

Biz

Aksi dan Kolaborasi

SysAdmin Workflow Setup

TUTORIALOCTOBIZ2024

KEJAR MIMPI



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.



10 Authorisation Policy

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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 Details								
	Company Name		CIF No.		Enrolled Date				
	JLPTJTU JPYKULZS TJOYQY	SYZL 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				Navigate to Signa
	Company Details Acco	unt Tagging Customized S	ervice Package Account Accessibilit	y File Format Cor	Signature Type er Gro	oup User			Type page
_									
	we Turne Listing Total	(itom(a) in the batch							
inatu.	ire Type Listing - Total	4 item(s) in the batch					^		need to have the
natu No.	re Type Listing - Total	4 item(s) in the batch	_	Users Assian	d? Sub-Action T	m Status	Â	2	need to have the Signature type li
natu No.	Ire Type Listing - Total	4 item(s) in the batch		Users Assigne	d? Sub-Action Ti	kn Status	Â	2	need to have the Signature type li
No.	Ire Type Listing - Total Signature Type 🗘	4 item(s) in the batch Description \$ the clerk		Users Assigne <u>Yes</u>	d? Sub-Action T:	m Status		2	need to have the Signature type li
No.	Ire Type Listing - Total Signature Type \$ CLERK MANAGER	4 item(s) in the batch Description the clerk The manager		Users Assign <u>Yes</u> Yes	d? Sub-Action To	m Status		2	need to have the Signature type li
No. 1	Ire Type Listing - Total Signature Type 🗘 CLERK MANAGER	4 item(s) in the batch Description the clerk The manager		Users Assigne <u>Yes</u> <u>Yes</u>	d? Sub-Action Ti -	m Status		2	need to have the Signature type li
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Signature Type | Workflow Setup

Menu: Administration > Workflow Setup







SysAdmin Workflow Setup



Workflow Setup Menu: Administration > Workflow Setup



7

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Workflow Setup Menu: Administration > Workflow Setup

STEP **03**



System will show the Dashboard Page



2

Click on the **Workflow** Setup



step 04

Workflow Setup > Listing

Listing							
Company ID	Р	Company Name JLPTJTU JPYK	ULZS TJOYQYSYZL TWONJSW	1			
No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action	
1	<u>37</u>	WORKFLOW_1	20 Jun 2024		Active	Duplicate	1
History							
No.	Version	Workflow Name	Effective Date	Last Active Date	Status		
1	<u>26</u>	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		

20 Jun 2024

20 Jun 2024

19 Jun 2024

19 Jun 2024

19 Jun 2024

19 Jun 2024

02 Feb 2024

20 Jun 2024

20 Jun 2024

20 Jun 2024

19 Jun 2024

19 Jun 2024

19 Jun 2024

19 Jun 2024

System will show the *Workflow Setup > Listing*





4

5

6

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1

WORKFLOW_1

WORKFLOW_1

WORKFLOW_1

WORKFLOW_1

WORKFLOW_1

WORKFLOW_1

WORKFLOW_1



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Expired

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05

STEP

Workflow Setup > Edit

			Administration					
Transaction Status : Draft								
Creation Date			Manage Company		0	~	1	~
15 Jun 2024 15 47 35			Manage Notifications		0	~	1	~
Details			^					
			User Status and Secure Token		0	~	1	~
Company ID CHANCORP	Lompany Name JLPTJTU JPYKULZS TJOYQYSYZL	WorkfLow_1						
	TWONJSW		Workflow Setup		0	~	1	~
19 Jun 2024 X	Last Active Date	Inactive						
Version	Clone From Version		81-FAST Alias Maintenance	0	~	1	~	N/A
10	9							
Workflow Setup Authorisation	Policy		B1-FAST Alias Registration	0	~	1	~	N/A
			Manage Beneficiary	0	~	1		N/A
Vote User is allowing to set up Review	ver and Approver workflow by selecting either by Simple	Workflow Mode or Authorisation Policy (only for						
Simple Workflow Mode only req Authorisation Policy value is Pol	uired on how many number of user required to complete icy Rules tab to set on specific rules such as transaction (e the workflow. amount, initiating account, etc and number of user	Manage Recurring	0	~	1	~	N/A
required to complete the workfl	34.							
	Reviewer	Approver O	Manage Template	0	*	1	~	N/A
	Simple Workflow Made 0 S	imple Workflow Mode Authorisation Policy O	Stop Payment	0	~	1	~	N/A
Functions								-
Functions Administration			Back			Cancel		
Functions								F
Functions Administration Manage Company	0 v	1 VA ~						
Functions Administration Manage Company Manage Company	0 v							
Punctions Administration Manage Company Manage Notifications	• • (1 · · N/A · ·						

