

*Aksi dan
Kolaborasi*

Account & Dashboard STANDARD REPORTS (CFO)

TUTORIALOCTOBIZ2024



Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Login Sebagai User CFO

Langkah 1. [1] [User] Mengakses halaman Login, login sebagai **Maker** dengan mengisi **Company ID & User ID** > [2] Klik tombol **Next**

OCTO Biz
BY CIMB NIAGA

Important Notices | CIMB is available 7 days a week, from 12.15am to 12am

Need to submit your OCTO Biz Maintenance Request? Just email us.

In line with our efforts to provide you with a seamless banking experience, kindly submit the OCTO Biz maintenance request / documents for the following requests listed below via e-mail or continue to submit at any CIMB Branch.

[Find Out More](#)

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

[Forgot Password/Unlock User >](#) | [Lost or Damaged Secure Token >](#)

Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.

Privacy Policy | Security Arrangement | Client Charter | Terms & Conditions

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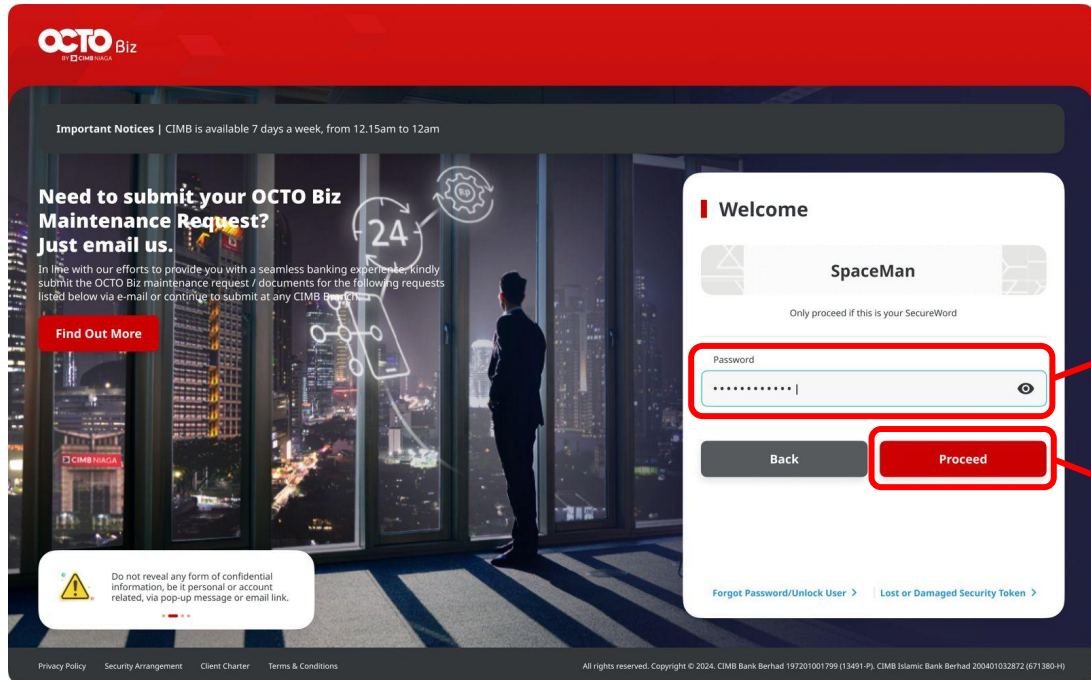
1 Isi **Company ID & User ID**

2 Klik tombol **Next**

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 2. [1] [User] Isi **Password** > [2] Klik tombol **Proceed**



The screenshot shows the OCTO Biz login page. At the top left is the OCTO Biz logo. Below it, there's a banner for 'Need to submit your OCTO Biz Maintenance Request? Just email us.' with a 'Find Out More' button. The main login area is titled 'Welcome SpaceMan' and includes a password field and a 'Proceed' button. A red circle with the number '1' points to the password field, and another red circle with the number '2' points to the 'Proceed' button. A warning message at the bottom left states: 'Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.'

