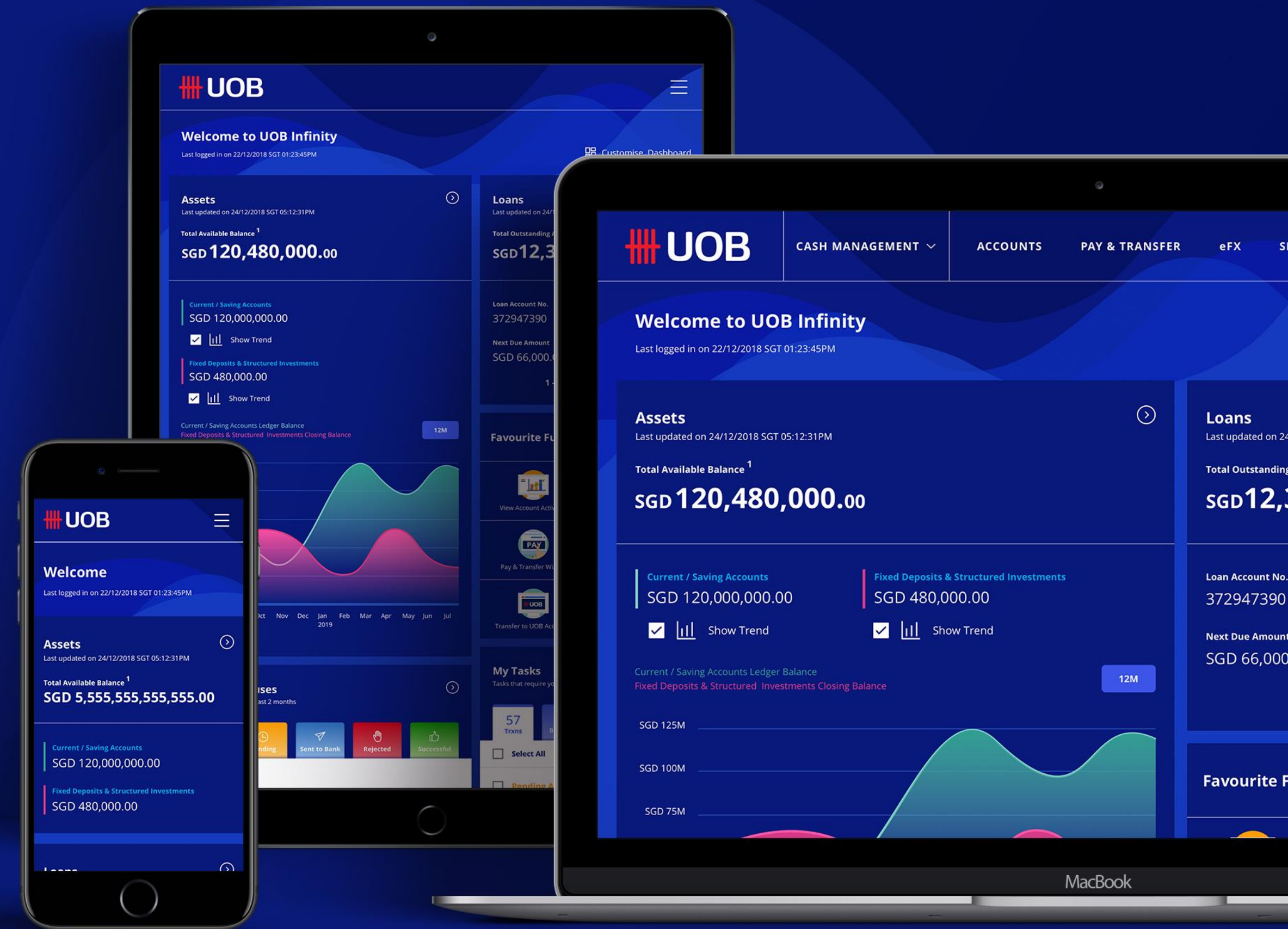


# Moving from BIBPlus to Infinity



# Payment Maker

A quick introduction on creating a single/bulk payment and downloading reports in UOB Infinity

# New Journey As A Payment Maker

## Overview

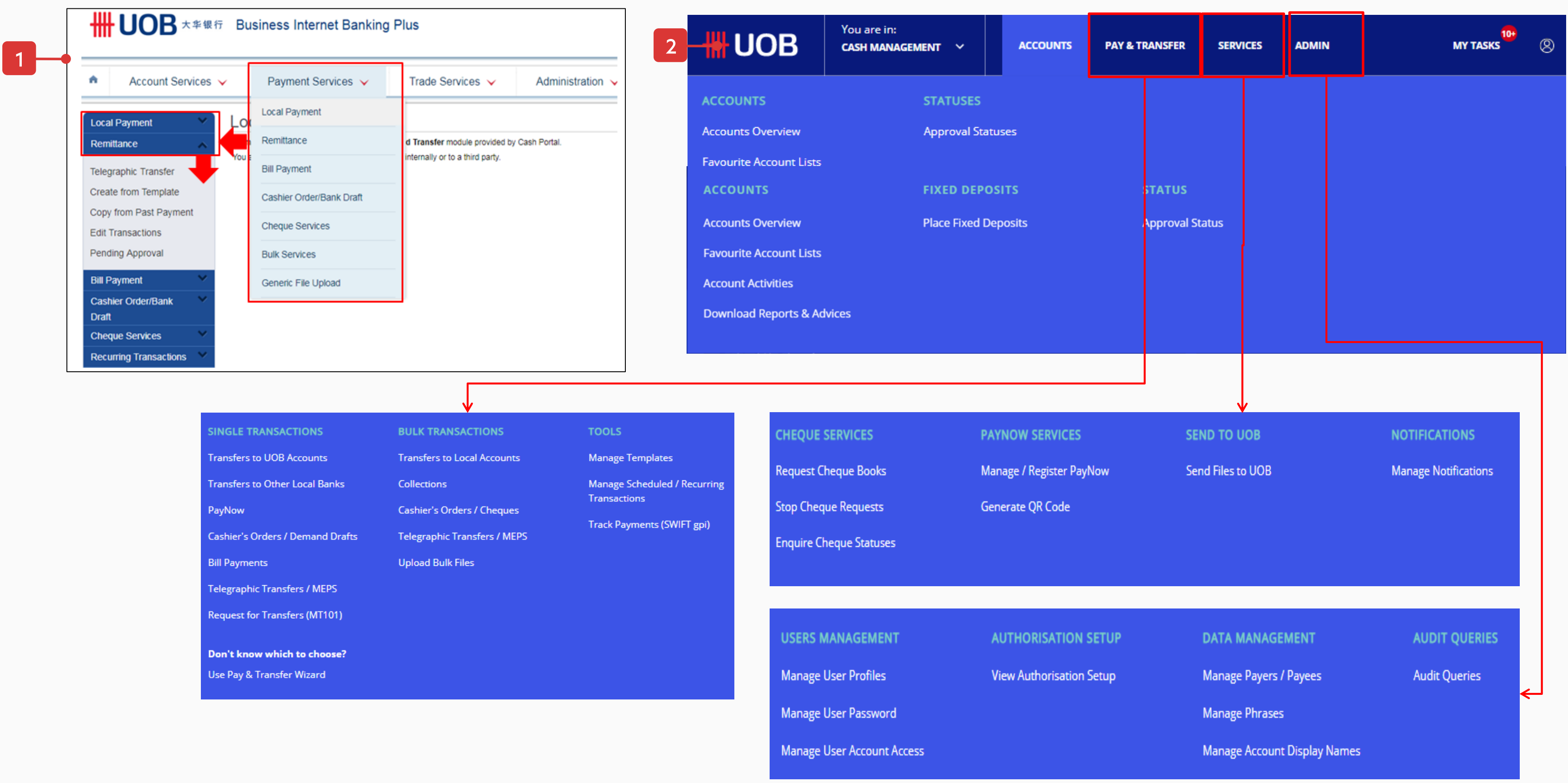
- 1 Infinity - The New Digital Banking Platform
- 2 How to Create Single Transactions
- 3 How to Create Bulk Transactions
- 4 How to Upload Bulk Files
- 5 How to Download Fate Files
- 6 How to Save Transactions
- 7 How to Submit Transactions
- 8 How to Approve Transactions
- 9 How to Download Your Bank Statements and Advices
- 10 How to Download Reports

# UOB Infinity – The New Digital Banking Platform

## Key Improvements

Designed to improve your electronic banking experience through:

- Simplified navigation in the platform allows you to spend less time getting to the function and more time spent on getting real work done.
- Personalised your dashboard with frequently used accounts and features, and display information that are relevant to you
- Adaptive user interface allows you to have a uniform experience on desktops, tablets and mobile phones
- Language clarity by supporting 3 languages — English, Simplified Chinese and a local language of the country you operate in



