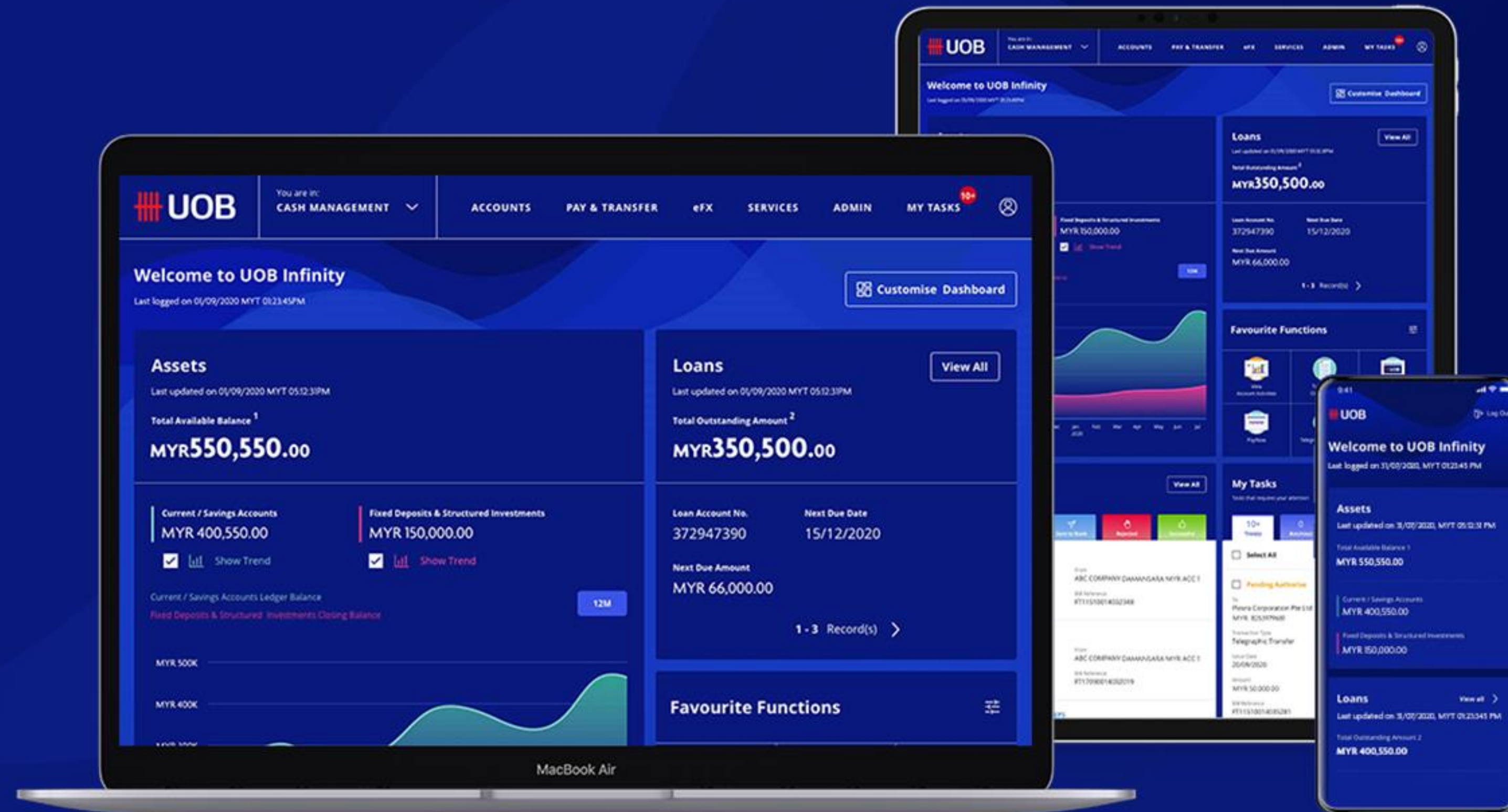


INFINITY User Guide



Single Payments

Overview

- 1** How to Create New Single Transaction
 - 1.1. Transfer to UOB Account
 - 1.2. RENTAS
 - 1.3. Interbank GIRO
 - 1.4. DuitNow
 - 1.5. Telegraphic Transfer
 - 1.6. JomPAY
 - 1.7. Place Fixed Deposits
- 2** How to Create a Transaction from Drafts, Templates and Past Payments
- 3** How to Save a Transaction
- 4** How to Submit a Transaction as a Maker
- 5** How to Approve Transactions
- 6** How to Terminate Post-Dated / Recurring Transactions
- 7** How to Approve Multiple Transactions by Batch
- 8** How to Approve a Batch via Proxy Authorisation
- 9** Anti Virus Scanning for File Upload

1. How to Create New Single Transaction

1.1. Transfer to UOB Account

How to Create New Single Transaction



Transfer to UOB Account

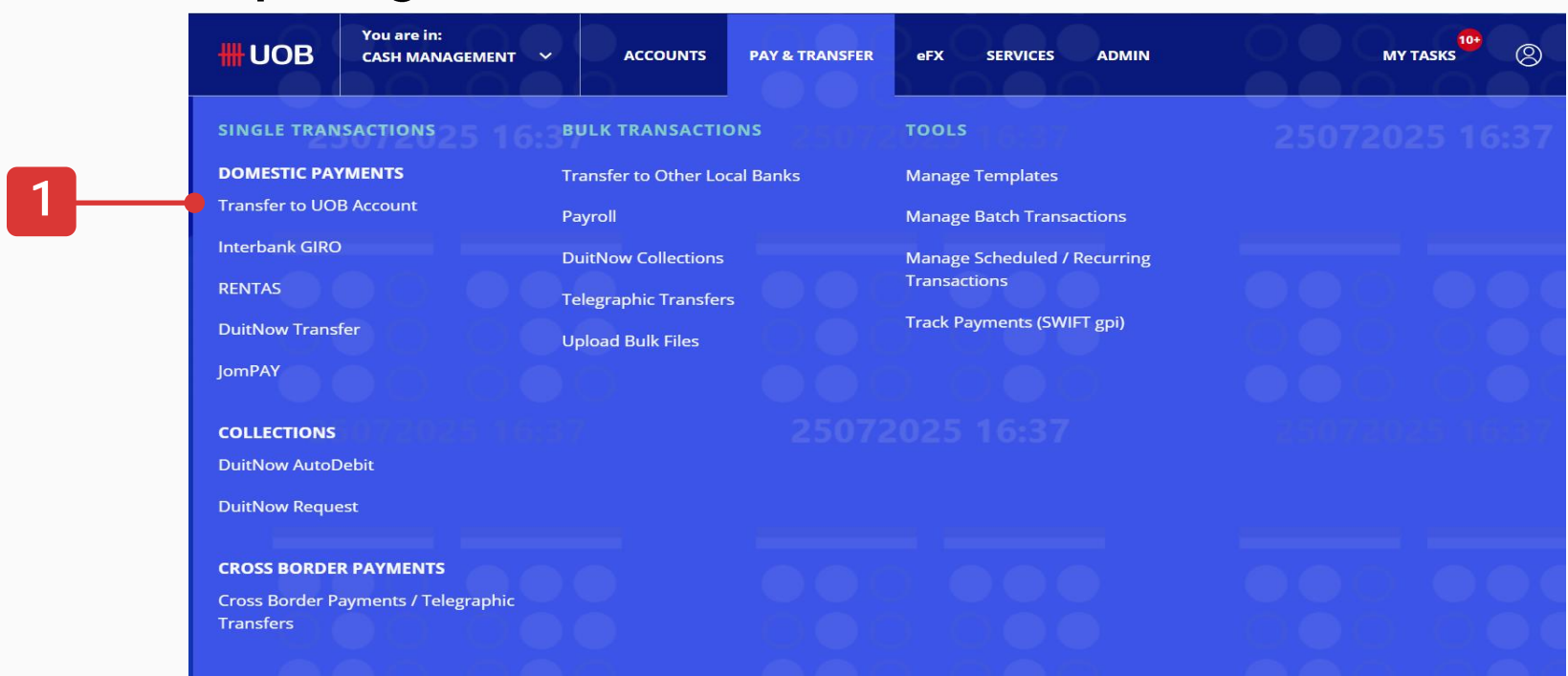
You can transfer funds from your account to another UOB account in the following currencies:

- Same currency e.g. MYR to MYR
- Different currencies e.g. MYR to SGD

Create new single transaction

1. From the top Menu bar, hover over “Pay & Transfer” and click select “Transfer to UOB Account” under “Single Transactions” column.
2. Select “Transaction Type” which you want transfer to.
3. In the “From” section, select which of your account to be used as a debiting account for this transaction.
4. 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.
5. Select Payee’s Residence Status.
6. Select the transfer date of your transaction.
7. Select the transaction currency (This option is available if payee’s account currency is different from your debit account currency).
8. Enter the transaction amount.
9. Enter recipient reference.
10. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
11. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



Transfer to UOB Account (Default View)

Cancel transaction without saving

Save transaction as a template for future use. You will need to input a Template Name.

Click “Next” to proceed with transaction details.

1.2. RENTAS

How to Create New Single Transaction



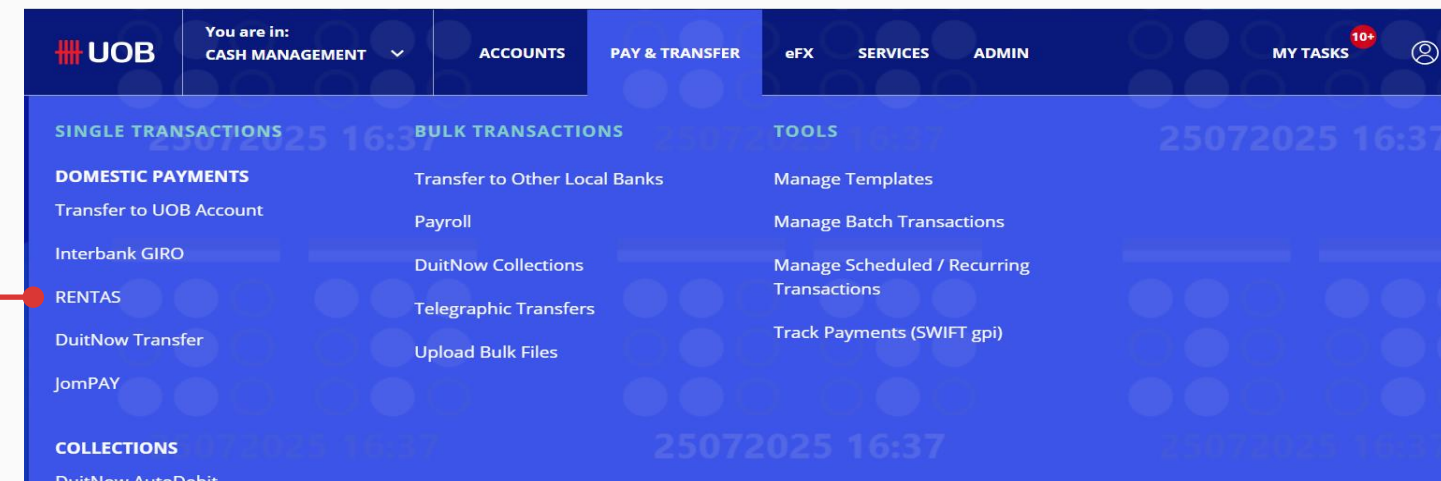
RENTAS

You can transfer high value amount (>MYR 10,000) to an account with another bank in Malaysia. The transfer can be done via RENTAS.

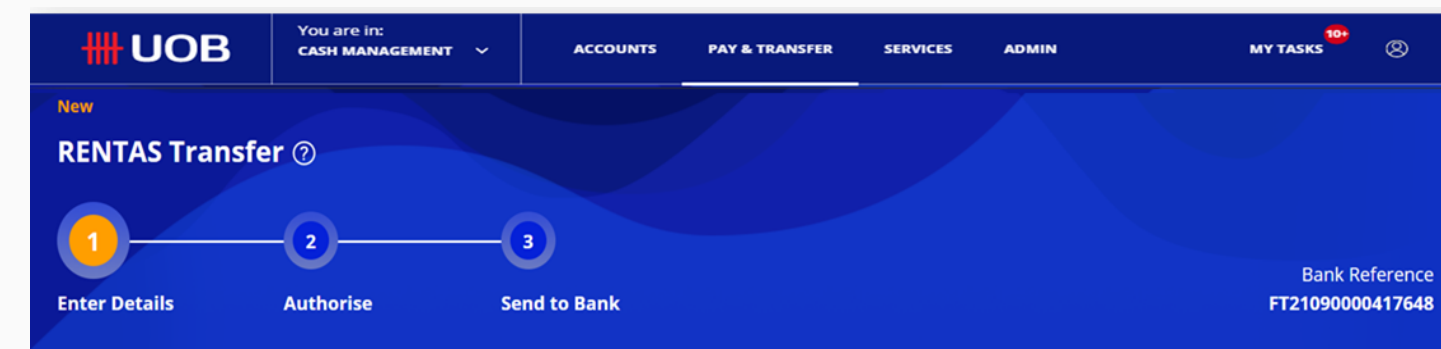
Create new single transaction

1. From the top menu bar, hover over “Pay & Transfer” and click select “RENTAS” under “Single Transactions” column.
2. Ensure Transaction Type is RENTAS.
3. In the “From” section, select which of your account to be used as a debiting account for this transaction.
4. 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.
5. Input the account number.
6. You can select the payee’s bank or BIC Codes from the dropdown list or type in the name/code.
7. Select Payee’s Residence Status.
8. Select the transfer date of your transaction.
9. Input the transaction amount and default currency will be MYR as this is a local transfer.
10. Input Payee Reference for your payment.
11. You can include payment details.
12. Tick the checkbox if you wish to make it as a recurring payment.
13. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
14. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
15. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



New RENTAS transfer (Default View)



Application Date : 03/09/2021

* Mandatory Fields

Transaction Type
Refer to the [Standard Transaction Fees](#).

