# 企业网银流程设置功能演示



#### 什么是流程?

制单 复核 复核 交易成功

- 针对每一项非查询类交易,制定一人制单(Maker),无人或多人进行复核 (Authorizer)的操作步骤
- 所有制单员均为Level Maker, 主用户及所有迁移复核员为Level A。
- 交易流程包括默认流程和自定义两种,默认流程即制单、复核双人操作,有制单权限的操作员均可制单,有复核权限的操作员或主用户均可复核。



### 默认流程设置

- 所有迁移客户新增主用户后,登陆后可看到默认流程为关闭状态;新签约网银客户默认流程为打开状态。
- 默认流程开关打开时,单笔转账、单笔汇款、单笔代理清算、外汇买卖功能 无需设置自定义流程。
- 选择"流程设置"-"默认流程",选择"打开",点击确定提交。

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Account	Transfer	Payment	Foreign Exchange	Settlement Agent	Investment	Cash Management	Open
Operator Manag	jement v Proc	edure Management <sup>,</sup>	Setting	Limit Inquiry	E-Alert > Au	thorization	
Menu Path:Manager	ment > Procedure Mar	nagement > <b>Default Pr</b>	ocedure				
please choose defai	ult procedure mode						
default procedure s	witch: ● open ○ c	lose					
	Confirm						



### 默认流程设置

- 默认流程开关打开时,单笔转账、单笔汇款、单笔代理清算、外汇买卖功能 无需设置自定义流程。
- 选择"流程设置"-"默认流程",选择"打开",点击确定提交。
- 所有迁移客户新增主用户后,登陆后可看到默认流程为关闭状态;新签约网银客户默认流程为打开状态。

Account	Transfer	Payment	Foreign Exchange	Settlement Agent	Investment	Cash Management	open
Operator Manag	ement · Proce	edure Management ~	Setting	Limit Inquiry	E-Alert - Auth	orization	
Menu Path:Managen	nent > Procedure Mana	agement > Default Pro	ocedure				
please choose defau	ult procedure mode						
default procedure sv	witch: • open O cl	ose					

Confirm



# 自定义流程设置

- 无论默认流程是否开启,批量转账汇款、批量代理清算、定时现金池、周期 支付限额均需设置自定义流程;
- 默认流程关闭后,方可设置单笔转账汇款、单笔代理清算、外汇买卖自定义流程。
- 设置复核员时,最多可设置五个金额区间,一个金额区间可选择多个复核员级别,同一级别可指定具体复核员也可不指定;不指定则所有该级别复核员都可复核。
- 每个具体功能或账户只支持设置一个流程,当已有流程时,不允许再新增。
- 删除流程时,若有未完成单据,未完成单据将作废。



### 自定义流程设置

若需要设置单笔转账汇款、单笔代理清算、外汇买卖的自定义流程, "流程设置"-"默认流程",选择"关闭",点击确定提交。

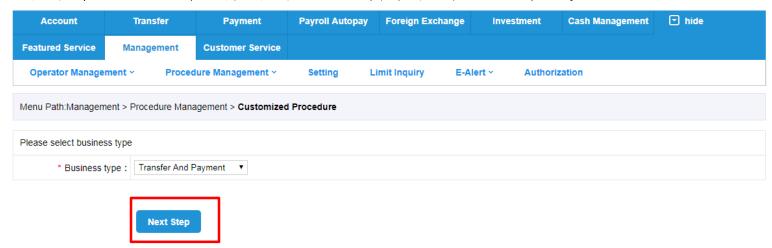
(批量转账汇款、批量代理清算、定时现金池、周期支付限额的自定义流程设置 无需此步骤)。

Operator Management Y	Procedure Management Y	Setting	Limit enquiry	Authorization
Menu Path:Management > Procee	dureManagement > <b>Default Pro</b>	cedure		
pleasse choose default proces	ss mode			
default process switch::	pen 🖲 close			
	Submit			

