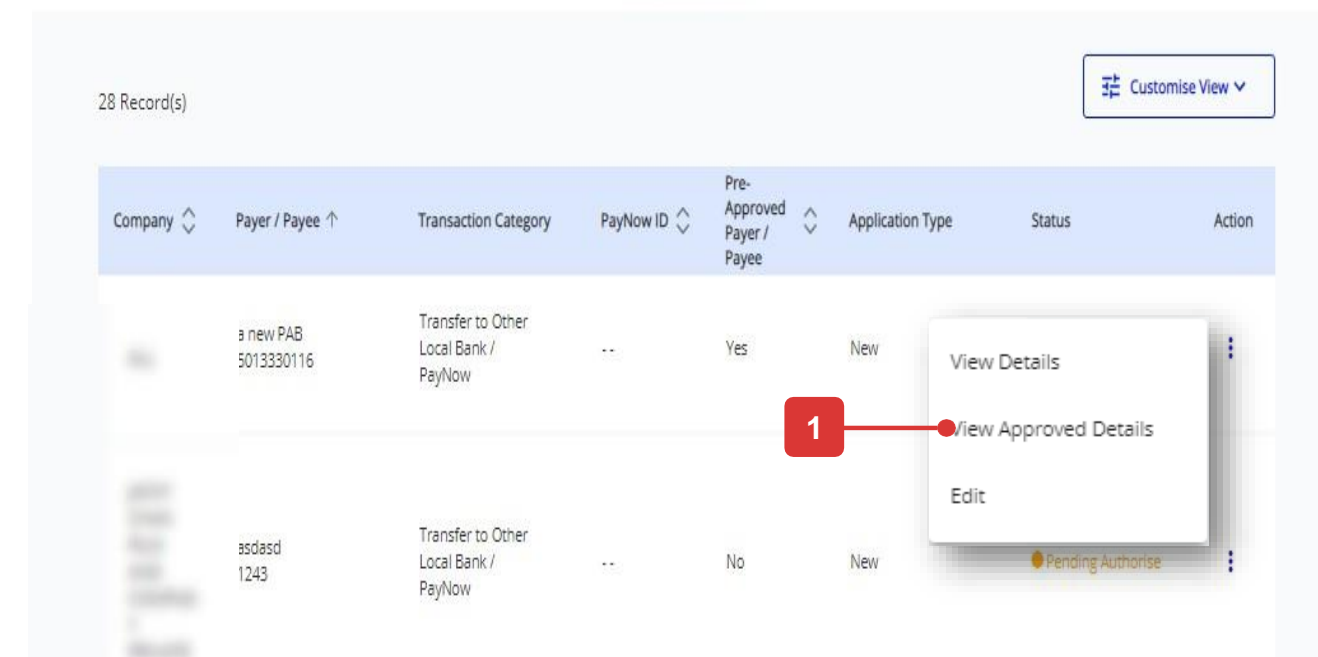
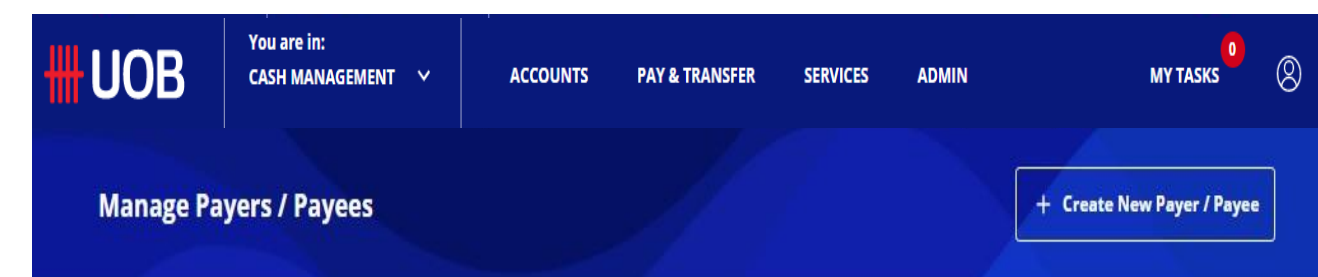
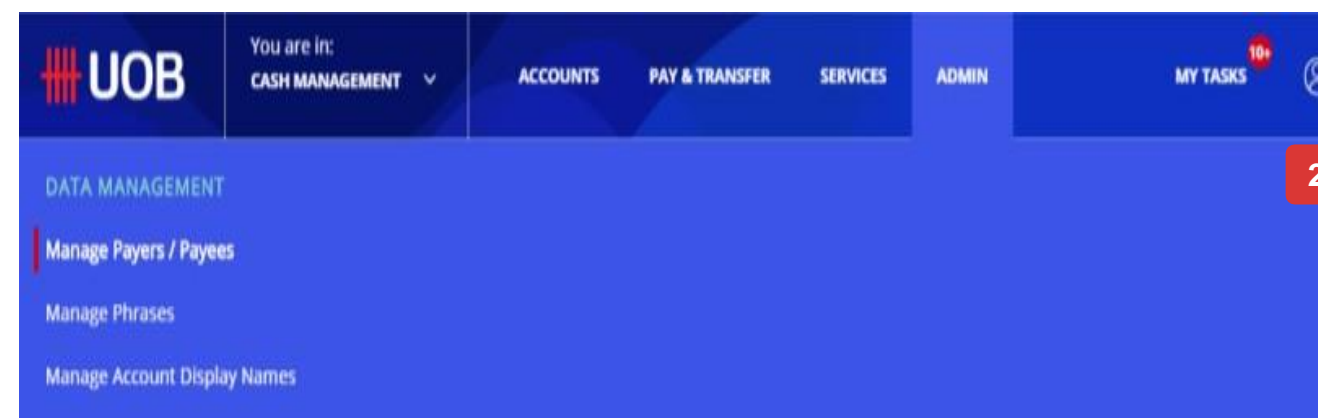
Anda dapat membuat detail penerima pembayaran/penerima manfaat yang telah disetujui sebelumnya Di bawah Kelola Pembayar/Penerima Pembayaran

#### Langkah 1

Dari bilah menu atas, arahkan kursor 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.



# 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 kursor 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

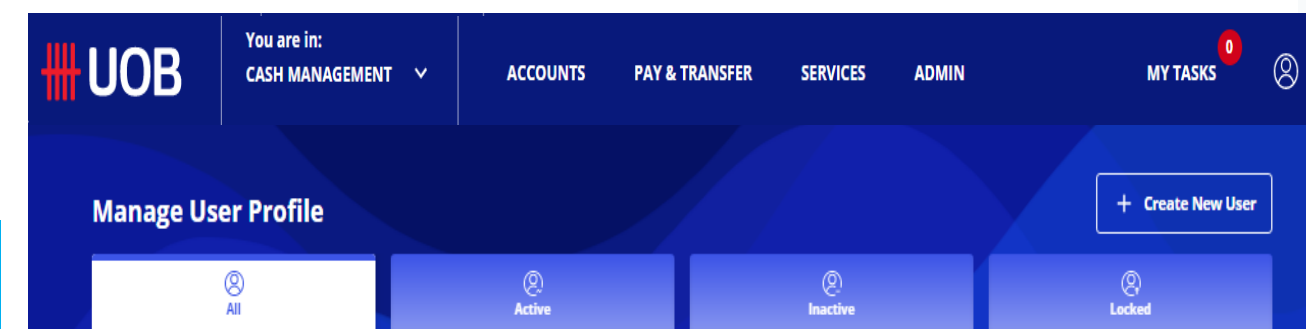
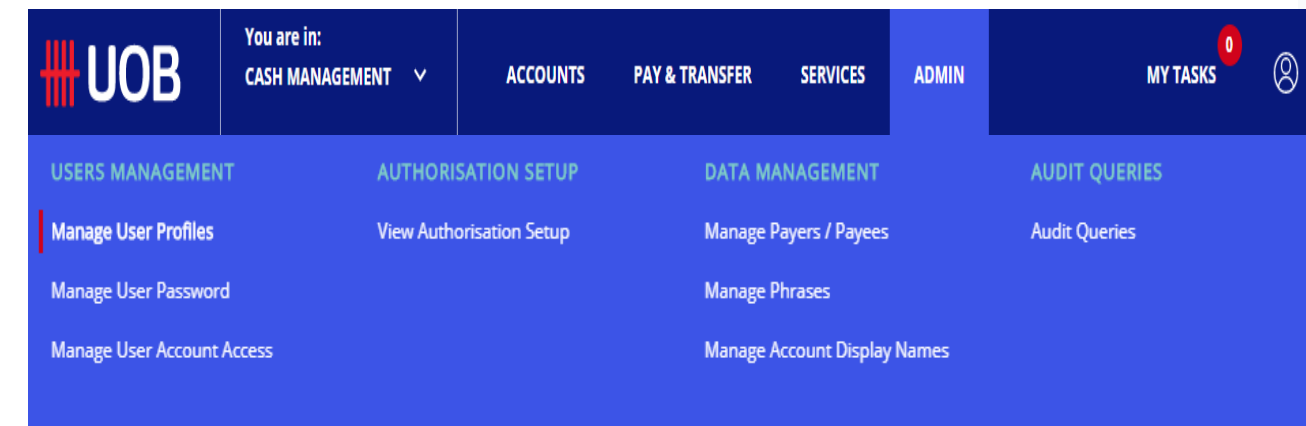
#### - Penandatanganan Penggajian:

- 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.

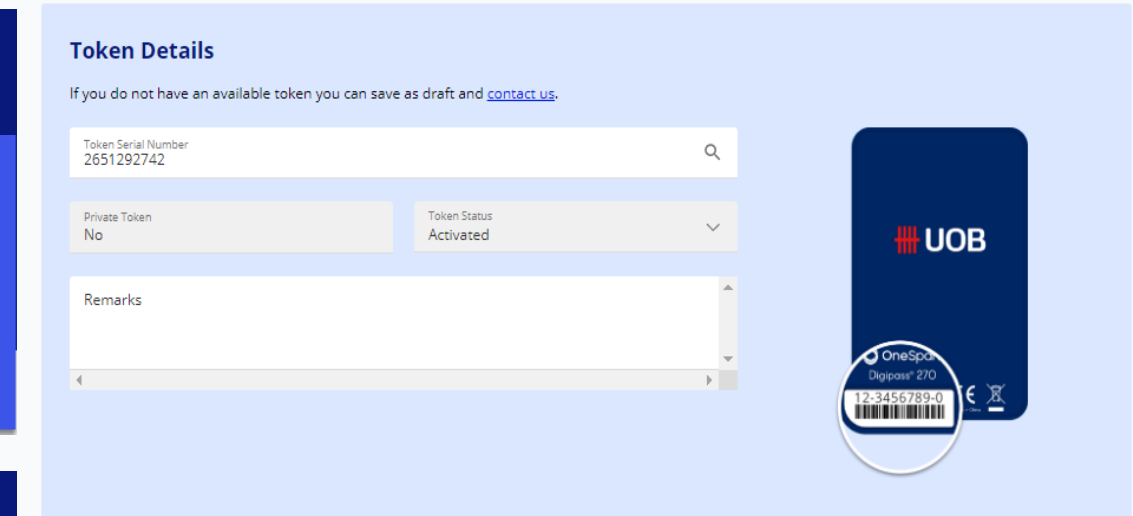
Tercatat: Pastikan pengguna Penggajian yang dapat mengakses transaksi penggajian untuk karyawan ditugaskan hanya dengan Peran EMPL Penggajian Massal ATAU Bulk Payroll EMPL.

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



53 Record(s)

Company	First Name	Last Name	User ID	Application Type	Profile Status	Action
GLS SEAFOOD PTE LTDXXXXXUAT1	Jessie	LACUNA GEB 081302	LACUNA	..	Active	Delete Edit View Approved Details
GLS SEAFOOD PTE LTDXXXXXUAT1	Gerald	Thomson	TBUAT11	..	Inactive	...
GLS SEAFOOD PTE LTDXXXXXUAT1	JJK	IUKL	KLIQNM	..	Inactive	...



#### Company & Functions to Access

Company	What functions can user(s) access?	Authorisation Level	Authorisation Limit (Per Day)
WA	Role(s)	Authorisation Level	CCY Amount
WC	Role(s)	Authorisation Level	CCY Amount





# 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 kursor ke "Admin" dan pilih "Kelola Akses Akun Pengguna" di bawah kolom "Manajemen Pengguna".

