

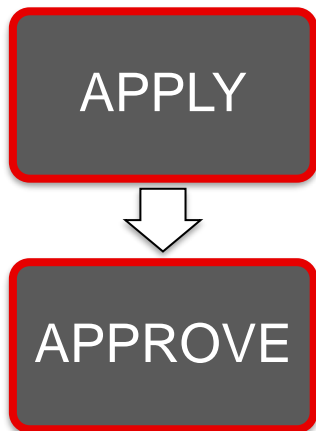
GCMS Plus

REVISION OF APPROVAL FLOW



NOTE:

Approval Flow Process

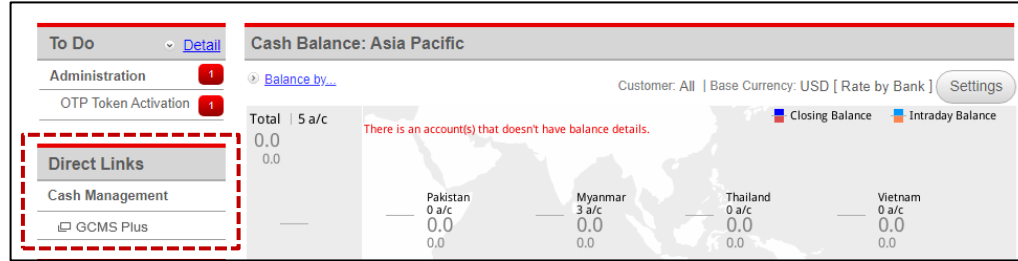


1. One Administrator (*applier*) to revise / edit the approval flow.
2. Another Administrator (*approver*) to approve the applied approval flow.

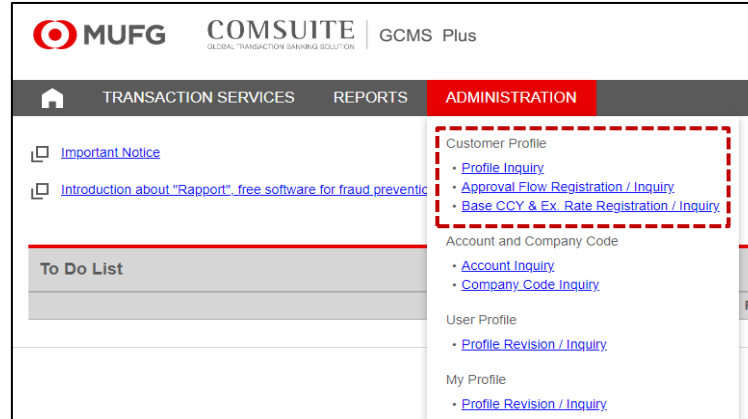
- ❑ Approval flow should be updated in advance if you have changes in your specific approval flow operations.
- ❑ Newly designated Approvers will not be able to view and approve payment instructions '**Applied**' prior to the approval flow revision.

Step #1: Go to the GCMS Plus page

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



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



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

- ❑ Click on the [Approval Flow Name](#) that requires revision.

Approval Flow: List

CM030401

Approval Flow List

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

New

- ❑ Scroll down to the bottom of the page and then click *[Apply to Revise]*

Apply to Revise

Apply to Delete

Step #3.1: Revise the Contents of Approval Flow

Approval Flow Information				
Approval Flow Name* <input type="text" value="Payments and Transfers"/>				
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	<input type="button" value="1"/>	From 0	<input type="text" value=""/>	<input type="text" value=""/>
2nd Level	<input type="button" value="-"/>	From <input type="text" value=""/>	<input type="text" value=""/>	
3rd Level	<input type="button" value="-"/>	From <input type="text" value=""/>	<input type="text" value=""/>	
4th Level	<input type="button" value="-"/>	From <input type="text" value=""/>	<input type="text" value=""/>	
		To* <input type="text" value="99,999,999,999,999"/>		

Under Approval Flow Details, please set the following:



a. 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.


b. Amount Range [CCY]


- **From** – minimum amount limit for each identified approval level
- **To *** – maximum amount limit

c. 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: Revise 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 the appropriate functions and patterns needed, then click the  button.

Applicable Functions / Approval Flow Pattern	Function / Approval Flow Pattern List	Add / Delete Approval Flow Pattern
<div></div>	<div></div> <div>Payments and Transfers Instruction/Payments Payments and Transfers Instruction/Payments Instruction/TempBeneXYZ Payments and Transfers Instruction/SALARY 4 Payments and Transfers Instruction Payments and Transfers Instruction Beneficiary Master Payments and Transfers Instruction Beneficiary Master (Confidential) Tax Payment Instruction SEPA Credit Transfer Instruction (Local Format) SEPA Direct Debit Instruction SEPA Direct Debit Instruction (Local Format) UK Low Value Payment Instruction / Salary1 UK Low Value Payment Instruction / Supplier UK Low Value Payment Beneficiary Template / Salary1 UK Low Value Payment Beneficiary Template / Supplier Time Deposit Instruction File Transfer Instruction</div>	
<div><div>Apply</div><div>Save as Draft</div></div>		

- ❑ Click [Apply]

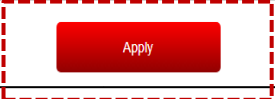
Step #4: Confirm the Contents of Approval Flow

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

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


Status :

Approval Flow Information	
Approval Flow Name	[REDACTED]



Apply

Approval Flow Registration / Inquiry: Result

 Approval Flow data has been Applied.

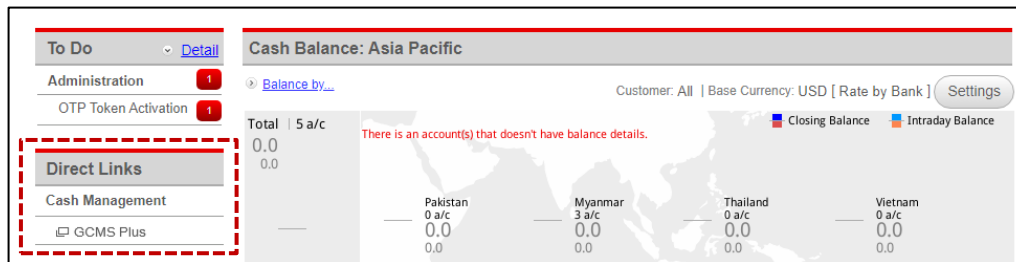
Status : Applied


- ❑ Once applied, inform another administrator to **approve** the applied revision of the 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*] icon in the Approval Flow Administration under 'Waiting for Approval' column.

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

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

- Click on the [Approval Flow Name](#) for approval.

Approval Flow: List CM030401

Approval Flow List

Approval Flow Name ▲	Operation	Status	Rejected
13-2 B	Registration	Applied	
APF_Checker on Leave	Registration	Applied	
	Revision	Applied	

[New](#)

- Review the applied Approval Flow and then click *[Approve / Reject]*

Approval Flow Name: 13-2 B

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	

Applicable Functions / Approval Flow Patterns

Payments and Transfers Instruction/13-2 B

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 Revision

- ❑ 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 000177

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.

Confirm Back to Previous



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

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