

GCMS Plus

CREATION OF BOOK TRANSFER
(INTERNAL FUND TRASFER)



NOTE:

Classification		
Payment Type	Beneficiary Bank	CCY
Book Transfer	MUFG Bank Manila Branch	All

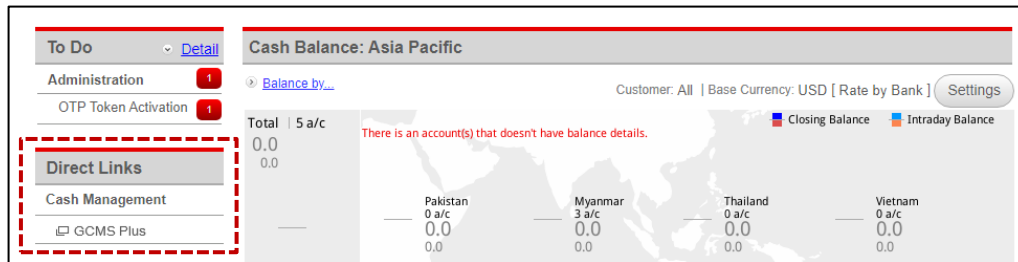
Cutoff Time		
Payment Type	CCY	Cutoff Time [PHL]
Book Transfer	CHF	15:00
	CNY	15:00
	EUR	15:00
	GBP	15:00
	JPY	15:00
	PHP	15:00
	SGD	15:00
	THB	15:00
	USD	15:00

❑ For Book Transfer:

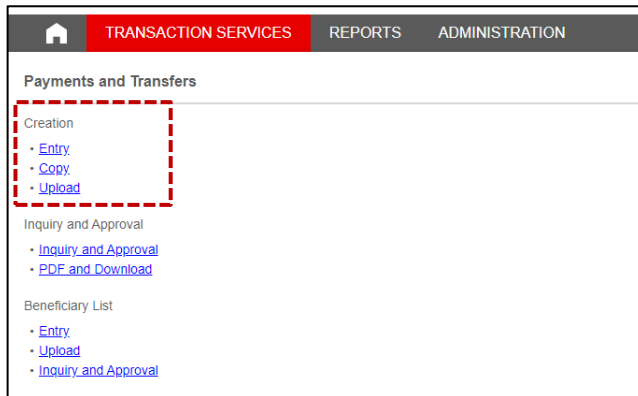
- In the Beneficiary Information, it is best to provide complete address information including City and Country name.

Step #1: Go to the GCMS Plus page

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



- ❑ From the TRANSACTION SERVICES Menu, click *[Entry]* under Payments and Transfers – Creation



Step #2: Set the Settlement Account and Payment Type

Creation: Select

STEP1 : Create STEP2 : Confirm and Complete

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

*: Mandatory

Settlement Information

Account * USD [REDACTED] Foreign Currency Deposit / WWWWWW / Manila Branch

Payment Type *

☐ Foreign Remittance (ISO20022)

☐ Domestic (Single)

☒ Book Transfer

☐ Foreign Remittance (Date to become unavailable: 2025.09.15)

Next

Under Settlement Information, set the following:

a. Account

- the account from which the funds will be debited
 - in the drop-down list, the maker-applier should select the appropriate settlement account number.

b. Payment Type *

- select 'Book Transfer'

❑ Click [Next]

Step #3: Navigate the *Creation: Input* page

Creation: Input


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

Group Information

Group Name	<input type="text"/>
Value Date	<input type="text"/>  YYMMDD

Under Group Information, set the following:

a. Group Name

- *enter any name to help you identify the instruction*
- *up to 35 alphanumeric characters*

b. Value Date

- *date when the settlement account will be debited*
- *allows future value date but only up to 20 calendar days in advance*

❑ Click *[New]*

Transaction Information

Transaction List


Step #4.1: Enter the Transaction Details

Transaction Details	
Currency *	<input type="text"/>
Amount *	<input type="text"/>
Exchange Method *	<input type="text" value="NOEX"/>
Forward Contract No.	<input type="text" value="NOEX"/> <input type="button" value="Select"/>
Purpose of Remittance *	<input type="text" value="SPOT"/> <input type="button" value="List"/>