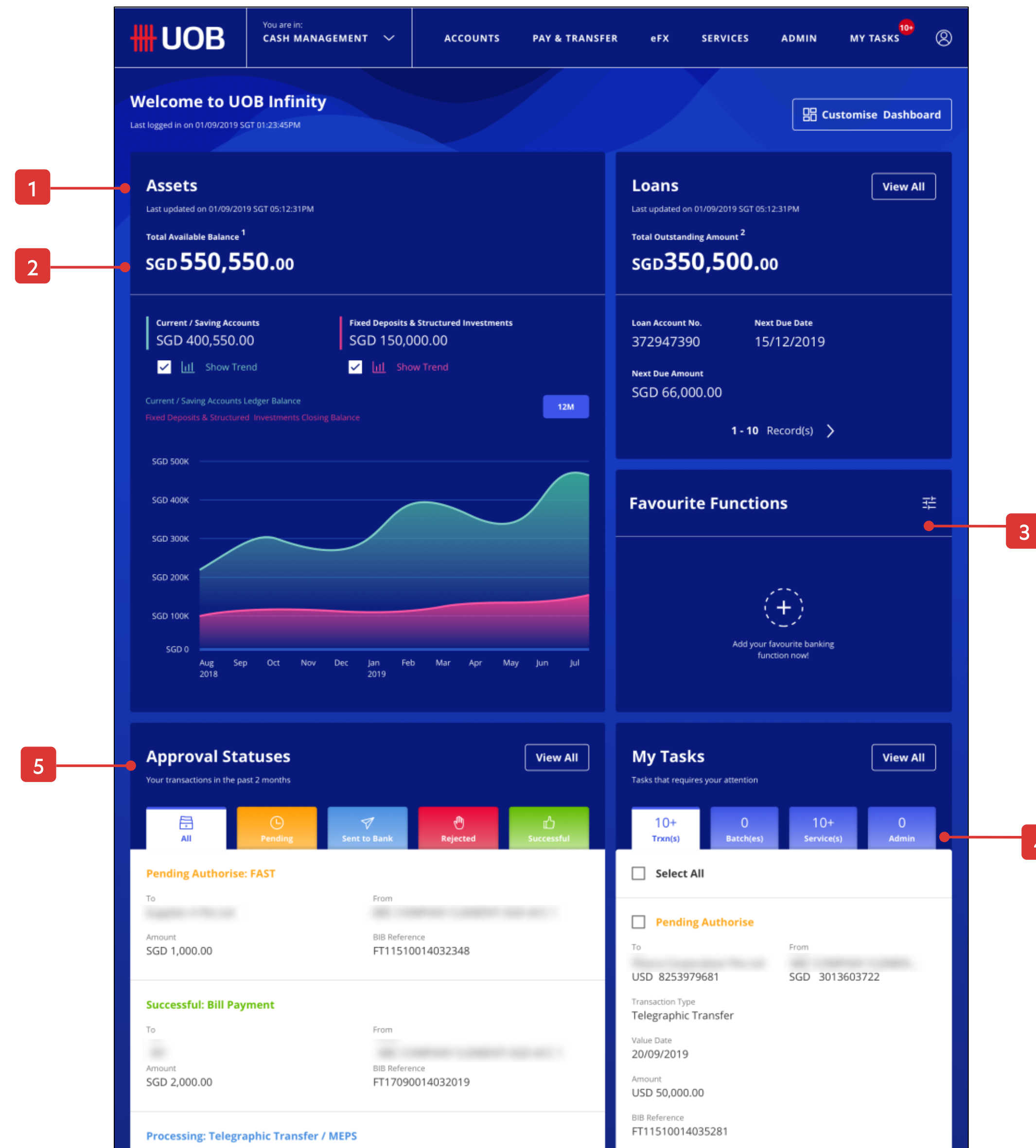
## A. Simplified Navigation

1. In BIBPlus, you had to navigate through 3 menu levels - Top Menu, Side Menu and expandable Side-Sub Menu, to get to your desired function page.
2. UOB Infinity's menu allows you to access your desired function page from 1 level. Functions are categorised with the user in mind. E.g. Payment Maker will access the Pay & Transfer Menu, while an Administrator will access the "Admin" Menu.

# UOB Infinity – The New Digital Banking Platform

## B. Personalised Dashboard

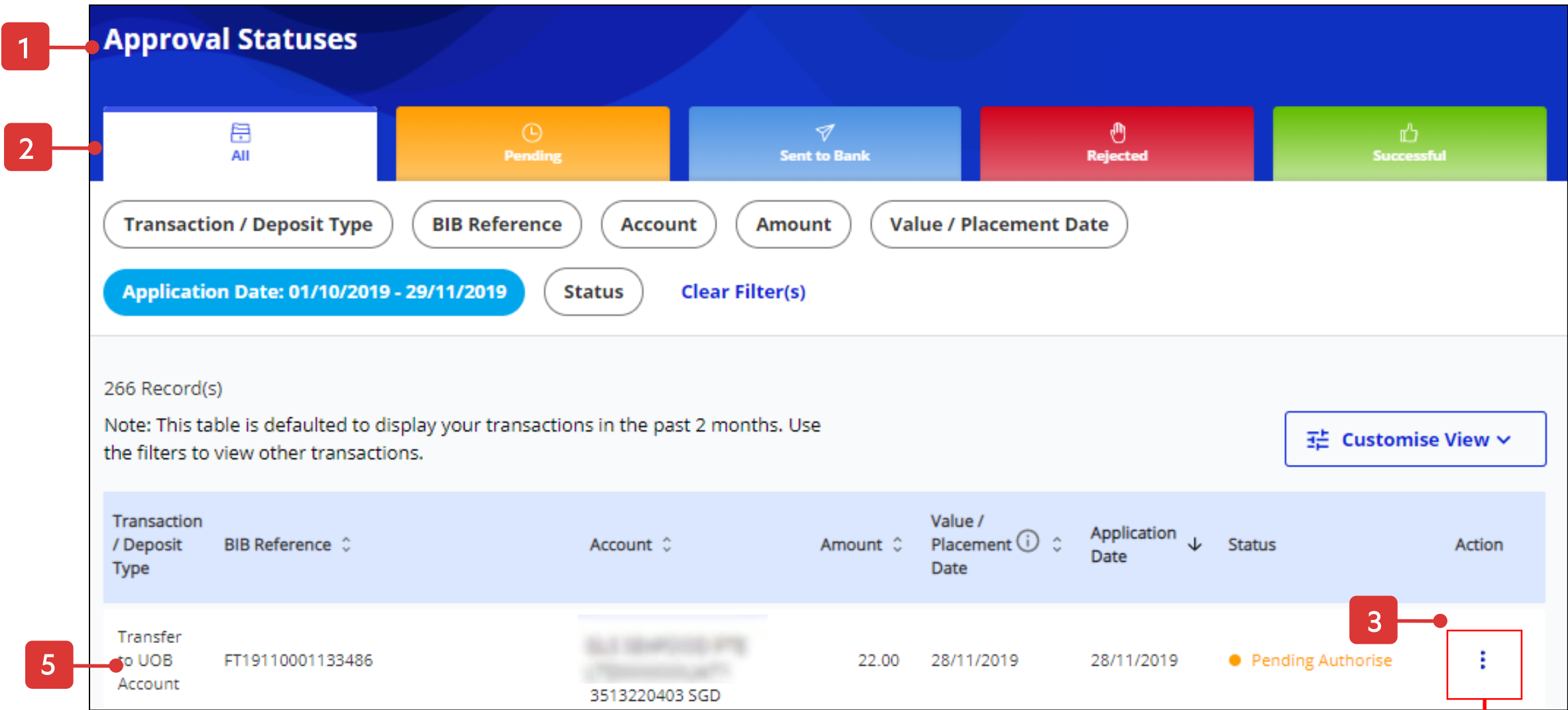
1. A logical side by side data overview: Assets (current accounts and fixed deposits) against Liabilities (i.e. Loans). Assets overview is supported by a trend visualization of the month-end balances over the past 12 months.
2. Sum of available balance from all accounts, fixed deposits and structured investments
3. Add your most frequently visited functions to the dashboard and reach these functions in one click.
4. Displays all pending tasks that are due within 1 month.
5. Shows all transactions initiated from UOB Infinity in the past 2 months, categorised by their statuses.



