



# GCMS Plus Quick Start Guide

**COMSUITE**  
GLOBAL TRANSACTION BANKING SOLUTIONS

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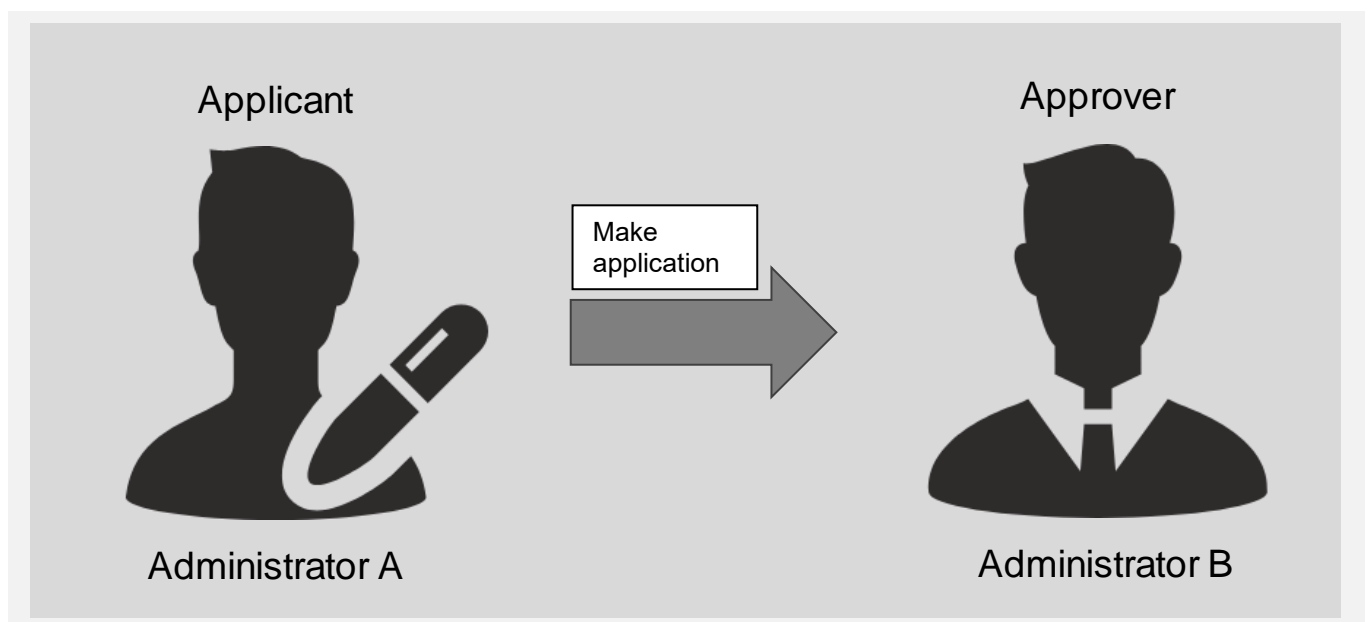
# Preface

- This guide describes how to perform the initial setup and other basic operations on GCMS Plus.
- Before using our service, the initial setup needs to be performed by at least two administrators.  
One of the administrators will apply for each setting, then the other will approve the applications.

## Operation Process Steps for Initial Setup

#	Operation	Administrator A	Administrator B
1	Initial login	■	■
2	Apply to set the base currency and exchange rate	■	
3	Approve the base currency and exchange rate		■
4	Apply to set user privileges	■	
5	Apply to set approval flow (optional)	■	
6	Approve user privileges (and approval flow if applicable)		■
Initial setup complete			

## Application and Approval Diagram



# Chapter 1: Initial Login

## Getting Ready

What you get ready differs depending on which you chose to use as an authentication device, either Physical OTP Token or Mobile OTP Token.

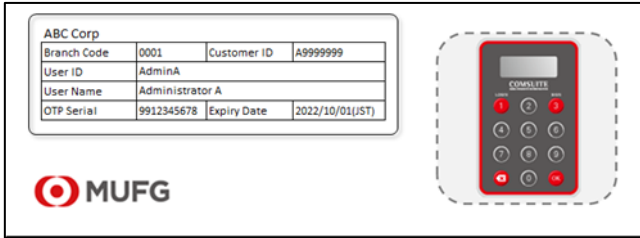

### ■ Customers who applied for Physical OTP Token

#### 1. Physical OTP Token

OTP tokens are issued by MUFG Bank and will be necessary for logging into and making approvals in each service. Have your OTP token ready.

#### 2. Email Notification

Once the OTP token activation is complete, an email notification titled “COMSUITE: Request for Password Registration” is sent to your email address. Read through the email and confirm that your OTP token has been activated. It is not necessary to follow the instructions in this email for the initial setup.

<h4>1. Physical OTP Token</h4>  <p>The image shows a physical red and black COMSUITE OTP token next to a registration form. The form contains the following information:</p> <table border="1"> <tr> <td colspan="4">ABC Corp</td> </tr> <tr> <td>Branch Code</td> <td>0001</td> <td>Customer ID</td> <td>A9999999</td> </tr> <tr> <td>User ID</td> <td colspan="3">AdminA</td> </tr> <tr> <td>User Name</td> <td colspan="3">Administrator A</td> </tr> <tr> <td>OTP Serial</td> <td>9912345678</td> <td>Expiry Date</td> <td>2022/10/01(JST)</td> </tr> </table> <p>The MUFG logo is also visible at the bottom left of the form area.</p>	ABC Corp				Branch Code	0001	Customer ID	A9999999	User ID	AdminA			User Name	Administrator A			OTP Serial	9912345678	Expiry Date	2022/10/01(JST)	<h4>2. Email Notification</h4>  <p>The image shows a screenshot of an email notification. The subject line is "COMSUITE: Request for Password Registration". Below the subject, it states: "This is an important message from MUFG Bank. This e-mail is sent with a digital signature for security."</p>
ABC Corp																					
Branch Code	0001	Customer ID	A9999999																		
User ID	AdminA																				
User Name	Administrator A																				
OTP Serial	9912345678	Expiry Date	2022/10/01(JST)																		

### ■ Customers who applied for Mobile OTP Token

#### 1. Mobile OTP Token

OTP tokens will be necessary for logging into and making approvals in each service. Please refer to the following instructions and activate your Mobile OTP Token.




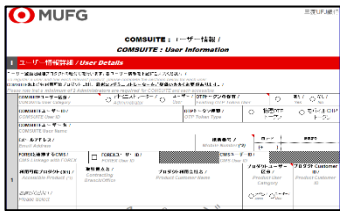

- 1.1 Search “COMSUITE OTP Token” in the app store and install the app.
- 1.2 Start the app and request a passcode by entering necessary information.
- 1.3 Enter the passcode that you will receive from MUFG Bank via SMS and e-mail to the phone number and e-mail address that you input in your application form.
- 1.4 Set up the PIN code you will be asked to enter each time you start the app and perform initial activation.
- 1.5 Issue an OTP with the app and log in to COMSUITE by using the OTP.

#### 2. COMSUITE : Application Form

Please be ready with COMSUITE Application Form you submitted to your contracting office in your hand. In case you forgot your User ID or User Name and cannot find the application form, please contact your servicing MUFG Bank office.

### 3. PDF attached in OTP Token Activation Request Email

OTP Activation Request Email will be sent to your registered e-mail address. To open PDF file attached in the OTP Activation Request Email, the password which will be send separately by Password notification email is required.

