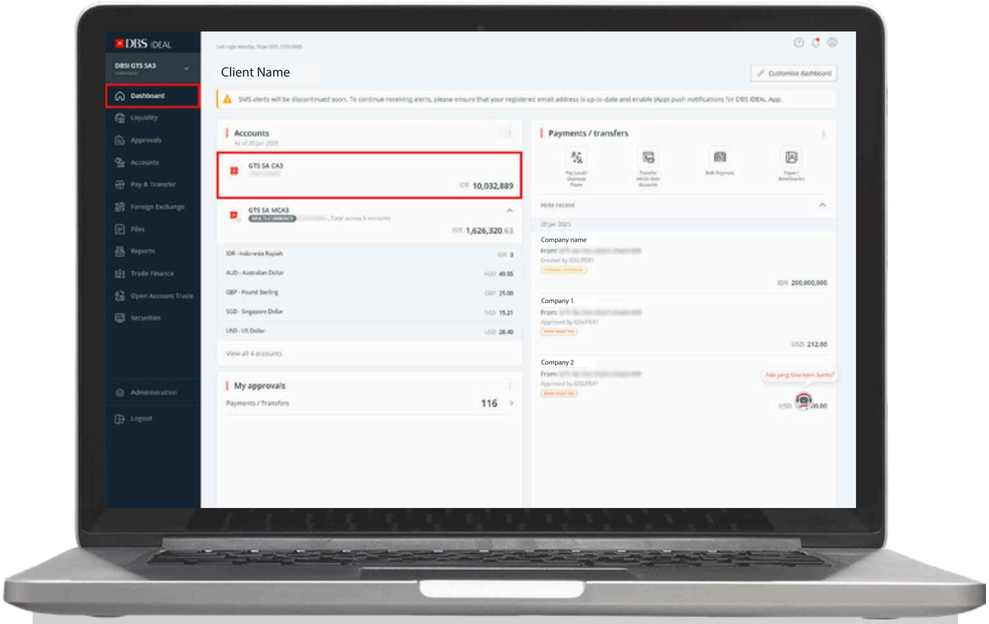
DBS IDEAL

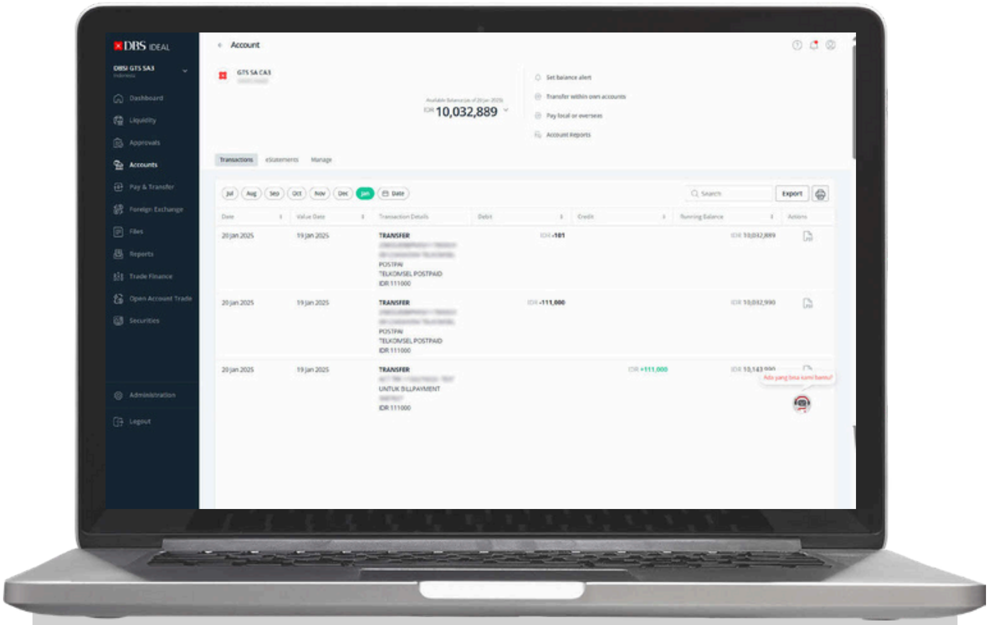
Enquiry Guidelines

Table of content

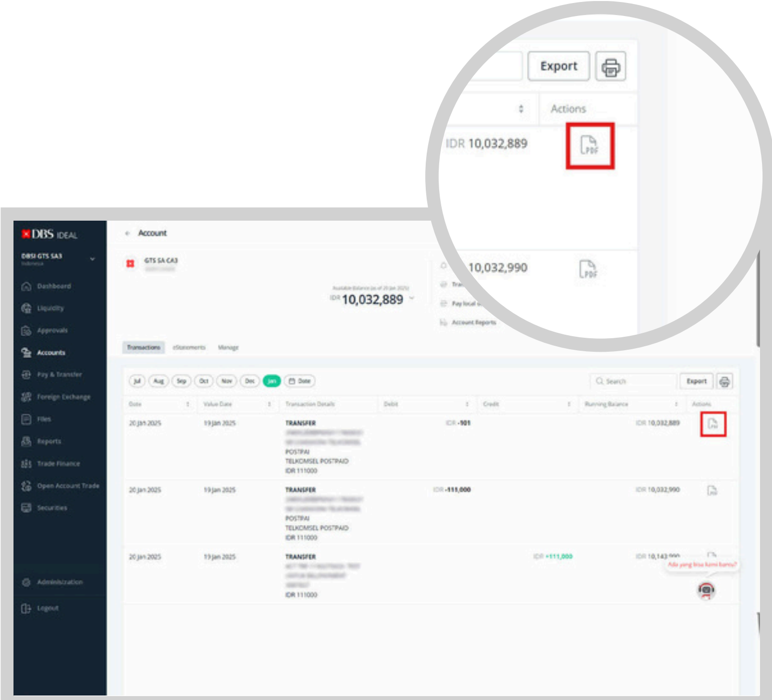
Transaction History Account Balance & eStatement

