

OCTO Biz

SysAdmin Workflow Setup

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*





SysAdmin

Workflow Setup

SysAdmin - Workflow Setup To maintain simple and advance workflow for each module for selected corporate. For simple workflow, BO can determine number of maker/checker role which allowed to authorise the tasks (this is maintainable for each function). Additionally, this module also allows maintenance of advance workflow whereby authorisation flow can be set by certain condition such as transaction limit.

PAGE
03 Workflow
Setup

PAGE
10 Authorisation
Policy

PAGE
47 Approval
Process

Role	Description
Maker	Users who act as transaction creators or transaction data inputters
Reviewer	User who functions as a Reviewer to validate transaction data that has been submitted by Maker (Optional)
Approver	User who is tasked with providing decisions (Rejecting or approving Transactions) on transactions that have been sent by Maker (Can be arranged in a Hierarchical manner)
Releaser	User who functions to provide decisions that have been approved by Approver (Optional)
Viewer	User who functions to view Financial Reports only (Cannot make Transactions)

NOTES: Prerequisite to have before set Workflow Setup
Can be set from: BBO Company Maintenance, BBO Onboarding and CFO Manage Company Menu

Company Maintenance > Details

Company Details

Company Name JLPJTJU JPYKULZS TJOYQYSYZL TWONJSW	CIF No. 11200000211190	Enrolled Date 02 Feb 2024 13:13:40 WIB
Last Effective Change On 19 Jun 2024 14:56:41 WIB	Last Modified By NGB9	Last Approved By NGBUAT18

Company Details Account Tagging Customized Service Package Account Accessibility File Format **Signature Type** User Group User

1 Navigate to *Signature Type page*

2 need to have the *Signature type listing*

2 **Signature Type Listing - Total 4 item(s) in the batch**

No.	Signature Type	Description	Users Assigned?	Sub-Action	Txn Status
1	CLERK	the clerk	Yes		-
2	MANAGER	The manager	Yes		-
3	STAFF A	the staff a	Yes		-
4	STAFF B	the staff b	Yes		-

[Back](#)

Company Maintenance > Details

Company Details

Company Name	CIF No.	Enrolled Date
JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	11200000211190	02 Feb 2024 13:13:40 WIB
Last Effective Change On	Last Modified By	Last Approved By
19 Jun 2024 14:56:41 WIB	NGB9	NGBUAT18

- Company Details
- Account Tagging
- Customized Service Package
- Account Accessibility
- File Format
- Contact Info
- Signature Type
- User**



Search

Search By

User Listing - Total 12 item(s) in the batch

No.	User ID	User Full Name	Mobile No.	Email	Single Access User	Secure Token Type	Waive Secure Token Charges	Sub-Action	Txn Status
1	ADMIN2	ChangpreeAdmin	+621323244124	chanyei@gmail.com	No	Secure Token (Software)	No	Edit	-
2	ADMIN1	ChangpreeAdmin	+621323244124	chanyei@gmail.com	No	Secure Token (Software)	No	Edit	-
3	ADMIN3	ADMIN TESTING	+62242424	emailtesting1@gmail.com	No	Secure Token (Software)	No	Edit	-
4	Fortesting	Fortesting	+622424247272	emailtesting1@gmail.com	No	-	No	Edit	-
5	Fortestingg2	Fortesting2	+622424247272	emailtesting1@gmail.com	Yes	-	Yes	-	-



User Details

User ID	User Full Name	KTP / Passport
ADMIN1	ChangpreeAdmin	-
Mobile No.	Office No.	Email
+621323244124	-	chanyei@gmail.com
Authorized Person	Single Access User	Secure Token Type
No	No	Secure Token (Software)
Request New Secure Token	Waive Secure Token Charges	Dashboard
Yes	No	Default PortalGroup
Last Updated Date	Updated By	
19 Jun 2024	NGB9	

Belongs to User Group

No.	User Group	SynAdmin	Maker	Reviewer	Approver	Viewer	Releaser	Restricted Template Maker	View Sensitive Details	Sub-Action
1	UG ADMIN	Yes	Yes	No	Yes	Yes	No	No	No	-

Has this Signature Type

No.	Company ID	Company Name	Signature Type	Description
1	CHANCORP	JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	CHANCORP_v10_testing@ex-v10-18c0346-7971-4a2d-5afb-6c0481a660e	
2	CHANCORP	JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	CHANCORP_v10_testing@ex-v10-78f1eafa-120-4b72-ba58-79663d925088	
3	CHANCORP	JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	CHANCORP_v10_testing@ex-v10-5466a6c8-f96b-4fb1-b591-6b0974aa4e63	



- 1 Click on the **User** part
- 2 Click on the **User ID Hyperlink**
- 3 Check is the user already assign to **Signature Type**



