

Quick Start Manual

User Operations: General Transfer

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Service Hours

Service Menu		Service Hours*1			
		Mon.	Tue.–Fri.	Sat.	Sun.
Data creation time*1		7:00 - 24:00	0:00 - 24:00	0:00 - 21:00	7:00 - 20:00
Data transmission	Hours for same-day transmission	8:45 - 19:59		-	-
	Hours for scheduled transmission *2	20:00 - 24:00		0:00 - 20:59	7:00 - 19:59
Final transmission cut-off time		17:00 on the business day prior to the designated transfer date		-	

*1 The service will be suspended on December 31, January 1 to 3, during maintenance for service upgrades, and during other pre-announced periods.

*2 On Mondays, scheduled transmission requests can be accepted from 7:00 to 8:45, and from Tuesday to Friday from 0:00 to 8:45; however, the actual transmission will occur after 8:45 on the same day. If you submit a scheduled transmission request on a Saturday, Sunday, or public holiday, the transmission will occur after 8:45 on the next business day.

*2 If a public holiday falls on Monday, scheduled transmission requests can be accepted from 7:00 to 24:00. If a public holiday falls on Tuesday through Friday, requests can be accepted from 0:00 to 24:00.

* Please note that if you perform a general transfer during the scheduled transmission hours at the end of the month, the transfer will be treated as a request for the following month.

データ伝送種類	データ送信		当行・他行	データ最終送信時限	資金引落	振込摘要	手数料 (1件あたり)	
	当日送信利用時間	予約送信利用時間					当行宛 (鹿児島銀行宛)	他行宛
総合振込	月～金 8:45～19:59	月～金 20:00～24:00 土 0:00～20:59 日 7:00～19:59	-	前営業日の17時まで	指定日当日	振込	165円	495円



Regarding data creation and transmission deadlines

New transfer data can be created starting **20 business days prior** to the designated transfer date.

The transmission deadline is 17:00 on the business day prior to the designated transfer date.

Timing of when recipient master data updates are reflected in transfer data

Please note that any changes made to the recipient master data will not be reflected in transfer data that is already being created or has been registered (i.e., data in the above-mentioned status).

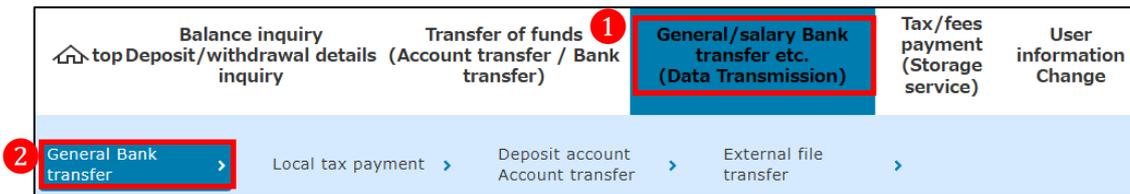
1. Creating recipient master data

You can register, modify, or delete a transfer account (recipient master data) by following the steps below.

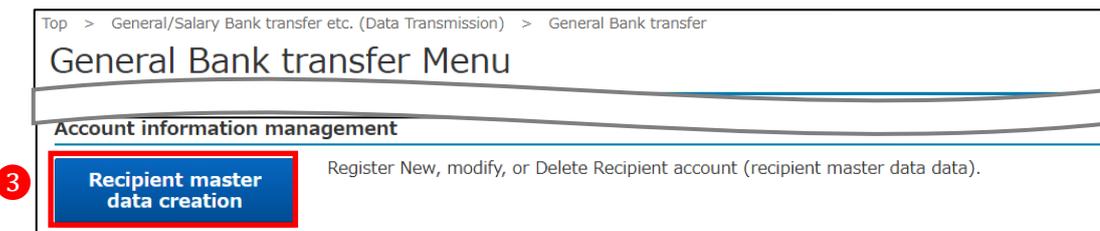


STEP1 Select "General Bank Transfer" from the menu

(1) From the top menu, select **1** "General/salary bank transfer etc. (Data Transmission)," then click **2** "General bank transfer."

