

USER GUIDE: PERFORMING BULK DUITNOW VIA INFINITY

Important notes:

- User access right must be granted by Company Administrator
- This function allows customers to perform multiple records of DuitNow transaction in a single file if payment volume is high.

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A. Guide for Company Administrators in Infinity: Assigning Group Roles to User Profile

Step 1

USERS MANAGEMENT
 Manage User Profiles
 Manage User Password
Manage User Account Access

Company ↑	First Name ◇	Last Name ◇	User ID ◇	Application Type	Profile Status ◇	Action
██████	██████48	R██████8	R██████8	--	● Active	⋮
B██████	██████	RF██████9	RF██████9	--	● Active	⋮
██████	F██████D	R██████D	R██████D	--		<div style="border: 1px solid #0070C0; padding: 2px; width: fit-content; margin: 0 auto;"> Delete Edit View Approved Details </div>

a) From the top menu bar, go to **Admin > Users Management > Manage User Account Access**.

b) Select the User and click to edit.

Step 2

Account and Product to Access

B (Default Company)

Select All Accounts

Current Account - Corporate 2 - 6 - MYR

Limit transactions to only Pre-approved Payee? *

Yes

No

What can the user view?

Account Overview

Account Activities

What transactions can the user access?

Transactions*
60 Transactions Selected

What transactions can user access?

Search for Transactions
duit

Select All

Bulk Manual Payment DuitNow


Bulk Manual Payroll DuitNow Employee

Bulk Manual Payroll DuitNow Executive

Bulk Upload Payment DuitNow

Bulk Upload Payroll DuitNow Employee

Bulk Upload Payroll DuitNow Executive

- Tick the Accounts for the User to be granted access to.
- At "Transaction Selection", click .
- Select "Bulk DuitNow" products (Payment or Payroll where applicable), and click "Apply".

Step 3

Which accounts can user access?

E Z (Default Company)

Current Account - Corporate 2 - 5 MYR

Pre-Approved Payee: No

What can user(s) view? 2 products selected ^

Account Overview

Account Activities

What products can user(s) access? 6 products selected ^

Bulk Manual Payment DuitNow

Bulk Upload Payment DuitNow

Bulk Manual Payroll DuitNow Employee

Bulk Manual Payroll DuitNow Executive

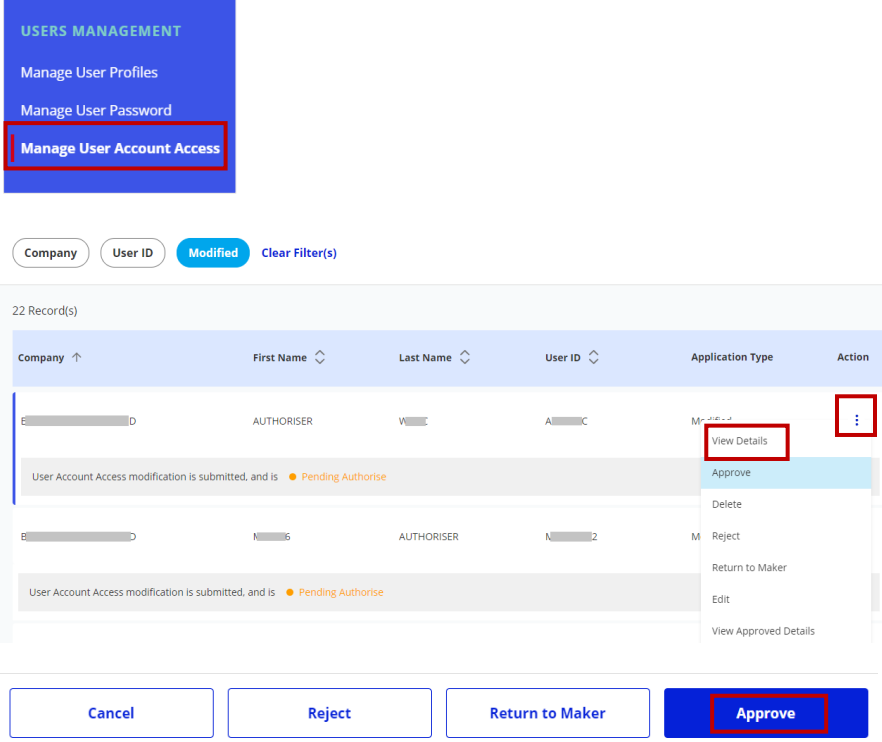
Bulk Upload Payroll DuitNow Employee

Bulk Upload Payroll DuitNow Executive

Review the changes and click "Submit" for approval.

