User Guide







Single Payments







Single Payments

Overview

- How to Create New Single Transaction **1.1. Transfer to UOB Account 1.2. RENTAS 1.3. Interbank GIRO** 1.4. DuitNow **1.5. Telegraphic Transfer** 1.6. JomPAY **1.7. Place Fixed Deposits** 2 How to Create a Transaction from Drafts, Templates and Past Payments How to Save a Transaction 3 How to Submit a Transaction as a Maker How to Approve Transactions 5 How to Terminate Post-Dated / Recurring Transactions 6
- How to Approve Multiple Transactions by Batch 7
- 8 How to Approve a Batch via Proxy Authorisation

HHUOB





1. How to Create New Single Transaction





1.1. Transfer to UOB Account





How to Create New Single Transaction

1

Transfer to UOB Account

You can transfer funds from your account to another UOB account in the following currencies:

- Same currency e.g. MYR to MYR
- Different currencies e.g. MYR to SGD

Create new single transaction

- 1. From the top Menu bar, hover over "Pay & Transfer" and click select "Transfer to UOB Account" under "Single Transactions" column.
- 2. Select "Transaction Type" which you want transfer to.
- 3. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 4. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
- 5. Select Payee's Residence Status.
- 6. Select the transfer date of your transaction.
- 7. Select the transaction currency (This option is available if payee's account currency is different from your debit account currency).
- 8. Enter the transaction amount.
- 9. Enter recipient reference.
- 10. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 11. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/ Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
- 12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.



Transfer to UOB Account (Default View)





HHUOB

Payment Details Amount & When Enter the value date, currency and amount for the payment. Enter transaction details MY TASKS ACCOUNTS PAY & TRANSFER SERVICES ADMIN account currency, the payment would have to be :::: 27/06/2023 converted to the transaction currency. Manage Templates Currency * Transaction Amount * otherwise select "Use FX Rate" tab. Manage Batch Transactions (i) Manage Scheduled / Recurring Recipient Reference * Transactions This is a recurring payment execute the payment. Track Payments (SWIFT gpi) the payment. + Add Other Payment Details + Add Remarks for Approval **Balance of Payments** Enter Balance of Payments details 11 Q Purpose Type, Description & Code Bank Reference FT2306000080479 Payer / Payee Relationship 🖹 Create From 🗄 Save as Draft Q Payee Originating Country Transaction Type & Fees (i) Further Descriptions on Purpose All local transfers to UOB account is immediate. Payee will receive the money instantly + Add Approval Code Add Ultimate Payee Name + Add Ultimate Payee Country Select Debit Account Cancel Save as Templat Before you start, you will need 1. Your payee's bank account details. Your payment details. 3. Your security token (for Authoriser only) Q Cancel transaction without saving Cancel Find Payee You can search by Payee's name or bank account Save Template Save transaction as a number. If this is the first time you are transferring funds Save as Template to a payee, please enter the new payee details directly template for future use. Q Template Description You will need to input a Template Name. Cancel Submit Currency * Click "Next" to proceed with transaction details.



If your transaction currency is different from your debit

If you have existing FX contract(s) which you would like to use for conversion, please select "Use FX Contract" tab,

• Use FX Rate: The amount will be converted to the transaction currency at the prevailing FX rate. • Use FX Contract: Use your existing FX contract to

• At least 1 FX Contract should be entered to execute



1.2. RENTAS





How to Create New Single Transaction

RENTAS

You can transfer high value amount (>MYR 10,000) to an account with another bank in Malaysia. The transfer can be done via RENTAS.

Create new single transaction

- 1. From the top menu bar, hover over "Pay & Transfer" and click select "RENTAS" under "Single Transactions" column.
- 2. Ensure Transaction Type is RENTAS.
- 3. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 4. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
- 5. Input the account number.
- 6. You can select the payee's bank or BIC Codes from the dropdown list or type in the name/code.
- 7. Select Payee's Residence Status.
- 8. Select the transfer date of your transaction.
- 9. Input the transaction amount and default currency will be MYR as this is a local transfer.
- 10. Input Payee Reference for your payment.
- 11. You can include payment details.