具体步骤可参考《企业网银客户操作手册 - 主管服务管理》。



- 单笔转帐单一流程设置(指定制单员)
- 1. "流程管理" "自定义流程" "付款合约" "下一步"



2. 选择客户,点击"下一步"





3. 点击"新增"

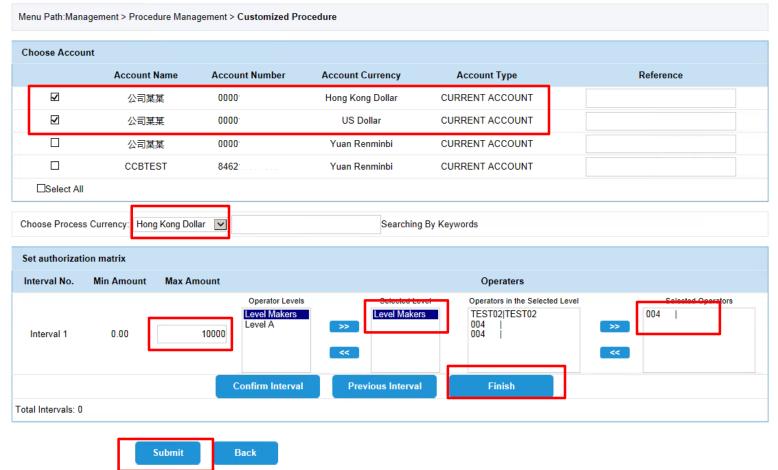


4. 选择需要的业务类型,并为流程命名,点击"提交";

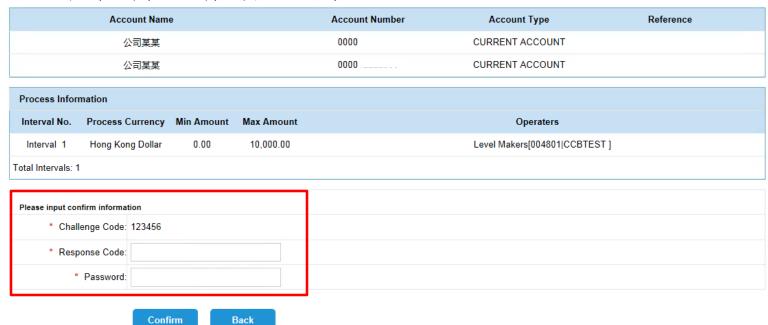
Menu Path:Management > F	Procedure Management > <b>Customized</b>	i Procedure	
Process Info			
	Transfer Payment Batch	Add Transfer  Delete	
* Process Name	Transfer 01		
	Submit Back		



- 5. 选择该流程应用的账户以及流程限额参考的币种;设置金额区间及该区间需要设置的操作员。[指定制单员]进行制单,需选择"操作员等级",并选择"选定复核等中的操作员",选定某一个或几个制单员。
- 6. 点击"定制完成",并提交;



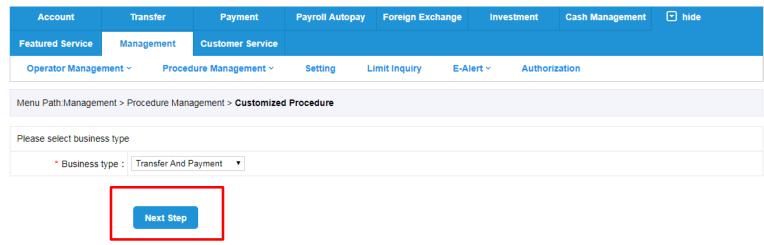
7. 输入应答码和密码, 确认成功;



8. 可以在"流程管理"-"自定义流程"中查看已经设置的转账流程。

Menu Path:Management > Procedure Management > Customized Procedure **Authorization Matrix Account Number Account Name Process Currency** Pending for Authorization Interval Reference Type 公司某某 0000 С Transfer 0 1 **Process Currency** Min Amount Max Amount Operators Interval No. Hong Kong Dollar 0 10000 level Makers(004 Interval 1

