User Guide





Getting Started





HHUOB UOB INFINITY – A new digital banking experience for business

Welcome to UOB Infinity Last logged in on 01/09/2021 MYT 02:13:44 PM			E Cust	omise Dashboard
Assets		Loans / Fina	nces	View All
Last updated on 01/09/2021 MYT 02:44:46 PM		Last updated on 21/08/20		
Total Available Balance 1	970	Total Outstanding Amoun		
MYR 3,480,209,709,	879.49	MYR 2,586	5 ,758. 27	
Current Accounts / Current Accounts-i & Savings Accounts	Fixed Deposits / Fixed Deposits-i & Structured Investment Accounts	Loan Account No.	Next Due Date	
MYR 3,480,195,106,134.57	MYR 14,603,744.92		01/09/202	1
✓ 🔟 Show Trend	✓ 🔟 Show Trend	Next Due Amount MYR 0.00		
Current Accounts / Current Accounts-i & Savings Accour Fixed Deposits / Fixed Deposits-i & Structured Investme				
			1 of 2 Record(s)	>
MYR 4T				
MYR 3T		Favourite Fu	inctions	幸
14m rz • • •				<u> </u>
MYR 2T		DuitNow		
MYR 1T		DuitNow	Interbank GIRO	JomPAY
			=	175

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

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



Infinity Mobile App features **Digital Tokens & Biometrics** login

- Authorise Single and Bulk payments using Digital Tokens (Infinity Secure).
- Faster login with Biometrics.
- Activate new user account on the mobile app.
- Perform payment types e.g. DuitNow, JomPAY, IBG





Getting Started

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1. Navigating in UOB Infinity





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 usergenerated 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.





ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN	
TS	STATUS			DDA
osits (FD/FD-i)	Approval S	tatus		DDA Inquiry

3

# UOB	You are in: CASH MANAGEMENT 🛛 🗸	ACCOUNTS	PAY & TRANSFER	SERVICES
SINGLE TRANSACTIO	N BULK TR	ANSACTIONS	TOOLS	
Transfer to UOB Accour	nt Transfer to	Other Local Banks	Manage Te	emplates
RENTAS	Payroll		Manage Ba	atch Transac
Interbank GIRO	Cashier's C	Orders / Cheques		heduled / Re
DuitNow	Telegraphi	c Transfers	Transactio	
Request for Transfer (M	IT101) Upload Bu	lk Files	Track Payn	nents (SWIFT
Telegraphic Transfer				
JomPAY				
		ę		







Navigating in UOB Infinity

Overview

- 5. Other payment services such as Cheques 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, select the user icon at the right corner of the top menu bar and click "Manage My Profile".



Accounts



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2. How to Access Global View





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 "Malaysia" to open the country selection.
- 2. Click the country/region name and click "OK" to confirm.
- 3. Currently, other countries/regions are still using BIBPlus layout. If you want to go back to UOB Infinity Malaysia, select "Malaysia" from the "Go To" menu.



HHUOB	You are in: CASH MANAGEMENT 🛛 🌱	ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN		MY TASKS	8
Welcome to UC Last logged in on 30/11/2021 M				Cu	anage My Profile rrent Location: Malays ed Help?	sia 🗸		1
Assets Last updated on 01/12/202	1 MYT 02:25:03 PM			Fa 🗧] Log Out			
Change Locatio	n	×						
Switch my location to: Malaysia (Current L Singapore	ocation)	2						
Cancel	ОК							
We	come CHEW PANG YO				020, 14:48:24 PN	1		
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Adminis	stration 🖌 🛛 Go	To 🖌			М,			
	Singa	ipore	3 M 26 2	Nover T W T 7 28 29	FSS			



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3. How to Access Trade Services





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".



	You are in: CASH MANAGEMENT 🛛 🗸	ACCOUNTS	PAY & TRANSFER	SERVICES	ADMIN
1	CASH MANAGEMENT TRADE SERVICES (BIBPlus)				

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de Account Services 🗸	Trade Services 🗸	Administration 🗸	Cash Services 🗸	• 2



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4. Moving from BIBPlus to UOB Infinity





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 your Relationship Manager for Organisation ID.
 - To reset Password select "Have trouble logging in?" at the bottom of the login box and follow the on-screen instructions.
- available on both platforms.
- Digital Token will continue to co-exist.
- Token Sharing or Global View functions.
- 7. To sign up for Infinity Secure, you will need to login to UOB Infinity mobile app with your physical token first, if you already are assigned a physical token.



