



AmBank Group

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e-AmPayDay Customer Security Administrator (CSA) Guide



Version: 26.07.2016

▼ Introduction

e-AmPayDay is a web-based solution that enables corporate clients to perform Salary and Statutory payments. The type of payment modes currently available in the system are **GIRO** and **IFT** only.

CSA or Customer Security Administrator is the administrator assigned by the authorized signatories with the following roles;

- a) Primary Security Administrator acknowledges recipient of tokens and Secondary Security Administrator to acknowledge recipient of PIN Mailers
- b) To create and manage other users for instance to initiate and approve transactions
- c) To ensure users do not share their ID and Pin
- d) To be either a **Payment Maker** or a **Payment Authorizer** or **BOTH**

Access will be blocked if any CSA or users continue to login into e-AmPayDay after 3 attempts of wrong Response. To unblock the access, please contact our Helpdesk at +603 2381 8800

To access e-AmPayDay, kindly visit <https://epayday.e-ambiz.com.my/>.

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▼ **Inquiries- User Login Activity**

Bulletin Board

Click on **Inquiries And Reports** **1**

Click on **User Login Activity Inquiry** **2**

Repair Acct Selection Authorisation Verify Release

File Type Batch ID / Company Submission For Upload Date / Time Credit Date

Administration

Logout

Inquiries And Reports

User Login Activity Inquiry

Active Suspend User Inquiry

Credit Date Changes Inquiry

User Login Activity Inquiry

Click **Submit** **5**

Submit Clear Cancel

* Denotes Mandatory Fields

Login ID * : **3** Input the Login ID

Login Date/Time * : **4** Input the Login Date/Time & Logout Date/Time

Logout Date/Time * :

Login ID	Login Date/Time	Logout Date/Time	Status
No record found.			

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▼ Inquiries- User Login Activity

User Login Activity Inquiry

Submit Clear Cancel

Login Date/Time * :

Logout Date/Time * :

<u>Login ID</u>	<u>Login Date/Time</u>	<u>Logout Date/Time</u>	<u>Status</u>
AUTH1-AF009005	03/08/2016 10:07:12 AM	03/08/2016 10:09:04 AM	Inactive
AUTH1-AF009005	02/08/2016 04:36:50 PM		Inactive
AUTH1-AF009005	02/08/2016 03:37:18 PM		Inactive



Summary of the user login activities will then be displayed

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▼ Inquiries- Activity Suspend User

Click on **Inquiries And Reports** 1

Click on **Active Suspend User Inquiry** 2

Repair Acct Selection Authorisation Verify Release

File Type Batch ID / Company Submission For Upload Date / Time Credit Date

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Active Suspend User Inquiry

Click **Submit** 4

Submit Clear Cancel

* Denotes Mandatory Fields

User Status * : -- Please Select -- 3

Select the **User Status** that you would like to view

Login ID	User Status	Token	Group	Full Name	Contact Number	Created By	Created Date
No record found.							

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All
Active
Suspended
Inactive
Unknown

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▼ Inquiries- Activity Suspend User

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Active Suspend User Inquiry

[Submit](#) [Clear](#) [Cancel](#)

* Denotes Mandatory Fields

User Status * :

Login ID	User Status	Token Serial Number	Group	Full Name	Contact Number	Created By	Created Date
MAKER1-AG013293	Active	AG013293	MAKER	MALIANA		10017906	28/01/2016 06:24:11 PM
ADMIN1-AH013259	Active	AH013259	CSA MAKER	LEONG	0178181806	10017906	28/01/2016 06:24:11 PM
ADMIN2-AH013234	Active	AH013234	CSA CHECKER	FOON	0165538546	10017906	28/01/2016 06:24:11 PM
AUTH1-AF009005	Active	AF009005	MAKER	XAVIER		10017906	28/01/2016 06:24:11 PM

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 Export options: [CSV](#) | [PDF](#)



Summary of users status will then be displayed

▼ **Inquiries- Credit Date Changes**

Bulletin Board

◀ Logout ▶

1 Inquiries And Reports

- ▶ User Login Activity Inquiry
- ▶ Active Suspend User Inquiry
- ▶ Credit Date Changes Inquiry**