- 单笔转帐单一流程设置(不指定制单员)
- 1. "流程管理" "自定义流程" "付款合约" "下一步"



2. 选择客户,点击"下一步"

Menu l	ath:Management > Procedure Management > Customized Procedure
Please	select an institution Client
	Selected Client: 公司八零
	Selected Client: 公司八零
	Next Step



3.1. 若为新的账户设置流程,点击"新增",选择需要的业务类型,并为流程命名;选择新增流程的账户和限额参照币种;

II Customized	Processes						
	Account Name	Account Number	Process Currency	Account Type	Туре	Pending for Authorization	nterval Referer
	New	Detail	Delete M	odify			
u Path:Manage	ement > Procedure Mana	gement > Customized Pro	ocedure				
cess Info							
Please Choose	Transfer Payment Batch		Add	er			
	Type:		Delete				
* Proces	ss Name Transfer 02						
u Path:Manage	ement > Procedure Mana	gement > Customized Pro	ocedure				
oose Account							
	Account Name	Account Number	Account Currency	Ассо	ınt Type	Refe	rence
	公司某某	0000	Yuan Renminbi	CURREN	T ACCOUNT		
<b>✓</b>	CCBTEST	8462	Yuan Renminbi	CURREN <sup>-</sup>	T ACCOUNT		
□Select All				_			
ose Process C	Currency Hong Kong Doll	ar 🗸	Sear	ching By Keywords			
			China Cons	truction Bank	Asia)		

3.2. 若为已有流程的账户修改流程,点击"修改";

● 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Transfer 0 1  ○ 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Payment 0 1  ○ 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Transfer 0 1  ○ 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Payment 0 1  ○ 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Payment 0 1  ○ CCBTEST 8462 Yuan Renminbi CURRENT ACCOUNT Payment 0 1		Account Name	Account Number	Process Currency	Account Type	Туро	Pending for Authorization	n Interval R	<del>of</del> erence
〇     公司某某     0000     Hong Kong Dollar     CURRENT ACCOUNT     Transfer     0     1       〇     公司某某     0000     Hong Kong Dollar     CURRENT ACCOUNT     Payment     0     1       〇     CCBTEST     8462     Yuan Renminbi     CURRENT ACCOUNT     Payment     0     1	•	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
O 公司某某 0000 Hong Kong Dollar CURRENT ACCOUNT Payment 0 1 CCBTEST 8462 Yuan Renminbi CURRENT ACCOUNT Payment 0 1	0	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	_
O CCBTEST 8462 Yuan Renminbi CURRENT ACCOUNT Payment 0 1	0	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
	0	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
O CCBTEST 8462 Hong Kong Dollar CURRENT ACCOUNT Transfer 0 1	0	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
3 3	0	CCBTEST	8462	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	
<b> </b>		New	Detail	Delete Mo	odify				

4. 输入流程限额, [不指定制单员]进行制单, 只需选定"制单员等级", 无需该等级中特定的制单员;



5. 点击"完成制单"并提交 中国建设银行(亞洲) China Construction Bank (Asia)

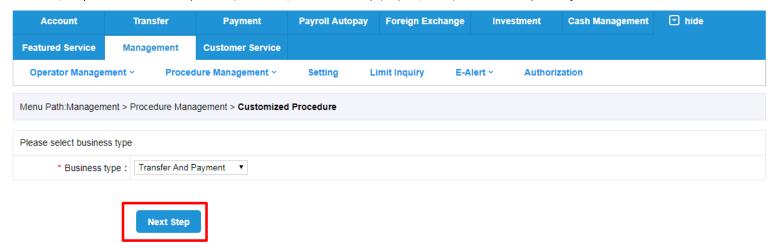
6. 输入应答码和密码, 确认成功;

	Account Name		Account Number	lumber Account Type				
	CCBTEST		8462	CURRENT ACCOUNT				
Process Information								
Interval No. Proc	ess Currency Min Amount	Max Amount		Operaters				
Interval 1 Hon	g Kong Dollar 0.00	20,000.00		Level Makers				
otal Intervals: 1								
Please input confirm inf	formation							
	1 100150							
* Challenge C	ode: 123456							
* Challenge C								

