Quickguide

UC eBanking global

Getting Started

Setup and use of UC eBanking global

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UniCredit

Content

PROGRAM START

To start UC eBanking global, click UC eBanking global. Alternatively, select UC eBanking global from the pull-down menu.
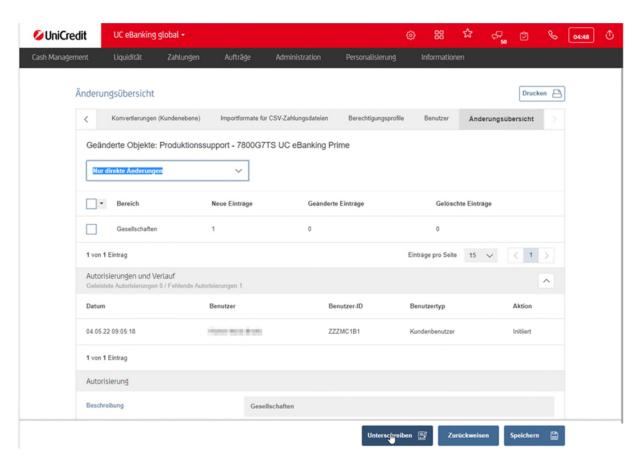
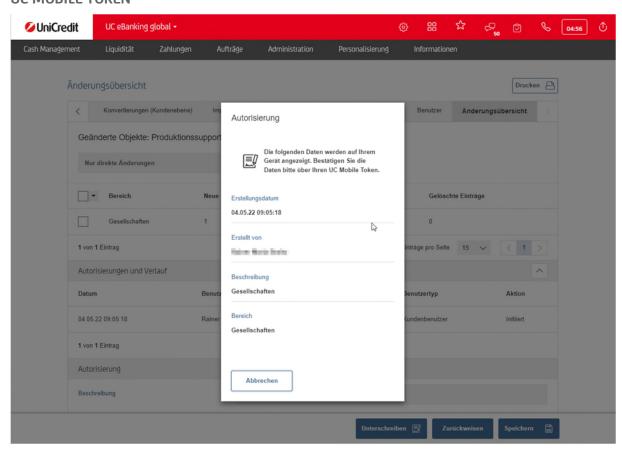# ADMINISTRATION

CONFIRMATION OF MODIFICATION

If you have opted for a Corporate Edition of UC eBanking global, you must also sign all the changes explained here. For users of the Business Edition, these steps are not necessary.

As soon as you click on Finish for a change, an overview of the recorded change appears. Click on Sign there.
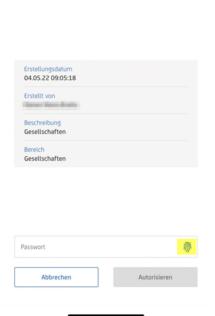

Now you need to continue on your smartphone in the UC Mobile Token app or with your PhotoTAN generator.

UC MOBILE TOKEN

Please now start the UC Mobile Token app on your smartphone and release the order by entering a password. To use the usable biometric data released on your smartphone, e.g. fingerprint (Touch ID) or facial recognition Face ID, please click on the icon at the end of the password field.
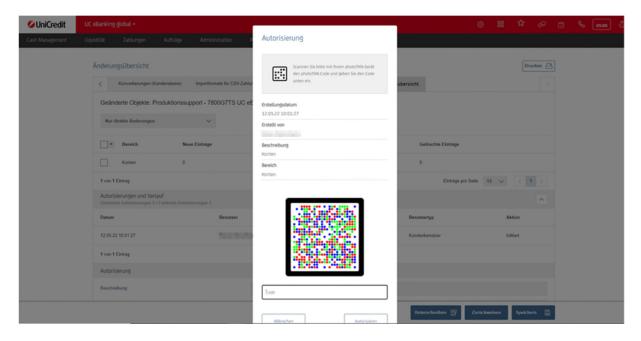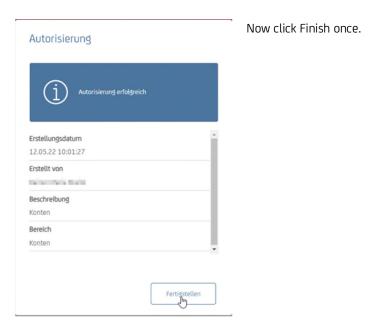
PHOTOTAN

Turn on the photoTAN Generator.

