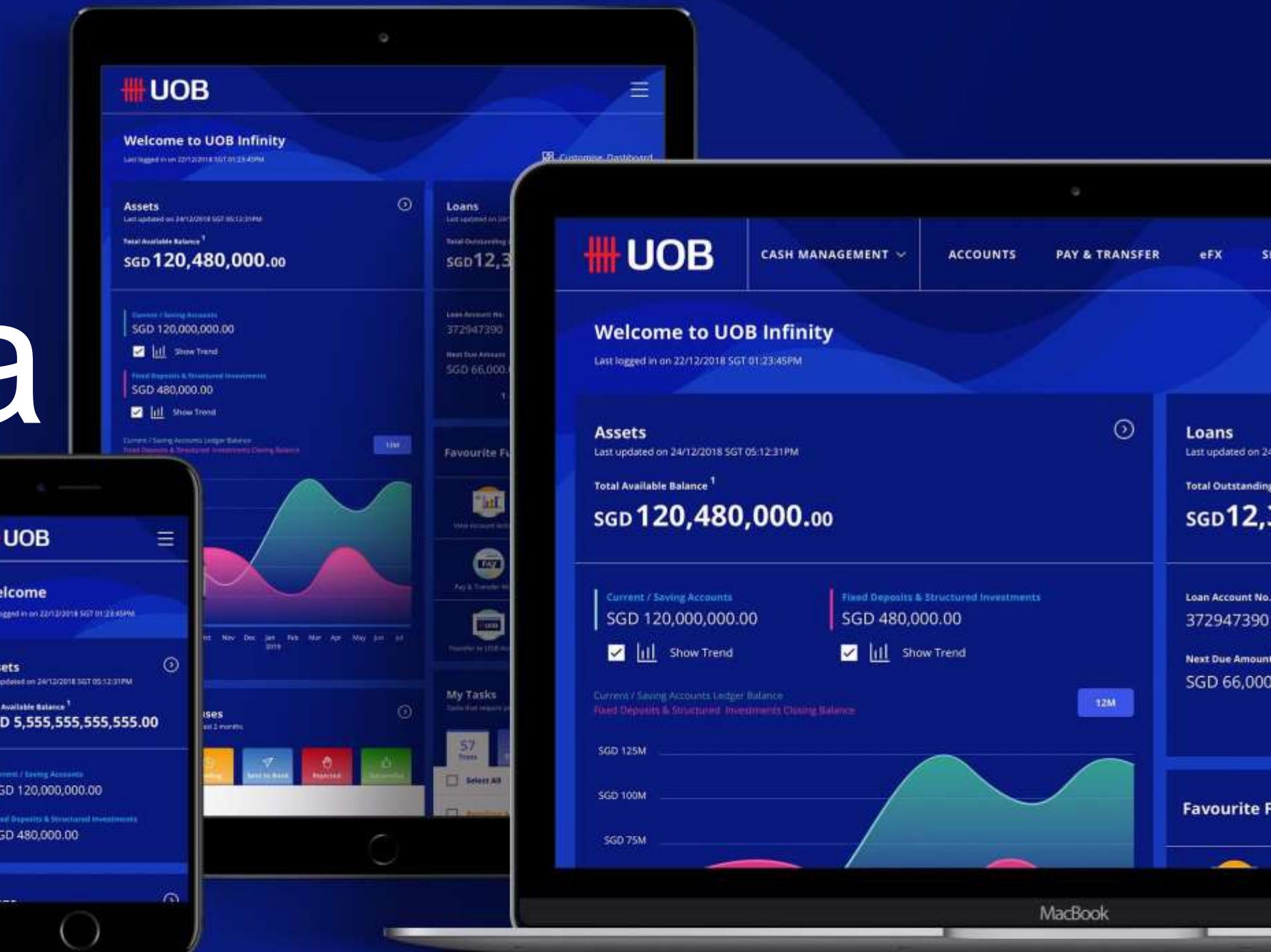


UOB INFINITY

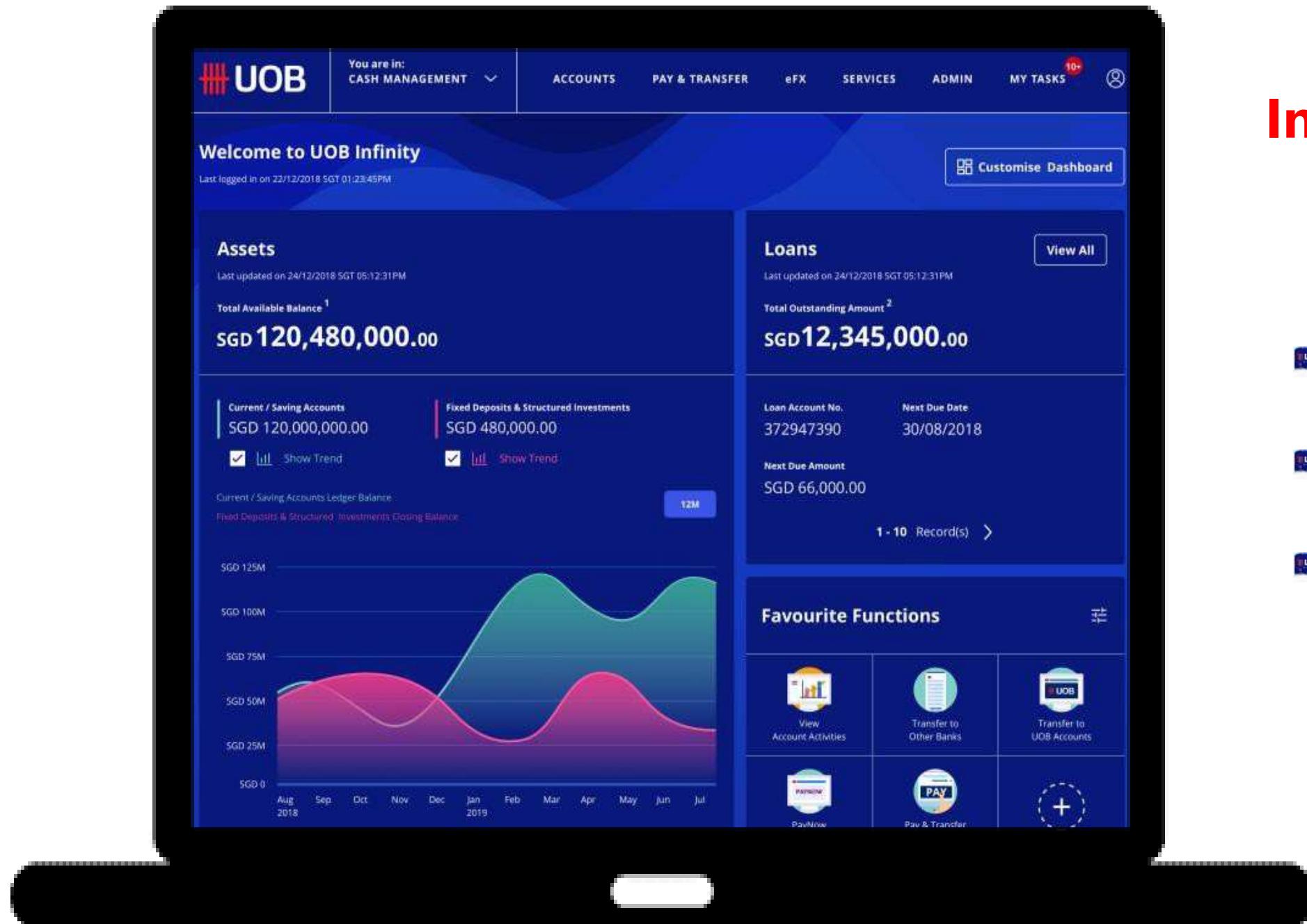
Panduan Pengguna



Mulai



UOB INFINITY – Pengalaman perbankan digital baru untuk bisnis



Infinity Desktop memiliki fitur **Antarmuka Pengguna yang dirancang untuk meningkatkan efisiensi**

- Melacak Telegraphic Transfers End-to-End dengan Swift GPI.
- Kirim pemberitahuan o pemberi kuasa untuk persetujuan transaksi
- Hasilkan laporan PDF untuk Pembayaran Massal dengan 1 klik.

Mulai

Topic Pembahasan

- 1 Menavigasi di UOB Infinity**
- 2 Cara Mengakses Tampilan Global**
- 3 Cara Mengakses Layanan Perdagangan**
- 4 Apa yang Anda Butuhkan untuk Masuk?**
- 5 Panduan Cepat ke Halaman Login**
- 6 Cara Mengaktifkan ID Pengguna Anda / Memulihkan Kata Sandi Anda**
- 7 Cara Memperbarui Detail Kontak Anda**
- 8 Cara Mengaktifkan Login Biometrik**
- 9 Panduan Cepat untuk Dasbor**
- 10 Cara Menyesuaikan Dasbor Anda**
- 11 Cara Melihat Saldo Akun Anda**
- 12 Cara Melihat Aktivitas Akun Anda (Pernyataan)**
- 13 Cara Melihat Pengiriman Uang Masuk dan Mengunduh Saran**
- 14 Cara Mengunggah File Pembayaran Massal**
- 15 Cara Mengotorisasi Transaksi melalui Tugas Saya**
- 16 Cara Mengunduh Laporan**
- 17 Cara Menggunakan Daftar Akun Favorit Anda**
- 18 Cara Menggunakan Filter**

Menavigasi di UOB Infinity

Ringkasan

Setelah masuk ke Infinity, Anda akan melihat halaman "Dashboard".

Jika ada pengumuman, Anda akan melihatnya melalui bilah "Pesan Pengumuman" di bagian atas. Navigasi di Infinity dilakukan melalui menu utama.

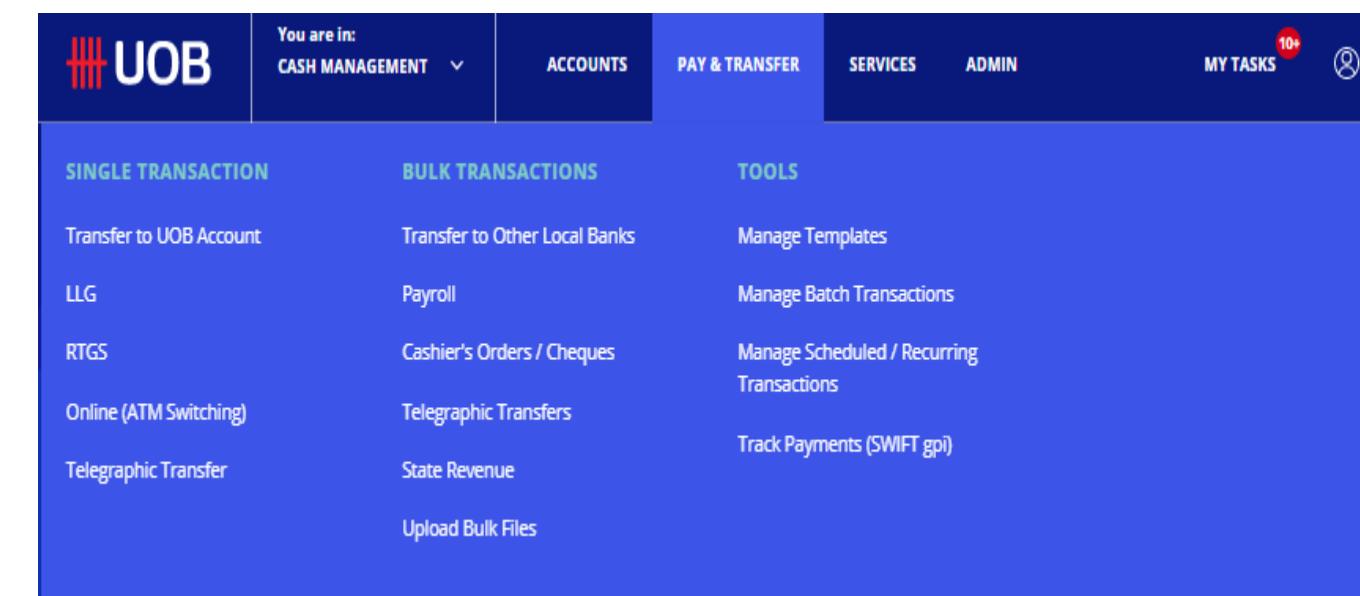
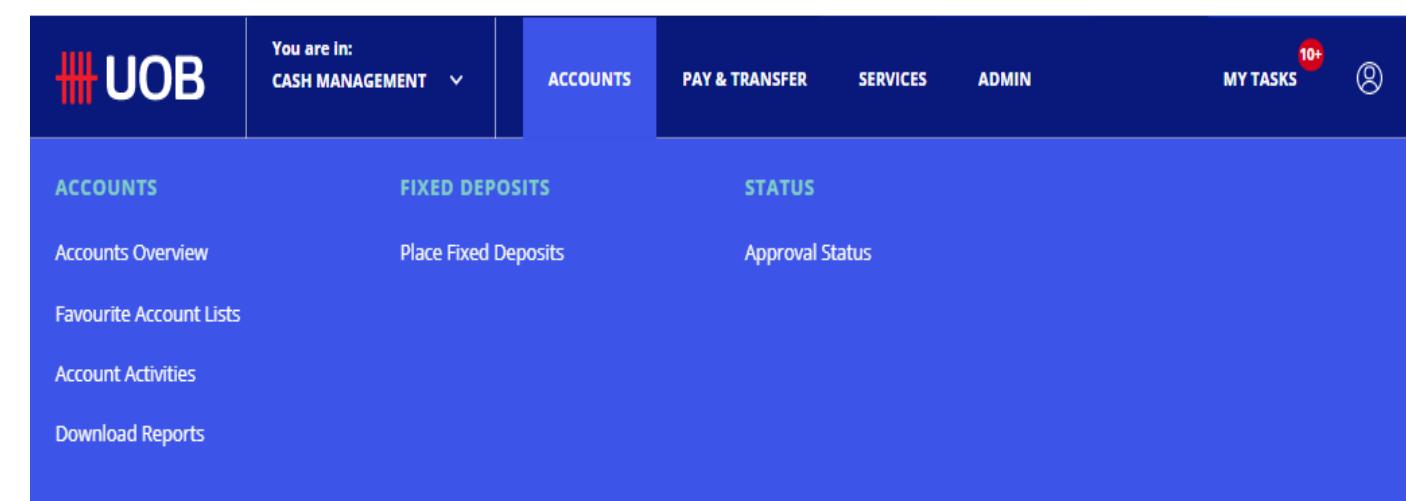
1. Pesan pengumuman yang terkait dengan fungsionalitas Infinity diposting di bilah "Pesan Pengumuman".
Anda mungkin melihat hingga 3 pesan pengumuman. Kamu boleh tutup pesan ini dengan memilih "X".
2. Anda dapat menavigasi ke fungsi lain menggunakan fungsi "Anda berada di". Dalam hal ini, Anda dapat menavigasi ke fungsi Layanan Perdagangan dengan memilih "LAYANAN PERDAGANGAN (BIBPlus)"

3. Fungsi di Infinity dikelompokkan berdasarkan karakteristik persona pengguna yang dikumpulkan dari pelanggan kami.

Pengguna pertanyaan dapat mengakses laporan Akun, Laporan, dan fungsi terkait pertanyaan Transaksi di bawah tab "Akun". Fungsi penting meliputi:

- Aktivitas Rekening untuk mengunduh Laporan Bank dan Saran.
- Unduh Laporan untuk mengunduh sistem dan laporan yang dibuat pengguna.
- Status Persetujuan untuk daftar transaksi yang dikelompokkan berdasarkan statusnya.

4. Penyedia Pembayaran dapat menggunakan fungsi di bawah "BAYAR & TRANSFER" untuk membuat pembayaran, mengelola template, atau melacak pembayaran lintas batas.



4

Menavigasi di UOB Infinity

Ringkasan

5. Layanan pembayaran lainnya seperti Cek, Kirim Berkas ke UOB atau Notifikasi dikelompokkan dalam Layanan.
6. Admin Perusahaan dapat mengakses fungsi Manajemen Pengguna, Manajemen Data, dan Kueri Audit di bawah Tab "ADMIN".
7. Untuk memperbarui data pribadi Anda di Infinity, Hapus pengaturan Infinity Secure atau Traverse ke lokasi lain menggunakan Global View, Anda dapat menggunakan fungsi di bawah "Ikon Pribadi"

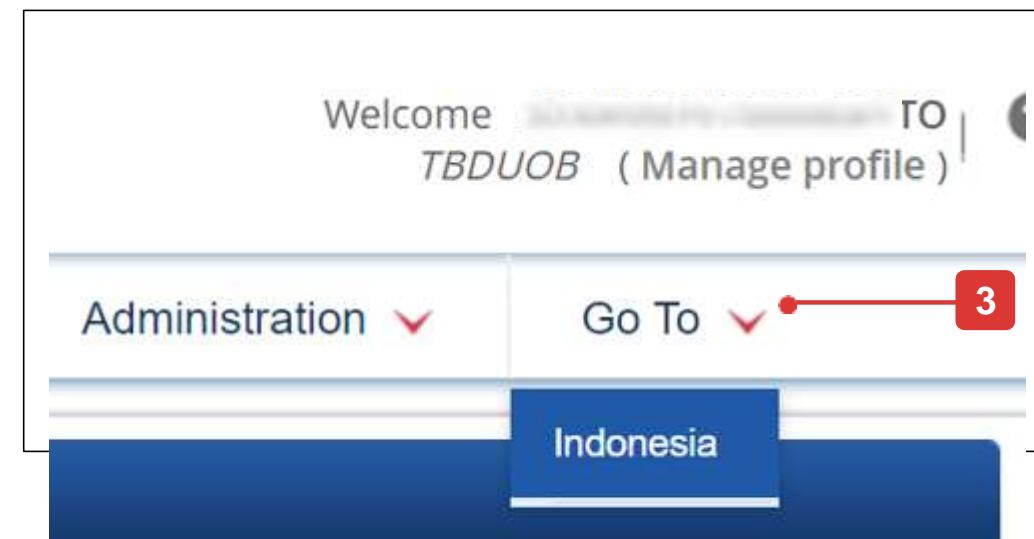
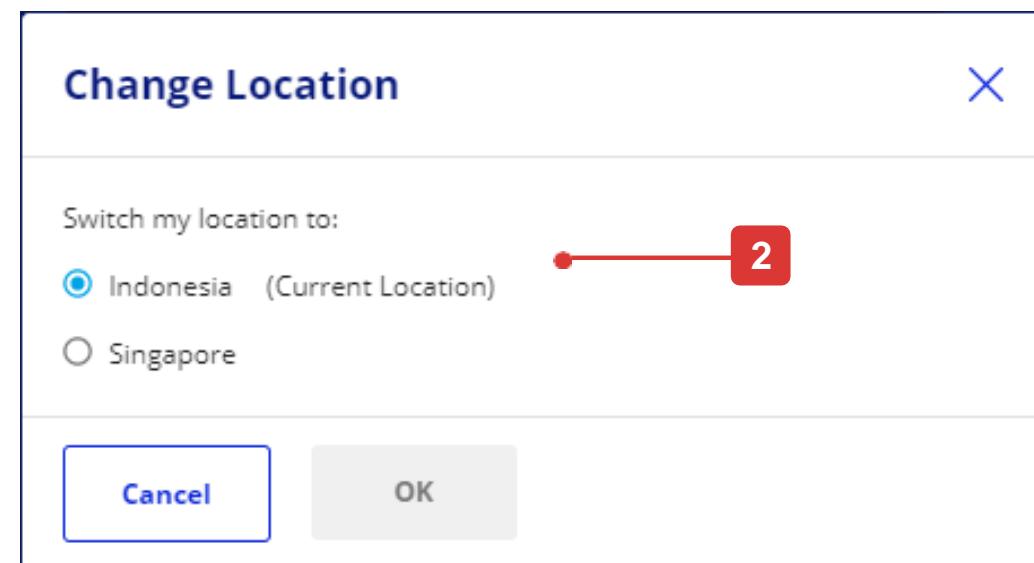
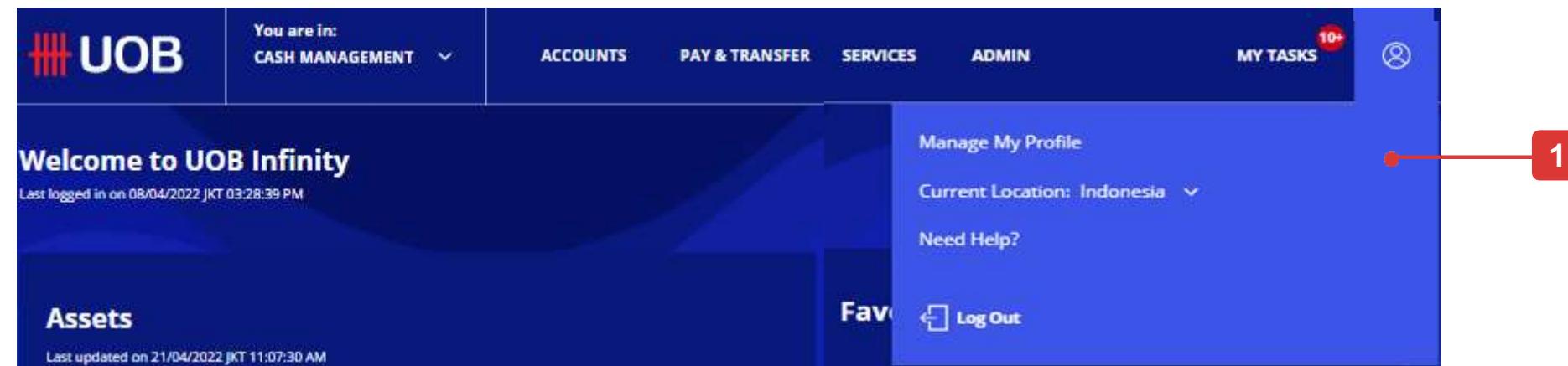
The image displays four screenshots of the UOB Infinity interface, each with numbered callouts (5, 6, 7) indicating specific features or sections:

- Screenshot 1 (Top Left):** Shows the main dashboard with a blue header. The top right corner shows "MY TASKS" with a red box containing the number 10+. Below the header, there are tabs for ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS. A "Customise Dashboard" button is also present. The main content area includes sections for "Assets" (Total Available Balance: IDR 9,455,287) and "Favourite Functions" (LLG, IDR, PAY, RTGS, Transfer to UOB Accounts, View Account Activities).
- Screenshot 2 (Bottom Left):** Shows the "SERVICES" tab selected in the header. The main content area includes sections for "CHEQUE SERVICES" (Request Cheque Books, Stop Cheque Requests, Enquire Cheque Statuses), "SEND TO UOB" (Send Files to UOB), and "NOTIFICATIONS" (Manage Notifications). A red arrow points from the number 5 to the "NOTIFICATIONS" section.
- Screenshot 3 (Top Right):** Shows the "ADMIN" tab selected in the header. The main content area includes sections for "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). A red arrow points from the number 6 to the "AUDIT QUERIES" section.
- Screenshot 4 (Bottom Right):** Shows the "MY TASKS" tab selected in the header. The main content area includes sections for "Manage My Profile", "Need Help?", and "Log Out". A red arrow points from the number 7 to the "Log Out" button.