7. 可以在"流程管理"-"自定义流程"中查看已经设置的转账流程。

Menu Path:Management > Procedure Management > Customized Procedure **Authorization Matrix Account Name Account Number Process Currency** Pending for Authorization Interval Reference Type 8462 С CCBTEST Transfer 1 Min Amount **Max Amount** Interval No. **Process Currency** Operators Hong Kong Dollar 0 20000 level Makers Interval 1

- 单笔汇款单一流程设置(指定制单员)
- 1. "流程管理" "自定义流程" "付款合约" "下一步"



2. 选择客户,点击"下一步"





3. 点击"新增"

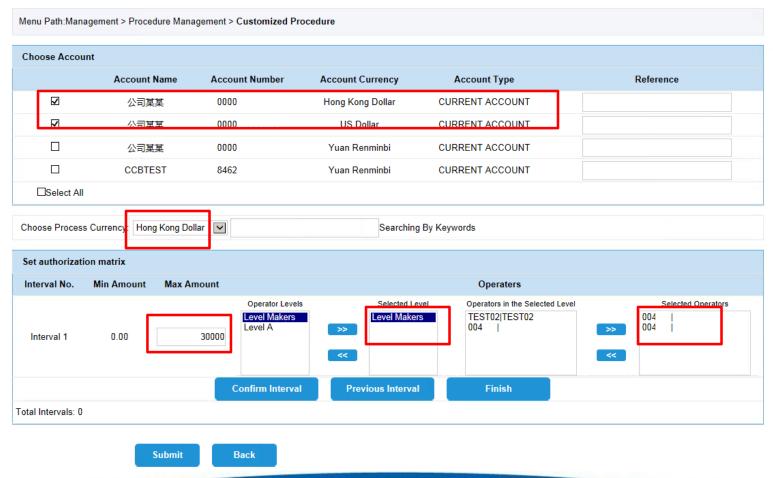


4. 选择需要的业务类型,并为流程命名;

Menu Path:Management > P	Procedure Management > Customize	ed Procedure			
Process Info					
	Transfer Payment Batch	Add	Payment		
Please Choose Process Type:		Delete			
* Process Name	Payment 01  X				
	Submit Back				



- 5. 选择该流程应用的账户以及流程限额参考的币种;设置金额区间及该区间需要设置的操作员。[指定制单员]进行制单,需选择"操作员等级",并选择"选定复核等中的操作员",选定某一个或几个制单员。
- 6. 点击"定制完成",并提交;



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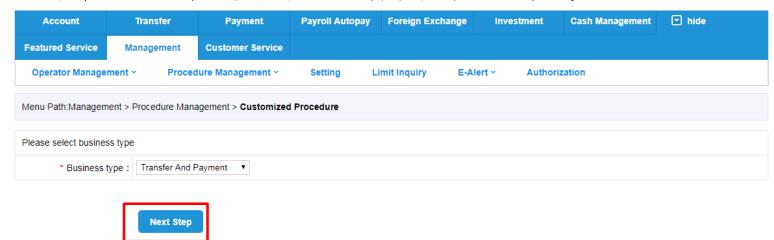
7. 输入应答码和密码, 确认成功;

Acc	ount Name		Account Number	Account Type	Reference
2	公司某某		0000	CURRENT ACCOUNT	
/2	公司某某		0000	CURRENT ACCOUNT	
Process Information					
Interval No. Process (	Currency Min Amount	Max Amount		Operaters	
Interval 1 Hong Kor	ng Dollar 0.00	30,000.00	Level Makers[004802]0	CCBTEST SUN KWONG CHINA LIM	TED,004801 CCBTEST]
Total Intervals: 1					
Please input confirm informa	tion				
* Challenge Code:	123456				
* Response Code:					
* Password:					
	Confirm	Back			

