

OCTO Biz

SysAdmin
Workflow Setup

TUTORIAL OCTOBIZ 2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*





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.

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Policy

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)

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

Company Maintenance > Details

Company Details

Company Name JLPTJTU JPYKULZS TJOYQYSYQL 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 Cor
1 Signature Type er Group User

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	-	-

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1 Arahkan ke **Halaman Signature Type**

2 Dibutuhkan **List** untuk **Signature Type**

Company Maintenance > Details

Company Details

Company Name JLPTJTU JPYKULZS TJOYQSYZL 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 Contact Info Signature Type User Group

User 

Search

Search By  User Name Enter Search

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	ADMIN1	ChanpreetAdmin	+621323244124	chanyeiq@gmail.com	No	Secure Token (Software)	No	Edit	-
2	ADMIN2	ChanpreetAdmin	+621323244124	chanyeiq@gmail.com	No	Secure Token (Software)	No	Edit	-
3	EDIT TESTING	Fortesting	+6224242424	emailtesting1@gmail.com	No	Secure Token (Software)	No	Edit	-
4	Fortesting_	Fortesting	+622424247272	emailtesting1@gmail.com	No	-	No	Edit	-
5	Fortestinggg2	Fortesting2	+622424247272	emailtesting1@gmail.com	Yes	-	Yes	-	-

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User Details

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

Belongs to User Group

No.	User Group	Sysadmin	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 TJOYQSYZL TWONJSW	CHANCORP v10 testing#ex-v10-18cd34e6-7971-4a2d-9af8-6cc04e1aeb8	
2	CHANCORP	JLPTJTU JPYKULZS TJOYQSYZL TWONJSW	CHANCORP v10 testing#ex-v10-28f1eaef-12c9-4bf2-ba54-996c134925088	
3	CHANCORP	JLPTJTU JPYKULZS TJOYQSYZL TWONJSW	CHANCORP v10 testing#ex-v10-546afac6-9f6b-4fb1-b591-6b0694aa4ed8	

1 Klik Bagian *User*

2 Klik *Hyperlink* pada *User ID*

3 Periksa *User* apakah sudah terhubung dengan *Signature Type*

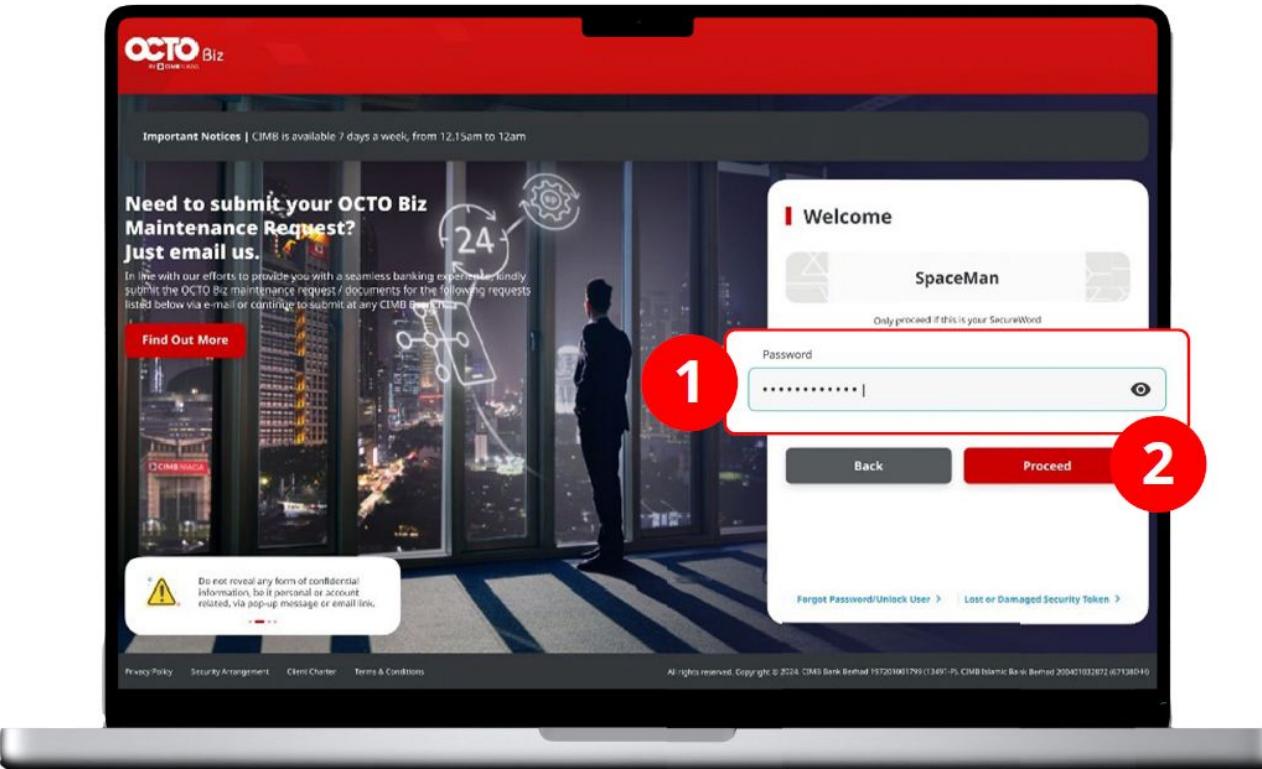


SysAdmin **Workflow Setup**

01



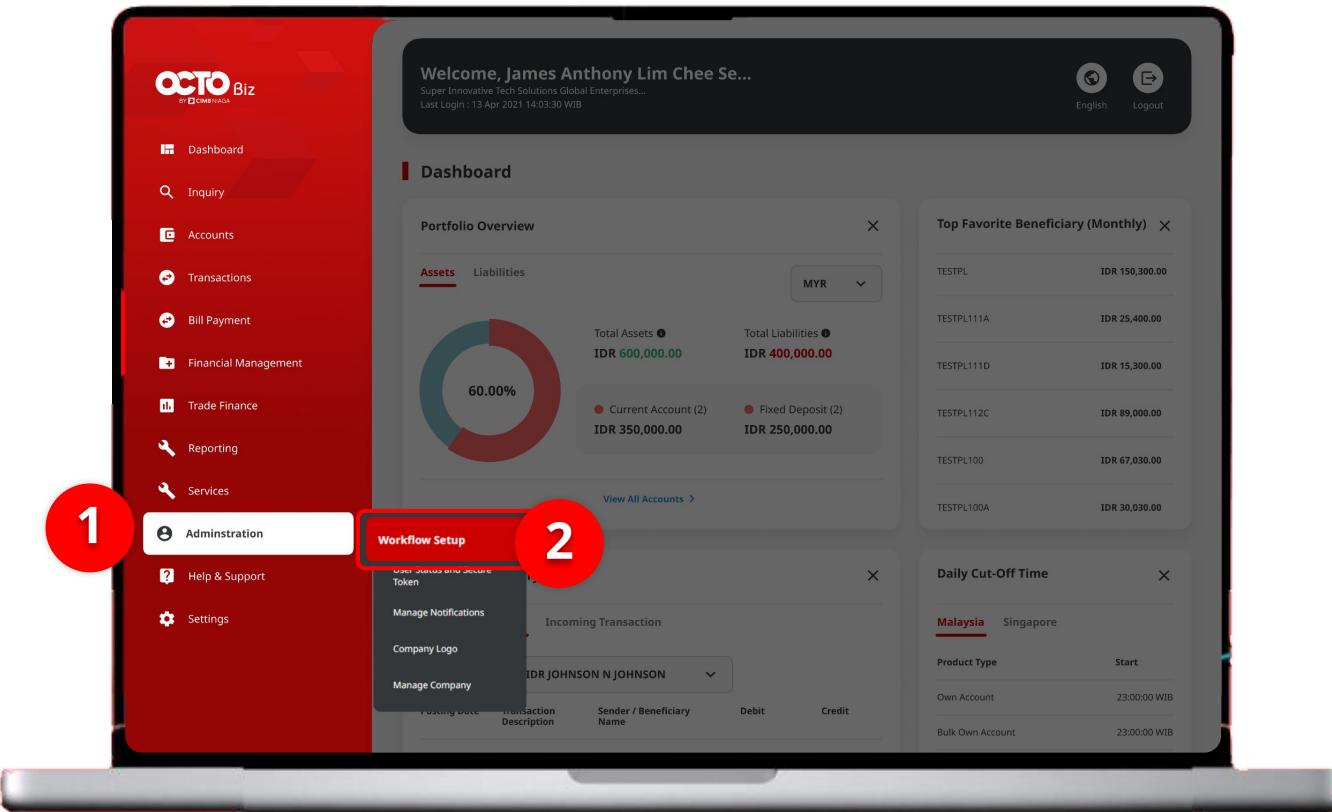
- 1 Masuk menggunakan **CFO administrator**. Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**



- 1 Isi **Password**
- 2 Klik **Proceed**

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Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke **Administration**

2 Klik **Workflow Setup**

Workflow Setup > Listing

Listing

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

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

1 Klik **Duplicate**

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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: JLPTJU JPKULZS TJOYQYSYL TWONJSW	Workflow Name: WORKFLOW_1
Effective Date: 19 Jun 2024	Last Active Date:	Status: Inactive
Version: 10	Clone From Version: 9	

Workflow Setup

Note:

- User is allowing to set up Reviewer and Approver workflow by selecting either 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 Authorisation Policy

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

Administration

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

Back Cancel Next

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

- 1 Klik **Workflow Setup**
- 2 Pilih **Setup** yang ingin diubah
- 3 Klik **Next**

LANGKAH

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Task List > Review Details

Details			
Company ID CHANCORP	Company Name JLPTJU JPYKULZS TJOYQYSY2L TWOJNSW	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 Approval type of workflow).
- 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.

