



KEB Hanabank corporate Banking User Manual

Banking Mamt.

Approval Service > Grouping Approval line

Grouping Approval Line-Manage Approval Group(Add)

Step 1. Create a new approval line by clicking on Add

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Grouping Approval line

Grid Guide

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No	Select	Group ▼	Person in charge ▼	Limit Reduction Method ▼
1	<input type="radio"/>			Approver Limit Reduction

Add

Edit

Delete

Detailed Procedure

1. Master User creates approval group and adds members thereto. Then, Person in Charge of Approval designated by Master User makes approval lines by business. [But, if Master User designates himself/herself as Person in Charge of Approval, Master User can create approval lines by business (recommendation)]
2. Approval group can be created through either Approver Limit Reduction or Registrant Limit Reduction, according to a customer's request.

Grouping Approval line-Manage Approval Group(Add)

Step 2. Enter the name of group and select a limit reduction method. Then, add members by clicking on Add .

Grouping Approval line

Register Approval Group

Approval Group Information

Group Name	<input type="text" value="TEST"/>	<input type="button" value="Check Duplication"/>	(You can enter up to 10 characters.)
Limit Reduction Method	<input type="text" value="Approver Limit Reduction"/>		

Select Member

No	<input type="checkbox"/>	User ID	User Name	Transfer Authority	Person in charge (Y/N)
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Please select members of the approval group

Detailed Procedure

1. Comparison of limit reduction methods

Category	Approver Limit Reduction	Registrant Limit Reduction
Transfer limit deduction	Deduct the transfer limit of the approver who belongs to the final approval stage	Deduct the transfer limit of the registrant
Approval limit	Approver's per-transfer limit serves as the approval limit	Approval limit by approval stage (Approval limit at the final approval stage is automatically set infinitely)
Approval authentication method	Approval password or OTP+ digital certificate(Last approver: OTP + digital certificate)	Approval password or OTP + digital certificate
Registrant's independent processing	Need to designate the registrant as the 1 st stage approver	No need to designate the registrant as approver, and can assign the approval limit to the registrant
Single user	Can handle businesses only falling under the approval line	Businesses other than those falling under approval line can be processed independently

Grouping Approval line-Manage Approval Group(Add)

Step 3. Select user(s) who can participate in the approval line and choose Person in Charge who can create/amend/delete the approval line before clicking on Add

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Select User

Search Criteria

Search

Ordering

Ascending order Descending order

Select	User ID	User Name	Transfer Authorit Y	Person in charge (Y/N)
<input type="checkbox"/>	[blurred]	[blurred]	N	<input type="radio"/>
<input type="checkbox"/>	[blurred]	[blurred]	Y	<input type="radio"/>
<input type="checkbox"/>	[blurred]	[blurred]	Y	<input type="radio"/>
<input type="checkbox"/>	[blurred]	[blurred]	Y	<input type="radio"/>

Add

Grouping Approval line-Manage Approval Group(Add)

Step 4. Click on Register Approval Group

Grouping Approval line

Register Approval Group

Approval Group Information

Group Name	<input type="text"/>	<input type="button" value="Check Duplication"/>	(You can enter up to 10 characters.)
Limit Reduction Method	<input type="text" value="Approver Limit Reduction"/>		

Select Member

No	<input type="checkbox"/>	User ID	User Name	Transfer Authority	Person in charge (Y/N)
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Please select members of the approval group

Grouping Approval line-Manage Approval Group(Edit)

Step 5. Select a group and click on Edit

Manage Approval Line

• Click the name of the approval line to view detailed information.

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No	Select	Approval Line Name	Registrant <input type="text"/>	Task Subject to Approval <input type="text"/>
1	<input checked="" type="radio"/>	구매1팀		1 Account Transfer, Salary Transfer, Fund Collection to Bank, Bulk Transfer, GI

[Add](#)[Edit](#)[Delete](#)

Grouping Approval line-Manage Approval Group(Edit)

Step 6. Modify the name of approval group or person in charge of approval before clicking on Confirm

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Modify Approval Group

Approval Group Name	<input type="text" value="test1"/>	<input type="button" value="Check Duplication"/>	(You can enter up to 10 characters.)
Person in Charge of Approvals	<input type="text"/>	<input type="button" value="Select"/>	

Confirm

Cancel

Grouping Approval line-Manage Member Information(Manage Member Add)

Step 7. Check the members inquired and click on Add Member

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Manage Member Information

Approval Group

원자재구매팀

Inquire

Grid Guide

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No	<input type="checkbox"/> Selec	User	Person in chargin	Transfer Author	Absence	Absence Period	Reason
1	<input type="checkbox"/>		N	Y	N		
2	<input type="checkbox"/>		Y	Y	N		
3	<input type="checkbox"/>		N	Y	N		

Add Member

Delete Member

Register/Cancel Absence

Grouping Approval line-Manage Member Information(Manage Member Add)

