

February 2014

Velocity@ocbc 2.0

Quick start guide

Help & Support

Download the full User Guide & FAQ at
www.ocbc.com/velocity2

Email Velocity@ocbc.com

Call +65 6922 3133 from Monday to Friday,
8:30am to 6pm (excluding public holidays)



Getting started on Velocity@ocbc 2.0

- 1 The new URL to log in to Velocity@ocbc 2.0 is

<https://velocity.ocbc.com>

Bookmark this hyperlink for easy access

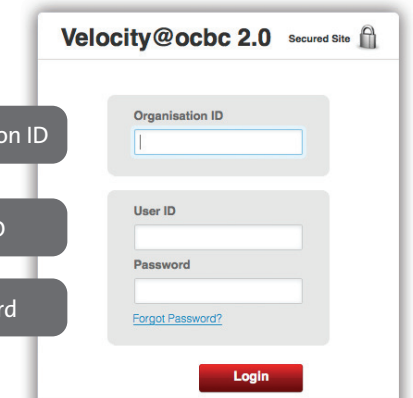
Log in sequence

Your login credentials remain the same, but the login sequence has changed.

Organisation ID

User ID

Password



Velocity@ocbc 2.0 Secured Site

Organisation ID

User ID

Password

[Forgot Password?](#)

Login

- 2 Use the top menu bar for essential banking tasks

Accounts

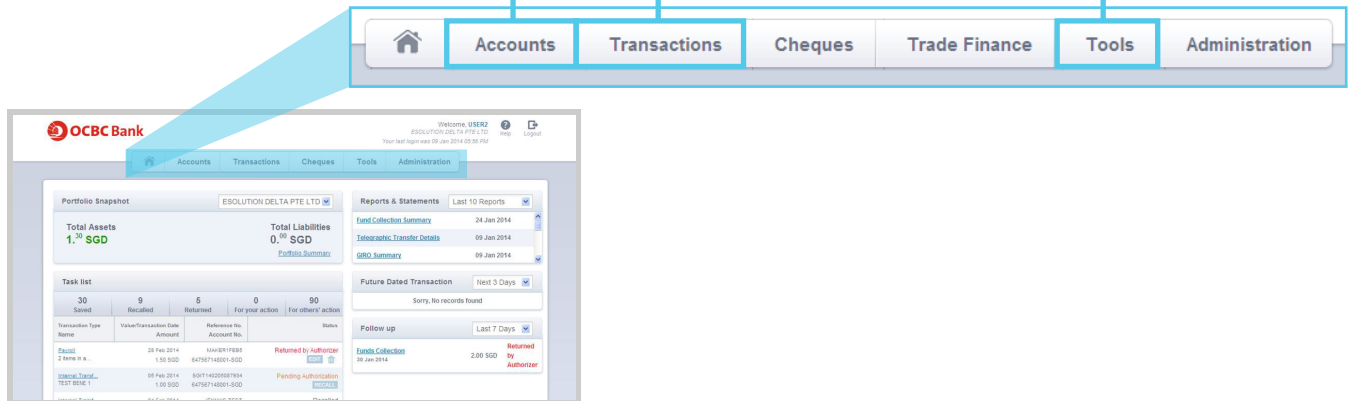
View your account statements or previous transaction records.

Transactions

Make payments and view payment status.

Tools

Create your transaction templates (models) and print payment reports.



Top menu bar: Home, Accounts, Transactions, Cheques, Trade Finance, Tools, Administration

Dashboard content:

Portfolio Snapshot: ESOLUTION DELTA PTE LTD

Total Assets: 1.00 SGD

Total Liabilities: 0.00 SGD

Task list:

Transaction Type	Value/Transaction Date	Amount	Reference No.	Account No.	Status
ESOL	28 Feb 2014	1.00 SGD	1442817885	64758748201-SGD	Returned by Authorizer
ESOL	28 Feb 2014	1.00 SGD	1442817885	64758748201-SGD	Pending Authorization