#### Langkah 2

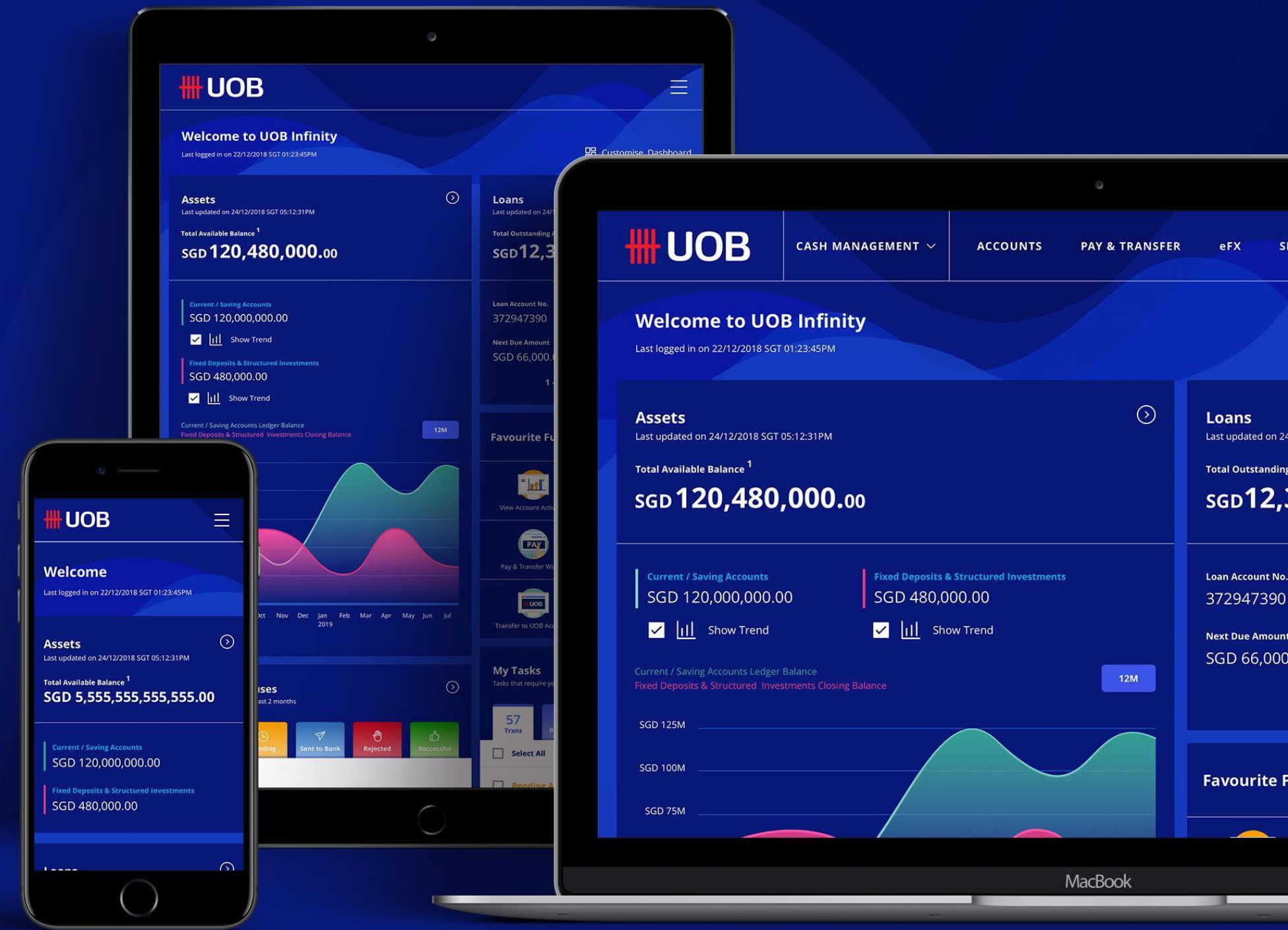
1. Filter pengguna tertentu dengan memasukkan ID penggunanya dan pilih "Edit" di bawah Tindakan ikon.
2. Di bawah Bagian Transaksi dari setiap akun yang ditautkan, pilih Transaksi Penggajian Eksekutif untuk pengguna Penggajian yang dapat mengakses transaksi penggajian untuk eksekutif.
3. Klik tombol "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 displays the 'Manage User Account Access' interface. At the top, the navigation bar shows 'UOB' and 'You are in: CASH MANAGEMENT'. The 'ADMIN' menu is expanded, highlighting 'Manage User Account Access'. Below this, a 'Manage User Account Access' header is visible. A table lists 280 records with columns for Company, First Name, Last Name, User ID, Application Type, and Action. A red callout '1' points to the 'Edit' button in the Action column for the first user (Mark LOPEZ). A red callout '2' points to the 'View Approved Details' dropdown menu. Below the table, there are filter buttons for Company, User ID, and Application Type. On the right side, the 'Account and Product to Access' panel is shown, with a red callout '3' pointing to the 'Next' button at the bottom. The panel includes a list of accounts for 'AIRELATED SERVICES PTE LTD (Default Company)' and 'WANG WANG PTE LTD', with checkboxes for 'Select All Accounts' and 'Current Account - Corporate'. It also has sections for 'Limit transactions to only Pre-approved Payee?' and 'What can the user view?' with radio buttons and checkboxes.

# 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.

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

Manage User Profile + Create New User

GLS SEAFOOD PTE LTDXXXXXXUAT1 User ID Application Type Clear Filter(s)

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+ 8

**Create New User - Profile**

Before you start, please note that:

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

\* Mandatory Fields

**User Details**

1 Organisation ID \* JACKYC User ID \* TESTER1

2 First Name \* User Last Name \* Test01

3 Country of Identification Document \* Singapore

Type of Identification Document \*

Identification Document Number \* MA087543

**Profile Status**

4 Profile Status \* Inactive

**Contact Details**

5 Contact Email \* test@gmail.com

Contact Number \* 87654321

+ Add Fax Number  
+ Add Address

**Settings**

6 Default Company \*

7 Default Location \* Singapore Time Zone \* Asia/Singapore

Base Currency \* SGD Language \* English

**Token Details**

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

Token Serial Number 2651292742

Private Token No Token Status Activated

Remarks

**Company & Administration Tasks**

Company & Administration Tasks \*

**Company & Functions to Access**

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

Cancel Next 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.

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

### Create New User - Profile

Please review and submit.

#### User Details

Organisation ID	User ID
First Name User	Last Name Test01
Country of Identification Document Singapore	
Type of Identification Document Passport	
Identification Document Number MA765133	

#### Profile Status

Profile Status  
Inactive

#### Contact Details

Contact Email  
test@gmail.com

Contact Number  
87654321

Fax Number  
--

Address  
--

#### Settings

Default Company	
Default Location Singapore	Time Zone Asia/Singapore
Base Currency SGD	Language English

#### Token Details

Token Serial Number 2651292742	
Private Token No	Token Status Activated
Assigned Date --	Assigned By TBA11
Remarks --	

### Infinity Secure

Token Status Unassigned	Activated Date and Time --
Default Authentication Method No	

#### Company & Administration Tasks

Company & Administration Tasks  
5 Task(s) Selected

<b>Task(s) Selected</b>	
20 User Admin	User - Admin
User - Portlets	User - Customer Admin
20 User Portlets	

<b>Role(s) assigned by Bank</b>	
30 Customer Admin	User - CA - User Account
User - CA - User Profile	User - CA -User Authentication

#### Company & Functions to Access

Authorisation Level	--
Authorisation Limit (Per Day)	--
What functions can user(s) access?	0 functions selected

Authorisation Level	--
Authorisation Limit (Per Day)	--
What functions can user(s) access?	0 functions selected

**Cancel** **Edit** **Submit**

# How to Create New User

## Approve New User Profile

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

**Enter Token Response**

Please select token type to proceed.

**Infinity Secure**

Follow these steps on your token:

- 1 | Press **OK**
- 2 | Enter **8765** & press **OK**
- 3 | 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**

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>

**UOB** You are in: CASH MANAGEMENT

ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

**Create New User - Profile**

User profile has been successfully approved.

**Done** Create New Profile

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

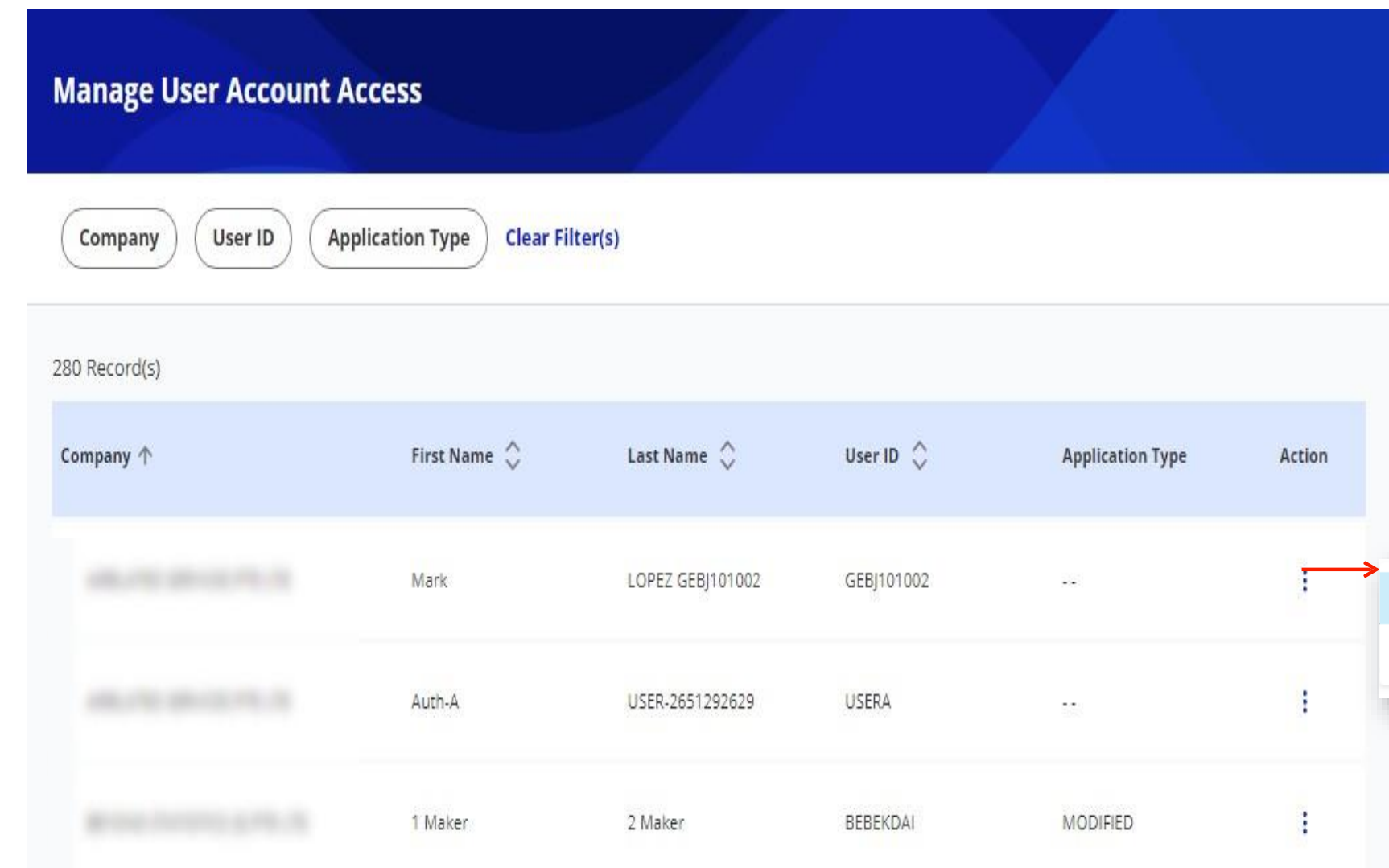
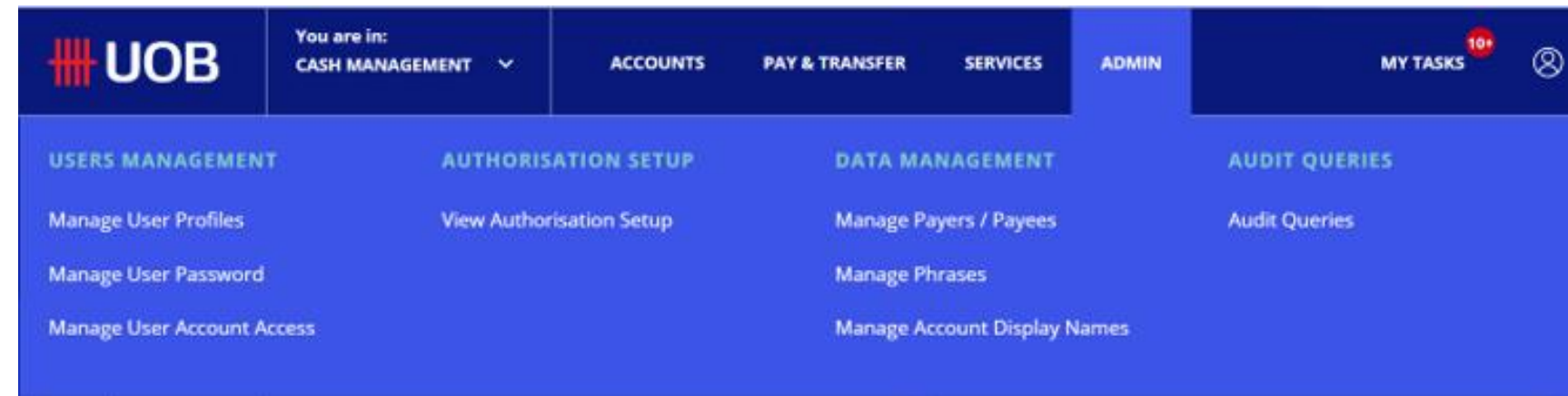
## Manage User Account Access