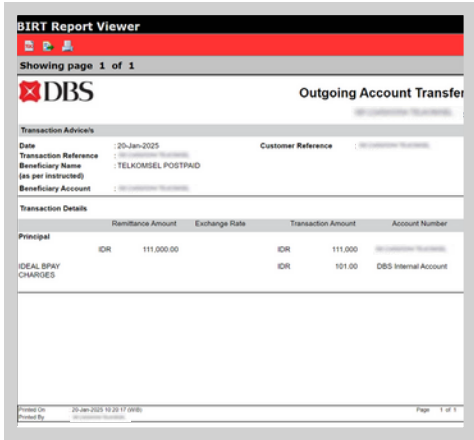


1. Login to your DBS IDEAL.
2. Select the account you would like to enquire in Dashbord or Account section.

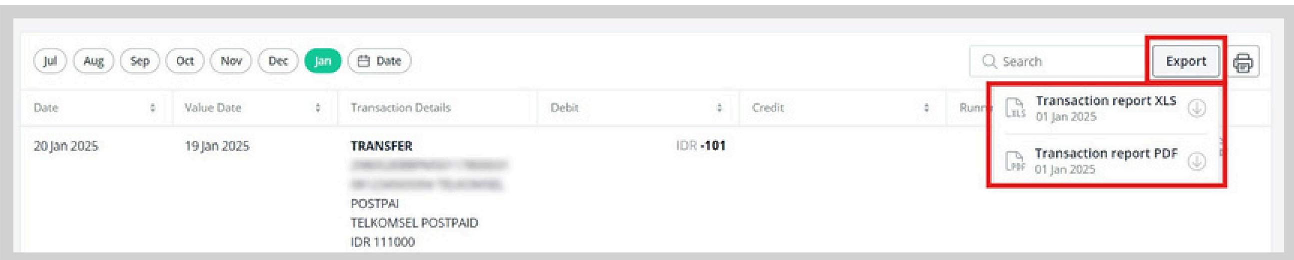


3. To access the transaction history, please select your account in the "Account" menu.

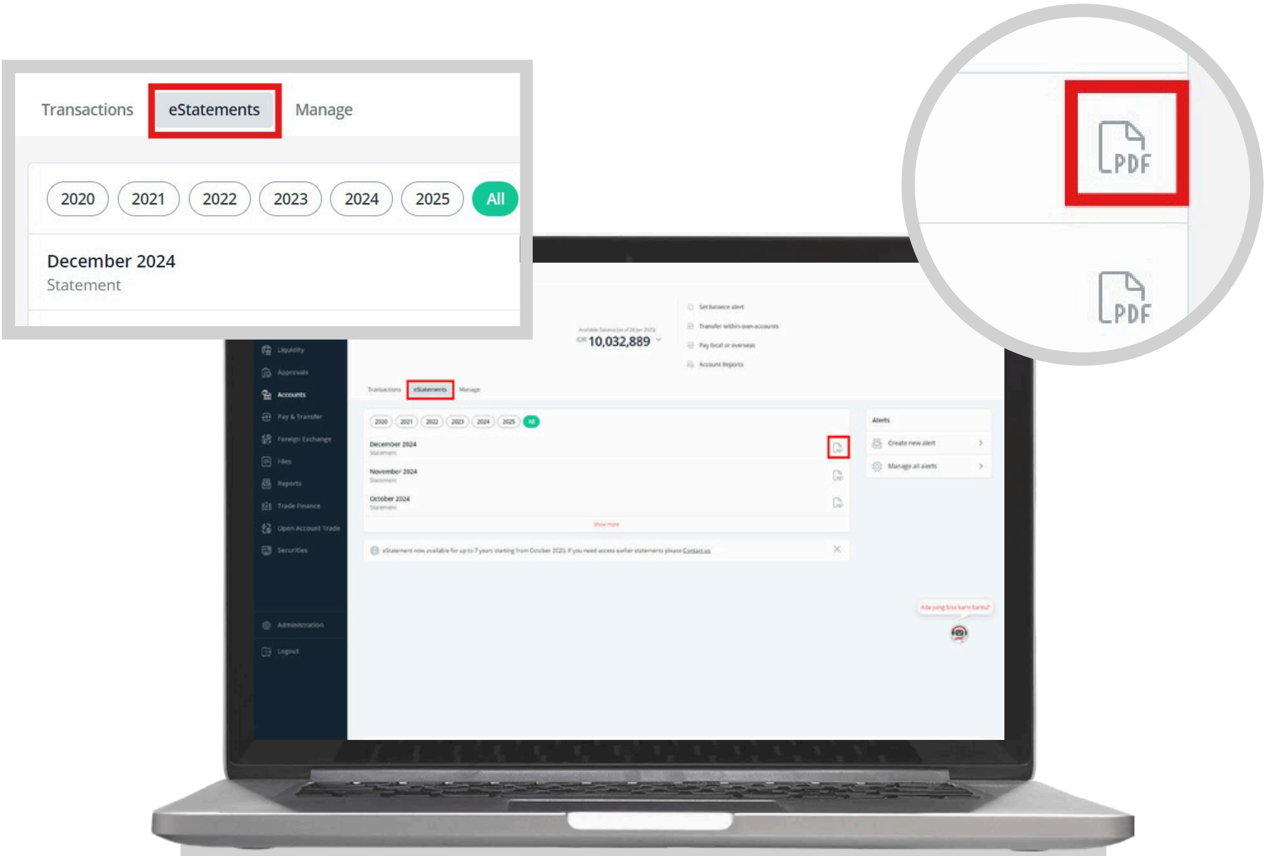




4. Click the PDF icon on the right side of transaction item to **download payment advice** in PDF format.



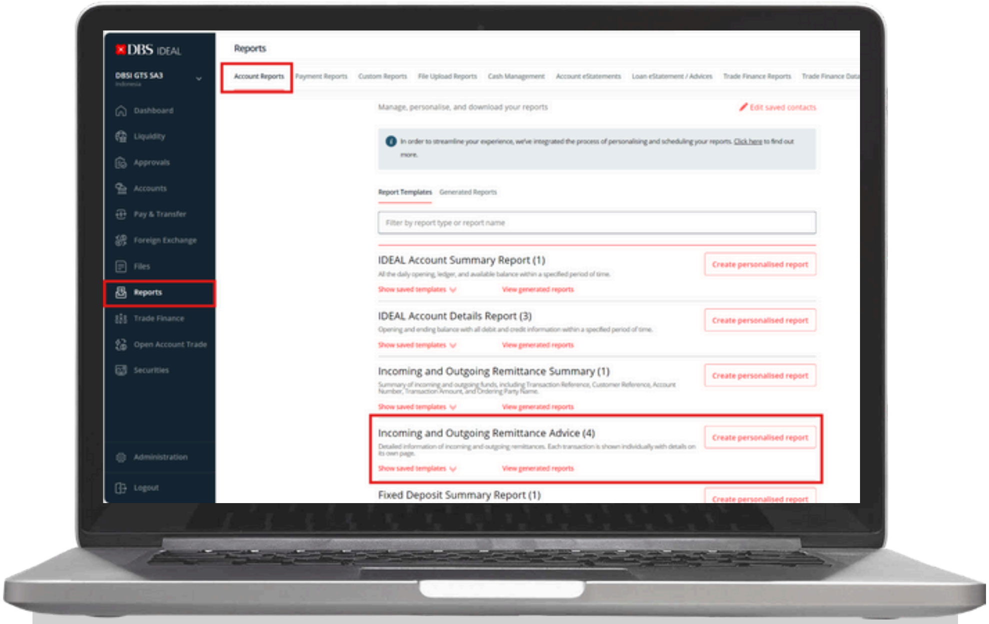
5. Click "Export" to generate **current month's transaction history and balance,** and select the file format.



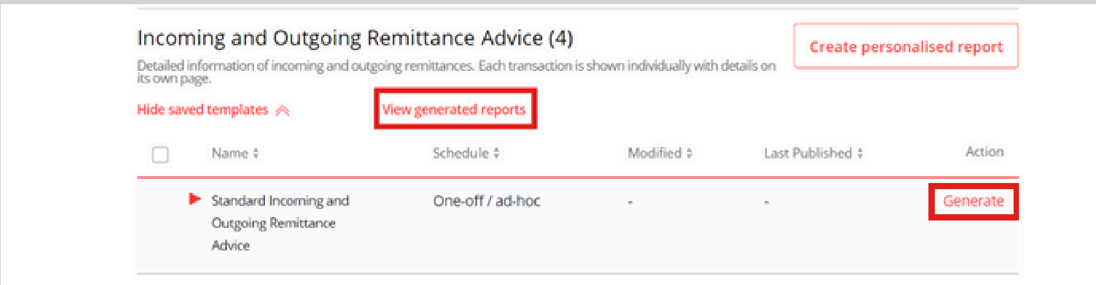
