Online Enterprise Banking Single-flow Procedure Setup Demonstration

E-Banking Department

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中国建设银行(亞洲)
China Construction Bank (Asia)

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What is Single-flow Procedure?

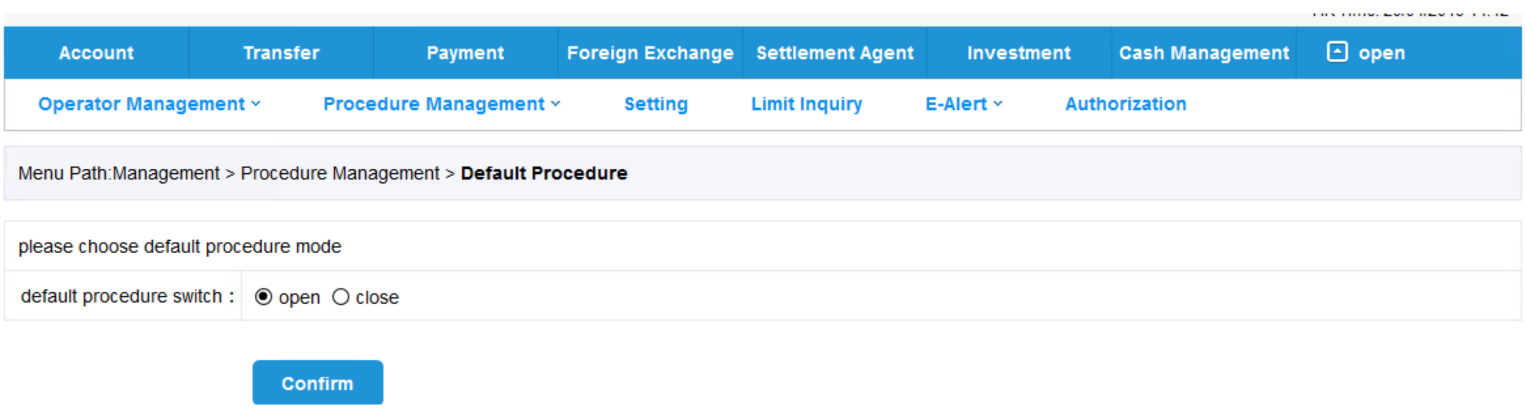
- Target at non-enquiry transaction, allowing single user to create (Maker), without the need to go through multiple layers of authorization
- Makers are recognized as Level Maker, Master and authorizers (migrated from ICBS) are recognized as Level A
- Procedures include default and customized procedure, 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



Customized Procedure

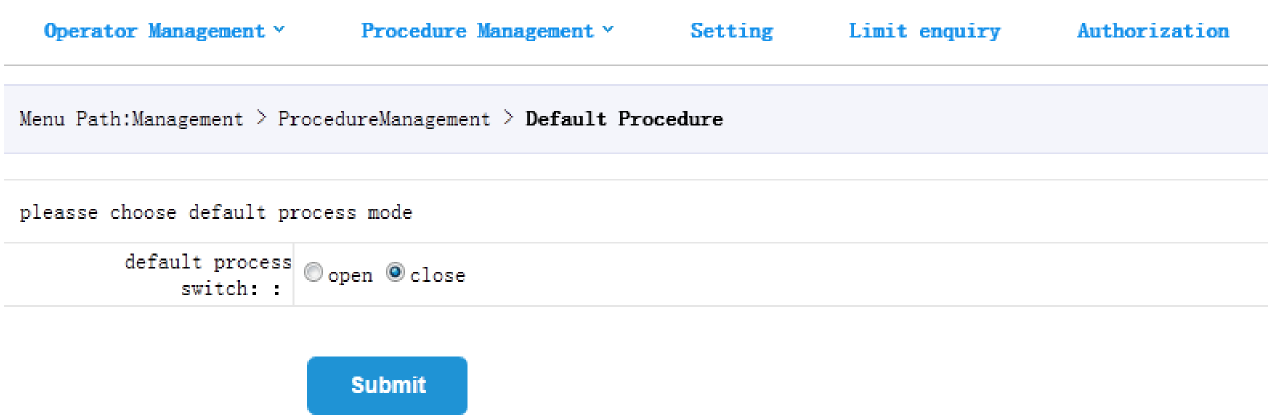
- No matter if default procedure is open or not, customized procedure has to be set up for batch transfer, batch payment, batch Vostro account payment, termly cash pooling and periodic payment transactions
- Customized procedure cannot be set up for single account transfer, single account payment, single 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 internal 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

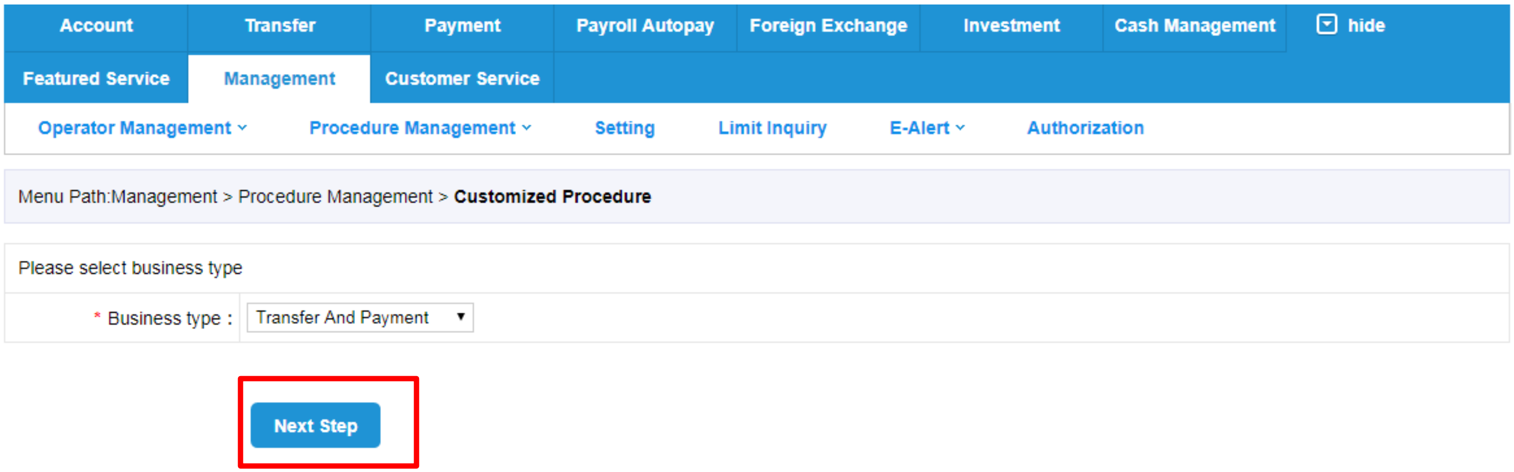


For details, please refer to Online Enterprise Banking Customer Operation Manual – Supervisor Service Management

