

Biz

Aksi dan Kolaborasi

SysAdmin Workflow Setup

TUTORIALOCTOBIZ2024

KEJAR MIMPI



SysAdmin Workflow Setup

SysAdmin – Workflow Setup Untuk mengatur alur kerja yang sederhana dan *Advanced*. Untuk alur kerja yang sederhana, BO dapat menentukan jumlah peran */ Approver* yang diizinkan untuk mengotorisasi tugas (ini dapat dipertahankan untuk setiap fungsi). Selain itu, modul ini juga memungkinkan pemeliharaan alur kerja *Advanced* dimana alur otorisasi dapat diatur dengan kondisi tertentu seperti batas transaksi.



10 Authorisation Policy

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Role	Deskripsi
Maker	User yang bertugas sebagai pembuat Transaksi atau peng-Input data Transaksi
Reviewer	User yang berfungsi sebagai Reviewer untuk melakukan validasi data transaksi yang telah di submit oleh Maker(Opsional)
Approver	User yang bertugas untuk memberikan keputusan (Menolak atau menyetujui Transaksi) terhadap transaksi yang telah dikirim oleh Maker (Dapat diatur secara Berjenjang)
Releaser	User yang berfungsi untuk memberikan keputusan yang sudah disetujui oleh Approver (Opsional)
Viewer	User yang berfungsi untuk melihat Laporan Keuangan saja (Tidak dapat melakukan Transaksi)



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CATATAN: Prasyarat yang harus dimiliki sebelum mengatur Pengaturan Alur Kerja Dapat diatur melalui: BBO Company Maintenance, BBO Onboarding, dan CFO Manage Company Menu

	Company Details							
(Company Name		CIF No.	Enrolled	late			
J	JLPTJTU JPYKULZS TJOYQYS	ZL TWONJSW	11200000211190	02 Feb	024 13:13:40 WIB			
L	Last Effective Change On		Last Modified By	Last App	oved By			
	19 Jun 2024 14:56:41 WIB		NGB9	NGBUA	18			Arahkan ke Hala
								Signaturo Tyno
(Company Details Accourt	t Topping Customized C			April 1922 States and a second s			
	company becaus necour	it lagging Customized s	ervice Package Account Accessibility	File Format Con Sign	ature Type er Group User			Signature Type
	company octails Account	it ragging Customized s	ervice Package Account Accessibility	File Format Cor	er Group User			Signature Type
inature	e Type Listing - Total 4	item(s) in the batch	ervice Package Account Accessibility	File Format Cor	er Group User			Signature Type
gnature	e Type Listing - Total 4	item(s) in the batch	ervice Package Account Accessibility	File Format Cor	er Group User	^		Dibutuhkan <i>List</i>
gnature No.	e Type Listing - Total 4	item(s) in the batch	ervice Package Account Accessibility	File Format Core Sign	er Group User	^	2	Dibutuhkan <i>List</i>
gnature No.	e Type Listing - Total 4	item(s) in the batch	ervice Package Account Accessibility	File Format Corrections Sign	ub-Action Txn Status	Ŷ	2	Dibutuhkan <i>List</i> <i>Signature Type</i>
gnature No.	e Type Listing - Total 4 Signature Type 🗘	item(s) in the batch Description \$ the clerk	ervice Package Account Accessibility	File Format Core Sign Users Assigned? Yes	sub-Action Txn Status	^	2	Dibutuhkan <i>List</i> <i>Signature Type</i>
no.	e Type Listing - Total 4 Signature Type \$ CLERK MANAGER	item(s) in the batch Description the clerk The manager	ervice Package Account Accessibility	File Format Con Sign Users Assigned? Yes	sub-Action Txn Status	^	2	Dibutuhkan <i>List</i> <i>Signature Type</i>
gnature No. 1	e Type Listing - Total 4 Signature Type \$ CLERK MANAGER	item(s) in the batch Description the clerk The manager	ervice Package Account Accessibility	File Format Corrections Sign Users Assigned? Yes Yes	er Group User Sub-Action Txn Status -	^	2	Dibutuhkan <i>List</i> <i>Signature Type</i>
no.	e Type Listing - Total 4 Signature Type 🗘 CLERK MANAGER STAFF A	item(s) in the batch Description the clerk The manager the staff a	ervice Package Account Accessibility	File Format Con Sign Users Assigned? Yes Yes Yes	ature Type er Group User iub-Action Txn Status - - -	^	2	Dibutuhkan <i>List</i> <i>Signature Type</i>
no. 1 2 3 4	e Type Listing - Total 4 Signature Type \$ CLERK MANAGER STAFF A STAFF B	item(s) in the batch Description the clerk The manager the staff a the staff b	ervice Package Account Accessibility	File Format Con Sign Users Assigned? Yes Yes Yes	ature Type er Group User	^	2	Dibutuhkan <i>List</i> <i>Signature Type</i>