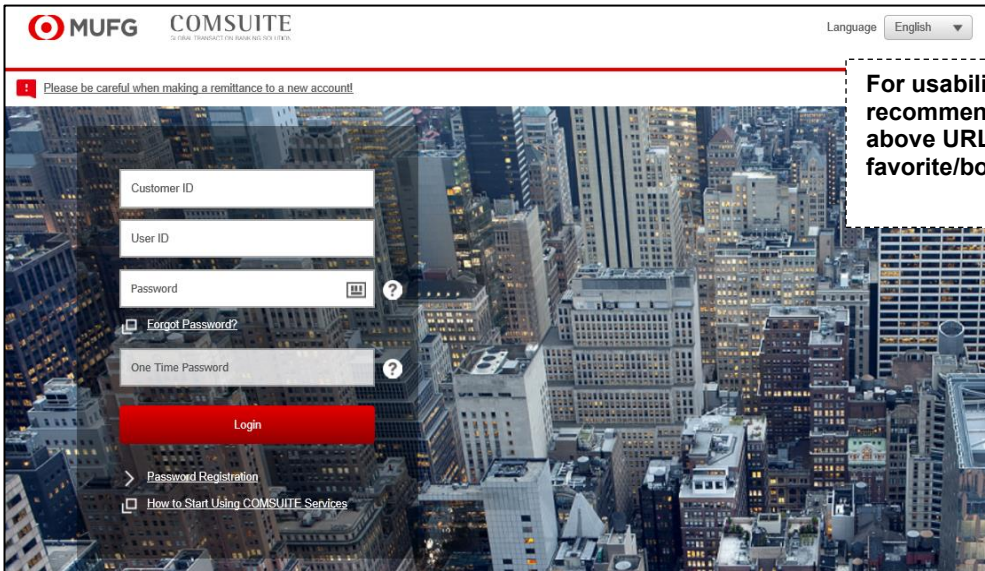
<p>1. Mobile OTP Token</p> 	<p>2. COMSUITE : Application Form</p> 	<p>3. PDF attached in OTP Token Activation Request Email</p> 
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## Password Registration ~ Login

- Enter the following COMSUITE URL in your browser's address bar.

<https://ebusiness.bk.mufg.jp/login/>

### Pre-Login Screen



Customer ID

User ID

Password

[Forgot Password?](#)

One Time Password

[Login](#)

[Password Registration](#)

[How to Start Using COMSUITE Services](#)

Language English

For usability, it is recommended to add the above URL as a favorite/bookmark).

# Chapter 1: Initial Login

- Click [Password Registration].

## Login Screen

Customer ID

User ID

Password

Forgot Password?

One Time Password

Login

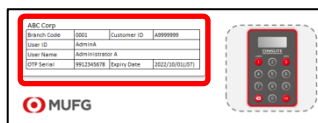
> Password Registration

How to Start Using COMSUITE Services

From the next login, enter your customer ID, user ID, password and One Time Password in the respective fields on the login screen and click [Next (OTP Entry)].

### 【Physical OTP Token】

Your customer ID and user ID are written on the document included with the OTP token.



### 【Mobile OTP Token】

Your customer ID is written on the PDF attached in OTP Token Activation Request Email. Your user ID and user name can be checked on the Application Form you submitted to your contracting office.

- Once the STEP1: Authenticate screen is displayed, enter the required information following the on-screen guidance, then click [Next].

## STEP1 : Authenticate

Customer ID

User ID

One Time Password (OTP)

Next

Clear

Back

Please press "1" button every time you enter OTP.



\* The image may differ from the real device.

# Chapter 1: Initial Login

- Once the STEP2: Input and Confirm screen is displayed, enter your new password in the “New Password” field and “New Password (Confirmation)” field, then click [Submit].

## Password Registration 2/2

### Caution

- Your passwords can contain the following three types of characters.
  - Numbers: 0–9
  - Alphabetic characters: A–Z and a–z  
(Note: Please ensure the password contains both uppercase and lowercase characters)
  - Symbols: ! # % & ' ( ) + - = ? \_ and others
- Passwords must consist of 8 to 16 characters and include all three types of characters listed above.
- Your new password must be different from the current password and any of the last three

- The COMSUITE Portal Top Page is displayed. Click the [GCMS Plus] link in the left side of the screen.

## COMSUITE Portal Top Page

**COMSUITE Portal is a portal site for the global transaction banking services offered by MUFG Bank.**

**You can do the following in COMSUITE Portal:**

- Change your password
- Reset another user's password
- Activate another user's Physical OTP Token
- Upgrade your smartphone which installed Mobile OTP Token



## Chapter 2: Initial Setup

### Set the Base Currency and Exchange Rate

- Set the base currency used as the basis for calculations in the system, and the exchange rate for the base currency.

#### Apply to Set the Base Currency and Exchange Rate

- From the [ADMINISTRATION] Mega Menu in the upper part of Top Page, click [Customer Profile] - [Base CCY & Ex. Rate Registration / Inquiry].

The screenshot shows the MUFG COMSUITE GCMS Plus interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'ADMINISTRATION' menu is expanded, showing options like 'Customer Profile', 'Account and Company Code', 'User Profile', and 'My Profile'. The 'Base CCY & Ex. Rate Registration / Inquiry' link is highlighted with a red box and a red arrow pointing to it.

- Click the link for the customer ID.


The screenshot shows the 'Base CCY & Ex. Rate: List' page. The page title is 'Base CCY & Ex. Rate: List' and the ID is 'CM030501'. Below the title, there is a table titled 'Base Currency & Exchange Rate List'. The table has columns: Customer ID, Base Currency, Effective Date, Expiration Date, Operation, Status, and R. The first row of data shows 'A0150408' in the Customer ID column, 'USD' in the Base Currency column, '2022.01.19' in the Effective Date column, and 'Revision' in the Operation column. The 'A0150408' is highlighted with a red box and a red arrow pointing to it.

Customer ID	Base Currency	Effective Date	Expiration Date	Operation	Status	R
A0150408	USD	2022.01.19		Revision	Approved	



## Chapter 2: Initial Setup

- Scroll down to the bottom of the page and click [Apply to Revise].

**Base CCY & Ex. Rate: Details** CM030502  [Print Page](#)

Status : Approved (Revision)

Exchange Rate Information			
Base Currency			
Calculation Method			

Exchange Rate Details			
CCY Code	Currency Name	Decimal Digit	Exchange Rate
AUD	Australian Dollar	2	
EUR	Euro	2	
GBP	Pound Sterling	2	
	Indonesia Rupiah		

Valid Duration	
Effective Date	
Expiration Date	

Process History			
Processed Date [MYS]	Status	User ID	User Name

[Back to List](#)

**Apply to Revise**

- Select options from the respective drop-down lists for “Base Currency” and “Calculation Method”.

**Base CCY & Ex. Rate Registration / Inquiry: Entry** CM030503

\*: Mandatory

Exchange Rate Information	
Base Currency *	<input type="text"/>
Calculation Method *	<input type="text"/>

“Base Currency”	The base currency is the basis for calculations on 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 for transfers.
“Calculation Method”	<p>You can choose one of the following:</p> <p>(e.g., using JPY as the base currency):</p> <ul style="list-style-type: none"> <li>● “The number of units of base currency for one unit of the currency” (e.g., set JPY100 for USD1.00).</li> <li>● “The number of units of the currency for one unit of base currency” (e.g., set USD0.01 for JPY1).</li> </ul>

## Chapter 2: Initial Setup

- For currencies to be used in transactions, enter the exchange rates under the “Next Rate” column.
- Click [Apply].

Base CCY & Ex. Rate Registration / Inquiry: Entry CM030503

\*: Mandatory

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**Exchange Rate Information**

Base Currency \*

Calculation Method \*

---

**Exchange Rate Details**

CCY Code	Currency Name	Decimal Digit	Current Rate	Next Rate
AUD	Australian Dollar	2		<input type="text"/>
EUR	Euro	2		<input type="text"/>
GBP	British Pound Sterling	2		<input type="text"/>
IDR	Indonesian Rupiah	2		<input type="text"/>
JPY	Japanese Yen	2		<input type="text" value="100"/> <input type="button" value="X"/>
SGD	Singapore Dollar	2		<input type="text"/>
THB	Thai Baht	2		<input type="text"/>

---

**Valid Duration**

Effective Date \*   DDMYY

[Back to List](#)

You do not need to set the exchange rate for currencies which you are not planning to use.

These exchange rates are used mainly to calculate and verify the limit amounts for the service; they are not applied to actual payments.