### 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).





# 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

1

2

3

4

5

6

7

8

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

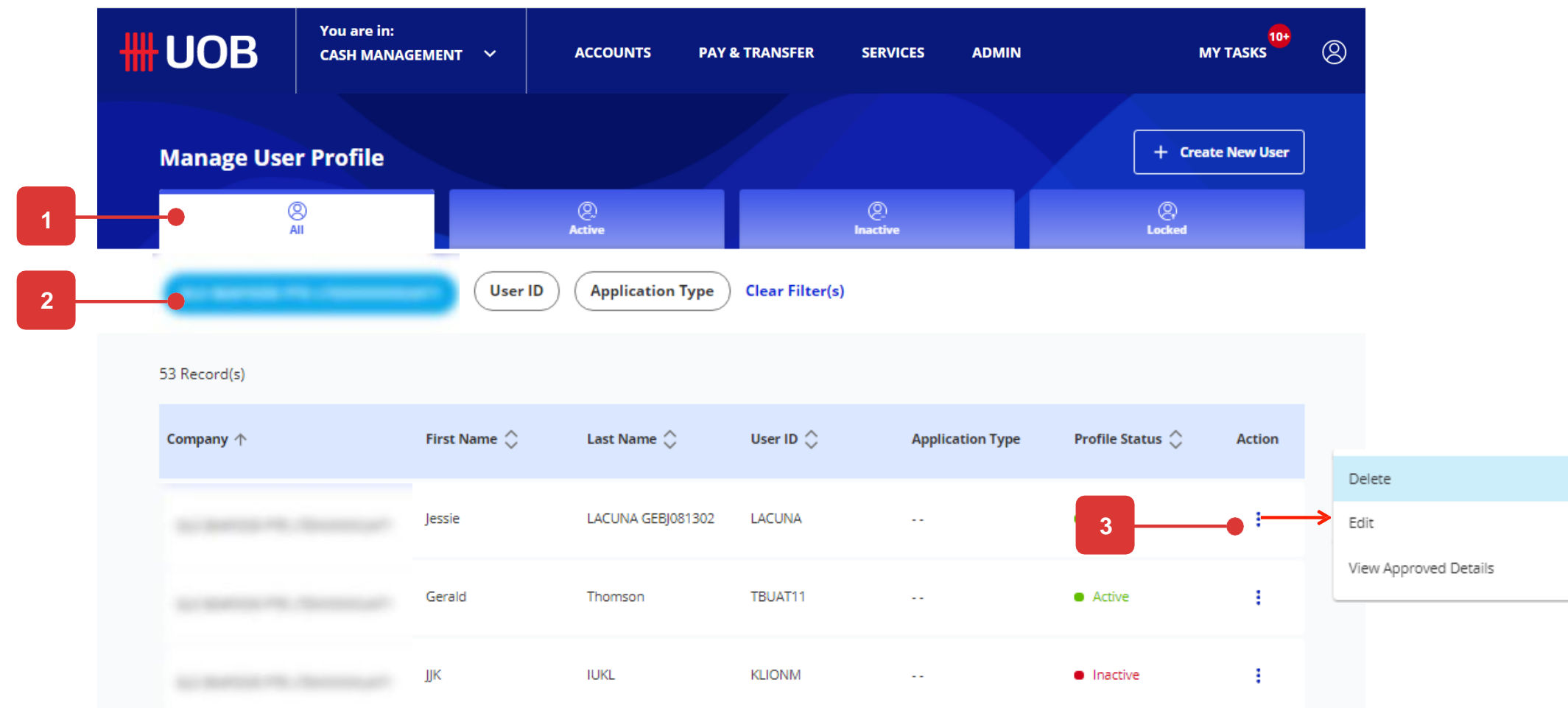
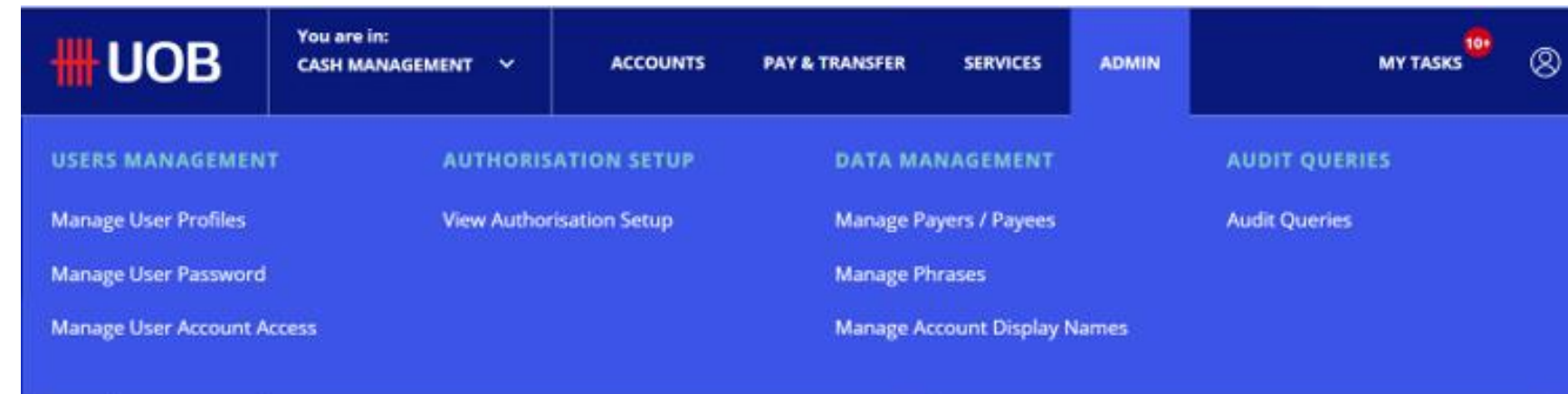
1. Click on the tabs to toggle between “All”, “Active”, “Inactive” and “Locked” for user profiles. The segregation of tabs are based on user status.

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.



# 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.

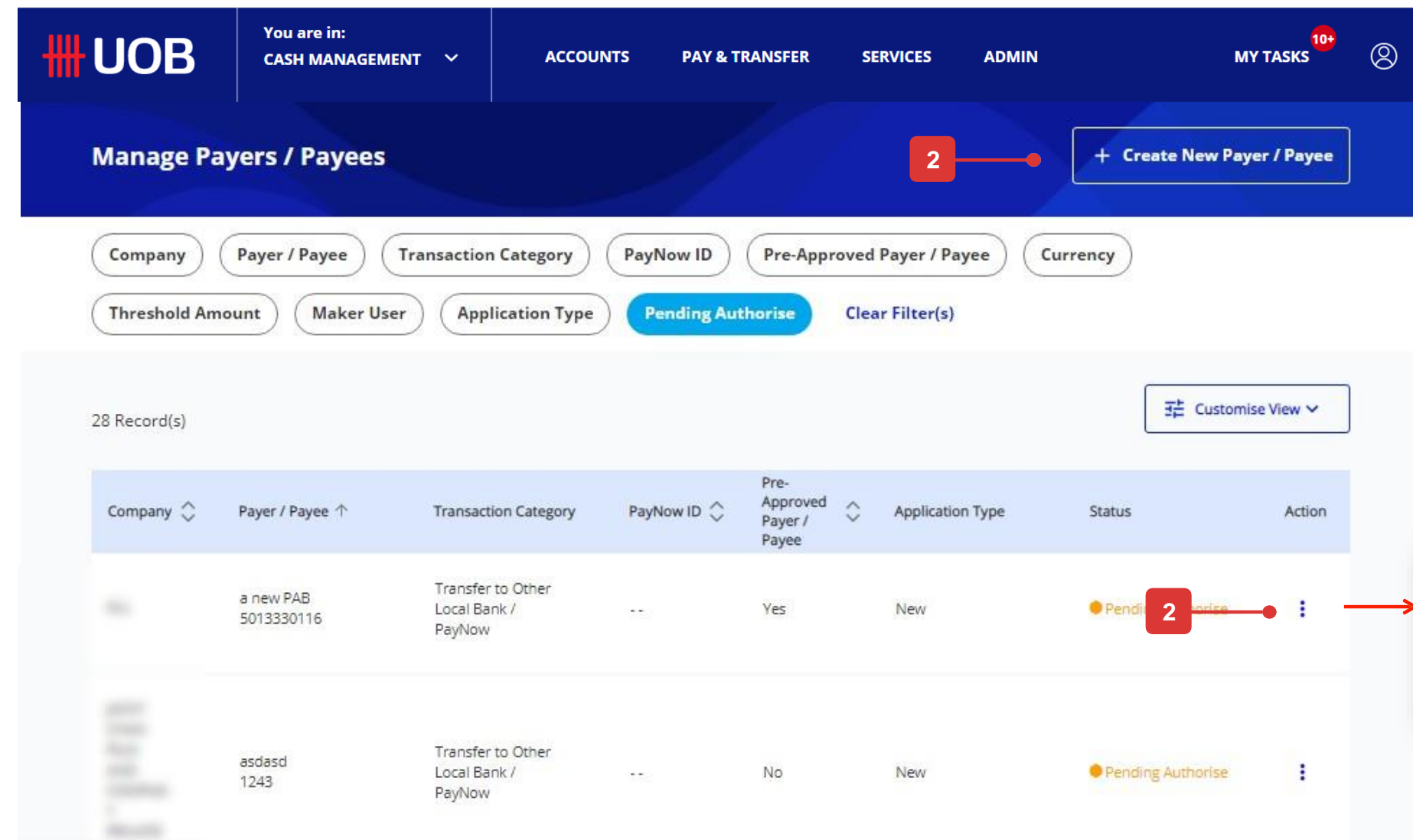
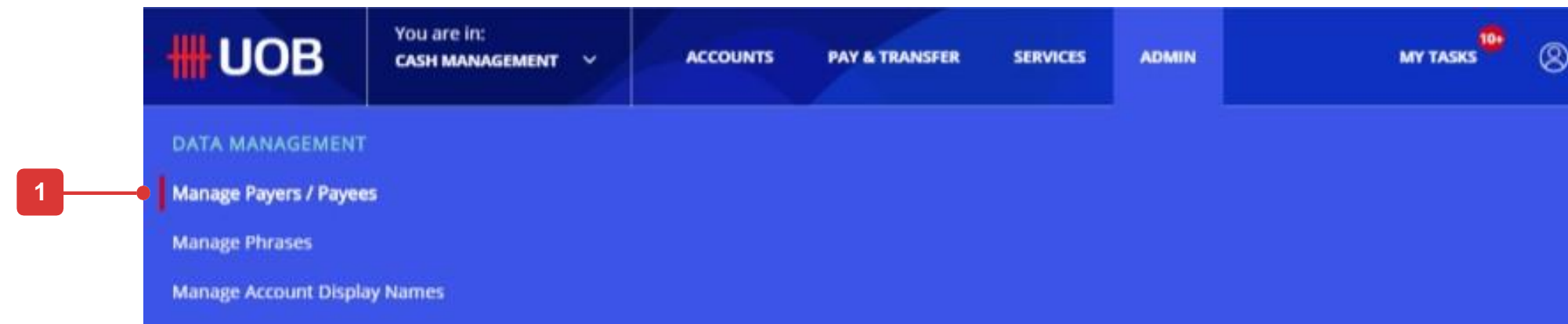
### Step 1

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..

\* 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

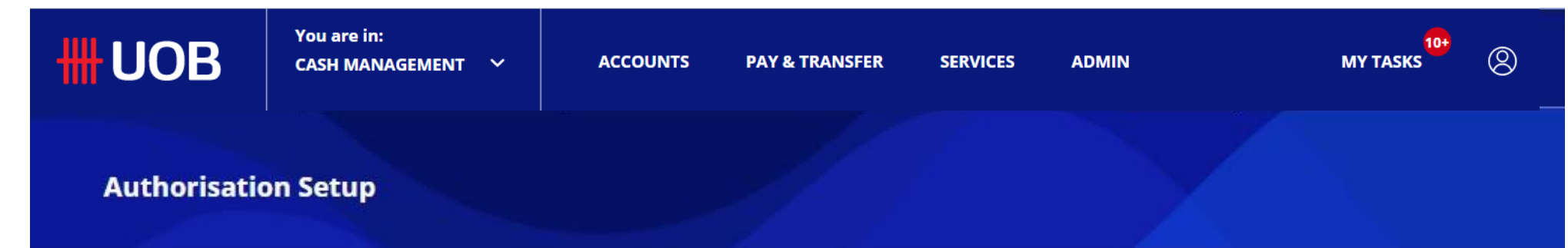
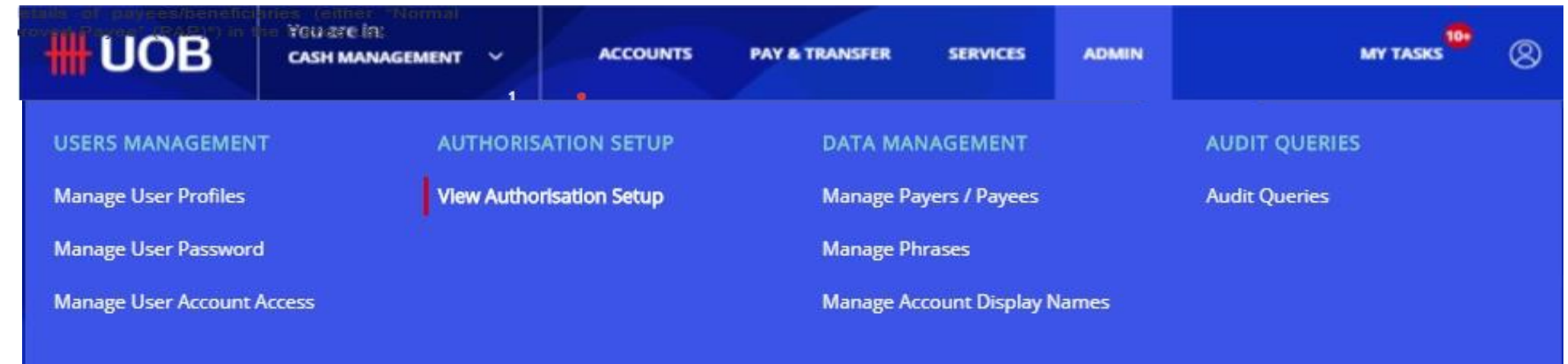
1. In the creation page, select the company name.
2. Select the transaction category that you wish to register. For this guide, we use “Telegraphic Transfer” as the sample.
  - If you are creating non-UOB payee records to be used for SGD to SGD transfers, please select "Telegraphic Transfer" as the category.
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.

