

*Aksi dan
Kolaborasi*

Pay & Transfer

Manage Template

TUTORIALOCTOBIZ2024



Pay & Transfer – Manage Template

Manage Template adalah modul yang digunakan untuk mengelola (membuat, mengedit, menghapus) template pembayaran

Transfer to Own Account

Website Version

TUTORIALOCTOBIZ2024

LIVE
AN
EPICC
LIFE



Manage Template

1. *Add*
2. *Modify*
3. *Delete*
4. *Pay & Transfer - Saved Template*
5. *Pay & Transfer - Save As Template*
6. *Approval*

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 1. [1] [Maker] Mengakses halaman Login, login sebagai **Maker** dengan mengisi **Company ID & Maker 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](#)

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

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

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

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

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1

Isi **Company ID & Maker ID**

2

Klik tombol **Next**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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

The screenshot shows the OCTO Biz login page. On the left, there is a promotional banner for maintenance requests with a 'Find Out More' button. On the right, the login form is displayed. The form includes a 'Welcome' message for 'SpaceMan', a 'SecureWord' verification prompt, a password input field, and 'Back' and 'Proceed' buttons. A red box highlights the password field, and another red box highlights the 'Proceed' button. Red callout boxes with numbers 1 and 2 point to these elements, with text labels 'Isi Password' and 'Klik tombol Proceed' respectively. At the bottom, there are links for 'Privacy Policy', 'Security Arrangement', 'Client Charter', and 'Terms & Conditions', along with a copyright notice for CIMB Bank Berhad.

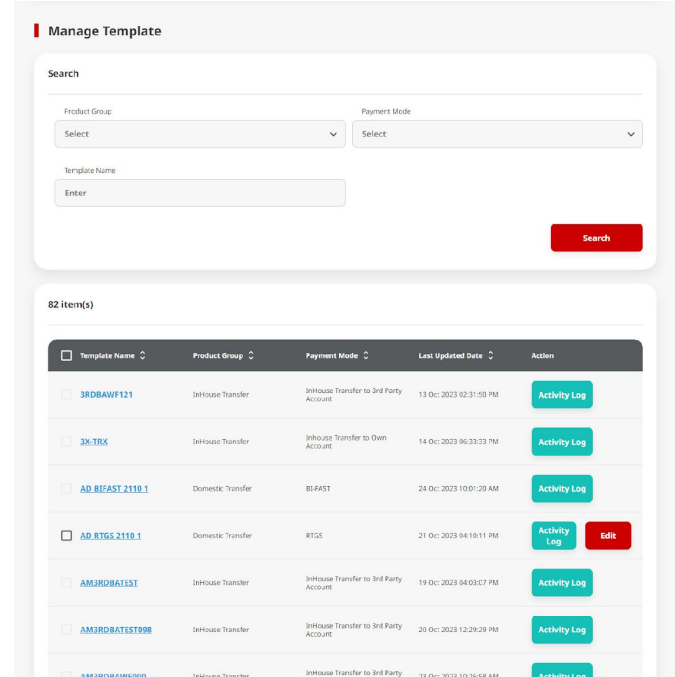
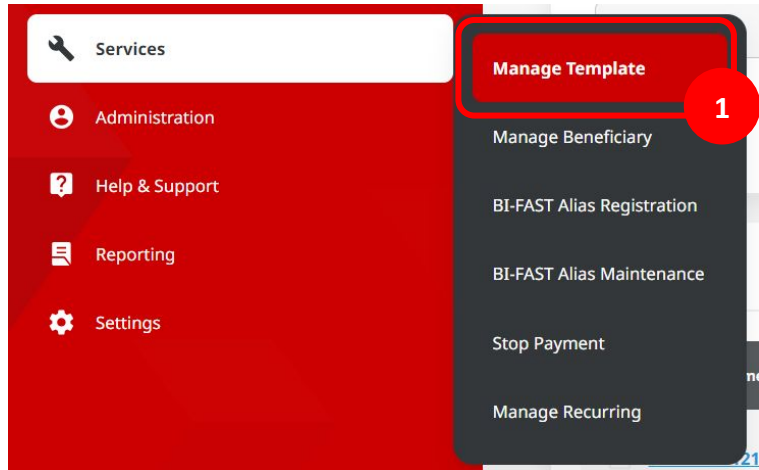
1 Isi **Password**

2 Klik tombol **Proceed**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Maker] [1] Arahkan kursor ke **Services** > Klik **Manage Template** untuk menavigasi halaman



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 4: [Maker] [1] Untuk membuat *template* transaksi baru, Klik **Add**

<input type="checkbox"/>	IHT3RDPARTYB	Transfer within CIMB	In House Transfer to Third Party	22 Dec 2023 10:46:13 AM	Edit
<input type="checkbox"/>	IIA240227000000012_VALUEDATE	Transfer within CIMB Niaga	Own Account	27 Feb 2024 02:02:45 PM	Edit
<input type="checkbox"/>	IZ RTGS BULK	Domestic Transfer	RTGS	20 Jan 2024 01:29:04 PM	Edit
<input type="checkbox"/>	IZZ 26112023	Transfer to Other Banks	BI-FAST	30 Jan 2024 10:59:28 AM	Edit
<input type="checkbox"/>	IZZ 3RD 26112023	Transfer within CIMB	In House Transfer to Third Party	26 Nov 2023 02:41:39 PM	Edit
<input type="checkbox"/>	IZZU3RDPARTY 10	InHouse Transfer	Inhouse Transfer to 3rd Party Account	04 Jan 2024 11:56:36 AM	

< 1 of 4 >

[Download](#) [Delete Selected](#) [Add](#)

1

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 5: [Maker] [1] di **Manage Template** > Add Page, isi '**Template Name**'.