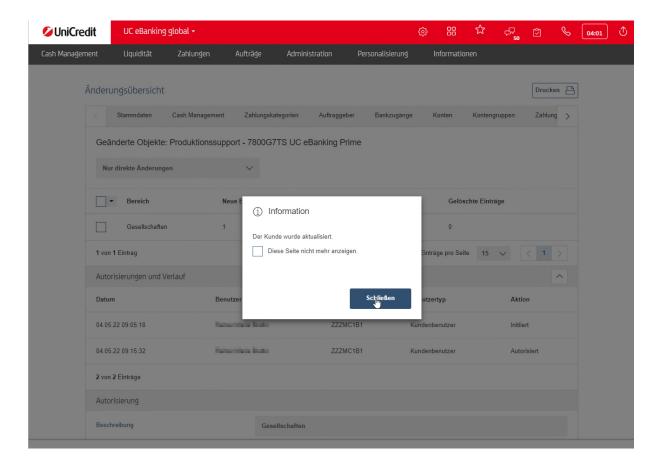Now scan the graphic and generate a TAN by entering your PIN on the PhotoTAN device

Enter it in the field provided and click Authorize

CLOSING THE CHANGE PROCESS

Now click Finish once.
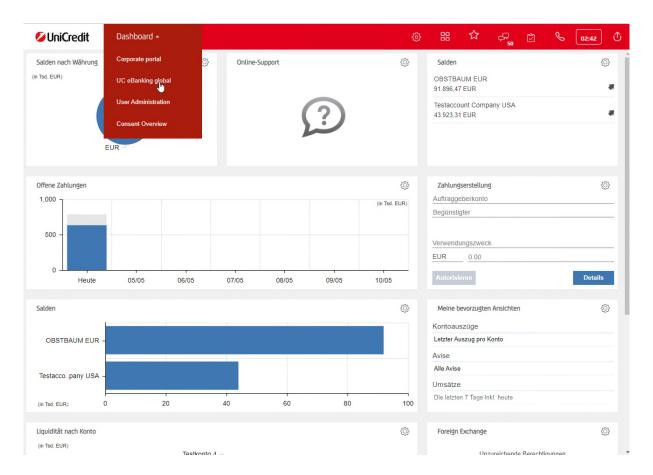
If the change is confirmed, a message appears that must be confirmed with Close. (If this message does not appear and you go directly to the dashboard, this message was closed once with the "Do not show this page again" field checked).
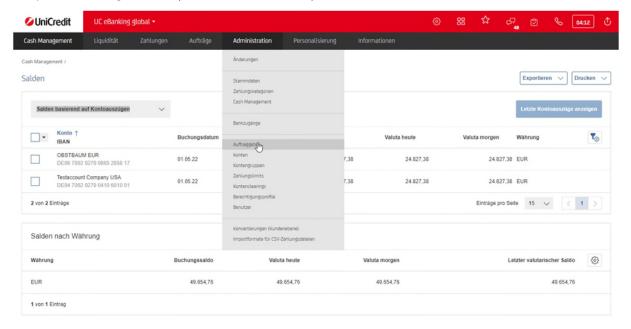
Now you are in the Dashboard - to get back into UC eBanking global click on the pull-down menu in the upper left corner and select UC eBanking global.
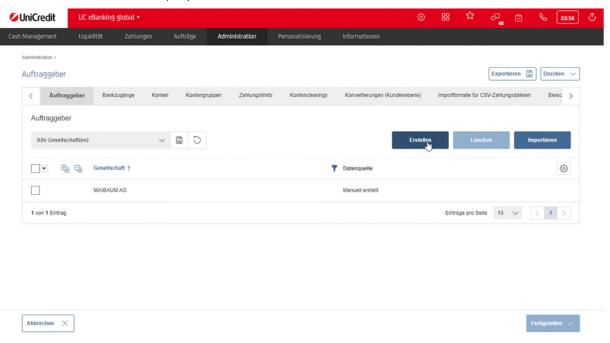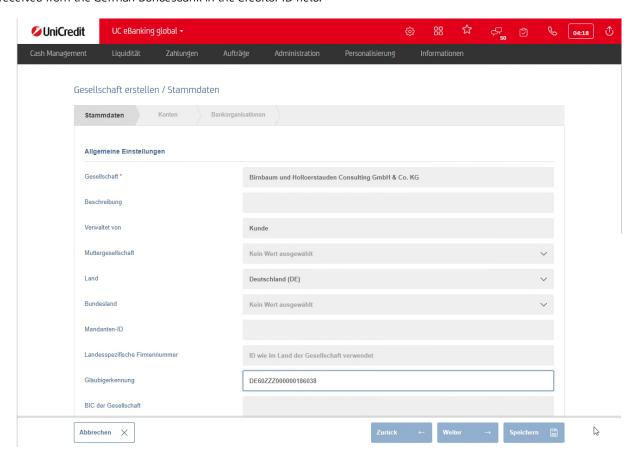
REMITTER (ACCOUNT OWNER)

