

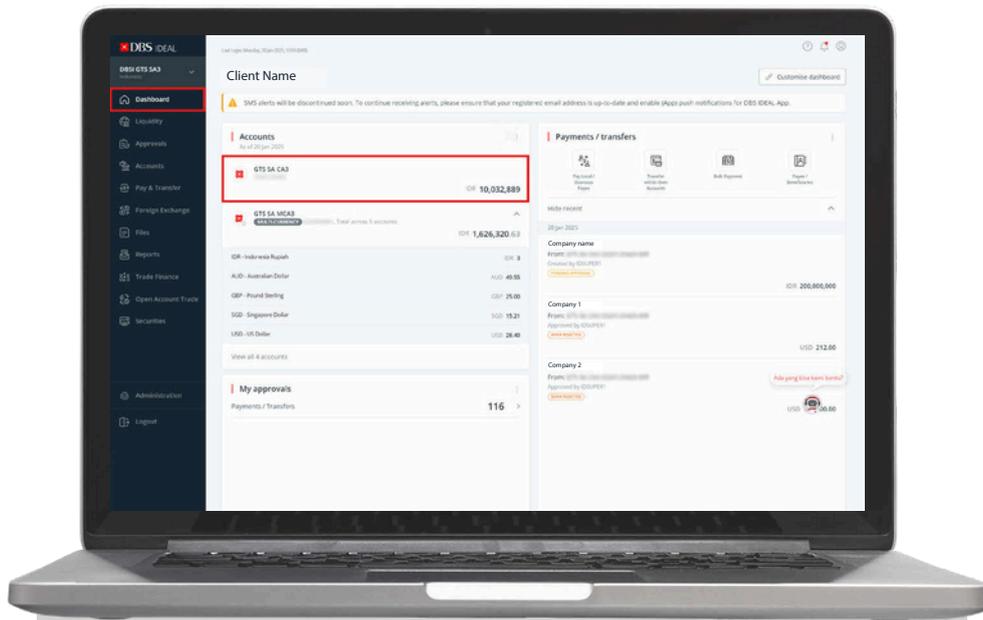
DBS IDEAL Enquiry Guidelines



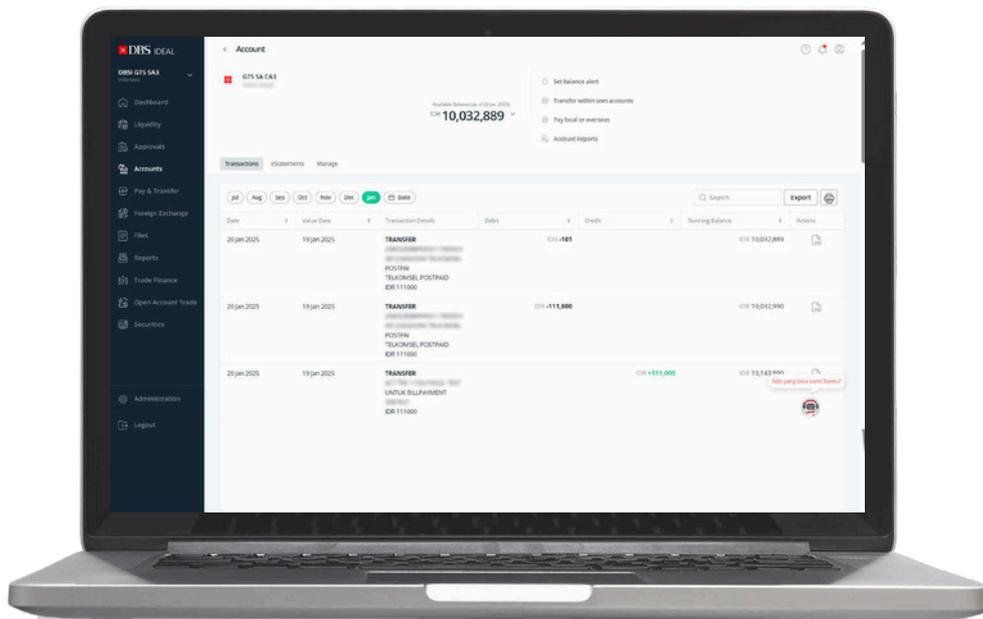
Table of content

- 1. Transaction History Account Balance & eStatement 1
- 2. Reports 4
- 3. Payment Reports 6
- 4. File Upload Reports 10
- 5. Cash Management 12

