

# CMS Singapore

Information Reporting User Guide

## Information Reporting

**Notice** Inbox

26.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

20.Apr.2020 12:00 [System maintenance schedule](#)

18.Apr.2020 12:00 [We launch new service](#)

11.Apr.2020 12:00 [\[Be careful!\] Spam mail reported](#)

09.Apr.2020 12:00 [Confirmation NO.0123456](#)

05.Apr.2020 12:00 ■ [Expiration of electronic certificate is approaching](#)

02.Apr.2020 12:00 [\[Campaign\] Chance to upgrade your customer stage. Introduction of our updated policy for tran...](#)

28.Mar.2020 12:00 [We launch new service](#)

17.Mar.2020 12:00 [Confirmation NO.0123456](#)

16.Mar.2020 12:00 [Confirmation NO.7890234](#)

06.Mar.2020 12:00 ■ [\[Be careful!\] Spam mail reported](#)

12.Feb.2020 12:00 ■ [System maintenance schedule](#)

[Page Top](#)

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**To Do - Detail**

COMSUITE Portal	Waiting for Application	Waiting for Approval	Rejected
Password Reset	-	1	-
OTP Token Activation	1	2	-

**2**

Task List **Information Reporting** Cash Services Corporate Admin

Overview Consolidated Balance EOD Balance Inquiry Transaction Activity Transaction Details Loan Confirmation Special Reports

**A** **B** **C** **D** **E**

1 Login to COMSUITE & click on CMS Singapore

2 Click on Information Reporting

• To view account balance, click on Overview A

(proceed to Page 3 ([←click here](#)) for more details)

• To End of Day Balance (EOD), click on EOD Balance Inquiry B

(proceed to Page 4 ([←click here](#)) for more details)

• To view statement or account movement, click on Transaction Activity C

(proceed to Page 5 ([←click here](#)) for more details)

• To view transaction details, advices, etc., click on Transaction Details D

(proceed to Page 6 ([←click here](#)) for more details)

• To view daily foreign exchange quotation, click on Special Reports E

(proceed to Page 7 ([←click here](#)) for more details)

## Overview

Balances View In: SGD-Singapore dollar Go A1 A2

Balances Loans Deposits Trade FX Contract Portfolio

Company: All As of Date: 16-11-2021 B1 Go B2 [Own Rate](#)

**ABC CORP PTE LTD** As of 16 Nov 2021, 16:06 (UTC+08:00)

**Current Account**

Account No.	Account Currency	Opening Balance	Current Balance	Current Net Balance
<a href="#">123456</a> ABC CORP PTE LTD	SGD	SGD 111,374,322.10	SGD 131,466,763.06	<a href="#">SGD 127,444,569.21</a>

**Grand Total**

Account Currency	Opening Balance	Current Balance	Current Net Balance
SGD	SGD 111,374,322.10	SGD 131,466,763.06	SGD 127,444,569.21

C Download [Print](#) [Back](#)

### Note:

- To view balance in a specific currency, select a Currency A1 & click Go A2  
(conversion based on the current day rates)
- To view balance on a specific period, select As of Date B1 & click Go B2
- To download in CSV or PDF, click Download C  
(refer to Page 8 ([←click here](#)) for more details)

## EOD Balance Inquiry

EOD Balance Inquiry


Product \* Account No. \* Month \* Search

Current Account 123456 March 2022


Listing

Date	Opening Balance	Closing Balance	Closing Net Balance
01 Mar 2022	SGD 232,044,547.43	SGD 260,748,517.01	SGD 257,909,267.10
02 Mar 2022	SGD 260,748,517.01	SGD 287,865,357.34	SGD 284,405,626.58
03 Mar 2022	SGD 287,865,357.34	SGD 239,284,562.14	SGD 236,129,468.52
04 Mar 2022	SGD 239,284,562.14	SGD 235,930,331.52	SGD 233,662,306.21
05 Mar 2022	-	-	-
06 Mar 2022	-	-	-
07 Mar 2022	SGD 235,930,331.52	SGD 224,067,646.00	SGD 221,034,933.18
08 Mar 2022	SGD 224,067,646.00	SGD 204,882,209.78	SGD 202,552,213.09
09 Mar 2022	SGD 204,882,209.78	SGD 203,914,940.95	SGD 179,886,702.77
10 Mar 2022	SGD 203,914,940.95	SGD 171,606,662.33	SGD 167,054,653.95
11 Mar 2022	SGD 171,606,662.33	SGD 138,543,883.24	SGD 136,079,181.20
12 Mar 2022	-	-	-
13 Mar 2022	-	-	-
14 Mar 2022	SGD 138,543,883.24	SGD 127,049,606.45	SGD 120,613,355.44
15 Mar 2022	SGD 127,049,606.45	SGD 124,339,916.41	SGD 123,130,672.96
16 Mar 2022	SGD 124,339,916.41	SGD 130,618,740.62	SGD 118,673,609.49
17 Mar 2022	SGD 130,618,740.62	SGD 122,871,302.67	SGD 121,673,336.23
18 Mar 2022	SGD 122,871,302.67	SGD 120,873,296.34	SGD 118,177,230.73
19 Mar 2022	-	-	-
20 Mar 2022	-	-	-
21 Mar 2022	SGD 120,873,296.34	SGD 120,584,458.94	SGD 119,508,070.10
22 Mar 2022	SGD 120,584,458.94	SGD 118,561,538.75	SGD 117,648,738.09
23 Mar 2022	SGD 118,561,538.75	SGD 110,223,250.14	SGD 109,547,033.15
24 Mar 2022	SGD 110,223,250.14	SGD 134,084,437.96	SGD 131,727,158.53
25 Mar 2022	SGD 134,084,437.96	SGD 182,806,301.28	SGD 181,429,203.84
26 Mar 2022	-	-	-
27 Mar 2022	-	-	-
28 Mar 2022	SGD 182,806,301.28	SGD 175,032,025.41	SGD 172,968,783.89