RESTRICTED

- 12. Tick the checkbox if you wish to make it as a recurring payment.
- 13. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 14. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/ Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
- 15. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)

	#UOB	You are in: CASH MANAGEMENT
	SINGLE TRANSACTIO	N BULK
	Transfer to UOB Accour	it Transf
-•	RENTAS	Payrol
	Interbank GIRO	Cashie
	DuitNow Transfer	Telegr
	Request for Transfer (M	T101) Uploa

UOB **RENTAS Transfer** ⑦ Authoris Application Date : 03/09/2021 * Mandatory Fields **Transaction Type** Refer to the Standard Transaction Fee RENTAS From earch for debit account details Account Name, Currency, or Account Number * То Enter payee's details Payee Name 1 * Payee Name 2 Payee Name 3 5 Account Number * 6 Bank Name * Joint Account Holder Name Select Payee's Residence Status * O Resident O Non Resident







1.3. Interbank GIRO





How to Create New Single Transaction

Interbank GIRO

You can transfer up to MYR 1mil with no minimum limit to an account with another bank in Malaysia. The transfer can be done via Interbank GIRO.

Create new single transaction

- 1. From the top menu bar, hover over "Pay & Transfer" and click select "Interbank GIRO" under "Single Transactions" column.
- 2. Ensure the Transaction Type is Interbank GIRO.
- 3. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 4. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
- 5. You can select the payee's bank or Bank Codes from the dropdown list or type in the name/code.
- 6. Select Payee's Residence Status.
- 7. Select whether to verify ID for the payee and input the Payee ID type and Payee ID value if applicable.
- 8. Select the transfer date of your transaction.
- 9. Input the transaction amount and default currency will be MYR as this is a local transfer.
- 10. Input Payee Reference for your payment.
- 11. Tick the checkbox if you wish to make it as a recurring payment.
- 12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 13. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/ Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
- 14. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



RESTRICTED



J	В	
	í	
ŕ		
)		
		7
as a re u npu	use.	
on		 10

1.4. DuitNow





How to Create New Single Transaction

DuitNow

You can make payments in Malaysia Ringgit without the need for the beneficiary's account number. All you need is the Beneficiary's passport number, mobile, army/police ID, NRIC, or business registration number.

Create new single transaction

- 1. From the top Menu bar, hover over "Pay & Transfer" and click select "DuitNow" under "Single Transactions" column.
- 2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 3. DuitNow ID Type will be displayed as "Passport Number", "Mobile", "Army/Police ID", "NRIC", and "Business Registration Number".
- 4. In the "To" section, you can select your DuitNow ID value by selecting a payee details from the dropdown search list.
- 5. Select Payee's Residence Status.
- 6. Select the transfer date of your transaction.
- 7. Input the transaction amount and default currency will be MYR as this is a local transfer.
- 8. Input Payee Reference for your payment.
- 9. Tick the checkbox if you wish to make it as a recurring payment.
- 10. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 11. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/ Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
- 12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)

	#UOB	You are in: CASH MANAGEMENT
	SINGLE TRANSACTIO	N BULK
	Transfer to UOB Accour	it Transfe
	RENTAS	Payroll
	Interbank GIRO	Cashie
_	DuitNow Transfer	Telegra
	Request for Transfer (M	T101) Upload
	Telegraphic Transfer	
	JomPAY	



RESTRICTED





1.5. Telegraphic Transfer





How to Create New Single Transaction

Α

Telegraphic Transfer

You may transfer funds to an overseas account via telegraphic transfer (TT). You may use telegraphic transfer to transfer foreign currency from one account to another.

Create new single transaction

- 1. From the top menu bar, hover over "Pay & Transfer" and click select "Telegraphic Transfer" under "Single Transactions" column.
- 2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 3. In the "To" section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
- 4. Input payee bank country, bank name, and bank address and IBAN/ account number.
- 5. The optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 6. Tick the checkbox if you want to use intermediary Bank for your payment.
- 7. Select Payee's Residence status and type of account to transfer to.
- 8. Select the transfer date of your transaction and select the transaction currency.
- 9. Select to use FX Rate or use FX Contract, then input the transaction amount.
- 10. Input payment details.
- 11. If you select "SHA" or "OUR" as the mode, you must select the debited account for charges and input the payment details.
- 12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- 13. In the "Balance of Payments" section, select the purpose type, payer/payee relationship and payee originating country.
- 14. Select file as supporting documents.