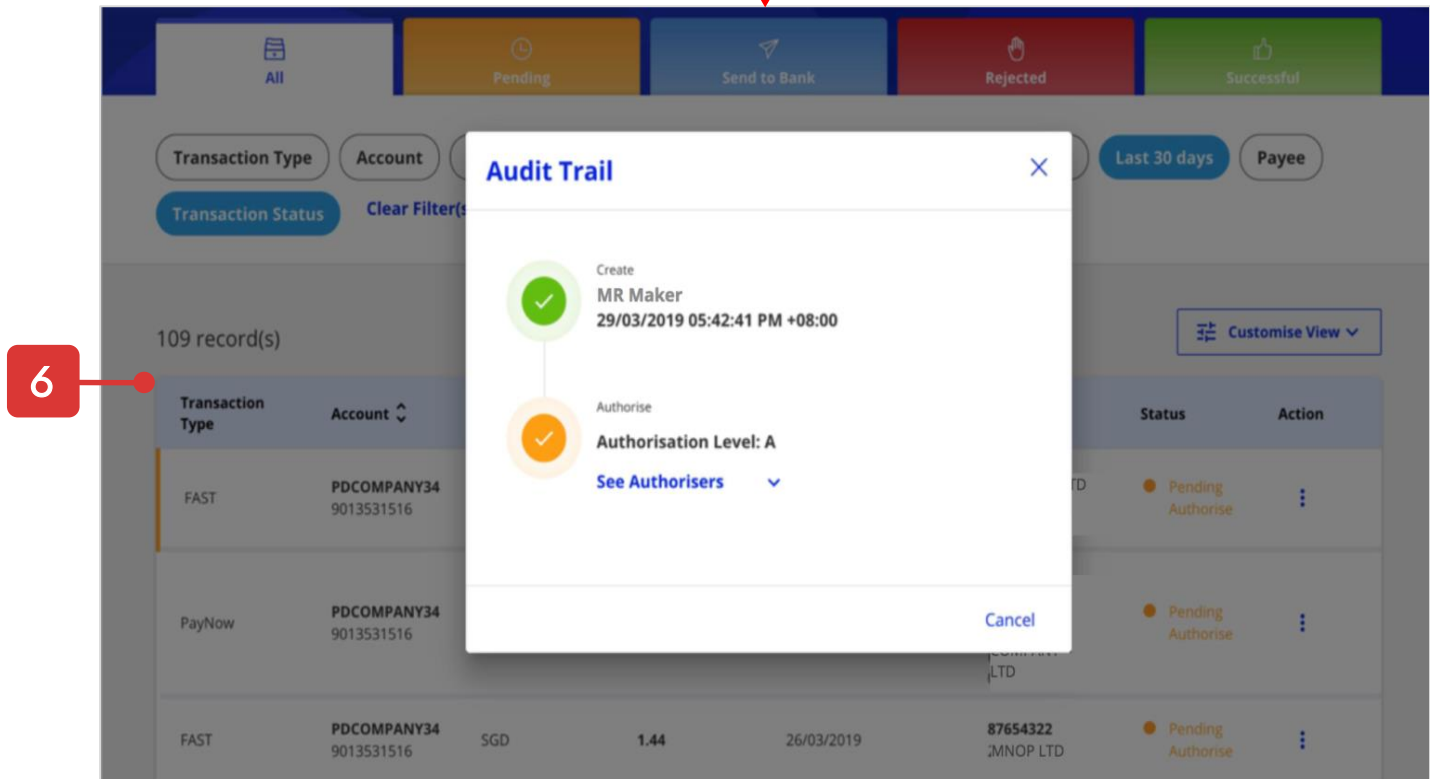
# UOB Infinity – The New Digital Banking Platform

## C. Approval Status

- 1. Approval Status provides a single consolidated view of all transactions initiated from UOB Infinity. Transactions are grouped by their statuses.
- 2. “Transaction Search”, “Pending Transactions”, “Processed Transactions” in BIBPlus are grouped into “Approval Status” in UOB Infinity.
- 3. Depending on the status of the transaction, the available actions are “View”, “Approve”, “Return”, “Audit Trails”
- 4. This table shows the mapping of Transaction Status in BIBPlus to Transaction Status in UOB Infinity. The statuses are grouped into categories and presented in Approval Status screen
- 5. Transactions are retained in the system for 180 days from the application date.
- 6. Audit Trail has been enhanced to provide display the list of next authorisers / action parties.



| BIBPlus Transaction Status | UOB Infinity Transaction Status | Description                                                                               |
|----------------------------|---------------------------------|-------------------------------------------------------------------------------------------|
| Incomplete (Draft)         | Draft                           | Transaction is SAVED by user                                                              |
| Pending (Verify)           | Pending Verify                  | Transaction is SUBMITTED for verification                                                 |
| Pending (Authorise)        | Pending Authorise               | Transaction is SUBMITTED for further authorisation according to your authorisation matrix |
| Pending (Send)             | Pending Send                    | Authorised transaction is PENDING RELEASE to the Bank                                     |
| Incomplete (Entry)         | Pending Rework                  | Transaction is RETURNED to Maker for amendment and re-submission                          |
| Submitted (Sent)           | Processing                      | Transaction is submitted to the Bank for PROCESSING                                       |
| Submitted (Post Dated)     | Processing                      | Post-Dated transaction is submitted to the Bank for PROCESSING                            |
| Processed                  | Successful                      | Transaction has been PROCESSED by the Bank                                                |
| Rejected                   | Rejected                        | Transaction has been REJECTED by the Bank                                                 |
| Rejected                   | Partial Rejected                | One or more records in the bulk transactions is/are rejected.                             |



Groupings in Approval Status

Pending

Sent to Bank

Successful

Rejected

# How to Create Single Transactions

## All Options

You can:

- A. create a new transaction,
- B. create from an existing draft, templates, or past payments,
- C. create from Pay & Transfer Wizard.

### A. Create New Transactions

1. From the top menu bar, hover over “Pay & Transfer” and click to select a payment type under “Single Payments” column. “Telegraphic Transfers/MEPS” is used as an example for this user guide.
2. In the “From” section, select which of your account to be used as a debiting account for this transaction.
3. In the “To” section, you can provide your payee details either by selecting a payee from the dropdown search list or by entering all the details manually.
4. Search and select the payee’s Bank Name and BIC from the dropdown list.
5. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
6. Select the transfer date of your transaction.
7. Tick the checkbox if you wish to make it as a recurring payment.

The screenshot shows the UOB 'New Telegraphic Transfer / MEPS' form. At the top, there's a navigation bar with 'UOB' logo and tabs for 'CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. Below this, a progress bar shows three steps: 'Enter Details' (1), 'Authorise' (2), and 'Send to Bank' (3). The main form area is divided into sections: 'Transaction Type' (Telegraphic Transfer / MEPS), 'From' (Account Name, Currency, or Account Number), 'To' (Payee Name, Address, Bank Name, BIC, etc.), and 'Payment Details' (Transfer Date, Currency, Amount, etc.). Red numbered callouts 1 through 5 point to specific fields: 1 points to the 'From' section, 2 points to the 'To' section, 3 points to the 'Payment Details' section, 4 points to the 'Bank Name' dropdown, and 5 points to the 'Add Branch Details' link.

This screenshot shows the 'Amount & When' and 'Payment Details' sections of the form. Red numbered callouts 6 and 7 point to the 'Transfer Date' and 'Frequency of Payment' fields respectively. A red arrow points from the 'Cancel' button to a text box that says 'Cancel transaction without saving.' Another red arrow points from the 'Save as Template' button to a text box that says 'Save transaction as a template for future use. You will need to input a Template Name.' A third red arrow points from the 'Next' button to a text box that says 'Click “Next” to proceed with transaction details.'

# How to Create Single Transactions

## B. Create from Draft, Template, or Past Payments

1. From the top menu bar, hover over "Pay & Transfer" and select a payment type under "Single Payments" column. "Telegraphic Transfers/MEPS" is used as an example for this user guide.
2. Click "Create From" and click "Draft", "Templates", or "Past Payments". "Draft" is used as an example for this user guide. The same flow is applied to create transaction from "Templates" and "Past Payments"
3. Use the filter options to view the saved (draft) transactions to be listed.
4. Select the desired saved (draft) transaction you wish to use and all the draft details will be displayed onto the payment screen.

### Create From "Drafts"

### Select transaction from the pop-up screen from draft or past payments

### Selected transaction will be displayed in the following screen

Recent Payees: Displays payees of the 10 most recent successful payments within the last 3 months.

Payee List: Displays all payees created in Payee Master database.

Search Database (before clicking on the Payee List): Displays combination of recent payees, payee master list and payees in templates.

Search Database (after clicking on the Payee List): Displays only Payee List.

# How to Create Single Transactions

## C. Create from Pay & Transfer Wizard

Not sure which payment mode to use? This intuitive tool will guide you through step-by-step and suggest the payment modes based on your payee details.

1. From the top menu bar, hover over "Pay & Transfer" and select "Use Pay & Transfer Wizard".
2. Follow the steps in the Wizard.
3. Only mandatory fields are expanded by default.

The screenshot displays the UOB Pay & Transfer Wizard interface. The top navigation bar includes the UOB logo and menu items: CASH MANAGEMENT, ACCOUNTS, PAY & TRANSFER (highlighted), SERVICES, ADMIN, and MY TASKS. A dropdown menu for 'PAY & TRANSFER' is open, showing options under 'SINGLE TRANSACTIONS', 'BULK TRANSACTIONS', and 'TOOLS'. A red box highlights the 'Don't know which to choose? Use Pay & Transfer Wizard' option, with an arrow pointing to the 'Payment Wizard' section in the main content area.

The main content area shows the 'Pay & Transfer' wizard with three steps: 1. Enter Details, 2. Authorise, and 3. Send to Bank. The 'From' section is active, showing a search for debit account details. A red box labeled '1' highlights the 'Payment Wizard' section, which states: 'Payment wizard will help you to find the most appropriate payment mode. Before you start, you will need: 1. Your payee's bank account details, 2. Your payment details, 3. Your security token (for Authoriser only)'. Below this is a 'Cancel' button.