Transaction Type
RENTAS

From
Search for debit account details

Account Name, Currency, or Account Number *

To
Enter payee's details

Payee Name 1 *

Payee Name 2

Payee Name 3

Account Number *

Bank Name *

Bank Code *

Joint Account Holder Name

Select Payee's Residence Status *

☐ Resident

☐ Non Resident

Amount & When
Enter transaction details

Value Date *
27/06/2023

Currency *
MYR

Transaction Amount *

Recipient Reference *

Payment Details 1 *

Payment Details 2

☐ This is a recurring payment

+ Add Remarks for Approval

Balance of Payments
Enter Balance of Payments details

Purpose Type, Description & Code

Payer / Payee Relationship

Payee Originating Country

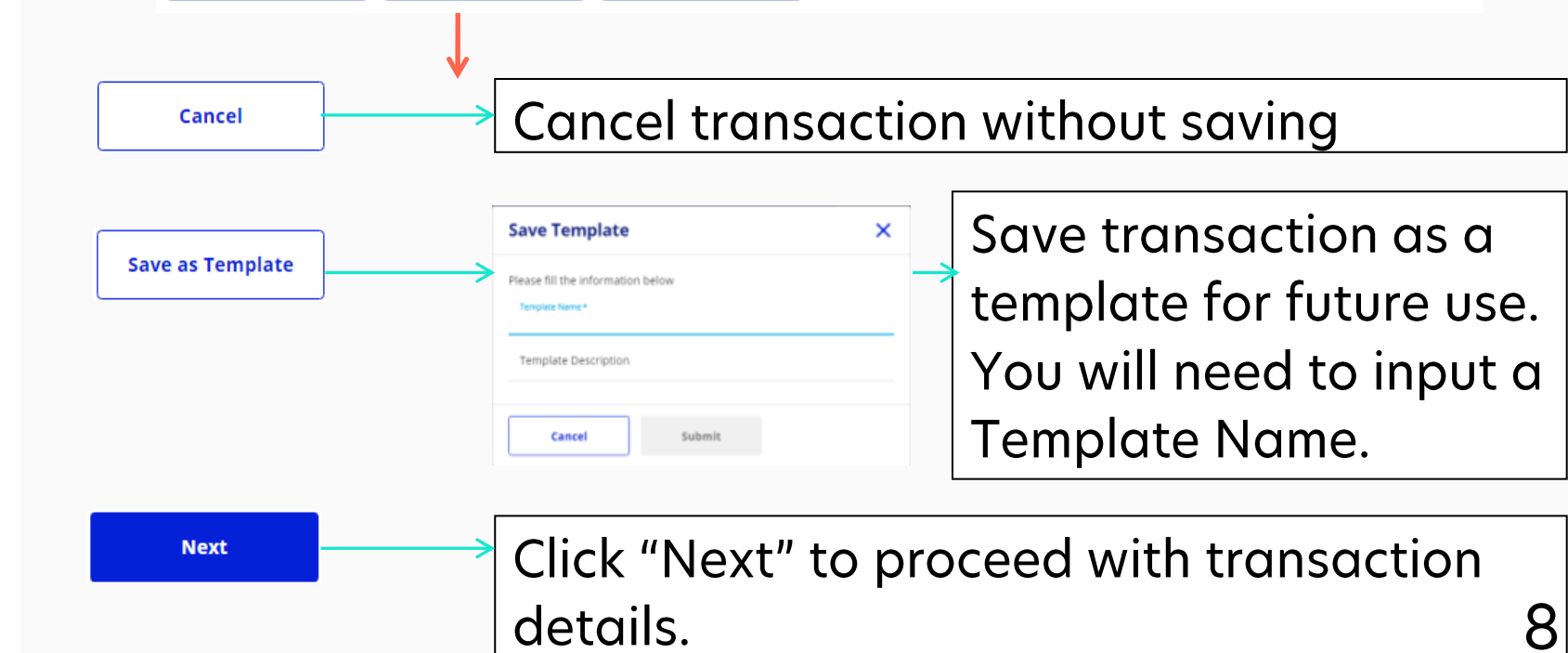
Further Descriptions on Purpose

+ Add Approval Code

+ Add Ultimate Payee Name

+ Add Ultimate Payee Country

Cancel Save as Template Next



1.3. Interbank GIRO

How to Create New Single Transaction



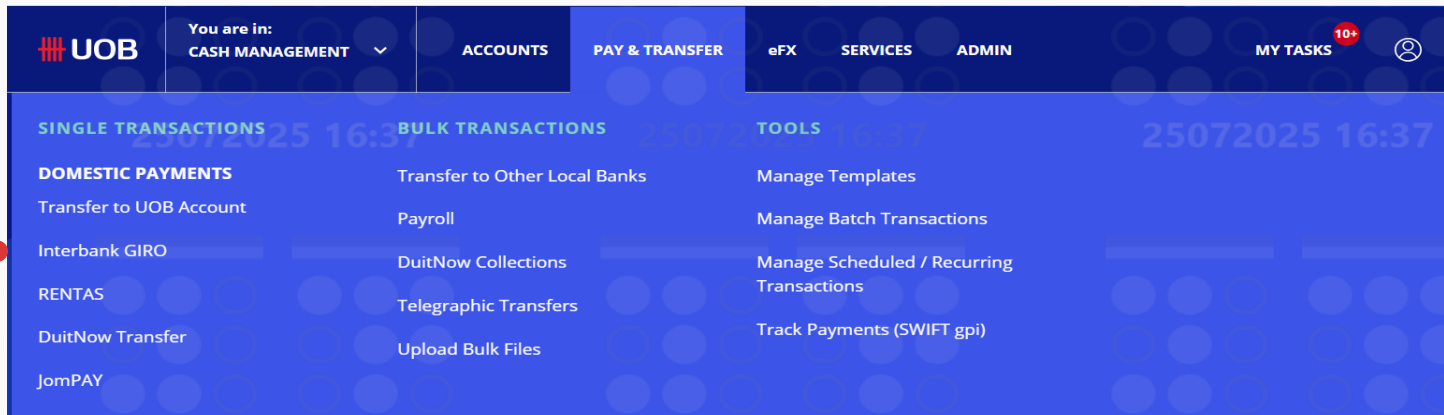
Interbank GIRO

You can transfer up to MYR 1mil with no minimum limit to an account with another bank in Malaysia. The transfer can be done via Interbank GIRO.

Create new single transaction

1. From the top menu bar, hover over “Pay & Transfer” and click select “Interbank GIRO” under “Single Transactions” column.
2. Ensure the Transaction Type is Interbank GIRO.
3. In the “From” section, select which of your account to be used as a debiting account for this transaction.
4. 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.
5. You can select the payee’s bank or Bank Codes from the dropdown list or type in the name/code.
6. Select Payee’s Residence Status.
7. Select whether to verify ID for the payee and input the Payee ID type and Payee ID value if applicable.
8. Select the transfer date of your transaction.
9. Input the transaction amount and default currency will be MYR as this is a local transfer.
10. Input Payee Reference for your payment.
11. Tick the checkbox if you wish to make it as a recurring payment.
12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
13. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
14. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



New Interbank GIRO transfer (Default View)

Cancel

Save as Template

Next

Cancel

Save as Template

Next

Cancel transaction without saving

Save transaction as a template for future use. You will need to input a Template Name.

Click “Next” to proceed with transaction details.

1.4. DuitNow

How to Create New Single Transaction



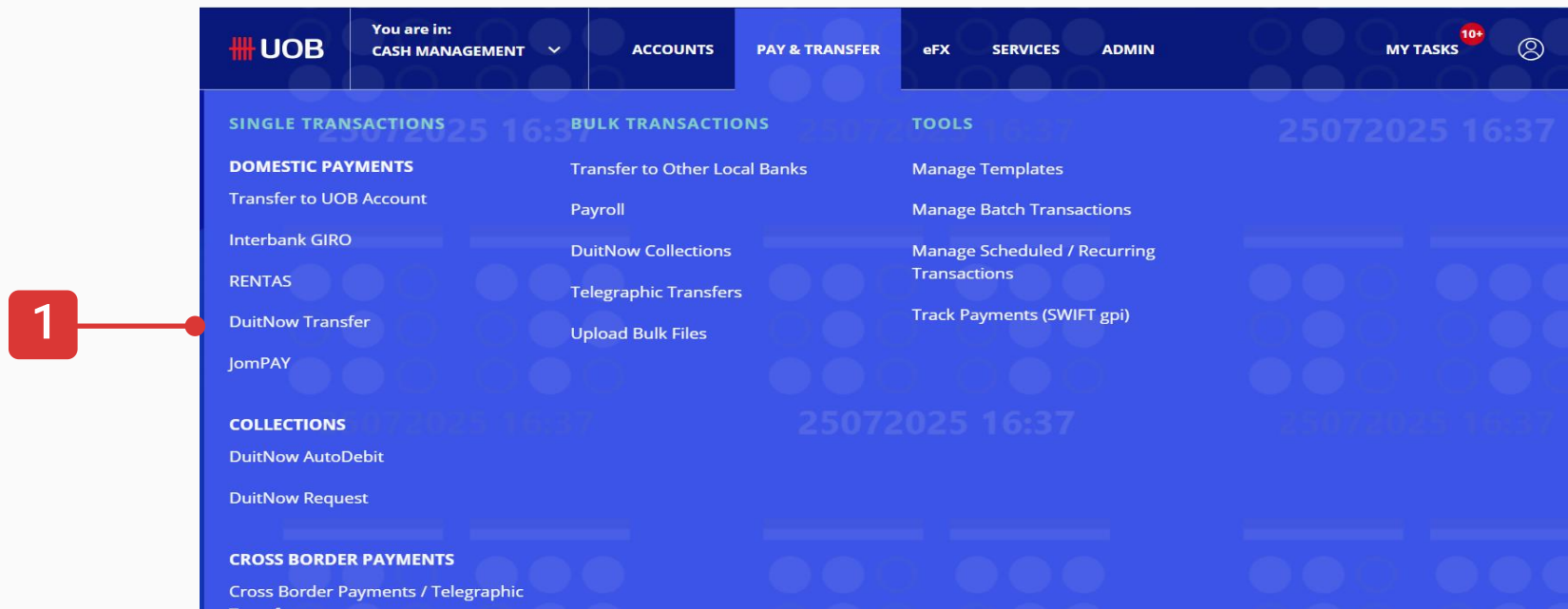
DuitNow

You can make payments in Malaysia Ringgit without the need for the beneficiary's account number. All you need is the Beneficiary's passport number, mobile, army/police ID, NRIC, or business registration number.

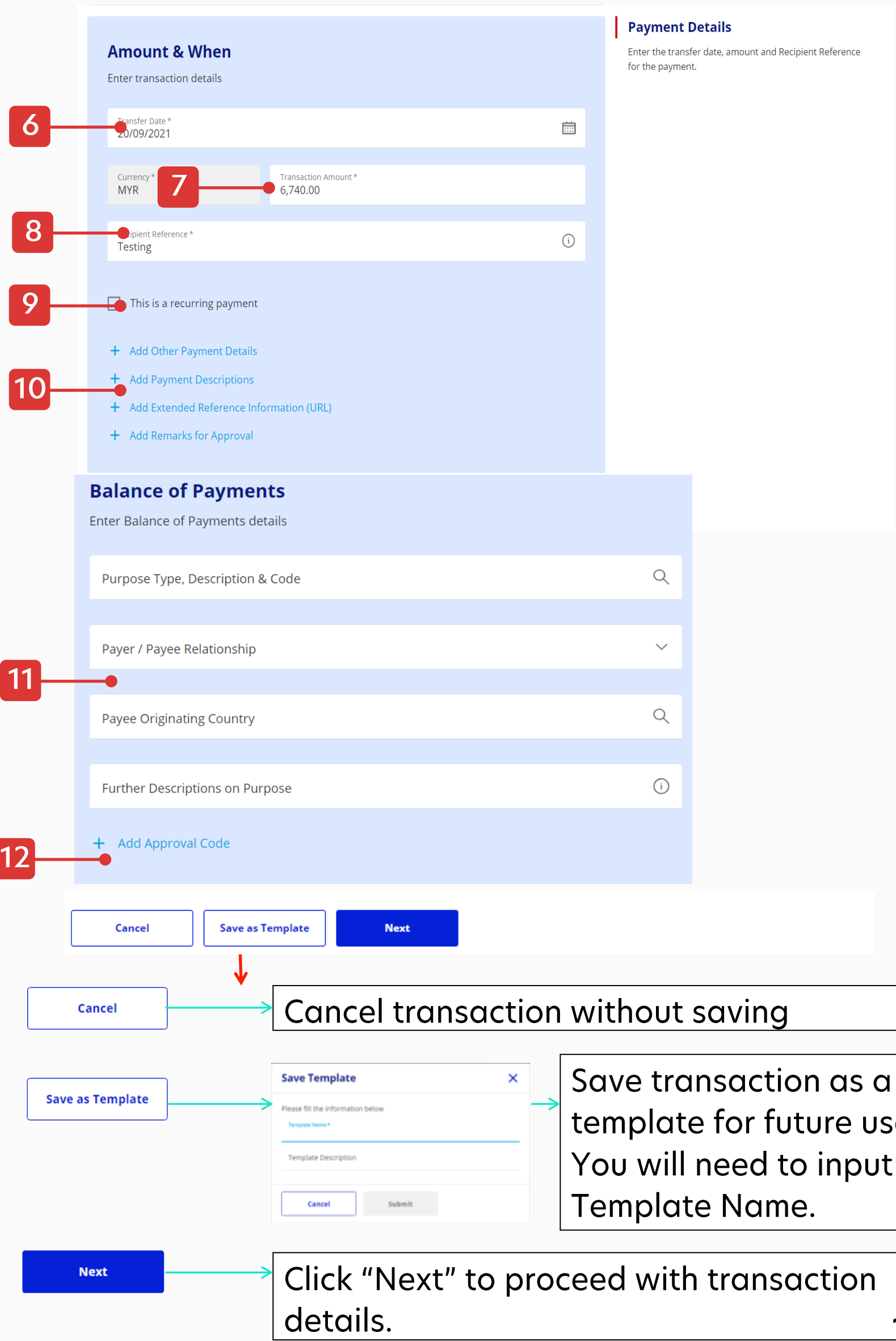
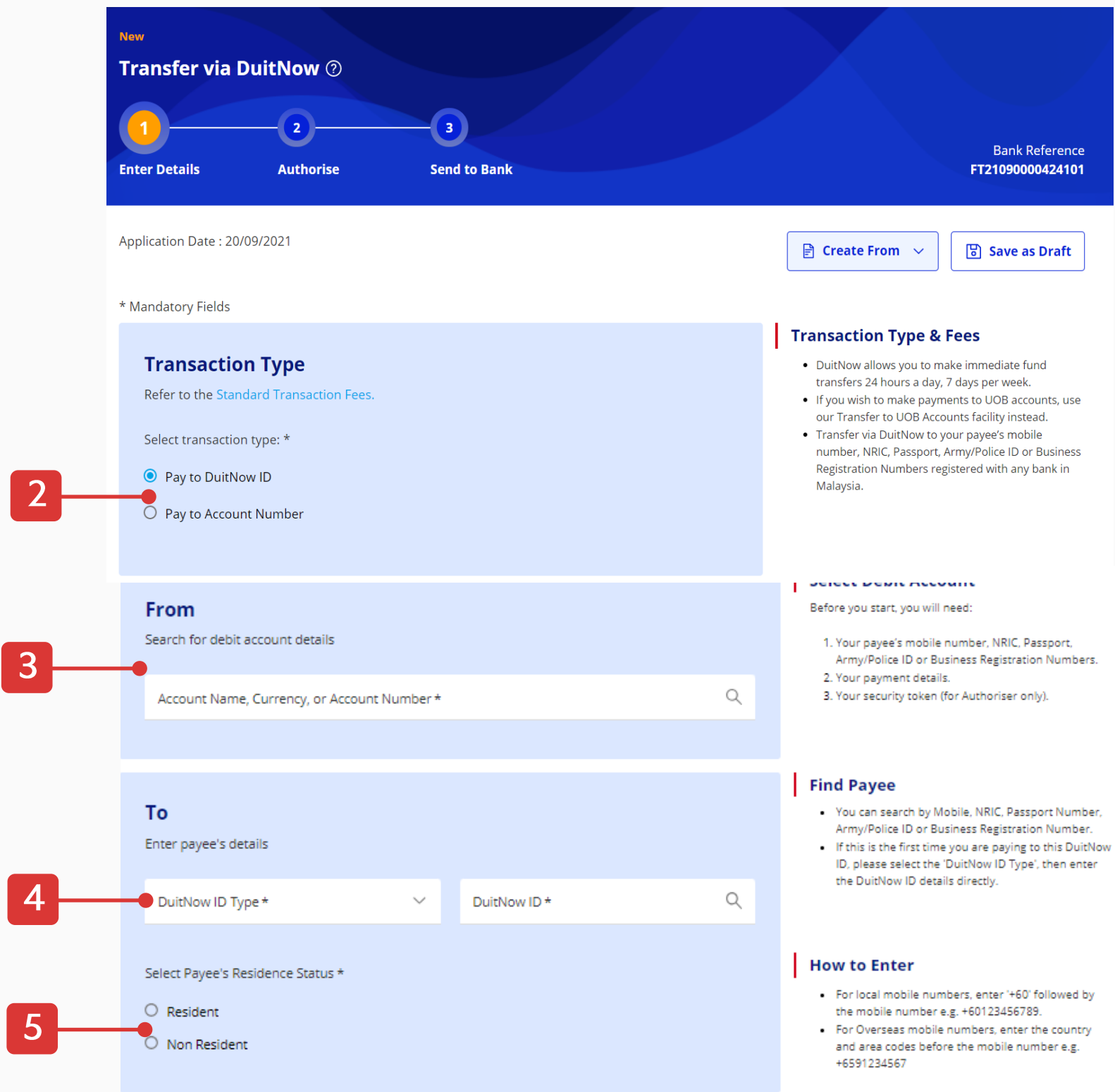
Create new single transaction

1. From the top Menu bar, hover over "Pay & Transfer" and click select "DuitNow" under "Single Transactions" column.
2. In the "From" section, select which of your account to be used as a debiting account for this transaction.
3. DuitNow ID Type will be displayed as "Passport Number", "Mobile", "Army/Police ID", "NRIC", and "Business Registration Number".
4. In the "To" section, you can select your DuitNow ID value by selecting a payee details from the dropdown search list.
5. Select Payee's Residence Status.
6. Select the transfer date of your transaction.
7. Input the transaction amount and default currency will be MYR as this is a local transfer.
8. Input Payee Reference for your payment.
9. Tick the checkbox if you wish to make it as a recurring payment.
10. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
11. Input Balance of Payments details into the respective fields (Purpose Type, Description & Code; Payer/ Payee Relationship; Payee Originating Country; Further Descriptions on Purpose).
12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

Top Mega Menu (Default View)



New Transfer via DuitNow (Default View)



1.5. Telegraphic Transfer

How to Create New Single Transaction

Telegraphic Transfer

You may transfer funds to an overseas account via “Cross Border Payment Payments/Telegraphic Transfers” (TT). You may use telegraphic transfer to transfer foreign currency from one account to another.

