



CBC REACH

Super User Manual

<u>1</u>	<u>MANAGEMENT OF THE PERMISSION PROFILES</u>	<u>4</u>
1.1	GENERAL INFORMATION	4
1.1.1	GENERAL, ACCOUNT AND CATEGORY PERMISSIONS	4
1.1.2	SIGN PERMISSIONS	4
1.1.3	SIGNING SCHEME IN CBC REACH	5
1.2	STANDARD PERMISSION PROFILES PROVIDED BY CBC	5
1.2.1	SUPER USER PERMISSION PROFILE(S)	6
1.2.2	TEMPLATE FOR PAYMENTS AND COLLECTIONS PERMISSION PROFILE	6
1.2.3	TEMPLATE FOR REPORTING PERMISSION PROFILE	10
1.2.4	TEMPLATE FOR COUNTERPARTIES PERMISSIONS PROFILE	14
1.2.5	TEMPLATE FOR INTC COUNTERPARTIES PERMISSIONS PROFILE	17
1.3	SIGN PERMISSIONS PROFILE	18
1.4	UPDATE OF PERMISSION PROFILES	27
1.5	DELETION OF PERMISSION PROFILES	27
<u>2</u>	<u>CORPORATE USER MANAGEMENT</u>	<u>28</u>
2.1	GENERAL INFORMATION	28
2.2	CREATION OF USERS	28
2.3	UPDATE OF USERS	30
2.4	DELETION OF USERS	30
2.5	COPYING USERS	30
2.6	OVERVIEW PERMISSION PROFILES AND PERMISSIONS	31
<u>3</u>	<u>ASSIGNING/UNASSIGNING PERMISSION PROFILE(S) TO USER(S) AND VICE VERSA</u>	<u>32</u>
3.1	ASSIGNING/UNASSIGNING PERMISSION PROFILE(S) TO USER(S)	32
3.2	ASSIGNING/UNASSIGNING USER(S) TO PERMISSION PROFILE(S)	32
<u>4</u>	<u>USER(S)/PERMISSION PROFILE(S) COMBINATIONS – PRACTICAL EXAMPLES</u>	<u>33</u>
4.1	OVERVIEW OF EXAMPLES	33
4.2	EXAMPLE 1. SET UP OF 1 USER ALLOWED TO CREATE PAYMENTS AND COLLECTIONS WITH UNLIMITED SIGN PERMISSIONS ON ALL ACCOUNTS AND ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS.	33
4.2.1	USER SET UP	33
4.2.2	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE AND LINK TO THE USER	33
4.2.3	SET UP REPORTING PERMISSIONS PROFILE AND LINK TO THE USER	35
4.2.4	SET UP SIGN PERMISSIONS PROFILE AND LINK TO THE USER	37
4.3	EXAMPLE 2. SET UP OF 2 USERS. USER 1 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS, TO VIEW REPORTING AND TO SIGN PAYMENTS LIMITED TO ACCOUNT A,B, C. USER 2 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS, TO VIEW REPORTING AND TO SIGN PAYMENTS LIMITED TO ACCOUNT D,E, F.	40
4.3.1	SET UP OF 2 USERS	40
4.3.2	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE LINKED TO ACCOUNT A,B,C AND LINKED TO THE USER 1	40

4.3.3	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE LINKED TO ACCOUNT D,E,F AND LINKED TO THE USER 2	43
4.3.4	SET UP REPORTING PERMISSIONS PROFILE LINKED TO ACCOUNT A,B,C AND LINKED TO THE USER 1	46
4.3.5	SET UP REPORTING PERMISSIONS PROFILE LINKED TO ACCOUNT D,E,F AND LINKED TO THE USER 2	49
4.3.6	SET UP SIGN PERMISSIONS PROFILE LINKED TO ACCOUNT A,B,C AND LINKED TO THE USER 1	52
4.3.7	SET UP SIGN PERMISSIONS PROFILE LINKED TO ACCOUNT D,E,F AND LINKED TO THE USER 2	57
4.4	EXAMPLE 3. SET UP OF 2 USERS. USER 1 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS AND ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS. USER 2 IS ONLY ALLOWED TO SIGN PAYMENTS WITH UNLIMITED SIGN PERMISSIONS ON ALL ACCOUNTS.....	61
4.4.1	SET UP OF 2 USERS	61
4.4.2	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE AND LINK TO THE USER 1	61
4.4.3	SET UP REPORTING PERMISSIONS PROFILE AND LINK TO THE USER 1.....	61
4.4.4	SET UP SIGN PERMISSIONS PROFILE AND LINK TO THE USER 2.....	61
4.5	EXAMPLE 4. SET UP OF 3 USERS. USER 1 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS AND ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS. USERS 2 AND 3 ARE ONLY ALLOWED TO SIGN PAYMENTS WITH UNLIMITED SIGN PERMISSIONS ON ALL ACCOUNTS. USERS 2 AND 3 HAVE TO SIGN TOGETHER.	66
4.5.1	SET UP OF 3 USERS	66
4.5.2	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE AND LINK TO THE USER 1	66
4.5.3	SET UP REPORTING PERMISSIONS PROFILE AND LINK TO THE USER 1.....	66
4.5.4	SET UP SIGN PERMISSIONS PROFILE AND LINK TO THE USER 2 AND USER 3.....	66
4.6	EXAMPLE 5. SET UP OF 3 USERS. USER 1 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS AND ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS. USER 2 IS ALLOWED TO CREATE PAYMENTS AND COLLECTIONS (WITH EXCEPTION OF SALARY PAYMENTS) AND ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS. USER 1 AND 2 HAVE NO SIGN PERMISSIONS USER 3 IS ALLOWED TO VIEW REPORTING OF ALL ACCOUNTS AND HAS UNLIMITED SIGN PERMISSIONS.	71
4.6.1	SET UP OF 3 USERS	71
4.6.2	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE AND LINK TO THE USER 1	71
4.6.3	SET UP PAYMENTS AND COLLECTIONS PERMISSIONS PROFILE AND LINK TO THE USER 2	71
4.6.4	SET UP REPORTING PERMISSIONS PROFILE AND LINK TO THE USER 1, USER 2 AND USER3	73
4.6.5	SET UP SIGN PERMISSIONS PROFILE AND LINK TO USER 3.....	73
5	<u>AUTHORISATION PROCESS IN THE ‘MODIFICATION OVERVIEW’-SCREEN.....</u>	<u>74</u>

1 Management of the Permission Profiles

1.1 General information

CBC Reach **Users** must have certain **Permissions** to perform certain actions. **Permissions** cannot be linked directly to **Users**. **Permissions** are grouped in a **Permission profile** which can be linked to a **User**. One or more **Permission profiles** can be linked to one **User**. The set up of **Permissions** and **Permission profiles** has to be done by the **Super user**.

The **Permissions** are divided in 4 groups:

- **General** permissions
- **Account** permissions
- **Category** permissions
- **Sign** permissions

Each group of **Permissions** can be part of a **Permission profile**.

1.1.1 General, Account and Category Permissions

The **General, Account and Category permissions** are defined as functional or **do-permissions**. They allow or don't allow a **User** to perform an action.

- The **General permissions** are basic permissions that control access to functions (examples: View Accounts, Create Accounts,...).
- The **Account permissions** are specific permissions for account related Payments and the Cash Management actions (examples: view statements for a particular account, create payments for a particular account,...).

Within the **Account permissions** you can choose for setting a **Permission pattern** or **Individual permissions**:

- **Permission pattern**: the selected **Account permissions** are valid for all accounts assigned to the **Permission profile**.
- **Individual permissions**: a different **Account permission** can be set up for each account assigned to the **Permission profile**.
- The **Category permissions** are specific permissions relating to **payment categories** such as Standard, INTC, and Salary (examples view payments of category Salary, create payments of category Salary,...).

1.1.2 Sign Permissions

The **Sign permissions** are defined as permissions necessary to **authorise payment transactions**. Three types of **Sign permissions** are available:

- **General sign permissions**: sign permissions that will be used for all collections, payments and payment batches.
- **Remitter Account-specific sign permissions**: sign permissions that will be used for payments and batches from the selected remitter accounts only.
- **Category sign permissions**: sign permissions that will be used for payment categories (Standard, Intra_Company, Salary).

Remark: **Category sign permissions** for **direct debit payments (SDD)** and **lettre de change relevé (LCR)** are available but have to be set up by CBC Banque.

Within each **Sign permission type** you can choose for setting a **Permission Pattern** or **Individual permissions**.

- **Permission Pattern**: the **Sign permissions** are valid **for all accounts** assigned to the **Permission profile**.
- **Individual permissions**: different **Sign permissions** can be set up **for each account** assigned to the **Permission profile**.

Within each **Sign permission pattern** or **Individual sign permission** the **Signature class** is a mandatory choice. Following options are relevant:

- **Single (S)**: the **User** is allowed to sign alone.
- **Primary (A)**: the **User** (for instance a senior-function) is allowed to sign with another **User** with Signature class = A or B.
- **Secondary (B)**: the **User** (for instance a junior-function) is allowed to sign with another **User** with Signature class = B.
- **None (N)**: the **User** is not allowed to sign.

Within each **Sign permission pattern** or **Individual sign permission** you can define a **limit** and **currency** for the **Sign permission**. If the amount of the **Sign permission** is unlimited you have to enter **999999999999** (12 times 9).

1.1.3 Signing scheme in CBC Reach

Each payment in CBC Reach has to be signed according to the following signing scheme:

S or A + x (x = A or B)

- S is allowed to sign alone.
- A is allowed to sign with another A or with a B.
- B is allowed to sign with an A.

1.2 Standard Permission Profiles provided by CBC

To make it easier for the customer CBC Banque provides following standard **Permission profiles**. You find them in CBC Reach by going to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'.

The screenshot shows the 'Permission Profiles' section in the CBC Reach application. The interface includes a navigation bar at the top with tabs for 'Master Data', 'Payment Categories', 'Companies', 'Accounts', 'Conversions', 'Permission Profiles', and 'Users'. The 'Permission Profiles' tab is selected. Below the navigation bar, there is a table titled 'Permission Profiles' with 7 entries. The table has two columns: 'Permission profile' and 'Description'. The entries are as follows:

Permission profile	Description
Mobile APPs	Enable Mobile APPs
Super user permissions dual	Power of Attorney administrator dual
Super User permissions SINGLE	Power of Attorney administrator SINGLE
Template - Counterparties	Manage counterparties
Template - INTC Counterparties	Manage intra-company counterparties
Template - Payments and collections	Manage Payments and collections
Template - Reporting permissions	General payment and reporting profile

Below the table, there are buttons for 'Create', 'Copy', and 'Delete'. At the bottom right of the interface, there are 'Finish' and 'Cancel' buttons.

- **Super user permissions dual:** a **Permission profile** needed for **Users** that are indicated by the customer to be **Super user** in a dual Super user context.
- **Super user permissions SINGLE:** a **Permission profile** needed for **Users** that are indicated by the customer to be **Super user** in a SINGLE Super user context.
Remark: this profile is only visible in case of a SINGLE Super user context.
- **Mobile APPs:** a **Permission profile** needed for **Users** (only **Private persons**) who are allowed by the customer to use the **CBC Reach app**. Not possible for **Users = Company department**.
- **Template - Counterparties:** a **Permission profile** with permissions to manage (create, update, delete,...) counterparties that are not INTC-counterparties.
- **Template - INTC Counterparties:** a **Permission profile** with permissions to manage (create, update, delete,...) the INTC counterparties.
- **Template - Payments and collections:** a **Permission profile** which is the basis to create the profiles you need with permissions to manage (create, update, delete, ...) payments and collections.
- **Template - Reporting permissions:** a **Permission profile** which is the basis to create the profiles you need with permissions to manage reporting related actions.

1.2.1 Super user Permission Profile(s)

The requested **Super user Permission Profile** (single or dual) will be assigned to the **Super user(s)** by CBC Banque based on the information in the agreement between the customer and CBC Banque.

Once your **Super user permission profile** is created you are responsible for setting up the other **Permission profiles** to be assigned to the **Users**.

1.2.2 Template for Payments and Collections Permission Profile

You can create your own **Permission profile for payments and collections** from scratch or copy the template provided by CBC Banque. CBC recommends to use the template.

The template is provided to create **Payments and collections permission profile** with **Permissions** needed by a customer to manage payments and collections (create, update, delete, ...).

Remark: this template does not contain **Sign permissions**. You will have to create a separate **Sign permission profile**.

To find the template in CBC Reach, go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'. The screen with the available Permission profiles including the **Template - Payments and collections** is displayed.

If you want to use the template you should select it by ticking the checkbox before the row **Template - Payments and collections** and make a copy by clicking the '**Copy**' button and give it a significant name (example: **Payment and collections ALL**). In this way you keep the original template ready for copying it for future uses.

You can adapt the copy of the template according to your own specific needs.

- Click on the '**Next**' button and the '**Create Permission Profile: Payment and collections ALL / General permissions**'-screen will be displayed.

ach Leave customer administration X

Create Permission Profile: Payment and collections ALL / General permissions

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

General permissions 79 Entries

Object	Action	Assigned
☐ Accounts	View	☒
☐ Account to company assignments	View	☒
☐ Addressees (company-specific)	View	☒
☐ Addressees (general)	View	☒
☐ Addressees (in payment entry)	Create	☒
☐ Alerting	Use	☒
☐ Alerting rule 'Credit amount above defined threshold'	Create	☒
☐ Alerting rule 'Debit amount above defined threshold'	Create	☒
☐ Alerting rule 'Payment received from defined addressee'	Create	☒
☐ Alerting rule 'Payment rejected'	Create	☒

Select: All | Page | None << < 1 2 3 4 ... > >> Entries per page: 10

Assign Unassign

Previous Next Save Cancel

- All applicable **General permissions** can be consulted. A number of **General permissions** are already assigned. In general no changes are needed (with exception of unticking the permission **Payments Import** for **Users** who will not be allowed to import payment files).
- Click on the **'Next'** button and the **'Create Permission Profile: Payment and collections ALL / Account Permissions Pattern'**-screen will be displayed.

ach Leave customer administration X

Create Permission Profile: Payment and collections ALL / Account Permissions Pattern

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Cash management

View balances ☐

View statements ☐

View intraday reports ☐

View transactions ☐

Payments

View payments ☒

Create payments ☒

Modify payments ☒

Delete payments ☒

Previous Next Save Cancel

- All **Account permissions** for **Payments** (view, create, modify and delete) will be applicable for all accounts assigned to this **Permission profile** (due to the **Permission Pattern**-option in the mandatory **Account permissions**-field in the '**Permission Profile: Template - Payments and collections ALL / Master Data**'-screen).
- The **Account permissions** for **Cash management** can be added and **Account permissions** for **Payments** can be omitted. All changes have to be saved and will be applicable for all accounts assigned to this **Permission profile**.
- Click on the '**Next**' button and the '**Create Permission Profile: Payment and collections ALL / Category permissions**'-screen will be displayed.

Create Permission Profile: Payment and collections ALL / Category permissions

Permission Profiles > Master Data > General Permissions > Account Permissions > Category Permissions > Accounts > Users

Category permissions 3 Entries

Category	Payments	Batches	Addressee accounts
☐ Intra_Company	☒ Payments	☒ Batches	☐ Addressee accounts
☐ Salary	☒ Payments	☒ Batches	☐ Addressee accounts
☐ Standard	☒ Payments	☒ Batches	☐ Addressee accounts

Select: All | Page | None << < 1 > >> Entries per page: 15

Common settings Assign Unassign

Previous Next Save Cancel

- Manual payments and file import are allowed for **Intra_Company**, **Salary** and **Standard Payments**. If for instance manual payments are not allowed for Intra_Company, Salary and Standard Payments, you have to uncheck the checkboxes and save the changes.
- Click on the '**Next**' button and the '**Create Permission Profile: Payment and collections ALL / Accounts**'-screen will be displayed.
- In this screen you have to assign the accounts to the new **Permission profile**. It means that you define for which account(s) the **Permissions** belonging to this profile are applicable. You have to select and assign the accounts.

Create Permission Profile: Payment and collections ALL / Accounts

Permission Profiles > Master Data > General Permissions > Account Permissions > Category Permissions > Accounts > Users

Accounts 100 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☒ 0633084	0633084	X
☒ 0633086	0633086	X
☐ 1654873085	3085	X

Select: All | Page | None << < 1 2 3 4 ... > >> Entries per page: 3

Assign Unassign

Previous Next Save Cancel

- The '**Create Permission Profile: Payment and collections ALL / Accounts**'- screen will be displayed with the confirmation that the selected accounts have been assigned to the new **Permission profile**.