Step 8. Select a user and click on Confirm

Add Member



Group Name	원자재구매팀		
Search Criteria	All ▼	<input type="text"/>	Search
Ordering	<input type="radio"/> Ascending order <input type="radio"/> Descending order		

Select	User ID	User Name	Transfer Authority
<input type="checkbox"/>	[blurred]	[blurred]	Y

Confirm

Grouping Approval line-Manage Member Information(Manage Member Delete)

Step 9. Inquire members under the approval group and select members to be removed before clicking on Delete Member

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Manage Member Information

Approval Group

원자재구매팀

Inquire

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No	<input type="checkbox"/> Select	User	Person in charge	Transfer Author	Absence	Absence Period	Reason
1	<input type="checkbox"/>		N	Y	N		
2	<input type="checkbox"/>		Y	Y	N		
3	<input type="checkbox"/>		N	Y	N		

Add Member

Delete Member

Register/Cancel Absence

Grouping Approval line-Manage Member Information(Manage Member Delete)

Step 10. Click on Confirm in the pop-up window

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Manage Member Info

Approval Group

Delete Member

Do you want to delete the user you selected?

Confirm

Cancel

de

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Print Grid

No	<input type="checkbox"/> Select	User	Person in charge	Transfer Author	Absence	Absence Period	R
1	<input checked="" type="checkbox"/>		N	Y	N		
2	<input type="checkbox"/>		Y	Y	N		
3	<input type="checkbox"/>		N	Y	N		

Add Member

Delete Member

Register/Cancel Absence

Grouping Approval line-Manage Member Information(Manage Member Register/Cancel Absence)

Step 11. Inquire members under the approval group and select members for which absence is registered, and click on Register/Cancel Absence

Grouping Approval line

Manage Approval Group **Manage Member Information** Initialize Approval Password

Manage Member Information

Approval Group: 원자재구매팀 Inquire

Grid Guide Download Excel Print Grid

No	<input type="checkbox"/> Select	User	Person in charge	Transfer Author	Absence	Absence Period	R
1	<input checked="" type="checkbox"/>	[Blurred]	N	Y	N		
2	<input type="checkbox"/>	[Blurred]	Y	Y	N		
3	<input type="checkbox"/>	[Blurred]	N	Y	N		

Add Member Delete Member **Register/Cancel Absence**



Grouping Approval line-Manage Member Information(Cancel Registered Absence)

Step 12. Enter the period and reason of absence and click on Register Absence

Register Absence



Items marked with an asterisk * are required fields.

Username	<input type="text"/>
*Set Period	<input type="text" value="2018-11-08"/>  ~ <input type="text" value="2018-11-08"/>  Direct Entry Example : 20180101
*Reason for Absence	<input type="text"/>

Register Absence

Member Information(Cancel Registered Absence)

Step 13. When cancelling the registered absence, click on Cancel Registered Absence in the pop-up window

Cancel Registered Absence ✕

Username	
Absence Period	Absence Date : 2018-11-08 Absence End Date : 2018-11-08
Reason for Absence	vacation

Grouping Approval line-Initialize Approval Password

Step 14. Enter user ID or user name and click on Find

Grouping Approval line

Manage Approval Group	Manage Member Information	Initialize Approval Password
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Initialize Approval Password

- Please enter your user ID or user name, then press the 'Search' button.
- To search for all users, you must leave the search parameter blank and press the 'Search' button.

User ID to Initialize	<input type="text"/>	Find
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Guide

- Transaction will be initialized if you have forgotten the approval password set by the approver or if you enter the wrong password for 5 consecutive times.
- Please select the user whose approval password you'd like to update.

Grouping Approval line-Initialize Approval Password

Step 15. Select users whose approval password will be initialized and click on Confirm

Grouping Approval line

Manage Approval Group

Manage Member Information

Initialize Approval Password

Initialize Approval Password

- Please enter your user ID or user name, then press the 'Search' button.
- To search for all users, you must leave the search parameter blank and press the 'Search' button.

User ID to Initialize

Find

NO	Select	User ID	User Name	Approval Group Name	Department	Position
1	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	원자재구매팀	관리부	주임
2	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	test1		
3	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	test1	관리부	과장
4	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	원자재구매팀		
5	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	원자재구매팀		
6	<input type="radio"/>	XXXXXXXXXX	XXXXXXXXXX	test1		

Confirm

Grouping Approval line-Initialize Approval Password

Step 16. Click on Confirm in the pop-up window

Grouping Approval line

Manage Approval Group
Manage Member Information
Initialize Approval Password

Initialize Approval Password

- Please enter your user ID
- To search for all users, yo

User ID to Initialize

NO	Select	NAME	Department	Position
1	<input checked="" type="radio"/>	원자재구매팀	관리부	주임
2	<input type="radio"/>	test1		
3	<input type="radio"/>	test1	관리부	과장
4	<input type="radio"/>	원자재구매팀		
5	<input type="radio"/>	원자재구매팀		
6	<input type="radio"/>	test1		

Confirm
Cancel

Confirm

THANK YOU