



Maybank

Maybank2E-Regional Cash

User Guide

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1) How to Get Started

- **First Time Log In**
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- **Log Out**
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- **Change Language**

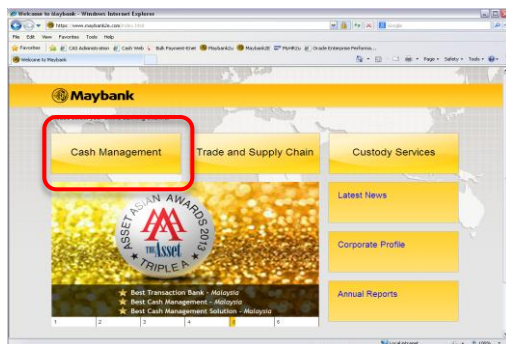
User Guide

How to Get Started – First Time Log In

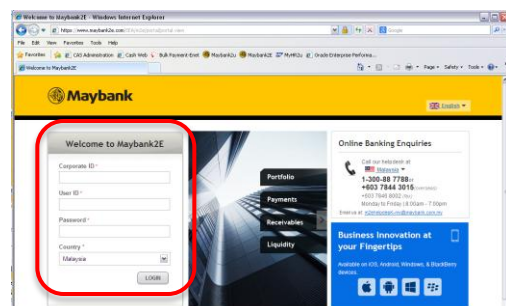
Steps for First Time Log In

- 1** To login, go to <https://www.maybank2e.com/index.html>, and click **"Cash Management"**.

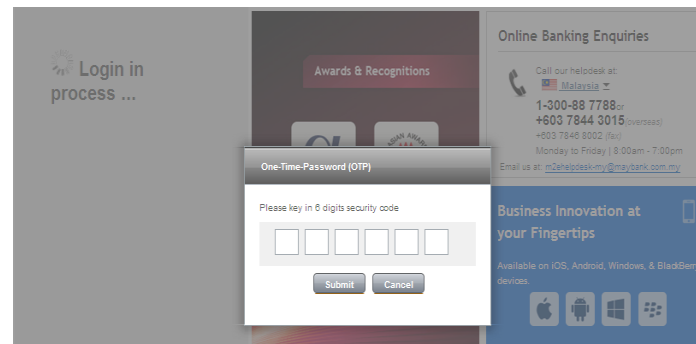
* Please ensure you have your Maybank letter, pin mailer and token.



- 2** Fill in your login credentials as required below;
1. Corporate ID, User ID and Country: Details can be obtained from Maybank letter
 2. Temporary Password: Detail can be obtained from the pin mailer and click 'Login'.



- 3** Upon successful login, you are required to key in the One-Time Password (OTP). The OTP is a 6 digit security code.



- 4** You can obtain your OTP password by pressing the OTP button on the bottom right of your Maybank2E-Regional Cash token.

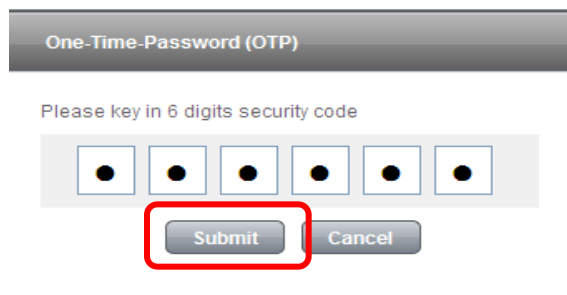


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How to Get Started – First Time Log In Cont'd

Steps for First Time Log in Cont'd

- 5 Key in the OTP and click 'Submit'.



One-Time-Password (OTP)

Please key in 6 digits security code

Input fields for 6 digits security code.

Submit Cancel

- 6 You will be required to replace your Old Password with a New Password. Re-enter your New Password in the Confirm Password field. Click 'Update'.

***Note: The password should consist of alphanumeric characters only.**



Business Innovation at your Fingertips

For any online banking enquiries

Change Password

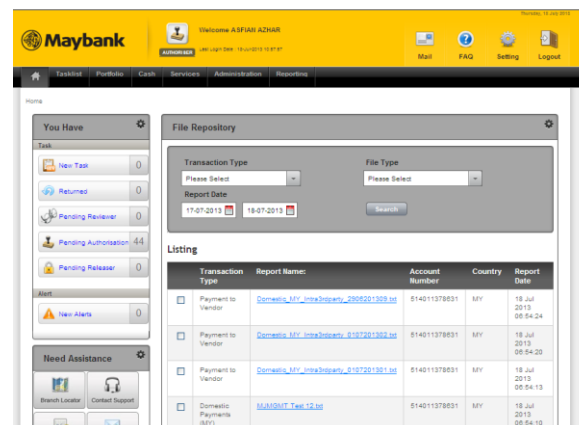
Old Password *

New Password *

Confirm Password *

Update **Cancel**

- 7 Once you have successfully changed your password, you will be directed to the main Maybank2E-Regional Cash page to proceed with your banking matters.



Maybank

Tasklist Portfolio Cash Services Administration Reporting

Home

You Have

- New Task 0
- Returned 0
- Pending Reviewer 0
- Pending Authorization 44
- Pending Release 0
- New Alerts 0

Need Assistance

- Branch Locator
- Contact Support

File Repository

Transaction Type: Please Select

File Type: Please Select

Report Date: 17-07-2013 to 19-07-2013

Search

Listing

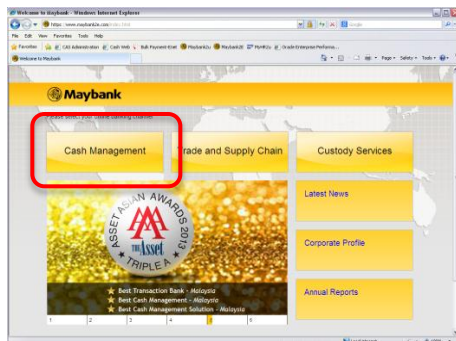
Transaction Type	Report Name	Account Number	Country	Report Date
<input type="checkbox"/> Payment to Vendor	Domestic_MV_inquiry_20052013001.xls	514011379831	MY	18 Jul 2013 08:54:24
<input type="checkbox"/> Payment to Vendor	Domestic_MV_inquiry_2107201302.xls	514011379831	MY	18 Jul 2013 08:54:20
<input type="checkbox"/> Payment to Vendor	Domestic_MV_inquiry_2107201301.xls	514011379831	MY	18 Jul 2013 08:54:13
<input type="checkbox"/> Domestic Payments (MY)	Subsidiary_Twist2.xls	514011379831	MY	18 Jul 2013 08:54:10

User Guide

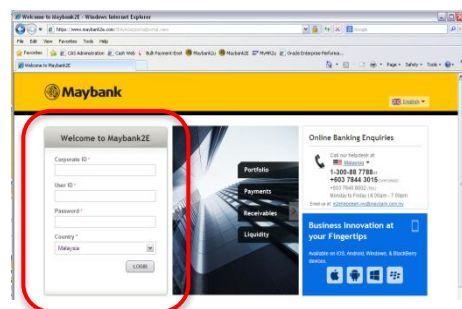
How to Get Started - Log In

Steps to Log In

- 1** To login, go to <https://www.maybank2e.com/index.html>, and click “Cash Management”.



- 2** Fill in your login credentials as required below :Corporate ID, User ID, Password and country), and click ‘Login’.



- 3** You can obtain your OTP by pressing the OTP button on the bottom right of your Maybank2E-Regional Cash token.



- 4** Key in the OTP and click ‘Submit’.



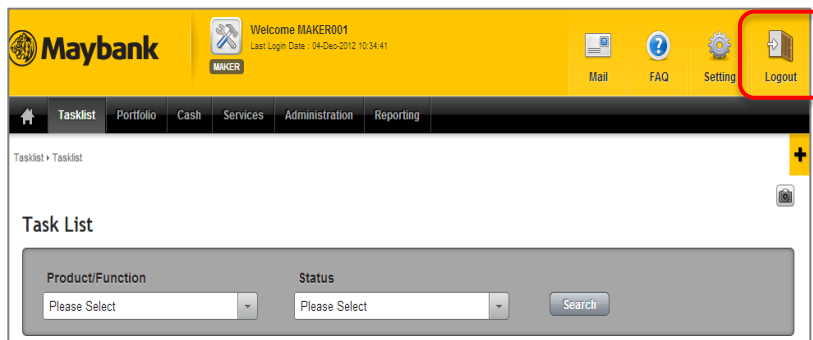
- 5** You will be directed to the main Maybank2E-Regional Cash page to proceed with your banking matters.

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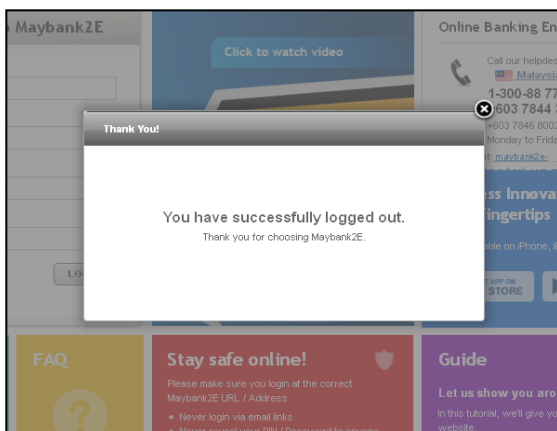
How to Get Started - Log Out

Steps to Log Out

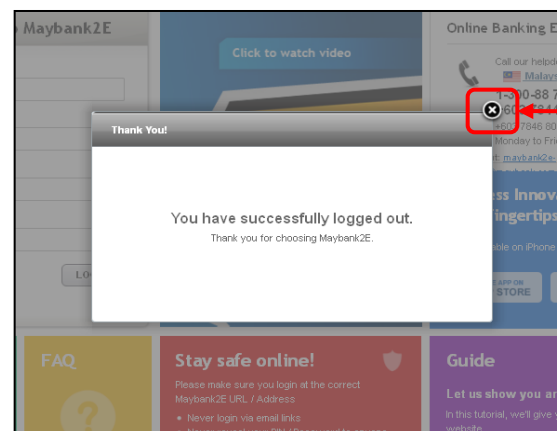
- 1 Click **"Logout"** to log out from the system.



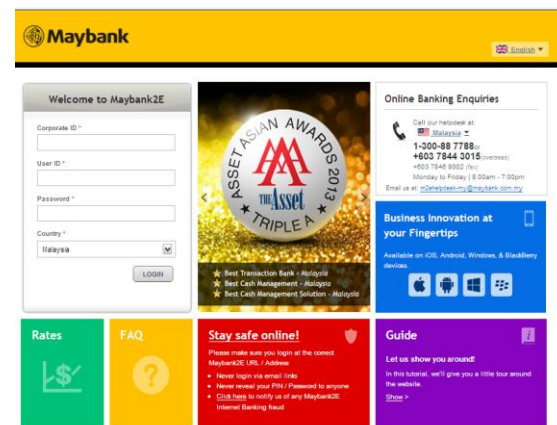
- 2 Upon successful logout, you will be prompted the following message.



- 3 Click (x) to close the Thank You message.



- 4 You will be directed back to the main Maybank2E-Regional Cash login page.

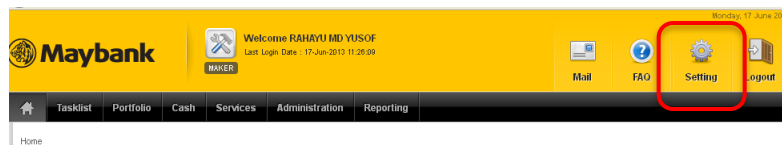


User Guide

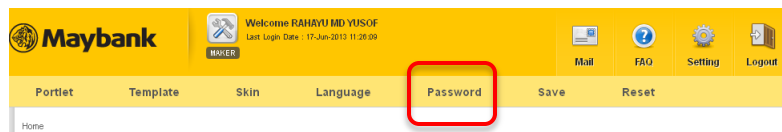
How to Get Started - Change Password

Steps to Change Password

- 1 Upon successful login, click on the **'Setting'** button on the top right of the home page.

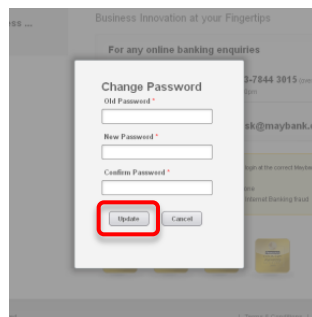


- 2 Next, click **'Password'** to change to a new password.



- 3 Fill in the details required (Old Password, New Password and re-enter New Password in the Confirm Password field). Then, click **'Update'** to submit your new password.

***Note: The password should consist of alphanumeric, characters and symbols**



Tips to safeguard your password

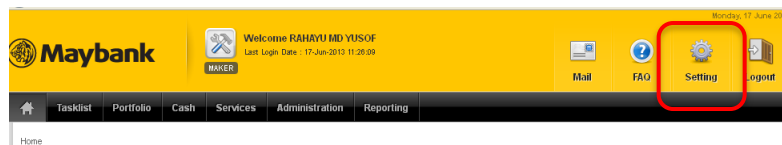
- Please make sure you login at the correct Maybank2E-Regional Cash URL / Address at
< <https://www.maybank2e.com/index.html> <
- Never login via email links
- Never reveal your PIN / Password to anyone
- Suspect a fraud? Email us at
> mzehelpdesk-my@maybank.com.my <

User Guide

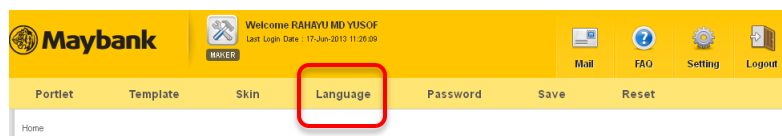
How to Get Started - Change Language

Steps to Change Language

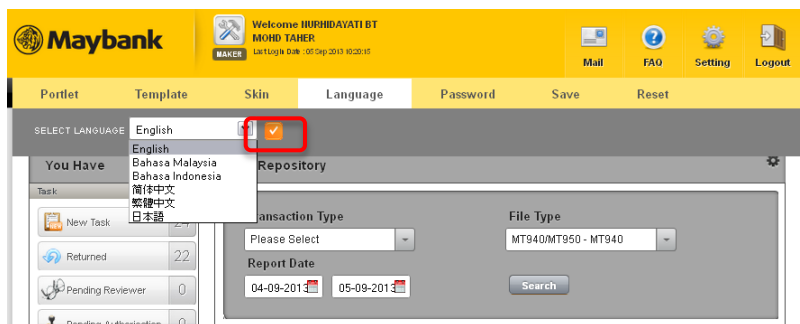
- 1 Click on the 'Setting' button on the top right of the home page.