# 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.



Clear Filter(s)

29 Record(s)

Customise View

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

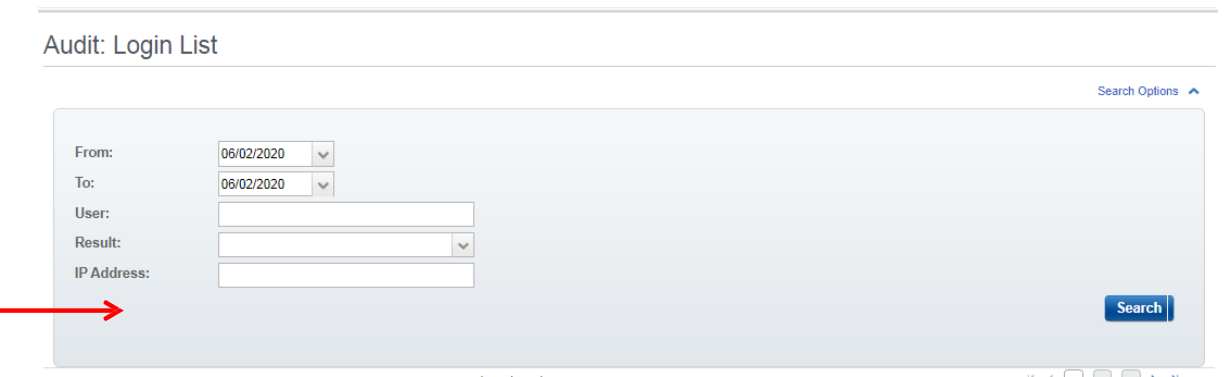
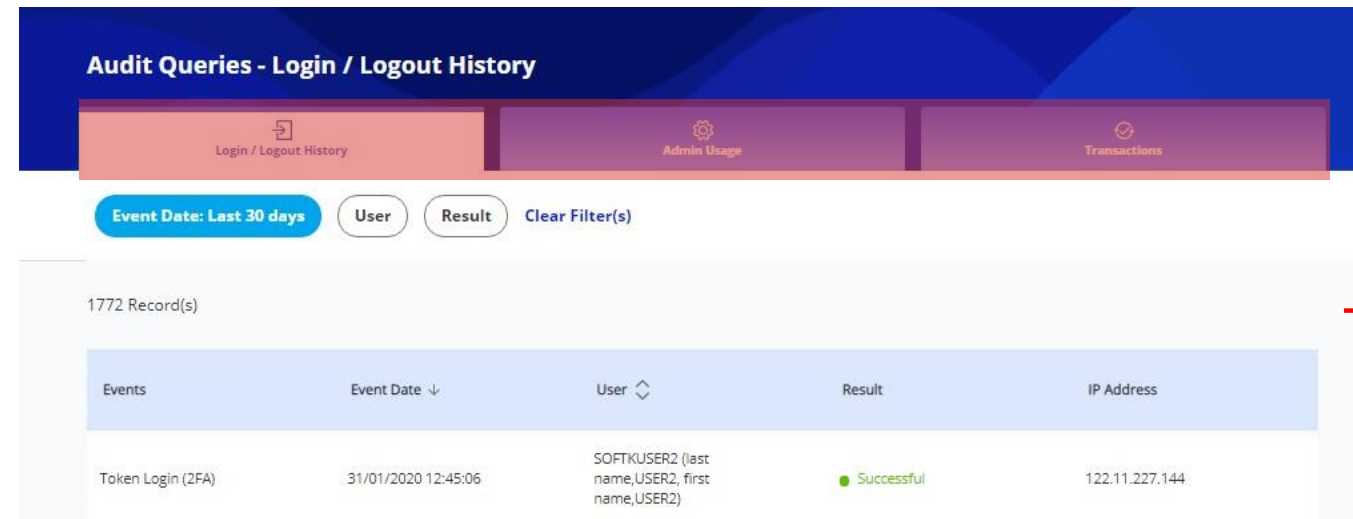
# How to View Audit Queries

## Audit Queries

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

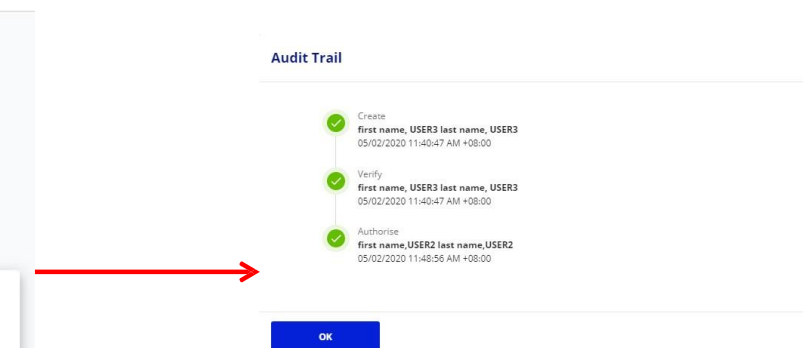
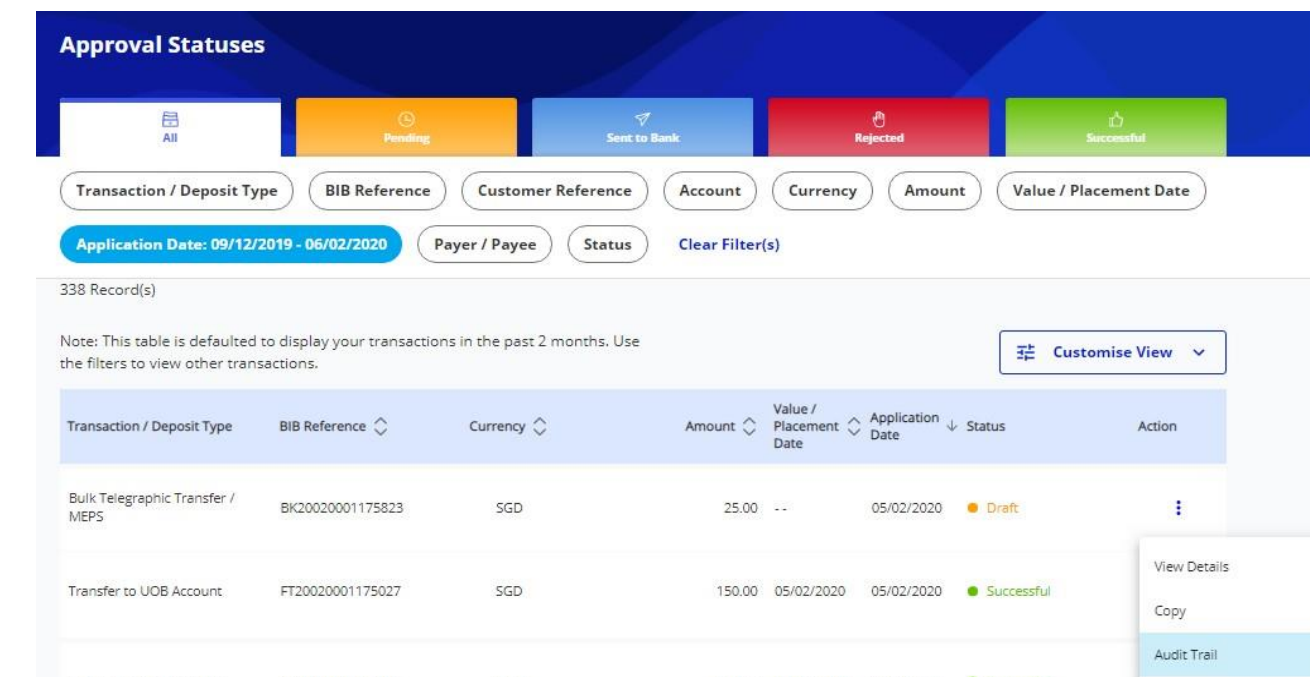
The Audit Queries are categorised as follows:

- 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.



## 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.

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

New  
Create New Cheque Book Request

1 Enter Details 2 Authorise 3 Send to Bank

BIB Reference: SE20010001166874

Save as Draft

\* Mandatory Fields

Cheque Book Details

Agency or Account Number\*  
3513220403

Cheque Books Required\*  
1

Delivery Mode\*  
Normal Post

Registered Mail  
Normal Post

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.

Cancel Next

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

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

Cheque Book Details

Company Name  
Account No.: 3513220403  
Currency: SGD  
Cheque Books Required: 1  
Delivery Mode: Normal Post  
Mailing Address: 724 YISHUN STREET 71 #12-123 KHATIB SPRING

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.

Cancel Edit Add to My Tasks Submit

Enter Token Response

Infinity Secure Physical Token

Follow these steps on your token:

1 Press [OK] button

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

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



# 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' form. The form is titled 'Enquire Cheque Statuses' and is part of the 'SERVICES' menu. It includes a search bar for 'Company Name' (callout 1), an 'Account #' field with 'SGD 3513220403' (callout 2), a 'Cheque Type' dropdown menu (callout 2), and 'From' and 'To' fields for 'Cheque No. \*' with values '120' and '129' (callout 3). A blue 'Submit' button is at the bottom (callout 4). A small table of results is visible on the right side of the form.

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

The screenshot shows the results table for the 'Enquire Cheque Statuses' form. The table has three columns: 'Cheque Number', 'Transaction Date', and 'Cheque Status'. The results are as follows:

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.