◉ Repair ◉ Acct Selection ◉ Authorisation ◉ Verify ◉

Click on **Credit Date Changes Inquiry** 2

Administration

File Type	Batch ID / Company	Submission For	Upload Date / Time	Credit Date
Repair				

Credit Date Changes Inquiry

Click **Submit** 5

Submit Clear Cancel

* Denotes Mandatory Fields

Type of Payroll * : -- Please Select -- 3

Batch ID : -- Please Select --

Credit Date From * : SALARY

Credit Date To * : EPF

IRB

ZAKAT

4 Select the **Credit Date From and To**

3 Select the **Type of Payroll**

Batch ID	Initial Credit Date	Adjusted Credit Date	Credit Date Amend Stage	Agreed By	Agreed Date/Time
No record found.					

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Credit Date Changes Inquiry

Submit Clear Cancel

Type of Payroll * : SALARY ▼

Batch ID :

Credit Date From * : 04/06/2016

Credit Date To * : 03/08/2016

Batch ID	Initial Credit Date	Adjusted Credit Date	Credit Date Amend Stage	Agreed By	Agreed Date/Time
2160801660300000	02/08/2016			XAVIER	02/08/2016 04:39:13 PM
2160801658900000	01/08/2016			XAVIER	01/08/2016 09:20:08 AM
2160701658800000	29/07/2016		UPLOAD	XAVIER	29/07/2016 03:41:26 PM
2160701658700000	29/07/2016		UPLOAD	MALIANA	29/07/2016 03:37:04 PM
2160701658600000	29/07/2016		UPLOAD	MALIANA	29/07/2016 03:21:04 PM



Summary of credit date changes of that particular payroll will then be displayed

▼ Add Group - Maker

Group Description Add Group **3** Input the Group Description and click **Add Group**

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved			Click on Administration		
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved			Click on User Groups and Users		
MAKER	Approved					

Navigation Panel:

- Administration** (1)
 - Customer Administration
 - Company Profile
 - User Groups and Users** (2)
 - Account Access
 - Transaction Authorisation

Logout

Inquiries And Reports

New group successfully created **4** Once added, it will indicate "New group successfully created"

Group Description Add Group

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved					
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved					
MAKER	Approved					
CHECKER	Pending Add 5					

Approval Status will indicate **Pending Add** until Checker has approve this action

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▼ Add Group - Checker

User Groups

Approve Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
<input type="checkbox"/>	CHECKER	Pending Add				

1 Administration

- ▶ Customer Administration
- ▶ Company Profile
- ▶ User Groups and Users
- ▶ Account Access
- ▶ Transaction Authorisation

2 Click on **User Groups and Users**

3 Click on **Modify Description** icon indicated in green

4 Click on **Approve** to accept the group creation

Approve Reject

User Groups and Users

Modify Group

Approve Reject Cancel

Group Description * :

Approval Status :

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▼ Add Group - Checker

• Selected Group successfully approved

5 Once approved, it will indicate "Selected Group successfully approved"

User Groups

User Groups						
<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
	CHECKER	Approved				

Approve Reject

User Groups

Alternatively, you can also approve the group creation by ticking the box indicated 6a and Click Approve

6

User Groups						
<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
6a	MAKER	Approved				
<input checked="" type="checkbox"/>	CHECKER	Pending Add				

Approve Reject

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Account Access- Maker

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Account Access

Click on **Add Account Access**  3

Click on **Administration**  1

Click on **Account Access**  2

User Group	Application	Txn Type	Account Number	Approval Status
AUTHORISER	SOCISO PAYMENT	SOCISO PAYMENT(DEBIT)	12345678910 [ABC SDN BHD]	Approved
AUTHORISER	IRB PAYMENT	IRB PAYMENT	12345678911 [ABC SDN BHD]	Approved
AUTHORISER	SOCISO PAYMENT	SOCISO PAYMENT(DEBIT)	12345678910 [ABC SDN BHD]	Approved
AUTHORISER	IRB PAYMENT	IRB PAYMENT	12345678911 [ABC SDN BHD]	Approved
AUTHORISER	EPF PAYMENT	EPF PAYMENT(DEBIT)	12345678913 [ABC SDN BHD]	Approved
AUTHORISER	EPF PAYMENT	EPF PAYMENT(DEBIT)	12345678913 [ABC SDN BHD]	Approved
AUTHORISER	NET SALARY PAYMENT	NET SALARY PAYMENT(DEBIT)	12345678912 [ABC SDN BHD]	Approved
AUTHORISER	SOCISO PAYMENT	SOCISO PAYMENT(DEBIT)	12345678910 [ABC SDN BHD]	Approved