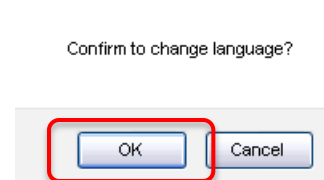
- 2 Next, click 'Language' to change to a new language.



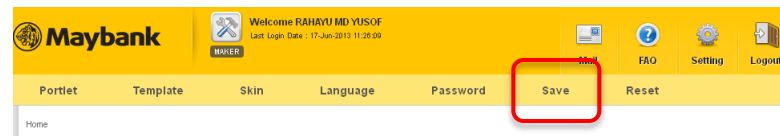
- 3 Select your preferred language and tick (☑).



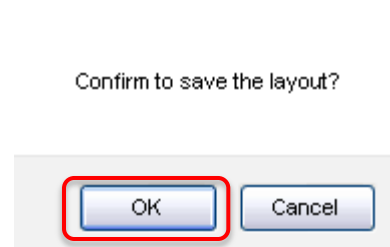
- 4 You will be prompted the following message. Click "Ok".



- 5 In order to ensure the new language is being registered, go to "Setting" and click "Save".



- 6 Click "Ok".

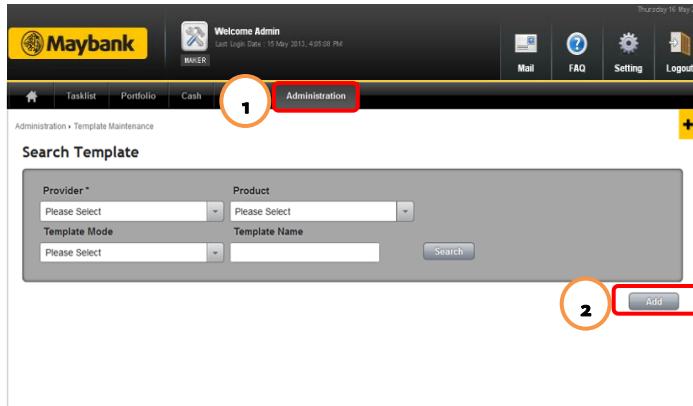


2) Administration

- **Template Maintenance**
- **Beneficiary Maintenance**
- **User Notification**

Steps to create New Template

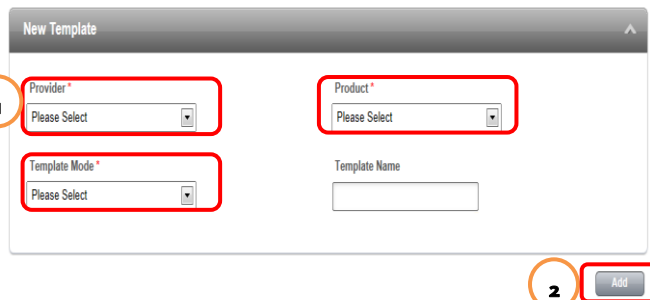
- 1 To create a template, click 'Administration'.



The screenshot shows the Maybank user interface. At the top, there's a navigation bar with 'Maybank' logo, 'Welcome Admin', and a date 'Thursday 16 May 2013'. Below this is a menu bar with 'Tasklist', 'Portfolio', 'Cash', 'Administration' (highlighted with a red box and a circled '1'), and 'Logout'. The 'Administration' menu is expanded, showing 'Template Maintenance' with a circled '2' and an 'Add' button.

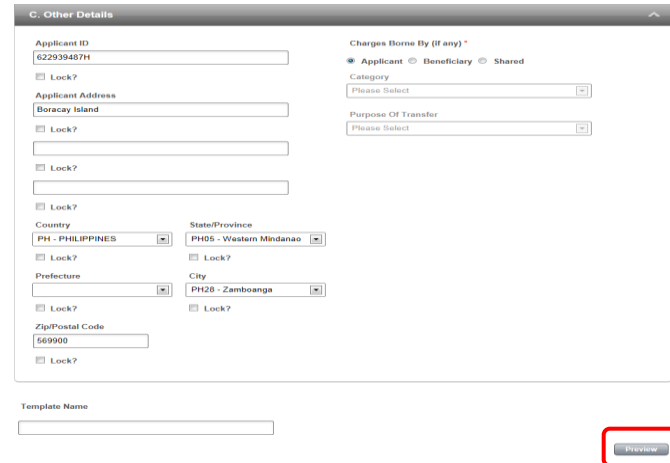
- 2 Next, select mandatory fields (Provider, Product and Template Mode) and click 'Add'.

New Template - Add




The screenshot shows the 'New Template - Add' form. It has a 'Provider*' dropdown menu (circled with a red box and a circled '1'), a 'Product*' dropdown menu (circled with a red box), and a 'Template Mode*' dropdown menu (circled with a red box). There is also a 'Template Name' text field. At the bottom right, there is an 'Add' button (circled with a red box and a circled '2').

- 3 Fill in the mandatory fields (Section A, B and C) and click 'Preview'.



The screenshot shows the 'C. Other Details' form. It contains several fields: 'Applicant ID' (622939487H), 'Applicant Address' (Boracay Island), 'Country' (PH - PHILIPPINES), 'State/Province' (PH05 - Western Mindanao), 'Prefecture' (PH120 - Zamboanga), and 'Zip/Postal Code' (569900). There are also checkboxes for 'Lock?' and a 'Charges Borne By (if any)' section with radio buttons for 'Applicant', 'Beneficiary', and 'Shared'. At the bottom right, there is a 'Preview' button (circled with a red box and an arrow pointing to it).

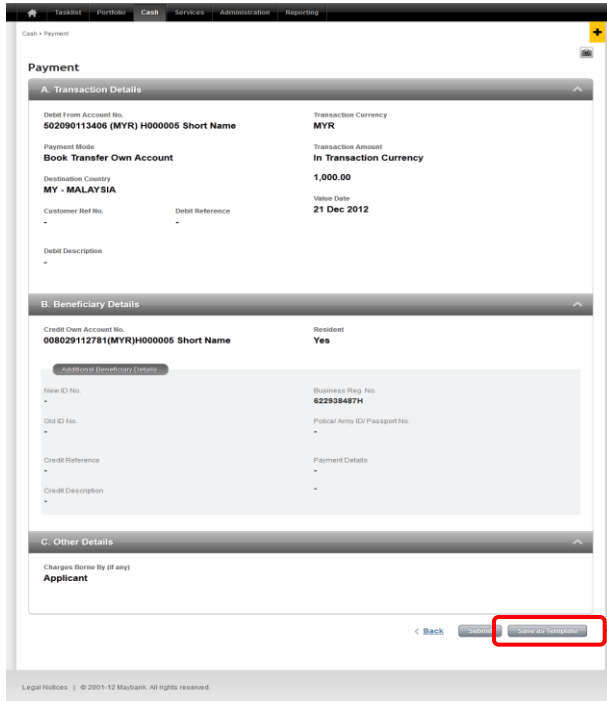
- 4 If the details are entered correctly, click 'Submit' for approval.



The screenshot shows the 'C. Other Details' form with the same data as the previous screenshot. At the bottom right, there are three buttons: 'Back', 'Save', and 'Submit' (circled with a red box and an arrow pointing to it).

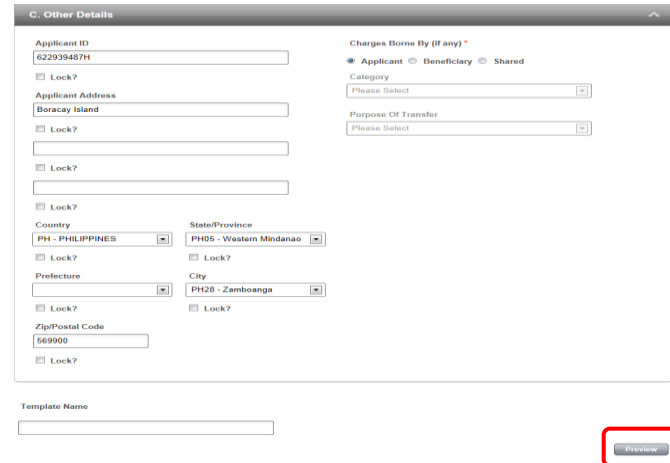
Steps to create Template from Payment Confirmation Page

- 1 To create a template from payment confirmation page, click '**Save as template**' before submitting the adhoc payment request.



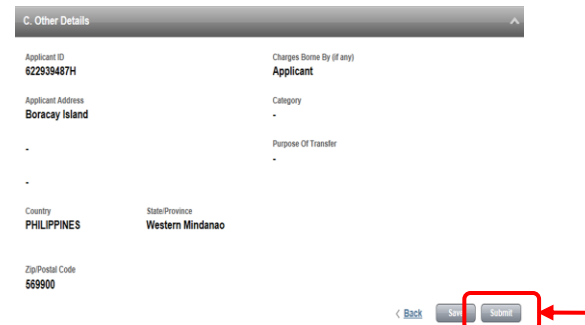
The screenshot shows the 'Payment' page with three main sections: A. Transaction Details, B. Beneficiary Details, and C. Other Details. Section A includes fields for Debit From Account No., Transaction Currency, Payment Mode, Transaction Amount, Destination Country, Value Date, Customer Ref No., and Debit Reference. Section B includes fields for Credit Own Account No., Resident, New ID No., Business Reg. No., Old ID No., Police/Army ID/Passport No., Credit Reference, and Payment Details. Section C includes a 'Charges Borne By (if any)' dropdown set to 'Applicant'. At the bottom right, the 'Save as Template' button is highlighted with a red box and an arrow.

- 2 Then, fill in the mandatory fields (Section A, B and C) and the click '**Preview**'.



The screenshot shows the 'C. Other Details' section with various fields: Applicant ID (622939487H), Applicant Address (Boracay Island), Country (PH - PHILIPPINES), State/Province (PH05 - Western Mindanao), Prefecture, City (PH28 - Zamboanga), Zip/Postal Code (569900), and Charges Borne By (if any) (Applicant). The 'Preview' button is highlighted with a red box and an arrow.

- 3 If the details are entered correctly, click '**Submit**' for approval.



The screenshot shows the 'C. Other Details' section with the same fields as the previous screenshot. The 'Submit' button is highlighted with a red box and an arrow.

User Guide

Administration - Template Maintenance Cont'd



Steps to create Template from Transaction Status Inquiry

- 1 To create a template of Transaction Status Inquiry page, click on the **Ref No** hyperlink to save that transaction as a template.

Tasklist • Cash • Administration

Transaction Status Inquiry

Product*
Own Account Transfers (SG)

Status
Please Select

Account Number
Value Date
From To

Search Advanced Search

Listing

Product	Ref No	Provider	Value Date	Source	Amount	Account Name	Debiting Account	Beneficiary Name	Status
Own Account Transfers (SG)	SGA120005002476	SG	05 Jun 2012	-	2,000.00	Maximum Format Sdn Bhd	5212345684		Pending Authorisation
Own Account Transfers (SG)	SGA120005002475	SG	05 Jun 2012	-	2,000.00	Maximum Format Sdn Bhd	5212345684		Pending Authorisation
Own Account Transfers (SG)	SGA120001502263	SG	07 Jun 2012	-	1,000.00	Maximum Format Sdn Bhd	5212345684		Pending
Own Account Transfers (SG)	SGA120530052089	SG	31 May 2012	-	500.00	Sunrise Resource Berhad	6532124556		Processing
Own Account Transfers (SG)	SGA120530052092	SG	31 May 2012	-	1,200.00	Sunrise Resource Berhad	6532124556		Pending Authorisation
Own Account Transfers (SG)	SGA120530051998	SG	31 May 2012	-	1,000.00	Maximum Format Sdn Bhd	5212345684		Pending Authorisation
Own Account Transfers (SG)	SGA120530051993	SG	31 May 2012	-	2,000.00	Maximum Format Sdn Bhd	5212345684		Pending Authorisation
Own Account Transfers (SG)	SGA120525001632	SG	28 May 2012	-	221.00	Maximum Format Sdn Bhd	1129054321		Pending
Own Account Transfers (SG)	SGA120523001553	SG	24 May 2012	-	33,366.00	Maximum Format Sdn Bhd	1129054321		Success

Previous 8/8

CSV Download Print

- 2 To save the transaction as a template, click **'Save as Template'**.

A. Transaction Details

Debit From Account No.
09991234562 (PHP) P000111 P000111 SEPT FIRM

Transaction Currency
PHP

Payment Mode
Book Transfer Own Account

Transaction Amount
In Transaction Currency
2,323.00

Destination Country
PH - PHILIPPINES

Value Date (dd-mm-yyyy)
26 Mar 2013

Date and Time
26 Mar 2013 17:02:01

Reference No.
PHIA130325497553

Customer Ref No.
Debit Reference

Debit Description

B. Beneficiary Details

Credit Own Account No.
09991111112 (PHP) P000111 Short Name

Resident
Yes

Additional Beneficiary Details

New ID No.
Business Reg. No.
622939487H

Old ID No.
Police/ Army ID/ Passport No.