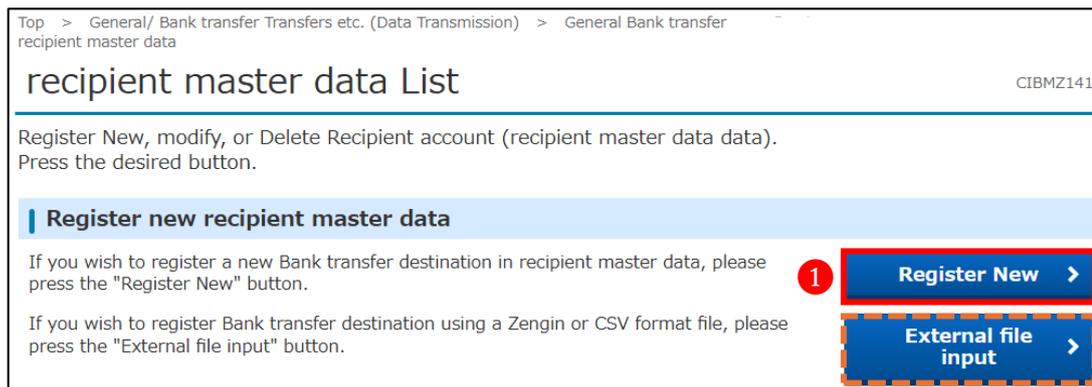


(2) On the General Bank Transfer Menu screen, click **3** "Recipient master data creation."



STEP2 Register (modify, or delete) recipient master data

To register a recipient in the recipient master data, click **1** "Register New" or "External file input."



"Register New"
Click here to register a new transfer destination in the recipient master data.

"External file input"
Click here to register a transfer destination using a Zengin or CSV format file.

* To **modify or delete** a recipient master data entry, select the target entry and click **"Fixes"** or **"Delete."**



STEP3

Enter required information

After entering the required items ①-⑦ and, if necessary, items ⑧-⑩, click ⑪ "Register" button.

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Create recipient master data

Register recipient master data

Please enter the required information and press the "Register" button.
 If you know the financial institution code and Branch code, enter the code directly and press the "Search" button to display the name.
 If you don't know the name, just leave it blank and press the "Search" button to search using the Japanese alpha bet.

金融機関コード ① 必須	<input type="text"/> 半角数字4桁	検索	支店コード ② 必須	<input type="text"/> 半角数字3桁	検索
金融機関力ナ名称			支店力ナ名称		
金融機関漢字名称			支店漢字名称		
預金種目 ③ 必須	普通預金				
口座番号 ④ 必須	<input type="text"/> 半角数字7桁以内				
受取人力ナ名称 ⑤ 必須	<input type="text"/> 半角30文字以内				
受取人漢字名称 ⑧	This item is optional. <input type="text"/> 全角48文字以内				
顧客コード1 ⑨	<input type="text"/> 半角数字10桁以内				
顧客コード2	<input type="text"/> 半角数字10桁以内				
手数料区分 ⑥ 必須	<input checked="" type="radio"/> 当方負担 <input type="radio"/> 先方負担				
検索用力ナ名称 ⑦ 必須	This field is automatically populated based on the recipient's name in kana. *1 半角				
グループ指定 ⑩	<input type="checkbox"/> 1: 取引先 <input type="checkbox"/> 2: 家賃 <input type="checkbox"/> 3: 駐車場代 <input type="checkbox"/> 4: 広告代 <input type="checkbox"/> 5: (未設定) <input type="checkbox"/> 6: (未設定) <input type="checkbox"/> 7: (未設定) <input type="checkbox"/> 8: (未設定)				
<input type="button" value="Return"/> <input type="button" value="Clear"/>		<input checked="" type="button" value="登録"/>			

Recipient's name in kana

This information will be reflected in the transfer data. Please enter it correctly.

Corporate

Enter the official abbreviations for company names such as "Kabushiki Gaisha" or "Yugen Gaisha."
 (Example) (ka) Higo Ginko => ka) Higo Ginko

Individual

Enter a half-width space between the first and last name.

Customer Code 1 / Customer Code 2

This item is used for sorting during master data management and data creation. You can enter any custom numbers to help with operational management.