Cara Mengakses Tampilan Global

Tampilan Global

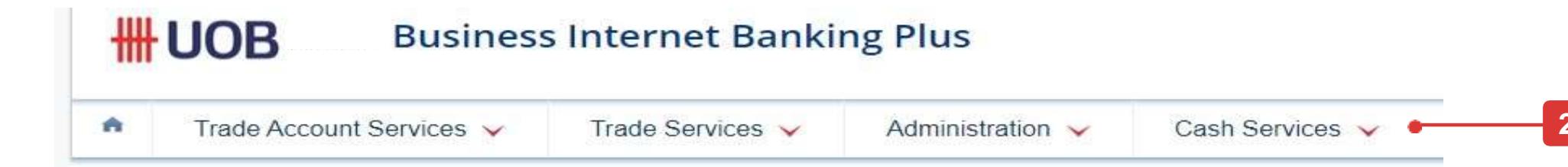
1. Jika akses Global View Anda telah diatur, Anda dapat mengakses akun Anda di negara lain dengan mengklik ikon pengguna di sudut kanan bilah menu atas dan klik "Indonesia" untuk membuka pilihan negara.
2. Klik nama negara/wilayah dan klik "OK" untuk mengonfirmasi.
3. Saat ini negara/daerah lain masih menggunakan layout BIBPlus. Jika Anda ingin kembali ke UOB Infinity Indonesia, pilih "Indonesia" dari menu "Go To".



Cara Mengakses Layanan Perdagangan

Layanan Trade

1. Untuk mengakses Layanan Trade, buka bilah menu atas, arahkan kursor ke "Anda berada di: CASH MANAGEMENT" dan klik "TRADE SERVICES (BIBPlus)".
2. Anda kemudian akan diarahkan ke layar BIBPlus untuk melakukan fungsi perdagangan.
3. Untuk kembali ke "CASH MANAGEMENT", buka bilah menu atas, klik "Cash Services".



Pindah dari BIBPlus ke UOB Infinity

Jika Anda sudah menjadi pengguna BIBPlus....

1. Anda tidak perlu mengajukan UOB Infinity jika Anda sudah menjadi pengguna BIBPlus. Anda cukup login ke UOB Infinity dengan detail login BIBPlus Anda saat ini.
2. Anda tidak perlu mengaktifkan User ID BIBPlus Anda jika ID tersebut sudah diaktifkan.
3. Jika Anda lupa Group ID BIBPlus, User ID atau Password, mohon reset dengan cara:
 - Untuk mengatur ulang ID Grup (Organisasi) / ID Pengguna - silakan hubungi Call Center Perusahaan kami di 14008 selama jam kantor dan berikan kami ID Resmi perusahaan Anda dan ID resmi Anda (KTP atau Paspor).
 - Untuk mengatur ulang Kata Sandi - pilih "Have trouble logging in?" di bagian bawah kotak masuk dan ikuti petunjuk di layar.
4. Baik UOB Infinity dan BIBPlus akan berjalan secara bersamaan untuk memberikan waktu kepada pengguna untuk terbiasa dengan antarmuka pengguna baru di UOB Infinity. Semua transaksi, template, pembayaran sebelumnya, draft, dan master penerima pembayaran/penerima akan tersedia di kedua platform.
5. Anda dapat menggunakan token BIBPlus Anda untuk login dan bertransaksi.
6. Anda dianjurkan untuk mendaftar Infinity Secure sehingga Anda tidak perlu khawatir token fisik Anda kehabisan baterai atau hilang lagi. Harap dicatat bahwa Infinity Secure tidak mendukung fungsi Trade, Token Sharing, atau Global View.
7. Untuk informasi lebih lanjut tentang perbedaan antara UOB Infinity dibandingkan dengan BIBPlus, silakan merujuk ke [Panduan Sebelum dan Setelah untuk Pembuat Pembayaran](#) dan [Panduan Sebelum dan Setelah untuk Penyetuju Pembayaran](#).

Hal yang Anda Butuhkan untuk Login

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

Masuk UOB Infinity

Sebelum Anda login ke UOB Infinity untuk pertama kalinya, pastikan Anda telah menerima dua item di bawah ini:

1) Identitas Pengguna

2) Token Fisik*

(diperlukan untuk login ke UOB Infinity dan untuk menyetujui transaksi)

Anda dapat mengaktifkan akses UOB Infinity Anda secara online melalui halaman login setelah menerima User ID dan Security Token Anda.

Halaman Login (Tampilan Default)



*Token fisik hanya akan diberikan kepada pengguna dengan skenario Tampilan Global, Langganan Perdagangan, dan Berbagi Token.

Panduan Cepat ke Halaman Login

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

Fitur

Catatan: Jika Anda pertama kali masuk ke UOB Infinity, Anda harus mengaktifkan ID pengguna Anda.

1. Masukkan ID Organisasi dan ID Pengguna (Anda akan menerima surat untuk memberi tahu Anda tentang kredensial pengguna Anda).
2. Masukkan kata sandi yang valid. Ikon "eye" memungkinkan Anda melihat kata sandi yang Anda masukkan.
3. Centang kotak "Remember Me" untuk menyimpan ID Organisasi dan ID Pengguna sehingga, pada login berikutnya, Anda hanya perlu memasukkan sandi.
4. Setelah mengklik tombol "Log In": Saat Anda masuk menggunakan token fisik, Anda akan melihat petunjuk di layar untuk menghasilkan respons token.
5. Opsi ini akan membantu Anda memulihkan kata sandi jika Anda lupa.
6. Bahasa yang tersedia adalah Bahasa Indonesia, Inggris, Cina Sederhana atau bahasa lokal Anda.

Halaman Login (Tampilan Default)

The screenshot shows the UOB Infinity login page with the following numbered points:

1. A red bracket points to the "Organisation ID" input field.
2. A red bracket points to the "User ID" input field.
3. A red bracket points to the "Remember Me" checkbox.
4. A red bracket points to the "Log In" button.
5. A red bracket points to the "Have trouble logging in?" link at the bottom left.
6. A red bracket points to the "ENGLISH" language selection dropdown at the top right, which is expanded to show "Bahasa Indonesia", "English", and "简体中文".

Enter Token Response

The dialog box contains the following text:

Follow these steps on your token:

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

Token Response

Token Serial Number: *****43

Set as default authentication method.

Cancel Submit

Physical Token

A photograph of a UOB physical token device is shown. The device has a numeric keypad from 1 to 8, a 'SIGN 1' button, an 'OK' button, and a 'LOGIN' button. The 'LOGIN' button is circled in red.

Cara Mengaktifkan ID Pengguna Anda / Memulihkan Sandi Anda

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

Fungsi Layanan Mandiri

Anda dapat melakukan fungsi-fungsi berikut melalui halaman login UOB Infinity (berlaku untuk browser/desktop):

- A. Aktifkan ID pengguna baru Anda*
- B. Pulihkan kata sandi Anda

A. Aktifkan ID Pengguna baru Anda

1. Anda dapat mengaktifkan menggunakan halaman Infinity Web
2. Masukkan ID Organisasi dan ID Pengguna Anda.
3. Centang kotak untuk menerima Syarat dan ketentuan aktivasi ID pengguna Anda.
4. Klik tombol “Berikutnya”.

via Web Browser

Welcome

ENGLISH ▾

Location
Indonesia

Organisation ID

User ID

Password

Remember Me

Log in

Have trouble logging in?

* Diperlukan jika Anda login ke UOB Infinity untuk pertama kalinya.

UOB

Account Activation

Before you start, you will need:

- Your organisation ID (in the welcoming letter)
- Your user ID (in the welcoming letter)
- A valid email address registered with UOB
- A valid mobile number registered with UOB
- Your security token (if you were assigned one)

* Mandatory Fields

Enter account details and we will get you started!

Location*
Indonesia

Organisation ID*
This field is required.

User ID*

I accept the [Terms and Conditions](#)

Cancel Next 4

Cara Mengaktifkan ID Pengguna Anda / Memulihkan Sandi Anda

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

Aktifkan menggunakan Email dan SMS

1. Pilih "Gunakan Email dan SMS". Klik "Selanjutnya".
2. Masukkan kode 6 digit yang dikirim ke alamat email yang terdaftar di profil pengguna Infinity Anda. Klik "Selanjutnya".
3. Masukkan kode 6 digit yang dikirimkan ke nomor ponsel yang terdaftar di profil pengguna Infinity Anda. Klik "Kirim".
4. Tetapkan kata sandi baru Anda dan klik "Berikutnya" untuk menyelesaikan pengaturan.
5. Pesan konfirmasi akan ditampilkan di layar.

1 | Enter the code sent via **Email** (****d.djuntijono@uobgroup.com) into the boxes below.
Resend Email Code

2 | Enter the code sent via **Mobile** ([*****9794](tel:*****9794)) into the boxes below.
Resend SMS Code

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

Code Response

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

Code Response

4 | Password must be 8-24 characters, contain at least 1 number and 1 letter, and have no special characters.

5 | You have successfully activated your account. Please login now.

Cara Mengaktifkan ID Pengguna Anda / Memulihkan Sandi Anda

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

Aktifkan menggunakan Token

1. Pilih "Gunakan Token atau Infinity Secure". Klik "Selanjutnya".
2. Pilih kemana Anda akan menerima kode verifikasi (melalui SMS atau email). Klik "Selanjutnya".
3. Masukkan kode 6 digit yang telah dikirimkan ke ponsel atau email Anda, ke dalam token. Tekan "OK".
4. Masukkan 6 digit kode keamanan dari token. Klik "Kirim"
5. Tetapkan kata sandi baru Anda dan klik "Berikutnya" untuk menyelesaikan pengaturan.
6. Pesan konfirmasi akan ditampilkan di layar.

Account Activation
Please choose your preferred mode of authentication:

Use Token or Infinity Secure **1**
 Use Email and SMS

Get Verification Code
For security reasons, you still need to get your verification code via one of the following:

SMS: *****2460
Charges may apply
 E-mail: ****yrilly@gmail.com **2**

If these are not your latest e-mail or mobile number [download this form \[PDF\]](#) and submit to UOB.

Enter Token Response
Please select token type to proceed.

Infinity Secure **Physical Token**

Follow these steps on your physical token:

- 1 Press **OK**
- 2 Enter the code sent via **Email** to your email address (******yrilly@gmail.com**) on to your physical token & press **OK**
Resend Email Code
- 3 Enter the 6-digit security code from your physical token below

Token Response

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

Set as default authentication method.

Verified.
Set your profile and you're ready to start!

>Password * **5**
8-24 characters
At least 1 number and 1 letter
No special characters

Confirm new password *

Next

Cara Mengaktifkan ID Pengguna Anda / Memulihkan Sandi Anda

Catatan: Jika Anda sudah menjadi pengguna BIBPlus, Anda tidak perlu mengaktifkan ID pengguna Anda. Anda dapat langsung login ke UOB Infinity menggunakan detail login BIBPlus Anda.

B. Pulihkan kata sandi Anda

1. Silakan klik “**Ada masalah saat masuk?**”
2. Masukkan ID Organisasi dan ID pengguna Anda.
3. Centang kotak untuk menerima syarat dan ketentuan aktivasi ID pengguna Anda.
4. Klik tombol “Berikutnya”. Langkah selanjutnya akan serupa dengan langkah aktivasi pengguna (lihat halaman 13 dan 14).

Login Page (Default View)

The screenshot shows the 'Login Page (Default View)'. At the top, there's a link 'Want to activate your new account?'. Below it is a 'Welcome' message and a 'Location' dropdown set to 'Indonesia'. There are four input fields: 'Organisation ID', 'User ID', 'Password', and 'Remember Me'. A red arrow labeled '1' points to the 'We're trouble logging in?' link at the bottom left of the page.

Account Activation screen (Default View)

The screenshot shows the 'Account Activation screen (Default View)'. At the top, the UOB logo is displayed. Below it is a 'Account / Password Recovery' section. A 'Before you start, you will need:' list includes: Your organisation ID (in the welcoming letter), Your user ID (in the welcoming letter), A valid email address registered with UOB, A valid mobile number registered with UOB, and Your security token (if you were assigned one). A 'Mandatory Fields' section follows, with a note 'Enter account details and we will get you started!'. It contains fields for 'Location*' (set to 'Indonesia') and 'User ID*'. A red arrow labeled '2' points to the 'User ID*' field, which has a red border and a message 'This field is required.'. Another red arrow labeled '3' points to the 'I accept the Terms and Conditions.' checkbox. At the bottom, there are 'Cancel' and 'Next' buttons, with a red arrow labeled '4' pointing to the 'Next' button.

Cara Memperbarui Detail Kontak Anda

Kelola Profil Saya

1. Pilih ikon pengguna di sudut kanan bilah menu atas dan klik "Kelola Profil Saya". Sistem meluncurkan halaman "Kelola Profil Saya".
2. Ada 3 bagian di halaman ini, yang dapat diedit dan disimpan secara mandiri.
 - a) Detail profil. Ada 3 bidang yang dapat diedit – Email Kontak, Nomor Kontak dan Bahasa
 - b) Ubah kata sandi
 - c) Lihat profil akun perusahaan (Tidak dapat diedit)

Untuk memperbarui detail kontak, silakan ubah "Email Kontak" dan "Nomor Kontak" dan klik "Simpan".

Untuk nomor kontak Indonesia, Anda tidak perlu memberikan kode negara.

- 3) Untuk mengubah kata sandi Anda, gunakan bagian ini.
- 4) Untuk melihat peran pengguna yang diberikan kepada saya, gunakan bagian ini.

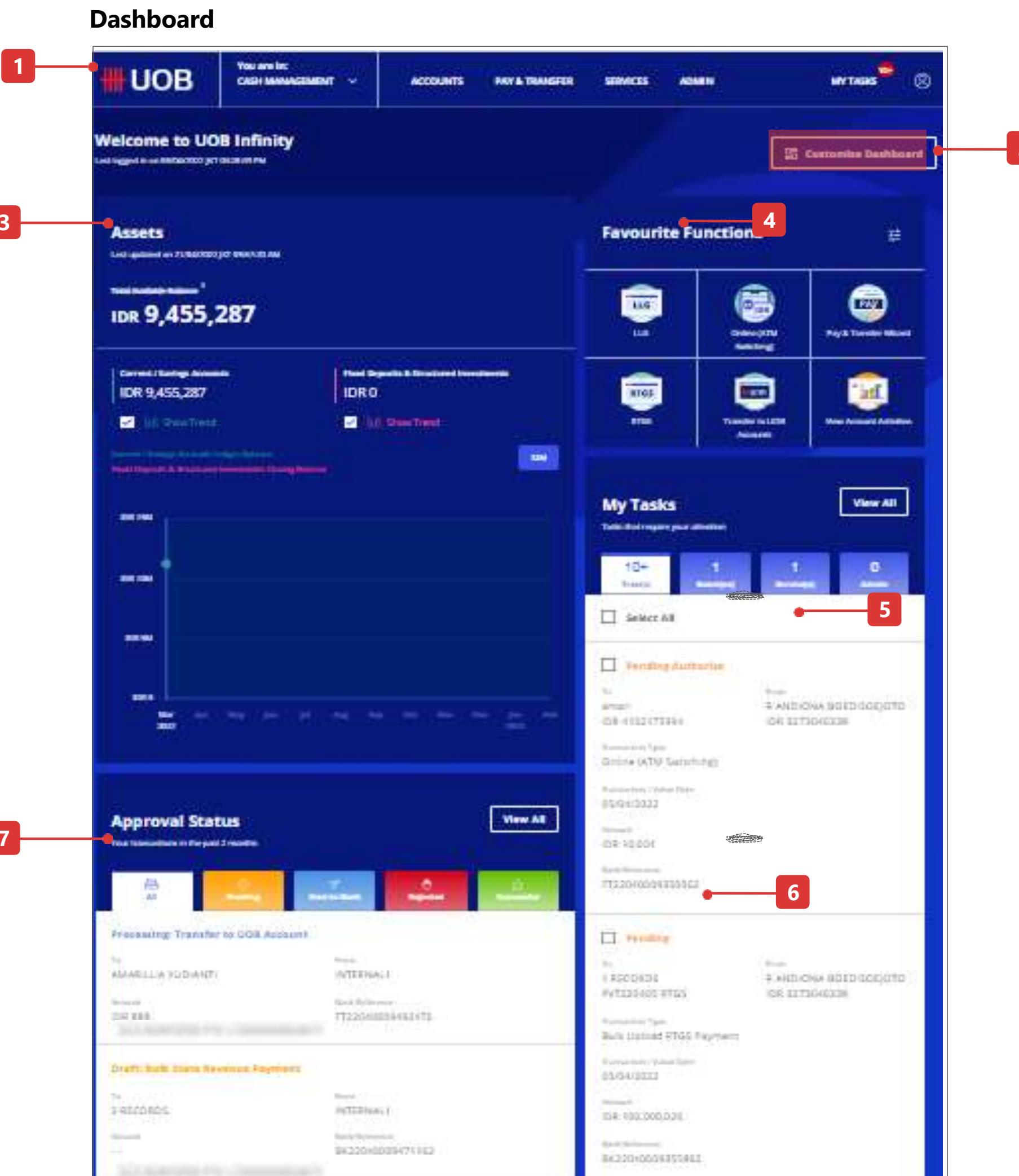
The screenshot displays the UOB Infinity dashboard with three main sections for editing:

- Manage My Profile (Section 2):** This section contains fields for "Contact Email" (redacted@gmail.com), "Contact Number" (8XXXX5), and "Language" (English). Red numbers 2 are placed over the "Contact Email" and "Contact Number" fields.
- Change Password (Section 3):** This section includes fields for "Existing Password", "New Password" (8-24 characters, at least 1 number and 1 letter, no special characters), and "Confirm New Password". A red number 3 is placed over the "New Password" field.
- View my company account profile (Section 4):** This section shows a list of "My company's subscribed services" including "All Account Services", "All Bulk Paymt - Create", "All Bulk Paymt - Upload", and "All Cash - Transact". A red number 4 is placed over the "View my company account profile" heading.

Panduan Cepat untuk Dasbor

Ringkasan Dasbor

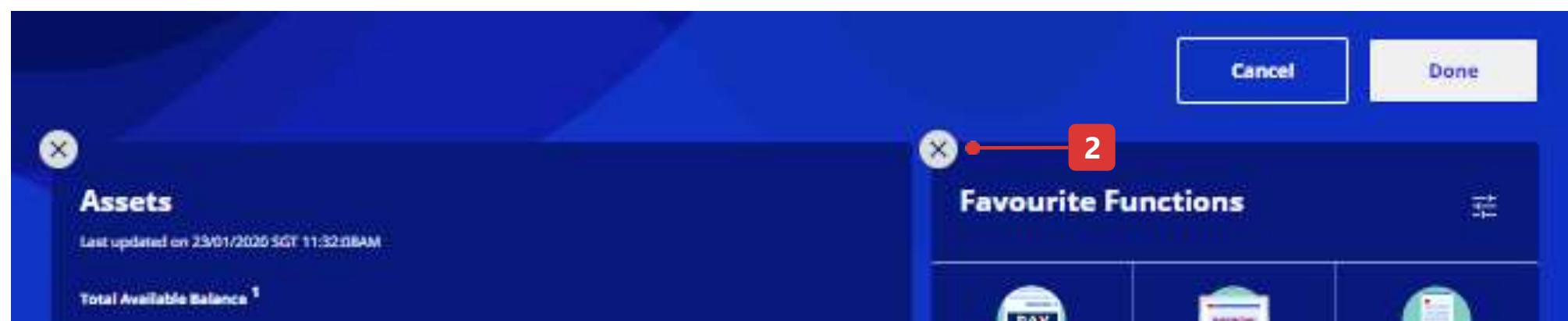
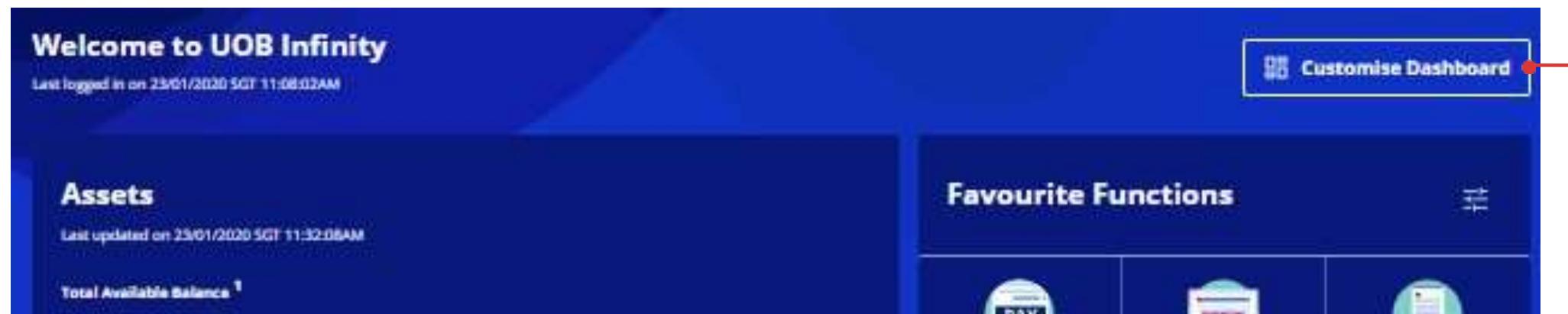
- 1. Logo UOB** – Klik logo untuk kembali ke dashboard dari halaman manapun di UOB Infinity.
- 2. Sesuaikan Dasbor** – Memungkinkan Anda untuk menambah, menghapus, atau mengganti posisi widget yang penting bagi Anda. Widget termasuk "Aset", "Pinjaman", "Fungsi Favorit", "Tugas Saya", "Status Persetujuan" dan "Kontrak & Saldo Valas".
- 3. Aset** – Memungkinkan Anda untuk melihat total aset dan menunjukkan saldo akun yang tersedia dari perusahaan Anda seperti Giro, Deposito Tetap & Investasi Terstruktur yang berhak Anda lihat. Klik pada saldo akun untuk mengetahui saldo masing-masing akun Anda.
 - Indikator "12M" mengacu pada data akun 12 bulan terakhir yang ditampilkan dalam grafik.
 - Jangka waktu yang ditampilkan dalam grafik tidak mewakili tenor Deposito Tetap.
- 4. Pinjaman** – Memungkinkan Anda untuk melihat total pinjaman. Klik pada jumlah pinjaman yang beredar untuk mengetahui rincian setiap rekening pinjaman.
- 5. Fungsi Favorit** – Memungkinkan Anda untuk langsung membuka layar yang sering dikunjungi. Untuk menambahkan fungsi favorit, klik ikon filter atau ikon "+" dan kemudian Anda dapat memilih fungsi yang ingin Anda tambahkan atau hapus, lalu klik "Kirim".
- 6. Tugas Saya** – Memungkinkan Anda untuk mengambil tindakan atas transaksi/tugas yang tertunda yang memerlukan perhatian Anda.
- 7. Status Persetujuan** – Memungkinkan Anda untuk melihat semua transaksi Anda. Silakan merujuk ke Panduan Pengguna Status Persetujuan untuk penjelasan rinci dari setiap tab.