Manage Template > Add

Template Details

Template Name *

IHT_FAV_TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR D utchlady ACCT 0111C-4555354534

Payment Mode *

Select

Back

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 6: [Maker] [1] Lengkapi bagian **Product Group** > [2] Lengkapi bagian **Sender Details**.

The screenshot shows a web form titled "Manage Template > Add". It is divided into three main sections:

- Template Details:** Contains a "Template Name" field with the value "IHT_FAV_TEMPLATE1".
- Product Group:** Contains a "Product Group" dropdown menu with "InHouse Transfer" selected. A red circle with the number "1" is placed over this dropdown, and a red line connects it to the "Sender Details" section.
- Sender Details:** Contains a "Your Account" field with the value "IDR D utchladj ACCT 0111C-4555354534" and a "Payment Mode" dropdown menu with "Select" selected. A red circle with the number "2" is placed over this dropdown, and a red line connects it to the "Product Group" dropdown.

At the bottom of the form is a "Back" button.

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 7: [Maker] Setelah *Maker* memilih metode pembayaran, sistem akan memunculkan bagian-bagian tambahan yang perlu diisi sesuai dengan input > [1] Lengkapi mandatory field

The image displays two side-by-side screenshots of the 'Manage Template > Add' form. The left screenshot shows the 'Beneficiary Details' section highlighted with a red box and a red circle containing the number '1'. The right screenshot shows the 'Transaction Details' section highlighted with a red box. Both screenshots show the form fields for Template Name, Product Group, Sender Details, Beneficiary Details, and Transaction Details.

Left Screenshot (Beneficiary Details highlighted):

- Template Name: IHT FAV TEMPLATES
- Product Group: InHouse Transfer
- Sender Account: IDR 0 utchldy ACCT 0111C-455354534
- Payment Mode: Inhouse Transfer to Own Account
- Beneficiary To Account: Select
- Transaction Currency: IDR - INDONESIA RUL...
- Amount: Enter
- Customer Reference No.: Enter
- Other Payment Details: Enter
- Payment Advice: No Advice, Simple Advice

Right Screenshot (Transaction Details highlighted):

- Template Name: IHT FAV TEMPLATES
- Product Group: InHouse Transfer
- Sender Account: IDR 0 utchldy ACCT 0111C-455354534
- Payment Mode: Inhouse Transfer to Own Account
- Beneficiary To Account: IDR - 703257600100
- Transaction Currency: IDR - INDONESIA RUL...
- Amount: 200.000.00
- Customer Reference No.: Enter
- Other Payment Details: Enter
- Payment Advice: No Advice, Simple Advice

Catatan : Lihat panduan pengguna masing-masing mode pembayaran untuk informasi lebih lanjut.

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)



Langkah 8a (Opsional): *[Maker]* Klik bagian kunci untuk mengunci/tidak mengunci tiap bagian

Jika Maker ingin meng-edit bagian tertentu, Maker bisa klik bagian kunci untuk membuka akses edit^{1]}

Sebaliknya, Maker bisa membuat bagian tertentu terkunci ^[2]

Transaction Details

Transaction Currency *	Amount *
IDR - INDONESIA RU... ▼	200,000.00

¹  ² 

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 8b (Opsional): [Maker] [1] Klik **Add Another Transaction** untuk memilih mode **online batch**

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

Manage Template > Add

Template Details

Template Name *

BHT_FAK_TEMPLATE1

Product Group

Product Group *

Online Transfer

Sender Details

Your Account *

Payment Mode *

IBR-IBR FILE WITHOUT UCI FOR FIXED DEPOSIT CAN BE UPDATED

Beneficiary Transfer to Own Account

Beneficiary ID/ID

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

Amount *

IDR - INDONESIA RUJ. Enter

Other Details

Customer Reference No. *

Other Payment Detail *

Enter Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction

1 ITEM(S)

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
70507580100	ANAK ASRI/OCI/PERKANTO	IDR 200.000,00	IDR 0,00	Cancel Edit

Back Save as Draft Next

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 9: [Maker] [1] Klik **Next** > [2] Setelah itu klik **Submit**

Manage Template > Add

Template Details

Template Name *

IHT.FAV.TEMPLATE1

Product Group

Product Group *

InHouse Transfer

Sender Details

Your Account *

IDR 0 utchidy ACCT 0111C-455354534

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

Beneficiary Details

To Account *

IDR : 70357606100

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

200,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice | Simple Advice

Back | Add Another Transaction | Save as Draft | **Next** 1

Manage Template > Review Details

Template Details

Template Name

IHT.FAV.TEMPLATE1

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account

IDR GL ACCT 04 - 4999977878

Payment Mode

Inhouse Transfer to Own Account

Beneficiary Details

To Account

IDR ANJAR ASMORO HERVANTO-70357606100

Transaction Details

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

200,000.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

*

Other Payment Details

*

Back | **Submit** 2

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 10: Sistem akan menampilkan halaman ***acknowledgement***