The 'Amount & When' section is also visible, showing 'Enter Transaction Details' with fields for 'Transfer Date' (27/03/2019), 'Transaction Currency', and 'Transaction Amount'. A red box labeled '3' highlights the 'Add Customer Reference', 'Add Payee Reference', and 'Add Remarks for Approval' options.

# How to Create Bulk Transactions

1. Select the type of bulk to create from the main menu. The example illustrates "Transfers to Local Accounts".

In BIBPlus, you will need to navigate to "Payment Services" > "Local Payment" > "Local Payment" > "Transfer to Other Bank".

2. After entering the originating accounts in the "From" section (similar to making single payments), user will be shown 4 tabs at the "To" section.

- "Bank Accounts". You may select this tab if you want to submit bulk FAST or GIRO.
- "PayNow". You may select this tab if you want to submit bulk PayNow FAST or bulk PayNow GIRO.
- "IBG Express". You may select this tab if you want to submit bulk IBG Express (i.e. the beneficiary accounts are UOB accounts).
- "GIRO with a Non UOB Bank". You may select this tab if you want to submit bulk Giro by providing the beneficiaries' bank/branch codes (not BIC).

3. In comparison, in BIBPlus, all the bulk product types are displayed as dropdown options and user is required to select the Product and Payment Type before proceeding to indicate the originating account.

4. Once user selects a tab, the first transaction record will be created for user to fill up the record details.

5. In comparison, UOB Infinity is more efficient because users are required to go to a separate screen to add a record to the bulk.

6. To add another payment to the same payee in this bulk, select "Another to this Payee".

7. To add another transaction to a different payee, select "Add new transaction".

The image illustrates the UOB Infinity interface for creating bulk transactions. It consists of several components:

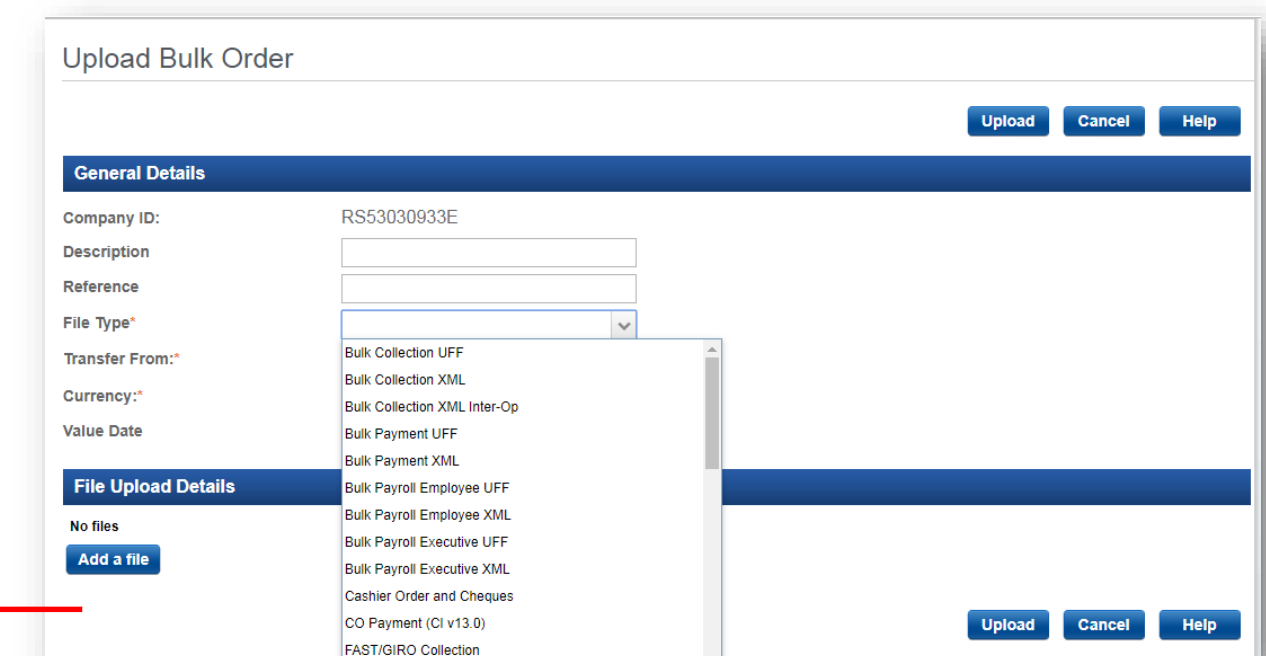
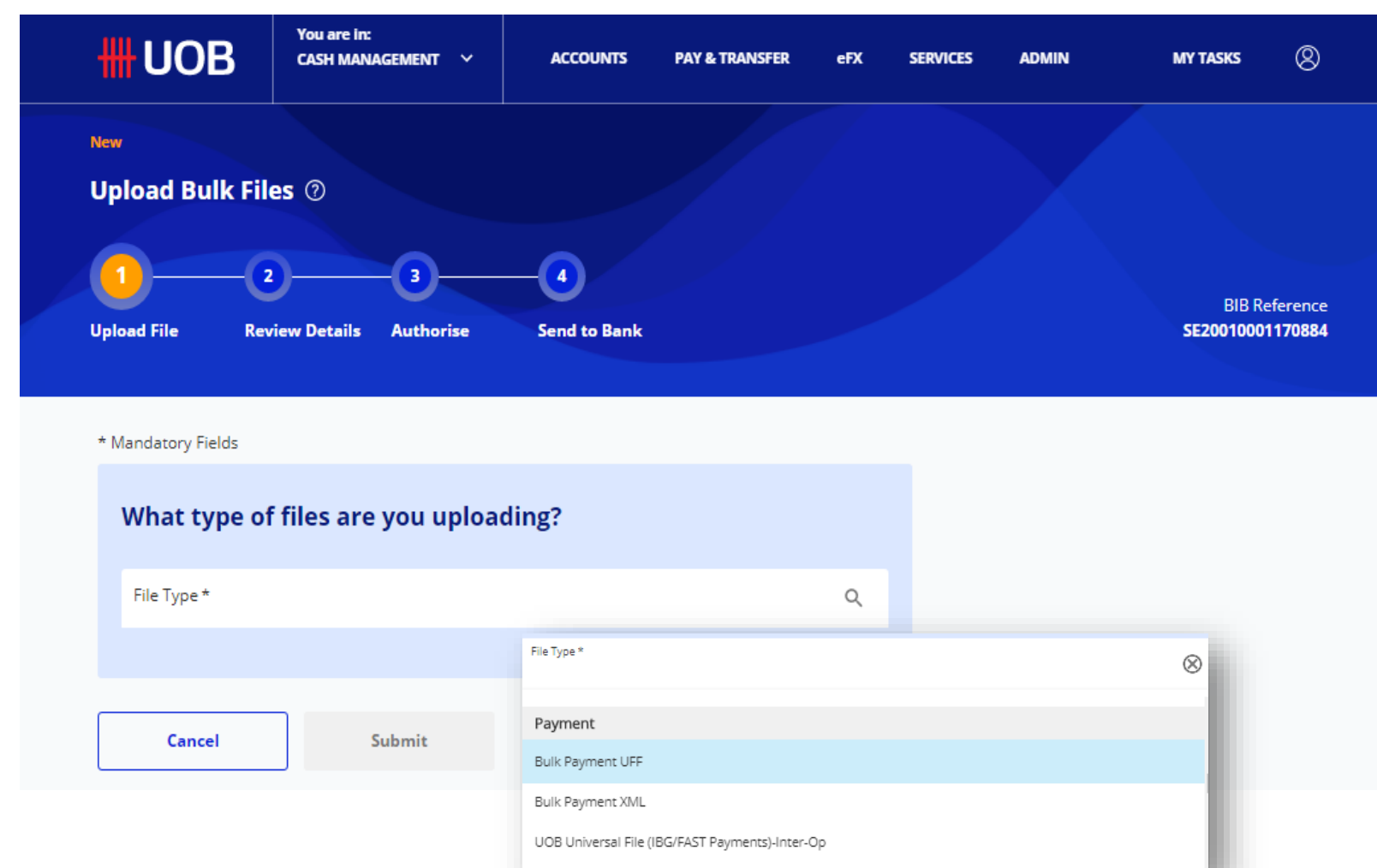
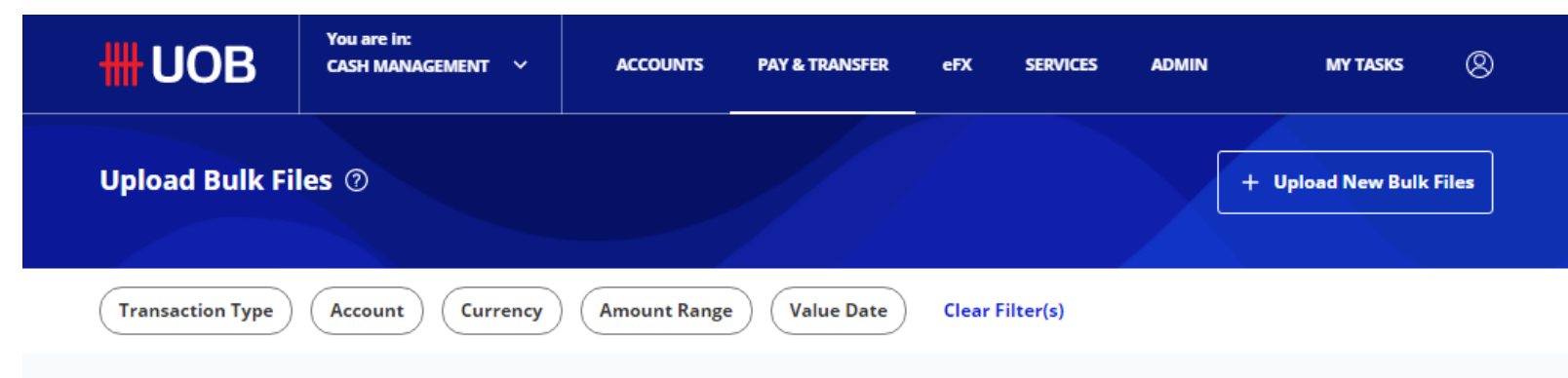
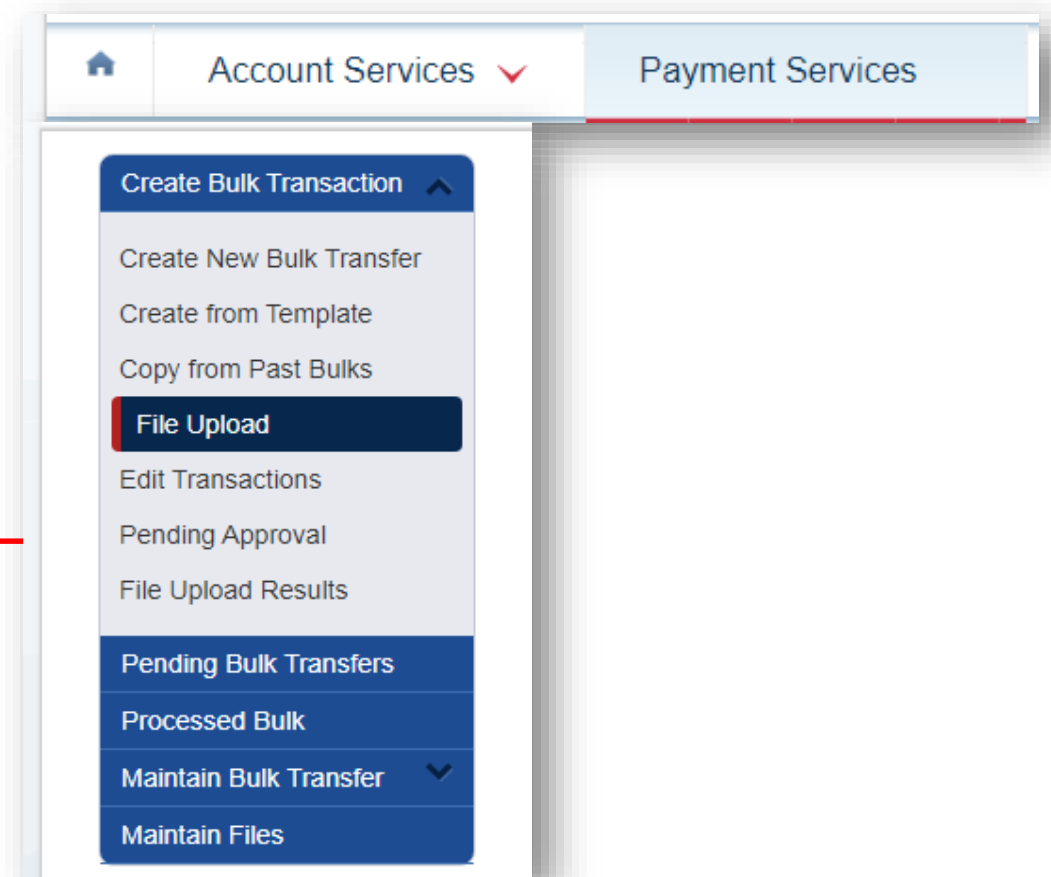
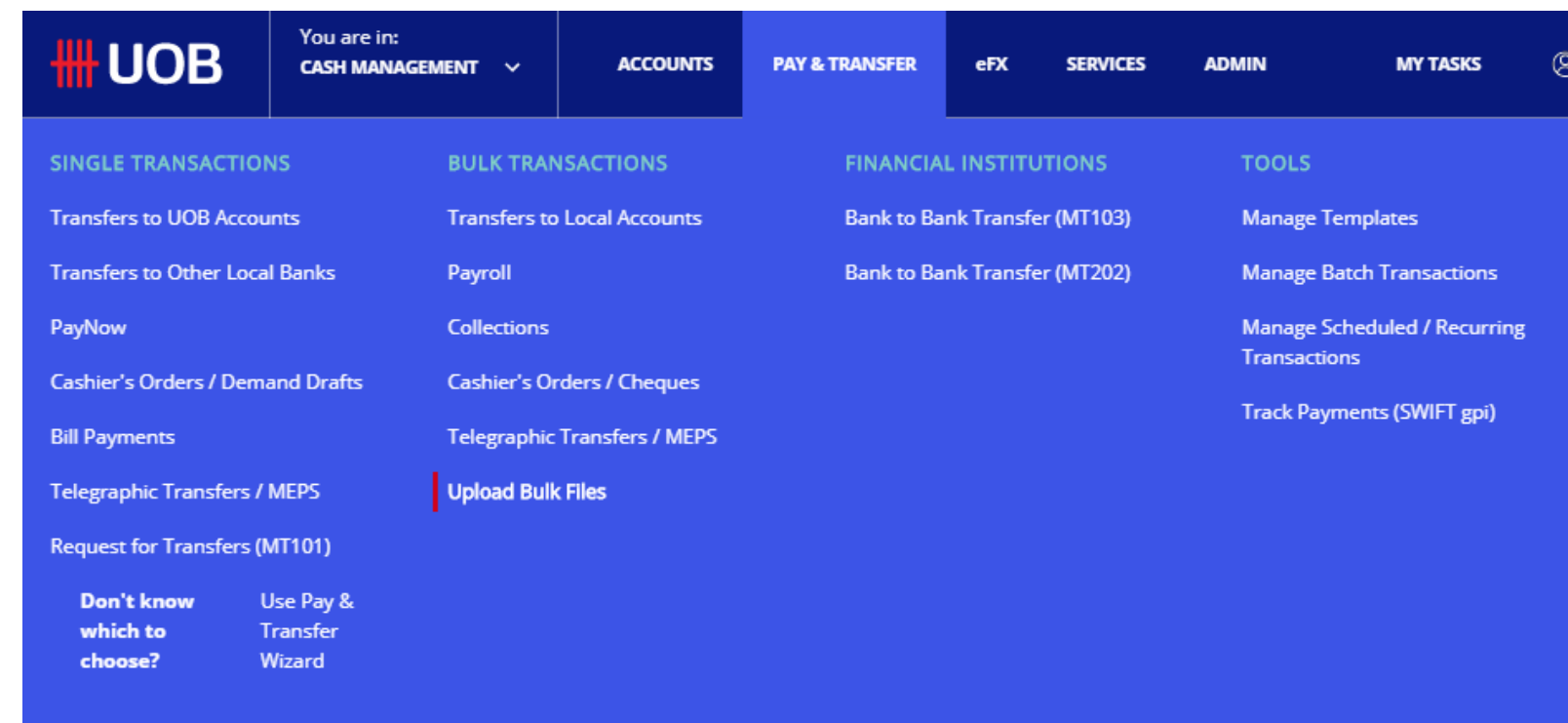
- Main Menu:** A top navigation bar with tabs for CASH MANAGEMENT, ACCOUNTS, PAY & TRANSFER, SERVICES, ADMIN, and MY TASKS. A dropdown menu under PAY & TRANSFER shows options like SINGLE TRANSACTIONS, BULK TRANSACTIONS, and TOOLS. A red callout '1' points to the 'BULK TRANSACTIONS' tab.
- Bulk Details Form:** A form with fields for Company ID, Product Group (dropdown), Payment Type (dropdown), Bulk Type (dropdown), Transfer From (text), Currency (dropdown), and Bulk Currency (dropdown). A red callout '3' points to the 'Product Group' dropdown.
- General Details Form:** A form with fields for Company ID, Transfer From, Payment Type, Product Group, Bulk Description, Processing Mode (Service Type), Ultimate Originating Customer, BIB Reference, Template Name, Application Date, Value Date, Bulk Customer Reference, and Bulk Summary. A red callout '5' points to the 'Add transaction' button.
- Transaction (1 of 1) Form:** A form with fields for Who (Payee Name, Bank Name, SWIFT BIC Code, Account No.), Amount (Currency, Amount), and a red callout '4' pointing to the 'Add Ultimate Payee Name' button.
- Processing Modes:** A section with tabs for Bank Accounts, PayNow, IBG Express, and GIRO with a Non UOB Bank. A red callout '2' points to the 'Bank Accounts' tab.
- Buttons:** At the bottom, there are buttons for 'Another to this Payee' (callout '6') and 'Add New Transaction' (callout '7').

