GCMS Plus Quick Reference

COMSUITE
GLOBAL TRANSACTION BANKING SOLUTIONS

April, 2018

MUFG Bank
A member of MUFG, a global financial group

2018 Mitsubishi UFJ Financial Group

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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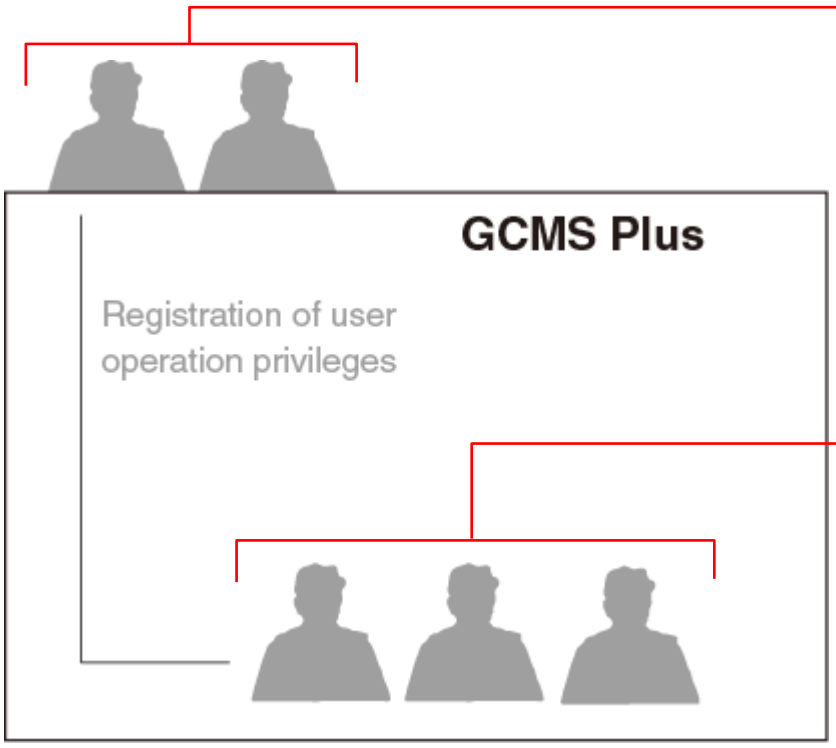
(1) Preparation

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



Administrators

Two or more system Administrators carry out security administration for the Service and registration of user privileges. Before starting the Service, Administrators should set the base currency, exchange rates, and user profile information (including user privileges).

Users

Users perform operations using the Service.
Each User performs account inquiries, applications/approvals of payment instructions and so on within the limits of operation privilege set by Administrators.

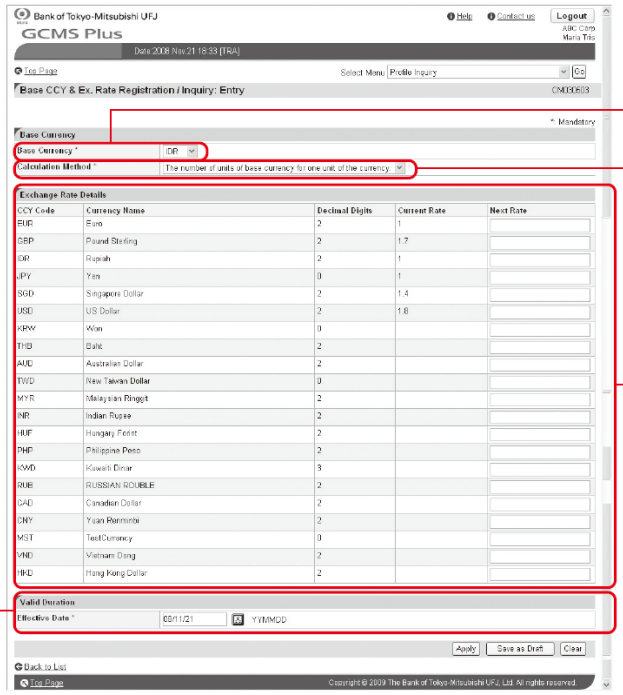
Memo User privileges can be given to Administrators to perform account inquiries, creation/approvals of payment instructions and so on.

(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”.

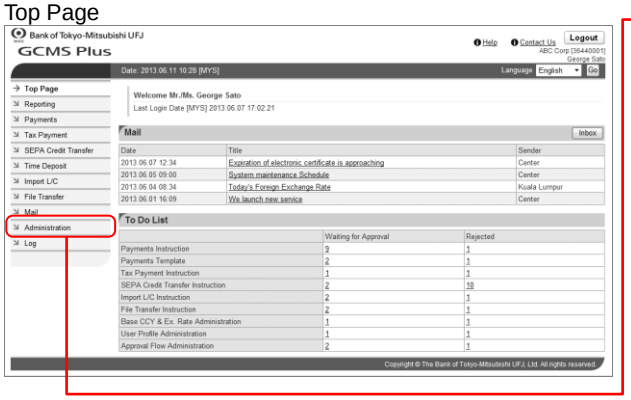
4 Applicable Time period :
Valid Duration:
Displays the effective start date and effective end date of the base currency and exchange rates currently displayed.

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.

