

treasuryXpress

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Multi-Approval Module

Multi-Approval Module

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I. Basic Knowledge

The **Multi-Approval** Module is created to allow authenticators to control the creation or modification of ELCs (Exported Letter of Credit), ILCs (Imported Letter of Credit), Accounts & Beneficiaries:

- ELC, ILC & Beneficiaries will be added, edited or deleted only when approved by their authenticators (Approvers).
- Previously created accounts will only be edited or deleted after their authenticator's approval. However, if a new account will be created where a restriction is needed, the rule should be applied for all accounts.

Note: A letter of credit is a letter from a bank to guarantee that a payment will be received on time and with the correct amount.

II. Modules:

Step 1: Assigning Authenticators

Before starting with the creation of a Module Rule, the first thing to do is to assign which users to be the authenticators (Signers/ Approvers).

- Go to SecuritySetting/UserSecurity/UserManagement Page
- Select the wanted user to be the Authenticators and press on **Roles** Button

The screenshot shows the C2Treasury User Management interface. At the top, there's a navigation bar with 'User Management' selected. Below it, a form for creating a user is visible. The form includes fields for Username (ADMIN), Password, Confirm, Email, and a Clone User dropdown. A red box highlights the 'Roles' button in the table below. A red arrow points from the 'Roles' button in the table to the 'Roles' button in the form.

#	User Name	Is Locked	Approved On	Approved By	Modified On	Modified By	Authorization Group	Module Permissions
Delete lock Unlock Roles Forget	S5	<input type="checkbox"/>	11-Apr-2018 2:59:31 PM	ADMIN	11-Apr-2018 2:59:31 PM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	TEST2	<input type="checkbox"/>	29-Nov-2018 9:11:38 PM	ADMIN	29-Nov-2018 9:11:38 PM	ADMIN		Module Permissions
Delete lock Unlock Roles Forget	S2	<input type="checkbox"/>	07-Feb-2019 10:20:57 AM	ADMIN	07-Feb-2019 10:20:57 AM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	S4	<input type="checkbox"/>	18-Feb-2019 10:09:05 AM	ADMIN	18-Feb-2019 10:09:05 AM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	DZILENAITE	<input type="checkbox"/>	23-Mar-2018 9:30:57 AM	ADMIN	23-Mar-2018 9:30:57 AM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	ELC1	<input type="checkbox"/>	06-Mar-2018 6:09:43 AM	ADMIN	06-Mar-2018 6:09:43 AM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	S6	<input type="checkbox"/>	11-Apr-2018 3:00:19 PM	ADMIN	11-Apr-2018 3:00:19 PM	ADMIN	ALL	Module Permissions
Delete lock Unlock Roles Forget	LAURENT	<input type="checkbox"/>	01-Feb-2018 1:37:37 PM	LAURENT	01-Feb-2018 1:37:37 PM	LAURENT	ALL	Module Permissions
Delete lock Unlock Roles Forget	REDBRIDGE	<input type="checkbox"/>	04-Dec-2017 4:06:49 PM	LAURENT	04-Dec-2017 4:06:49 PM	LAURENT	ALL	Module Permissions
Delete lock Unlock Roles Forget	QA-TEST	<input type="checkbox"/>	09-Apr-2019 6:46:01 AM	ADMIN	09-Apr-2019 6:46:01 AM	ADMIN	ALL	Module Permissions

- After pressing on **Roles** button, the Authenticator check box should be enabled.

https://c2test.azurewebsites.net/SecuritySetting/UserSecurity/UserManagement.aspx

User Management

UserName: * ADMIN

Password: * *****

Confirm: * Strong

Email: *

Clone User:

Create User

All Users

Print

Clear

Delete lock Unlock Roles Forget

User Name Sara

SARA

User Roles

#	Role Name	Role Name
<input checked="" type="checkbox"/>	Front Office	Will have the right to access the Front Office option when dealing with: Live FX Conversions, Live Payments and MTM Live Rates. Must be connected to a 3rd party platform such as Currency Cloud.
<input checked="" type="checkbox"/>	RatesEditor	Can configure interest rates and FX rates, even if not ticked, when and only when Admin is ticked.
<input checked="" type="checkbox"/>	Validator	Enables the user to validate the payment files. In the Payments menu ? Validation & Signer Reselection do not appear when Validator is disabled.
<input checked="" type="checkbox"/>	LoanEditor	Will be able to edit loans in the custom loan option.
<input checked="" type="checkbox"/>	PaymentEditor	Enables the users to input transfers. In the Payments menu ? Editor & Treasury Wire do not appear when Payment Editor is disabled. Furthermore, in the Administration part, the whole Payment Setup menu will be disabled.
<input checked="" type="checkbox"/>	Authenticator	Everything that is related to Administration such as: Account Setup, Forecast Setup and Static Data. What remains is Payment Setup and BAM Setup.
<input checked="" type="checkbox"/>	Admin	Everything that is related to Administration such as: Account Setup, Forecast Setup and Static Data. What remains is Payment Setup and BAM Setup.

Page 1 of 4 (28 items)

Create Filter

Save

Step 2: Example: Creating an ILC Rule

- Go to SecuritySetting/UserSecurity/MultiApprovalSetting page to fill the information of the ILC Rule required
- Module:** Select the ILC/Guarantee since we're doing an ILC Rule

https://c2test.azurewebsites.net/SecuritySetting/UserSecurity/MultiApprovalSetting.aspx

C2Treasury Daily Tasks Deals Cash Management Reporting Payments Diagnostics My Workflows

Search... Home / Security Settings / Multi Approval Setting

Multi Approval User Approvers

Multi Approval Setting

Module: ILC/Guarantee

Accounts:

Enabled: ☒

Add Cancel

Rule:

1. Start with the number of signers needed in a Category: For example if 2 signers of category A are needed. Write 2A
2. Use AND, OR, (for any Advanced rules: For example if 2 signers of Category A and 1 Category of B are needed, or 1 signer of Category A and 1 of Category C are needed, write (2A AND 1B) OR (1A and 1C)
3. Click Add to apply Rule

Multi Approval List

Drag a column header here to group by that column

Edit	Delete	#	Module	Rule	Approver Names	Account Numbers	Enabled

No data to display

Create Filter

- Accounts:** The rule could be either assigned for all the accounts, meaning all the accounts require approvers (Leave the field empty), or assigned for specific account(s), meaning

- **Enabled:** This button will either enable this rule or disable it. If this button is not being Checked, the rule created will not be effective. Otherwise, it will work on the specified accounts.

- **Rule:** The number of Approvers will be specified in this field. Each rule can differ from one another. The format of the rule must be as mentioned in the figure below.
There are 3 type of rules:
 - **AND Rule:** if you put 1A AND 2B for example, the ILC will need the approval of these 3 approvers to be saved in the system
 - **OR Rule:** The ILC will need the approval of one of the authenticators to be saved in the system (For ex: 1A OR 1B)

- Combined Rule: The ILC will need the approval of the assigned number of approvers (For ex: 2A).

Note: A signer can approve or reject the ILC. However, in the rejection case, whatever the rule was, if one of the authenticators rejects the ILC, the ILC will not be saved automatically.

Multi Approval Setting

Module:

Accounts:

Enabled: ☒

Add Cancel

Rule: *

1. Start with the number of signers needed in a Category: For example if 2 signers of category A are needed, Write 2A
 2. Use AND, OR,), (for any Advanced rules: For example if 2 signers of Category A and 1 Category of B are needed, or 1 signer of Category A and 1 of Category C are needed, write (2A AND 1B) OR (1A and 1C)
 3. Click Add to apply Rule

Kindly check the below screenshot to see an example:

Multi Approval Setting

Module:

Accounts:

Enabled: ☒

Add Cancel

Rule: *

1. Start with the number of signers needed in a Category: For example if 2 signers of category A are needed, Write 2A
 2. Use AND, OR,), (for any Advanced rules: For example if 2 signers of Category A and 1 Category of B are needed, or 1 signer of Category A and 1 of Category C are needed, write (2A AND 1B) OR (1A and 1C)
 3. Click Add to apply Rule

- After adding the rule, press on **Approvers** to assign the specified authenticators for this rule.