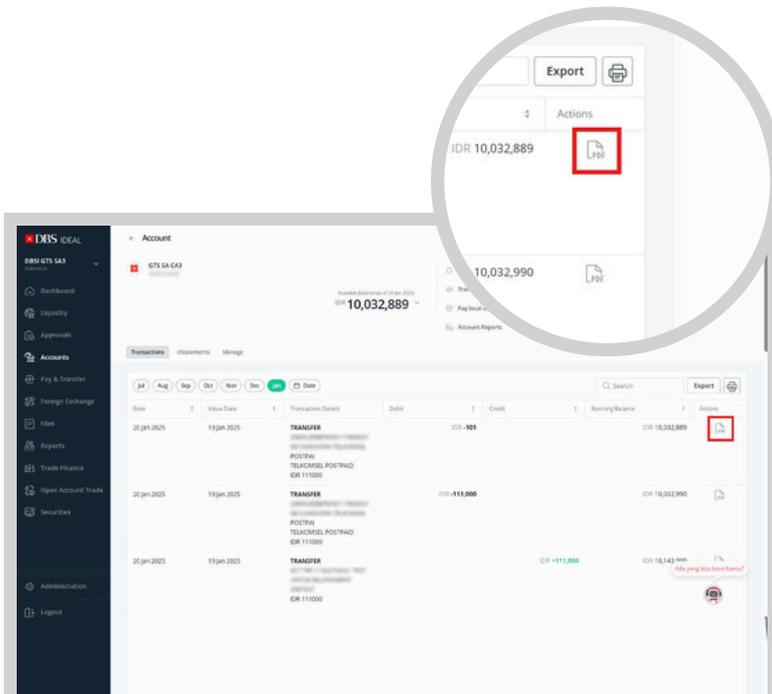




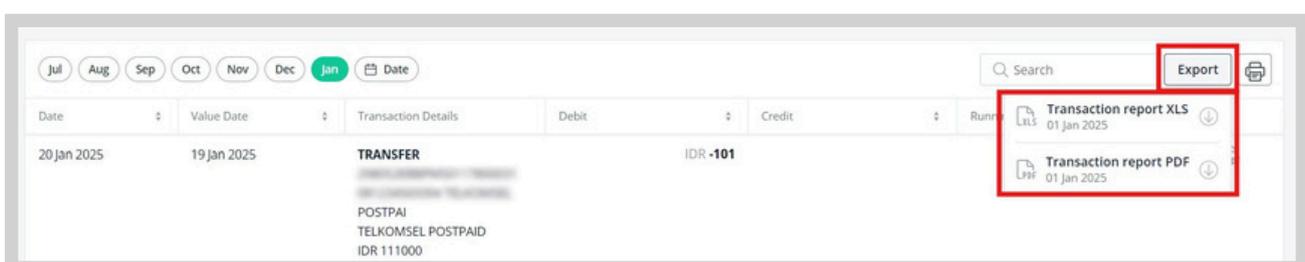
1. Login to your DBS IDEAL.
2. Select the account you would like to enquire in Dashbord or Account section.



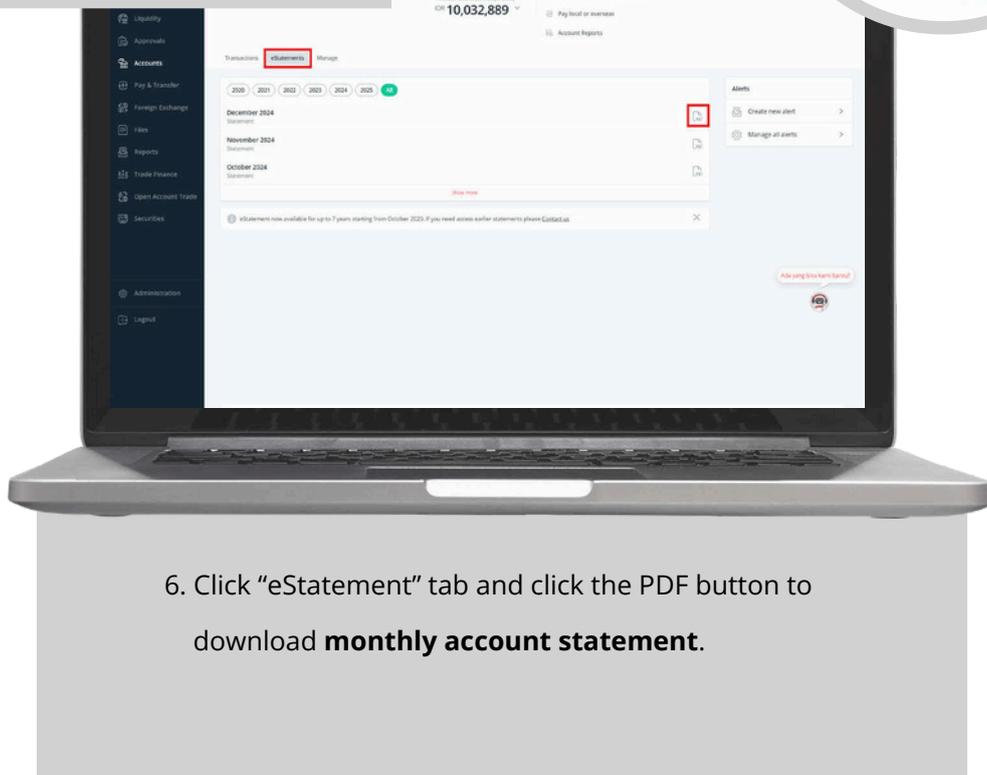
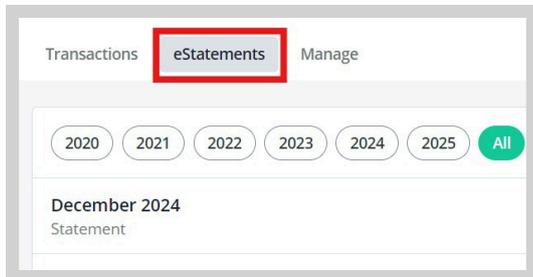
3. To access the transaction history, please select your account in the "Account" menu.



