

# GCMS Plus Quick Reference

**COMSUITE**  
GLOBAL TRANSACTION BANKING SOLUTIONS

April, 2018

## Attention

- This manual is provided based on the "GCMS Plus Basic Agreement" (hereinafter referred to as "Basic Agreement"). Provisions in the Basic Agreement are applied to this manual.
- For more information about "GCMS Plus Terms and Conditions", see "Terms and Conditions" on the COMSUITE pre-login screen.
- Note that the contents of this manual are subject to change without prior notice. The latest version of this manual is posted at "Customer Support" on the COMSUITE pre-login screen.
- Before using the Service, please be thoroughly familiar with and understand how to use the equipment and software as well as restrictions and other assumptions.
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- The screen samples in this manual are of Windows 7 if there are no other specific descriptions.

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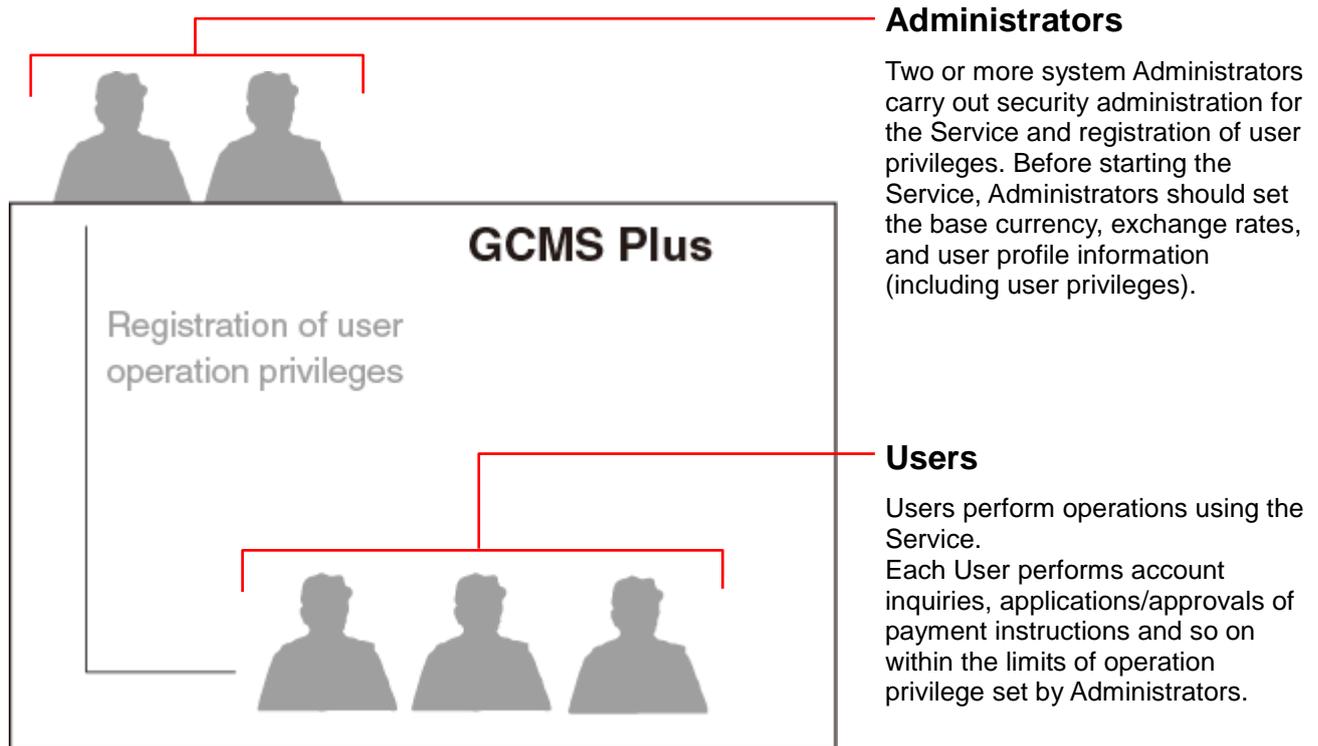
## **(1) Preparation**

For logging in, see COMSUITE Quick Reference.

# (1) Administrators and Users

The following two types of users of the Service are granted with different privileges.

## User Management Scheme for the Service



User privileges can be given to Administrators to perform account inquiries, creation/approvals of payment instructions and so on.

## (2) Set Base Currency and Exchange Rates

“Base Currency” and “Exchange Rates” should be set before starting to use the Service. These settings are made by two Administrators. After an Administrator enters/applies for Base Currency setting and/or Exchange Rates, another Administrator approves.

### Overview

“Base Currency” and “Exchange Rate” play an important role in the operations of the Service.

**1 Base Currency:**  
“Base Currency” is the calculation basis for the Service for transactions in various currencies. This is used to convert balance information of multiple accounts into the base currency, and to confirm that a payment instruction does not exceed the “Limit Amount of Transfers”.

**2 Calculation Method:**  
You can choose one of the following:  
(e.g., Base currency = JPY):  
The number of units of base currency for one unit of the currency (e.g., USD1.00 = JPY100).  
The number of units of the currency for one unit of base currency (e.g., JPY1 = USD0.01).

