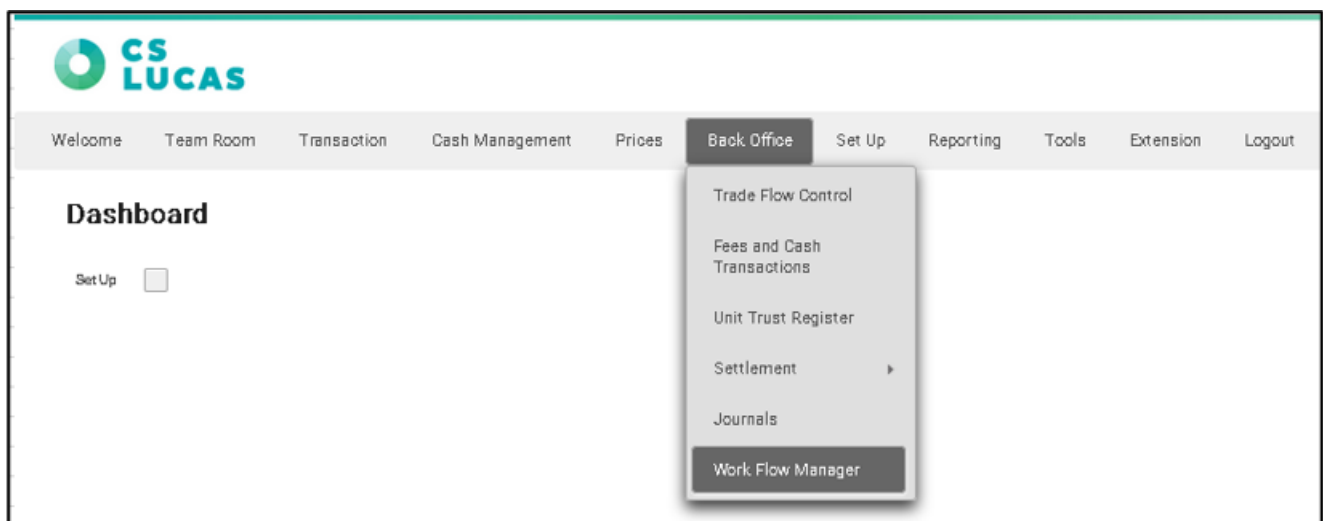# Work Flow Manager

PURPOSE

This document shows the procedure on how to set up/ configure workflow for processing payments in CS Lucas system.

WHY IS THIS IMPORTANT

Workflow manager configuration allows organisation to set up workflow for processing payments.

PROCEDURE

1. From the menu, select Back Office > Work Flow Manager.

Tip: If you do not see Work Flow Manager in the menu navigation, please ensure that you have the access rights to access this screen. Access rights required is 19700 Access Workflow Manager.

2. Work Flow Manager screen displays.

3. To view the node and workflow set up, select Payment Gateway from the Type drop down box and click Refresh.

4. In the illustration above, there are four nodes created: Open, Verified, Authorised and Rejected.

5. For Open node, it is set to route to Verified or Rejected. Then, for Verified node, it is set to route to Authorised or Rejected.

6. To add a new option "AML Check" to route to after payment batch is verified for example, tick on the Add Node checkbox. You will see a Node field to enter a new node.

Work Flow Manager

Type Payment Gatewa ▼   Add Node ✔

| Refresh | Delete | Approve | 🗎 |

Node [   ] Add Node

	Node ⇕	Route to Node ⇕	Remarks ⇕
	[ ]	[ ]	[ ]
☐	Authorised		
☐	Open	Verified	Set Status to Verified
		Rejected	Set Status to Rejected
☐	Rejected		
☐	Verified	Authorised	Set Status to Authorised
		Rejected	Set Status to Rejected

7. Enter the new node name, i.e. AML Check.

Work Flow Manager

Type Payment Gatewa ▼   Add Node ✔

| Refresh | Delete | Approve | 🗎 |

Node [AML Check   ] Add Node

	Node ⇕	Route to Node ⇕	Remarks ⇕
	[ ]	[ ]	[ ]
☐	Authorised		
☐	Open	Verified	Set Status to Verified
		Rejected	Set Status to Rejected
☐	Rejected		
☐	Verified	Authorised	Set Status to Authorised
		Rejected	Set Status to Rejected

