

企業網銀流程設置功能演示

什麼是流程？



- 針對每一項非查詢類交易，制定一人制單（Maker），無人或多人進行覆核（Authorizer）的操作步驟
- 所有制單員均為Level Maker，主用戶及所有遷移覆核員為Level A。
- 交易流程包括預設流程和自訂兩種，預設流程即制單、覆核雙人操作，有制單許可權的操作員均可制單，有覆核許可權的操作員或主使用者均可覆核。

預設流程設置

- 所有遷移客戶新增主使用者後，登陸後可看到預設流程為關閉狀態；新簽約網銀客戶預設流程為打開狀態。
- 默認流程開關打開時，單筆轉帳、單筆匯款、單筆代理清算、外匯買賣功能無需設置自訂流程。
- 選擇“流程設置”－“預設流程”，選擇“打開”，點擊確定提交。

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](#)

預設流程設置

- 預設流程開關打開時，單筆轉帳、單筆匯款、單筆代理清算、外匯買賣功能無需設置自訂流程。
- 選擇“流程設置”－“預設流程”，選擇“打開”，點擊確定提交。
- 所有遷移客戶新增主使用者後，登陸後可看到預設流程為關閉狀態；新簽約網銀客戶默認流程為打開狀態。

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

自訂流程設置

- 無論預設流程是否開啟，批量轉帳匯款、批量代理清算、定時現金池、週期支付限額均需設置自訂流程；
- 默認流程關閉後，方可設置單筆轉帳匯款、單筆代理清算、外匯買賣自訂流程。
- 設置覆核員時，最多可設置五個金額區間，一個金額區間可選擇多個覆核員級別，同一級別可指定具體覆核員也可不指定；不指定則所有該級別覆核員都可覆核。
- 每個具體功能或帳戶只支援設置一個流程，當已有流程時，不允許再新增。
- 刪除流程時，若有未完成單據，未完成單據將作廢。

自訂流程設置

- 若需要設置單筆轉帳匯款、單筆代理清算、外匯買賣的自訂流程，“流程設置”－“預設流程”，選擇“關閉”，點擊確定提交。
(批量轉帳匯款、批量代理清算、定時現金池、週期支付限額的自訂流程設置無需此步驟)。

[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

具體步驟可參考《企業網銀客戶操作手冊－主管服務管理》。

自訂流程設置 - 單一流程

- 單筆轉帳單一流程設置（指定制單員）

1. “流程管理” - “自訂流程” - “付款合約” - “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. 選擇客戶，點擊“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

自訂流程設置 - 單一流程

3. 點擊“新增”

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

4. 選擇需要的業務類型，並為流程命名，點擊“提交”；

Menu Path: Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer

Payment

Batch

Add

Delete

* Process Name

Transfer 01

Submit

Back

Transfer

自訂流程設置 - 單一流程

- 選擇該流程應用的帳戶以及流程限額參考的幣種；設置金額區間及該區間需要設置的操作員。[指定制單員]進行制單，需選擇“操作員等級”，並選擇“選定覆核等中的操作員”，選定某一個或幾個制單員。
- 點擊“定制完成”，並提交；

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

自訂流程設置 - 單一流程

7. 輸入應答碼和密碼，確認成功；

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”-“自訂流程”中查看已經設置的轉帳流程。

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

自訂流程設置 - 單一流程

- 單筆轉帳單一流程設置（不指定制單員）

1. “流程管理” - “自訂流程” - “付款合約” - “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. 選擇客戶，點擊“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

自訂流程設置 - 單一流程

3.1. 若為新的帳戶設置流程，點擊“新增”，選擇需要的業務類型，並為流程命名；選擇新增流程的帳戶和限額參照幣種；

All Customized Processes

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

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自訂流程設置 - 單一流程

3.2. 若為已有流程的帳戶修改流程，點擊“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. 輸入流程限額，[不指定制單員]進行制單，只需選定“制單員等級”，無需該等級中特定的制單員：

