



32/F  
BANK OF CHINA TOWER  
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CENTRAL, HONG KONG



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## Information Management

**Timely.  
Customised.  
Comprehensive.**

### iGTB Information Management Module

iGTB NET Information Management Module is an information hub, providing timely and accurate reporting services, in order to better meet your company's information needs. More valuable information is available in this platform, covering full suite of Transaction Banking products. Transaction Data can be downloaded in variety of formats.

#### Manage Your Information

- **Statement: Account Information**  
Monthly Statement/Daily Statement provides account activities records
- **Advice: Transaction Information**  
Advice details Payer and Beneficiary information of a specific financial transaction
- **Reports: Product Information**  
Reports contains relevant transactions of a cash management or trade finance product within a certain time period
- **Requested Files: Customised Information**  
Requested Files allow you to create your own information files by setting criteria

## Features



### Account Reconciliation

Detailed reporting on all accounts, transactions, and products facilitate account reconciliation.



### Timely Information

Based on transaction or product features, our information files are generated automatically in this electronic platform on daily or monthly basis to free up your time.



### Downloadable Files

Files are available for download in PDF, CSV and TXT format for your further editing or filing.

## Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services

Main

Add to My Shortcuts

### Information Download



Statement



Report



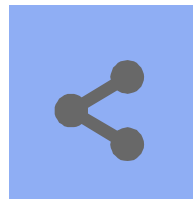
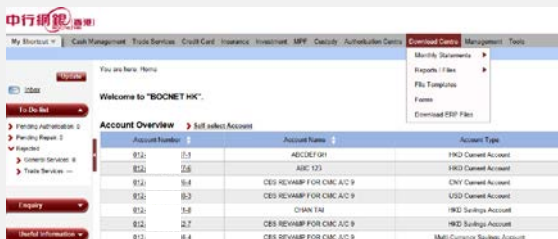
Advice



Requested Files

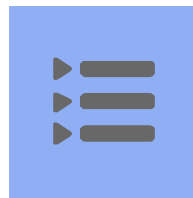
## Adaptive Highlights

### Previous Frontend



### Centralised Information Hub

Here is the Information Hub contains comprehensive transaction records and details. With both standard and customised reports to choose from, you can create and save custom files by a click of a button.



### Clear Classification

All information is classified into four information categories, including Statement, Report, Advice and Requested Files, which help you manage your information at a glance.



### Quick Search What You Need

Locate the files you need quickly by setting search criteria, like Information Category, Request ID, Date, and etc.

## My Dashboard

### Account Position >



|       |                                           |                                        |                        |
|-------|-------------------------------------------|----------------------------------------|------------------------|
| All > | Available Balance<br>HKD 734.88<br>equiv. | Ledger Balance<br>HKD 734.88<br>equiv. | Number of Account<br>5 |
|-------|-------------------------------------------|----------------------------------------|------------------------|

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

### Work Queue >

Work Queue Transaction Status

Total Number of Task 25

|                          |                  |                 |
|--------------------------|------------------|-----------------|
| 3 Draft                  | 0 Pending Action | 0 Pending Check |
| 21 Pending Authorisation | 1 Deleted        |                 |

Refreshed as at 07 Aug 2019 16:25 GMT+08:00

### Download Report >

|                       |                             |
|-----------------------|-----------------------------|
| Account Activity-T... | 07 Aug 2019 16:07 GMT+08:00 |
| Account Activity-T... | 07 Aug 2019 15:41 GMT+08:00 |
| Account Activity-T... | 07 Aug 2019 14:34 GMT+08:00 |

Refreshed as at 07 Aug 2019 16:25 GMT+08:00

### Upload File >

Transaction Type  
Payroll (For "Hong Kong, China" debit acc...)

Click Here  
To upload your file

- Maximum upload file size is 10 MB
- Maximum file name length is 25 characters

Upload

### e-Alert and Message >

GTB G210 MESSAGE TESTING  
THIS IS GTB CODE:G210 ++MESSAGE TESTING++

01 Jul 2019 10:10 GMT+08:00

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

### Recent Transaction >

|                                                          |    |      |
|----------------------------------------------------------|----|------|
| To:012-<br>BOCHK                                         | -9 | ACCT |
| USD 0.02 CR                                              |    |      |
| Transfer Transaction 012-<br>29 Jul 2019 08:31 GMT+08:00 |    |      |

|                                                          |    |      |
|----------------------------------------------------------|----|------|
| From:012-<br>BOCHK                                       | -0 | ACCT |
| USD 0.02 DR                                              |    |      |
| Transfer Transaction 012-<br>29 Jul 2019 08:31 GMT+08:00 |    |      |

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

### Quick Payment >

|    |                      |
|----|----------------------|
| 01 | RTGS                 |
| 02 | Telegraphic Transfer |
| 03 | Transfer             |
| 04 | Transfer             |

Refreshed as at 07 Aug 2019 16:26 GMT+08:00

## New Features

### New Experience

### Download Report >

|                       |                             |
|-----------------------|-----------------------------|
| Account Activity-T... | 07 Aug 2019 16:07 GMT+08:00 |
| Account Activity-T... | 07 Aug 2019 15:41 GMT+08:00 |
| Account Activity-T... | 07 Aug 2019 14:34 GMT+08:00 |

Refreshed as at 07 Aug 2019 16:25 GMT+08:00



### Multiple Ways to Retrieve Your Information

You can retrieve the Information files on Dashboard's Download Report Widget, or on Information Management page., or in the link of the pop-up banner after requested a file.



### Electronic Bank Advice

Apply Electronic Bank Advice online for completed financial transaction. Obtain detail transaction information conveniently.