SysAdmin Workflow Setup

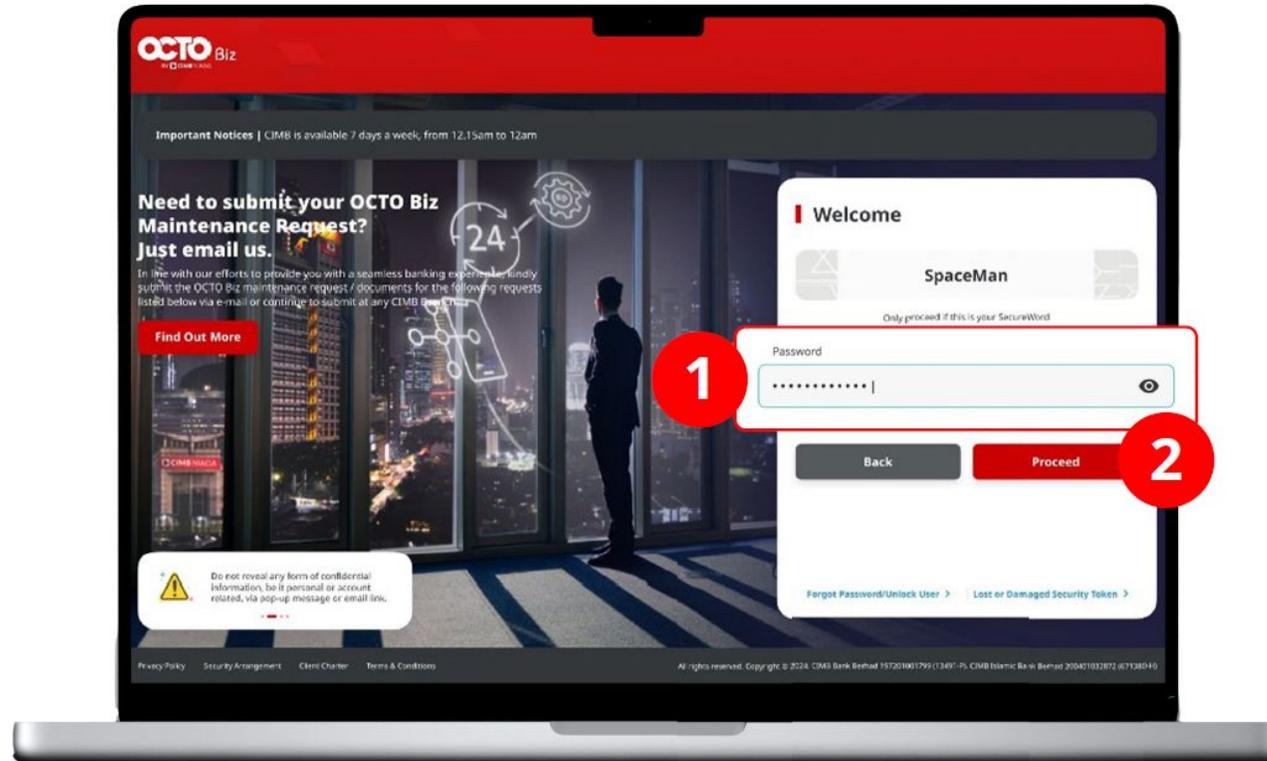
STEP 01



1 Login as **CFO Administrator** using **User & Company ID**

2 Click on the **Next**

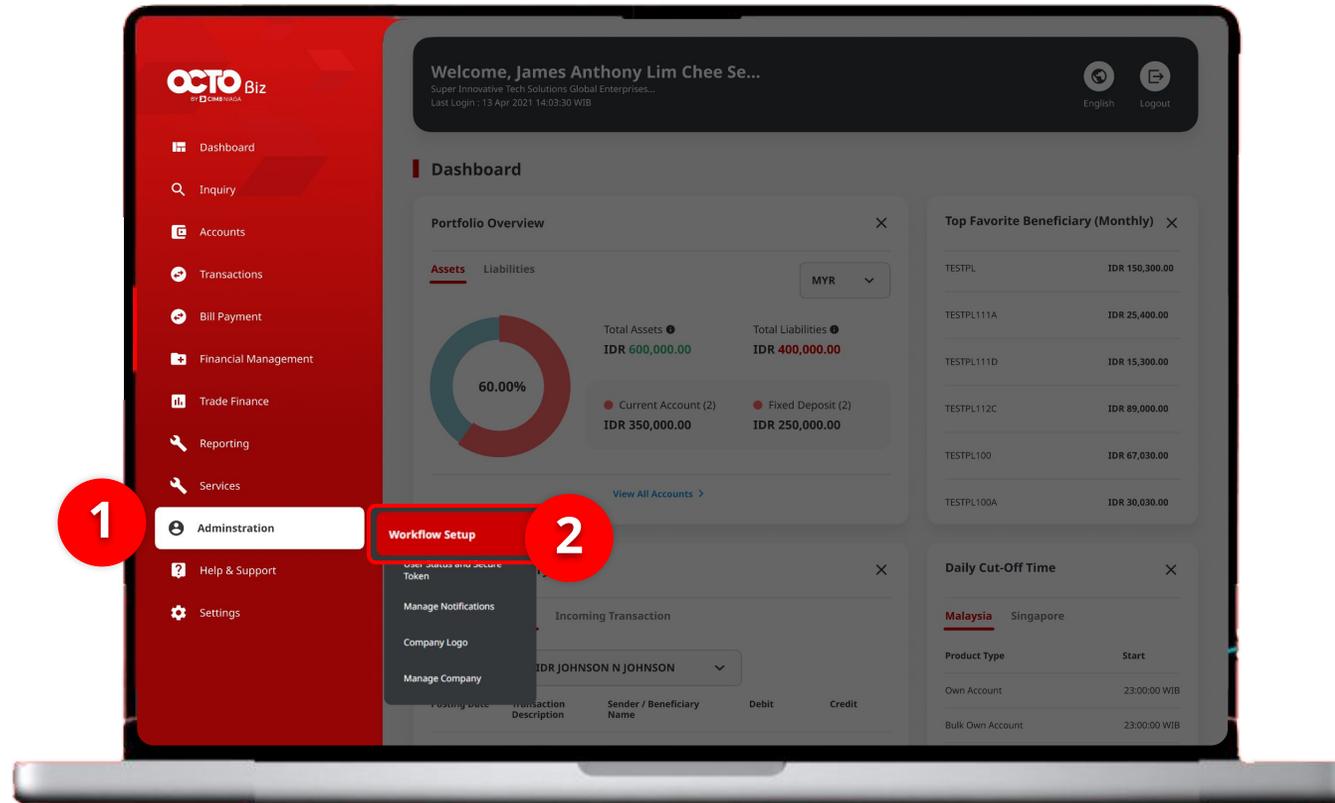
STEP 02



1 Fill in the **Password**

2 Click on the **Proceed**

STEP 03



System will show the Dashboard Page

1 Navigate to **Administration**

2 Click on the **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJOYQYSZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

Back

System will show the
Workflow Setup > Listing

1 Click **Duplicate**

Workflow Setup > Edit

Successful task saved

Reference No. : BBC224061900007232 Saved On : 19 Jun 2024 15:47:42

Transaction Status : Draft

Creation Date
19 Jun 2024 15:47:39

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQYQSYZL TWDQNSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 10	Clone From Version 9	

1

Workflow Setup

Note

- User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorisation Policy (only for Approver) at one time.
- Simple Workflow Mode only required on how many number of user required to complete the workflow.
- Authorisation Policy value is Policy Rules tab to set on specific rules such as transaction amount, initiating account, etc and number of user required to complete the workflow.

Functions	Reviewer		Approver
	Simple Workflow Mode	Simple Workflow Mode	Authorisation Policy
Administration			
Manage Company	0	1	N/A
Manage Notifications	0	1	N/A
User Status and Secure Token	0	1	N/A
Workflow Setup	0	1	N/A

2

Administration			
Manage Company	0	1	N/A
Manage Notifications	0	1	N/A
User Status and Secure Token	0	1	N/A
Workflow Setup	0	1	N/A
BI-AS1 Alias Maintenance	0	1	N/A
BI-AS1 Alias Registration	0	1	N/A
Manage beneficiary	0	1	N/A
Manage Recurring	0	1	N/A
Manage Template	0	1	N/A
Stop Payment	0	1	N/A

3

Back

Cancel

Next

System will show the **Workflow Setup > Edit**

1

Click on the **Workflow Setup**

2

Choose **Setup** that needed to change

3

Click **Next**

Task List > Review Details

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJQYQYSZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 10	Clone From Version 9	

Workflow Setup Authorisation Policy

Note

- User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorisation Policy (only for Approver) at one time.
- Simple Workflow Mode only required on how many number of user required to complete the workflow.
- Authorisation Policy value is Policy Rules tab to set on specific rules such as transaction amount, initiating account, etc and number of user required to complete the workflow.

Functions	Reviewer		Approver
	Simple Workflow Mode	Simple Workflow Mode	Authorisation Policy
Administration			
Manage Company	0	1	N/A
Manage Notifications	0	1	N/A
User Status and Secure Token	0	1	N/A
Workflow Setup	0	1	N/A

Payment

Bill Payment	0	1	Testing
Modul Penerimaan Negara	0	1	taskiler
Transfer to Other Banks	0	1	taskiler
Transfer within CIMB Niaga	0	1	taskiler

Services

BI-FAST Alias Maintenance	0	1	N/A
BI-FAST Alias Registration	0	1	N/A
Manage beneficiary	0	1	N/A
Manage Recurring	0	1	N/A
Manage template	0	1	N/A
Stop Payment	0	1	N/A

1 [Back](#) [Submit](#)

