

USER GUIDE



Reflex Online Cash Management



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USER GUIDE VERSION 2.0

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1. Introduction

1.1 What is Reflex?

RHB REFLEX is a corporate internet banking platform designed specifically to allow corporate users to perform online transactions and reconciliation of user accounts more efficiently. RHB REFLEX offers convenience, better control and visibility of user cash management needs.

The web-based RHB REFLEX platform allows corporate users to perform transaction from a computer using compatible web browsers at user convenient time and place.

1.2 How do I access Reflex?

Kindly access RHB REFLEX via: https://Reflex.rhbgroup.com/rhbReflex/cfo.action

1.3 How do I subscribe to Reflex?

Please refer to RHB REFLEX Application Form via <u>https://www.rhbgroup.com/~/media/files/singapore/products-and-</u> <u>services/business/application-form/reflex-applicationform.ashx?la=en</u> or simply speak to bank relationship manager for more information.



For further enquiries and assistance, please contact our 24-hour Customer Care & Contact Centre Hotline at **1800 323 0100** or send enquiry to <u>Reflex.sgsupport@rhbgroup.com</u>

Part 1 Introduction

1.4 User and Roles

In RHB REFLEX, there are four (4) types of user:

- 1. **Inquirer** Able to view account balances.
- Maker Able to view account balances as well as to initiate transaction(s).
- Reviewer (optional role) Able to view account balances as well as to verify transaction(s).
- Authoriser Able to view account balances as well as to authorise transaction(s).
- Sysadmin 1 Able to view and perform (Maker) administrative module and duties (refer to Part 5.) respectively.
- Sysadmin 2 Able to view and perform (Authoriser) administrative module and duties (refer to Part 5.) respectively.

To perform transaction activities, one (1) Maker and at least one (1) Authoriser is required. Each user is required to be assigned to one token. Corporate users may request additional token from Bank.

Corporate users could also appoint System Administrators in future, as approved by the Corporate's Management or Board of Directors.

In the meantime, corporate users need to submit RHB Reflex Maintenance form request to Bank for the following:

- Creation of System Administrators (minimally 2; one Maker and one Authoriser)
- \circ $\;$ Creation of new users, regardless of his/her role
- \circ $\;$ Amendment of users' user group entitlement
- Upgrade of service package
- o Token management (e.g. for loss or replacement of tokens)

2.1 Welcome Pack

Welcome Letter & Token

Basic Service Package subscribers will receive the Welcome letter via their registered email address when they have been registered on RHB REFLEX, with the login details and a quick startup guide for easy reference.

Premium Service Package subscribers will receive the Welcome letter, along with the hard tokens, which will be sent to the corporate users via post when they have been successfully registered on RHB REFLEX.

The Welcome letter will indicate the Corporate Name, Corporate ID, and other relevant information (kindly refer to sample of welcome letter).

User may make a copy of the letter for safe keeping/ record purposes.

Sample of Welcome Letter

[Subject: RHB REF	LEX: V	Welcome to RHB Reflex]
Dear Valued Custor	mer,	
Thank you for choo	sing R	HB Reflex as your preferred online banking service provider.
Please be informed below:-	d that	your RHB Reflex Application has been approved and the details are as
Corporate Name	:	<corporate name=""></corporate>
Corporate ID	:	<corporate id=""></corporate>
SysAdmin 1	:	<sysadmin 1=""></sysadmin>
SysAdmin 2	:	<sysadmin 2=""></sysadmin>
User	:	<other e.g.="" id,="" inquirer="" user=""></other>
		flex, you may now wish to perform the first-time login with the Corporate ID
Yours faithfully.	ed. The	e One Time Password will be sent to your registered mobile phone.
RHB BANK BERHA		



Sample of Token



2.2 Pre-requisite to accessing Reflex

Before user begins, user will need to have all the following items:

- 1. Registered mobile phone or Token
- 2. Welcome Letter

Token is a device that will be used every time user log in to RHB REFLEX. User can retrieve OTP (One Time Password) via two methods, which are:

a. SMS

SMS OTP is referring to the PIN that will be sent to user's mobile phone number which has been registered in REFLEX system.

b. Token OTP

Token is referring to physical token which will generate PIN to allow user to login and perform transactions.

2.3 Login to Reflex

Before performing login, please ensure that user has the correct token or mobile phone which has been registered to Reflex.

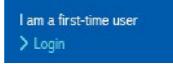
*It is advisable that user label the token accordingly to avoid any confusion.

2.3.1 First Time Login2.3.1.1 First Time Login by SMS OTP

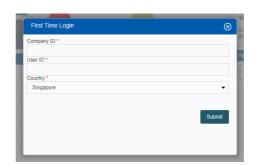
- 1. Open internet browser.
- Key in <u>https://Reflex.rhbgroup.com/rhbReflex/cfo.action</u> into the address bar to enter RHB REFLEX main page.



3. Click on First Time Login Banner.



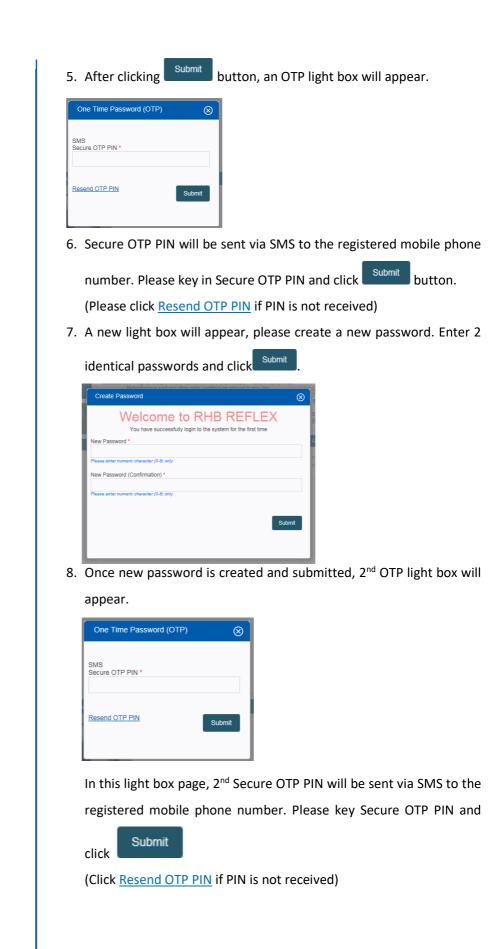
4. At the RHB REFLEX First Time Login light box:



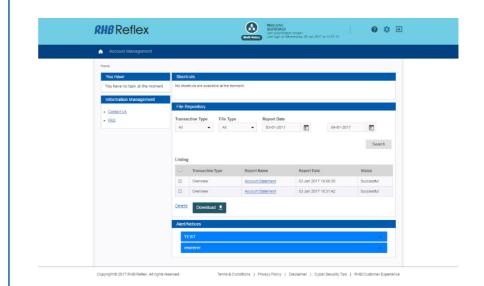
- a. Key in valid Corporate ID (As printed on the welcome letter)
- b. Key in valid User ID (As printed on the welcome letter)
- c. Select "Singapore" as the Country



2.3 Login to Reflex



2.3 Login to Reflex 9. User has successfully logged in to RHB REFLEX and will be redirected to landing page.



2.3

Login to Reflex

2.3.1.2 First Time Login by Token OTP

- 1. Open internet browser.
- 2. Key in <u>https://Reflex.rhbgroup.com/rhbReflex/cfo.action</u> into the

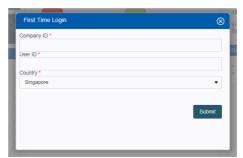
address bar to enter RHB REFLEX main page.



3. Click on First Time Login Banner.



4. A First Time Login light box will appear.



- a. Key in valid Corporate ID (As printed on the welcome letter)
- b. Key in valid User ID (As printed on the welcome letter)
- c. Select "Singapore" as the Country



2.3

Login to Reflex

5. A Token Activation light box will appear. In this step, user needs to activate the token.

Token Activation	\otimes
First Time Login	
Enter the token serial number at the back of your device and click [Submit] button to receive activation code via SMS. Note: Please proceed to Step 3 if your token has been activated. Submit	0 0 0 0 0 0 0 0 0
 Please key in the activation code sent to your registered mobile number to activate token. Generate OTP and Enter the PIN to proceed. 	
Proceed	
<u>Click here</u> if you have not received the activation code after 2 minutes.	

a. First, key in Token Serial Number which is located at the back of the



b. Token Activation Code will be sent via SMS to registered mobile phone number

(Please click "Click Here" if the activation code is not delivered to mobile phone within 2 minutes)

- c. Turn on Token by pressing and hold sutton until the screen prompt "------"
- d. Key in Activation Code received via SMS and followed by pressing



- e. Key in a new passcode for the Token
- f. Key in same passcode for confirmation and press
- g. Token Screen will display "RHB"
- h. Generate OTP by clicking 1, an OTP will be displayed
- i. Enter OTP in provided field in Step 3 Generate OTP and Enter the PIN to proceed
- j. Click Proceed

2.3

Login to Reflex

6. After clicking Proceed button, please create new a password.

Enter 2 identical password and click

Create Password	\otimes
Welcome to RHB REFLEX You have successfully login to the system for the first time	
New Password *	
Please enter numeric character (0-9) only	
New Password (Confirmation) *	
Please enter numerio character (0-9) only	
_	
Su	bmit

7. An OTP light box will appear.

One Time Password (OTP)	\otimes
Hardware Token Secure OTP PIN *	
	Submit

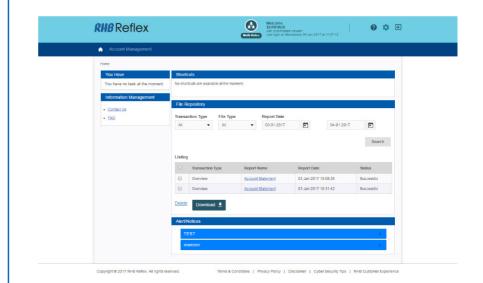
- a. Turn on token and enter new Token passcode.
- b. Generate new PIN
- c. Enter the generated PIN and click

Note: If token had been activated, please proceed to generate OTP and enter the PIN to number)

2.3

Login to Reflex

8. User has successfully logged in to RHB REFLEX and will be redirected to landing page.



2.3

Login to Reflex

2.3.2 Subsequent Login2.3.2.1 Subsequent Login by SMS OTP

- 1. Open internet browser.
- Key in <u>https://Reflex.rhbgroup.com/rhbReflex/cfo.action</u> to enter RHB REFLEX main page.



2.3

Login to Reflex

5. User has successfully logged in to RHB REFLEX and will be redirected to landing page.

RHB Reflex				Multi Robert	Welcome SUPRYADI LAT CUSTOMER Last login at Wed	103467 Inesday, 04 Jan 2317	at 11:67:12	0 \$	€
Account Management									
Home									
You Have	Shortcuts	5							
You have no task at the moment.	No shortcut	s are availa	ble at the mon	nent					
Information Management									
Contact Us	File Repo	ository							
• EAQ	Transactio	n Type	File Type		Report Date				
	All	•	All	•	03-01-2017	•	04-01-2017		
								Search	
								Joarch	
	Listing								
	• I	ransaction	Туре	Report M	lame	Report Date		Status	
		verview		Account	Statement	03 Jan 2017 1	19:08:35	Successful	
		Verview		Account	Statement	03 Jan 2017 1	18:31:42	Successful	
	Delete	Downloa	d 👲						
	Alert/Not	ces							
	TES	r						¥.	
	rewro	erer							

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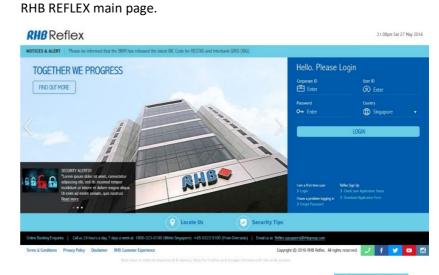
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2.3

Login to Reflex

2.3.2.2 Subsequent Login by Token OTP

- 1. Open internet browser.
- 2. Key in <u>https://Reflex.rhbgroup.com/rhbReflex/cfo.action</u> to enter



- 3. Enter valid Corporate ID, User ID, and Password. Click
- 4. An OTP light box will appear.

	One Time Password (OTP)	\otimes
	Hardware Token Secure OTP PIN *	
	24	Submit
.	Turn on Token by pressin	ng and hold
	prompt ""	
b.	Key in valid PIN and press	\bigcirc

- <u>(1</u>)
- c. Generate OTP PIN by clicking 🛄, an OTP PIN will be displayed
- d. Key in generated OTP PIN and click

LOGIN

2.3

Login to Reflex

5. User has successfully logged in to RHB REFLEX and will be redirected to the landing page.

RHB Reflex					Welcome SUPRYADI UAT CUSTOMER Last login at Wed	103407 resday, 04 Jan 2017	at 11.57.12	0 \$	€
🏫 Account Management									
Home									
You Have	Short	:uts							
You have no task at the moment.	No shore	ficuts are availa	ble at the mome	ent.					
Information Management									
Contact Us	File R	epository							
• FAQ	Transa	ction Type	File Type		Report Date				
	All	-	All	•	03-01-2017	1	04-01-2017	Ē	
								Search	
	Listing	0							
		Transaction	Туре	Report P	(ame	Report Date		Status	
		Overview		Account	Statement	03 Jan 2017 1	19.08.35	Successful	
	8	Overview		Account	Statement	03 Jan 2017 1	18:31:42	Successful	
	Delete	_	_						
	Delete	Downloa	₫ ≛						
	Alert/7	Votices							
		EST							11
								<u></u>	
	re	wrerer						2 C	

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3. Reflex Navigation Panel

3.1 Header

Header acts as main control panel for user's preference. This function consists of 3 (three) buttons which are: Frequently Asked Question (FAQ), Settings, and Log out Button.

Frequently Asked Question (FAQ)

By clicking a new light box will appear. It is a Frequently Asked Question which covers General, Privacy & Security, and Guide to First Time Login.

equently Asked Question	×
GENERAL	.
PRIVACY & SECURITY	
GUIDE TO FIRST TIME LOGIN	~
For further enquiries or assistance, please contact our 24-hour Customer Care & Contact Centre hotline at 1800 323 0100 or send enquiry to <u>reflex.sasupport@chbaroup.com</u>	

<u>Settings</u>

🔒 Skin Langua

By clicking , options will be displayed, the options can be used to

change settings and customisation such as Skin, Language, and change password.

Skin will allow user to change the skin of RHB REFLEX. Currently there is only 1 (one) selection of skin (Standard).

•	Skin	Language	Password
	your skin dard		• ✓

Language will allow user to change the preferred language of RHB REFLEX. Currently there is only 1 (one) selection of language (English).

A	Skin	Language	Password	
Sel	ect Langua	age		
E	English (U	K)	•	~

3. Reflex Navigation Panel

3.1 Header **Password** will allow user to self-change password. By clicking Password, a light box will appear:

Change Password	8
Old Password *	
Please enter numeric character (0-9) only	
New Password *	
Please enter numeric character (0-9) only	
Confirm New Password *	
Please enter numeric character (0-9) only	
	Update

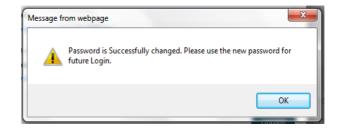
Steps to change password:

- a. Enter the Old Password
- b. Enter the New Password
- c. Enter the Confirm New Password (must be same with New Password)
- d. Click

Once user clicked Update , a confirmation window will appear. Click OK to confirm password change or click Cancel to abort operation.

Message from webpage	
Confirm to Change your Password?	
OK Cancel	

Upon successful request, RHB REFLEX will prompt a confirmation message:



3. Reflex Navigation Panel

3.1.1

Log Out

Log Out

Login	or Back to Login Page	
HB Reflex		Wednesdøy, 04 January 2017 12:
Login Login	Thank you for banking with us You logged in at 12:01:13 on 04 January 2017 You logged at 12:13:39 on 04 January 2017 Your loggon duration is 00:12:26	
Contact Us Call our dedicated 24-hour hotine at 1800 323 0100 (Within Singapore) +65 6323 0100 (From Overseas)	Back to Login Page We strongly encourage you to clear your browser's cache and history after logging out.	
Email us at: reflex.sqsupport@rhbqroup.com		

3. Reflex Navigation Panel

3.2 Home

Home section consists of:

- 1. Information Management
- 2. You Have
- 3. Shortcuts
- 4. File Repository
- 5. Alert/Notices

Information Management consists of links of:

- a. Forex Exchange Rate Inquiry: Display of today's board rate
- b. RHB FX Research and Commentary: Display treasury alerts
- c. Contact Us: http://www.rhbbank.com.sg/contact-us/
- d. FAQ: Provides users general information of RHB REFLEX.

You Have provides information of task status such as New Task, Pending Verification, Pending Authorisation, and Message.

Shortcuts provides easy access to specific modules such as Real Time Account Inquiry, Transaction Status Inquiry, RHB 3rd Party Transfer, and Bulk Payment.