Credit Reference
Payment Details

Status

Transaction Status	Reason
Successful	

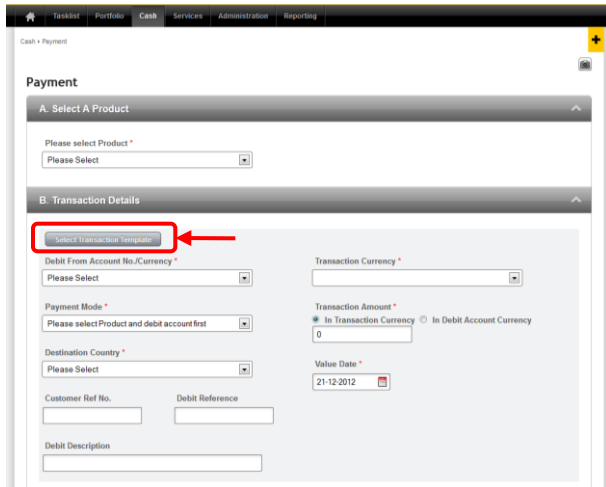
User Activities

User	Activities	Date and Time	Remarks
SUPER005 CORP000111	Submit	26 Mar 2013 17:02:01	

Back Print Save as Template

Steps to create Payment Template from a Saved Template

1 At the transaction entry page, click 'Select Transaction Template'.



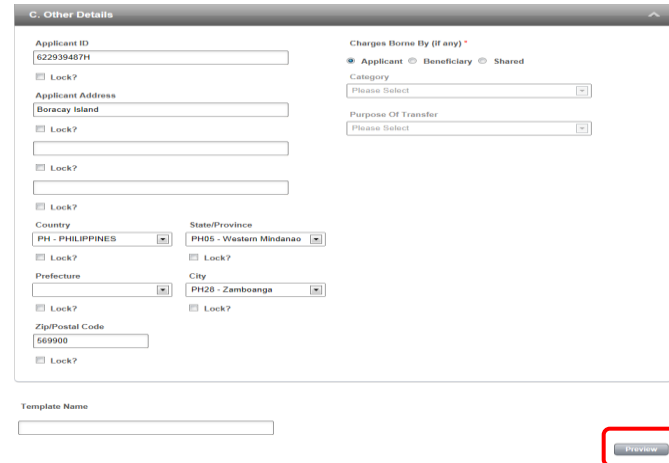
The screenshot shows the 'Payment' section of the system. Under 'B. Transaction Details', there is a button labeled 'Select Transaction Template' which is highlighted with a red box and a red arrow pointing to it. Other fields include 'Debit From Account No./Currency', 'Transaction Currency', 'Payment Mode', 'Transaction Amount', 'Destination Country', 'Value Date', 'Customer Ref No.', 'Debit Reference', and 'Debit Description'.

2 Then, select the Transaction Template and click 'Confirm'.



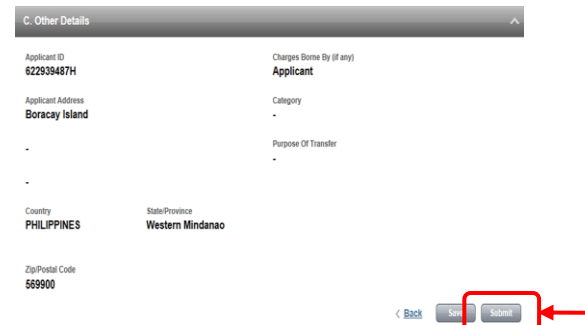
The screenshot shows a 'Transaction Template' dialog box. It has a dropdown menu labeled 'Transaction Template' with 'Please Select' as the current selection, highlighted with a red box and a red arrow. At the bottom right, there is a 'Confirm' button, also highlighted with a red box and a red arrow.

3 Fill in all the mandatory fields (Section A, B and C) and click 'Preview'.



The screenshot shows the 'C. Other Details' form. It contains various fields for applicant information, including 'Applicant ID', 'Applicant Address', 'Country', 'State/Province', 'Prefecture', 'City', and 'Zip/Postal Code'. There are also fields for 'Charges Borne By (if any)' with radio buttons for 'Applicant', 'Beneficiary', and 'Shared'. The 'Preview' button at the bottom right is highlighted with a red box and a red arrow.

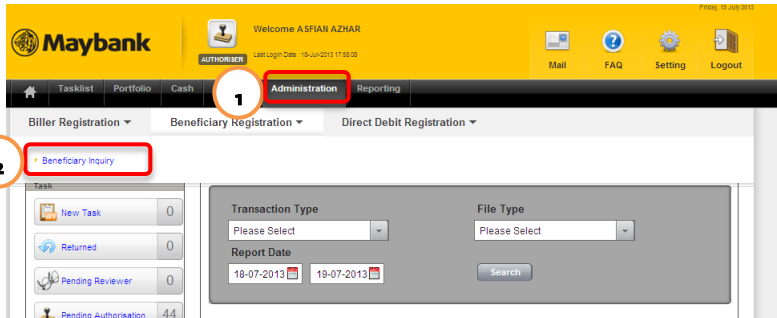
4 If the details are entered correctly, click 'Submit' for approval.



The screenshot shows the 'C. Other Details' form with data entered. The 'Applicant ID' is 622939487H, 'Applicant Address' is Boracay Island, 'Country' is PHILIPPINES, 'State/Province' is Western Mindanao, and 'Zip/Postal Code' is 569900. The 'Submit' button at the bottom right is highlighted with a red box and a red arrow.

Steps to add Beneficiary

- 1 To add beneficiary, click '**Administration**' and select '**Beneficiary Inquiry**' under Beneficiary Registration tab.



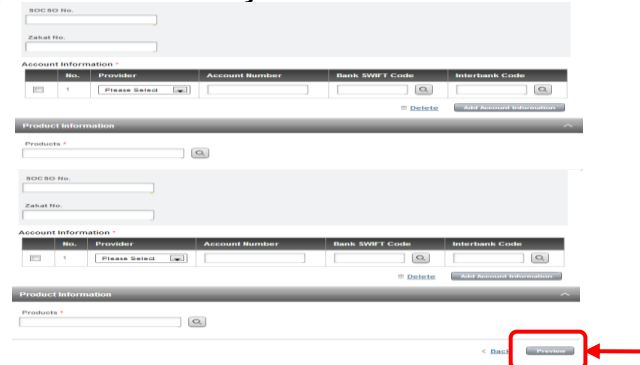
The screenshot shows the Maybank Admin Portal. The top navigation bar includes 'Tasklist', 'Portfolio', 'Cash', 'Administration' (highlighted with a red box and a '1'), 'Reporting', 'Mail', 'FAQ', 'Setting', and 'Logout'. Below this, the 'Beneficiary Registration' tab is selected, and 'Beneficiary Inquiry' is highlighted with a red box and a '2'. The main content area shows a 'Transaction Type' dropdown set to 'Please Select', a 'File Type' dropdown set to 'Please Select', and a 'Report Date' range from '19-07-2013' to '19-07-2013'. A 'Search' button is visible.

- 2 Then, click '**Add**' to add a new beneficiary.



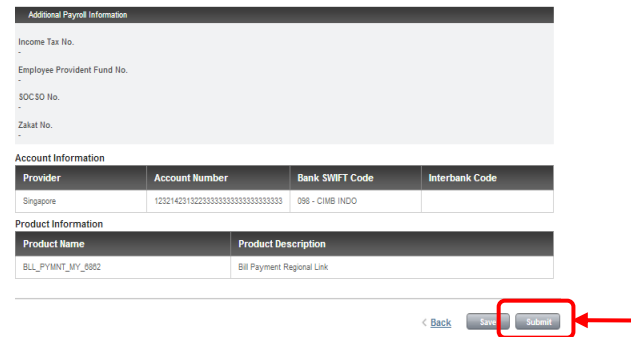
The screenshot shows the 'Beneficiary Maintenance' form. It has two input fields: 'Beneficiary/ Staff/ Remitter Code' and 'Beneficiary/ Staff/ Remitter Name', followed by a 'Search' button. At the bottom right, there is an 'Add' button highlighted with a red box and an arrow.

- 3 Fill in the mandatory fields and click '**Preview**'.



The screenshot shows the 'Beneficiary Form' with various input fields including 'BIC/BIC No.', 'Zakat No.', 'Account Information' (with sub-tables for Provider, Account Number, Bank SWIFT Code, and Interbank Code), and 'Product Information'. At the bottom right, there is a 'Preview' button highlighted with a red box and an arrow.

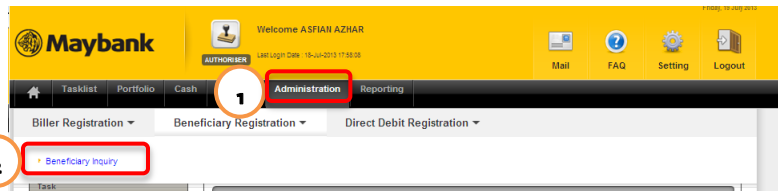
- 4 If the details are entered correctly, click '**Submit**' for approval.



The screenshot shows the 'Beneficiary Form' with various input fields including 'Additional Payroll Information', 'Income Tax No.', 'Employee Provident Fund No.', 'SOC SO No.', 'Zakat No.', 'Account Information' (with sub-tables for Provider, Account Number, Bank SWIFT Code, and Interbank Code), and 'Product Information'. At the bottom right, there is a 'Submit' button highlighted with a red box and an arrow.

Steps to modify Beneficiary details

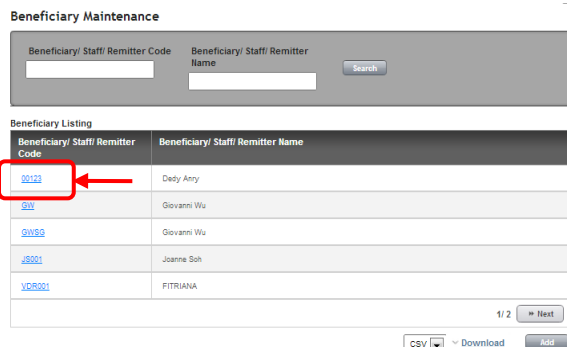
- 1 To modify Beneficiary details, click '**Administration**' and select '**Beneficiary Inquiry**' under Beneficiary Registration tab.



- 2 Then, enter a Beneficiary /Staff/ Remitter Code or click '**Search**' for beneficiaries listing.
Beneficiary Maintenance

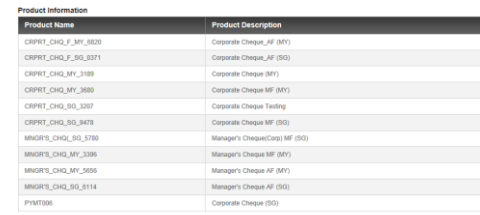


- 3 Click on a **Beneficiary/Staff/Remitter Code** hyperlink to modify the details of a beneficiary.



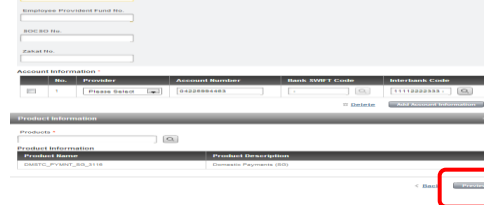
Beneficiary/ Staff/ Remitter Code	Beneficiary/ Staff/ Remitter Name
00123	Dedy Any
001	Giovanni Wu
00100	Giovanni Wu
00001	Joanne Boh
000001	FITRIANA

- 4 Next, click '**Modify**'.

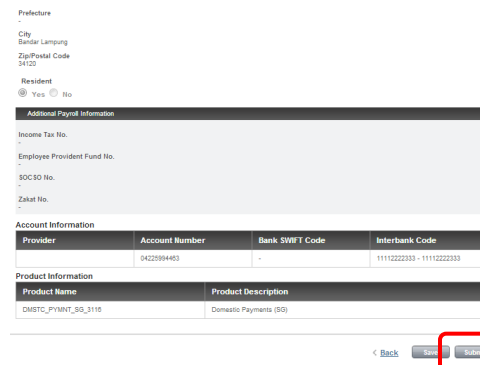


Product Name	Product Description
CRPWT_CHO_F_MF_0020	Corporate Cheque MF (MF)
CRPWT_CHO_F_MF_0071	Corporate Cheque MF (MF)
CRPWT_CHO_MF_0100	Corporate Cheque MF (MF)
CRPWT_CHO_MF_0080	Corporate Cheque MF (MF)
CRPWT_CHO_MF_0087	Corporate Cheque MF (MF)
CRPWT_CHO_MF_0078	Corporate Cheque MF (MF)
MSGRS_CHO_MF_0080	Manager's Cheque MF (MF)
MSGRS_CHO_MF_0090	Manager's Cheque MF (MF)
MSGRS_CHO_MF_0095	Manager's Cheque MF (MF)
MSGRS_CHO_MF_0114	Manager's Cheque MF (MF)
PNMT000	Corporate Cheque (MF)

- 5 Once all the details have been modified, click '**Preview**'.



- 6 If the details are entered correctly, click '**Submit**' for approval.

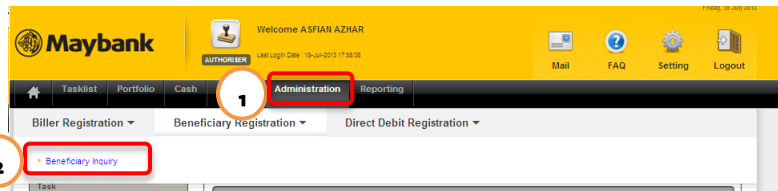


Provider	Account Number	Bank SWIFT Code	Interbank Code
0425094463	-	11112222333 - 11112222333	-

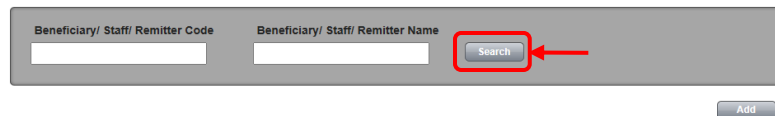
Product Name	Product Description
DMSTC_PPNMT_MF_0110	Domestic Payments (MF)

Steps to delete Beneficiary

- 1 To delete beneficiary, click '**Administration**' and select '**Beneficiary Inquiry**' under Beneficiary Registration tab.

