

## USER GUIDE: UOB VIRTUAL ACCOUNT NUMBER (VAN) QUICK GUIDE

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## A. UOB Virtual Account Number Quick Guide – For Maker

### Step 1



UOBM VAN Generator .xlsm

Click the “UOBM VAN Generator.xlsm” file from the email received from UOB Malaysia.

### Step 2

#### UOB VIRTUAL ACCOUNT

<p><b>UOB VIRTUAL ACCOUNT</b></p> <p><i>* Any invalid character will be removed during VAN file Generation.</i></p> <p><i>** Allowed characters are "0-9a-zA-Z ()\-\_./"</i></p>			
		<b>a</b>	
Company ID (max 12 characters)		ABCPL	Generate VAN Setup
Biller Account (UOB 10 digit account)		7063912345	
Biller A/C CCY		MYR	
Company Name		ABC PTE LTD	
<b>Biller Code</b>	<b>Virtual No (include Biller Code)</b>	<b>Update Method (A = Add; U = Update; D = Delete)</b>	<b>Virtual Account Name</b>
09123	091230002	A	SIMON TAN AH KOW
09123	091230003	A	JEFFREY BIN MOHD ALI

- a) Insert Biller information:
  - Company ID [BIBPlus Group ID]
  - Biller Account [10-digit UOB account number]
  - Biller Account Currency
  - Company Name
- b) Insert Payers information:
  - Biller Code [5-digit Biller Code provided by UOB]
  - Virtual No. [5-digit Biller Code provided by UOB + Unique Number self-assigned by Biller]
  - Update Method [A: Add, U: Update, D: Delete]
  - Virtual Account Name [decided by Biller]
- c) Click “Generate VAN Setup” and save the created file.

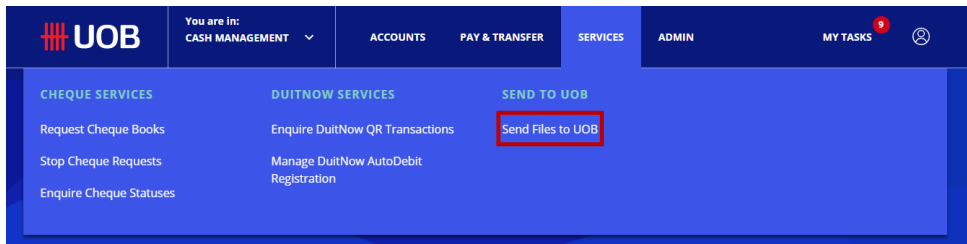
### Step 3



UVA190401.txt

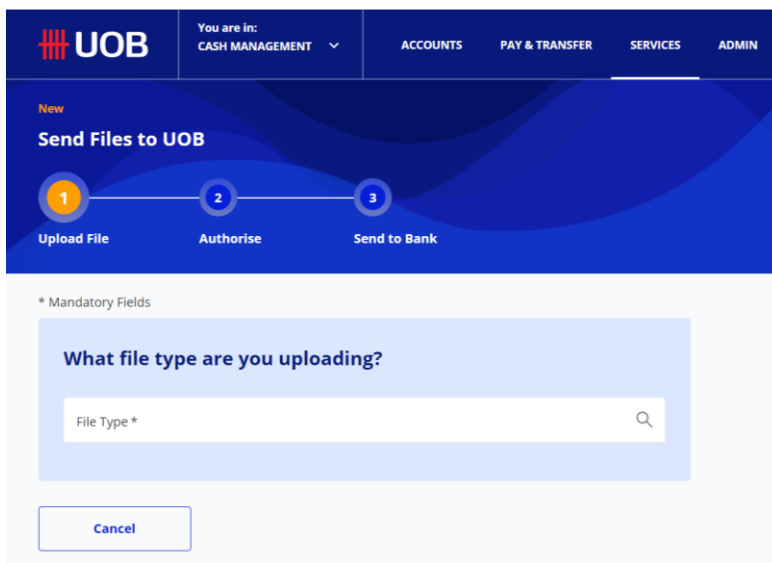
A .txt file will then be generated.