Under Transaction Details, set the following:

- Currency ***
 - currency to be remitted
- Amount ***
 - up to 14 digits, including the decimal and commas
- Exchange Method ***
 - Option 1: NOEX**
 - the currency for remittance and settlement are the **same**
 - Option 2: SPOT**
 - the currencies for settlement and remittance are **different**, and an exchange contract is **not used**
 - Option 3: CONT**
 - the currencies for settlement and remittance are **different**, and an exchange contract is **used**

Step #4.2: Enter the Transaction Details

Purpose of Remittance *	<input type="text"/>	 List
Customer Reference	<input type="text"/>	
Bank Charge *	<input type="text"/>	
Charge Account	<div><div>Beneficiary</div><div>Applicant</div><div>Share</div></div>	<input type="text"/>

Under Transaction Details, set the following:

d. **Purpose of Remittance**

- *to be provided based on the nature of the payment transaction.*

e **Bank Charge**

- **Option 1: Beneficiary**
 - ***Beneficiary** is responsible for paying both the remittance and handling fees charged by the beneficiary Bank*
- **Option 2: Applicant**
 - ***Applicant** is responsible for paying both the remittance and handling fees charged by the beneficiary Bank*
- **Option 3: Share**
 - ***Applicant** is responsible for paying the remittance fee, **while** the **Beneficiary** is responsible for paying the handling fee from the beneficiary Bank*

f. **Charge Account**

- *account from which the applicable charges will be debited*
- *if the same as Settlement Account, please leave this portion **blank***

Step #5: Enter the Beneficiary Details

Beneficiary Details

Beneficiary List

Beneficiary Information

Name *

Address / Street Name

City / Town Name

Country

Account No. *

Account No.

IBAN

Relationship

Beneficiary Bank Information

Same as Settlement Account Bank / Branch

MUFG Bank Manila Branch

Bank Name

Branch Name

Address / Street Name

City / Town Name

Country

Bank

SWIFT BIC

Select

Under Beneficiary Details, set the following:

Beneficiary Information

- Name ***
 - up to 50 alphanumeric characters
- Address / Street Name**
 - up to 50 alphanumeric characters
- City / Town Name**
 - up to 35 alphanumeric characters
- Country**
 - select the country from the pull-down menu
- Account No. ***
 - up to 34 alphanumeric characters

Beneficiary Bank Information

- Specify the Bank Information ***
 - select "Same as Settlement Account Bank / Branch"

Step #6: Enter the Notification Details *(as needed)*

- ❑ Confirm all the details and then click *[Register]*

— Notification Details

Message

Message to Beneficiary	<div></div>
Instruction for Debtor Agent	<div></div>

Register

Back to Previous

Cancel

Step #7: Apply the Payment Instruction

❑ Click [Apply]

Transaction Information

Transaction List

New

#	All		Beneficiary Name	Beneficiary Account No.	Amount
1	<input type="checkbox"/>		ABC CORP	1234567890	PHP 1,000.00

Total Amount / Number of Transactions

Currency	Total Amount	Total Number of Transactions
PHP	1,000.00	1

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

Apply

Save as Draft

Back to Previous

Cancel

Step #8: Choose an Approval Flow

- ❑ From the pull-down menu, select the applicable *[Approval Flow Name]*

The screenshot shows a web interface titled "Creation: Confirm" with a reference number "TR200107" in the top right corner. The interface is divided into two main steps: "STEP1 : Create" and "STEP2 : Confirm and Complete". Below the step indicators, there are instructions: "Select Settlement Account & Payment Type and input details" for Step 1 and "Confirm Input details and complete" for Step 2. A message with a question mark icon states: "Please confirm the Instruction below. To proceed, select Approval Flow and click on 'Confirm' button." Below this message, there are two buttons: a red "Confirm" button and a grey "Back to Previous" button. The "Confirm" button is highlighted with a dashed red rectangular box. At the bottom of the screen, there is a section titled "Approval Flow" containing a label "Approval Flow Name *" and a corresponding pull-down menu.

- ❑ To complete the application, click *[Confirm]*
- ❑ After confirming the payment instruction, the status should be '**Applied**' and it will be queued for approval.

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

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