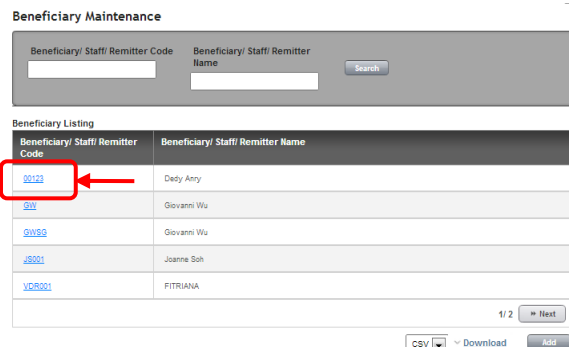


- 2 Then, enter a Beneficiary /Staff/ Remitter Code or click '**Search**' for beneficiaries listing.



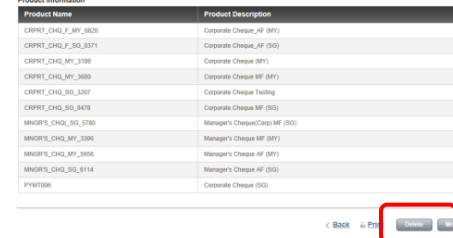
The screenshot shows the 'Beneficiary Maintenance' search form. The 'Search' button is highlighted with a red box and a red arrow pointing to it.

- 3 Click on a Beneficiary /Staff/ Remitter Code hyperlink that is intended for deletion.



The screenshot shows the 'Beneficiary Maintenance' search results. The first result, '00123', is highlighted with a red box and a red arrow pointing to it.

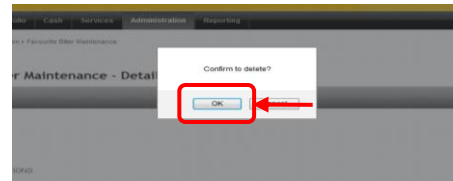
- 4 Click '**Delete**' in the details page.



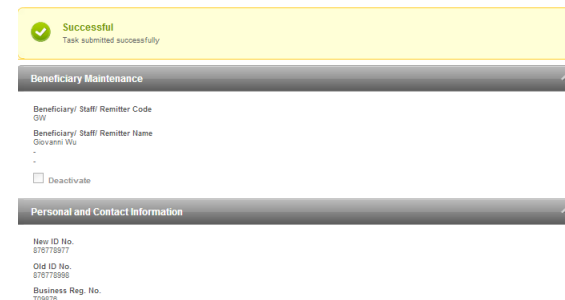
The screenshot shows the 'Beneficiary Maintenance' details page. The 'Delete' button is highlighted with a red box and a red arrow pointing to it.

Product Name	Product Description
CRPRT_CHQ_F_301_2620	Corporate Cheque (AF) (S0)
CRPRT_CHQ_F_301_3371	Corporate Cheque (AF) (S0)
CRPRT_CHQ_F_301_3189	Corporate Cheque (S0)
CRPRT_CHQ_F_301_3688	Corporate Cheque (S0)
CRPRT_CHQ_S0_3087	Corporate Cheque (S0)
CRPRT_CHQ_S0_3478	Corporate Cheque (S0)
MANGRS_CHQ_S0_5789	Manager's Cheque (S0)
MANGRS_CHQ_MY_3336	Manager's Cheque (MY) (S0)
MANGRS_CHQ_MY_3656	Manager's Cheque (MY) (S0)
MANGRS_CHQ_S0_3114	Manager's Cheque (S0)
PYMT008	Corporate Cheque (S0)

- 5 You will be prompted the following message. Click '**Ok**' to confirm the deletion.



- 6 Once the record has been successfully deleted, it will route you to acknowledgement page as shown below.



The screenshot shows the 'Beneficiary Maintenance' acknowledgement page. It displays a 'Successful' message and the details of the deleted beneficiary.

Successful
Task submitted successfully

Beneficiary Maintenance

Beneficiary/ Staff/ Remitter Code
00123

Beneficiary/ Staff/ Remitter Name
Giovanni Wu

☐ Deactivate

Personal and Contact Information

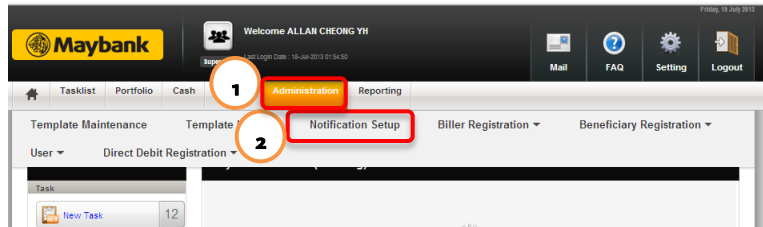
New ID No.
576778977

Old ID No.
576778986

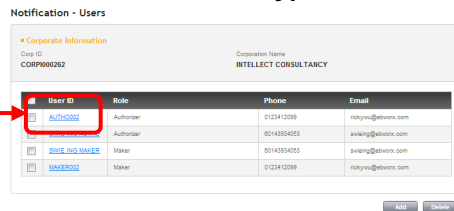
Business Reg. No.
T09876

Steps to configure Notification-Users

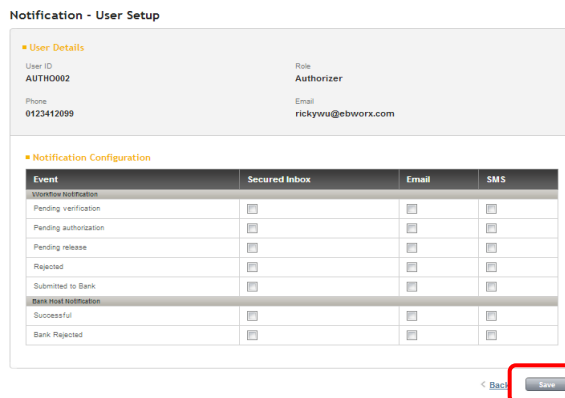
- 1** To configure your Notification-Users, click 'Administration' and select 'Notification Setup'.



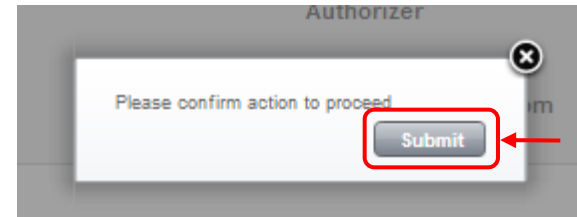
- 2** A list of users will be displayed. Click the User ID hyperlinks to edit their notification type.



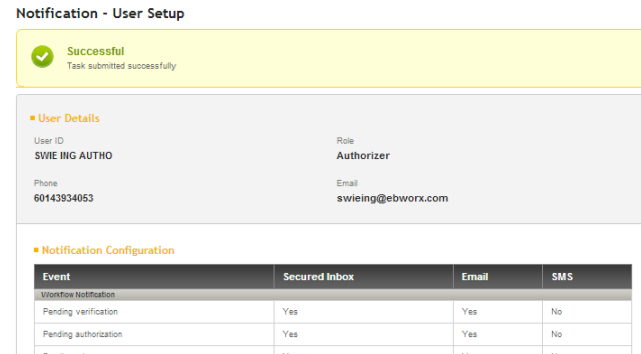
- 3** Next, tick on the notification type that the user intends to be notified. Then click 'Save'.



- 4** You will be prompted the following message. Click 'Submit' for confirmation.

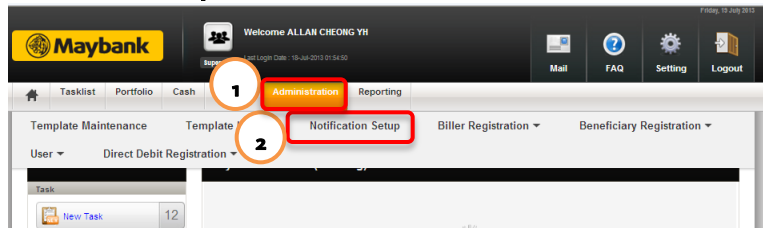


- 5** Once the record has been successfully submitted, it will route you to the acknowledgement page as shown below.

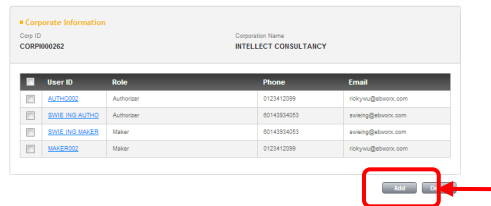


Steps to add Notification-Users

- 1 To add Notification -Users, click '**Administration**' and select '**Notification Setup**'.



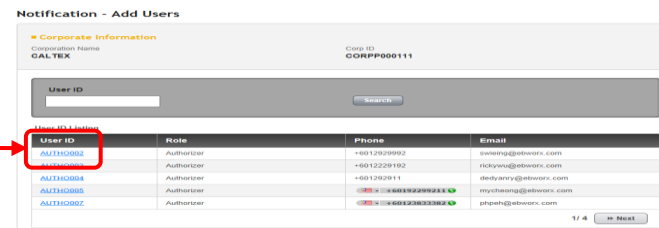
- 2 Then, click '**Add**'.



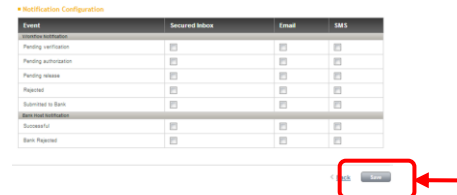
- 3 Enter the User ID and click '**Search**' to search for the user.



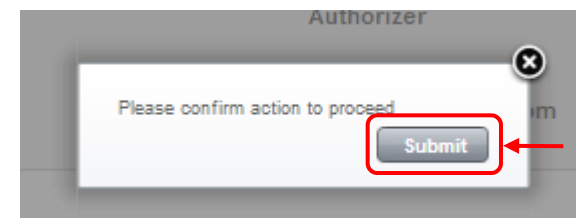
- 4 You will be prompted the following message. Click '**Submit**' for confirmation.



- 5 Tick the notification type that the user intend to receive. Then click '**Save**'.

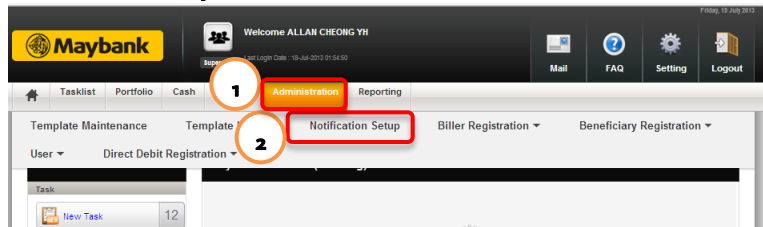


- 6 You will be prompted the following message. Click '**Submit**' for confirmation.



Steps to delete Notification-Users

- 1 To delete Notification-Users, click 'Administration' and select 'Notification Setup'.



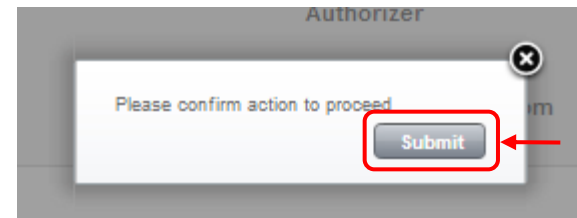
- 2 Select the user that is intended for deletion by ticking the checkbox (☑), then click 'Delete'.

Notification - Users

Corporate Information				
Corp ID CORP000262		Corporation Name INTELLECT CONSULTANCY		
<input type="checkbox"/>	User ID	Role	Phone	Email
<input checked="" type="checkbox"/>	AUTH0002	Authorizer	0123412099	nkkyuu@ebworx.com
<input checked="" type="checkbox"/>	SWIE ING AUTHO	Authorizer	80143934053	swieing@ebworx.com
<input checked="" type="checkbox"/>	SWIE ING MAKER	Maker	80143934053	swieing@ebworx.com
<input checked="" type="checkbox"/>	MAKER0002	Maker	0123412099	nkkyuu@ebworx.com

2

- 3 You will be prompted the following message. Click 'Submit' for confirmation.



- 4 Once the record has been successfully submitted, it will route you to the acknowledgement page as shown below.