System will show the *Workflow Setup > Edit*



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3

Click on the **Workflow** Setup



Click **Next**



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Task List > Review Details

tails				
npany ID	Company Name	Workflow N	lame	
ANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLO	DW_1	
ective Date	Last Active Date	Statur		
Jun 2024	28	Inactive		
sion	Clone From Version			
	9			
 Lines is an overlap of the set of the providence 	THE REPORT OF A REAL PROPERTY AND A REAL PROPE	surface and surgers of a	nation sation Pointy (on	Y ILDI
Approver) at one time. • Simple Workflow Mode only requi • Authorisation Policy value is Policy required to complete the workflow	ired on how many number of user required to co y Bules tab to set on specific rules such as trans. w.	omplete the workflow. action amount, initiating ac	Approver	of user
Approver) at one time. Simple Workflow Mode only require Authorisation Policy value is Policy required to complete the workflow Functions	ired on how many number of user required to c y Bules tab to set on specific rules such as trans w. Reviewer Singla Warkfrey Mode 0	omplete the workflow, action amount, initiating ac Simple Workflow Mode	Approver O	of user Policy ©
Approver) at one time. 5 Simple Workflow Mode only requi • Authoristation Policy value is Policy required to complete the workflow Renctions Administration	ired on how many number of user required to c y Rules tab to set on specific rules such as trans or. Reviewer Single Washflow Mode 0	omplete the workflow, action amount, initiating ac Simple Workflow Mode	Approver O	of user Policy ①
Approver) at one time. 5 Simple Workflow Mode only requi • Authorisation Policy value is Policy required to complete the workflow Renctions Administration Manage Company	ired on how many number of user required to a y Rules tab to set on specific rules such as trans ac. Reviewer Single Washflow Mode	omplete the workflow. Laction amount, initiating ac Simple Workflow Mode	Approver Authoritation (N/A N/A	of user Policy •
Approver) at one time. 5 Simple Workflow Mode only requi • Authorisation Policy value is Policy required to complete the workflow Functions Administration Manage Company Manage Notifications	Inted on how many number of user required to or y Rules tab to set on specific rules such as transitive Singles Workflow Mode	omplete the workflow. Location amount, initiating ac Simple Workflow Mode 1	Approver Approver Activoritation I N/A N/A	of user Policy
Approver) at one time. Simple Workfow Mode only require Autorisation Policy value is Policy required to complete the workflow Functions Administration Manage Company Manage Notifications User Status and Secure Token	Inited on how many number of user required to or y hules tab to set on specific rules such as trans- ex, ex.	omplete the work flow. Initialing ac Simple Work flow Mode 1 1 1	Approver Australiana A	of user :
Approver) at one time. Simple Workfow Mode only require Authorisation Policy value is Polic Functions Administration Manage Company Manage Notifications User Status and Secure Token	Inited on how many number of user required to or y hules table set on specific nules such as trans- ex.	omplete the workflow. Initiality of the second sec	Approver Authoritation Author	Policy

Payment						
Bill Payment	0	~	1	~	Testing	~
Modul Penerimaan Negara	0	×	1	*	tasklisr	~
Transfer to Other Banks	0	×	1	×	tasklisr	~
Transfer within CIMB Niaga	0	~	1	~	tasklisr	~
Services						
BI-FAST Alias Maintenarice	0	×	×.	×	N/A	v
BI-FAST Alias Registration	0	×	8	×	N/A	~
Manage Beneficiary	0	~	8	~	N/A	~
Manage Recurring	0	~	ii.	×	N/A	~
Manage Template	0	~	8	~	N/A	~
Stop Payment	0	×	1	×	N/A	v
Back				1		

System will show the *Review Details*







SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



Menu: Administration > Workflow Setup

Tab	Description
Authorisation Policy / Policy Setup	 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: 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.
Signature Set	 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: A. The number of each Signature Type needed. B. 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. A. 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. B. Consider sample signature set below: 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) I. For transaction using this signature set, the transaction will be routed to the task list of 'Assistant Manager' and 'Clerk' II. If 'Assistant Manager' approves the transaction, path 2 will be disabled, the task will be removed from 'Clerk' task list.
Rules Library	 Rules are the conditions used to determine which Signature Set is used. There are 5 rule types available in the system 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



Menu: Administration > Workflow Setup



STEP

Menu: Administration > Workflow Setup

s t e p

P.