**3 Exchange Rate Details:**  
Displays the figure for each currency set in the Calculation Method noted above. Register your exchange rates in the field “Next Rate” with a future “Effective Date”.

**4 Applicable Time period :**  
Valid Duration:  
Displays the effective start date and effective end date of the base currency and exchange rates currently displayed.

CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
EUR	Euro	2	1	
GBP	Pound Sterling	2	1.7	
INR	Rupiah	2	1	
JPY	Yen	0	1	
SGD	Singapore Dollar	2	1.4	
USD	US Dollar	2	1.8	
HKD	Hong Kong Dollar	2		
AUD	Australian Dollar	2		
TWD	New Taiwan Dollar	0		
MYR	Malaysian Ringgit	2		
INR	Indian Rupee	2		
HUF	Hungary Forint	2		
PHP	Philippine Peso	2		
KWD	Kuwaiti Dinar	3		
RUB	RUSSIAN ROUBLE	2		
CAD	Canadian Dollar	2		
TRY	Turkish Lira	2		
MST	Test Currency	0		
VND	Vietnam Dong	2		
HKD	Hong Kong Dollar	2		

**Attention** This “Exchange Rate” is used to calculate and check the Limit Amount in the Service. It is the assumption based rates, such as in-house exchange rates. Therefore it does not correspond with actual exchange rates in the market.

# Enter and Apply Base Currency & Exchange Rate

## Top Page

Click "Administration"

## "Administration" Menu Screen

Click "Base CCY & Ex. Rate Registration / Inquiry"

## "Base CCY & Ex. Rate: List" Screen

Customer ID	Base Currency	Effective Date	Expiration Date	Operation	Status	R
60000000	EUR	2008 Nov 19		Revision	Approved	

Click "Customer ID" link



A blank row is shown when you log in for the first time and have not yet registered "Base Currency" and "Exchange Rate".



“Base CCY & Ex. Rate: Details” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMS Plus  
Date: 2013.05.22 07:37 (JST)

Base CCY & Ex. Rate: Details

Base Currency: JPY  
Calculation Method: JPY\_USD(00,JPY00)

CCY Code	Currency Name	Decimal Digits	Exchange Rate
AED	UAE Dirham	2	
ARS	Argentine Peso	2	
AUD	Australian Dollar	2	
BHD	Bahraini Dinar	3	
BRL	Brazilian Real	2	
CAD	Canadian Dollar	2	
CHF	Swiss Franc	2	
CLP	Chilean Peso	0	
CNY	Yuan Renminbi	2	
EUR	Euro	2	
GBP	Pound Sterling	2	
HKD	Hong Kong Dollar	2	
INR	Indian Rupee	2	
JPY	Japanese Yen	0	
KRW	South Korean Won	0	
LBP	Lebanese Pound	2	
MYR	Malaysian Ringgit	2	
NZD	New Zealand Dollar	2	
PHP	Philippine Peso	2	
PKR	Pakistani Rupee	2	
PLN	Zloty	2	
RON	Romanian Leu	2	
RUB	Russian Ruble	2	
SAR	Saudi Riyal	2	
SEK	Swedish Krona	2	
SGD	Singapore Dollar	2	
THB	Baht	2	
TWD	Taiwan Dollar	2	
TRY	Turkish Lira	2	
USD	US Dollar	2	
VND	Dong	0	
ZAR	Rand	2	

Effective Date: 2013.05.01

Processed Date [EM] Status User ID User Name  
2013.05.01 07:30:54 Approved SUKIMOTO CAGIWA03-GSASUSCS  
2013.05.01 07:29:15 Approved TRIPUS CAGIWA03

Apply to Revise

Click **Apply to Revise**

“Base CCY & Ex. Rate Registration/Inquiry: Entry” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMS Plus  
Date: 2013.05.22 07:37 (JST)

Base CCY & Ex. Rate Registration/Inquiry: Entry

Base Currency: JPY  
Calculation Method: JPY\_USD(00,JPY00)

CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
AED	UAE Dirham	2		
ARS	Argentine Peso	2		
AUD	Australian Dollar	2		
BHD	Bahraini Dinar	3		
BRL	Brazilian Real	2		
CAD	Canadian Dollar	2		
CHF	Swiss Franc	2		
CLP	Chilean Peso	0		
CNY	Yuan Renminbi	2		
EUR	Euro	2		
GBP	Pound Sterling	2		
HKD	Hong Kong Dollar	2		
INR	Indian Rupee	2		
JPY	Japanese Yen	0		
KRW	South Korean Won	0		
LBP	Lebanese Pound	2		
MYR	Malaysian Ringgit	2		
NZD	New Zealand Dollar	2		
PHP	Philippine Peso	2		
PKR	Pakistani Rupee	2		
PLN	Zloty	2		
RON	Romanian Leu	2		
RUB	Russian Ruble	2		
SAR	Saudi Riyal	2		
SEK	Swedish Krona	2		
SGD	Singapore Dollar	2		
THB	Baht	2		
TWD	Taiwan Dollar	2		
TRY	Turkish Lira	2		
USD	US Dollar	2		
VND	Dong	0		
ZAR	Rand	2		

Effective Date: 2013.05.01

Apply

Select an option from the drop-down list next to “Base Currency”. (\*Mandatory)

Select an option from the drop-down list next to “Calculation Method”. (\*Mandatory)

For currencies to be used in transactions, enter exchange rates in “Next Rate” field.