Group assignment

If a group is assigned, you can filter master data search results by group, making it more efficient to find what you need.

*1 Kana name for search

When you enter the official abbreviated form of a corporate type, such as "Kabushiki Gaisha" or "Yugen Gaisha" in the Recipient's Name in Kana field, only the company name without the company type will be displayed automatically.
 Recipient's name in kana: カ)ヒゴ キ)ンコウ ⇒ Kana name for search: ヒゴ キ)ンカ

STEP4

Confirm registration details

Review the details of the new registration (or modification/deletion). To proceed with the data registration, click "Return" at the bottom of the screen.

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Create recipient master data

recipient master data List

CIBMZ141

Display order Code 1 Display number 20 items Out of 27 1~20

選択 必須	種別	コード1 コード2	受取人力ナ名称 漢字名称	金融機関名 支店名	預金種目 口座番号	区分	グループ指定								詳細
							1 渉外	2 15日払	3 20日払	4 EIB	5 給与	くまもこ	テスト (未設定)		
<input type="checkbox"/>	総振	000000100	テストドカン(1 テスト不動産南)	肥後銀行 新町支店	普通 1234567	当方 負担	-	-	-	-	-	-	-	-	詳細
<input type="checkbox"/>	総振	0000001001 0000020001	かテストンセツ 株テスト建設	みずほ銀行 大阪法人支店	当座 9999999	当方 負担	-	-	-	-	-	-	-	-	詳細

Display order Code 1 Display number 20 items Out of 27 1~20 Display items Next >

Confirm new registration/modification details

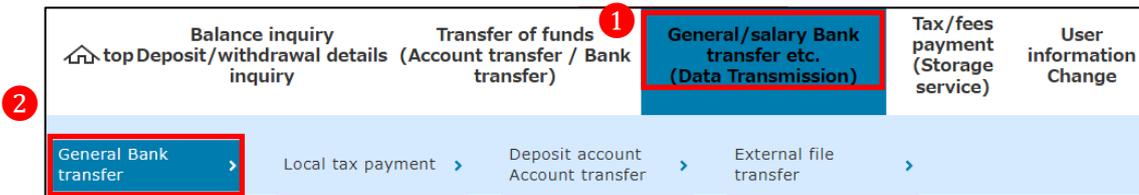
2. Registering Data

You can register new transfer data, edit transfer data, and register transfer data using previously submitted data.

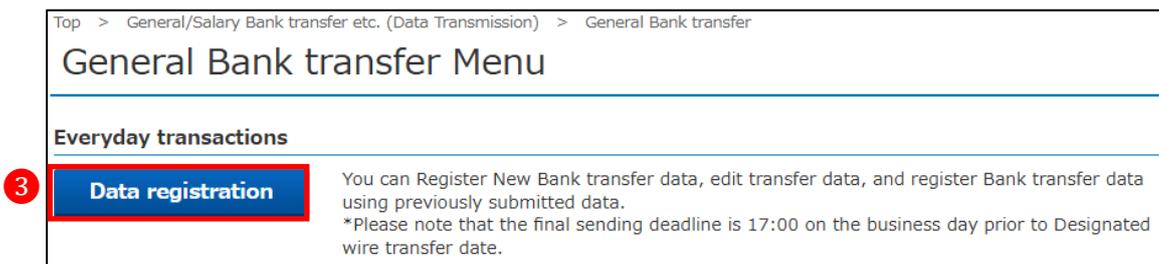


STEP1 Select "General Bank Transfer" from the menu

(1) From the top menu, select ① "General/salary bank transfer etc. (Data Transmission)," then click ② "General Bank Transfer."