6. Click “eStatement” tab and click the PDF button to download **monthly account statement**.

Account Reports

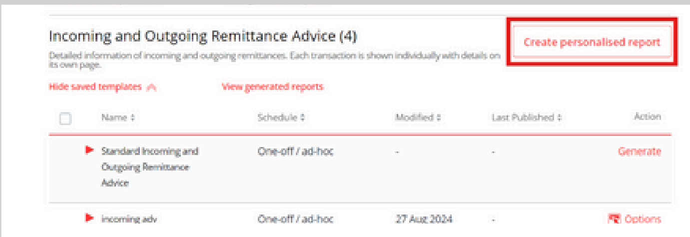
Incoming and Outgoing Remittance Advice

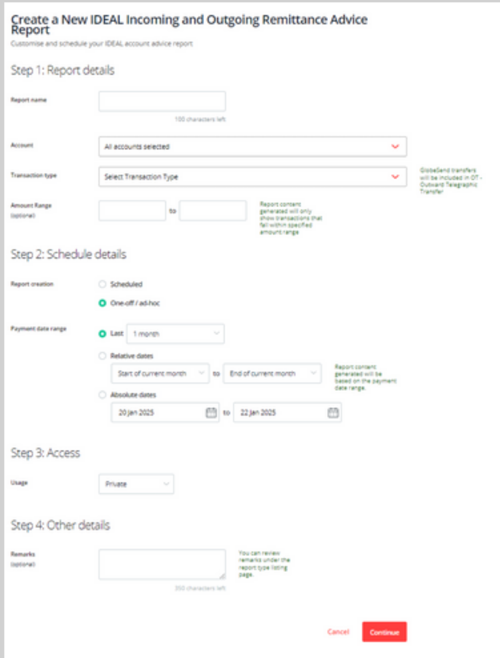


1. Select “Reports” menu on the left, click “Account Reports” tab, and select the type of reports that will be generated. Then, click “Show saved templates”.

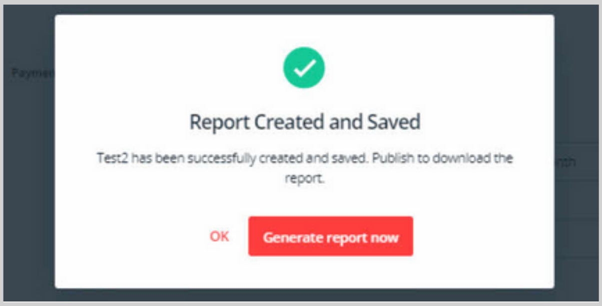


2. Select type of reports you would like to generate. If you select the standard template, intra-day report which include D-day data will be generated. You can download the generated reports by clicking “View generated reports”.