В



3

HHUOB

Drag your files (.zip, .jpg, .gif, .tiff, .bmp, .pdf, .png, .doc, .xls, .xml, .rar, .txt, .docx, .csv, .xlsx, .pgp, .pptx, .jpeg, .msg, .tif, .xps) here or ch You can upload up to 5 files each time. Maximum file size 10 MB per file







1.6. JomPAY





How to Create New Single Transaction

JomPAY

Allows you to make payment to billing organisations.

Create new single transaction

- 1. From the top Menu bar, hover over "Pay & Transfer" and clice select "JomPAY" under "Single Transactions" column.
- 2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
- 3. In the "To" section, select the billing organisation and provide the bill reference number.
- 4. Select the transfer date of your transaction.
- 5. Enter the amount of the payment.
- 6. Tick the checkbox if you wish to make it as a recurring payment.
- 7. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.



В **JomPAY (Default View)**



Top Mega Menu (Default View)

CCOUNTS	PAY & TRANSFER	SERVICES	ADMIN	MY TASKS	8
ONS	TOOLS				
ocal Banks	Manage Te	emplates			
	Manage Ba	atch Transactio	ns		
heques	Manage So Transactio	heduled / Recu ns	rring		
rs	Track Payn	nents (SWIFT gr	bi)		







1.7. Place Fixed Deposits





How to Create New Single Transaction

Place Fixed Deposits

- 1. From the top Menu bar, hover over "Accounts" and click select "Place Fixed Deposits" under "Fixed Deposits" column.
- 2. In the "From" section, select which of your account to be used as a debiting account for this transaction
- 3. In the "To" section, you can select for placement account details by selecting accounts from the dropdown search list.
- 4. Select the placement date of your transaction.
- 5. Select the deposit type. In Malaysia, only "Fixed Deposits" is applicable.
- 6. Select the preferred currency you want to transfer and input the desired deposit amount.
- 7. Select the desired duration for the term deposit.
- 8. Click on this link to view the various Term Deposits rates offered by the Bank.
- 9. Select the Renewal Instructions: "Auto renewal of principal and credit interest to account", "Auto renewal of principal and interest", and "Credit Principal and interest to account".
- 10. Click on Retrieve Interest Rate link to view the application Term Deposit rate.
- button to proceed with transaction. 11. Click Next

Fixed Deposit (Default View)





	Place the fixed deposit now!	
	Only placements made between 9:30 AM and 5:00 PM available on Saturdays, Sundays and Public Holidays.	(Mo
	Application Date: 03/09/2021	
	* Mandatory Fields	2
	From	
	Search for debit account details.	ŝ
2	Account Name, Currency, or Account Number *	-
	То	
	Search for placement account details.	
3	Account Name, or Account Number*	1







2. How to Create a Transaction from Drafts, Templates and Past Payments





How to Create a Transaction from Drafts, Templates **And Past Payments**

Create from Draft, Template, or Past Payments

- 1. From the top Menu bar, hover over "Pay & Transfer" and click select a payment type under "Single Payments" column. "Telegraphic Transfers" is used as an example for this user guide.
- 2. Click "Create From" and click "Draft", "Templates", or "Past Payments". "Template" is used as an example for this user guide. The same flow is applied to create transaction from "Drafts" and "Past Payments"
- 3. Use the filter options to view the saved (template) transactions to be listed.
- 4. Select the desired saved (template) transaction you wish to use and all the template details will be displayed onto the payment screen.



Select transaction from the pop up screen from template

	Create From To	emplate				
3	Choose a template					
	Company	nplate Name Acc	ount Payer / Pa	yee Currency A	mount Clear Filter(s)	
	95 Template(s)					표 Customise View ~
	Company 🖒	Transaction Type	Template Name	Account 🖒 🛛 F	Payer / Payee 🖒 Descript	ion 🔶 🛛 Favourite 个
4 —•		Telegraphic Transfer	01 BAD TT MYR-USD ACC	2010/2014/01 02:00:07/2010 21/per10 11/2014 2010/2014/01 020	ADA UDADETRO REPUBLICA	\$
		Telegraphic Transfer	02 BAD TT USD-USD FCY ACC	81 122040 0.1 884000 219419 172040 81 122040 102	424 1246/1961 #17,020101	☆
	Cancel					