Notification - User Setup

☒ **Successful**
Task submitted successfully

User Details

User ID SWIE ING AUTHO	Role Authorizer
Phone 60143934053	Email swieing@ebworx.com

Notification Configuration

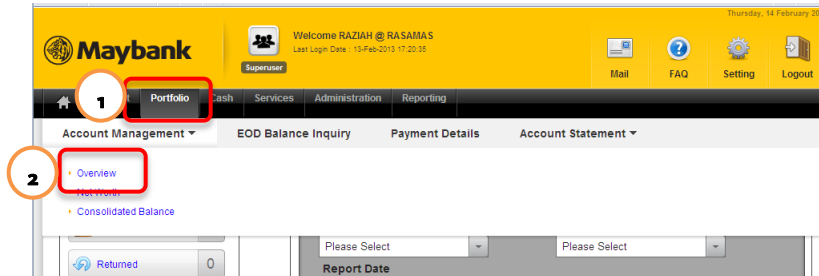
Event	Secured Inbox	Email	SMS
Pending verification	Yes	Yes	No
Pending authorization	Yes	Yes	No
End of session	Yes	Yes	No

3) Information Management

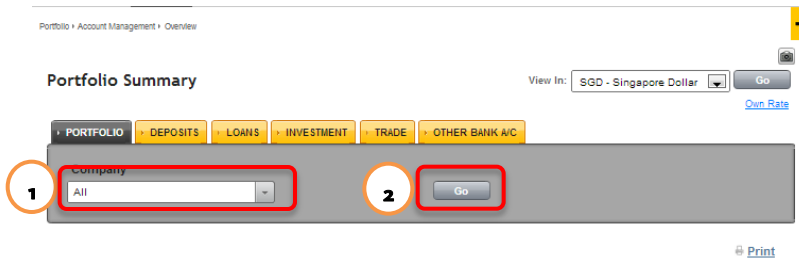
- **Portfolio**
- **Net Worth**
- **Deposits**
- **Consolidated Balance**
- **End of Day Balance**
- **Account Statement**
- **Payment Details**
- **Balance Inquiry**
- **Transaction Activity**
- **Float Balance**
- **Where to retrieve the report**

Steps to view your Portfolio

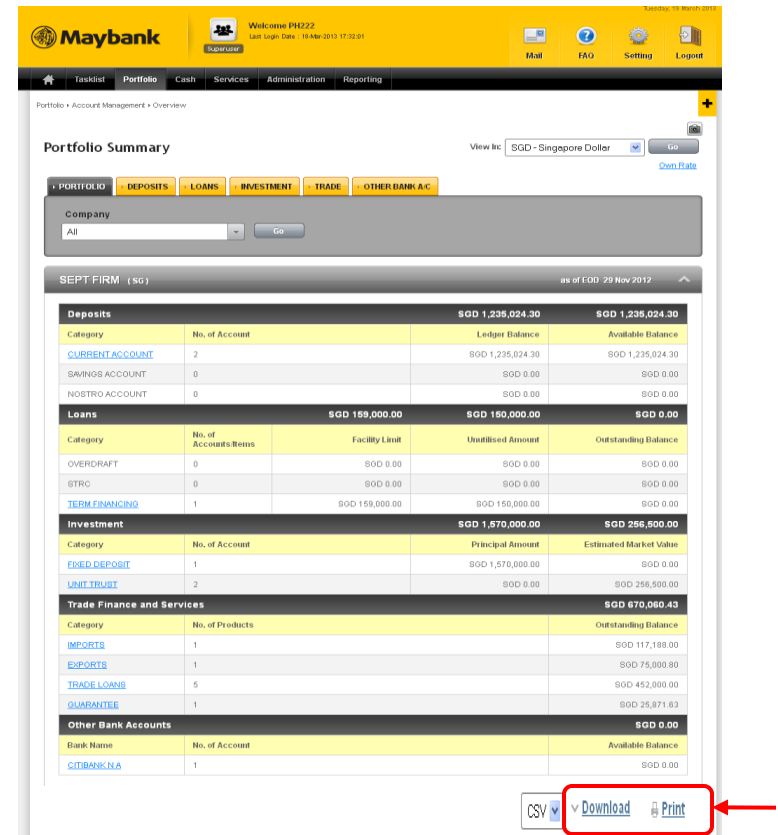
- 1 To view your portfolio, click '**Portfolio**' and select '**Overview**' under Account Management tab.



- 2 At the Portfolio Summary page, you can view the entire accounts' summaries by selecting '**All**' and click '**Go**'.

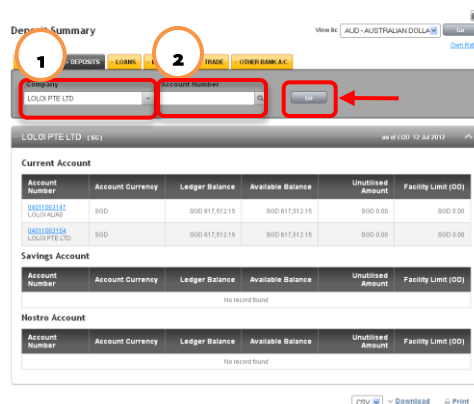


- 3 Below is a sample of a global dashboard view of your entire Maybank portfolio. You can choose to download or print this statement.



Steps to view your Deposits

- 1 To view your deposit, click **'Deposit'** under Portfolio Summary page. You can choose to view your company / subsidiary deposit by clicking on the **Company** dropdown list or by typing in your **Account Number**. Then, click **'Go'**.



Deposit Summary

View By: AUD - AUSTRALIAN DOLLAR

Company: LOLOI PTE LTD

Account Number: [Empty]

Go

Account Number	Account Currency	Ledger Balance	Available Balance	Unutilised Amount	Facility Limit (OD)
8801081657	SGD	SGD 817,512.15	SGD 817,512.15	SGD 0.00	SGD 0.00
8801081658	SGD	SGD 817,512.15	SGD 817,512.15	SGD 0.00	SGD 0.00

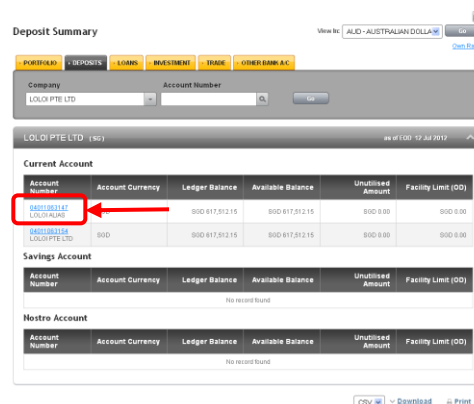
Current Account

Savings Account

Nostro Account

CSV Download Print

- 2 Then, you can click on any of the Account Number hyperlink. to view the account's transaction details.



Deposit Summary

View By: AUD - AUSTRALIAN DOLLAR

Company: LOLOI PTE LTD

Account Number: [Empty]

Go

Account Number	Account Currency	Ledger Balance	Available Balance	Unutilised Amount	Facility Limit (OD)
8801081657	SGD	SGD 817,512.15	SGD 817,512.15	SGD 0.00	SGD 0.00
8801081658	SGD	SGD 817,512.15	SGD 817,512.15	SGD 0.00	SGD 0.00

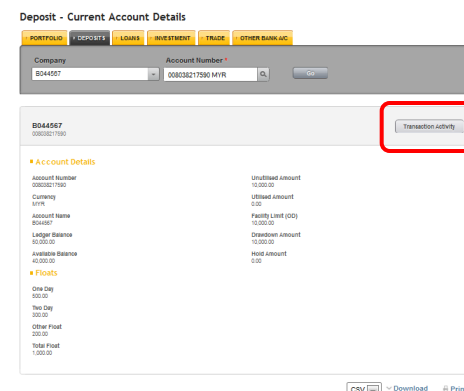
Current Account

Savings Account

Nostro Account

CSV Download Print

- 3 Below is a sample of a Deposit-Current Account Details. Click **'Transaction Activity'** to view your account activity.



Deposit - Current Account Details

Company: 8044567

Account Number: 00038217990 MYR

Transaction Activity

Account Details

Account Number: 00038217990

Unutilised amount: 10,000.00

Current: MYR

Facility Limit (OD): 10,000.00

Ledger Balance: 10,000.00

Overdraw amount: 10,000.00

Available Balance: 40,000.00

Fixed amount: 0.00

Floats

One Day: 100.00

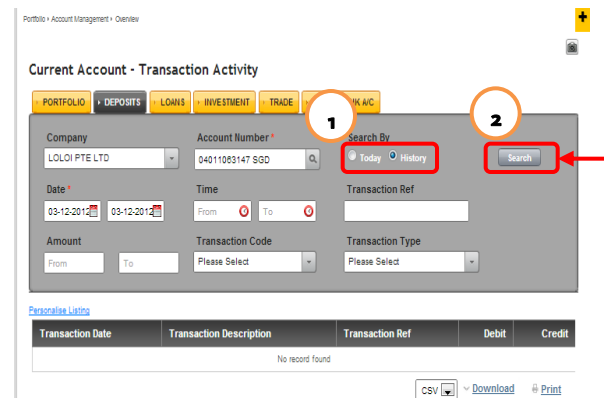
Two Day: 100.00

Other Float: 200.00

Total Float: 1,000.00

CSV Download Print

- 4 You can either choose **'Today'** or **'History'** then click **'Search'** to view your current or past account activities.



Current Account - Transaction Activity

Company: LOLOI PTE LTD

Account Number: 04011053147 SGD

Search By: Today History

Search

Date: 03-12-2012 To 03-12-2012

Time: From 0 To 0

Amount: From To

Transaction Code: Please Select

Transaction Type: Please Select

Transaction Ref

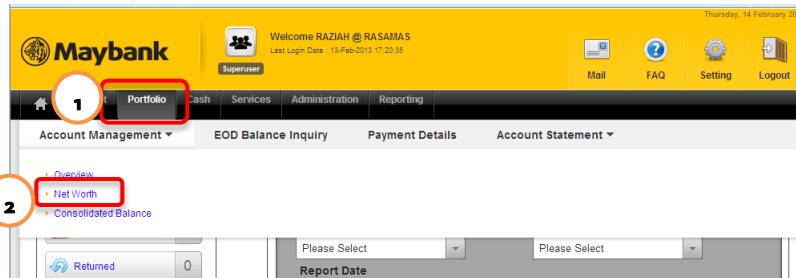
Personalise Listing

Transaction Date	Transaction Description	Transaction Ref	Debit	Credit
No record found				

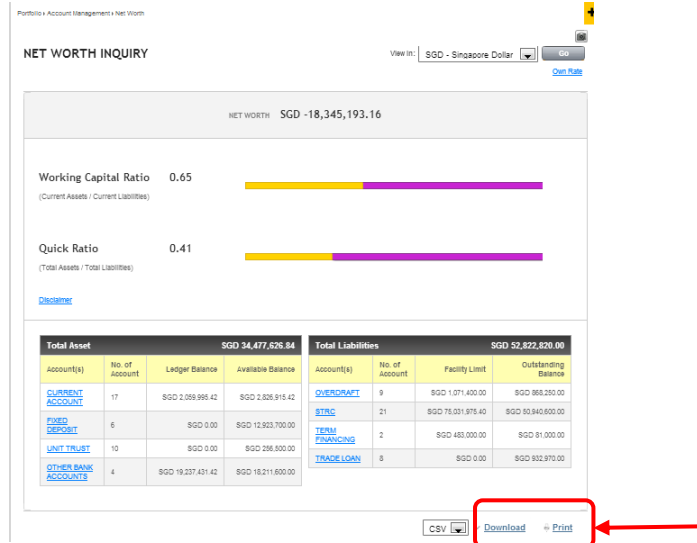
CSV Download Print

Steps to view your *Net Worth

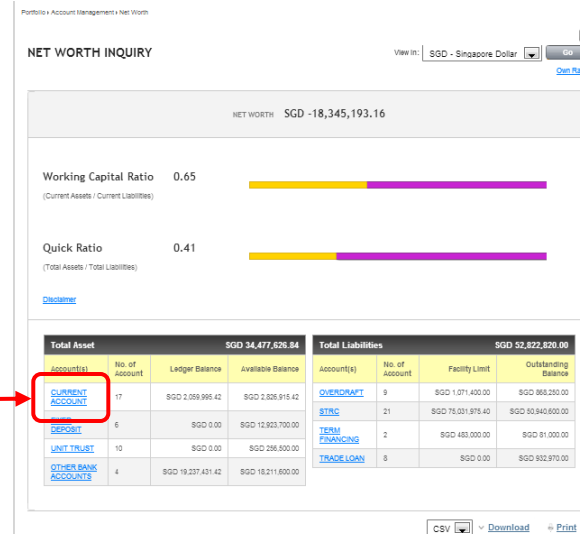
- 1 To view your net worth, click 'Portfolio' and select 'Net Worth' under Account Management tab.



- 2 You will be directed to view your net worth. Here, you are able to view your assets and liabilities including financial ratios. You may also download or print this statement.



- 3 Should you need to know the transaction details of a particular account, click any of the **Account(s)** hyperlink.



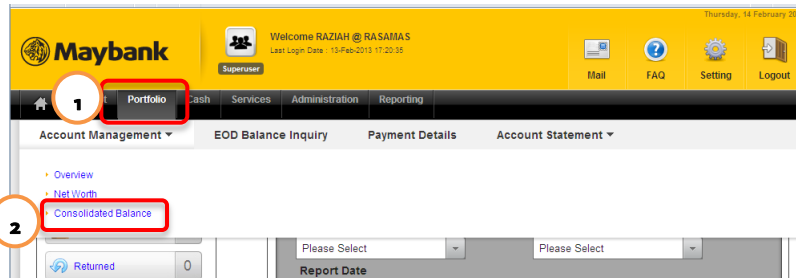
*Note: Net Worth inquiry screen enables you to view your assets and liabilities across all accounts tagged to your profile.

User Guide

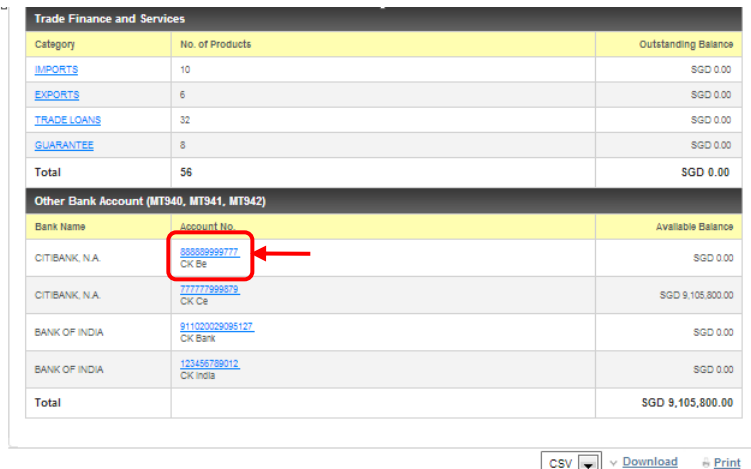
Information Management – Consolidated Balance

Steps to view your *Consolidated Balance

- 1 To view your consolidated balance, click '**Portfolio**' and select '**Consolidated Balance**' under Account Management tab.



- 2 A whole list of accounts will be displayed. Should you need to know the transaction details of a particular account, click on any of the **Account No** hyperlink.