Reports & Statements: Last 10 Reports

ESOL Collection Summary: 24 Jan 2014

ESOL Transfer Details: 09 Jan 2014

ESOL Summary: 09 Jan 2014

Future Dated Transaction: Next 3 Days

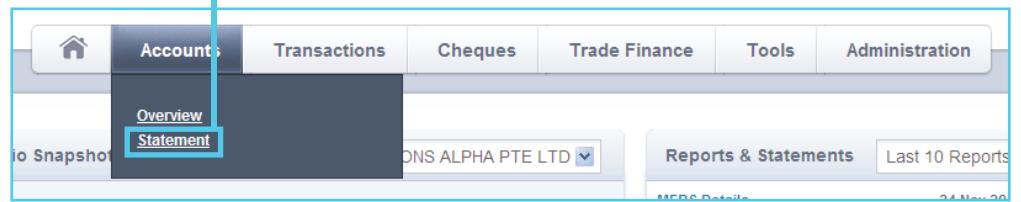
Follow up: Last 7 Days

ESOL Collection: 28 Jan 2014

ESOL Summary: 28 Jan 2014

Viewing and printing statements

- 1 From the top menu tabs, select Accounts > Statement



- 2 You can filter earlier transactions by value date range, or filter by month

The screenshot shows the 'Transaction History' page. It has a filter section with two options: 'By value date range' and 'By month'. The 'By month' option is selected, and a dropdown menu shows 'November 2013'. A 'Filter' button is next to it. Below the filter section is a table of transactions. A blue line points from the 'Filter' button to the next step's instruction.

Transaction History [Hide Filter](#) | [Stop Cheque](#) [Show more details](#)

☐ By value date range
From To

☒ By month
Select month
November 2013

Value Date	Transaction Description	Debit Amount	Credit Amount	Balance
18 Nov 2013	IGRO PAYMENT	0.10		\$2.73
31 Aug 2013	SERVICE CHARGE	25.00		\$8.73
30 Aug 2013	IGRO PAYMENT	0.30		\$2.73
23 Aug 2013	TRANSFER		0.30	\$4.03
12 Aug 2013	FUND TRANSFER	0.00		\$2.73
10 Aug 2013	TRANSFER		0.10	\$4.23
10 Aug 2013	FUND TRANSFER	0.20		\$4.13
10 Aug 2013	BILL PAYMENT CMS	0.30		\$4.33

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

☐ Account Details
☐ Account Statement Details
☐ Account Statement Summary
☐ e-Statement CSV

[OK](#)

This page shows the last 20 transactions by default, in descending order.

To save or download the statement, click **Download**.

Then select the type of statement you need.

Making payments

1 Payments have a new structure and are organised differently

In Velocity@ocbc

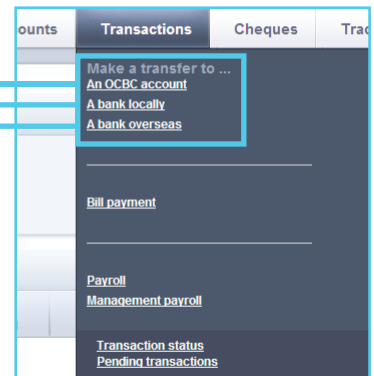
- Internal transfer
- Own account transfer

In Velocity@ocbc 2.0

Make a transfer to an OCBC account

Make a transfer to a bank locally

Make a transfer to a bank overseas



2 For transfers to an OCBC account

Internal transfer

Select **Another OCBC Account**, then proceed to complete the required fields.

Own account transfer

Select **Own Account**, then proceed to complete the required fields.

3 For transfers to a bank locally

GIRO Payment (default)

Enter your beneficiary bank details.

MEPS

Be sure to tick **Same day payment**, then proceed to complete the required fields.

Local Telegraphic transfer

Select a **foreign currency**, then select **your account**.

Creating or saving templates (models)

Models are now called templates. You can create a new template in two ways.

a Through any transaction confirmation page > Save as a template

Transfer to a bank locally
GIRO Payment

Success!
This has been sent for approval

OCBC reference no. SGGP131125021805 Created on 26 Nov 2013, 4:43 PM

From
Your account 501539100001 SGD ESOLUTIONS ALPHA PTE LTD
Value Date 26 Nov 2013 Amount 1.00 SGD

To
Beneficiary Bank FIRST COMMERCIAL BANK
Branch Code 098
Beneficiary No EMP_12

☐ Save as a template

Other Details
Your Reference No. 23222
Payment Reference No. 43555
Payment Particulars EMP_12

Important Note:
(1) Please note that the cut-off time for submission of GIRO Payment for value next clearing day is 5pm. Mon to Fri.
(2) Check status of transaction to confirm it has been processed by the bank.