Selected transaction will be displayed in the following screen

er Details	Authorise	Sond to Bank			Bank Reference FT21090000417685
r Details	Autnorise	Send to Bank			F121090000417685
cation Date : 03	/09/2021				🖹 Create From \vee
ndatory Fields					Transaction Type & Fees
Fransactic Refer to the Star ransaction Type Felegraphic Tran	dard Transaction Fees.				 Transaction Type & rees The transfer made is subjected to the "Foreign Exchange Administration Rules". Telegraphic Transfer between UOB accounts will not be processed, for such payments please use Transfer to UOB Account. Money withdrawn from your insured deposit(s) is not protected by PIDM if transferred to overseas branches/banks. Telegraphic Transfer (TT): Cross border payment to your payee overseas.
					Select Debit Account
F rom Search for debit	account details.				Before you start, you will need: 1. Your payee's bank account details. 2. Your payment details. 3. Your security token (for Authoriser only).
Account Name, Cur	rency, or Account Number *	MYR		Q	
					Find Payee
То					You can search by Payee's name or bank account
Enter payee's de	tails				number. If this is the first time you are transferring funds to a
Payee Name *					payee, please enter the new payee details directly. Branch Address and Local Clearing Codes may be
Renated Stock				Q	required for Overseas Payment to some countries or in certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this
Payee Name / Add	ress 1 *			Q	
Rossicology				Q	certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this
Payee Name / Add Payee Name / Add	ress 2			Q	certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this
Payee Name / Add	ress 2			Q V	certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this
Payee Name / Add Payee Name / Add Payee Name / Add Payee Name / Add Bank Country* Malaysia	ress 2	Q	SWIFT BIC Code*		certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this page for the Clearing Code list.
Payee Name / Add	ress 2 ress 3	,	SWIFT BIC Code*	~	certain currencies. Omission may results delays or rejection from the beneficiary bank. Please refer to this



3. How to Save a Transaction





How to Save a Transaction

All Options

If you wish to save the transaction details and would like to use it again in future, you can save the details as:

A. Drafts

If you save a transaction as Draft, you will be able to locate this draft under "Approval Statuses" screen. Once you submit the transaction, you will not be able to locate the draft anymore.

B. Templates

If you save a transaction as Template, you will be able to keep using the detail of the transaction as a template when you are initiating new transactions.

Save as Draft

- 1. Click "Save as Draft" button located at the top right corner of the payment screen.
- 2. A confirmation message will appear at the top of your screen after a transaction is successfully saved as a draft.



Application

* Mandator

Tran Refer to

Transacti Telegra

From

Saved as draft successfully.



HHUOB

Saved as Draft (Default View)

B	You are in: CASH MANAGEMENT		PAY & TRANSFER	SERVICES	ADMIN	MY TASKS
hic Tra	nsfer ⑦					
_	2 Authorise	3 Send to Bank				Bank Reference FT21090000417686
e : 03/09/	2021				🖹 Create From 🗸	Save as Draft
elds						
ction e Standar ^{pe} c Transfer	d Transaction Fees.					



How to Save a Transaction

Save as Template

- 1. Save transaction as a template for future use. You will need to input template name and template description.
- submit button, once you fill in the "Template Name" 2. Click and the "Template Description".
- 3. A confirmation message will appear at the top of your screen after a transaction is successfully saved as template.



Saved as draft successfully.



HHUOB

You are in: CASH MANAGEMENT 🛛 🗸	ACCOUNTS	PAY & TRANSFER	SERVICES ADI	/IN	MY TASKS
plates				+ Create	New Template
emplate Name	count Payer / Pay	ee Currency	Amount Cle	ear Filter(s)	
				⊟≓ Cus	tomise View 🗸
Transaction Type	Template Name 🖒	Account 🖒	Payer / Payee 🖒	Description ᅌ	Favourite 个
Telegraphic Transfer	01 BAD TT MYR-USD ACC				☆
Telegraphic Transfer	02 BAD TT USD-USD FCY ACC				ជ





4. How to Submit a Transaction as a Maker





How to Submit a Transaction as a Maker

Upon clicking "Next" button under transaction creation screen

You will be allowed to check your transaction details once again before proceeding to submit the transaction.

