



CMS Singapore

New Account Setup Guide



Things to note

- New Account Setup requires two (2) Administrators:

A 1st Administrator → Set Up New Account(s) (starts on **Page 3** ([←click here](#)) & 2nd Administrator → Approve Setup (starts on **Page 11** ([←click here](#)))

Corporate Admin — Subscriber Maintenance

[Administration](#) [Log](#)

COMSUITE Portal

To Do

Administration

2

Administration

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

Closing Balance

Intraday Balance

EMEA

0 a/c

10.0

50.0

East Asia

0 a/c

50.0

10.0

North America

0 a/c

-50.0

60.0

Asia Pacific

0 a/c

50.0

20.0

Central & South America

0 a/c



50.0

-50.0

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.

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 Corporate Admin
- 3 Click on Subscriber Maintenance
- 4 Enter Response Code
- (click on   for instructions how to enter Response Code)
- 5 Click OK

Task List

Information Reporting

Cash

Services

Corporate Admin

Force Release

Subscriber Maintenance

Signatory Matrix Setup

Notification Setup

UFX

User Audit Log

Admin Reports

Re-authentication

Challenge Code: 181253

Response Code *

OK

Token Instructions



Subscriber Maintenance — Request to Edit

Corporate Admin ▸ Subscriber Maintenance

Subscriber Maintenance - Contact Info.

1 Request To Edit

Contact Info Signature Group User Group User

Corporate Admin ▸ Subscriber Maintenance

Subscriber Maintenance - Contact Info.

View Status < Back Cancel Save As Draft Complete Submit

2 Contact Info Signature Group User Group User

1 Click on Request to Edit

2 Click on User Group

User Group Listing

Version 1

| User Group Listing | | | |
|--------------------|-----|---|---------------------|
| | No. | User Group | Description |
| ✖ | 1 | 01.View_IR | 01.View_IR |
| ✖ | 2 | 02.Make_Coll | 02.Make_Coll |
| ✖ | 3 | 02.Make_Payt | 02.Make_Payt |
| ✖ | 1 | 02.Make_Sal1/2 | 02.Make_Sal1/2 |
| ✖ | 5 | 04.Auth_Payt & Coll | 04.Auth_Payt & Coll |
| ✖ | 6 | 04.Auth_Sal1/2 | 04.Auth_Sal1/2 |
| ✖ | 7 | Corporate Admin | Corporate Admin |
| ✖ | 8 | Default | Default Group |

Version 2

| User Group Listing | | | |
|--------------------|-----|--|-----------------------|
| | No. | User Group | Description |
| ✖ | 1 | 01.Default | Default |
| ✖ | 2 | 02.Administrator | Administrator |
| ✖ | 3 | 03.Information Reporting | Information Reporting |
| ✖ | 1 | 04.Payment Maker | Payment Maker |
| ✖ | 5 | 05.Salary Maker | Salary Maker |
| ✖ | 6 | 06.Payment Approver | Payment Approver |
| ✖ | 7 | 07.Salary Approver | Salary Approver |

- 1 Scroll down to **User Group Listing** and click on the following applicable user rights/groups to tag the new account(s):
(if you have your own customized User Grouping(s), click on your customized User Group(s) that is/are applicable)

Viewer group

- [03.Information Reporting](#) OR [01.View IR](#) (proceed to **Page 6** (←click here))

(view statement, advices, reports, etc.)

Maker group

- [04.Payment Maker](#) OR [02.Make Payt](#) (proceed to **Page 7** (←click here))

(create non-salary payments)

- [05.Salary Maker](#) OR [02.Make Sal1/2](#) (proceed to **Page 8** (←click here))

(create salary payment)

Approver group

- [06.Payment Approver](#) OR [02.Auth Payt & Coll](#) (proceed to **Page 7** (←click here))

(approve non-salary payments)

- [05.Salary Approver](#) OR [02.Auth Sal1/2](#) (proceed to **Page 8** (←click here))

(approve salary payment)

Account(s) Tagging – Viewer Group

Functions Access (Cash) Functions Access (Admin) Action List Assigned Users **A**

■ **Function Listing**

Information Reporting

Global

[Overview](#) **1**

■ **Accounts that are accessible by the Company**

| Accounts that are available to the Company | | Accounts that are assigned to the User Group |
|--|------------|--|
| 444444 ✓ 2 | > 3 | 11111 |
| | < | 22222 |
| | >> | 33333 |
| | << | 12345678 |