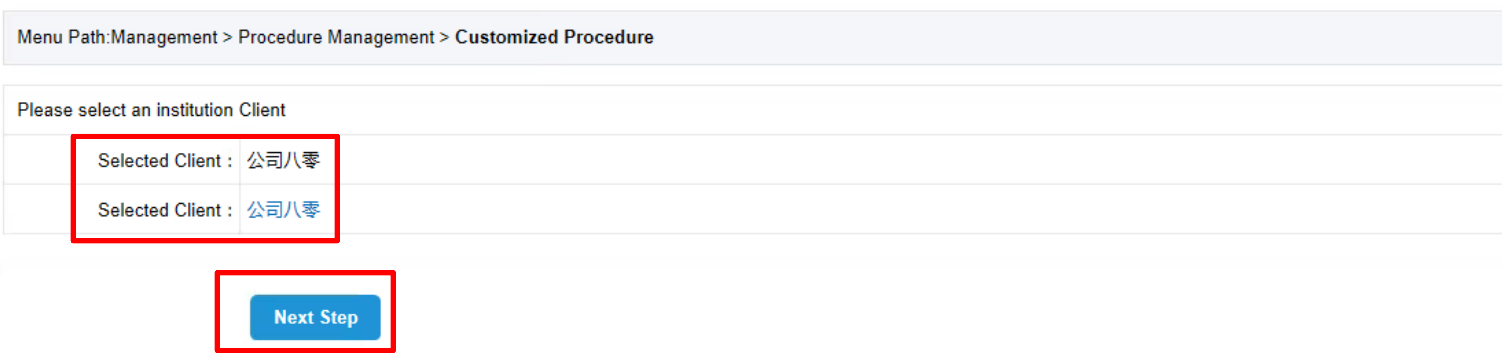
Customized Procedure – Single-flow Procedure Setup

- Single account transfer – Workflow Setup (Designated maker)