Enter the date on which the Exchange Rate information entered becomes effective in “Effective Date” field. (\*Mandatory)

Click **Apply**

To save the current entries or selected fields, click [Save as Draft].



“Base CCY & Ex. Rate Registration / Inquiry: Confirm” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMS Plus  
Date: 2008 Nov 21 10:34 (TRA)

Top Page | Select Menu | Profile Inquiry | Go

Base CCY & Ex. Rate Registration / Inquiry: Confirm CM30304

Please confirm Base CCY & Ex. Rate data below.  
To proceed, click on 'Apply' button.

Status: (Revision)

**Base Currency**

Base Currency	IDR
Calculation Method	The number of units of base currency for one unit of the currency.

**Exchange Rate Details**

CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
EUR	Euro	2	1	
GBP	Pound Sterling	2	1.7	
IDR	Rupiah	2	1	1
JPY	Yen	0	1	
SGD	Singapore Dollar	2	1.4	
USD	US Dollar	2	1.6	1.7
KRW	Won	0		
THB	Baht	2		
AUD	Australian Dollar	2		
TWD	New Taiwan Dollar	0		
MYR	Malaysian Ringgit	2		
INR	Indian Rupee	2		
HUF	Hungary Forint	2		
PHP	Philippine Peso	2		
KWD	Kuwait Dinar	3		
RUB	RUSSIAN ROUBLE	2		
CAD	Canadian Dollar	2		
CNY	Yuan Renminbi	2		
MST	Test/Currency	0		
VND	Vietnam Dong	2		
HKD	Hong Kong Dollar	2		

**Valid Duration**

Effective Date	2008 Nov 25
Expiration Date	

Back to Entry | Top Page

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Confirm the data entered and click **Apply**

“Base CCY & Ex. Rate Registration / Inquiry: Result” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMS Plus  
Date: 2008 Nov 21 10:34 (TRA)

Top Page | Select Menu | Profile Inquiry | Go

Base CCY & Ex. Rate Registration / Inquiry: Result CM30306 | End Page

Base CCY & Ex. Rate data has been Applied.

Status: Applied(Revision) | Go to Administration Menu

**Base Currency**

Base Currency	IDR
Calculation Method	The number of units of base currency for one unit of the currency.

**Exchange Rate Details**

CCY Code	Currency Name	Decimal Digits	Exchange Rate
IDR	Rupiah	2	1
USD	US Dollar	2	1.7
KRW	Won	0	
THB	Baht	2	
EUR	Euro	2	
AUD	Australian Dollar	2	
TWD	New Taiwan Dollar	0	
MYR	Malaysian Ringgit	2	
INR	Indian Rupee	2	
JPY	Yen	0	
HUF	Hungary Forint	2	
PHP	Philippine Peso	2	
KWD	Kuwait Dinar	3	
RUB	RUSSIAN ROUBLE	2	
CAD	Canadian Dollar	2	
CNY	Yuan Renminbi	2	
GBP	Pound Sterling	2	
MST	Test/Currency	0	
VND	Vietnam Dong	2	
HKD	Hong Kong Dollar	2	
SGD	Singapore Dollar	2	

**Valid Duration**

Effective Date	2008 Nov 25
Expiration Date	

**Process History**

Processed Date (TRA)	Status	User ID	User Name
2008 Nov 21 10:34:33	Applied	TTestF06	TTestFADM01

Top Page

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**End of Flow**



## Check the status of Base Currency & Exchange Rate Application

(e.g.) "Base CCY & Ex. Rate: List" Screen



You can confirm the status of applied items in the status column on each of the related screens.

Saved	Indicates it has been temporarily saved
Applied	Indicates it has been applied
Partially Approved	Indicates approvals before the final one has been completed in case of a Multistep Approval
Approved	Indicates the final approval has been completed
* in R column	Indicates it has been rejected



When you change the base currency, the limit amounts of transfers set for each user are cleared to zero. Users may not be able to approve payment instructions unless the limit amounts of transfers are reset. It is recommended to change the base currency after confirming there are no instructions waiting for approval.

# Approve Base Currency & Exchange Rate

## Top Page

The screenshot shows the 'To Do List' section of the GCMs Plus interface. A table lists various tasks with columns for 'Waiting for Approval' and 'Rejected'. A red box highlights the 'Waiting for Approval' column, and a red arrow points from this box to the 'Waiting for Approval' link in the 'Waiting for Approval List' screen below.

	Waiting for Approval	Rejected
Payments Instruction	2	1
Payments Template	2	1
Tax Payment Instruction	1	1
SEPA Credit Transfer Instruction	2	10
Import LIC Instruction	2	1
File Transfer Instruction	2	1
Base CCY & Ex. Rate Administration	1	1
User Profile Administration	1	1
Approval Flow Administration	2	1

Click the number in “Waiting for Approval” column of “Base CCY & Ex. Rate Administration” in “To Do List”

## “Waiting for Approval List” Screen

The screenshot shows the 'Base Currency & Exchange Rate List' screen. A table lists entries with columns for 'Customer ID', 'Base Currency', 'Effective Date', 'Expiration Date', 'Operation', 'Status', and 'R'. A red box highlights the 'Customer ID' column, and a red arrow points from this box to the 'Customer ID' link in the 'Base CCY & Ex. Rate: Details' screen below.