Reviewer	Approver
Simple Workflow Mode	Simple Workflow Mode
Authorisation Policy	

Functions

Administration
Manage Company
Manage Notifications
User Status and Secure Token
Workflow Setup

Payment

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

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

Back **Submit**

Sistem akan menampilkan halaman **Review Details**

1 Klik **Submit**



SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

Tab	Description
Authorisation Policy / Policy Setup	<p>1. 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.</p> <p>2. Setiap kali transaksi memenuhi 'Rules' yang ditentukan dalam 'Policy Item', 'The Signature Set' yang digabungkan dengan 'Policy' akan digunakan untuk menentukan 'Signature Set' dan berapa banyak yang diperlukan sebelum transaksi dapat melanjutkan ke tahap alur kerja berikutnya.</p> <p>3. Dalam Authorisation Policy, pengguna juga perlu mendefinisikan item-item di bawah ini:</p> <ul style="list-style-type: none"> • 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. Pengguna 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	<p>1. '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:</p> <ol style="list-style-type: none"> Jumlah setiap Jenis Signature yang dibutuhkan. Urutan dimana Signature harus dikumpulkan (prioritas), jika ada. <p>2. BBO User / Company Admin dapat mendefinisikan beberapa Workflow dalam satu Signature Set menggunakan operator OR.</p> <ol style="list-style-type: none"> 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. Perhatikan contoh Signature Set di bawah ini: <ul style="list-style-type: none"> Jalur 1: Asisten Manajer (Seq 1, No. Pemberi Persetujuan 2) Jalur 2: Petugas (Seq 1, No. otorisator 1) + Manajer (Seq 2, No. otorisator 1) <ul style="list-style-type: none"> I. Untuk transaksi yang menggunakan Signature Set ini, transaksi akan dialihkan ke 'Asisten Manajer' Task List dan 'Petugas' II. Jika 'Asisten Manajer' menyetujui transaksi tersebut, jalur 2 akan dinonaktifkan, Task akan dihapus dari Task List 'Petugas'. III. Begitu juga sebaliknya, jika 'Petugas' menyetujui transaksi, jalur 1 akan dinonaktifkan, Task akan dihapus dari Task List 'Asisten Manajer'.
Rules Library	<p>Rules adalah kondisi yang digunakan untuk menentukan Signature Set mana yang digunakan. Terdapat 5 jenis aturan yang tersedia di dalam sistem</p> <ul style="list-style-type: none"> • 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

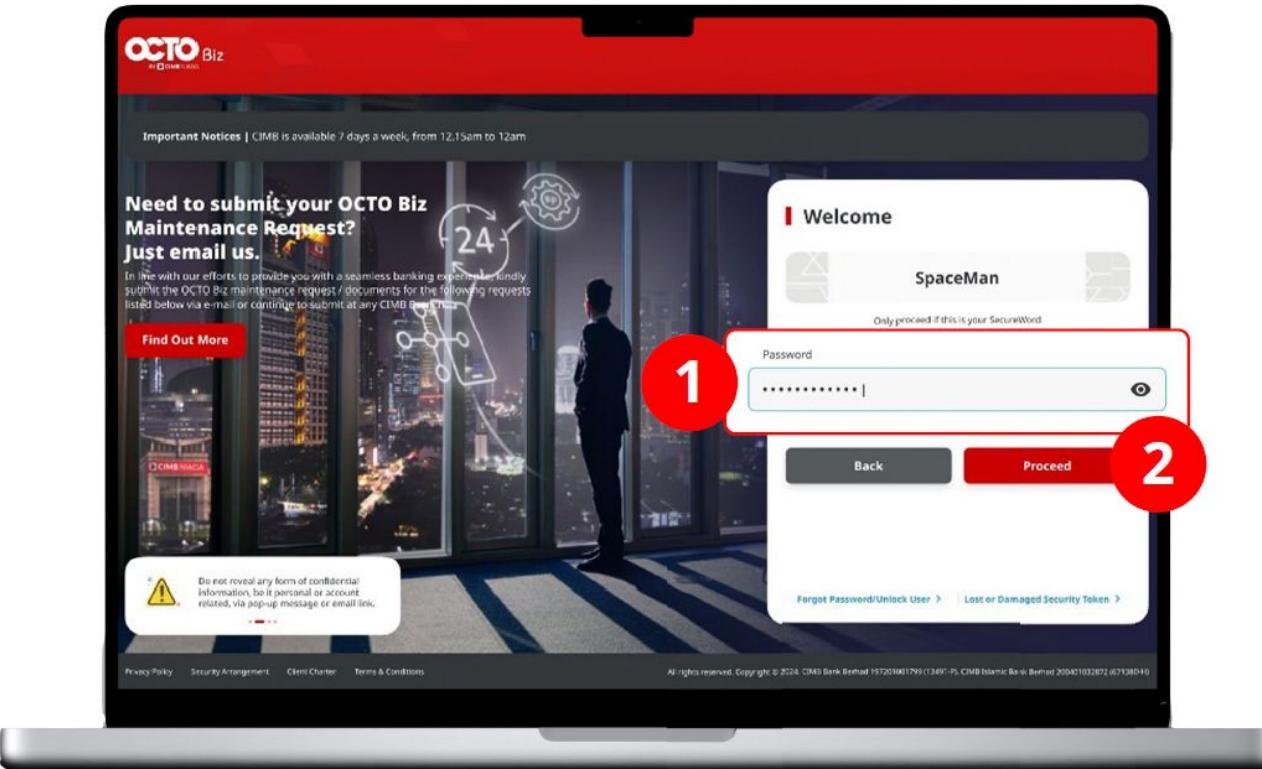
01



- 1 Masuk menggunakan **CFO administrator**. Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**

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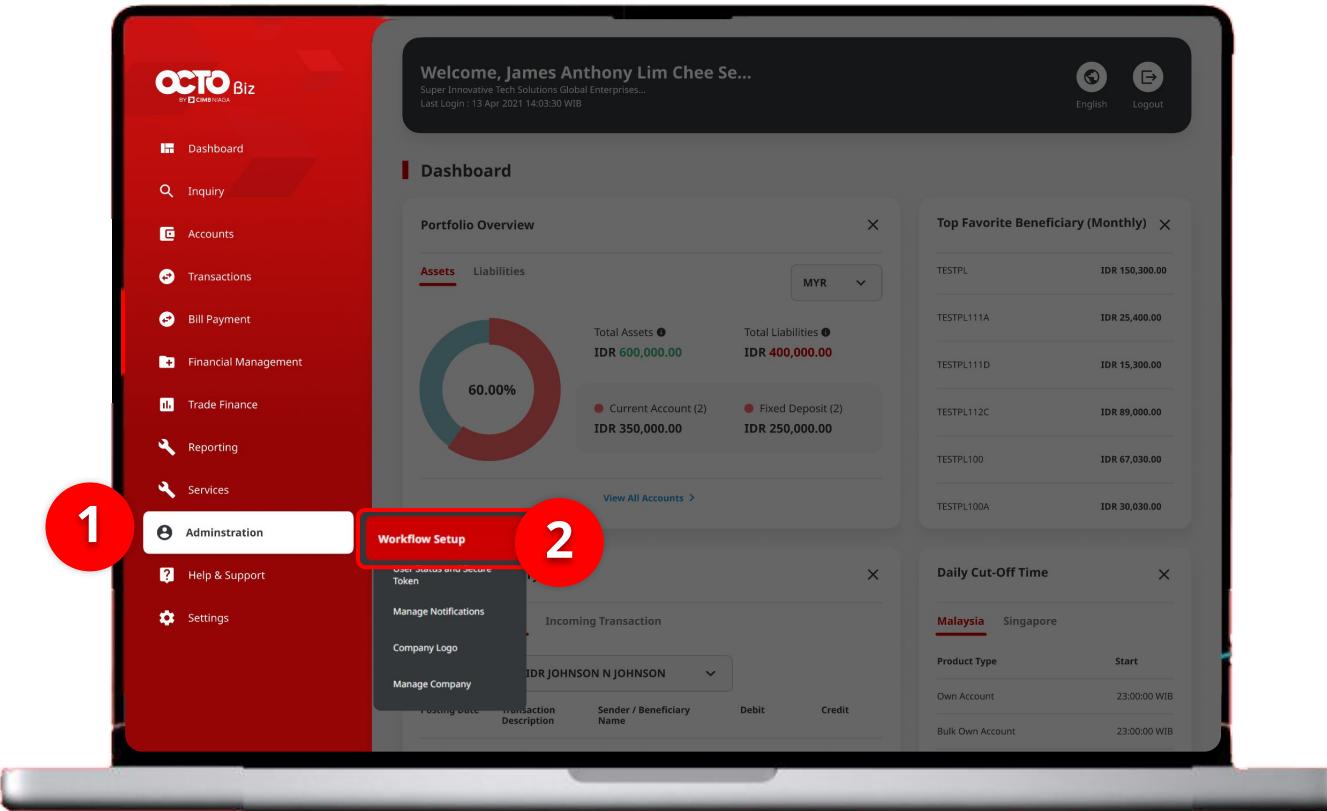
02