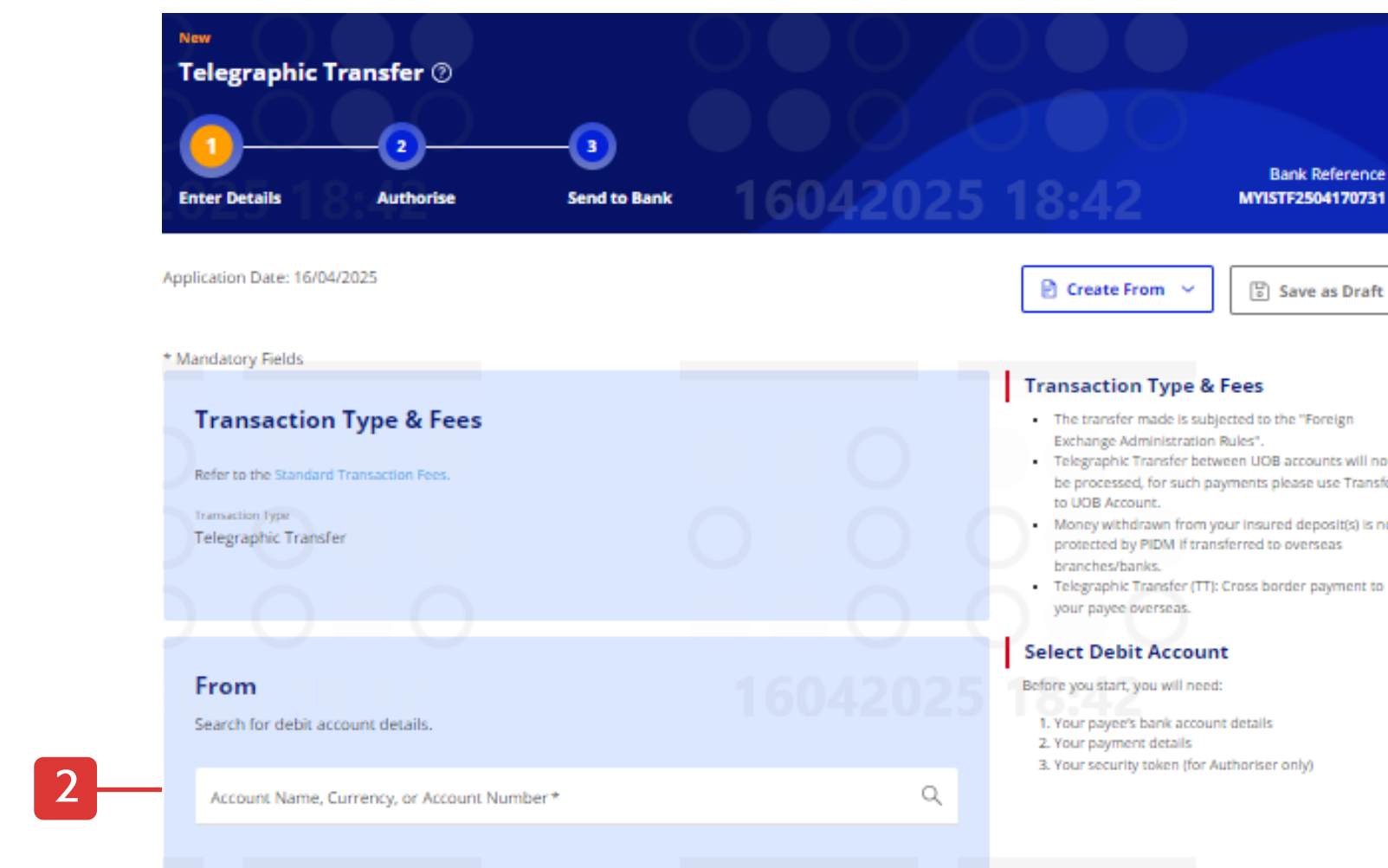
Create new single transaction

- From the top menu bar, hover over “Pay & Transfer” and click select “Cross Border Payments / Telegraphic Transfers” under “Single Transactions > Cross Border Payments” column.
- In the “From” section, select which of your account to be used as a debiting account for this transaction.
- 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.
- Input Address details either Semi Structure or Structure address;
 - Semi Structure –**
Country + Town + 4 lines of unstructured (4 x 35 chars)
 - Structured – 6 mandatory structured fields**
 - Country
 - State
 - Postal Code
 - Town Name
 - Building Number
 - Street name
- Input payee bank country, bank name, and bank address and IBAN/account number.
- The optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
- Tick the checkbox if you want to use intermediary Bank for your payment.
- Select Payee’s Residence status and type of account to transfer to.

A Top Mega Menu (Default View)



B New Telegraphic Transfer (Default View)



How to Create New Single Transaction (con't)

Create a new single Telegraphic Transfer

9. Select the transfer date of your transaction and select the transaction currency
10. Select to use FX Rate or use FX Contract, then input the transaction amount.
11. If you select "SHA" or "OUR" as the mode, you must select the debited account for charges and input the payment details.
12. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.
13. Optional field : There is address details required in Ultimate Originating customer or Ultimate Payee when ultimate originating/ultimate payee name is provided.

Semi Structure –

Country + Town + 4 lines of unstructured (4 x 35 chars)

Structured – 6 mandatory structured fields

- Country
- State
- Postal Code
- Town Name
- Building Number
- Street name

14. In the "Additional Payment Details" section, please input payment details. Whereas "Purpose of Payment" is required by beneficiary bank if any.
15. In the "Balance of Payments" section, select the purpose type, payer/payee relationship and payee originating country.
16. Select file as supporting documents.

D

Amount & When
Enter transaction details

Value Date *
17/04/2025

Currency *
SGD

Use FX Rate **Use FX Contract**

Enter amount to get FX rate.

Transaction Amount *
SGD

Equivalent Amount *
MYR 0.00

Payment Details
Enter the value date, currency and amount for the payment.
If your transaction currency is different from your debit account currency, the payment would have to be converted to the transaction currency.
If you have existing FX contract(s) which you would like to use for conversion, please select "Use FX Contract" tab, otherwise select "Use FX Rate" tab.
• Use FX Rate: The amount will be converted to the transaction currency at the prevailing FX rate.
• Use FX Contract: Use your existing FX contract to execute the payment.
• At least 1 FX Contract should be entered to execute the payment.

Additional Payment Details
Enter Additional Payment Details.
Payment Details *
Remove Purpose of Payment
Purpose of Payment
Purpose of Payment

Balance of Payments
Enter Balance of Payments details.
Purpose Type, Description & Code (Primary)
Payer / Payee Relationship
Payee Originating Country
Further Descriptions on Purpose
Add Approval Code

Upload Supporting Document(s)
Drag your files (.zip, .jpg, .gif, .tiff, .bmp, .pdf, .png, .doc, .xls, .xml, .rar, .txt, .docx, .xlsx, .ppt, .pptx, .jpeg, .svg, .tif, .eps) here or [Choose File](#) *
You can upload up to 5 file each time. Maximum file size 10MB per file

SHA Only UOB charges to be paid by me
OUR All charges to be paid by me
BEN All charges to be paid by beneficiary

☐ Use another account for charges
☐ This is a recurring payment

+ Add Customer Reference
+ Add Ultimate Originating Customer
- Remove Ultimate Payee

Ultimate Payee Name

Address Details
☒ Semi-Structured
☐ Structured
Country *
Town Name *
Ultimate Payee Address 1 *
Ultimate Payee Address 2
Ultimate Payee Address 3
Ultimate Payee Address 4
+ Add Instruction to Bank
+ Add Remarks for Approval

Additional Payment Details
Select the most appropriate purpose for your payments. Click here for full listing. Required by beneficiary bank

Balance of Payments
Select the most appropriate purpose for your payments. Click here for full listing. Required by Bank Negara Malaysia

1.6. JomPAY

How to Create New Single Transaction



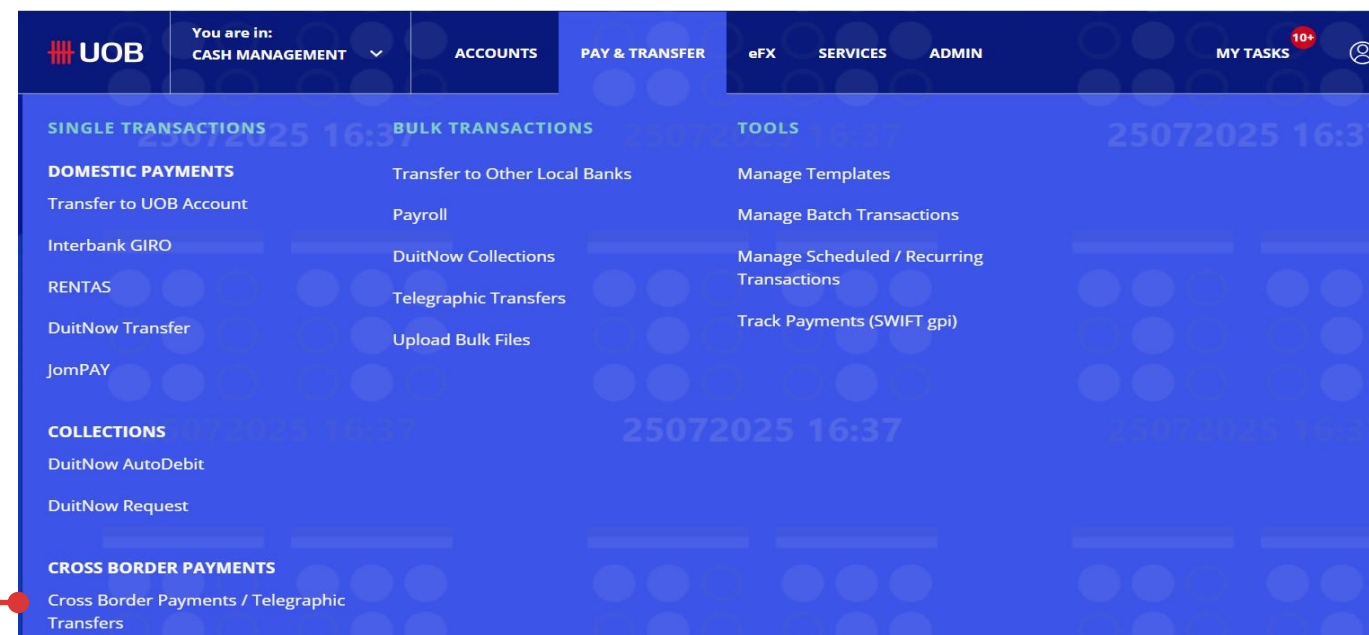
JomPAY

Allows you to make payment to billing organisations.

Create new single transaction

1. From the top Menu bar, hover over “Pay & Transfer” and click select “JomPAY” under “Single Transactions” column.
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, select the billing organisation and provide the bill reference number.
4. Select the transfer date of your transaction.
5. Enter the amount of the payment.
6. Tick the checkbox if you wish to make it as a recurring payment.
7. All the optional fields are not shown as a textbox and it will only be available for data input upon clicking the label.

A Top Mega Menu (Default View)

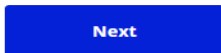


B JomPAY (Default View)

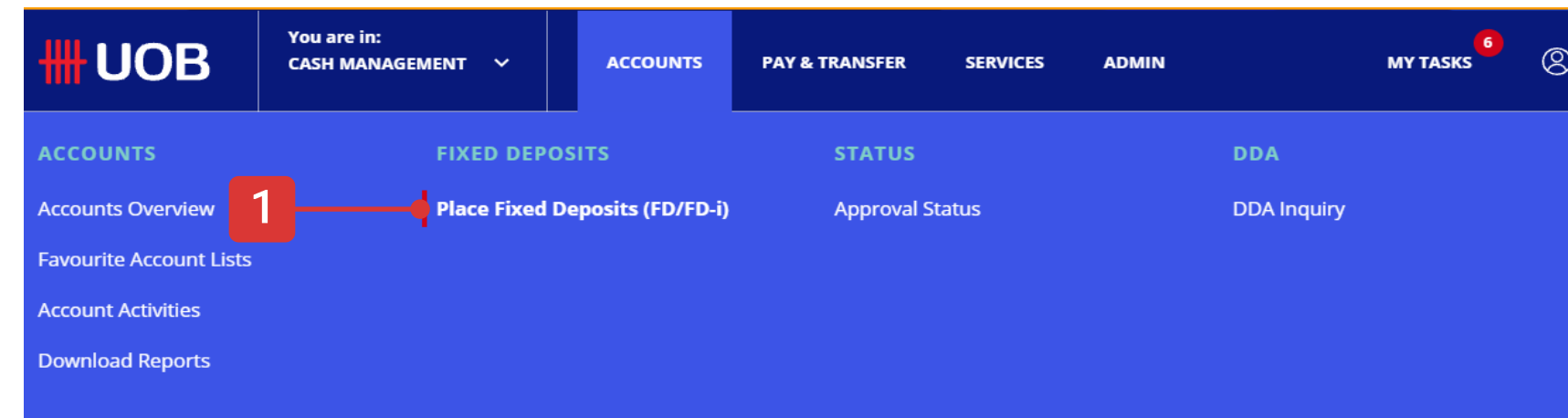
1.7. Place Fixed Deposits

How to Create New Single Transaction

Place Fixed Deposits

1. From the top Menu bar, hover over "Accounts" and click select "Place Fixed Deposits" under "Fixed Deposits" column.
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 select for placement account details by selecting accounts from the dropdown search list.
4. Select the placement date of your transaction.
5. Select the deposit type. In Malaysia, only "Fixed Deposits" is applicable.
6. Select the preferred currency you want to transfer and input the desired deposit amount.
7. Select the desired duration for the term deposit.
8. Click on this link to view the various Term Deposits rates offered by the Bank.
9. Select the Renewal Instructions: "Auto renewal of principal and credit interest to account", "Auto renewal of principal and interest", and "Credit Principal and interest to account".
10. Click on Retrieve Interest Rate link to view the application Term Deposit rate.
11. Click  button to proceed with transaction.

