

GCMS Plus

UPLOADING OF REMITTANCE



NOTE:

- ❑ When uploading payment instructions, the user must select a **file format name** appropriate to their settlement account, format type and purpose.

Format Type (Format Reference)	Purpose	File Format Name
GCMS Plus Format	Group or Confidential Payment instructions for Domestic Remittance or Book Transfer in Philippine Peso	RTGS-NEFT / ZENGIN / Interbank GIRO / PESONet / CITAD (GCMS Plus Format)
GCMS Plus Format ISO20022 (CSV)	Single payment instructions for Foreign Remittance, Domestic Remittance, or Book Transfer	Foreign / Domestic (Single) / Book (CSV for ISO20022)

- ❑ Once “**Saved as Draft**”, the selected approval flow cannot be changed. For customers with multiple approval flows, ensure the correct one is selected before saving.
 - If saved with the wrong approval flow, maker/applier will need to **re-upload** the file.

Step #1: Go to the GCMS Plus page

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

Cash Balance: Asia Pacific

Customer: All | Base Currency: USD [Rate by Bank] Settings

Balance by...

Total | 5 a/c

0.0

0.0

There is an account(s) that doesn't have balance details.

	Pakistan	Myanmar	Thailand	Vietnam
	0 a/c	3 a/c	0 a/c	0 a/c
	0.0	0.0	0.0	0.0
	0.0	0.0	0.0	0.0

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

TRANSACTION SERVICES | REPORTS | ADMINISTRATION

Payments and Transfers

Creation

- [Entry](#)
- [Copy](#)
- [Upload](#)

Inquiry and Approval

- [Inquiry and Approval](#)
- [PDF and Download](#)

Beneficiary List

- [Entry](#)
- [Upload](#)
- [Inquiry and Approval](#)

Step #2: Navigate the *Upload: Select* page

Upload: Select

STEP1 : Create STEP2 : Confirm and Complete

Select File Confirm uploaded details and complete

*: Mandatory

Upload File Information

File Format *

- Foreign / Domestic (Single) / Book (pain.001)
- Foreign (pain.001)
- Domestic (Single) (pain.001)
- Foreign / Domestic (Single) / Book (CSV for MT)
- Foreign / Domestic (Single) / Book (CSV for ISO20022)**
- RTGS-NEFT / ZENGIN / Interbank GIRO / PESONet / CITAD (GCMS Plus Format)

Delimiter * , (comma) ▼

File Name * [Browse]

Overwrite Value Date [Calendar Icon] YYMMDD

Editable Instruction * Yes No

Upload Cancel

❑ Click [Upload]

Under Upload File Information, set the following:

a. **File Format ***

- **Option 1:** Foreign / Domestic (Single) / Book (CSV for ISO20022)

- for Single Payment instructions

- **Option 2:** RTGS-NEFT / ZENGIN / Interbank GIRO / PESONet / CITAD (GCMS Plus Format)

- for Group or Confidential Payment instructions

b. **Delimiter ***

- select ', (comma)'

c. **File Name ***

- click [Browse] to upload the 'csv' or 'txt' file

d. **Overwrite Value Date (if applicable)**

- click the [Calendar Icon] icon to change the value date

e. **Editable Instruction ***

- select 'Yes'

Step #3: Choose an Approval Flow

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

Upload: Confirm TR200302

STEP1 : Create **STEP2 : Confirm and Complete**

Select File Format and input details Confirm uploaded details and complete

? Please confirm the instructions below.
To proceed, select Approval Flow and click on "Confirm" button.
To save, click on "Save as Draft" button.
To cancel uploading, click on "Back to Previous" button.

Confirm **Save as Draft** Back to Previous

*: Mandatory

Approval Flow

Approval Flow Name *

Upload: Complete TR200303

STEP1 : Create **STEP2 : Confirm and Complete**

Select File Format and input details Confirm uploaded details and complete

✓ Instructions have been successfully applied / saved.
To continue uploading instructions, click on "Continue" button.

Continue Exit

- ❑ 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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