

企业网银流程设置功能演示

什么是流程？



- 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。

Account	Transfer	Payment	Foreign Exchange	Settlement Agent	Investment	Cash Management	open
Operator Management v	Procedure Management v	Setting	Limit Inquiry	E-Alert v	Authorization		

Menu Path: Management > Procedure Management > **Default Procedure**

please choose default procedure mode

default procedure switch : ☒ open ☐ close

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 Management ▾	Procedure Management ▾	Setting	Limit Inquiry	E-Alert ▾	Authorization		

Menu Path: Management > Procedure Management > **Default Procedure**

please choose default procedure mode

default procedure switch : ☒ open ☐ close

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](#) [Procedure Management](#) [Setting](#) [Limit enquiry](#) [Authorization](#)

Menu Path:Management > ProcedureManagement > Default Procedure

please choose default process mode

default process switch: : ☐ open ☒ 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》。

自定义流程设置 - 单一流程

- 单笔转账单一流程设置（指定制单员）

1. “流程管理” - “自定义流程” - “付款合约” - “下一步”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾		Procedure Management ▾		Setting	Limit Inquiry	E-Alert ▾	Authorization

Menu Path: Management > Procedure Management > Customized Procedure

Please select business type

* Business type :

Next Step

2. 选择客户，点击“下一步”

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

自定义流程设置 - 单一流程

3. 点击“新增”

All Customized Processes

Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference

[New](#)
[Detail](#)
[Delete](#)
[Modify](#)

4. 选择需要的业务类型，并为流程命名，点击“提交”；

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Delete

Transfer

* Process Name

Transfer 01

Submit

Back

自定义流程设置 - 单一流程

- 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。
- 点击“定制完成”，并提交；

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	
☒	公司某某	0000	US Dollar	CURRENT ACCOUNT	
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	

☐ Select All

Choose Process Currency: Hong Kong Dollar Searching By Keywords

Set authorization matrix

Interval No.	Min Amount	Max Amount	Operator Levels	Selected Level	Operators in the Selected Level	Selected Operators
Interval 1	0.00	10000	Level Makers Level A	Level Makers	TEST02 TEST02 004 004	004

Total Intervals: 0

自定义流程设置 - 单一流程

7. 输入应答码和密码，确认成功；

Account Name	Account Number	Account Type	Reference
公司某某	0000	CURRENT ACCOUNT	
公司某某	0000	CURRENT ACCOUNT	

Process Information				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	10,000.00	Level Makers[004801 CCBTEST]
Total Intervals: 1				

Please input confirm information

* 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: Management > Procedure Management > Customized Procedure

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Transfer	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	10000	level Makers(004)

[Back](#)

自定义流程设置 - 单一流程

- 单笔转账单一流程设置（不指定制单员）

1. “流程管理” - “自定义流程” - “付款合约” - “下一步”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾		Procedure Management ▾		Setting	Limit Inquiry	E-Alert ▾	Authorization

Menu Path: Management > Procedure Management > Customized Procedure

Please select business type

* Business type :

Next Step

2. 选择客户，点击“下一步”

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

自定义流程设置 - 单一流程

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；

All Customized Processes

Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
--------------	----------------	------------------	--------------	------	---------------------------	----------	-----------

New

Detail

Delete

Modify

Menu Path:Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Delete

Transfer

* Process Name

Transfer 02

Menu Path:Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☒	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	

☐Select All

Choose Process Currency

Hong Kong Dollar

Searching By Keywords



China Construction Bank (Asia)

建現在 見未來

自定义流程设置 - 单一流程

3.2. 若为已有流程的账户修改流程，点击“修改”；

All Customized Processes								
	Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
☒	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	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
☐	CCBTEST	8462	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	

New

Detail

Delete

Modify

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；

Set authorization matrix						
Interval No.	Min Amount	Max Amount	Operators			
Interval 1	0.00	20000	Operator Levels	Selected Level		
			Level Makers	Level Makers		
			Level A			
			>>	>>		
			<<	<<		
			Operators in the Selected Level	Selected Operators		
			>>	>>		
			<<	<<		
			Confirm Interval	Previous Interval		
			Finish			
Total Intervals: 0						

Submit

Back

5. 点击“完成制单”并提交



自定义流程设置 - 单一流程

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				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	20,000.00	Level Makers
Total Intervals: 1				

Please input confirm information

* Challenge Code: 123456

* 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	Type	Pending for Authorization	Interval	Reference
CCBTEST	8462	C	Transfer	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	20000	level Makers

Back

自定义流程设置 - 单一流程

- 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”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ~ Procedure Management ~ Setting Limit Inquiry E-Alert ~ Authorization							
Menu Path: Management > Procedure Management > Customized Procedure							
Please select business type							
* Business type : Transfer And Payment ~							

Next Step

2. 选择客户，点击“下一步”

Menu Path: Management > Procedure Management > Customized Procedure	
Please select an institution Client	
Selected Client :	公司八零
Selected Client :	公司八零

Next Step

自定义流程设置 - 单一流程

3. 点击“新增”

All Customized Processes

Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
--------------	----------------	------------------	--------------	------	---------------------------	----------	-----------

New Detail Delete Modify

4. 选择需要的业务类型，并为流程命名；

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer	Add	Payment
Payment		
Batch		
	Delete	

* Process Name X

Submit Back

自定义流程设置 - 单一流程

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；

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☒	公司某某	0000	Hong Kong Dollar	CURRENT ACCOUNT	
☒	公司某某	0000	US Dollar	CURRENT ACCOUNT	
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	
☐ Select All					

