

Online Enterprise Banking Single-flow Procedure Setup Demonstration

E-Banking Department

April 2019



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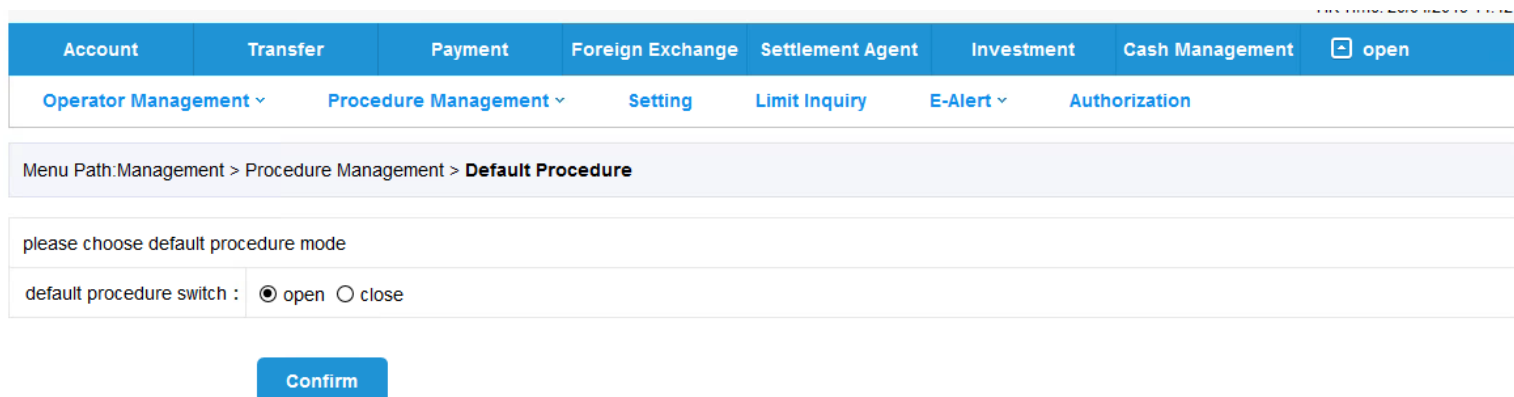
What is Single-flow Procedure?



- Target at non-enquiry transaction, allowing single user to create (Maker), without the need to go through multiple layers of authorization
- Makers are recognized as Level Maker, Master and authorizers (migrated from ICBS) are recognized as Level A
- Procedures include default and customized procedure, the former one means dual-man workflow, with one operator as Maker and the other one as Authorizer; Users with Creation function can be Makers, while those with Authorization function are Authorizers or Master

Default Procedure

- After adding a Master account, upon logging in, Default Procedure will be “close” for migrated clients from ICBS; on the contrary, it will be “open” for newly signed up clients
- When the Default Procedure is shown as “Open”, there is no need to set up customized procedure for single account transfer, single account payment, single Vostro account payment and foreign exchange transaction
- Choose “Procedure Management” – “Default Procedure” click “Open”, then confirm



The screenshot displays the 'Default Procedure' configuration page. At the top, there is a navigation bar with tabs for Account, Transfer, Payment, Foreign Exchange, Settlement Agent, Investment, Cash Management, and an 'open' button. Below this is a secondary menu with links for Operator Management, Procedure Management, Setting, Limit Inquiry, E-Alert, and Authorization. The breadcrumb trail indicates the path: Menu Path: Management > Procedure Management > Default Procedure. The main content area prompts the user to 'please choose default procedure mode' and shows a 'default procedure switch' with radio buttons for 'open' (selected) and 'close'. A 'Confirm' button is located at the bottom of the form.