Logout

Inquiries And Reports

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Account Access


Add/Modify Account Access


Select the type of application i.e NET SALARY, EPF, SOCISO and IRB


System will prompt automatically as per in "Application"

Application * : -- Please Select --  4

Txn Type * : -- Please Select --  5

Company * : -- Please Select --  6

Account Number * : -- Please Select --  7

User Group * : -- Please Select --  8

Select your Company Name

Select your Company's Account Number


Select the user group you would like to grant this access to

Save Cancel

Account Access- Maker

Account Access

Add/Modify Account Access



Click Save  9

Save Cancel

Application * : -- Please Select -- Txn Type * : -- Please Select --

Company * : -- Please Select -- Account Number * : -- Please Select --

User Group * : -- Please Select --

 If you wish to cancel this action, click Cancel 

Account Access

• New account access successfully granted  10 Once action is saved, system will prompt "New account access successfully granted"

Add Account Access

User Group	Application	Txn Type	Account Number	Approval St
AUTHORISER	SOCISO PAYMENT	SOCISO PAYMENT(DEBIT)	12345678910 [ABC SDN BHD	Approved
AUTHORISER	IRB PAYMENT	IRB PAYMENT	12345678911 [ABC SDN BHD	Approved
AUTHORISER	SOCISO PAYMENT	SOCISO PAYMENT(DEBIT)	12345678910 [ABC SDN BHD	Approved
AUTHORISER	IRB PAYMENT	IRB PAYMENT	12345678911 [ABC SDN BHD	Approved

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Account Access- Checker

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	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
	CHECKER	Approved				

Click on **Account Access** icon for the newly created access

Account Access- Checker

Account Access

Click on **Approve** 5

Approve
Reject
Refresh

<input type="checkbox"/>	User Group	Application	Txn Type	Account Number	Approval Status
<input checked="" type="checkbox"/>	CHECKER	EPF PAYMENT	EPF PAYMENT(DEBIT)	12345678913 [ABC SDN BHD]	Pending Add

4 << Tick on the row to be approved

Account Access

- Selected Account Accesses successfully approved 6 << Once action is approved, system will prompt " Selected Account Accesses successfully approved"

Approve

<input type="checkbox"/>	User Group	Application	Txn Type	Account Number
<input type="checkbox"/>	CSA MAKER	IRB PAYMENT	IRB PAYMENT	12345678913 [ABC SDN BHD]
<input type="checkbox"/>	CSA MAKER	NET SALARY PAYMENT	NET SALARY PAYMENT(DEBIT)	12345678912 [ABC SDN BHD]

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▼ **Permission- Maker**

Group Description

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved					
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved					
MAKER	Approved					
CHECKER	Approved					

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Click on **Administration**

Click on **User Groups and Users**

3

Click on **Permissions** Icon for the newly created group

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Add/Modify Permission

PA Pending Approval PD Pending Delete A Approved

Customer User Permission

Click Add

5

Add Delete Cancel

<input type="checkbox"/> PERMISSION TYPE	<input type="checkbox"/> GROSS PAYROLL	<input checked="" type="checkbox"/> NET SALARY	<input type="checkbox"/> EPF	<input type="checkbox"/> IRB	<input type="checkbox"/> SOC SO	<input type="checkbox"/> ZAKAT
Upload	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Initiate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
Repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Upload List	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending initiate		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending repair	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending verify		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending approval		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending release		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Report and Enquiry	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View transaction history	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Approve and Release All	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you wish to cancel this action, click Delete

4

Tick on the required Permissions
 Example: Permission given to Maker is to perform all actions

