
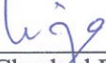



**Workflow Process**

**E-PAYMENT – OPERATION**

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Interaction	Control/Activities	Records
Start	1. The payment staff will received the Statutory E-Payment (EPF and Socso) instruction from Human Resources Department.	• Statutory E-Payment instruction
1. Received Statutory E-payment instruction	2. The payment staff will journalise and post the entries into the Proline Cash Flow System (Proline).	• Accounting System Ledger (Pro Line)
2. Journalise entry to Pro Line Cash Flow	3. Store the Remittance Report in ClearMind Broker (CMB) to enter the payment details, i.e: check the payee's name, amount and date. Print Remittance Advice for filing.	• Remittance Advice
3. Check and print Remittance	4. A Proline Cash Flow report will be generated.	• Cash Flow report
4. Generate Cash Flow	5. Pass the Cash Flow report & Remittance Advice to HOD/AM Finance for checking.	• Cash Flow report • Remittance Advice
5. Check by HOD/AM Finance	6. After HOD/AM verify, the payment staff to pass the Remittance Advice to Human Resources personnel to key in the detail into HLBB E-Payment System.	• Remittance Advice • E Payment System
6. Key into E Payment System	7. After key in, the HR personnel to pass the Remittance advice and E-Payment Form to authorized signatories for approval.	• Remittance Advice • E Payment System
7. Approved by Authorized Signatories	8. After payment is approved, HR personnel to print the "Successful" status report and pass it to the payment staff for record/filing.	• Print • Photocopy • Filing
8. Print Status and filing		
End		

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