STEP **03**



System will show the Dashboard Page



Navigate to *Administration*

Workflow Setup

Click on the

2



18

Menu: Administration > Workflow Setup

Menu: Administration > Workflow Setup



Workflow Setup > Listing

isting							
Company ID		Сотралу Name JLPTJTU JPYK	Company Name JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW				
No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action	
1	<u>37</u>	WORKFLOW_1	20 Jun 2024		Active	Duplicate	
listory							
No.	Version	Workflow Name	Effective Date	Last Active Date	Status		
1	<u>26</u>	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	<u>21</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired		
5	<u>18</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired		
6	<u>10</u>	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		

System will show the *Workflow Setup > Listing*







s t e p



Signature Set Library | Workflow Setup

Menu: Administration > Workflow Setup

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





3

Choose *Signature Set Library*

Click on the **Add**



Details			
Company ID	Workflow fee	attw	
CHANCORP	WORKFLO	2013	
lignature Set Name * 0	Stage *		
Enter	Approver	r Stage	
1			
4 item(s)			
· · · · · · · · · · · · · · · · · · ·			
Note "Available Signature Types" value is retrieved from company maintenance m	odules (Signature Type).		
 Drag the "Available Signature Types" options, and drop the rules options int 	"Signature Set" box. You may also change sequential number to re-arrange the se	zquence.	
Swarch Available Signature Types			
Enter			2
ilable Signature Types			
LERN			
MANAGER		=	
ITAFF A		=	
TAFF B		=	
Signature Set Details*		Rentered	3
			5
		Add Signature Set Detail	5
		Close Duplicate Check Confirm	

System will show the **Pop-Up Add Signature Set**

Complete the Signature Name & Stage

2 Drag Signature type that available to the Signature Set table



Click on the **Add Signature Set Details**



Enter Enter Available Signature Types CLERK System will show the *Table* MANAGER STAFF A Add another **Signature** 1 1 set to create New Signature Set signature set Remove Signature Set Details* combination AND Sequential 1 v : [1 v] CLERK X Sequential 2 V : [1 V] MANAGER 1 × Click on the **Confirm** 2 OR Remove 2 Add Signature Set Detai 2 Confirm **Duplicate Check** Close

STEP



Menu: Administration > Workflow Setup



Reference No. : BBC2240519000	07215 🔘 Saved On : 19 jun 2024 10:09:45	\checkmark
Transaction Status : Draft		
reation Date 19 Jun 2024 10:09:43		
Details		^
Company ID	Company Name	Workflow Name
CHANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1
ffective Date	Last Active Date	Status
effective Date	Last Active Date	Status Inactive
ffective Date 19 Jun 2024 🖋	Last Active Date	Status Inactive
ffettive Date 9 jun 2024 / ersion Workflow Setup Policy Library	Last Active Date - Clone from Version 1 Policy Relate Liberary Policy	Status Inactive
Effective Date 19 Jun 2024 A Version Workflow Setup Peloy Library Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s)	Last Active Date - Clone From Version 1 Policy Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve	status Inactive rs required to complete a task of a certain function.
Effective Date Ity Jun 2024 A Arrston 4 Workflow Setup Authorisation Pelicy Library Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name	Last Active Date Clone From Version Policy Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List	status Inactive Ins required to complete a task of a certain function.
Effective Date Is Jun 2024 A Aversion Workflow Setup Authorisation Pelicy Library Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name 1 testing	Last Active Date	status Inactive rs required to complete a task of a certain function. Action Action

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





SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



Menu: Administration > Workflow Setup

Rule Type	Evaluation Type Field
Transaction Group	 Is Not (ex: Task 'Is Not' product A / Payment mode A / Transaction Source A. Note: Is Not is for individual value)
Payment Mode	 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
Transaction Source	 ultiple value) Like / = (ex: Task '=' or equal to product A / Payment mode A / Transaction Source A)
Highest Batch Transaction	 = (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)
Total Batch Transaction	 > (ex: Transaction is '>' or bigger than A) <= (ex: Transaction is '<=' / Smaller or equal than A) < (ex: Transaction is '<=' or smaller than A)
Initiating Account No.	 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)





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Rules Library | Workflow Setup Menu: Administration > Workflow Setup

P.