The first company is already automatically created for you. Via the item Administration - Companies you can enter additional companies and assign them to your accounts, if necessary.
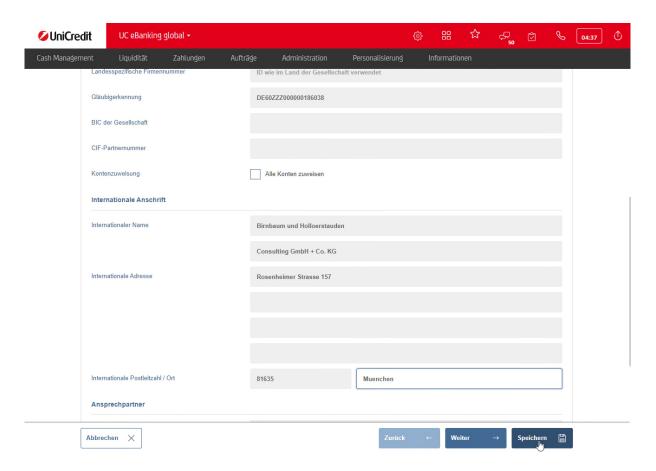

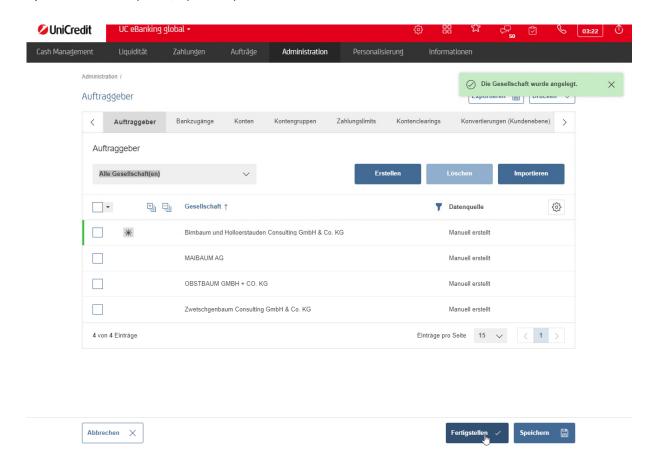
Click Create to enter a new company.

Enter the name of the company in the Company field. If you want to collect direct debits, you must enter the creditor ID that you have received from the German Bundesbank in the Creditor ID field.
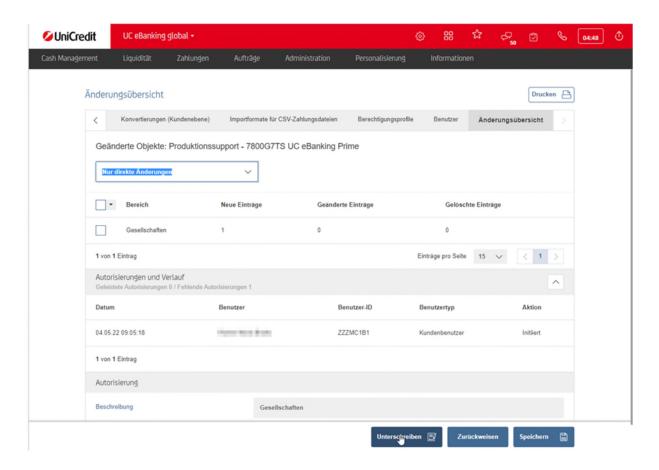

Enter the address of the company under international address. Please make sure to avoid special characters like &, ß or ä,ö,ü. Use e.g. +, ss, or oe, as shown in the screenshot. Then click Save to create the company.
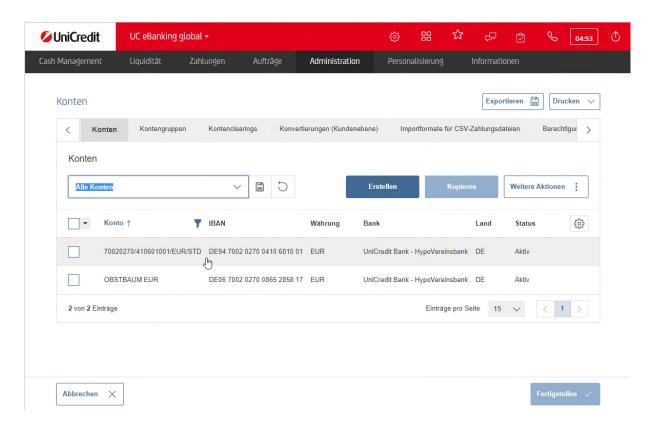
If you need more companies, repeat the procedure.