- 1 Isi **Password**
- 2 Klik **Proceed**

LANGKAH

03



Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke **Administration**

2 Klik **Workflow Setup**

Workflow Setup > Listing

Listing

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

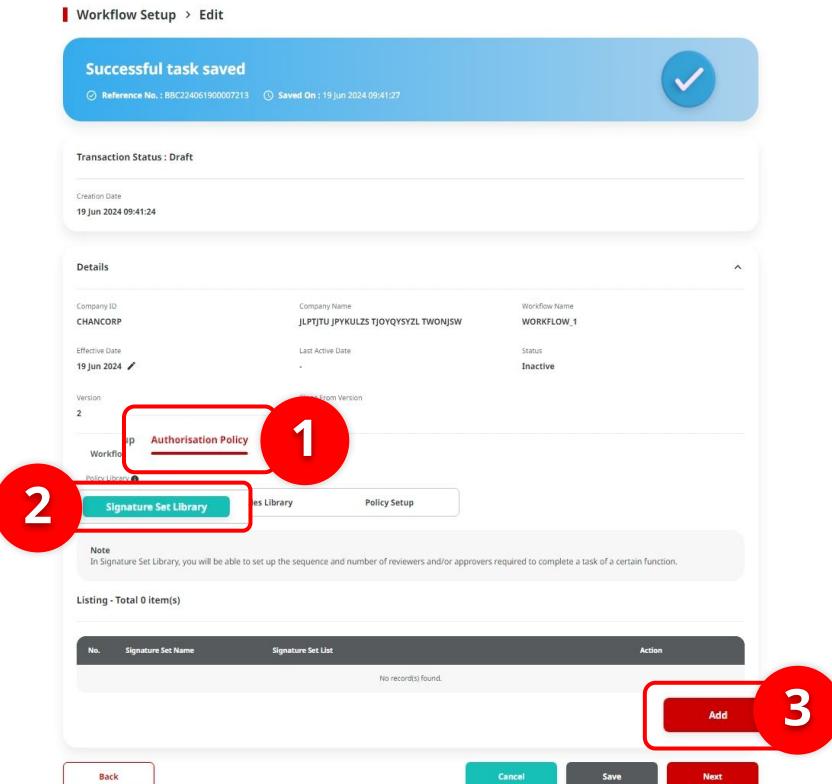
1

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

1 Klik **Duplicate**

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05

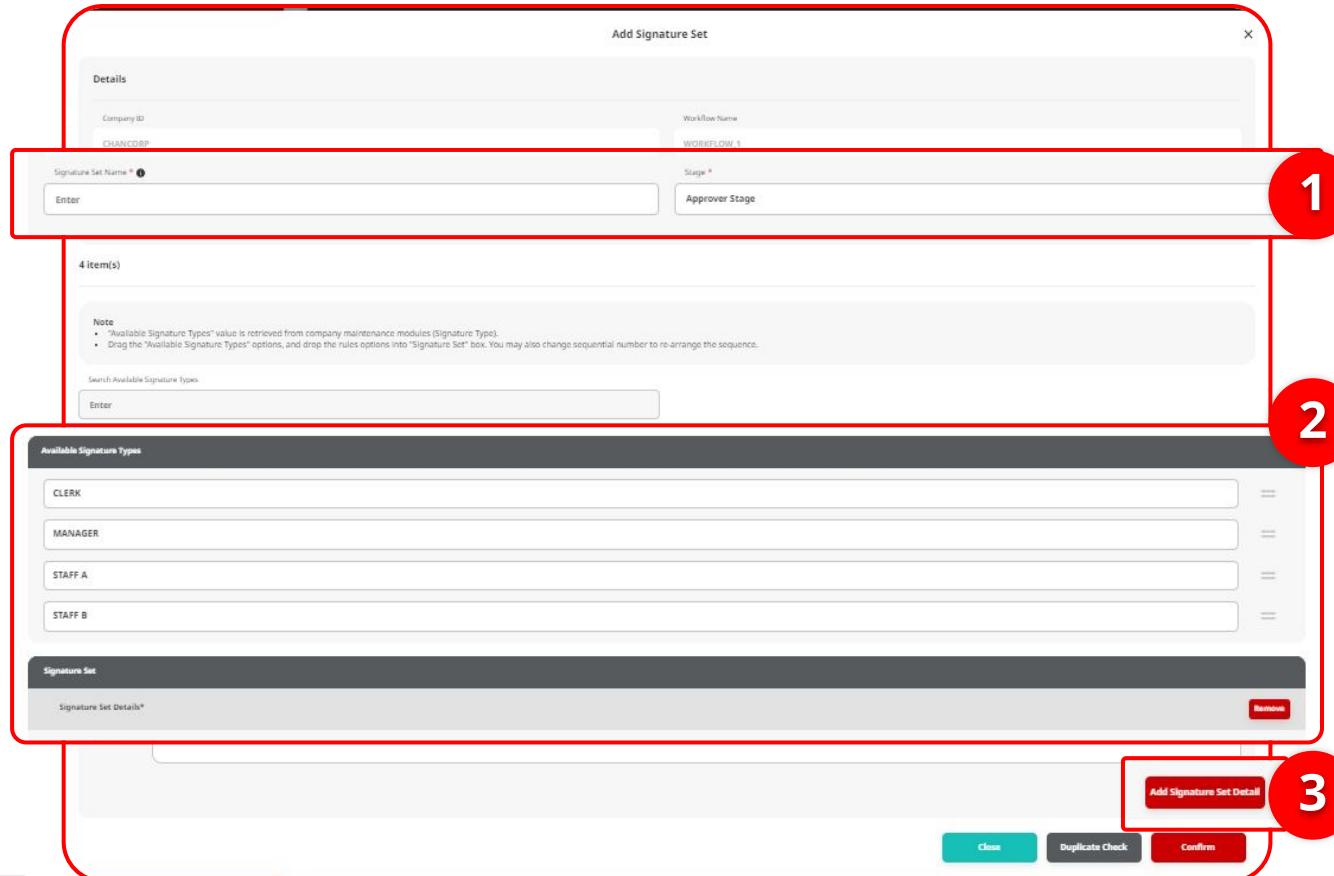


Sistem akan menampilkan halaman **Workflow Setup > Edit**

- 1 Klik **Authorisation Policy**
- 2 Pilih **Signature Set Library**
- 3 Klik **Add**

LANGKAH

06

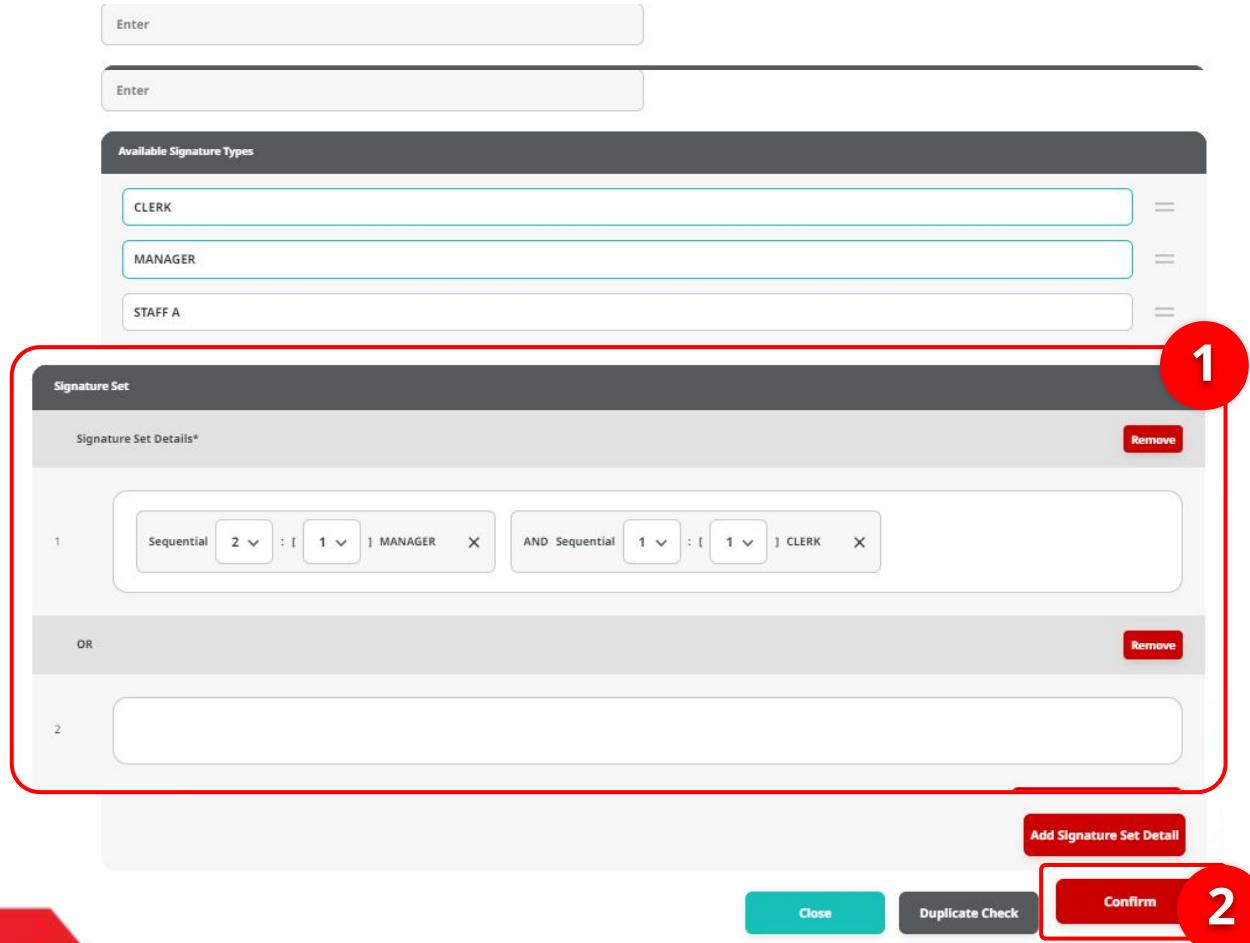


Sistem akan menampilkan halaman **Pop-Up Add Signature Set**

- 1 Lengkapi **Signature Name & Stage**
- 2 Drag **Jenis Signature** yang tersedia ke **Tabel Signature Set**
- 3 Klik **Add Signature Set Details**

LANGKAH

07



Sistem akan menampilkan **Tabel lain**

- 1 Tambahkan **Signature set** yang **lain** untuk membuat **kombinasi Signature Set** yang **baru**
- 2 Klik **Confirm**

LANGKAH

08

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 JPVKULZS TJOYQYSYTL 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** (highlighted)
- 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

Sistem akan menampilkan Halaman Edit dan menampilkan **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)
Payment Mode	<ul style="list-style-type: none"> • Not in (ex: Task 'Not In' product A / Payment mode A / Transaction Source A. Note: Not In is for multiple value)
Transaction Source	<ul style="list-style-type: none"> • 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)
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)
Total Batch Transaction	<ul style="list-style-type: none"> • > (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.	<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)