Account	Transfer	Payment	Foreign Exchange	Settlement Agent	Investment	Cash Management	open
Operator Management	Procedure Management	Setting	Limit Inquiry	E-Alert	Authorization		

Menu Path: Management > Procedure Management > Default Procedure

please choose default procedure mode

default procedure switch : ☒ open ☐ close

Confirm

Customized Procedure

- No matter if default procedure is open or not, customized procedure has to be set up for batch transfer, batch payment, batch Vostro account payment, termly cash pooling and periodic payment transactions
- Customized procedure cannot be set up for single account transfer, single account payment, single Vostro account payment and foreign exchange transactions unless the Default Procedure is closed
- When setting up for authorization, maximum 5 amount intervals can be set up, with each interval involving multiple levels of authorizers; client can choose to assign a specific authorizer from each level; if not otherwise, all authorizers in the same level will be able to authorize transactions
- Only one customized procedure can be set up for each function and account
- Upon deleting the customized procedure, all the non-complete transactions involved in the corresponding procedure will be discarded

Customized Procedure

- To set up customized procedure for single account transfer and payment, single Vostro account payment and foreign exchange payment
“Procedure Management” – “Default Procedure”, click “Close” then submit
No need to go through the above step for setting up customized procedure for batch transfer, batch payment, batch Vostro account payment, termly cash pooling and periodic payment transactions

Operator Management ▾ Procedure Management ▾ Setting Limit enquiry Authorization

Menu Path: Management > ProcedureManagement > **Default Procedure**

please choose default process mode

default process switch: : ☐ open ☒ close

Submit

For details, please refer to Online Enterprise Banking Customer Operation Manual – Supervisor Service Management

Customized Procedure – Single-flow Procedure Setup

- Single account transfer – Workflow Setup (Designated maker)

1. "Procedure Management" – "Customized Procedure" – "Transfer and Payment" – "Next Step"

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Customized Procedure**

Please select business type

* Business type :

Next Step

2. Select Client, click "Next Step"

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

Customized Procedure – Single-flow Procedure Setup

3. Click “New”

All Customized Processes							
Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
New Detail Delete Modify							

4. Choose the corresponding Procedure Type, name the process, and click “Submit”

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Delete

Transfer

* Process Name

Transfer 01

Submit

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Customized Procedure – Single-flow Procedure Setup

- Choose the corresponding account and process currency; Set up the interval and assign operators accordingly. For designated maker, please select one or a few makers from “Operator Level” – “Operator in the Selected Level”.
- Click “Finish” then “Submit”

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	
☒	公司某某	0000	US Dollar	CURRENT ACCOUNT	
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	

☐ Select All

Choose Process Currency: Hong Kong Dollar

Set authorization matrix

Interval No.	Min Amount	Max Amount	Operators		
Interval 1	0.00	10000	Operator Levels	Selected Level	Operators in the Selected Level
			Level Makers Level A	Level Makers	TEST02 TEST02 004 004
			>>	<<	>>
			<<	>>	<<
			Confirm Interval	Previous Interval	Finish

Total Intervals: 0

Customized Procedure – Single-flow Procedure Setup

7. Enter Response code and Password, click “Confirm”

Account Name	Account Number	Account Type	Reference
公司某某	0000	CURRENT ACCOUNT	
公司某某	0000	CURRENT ACCOUNT	

Process Information				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	10,000.00	Level Makers[004] CCBTEST]
Total Intervals: 1				

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

[Confirm](#) [Back](#)

8. Completed procedure can be reviewed under “Procedure Management” – “Customized Procedure”

Menu Path:Management > Procedure Management > Customized Procedure

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Transfer	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	10000	level Makers(004)

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Customized Procedure – Single-flow Procedure Setup

- Single account transfer – Workflow Setup (Non-Designated maker)

1. "Procedure Management" – "Customized Procedure" – "Transfer and Payment" – "Next Step"

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Customized Procedure**

Please select business type

* Business type :

Next Step

2. Select Client, click "Next Step"

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

Customized Procedure – Single-flow Procedure Setup

- 3.1 To set up customized procedure for a new account, click “New”, select the corresponding process type, name the procedure; then select the corresponding account and process currency

All Customized Processes

Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
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New

Detail

Delete

Modify

Menu Path:Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Delete

Transfer

* Process Name

Transfer 02

Menu Path:Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☒	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	

☐Select All

Choose Process Currency

Hong Kong Dollar

Searching By Keywords



China Construction Bank (Asia)

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Customized Procedure – Single-flow Procedure Setup

3.2. Click “Modify” for accounts with existing customized processes

All Customized Processes								
	Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
☐	CCBTEST	8462	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	

4. Enter the Max. amount for the procedure; For non-designated maker workflow, only need to select the “Operator Level” without specifying operators in the selected level