Once you have created all the required companies, click Finish in the overview. Only then will the new companies be created. If you are using the Corporate Edition, you still have to sign the changes. (see also "CONFIRMATION OF MODIFICATIONS" above).
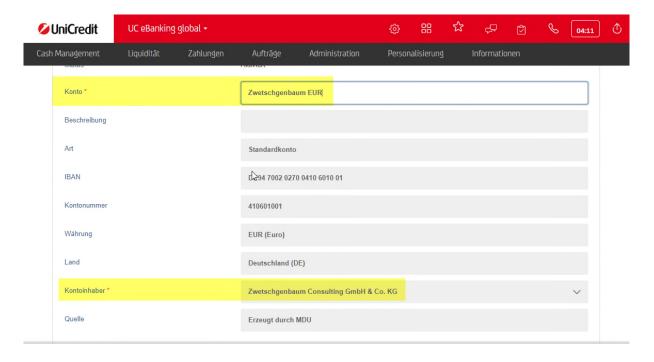
ACCOUNTS

You can assign names to your accounts to distinguish them more easily. The assigned name will then appear in all overviews and for all your users. You can also assign a principal or account holder to the accounts. To do this, please start in the menu Administration - Accounts.
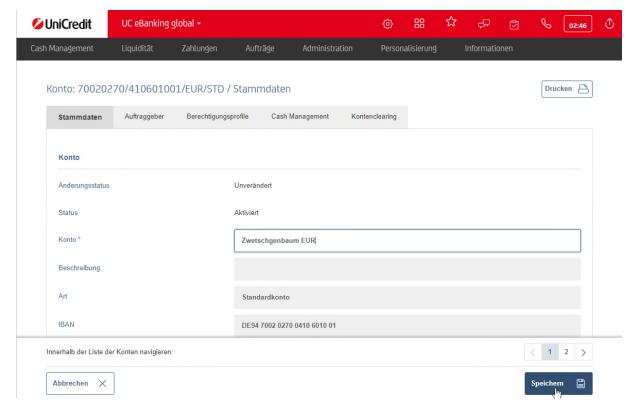
Now click in the line of the account you want to change to open the details of the account.
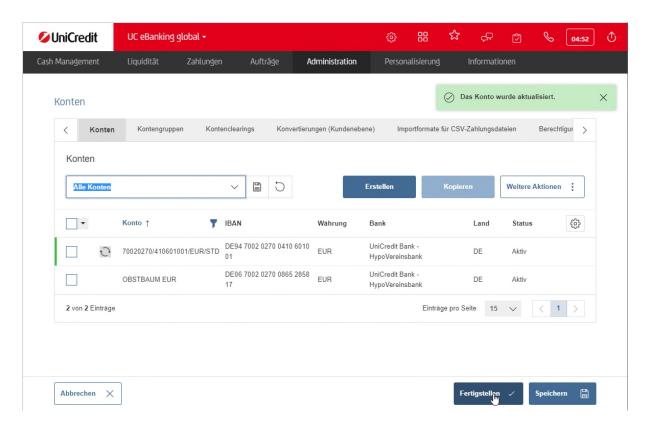

Here you can adjust the yellow marked fields Account and Account holder. In order to make a change in the Account holder field, you must already have administered another company (see above).
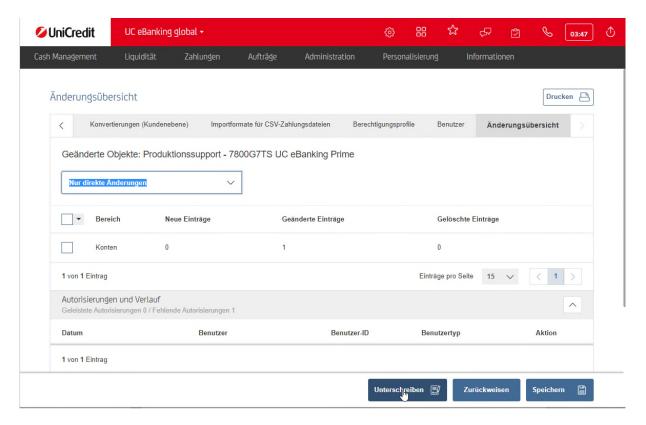

Save the change by clicking Save. If you want to change several accounts in a row, do not click Save after the change, but move to the next page in the field above. Do not click Save until you have made the last change.
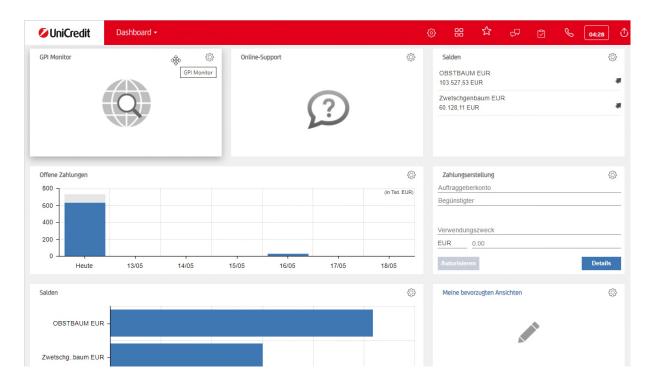
Please confirm the change with Finish.