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



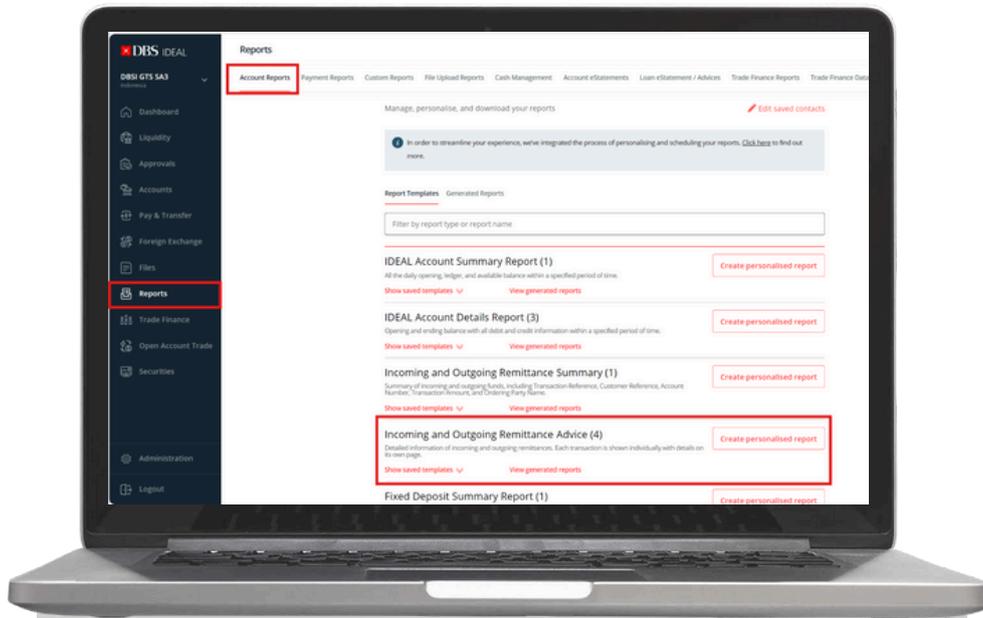
5. Click “Export” to generate **current month’s transaction history and balance**, and select the file format.



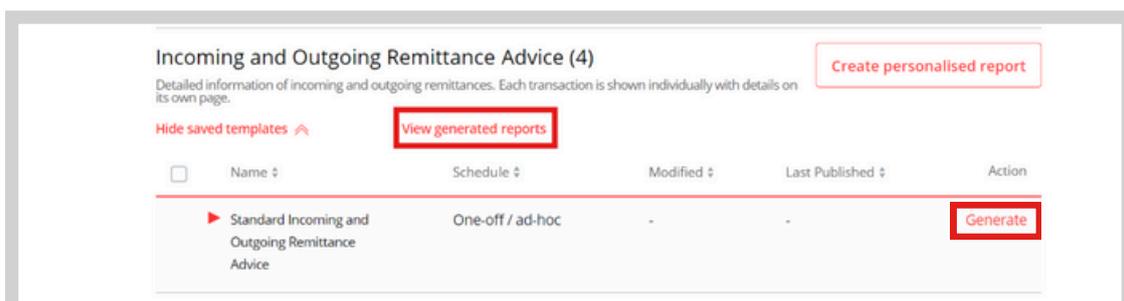


Account Reports

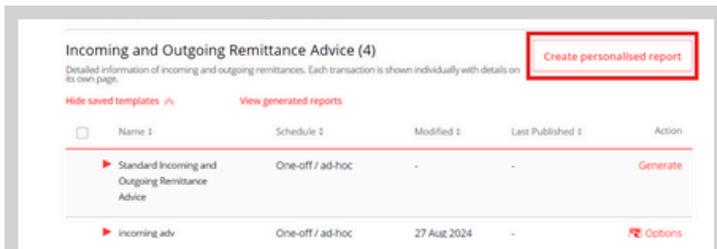
Incoming and Outgoing Remittance Advice



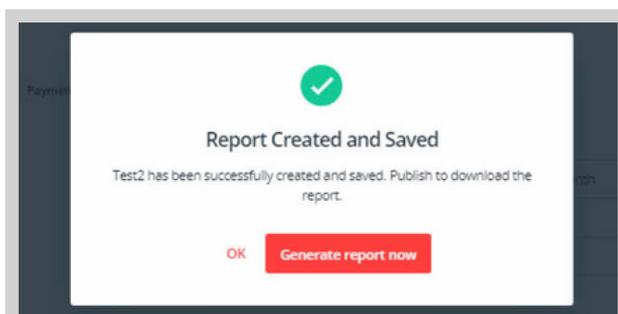
1. Select "Reports" menu on the left, click "Account Reports" tab, and select the type of reports that will be generated. Then, click "Show saved templates".