☐ Save as a template

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After ticking the box, enter your new template name and click **Submit**. Your template is now saved and is ready to be used later.

☒ Save as a template

Template Name
GIRO_TEMPLATE01

Note: If your models require authorisation, please advise the Authoriser to login to approve from their Tasklist (home page).

b Through Transactions > Transaction status

Accounts Transactions Cheques Trade Finance Tools Administration

Make a transfer to ...
An OCBC account Upload file
A bank locally
A bank overseas Funds collection
Bill payment
Cashier's order
Demand draft
Payroll
Management payroll
Transaction status
Pending transactions

At the Transaction status page, click on the transaction you want to save as a template.

Transaction Status

10 item(s) in the list Value date range: 25 Nov 2013 - 25 Nov 2013 Filter by: All Show Search

Transaction Type	Value Date	Beneficiary / Buyer Name	Amount	Account	Status
Domestic Transfer (MEPS)	25 Nov 2013	SUPPLIER A	1.00 SGD	ESOLUTIONS ALPHA PTE LTD	Received
GIRO Payment	25 Nov 2013	-	1.00 SGD	ESOLUTIONS ALPHA PTE LTD	Received
Internal Transfer - Same Bank	25 Nov 2013	FAY BENE 1	0.10 SGD	ESOLUTIONS ALPHA PTE LTD	Pending Authorisation
Overseas Transfers (Telegraphic Transfer)	25 Nov 2013	AAA	0.10 GBP	ESOLUTIONS ALPHA PTE LTD	Pending Authorisation
Payroll	25 Nov 2013	-	0.30 SGD	ESOLUTIONS ALPHA PTE LTD	Returned For Reconciliation
Payroll	25 Nov 2013	-	2.00 SGD	ESOLUTIONS ALPHA PTE LTD	Pending Authorisation

Domestic Transfer (MEPS)
M241113 25

GIRO Payment
SGGP131121641089 25

Internal Transfer - Same Bank Account
IFT241113 25

Overseas Transfers (Telegraphic Transfer)
TT241113 25

After clicking on the transaction you want, tick **Save as a template**.

Other Details
Your Reference No. CUSTREFNOTEST
Payment Reference No. PAYREFNOTEST
Payment Particulars PAYPARTES

☒ Save as a template

Important Note:
(1) Please note that the cut-off time for submission of GIRO Payment for value next clearing day is 5pm. Mon to Fri.
(2) Check status of transaction to confirm it has been processed by the bank.

☐ Save as a template

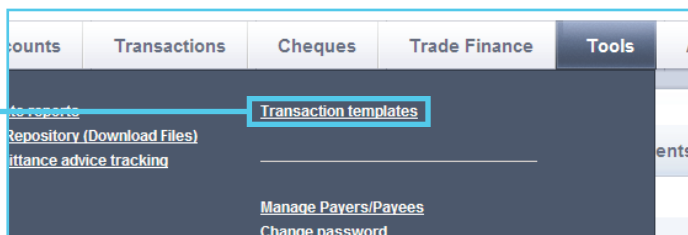
☒ Save as a template

Template Name
GIRO_TEMPLATE01

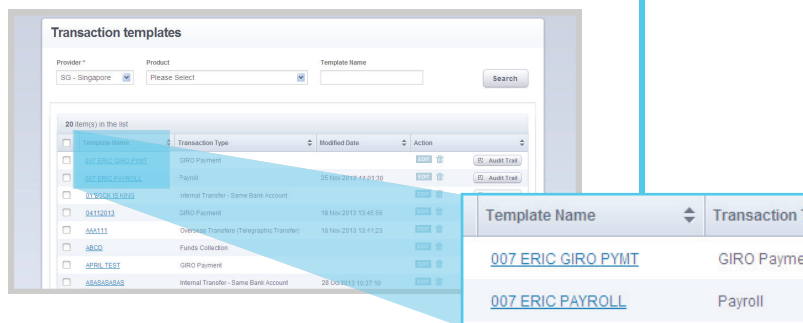
After ticking the box, enter your new template name and click **Submit**. Your template is now saved and is ready to be used later.

