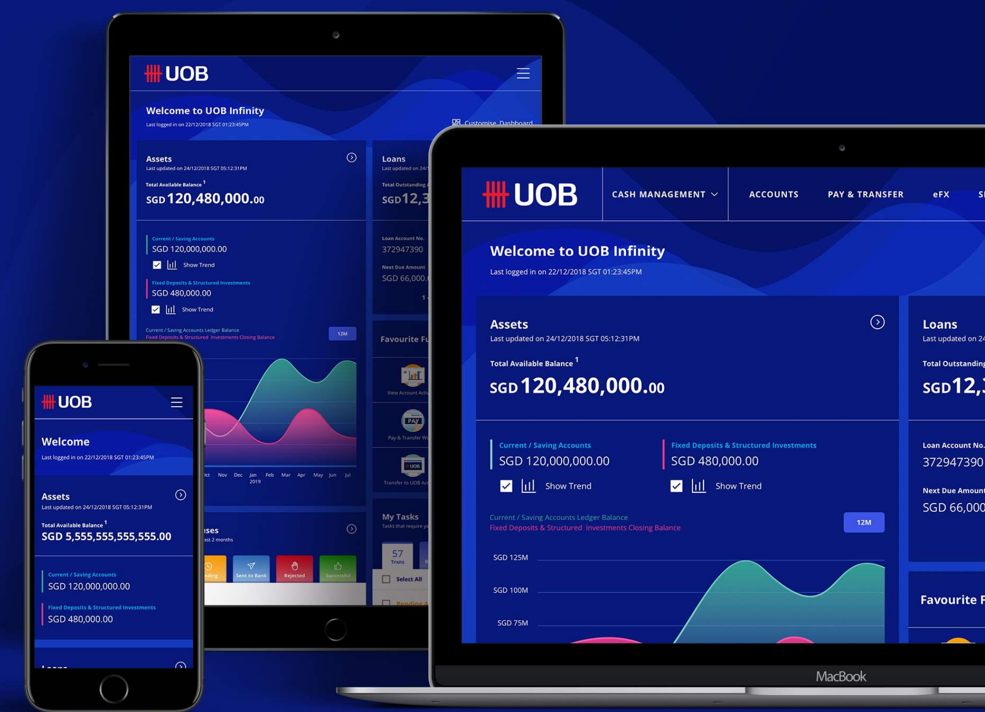
INFINITY
User Guide



UOB

Oct 2022 (Version 1.0)

For Company Administrators
User Management

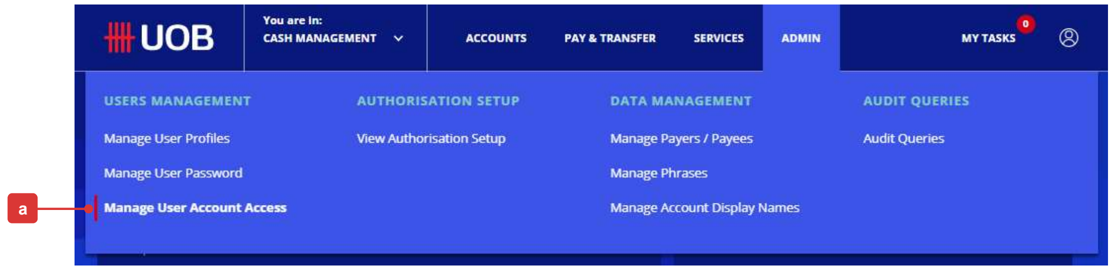
Table of Contents

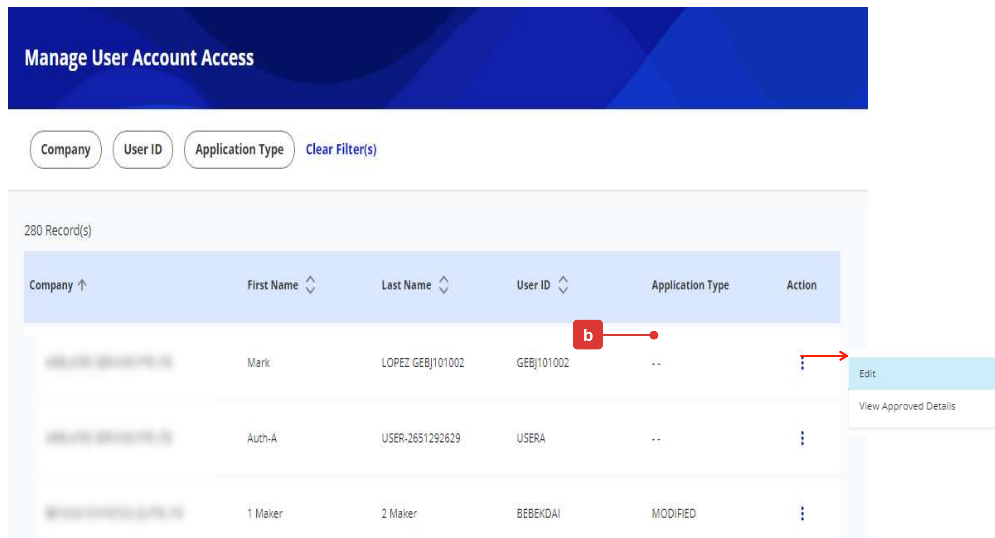
User Setup - Roles/Functions

1 Manage User Account Access

(a) At the top navigation menu, select **"ADMIN > Manage User Account Access"**.

(b) The New User Profile that was approved in the previous setup will be listed with ".." under "Application Type". Hover over the **"Action"** icon, select **"Edit"** to setup the User Account Access (*the details will be displayed on the next page*).

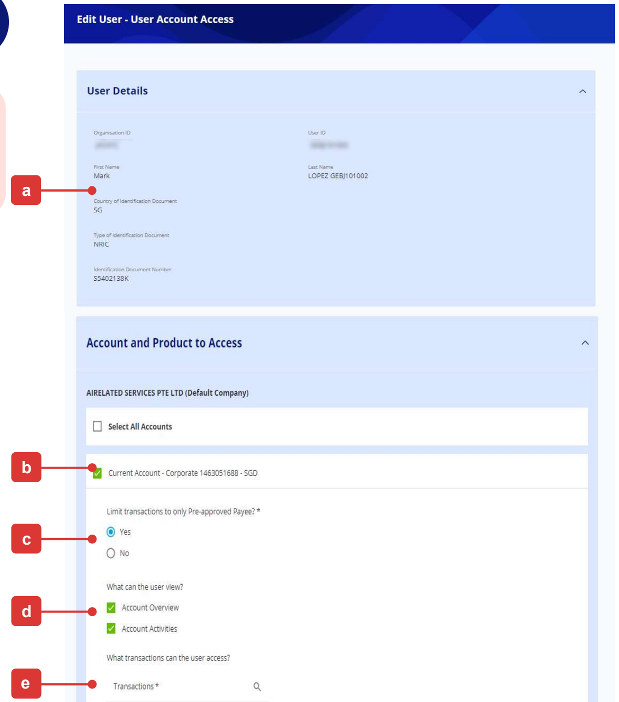


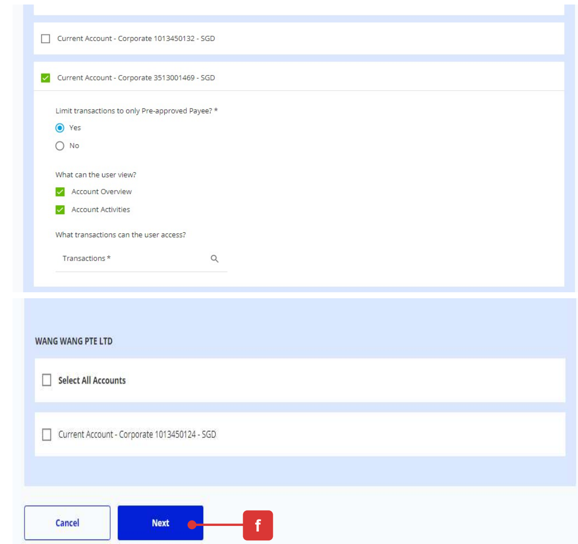


User Setup - Roles/Functions

2 Manage User Account Access

Under the "**Setup Table for User Profile - Role & Account Access Assignments**", (Page 13) refer to the column User Account Access to assign the respective account number(s) / product(s) accesses to the new User.





(a) The non-editable "**User Details**" will be displayed under this section.

(b) Select the account number(s) to be accessed by the new User.

(c) Select "**Yes**" if the new User is restricted to accessing Pre-Approved Payee/Beneficiary details only.

(d) Tick the relevant checkbox(es) if the new User is allowed to view the "**Account Overview**" and/or the "**Account Activities**".

Note: In addition to the User role access assigned under User Profile, these two checkboxes are used to further control whether the User is allowed to access the specific "Account Overview" and "Account Activities" features.

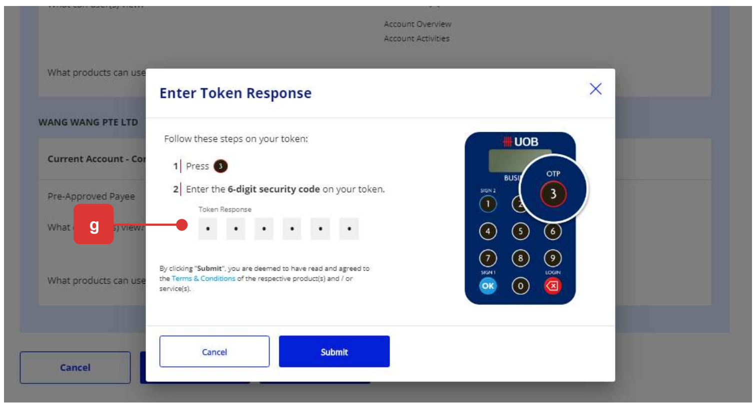
(e) Click here to select the transaction types which the new User can use the account number for.

(f) Click "**Next**" button to proceed.