Customer ID	Base Currency	Effective Date	Expiration Date	Operation	Status	R
6000526	EUR	2008 Nov 25		Approval	Applied	

Click “Customer ID” link

## “Base CCY & Ex. Rate: Details” Screen

The screenshot shows the 'Base CCY & Ex. Rate: Details' screen. It displays details for the base currency (EUR) and a table of exchange rates for various currencies. At the bottom, there is an 'Approve/Reject' button highlighted with a red box and a red arrow pointing to it from the text above.

CCY Code	Currency Name	Decimal Digits	Exchange Rate
EUR	Rupiah	2	1
USD	US Dollar	2	1.7
KRW	Won	0	
BAB	Bah	2	
EUR	Euro	2	
AUD	Australian Dollar	2	
TWD	New Taiwan Dollar	0	
MYS	Malaysian Ringgit	2	
INR	Indian Rupee	2	
JPY	Yen	0	
HUF	Hungary Forint	2	
PHP	Philippine Peso	2	
KWD	Kuwait Dinar	3	
RUB	RUSSIAN ROUBLE	2	
CAD	Canadian Dollar	2	
CNY	Yuan Renminbi	2	
GBP	Pound Sterling	2	
MST	TestCurrency	0	
VND	Vietnam Dong	2	
HKD	Hong Kong Dollar	2	
SGD	Singapore Dollar	2	

Click **Approve/Reject**



“Base CCY & Ex. Rate Registration / Inquiry: Approval” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMs Plus  
Date: 2008 Nov 21 16:45 (TRA)  
Top Page Select Menu / Profile Inquiry Go  
Base CCY & Ex. Rate Registration / Inquiry: Approval CH030506

States Applied(Reason)

**Base Currency**  
Base Currency: IDR  
Calculation Method: The number of units of base currency for one unit of the currency.

**Exchange Rate Details**

CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
IDR	Rupiah	2	1	1
USD	US Dollar	2	1.8	1.7
KRW	Won	0		
THB	Baht	2		
EUR	Euro	2	1	
AUD	Australian Dollar	2		
TWD	New Taiwan Dollar	0		
MYR	Malaysian Ringgit	2		
INR	Indian Rupee	2		
JPY	Yen	0	1	
HUF	Hungary Forint	2		
PHP	Philippine Peso	2		
KWD	Kuwaiti Dinar	3		
RUB	RUSSIAN ROUBLE	2		
CAD	Canadian Dollar	2		
CNY	Yuan Renminbi	2		
GBP	Pound Sterling	2	1.7	
MST	Test Currency	0		
VND	Vietnam Dong	2		
HKD	Hong Kong Dollar	2		
SGD	Singapore Dollar	2	1.4	

**Valid Duration**  
Effective Date: 2008 Nov 25  
Expiration Date:

Transaction: Authorization process will start. Please confirm the transaction/record and all Digital Certificates.

Approve Reject

Confirm the content to be approved

Click **Approve**

**Memo** To reject, click [Reject] and a message dialogue will appear. Click [OK], and the base currency and the exchange rate will be rejected.

Message from webpage

Do you want to Approve?

OK Cancel

Confirm the message dialogue and click **OK**



“Base CCY & Ex. Rate Registration / Inquiry:  
Result” Screen

Bank of Tokyo-Mitsubishi UFJ  
GCMs Plus  
Date: 2008 Nov 21 18:48 (TRA)

Top Page | Select Menu | Profile Inquiry | [Go]

Base CCY & Ex. Rate Registration / Inquiry: Result | CHM30306 | Print Page

Base CCY & Ex. Rate data has been Approved.

Status : Approved(Revision)

Go to Administration Menu

**Base Currency**

Base Currency	IDR
Calculation Method	The number of units of base currency for one unit of the currency.

**Exchange Rate Details**

CCY Code	Currency Name	Decimal Digits	Exchange Rate
IDR	Rupiah	2	1
USD	US Dollar	2	1.7
KRW	Won	0	
THB	Baht	2	
EUR	Euro	2	
AUD	Australian Dollar	2	
TWD	New Taiwan Dollar	0	
MYR	Malaysian Ringgit	2	
INR	Indian Rupee	2	
JPY	Yen	0	
HUF	Hungary Forint	2	
PHP	Philippine Peso	2	
KWD	Kuwait Dinar	3	
RUB	RUSSIAN ROUBLE	2	
CAD	Canadian Dollar	2	
CNY	Yuan Renminbi	2	
GBP	Pound Sterling	2	
MST	TestCurrency	0	
VND	Vietnam Dong	2	
HKD	Hong Kong Dollar	2	
SGD	Singapore Dollar	2	