Continue to the next page ☞

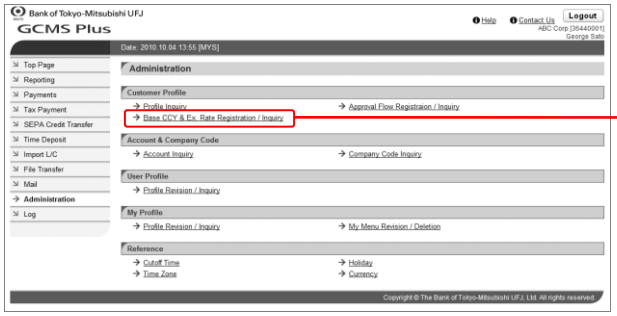
Enter and Apply Base Currency & Exchange Rate

Top Page



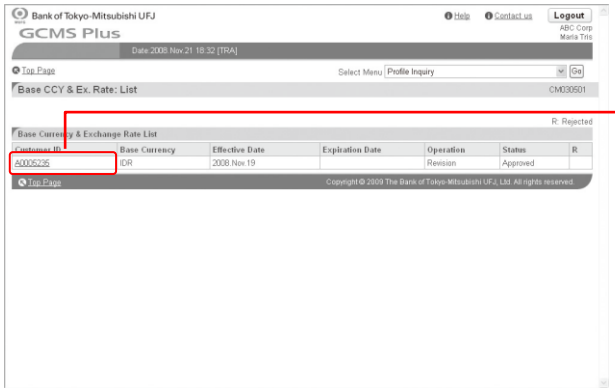
Click "Administration"

"Administration"
Menu Screen



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

"Base CCY & Ex. Rate: List" Screen

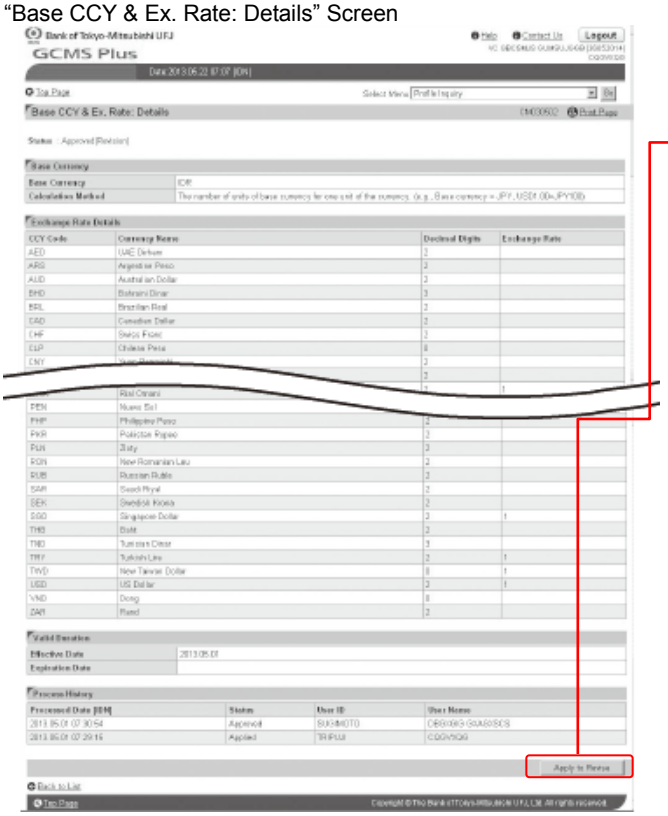


Click "Customer ID" link

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

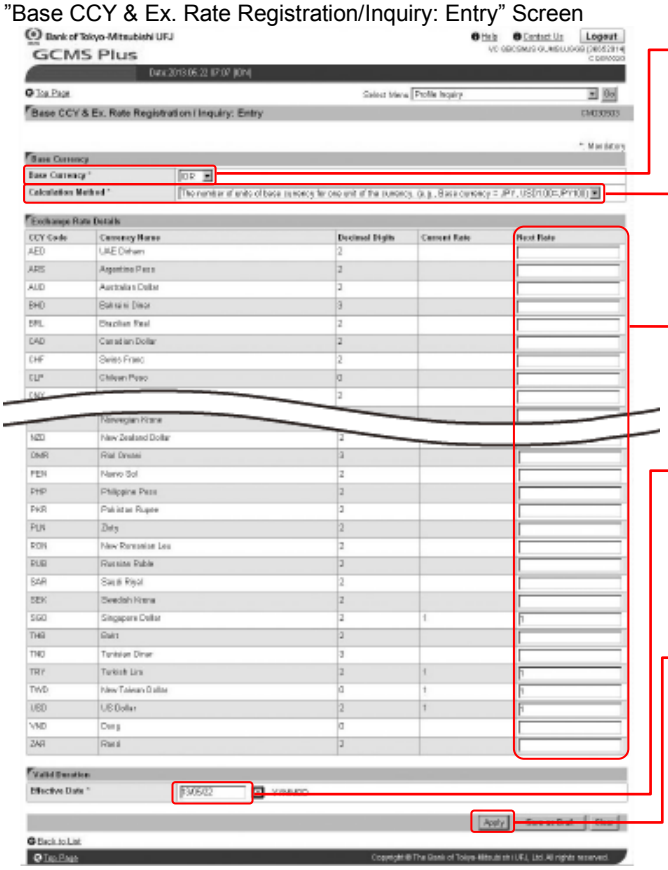
Continue to the next page ☞

"Base CCY & Ex. Rate: Details" Screen



Click **Apply to Revise**

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



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)

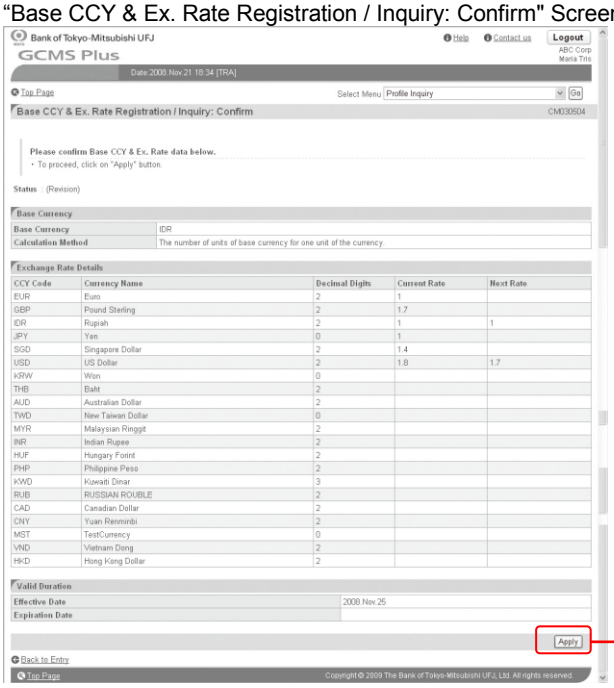
For currencies to be used in transactions, enter exchange rates in "Next Rate" field.