Cara Menyesuaikan Dasbor Anda

Sembunyikan / Pindahkan Widget

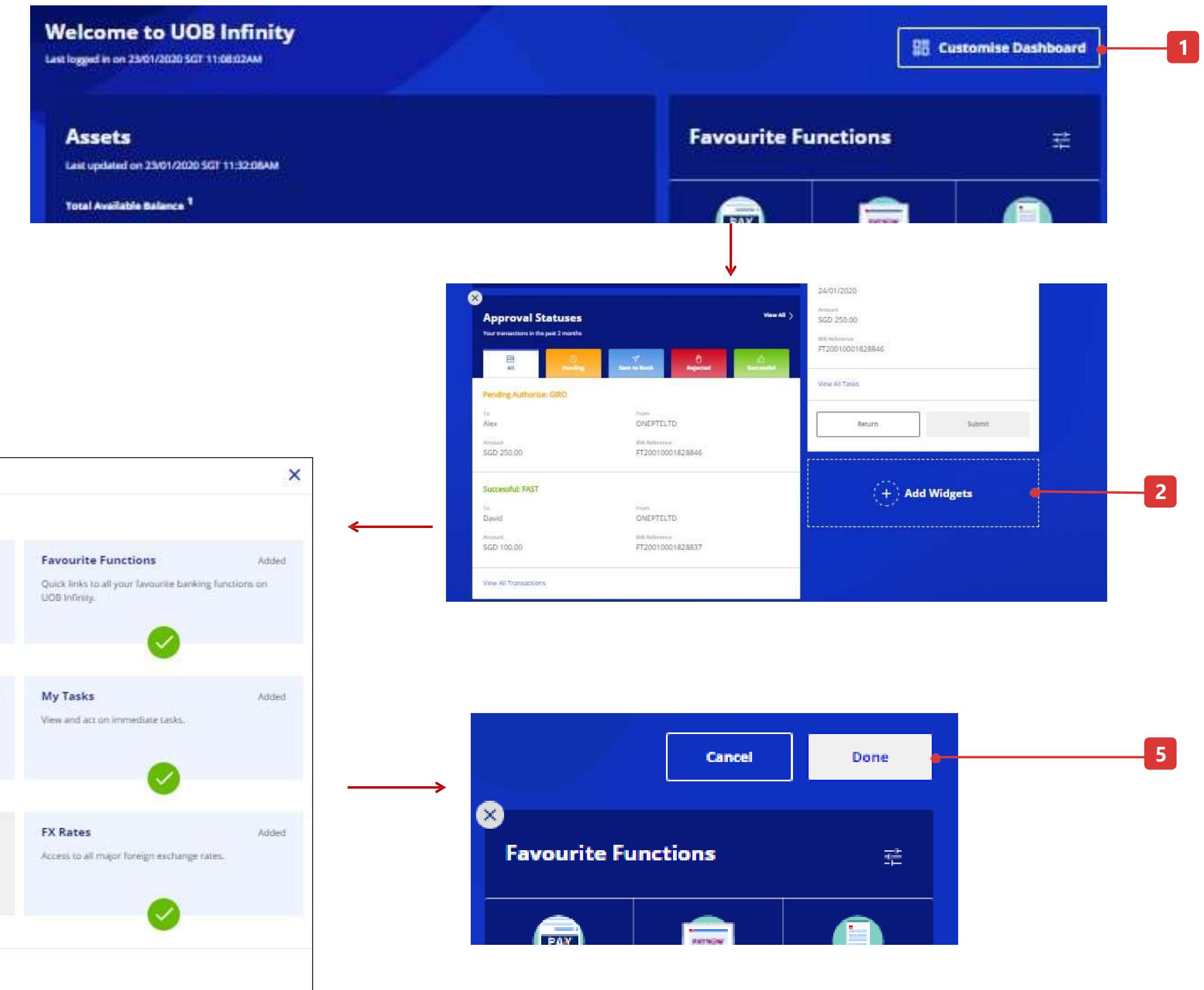
1. Setelah mengklik "Customise Dashboard", akan ada tombol "Cancel" dan "Done".
2. Untuk menyembunyikan widget, pengguna dapat mengklik ikon "X" di sudut kiri atas widget dan mengklik tombol "Selesai".
3. Untuk memindahkan posisi widget, pengguna dapat melakukan mouse over di dalam area widget dan kurSOR mouse akan berubah menjadi kurSOR panah silang (+). Pengguna dapat menarik widget ke atas/bawah (karena widget hanya dapat dipindahkan dalam kolom yang sama).



Cara Menyesuaikan Dasbor Anda

Tambahkan Widget

1. Klik “Sesuaikan Dasbor”
2. Akan ada tombol “Tambah Widget” di bagian bawah kolom widget.
3. Setelah mengklik “Tambah Widget”, pengguna dapat mengklik tombol “+” untuk menampilkan widget tertentu.
4. Klik tombol “Kirim” untuk mengonfirmasi penambahan widget.
5. Klik tombol “Selesai” untuk mengonfirmasi penyesuaian widget.



Cara Melihat Saldo Akun Anda

Fitur

1. Ini untuk memilih mata uang yang setara untuk ditampilkan sebagai total saldo akun.
 2. Anda dapat mengunduh ringkasan akun sebagai PDF, CSV, atau spreadsheet Excel.
 3. Klik untuk meluaskan / mencuatkan bagian.
 4. Anda dapat memilih kolom yang akan dilihat pada layar "Ikhtisar Akun".
 5. Klik nama akun untuk melihat aktivitas akun (Anda akan diarahkan ke halaman "Aktivitas Akun")
 6. Pintasan tombol tindakan memungkinkan Anda mengakses halaman "Aktivitas Akun" atau untuk memulai pembayaran.
 7. Anda dapat membuat daftar akun favorit dan melacak akun dalam tampilan pilihan Anda.

Ringkasan Akun (Tampilan Default)

Akun Anda

Ringkasan Akun (Tampilan Default)

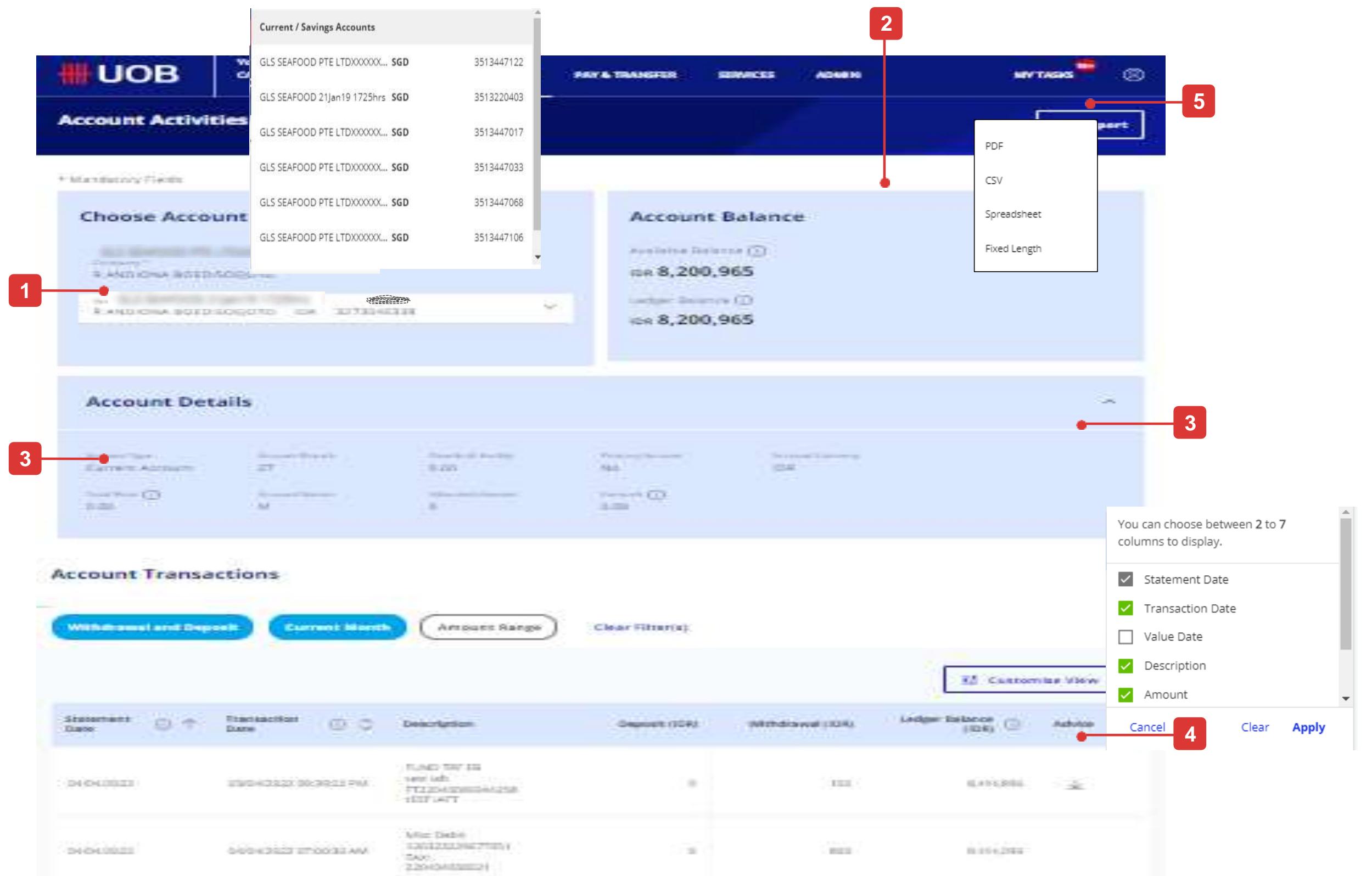
The screenshot shows the UOB Cash Management interface. At the top, there's a currency dropdown menu with SGD - SINGAPORE DOLLAR selected, and a context menu open with options PDF, CSV, and Spreadsheet. The main navigation bar includes ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, MY TASKS (with 10+ notifications), and a user icon. Below the navigation is a currency selector set to IDR - Indonesian Rupiah and an 'Export' button. A note says 'Exchange rates are indicative only'. On the left, there's a sidebar with 'All Accounts' and filter buttons for Account, Account Category, Company, and Currency, along with a 'Clear Filter(s)' button. The main content area shows 'Current / Savings Accounts' with 2 accounts listed. Each account row has columns for Account Name, Account No., Currency, Ledger Balance, Available Balance, Action, and Favourite (indicated by a star icon). A 'Customise View' dropdown is shown on the right. A tooltip at the bottom right says 'You can choose between 2 to 6 columns to display.' Red numbered callouts point to specific elements: 1 points to the currency dropdown; 2 points to the context menu; 3 points to the 'Current / Savings Accounts' heading; 4 points to the 'Customise View' dropdown; 5 points to the first account row; 6 points to the 'Account Activities' and 'Make Payment' buttons; and 7 points to the star icon in the second account row.

Cara Melihat Aktivitas Akun (Pernyataan)

Fitur

Buka Akun di menu atas lalu Aktivitas Akun

1. Klik ikon kaca pembesar untuk memilih nama perusahaan dan nomor rekening Anda. Untuk entitas tunggal, nama perusahaan Anda akan diisi sebelumnya secara default.
2. Saldo dari akun yang dipilih akan ditampilkan di bagian ini.
3. Detail akun dari akun yang dipilih akan ditampilkan dan bagian ini dapat diciutkan dan diperluas dengan menggunakan tombol panah bawah.
4. Anda dapat melihat hingga 7 kolom dalam satu tabel. Jika Anda ingin menambah/menghapus kolom, silakan klik tombol "Sesuaikan Tampilan".
5. Untuk mengekspor/mengunduh pernyataan, tekan tombol "Ekspor" di sudut kanan atas layar aktivitas akun dan pilih format preferensi dari daftar turun bawah untuk mengekspor/mengunduh.



Cara Melihat Pengiriman Uang Masuk dan Mengunduh Saran

Fitur

Langkah serupa seperti Lihat Aktivitas Akun, buka Akun di menu atas lalu Aktivitas Akun. Setelah detail transaksi akun dari akun yang dipilih akan ditampilkan di bawah ini.

1. Jika ada saran yang terkait dengan transaksi akun tertentu, ikon unduhan ditampilkan di kolom "Saran".
2. Untuk transaksi pengiriman uang masuk, user dapat membuka untuk melihat informasi lebih lanjut.
 - a. Untuk melihat detail transaksi pengiriman uang masuk, klik Tautan "Lihat Lebih Detail".
 - b. Untuk mengunduh saran, klik ikon unduh.

The screenshot displays a banking application's account overview and transaction history. At the top, the 'Account Details' section shows basic account information: Account Type (Current Account), Account Branch (27), Overdraft Facility (0.00), Primary Account No., and Account Currency (IDR). Below this, the 'Account Transactions' section lists recent activity. The transactions table includes columns for Statement Date, Transaction Date, Description, Deposit (IDR), Withdrawal (IDR), Ledger Balance (IDR), and Advice. Two transactions are shown: one for FUND TRF EB and another for Misc Debit. A red box highlights the 'Advice' column. Red arrows point to specific features: arrow 1 points to the download icon in the 'Advice' column of the transaction table; arrow 2 points to the 'Customise View' dropdown; arrow a points to the 'View More Details' link in the 'Inward Remittance' section; and arrow b points to the download icon in the 'Inward Remittance' section.

Cara Mengunggah File Pembayaran Massal

Ringkasan

1. Pilih "Unggah File Massal" di bawah menu "Bayar & Transfer".
2. Klik "Unggah file massal baru", halaman berikutnya akan ditampilkan.
3. Pilih jenis file.
4. Pilih Nama Akun dan Nomor Akun
 - Nomor rekening yang dipilih tidak akan menggantikan rekening debet yang ditentukan dalam file Pembayaran Massal. Batch – semua set beberapa transaksi yang dikelompokkan ke dalam batch.
 - Sistem tidak memvalidasi nomor rekening debet yang ditentukan dalam file pembayaran terhadap nomor rekening debet yang dipilih di layar.
5. Pilih file massal yang akan diunggah. Anda dapat drag & drop hingga 5 file.
6. Setelah mengupload file, pilih file yang akan dikirimkan. File yang tidak dipilih tidak akan dikirimkan dan akan dihapus secara otomatis dari sistem.
7. File yang telah lolos validasi sistem akan ditampilkan dalam status "Pending". Massal akan tersedia untuk tindakan Authoriser di "Status Persetujuan" atau "Tugas Saya"
 - Jika unggahan file massal gagal, file massal asli dapat diunduh dari fungsi ini untuk verifikasi.

Untuk detail lebih lanjut, lihat "Panduan Pengguna UOB Infinity (Pembayaran Massal).

Catatan penting:

- Pengguna dengan akses ke fungsi "Unggah File Massal" dapat mengunduh file massal yang gagal yang dikirimkan oleh pengguna lain.

The screenshot shows the UOB Infinity dashboard under the 'CASH MANAGEMENT' tab. In the 'PAY & TRANSFER' section, there are three main categories: 'SINGLE TRANSACTION', 'BULK TRANSACTIONS', and 'TOOLS'. Under 'BULK TRANSACTIONS', there are several options: 'Transfer to UOB Account', 'Transfer to Other Local Banks', 'Manage Templates'; 'LLG', 'Payroll', 'Manage Batch Transactions'; 'RTGS', 'Cashier's Orders / Cheques', 'Manage Scheduled / Recurring Transactions'; 'Online (ATM Switching)', 'Telegraphic Transfers', 'Track Payments (SWIFT gpi)'; 'Telegraphic Transfer', 'State Revenue'; and finally the 'Upload Bulk Files' button, which is highlighted with a red box and the number '1'.

This screenshot shows the 'Upload Bulk Files' page. At the top, it says 'You are in: CASH MANAGEMENT'. Below that is a large 'Upload Bulk Files' button with a plus sign. Underneath are several filter buttons: 'Transaction Type', 'Account', 'Currency', 'Amount Range', 'Value Date', and 'Clear Filter(s)'. There is also a 'Bank Reference' field containing 'SE22040009506342'.

This screenshot shows the first step of the 'Upload Bulk Files' process: 'Upload File'. It features a horizontal progress bar with four numbered steps: 1 (highlighted in orange), 2, 3, and 4. Below the steps are buttons for 'Upload File', 'Review Details', 'Authorise', and 'Send to Bank'. A note at the bottom left says '* Mandatory Fields'. On the right, a sidebar asks 'What file type are you uploading?' and lists options: 'Payment' (Bulk Payment UFF, Bulk Payment UFF InterOp, Bulk Payment XML, Bulk Payment XML InterOp). A note at the bottom right says 'Please note there is a cut-off time for this payment type - click [here](#) for the full list'.

Cara Mengotorisasi Transaksi melalui Tugas Saya

Tugas Saya

1. Pilih "Tugas Saya" dari bilah menu atas.
2. Di bawah Tugas Saya, tugas yang menunggu tindakan Anda dikategorikan ke dalam 4 tab.

Transaksi – semua transaksi yang melibatkan transfer dana.

- Batch – semua set beberapa transaksi yang dikelompokkan ke dalam batch.
- Layanan – semua permintaan terkait layanan, termasuk "Permintaan Buku Cek", akan ditampilkan.
- Admin – semua permintaan terkait administrasi, termasuk pengaturan "Profil Pengguna", pengaturan "Akses Akun Pengguna", dan pengaturan "Otentikasi Pengguna" akan ditampilkan

3. Anda dapat menemukan transaksi tertentu menggunakan kriteria filer.
4. Setelah Anda memilih transaksi, Anda dapat melihat transaksi yang dipilih dengan mengklik tombol ini.

5. Anda dapat mencentang kotak centang pada catatan transaksi dan klik Tombol "Kirim" atau Anda dapat mengklik ikon di bawah menu untuk menyetujui:
 - Menyetujui – untuk menyetujui transaksi.
 - Mengembalikan – untuk mengembalikan transaksi kembali ke pembuatnya. Statusnya akan menjadi "Tertunda Penggerjaan Ulang".
 - Lihat Detail – untuk melihat detail transaksi. Ada pilihan untuk "Setuju" atau "Kembalikan" di dalam detail transaksi juga.
 - Beritahu Approver – untuk memberi tahu penulis untuk persetujuan transaksi.

6. Jika Anda memilih "Setuju", Anda akan melihat layar otentikasi OTP dan masukkan tanggapan OTP dan klik tombol "Kirim".

7. Anda dapat melihat status di layar Status Persetujuan.

The screenshot shows the UOB Cash Management interface. In the top left, there's a navigation bar with 'CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'eFX', 'SERVICES', 'ADMIN', and 'MY TASKS'. A red box labeled '1' points to the 'MY TASKS' button. Below it, the 'My Tasks' section has four tabs: 'Transferred' (10+), 'Rejected' (4), 'Delayed' (0), and 'Approved' (0). A red box labeled '2' points to the 'Transferred' tab. A red box labeled '3' points to the 'Delayed' tab. The main table shows two delayed transactions:

Transaction / Deposit Type	BIB Reference	Currency	Amount	Date	Status	Action
Transfer to UOB Account	FT2002000117879	SGD	550.00	10/02/2020	Pending Approval	<input type="button" value="Edit"/>
Transfer to UOB Account	FT2002000117884	USD	50.00	11/02/2020	Pending Approval	<input type="button" value="Edit"/>

A red box labeled '4' points to the 'Show Selected (0)' button. A red box labeled '5' points to the 'Submit' button at the bottom left of the table. A red box labeled '6' points to the 'Submit' button in the 'Enter Token Response' overlay. The overlay contains instructions for entering a token response, showing a sample token screen, and a red box labeled '6' pointing to the 'Submit' button.

The screenshot shows the 'Approval Statuses' page. It displays a message: 'You have successfully released 1 item(s) from your Task list.' Below this is a 'View BIB reference' link for 'FT20020001178791'. At the bottom, there are buttons for 'Approval Statuses' (with a red box labeled '7') and 'My Tasks'.

Transaction / Deposit Type	BIB Reference	Currency	Amount	Date	Status	Action
Transfer to UOB Account	FT2002000117879	SGD	550.00	10/02/2020	Success	<input type="button" value="View Details"/>

Cara Mengunduh Laporan & Saran

Fitur

Nasihat kredit dan debit (remitansi MT103 masuk dan keluar) dapat diambil dan diunduh melalui tab "Saran Debit / Kredit".

Rincian pengiriman uang RTGS dan MT103 masuk dapat ditanyakan melalui tab "Pengiriman Uang Masuk".

Selain itu, ada 2 jenis laporan yang tersedia, "System Generated" dan "User Generated".

"Laporan yang Dihasilkan Sistem" mengacu pada daftar laporan yang secara otomatis akan tersedia untuk diunduh tanpa tindakan apa pun yang diperlukan dari pengguna (misalnya laporan MT940)

"Laporan Buatan Pengguna" mengacu pada daftar file rincian transaksi yang diekspor yang hanya akan tersedia untuk diunduh atas permintaan pengguna.

Untuk meminta file detail transaksi yang diekspor:

1. Buka "Akun" di bilah menu atas, pilih "Status Persetujuan".
2. Cari transaksi yang ingin anda download. Klik menu tindakan dan pilih "Lihat Detail".
3. Di layar detail transaksi, klik fungsi "Ekspor" di sisi kanan atas layar.

Catatan penting:

- Pengguna dengan akses ke fungsi "Unduh Laporan & Saran" akan memiliki akses ke semua laporan yang telah dilanggani perusahaan.
- Jika Anda memerlukan kontrol akses khusus untuk beberapa laporan, silakan hubungi UOB untuk diskusi.

The image consists of three screenshots of the UOB Cash Management system interface, illustrating the steps to download reports and advices.