Set authorization matrix								
Interval No.	Min Amount	Max Amount	Operators					
Interval 1	0.00	20000	Operator Levels	Selected Level	Operators in the Selected Level	Selected Operators		
			Level Makers	Level Makers				
			Level A					
			>>	<<	>>	<<		
			Confirm Interval	Previous Interval	Finish			
Total Intervals: 0								

5. Click “Finish” then “Submit”

Customized Procedure – Single-flow Procedure Setup

6. Enter Response Code and Password, then click “Confirm”

Menu Path: Management > Procedure Management > Customized Procedure

Account Name	Account Number	Account Type	Reference
CCBTEST	8462	CURRENT ACCOUNT	

Process Information				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	20,000.00	Level Makers
Total Intervals: 1				

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

Confirm

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7. Completed procedure can be reviewed under “Procedure Management” – “Customized Procedure”

Menu Path: Management > Procedure Management > Customized Procedure

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
CCBTEST	8462	C	Transfer	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	20000	level Makers

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Customized Procedure – Single-flow Procedure Setup

- Single account payment – Workflow Setup (Designated maker)

1. “Procedure Management” – “Customized Procedure” – “Transfer and Payment” – “Next Step”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Customized Procedure**

Please select business type

* Business type :

Next Step

2. Select client, then click “Nest Step”

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

Customized Procedure – Single-flow Procedure Setup

3. Click “New”

All Customized Processes

Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
New Detail Delete Modify							

4. Choose the corresponding process type, then name the process

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Payment

Delete

* Process Name

Payment 01

X

Submit

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Customized Procedure – Single-flow Procedure Setup

5. Choose the corresponding account and process currency; Set up the interval and assign operators accordingly. For designated maker, please select one or a few makers from “Operator Level” – “Operator in the Selected Level”.
6. Click “Finish” then “Submit”

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	
☒	公司某某	0000	US Dollar	CURRENT ACCOUNT	
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	

☐ Select All

Choose Process Currency: Hong Kong Dollar

Set authorization matrix

Interval No.	Min Amount	Max Amount	Operators			
Interval 1	0.00	30000	Operator Levels Level Makers Level A	Selected Level Level Makers	Operators in the Selected Level TEST02 TEST02 004	Selected Operators 004 004
			Confirm Interval	Previous Interval	Finish	

Total Intervals: 0

Submit

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Customized Procedure – Single-flow Procedure Setup

7. Enter Response Code and Password, then click “Confirm”

Account Name	Account Number	Account Type	Reference
公司某某	0000	CURRENT ACCOUNT	
公司某某	0000	CURRENT ACCOUNT	

Process Information							
Interval No.	Process Currency	Min Amount	Max Amount	Operators			
Interval 1	Hong Kong Dollar	0.00	30,000.00	Level Makers[004	CCBTEST	LIMITED,004	[CCBTEST]
Total Intervals: 1							

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

[Confirm](#)[Back](#)

8. Completed procedure can be reviewed under “Procedure Management” – “Customized Procedure”

Menu Path: Management > Procedure Management > Customized Procedure

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Payment	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators		
Interval 1	Hong Kong Dollar	0	30000	level Makers(00	,00	)

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Customized Procedure – Single-flow Procedure Setup

- Single account payment – Workflow Setup (Non-Designated maker)

1. "Procedure Management" – "Customized Procedure" – "Transfer and Payment" – "Next Step"

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Customized Procedure**

Please select business type

* Business type :

Next Step

2. Select client, then click "Next Step"

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

Customized Procedure – Single-flow Procedure Setup

3.1 To set up procedure for a new account, click “New”, select the corresponding process type, name the procedure; then select the corresponding account and process currency

All Customized Processes							
Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference

New

Detail

Delete

Modify

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer
Payment
Batch

Add

Payment

Delete

* Process Name

Payment 02

X

Submit

Back

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☒	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	
☐ Select All					

Choose Process Currency :

Yuan Renminbi

Searching By Keywords

Customized Procedure – Single-flow Procedure Setup

3.2. Click “Modify” for accounts with existing customized processes

All Customized Processes								
	Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
☐	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
☐	CCBTEST	8462	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	

4. Enter the Max. amount for the procedure; For non-designated maker workflow, only need to select the “Operator Level” without specifying operators in the selected level