← → ↻ <https://c2test.azurewebsites.net/SecuritySetting/UserSecurity/MultiApprovalSetting.aspx> ☆

Multi Approval User Approvers

Multi Approval Setting

Module: Rule:

Accounts:

Enabled: ☒

Add Cancel

1. Start with the number of signers needed in a Category : For example if 2 signers of category A are needed, Write 2A
2. Use AND, OR,) (for any Advanced rules: For example if 2 signers of Category A and 1 Category of B are needed, or 1 signer of Category A and 1 of Category C are needed, write (2A AND 1B) OR (1A and 1C)
3. Click Add to apply Rule

Multi Approval List

⚙

Drag a column header here to group by that column

Edit	Delete	#	Module	Rule	Approver Names	Account Numbers	Enabled
<input type="button" value="Edit"/>	<input type="button" value="Delete"/>	<input type="button" value="Approvers"/>	ILC	2A		Account No1 Account No2	<input checked="" type="checkbox"/>

🔍 Create Filter

- When pressing on **Approvers**, a new page will open where you have to specify the approvers for the rule you created. In our example, we selected 2A → So 2 approvers in the same Category are needed for this ILC Rule.
After adding the first approver, just go to the Module list and press the last item for the second approver.

← → ↻ <https://c2test.azurewebsites.net/SecuritySetting/UserSecurity/MultiApprovalSettingUsers.aspx?SettingID=105> ☆

C2Treasury Daily Tasks Deals Cash Management Reporting Payments Diagnostics My Workflows

Search... Home / Security Settings / User Approvers

Multi Approval User Approvers

Multi Approval Users

Editor

Module: ILC — The Module will be chosen automatically when you press on Approvers in the page before.

User Name: * SARA — Select the Authenticator (Note that the users existing in the list are only those selected in Step 1).

Category * A — Select the category of the Authenticator (A, B or C).

Add Cancel

- After adding the approvers, Approvers will be automatically generated in the Multi-Approval grid.

← → ↻ <https://c2test.azurewebsites.net/SecuritySetting/UserSecurity/MultiApprovalSetting.aspx> ☆ [x] [e]

Multi Approval User Approvers

Multi Approval Setting

Module: Rule: *

Accounts:

Enabled: ☒

Add Cancel

1. Start with the number of signers needed in a Category : For example if 2 signers of category A are needed, Write 2A
 2. Use AND, OR,), (for any Advanced rules: For example if 2 signers of Category A and 1 Category of B are needed, or 1 signer of Category A and 1 of Category C are needed, write (2A AND 1B) OR (1A and 1C)
 3. Click Add to apply Rule

Multi Approval List

⚙

Drag a column header here to group by that column

Edit	Delete	#	Module	Rule	Approver Names	Account Numbers	Enabled
Edit	Delete	Approvers	ILC	2A	SAMERUSER, SARA	Account No1 Account No2	<input checked="" type="checkbox"/>

[Create Filter](#)

Step 3: Example: Creating ILC

After creating the ILC Rule, an ILC should be created.

- Go to FinancialOperations/ILC Page to create an ILC
- Fill the information of the desired ILC

Note: If the rule was made for specific accounts, only the specified accounts will be affected by this rule. Otherwise, if you select an account that is not specified in the rule, it will not be affected.