**Valid Duration**

Effective Date	2008 Nov 25
Expiration Date	

**Process History**

Processed Date [F04]	Status	User ID	User Name
2008 Nov 21 18:48:33	Approved	TrTestF07	TrTestFADM02
2008 Nov 21 18:34:33	Applied	TrTestF06	TrTestFADM01

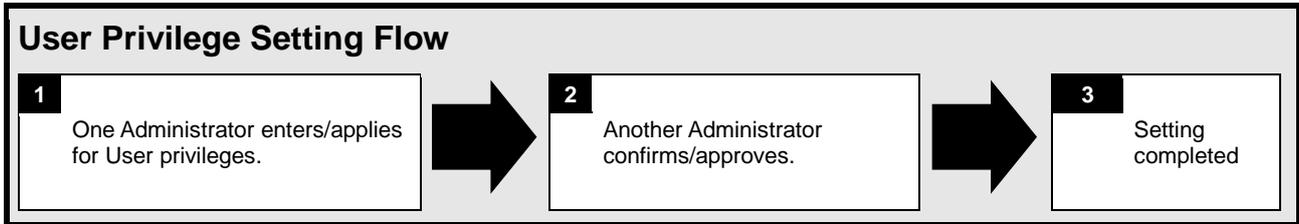
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End of Flow

Confirm that the status has been changed to “Approved” in “Process History”

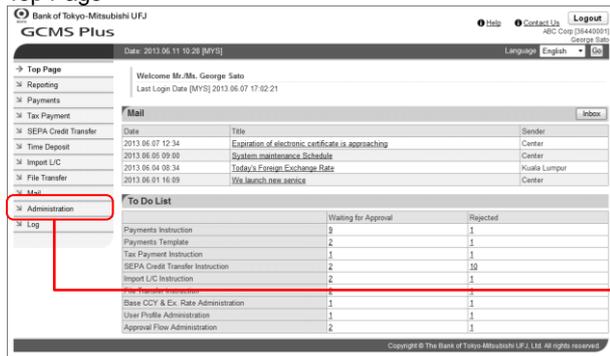
# (3) Set User Privileges

User privileges must be set by two Administrators. After an Administrator enters/applies for User privileges, another Administrator approves.



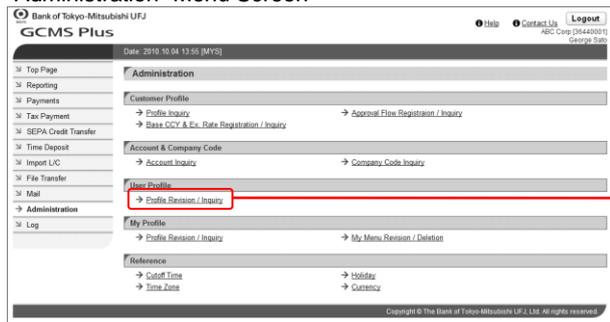
## Enter & Apply for User Privileges

Top Page



Click “Administration”

“Administration” Menu Screen



Click “Profile Revision / Inquiry” in “User Profile” sub menu



“User Profile: List” Screen

The screenshot shows the 'User Profile: List' screen with search criteria fields: User ID, User Name, and Date (From/To). A red box highlights the search criteria section, and another red box highlights the 'Search' button.

Enter the search criteria to search for the users

Search can be made by using: User ID, User Name and/or Date Range.

Click

“User Profile: List” Screen

The screenshot shows the 'User Profile: List' screen with a table of user profiles. A red box highlights the 'User ID' column header in the table.

User ID	Customer ID	Branch Name	A	Effective Date	Expiration Date	Operation	Status	R
ADMIN1	36440001	Kuala Lumpur	LS	2010-10-01		Revision	Approved	
ADMIN2	36440001	Kuala Lumpur	*			Revision	Applied	
John Smith	36440001	Kuala Lumpur				Revision	Saved	
Maria Yis	36440001	Kuala Lumpur				Revision	Saved	*
USER01	36440001	Kuala Lumpur		2010-10-01		Revision	Approved	
George Sato	36440001	Kuala Lumpur		2010-10-01		Revision	Saved	*
USER02	36440001	Kuala Lumpur		2010-10-01		Revision	Saved	*
Amy Li	36440001	Kuala Lumpur		2010-10-01		Registration	Approved	
USER03	36440001	Kuala Lumpur		2010-10-01		Registration	Approved	
Amy Li	36440001	Kuala Lumpur		2010-10-01		Registration	Approved	

Click “User ID” link

“User Profile: Details” Screen

The screenshot shows the 'User Profile: Details' screen. A red box highlights the 'Apply to Revise' button at the bottom of the page.

Click



“User Profile: Entry” Screen

The screenshot shows the 'User Profile: Entry' screen with the following fields highlighted by numbered callouts:

- 1: User Short Name (Ken Suzuki)
- 2: e-mail Address (ksuz@abccorp.com)
- 3: e-mail Notification for Approval Flow (checked)
- 4: Max Number of Daily Transfers (999)
- 5: Limit Amount of Transfer per Transaction (USD) (9,999,999.99)
- 6: Limit Amount of Daily Transfers (USD) (9,999,999.99)

The screen also displays sections for 'Account Permitted', 'Company Code Permitted', and 'Function Permitted'.

