

# GCMS Plus

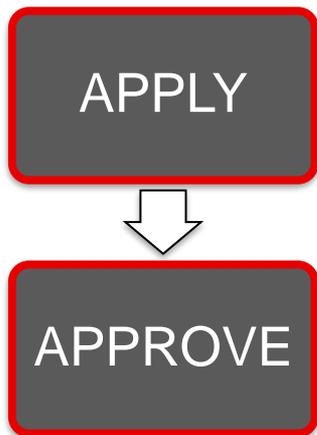
## CREATION OF APPROVAL FLOW



## NOTE:

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### Approval Flow Process



1. One Administrator (*applier*) to create the approval flow.
2. Another Administrator (*approver*) to approve the applied approval flow.

- ❑ Approval flow should be registered in advance if you need to use specific approval flows in your operations.
- ❑ If an approval flow is not set, the system defaults to a **“1 Maker → 1 Approver”** approval process.
  - **Default Approval Flow** - any user or admin with “Approve” function can perform the approval.

## Step #1: Go to the GCMS Plus page

- ❑ Upon successful login, click [*GCMS Plus*]

The screenshot displays the 'Cash Balance: Asia Pacific' dashboard. On the left, a 'To Do' list includes 'Administration' and 'OTP Token Activation', both with a red '1' notification. Below this is a 'Direct Links' section, highlighted with a red dashed box, containing 'Cash Management' and 'GCMS Plus'. The main content area shows a map of Asia with data for Pakistan (0 a/c, 0.0), Myanmar (3 a/c, 0.0), Thailand (0 a/c, 0.0), and Vietnam (0 a/c, 0.0). A red message states: 'There is an account(s) that doesn't have balance details.' The top right includes 'Customer: All', 'Base Currency: USD [Rate by Bank]', and a 'Settings' button.

- ❑ From the ADMINISTRATION Menu, click [*Approval Flow Registration / Inquiry*] under Customer Profile

The screenshot shows the 'ADMINISTRATION' menu in the MUFG COMSUITE GCMS Plus interface. The menu is divided into three sections: 'Customer Profile', 'Account and Company Code', and 'User Profile'. The 'Customer Profile' section is highlighted with a red dashed box and contains the following links: 'Profile Inquiry', 'Approval Flow Registration / Inquiry', and 'Base CCY & Ex. Rate Registration / Inquiry'. Other sections include 'Account and Company Code' with 'Account Inquiry' and 'Company Code Inquiry', and 'User Profile' with 'Profile Revision / Inquiry'. The 'My Profile' section also has a 'Profile Revision / Inquiry' link. The top navigation bar includes 'TRANSACTION SERVICES', 'REPORTS', and 'ADMINISTRATION'.

## Step #2: Navigate to the *Approval Flow: List* page

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- ❑ Click [New]

Approval Flow: List CM030401

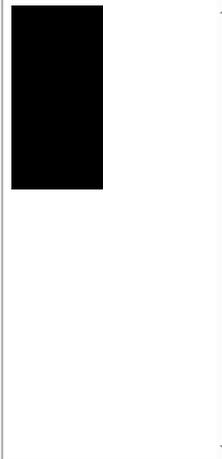
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**Approval Flow List**

Approval Flow Name ▲	Operation	Status	Rejected
████████████████████	Revision	Approved	
████████████████████	Revision	Approved	

New

## Step #3.1: Enter the Contents of Approval Flow

Approval Flow Information				
Approval Flow Name* <input type="text"/>				
Approval Flow Details				
· Please enter "99,999,999,999,999" in Amount Range "To" field when you do not need to set upper limit amount for the Approval Flow.				
Approval Level	Number of Approvers	Amount Range (USD)	Approver User ID	Users List
1st Level	- ▼	From 0	<input type="text"/>	
2nd Level	- ▼	From <input type="text"/>	<input type="text"/>	
3rd Level	- ▼	From <input type="text"/>	<input type="text"/>	
4th Level	- ▼	From <input type="text"/>	<input type="text"/>	
		To* <input type="text"/>		

Under Approval Flow Details, please set the following:

a. **Approval Flow Name**

- select a suitable name for easy reference

b. **Approval Level**

- approval limits can be identified from the 1st to the 4th level.