System will show the **Review Details**

1 Click on the **Submit**



SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Tab	Description
<p>Authorisation Policy / Policy Setup</p>	<ol style="list-style-type: none"> The function of an 'Authorisation Policy' is to define which 'Signature Sets' are required to move a task on to the next workflow stage whenever certain 'Rules' (Conditions) are met. This 'Rule' + 'Signature Set' combination is known as a Policy Item. There can be multiple Policy Items per Authorisation Policy. Whenever a transaction fulfils the 'Rules' specified in the 'Policy Item', the 'Signature Set' that is coupled with the 'Rules' will be used to determine which 'Signature Types' and how many of them are needed before the transaction can move on to the next workflow stage. Within an authorisation policy, user also need to define below items: <ul style="list-style-type: none"> Anchor Currency: To be used during amount-based rule evaluation, regardless of the source currency, if no currency was specified for the Transaction Amount based rule ,the source amount will always be converted into the anchor currency before evaluation. Users can explicitly specify another currency when defining a Transaction Amount based rule. If this is done, then for that rule, evaluations will be performed in that currency instead. Sequence of 'Policy Item': To define the priority in which Policy Item will be evaluated by the workflow engine first. Excluded User: To exclude specific user from approving the impacted transaction.
<p>Signature Set</p>	<ol style="list-style-type: none"> A 'Signature Set' is a collection of Signature Types (configurable via BBO Company Maintenance) that must be collected for a transaction to move on to the next workflow stage. It defines: <ol style="list-style-type: none"> The number of each Signature Type needed. The sequence in which the Signatures must be collected (priority), if any. BBO user / Corporate admin can define multiple workflow paths in a single Signature Set using OR operator. <ol style="list-style-type: none"> System shall perform checking in CFO Task List, if the Signature Type is no longer applicable, system to remove the impacted transaction from the authorisers' task list. Consider sample signature set below: <ol style="list-style-type: none"> Path 1: Assistant Manager (Seq 1, No. of Approvers 2) Path 2: Clerk (Seq 1, No. of Approvers 1) + Manager (Seq 2, No. of Approver 1) <ol style="list-style-type: none"> For transaction using this signature set, the transaction will be routed to the task list of 'Assistant Manager' and 'Clerk' If 'Assistant Manager' approves the transaction, path 2 will be disabled, the task will be removed from 'Clerk' task list. Vice versa, if 'Clerk' approves the transaction, path 1 will be disabled, the task will be removed from 'Assistant Manager' task list.
<p>Rules Library</p>	<p>Rules are the conditions used to determine which Signature Set is used. There are 5 rule types available in the system</p> <ul style="list-style-type: none"> Product (Provider Product Group, e.g. Transfer within CIMB Niaga) Payment Mode (e.g. Own Account) Highest Batch Transaction Amount (Highest transaction amount in the batch) Total Batch Transaction Amount (Total transaction amount in the batch) Initiating Account No. (Debit Account Number for Payment) Transaction Source (Data Entry - manual input via Data Entry / Template - load from Template)



SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

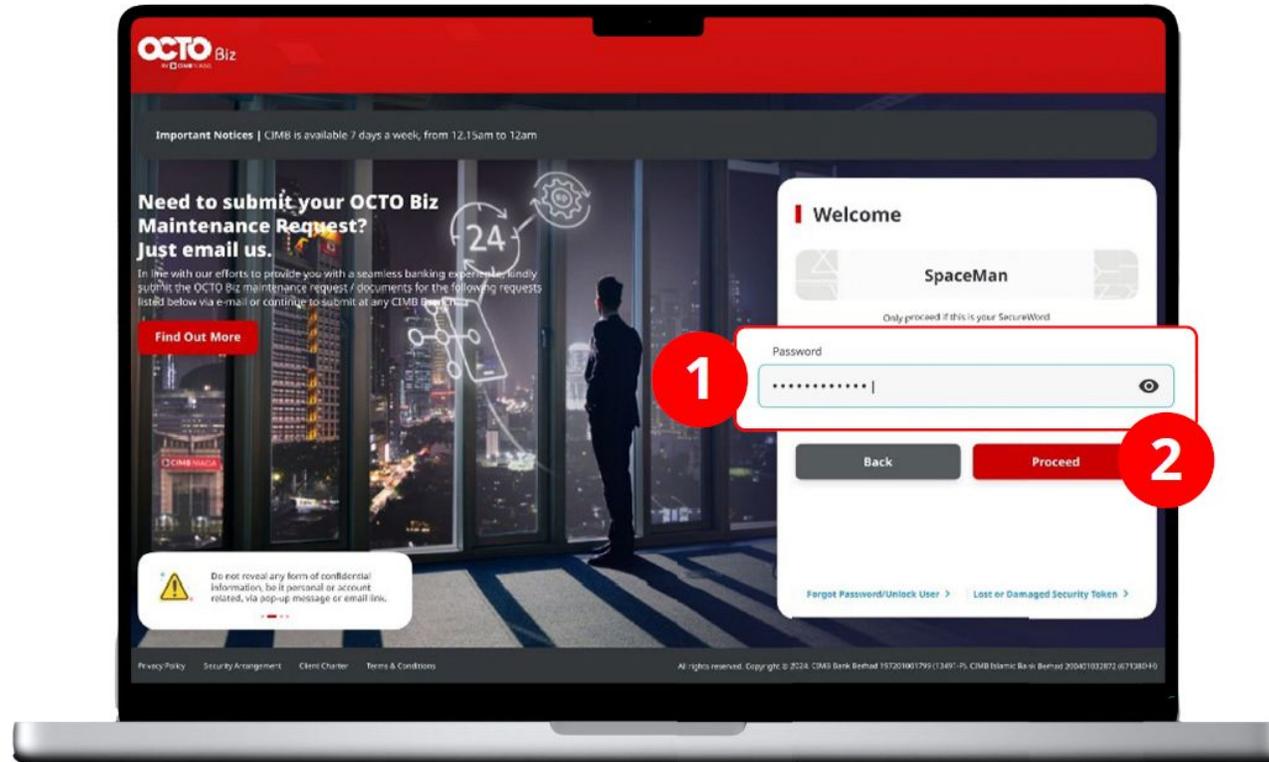
Policy Setup



1 Login as **CFO Administrator** using **User & Company ID**

2 Click on the **Next**

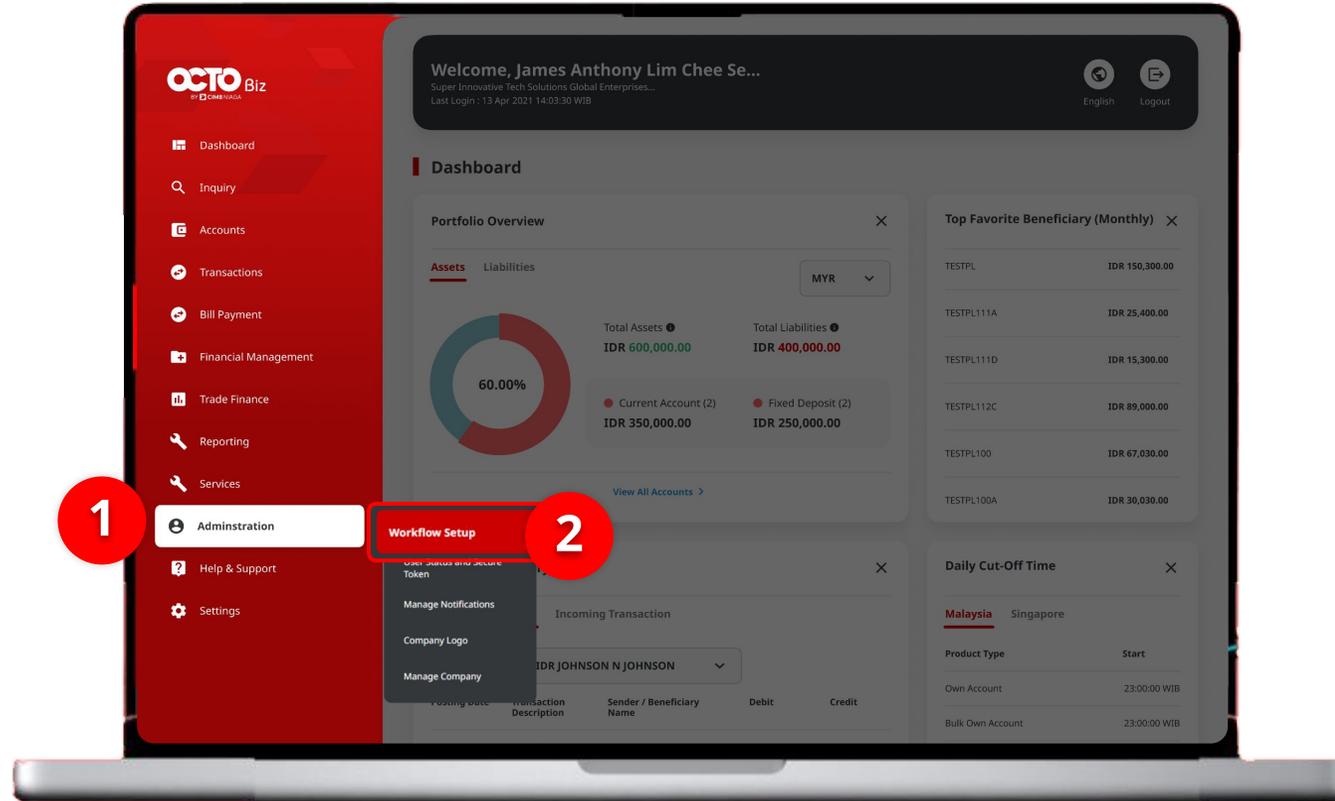
STEP 02



1 Fill in the **Password**

2 Click on the **Proceed**

STEP 03



System will show the Dashboard Page

- 1 Navigate to **Administration**
- 2 Click on the **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJOYQYSZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

Back

System will show the
Workflow Setup > Listing

1 Click on the
Duplicate

Workflow Setup > Edit

Successful task saved
Reference No.: B8C224061900007213 Saved On: 19 Jun 2024 09:41:27

Transaction Status: Draft

Creation Date
19 Jun 2024 09:41:24

Details

Company ID CHANCORP	Company Name JLPJTJU JPKULZS TJQYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 2	From Version	

Workflow

Signature Set Library

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 0 item(s)

No.	Signature Set Name	Signature Set List	Action
No record(s) found.			