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

Click **Apply**

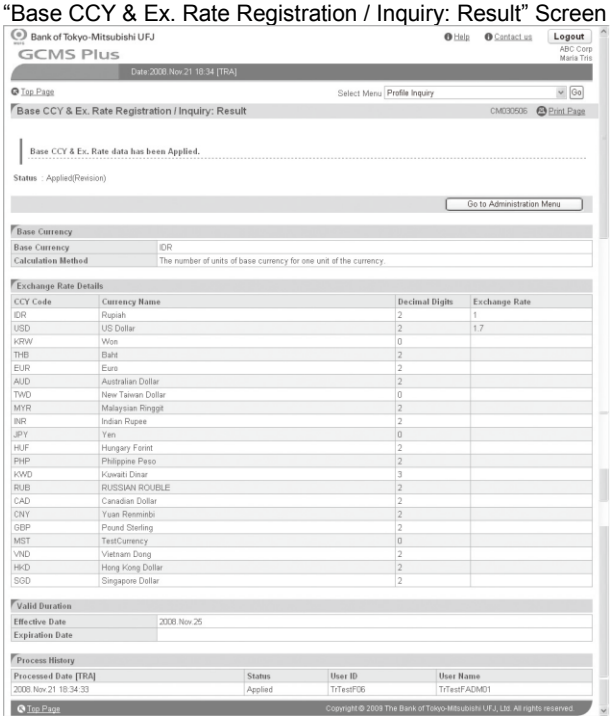
Memo To save the current entries or selected fields, click [Save as Draft].

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



Confirm the data entered and click Apply

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



End of Flow

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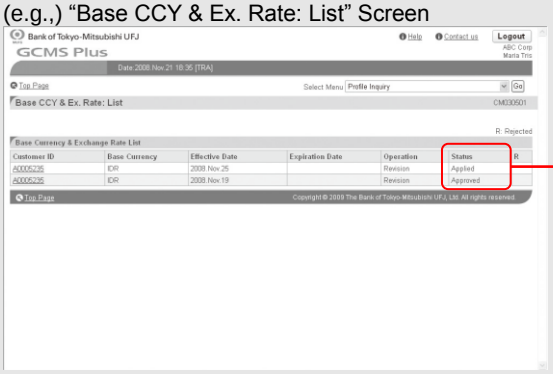
Memo Check the status of Base Currency & Exchange Rate Application

(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.

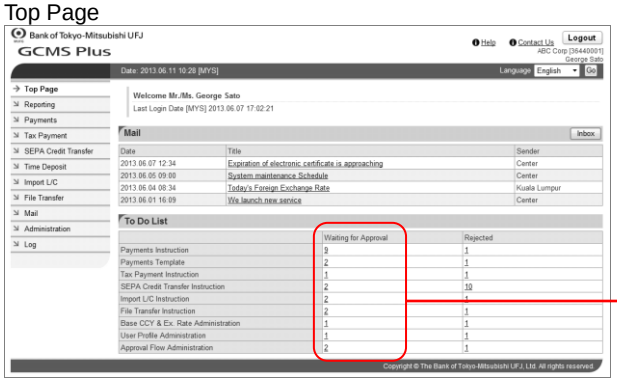
Saved	Indicates it has been temporarily saved
Applied	Indicates it has been applied
Partially Approved	Indicates approvals before the final one has been completed in case of a Multistep Approval
Approved	Indicates the final approval has been completed
* in R column	Indicates it has been rejected

Attention

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.

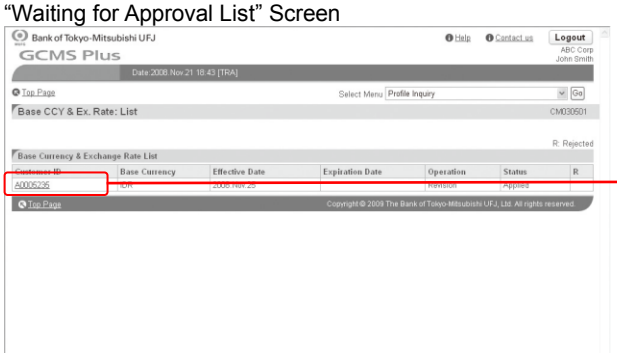
Approve Base Currency & Exchange Rate

Top Page



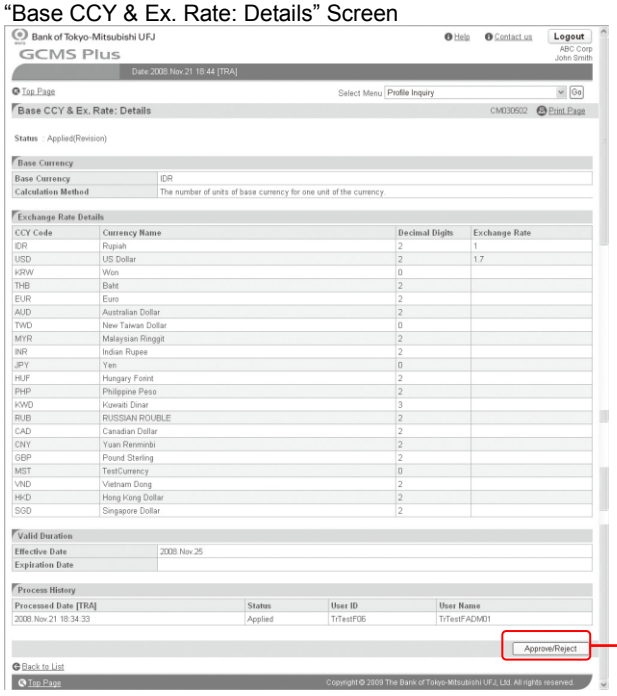
Click the number in “Waiting for Approval” column of “Base CCY & Ex. Rate Administration” in “To Do List”