Leave customer administration

Create Permission Profile: Payment and collections ALL / Accounts

✓ The selected accounts have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Accounts 100 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ 063308	06330	✓
☐ 063309	06330	✓
☐ 165487/30	3085	✗

Select: All | Page | None Entries per page: 3

Assign Unassign

Previous Next Save Cancel

- If you click the **'Save'** button after assigning the accounts, the new **Permission profile** has been created without being assigned to any **User**. You can assign any **User** at any time. The **'Permission Profiles'**-screen will be displayed containing the new profile **Payment and collections ALL**.

Leave customer administration

Permission Profiles

✓ The permission profile has been created.

Master Data Payment Categories Companies Accounts Conversions Permission Profiles Users Modifications Overview

Permission Profiles 2 Entries

Permission profile	Description
☐ Payment and collections ALL	

Select: All | Page | None Entries per page: 1

Create Copy Delete

Finish Save Cancel

- When the setup of a new **Permission profile** is complete, following actions are possible:
 - Finish**: click the **'Finish'** button to save the new **Permission profile**-data. This action leads you to the **'Modifications Overview'**-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#))
 - Save**: the new **Permission profile**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and authorise it in the **'Modifications Overview'** screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Cancel**: the creation of the new **Permission profile** will be cancelled.
- If you click the **'Next'** button after assigning the accounts, the **'Create Permission Profile: Payment and collections ALL / Users'**-screen will be displayed.
 - In this screen you can assign the **Users** to the new **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.

Create Permission Profile: Payment and collections ALL / Users

Permission Profiles > Master Data > General Permissions > Account Permissions > Category Permissions > Accounts > Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☒ BCO	BCO	Undefined	✗
☒ Maarten	DES	Undefined	✗
☐ Kris	DEV	Undefined	✗

Select: All | Page | None

Assign Unassign

Previous Next Save Cancel

- The 'Create Permission Profile: Payment and collections ALL / Users'-screen will be displayed with the confirmation that the selected Users have been assigned to the Permission profile.

Create Permission Profile: Payment and collections ALL / Users

Permission Profiles > Master Data > General Permissions > Account Permissions > Category Permissions > Accounts > Users

Users 11 Entries

View: All users View management: [Icons]

✓ The selected users have been assigned to the permission profile.

User	User ID	User role	Assigned
☐ BCO	BCO	Undefined	✓
☐ Maarten	DES	Undefined	✓
☐ Kris De	DEV	Undefined	✗

Select: All | Page | None

Assign Unassign

Previous Next Save Cancel

- Click the 'Save' button and the Permission profile assigned to the requested Users has been created. The 'Permission Profiles'-screen will be displayed containing the new profile **Payment and collections ALL**. You can perform the actions **Finish**, **Save** or **Cancel** as described above.

1.2.3 Template for Reporting Permission Profile

You can create your own **Permission profile for Reporting** from scratch or use the template provided by CBC Banque.

The template is provided to create a default **Reporting permission profile** with **Permissions** needed by a customer to manage reporting related actions.

To find the template in CBC Reach, go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'. The screen with the available **Permission profiles**, including the **Template - Reporting permissions** is displayed.

If you want to use the template you should select it by ticking the checkbox before the row **Template - Reporting permissions** and make a copy by clicking the '**Copy**' button and give it a significant name (example: **Reporting ALL**). In this way you keep the original template ready for copying it for future uses.

You can adapt the copy of the template according to your own specific needs if necessary.

Create Permission Profile / Master Data

Leave customer administration

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

Settings

Permission profile* Reporting ALL

Description

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* No

Category permissions ☐

Previous Next Save Cancel

- Click on the **'Next'** button and the **'Create Permission Profile: Reporting ALL / General permissions'**-screen will be displayed.

Create Permission Profile: Reporting ALL / General permissions

Leave customer administration

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

General permissions 79 Entries

Object	Action	Assigned
Account information	Download	☒
Accounts	View	☒
Account to company assignments	View	☒
Alerting	Use	☒
Alerting rule 'Defined balance threshold reached'	Create	☒
Alerting rule 'Account statement received'	Create	☒
Alerting rule 'Intraday report received'	Create	☒
Balances	View	☒
Bank reports (AFB)	Download	☒

Select: All | Page: None

Assign Unassign

Previous Next Save Cancel

- All applicable **'General permissions'** can be consulted. A number of **'General permissions'** are already signed.
- Click on the **'Next'** button and the **'Create Permission Profile: Reporting ALL/Account Permissions Pattern'**-screen will be displayed.

Create Permission Profile: Reporting ALL / Account Permissions Pattern

Leave customer administration

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

Cash management

View balances ☒

View statements ☒

View intraday reports ☒

View transactions ☒

Payments

View payments ☐

Create payments ☐

Modify payments ☐

Delete payments ☐

Previous Next Save Cancel

- All **Account permissions** for **Cash Management** (view balances, view statements,...) will be applicable for all accounts assigned to this **Permission profile** (due to the **Permission Pattern**-option in the mandatory **Account permissions**-field in the '**Permission Profile: Template - Reporting ALL/ Master Data**'- screen).
- **Account permissions** for **Cash management** can be omitted and **Account Permissions** for **Payments** can be added. All changes have to be saved and will be applicable for all accounts assigned to this **Permission profile**.
- Click on the '**Next**' button and the '**Create Permission Profile: Reporting ALL/Accounts**'-screen will be displayed.
- In this screen you have to assign the accounts to the **Permission profile**. It means that you define for which account(s) the **Permissions** belonging to this profile are applicable. You have to select and assign the accounts.

The screenshot shows the 'Create Permission Profile: Reporting ALL / Accounts' screen. The breadcrumb navigation is: Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users. The 'Accounts' section shows 100 entries. The 'View' dropdown is set to 'All accounts'. The 'View management' icons are visible. The table has columns: Account, Account number, and Assigned. The 'Assigned' column shows red 'X' marks for the selected accounts. The 'Assign' button is highlighted with a blue arrow.

Account	Account number	Assigned
☒ 063308	063308	X
☒ 063309	063309	X
☐ 16548734	3085	X

Buttons: Assign, Unassign, Previous, Next, Save, Cancel.

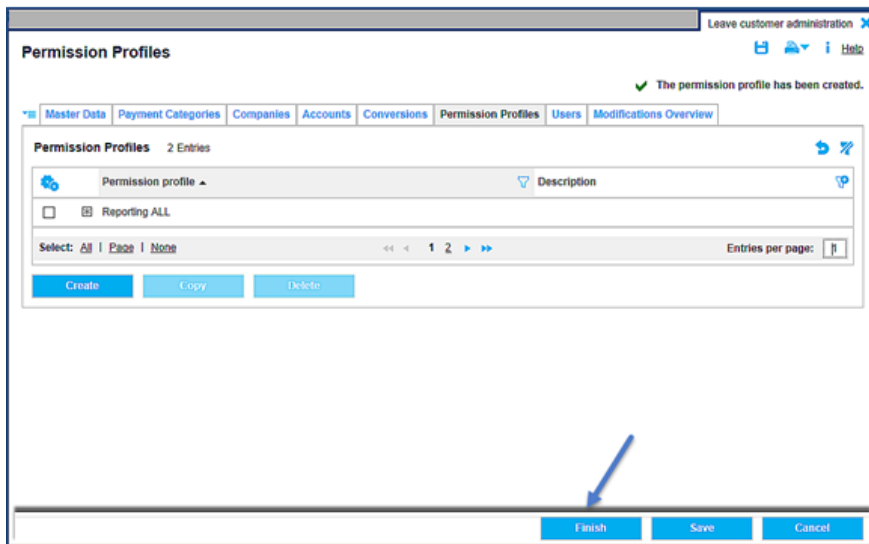
- The '**Create Permission Profile: Reporting ALL / Accounts**'-screen will be displayed with the confirmation that the selected accounts have been assigned to the new **Permission profile**.

The screenshot shows the 'Create Permission Profile: Reporting ALL / Accounts' screen after the accounts have been assigned. A green checkmark and message state: 'The selected accounts have been assigned to the permission profile.' The 'Assigned' column now shows green checkmarks for the selected accounts. The 'Next' and 'Save' buttons are highlighted with blue arrows.

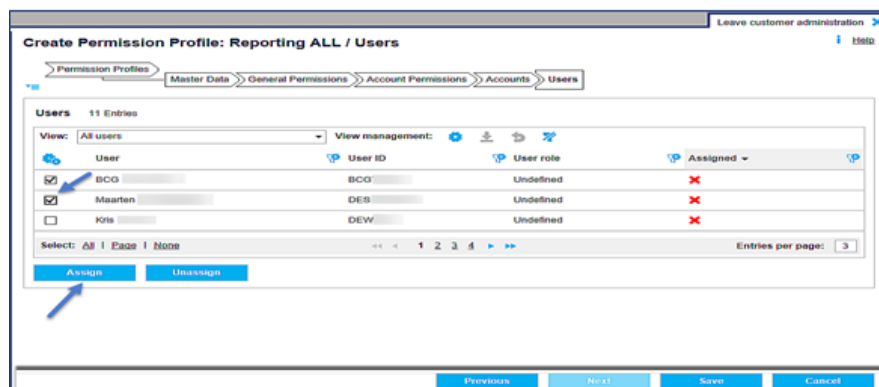
Account	Account number	Assigned
☒ 063308	063308	✓
☒ 063309	063309	✓
☐ 16548734	3085	X

Buttons: Assign, Unassign, Previous, Next, Save, Cancel.

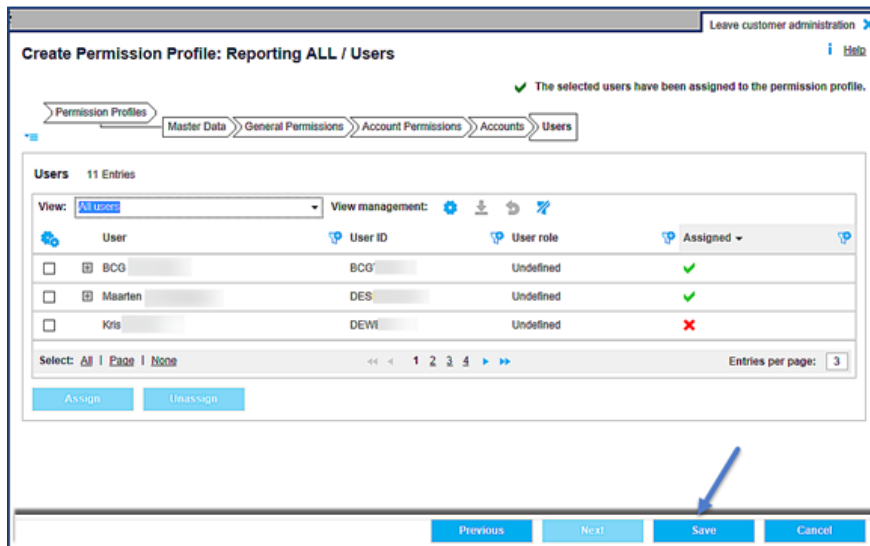
- If you click the '**Save**' button after assigning the accounts, the new **Permission profile** has been created without being assigned to any **User**. You can assign any **User** at any time. The '**Permission Profiles**'-screen will be displayed containing the new profile **Reporting ALL**.



- When the setup of a new **Permission profile** is complete, following actions are possible:
 - Finish:** click the '**Finish**' button to save the new **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Save:** the new **Permission profile**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and authorise it in the '**Modifications Overview**' screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Cancel:** the creation of the new **Permission profile** will be cancelled.
- If you click the '**Next**' button after assigning the accounts, the '**Create Permission Profile: Payment and collections ALL/Users**'-screen will be displayed.
- In this screen you can assign the **Users** to the new **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.



- The '**Create Permission Profile: Reporting ALL / Users**'-screen will be displayed with the confirmation that the selected **Users** have been assigned to the **Permission profile**.



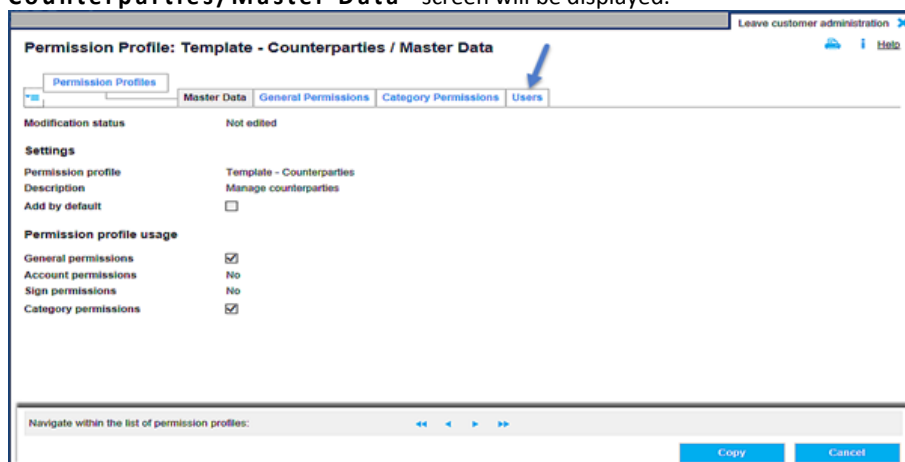
- Click the 'Save' button and the **Permission profile** assigned to the requested **Users** has been created. The '**Permission Profiles**'-screen will be displayed containing the new profile **Payment and collections ALL**. You can perform the actions **Finish**, **Save** or **Cancel** as described above.

1.2.4 Template for Counterparties Permissions Profile

You can create a **Permission profile** with **Permissions** to manage (create, update, delete,...) counterparties that are not INTC-counterparties with the **Template – Counterparties** provided by CBC Banque. Contrary to Payments and Reporting, this template does not need to be copied. It is ready for use and only has to be assigned to **User(s)**.

To find the template in CBC Reach, go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'. The screen with the available **Permission profiles**, including the **Template - Counterparties** is displayed.

Click on the row **Template - Counterparties**. The '**Permission Profile: Template - Counterparties/Master Data**'- screen will be displayed.



- The necessary **General permissions** and **Category permissions** are set as default. All applicable **General permissions** and **Category permissions** can be consulted by clicking on their tab.
- After clicking the **User**-tab the '**Permission Profile: Template - Counterparties / Users**'- screen will be displayed.
- In this screen you can assign the **Users** to the **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.

Leave customer administration

Permission Profile: Template - Counterparties / Users

Permission Profiles

Master DataGeneral PermissionsCategory PermissionsUsers

Users11 Entries

View: All usersView management:

User	User ID	User role	Assigned
☒ BCG	BCG	Undefined	✗
☒ Maarten	DES	Undefined	✗
☒ Kris	DEW	Undefined	✗

Select: All | Page | None

AssignUnassign

Navigate within the list of permission profiles:

SaveCancel

- The 'Permission Profile: Template – Counterparties/Users'- screen will be displayed with the confirmation that the selected **Users** have been assigned to the **Permission profile**.

Permission Profile: Template - Counterparties / Users

Leave customer administration

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Category Permissions Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
BCG	BCG	Undefined	✓
Maarten	DESI	Undefined	✓
Kris	DEWI	Undefined	✓

Select: All | Page | None

Assign Unassign

Entries per page: 1

Navigate within the list of permission profiles: [Navigation icons]

Save Cancel

- Click the 'Save' button and the **Permission profile** assigned to the requested **Users** has been created. The 'Permission Profiles'-screen will be displayed.

Permission Profiles

Leave customer administration

Master Data Payment Categories Companies Accounts Conversions Permission Profiles Users Modifications Overview

Permission Profiles 4 Entries

Permission profile	Description
Template - Counterparties	Manage counterparties
Template - INTC Counterparties	Manage intra-company counterparties
Template - Payments and collections	Manage Payments and collections
Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None

Entries per page: 23

Create Copy Delete

Finish Save Cancel

- When the setup of the **Permission profile** is complete, following actions are possible:
 - Finish:** click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Save:** the **Permission profile**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and authorise it in the '**Modifications Overview**' screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Cancel:** the creation of the **Permission profile** will be cancelled.

1.2.5 Template for INTC Counterparties Permissions Profile

You can create a **Permission profile** with **Permissions** to manage (create, update, delete,...) the INTC counterparties with the **Template – INTC Counterparties** provided by CBC Banque. Contrary to Payments and Reporting, this template does not need to be copied. It is ready for use and only has to be assigned to **User(s)**.

To find the template in CBC Reach, go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'. The screen with the available **Permission profiles**, including the **Template – INTC Counterparties** is displayed.

Click on the row **Template – INTC Counterparties**. The '**Permission Profile: Template – INTC Counterparties/Master Data**'- screen will be displayed.

The screenshot shows the 'Permission Profile: Template - INTC Counterparties / Master Data' screen. The 'Master Data' tab is selected. The 'Settings' section shows the 'Permission profile' as 'Template - INTC Counterparties' with the description 'Manage intra-company counterparties'. The 'Add by default' checkbox is unchecked. The 'Permission profile usage' section shows 'General permissions' checked, 'Account permissions' as 'No', 'Sign permissions' as 'No', and 'Category permissions' checked. A blue arrow points to the 'Users' tab. The bottom of the screen features navigation arrows and 'Copy' and 'Cancel' buttons.