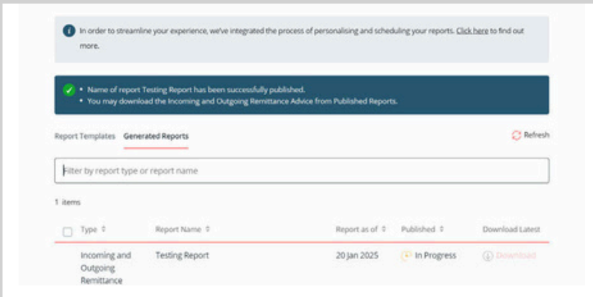




4. If specific parameters are required for your report, click “Create personalized report” to setup a favored report template. You can customize the report details, schedule, period, access and other details.



5. Once you have completed the report customization, click continue and click “Generate report now”.



6. Your customized report template now has been successfully created. You can view the reports in “Generated Reports” tab.

Fixed Deposit Summary Report

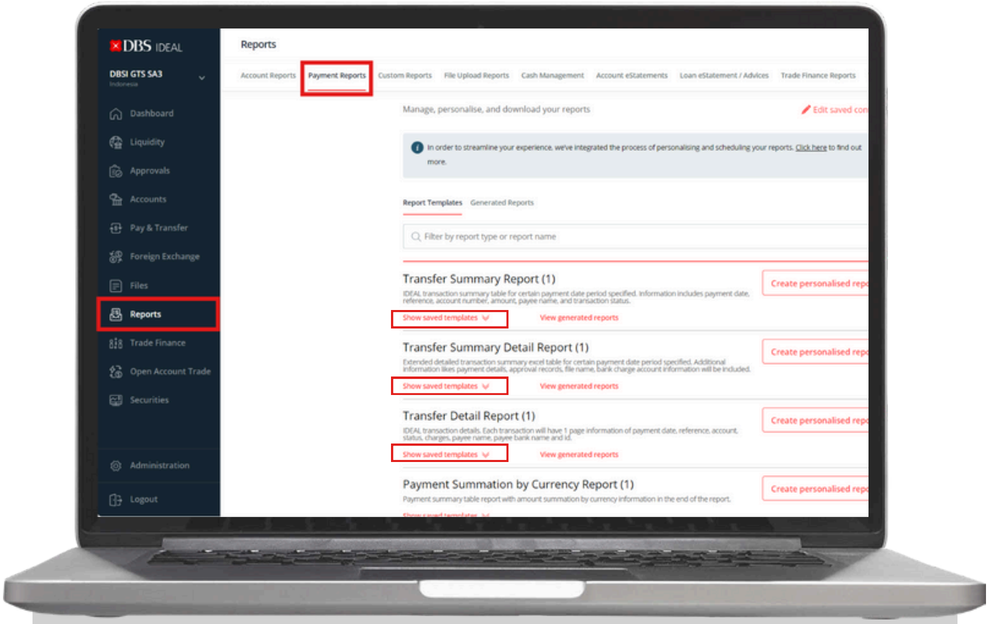
Similar with Incoming and Outgoing Remittance report (Item #1)

Fixed Deposit Details Report

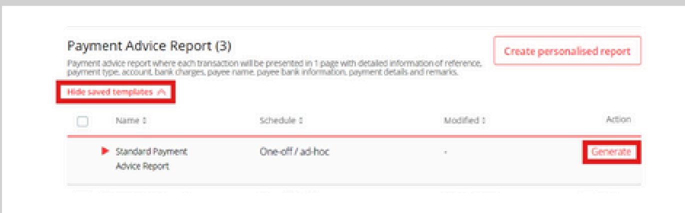
Similar with Incoming and Outgoing Remittance report (Item #1)

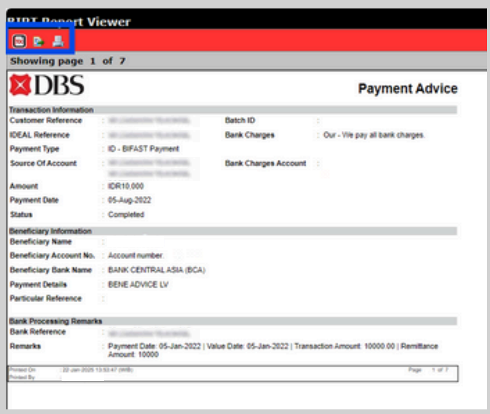
Payment Advice Reports

Incoming and Outgoing Remittance Advice

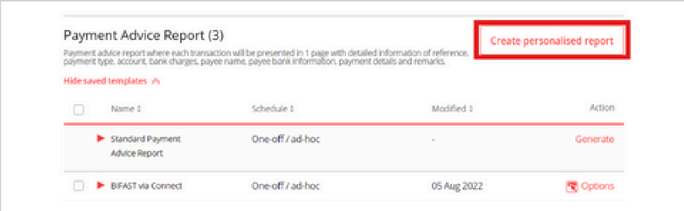


1. Select "Reports" menu on the left, click "Payment Reports" tab, and select the type of reports that will be generated. Then, click "Show saved templates".