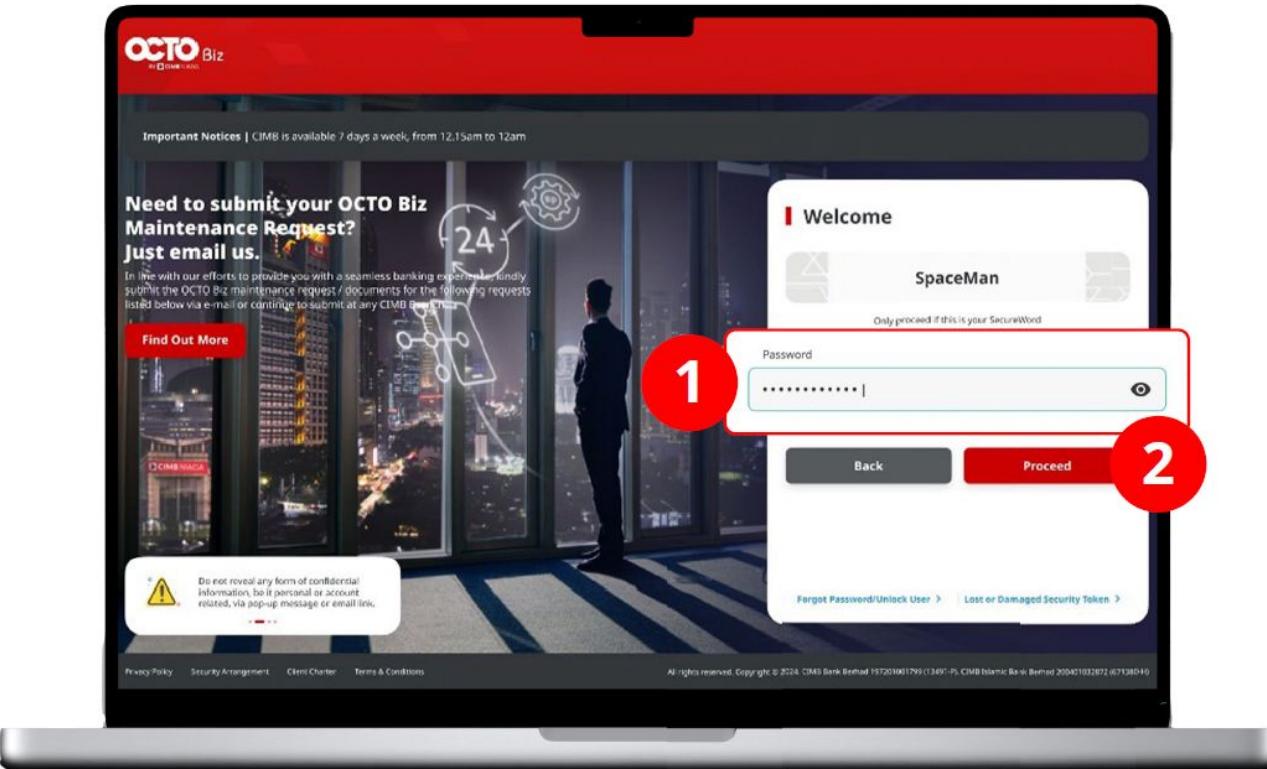
01

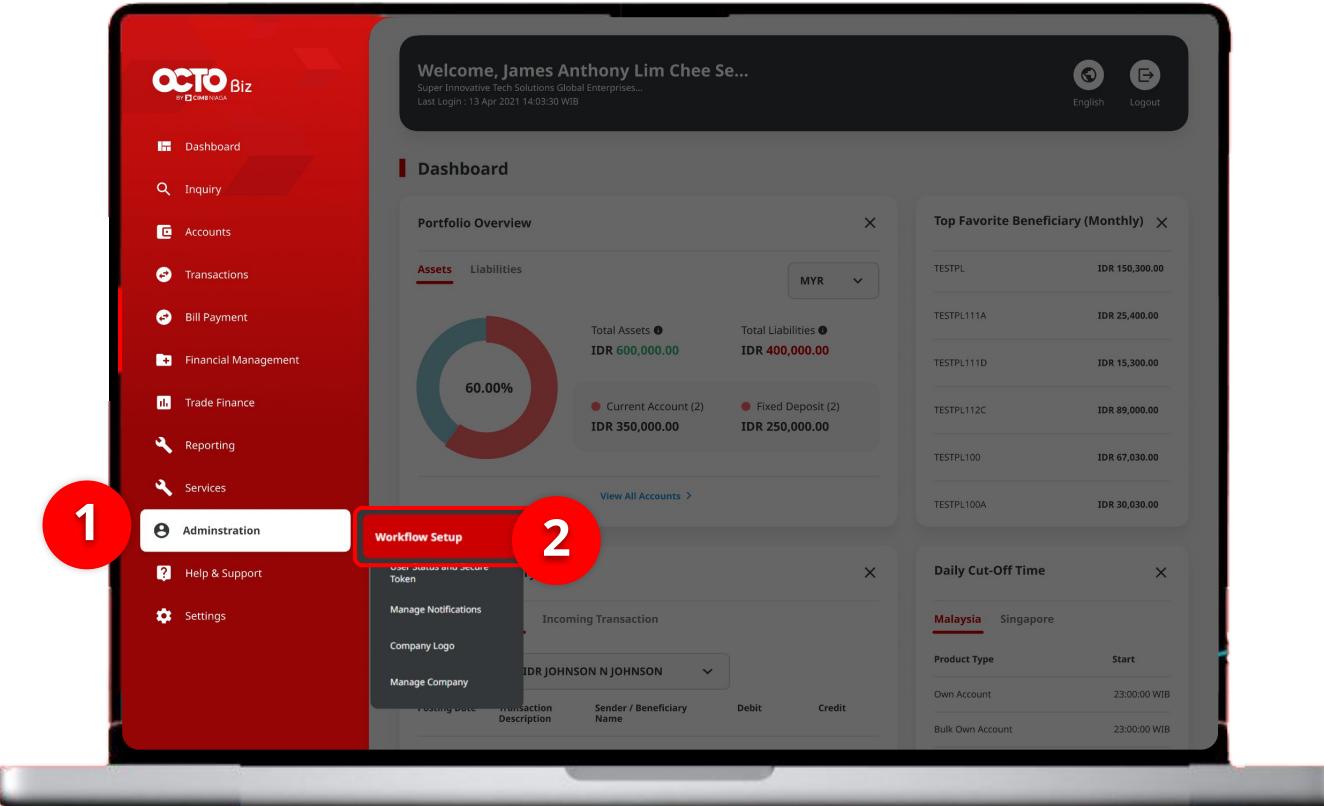


- 1 Masuk menggunakan **CFO administrator**. Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**

LANGKAH

02

1 Isi **Password**2 Klik **Proceed**



Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke **Administration**

2 Klik **Workflow Setup**

Listing

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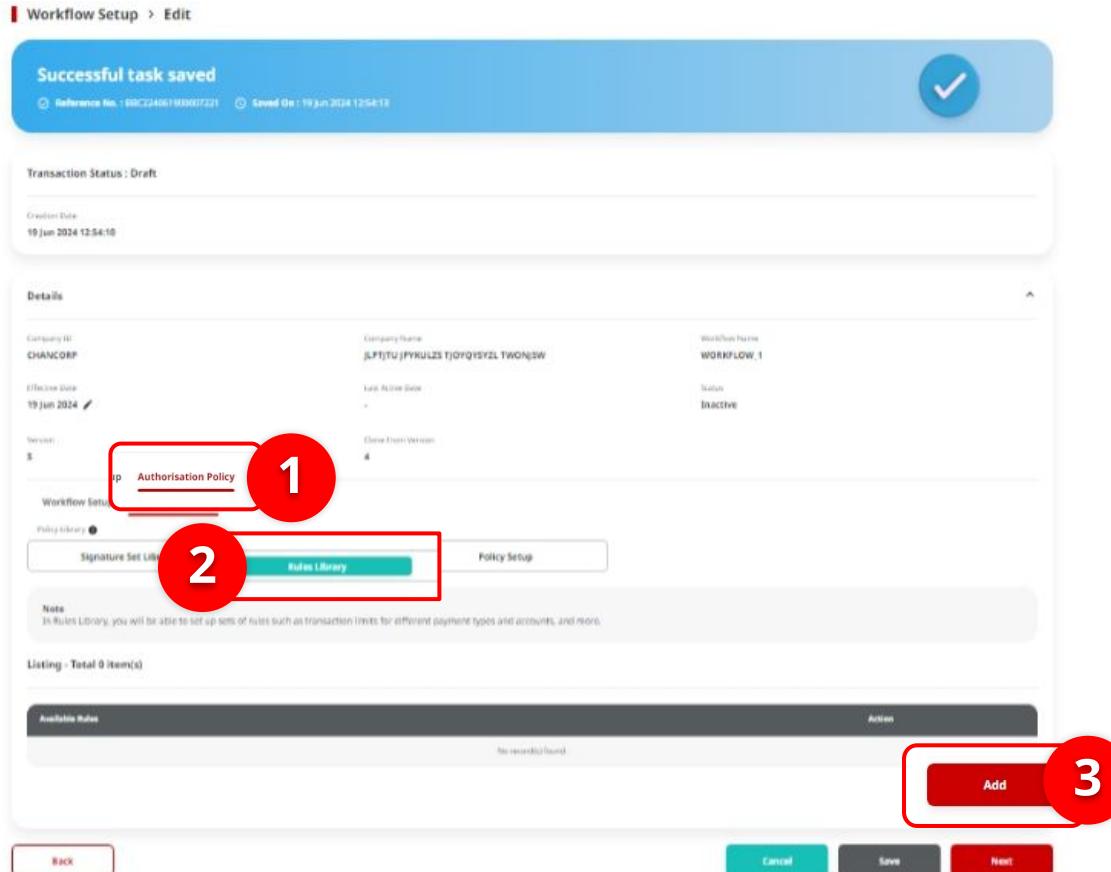
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Sistem akan menampilkan halaman **Workflow Setup > Listing**

1 Klik Duplicate

LANGKAH

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

- 1 Klik **Authorisation Policy**
- 2 Pilih **Rules Library**
- 3 Klik **Add**

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The screenshot shows the 'Rule Details' dialog box. Step 1 highlights the 'Reference *' dropdown set to 'Highest Batch Transaction Amount'. Step 2 highlights the 'Evaluation Type *' dropdown set to 'In Between'. Step 3 highlights the 'Evaluation Value From *' field containing '12' and the 'To *' field containing '134'. Step 4 highlights the 'Add' button at the bottom right.