If you use the Corporate Edition, you still have to sign the changes. (see also above "CONFIRMATION OF MODIFICATIONS")
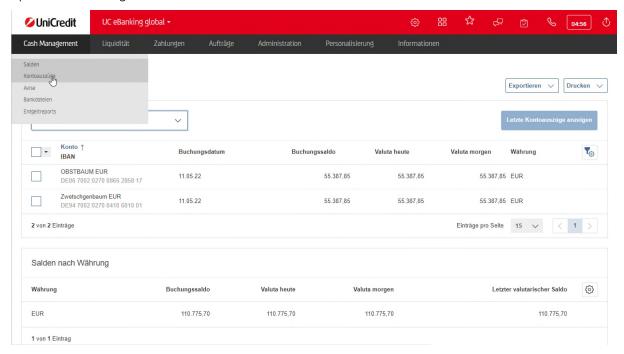

Once the changes have been made, you are back on the dashboard and can continue working with UC eBanking global.
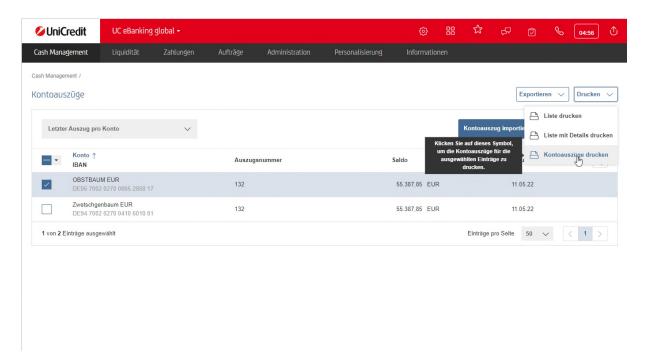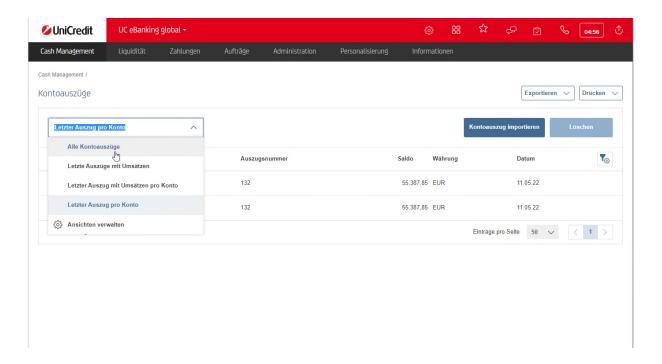
CASH MANAGEMENT

PRINT STATEMENTS

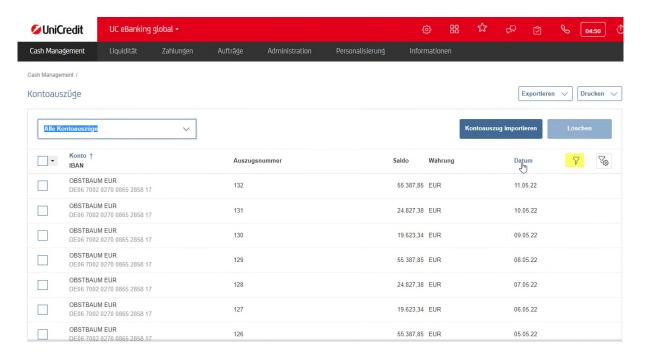Open the Cash Management menu and then click Statements

Highlight the desired account statement then click Print and Print account statements. A PDF will be generated that will be downloaded depending on your browser settings. Open this file if it is not done automatically, and then print it.
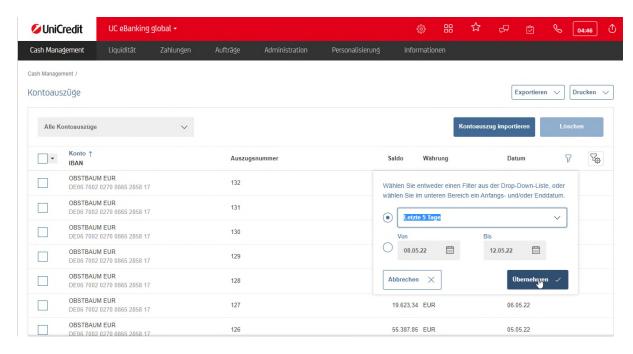
If you need an older statement, you can change the Last statement per account selection to All statements.