### Requested Files

Choose the A/C no., Transaction Date, Transaction Amount, Transaction Currency, Transaction Type to create your customised date file, in your preferred format and content. Request for PDF reports mid-way of file upload & authorisation process for easier management checking.

## How to download Statement



### Step 1

Select from Menu  
Information Management >  
Main



### Step 2

Choose the Information  
Categories **Statement**



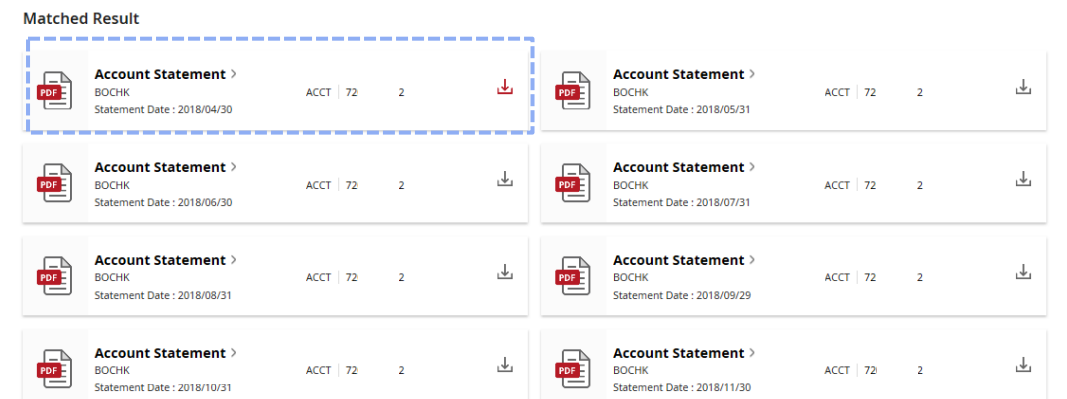
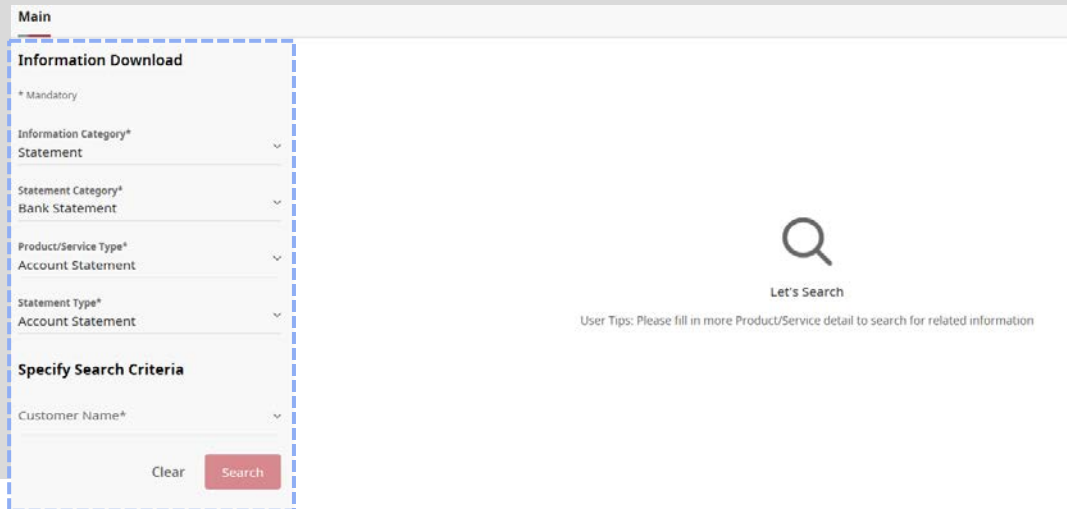
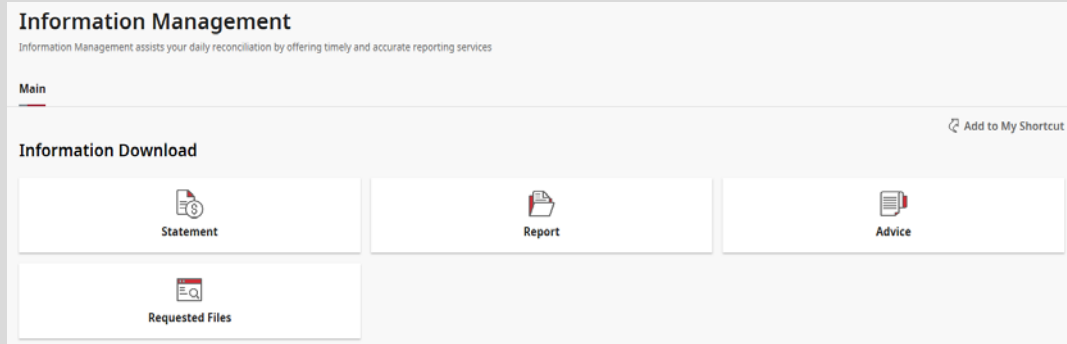
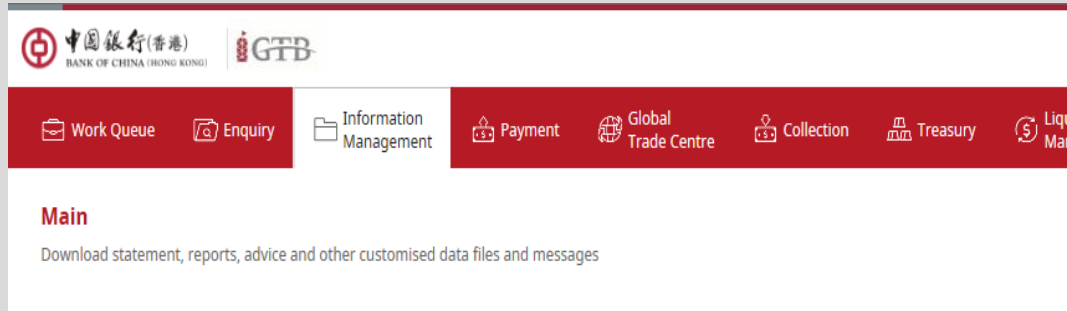
### Step 3