B. Guide for Company Administrators in Infinity: Approving the User Account Setup

Step 1



USERS MANAGEMENT

- Manage User Profiles
- Manage User Password
- Manage User Account Access**


Company User ID Modified Clear Filter(s)

22 Record(s)

Company ↑	First Name ↓	Last Name ↓	User ID ↓	Application Type	Action
...	AUTHORISER	<ul style="list-style-type: none"> View Details Approve Delete
...	...	AUTHORISER	<ul style="list-style-type: none"> Reject Return to Maker Edit View Approved Details

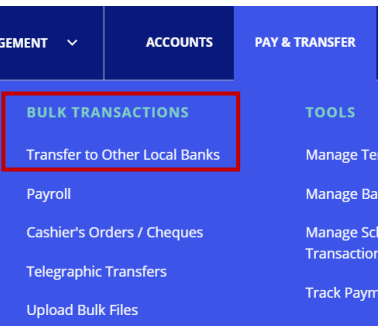
Cancel Reject Return to Maker **Approve**

a) From the top menu bar, go to **Admin > Users Management > Manage User Account Access**.

b) Select the User and click , then click **View Details** to review User Account screen for approval.

C. How to Perform Bulk DuitNow in Infinity

Step 1



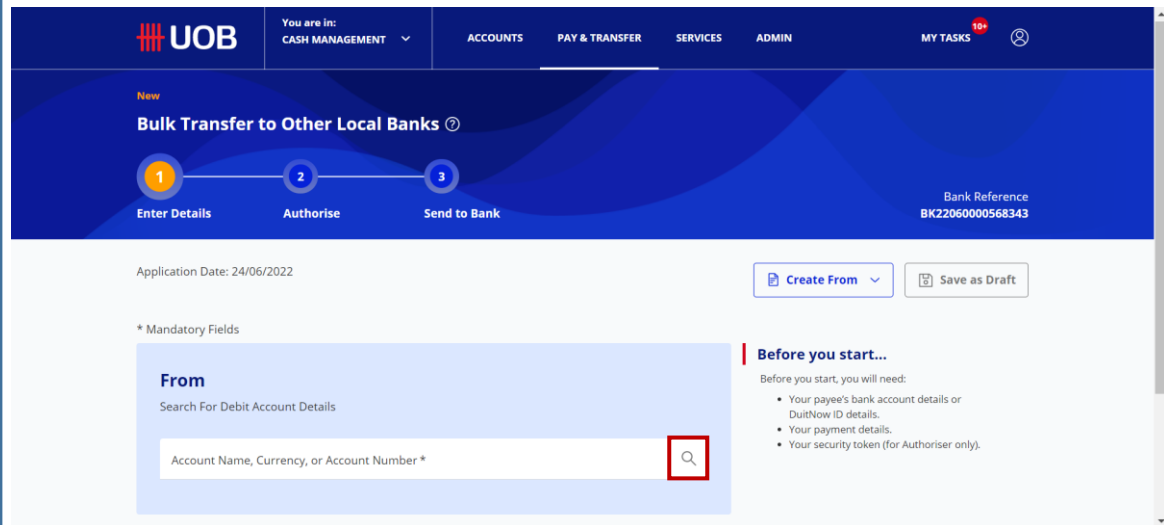
MANAGEMENT ACCOUNTS PAY & TRANSFER

- BULK TRANSACTIONS**
 - Transfer to Other Local Banks**
 - Payroll
 - Cashier's Orders / Cheques
 - Telegraphic Transfers
 - Upload Bulk Files
- TOOLS
 - Manage Te...
 - Manage Ba...
 - Manage Sc...
 - Transaction
 - Track Paym...

a) Go to **Pay & Transfer > Bulk Transactions**.

b) Then click **"Transfer to Other Local Banks"**

Step 2



Bulk Transfer to Other Local Banks

1 Enter Details | 2 Authorise | 3 Send to Bank

Bank Reference: BK2206000568343

Application Date: 24/06/2022


*** Mandatory Fields**

From
Search For Debit Account Details

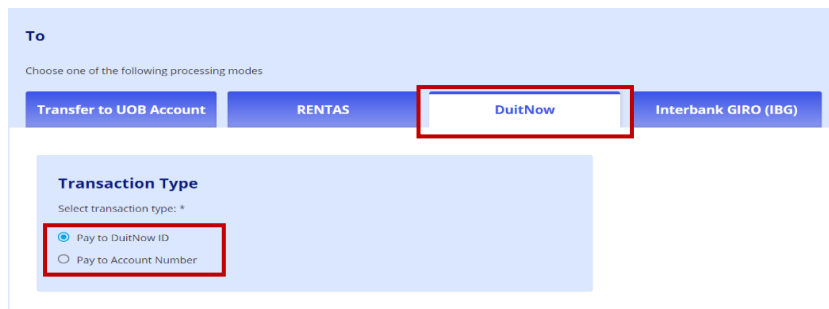
Account Name, Currency, or Account Number *

Before you start...
Before you start, you will need:

- Your payee's bank account details or DuitNow ID details.
- Your payment details.
- Your security token (for Authoriser only).