- The necessary **General permissions** and **Category permissions** are set as default. All applicable **General permissions** and **Category permissions** can be consulted by clicking on their tab.
- After clicking the **User**-tab the '**Permission Profile: Template – INTC Counterparties/ Users**'-screen will be displayed.
- In this screen you can assign the **Users** to the **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.

Permission Profile: Template - INTC Counterparties / Users

Leave customer administration X

Permission Profiles Master Data General Permissions Category Permissions Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☒ BCG	BCG	Undefined	X
☒ Maarten	DESF	Undefined	X
☒ Kris	DEW	Undefined	X

Select: All | Page | None Entries per page: 3

Assign Unassign

Navigate within the list of permission profiles: [Navigation icons]

Save Cancel

- The 'Permission Profile: Template – INTC Counterparties / Users' screen will be displayed with the confirmation that the selected Users have been assigned to the Permission profile.
- Click the 'Save' button and the Permission profile assigned to the requested Users has been created. The 'Permission Profiles'-screen will be displayed.

Permission Profile: Template - INTC Counterparties / Users

Leave customer administration X

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Category Permissions Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✓
☐ Maarten	DESF	Undefined	✓
☐ Kris	DEW	Undefined	✓

Select: All | Page | None Entries per page: 3

Assign Unassign

Navigate within the list of permission profiles: [Navigation icons]

Save Cancel

- When the setup of the Permission profile is complete, following actions are possible:
 - **Finish:** click the 'Finish' button to save the Permission profile-data. This action leads you to the 'Modifications Overview'-screen where you have to Authorise the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - **Save:** the Permission profile-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and authorise it in the 'Modifications Overview' screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - **Cancel:** the creation of the Permission profile will be cancelled.

1.3 Sign Permissions Profile

To keep your Permissions and Permission profile(s) manageable we recommend you to set up your sign permissions in separate Sign permissions profile(s) and not to include them in your Payment permission profile(s).

In this section we limit the examples to **Sign permission profiles applicable to payment categories** (Standard, Intra_Company, Salary) and **Sign permission profiles applicable to a selected group of accounts**.

To set up a **Sign Permission profile** go to 'Administration'/'Configure Customer Objects'/'Permission Profiles' and click the '**Create**' button. The '**Create Permission Profile / Master Data**'-screen is displayed.

Set up Sign Permission Profile applicable to payment categories (Standard, Intra_Company, Salary). For instance a profile is needed for the signing of salary payments by only one **User** for an unlimited EUR-amount. In this case you have to perform following actions on this screen:

- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example **Salary/Single S/Unlimited/EUR**).
- The checkbox after **General permissions** should not be ticked.
- Select the No-option for the mandatory **Account permissions**.
- For the mandatory **Sign permissions** the No-option is not allowed.
- The checkboxes after **General sign permissions** and **Remitter Account-specific sign permissions** should not be ticked.
- The checkbox after **Category sign permissions** has to be ticked.
- The checkbox after **Category permissions** should not be ticked.

Remark: the **Sign permission profile related to payment categories** is applicable for **all the accounts** of the customer.

Below you find the completed '**Create Permission Profile / Master Data**'-screen.

- Continue by clicking the '**Next**' button. The '**Create Permission Profile: Salary/Single S/Unlimited/EUR / Sign Permissions**'-screen is displayed.

- Click the '**Create sign permission**' button. The '**Create Permission Profile: Salary/Single S/Unlimited/EUR → Create Sign Permission**'-screen will be displayed.
- Choose **Salary** as mandatory **Category** and **Single (S)** as mandatory **Signature class**.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field if the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

Leave customer administration X

Create Permission Profile: Salary/Single S/Unlimited/EUR → Create Sign Permission i Help

Type: Category sign permission

Condition:

Category*: Salary

Payment instrument: Credit transfer

Payment level:

Business type:

Business category: SALA (SalaryPayment)

Sign permission:

Signature class*: Single (S)

Limit / Currency*: 999999999999 EUR (Euro)

*Mandatory fields

Save Cancel

- By clicking the '**Save**' button, the **Sign permission** will be created and the '**Create Permission Profile: Salary/Single S/Unlimited/EUR / Sign Permissions**'- screen will be displayed.

Leave customer administration X

Create Permission Profile: Salary/Single S/Unlimited/EUR / Sign Permissions i Help

✓ The sign permission has been created.

Permission Profiles > Master Data > Sign Permissions > Users ↑

Category sign permissions 1 Entry

View: All category sign permissions View management: [Icons]

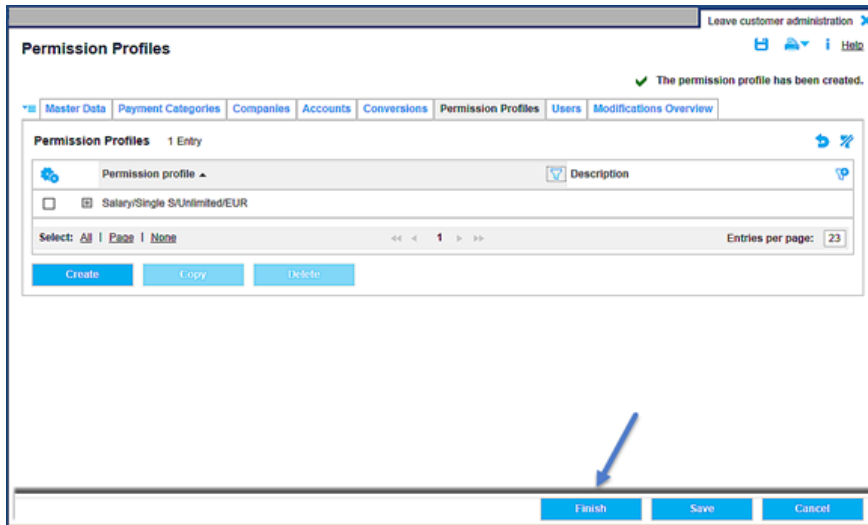
Category	Signature class	Limit	Currency
Salary	Single (S)	999,999,999.00	EUR

Select: All | Page | None << 1 >> Entries per page: 15

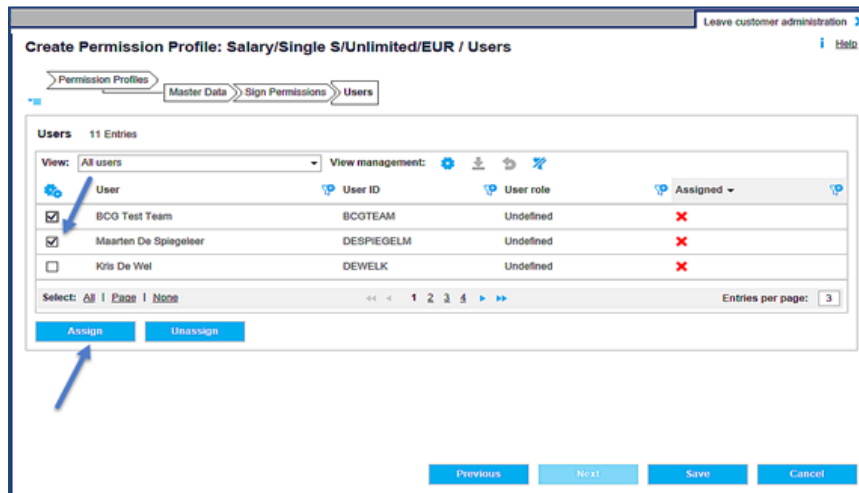
Create sign permission Delete

Previous Next Save Cancel

- If you click the '**Save**' button, the new **Permission profile** has been created without being assigned to any **User**. You can assign any **User** at any time. The '**Permission Profiles**'-screen will be displayed containing the new profile **Salary/Single S/Unlimited/EUR**.



- When the setup of the new **Permission profile** is complete, following actions are possible:
 - Finish:** click the **'Finish'** button to save the **Permission profile**-data. This action leads you to the **'Modifications Overview'**-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)) .
 - Save:** the **Permission profile**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and **Authorise** it in the **'Modifications Overview'** screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Cancel:** the creation of the **Permission profile** will be cancelled.
- If you click the **'Next'** button, the **'Create Permission Profile: Salary/Single S/Unlimited/EUR / Users'**-screen will be displayed.
- In this screen you can assign the **Users** to the new **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.



- The **'Create Permission Profile: Salary/Single S/Unlimited/EUR/Users'**- screen will be displayed with the confirmation that the selected **Users** have been assigned to the **Permission profile**.

Create Permission Profile: Salary/Single S/Unlimited/EUR / Users

Leave customer administration [Help](#)

Permission Profiles Master Data Sign Permissions Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCO Test Team	BCOTEAM	Undefined	✓
☐ Maarten De Spiegeleer	DESPIEGELM	Undefined	✓
☐ Kris De Wael	DEWELK	Undefined	✗

Select: All | Page | None Entries per page: 3

Assign Unassign

Previous Next **Save** Cancel

- Click the '**Save**' button and the **Permission profile** assigned to the requested **Users** has been created. The '**Permission Profiles**'-screen will be displayed containing the new profile **Payment and collections ALL**. You can perform the actions **Finish**, **Save** or **Cancel** as described above.
- Set up Sign Permission Profile applicable to a selected group of accounts.** For instance a profile is needed for the signing of payments limited to 1.000.000 EUR by only one **User** for a selected group of accounts. In this case you have to perform following actions on this screen:
 - Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example: **Single S/1M/EUR**).
 - The checkbox after **General permissions** should not be ticked.
 - Select the No-option for the mandatory **Account permissions**.
 - Select the **Permission Pattern**-option for the mandatory **Sign permissions**. A tab '**Accounts**' will be added in the tab-overview on top of the screen.
 - The checkboxes after **General sign permissions**, **Remitter account-specific sign permissions** and **Category sign permissions** should not be ticked.
 - The checkbox after **Category permissions** should not be ticked.

Below you find the completed '**Create Permission Profile / Master Data**'-screen.

Create Permission Profile / Master Data

Leave customer administration [Help](#)

Permission Profiles Master Data Sign Permissions Accounts Users

Settings

Permission profile* Single S/1M/EUR

Description

Add by default ☐

Permission profile usage

General permissions ☐

Account permissions* No

Sign permissions* Permission pattern

General sign permissions ☐

Remitter account-specific sign permissions ☐

Category sign permissions ☐

Category permissions ☐

Previous Next **Save** Cancel

* Mandatory fields

- Continue by clicking the '**Next**' button. The '**Create Permission Profile: Single S/1M/EUR/Sign Permissions**'-screen is displayed.
- Click the '**Create sign permission**' button within the **Pattern for account sign permissions**. The '**Create Permission Profile: Single S/1M/EUR → Create Sign Permission**'-screen will be displayed.
- Choose **Single (S)** as mandatory **Signature class**.
- Enter **1000000** in the mandatory **Limit**-field and select **EUR** as preferred **Currency** in the mandatory field.

each Leave customer administration

Create Permission Profile: Single S/1M/EUR / Sign Permissions Help

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

Pattern for account sign permissions 0 Entries

View: Preset View management: ⚙️ ⬇️ ↺️ ⚡️

Account	Signature class	Limit	Currency
No data available			

Select: [All](#) | [Page](#) | [None](#) ⏪ ⏩ Entries per page: 15

[Create sign permission](#) [Delete](#)

Category sign permissions 0 Entries

View: All category sign permissions View management: ⚙️ ⬇️ ↺️ ⚡️

Category	Signature class	Limit	Currency
No data available			

Select: [All](#) | [Page](#) | [None](#) ⏪ ⏩ Entries per page: 15

[Create sign permission](#) [Delete](#)

[Previous](#) [Next](#) [Save](#) [Cancel](#)

Leave customer administration [X](#)

Create Permission Profile: Single S/1M/EUR → Create Sign Permission

Type: Pattern for account sign permissions

Condition:

Payment instrument

Payment level

Business type

Business category

Account: All assigned accounts

Sign permission:

Signature class*: Single (S)

Limit / Currency*: 1000000.00 EUR (Euro)

[Save](#) [Cancel](#) *Mandatory fields

- By clicking the 'Save' button, the Sign permission will be created and the 'Create Permission Profile: Single S/1M/EUR/Sign Permissions' screen will be displayed.

Leave customer administration [X](#)

Create Permission Profile: Single S/1M/EUR / Sign Permissions

[i](#) [Help](#)

✓ The sign permission has been created.

Permission Profiles Master Data Sign Permissions Accounts Users

Pattern for account sign permissions 1 Entry

View: Preset View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

Account	Signature class	Limit	Currency
☐ All assigned accounts	Single (S)	1,000,000.00	EUR

Select: All | Page | None << < 1 > >> Entries per page: 15

[Create sign permission](#) [Delete](#)

Category sign permissions 0 Entries

View: All category sign permissions View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

Category	Signature class	Limit	Currency
No data available			

Select: All | Page | None << < > >> Entries per page: 15

[Create sign permission](#) [Delete](#)

[Previous](#) [Next](#) [Save](#) [Cancel](#)

- Continue by clicking the 'Next' button. The 'Create Permission Profile: Single S/1M/EUR/Accounts'-screen is displayed.
- In this screen you have to assign the accounts to the new Permission profile. It means that you define for which account(s) the Permissions belonging to this profile are applicable. You have to select and assign the accounts.

ach Leave customer administration

Create Permission Profile: Single S/1M/EUR / Accounts

Permission Profiles Master Data Sign Permissions Accounts Users

Accounts 101 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☒ 0633084	0633084	✗
☒ 063309	063309	✗
☐ 165487	30855	✗

Select: All | Page | None

Assign Unassign

Previous Next Save Cancel

- The 'Create Permission Profile: Single S/1M/EUR/Accounts'-screen will be displayed with the confirmation that the selected accounts have been assigned to the new **Permission profile**.

ach Leave customer administration

Create Permission Profile: Single S/1M/EUR / Accounts

Permission Profiles Master Data Sign Permissions Accounts Users

✓ The selected accounts have been assigned to the permission profile.

Accounts 101 Entries

View: All accounts View management: [Icons]

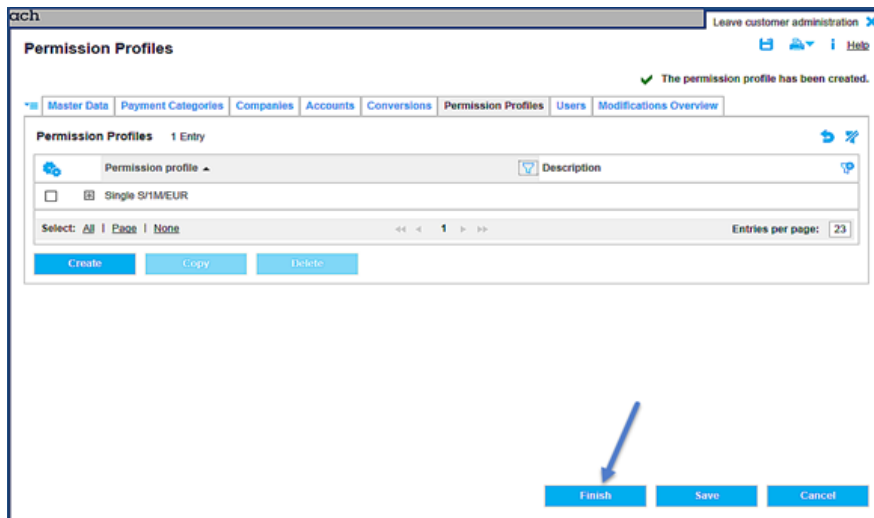
Account	Account number	Assigned
☐ 063308	063308	✓
☐ 063309	063309	✓
☐ 165487	30855	✗

Select: All | Page | None

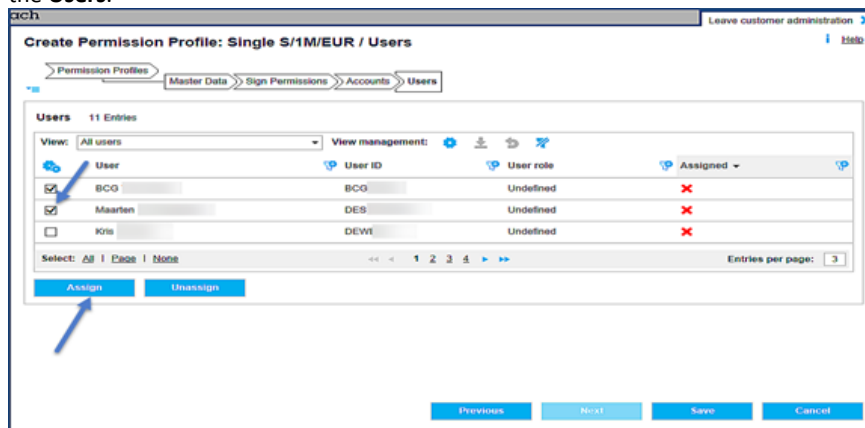
Assign Unassign

Previous Next Save Cancel

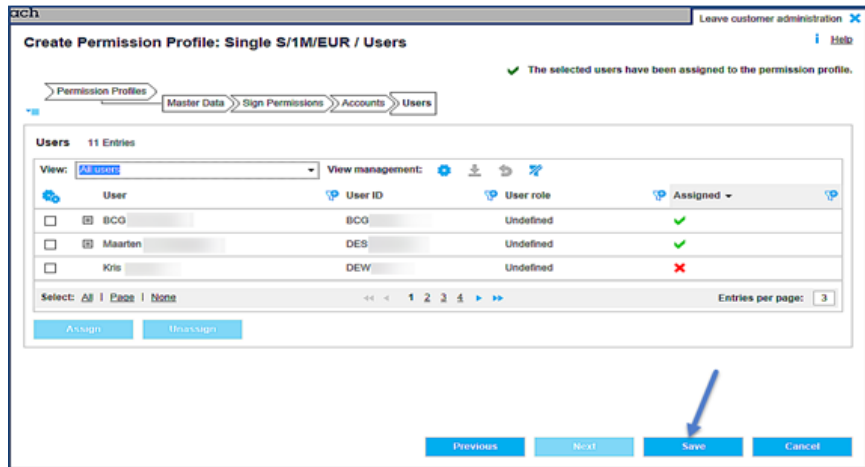
- If you click the '**Save**' button after assigning the accounts, the new **Permission profile** has been created without being assigned to any **User**. You can assign any **User** at any time. The '**Permission Profiles**'-screen will be displayed containing the new profile **Single S/1M/EUR / Accounts**.



