# 企業網銀流程設置功能演示



#### 什麼是流程?

制單 覆核 覆核 交易成功

- 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。

							THE THIRD, EGIO HEO TO THE			
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 default procedure mode										
default procedure s	witch: ● open ○ c	lose								
	Confirm									



#### 預設流程設置

Confirm

- 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。

							1 11 1 1 1 1 1 2 1 2 1 2 1 2 1 2 1 2 1				
Account	Transfer	Payment	Foreign Exchange	Settlement Agent	Investment	Cash Management	<b>○</b> open				
Operator Manag	ement ~ Pr	ocedure Management ~	Setting	Limit Inquiry	E-Alert - Auth	orization					
Menu Path:Management > Procedure Management > <b>Default Procedure</b>											
please choose default procedure mode											
default procedure sv	witch:   open C	) close									



#### 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。

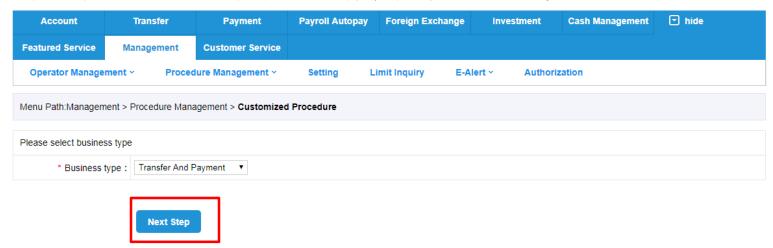
(批量轉帳匯款、批量代理清算、定時現金池、週期支付限額的自訂流程設置無需此步驟)。

Operator Management Y	Procedure Management >	Setting	Limit enquiry	Authorization
Menu Path:Management > Proce	edureManagement > <b>Default Pro</b>	cedure		
pleasse choose default proce	ess 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》。



- 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"



2. 選擇客戶,點擊"下一步"

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



3. 點擊"新增"

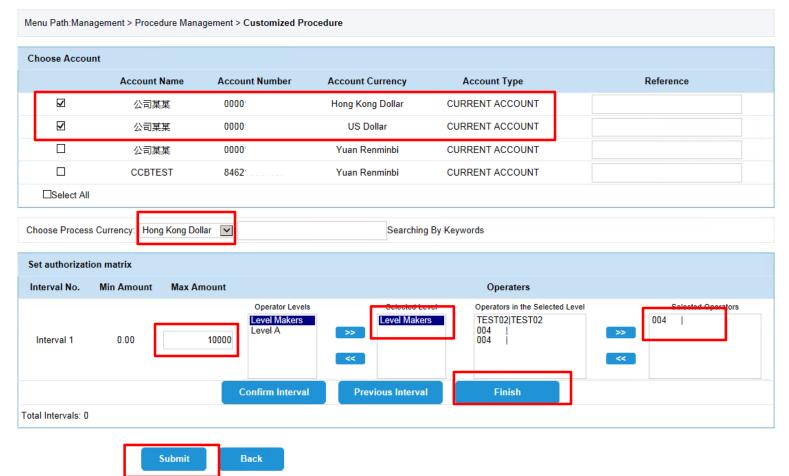


4. 選擇需要的業務類型,並為流程命名,點擊"提交";

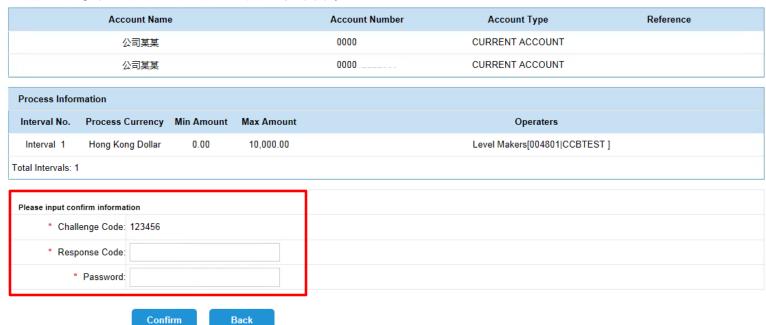
Menu Path:Management > F	Procedure Management > <b>Customized</b>	Procedure		
Process Info				
	Transfer Payment Batch	Add Delete	Transfer	
* Process Name	Transfer 01			
	Submit Back			