Signature Type | Workflow Setup

Menu: Administration > Workflow Setup



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SysAdmin Workflow Setup



Workflow Setup



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Workflow Setup Menu: Administration > Workflow Setup

LANGKAH

03



Sistem akan **menampilkan** halaman Dashboard



Arahkan **Kursor ke** *Administration*



Klik Workflow Setup



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LANGKAH



Workflow Setup > Listing

Listing						
Company ID CHANCOR	Р	Company JLPTJTU	Name 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	18	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	

Sistem akan menampilkan halaman **Workflow Setup >** Listing







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Workflow Setup > Edit

			Administration				
Transaction Status : Draft			2				
Creation Date 19 Jun 2024 15:47:39			Manage Company	0	×	1	*
			Manage Notifications	0	~	1	~
Details			User Status and Secure Token	0		1	
Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJOYQYSYZL	Worldfow Name WORKFLOW_1					
	TWONJSW		Workflow Setup	0	~	1	~
19 Jun 2024	Last Active Date	Inactive					
Version 10	Clone From Version 9		81-FAST Alias Maintenance	•	•	* N	JA.
Workflow Setup Authorisation F	Policy		BI-FAST Alias Registration	0	•	• N	/A
			Manage Beneficiary	0	-	~ N	/A
User is allowing to set up Reviews Approver) at one time.	er and Approver workflow by selecting either by Simp	le Workflow Mode or Authorisation Policy (only for					
 Simple workflow Mode only required Authorisation Policy value is Policy required to complete the workflow 	y Rules tab to set on specific rules such as transaction w.	n amount, initiating account, etc and number of user	Manage Recurring	0		✓ N.	.'A
	Backsoner	Anorowor 0	Manage Template	0	1	✓ N.	/A
Functions	Simple Workflow Mode 0	Simple Workflow Mode Authorisation Policy O	Stop Playment	0		~ N	/A
Administration			^				
Manage Company	• •	1 ~ N/A	Back		Cancel	3	
	0 ~	1 ~ N/A					
Manage Notifications							

Sistem akan menampilkan halaman **Workflow Setup > Edit**





Workflow Setup Menu: Administration > Workflow Setup

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Details Company ID Company Name CHANCORP JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW Effective Date Last Active Date 19 Jun 2024

Version 10 9

Workflow Setup Authorisation Policy

Task List > Review Details

Note

User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorisation Policy (only for

Oper a anoming to see up encounter and approve worknow or seecang tense by ample worknow mode or valuatoriaator solar yoing (only for Approved 1 or one time.
 Simple Workflow Mode only required on how many number of user required to complete the workflow.
 Authorisation follow/ value is Palety Valuest ab to see on specific rules such as transaction amount, initiating account, etc and number of user
 required to complete the workflow.

Workflow Name

WORKFLOW 1

Status

Inactive

	Reviewer			Арр	rover O	
Functions	Simple Workflo	w Mode 0	Simple Workflo	w Mode	Authorisation P	olicy O
Administration						^
Manage Company	0	*	8	×	N/A	×
Manage Notifications	0	×.	÷	~	N/A	~
User Status and Secure Token	0		÷	~	N/A	×
Workflow Setup	0	~	1	~	N/A	×

