Transaction approval flow

Poster >> Approver (Advanced level) >> Signatory

1. Login as Signatory, Navigate to Admin → Define new user and define posters / approvers.

●	posttest01	Corp Transaction Poster	postone	postone	01
○	post0101	Corp Transaction Poster	post	pos	1
○	apptest01	Corp Transaction Approver	appone	appone	01
○	apptest02	Corp Transaction Approver	apptwo	apptwo	02
○	apptest03	Corp Transaction Approver	appthree	appthree	03
○	apptest04	Corp Transaction Approver	appfour	appfour	04
○	apptest05	Corp Transaction Approver	appfive	appfive	05

2. Once all the internal users are defined, navigate to Admin → Limit management.
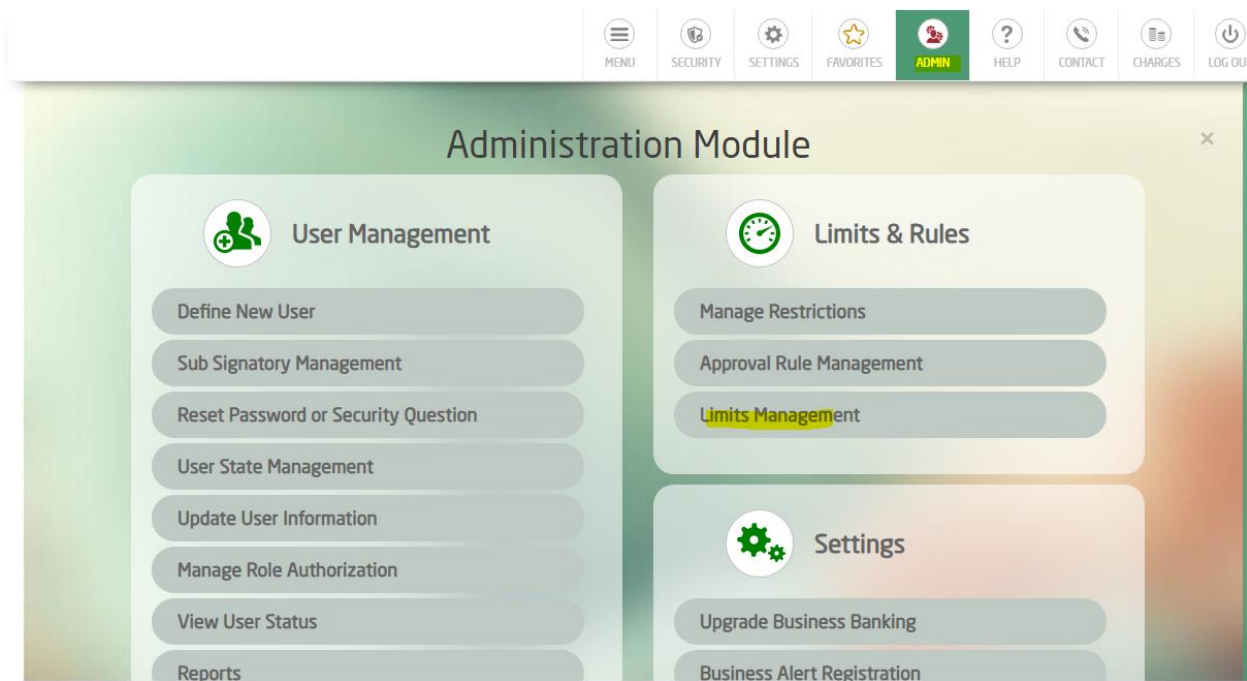
3. Under Limit Management → Select Personal Approval Limits.