Input **Information Download**  
page information  
and click **Search**



### Step 4

Click  to download  
the particular file



## How to apply Pending Authorisation Report?

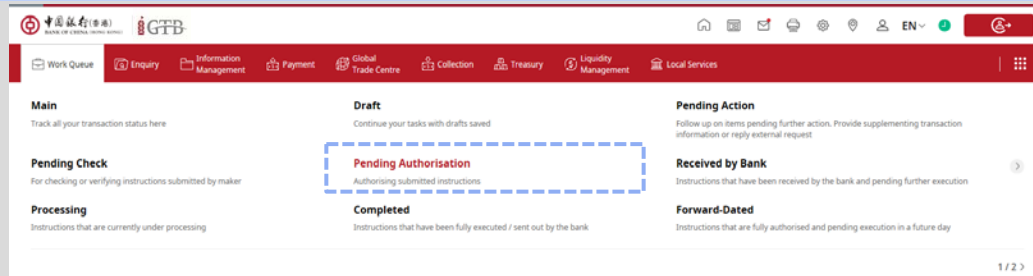
After successfully uploaded a file transaction (e.g. Payroll file), the transaction will be displayed as a card in Work Queue.



### Step 1

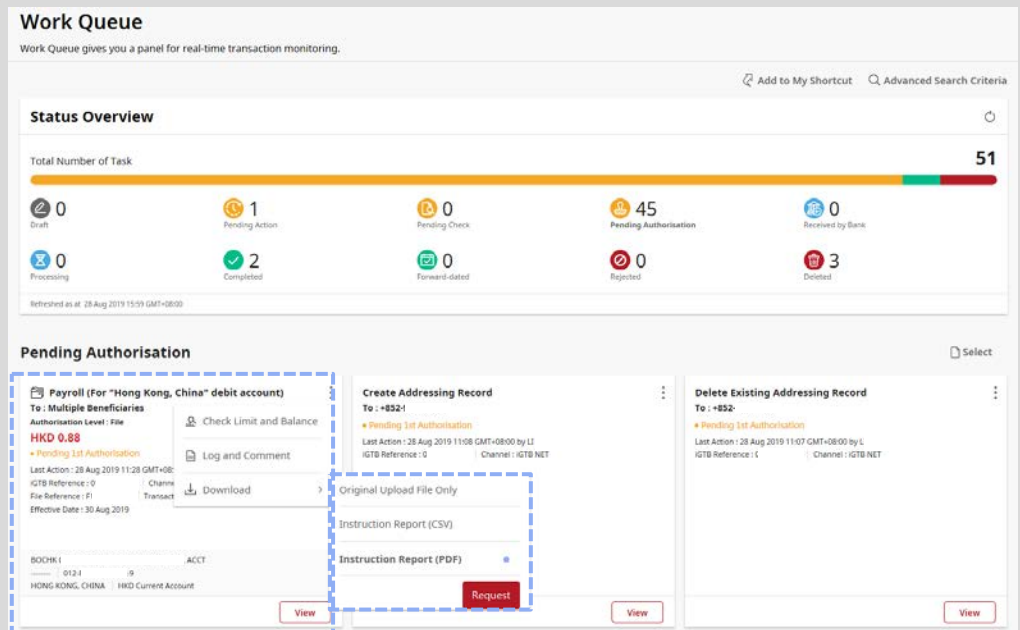
Select from Menu

Work Queue > Pending Authorisation

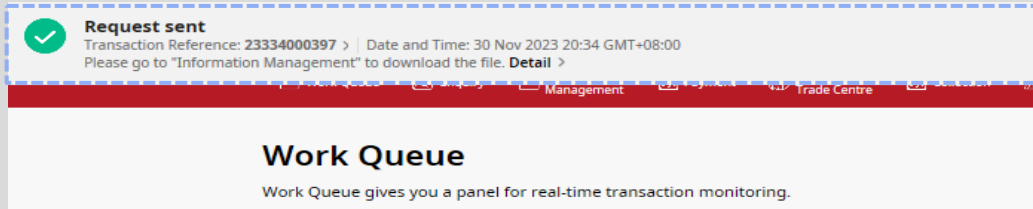


### Step 2

Click **⋮** then Select  
**Download>Instruction  
Report(PDF)**, and Press  
**Request**