No. of Records : 1 No. of Records : 4

Print Save **4**

1 Click on [Overview](#)

2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) & 8-digit format account(s) for viewing (if any)

3 Click **>** to shift the selected account(s) to **Accounts that are assigned to the User Group**

4 Click **Save**

- Return to **Page 5** ([←click here](#)) to set up another User Group

- Proceed to **Page 9** ([←click here](#)) to complete the setup

Note:

A You may click **Assigned Users** to see the users(s) tagged to the group

(If the user(s) that is/are intended to view the new account(s) is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)

Account(s) Tagging – Maker & Approver Group (non-salary)

Functions Access (Cash) | Functions Access (Admin) | Action List | Assigned Users **A**

■ **Function Listing**

- Information Reporting
 - Global
- Overview
- Payment and Collection
 - Singapore
 - [Cheque Issuance \(SG\)](#)
 - [GIRO Collection \(SG\)](#)
 - 1** [GIRO Payment \(SG\)](#)
 - [GIRO Salary1 \(SG\)](#)
 - [GIRO Salary2 \(SG\)](#)
 - [RM-Book Transfer to Own \(SG\)](#)
 - [RM-Book Transfer to Third Party \(SG\)](#)
 - [RM-Demand Draft \(SG\)](#)
 - [RM-Domestic Transfer \(SG\)](#)
 - [RM-FAST Collection \(SG\)](#)
 - [RM-FAST Payment \(SG\)](#)
 - [RM-Foreign Remittance \(SG\)](#)
 - [Remittance \(SG\)](#)

■ **Accounts that are accessible by the Company**

| Accounts that are available to the Company | | Accounts that are assigned to the User Group |
|--|------------|--|
| 444444 ✓ 2 | 3 > | 111111 |
| | < | 222222 |
| | >> | 333333 |
| | << | 12345678 |

No. of Records : 1

No. of Records : 4

4 **Save**

1 Click on one of the following applicable payment types:

[Cheque Issuance \(SG\)](#) (SGD & USD currencies account only)

[GIRO Payment \(SG\)](#) (SGD currency account only)

[RM-Book Transfer to Own \(SG\)](#)

[RM-Book Transfer to Third Party](#)

[RM-Domestic Transfer \(SG\)](#)

[RM-FAST Payment \(SG\)](#) (SGD currency account only)

[RM-Foreign Remittance \(SG\)](#)

[RM-Remittance \(SG\)](#)

2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) for non-salary payments

3 Click **>** to shift the selected account(s) to **Accounts that are assigned to the User Group**

• Repeat Step 1 – 3 to set up the next payment type (if applicable)

4 Click **Save**

• Return to **Page 5** (←click here) to set up another User Group

• Proceed to **Page 9** (←click here) to complete the setup

Note:

A You may click **Assigned Users** to see the users(s) tagged to the group

(If the user(s) that is/are intended to use the new account(s) for payments is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)

Account(s) Tagging – Maker & Approver Group (salary)

Functions Access (Cash) | Functions Access (Admin) | Action List | Assigned Users **A**

■ Function Listing

Information Reporting

Global

[Overview](#)

Payment and Collection

Singapore

[Cheque Issuance \(SG\)](#)

[GIRO Collection \(SG\)](#)

[GIRO Payment \(SG\)](#)

1 [GIRO Salary1 \(SG\)](#)

[GIRO Salary2 \(SG\)](#)

[RM-Book Transfer to Own \(SG\)](#)

[RM-Book Transfer to Third Party \(SG\)](#)

[RM-Demand Draft \(SG\)](#)

[RM-Domestic Transfer \(SG\)](#)

[RM-FAST Collection \(SG\)](#)

[RM-FAST Payment \(SG\)](#)

[RM-Foreign Remittance \(SG\)](#)

[Remittance \(SG\)](#)

■ Accounts that are accessible by the Company

| Accounts that are available to the Company | | Accounts that are assigned to the User Group |
|--|------------|--|
| 444444 ✓ 2 | 3 > | 11111 |
| | < | 22222 |
| | >> | 33333 |
| | << | 12345678 |

No. of Records : 1

No. of Records : 4

[Print](#) [Save](#)

1 Click on one of the following applicable payment types:

[GIRO Salary 1 \(SG\)](#) (SGD currency account only)