Back Cancel Save Next

1

2

3

System will show the **Workflow Setup > Edit**

- 1 Click on the **Authorisation Policy**
- 2 Choose **Signature Set Library**
- 3 Click on the **Add**

STEP

06

The screenshot shows a 'Pop-Up Add Signature Set' window. It is divided into several sections:

- Details:** Fields for Company ID (filled with 'EASACORP') and Workflow Name (filled with 'WORKFLOW 1').
- Signature Set Name & Stage:** A text input field for the signature name (placeholder 'Enter') and a dropdown menu for the stage (selected 'Approver Stage'). This area is marked with a red circle containing the number 1.
- 4 Item(s):** A section containing a 'Note' and a search field for 'Available Signature Types'. The note states: "Available Signature Types" value is retrieved from company maintenance modules (Signature Types). Drag the "Available Signature Types" options, and drop the rules options into "Signature Set" box. You may also change sequential number to re-arrange the sequence. This area is marked with a red circle containing the number 2.
- Available Signature Types:** A list of signature types: CLERK, MANAGER, STAFF A, and STAFF B, each with a drag handle icon to its right.
- Signature Set:** A section with a 'Signature Set Details*' field and a 'Remove' button.
- Bottom:** A 'Close' button, a 'Duplicate Check' button, and a red 'Add Signature Set Detail' button. This button is marked with a red circle containing the number 3.

System will show the
Pop-Up Add Signature Set

- 1 Complete the **Signature Name & Stage**
- 2 Drag **Signature type** that available to the **Signature Set table**
- 3 Click on the **Add Signature Set Details**

STEP

07

Enter

Enter

Available Signature Types

CLERK

MANAGER

STAFF A

Signature Set

Signature Set Details* Remove

1 Sequential 2 : [1] MANAGER X AND Sequential 1 : [1] CLERK X

OR Remove

2

Add Signature Set Detail

Close Duplicate Check Confirm

System will show the **Table**

- 1 Add another **Signature set** to create **New signature set combination**
- 2 Click on the **Confirm**

Workflow Setup > Edit

Successful task saved ✓

Reference No.: BBC224061900007215 Saved On: 19 Jun 2024 10:09:45

Transaction Status : Draft

Creation Date
19 Jun 2024 10:09:43

Details

Company ID CHANCORP	Company Name JLPTJTU JPKULZS TJOYQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024 ✎	Last Active Date -	Status Inactive
Version 4	Clone From Version 1	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library Policy Setup

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 1 item(s)

No.	Signature Set Name	Signature Set List	Action
1	testing	Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK OR Sequential 1: [1] STAFF A AND Sequential 2: [1] STAFF B OR Sequential 1: [1] STAFF A AND Sequential 2: [1] CLERK	Action ▾

Add

Back **Cancel** **Save** **Next**

System will show the Edit page and show the **Box Acknowledgement**



SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Rule Type	Evaluation Type Field
Transaction Group	<ul style="list-style-type: none"> Is Not (ex: Task 'Is Not' product A / Payment mode A / Transaction Source A. Note: Is Not is for individual value) Not in (ex: Task 'Not In' product A / Payment mode A / Transaction Source A. Note: Not In is for multiple value) In (ex: Task is 'In' this product / payment mode / Transaction Source. Note: In is for multiple value) Like / = (ex: Task '=' or equal to product A / Payment mode A / Transaction Source A)
Payment Mode	
Transaction Source	
Highest Batch Transaction	<ul style="list-style-type: none"> = (ex: Transaction '=' or equal to A) In Between (ex: Transaction is 'In Between' A and B) Is Not (ex: Transaction 'Is Not' A) => (ex: Transaction is'=>/' equal or bigger than A) > (ex: Transaction is '>' or bigger than A) <= (ex: Transaction is '<=' / Smaller or equal than A) < (ex: Transaction is '<' or smaller than A)
Total Batch Transaction	
Initiating Account No.	<ul style="list-style-type: none"> Is Not (ex: Task 'Is Not' product A / Payment mode A / Transaction Source A. Note: Is Not is for individual value) Not in (ex: Task 'Not In' product A / Payment mode A / Transaction Source A. Note: Not In is for multiple value) In (ex: Task is 'In' this product / payment mode / Transaction Source. Note: In is for multiple value) Like / = (ex: Task '=' or equal to Initiating Account No.) Account Listing (choose task from Account Listing)