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

Sistem akan menampilkan halaman **Review Details**







SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



Menu: Administration > Workflow Setup

Tab	Description
Authorisation Policy / Policy Setup	 Fungsi dari 'Authorisation Policy' adalah untuk menentukan 'Signature Sets' mana yang diperlukan untuk melanjutkan tugas ke tahap alur kerja berikutnya setiap kali 'Rules' (Kondisi) tertentu terpenuhi. Kombinasi 'Rules' + 'The Signature Set' ini dikenal sebagai Item Policy Sets. Dapat terdapat beberapa Item Kebijakan per Authorisation Policy. Setiap kali transaksi memenuhi 'Rules' yang ditentukan dalam 'Policy Item', 'The Signature Set' yang digabungkan dengan 'Policy' akan digunakan un menentukan 'Signature Set' dan berapa banyak yang diperlukan sebelum transaksi dapat melanjutkan ke tahap alur kerja berikutnya. Dalam Authorisation Policy, pengguna juga perlu mendefinisikan item-item di bawah ini: Anchor Currency: Untuk digunakan selama evaluasi aturan berbasis jumlah, terlepas dari mata uang sumber, jika tidak ada mata uang yang ditentukan untuk aturan berbasis Jumlah Transaksi, jumlah sumber akan selalu dikonversi ke dalam mata uang jangkar sebelum evaluasi. Penggu dapat secara eksplisit menentukan mata uang lain saat menentukan aturan berbasis Jumlah Transaksi. Jika hal ini dilakukan, maka untuk aturan tersebut, evaluasi akan dilakukan dalam mata uang tersebut. Sequence of 'Policy Item': Untuk menentukan prioritas Policy Item mana yang akan dievaluasi oleh mesin workflow terlebih dahulu. Excluded User: Untuk mengecualikan pengguna tertentu dari menyetujui transaksi yang terkena dampak.
Signature Set	 'Signature Set' adalah kumpulan Jenis Signature (dapat dikonfigurasi melalui BBO Company Maintenance) yang harus dikumpulkan agar transaksi dapat dilanjutkan ke tahap alur kerja berikutnya. Ini mendefinisikan:: A. Jumlah setiap Jenis Signature yang dibutuhkan. B. Urutan dimana Signature harus dikumpulkan (prioritas), jika ada. BBO User / Company Admin dapat mendefinisikan beberapa Workflow dalam satu Signature Set menggunakan operator OR. A. Sistem akan melakukan pengecekan di CFO Task List, jika Signature Type tidak lagi berlaku, sistem akan menghapus transaksi yang terkena dampak dari Authorisers' Task List. B. Perhatikan contoh Signature Set di bawah ini:
Rules Library	 Rules adalah kondisi yang digunakan untuk menentukan Signature Set mana yang digunakan. Terdapat 5 jenis aturan yang tersedia di dalam sistem Product (Provider Product Group, contoh: Transfer dalam CIMB Niaga) Payment Mode (misal: Rekening Sendiri) Jumlah Transaksi Batch Tertinggi (Jumlah transaksi tertinggi dalam batch) Total Jumlah Transaksi Batch (Total jumlah transaksi dalam batch) Initiating Account No. (Nomor Rekening Debit untuk Pembayaran) Sumber Transaksi (Entri Data - Manual input via Data Entry / Template - Load from Templates)





SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



Signature Set Library | Workflow Setup

Menu: Administration > Workflow Setup

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Menu: Administration > Workflow Setup

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Signature Set Library | Workflow Setup

Menu: Administration > Workflow Setup

Sistem akan **menampilkan** halaman Dashboard



Arahkan **Kursor ke** *Administration*



Klik Workflow Setup



04

Workflow Setup > Listing

Listing						
Company ID CHANCOR	Р	Company Nam JLPTJTU JPYK	e KULZS TJOYQYSYZL TWONJSW			
No.	Version	Workflow Name	Effective Date	Last Active Date S	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	<u>23</u>	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	<u>5</u>	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	

Sistem akan menampilkan halaman **Workflow Setup >** *Listing*







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Signature Set Library | Workflow Setup