Set authorization matrix								
Interval No.	Min Amount	Max Amount	Operators					
Interval 1	0.00	40000	Operator Levels		Selected Level			
			<input checked="" type="button" value="Level Makers"/> Level A		Level Makers			
			Level A		Level Makers			
			Operators in the Selected Level		Selected Operators			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			
			Level A		Level Makers			
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			Level Makers		Level A			
			Level A		Level Makers			
			Level Makers		Level A			

Customized Procedure – Single-flow Procedure Setup

6. Enter Response Code and Password, then click “Confirm”

Menu Path: Management > Procedure Management > Customized Procedure

Account Name	Account Number	Account Type	Reference
CCBTEST	8462	CURRENT ACCOUNT	

Process Information

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Yuan Renminbi	0.00	40,000.00	Level Makers

Total Intervals: 1

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

[Confirm](#) [Back](#)

7. Completed procedure can be reviewed under “Procedure Management” – “Customized Procedure”

Menu Path: Management > Procedure Management > Customized Procedure

Authorization Matrix

Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
CCBTEST	8462	C	Payment	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Yuan Renminbi	0	40000	level Makers

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Customized Procedure – Single-flow Procedure Setup

- Single account payment multiple layers workflow setup
 - For example:
 - Interval 1 (0 – 300): Level makers can conduct payment with single-flow procedure
 - Interval 2 (300 – 1000): Transactions needed to be approved (Non-designated authorizers, users with authorization function can approve transactions)
 - Interval 3 (1000 or above): Designated authorizer to approve the transaction
1. "Procedure Management" – "Customized Procedure" – "Transfer and Payment" – "Next Step"

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Customized Procedure**

Please select business type

* Business type :

Next Step

2. Select client, then click "Next Step"

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

Customized Procedure – Single-flow Procedure Setup

3. Click “New”

All Customized Processes							
Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
New Detail Delete Modify							

4. Choose the corresponding process type, then name the process

Process Info		
Please Choose Process Type :	Transfer	Payment
	Payment	
	Batch	
	Add	
	Delete	
* Process Name	Payment 03	
Submit Back		

Customized Procedure – Single-flow Procedure Setup

5. Choose the corresponding account and process currency; Set up the interval and assign operators accordingly.
 - a. Interval 1 (0 – 300): All Makers can create, hence only need to select “Level Makers” without specifying operators in the selected level; then click “Confirm Interval” or “Finish”
 - b. Interval 2 (300 – 1000): Transactions needed to be approved, select “Level A” without specifying operators in the selected level; then click “Confirm Interval” or “Finish”
 - c. Interval 3 (1000 – 1000000): Transactions needed to be approved by a specific authorizer, select “Level A” then select the authorizer under “Operators in the Selected Level”; then click “Confirm Interval” or “Finish”
6. Click “Submit”

Set authorization matrix

Interval No.	Min Amount	Max Amount	Operators
Interval 1	0.00	300.00	Level Makers Level A Level A[00]
Interval 2	300.00	1,000.00	
Interval 3	1,000.00	1,000,000.00	

Interval 4

1,000,000.00

Operator Levels

Level Makers

Level A

>>

<<

Selected Level

Operators in the Selected Level

>>

<<

Selected Operators

Confirm Interval

Previous Interval

Finish

Total Intervals: 3

Customized Procedure – Single-flow Procedure Setup

7. Enter Response Code and Password, then click “Confirm”

Menu Path: Management > Procedure Management > Customized Procedure

Account Name	Account Number	Account Type	Reference
公司某某	0000	CURRENT ACCOUNT	

Process Information				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	300.00	Level Makers
Interval 2	Hong Kong Dollar	300.00	1,000.00	Level A
Interval 3	Hong Kong Dollar	1,000.00	1,000,000.00	Level A[00][CCBTEST]
Total Intervals: 3				

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

Confirm

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Customized Procedure – Single-flow Procedure Setup

8. Completed procedure can be reviewed under “Procedure Management” – “Customized Procedure”

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Payment	0	3	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	300	level Makers
Interval 2	Hong Kong Dollar	1000	1000000	level Makers,level A(00)
Interval 3	Hong Kong Dollar	300	1000	level Makers,level A