1 Isi **Password**

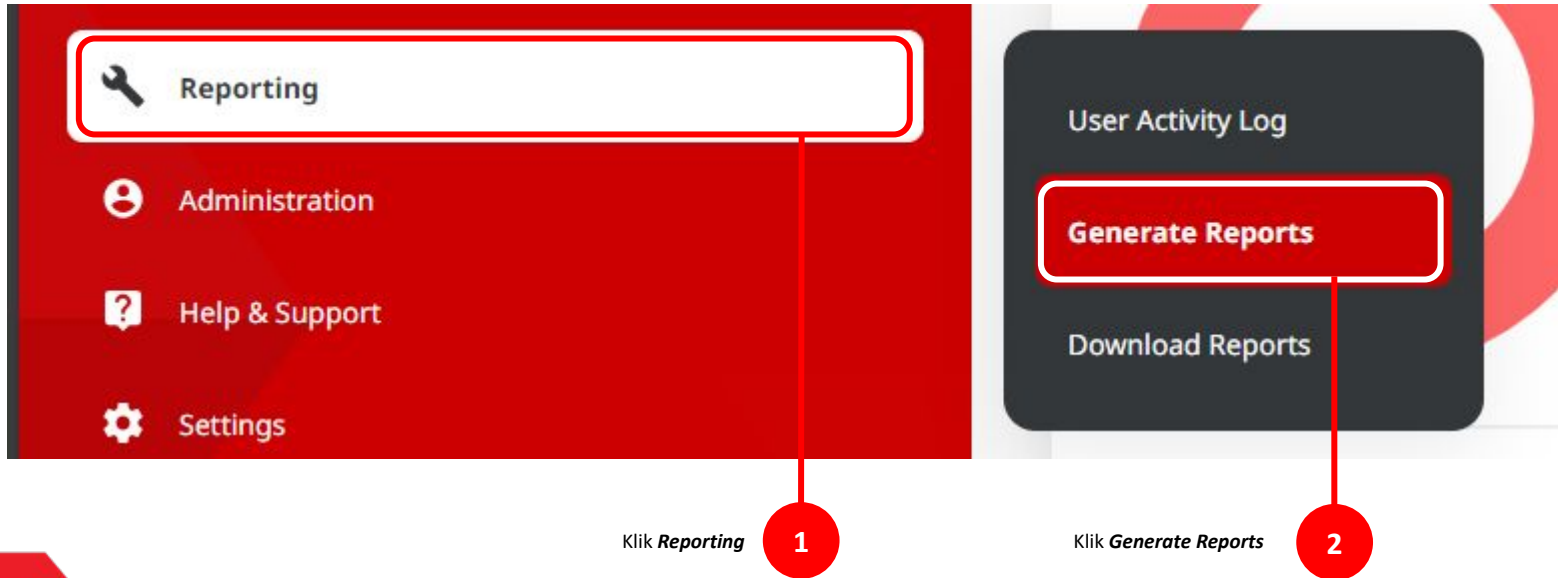
2 Klik tombol **Proceed**

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Entry Point: Reporting > Generate Report

Langkah 3. [User] Sistem akan langsung menuju halaman Dashboard > [1] Arahkan kursor ke menu **Reporting** > [2] Klik **Generate Reports**



Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Tipe *Report* yang tersedia di CFO

<i>Report Type</i>	<i>Report Name</i>	<i>Deskripsi</i>
<i>Transaction</i>	<i>Transaction Details</i>	Report content (Payment Creation Date, Payment Date, Company Name, Bulk Upload File Name, Transaction ID, Beneficiary Name, Alias Name, Debit Account, Debit Amount, Beneficiary Bank, Beneficiary Crediting Account, Beneficiary Crediting Amount, Transaction Group, Payment Mode, Status, Reason, Equivalent Amount, Created By)
	<i>Charges</i>	Report content (Provider Transaction Group, Payment Mode, Company ID, Company Name, Transaction ID, Batch ID, Debit/Credit Account, Charge Type, Charge Category, Charges, Charges (Beneficiary/Biling Organization) Total Batch Charges, Charges Borne By, Status, Reason, Created By)

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 4. [User] Sistem akan menampilkan halaman ***Inquiry & Listing***. [User] [1] Pilih ***Transaction*** sebagai ***Report Type***

Generate Reports > Inquiry & Listing

Search

Report Type *

Transaction ^

Report Name *

Select v

Transaction

Pilih ***Transaction***

1

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 5. [User] [1] Pilih **Report** yang akan dibuat

Generate Reports > Inquiry & Listing

Search

Report Type *

Transaction

Report Name *

Select

Please Select

Charges

Transaction Details Report

Pilih **Report** yang akan dibuat

1

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Contoh untuk *Charges Report*

Langkah 6. [User] **[1]** Pilih *Charges* sebagai *Report name* > **[2]** Lengkapi Detail untuk *Charge Category* (opsional) dan **[3]** *Range tanggal* yang dibutuhkan > **[4]** Klik *Search*

The screenshot shows a web interface for generating reports. The breadcrumb is 'Generate Reports > Inquiry & Listing'. The 'Search' section contains several input fields:

- Report Type ***: A dropdown menu with 'Transaction' selected.
- Report Name ***: A dropdown menu with 'Charges' selected. This field is circled in red with a red circle containing the number '1'.
- Charge Category**: A dropdown menu with 'Select' selected. Below it, a list of options is visible: 'Please Select', 'One Time Charges', and 'Transactional Charges'. This entire section is circled in red with a red circle containing the number '2'.
- Charge Date ***: Two date input fields. The first is '28 Feb 2024' and the second is '29 Feb 2024'. This section is circled in red with a red circle containing the number '3'.
- Search**: A red button with the text 'Search'. This button is circled in red with a red circle containing the number '4'.

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Lanjutan dari Langkah 6. Sistem akan memberikan hasil **Listing [User] [1]** Klik **Generate Reports**

Listing

Transaction Group	Payment Mode	Company ID	Company Name	Transaction ID	Batch ID	Debit/ Credit Account	Charge Type	Charge Category	Charge (Applicant)	Charge (Beneficiary/ Billing Organization)	Total Batch Charges	Charges Borne By	Status
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240229000404131	IFL240229000000002	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Success
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240229000404132	IFL240229000000002	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Success
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240203000393797	-	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Failed
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240203000393769	-	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Failed
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240203000393771	-	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Failed
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240203000393778	IFL240203000000005	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Failed
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240203000393777	IFL240203000000005	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Failed
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240131000387588	-	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Success
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240226000404118	-	703057606100	Service Charge	Transactional Charges	IDR 3,000.00	-	IDR 3,000.00	Applicant	Success
Transfer to Other Banks	BI-FAST	ZKORP2	ANGIN TOLAK	IBI240229000404141	IFL240229000000004	703196574000	Service Charge	Transactional Charges	IDR 5,000.00	-	IDR 5,000.00	Applicant	Success

< 1 of 4 >

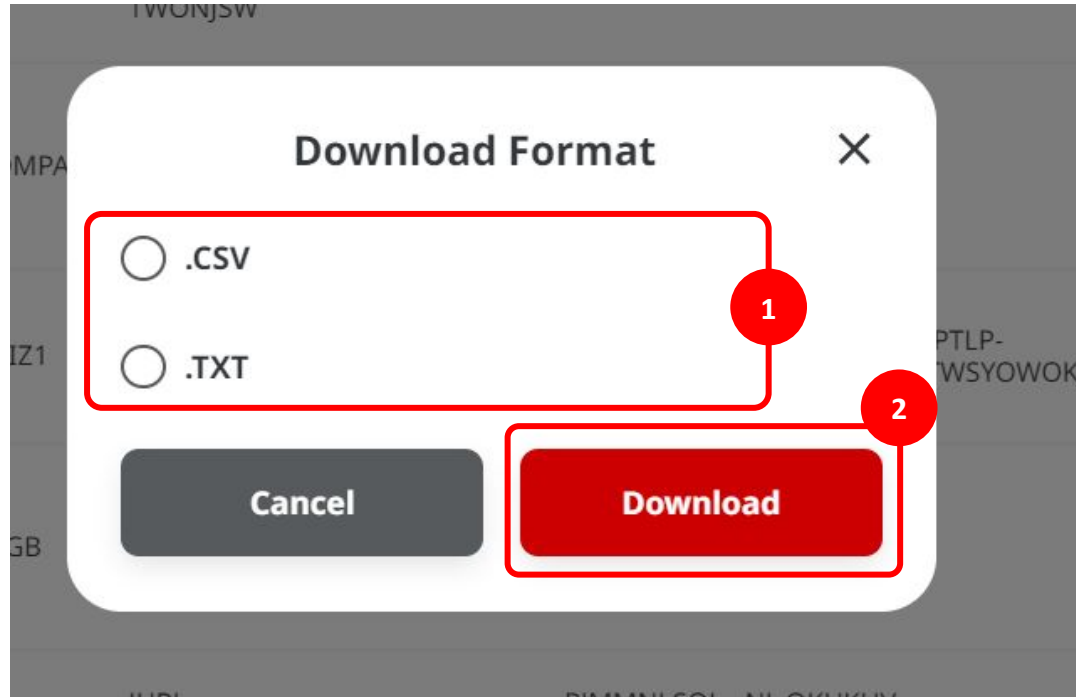
Print **Generate Report** 1

Klik **Generate Reports**

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 7. Sistem akan menampilkan Pop-Up Box untuk Download Format > [User] **[1]** Pilih **Format Dokumen** > **[2]** Klik **Download**



Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 8. [User] [1] Sistem akan menampilkan *Pop-Up Report* yang telah sukses Dibuat

Generate Reports > Inquiry & Listing

Report successfully generated. Go to Reporting > Download Reports to retrieve this report. **1**

Search

Report Type *
Transaction

Report Name *
Charges

Charge Category
Select

Charge Date *
01 Feb 2024

To
29 Feb 2024

Search

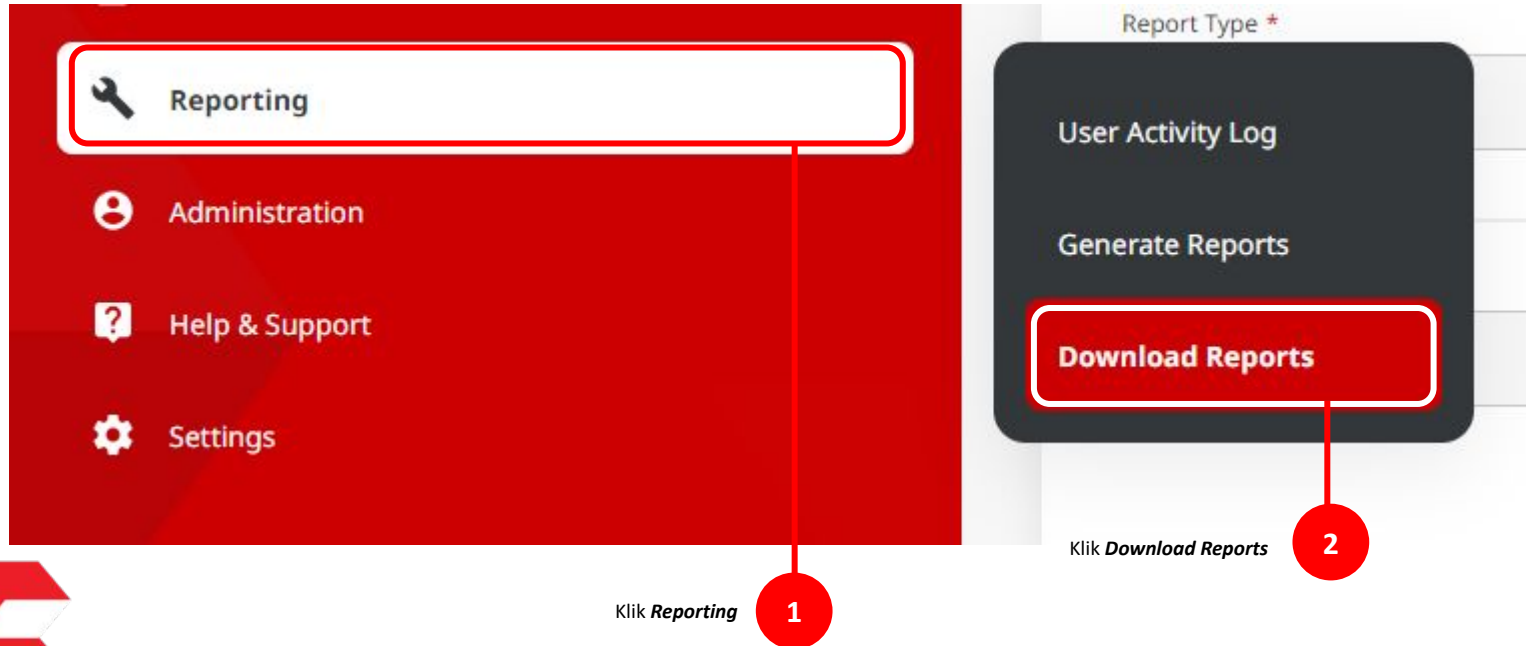
Catatan: Setelah laporan berhasil dibuat, pengguna CFO dapat masuk ke Pelaporan > unduh Laporan untuk mengunduh laporan

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Entry Point: Reporting > Download Report

Langkah 9. [User] [1] Arahkan kursor ke menu **Reporting** > [2] Klik **Download Reports**



Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 10. [User] Sistem akan menavigasikan ke halaman ***Inquiry & Listing*** [1] Pilih ***Transaction*** sebagai ***Report Type*** > [2] Pilih ***Charge*** sebagai ***Report Name*** > [3] Klik tombol ***Search***

Download Reports > Inquiry & Listing

Search

Company ID
ZKCORP2

Report Name
Charges

Account Number
Select

Created By
Select

Report Type *
Transaction

File Type
Select

Report Date *
28 Feb 2024

To
29 Feb 2024

Search

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Langkah 11. [User] Sistem akan Memberikan **Report List** [1] Pilih **Report** > [2] Klik **Download**

The screenshot shows a table titled "Listing" with the following columns: Report Type, Report Name, File Type, Account No., Report Date / Timestamp, File Size, and Created By. The table contains two rows of data. A red box highlights the first column (checkboxes) with a "1" in a red circle. A red box highlights the "Download" button with a "2" in a red circle.