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

: If you proceed with this, the transaction will be 1. Cancel cancelled and will not be saved as draft.

Edit : If you proceed with this, you will be directed back 2. to the previous transaction creation page.

Add to My Tasks : This button will only appear if, based on your 3. authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to "My Tasks" and you can approve it later.

: submit transaction for approval. 4.



IBAN / Account Numb -----

Payee Residence Statu Non Resident

Transfer to 3rd Party's Account

HHUOB

Amount & When

Transfer Date 03/09/2021

Transaction Currency SGD

Exchange Rate 1 SGD = 3.1702 MYR

Transaction Amount SGD 100.00 ≈ MYR 317.02

Charge Option SHA

Account for Charges - -

Payment Details 123456

Cancel Edit Add to My Tasks Submit 2 3 1 4

Foreign Exchange

FX Rate



How to Submit a Transaction as a Maker

Submit for approval and Notify Approver

Based on company's authorisation mandate, if you are not allowed to approve the transaction, the following confirmation screen will be shown and the transaction status will be displayed as "Pending Authorise" at the top heading.

In this page, there are three buttons located at the bottom of the page, namely;

- : It allows user to view the submitted transaction detail. 1.
- Notify Approver : A dialog box will appear showing a list of approvers who 2. are eligible to approve the transaction.
 - a. User can select up to 5 approvers.
 - b. Click Notify

If the approver has setup the digital token (Infinity Secure), a push notification will be shown on the approver's mobile device screen otherwise an email will be sent to the selected approver(s).

can be retriggering for transactions, which are still under Notify Approver pending for authoriser to approve, via Approval Status (i and ii)

Another Payment : It allows user to create another transaction, therefore user 3. will be directed back to transaction input screen.







	×
OB Infinity Mobile with UOB.	
	Q







Method #1 – Self Push Notification

This method will only work if you have registered and activated Infinity Secure and you must complete all the steps within 60 seconds.

- 1. Go to "My Task", tick the transaction that you want to approve and click submit button.
- 2. Upon seeing the "Authorise Transaction" popup at your browser, you will receive a push notification on your mobile phone from "UOB Infinity Malaysia". Tap on the push notification.
- 3. The Infinity app will be automatically opened and you will see a an authorisation popup with options to Approve or the transaction. Tap on Cancel Approve
- 4. Provide the Infinity Secure PIN and tap on . A successful message will be displayed on your phone and on your browser.



UOB Infinity Malaysia
You are approving 1 Transactions with tot equivalent amount of MYR1.00.
For full details, you may view them in UO Infinity web browser.
Approve
Cancel

3







Successful Message on Browser







Method #2 – Push Notification Sent by Maker

This method will only work if you have activated the digital token (Infinity Secure) and have enabled the push notification function on your mobile device.

- 1. Once the maker sends a push notification to you (as the approver) via "Notify Approver" function, you will receive a push notification on your device (Infinity Secure). Tap on the push notification.
- 2. The UOB Infinity app will be launched and you will see the UOB Infinity login screen. Kindly proceed to login.
- 3. After a successful login authentication, you will see the details of the transaction submitted by the maker. Click submit
- 4. Provide your Infinity Secure PIN.
- 5. Click the button to complete transaction approval.



1



ayer / Payee Relationshi

Payee Originating Country





Your DuitNow (Pay to Account) Payment has been successfully sent for approval.

Bank Reference : FT21100046089937

命

finity Secure Activate Account

T4







Method #3 – Generate Token **Response using Infinity Secure**

This method will only work if you have registered and activated Infinity Secure.