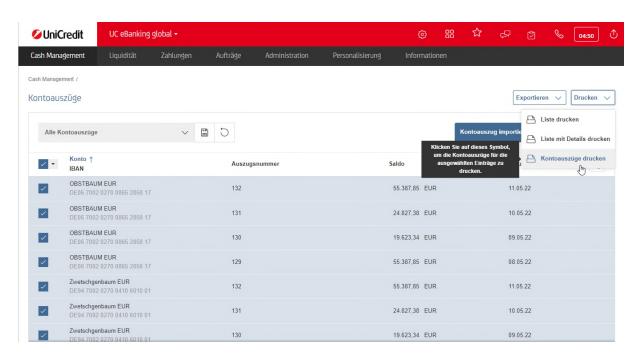If you want to filter statements according to a certain criterion, please move the mouse to the respective column header, here e.g. Date. A filter symbol will appear, which you can click on.

You can select some predefined values in the first line, or you use the possibility to enter a date in the second line. Afterwards click on Apply.
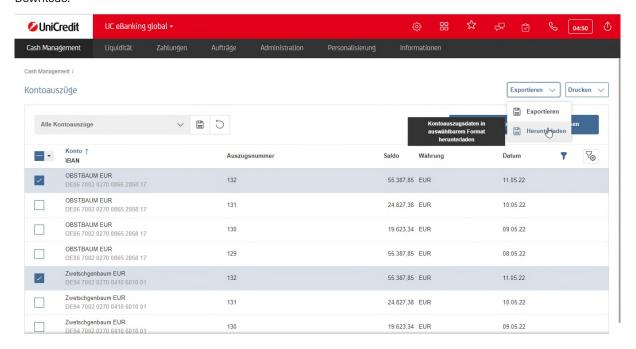

From the list please select the statements to be printed and proceed as described above
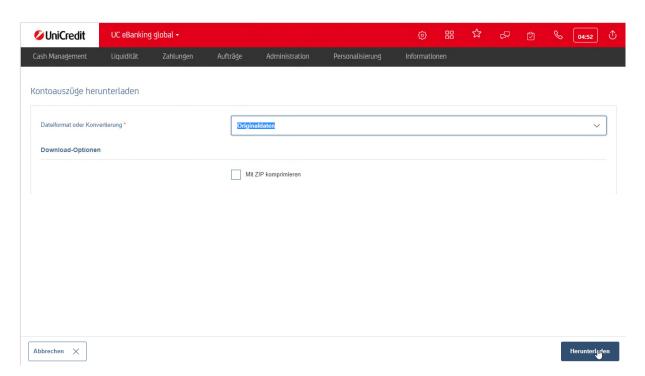

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EXPORT STATEMENTS

If you need to export the account statements in the format that is collected by the bank (CAMT53 or SWIFT MT940), you can download this data format using the Export button. To do this, again select the statements that are needed. Click on Export and Download.

Use the original data and click Download again. Again, depending on the browser setting, the file will be downloaded.

Below is an example from the EDGE browser. With Save as the file can be saved in the file system.