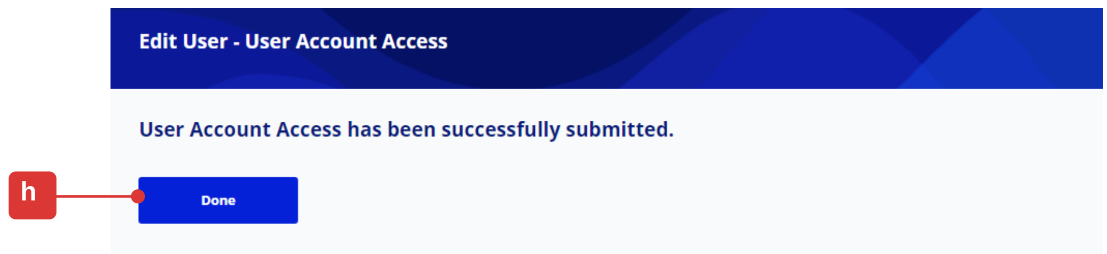
User Setup - Roles/Functions

3 Manage User Account Access

(g) Follow the on-screen instructions to authorise the User Account Access setup request.



(h) The confirmation message will be displayed as the User Account Access is successfully saved.



Note: If the Administrative setup requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked.

The other Company Administrator can approve this pending authorisation request from the top navigation menu by selecting "ADMIN > Manage User Account Access".

Setup Table for User Profile – Role & Account Access Assignments

		Type of User	Description of Access	Administration Tasks - (assigned by Bank)	Functions to Access	User Account Access
				To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
				Standard Roles Assignment	**Standard Roles Assignment**	**Product Assignment**
Assignments for Users WITHOUT Payroll Access	1	**Enquirer**	• View account summary/statement • View transactions	• User - Admin • User - Portlets	00 All Account Services 02 All Bulk Payment – View 02 All Cash – View 02 All Trade – View 02 Bulk Collection – View **OR** 02 Bulk Collection NG – View	All Products **(Company Administrator to exclude Payroll)**
	2	**Maker**	• Create all types of transactions (Company Administrator to exclude Payroll) • View account details	• User - Admin • User - Portlets	00 All Account Services 01 All Cash – Transact 01 All Trade – Transact 01 All Bulk Paymt – Create 01 All Bulk Paymt – Upload 01 Bulk Collection – Create 01 Bulk Collection NG – Create 01 Bulk Collection – Upload	All Products **(Company Administrator to exclude Payroll)**

Note: Please refer to the Appendix under the table "Summary of Role Descriptions" for more details of the Roles under "Functions to Access" above.

Setup Table for User Profile – Role & Account Access Assignments (cont.)

Assignments for Users **WITHOUT** Payroll Access

		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign User under "Transactions" field of account number
Type of User	**Description of Access**	**Administration Tasks – (assigned by Bank)**	**Functions to Access**	**User Account Access**
		Standard Roles Assignment	**Standard Roles Assignment**	**Product Assignment**
3 **Authoriser**	• Create/approve transactions (Company Administrator to exclude Payroll) • View account details	• User - Admin • User - Portlets	00 All Account Services 01 All Cash – Transact 01 All Trade – Transact 01 All Bulk Paymt – Create 01 All Bulk Paymt – Upload 01 Bulk Collection – Create **OR** 01 Bulk Collection NG – Create 01 Bulk Collection – Upload **OR** 01 Bulk Collection NG – Upload	All Products **(Company Administrator to exclude Payroll)**

Note: Please refer to the Appendix under the table "Summary of Role Descriptions" for more details of the Roles under "Functions to Access" above.

Setup Table for User Profile – Role & Account Access Assignments (cont.)

Assignments for Users **WITH** Payroll Access

Type of User	Description of Access	Administration Tasks – (assigned by Bank) To assign under "Company & Functions to Access"	Functions to Access [b] To assign under "Company & Administration Tasks"	User Account Access To assign to User under "Transactions" field of account number
		Standard Roles Assignment	**Setup for Payroll Employee Access [c]** **Standard Roles Assignment**	**Product Assignment**
Payroll Employee Access 4 **Payroll Maker**	• Create payroll transactions • Upload payroll files • View payroll details	• User - Admin • User - Portlets	• (01 Bulk Payroll EMPL – Create + 01 Bulk Payroll EMPL Upload) **AND** • (33 Payroll Amount Access + 33 Payroll Details Access)	**Only Payroll Employee Products**
Payroll Employee Access 5 **Payroll Authoriser [a]**	**Access Payroll Details & Amount** • Create and approve payroll transactions with both payroll amount and details access	• User - Admin • User - Portlets	• 01 Bulk Payroll EMPL - Approve • **AND** (33 Payroll Amount Access + 33 Payroll Details Access)	**Only Payroll Employee Products**

Setup Table for User Profile – Role & Account Access Assignments (cont.)

Assignments for Users **WITH** Payroll Access

Type of User	Description of Access	Administration Tasks – (assigned by Bank)	Functions to Access [b]	User Account Access
		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
		Standard Roles Assignment	**Setup for Payroll Employee Access [c]** **Standard Roles Assignment**	**Product Assignment**
6 Payroll Employee Access **Payroll Authoriser [a]** **Access Payroll Details ONLY**	**Access Payroll Details ONLY** ▪ View beneficiary details and total amount ▪ Cannot view individual record's amount ▪ Cannot view highest amount	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EMPL - Approve ▪ **AND** ▪ 33 Payroll Details Access	**Only Payroll Employee Products**
7 Payroll Employee Access **Payroll Authoriser [a]** **Access Payroll Amount ONLY**	**Access Payroll Amount ONLY** ▪ View total amount and highest amount ▪ Cannot view individual record's amount ▪ Cannot view beneficiary details.	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EMPL - Approve ▪ **AND** ▪ 33 Payroll Amount Access	**Only Payroll Employee Products**

Setup Table for User Profile – Role & Account Access Assignments (cont.)

		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
Type of User	**Description of Access**	**Administration Tasks – (assigned by Bank)**	**Functions to Access [b]**	**User Account Access**
		Standard Roles Assignment	**Setup for Payroll Executive Access [c]** **Standard Roles Assignment**	**Product Assignment**
8 Payroll Executive Access **Payroll Maker**	▪ Create payroll transactions ▪ Upload payroll files ▪ View payroll details	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EXEC – Create ▪ 01 Bulk Payroll EXEC – Upload ▪ 33 Payroll Amount Access ▪ 33 Payroll Details Access	**Only Payroll Executive Products**
9 Payroll Executive Access **Payroll Authoriser [a]**	**Access Payroll Details & Amount** ▪ Create and approve payroll transactions with both payroll amount and details access	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EXEC – Approve ▪ 33 Payroll Amount Access ▪ 33 Payroll Details Access	**Only Payroll Executive Products**

Assignments for Users **WITH** Payroll Access

Setup Table for User Profile – Role & Account Access Assignments (cont.)

Assignments for Users WITH Payroll Access

		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
Type of User	Description of Access	Administration Tasks – (assigned by Bank)	Functions to Access [b]	User Account Access
		Standard Roles Assignment	**Setup for Payroll Executive Access [c]** **Standard Roles Assignment**	**Product Assignment**
10 Payroll Executive Access **Payroll Authoriser [a]** **Access Payroll Details ONLY**	**Access Payroll Details ONLY** ▪ View beneficiary details and total amount ▪ Cannot view individual record's amount ▪ Cannot view highest amount	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EXEC – Approve ▪ 33 Payroll Details Access	**Only Payroll Executive Products**
11 Payroll Executive Access **Payroll Authoriser [a]** **Access Payroll Amount ONLY**	**Access Payroll Amount ONLY** ▪ View total amount and highest amount ▪ Cannot view individual record's amount ▪ Cannot view beneficiary details.	▪ User - Admin ▪ User - Portlets	▪ 01 Bulk Payroll EXEC – Approve ▪ 33 Payroll Amount Access	**Only Payroll Executive Products**

Setup Table for User Profile – Role & Account Access Assignments (cont.)

For S/N 12 to 14 below, these are optional access and types of Users that could be setup by the Company Administrators.

Optional Assignments for Users

		To assign under "Company & Functions to Access"	To assign under "Company & Administration Tasks"	To assign to User under "Transactions" field of account number
Type of User	**Description of Access**	**Administration Tasks – (assigned by Bank)**	**Functions to Access [2]**	**User Account Access**
		Optional Roles: Optional functions access to assign in addition to the User's Standard Roles Assignments		
12 Allowed to Create/Approve Pre-Approved Payee [1]	• Create/maintain & approve Pre-approved Payee setups in Manage Payer/Payee	• *Not Applicable*	• 50 PAB Create • 50 PAB Approve	*Base on the User's Standard Roles and Product Assignments*
13 Verifier [2]	• Verify transactions inputted by Maker before approval.	• *Not Applicable*	• 50 Verify	*Base on the User's Standard Roles and Product Assignments*
14 Sender [2]	• Release fully authorised transactions to the Bank after authoriser approval.	• *Not Applicable*	• 50 Sender	*Base on the User's Standard Roles and Product Assignments*

Note:
[1] Administrative setup control - Dual/Single control can only be setup by the Bank. Maker/Checker process for Pre-Approved Payee maintenance is only applicable if Dual control is setup.

[2] Transaction approval setting can only be setup by the Bank.