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

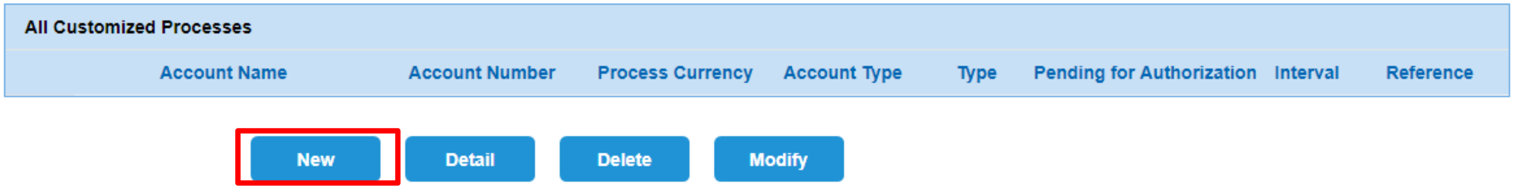


2. Select Client, click “Next Step”

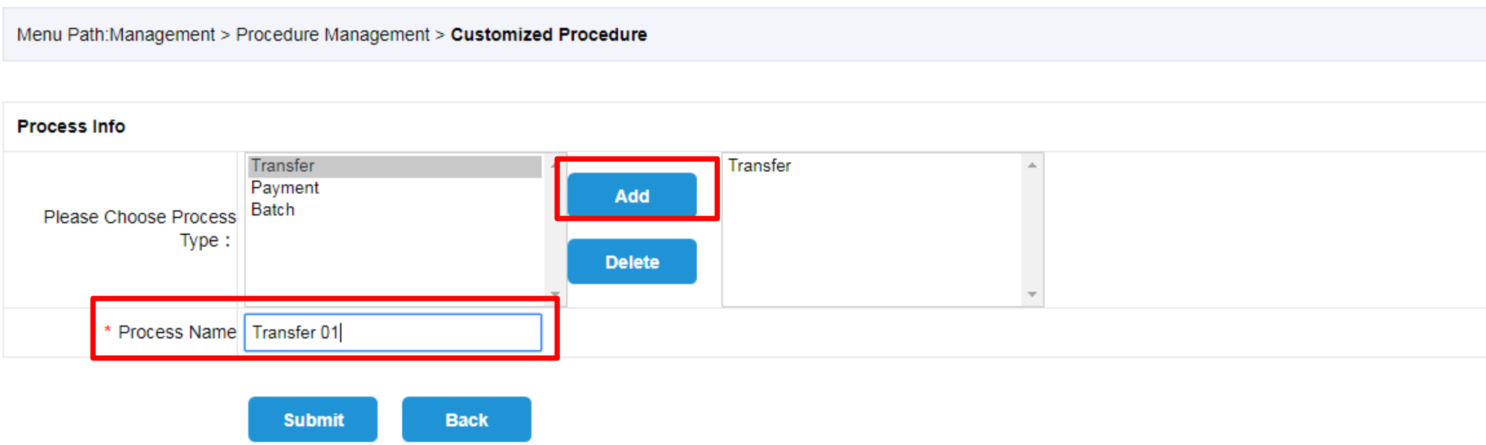


Customized Procedure – Single-flow Procedure Setup

3. Click “New”



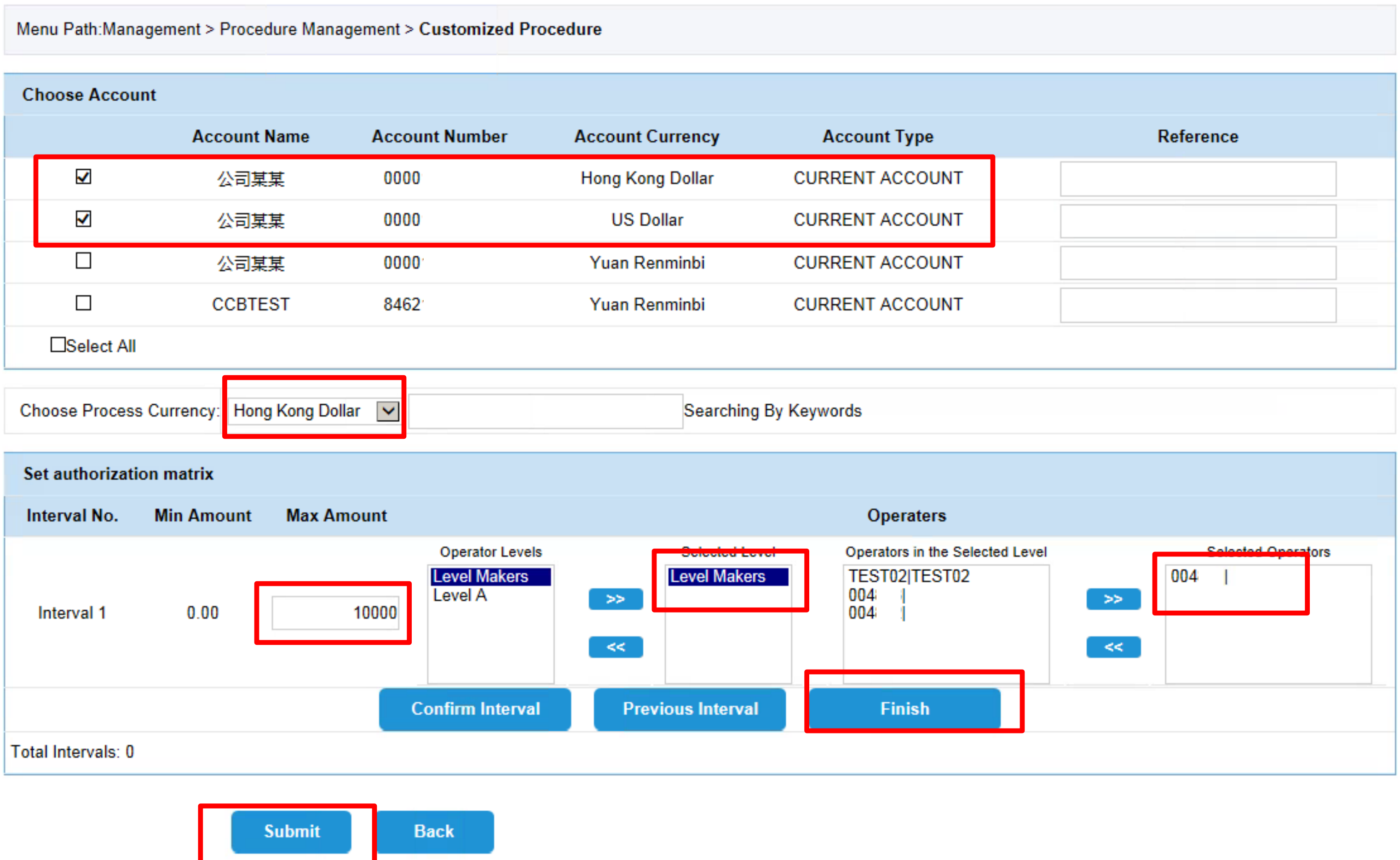
4. Choose the corresponding Procedure Type, name the process, and click “Submit”



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"



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	Operaters
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	

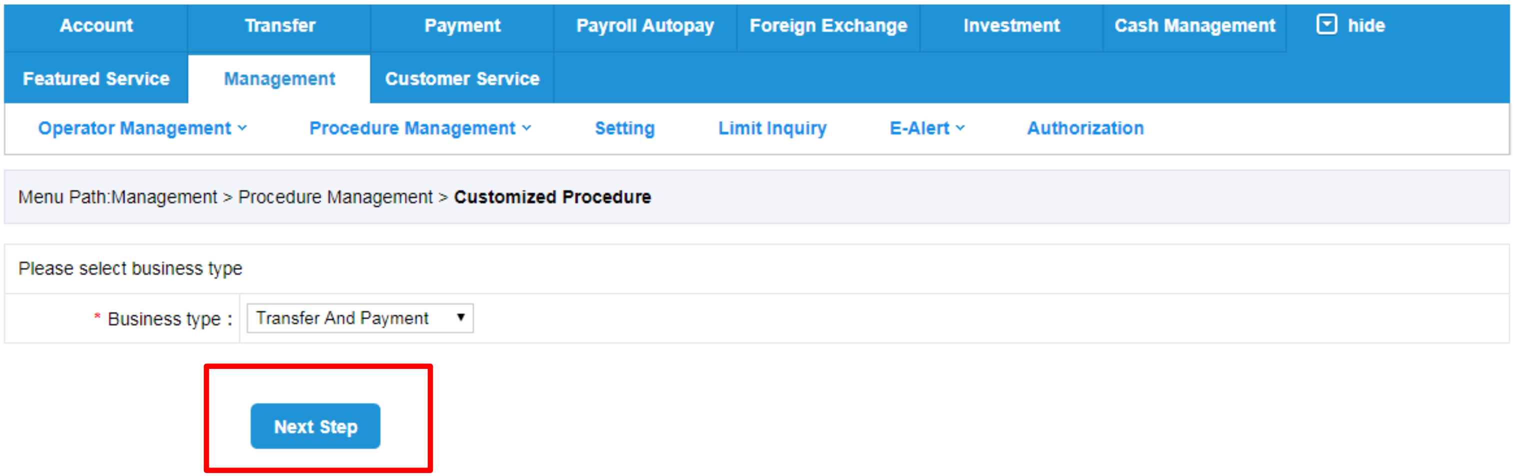
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	10000	level Makers(004)

Back

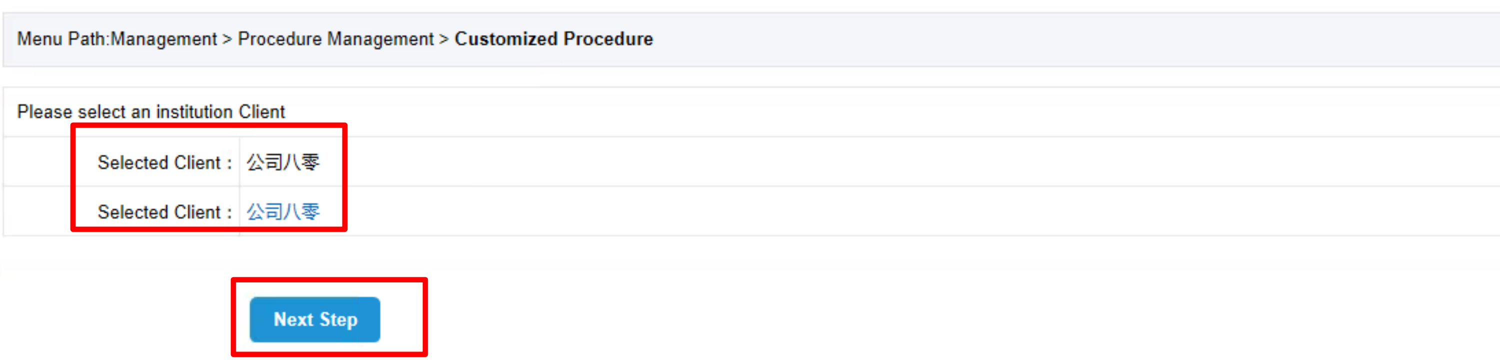
Customized Procedure – Single-flow Procedure Setup