Fixed Deposit (Default View)



UOB You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 6

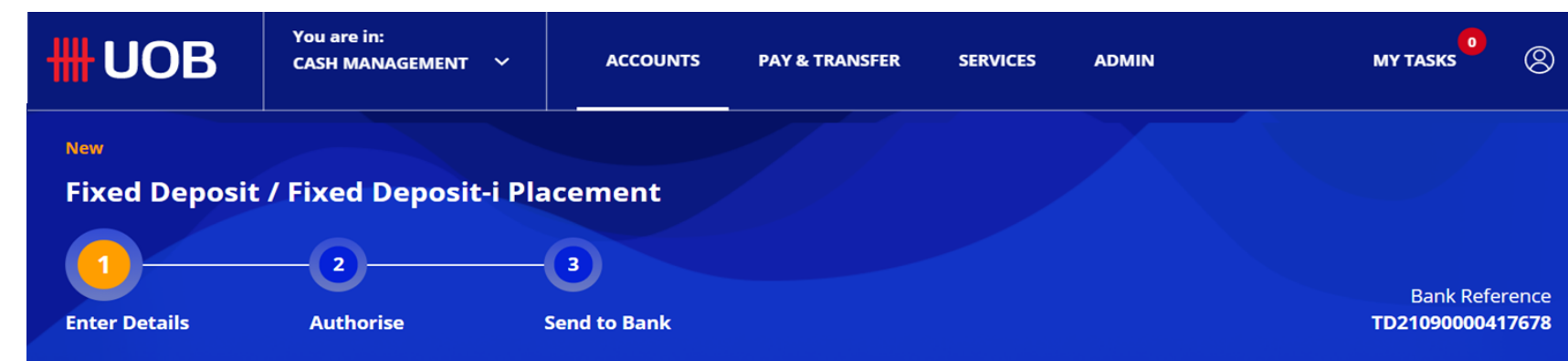
ACCOUNTS FIXED DEPOSITS STATUS DDA

Accounts Overview **1** Place Fixed Deposits (FD/FD-i) Approval Status DDA Inquiry

Favourite Account Lists

Account Activities

Download Reports



UOB You are in: CASH MANAGEMENT ACCOUNTS PAY & TRANSFER SERVICES ADMIN MY TASKS 0

New

Fixed Deposit / Fixed Deposit-i Placement

1 Enter Details 2 Authorise 3 Send to Bank

Bank Reference TD21090000417678

Place the fixed deposit now!

Only placements made between 9:30 AM and 5:00 PM (Mon - Fri) will be accepted. This service will not be available on Saturdays, Sundays and Public Holidays.

Application Date: 03/09/2021

* Mandatory Fields

From

Search for debit account details.

Account Name, Currency, or Account Number * **2**

Testing change name MYR 1473021183

To

Search for placement account details.

Account Name, or Account Number * **3**

Testing change name MYR 1473021183

- This product is protected by PIDM up to RM250,000 for each depositor.
- This product is insured by PIDM. Click [here](#) for PIDM's brochures.

Before you start...

To be able to place an online Fixed Deposit placement, please ensure that you have opened a Fixed Deposit account at any of our UOB Branch.

Amount & When

Enter placement details.

Placement Date * **4**

03/09/2021

Deposit Type * **5**

Fixed Deposit

Placement Currency * **6**

MYR

Placement Amount * **8**

5,500.00

Tenor * **7**

View [Standard Fixed Deposit Interest/Profit Rates](#).

Maturity Instructions * **9**

Auto Renewal of Principal and Interest

Credit Account * **10**

Testing change name MYR 1473021183

Retrieve Interest/Profit Rate

Interest/Profit Rate Per Annum * **11**

Cancel

Next

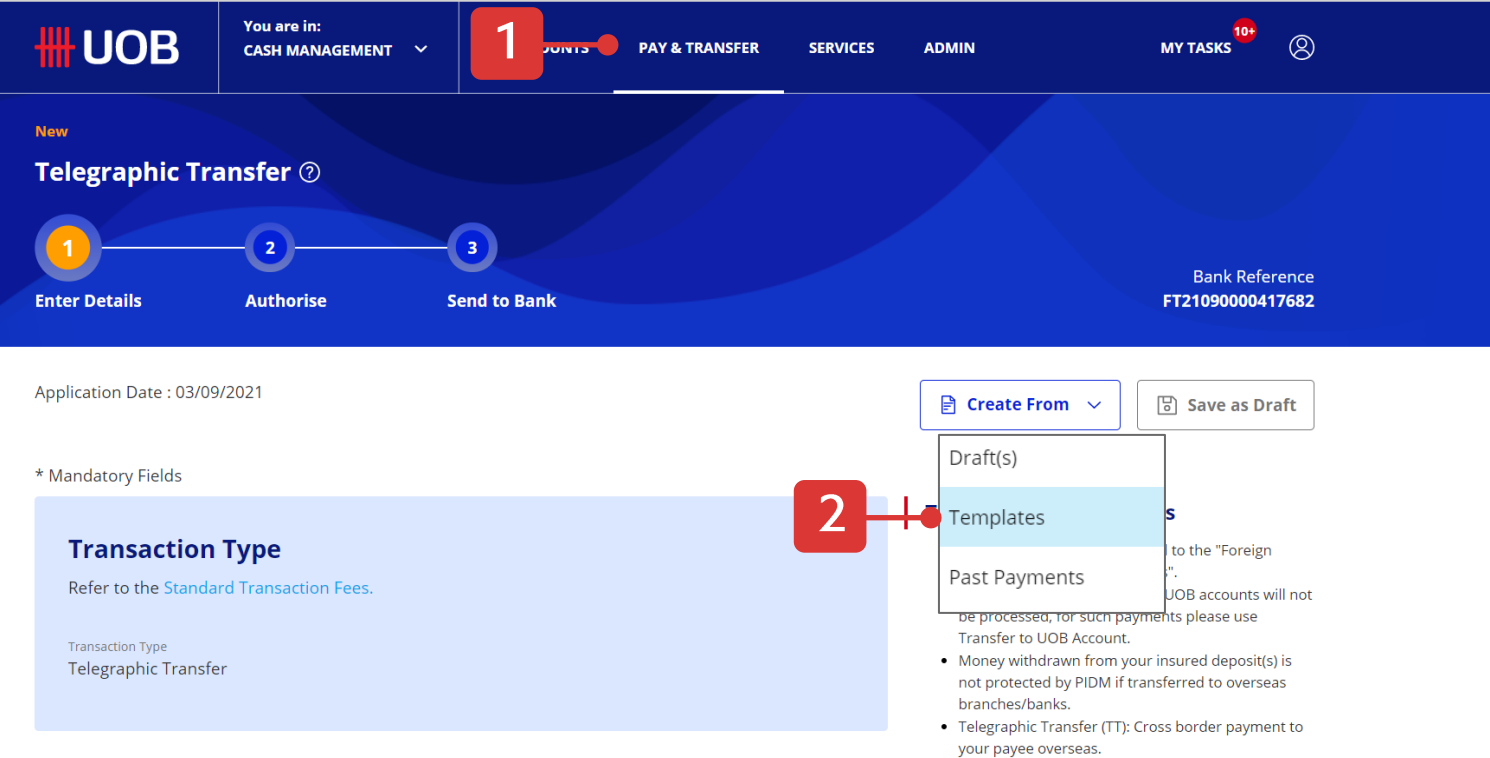
2. How to Create a Transaction from Drafts, Templates and Past Payments

How to Create a Transaction from Drafts, Templates and Past Payments

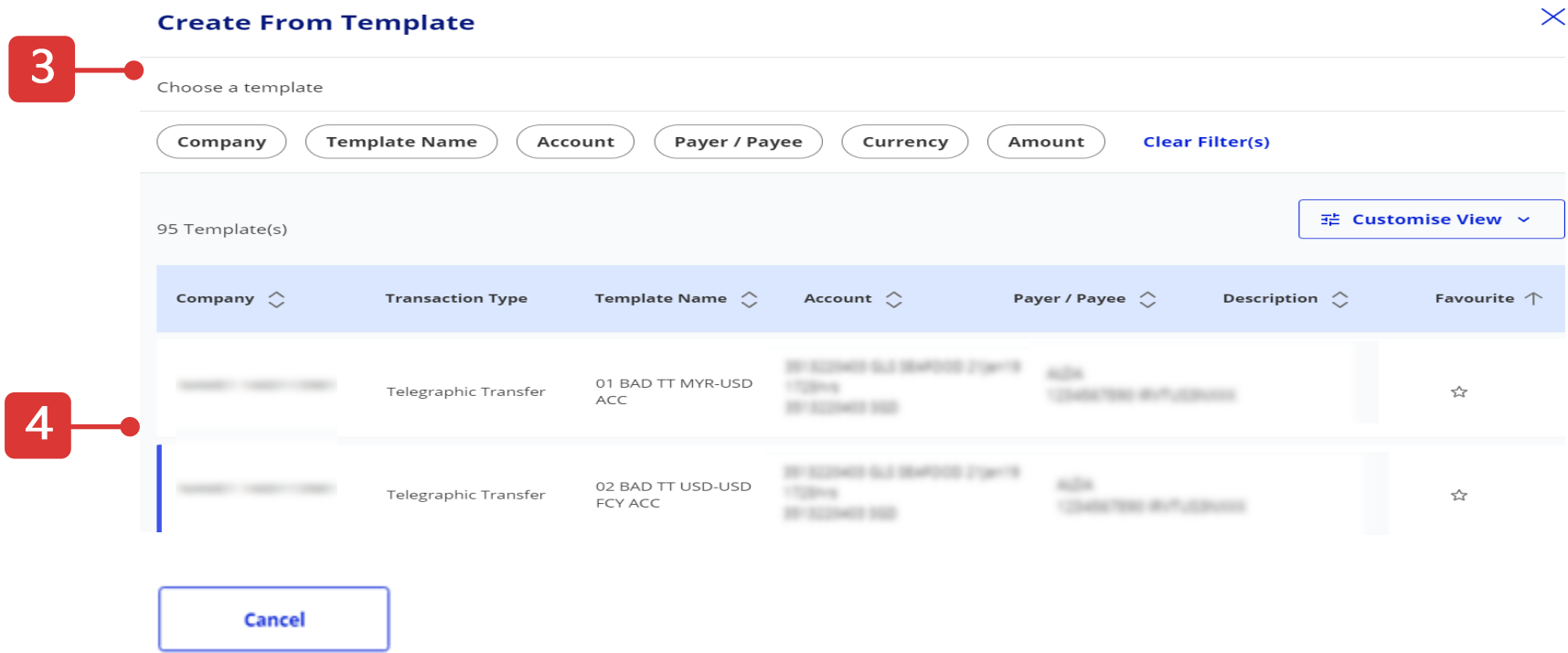
Create from Draft, Template, or Past Payments

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

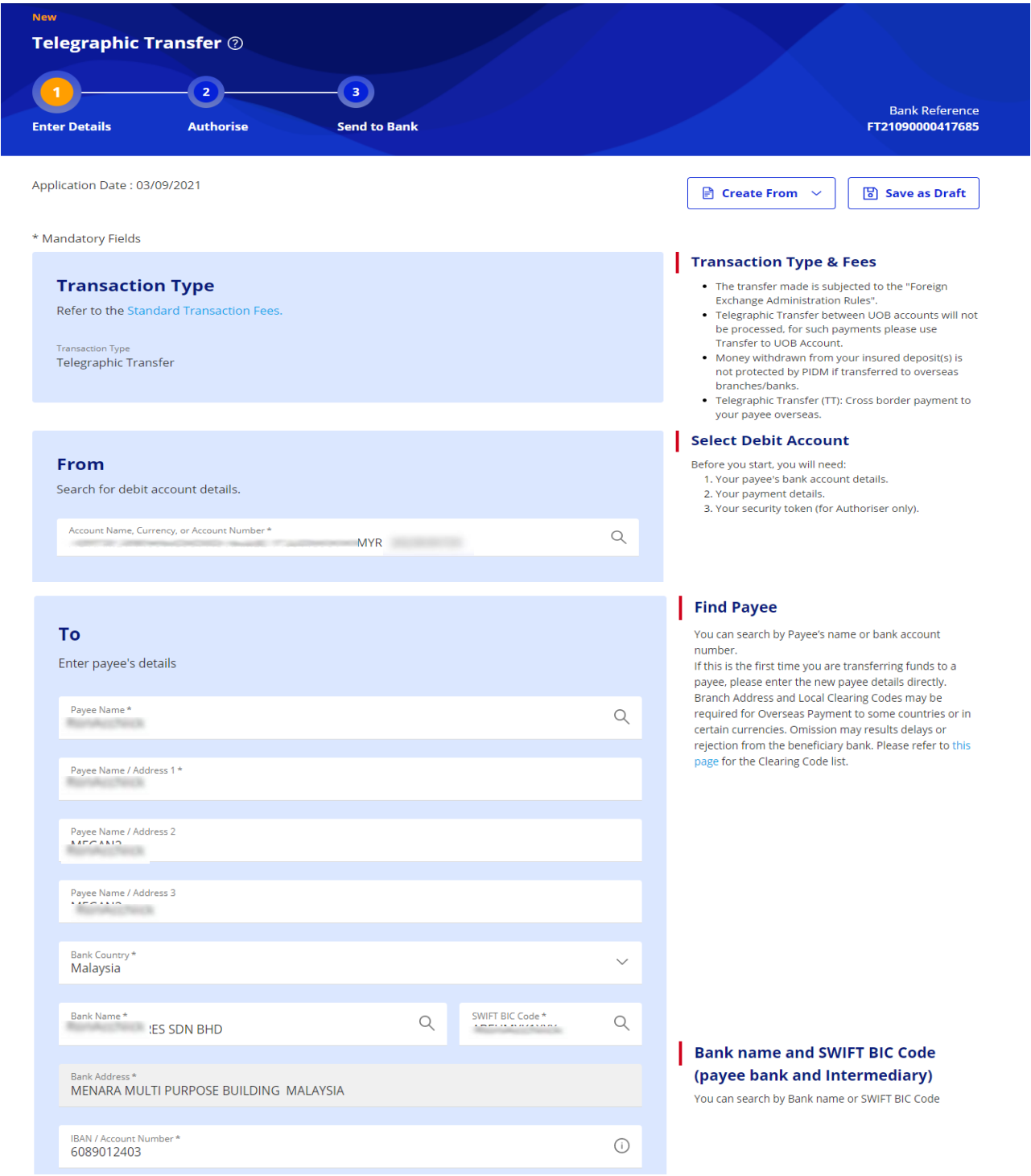
Create From “Templates”



Select transaction from the pop up screen from template



Selected transaction will be displayed in the following screen



3. How to Save a Transaction

How to Save a Transaction

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. Drafts

If you save a transaction as Draft, you will be able to locate this draft under “Approval Statuses” screen. Once you submit the transaction, you will not be able to locate the draft anymore.