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. 點擊“完成制單”並提交；



自訂流程設置 - 單一流程

6. 輸入應答碼和密碼，確認成功；

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”-“自訂流程”中查看已經設置的轉帳流程。

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

自訂流程設置 - 單一流程

- 單筆匯款單一流程設置（指定制單員）

1. “流程管理” - “自訂流程” - “付款合約” - “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. 選擇客戶，點擊“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

自訂流程設置 - 單一流程

3. 點擊“新增”

All Customized Processes

Account Name

Account Number

Process Currency

Account Type

Type

Pending for Authorization

Interval

Reference

New

Detail

Delete

Modify

4. 選擇需要的業務類型，並為流程命名；

Menu Path:Management > Procedure Management > Customized Procedure

Process Info

Please Choose Process Type :

Transfer
Payment
Batch

Add

Delete

Payment

* Process Name

Submit

Back

自訂流程設置 - 單一流程

- 選擇該流程應用的帳戶以及流程限額參考的幣種；設置金額區間及該區間需要設置的操作員。[指定制單員]進行制單，需選擇“操作員等級”，並選擇“選定覆核等中的操作員”，選定某一個或幾個制單員。
- 點擊“定制完成”，並提交；

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	30000	Level Makers Level A	Level Makers	TEST02 TEST02 004	004 004
Confirm Interval Previous Interval Finish						

Total Intervals: 0

Submit Back

自訂流程設置 - 單一流程

7. 輸入應答碼和密碼，確認成功；

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”-“自訂流程”中查看已經設置的轉帳流程。

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)

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自訂流程設置 - 單一流程

- 單筆匯款單一流程設置（不指定制單員）

1. “流程管理” - “自訂流程” - “付款合約” - “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. 選擇客戶，點擊“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

自訂流程設置 - 單一流程

3.1. 若為新的帳戶設置流程，點擊“新增”，選擇需要的業務類型，並為流程命名；選擇新增流程的帳戶和限額參照幣種；

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

自訂流程設置 - 單一流程

3.2. 若為已有流程的帳戶修改流程，選定該帳戶，點擊“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. 輸入流程限額，[不指定制單員]進行制單，只需選定“制單員等級”，無需該等級中特定的制單員：

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. 點擊“完成制單”並提交；



自訂流程設置 - 單一流程

6. 輸入應答碼和密碼，確認成功；

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”-“自訂流程”中查看已經設置的轉帳流程。

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

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自訂流程設置 – 單一流程

- 單筆匯款多級流程設置：
- 例如：
 - 0 到 300區間內制單員可進行單一流程操作；
 - 300到1000區間內需要第二個操作員進行覆核（不制定覆核員，所有覆核許可權操作員都可以覆核）；
 - 1000以上則需要制定一個操作員進行覆核。

1. “流程管理” – “自訂流程” – “付款合約” – “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. 選擇客戶，點擊“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

自訂流程設置 - 單一流程

3. 點擊“新增”

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

4. 選擇需要的業務類型，並為流程命名；

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

自訂流程設置 - 單一流程

5. 選擇該流程應用的帳戶以及流程限額參考的幣種；設置金額區間及該區間需要設置的操作員。

a. 0-300區間設定所有制單員可以操作，則只需指定“制單員等級”（Level Maker），無需選定制單員，點擊“確認區間”或“完成”；

b. 300-1000區間需要覆核員覆核，需選定覆核員等級（Level A），無需選定覆核員，點擊“確認區間”或“完成”；

c. 1000-1000000區間指定覆核員覆核，需先選定覆核員等級（Level A），再選定指定的覆核員，點擊“確認區間”或“完成”；

6. 點擊“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

自訂流程設置 - 單一流程

7. 輸入應答碼和密碼，確認成功；

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

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自訂流程設置 – 單一流程

8. 可以在“流程管理” – “自訂流程”中查看已經設置的轉帳流程。

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