Manage Template > Acknowledgement

Submitted for approval

Reference No. : 011231107000001696 Submitted On : 07 Nov 2023 14:30:05 WIB

Template Details

Template Name	Creation Date
IHT_FAV_TEMPLATE1	07 Nov 2023 14:30:04 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account	Payment Mode
IDR GL ACCT 04 - 499997878	Inhouse Transfer to Own Account

Beneficiary Details

To Account
IDR ANJAR ASMORO HERYANTO-703057606100

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	200,000.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details
-	-

[Print](#) [Done](#)

Manage Template

1. *Add*
2. **Modify**
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 1: Login ke CFO sebagai Maker, dah navigasi ke halaman *Manage Template* (lihat langkah 1 - 3 pada bagian “Add”)

Langkah 2: [*Maker*] **[1]** pada halaman *manage template*, klik ***edit*** pada template yang ingin dimodifikasi

<input type="checkbox"/>	DT-BIFAST-BACTH-2	Domestic Transfer	BI-FAST	08 Nov 2023 09:49:13 AM	Edit
<input type="checkbox"/>	DT-RTGS-SINGLE	Domestic Transfer	RTGS	12 Jan 2024 05:08:52 PM	
<input type="checkbox"/>	GG123	Transfer within CIMB	Own Account	02 Feb 2024 09:41:34 AM	Edit 1
<input type="checkbox"/>	GG4	Transfer to Other Banks	BI-FAST	02 Feb 2024 10:07:16 AM	Edit
<input type="checkbox"/>	HELLO ALDY TL	Transfer to Other Banks	BI-FAST	05 Feb 2024 11:34:53 AM	Edit

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Maker] [1] ubah bagian yang dibutuhkan > [2] Klik **Next** > [3] Pada halaman **Review Details**, Klik **Submit**

Manage Template > Edit

Template Details

Template Name
ALTESTSAU3RD01

Creation Date
01 Nov 2023 10:30:58 +08

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account
IDR GL ACCT 2030-80000332500

Payment Mode
Inhouse Transfer to 3rd Party Account
down transfer 3rd party

Beneficiary Details Save Beneficiary

Account Type *
OCTO Pay

Mobile No. *
+62 81266554433

Beneficiary Name
MExxxx ANxxx

Transaction Details

Transaction Currency *
IDR - INDONESIA RUPIAH

Amount *
100,000

Other Details

Customer Reference No.
Enter

Other Payment Details
Enter

Payment Advice
No Advice Simple Advice

Back Add Another Transaction Save as Draft **Next** 2

Manage Template > Review Details

Template Details

Template Name
ALTESTSAU3RD01

Creation Date
01 Nov 2023 09:30:58 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account
IDR GL ACCT 2030 - 800000332500

Payment Mode
Inhouse Transfer to 3rd Party Account

Beneficiary Details

Account Type
OCTO Pay

Mobile No.
+62 81266554433

Beneficiary Name
MExxxx ANxxx

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	101,000.00	IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-


Back **Submit** 3

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 4: Sistem akan menampilkan halaman **acknowledgement**

Manage Template > Acknowledgement

Submitted for approval 

Reference No. : 101240304000002750 Submitted On : 04 Mar 2024 14:50:30 WIB

Template Details

Template Name: GG123 Creation Date: 02 Feb 2024 08:41:34 WIB

Transaction Group

Transaction Group: Transfer within CIMB

Sender Details

From Account: IDR [LUPJOLY JPPYJON UUJ0J YOSZOWLJ] - 800035032200 Payment Mode: Own Account

3 item(s)

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
703185655500	TB LIABILITY 2	IDR 222,221.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,000.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,001.00	IDR 0.00

Total Amount : IDR 422,222.00 | Total Charges : IDR 0.00

Print **Done**

Manage Template

1. *Add*
2. Modify
3. *Delete*
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 1: Login ke CFO sebagai Maker, dah navigasi ke halaman *Manage Template* (lihat langkah 1 - 3 pada bagian “Add”)

Langkah 2: [*Maker*] **[1]** pada halaman *manage template*, klik ***delete*** pada template yang ingin di-***delete***

75 item(s)

<input type="checkbox"/>	Template Name	Transaction Group	Payment Mode	Last Updated Date	Action
<input type="checkbox"/>	1231231222AAAAAAAA22	Transfer to Other Banks	BI-FAST	22 Dec 2023 07:19:46 AM	
<input type="checkbox"/>	991	InHouse Transfer	Inhouse Transfer to 3rd Party Account	08 Jan 2024 01:34:48 PM	
<input type="checkbox"/>	ANJAR TEMPLATE WITH OTHER DETAILS	Transfer to Other Banks	RTGS	19 Jan 2024 10:55:27 AM	Edit
<input type="checkbox"/>	AQQ	Transfer to Other Banks	RTGS	26 Jan 2024 02:06:20 PM	Edit
<input type="checkbox"/>	BATCH 1220 MIX V INV	Transfer to Other Banks	BI-FAST	15 Jan 2024 05:20:14 PM	
<input type="checkbox"/>	BI-FAST AF1	Transfer to Other Banks	BI-FAST	25 Nov 2023 03:00:23 PM	Edit
<input type="checkbox"/>	BIFASTTRUY	Transfer to Other Banks	BI-FAST	24 Jan 2024 10:23:02 AM	Edit

1

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Maker] [1] At the **Details Page**, Klik **Delete** > [2] Klik **Yes** pada *pop-up box*