PAYMENTS

RECORDING A MANUAL PAYMENT

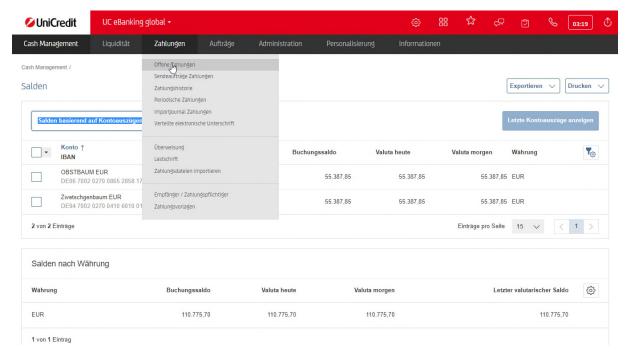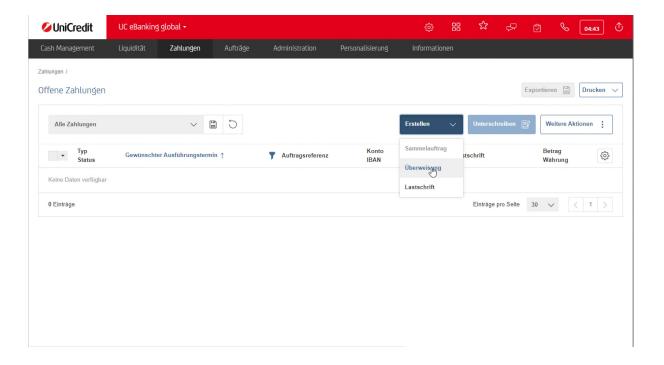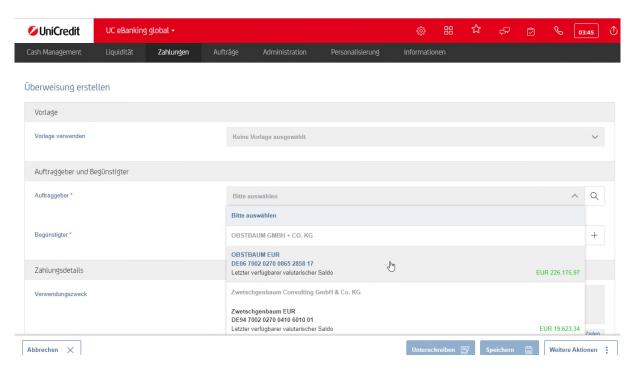Select under the menu item Payments - Open payments.

Click Create - and then select Credit transfer or Direct debit.

If you want to create a manual direct debit, please note that a creditor ID must be stored in the master data for the ordering party.

Now select an ordering party account.

Using the + symbol in the beneficiary's line, you can start entering the beneficiary's data.

Enter the data in the fields provided. In this example, the IBAN is sufficient. If the Save in address book field is activated, the recipient data is saved and can be retrieved the next time a payment is entered.

Now confirm the amount with the Enter key, the software now automatically selects the correct payment method and expands the input mask with corresponding fields. If all mandatory fields are filled, you can save the payment.
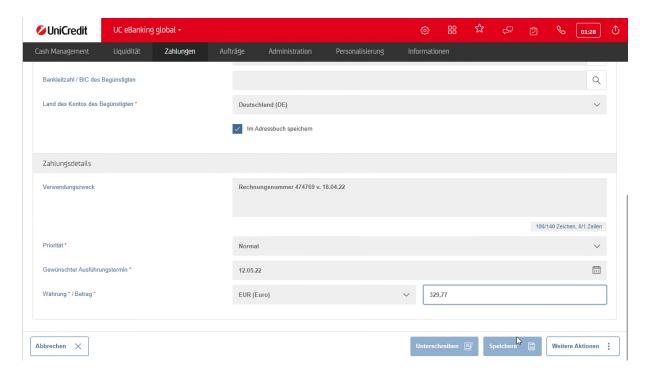

Use the More actions - Save and continue button if you want to enter more payments. If the payment is the last or the only one, click Save.

In the list of open payments you can now see the payments you entered.

Select the payment(s) you want to sign and click on Sign afterwards.

A summary of how many payments are signed and the details of the payments will appear. Click Authorize to proceed with approving the payments. (see next section).
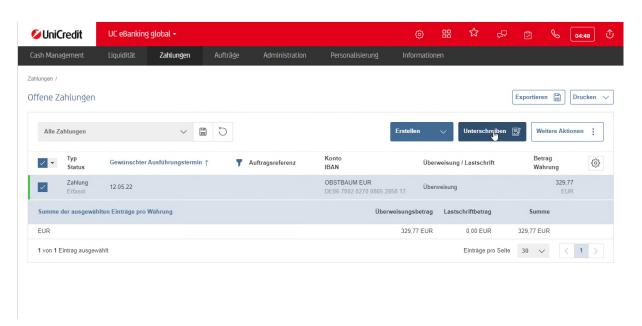

If you have an individual drawing, you will find the payment under Payment - Send orders Payments. We will go into this under Checking the payment order.

If a release is necessary in the 4 eyes principle, you will find the payment in open payments as partially authorized.

4-EYE PRINCIPAL PAYMENT APPROVAL

The second user opens the menu item Payments - open payments, marks the orders to be signed and clicks on Sign

Also here is shown how many and which payments are signed.

If you scroll down further on this page, you can see which person has already authorized (signed) the payment. Click Authorize to release the payment.