### 2. Account

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

### 3. Application Date

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

### 4. PayNow ID

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

### 5. Application Type

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

### 6. Status

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

**1** **Company**

Filter by Company

- GLS SEAFOOD PTE LTDXXXXXUAT1
- JACKY CHAN FILM AND COMPANY PRIVATE

Cancel Clear Apply

**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**

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**

Filter by PayNow ID

- 53030933E
- 715946801H

Cancel Clear Apply

**5** **Application Type**

Filter by Application Type

- Deleted
- Modified
- New

Cancel Clear Apply

**6** **Status** Clear Filter(s)

Filter by Status

- Deregistered
- Registered
- Rejected

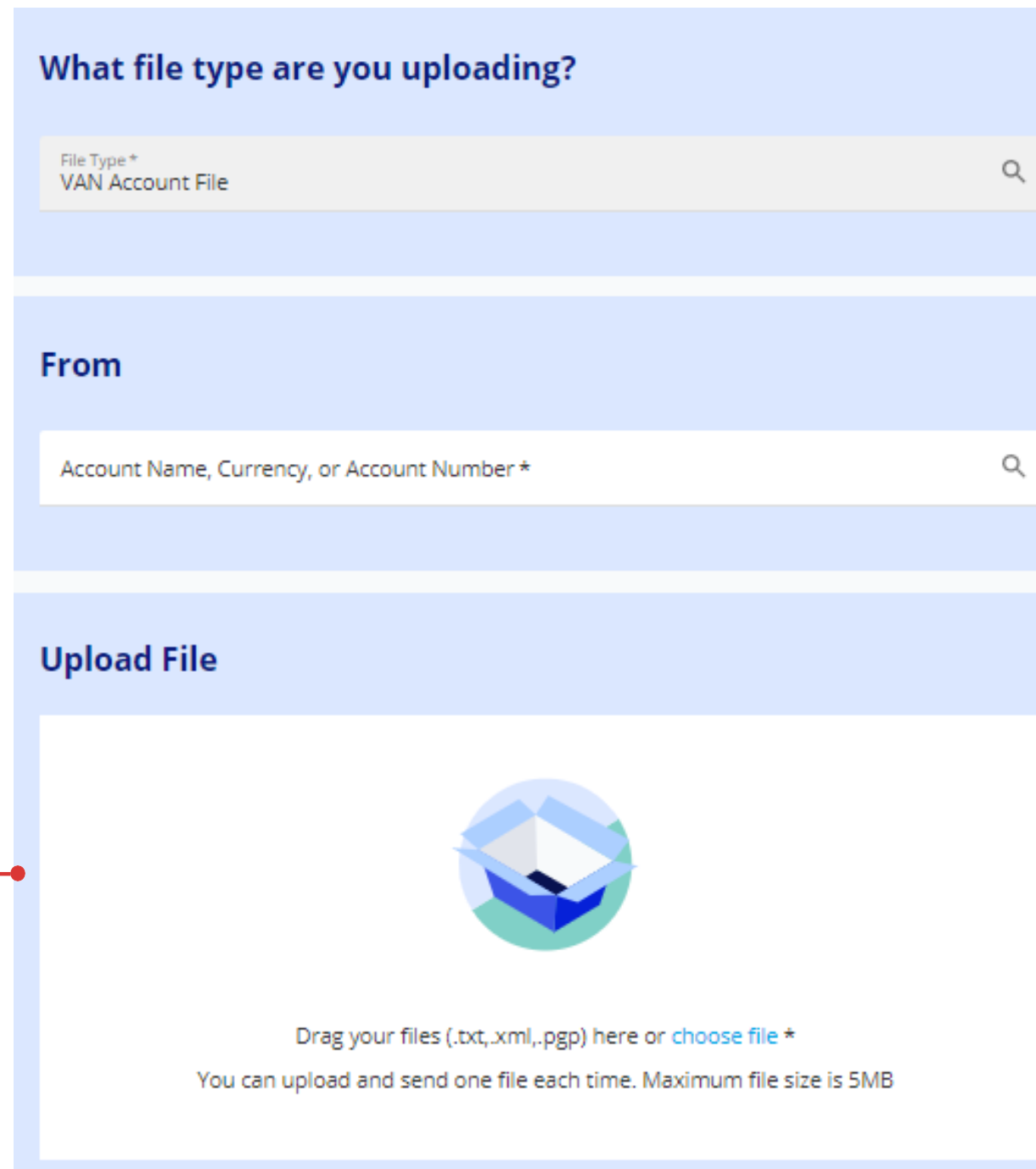
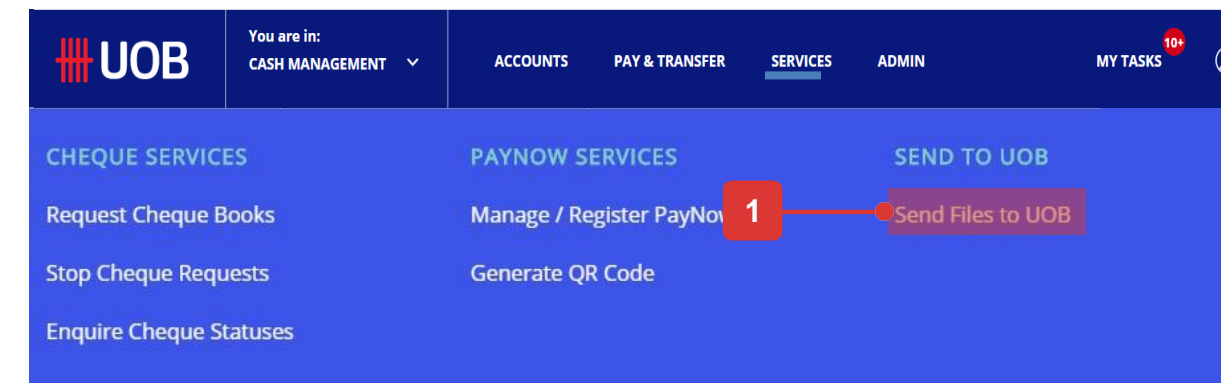
Cancel Clear Apply

# 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".



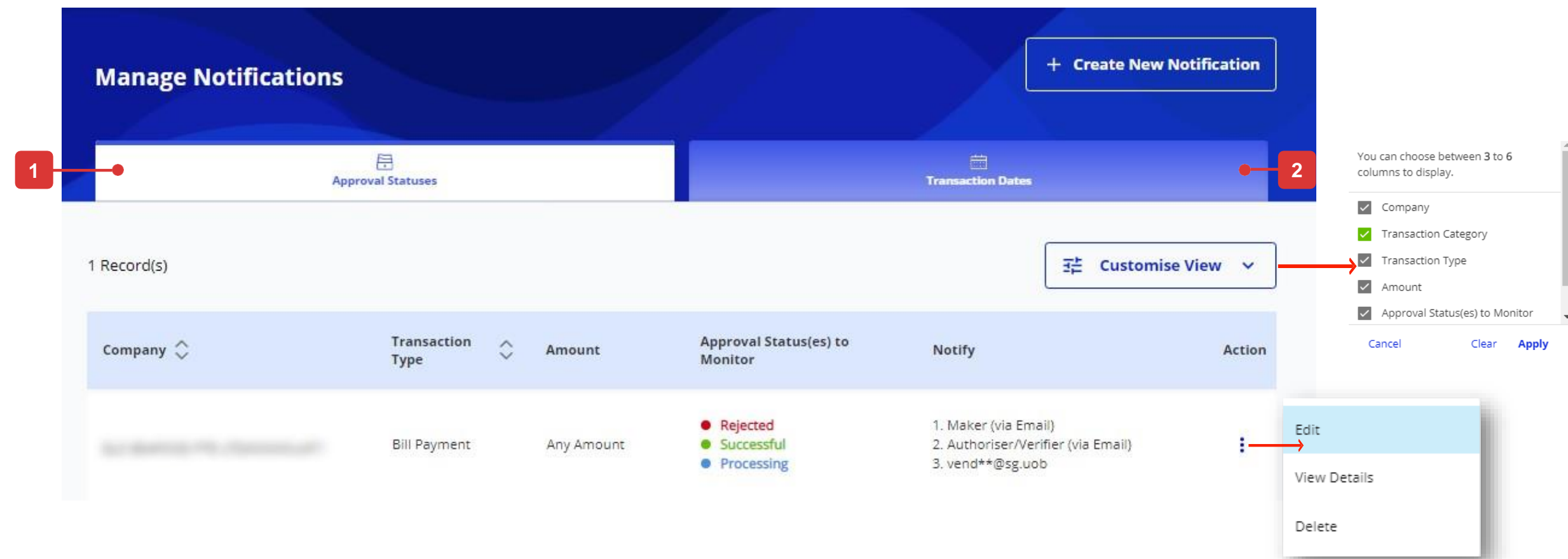
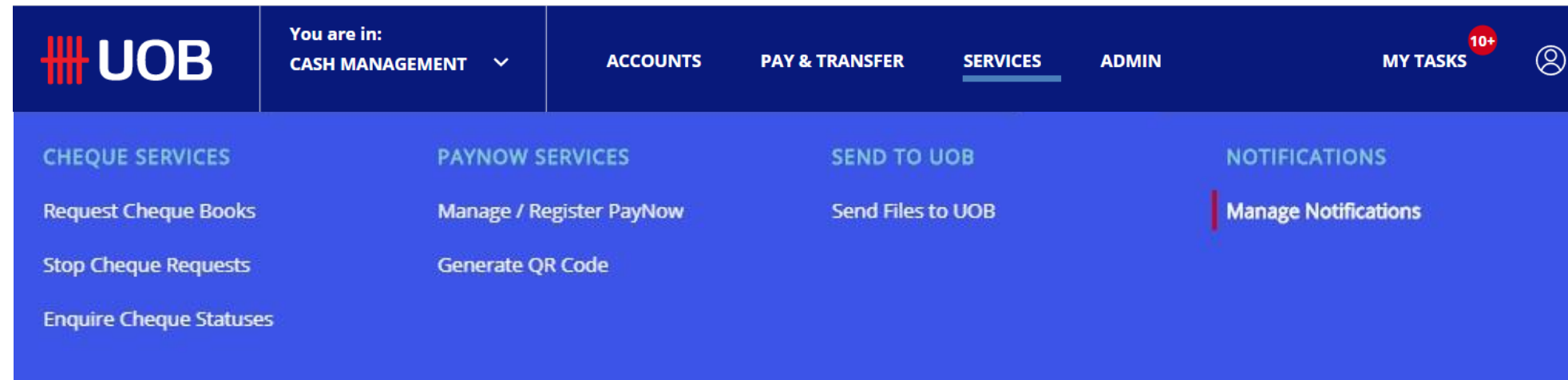
# How to Manage Notifications