2

Click on the **Proceed**



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STEP **03**



Rules Library | Workflow Setup Menu: Administration > Workflow Setup

System will show the Dashboard Page



Navigate to **Administration**

2 Click on the *Workflow Setup*



Rules Library | Workflow Setup Menu: Administration > Workflow Setup



s t e p 04

Workflow Setup > Listing

Listing							
Company ID CHANCORF	Company ID Company Name CHANCORP JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW						
No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action	
1	<u>37</u>	WORKFLOW_1	20 Jun 2024	-	Active	Duplicate	
History							

No.	Version	Workflow Name	Effective Date	Last Active Date	Status
1	<u>26</u>	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	<u>21</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	<u>18</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	<u>10</u>	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired
7	<u>9</u>	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

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



Back



Rules Library | Workflow Setup Menu: Administration > Workflow Setup

STEP 05

Workflow Setup > Edit

Successful task saved			
Reference No. 1996/2244061983607221 O 1	oved On 199 pm 2024 1256/12		
ransaction Status : Draft			
reduct Date 19 jun 2024 12:54:10			
Details			*
In party ID DIANCORP	Company frame JEPTyTU JPYRULZS TJOYQYSYZL TWONJSW	When REPLAY In a real WID R KP LOW, 1	
(Tecline Date 19 Jun 2024 🖌	Logi Active livice	Inactive	
IP Authorisation Policy	Chere transitions 4		
Signature Set Life	Rides Library Policy Secup		
Note In Rules Library, you will be able to set up sets of re	ins such as transaction limits for different payment types and accounts, and more.		
isting - Total 0 item(s)			
Availatin Raha			Action
	he recently have		Add
Back		Cancel	Save Next

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





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Reference *		Evaluation Type *	
Highest Batch Transaction Amo	unt V	In Between	
Evaluation Value From *	To *	Currency *	
12	134	IDR - Indonesia Rupiah	^
		IDR - Indonesia Rupiah	







Successful task save	ed	
Reference No.: BBC22405190000	7215 () Saved On : 19 jun 2024 10:09:45	
Transaction Status : Draft		
reation Date		
.9 Jun 2024 10:09:43		
Details		
ompany ID	Company Name	Workflow Name
HANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1
ffective Date	Last Active Date	Status
9 Jun 2024 🖌	ennan varan direkt kone. 20	Inactive
ersion	Clone From Version	
Workflow Setup	Clone from Version 1	
ertion Workflow Setup Policy Library Signature Set Library	Clone From Version 1 Clone From Version Policy Setup	
ersion Workflow Setup Policy Library Signature Set Library Note In Signature Set Library, you will be a	Clone From Version 1	s required to complete a task of a certain function.
ersion Workflow Setup Authorisation P Policy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s)	Clone From Version 1 Policy Rules Library Policy Setup ble to set up the sequence and number of reviewers and/or approve	s required to complete a task of a certain function.
erdon Workflow Setup Policy Library Signature Set Library Note In Signature Set Library; you will be a Listing - Total 1 item(s)	Clone From Version 1 Rules Library Policy Setup ble to set up the sequence and number of reviewers and/or approve	s required to complete a task of a certain function.
ersion Workflow Setup Authorisation P Pelicy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s) No. Signature Set Name	Clone From Version 1 Clone From Version N Slipheture Set List	s required to complete a task of a certain function.
ersion Workflow Setup Policy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s) No. Signature Set Name 1 testing	Clone From Version 1 Clone From Version 1 Clone From Version Policy Setup Dele to set up the sequence and number of reviewers and/or approve Signature Set List Sequential 2:[1] MANAGER AND Sequential 2:[1] MANAGER AND	s required to complete a task of a certain function. Action
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ersion Workflow Setup Authorisation P Policy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s) No. Signature Set Name 1 testing	Clone From Version 1 Clone From Version 1 Rules Library Policy Setup ble to set up the sequence and number of reviewers and/or approve ble to set up the sequence and number of reviewers and/or approve Sequential 2: [1] STAFF AND Sequential 2: [1] STAFF B	is required to complete a task of a certain function. Action
erdon Workflow Setup Policy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s) No. Signature Set Name 1 testing	Clone From Version 1 Clone From Version 1 Rules Library Policy Setup Dele to set up the sequence and number of reviewers and/or approve Signature Set List Sequential 2: [1] STAFF A AND Sequential 1: [1] STAFF A	s required to complete a task of a certain function. Action ✓
erson Workflow Setup Authorisation P Policy Library Signature Set Library Note In Signature Set Library, you will be a Listing - Total 1 item(s) No. Signature Set Name 1 testing	Clone From Version 1 Clone From Version 1 Clone From Version Rules Library Policy Setup ble to set up the sequence and number of reviewers and/or approve ble to set up the sequence and number of reviewers and/or approve Sequential 2: [1] MANAGER AND Sequential 2: [1] STAFF A AND Sequential 2: [1] CLERK	s required to complete a task of a certain function. Action Action