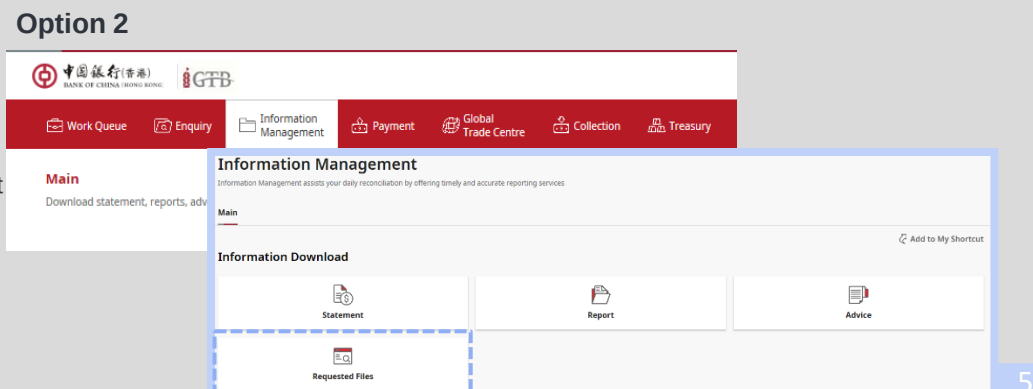
### Option 1



### Step 3

Option1: Click **Details** on the  
Banner

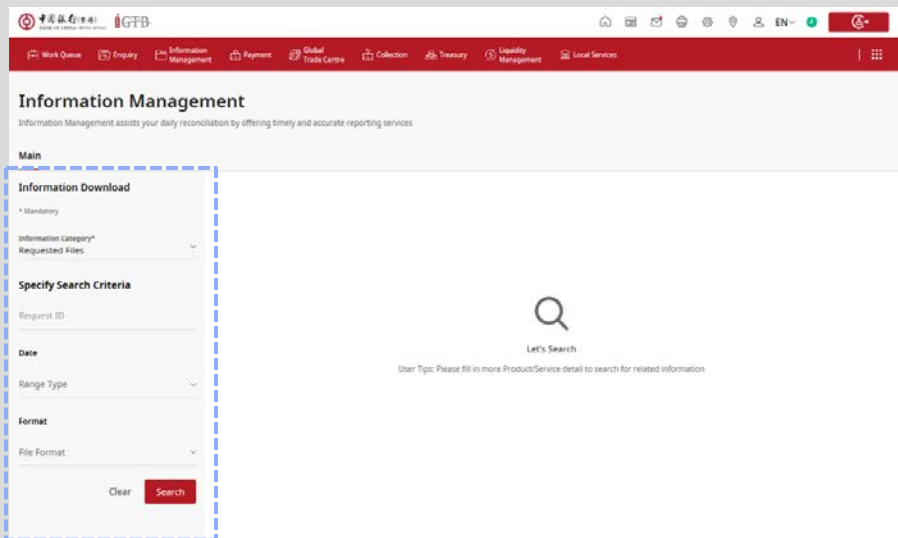
Option 2: Information Management  
> Main > **Requested Files**





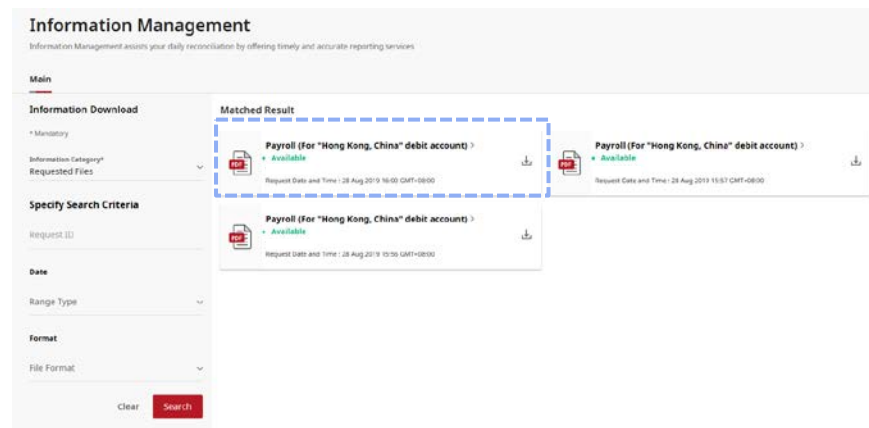
## Step 4

Input the **Information Download** and **Specify Search Criteria** page and Click **Search**




## Step 5

Choose the file to download   
Authorizer or Checker can check the transaction details and authorization status (e.g. pending for authorization) on PDF report.



## Report Sample

iGTB 012-

-8>工作列Work Queue >檔案指令報告File Instruction Report

檔案詳情 File Detail

更新於 Refreshed as at:28 Aug 2019 16:00

檔案名稱File Name: 20190830\_PAYROLL.DAT

檔案參考號File Reference:

狀態 Status: 等候第一次授權 Pending 1st Authorization

iGTB參考號 iGTB Reference:

指示類型Instruction Type: 企業發薪文件上載 Payroll File Upload

最後跟進Last Action: 28 Aug 2019 11:28 GMT+08:00 by HYC

交易詳情Transaction Detail

發起賬戶號碼Originating Account Number: 012-

-9 公司名稱 Company Name: BOCHK

ACCT

生效日期 Effective Date: 2019/08/30

交易筆數 Transaction Count: 1

總金額 Total Amount HKD 0.88

| 編號<br>No. | 發薪賬戶號碼<br>Employee A/C<br>number | 員工姓名<br>Employee Name | 貨幣<br>Currency | 金額<br>Amount | 參考號<br>Reference | 備註Remark |
|-----------|----------------------------------|-----------------------|----------------|--------------|------------------|----------|
| 1         | 021: 888                         | HR                    | HKD            | 0.88         |                  | PRL      |

## How to apply Transaction Advice?



### Step 1

Select from Menu

Enquiry > Account Activity



### Step 2

Click : then Select

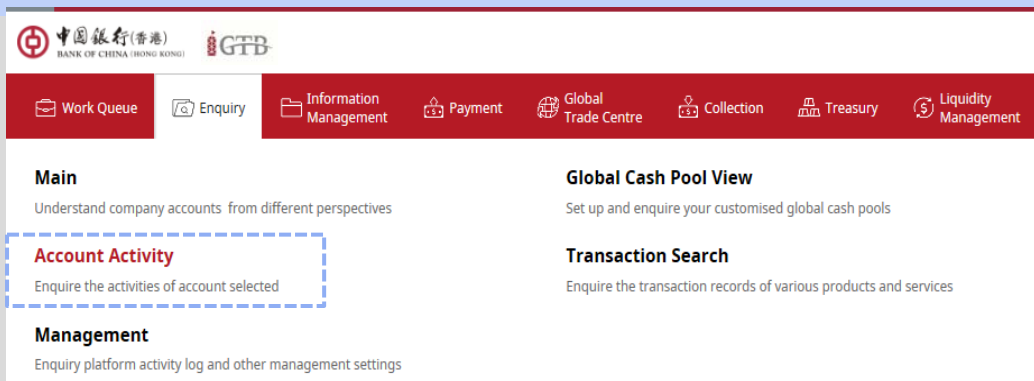
Transaction Advice, and  
Press Rrequest