## 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.



# How to Create New Notification

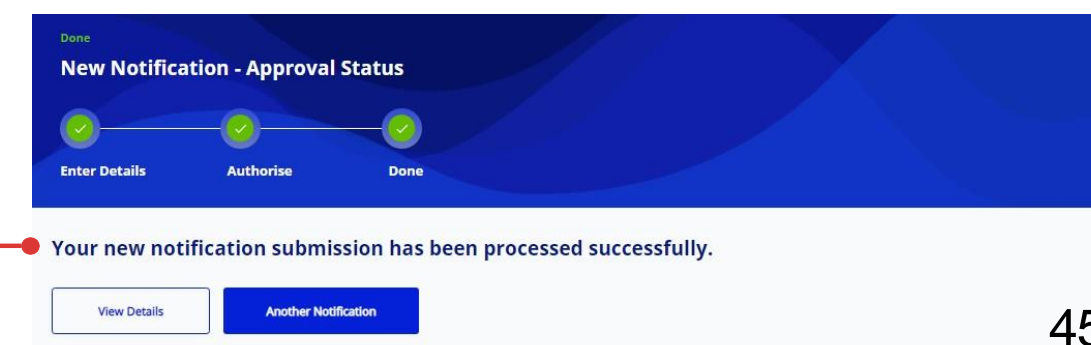
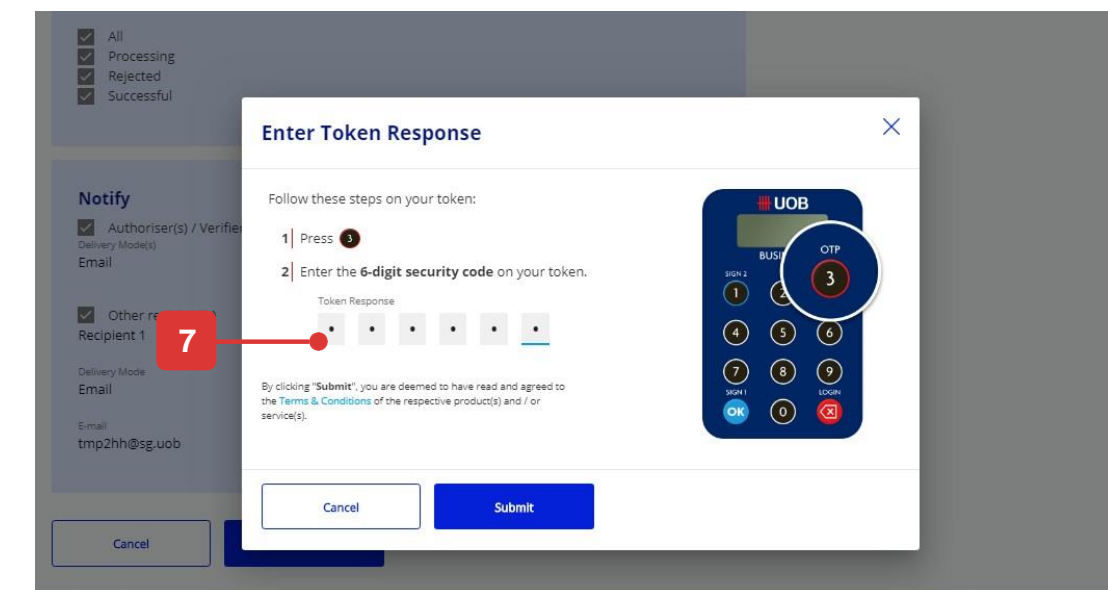
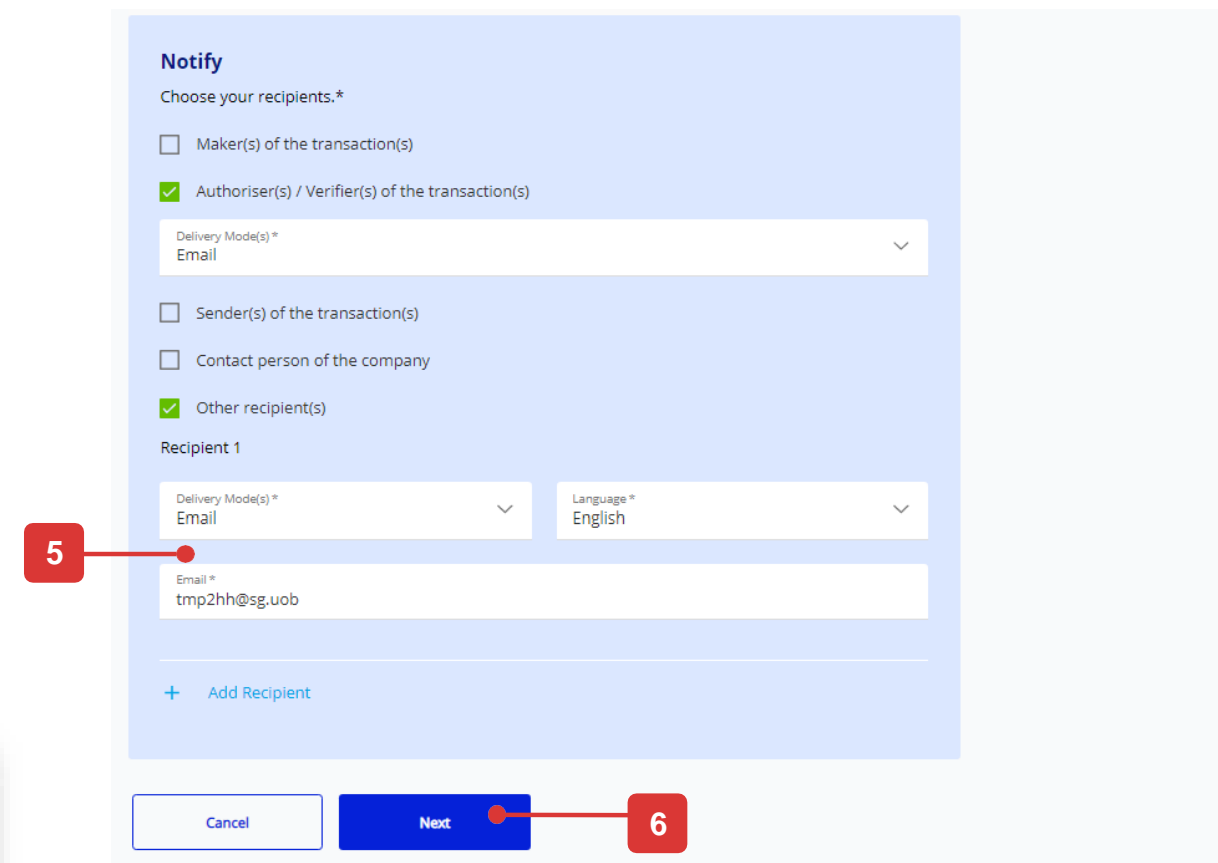
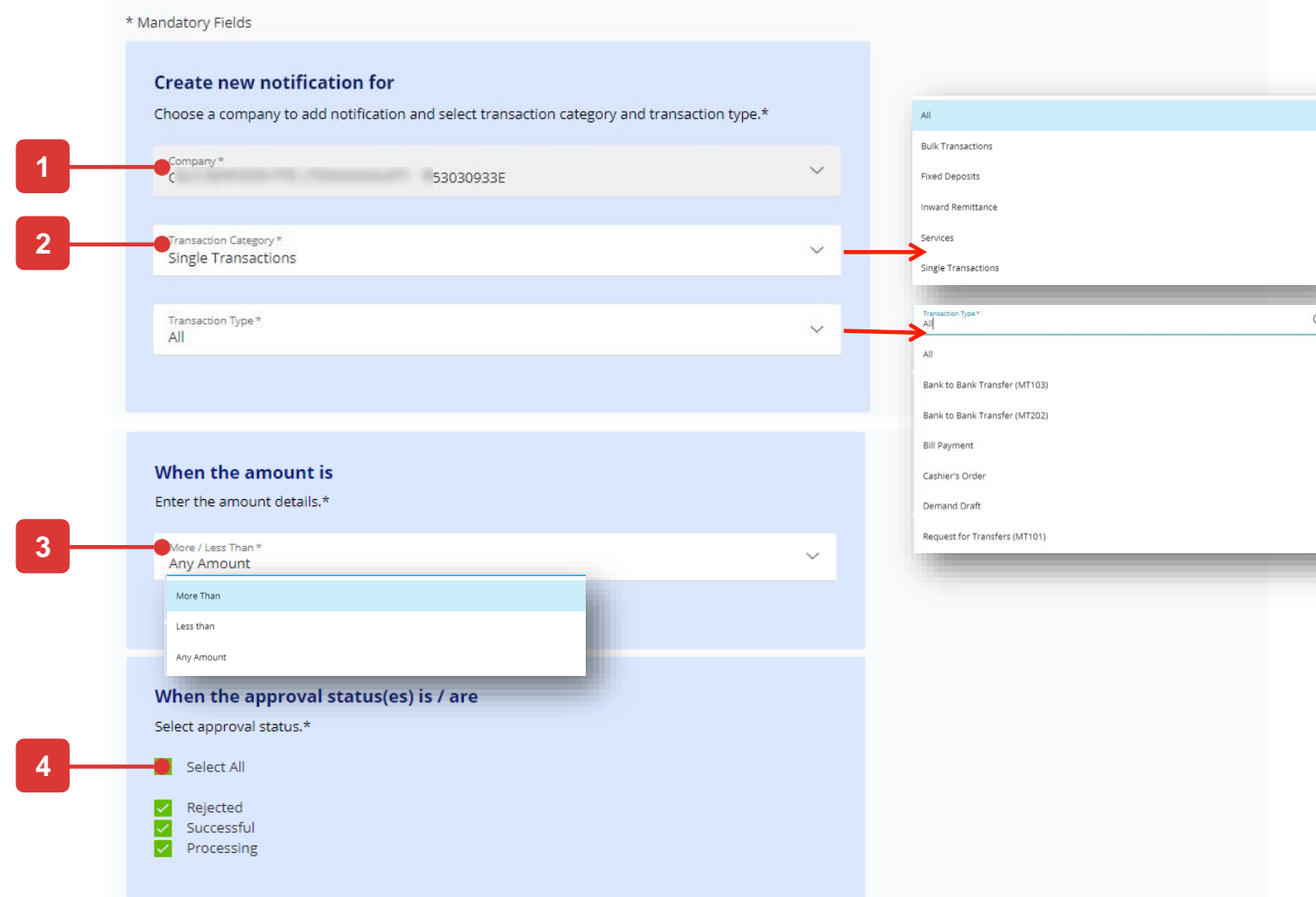
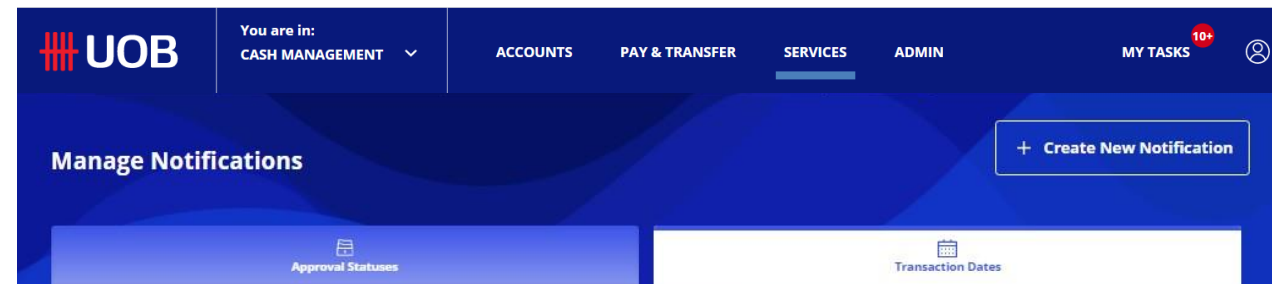
## Create New Notification

### 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.



# 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.

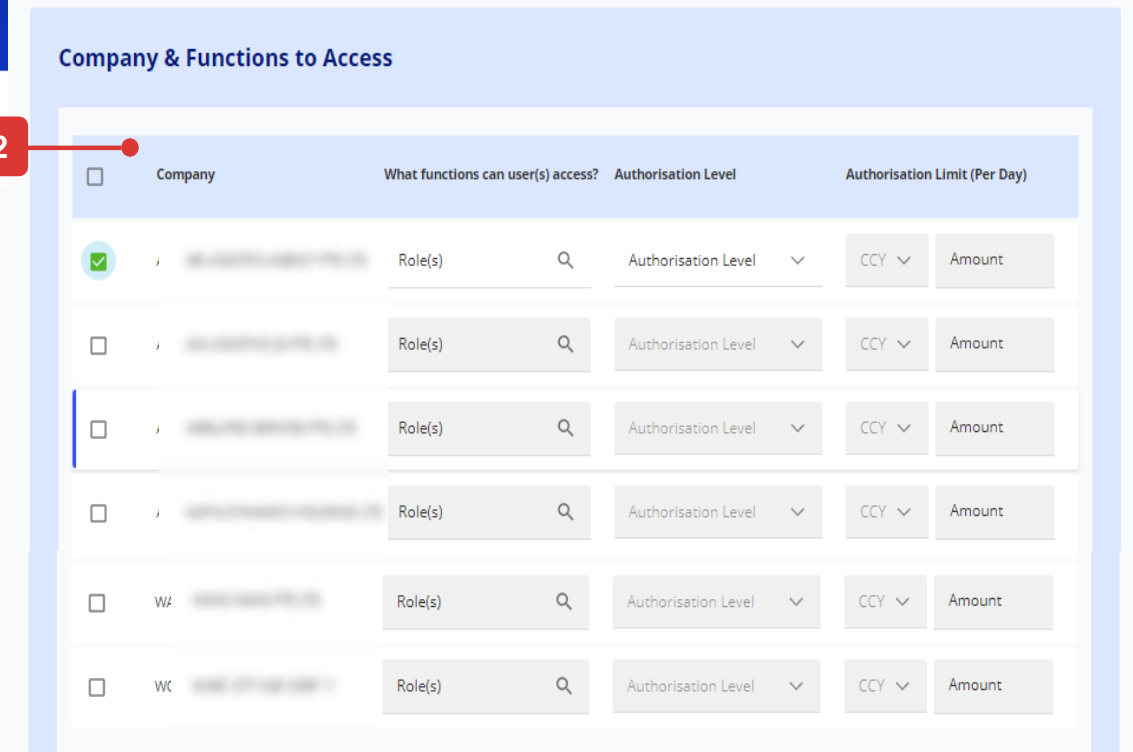
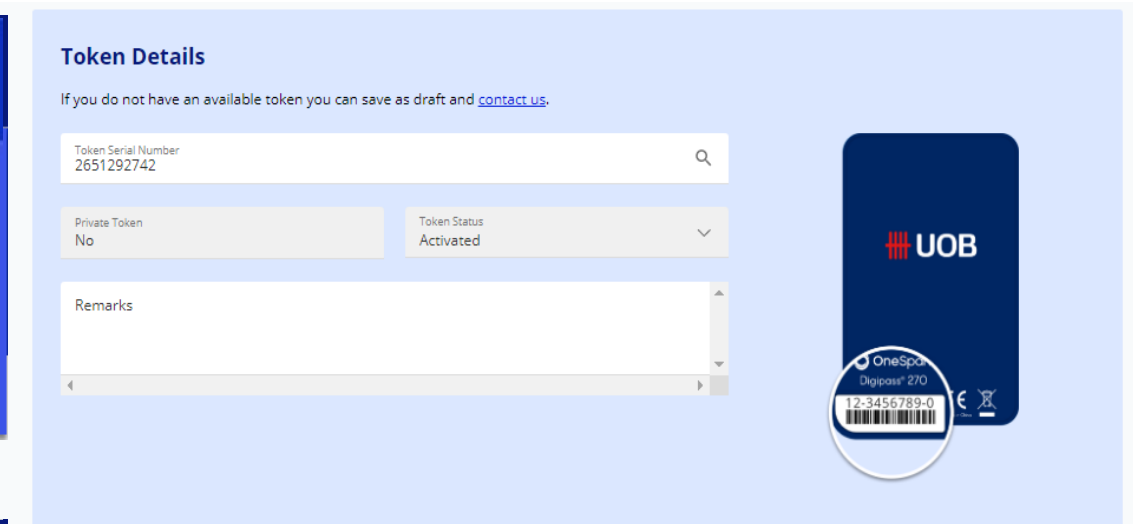
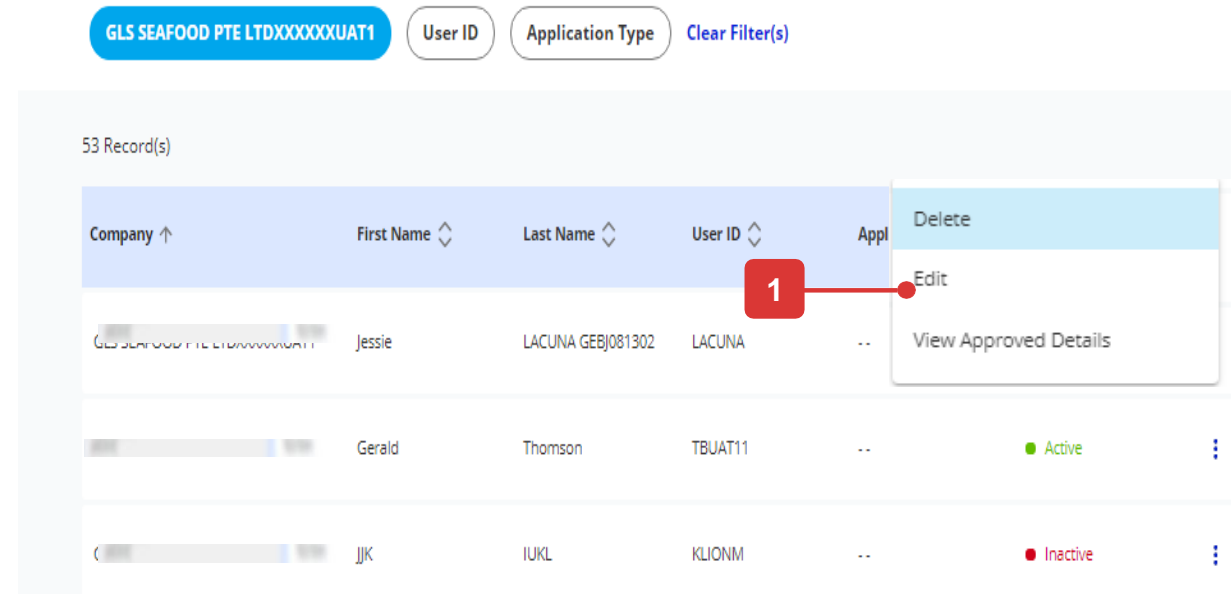
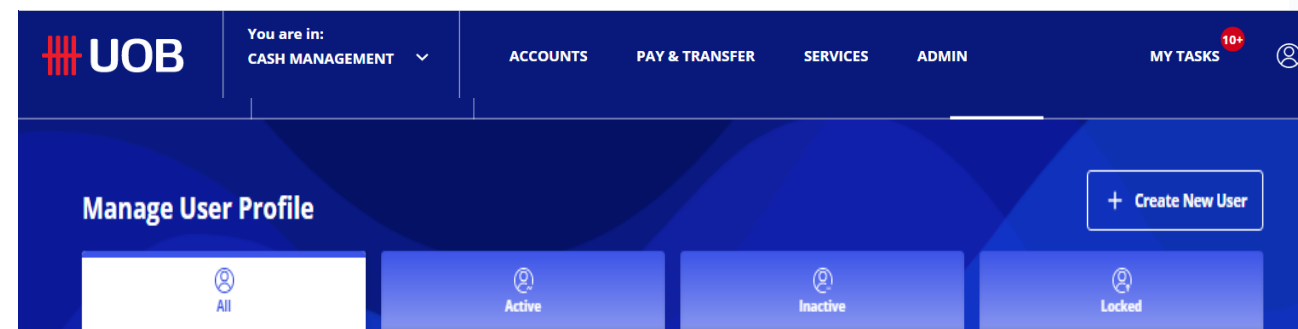
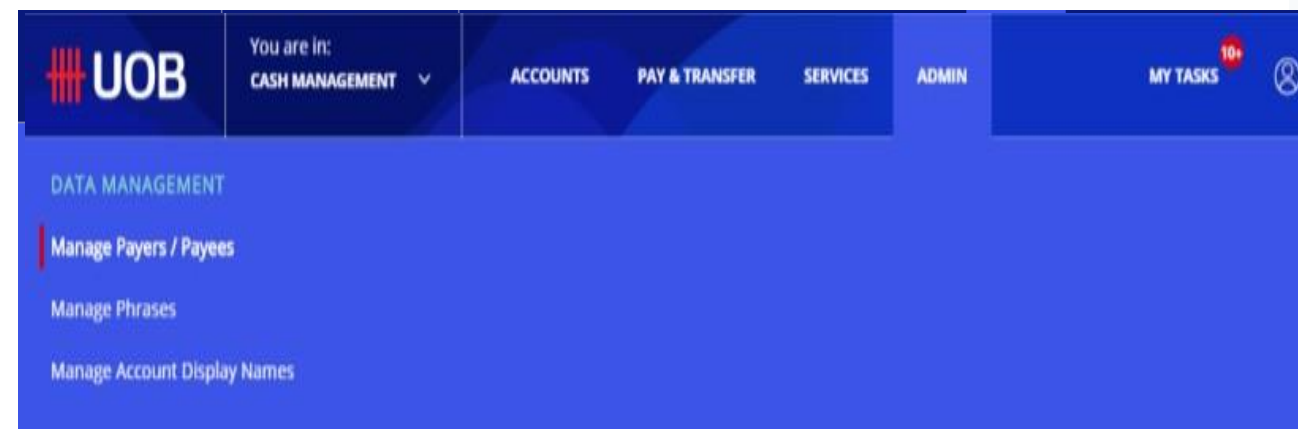
#### Step 2