File Repository allows users to download latest report of Account Management. Reports are available in 3 formats, i.e. CSV, PDF, or TXT. To download reports, specify transaction type, file type, and select the

dates, then Click

and reports will be listed. Tick one or

multiples reports and click

Search

(Please note that pop-up blocker has to be disabled, see appendices on how to disable pop-up blocker)

Alert/Notices notifies users on latest announcements from RHB.

4. Account Management

Account Management allows user to view the following:

- > Overview
- Account Statement
- Transaction History

4.1 Overview

Under Overview module, there are four sub modules, which are Portfolio Summary, Current / Saving Account, Time Deposit and Loan / Financing.

Portfolio Summary allows user to view the summary of Current/Saving Account, Time Deposit and Loan/Financing.

<u>All information in Portfolio tab is</u> based as of last business date data.

To access Overview module, please navigate through *Account Management > Overview*.

ortfolio Summary				View In:	SGD-SINGAPORE DOLLARS	✓ G Own
ortfolio Current/Savi	ng Account	Time Deposit	Loan/Financing			
Corporate All	•	As of Date 02-04-2018		Go		
CUSTOMER 16557 (SG) Current/Saving Account						As of EOD 02 Apr 2018
No. of Account	Account C	urrency	Total Ledger Balance	9	Total Available Balan	ice
No. of Account	Account C	Currency	SGD 464,159.68	9	Total Available Balan SGD 464,159.68	IC9
		Currency		3		ice
1						
1 Fime Deposit	SGD		SGD 464,159.68		SGD 464,159.68	
1 Time Deposit No. of Receipt	SGD Account C		SGD 464,159.68 Total Principal Balar		SGD 464,159.68 Total Available Balan	
1 Time Deposit No. of Receipt 0	SGD Account C	currency	SGD 464,159.68 Total Principal Balar	Ce	SGD 464,159.68 Total Available Balan	

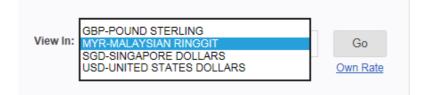
1. Select Corporate by clicking on the drop down 🔭.

Download 🛨

- 2. Select desired date by clicking on the date picker
- 3. Upon submission of Go, Current/Saving Account, Time Deposit and Loan table will be filled with information requested.
- 4. Click
- and choose .CSV.
- Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 6. Report can be downloaded from File Repository (Click Home).
- Alternatively, user can click <u>Print</u> to view and print out the screen page.

4.1 Overview

 User is able to opt to view the account detail in other currencies by choosing the preferred currency on the "View In" drop down button and completing it by clicking on the "Go" button.



 Alternatively, user is able to click on the "Own Rate" hyperlink to calculate user desired currency exchange rate.

View In		Own Rate	
GBP-POUND STERLING	•	1 SGD 👻 =	

4.1 Overview

All information in Current/Saving account tab is based on real-time data.

To check on Current/ Saving account balances, please navigate through *Account Management > Overview> Current/ Saving Account*.

rrent/Saving Ac	count Sun	nmary			View	In: SGD-SI	NGAPORE DOLLAF	RS 🔻	G
rtfolio Current/Sa	aving Account	Time De	posit L	oan/Financing					
orporate All		•	Go						
ISTOMED 16557 (SG	21							40 /	Apr 2019
USTOMER 16557 (SG urrent/Saving Accoun								18 <i>4</i>	Apr 2018
		Account Type	No of CR Entries	No of DR Entries	Total CR	Total DR	Ledger Balance	18 Available Balance	Apr 2018 Account Status

Current/Saving Account Summary tab displays all current accounts tagged to the corporate in real time. If the corporate's subsidiary is being tagged under the main account, user can choose to check on specific account number.

- 1. Select preferred corporate by clicking on the corporate drop down list.
- Upon clicking "Go" button, system will display all the account(s) based on the selected corporate.
- 3. Click

and choose .CSV.

- 4. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 5. Report can be retrieved from File Repository.
- 6. User can
 - a. click Print to view and print out the screen page
 - b. click on the account number hyperlink to access account details
 - c. click <u>Back</u> to route back to the Current/Saving Account Summary page

4.1 Overview

All information in Time Deposit tab is based on real-time data.

To check on Time Deposit, please navigate through *Account Management > Overview> Time Deposit*.

Portfolio	Current/Saving Acc	ount	Time Deposit	Loan/Fir	nancing					<u>Own R</u>
Corporate						-				
All			Go							
CUSTOMER	16558 (SG)									18 Apr 2018
Account Numb										
Receipt No.	Product Type	Account Currency	Principal Balance	Effective Date	Maturity Date	Available Balance	Tenure	Interest/Profit Rate (%)	Interest Paid	Interest/Profit of Maturity
201803909122	FD SGD CCB CPPD	SGD	SGD 6,095,066.52	09 Apr 2018	07 May 2018	SGD 6,095,066.52	28 days	0.2000000	SGD 0.00	SGD 935.
201804232903	FD SGD CCB CPPD	SGD	SGD 2,221,966.36	29 Mar 2018	27 Apr 2018	SGD 2,221,966.36	29 days	0.2000000	SGD 0.00	SGD 353.
201804004019	FD SGD CCB CPPD	SGD	SGD 999,359.95		07 May 2018	SGD 999,359.95	28 days	0.2000000	SGD 0.00	SGD 153.
201804073717	FD SGD CCB CPPD	SGD	SGD 2,023,249.20		07 May 2018	SGD 2,023,249.20	28 days	0.2000000	SGD 0.00	SGD 310.
201804099915	FD SGD CCB CPPD	SGD	SGD 3,032,376.98		27 Apr 2018	SGD 3,032,376.98	29 days	0.2000000	SGD 0.00	SGD 481.
	FD SGD CCB CPPD	SGD	SGD 2,003,099.83		27 Apr 2018	SGD 2,003,099.83	29 days	0.2000000	SGD 0.00	SGD 318.
201804232803	FD SGD CCB CPPD	SGD	SGD 1,408,996.92		27 Apr 2018	SGD 1,408,996.92	29 days	0.2000000	SGD 0.00	SGD 223.

- 1. User may select desired corporate by clicking on the corporate drop down list.
- Upon clicking "Go" button, system will display all the account(s) based on the selected corporate.
- 3. Click

and choose .CSV.

- 4. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 5. Report can be retrieved from File Repository.
- 6. User can
 - a. click Print to view and print out the screen page
 - b. click on the account number hyperlink to access account details
 - c. click <u>Back</u> to route back to the Time Deposit Summary page

4.1 Overview

All information in Loan/Financing tab is based on real-time data.

To check on Loan, please navigate through *Account Management > Overview> Loan / Financing*

.oan/Fi	ement • Over	Summary			View In:	SGD-SINGAPORE DOLLAR	s 🔹 🗘
Portfolio	Current/Sa	iving Account	Time Depo	sit Loan/Financing	l		COWIN
Corporat							
			- Go				
All			• 00	·			
All			•				
All			•				
			• 00				
	OMPANY PTE	LTD (SG)	• 0.				17 Jan 2017
	OMPANY PTE	LTD (SG)	·				17 Jan 2017
EKVAG C							17 Jan 2017
EKVAG C	ancing Accou	nt					
EKVAG C	ancing Accou			Account Type	Out	standing Amount	17 Jan 2017 Account Status
EKVAG C	ancing Accou	nt	Currency		Out	standing Amount SGD 400,000.00	
EKVAG C	ancing Accou It No 2221	nt Account C SGD	Currency	Account Type Term Loan	Out	SGD 400,000.00	Account Status
EKVAG C	ancing Accou It No	nt Account C	Currency	Account Type	Out	_	Account Status
EKVAG C	ancing Accou at No 2221 2222	nt Account C SGD SGD	Currency	Account Type Term Loan Hire Purchase	Out	SGD 400,000.00 SGD 150,000.00	Account Status Active Active
EKVAG C	ancing Accou It No 2221	nt Account C SGD	Currency	Account Type Term Loan	Out	SGD 400,000.00	Account Status

- 1. User may select desired corporate by clicking on the corporate drop down list.
- Upon clicking "Go" button, system will display all the account(s) based on the selected corporate.

Download 🛓

- 3. Click and choose .CSV.
- 4. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 5. Report can be retrieved from File Repository.
- 6. User can
 - a. click Print to view and print out the screen page
 - b. click on the account number hyperlink to access account details
 - c. click <u>Back</u> to route back to the Loan/Financing Summary page

4.2 Account Statement

Account Statement menu allows user to view and generate current account statement for past three months. To download the account statement, please navigate through Account Management > Account Statement.

Account Management				
court Management + Accou	unt Statement			
ccount Statement	t			
Month*		Account No.*		
October 2016			Q,	Search

- 1. Select desired Month. (i.e.: October 2016)

Account Information		×
Search By Account No. Account P	eferred Name	
	Search	

- Select account based on Account No. or Account Preferred Name and click Search
- 4. A list of tagged accounts will be displayed. Select one preferred account's hyperlink.

Account Information		
Search By		
Account No. O Account Pr	referred Name	
	Search	
	Gearch	
	Gealen	
	Jeach	
Account No. Listing	Jean	
Account No. Listing Account Number	Currency	Account Allas
		Account Alias Current Account
Account Number	Currency SGD	Current Account
Account Number	Currency	

4.2 Account Statement Once an account is selected, user will be redirected back to previous page with a table consisting of the selected account number.

Account Management → Account Statement					
Account Statement					
Month * December 2016 -	Account No. * 2408	Q	Search		
6. Click 'Search'					
Account Management Account Statement					
Account Statement Month December 2016	Account No. * J2408	Q	Search		
C Account No	Account Type		nt Month	Account Name	
2408	Current Account	SGD Decemb	er 2016	CUSTOMER 1578	Download 👱
7. Check the tex	tbox $\Box \rightarrow$	🗹 and cli	ck	iload 🛨 🛛	and choos
.PDF.					
8. Once successf	ul a messa		t request h	as boon son	t successfull

Please check in File Repository Portlet will prompt.

9. Report can be retrieved from File Repository.

4.3 Transaction History

Transaction History provides user to view incoming and outgoing transactions for the past 90 days.

To check on Transaction History, please navigate through *Account Management > Transaction History*

Account Management	story		
Transaction History			
Account No. *	Q		
Search By ◉ Today ◎ History			
Date *			
08-12-2016 08-12	2-2016 Search		

1. On Account No. field, select account by clicking and a light box will appear.

Account Information		
Account Details		
Search By ● Account No. ◎ Accou	it Preferred Name	
	Search	

2. Select account based on Account No. or Account Preferred Name

and	click	Search
ana	00.	

count Information		
ccount Details		
Search By		
Account No. O Account Press	eferred Name	
	Search	
ccount No. Listing		
ccount No. Listing Account Number	Currency	Account Allas
	Currency	Account Alias Current Account
Account Number		

 Once an account is selected, user will be redirected back to previous page with a table consisting of the selected account number.

Account No. *		7106	Q		
Search By					
◉ Today © Histor Date *	y				

4.3 Transaction History

 Search and select transactions based on preferred dates. Click "Today" for current date or History for any preferred dates.

Account No	. *	7106	Q					
Search By Today Date *	History							
2016-12-0	8 2016-12-08	Ē	Search					
Personalised	Listing							
✓ Date ✓ Description ✓ Debit	🗷 Balance	s Name Ice 1	🔲 Bank R	ef. No.				
♥ Date ♥ Descriptio ♥ Debit ♥ Credit	n Esterer	s Name Ice 1	E Bank R	ef. No. Balance	Sender's Name	Reference 1	Reference 2	Bank Ref. No

- 5. On Personalised Listing, there are options to be selected. The selected option will be displayed in a table format.
- 6. Click Download and select .CSV to download a report.
- Once successful, a message Download request has been sent successfully. Please check in File Repository Portlet will prompt. Report can be downloaded from File Repository.
- 8. Or click <u>Print</u> to print the display Transaction History Page.

5. System administrators' access rights

5.1 User Status and Token Maintenance

This module allows the sysadmin to view/modify users' statuses and manage the tokens.

To access User Status and Token module, please navigate through *Administrative* > *User Maintenance* > *User Status and Token*

There are several features that allow the System administrators to perform in this module, such as:

- Activate User
- Deactivate User
- Unlock and Reset Token
- Reset password

5.1.1 Activate User

 Search for the user whose current user status as "inactive" or blocked" to be activated.

Corporate ID Corporate Name SG001246 KOHSAMUI 813934							
User ID Search							
isting User ID	User Name	User Status	Token ID	Provider	Cross Border Statu		
1STUSER	USER1234	Active		SG	User not Linked		
<u>23T4T43</u>	213R23R	Active		SG	User not Linked		
AF13	AFTER FIXES 13	Active		SG	User not Linked		
AMAN1	AMAN	Inactive	2449099973	SG	User not Linked		
ARS1	SAFWAN	Active	999999555	SG	User not Linked		
AUTHOLICIOUS	AUTHOLICIOUS	Active		SG	User not Linked		

2. Click on the User ID hyperlink of the inactive/ blocked user.

5.1

User Status and Token Maintenance

Iministrative User Maintenance User Status and Token Ser Status And Token Maintenance		
etails		
Provider SG	Corporate Name KOHSAMUI 813934	
Corporate ID SG001246	User ID YIWONDE	
User Name YIWON	I/C No.	
User Group	ffg User Role	
00004 Office Phone No	Inquirer Mobile No.	
-	654253232432	
User Status Blocked	Email Address yiwon@hitachi-ebworx.com	
Status Reason Exceed Maximum 1FA Retries	Password Last Update 27-Oct-2017	
	Reset Password Activa	ite
Token Details		
Token Type Hardware Token		
Token ID 9999999388		
333333299	Unlock Token Reissue Token	n
		Ba
Click on Activate but		
Verify the activation and task for authorisation.	d click on Submit button to submit	tł
	d click on button to submit	tŀ
task for authorisation.	d click on button to submit	tŀ
task for authorisation.	d click on button to submit	tł
task for authorisation.	d click on button to submit	tł
task for authorisation.	d click on button to submit	tł
task for authorisation.	d click on button to submit	tł
task for authorisation.	Corporate Name KONTSAMUL 813934 User ID YIWONDE UC No.	tł
task for authorisation.	d click on button to submit	th
task for authorisation. trinistrative • User Maintenance • User Status and Token User Status And Token Maintenance	d click on button to submit	tł
task for authorisation.	d click on button to submit	tł
task for authorisation. trinistrative User Maintenance User Status And Token Maintenance User Status And Token Maintenance Seconomy Successful. Task submitted. Details Provider SG Corporate ID SG001246 User Name YWON User Group Conte Phone No User Status Blocked	d click on button to submit	tł
task for authorisation. trainistrative , User Maintenance , User Status and Token User Status And Token Maintenance Seconstatus And Token Maintenance Seconstatus Successful. Task submitted Details Provider SG Corporate ID SG001246 User Name YWWON User Status	Corporate Name KORTSAMU 813934 User ID YIWONDE UC No. ffg User Role Inquirer Mobile No. 65425322432 Email Address	tł
task for authorisation.	d click on button to submit	tł
task for authorisation. trinistrative , User Maintenance , User Status and Token Jeer Status And Token Maintenance Image: Status And Token Maintenance Image:	d click on button to submit	t
task for authorisation. Invirsitative , User Maintenance , User Status and Token User Status And Token Maintenance Invirsitative Research Status Submitted. Details Provider SG Corporate ID SG001246 User Status User Group Other Phone No User Status Blocked Status Research Exceed Maximum 1FA Retries	d click on button to submit	tł
task for authorisation. task for authorisation. trinistrative User Status And Token Maintenance User Status User Name User Name User Name User Name User Status Blocked Status Reason Exceed Maximum IFA Retries Token Details Token Details Token Details Token Details Token Type Hardware Token Status Blocked Status Reason Exceed Maximum IFA Retries	d click on button to submit	th
task for authorisation. trinistrative , User Maintenance , User Status and Token User Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status Status And Token Maintenance Image: Status Blocked Status Reson Exceed Maximum 1FA Retries Token Details Token Details Token Details Token Details Token Details Token D Image: Token Token Token Token Token Token Request Type	d click on button to submit	th
task for authorisation. trinistrative , User Maintenance , User Status and Token Joser Status And Token Maintenance Seconstration Seconstration Provider SG Corporate ID SG Corporate SG Corp	d click on button to submit	tŀ
task for authorisation. trinistrative , User Maintenance , User Status and Token User Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status And Token Maintenance Image: Status Status And Token Maintenance Image: Status Blocked Status Reson Exceed Maximum 1FA Retries Token Details Token Details Token Details Token Details Token Details Token D Image: Token Token Token Token Token Token Request Type	d click on button to submit	t٢

5. Log in using *CFO SysAdmin Authoriser* credentials and approve the activation.

5.1

User Status and Token Maintenance

5.1.2 Deactivate User

1. Search for the user to be deactivated.

dministrative • User Maintenance • User Status and Token							
Corporate ID Corporate Name SG001246 KOHSAMUI 813934							
User ID Search							
isting User ID	User Name	User Status	Token ID	Provider	Cross Border Statu		
1STUSER	USER1234	Active		SG	User not Linked		
<u>23T4T43</u>	213R23R	Active		SG	User not Linked		
AF13	AFTER FIXES 13	Active		SG	User not Linked		
AMAN1	AMAN	Inactive	2449099973	SG	User not Linked		
ARS1	SAFWAN	Active	999999555	SG	User not Linked		
AUTHOLICIOUS	AUTHOLICIOUS	Active		SG	User not Linked		
AUTHORISER	AUTHORISER	Blocked		SG	User Linked		