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

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

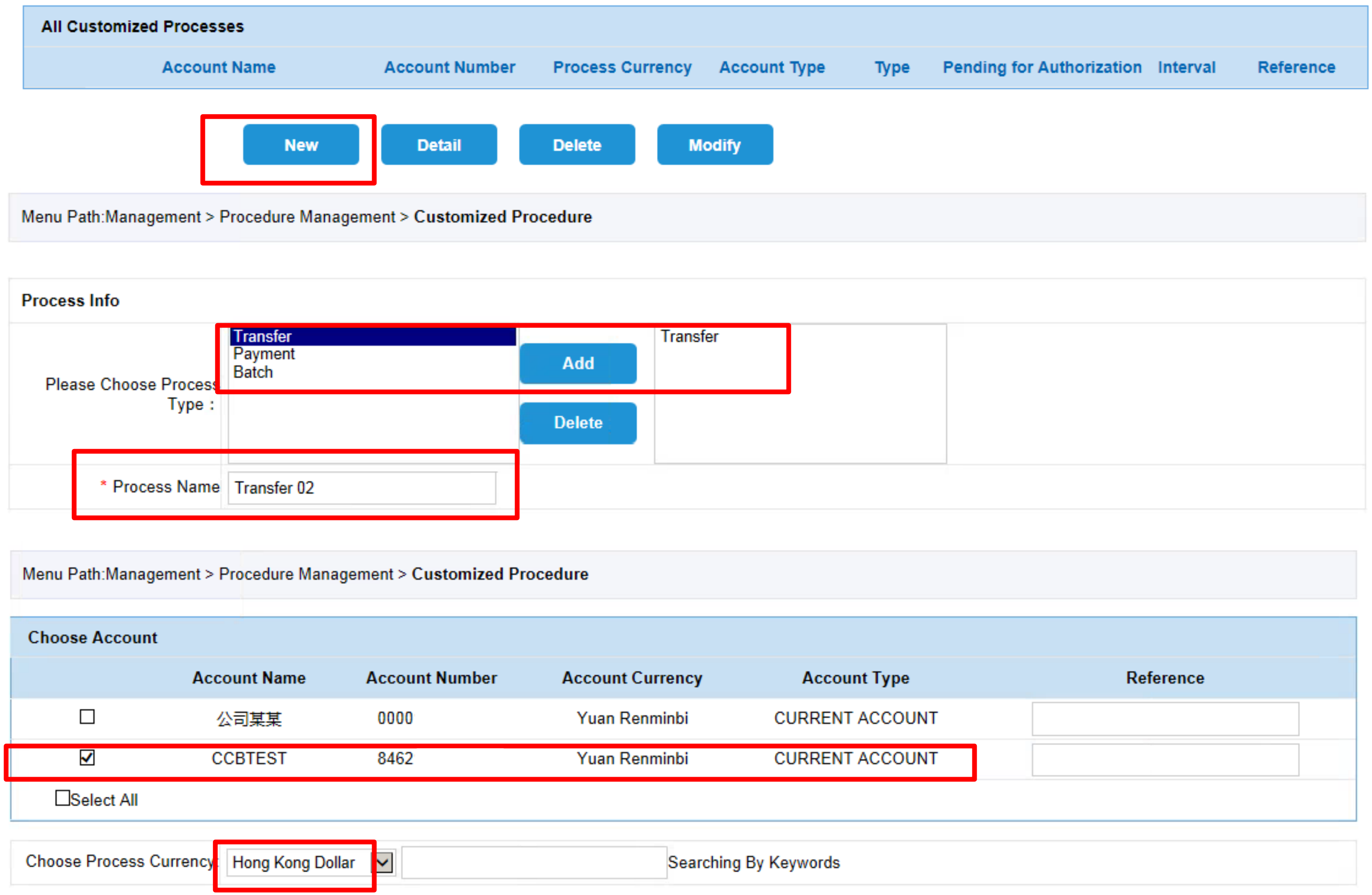


2. Select Client, click "Next Step"



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



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	

New Detail Delete Modify

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			
			Operator Levels	Selected Level	Operators in the Selected Level	Selected Operators
Interval 1	0.00	20000	Level Makers Level A	Level Makers		

Confirm Interval Previous Interval Finish

Total Intervals: 0

Submit Back

5. Click "Finish" then "Submit"

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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	Operaters
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 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	Transfer	0	1	

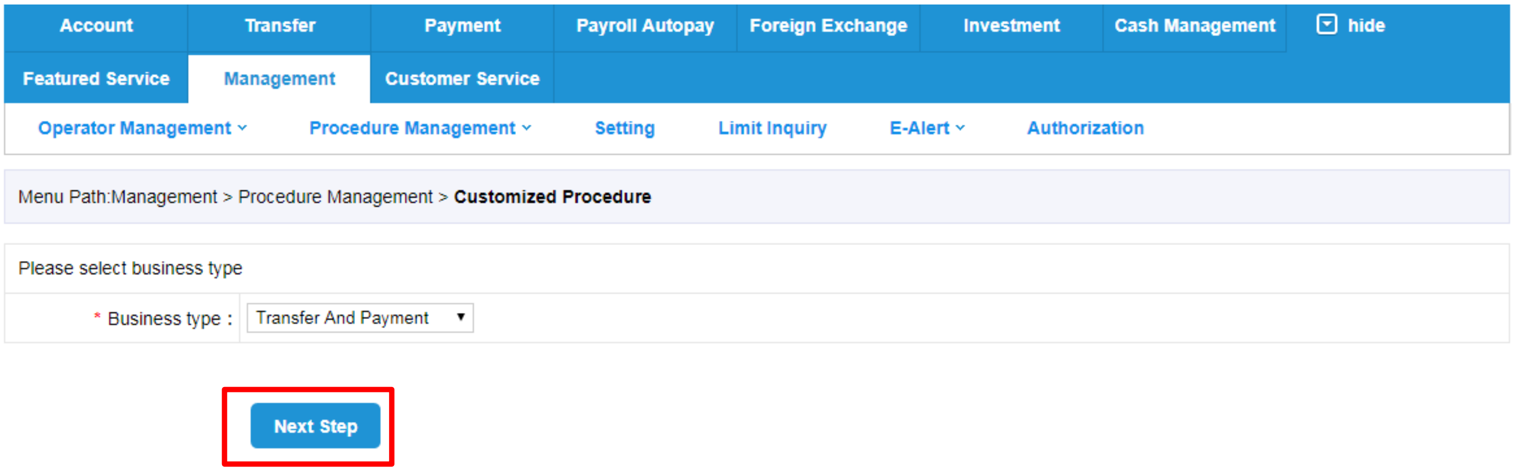
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	20000	level Makers