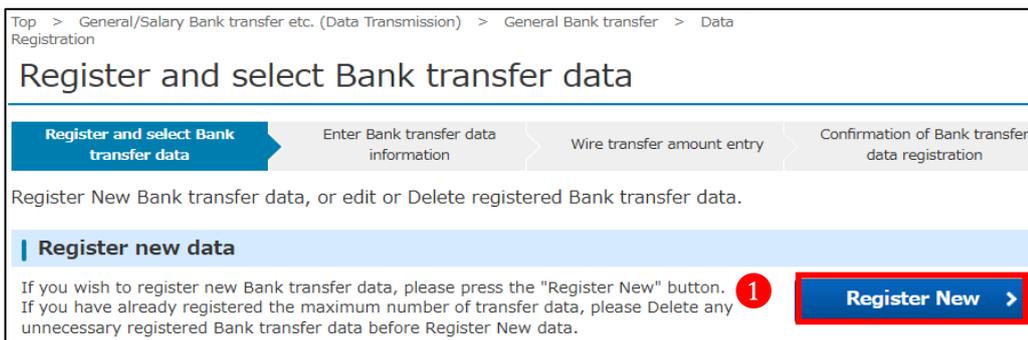


(2) On the General Bank Transfer Menu screen, click ③ "Data registration."



STEP2 Register (modify, or delete) transfer data

To register new transfer data, click ① "Register New."



New registration
Click here to register new transfer data.

* To modify or delete a transfer data entry, check the box next to the target row and click "Fixes" or "Delete."



Status of transfer data

STEP3 Enter transfer data information

Select **1** the **Client** (payment account), select **2** the **designated transfer date**, and then click **3** "Next."

Top > General/Salary Bank transfer etc. (Data Transmission) > General Bank transfer > Data Registration

Enter Bank transfer data information

CIBMZ102

表示順 指定なし

選択 必須	支店名	預金種目	口座番号	依頼人カナ名称 漢字名称	依頼人コード	コメント
<input checked="" type="checkbox"/>	本店営業部	普通預金	1111111	〇〇ショップ 〇〇商事	1061111111	

表示順 指定なし

Enter Designated wire transfer date

Please enter Designated wire transfer date.

振込指定日 **2** 必須 DD/MM/YYYY 年

Search recipient information criteria

Specify the Search recipient information and click the "Next" button. (The search Results S displayed on the next screen.)
If you specify Display order, the search Results will be displayed in the specified Display or

対象マスタ 受取人マスタ 従業員マスタ

オンライン都度/事前登録の受取人も検索対象にする

検索グループ

検索条件

基本条件

1: (未設定) 2: (未設定) 3: (未設定) 4: (未設定)

5: (未設定) 6: (未設定) 7: (未設定) 8: (未設定)

さらに絞り込み

指定なし

表示順

コード1

3 次へ

Designated transfer date

Select the designated transfer date.

When this checkbox is selected, both the accounts designated each time and pre-registered accounts created through funds transfer (transfer/remittance) will also be included in the search.

Select this option if you need to specify search criteria for recipient information.

Display order of search results

STEP4 Enter transfer amount

Enter the amount in **1** the "Payment amount (yen)" field of the relevant recipient, and then click the **2** "Register Complete."

Top > General/Salary Bank transfer etc. (Data Transmission) > General Bank transfer > Data Registration

Enter Bank transfer data information

CIBMZ102

選択	番号	コード1 コード2	受取人カナ名称 漢字名称	支店名 預金種目 口座番号	支払金額 (円) 振込金額 (円)	手数料区分 金額 (円)	差額	訂正	EDI情報	詳細
<input type="checkbox"/>	1	0000000001 0000000011	〇〇商事	肥後銀行 熊本市場支店 1111111 1124322	1	先方				詳細

←一時保存して戻る

登録完了 **2**

!! Caution !!

"Save and return"

Please note that clicking this button will not save the data in the in progress state. Use this button only when you need to return to the previous screen ("Enter Bank Transfer Data Information") to change the transfer date while entering amounts.

STEP5

Review transfer data registration details

Review the transfer data registration details and click the appropriate button for the action you want to perform.

Top > General/Salary Bank transfer etc. (Data Transmission) > General Bank transfer > Data Registration

Confirmation of Bank transfer data registration CIBMZ104

Register and select Bank transfer data Enter Bank transfer data information Wire transfer amount entry **Confirmation of Bank transfer data registration**

Enter Bank transfer data.
 If you want to temporarily save the data you have created, please press the "Temporary save (creating)" button.
 When you have completed the registration and would like to request approval from the approver, please press the "Registration Complete" button.
 If you wish to proceed to approval and sending after registration, please press the "Register and proceed to approval and sending" button.