Rules Library | Workflow Setup Menu: Administration > Workflow Setup

32

System will show the Edit page with *Acknowledgement Box*





SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup





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Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

35

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P.







STEP 03



Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

System will show the **Dashboard Page**









Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

37

s t e p

Workflow Setup > Listing

Listing						
Company ID CHANCORP	Company ID Company Name CHANCORP JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW					
No.	Version	Workflow Name	Effective Date	Last Active Date	Status	Action
1	<u>37</u>	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	<u>21</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
5	<u>18</u>	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired
6	<u>10</u>	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

System will show the *Workflow Setup > Listing*







Workflow Setup > Edit













Workflow Setup > Edit

	00007223 () saved on i 19 Jun 2024 19 Juses	
ransaction Status : Draft		
reation Date 9 Jun 2024 13:49:23		
Details		^
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HANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1
ffective Date	Last Active Date	Status
9 Jun 2024 🖌	3	Inactive
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	5	
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Signature Set Library Ru	Policy Setup	
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System will show the *Workflow Setup > Edit*





s t e p

	Policy Items	
Details		
Policy Name	Default Currency	
Testing	IDR - Indonesia Rupiah	
isting - Total 0 item(s)		Expand All
Single points team of the Will be user details (user group excepting Policy Details: Authorisation Signature Set : Signature Nority X : [Y] Signature [X] is the sequencing pri [Y] is the number of each Exclude User Detail : Assigned	on). I Policy in condition setup to perform any task approval by Approver. signed to each individual user in company maintenance. Type iority of the Signature Types that should be collected. th Signature Types that should be collected. ied user that is not allow to perform approval.	approvers), and exclude
No. Approver Stage	Action	Change Sequence
	No record(s) found.	
Note: Please ensure to save your ch	hanges before closing.	

System will show the **Policy Items**



Click on the **Add Policy Item**



Policy SetupWorkflow SetupMenu: Administration > Workflow Setup

STEP

1

	Add Pelicy		×
Policy Rules.			
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System will show the **Add Policy pop-up**





	Is Not Data Entry
U	In File Upload =
	Not In Host to Host
	Like Mobile
	= Template =
	Like Mobile 🔤
	Policy Rules
	Rule Details* Remove
	Highest Batch Transaction Amount => IDR 23 AND Initiating Account No. In 800138397600 703165835700 × 1 AND Payment Mode In Bill Payment Domestic Online × AND Transaction Group Is Not Bill Payment × 1 AND Total Batch Transaction Amount = IDR 13 × AND Transaction Group Is Not Bill Payment ×
	AND Total Batch Transaction Amount = IDR 13
	OR Remove
	2 Initiating Account No. In 800138397600 703165835700 AND Payment Mode In Bill Payment Domestic Online X AND Highest Batch Transaction Amount Is Not IDR 23 AND Transaction Source Is Not Data Entry X
	Add Policy Rule