2. Click on the User ID hyperlink of the active user.

		oken Maintenance				
	etails	sken Maintenance				
	Provider SG			Corporate Name KOHSAMUI 813934		
	Corporate ID SG001246			User ID MAKER007		
	User Name MAKER007			I/C No. 1234567899		
	User Group 00004			User Role Inquirer		
	Office Phone No			Mobile No. 6512345678		
	User Status Active			Email Address 123456u@gmail.com		
	Status Reason New			Password Last Update		
					Reset Password Do	eactivate
	Token Details					
	Token Type					
	Token ID -					
					Bine	d Token
						Back
3.	Click on	Deactivate	button.			
_				Submit		
4.	•	activation and the section and	nd click o	n	button to subn	nit the

5.1

User Status and Token Maintenance

Successful. Task submitted.		
Details		
Provider SG	Corporate Name KOHSAMUI 813934	
Corporate ID SG001246	User ID MAKER007	
User Name MAKER007	I/C No. 1234567899	
User Group 00004	User Role Inquirer	
Office Phone No -	Mobile No. 6512345678	
User Status Active	Email Address 123456u@gmail.com	
Status Reason New	Password Last Update -	
Token Details		
Token Type		
Token ID -		
Action		
Request Type Deactivate		

5. Log in using *CFO SysAdmin Authoriser* credentials and approve the deactivation.

5.1

User Status and Token Maintenance

5.1.3 Unlock and Reset Token

1. Search for the user to be bound with a token, one with existing token bound to it.

SSMKR	SS_MAKER	Active	9999999579	SG	User not Linked
<u>SSREV</u>	SS_REVIEWER	Active	9999999227	SG	User not Linked
SS TESTING	SS	Active		SG	User not Linked
SYS1	ADI SYS	Active	2449099911	SG	User not Linked
SYS2	ADI SYS	Active	2449099935	SG	User not Linked

2. Click on the User ID hyperlink of the user.

User Name SS_MARER 1224567890 NAKER 1224567890 NAKER 1224567890 Naker 1055 Naker 1055 Office Phone No - Unice Status Active Status Active 105 Status Resson 2010 Status Resson	ails der	Corporate Name KOHSAMUI 813934			
UC No SARKER See Group WAKER Cliese Flores No - Uer Plores No - User Status Active Status Researd - Token Details Token Details Token Datails Token Datails Token Datails Token Datails Token Datails Chan ID Bygggggg579 Unlock Token Lunlock Token button.	ails				
Unck Token Ssymmetric Unck Token		eset Token			
User Name BC Lablack Tokon		eset Token			
User Name SS_MAKER 1224567890 124967890 MAKER 1224567890 MAKER Maker Office Phone No Office Phone No Softmatilititititititi User Status Active Email Address Active melina@httachiebworx.com Password Last Update 31.Mar-2018 Reset Password Deactivate Token Details Token Details Token D 999999579 Unlock Token Ison					
User Name SS_MAKER 124567890 User Group MAKER Maker Office Phone No Office Phone No Office Phone No Office Phone No Office Phone No Status Reason Status Reason Token Details Token Details Token Details Token D Status Foken Token D Status Status Token D Status Status Token D Status Status Status Status Status Reason Status Rea	Click on Unlock Token but	tton.			
User Name SS_MAKER 124567890 User Group MAKER Maker Office Phone No Office Phone No Office Phone No Office Phone No Office Phone No Status Reason Status Reason Token Details Token Details Token Details Token D Status Foken Token D Status Status Token D Status Status Token D Status Status Status Status Status Reason Status Rea					Back
User Name LIC No. SS_MAKER 1224567890 User Group Maker Office Phone No - 6511111111111 User Status Email Address Active mellina@hitachi.ebworx.com Status Resson - 9essword Last Update 					
User Name LIC No. SS_MAKER 1224567890 User Group Maker Office Phone No - 6511111111111 User Status Email Address Active mellina@hitachi.ebworx.com Status Resson - 9essword Last Update 		l	UNIOCK TOKEN	Reissue	loken
User Name LIC No 1224567890 User Group Licer Group Licer Group Maker Office Phone No 6511111111111 User Status Email Address mellina@hitachi-ebworx.com Status Resson Password Last Update 3- Reset Password Deactivate Control Cont	99999579				
User Name UC No. SS_MAKER 123457890 User Group MAKER User Role MAKER Office Phone No Office Ph	en ID				
User Name UC No. SS_MAKER 124367890 User Group MAKER Maker Office Phone No Mobile No. 651111111111 User Status Active melina@hitachiebworx.com Status Reason Password Last Update 31-Mar-2018 Token Details	en Type rdware Token				
User Name UC No. SS_MAKER 124367890 User Group MAKER Maker Office Phone No Office Phone No Office Phone No Office Phone No Office Phone No Office Phone No Solution No. 6 5111111111111 User Status Active mellin@phitachi.ebworx.com Status Reason - Reset Password Deactivate Reset Password Deactivate	en Type				
User Name UC No. SS_MAKER 124367890 User Group User Role MAKER Maker Office Phone No Mobile No. 65111111111111 User Status Active melina@hitachi.ebworx.com Active newlina@hitachi.ebworx.com Status Reason Password.Last Update 31-Mar-2018					
User Name UC No. SS_MAKER 124367890 User Role MAKER Maker Office Phone No Mobile No. 6511111111111 User Status Active melina@hitachi.ebworx.com Active neelina@hitachi.ebworx.com Status Resson Password.Last Update 31-Mar-2018	kan Datails				
User Name UC No. SS_MAKER 124367890 User Role MAKER Maker Office Phone No Mobile No. 6511111111111 User Status Active melina@hitachi.ebworx.com Active neelina@hitachi.ebworx.com Status Resson Password.Last Update 31-Mar-2018					
User Name UC No. SS_MARER 124557890 User Group User Role MAKER Maker Office Phone No Mobile No - SF111111111111 User Status Email Address Active melina@hitachi-ebworx.com			Reset Passwor	d Dea	ctivate
User Name UC No. SS_MAKER 124557890 User Group User Role MAKER Maker Office Phone No Mobile No User Status Active melina@hitachi-ebworx.com			Denot Denomina		ati sata
User Name UC No. SS_MAKER 124557890 User Group User Role MAKER Maker Office Phone No Mobile No User Status Active melina@hitachi-ebworx.com	is reason	31-Mar-2018			
User Name UC No. SS_MAKER 1243567890 User Group User Role MAKER Maker Office Phone No Mobile No. - 6511111111111 User Status Email Address					
User Name UC No. SS_MAKER 1234567890 User Group User Role MAKER Maker Office Phone No Mobile No. - 6511111111111					
User Name UC No. SS_MAKER 1234567890 User Group User Role MAKER Maker Office Phone No Mobile No.	Statua				
User Name UC No. SS_MAKER 1234567890 User Group User Role MAKER Maker	e Phone No	Mobile No. 6511111111111			
User Name UC No. SS_MAKER 1234567890 User Group User Role					
User Name UC No. SS_MAKER 1234567890	Group KER				
User Name I/C No.					
	Name MAKER	IC No. 1234567890			
	Name	I/C No.			
SG001246 SSMKR	001246	SSMKR			
Corporate ID User ID SC001246 SSMKD	orate ID 001246	User ID			
Corporate ID User ID	orate ID	User ID			
SG KÖHSAMUI 813934		KOHSAMUI 813934			
Provider Corporate Name SG KCHISAMIII.813934	ider	Corporate Name			
rovider Corporate Name	ider	Corporate Name			

5.1

User Status and Token Maintenance

- 4. Please select at least 1 (one) action(s) that you want to perform on the token bound to the user:
 - Unlock Token

This feature allows Sysadmin user to unlock hardware tokens due to entering invalid PIN code multiple times. If "Unlock Token" is selected, please indicate the Token Lock Code that you get from your locked token's display.

Token Details Token Type 1ardware Token	
Token ID 99999999579	
Action	
Request Type Unlock/Reset Token	Unlock Token Token Lock Code
	Reset Token

Reset Token

This feature is to reset hardware tokens to calibrate the devices' timing against the server time.

5. Verify the activation and click on Submit button to submit the task for authorisation.

Administrative	
User Status And Token Maintenance	
Successful. Task submitted.	
Details	
Provider SG	Corporate Name KOHSAMUI 813934
Corporate ID SG001246	User ID SSMKR
User Name SS_MAKER	I/C No. 1234567890
User Group MAKER	User Role Maker
Office Phone No -	Mobile No. 6511111111111
User Status Active	Email Address melina@hitachi-ebworx.com
Status Reason -	Password Last Update 31-Mar-2018
Token Details	
Token Type Hardware Token	
Token ID 9999999579	
Action	
Request Type Unlock/Reset Token	Unlock Token Token Lock Code 12345678
	Reset Token
	Print OK

6. Log in using *CFO SysAdmin Authoriser* credentials and approve the unlocked / reset token task.

5.1

User Status and Token Maintenance

5.1.4 Reset Password

1. Search for user that require reset password.

SSMKR	SS_MAKER	Active	9999999579	SG	User not Linked
SSREV	SS_REVIEWER	Active	9999999227	SG	User not Linked
SS TESTING	SS	Active		SG	User not Linked
SYS1	ADI SYS	Active	2449099911	SG	User not Linked
SYS2	ADI SYS	Active	2449099935	SG	User not Linked

2. Click on the User ID hyperlink of the user.

ails	Corporate Name		
rporate ID	KOHSAMUI 813934 User ID		
G001246	SSMKR		
er Name 5_MAKER	I/C No. 1234567890		
er Group AKER	User Role Maker		
ice Phone No	Mobile No. 6511111111111		
er Status tive	Email Address melina@hitachi-ebworx.com		
itus Reason	Password Last Update 31-Mar-2018		
		eset Password	Deactivate
oken Details			
oken Type ardware Token			
oken ID			
999999579		als Talsaa	Deireur Telver
	Unlo	ck Token	Reissue Token
	button.		
CHICK ON	button.		
CHICK ON	nance - Reset Password		
CLICK ON mministrative · User Maintenance · User Statu ser Status And Token Mainten Details Provider SG	DUTTON. e and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934		
CHICK ON Interstative - User Maintenance - User Statu- Iser Status And Token Mainte Details Provider SG Corporate ID SG001246	DUTTON. s and Token nance - Reset Password Corporate Name KOHSAMUI2 & B13934 UeriD SSMKR		
CHICK ON ministrative • User Maintenance • User Statu ser Status And Token Mainte Details Provaer SG Corporate ID SG001246	DUTTON. s and Token nance - Reset Password Corporate Name KOHSAMUIZ & 813934 User ID		
CHICK ON ministrative • User Maintenance • User Statu Seer Status And Token Maintee Details Provider SG Corporate ID SG001246 User Vame SS_MAKER User Group	button. s and Token nance - Reset Password Corporate Name KOHSAMUU2 & 813934 User10 SSMKR IC No.		
CHICK ON ministrative - User Maintenance - User Statu ser Status And Token Mainte Details Provider SG Corporate ID SG001246	DUTTON. s and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User ID SSMKR IC No. 1234567890 User Role Maker Moble No.		
CLICK ON International of the status See Status And Token Maintee Details Provider SG Corporate ID SS_MAKER User Name SS_MAKER User Name Office Phone No - User Status	DUTTON. e and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 Uer ID SSMKR UC NO. 1234657890 UBer Role Maker Moelle NO. 6022333333 Email Address		
CLICK ON Internative • User Maintenance • User Statu Ser Status And Token Mainten Details Provider SG Corporate ID SG001246 User Name SS_MAKER User Name User Corup MAKER	DUTTON. a and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User ID SSMKR IO No. 1234667890 User Role Maker Mobile No. 6022333333		
CLICK ON Interfactor User Maintenance User Status Ser Status And Token Maintee Details Provider SG Corporate ID SG001246 User Name SS_MAKER User Group MAKER Other Phone No - User Status Active	DUTTON. a and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User TOI User TOI BSMKR ID No. 1234567890 User Role Maker Moble No. BC2233333 Email Address melinal Qbitachi-ebworx.com Pasword Lat Upgate		
CLICK ON International of the status See Status And Token Maintee Details Provider SG Corporate ID SG001246 User Name SS_MAKER User Name Office Phone No - User Status Active Status Reason -	DUTTON. a and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User TOI User TOI BSMKR ID No. 1234567890 User Role Maker Moble No. BC2233333 Email Address melinal Qbitachi-ebworx.com Pasword Lat Upgate		
CLICK ON Inimitative User Maintenance User Status Ser Status And Token Mainte Details Provider SG Corporate ID S0001246 User Vame SS_MAKER User Vame SS_MAKER User Vame MAKER User Status Active Status Status Reson - Token Details Token Details Token Type	DUTTON. a and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User TOI User TOI BSMKR ID No. 1234567890 User Role Maker Moble No. BC2233333 Email Address melinal Qbitachi-ebworx.com Pasword Lat Upgate		
CLICK ON Interfactor of User Maintenance • User Statu Ser Status And Token Maintee Details Provider SG Coroporate ID SG001246 User Vanne SS_MAKER User Group MAKER Office Phone No - User Status Reason - Token Details Token Type Hardware Token Token ID Sola ID	DUTTON. a and Token nance - Reset Password Corporate Name KOHSAMUI2 & 813934 User TOI User TOI BSMKR ID No. 1234567890 User Role Maker Moble No. BC2233333 Email Address melinal Qbitachi-ebworx.com Pasword Lat Upgate		

5.1 User Status and Token Maintenance

ubmit the task fro a	
User Status And Token Maintena	ance - Acknowledgement
Successful. Task submitted.	
Details	
Provider SG	Corporate Name KOH SAMUI2 & 813934
Corporate ID SG001246	User ID SSMKR
User Name	I/C No.
SS_MAKER User Group	1234567890 Liser Role
MAKER	Maker
Office Phone No -	Mobile No. 602233333
User Status Active	Emall Address melina1@hitachi-ebworx.com
Status Reason	Password Last Update 31-Mar-2018
Token Details	
Token Type Hardware Token	
Token ID 9999999579	
Action	
Request Type Reset Password	

6. Log in using *CFO SysAdmin Authoriser* credentials and approve the reset password.

5.2 Transaction Log

Every administrative task performed will be registered into Transaction Log report. This log allows sysadmin to view the current status and details of the tasks (non-financial). To access Transaction Log module, please navigate through *Administrative > Transaction Log*.

Category *		Function					
Administrative	-	Please Select		-			
Status		Create Date					
Please Select	•	From		ō 🖻	Search		
sting							
Function Name	Provider	Workflow Action	Corpora	te ID Corporate Name	Reference No.	Status 🗢	Create Date
User	Singapore	Create	SG4806	35 CUSTOMER 20170	1803280022956	Pending Authorisation	28 Mar 2018
	Singapore	Create	SG4806	35 CUSTOMER 20170	1803280022955	Pending Authorisation	28 Mar 2018
User Group	Singapore	Create	SG4806	35 CUSTOMER 20170	1803280022954	Pending Authorisation	28 Mar 2018
User Group	Singapore	Create	SG4806	35 CUSTOMER 20170	1803280022952	Rejected	28 Mar 2018
User Status and Token	Singapore	Modify	SG4806	35 CUSTOMER 20170	1803220022912	Pending Authorisation	22 Mar 2018
User	Singapore	Create	SG4806	35 CUSTOMER 20170	1803210022899	Completed	21 Mar 2018
User	Singapore	Modify	SG4806	35 CUSTOMER 20170	1803210022896	Completed	21 Mar 2018
User Status and Token	Singapore	Create	SG4806	35 CUSTOMER 20170	1803160022848	Pending Authorisation	16 Mar 2018
User	Singapore	Modify	SG4806	35 CUSTOMER 20170	1803160022843	Pending Authorisation	16 Mar 2018
User Status and Token	Singapore	Modify	SG4806	35 CUSTOMER 20170	1803150022837	Pending Authorisation	15 Mar 2018

1. You may click on Print hyperlink to print the current listing, or click on Download * button to download the listing in the available

on button to download the listing in the available formats:

- ➤ .CSV
- ≻ .тхт
- 2. Click on the Function Name hyperlink of a record to see the details.