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

5. While UOB Infinity supports Digital Token (Infinity Secure), it is not mandatory to use a Digital Token to log in. You may use your BIBPlus token to login and transact. Both the BIBPlus physical token and Infinity

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,

8. 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.

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5. Introducing Infinity Secure (Digital Token)





Introducing Infinity Secure (Digital Token)

Commonly Asked Questions

- 1. Infinity Secure is a digital security token that allows you to login to UOB Infinity and approve cash transactions in UOB Infinity.
- 2. To start using Infinity Secure:

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- Ensure you have a valid mobile number AND email address in your user profile in UOB Infinity. •
- Download UOB Infinity mobile app from Apple App Store or Google Play Store
- Register for Infinity Secure (After you log into UOB Infinity mobile app, using your normal login details, including using hard token OTP).
- Activate Infinity Secure (After you log into UOB Infinity mobile app, using your normal login details, including using hard token OTP).
- Secure.

Supported country codes: Australia, Brunei, Canada, China, France, Hong Kong, India, Indonesia, Japan, Malaysia, Myanmar, Philippines, Singapore, South Korea, Taiwan, Thailand, United Kingdom, United States,, Vietnam

- UOB at 03 2612 8121 (for Malaysia) or +65 6226 6121 (for overseas) immediately.

 - To reset Password select "Have trouble logging in?" at the bottom of the login box and follow the on-screen instructions.
- 4. Currently, you can only register Infinity Secure for one company on your mobile device. You will need to request for a physical token for the rest of the companies.
 - If you wish to use the same token for all your companies, you may de-register Infinity Secure and opt to receive a physical token by submitting a maintenance form to the Bank.
 - If you wish to use the same token for all your companies, you may de-register Infinity Secure and opt to receive a physical token by submitting a maintenance form to the Bank.
- 5. During registration, if you did not receive the OTP in time, please try again after 30minutes.
- Digital Token will continue to co-exist.
- Token Sharing or Global View functions.
- 8. To sign up for Infinity Secure, you will need to login to UOB Infinity mobile app with your physical token first, if you already are assigned a physical token.
- 9. For more information about Infinity Secure, please refer to the UoB Infinity Secure Guide.



2. If you have a non-Malaysian mobile number, please ensure the country code belongs to either of these countries. If your mobile number does not fall into any of them, you will not be able to register for Infinity

3. If you lost your mobile phone, you may request your Company Administrator (CA) to deregister Infinity Secure that is linked to your user ID. If you are the CA and you have lost your mobile phone, please contact

• To reset Group (Organisation) ID / User ID - please contact our Corporate Call Centre at 03 2612 8121 during office hours and furnish us with your company's UEN and your legal ID (NRIC or FIN).

6. While UOB Infinity supports Digital Token (Infinity Secure), it is not mandatory to use a Digital Token to log in. You may use your BIBPlus token to login and transact. Both the BIBPlus physical token and Infinity

7. 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,

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6. What Do You Need to Login





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) Digital/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)



*The physical token will only be issued to users with Global View, Trade subscription and Token Sharing scenario. For other users, you will be able to use our digital token called Infinity Secure. Steps to register and activate Infinity Secure can be found in the "Infinity Secure User Guide".

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JFINITY	Want to activate your new account?	ENG
	Welcome	
NOT THE OWNER	Location Malaysia	
	Organisation ID	
	User ID	
	Password	
	Remember Me	
	Log In	
Shot by Benjamin Kim Yang UOB Malaysia - 12am - 11.59am Changed HB.	Have trouble logging in?	









7. Quick Guide to Login Page





Quick Guide to Login Page

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).
- Input valid password. The "eye" icon enables you to see the 2. password that you enter.
- Tick the "Remember Me" checkbox to save Organisation ID 3. and User ID so that, in your subsequent login, you only need to key in your password.
- 4. Upon clicking the button: Log In
 - a) If you are logging in for the first time without physical or digital token, you will be prompted by a message to setup a digital token
 - b) If you are logging in using Infinity Secure (digital token), you will see a notice that a push notification is sent to your mobile phone.
 - If you are logging in using a physical token, you will see C) an on-screen instructions to generate the token response.
- This option will help you to recover your password if you have 5. forgotten it.
- Languages available are English, Simplified Chinese or your 6. local language.