Menu: Administration > Workflow Setup

Sistem akan menampilkan halaman **Workflow Setup > Edit**





06

Details		
Company ID	Warkflow Narew	
CHANCORP	WORKFLOW,1	
ignature Set Name * 🚺	Slage *	
Enter	Approver Stage	
4 item(s)		
Note		
 Available signature types value is retrieved from company manenance m Drag the "Available Signature Types" options, and drop the rules options into 	suies sagnature type). Signature Set" box. You may also change sequential number to re-arrange the sequence.	
Swarch Available Signature Types		
Enter		
lada Signature Types		
LERK		=
ANAGER		
TAFF A		
TAFF B		=
sature Sat		
Signature Set Details*		
		Add Signature Set Detail
(de	ese Duplicate Check Confirm
7		

Sistem akan menampilkan halaman **Pop-Up Add Signature Set**



Drag **Jenis** *Signature* yang tersedia ke **Tabel** *Signature Set*

Klik Add Signature Set Details



07			
l	Enter		
	Available Signature Types		
	CLERK	=	
	MANAGER		Sistem akan menampilkan Tabel lain
Signature	Starr A	Remove	1 Tambahkan <i>Signature set</i> yang lain untuk membuat
1	Sequential 2 v : [1 v) MANAGER X AND Sequential		baru
OR		Remove	2 Klik Confirm
2			
		Add Signature Set Detail	
	Close	Duplicate Check	
		TUTORIALOCTOBIZ2024	BY

BY CIMBNIAGA

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Reference No.: BBC224051900	007215 () Saved On : 19 Jun 2024 10:09:45	
Transaction Status : Draft		
reation Date 19 Jun 2024 10:09:43		
Details		
Company ID CHANCORP	Company Nama JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	Workflow Name WORKFLOW_1
ffective Date	Last Active Date	Status Inactive
resion	Clone From Version	
1	1	
Workflow Setup Authorisation Policy Library Signature Set Library	1 Policy Rules Library Policy Setup	
Workflow Setup Authorisation Pelcy Library Signature Set Library Note In Signature Set Library, you will be leting a Total 1 (tem/s)	1 Policy Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve	s required to complete a task of a certain function.
Workflow Setup Authorisation Peloy Library Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name	Policy Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List	s required to complete a task of a certain function.
Workflow Setup Authorisation Policy Library Signature Set Library Signature Set Library, you will be Signature Set Library, you will be In Signature Set Library, you will be Signature Set Library, you will be In Signature Set Library Signature Set Library, you will be In Signature Set Library Signature Set Library, you will be	Policy Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Sequencial 1: [1] IMANAGER AND Sequencial 1: [1] STAFF A AND Sequencial 2: [1] STAFF A AND	is required to complete a task of a certain function. Action Action

Signature Set Library | Workflow Setup

Menu: Administration > Workflow Setup

Sistem akan menampilkan Halaman Edit dan menampilkan **Box Acknowledgement**





SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



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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)



Rules Library | Workflow Setup Menu: Administration > Workflow Setup



Rules Library | Workflow Setup Menu: Administration > Workflow Setup

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Rules Library | Workflow Setup Menu: Administration > Workflow Setup

Sistem akan **menampilkan** halaman Dashboard



Arahkan **Kursor ke** *Administration*



Klik Workflow Setup



Rules Library | Workflow Setup Menu: Administration > Workflow Setup



LANGKAH

Workflow Setup > Listing

Listing						
Company ID	Р	Company N JLPTJTU J	lame PYKULZS 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	18	WORKFLOW_1	20 Jun 2024	20 Jun 2024	Expired	
6	<u>10</u>	WORKFLOW_1	19 Jun 2024	20 Jun 2024	Expired	
7	2	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	

Sistem akan menampilkan halaman **Workflow Setup >** Listing







Workflow Setup > Edit

Successful task saved	Sevend Ge : 193,012624 1256:17		
ransaction Status : Draft			
enter Date 9 jun 2024 12:54:10			
etails			*
et source Hit	Company Rame	Which its/hope Play tree	
GANCORP	JEPTITU JPYKULZS TJOPQYSYZL TWONJŚW	WORKPLOW,1	
i jun 2024 🖌	Karat Autore Balance	Inactive	
IP Authorisation Policy	Derez Austri Versias:		
Signature Set Life	Rules Library Policy Setup		
Note In Rules Library, you will be able to set up sets of	nules such as transaction limits for eliferent payment types and accounts, and econ.		
ating - Tatal 0 item(s)			
Availabia Mulea			Action
	the recently haved		Add
Back		Cancal	Lave Net