5.2 Transaction Log

If Create:

ninistrative Transaction L Ser Maintenance								
Corporate ID SG480635					orate Name TOMER 20170			
Details User ID USER_1 Mobile No. 65176279850 Email Address mail@yahoo.com Can View Sensitive Details Y				USE 1/C N 1234 Office 6512		ker		
Belongs to User Gro	up							
User Group	Description	Is Inquirer	is Maker		Is Reviewer	Is Authoriser	ls SysAdmin Maker	Is SysAdmin Authoriser
AUTHORISER	AUTHORISER	N	N		N	Y	N	N
Belongs to Subsidiar	ry/Department							
Subsidiary/Department								
FINANCE								
Jser Activities								
User Name	Activ	rity	Date and	d Time	r:	Remarks		
SYSMKR	Subn	nit	28 Mar 2	018 1	7:38:48			
								Back

If Modify:

etails			
		new	old
Provider		SG	SG
Corporate Name		CUSTOMER 20170	CUSTOMER 20170
Corp ID		SG480635	SG480635
User ID		HITACHI5	HITACHI5
User Name		HITACHI5	HITACHI5
User Role		Authoriser	Authoriser
User Group		AUTHORISER	AUTHORISER
Mobile No.		60173993208	60173993208
Office Phone No			
Email Address		syafika@bgiuatdom.rhbgroup.	com syafika@bgiuatdom.rhbgroup.com
User Status		Blocked	Blocked
Status Reason			Exceed Maximum 1FA Retries
Password Last Update		05-Feb-2018	05-Feb-2018
Request Type		Reissue Token	
Token Type		Hardware Token	Hardware Token
Token ID		2449099102	2449099867
Token		Token Reservation	Token Reservation
User Activities			
User Name	Activity	Date and Time	Remarks
SYSMKR	Submit	22 Mar 2018 18:43:27	

5.3 Audit Log

Audit log is an extension of Transaction Log where it includes all monetary tasks as well.

To access Audit Log module, please navigate through *Administrative* > *User Audit Log*

	rporate 480635			User ID			Module	0	
								Q	
	Date	То	Ē	No. of Recor	d per Page		Search Res	et	
	E		•	10		1. A.			
Ref	erence No.			File Reference	ce No.				
ting	1								
0.	Log Date/Time	File Reference No.	Refere	nce No.	Corporate ID	User ID	Function	Sub-Function	Acti
	28 Mar 2018 17:38:25	-	180328	0022956	SG480635	SYS1	801083 - User	User	Sub (Cre
	28 Mar 2018 17:22:47	1.72)	180328	0022955	SG480635	SYS1	801082 - Subsidiary/Department	Subsidiary/Department	Sub (Cre
	28 Mar 2018 17:14:23	171	180328	0022953	SG480635	HITACHI6	802032 - Beneficiary Maintenance	Beneficiary Maintenance	App (Cre
	28 Mar 2018 17:12:32	-	180328	0022954	SG480635	SYS1	801081 - User Group	User Group	Sub (Cre
	28 Mar 2018 17:12:29		180328	0022953	SG480635	HITACHI9	802032 - Beneficiary Maintenance	Beneficiary Maintenance	Veri (Cre
	28 Mar 2018 17:12:24	•	180328	0022952	SG480635	SYS2	801081 - User Group	User Group	Reje (Cre
	28 Mar 2018 17:10:18	•	180328	0022953	SG480635	HITACHI4	802032 - Beneficiary Maintenance	Beneficiary Maintenance	Sub (Cre
	28 Mar 2018 17:09:43	-	180328	0022952	SG480635	SYS1	801081 - User Group	User Group	Sub (Cre
	28 Mar 2018 17:07:44	-	SGOT1	80309024352	SG480635	HITACHI6	801006 - Payment/Collection	All Products (SG)	Арр
)	28 Mar 2018 16:55:11	3.0	180328	0022951	SG480635	HITACHI6	802032 - Beneficiary Maintenance	Beneficiary Maintenance	App (Mor

1. You may click on Print hyperlink to print the current listing, or click

on button to download the listing in the available formats:

- .CSV
- ≻ .тхт
- 2. Click on the Log Date/Time hyperlink of a record to see the details.

Summary							
.og Date/Time	File Reference No.	Reference No.	Corporate ID	User ID	Function	Sub-Function	Action
28 Mar 2018 17:38:25	-	1803280022956	SG480635	SYS1	801083 - User	User	Submit (Create
							Download 🕹

 You may click on Print hyperlink to print the current screen, or click on Download
 ■ button to download the listing in the available

format(s) depending on the module.

5.4 Notification Setup

This module allows the sysadmin to set up the type of notification method to be sent to RHB Reflex users for tasks performed in RHB REFLEX.

There are three (3) channels available to be selected:

- Reflex Inbox
- Email
- > SMS

To access Notification Setup module, please navigate through *Administrative > Notification Setup*.

	ation Setup - User	rs				
Corporat SG480	te ID		Corporate CUSTO	e Name MER 20170		
User L	Listing					
	User ID	User Role	٠	Mobile No. 🔹	Email Address	•
	HITACHI12	Authoriser		60102424068	syafika1@bgiuatdom.rhbgroup.com	
	HITACHI4	Maker		60165633237	danny@bgiustdom.rhbgroup.com	
	HITACHI6	Authoriser		60173959318	syafika@bgiuatdom.rhbgroup.com	
	HITACHI9	Reviewer		60173959318	danny@bgiuatdom.rhbgroup.com	
						Delete Add
						Delete Add
dministrati	ive Notification Setup		to create a	a setup	for a user.	
	ation Setup - Add	Users				
Corpora SG480				ate Name OMER 20170		
Us	ser ID		Se	earch		
Us	ser ID		Se	earch		Br
		er ID to be se			Search	button
Fil					on	
Fil	II in the Use ve • Notification Setup ation Setup - Add		earched ar		on	
Fil dministrativ Jotific a SG4804	II in the Use ve • Notification Setup ation Setup - Add		earched ar	nd click (on Search	
Fil dministrativ Jotific a SG4804	II in the Use ve • Notification Setup ation Setup - Add te ID eer ID		earched ar	nd click (ate Name OMER 20170	on Search	
Fil aministrativ Iotifica SG4800	II in the Use ve • Notification Setup ation Setup - Add te ID er ID Listing		earched ar ^{Corport} CUST	ate Name OMER 20170	on Search	
Fil dministrativ Jotific & SG4800 User L User L User	II in the Use ve • Notification Setup ation Setup - Add te ID er ID Listing	Users	earched ar Corpor CUST	ate Name OMER 20170	on	

5.4 Notification Setup 3. User will be directed to the below detail page upon clicking on a "User ID" hyperlink.

rporate ID 6480635		Con				
		User Role Reviewer				
bile No.		Reviewer Email Address				
bile No. 124918840			ifika@bgiuatdom.rhbgrou	p.com		
Notification Configuration						
Event	Reflex Inbox		Email	SMS		
Workflow Notification						
Maker Notification			•			
Pending Verification						
Pending Authorisation						
Rejected						
Submitted to Bank			2			
Batch Transaction Notification						
Bank Rejected			2			
Default Notification						
Notification to Last Authoriser	×.		æ.	1		
New/Old Email Change			Ø.	1		
New/Old Mobile No. Change			2			
Bank Host Notification (Bank Processed)	8		æ	1		
Bank Host Notification (Bank Rejected)	¥		2	1		

- 4. Tick/untick at the checkboxes to enable/disable a particular notification(s).
- 5. Click on
- Submit button to submit the task for authorisation. 6. Log in using *CFO SysAdmin Authoriser* credentials and approve the notification setup task.

6.Payment

6.1 Payment Initiation

Below are the transaction types that can be performed via RHB REFLEX:

- Transfer to Own RHB Account
- Transfer to Other RHB Account
- GIRO Payment
- FAST Payment
- MEPS Payment
- Overseas Telegraphic Transfer

At payment entry page, please select the initial information needed to perform a transaction:

- Transaction Group: A product package entitled in your service plan.
- Debit Account No: A current/ saving account to be used as the debiting source for the transaction.
- Transaction Type: A transaction type to be selected from the list of applicable products maintained under the product package selected prior.

To access Payment module, please navigate through *Payment > Payment* using *CFO Maker* credentials

/ment	Select Transaction Tem
ansaction Details	
Transaction Group *	
Please Select	
Debit Account No./Account Name/Currency *	
Please Select 🗸	
Transaction Type *	
Please Select Transaction Group and Debit Account No. First	
at . Downard	
int » Payment	
	Select Transaction Ter
ment	Select Transaction Ten
ment	Select Transaction Ten
ment	Select Transaction Terr
ment Insaction Details	Select Transaction Terr
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ment insaction Details Transaction Group *	Select Transaction Terr
ment insaction Details Transaction Group * All Product R2 (SG)	Select Transaction Terr
ment insaction Details Transaction Group * All Product R2 (SG) Details Details Details	Select Transaction Terr
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ment ansaction Details Transaction Group * All Product R2 (SG) Debit Account No./Account Name/Currency * Toth/CUSTOMER 20483/SGD Transaction Type * Please Select Transaction Group and Debit Account No. First	Select Transaction Terr
ment ansaction Details Transaction Group * All Product R2 (SG) Debit Account No./Account Name/Currency * 7401/CUSTOMER 20483/SGD Transaction Type *	Select Transaction Terr
ment ansaction Details Transaction Group * Al Product R2 (SG) Debit Account No./Account Name/Currency * 7401/CUSTOMER 20463/SGD Transaction Type * Please Select Transaction Group and Debit Account No. First FAST Payment	Select Transaction Terr
ment ansaction Details Transaction Group * All Product R2 (SG) Debit Account No./Account Name/Currency * TothicusToMER 20483/SGD Transaction Type * Please Select Transaction Group and Debit Account No. First Please Select Transaction Group and Debit Account No. First Please Select Transaction Group and Debit Account No. First OIRO Payment GIRO Payment	Select Transaction Terr
All Product R2 (SG) Debit Account No. Account Name/Currency * 7401/CUSTOMER 20483/SGD Transaction Type * Please Select Transaction Group and Debit Account No. First FAST Payment F	Select Transaction Terr

1. Select transaction group, debit account no., and the transaction

type by clicking on the drop down 👗 of each field.

2. Wait for the screen to render according to the transaction type selected.

				Select Transaction Ter
nsaction Details				
Transaction Group *		Transaction Cu		
All Product R2 (SG)	•		PORE DOLLARS	
Debit Account No./Account Name/Currency *		Transaction Ar	nount*	
7401/CUSTOMER 20463/SGD		100.00		
Transaction Type *		Value Date *		
Transfer to Own RHB Account	•	19-03-2018	Ē	
Customer Reference				
Payment 1512				
Payment 1512 eeciary Details Payment Purpose *		Send Payment	Advice	
seficiary Details	·	Send Payment Payment A		
eficiary Details Payment Purpose *	•			_
eeficiary Details Payment Purpose * Plesse Select	•			
eficiary Details Payment Purpose * Please Select Credit Own Account No JAccount Name/Currency *				
eficiary Details Payment Purpose * Please Select Credit Own Account No JAccount Name/Currency *				

6.1 Payment Initiation

- 3. Fill in transaction details required, the common fields to be filled in across the transaction types:
 - Transaction Currency
 - Transaction Amount
 - Value Date (Processing date)
 - Customer Reference
 - > (New) Beneficiary Details
 - o Beneficiary Bank Name and Beneficiary Name
 - $\circ \quad \text{Beneficiary Account No.}$
 - Beneficiary Account's SWIFT Code
 - Payment Advice (optional)
- 4. Payment advice can be set by clicking on Payment Advice button.

Beneficiary						
Vendor ABC						
Customer Reference						
Jan18 Payment						
Value Date						
20 Mar 2018						
Add Payment Advid	:e					
Advice Details						
Email Address						
Multiple recipient is a	wailable. Please use	; to separate each of t	the recipients email addres	8		
Transacted Amount SGD 100.00						
	understand the risks pasures as may be tal esponsible and liable	involved in internet co ken or adopted by the for all risks and liabiliti	ommunication networks (in Bank against such risks, ' ies incurred or arising from	cluding world wide web and eli fou agree not to transmit any p or relating to such transmissio	ectronic mails) and acce vrice-sensitive informatic on.	pt as adequate in through this site
Send Payment. You confirm that you whatever security me and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable	involved in internet co ken or adopted by the for all risks and liabiliti	ommunication networks (in Bank against such risks, 1 les incurred or arising from	cluding world wide web and el fou agree not to transmit any p or relating to such transmissic	ectronic mails) and acce price-sensitive informatic an.	pt as adequate in through this site
You confirm that you whatever security me and shall be solely re Invoice Details (Op	understand the risks pasures as may be tal esponsible and liable	involved in internet co ken or adopted by the for all risks and liability	mmunication networks (in Bank against such risks. es incurred or arising from	cluding world wide web and el fou agree not to transmit any p or relating to such transmissio	actronic mails) and acce vrice-sensitive informatic in.	pt as adequate in through this site
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You confirm that you whatever security me and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable	involved in internet co wen or adopted by the for all risks and liability	ommunication networks (in Bank against such risks, i es incurred or arising from	cluding world wide web and el- fou agues not to transmit any pr or relating to such transmissio	ectronic mails) and acce rice-sensitive informatic	pt as adequate in through this site
You confirm that you whatever security me and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable	Involved in Internet co ken or adopted by the for all risks and liability	mmunication networks (in Bank against such reserv es incurred or arising from	cluding world wide web and el ou agree not to transmit any pr or relating to such transmission	actronic mails) and acce	pt as adequate in through this site
You confirm that you whatever socurity m and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable	Involved in Internet co ken or adopted by the for all risks and liability	venuurication nativersia (in Bani: againet such risas: es incurred or artising from	cluding world wide web and eld	actionic mails) and acce inco-sensitive informatic n.	pt as adequate in through this site
You confirm that you whatever security of the	understand the risks pasures as may be tal esponsible and liable		vmmunication networks (in Bank against such raisa, es incurred or artising from	Sudag aord wole web and solution	actionic mails) and acce orce-sensitive informatic n.	pt as adequate in through this site
You confirm that you whatever security and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable		vmmunication networks (in mini against such risis), es incurred or artising from	cluding word week and either agree not be transmit any pro- or relating to such transmission	schonic mails) and acces	pt as adequate in through this site
You confirm that you whatever security and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable		ommunication networks (in Bank against such resks. es incurred of ansing from	cluding word wele week and else ou aguer on to transmit any ny or relating to such transmission	ectronic malis) and acce ince-sensitive informatic	
You confirm that you whatever security and shall be solely re Invoice Details (Op Invoice No.	understand the risks pasures as may be tal esponsible and liable		ommunication networks (in Bank against such risks. es incurred or ansing from	sluding word wele web and sign agree not be transmit any pro- or relating to such transmission	ectronic malis) and acce orice-sensitive informatic	pt as adequate in through this site
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Vou contin mat you with the volume of the vo	understand the risks assures as may be tal seponsible and liable : tional)			Invoice Detail	ectronic mails) and acce ince-sensitive informatic n.	Add
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Vou contin mat you with the volume of the vo	understand dhe riska server sa may ob bala seporable and lable : licenal)			Invoice Detail		Add
Vou contin mat you with the volume of the vo	understand dhe riska server sa may ob bala seporable and lable : licenal)			Invoice Detail		Add
Vou contin mat you with the volume of the vo	understand dhe riska server sa may ob bala seporable and lable : licenal)			Invoice Detail		Add
Vou contin mat you with the volume of the vo	understand dhe riska server sa may ob bala seporable and lable : licenal)			Invoice Detail		Add Amount Remove

6.1 **Payment Initiation**

- 5. Fill in the fields inside payment advice light box that will be prompted:
 - Advice Details
 - > Email Address, can be multiple, separate by ";" (semicolon)

> Invo	pice Records, by	filling in the re	cords belov	v and click	011
A	dd button:				
	o Invoice No				
	o Invoice Det	ail			
	o Invoice Dat	e			
	o Invoice Am	ount			
5. Click on	Save	at the bottom	of the payn	nent advio	ce lig
box to sa	we the payment	t advice inform	ation, scree	n will be	
redirecte	d back to the p	ayment entry p	oage.		
Payment Payment	p				
Payment Payment Payment Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No./Accou	w	Transaction Cu SGD - SINGA Transaction Am 100.00	PORE DOLLARS		
Payment Payment Payment Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No./Accou	W Int Name/Currency USTOMER 20463/SGD	SGD - SINGA Transaction Am	PORE DOLLARS	_	
Payment Payment Payment - Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No (Account Y401/C(I) Transaction Type	W Int Name/Currency USTOMER 20463/SGD	SGD - SINGA Transaction Am 100.00 Value Date	PORE DOLLARS		
Payment Payment Payment - Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No/Account T401/CL Transafer to Own RHI Customer Reference	W Int Name/Currency USTOMER 20463/SGD	SGD - SINGA Transaction Am 100.00 Value Date	PORE DOLLARS		
Payment Payment Payment - Previe Payment - Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No/Account Transaction Type Transfer to Own RHI Customer Reference Transaction 1512 Beneficiary Details Purpose of Transfer Fund Transfer Credit Own Account M	W Int Name/Currency USTOMER 20463/SGD	SGD - SINGA Transaction Am 100.00 Value Date	PORE DOLLARS		
Payment Payment Payment Payment Payment - Previe Transaction Details Transaction Group All Product R2 (SG) Debit Account No/Account Transaction Type Transfer to Own RHI Customer Reference Transaction 1512 Beneficiary Details Purpose of Transfer Fund Transfer Credit Own Account M	W Int Name/Currency USTOMER 20463/SGD B Account	SGD - SINGA Transaction Am 100.00 Value Date	PORE DOLLARS		
Payment Payment Payment Payment Provide Transaction Details Transaction Group All Product R2 (SG) Debit Account No (Account Path) Payment Path Payment Path Payment Path Payment Payme	W Int Name/Currency USTOMER 20463/SGD B Account	SGD - SINGA Transaction Am 100.00 Value Date	PORE DOLLARS		

- 8. Upon clicking Submit button, the transaction will be submitted for reviewer(s)/ authoriser(s) to verify and approve/ reject the task.
- 9. User will be redirected into the acknowledgement page that will display information of the submitted transaction, including the transaction reference no.