- When the setup of the new **Permission profile** is complete, following actions are possible:
 - Finish:** click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Save:** the **Permission profile**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and **Authorise** it in the '**Modifications Overview**' screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
 - Cancel:** the creation of the **Permission profile** will be cancelled.
- If you click the '**Next**' button after assigning the accounts, the '**Create Permission Profile: Single S/1M/EUR/Users**'-screen will be displayed.
- In this screen you can assign the **Users** to the new **Permission profile**. It means that you define which **Users** are allowed to receive the **Permissions** belonging to this profile. You have to select and assign the **Users**.



- The '**Create Permission Profile: Single S/1M/EUR/Users**'-screen will be displayed with the confirmation that the selected **Users** have been assigned to the **Permission profile**.



- Click the '**Save**' button and the Permission profile assigned to the requested **Users** has been created. The '**Permission Profiles**'-screen will be displayed containing the new profile **Single S/1M/EUR**. You can perform the actions **Finish**, **Save** or **Cancel** as described above.

1.4 Update of Permission Profiles

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Click on the table row of the respective **Permission profile** and the '**Permission Profile/Master Data**'-screen is displayed. You can access the different tabs.
- Update the information where needed and continue the process by clicking the '**Save**' button.
- When the update of the **Permission profile** is complete, you can **Finish**, **Save** or **Cancel** this update.

1.5 Deletion of Permission Profiles

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Click on the table row of the respective **Permission profile** and the '**Permission Profile/Master Data**'-screen is displayed.
- Click the '**Delete**' button to delete the **Permission profile**.
- You can **Finish**, **Save** or **Cancel** the deletion of the **Permission profile**.

2 Corporate User Management

2.1 General information

CBC Reach allows you to set up the **Users** conform your corporate structure. This means that CBC Reach **Users** can have the same entitlements and signing powers as they have within your organisation.

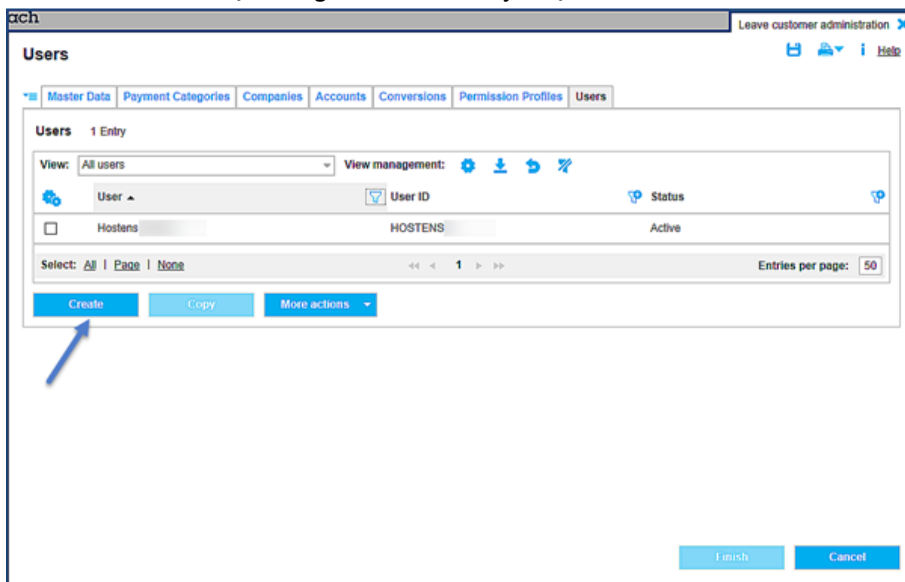
The various 'types' of **Users** that can be distinguished are:

- **Super user** being a duly identified and authorised private person, who uses the services of CBC Reach in whole or in part in the name and for the account of the Customer. A **Super user** is responsible for setting up the **Users** and assign their 'Permissions'. A **Super user** can act as a **User**.
- **User** being a **private person** duly identified by the **Super user** or a **Department** in your company, authorised by the **Super user** to make full or partial use of the services of CBC Reach on behalf of the Customer.

A **User** has to be assigned to a **Permission profile** to have certain **Permissions** to perform certain actions.

2.2 Creation of Users

- Go to '**Administration**'/'**Configure Customer Objects**'/'**Users**'.



- Click on the '**Create**' button. This action leads you to the '**Create User / Master Data**'-screen.
- This screen allows you to enter basic details about the **User**.
- The **User** can be either a **Private person** or a **Company department**.
 - The **User** is a **Private person**
 - **Status**: you can activate or deactivate a **User** using the '**Active**' or the '**Deactivated**' radio buttons.
Remark: a deactivated user cannot log in to the system.
 - **User ID**: enter the first and last name of the **User** as follows:
 - Use capital letters.
 - Enter the last name immediately (without space) followed by the first letter of the first name (example: Anna Dimara becomes DIMARAA). The number of characters is limited 30. If the name is too long, cut off the last name so that the 30th (= the last) character is the first letter of the first name.
 - **User**: enter the first and last name of the **User** as follows:
 - Enter first name followed by one space followed by last name.
 - Enter the first name as follows: first letter as capital letter followed by small letters.
 - Enter the last name in capital letters.

- Example: Anna DIMARA.
 - **Company**: select the company to be linked to the **User**.
 - **Security medium information**: select the option **Smart card + Card reader** or **Mobile sign**.
 - **E-mail address**: enter the private e-mail address of your **User**.
 - **Country/Address/Postcode/Town**: replace the default info by the private **User** data.
- Example**: set up of 'Create User / Master Data'-screen (User being a **Private person**)

Clicking the '**Save**' button leads you to the '**User**'-screen where the new created **User** has been added.

When the setup of a new **User** is complete, following actions are possible:

- **Finish**: click the '**Finish**' button to save the **User**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)) .
- **Save**: the **User**-creation will be saved incompletely. You can resume the process later on by reopening this modification process, finishing the setup and **Authorise** it in the '**Modifications Overview**' screen (see [Authorisation process in the 'Modification Overview'-screen](#)).
- **Cancel**: the creation of the **User** will be cancelled.

- The **User** is a **Company Department**.
 - **Status**: you can activate or deactivate a **User** using the '**Active**' or the '**Deactivated**' radio buttons.
Remark: a deactivated **User** cannot log in to the system.
 - **User ID**: enter the department name – use capital letters.
 - **User**: always enter **DEPARTMENT CARD** followed by the department name entered in the **User ID** – use capital letters.
 - **Company**: select the company to be linked to the **User**.
 - **Security medium information**: you have to select the option **Smart card + Card reader**. The use of **mobile apps** is not allowed in combination with a **Department Card**.
 - **E-mail address**: enter the private e-mail address of your **User**.
 - **Country /Address /Postcode / Town**: replace the default info by the private **User** data.

Example: set up of '**Create User / Master Data**'-screen (**User** being a **Company department**)

The next steps are the same as for the **User** being a **Private person**

2.3 Update of Users

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Users**'.
- Click on the table row of the respective **User** to access the details of a **User** in the '**User / Master Data**'-screen.
- Update the information (for example changing **Security medium information** from **Smart card + Card reader** to **Mobile sign**) and continue the process by clicking the '**Save**' button.
- When the update of the **User** is complete, you can **Finish**, **Save** or **Cancel** this update. The consequences of these actions are the same as for the setup of a new **User**.

2.4 Deletion of Users

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Users**'.
- Select the **User** you want to delete by ticking the checkbox before the name of the **User**.
- Click the '**More actions - Delete**' button to delete the **User**.
- You can **Finish**, **Save** or **Cancel** the deletion of the **User**. The consequences of these actions are the same as for the setup of a new **User**.

2.5 Copying Users

When creating a new **User** you can re-use a lot of data of an existing **User** by copying that **User**.

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Users**'.
- Select the **User** you want to copy by ticking the checkbox before the name of the **User**.
- Click the '**Copy**' button and complete the data for the new **User** and continue the process by clicking the '**Save**' button.
- You can **Finish**, **Save** or **Cancel** the copying of the **User**. The consequences of these actions are the same as for the setup of a new **User**.

2.6 Overview Permission profiles and Permissions

If you want to view the **Permission profiles** and/or the **Permissions** of a **User**:

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Users**'
- Click on the **User's** name.
- Click on the **Permission profiles**-tab and all assigned profiles will be displayed.
- Click on the **Permissions**-tab and all assigned permissions will be displayed.

3 Assigning/Unassigning Permission Profile(s) to User(s) and vice versa

3.1 Assigning/Unassigning Permission Profile(s) to User(s)

You can assign or unassign **Permission Profile(s)** to **User(s)** at any time.

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Users**'
- Click on the **User's** name.
- Click on the **Permission profiles**-tab and assign or unassign the required **Permission profile(s)**.

3.2 Assigning/Unassigning User(s) to Permission Profile(s)

You can assign or unassign **User(s)** to **Permission Profile(s)** at any time.

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'
- Click on the **Permission profile's** name.
- Click on the **User**-tab and assign or unassign the required **User(s)**

4 User(s)/Permission Profile(s) combinations – practical examples

4.1 Overview of examples

- [Example 1](#). Set up of 1 user allowed to create payments and collections with unlimited Sign permissions on all accounts and allowed to view reporting of all accounts.
- [Example 2](#). Set up of 2 users. User 1 is allowed to create payments and collections, to view reporting and to sign payments limited to account A,B, C. User 2 is allowed to create payments and collections, to view reporting and to sign payments limited to account D,E, F.
- [Example 3](#). Set up of 2 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. User 2 is only allowed to sign payments with unlimited sign permissions on all accounts.
- [Example 4](#). Set up of 3 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. Users 2 and 3 are only allowed to sign payments with unlimited sign permissions on all accounts. Users 2 and 3 have to sign together.
- [Example 5](#). Set up of 3 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. User 2 is allowed to create payments and collections (with exception of salary payments) and allowed to view reporting of all accounts. User 1 and 2 have no sign permissions User 3 is allowed to view reporting of all accounts and has unlimited sign permissions.

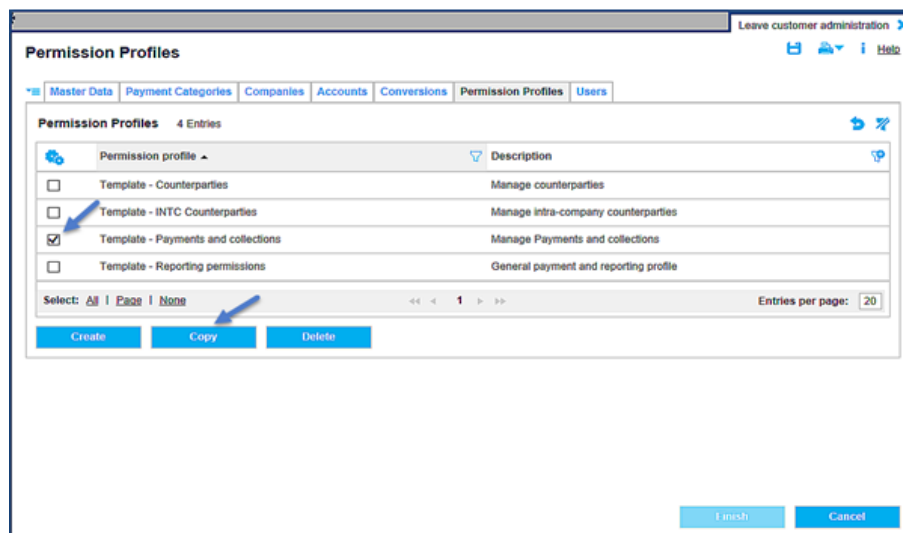
4.2 Example 1. Set up of 1 user allowed to create payments and collections with unlimited Sign permissions on all accounts and allowed to view reporting of all accounts.

4.2.1 User set up

See [Creation of Users](#)

4.2.2 Set up Payments and collections permissions profile and link to the user

- Go to 'Administration'/'Configure Customer Objects'/'Permission Profiles'.
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.



- Give it a significant **Permission profile name** (example: **Payment and collections ALL**).

- Click several times the **'Next'** button until you reach the **'Create Permission Profile: Payment and collections ALL/Accounts'**-screen.

%*Click first **'Select: All'** and click then the **'Assign'** button. All accounts are selected and assigned to the **Payments and collections ALL -Permission profile**.

- Click the **'Next'** button and the **'Create Permission Profile: Payment and collections ALL/Users'**-screen will be displayed.

- Tick the checkbox before the **User** to be selected and click then the '**Assign**' button. The **User** will be selected and assigned to the **Payments and collections ALL - Permission profile**.
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.

The screenshot shows the 'Permission Profiles' screen with a success message: 'The permission profile has been created.' The table lists four templates, with 'Template - Payments and collections' checked. At the bottom, a blue arrow points to the 'Finish' button.

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☒ Template - Payments and collections	Manage Payments and collections
☐ Template - Reporting permissions	General payment and reporting profile

Buttons: Create, Copy, Delete, Finish, Save, Cancel

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.2.3 Set up Reporting permissions profile and link to the user

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template – Reporting permissions**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.

The screenshot shows the 'Permission Profiles' screen with the 'Template - Reporting permissions' row selected. A blue arrow points to the 'Copy' button at the bottom.

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☐ Template - Payments and collections	Manage Payments and collections
☒ Template - Reporting permissions	General payment and reporting profile

Buttons: Create, Copy, Delete, Finish, Cancel

- Give it a significant name (example: **Reporting ALL**).

Leave customer administration [X](#)

Create Permission Profile / Master Data [i](#) [Help](#)

[Permission Profiles](#)
[Master Data](#)
[General Permissions](#)
[Account Permissions](#)
[Accounts](#)
[Users](#)

Settings

Permission profile*

Description

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions*

Sign permissions*

Category permissions ☐

[Previous](#)
[Next](#)
[Save](#)
[Cancel](#)

*Mandatory fields

- Click several times the '**Next**'-button until you reach the '**Create Permission Profile / Accounts**'-screen.

Leave customer administration [X](#)

Create Permission Profile: Reporting ALL / Accounts [i](#) [Help](#)

[Permission Profiles](#)
[Master Data](#)
[General Permissions](#)
[Account Permissions](#)
[Accounts](#)
[Users](#)

Accounts 100 Entries

View: View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

Account	Account number	Assigned
☒ 063308	063308	☒
☒ 063309	063309	☒
☒ 10548730	30855	☒

Select: [All](#) | Page: [None](#) | Entries per page: [3](#)

[Assign](#)
[Unassign](#)

[Previous](#)
[Next](#)
[Save](#)
[Cancel](#)

- Click first '**Select: All**' and click then the '**Assign**' button. All accounts are selected and assigned to the **Reporting ALL** – Permission profile.
- Click the '**Next**' button and the '**Create Permission Profile / Users**'-screen will be displayed.