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.



# 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 displays the UOB Admin interface for managing user account access. The top navigation bar includes 'UOB', 'You are in: CASH MANAGEMENT', and menu items for 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. The left sidebar shows 'DATA MANAGEMENT' with options for 'Manage Payers / Payees', 'Manage Phrases', and 'Manage Account Display Names'. The main content area is titled 'Manage User Account Access' and features filter buttons for 'Company', 'User ID', and 'Application Type', along with a 'Clear Filter(s)' button. Below the filters is a table with 280 records, showing columns for 'Company', 'First Name', 'Last Name', 'User ID', 'Application Type', and 'Action'. A red circle '1' highlights the 'Edit' button in the 'Action' column for a user named Mark LOPEZ. A second red circle '2' points to the 'Limit transactions to only Pre-approved Payee?' radio button, which is set to 'Yes'. To the right, a detailed configuration panel for 'AIRELATED SERVICES PTE LTD (Default Company)' shows account selection options and the same 'Limit transactions to only Pre-approved Payee?' setting. A third red circle '3' points to the 'Next' button at the bottom of the configuration panel. The bottom of the interface includes 'Cancel' and 'Next' buttons.

# 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

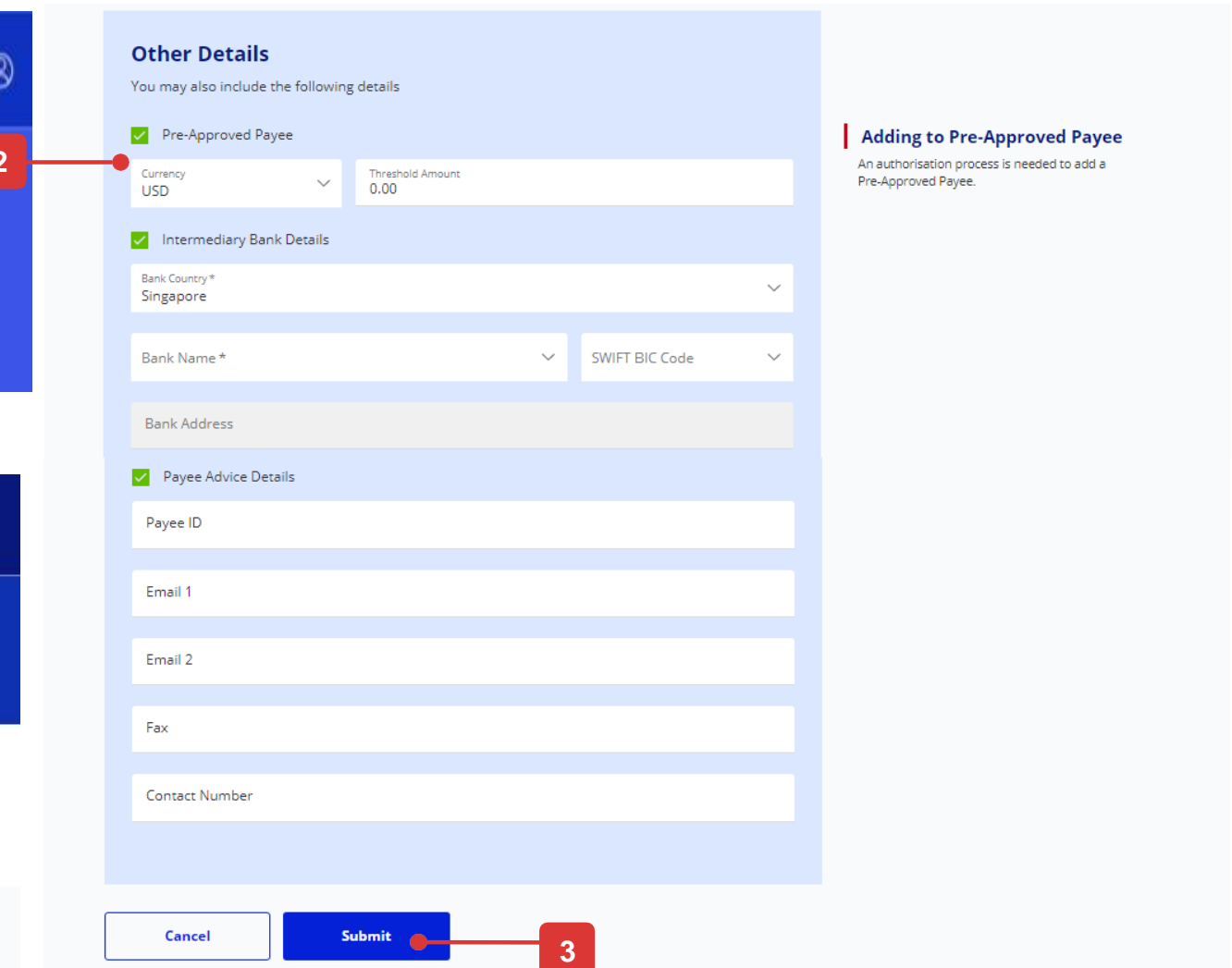
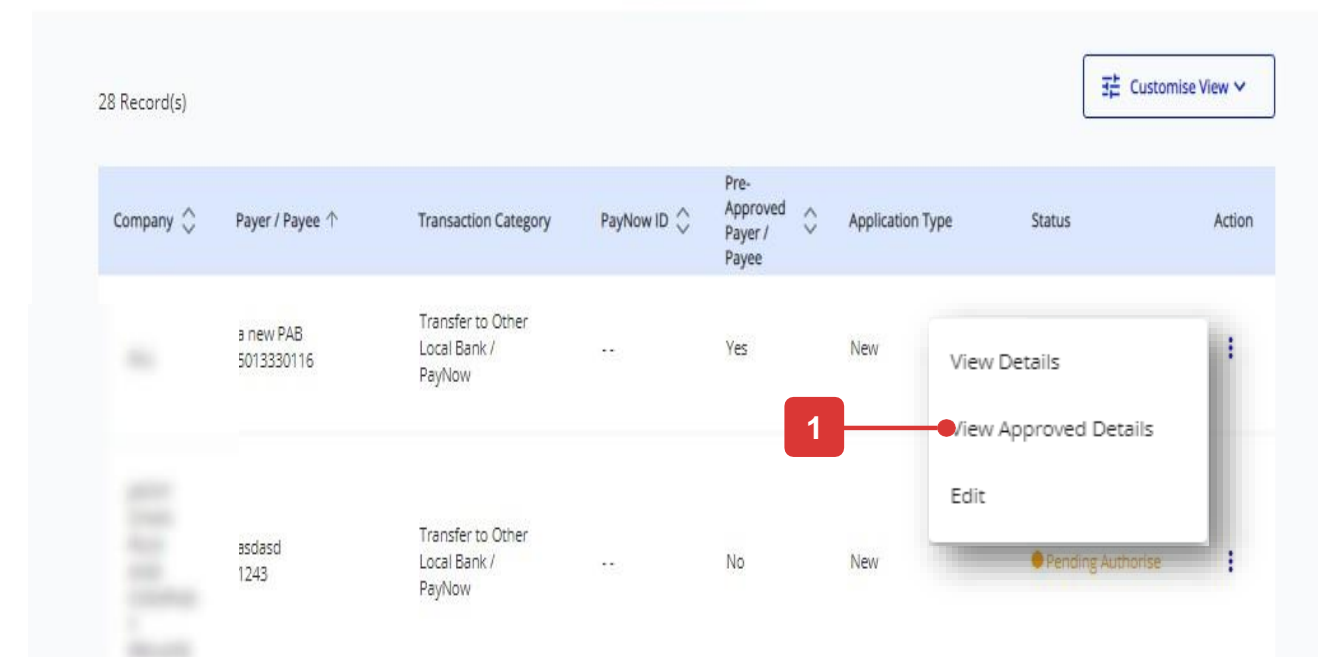
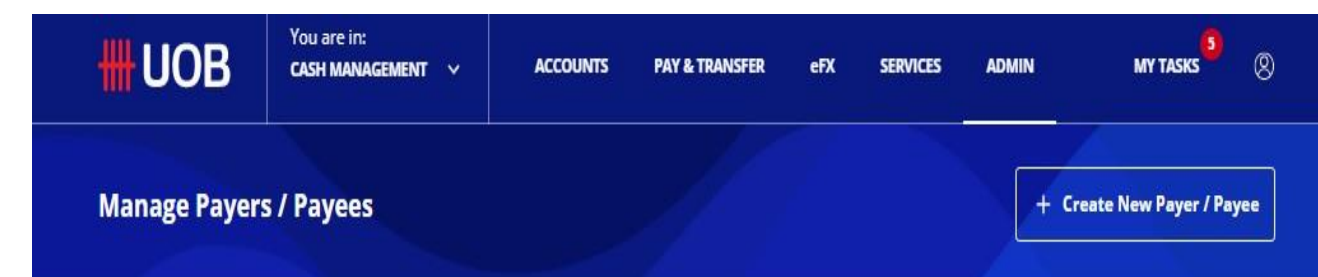
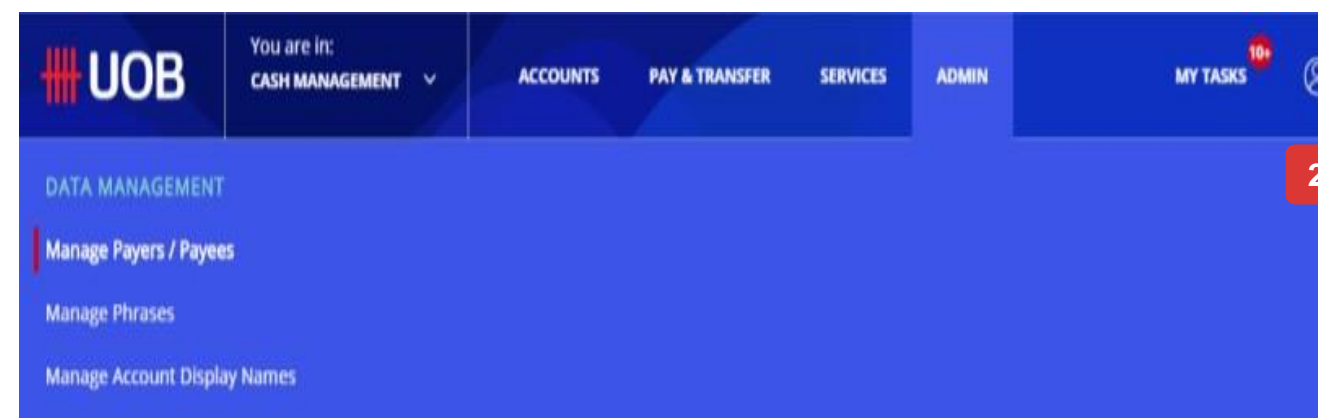
You can create details of Pre-Approved payees/beneficiaries Under Manage Payers/Payees