6.1 Payment Initiation

Successful. Task submitted.	
Subsidiary/Department Details	
Subsidiary/Department HR DEPARTMENT	
Transaction Details	
Transaction Group All Product R2 (SG)	Transaction Currency SGD - SINGAPORE DOLLARS
Debit Account No./Account Name/Currency 7401/CUSTOMER 20463/SGD	Transaction Amount 100.00
Transaction Type Transfer to Own RHB Account	Value Date 19 Mar 2018
Date and Time 19 Mar 2018 18:43:14	
Transaction Reference No. SGOA180319024784	
Customer Reference Transaction 1512	
Beneficiary Details	
Purpose of Transfer Fund Transfer	
Credit Own Account No./Account Name/Currency	
2401/CUSTOMER 16898/SGD	
Payment Advice	
Advice Detail	Amount Email Address
	Amount Email Address SGO 100.00 - Print CON.
og out by clicking 🔁 id s 11-16 are optional, if r og in using CFO Reviewe	SG0 100.00 -
og out by clicking 🔁 id s 11-16 are optional, if r og in using <i>CFO Reviewe</i> ask List > Task List.	con. review process is needed. er credentials and please navigate thr
og out by clicking ᠥ id s 11-16 are optional, if r og in using CFO Reviewe ask List > Task List . earch for the submitted	soo 100.00 - Print con. review process is needed. er credentials and please navigate thr transaction in the listing.
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og out by clicking s 11-16 are optional, if r og in using <i>CFO Reviewe</i> <i>ask List > Task List</i> . earch for the submitted Click on the hyperlink to Click on the hyperlink to click on the hyperlink to ansaction, or Reject nything wrong. onfirm the verification to	soo 10000 - Part con. review process is needed. er credentials and please navigate thr transaction in the listing. see the details of the task. after checking on the details of the to reject the transaction, if there is by clicking [OK] button.
og out by clicking s 11-16 are optional, if r og in using <i>CFO Reviewe</i> <i>ask List > Task List.</i> earch for the submitted Click on the hyperlink to Click on the hyperlink to click on repering button a ransaction, or Reject nything wrong. onfirm the verification k og out by clicking id	con. review process is needed. er credentials and please navigate thr transaction in the listing. see the details of the task. after checking on the details of the to reject the transaction, if there is by clicking [OK] button. con.
og out by clicking s 11-16 are optional, if r og in using <i>CFO Reviewe</i> <i>task List > Task List</i> . earch for the submitted Click on the hyperlink to Click on the hyperlink to click on Reject nything wrong. onfirm the verification k og out by clicking id og in using <i>CFO Authoris</i>	soo 100.00 - Print con. review process is needed. er credentials and please navigate thr transaction in the listing. see the details of the task. after checking on the details of the to reject the transaction, if there is by clicking [OK] button.
og out by clicking s 11-16 are optional, if r og in using <i>CFO Reviewe</i> <i>task List > Task List</i> . earch for the submitted Click on the hyperlink to Click on the hyperlink to cl	soo 100.00 - Para con. review process is needed. er credentials and please navigate thr transaction in the listing. see the details of the task. after checking on the details of the to reject the transaction, if there is by clicking [OK] button. con. ser credentials and please navigate th
og out by clicking s 11-16 are optional, if r og in using <i>CFO Reviewe</i> <i>task List > Task List</i> . earch for the submitted Click on the hyperlink to Click on the hyperlink to cl	con. review process is needed. er credentials and please navigate thr transaction in the listing. see the details of the task. after checking on the details of the to reject the transaction, if there is by clicking [OK] button. con.

6.1 Payment Initiation 20.Click on Approve button after checking on the details of the

transaction, or **Reject** to reject the transaction, if there is anything wrong.

- 21. Confirm the authorisation by clicking [Ok] button.
- 22. Log out by clicking icon.
- 23. After the authorisation, user is able to check the processing status of the transaction through *Task List > Transaction Status Inquiry*.

6.2 Stop Payment

Stop Payment is a module where the user is able to stop future-dated payment.

To access Stop payment module, please navigate through *Services* > *Stop Payment*

<i>RHB</i> Reflex	White the state sta
🏫 Task List Account Management Payment Services A	dministrative
Stories - Stop Payment Stop Payment - Inquiry and Listing Transaction Group * Debit Account Passe Stolet Transaction Reference No.	No. Value Date Q. From To Search
Casyright © 2018 RHB Refer. Al rights reserved.	Tems & Canditions Privacy Policy Disclaimer Security Tips RHB Customer Experience

- 1. User may select the Transaction Group by clicking on dropdown
- 2. User may select the value date.
- 3. User may input the transaction reference number.
- 4. User may choose the Debit Account No. by clicking on search icon

ccount Information						
Search By Account No. Account	Preferred Name					
		Search				
ccount No. Listing						
Account No. Listing	\$	Currency	¢	Account Alias		
	¢	Currency SGD	\$	Account Alias OMPANY 069		
Account Number	¢		\$			
Account Number	\$	SGD	\$	OMPANY 069		
Account Number	\$	SGD USD	\$	OMPANY 069 KOHSAM ACC		

- 5. Account information light box will appear.
- 6. User may search the account by Account No. or Account Preferred Name by selecting one of the radio button.

Search

button.

- 7. Input the search criteria and click on
- 8. Pagination is available in this light box.
- 9. Click on Account number hyperlink to choose the account.

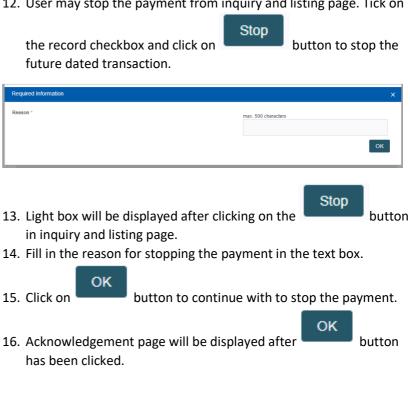
6.2 **Stop Payment**

Search

10. Click on button in inquiry and listing page to search the stop payment record based on the searching criteria.

R	HB Reflex			Welcome HANSEN KOHSAMU Last login a	MAKER	:21:01	0 🌣 Đ
	🛉 Task List Account Managen	nent Payment S	ervices Administrative	<u>9</u>			
	Services Stop Payment Stop Payment - Inquiry	and Listing					
	Transaction Group * PAYMENT_1_2 Transaction Reference No.	▼ Debi	it Account No.	Q	Value Date		Bearch
	Listing						
	Transaction Group	ansaction ference No.	Batch Ref. No. File Ref. No.	Debit Account No.	Amount	Value Date	Status
	PAYMENT_1_2 SO	3OT180404042278		SAMUI COMP 6707(SGD 11	00.00 05 Apr 2018	Bank Accepted
							Stop

- 11. Listing result will be displayed.
- 12. User may stop the payment from inquiry and listing page. Tick on



6.2 Stop Payment

RHB Reflex		Metti Roles Welcome HANSENMAR KOHSAMUI SIS Last logn at We	EER 324 Ineasday, 04 Apr 2018 at 18:21:01	0 \$	Ð
🏫 Task List Account Mana	igement Payment Services Adminis	strative			
Services Stop Payment					
Stop Payment - Inqui	ry and Listing				
Transaction Group *	Debit Account No.	Vali	ie Date		
PAYMENT_1_2	-	Q Fr	om 🖻 To	Ē	
Transaction Reference No.					
				Search	
Listing					
Transaction Group	Transaction Reference No. File Ref. No.	Debit Account No.	Amount 🗢	Value Date Status	
PAYMENT_1_2	SGOT180404042278 -	SAMUI COMP 6707(SGD	SGD 100.00	05 Apr 2018 Bank Accepted	
				Stop	•
Copyright © 2018 RHB Reflex. All rig	tts reserved Ten	ms & Conditions Privacy Pol	cy Disclaimer Secur	Ity Tips RHB Customer Expe	rience

17. User may see the full details before stopping the payment by clicking on the Transaction group hyperlink.

Services Stop Payment	
Stop Payment - Stop Page	
Details	· · · · · · · · · · · · · · · · · · ·
Transaction Group PAYMENT_1_2	Transaction Reference No. SGOT180404042278
Transaction Type Transfer to Other RHB Account	Credit Account No. 5306
Debit Account No./Account Name/Currency 6707/ABC COMPANY PTE LTD/SGD	Amount SGD 100.00
Transfer Type Future Date	Status Bank Accepted
	Value Date 05 Apr 2018
	Back Preview
18. System will route user to t details	he Stop page and display the payment
 19. User may click on Back h page. Previ 20. User may click on 	yperlink to go back to inquiry and listined with the second s
Services Stop Payment	
Stop Payment - Preview	
Details	
Transaction Group PAYMENT_1_2	Transaction Reference No. SGOT180404042278
Transaction Type Transfer to Other RHB Account	Credit Account No. 5306
Debit Account No /Account Name/Currency 6707/ABC COMPANY PTE LTD/SGD	Amount SGD 100.00
Transfer Type Future Date	Status Bank Accepted
	Value Date 05 Apr 2018
	Reason*
	Back Sto

6.2 Stop Payment

- 21. User may click on Back hyperlink to route back to stop page.
 22. User may fill in the reason for stopping this payment and click on

	s Stop Payment	cknowledgemei	nt				
	Success Task submittee						
et	ails						,
	nsaction Group YMENT_1_2				Transaction Refe SGOT1804040		
	nsaction Type Insfer to Other RH	B Account			Credit Account N	o. 306	
el	bit Account No./Accoun 6707/AB	t Name/Currency C COMPANY PTE LT	D/SGD		Amount SGD 100.00		
	nsfer Type ture Date				Status Bank Accepte	d	
	ason ST				Value Date 05 Apr 2018		
							Print OF
	on User ma User ma	ay click on ay click on	utton in <u>Print</u> h OK	yperli	nk to p	e. rint this page. route back to inquir	ry and
Li	on User ma User ma listing p	but ay click on	Print h	yperli	nk to p	rint this page.	ry and
Li	on User ma User ma listing p	but ay click on	Print h	yperli but	nk to p	rint this page.	ry and
	on User ma User ma listing p	but ay click on	<u>Print</u> ок	yperli but	nk to p	rint this page. route back to inqui	ry and
	On User ma User ma listing p st > Task List C List wrporate Name au ubit Account No.	but any click on age.	Print h OK Transaction All Value Date From	Group	nk to p ton to	rint this page. route back to inquin	Customer
	On User ma User ma listing p st > Task List < List wrporate Name All bibl Account No.	but ay click on age.	Print h OK	Group	nk to p ton to	rint this page. route back to inquin	
	On User ma User ma listing p at • Task List < List vrporate Name All bit Account No.	but ay click on age.	Print h OK Transaction All Value Date From	yperli but Group	nk to p ton to	rint this page. route back to inquit	Customer
Li Si	On User ma User ma listing p st > Task List < List vpporate Name List Au bit Account No.	but ay click on age. age.	Print h OK	Group	nk to p ton to	rint this page. route back to inquin Status Pending Authorsation Beneficiary Advanced Search HANSEN	Customer Reference - - - -
Li Si	On User ma User ma listing p d , Task List c List c List u transaction Group Stoo Payment Emance Payment	bu ay click on age. Transaction SGOT180404042278 1804040029947	Print h OK	Group Group Value O O O A A C C C C C C C C C C C	Amount SGD 100.00 SGD	rint this page. route back to inquin status Pending Authorisation Pending Authorisation Beneficiary Advanced Search HANSEN HANSEN HANSEN FEST2342424 FEST2342424	Customer Reference - - - -
De	On User ma User ma listing p st - Task List c List Variant task List c List Variant Stop Payment Stop Payment Stop Payment Stop Payment Stop Payment	bu ay click on age. age. Transaction Reference No. S00T180404042278 1804040029947 S0MP180404042274	Print h OK	Group Value Value Value Value Value Of Apr 2018 Of Apr 2018	Amount SGD 100.00 SGD	rint this page. route back to inquin status Pending Authorisation • Search Advanced Search Beneficiary - HANSEN HANSENE13 - 123455789012345 TEST2324232 TEST2324232423	Customer Reference - - - - - - - - - - - - -
U SI De	On User ma User ma listing p di Task List Task List	bu ay click on age. age. Transaction Reference No. S00T180404042278 1804040029947 S0MP180404042274	Print h OK	yperli but	Amount SGD 100.00 SGD	rint this page. route back to inquin Status Pending Authorsation Search Advanced Search Beneficiary - HANSEN H	Customer Reference - - - - - - - - - - - - -

26. Login to CFO with authoriser role.

6.2 Stop Payment 27. Search the submitted stop payment task and click on the transaction group hyperlink.

etails				
ransaction Group		Trane	action Reference No.	
AYMENT_1_2			1180404042278	
ransaction Type		Credit	t Account No.	
ransfer to Other RHB Accou	int		5306	
ebit Account No /Account Name/C 6707/ABC COM	urrency PANY PTE LTD/SGD	Amou SGD	int 100.00	
ransfer Type		Statu		
uture Date			× Accepted	
eason		Value		
EST		05 A	pr 2018	
ser Activities				
ant Postiviting				
User Name	Activity	Date and Time	Remarks	
HANSENMAKER	Submit	04 Apr 2018 19:01:48		
SS_REVIEWER	Verify	04 Apr 2018 19:13:51		
			Challenge Code: 12345	
			Challenge Response *	
			Remarks	
			Reliains	
			max. 500 characters	
			max: 500 characters Back Reject Approve <u>Next Pending Appro</u>	oval L
				oval L
sken Instructions				oval L
oken Instructions				oval L
	Press and hold the	button on the OTP Token un	Back Reject Approve Next Pending Appro	oval L
(1) (2) (3)	-		Back Reject Approve Next Pending Appro	oval L
(1) (2) (3) (4) (5) (6)	Key in the "Challenge C	Code" displayed on the deskto	Back Reject Approve Next Pending Appro	oval L

- 28. System will route user stop payment pending approval page.
- 29. System will display user activities section to show the activities on the task.
- 30. Challenge response section will be displayed in pending approval page.
- 31. User may click on 💙 to expand or collapse the token instruction section.
- 32. User may click on <u>Next Pending Approval List</u> hyperlink to check which authoriser entitle to approve the task.

Next Pending Approval List	×
User ID - User Name	
HEBAUTHO - HEBAUTHO	

- 33. User may click on button to close the light box.
- 34. User may click on Back hyperlink to route back to task list page.
- 35. User need to fill in the challenge response field to approve the task.

6.2 **Stop Payment** Approve

36. Click on button to approve the task. Remarks field will be optional. Confirmation light box will appear. Click [OK] button to proceed, click [Cancel] button to cancel. User may click on [OK] button to proceed with approval and system will route user back to the task list page with successful message.

Task List

Successful. Task approved.						
Corporate Name	Transaction Group		Status			
All	▼ All	•	Pending Authorisation -			
Debit Account No.	Value Date					
All Q	From 💼 To	•	Search	Advanced Search		

Reject

37. Click on button to reject the task. Remarks field will be mandatory. Confirmation light box will appear. Click [OK] button to proceed, Click [Cancel] button to cancel. User may click on [OK] button to proceed with approval and system will route user back to the task list page with successful message.