- 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。[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。
- 6. 點擊"定制完成", 並提交;



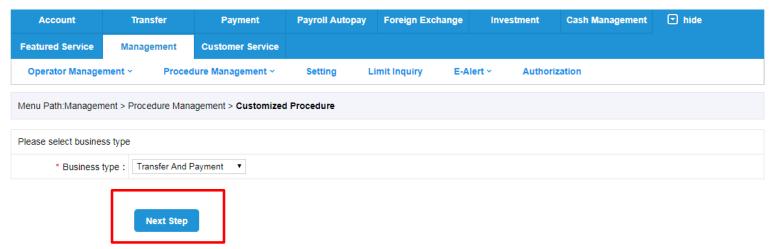
7. 輸入應答碼和密碼, 確認成功;



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 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

- 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"



2. 選擇客戶,點擊"下一步"

Menu Path:Ma	nagement > Procedure I	lanagement >	Customized	Procedure				
Please select a	an institution Client	1						
Sele	cted Client: 公司八零							
Sele	cted Client: 公司八零							
	Next S	ep						



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 Proces	ses							
Accoun	t Name	Account Number	Process Currency	Account Type	Туре	Pending for Authorization	Interval	Referen
	New	Detail	Delete Mo	odify				
nu Path:Management >	Procedure Manag	ement > Customized Pro	ocedure					
ocess Info								
	Transfer		Transf	or				
Please Choose Process	Payment Batch		Add	ei				
Type:			Delete					
* Process Name	Transfer 02							
nu Path:Management >	Procedure Manag	ement > Customized Pro	cedure					
hoose Account								
Acc	count Name	Account Number	Account Currency	Accor	unt Type	Re	ference	
	公司某某	0000	Yuan Renminbi	CURREN	T ACCOUNT			
<b>2</b> 0	CBTEST	8462	Yuan Renminbi	CURREN	T ACCOUNT			
□Select All								
loose Process Currency	Hong Kong Dolla	г	Searc	ching By Keywords				
			China Cons	truction Bank	(Asia)			

3.2. 若為已有流程的帳戶修改流程,點擊"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           ○ CCBTEST         8462         Yuan Renminbi         CURRENT ACCOUNT         Payment         0         1           ○ CCBTEST         8462         Hong Kong Dollar         CURRENT ACCOUNT         Transfer         0         1		Account Name	Account Number	Process Currency	Account Type	Туро	Pending for Authorization	Interval	Reference
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	_
C 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	
	0	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:



5. 點擊 "完成制單"並提**次,中国建设银行(亞洲)** China Construction Bank(Asia)

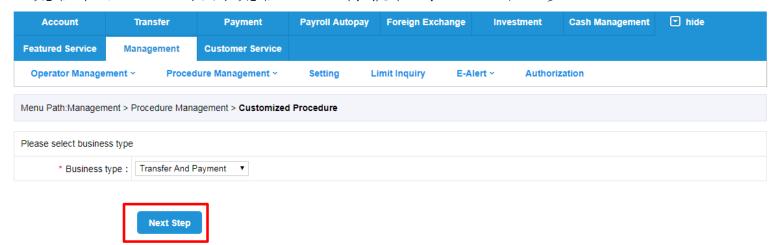
6. 輸入應答碼和密碼, 確認成功;

Account Name	Account Number	Account Type	Reference
CCBTEST	8462	CURRENT ACCOUNT	
Process Information			
Interval No. Process Currency Min Amount Max Amou	nt	Operaters	
Interval 1 Hong Kong Dollar 0.00 20,000.00		Level Makers	
otal Intervals: 1			
Please input confirm information			
* Challenge Code: 123456			
* Response Code:			
* Password:			

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** Pending for Authorization Interval Reference Type CCBTEST 8462 С Transfer 1 Min Amount **Max Amount** Interval No. **Process Currency** Operators Hong Kong Dollar 0 20000 level Makers Interval 1

- 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"



2. 選擇客戶,點擊"下一步"

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



3. 點擊"新增"