Using saved templates (models)

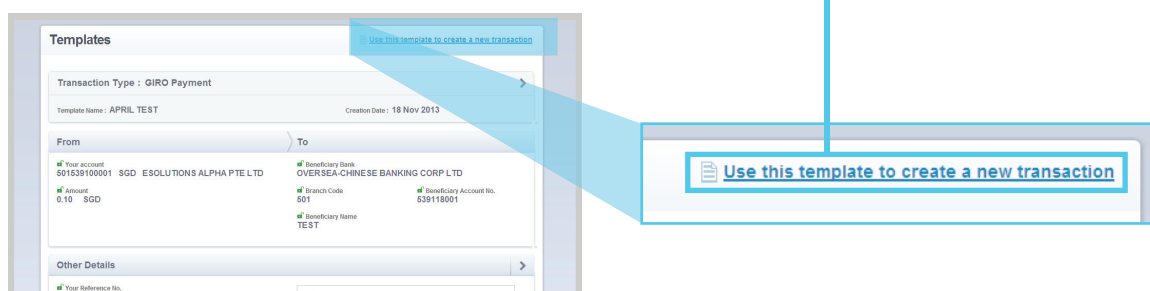
- 1 You can access, edit and use them through Tools > Transaction templates



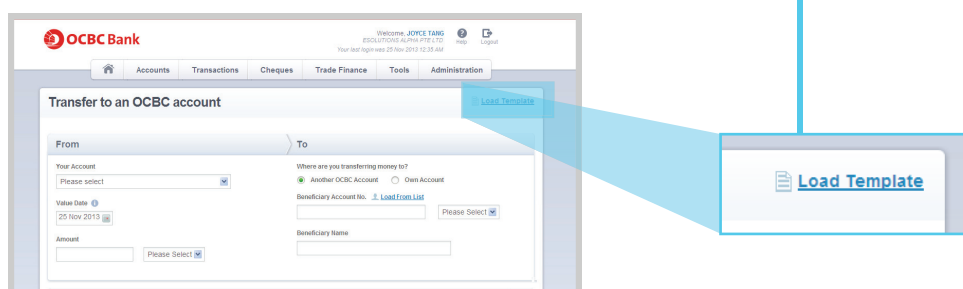
At the Transaction templates page, click on the template you want to use.



Once in the template page, click Use this template to create a new transaction.



- 2 You can also use a saved template, from any Transfer page > Load Template



Checking your transaction status

1 You can check your transaction status through Transactions > Transaction status

The transaction status page will only show transactions valued on the current day. Use the value date range to find transactions of other value dates.

Transaction statuses are listed on the right.

Transaction template status will also be shown here.