Tas	k	l is	:t
1010		_	



7.Task List

Task List allows users to search and perform necessary action for tasks and/or transactions that they have either saved as draft or submit for verification and/or authorisation. The rendering of task list result will be based on user roles and entitlement. User will be able to perform the following actions from Task List module:

> Deletion

This action can be performed by user with [Maker] role on task and/or transaction with status [Draft]

> Rejection

This action can be performed by user with [Reviewer] and [Authoriser] role on task and/or transaction with status [Pending Verification] and [Pending Authorisation]

Verification

This action can be performed by user with [Reviewer] role on task and/or transaction with status [Pending Verification]

Approval (Transaction signing by hard token) This action can be performed by user with [Authoriser] role on task and/or transaction with status [Pending Approval]

To access Task List module, please navigate through Task List > Task List

Task List Account Management Payment	Services				
Task List 🔸 Task List					
Task List					
Corporate Name	Transaction Group		Status		
Al	Al	•	All	•	
Debit Account No.	Value Date				
All Q	From To		Search Ad	vanced Search	
	Beneficiary Account No.		Beneficiary Name		
All Reference No					
Amount	Last Submitted Maker				
	Al	-			
Transaction Group Transaction Reference No. File	tch Ref. No. 🗢 Value 🗢 a e Ref. No. Date	Amount 🗢 Benel	ficiary Customer Reference	Status Debit Account I	No. Date Subm
All Products (SG) SGGP180117021348 -	18 Jan 2018	SGD 1	GIRO	Draft CUSTOMER 19560	17 Jar 2018
<					>

Deletion

- 1. User may select preferred Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select the Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select the Status by clicking on the Status drop down list
- 4. User may select the Debit Account No. by clicking on the Debit Account No.
- 5. User may select Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

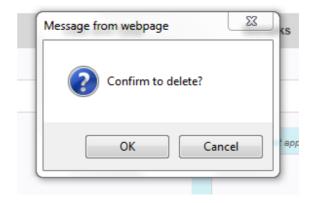
RHE	Reflex							6	Welcom SUPERI CUSTOM Last login		0 day, 18 Ja	en 2018 at 11:40	2.11		0	\$
e 1	ask List Account I	vlanageme	int Paym	ent Sei	rvices											
	st , Task List k List															
Ce	orporate Name			Tra	ansactio	n Gro	up				Status					
	AJI		•		All					•	AI			-		
De	abit Account No.			Va	lue Date											
	AJI		Q	F	From			То	Ē		Se	earch 6	www.ed.S	earch		
	Transaction Group	Transact Reference		Batch I File Re	Ref. No. af. No.	¢	Value Date	\$	Amount 🗢	Benel	ficiary	Customer Reference	Status	Debit A	ccount No	o. Date Subr
	All Products (SG)	SGGP18	117021348				18 Jan 2018		SGD 0.00	1		GIRO -	Draft	CUSTO 19560	MER	17 Ja 2018
					_											,

- 7. User may select the Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select the amount by keying in the Amount range in the Amount fields
- 9. User may select the Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select the Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select the Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking button, system will display all the task based on the searching criteria
- 13. Click on the <u>Transaction Group</u> hyperlink to view the details of task to be deleted

KHB	Reflex			Welcome SUPERID CUSTONER 19800 Last login at Thursday, 19 Jan 20	18 ac 11 42 11	0 \$
é Tas	k List Account Manager	ment Payment Services				
Task List	Task List					
Paym	ient - Detail					
Trans	action Details					^
	action Group Troduct R2 (SG)			isaction Currency D - SINGAPORE DOLLARS		
Debit	Account No./Account Name/C 6301/CUSTOME		Tota 0.0	l Amount D		
GIR	actor Type D Payment		18 -	e Date Jan 2018		
	and Time an 2018 18:31:13			oose of Transfer HR - Other		
\$60	action Reference No. P180117021348 Imer Reference					
SGG Custo Giren Bene	P180117021348 mer Reference J fictary Dotalis					^
SGG Custo Giren Bene	P180117021348 amer Reference J Rolary Dotails (Records: 1	Beneficiary Bank	1	Beneficiary Account No.	Arrount	Notification
SGG Custo Gines Bene No. c	P180117021348 amer Reference J Rolary Dotails (Records: 1	Beneficiary Bank BANKT TESTING TESTI123	i	Beneficiary Account No. 123456708012345	Amount	
Bono No. c 1,	P180117021348 amer Reference J Relary Details I Records: 1 Beneficiary	BANK TESTING			Amount	
SGG Custo Bene No. c No. c 1, User	P180117021348 mer Reference	BANK TESTING	: Date and Tame		Amount	Notification
SGG Custo Gines No. c No. 1, User User	Presonne	BANK TESTING TESTT123		123458788012345 Remarks	Amount	Notification
SGG Custo Gines No. c No. 1, User User	IP10117021348 IP10117021348 IP10117021348 IP10117021348 IR0ends 1 IP10117021348 IR0ends 1 IP101170 SELLY SELLY Activities IF1Ness	BANK TESTING TESTT123 Activity	Date and Time	123458788012345 Remarks		Notification
SGG Custo Gines No. c No. 1, User User	IP10117021348 IP10117021348 IP10117021348 IP10117021348 IR0errds: 1 IP1011702148 IR0errds: 1 IP101170 SELLY SELLY Activities IF1Nerre	BANK TESTING TESTT123 Activity	Date and Time	123455756012345 Remarks		Notification

14. User can

- a. click on [Modify] Button to modified the task
- b. click on <u>Back</u> to return to task listing page
- 15. Click on the Delete hyperlink to delete the task and user will be prompted with confirmation light box



- 16. User can click on [Cancel] button to close the confirmation light box and remain in the task detail page
- 17. Click on the [OK] button to delete record

🗌 Task List Acc		nt Services							
Task List • Task List									
Task List									
								_	_
Suc	cessful.								
Task de	eleted.								
									_
Corporate Name		Transactio	n Group			Status			
AI	•	Al			•	All	•		
Debit Account M	4o.	Value Date							
AL	Q	From		То		Search	Advanced Search		
Transaction G		Batch Ref. No.	Value	Amount	• Benet	ficiary Customer Reference	Status Debit A	count No.	Date Submi
	Reference No.	File Ref. No.	Date			Reference			3000
				io records foury					

Rejection from Task Details Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the Advance Search hyperlink to hide additional searching fields

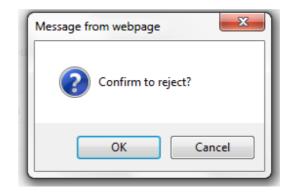
RH	B Reflex					Welcom SUPER CUSTOM Last login	ID IFR 1054	10 Inclay, 10 Ju	an 2018 at 11:40:	11		0 1	¢ Ð
*	Task List Account N	danagement Payme	ent Services										
Task	List 🔸 Task List												
Tas	sk List												
	Corporate Name		Transaction (Group				Status	8				
	Al		All			20	•	All			-		
	Debit Account No.	2	Value Date	-		-			. Ar	lvanced S	earch		
	Al	Q	From	Ē	То	Ē		54	earch 25				
													-
	Transaction Group	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	\$	Amount 🕈	Bene	ficiary	Customer Reference	Status	Debit Accor	int No.	Date Subr
	All Products (SG)	SGGP180117021348		18 Jan 2018		SGD 0.00	1		GIRO	Draft	CUSTOMER 19560		17 Ja 2018
													×.

- 7. User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking Search button, system will display all the task based on the searching criteria
- 13. Click on the <u>Transaction Group</u> hyperlink to view the details of task to be rejected

RHB Reflex		Multi Holes Last R	009e EIR CIMER 20170 gin at Thursday, 16 Jan 2015 at 12:12:42	
🗌 Task List Account Man	agement Payment Service	s Administrative		
Tesk List + Tesk List				
Payment - Detail				
Transaction Details				^
Transaction Group All Product R2 (SG)		Transaction Cur	PORE DOLLARS	
Debit Account No./Account Nar	ne/Currency DMER 14376/USD	Transaction Ame		
Transaction Type Transfer to Own RHB Ac		Indicative Equiva USD 0.72	ilert Amount	
Date and Time 11 Jan 2018 18:31:45		Value Date 15 Jan 2018		
Transaction Reference No. SGOA180111021270				
Customer Reference 123				
Beneficiary Details				^
Purpose of Transfer Fund Transfer				
Fund Transfer	count Name/Currency STOMER 20135/SGD			
Fund Transfer	count Name/Currency STOMER 20135/SGD			^
Fund Transfer Credit Own Account No /Ac i306/CU1	count Name/Cumency STOMER 20135/SGD Indicative Exchange Rate	Transaction Amount	Indicative Equivalent Amoo	
Fund Transfer Credit Own Account No /Ac ISOB/CU1	STOMER 20135/SGD	Transaction Amount SGD 100	Indicative Equivalent Amor USD 0.72	
Fund Transfer Credit Own Account No /Ac ISOBACUS FX Details FX Mode	NOMER 20135/SGD			
Fund Transfer Credit Gwn Account No /Ac RODROUS FX Details FX Mode Board Rate	NOMER 20135/SGD			unt
Fund Transfer Oresti Oen Account Na Ac ISOBICUT ISOBICUT FX Details FX Mode Deard Rate Payment Advice	NOMER 20135/SGD	SGD 1.00	USO 0.72	unt
Fund Transfer Oresti Oen Account Na Ac ISOBICUT ISOBICUT FX Details FX Mode Deard Rate Payment Advice	NOMER 20135/SGD	SGD 1.00 Amount	USO 0.72	unt
Fund Transfer Deel Own Accord Hulle Deel Own Accord Hulle Deel Own Accord Hulle FX Bode Exact Rate Payment Advice Advice Detail	NOMER 20135/SGD	SGD 1.00 Amount	USO 0.72	.nt
Fund Transfer Gent Davi Account to M Gent Dav	Indicative Exchange Role	Amount	USO 6 72 Email Address	.nt
Fued transfer Unit Cont Cont Access to July FX Decis FX Decis FX Decis Extension Fyerment Access Access Data User Actives User Access User Access User Access User Access User Access	Indicative Exchange Role Indicative Exchange Role 13895	500 1.00 Amount S00 1.00 Date and Time 11 Jan 2018 18:31:45	USO 6 72 Email Address	.nt
Fued transfer Unit Cont Cont Access to July FX Decis FX Decis FX Decis Extension Fyerment Access Access Data User Actives User Access User Access User Access User Access User Access	Indicative Exchange Role Indicative Exchange Role 13895	500 100 Amount 640 140 Date and Time 11 Jan 2019 163 145	USD 0.72 Email Address Remarks	.nt
Fued transfer Creat Can Accent To Jak Static Can FX Mode Deard Rate Payment Accent Advect Datal User Actions	Indicative Exchange Role Indicative Exchange Role 13895	900 100 Amount Balle and Time 11 Jan 2019 193145	USD 0.72 Enal Address Remarks	.nt
Fued transfer Creat Can Accent To Jak Static Can FX Mode Deard Rate Payment Accent Advect Datal User Actions	Indicative Exchange Role Indicative Exchange Role 13895	Advoort eco 1 do eco 1 do Date and Trace 11 dan 2019 1831 45 C.C. Re	USD 0.72 Enall Address Remarks alterge Code: 6009 Alterge Response *	nt

14. User can

- a. click on <u>Back</u> to return to task listing page
- b. click on [Approve] button to authorise the selected task
- c. click on <u>Next Pending Approval List</u> to view users who are eligible to action on the task.
- 15. Fill in the Remarks field which is mandatory for rejection of a task
- 16. Click on [Reject] button and user will be prompted with confirmation light box



17. User can click on [Cancel] button to close the confirmation light box and remain in the task details page

18. Click on the [OK] button to reject record

RHB Reflex			Welcon MAREE Custor Last logi	me R MER 20170 n at Thursday, 18 Jan 201	8 at 14:24:55	0 🌣 🤅
🗌 Task List Account Mana	agement Payment S	ervices Administral	tive			
Task List 🔸 Task List						
Task List						
Corporate Name		ransaction Group		Status		
All	-	AI		• All	•	
All		From	To 💼	Search	Advanced Search	
Transaction Group Tra	Insaction Insaction Batch Inference No. File File	h Ref. No. 🔶 Value Ref. No. Date	♦ Amount ♦	Beneficiary	Customer Status Reference	Debit Account I
All Products (SG) SG	OA180115021303 -	15 Jan 2018	1 SGD	CUSTOMER 15346	Reference Draft 1.	CUSTOMER 20463

Rejection from Task Listing Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

RHB Reflex			(Welcom SUPERI CUSTOME Last login) # 105/00	in 2018 at 11:40:1		0	¢ Đ
Task List Account Manag	ement Payment	Services							
Task List 🔸 Task List									
Task List									
Corporate Name		Transaction G	roup		Status				
AI	-	All			All			-	
Debit Account No.		Value Date							
AI	Q	From	То	Ē	Se	earch Ad	vanced S	earch	
Transaction Group Trans Refe	saction 🗢 B rence No. Fi	atch Ref. No. 🗢	Value 🕈 Date	Amount 🗢	Beneficiary	Customer Reference	Status	Debit Account No.	Date Subr
Al Products (SG) SGG	P180117021348 -		18 Jan 2018	SGD 0.00	1	GIRO -	Draft	CUSTOMER 19560	17 Ja 2018
4									•

- 7. User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking button, system will display all the task based on the searching criteria
- 13. Click on the check box beside the record to be rejected

RHB Reflex		Welcome MAKER CUSTOMER 20170 Last login at Thursday, 12	8 Jan 2018 at 16:32:48	0 🌣 E
Task List Account Management Payment	Services			
Task Liet 🔸 Task Liet				
Task List				
Corporate Name	Transaction Group	Stat	us	
Al 👻	Nielson	• Pe	nding Verification	•
Debit Account No.	Value Date		Advanced Sear	ch
All	From To		Search Advanced Sear	
✓ Transaction Group Transaction	latch Ref. No. 🗢 Value 🗢	Amount	Customer Status	
Iransaction Group Transaction F Reference No. F	ile Ref. No. Cate	Amount C Beneficiary	Reference Status	Debit Account No. De St
SGGP180111021276 -	15 Jan 2018	SGD 1 1,000.00	1 Pending - Verification	CUSTOMER 11 20463 20
<				>
				Reject Verify

14. Click on the [Reject] button and user will be prompted with Required Information light box

Require Information	×
Remarks *	max. 500 characters
	ок

- 15. Fill in the Remarks field which is mandatory for rejection of a task
- 16. Click on [OK] button and user will be prompted with confirmation light box



- 17. User can click on [Cancel] button to close the confirmation light box and remain in the task details page
- 18. Click on the [OK] button to reject record

Task List Acc										
	oun monagement	ajment certo								
Task List 🔸 Task List										
Task Summar	У									
Succ Task rej	Transaction	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary	Customer Reference	Debit Account No.	Date Submitted	Task Sta	us
Transaction Group	Reference No.	The real features								
Nielson	Reference No. SGGP180111021276		15 Jan 2018	9GD 1,000.00	1	1	CUSTOMER 20463	11 Jan 2018	Successi	L

Verification from Task Details Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

RHB Reflex				Welcome SUPERID CUSTOMER 19560 Last login at Thursda	y, 10 Jan 2018 at 11:40:1		0	\$ 3
Task List Account Mar	agement Payment Serv	ices						
Task List 🕠 Task List								
Task List								
Corporate Name	Trar	saction Group		5	itatus			
Al	▼ AII			-	All		-	
Debit Account No.	Valu	e Date						
All	Q Fr	m 🖻	То		Search Ad	vanced Se	arch	
	ransaction 🗢 Batch Ro eference No. File Ref.	rf. No. 🗢 Valu- No. Date	e 🗢 Amour	nt 🗢 Benefic	iary Customer Reference	Status	Debit Account No.	Date Subr
All Products (SG) 8	GGP180117021348 -	18 Ja 2018	an I	SGD 1 0.00	GIRO -	Draft	CUSTOMER 19560	17 Ja 2018
4								

- 7. User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking Search button, system will display all the task based on the searching criteria
- 13. Click on the <u>Transaction Group</u> hyperlink to view the details of task to be verified

	<i>RHB</i> Reflex	Welcome Marker Customer DThursday, 19 Jan 2019 at 15:32:48	0 4 9	
	Task List Account Management Payment Ser	vices		
	Tank List • Tank List Payment - Detail			
	Transaction Details		A	
	Transaction Group Regional Product Group 1	Transaction Currency SGD - SINGAPORE DOLLARS		
	Debit Account No./Account Name/Currency 7401/CUSTOMER 20463/SGD	Transaction Amount 100.00		
	Transaction Type Transfer to Own RHB Account	Value Date 21 Dec 2017		
	Date and Time 21 Dec 2017 18:50:32			
	Transaction Reference No. SGOA171221021007			
	Customer Reference 123			
	Beneficiary Details		A	
	Purpose of Transfer Fund Transfer			
	Gredt Own Account No./Account Name/Currency 5306/CUSTOMER 20135/SGD			
	200000310MER 20100300			
	Payment Advice		<u>^</u>	
	Advice Detail	Amount Email Address 900 100 00 -		
	User Activities		<u>^</u>	
	User Name Activity MAKER Submit	Date and Time Remarks 21 Dec 2017 18:50:32		
		Remarks	0	
		max. 500 sharacters		
		Back Reject Venity Ne	xt Pending Approval List	
14. Us				
а	. click on <u>Back</u>	to return to task list	ing page	
b	. click on [Reject	ct] button to reject	the selected task	
C			List to view users who ar	re
		ion on the task.		Ū
	-		·····	
		ton and user will be	prompted with confirmation	n
ligł	nt box			
1	(<u>.</u>	200		
	Message from webp	age 📖	(S	
	Confirm	to verify?		