### Registration Examples (using JPY as the calculation currency for limit amounts for payments)

#### Example 1

“Base Currency”: JPY  
 “Calculation Method”: “The number of units of base currency for one unit of the currency”  
 “Next Rate”: JPY = 1, USD = 100

#### Example 2

“Base Currency”: JPY  
 “Calculation Method”: “The number of units of the currency for one unit of base currency”  
 “Next Exchange Rate”: JPY = 1, USD = 0.01

## Chapter 2: Initial Setup

- Confirm the information entered and click [Apply].

**Base CCY & Ex. Rate Registration / Inquiry: Confirm** CM030504

[110001] When you change the base currency, please input the next rate in the newly selected base currency. Changes made to the base currency will result in an automatic clearing of the Max. Number of Daily Transfer, Limit Amount of Transfer per Transaction, Limit Amount of Daily Transfer for each User and Upper/Lower Amount Range of Approval Flow. To Apply or Approve transactions, please update the relevant fields by entering correct values in the newly selected base currency.

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

Status : (Revision)

Base Currency	
Base Currency	USD
Calculation Method	The number of units of the currency for one unit of base currency. (e.g., Base currency = JPY, JPY1=USD0.01)

Exchange Rate Details				
CCY Code	Currency Name	Decimal Digit	Current Rate	NextRate
USD	US Dollar			
EUR	Euro			
GBP	Pound Sterling			

Valid Duration	
Effective Date	04.10.2022
Expiration Date	

Apply

- Confirm the result.

**Base CCY & Ex. Rate Registration / Inquiry: Result** CM030506 [Print Page](#)

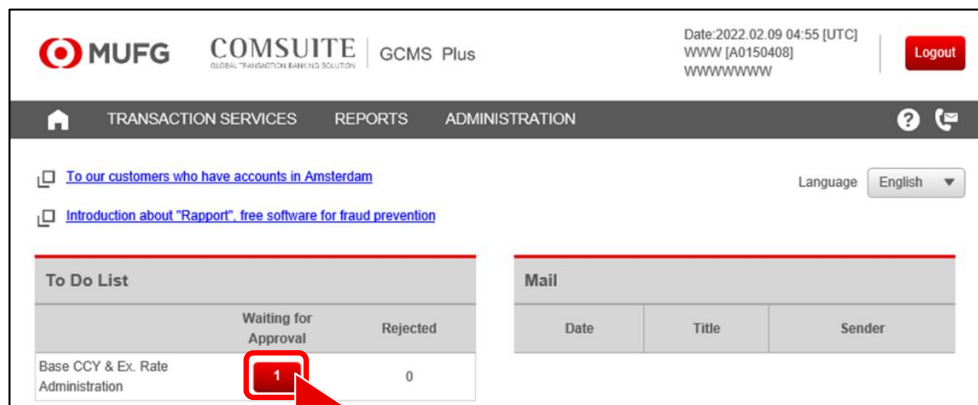
**✓** Base CCY & Ex. Rate data has been Applied.

Status : Applied (Revision)

## Chapter 2: Initial Setup

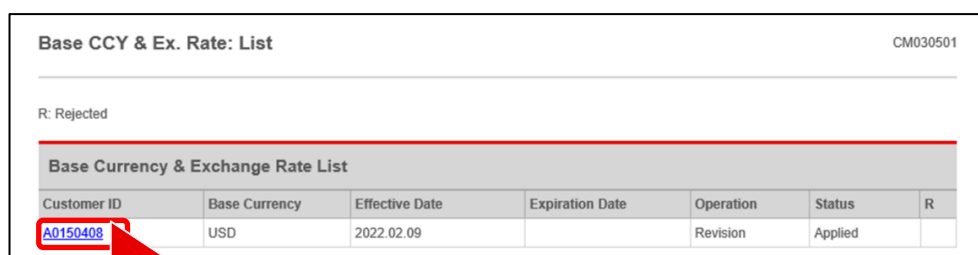
### Approve the Base Currency and Exchange Rate

- Another administrator who did not apply to set the base currency and exchange rate should conduct the following operation.
- Click the number in the “Waiting for Approval” column of “Base CCY & Ex. Rate Administration” under “To Do List”.



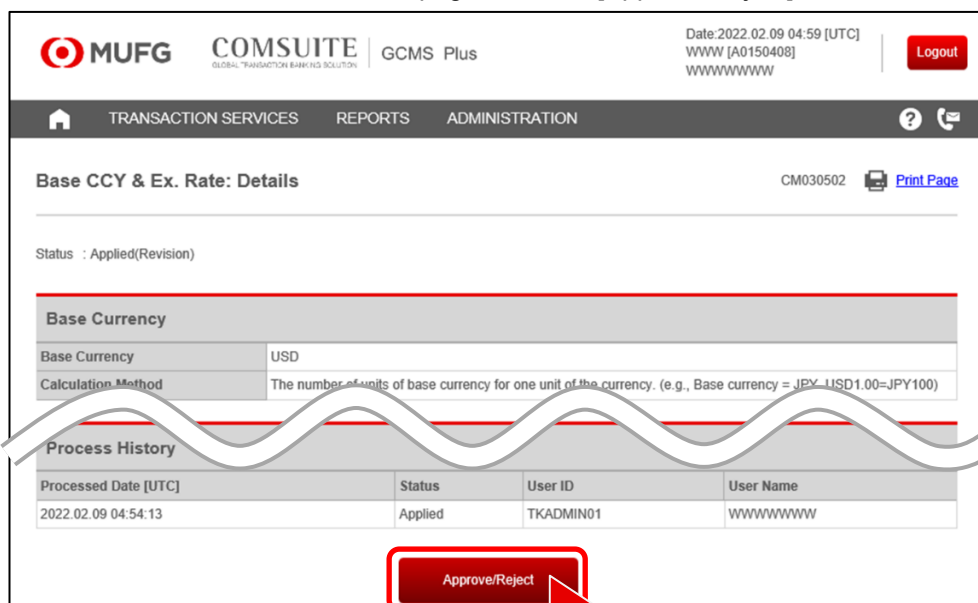
The screenshot shows the MUFG COMSUITE GCMS Plus interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'To Do List' section has columns for 'Waiting for Approval' and 'Rejected'. The 'Base CCY & Ex. Rate Administration' row shows '1' in the 'Waiting for Approval' column and '0' in the 'Rejected' column. A red box highlights the '1', and a red arrow points to it. The 'Mail' section is also visible.

- Click the Customer ID link.



The screenshot shows the 'Base CCY & Ex. Rate: List' page. The table has columns: Customer ID, Base Currency, Effective Date, Expiration Date, Operation, Status, and R. The first row shows 'A0150408' as the Customer ID, 'USD' as the Base Currency, and '2022.02.09' as the Effective Date. A red box highlights the 'A0150408' link, and a red arrow points to it.

- Scroll down to the bottom of the page and click [Approve/Reject].



The screenshot shows the 'Base CCY & Ex. Rate: Details' page. The page displays the status 'Applied(Revision)' and the 'Base Currency' section with 'USD' as the Base Currency and 'The number of units of base currency for one unit of the currency. (e.g., Base currency = JPY-USD1.00=JPY100)' as the Calculation Method. The 'Process History' table shows the processed date, status, user ID, and user name. A red box highlights the 'Approve/Reject' button at the bottom, and a red arrow points to it.

## Chapter 2: Initial Setup

- Enter the transaction authorization code following the on-screen guidance and click [Approve].

COMSUITE GCMS Plus

Date: 2022.02.09 05:04 [UTC]  
WWW [A0150408]  
WWWWW

Logout

TRANSACTION SERVICES REPORTS ADMINISTRATION

Base CCY & Ex. Rate Registration / Inquiry: Approval CM030505

Status : Applied(Revision)

**Base Currency**

Base Currency	USD
Calculation Method	The number of units of base currency for one unit of the currency. (e.g., Base currency = JPY, USD1.00=JPY100)

**and Duration**

Effective Date	2022.02.09
Expiration Date	

**Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)**

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.

Challenge Code 042272

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code

Click the "Approve" button to finish transaction authorization.

