Cash Forecasting Quick Start

COMSUITE
GLOBAL TRANSACTION BANKING SOLUTIONS

MUFG

Revision History

Date	Version
OCT 2023	1st version

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Initial Settings (Quick Start)

1. Login
1) COMSUITE
(1) Launch the recommended browser (Microsoft Edge).
(2) Access COMSUITE Portal through the following links. If you want to change the language, select your desired language from the language selection pull-down at the top right of the screen.

【COMSUITE Portal login URL】
https://ebusiness.bk.mufg.jp/login/

(3) Enter your Customer ID, User ID, initial password and then enter the password generated by OTP token in [One Time Password] field. After entering those, click on [Login] button.
(4) Change the password when it is your first login (8 to 16 characters including alphanumeric characters and symbols).
(5) Click on [Cash Forecasting] button on the opened COMSUITE top page.
(6) Confirm that the Cash Forecasting top page is displayed.

2. User information setting
1) Application
For the procedures of applying for user information setting, please refer to the following chapter of Cash Forecasting Operation Manual. You can download Cash Forecasting Operation Manual by logging into Cash Forecasting and clicking the [Help] link on the top right of the screen. Please refer to the same manual for the subsequent similar references in this document.
☞ Chapter 4 Administration - User Information
4-2 Applying for Revision

For the details of privileges, please refer to the below table.
* In general, the inquiry privilege will be sufficient for performing operations, except for the operation for uploading transaction details.

Legends
□:   Privilege can be given to all users
■:   Privilege can be given to all users (automatically given to administrators only (cannot be changed)
◇:   Privilege can be given to all users (automatically given to administrators only (cannot be changed))
＊:   Automatically given to administrators only (cannot be changed)

[Function Permitted] field	Description of the function	Type of privilege		
		Inquire	Apply	Approve
Analysis / List / Analysis Settings	Inquiry on [Analysis], [List], and [Analysis Settings] screens	□ *2	□ *1	
Forecasted Transactions	Registration / revision / copy / deletion of forecasted transaction data, and inquiry of monthly, daily, and transaction lists	□ *2	□	□ *3
Other Bank Account Balance / Transaction Details	Registration / inquiry of other bank account balance / transaction details	□ *2	□	□
Customer / Account Information Revision / Inquiry	Registration of the revision / inquiry of customer / account information	□ *2	□ *4	□ *4
User Information (Inquire)	Inquiry of user information	■		
User Information (Apply / Approve)	Registration of revision of user information		◇ *5	＊
User Activity Log	Inquiry / download of user activity logs	□		

*1 Only given to companies with the HQ privilege
*2 The inquiry privilege is automatically given if application privilege or approval privilege has already been given.

*3 Complete / Incomplete privilege and Lock / Unlock privilege
*4 These types of privilege cannot be given to users in group
   companies without middle HQ privilege.
*5 Do not remove the administrator's privilege.

(1) After applying for user information revision, the result will be displayed. Then, confirm that the status is changed to [Applied].
(2) Go to the top page and follow the same procedures for other users.

2)   Approval
(1) Log in by using another user ID of administrator type.
(2) For the approval procedures after logging in, please refer to:
☞   Chapter 4   Administration - User Information
     4-3 Approval/Rejection
(3) After completing the above procedures, click on [Continue Approval] button at the right bottom of the screen and approve application for all user IDs.

3.   Customer / account information setting
1)   Application
(1) Confirm the customer / account information for which the application is to be made. Please refer to:
☞   Chapter 3   Administration - Customer / Account Information
     3-1 Inquiry, 1 and 2 (2)
(2) After completing the above procedures, click on the HQ's customer ID on the Customer List (Excl. Approved Customers).
(3) Edit information on the screen opened in step (2) for application. For details, please refer to:
☞   Chapter 3   Administration - Customer / Account Information
     3-2 Applying for Revision, 2 and 3

[Supplementary information on "Entry Screen Field Description"]

[Base Currency]
- In this service, each account balance will be converted to the base currency when displaying graphs.
- The total balance is displayed in the base currency when balance inquiry is made for multiple accounts.
- All amounts in graphs are displayed in the base currency.

[Exchange Rate]
- In this service, exchange rates are used to convert each currency into the base currency.
- The rates will not be linked to actual exchange rates: the use of internal rates, etc. is assumed.
- The rates are not automatically updated on the system in real time.
- Delete the currency specified for the [Base Currency].