16. User can click on [Cancel] button to close the confirmation light box and remain in the task details page

Cancel

17. Click on [OK] button to verify record

OK

Task List Account I	danagement Payment	Services					
Tank List 🔸 Tank List							
Task List							
Corporate Name	iful.	Transaction Group	,		Status		
Task verified	iful. •	Transaction Group At	,	•	Status Al	·	
Corporate Name				·	AL	•	

Verification from Task Listing Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

RHB Reflex		Superio Superio	600 raday, 18 Jan 2018 at 11:40:11	0	\$ Ð
Task List Account Management P.					
Tesk List 🔹 Tesk List					
Task List					
Corporate Name	Transaction Group		Status		
All	▼ All	•	All	-	
Debit Account No.	Value Date				
All Q	From	то	Search Advanced	Search	
Transaction Group Transaction Reference No.	Batch Ref. No. Value File Ref. No. Date	♦ Amount ♥ Ber	eficiary Customer Status Reference	Debit Account No.	Date Subr
All Products (SG) SGGP180117021	148 - 18 Jan 2018	n SGD 1 0.00	GIRO Draft	CUSTOMER 19560	17 Ja 2018
4					

- 7. User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking Search button, system will display all the task based on the searching criteria
- 13. Click on the check box beside the record to be verified

Task	List 🔹 Task List								
Та	sk List								
			Transaction G	10110		Status			
Corporate Name				roup		▼ Pending \	erification	•	
	Debit Account No.		Value Date						
	All	Q	From	То	Ē	Search	Advanc	ed Search	
	Transaction Group	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value \$ Date	Amount \$	Beneficiary	Customer Reference	Status	Debit Account No
		Transaction Reference No. \$		Value Date 26 Jan 2018	Amount \$	Beneficiary SELLY SELLY - 123456789012345	Customer Reference FAST	Status Pending Verification	Debit Account No CUSTOMER 20463
		Reference No.	File Ref. No.	Date 26 Jan	SGD	SELLY SELLY -	Reference	Pending	CUSTOMER

- 14. Click on the [Verify] button and user will be prompted with confirmation light box
- 15. Click on [OK] button and user will be prompted with confirmation light box

Message from webpage	
Confirm to verify?	
OK Cancel	

- 16. User can click on [Cancel] button to close the confirmation light box and remain in the task listing page
- 17. Click on the [OK] button to reject record

Task List Acc	ount Management F	Payment Servic	es:						
Task List 🔸 Task List									
Task Summar	У								
Task ve	ressful.								
		Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary	Customer Reference	Debit Account No.	Date Submitted	Task Sta
Task ve	rfied.		Value Date 26 Jan 2018	Amount SGD 100.00	Beneficiary SELLY SELLY - 123456789012345	Customer Reference FAST	Debit Account No. CUSTOMER 20463	Date Submitted	Task Sta Success!

Approval from Task Details Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

RHB Reflex				6	Welcon SUPER CUSTON Last logr	ID ER 18560	ay. 16 Jan 2018 at	11.42.11	0	\$ 9
Task List Account Iv	lanagement Payme	ent Services								
Task List + Task List										
Task List										
Corporate Name		Transactio	n Group				Status			
All	-	All				•	All		-	
Debit Account No.		Value Date								
Al	Q	From		To	Ē		Search	Advanced S	earch	
Transaction Group	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	٥	Amount ©	Benef	ciary Custo Refere	mer Status ince	Debit Account No.	Date Subr
All Products (SG)	SGGP180117021348		18 Ja 2018		9GD 0.00	1	GIRO -	Draft	CUSTOMER 19560	17 Ja 2018
				_						

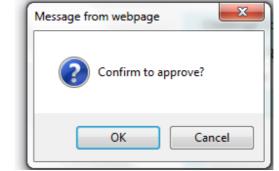
- 7. User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking button, system will display all the task based on the searching criteria
- 13. Click on the <u>Transaction Group</u> hyperlink to view the details of task to be approved

Reflex		Kethoelser	20170 fonday, 22 Jan 2016 at 12:01:21	0
Task List Account Management	Payment Services Adm	nistrative		
Task List > Task List				
Payment - Detail				
Transaction Details				
Transaction Group All Product R2 (SG)		Transaction Currency SGD - SINGAPORE	DOLLARS	
Debit Account No./Account Name/Currency 7401/CUSTOMER 204	/ #63/SGD	Transaction Amount 100.00		
Transaction Type Overseas Telegraphic Transfer		Value Date 18 Feb 2018		
Data and Time				
22 Jan 2018 14:23:45 Transaction Reference No.		Charges Borne By BEN		
SGTT180122021407 Customer Reference				
2303				
Payment Details OTT OTT				
•				
Beneficiary Details				
Beneficiary ID HANTEST909		SIMFT Code 00003333		
Beneficiary Account No. 123456789012345		Bank Name & Address 00003333		
Beneficiary Name HANSEN		00003333		
		00003333		
Beneficiary Address WIJAYA				
123456789012345 123456789012345				
Beneficiary Country US - USA				
Additional Beneficiary Details Recipient Reference				
-				
Intermediary Bank Details				
Intermediary Bank is required				
Intermediary Bank SWIFT Code				
Intermediary Bank Name & Address				
· · ·				
- - - Payment Advice				
- - - Payment Advice Advice Detail	Атон	ıt Emu	all Address	
	Атгон		all Address	
Advice Dotall	Апон			
Advice Detail . Use: Activities		SGD 100.00 syat	lka@bgluation.rhbgroup.com	
Advice Detail Uses Activities User Name	Activity Date	SGD 100.00 syat		
Advice Detail . Use: Activities	Activity Date	SGD 100.00 syat	lka@bgluation.rhbgroup.com	
Advice Detail Uses Activities User Name	Activity Date	SGD 100.00 syst and Time Rem n 2018 14.23.45	flaggiguation /hbgroup.com	
Advice Detail Uses Activities User Name	Activity Date	SGD 100.00 syst and Time Rem en 2018 14 23:45 Challenge	lka@bgluation.rhbgroup.com	
Advice Detail Uses Activities User Name	Activity Date	SGD 100.00 syst and Time Rem en 2018 14 23:45 Challenge	narks e Code: 41747 pe Rosponse *	
Advice Detail Uses Activities User Name	Activity Date	SGD 100.00 Tyst and Time Rem e 2019 14.22.45 Challeng Remarks	nariks nariks na Code: 44747 ne Response "	\$
Advice Detail Uses Activities User Name	Activity Date	and Time Rem ex.2016.14.22.45 Chattery Remarks ex. 2016.04.25	nadiopuntion nitrovus con nartis e Codo: 44747 e Response *	
Advice Detail Uses Activities User Name	Activity Date	and Time Rem ex.2016.14.22.45 Chattery Remarks ex. 2016.04.25	nariks nariks na Code: 44747 ne Response "	
Advice Detail Uses Activities User Name	Activity Date	and Time Rem ex.2016.14.22.45 Chattery Remarks ex. 2016.04.25	nadiopuntion riberus con nartis e Code: 44747 e Response *	

14. User can

- a. Click on <u>Back</u> to return to task listing page
- b. Click [Approve/Reject] button to reject the selected task
- c. Click on <u>Next Pending Approval List</u> to view users who are eligible to action on the task
- 15. Press and hold the [2] button on the OTP Token until the screen of the OTP Token displays "- - - "
- 16. Key in the "Challenge Code" displayed on the desktop screen into the OTP Token.
- 17. Then, click on the [<] button, "Challenge Code" will be generated and displayed on the screen of the OTP Token.

- 18. Enter the display "Challenge Response" into the text box on the desktop screen and click on the "Approve" button
- 19. User will be prompted with confirmation light box



- 20. User can click on [Cancel] button to close the confirmation light box and remain in the task details page
- 21. Click on [OK] button to verify record

	Task List Account Ma	nagement Paymen	i services Admi	ice al VO					
	List · Task List								
Tas	sk List								
(Successfi Task approved.	ul.							
	orporate Name		Transaction Grou	4p		Status			
	Al	•	AI		•	Al		•	
	lebit Account No. Al	Q	Value Date	То	Ē	Search	Advanced 3	Bearch	
5									
		Transaction ¢ Reference No.	Batch Ref. No. File Ref. No.	Value ¢ Date	Amount \$	Beneficiary	Customer Reference	Status	Debit Acco
	Maison	9GEP100122021410		22 Jan 2018	900 123.00	122 123 - 0506	122	Pending Authorisation	20463
	AL Products (SG)	8GFT180122021406		18 Feb 2018	MYR 100.00	HANSEN HANTEST909 - 123456709012345	2302	Panding Authorisation	CUSTOME 20453
	Al Products (SG)	8GMP180122021405		18 Feb 2018	8GD 100.00	SELLY SELLY - 1202	2301	Pending Authorisation	CUSTOME 20463
	AL Products (SG)	8GFP180122021401		18 Feb 2018	83D 100.00	HANSEN HANTEST909 - 123456789012345	2300	Panding Authorisation	CUSTOME 20463
	All Products (SG)	SGGP180122021398		18 Feb 2018	SGD 100.00	1	2299	Pending Authorisation	CUSTOME 20463
	Subsidiary/Department	1801190021980		19 Jan 2018				Pending Authorisation (Create)	
	All Products (SG)	8GFT180119021374		19 Jan 2018	MYR 100.00	HANSEN HANTEST909 - 123456709012345		Pending Authorisation	CUSTOME 15345
	User	1801190021973		19 Jan 2018				Pending Authorisation (Modify)	
	All Products (SG)	8GOT180118021365		18 Jan 2019	88D 100.00	ADI LINE1 SUPRYADHISS - 5306	Reference 19JAN2 -	Panding Authorization	CUSTOME 20463
	Products.(SG)	500A171221021007		18 Jan 2018	\$GD 100.00	CUSTOMER 20135 6306	123	Pending Authorisation	CUSTOME 20463
	Nelson	9GFP180118021356		18 Jan 2018	8GD 100.00	123 12345678 - 123456789012345	.123	Pending Authorisation	CUSTOME 20463
	ALProducts (SG)	500A180117021325		17 Jan 2018	SGD 10.00	CUSTOMER 15346 2506	OWNSTO P	Pending Authorisation	CUSTOME 20463
	Al Products (SG)	500T180117021323		17 Jan 2018	50D 11.00	SELLY SELLY - 5306	OTHER -	Panding Authorisation	CUSTOME 20372
	Al Products (SG)	9GOA180116021312		16 Jan 2018	SGD 100.00	CUSTOMER 15346 2505	OWN	Pending Authorisation	CUSTOME 20453
	Al Protects (SQ)	800T180110021264		10 Jan 2018	SGD 100.00	Supryadi Subryadi - 8806	Reference 1.	Panding Authorisation	CUSTOME 17111

Rejection from Task Listing Page

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the <u>Advance Search</u> hyperlink to hide additional searching fields

RHB Reflex				840	Welcom SUPER CUSTOM Last login	ID ER 19562	. 18 Jan 2018 at	11:40:11	0	¢ 3
A Task List Account N	lanagement Paym	ent Services								
Task List 🔹 Task List										
Task List										
Corporate Name		Transaction G	Group			s	tatus			
Al		Al				•	All		-	
Debit Account No.		Value Date								
AI	Q	From	Ē	То	Ē		Search	Advanced S	Search	
Transaction Group	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	¢	Amount 🗢	Benefici	ary Custor Refere	ner Status nce	Debit Account No.	Date Subr
All Products (SG)	SGGP180117021348		18 Jan 2018		SGD 0.00	1	GIRO -	Draft	CUSTOMER 19560	17 Ja 2018
1				_					_	•

- User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking Search button, system will display all the task based on the searching criteria
- 13. Click on the check box beside the record to be approved

•	Task List Account	Management Paym	nent	Services	Adm	ninistrative	•						
Tasl	List 🔸 Task List												
Та	isk List												
	Corporate Name			Transaction Group						Status			
	All Debit Account No. All Q		 All Products (SG) 			3)	•			All	•		
				Value Date		F 22	22-01-2018			Search Advanced Se		ed Search	
	74	Q		22-01-2010		•				Connert			
	Transaction Group	Transaction Reference No.	Bar File	tch Ref. No. e Ref. No.	۰	Value Ø Date	Amount	ф В	Benef	iciary	Customer Reference	Status	Debit Account
2	All Products (SG)	SGOA180122021413				22 Jan 2018	SI 100	3D C	0135	OMER 5305		Pending Authorisation	CUSTOMER 20463
	c	1											>
												Reject	Approve
•	c			-		2018	100	.00 2	0135		•	_	

14. Click on the [Approve] button and user will be prompted with approval confirmation light box

	Approval Confirma	tion			×
ŧ		o non-financial transactional task(s) and ancial Transactional Task(s)	1 financial transacti	ional task(s).	
te	Provider	Transaction Group	Currency	Total Transaction Amount	No. of Transaction
Ł	SG	All Products (SG)	SGD	100.00	1
c	Sign *		Challen	ge Code: 52366	
58	Token Instructions			SP DOUTOMEN	ок ~

15. User may click on button to expand the token instruction section.



- 16. Enter the display "Challenge Response" into the text box on the desktop screen and click on the "Approve" button
- 17. User will be prompted with confirmation light box

Part 7 Task List



- 18. User can click on [Cancel] button to close the confirmation light box and remain in the task details page
- 19. Click on [OK] button to approve record

Refle	÷Χ			•	uthoriser		2018 at 12:01:21	U	.
Task List Acco	ount Management P	ayment Servio	es Adı	ministrative	e				
Task List 🔸 Task List									
Task Summar	y								
Succ Task app	ressful. proved. Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary	Customer Reference	Debit Account No.	Date Submitted	Task Sta
Task app	Transaction			Amount SGD 100.00	Beneficiary CUSTOMER 20135 I5306		Debit Account No. CUSTOMER 20483	Date Submitted	Task Sta Successf

8.Transaction Status Inquiry

Transaction Status Inquiry allows users to view the status of all transactions made via RHB REFLEX based on their user entitlement. To access Transaction Status Inquiry module, please navigate through *Task List > Transaction Status Inquiry*

_	t Account Managem	ent Payme	nt Service	s Admini	strative				
Task List 🔸	Transaction Status Inquiry								
Transac	ion Status Inqui	ry							
Corporat	e Name		Transa	tion Grou	р		Status		
All		-	All			•	All		
Debit Ac	count No.		Value Date				Advanced Sea		
		Q	From		То	Ē	Search	Novanced Searc	
Reference	е Туре		Benefic	iary Acco	int No.		Beneficiary Nar	ne	
All		•							
Amount	CE NO.		Look Co	bmitted M					
From	То		All	Difficted in					
Listing Transaction		Batch 🗢	Value \$	Amount	Beneficiary	Customer	Status	Debit Account No.	Submitte
	Transaction Reference No.	Batch Rof. No. File Ref. No.	Value Date	Amount	Beneficiary	Customer Reference	Status	Debit Account No.	Submitte Date
Transaction		Ref. No. File Ref.	Value Date	Amount SGD 100.00	Beneficiary HANSEN HANTEST900 - 123456789012345		Status Bank Accepted	Debit Account No. CUSTOMER 20463 17401(SGD)	
Transaction Group	Reference No.	Ref. No. File Ref. No.	Date 18 Feb	SGD	HANSEN HANTEST909 -	Reference	Bank	CUSTOMER 20463	
All Products (SG)	Reference No. SGTT180122021407	Rot. No. File Ref. No.	Date 18 Feb 2018 18 Feb	SGD 100.00 SGD	HANSEN HANTEST909 - 123456789012345 SELLY -	Reference	Bank Accepted Pending	CUSTOMER 20463 37401(SGD) CUSTOMER 20463	
All Products (SG)	Reference No. SOTT180122021407 SGMP180122021405 SGGP180122021398	Rot. No. File Ref. No.	Date 18 Feb 2018 18 Feb 2018 18 Feb	SGD 100.00 SGD 100.00 SGD	HANSEN HANTESTB09 - 123456789012345 SELLY - 00003800071202	2303 - 2301 - 2299	Bank Accepted Pending Authorisation	CUSTOMER 20463 37401(SGD) CUSTOMER 20463 37401(SGD) CUSTOMER 20463	

- 1. User may select desired Corporate Name by clicking on the Corporate Name drop down list
- 2. User may select desired Transaction Group by clicking on the Transaction Group drop down list
- 3. User may select desired Status by clicking on the Status drop down list
- 4. User may select desired Debit Account No. by clicking on the Debit Account No.
- 5. User may select desired Date by clicking on the date picker
- 6. User can click on the Advance Search hyperlink to hide additional searching fields

Part 8 Transaction Status Inquiry

🗌 Task List	Account Managem	ent Payme	nt Service	s Admini	strative				
Task List 🔸 Tr	ansaction Status Inquiry								
Transacti	on Status Inqui	ry							
Corporate	Name		Transa	ction Grou	р		Status		
All		•	All			•	All	•	
Debit Acc	ount No.	-	Value C		-		Search	Advanced Sea	ch
		Q	From		То	Ē	Search		
Listing Transaction Group	Transaction Reference No.	Batch Ref. No. File Ref. No.	Value Date	Amount	Beneficiary	Customer Reference		Debit Account No.	Submitted Date
All Products (SG)	SGTT180122021407		18 Feb 2018	SGD 100.00	HANSEN HANTEST909 - 123456789012345	2303	Bank Accepted	CUSTOMER 20463 7401(SGD	
All Products (SG)	SGMP180122021405		18 Feb 2018	SGD 100.00	SELLY SELLY - 00003800071202	2301	Pending Authorisation	CUSTOMER 20463 7401(SGD	
All Products (SG)	SGGP180122021398		18 Feb 2018	SGD 100.00	1	2299 -	Pending Authorisation	CUSTOMER 20463 7401(SGD	
All Products (SG)	SGFT180122021406		18 Feb 2018	MYR 100.00	HANSEN HANTEST909 - 123456789012345	2302	Pending Authorisation	CUSTOMER 20463 7401(SGD	
All Products (SG)	SGFP180122021401		18 Feb 2018	SGD 100.00	HANSEN HANTEST909 - 123456789012345	2300	Pending Authorisation	CUSTOMER 20463 7401(SGD	