## Step 4



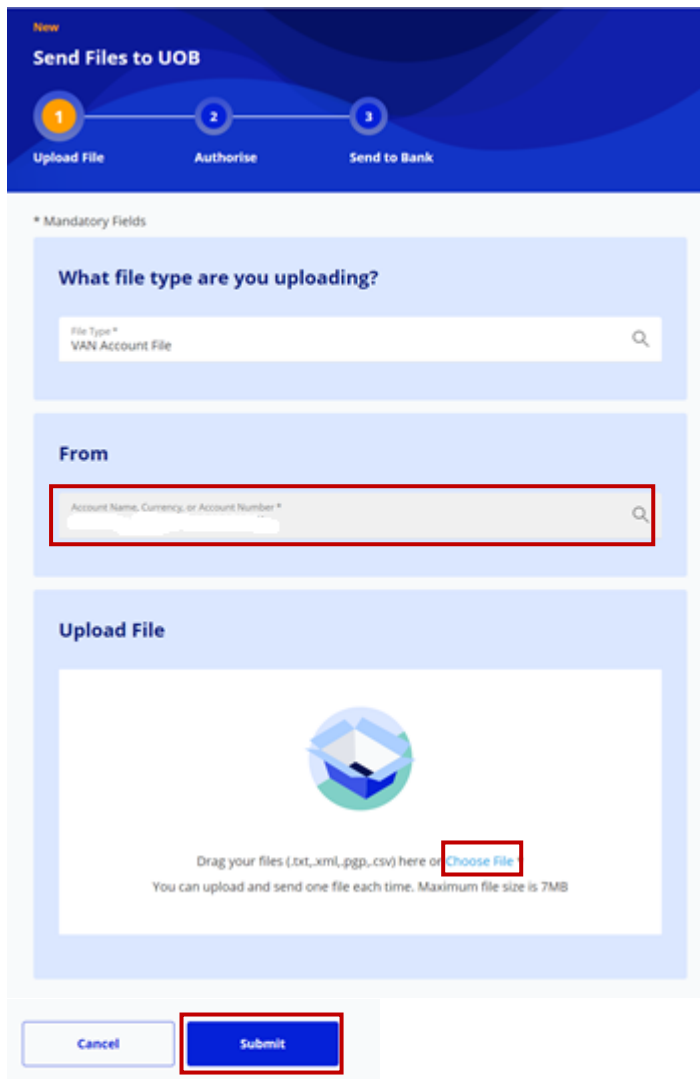
Login to UOB Infinity. Then, at the top menu bar, go to **Services > Send to UOB > Send Files to UOB**.

## Step 5



Click  to select the VAN Account file type.

## Step 6



**Send Files to UOB**

1 Upload File    2 Authorise    3 Send to Bank

\* Mandatory Fields

**What file type are you uploading?**

File Type \*  
VAN Account File

**From**


Account Name, Currency, or Account Number \*

**Upload File**

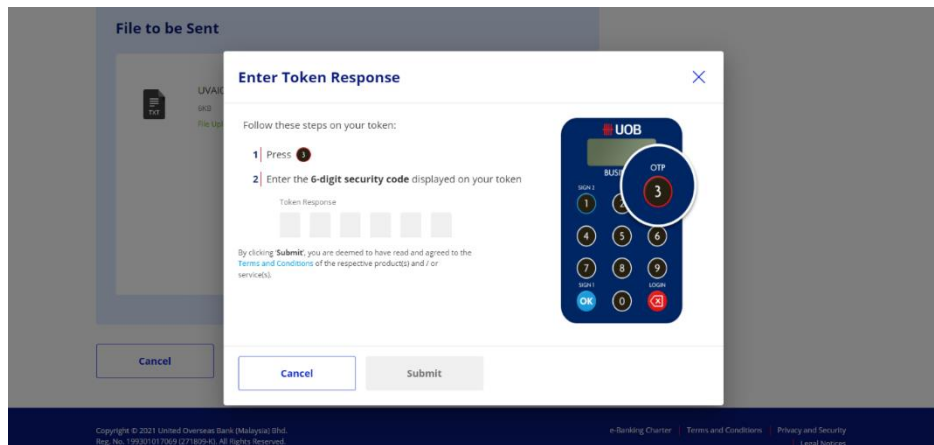
Drag your files (.txt, .xml, .pgp, .csv) here or [Choose File](#)

You can upload and send one file each time. Maximum file size is 7MB

[Cancel](#) [Submit](#)

- At the "From" section, click  to select the Account Name, Currency, or Account Number.
- Then, click "Choose file" to select the created file from Step 3.
- Next, click "Submit".

