

# GCMS Plus

## APPROVAL PROCESS



## Step #1: Go to the GCMS Plus page

- ❑ Upon successful login, click *[GCMS Plus]*

**To Do** ▾ [Detail](#)

Administration **1**

OTP Token Activation **1**

**Direct Links**

Cash Management

GCMS Plus

**Cash Balance: Asia Pacific**

Balance by...

Customer: All | Base Currency: USD [Rate by Bank] [Settings](#)

Closing Balance Intraday Balance


Total | 5 a/c

0.0

0.0

There is an account(s) that doesn't have balance details.

Pakistan	0 a/c	0.0	0.0
Myanmar	3 a/c	0.0	0.0
Thailand	0 a/c	0.0	0.0
Vietnam	0 a/c	0.0	0.0

- ❑ From the  Menu, pending items for approval are displayed in the **To Do List**.
- ❑ Under 'Waiting for Approval' column, click the *[number]* icon to proceed with the approval process.

**MUFG COMSUITE** | GCMS Plus

Date: 2022.04.12 09:49 [PHL]

Logout

TRANSACTION SERVICES | REPORTS | ADMINISTRATION

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

Language: English

**To Do List**

	Waiting for Approval	Rejected
Payments and Transfers Instruction	<b>3</b>	<b>1</b>

**Mail**

Date	Title	Sender
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## Step #2.1: Navigate the *Inquiry and Approval: Search* page

- ❑ From the Instruction List, tick the box of the payment instruction for review and approval.
- ❑ To perform bulk approval, select/tick the *[All]* box.

**Inquiry and Approval: Search** TR200401

**Action**

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

**+ Search Criteria**

**Instruction Information**

**Instruction List**

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

To review/check the complete details of each payment instruction applied, click the icon in the Instruction list.

## Step #2.2: Navigate the *Inquiry and Approval: Search* page

- ❑ The total amount and total number of instructions / transactions are displayed below for quick and easy reference.

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 continue with the approval, click *[Approve]*
- ❑ To change the value date, click *[Overwrite Value Date]*
- ❑ To reject or cancel the payment instruction, click *[Reject]*

Step #3: Navigate the *Inquiry and Approval: Confirm* page

❑ If needed, an approver's comment can be added (*optional field*).

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

Instruction Information

Total Amount / Number of Transactions

Currency	Amount	Number of Instructions	Number of Transactions
EUR	60,000.00	1	1
USD	160,000.00	1	1
Total Number		2	2

## Step #4: Authorize the Transaction

- ❑ Follow the on-screen instructions on how to enter the transaction authorization code and then click *[Confirm]*

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 Total Amount/Amount and Entry No. or Group No.)

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 application for transaction.

**Confirm** Back to Previous



Inquiry and Approval: Complete TR200403

 **Process of approval has been completed.**  
For the status of approval, please refer to instruction List as shown below.  
To continue approving or rejecting instruction(s), click on "Continue" button.

Continue Exit

**Note:** *Inquiry and Approval: Complete* page will be displayed on the screen.

- ❑ Once the payment instruction is fully approved, it will be queued for Bank processing.

Should you have any concerns, feel free to contact the Transaction Banking helpdesk at +632 8886 7371 local 8051-8073 or email us at [cmsph\\_support@ph.mufg.jp](mailto:cmsph_support@ph.mufg.jp)

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