Sistem akan menampilkan halaman **Rules Details**

- 1 Pilih **References**
- 2 Masukan **Evaluation Type**
- 3 Lengkapi **Detail yang tersisa**
- 4 Klik **Add**

LANGKAH

07

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 JPVKULZS 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

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



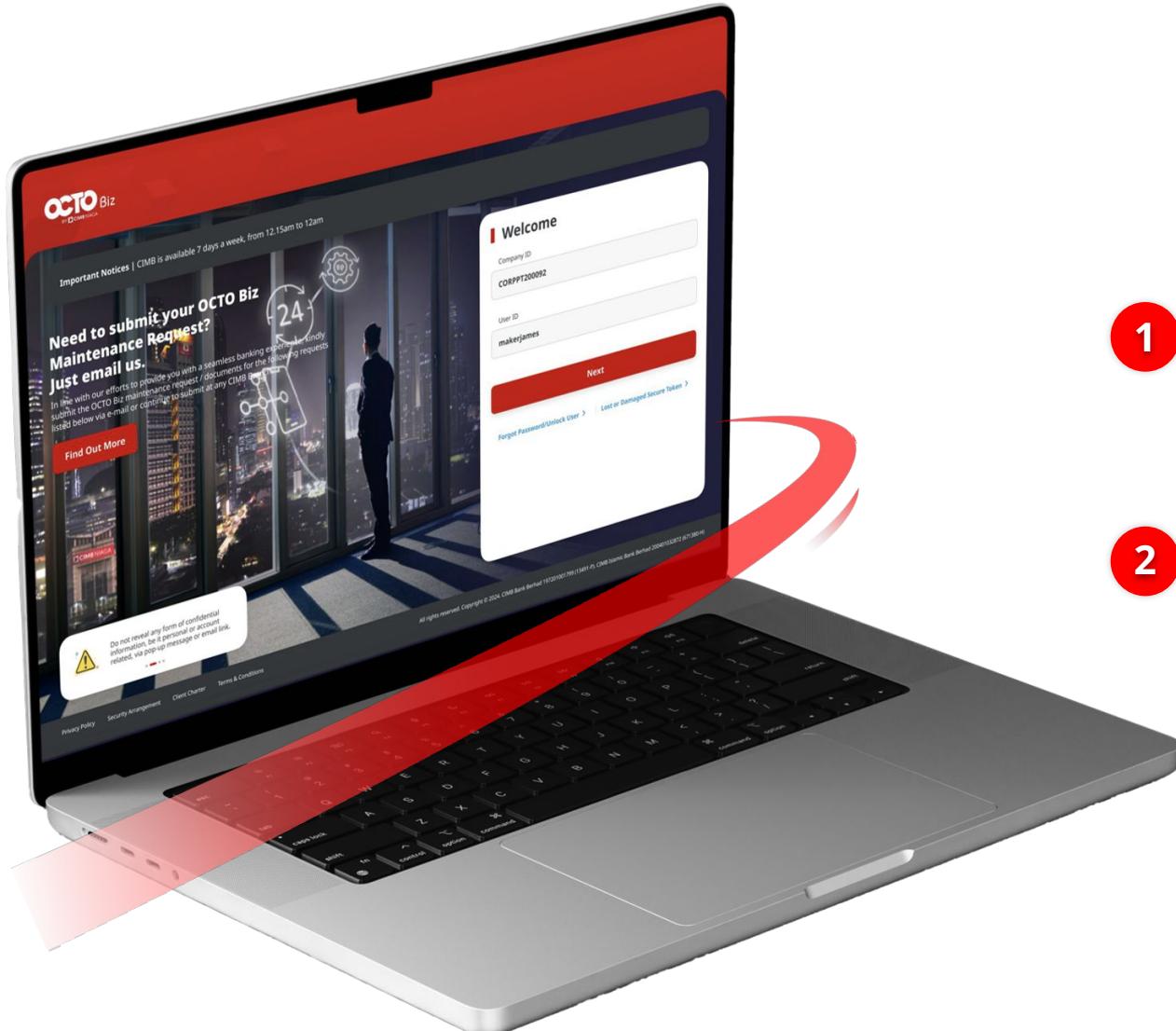
SysAdmin Authorisation Policy

Signature Set Library

Rules Library

Policy Setup

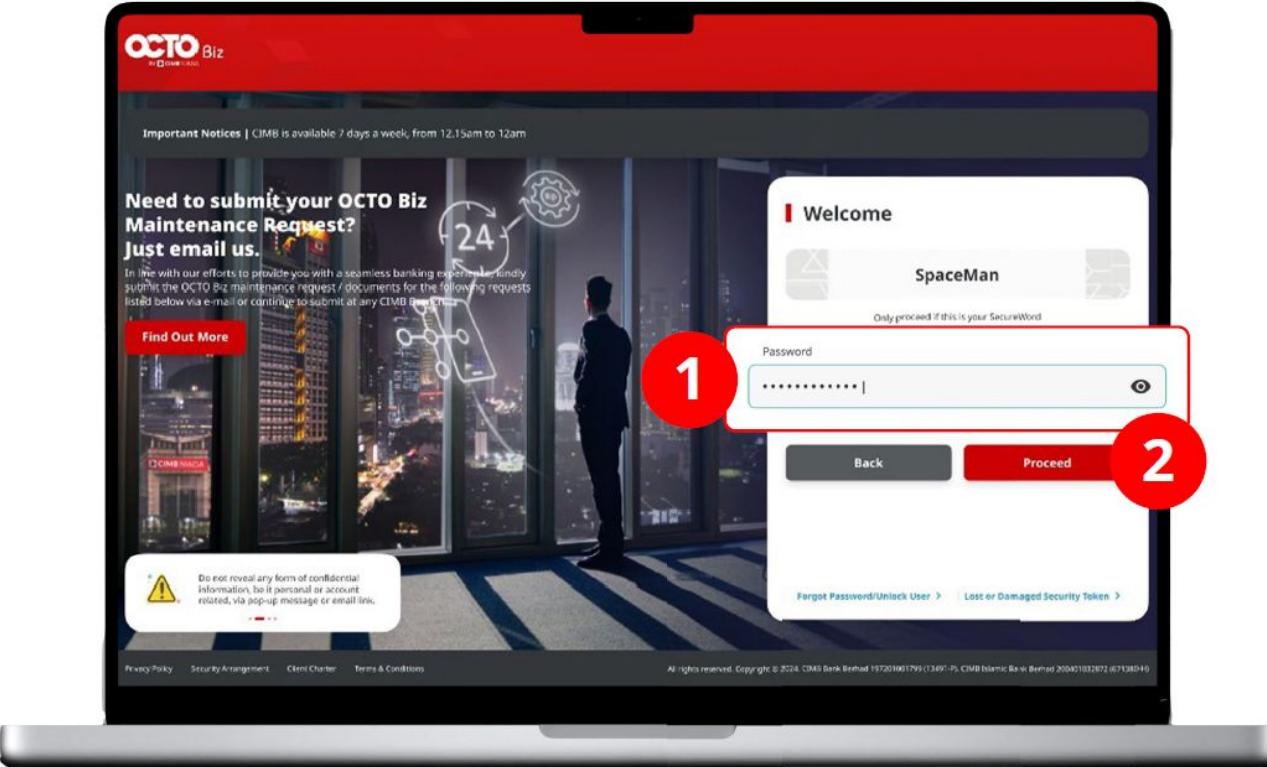
01



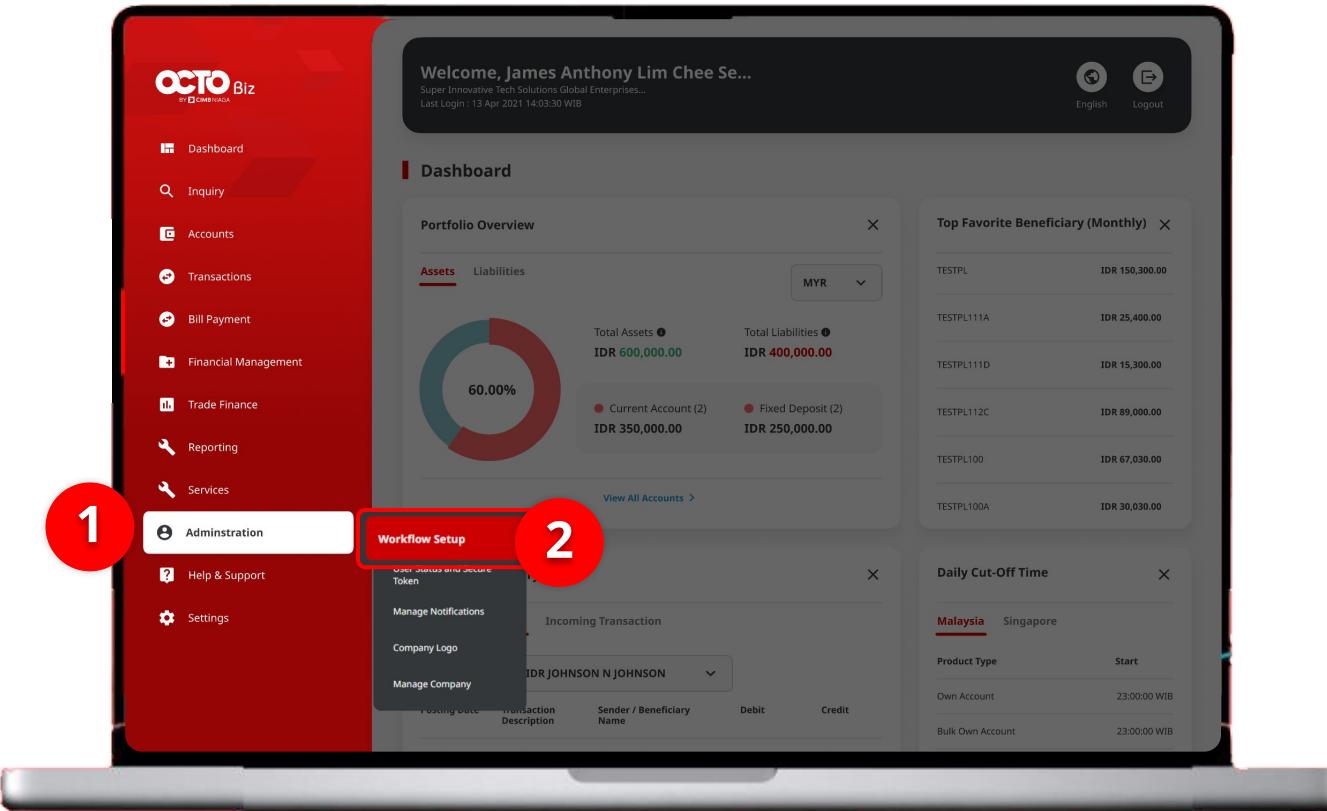
- 1 Masuk menggunakan **CFO administrator**. Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**

LANGKAH

02



- 1** Isi **Password**
- 2** Klik **Proceed**



Sistem akan menampilkan halaman **Dashboard**

1 Arahkan Kursor ke **Administration**

2 Klik **Workflow Setup**

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

History

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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