Approve Reject

- Confirm the dialog box message and click [OK].

Web ページからのメッセージ

Do you want to Approve?

OK キャンセル

- Confirm the result.

Base CCY & Ex. Rate Registration / Inquiry: Result CM030506 Print Page

Base CCY & Ex. Rate data has been Approved.

Status : Approved(Revision)

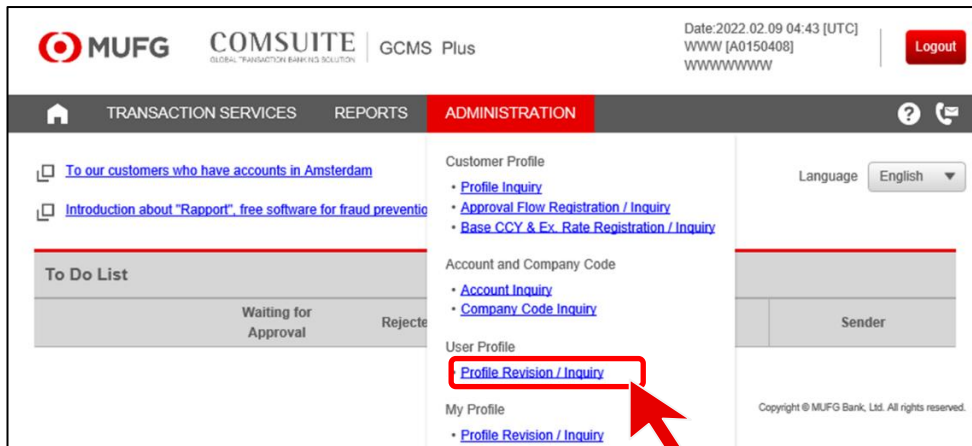
**This is the end of the base currency and exchange rate setup.**

## Chapter 2: Initial Setup

### Set User Privileges

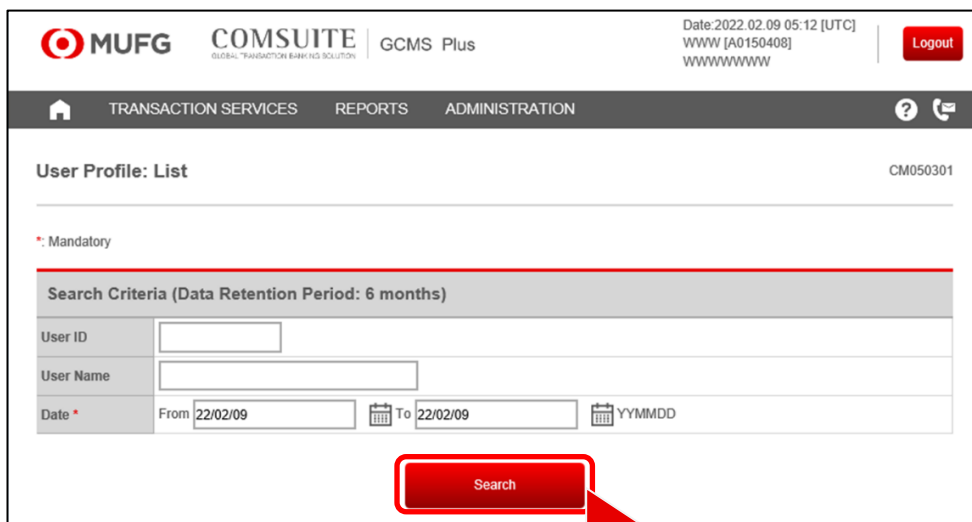
#### Apply to set user privileges

- From the [ADMINISTRATION] Mega Menu in the upper part of Top Page, click [User Profile] - [Profile Revision / Inquiry].



The screenshot shows the COMSUITE administration interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'ADMINISTRATION' menu is expanded, showing options like 'Customer Profile', 'Account and Company Code', and 'User Profile'. The 'User Profile' section has a red box around the 'Profile Revision / Inquiry' link, with a red arrow pointing to it. The 'To Do List' on the left shows 'Waiting for Approval' and 'Rejected' items. The top right shows the date '2022.02.09 04:43 [UTC]' and a 'Logout' button.

- Click [Search].



The screenshot shows the 'User Profile: List' search form. The form has a 'Search Criteria (Data Retention Period: 6 months)' section with fields for 'User ID', 'User Name', and 'Date \*'. The 'Date \*' field has a 'From' date of '22/02/09' and a 'To' date of '22/02/09'. The 'Search' button is highlighted with a red box and a red arrow. The top right shows the date '2022.02.09 05:12 [UTC]' and a 'Logout' button.

## Chapter 2: Initial Setup

- Click the link for the User ID.

**MUFG COMSUITE GCMS Plus** Date: 2022.02.09 05:12 [UTC]  
WWW [A0150408]  
WWW

TRANSACTION SERVICES REPORTS ADMINISTRATION

**User Profile: List** CM050301

\*: Mandatory

**Search Criteria (Data Retention Period: 6 months)**

User ID:   
User Name:   
Date: From 22/02/09 To 22/02/09 YMMDD

**Search**

A: Administrator, LS: Login Suspension, R: Rejected

User ID	Customer ID ▲	Branch Name	A	Effective Date	Expiration Date	Operation	Status	R
AMSADMIN01	A0150408	eBIT1	*	2016.02.23		Revision	Approved	
WWW	WWW							
AMSADMIN02	A0150408	eBIT1	*	2016.02.23		Revision	Approved	
WWW	WWW							

- Scroll down to the bottom of the page and click [Apply to Revise].

**MUFG COMSUITE GCMS Plus** Date: 2022.02.09 05:16 [UTC]  
WWW [A0150408]  
WWW

TRANSACTION SERVICES REPORTS ADMINISTRATION

**User Profile: Details** CM050302 [Print Page](#)

Status: Approved(Revision)

**User Profile**

Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWW

**Valid Duration**

Effective Date	2016.02.23
Expiration Date	

**Process History**

Processed Date [UTC]	Status	User ID	User Name
----------------------	--------	---------	-----------

**Apply to Revise**



## Chapter 2: Initial Setup

### ■ Fill out the “User Profile” section.

**User Profile: Entry**

Apply Save as Draft

\*: Mandatory

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWXXXXXX
User ID	AMSADMIN01
Administrator	Yes
User Short Name *	WWWXXXXXX
e-mail Address	
e-mail Notification for Approval Flow	<input type="checkbox"/>
Max Number of Daily Transfers	
Limit Amount of Transfer Per Transaction [USD] *	
Limit Amount of Daily Transfers [USD] *	

#### ➤ “e-mail Address”

Enter an email address for the user to receive email notifications automatically sent from the system.

Note: Check the [“Reference”](#) (p.20) if you wish to change the COMSUITE email address.

#### ➤ “e-mail Notification for Approval Flow”

Place a checkmark here for the user to receive email notifications for approval requests and rejections.

For users who make approvals for any payment instructions, it is necessary to specify a value in the following fields. For the other users who do not conduct approval operations, you may place “0” in these fields.

#### ➤ “Max Number of Daily Transfers”

Up to “99,999” can be entered.

#### ➤ “Limit Amount of Transfer per Transaction”

Up to “9,999,999,999,999,999” (16 digits) can be entered.

#### ➤ “Limit Amount of Daily Transfers”

Up to “999,999,999,999,999,999” (18 digits) can be entered.

\*The currency in square brackets ([ ]) is used for the calculation of “Limit Amount of Transfer Per Transaction” and “Limit Amount of Daily Transfers”.