STEP

01



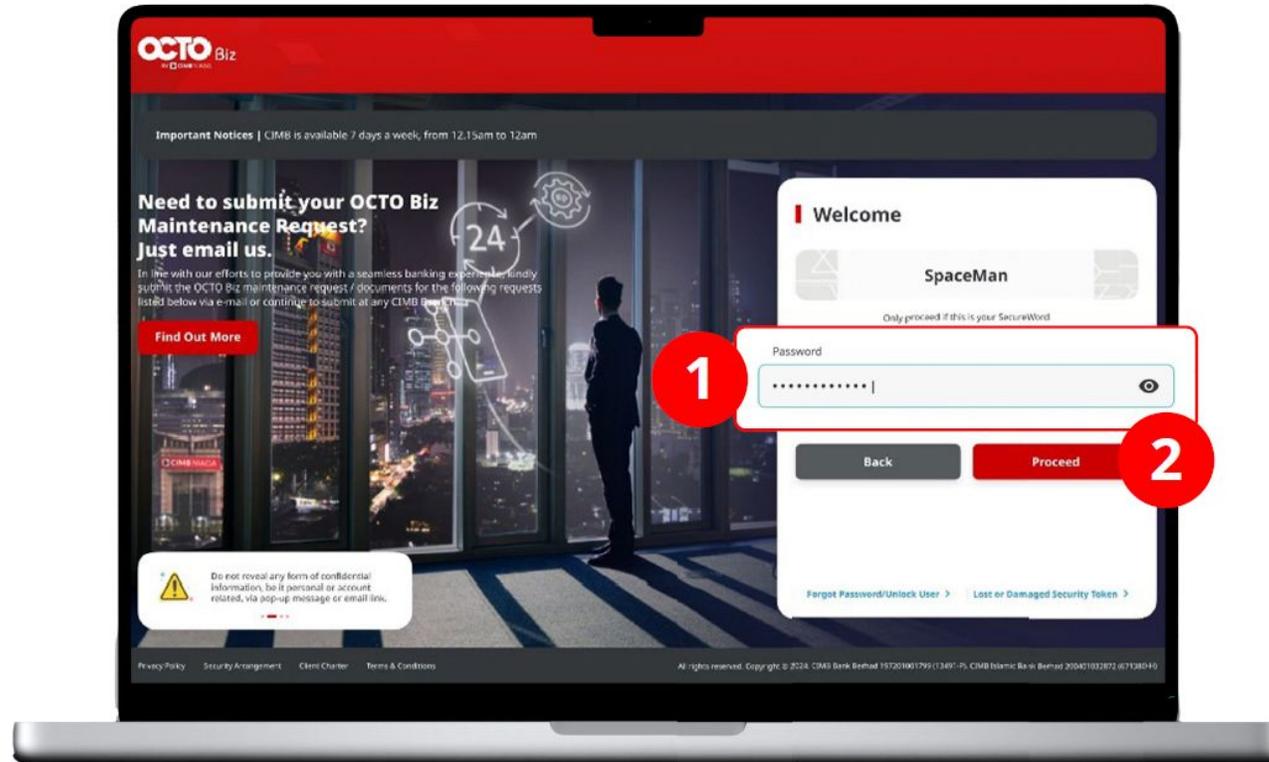
1

Login as CFO Administrator
using User & Company ID

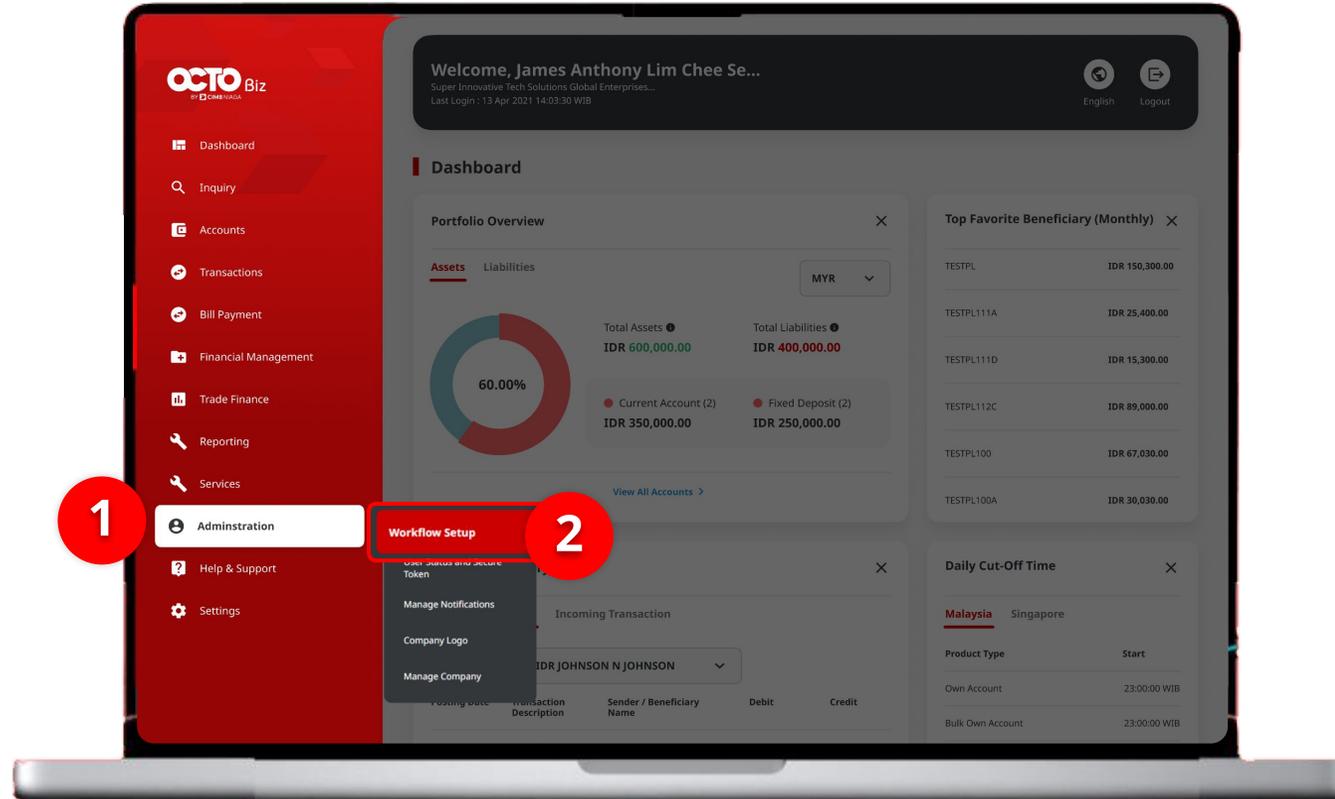
2

Click on the **Next**

STEP
02



- 1 Fill in the **Password**
- 2 Click on the **Proceed**

STEP
03

System will show the Dashboard Page

- 1 Navigate to **Administration**
- 2 Click on the **Workflow Setup**

Workflow Setup > Listing

Listing

Company ID
CHANCORP

Company Name
JLPTJTU JPYKULZS TJOYQYSZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
3	22	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired

[Back](#)

System will show the **Workflow Setup > Listing**

1 Click on the **Duplicate**

STEP
05

Workflow Setup > Edit

Successful task saved
Reference No.: 00C2406183807221 | Saved On: 19 Jun 2024 12:54:11

Transaction Status : Draft
Created Date
19 Jun 2024 12:54:10

Details

Company ID CHANGCORP	Company Name J&PJTU JPYKULZS TJOQYISZL TWQNSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024 ✓	Last Active Date -	Status Inactive
Version 5	Close Event Version 4	

Workflow Item

Policy Library

Signature Set Lib. | **Rules Library** | Policy Setup

Note
In Rules Library, you will be able to set up sets of rules such as transaction limits for different payment types and accounts, and more.

Listing - Total 0 item(s)

Available Rules	Action
No records found	

Back | Cancel | Save | Next

1: Authorisation Policy
2: Rules Library
3: Add

System will show the **Workflow Setup > Edit**

- 1 Click on the **Authorisation Policy**
- 2 Choose **Rules Library**
- 3 Click on the **Add**

STEP

06

The screenshot shows a 'Rule Details' form with the following fields and callouts:

- 1**: Reference * dropdown menu with 'Highest Batch Transaction Amount' selected.
- 2**: Evaluation Type * dropdown menu with 'In Between' selected.
- 3**: Evaluation Value From * (12) and To * (134) input fields, and Currency * dropdown menu with 'IDR - Indonesia Rupiah' selected.
- 4**: Add button.

System will show the **Rules Details**

- 1** Choose **References**
- 2** Masukkan **Evaluation Type**
- 3** Complete the **Detail**
- 4** Click on the **Add**

Workflow Setup > Edit

Successful task saved ✓

Reference No.: BBC224061900007215 Saved On: 19 Jun 2024 10:09:45

Transaction Status : Draft

Creation Date
19 Jun 2024 10:09:43

Details

Company ID CHANCORP	Company Name JLPTJTU JPKULZS TJOYQYSZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024 ✎	Last Active Date -	Status Inactive
Version 4	Clone From Version 1	

Workflow Setup **Authorisation Policy**

Policy Library ⓘ

Signature Set Library Rules Library Policy Setup

Note
In Signature Set Library, you will be able to set up the sequence and number of reviewers and/or approvers required to complete a task of a certain function.