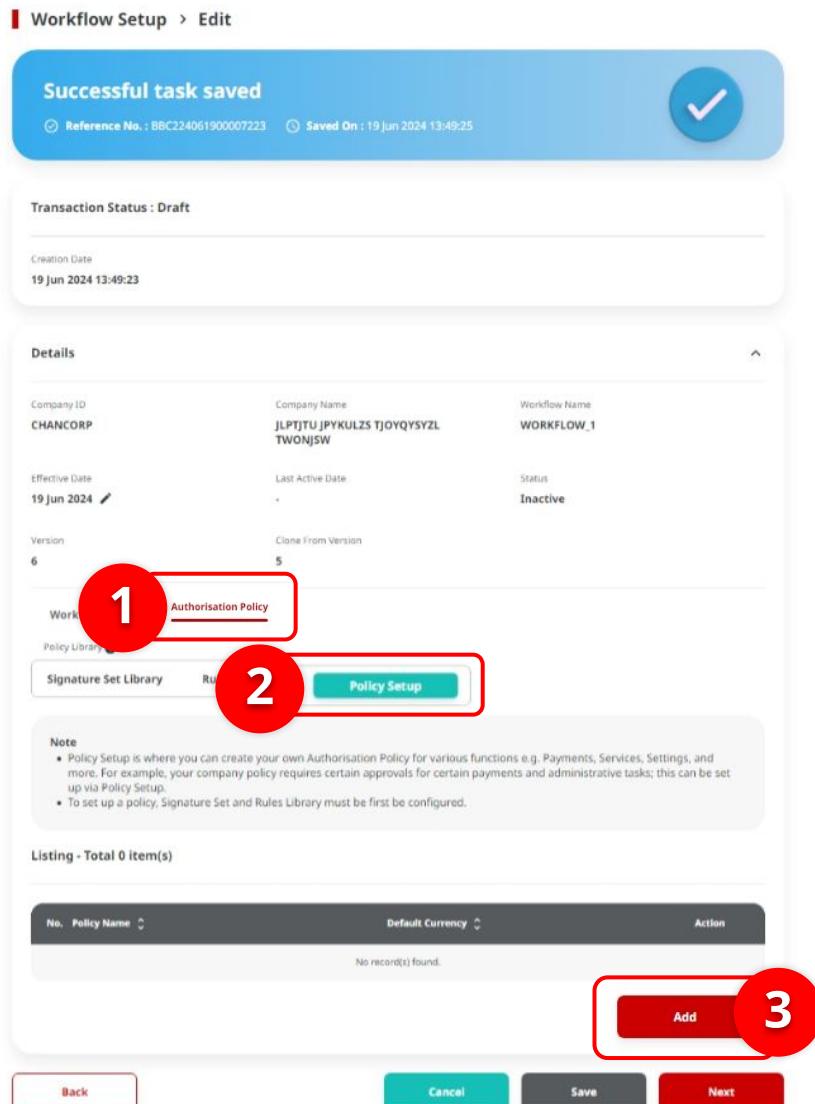
[Back](#)

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

1 Klik **Duplicate**

LANGKAH

05



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

1 Klik **Authorisation Policy**

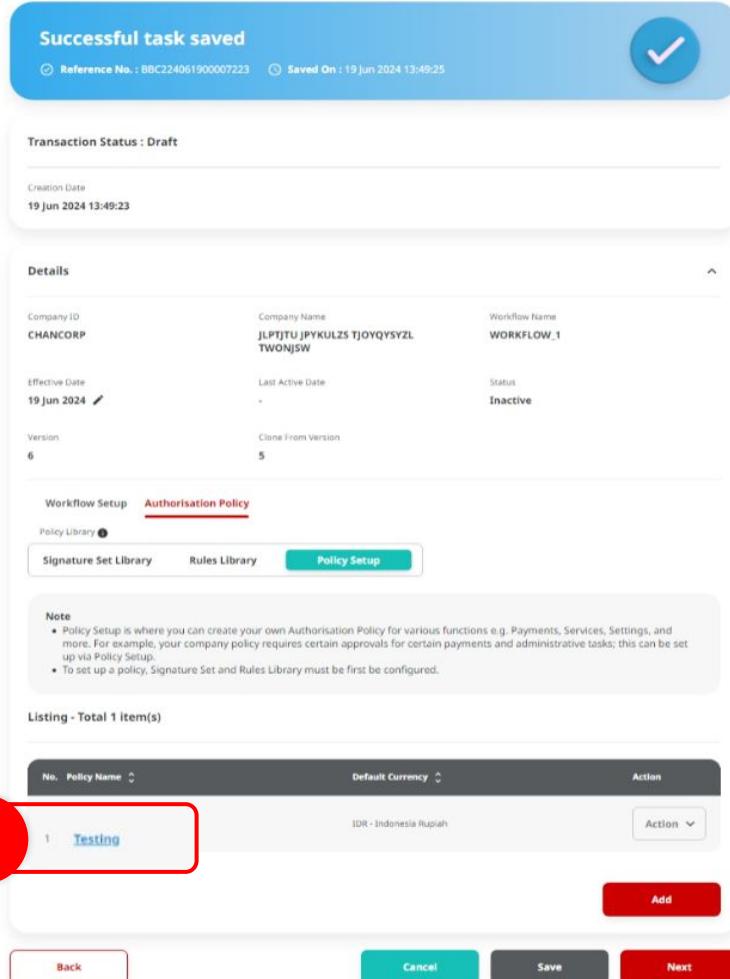
2 Pilih **Policy Setup**

3 Klik **Add**

The screenshot shows a modal dialog titled "Add Authorisation Policy". Inside the dialog, there are three input fields: "Policy Name *" containing "Testing", "Policy Description *" containing "testing", and a "Default Currency *" dropdown menu showing "IDR - Indonesia Rupiah" as the selected option. At the bottom right of the dialog are two buttons: "Close" and a large red "Add" button. A red circle with the number "1" is placed over the currency dropdown, and another red circle with the number "2" is placed over the "Add" button.

Sistem akan menampilkan halaman **Add Authorisation Policy**

- 1 Lengkapi **seluruh Detail**
- 2 Klik **Add**

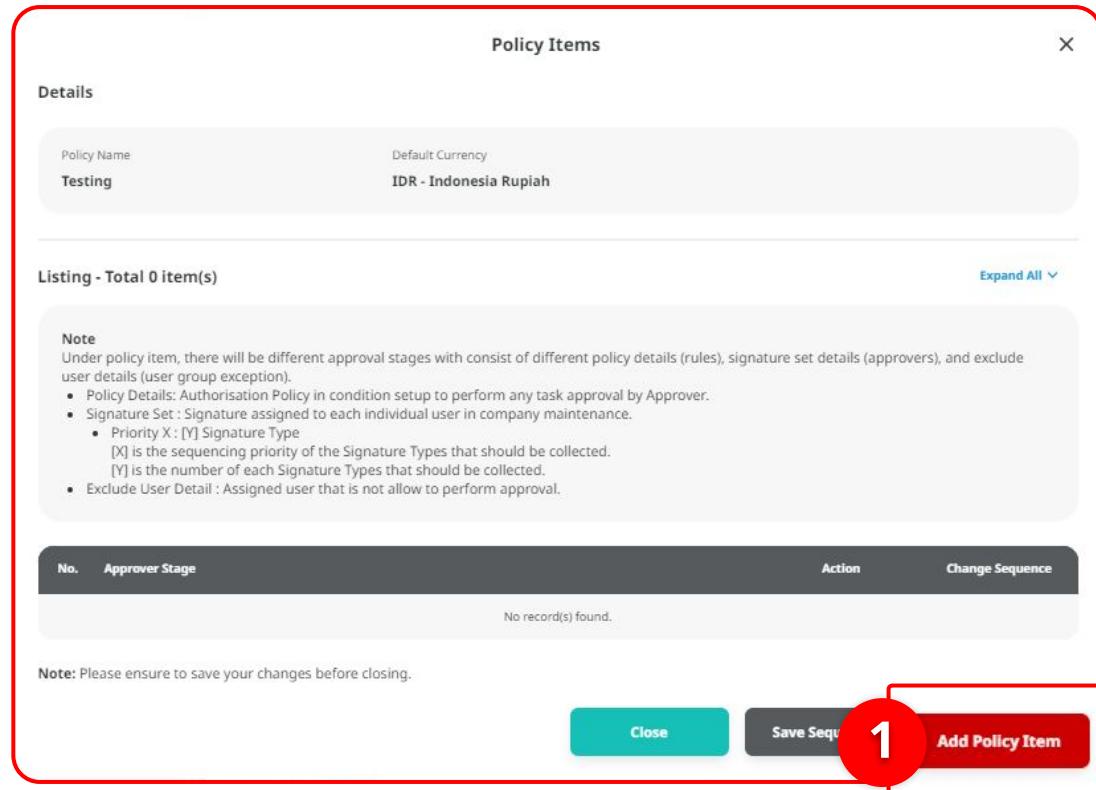


Sistem akan menampilkan halaman **Workflow Setup > Edit**

1 Klik **Task Hyperlink**

LANGKAH

08



Sistem akan menampilkan halaman **Policy Items**

1

Klik **Add Policy Item**

LANGKAH

09

1

Policy Rules

Workflow Name: **WORKFLOW_1**

Default Currency: IDR - Indonesia Rupiah

Signature Set: Aggreger Siege

Signature Set: Select

Policy Item

1. Highest Batch Transaction Amount (0)

- => IDR 23
- In-Net IDR 23
- > IDR 17
- => IDR 342
- In-Net IDR 23

2. Outstanding Account No (0)

- In-Net 00013030000000000000
- Not In 00013030000000000000
- + 00013030000000000000
- Not In 70002700000000000000
- In-Net 00013030000000000000

3. Payment Mode (0)

- In-Bill Payment: Domestic Online
- Not In BSAFT: Domestic Online

4. Transaction Group (0)

- In-Not BSI Payments
- In BSI Payments
- Not In Modul Pemantauan Negara
- > Transfer to Other Banks
- In Modul Pemantauan Negara