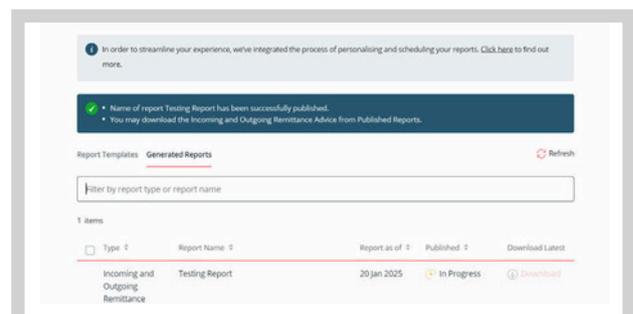
2. Select type of reports you would like to generate. If you select the standard template, intra-day report which include D-day data will be generated. You can download the generated reports by clicking "View generated reports".



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

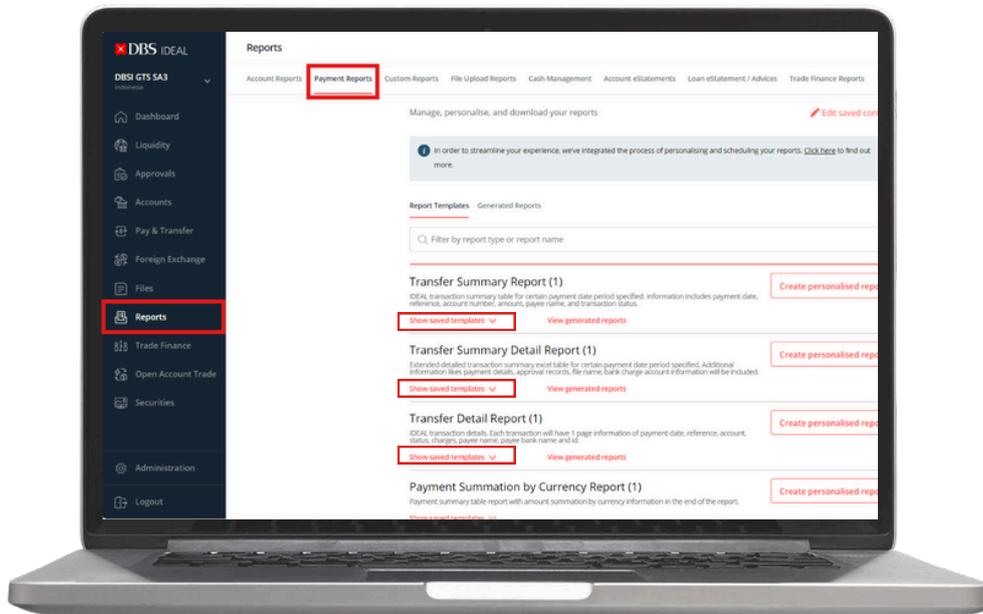
Similar with Incoming and Outgoing Remittance report (Item #1)

Fixed Deposit Details Report

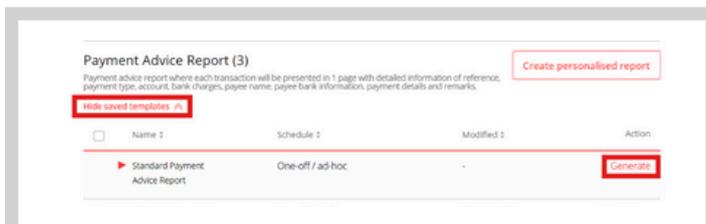
Similar with Incoming and Outgoing Remittance report (Item #1)



Payment Advice Reports Incoming and Outgoing Remittance Advice

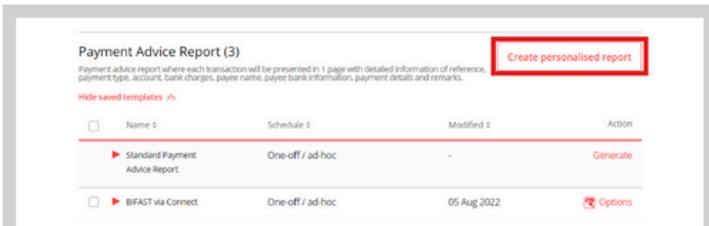


1. Select "Reports" menu on the left, click "Payment Reports" tab, and select the type of reports that will be generated. Then, click "Show saved templates".



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.





Create a New IDEAL Payment Advice Report

Customize and schedule your IDEAL Payment Advice Report

Step 1: Report details

Report name: (33 characters left)

Account: (All accounts selected)

Transaction type: (All transaction types selected)

Transaction status: (All transaction status selected)

Created from: (All)

Step 2: Schedule details

Report creation: Scheduled One-off / ad-hoc

Payment date range: Last 1 month Relative dates Absolute dates

Relative dates: Start of current month to End of current month

Absolute dates: 22 Jan 2025 to 22 Jan 2025

Report content generated will be based on the payment date range.