Manage Template > Details

Template Details

Template Name	Creation Date
DTRTGS-SINGLE	08 Nov 2023 09:41:50 WIB

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account	Payment Mode
IDR_RUPJOLY (PPJON UUQJ) YOSZOWLY - 800035032200	RTGS

Beneficiary Details

Beneficiary Bank Name	Beneficiary Account No.	Beneficiary Name
Bank Kehidupan - 310723	234324233335	DENNY
Beneficiary Citizenship	Beneficiary Resident Status	Beneficiary Type
Indonesian	Resident	Individual
Beneficiary Address	Beneficiary City / District	
JAKARTA BARAT	0300 - JAKARTA	

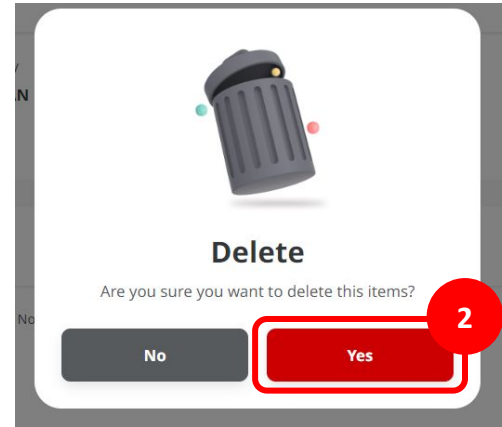
Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	123,456,789.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details	Charges Borne by
-	-	-
Payment Advice		
No Advice		

Back **1** Delete Edit



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 4: Sistem akan menampilkan halaman *acknowledgement*

Manage Template > Acknowledgement

Item(s) Deleted

Reference No. : 101240304000007151 | Submitted On: 14 Mar 2024 14:54:06 WIB

Template Details

Template Name	Creation Date
ANGKAT TEMPLATE WITH OTHER DETAILS	14 Jan 2024 12:48:23 WIB

Transaction Group

Transaction Group

Transfer to Other Banks

Sender Details

Bank Account	Payment Mode
IDR TO LIABILITY 2 - 70318565500	RTGS

Beneficiary Details

Beneficiary Bank Name	Beneficiary Account No.
BANK KYAUSA INDONESIA - BSM001SA	80000322500
Beneficiary Name	Beneficiary Occasion
Arjar Alimono Haryanto	Indonesia
Beneficiary Resident Status	Beneficiary Type
Resident	Individual
Beneficiary Address	Beneficiary City/State
Jln. Baturaden No.42	0900 - JAWA TENGAH

Transaction Details

Transaction Currency	Amount	Bank Charge
IDR - INDONESIA RUPIAH	145,000,000.00	IDR 30,000.00

Other Details

Customer Reference No.	Other Payment Details
AJR-42156-2024	Sample Aja
Charged Borne by	
Applicant (DUP)	

Payment Advice

Beneficiary Email Address	Message to Beneficiary
NSB1@mylab.local	Haló ts mwa aja

Print Done

Manage Template

1. *Add*
2. *Modify*
3. *Delete*
4. **Pay & Transfer - Saved Template**
5. *Pay & Transfer - Save As Template*
6. *Approval*

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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

OCTO Biz
BY CIMB NIAGA

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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](#)

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

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

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

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1 Isi **Company ID & Maker ID**

2 Klik tombol **Next**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

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

The screenshot shows the OCTO Biz login page. On the left, there is a promotional banner for 'Need to submit your OCTO Biz Maintenance Request? Just email us.' with a 'Find Out More' button. On the right, the login form is displayed. The form includes a 'Welcome' message for 'SpaceMan', a 'Password' input field, and 'Back' and 'Proceed' buttons. 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.'

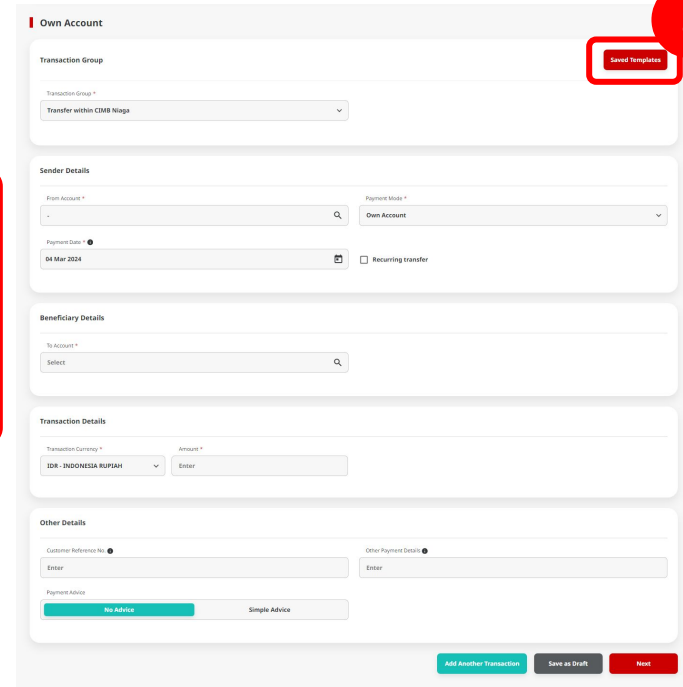
1 Isi **Password**

2 Klik tombol **Proceed**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Maker] [1] Arahkan kursor ke **Pay & Transfer** > Klik pada metode pembayaran yang diinginkan > [2] Klik **Saved Template**