Leave customer administration [X](#)

Create Permission Profile: Reporting ALL / Users [i](#) [Help](#)

[Permission Profiles](#)
[Master Data](#)
[General Permissions](#)
[Account Permissions](#)
[Accounts](#)
[Users](#)

Users 1 Entry

View: View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

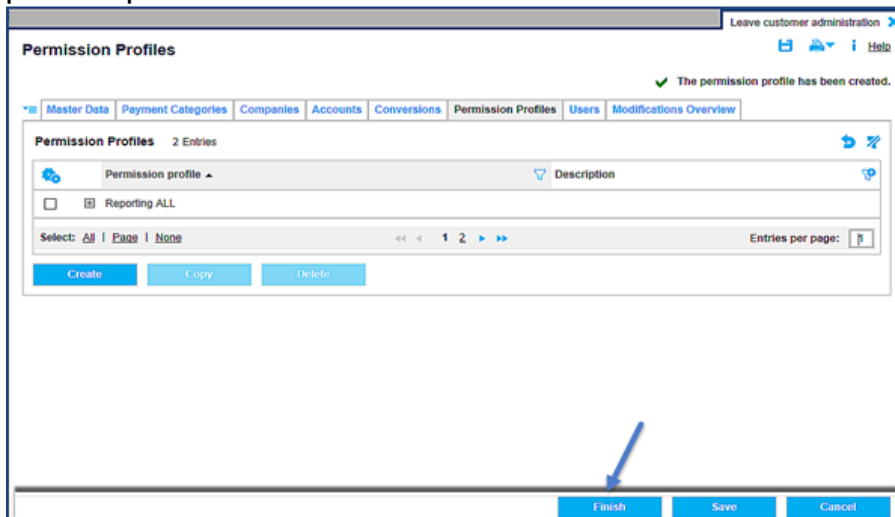
User	User ID	User role	Assigned
☒ Hostens	HOSTENS	Undefined	☒

Select: [All](#) | Page: [None](#) | Entries per page: [25](#)

[Assign](#)
[Unassign](#)

[Previous](#)
[Next](#)
[Save](#)
[Cancel](#)

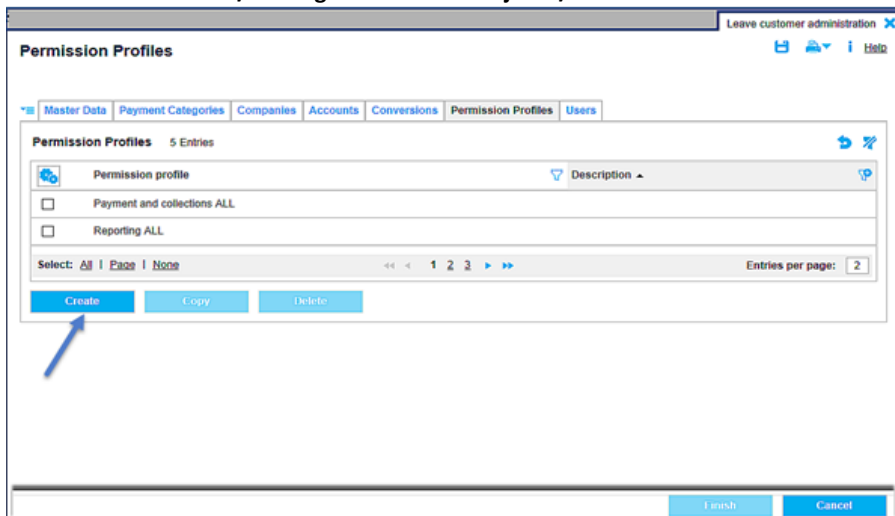
- Tick the checkbox before the **User** to be selected and click then the '**Assign**' button. The **User** will be selected and assigned to the **Reporting ALL- Permission profile**.
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.



- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.2.4 Set up sign permissions profile and link to the user

- Go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'.



- The **Sign permission profile** is applicable to a selected group of accounts (in this example being all the accounts of the customer).
- Click the '**Create**' button. The '**Create Permission Profile / Master Data**'-screen is displayed.
- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example **Single S/Unlimited/EUR/All accounts**).
- The checkbox after **General permissions** should not be ticked.
- Select the No-option for the mandatory **Account permissions**.
- The **Permission Pattern**-option for the mandatory **Sign permissions** should be selected.
- The checkboxes after **General sign permissions**, **Remitter Account-specific sign permissions** and **Category sign permissions** should not be ticked.

- The checkbox after **Category permissions** should not be ticked.

Create Permission Profile / Master Data

Leave customer administration ✕ Help

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

Settings

Permission profile* Single S/Unlimited/EUR/All accounts

Description

Add by default ☐

Permission profile usage

General permissions ☐

Account permissions* No

Sign permissions* Permission pattern

General sign permissions ☐

Remitter account-specific sign permissions ☐

Category sign permissions ☐

Category permissions ☐

Previous Next Save * Mandatory fields Cancel

- Continue by clicking the '**Next**' button. The '**Create Permission Profile: Single S/Unlimited/EUR/All accounts / Sign Permissions**'-screen is displayed.

Create Permission Profile: Single S/Unlimited/EUR/All accounts / Sign Permissions

Leave customer administration ✕ Help

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

Pattern for account sign permissions 0 Entries

View: Preset View management: ⚙️ 📄 🔄 🗑️

Account	Signature class	Limit	Currency
No data available			

Select: All | Page | None

Create sign permission Delete

Category sign permissions 0 Entries

View: All category sign permissions View management: ⚙️ 📄 🔄 🗑️

Category	Signature class	Limit	Currency
No data available			

Select: All | Page | None

Create sign permission Delete

Previous Next Save Cancel

- Click the '**Create sign permission**' button within the **Pattern for account sign permissions**. The '**Create Permission Profile: Single S/Unlimited/EUR/All accounts → Create Sign Permission**'-screen will be displayed.
- Choose **Single (S)** as mandatory **Signature class** as the **User** is allowed to sign alone.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field as the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited/EUR/All accounts → Create Sign Permission [i](#) [Help](#)

Type Pattern for account sign permissions

Condition

Payment instrument

Payment level

Business type

Business category

Account All assigned accounts

Sign permission

Signature class* Single (S)

Limit / Currency* 99999999999 EUR (Euro)

Save **Cancel** *Mandatory fields

- By clicking the 'Save' button, the Sign permission will be created and 'Create Permission Profile: Single S/Unlimited/EUR/All accounts/Sign Permissions'-screen will be displayed.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited/EUR/All accounts / Sign Permissions [i](#) [Help](#)

Permission Profiles Master Data Sign Permissions Accounts Users

✓ The sign permission has been created.

Pattern for account sign permissions 1 Entry

View: Preset View management: [+](#) [-](#) [↺](#) [↻](#)

Account	Signature class	Limit	Currency
☐ All assigned accounts	Single (S)	999,999,999,999.00	EUR

Select: [All](#) | [Page](#) | [None](#) << < 1 > >> Entries per page: 15

Create sign permission **Delete**

Category sign permissions 0 Entries

View: All category sign permissions View management: [+](#) [-](#) [↺](#) [↻](#)

Category	Signature class	Limit	Currency
No data available			

Previous **Next** **Save** **Cancel**

- Continue by clicking the 'Next' button. The 'Create Permission Profile: Single S/Unlimited/EUR/All accounts/ Accounts'-screen is displayed.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited/EUR/All accounts / Accounts [i](#) [Help](#)

Permission Profiles Master Data Sign Permissions Accounts Users

Accounts 100 Entries

View: All accounts View management: [+](#) [-](#) [↺](#) [↻](#)

Account	Account number	Assigned
☒ 063308	063308	✗
☒ 063308	063308	✗
☒ 165487	30854	✗

Select: [All](#) | [Page](#) | [None](#) << < 1 2 3 ... > >> Entries per page: 3

Assign **Unassign**

Previous **Next** **Save** **Cancel**

- Click first '**Select: All**' and click then the '**Assign**' button. All accounts are selected and assigned to the **Single S/Unlimited/EUR/All accounts/Accounts-Permission profile**.
- Click the '**Next**' button and the '**Create Permission Profile / Users**'-screen will be displayed.

- Tick the checkbox before the **User** to be selected and click then the '**Assign**' button. The **User** will be selected and assigned to the '**Single S/Unlimited/EUR/All accounts-Permission profile**'.
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3 Example 2. Set up of 2 users. User 1 is allowed to create payments and collections, to view reporting and to sign payments limited to account A,B, C. User 2 is allowed to create payments and collections, to view reporting and to sign payments limited to account D,E, F.

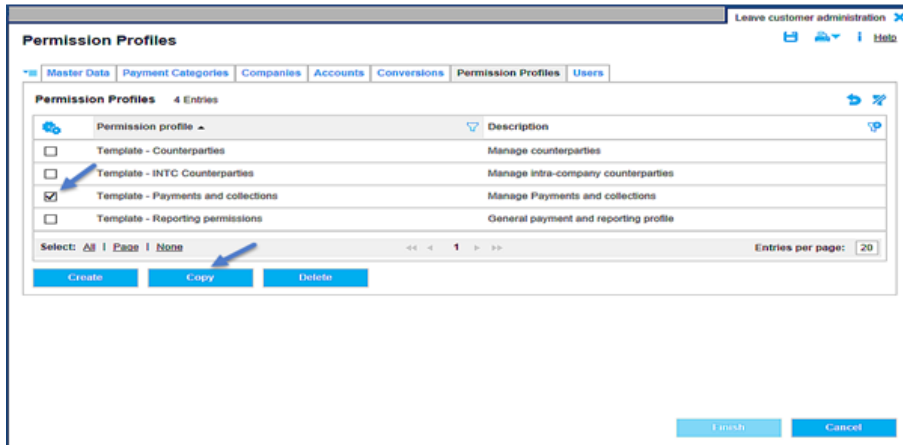
4.3.1 Set up of 2 users

See [Creation of Users](#)

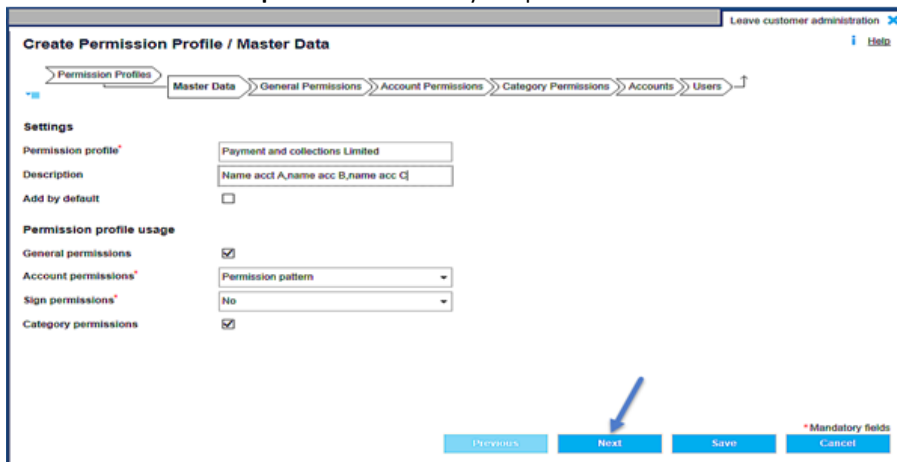
4.3.2 Set up Payments and collections permissions profile linked to account A,B,C and linked to the user 1

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.

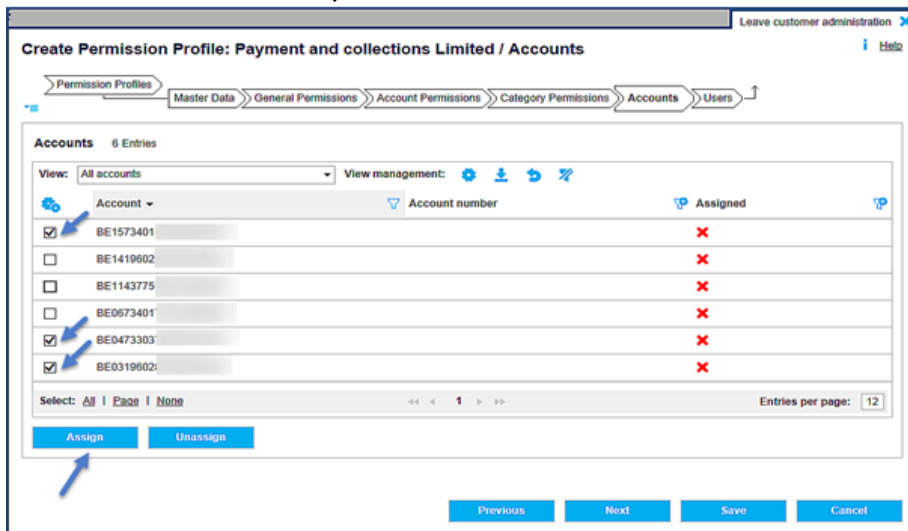
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.



- Give it a significant **Permission profile name** (example: **Payment and collections Limited**) and enter more information in the **Description**-field to identify the profile.



- Click several times the '**Next**' button until you reach the '**Create Permission Profile: Payment and collections Limited/Accounts**'-screen



- Select account A, B and C and click then the '**Assign**' button. The selected accounts are assigned to the **Payments and collections Limited -Permission profile**.

Create Permission Profile: Payment and collections Limited / Accounts

Leave customer administration × ? Help

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

6 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ BE15734019		✓
☐ BE14196028		✗
☐ BE11437750		✗
☐ BE06734017		✗
☐ BE04733037		✓
☐ BE03196028		✓

Select: All | Page | None Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Click the '**Next**' button and the '**Create Permission Profile: Payment and collections Limited/Users**'-screen will be displayed.

Create Permission Profile: Payment and collections Limited / Users

Leave customer administration × ? Help

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Electr	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☐ Kirs	DEW	Undefined	✗
☒ Kristel	VAN	Undefined	✗
☐ Maarter	DESP	Undefined	✗

Select: All | Page | None Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User 1** to be selected and click then the '**Assign**' button. **User 1** will be selected and assigned to the **Payments and collections Limited - Permission profile**.

Leave customer administration

Create Permission Profile: Payment and collections Limited / Users [Help](#)

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts **Users**

Users 11 Entries

View: **All users** View management:

	User	User ID	User role	Assigned
☐	BCG	BCG	Undefined	✗
☐	Elect	EOL	Undefined	✗
☐	Hostens	HSTENS	Undefined	✗
☐	Kris	DEWI	Undefined	✗
☒	Kristel	VAN	Undefined	✓
☐	Maarter	DES	Undefined	✗

Select: **All** | Page: **None** << < 1 2 > >> Entries per page: 6

Assign Unassign

Previous Next **Save** Cancel

- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention 'The permission profile has been created'.

Leave customer administration

Permission Profiles [Help](#)

✓ The permission profile has been created.

Master Data Payment Categories Companies Accounts Conversions **Permission Profiles** Users Modifications Overview

Permission Profiles 3 Entries

	Permission profile	Description
☐	Template - Payments and collections	Manage Payments and collections
☐	Payments and collections - All accounts	created as copy of Template P&C
☒	Payment and collections Limited	Name acct A, name acc B, name acc C

Select: **All** | Page: **None** << < 1 > >> Entries per page: 23

Create Copy Delete

Finish Save Cancel

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3.3 Set up Payments and collections permissions profile linked to account D,E,F and linked to the user 2

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.

Permission Profiles

Master Data | Payment Categories | Companies | Accounts | Conversions | **Permission Profiles** | Users

Permission Profiles 4 Entries

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☒ Template - Payments and collections	Manage Payments and collections
☐ Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None Entries per page: 20

Create Copy Delete

Finish Cancel

- Give it a significant **Permission profile name** (example: **Payment and collections Limited**) and enter more information in the **Description**-field to identify the profile.

Create Permission Profile / Master Data

Permission Profiles | **Master Data** | General Permissions | Account Permissions | Category Permissions | Accounts | Users

Settings

Permission profile* Payment and collections Limited

Description Name acc D,name acc E,name acc F

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* No

Category permissions ☒

Previous Next Save Cancel

*Mandatory fields

- Click several times the **'Next'** button until you reach the **'Create Permission Profile: Payment and collections Limited/Accounts'**-screen.

Leave customer administration

Create Permission Profile: Payment and collections Limited / Accounts

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Accounts 6 Entries

View: All accounts View management:

Account	Account number	Assigned
☐ BE1573401		
☒ BE1419602		
☒ BE1143775		
☒ BE0673401		
☐ BE0473303		
☐ BE0319602		

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign **Unassign**

Previous Next Save Cancel

- Select account D, E and F and click then the **'Assign'** button. The selected accounts are assigned to the **Payments and collections Limited -Permission profile**.

Leave customer administration

Create Permission Profile: Payment and collections Limited / Accounts

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Accounts 6 Entries

View: All accounts View management:

Account	Account number	Assigned
☐ BE1573401		
☒ BE1419602		
☒ BE1143775		
☒ BE0673401		
☐ BE0473303		
☐ BE0319602		

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign **Unassign**

Previous **Next** Save Cancel

- Click the **'Next'** button and the **'Create Permission Profile: Payment and collections Limited/Users'**-screen will be displayed.

