

BEA Corporate Online

Approval Workflow

This document is produced by The Bank of East Asia, Limited (“BEA”). It is intended to serve as a general guideline for use of our BEA Corporate Online services. While every effort has been made to ensure accuracy, BEA makes no representation or warranty, express, implied, or statutory, with respect to, and assumes no responsibility for, the accuracy, completeness, sufficiency, or usefulness of the information contained herein.

The Bank of East Asia, Limited

Contents



1. Approval Dashboard	3
2. Approval Workflow – Initiator and Approver are the same user (Single Authorisation)	4
3. Approval Workflow – Initiator and Approver are different users (Dual-Control Authorisation)	7
4. Approval Workflow – Initiator and Approver are the same user and the transaction requires more than one Approver (Dual-Control Authorisation)	11
5. Approval Dashboard – Reject Transaction – Send to Modify	12
6. Add to ‘Favourites’	15

1. Approval Dashboard



Step
01

Dashboard

For Approvers

1. All transactions will be listed on the dashboard.
2. View / review transactions in the “Pending for Approvals” and the “My Approved List” tables.
3. Transactions can be classified as financial or non-financial. The former refers to the transactions that involve transaction amounts or payments, whereas the latter refers to administrative transaction (e.g. managing user profiles, access rights and adjusting transaction limits).

The screenshot shows the BEA Corporate Online interface. At the top, there is a navigation bar with the BEA logo, 'CORPORATE ONLINE 企業網上銀行', a search bar, and a user profile section with 'Welcome' and 'Last Login: 31 Jul 2023 16:19:03 HKT'. Below the navigation bar is a promotional banner for 'Special 100% Loan Guarantee' featuring a woman's face. The main content area is divided into two sections: 'Pending Approvals' and 'My Approved List'. Both sections have tabs for 'Financial - Accounts', 'Financial - Transfer', and 'Non Financial - Accounts'. The 'Pending Approvals' section contains a table with columns: Date, Transaction Name, Account No., Amount, Initiated By, Reference No, and Status. The table is currently empty, displaying 'No data to display.' and a pagination control showing '1 (0 of 0 items)'. The 'My Approved List' section also has a similar tabbed interface and a 'Filter' button.

2. Approval Workflow – Initiator and Approver are the same user (Single Authorisation)



The following will demonstrate initiator and approver are the same user. The user can initiate and approve the payments in one go.

(Using a foreign exchange transaction as an example)

Step 01 Initiate

1. Enter the relevant details for foreign exchange transactions.
2. The following message will be displayed: “This exchange rate is for reference only. The actual rate will be confirmed when the transfer is executed.”
3. Click on “Pay” to continue.

The screenshot shows the 'Transfer to Non-designated Account - BEA (China)' form. The 'Transfer Type' is set to 'BEA (China)'. The 'Beneficiary Account Number' is 114001031896100. The 'Transfer From' is '015- (CPLUS - SSA)' and the 'Currency' is 'HKD'. The 'Amount' is '1,555' USD. The 'Exchange Rate' is 'Bank Selling Rate for USD agt. HKD:7.83200000'. The 'Time of Transfer' is 'Now'. The 'Type' is 'Corporate' and the 'Purpose' is 'NORMAL TRADE-General trade'. A 'Pay' button is highlighted with a red box at the bottom left.

Transfer to Non-designated Account - BEA (China)

Transfer Type: BEA (HK) Local Overseas **BEA (China)**

Beneficiary Account Number: 114001031896100 [Get Beneficiary Account Name](#)

Beneficiary Account Name(English): C*****
Beneficiary Account Name (Chinese):

Company Name:

Transfer From*: 015- (CPLUS - SSA) Currency: HKD

[View Account Balance](#)

Currency	Amount
USD	1,555

Exchange Rate:
Bank Selling Rate for USD agt. HKD:7.83200000
(The exchange rate is for reference only. The actual rate will be confirmed when the transfer is executed.)