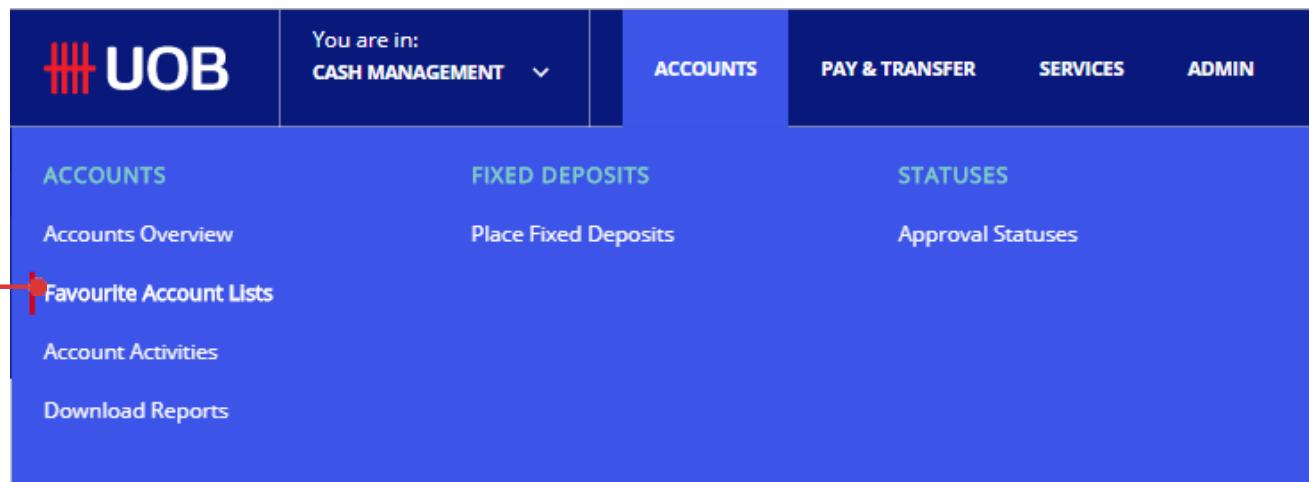
- Screenshot 1: Accounts Overview**
Shows the main navigation bar with tabs for ACCOUNTS, PAY & TRANSFER, SERVICES, and ADMIN. A red arrow points down from the "Download Reports" link in the ACCOUNTS section to the second screenshot.
- Screenshot 2: Download Reports**
Shows the "Download Reports" page under the "System Generated Reports" tab. It includes filters for Account, Report Name, Report Category, Report Type, and Report Date (Last 30 days). A table lists 138 records, with one entry shown: Account 3273046338, Report Name Statement-UOB CSV, Report Sub Type: ES3, Date 21/04/2022. A "Customise View" button is also present.
- Screenshot 3: Download Reports & Advices**
Shows the "Download Reports & Advices" page with tabs for System Generated Reports, User Generated Reports, Debit / Credit Advices, and Inward Remittances. It uses the same filter options as the previous screen. A table lists 399 records, with one entry shown: Company P, Account 41, Report Name Telegraphic Transfer - Beneficiary Credit Confirmation Report, Report Sub Type: CCR, Date 13/08/2021. A "Customise View" button is also present.

Cara Menggunakan Daftar Akun Favorit Anda

Semua Pilihan

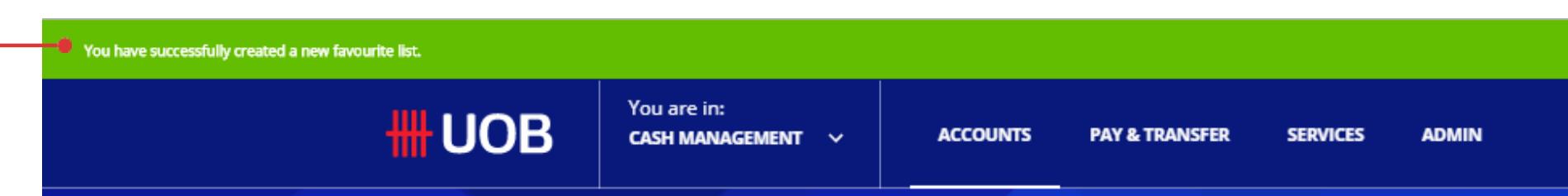
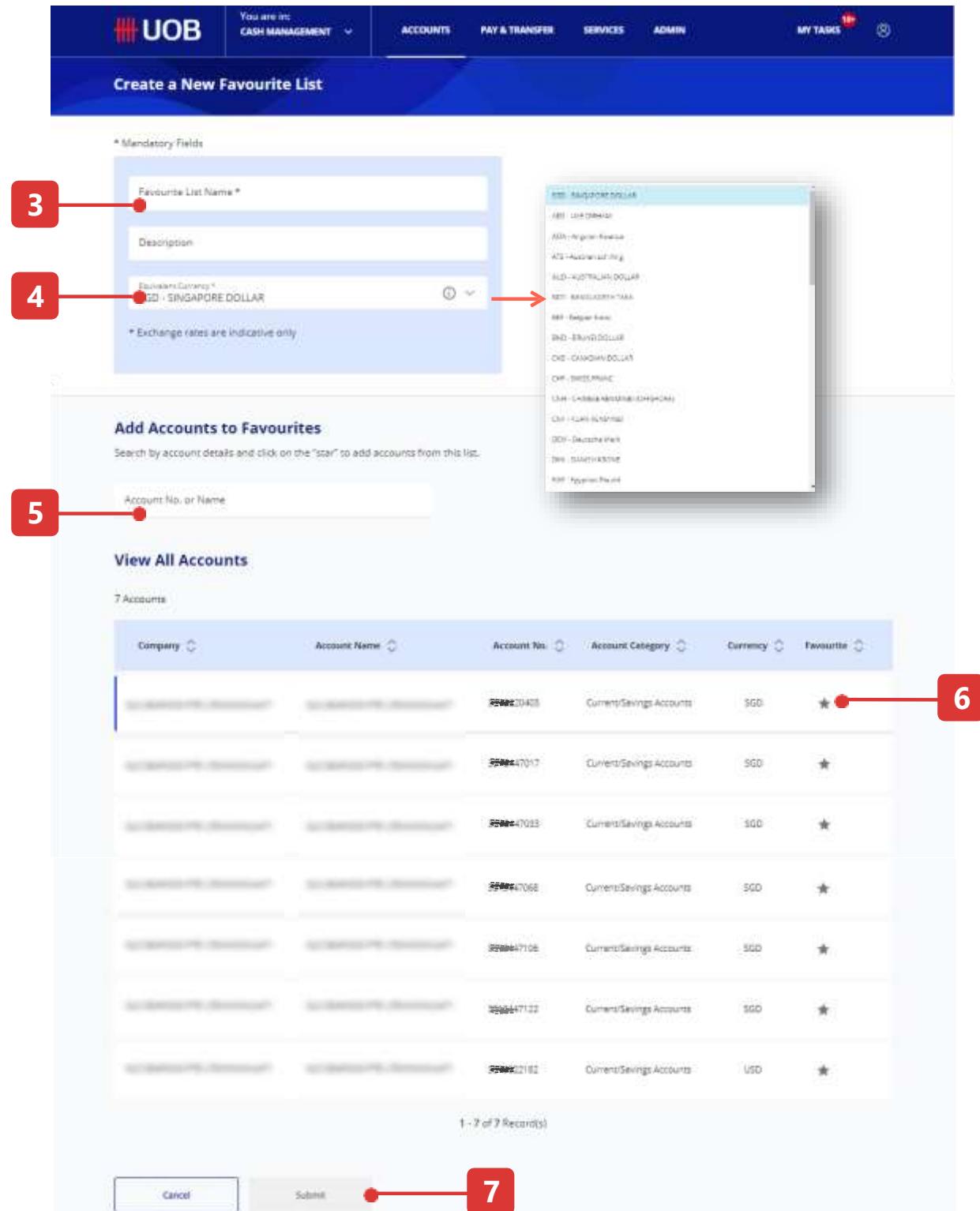
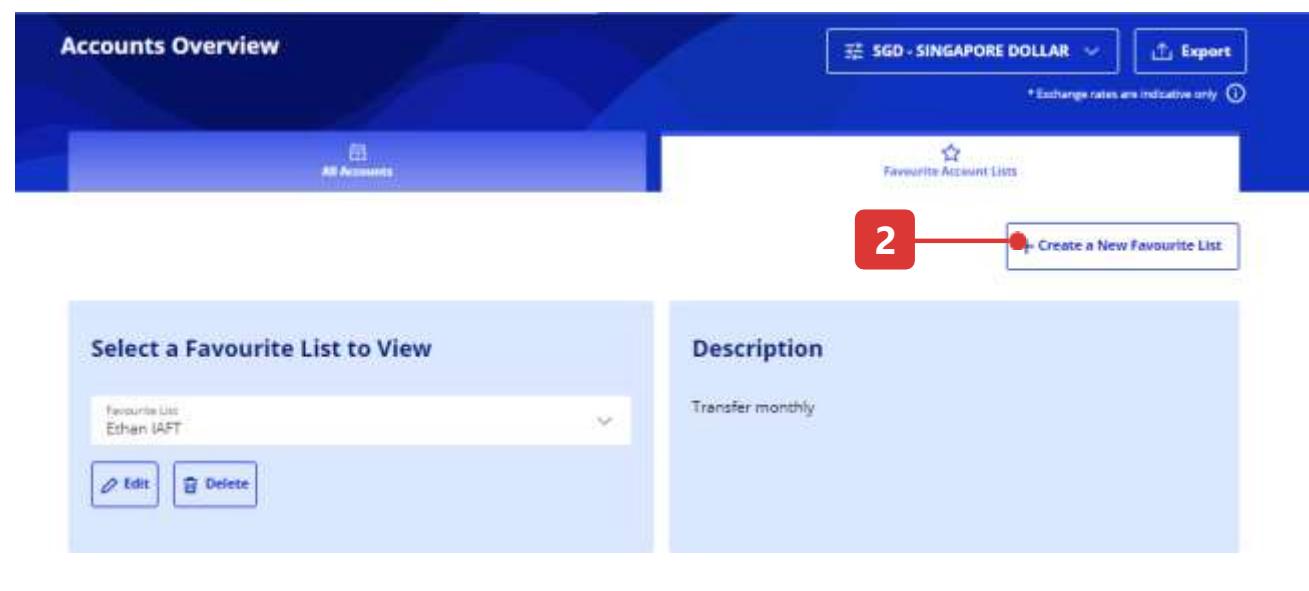
Ada tiga fungsi utama Daftar Akun Favorit:

- A. Buat Daftar Akun Favorit baru
- B. Edit Daftar Akun Favorit
- C. Hapus Daftar Akun Favorit



A. Buat Daftar Akun Favorit baru

1. Dari bilah menu atas, arahkan kursor ke "Akun" dan pilih "Daftar Akun Favorit" di bawah kolom "Akun".
2. Pilih jika Anda ingin membuat Daftar favorit baru.
3. Silakan masukkan "Nama Daftar Favorit" pilihan Anda dan "Keterangan"
4. Klik panah dan pilih mata uang yang setara untuk ditampilkan.
5. Masukkan "Nomor Akun atau Nama Akun" untuk menambahkan akun ke daftar akun favorit.
6. Atau klik ikon "Bintang" untuk menambahkan akun ke dalam daftar akun favorit Anda.
7. Klik tombol "Kirim" setelah Anda memilih akun Anda.
8. Jika daftar akun favorit Anda berhasil disimpan, pesan Konfirmasi akan ditampilkan di bagian atas layar.



Cara Menggunakan Daftar Akun Favorit Anda

B. Edit Daftar Akun Favorit

1. Pertama, pilih daftar yang ingin Anda tambah atau hapus akunnya, lalu klik tombol "Edit".
2. Masukkan "Nomor Akun" atau "Nama Akun" untuk memfilter akun yang akan dihapus.
3. Atau, klik ikon bintang (*) untuk menghapus akun dari .
Anda daftar akun favorit.
4. Masukkan "Nomor Akun" atau "Nama Akun" untuk mencari akun yang diinginkan untuk ditambahkan ke dalam daftar akun favorit Anda.
5. Atau klik ikon "Bintang" untuk menambahkan akun yang diinginkan ke dalam daftar akun favorit Anda.
6. Klik tombol "Kirim" setelah Anda memilih akun Anda.
7. Jika daftar akun favorit Anda berhasil disimpan, pesan konfirmasi akan ditampilkan di spanduk atas.

The screenshot shows the UOB Accounts Overview interface. A modal window titled 'Select a Favourite List' is open, displaying a dropdown menu with account names: 'Test List Name' (selected), 'Test List Name', 'UOB Infinity Account 1', and 'UOB Infinity Account 2'. Below the modal, there is a 'Description' field containing 'UOB Test Account' and two buttons: 'Edit' and 'Delete'. A red box labeled '1' points to the 'Edit' button.

On the right side of the screen, there are two panels: 'Manage Accounts in Favourites' and 'View All Accounts'. The 'Manage Accounts in Favourites' panel has a search bar labeled '2' and a table showing account details. One row in the table has a yellow star icon next to the account name, indicating it is a favorite. A red box labeled '3' points to this star icon.

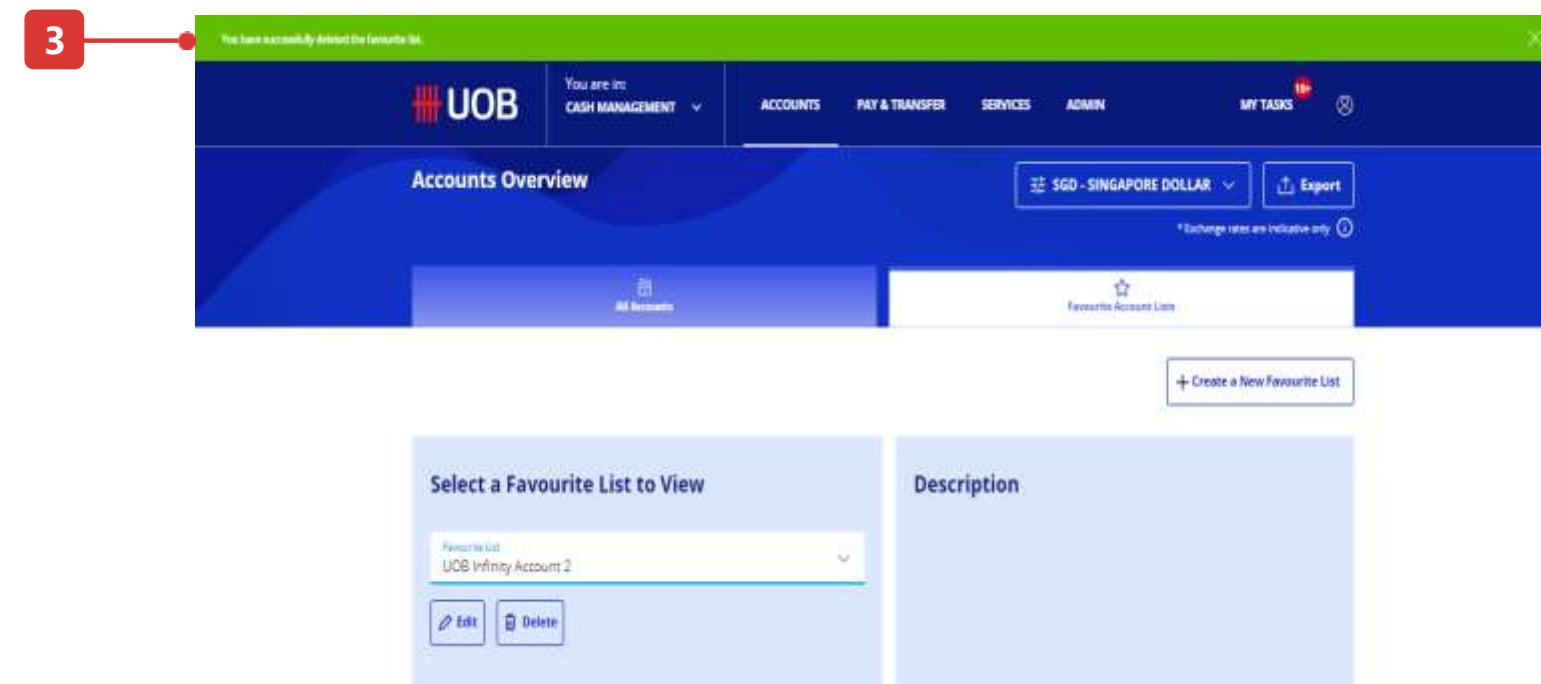
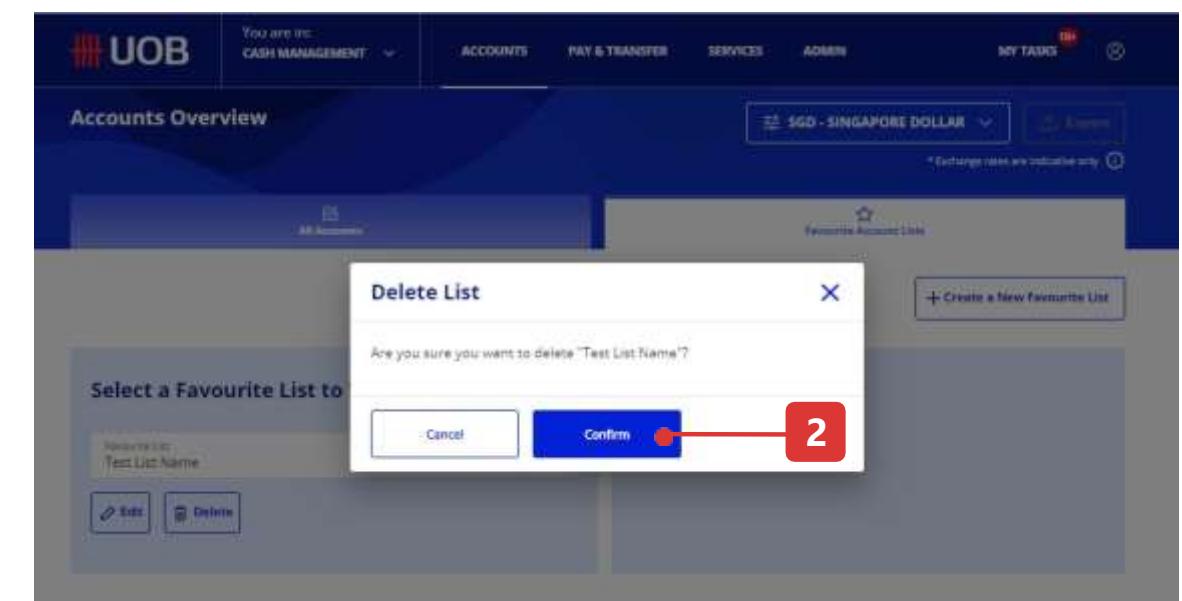
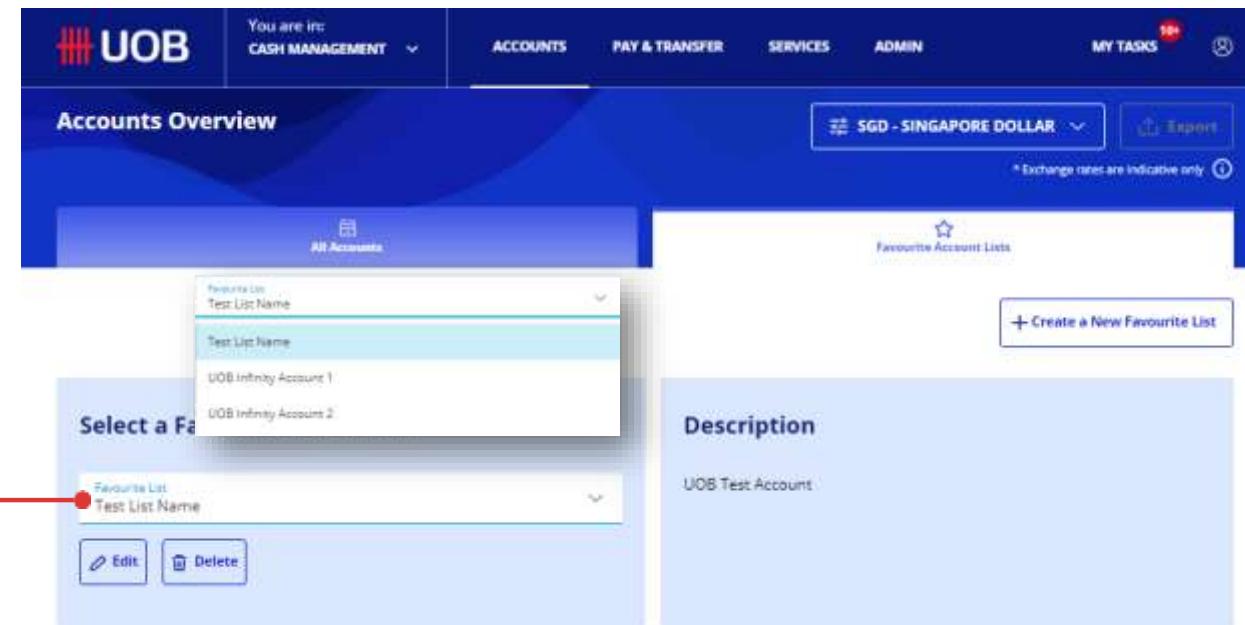
The 'View All Accounts' panel also has a search bar labeled '4' and a table showing a list of accounts. One row in the table has a yellow star icon next to the account name. A red box labeled '5' points to this star icon.

At the bottom of the screen, a green banner displays the message 'You have successfully created a new favourite list.' A red box labeled '6' points to the 'Submit' button in the bottom right corner of the banner. A red box labeled '7' points to the green banner itself.

Cara Menggunakan Daftar Akun Favorit Anda

C. Hapus Daftar Akun Favorit

1. Pertama, pilih daftar yang ingin Anda hapus lalu klik tombol "Hapus".
2. Silakan klik tombol "Konfirmasi" setelah konfirmasi muncul pesan yang ditampilkan.
3. Jika daftar akun favorit Anda berhasil dihapus, pesan konfirmasi akan ditampilkan di bagian atas layar.



Cara Menggunakan Filter

Contoh Opsi Filter

1. Jenis Transaksi / Setoran

Pil ini memungkinkan Anda untuk memilih jenis transaksi yang diinginkan untuk dilihat.

2. Referensi BIB

Memasukkan nomor referensi BIB memungkinkan Anda untuk menemukan transaksi yang tepat untuk dilihat.

3. Referensi Pelanggan

Memasukkan referensi pelanggan memungkinkan Anda memfilter transaksi ke transaksi yang terkait dengan referensi yang Anda masukkan.

4. Akun

Pemilihan akun memungkinkan Anda untuk melihat transaksi yang ditandai ke akun yang dipilih.

5. Mata Uang

Pemilihan mata uang memungkinkan Anda untuk melihat transaksi yang terkait dengan mata uang yang dipilih.

6. Jumlah

Memasukkan kisaran jumlah transaksi memungkinkan Anda untuk memfilter daftar transaksi yang berlaku.

The diagram illustrates six filter panels arranged horizontally, each with a red numbered callout above it:

- 1 Transaction / Deposit Type**: A dropdown menu titled "Filter by Transaction Type" containing the following options:
 - Bulk LLG Payment
 - Bulk LLG Payroll
 - Bulk Online (ATM Switching) Payment
 - Bulk RTGS Payment
 - Bulk State Revenue Payment
 - Bulk Telegraphic Transfer PaymentWith "Cancel", "Clear", and "Apply" buttons at the bottom.
- 2 BIB Reference**: A search bar titled "Filter by BIB Reference" with a magnifying glass icon and a "Clear" button below it.
- 3 Customer Reference**: A search bar titled "Filter by Customer Reference" with a magnifying glass icon and a "Clear" button below it.
- 4 Account**: A dropdown menu titled "Filter by Account" containing the following options:
 - Current account - ABC
1013203722101320372210132037221234
SGXXXXX123
 - Corporate account - DEF
1013203722101320372210132037221234
USDXXXX123
 - Corporate account - DEF
1013203722With "Cancel", "Clear", and "Apply" buttons at the bottom.
- 5 Currency**: A dropdown menu titled "Filter by Currency" containing the following options:
 - AED
 - ADA
 - ATS
 - AUD
 - BDTWith "Cancel", "Clear", and "Apply" buttons at the bottom.
- 6 Amount**: A form with "From" and "To" fields, and "Cancel", "Clear", and "Apply" buttons at the bottom.

