



CSA – Customer Self Administration

3. Joint Category Limits



Joint Category Limit

A Joint Category Limit defines the payment amount that may be approved by 2 Approvers.

One Approver alone may approve an amount of up to EUR 1,000, but with a second Approver, they may approve between them, an amount of more than EUR 1,000



New Joint Category Limit

- To set up a new Joint Category Limit - go to

∅ Administration menu

∅ Users

∅ Joint Category Limits



- Click on Add Joint Category

Add JointCategory



Add Joint Category

- System defaults the currency to Euros
- Product, Company and Bank Branch default to * which indicates ALL

Maintain Joint Categories csann@holbwer.eu

Joint Category Limits

Currency * EUR

Product * --- All Cash Products ---

Company * *

Bank Branch * *

Category Combination		Joint Category Limit	Joint Pre-Approved Limit
Category 1(1st Signature)	Category 2(2nd Signature)		
1	1		
1	2		
1	3		
1	4		
1	5		
2	2		
2	3		
2	4		
2	5		
3	3		
3	4		
3	5		
4	4		
4	5		
5	5		

Save **BACK**



Joint Category Limits

- Joint Category Limits defines the amounts that can be approved by a combination of approvers
- Numerous Joint Category Limit records can be created for each product type
- The Category number is assigned to a User role



Joint Category Limits

- When saving the record, an error message will be generated, if similar data has been input
- Audit details are displayed at the bottom of the record
- The record will now show as Pending Approval in the list of Joint Category Limits



Joint Category Limits - List

- Use Back key to look at the list of records
- New record is shown as Pending Approval with a last action of Insert

	Product	Company	Bank Branch	Last Update User	Last Update	Last Action	Approval Status	Joint Category Type
	Direct Debits	DA CAAA CSA Sub Companay	Deutsche Bank Germany, Köln	CAAA, Import Approval	12.06.2007 17:47:46	Approve	Approved	Signatory
	Direct Debits	DA CAAA CSA TEST	Deutsche Bank Germany, Frankfurt	Admin, Charles	21.11.2007 16:00:52	Insert	Pending Approval	Regular

- Click on the pencil to edit (approve) the details within the record
- Ensure, that the Pending Approval item will be approved by a second CSA admin (dual control)



Pending Changes			Records 1 thru 1 of 1
Old Joint Category Key	New Joint Category Key	Last Update User Last Update Approval Status	
Product : Domestic Payments Company : Werner Holtkamp Branch : ALL Currency : EUR	Product : Domestic Payments Company : Werner Holtkamp Branch : ALL Currency : EUR	Holtkamp, Werner CSA1 24.05.2006 21:53:40 CREATE PENDING	
Old Joint Category Key	New Joint Category Key	Last Update User Last Update Approval Status	

Approve **Reject** **BACK**



Input a new Joint Category Limit and Save the details

Check that the new record appears on the Joint Category Limit list (Approval status: “Pending Approval”)



Approving Joint Category Limit

- 2 ways to find the records pending approval

Ø Go to list of Joint Category Limits

Ø Go to Quick Links on menu

- Click on the pencil next to record Pending Approval



- Last Action is Approve and Approval Status is Approved



Workshop

Approve a record that has been input by another delegate.

Pending Changes		
		Records 1 thru 1 of 1
Old Joint Category Key	New Joint Category Key	Last Update User Last Update Approval Status
Product : Domestic Payments Company : Werner Holtkamp Branch : ALL Currency : EUR	Product : Domestic Payments Company : Werner Holtkamp Branch : ALL Currency : EUR	Holtkamp, Werner.CSA1 24.05.2006 21:59:40 CREATE PENDING
Old Joint Category Key	New Joint Category Key	Last Update User Last Update Approval Status

Approve **Reject** **BACK**

Check that the record now shows “Approved” on the list of Joint Category Limits.



Summary

The delegate will now have a good understanding of the following:

- What is a Joint Category Limit
- How to set up a new Joint Category Limit
- How to edit a Joint Category Limit
- How to approve a Joint Category Limit