Step 3: Access

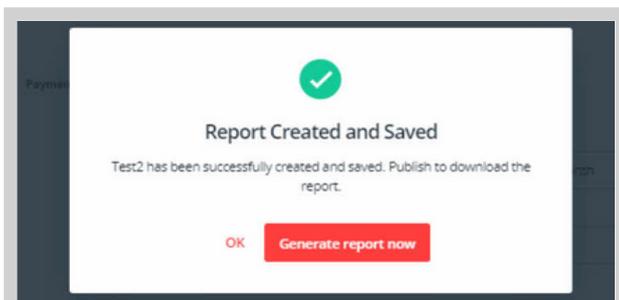
Usage: (Private)

Step 4: Other details

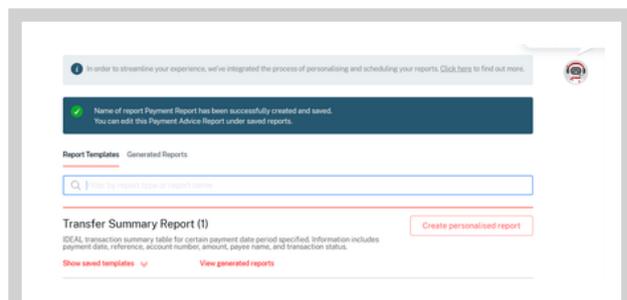
Remarks (optional): (350 characters left)

You can review remarks under the report type listing 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 dates and other details.

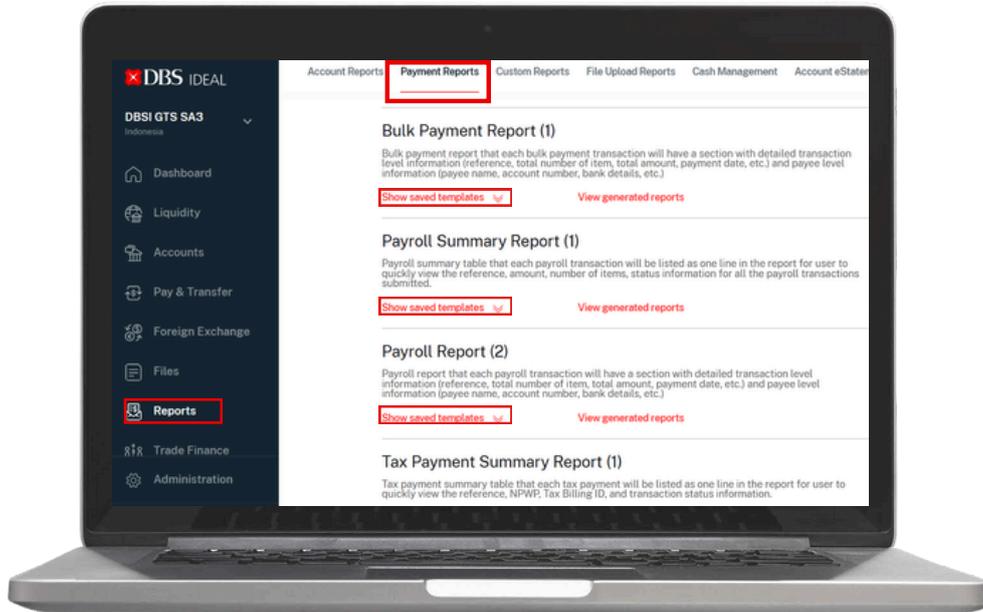


4. Once you have completed the report customization, click continue and click "Generate report now".

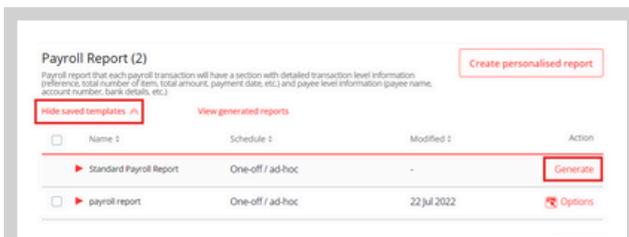


5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.