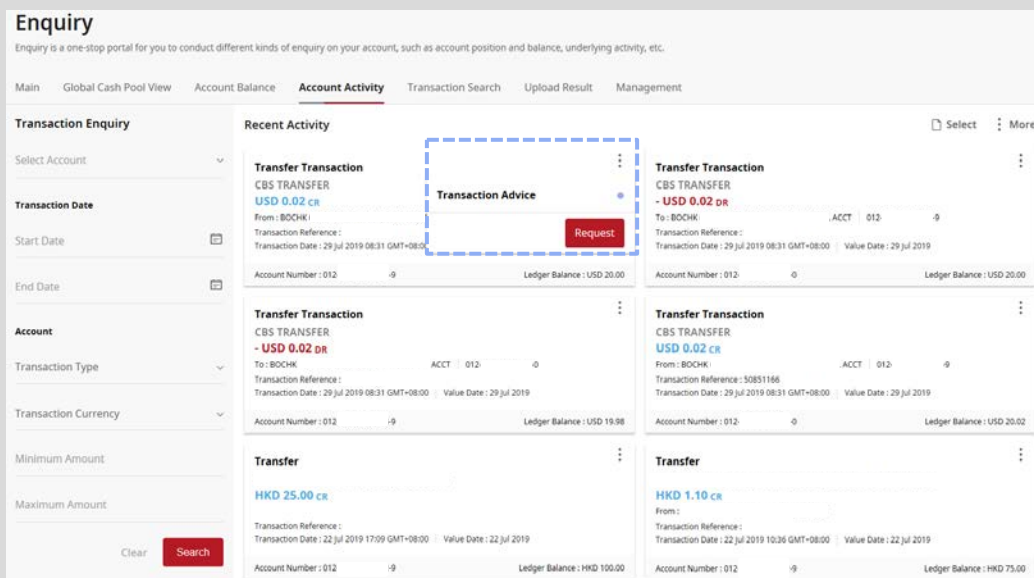
### Step 3

Option1: Click **Details** on the  
Banner

Option 2: Information Management  
> Main > **Requested Files**

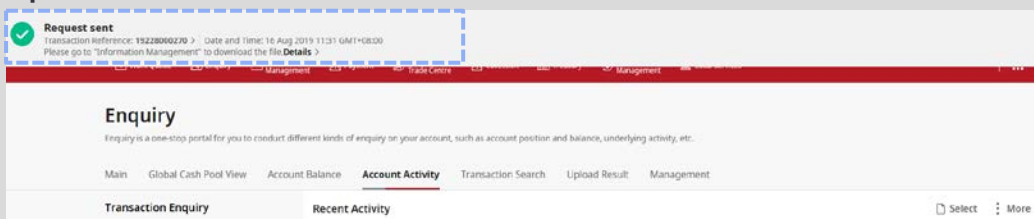


The screenshot shows the main menu of the GTB system. The 'Enquiry' tab is selected. Under 'Enquiry', the 'Account Activity' option is highlighted with a dashed blue box. Other options include 'Main', 'Management', 'Global Cash Pool View', 'Transaction Search', 'Upload Result', and 'Management'.



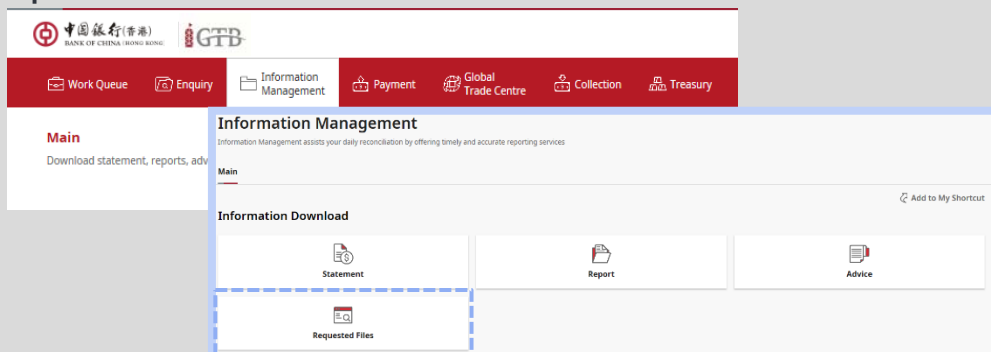
The screenshot shows the 'Enquiry - Account Activity' page. The 'Recent Activity' section displays a list of transactions. A 'Transaction Advice' button is highlighted with a dashed blue box. The 'Request' button is also visible.

### Option 1



The screenshot shows the 'Enquiry - Account Activity' page with a 'Request sent' banner at the top. The banner contains a green checkmark and the text: 'Request sent Transaction Reference: 19228000270 > Date and Time: 16 Aug 2019 11:31 GMT+0800 Please go to "Information Management" to download the file Details >'. The 'Transaction Advice' button is highlighted with a dashed blue box.

### Option 2



The screenshot shows the 'Information Management - Main' page. The 'Requested Files' section is highlighted with a dashed blue box. It contains a table with columns for 'Statement', 'Report', and 'Advice'. The 'Requested Files' button is also visible.