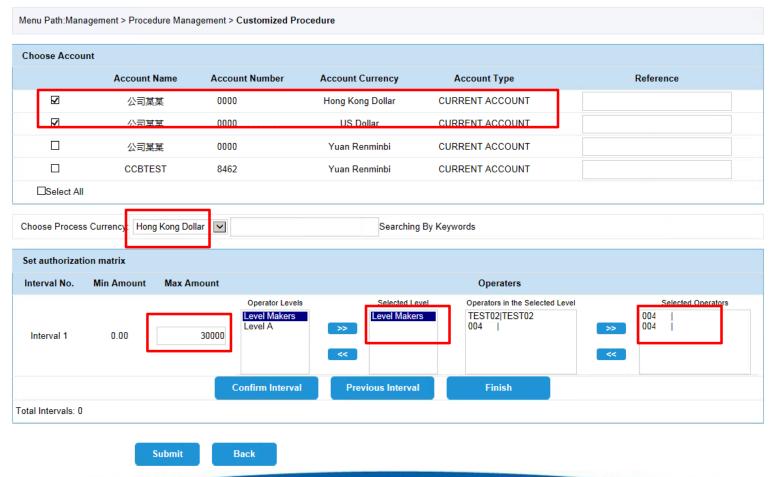


4. 選擇需要的業務類型,並為流程命名;

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



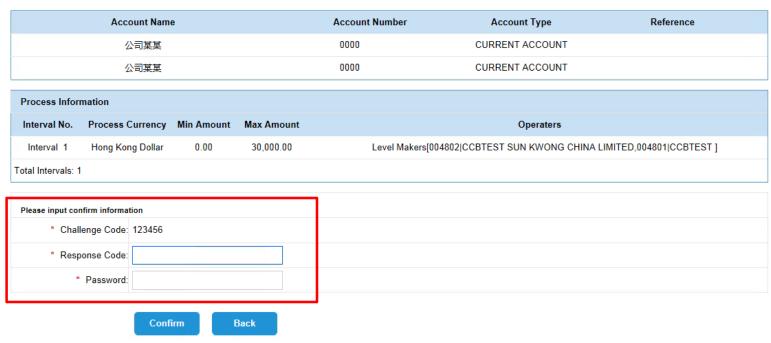
- 5. 選擇該流程應用的帳戶以及流程限額參考的幣種;設置金額區間及該區間需要設置的操作員。[指定制單員]進行制單,需選擇"操作員等級",並選擇"選定覆核等中的操作員",選定某一個或幾個制單員。
- 6. 點擊"定制完成", 並提交;



17

7. 輸入應答碼和密碼, 確認成功;

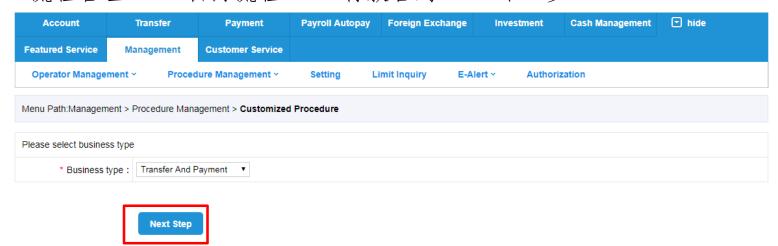
Back



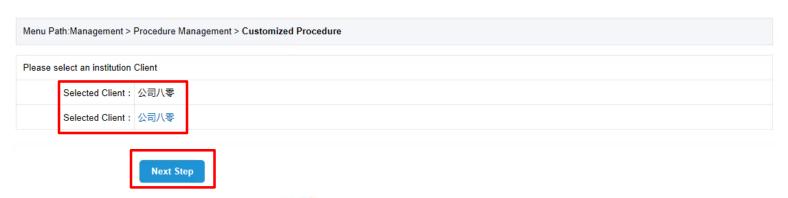
8. 可以在"流程管理"-"自訂流程"中查看已經設置的轉帳流程。

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

- 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"