# How to Upload Bulk Files

1. From the top menu bar, Select "Pay & Transfers" and then select "Upload Bulk Files" under "Bulk Transactions" column. Click "Upload New Bulk files", the following next page will be displayed.

In BIBPlus, you have to select "Payment Services" > Bulk Services > select "File Upload" under "Create Bulk Transaction".

2. Select the file type to be uploaded.



# How to Upload Bulk Files

3. If you select FAST/GIRO file type, there will be a checkbox to allow you to set the transaction type as FAST (even though the file type indicating GIRO).
4. Click to select the Company ID and the debiting account.
5. Choose the file to upload. Please take note to follow UOB file format specification when generating the file.. Unlike BIBPlus where you need to select the file, in UOB Infinity, you can drag the file from your local drive to upload the file.
6. You can view the selected bulk file upload once you tick text box from the lists of bulk files. Selected file will display under Files to be sent section.
7. Bulk Customer Reference will be defaulted to the transaction reference ("BIB" followed by 14 numeric characters) if you leave it empty.
8. Click "Submit" to proceed with the transaction.

**Upload Bulk Files**

BIB Reference: SE20010001170910

1 Upload File 2 Review Details 3 Authorise 4 Send to Bank

\* Mandatory Fields

What type of files are you uploading?

File Type \* FAST/GIRO Payment without Advice

☐ Convert transaction type to FAST

Company

Company \* UOB SERVICES PTE LTD (TRANSACTIONS)

Upload Files

Drag your files (.txt,.xml) here or choose file

You can upload up to 5 files each time.

Files to be Sent

1 file(s)

Show Selected (1)

| File Type | File Name      | Action |
|-----------|----------------|--------|
| ✓         | UGA100104.TXT  |        |
| ✓         | 6 KB           |        |
|           | File uploaded! |        |

1 - 1 of 1 file(s)

**Upload Bulk Order**

Upload Cancel Help

General Details

Company ID: RS53030933E

Description

Reference

File Type \* FAST/GIRO Payment without Advice

Transfer From:

Currency:

Value Date

File Upload Details

No files

Add a file

Upload Cancel Help

**File Upload Details**

| Title | File Name      |
|-------|----------------|
|       | UGB1310102.TXT |

Add a file

Upload Cancel Help

**Add Reference**

+ Add Bulk Customer Reference

+ Add Bulk Description

Cancel Submit

# How to Download Fate Files

1. If the bulk file is processed successfully by the Bank, the bulk transaction will be displayed under "Approval Statuses". Click the bulk transaction to view the details of the processed bulk file.
2. Click "Download" and select "Fate File" from drop down list. Fate file will be downloaded.
3. For reference, in BIBPlus, user will go to either "Processed Bulk" (as shown in the screenshot) or "Transaction Search" to view the transaction details and download the fate file.

## Approval Statuses

All

Pending

Sent to Bank

Rejected

Successful

Bulk FAST Payment

BIB Reference

Customer Reference

Account

Currency

Amount

Value / Placement Date

Application Date: 08/12/2019 - 05/02/2020

Payer / Payee

Successful

Clear Filter(s)

3 Record(s)

Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Customise View

| Transaction / Deposit Type | BIB Reference    | Currency | Amount   | Value / Placement Date | Application Date | Status     | Action |
|----------------------------|------------------|----------|----------|------------------------|------------------|------------|--------|
| Bulk FAST Payment          | BK20020001174417 | SGD      | 12.72    | 05/02/2020             | 04/02/2020       | Successful |        |
| Bulk FAST Payment          | BK20010001153818 | SGD      | 22.00    | 07/01/2020             | 07/01/2020       | Successful |        |
| Bulk FAST Payment          | BK20010001152208 | SGD      | 1,250.50 | 06/01/2020             | 06/01/2020       | Successful |        |

Approval

Successful

New Bulk Transfer to Local Accounts

Enter Details

Authorise

Send to Bank

BIB Reference

BK20020001174417

Application Date: 04/02/2020

2

Download

Audit Trail

From

Company Name

Account No.

Account Name

Currency

To

Customer Reference

Amount Range

Payer/Payee

Clear Filter(s)

Account Services

Payment Services

Trade Services

Foreign Exchange

Administration

Go To

Create Bulk Transaction

Pending Bulk Transfers

Processed Bulk

Maintain Bulk Transfer

Maintain Files

List of Bulk Orders

Please enter the criteria to filter the transaction(s) search.

Company ID:

R553030933E

BIB Ref:

\*

Bank Reference:

Status:

Bulk Customer Reference:

Ccy:

Amount From:

To:

Search

1 - 50 of 669 Items

10 | 25 | 50 | 100

1 2 3 4 5 6 7

|                                                                                       | BIB Ref          | Company ID  | Bank Reference | Bulk Customer Reference | Records | Ccy | Amount | Value Date | Status    |
|---------------------------------------------------------------------------------------|------------------|-------------|----------------|-------------------------|---------|-----|--------|------------|-----------|
|  | BK20020001174425 | R553030933E |                | BK20020001174425        | 3       | SGD | 14.76  | 05/02/2020 | Processed |
|  | BK20020001174417 | R553030933E |                | BK20020001174417        | 3       | SGD | 12.72  | 05/02/2020 | Processed |

| List of attachments                                                                   |       |                    |           |
|---------------------------------------------------------------------------------------|-------|--------------------|-----------|
|                                                                                       | Title | File Name          | Status    |
|  |       | UGMO20020001174425 | Processed |

## Sample of Fate File

[illegible]

# How to Save Transactions

## All Options

If you wish to save the transaction details and would like to use it again in future, you can save the details as:

- A. Draft, or,
- B. Template.

### A. Save as Draft

1. Click "Save as Draft" button located at the top right corner of the payment screen.
2. A confirmation message will appear at the top of your screen after a transaction is successfully saved as draft.

#### Saved as Draft (Default View)

The screenshot shows the UOB 'New Telegraphic Transfer / MEPS' screen. The top navigation bar includes the UOB logo, 'You are in: CASH MANAGEMENT', and tabs for ACCOUNTS, PAY & TRANSFER, SERVICES, and ADMIN. A 'MY TASKS' button with a '10+' badge is also present. The main header area displays 'Draft', 'New Telegraphic Transfer / MEPS', and a 'BIB Reference FT19120001137051'. Below this is a progress bar with three steps: '1 Enter Details', '2 Authorise', and '3 Send to Bank'. The main content area shows 'Application Date : 04/12/2019' and a 'Create From' dropdown menu. A red circle with the number '1' highlights the 'Save as Draft' button in the top right corner of the main content area.

#### Saved as draft successfully

The screenshot shows the same UOB 'New Telegraphic Transfer / MEPS' screen as above, but with a green confirmation message at the top: 'Your Telegraphic Transfer / MEPS Payment has been successfully saved.' A red circle with the number '2' highlights the 'Save as Draft' button in the top right corner of the main content area.

# How to Save Transactions

## B. Save as Template

1. Save transaction as a template for future use. You will need to input template name and template description.
2. Click "Submit" button, once you fill in the "Template Name" and the "Template Description".
3. A confirmation message will appear at the top of your screen after a transaction is successfully saved as template.



This is a recurring payment

Frequency of Payment \*

Daily



Number of Times \*

2

 Add Customer Reference

 Add Instruction to Bank

 Add Remarks for Approval

Cancel

Save as Template

Next

Save Template

Please fill the information below

Template Name \*

Template Testing

Template Description

Testing 01

Cancel

Submit

Saved as draft successfully

[illegible]

# How to Submit Transactions

Upon clicking “Next” button, you will be allowed to check your transaction details once again before proceeding to submit the transaction.

In the review page, you will see four buttons located at the bottom of the page, namely:

1. “Cancel”: If you proceed with this, the transaction will be cancelled and will not be saved as draft.
2. “Edit”: If you proceed with this, you will be directed back to the previous transaction creation page.
3. “Add to My Task”: This button will only appear if, based on your authorisation mandate, you are allowed to authorise your own transaction. Transaction will be added to “My Tasks” and you can approve it later.
4. “Submit”: Please refer to the next page for the detailed explanation.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS

10+

New

New Telegraphic Transfer / MEPS

1

2

3

Enter Details

Authorise

Send to Bank

BIB Reference

FT19120001137051

Application Date : 04/12/2019

Create From

Save as Draft

Transaction Type & Fees

View Standard Transaction Fees.

Transaction Type

Telegraphic Transfer / MEPS

From

Company Name

Account Name

Account No.