“Waiting for Approval List” Screen



Click “Customer ID” link

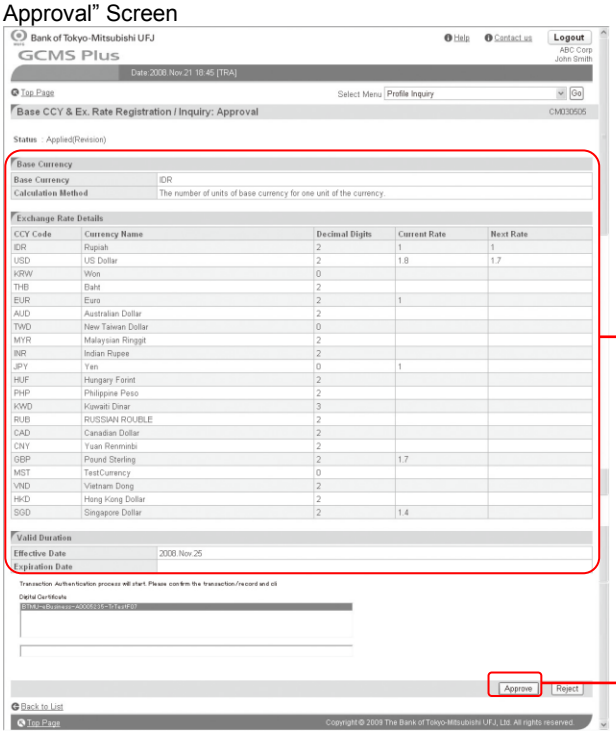
“Base CCY & Ex. Rate: Details” Screen



Click **Approve/Reject**

Continue to the next page ☞

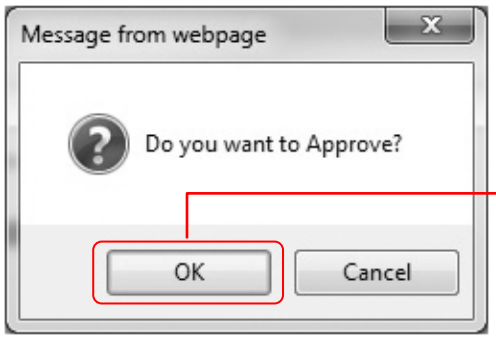
"Base CCY & Ex. Rate Registration / Inquiry: Approval" Screen



Confirm the content to be approved

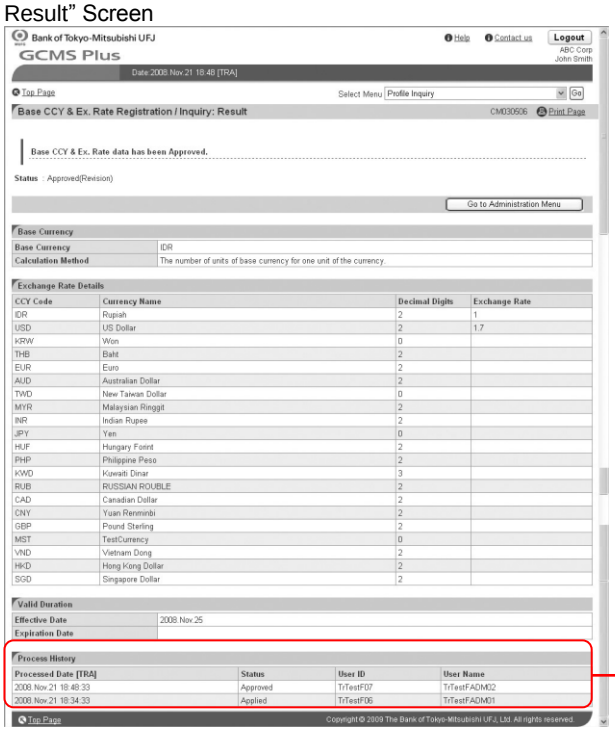
Click **Approve**

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



Confirm the message dialogue and click **OK**

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



End of Flow

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

(3) Set User Privileges

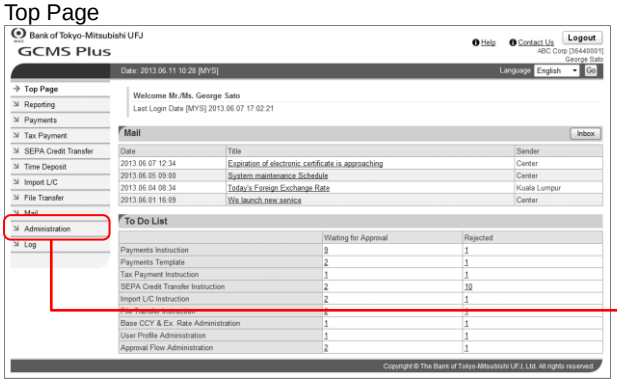
User privileges must be set by two Administrators. After an Administrator enters/applies for User privileges, another Administrator approves.

User Privilege Setting Flow

1. One Administrator enters/applies for User privileges.
2. Another Administrator confirms/approves.
3. Setting completed

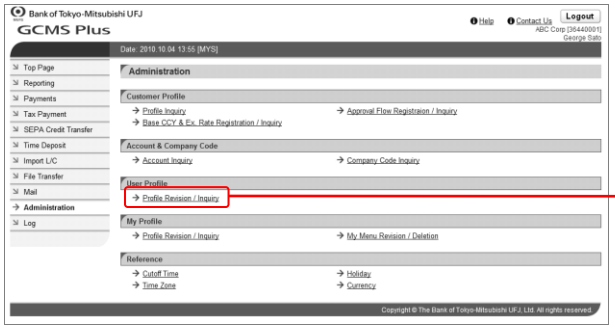
Enter & Apply for User Privileges

Top Page



Click “Administration”