Company Approval Limits

Limit management

Company Level Approval Limits			
Personal Approval Limits			
Account Based Approval Limits			
Company Level Approval Limits			

Internal Transfer	50,000.00 AED	50,000.00	AED	100,001.00 AED	100,001.00	AED
External Transfer	200,000.00 AED	80,000.00	AED	200,000.00 AED	100,000.00	AED
Batch Transfer	60,000.00 AED	60,000.00	AED	100,001.00 AED	100,001.00	AED

4. All the approvers will be displayed here and the limits will be displayed as zero by default

Limit management

Personal Approval Limits

Users	Limit Type	Internal Transfer	External Transfer	Batch Transfer	Bill Payment
apptest01	Transaction Limit	0	0	0	0
	Daily Limit	0	0	0	0
apptest02	Transaction Limit	0	0	0	0
	Daily Limit	0	0	0	0
apptest03	Transaction Limit	0	0	0	0
	Daily Limit	0	0	0	0
apptest04	Transaction Limit	0	0	0	0
	Daily Limit	0	0	0	0

5. Edit and define the limits for each approver.

User Name

apptest01

Transfer Type	Suggested Per Txn Limit (AED)	Preferred Per Txn Limit (AED)		Suggested Per Day Limit (AED)	Preferred Per Day Limit (AED)	
Internal Transfer	50,000.00 AED	0.00	AED	100,001.00 AED	0.00	AED
External Transfer	80,000.00 AED	0.00	AED	100,000.00 AED	0.00	AED
Batch Transfer	60,000.00 AED	0.00	AED	100,001.00 AED	0.00	AED
Bill Payment	20,000.00 AED	0.00	AED	100,001.00 AED	0.00	AED

BACK   PROCEED

Personal Approval Limits

Users	Limit Type	Internal Transfer	External Transfer	Batch Transfer	Bill Payment
apptest01	Transaction Limit	50000	80000	60000	20000
	Daily Limit	100001	100000	100001	100001
apptest02	Transaction Limit	50000	80000	60000	20000
	Daily Limit	100001	100000	100001	100001
apptest03	Transaction Limit	50000	80000	60000	20000
	Daily Limit	100001	100000	100001	100001
apptest04	Transaction Limit	50000	80000	60000	20000
	Daily Limit	100001	100000	100001	100001
apptest05	Transaction Limit	50000	80000	60000	20000
	Daily Limit	100001	100000	100001	100001