Own Account

Transaction Group

Transaction Group *

Transfer within CIMB Niaga

Sender Details

From Account *

Payment Mode *

Own Account

Payment Date *

04 Mar 2024

Securing transfer

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

Amount *

IDR - INDONESIA RUPIAH

Enter

Other Details

Customer Reference No *

Enter

Other Payment Detail *

Enter

Payment Advice

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 4: [Maker] Pada pop-up **Saved Template** [1] Pilih **template** yang diinginkan > [2] Klik **Load**

Saved Template

Payment Mode: Own Account

Template Name: Enter

Search

Template Name	Transaction Group	Payment Mode	Date
SINGLE_LOCK	Transfer within CIMB	Own Account	20 Jan 2024

[View Past Transactions >](#) | [View All Template >](#)

Cancel Load

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 5a (Opsional): [Maker] [1] Lengkapi **Template Name** dan Klik Search untuk filter menggunakan template name.

Saved Template

Payment Mode
Inhouse Transfer to Own Account

Template Name
IHT

Search

Template Name	Provider Product Group	Payment Mode	Date
TESTIHTOWNAL04	InHouse Transfer	Inhouse Transfer to Own Account	02 Nov 2023

[View Past Transactions >](#) | [View All Template >](#)

Cancel Load

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 5c (Opsional): [Maker] **[1]** Klik **View All Template** untuk menuju ke *Manage Template*

Saved Template

Payment Mode: Inhouse Transfer to Own Account

Template Name: IHT

Search

Template Name	Provider Product Group	Payment Mode	Date
TESTIHTOWNAL04	InHouse Transfer	Inhouse Transfer to Own Account	02 Nov 2023

View Past Transactions > **View All Template >** **1**

Cancel Load

Manage Template

Search

Product Group: Select

Payment Mode: Select

Template Name: Enter

Search

82 item(s)

Template Name	Product Group	Payment Mode	Last Updated Date	Action
<input type="checkbox"/> 3RDBAWF121	InHouse Transfer	Inhouse Transfer to 3rd Party Account	13 Oct: 2023 02:31:50 PM	Activity Log
<input type="checkbox"/> 3X-TRX	InHouse Transfer	Inhouse Transfer to Own Account	14 Oct: 2023 06:33:33 PM	Activity Log
<input type="checkbox"/> AD_BIFAST_2110_1	Domestic Transfer	BIFAST	24 Oct: 2023 10:01:20 AM	Activity Log
<input checked="" type="checkbox"/> AD_RTGS_2110_1	Domestic Transfer	RTGS	21 Oct: 2023 04:10:11 PM	Activity Log Edit
<input type="checkbox"/> AM3RDBALST	InHouse Transfer	Inhouse Transfer to 3rd Party Account	19 Oct: 2023 04:03:07 PM	Activity Log
<input type="checkbox"/> AM3RDBATTEST098	InHouse Transfer	Inhouse Transfer to 3rd Party Account	20 Oct: 2023 12:29:29 PM	Activity Log

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 6: [Maker] Ketika klik **Load**, detail template akan muncul

Own Account

Transaction Group Saved Templates

Transaction Group *

Transfer within CMB Niaga

Sender Details

From Account *

70318565500-IDR TB LIABILITY 2

Payment Mode *

Own Account

Payment Date *

04 Mar 2024

Recurring transfer

Beneficiary Details

To Account *

IDR_PLUPJOLY JPPYJON URGJG Y002DWCWLY - 8000391812200

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

500,000

Other Details

Customer Reference No. *

REF

Other Payment Detail *

OTR

Payment Advice

No Advice Simple Advice

Beneficiary Email Address *

erwin@cimbniaga.co.id

Message to beneficiary

123abc

Review Payment Advice



Add Another Transaction Save as Draft Next

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 6 (Cont'): *[Maker]* bagian yang dapat dimodifikasi akan tergantung pada terkunci atau tidak terkuncinya kolom tersebut di modul manage template. Jika lambangnya terkunci, maka bagian tersebut akan bisa diedit **[1]** dan sebaliknya **[2]**

Transaction Details

Transaction Currency *  Amount * 

IDR - INDONESIA RU...

Transaction Details

1 Transaction Currency * **2**

Manage Template

1. *Add*
2. *Modify*
3. *Delete*
4. *Pay & Transfer - Saved Template*
5. **Pay & Transfer - Save As Template**
6. *Approval*

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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

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[Find Out More](#)

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

Welcome

Company ID
CORPPT200092

User ID
makerjames

Next

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

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1

Isi **Company ID & Maker ID**

2

Klik tombol **Next**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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

The screenshot shows the OCTO Biz login page. On the left, there is a promotional banner for maintenance requests with a 'Find Out More' button. On the right, the login form is displayed. The form includes a 'Welcome' message, the user name 'SpaceMan', and a 'SecureWord' field. The 'SecureWord' field is highlighted with a red box and labeled '1' with the text 'Isi Password'. Below the 'SecureWord' field are two buttons: 'Back' and 'Proceed'. The 'Proceed' button is highlighted with a red box and labeled '2' with the text 'Klik tombol Proceed'. At the bottom of the page, there are links for 'Privacy Policy', 'Security Arrangement', 'Client Charter', and 'Terms & Conditions', along with a copyright notice for 2024.