▼ Permission- Maker

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• New group permission(s) successfully added 6

Once action is saved, system will prompt "New group permission(s) successfully added"

Group Description

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved					
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved					
MAKER	Approved					
CHECKER	Approved					

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▼ Permission- Checker

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User Groups

Approve
Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved	📄	📄	📄	📄
	Default Authorisor	Approved	📄	📄	📄	📄
	CSA CHECKER	Approved	📄	📄	📄	📄
	CSA MAKER	Approved	📄	📄	📄	📄
	MAKER	Approved	📄	📄	📄	📄
	CHECKER	Approved	📄	📄	📄	📄

◀ Logout ▶

Inquiries And Reports

Administration

- ▶ Customer Administration
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- ▶ User Groups and Users
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Click on **Administration**

Click on **User Groups and Users**

3

Click on **Permissions** Icon for the newly created access

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▼ **Permission- Checker**

Add/Modify Permission

PA Pending Approval
 PD Pending Delete
 A Approved

Customer User Permission

Click **Approve** 5

<input type="checkbox"/> PERMISSION TYPE	<input type="checkbox"/> GROSS PAYROLL	<input type="checkbox"/> NET SALARY	<input type="checkbox"/> EPF	<input type="checkbox"/> IRB	<input type="checkbox"/> SOC SO	<input type="checkbox"/> ZAKAT
Upload	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Initiate	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Repair	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Verify	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Release	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View Upload List	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending initiate	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
View pending repair	<input type="checkbox"/>	PA <input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you wish to cancel this action, click **Delete**

4 Check the permission assigned by CSA Maker, if everything is correct, select all

• User group permissions successfully approved 6

User Groups

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
<input type="checkbox"/>	AUTHORISER	Approved				
<input type="checkbox"/>	Default Authorisor	Approved				
<input type="checkbox"/>	CSA CHECKER	Approved				
<input type="checkbox"/>	CSA MAKER	Approved				

Once action is approved, system will prompt "User group permissions successfully approved"

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▼ Add User - Maker

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Users

Click on **Add User** icon 3

Add User

Name	Status	IC No.	Token (Start Date - End Date)	Approval St	Administration	Inquiries And Reports	Logout
FOON	Active		29/03/2012 - 29/03/2022	Approved			
LEONG	Active		29/03/2012 - 29/03/2022	Approved			
MALIANA	Active		30/03/2012 - 30/03/2022	Approved			
XAVIER	Active		30/03/2012 - 31/03/2022	Approved			
dasds	0	111111111111	09/08/2016 - 16/08/2016	Pending Add			

Click on **Administration** 1

Click on **User Groups and Users** 2

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▼ Add User - Maker

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User Groups and Users

Modify/Add User

Click Save  5

Save Cancel

Token *	: -- Please Select --	Email *	:	<input type="text"/>
Start Date *	: <input type="text"/>	Phone (H)	:	<input type="text"/>
End Date *	: <input type="text"/>	Phone (M)	:	<input type="text"/>
User Name *	:	Status of user *	:	-- Please Select --
Full Name *	:			
IC Number *	:			
Passport	:			
Approval Status	:			

4  Key in the mandatory fields as indicated *

User Groups and Users

Modify/Add User

• New user successfully created 6  Once action is saved, system will prompt "New user successfully created"

Save Cancel

Token *	: AG013287	Email *	:	a@gmail.com
Start Date *	: 09-08-2016	Phone (H)	:	<input type="text"/>
End Date *	: 16-08-2016	Phone (M)	:	<input type="text"/>
User Name *	: dewe	Status of user *	:	Active
Full Name *	: dasds			
IC Number *	: 111111111111			
Passport	:			

▼ Add User - Checker

Approve
Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
<input type="checkbox"/>	AUTHORISER	Approved				
<input type="checkbox"/>	Default Authorisor	Approved				
<input type="checkbox"/>	CSA CHECKER	Approved				
<input type="checkbox"/>	CSA MAKER	Approved				
<input type="checkbox"/>	MAKER	Approved				
<input type="checkbox"/>	CHECKER	Approved				