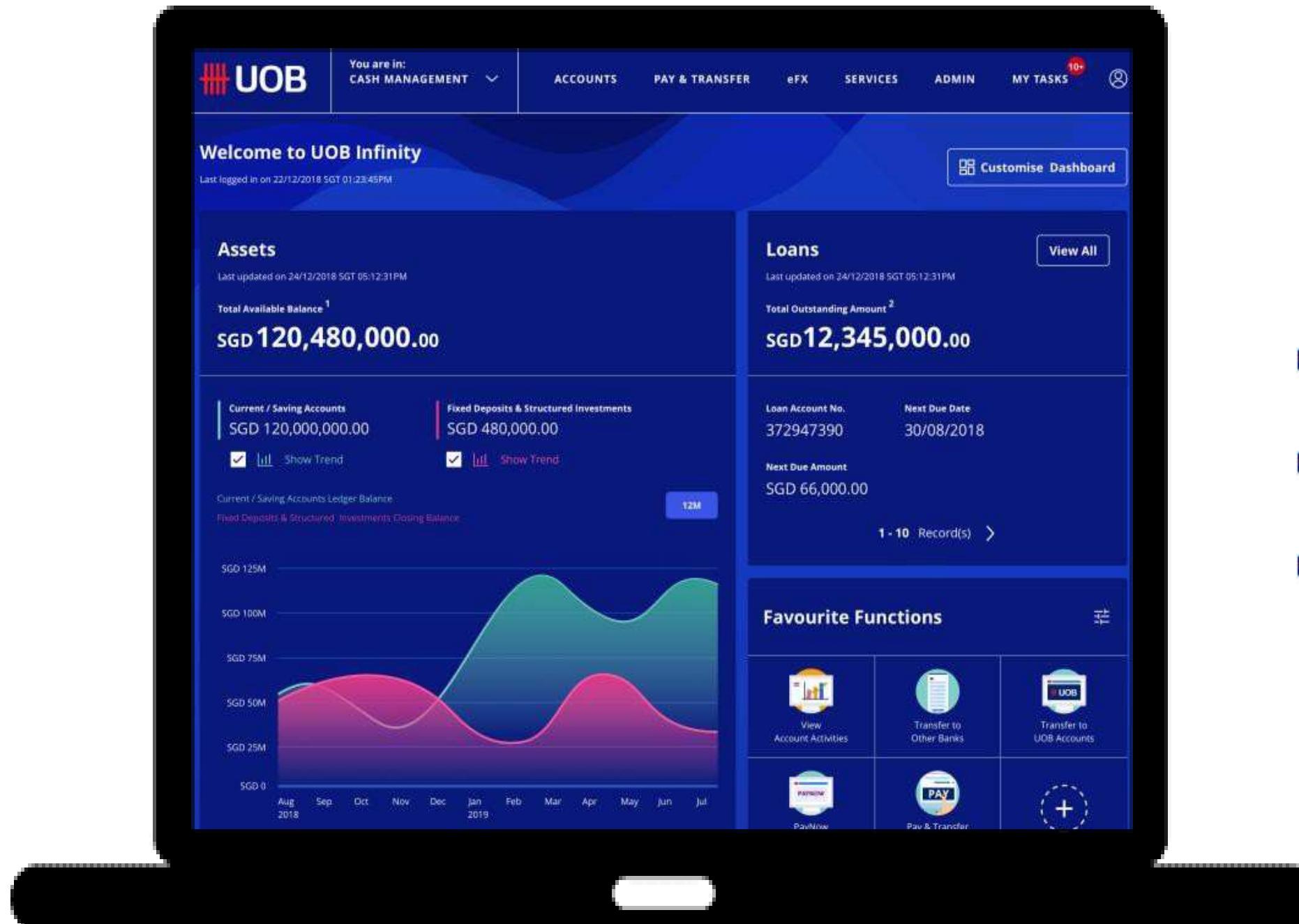
UOB INFINITY

User Guide



Getting Started

UOB INFINITY – A new digital banking experience for business



Infinity Desktop features a **User Interface** designed to improve efficiency

- Track Telegraphic Transfers End-to-End with Swift GPI.
- Send notifications to authorisers for transactions approval
- Generate PDF reports for Bulk Payments with 1 click.

Getting Started

Topics covered

- | | |
|--|---|
| <p>1 Navigating in UOB Infinity</p> <p>2 How to Access Global View</p> <p>3 How to Access Trade Services</p> <p>4 What Do You Need to Login</p> <p>5 Quick Guide to Login Page</p> <p>6 How to Activate Your User ID/Recover Your Password</p> <p>7 How to Update Your Contact Details</p> <p>8 How to Enable Biometric Login</p> <p>9 Quick Guide to Dashboard</p> | <p>10 How to Customise Your Dashboard</p> <p>11 How to View Your Account Balances</p> <p>12 How to View Your Account Activities (Statement)</p> <p>13 How to View Inward Remittance and Download Advices</p> <p>14 How to Upload Bulk Payment Files</p> <p>15 How to Authorise Transaction via My Tasks</p> <p>16 How to Download Reports</p> <p>17 How to Use Your Favourite Account Lists</p> <p>18 How to Use the Filters</p> |
|--|---|

Navigating in UOB Infinity

Overview

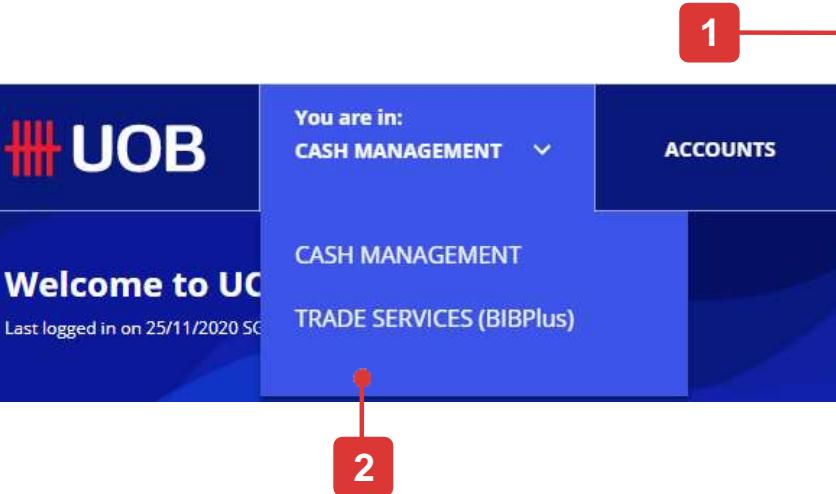
After logging into Infinity, you will see the "Dashboard" page. If there is an announcement, you will see that through the "Announcement Message" bar on the top. Navigation in Infinity is done through the main menu.

1. Announcement messages related to functionalities of Infinity are posted on the "Announcement Message" bar. You may see up to 3 announcement messages. You may close these messages by selecting "X".
2. You may navigate to other functions using "You are in" function. In this case, you may navigate to Trade Services functions by selecting "TRADE SERVICES (BIBPlus)"
3. Functions in Infinity are grouped by characteristics of user personas collected from our customers.

Enquiry users can access Accounts statements, Reports and Transaction enquiry related functions under "Accounts" tab. Notable functions include:

- Account Activities for downloading Bank Statements and Advices.
- Download Reports for downloading system and user-generated reports.
- Approval Status for listing of transactions grouped by their status.

4. Payment Preparers can use the functions under "PAY & TRANSFER" to create payments, manage templates or track cross-border payments.



Welcome to UOB Infinity
Last logged in on 25/11/2020 5:00 PM

You are in: CASH MANAGEMENT

ACCOUNTS

CASH MANAGEMENT

TRADE SERVICES (BIBPlus)

Welcome to UOB Infinity

Last updated on 21/04/2022 JKT 10:50:57 AM

Total Available Balance¹

IDR 9,455,287

Current / Savings Accounts IDR 9,455,287 Show Trend

Fixed Deposits & Structured Investments IDR 0 Show Trend

Current / Savings Accounts Under Balance

Favourite Functions

LLG	Online (ATM Switching)	PAY
RTGS	Transfer to UOB Accounts	View Account Activities

You are in: CASH MANAGEMENT

ACCOUNTS

FIXED DEPOSITS

STATUS

Accounts Overview

Place Fixed Deposits

Approval Status

Favourite Account Lists

Account Activities

Download Reports

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS

SINGLE TRANSACTION

BULK TRANSACTIONS

TOOLS

Transfer to UOB Account

Transfer to Other Local Banks

Manage Templates

LLG

Payroll

Manage Batch Transactions

RTGS

Cashier's Orders / Cheques

Manage Scheduled / Recurring Transactions

Online (ATM Switching)

Telegraphic Transfers

State Revenue

Upload Bulk Files

Track Payments (SWIFT gpi)

4

Navigating in UOB Infinity

Overview

5. Other payment services such as Cheques, Send Files to UOB or Notifications are grouped under Services.
6. Company Admins can access User Management, Data Management and Audit Query functions under the "ADMIN" Tab.
7. To update your personal particulars in Infinity, Remove Infinity Secure setup or Traverse to another location using Global View, you may use the functions under the "Personal Icon"

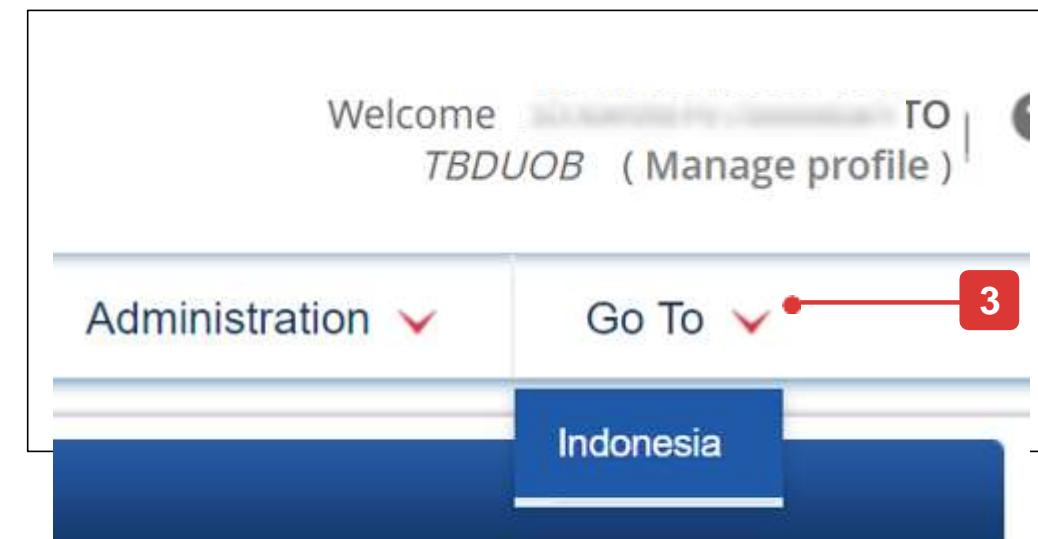
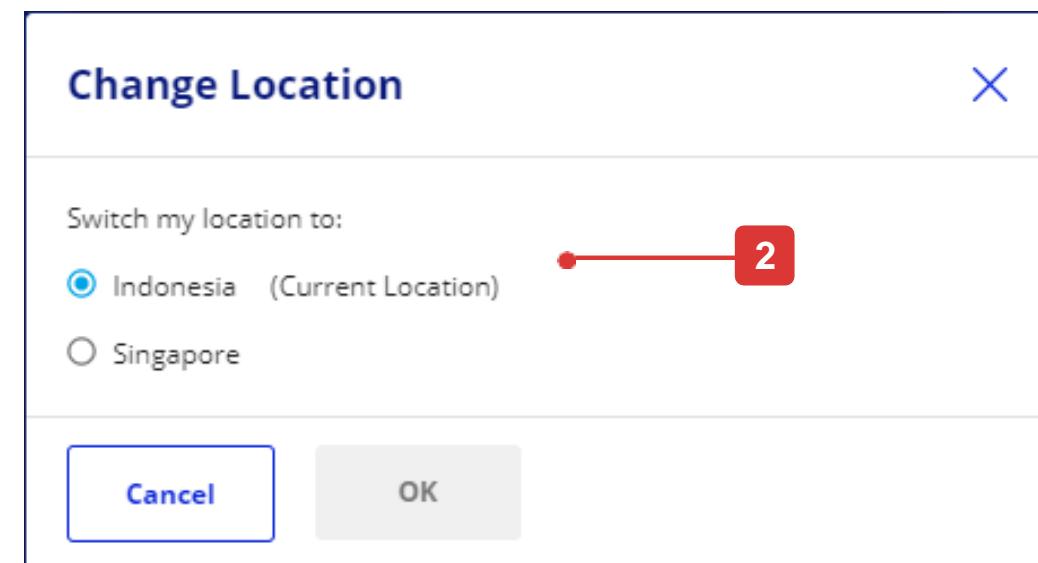
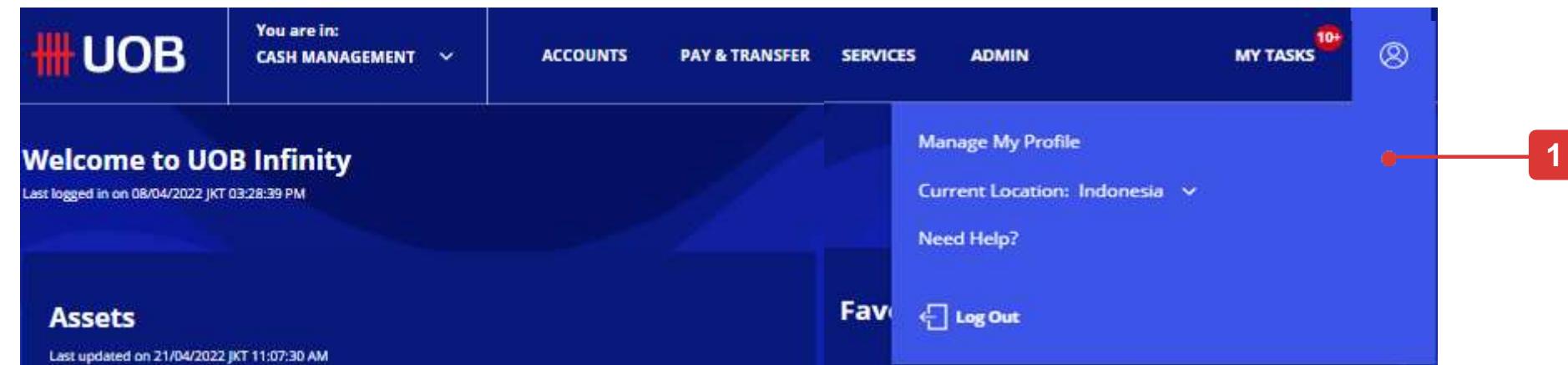
The screenshot illustrates the UOB Infinity interface with three main sections highlighted by numbered callouts:

- Step 5:** Shows the "Services" tab selected in the top navigation bar. The "Favourite Functions" section includes icons for LLG (Last Logon), IDR (Online ATM Switching), PAY (Pay & Transfer Wizard), RTGS, Transfer to UOB Accounts, and View Account Activities.
- Step 6:** Shows the "ADMIN" tab selected in the top navigation bar. The "NOTIFICATIONS" section includes links for Request Cheque Books, Stop Cheque Requests, Enquire Cheque Statuses, Send Files to UOB, and Manage Notifications.
- Step 7:** Shows the "MY TASKS" tab selected in the top navigation bar. The "AUDIT QUERIES" section includes links for Manage User Profiles, Manage User Password, Manage User Account Access, View Authorisation Setup, Manage Payers / Payees, Manage Phrases, and Manage Account Display Names.

How to Access Global View

Global View

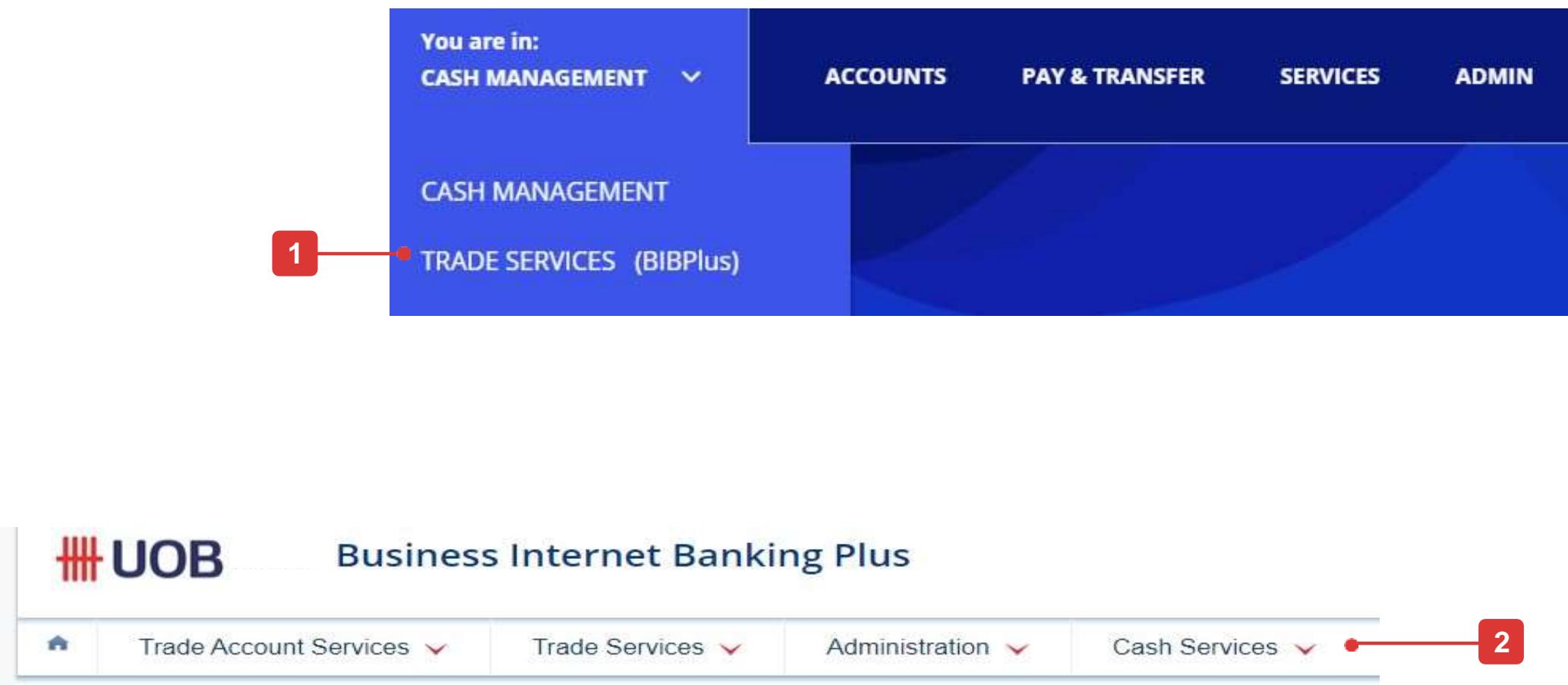
1. If your Global View access has been setup, you can access your account in other countries by clicking the user icon at the right corner of the top menu bar and click "Indonesia" to open the country selection.
2. Click the country/region name and click "OK" to confirm.
3. Currently, other country/regions are still using BIBPlus layout. If you want to go back to UOB Infinity Indonesia, select "Indonesia" from the "Go To" menu.



How to Access Trade Services

Trade Services

1. To access Trade Services, go to the top menu bar, hover over the "You are in: CASH MANAGEMENT" and click "TRADE SERVICES (BIBPlus)". You will then be directed to BIBPlus screens to perform trade functions.
2. To go back to "CASH MANAGEMENT", go to the top menu bar, click "Cash Services".



Moving from BIBPlus to UOB Infinity

If you are an existing BIBPlus user....

1. You do not have to apply for UOB Infinity if you are an existing BIBPlus user. You can simply log in to UOB Infinity with your current BIBPlus login details.
2. You do not need to activate your BIBPlus User ID if the ID is already activated.
3. If you have forgotten your BIBPlus Group ID, User ID or Password, please reset them by:
 - To reset Group (Organisation) ID / User ID - please contact our Corporate Call Centre at 14008 during office hours and furnish us with your company's Legal ID and your legal ID (KTP or Passport).
 - To reset Password - select "Have trouble logging in?" at the bottom of the login box and follow the on-screen instructions.
4. Both UOB Infinity and BIBPlus will run concurrently to give users time to get used to the new user interface on UOB Infinity. All transactions, templates, past payments, drafts and payee/beneficiary master will be available on both platforms.
5. You may use your BIBPlus token to login and transact.
6. You are encouraged to sign up for Infinity Secure so that you do not have to worry about your physical token running out of battery or getting lost anymore. Please note that Infinity Secure does not support Trade, Token Sharing or Global View functions.
7. For more information about the difference between UOB Infinity compared to BIBPlus, please refer to the [Before and After Guides for a Payment Maker](#) and [Before and After Guides for a Payment Authoriser](#).

What Do You Need to Login

Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

UOB Infinity Login

Before you login to UOB Infinity for the first time, please ensure that you have received the two items listed below:

1) User ID

2) Physical Token*

(required for login to UOB Infinity and to approve transactions)

You can activate your UOB Infinity access online via the login page upon receipt of your User ID and Security Token.

Login Page (Default View)

A screenshot of the UOB Infinity login page. The background features a night-time city skyline with illuminated skyscrapers. The top left corner displays the UOB logo and the word "INFINITY". The right side of the screen contains a form with fields for "Location" (set to "Indonesia"), "Organisation ID", "User ID", and "Password". There is also a "Remember Me" checkbox and a "Log In" button at the bottom. A small note at the bottom right says "Have trouble logging in?".

*The physical token will only be issued to users with Global View, Trade subscription and Token Sharing scenario.