“Administration” Menu Screen



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

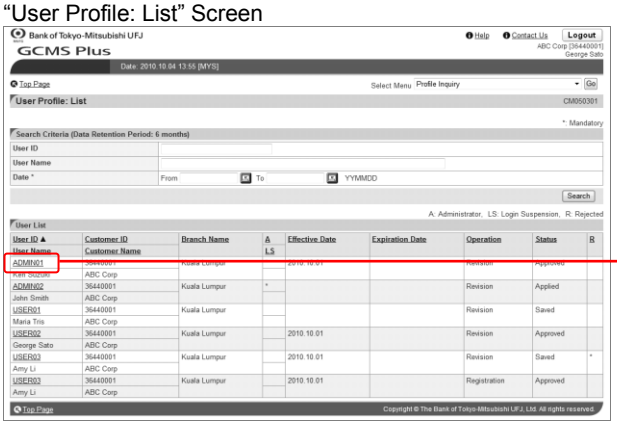
"User Profile: List" Screen

Enter the search criteria to search for the users

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

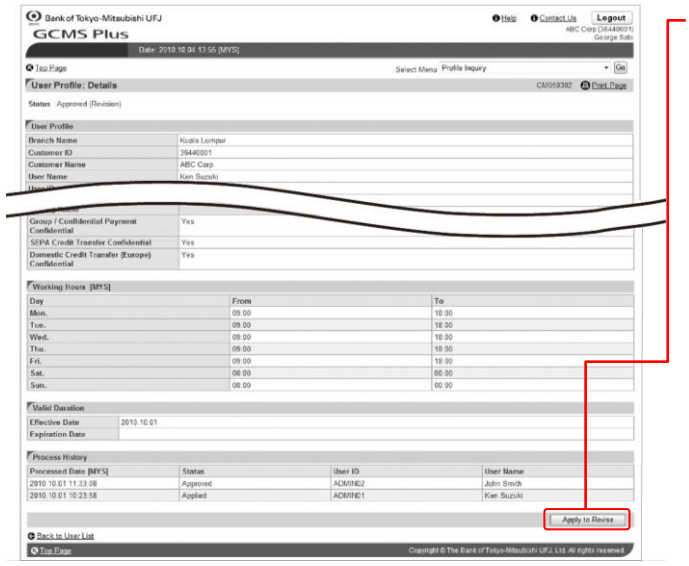
Click **Search**

"User Profile: List" Screen



Click "User ID" link

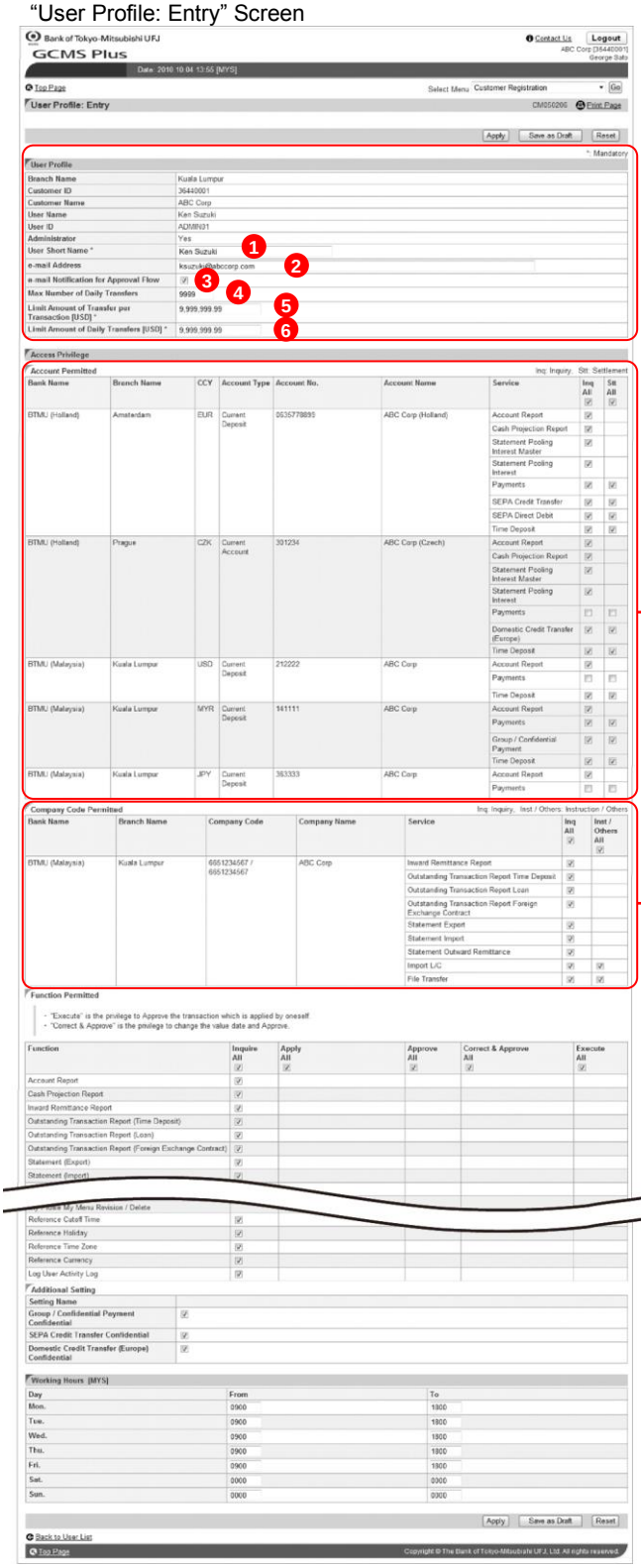
"User Profile: Details" Screen



Click **Apply to Revise**

Continue to the next page ☞

"User Profile: Entry" Screen



"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"