### ■ Place checkmarks as applicable in the “Account Permitted” and “Company Code Permitted” sections.

Access Privilege															
<b>Account Permitted</b> <span style="float: right;">Inq : Inquiry , Stt : Settlement</span>															
Bank Name	Branch Name	Currency	Account Type	Account No.	Account Name	Service									
MUFG Bank	London Branch	GBP	Current Deposit	123456	WWWXXXXXX	<table border="1"> <thead> <tr> <th></th> <th>Inq All</th> <th>Stt All</th> </tr> </thead> <tbody> <tr> <td>Account Report</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Payments and Transfers</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>		Inq All	Stt All	Account Report	<input type="checkbox"/>	<input type="checkbox"/>	Payments and Transfers	<input type="checkbox"/>	<input type="checkbox"/>
	Inq All	Stt All													
Account Report	<input type="checkbox"/>	<input type="checkbox"/>													
Payments and Transfers	<input type="checkbox"/>	<input type="checkbox"/>													
<b>Company Code Permitted</b> <span style="float: right;">Inq : Inquiry , Inst / Others : Instruction / Others</span>															
Bank Name	Branch Name	Company Code	Company Name	Service	Inq All	Inst / Others All									
MUFG Bank	eBIT1	99999999 / 99999999	WWW	<table border="1"> <tbody> <tr> <td>Outstanding Transaction Report Time Deposit</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outstanding Transaction Report Loan</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Outstanding Transaction Report Foreign Exchange Contract</td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> </tbody> </table>	Outstanding Transaction Report Time Deposit	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding Transaction Report Loan	<input type="checkbox"/>	<input type="checkbox"/>	Outstanding Transaction Report Foreign Exchange Contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outstanding Transaction Report Time Deposit	<input type="checkbox"/>	<input type="checkbox"/>													
Outstanding Transaction Report Loan	<input type="checkbox"/>	<input type="checkbox"/>													
Outstanding Transaction Report Foreign Exchange Contract	<input type="checkbox"/>	<input type="checkbox"/>													

#### “Account Permitted”

For each account, place checkmarks to select services for which the user is entitled to inquire, apply for, and approve payment instructions.

#### “Stt” (settlement privileges):

These are privileges to apply for and/or approve payment instructions. In the next section, “Function Permitted”, it is possible to grant more specific privileges for application and approval for each service.

#### “Company Code Permitted”

For each company code (CIF), place checkmarks to select services for which the user is entitled to inquire, apply for, and approve payment instructions.

#### “Stt (Inst/Others)” (instruction/transaction privileges):

These are privileges to apply for and/or approve other instructions. In the next section, “Function Permitted”, it is possible to grant more specific privileges for application and approval for each service.

## Chapter 2: Initial Setup

- Place checkmarks in the applicable fields under the “Function Permitted” section.

Function Permitted						
<ul style="list-style-type: none"> <li>“Execute” is the privilege to Approve the transaction which is applied by oneself.</li> <li>“Correct &amp; Approve” is the privilege to change the value date and Approve.</li> </ul>						
Function	Inquire All	Operate All	Apply All	Approve All	Correct & Approve All	Execute All
Account Report	<input type="checkbox"/>					
Outstanding Transaction Report (Time Deposit)	<input type="checkbox"/>					
Outstanding Transaction Report (Loan)	<input type="checkbox"/>					
Outstanding Transaction Report (Foreign Exchange Contract)	<input type="checkbox"/>					
Payments and Transfers Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Payments and Transfers Beneficiary Master	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Restricted Confidential Payment Instruction	<input type="checkbox"/>					
Tax Payment Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Credit Transfer Instruction	<input type="checkbox"/>					
SEPA Credit Transfer Instruction (Local Format)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
SEPA Direct Debit Instruction	<input type="checkbox"/>		New <input type="checkbox"/> Upload <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SEPA Direct Debit Instruction (Local Format)	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>
Domestic Credit Transfer (Europe) Instruction	<input type="checkbox"/>					
File Transfer Instruction	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Mail	<input checked="" type="checkbox"/>					
Customer Administration	<input type="checkbox"/>					
Approval Flow Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
Base CCY & Ex. Rate Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
A/C & Company Code Administration	<input type="checkbox"/>					
User Profile Administration	<input type="checkbox"/>		<input type="checkbox"/> ●	<input checked="" type="checkbox"/> ★		
My Profile Profile Revision / Inquiry	<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"/>					
Reference Bank Code	<input checked="" type="checkbox"/>					
Reference Public Key Download	<input checked="" type="checkbox"/>					
Mapping Definition		<input type="checkbox"/>				
Log User Activity Log	<input checked="" type="checkbox"/>					
Instruction Amendment Log / User Profile Download	<input type="checkbox"/>					

For each service function, place checkmarks to select the functions the user is entitled to inquire, apply for, approve, correct and approve, and execute.

### “Operate”

Required when using UK Low Value Payment

### “Correct & Approve”

Enables the user to fix the value date of applied instructions when approving

### “Execute”

Enables the user to approve instructions made by themselves. Any payment process can be completed by a single user. Without this privilege, it is not possible to make payments by oneself even if apply and approve privileges are granted

**(Generally, the applicant and approver of payment instructions should be different users in order to prevent financial fraud.)**

“●”: Automatically granted to administrators. Available for any user

“★”: Only available for administrators

## Chapter 2: Initial Setup

- Place a checkmark in the “Additional Setting” section if necessary.

Additional Setting

Setting Name

Payments and Transfers Confidential

☐ Confidential ☐ Confidential (Summary Only)

Working Hours [UTC]

Day	From	To
Mon.	0000	2400
Tue.	0000	2400
Wed.	0000	2400
Thu.	0000	2400
Fri.	0000	2400
Sat.	0000	2400
Sun.	0000	2400

**“Payment and Transfers Confidential”**

Place a check mark if the user creates confidential instructions (Salary / Bonus payment). Without the confidential privilege, the user can not create, upload, submit applications, approve, and display lists/details of Confidential instructions and beneficiary masters.

For available settlement account branch for confidential payment, see : online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields].

Apply

Save as Draft

Reset

- Scroll down to the bottom of the page and click [Apply].

User Profile Revision / Inquiry: Confirm

CM050303

?

Please confirm User Profile data below.  
To proceed, click on "Apply" button.

Status : (Revision)

User Profile

Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01
Administrator	Yes
User Short Name	WWWWWWWWW
e-mail Address	xxxxxxxxxxxxxxxx@xxx.com
e-mail Notification for Approval Flow	Yes
Max Number of Daily Transfers	99999
Limit Amount of Transfer Per Transaction [USD]	9,999,999,999,999.00
Limit Amount of Daily Transfers [USD]	9,999,999,999,999.00

Valid Duration

Effective Date

Expiration Date

Apply

## Chapter 2: Initial Setup


---

- Confirm the result.

\*To set privileges for other users, click [Go to User List].

User Profile Revision / Inquiry: Result

CM050304

 User Profile data has been Applied.

Status : Applied(Revision)

Go to User List

## Chapter 2: Initial Setup

### Approve User Privileges

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

The screenshot shows the MUFG COMSUITE GCMS Plus interface. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. The 'To Do List' section is visible, with a table showing the following data:

	Waiting for Approval	Rejected
User Profile Administration	1	0

A red box highlights the number '1' in the 'Waiting for Approval' column, and a red arrow points to it.

- Click the link for the User ID.

The screenshot shows the MUFG COMSUITE GCMS Plus interface. The 'User Profile: List' section is visible, with a search criteria form and a user list table. The search criteria form includes fields for 'User ID', 'User Name', and 'Date'. The 'User List' table shows the following data:

User ID	Customer ID ▲	Branch Name	A	Effective Date	Expiration Date	Operation	Status	R
AMSADMIN*1	A0150408	eBIT1	*			Revision	Applied	
WWW	WWW							

A red box highlights the 'User ID' field in the search criteria, and a red arrow points to it.

## Chapter 2: Initial Setup

- Scroll down to the bottom of the page and click [Approve/Reject].

**User Profile: Details** CM050302 [Print Page](#)

Status : Applied(Revision)

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01
Administrator	Yes
User Short Name	WWWWWWWWW

Process History			
Processed Date [UTC]	Status	User ID	User Name
2022.02.09 06:54:10	Applied	EUADMIN01	WWWWWWWWW

**Approve/Reject**

- Enter the transaction authorization code following the on-screen guidance and click [Approve].