#### 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.





# 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

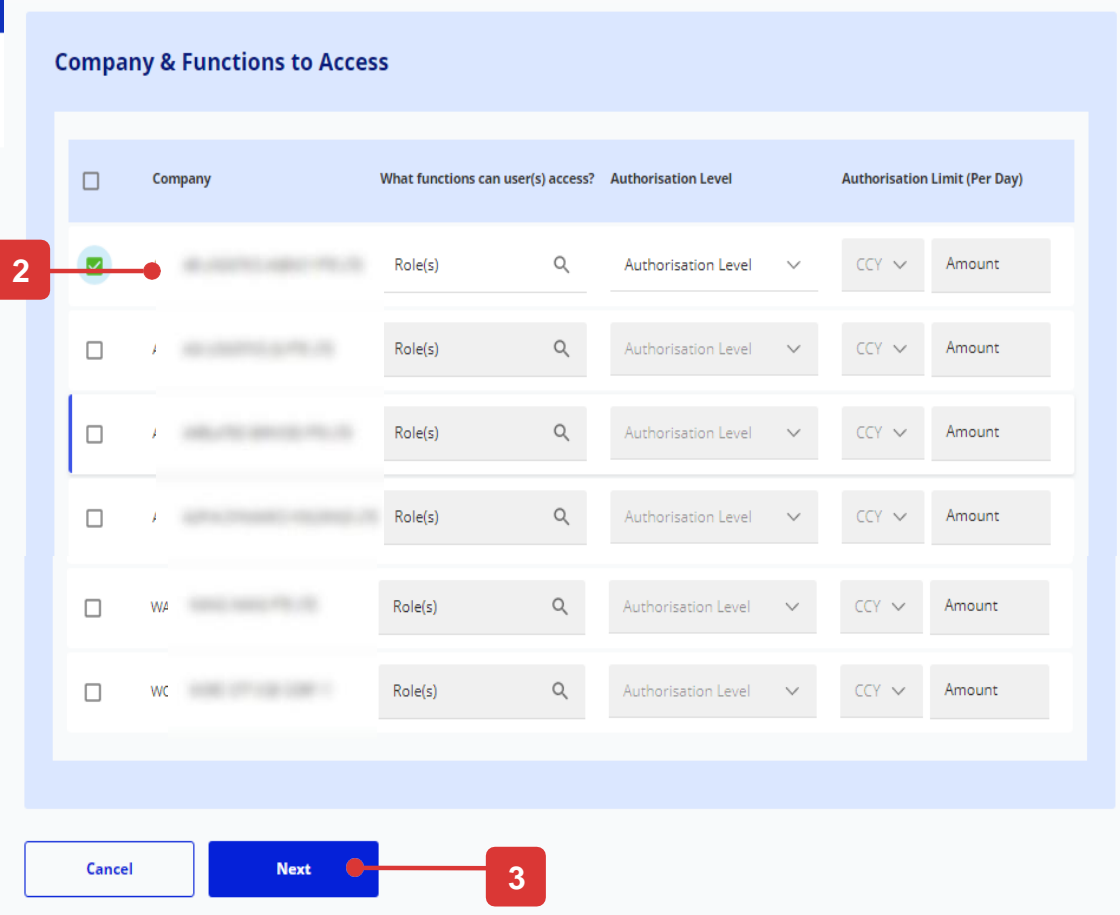
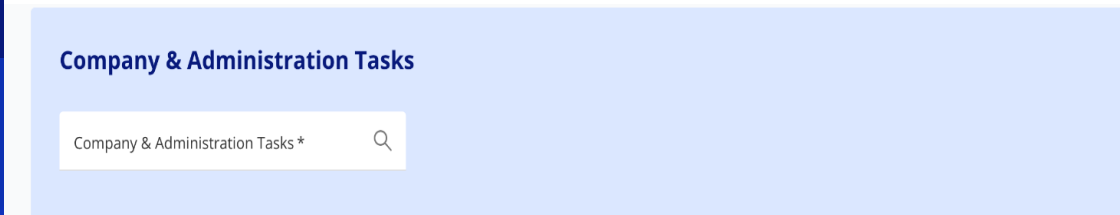
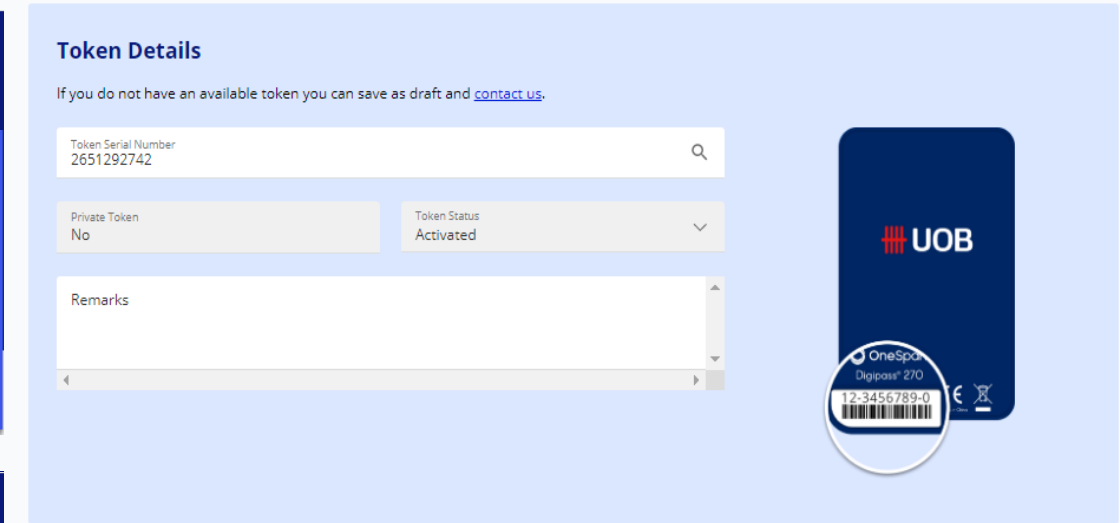
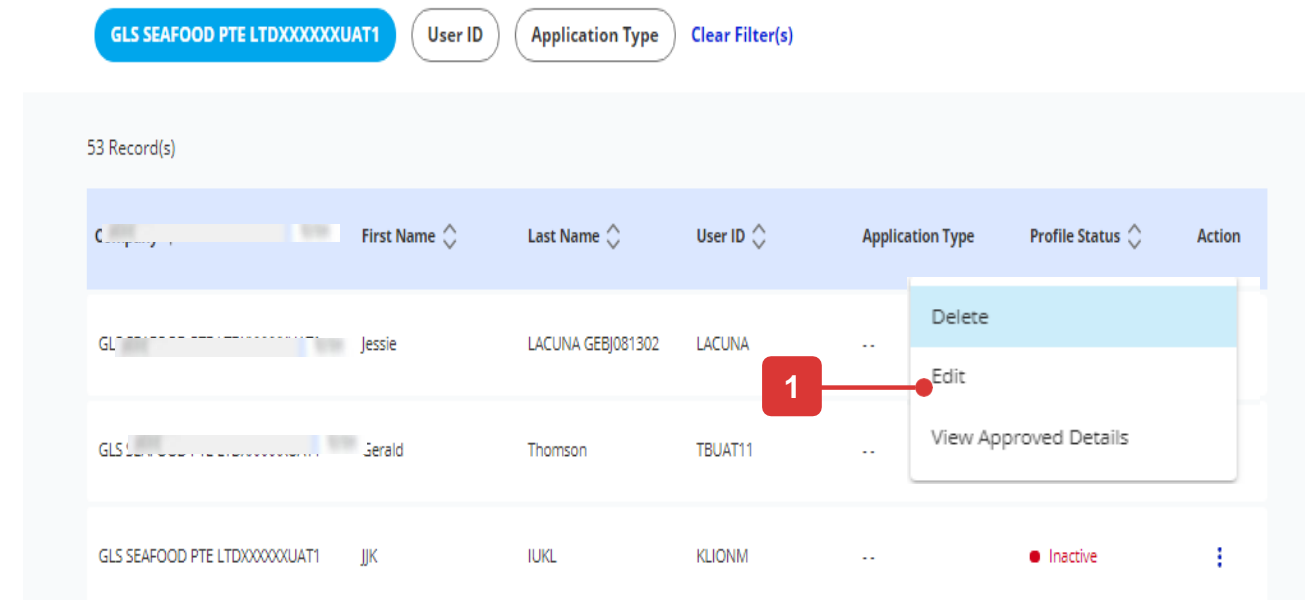
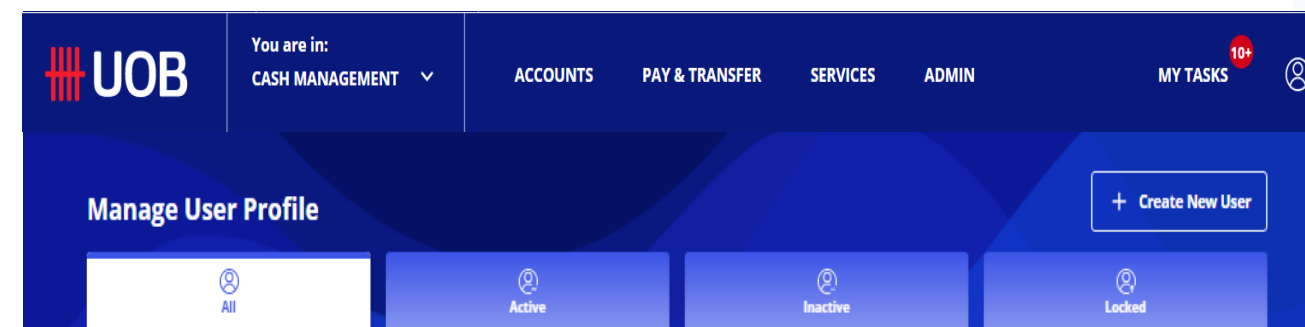
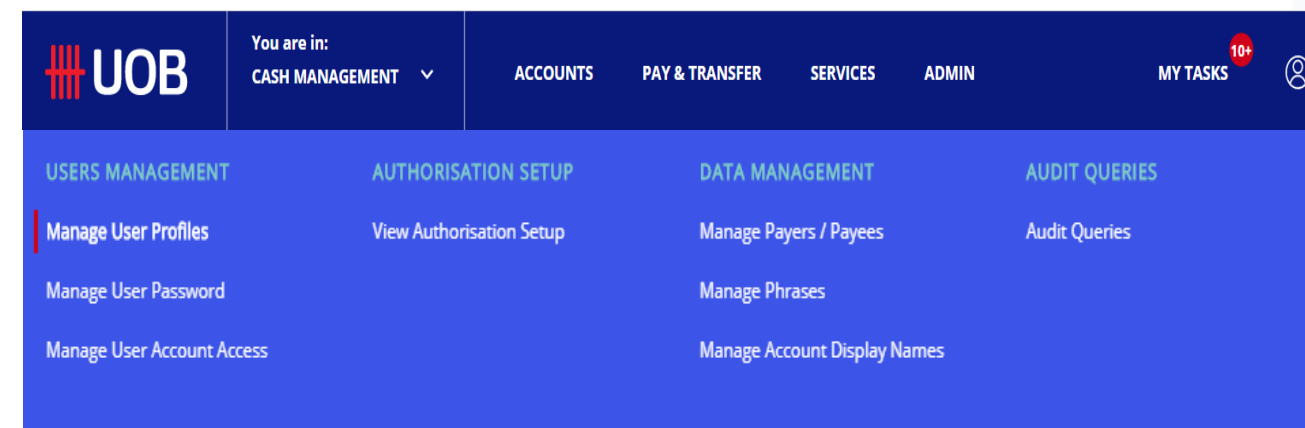
**- Payroll Signatory:**

- 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.



# 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 displays the UOB system interface for managing user account access. The top navigation bar shows the user is in the 'CASH MANAGEMENT' section. The main menu includes 'USERS MANAGEMENT', 'AUTHORISATION SETUP', 'DATA MANAGEMENT', and 'AUDIT QUERIES'. The 'Manage User Account Access' option is selected under 'USERS MANAGEMENT'. The 'Manage User Account Access' page shows a table of users with columns for Company, First Name, Last Name, User ID, and Application Type. A red callout '1' points to the 'Edit' button in the Action column for the user 'Mark LOPEZ GEBJ101002'. The 'Edit' button opens a modal window with 'View Approved Details'. A red callout '2' points to the 'Next' button in the modal. The 'Account and Product to Access' panel on the right shows a list of accounts for 'AIRELATED SERVICES PTE LTD (Default Company)'. A red callout '3' points to the 'Next' button at the bottom of the panel.

Company	First Name	Last Name	User ID	Application Type	Action
AIRELATED SERVICES PTE LTD	Mark	LOPEZ GEBJ101002	GEBJ101		Edit View Approved Details
AIRELATED SERVICES PTE LTD	Auth-A	USER-2651292629	USERA	..	..
BEYOND STATISTICS (S) PTE LTD	1 Maker	2 Maker	BEBEKDAI	MODIFIED	..



RIGHT BY YOU