Quick Guide to Login Page

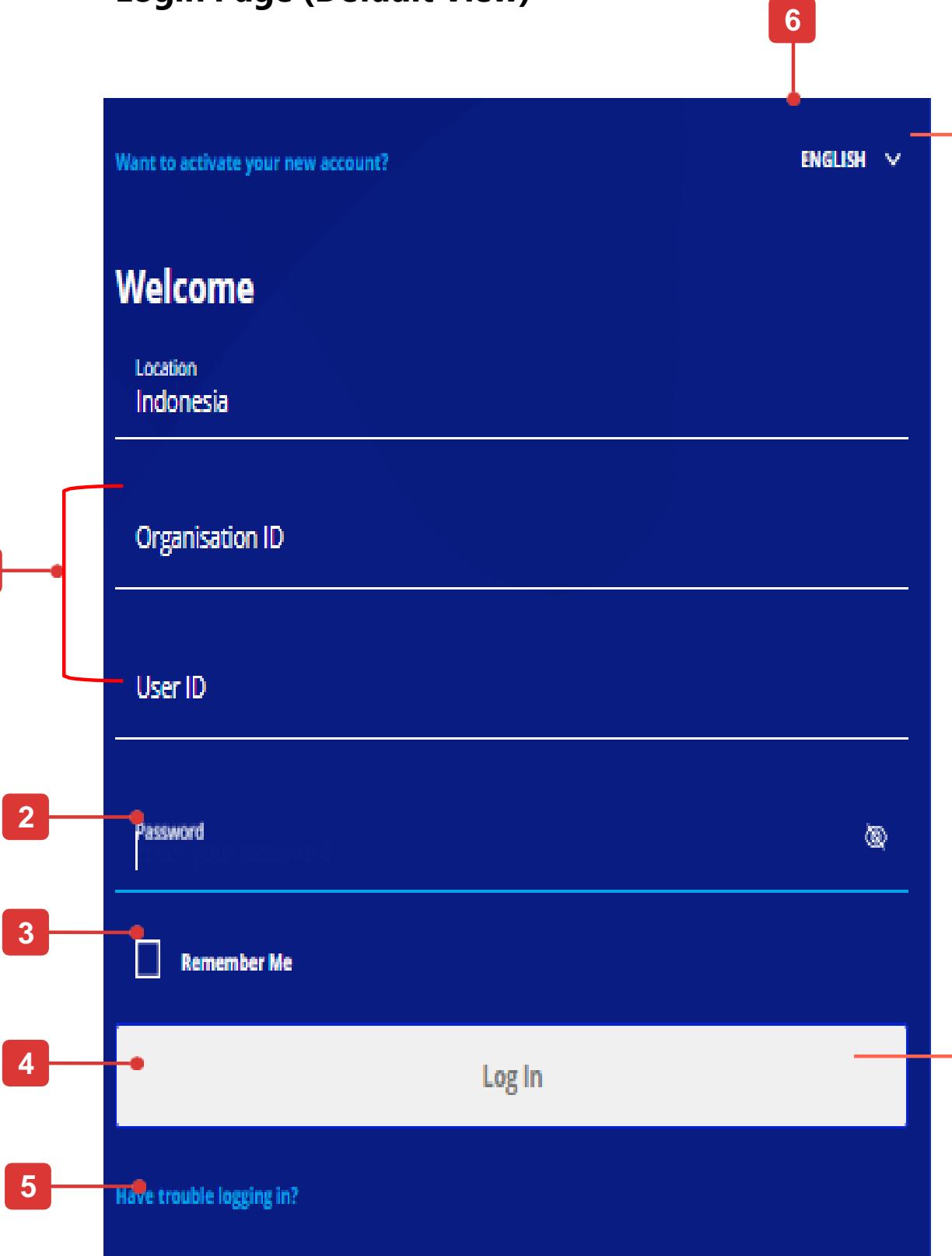
Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

Features

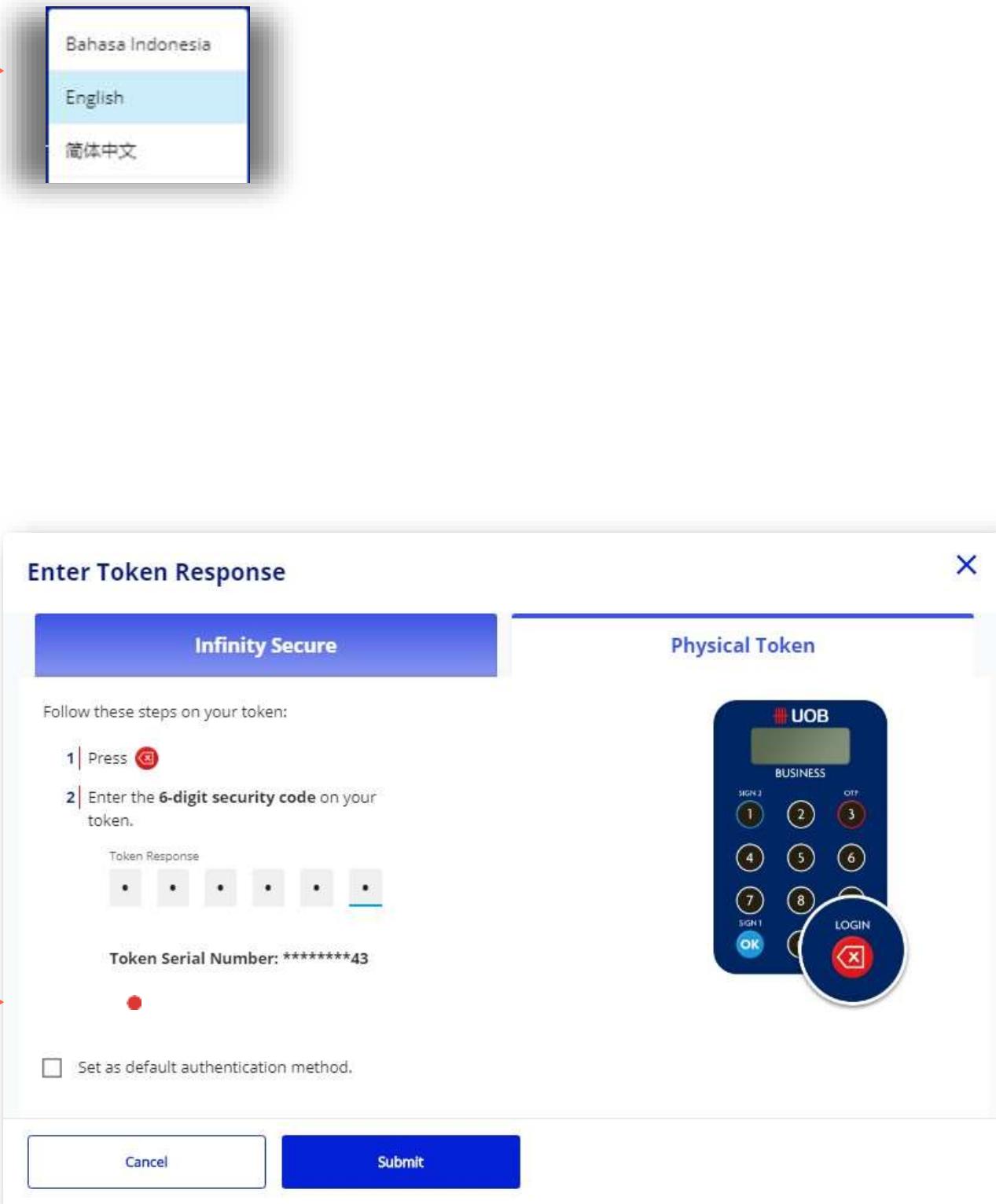
Note: If you are logging in to UOB Infinity for the first time, you need to activate your user ID.

1. Enter Organisation ID and User ID (you will receive a letter to inform you about your user credentials).
2. Input valid password. The "eye" icon enables you to see the password that you enter.
3. Tick the "Remember Me" checkbox to save Organisation ID and User ID so that, in your subsequent login, you only need to key in your password.
4. Upon clicking the "Log In" button:
When you are logging in using a physical token, you will see an on-screen instructions to generate the token response.
5. This option will help you to recover your password if you have forgotten it.
6. Languages available are Bahasa Indonesia, English, Simplified Chinese or your local language.

Login Page (Default View)



The screenshot shows the UOB Infinity login page with a dark blue background. It features fields for 'Organisation ID' and 'User ID'. Below these is a 'Password' field with an eye icon. A 'Remember Me' checkbox is present. At the bottom is a large 'Log In' button and a link for 'Have trouble logging in?'. A red box labeled '6' points to the 'ENGLISH' dropdown menu in the top right corner. Red arrows point from numbered callouts 1 through 5 to their respective elements on the page.



The screenshot shows the 'Enter Token Response' dialog box. It has two tabs: 'Infinity Secure' (selected) and 'Physical Token'. The 'Physical Token' tab shows instructions for generating a token response using a physical security token, with a sample token image and a circled 'LOGIN' button. A red arrow points from callout 4 to the 'Log In' button on the main page.

How to Activate Your User ID/Recover Your Password

Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

Self Service Functions

You can perform the following functions via the UOB Infinity login page (applies to both browser/desktop):

- A. Activate your new user ID*
- B. Recover your password

A. Activate your new User ID

1. You may activate using Infinity Web page
2. Input your Organisation ID and User ID.
3. Tick the checkbox to accept Terms and conditions for your user ID activation.
4. Click on the "Next" button.

via Web Browser

The screenshot shows the UOB Infinity login page. At the top right, there is a language selection dropdown set to 'ENGLISH'. Below it, the word 'Welcome' is displayed in large white letters. Underneath 'Welcome', the location is set to 'Indonesia'. The main form area has fields for 'Organisation ID', 'User ID', and 'Password'. There is also a 'Remember Me' checkbox and a 'Log in' button at the bottom. A red box labeled '1' points to the 'Location' dropdown.

This screenshot shows the 'Account Activation' step 1 of the process. It features a title 'Before you start, you will need:' followed by a list of requirements. Below this is a form with mandatory fields: 'Location' (set to 'Indonesia'), 'Organisation ID' (marked with a red box labeled '2'), 'User ID' (marked with a red box labeled '3'), and a checkbox for 'I accept the Terms and Conditions'. At the bottom are 'Cancel' and 'Next' buttons, with a red box labeled '4' pointing to the 'Next' button.

* Required if you are logging in to UOB Infinity for the first time.

How to Activate Your User ID/Recover Your Password

Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

Activate using Email and SMS

1. Choose "Use Email and SMS". Click "Next".
2. Enter the 6-digit code sent to the email address registered in your Infinity user profile. Click "Next".
3. Enter the 6-digit code sent to the mobile number registered in your Infinity user profile. Click "Submit".
4. Set your new passwords and click "Next" to complete the setup.
5. Confirmation message will be displayed on the screen.

Account Activation

Please choose your preferred mode of authentication:

Use Token or Infinity Secure

Use Email and SMS 1

Next →

Account Activation

Follow these steps to proceed:

1 | Enter the code sent via **Email** (****d.djuntijono@uobgroup.com) into the boxes below.
[Resend Email Code](#)

Code Response

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

2

Cancel Next →

Account Activation

Follow these steps to proceed (continued):

2 | Enter the code sent via **Mobile** (****9794) into the boxes below.
[Resend SMS Code](#)

Code 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).

3

Cancel Submit

You have successfully activated your account. Please login now.

UOB INFINITY

Welcome

Location
Singapore

Organisation ID

User ID

Password

Remember Me

Log In

Have trouble logging in?

ENGLISH

Verified.

Set your profile and you're ready to start!

Password * 4

8-24 characters

At least 1 number and 1 letter

No special characters

Confirm new password * 4

Next

How to Activate Your User ID/Recover Your Password

Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

Activate using Physical Token

1. Choose "Use Token or Infinity Secure". Click "Next".
2. Choose where you want to receive verification code (via SMS or email). Click "Next".
3. Enter the 6-digit code sent to the mobile number or email, into your physical token. Press "OK".
4. Enter the 6-digit security code from your physical token. Click "Submit"
5. Set your new passwords and click "Next" to complete the setup.
6. Confirmation message will be displayed on the screen.

Account Activation

Please choose your preferred mode of authentication:

Use Token or Infinity Secure 1

Use Email and SMS

Get Verification Code

For security reasons, you still need to get your verification code via one of the following:

SMS: *****2460
Charges may apply

E-mail: ****yrilly@gmail.com 2

If these are not your latest e-mail or mobile number [download this form \[PDF\]](#) and submit to UOB.

Enter Token Response

Please select token type to proceed.

Infinity Secure **Physical Token**

Follow these steps on your physical token:

- 1 | Press **OK**
- 2 | Enter the code sent via **Email** to your email address (******yrilly@gmail.com**) on to your physical token & press **OK**
Resend Email Code
- 3 | Enter the 6-digit security code from your physical token below

Token Response

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

Set as default authentication method.

Verified.

Set your profile and you're ready to start!

UOB INFINITY

You have successfully activated your account. Please login now.

Welcome

Location: Singapore

Organisation ID

User ID

Password

Remember Me

Log In

Have trouble logging in?

ENGLISH

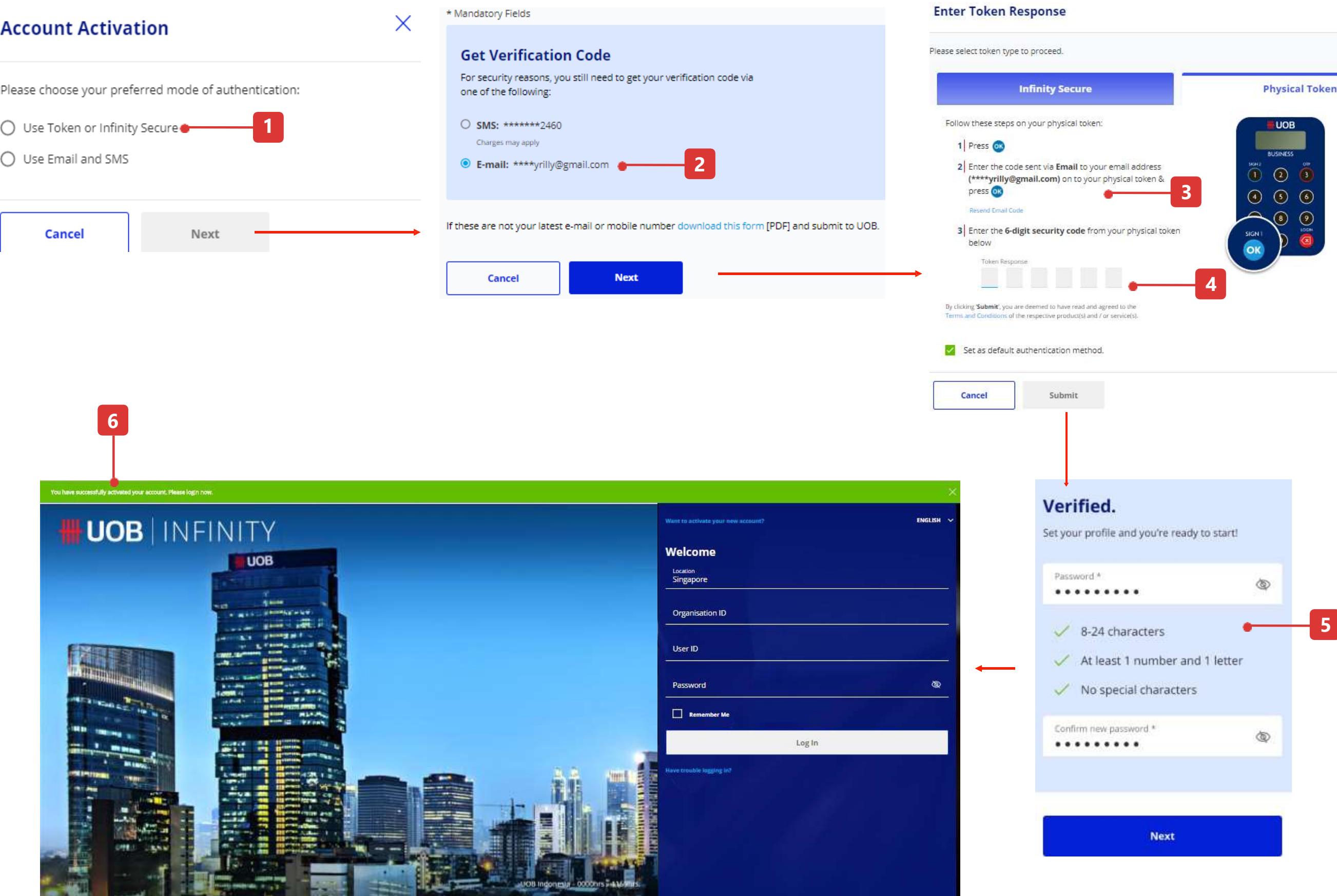
8-24 characters

At least 1 number and 1 letter

No special characters

Confirm new password *

Next



How to Activate Your User ID/Recover Your Password

Note: If you are an existing BIBPlus user, you do not need to activate your user ID. You can log in to UOB Infinity directly using your BIBPlus login details.

B. Recover your password

1. Please click on "Have trouble logging in?"
2. Input your Organisation ID and user ID.
3. Tick the checkbox to accept terms and conditions for your user ID activation.
4. Click on "Next" button. The subsequent steps will be similar to the user activation step (refer to page 42 and 43).

Login Page (Default View)

The screenshot shows a dark blue-themed login form. At the top right is a "ENGLISH" dropdown. Below it is a "Welcome" section with "Location: Indonesia". The main form has four input fields: "Organisation ID", "User ID", "Password", and "Remember Me". A "Log In" button is at the bottom. A red box labeled "1" points to the "Have trouble logging in?" link located at the bottom left of the page.

Account Activation screen (Default View)

The screenshot shows the "Account / Password Recovery" screen. At the top is the UOB logo. Below it is a "Before you start, you will need:" list. The main form is titled "Enter account details and we will get you started!". It has three required fields: "Location*" (Indonesia), "User ID*", and "I accept the Terms and Conditions". The "User ID*" field is highlighted with a red border and error message "This field is required.". A red box labeled "2" points to the "User ID*" field. A red box labeled "3" points to the "I accept the Terms and Conditions" checkbox. At the bottom are "Cancel" and "Next" buttons, with a red box labeled "4" pointing to the "Next" button.

How to Update your Contact Details

Manage My Profile

1. Select the user icon at the right corner of the top menu bar and click "Manage My Profile". System launches the "Manage My Profile" page.
2. There are 3 sections in this page, which can be edited and saved independently.
 - a) Profile details. There are 3 editable fields – Contact Email, Contact Number and Language
 - b) Change Password
 - c) View company account profile (Non-editable)

To update contact details, please change "Contact Email" and "Contact Number" and click "Save".

For Indonesia contact numbers, you do not need to provide country code.

- 3) To change your password, use this section.
- 4) To view the user roles assigned to me, use this section.

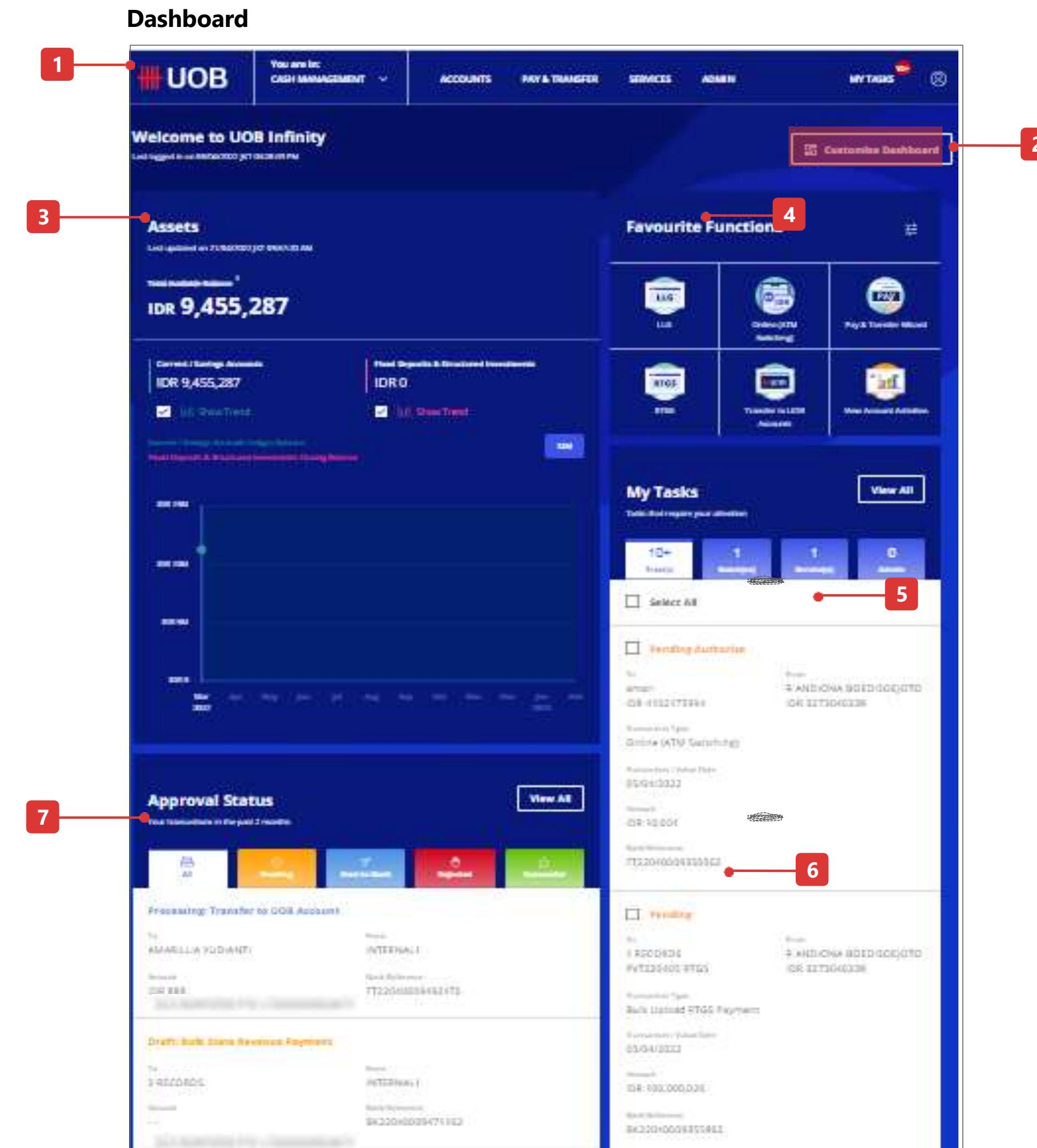
The screenshot shows the UOB Infinity dashboard with a blue header and various sections like Assets, Favourite Functions, and Manage My Profile. Below the dashboard are three detailed views:

- Manage My Profile:** This section is titled "Profile" and contains fields for "Contact Email", "Contact Number", and "Language". Red numbers 2 are placed over the "Contact Email" and "Contact Number" fields to indicate they are editable.
- Change Password:** This section contains fields for "Existing Password", "New Password", and "Confirm New Password". A red number 3 is placed over the "New Password" field.
- View my company account profile:** This section lists "My company's subscribed services" including "All Account Services", "All Bulk Paymt - Create", "All Bulk Paymt - Upload", and "All Cash - Transact". A red number 4 is placed over the first service item.