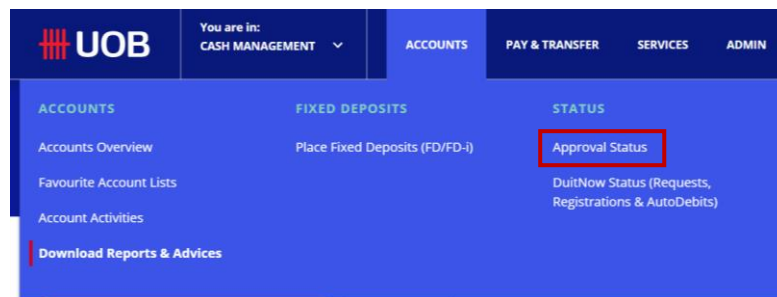
## Step 7



Follow the on-screen instruction for authentication and click “Submit”.  
Note: Authentication instruction subject to your Authorisation Matrix setup.

## B. UOB Virtual Account Number Quick Guide – For Authoriser

### Step 1



Login to UOB Infinity. Then, at the top menu bar, go to **Accounts > Status > Approval Status**.

## Step 2

The screenshot shows the UOB CASH MANAGEMENT interface. The 'Approval Status' section is active, with a dropdown menu open showing 'Send VAN Account File' selected. Below the menu, there are filters for Transaction Type (VAN), Customer Reference, Currency, Amount, and Value / Placement Date. A table of transactions is displayed with columns: Transaction / Deposit Type, Bank Reference(s), Currency, Amount, Value / Placement Date, Payer / Payee, Status, and Action. The first row is highlighted with a red box around the 'Action' column.

Transaction / Deposit Type	Bank Reference(s)	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
<input type="checkbox"/>	FT22090067641448	MYR		29/09/2022		Pending Authorise	⋮
<input type="checkbox"/>	Transfer to UOB Account	FT22090067541930	MYR	1.00	28/09/2022	Cheng CW MYR	Successful

- Select "Send VAN Account File" as Transaction Type and click "Apply".
- Then, click at the VAN Account file, and click "Approve".

## Step 3

The screenshot shows the 'Enter Token Response' dialog box. It contains the following instructions:

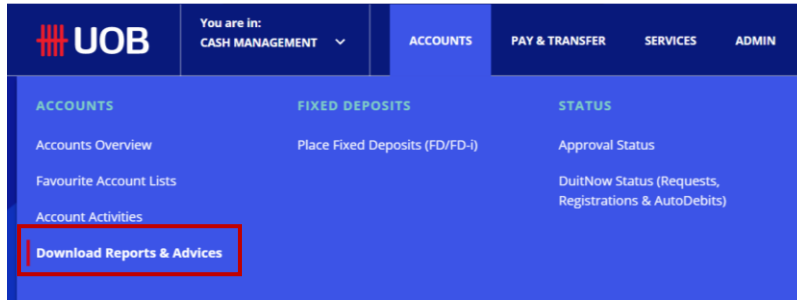
- 1 | Press
- 2 | Enter the 6-digit security code displayed on your token

Below the instructions, there is a 'Token Response' field with six input boxes. At the bottom, there is a 'Submit' button. A numeric keypad is shown on the right with the number 3 highlighted.

Follow the on-screen instruction for authentication and click "Submit".  
Note: Authentication instruction subject to your Authorisation Matrix setup.