Choose Process Currency: Hong Kong Dollar Searching By Keywords

Set authorization matrix

Interval No.	Min Amount	Max Amount	Operators			
Interval 1	0.00	30000	Operator Levels Level Makers Level A	Selected Level Level Makers	Operators in the Selected Level TEST02 TEST02 004	Selected Operators 004 004
			Confirm Interval	Previous Interval	Finish	

Total Intervals: 0

Submit

Back

自定义流程设置 - 单一流程

7. 输入应答码和密码，确认成功；

Account Name	Account Number	Account Type	Reference
公司某某	0000	CURRENT ACCOUNT	
公司某某	0000	CURRENT ACCOUNT	

Process Information				
Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0.00	30,000.00	Level Makers[004802 CCBTEST SUN KWONG CHINA LIMITED,004801 CCBTEST]
Total Intervals: 1				

Please input confirm information

* 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: Management > Procedure Management > Customized Procedure

Authorization Matrix						
Account Name	Account Number	Process Currency	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Payment	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	30000	level Makers(00 ,00)

[Back](#)

自定义流程设置 - 单一流程

- 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”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾ Procedure Management ▾ Setting Limit Inquiry E-Alert ▾ Authorization							
Menu Path: Management > Procedure Management > Customized Procedure							
Please select business type							
* Business type : Transfer And Payment ▾							
Next Step							

2. 选择客户，点击“下一步”

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

自定义流程设置 - 单一流程

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；

All Customized Processes							
Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference

New

Detail

Delete

Modify

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer
Payment
Batch

Add

Payment

Delete

* Process Name

Payment 02

X

Submit

Back

Menu Path: Management > Procedure Management > Customized Procedure

Choose Account

	Account Name	Account Number	Account Currency	Account Type	Reference
☐	公司某某	0000	Yuan Renminbi	CURRENT ACCOUNT	
☒	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	
☐ Select All					

Choose Process Currency :

Yuan Renminbi

▼

Searching By Keywords

自定义流程设置 - 单一流程

3.2. 若为已有流程的账户修改流程，选定该账户，点击“修改”；

All Customized Processes								
	Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
☐	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	
☐	CCBTEST	8462	Yuan Renminbi	CURRENT ACCOUNT	Payment	0	1	
☐	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；

Set authorization matrix			
Interval No.	Min Amount	Max Amount	Operators
Interval 1	0.00	40000	Operator Levels Level Makers Level A Selected Level Level Makers Operators in the Selected Level Selected Operators
Confirm Interval Previous Interval Finish			
Total Intervals: 0			



5. 点击“完成制单”并提交；



自定义流程设置 - 单一流程

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

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Yuan Renminbi	0.00	40,000.00	Level Makers

Total Intervals: 1

Please input confirm information

* Challenge Code: 123456

* 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	Type	Pending for Authorization	Interval	Reference
CCBTEST	8462	C	Payment	0	1	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Yuan Renminbi	0	40000	level Makers

Back

自定义流程设置 - 单一流程

- 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”

Account	Transfer	Payment	Payroll Autopay	Foreign Exchange	Investment	Cash Management	☐ hide
Featured Service	Management	Customer Service					
Operator Management ▾ Procedure Management ▾ Setting Limit Inquiry E-Alert ▾ Authorization							

Menu Path: Management > Procedure Management > Customized Procedure

Please select business type

* Business type :

Next Step

2. 选择客户，点击“下一步”

Menu Path: Management > Procedure Management > Customized Procedure

Please select an institution Client

Selected Client :	公司八零
Selected Client :	公司八零

Next Step

自定义流程设置 - 单一流程

3. 点击“新增”

All Customized Processes							
Account Name	Account Number	Process Currency	Account Type	Type	Pending for Authorization	Interval	Reference
New Detail Delete Modify							

4. 选择需要的业务类型，并为流程命名；

Process Info		
Please Choose Process Type :	Transfer	Payment
	Payment	
	Batch	
		Add
		Delete
* Process Name	Payment 03	X
Submit Back		

自定义流程设置 - 单一流程

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”；

Set authorization matrix			
Interval No.	Min Amount	Max Amount	Operators
Interval 1	0.00	300.00	Level Makers
Interval 2	300.00	1,000.00	Level A
Interval 3	1,000.00	1,000,000.00	Level A[004]

Interval No.	Min Amount	Max Amount	Operator Levels	Selected Level	Operators in the Selected Level	Selected Operators
Interval 4	1,000,000.00		Level Makers Level A			

Confirm Interval Previous Interval Finish

Total Intervals: 3

Submit

Back



China Construction Bank (Asia)

建現在 見未來

自定义流程设置 - 单一流程

7. 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
公司某某	0000	CURRENT ACCOUNT	

Process Information

Interval No.	Process Currency	Min Amount	Max Amount	Operators
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	Level A[004 CCBTEST]
Total Intervals: 3				

Please input confirm information

* Challenge Code: 123456

* Response Code:

* Password:

Confirm

Back

自定义流程设置 - 单一流程

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	Type	Pending for Authorization	Interval	Reference
公司某某	0000	C	Payment	0	3	

Interval No.	Process Currency	Min Amount	Max Amount	Operators
Interval 1	Hong Kong Dollar	0	300	level Makers
Interval 2	Hong Kong Dollar	1000	1000000	level Makers,level A(004)
Interval 3	Hong Kong Dollar	300	1000	level Makers,level A