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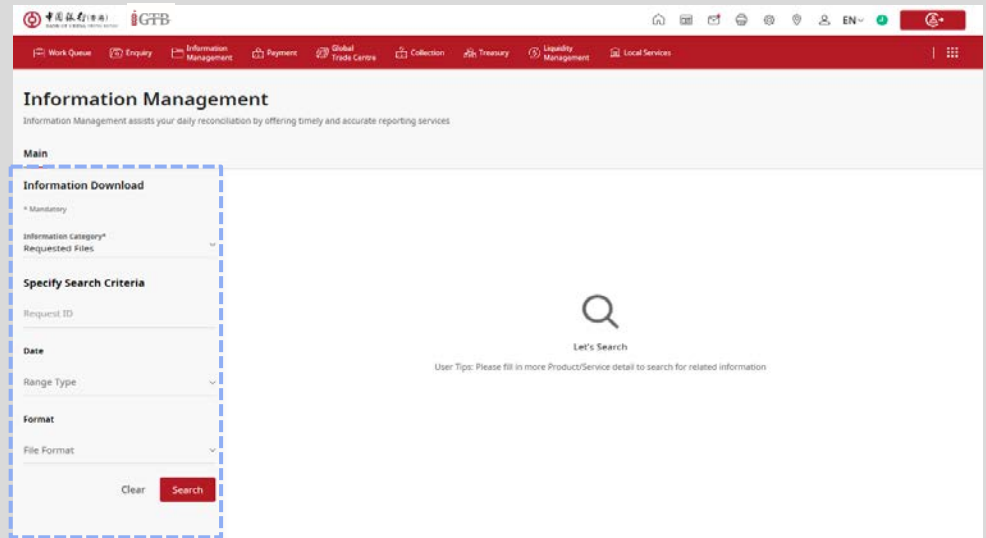
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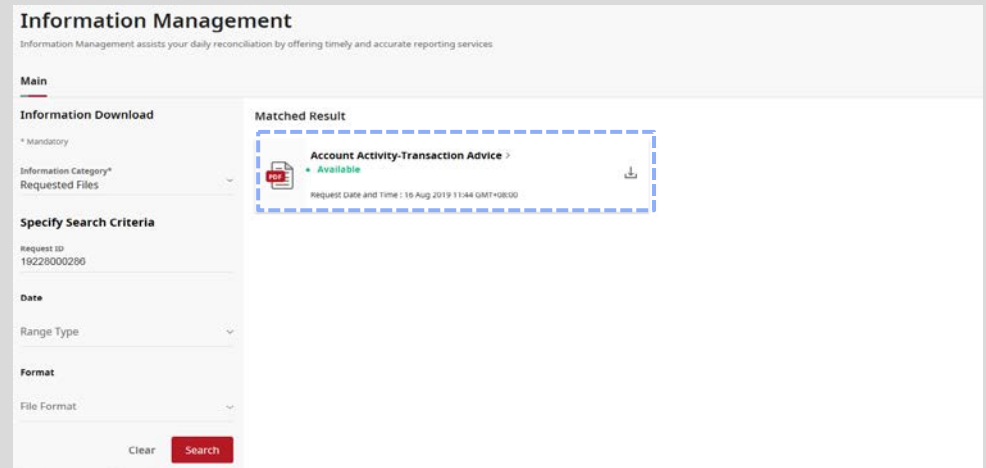
## Step 4

Input the **Information Download**  
and **Specify Search Criteria** page,  
then Click **Search**




## Step 5

Choose the file to download

## Report Sample




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iGTB 012- -8>查詢 Enquiry>賬戶交易紀錄 Account Activity

查詢賬戶詳情 Enquired Account Details

賬戶名稱 Account Name:  
賬戶號碼 Account No: 012- -9  
賬戶類別 Account Type: HKD Current Account