Back

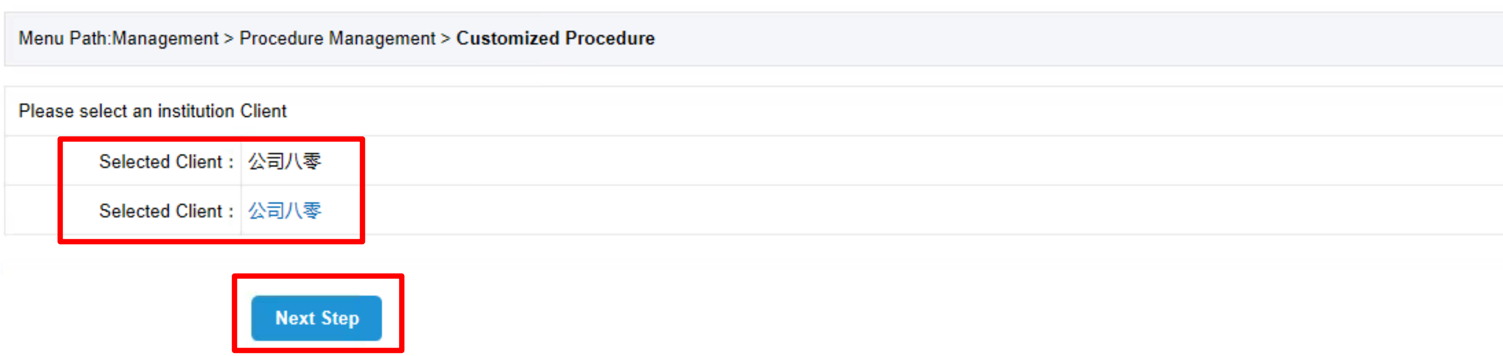
Customized Procedure – Single-flow Procedure Setup

- Single account payment – Workflow Setup (Designated maker)

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

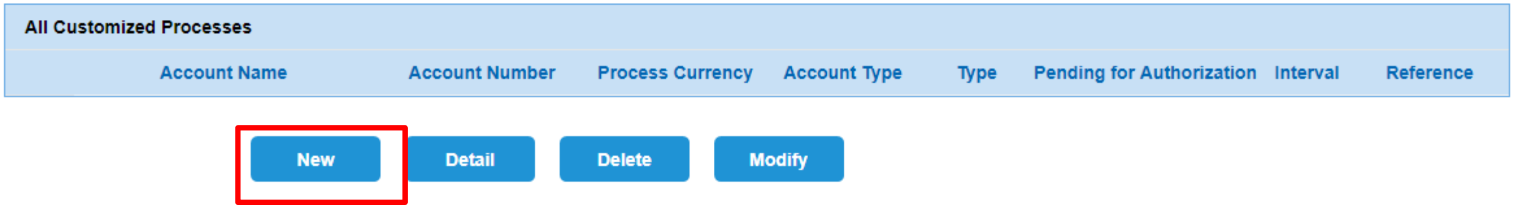


2. Select client, then click "Nest Step"

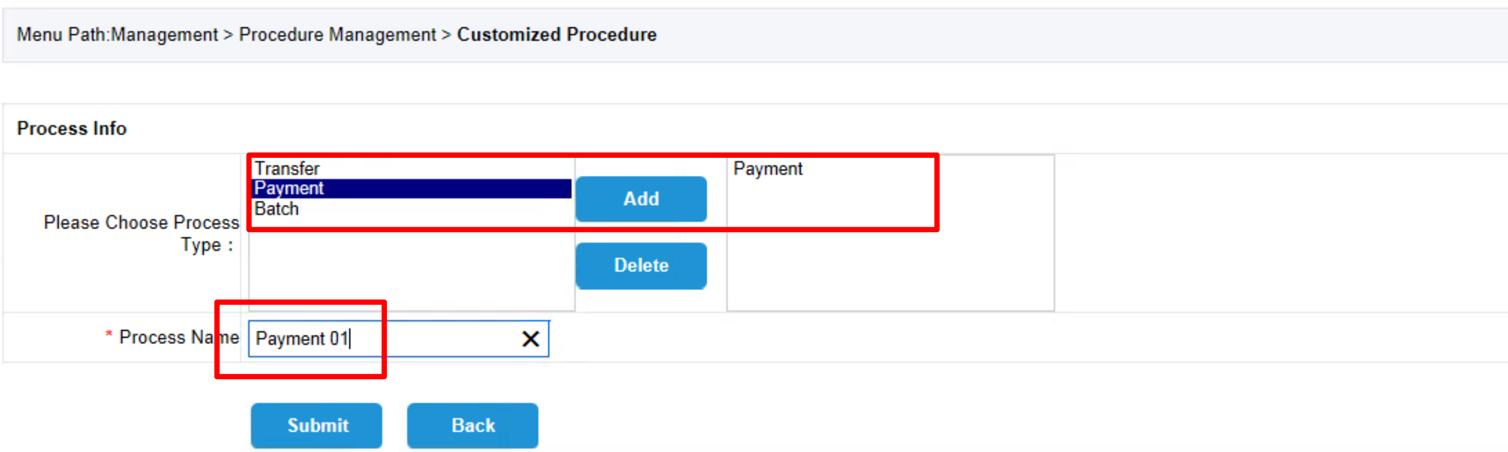


Customized Procedure – Single-flow Procedure Setup

3. Click “New”



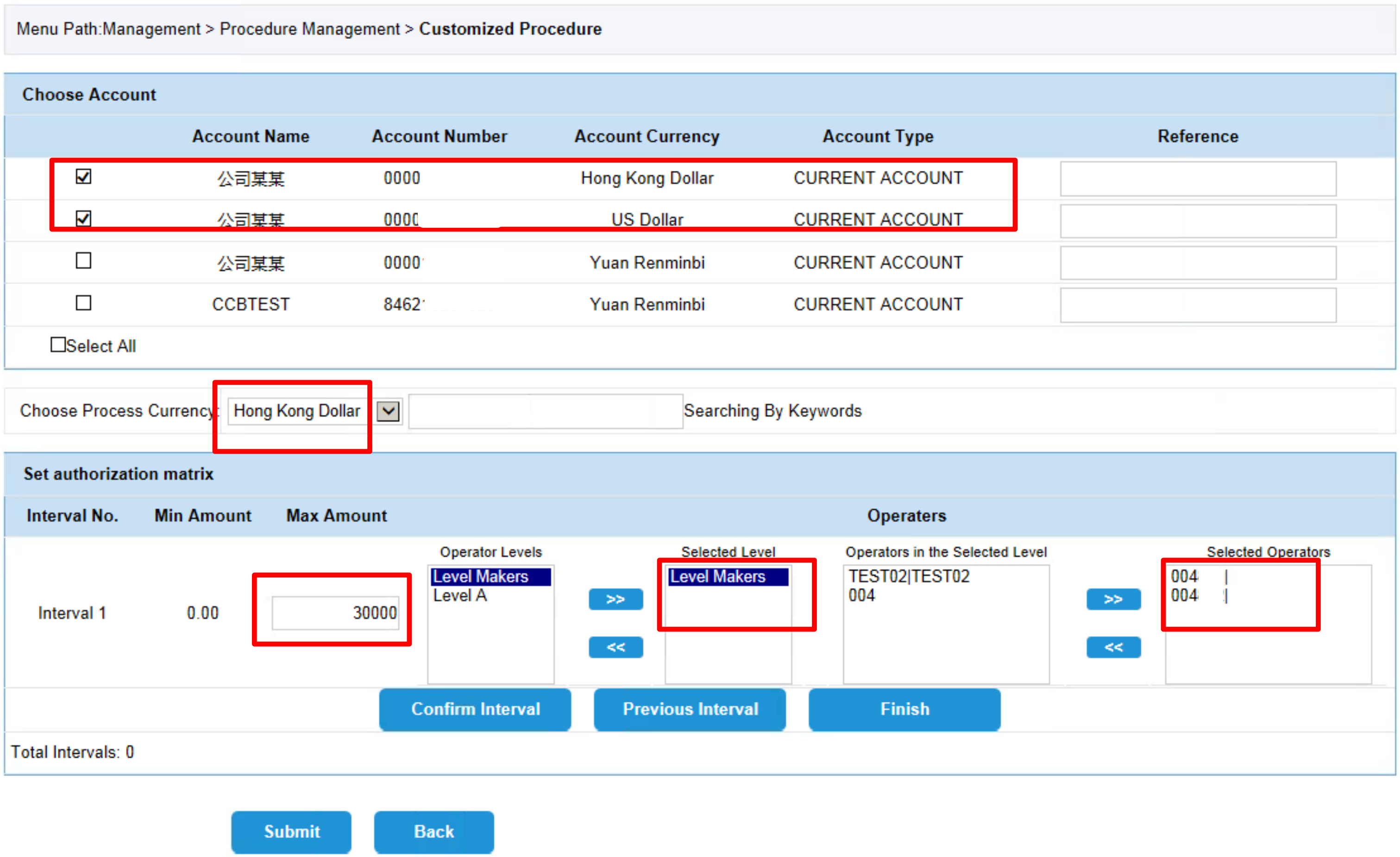
4. Choose the corresponding process type, then name the process