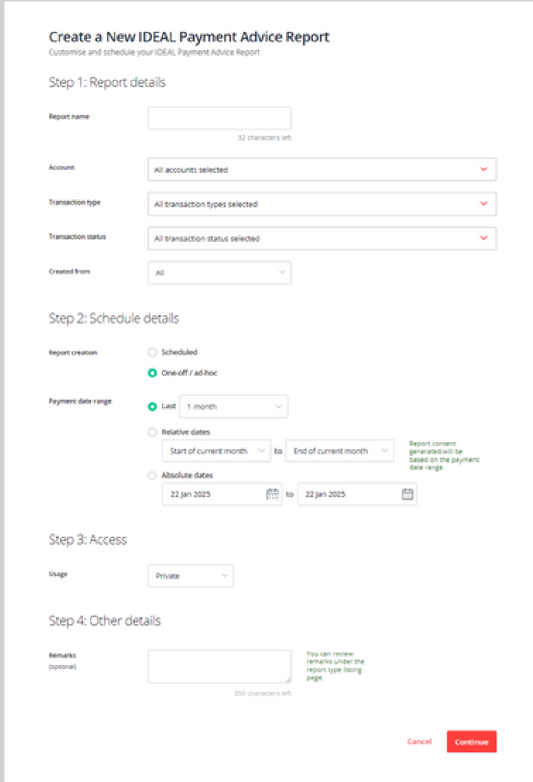


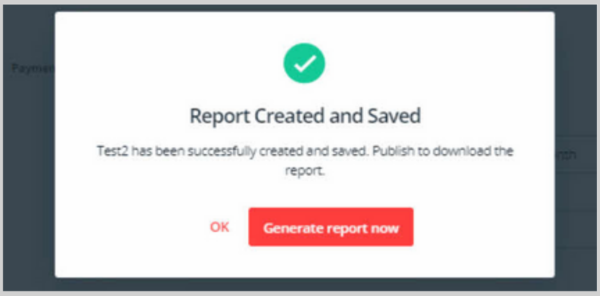


2. Select the type of reports you would like to generate. If you select the standard template, intra-day report which include D-day data will be generated. Report will be generated on the new tab and click on the upper left corner icons to export or printing the report. On the upper right corner, you can navigate between report's pages or directly go to a specific page.

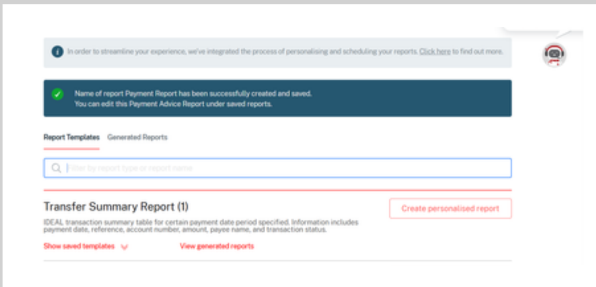


3. If specific parameters are required for your report, click “Create personalized report” to setup a favored report template. You can customize the report details, schedule, period, access and other details.



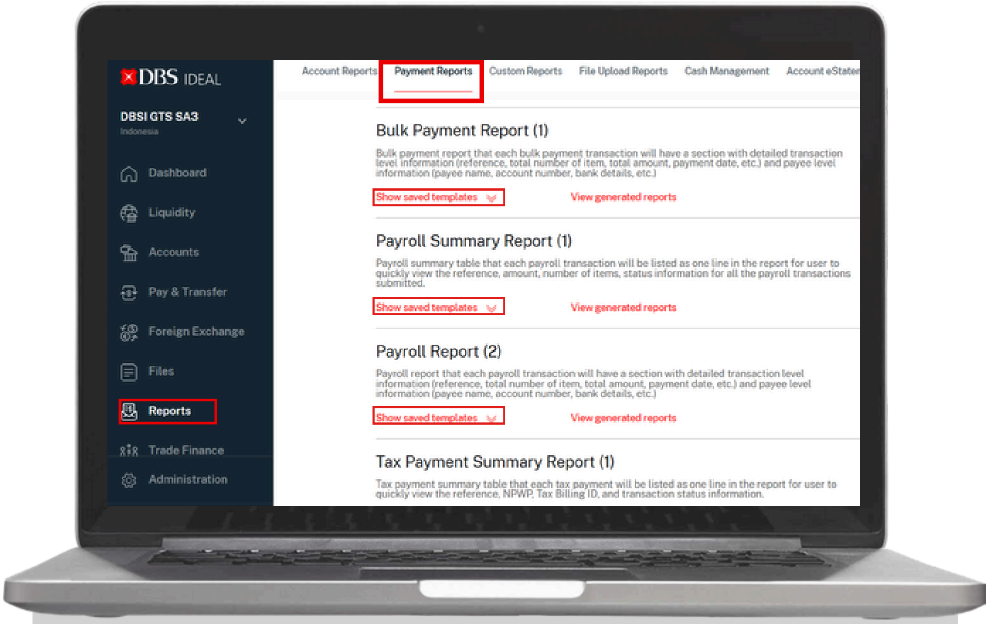


4. Once you have completed the report customization, click continue and click “Generate report now”.

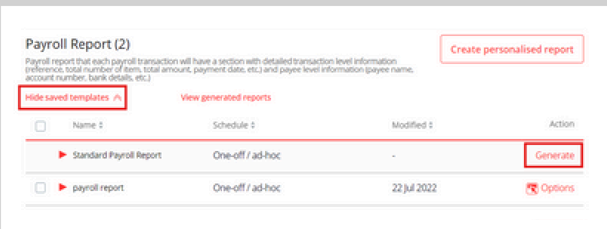


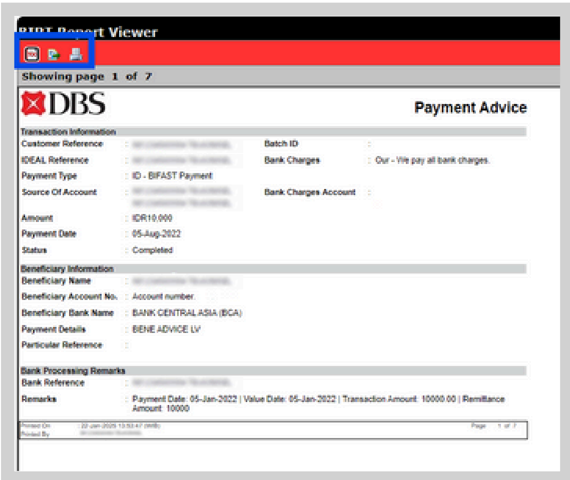
5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.