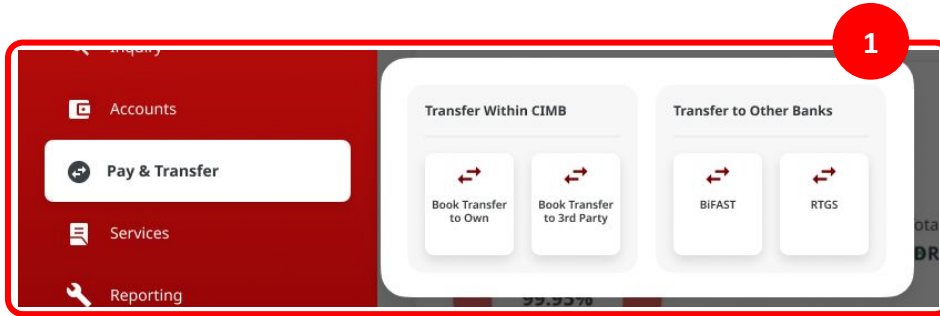
1 Isi **Password**

2 Klik tombol **Proceed**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Maker] [1] Arahkan kursor ke **Pay & Transfer** > Klik pada metode pembayaran yang diinginkan > Lengkapi semua kolom **mandatory**



Catatan: Lihat panduan pengguna masing-masing mode pembayaran untuk informasi lebih lanjut.

Own Account

Transaction Group Send Templates

Transaction Group *
Transfer within CIMB Niaga

Sender Details

From Account * Payment Mode *
Own Account

Payment Date *
04 Mar 2024 Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency * Amount *
IDR - INDONESIA RUPIAH

Other Details

Customer Reference No. Other Payment Details

Payment Advice

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 4: [Maker] [1] Setelah melengkapi seluruh kolom, Klik **Next** > [2] Pada halaman *Review Details*, Klik **Submit**

In House Transfer to Own Account

Product Group Saved Templates

Product Group *

InHouse Transfer

Sender Details

Your Account *

703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode *

Inhouse Transfer to Own Account

Bank Charges: IDR 100,000.00

Value Date *

08 Nov 2023

Recurring transfer

Beneficiary Details

To Account *

IDR JLUPJOLYJPPYJON UUJJOJ YOSZOWLYJ : 800035032200

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

100,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft **Next**

1

In House Transfer to Own Account > Review Details

Product Group

Product Group

InHouse Transfer

Sender Details

Your Account

IDR ANJAR ASMORO HERYANTO - 703057606100

Payment Mode

Inhouse Transfer to Own Account

Value Date

08 Nov 2023

Beneficiary Details

To Account

IDR JLUPJOLYJPPYJON UUJJOJ YOSZOWLYJ:800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	100,000.00	IDR 0.00

Other Details

Customer Reference No.

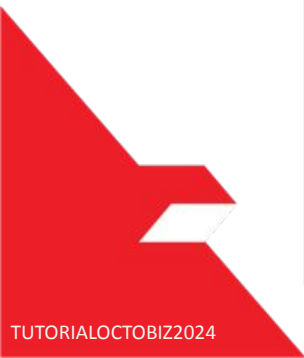
-

Other Payment Details

-

Back **Submit**

2



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 5: [Maker] [1] Ketika *Submit* berhasil, Klik **Save As Template** di halaman *Acknowledgement*

In House Transfer to Own Account > Acknowledgement

Submitted for approval

Reference No. : IIA231108000000026 Submitted On : 08 Nov 2023 15:20:11 WIB

Product Group

Product Group
InHouse Transfer

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Payment Mode: Inhouse Transfer to Own Account
Value Date: 08 Nov 2023

Beneficiary Details

To Account:
IDR JLUPJOLYJPPYJON UUGJ YOSZOWLJY-800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	100,000.00	IDR 0.00

Other Details

Customer Reference No. :
Other Payment Details : -

Print Save As Template Make Another Transaction

1

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Langkah 6: [Maker] Detil template akan muncul dengan transaksi secara otomatis memenuhi kolom, lengkapi **Template Name** [1]

Save As Template

Template Name *

Enter

1

Sender Details

Your Account *

703057605100-IDR ANJAR ASMORO HERYANTO

Payment Mode *

Inhouse Transfer to Own Account

Beneficiary Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

To Account *

IDR_JLUPJOLYJPPYJON UIUJOJ YOSZOWLYJ - 800035032200

Transaction Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Transaction Currency *

IDR - INDONESIA RUP...

Amount *

100,000.00

Other Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Customer Reference No. *

Enter

Other Payment Details *

Enter

Close

Submit

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 7 (Opsional): *[Maker]* [1] Modifikasi kolom yang ingin di kunci atau tidak di kunci

The screenshot shows a 'Save As Template' dialog box with the following sections:

- Template Name ***: A text input field with the placeholder 'Enter'.
- Sender Details**:
 - Your Account ***: A dropdown menu showing '703057606100-IDR ANJAR ASMORO HERIYANTO' with a search icon.
 - Payment Mode ***: A dropdown menu showing 'Inhouse Transfer to Own Account'.
- Beneficiary Details**:
 - To Account ***: A dropdown menu showing 'IDR_RLUPJOLVJPPYJON UHJQJ YG5Z20WLYJ - 800035032200' with a search icon and a lock icon.
- Transaction Details**:
 - Transaction Currency ***: A dropdown menu showing 'IDR - INDONESIA RUP...' with a lock icon.
 - Amount ***: A text input field showing '100,000.00' with a lock icon.
- Other Details**:
 - Customer Reference No. ***: A text input field with the placeholder 'Enter' and a lock icon.
 - Other Payment Details ***: A text input field with the placeholder 'Enter' and a lock icon.