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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





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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 and mobile app):

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

A. Activate your new User ID

1. You may activate using Infinity mobile app (tap on "Activate Account" icon at the bottom right corner of the login screen) or using desktop browser (click on "Want to activate your new account?").

If you do not have a physical token, it is recommended to activate using Infinity mobile app because you will be able to setup the digital token upon first time login via Infinity mobile app after the activation is completed.

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



via Mobile App











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

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

Upon completion of the user activation, if you do not have a physical/digital token, you may log in onto UOB Infinity mobile app using your Organisation ID, User ID and the newly created password.

Upon tapping on the LogIn button, you will be prompted by a message to setup a digital token.

Please refer to the user guide to setup your digital token from UOB MY Infinity website **UOB.my/Infinity-Guides**

Account Activation	X Account Activation X	Account Activation
Please choose your preferred mode of authentication:	Follow these steps to proceed:	Follow these steps to proceed (continued): 2 Enter the code sent via Mobile (****9794) into the boxe
O Use Token or Infinity Secure	(****d.djuntijono@uobgroup.com) into the boxes below. Resend Email Code	below. Resend SMS Code
O Use Email and SMS	Code Response	Code Response
Cancel Next	By clicking 'Next', you are deemed to have read and agreed to the Terms & Conditions of the respective product(s) and/or service(s).	By clicking 'Submit', you are deemed to have read and agreed to the Terms & Conditions of the respective product(s) and/or service(s).
	Cancel Next	Cancel Submit
9		
w have successfully activated your account. Please login now.	Want to activate your new account? ENGLISH 🗸	× Verified. Set your profile and you're ready to start!
	Welcome Location Malaysia	Password *
	Organisation ID	 8-24 characters At least 1 number and 1 letter

Log In



Malaysia

Organisation ID

User ID

User ID

Password

Image: Comparison of the second of th









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No special characters

Next

Confirm new password 3

.....



login details.

Activate using Token or Infinity Secure

- Choose "Use Token or Infinity Secure". Click 5.
- Follow the on-screen instructions to generate token response 6. and input the response to the screen. Click Submit
- Set your new passwords and click 7. Next
- Confirmation message will be displayed on the top banner and 8. you can login into UOB Infinity.

Account Activat	tion	Enter	r Token Response	×
lease choose your prefe) Use Token or Infinity) Use Email and SMS Cancel	erred mode of authentication: / Secure5	1 Pi 2 Er (* yo Ra 3 Er By clicking	these steps on your token: ress I import in the code sent via Email r***d.djuntijono@uobgroup.com) on to our token & press I import in the security code displayed on your token. Inter the 6-digit security code displayed on your token. Token Response I import in the security is a displayed on your token. Token Response I import in the security is a displayed on the book is a displayed to t	BUSINESS BUSINESS BUSINESS DOTP 1 2 3 4 5 6 B DOTP 3 6 DOTP 3 C DOTP 3 DOTP 3 C DOTP 3 DOTP 3 C DOTP 3 C DOTP 3 DOTP 3 DOTP 3 DOTP 3 DOTP 3 DOTP 3 DOTP DOT
			Cancel Submit	
	Want to activate your new account?	ISH 🗸	Verified. Set your profile and you're ready to start!	
	Welcome Location		Password *	
	Malaysia Organisation ID User ID		 8-24 characters At least 1 number and 1 letter No special characters 	7
	Password	 ©	Confirm new password *	
	Remember Me			
	Remember Me		Next	



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





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Note: If you are an existing BIBPlus user, you do not need to activ 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 button. The subsequent steps will be similar to the user activation step (refer to page 13).