- User may select desired Reference Type by clicking on the Reference Type drop down list or keying in the Reference in the Reference No. field
- 8. User may select desired amount by keying in the Amount range in the Amount fields
- 9. User may select desired Beneficiary Account No. by keying the beneficiary account no in the Beneficiary Account No field
- 10. User may select desired Last Submitted Maker by clicking on the Last Submitted Maker drop down list
- 11. User may select desired Beneficiary Name by keying in the Beneficiary Name in the Beneficiary Name field
- 12. Upon clicking button, system will display all the transaction based on the searching criteria.
- 13. Click [Download] and choose CSV
- 14. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 15. Report can be retrieve from File Repository
- 16. User can
 - a. click on Print to view and print the screen page
- 17. Click on the <u>Transaction Group</u> hyperlink to view the details of transaction

Part 8 Transaction Status Inquiry

RHB Reflex			Melico HITAC Custo Last log	me HBB MER 20170 In at Tuesday, 20 Jan 2	018 at 10:30:36		0 4	> Э
A Task List Account Management Pr	syment Service	s Administra	ilive					
Tesk List • Transaction Status inquiry								
Payment - Detail								
Transaction Details								^
Transaction Group All Product R2 (\$G)			Transaction Curre SGD - SINGAF	ORE DOLLARS				
Debit Account No./Account Name/Camency 7401/CUSTOMER 20463	SGD		Transaction Amou 100.00	rt				
Transaction Type Transfer to Other RHB Account			Value Date 19 Jan 2018					
Date and Time 19 Jan 2018 18:52:21			Purpose of Transf Fund Transfer	er				
Transaction Reference No. SGOT180119021375			Debit Advice					
Customer Reference TESTING								
Beneficiary Details								^
5306 Beneficary Name SELLY CHEN Payment Advice								~
Advice Detail		Amount		Email Address				
TESTING SIT			93D 100.00	syafka@bgluatido	m.mbgroup.com			
Status								~
Transaction Status			Reason					
Bank Processed			Transaction suc	cesstul. (00000)				
User Activities								^
User Name	Activity	Dar	te and Time	Rema	its			
HITACHIS	Submit	19	Jan 2018 18:52:21					
HITACHI9	Approve	19	Jan 2018 18:54:49					
					Back	Print Saw	e as Templa	le
Copyright @ 2018 RHB Reflex. All rights reserved.		Terms	& Conditions Priva	icy Policy Disci	aimer Security	Tips RHB (Sustamer Exp	erience

18. User can

- a. Click on [Save as Template] button to save the transaction as a template
- b. Click on Print to view and print out the screen page
- c. Click on <u>Back</u> to return to Inquiry and Listing page

9.Reports

Admin Report allows users to download the following report:

- Corporate User Summary
- Corporate Consolidate
- Charges

Inquiry allows users to download the following report:

Transaction Details

9.1

Corporate User Summary

Corporate User Summary Module allows users to enquire on the users within the Corporate. The report drills in to:

- Corporate User Summary (Enquiry of total number of users under the corporate regardless the status)
- Corporate User Summary User Summary (Enquiry on the number of active and inactive users by roles.)
- Corporate User Summary User Details (Enquiry on the number of active and inactive users by roles)
- Corporate User Summary Accessible Accounts and Products (Enquiry on the accessible accounts and products for each user within the corporate)

9.1.1. Corporate User Summary

To access the Corporate User Summary module, please navigate through *Administrative > Admin Report > Corporate User Summary*

orporate User Sumn	nary				
Corporate Name SG001248		Search			
arch Result					
Provider	\$	Year (YTD)	\$ Month (YTD)	\$ Total User	4
Singapore		2018	Aug	<u>54</u>	

- 1. Upon clicking on button, system will display the search result
- 2. Click on

button and choose .CSV and PDF

- 3. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 4. User can
 - a. click Print to view and print out the screen page
 - b. click on the Provider hyperlink to access user details
 - c. click on the Total User hyperlink to access user summary

9.1.2 Corporate User Summary – User Summary

To access this page, please navigate as through below steps

1. To continue from Step 9.1.1 (point 4), user can click <u>Total User</u> hyperlink to access user summary

ovider ingapore	Year (YTD) 2018	
(YTD) ugust	Total User 54	
Jser Listing		
User Role		Total User
Authoriser		8
Inquirer		17
Maker		7
Maker, Authoriser		4
Maker, Reviewer		1
Maker, Reviewer, Authoriser		11
Reviewer		4
Reviewer, Authoriser		1

Part 9 Report

Download 🛓

- button and choose .CSV and PDF
- 3. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 4. User can

2. Click on

- a. click **<u>Print</u>** to view and print out the screen page
- b. click **Back** hyperlink to go to previous page
- c. click on the View User Details button to access user details

9.1.3. Corporate User Summary – User Details

There are 2 ways to access this page as below

- To continue from Step 9.1.1 (point 4), user can click <u>Provider</u> hyperlink to access User Details page Or
- 2. To continue from step 9.1.2 (point 4), user can click on <u>View User</u> <u>Details</u> button to access User Details page

ovider ingapore onth (YTD) ecember				Year (YT 2016 Total Us 9						
User ID 🛛 🔶	User Name 🛛 🔶	Creation ¢ Date	User ¢ Role	User ¢ Group	ls Sys ¢ Admin	ls ¢ Super ID	Cross Border Status	Can ¢ View Sensitive Details	Restricted Template Maker	Status
ADIVIEWER	SUPRYADI	01 Dec 2016	Viewer	TEST1	No	No	User Linked	Yes	Yes	Active
ADIVIEWER2	SUPRYADI	01 Dec 2016	Viewer	00001	No	No	User not Linked	Yes	Yes	Inactiv
INQUIRER	INQUIRER	23 Nov 2016	Viewer	00001	No	No	User Linked	Yes	Yes	Active
MELINA	MELINA	01 Dec 2016	Viewer	00001	No	No	User not Linked	No	No	Active
MELINAKURNIAWAN	MELINAKURNIAWAN	01 Dec 2016	Viewer	00001	No	No	User Linked	No	No	Inactiv
SYSADMIN1	SYSADMIN1	23 Nov 2016	Maker	SYS1	No	No	User not Linked	Yes	Yes	Active
SYSADMIN2	SYSADMIN2	23 Nov 2016	Authoriser	SYS2	No	No	User Linked	Yes	Yes	Active
SYSADMIN3	SYSADMIN3	29 Nov 2016	Maker	SYS1	No	No	User not Linked	No	No	Active
TESRETEST	TESRETEST	28 Dec 2016	Viewer	00001	No	No	User Linked	No	No	Inactive

3. Click on

button and choose .CSV

- 4. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 5. User can
 - a. click User ID to view the accessible accounts and products page
 - b. click Print to view and print out the screen page
 - c. click **Back** hyperlink to go to previous page

Part 9 Report

9.1.4. Corporate User Summary – User Details

To access this page, please navigate as through below steps

 To continue from Step 9.1.1 (point 4), user can click <u>User ID</u> hyperlink to accessible accounts and products page

SG001246 Jser ID AF13 Jser Group AUTHORISER Vobile No. S0173993208				User Name AFTER FI User Role Authorise Email Addre	UI2 & 813934 XES 13 r	.com		
Account No.	Account Short Name	Currency 🗢	CIF No. 🗢	Corporate \$	Account \$	Provider 🗢	Account 🗢 Status	Prefered Name
5120	MT940 HWA WAH AAA	MYR	00000009164189	KOHSAMUI2 & 813934	Current Account	SG	Active	•
: 5120	TSUNG HWA WAH PRA SCHOOL MCA	MYR	00000008654535	KOHSAMUI2 & 813934	Savings Account	SG	*	-
0121	R BROOKS	SGD	183783	KOHSAMUI2 & 813934	Current Account	SG	Active	-
1096	MT940 HWA WAH PRA	MYR	00000013141248	KOHSAMUI2 & 813934	Time Deposit Account	SG	Active	-
17098	ARIO AND L	SGD	183783	KOHSAMUI2 & 813934	Current Account	SG	Active	•
1472	MT940 HWA WAH PRA	-	00000013141248	KOHSAMUI2 & 813934	Multi Currency Account	SG	Active	-
7159	MT940 HWA WAH AAA	MYR	00000013141248	KOHSAMUI2 & 813934	Term Loan	SG	Active A/C	-
1234567 ABC PAYMENT_1_2 PAYMENT_2_1 User Status and To december_1	ken							
	dian/Donartm	ont						
Assigned Subsi		sinc		Subsidiary/	Department Des	ription		
Assigned Subsi Subsidiary/Depar				Finance Dep	partment			
				Human Res	ource Department			
Subsidiary/Depar Finance Human Resource								
Finance Human Resource Marketing				Marketing D	epartment			
Subsidiary/Depar Finance Human Resource Marketing SS				88	epartment			
Subsidiary/Depar Finance Human Resource Marketing					epartment		Download	• Print

4. User can

2. 3.

- a. click Print to view and print out the screen page
- b. click <u>Back</u> hyperlink to go to previous page

Part 9 Reports

9.2 Corporate Consolidated

Corporate Consolidated module allows users to enquiry on the consolidated information of corporates. To access the Corporate Details module, please navigate through *Administrative > Admin Reports > Corporate Consolidated*

	RI	HB Reflex			Welcome HITACHI PROJ CUS ¹ Last login at	0 FOMER 32094 Friday, 05 Jan 2018 at 14:55:29		0 \$	€	
	*	Task List Account M	anagement Payment S	ervices Administrative	t.					
	Ad	dministrative + Admin Repor	ts							
	C	Corporate Consoli	dated							
		Corporate								
		SG480493	Search							
		earch Result								
		Corporate ID SG480493	Corporate Name PROJ CUSTOMER 32094			CIF No. 129502	SINGAPORE			
		00400400	PR00 0001000ER 02054			126302	Downk	oad 🛓 Prin	t	
1.	Upon	clicking	on		tton,	system	will di	spla	y th	e searc
	result									
		Dov	vnload ;	Ŧ						
2.	Click o	n		bu'	tton a	nd choos	se PDF	-		
3.			ul, a mess lly. Pleas	•	•	•				nas bee
			,						-	

- 4. User can
 - a. click Print to view and print out the screen page

Part 9 Reports

9.3 Charges

Charges module allows users to enquiry on list of charges and the status details of the charges. To access the Charges module, please navigate through *Administrative* > *Admin Report* > *Charges*.

Provider		Charg	narge Type								
Please Sel	Please Select		Select	•							
Charge [ate To *	Statu	5								
	•	Please	Select	-							Search
Listing											
Transaction Group	Transaction Type	Transaction Reference No.	Batch Reference No.	Debit/Credit Account No.	Charge Type	Charges (Applicant)	Charges (Beneficiary/Billing	Charges Borne By	Status	Reason	Created B
	Transfer to Other RHB Account	SGTO170801000123		CA/SGD	/ Service Charge	SGD 1.50	SGD 0.00	Applicant	Processed (Processed)		MAKER00
Domestic (SG	Transfer to Other	SGTO170801000100			V Service Charge		SGD 0.01	Applicant	Processed		MAKEROO

- 1. User may select desired provider by clicking on the provider drop down list.
- 2. User may select desired charge type by clicking on the charge type drop down list
- 3. User may select desired date by clicking on the date picker
- 4. User may select desired status by clicking on the status drop down list
- 5. Upon clicking button, system will display all the charge(s) based on the searching criteria

6. Click

- and choose between PDF and.CSV.
- 7. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 8. Report can be retrieved from File Repository.
- 9. User can
 - a. click Print to view and print out the screen page

Part 9 Reports

9.4 Transaction Details

This report performs general enquiries on the transactions.

To access Transaction Details module, please navigate through *Payment* > *Inquiry* > *Transaction Details*.

Transaction Grou	р			Transaction	Date '					
Please Select			•	01-03-2018		31-03-2018	Ē			
Status				Customer R	leferen	ice				
Please Select			-							
Transaction Refer	rence No) .								
								Search	n	
									_	
arah Daguit										
arch Result ransaction Date	¢	Value Date	\$	Corporate ID	\$	Corporate Name	\$	Batch Ref. No. File Ref. No.	\$	Transaction Reference No
	\$	Value Date 01 Mar 2018	\$	Corporate ID SG480635	\$	Corporate Name	\$		\$	Transaction Reference No SGOA180301023487
ransaction Date	\$		\$		\$		\$		\$	

- 1. User may select desired Transaction Group by clicking on the Transaction Group drop down list.
- 2. User may select desired Status by clicking on the Status drop down list
- 3. User may key in the desired Transaction Reference No. in the Transaction Reference No field
- 4. User may select desired date by clicking on the date picker
- 5. User may key in the desired Customer Reference in the Customer Reference field
- 6. Upon clicking button, system will display all the transaction details based on the searching criteria

Download 🛨

and choose between PDF and.CSV.

- 8. Once successful, a message will prompt Download request has been sent successfully. Please check in File Repository Portlet.
- 9. Report can be retrieved from File Repository.

10.User can

7. Click

a. click Print to view and print out the screen page

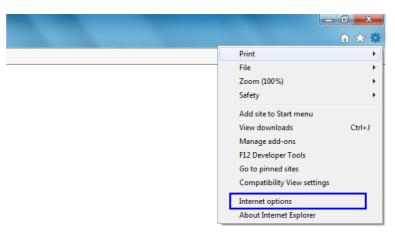
Part 10 10.Appendices

10.1 Disable pop-up Blocker (IE)

In File Repository, pop-up blocker has to be disabled so you can download multiple files at the same time.

Disable pop-up blocker on Internet Explorer (version 10)

1. Open Internet Explorer and click on the tools button (Gear Icon) and click on Internet Options.



2. Click on the Privacy tab, untick Turn On Pop-up Blocker, click APPLY and OK.

General	Security	Privacy	Content	Conne	tions Pr	ograms	Advance
Setting	s —						
Select a	a setting fo	r the Inte	rnet zone.				
- [Medi	um					
-	priv - Blo]. be u - Re	acy policy ocks third- used to co estricts firs be used t	party cool party cool ntact you st-party co o contact	ies that without okies tha you with	save infor your expli at save inf	mation th cit conser formation mplicit con	nat can nt that
Locatio		ebsites to					r Sites
	Blocker -	AU 2					
	n on Pop-u	o Blocker]			Set	tings
InPriva	te						
V Disa	ble toolbar	s and ext	ensions wł	nen InPri	vate Brow	sing star	ts
					Ċ.		

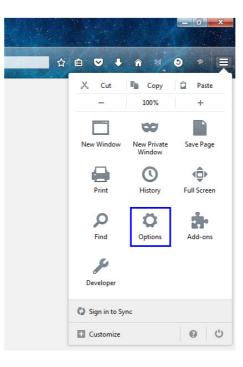
Part 10 Appendices

10.2 Disable pop-up Blocker (Mozilla)

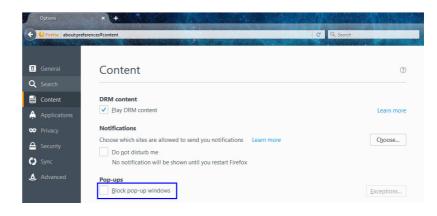
Disable pop-up blocker on Mozilla Firefox

1. Open Mozilla Firefox and click on

and click 'Options'.



2. Click on "Content", and untick "Block pop-up windows".

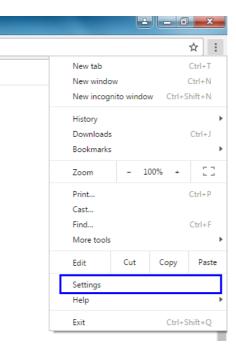


Part 10 Appendices

10.3 Disable pop-up Blocker (Google Chrome)

Disable pop-up blocker Google Chrome

1. Open Google Chrome and click on . Click on "Settings".



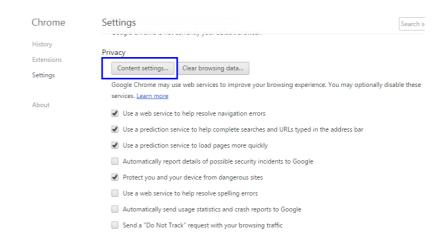
2. Scroll down until user see "Show advanced settings...", and click on it.

\rightarrow C ()	chrome://settings
Chrome	Settings
listory	 Open a specific page or set of pages. Set pages
xtensions	Appearance
ettings	Get themes Reset to default theme
About	Show Home button
	Always show the bookmarks bar
	Search
	Set which search engine is used when searching from the omnibox.
	Google Manage search engines
	People
	Person 1 (current)
	✓ Let anyone add a person to Chrome
	Add person Edit Remove Import bookmarks and settings
	Default browser
	Make Google Chrome the default browser
	Google Chrome is not currently your default browser.
	+ Show advanced settings

Part 10 Appendices

10.3 Disable pop-up Blocker (Google Chrome)

3. Under Privacy label, click on "Content settings...".



 Scroll the light box until user find Pop-ups. Click radio button of "Allow all sites to show pop-ups" and click "Finished".

Content Settings	
- i.	
 Detect and run important plug-in content (recommended) 	
O Let me choose when to run plug-in content	
Manage exceptions	
Manage individual plug-ins	
Pop-ups	
Allow all sites to show pop-ups	
Do not allow any site to show pop-ups (recommended)	
Manage exceptions	
Location	
Allow all sites to track your physical location	
 Ask when a site tries to track your physical location (recommended) 	
Do not allow any site to track your physical location	
Manage exceptions	
Notifications	
	Finish