# User Guide







# Track Payments (SWIFT gpi)





### **Track Payments (SWIFT gpi)**

### Overview

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- **2** How to Track Outward Telegraphic Transfers
- **3** How to Track Inward Telegraphic Transfers
- **4** How to View the Transaction Details







# 1. What is "Track Payments (SWIFT gpi)"





### What is "Track Payments (SWIFT gpi)"

This feature allows users to do end-to-end tracking of their incoming/outgoing cross-border payments which includes Telegraphic Transfers/MT103/MT202 transactions.

You can also track telegraphic transfers submitted over the counter.

This feature is also available in UOB Infinity mobile app.

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Transfer to UOB Acco

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**Request for Transfer** 

Telegraphic Transfer

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### **HHUOB**

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ΓΙΟΝ	BULK TRAI	NSACTIONS	TOOLS		
ount	Transfer to Other Local Banks		Manage Te	mplates	
	Payroll		Manage Ba	tch Transactions	
	Cashier's Orders / Cheques		Manage Sc	heduled / Recurring	
	Telegraphic	Transfers	Transaction	ns	
(MT101)	Upload Bulk	Files	Track Pay	ments (SWIFT gpi)	





## 2. How to Track Outward Telegraphic Transfers





### How to Track Outward Telegraphic Transfers

From top menu bar, hover over "Pay & Transfer" and click select "Track Payments (SWIFT gpi)" under "Tools" column.

- 1. Select Transaction Type for tracking payments of "Outward Telegraphic Transfer".
- 2. Select the originating account number and indicate the transaction date. You are allowed to indicate the date range if you cannot remember the exact transaction date. You can search past transactions, up to 180 days from current day.
- 3. These information are optional but it will help to produce a more specific search result:
- Payee Name •
- Payee Account Number •
- Bank Country •
- Bank Name, SWIFT BIC Code, City •
- **Transaction Currency and Amount Range** •
- Bank Reference and Customer Reference
- SWIFT GPI Status (completed, In progress, No longer • Traceable, On hold)

4. Click button to proceed with transaction Search details.



### **HHUOB**

Advanced Search (Optional)	
Payee Name	
Payee Account Number	
Bank Country	Q
Bank Name, SWIFT BIC Code, City	Q
Transaction Currency	$\sim$
Amount Range	Q
Bank Reference	
Customer Reference	
SWIFT gpi Status	$\sim$
Cancel Search 4	





## 3. How to Track Inward Telegraphic Transfers





### How to Track Inward Telegraphic Transfers

### For credited transactions

From top menu bar, hover over "Pay & Transfer" and click select "Track Payments (SWIFT gpi)" under "Tools" column.

- 1. Select "Inward Telegraphic Transfer (Credited)".
- 2. Select your account number used for receiving the transaction and the transaction date. You are allowed to indicate the date range if you cannot remember the exact transaction date. You can search past transactions, up to 180 days from current day.
- These information are optional but it will help to 3. produce a more specific search result:
- Payee Name •
- **Bank Country** •
- Bank Name, SWIFT BIC Code, City •
- Credited Currency and Amount Range •
- Bank Reference and Customer Reference •
- SWIFT Tracking Number (UETR) •

4. Click button to proceed with transaction Search details.



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### How to Track Inward Telegraphic Transfers

### For in-transit transaction

From top menu bar, hover over "Pay & Transfer" and click select "Track Payments (SWIFT gpi)" under "Tools" column.

- 1. Select "Inward Telegraphic Transfer (In-transit)".
- 2. Please provide the UETR of the transaction you wish to track. UETR stands for Unique End-to-end Transaction Reference.
- button to provide tracking inward 3. Click Search transaction.
- 4. If this transaction was successfully credited into your account, you will see a modal box requesting you to initiate the check from the "Inward Transaction (Credited)" menu.



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Search	3	

### Х Inward Transaction (Credited) You have entered a UETR for a transaction that has been successfully credited. Please use the Inward Telegraphic Transfers / MEPS (Credited) Option for complete details. ОК



### 4. How to View the Transaction Details





### How to View the Transaction Details

- 1. You can filter the search result by Payer/payee Name, Currency, Amount, UETR, Customer Reference, Bank Reference and Status.
- 2. Click the action button to view the transaction details.



Payee 🗘	Tr (
Back	





### How to View the Transaction Details

- 1. The transaction status is displayed in the top summary section and on top of each bank name where the transaction is travelling to.
- Green completed •
- Orange In progress/On Hold •
- Red Rejected •
- Grey Not traceable (e.g. payment reaches a non- SWIFT • Bank)
- The blue column indicates where the payment is currently at. 2.



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