← → ↻ <https://c2test.azurewebsites.net/FinancialOperations/ILC.aspx> ☆

C2Treasury Daily Tasks Deals Cash Management Reporting Payments Diagnostics My Workflows 2 Welcome ADMIN

Search... Home / ILC

ILC ELC Settlements Import ILC

Import LC

Type : 	DOCUMENTARY LETTERS OF CREDIT Type Configuration	Ref No. : 	Ref123
Account : 	Account Name1  Clear	Payment Terms :	
Account CCY :	EUR	Beneficiary Name 	Rawad Chahoud
Guarantee Agreement :		Beneficiary Address :	
Applicant Name : 	Company ABC	Line Type :	
Applicant Address :		Confirming Bank Name :	
Issuing Bank : 	Bank Name1	Confirming Bank Address :	
Syndicate :		Expiry Date : 	19-Apr-2019
Advising Bank Name :		Expiry Place :	
Advising Bank Address :		Status : 	Active
Issuing Date : 	08-Apr-2019	Bank charge frequency :	Monthly
Issue By :		Notes :	
Amount : 	10,000.00	Issue Rate :	
Bank Charges in Foreign CCY :		Cash Covered :	<input type="checkbox"/>
Bank Charge/Commission Rate :		Tolerance :	
Bank Charge/Commission :		Partial Shipment :	Allowed
Goods/Brands :		Shipping Last Date :	
Issue CCY : 	EUR Clear	Shipping Loading :	Payment
On Behalf Of :	Clear	Available By :	
Tolerance Rate :		Scope Of Works :	
Shipping Method :	Sea	Internal Reference No. :	
Shipping Date :		Local Frequency :	Monthly
Shipping Discharge :		Include in balance :	<input type="checkbox"/>
Transshipment :	Allowed	Charges Account CCY :	
Validity Date Notes :			
Market Country :	Local Clear		
Bank Charge Commission Rate :	%		
Local Foreign Bank Charge :			
Local Commission :			
Commitment Release Date :			
Close :	<input type="checkbox"/>		
Margin Rate :			
Charges Account :	Clear		
Bank Transaction Date :			
Project :	Clear		

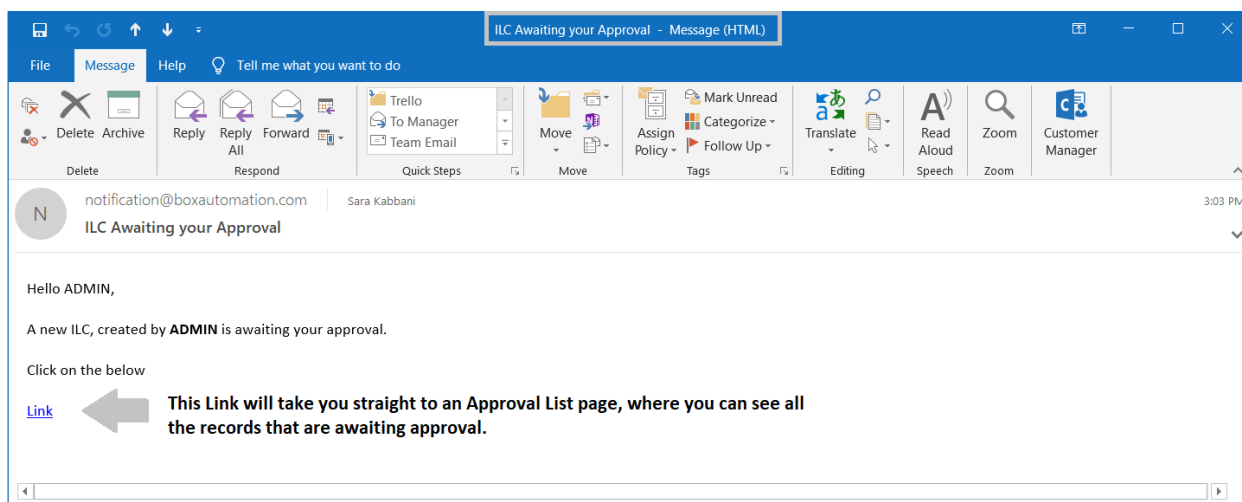
Add Edit End Edit Delete Cancel

Note: After selecting the account, some fields will be generated automatically: Issuing Bank & Issue CCY.

- After adding the rule, a pop-up will appear where you can write some notes/ details to the Approver.

Step 4: Example: Approving the ILC

- After Submitting the message, an Email will be sent to the Authenticators to be notified.