Listing - Total 1 item(s)

No.	Signature Set Name	Signature Set List	Action
1	testing	Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK OR Sequential 1: [1] STAFF A AND Sequential 2: [1] STAFF B OR Sequential 1: [1] STAFF A AND Sequential 2: [1] CLERK	Action ▾

Add

Back **Cancel** **Save** **Next**

System will show the Edit page with **Acknowledgement Box**



SysAdmin

Authorisation Policy

Signature Set Library

Rules Library

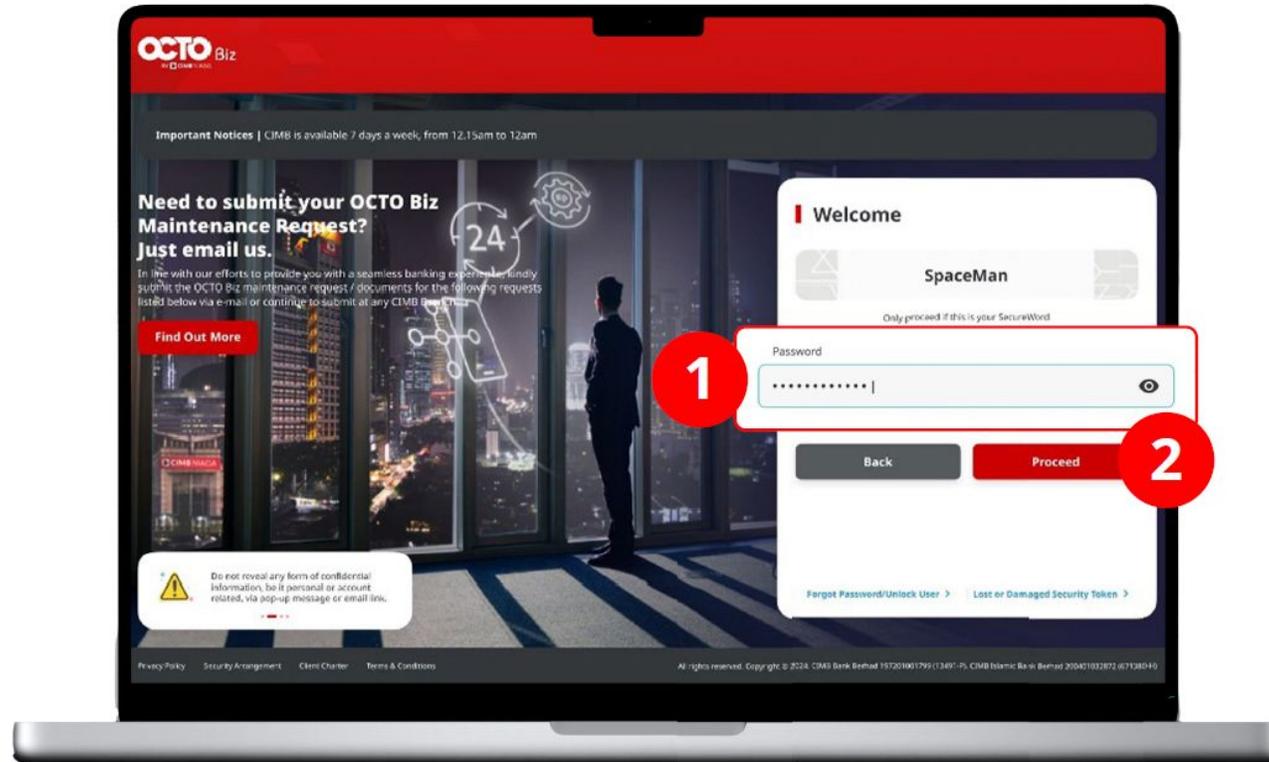
Policy Setup

STEP 01



- 1 Login as **CFO Administrator** using **User & Company ID**
- 2 Click on the **Next**

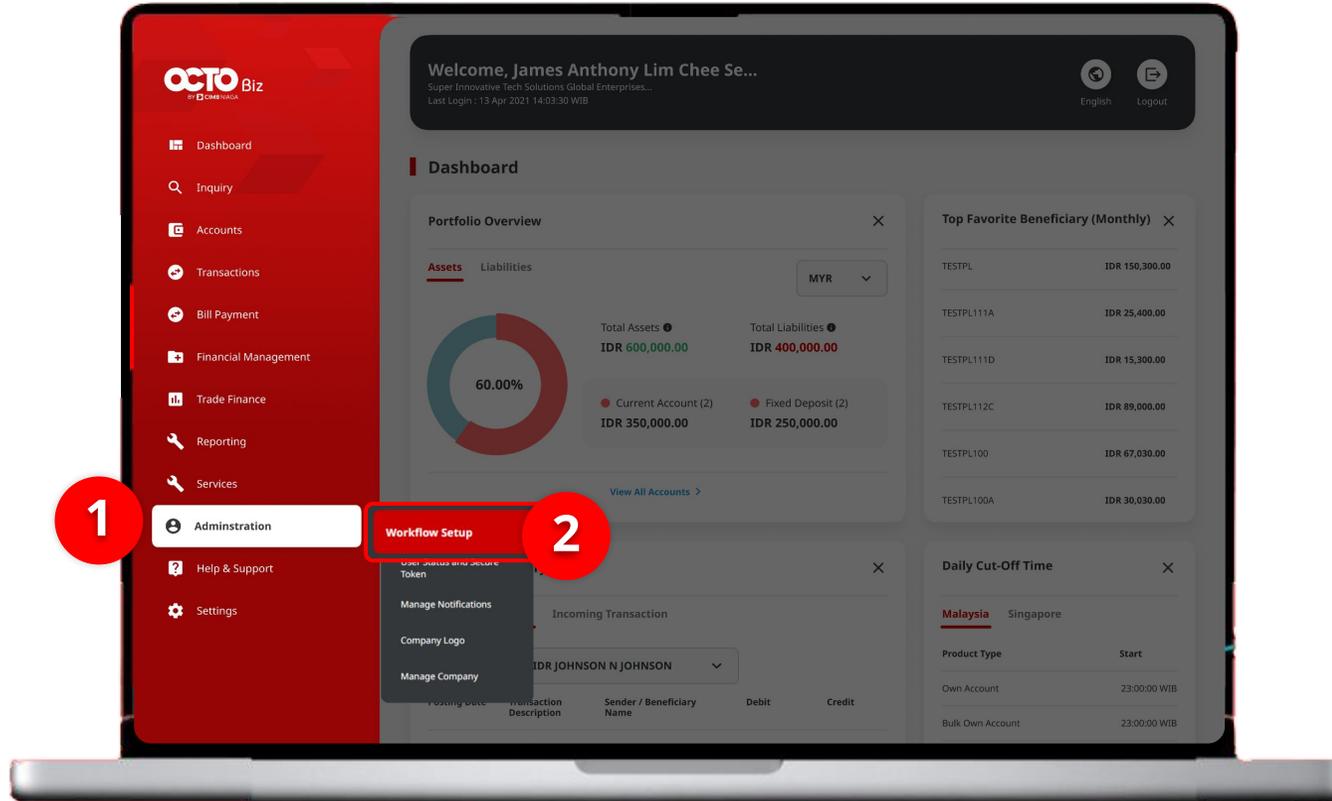
STEP
02



1 Fill in the **Password**

2 Click on the **Proceed**

STEP
03



System will show the
Dashboard Page

1 Navigate to
Administration

2 Click on the
Workflow Setup

STEP

04

Workflow Setup > Listing

Listing

Company ID: CHANCORP Company Name: JLPJTJU JPYKULZS TJOYQYSZL TWONJSW

No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	37	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate

History

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	26	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
2	23	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
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4	21	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	10	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	9	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
8	5	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
9	4	WORKFLOW_1	19 Jun 2024	19 Jun 2024	Expired
10	1	WORKFLOW_1	02 Feb 2024	19 Jun 2024	Expired



Click **Duplicate**

System will show the **Workflow Setup > Listing**

Back

STEP

05

Workflow Setup > Edit

Successful task saved 

Reference No.: BBC224061900007223 Saved On: 19 Jun 2024 13:49:25

Transaction Status : Draft

Creation Date
19 Jun 2024 13:49:23

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024 	Last Active Date -	Status Inactive
Version 6	Clone From Version 5	

Work **1** Authorisation Policy

Policy Library

Signature Set Library Rule **2** Policy Setup

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 0 item(s)

No.	Policy Name	Default Currency	Action
No record(s) found.			

3 Add

Back Cancel Save Next

System will show the
Workflow Setup > Edit

- 1** Click on the **Authorisation Policy tab**
- 2** Choose **Policy Setup**
- 3** Click on the **Add**

STEP

06

1

2

System will show the **Add Authorisation Policy**

- 1** Complete the **Detail**
- 2** Click **Add**

STEP 07

Workflow Setup > Edit

Successful task saved
Reference No. : BBC22406190007223 Saved On : 19 Jun 2024 13:49:25

Transaction Status : Draft

Creation Date
19 Jun 2024 13:49:23

Details

Company ID CHANCORP	Company Name JLPTJTUJPKULZS TJOVQSYZL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 6	Clone From Version 5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 1 item(s)

No.	Policy Name	Default Currency	Action
1	Testing	IDR - Indonesia Rupiah	Action

Back Cancel Save Next

System will show the **Workflow Setup > Edit**

1 Click on the **Task Hyperlink**

Policy Items

Details

Policy Name	Default Currency
Testing	IDR - Indonesia Rupiah

Listing - Total 0 item(s) [Expand All](#)

Note
Under policy item, there will be different approval stages with consist of different policy details (rules), signature set details (approvers), and exclude user details (user group exception).