c. **Number of Approvers**

- select from 1 to 3 for the required number of approvers for each level.
- select hyphen (-) if there are no applicable approvers for the succeeding levels.

d. **Amount Range**

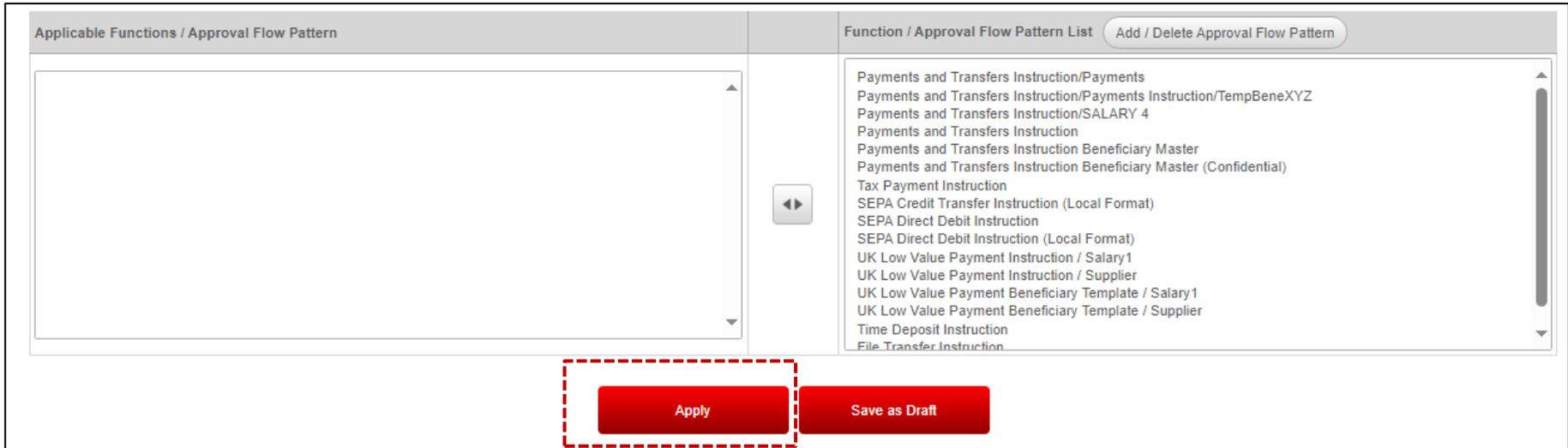
- **From** - minimum amount to approve per level
- **To \*** - maximum amount to approve

e. **Approver User ID**

- **To Add** – from Users List, select the user ID that needs to be added as Approver to the applicable level and click on the  icon
- **To Remove** – from Approver User ID, select the User ID that needs to be removed and click on the  icon

## Step #3.2: Enter the Contents of Approval Flow

- The list on the right box displays the **Functions/Approval Flow Patterns** that are not currently applied to any other approval flow.
- Select from the list, and then click the  button to move them to the left box.



The screenshot displays the APPLIER interface for configuring approval flows. It is divided into two main sections: 'Applicable Functions / Approval Flow Pattern' on the left and 'Function / Approval Flow Pattern List' on the right. The right section contains a list of functions and a 'Add / Delete Approval Flow Pattern' button. A double arrow button is positioned between the two sections. At the bottom, there are two buttons: 'Apply' (highlighted with a red dashed box) and 'Save as Draft'.

Applicable Functions / Approval Flow Pattern	Function / Approval Flow Pattern List
	<ul style="list-style-type: none"><li>Payments and Transfers Instruction/Payments</li><li>Payments and Transfers Instruction/Payments Instruction/TempBeneXYZ</li><li>Payments and Transfers Instruction/SALARY 4</li><li>Payments and Transfers Instruction</li><li>Payments and Transfers Instruction Beneficiary Master</li><li>Payments and Transfers Instruction Beneficiary Master (Confidential)</li><li>Tax Payment Instruction</li><li>SEPA Credit Transfer Instruction (Local Format)</li><li>SEPA Direct Debit Instruction</li><li>SEPA Direct Debit Instruction (Local Format)</li><li>UK Low Value Payment Instruction / Salary1</li><li>UK Low Value Payment Instruction / Supplier</li><li>UK Low Value Payment Beneficiary Template / Salary1</li><li>UK Low Value Payment Beneficiary Template / Supplier</li><li>Time Deposit Instruction</li><li>File Transfer Instruction</li></ul>

**Apply** **Save as Draft**

- Click [*Apply*]

## Step #4: Confirm the Contents of Approval Flow

- ❑ Review the contents of the approval flow and then click [*Apply*]

 Please confirm Approval Flow data below.  
To proceed, click on "Apply" button.