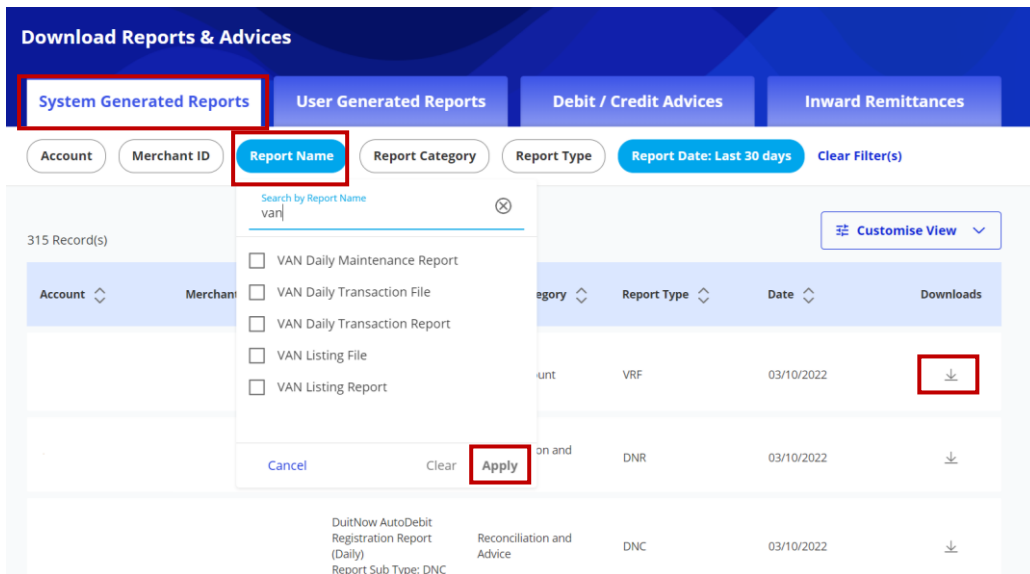
## C. UOB Virtual Account Number Quick Guide – Appendix: Generating VAN Reports


### Step 1



Login to UOB Infinity. Then, at the top menu bar, go to **Accounts > Accounts > Download Reports & Advices**.

### Step 2



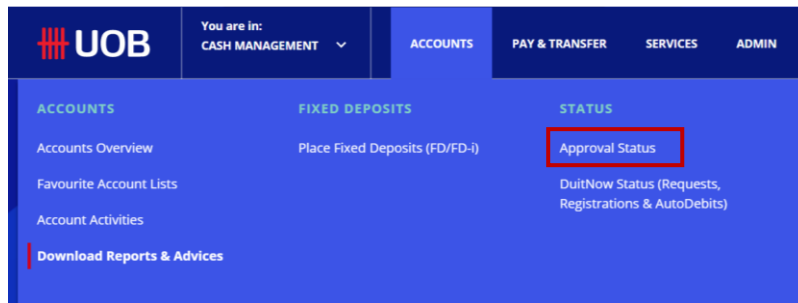
- Go to “System Generated Reports” and go to “Report Name” to select your VAN report.
- After you have made your selection, click  to download the report.

### Note: VAN Report Types

No	Report Type	VAN Report	Description
1	VMR	VAN Daily Maintenance Report	To check on VAN Account creation status Available T+1 after uploading of VAN file
2	VRR	VAN Daily Transaction Report	Dedicated report to check on incoming fund to VAN Available T+1 daily
3	VRF	VAN Daily Transaction File	To download from BIBPlus and import into accounting system for reconciliation purpose Available T+1 daily

## D. UOB Virtual Account Number Quick Guide – Appendix: Deleting Uploaded VAN File

### Step 1



Login to UOB Infinity. Then, at the top menu bar, go to **Accounts > Status > Approval Status**.

### Step 2

<input type="checkbox"/>	Transaction / Deposit Type	Bank Reference(s)	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
<input type="checkbox"/>		FT22090067641448	MYR		29/09/2022		Pending Authorise	<input type="checkbox"/>
<input type="checkbox"/>	Transfer to UOB Account	FT22090067541930	MYR	1.00	28/09/2022	Cheng CW MyR	Successful	<input type="checkbox"/>

At the transaction you wish to delete, click  and select "Delete".