On the following pages, you can see how the release is carried out with photoTAN or UC Mobile Token.
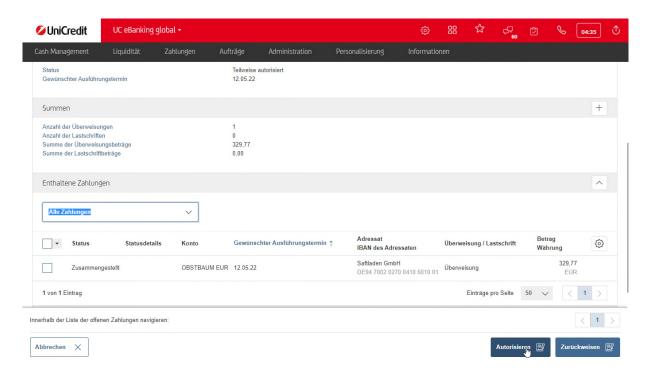
FINALIZATION OF THE PAYMENT RELEASE

You can confirm the message after signing by clicking Close.

If you check the Do not show this page again box, this step will not be displayed in the future.

PHOTOTAN

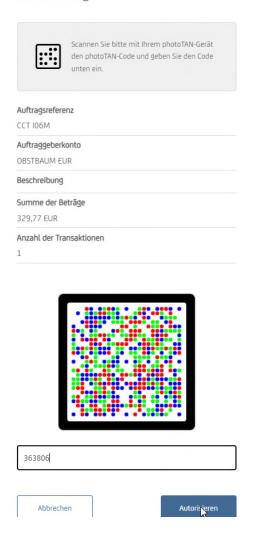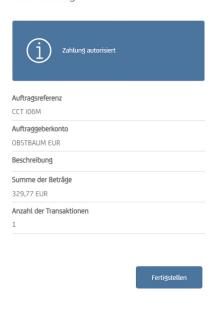For approval with a PhotoTAN generator, scan the displayed image code and enter the PIN as prompted. The generator generates a TAN, which you enter in the field. The payment is then released with Authorize.

Please confirm the message with Finish.

Autorisierung

Scannen Sie bitte mit Ihrem photoTAN-Gerät den photoTAN-Code und geben Sie den Code unten ein.

Auftragsreferenz
CCT I06M

Auftraggeberkonto
OBSTBAUM EUR

Beschreibung

Summe der Beträge
329,77 EUR

Anzahl der Transaktionen
1

363806

Abbrechen   Autorisieren

Autorisierung

(i) Zahlung autorisiert

Auftragsreferenz
CCT I06M

Auftraggeberkonto
OBSTBAUM EUR

Beschreibung

Summe der Beträge
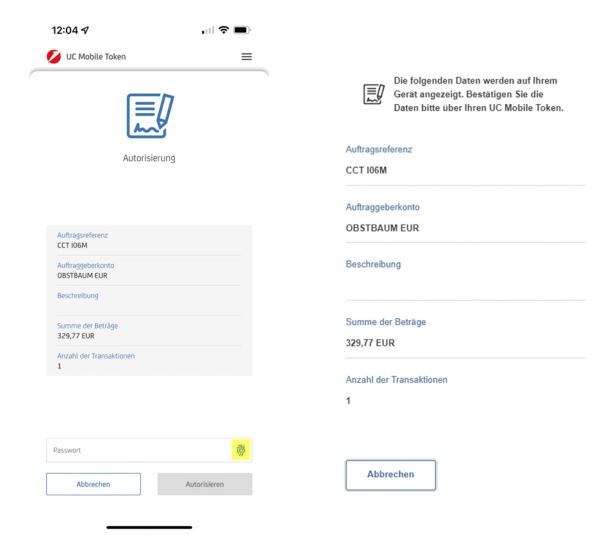329,77 EUR

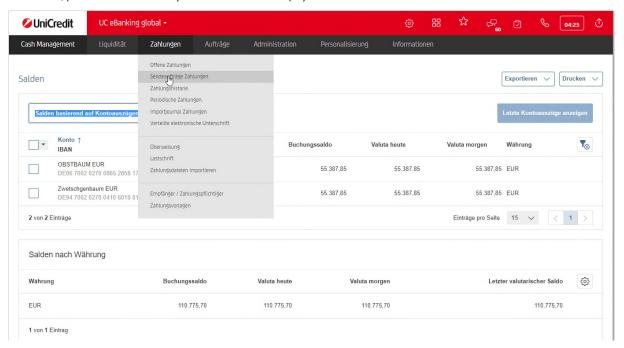**Anzahl der Transaktionen**
1

Fertigstellen

UC MOBILE TOKEN

For the release with UC Mobile Token please start the app or click on the push notification on your smartphone. With the fingerprint icon, you can use your phone's biometrics if it is enabled. Otherwise, please enter the password and then click Authorize.

Please confirm the message with Finish.

CHECKING A PAYMENT ORDER

To do this, please click under Payments - Send orders payments

Here we see our order again and the status is already confirmed by the bank. This means that the payment has been accepted by the bank and will be executed on the specified execution date after further checks.