Quick Guide to Dashboard

Overview of Dashboard

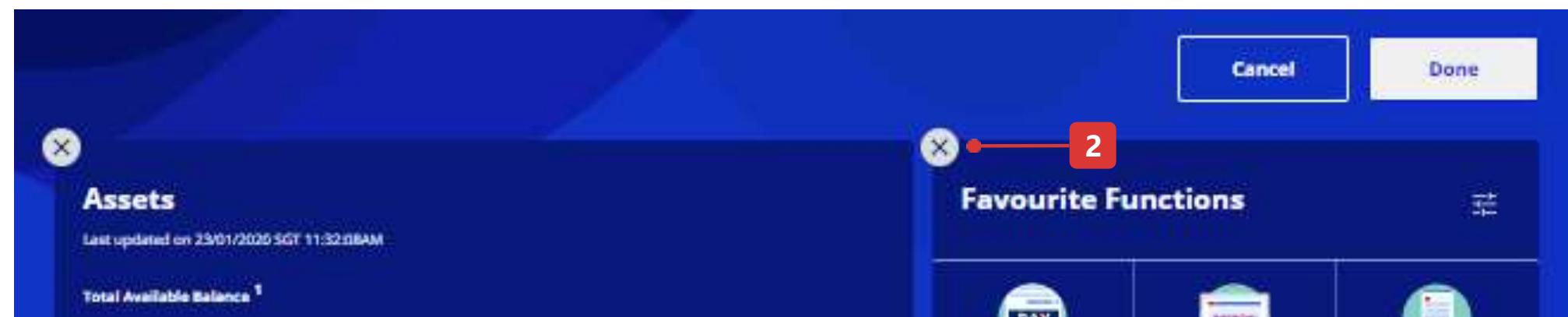
- 1. UOB Logo** – Click on the logo to return to the dashboard from any page in UOB Infinity.
- 2. Customise Dashboard** – Allows you to add, remove or switch the position of the widgets that matter to you. The widgets include "Assets", "Loans", "Favourite Functions", "My Tasks", "Approval Statuses" and "FX Contracts & Balances".
- 3. Assets** – Allows you to view the total assets and shows the available account balances of your company such as Current Accounts, Fixed Deposits & Structured Investments which you are entitled to view. Click on the account balances to find out the balances of each of your accounts.
 - The "12M" indicator refers to the past 12 months account data displayed in the graph.
 - The time frame displayed in the graph does not represent the Fixed Deposit tenure.
- 4. Loans** – Allows you to view the total outstanding loans. Click on the loans outstanding amount to find out the details of each loans accounts.
- 5. Favorite Functions** – Allows you to go to the frequently visited screens instantly. To add a favourite function, click on the filter icon or the "+" icon and then you can select the function(s) you wish to add or remove, and then click "Submit".
- 6. My Tasks** – Allows you to take action on the pending transactions/tasks which require your attention.
- 7. Approval Statuses** – Allows you to view all your transactions. Please refer to the Approval Statuses User Guides for the detailed explanation of each tab.



How to Customise Your Dashboard

Hide / Move Widget

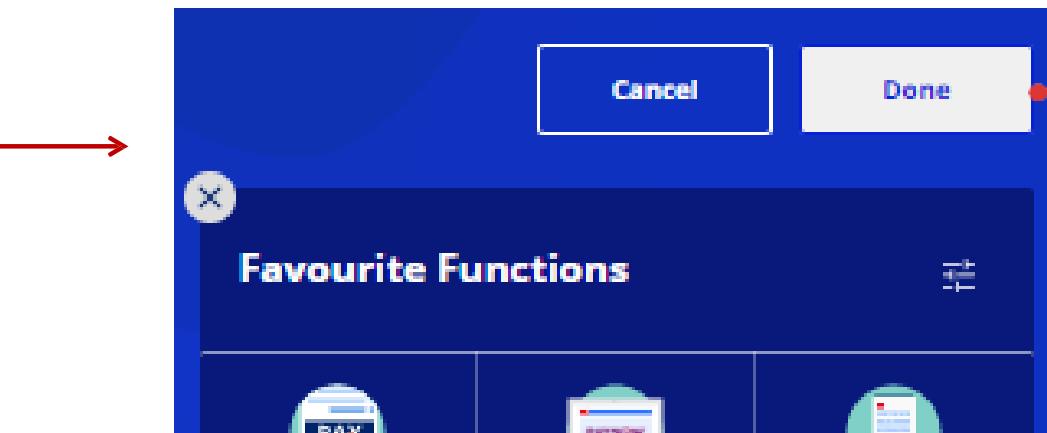
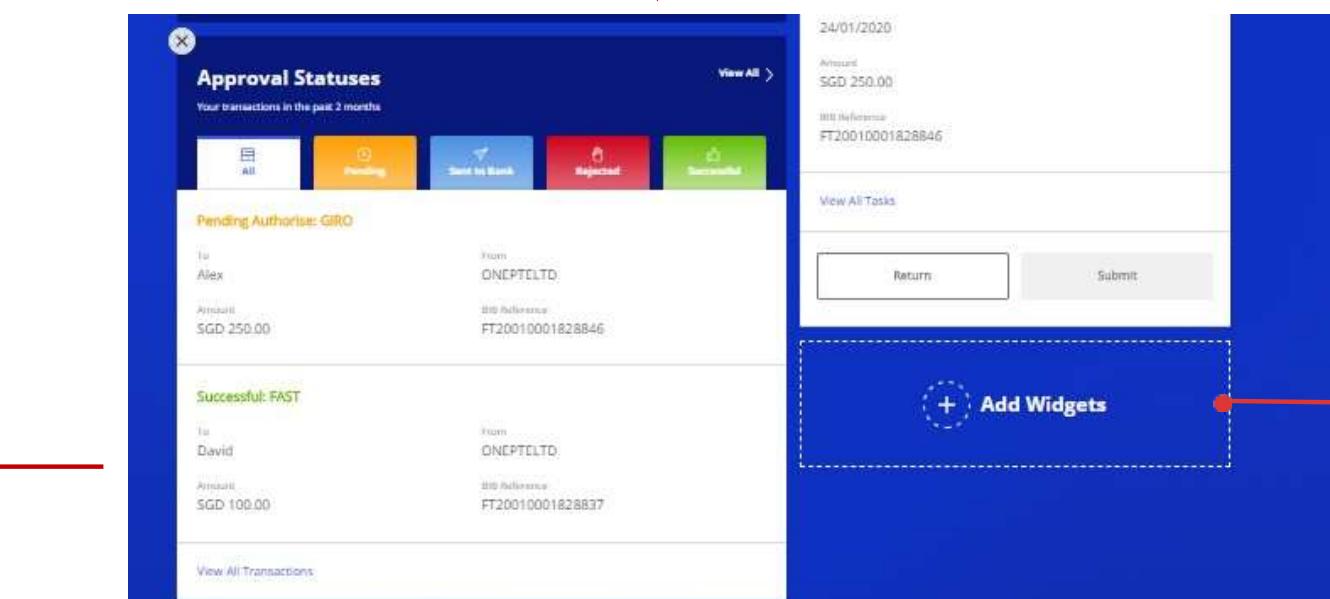
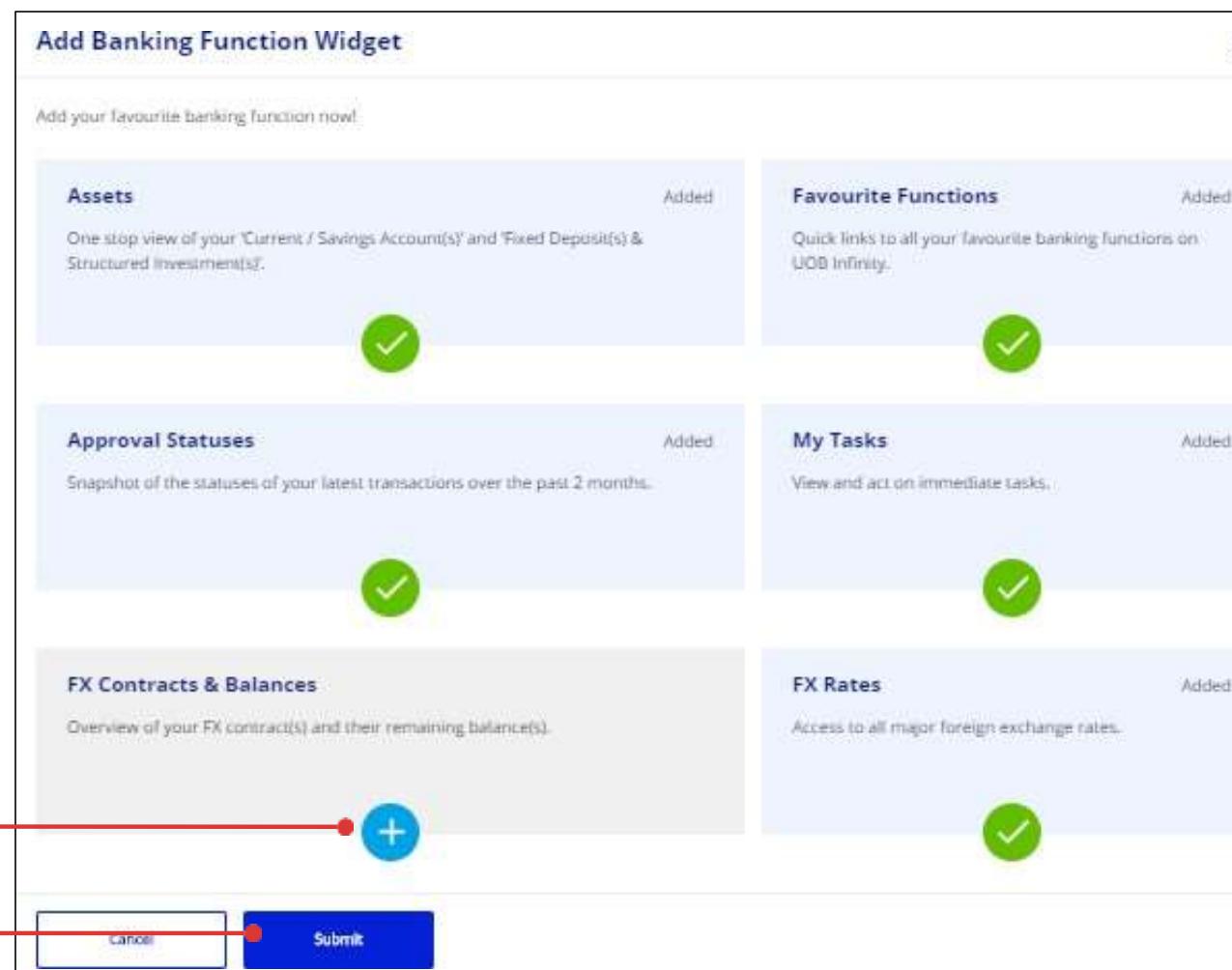
1. After clicking "Customise Dashboard", there will be a "Cancel" and "Done" button.
2. To hide a widget, user can click the "X" icon at the top left corner of the widget and click "Done" button.
3. To move the position of the widget, user can do mouse over within the widget area and the mouse cursor will change into a cross-arrow cursor (+) .
User can drag the widget up/down (because widget can only be moved within the same column).



How to Customise Your Dashboard

Add Widget

1. Click “Customise Dashboard”
2. There will be an “Add Widget” button at the bottom of the widget column.
3. Upon clicking “Add Widget”, user can click the “+” button to show that specific widget.
4. Click “Submit” button to confirm adding the widget.
5. Click “Done” button to confirm customising the widget.



How to View Your Account Balances

Features

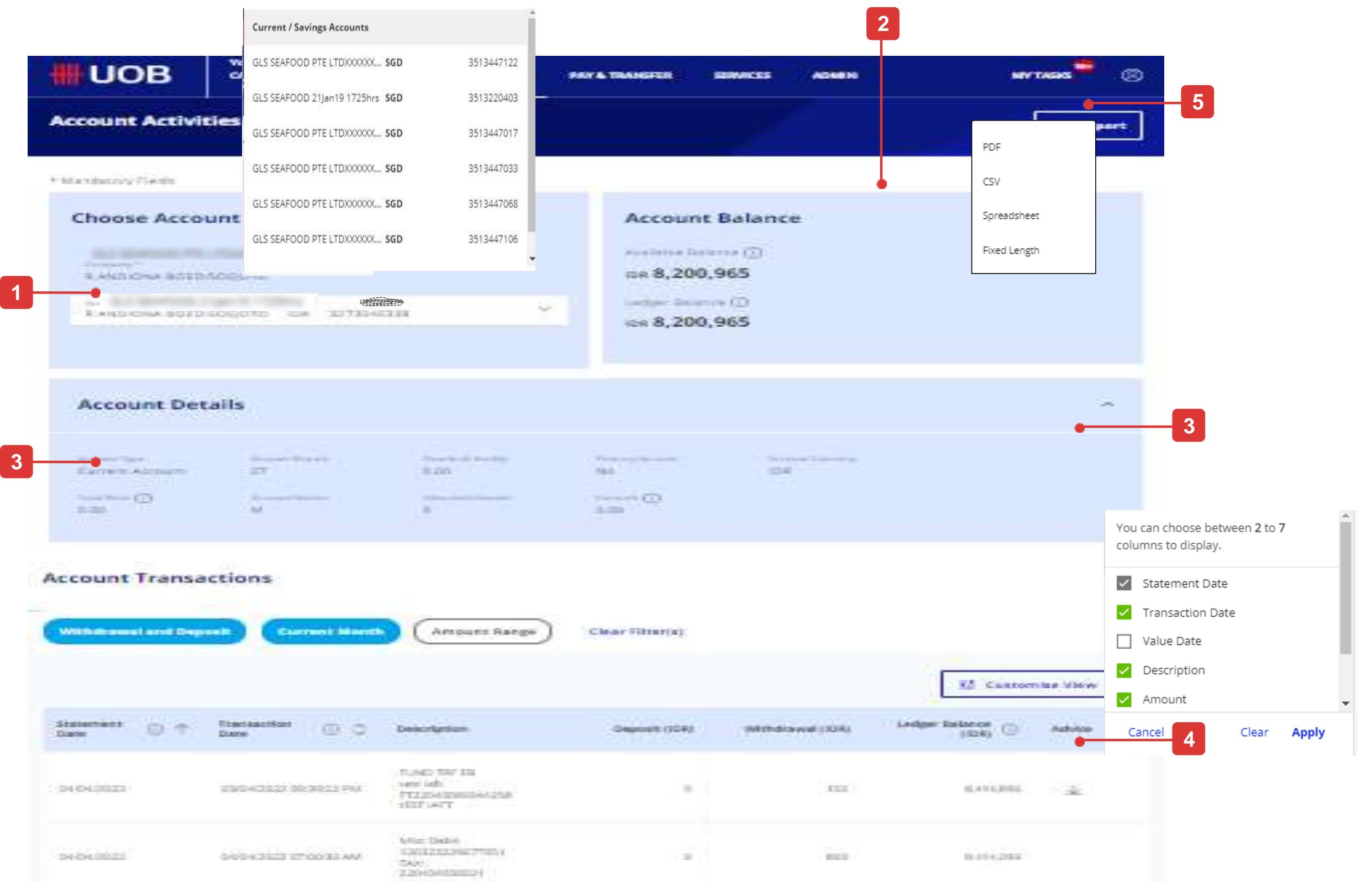
1. This is to select the equivalent currency to be displayed as the total account balances.
 2. You can download the account summary as PDF, CSV or Excel spreadsheet.
 3. Click to expand / collapse the section.
 4. You can select the columns to be viewed on the "Account Overview" screen.
 5. Click on the account name to view the account activities (you will be redirected to "Account Activities" page)
 6. Action button shortcut allows you to access the "Account Activities" page or to initiate payment.
 7. You can create your favourite account list and track accounts in your preferred view.

How to View Account Activities (Statement)

Features

Go to Accounts at top menu then Account Activities

1. Click on the magnifying glass icon to select your company name and account number. For single entity, your company name will be pre-filled by default.
2. The balance of the selected account will be displayed in this section.
3. The account details of the selected account will be shown and this section can be collapsed and expanded by using down arrow button.
4. You can view up to 7 columns in one table. If you want to add/remove columns, please click the "Customise View" button.
5. To export/download the statement, press "Export" button at the top right corner of account activities screen and select the preference format from the dropdown list to export/download.



How to View Inward Remittance and Download Advices

Features

Similar steps as View Account Activities, go to Accounts at top menu then Account Activities. After the account transaction details of the selected account will be shown below.

1. If there is an advice linked to particular account transaction, the download icon is displaying at the "Advice" column.
2. For Inward Remittance transaction, user can expand to view more information.
 - a. To view detailed Inward Remittance transaction, click on "View More Details" link.
 - b. To download advices, click on download icon.

The screenshot shows the 'Account Transactions' section of a banking application. At the top, there are filters for 'Withdrawal and Deposit', 'Current Month', 'Amount Range', and 'Clear Filter(s)'. Below the filters is a table with columns: Statement Date, Transaction Date, Description, Deposit (IDR), Withdrawal (IDR), Ledger Balance (IDR), and Advice. Two transactions are listed:

Statement Date	Transaction Date	Description	Deposit (IDR)	Withdrawal (IDR)	Ledger Balance (IDR)	Advice
04/04/2022	03/04/2022 09:39:22 PM	FUND TRF EB test iaff FT22040009344258 TEST IAFT	0	102	8,414,896	
04/04/2022	04/04/2022 07:00:30 AM	Misc Debit 12332229677051 TAX: 220404000021	0	800	8,414,096	

Below the table, summary statistics are displayed: Total Deposits (IDR) IDR 0 and Total Withdrawals (IDR) IDR 34,678. A red box highlights the 'Advice' column, with red numbers 1 and 2 pointing to the download icons in the first and second rows respectively. A red bracket on the left side of the table covers the 'Statement Date' and 'Transaction Date' columns.

A large callout box at the bottom contains detailed transaction information for the first inward remittance entry:

24/07/2020	24/07/2020 09:58:14 AM	INWARD TRF - TT EOR-STP-SEG-M 1IR007240007C01 ORDERING CUSTOMER	1,000.04	0.00	1,556,819.72
Inward Remittance					
Remitter	Sending Bank Name	Sending Bank BIC Code			
ORDERING CUSTOMER	UOB HK TEST ID	UOVBSGSGXXX			
Download Attachments					
24/07/2020 12:00:00 AM	1IR007240007C01 CR ADVICE				

Red numbers 2, a, and b point to specific features: 2 points to the download icon in the 'Advice' column; a points to the 'View More Details' link; and b points to the download icon in the 'Advice' column of the inward remittance entry.

How to Upload a Bulk Payment File

Overview

1. Select "Upload Bulk Files" under "Pay & Transfer" menu.
2. Click "Upload new bulk files", the following next page will be displayed.
3. Select the file type.
4. Select Account Name and Account Number
 - The account number selected will not replace the debit account specified in the Bulk Payment file. Batches – all the sets of multiple transactions that are grouped into batches.
 - System does not validate the debit account number specified in the payment file against the debit account number selected on the screen.
5. Select the bulk file to be uploaded. You may drag & drop up to 5 files.
6. After uploading the file, select the file to be submitted. Files that are not selected will not be submitted and will be automatically removed from the system.
7. Files which have passed system's validation will be presented in a "Pending" status. The bulk will be available for Authoriser's action in "Approval Status" or "MyTasks"
 - If the bulk file upload failed, the original bulk file may be downloaded from this function for verification.

For more details, refer to "UOB Infinity User Guide (Bulk Payments).

Important Note:

- Users with access to "Upload Bulk Files" function can download failed bulk files submitted by other users.

The image consists of three vertically stacked screenshots of the UOB Infinity web application. All three screenshots share a common header with the UOB logo, navigation links for 'ACCOUNTS', 'PAY & TRANSFER' (which is highlighted in blue), 'SERVICES', 'ADMIN', and 'MY TASKS' (with a red '10+' badge). The first screenshot shows a grid of transaction types: 'SINGLE TRANSACTION' (Transfer to UOB Account, LLG, RTGS, Online (ATM Switching), Telegraphic Transfer) and 'BULK TRANSACTIONS' (Transfer to Other Local Banks, Payroll, Cashier's Orders / Cheques, Telegraphic Transfers, State Revenue). A red arrow labeled '1' points to the 'Upload Bulk Files' link in the 'BULK TRANSACTIONS' row. The second screenshot is titled 'Upload Bulk Files' and includes filter options for 'Transaction Type', 'Account', 'Currency', 'Amount Range', 'Value Date', and 'Clear Filter(s)'. It also features a button '+ Upload New Bulk Files'. The third screenshot shows a progress bar with four steps: '1 Upload File' (highlighted with an orange circle), '2 Review Details', '3 Authorise', and '4 Send to Bank'. To the right, there is a note about 'Bank Reference SE22040009506342'. At the bottom, a modal window asks 'What type of files are you uploading?' with a dropdown menu showing options like 'Payment', 'Bulk Payment UFF', 'Bulk Payment UFF InterOp', 'Bulk Payment XML', and 'Bulk Payment XML InterOp'. A footer at the bottom of the page includes links for 'FAQ', 'Terms and Conditions', 'Privacy and Security', and 'Legal Notices'. The page is marked with a red '25' in the bottom right corner.

How to Authorise Transactions via My Tasks

My Tasks

1. Select "My Tasks" from the top menu bar.

2. Under My Tasks, the tasks pending your action are categorized into 4 tabs.

- Transactions – all the transactions involving funds transfers.
- Batches – all the sets of multiple transactions that are grouped into batches.
- Services – all the service-related requests, including "Cheque Book Request", will be displayed.
- Admin – all the administration-related requests, including "User Profile" setup, "User Account Access" setup and "User Authentication" setup will be displayed

3. You can locate a specific transaction using the filter criteria.

4. After you select transactions, you can view the selected transactions by clicking this button.

5. You can either tick the checkbox on the transactions records and click the "Submit" button or you can click the icon under the menu to approve:

- Approve – to approve the transaction.
- Return – to return the transaction back to the maker. Status will be "Pending Rework".
- View Details – to view the transaction details. There are options to "Approve" or "Return" inside the transaction details as well.
- Notify Approver – to notify authroisers for transaction approval.

6. If you select "Approve", you will see the OTP authentication screen and enter the OTP response and click "Submit" button.

7. You can view the status in the Approval Statuses screen.

The screenshot shows the UOB My Tasks interface. At the top, there are four tabs: Transactions (highlighted), Batches, Services, and Admin. Below the tabs, there are filters for BIB Reference, Customer Reference, Account, Currency, Amount, and Value / Placement Date. A message indicates 4 Record(s). The main table lists two transactions: Transfer to UOB Account (BIB FT2002000117879, Amount SGD 550.00, Status Pending Authorise) and Transfer to UOB Account (BIB FT2002000117884, Amount USD 50.00, Status Pending Authorise). At the bottom right of the table, there are buttons for Approve, Return to Maker, Delete, and View Details. A large blue "Submit" button is at the bottom left.

This screenshot shows the "Enter Token Response" step. It includes instructions: "Follow these steps on your token:"
1| Press 1
2| Enter 55000 & press OK
3| Enter 35134470 & press OK
4| Enter the 6-digit security code displayed on your token.
Below are buttons for Cancel and Submit (numbered 6).

This screenshot shows the "Approval Statuses" screen. It displays a message: "You have successfully released 1 item(s) from your Task list." Below it is a table with one record: Transfer to UOB Account (BIB FT2002000117879, Status Successful). At the bottom, there are buttons for Approval Statuses (numbered 7) and My Tasks.

This screenshot shows the "Approval Statuses" screen, identical to the previous one but without the red callout for the Approval Statuses button.

How to Download Reports & Advices

Features

Credit and debit advices (inward and outward MT103 remittances) can be retrieved and downloaded via the "Debit / Credit Advices" tab.