支払金額合計	10,000円	振込件数合計	4件
振込金額合計	9,890円	入力済件数	1件
先方負担手数料	110円	振込指定日	09月10日
当方負担手数料	0円		
手数料合計	110円		
振込金額合計 + 手数料合計	10,000円		

"Temporary Save (creating)"

Saves the data temporarily and sets the transfer data to **In Progress** status.

The screen will return to "Register and select Bank transfer data."

"Registration complete"

Completes the registration and sets the transfer data to **Waiting for Approval** status.

The screen will return to "Register and select Bank transfer data."

"Register and proceed to approval and submission"

Completes the registration and sets the transfer data to **Waiting for Approval** status.

The screen will proceed to "Approval/Transmission Data Selection."

Zero Yen Transfer Message

When you select "Registration complete" or "Register and proceed to Approve and send" temporarily, the following message will appear. Click "OK" to delete the transfer entry with an amount of 0 yen.

www3.suitebank3-test.finemax.net の内容

振込金額が0円のデータがあります。
 登録を行うと振込金額が0円のデータは削除されます。
 よろしいですか？

OK

キャンセル

* This action deletes only the 0-yen transfer from the current transfer data. It does not delete the corresponding recipient from the recipient master data.

STEP6

Check the status of transfer data

Once the transfer data has been created, it will be displayed with the status **"Waiting for Approval."** After printing the details and confirming that the data is correct, click **"Data approval and submission"** button.

* To print the details, go to **"Use of registered data,"** check ❶ the checkbox of the transfer data you want to print (☑), and then click ❷ **"Printing."**

* If you find any errors, select the corresponding data and click **"Fixes."**

Top > General/Salary Bank transfer etc. (Data Transmission) > General Bank transfer > Data Registration

Register and select Bank transfer data

CIBMZ101

Register and select Bank transfer data | Enter Bank transfer data information | Wire transfer amount entry | Confirmation of Bank transfer data registration

Register New Bank transfer data, or edit or Delete registered Bank transfer data.

Register new data

If you wish to register new Bank transfer data, please press the "Register New" button. If you have already registered the maximum number of transfer data, please Delete any unnecessary registered Bank transfer data before Register New data.

Register New

Use of registered data

- You can "edit," "Delete," and "check details" of Bank transfer data.
- Please note that once data Delete it cannot be restored.
- Changes to the master data will not overwrite the "sent data." If you Change the master data, please Data creation by Register New data.

* Delete data that is in the "Sent" status does not Cancel the reservation or the transmission request. (It will be Delete from the data list.) If you wish Cancel "Cancel the reservation or the transmission Cancel," please consult with Office.

❶ **Fixes** **Delete** **Use of transmitted data** **Output external file** ❷ **printing (RTF)** **printing (PDF)**

選択 必須	更新順	状態	最終更新日 更新者	承認者へのコメント 依頼人名	振込指定日	振込合計件数 金額	詳細
<input type="checkbox"/>	1	作成中	25年12月26日 ヒコ シロウ	肥後 次郎	12月29日	25件 0円	詳細
<input type="checkbox"/>	2	作成中	25年12月02日 ヒコ シロウ	肥後 太郎	12月23日	25件 0円	詳細
<input type="checkbox"/>	3	作成中	25年11月28日 ヒコ シロウ	肥後 次郎	12月01日	25件 0円	詳細
<input type="checkbox"/>	4	作成中	25年11月27日 ヒコ シロウ	肥後 太郎	11月28日	2件 2,100,000円	詳細

Fixes **Delete** **Use of transmitted data** **Output external file** ❷ **printing (RTF)** **printing (PDF)**

< Return

Data approval and submission

Printing transfer details
Prints the details of the transfer data.

"Printing (RTF)"
Outputs the transfer details in text (RTF) format.
* A4 portrait

"Printing (PDF)"
Outputs the transfer details in PDF format.
* A4 landscape

! Please check the status of the registered transfer data !

In Progress: The transfer data is currently being created.