- 1. Go to "My Task", tick the transaction that you want to approve and click submit button.
- 2. Upon seeing the "Authorise Transaction" popup at your browser, click on "I did not receive the notification". Please remove/dismiss the "UOB Infinity Malaysia" app push notification on your mobile.
- 3. You will see 2 tabs. If you are not on the "Infinity Secure" tab, click on the "Infinity Secure" tab.
- 4. Open the Infinity mobile app and tap on "Infinity Secure" on the login page. Select "Transaction Key II", enter the 6-digit Infinity Secure PIN and tap on **Next** button.
- 5. Enter the code displayed on your browser's Step 3 into your phone, tap on **Next**. Enter the code displayed on your browser's Step 4 into your phone, tap on Generate Key . Input the generated numbers into your browser and click



My Task

1 -

МуТ	asks	
	10+ Transaction(s)	
Trans	saction Type Bank	x Reference
Appli	cation Date: 05/08/2021	- 03/09/2021
10+ Reco	ord(s)	
	is table is defaulted to dis view other tasks.	splay your tasks in t
		splay your tasks in tl Account ᅌ
	view other tasks.	



HHUOB











Method #4 – Generate Token Response using Physical Token

This method will only work if you have registered and activated Infinity Secure.

- 1. Go to "My Task", tick the transaction that you want to approve and click submit button.
- 2. Upon seeing the "Authorise Transaction" popup at your browser, click on "I did not receive the notification". Please remove/dismiss the "UOB Infinity Malaysia" app push notification on your mobile.
- 3. You will see 2 tabs. If you are not on the "Physical Token" tab, click on the "Physical Token" tab.
- 4. Follow the on-screen instruction to generate the token response using your physical token and input the generated numbers into your browser and click

 -			
My Ta	asks		
	10+ Transaction(s)		
Trans	action Type Ban	k Reference	Cus
Applio	cation Date: 05/08/202	1 - 03/09/2021	P
	rd(s) s table is defaulted to di ⁄iew other tasks.	splay your tasks in	the
	Transaction Type	Account 🖒	
	Bulk Upload Payment RENTAS UTPI270801.txt		ſR
F	Return	Submit	

My Task

1



HHUOB



O Batch(es)		0 Service(s)		1 Admin(s)	
ustomer Reference Payer / Payee Cl	Account ear Filter(s)	Currency Amo	unt Trans	action / Value Dat	e
e past 1 month. Use the	3	◎ Sho	w Selected (0)	표 Customise	e View 🗸
		Transaction			
Currency 🔷	Amount 🖒	/ Value 🔶 Pa Date	ayer / Payee 🖒	Status	Action







6. How to Terminate Post-Dated / Recurring Transactions





#UOB How to Terminate Post-Dated / Recurring Transactions

Retrieve Recurring Transaction Details

To terminate a post-dated / recurring instruction:

- 1. From Top Menu bar, hover over "Pay & Transfer" and click select "Manage Scheduled / Recurring Transactions" under "Tools" column.
- Use the filer criteria to find a specific transaction to terminate. 2.
- 3. Click the action menu:
- View details: Review the recurring transaction details to be terminated. Please refer to the next page for the detailed explanation.
- Terminate Payment: Transaction can be terminated directly ٠ from preview screen.
- Similar to approving transactions, there are 3 methods of 4. authorising the termination request. Enter the generated token response and click submit button.
- Confirmation message will display as transaction is 5. terminated successfully.
- button to view details of the terminated Click 6. recurring transaction.















How to Terminate Post-Dated / Recurring Transactions

View Recurring Transaction Details

- 1. Options available:
- cancel : If you proceed with this, the transaction will be cancelled and will not be saved as draft.
- Add to My Tasks : This button will only appear if, based on your ٠ authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to "My Tasks" and you can approve it later.
- : Please refer to the next page for the detailed explanation.

To			
Payee's account details			
Payee Name			
GLS SEAPOOD PTE LTDRIK	000471		
Payee Address ADERES TWO			
ADERED TWO			
Amount & Whe	n		
Amount & whe			
Value Date 07/09/2021			
n //ng//n /1			
0770572021			
Transaction Currency		Transaction Amount 5.002.00	
Transaction Currency MYR		Transaction Amount 5,002.00	
Transaction Currency			
Transaction Currency MYR Recipient Reference			
Transaction Currency MYR Recipient Reference			
Transaction Currency MYR Recipient Reference Delivery Mode			
Transaction Currency MYR Recipient Reference Delivery Mode Mail to Applicant			





HHUOB How to Terminate Post-Dated / Recurring Transactions

Submit the Termination Request

- 1. Follow the on-screen instructions to authorise the request.
- 2. Confirmation message will display as transaction is terminated successfully.
- 3. You can view the transaction status under "Approval status". Status will display as "Successful Terminate".
- 4. To check the audit trail of the termination request, click the action menu, then click the "Termination Status" tab.