2. Editing of User Information

Editing of User Information

1 Manage User Profile

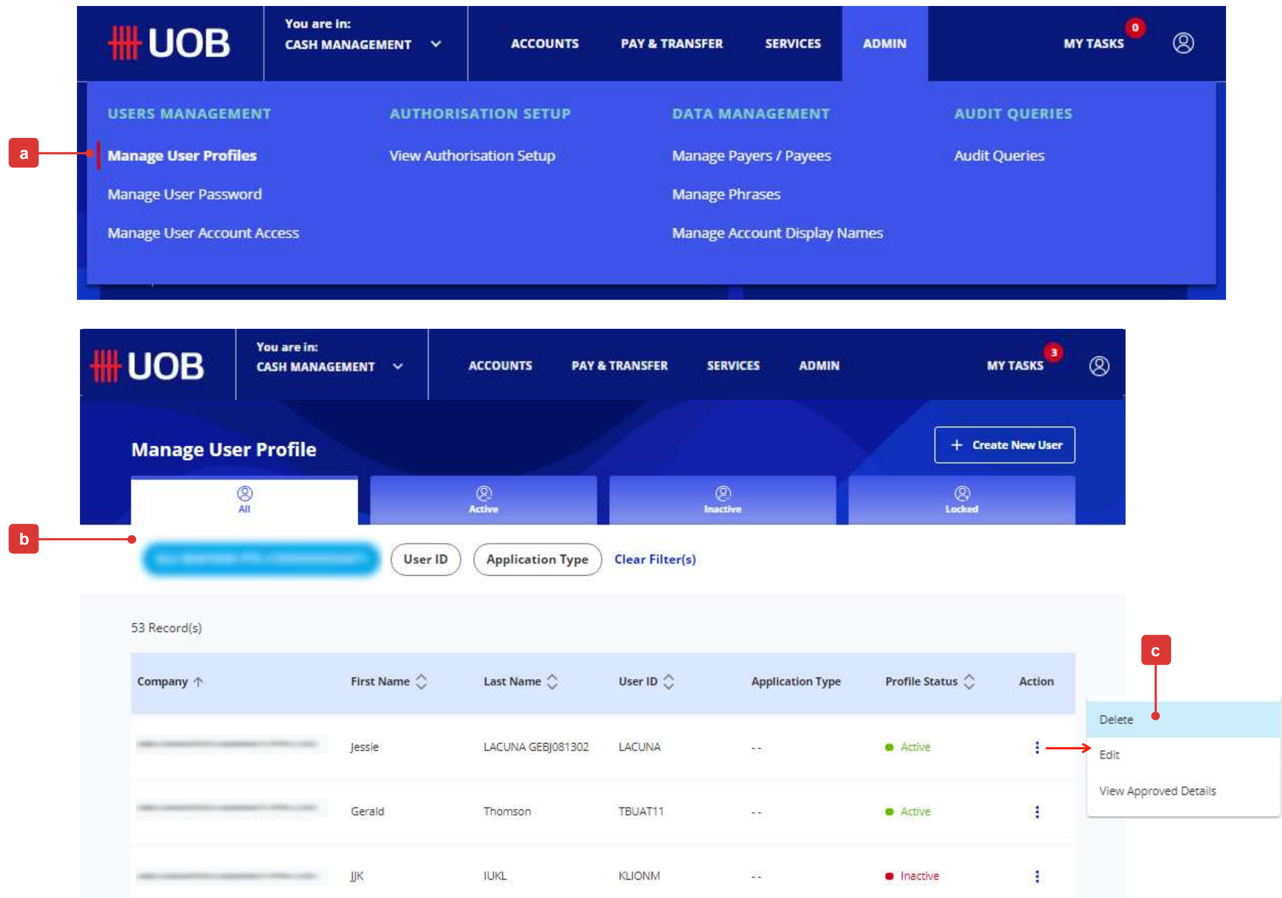
(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “**ADMIN > Manage User Profiles**”.

(b) Click on the tabs to toggle between “**All**”, “**Active**” , “**Inactive**” and “**Locked**” for user profiles. The segregation of tabs are based on user status.

You can use the filter options to further narrow down the search results for existing user profiles.

(c) You will be able to perform the below for the selected user profile:

- Delete user
- Edit user profile
- View user profile



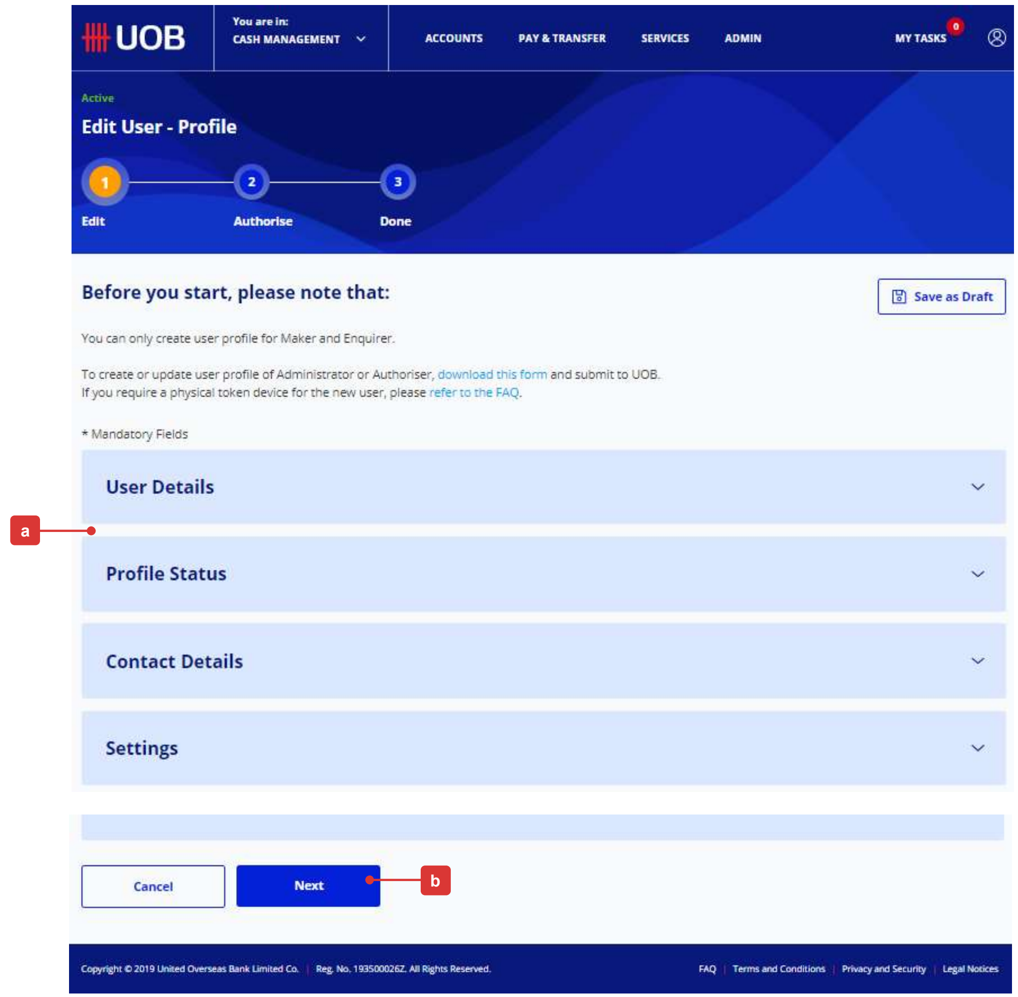
Editing of User Information

2 Edit User Profile

(a) If "Edit User - Profile" is selected, you will be able to amend the user information under the sub-sections which includes:

- User Details
- Profile Status
- Contact Details
- Settings

(b) Click **"Next"** button to proceed.



Editing of User Information

3 Submission of Request (Review)

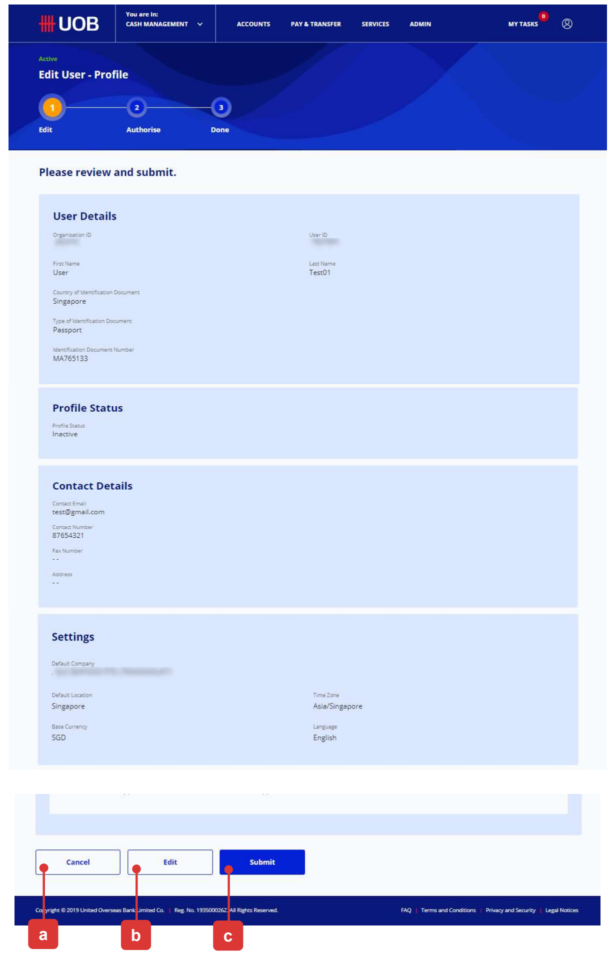
Upon clicking the **"Next"** button, you will be allowed to check the changes made to the user information once again before proceeding.

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

(a) **"Cancel"**: If you proceed with this, the existing user information being edited will be cancelled and will not be saved as draft.

(b) **"Edit"**: If you proceed with this, you will be directed back to the previous edit page.

(c) **"Submit"**: *Please refer to the next page for the detailed explanation.*



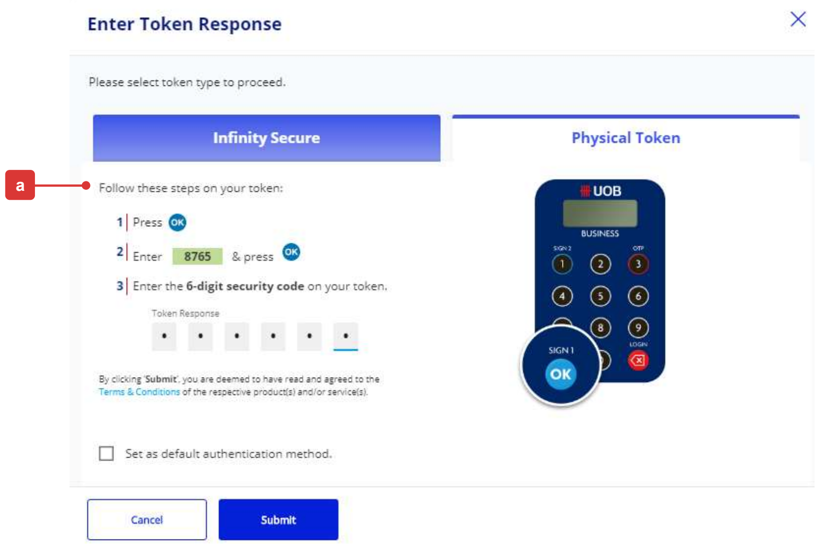
Editing of User Information

4 Submission of Request (Authorisation)

Upon clicking the "**Submit**" button, you will be directed to authorize the request for the changes made to the existing user information.