Currency

3513220403

SGD

To

Payee Name

Pre-Approved Payee

Payee Address

Bank Country

Bank Name

Bank Address

IBAN / Account No.

ALDA

United States

BANK OF NEW YORK

1290 AVENUE OF AMERICAS

UNITED STATES

1234567890

Amount & When

Transfer Date

04/12/2019

Transaction Currency

SGD

Transaction Amount

1,500.00

Charge Option

SHA

Account for Charging

SGD

3513447033

Payment Details

Please make payment by TT to pay the following beneficiary/supplier, Remittance amount: Name of Beneficiary/Supplier: Address of Benefic

Cancel

Edit

Add to My Tasks

Submit

1

2

3

4

16

# How to Submit Transactions

## Upon clicking “Submit” button

If, based on your authorisation mandate, you are not allowed to approve the transaction, the following confirmation screen will be shown and the transaction status will be displayed as “Pending (Authorise)”. Options on the confirmation page,

- View : To view and print out transaction details
- Notify Approver : Notify authoriser(s) to approve the transaction - Refer to the next page.
- Another Payment : To create another transaction

UOB

CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

Pending Authorise

New Telegraphic Transfer / MEPS

1

Enter Details

2

Authorise

3

Send to Bank

BIB Reference

FT20010001159497

Your Telegraphic Transfer / MEPS Payment has been successfully sent for approval.

BIB Reference : FT20010001159497

View

Notify Approver

Another Payment

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FAQ

Terms & Conditions

Privacy & Security

Legal Notices

You can check your transaction status under Accounts > Approval Statuses.

UOB

You are in:  
CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

eFX

SERVICES

ADMIN

MY TASKS

Approval Statuses

All

Pending

Sent to Bank

Rejected

Successful

Telegraphic Transfer / MEPS

BIB Reference

Currency

Amount

Value / Placement Date

Payer / Payee

Status

Clear Filter(s)

1 Record(s)

Note: This table is defaulted to display your transactions in the past 2 months. Use the filters to view other transactions.

Customise View

| Transaction / Deposit Type  | BIB Reference    | Currency | Amount | Value / Placement Date | Payer / Payee | Status            | Action |
|-----------------------------|------------------|----------|--------|------------------------|---------------|-------------------|--------|
| Telegraphic Transfer / MEPS | FT20010001159497 | USD      | 111.00 | 14/01/2020             |               | Pending Authorise |        |

17

# How to Notify Approver upon Transaction Submission

## Upon clicking “Notify Approver” button

Authoriser(s) who are able to approve the transaction will be listed for selection. You can select one or multiple authorisers from the list and click “Notify” to notify them for approval.

Note : Recipients with an Infinity Secure installed will receive a notification on their UOB Infinity Mobile application. Otherwise, they will receive an email sent to their registered email with UOB.

Notify Approver

You may select up to 5 recipients to receive the notifications.

Recipients with an Infinity Secure installed will receive a notification on their UOB Infinity Mobile application. Otherwise, they will receive an email sent to their registered email with UOB.

User ID, First Name or Last Name

2 Record(s)

| Select                              | First Name / Last Name | User ID |
|-------------------------------------|------------------------|---------|
| <input checked="" type="checkbox"/> |                        |         |
| <input type="checkbox"/>            |                        |         |

1 - 2 of 2 Record(s)

Cancel

Notify

# How to Approve Transactions

## Method #1 – Push Notification

This method will only work if you have registered and activated Infinity Secure and you must complete all the steps within 60 seconds.

1. Go to “My Tasks”, tick the transaction that you want to approve and click “Submit” button.
2. Upon seeing the “Authorise Transaction” popup at your browser, you will receive a push notification on your mobile phone from “UOB Infinity Singapore”. Tap on the push notification.
3. The UOB Infinity mobile app will automatically open, and you will see an authorisation popup with options to “Approve” or “Cancel” the transaction. Tap on “Approve”.
4. Provide the Infinity Secure PIN and tap on “Submit”. A successful message will be displayed on your phone and on your browser.

### My Tasks

| Transaction / Deposit Type          | Account | Currency  | Amount | Value / Placement Date | Application Date | Status     | Action            |
|-------------------------------------|---------|-----------|--------|------------------------|------------------|------------|-------------------|
| <input checked="" type="checkbox"/> | GIRO    | 351322041 | SGD    | 2.00                   | 10/02/2020       | 10/02/2020 | Pending Authorise |

### Authorise Transaction 2



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

UOB Infinity Singapore

You are approving a Single Transaction of SGD5,000.00. BIB Ref: FT123345646.

For full transaction details you may proceed to UOB Infinity via your web browser.

**Approve**

Cancel

UOB Infinity Singapore

Enter your Infinity Secure PIN to authorise the administrative task(s).

Secure PIN

**Next**

Cancel

UOB Infinity Singapore

**Next**

Authorisation Complete

New Transfer To UOB Account

Enter Details Authorise Send to Bank

Your Transfer to UOB Payment has been successfully released to the bank.

BIB Reference: FT16050000364472

Successful Message on Browser

# How to Approve Transactions

## Method #2 – Generate Token Response using Infinity Secure

This method will only work if you have registered and activated Infinity Secure.

1. Go to “My Task”, tick the transaction that you want to approve and click “Submit” button.
2. Upon seeing the “Authorise Transaction” popup at your browser, click on “I did not receive the notification”. Please remove/dismiss the “UOB Infinity Singapore” app push notification on your mobile.
3. You will see 2 tabs. If you are not on the “Infinity Secure” tab, click on the “Infinity Secure” tab.
4. Open the UOB Infinity mobile app and tap on “Infinity Secure” on the login page. Select “Transaction Key II”, enter the 6-digit Infinity Secure PIN and tap on “Next” button.
5. Enter the code displayed on your browser’s Step 3 into your phone, tap on “Next”. Enter the code displayed on your browser’s Step 4 into your phone, tap on “Generate Key”. Input the generated numbers into your browser and click “Submit”.

### My Task

**My Tasks**

8 Transaction(s)   4 Batch(es)   2 Service(s)   0 Admin(s)

Transaction / Deposit Type   BIB Reference   Customer Reference   Account   Currency   Amount   Value / Placement Date

Application Date: 23/01/2020 - 21/02/2020   Payer / Payee   Clear Filter(s)

8 Record(s)

Note: This table is defaulted to display your tasks in the past 1 month. Use the filters to view other tasks.

Show Selected (0)   Customise View

| <input type="checkbox"/> | Transaction / Deposit Type | Account                     | Currency | Amount | Value / Placement Date | Application Date | Status            | Action |
|--------------------------|----------------------------|-----------------------------|----------|--------|------------------------|------------------|-------------------|--------|
| <input type="checkbox"/> | GIRO                       | 351322040<br>3513220403 SGD | SGD      | 2.00   | 10/02/2020             | 10/02/2020       | Pending Authorise |        |

Return   Submit

### Authorise Transaction



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

I did not receive the notification

2

### Enter Token Response

We were unable to receive your confirmation. To proceed with your authorisation, follow the steps below.

Infinity Secure   Physical Token

4



Transaction Key II

Enter the code displayed in step 3 on your browser.

Key Response

1 0 1 0

0

Next

Enter the code displayed in step 4 on your browser.

Key Response

1 2 3 4

5 6 7 8

Generate Key

Enter the following Login Code on your browser

Code Response

5 2 7 7 1 5

Refreshes in  
00:09

5 Enter the 6-digit transaction key generated

Key Response

|

By clicking 'Submit', you are deemed to have read and agreed to the Terms & Conditions of the respective product(s) and / or service(s).

☐ Set as default authentication method.

Cancel

Submit

# How to Approve Transactions

## Method #3 – Generate Token Response using Physical Token

This method will only work if you have registered and activated Infinity Secure.

1. Go to “My Tasks”, tick the transaction that you want to approve and click “Submit” button.
2. Upon seeing the “Authorise Transaction” popup at your browser, click on “I did not receive the notification”. Please remove/dismiss the “UOB Infinity Singapore” app push notification on your mobile.
3. You will see 2 tabs. If you are not on the “Physical Token” tab, click on the “Physical Token” tab.
4. Follow the on-screen instruction to generate the token response using your physical token and input the generated numbers into your browser and click “Submit”.

### My Task

My Tasks

8Transaction(s)

4Batch(es)

2Service(s)

0Admin(s)

Transaction / Deposit Type

BIB Reference

Customer Reference

Account

Currency

Amount

Value / Placement Date

Application Date: 23/01/2020 - 21/02/2020

Payer / Payee

Clear Filter(s)

8 Record(s)

Note: This table is defaulted to display your tasks in the past 1 month. Use the filters to view other tasks.

Show Selected (0)

Customise View

| <input type="checkbox"/> | Transaction / Deposit Type | Account                     | Currency | Amount | Value / Placement Date | Application Date | Status            | Action |
|--------------------------|----------------------------|-----------------------------|----------|--------|------------------------|------------------|-------------------|--------|
| <input type="checkbox"/> | GIRO                       | 351322040<br>3513220403 SGD | SGD      | 2.00   | 10/02/2020             | 10/02/2020       | Pending Authorise |        |

Return

Submit

### Authorise Transaction



We have sent a notification to your UOB Infinity Secure enabled device. Do ensure that you are connected to the internet to receive it.