Login Page (Default View)	Account Activation screen (Default View)
Want to activate your new account? ENGLISH V	UOB
r Welcome D Location Malaysia	Account / Password Recovery
Organisation ID User ID	 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)
Password	Enter account details and we will get you started!
Remember Me	Location * Malaysia
Log In Have trouble logging in?	2 User ID *
	3 I accept the Terms and Conditions
	Cancel Next 4

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







9. How to Update Your Contact Details





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 Malaysia contact numbers, you do not need to provide country code. Otherwise, please include the country codes – e.g. +65xxxx

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



2

2

# UOB	You are in: CASH MANAGEMENT 🛛 🗡	ACCOUNTS	PAY & TRANSF	ER SERVICES	ADMIN		MY TASKS	8
Welcome to UC Last logged in on 03/09/2021 M					Manage My P Need Help?	Profile	1	
Assets Last updated on 06/09/202	1 MYT 08:49:33 AM				urite Fun	ictions		
Total Available Balance ¹ MYR 3,480	,210,072,987.	43		DuitN		Interbank GIRO	JomPAY	
Current Accounts / Curr Accounts MYR 3,480,195,	039,568.93 MYR	Deposits / Fixed Deposits-i ment Accounts 2 15,033,418.50 111 Show Trend	& Structured	Telegraphic	Transfers	View Account Activities	(+)	
lanage My Profile			Cł	ange Passwor	'd	3		^
Mandatory Fields			E	xisting Password *				Ø
Profile			^	lew Password *				Ø
Organisation ID User ID	Default Company Token serial number S			8-24 characters At least 1 number an No special characters				
Country code			c	onfirm New Password	*			Ø
MY Contact Email *				Cancel	Save			
Alerts may be sent to this email addre	55							
Contact Number * Alerts may be sent to this number Language *			Vie	ew my compar	ny account	profile 🗕	4	^
English Cancel	Save	~	My	company's subscribed	01 All Bu 01 All Bu 01 All Ca	ulk Paymnt - Create ulk Paymt - Upload ash - Transact ade - Transact		





10. How to Enable Biometric Login





How to Enable Biometric Login

Enable Biometric Login

- the bottom menu bar.
- 2. Scroll down to the "Biometrics" section and tap on the toggle to enable the feature.
- 3. Tap on Enable Touch ID phone supports facial recognition authentication).
- 5. A confirmation message will be displayed once the setup is completed. Tap on ок . On your subsequent login, there will be a fingerprint/facial recognition icon located at the right side of the button. Log In

Note: To disable this feature, repeat step 1-2 and follow the onscreen instructions accordingly.

Dashboard	Accounts	Ρ





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11. Quick Guide to Dashboard





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 Rates".
- 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.

Dashboard







12. How to Customise Your Dashboard





How to Customise Your Dashboard

Hide / Move Widget

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

Assets

Total Available Balance ¹











How to Customise Your Dashboard

Add Widget

- Click "Customise Dashboard" 1.
- 2. There will be an "Add Widget" button at the bottom of the widget column.
- button to confirm adding the widget. 3. Click Submit
- button to confirm customising the widget. Click Done 4.





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13. How to View Your Account Balances





How to View Your A

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 "Accoun 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.