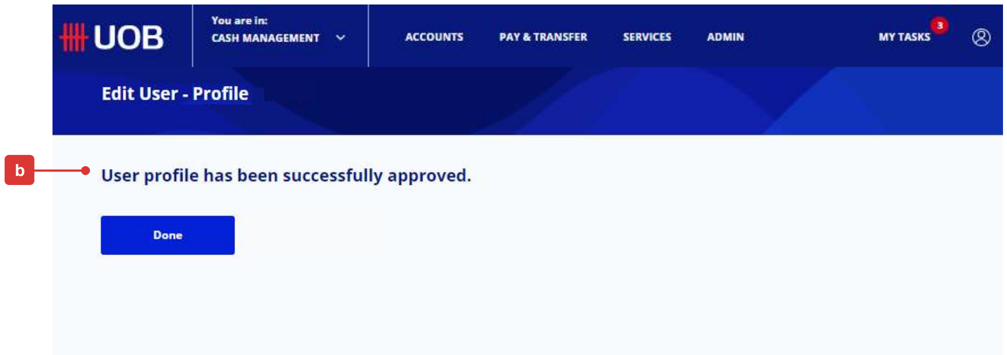
(a) Please follow the on-screen instructions to authorise the request (which may include entering an e-Sign challenge code to obtain an e-Sign token response code (6-digit security code).

Note: The value "8765" shown below is just an example of an e-Sign challenge code that is to be entered into the Physical Token to get an e-sign token response code (6-digit security code).



Note: If the Administrative request requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked. The other Company Administrator can approve this pending authorise request from "My Tasks" under the "Admin(s)" tab.

(b) A confirmation message will be displayed if the user information changes have been successfully approved.



3. Editing of Roles/Functions Assignments

Editing of Roles/Functions

1 Manage User Profile

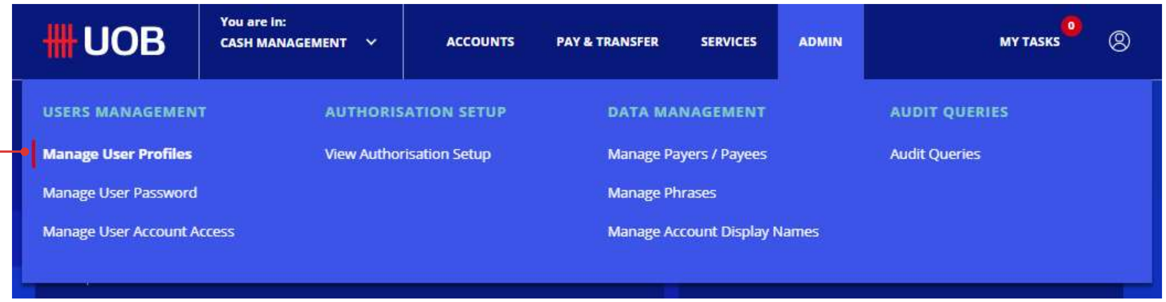
(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select “**ADMIN > Manage User Profiles**”.

(b) Click on the tabs to toggle between “**All**”, “**Active**” , “**Inactive**” and “**Locked**” for user profiles. The segregation of tabs are based on user status.

You can use the filter options to further narrow down the search results for existing user profiles.

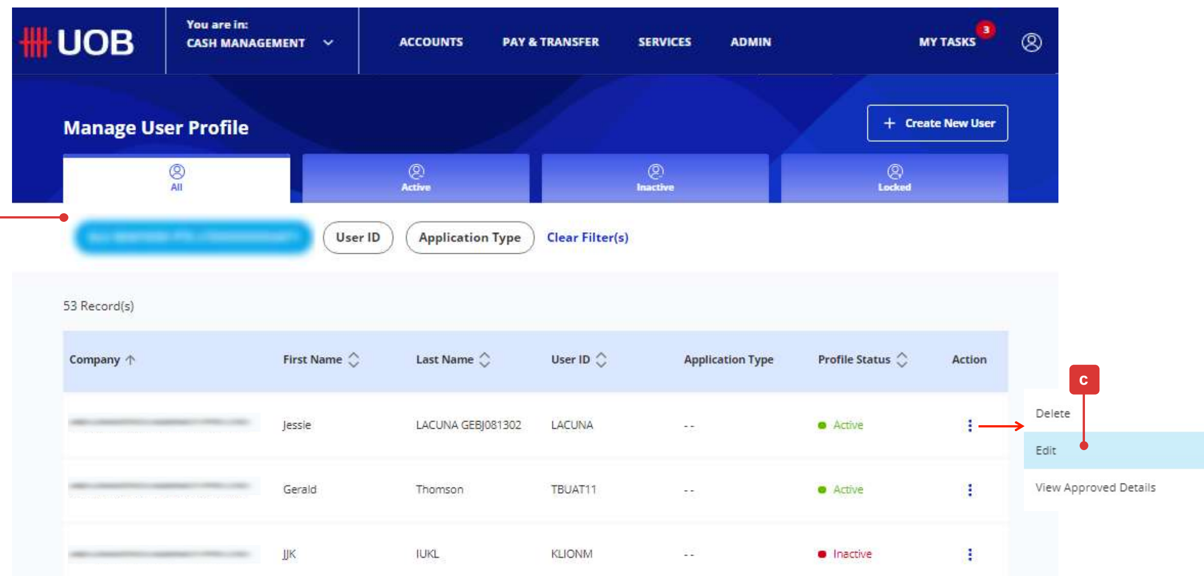
(c) Select “Edit” for the selected user profile.

a



b

c



Editing of Roles/Functions

2 Editing of Roles/Functions Assignments

Under the "**Setup Table for User Profile - Role & Account Access Assignments"** (Page 13), refer to the columns Administration Tasks and Functions to Access to edit/assign the respective function accesses to the User.

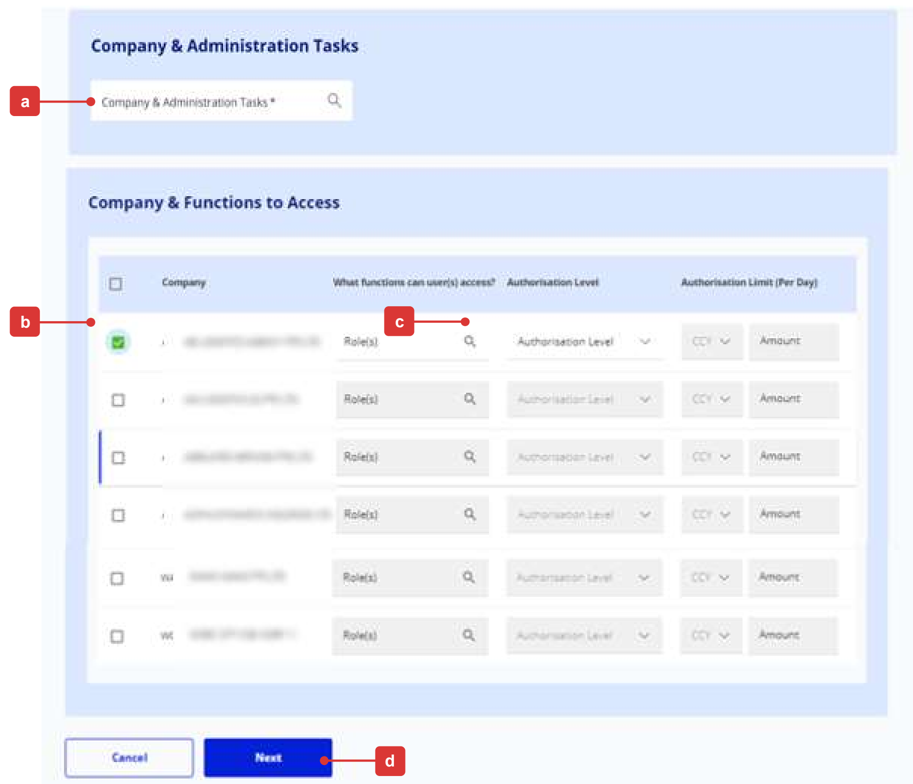
(a) Select the "**Company & Administration Tasks**" which you want to edit/assign to the existing User *– refer to the "Setup Table for User Profile - Role & Account Access Assignments" (Page 13), under column* Administration Tasks

(b) Under "**Company & Functions to Access**", select the Company and the role access which you want to edit/assign to the existing User *– refer to the "Setup Table for User Profile - Role & Account Access Assignments" (Page 13), under column* Functions to Access

(c) Under the different Companies, click on the **"Role(s)" lookup icon** to select and edit/assign the respective function accesses to the existing User.

Note: You will not be able to assign an Authorisation Level and Limit to this existing User because "Authoriser" can only be created by the Bank.

(d) Click "**Next**" button to proceed.