8. 可以在"流程管理"-"自定义流程"中查看已经设置的转账流程。

Menu Path:Man	Menu Path:Management > Procedure Management > Customized Procedure							
Authorization	Matrix							
Acc	count Name	Account Number	Process Currency	Туре	Pending for Authorization	Interval	Reference	
3	公司某某	0000	С	Payment	0	1		
Interval No.	Process Currency	Min Amount	Max Amount		Opera	tors		
Interval 1	Hong Kong Dollar	0	30000		level Makers(00	,00	)	

- 单笔汇款单一流程设置(不指定制单员)
- 1. "流程管理" "自定义流程" "付款合约" "下一步"

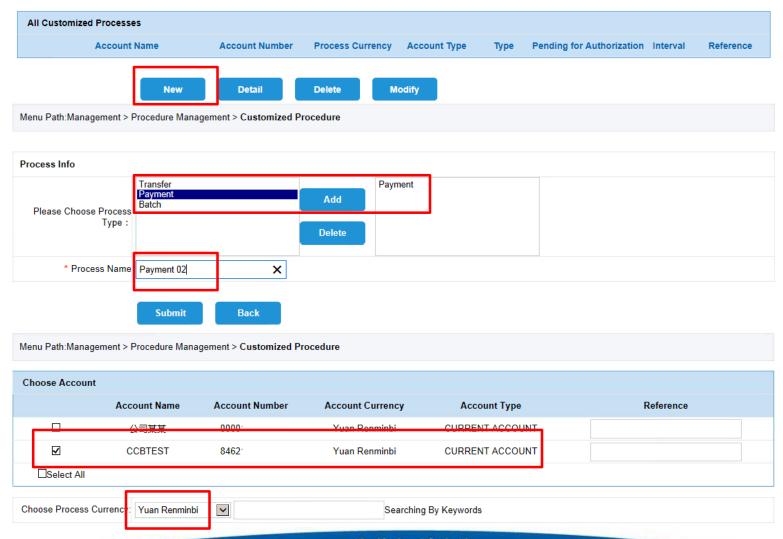


2. 选择客户,点击"下一步"





3.1. 若为新的账户设置流程,点击"新增",选择需要的业务类型,并为流程命名;选择新增流程的账户和限额参照币种;



Detail

New

Submit

3.2. 若为已有流程的账户修改流程, 选定该账户, 点击"修改";

Delete

	Account Name	Account Number	<b>Process Currency</b>	Account Type	Туре	Pending for Authorization	Interval	Reference
0	小司보보	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	•
•	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
0	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	•
0	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	Payment	0	1	
0	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
0	CCBTEST	8462	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	

4. 输入流程限额, [不指定制单员]进行制单, 只需选定"制单员等级", 无需该等级中特定的制单员;

Modify



5. 点击"完成制单"并提交: 中国建设银行(亞洲) China Construction Bank(Asia)

Back

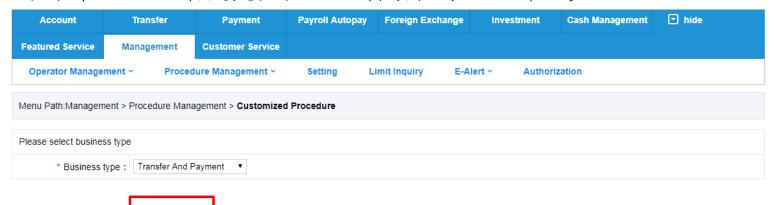
6. 输入应答码和密码, 确认成功;

Menu Path:Management > Procedure Management > Customized Procedure									
Account Name			Account Number	Account Type	Reference				
CCBTEST			8462	CURRENT ACCOUNT					
Process Information	Process Information								
Interval No. Process (	Currency Min Amount	Max Amount		Operaters					
Interval 1 Yuan Re	enminbi 0.00	40,000.00		Level Makers					
Total Intervals: 1	otal Intervals: 1								
Please input confirm informa	Please input confirm information								
* Challenge Code:	123456								
* Response Code:	* Response Code:								
* Password:									
	Confirm	Back							