Policy SetupWorkflow SetupMenu: Administration > Workflow Setup

S T E P

		Policy Items	
De	etails		
	Policy Name	Default Currency	
	Testing	IDR - Indonesia Rupiah	
Lis	sting - Total 1 item(s)		Expand All
	Note Under policy litern, there will be diff (user group exception). Policy Details: Authorisation PP Signature Set: Signature assig Priority X : [Y] Signature Tyj [X] is the sequencing priori [Y] is the number of each S Exclude User Detail : Assigned	Terent approval stages with consist of different policy details (rules blicy in condition setup to perform any task approval by Approver, ned to each individual user in company maintenance. pe by of the Signature Types that should be collected. dignature Types that should be collected. user that is not allow to perform approval.	s), signature set details (approvers), and exclude user details
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			lose Save Sequence Add Policy Item
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System will navigate back to **Policy Details page**,



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





STEP



STEP **13**

lesting		IDR - Indonesia Rupiah			
sting - Total 1 item(s)					Collapse All 🔨
Note Under policy item, there (user group exception). • Policy Details: Author • Signature Set : Signa • Priority X : [V] Sig [X] is the sequent [V] is the number • Exclude User Detail :	will be different ap isation Policy in co ure assigned to ea nature Type ing priority of the ! of each Signature Assigned user that	proval stages with consist of different policy de ndition setup to perform any task approval by <i>J</i> th individual user in company maintenance. ignature Types that should be collected. ypes that should be collected. is not allow to perform approval.	tails (rules), signature : φprover.	set details (approvers), and e	xclude user details
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1 Policy : 123 ^		Signature Set : testing		Action 🗸	
Policy Details Highest Batch Trans. Initiating Account N Payment Mode In Bi Transaction Group Is Total Batch Transact OR Initiating Account N Payment Mode In Bi Highest Batch Trans. Transaction Source I Signature Set Details Sequential 1: [1] ST/ Sequential 1: [1] ST/ OR Sequential 1: [1] ST/ OR	xction Amount ⇒ b. In 80013839760 I Payment Jomen Not Bill Payment on Amount = IDR b. In 80013839760 I Payment Joson totion Amount Is i Not Data Entry NAGER AND KK FF A AND FF B FF A	IDR 23 AND I) 703165835700 AND AND 13 I) 703165835700 AND tit Online AND Not IDR 23 AND			
te: Please ensure to save	your changes befo	e dosing.	Close	Save Sequence	1 vicy Item



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





step 14

Task List > Edit

Successful task saved Transaction Status : Draft Creation Date 19 Jun 2024 14:57:45 Details Company ID Workflow Name Company Name JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW CHANCORP WORKFLOW_1 Effective Date Last Active Date Status 19 Jun 2024 🖌 Inactive **Clone From Version** Version 9 5 Workflow Setup Authorisation Policy Policy Library Signature Set Library **Rules Library** Policy Setup

Note

 Policy Sistup 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 approach for certain approach 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)



			Add	
Back	Cancel	Save	Next	

System will navigate back to *Edit page*,





step 14

Task List > Review Details

Details			^
Company ID	Company Name	Workflow Name	
CHANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1	
Effective Date	Last Active Date	Status	
19 Jun 2024	24	Inactive	
Version	Clone From Version		
9	5		
Workflow Setup Authorisation P	olicy		
Policy Library			
Signature Set Library Bul	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
z	Testing2	IDR - Indonesia Rupian
8	Testing3	IDH - Indonesia Rupiah
4	sasklisr	1DR - Indonesia Ruplah
8	lack	Submit

System will navigate to **Review Detail page**,





STEP **15**

Task List > Acknowledgement

Submitted for approval Details Company ID Company Name Workflow Name JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW CHANCORP WORKFLOW_1 Effective Date Last Active Date Status 19 Jun 2024 Inactive Version Clone From Version 9 5 Workflow Setup Authorisation Policy Policy Library 0 Signature Set Library Rules Library Note Policy Setup is where you can create your own Authorisation Policy for various functions e.g. Payments, Services, Settings, and more. For
maximple, 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 Relate Library must be first be configured.