Editing of Roles/Functions

3 Submission of Request (Review)

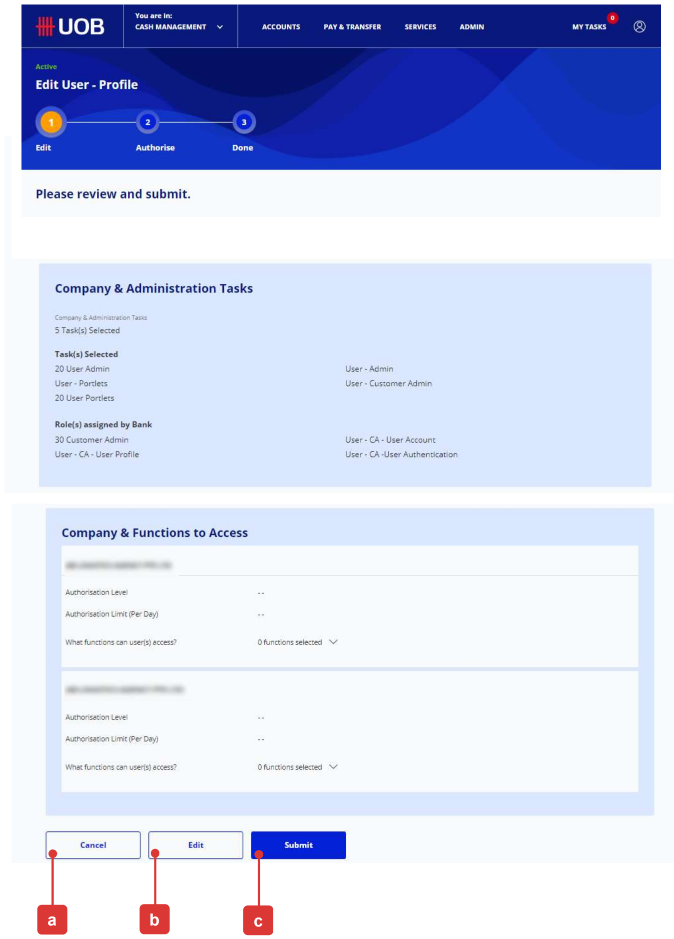
Upon clicking the **"Next"** button, you will be allowed to check the changes made to the User's Roles/Functions assignment once again before proceeding.

On the review page, you will see three buttons located at the bottom of the page, namely:

(a) **"Cancel"**: If you proceed with this, the existing User's Roles/Functions assignments being edited will be cancelled and will not be saved as draft.

(b) **"Edit"**: If you proceed with this, you will be directed back to the previous edit page.

(c) **"Submit"**: *Please refer to the next page for the detailed explanation.*



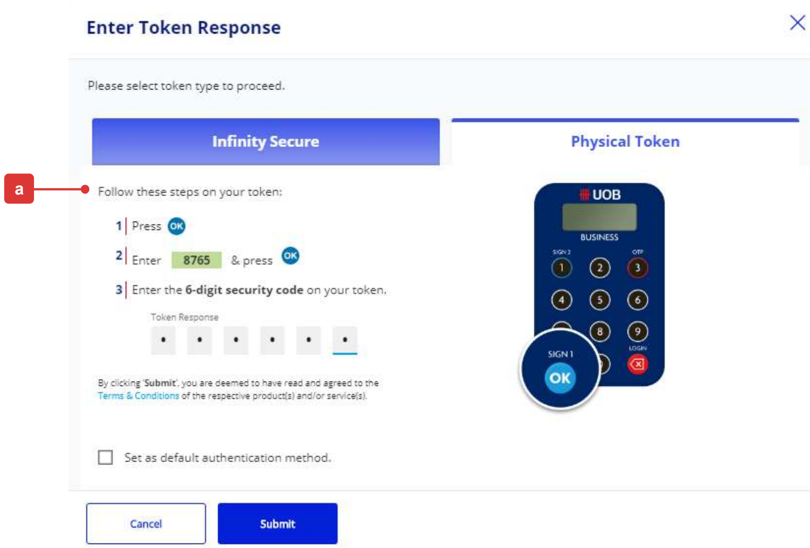
Editing of Roles/Functions

4 Submission of Request (Authorisation)

Upon clicking the "**Submit**" button, you will be directed to authorize the request for the changes made to the User's Roles/Functions assignments.

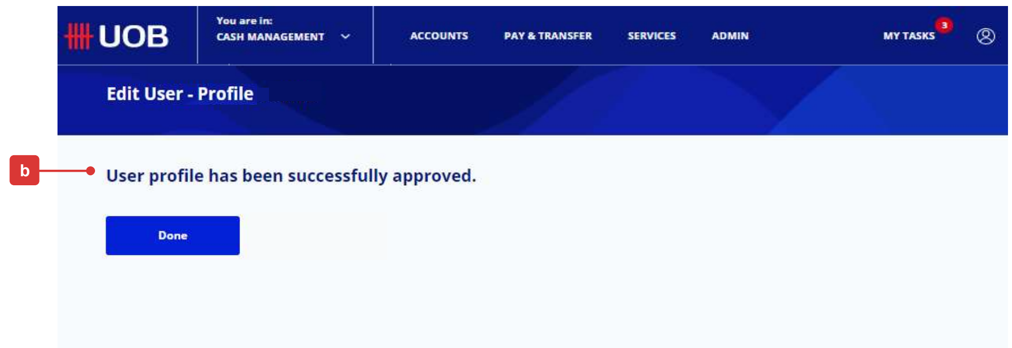
(a) Please follow the on-screen instructions to authorise the request (which may include entering an e-Sign challenge code to obtain an e-Sign token response code (6-digit security code).

Note: The value "8765" shown below is just an example of an e-Sign challenge code that is to be entered into the Physical Token to get an e-sign token response code (6-digit security code).



Note: If the Administrative request requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked. The other Company Administrator can approve this pending authorise request from "My Tasks" under the "Admin(s)" tab.

(b) A confirmation message will be displayed if the changes to the User's Roles/Functions assignments have been successfully approved.



4. Editing of User Account Access Assignments

Editing of User Account Access

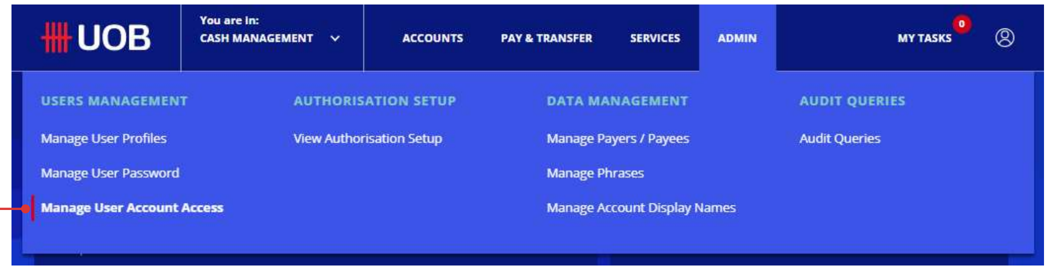
1 Manage User Account Access

(a) At the top navigation menu, select **"ADMIN > Manage User Account Access"**.

(b) All existing user profiles will be listed by default. You can use the filter options to further narrow down the search results for existing Users.

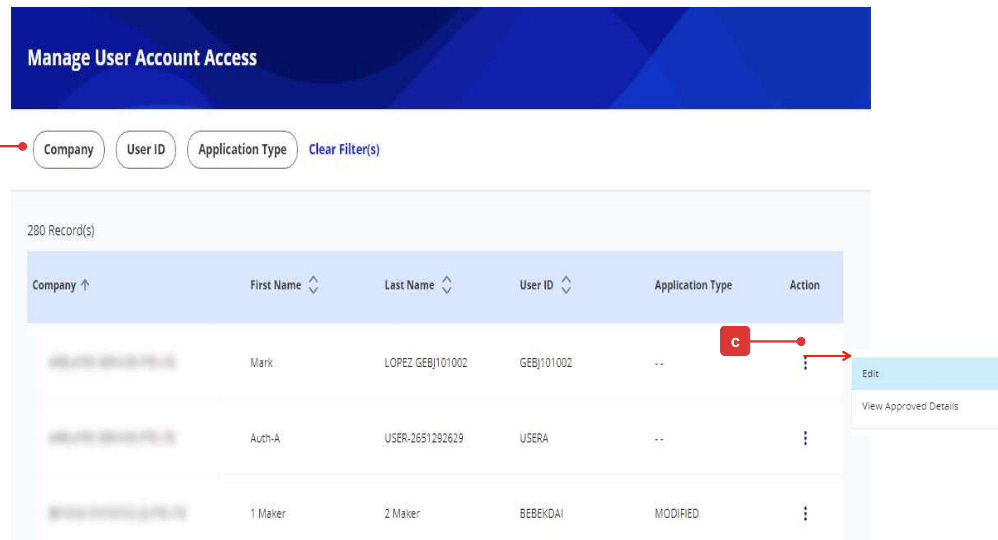
(c) Hover over the Action icon, select **"Edit"** to edit the User Account Access (*the details will be displayed on the next page*).

a



b

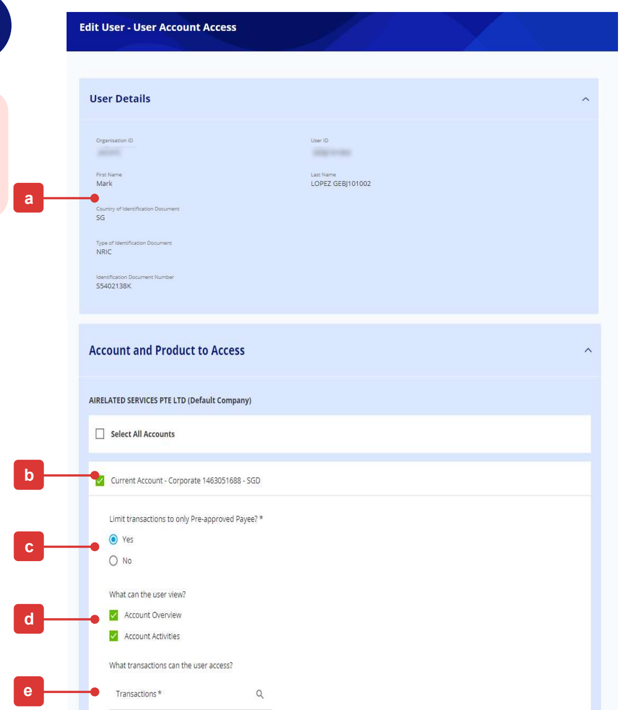
c

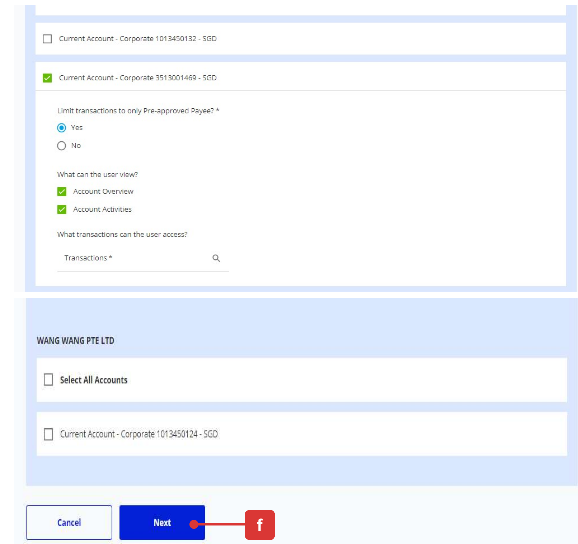


Editing of User Account Access

2 Edit User Account Access

Under the "**Setup Table for User Profile - Role & Account Access Assignments**" (Page 13), refer to the column User Account Access to assign the respective account number(s) / product(s) accesses to the existing User.