8. Click Add Node.
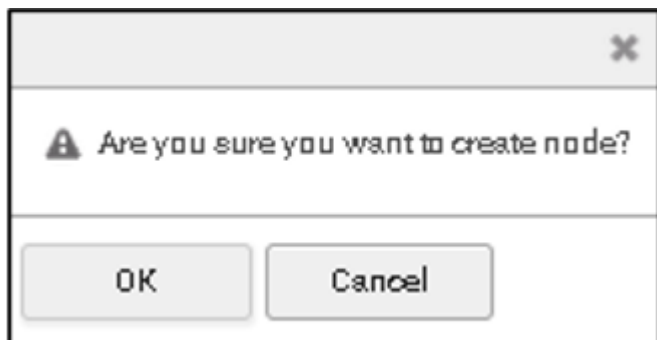
9. A popup message displays to confirm adding new node. Click OK.

10. A new node "AML Check" is created. The workflow set up is now pending approval. Any creation/ amendment made to the workflow will requires approval before it can be applied for processing payments.

11. To set to route from Verified to AML Check, click on Verified node to drill down to the configuration screen.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−

Parameters

Dimension [▼] Add

Dimension	Set Value	
No records found.		

12. Click + to add Route to Node. A new row item displays in the table.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−
[▼]	[ ]	−

Parameters

Dimension [▼] Add

Dimension	Set Value	
No records found.		

13. Select the Node to route to from the drop down box, i.e. AML Check and you can put also remarks.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−
AML Check ▼	Set Status to AML Check	−

Parameters

Dimension [▼] Add

Dimension	Set Value	
No records found.		

14. Click Save.

15. To set permission who can set to AML Check after payment batch is verified, click on the Verified node to drill down to Configuration screen.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−
AML Check	Set Status to AML Check	−

Parameters

Dimension [▼] Add

Dimension	Set Value	
No records found.		

16. Click on AML Check hyperlink.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−
AML Check	Set Status to AML Check	−

Parameters

Dimension [_____] ▼ | Add

Dimension	Set Value	
No records found.		

Permission

User Group [_____] ▼ | Add

Group	Count	
No records found.		

17. Under Permission section, select the user group who can set to AML Check.

Work Flow Manager

Type Payment Gateway   Node Verified

← | Save

Route to Node	Remarks	+
Authorised	Set Status to Authorised	−
Rejected	Set Status to Rejected	−
AML Check	Set Status to AML Check	−

Parameters

Dimension [_____] ▼ | Add

Dimension	Set Value	
No records found.		

Permission

User Group [Payment Authoriser Group] ▼ | Add

Group	Count	
No records found.		

Count [_____]

18. Next, type in the number of person required to set the status to AML Check in the Count field. For example, if it is set to 2, this means 2 person from the user group selected is required in order to set status to AML Check.

Work Flow Manager

Type Payment Gateway   Node Verified

[←] [Save]

Route to Node	Remarks	[+]
Authorised	Set Status to Authorised	[−]
Rejected	Set Status to Rejected	[−]
AML Check	Set Status to AML Check	[−]

Parameters

Dimension [▼] [Add]

Dimension	Set Value	
No records found.		

Permission

User Group [Payment Authoriser Group ▼] [Add]

Count [2]

Group	Count	
No records found.		

19. Click Add to add to the table on the right.

Work Flow Manager

Type Payment Gateway   Node Verified

[←] [Save]

Route to Node	Remarks	[+]
Authorised	Set Status to Authorised	[−]
Rejected	Set Status to Rejected	[−]
AML Check	Set Status to AML Check	[−]

Parameters

Dimension [▼] [Add]

Dimension	Set Value	
No records found.		

Permission

User Group [Payment Authoriser Group ▼] [Add]

Count [2]

Group	Count	
Payment Authoriser Group	2	[−]

20. When completed, click Save.

21. Click Approve to approve the changes made to the workflow.

22. To delete a node, tick on the checkbox next to the Node and click Delete.

FREQUENTLY ASKED QUESTIONS

RELATED INFORMATION

Settlement Control

CHANGE HISTORY

Date	By	Changes
20-Sep-2019	TS	Created.