Approval Statuses

	Transaction / Deposit Type	Account 🗘	Currer
			м
			м
	Bulk Upload Payment Interbank GIRO (IBG) GPIDE1509116_s1_M Y012162A.xml		м
			м
 •	Bulk Upload Payment Cashier's Order PAIDE1509411.txt		м







7. How to Approve Multiple Transactions by Batch





How to Approve Multiple Transactions by Batch

All options

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

You can either:

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

Accessing "Manage Batch Transactions"

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

UOB	You CASI				
SINGLE TRANSACTION					
Transfer to UOB Account					
RENTAS					
nterbank GIRO					
DuitNow Transfer					
Request for Transfer (MT101)					
Telegraphic Transfer					
omPAY					

	₩UO	B CASH
	Manage I	Batch
	Batch ID Clear Filter(s)	Batch Date
	6 Record(s)	
3	Batch ID 🗘	Batch Date 🛛 🕁
	835	28/06/2021
	722	24/07/2020
	666	14/04/2020







How to Approve Multiple Transactions by Batch

Create a Batch for Approval

- 1. To create a batch, please click "Create New Batch" button from the top side of "Manage Batch" default view.
- Select the transactions to be batched via using filer criteria to 2. fined a specific transaction.
- You can select the columns to be viewed on the batch 3. overview screen.
- Check \checkmark the transactions to be batched together and click 4. "Create Batch".
- You can view the batch information. 5.



(SAWYER) 74874874984 • Pending Authorise ABEMSGS1XXX

1 - 2 of 2 Record(s)

ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 8	Create Bat	tch					1	
Number of Transactions Currency Batch Amount Authorisers Status	The following Transact • FT2002000117682 • FT2002000117682	6	tched with Bat	ich Id : 4062			L	
± Customise View ∨	_			_	_	_		
d to Bank	Pending Transactions Transaction Search Create Batch	Batch Enqui	1046			Code 1:		ς
ty, and have the same Status and Currency.	Batch Enquiry Processed Transactions Advices and Notification Download Reports	Batch Date: Batch Maker:		~	(Code 2: Status:	Pending	
rer / Payee Status Clear Filter(s)	To Do List	4 5 - 6 5 14 - 9 - 9		10				14
		1 - 5 of 5 items Batch ID	Batch	Batch	25 50 100	No. of Code 1	Code 2 Authorise	r Authoriser Authoriser Au
n the past 2 months. Use Show Selected (0) 🔀 Customise View	3	<u>1046</u>	28/09/2021 Pe	Maker HSM,	Amount MYR 5,404.9	Txns	1	2 3
Amount [↓] Value / Placement [↓] Payer / [↓] Status Action Action				TESTING				
2.400.0 27/09/2021 1 Record(s) • Pending Authorise : 1 • 1 of 1 Record(s)								
<u>↑</u> Export	Transaction Notifications	Batch Info						
^	Pending Transactions B Transaction Search B Create Batch B Batch Enquiry N	atch ID: latch Date: latch Maker: lo. of Transactions: latch Amount:	2 H 2	046 8/09/2021 ISM, TESTING MYR 5,404.90				
	Processed Transactions B Advices and Notification	1 - 2 of 2 items	IV.		25 50 100			
2	Download Reports To Do List	BIB Ref	Produ	uct	Product Type	Туре	Ссу	Amount
Batch Amount USD 3,400.00 E-sign Fields		SK21090000421	1952 Bulk Or	E	lpload Payment Inter 3ank Giro (IBG)	New	MYR	5,300.00 P
E-sign Helds		SK21080000406	5505 Bulk Or		Cupload Payment Cashier Order	New	MYR	104.90 P
the transaction in this batch 正 Customise View ~ Amount ② Value / Placement ↓ Payer / ③ Status Action								
2.400.00 27/09/2021 1 Record(s) • Pending Authorise								