(a) The non-editable "**User Details**" will be displayed under this section.

(b) Select the account number(s) to be accessed by the existing User.

(c) Select "**Yes**" if the existing User is restricted to using Pre-Approved Payee/Beneficiary details only.

(d) Tick the relevant checkbox(es) if the existing User is allowed to view the "**Account Overview**" and/or the "**Account Activities**".

Note: In addition to the User role access assigned under User Profile, these two checkboxes are used to further control whether the User is allowed to access the specific "Account Overview" and "Account Activities" features.

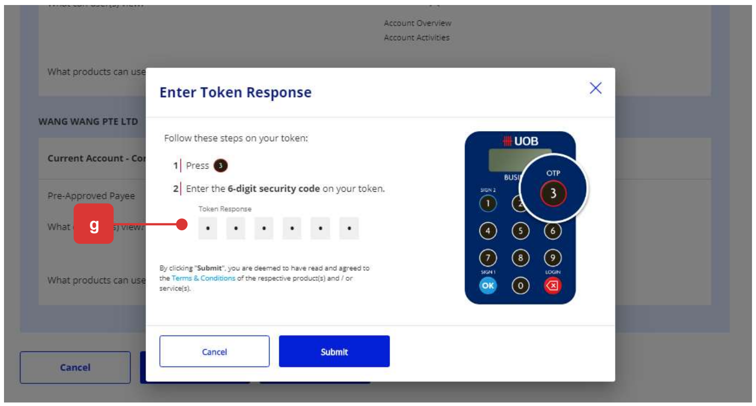
(e) Click here to select the transaction types which the new User can use the account number for.

(f) Click "**Next**" button to proceed.

Editing of User Account Access

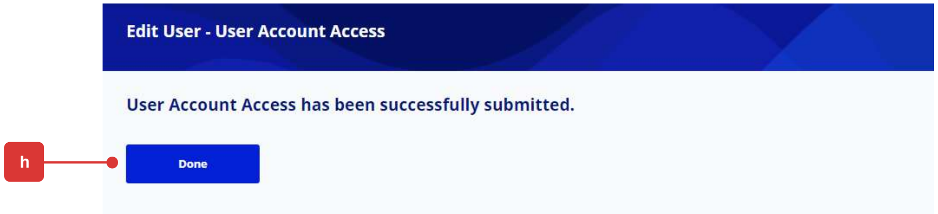
3 Edit User Account Access

(g) Follow the on-screen instructions to authorise the User Account Access setup request.



> *Note: If the Administrative setup requires another Company Administrator to approve, the request will be submitted for his/her approval once the "Submit" button is clicked.*
>
> *The other Company Administrator can approve this pending authorisation request from the top navigation menu by selecting "ADMIN > Manage User Account Access".*

(h) The confirmation message will be displayed as the User Account Access is successfully saved.



Appendix

Appendix

Summary of Role Descriptions

Note : [1] Roles are assignable by Bank Only

Role Type	Role Name	Description
Administration Task	User - Admin	Allow User to manage own profile and maintain data maintenance (e.g. counterparty/Beneficiary/bank/phases etc)
Administration Task	User - Portlets	Allow User to access landing page dashboard and portlets
Administration Task	Audit Queries	Allow User to access audit queries
Administration Task	User – Alert Maintenance	Allow User to manage notifications
Administration Task	User - Customer Admin[1]	Allow Company Administrator to create and maintain user profile/accounts and reset password
Administration Task	User - CA - User Profile[1]	Allow Company Administrator to create and maintain user profile only
Administration Task	User - CA - User Account[1]	Allow Company Administrator to create and maintain user account only
Administration Task	User - CA -User Authentication[1]	Allow Company Administrator to reset user password only
Administration Task	User – GV participant Access[1]	Allow User to access Global View as a participating country
Administration Task	User – GV Primary Access[1]	Allow User to access Global View as a primary country
Functions to Access	00 All Account Services	Allow User to access • Account Overview and Activities (Further control by user account access) • Advices and Notifications • Download Reports & Advices • Enquire Cheque Status • Trade Bill Summary
Functions to Access	01 All Cash - Transact	Allow User to view and transact the following product • Transfer to UOB account • Transfer to another Bank (i.e., RTGS) • FPS • Telegraphic Transfer • Cheque Services/Cashier’s Order/Demand Draft • Place Fixed Deposit • Send Files to UOB
Functions to Access	01 All Trade - Transact	Allow User to view and transact the following product • Banker Guarantee/Shipping Guarantee • Import Letter of Credit/Import Collection • Export Collection • Trade Financing

Appendix

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	01 All Bulk Paymt - Create	Allow User to create the following bulk payment manually • Transfer to Local Account (RTGS/FPS) • Telegraphic Transfer • Cashier's Order/Cheque
Functions to Access	01 All Bulk Paymt - Upload	Allow User to upload the following bulk payment file • Transfer to Local Account (RTGS/FPS) • Telegraphic Transfer • Cashier's Order/Cheque
Functions to Access	01 Bulk Collection - Create	Allow User to create the following bulk collection manually • Collect from Local Account
Functions to Access	01 Bulk Collection NG - Create	Allow User to create the following bulk collection manually • Collect from Local Account
Functions to Access	01 Bulk Collection - Upload	Allow User to upload the following bulk collection file • Collect from Local Account
Functions to Access	01 Bulk Collection NG - Upload	Allow User to upload the following bulk collection file • Collect from Local Account
Functions to Access	01 Bulk Payroll EMPL - Approve	Allow User to create and approve the following bulk payroll (Employee) transaction • Transfer to Local Account
Functions to Access	01 Bulk Payroll EMPL - Create	Allow User to create the following bulk payroll (Employee) transaction manually • Transfer to Local Account

NOTE : For files with "Upload Failed" status without account being mapped, they can be accessed by any users with upload bulk file access.

Please delete these "Upload Failed" files to avoid users from downloading files that they are not authorised to access under their User Account Access.

Appendix

Note :

For controlling specific product access, please assign Roles with specific product name with either "View" or "Transact" access

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	01 Bulk Payroll EMPL - Upload	Allow User to upload the following bulk payroll (Employee) file • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Approve	Allow User to create and approve the following bulk payroll (Executive) transaction • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Create	Allow User to create the following bulk payroll (Executive) transaction manually • Transfer to Local Account
Functions to Access	01 Bulk Payroll EXEC - Upload	Allow User to upload the following bulk payroll (Executive) file • Transfer to Local Account
Functions to Access	33 Payroll Amount Access	Allow User to view payroll transaction amount
Functions to Access	33 Payroll Details Access	Allow User to view payroll transaction details

Appendix

Note :

For controlling specific product access, please assign Roles with specific product name with either “View” or “Transact” access

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	02 All Cash - View	Allow User to View the following product • Transfer to UOB account • Transfer to another Bank (RTGS) • FPS • Telegraphic Transfer • Cheque Services/Cashier’s Order/Demand Draft • Place Fixed Deposit
Functions to Access	02 All Trade - View	Allow User to View the following product • Banker Guarantee/Shipping Guarantee • Import Letter of Credit/Import Collection • Export Collection • Trade Financing

Appendix

Note :

For controlling specific product access, please assign Roles with specific product name with either “View” or “Transact” access

Summary of Role Descriptions (cont.)

Role Type	Role Name	Description
Functions to Access	50 External Account	Allow User to access external account summary and statement
Functions to Access	50 PAB - Approve	Allow User to approve Pre-Approved Beneficiary setup
Functions to Access	50 PAB - Create	Allow User to create Pre-Approved Beneficiary setup
Functions to Access	50 Proxy Signatory [1]	Allow User to be Proxy Authorizer
Functions to Access	50 Send [2]	Allow User to release transaction to bank for processing
Functions to Access	50 Verify [2]	Allow User to verify transaction before submitting to Signatory for approval

Note:
[1] Assignable only by Bank.
[2] Applicable only if Company had selected Send/Verify option in their approval setup.

Appendix – Payroll Executive Access

Company Administrator can assign Payroll Executive Access # to Payroll Maker or Payroll Authoriser

For companies that would like to segregate Employee and Executive Payroll, the Company Administrator is able to setup the control via Manage User Profile and User Account Access

1 Manage User Profile

Under "**Setup Table for User Profile - Role & Account Access Assignments**" (Page 17), refer to the columns Functions to Access to assign the respective Payroll Executive access to the User.

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select "**ADMIN > Manage User Profiles**".

(b) Use the search filter to locate the specific User.

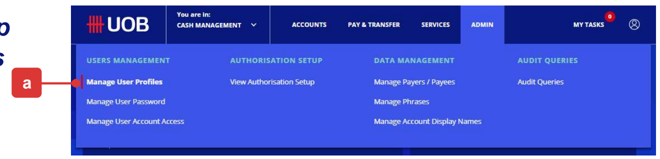
(c) Select "**Edit**" under the Action icon.