Confirm the request within the next 60 seconds to proceed.

[I did not receive the notification](#)

2

### Enter Token Response

We were unable to receive your confirmation. To proceed with your authorisation, follow the steps below.

Infinity Secure

Physical Token

### Enter Token Response

Follow these steps on your token:

- 1 Press **1**
- 2 Enter **11100** & press **OK**
- 3 Enter **12345678** & press **OK**
- 4 Enter the **6-digit security code** displayed on your token.

Token Response

By clicking “Submit”, you are deemed to have read and agreed to the [Terms & Conditions](#) of the respective product(s) and/or service(s).

Cancel

Submit



# How to Download Bank Statements and Advices

## Account Overview

1. Export listing of accounts in PDF, CSV or Excel.
2. Customise View allows you to select which columns to display.
3. Select account name or number to view account transaction details.
4. Action button provides shortcut to Account Activities and Pay & Transfer Wizard.
5. Mark frequently used account(s) as favourites. This function replaces the "Account Summary Template" function in BIBPlus. Templates created in BIBPlus are automatically migrated to UOB Infinity.

The screenshot displays the UOB Infinity 'Accounts Overview' page. At the top, a navigation bar includes 'UOB', 'CASH MANAGEMENT', 'ACCOUNTS', 'PAY & TRANSFER', 'SERVICES', 'ADMIN', and 'MY TASKS'. A dropdown menu under 'ACCOUNTS' is open, showing options like 'Accounts Overview', 'Favourite Account Lists', 'Account Activities', and 'Download Reports & Advices'. The main content area is titled 'Accounts Overview' and features a currency selector set to 'SGD - SINGAPORE DOLLAR' and an 'Export' button. Below this, there are tabs for 'All Accounts' and 'Favourite Account Lists'. A filter section allows selection by 'Account', 'Account Category', 'Company', and 'Currency', with a 'Clear Filter(s)' option. The main table, titled 'Current / Savings Accounts', shows 14 accounts. The first row is for 'ABC Account No - 1' with account number '1013517040', currency 'SGD', and balances of '3,526,985.06'. An 'Action' button is present for each account. A 'Customise View' button is also visible. A callout box for the 'Export' button shows options for 'PDF', 'CSV', and 'Spreadsheet'. Another callout box for the 'Customise View' button shows a list of columns to be displayed, including 'Account Name', 'Account No.', 'Company', 'Currency', 'Ledger Balance', and 'Available Balance'. A third callout box for the 'Action' button shows options for 'Account Activities' and 'Make Payments'.

1. Export listing of accounts in PDF, CSV or Excel.

2. Customise View allows you to select which columns to display.

3. Select account name or number to view account transaction details.

4. Action button provides shortcut to Account Activities and Pay & Transfer Wizard.

5. Mark frequently used account(s) as favourites. This function replaces the "Account Summary Template" function in BIBPlus. Templates created in BIBPlus are automatically migrated to UOB Infinity.

# How to Download Bank Statements and Advices

## Account Activities

1. Three functions of BIBPlus (Account Statement, Advices and Notifications and Inward Remittance) have been consolidated into Account Activities in UOB Infinity.
2. Filter transactions based on the criteria defined in each category.
  - Date range selection has increased from 2 months to 6 months, allowing you to fetch more transactions for display each time.
  - Access up to 12 months of historical transactions.
3. Download debit/credit advices or MT103 copies directly.
4. View details of inward remittance and download remittance advice directly.

**Account Statement**

UOB Business Internet Banking Plus

Account Services | Payment Services | Trade Services | Foreign Exchange | Administration

Account Statement

Account ID: JACKYC

Account Number: 311320403

GLS SEAF000 21Jan19 1725hrs

Statement Date | Value Date | Transaction Date

Current Day | Previous Day | Current Month | Previous Month

From: To: Search

**Inward Remittance**

IR Inquiry

List of Inward Remittance Transactions

| BIB Ref          | Company ID   | Bank Ref    |
|------------------|--------------|-------------|
| IR16050000535467 | RC199015250R | IR409220017 |
| IR16090000738800 | RC199015250R | IR409220016 |
| IR16090000738800 | RC199015250R | IR60920232  |

**Advices and Notification**

Transaction Notifications

Pending Transactions

Transaction Search

Create Batch

Batch Enquiry

Processed Transactions

Advices and Notification

Download Reports

To Do List

List of Advices and Notification

| BIB Ref          | Company ID   | Advices   |
|------------------|--------------|-----------|
| SE16050000533970 | RC199015250R | Remitt    |
| SE16070000562732 | RC199015250R | Trac Serv |
| SE16070000562731 | RC199015250R | Remitt    |

**Account Transactions**

Withdrawal and Deposit | 01/03/2019 - 08/03/2019 | Amount Range | Clear Filter(s) | Customise View

| Statement Date | Transaction Date       | Description                            | Amount | Ledger Balance | Advice |
|----------------|------------------------|----------------------------------------|--------|----------------|--------|
| 01/03/2019     | 01/03/2019 08:36:46 AM | SERV CHARGE - NONE - Dai Jiang Long    | -10.00 | 3,993,633.10   | ▼      |
| 01/03/2019     | 01/03/2019 08:36:46 AM | FUNDS TRF - TT - NONE - Dai Jiang Long | -25.25 | 3,993,607.85   | 📄      |
| 01/03/2019     | 01/03/2019 08:36:49 AM | SERV CHARGE - NONE - Goh Seau Chia     | -10.00 | 3,993,597.85   | 📄      |

**Choose Account and Company**

Company: XXX COMPANY

Account: ABC Account No - 1 SGD 1013517040

**Account Balance**

Available Balance: SGD 3,993,154.14

Ledger Balance: SGD 3,993,154.14

**Account Activities**

Account Overview

Favourite Account Lists

Account Activities

Download Reports

**Account Transactions (Detailed)**

| Statement Date | Transaction Date       | Description                                           | Amount | Ledger Balance | Advice |
|----------------|------------------------|-------------------------------------------------------|--------|----------------|--------|
| 21/03/2019     | 21/03/2019 02:29:34 PM | INWARD TRF - TT - 1OR-MEPS-REPAIR - ORDERING CUSTOMER | 980.00 | 412,431,715.09 | 📄      |

**Inward Remittance**

Remitter: Sending Bank Name

ORDERING CUSTOMER: UOVB FULL

**Download Attachments**

Download All

21/03/2020 00:00:00 AM

11R903210009C01 CR ADVICE

**MT103 Copy**

UOB

MT103 COPY

TO: XXX COMPANY

FROM: UOVB FULL

AMOUNT: 980.00

DATE: 21 MAR 20

# How to Download Reports & Advices

## Features

Credit and debit advices (inward and outward MT103 remittances) can be retrieved and downloaded via the "Debit / Credit Advices" tab.

Inward FAST/PayNow and MT103 remittances details can be enquired via the "Inward Remittances" tab.

In addition, there are 2 types of reports available, "System Generated" and "User Generated".

"System Generated Reports" refer to the list of reports which will be automatically made available for download without any action required from user (e.g. MT940 report)

"User Generated Reports" refer to the list of exported transaction details file which will only be made available for download upon user request.

To request for exported transaction details file:

1. Go to "Accounts" at the top menu bar, select "Approval Status".
2. Search the transaction that you want to download. Click the action menu and select "View Details".
3. In the transaction details screen, click the "Export" function at the top right side of the screen.

**UOB** You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 10+

**ACCOUNTS** **FIXED DEPOSITS** **STATUS**

Accounts Overview Place Fixed Deposits Approval Status

Favourite Account Lists

Account Activities

**Download Reports & Advices**

**Download Reports & Advices** Export

System Generated Reports User Generated Reports Debit / Credit Advices Inward Remittances

Company Account Payment Type Bank Reference Remitter Name Currency Amount Value Date...30/12/2020

Clear Filter(s)

10 Record(s) Customise View

| Company          | Account    | Payment Type | Bank Reference     | Remitter Name | Value Date | Amount       | Bank Reference | Action |
|------------------|------------|--------------|--------------------|---------------|------------|--------------|----------------|--------|
| ALIBAY 100000003 | 1013740776 | Remittance   | AC NAME1 200055839 | 29/12/2020    | 199.99     | 11R001310027 |                |        |

**Download Reports & Advices**

System Generated Reports User Generated Reports Debit / Credit Advices Inward Remittances

Company Account Report Name Report Category Report Type Report Date: Last 30 days Clear Filter(s)

399 Record(s) Customise View

| Company | Account | Report Name                                                                        | Date       | Downloads |
|---------|---------|------------------------------------------------------------------------------------|------------|-----------|
| P       | 4       | Telegraphic Transfer - Beneficiary Credit Confirmation Report Report Sub Type: CCR | 13/08/2021 |           |



**Right By You**