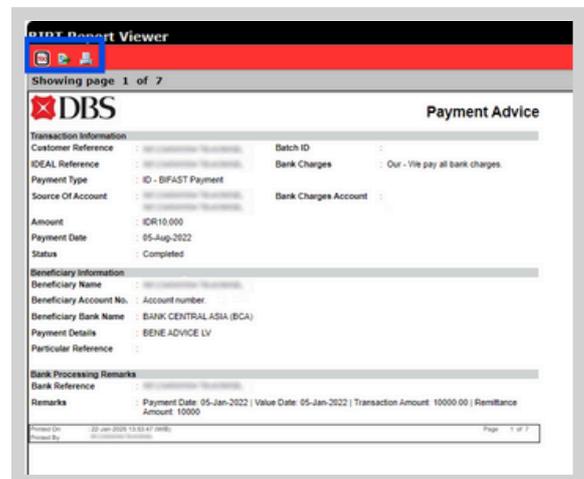
Payroll Report

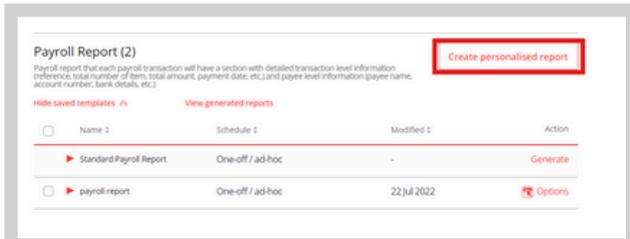


1. Select "Reports" menu on the left, click "Payment Reports" tab, and select the type of reports that will be generated. Then, click "Show saved templates".

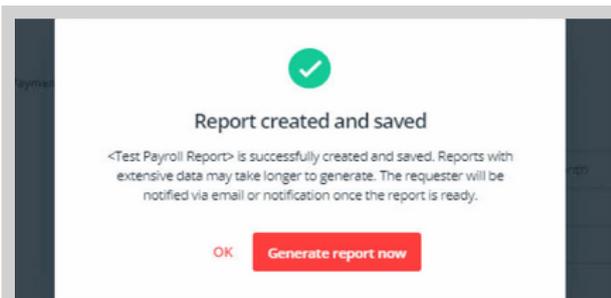


2. Select the type of reports you would like to generate. If you select the standard template, intra-day report which include D-day data will be generated. Report will be generated on the new tab and click on the upper left corner icons to export or printing the report. On the upper right corner, you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

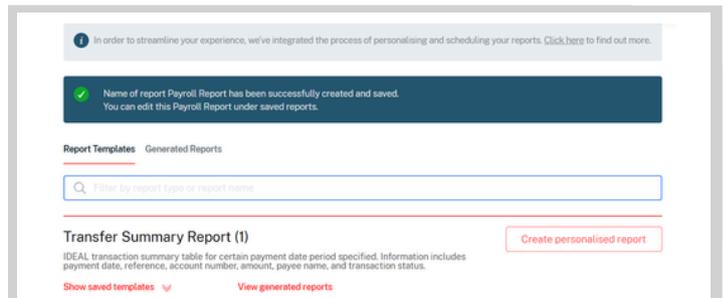




3. If specific parameters are required for your report, click “Create personalized report” to setup a favored report template. You can customize the report details, schedule, period, access and other details.

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



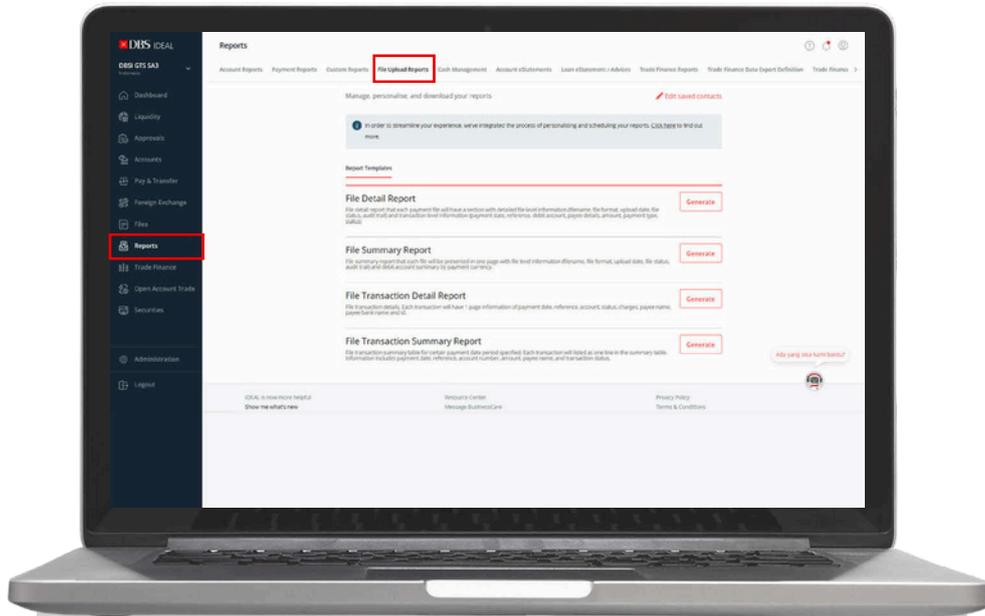
5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.