Approve
Reject

<input type="checkbox"/>	Name	Status	IC No.	Token (Start Date - End Date)	Approval Status	Modify User	User Groups
<input type="checkbox"/>	FOON	Active		29/03/2012 - 29/03/2022	Approved		
<input type="checkbox"/>	LEONG	Active		29/03/2012 - 29/03/2022	Approved		
<input type="checkbox"/>	MALIANA	Active		30/03/2012 - 30/03/2022	Approved		
<input type="checkbox"/>	XAVIER	Active		30/03/2012 - 31/03/2022	Approved		
<input type="checkbox"/>	dasds	0	111111111111	09/08/2016 - 16/08/2016	Pending Add		

3

 Click on **Modify User** icon

◀ Logout ▶

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▼ Add User - Checker

Click on **Approve** **4**

Approve Reject Cancel

Token * : AG013287 Email * : a@gmail.com

Start Date * : 09-08-2016 Phone (H) :

End Date * : 16-08-2016 Phone (M) :

User Name * : dewe Status of user * : Active

Full Name * : dasds

IC Number * : 111111111111

Passport :

Approval Status : Pending Add

If you wish to reject this request, click **Reject**

• Selected user successfully approved **5** Once request has been approved, system will prompt "Selected user successfully approved"

Approve Reject

☐	Description	Approval Status	Modify Description	Account Access	Permissions	User List
<input type="checkbox"/>	AUTHORISER	Approved				
<input type="checkbox"/>	Default Authorisor	Approved				
<input type="checkbox"/>	CSA CHECKER	Approved				
<input type="checkbox"/>	CSA MAKER	Approved				
<input type="checkbox"/>	MAKER	Approved				
<input type="checkbox"/>	CHECKER	Approved				

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▼ Assign User Group - Maker

The screenshot shows the 'Users' management interface. A table lists users with columns for Name, Status, IC No., Token (Start Date - End Date), Approval Status, Modify User, User Groups, and Delete. A sidebar on the right contains navigation options: Logout, Inquiries And Reports, Administration, Customer Administration, Company Profile, User Groups and Users, Account Access, and Transaction Authorisation. Three callouts with arrows indicate the steps: 1. Click on Administration (pointing to the sidebar), 2. Click on User Groups and Users (pointing to the sidebar), and 3. Click on User Groups icon (pointing to the 'User Groups' column header in the table).

Name	Status	IC No.	Token (Start Date - End Date)	Approval Status	Modify User	User Groups	Delete
FOON	Active		29/03/2012 - 29/03/2022	Approved			
LEONG	Active		29/03/2012 - 29/03/2022	Approved			
MALIANA	Active		30/03/2012 - 30/03/2022	Approved			
XAVIER	Active		30/03/2012 - 31/03/2022	Approved			
dasds	0	111111111111	09/08/2016 - 16/08/2016	Pending Add			

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Assign User Group - Maker

User Groups and Users

Modify/Add User

Save Cancel

Token * : AG013287 Email * : a@gmail.com

Start Date * : 09-08-2016 Phone (H) :

End Date * : 16-08-2016 Phone (M) :

User Name * : dewe Status of user * : Active

Full Name * : dasds

IC Number * : 11111111111

Passport :

Approval Status : Pending Add

Assigning User Group

Group Description	Approval Status	Delete
No record found.		

Company Name: ABC SDN BHD Group to assign: CHECKER Assign Group Cancel

4 Select Company Name 5 Select Group to Assign 6 Select Assign Group

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Assign User Group - Maker

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User Groups and Users

Modify/Add User

- New group assignation successfully created

7 Once action is saved, system will prompt "New group assignation successfully created"

Save Cancel

Token *	AG013287	Email *	a@gmail.com
Start Date *	09-08-2016	Phone (H)	
End Date *	16-08-2016	Phone (M)	
User Name *	dewe	Status of user *	Active
Full Name *	dasds		