Payroll Report

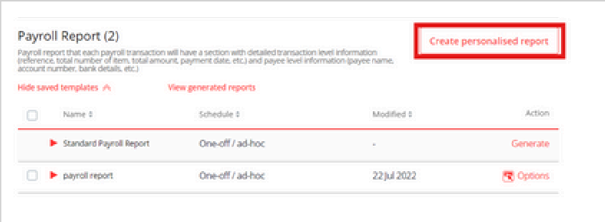


1. Select “Reports” menu on the left, click “Payment Reports” tab, and select the type of reports that will be generated. Then, click “Show saved templates”.

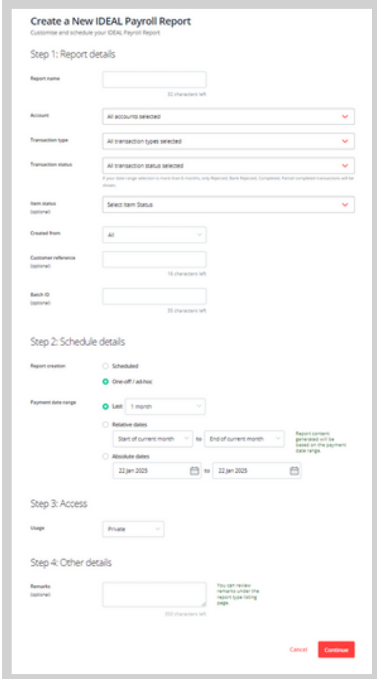


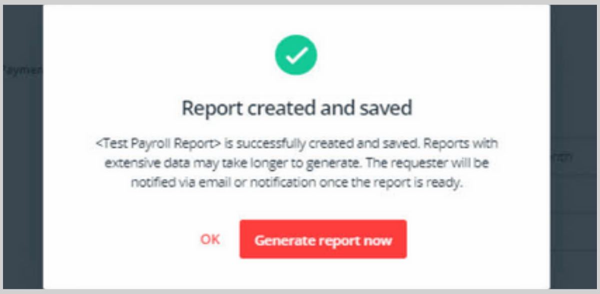


2. Select the type of reports you would like to generate. If you select the standard template, intra-day report which include D-day data will be generated. Report will be generated on the new tab and click on the upper left corner icons to export or printing the report. On the upper right corner, you can navigate between report’s pages or directly go to a specific page.

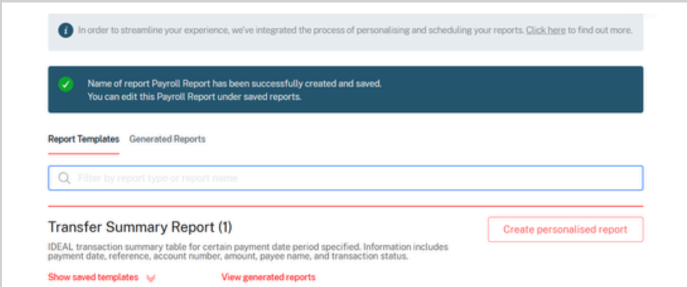


3. If specific parameters are required for your report, click "Create personalized report" to setup a favored report template. You can customize the report details, schedule, period, access and other details.





4. Once you have completed the report customization, click continue and click "Generate report now".

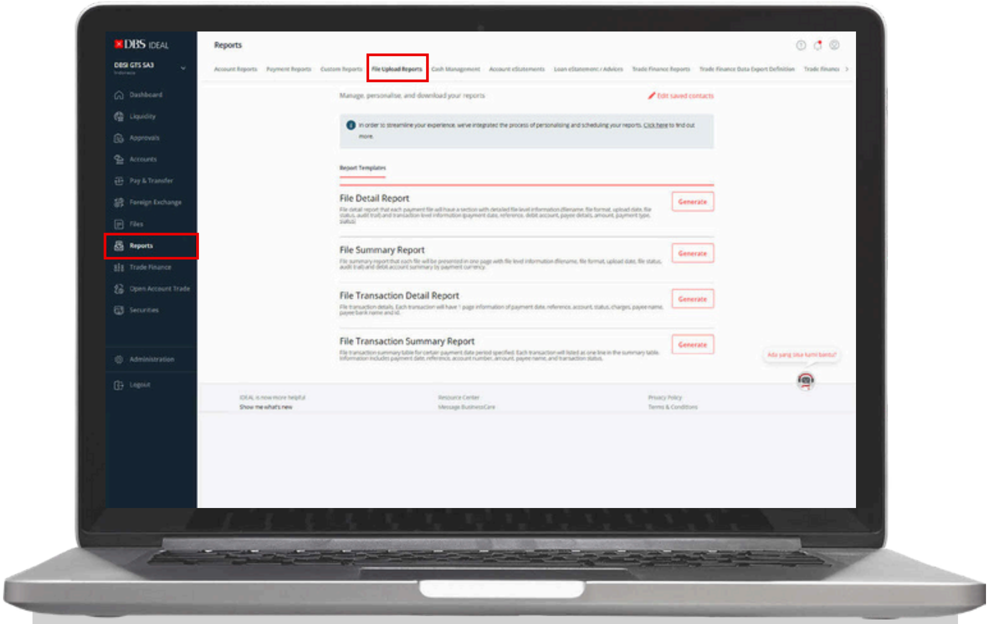


5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.

