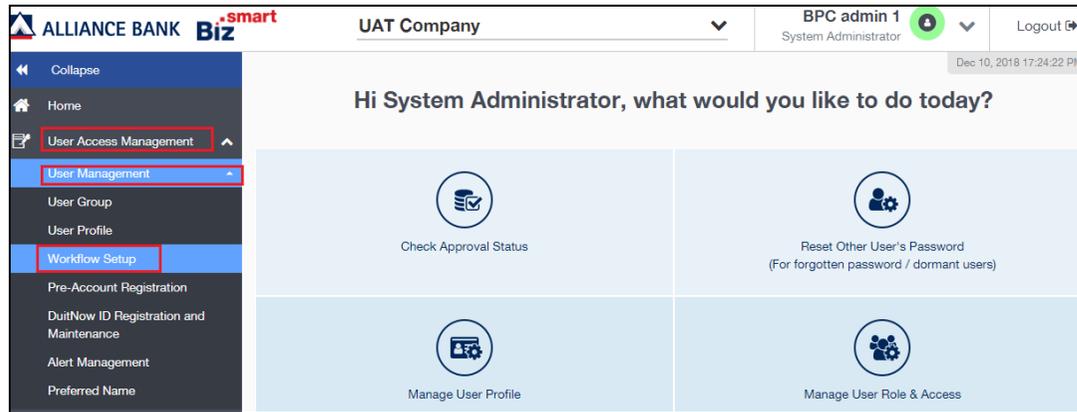


## How to update approval limit (workflow setup)?

Workflow setup allows user to define the signing approval matrix for transactions in Alliance BizSmart®.

### Login as System Administrator (XXXXXXcad)

**Step 1.** Go to **User Access Management > User Management > Click on “Workflow Setup”**



**Step 2.** Click on **“Edit”** > Enter the maximum approval limit in the **“To”** box under the Transaction Limit column for the Transaction Type that you wish to change. System default value is 9,999,999,999.00

**Checker/Sender** function: select **“Yes”** if required.

**Authoriser** function: you may select the number of authoriser required or click on **“+”** to add next level approver

Click on **“OK”** > Click on **“Confirm”** to proceed

Transaction Type	Transaction Limit			Approval Level			Action
	Levels	From	To	Checker	Sender	Authorizers	
<b>Payments</b>							
Pay To Alliance Accounts	1	0.01	9,999,999,999.00	No	No	1 - Authorizer	Edit
Pay to Other Banks Accounts	1	0.01	9,999,999,999.00	No	No	1 - Authorizer	Edit
Rentas	1	0.01	9,999,999,999.00	No	No	1 - Authorizer	Edit
Loan/ Financing Repayment	1	0.01	9,999,999,999.00	No	No	1 - Authorizer	Edit
Bill Payment	+	0.01	5000.00	Yes	No	1 Authorizer + AND + OR	OK
		5000.01	999999.00	Yes	No	2 Authorizer + AND + OR	
Cards Payment	1	0.01	9,999,999,999.00	No	No	1 - Authorizer	Edit

**Step 3.** Click on “Submit” at the Preview page

Update Workflow Setup - Preview

Transaction Type: FPX B2B Payment

Old					
Transaction Limit			Approval Level		
Levels	From	To	Checker	Sender	Authorizers
1		0.01	1.00	No	No

New					
Transaction Limit			Approval Level		
Levels	From	To	Checker	Sender	Authorizers
1		0.01	2.00	No	No
					1 - authorizer

**Step 4.** System will display “Transaction is successfully sent for approval”. Please proceed for System Authoriser to approve the maintenance.

Update Workflow Setup - Acknowledgement

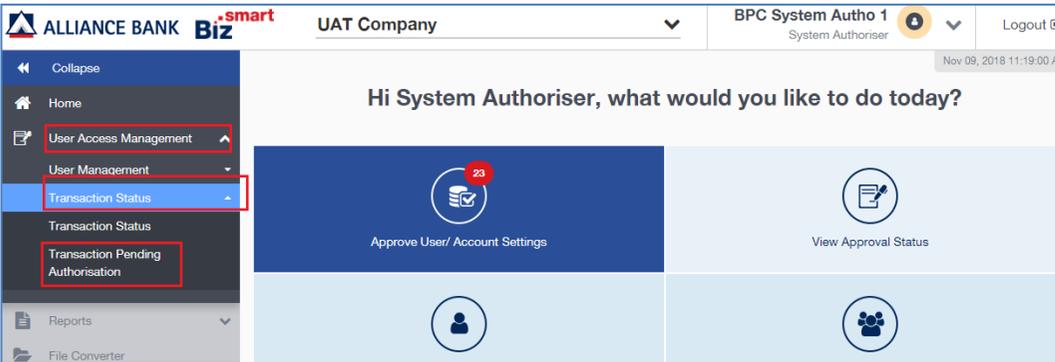
Transaction is successfully sent for approval.

Transaction Type: FPX B2B Payment

New					
Transaction Limit			Approval Level		
Levels	From	To	Checker	Sender	Authorizers
1		0.01	2.00	No	No
					1 - authorizer

**Login as System Authoriser (XXXXXXcau)**

**Step 1.** Go to User Access Management > Transaction Status > Click on “Transaction Pending Authorisation”



**Step 2.** Tick the checkbox of the transaction that needs to be approved and click on “Approve”

Transaction Pending Authorisation Listing

Search By  
 Function: All  
 Action: All  
 Transaction Date: From To

Function	Total Pending Authorisation
CorporateUser	6
FavouriteAccount	2
UserGroup	3
WorkflowSetup	5
<b>Total</b>	<b>16</b>

Search Result  
 Date: 17/11/2016 11:10:52  
 Results 1 - 16 of 16

Transaction Date/Time	Function	Short Description	Action
<input checked="" type="checkbox"/>	03/12/2015 15:50:20	User Profile - UAT Company - bruser001	Update
<input type="checkbox"/>	03/12/2015 15:50:20	User Profile - UAT Company - trlmaster1	Update

Comments

**Step 3.** Click on “Confirm” at the Preview page.

Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

Results 1 - 1 of 1

Comments :

Back Confirm

**Step 4.** Turn on the token and enter your 8-digit PIN > Press **OK** > Press **OK** at sign menu on the token > token will request to input checksum > Enter the checksum number you see on the screen to the token > Press **OK**> Enter the number you see on the token into the checksum sign column

Transaction Pending Authorisation - Preview (Approve)

Results 1 - 1 of 1

Transaction Date Time	Function	Short Description	Action	Approval Status
24/08/2016 15:54:10	Workflow Setup	1000002 - UAT Company - Pay to Other Banks Accounts	Update	Created

Results 1 - 1 of 1

**Transaction Signing**

Checksum : 47625912

Checksum Sign :



**Step 5.** Click on “Confirm”

Comments :

Back Confirm

**Step 6.** System will show “Transaction Signed” > Click on “OK”

**Transaction Signed.**

Your transaction(s) is now being processed.  
**Do not logout or close the browser until transaction(s) status is available.**

Click OK to continue.

OK

From Name	ID	Amount	Equivalent Amount
140280010000252	werw	MYR 1,000.00	1
2900002197			