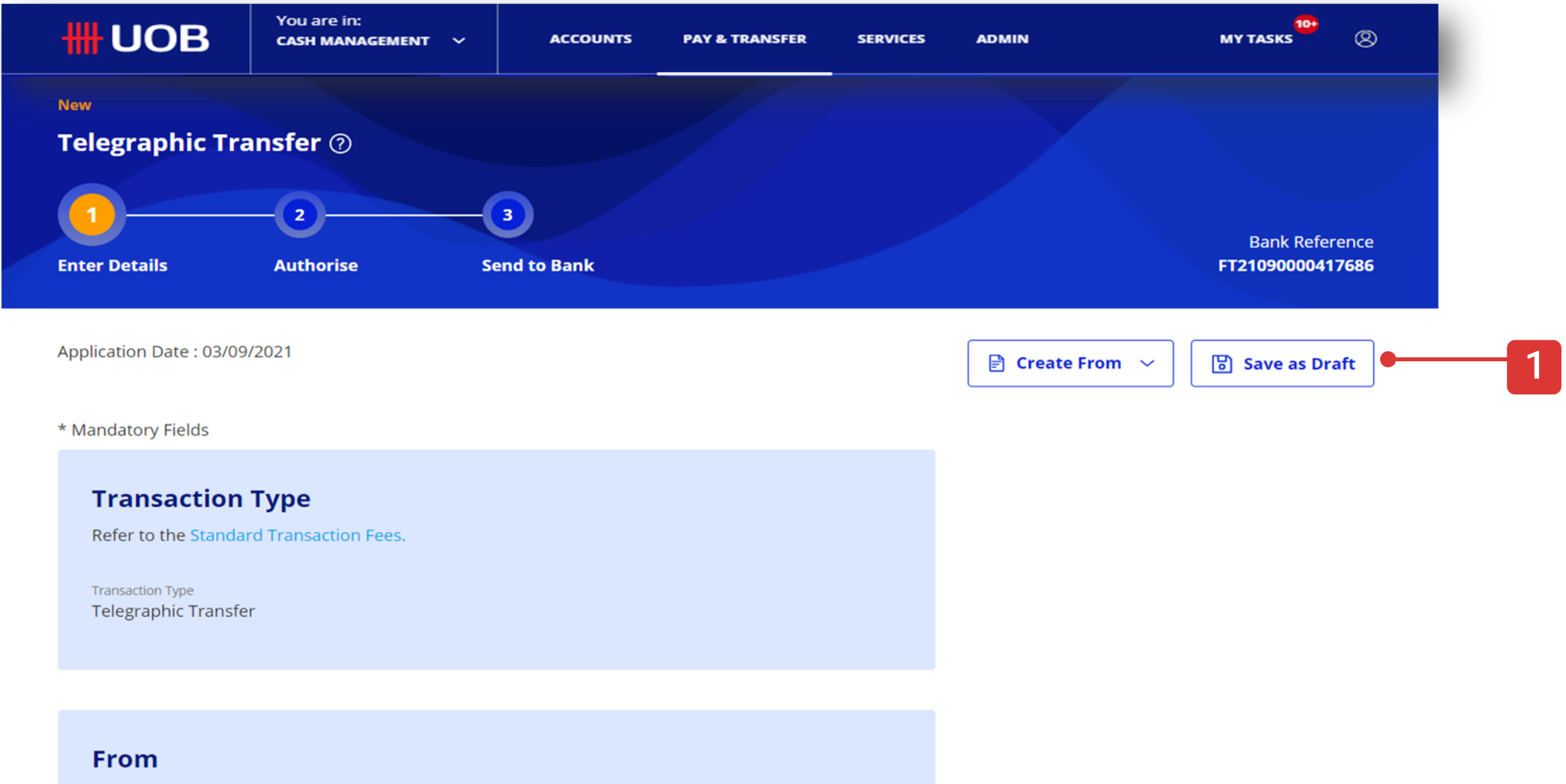
B. Templates

If you save a transaction as Template, you will be able to keep using the detail of the transaction as a template when you are initiating new transactions.

Save as Draft

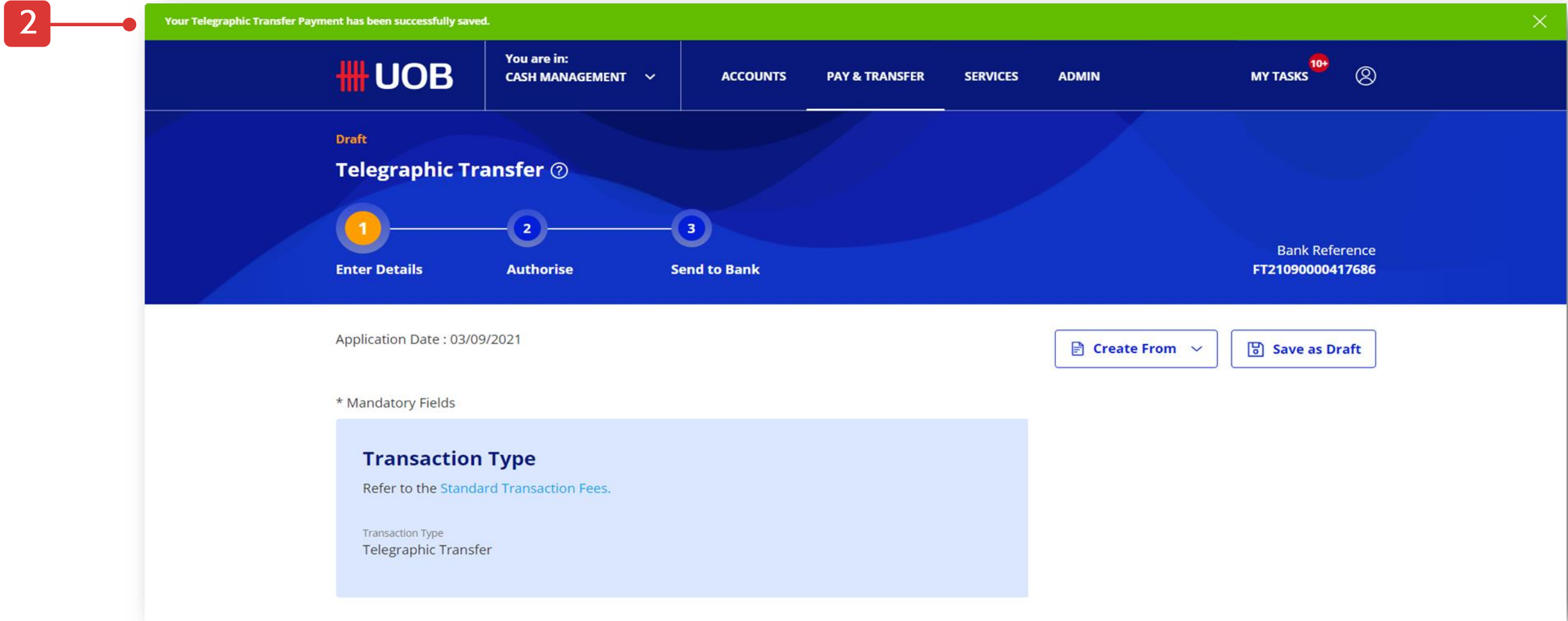
1. Click “Save as Draft” button located at the top right corner of the payment screen.
2. A confirmation message will appear at the top of your screen after a transaction is successfully saved as a draft.

Saved as Draft (Default View)



The screenshot shows the UOB Telegraphic Transfer interface. At the top, there's a navigation bar with the UOB logo and tabs for CASH MANAGEMENT, ACCOUNTS, PAY & TRANSFER, SERVICES, and ADMIN. Below this, a progress bar indicates three steps: 1. Enter Details, 2. Authorise, and 3. Send to Bank. The current step is 'Enter Details'. On the right, the Bank Reference is FT21090000417686. Below the progress bar, there's a section for 'Mandatory Fields' with a 'Transaction Type' dropdown menu set to 'Telegraphic Transfer'. At the bottom right, there are two buttons: 'Create From' and 'Save as Draft'. The 'Save as Draft' button is highlighted with a red circle and the number 1.

Saved as draft successfully



The screenshot shows the UOB Telegraphic Transfer interface after a successful save. A green banner at the top displays the message: 'Your Telegraphic Transfer Payment has been successfully saved.' Below this, the interface is identical to the previous screenshot, but the 'Save as Draft' button is now highlighted with a red circle and the number 2.

How to Save a Transaction

Save as Template

1. Save transaction as a template for future use. You will need to input template name and template description.
2. Click  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

1

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.

3

You have successfully created the template.

✕



You are in:

CASH MANAGEMENT ▾

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS 10+



Manage Templates

+ Create New Template

Company

Template Name

Account

Payer / Payee

Currency

Amount

Clear Filter(s)

95 Template(s)

Customise View ▾

Company ▾	Transaction Type	Template Name ▾	Account ▾	Payer / Payee ▾	Description ▾	Favourite ↑
UOB	Telegraphic Transfer	01 BAD TT MYR-USD ACC			--	☆
UOB	Telegraphic Transfer	02 BAD TT USD-USD FCY ACC			--	☆

4. How to Submit a Transaction as a Maker

How to Submit a Transaction as a Maker



Upon clicking “Next” button under transaction creation screen

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 Tasks** : 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** : submit transaction for approval.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS

New

Telegraphic Transfer

1

2

3

Enter Details

Authorise

Send to Bank

Bank Reference

FT21090000417691

Application Date : 03/09/2021

Save as Draft

Transaction Type & Fees

View Standard Transaction Fees.

Transaction Type

Telegraphic Transfer

From

Company Name

Account Name

Account Number

Currency

3463 jhyikyky

3463 jhyikyky

Singapore

MYR

To

Payee's account details

Payee Name

Pre-Approved Payee

Payee Address

Bank Country

Bank Name

Bank Address

IBAN / Account Number

Payee Residence Status

3463 jhyikyky

Singapore

3463 jhyikyky

3463 jhyikyky

3463 jhyikyky

3463 jhyikyky

Non Resident

Transferring to

Transfer to 3rd Party's Account

Amount & When

Transfer Date

03/09/2021

Transaction Currency

SGD

Foreign Exchange

FX Rate

Exchange Rate

1 SGD = 3.1702 MYR

Transaction Amount

SGD 100.00 = MYR 317.02

Charge Option

SHA

Account for Charges

--

Payment Details

123456

Cancel

Edit

Add to My Tasks

Submit

1

2

3

4

How to Submit a Transaction as a *Maker*

Submit for approval and Notify Approver

Based on company's authorisation mandate, if 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" at the top heading.

In this page, there are three buttons located at the bottom of the page, namely;

1.  : It allows user to view the submitted transaction detail.
2.  : A dialog box will appear showing a list of approvers who are eligible to approve the transaction.
 - a. User can select up to 5 approvers.
 - b. Click 

If the approver has setup the digital token (Infinity Secure), a push notification will be shown on the approver's mobile device screen otherwise an email will be sent to the selected approver(s).

Notify Approver can be retriggering for transactions, which are still under pending for authoriser to approve, via Approval Status (i and ii).

3. **Another Payment** : It allows user to create another transaction, therefore user will be directed back to transaction input screen.

[illegible]

5. How to Approve Transactions

How to Approve Transactions

Method #1 – Self 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 Task”, 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 Malaysia”. Tap on the push notification.
3. The Infinity app will be automatically opened and you will see an authorisation popup with options to **Cancel** or **Approve** the transaction. Tap on **Approve**.
4. Provide the Infinity Secure PIN and tap on **Next**. A successful message will be displayed on your phone and on your browser.

My Tasks

10+ Transaction(s) | 0 Batch(es) | 0 Service(s) | 1 Admin(s)

Transaction Type | Bank Reference | Customer Reference | Account | Currency | Amount | Transaction / Value Date

Application Date: 05/08/2021 - 03/09/2021 | Payer / Payee | Clear Filter(s)

10+ Record(s)

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

☐	Transaction Type	Account	Currency	Amount	Transaction / Value Date	Payer / Payee	Status	Action
☐	Bulk Upload Payment RENTAS UTPI270801.txt		MYR	11,019.00	05/08/2021	1 Record(s)	Pending	

Return | Submit

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 Malaysia

You are approving 1 Transactions with total equivalent amount of MYR1.00.

For full details, you may view them in UOB Infinity web browser.

Approve

Cancel

UOB Infinity Malaysia

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

Secure PIN

Forgot Secure PIN?

Please ensure that payment details are

Next

Cancel

UOB Infinity Malaysia

Authentication Complete

New Transfer To UOB Account

Enter Details | Authorise | Send to Bank

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

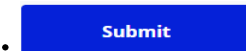
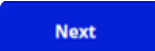
BIB Reference: FT16050000364472

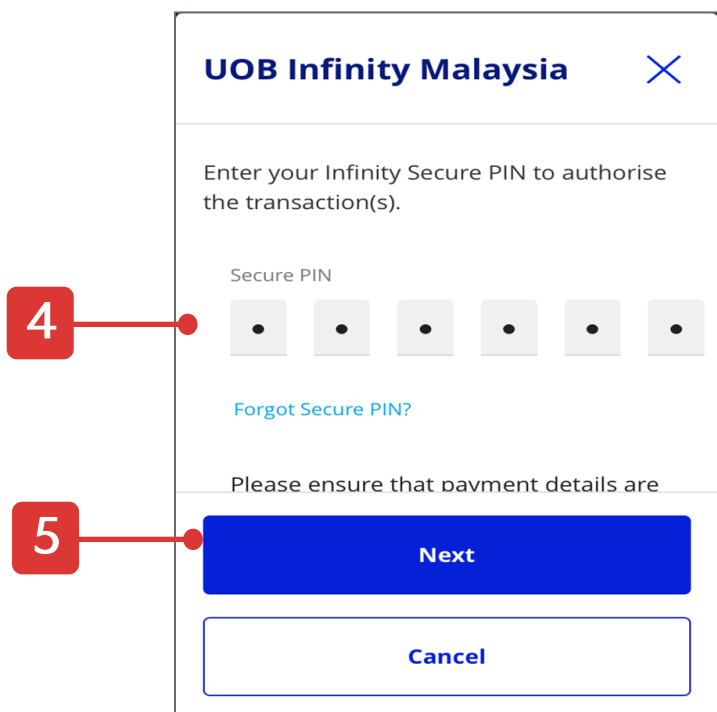
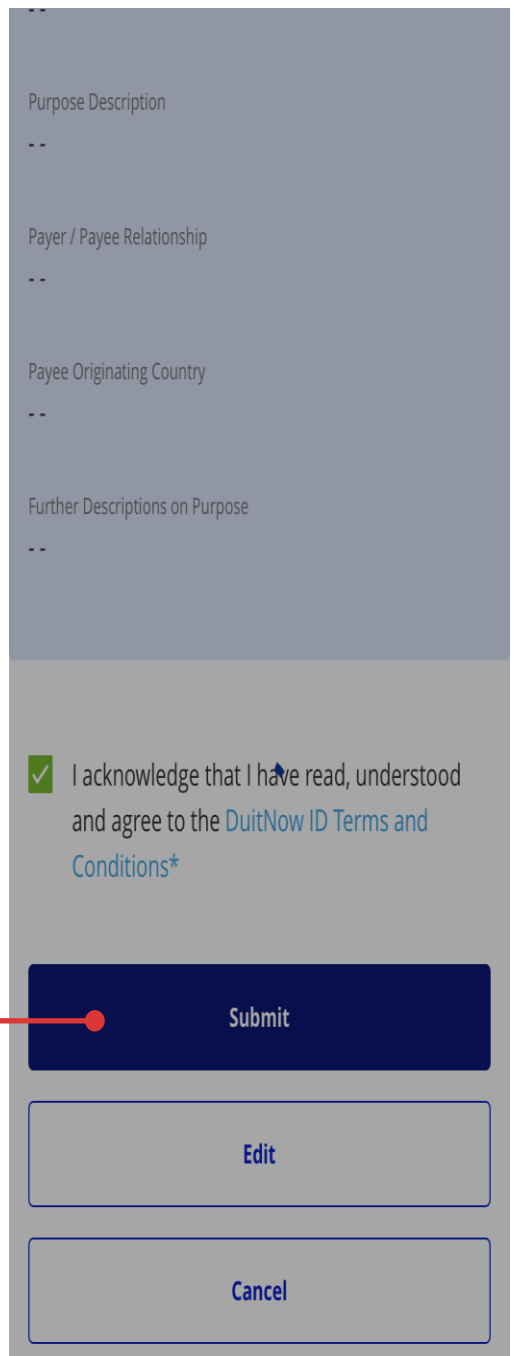
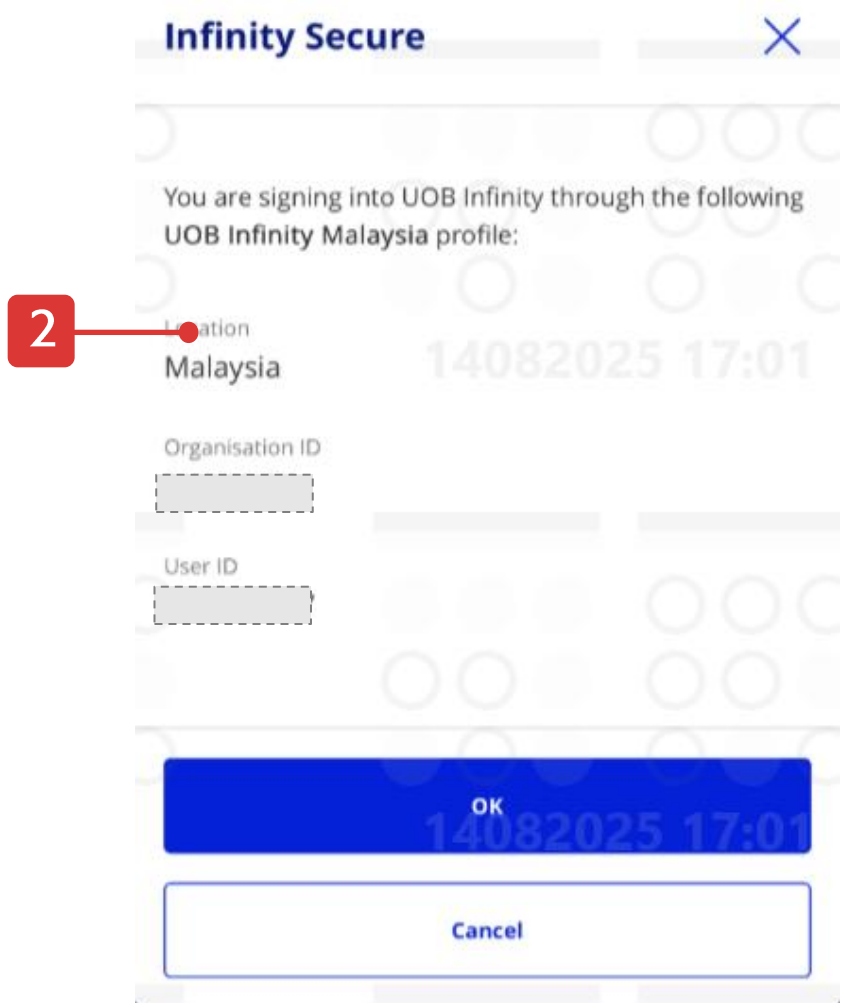
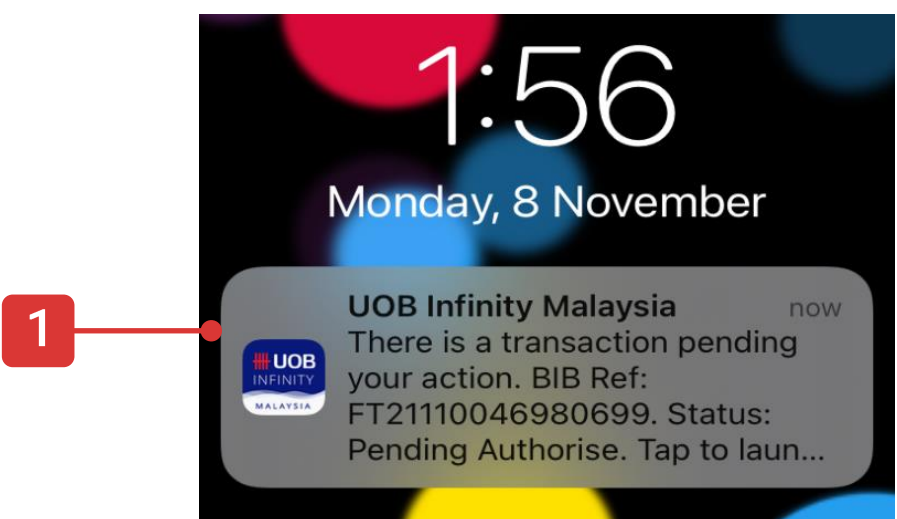
Successful Message on Browser