- Policy Details: Authorisation Policy in condition setup to perform any task approval by Approver.
- Signature Set : Signature assigned to each individual user in company maintenance.
 - Priority X : [Y] Signature Type
[X] is the sequencing priority of the Signature Types that should be collected.
[Y] is the number of each Signature Types that should be collected.
- Exclude User Detail : Assigned user that is not allow to perform approval.

No.	Approver Stage	Action	Change Sequence
No record(s) found.			

Note: Please ensure to save your changes before closing.

[Close](#) [Save Sequence](#) **1** [Add Policy Item](#)

System will show the **Policy Items**

1 Click on the **Add Policy Item**

STEP

09

1

System will show the **Add Policy pop-up**

1 Fill in the **Policy Item & Signature Set** field

STEP

10

The screenshot displays the 'Policy Rules' configuration interface. It is divided into several sections:

- Step 1:** A list of available roles: 'Is Not Data Entry', 'In File Upload', 'Not In Host to Host', 'Like Mobile', and '= Template'. Each role has a small equals sign icon to its right.
- Step 2:** The 'Rule Details*' section, which contains a list of rules. Rule 1 is selected and shows a complex condition: 'Highest Batch Transaction Amount => IDR 23' AND 'Initiating Account No. In 800138397600 | 703165835700' AND 'Payment Mode In Bill Payment | Domestic Online' AND 'Transaction Group Is Not Bill Payment' AND 'Total Batch Transaction Amount = IDR 13'.
- Step 3:** The 'OR' section, which shows a second rule (Rule 2) with conditions: 'Initiating Account No. In 800138397600 | 703165835700' AND 'Payment Mode In Bill Payment | Domestic Online' AND 'Highest Batch Transaction Amount Is Not IDR 23' AND 'Transaction Source Is Not Data Entry'.
- Step 4:** The bottom of the interface with three buttons: 'Close', 'Duplicate Check', and 'Confirm'.

- 1 System will show the available **Role**
- 2 **Drag Role** that needed to the **Table**
- 3 Click on the **Add Policy** to add new combination for **Policy Setup**
- 4 Click on the **Confirm**

NOTES: **Signature Type** that dragged into **same row** will combine as "**AND Operator**" and on the **different row** as "**OR Operator**"

STEP 11

The screenshot shows the 'Policy Items' interface. At the top, there is a 'Details' section with 'Policy Name: Testing' and 'Default Currency: IDR - Indonesia Rupiah'. Below this is a 'Listing - Total 1 item(s)' section with an 'Expand All' link. A table with one row is shown, with a red circle and the number '1' highlighting the 'Policy: 123' dropdown. The table has columns for 'No.', 'Approver Stage', 'Action', and 'Change Sequence'. Below the table, there are buttons for 'Close', 'Save Sequence', and 'Add Policy Item'. A 'Note' section provides instructions on policy details, signature sets, and user details. The expanded details for the selected policy are shown in a separate window, containing 'Policy Details', 'Signature Set Details', and 'Exclude User Details'.

1 Click **Expand** to see the **Detail**

System will navigate back to **Policy Details** page,

1 Click **Expand** to see the **Detail**

STEP
12

EXCLUDED USER

1

1 Choose **Exclude user** as the **Action**

2 Click **Add to Add User** into the **Exclude User List**

2

3

No.	User
1	KEERTHI - Tina
2	MELSAU - MELSAU

3 Click **Remove Delete the User** from **Exclude User List**

4 Click **Update**

4

STEP 13

Testing IDR - Indonesia Rupiah

Listing - Total 1 item(s) [Collapse All](#)

Note
Under policy item, there will be different approval stages with consist of different policy details (rules), signature set details (approvers), and exclude user details (user group exception).

- Policy Details: Authorisation Policy in condition setup to perform any task approval by Approver.
- Signature Set : Signature assigned to each individual user in company maintenance.
 - Priority X : [Y] Signature Type
 - [X] is the sequencing priority of the Signature Types that should be collected.
 - [Y] is the number of each Signature Types that should be collected.
- Exclude User Detail : Assigned user that is not allow to perform approval.

No.	Approver Stage	Action	Change Sequence
1	Policy : 123 ^	Signature Set : testing	Action

Policy Details
Highest Batch Transaction Amount => IDR 23 AND
Initiating Account No. In 800138397600|703165835700 AND
Payment Mode In Bill Payment|Domestic Online AND
Transaction Group Is Not Bill Payment AND
Total Batch Transaction Amount = IDR 13
OR
Initiating Account No. In 800138397600|703165835700 AND
Payment Mode In Bill Payment|Domestic Online AND
Highest Batch Transaction Amount Is Not IDR 23 AND
Transaction Source Is Not Data Entry

Signature Set Details
Sequential 2: [1] MANAGER AND
Sequential 1: [1] CLERK
OR
Sequential 1: [1] STAFF A AND
Sequential 2: [1] STAFF B
OR
Sequential 1: [1] STAFF A

Exclude User Details
N/A

Note: Please ensure to save your changes before closing.

Close **Save Sequence** Policy Item

System will navigate back to **Policy Details** page,

1 Click **Save Sequence**

Task List > Edit

Successful task saved
Reference No.: BBC224061900007228 Saved On: 19 Jun 2024 15:14:05

Transaction Status : Draft

Creation Date
19 Jun 2024 14:57:45

Details

Company ID	Company Name	Workflow Name
CHANCORP	JLPTJTU JPYKULZS TJQYQYSZL TWONJSW	WORKFLOW_1
Effective Date	Last Active Date	Status
19 Jun 2024	-	Inactive
Version	Clone From Version	
9	5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks, this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency	Action
1	Testing	IDR - Indonesia Rupiah	Action
2	Testing2	IDR - Indonesia Rupiah	Action
3	Testing3	IDR - Indonesia Rupiah	Action
4	tasklist	IDR - Indonesia Rupiah	Action

Back Cancel Save **Next** Add

System will navigate back to **Edit page**,

1 Click **Next**

Task List > Review Details

Details

Company ID	Company Name	Workflow Name
CHANCORP	JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	WORKFLOW_1
Effective Date	Last Active Date	Status
19 Jun 2024	-	Inactive
Version	Clone From Version	
9	5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	taskilr	IDR - Indonesia Rupiah

[Back](#) [Submit](#)

System will navigate to
Review Detail page,

1 Click **Submit**

STEP 15

Task List > Acknowledgement

Submitted for approval

Reference No. : BBC224061900007228 Submitted On : 19 Jun 2024 15:24:13



Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJOYQYSYL TWONJSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 9	Clone From Version 5	

Workflow Setup **Authorisation Policy**

Policy Library

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first be configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	tasklist	IDR - Indonesia Rupiah