6. Once limits are defined for each approver, define approval level. Navigate to Admin → Approval rule management.
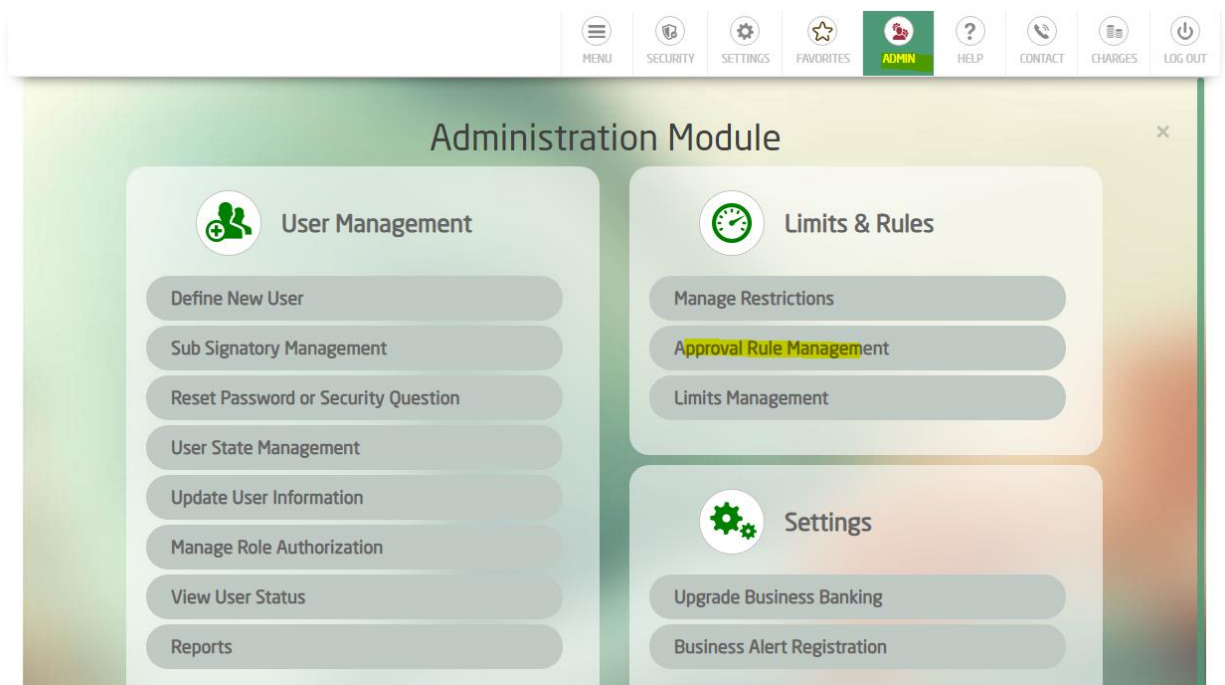
7. Select Approval Level and define the number of levels. It can be 1 step approval, 2 step approval or Advance approval. For advanced level, assign the approvers to each level and complete the set up.
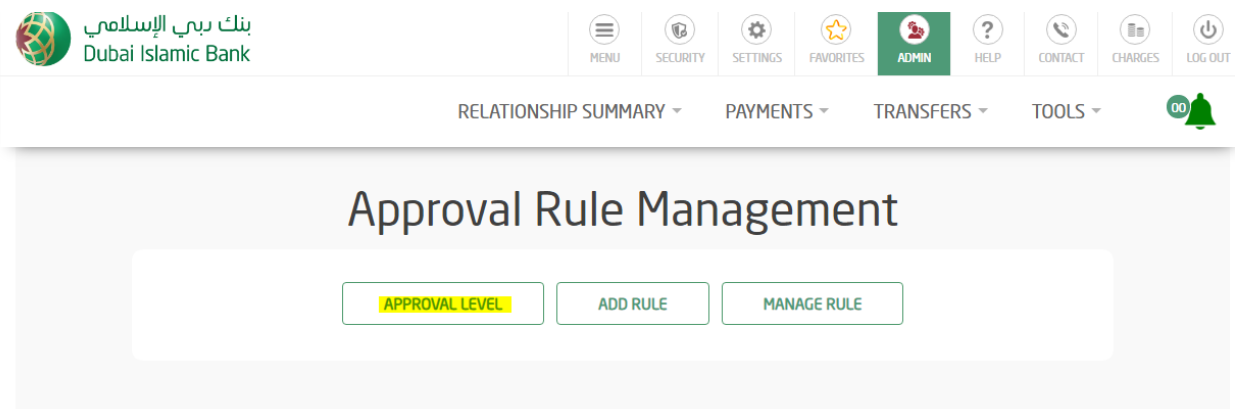
Add/Edit Approval Rule

Please specify your cash management preferences

Approval Preference*	Number of authority groups/levels*
Advanced approval ▾	5 ▾

Level 1	Level 2
L1	L2

Level 3	Level 4
L3	L4

Level 5	
L5	

ADD

Please assign approvers to groups/levels

User Name ⬍	Name ⬍	Last Name ⬍	Employee ID ⬍	Group/Level ⬍
apptest01	appone	appone	01	L1 ▾
apptest02	apptwo	apptwo	02	L2 ▾
apptest03	appthree	appthree	03	L3 ▾
apptest04	appfour	appfour	04	L4 ▾
apptest05	appfive	appfive	05	L5 ▾

8. Add Rule, Select the financial txns to be given access and select the rule for approvers. If each level has 1 approver and we need all the approvers to approve the txn, then select 1 in each level and complete the set up

Approval Rule Management

APPROVAL LEVEL   ADD RULE   MANAGE RULE

Restricted Transactions

🔍
Internal
External
Batch
Bill Payment

MOVE ALL

Allowed Transactions

🔍

REMOVE ALL

Restricted Transactions

🔍

MOVE ALL

Allowed Transactions

🔍
Internal
External
Batch
Bill Payment

REMOVE ALL

Please specify rule limits

Amount Type	⇕	Amount	⇕	Action	⇕	Rule Detail
Unlimited ▼		999999999999999999		🗑		▲

L1	L2
1 ▼	1 ▼
L3	**L4**
1 ▼	1 ▼
L5	
1 ▼	

Approval level and rule set up is completed.

