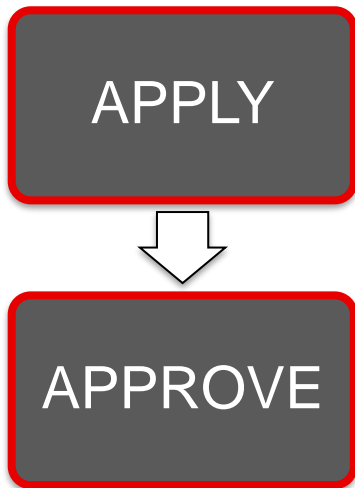# GCMS Plus

REVISION OF BASE CURRENCY AND EXCHANGE RATE

Base Currency and Exchange Rate Process

APPLY

APPROVE
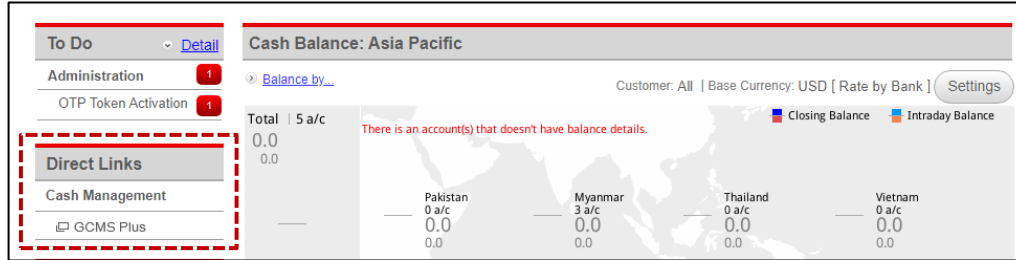
1. One Administrator (*applier*) to revise / edit the base currency and/or exchange rate.

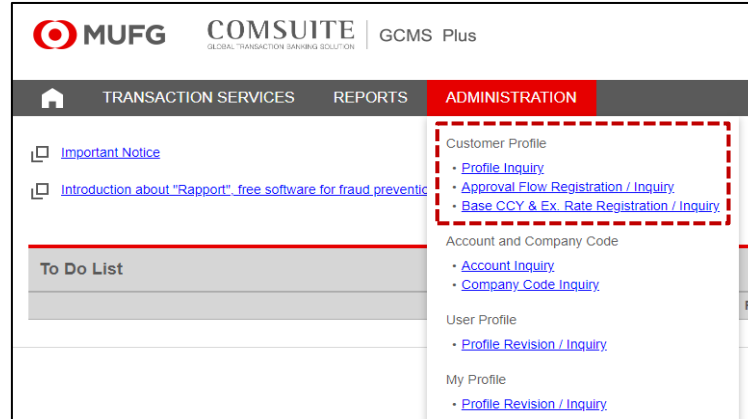2. Another Administrator (*approver*) to approve the applied revision.

❑Changing the Base Currency **resets** the limits set for all users.

MUFG

Step #1: Go to the GCMS Plus page

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

❑ From the ADMINISTRATION Menu, click [*Base CCY & Ex. Rate Registration / Inquiry*] under Customer Profile

Step #2: Navigate the *Base CCY & Ex. Rate: List* page

- ❑ Click on the **Customer ID**

Base CCY & Ex. Rate: List			
R: Rejected			
Base Currency & Exchange Rate List			
Customer ID	Base Currency	Effective Date	Expiration Date
12345678	USD	2013.07.26	

- ❑ Scroll down to the bottom of the page and then click *[Apply to Revise]*

Valid Duration	
Effective Date	2013.07.26
Expiration Date	

Process History			
Processed Date [PHL]	Status	User ID	User Name
2013.07.26 10:45:16	Approved	ADMIN1	WWWWWWWWWWWWWW
2013.07.26 10:42:19	Applied	ADMIN2	WWWWWWWWWWWWWW

Apply to Revise

MUFG

Step #3: Set the Exchange Rate

❑ To register a new currency, enter the exchange rate in the *[Next Rate]* column.

❑ To remove a currency no longer used, delete the exchange rate previously provided in the *[Next Rate]* column.

Exchange Rate Details

CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
AED	UAE Dirham	2		
ARS	Argentine Peso	2		
AUD	Australian Dollar	2		
BAM	CONVERTIBLE MARKS	2		
BDT	TAKA	2		
BHD	Bahraini Dinar	3		
BRL	Brazilian Real	2		
CAD	Canadian Dollar	2		
CHF	Swiss Franc	2		

Note:

- Exchange rates can be *estimated* and do not need to be exact.

- The rates listed will not be used in your actual FX transactions and are only for checking of the approval limits.

❑ Scroll down to the bottom of the page and then click *[Apply]*

Valid Duration

Effective Date *	25/05/21	📅 YYMMDD

[Apply]   [Save as Draft]   [Clear]

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Step #4: Confirm the Revision

❏ Review all the details and then click *[Apply]*
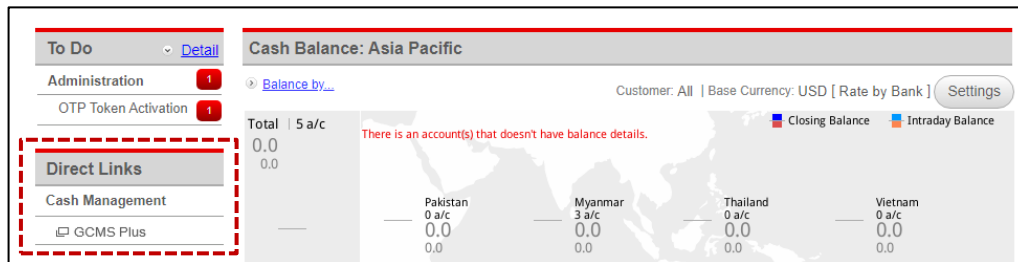

❏ Once applied, another Administrator will need to ***approve*** the applied revision.

Step #1: Go to the GCMS Plus page

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

❑ From the 🏠 Menu, pending for approvals are displayed in the **To Do List**.

❑ Click the *[number]* icon beside the Base CCY & Ex. Rate Administration under 'Waiting for Approval' column.

APPROVER

Step #2: Choose from the *Base CCY & Ex. Rate: List*

❏ Click on the **Customer ID**

Base CCY & Ex. Rate: List			
R: Rejected			
Base Currency & Exchange Rate List			
Customer ID	**Base Currency**	**Effective Date**	**Expiration Date**
12345678	USD	2013.07.26	

❏ Scroll down to the bottom of the page and click *[Approve / Reject]*

Valid Duration			
Effective Date			
Expiration Date			

Process History			
Processed Date [PHL]	**Status**	**User ID**	**User Name**
2022.03.18 16:07:20	Applied	ADMIN1	WWWWWWWWWWWWW

Approve/Reject

MUFG

Step #3: Authorize the Revision

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

Note: After the Base CCY revision has been approved, payment instructions can now be initiated for the currencies added or revised.

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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