**User Profile Revision / Inquiry: Approval** CM050306

Status : Applied(Revision)

User Profile	
Branch Name	eBIT1
Customer ID	A0150408
Customer Name	WWW
User Name	WWWWWWWWW
User ID	AMSADMIN01

Valid Duration	
Effective Date	
Expiration Date	

**Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)**

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.

Challenge Code: 042300

iii. Enter the displayed code to the Transaction Authorization Code field.

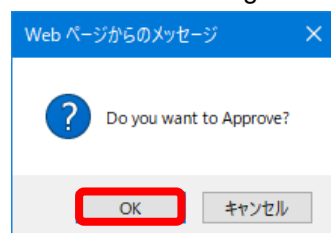
Transaction Authorization Code:

Click the "Approve" button to finish transaction authorization.

**Approve** **Reject**

## Chapter 2: Initial Setup

- Confirm the dialog box message and click [OK].



- Confirm the result.

\*To set or approve privileges for other users, click [Go to User List].

User Profile Revision / Inquiry: Result CM050304

✓ The User Profile data has been Approved.

Status : Approved(Revision)

Go to User List

### Reference: COMSUITE Email Notifications

The email address registered for password reset and Physical or Mobile OTP token activation notifications and Mobile Phone Number registered for Mobile OTP Token activation notifications can be changed in COMSUITE.

- (1) Click [Administration] on the Top Page, then [Revision/Inquiry] under “My Profile”
- (2) Revise the email address or Mobile Phone Number and click [OK]. (This operation does not require any approval.)

MUFG COMSUITE GLOBAL TRANSACTION BANKING SOLUTIONS

Help Contact Us Print Page Logout

ABC Corp [A9999999] George Sato

MUFG Bank

Date: 2017.05.15 11:35 [JPN]

Top Page Select Menu Inquiry Go

My Profile Revision / Inquiry: Entry ECM060101

User Profile

COMSUITE	User ID	ADMIN01
User Name	George Sato	
Administrator	Yes	
e-mail Address	gsato@abccorp.com	
e-mail Notification for Approval Flow	<input checked="" type="checkbox"/>	
e-mail Address for Password / Challenge Code Notification	gsato@password@abccorp.com	
Mobile Phone Number (CountryCode / Number)	(+ 81) 12345678901	

Permitted SSO Service

#	Service	Contracting Branch	Customer ID	User ID	Registration Date
1	GCMS Plus	Ho Chi Minh City Br.	A9999999	ADMIN01	2022.03.04
2	CMS Thailand	Ho Chi Minh City Br.	36310001	ADMIN01	2022.03.04

OK Cancel Reset

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**This is the end of the user privileges setup.**



## Chapter 3: Payments

### Overview of the Payments Menu

- This service allows you to make a Payments instruction to the bank.
- The applicant creates a Payments instruction which is then approved by the approver. The approved Payments instruction is sent to the bank, thus completing the request.

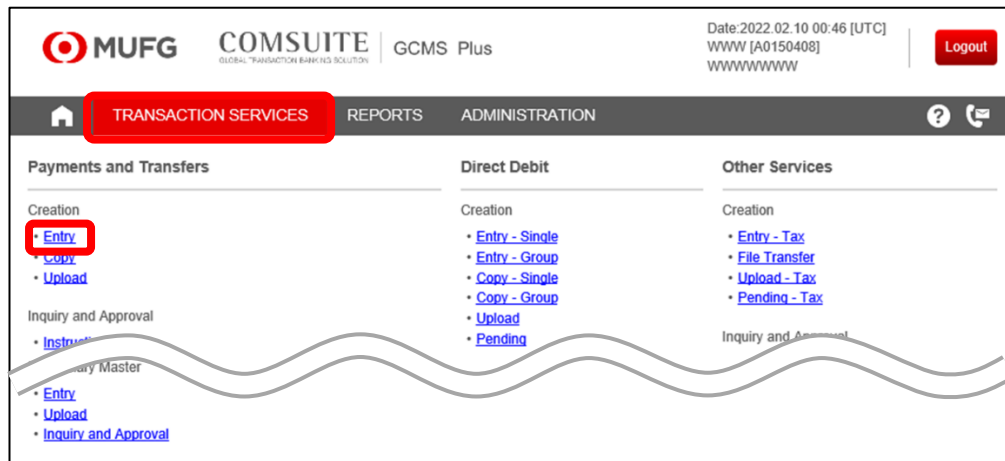
#	Operation	Applicant	Approver
1	Create and apply for a payment instruction	■	
2	Approve the payment instruction application		■

- There are 3 ways to create a Payments instruction:
  - (1) **Create by entering new data:** “Entry”  
Create a new instruction from a blank screen. (Explained in this chapter)
  - (2) **Create by using a past instruction** “Copy”  
Create a new instruction by using a previously approved or saved instruction.
  - (3) **Create by uploading data** “Upload”  
Create new instructions by uploading instruction data into GCMS Plus.

## Chapter 3: Payments

### Create and Apply for a New Payments Instruction

- This section describes how to enter instruction details on screen and apply for approval.
- From the [Transaction Services] Mega Menu in the upper part of Top Page, click [Payments and Transfers] - [Creation] - [Entry].



- Select the account from the [Account] pull-down and available payment types are listed in the [Payment Type] field.
- Select the appropriate payment type and click the [Next] button.

**Creation: Select** TR200101

STEP1 : Create

STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details

Confirm Input details and complete

\*: Mandatory

**Settlement Information**

Account \*

EUR 0123456789 Current Deposit / WWWWWW / Amsterdam

Payment Type \*

☐ Foreign Remittance  
☒ Domestic (Single) - Target2 / CHAPS  
☐ Domestic - SEPA  
☐ Domestic (Confidential) - SEPA  
☐ Book Transfer

Next

For Available payment types, see : online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields]

## Chapter 3: Payments

- Enter the contents of the instruction. Once entry is done, scroll down to enter comments in the [Applier's Comments] field as needed and click the [Apply] button.

Creation: Input TR200102

**STEP1 : Create** STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details Confirm Input details and complete

**+ Payment Type and Settlement Account Information**

\*: Mandatory

**- Transaction Details**

Value Date  YYMMDD

Currency \*

Amount \*

Exchange Method \*  NOEX

Forward Contract No.  Select

Purpose of Remittance  List

Customer Reference

RTGS (Urgent) ☐

Bank Charge \*

Charge Account

**- Beneficiary Details** Beneficiary Master List

**Beneficiary Information**

Name \*

Address

City

Country

Account No. \*   IBAN

**Beneficiary Bank Information**

☒ SWIFT BIC  Select

☐ Bank / Branch

Bank Name

Branch Name

Address

Country

**- Internal Comments (Information below will not be included in this payment instruction)**

Applier's Comments

Approver's Comments

**Apply** **Save as Draft** **Back to Previous** **Cancel**

The instruction entry page is displayed according to the selected payment type.

For details of each field, see: online manual Appendix [Available Payment Types by Branch/Office & Entry Screen Fields].

### Beneficiary Master

The Beneficiary Master function enables you to register beneficiary and beneficiary bank information as master data and use it when you create instructions. Click [Beneficiary Master List] and you can select beneficiary information from the registered beneficiary master list.

## Chapter 3: Payments

- Confirm the information entered and click [Apply].

Creation: Confirm TR200103

STEP1 : Create STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details Confirm input details and complete

**?** Please confirm the instruction below.  
To proceed, select Approval Flow and click on "Confirm" button.

Confirm Back to Previous

Mandatory

**Approval Flow**

Approval Flow Name \*

**Payment Type and Settlement Account Information**

Payment Type	Foreign Remittance
Entry No.	
Entry	New

Confirm Back to Previous

### Approval Flow Name

Select an Approval Flow in the [Approval Flow Name] field if the pull-down is available.

Using the default Approval Flow, you can complete remittance in the two steps (application and approval). Under this flow, all of the users who have the Approve privilege can perform approval.

You cannot change the Approval Flow if it has been set on the beneficiary master.

- Two-Factor Authentication (one-time password / login password) will be required when applying for or approving transaction that use a European account for settlement.

\*Approval includes intermediate approval.

Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.  
(6 digits based on Amount and Beneficiary Account No.)

Challenge Code	105456
----------------	--------

iii. Enter the displayed code to the Transaction Authorization Code field.


Transaction Authorization Code	
--------------------------------	--

iv. Enter your login password to the Password field.

Password	
----------	--

Click the "Confirm" button to finish application for transaction.

Confirm Back to Previous



## Chapter 3: Payments

### ■ Confirm the result.

\*To create another instruction, click [Continue].

Creation: Complete

TR200104

STEP1 : Create

STEP2 : Confirm and Complete

Select Settlement Account & Payment Type and input details

Confirm Input details and complete

☒ Instruction has been successfully applied.  
To continue applying instruction, click on "Continue" button.

Continue

Exit

Instruction Information

Total Amount / Number of Transactions

Currency	Amount	Number of Instructions	Number of Transactions
JPY	10,000	1	1
Total Number		1	1

Instruction List

#	Value Date	Beneficiary Name / Group Name	Amount	Trans.	Settlement Account	Payment Type	Approval Flow
1		TEST	JPY 10,000	1	EUR 0123456789 Current Deposit	Foreign Remittance	Poypoy - pattarn

**This is the end of the payment creation.**

## Chapter 3: Payments

### Approve a Payments Instruction Application

- Click the number in the “Waiting for Approval” column of “Payments Instruction” under “To Do List”.

COMSUITE GCMS Plus

Date: 2022.02.10 05:22 [UTC]  
WWW [A0150408]  
WWW

Logout

TRANSACTION SERVICES REPORTS ADMINISTRATION

[To our customers who have accounts in Amsterdam](#)

[Introduction about "Rapport", free software for fraud prevention](#)

Language English

To Do List	Waiting for Approval	Rejected
Payments and Transfers Instruction	2	0

- Place a checkmark to select the instruction for approval under “Instruction List” and click [Approve].

Inquiry and Approval: Search TR200401

Action

Action Item ☐ Inquiry ☐ Apply / Edit ☐ Withdraw ☐ Delete ☒ Approve / Reject

+ Search Criteria

Search Clear

Instruction Information

Instruction List

#	All	Value Date	Group Name	Beneficiary Name	Amount	Trans.	Payment Type	Status	Upload / Master	Uploaded File Name
1	<input checked="" type="checkbox"/>			TEST	USD 100.00	1	Foreign Remittance	Applied		
2	<input type="checkbox"/>			TEST	JPY 10,000	1	Foreign Remittance	Applied		

Total Amount / Number of Transactions

Currency	Amount	Number of Instructions	Number of Transactions
JPY	10,000	1	1
USD	100.00	1	1
Total Number		2	2

Approve Overwrite Value Date Reject

To check the detail of instructions, click the icon in the Instruction List.

## Chapter 3: Payments

- Enter the transaction authorization code following the on-screen guidance and click [Confirm].

**Inquiry and Approval: Confirm** TR200402

**?** Please confirm the instructions below.  
To proceed, click on "Confirm" button.

**Internal Comments (Information below will not be included in this payment instruction)**

Approver's Comments

**Transaction Authorization (To reject, entering Transaction Authorization Code is not required.)**

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.  
(6 digits based on Amount and Beneficiary Account No. or DuitNow ID)


Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code

Click the "Confirm" button to finish transaction authorization.

**Confirm** **Back to Previous**



- Two-Factor Authentication (one-time password / login password) will be required when applying for or approving transaction that use a European account for settlement.

\*Approval includes intermediate approval.

**Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)**

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.  
(6 digits based on Amount and Beneficiary Account No. or DuitNow ID)

Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.


Transaction Authorization Code

iv. Enter your login password to the Password field.

Password

Click the "Confirm" button to finish transaction authorization.

**Confirm** **Back to Previous**

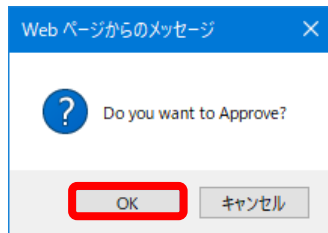




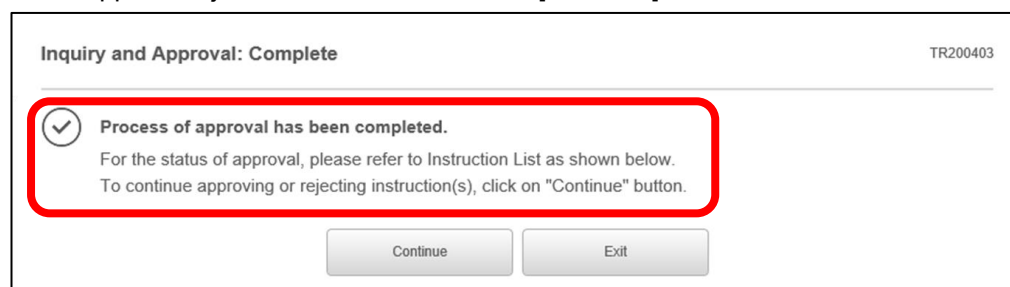
## Chapter 3: Payments

---

- Confirm the dialog box message and click [OK].



- Confirm the result.  
\*To approve/reject other instructions, click [Continue].



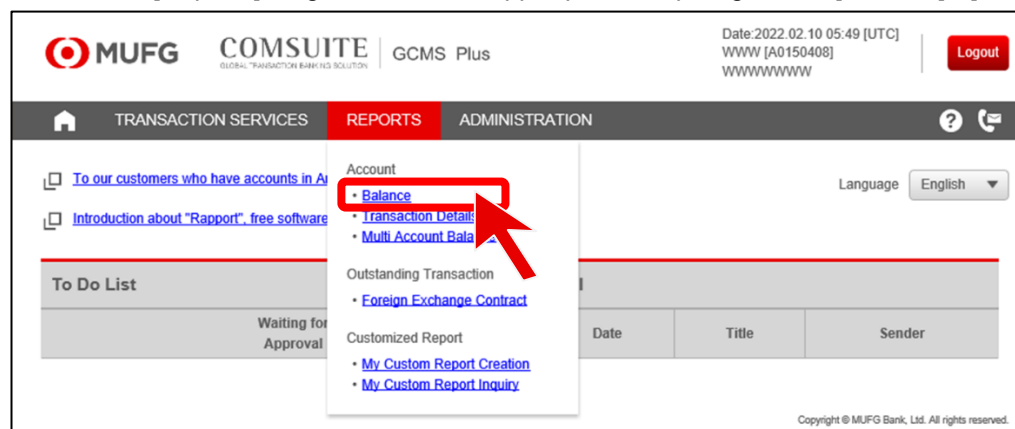
## Chapter 4: Inquiries

### Overview of the Inquiry Service

- The following submenus are available under “Account Report”:
  - (1) Display the balance of one account: “Balance”
  - (2) Display transactions for one account: “Transaction Details”
  - (3) Display the balances of multiple accounts: “Multi Account Balance”

### Balance

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] - [Balance].



- Specify a date / date range and an account, then click [View (Balance (Booking Date Base))].

**Balance: Select Inquiry Account** IQ010101

**Current**  
The latest information is displayed.

Search Criteria (Data Retention Period: 13 months)

Date / Date Range

Balance (Booking Date Base)

Balance (Including Back Value Transactions) / Interest

☒ Current  
☐ Past Date:  DDMMYY  
☐ Past Date Range: From  To  DDMMYY  
☐ Month:  MMY

**Account List**

Bank Name	Account Type	Account No.
Branch Name	Currency	Account Name
<input checked="" type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur Branch	USD	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank	Current Account	6795122000123456
Hong Kong Branch	HKD	ABC Corp
<input type="radio"/> MUFG Bank (China)	Current Account	679HKD5122000123456
Shanghai Branch (CC)	CNY	ABC Corp
<input type="radio"/> MUFG Bank	Current Account	123456
Singapore Branch	USD	ABC Corp

**View(Balance (Booking Date Base))** **View(Balance (Including BV Trans.) / Int.)**

Inquires can be made for dates up to 13 months ago, but any data not in the system cannot be viewed on GCMS.