Time of Transfer: Now Later

Type: Corporate

Purpose: NORMAL TRADE-General trade

Notes:

1. According to the relevant laws and regulations, if the beneficiary is a corporation registered in China or an individual, the remitted funds will be credited to the beneficiary's account after background verification by the beneficiary's account opening branch is passed. If the beneficiary fails to provide the relevant supporting materials to the account opening branch on time, or the materials provided do not meet China's regulatory requirements, the remitted funds will be refunded to the withdrawal account. The handling fee collected will not be refunded.
2. Transaction service charges will be confirmed at the approval stage.
3. If the execution date falls on a non-working day, the instruction will be executed on the following working day. "Working day" means a day on which banks are open for general business in Hong Kong (other than Saturdays, Sundays or public holidays).
4. If the execution date of the RMB remittance instruction to Chinese Mainland falls on a public holiday/non-working day in the Mainland, the instruction will be rejected.

Remarks:
*The service charge will be debited from your account/designated account (for SFC Client Asset Accounts) according to prevailing bank charges on the execution date.

Pay Back

Step 02 Verify

1. Review the transaction details.
2. Click on “Confirm” to continue.
3. Enter the OTP and Signer PIN for verification.
4. Click on “Submit” to continue.

Transfer to Non-designated Account - BEA (China)

Review
You initiated a request for Transfer to Non-designated Account - BEA (China). Please review the details before you proceed.

Transfer Type
BEA (China)

Beneficiary Account Number
114

Beneficiary Account Name (Chinese)

Beneficiary Account Name (English)
C*****

Company Name

Transfer From*
015 (CPLUS - SSA)

Transfer From - Currency
HKD

Transaction Currency and Amount
USD1,555.00

Exchange Rate:
Bank Selling Rate for USD agt. HKD:7.83200000

Execution Date (HKT)
05 Dec 2023

Type
Corporate

Purpose
NORMAL TRADE-General trade

Service Charge
HKD100.00

Notes:
1. According to the relevant laws and regulations, if the beneficiary is a corporation registered in China or an individual, the remitted funds will be credited to the beneficiary's account after background verification by the beneficiary's account opening branch is passed. If the beneficiary fails to provide the relevant supporting materials to the account opening branch on time, or the materials provided do not meet China's regulatory requirements, the remitted funds will be refunded to the withdrawal account. The handling fee collected will not be refunded.
2. Transaction service charges will be confirmed at the approval stage.

Remarks:
*The service charge will be debited from your account/designated account (for SFC Client Asset Accounts) according to prevailing bank charges on the execution date.

Confirm Cancel Back

OTP

Resend OTP
This OTP expires in 80 seconds.

Signer PIN

Submit Cancel

Step
03

Successful Submission

1. The Transaction Reference Number and final exchange rate will be displayed as confirmation.

Transfer to Non-designated Account - BEA (China)

Confirmation
Your Transfer to Non-designated Account - BEA (China) has been fully approved and the instruction has been received by BEA.

Transaction Reference Number
0512AF3B4076

Reference Number
CDC665157

Status
Processed

Transfer Type
BEA (China)

Beneficiary Account Number
114

Beneficiary Account Name (Chinese)

Beneficiary Account Name (English)
C*****

Company Name

Transfer From*
015- (CPLUS - SSA)

Transfer From - Currency
HKD

Transaction Currency and Amount
USD1,555.00

Execution Date (HKT)
05 Dec 2023

Type
Corporate

Purpose
NORMAL TRADE-General trade

Service Charge
HKD100.00

Exchange Rate:
Bank Selling Rate for USD agt. HKD: 7.83200000

HKD Equivalent
12178.76

What's Next?

[Go to Dashboard](#) [Add to Favorites](#)

Notes:
1. According to the relevant laws and regulations, if the beneficiary is a corporation registered in China or an individual, the remitted funds will be credited to the beneficiary's account after background verification by the beneficiary's account opening branch is passed. If the beneficiary fails to provide the relevant supporting materials to the account opening branch on time, or the materials provided do not meet China's regulatory requirements, the remitted funds will be refunded to the withdrawal account. The handling fee collected will not be refunded.
2. Transaction service charges will be confirmed at the approval stage.
Remarks:
*The service charge will be debited from your account/designated account (for SFC Client Asset Accounts) according to prevailing [bank charges](#) on the execution date.

3. Approval Workflow – Initiator and Approver are different users (Dual-Control Authorisation)



The following demonstrates the steps that the approver needs to take to complete a pending transaction. The approver can approve a single transaction or approve multiple transactions in one go.