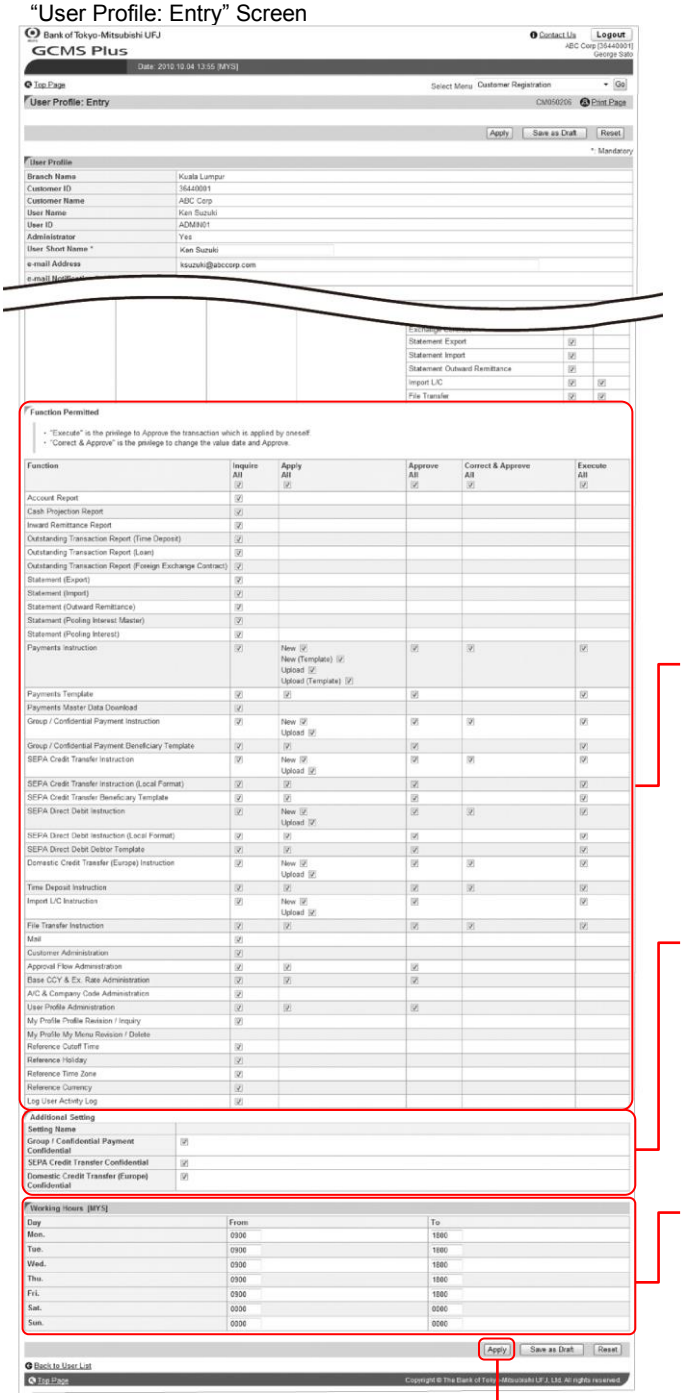
For each account, place a check mark in the box provided to select services that the user is entitled to inquire and/or apply/approve payment instructions.

"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.

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

"User Profile: Entry" Screen



"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"

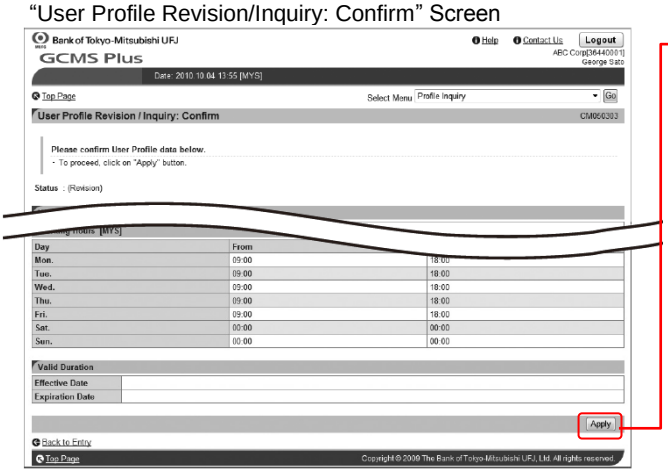
Set the login hours in "From" and "To" fields for each day of the week.

Click **Apply**

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

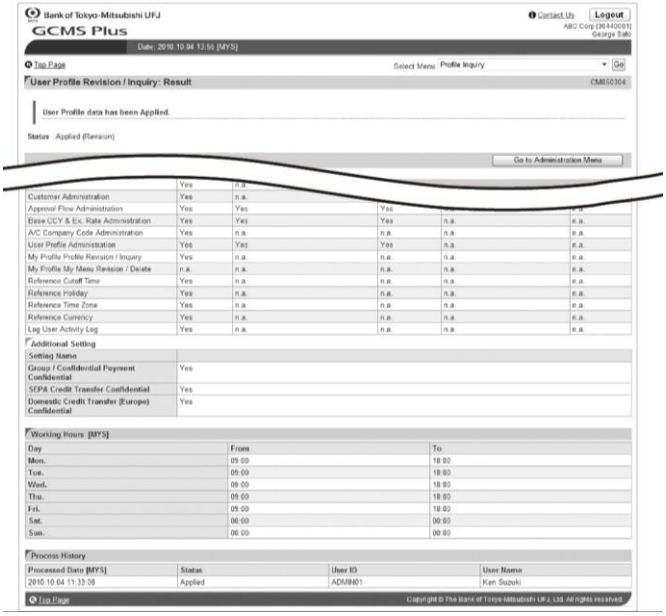
Continue to the next page ☞

"User Profile Revision/Inquiry: Confirm" Screen



Confirm the data entered and click Apply

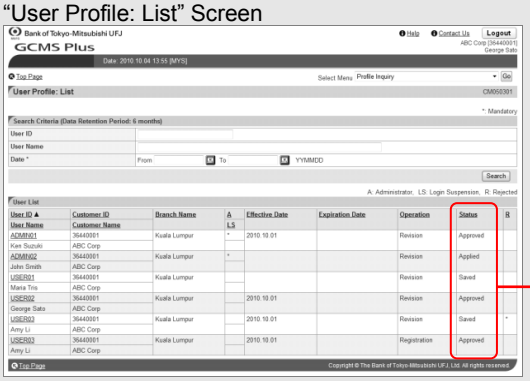
"User Profile Revision/Inquiry: Result" Screen



End of Flow

Check the status of User Privilege Application

"User Profile: List" Screen

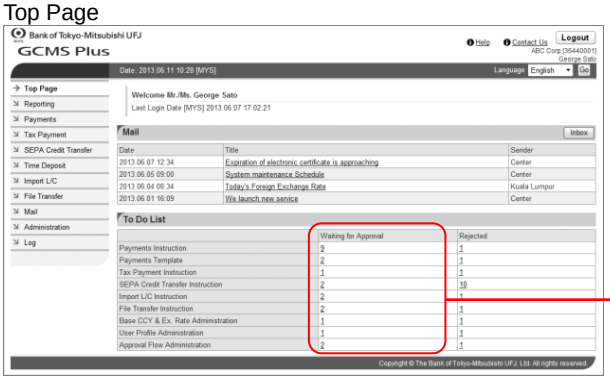


You can confirm the status of the applied items in the status column on each of the related screen.