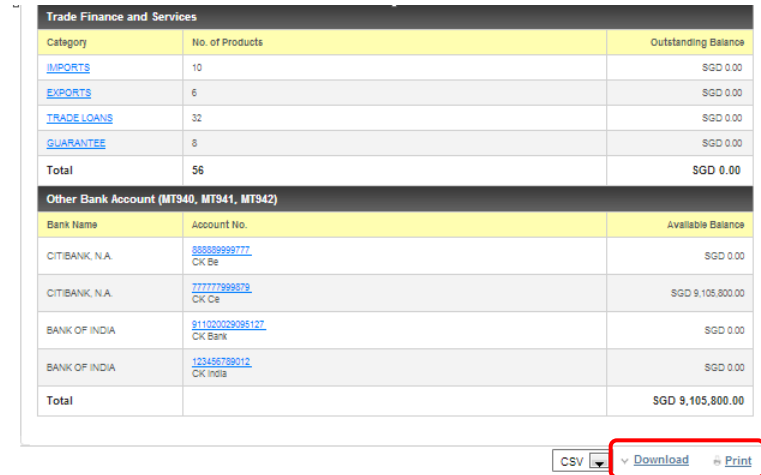


The screenshot displays the 'Consolidated Balance' page. It shows two tables: 'Trade Finance and Services' and 'Other Bank Account (MT940, MT941, MT942)'. The 'Trade Finance and Services' table lists categories like IMPORTS, EXPORTS, TRADE LOANS, and GUARANTEE with their respective product counts and outstanding balances. The 'Other Bank Account' table lists various bank accounts with their names, account numbers (hyperlinks), and available balances. A red arrow points to the 'Account No' hyperlink for CITIBANK, N.A.

Category	No. of Products	Outstanding Balance
IMPORTS	10	SGD 0.00
EXPORTS	6	SGD 0.00
TRADE LOANS	32	SGD 0.00
GUARANTEE	8	SGD 0.00
Total	56	SGD 0.00

Bank Name	Account No	Available Balance
CITIBANK, N.A.	88889999777 CK Be	SGD 0.00
CITIBANK, N.A.	77777999879 CK Ce	SGD 9,105,800.00
BANK OF INDIA	911020020985127 CK Bank	SGD 0.00
BANK OF INDIA	123456789012 CK India	SGD 0.00
Total		SGD 9,105,800.00

- 3 You can choose to download or print this statement.



The screenshot shows the bottom of the Consolidated Balance page. It includes a 'CSV' dropdown menu and two buttons: 'Download' and 'Print'. A red arrow points to the 'Download' button.

Trade Finance and Services		
Category	No. of Products	Outstanding Balance
IMPORTS	10	SGD 0.00
EXPORTS	6	SGD 0.00
TRADE LOANS	32	SGD 0.00
GUARANTEE	8	SGD 0.00
Total	56	SGD 0.00

Other Bank Account (MT940, MT941, MT942)		
Bank Name	Account No	Available Balance
CITIBANK, N.A.	88889999777 CK Be	SGD 0.00
CITIBANK, N.A.	77777999879 CK Ce	SGD 9,105,800.00
BANK OF INDIA	911020020985127 CK Bank	SGD 0.00
BANK OF INDIA	123456789012 CK India	SGD 0.00
Total		SGD 9,105,800.00

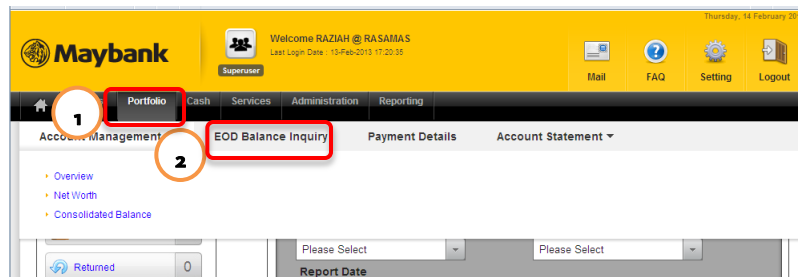
***Note:** The Consolidated Balance page displays all account balances. Inclusive of main corporate account and all its subsidiaries.

User Guide

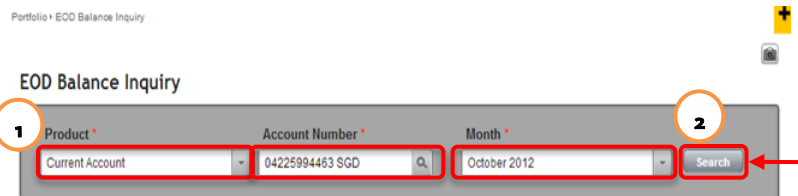
Information Management – End Of Day Balance

Steps to view your *End Of Day balance

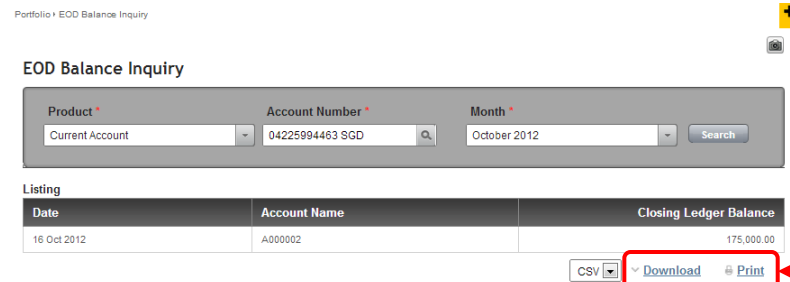
- 1 To view your End Of Day(EOD) balance, click '**Portfolio**' and select '**EOD Balance Inquiry**'.



- 2 Then, select the mandatory fields (Product, Account Number and Month) and click '**Search**'.



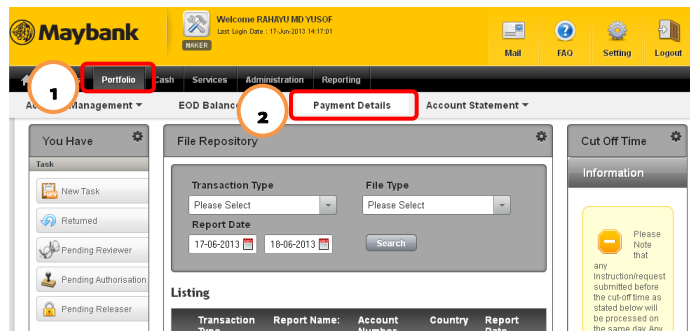
- 3 Below is a sample of an **EOD Balance Inquiry**. You can choose to download or print this statement.



***Note:** The End Of Day balance enables users to view the balances of their accounts on a specific month.

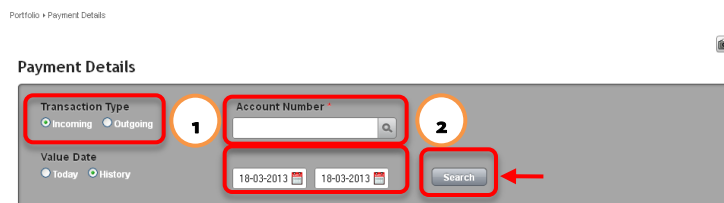
Steps to view your *Payment Details

- 1 To view your payment details, click '**Portfolio**' and select '**Payment Details**'.



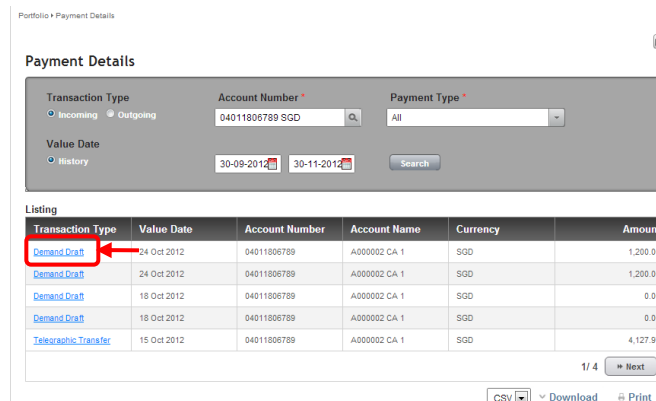
The screenshot shows the Maybank Portfolio interface. The 'Portfolio' tab is selected in the top navigation bar. In the left sidebar, the 'Payment Details' link is highlighted. The main content area shows the 'Payment Details' section with fields for Transaction Type, File Type, Report Date, and Account Number. A 'Search' button is visible.

- 2 Then, select the Payment Details fields (Transaction Type, Value Date and an Account Number) and click '**Search**'.



The screenshot shows the 'Payment Details' search form. The 'Transaction Type' field is set to 'Incoming'. The 'Account Number' field is highlighted with a red box and labeled '1'. The 'Value Date' field is set to '18-03-2013' and labeled '2'. The 'Search' button is highlighted with a red box and an arrow.

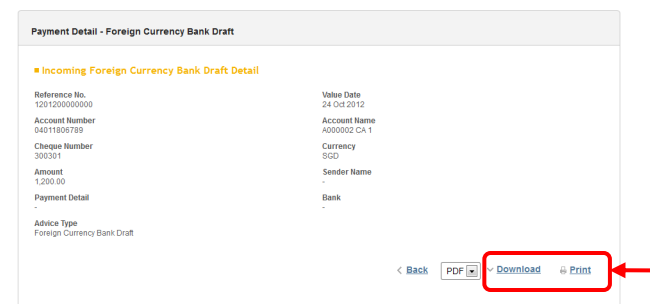
- 3 Below is a sample a of a Payment Details. Should you need to know the transaction details of a particular payment, click any of the **Transaction Type** hyperlink.



The screenshot shows the 'Payment Details' listing table. The table has columns: Transaction Type, Value Date, Account Number, Account Name, Currency, and Amount. The first row is highlighted with a red box and an arrow pointing to the 'Demand Draft' link.

Transaction Type	Value Date	Account Number	Account Name	Currency	Amount
Demand Draft	24 Oct 2012	04011806789	A000002 CA 1	SGD	1,200.00
Demand Draft	24 Oct 2012	04011806789	A000002 CA 1	SGD	1,200.00
Demand Draft	18 Oct 2012	04011806789	A000002 CA 1	SGD	0.00
Demand Draft	18 Oct 2012	04011806789	A000002 CA 1	SGD	0.00
Telegraphic Transfer	15 Oct 2012	04011806789	A000002 CA 1	SGD	4,127.97

- 4 Below is a sample of a Foreign Currency Bank Draft. You can choose to download or print this statement.



The screenshot shows the 'Payment Detail - Foreign Currency Bank Draft' page. It displays details for an 'Incoming Foreign Currency Bank Draft'. The 'Download' and 'Print' buttons are highlighted with a red box and an arrow.

Reference No.	Value Date
1201200000000	24 Oct 2012

Account Number	Account Name
04011806789	A000002 CA 1

Cheque Number	Currency
300301	SGD

Amount	Sender Name
1,200.00	

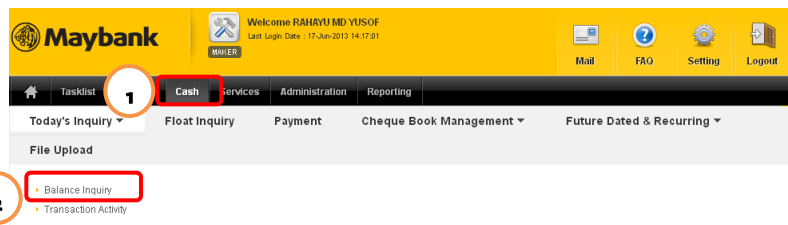
Payment Detail	Bank
-	

Advice Type: Foreign Currency Bank Draft

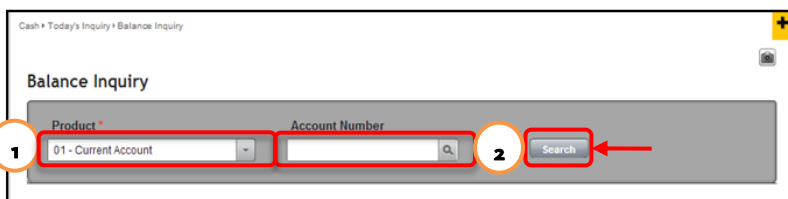
***Note:** Users can only view today's payment details (Applicable for Telegraphic Transfer (TT), Real-Time Gross Settlement (RTGS) and Foreign Currency Bank Draft (DD)).

Steps to view your *Balance Inquiry

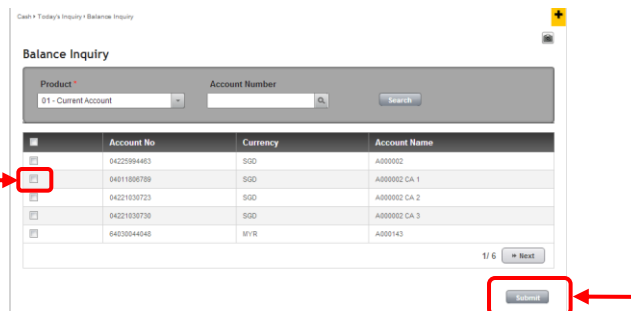
- 1 To view your balance inquiry, click 'Cash' and select 'Balance Inquiry' under Today's Inquiry tab.



- 2 Then, select the product type and click 'Search'.



- 3 Once a product is selected, (e.g. current account), a list of all the current accounts will be displayed. Select the Account No that you wish to view by ticking the checkbox (☑) and click 'Submit'.



- 4 Below is a sample of a balance inquiry. Should you need to know the account details, click the Account Number hyperlink.

Cash > Today's Inquiry > Balance Inquiry

BALANCE INQUIRY - Current Account

A000002 (SG) as of date: 04 Dec 2012 18:05:41

Current Account					
Account Number	Account Currency	Ledger Balance	Available Balance	Unutilised Amount	Facility Limit (OD)
04011806789 A000002 CA 1	SGD	SGD 1,042,880,810.93	SGD 1,042,880,810.93	SGD 0.00	SGD 0.00

CSV Download Print

- 5 Below is a sample of a Balance Inquiry-Current Account Details. You can choose to download or print this statement.