Status :

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Approval Flow Information

Approval Flow Name	[REDACTED]
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**Approval Flow Registration / Inquiry: Result**

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 Approval Flow data has been Applied.

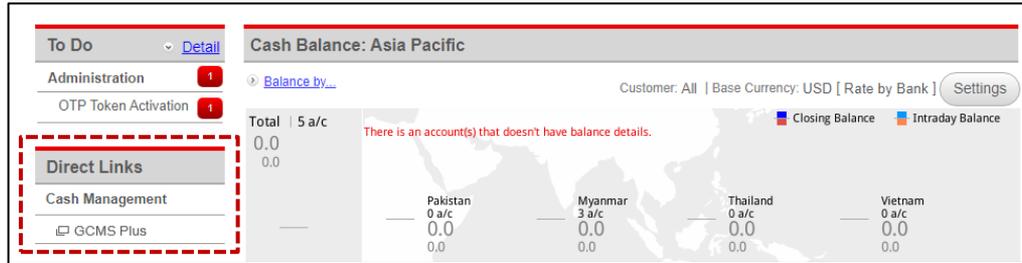
Status : Applied

- ❑ Once applied, inform another administrator to **approve** the applied approval flow.

# APPROVER

## Step #1: Go to the GCMS Plus page

- ❑ Upon successful login, click [GCMS Plus]



- ❑ From the  Menu, pending for approvals are displayed in the **To Do List**.
- ❑ Click the [*number*] for the Approval Flow Administration under 'Waiting for Approval' column.

	Waiting for Approval	Rejected
Payments and Transfers Instruction	3	0
Approval Flow Administration	3	0
User Profile Administration	1	0

# APPROVER

## Step #2: Choose from the Approval Flow: List

- ❑ Click on the [Approval Flow Name](#) that you want to approve.

Approval Flow: List CM030401

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Approval Flow List

Approval Flow Name ▲	Operation	Status	Rejected
<a href="#">13-2 B</a>	Registration	Applied	
<a href="#">APF_Checker on Leave</a>	Registration	Applied	
██████████	Revision	Applied	

[New](#)

- ❑ Click *[Approve / Reject]*

Approval Flow Name: 13-2 B

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Approval Flow Details

Approval Level	Number of Approvers	Amount Range (USD): From	Approver User ID
1st Level	1	0	ADMIN3

Amount Range (USD): To: 9,999,999,999

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Applicable Functions / Approval Flow Patterns

Payments and Transfers Instruction/13-2 B

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Process History

Processed Date [PHL]	Status	User ID	User Name
2022.02.15 21:24:16	Applied	ADMIN1	XXXXXXXXXXXXXXXXXX

[Approve/Reject](#)

## Step #3: Authorize the New Approval Flow

- ❑ Follow the on-screen instructions on how to enter the transaction authorization code and then click *[Confirm]*

Transaction Authorization (To Save as Draft / Reject, entering Transaction Authorization Code is not required.)

i. Press the "3"(SIGN) button of the OTP token.

ii. Enter the challenge code to the OTP token and press the "OK" button.  
(6 digits based on Total Amount/Amount and Entry No. or Group No.)

Challenge Code

iii. Enter the displayed code to the Transaction Authorization Code field.

Transaction Authorization Code

iv. Enter your login password to the Password field.

Password

Click the "Confirm" button to finish application for transaction.



**Note:** The revised approval flow will only apply to **new** payment instructions and will not cover previously initiated payments prior to the revision.

Should you have any concerns, feel free to contact the Transaction Banking helpdesk at +632 8886 7371 local 8051-8073 or email us at [cmsph\\_support@ph.mufg.jp](mailto:cmsph_support@ph.mufg.jp)

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