## Chapter 4: Inquiries

### ■ Confirm the balance details.

**Balance: Balance Details**IQ010102

Date / Date Range : 03.09.2022 - 04.10.2022

**Account Details**

Bank Name	MUFG Bank (Malaysia)	Account Type	Current Account
Branch Name	Kuala Lumpur	Account No.	6445110000189889
Currency	USD	Account Name	ABCD TRADING SDN BHD

: Intraday Transaction

Balance Details					
Booking Date ▲				Total No. of Debit	Total Debit
				Total No. of Credit	Total Credit
01.10.2022	1,550,946.04	1,550,946.04		6	17,199.31
				2	
04.10.2022	1,664,086.28	1,664,086.28		0	
				2	

**“Booking Date”**  
You can confirm transaction details by clicking on the link under “Booking Date”.

**[PDF / Download]**  
The data retention period for account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.

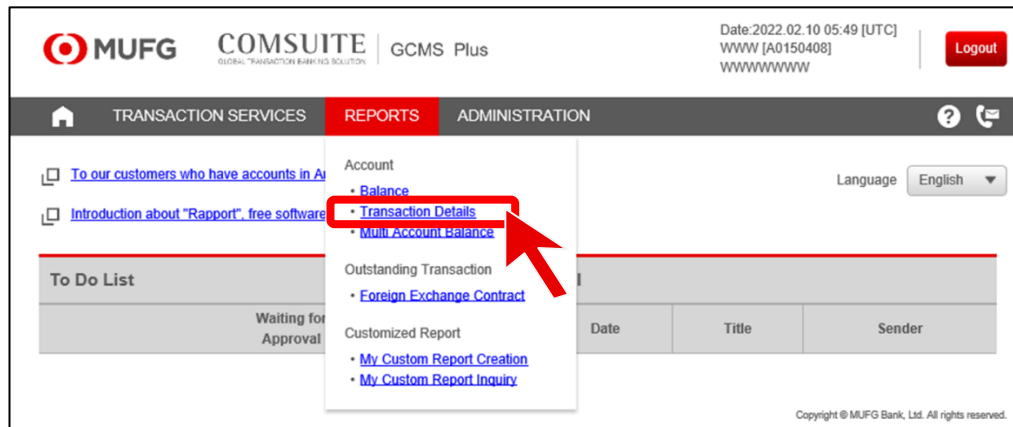
PDF

Download

## Chapter 4: Inquiries

### Transaction Details

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] – [Transaction Details].



- Specify a date / date range and an account, then click [View].

Transaction Details: Select Inquiry Account IQ010201

Search Criteria (Data Retention Period: 13 months)

Date / Date Range

Debit / Credit

☒ Current  
☐ Past Date:  DDMMYY  
☐ Past Date Range: From  To  DDMMYY

Account List

Bank Name	Account Type	Account No.
Branch Name	Currency	Account Name
<input checked="" type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur	USD	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank (Malaysia)	Current Account	6445110000189889
Kuala Lumpur	MYR	ABCD TRADING SDN BHD
<input type="radio"/> MUFG Bank (Malaysia)	Current Account	665521000036333JPY
Kuala Lumpur	JPY	ABC Corp

## Chapter 4: Inquiries

### ■ Confirm the transaction details.

Transaction Details: Transaction List

IQ010202

Date / Date Range : 27.09.2022 - 30.09.2022

Debit / Credit : All

Account Details

Bank Name	MUFG Bank (Malaysia)	Account Type	Current Account
Branch Name	Kuala Lumpur	Account No.	6445110000189889
SWIFT BIC		Account Name	ABCD TRADING SDN BHD
Currency	USD	IBAN	

◆ : Intraday Transaction    red: Canceled

Transaction List

Search Criteria: Debit / Credit    All    Search    Page: 1/3    →    →I    ↺

All	Booking Date ▲	Debit	Credit	Opening / Closing Balance	Transaction Type	Customer Reference	Bank Reference
<input type="checkbox"/>	(Value Date)				Residual Information		
	27.09.2022 ◆			Balance			
	(27.09.2022)						
<input type="checkbox"/>	<b>27.09.2022</b>						
	(27.09.2022)				TTP-755555-00(TRA)INWARDREMITTANCE		

Page: 1/3    →    →I    ↺

PDF Output Form

Full Detail Information & Bank Reference    ☒ Included    ☐ Not included

PDF

PDF (Selected Details)

Download

Back to Select Inquiry Account

Go to Balance Details

#### [PDF / Download]

The data retention period of account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.

## Chapter 4: Inquiries

### Multi Account Balance

- From the [Reports] Mega Menu in the upper part of Top Page, click [Account] – [Multi Account Balance].



- Specify a date / date range and the accounts, then click [View].


The screenshot shows the 'Multi Account Balance: Select Inquiry Account' form. The form includes a 'Search Criteria (Data Retention Period: 13 months)' section. Under 'Inquiry Date', the 'Current' radio button is selected, and the 'Past Date' field is empty. A red box highlights the 'Current' radio button and the 'Past Date' field. A callout box with a dashed border contains the text: "Current" The latest information is displayed. Below the form is an 'Account List' table with columns: 'All', 'Bank Name', 'Branch Name', 'Account Type', 'Currency', 'Account No.', and 'Account Name'. The table lists four accounts, each with a checkbox in the 'All' column. A red box highlights the checkboxes for the first three accounts. At the bottom of the form, a red 'View' button is highlighted with a red box and a red arrow pointing to it.

All	Bank Name	Branch Name	Account Type	Currency	Account No.	Account Name
<input type="checkbox"/>	MUFG Bank (Malaysia)	Kuala Lumpur	Current Account	USD	6445110000189889	ABCD TRADING SDN BHD
<input type="checkbox"/>	MUFG Bank (Malaysia)	Kuala Lumpur	Current Account	MYR	6445110000189889	ABCD TRADING SDN BHD
<input type="checkbox"/>	MUFG Bank	London	Current Account	GBP	111111	ABC Corp (Europe)


## Chapter 4: Inquiries

- Confirm the balances of the bank accounts.


**Multi Account Balance: Multi Account Balance Details**IQ010302

Inquiry Date :  04.10.2022

Account terms and conditions may vary depending on the type of account hold.  
For details of the interest rate(s) shown, please confirm the account holding office.

 : Intraday Transaction

**Balance Details**


Account Name	Booking Date	Currency	Balance	Available Balance	Depo Int. Rate
Account No.				Available Amount (Today)	O/D Int. Rate
ABCD TRADING SDN BHD 6445110000189889	<b>04.10.2022</b> 	USD			
ABCD TRADING SDN BHD 6445110000189889	04.10.2022	MYR			
ABC Corp (Europe) 111111	04.10.2022	GBP	3,111,222.00	3,111,222.00	0.00 1.575

**Total Balance**

		Balance	Available Balance	Available Amount (Today)
Sub Total	GBP	3,111,222.00	3,111,222.00	0.00
	MYR	220,219,218.00	220,219,218.00	
	USD	58,682.22	58,682.22	
Grand Total in Base Currency USD		7,761,171.77	7,761,171.77	0.00

**PDF**

**Download**

 [Back to Select Inquiry Account](#)

**“Booking Date”**  
You can confirm transaction details by clicking the link under “Booking Date”.

**[PDF / Download]**

The data retention period of account information is 13 months maximum. It is recommended that you save your reports within the retention period by downloading the data as necessary.



## Chapter 5: Help

### Online Manuals and Contact Information

- Online manuals for this service can be obtained in PDF format via the [Question] button on the top right of each page. If you have any questions about the service, you can view the contact information for your branch via the [Phone / Mail] button.

### COMSUITE Top Page

### GCMS Plus Top Page

### GCMS Plus Helpdesk in Japan

- If you have any questions about the operational methods and procedures for the service, please contact the following:

MUFG Bank GCMS Plus Helpdesk

0570-003636 (Available only in Japan. Local call rate will be charged.)

Weekdays 9:00 am – 5:00 pm