Leave customer administration

Create Permission Profile: Payment and collections Limited / Users

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Users 11 Entries

View: All users View management:

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	
☐ Elect	EOU	Undefined	
☐ Hostens	HOSTENS	Undefined	
☒ Kris	DEW	Undefined	
☐ Kristel	VAN	Undefined	
☐ Maarten	DES	Undefined	

Select: All | Page | None << < 1 2 > >> Entries per page: 6

Assign **Unassign**

Previous Next **Save** Cancel

- Tick the checkbox before the **User 2** to be selected and click then the '**Assign**' button. **User 2** will be selected and assigned to the **Payments and collections Limited - Permission profile**.

Create Permission Profile: Payment and collections Limited / Users

Leave customer administration X

Help

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☒ Kris	DEW	Undefined	✓
☐ Kristel	VAN	Undefined	✗
☐ Maarten	DES	Undefined	✗

Select: All | Page | None Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.

Permission Profiles

Leave customer administration X

Help

✓ The permission profile has been created.

Master Data Payment Categories Companies Accounts Conversions Permission Profiles Users Modifications Overview

Permission Profiles 3 Entries

Permission profile	Description
☒ Payment and collections Limited	Name acc D,name acc E,name acc F
☐ Payments and collections - All accounts	created as copy of Template P&C
☐ Template - Payments and collections	Manage Payments and collections

Select: All | Page | None Entries per page: 23

Create Copy Delete

Finish Save Cancel

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3.4 Set up Reporting permissions profile linked to account A,B,C and linked to the user 1

- Go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template – Reporting permissions**.

- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.

Permission Profiles 4 Entries

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☐ Template - Payments and collections	Manage Payments and collections
☒ Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None Entries per page: 20

Create Copy Delete

- Give it a significant name (example: **Reporting Limited**) and enter more information in the **Description**-field to identify the profile.

Create Permission Profile / Master Data

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

Settings

Permission profile* Reporting Limited

Description Name acc A,name acc B,name acc D

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* No

Category permissions ☐

Previous Next Save Cancel

*Mandatory fields

- Click several times the '**Next**' button until you reach the '**Create Permission Profile: Reporting Limited/Accounts**'-screen.

Leave customer administration

Create Permission Profile: Reporting Limited / Accounts

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

Accounts 6 Entries

View: All accounts View management: [Settings] [Download] [Refresh] [Filter]

Account	Account number	Assigned
☒ BE15734		✗
☐ BE14196		✗
☐ BE11437		✗
☐ BE06734		✗
☒ BE04733		✗
☒ BE03196		✗

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Select account A, B and C and click then the 'Assign' button. The selected accounts are assigned to the Reporting Limited -Permission profile.

Leave customer administration

Create Permission Profile: Reporting Limited / Accounts

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

✓ The selected accounts have been assigned to the permission profile.

Accounts 6 Entries

View: All accounts View management: [Settings] [Download] [Refresh] [Filter]

Account	Account number	Assigned
☒ BE157340		✓
☐ BE141960		✗
☐ BE114377		✗
☐ BE067340		✗
☒ BE047330		✓
☒ BE031960		✓

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous **Next** Save Cancel

- Click the 'Next' button and the 'Create Permission Profile: Reporting Limited/Users'-screen will be displayed.

Leave customer administration

Create Permission Profile: Reporting Limited / Users

Permission Profiles > Master Data > General Permissions > Account Permissions > Accounts > Users

Users 11 Entries

View: All users View management: [Settings] [Download] [Refresh] [Filter]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☐ Kris	DEW	Undefined	✗
☒ Kristel	VAN	Undefined	✗
☐ Maarten	DES	Undefined	✗

Select: All | Page | None << < 1 2 > >> Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User 1** to be selected and click then the '**Assign**' button. **User 1** will be selected and assigned to the **Reporting Limited - Permission profile**.

Create Permission Profile: Reporting Limited / Users

Leave customer administration X

Help

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Account Permissions Accounts Users

Users 11 Entries

View: **ANUSGP** View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☐ Kris	DEW	Undefined	✗
☒ Kristel	VAN	Undefined	✓
☐ Maarten	DES	Undefined	✗

Select: All | Page | None << 1 2 >> Entries per page: 6

Assign Unassign

Previous Next **Save** Cancel

- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.

Permission Profiles

Leave customer administration X

Print list Help

✓ The permission profile has been created.

Master Data Payment Categories Companies Accounts Conversions **Permission Profiles** Users Modifications Overview

Permission Profiles 3 Entries

Permission profile	Description
☒ Reporting Limited	Name acc A,name acc B,name acc D
☐ Reporting permissions - All accounts	created as copy of Template
☐ Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None << 1 >> Entries per page: 23

Create Copy Delete

Finish Save Cancel

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3.5 Set up Reporting permissions profile linked to account D,E,F and linked to the user 2

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template – Reporting permissions**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.

Permission Profiles

Master Data | Payment Categories | Companies | Accounts | Conversions | **Permission Profiles** | Users

Permission Profiles 4 Entries

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☐ Template - Payments and collections	Manage Payments and collections
☒ Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None Entries per page: 20

Create Copy Delete

Finish Cancel

- Give it a significant name (example: **Reporting Limited**) and enter more information in the **Description**-field to identify the profile.

Create Permission Profile / Master Data

Permission Profiles | Master Data | General Permissions | Account Permissions | Accounts | Users

Settings

Permission profile* Reporting Limited

Description Name acc D_name acc E_name acc F

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* No

Category permissions ☐

Previous Next Save Cancel

- Click several times the '**Next**' button until you reach the '**Create Permission Profile: Reporting Limited/Accounts**'-screen.

Create Permission Profile: Reporting Limited / Accounts

Permission Profiles | Master Data | General Permissions | Account Permissions | **Accounts** | Users

Accounts 6 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ BE157340		✗
☒ BE141960		✗
☒ BE114377		✗
☒ BE067340		✗
☐ BE047330		✗
☐ BE031960		✗

Select: All | Page | None Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Select account D, E and F and click then the **'Assign'** button. The selected accounts are assigned to the **Reporting Limited -Permission profile**.

Create Permission Profile: Reporting Limited / Accounts

Leave customer administration X

Help

Permission Profiles Master Data General Permissions Account Permissions Accounts Users

Accounts 6 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ BE15734		✗
☒ BE141966		✓
☒ BE11437		✓
☒ BE06734		✓
☐ BE04733		✗
☐ BE03196		✗

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Click the **'Next'** button and the **'Create Permission Profile: Reporting Limited/Users'** screen will be displayed.

Create Permission Profile: Reporting Limited / Users

Leave customer administration X

Help

Permission Profiles Master Data General Permissions Account Permissions Accounts Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☒ Kris	DEW	Undefined	✗
☐ Kristel	VAN	Undefined	✗
☐ Maarten	DESI	Undefined	✗

Select: All | Page | None << < 1 2 > >> Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User 2** to be selected and click then the **'Assign'** button. **User 2** will be selected and assigned to the **Reporting Limited - Permission profile**.

Leave customer administration

Create Permission Profile: Reporting Limited / Users

✓ The selected users have been assigned to the permission profile.

Permission Profiles Master Data General Permissions Account Permissions Accounts Users

Users 11 Entries

View: All Users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HSTENS	Undefined	✗
☒ Kris	DEWI	Undefined	✓
☐ Kristel	VAN	Undefined	✗
☐ Maarten	DES	Undefined	✗

Select: All | Page: None Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Click the **'Save'** button and the **'Permission Profiles'**-screen will be displayed with the mention **'The permission profile has been created'**.

Leave customer administration

Permission Profiles

✓ The permission profile has been created.

Master Data Payment Categories Companies Accounts Conversions Permission Profiles Users Modifications Overview

Permission Profiles 3 Entries

Permission profile	Description
☒ Reporting Limited	Name acc D,name acc E,name acc F
☐ Reporting permissions - All accounts	created as copy of Template
☐ Template - Reporting permissions	General payment and reporting profile

Select: All | Page: None Entries per page: 23

Create Copy Delete

Finish Save Cancel

- Click the **'Finish'** button to save the **Permission profile**-data. This action leads you to the **'Modifications Overview'**-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3.6 Set up Sign permissions profile linked to account A,B,C and linked to the user 1

- Go to **'Administration'/'Configure Customer Objects'/'Permission Profiles'**.

Permission Profiles

Master Data | Payment Categories | Companies | Accounts | Conversions | **Permission Profiles** | Users

Permission Profiles 5 Entries

Permission profile	Description
☐ Payment and collections ALL	
☐ Reporting ALL	

Select: All | Page | None

Entries per page: 2

Create Copy Delete

Finish Cancel

- The **Sign permission profile** is applicable to a selected group of accounts (A,B and C).
- Click the **'Create'** button. The **'Create Permission Profile / Master Data'**-screen is displayed.
- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example **Single S/Unlimited EUR/Name user 1**) and enter more information in the **Description**-field to identify the profile.
- The checkbox after **General permissions** should not be ticked.
- Select the No-option for the mandatory **Account permissions**.
- The **Permission Pattern**-option for the mandatory **Sign permissions** should be selected.
- The checkboxes after **General sign permissions**, **Remitter Account-specific sign permissions** and **Category sign permissions** should not be ticked.
- The checkbox after **Category permissions** should not be ticked.

Create Permission Profile / Master Data

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

Settings

Permission profile* Single S/Unlimited EUR/Name user 1

Description Name acc A, Name acc B, Name acc C

Add by default ☐

Permission profile usage

General permissions ☐

Account permissions* No

Sign permissions* Permission pattern

General sign permissions ☐

Remitter account-specific sign permissions ☐

Category sign permissions ☐

Category permissions ☐

Previous Next Save Cancel

*Mandatory fields

- Continue by clicking the **'Next'** button. The **'Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Sign Permissions'**-screen is displayed.

- Click the **'Create sign permission'** button within the **Pattern for account sign permissions**. The **'Create Permission Profile: Single S/Unlimited EUR/Name user 1 → Create Sign Permission'**-screen will be displayed.
- Choose **Single (S)** as mandatory **Signature class** as the **User 1** is allowed to sign alone.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field as the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

- By clicking the **'Save'** button, the **Sign permission** will be created and **'Create Permission Profile: Single S/Unlimited EUR/Name user 1/Sign Permissions'**-screen will be displayed.

Leave customer administration X

Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Sign Permissions i Help

✓ The sign permission has been created.

Permission Profiles Master Data Sign Permissions Accounts Users ↑

Pattern for account sign permissions 1 Entry

View: Preset View management: [Settings] [Download] [Refresh] [Filter]

Account	Signature class	Limit	Currency
☐ All assigned accounts	Single (S)	999,999,999.00	EUR

Select: All | Page | None << < 1 > >> Entries per page: 15

Create sign permission Delete

Category sign permissions 0 Entries

View: All category sign permissions View management: [Settings] [Download] [Refresh] [Filter]

Category	Signature class	Limit	Currency
No data available			

Previous Next Save Cancel

- Continue by clicking the 'Next' button. The 'Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Accounts'-screen is displayed.

Leave customer administration X

Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Accounts i Help

Permission Profiles Master Data Sign Permissions Accounts Users ↑

Accounts 6 Entries

View: All accounts View management: [Settings] [Download] [Refresh] [Filter]

Account	Account number	Assigned
☒ BE15734		✗
☐ BE14196		✗
☐ BE11437		✗
☐ BE06734		✗
☒ BE04733		✗
☒ BE03196		✗

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Select account A, B and C and click then the 'Assign' button. The selected accounts are assigned to the Single S/Unlimited EUR/Name user 1- Permission profile.

Leave customer administration X

Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Accounts i Help

✓ The selected accounts have been assigned to the permission profile.

Permission Profiles Master Data Sign Permissions Accounts Users ↑

Accounts 6 Entries

View: All accounts View management: [Settings] [Download] [Refresh] [Filter]

Account	Account number	Assigned
☐ BE1573		✓
☐ BE1419		✗
☐ BE1143		✗
☐ BE0673		✗
☐ BE0473		✓
☐ BE0319		✓

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Click the '**Next**' button and the '**Create Permission Profile: Single S/ Unlimited EUR/Name User 1/Users**'-screen will be displayed.

Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Users

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

Users 11 Entries

View: All users View management: [Icons]

User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elect	EOU	Undefined	✗
☐ Hostens	HOSTENS	Undefined	✗
☐ Kris	DEW	Undefined	✗
☒ Kristel	VAN	Undefined	✗
☐ Maarten	DES	Undefined	✗

Select: All | Page | None Entries per page: 6

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User 1** to be selected and click then the '**Assign**' button. **User 1** will be selected and assigned to the **Single S/Unlimited EUR/Name user 1-Permission profile**.

Create Permission Profile: Single S/Unlimited EUR/Name user 1 / Users

Permission Profiles > Master Data > Sign Permissions > Accounts > Users

✓ The selected users have been assigned to the permission profile.

Users 11 Entries

View: All users View management: [Icons]

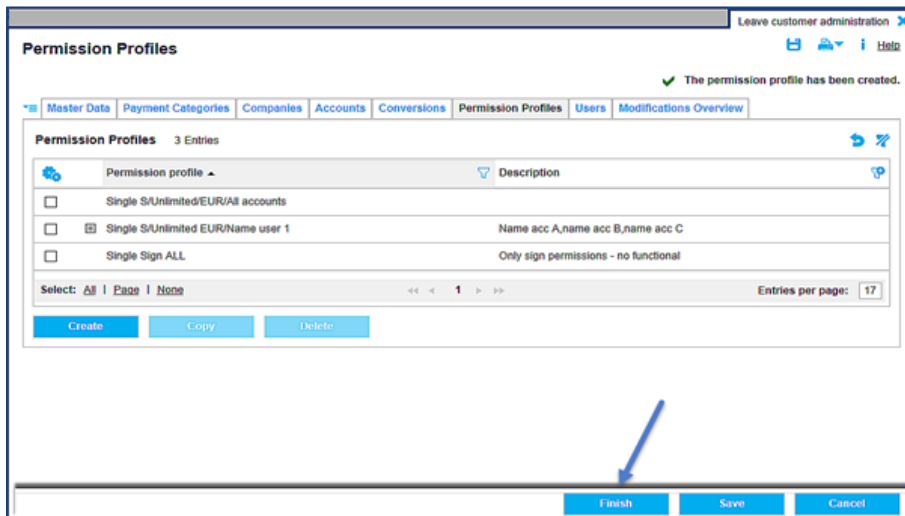
User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elec	EOU	Undefined	✗
☐ Hostens	HOSTENSI	Undefined	✗
☐ Kris	DEW	Undefined	✗
☒ Kristel	VAN	Undefined	✓
☐ Maarten	DES	Undefined	✗

Select: All | Page | None Entries per page: 6

Assign Unassign

Previous Next Save Cancel

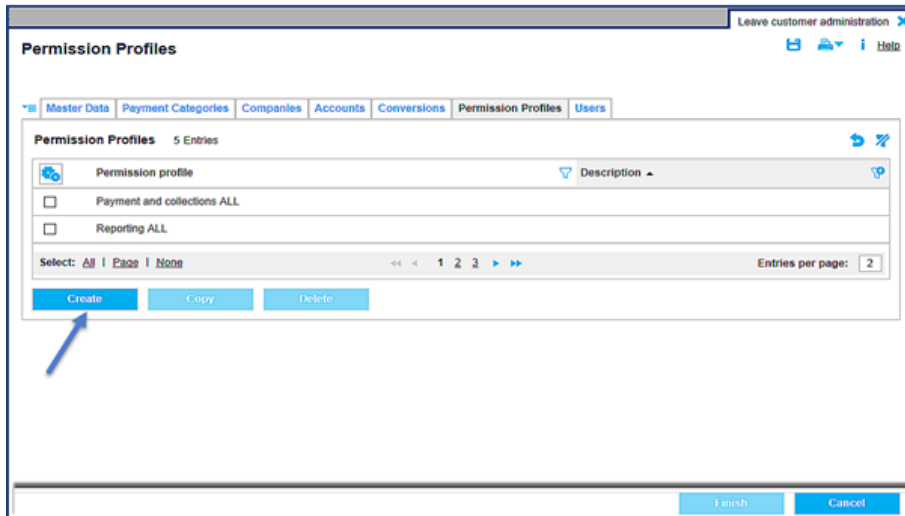
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.



- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.3.7 Set up Sign permissions profile linked to account D,E,F and linked to the user 2

- Go to '**Administration**'/'**Configure Customer Objects**'/'**Permission Profiles**'.



- The **Sign permission profile** is applicable to a selected group of accounts (D,E and F).
- Click the '**Create**' button. The '**Create Permission Profile / Master Data**'-screen is displayed.
- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example **Single S/Unlimited EUR/Name user 2**) and enter more information in the **Description**-field to identify the profile.
- The checkbox after **General permissions** should not be ticked.
- Select the No-option for the mandatory **Account permissions**.
- The **Permission Pattern**-option for the mandatory **Sign permissions** should be selected.
- The checkboxes after **General sign permissions**, **Remitter Account-specific sign permissions** and **Category sign permissions** should not be ticked.
- The checkbox after **Category permissions** should not be ticked.