Cash > Today's Inquiry > Balance Inquiry

BALANCE INQUIRY - Current Account Details

A000002 CA 1
04011806789

Transaction Activity

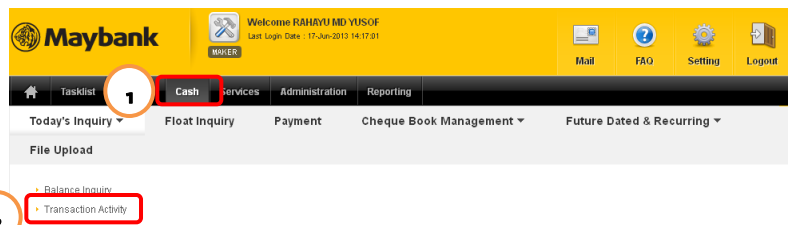
Account Details		Unutilised Amount
Account Number	04011806789	0.00
Currency	SGD	Unutilised Amount
Account Name	A000002 CA 1	0.00
Ledger Balance	1,042,880,810.93	Facility Limit (OD)
Available Balance	1,042,880,810.93	0.00
Floats		Drawdown Amount
One Day	-	0.00
Two Day	-	Hold Amount
Late Float	-	-
Total Float	0.00	-

CSV Download Print

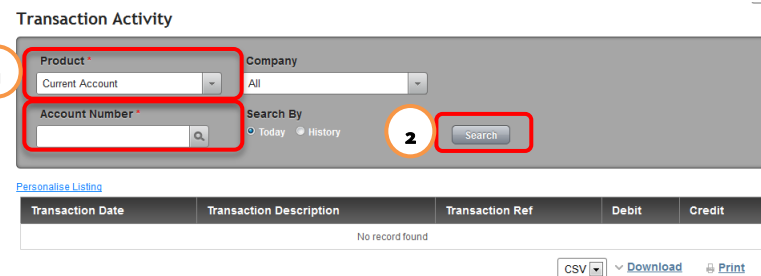
*Note: Users can view balance inquiry for Current Accounts, Fixed Deposits, Term Loans and MT941 only.

Steps to view your *Transaction Activity

- 1 To view your transaction activity, click '**Cash**' and select '**Transaction Activity**' under Today's Inquiry tab.



- 2 Then, select mandatory fields (Product and Account number) and click '**Search**'.



- 3 Below is a sample of a Transaction Activity. You can choose to download or print this statement.

Transaction Activity

Product * Company
Account Number * Search By ☐ Today ☐ History

Personalise Listing

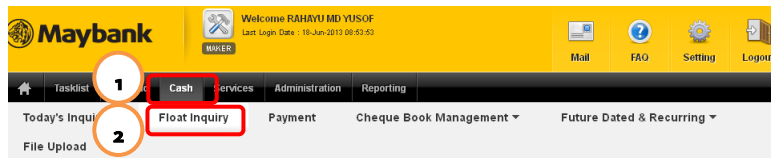
Transaction Date	Transaction Description	Transaction Ref	Debit	Credit
19 Mar 2012	*****3054	FT Srv Charge - grumpy	20.00	-
19 Mar 2012	*****3054	RegionLink FT to grumpy	2.56	-
19 Mar 2012	**3123	FT Srv Charge - Lop	0.20	-

CSV

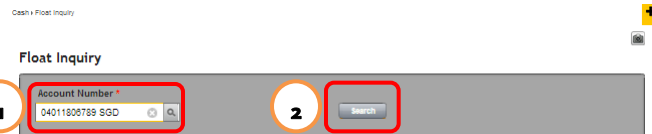
***Note:** Users can view Transaction Activity for Current Accounts, Savings Accounts, Nostro Accounts, Unit Trusts and Other Bank Accounts (MT940/MT950/MT942) only.

Steps to view your *Float

- 1 To view your float inquiry, click 'Cash' and select 'Float Inquiry'.



- 2 Then, select the Account Number and click 'Search'.



- 3 Below is a sample of a float inquiry. Should there be any expiry date, click on the **Expiry Date** hyperlink to view the float details.

Cash > Float Inquiry

Float Inquiry

Account Number *
04011806789 SGD

Search

Expiry Date	Float
27 Dec 2012	200.00
28 Dec 2012	300.00
Total Float	500.00

CSV Download Print

- 4 Below is the sample of Float Inquiry-Detail. You can choose to download or print this statement.

Cash > Float Inquiry

Float Inquiry - Detail

Account Number	Account Name	Total Float
04011806789 SGD	A000002 CA 1	200.00

as of date 07 Dec 2012 10:26:28

Expiry Date	Transaction Code	Teller ID	CCY	Float
27 Dec 2012	TC01	T101	SGD	200.01
28 Dec 2012	TC01	T101	SGD	30.01

CSV Download Print

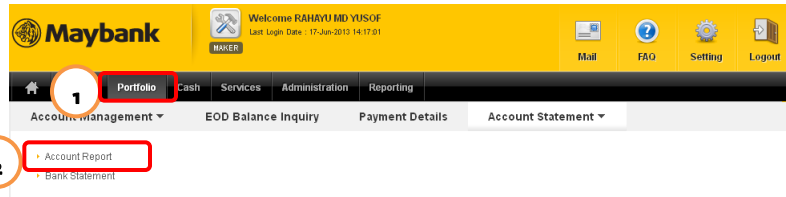
*Note: Users are allowed to perform inquiry of Float status for Current Accounts only. The Float reports available are one-day float, two-day float, other float and total float.

Quick User Guide

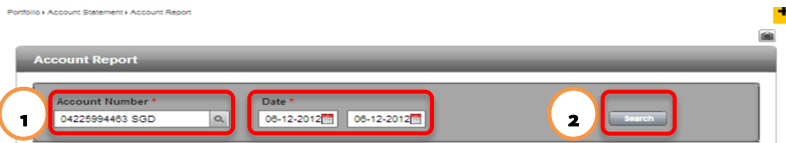
Information Management – Account Statement

Steps to view your *Account statement

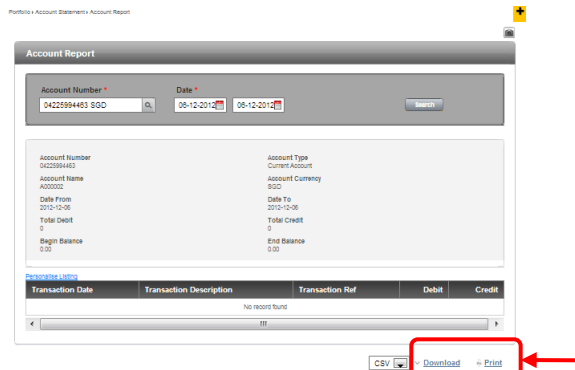
- 1 To view your account statement, click '**Portfolio**' and select '**Account Report**' under Account Statement tab.



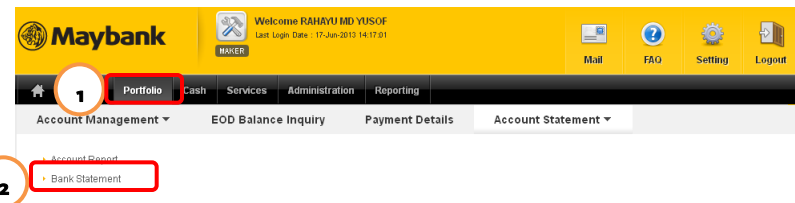
- 2 Then, select mandatory payment fields (account number and date range) and click '**Search**' button.



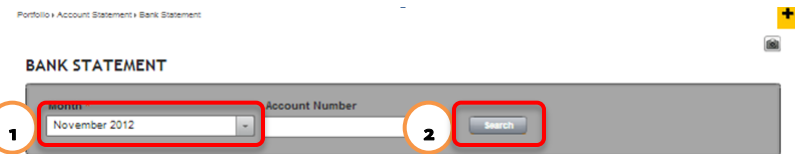
- 3 Below is a sample report of your account report. You can choose to download or print this statement.



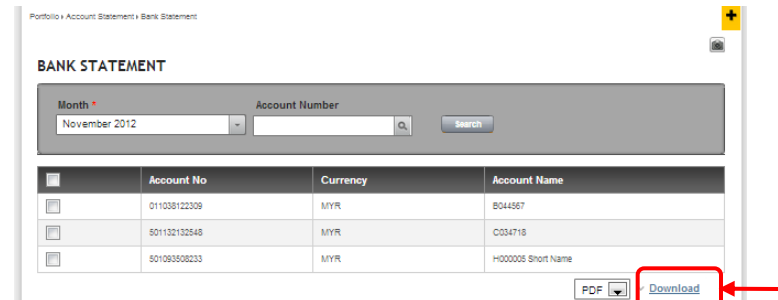
- 4 To view bank statement, click '**Portfolio**' and select '**Bank Statement**' under Account Statement tab.



- 5 Then, select the month and click '**Search**' button.



- 6 Below is a sample report of your bank statement. Select the account numbers that you wish to generate into a report by ticking the checkbox (☑) and click '**Download**' button.




***Note:** Users can only view account statement for Current Accounts and Savings Accounts. Account report only display individual bank statement while Bank statement allows user to select multiple account number for statement request













1 Once you have selected the type of file you wish to download, you will be prompted with following acknowledgement message as below:

PDF [Download](#) [Print](#)


Maybank

Welcome HIRSHADVATI BT
MOHD TAHER
Last Login Date : 07 Sep 2013 10:02:07

 Mail
  FAQ
  Setting
  Logout

 Tasklist
  Portfolio
  Cash
  Services
  Administration
  Reporting

Home

You Have

Task


- New Task 24
- Returned 22
- Pending Reviewer 0
- Pending Authorisation 0
- Pending Releaser 0

Alert

- New Alerts 19

Users Online

My Status

Yat is here => 

Online Users

No users online

File Repository

Transaction Type
Please Select



File Type
Please Select

Report Date
04-09-2013 05-09-2013

Search

Listing

Transaction Type	Report Name:	Account Number	Country	Report Date
<input type="checkbox"/>	Account Report Portfolio - CA Bank Statement Report	564016118022	MY	05 Sep 2013 17:06:06
<input type="checkbox"/>	Bank Statement Portfolio - CA Bank Statement Report	564016118022	MY	05 Sep 2013 10:23:32
<input type="checkbox"/>	Bank Statement Portfolio - CA Bank Statement Report	564016118022	MY	04 Sep 2013 18:20:51
<input type="checkbox"/>	Account Report Portfolio - CA Account Statement Report	514011378631	MY	04 Sep 2013 18:18:17
<input type="checkbox"/>	Account Report Portfolio - CA Account Statement Report	514011378631	MY	04 Sep 2013 16:56:41
<input type="checkbox"/>	Transaction Activity Portfolio - CA Transaction Activity Listing	564016118022	MY	04 Sep 2013 16:48:31
<input type="checkbox"/>	Account Report Portfolio - CA Account Statement Report	564016118022	MY	04 Sep 2013 16:47:25
<input type="checkbox"/>	Bank Statement Portfolio - CA Bank Statement Report	564016118022	MY	04 Sep 2013 16:45:11

 Download Select
  Delete Select



*****END OF REPORT*****



Wang yang keluar berlebihan
ditandakan dengan DR.

本欄內註DR者為結欠

Overdrawn balances are denoted
by DR.

Maybank Islamic Berhad

4) Payables Management

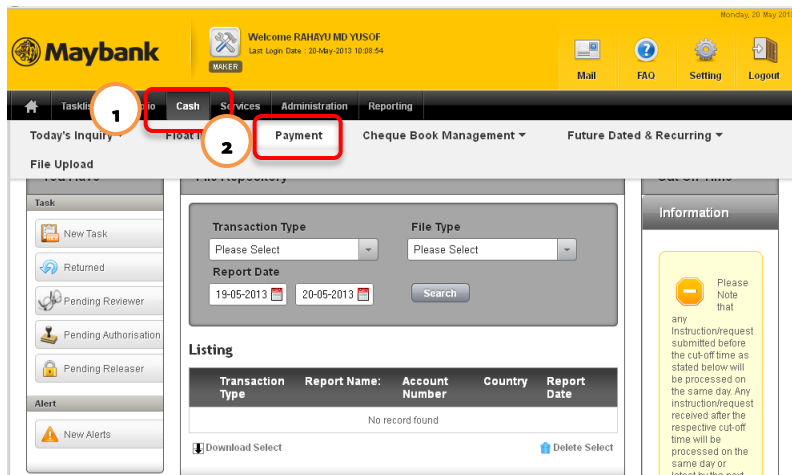
- **Make payment via Data Entry**
- **Make payment via File Upload**
- **Authorise Payment**

User Guide

Payables Management – Make Payment via Data Entry

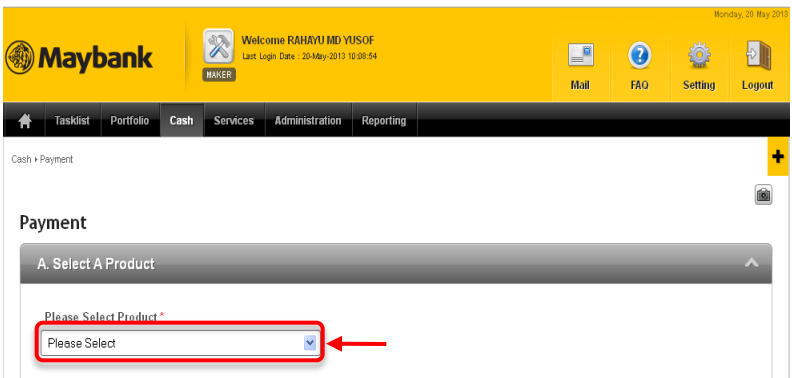
Steps to Make Payment (1/2)

1 Click on 'Cash' then 'Payment'



Maybank portal interface showing the navigation menu. The 'Cash' tab is selected, and the 'Payment' option is highlighted with a red box and a red arrow.