- You can create a new bulk transaction or, if you have previously created a Template, you can create transactions by selecting "Create From Template".
- Click  to search for the account name or account number you want to transfer from.

Step 3



To

Choose one of the following processing modes

Transfer to UOB Account | RENTAS | **DuitNow** | Interbank GIRO (IBG)

Transaction Type
Select transaction type: *

Pay to DuitNow ID

Pay to Account Number

- Select "DuitNow" as processing mode and select debiting account.
- Then, select transaction type as either "Pay to DuitNow ID" or "Pay to Account Number".

Step 4

Add from the list of transactions in your templates

Transaction (1 of 1)
Clear

Who
Enter payee's account details Bank Reference
FT2110000465872

OutNow ID Type *
Business Registration Number

OutNow ID *
[Input Field]

Payee's Address *
[Input Field]

Note: Nickname displayed is for information only till final processed in transaction inquiry

Pre-Approved Payee

Select Payee's Residence Status *

Resident
 Non Resident

Amount

Currency *
MYR

Amount *
1,300.00

Balance of Payments
Enter Balance of Payments details

Purpose Type, Description & Code [Search]

Payee / Payee Relationship
Non Affiliated

Payee Originating Country
Malaysia

Further Descriptions on Purpose
Testing

+ Add Approval Code

References

Transaction Code *
24-Remittance Credit

Receipt Reference *
Testing

+ Add Other Payment Details
+ Add Payment Descriptions
+ Add Extended Reference Information (URL)
+ Add Send Advice to Payee
+ Add Remarks for Approval

Another to this Payee

Add New Transaction

Find Payee

- You can search by mobile, NRIC, passport no, Jump/Police ID, SIN
- If this is the first time you are paying to this OutNow ID, please select the "OutNow ID Type", then enter the OutNow ID details correctly

How to Enter
Alphanumeric with no spaces nor hyphens
in the YYYYMMDD format.
e.g. 201912345678

Payment Details

- Enter the amount for the payment.
- The amount must be less than the threshold amount.
- If your transaction is less than MYR 10,000,000, we recommend that you transact using OutNow instead for a faster and cheaper way to transfer funds.

- Enter all required details on the screen and ensure all fields with an asterisk (*) are not left blank.
- Once completed, click "Add New Transaction" to continue.

Step 5

Bulk Transaction Summary

No. of Transactions	Highest Amount	Total Amount
1	MYR 1,300.00	MYR 1,300.00

Cancel

Next

- The "Bulk Transaction Summary" will then display the total bulk amount, total number of records and highest transaction amount within the bulk each time a new transaction is added.
- To proceed, click "Next".

Step 6

Authorise Transaction ✕



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

Enter Token Response ✕


Please select token type to proceed.

Infinity Secure

Physical Token

Follow these steps on your UOB Infinity App:

1 | Open UOB Infinity App  & select

Infinity Secure 

2 | Select **Transaction Key II** & follow the instructions given



3 | Enter the following **4 digits**

1	1	0	0
Skip	Skip	Skip	Skip

on to your Infinity Secure and press **Next**

4 | Enter the following **8 digits**

1	2	3	4
5	6	7	8

on to your Infinity Secure and press **Generate Key**

5 | Enter the **6-digit transaction key** generated

Key Response

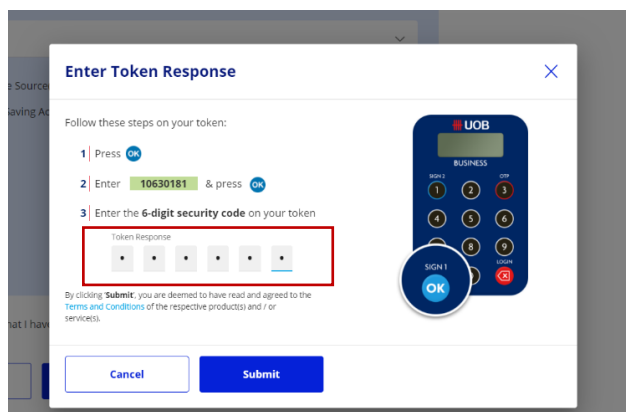
•	•	•	•	•	•
---	---	---	---	---	---

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.

Cancel

Submit



Enter "Token Response" by following the given instructions on the screen and click "Submit".

Note: Approval from Administrator checker is required for dual-control setup.