Waiting for approval: Data creation is completed and is waiting for "Approval."

Waiting for transmission: The data has been approved and is waiting for "transmission."

Sent: "Transmission" has been completed.

To proceed to the approval and submission processes, click **"Data Approval and submission."**

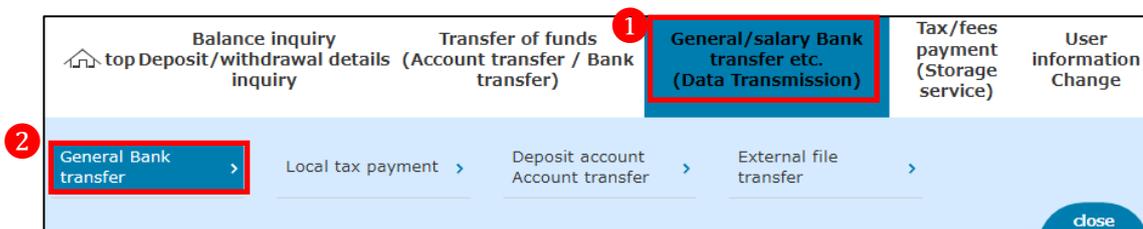
3. Approving and sending data

Approve and send the registered or modified transfer data.

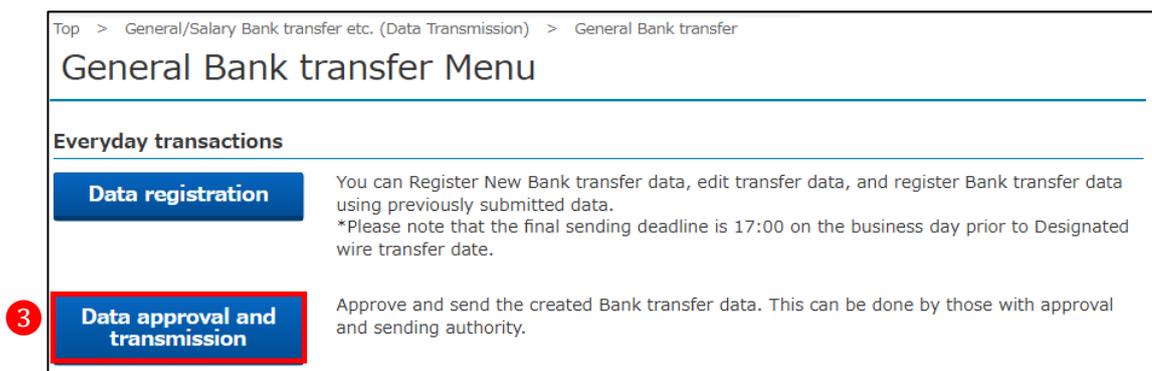


STEP1 Select "General Bank Transfer" from the menu

- (1) From the top menu, select **1** "General/salary bank transfer etc. (Data Transmission)", then click **2** "General Bank Transfer."



- (2) On the General Bank Transfer Menu screen, click **3** "Data approval and transmission."



STEP2 Select approval data

- Select **1** the data waiting for approval, and click **2** "Acknowledgement."

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer Approval and Transmission

Approval/transmission data selection

The data that has been registered via the Bank transfer data registration screen. Select the relevant data and press the desired button.
To print the details, select the relevant data and click the "Print" button.
*When sending data, you must "Approve" and then "Send".
Please note that if the status is "Waiting to send", the "Send" operation has failed.
Once the "Send" operation has been completed, the status will be "Sent."
* **Please note that the order of the list will Change from April 17, 2023.**
You can sort the data by clicking the up and down arrows in the item column.

2
Acknowledgement
Send
Resubmit
Inquire transmission Results

printing (RTF)
printing (PDF)

選択 必須	更新順	状態	最終更新日 更新者	承認者へのコメント 依頼人名	振込指定日	振込合計件数 金額
1	1	承認待	25年08月19日 ヒコ 知ゆ	肥後 太郎	08月19日	22件 28,294円
	2	承認待	25年01月14日 ヒコ 知ゆ	肥後 太郎	01月14日	1件 1,000円

About data with the "in progress" status

Transfer data with the status "In Progress" will not be displayed on the "Approval/Transmission Data Selection" screen. Only data with the statuses "Waiting for approval" or "Waiting for transmission" will be shown.