<input checked="" type="checkbox"/>	Report Type	Report Name	File Type	Account No.	Report Date / Timestamp	File Size	Created By
<input checked="" type="checkbox"/>	Transaction	Charges	TXT	-	29 Feb 2024 14:33:35 WIB	14751 KB	ZKMAUSER1
<input checked="" type="checkbox"/>	Transaction	Charges	CSV	-	29 Feb 2024 14:28:40 WIB	6308 KB	ZKMAUSER1

Download

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Contoh untuk CSV Report

The screenshot displays an Excel spreadsheet with a green title bar and ribbon. The active sheet is named 'Provider Transaction Group'. A yellow warning banner at the top states: 'POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...'. The spreadsheet contains 21 rows of data with the following columns: Provider, Payment, Company, Transaction Batch ID, Debit/Credit, Charge Type, Charge Code, Charges (A), Charges (B), Total Batch Charges, Status, Reason, and Created By. The data includes various transactions with statuses like 'Successfull' and 'Failed', and reasons such as 'Invalid transaction'.

Provider	Payment	Company	Transaction Batch ID	Debit/Credit	Charge Type	Charge Code	Charges (A)	Charges (B)	Total Batch Charges	Status	Reason	Created By	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	IFL240203	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	IFL240203	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240131	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240226	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPSAU1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 5000.-	IDR 5000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 5000.-	IDR 5000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 5000.-	IDR 5000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 5000.-	IDR 5000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240201	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPSAU2	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240221	IFL240221	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPSAU1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240221	IFL240221	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPSAU1	
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240203	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Failed	Invalid tra	ZKCORPSAU1
Transfer t	BI-FAST	ZKCORP2	ANGIN TCIBI240229	IFL240229	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	RTGS	ZKCORP2	ANGIN TCIRT240221	-	7.03E+11	Service C	Transaction	IDR 5000.-	IDR 5000.-	Applicant	Successfu	ZKCORPMAKER1	
Transfer t	RTGS	ZKCORP2	ANGIN TCIRT240201	-	7.03E+11	Service C	Transaction	IDR 3000.-	IDR 3000.-	Applicant	Successfu	ZKCORPSAU2	

Standard Reports

Menu : Accounts | Deskripsi: Fungsi ini membuat User dapat melihat dan melakukan Download Account Summary (Termasuk Portfolio Summary, Account Details, Loan Details & E-Statement).

Contoh untuk TXT Report

29022024_ZKORP2_ID_Charge_29022024143335.txt - Notepad

File Edit Format View Help

Provider	Transaction Group	Payment Mode	Company ID	Company Name	Transaction ID	Batch ID	Debit/
Credit Account	Charge Type	Charge	Category	Charges (Applicant)	Charges (Beneficiary/	Billing Organization)	
Total Batch Charges	Charges	Borne By	Status	Reason	Created By		
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240229000404131	IFL240229000000002	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Successful	-		ZKORPMAKER1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240229000404132	IFL240229000000002	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Successful	-		ZKORPMAKER1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240203000393797	-	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Failed	Invalid transaction		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240203000393769	-	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Failed	Invalid transaction		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240203000393771	-	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Failed	Invalid transaction		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240203000393778	IFL240203000000005	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Failed	Invalid transaction		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240203000393777	IFL240203000000005	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Failed	Invalid transaction		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240131000387588	-	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Successful	-		ZKORPMAKER1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240226000404118	-	
703057606100		Applicant	Transactional Charges	IDR 3000.00	-		
IDR 3000.00		Applicant	Successful	-		ZKORPSAU1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240229000404141	IFL240229000000004	
703196574000		Applicant	Transactional Charges	IDR 5000.00	-		
IDR 5000.00		Applicant	Successful	-		ZKORPMAKER1	
Transfer to Other Banks	BI-FAST	Service Charge	ZKORP2	ANGIN TOLAK	IBI240229000404138	IFL240229000000003	
703196574000		Applicant	Transactional Charges	IDR 5000.00	-		
IDR 5000.00		Applicant	Successful	-		ZKORPMAKER1	

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