Sistem akan menampilkan halaman **Workflow Setup > Edit**





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Reference *		Evaluation Type *	
Highest Batch Transaction Am	ount	∽ In Between	
Evaluation Value From *	To *	Currency *	
Evaluation Value From *	To *	Currency *	
12	134	IDR - Indonesia Rupiah	
		IDR - Indonesia Rupiah	

Sistem akan menampilkan halaman **Rules Details**



Pilih **References**



Masukan **Evaluation Type**



4

Lengkapi **Detail** yang tersisa

Klik **Add**



07

	/ed	
Reference No. : BBC2240519000	007215 🚫 Saved On : 19 jun 2024 10:09:45	
ransaction 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 🖌	<i>a</i>	Inactive
ersion	Clone From Version	
	1	
ALL STREAM AND A ST		
Signature Set Library	Rules Library Policy Setup	
Signature Set Library Note In Signature Set Library, you will be	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve	s required to complete a task of a certain function.
Signature Set Library Note In Signature Set Library, you will be isting - Total 1 item(s)	Rules Library Policy Setup	s required to complete a task of a certain function.
Signature Set Library Note In Signature Set Library, you will be isting - Total 1 item(s) No. Signature Set Name	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signeture Set List	s required to complete a task of a certain function. Action
Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name 1 texting	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List Signature Set List Sequential 2: [1] MANAGER AND	s required to complete a task of a certain function. Action Action
Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name 1 testing	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK OR Sequential 1: [1] STAFF A AND	s required to complete a task of a certain function. Action Action
Signature Set Library Note In Signature Set Library, you will be Listing - Total 1 item(s) No. Signature Set Name 1 testing	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Sequencial 2: [1] MANAGER AND Sequencial 1: [1] ICLERK OR Sequencial 1: [1] STAFF A AND Sequencial 2: [1] STAFF B OR	s required to complete a task of a certain function. Action Action
Signature Set Library Note In Signature Set Library, you will be isting - Total 1 item(s) No. Signature Set Name 1 texting	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List Sequential 2: [1] MANAGER AND Sequential 1: [1] STAFF AND Sequential 2: [1] STAFF AND	s required to complete a task of a certain function. Action ✓
Signature Set Library Note In Signature Set Library, you will be listing - Total 1 item(s) No. Signature Set Name 1 tetting	Rules Library Policy Setup able to set up the sequence and number of reviewers and/or approve Signature Set List Sequential 2: [1] MANAGER AND Sequential 1: [1] CLERK Sequential 1: [1] STAFF A AND Sequential 1: [1] STAFF A D Sequential 1: [1] STAFF A D Sequential 1: [1] STAFF A 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

Sistem akan menampilkan Halaman Edit dan menampilkan **Box Acknowledgement**





SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup



Policy Setup | Workflow Setup Menu: Administration > Workflow Setup



Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

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Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

Sistem akan **menampilkan** halaman Dashboard



Arahkan **Kursor ke** *Administration*



Klik Workflow Setup



Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

04

LANGKAH

Workflow Setup > Listing

Listing						
Company ID CHANCORP	5	Company N JLPTJTU J	lame PYKULZS TJOYQYSYZL 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	<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		02 Eeb 2024	10 1-0 2024	(Product)	

Sistem akan menampilkan halaman **Workflow Setup >** Listing





BY CIMB NIAGA

05

CORECTION CONTRACTOR STATEMENT Reference No. : BBC224061	saved 900007223 () Saved On : 19 Jun 2024 13:49:25	\checkmark
Transaction Status : Draft		
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Details		^
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CHANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1
Effective Date	Last Active Date	Status
19 jun 2024 🖌		Inactive
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Note • Policy Setup is where you c more. For example, your co up via Policy Setup. • To set up a policy, Signature	an create your own Authorisation Policy for various fu mpany policy requires certain approvals for certain p e Set and Rules Library must be first be configured.	inctions e.g. Payments, Services, Settlings, and ayments and administrative tasks; this can be set
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Sistem akan menampilkan halaman **Workflow Setup > Edit**