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"



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	Operaters
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	

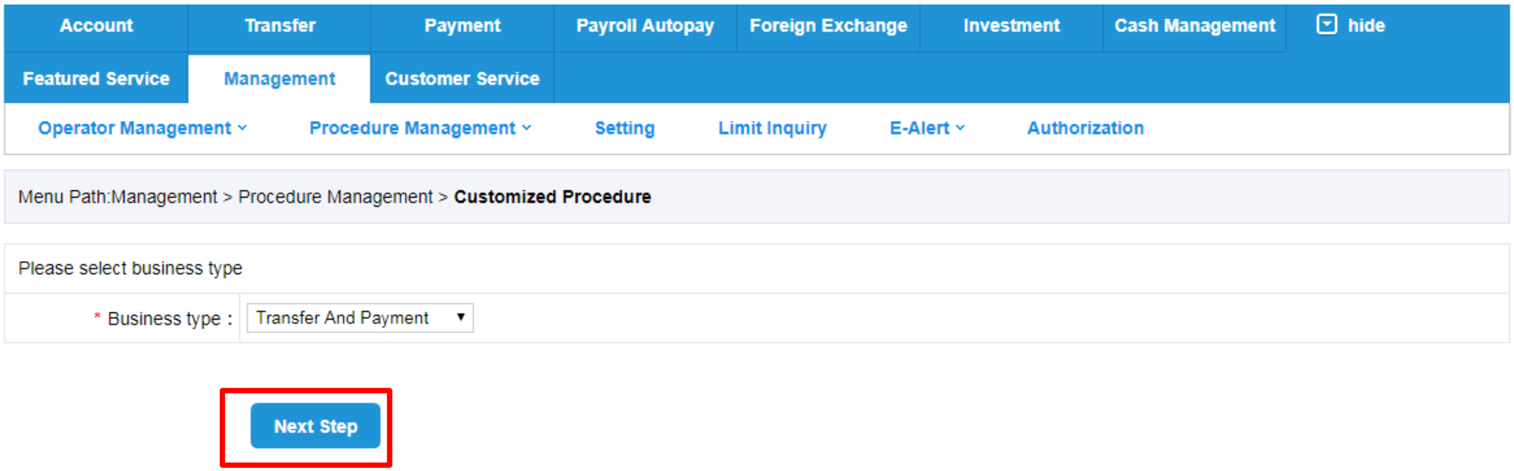
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	30000	level Makers(00 ,00)

Back

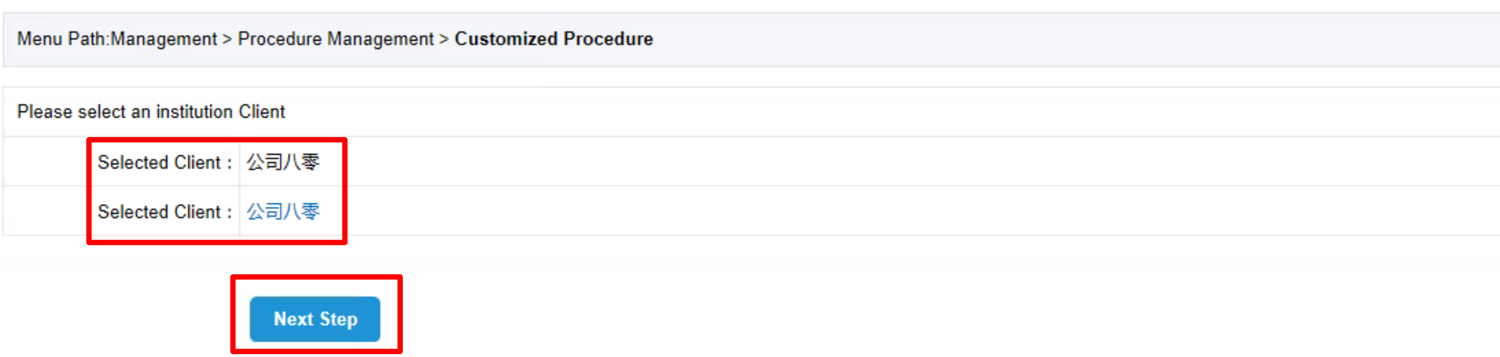
Customized Procedure – Single-flow Procedure Setup