Below is the flow for approving the transactions.

1. Once Poster has initiated a transaction, it will be available in approval queue for all users in Pending status. Only the authorized users (Approver and Signatory) will be able to act upon the transactions.

RELATIONSHIP SUMMARY ▾   PAYMENTS ▾   TRANSFERS ▾   TOOLS ▾   00 🔔

Accounts	AED	2,326,354.39
Current	AED	2,3̶̶̶̶̶̶̶̶9 ▼

Assets
2,3̶̶̶̶̶̶̶.39

Liabilities
0.00

Investments
Do not own an investment account?   Apply Now

Foreign Currency Account balance is displayed in AED equivalent

Cards
You do not have any Card

Finances
You do not have any Finance

APPROVAL QUEUE

REF NO	DATE	TYPE	AMOUNT	STATUS
▓▓▓▓▓▓	Sep 4, 2019	Domestic Transfer - Within UAE	5,000.00 AED	Pending ▲ ☐

Debit Account

▓▓▓▓▓▓

Debit Amount

5000.00 AED

Beneficiary Name

add add

Beneficiary Bank Name

HSBC UAE

Beneficiary Address

Beneficiary Credit Card Nu...

▓▓▓▓▓▓4

2. Path for Approvers will show the approver name with whom the transaction is pending. As each approver authorizes, the next level approver will be able to act upon the transaction.

PATHS FOR APPROVERS

RULE NAME	RULE TYPE	ACTED BY	PENDING WITH	TRANSACTION STATUS
Rule 1	1 - L1		appone appone	Pending

PATHS FOR APPROVERS

RULE NAME	RULE TYPE	ACTED BY	PENDING WITH	TRANSACTION STATUS
Rule 1	1 - L1	appone appone		Task Approved
Rule 1	2 - L2	apptwo apptwo		Task Approved
Rule 1	3 - L3		appthree appthree	Pending

RULE NAME	RULE TYPE	ACTED BY	PENDING WITH	TRANSACTION STATUS
Rule 1	1 - L1	appone appone		Task Approved
Rule 1	2 - L2	apptwo apptwo		Task Approved
Rule 1	3 - L3	appthree appthree		Task Approved
Rule 1	4 - L4	appfour appfour		Task Approved
Rule 1	5 - L5	appfive appfive		Task Approved

3. Once all the approvers authorize the transaction, it will be available for signatory to approve.

PATH FOR SIGNATORY APPROVAL

RULE NAME	RULE TYPE	ACTED BY	PENDING WITH	DATE	TRANSACTION STATUS
reg	SINGLE		sigone sigone	04/09/2019	Pending

4. Signatory logs in and approves the transaction. Transaction in the queue is now approved and executed.

ADVANCED SEARCH		APPROVE	REJECT

REF NO	DATE	TYPE	AMOUNT	STATUS
▉▉▉▉▉	Sep 4, 2019	Domestic Transfer - Within UAE	5,000.00 AED	Pending ▲ ☐

Debit Account
▉▉▉▉▉

Debit Amount
5000.00 AED

Beneficiary Name
add add

Beneficiary Bank Name
HSBC UAE

Beneficiary Address

Beneficiary Credit Card Nu...
▉▉▉▉▉4

PATH FOR SIGNATORY APPROVAL

RULE NAME	RULE TYPE	ACTED BY	PENDING WITH	DATE	TRANSACTION STATUS
reg	SINGLE	sigone sigone		04/09/2019	Approved

REF NO	DATE	TYPE	AMOUNT	STATUS
████████████	Sep 4, 2019	Domestic Transfer - Within UAE	5,000.00 AED	Approved ▲