≪ ≪ 1 ▶ ▶
Status
Pending
Pending
Delete



How to Approve Multiple Transactions by Batch

Approve Batch Transactions

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

Batch Details			
This batch is pe	nding you	ır actions	
Batch Inform	ation		
Batch ID 1043 Batch Date 28/09/2021 Batch Maker MAKER99, (TESTING, I Authorisers () 	HSM)		
2 Record(s) You may not have the ne	cessary permiss	ion to approve	all the transaction in this bate
Transaction / Deposit	Account	Currency	
Transaction / Deposit Type Buik Telegraphic Transfer	Account 🗘	Currency	
Туре	Account		Amount 🗘 🗸
Type Bulk Telegraphic Transfer	Account 🗘	USD	Amount 🗘 🛂





Submit

Manage Ba	tch							+ Crea	ate New Batch
Batch ID Clear Filter(s)	Batch Date	Batch Maker	Num	ber of Transactio	Currency	Batch Amou	Authori	sers S	Status
10+ Record(s)							[붙 Custon	nise View 🛛 🗸
Batch ID 🗘 🛛 B		lumber of ransactions	٥	Currency 🗘	Batch Amount 💲	Authorisers	Statu	• ≎	Action
3989 0	04/02/2020 2			MYR	1,950.00		 Sut 	mitted	÷



(
Status
ding
ding
ete Submit



8. How to Approve a Batch via Proxy Authorisation





How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

A proxy authoriser can help to approve a transaction on behalf of the approver.

Steps:

- 1. To create a batch, please click "Create New Batch" button from the top side of "Manage Batch" default view.
- 2. Select the transactions to be batched.
- Check ✓ the transactions to be batched together and click "Create Batch".
- 4. View the transactions details to be batched and click 'Get Approval Code' button.
- 5. Select "Authoriser" to get approval code.
- 6. Choose "SMS" or "Email" to notify the approver.

	# UOB	CASH
	Manage Batch	
	Batch ID Batch Clear Filter(s)	Date
	6 Record(s)	
	Create Batch	
		-2
	Enter Details	Autho
	Select the trans	
	Transaction / Depos	it Type
5	Application Date: 31	/07/202
	11 Record(s) Note: This table is defaul the filters to view other to Transaction / Dep Type	ransactio

(Employee)





Batch Details	ف	_ Ехро
This batch is pending your actions		
Batch Information		
Batch ID 1045		
Batch Date	Number of Transactions	
28/09/2021 Batch Maker	2 Batch Amount	
MAKER99, (TESTING, HSM)	MYR 311.89	
Authorisers ()	E-sign Fields 	
2 Record(s)		
You may not have the necessary permission to approve all the tra	Value / Basement Bauer /	
Type Account 🗘 Currency	Amount 🔷 Date 🤟 Payee 🗘 Status	Action
EPF Payment (Employee) MYR	8.45 21/09/2021 1 Record(s) Pending	1
Bulk Upload Payroll IAFT Employee MYR UIEl070812.brt	303.44 18/09/2021 2 Record(s) Pending	3
	1-2 of 2 Record(s)	
Cancel Delete This Batch Get	Approval Code Submit	
Batch Details		
Enter Details Authorise Send	l to Bank	
* Mandatory Fields		
Batch Information		
Batch ID		
1045 Batch Date	Number of Transactions	
28/09/2021 Batch Maker	2 Batch Amount	
MAKER99, (TESTING, HSM)	MYR 311.89	
Authorisers ①	E-sign Fields	
Authoriser Details		
	~	
Authoriser *	BEBEKDAI (1 Maker, 2 Maker)	
Authoriser* Notify Authoriser:* By SMS	CUENT (Client, Client)	
Notify Authoriser:*	CREATOR (Creator, FURE-2651292612)	
Notify Authoriser:*		
Notify Authoriser:*	CREATOR (Creator, PURE-2651292612) CUVIACANGA (James, Beigavia)	

How to Approve a Batch via Proxy Authorisation

Approve Batch Transactions via Proxy

- 7. Approval code will be sent to the approver via email.
- 8. Follow the instructions from email and enter "Token Response".
- 9. Confirmation message will be displayed once the transactions are successfully submitted.
- 10. You can view the transaction status under "Manage Batch Transaction". If batch transactions submitted successfully sent to the bank, status will display as "Successful".











IMPORTANT NOTICE: This email is intended for the Account Holder named above and contains confidential information. If you are not the intended recipient, do not copy, use or circulate this email. Instead, please call