2 Understanding your transaction statuses

In Velocity@ocbc

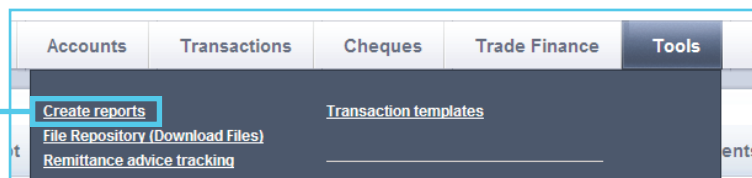
In Velocity@ocbc 2.0

What it means

Entered	Saved	Transaction has been created and saved by maker. Not submitted to verifier or authoriser yet.
Ready2Auth	Pending Authorisation	Transaction has been verified, pending authorisation. Will remain as pending authorisation until all authorisations are completed.
Authorised	Authorised	Transaction has been authorised by all Authorisers.
SubMtoBk	Submitted to Bank	Transaction has been verified and authorised. Transaction will be sent to bank automatically for processing after the last authoriser has authorised the transaction.
BackOffAcpt	Successful	Transaction has been accepted and processed by the bank. (Status applicable only for all cash products)
BackOffRejt	Unsuccessful	Transaction is rejected and not processed due to certain errors. (Status applicable only for all cash products)
PreProcAcpt	Pending Clearance	All GIRO transaction items have been pre-processed and accepted.
PreProcPartAcpt	Partially Rejected	All GIRO transaction items have been pre-processed and partially accepted. Some of the items in the batch are invalid. Bank will continue to process the valid items.
PreProcRjt	Rejected	All GIRO transaction items have been pre-processed and rejected. The transactions will not be processed any further.
PostProcPartAcpt	Partially Successful	All GIRO transaction items have been post processed and partially accepted. Some of the items during processing turn out to be invalid and failed to be processed.
Cancelled	Recalled	Transaction recalled by maker. Only applicable for transactions that have been sent to verifier or authoriser but yet to be verified or authorised. The maker can either edit or delete and resubmit the transaction.
AuthRejected	Returned by Authoriser	Transaction has been submitted by maker, but rejected by verifier or authoriser. Pending maker's action (delete or edit), then resubmit the transaction.
Deleted	Deleted	Maker deleted the transaction when it was still in Saved status or after it has been rejected by the Authoriser or it has been recalled or returned to the maker for resubmission (see above explanation for 'Returned for Resubmission' status).
	Resubmission Needed	Transaction has been submitted by maker, but the authorisation policy was changed before the transaction was authorised. Pending for maker's action to edit and re-submit the transaction to the correct authoriser based on the revised authorisation policy.

Creating and downloading payment reports

- 1 To create a report, click on **Tools > Create reports**



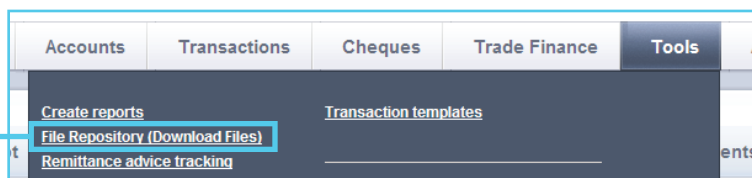
Select your **Report Type**, **Transaction Type** and **Report Name**. Then select the **Account number**.

The 'Create reports' form includes fields for 'Report Type' (Transaction), 'Transaction Type' (Telegraphic Transfer), 'Report Name' (Telegraphic Transfer Details), 'Account No.' (503163982301 - USD - ESOLUTION DELTA PTE LTD), 'Date', 'Payee name', 'Amount', 'Your Reference No.', 'OCBC reference no.', 'Transaction Status', 'Created By', and 'File Upload name'. A 'Generate Report' button is at the bottom right.

You can generate the report as a **PDF** or **CSV** file type. The report will now be created in the **File Repository**.

The dialog box asks 'Do you want to wait while the report being generated?' with 'Yes' and 'No' radio buttons. Below it, it says 'Generate the report as a' with 'PDF' and 'CSV' radio buttons. A 'Generate Report' button is on the right.

- 2 To collect your report, click on **Tools > File Repository (Download Files)**



All your generated reports will be stored here. You can also filter reports with the search function.

The 'File Repository - Inquiry & Listing' page includes a search section with filters for 'Transaction Type', 'Report Name', 'Account No.', 'Report Date', and 'File Type'. Below is a table listing generated reports with columns for 'Transaction Type', 'Report Name', 'File Format', 'Account No.', 'Report Date', 'File Size', and 'Created By'. A 'Download Selected' button is at the bottom.

View reports online here.

Download reports here.

Repository List				
<input type="checkbox"/>	Transaction Type	Report Name	File Format	Account No.
<input type="checkbox"/>	Telegraphic Transfer	Telegraphic Transfer Details	PDF	5031
<input type="checkbox"/>	Internal Transfer	Internal Funds Transfer Details	PDF	6475
<input type="checkbox"/>	GIRO Payment	GIRO Template	PDF	6475
<input type="checkbox"/>	GIRO Payment	GIRO Summary	PDF	6475
<input type="checkbox"/>	GIRO Payment	GIRO Summary	PDF	6475
<input type="checkbox"/>	GIRO Payment	GIRO Summary	PDF	6475
<input type="checkbox"/>	File Upload	File Upload Summary	PDF	-
<input type="checkbox"/>	File Upload	File Upload Summary	PDF	-
Download Selected				