How to Approve Transactions

Method #2 – Push Notification Sent by Maker

This method will only work if you have activated the digital token (Infinity Secure) and have enabled the push notification function on your mobile device.

1. Once the maker sends a push notification to you (as the approver) via “Notify Approver” function, you will receive a push notification on your device (Infinity Secure). Tap on the push notification.
2. The UOB Infinity app will be launched and you will see the UOB Infinity login screen. Kindly proceed to login.
3. After a successful login authentication, you will see the details of the transaction submitted by the maker. Click  .
4. Provide your Infinity Secure PIN.
5. Click the  button to complete transaction approval.



Your DuitNow (Pay to Account)
Payment has been successfully sent
for approval.

Bank Reference : FT21100046089937

How to Approve Transactions



Method #3 – 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 Malaysia” 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 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

Authorise Transaction

How to Approve Transactions



Method #4 – Generate Token Response using Physical Token

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 Malaysia” 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

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

3

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

4



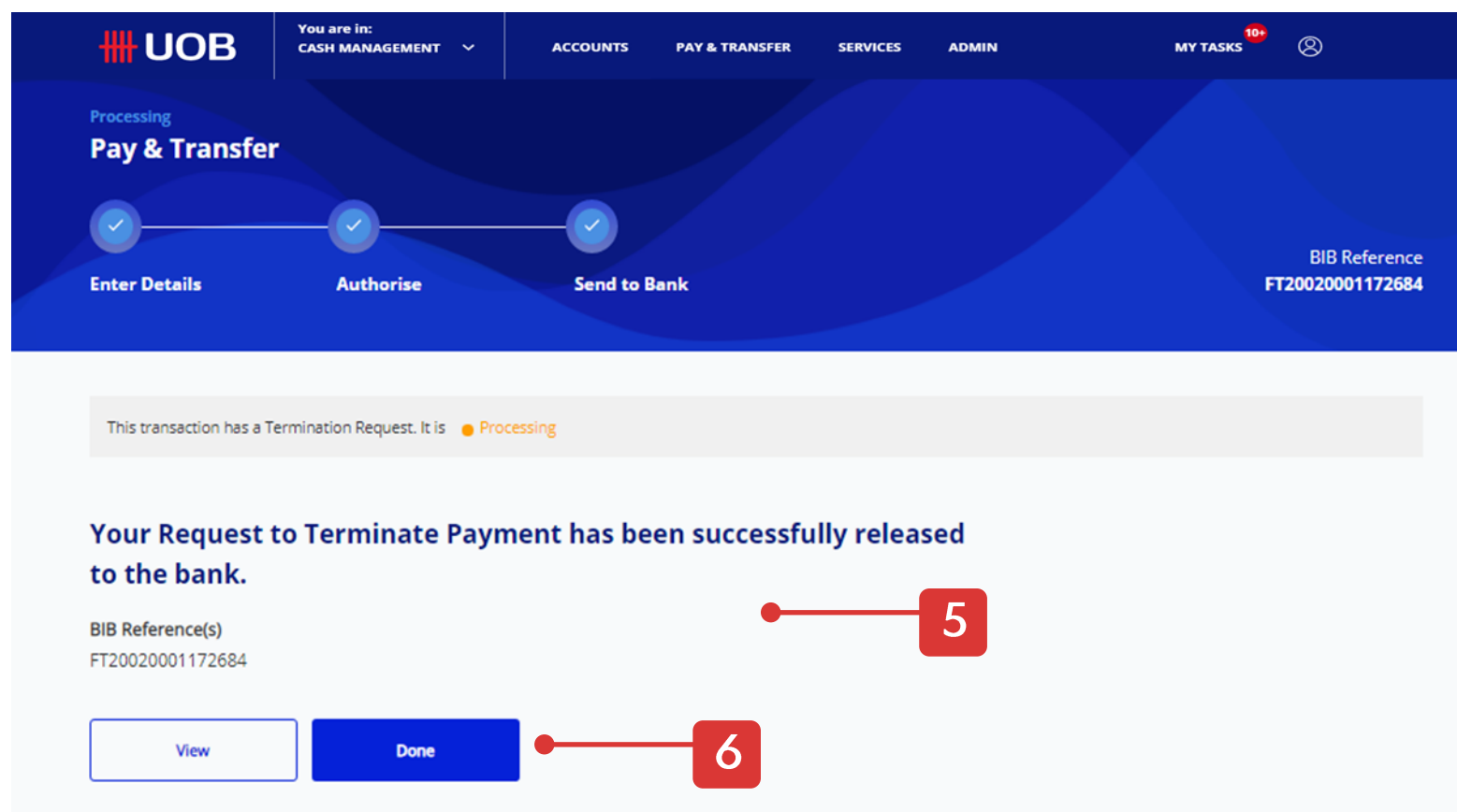
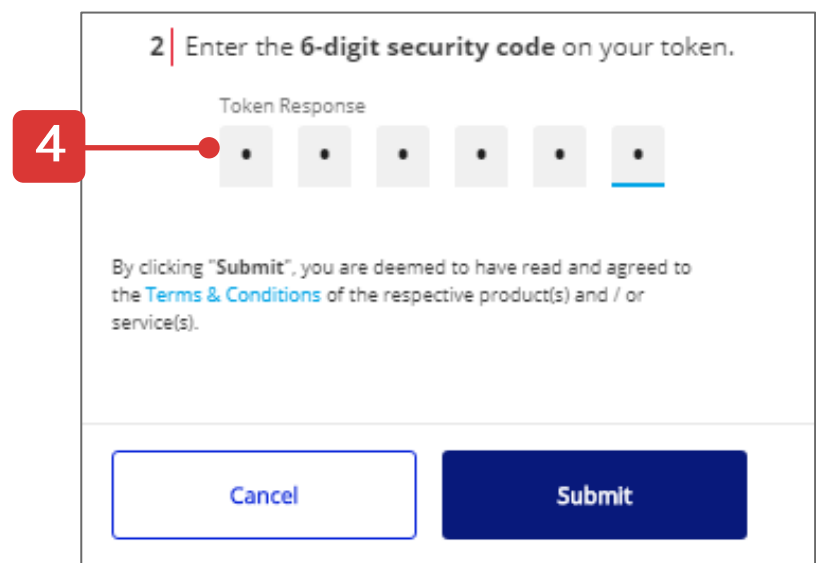
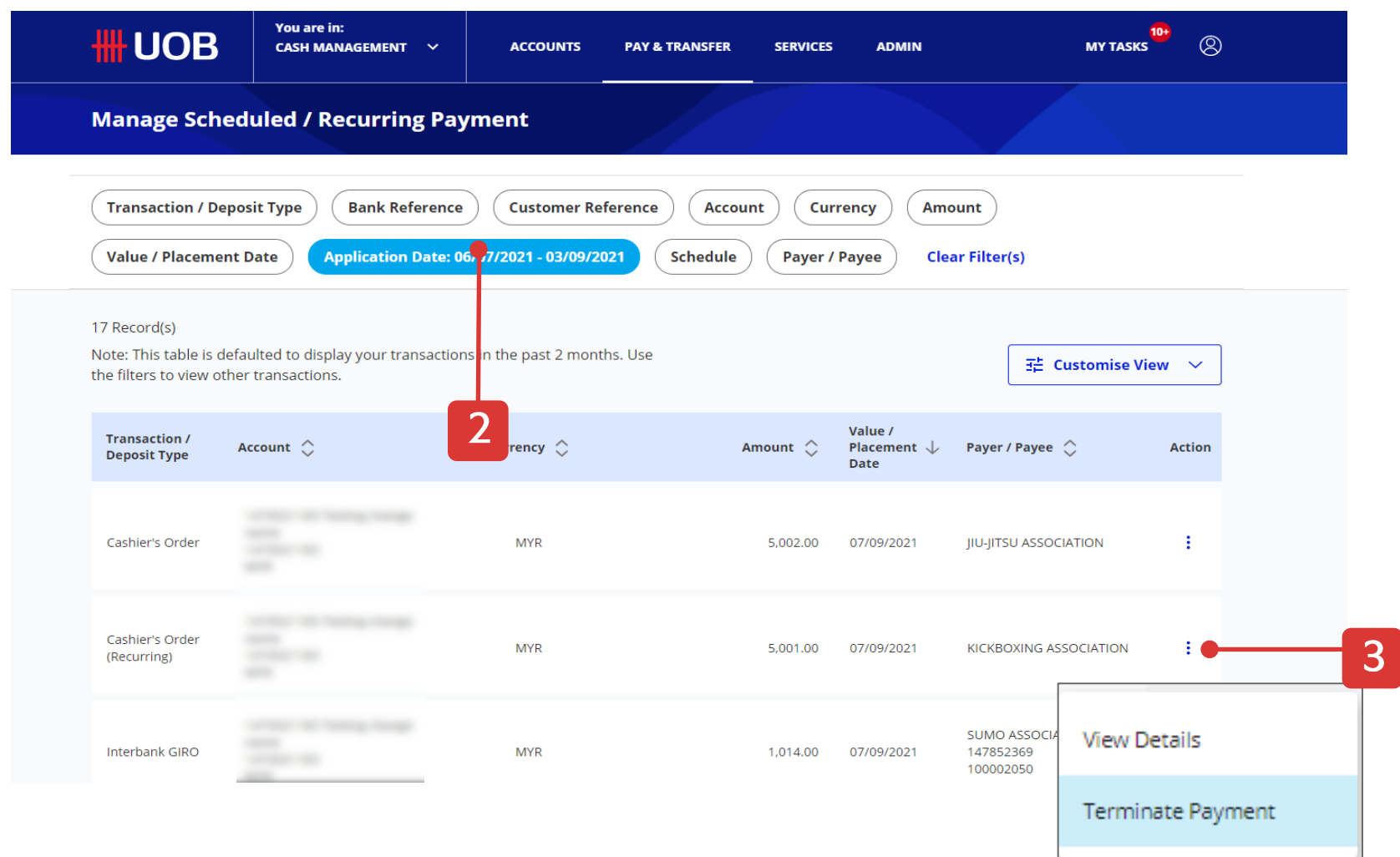
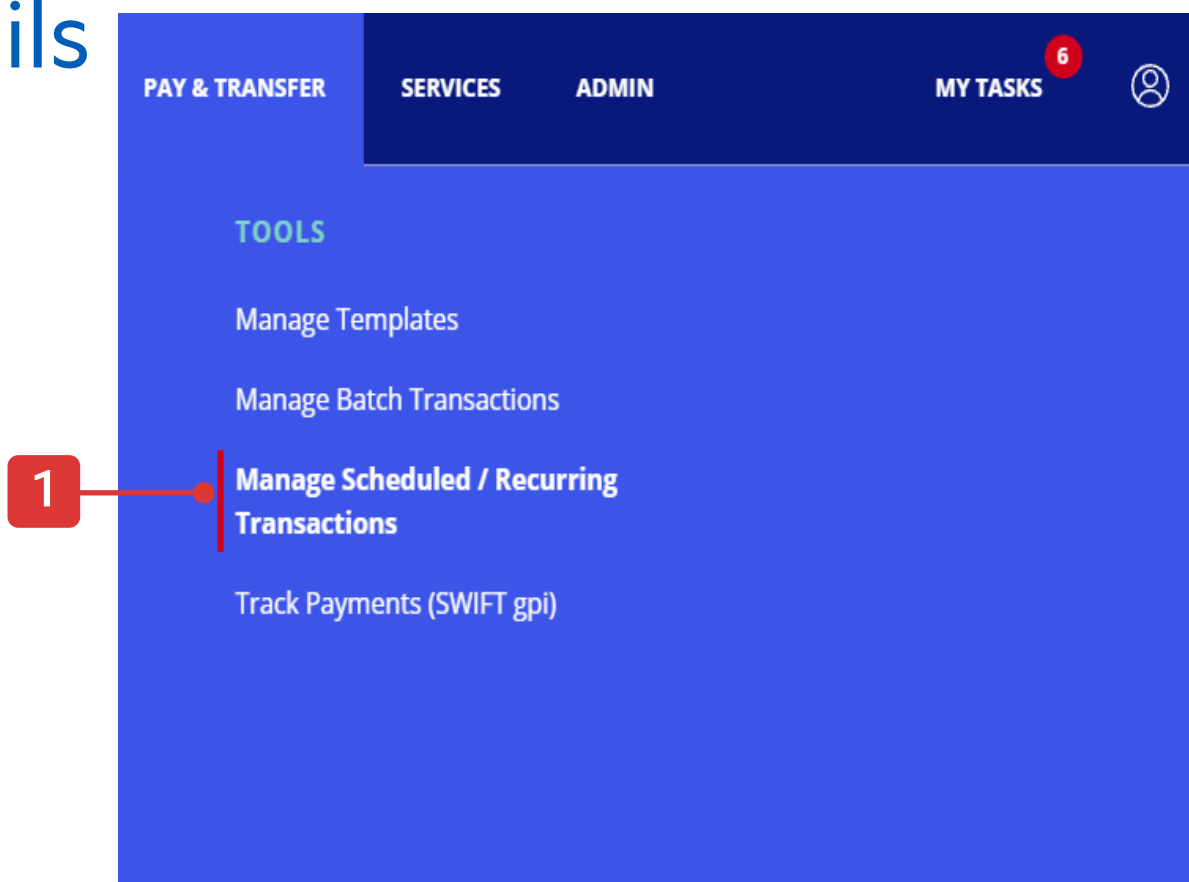
6. How to Terminate Post-Dated / Recurring Transactions

How to Terminate Post-Dated / Recurring Transactions

Retrieve Recurring Transaction Details

To terminate a post-dated/recurring instruction:

1. From Top Menu bar, hover over “Pay & Transfer” and click select “Manage Scheduled/Recurring Transactions” under “Tools” column.
2. Use the filter criteria to find a specific transaction to terminate.
3. Click the action menu:
 - View details: Review the recurring transaction details to be terminated. Please refer to the next page for the detailed explanation.
 - Terminate Payment: Transaction can be terminated directly from preview screen.
4. Similar to approving transactions, there are 3 methods of authorising the termination request. Enter the generated token response and click **Submit** button.
5. Confirmation message will display as transaction is terminated successfully.
6. Click **View** button to view details of the terminated recurring transaction.