5. Total Batch Transaction Amount (0)

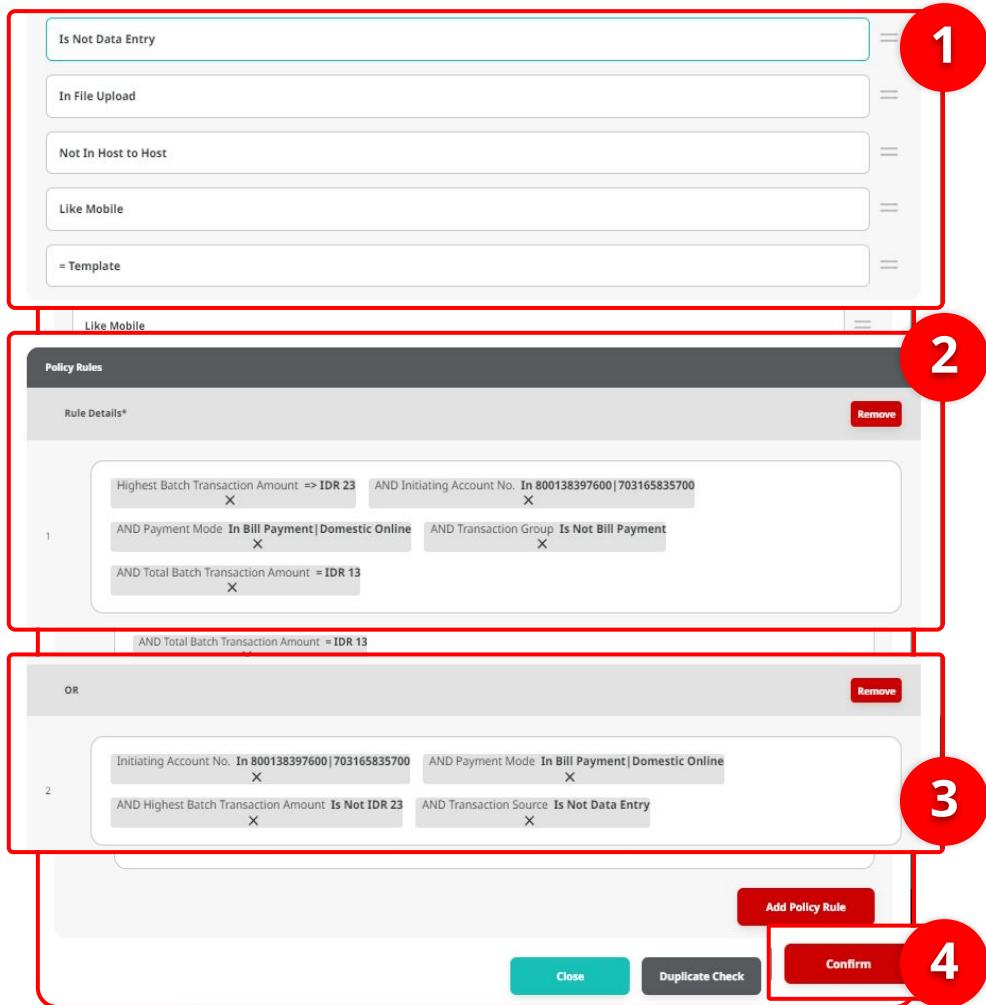
- => IDR 13
- In-Between IDR 13 : 14
- In-Net IDR 12
- => IDR 32

Sistem akan menampilkan halaman **Add Policy**

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

LANGKAH

10

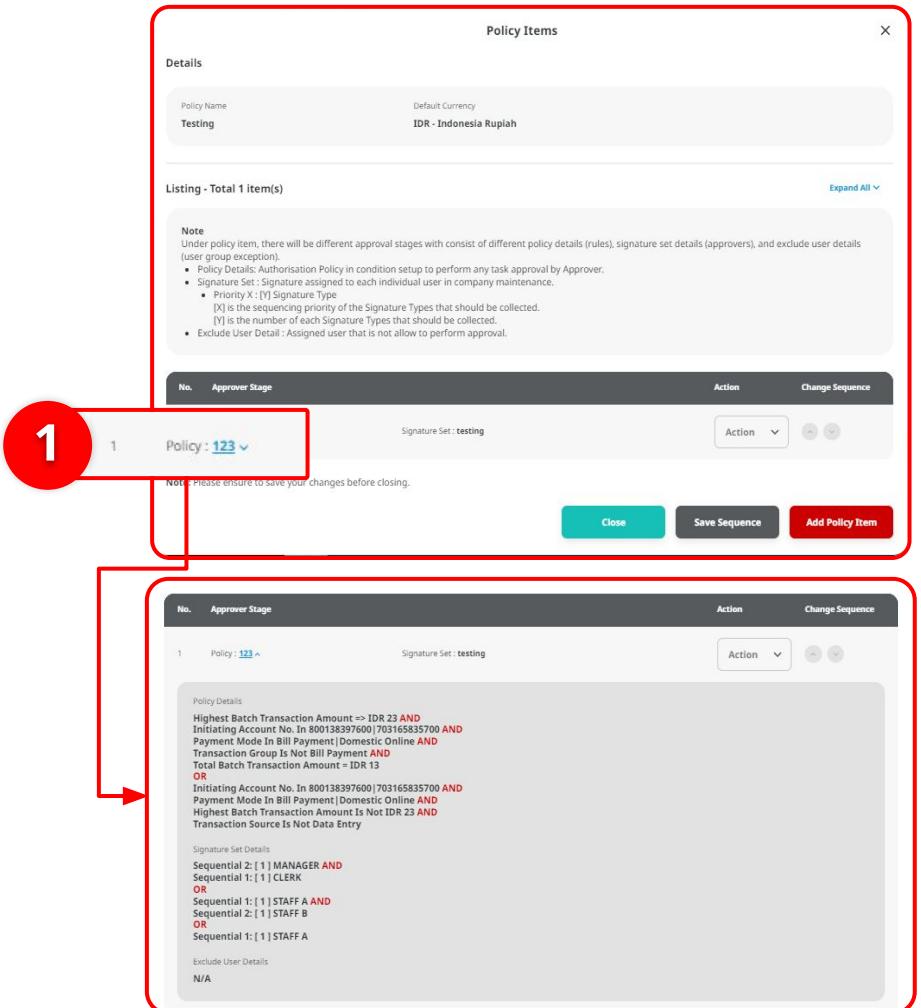


- 1 Sistem akan menampilkan **Role yang tersedia**
- 2 **Drag Role** yang diperlukan pada **Tabel**
- 3 Klik **Add Policy** untuk menambahkan Kombinasi untuk **Policy Setup**
- 4 Klik **Confirm**

Catatan: **Signature Type** yang di Drag ke dalam **row yang sama** akan di *combine* sebagai "**AND Operator**" dan pada **row yang berbeda** sebagai "**OR Operator**"

LANGKAH

11



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

- 1 Klik **Expand** untuk melihat **Detail**

LANGKAH

12

EXCLUDED USER

No.	Approver Stage	Action	Change Sequence
1	Policy : 123	Signature Set : testing	<div style="border: 1px solid #ccc; padding: 5px; display: inline-block;"> Action ^ Delete Duplicate Edit Exclude User </div>

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

Excluded Users

Signature Type: GROUP B

No.	User
1	KEERTHI - Tina
2	MELSAU - MELSAU

Action Buttons:

- Add
- Remove

Update

- 1 Pilih **Exclude user** sebagai **Action**
- 2 Klik **Add** untuk menambah **User** kedalam **List Exclude User**
- 3 Klik **Remove** untuk Menghapus **User** dari **List Exclude User**
- 4 Klik **Update**

LANGKAH

13

The screenshot shows the 'Approver Stage' section of the OCTO Biz Policy Setup. It includes a note about approval stages, a table for approver stages, and sections for Policy Details, Signature Set Details, and Exclude User Details. At the bottom, there is a note about saving changes and a red box highlighting the 'Save Sequence' button.

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

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

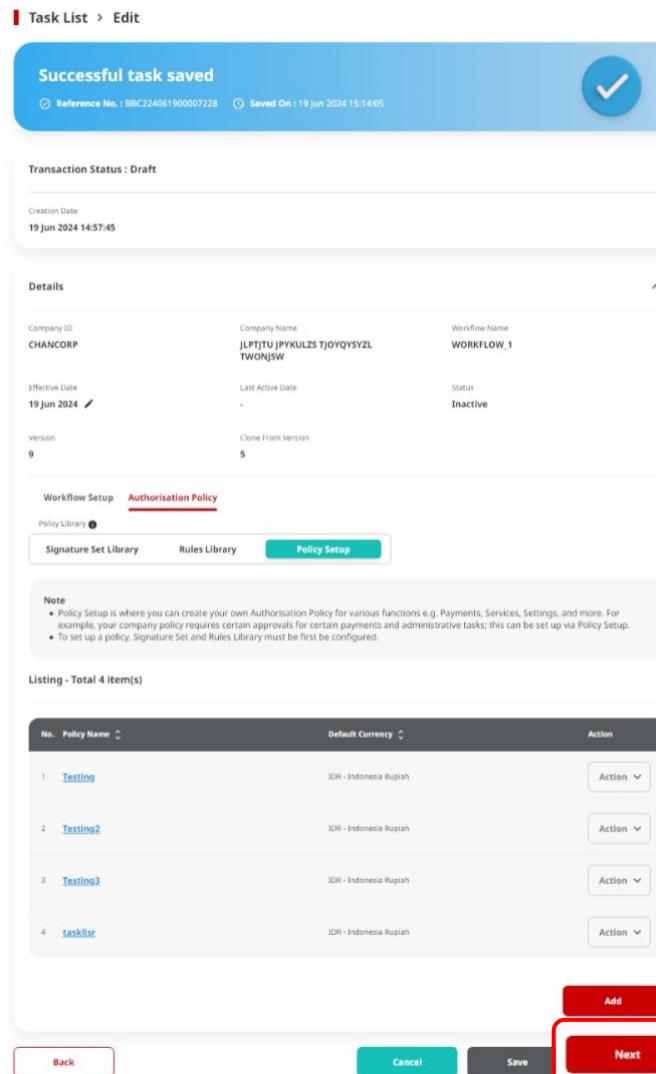
1 Klik **Save Sequence**

1

1

LANGKAH

14



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

1 Klik **Next**

LANGKAH

14

Task List > Review Details

Details

Company ID CHANCORP	Company Name JLPTJTU JPYKULZS TJOYQYSYZL 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 (1)

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

Back **Submit**

Sistem akan mengarahkan ke halaman **Review Detail**,

1 Klik **Submit**

LANGKAH

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 TJOYQSYZL TWNNSW	Workflow Name WORKFLOW_1
Effective Date 19 Jun 2024	Last Active Date -	Status Inactive
Version 9	Clone From Version 5	

Workflow Setup **Autorisation Policy**

Policy Library (1)

Signature Set Library Rules Library **Policy Setup**

Note

- Policy Setup is where you can create your own Autorisation 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	tasklslr	IDR - Indonesia Rupiah

