

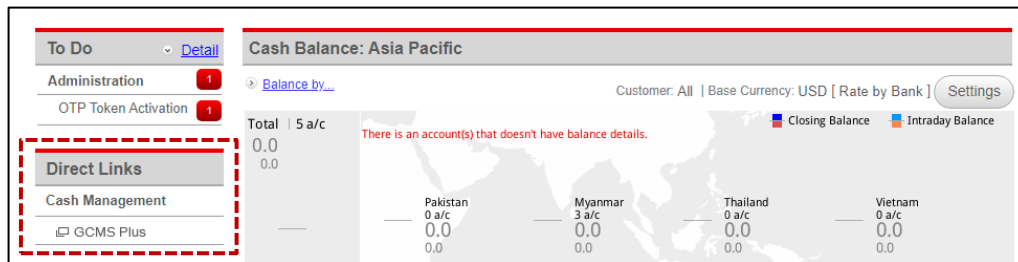
# GCMS Plus

## PAYMENT INSTRUCTION INQUIRY

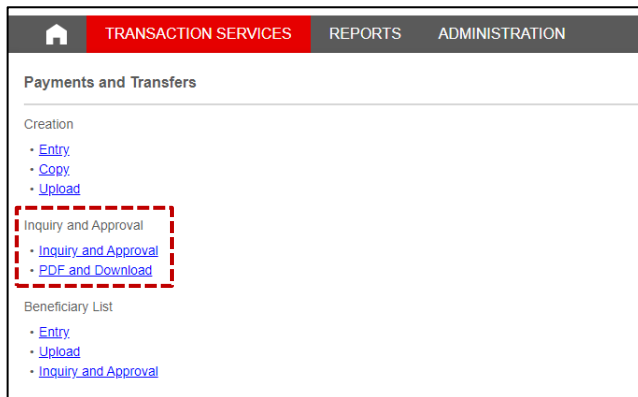


## Step #1: Go to the GCMS Plus page


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



- ❑ From the TRANSACTION SERVICES Menu, click *[Inquiry and Approval]* under Payments and Transfers – Inquiry and Approval.



## Step #2: Navigate the *Inquiry and Approval: Search* page

- ❑ To view a specific payment instruction, browse through the Instruction List and then click on the  icon next to it.

Inquiry and Approval: SearchTR200401

Action

Action Item

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



+ Search Criteria





Search

Clear

Instruction Information

Instruction List

Page: 1 / 4  

#	All <input type="checkbox"/>		Value Date ▼	Group Name	Beneficiary Name	Amount	Trans.	Payment Type	Status	Upload / Bene. List	Uploaded File Name
1	<input type="checkbox"/>		24.07.2024			EUR 10,000.00	1	Book Transfer (ISO20022)	Applied	Uploaded	Salary202402.xml
2	<input type="checkbox"/>		22.07.2024			JPY 10,000.00	1	Foreign Remittance (ISO20022)	Saved (Reject)		
3	<input type="checkbox"/>		04.07.2024	Month Payment 22 Sep		MYR 2,800.00	1	Book Transfer	Approved	Uploaded (Editable Value Date Only)	Salary202402.csv

### Step #3: View the *Instruction Details*

- ❑ Another window will appear on the screen displaying the Instruction Details.
- ❑ To **download**, scroll down to the bottom of the page and then click *[PDF]*

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

Applier's Comments	
Approver's Comments	

Approval Flow

Approval Flow Name	Default Approval Flow
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Process History

Processed Date [NLD]	Status	User ID	User Name
11.07.2024 14:03:55	Applied	USER02	

PDF

Close

## Step #4: Use an Action Item as Needed

Total Amount / Number of Transactions			
Currency	Amount	Number of Instructions	Number of Transactions
EUR	333,000.00	16	21
GBP	28,000.00	1	1
HKD	20,000.00	1	1
JPY	90,000.00	3	5
MYR	166,700.00	13	17
USD	479,700.00	20	22
Total Number		54	67

Apply

Approve

Edit

Overwrite Value Date

Delete

Withdraw

Reject

- ❑ To edit the saved or rejected instruction, click *[Edit]*
- ❑ To change the value date, click *[Overwrite Value Date]*
- ❑ To delete saved or withdrawn and rejected instructions, click *[Delete]*
- ❑ To withdraw instructions that you have applied for approval, click *[Withdraw]*
- ❑ To reject or cancel the payment instruction, click *[Reject]*

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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