At the bottom right, there are 'Close' and 'Submit' buttons.

Catatan: *Save as Template* adalah alternatif dari *Add Template*, rujuk ke *Add Template* untuk detail yang lebih lengkap

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 8: [Maker] [1] Jika detail template sudah lengkap, Klik **Submit**. Sistem akan memunculkan informasi submission di *pop up box*

Save As Template

Template Name *

Enter

Sender Details

Your Account *

703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode *

Inhouse Transfer to Own Account

Beneficiary Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

To Account *

IDR JLUPJOLY JPPYJON UUIJY YOSZOWLYJ - 800035032200

Transaction Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Transaction Currency *

IDR - INDONESIA RUP...

Amount *

100,000.00

Other Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Customer Reference No. *

Enter

Other Payment Details *

Enter

Close Submit 1

Save As Template

Submitted for approval

Reference No. : 201240304000002752 Submitted On : 04 Mar 2024 03:03:28 WIB

Beneficiary Details

Template Name

SAVEASTEMP

Creation Date

04 Mar 2024 03:03:28 PM

Sender Details

From Account

IDR TS LIABILITY 2 - 70318565500

Payment Mode

Own Account

Payment Date

04 Mar 2024

Beneficiary Details

To Account

IDR JLUPJOLY JPPYJON UUIJY YOSZOWLYJ - 800035032200

Transaction Details

Transaction Currency

IDR - INDONESIA RUPEAH

Amount

22,222.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Other Payment Details

-

Done

Manage Template

1. *Add*
2. Modify
3. *Delete*
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. *Approval*

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-*edit*, menghapus)

Mirip seperti fitur lain di sistem, *workflow approval* untuk *manage template* hanya berlaku untuk *Multiple Access Makers, Simple Workflow*.

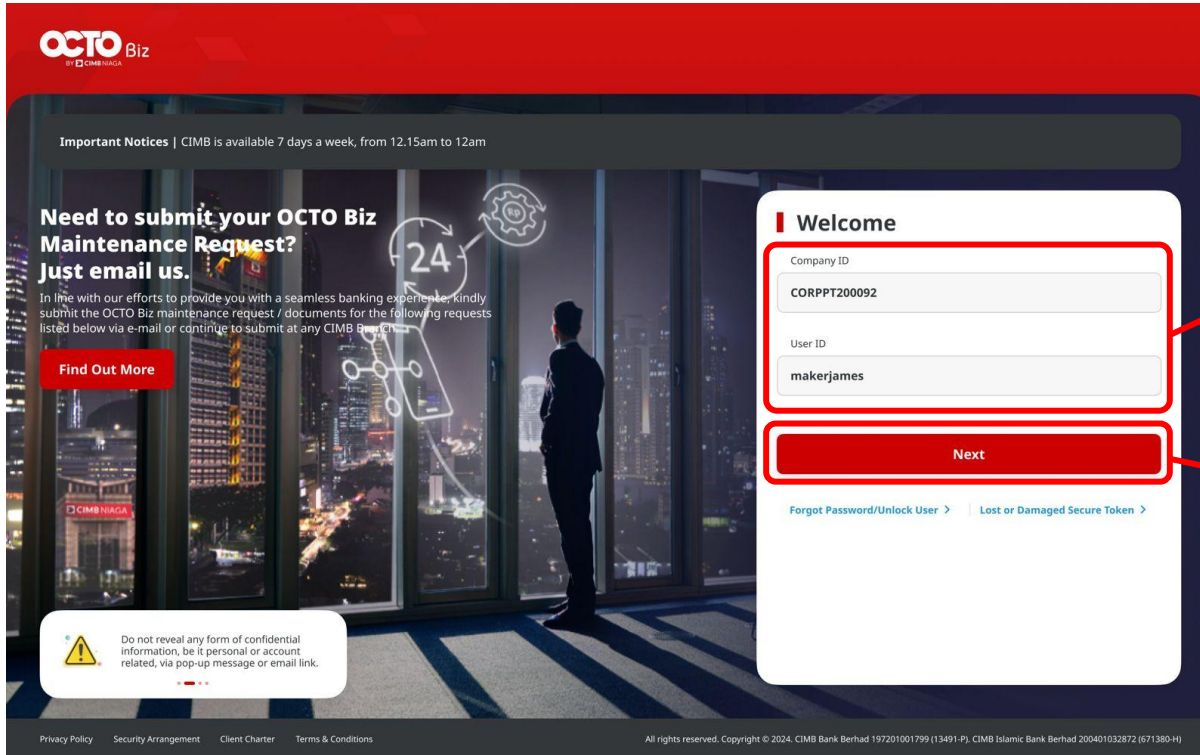
Untuk *Single Access Makers*, perubahan akan terjadi ketika Maker men-*submit Add/Modify/Delete Template* secara langsung.

Slide berikut menjelaskan *approval flow* for *Multiple Access Makers*.

