

# GCMS Plus

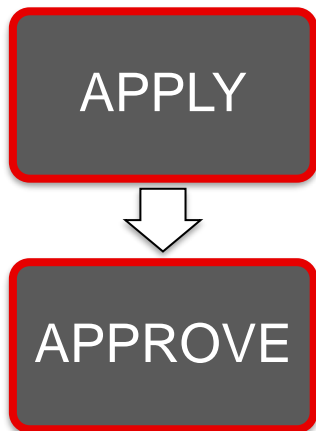
SET THE BASE CURRENCY  
AND EXCHANGE RATE



## NOTE:

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### Base Currency and Exchange Rate Process

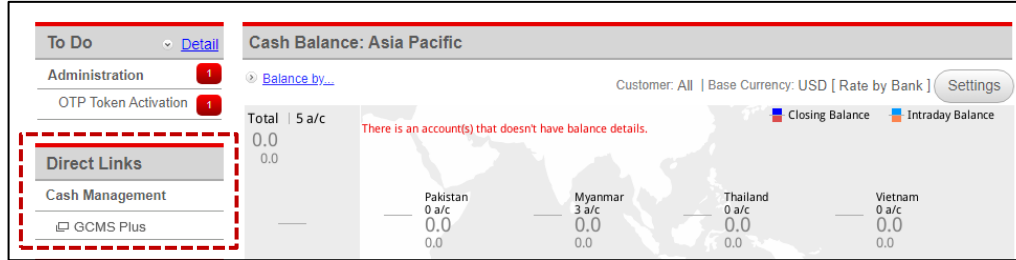


1. One Administrator (**applier**) to set the base currency and exchange rate.
2. Another Administrator (**approver**) to approve the applied revision.

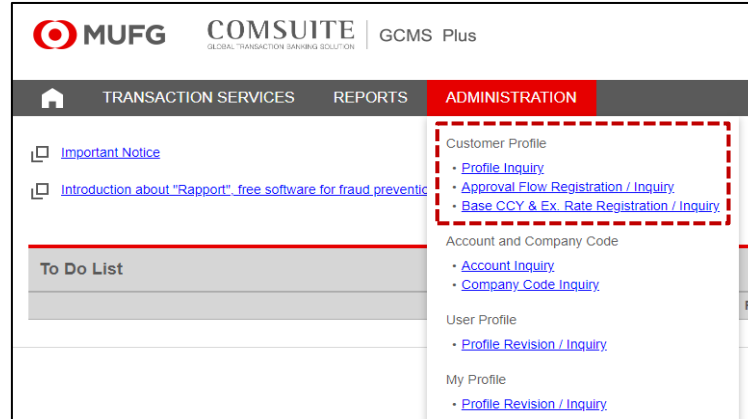
- ☐ Prior to using GCMS Plus, the base currency and exchange rates **must** be set before assigning user profiles.
- ☐ Base Currency and Exchange Rates should be registered first before a payment instruction can be initiated for a certain Currency.

## 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 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	www
2013.07.26 10:42:19	Applied	ADMIN2	www

Apply to Revise

## Step #3: Select a Base Currency and Calculation Method

\*: Mandatory

Base Currency	
Base Currency *	USD ▼
Calculation Method *	The number of units of the currency for one unit of base currency. (e.g., Base currency = JPY, JPY1=USD0.01) ▼
<div> The number of units of the currency for one unit of base currency. (e.g., Base currency = JPY, JPY1=USD0.01)  The number of units of base currency for one unit of the currency. (e.g., Base currency = JPY, USD1.00=JPY100) </div>	
Exchange Rate Details	

### Note:

The exchange rates display the value of each currency as calculated by the above method.

#### a. Base Currency

- the basis for calculating each currency transaction in GCMS Plus allows the customer(s) to choose the appropriate base currency that aligns with the requirements or preferences of each customer/company.
- the approval limit amounts set during the User Profile Revision will be based on the selected base currency.

#### b. Calculation Method

- **Option 1:** The number of **units of the currency** for one unit of base currency
  - if base currency is **USD**, equivalent amount for PHP can be 55.63 (e.g., USD 1 = PHP 55.63)
- **Option 2:** The number of **units of base currency** for one unit of the currency
  - if the base currency is **USD**, then the equivalent for PHP can be 0.018 (e.g., PHP 1 = USD 0.018)

## Step #4: Set the *Exchange Rate Details*

- ❑ For all **account currencies maintained with MUFG** and for the **currencies that will be used for remittance purposes**, enter the exchange rates (indicative) in the *[Next Rate]* column.

Exchange Rate Details				
CCY Code	Currency Name	Decimal Digits	Current Rate	Next Rate
AED	UAE Dirham	2		<input type="text"/>
ARS	Argentine Peso	2		<input type="text"/>
AUD	Australian Dollar	2		<input type="text"/>
BAM	CONVERTIBLE MARKS	2		<input type="text"/>
BDT	TAKA	2		<input type="text"/>
BHD	Bahraini Dinar	3		<input type="text"/>
BRL	Brazilian Real	2		<input type="text"/>
CAD	Canadian Dollar	2		<input type="text"/>
CHF	Swiss Franc	2		<input type="text"/>

### Note:


- Exchange rates can be *estimated* and do not need to be exact.
- Do not set the exchange rate for currencies that will not be used.

- ❑ 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

## Step #5: Confirm the Revision

- ❑ Review the base currency, calculation method and exchange rates and then click *[Apply]*

Base CCY & Ex. Rate Registration / Inquiry: Confirm

CM030504

?

Please confirm Base CCY & Ex. Rate data below.  
To proceed, click on "Apply" button.

Status : (Revision)

Base Currency

Valid Duration

Effective Date	2025.05.21
Expiration Date	

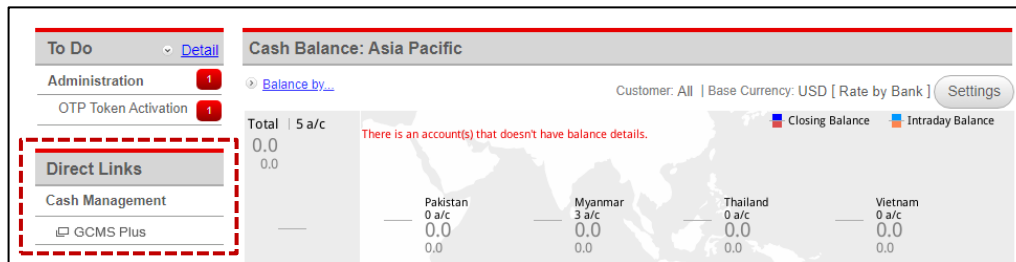
Apply


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

## APPROVER

### 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 for Base CCY & Ex. Rate Administration under 'Waiting for Approval' column.

To Do List		
	Waiting for Approval	Rejected
Payments and Transfers Instruction	3	1
Base CCY & Ex. Rate Administration	1	0



**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	WWWWWWWWWWWWWWWW

Approve/Reject

## Step #3: Authorize the Revision

- ❑ 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	000177
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iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code	<input type="text"/>
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iv. Enter your login password to the Password field.

Password	<input type="password"/>
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Click the "Confirm" button to finish application for transaction.



**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](mailto:cmsph_support@ph.mufg.jp)

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