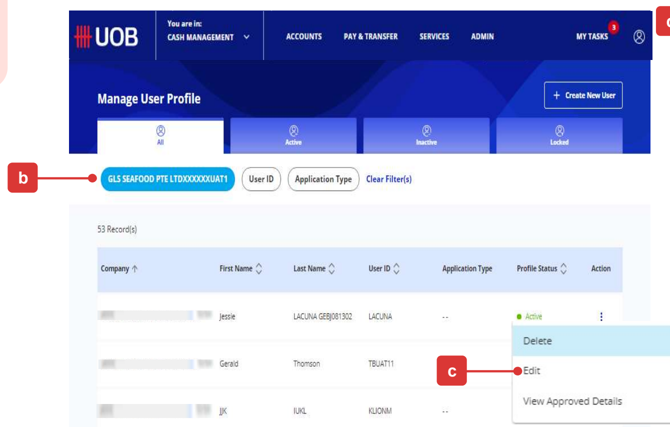
(d) Under "**Company & Functions to Access**", select the Company and *refer to "Setup Table for User Profile - Role & Account Access Assignments" (Page 17), under column* Functions to Access to assign the Roles to Payroll Makers or Authorisers who can access payroll transactions for Executives.

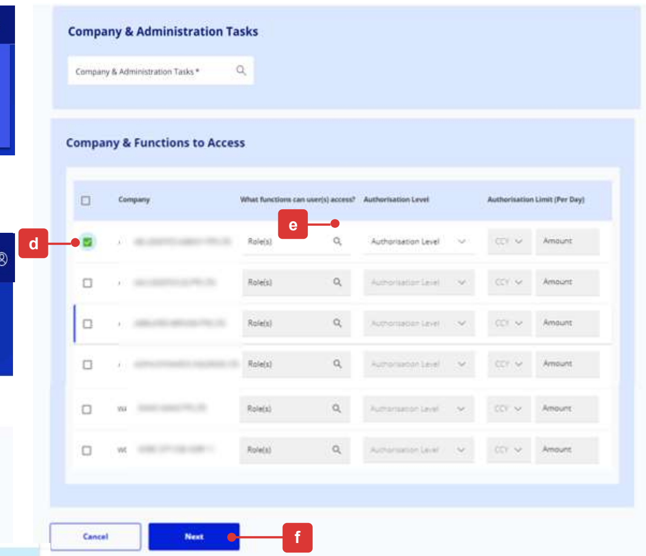
Note: You will not be able to assign an Authorisation Level and Limit to this User because "Authoriser" can only be created by the Bank.

(e) Under the different Companies, click on the **"Role(s)" lookup icon** to select and assign the respective function accesses to the User.

(f) Click "**Next**" button to proceed to submit the changes for approval.







IMPORTANT :

1. Ensure Users who can access payroll transactions for Executive only are assigned with Bulk Payroll EXEC Roles ONLY.
2. Similarly, ensure Users who can access payroll transactions for Employee only are assigned with Bulk Payroll EMPL Roles ONLY.

Note:
Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default.

Appendix – Payroll Executive Access

Company Administrator can assign Payroll Executive Access # to Payroll Maker or Payroll Authoriser

2 Manage User Account Access

Under "**Setup Table for User Profile - Role & Account Access Assignments**" (Page 17), refer to the column User Account Access to assign the respective account number(s)/product(s) accesses to the existing User.

(a) At the top navigation menu, select **"ADMIN > Manage User Account Access"**.

(b) Use the search filter to locate the specific User.

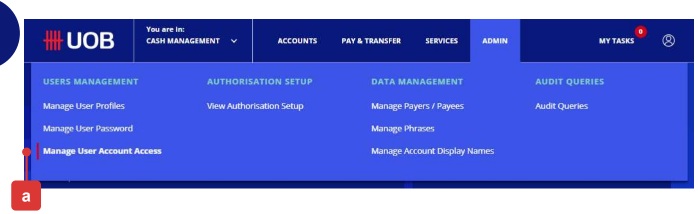
(c) Select "**Edit**" under the Action icon.

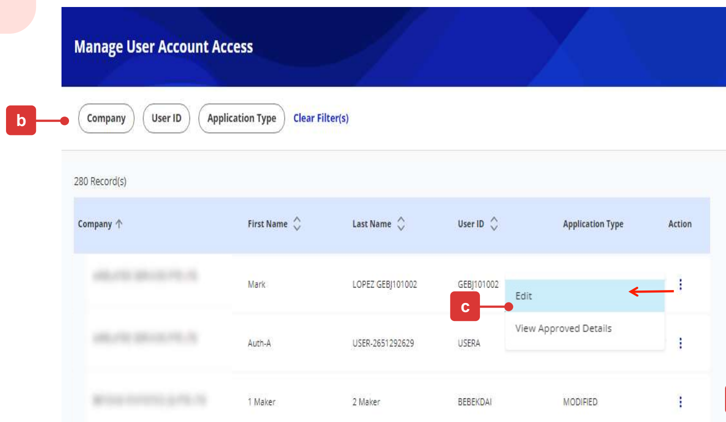
(d) Under "**Transaction**" section of each of account linked, select Payroll Executive transactions for Users who can access payroll transactions for Executive.

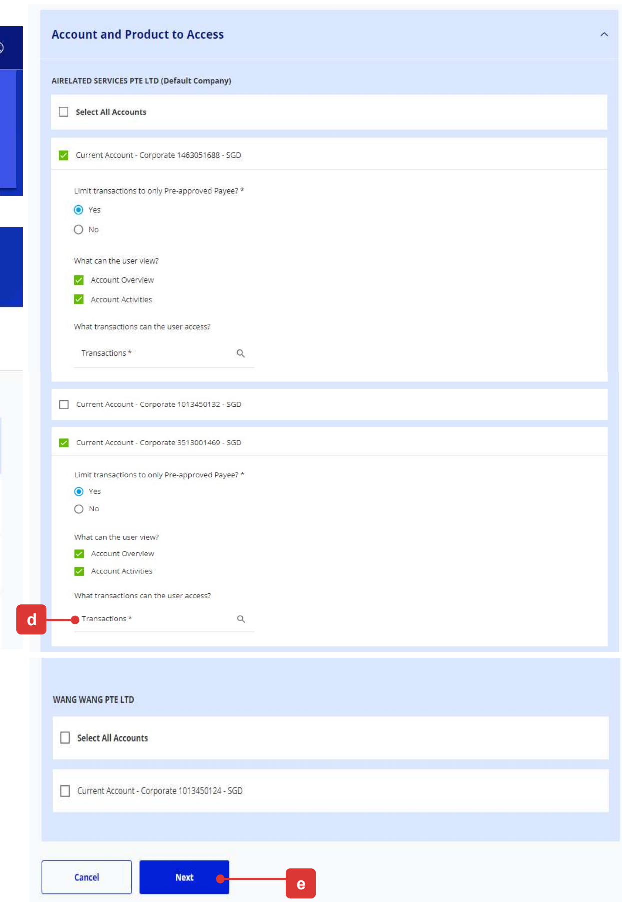
IMPORTANT :

1. Ensure Users who can access payroll transactions for Executive only are assigned with Payroll Executive Transactions ONLY.
2. Similarly, ensure Users who can access payroll transactions for Employee only are assigned with Payroll Employee Transactions ONLY.

(e) Click "**Next**" button to proceed to submit the changes for approval.







Note:
Payroll Employee and Payroll Executive are two separate Payroll access options. Payroll Users are assigned Payroll Employee access by default.

Appendix – Pre-Approved Payee Management

Company Administrator can assign Pre-Approved Payee (PAP) Access

To create a PAP, below two function accesses are required
- ***50 PAB – Create***
- ***50 PAB – Approve***

1 Manage User Profile

Pre-Approved Payee vs. Normal Payee

- *Pre-Approved Payee : Payee details are created/maintained/approved by selected Users only. This is to ensure that payments are made to the pre-defined payees and other Users are unable to amend it.*
- *Normal Payee : All Users are able to create/maintain normal payee. Payee details can be amended by any Users at anytime.*

(a) Login to UOB Infinity as the Company Administrator. At the top navigation menu, select "**ADMIN > Manage User Profiles**".

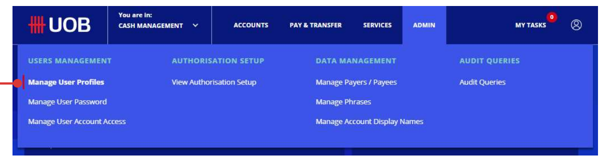
(b) Use the search filter to locate the specific User.

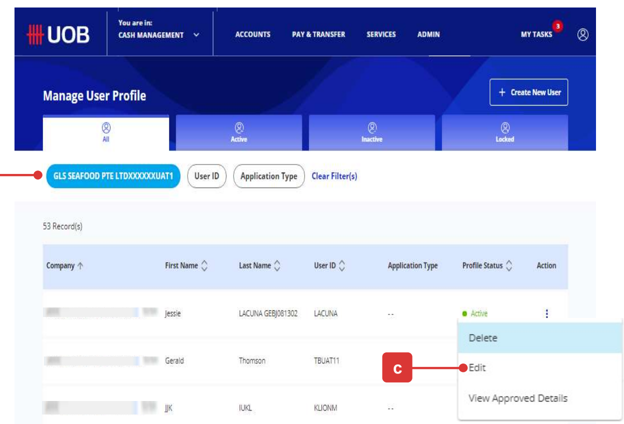
(c) Select "**Edit**" under the Action icon.