How to Terminate Post-Dated/Recurring Transactions



View Recurring Transaction Details

1. Options available:
- Cancel** : If you proceed with this, the transaction will be cancelled and will not be saved as draft.
 - Add to My Tasks** : 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.
 - Terminate Payment** : Please refer to the next page for the detailed explanation.

To
Payee's account details

Payee Name
GUS SEAFOOD PTE LTDXXXXXXXXXX1

Payee Address
ADERES TWO

Amount & When

Value Date
07/09/2021

Transaction Currency
MYR

Transaction Amount
5,002.00

Recipient Reference
--

Delivery Mode
Mail to Applicant

Payee Advice
--

1

Cancel

Add to My Tasks

Terminate Payment

How to Terminate Post-Dated / Recurring Transactions

Submit the Termination Request

- 1. Follow the on-screen instructions to authorise the request.
- 2. Confirmation message will display as transaction is terminated successfully.
- 3. You can view the transaction status under “Approval status”. Status will display as “Successful Terminate”.
- 4. To check the audit trail of the termination request, click the action menu, then click the “Termination Status” tab.

1

2

Enter the 6-digit security code 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

Processing

Pay & Transfer

Enter Details Authorise Send to Bank

BIB Reference
FT20010001165630

This transaction has a Termination Request. It is Processing

2

Your Request to Terminate Payment has been successfully released to the bank.

BIB Reference(s)
FT20010001165630

View

Done

Approval Statuses

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
--		MYR	205.00	15/09/2021		Rejected	
--		MYR	201.00	15/09/2021		Successful	
Bulk Upload Payment Interbank GIRO (IBG) GPIDE1509116_s1_M Y012162A.xml		MYR	5,300.00	15/09/2021		Successful	
--		MYR	165.30	15/09/2021		Pending	
Bulk Upload Payment Cashier's Order PAIDE1509411.txt		MYR	12,003.00	15/09/2021		Termination Successful	

Audit Trail

Transactions

Terminations

Create

USER ONE

21/01/2020 04:52:53 PM +08:00

Verify

USER ONE

21/01/2020 04:52:53 PM +08:00

Authorise

Teo(jackyc) sheal(jackyc)

30/01/2020 09:59:55 AM +08:00

OK

Audit Trail

Transactions

Terminations

Termination Request 05/02/2020

Successful

Terminate Payment

first name, USER3 last name, USER3

05/02/2020 10:53:18 AM +08:00

Authorise

first name, USER3 last name, USER3

05/02/2020 10:53:18 AM +08:00

OK

View Details

Audit Trail

4

7. How to Approve Multiple Transactions by Batch

How to Approve Multiple Transactions by Batch

All options

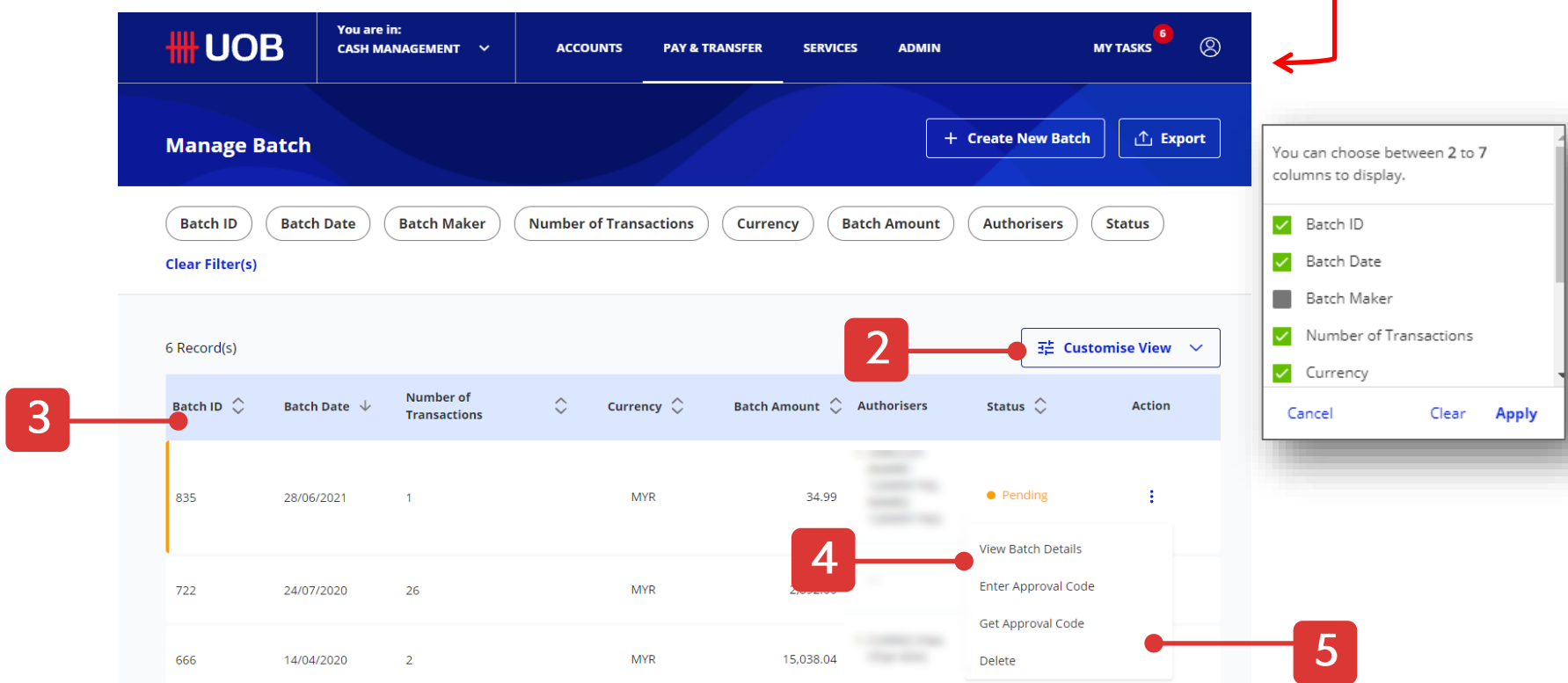
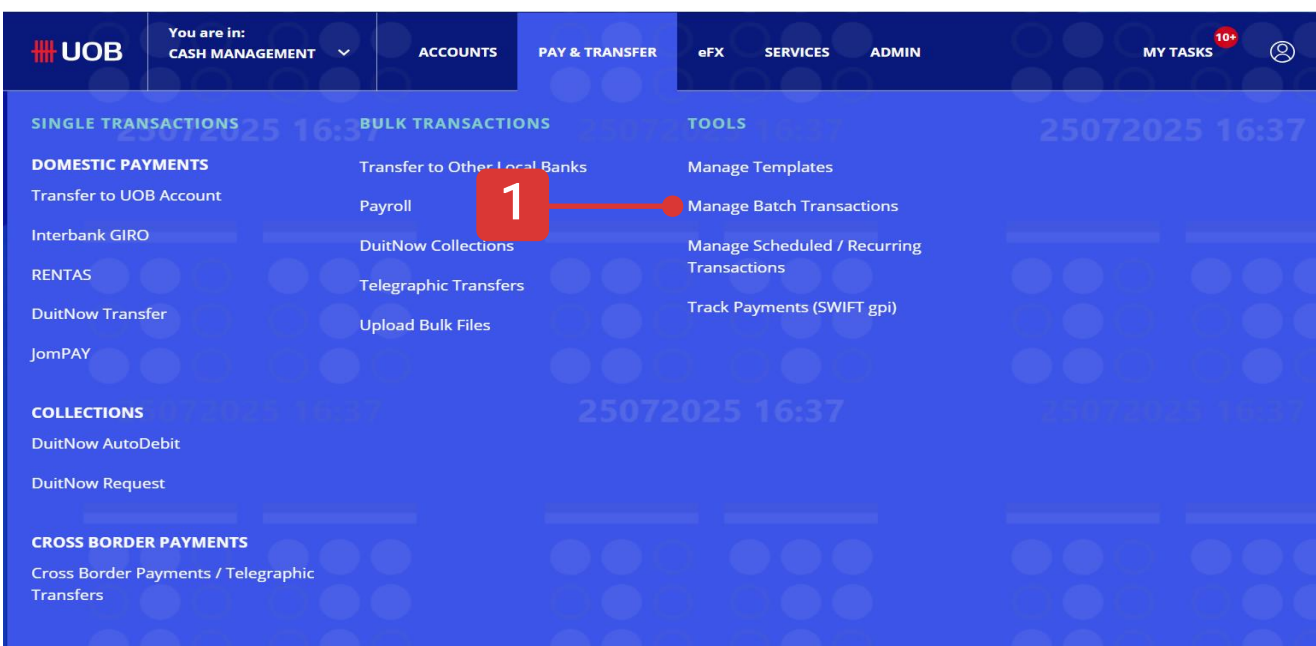
You can group multiple (single and bulk) transactions from the same entity, with same currency and status into one batch for approval purpose.

You can either:

- A. Create a Batch for Approval, or,
- B. Approve Batched Transactions.

Accessing “Manage Batch Transactions”

1. From Top Menu bar, hover over “Pay & Transfer” and click select “Manage Batch Transactions” under “Tools” column.
2. Select batched transactions via using filter criteria to find a specific batch transaction.
3. You can select the columns to be viewed on the batch overview screen.
4. Click the icon under the Action:
 - View batch details: Review the batch transaction details.
 - Delete: Batch Transactions can be deleted directly from the overview screen.



How to Approve Multiple Transactions by Batch

Create a Batch for Approval

1.

To create a batch, please click “Create New Batch” button from the top side of “Manage Batch” default view.
2.

Select the transactions to be batched via using filer criteria to fined a specific transaction.
3.

You can select the columns to be viewed on the batch overview screen.
4.

Check ✓ the transactions to be batched together and click “Create Batch”.
5.

You can view the batch information.

UOB

You are in: CASH MANAGEMENT

ACCOUNTS

PAY & TRANSFER

SERVICES

ADMIN

MY TASKS

Manage Batch

1

+ Create New Batch

Export

Batch ID

Batch Date

Batch Maker

Number of Transactions

Currency

Batch Amount

Authorisers

Status

Clear Filter(s)

6 Record(s)

Customise View

Create Batch

1

2

3

Enter Details

Authorise

Send to Bank

Select the transaction(s) to be batched

Note: Selected transactions must belong to the same Entity, and have the same Status and Currency.

Transaction / Deposit Type

Bank Reference

Customer Reference

Account

Currency

Amount

Value / Placement Date

Application Date: 31/07/2021 - 28/09/2021

Payer / Payee

Status

Clear Filter(s)

15 Record(s)

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

Show Selected (0)

Customise View

	Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
☐	Bulk Telegraphic Transfer		USD	2,400.00	27/09/2021	1 Record(s)	Pending Authorise	

1 - 1 of 1 Record(s)

Cancel

Create Batch

Batch Details

Export

This batch is pending your actions

Batch Information

Batch ID

1043

Batch Date

28/09/2021

Batch Maker

MAKER99, (TESTING, HSM)

Authorisers

--

Number of Transactions

2

Batch Amount

USD 3,400.00

Ensign Fields

--

2 Record(s)

You may not have the necessary permission to approve all the transaction in this batch

Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Bulk Telegraphic Transfer		USD	2,400.00	27/09/2021	1 Record(s)	Pending Authorise	
Telegraphic Transfer		USD	1,000.00	27/09/2021	(SAWYER) 74874574084 ASPTMGG21000	Pending Authorise	

1 - 2 of 2 Record(s)

Cancel

Delete This Batch

Get Approval Code

Create Batch

The following Transactions were Batched with Batch Id : 4062

FT20020001176826

FT20020001176824

Transaction Notifications

Pending Transactions

Transaction Search

Create Batch

Batch Enquiry

Processed Transactions

Advices and Notification

Download Reports

To Do List

Batch Enquiry

Search Options

Batch ID:

1046

Batch Date:

Batch Maker:

Code 1:

Code 2:

Status:

Pending

Search

1 - 5 of 5 Items

10 | 25 | 50 | 100

	Batch ID	Batch Date	Status	Batch Maker	Curre	Batch Amount	No. of Txns	Code 1	Code 2	Authoriser 1	Authoriser 2	Authoriser 3	Authoriser 4	Authorise
☐	1046	28/09/2021	Pending	HSM, TESTING	MYR	5,404.90	2							

Transaction Notifications

Pending Transactions

Transaction Search

Create Batch

Batch Enquiry

Processed Transactions

Advices and Notification

Download Reports

To Do List

Batch Info

Batch ID:

1046

Batch Date:

28/09/2021

Batch Maker:

HSM, TESTING

No. of Transactions:

2

Batch Amount:

MYR 5,404.90

1 - 2 of 2 Items

10 | 25 | 50 | 100

	BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
	BK21090000421952	Bulk Order	Bulk Upload Payment Inter Bank Giro (IBG)	New	MYR	5,300.00	Pending
	BK21080000406505	Bulk Order	Bulk Upload Payment Cashier Order	New	MYR	104.90	Pending

Delete

Submit

How to Approve Multiple Transactions by Batch



Approve Batch Transactions

1. View the transactions details to be batched and click button **Submit** .
2. Enter token response and click **Submit** button.
3. A batch ID will be generated for each successful batching.
4. Once batch transactions is submitted to the bank successfully, the status will display as “Successful”.

Batch Details

Export

This batch is pending your actions

Batch Information

Batch ID
1043

Batch Date
28/09/2021

Batch Maker
MAKER99, (TESTING, HSM)

Authorisers
--

Number of Transactions
2

Batch Amount
USD 3,400.00

Ensign Fields
--

2 Record(s)
You may not have the necessary permission to approve all the transaction in this batch

Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
Bulk Telegraphic Transfer		USD	2,400.00	27/09/2021	1 Record(s)	Pending Authorise	
Telegraphic Transfer		USD	1,000.00	27/09/2021	(SAWYER) 74874874884 ABPMFGS1XXX	Pending Authorise	

1 - 2 of 2 Record(s)

Cancel

Delete This Batch

Get Approval Code

Submit

2

Enter the 6-digit security code 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

The Equivalent BIBPlus Screen

Transaction Notifications

Pending Transactions

Transaction Search

Create Batch

Batch Enquiry

Processed Transactions

Advices and Notification

Download Reports

To Do List

Batch Info

Batch ID:

1046

Batch Date:

28/09/2021

Batch Maker:

HSM, TESTING

No. of Transactions:

2

Batch Amount:

MYR 5,404.90

1 - 2 of 2 Items

10 | 25 | 50 | 100

1

	BIB Ref	Product	Product Type	Type	Ccy	Amount	Status
	BK21090000421952	Bulk Order	Bulk Upload Payment Inter Bank Giro (IBG)	New	MYR	5,300.00	Pending
	BK21080000406505	Bulk Order	Bulk Upload Payment Cashier Order	New	MYR	104.90	Pending

Delete

Submit

Batch Details

Enter Details

2 Authorise

3 Send to Bank

Batch ID : 3989

You have successfully actioned on 2 transaction(s) in your batch.