國家/地區 Country/Region: HONG KONG  
貨幣 Currency: HKD

更新於 Refreshed as at: 07 Aug 2019 16:49

已輸入搜尋條件 Inputted Search Criteria

扣賬/信用 Debit/Credit: CR

交易日期-開始日期 Transaction Date-Start Date: 01 Jul 2019

交易日期-結束日期 Transaction Date-End Date: 31 Jul 2019

最低金額 Minimum Amount: 1.00

最高金額 Maximum Amount: 1,000.00

交易活動摘要 Activity Summary

信用總數 Total No. of Credits: 5

扣賬總數 Total No. of Debits: 0

總信貸額度 Gross Credit Amount: HKD 56.10

總扣賬額度 Gross Debit Amount: HKD 0.00

開始賬戶餘額 Opening Ledger Balance: HKD 70.00

結束賬戶餘額 Closing Ledger Balance: HKD 100.00

更新於 Refreshed as at: 07 Aug 2019 16:49

請閱下一頁查看交易紀錄詳情

Please see the next page for Enquired Activity Details

## Account Reconciliation Files

### Transaction Records

交易紀錄 Transaction Records

| 交易日期<br>Transaction Date | 賬戶日期<br>Value Date | 交易類型<br>Transaction Type | 借/貸<br>DR/CR | 金額<br>Amount | 賬戶餘額<br>Ledger Balance | 交易參考號碼<br>Transaction Reference | 備註/附註<br>Remarks | 交易對手名稱<br>Counterparty Name | 交易對手賬戶號碼<br>Counterparty Account Number | 支票號碼<br>Cheque Number |
|--------------------------|--------------------|--------------------------|--------------|--------------|------------------------|---------------------------------|------------------|-----------------------------|-----------------------------------------|-----------------------|
| 02 Jul 2019              | 02 Jul 2019        | Transfer                 | CR           | HKD 35.00    | 105.00                 | 00502091                        | 12194732103037   | PPS/WE N305                 | 11                                      | 11                    |
| 02 Jul 2019              | 02 Jul 2019        | Transfer                 | CR           | HKD 1.10     | 70.00                  | 00970303                        | 12194732103037   | PPS/WE N305                 | 11                                      | 11                    |
| 02 Jul 2019              | 02 Jul 2019        | Transfer                 | CR           | HKD 10.00    | 80.00                  | 07118425                        | 12194732103037   | PPS/WE N305                 | 11                                      | 11                    |
| 02 Jul 2019              | 02 Jul 2019        | Transfer                 | CR           | HKD 10.00    | 90.00                  | 07118453                        | 12194732103037   | PPS/WE N305                 | 11                                      | 11                    |
| 02 Jul 2019              | 02 Jul 2019        | Transfer                 | CR           | HKD 10.00    | 100.00                 | 07118453                        | 12194732103037   | PPS/WE N305                 | 11                                      | 11                    |



### Start & End Date

Requested Files can meet your account reconciliation needs. The Select Transaction Start Date and Transaction End Date to confirm the reconciliation period .



### Opening & Closing Balance

The Files provides the Opening Ledger Balance and Closing Ledger Balance within the transaction period, improves your reconciliation efficiency.



### Transaction Records

Reconcile the account activities in comparison with general ledger account or your company's other accounting records, verify the balance listed is correct and accurate.

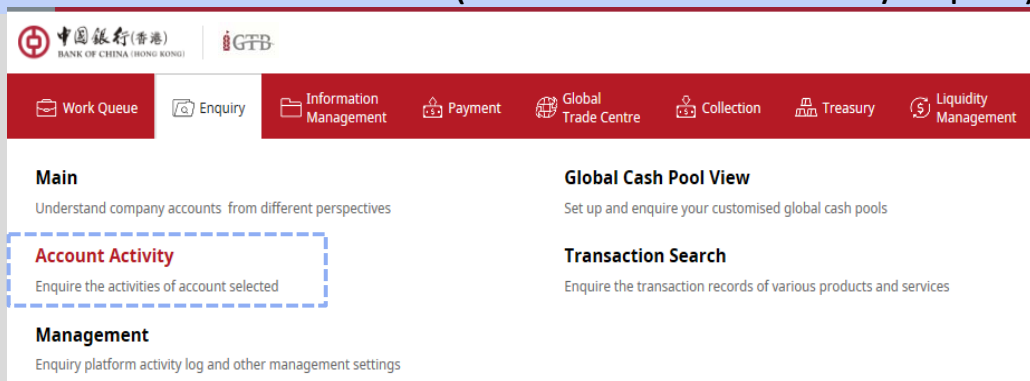
# How to apply Account Reconciliation Files (which is Account Activity Report)



## Step 1

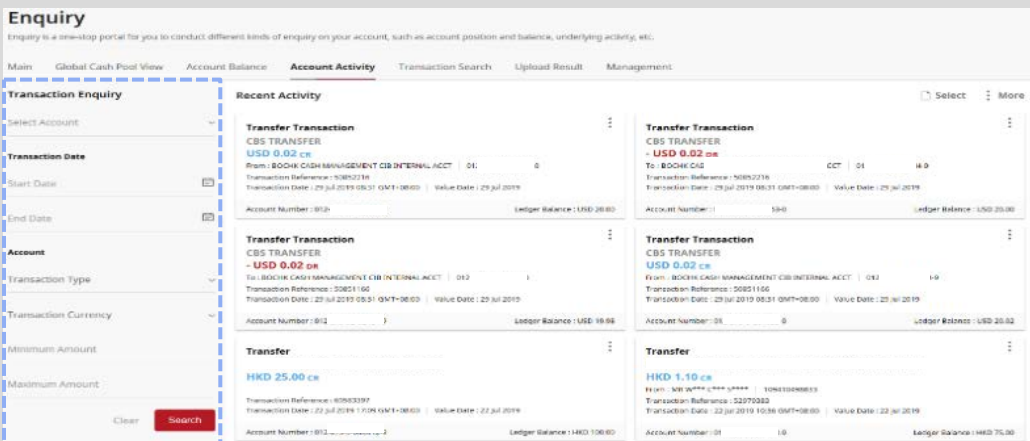
Select from Menu

Enquiry > Account Activity



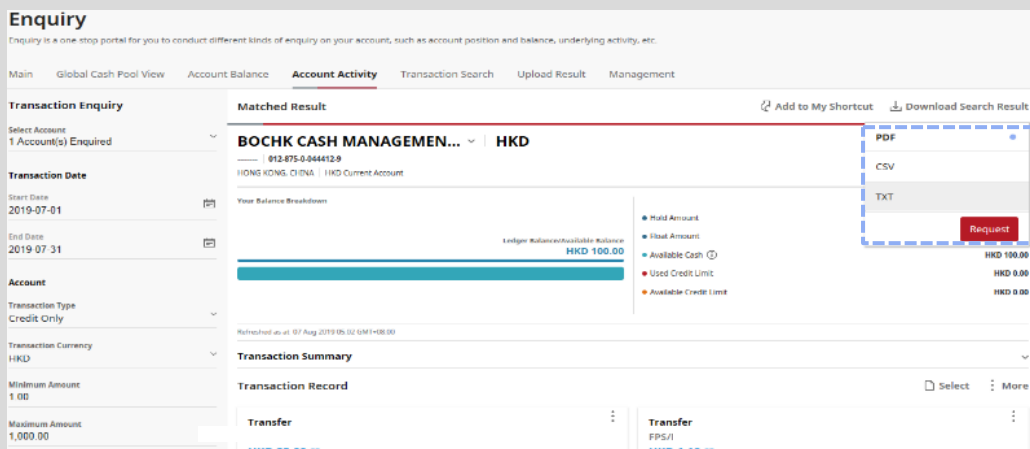
## Step 2

Input Transaction Enquiry and click **search**



## Step 3

Click **Download Search Result**,  
Select the file format **PDF**,  
then press **Request**