User Activities

User	Activities	Date / Time	Remark
NG09 - NG09	Save	19 Jun 2024 14:57:47	-

Print

Done

System will show the Edit details and show the **Acknowledgement Box**



SysAdmin Approval Process



1

Login as **CFO Administrator** using **User & Company ID**

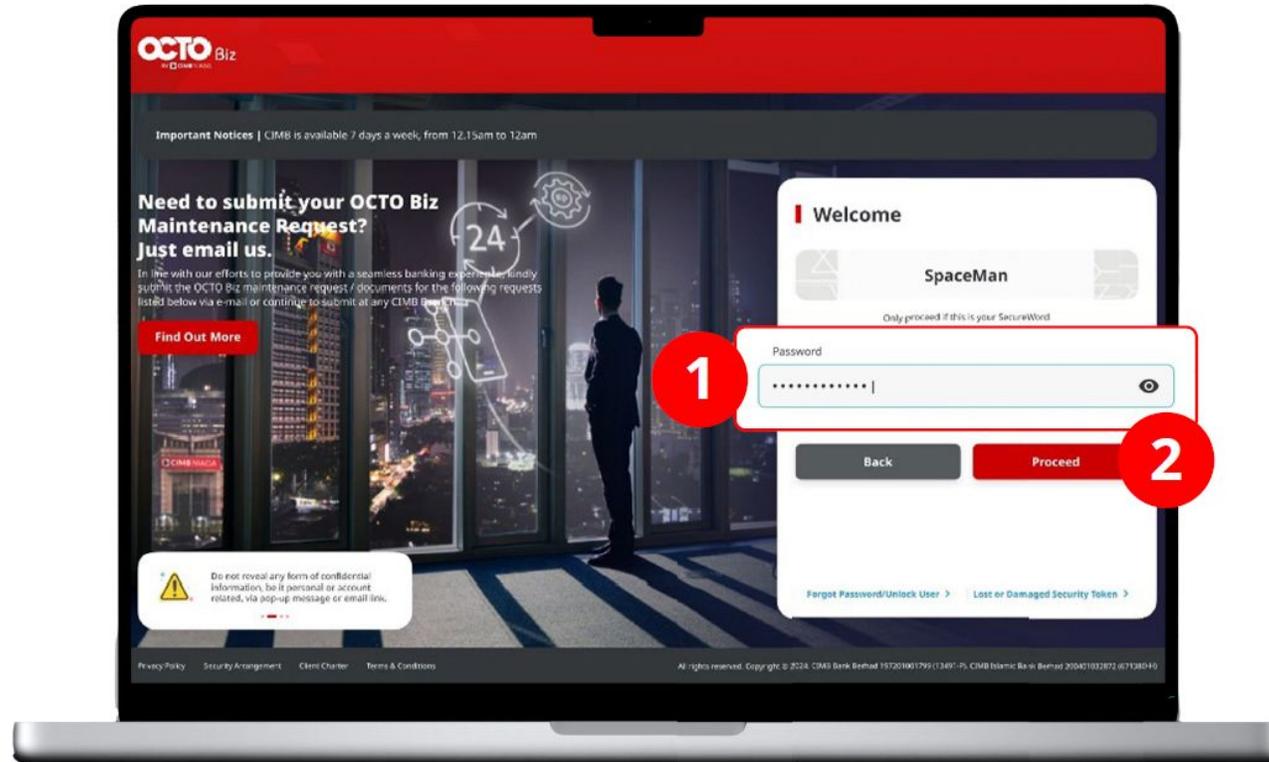
2

Click on the **Next**

STEP

01

APPROVER



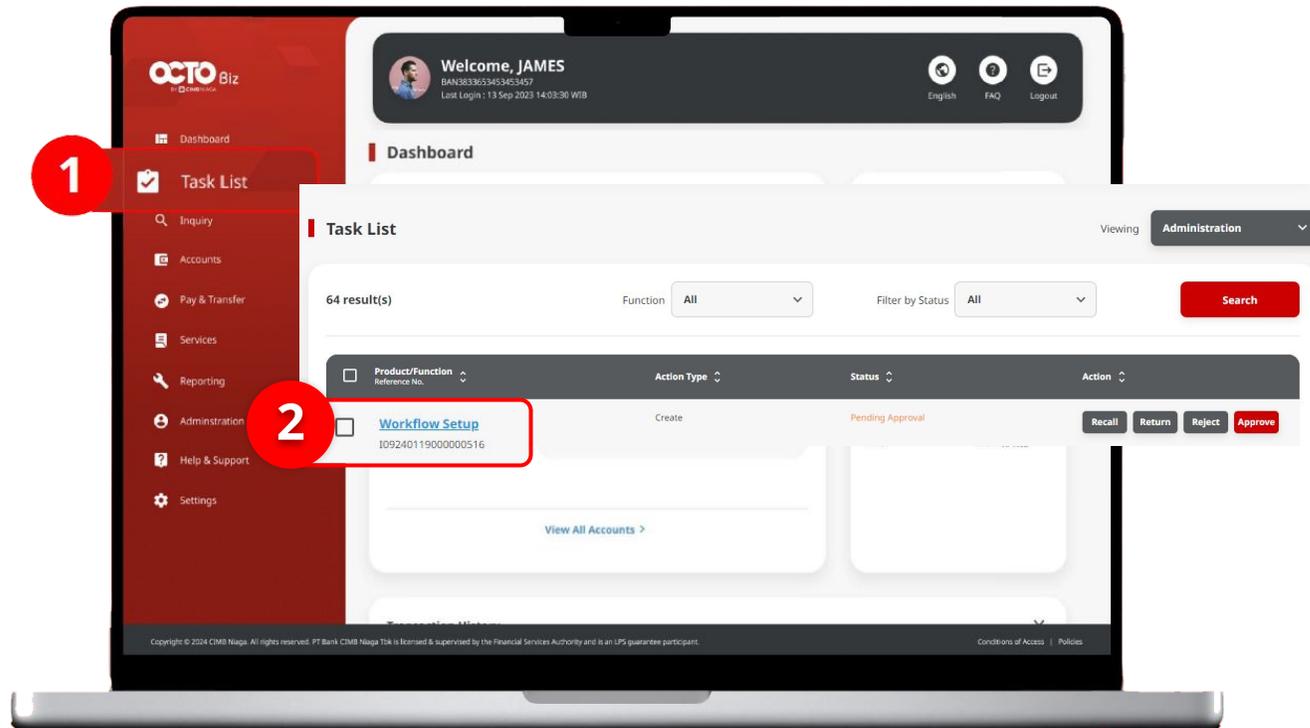
1 Fill in the **Password**

2 Click on the **Proceed**

STEP

02

APPROVER



1 Navigate to side menu, Click Task List

2 Click Transaction Hyperlink

STEP

03

APPROVER

Task List > Details

Transaction Status: Pending Approval

Creation Date: 19 Jun 2024 14:57:47 | Workflow Type: Create

Details

Company ID: CHANCORP | Company Name: JLPTJTU JPYKULZS TJQYQSYZL TWONJ5W | Workflow Name: WORKFLOW_1

Effective Date: 19 Jun 2024 | Last Active Date: - | Status: Inactive

Version: 9

Workflow Setup | Authorisation Policy

Policy Library: Signature Set Library | Rules Library | **Policy Setup**

Note

- Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For example, your company policy requires certain approvals for certain payments and administrative tasks; this can be set up via Policy Setup.
- To set up a policy, Signature Set and Rules Library must be first configured.

Listing - Total 4 item(s)

No.	Policy Name	Default Currency
1	Testing	IDR - Indonesia Rupiah
2	Testing2	IDR - Indonesia Rupiah
3	Testing3	IDR - Indonesia Rupiah
4	tasklist	IDR - Indonesia Rupiah

User Activities

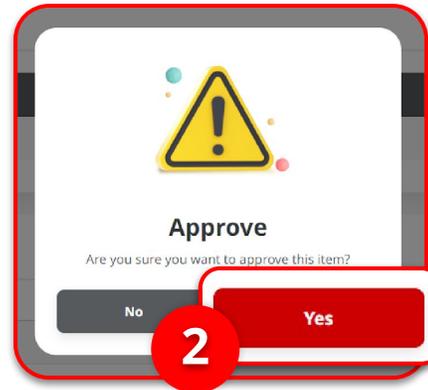
User	Activities	Date / Time	Remark
NG89 - NG89	Save	19 Jun 2024 14:57:47	-
NG89 - NG89	Submit	19 Jun 2024 15:24:16	-

Remark

Remarks:

Minimum 100 characters

Buttons: Back | Return | Reject | **Approve** (1)



Review transaction,

1 Click Approve

2 Click Yes



OCTO Biz
BY  **CIMB NIAGA**