How to get there

- a. Dashboard > Pending Approvals Widgets

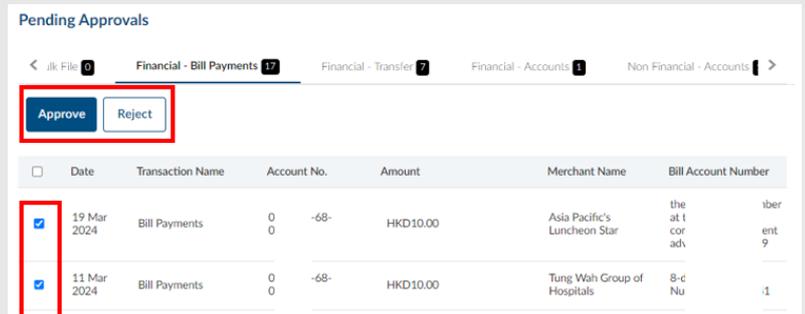
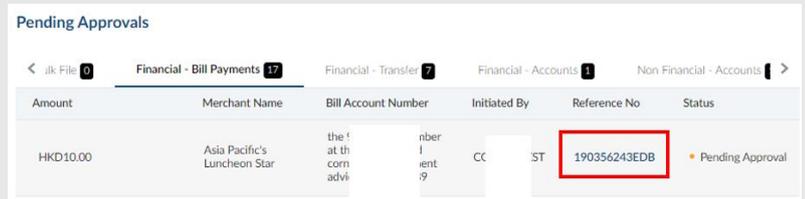
Step 01 Pending Approvals

For single approval:

1. Click on “Reference No.” to go to the approval screen.

For multiple transaction approvals:

1. Tick the checkboxes to select up to 10 transactions (except FX transactions) under one tab and click on “Approve” to continue.



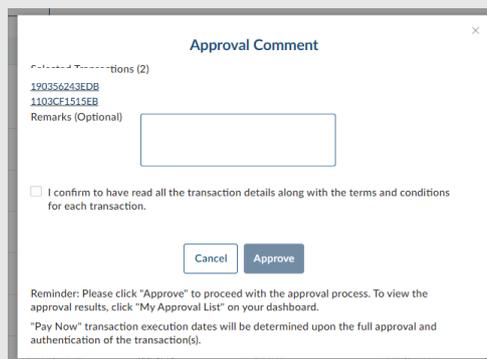
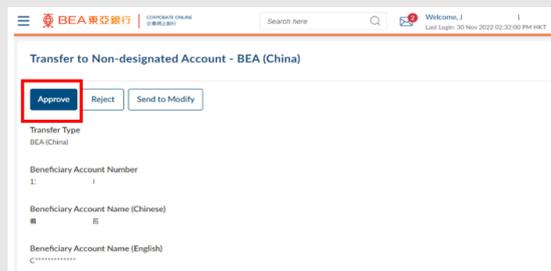
Step 02 Approval Comments

For single approval:

1. Review the transaction details and click on “Approve” to continue.

For multiple transaction approvals:

1. An Approval Comments pop up window will appear.



Step
03 Approve

For single approval:

1. An Approval Comments pop-up window will appear.
2. Enter additional remarks if necessary.
3. Click on “Approve” to process the approval.
4. Enter the OTP (if applicable) and Signer PIN for verification.
5. Click on “Submit” to continue.

For multiple transaction approvals:

1. Review the transaction details of each selected transaction by clicking on “Reference No.” under “Selected Transactions”.
2. Enter additional remarks if necessary.
3. Read the statement carefully and check the box(es) and click on “Approve”.
4. Enter the OTP(if applicable) and Signer PIN for verification
5. Click on “Submit” to continue.

Step
04 Successful Submission

For single approval:

1. The Host Reference Number and final exchange rate will be displayed as confirmation.

For multiple transaction approvals:

1. The confirmation message will show up.
2. You can check the latest status of the selected transactions on “My Approved List” table. Pending items* will remain under “Pending Approvals”.

*Note: You will have pending items for below reasons:

1. You may not have access right to approve the specific transaction.
2. You may approve the specific transaction out of its service hours or there may be system enhancement in place.

You should contact your company’s Authorised Person to check the relevant access right or try to re-approve the pending items later within the service hours.

Transfer to Non-designated Account - BEA(China)

Confirmation
Your Transfer to Non-designated Account - BEA(China) has been fully approved and the instruction has been received by BEA.