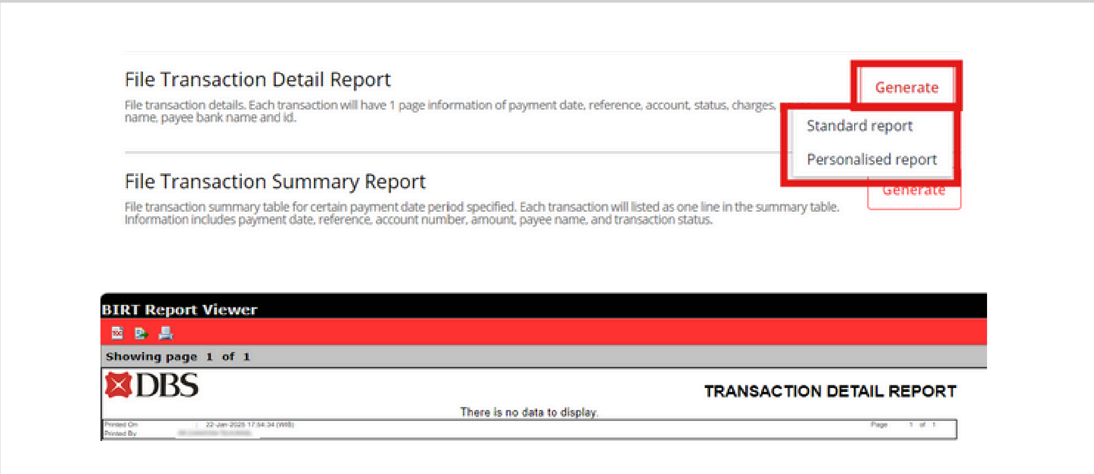
Tax Payment Advice Report

Similar with Payment Advice Report (Item #1)

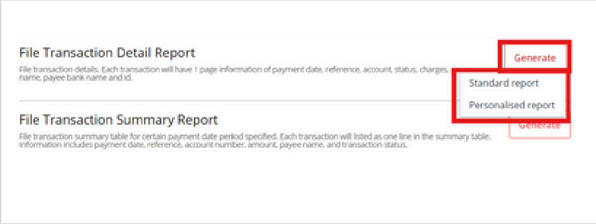
File Transaction Detail Report



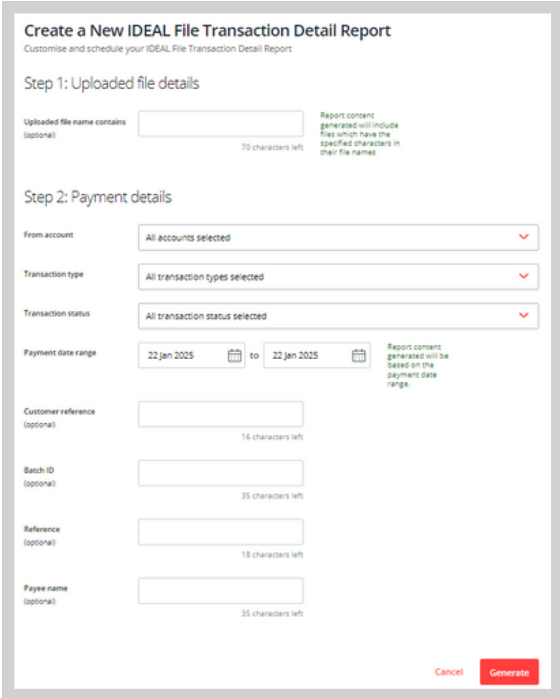
1. Select "Reports" menu on the left, click "File Upload Reports" tab, and select the type of reports that will be generated.

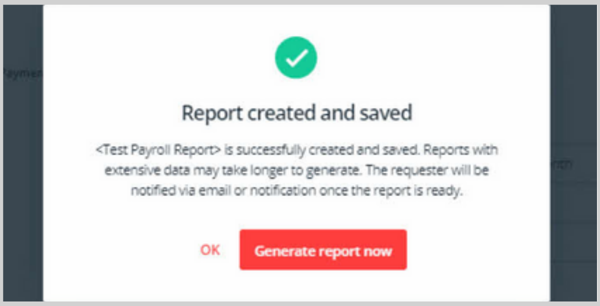


2. Click "Generate" button to generate a report. Choose "Standard report" to generate an intra-day report which include D-day data. Report will be generated on the new tab and click on the upper left corner icons to export or printing the report. On the upper right corner, you can navigate between report's pages or directly go to a specific page.



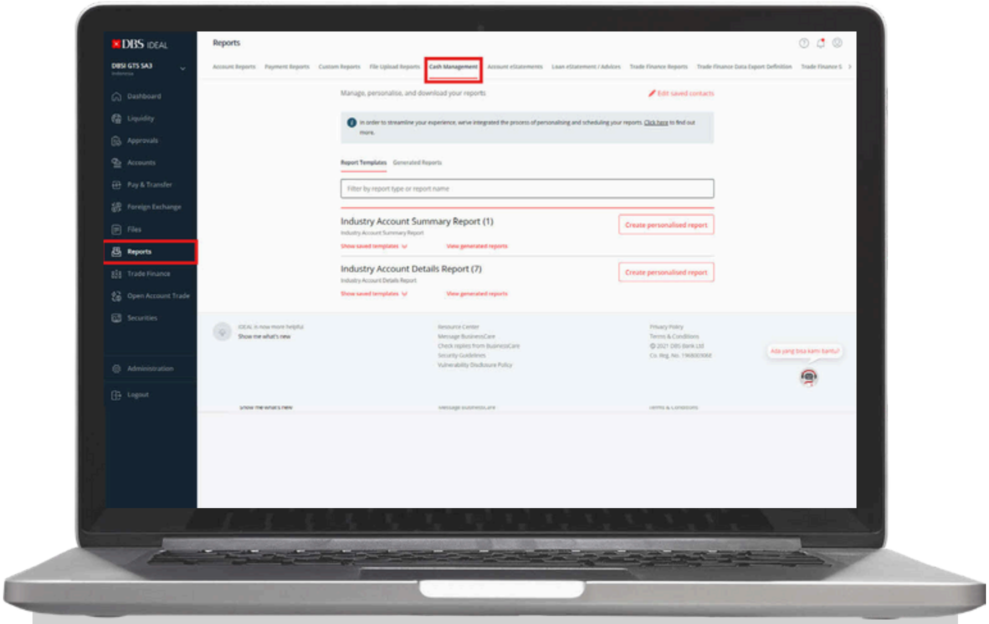
3. If specific parameters are required for your report, click “Personalised report” to setup a favored report template. You can customize the report details, payment details, period, and other details.



