

GCMS Plus

CREATION OF FILE TRANSFER
(CWS PAYMENTS)



NOTE:

❑ Makers should take note of the following items to prevent conversion tool errors and cheque printing delays:

➤ CWSE2016-R8 File Converter

1. The file converter is a macro tool that requires no installation or setup on the client's PC
2. Keep both the *'invoice template'* and *'file converter'* open when converting a check payment file.
3. The Value Date in the converter tool should be **the same** as the Requested Execution Date in the GCMS Plus.
4. Follow the Alphanumeric Tax Code (ATC) Convention: <XX> + <space> + <999> (e.g., WI100 → WI 100)
5. Follow the proper GL code of the Debit Account: e.g., 6965121000123456PHP
 - 511 – if account number starts with '0'
 - 512 – if account number starts with '1'

➤ File for Upload

1. Do **not** rename the CWS file generated by the macro tool.
2. To check the CWS file before uploading to GCMS Plus, open the CSV file **only** in Notepad or another text editor.

➤ Cutoff Time

1. Checks must be approved **by 10:00 AM** to be printed same day; otherwise, they'll be printed the next banking day.

➤ Cancellation / Amendment

1. Coordinate with your Account Officer
 - Refer to Cancellation form and Amendment in [here](#)

Step #1: Go to the GCMS Plus page

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

The screenshot displays the GCMS Plus dashboard. At the top, there's a navigation bar with 'To Do' (Detail), 'Administration' (1), and 'OTP Token Activation' (1). The main header is 'Cash Balance: Asia Pacific'. Below it, there's a 'Balance by...' dropdown, 'Customer: All', 'Base Currency: USD [Rate by Bank]', and a 'Settings' button. A map of Asia Pacific shows balance details for Pakistan, Myanmar, Thailand, and Vietnam, all at 0.0. A red message states: 'There is an account(s) that doesn't have balance details.' A 'Direct Links' menu is highlighted with a red dashed box, containing 'Cash Management' and 'GCMS Plus'.

- ❑ From the TRANSACTION SERVICES Menu, click *[File Transfer]* under Other Services – Creation

The screenshot shows the 'TRANSACTION SERVICES' menu. The main menu items are 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'. Under 'TRANSACTION SERVICES', there are sections for 'Payments and Transfers', 'Creation', 'Inquiry and Approval', and 'Beneficiary List'. The 'Other Services' section is highlighted with a red dashed box, containing 'Creation' with a link to 'File Transfer', 'Inquiry and Approval' with links to 'Inquiry - File Transfer' and 'Approval - File Transfer'.

Step #2: Enter the File Transfer Information

Applicant Information	
Receiving Branch (Company Name)*	Manila Branch (XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX) ▼

File Transfer Information	
Title	<input type="text"/>
Total Transaction Number *	<input type="text"/>
Currency	<input type="text"/>
Requested Execution Date	<input type="text"/> YYMMDD
File Name *	<input type="button" value="Choose File"/> No file chosen
Total Amount *	<input type="text"/>
Customer Reference	<input type="text"/>

Message	
Message to Bank	<input type="text"/>

Others (This field is not included in the instruction.)	
Memo	<input type="text"/>

Under File Transfer Information, set the following:

- a. **Title**
 - enter any name to help you identify the instruction
 - up to 50 alphanumeric characters
- b. **Total Transaction Number ***
 - must be the same as the total number within the file
- c. **Currency**
 - select 'PHP'
- d. **Total Amount ***
 - must be the same as the total amount within the file
- e. **Requested Execution Date**
 - date to print the cheques
 - allows future value date but only up to 20 calendar days in advance
- f. **File Name ***
 - click to upload the 'csv' or 'txt' file

☐ Click [Apply]

Step #3: Confirm the Contents of File Transfer Instruction

- ❑ Review the contents and then click [Apply]

File Transfer Instruction Creation: Confirm TR090102

? Please confirm the instruction data below.
To proceed, click "Apply" button.

Entry No. :
Entry Type :New
Status :

Applicant Information

Receiving Branch
(Company Name) [REDACTED]

File Transfer Information

Title	2022 10 Salary		
Total Transaction Number	50		
Currency	IDR	Total Amount	345.678.900.00
Requested Execution Date	05 10 2022	Customer Reference	
File Name	202210Salary.txt		
File Size (Byte)	12.000		
Hash	095b0d45c4e5afa1ee5a081114ea309a9690064097ee3290b730d94c721ac33 04231c01f80d9e045c4e5afa1ee5a08114ea309a9690064097ee3290b730d94c444		

Message

Message to Bank

Others (This field is not included in the instruction.)

Memo

Apply

File Transfer Instruction Creation: Result



Instruction has been successfully Applied.

Entry No. :3644-FTR-2345678
Entry Type :New
Status :Applied

- ❑ 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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