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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



1 Isi **Company ID & Maker ID**

2 Klik tombol **Next**



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

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

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[Find Out More](#)

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

Welcome

SpaceMan

Only proceed if this is your SecureWord

Password

Back Proceed

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

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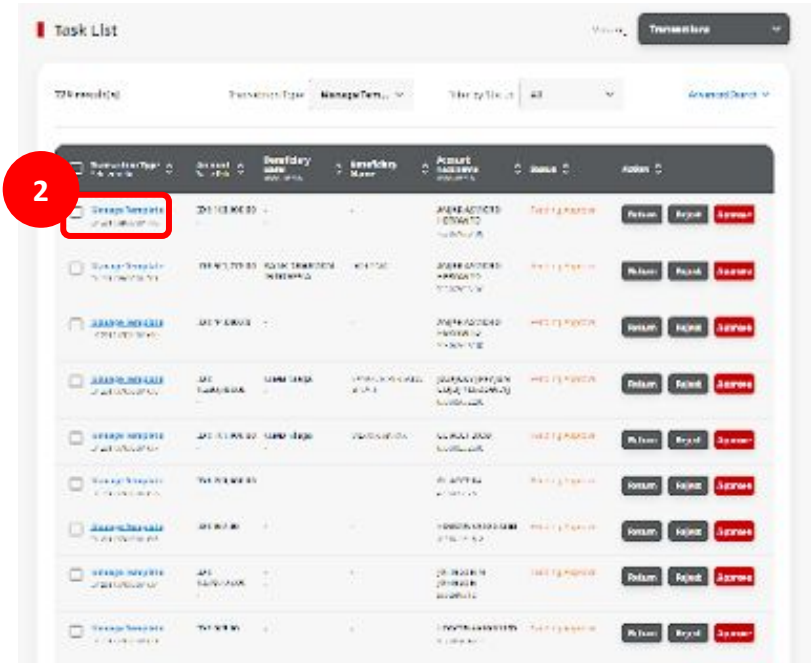
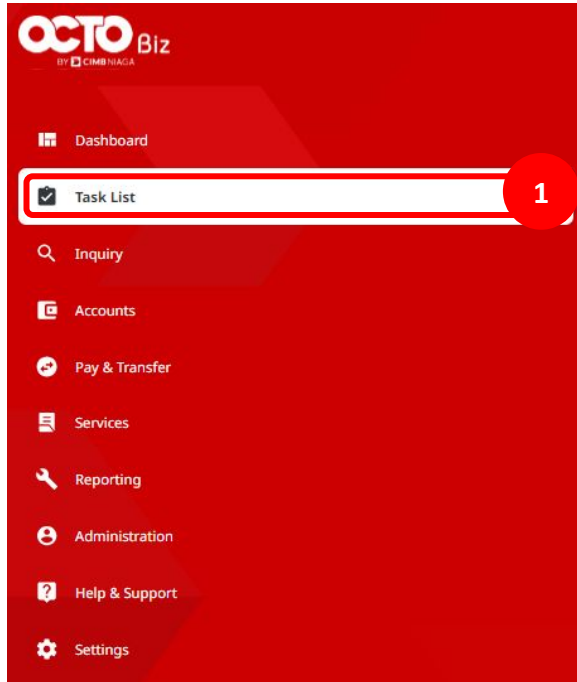
1 Isi **Password**

2 Klik tombol **Proceed**

Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 3: [Approver] [1] Arahkan kursor ke *Inquiry* > Klik *Task List* untuk menavigasi ke halaman *Task List Listing* > [2] Cari *task Manage Template* yang ingin di *approve* pada bagian *hyperlink task*



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 4: [Approver] [1] Pada halaman *task detail*, klik *Approve* > [2] Klik *Yes* pada *pop-up box*

Task List > Details

Template Details

Template Name: BATCH SHT OWN WIN Creation Date: 07 Nov 2023 15:05:30 WIB

Product Group

Product Group: Inhouse Transfer

Sender Details

Your Account: IDR ANJAR ASMORO HERVANTO - 703057006100 Payment Mode: Inhouse Transfer to Own Account

2 Item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charge
SA23110700000042	80005032209	BUPOTU JPPPOKA UJESI POSIDOWE	IDR 21,000.00	IDR 0.00
SA23110700000041	80005032209	BUPOTU JPPPOKA UJESI POSIDOWE	IDR 21,000.00	IDR 0.00
Total Amount:			44,000.00	Total Charge: 0.00

User Activities

User	Activities	Date / Time	Remark
SARTIRANG0814	Submit	07 Nov 2023 15:05:30 WIB	

Remark

Remarks

Enter

Maximum 100 characters

Back Approve

1



Manage Template

Menu : Services > Manage Template | Deskripsi: Fungsi ini digunakan untuk manage template transaksi (membuat, meng-edit, menghapus)

Langkah 5: [Approver] Sistem akan mengarahkan pada halaman *acknowledgement*

Manage Template > Acknowledgement

Transaction(s) approved

Reference No.: 101231107000001699 Approved On : 08 Nov 2023 15:09:08 WIB

Template Details

Template Name: BATCH IHT OWN WIN
Creation Date: 07 Nov 2023 15:05:30 WIB

Product Group

Product Group: InHouse Transfer

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Payment Made: Inhouse Transfer to Own Account

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IIA231107000000042	808035032200	[LUPOLY PPIYGN LUJDI YOSOWLJ]	IDR 23,000.00	IDR 0.00
IIA231107000000041	808035032200	[LUPOLY PPIYGN LUJDI YOSOWLJ]	IDR 21,000.00	IDR 0.00
Total Amount : 44,000.00				Total Charges : 0.00

Print