count	Balar	lces	,	MYR - MALAYSIAN RINGGIT			₩ U
			ł	ADP - ANDORRAN PESETA	PDF		
				AED - UAE DIRHAM	FDF		
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ints Overview (Defa	ault View)			AUD - AUSTRALIAN DOLLAR	Ľ.	2	
UOB	You are in: CASH MANAGEMENT Y	ACCOUNTS PAY &	TRANSFER SERVICES	ADMIN	м	y TASKS)
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counts overvi	ew			또 MYR - MALAYSIAN F		re indicative only (i)	You can cho columns to (
							Accoun
	All Accounts			☆ Favourite Account List	ts		Accour
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Account							
	t Category)(Company	/)(Currency) Clear F	Filter(s)				
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urrent Account				3	로 Custor	nise View 🔍 🗣	Cancel
Accounts					L	nise View 〜● Favourite 个	Cancel
Accounts	s / Current Accou	unts-i & Savings Acc	ounts ^ •		L		Cancel
Accounts	s / Current Accou	unts-i & Savings Acc	ounts ^ •) Available Balance	(i) Action		Cancel
Accounts	ts / Current Accou	unts-i & Savings Acc	Ledger Balance) Available Balance	(i) Action	Favourite 个	Cancel
Accounts	ts / Current Accou	unts-i & Savings Acc	Ledger Balance	Available Balance 0 996,399,10	(i) Action	Favourite 个	Cancel
Accounts	Account No. 个	unts-i & Savings Acc	Cedger Balance	Available Balance 0 996,399,10	(i) Action	Favourite 个	Cancel
	Account No. 个	unts-i & Savings Acc	Cedger Balance	Available Balance 0 996,399,10	(i) Action	Favourite 个	Cancel
Accounts	Account No. 个	unts-i & Savings Acc	Cedger Balance	Available Balance 0 996,399,10	(i) Action	Favourite 个	Cancel
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Accounts Overview Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Image: MyR - MALAYSIAN RINGGIT * Exchange rates are indicative only of the second lists Account Account Category Company Currency Clear Filter(s) Current Accounts / Current Accounts-i & Savings Accounts Image: MyR - Malaysian Ringgit	ADP - ANDORRAN PESETA AED - UAE DIRHAM AFA - AFGHANI AFA - AFGHANI AFA - AGENTINE PESO AUD - AUSTRALIAN DOLLAR TO SERVICES ADMIN MY TASKS C MY TASKS C MYR - MALAYSIAN RINGGIT C Exchange rates are indicative only C Favourite Account Lists C C Cur C Cur
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14. How to View Your Account Activities (Statement)




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









15. How to View Inward Remittance and Download Advices





How to View Inward Remittance and Download Advices #UOB

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. 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.

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16. How to Upload Bulk Payment Files





How to Upload a Bulk Payment Files

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
 - This is applicable for IBG Payments files only.
 - 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 "My Tasks"
 - 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.



SINGLE TRANSACTION Transfer to UOB Account RENTAS Interbank GIRO **DuitNow Transfer Request for Transfer (MT101** Telegraphic Transfer

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		Transaction	Account	Currency	Amount Ran	ge Value Date	Clear Fil	ter(s)	



* Mandatory Fields





17. How to Authorise Transaction via My Tasks





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 ٠ into batches.
- Services all the service-related requests, including "Cheque Book Request", DuitNow setup, and "Stop Cashier's Order/ Cheque 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 filer 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 ٠ 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 the approver to approve the • transaction.

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.

MY TASKS Currency Note: This table is defaulted to display your tasks in the past 1 month. Use the 5 Approve 1 - 10 of 10+ > Return to Maker View Details Notify Approver

Enter Token Response



the Terms & Conditions of the respective product(s) and / or

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Approval Stat	us					
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18. How to Download Reports





How to Download Reports

Features

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" 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.

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19. How to Use Your Favourite Account Lists





How to Use Your Favourite Account Lists

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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

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	Accounts Overview	Place Fixed De
	Favourite Account Lists	
	Account Activities	
	Download Reports	

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.

Accounts Overview	
	All Accounts

Select a Favourite List to View	
Favourite List John	
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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.
- button once you have selected your 6. Click Submit accounts.
- 7. If your favourite account list is saved successfully, a confirmation message will be displayed at the top banner.

# UOB	You are in: CASH MANAGEMENT 🗸 🗸	ACCOUNT
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	All Accounts	
	Favourite List John	
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 Favourite List John		
🖉 Edit 🔟 Dele	ete	

You have successfully created a new favourite list.









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.

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20. How to Use the Filters







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.

Transaction Type	BIB Reference		omer Reference	
Filter by Transaction Type	Filter by BIB Reference	Q Filt	er by Customer Reference	Q
Bulk Payment UFF				
Bulk Payment XML InterOp				
Bulk Payroll Employee UFF				
Bulk Payroll Employee XML				
Bulk Payroll Executive UFF ULG3X2				
Cancel Clear Apply				
			6	
	5			
Account	Currency		Amount	
Account	Currency		Amount	
Account Filter by Account Name or Number	Currency Filter by Currency	Q	Amount From	
	Q Filter by Currency	Q		
	C Filter by Currency	Q	From	
	Q Filter by Currency	Q		
	C Filter by Currency	٩	From To	Class
	Filter by Currency EUR GBP	٩	From	Clear
	Filter by Currency EUR GBP MYR	Q	From To	Clear