Transaction Reference Number
2811723C8BE9

Reference Number
CDC411641

Status
Approved

Transfer Type
BEA (China)

Beneficiary Account Number
11400

Beneficiary Account Name (Chinese)
香港01013的中文

Beneficiary Account Name (English)
C*****

Company Name

Transfer From*
015-1 (CPUS - SSA)

Transfer From - Currency
USD

Transaction Currency and Amount
HKD5,000.00

Execution Date (HKT)
20 Aug 2027

Type
Corporate

Purpose
NORMAL TRADE-General trade

Service Charge
The actual service charge will be debited from your account/ designated account according to prevailing [bank charges](#) on the execution date.

Exchange Rate
Bank Buying Rate for USD agt. HKD:7.75200000

Pending Approvals

Financial - Bill Payments 14 | Financial - Transfer 20 | Financial - Accounts 24 | Non Financial - Accounts 14

Your selected transactions have been submitted. Please check the latest status of your transactions under "My Approved List" and take any further actions if needed. Pending transactions will remain at "Pending Approval". [Click here to refresh and view the latest status.](#)

Step
05

Special Scenario

Special Scenario:

If the FX rate for the FX transaction has changed.

1. The following message will be displayed: “The exchange rate has been updated. Please re-approve the transaction.”
2. The latest exchange rate will be displayed.
3. Re-enter the Signer PIN and / or OTP for verification.

4. Approval Workflow – Initiator and Approver are the same user and the transaction requires more than one Approver (Dual-Control Authorisation)



The following demonstrates the transaction is initiated by an approver and needs to be approved by another approver.

How to get there

- a. Dashboard > Pending Approvals Widget

Step 01

Pending Approvals

1. Click on “Reference No.” to go to the approval screen.
2. Refer to [the previous section](#) for how to approve the transaction.
3. Upon approval of the transaction, proceed with further approvals needed.

Pending Approvals

Financial - Accounts 0 Financial - Transfer 2 Non Financial - Accounts 0

Beneficiary Name	Beneficiary Account No.	Amount	Currency	Initiated By	Reference No	Status
		12.00	HKD		01085C6E2D63	Pending Approval
		100.00	HKD		0108A854B34A	Pending Approval

Page 1 of 1 (1-2 of 2 items) K < 1 >

Step 02

Next Approver

1. For transactions that require more approvals, the status displayed will be Pending Approval.
2. For transactions that are fully approved, the status displayed will be sent to Bank.

BEA 東亞銀行 | CORPORATE ONLINE 企業網上銀行 Search here Welcome Last Login: 30 Nov 2022 12:16:01 PM HKT

Transfer to Non-designated Account – BEA (China)

Confirmation
You have successfully approved the request. It is pending for further approval.

Transaction Reference Number
301133DD9A37

Status
Pending Approval

Template Name
beachina

Transfer Type
BEA China

Beneficiary Account Number
114000001414400

5. Approval Dashboard – Reject Transaction – Send to Modify



The following demonstrates steps for approver to reject a Fund Transfer transaction, and send back to initiators to update the transaction details.

How to get there

- a. Dashboard > Pending Approvals Widget

Step

01

Pending Approvals

1. Click on “Reference No.” to go to the approval screen.

Pending Approvals

Financial - Accounts 0 **Financial - Transfer 4** Non Financial - Accounts 0

Beneficiary Name	Beneficiary Account No.	Amount	Currency	Initiated By	Reference No.	Status
/i		1.20	HKD		0108282B1301	Pending Approval
/i		12.00	HKD		01085C6E2D63	Pending Approval
..		100.00	HKD		0108A854B34A	Pending Approval
..		200.00	HKD		01088696FOCA	Pending Approval

Page 1 of 1 (1-4 of 4 items) K < 1 > >

Step
02 Send to Modify

1. Click on the “Send to Modify” button to send the transaction back to the initiator of the transaction.
2. A Modification Comments pop-up window will appear.
3. Enter additional remarks if necessary.
4. Click on “Send to Modify” to process the approval.
5. Enter the Signer PIN for verification.
6. Click on “Submit” to continue.

The screenshot displays the BEA Corporate Online interface. At the top, there is a navigation bar with the BEA logo and 'CORPORATE ONLINE 企業網上銀行'. A search bar and user information (Welcome, Last Login: 01 Aug 2023 16:06:04 HKT) are also present.