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

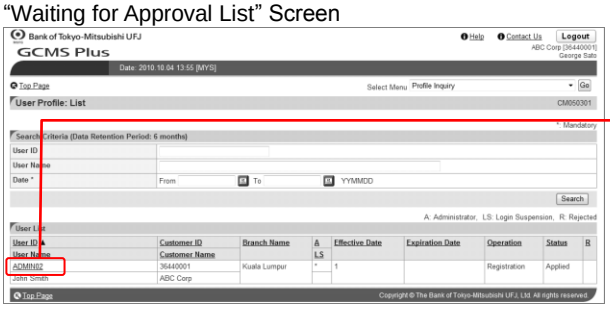
Approve User Privilege

Top Page



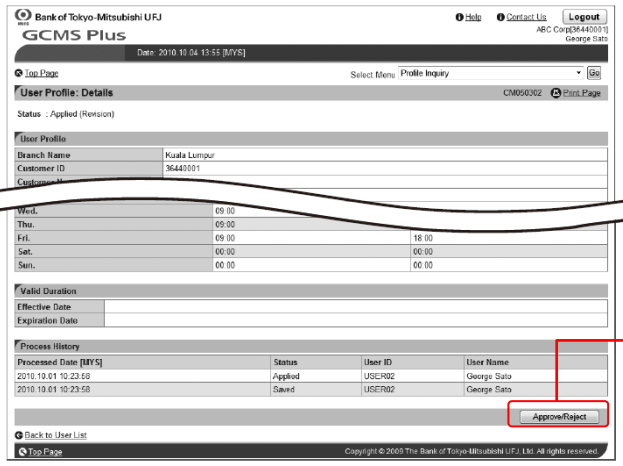
Click the number in “Waiting for Approval” column of “User Profile Administration” in “To Do List”

“Waiting for Approval List” Screen



Click “User ID” link

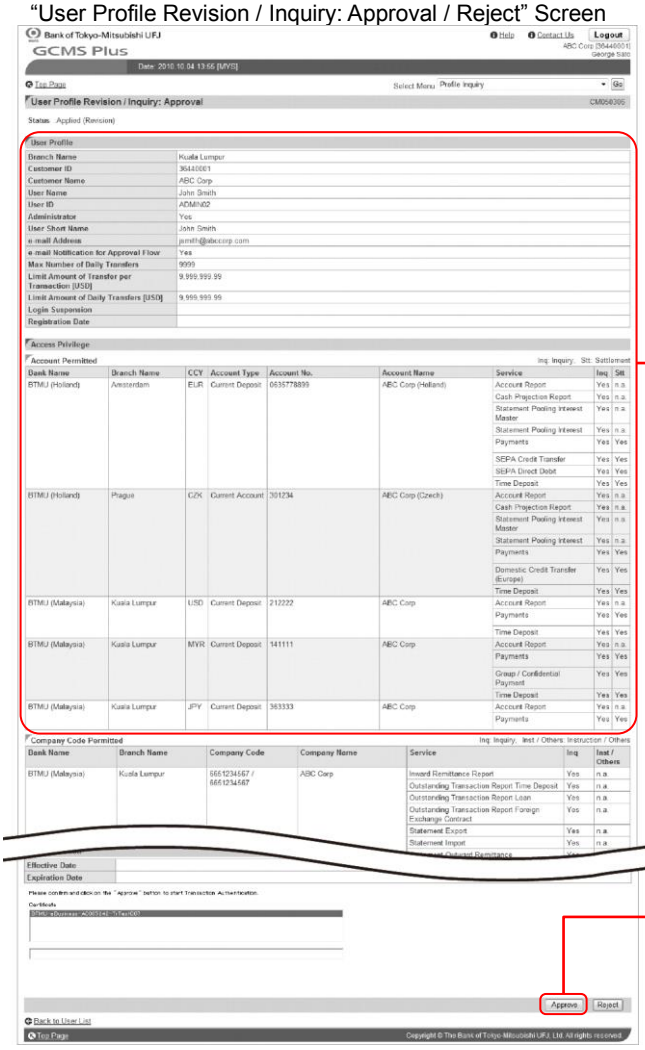
“User Profile: Details” Screen



Click **Approve/Reject**

Continue to the next page ☞

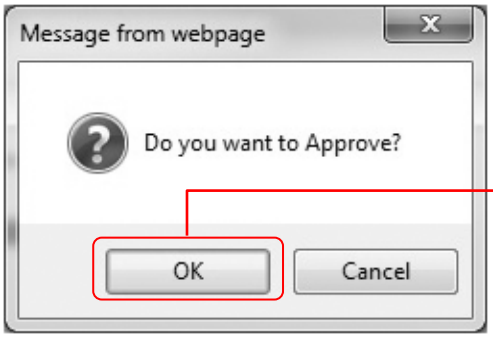
"User Profile Revision / Inquiry: Approval / Reject" Screen