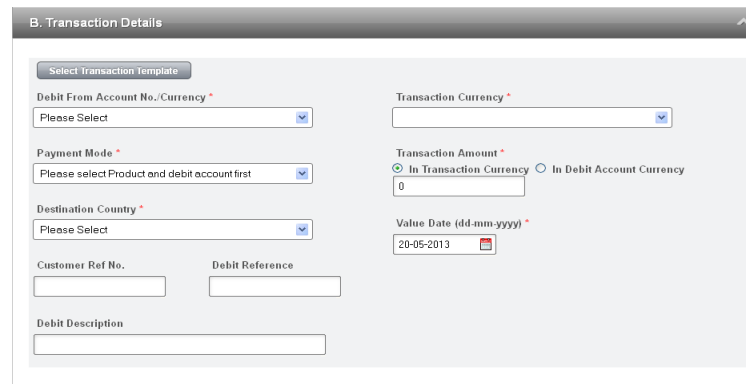
2 Next, select the preferred product.



Maybank portal interface showing the 'Payment' section. The 'Please Select Product' dropdown menu is highlighted with a red box and a red arrow.

3 Fill in the mandatory information required that are marked with an asterisk (*).

*** Note: Any incorrect or missing information in mandatory fields may result in unsuccessful payment to your beneficiaries.**



B. Transaction Details

Select Transaction Template

Debit From Account No./Currency *
Please Select

Transaction Currency *
Please Select

Payment Mode *
Please select Product and debit account first

Destination Country *
Please Select

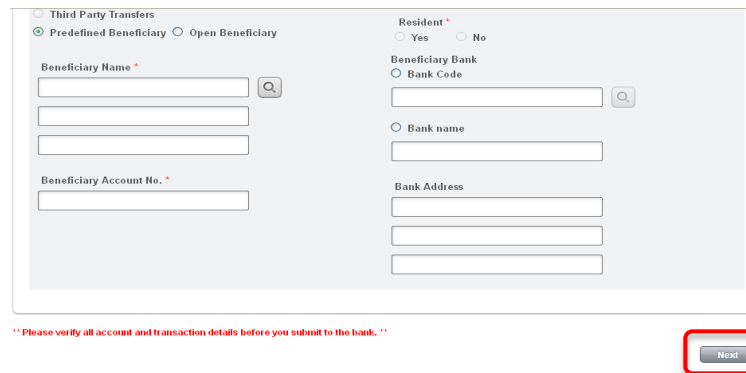
Transaction Amount *
☒ In Transaction Currency ☐ In Debit Account Currency
0

Value Date (dd-mm-yyyy) *
20-05-2013

Customer Ref No.
Debit Reference

Debit Description

4 Once all the information are filled, click 'Next'.



Third Party Transfers

☒ Predefined Beneficiary ☐ Open Beneficiary

Resident *
☐ Yes ☐ No

Beneficiary Bank
☐ Bank Code
☐ Bank name

Beneficiary Account No. *

Bank Address

Next

**** Please verify all account and transaction details before you submit to the bank. ****

Steps to Make Payment (2/2)

- 5** Before submitting the payment, you will be prompted to revalidate all the information given. If there are any amendments, click 'Back'. Otherwise, click 'Submit' to confirm the payment.

Payment

A. Transaction Details

Debit From Account No. 514012018952 (MYR) CASH MANAGEMENT	Transaction Currency MYR
Payment Mode Book Transfer Own Account	Transaction Amount In Transaction Currency 10.00
Destination Country MY - MALAYSIA	Value Date (dd-mm-yyyy) 20 May 2013
Customer Ref No. -	Debit Reference -
Debit Description -	

B. Beneficiary Details

Credit Own Account No. 558172800391 (MYR) KFC MALAYSIA	Resident Yes
---	-----------------

Additional Beneficiary Details

New ID No. -	Business Reg. No. CS001
Old ID No. -	Police/ Army ID/ Passport No. -
Credit Reference -	Payment Details -
Credit Description -	
Beneficiary Address -	

C. Other Details

Applicant ID CS001	Charges Borne By (if any) Applicant
Applicant Address 23 RD FLOOR MENARA MAYBANK	Category -
50500	Purpose Of Transfer -
WP	
Country MALAYSIA	State/Province Wilayah Persekutuan
Prefecture -	City Kuala Lumpur
Zip/Postal Code 50500	

[< Back](#)
[Submit](#)
[Save as Template](#)

- 6** Once a payment has been submitted, the transaction will be sent to an authoriser for approval.

User Guide

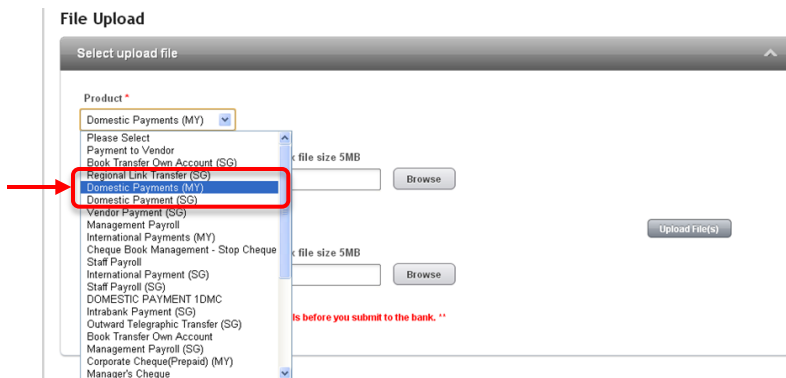
Payables Management – Make Payment via File Upload

Steps to Make Payment (1/2)

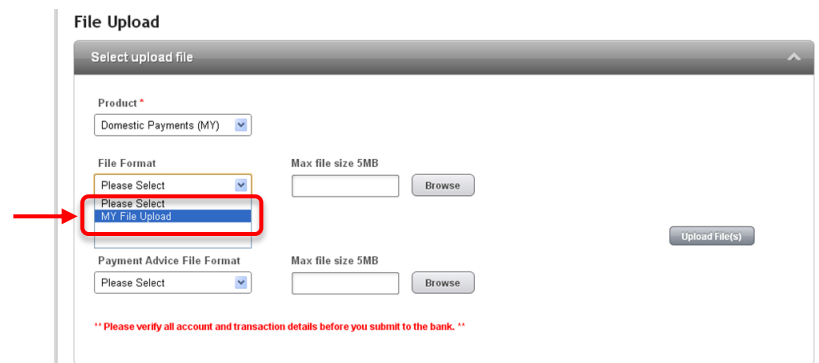
- 1 Click on 'Cash' then 'File Upload'.



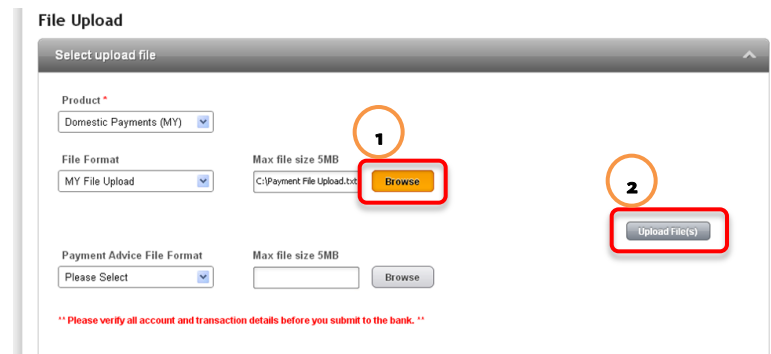
- 2 Then, select "Domestic Payments (MY)" from the Product dropdown list.



- 3 Next, select "MY File Upload" under the File Format dropdown list.



- 4 Click "Browse" to upload payment file, then click "Upload File(s)".



Steps to Make Payment (2/2)

- 5** Once the record has been successfully submitted, the transaction will be sent to an authoriser for approval. You will receive an acknowledgement message as below.

File Upload

Select upload file

File is pending validation, please click [here](#) to view the status.

Product
Domestic Payment (MY) ▼

File Format
MY Payment 1 ▼

Max file size 5MB
C:\Payment File Upload.txt Browse

Payment Advice File Format
Please Select ▼

Max file size 5MB
Browse

Upload File(s)

** Please verify all account and transaction details before you submit to the bank. **

- 6** Should you need to know the transaction status, click 'here' hyperlink as shown below

File Upload

Select upload file

File is pending validation, please click [here](#) to view the status.

Product *
Domestic Payment (MY) ▼

File Format
MY Payment 1 ▼

Max file size 5MB
C:\Payment File Upload.txt Browse

Payment Advice File Format
Please Select ▼

Max file size 5MB
Browse

Upload File(s)

** Please verify all account and transaction details before you submit to the bank. **

- 7** It will route you to Task List page with a full list of payments pending for authorisation. Should you need to know the transaction details of a particular payment, click any of the **Reference No** hyperlink.

Task List

Product/Function		Status				
Domestic Payments (MY) ▼		New ▼		Search		
Product	Reference No	Provider	Value Date	Source	Amount	Account Name
<input checked="" type="checkbox"/> Domestic Payments (MY)	MYFI30828011714	MY	28 Aug 2013	-	MYR 0.01	MTDB SECONDARY ACCOUNT A
<input type="checkbox"/> Domestic Payments (MY)	MYFI130725005485	MY	-	-	-	-
<input type="checkbox"/> Domestic Payments (MY)	MYFI130724005461	MY	-	-	-	-
<input type="checkbox"/> Domestic Payments (MY)	MYFI130722009407	MY	22 Jul 2013	-	MYR 1.00	MTDB-CMD MC 1
<input type="checkbox"/> Domestic Payments (MY)	MYFI130706008504	MY	06 Jul 2013	-	MYR 0.20	MTDB SECONDARY ACCOUNT A

User Guide

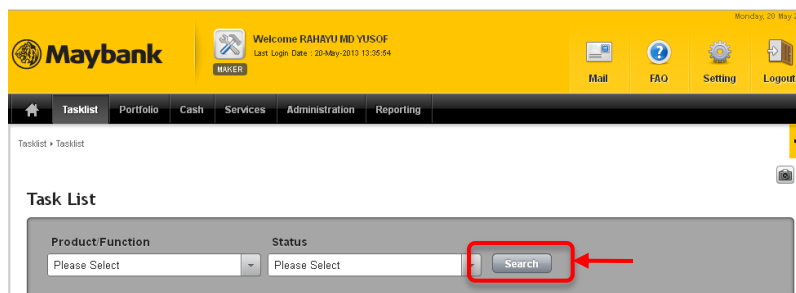
Payables Management – Authorise Payment

Steps to Authorise Payment (1/2)

- 1 Once authoriser has logged in, click 'Tasklist' tab and select 'Tasklist'.



- 2 Then, click 'Search' to find payments that are pending for authorisation.



- 3 Should you need to know the transaction details of a particular payment, click any of the **Reference No** hyperlink. If the payment details have been verified, tick the checkbox (☒) and click 'Approve'.

Product	Reference No	Provider	Value Date	Source	Amount	Account Name	Account No	Beneficiary
<input checked="" type="checkbox"/> Book Transfer Own Account (MY)	MY0A130517012650	MY	17 May 2013	-	MYR 100.00	KFC MALAYSIA	764016020945	-
<input type="checkbox"/> Book Transfer Own Account (MY)	MY0A130111006277	MY	-	Own_MY_12 Jan 2013.txt	-	-	-	-
<input type="checkbox"/> Book Transfer Own Account (MY)	MY0A121223010871	MY	23 Dec 2012	ayubookdrf	MYR 1.10	CASH MANAGEMENT	514012018969	CASH MANAGEMENT
<input type="checkbox"/> Book Transfer Own Account (MY)	MY0A121218009910	MY	19 Dec 2012	Book Transfer Own 1	MYR 9.00	CASH MANAGEMENT	514012018969	CASH MANAGEMENT
<input type="checkbox"/> Book Transfer Own Account (MY)	MY0A121219009909	MY	19 Dec 2012	ayubookdrf	MYR 3.10	CASH MANAGEMENT	514012018969	CASH MANAGEMENT
<input type="checkbox"/> Book Transfer Own Account (MY)	MY0A121219009914	MY	19 Dec 2012	Book Transfer Own 1	MYR 5.00	CASH MANAGEMENT	514012018969	CASH MANAGEMENT

1/2 (Page 1 of 2)

- 4 You will be prompted the following message and given a challenge code.

Your transaction is either a backdated transaction or has passed cut-off time. System will change the value date to current date or to next business day (depending on the nearest processing time availability). Please confirm OK or Cancel

Authorisation Code *

Challenge Code: 637724

Steps to Authorise Payment (2/2)

- 5 Using the Maybank2E-Regional Cash token, press **“Sign”** at the bottom left of the token and key in the Challenge Code. Then, press **“Sign”** again to obtain your authorisation code.



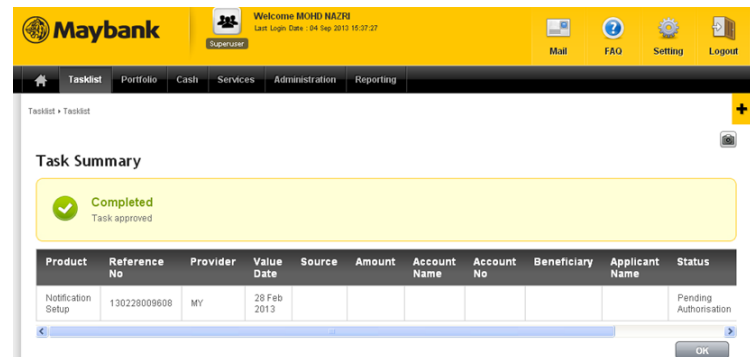
- 6 Next, key in the authorisation code displayed on your Maybank2E-Regional Cash token and click **“Ok”**.

Authorisation Code *

Challenge Code: 637724

OK

- 7 Once you have approved the payment, it will route you to acknowledgement page as shown below.



Payment process is now completed and will be sent to the Bank for processing.

For more information, kindly contact our helpdesk at 1-300-88-7788 or email them at mzehelpdesk-my@maybank.com.my