Pilih **Policy Setup**

3 Klik Add



	Add Authorisation Policy	× Sistem akan menampilkan
Policy Name *	Policy Description *	halaman Add Authorisatio Policy
Default Currency * IDR - Indonesia Rupiah		Lengkapi seluruh Detail
/R - Indonesia Rupiah	Ciose	2 Klik Add



40



Workflow Setup > Edit

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Sistem akan menampilkan halaman **Workflow Setup > Edit**





80

	Polic	y Items		
Details				
Policy Name	Default Currency			
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Sistem akan menampilkan halaman **Policy Items**





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istem akan menampilkan alaman **Add Policy**



Isi bagian **Policy Item** & **Signature Set**



43

LANGKAH

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Policy Rules	
Rule De	alis* Rem
1	Highest Batch Transaction Amount ⇒ IDR 23 AND Initiating Account No. In 800138397600 703165835700 X AND Payment Mode In Bill Payment Domestic Online X AND Total Batch Transaction Amount = IDR 13 X
	AND Total Batch Transaction Amount = IDR 13
OR	Rem
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 Setup | Workflow Setup Menu: Administration > Workflow Setup

	Policy Items	
Details		
Policy Name	Default Currency	
Testing	IDR - Indonesia Rupiah	
Listing - Total 1 item	(\$)	Expand A
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Sistem akan mengarahkan kembali ke halaman **Policy Details**,



Klik **Expand** untuk melihat **Detail**







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. Action Approver Stage Change Sec Action 🗸 🔗 🕑 1 Policy : 123 ^ Signature Set : testing 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 Sequential 1: [1] STAFF A Exclude User Details N/A Note: Please ensure to save your changes before closing. Save Sequence **₄icy** Item

Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

Sistem akan mengarahkan kembali ke halaman **Policy Details**,





Policy Setup | Workflow Setup Menu: Administration > Workflow Setup

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LANGKAH

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Task List > Edit Successful task saved (a) Reference No.; BBC224001900007228 (b) Reference No.; BBC224001900007228 (c) Reference No.; BBC224001900007288 (c) Reference No.; BBC2240019000000000000000000000000000000000	Task List → Edit	
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Version Clone From Version	Version	Clone From Version

Note

Listing - Total 4 item(s)

1 Testing

2 Testing2

3 Testing3

4 tasklist

Back

Workflow Name

WORKFLOW_1 Status Inactive

 Policy Setup is where you can create your own Authoritation 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, Signiture Set and Rules Library must be first be configured.

IDR - Indonesia Rupiah

IDR - Indonesia Rupiah

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Sistem akan mengarahkan kembali ke halaman **Edit**,





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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	*	Inactive	
Version	Clone From Version		
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Workflow Setup Authorisat	ion Policy		
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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 💲
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z	Testing2	1DR - Indonesia Rupian
3	Testing3	IDH - Indonesia Rupiah
4	tasklisr	IDR - Indonesia Rupiah
	net	Submit

Sistem akan mengarahkan ke halaman *Review Detail*,





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Task List > Acknowledgement

Submitted for approval Statemence No. : BBC224061900007228							
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ANCORP	JLPTJTU JPYKULZS TJOYQYSYZL TWONJSW	WORKFLOW_1					
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Policy Setup | Workflow Setup

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Sistem akan menampilkan Halaman Edit dan menampilkan **Box** Acknowledgement





SysAdmin Approval Process



Manu: Workflow Setup

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BY 🔁 CIMB NIAGA



LANGKAH

Manu: Workflow Setup





TUTORIALOCTOBIZ2024

Manu: Workflow Setup

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LANGKAH







Arahkan pada menu disamping, **klik** *Task List*



Klik **Hyperlink** transaksi yang diinginkan



Manu: Workflow Setup

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LANGKAH





Tinjau ulang transaksi yang telah di kirim ,

> Jika sudah sesuai, klik Approve

Klik **Yes**

Back

Manu: Workflow Setup

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LANGKAH



\subset	Workflow Set	up			Signature Set Lil	orary)		Rules Libr	ary		Policy Setup	
Task List > Acknowledgement		Task List > Acknowledgement	Task List > Acknowledgement			Task List > Acknowledgement			Task List > Acknowledgement			
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Jika transaksi Berhasil, sistem akan menampilkan halaman Acknowledgement



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