[GIRO Salary 2 \(SG\)](#) (SGD currency account only)

2 Scroll down to **Accounts that are available to the Company** and select the applicable new account(s) for salary payments

3 Click **>** to shift the selected account(s) to **Accounts that are assigned to the User Group**

• Repeat Step 1 – 3 to set up the next payment type (if applicable)

4 Click **Save**

• Return to **Page 5** (←click here) to set up another User Group

• Proceed to **Page 9** (←click here) to complete the setup

Note:

A You may click **Assigned Users** to see the users(s) tagged to the group

(If the user(s) that is/are intended to use the new account(s) for payments is/are not tagged the group, please refer to GUIDE 11 – User Setup on how to assign the user(s) into the group once you have completed following this guide)

Submission

Corporate Admin > Subscriber Maintenance

Subscriber Maintenance - Contact Info.

View Status

< Back Cancel Save As Draft Complete Submit

Contact Info Signature Group User Group User

1

Confirm to proceed?

2 OK Cancel

- 1 Click Submit
- 2 Click OK to confirm

Setup Submitted

Task List

Task List

Task List

✓

Successful.

Task submitted.

Company

All

Product/Function

All

Status

All

Orderer Account No.

All

Value Date

From

To

Search

Advanced Search

| <input type="checkbox"/> | Product | Transaction Reference No. | Batch Ref. No. File Ref. No. | Value Date | Amount | Beneficiary/Debtor | Customer Reference | Status | Orderer |
|--------------------------|--|---------------------------|---------------------------------|-------------|--------|--------------------|--------------------|--------------------------------|---------|
| <input type="checkbox"/> | Subscriber Maintenance | 2111050030031 | - | 05 Nov 2021 | - | - | - | Pending Authorisation (Modify) | - |

- Task submitted. Please get another Administrator to approve the Account Setup (refer to next page)

Pending Authorisation

MUFG DUO

Trade Finance

Trade Manager

Securities Management

WEBINQ

Service Catalog

Cash Management

Netting

CMS Singapore

CMS Hong Kong

Trade Finance

Payables Finance

Service Links

Belgium

Notice

Inbox

26.Apr.2020 12:00

Expiry 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

Expiry 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

To Do - Detail

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

- 1 Login to COMSUITE & click on CMS Singapore
- 2 Click on Pending Authorisation

Task List

Information Reporting

Cash

Services

Corporate Admin

Home

You Have

Tasks

Pending Authorisation

Shortcuts

Bulletin Board

Bulletin Board Messages

File Repository



Setup Approval

Task List

Task List

Company

Product/Function

Status

Orderer Account No.

Value Date

Search

Advanced Search

| | Product | Transaction Reference No. | Batch Ref. No. File Ref. No. | Value Date | Amount | Beneficiary/Debtor | Customer Reference | Status | Orderer |
|---|-------------------------------------|---------------------------|---------------------------------|------------|-------------|--------------------|--------------------|--------------------------------|---------|
| 1 | <input checked="" type="checkbox"/> | Subscriber Maintenance | 2111050030031 | - | 05 Nov 2021 | - | - | Pending Authorisation (Modify) | 2 |

Recall

Return

Decline

Approve

Approval Confirmation

You are approving 1 non-financial transactional task(s) and 0 financial transactional task(s).

■ Summary of Non-Financial Transactional Task(s)

| Product | No. of Transaction |
|------------------------|--------------------|
| Subscriber Maintenance | 1 |

Challenge Code: 929580

Response Code *

3

4

OK

Token Instructions

A

Confirm to approve?

5

OK

Cancel

- 1 Tick on [Subscriber Maintenance](#)
- 2 Click

Approve
- 3 Enter Response Code
- (click on

⬇️

A

 for instructions how to enter Response Code)
- 4 Click

OK
- 5 Click

OK

 to confirm

Setup Approved

Task List

Task List

Task Summary

✓

Successful.

Task approved.

| Product | Transaction Reference No. | Batch Ref. No. File Ref. No. | Value Date | Amount | Beneficiary/Debtor | Customer Reference | Orderer | Task Status | Task Message |
|------------------------|---------------------------|---------------------------------|-------------|--------|--------------------|--------------------|---------|-------------|--------------|
| Subscriber Maintenance | 2111070030032 | - | 07 Nov 2021 | - | - | - | - | Successful. | |

OK

1 Task approved. Click

OK