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

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

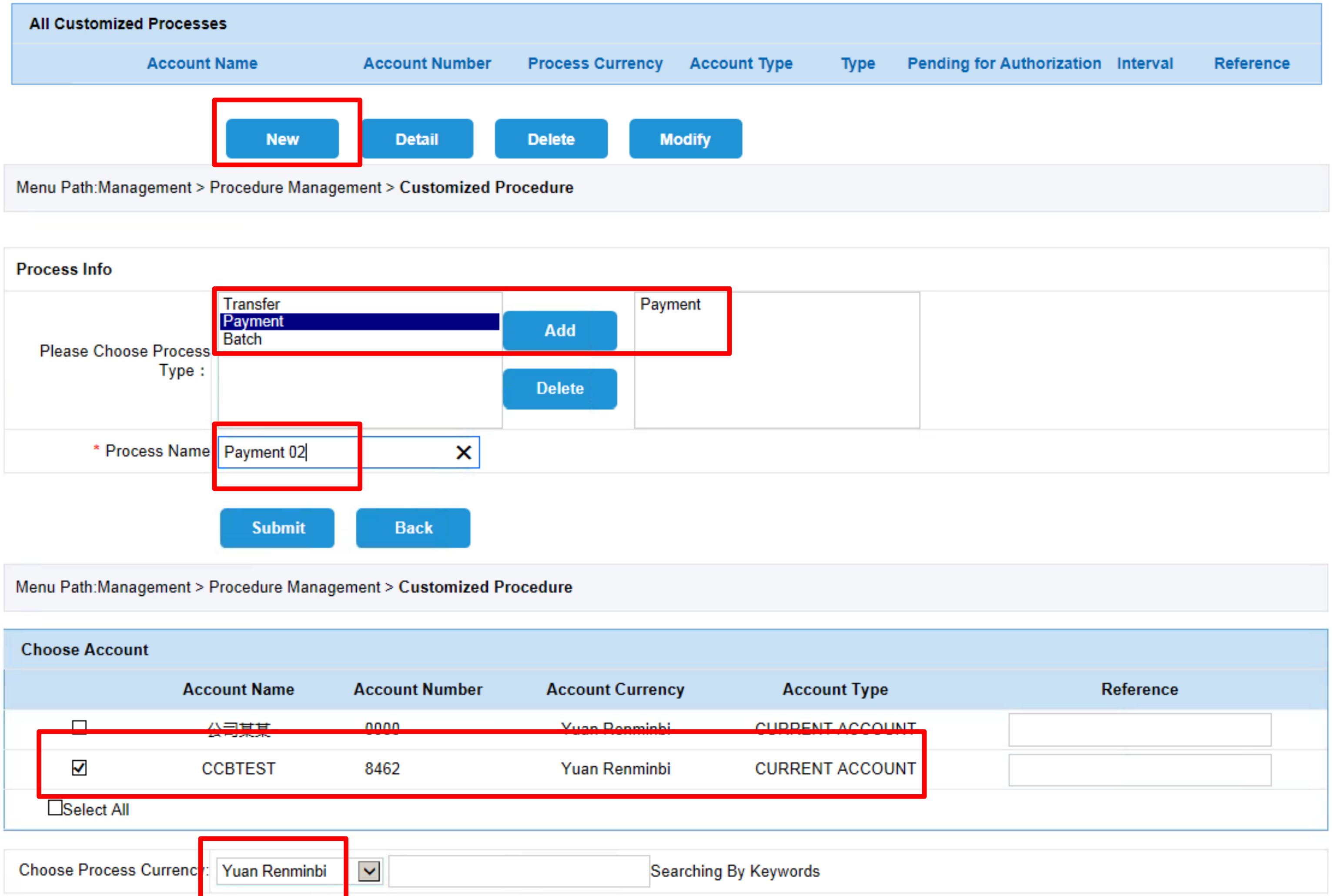


2. Select client, then click “Next Step”



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



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	

New Detail Delete Modify

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	Operaters
Interval 1	0.00	40000	Operator Levels: Level Makers, Level A; Selected Level: Level Makers; Operators in the Selected Level; Selected Operators

Confirm Interval Previous Interval Finish

Total Intervals: 0

Submit Back

5. Click “Finish” then “Submit”

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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	Operaters
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

Back

Customized Procedure – Single-flow Procedure Setup

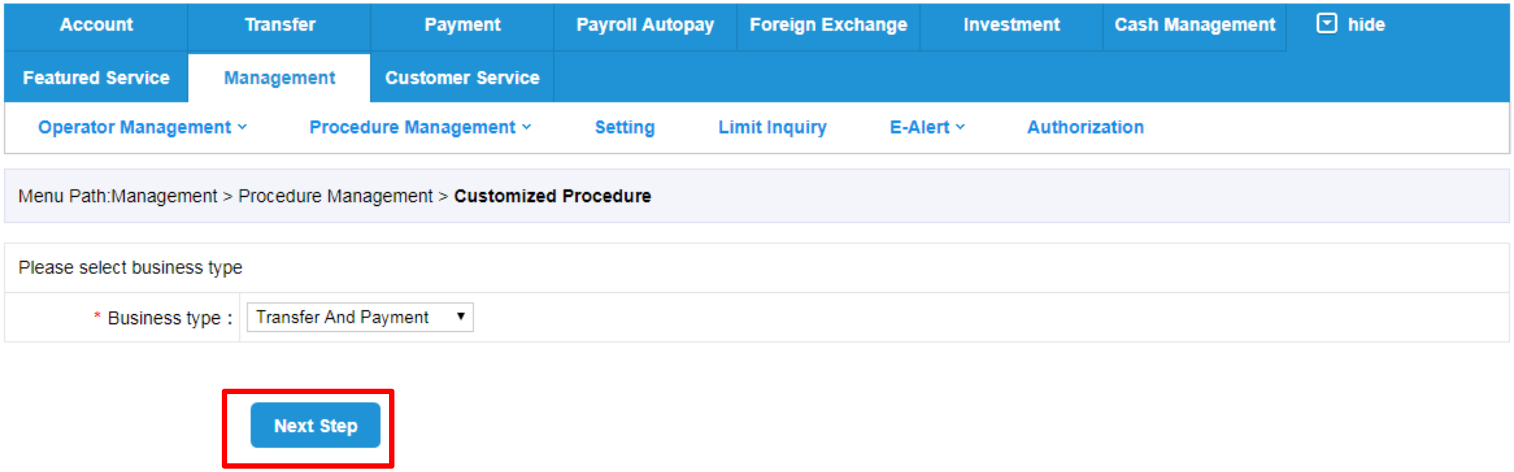
- Single account payment multiple layers workflow setup
- For example:

  Interval 1 (0 – 300): Level makers can conduct payment with single-flow procedure

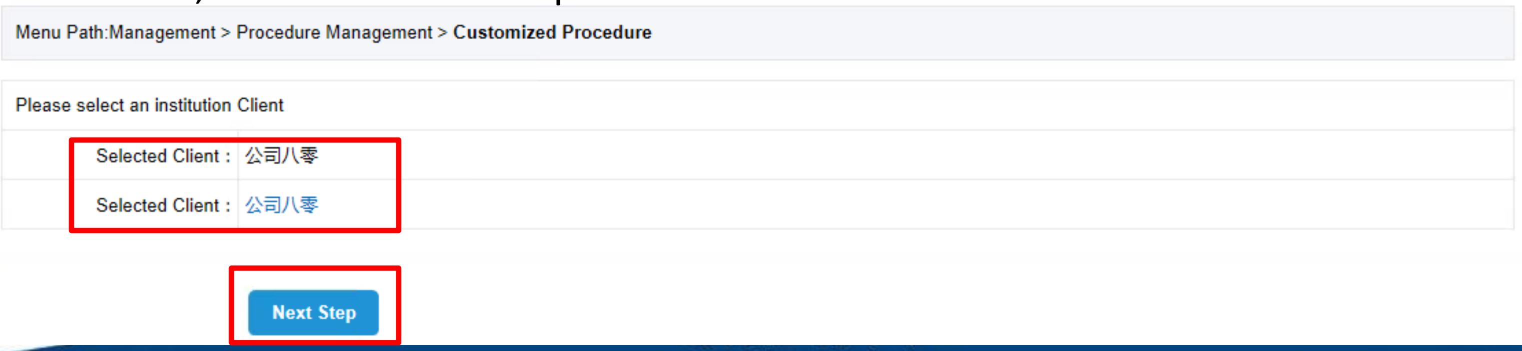
  Interval 2 (300 – 1000): Transactions needed to be approved (Non-designated authorizers, users with authorization function can approve transactions)