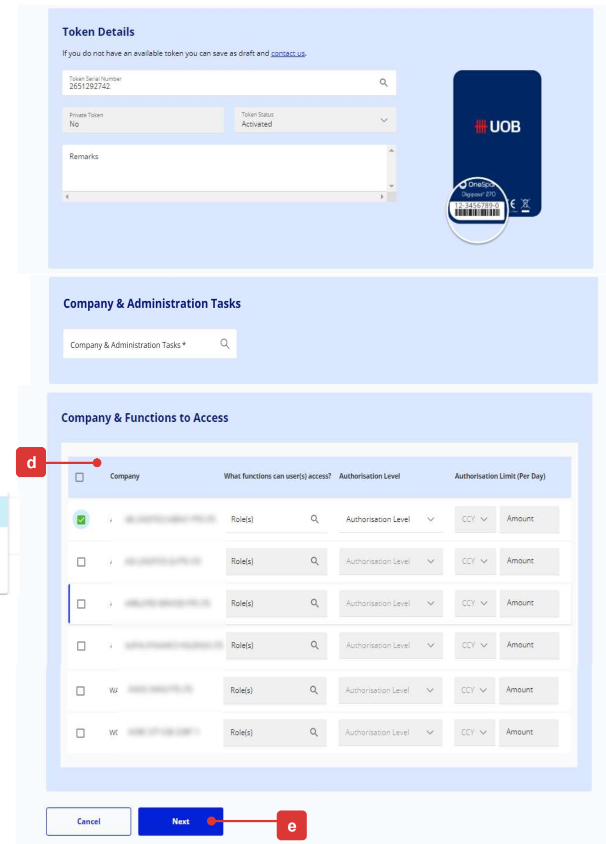
(d) Under "**Company & Functions to Access**" section, assign the below Roles to the User:

- "50 PAB – Create" – Assign to User who is able to create PAP.
- "50 PAB – Approve" – Assign to User who is able to create/approve PAP.

(e) Click "**Next**" button to proceed to submit the changes for approval.







Note:
1. Ensure your company/entity opt for "Dual Control" under Company Administrator Approval Control setup.
2. If Single Control is being setup, Users who are assigned with either "50 PAB – Create" or " 50 PAB – Approve" will be able to create PAP successfully without Approval.

Appendix – Pre-Approved Payee Management (cont.)

Company Administrator can restrict User to only create/make payment to Pre-Approved Payee (PAP)

To restrict User to make payment to PAP, the User Account has to be setup with "Limit transactions to only Pre-approved payee?" = "Yes".

2 Manage User Account Access

(a) At the top navigation menu, select **"ADMIN > Manage User Account Access"**.

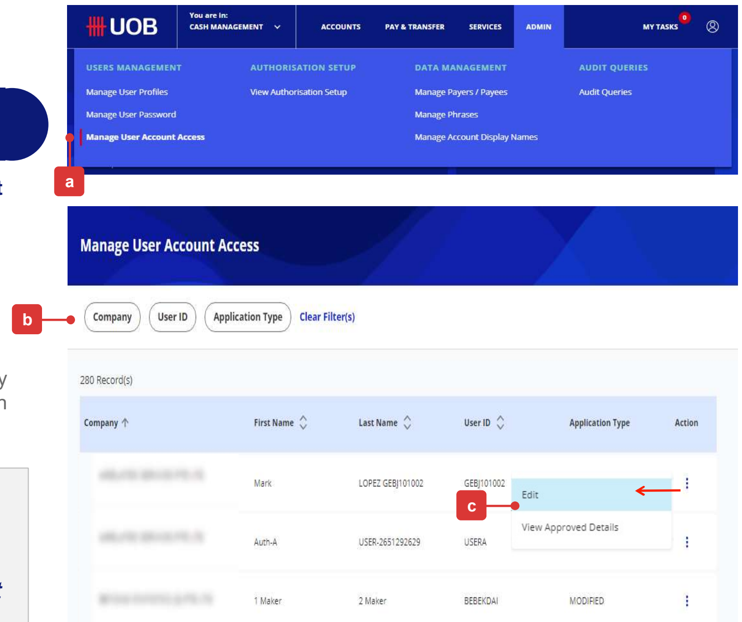
(b) Use the search filter to locate the specific User.

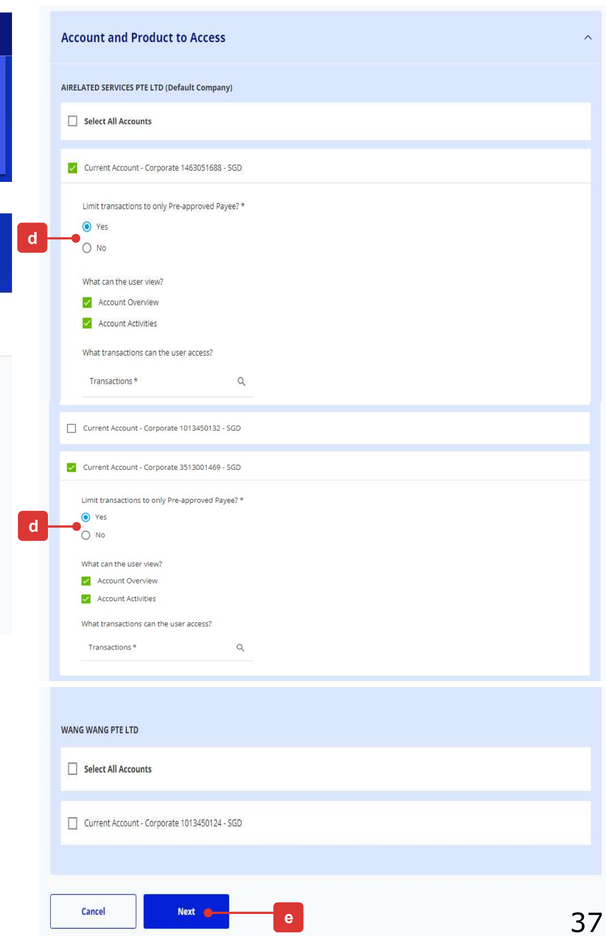
(c) Select "**Edit**" under the Action icon.

(d) Under each of the account link to user, select "Yes" under "**Limit transactions to only Pre-approved payee?**". The User will only be able to select payee from PAP lists under the payment transaction initiation screens.

> ***When limit transactions to PAP is setup as "YES"***
>
> - *User can select payee/beneficiary from list of PAPs.*
> - *User cannot input/modify payee/beneficiary details on payment transaction creation screen.*
> - *User cannot select normal payee/beneficiary from payee list.*

(e) Click "**Next**" button to proceed to submit the changes for approval.





Appendix – Pre-Approved Payee Management (cont.)

How to Create Pre-Approved Payee (PAP)

To create a PAP , Pre-approved Payee checkbox has to be selected upon payee creation

3 Manage Payer/Payee

You can create details of Pre-Approved payees/beneficiaries under "Manage Payers/Payees".

(a) At the top navigation menu, select **"ADMIN > Manage Payers/Payees**".

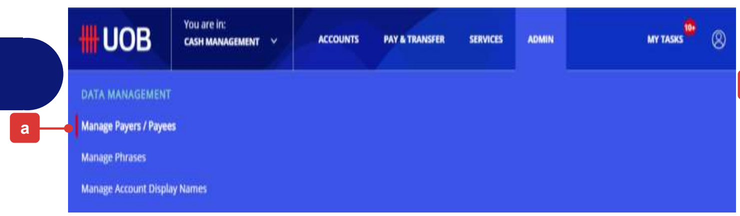
(b) Use the search filter to locate an existing payee.

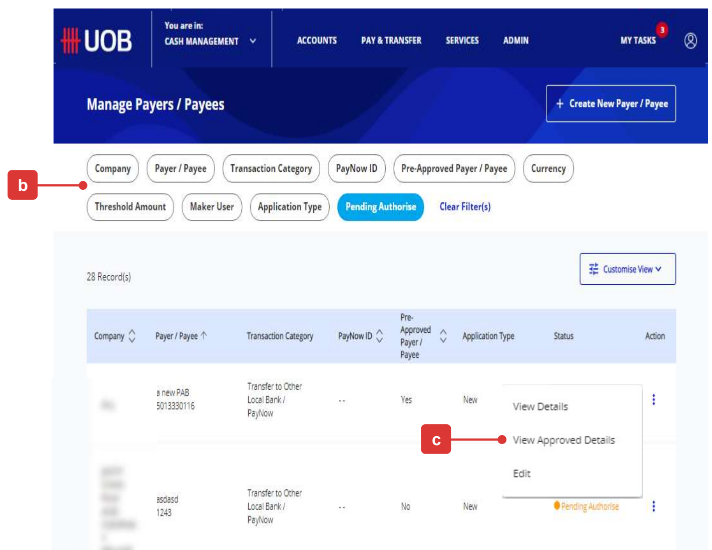
(c) Select "**View Approved Details**" under the Action icon.

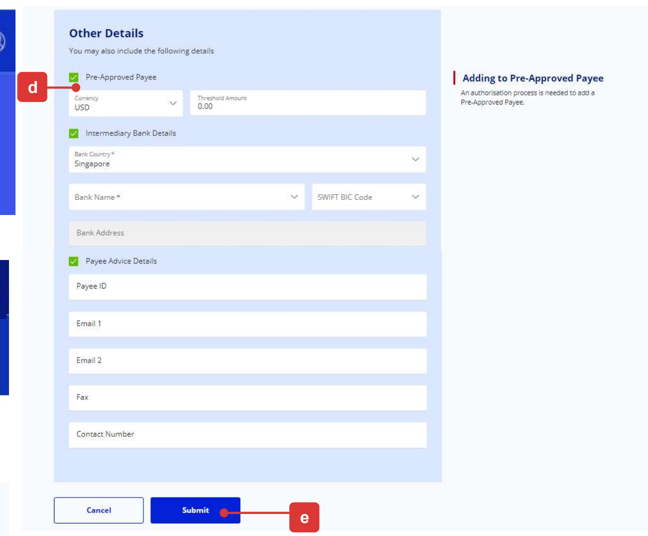
(d) Under "**Other Details**" section, tick "**Pre-Approved Payee**" checkbox to setup this payee as a PAP.

When the checkbox is selected, the threshold currency and amount is required to be filled up. This is to control the maximum transaction amount that is allowed to be paid to this PAP.

(e) Click "**Submit**" button to proceed to submit the changes for approval.







Right By You