Assign User Group - Checker

User Groups

Approve Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
	CHECKER	Approved				

Users

Approve Reject

<input type="checkbox"/>	Name	Status	IC No.	Token (Start Date - End Date)	Approval Status	Modify User	User Groups
	FOON	Active		29/03/2012 - 29/03/2022	Approved		
	LEONG	Active		29/03/2012 - 29/03/2022	Approved		
	MALIANA	Active		30/03/2012 - 30/03/2022	Approved		
	XAVIER	Active		30/03/2012 - 31/03/2022	Approved		
<input type="checkbox"/>	dasds	0	111111111111	09/08/2016 - 16/08/2016	Pending Add		

◀ Logout ▶

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Click on Administration

Click on User Groups and Users

Click on User Groups icon

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Assign User Group - Checker

User Groups and Users

Modify/Add User

Token * : AG013287 **Email *** : a@gmail.com
Start Date * : 09-08-2016 **Phone (H)** :
End Date * : 16-08-2016 **Phone (M)** :
User Name * : dewe **Status of user *** : Active
Full Name * : dasds
IC Number * : 111111111111
Passport :
Approval Status : Pending Add

Assigning User Group

<input type="checkbox"/>	Group Description	Approval Status	Delete
<input checked="" type="checkbox"/>	CHECKER [ABC SDN BHD]	Pending Add	

4 Tick on the checkbox

Company Name: -- Please Select -- Group to assign: -- Please Select --

Select **Approve**

5 If you wish to reject this request, click **Reject**

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▼ Assign User Group - Checker

- Selected user group assignment successfully approved



Once request has been approved, system will prompt "Selected user successfully approved"

User Groups

Approve Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authorisor	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
	CHECKER	Approved				



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Transaction Authorisation - Maker

NAVIGATION

Transaction Authorisation

Logout

Add Criteria

Payment Type	Application	Amount From	Amount To	Rule/Criteria	Approval Status	M
EPF PAYMENT(DEBIT)	EPF PAYMENT	RM 0.01	RM 300,000.00	(AU		
IRB PAYMENT	IRB PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))	Approved	
NET SALARY PAYMENT(DEBIT)	NET SALARY PAYMENT	RM 0.01	RM 800,000.00	(AUTHORISER(1))	Approved	
SOCOSO PAYMENT(DEBIT)	SOCOSO PAYMENT	RM 0.01	RM 20,000.00	(AUTHORISER(1))	Approved	

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Click on **Administration** 1

Click on **Transaction Authorisation** 2

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Transaction Authorisation - Maker

Click Add



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Transaction Authorisation - Maker

Transaction Authorisation

- Transaction Authorisation Criteria successfully created

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Once request has been saved, system will prompt "Transaction Authorisation Criteria successfully created"

Payment Type	Application	Amount From	Amount To	Rule/Criteria	App
EPF PAYMENT(DEBIT)	EPF PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))	App
IRB PAYMENT	IRB PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))	App
SOCSSO PAYMENT(DEBIT)	SOCSSO PAYMENT	RM 0.01	RM 20,000.00	(AUTHORISER(1))	App



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Transaction Authorisation - Checker

Transaction Authorisation

Approve Reject Refresh

Payment Type	Application	Amount From	Amount To	Rule/Criteria	Approval Status	Mock
SALARY PAYMENT(DEBIT)	NET SALARY PAYMENT	RM 0.01	RM 800,000.00	(AUTH		
PAYMENT(DEBIT)	EPF PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))	Approved	
PAYMENT	IRB PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))	Approved	
SO PAYMENT(DEBIT)	SOCISO PAYMENT	RM 0.01	RM 20,000.00	(AUTHORISER(1))	Approved	

Click on Administration

Click on Transaction Authorisation

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Transaction Authorisation - Checker

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Transaction Authorisation Criteria

Select **Approve** >>> 3

Approve Reject Cancel

Method: EPF PAYMENT

Payment Type: EPF PAYMENT(DEBIT)

Amount From (RM): 0.01

Amount To (RM): 999,999,999.99

Authorisation Rule: AUTHORISER

No. of users: 1

Add Clear

(AUTHORISER (1))

If you wish to reject this request, click **Reject**

Transaction Authorisation - Checker



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Transaction Authorisation

- Transaction Authorisation successfully approved

4



Once request has been approved, system will prompt "Transaction Authorisation successfully approved"