“User Profile”  
Enter the following fields;

- 1 User Short Name
- 2 e-mail Address
- 3 e-mail Notification for Approval Flow  
Place a check mark if indicated
- 4 Max Number of Daily Transfers
- 5 Limit Amount of Transfer per Transaction  
(\*Mandatory)
- 6 Limit Amount of Daily Transfers  
(\*Mandatory)

“Account Permitted”

For each account, place a check mark in the box provided to select services that the user is entitled to inquire and/or apply/approve payment instructions.

“Company Code Permitted”

For each company code (CIF), place a check mark in the box provided to select services that the user is entitled to inquire and/or apply/approve payment instructions.



The boxes provided below “All” enables you to select all services listed in the same column.



“User Profile: Entry” Screen

**Function Permitted**

- "Execute" is the privilege to Approve the transaction which is applied by oneself
- "Correct & Approve" is the privilege to change the value data and Approve.

Function	Inquire	Apply	Approve	Correct & Approve	Execute
Account Report	<input checked="" type="checkbox"/>				
Cash Projection Report	<input checked="" type="checkbox"/>				
Inward Remittance Report	<input checked="" type="checkbox"/>				
Outstanding Transaction Report (Time Deposit)	<input checked="" type="checkbox"/>				
Outstanding Transaction Report (Loan)	<input checked="" type="checkbox"/>				
Outstanding Transaction Report (Foreign Exchange Contract)	<input checked="" type="checkbox"/>				
Statement (Export)	<input checked="" type="checkbox"/>				
Statement (Import)	<input checked="" type="checkbox"/>				
Statement (Outward Remittance)	<input checked="" type="checkbox"/>				
Statement (Pooling Interest Master)	<input checked="" type="checkbox"/>				
Statement (Pooling Interest)	<input checked="" type="checkbox"/>				
Payments Instruction	<input checked="" type="checkbox"/>				
Payments Template	<input checked="" type="checkbox"/>				
Payments Master Data Download	<input checked="" type="checkbox"/>				
Group / Confidential Payment Instruction	<input checked="" type="checkbox"/>				
Group / Confidential Payment Beneficiary Template	<input checked="" type="checkbox"/>				
SEPA Credit Transfer Instruction	<input checked="" type="checkbox"/>				
SEPA Credit Transfer Instruction (Local Format)	<input checked="" type="checkbox"/>				
SEPA Credit Transfer Beneficiary Template	<input checked="" type="checkbox"/>				
SEPA Direct Debit Instruction	<input checked="" type="checkbox"/>				
SEPA Direct Debit Instruction (Local Format)	<input checked="" type="checkbox"/>				
SEPA Direct Debit Debtor Template	<input checked="" type="checkbox"/>				
Domestic Credit Transfer (Europe) Instruction	<input checked="" type="checkbox"/>				
Time Deposit Instruction	<input checked="" type="checkbox"/>				
Import L/C Instruction	<input checked="" type="checkbox"/>				
File Transfer Instruction	<input checked="" type="checkbox"/>				
Mail	<input checked="" type="checkbox"/>				
Customer Administration	<input checked="" type="checkbox"/>				
Approval Flow Administration	<input checked="" type="checkbox"/>				
Base CCY & Ex. Rate Administration	<input checked="" type="checkbox"/>				
A/C & Company Code Administration	<input checked="" type="checkbox"/>				
User Profile Administration	<input checked="" type="checkbox"/>				
My Profile Profile Revision / Inquiry	<input checked="" type="checkbox"/>				
My Profile My Menu Revision / Delete	<input checked="" type="checkbox"/>				
Reference Cutoff Time	<input checked="" type="checkbox"/>				
Reference Holiday	<input checked="" type="checkbox"/>				
Reference Time Zone	<input checked="" type="checkbox"/>				
Reference Currency	<input checked="" type="checkbox"/>				
Log Your Activity Log	<input checked="" type="checkbox"/>				

**Additional Setting**

Setting Name	
Group / Confidential Payment Confidential	<input checked="" type="checkbox"/>
SEPA Credit Transfer Confidential	<input checked="" type="checkbox"/>
Domestic Credit Transfer (Europe) Confidential	<input checked="" type="checkbox"/>

**Working Hours (MYS)**

Day	From	To
Mon.	0900	1800
Tue.	0900	1800
Wed.	0900	1800
Thu.	0900	1800
Fri.	0900	1800
Sat.	0900	0000
Sun.	0900	0000

“Function Permitted”

For each service function, place a check mark in the box provided to select the function the user is entitled to inquire/apply/approve/correct & approve/execute.

“Additional Setting”

Place a check mark in the box provided to select the confidential privilege for each service.

“Working Hours”

Set the login hours in “From” and “To” fields for each day of the week.