Tax Payment Advice Report

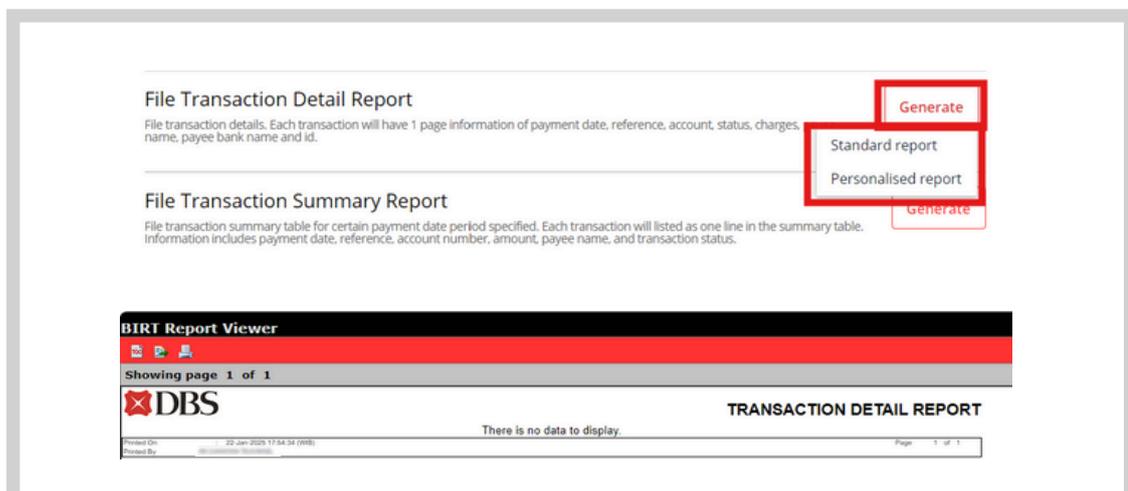
Similar with Payment Advice Report (Item #1)



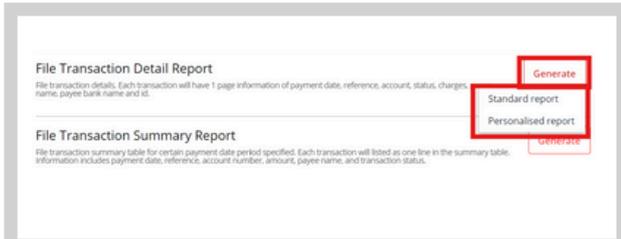
File Transaction Detail Report



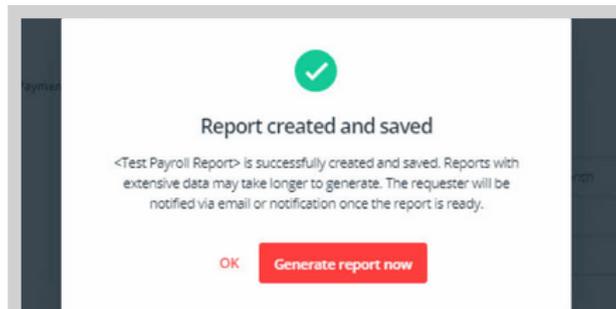
1. Select "Reports" menu on the left, click "File Upload Reports" tab, and select the type of reports that will be generated.



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.

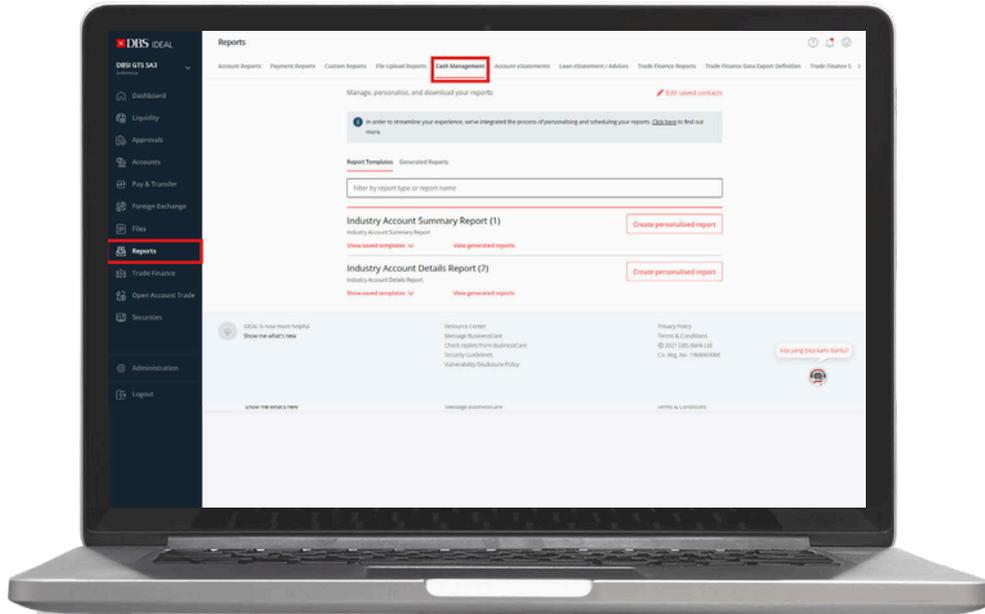


4. Once you have completed the report customization, click continue and click “Generate”.

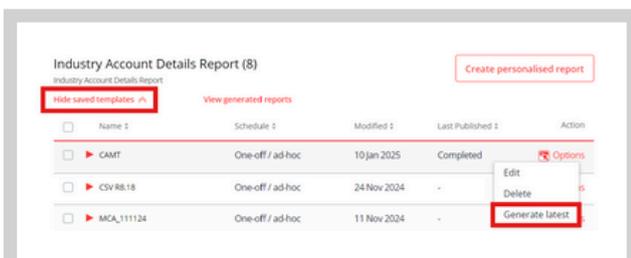
5. Your customized report template now has been successfully created. Report will be generated on the new tab, and you can refer to step 2 for further actions.