STEP3 Check the transfer data approval

After reviewing the transfer details, enter ① your **user verification PIN**, then click ② **"Approve."**

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Data Approval and Transmission

Confirmation of Bank transfer data approval

You will need to enter user verification PIN. Please enter it correctly.

利用者確認暗証番号 ① 半角英数字4~12桁

ソフトウェアキーボード +
開く

cancel ② 承認

STEP4 Select data to be transmitted

The status will change from **"Waiting for approval"** to **"Waiting for transmission."** Select ① the data **"Waiting for transmission"**, and click ② **"Send."**

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Approval and Transmission

Approval/transmission data selection

The data that has been registered via the Bank transfer data registration screen will be displayed on this screen. Select the relevant data and press the desired button.
To print the details, select the relevant data and click the "Print" button.
*When sending data, you must "Approve" and then "Send".
Please note that if the status is "Waiting to send", the "Send" operation has not yet been completed. Once the "Send" operation has been completed, the status will be "Sent."
* **Please note that the order of the list will Change from April 17, 2023.**
You can sort the data by clicking the up and down arrows in the item column.

printing (RTF) printing (PDF)

選択 必須	更新順	状態	最終更新日 更新者	承認者へのコメント 依頼人名	振込指定日	振込合計件数 金額
<input type="radio"/>	1	承認待	25年08月19日 ヒコ ジョウ	肥後 次郎	08月19日	22件 28,294円
<input type="radio"/>	2	承認待	25年01月14日 ヒコ ジョウ	肥後 太郎	01月14日	1件 1,000円
<input checked="" type="radio"/> ①	3	送信待	24年12月25日 ヒコ ジョウ	肥後 太郎	12月30日	2件 3,099,670円
<input type="radio"/>	4	承認待	24年12月17日 ヒコ ジョウ			1件 26,732円
<input type="radio"/>	5	承認待	24年12月16日 ヒコ ジョウ			2件 53,299円

printing (RTF) printing (PDF)

Confirm that the status has been changed from **"Waiting for approval"** to **"Waiting for transmission."**

STEP5

Send and confirm transfer data

(1) After entering ① the "User Verification PIN" and ② the "one-time password," click ③ "Send."

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Data Approval and Transmission

Confirmation of Bank transfer data transmission

Approval/transmission data selection **Confirmation of Bank transfer data transmission** Data transmission Results

Please send Bank transfer data as follows:
 Scan the 2D barcode with the camera-equipped hard token and check that the Transactions details displayed on the screen are correct.
 If you agree, please enter user verification PIN and One-time password displayed on the camera-equipped hard token, and press the "Send" button.

Bank transfer data information

サイクル番号 半角数字2桁 ※サイクル番号が未入力の場合は、自動採番します。
 サイクル番号を入力する場合はチェックしてください。

Client information

支店コード	106
支店名	クマモトイザハ
預金種目	普通預金
口座番号	1111111
依頼人コード	1061111111
依頼人カナ名称	〇〇ソコジ

Bank transfer amount information

振込金額合計	9,890 円	振込件数合計	2件
先方負担手数料	110 円	承認者へのコメント	
当方負担手数料	0 円	振込指定日	September
手数料合計	110 円		
振込金額合計 + 手数料合計	10,000 円		

You will need to enter user verification PIN. Please enter it correctly.

利用者確認暗証番号 必須 半角英数字4~12桁

ソフトウェアキーボード

ワンタイムパスワード 必須

Scan with camera

Enter the one-time password (8-digits)

cancel

- (1) Type of transfer
- (2) Designated transfer date
- (3) Total number of transfers
- (4) Total transfer amount
- (5) One-time password (8 digits)



(2) After the "Data transmission Results" print screen appear, review the contents and click "Print."