The main content area is titled 'Fund Transfers'. It features three buttons: 'Approve', 'Reject', and 'Send to Modify'. The 'Send to Modify' button is highlighted with a red box. Below the buttons, there are several form fields for transaction details:

- Transfer To - Company Name
- Transfer To - 015- (CPLUS - SSA)
- Transfer To - Currency: HKD
- Transfer From - Company Name
- Transfer From - 015-168-68-00618-1 (CPLUS - SSA)
- Transfer From - Currency: HKD
- Transaction Currency and Amount: HKD:
- Execution Date (HKT): 01 Aug 2023

A 'Modification Comment' pop-up window is open, showing a text input field with the placeholder text 'Please Modify'. Below the input field are two buttons: 'Cancel' and 'Send to Modify'.

At the bottom of the interface, there is a 'Signer PIN Verification' section. It prompts the user to 'Please enter your signer PIN' and shows a 'Transaction Reference Number' field with the value '3960019'. Below this is a 'Signer PIN' input field. At the bottom of this section are 'Submit' and 'Cancel' buttons.

Step 03 Activity Log

1. Initiators can find the transaction in the Activity Log widget, edit, and re-submit the transaction.

Activity Log Filter

Financial - Accounts 0		Financial - Transfer 7		Non Financial - Accounts 0	
Sent to Bank	(0)	Sent to Bank	(1)	Sent to Bank	(0)
Pending Approval	(0)	Pending Approval	(3)	Pending Approval	(0)
Rejected	(0)	Rejected	(2)	Rejected	(0)
Pending Modification	(0)	Pending Modification	(1)	Pending Modification	(0)

Tr No.	Beneficiary Name	Beneficiary Account No.	Amount	Currency	Reference No	Status
1				HKD	0108282B1301	Pending Modification
3				HKD	01085C6E2D63	● Pending Approval
1				HKD	010856BD5F8D	● Sent to Bank
3				HKD	0108BDE51475	● Rejected
1				HKD	0108A854B34A	● Pending Approval

Fund Transfers

Modify

Transfer To - Company Name

Transfer To

Transfer To - Currency
HKD

Transfer From - Company Name

Fund Transfers

Transfer Type
Existing Beneficiaries Own Accounts

Company Name

Transfer To Currency
HKD

View Account Balance

Company Name

Transfer From Currency
HKD

View Account Balance

Currency Amount
HKD 1.2

#Name checking may not be conducted in the fund transfer. Please carefully verify the payee's account number and other payment details.

Pay Back

Transferring money has been never easier!

Transfer money to registered beneficiaries across the globe from your BEA savings/current accounts or to your beneficiaries via their mobile number/email address/FPS ID.

No beneficiary registered yet? No problem! Use our non-designated account transfer service.

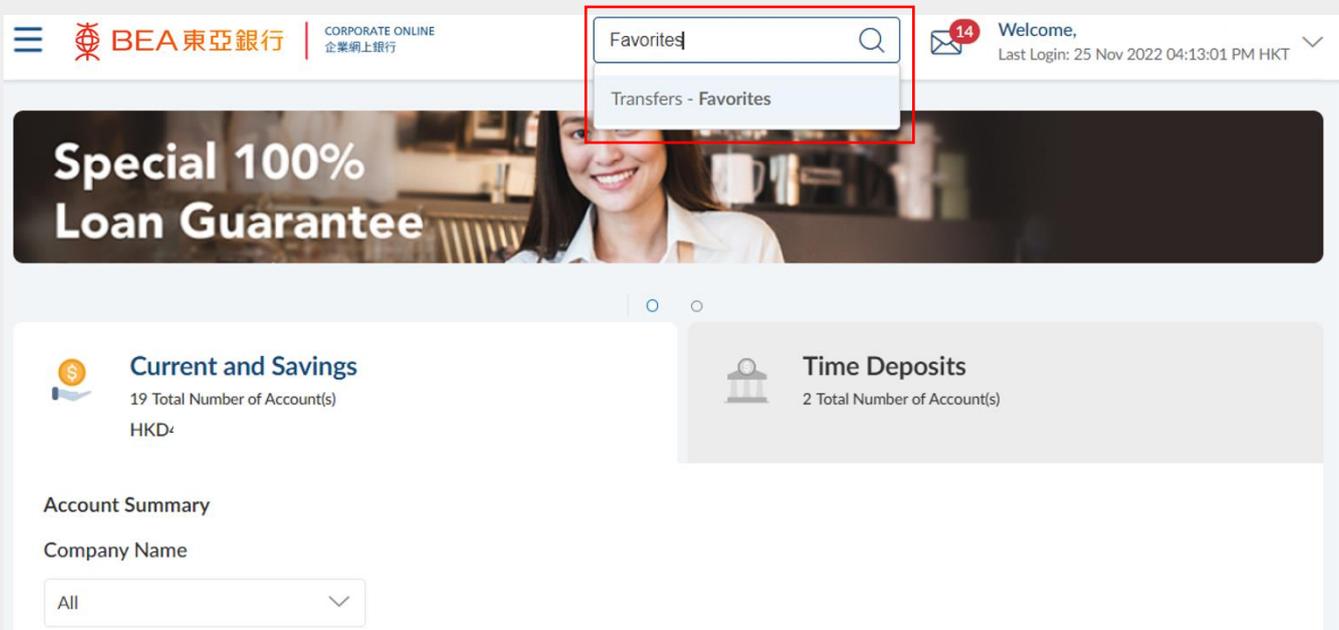
6. Add to 'Favourites'