User Activities

User	Activities	Date / Time	Remark
NGB9 - NGB9	Save	19 Jun 2024 14:57:47	-

Print Done

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



SysAdmin Approval Process

01

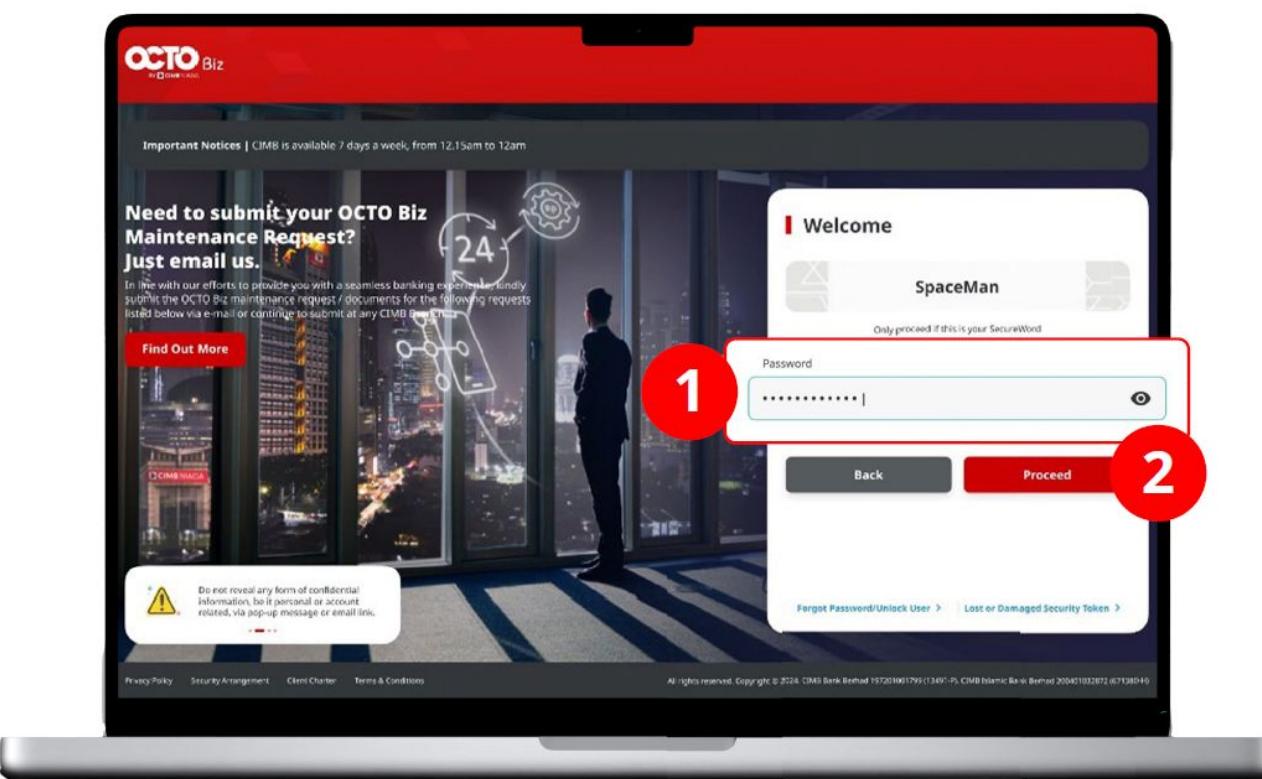


- 1 Masuk menggunakan **CFO administrator**. Masuk dengan menggunakan **User & Company ID**
- 2 Klik **Next**

LANGKAH

01

APPROVER

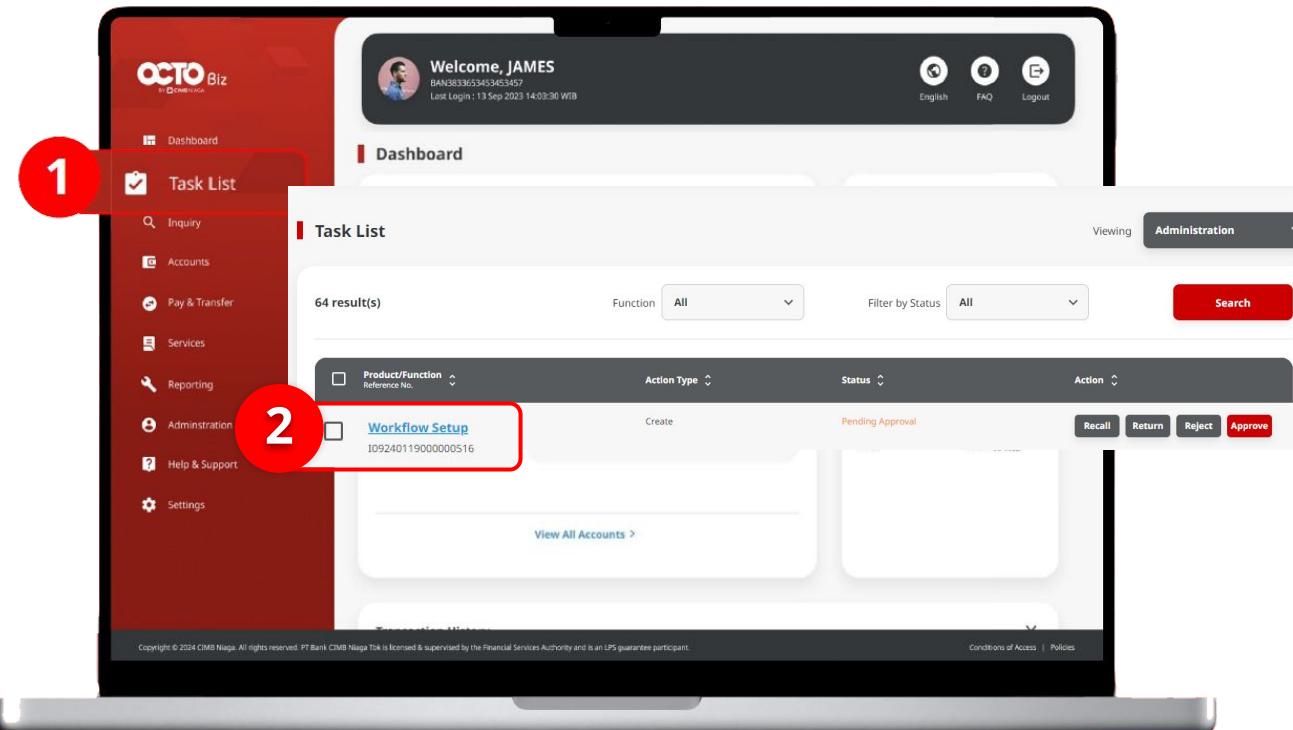


- 1 Isi **Password**
- 2 Klik **Proceed**

LANGKAH

02

APPROVER



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

2 Klik **Hyperlink** transaksi yang diinginkan

LANGKAH

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 TJOYQSYZL TWONJSW	Workflow Name: WORKFLOW_1
Effective Date: 19 Jun 2024	Last Active Date:	Status: Inactive
Version: 9		

Workflow Setup **Authorisation Policy**

Policy 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

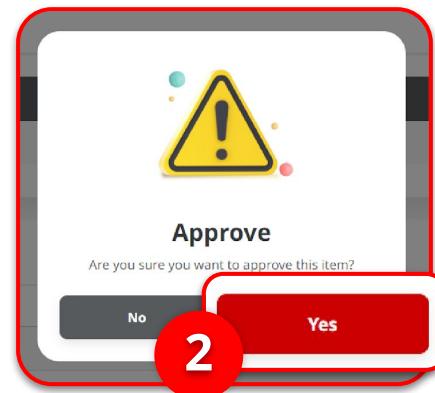
User Activities

User	Activities	Date / Time	Remark
NGB9 - NGB9	Save	19 Jun 2024 14:57:47	-
NGB9 - NGB9	Submit	19 Jun 2024 15:24:16	-

Remark

Remarks
Enter
Maximum 100 characters

Back **Approve** Reject



1

TUTORIALOCTOBIZ2024

Tinjau ulang transaksi yang telah di kirim ,

- 1 Jika sudah sesuai,
klik Approve
- 2 Klik Yes

04

APPROVER

Workflow Setup

Task List > Acknowledgement			
Request successfully approved			
Reference No.	BBC234961900007232		
Approved On:	19 Jun 2024 15:52:49		
			
Details			
Company ID CHANCOP	Contract Name JPTTJUJPWZLS TJOHQFSY2L TWQHJPW		
Effective Date 19 Jun 2024	Last Active Date -		
Version 10	Created From Version 9		
Workflow Setup Authorization Policy			
Note <ul style="list-style-type: none"> User is allowing to set up Reviewer and Approver workflow by selecting either by Simple Workflow Mode or Authorization Policy only for Approval flow. Simple Workflow Mode only requires on how many number of user required to complete the workflow. Authorization 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. 			
<input type="checkbox"/> Reviewer <input checked="" type="checkbox"/> Approver			
Functions	Reviewer	Approver	Approver
Administration			
Manage Company	0	1	N/A
Manage Notifications	0	1	N/A
User Status and Session Token	0	1	N/A
Workflow Setup	0	1	N/A
Payment			
Bill Payment	0	1	Testing

Signature Set Library

Rules Library

Task List
Acknowledgement

Request successfully approved
(Reference No : ERNC3200100000721)
(Approved On : 19 Jun 2024 13:30:34)

Details

Company ID	Customer Name	Workflow Name
CHAMCORP	JPTTUJH25 TJOQYQSYRZL TWONDR	WORKFLOW_1
Effective Date	Last Active Date	Status
19 Jun 2024	-	Inactive
Version	Created From Version	
5	4	

Workflow Setup	Authorization Policy	
Policy Library	Signature Set Library	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 28 (Item(s))

Available Rules	
Highest Batch Transaction Amount	
(i) Net 23	
→ EUR 23	
(ii) Net 23	
→ EUR 17	
→ EUR 342	
Initiating Account No.	
Net Inv 7502087500100	
Inv BO0123091904 / 20140402/0/90	
Net Inv 01013817002 / 723788455000	
→ EUR 133971000	
Inv BO0123091905	
Payment Mode	
Inv Bill Payment (Domestic, Online)	

Policy Setup

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**



OCTO Biz
BY  CIMB NIAGA