- Let the authenticator log in into the system with his own Credentials
- Once logged in, a pop-up will appear showing all the information of the record that is awaiting an approval. The authenticator will then approve or reject the record.

Records awaiting your approval

Waiting Approval

1

Current State	Validated State
This record is new	<p>ILCID: 0</p> <p>LCRefNo: Ref123</p> <p>ApplicantName: Company ABC</p> <p>ApplicantAddress:</p> <p>IssuingBankName: Bank Name1</p> <p>IssuingBankAddress:</p> <p>AdvisingBankName:</p> <p>AdvisingBankAddress:</p> <p>ConfirmingBankName:</p> <p>ConfirmingBankAddress:</p> <p>BeneficiaryName: Rawad Chahoud</p> <p>BeneficiaryAddress:</p> <p>IssuingDate: 08-Apr-2019 11:48:25 AM</p> <p>ExpiryDate: 19-Apr-2019 11:48:25 AM</p> <p>ExpiryPlace:</p> <p>IssueBy:</p> <p>AvailableBy: Payment</p> <p>Amount: 10000</p> <p>Currency: EUR</p> <p>Tolerance:</p> <p>Goods:</p> <p>ShippingMethod: Sea</p> <p>ShippingDate: 15-Apr-2019 11:48:25 AM</p> <p>ShippingLastDate: 15-Apr-2019 11:48:25 AM</p> <p>ShippingDischarge:</p> <p>ShippingLoading:</p> <p>PartialShipment: Allowed</p> <p>Transshipment: Allowed</p> <p>Type:</p> <p>Status: Active</p> <p>Notes:</p> <p>ModifiedBy:</p> <p>ModifiedOn:</p> <p>OutStandingAmountCUR:</p> <p>AccountID:</p> <p>AccountName: Account Name1</p> <p>InternalReferenceNo:</p> <p>Scopeofworks:</p> <p>CommitmentReleaseDate:</p> <p>OnbehalfOf:</p> <p>GAID:</p> <p>Name:</p> <p>GuaranteeAmount:</p> <p>RenewLCRefNo:</p> <p>RenewILCID:</p> <p>IncludeInBalance: False</p> <p>AmendmentDate:</p> <p>OldILCID:</p> <p>OutStandingAmountCURInBase:</p> <p>MarginRate:</p> <p>CashMarginInBase:</p> <p>TotalBankChargeCommission:</p> <p>TotalTolerance:</p> <p>Topup:</p>

This is where the Approver rejects or approves the record

Reject Approve

- Once the record is approved by both authenticators, the ILC will be saved automatically in the ILC Module Grid in the bottom of the page.

← → ↻ <https://c2ttest.azurewebsites.net/FinancialOperations/IL.aspx> ☆ 🔍

Close : ☐ Include in balance : ☐

Margin Rate :

Charges Account : ... Clear Charges Account CCY:

Bank Transaction Date:

Project: Clear

Add Edit End Edit Delete Cancel

Import LC List

Drag a column header here to group by that column

LCRef No	Applicant Name	Issuing Bank Name	Advising Bank Name	Confirming Bank Name	Beneficiary Name	Issuing Date	Expiry Date	Issue By	Available By	Amount
Ref123										
Ref123	Company ABC	Bank Name1			Rawad Chahoud	08-Apr-2019	19-Apr-2019		Payment	10,000.00

🔍 Begins with[LCRef No], 'Ref123'

Note: The pending records that are waiting for approvals can be previewed in the **Approval List** page.

- Go to Review/ApprovalList Page to check the pending records.

← → ↻ <https://c2ttest.azurewebsites.net/Review/ApprovalList.aspx> ☆ 🔍

C2Treasury Daily Tasks Deals Cash Management Reporting Payments Diagnostics My Workflows

Search... Home / BAS

Review List **Approval List**

Waiting Approval

Reject

Welcome ADMIN

- Administration
- Security Settings
- Change Password
- Reset Password
- Interest Rates
- My Profile
- Review List**
- Favorites
- User Guide
- My Workflows
- Workflow Title
- Logout