  Interval 3 (1000 or above): Designated authorizer to approve the transaction

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

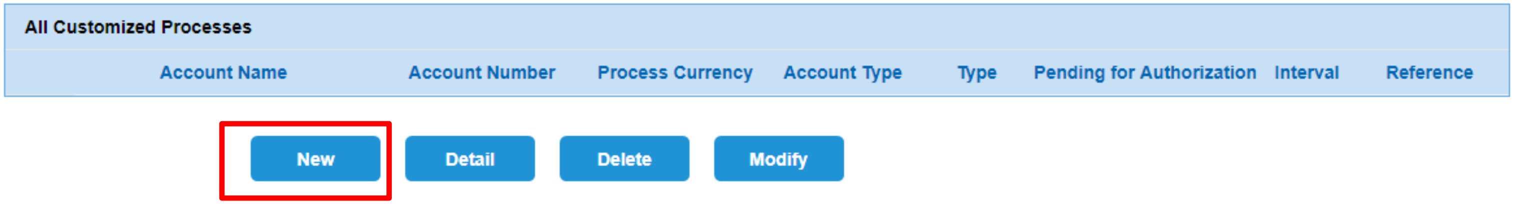


2. Select client, then click “Next Step”

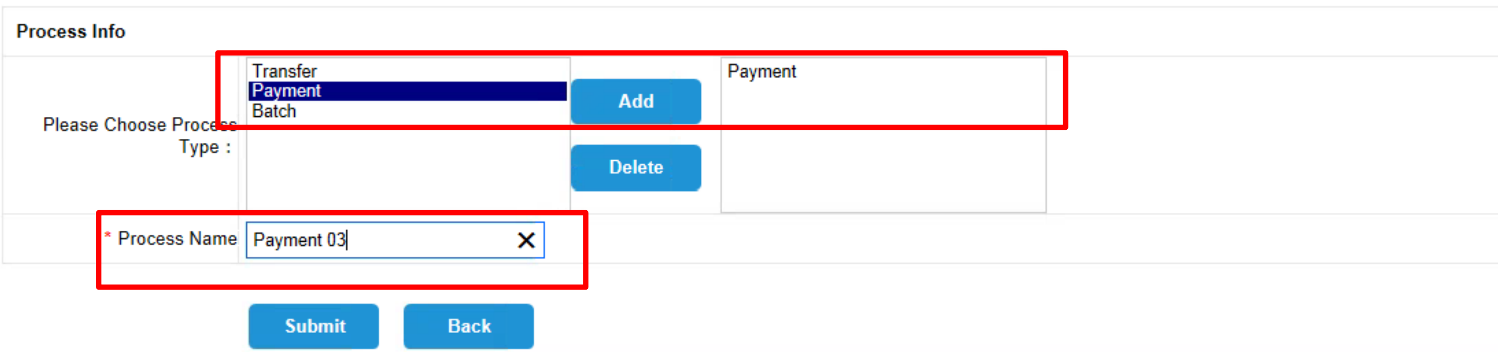


Customized Procedure – Single-flow Procedure Setup

3. Click “New”



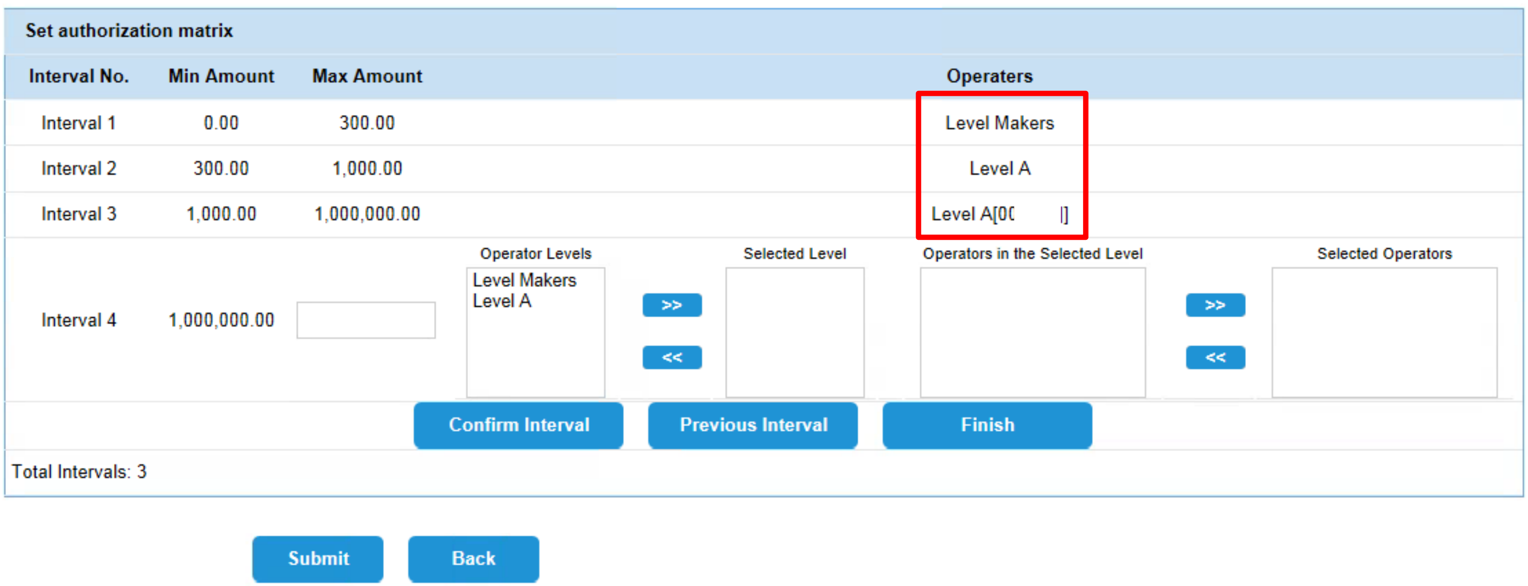
4. Choose the corresponding process type, then name the process



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”



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	Operaters
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 | Back

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

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