Click **Apply**

**Memo** To save the current entries or selected fields, click [Save as Draft].



“User Profile Revision/Inquiry: Confirm” Screen

Confirm the data entered and click **Apply**

“User Profile Revision/Inquiry: Result” Screen

**End of Flow**

**Memo** Check the status of User Privilege Application

“User Profile: List” Screen

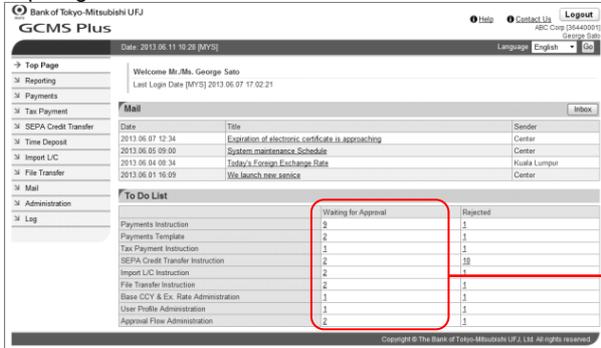
User ID	Customer Name	Branch Name	Effective Date	Expiration Date	Operation	Status	R
ADMB01	ABC Corp	Kuala Lumpur	2010-10-01		Revision	Applied	
ADMB02	ABC Corp	Kuala Lumpur			Revision	Applied	
USCR01	ABC Corp	Kuala Lumpur			Revision	Saved	
USCR02	ABC Corp	Kuala Lumpur	2010-10-01		Revision	Approved	
USCR03	ABC Corp	Kuala Lumpur	2010-10-01		Revision	Saved	
USCR04	ABC Corp	Kuala Lumpur	2010-10-01		Registration	Approved	

You can confirm the status of the applied items in the status column on each of the related screen.

Saved	Indicates it has been temporarily saved
Applied	Indicates it has been applied
Partially Approved	Indicates approvals before the final one has been completed in case of a Multistep Approval
Approved	Indicates the final approval has been completed
* in R column	Indicates it has been rejected

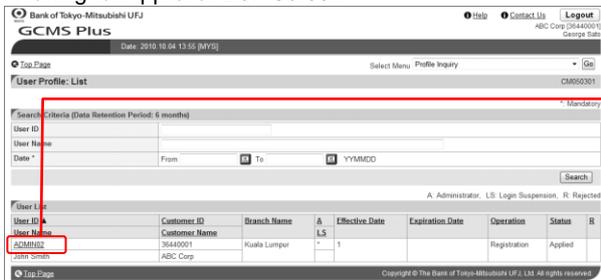
# Approve User Privilege

## Top Page



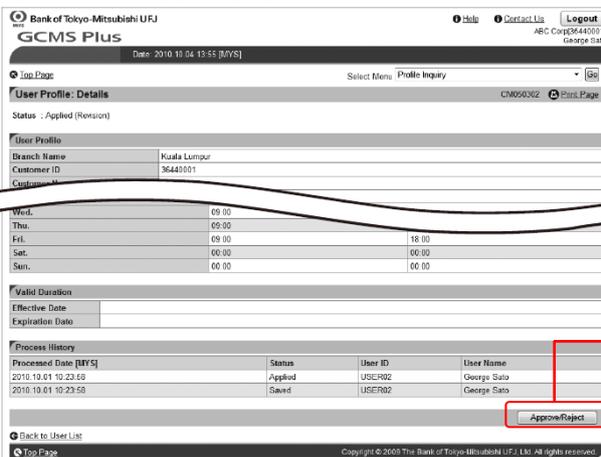
Click the number in “Waiting for Approval” column of “User Profile Administration” in “To Do List”

## “Waiting for Approval List” Screen



Click “User ID” link

## “User Profile: Details” Screen



Click **Approve/Reject**



“User Profile Revision / Inquiry: Approval / Reject” Screen

Confirm the content to be approved

Click **Approve**

**Memo** To reject, click [Reject] and a message dialogue will appear. Click [OK], and the user privilege will be rejected.

Confirm the message dialogue and click **OK**



“User Profile Revision /Inquiry: Result” Screen

The User Profile data has been Approved.

Status: Approved (Revisor)

Go to Administration Menu

User Profile	
Branch Name	Hiroki Tomijima
Customer ID	30440001
Customer Name	ABC Corp
User Name	John Smith
User ID	ADMIN02
Administrator	Yes
User Short Name	John Smith
Group / Confidential Payment	Yes
Log User Activity Log	Yes
Reference Currency	Yes
Additional Setting	Yes
SEPA Credit Transfer Confidential	Yes
Domestic Credit Transfer (Europe) Confidential	Yes

Working Hours (MYS)		
Day	From	To
Mon.	09:00	18:00
Tue.	09:00	18:00
Wed.	09:00	18:00
Thu.	09:00	18:00
Fri.	09:00	18:00
Sat.	00:00	00:00
Sun.	00:00	00:00

Process History			
Processed Date (MYS)	Status	User ID	User Name
2010.10.04 11:55:09	Approved	ADMIN01	Ken Suzuki
2010.10.01 11:33:08	Applied	USER002	George Sata
2010.10.01 10:22:08	Saved	USER002	George Sata

**End of Flow**

**Confirm that the status has been changed to “Approved” in “Process History”**

# (1) Top Page

Top Page is the initial screen displayed after you log in.

## My Menu

The frequently-used screens can be registered as a My Menu item by each user.

→ 3-3-(2) Create "My Menu"

## Mail

Displays information/notices about the Service sent by MUFG Bank.