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1 Click  to select an account

2 Select Month

3 Click 

### Note:

- To download in CSV or PDF, click  

(refer to  (←click here) for more details)

## Transaction Activity

Transaction Activity

Provider \*  
Singapore

Product  
Current Account

Company  
All

Account No. \*  
All **1**  
123456 / ABC CORP PTE LTD / SGD **2**

Date \*  
15-11-2021 **3**

Amount

Search By  
 Today  History **2**

**4** [Advanced Search](#)

Transaction Summary

[Personalise Listing](#)

As of Date	Description	Debit	Credit	Balance	Bank Reference	Bank's Remarks	Customer Reference
15 Nov 2021	DOMESTIC REMITTANCE INCOMING JOHN DOE		SGD 211.88		<a href="#">BLL-7686888</a> <b>A</b>	RMKS 0031711-OCBCSGSGXXX-OTHR-	

[Print](#) [Back](#)

**B**

- 1 Select account(s) to view
- 2 Select Today or History
- 3 Select Date Range (applicable if History is selected)
- 4 Click

### Note:

- To view transaction details, click on Bank Reference **A** (e.g. [BLL-7686888](#))
  - To download in CSV or PDF, click  **B**
- (refer to **Page 8** ([←click here](#)) for more details)

## Transaction Details

Transaction Details

Provider \* Singapore Company All Bank Reference

Date 16-11-2021 16-11-2021 Transaction Type \* Inward Remittance Transaction Description All Search

Listing

Bank Reference	Transaction Date	Transaction Type	Transaction Description	Cust Ref. / Their Ref.	Company
<a href="#">DRP-1319267</a>	16 Nov 2021	Inward Remittance	CREDIT ADVICE OF DOMESTIC TRANSFER	CT0023363289M001	

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1 Select Date Range

2 Select Transaction Type

3 Click Search

Note:

• To view transaction details, click on Bank Reference [A](#) (e.g. [DRP-1319267](#))

• To download in CSV or PDF, click [Download](#) [B](#)

(refer to [Page 8](#) (←click here) for more details)

## Special Reports

Special Reports

Provider

SG - Singapore  **1**

Listing

No.	Special Report Name	Upload Date	Provider
1	<a href="#">Asean Daily Update (English)</a>	<a href="#">17 Nov 2021 10:00:00 AM</a>	SG
2	<a href="#">Asean Daily Update (Japanese)</a> <b>2</b>	<a href="#">17 Nov 2021 10:00:00 AM</a>	SG
3	<a href="#">Foreign Exchange Quotation</a>	<a href="#">17 Nov 2021 10:00:00 AM</a> <b>A1</b>	SG

**1** Click

**2** Click on [Foreign Exchange Quotation](#) to generate the current day FX Quotation

### Note:

- To view past FX Quotations, click on Upload Date **A1**, click on  **A2** to sort the date & click on [Foreign Exchange Quotation](#) **A3**

Listing


No.	Special Report Name	Upload Date
1	<a href="#">Foreign Exchange Quotation</a>	17 Nov 2021 10:00:00
2	<a href="#">Foreign Exchange Quotation</a> <b>A3</b>	16 Nov 2021 10:00:00 <b>A2</b>
3	<a href="#">Foreign Exchange Quotation</a>	15 Nov 2021 10:00:00


[< Back](#)

## File Repository

1 Download request has been sent successfully. Please check in File Repository Portlet.

1 Download request has been sent successfully message will appear

2  Task List Information Reporting Cash Services Corporate Admin

2 Click on  to go back to Main Page

3 Select the report under File Repository → Listing

4 Click on [Download](#)

5 Click [Open](#) when prompted

Bulletin Board

Important Alert : A message on protecting your company from executing fraudulent payments has been sent to your secured inbox. Please read this notification immediately.

File Repository

Transaction Type: All | File Type: All

Report Date: 18-11-2021 | 19-11-2021 | Search

Listing

<input checked="" type="checkbox"/>	Transaction Type	Report Name	Report Date	Status
<input checked="" type="checkbox"/>	Overview	<a href="#">TrxActivity</a>	19 Nov 2021 16:05:58	Successful

[Delete](#) [Download](#)

3

4

5

Do you want to open or save **TrxActivity.PDF** ? [Open](#) [Save](#) [Cancel](#) [x](#)