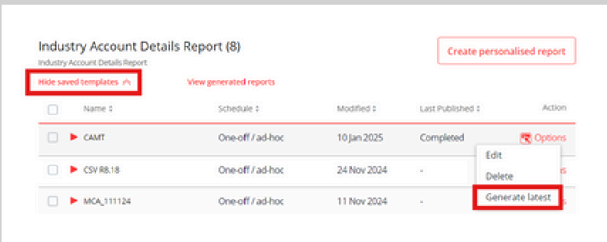


4. Once you have completed the report customization, click continue and click “Generate”.
5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.

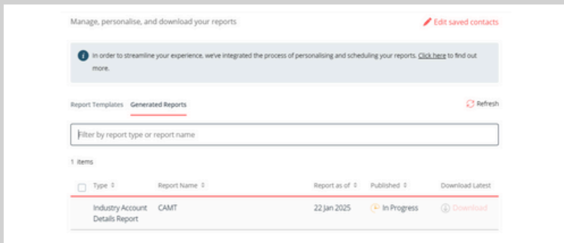
Industry Account Details Report



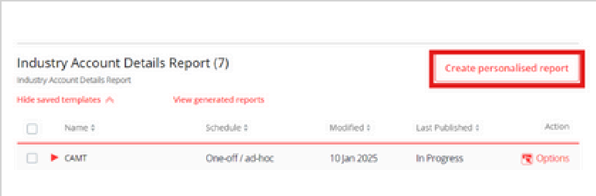
1. Select “Reports” menu on the left, click “Cash Management” tab, and select the type of reports that will be generated. Then, Click “Show saved templates”

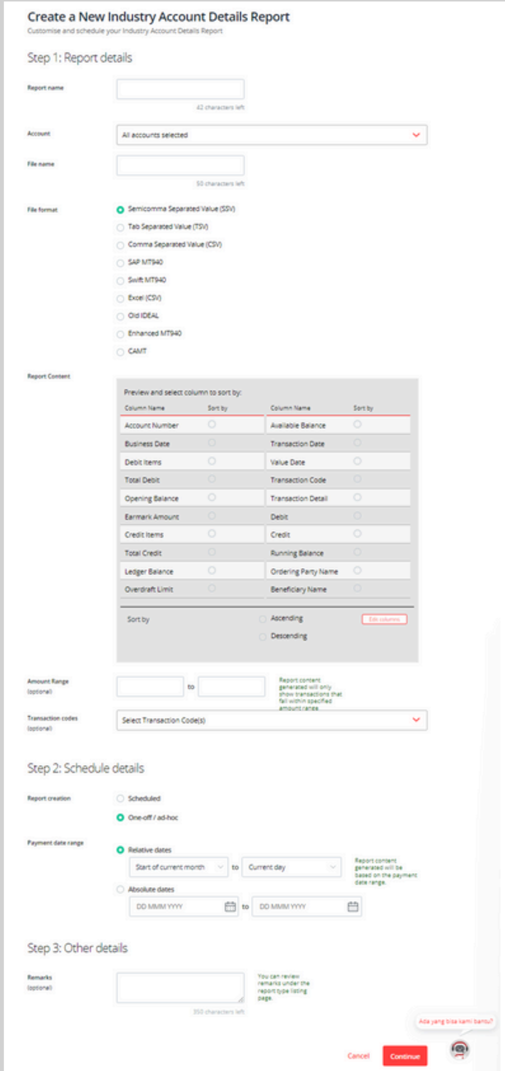


2. Select the type of reports you would like to generate.

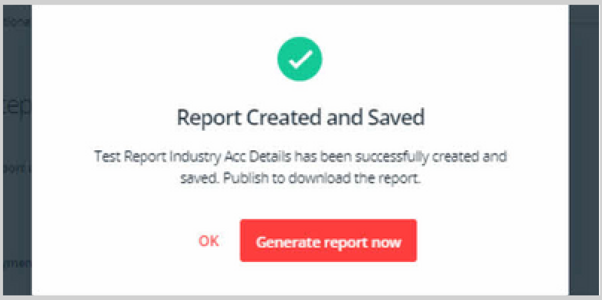


3. The screen will be automatically switched to “Generated Reports” tab to show report generation progress. Once completed, you can proceed to download the report.

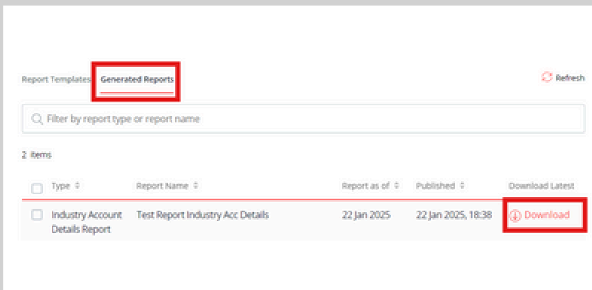




4. To set specific parameters for your personalized report to setup a favored report template. You can customize the report details, schedule, and other details.



5. Once you have completed the report customization, click continue and click “Generate report now”.



6. The screen will be automatically switched to “Generated Reports” tab to show report generation progress. Once completed, you can proceed to download the report.

Find out more today!

Partner with DBS today so you can live more, bank less. Please call DBS *Business*Care at 1500380 (in Indonesia) or +6221 8082 6902 (overseas) on weekdays, excluding public holidays, 8.00 am to 5.00 pm or via email businesscareid@dbs.com for more information on our products and services. Our team is here to assist you.