Print
Total: 1 sheet of paper

Printer

Copies

Layout
 Portrait
 Landscape

Pages
 All
 e.g. 1-5, 8, 11-13

Color

Print on both sides

[More settings](#)

[Print using system dialog... \(Ctrl+Shift+P\)](#)

Print Cancel

Data transmission Results

Approval/transmission data selection
Confirmation of Bank transfer data transmission
Data transmission Results

The transmission Results is as follows:
 *A request for sending cannot be Cancel. If you wish to Cancel, please contact your branch.
 *If Status shows "Sending error", the sending may not have been completed. Please check whether it is "Sent" on the "Approval/Sending Data Selection Screen".

[Print screen](#)

Processing Results information

ステータス	正常送信
終了時刻	〇〇年 09 月 01 日 15 時 50 分 22 秒
送信者	肥後 太郎

Bank transfer data information

種別	総合
サイクル番号	- (翌営業日の送信時に自動採番します)

Client information

支店コード	106
支店名	クモトイチバ
預金種目	普通預金
口座番号	11111111
依頼人コード	1061111111
依頼人カナ名称	〇〇ショウジ

Bank transfer amount information

振込金額合計	9,890 円	振込件数合計	2
先方負担手数料	110 円	承認者へのコメント	資金移動データ
当方負担手数料	0 円	振込指定日	September
手数料合計	110 円		
振込金額合計 + 手数料合計	10,000 円		

[確認](#) [画面印刷](#)

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!! Check the status !!
 Confirm that the processing results information status is "successfully transmitted."
 If the status is anything other than "Successfully transmitted" (such as a **Transmission error**), the data may not have been sent correctly. Please review the error details.

(3) "Data transmission Results" screen will be displayed. After reconfirming that the status is "Successfully transmitted," click "Confirm."

Data transmission Results

Approval/transmission data selection
Confirmation of Bank transfer data transmission
Data transmission Results

The transmission Results is as follows:
 *A request for sending cannot be Cancel. If you wish to Cancel, please contact your branch.
 *If Status shows "Sending error", the sending may not have been completed. Please check whether it is "Sent" on the "Approval/Sending Data Selection Screen".

[Print screen](#)

Processing Results information

ステータス	正常送信
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Bank transfer amount information

振込金額合計	9,890 円	振込件数合計	2
先方負担手数料	110 円	承認者へのコメント	
当方負担手数料	0 円	振込指定日	September
手数料合計	110 円		
振込金額合計 + 手数料合計	10,000 円		

確認 [Print screen](#)

STEP6

Check the status of transfer data

The status changes from **"Waiting for transmission"** to **"Sent"** (displayed in black). Confirm that it shows **"Sent"** in black text, and the data transmission is complete.

Top > General/ Bank transfer Transfers etc. (Data Transmission) > General Bank transfer > Data Approval and Transmission

Approval/transmission data selection

The data that has been registered via the Bank transfer data registration screen will be displayed on this screen. Select the relevant data and press the desired button.
To print the details, select the relevant data and click the "Print" button.
***When sending data, you must "Approve" and then "Send".**
Please note that if the status is "Waiting to send", the "Send" operation has not yet been completed. Once the "Send" operation has been completed, the status will be "Sent."
*** Please note that the order of the list will Change from April 17, 2023.**
You can sort the data by clicking the up and down arrows in the item column.

選択 必須	更新順	状態	最終更新日 更新者	承認者へのコメント 依頼人名	振込指定日	振込合計件数 金額
<input type="radio"/>	1	承認待	25年12月30日 ヒコ 知	肥後 太郎	12月30日	22件 199,550円
<input type="radio"/>	2	承認待	25年08月19日 ヒコ 知	肥後 太郎	08月19日	22件 28,294円
<input type="radio"/>	3	承認待	25年01月14日 ヒコ ジョウ	肥後 次郎	01月14日	1件 1,000円
<input type="radio"/>	4	送信待	24年12月25日 ヒコ 知	肥後 太郎	12月30日	2件 3,099,670円
<input type="radio"/>	5	承認待	24年12月17日 ヒコ ジョウ	肥後 次郎	12月20日	1件 26,732円
<input type="radio"/>	6	承認待	24年12月16日 ヒコ 知	肥後 太郎	12月16日	2件 53,299円