Base Currency*		JPY ∨
Registration Date		

If JPY is specified for the [Base Currency, delete JPY from the Exchange Rate List

Exchange Rate List(1 CCY = USD Credit Base Currency)

CCY	Exchange Rate	
USD ∨	0.10	Add
CNY	0.10	Delete
TWD	0.10	Delete

Example

| Base Currency	Exchange Rate
JPY	USD = 112 , EUR = 133, JPY = null
USD	JPY = 0.009, EUR = 0.84, USD = null
EUR	JPY = 0,007, USD = 1.19, EUR = null

For the settings of base currency and exchange rate, please refer to:
☞   Chapter 1   Preface
     1-5 Setting Base Currency and Exchange Rate

[Items reflected in the graphs]
The short names which you specified for the items will be displayed on the graphs in the Analysis screen.
See the table below for the details on each item.
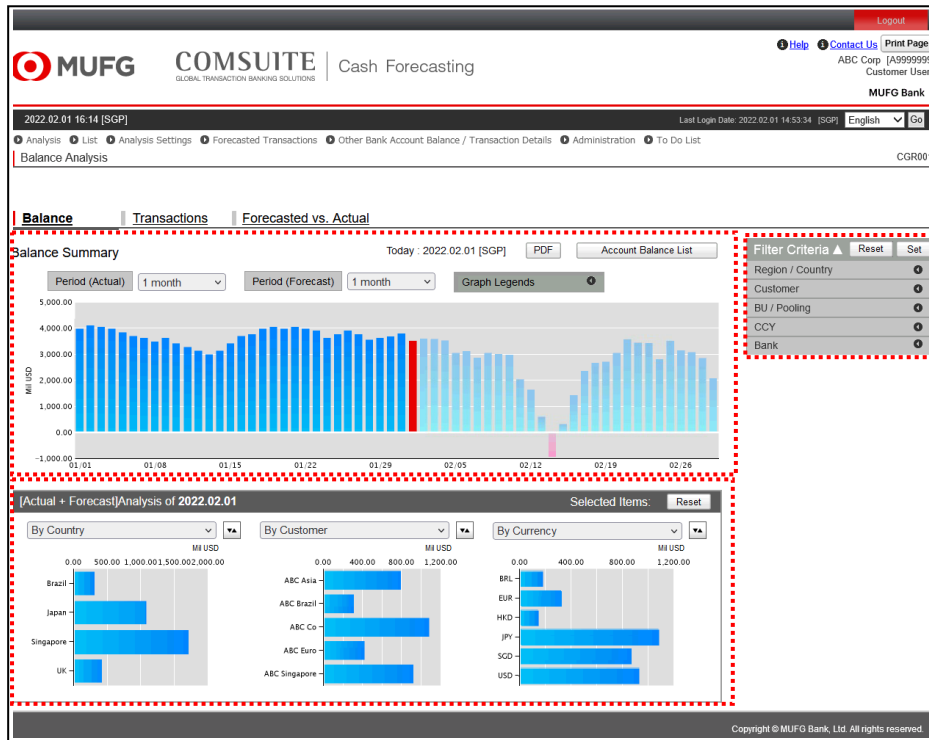
Item	Description
Region Name	Specify region names in an easily manageable format such as Asia and North America. Region names and Country Names can be the same.
Country Name	Specify the country name where the corresponding customer is located.
Customer Short Name	Specify an easily-identifiable name for the company.
Account Short Name (MUFG Bank Account List)	Specify an easily-identifiable name for the company. Apply a rule, for example, a combination of the bank short name, branch name, and currency.
BU / Pooling (MUFG Bank Account List)	By setting a name, it can be used for the grouping of pooling accounts when implementing pooling service.
Bank Short Name (Other Bank Account List)	If you manage other banks' account data on Cash Forecasting, specify short names for them.
Branch Short Name (Other Bank Account List)	If you manage other banks' account data on Cash Forecasting, specify short names for branches that hold accounts.
Bank Short Name (Other Bank Account List)	If you manage other banks' account data on Cash Forecasting, specify short names for accounts held by them.
BU / Pooling (Other Bank Account List)	By setting a name, it can be used for the grouping of pooling accounts when implementing pooling service.

【Other fields in the entry screen】

Field	Description
Customer (Upper Layer)	If you set a layered organization, select a customer that will be placed in the upper layer above the customer in question. (This field will not be displayed if the customer in question is a HQ.)
Middle HQ	If you set a layered organization, set the customer in question as a Middle HQ, which has the privilege to inquire about and register data of customers in lower layers.

*When confirming the settings of the layered organization data at once, it can be displayed from each layered organization button at the bottom of the Customer / Account Information screen for HQ.
For details, please refer to:
    ☞   Chapter 3   Administration - Customer / Account Information
       3-1 Inquiry

(4) Confirm and apply for on the application screen. For details, please refer to:
    ☞   Chapter 3   Administration - Customer / Account Information
       3-2 Applying for Revision, 4 and 5
(5) Go to the top page and set customer/account information for other users by following the steps from (1).

2)   Approval
   For the procedures for approving revision of customer/account information, please refer to:
    ☞   Chapter 3   Administration - Customer / Account Information
       3-3 Approval/Rejection

(1) After completing the above procedures, click on [Continue Approval] button at the right bottom of the screen and approve application for all user IDs.
(2) Logout from Cash Forecasting and access the top page again.
(3) Confirm that the analysis screen displays graphs.