7. 可以在"流程管理"-"自定义流程"中查看已经设置的转账流程。

Menu Path:Management > Procedure Management > Customized Procedure								
Authorization	Matrix							
Account Name		Account Number	Process Currency	Туре	Pending for Authorization	Interval	Reference	
CCBTEST		8462	С	Payment	0	1		
Interval No.	Process Currency	Min Amount	Max Amount	Operators				
Interval 1	Yuan Renminbi	0	40000	level Makers				

- 单笔汇款多级流程设置:
- 例如:
  - 0 到 300区间内制单员可进行单一流程操作;
  - 300到1000区间内需要第二个操作员进行复核(不制定复核员,所有复核权限操作员都可以复核); 1000以上则需要制定一个操作员进行复核。
- 1. "流程管理" "自定义流程" "付款合约" "下一步"



2. 选择客户,点击"下一步"

**Next Step** 

**Next Step** 



3. 点击"新增"



4. 选择需要的业务类型,并为流程命名;

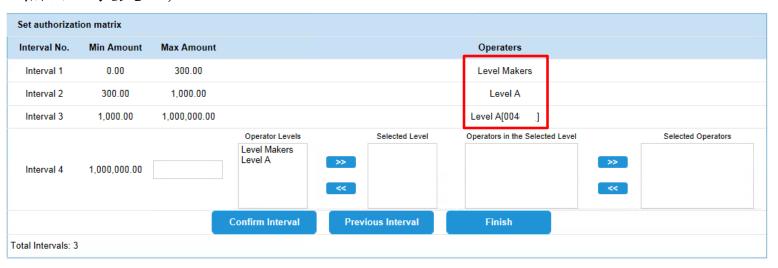
Process In	ifo				
Please Choose Proces		Transfer Payment Batch	Add	Payment	
7 10400	Type:		Delete		
s	* Process Name	Payment 03  X			
•		Submit Back	•		



- 5. 选择该流程应用的账户以及流程限额参考的币种;设置金额区间及该区间需要设置的操作员。
- a. 0-300区间设定所有制单员可以操作,则只需指定"制单员等级"(Level Maker),无需选定制单员,点击"确认区间"或"完成";
- b. 300-1000区间需要复核员复核,需选定复核员等级(Level A),无需选定复核员,点击"确认区间"或"完成";
- c. 1000-1000000区间指定复核员复核,需先选定复核员等级(Level A),再选定指定的复核员,点击"确认区间"或"完成";
- 6. 点击"提交";

Submit

Back



China Construction Bank (Asia)

#### 7. 输入应答码和密码, 确认成功;

Menu Path:Management > Procedure Management > Customized Procedure								
	Account Nam	e		Account Number	Account Type	Reference		
	公司某某			0000	CURRENT ACCOUNT			
Process Infor	Process Information							
Interval No. Process Currency Min Amount Max Amount				Operaters				
Interval 1	Interval 1 Hong Kong Dollar 0.00 300.00		Level Makers					
Interval 2 Hong Kong Dollar 300.00 1,000.00		Level A						
Interval 3 Hong Kong Dollar 1,000.00 1,000,000.00			1,000,000.00	Level A[004   CCBTEST ]				
Total Intervals: 3	Total Intervals: 3							
Please input co	Please input confirm information							
* Chal	* Challenge Code: 123456							
* Resp	oonse Code:							
	Password:							
				J				
	Conf	irm [	Back					



8. 可以在"流程管理"-"自定义流程"中查看已经设置的转账流程。

Authorization Matrix								
Account Name		Account Number	Process Currency	Туре	Pending for Authorization Interva		Reference	
	公司某某	0000	С	Payment	0	3		
Interval No.	Process Currency	Min Amount	Max Amount		Орега	tors		
Interval 1	Hong Kong Dollar	0	300		level M	akers		
Interval 2	Hong Kong Dollar	1000	1000000		level Makers,lev	vel A(004	)	
Interval 3	Hong Kong Dollar	300	1000		level Make	rs,level A		