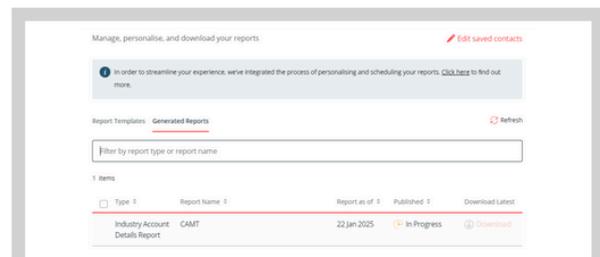
Industry Account Details Report



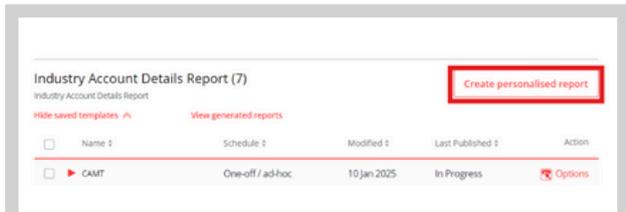
1. Select "Reports" menu on the left, click "Cash Management" tab, and select the type of reports that will be generated. Then, Click "Show saved templates"



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.



Create a New Industry Account Details Report

Customise and schedule your Industry Account Details Report

Step 1: Report details

Report name:

Account:

File name:

File format: Semicomma Separated Value (SDV) Tab Separated Value (TSV) Comma Separated Value (CSV) SAP MT940 Swift MT940 Excel (CSV) Old IDEAL Enhanced MT940 CAMT

Report content:

Column Name	Sort by	Column Name	Sort by
Account Number	<input type="radio"/>	Available Balance	<input type="radio"/>
Business Date	<input type="radio"/>	Transaction Date	<input type="radio"/>
Debit Items	<input type="radio"/>	Value Date	<input type="radio"/>
Total Debit	<input type="radio"/>	Transaction Code	<input type="radio"/>
Opening Balance	<input type="radio"/>	Transaction Detail	<input type="radio"/>
Earmark Amount	<input type="radio"/>	Debit	<input type="radio"/>
Credit Items	<input type="radio"/>	Credit	<input type="radio"/>
Total Credit	<input type="radio"/>	Running Balance	<input type="radio"/>
Ledger Balance	<input type="radio"/>	Ordering Party Name	<input type="radio"/>
Overdraft Limit	<input type="radio"/>	Beneficiary Name	<input type="radio"/>

Sort by: Ascending Descending

Amount Range (optional): to

Transaction codes (optional):

Step 2: Schedule details

Report creation: Scheduled One-off / ad-hoc

Payment date range:

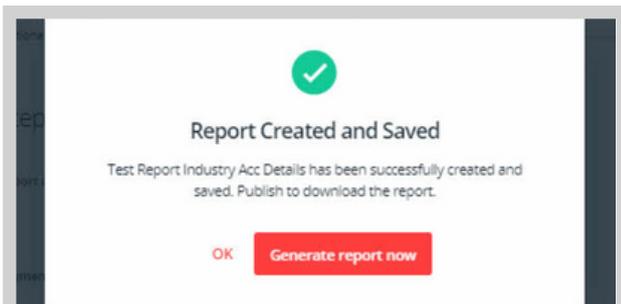
Relative dates: Start of current month to Current day

Absolute dates: DD MMYY to DD MMYY

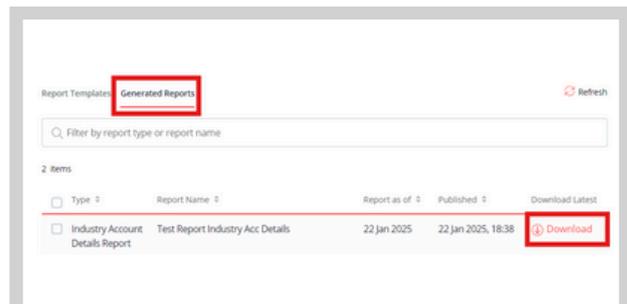
Step 3: Other details

Remarks (optional):

Buttons: Cancel, Continue, Help



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.

2025 April

Find out more today!

Partner with DBS today so you can live more, bank less. Please call DBS *BusinessCare* 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.



PT Bank DBS Indonesia berizin dan diawasi oleh Otoritas Jasa Keuangan (OJK) dan Bank Indonesia, serta merupakan peserta penjaminan Lembaga Penjamin Simpanan (LPS).

PT Bank DBS Indonesia is licensed and supervised by the Indonesian Financial Services Authority and Bank Indonesia, and an insured member of Indonesia Deposit Insurance Corporation (LPS) guarantee program.