<input type="checkbox"/>	Payment Type	Application	Amount From	Amount To	Rule/Criteria
	NET SALARY PAYMENT(DEBIT)	NET SALARY PAYMENT	RM 0.01	RM 800,000.00	(AUTHORISER(1))
	EPF PAYMENT(DEBIT)	EPF PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))
	IRB PAYMENT	IRB PAYMENT	RM 0.01	RM 300,000.00	(AUTHORISER(1))
	SOCSSO PAYMENT(DEBIT)	SOCSSO PAYMENT	RM 0.01	RM 20,000.00	(AUTHORISER(1))

▼ Reactivate user- Maker

Group Description

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved					
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved					
MAKER	Approved					
CHECKER	Approved					

Users

Name	Status	IC No.	Token (Start Date - End Date)	Approval Status	Modify User	User Groups	Delete
FOON	Active		29/03/2012 - 29/03/2022	Approved			
LEONG	Active		29/03/2012 - 29/03/2022	Approved			
MALIANA	Active		30/03/2012 - 30/03/2022	Approved			
XAVIER	Active		30/03/2012 - 31/03/2022	Approved			
dasds	Inactive		09/08/2016 - 16/08/2016	Pending Add			

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Click on **Administration**

Click on **User Groups and Users**

3

Click on **Modify User** icon for the inactive user.

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▼ Reactivate User- Maker

User Groups and Users

Modify/Add User

Save Cancel

Token *	: AG013287	Email *	: a@gmail.com
Start Date *	: 09-08-2016	Phone (H)	:
End Date *	: 16-08-2016	Phone (M)	:
User Name *	: dewe	Status of user *	: Inactive
Full Name *	: dasds		
IC Number *	: 11111111111		

4

Change Status of user to **Active**

Modify/Add User

- 5 User successfully modified. Once action is saved, system will prompt "User successfully modified"

Save Cancel

Token *	: AG013287	Email *	: a@gmail.com
Start Date *	: 09-08-2016	Phone (H)	:
End Date *	: 16-08-2016	Phone (M)	:
User Name *	: dewe	Status of user *	: Active
Full Name *	: dasds		
IC Number *	: 11111111111		

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▼ Reactivate User- Checker

Group Description

User Groups

Description	Approval Status	Modify Description	Account Access	Permissions	User List	Delete
AUTHORISER	Approved					
Default Authorisor	Approved					
CSA CHECKER	Approved					
CSA MAKER	Approved					
MAKER	Approved					
CHECKER	Approved					

Users

<input type="checkbox"/>	Name	Status	IC No.	Token (Start Date - End Date)	Approval Status	Modify User	User Groups
<input type="checkbox"/>	FOON	Active		29/03/2012 - 29/03/2022	Approved		
<input type="checkbox"/>	LEONG	Active		29/03/2012 - 29/03/2022	Approved		
<input type="checkbox"/>	MALIANA	Active		30/03/2012 - 30/03/2022	Approved		
<input type="checkbox"/>	XAVIER	Active		30/03/2012 - 31/03/2022	Approved		
<input type="checkbox"/>	sasa	Inactive	111111111111	10/08/2016 - 31/08/2016	Pending Add		

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Click on **Administration**

Click on **User Groups and Users**

Click on **Modify User icon**

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▼ Reactivate User- Checker

Modify/Add User

Click on **Approve**

5

Approve Reject Cancel

Token * : AG013287

Start Date * : 10-08-2016

End Date * : 31-08-2016

User Name * : sasa

Full Name * : sasa

IC Number * : 111111111111

Passport :

Approval Status : Pending Add

Email * : a@gmail.com

Phone (H) :

Phone (M) :

Status of user * : Active



If you wish to reject this request, click **Reject**

4

Check that status of user is now indicated as **Active**

• Selected user successfully approved 6

Once request has been approved, system will prompt "Selected user successfully approved"

User Groups

Approve Reject

<input type="checkbox"/>	Description	Approval Status	Modify Description	Account Access	Permissions	User List
	AUTHORISER	Approved				
	Default Authoriser	Approved				
	CSA CHECKER	Approved				
	CSA MAKER	Approved				
	MAKER	Approved				
	CHECKER	Approved				

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