- Continue by clicking the **'Next'** button. The **'Create Permission Profile: Single S/Unlimited EUR/Name user 2 / Sign Permissions'**-screen is displayed.

- Click the **'Create sign permission'** button within the **Pattern for account sign permissions**. The **'Create Permission Profile: Single S/Unlimited EUR/Name user2 → Create Sign Permission'**-screen will be displayed.
- Choose **Single (S)** as mandatory **Signature class** as the **User 2** is allowed to sign alone.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field as the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited EUR/Name user 2 → Create Sign Permission

Type: Pattern for account sign permissions

Condition

Payment instrument

Payment level

Business type

Business category

Account: All assigned accounts

Sign permission

Signature class*: Single (S)

Limit / Currency*: 999999999999 EUR (Euro)

* Mandatory fields

[Save](#) [Cancel](#)

- By clicking the 'Save' button, the Sign permission will be created and 'Create Permission Profile: Single S/UnlimitedEUR/Name user2/Sign Permissions'-screen will be displayed.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited EUR/Name user 2 / Sign Permissions

[i](#) [Help](#)

✓ The sign permission has been created.

Permission Profiles Master Data Sign Permissions Accounts Users

Pattern for account sign permissions 1 Entry

View: Preset View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

Account	Signature class	Limit	Currency
☐ All assigned accounts	Single (S)	999,999,999,999.00	EUR

Select: [All](#) | [Page](#) | [None](#) << < 1 > >> Entries per page: 15

[Create sign permission](#) [Delete](#)

Category sign permissions 0 Entries

View: All category sign permissions View management: [Settings](#) [Download](#) [Refresh](#) [Print](#)

Category	Signature class	Limit	Currency
No data available			

[Previous](#) [Next](#) [Save](#) [Cancel](#)

- Continue by clicking the 'Next' button. The 'Create Permission Profile: Single S/Unlimited EUR/Name user 2/ Accounts'-screen is displayed.

Leave customer administration

Create Permission Profile: Single S/Unlimited EUR/Name user 2 / Accounts

Permission Profiles Master Data Sign Permissions Accounts Users

Accounts 6 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ BE15734		✗
☒ BE14196		✗
☒ BE11437		✗
☒ BE06734		✗
☐ BE04733		✗
☐ BE03196		✗

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Select account D, E and F and click then the 'Assign' button. The selected accounts are assigned to the Single S/Unlimited EUR/Name user 2- Permission profile.

Leave customer administration

Create Permission Profile: Single S/Unlimited EUR/Name user 2 / Accounts

Permission Profiles Master Data Sign Permissions Accounts Users

✓ The selected accounts have been assigned to the permission profile.

Accounts 6 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☐ BE15734		✗
☒ BE14196		✓
☒ BE11437		✓
☒ BE06734		✓
☐ BE04733		✗
☐ BE03196		✗

Select: All | Page | None << < 1 > >> Entries per page: 12

Assign Unassign

Previous Next Save Cancel

- Click the 'Next' button and the 'Create Permission Profile: Single S/ Unlimited EUR/Name User 2/Users'-screen will be displayed.

Leave customer administration

Create Permission Profile: Single S/Unlimited EUR/Name user 2 / Users

Permission Profiles Master Data Sign Permissions Accounts Users

Users 11 Entries

View: All users View management: [Icons]

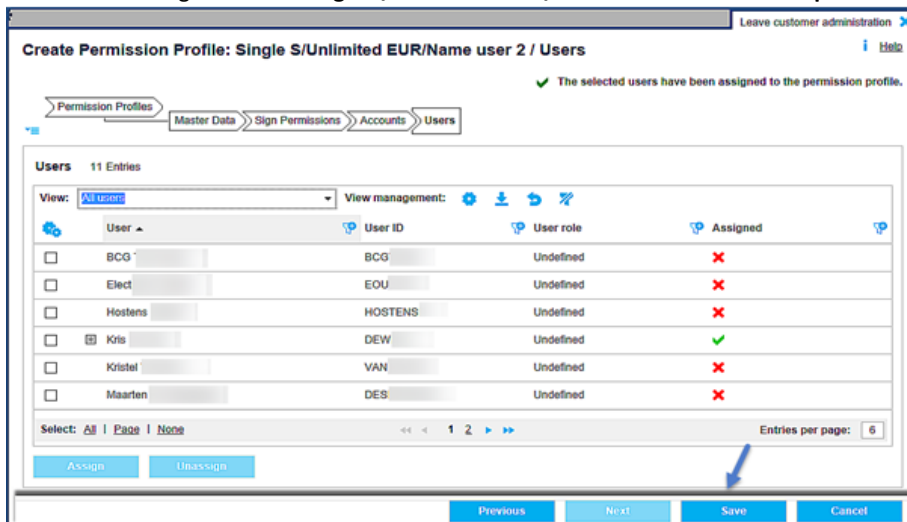
User	User ID	User role	Assigned
☐ BCG	BCG	Undefined	✗
☐ Elec	EOU	Undefined	✗
☐ Hostens	HOSTENSI	Undefined	✗
☒ Kris	DEW	Undefined	✗
☐ Kristel	VAN	Undefined	✗
☐ Maarten	DES	Undefined	✗

Select: All | Page | None << < 1 2 > >> Entries per page: 6

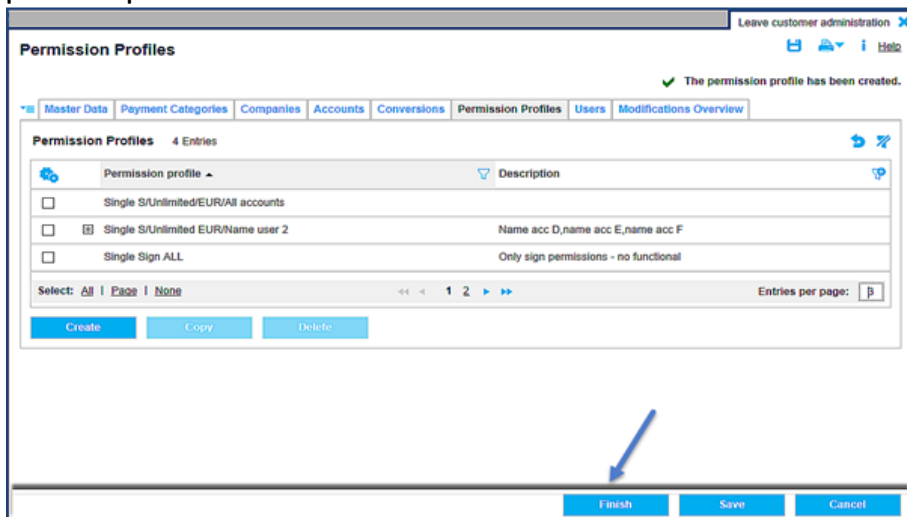
Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User 2** to be selected and click then the '**Assign**' button. **User 2** will be selected and assigned to the **Single S/Unlimited EUR/Name user 2-Permission profile**.



- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.



- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.4 Example 3. Set up of 2 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. User 2 is only allowed to sign payments with unlimited sign permissions on all accounts.

4.4.1 Set up of 2 users

- See [Creation of Users](#)

4.4.2 Set up Payments and collections permissions profile and link to the user 1

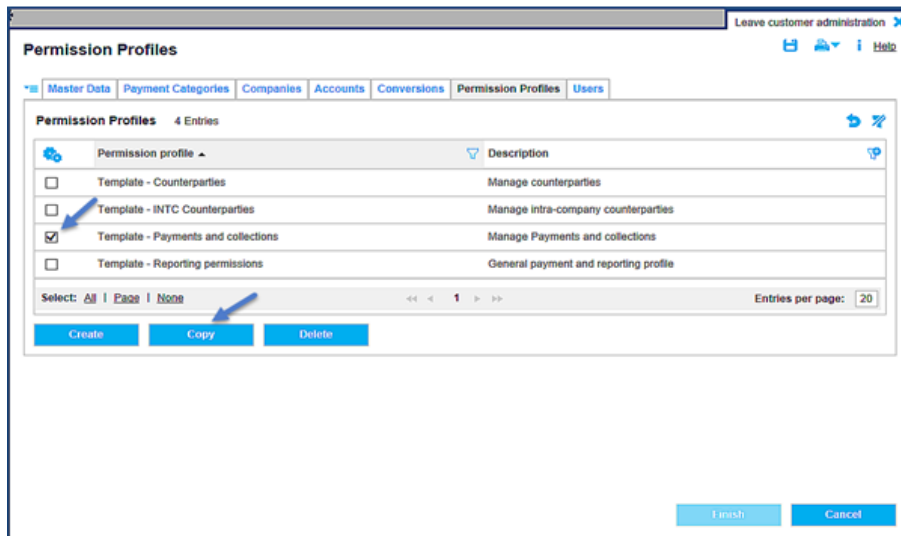
- See [Set up payments and collections permissions profile and link to the user](#)

4.4.3 Set up Reporting permissions profile and link to the user 1

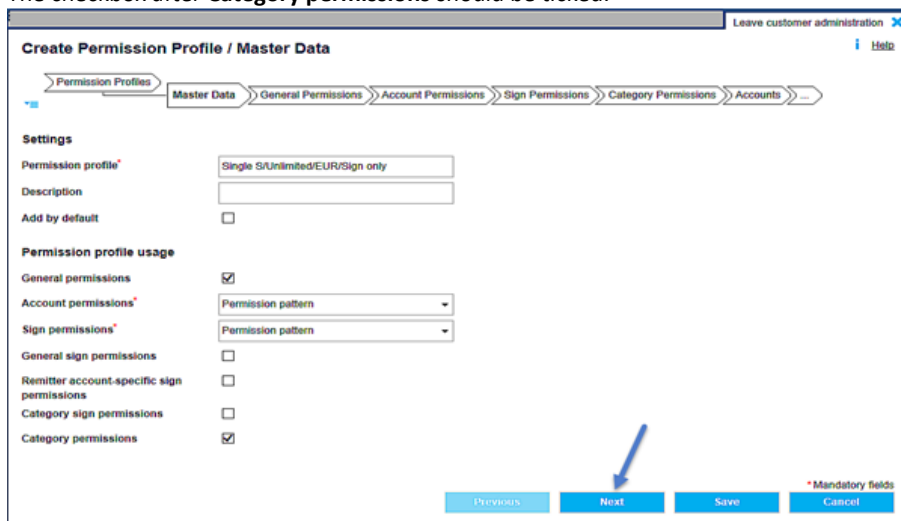
- See [Set up Reporting permissions profile and link to the user](#)

4.4.4 Set up Sign permissions profile and link to the user 2

- User 2 can not sign payments without viewing them. Therefore you have start with a copy of the **Template - Payments and collections- Permission profile**, limit the **Account permissions** to **View payments** and add the necessary **Sign permissions** and give it at **Sign-related Permission profile name**.
- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.



- The '**Create Permission Profile / Master Data**'-screen is displayed.
- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example: **Single S/Unlimited/EUR/Sign only**).
- The checkbox after **General permissions** should be ticked.
- Select the **Permission Pattern**-option for the mandatory **Account permissions**. This option is needed for limiting the **Account permissions** to **View payments**.
- The **Permission Pattern**-option for the mandatory **Sign permissions** should be selected.
- The checkboxes after **General sign permissions**, **Remitter Account-specific sign permissions** and **Category sign permissions** should not be ticked.
- The checkbox after **Category permissions** should be ticked.



- Click two times the '**Next**' button until you reach the '**Create Permission Profile: Single S/Unlimited/EUR/Sign only/Accounts Permissions Pattern**'- screen.

- Untick the checkboxes after **Create**, **Modify** and **Delete** payments.
- The checkbox after **View payments** should be ticked.

Create Permission Profile: Single S/Unlimited/EUR/Sign only / Account Permissions Pattern

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Cash management		Payments	
View balances	☐	View payments	☒
View statements	☐	Create payments	☐
View intraday reports	☐	Modify payments	☐
View transactions	☐	Delete payments	☐

Previous Next Save Cancel

- Click the '**Next**' button and the '**Create Permission Profile: Single S/Unlimited/EUR/Sign only / Sign Permissions**'- screen will be displayed.

Create Permission Profile: Single S/Unlimited/EUR/Sign only / Sign Permissions

✓ The account permissions pattern has been updated.

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Pattern for account sign permissions 0 Entries

View: Preset View management: [Settings] [Download] [Refresh] [Delete]

Account	Signature class	Limit	Currency
No data available			

Select: All | Page | None Entries per page: 15

Create sign permission Delete

Category sign permissions 0 Entries

View: All category sign permissions View management: [Settings] [Download] [Refresh] [Delete]

Category	Signature class	Limit	Currency
No data available			

Previous Next Save Cancel

- Click the '**Create sign permission**' button within the **Pattern for account sign permissions**. The '**Create Permission Profile: Single S/Unlimited/EUR/Sign only → Create Sign Permission**'-screen will be displayed.
- Choose **Single (S)** as mandatory **Signature class**.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field if the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited/EUR/Sign only → Create Sign Permission [i](#) [Help](#)

Type Pattern for account sign permissions

Condition

Payment instrument

Payment level

Business type

Business category

Account All assigned accounts

Sign permission

Signature class* Single (S)

Limit / Currency* 999999999999 EUR (Euro)

Save **Cancel**

*Mandatory fields

- By clicking the '**Save**' button, the **Sign permission** will be created and the '**Create Permission Profile: Single S/Unlimited/EUR/Sign only/Sign Permissions**'- screen will be displayed.

Leave customer administration [X](#)

Create Permission Profile: Single S/Unlimited/EUR/Sign only / Sign Permissions [i](#) [Help](#)

✓ The sign permission has been created.

[Permission Profiles](#) [Master Data](#) [General Permissions](#) [Account Permissions](#) [Sign Permissions](#) [Category Permissions](#) [Accounts](#) [...](#)

Pattern for account sign permissions 1 Entry

View: Preset View management: [⚙️](#) [⬇️](#) [⬅️](#) [⚡](#)

Account	Signature class	Limit	Currency
☐ All assigned accounts	Single (S)	999,999,999,999.00	EUR

Select: [All](#) | [Page](#) | [None](#) << < 1 > >> Entries per page: 15

Create sign permission **Delete**

Category sign permissions 0 Entries

View: All category sign permissions View management: [⚙️](#) [⬇️](#) [⬅️](#) [⚡](#)

Category	Signature class	Limit	Currency
No data available			

Select: [All](#) | [Page](#) | [None](#) << < > >> Entries per page: 15

Previous **Next** **Save** **Cancel**

- Continue by clicking two times the '**Next**' button. The '**Create Permission Profile: Single S/Unlimited/EUR /Sign only/ Accounts**'-screen is displayed.

Create Permission Profile: Single S/Unlimited/EUR/Sign only / Accounts

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts

Accounts 100 Entries

View: All accounts View management: [Icons]

Account	Account number	Assigned
☒ 063308	063308	X
☒ 063309	063309	X
☒ 165487	30855	X

Select: All | Page | None

Assign Unassign

Previous Next Save Cancel

- Click first '**Select: All**' and click then the '**Assign**' button. All accounts are selected and assigned to the **Single S/Unlimited/EUR/Sign only/ Accounts– Permission profile**.
- Click the '**Next**' button and the '**Create Permission Profile: Single S/Unlimited/EUR/Sign only/ Users**'-screen will be displayed.

Create Permission Profile: Single S/Unlimited/EUR/Sign only / Users

Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > Users

Users 1 Entry

View: All users View management: [Icons]

User	User ID	User role	Assigned
☒ Hostens	HOSTENS	Undefined	X

Select: All | Page | None

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before the **User** to be selected and click then the '**Assign**' button. The **User** will be selected and assigned to the **Single S/Unlimited/EUR/Sign only – Permission profile**.
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention 'The permission profile has been created'.

Leave customer administration

Permission Profiles

✓ The permission profile has been created.

Master Data | Payment Categories | Companies | Accounts | Conversions | **Permission Profiles** | Users | Modifications Overview

Permission Profiles 1 Entry

Permission profile	Description
☐ Single S/Unlimited/EUR/Sign only	

Select: All | Page | None

Entries per page: 30

Create Copy Delete

Finish Save Cancel

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.5 Example 4. Set up of 3 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. Users 2 and 3 are only allowed to sign payments with unlimited sign permissions on all accounts. Users 2 and 3 have to sign together.