View BIB reference

FT20020001174234
FT20010001153150

You can view the batch details or manage other batches.

View

Manage Batch

Manage Batch

Create New Batch

Batch ID

Batch Date

Batch Maker

Number of Transactions

Currency

Batch Amount

Authorisers

Status

Clear Filter(s)

10+ Record(s)

Customise View

Batch ID	Batch Date	Number of Transactions	Currency	Batch Amount	Authorisers	Status	Action
3989	04/02/2020	2	MYR	1,950.00	--	Submitted	

40

RESTRICTED

8. How to Approve a Batch via Proxy Authorisation

How to Approve a Batch via Proxy Authorisation



Approve Batch Transactions via Proxy

A proxy authoriser can help to approve a transaction on behalf of the approver.

Steps:

1. To create a batch, please click “Create New Batch” button from the top side of “Manage Batch” default view.
2. Select the transactions to be batched.
3. Check ✓ the transactions to be batched together and click “Create Batch”.
4. View the transactions details to be batched and click ‘Get Approval Code’ button.
5. Select “Authoriser” to get approval code.
6. Choose “SMS” or “Email” to notify the approver.

Manage Batch

1

+ Create New Batch Export

Batch ID Batch Date Batch Maker Number of Transactions Currency Batch Amount Authorisers Status

Clear Filter(s)

6 Record(s) Customise View

Create Batch

1 2 3

Enter Details Authorise Send to Bank

Select the transaction(s) to be batched

Note: Selected transactions must belong to the same Entity, and have the same Status and Currency.

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

Application Date: 31/07/2021 - 28/09/2021 Payer / Payee Status Clear Filter(s)

11 Record(s)

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

Show Selected (2) Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
EPF Payment (Employee)		MYR	8.45	21/09/2021	1 Record(s)	Pending	
Bulk Upload Payroll (IAFT Employee)		MYR	303.44	18/09/2021	2 Record(s)	Pending	

Cancel Create Batch

Batch Details

This batch is pending your actions

Export

Batch Information

Batch ID: 1045
Batch Date: 28/09/2021
Batch Maker: MAKER99, (TESTING, HSM)
Number of Transactions: 2
Batch Amount: MYR 311.89
E-sign Fields: --

2 Record(s)
You may not have the necessary permission to approve all the transaction in this batch

Customise View

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
EPF Payment (Employee)		MYR	8.45	21/09/2021	1 Record(s)	Pending	
Bulk Upload Payroll (IAFT Employee)		MYR	303.44	18/09/2021	2 Record(s)	Pending	

1 - 2 of 2 Record(s)

Cancel Delete This Batch Get Approval Code Submit

Batch Details

1 2 3

Enter Details Authorise Send to Bank

* Mandatory Fields

Batch Information

Batch ID: 1045
Batch Date: 28/09/2021
Batch Maker: MAKER99, (TESTING, HSM)
Number of Transactions: 2
Batch Amount: MYR 311.89
E-sign Fields: --

Authoriser Details

Authoriser*

Notify Authoriser:*

By SMS
By Email

Cancel Next

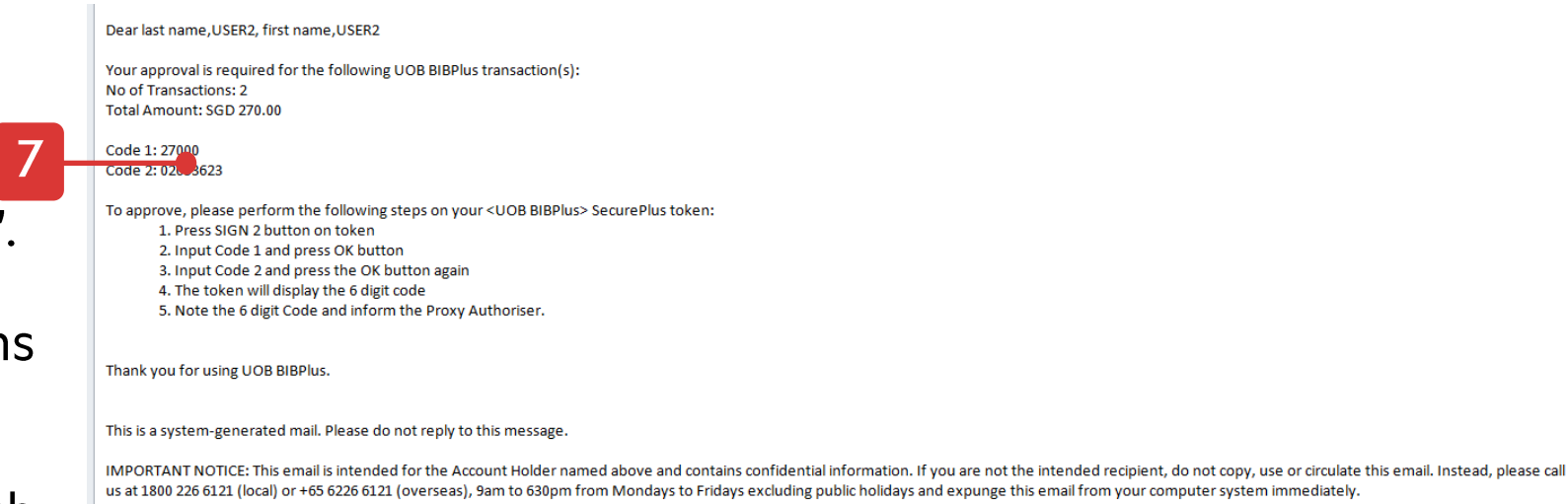
BEBERIDAI (1 Maker, 2 Maker)
CLIENT (Client, Client)
CREATOR (Creator, PURE-261292012)
CUVACANGA (James, Begalia)
EUNICE (Eunice, Jaclyn - K)
GEBOK2602 (William, Blake-180188831 CREATOR)

How to Approve a Batch via Proxy Authorisation



Approve Batch Transactions via Proxy

- 7. Approval code will be sent to the approver via email.
- 8. Follow the instructions from email and enter “Token Response”.
- 9. Confirmation message will be displayed once the transactions are successfully submitted.
- 10. You can view the transaction status under “Manage Batch Transaction”. If batch transactions submitted successfully sent to the bank, status will display as “Successful”.



Please Enter Approval Code

Authoriser *

Approval Code *

545142

Cancel Authorise Later Authorise Now

Transaction / Deposit Type	Account	Currency	Amount	Value / Placement Date	Payer / Payee	Status	Action
EPF Payment (Employee)	NAME1	MYR	8.45	21/09/2021	1 Record(s)	Successful	
Bulk Upload Payroll (APT Employee)	NAME1	MYR	303.44	18/09/2021	2 Record(s)	Successful	

1 - 2 of 2 Record(s)

Cancel Delete This Batch

Batch Details

Enter Details Authorise Send to Bank

Batch ID : 4004

You have successfully actioned on 2 transaction(s) in your batch.

View BIB reference ^

FT20020001175027
FT20020001175024

You can view the batch details or manage other batches.

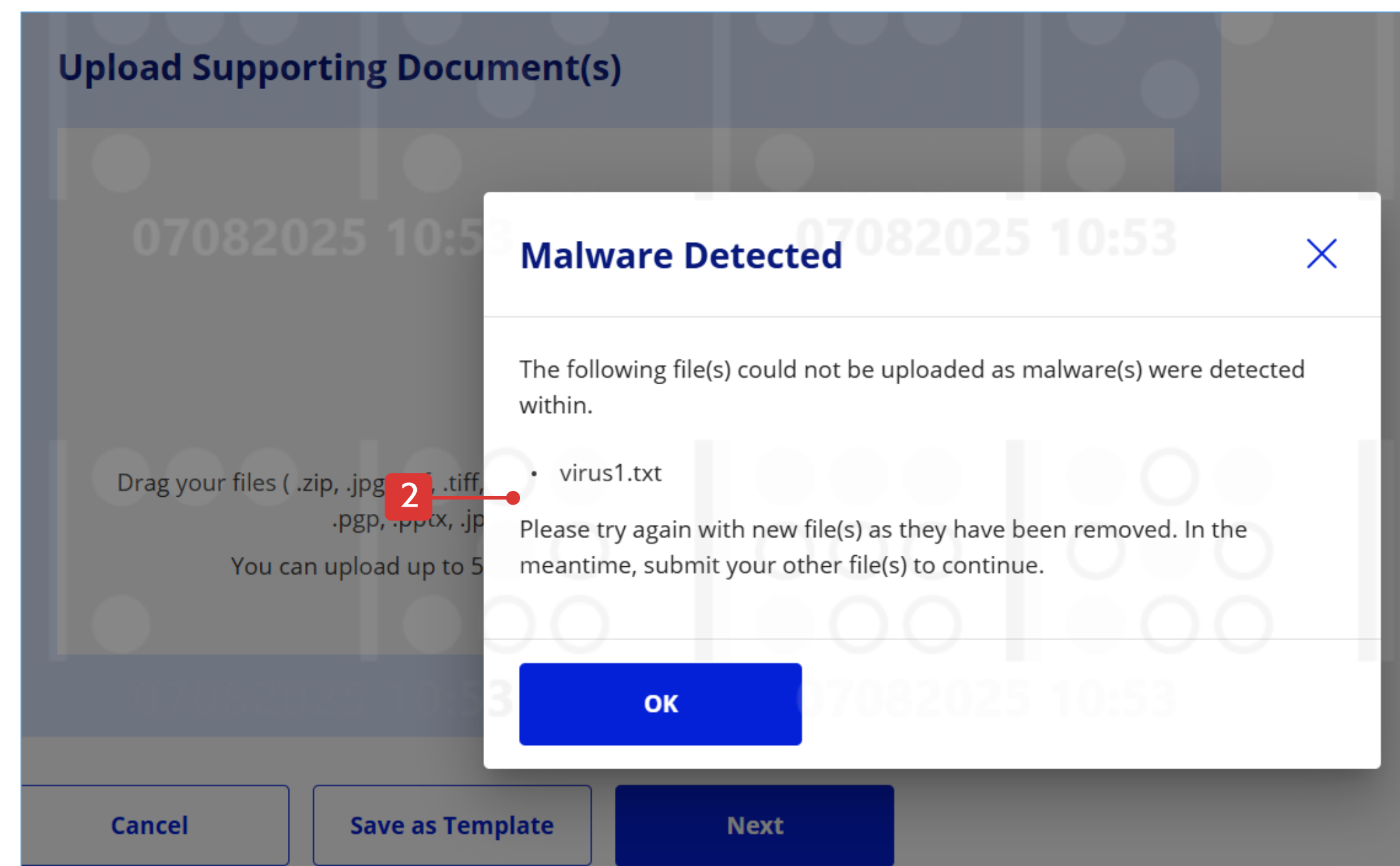
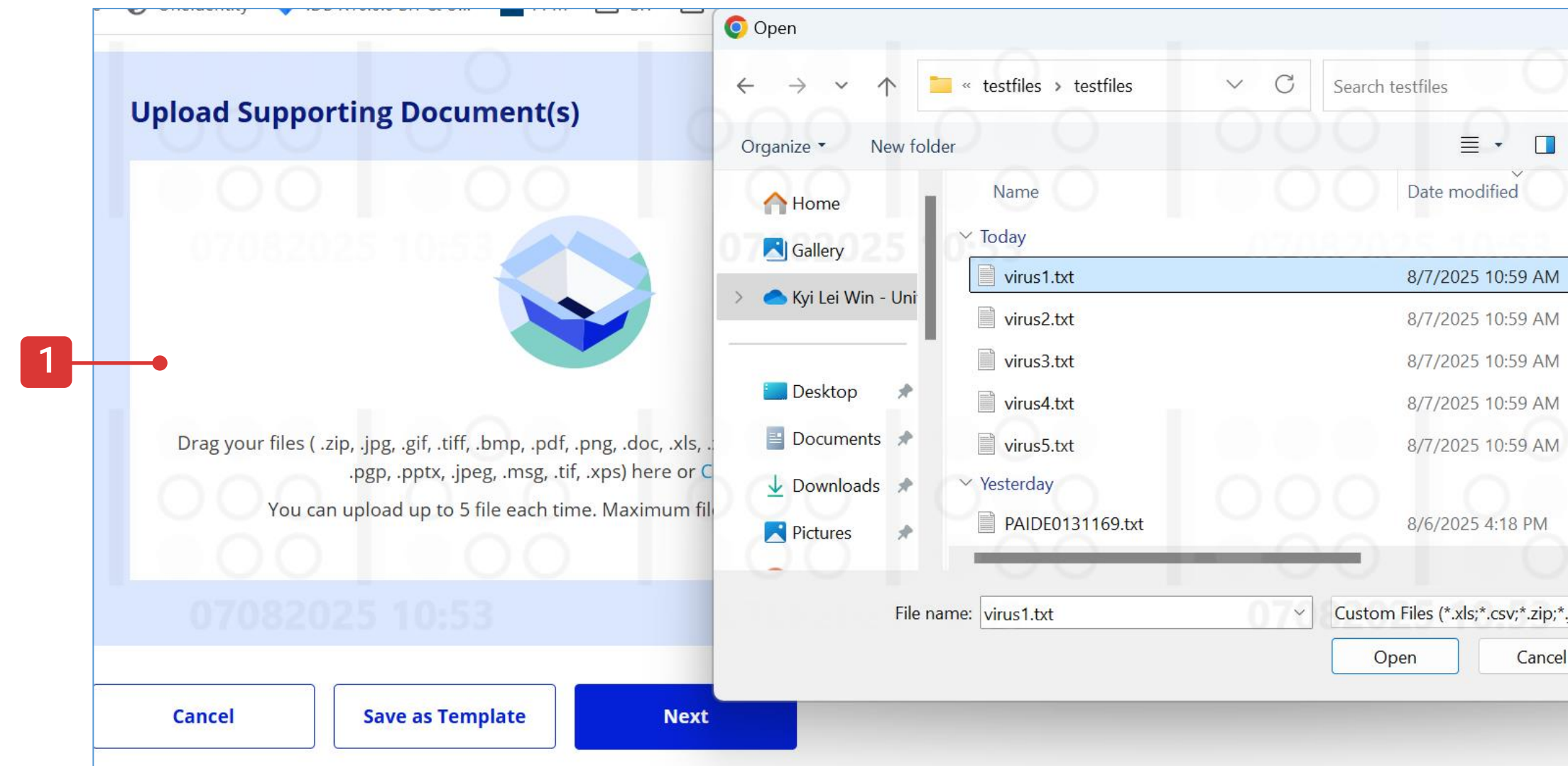
View Manage Batch

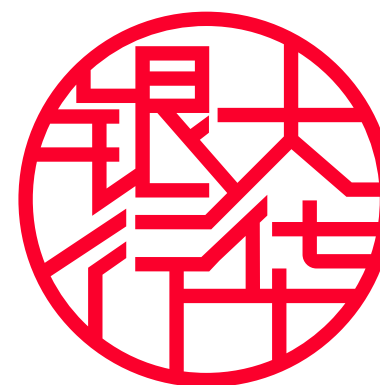
9. Anti Virus Scanning for File Upload

Anti Virus Scanning for File Upload

Anti Virus Scanning

1. For selected payment types with supporting document upload function, the Bank will perform virus scan on the uploaded documents.
2. Should there be virus detected in the uploaded documents, the documents will not be uploaded. The user is advised to upload a new documents without virus.
3. For multiple documents upload, the remaining documents without detected virus will be uploaded.





Right By You