

CMS Singapore

Report Template User Guide

Services — Report Template

Administration Log

COMSUITE Portal

To Do [Detail](#)

Administration 2

Password Reset 1

OTP Token Activation 1

Notice 12

Direct Links

Cash Management

GCMS Plus 2

FOREX

CMS Singapore 1

Cash Forecasting

Trade Finance

Trade Manager

Global Cash Balance

Balance by... Customer: ALL | Base Currency: JPY [Rate by Bank] [Settings](#)

Total | 0 a/c
110.0
90.0

Others | 0 a/c
50.0
30.0

Please register Base Currency in GCMS Plus to display balance.
 There is an account(s) that cannot display balance since the exchange rate has not been registered in GCMS plus.
 There is an account(s) that doesn't have balance details.
 There is an account(s) that cannot display balance. Please contact your servicing BTMU office for further assistance.

Page Top

To Do - Detail

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

1 Login to COMSUITE & click on CMS Singapore

2 Click on Services

3 Click on Report Template

2

☰	Task List	Information Reporting	Cash	Services	Corporate Admin	
Secured Inbox	Template Maintenance	Beneficiary/Debtor Maintenance	Beneficiary/Debtor File Upload	Beneficiary/Debtor Download		
Report Template	Upload Profile					

3

Generate Report Template

Report Template

Profile ID Profile Name Report Name

Listing

No.	Profile ID	Profile Name	Report Name	Generate
1	prev month	PREVIOUS MONTH STATEMENT	Account Statement (Default)	PDF <input type="button" value="Generate"/>

1

2

Report Template

3  **Successful.**
Download request has been sent successfully. Please check in File Repository Portlet.

Profile ID Profile Name Report Name

Listing

No.	Profile ID	Profile Name	Report Name	Generate
1	prev month	PREVIOUS MONTH STATEMENT	Account Statement (Default)	PDF <input type="button" value="Generate"/>

• – required | • – optional

1 Select Report format (e.g. PDF / CSV / MT940)

2 Click

(if there is no available report template or not applicable, refer to **Page 4** ([←click here](#)) on how to create a report template)

3 Report has been generated. Refer to **Page 11** ([←click here](#)) on how to download the report

Create Report Template

Report Template

Profile ID Profile Name Report Name

Listing

No.	Profile ID	Profile Name	Report Name	Generate
No records found.				

Add Custom Template

Report Name *

Profile ID * Profile Name *

Confirm to create?

1 Click

2 Select Report Name:

- RPT_ASD – Account Statement (Default) ([←click here](#))
- RPT_CI – Cheque Issuance Report ([←click here](#))
- RPT_FAST – FAST Report ([←click here](#))
- RPT_GIRO – GIRO Report ([←click here](#))
- RPT_REMIT – Remittance Report ([←click here](#))

3 Enter Profile ID

4 Enter Profile Name

5 Click

6 Click

Account Statement

Edit Custom Template

Define Criteria Define Scheduler

1 Profile Type Shared Profile Private Profile Report Type PDF 2

Account No. *

All	✓
123456 / ABC CORP PTE LTD / SGD / CURRENT ACCOUNT	✓
123456 / ABC CORP PTE LTD / SGD / CURRENT ACCOUNT	✓
123456 / ABC CORP PTE LTD / SGD / CURRENT ACCOUNT	✓

3

Pad Account No. with 2 leading zeros
 Yes

Date From To A

Relative Date Beginning of prior month End of prior Month 4

5 Save

1 Select Profile Type (select Shared Profile to allow other users to use the report template)

2 Select Report Type (PDF / CSV / MT940)

Select your MUFG account(s)

3 Select Relative Date (e.g. Beginning of prior month – End of prior Month)

4 Click

• Proceed to [Page 10](#) (←click here)

Note:

- To generate the report by date range instead, make sure Relative Date is blank and select Date A

Cheque Issuance

Edit Custom Template

Define Criteria

Profile Type: Shared Profile Private Profile

Report Type: PDF

Last Submitted Maker: Please Select

Account No. *

- All
- 123456 / ABC CORP PTE LTD / SGD / Current Account
- 123456 / ABC CORP PTE LTD / SGD / Current Account
- 123456 / ABC CORP PTE LTD / SGD / Current Account

Pad Account No. with 2 leading zeros: Yes

Transaction Reference No.:

Batch Reference No.:

File Reference:

Value Date: From To

Relative Value Date: Beginning of prior month, End of prior Month

Final Approval Date: From To

Relative Final Approval Date: Please Select, Please Select

Cheque No.:

Cleared Date: From To

Relative Cleared Date: Please Select, Please Select

Status *

- All
- Draft
- Pending Authorisation
- Pending Release

Cheque Status: All, Cancelled, Issued, Paid

Report Layout *: Summary

File Upload Sorting: Please Select

Save

1 Select Profile Type (select Shared Profile to allow other users to use the report template)

2 Select your MUFG account(s)

3 Select Relative Date (e.g. Beginning of prior month – End of prior Month)

4 Select Status (e.g. All)

5 Click **Save**

• Proceed to **Page 10** (←click here)

Note:

• To generate the report by date range instead, make sure Relative Date is blank and select Value Date **A**

FAST Payment

The screenshot shows the 'Edit Custom Template' form for 'FAST Payment'. The form is titled 'Edit Custom Template' and has a sub-header 'Define Criteria'. It contains several sections with numbered callouts:

- 1**: Profile Type (radio buttons for Shared Profile and Private Profile).
- 2**: Account No. (a list of accounts with checkboxes).
- 3**: Payment Currency (a list of currencies with checkboxes).
- 4**: Relative Value Date (a dropdown menu).
- 5**: Status (a list of statuses with checkboxes).
- 6**: Save button (bottom right).
- A**: Value Date (From and To date pickers).

1 Select Profile Type (select Shared Profile to allow other users to use the report template)

2 Select your MUFG account(s)

3 Select Payment Currency (e.g. All)

4 Select Relative Date (e.g. Beginning of prior month – End of prior Month)

5 Select Status (e.g. All)

6 Click **Save**

• Proceed to **Page 10** (←click here)

Note:

- To generate the report by date range instead, make sure Relative Date is blank and select Value Date **A**

GIRO

Edit Custom Template

Define Criteria

1 Profile Type
 Shared Profile Private Profile

Report Type
PDF

2 Type *
All
GIRO Collection (SG)
GIRO Payment (SG)
GIRO Salary (SG)

Last Submitted Maker
Please Select

3 Account No. *
All
123456 / ABC CORP PTE LTD / SGD / Current Account
123456 / ABC CORP PTE LTD / SGD / Current Account
123456 / ABC CORP PTE LTD / SGD / Current Account

Pad Account No. with 2 leading zeros
 Yes

Transaction Reference No.

Batch Reference No.

File Reference

Value Date
From To

Relative Value Date
Beginning of prior month
End of prior Month

Final Approval Date
From To

Relative Final Approval Date
Please Select
Please Select

4

5 Status *
All
Draft
Pending Authorisation
Pending Release

Sort By
Please Select

6 Save

1 Select Profile Type (select Shared Profile to allow other users to use the report template)

2 Select GIRO Type

3 Select your MUFG account(s)

4 Select Relative Date (e.g. Beginning of prior month – End of prior Month)

5 Select Status (e.g. All)

6 Click

• Proceed to **Page 10** ([←click here](#))

Note:

- To generate the report by date range instead, make sure Relative Date is blank and select Value Date **A**

Saving Custom Report Template

Report Template Summary

Successful.
Task saved.

Details

Report Name
Account Statement (Default)

Profile ID
prev month

Profile Name
PREVIOUS MONTH STATEMENT

Created By/Date
NLS91116 / 21 Nov 2021 23:13:08

Last Modified By/Date

User Activities

User Name	Activity	Date and Time	Remarks
NLS91116	Save as Draft	21 Nov 2021 23:13:08	

Remarks (Not applicable to modify entries)
max. 500 characters

< Back Delete Submit Modify

1

Custom Template Summary - Acknowledgement

Successful.
Record added.

Report Name
Account Statement (Default)

Profile ID
prev month

Profile Name
PREVIOUS MONTH STATEMENT

Created By/Date
NLS91116 / 21 Nov 2021 23:20:07

Last Modified By/Date
...

Define Criteria Define Scheduler

Profile Type
Private Profile

Report Type
PDF

Account No.

Pad Account No. with 2 leading zeros
No

Date
-

Relative Date
Beginning of prior month - End of prior Month

OK

3

Confirm to submit?

OK Cancel

2

1 Click **Submit**

2 Click **OK** to confirm

3 Click **OK**

- Go back to **Page 3** for instructions how to generate the report

File Repository



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	TrxActivity	19 Nov 2021 16:05:58	Successful

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

2

3

Do you want to open or save **TrxActivity.PDF** ?

Open Save Cancel

4

- 1 Click on  to go back to Main Page
- 2 Select the report under File Repository → Listing
- 3 Click on [Download](#)
- 4 Click [Open](#) when prompted