4.5.1 Set up of 3 users

- See [Creation of Users](#)

4.5.2 Set up Payments and collections permissions profile and link to the user 1

- See [Set up Payments and collections permissions profile up and link to the user](#)

4.5.3 Set up Reporting permissions profile and link to the user 1

- See [Set up Reporting permissions profile and link to the user 1](#)

4.5.4 Set up Sign permissions profile and link to the user 2 and user 3

- User 2 and User3 can not sign payments without viewing them. Therefore you have start with a copy of the **Template - Payments and collections- Permission profile**, limit the **Account permissions** to **View payments** and add the necessary **Sign permissions** and give it at **Sign-related Permission profile name**.
- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.

Permission Profiles

Master Data | Payment Categories | Companies | Accounts | Conversions | **Permission Profiles** | Users

Permission Profiles 4 Entries

Permission profile	Description
☐ Template - Counterparties	Manage counterparties
☐ Template - INTC Counterparties	Manage intra-company counterparties
☒ Template - Payments and collections	Manage Payments and collections
☐ Template - Reporting permissions	General payment and reporting profile

Select: All | Page | None

Entries per page: 23

Create Copy Delete

Finish Cancel

- The 'Create Permission Profile / Master Data'-screen is displayed.
- Enter a significant name for your **Sign permission profile** in the **Permission profile**-field. We recommend you to choose a name that summarises the content of your profile (example: **Primary A/Unlimited/EUR/Sign only**).
- The checkbox after **General permissions** should be ticked.
- Select the **Permission Pattern**-option for the mandatory **Account permissions**. This option is needed for limiting the **Account permissions** to **View payments**.
- The **Permission Pattern**-option for the mandatory **Sign permissions** should be selected.
- The checkboxes after **General sign permissions**, **Remitter Account-specific sign permissions** and **Category sign permissions** should not be ticked.
- The checkbox after **Category permissions** should be ticked.

Create Permission Profile / Master Data

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Settings

Permission profile* Primary A/Unlimited/EUR/Sign only

Description

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* Permission pattern

General sign permissions ☐

Remitter account-specific sign permissions ☐

Category sign permissions ☐

Category permissions ☒

Previous Next Save Cancel

*Mandatory fields

- Click two times the 'Next' button until you reach the 'Create Permission Profile: Primary A/Unlimited/EUR/Sign only/Accounts Permissions Pattern'- screen.
- Untick the checkboxes after **Create**, **Modify** and **Delete** payments.
- The checkbox after **View payments** should be ticked.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only / Account Permissions Pattern

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Cash management

View balances ☐

View statements ☐

View intraday reports ☐

View transactions ☐

Payments

View payments ☒

Create payments ☐

Modify payments ☐

Delete payments ☐

Previous Next Save Cancel

- Click the '**Next**' button and the '**Create Permission Profile: Primary A/Unlimited/EUR/Sign only/ Sign Permissions**'- screen will be displayed.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only / Sign Permissions

The account permissions pattern has been updated.

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Pattern for account sign permissions 0 Entries

View: Preset View management: [Icons]

Account	Signature class	Limit	Currency
No data available			

Select: All | Page | None Entries per page: 15

Create sign permission Delete

Category sign permissions 0 Entries

View: All category sign permissions View management: [Icons]

Category	Signature class	Limit	Currency
No data available			

Select: All | Page | None Entries per page: 15

Previous Next Save Cancel

- Click the '**Create sign permission**' button within the **Pattern for account sign permissions**. The '**Create Permission Profile: Primary A/Unlimited/EUR/Sign only → Create Sign Permission**'-screen will be displayed.
- Choose **Primary (A)** as mandatory **Signature class**.
- Enter **999999999999** (12 times 9) in the mandatory **Limit**-field if the Sign permission amount is unlimited and select **EUR** as preferred **Currency** in the mandatory field.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only → Create Sign Permission

Type: Pattern for account sign permissions

Condition:

Payment instrument

Payment level

Business type

Business category

Account: All assigned accounts

Sign permission:

Signature class*: Primary (A)

Limit / Currency*: 999999999999 EUR (Euro)

*Mandatory fields

Save Cancel

- By clicking the 'Save' button, the Sign permission will be created and the 'Create Permission Profile: Primary A/Unlimited/EUR/Sign only/Sign Permissions'- screen will be displayed.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only / Sign Permissions

✓ The sign permission has been created.

Permission Profiles Master Data General Permissions Account Permissions Sign Permissions Category Permissions Accounts

Pattern for account sign permissions 1 Entry

View: Preset View management: [Icons]

Account	Signature class	Limit	Currency
☐ All assigned accounts	Primary (A)	999,999,999,999.00	EUR

Select: All | Page | None << < 1 > >> Entries per page: 15

Create sign permission Delete

Category sign permissions 0 Entries

View: All category sign permissions View management: [Icons]

Category	Signature class	Limit	Currency
No data available			

Select: All | Page | None << < > >> Entries per page: 15

Previous Next Save Cancel

- Continue by clicking two times the 'Next' button. The 'Create Permission Profile: Primary A/Unlimited/EUR /Sign only/ Accounts'-screen is displayed.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only / Accounts

Permission Profiles > Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > ...

Accounts 102 Entries

View: All accounts View management: [Settings] [Download] [Refresh] [Filter]

Account	Account number	Assigned
☒ 063308	063308	✗
☒ 063309	063309	✗
☒ 165487/3085511/GBP	30855	✗

Select: All | Page: None << < 1 2 3 4 ... >> >> Entries per page: 3

Assign Unassign

Previous Next Save Cancel

- Click first 'Select: All' and click then the 'Assign' button. All accounts are selected and assigned to the **Primary A/Unlimited/EUR/Sign only/ Accounts– Permission profile**.
- Click the 'Next' button and the 'Create Permission Profile: Primary A/Unlimited/EUR/Sign only/ Users'-screen will be displayed.

Leave customer administration

Create Permission Profile: Primary A/Unlimited/EUR/Sign only / Users

Master Data > General Permissions > Account Permissions > Sign Permissions > Category Permissions > Accounts > Users

Users 3 Entries

View: All users View management: [Settings] [Download] [Refresh] [Filter]

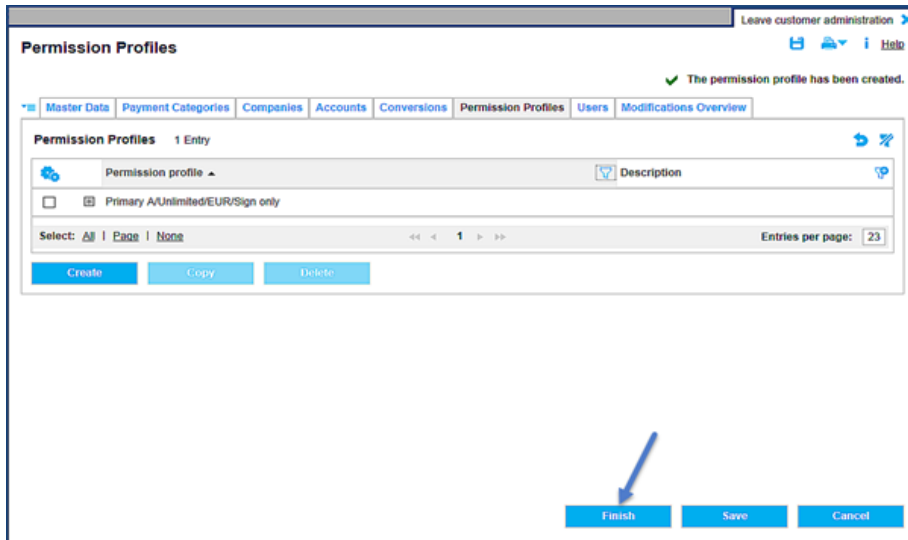
User	User ID	User role	Assigned
☒ Maart	DES	Undefined	✗
☒ Kris	DEWI	Undefined	✗

Select: All | Page: None << < 1 2 >> >> Entries per page: 2

Assign Unassign

Previous Next Save Cancel

- Tick the checkbox before **User 2** and **User 3** to be selected and click then the 'Assign' button. The **User** will be selected and assigned to the **Primary A/Unlimited/EUR/Sign only – Permission profile**.
- Click the 'Save' button and the 'Permission Profiles'-screen will be displayed with the mention 'The permission profile has been created'.



- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.6 Example 5. Set up of 3 users. User 1 is allowed to create payments and collections and allowed to view reporting of all accounts. User 2 is allowed to create payments and collections (with exception of salary payments) and allowed to view reporting of all accounts. User 1 and 2 have no sign permissions User 3 is allowed to view reporting of all accounts and has unlimited sign permissions.

4.6.1 Set up of 3 users

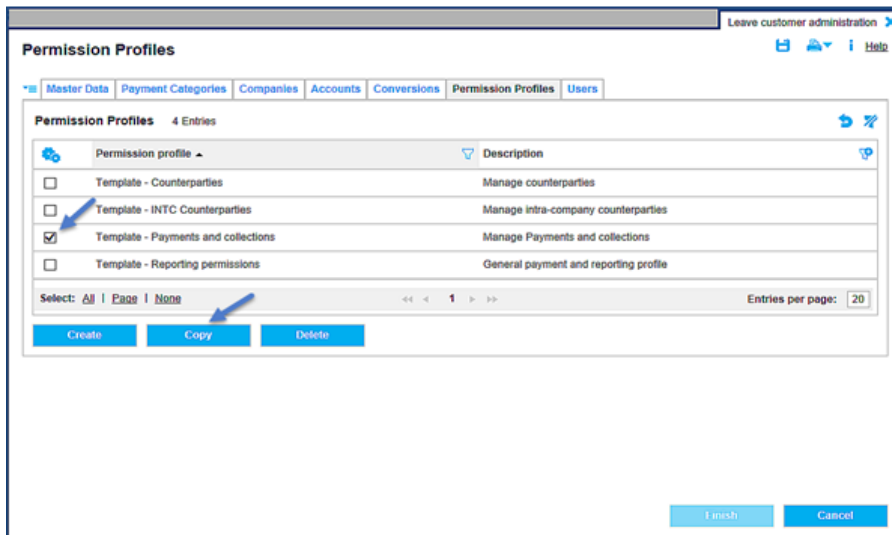
- See [Creation of Users](#)

4.6.2 Set up Payments and collections permissions profile and link to the user 1

- See [Set up Payments and collections permissions profile and link to the user](#)

4.6.3 Set up Payments and collections permissions profile and link to the user 2

- Go to '**Administration**'/' **Configure Customer Objects**'/'**Permission Profiles**'.
- Tick the checkbox before the row **Template - Payments and collections**.
- Make a copy by clicking the '**Copy**' button. In this way you keep the original template ready for copying it for future uses.



- Give it a significant **Permission profile name** (example: **Payment and collections/excepted Salary**).

Create Permission Profile / Master Data

Leave customer administration

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Settings

Permission profile* Payment and collections/excepted Salary

Description

Add by default ☐

Permission profile usage

General permissions ☒

Account permissions* Permission pattern

Sign permissions* No

Category permissions ☒

Previous Next Save Cancel

*Mandatory fields

- Click several times the **'Next'** button until you reach the **'Create Permission Profile: Payment and collections/excepted Salary / Category permissions'**-screen.

Create Permission Profile: Payments and collections/excepted Salary / Category permissions

Leave customer administration

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Category permissions 3 Entries

Category	Payments	Batches	Addressee accounts
☐ Intra_Company	☒ Payments	☒ Batches	☐ Addressee accounts
☐ Salary	☐ Payments	☐ Batches	☐ Addressee accounts
☐ Standard	☒ Payments	☒ Batches	☐ Addressee accounts

Select: All | Page | None

Entries per page: 15

Common settings Assign Unassign

Previous Next Save Cancel

- Untick the chequeboxes before **Payments** and **Batches** in the row of the **Category Salary** and click the **'Next'** button. The **Category permissions** have been updated and the **'Create Permission Profile: Payments and collections/excepted Salary / Accounts'**-screen will be displayed

Create Permission Profile: Payments and collections/excepted Salary / Accounts

Leave customer administration

Category permissions have been updated.

Permission Profiles Master Data General Permissions Account Permissions Category Permissions Accounts Users

Accounts 102 Entries

View: All accounts View management:

Account	Account number	Assigned
☒ 063308	063308	☒
☒ 063309	063309	☒
☒ 165487	3085	☒

Select: All | Page | None

Entries per page: 3

Assign Unassign

Previous Next Save Cancel

- Click first '**Select: All**' and click then the '**Assign**' button. All accounts are selected and assigned to the **Payments and collections/excepted Salary-Permission profile**.
- Click the '**Next**' button and the '**Create Permission Profile/Users**'-screen will be displayed.

- Tick the checkbox before the **User** to be selected and click then the '**Assign**' button. The **User** will be selected and assigned to the **Payments and collections/excepted Salary-Permission profile**.
- Click the '**Save**' button and the '**Permission Profiles**'-screen will be displayed with the mention '**The permission profile has been created**'.

- Click the '**Finish**' button to save the **Permission profile**-data. This action leads you to the '**Modifications Overview**'-screen where you have to **Authorise** the setup (see [Authorisation process in the 'Modification Overview'-screen](#)).

4.6.4 Set up Reporting permissions profile and link to the user 1, user 2 and user3

- See [Set up Reporting permissions profile and link to the user](#)

4.6.5 Set up Sign permissions profile and link to user 3

- See [Set up Sign permissions profile and link to the user 2](#)

5 Authorisation process in the 'Modification Overview'-screen

All modifications of administrative data have to be **Authorised** in the '**Modification Overview**'-screen by one or two **Super users** depending on the assigned **Super user permission profile** (single or dual).

- When saving data modifications, the data will be saved incompletely and cannot be authorised. You can end the process later on by going to '**Administration**'/'**Modifications**', clicking on a row to access the '**Modification Details**'-screen, completing and finishing the modification and authorising it in the '**Modifications Overview**' screen.
- The finishing of data modifications will lead you directly to the '**Modification Overview**'-screen.

Example of the '**Modification Overview**'-screen after finishing the registration of a new **User**.

The screenshot shows the 'Modifications Overview' screen. At the top, there's a navigation bar with tabs: Master Data, Payment Categories, Companies, Accounts, Conversions, Permission Profiles, Users, and Modifications Overview. Below the navigation bar, it says 'Modified objects: BCG Testcontract business Accept 1 Entry'. There's a 'View' dropdown set to 'Explicit modifications only' and 'View management' icons. A table shows the following data:

Area	New Items	Modified Items	Deleted Items
☐ Users	1	0	0

Below the table, there's a 'Select: All | Page | None' and 'Entries per page: 15'. Underneath is the 'Authorisations and action history' section, showing 'Available authorisations / Pending authorisations 0 / 2'. It contains a table with the following data:

Date	User	User ID	User type	Action
28/09/16 14:01:53	Nowe Marleen	NOWEM	Customer user	Initiated

At the bottom, there's an 'Authorisation' section with a 'Description' label and a text input field containing 'Users'. Below this are three buttons: 'Authorise', 'Reject', and 'Save'.

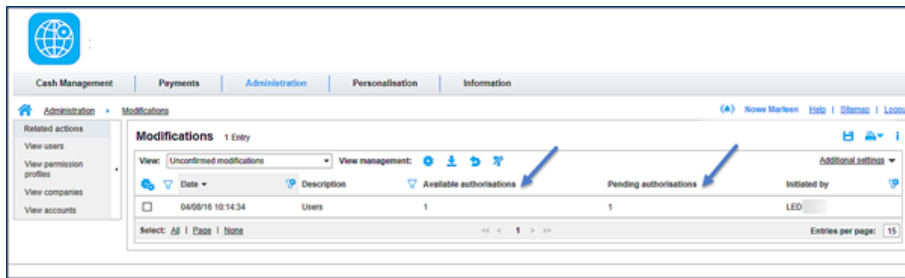
To access and view the User-details you can click on the row **Users**.

Depending on the means of access and signature (Card or Mobile Sign) assigned to you, a different authorisation process is started after you click the '**Authorise**' button.

After signing the requested modification, it becomes effective. Except for the creation of a **new User**. In this case the modification is sent to CBC Banque. CBC Banque has to process the creation of your **User**. The next day the **User**-modification should be visible in your **User**-information. You can check this by going to '**Administration**'/'**Configure Customer Objects**'/'**Users**'.

When you are a **Super user** with a **dual permission profile**, all modifications have to be signed by a second **Super user**. After being authorised by the first Super user the data are sent again to the **Modifications**-module.

Example of the '**Modification Overview**'-screen after being authorised by a first **Super user** with a **dual permission profile**.



In this screen you can see that a user has been initiated and authorised once by a **Super user**. There is still one authorisation pending.

The second Super user has to end the **Modification**-process by going to '**Administration**'/'**Modifications**', by clicking on the row of the data to be authorised. The '**Modification Details**'-screen will be displayed. The '**Authorise**' button has to be clicked and the authorisation process will be started depending on the assigned means of access and signature (Card or Mobile Sign)