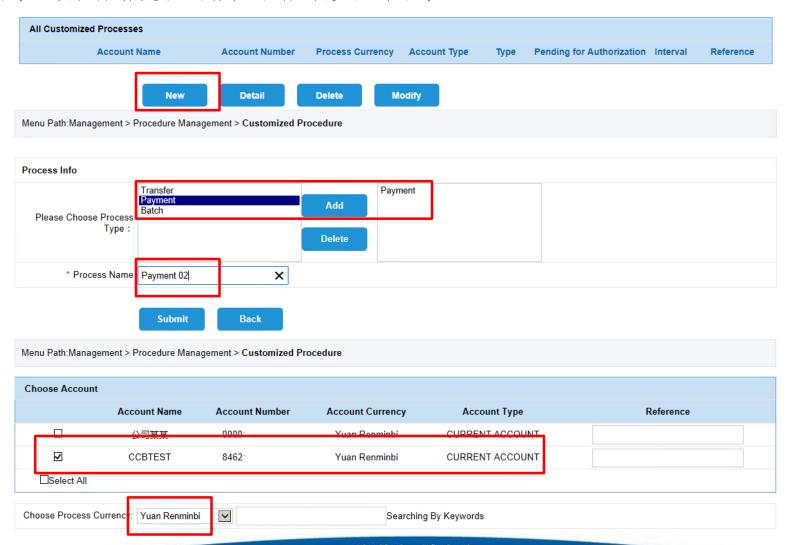


2. 選擇客戶,點擊"下一步"





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;



Detail

New

Submit

3.2. 若為已有流程的帳戶修改流程,選定該帳戶,點擊"修改";

Delete

	Account Name	Account Number	<b>Process Currency</b>	Account Type	Type	Pending for Authorization	Interval	Referenc
0	<u> </u>	0000	Hong Kong Dollar	CURRENT ACCOUNT	Transfer	0	1	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. 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;

Modify



5. 點擊 "完成制單" 並提交 **中国建设银行(亞洲)** China Construction Bank(Asia)

Back

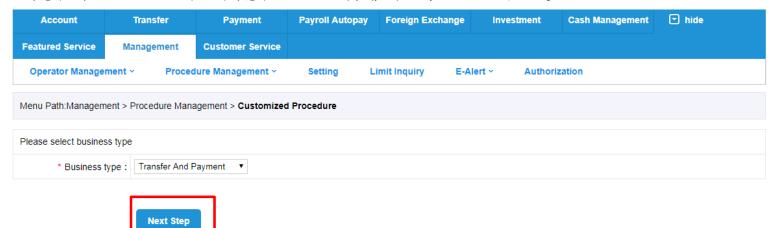
6. 輸入應答碼和密碼, 確認成功;

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

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	Туре	Pending for Authorization Inter		Reference	
CCBTEST		8462	С	Payment	0	1		
Interval No.	Process Currency	Min Amount	Max Amount	Operators				
Interval 1	Interval 1 Yuan Renminbi 0 40000 level Makers							

- 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"



2. 選擇客戶,點擊"下一步"

**Next Step** 



3. 點擊"新增"



4. 選擇需要的業務類型,並為流程命名;

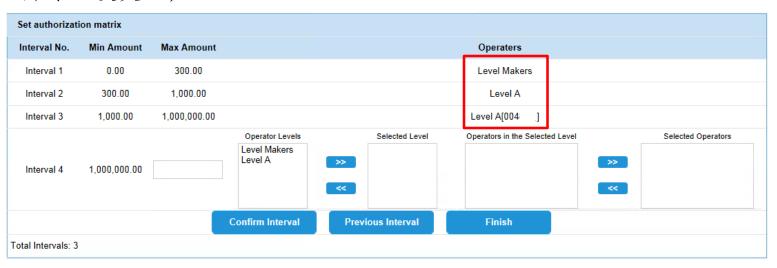
Process Info					
Please Ch		Transfer Payment Batch	Add	Payment	
Type			Delete		
* F	<sup>O</sup> rocess Name	Payment 03  X			
		Submit Back	•		



- 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";

Submit

Back



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7. 輸入應答碼和密碼,確認成功;

Menu Path:Management > Procedure Management > Customized Procedure								
	Account N	ame		Account Number	Account Type	Reference		
	公司某事	ţ		0000	CURRENT ACCOUNT			
Process Information								
Interval No. Process Currency Min Amount Max Amount			Max Amount		Operaters			
Interval 1 Hong Kong Dollar 0.00 300.00		300.00	Level Makers					
Interval 2 Hong Kong Dollar 300.00 1,000.00		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							
Please input c	onfirm information			_				
* Ch	allenge Code: 12345	6						
* Re	sponse Code:							
	* Password:							
				J				
	C	onfirm	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。

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