Listing - Total 4 item(s)

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	Testing3	IDR - Indonesia Rupiah	
	tasklist	IDR - Indonesia Rupiah	
r A	ctivities		

1	User	Activities	Date / Time	Remark
	NG89 - NG89	Save	19 Jun 2024 14:57:47	·

Print Don

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





SysAdmin Approval Process



Manu: Workflow Setup

51

BY 🔁 CIMB NIAGA



STEP

Manu: Workflow Setup









TUTORIALOCTOBIZ2024

Manu: Workflow Setup

53

STEP **N7** APPROVER



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Navigate to side menu, Click Task List

2	
4	

Click Transaction Hyperlink



Manu: Workflow Setup

54







TUTORIALOCTOBIZ2024

Back

Manu: Workflow Setup



<complex-block></complex-block>	Workflow Setup				Signature Set Library			(Rules Library				(Policy Setup			
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	equest successfully Reference Ne. : BBC224051900207	y approved Approved On : 19 Jun 2024 15:52:43		(Request successfully app	proved Approved (a) : 1934 3033 (0.033)			Request successi	fully approved	Ø	Request success	fully approved 2000/7221 © Approved On : 19 Jun 2024 13 a	934
	lls				^	Details Company 63 CNANCORP	Langung Term J. PT[P1] (PP00425 T[OVGP5P21, TWORJ5W	Westfram Torres WORKFLOW, 1		Details			Details		
	y ID CORP Date 2024	Coropany Name JEPTJTU JPKULZS TJONQYSYZL TWONJSW Last Active Date	Workflow Nan WORKFLOW Status Inactive	me M_1		efformer Sam 19 jun 2020 armen 4 Mite Adres Tenep Asthewistion 7 dilig	ione danna ministri Storent mariane - N	Sant Jancow		CHANCORP Effective Date 19 Jun 2024 Version 5	Languar Januar JI UTTU JPYKULZS TJOYQYSYZL TWONJSW Lant Active Date - Courter Franc Vension 4	WORKFLOW_1 Source	Company XD CHANCORP Sfleetwor Daw 19 Jun 2024 Version	Company Name JLP17TU JP17TU JP17UL25 TJOOTUS7L2 TWOOLDW Lent Active Date	Workflow Name WORKFLOW, 1 Saturn Inactive
	kflow Setup Authorisation Po	Clone From Version 9				Biguenzes Set Likerey None In Signature, Kat Klinsey, yau will bin also do see Listiyua - Yostal 5 Bisterica)	Rules Librory Pulicy Setup	Avetan.		Workflow Setup Authorisat	Jon Policy Bulas Library Policy Setup		9 Warkflow Setup Pelsy Litrary © Signature Set Litrary	harisation Policy Rules Library Policy Secup	
	ser is allowing to set up Reviewer perover) at one time. mple Workflow Mode only requir athorisation Policy value is Policy quired to complete the workflow.	r and Approver workflow by selecting either by Sim red on how many number of user required to comp Rules tab to set on specific rules such as transactio 4	mple Workflow Mode or Au nplete the workflow. Sion amount, initiating acco	uthorisation Policy (only ount, etc and number o	for fuser	RAL Elignation for Name	Signatura Nac Lin Seguration (L. 1): A Control (Lin Control Research (L. 1): C. 1 Control (Lin Control (Lin Control (Lin Control Research (Lin Control (Lin Control (Lin Control))) Research (Lin Control (Lin Control)) Research (Lin Control) Research (Lin Control)			Noce In Rules Library, you will be able Listing - Total 28 item(s)	to set up sets of rules such as transaction limits for diffe	erc payment types and accounts, and more.	Noce Policy Setup is where Seeinga, and more. I administrative tasks. To set up a policy. Sig	you can create your own Authoritation Pol or example, your company policy requires i this can be set up via Policy Setup, pature Set and Rules Library must be first I	2 licy for various functions e.g. Pay certain approvals for certain pay be configured.
in the second secon		Roviewer Simple Warkflow Mede 🛛	Simple Warkflow Mode	Approver O Authorisation P	olicy O	S Ming	Sequential 11 () () (SLERK AND Sequential 11 () () ANAVAIGR Sequential () () () () () ANA Sequential () () () () () () ANAV			Available Rules Highest Batch Transaction Amount			Listing - Total 4 item(s)		
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If the transaction is succeed, System will show the **Acknowledgement page**



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