Confirm the content to be approved

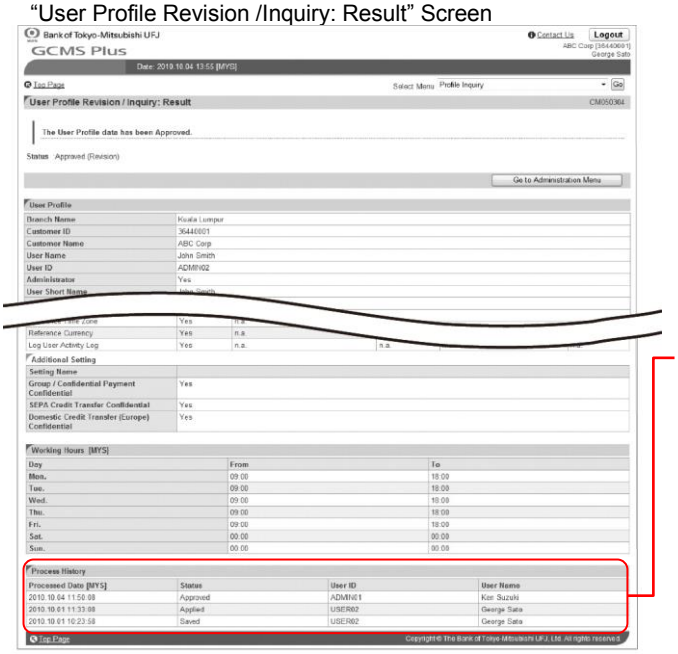
Click **Approve**

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



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.

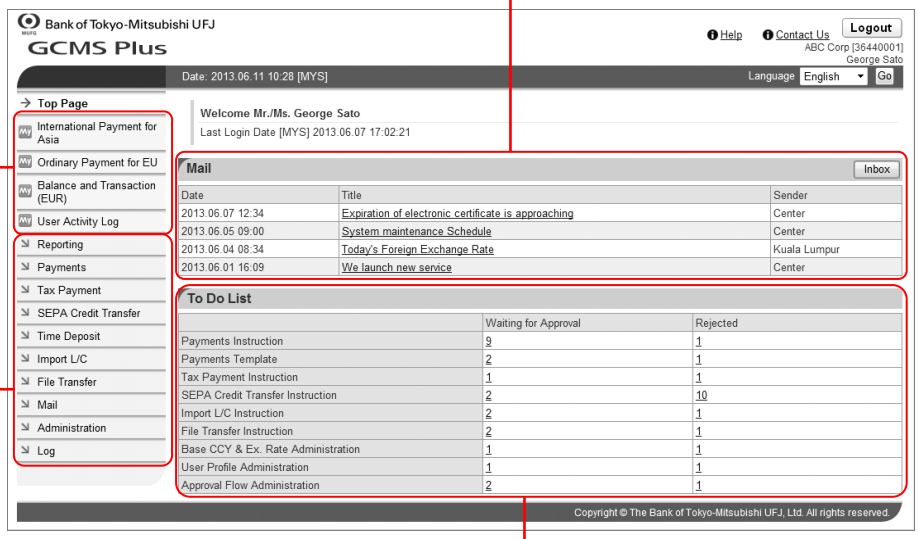
→3-3-(2) Create “My Menu”

Mail

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

Memo

- 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.



Main Menu

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

→3-1-(2) Sub Menu Screen

To Do List

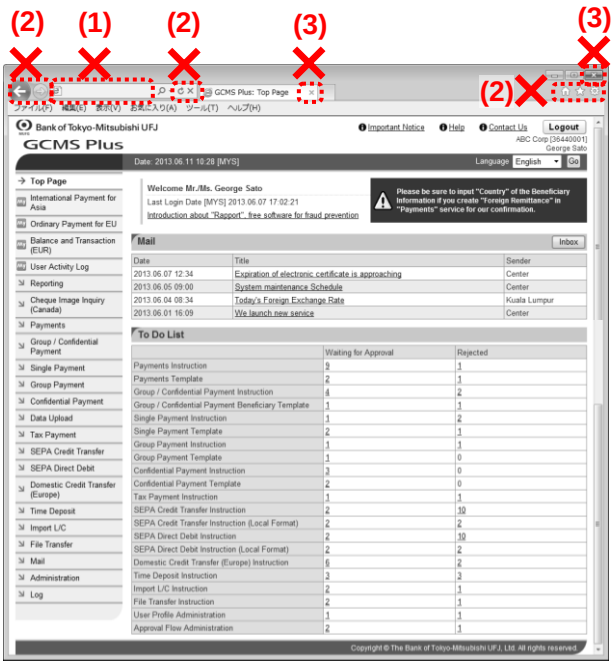
The number of transactions “Waiting for Approval” or “Rejected” is displayed.

→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

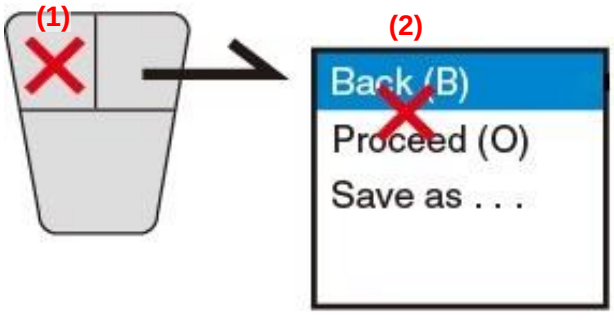


(1) Do not enter a URL address directly in the Address bar.
You cannot jump to any other menu or a site other than the Service by typing addresses directly after logging in.

(2) Do not use the buttons on the browser address bar and toolbar such as [←], [→], [↻], 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

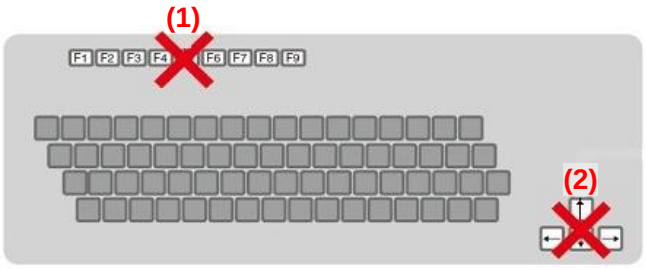


(1) Use single-left-click only. (double-click is not supported)
Do not double-click any text link or button.

(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.

Continue to the next page ☞

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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