- The latest five mails are listed on Top Page.
- The latest of important mails is listed on top.
- Select "Mail" from Main Menu to view the sixth mail or onwards.

Bank of Tokyo-Mitsubishi UFJ  
GCMS Plus

Date: 2013.06.11 10:28 [MYS] Language: English Go

Welcome Mr./Ms. George Sato  
Last Login Date [MYS] 2013.06.07 17:02:21

**Mail** Inbox

Date	Title	Sender
2013.06.07 12:34	Expiration of electronic certificate is approaching	Center
2013.06.05 09:00	System maintenance Schedule	Center
2013.06.04 08:34	Today's Foreign Exchange Rate	Kuala Lumpur
2013.06.01 16:09	We launch new service	Center

**To Do List**

	Waiting for Approval	Rejected
Payments Instruction	9	1
Payments Template	2	1
Tax Payment Instruction	1	1
SEPA Credit Transfer Instruction	2	10
Import L/C Instruction	2	1
File Transfer Instruction	2	1
Base CCY & Ex. Rate Administration	1	1
User Profile Administration	1	1
Approval Flow Administration	2	1

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## Main Menu

Displays the available service menus. Click to display the sub menu screen.

→ 3-1-(2) Sub Menu Screen

## To Do List

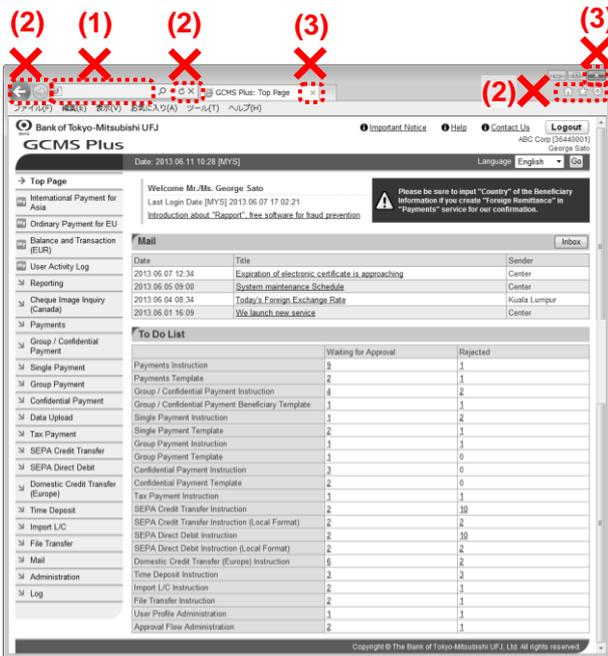
The number of transactions "Waiting for Approval" or "Rejected" is displayed.

→ 3-3-(1) Confirm To Do List"

## (2) Cautions for Smooth Operations

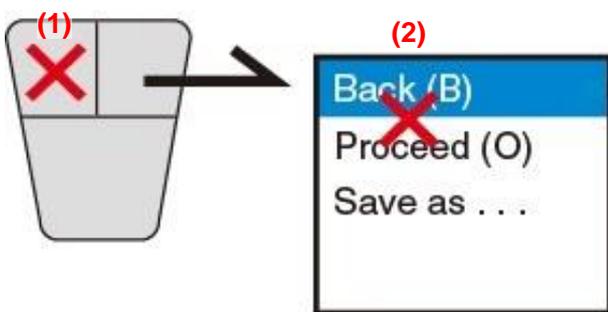
This section describes those operations that may cause problems in the Service.

### When using a browser



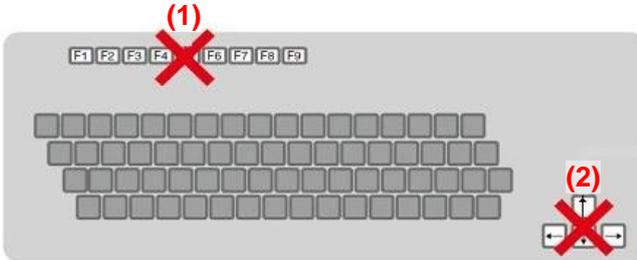
- (1) **Do not enter a URL address directly in the Address bar.**  
You cannot jump to any other menu or a site other than the Service by typing addresses directly after logging in.
- (2) **Do not use the buttons on the browser address bar and toolbar such as [←], [→], [U], and [X].**  
They are not supported and may not function normally. Be sure to use only the buttons provided on the Service pages.
- (3) **Do not use [X] button in the upper-right corner of tabs and browsers.**  
By clicking on [X] button, the system may not close normally. This can result in login failure at the next login attempt.  
To close the Service, click on [Logout] button in the upper-right corner of the screen.

### When operating a mouse



- (1) **Use single-left-click only. (double-click is not supported)**  
Do not double-click any text link or button.
- (2) **Do not use "Back" or "Forward" of browsers.**  
Right-clicking on the browser and selecting the back or forward arrow may bring up an error message or cause irregular operations. Please be sure to use the text links or buttons on the Service pages to navigate.

When using a keyboard



- (1) Do not use the function key for updating the Service pages.
- (2) Do not use the function keys corresponding to [Forward] button and [Back] button of browsers.



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