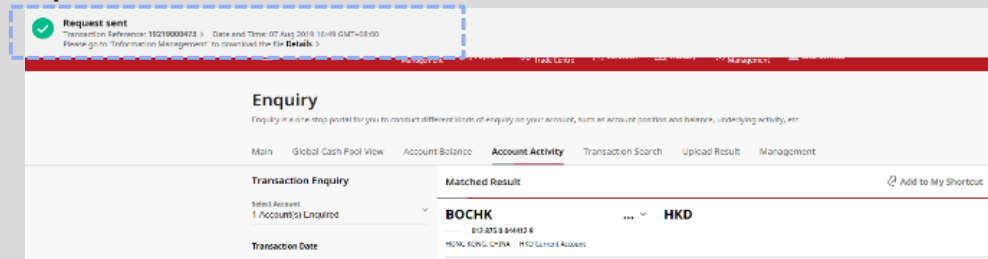
## Step 4

Option1: Click **Details** on the Banner

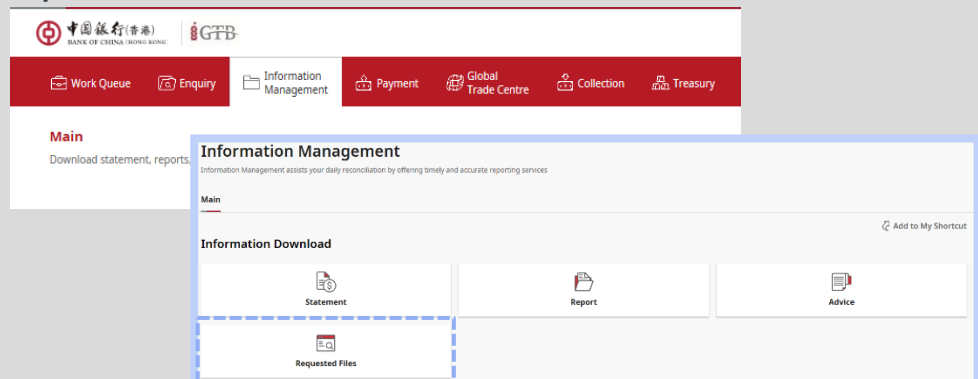
Option 2: Information Management  
> Main > **Requested Files**

Option 3: My Dashboard >  
**Download Report** Widget, then  
Download the file directly

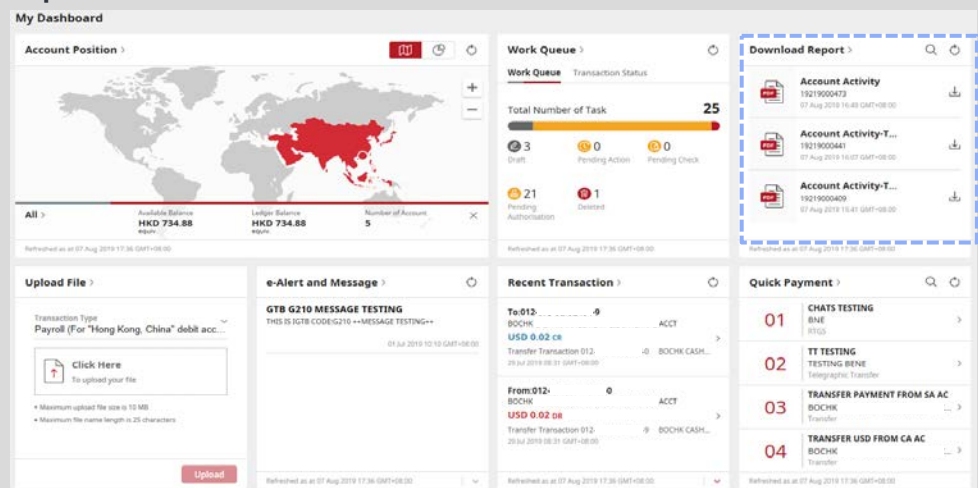
### Option 1



### Option 2

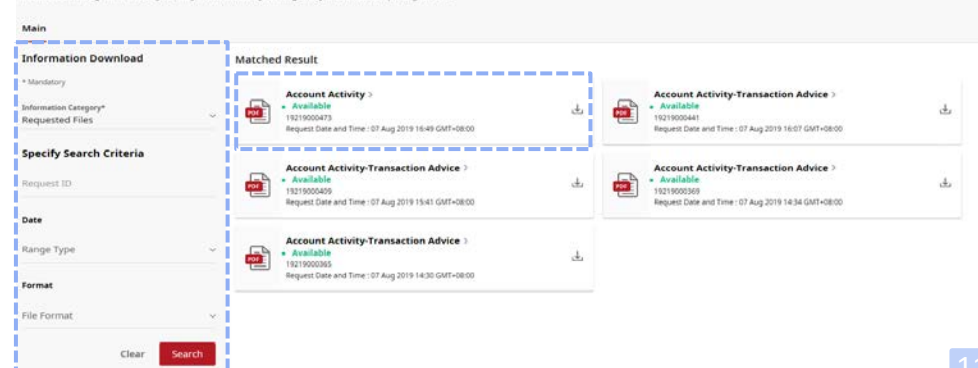


### Option 3



### Information Management

Information Management assists your daily reconciliation by offering timely and accurate reporting services




## Step 5

For options 1 & 2: Input search  
criteria and click **Search**.  
Matched Results will be shown  
on the right.

Choose the file to download ↓



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