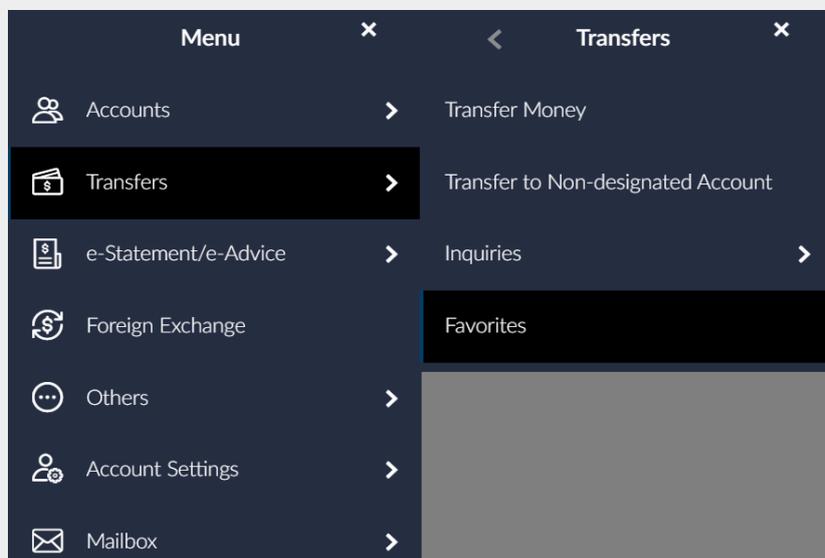
For regular transactions, users can add the transaction as “favourite” and it will save the transaction details (e.g. withdrawal account, currency, amount and receiving account) for your future transactions.

How to get there

a. Menu > Transfers > Favorites; or

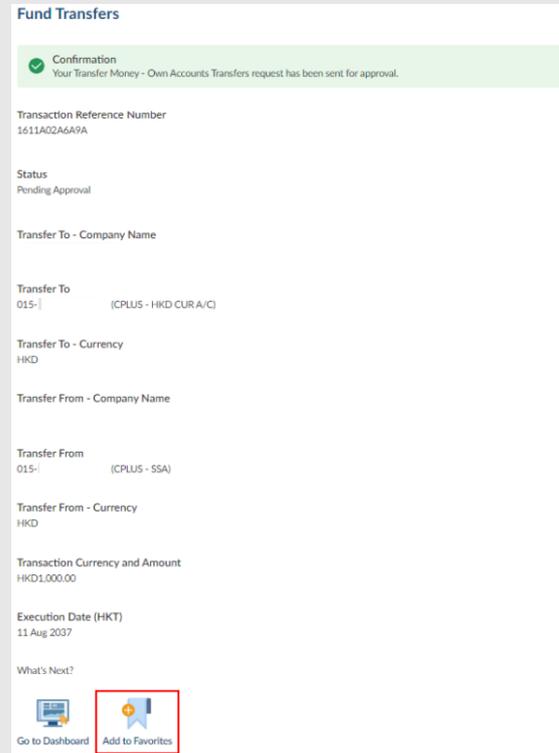


b. Quick Search > Favorites



Step 01 Add to Favourites

1. Click on “Add to Favourites” via the transaction confirmation screen.



Step 02 Fund Transfer template

1. You can find the saved Favourites by clicking on the “Favourites” under Transfer menu.
2. View the Fund Transfer template details under the Favourites sections.