Inward RTGS and MT103 remittances details can be enquired via the "Inward Remittances" tab.

In addition, there are 2 types of reports available, "System Generated" and "User Generated".

"System Generated Reports" refer to the list of reports which will be automatically made available for download without any action required from user (e.g. MT940 report)

"User Generated Reports" refer to the list of exported transaction details file which will only be made available for download upon user request.

To request for exported transaction details file:

1. Go to "Accounts" at the top menu bar, select "Approval Status".
2. Search the transaction that you want to download. Click the action menu and select "View Details".
3. In the transaction details screen, click the "Export" function at the top right side of the screen.

Important Note:

- Users with access to "Download Reports & Advices" function will have access to all reports the company has subscribed to.
- If you require specific access control for some reports, please contact UOB for a discussion.

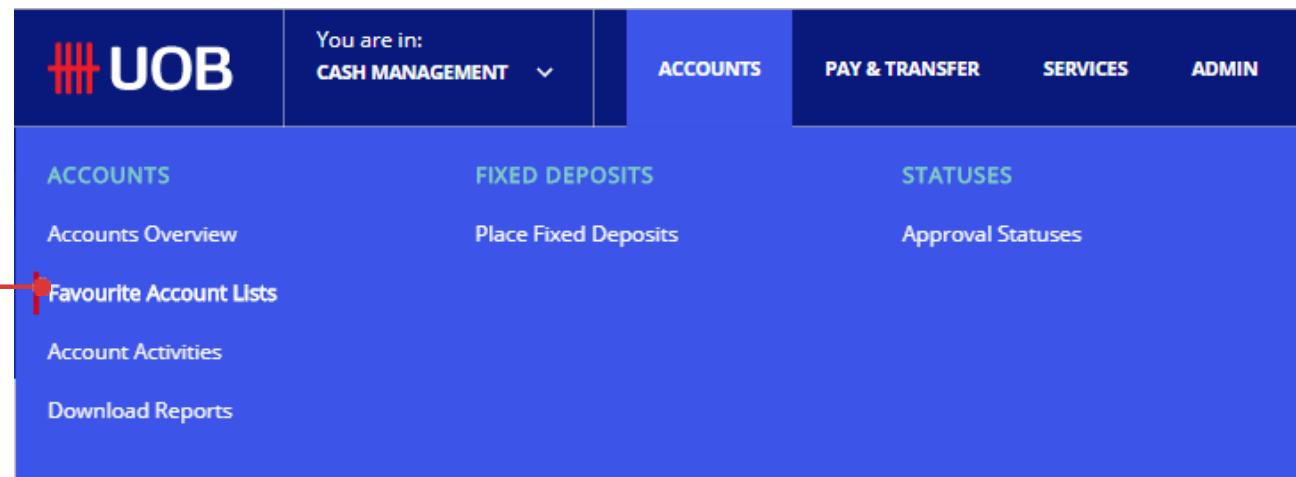
The screenshot shows the UOB Cash Management interface. At the top, there's a navigation bar with the UOB logo, 'CASH MANAGEMENT' dropdown, 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', 'MY TASKS' (with 10+ notifications), and a user icon. Below the navigation, there are three main tabs: 'ACCOUNTS', 'FIXED DEPOSITS', and 'STATUS'. Under 'ACCOUNTS', there are links for 'Accounts Overview', 'Favourite Account Lists', 'Account Activities', and 'Download Reports'. A red arrow points down to the 'Download Reports' section. This section is titled 'Download Reports' and contains two tabs: 'System Generated Reports' (selected) and 'User Generated Reports'. It includes filters for 'Account', 'Report Name', 'Report Category', 'Report Type', 'Report Date: Last 30 days' (which is highlighted in blue), and 'Clear Filter(s)'. Below the filters, it shows '138 Record(s)' and a table with columns 'Account', 'Report Name', 'Date', and 'Downloads'. One row is visible: '3273046338', 'Statement-UOB CSV Report Sub Type: ES3', '21/04/2022', and a download icon. There's also a 'Customise View' button. The bottom part of the screenshot shows another 'Download Reports & Advices' section with tabs for 'System Generated Reports', 'User Generated Reports' (selected), 'Debit / Credit Advices', and 'Inward Remittances'. It has similar filtering options and displays '399 Record(s)' with a table for 'Company', 'Account', 'Report Name', 'Date', and 'Downloads'. One row is visible: 'P [REDACTED]', '41 [REDACTED]', 'Telegraphic Transfer - Beneficiary Credit Confirmation Report Report Sub Type: CCR', '13/08/2021', and a download icon. There's also a 'Customise View' button.

How to Use Your Favourite Account Lists

All Options

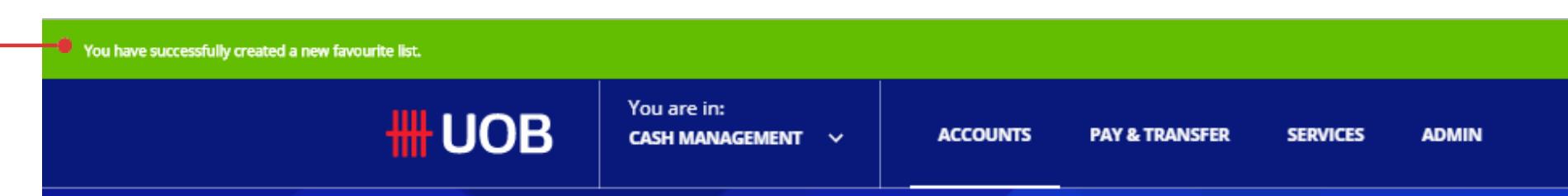
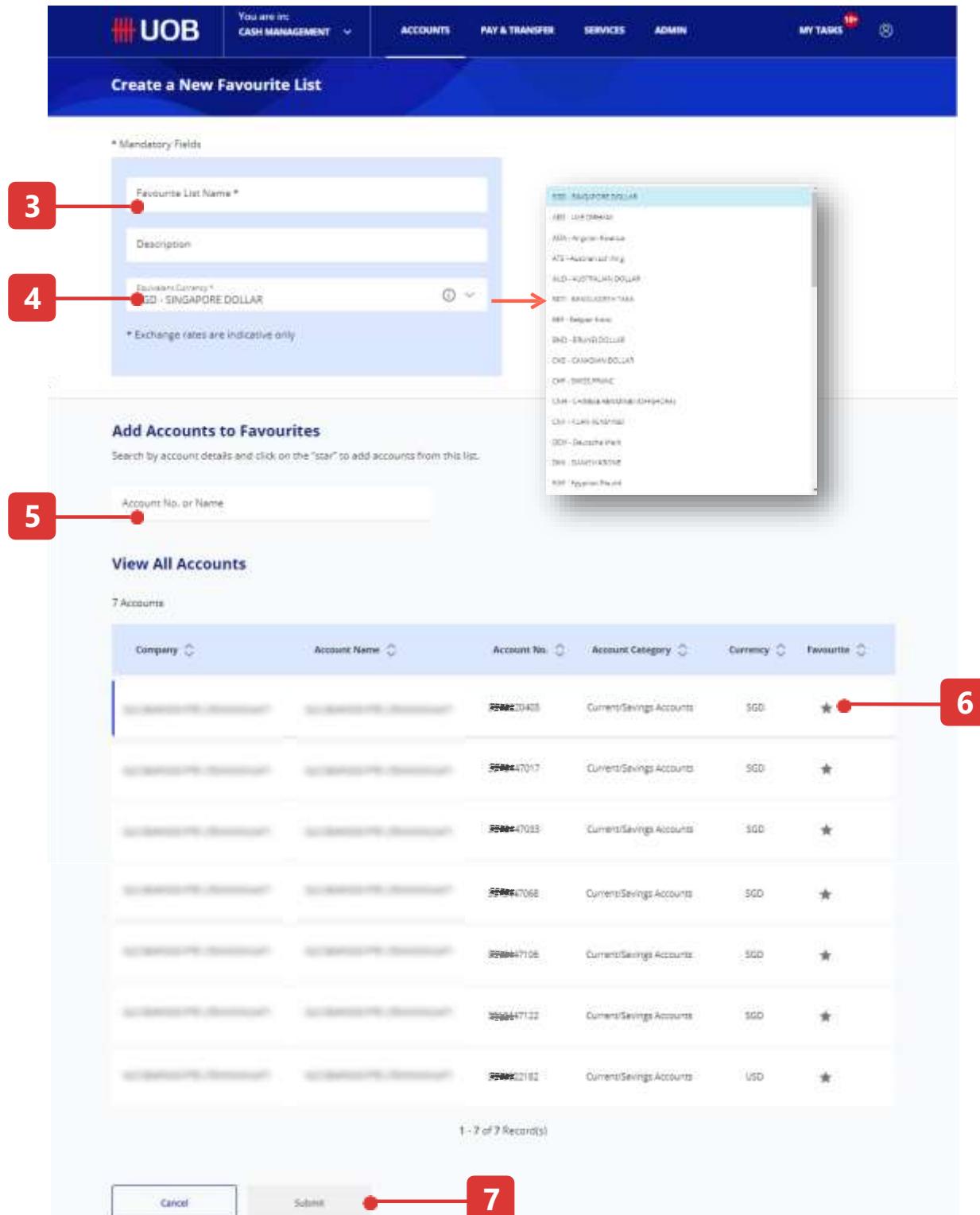
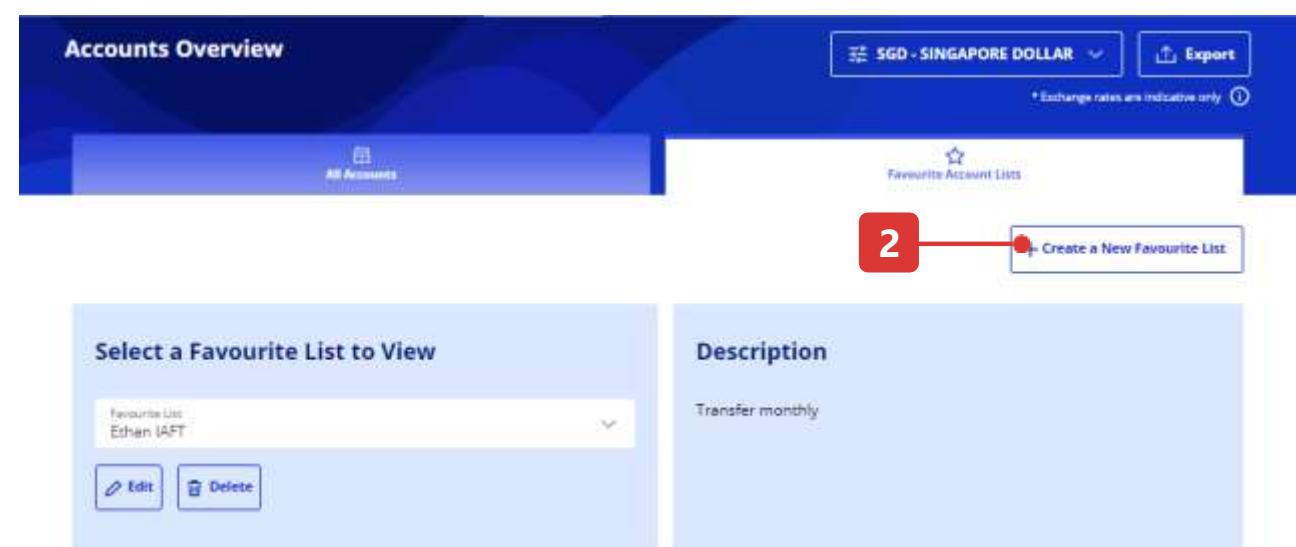
There are three main functions of the Favourite Account Lists:

- A. Create a new Favourite Account List
- B. Edit a Favourite Account List
- C. Delete a Favourite Account List



A. Create a new Favourite Account List

1. From the top menu bar, hover over "Accounts" and select "Favourite Account Lists" under "Accounts" column.
2. Select if you want to create a new favourite List.
3. Please key in your preferred "Favourite List Name" and "Description"
4. Click arrow and select the equivalent currency to display.
5. Key in "Account Number or Account Name" to add accounts to the favourites account list.
6. Or click the "Star" icon to add an account into your favourite account list.
7. Click "Submit" button once you have selected your accounts.
8. If your favourite account list is saved successfully, Confirmation message will be displayed at the top of the screen.



How to Use Your Favourite Account Lists

B. Edit a Favourite Account List

1. First, select the list which you wish to add or remove an account from, and then click "Edit" button.
2. Key in "Account Number" or "Account Name" to filter the account to remove.
3. Or, click the star (*) icon to remove account from your favourite account list.
4. Key in the "Account Number" or "Account Name" to search the desired account to be added into your favourite account list.
5. Or click the "Star" icon to add the desired account into your favourite account list.
6. Click "Submit" button once you have selected your accounts.
7. If your favourite account list is saved successfully, a confirmation message will be displayed at the top banner.

1. Select a Favourite List

2. Manage Accounts in Favourites

3. Add Accounts to Favourites

4. View All Accounts

5. Manage Accounts in Favourites

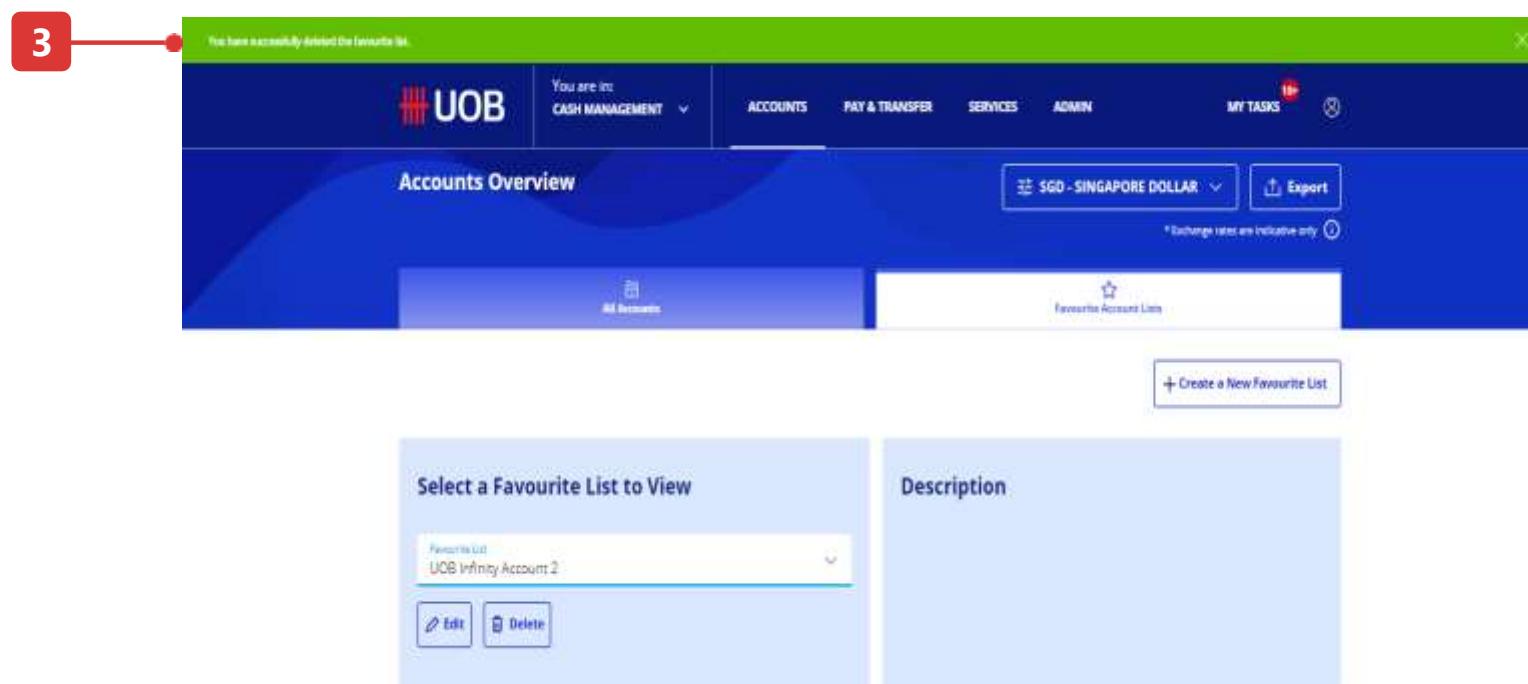
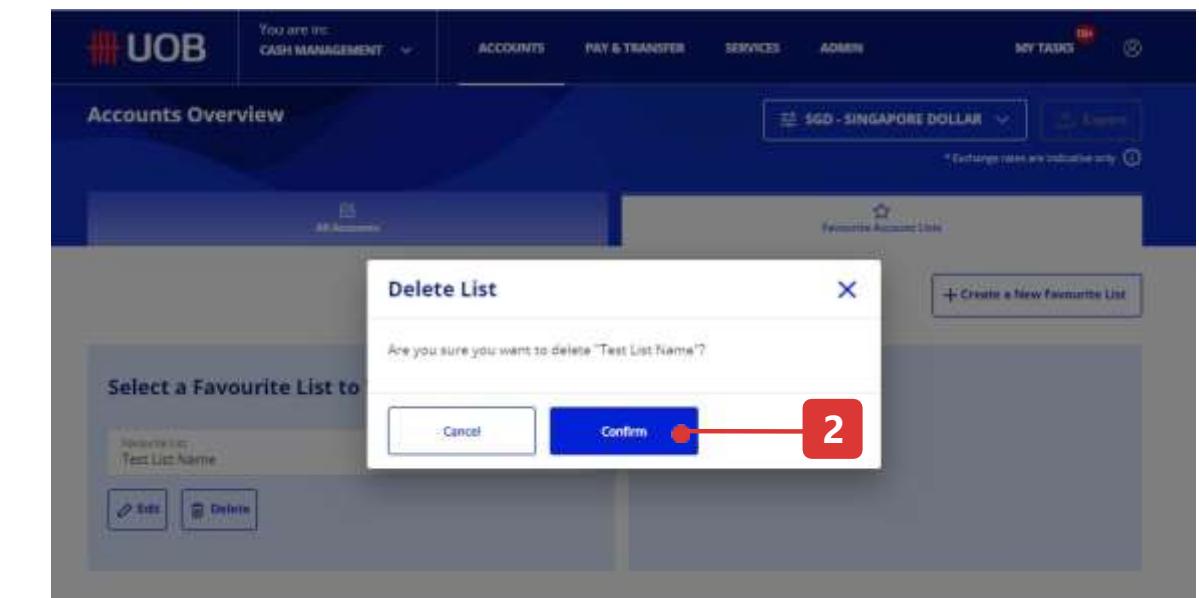
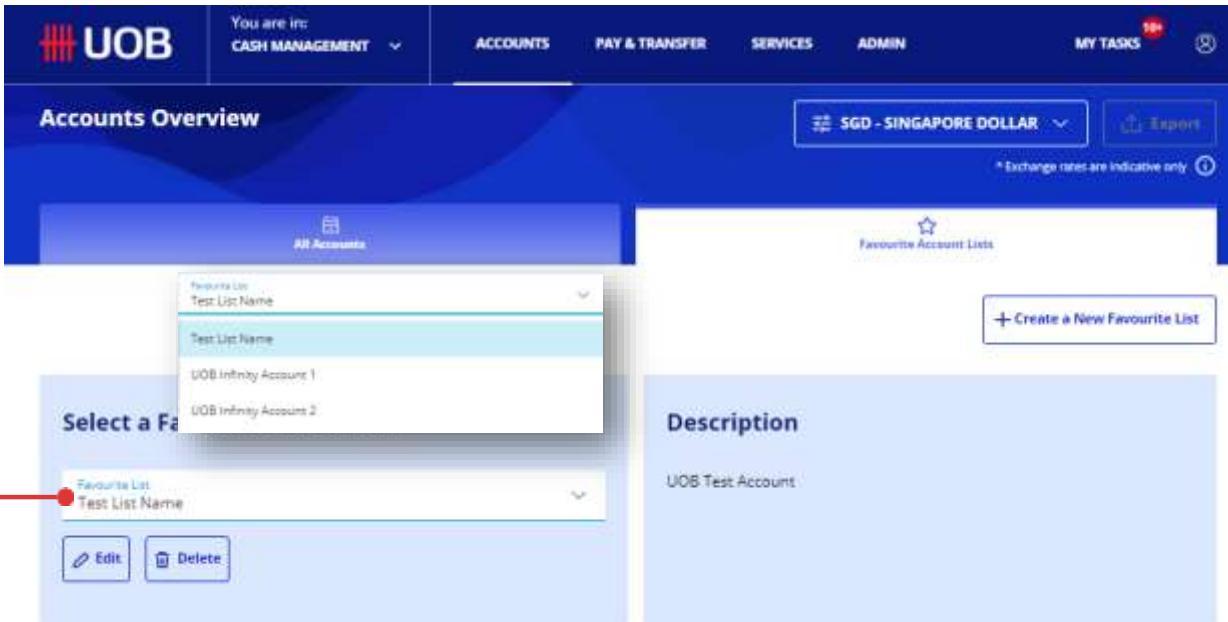
6. Submit

7. Confirmation Message

How to Use Your Favourite Account Lists

C. Delete a Favourite Account List

1. First, select the list that you wish to delete and then click "Delete" button.
2. Please click "Confirm" button once a confirmation pop up message displayed.
3. If your favourite account list deleted successfully, a confirmation message will be displayed at the top of the screen.



How to Use the Filters

Example of Filter Options

1. Transaction / Deposit Type

This pill allows you to choose the desired transaction type for viewing.

2. BIB Reference

Entering a BIB reference number allows you to locate the exact transaction for viewing.

3. Customer Reference

Entering a customers reference allows you to filter the transactions to those which are related to the reference that you keyed in.

4. Account

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

5. Currency

Selection of currency allows you to view transactions related to the selected currencies.

6. Amount

Entering a range of transaction amount allows you to filter the list of transactions that are applicable.

The diagram illustrates six filter options, each represented by a blue pill-shaped button with a search icon:

- 1. Transaction / Deposit Type**: Shows a list of transaction types with checkboxes:
 - Bulk LLG Payment
 - Bulk LLG Payroll
 - Bulk Online (ATM Switching) Payment
 - Bulk RTGS Payment
 - Bulk State Revenue Payment
 - Bulk Telegraphic Transfer PaymentButtons: Cancel, Clear, Apply.
- 2. BIB Reference**: Shows a search bar for BIB Reference.
- 3. Customer Reference**: Shows a search bar for Customer Reference.
- 4. Account**: Shows a list of accounts with checkboxes:
 - Current account - ABC
1013203722101320372210132037221234
SGXXXXX123
 - Corporate account - DEF
1013203722101320372210132037221234
USDXXXX123
 - Corporate account - DEF
1013203722Buttons: Cancel, Clear, Apply.
- 5. Currency**: Shows a list of currencies with checkboxes:
 - AED
 - ADA
 - ATS
 - AUD
 - BDTButtons: Cancel, Clear, Apply.
- 6. Amount**: Shows fields for 'From' and 'To' amounts, and buttons for 'Cancel', 'Clear', and 'Apply'.



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