# **CIMB** NIAGA

# Pay & Transfer

Save as Draft

**TUTORIALOCTOBIZ2024** 

# Aksi dan Kolaborasi



# Pay & Transfer – Save as Draft

Save as Draft adalah modul yang digunakan untuk menyimpan pembayaran

sebelum dijalankan





# Transfer to Own Account Website Version

LIVE

**EPICC** 

LIFE

AN

**TUTORIALOCTOBIZ2024** 

**KEJAR MIMPI** 

- 1. Menyimpan transaksi dengan satu Beneficiary
- 2. Menyimpan transaksi dengan banyak *Beneficiaries*
- 3. Langkah yang dapat dilakukan pada transaksi yang telah di-Saved
  - Submit
  - Edit
  - Delete

Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

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



Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

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



Langkah 3: [Maker] [1] Arahkan kursor pada Pay & Transfer > Klik Payment Mode yang diinginkan untuk mengarah pada halaman entri Payment



Langkah 4: [Maker] Pada Pay & Transfer bagian Data Entry, [1] Klik kolom 'Your Account' > [2] Pilih sumber akun yang diinginkan > [3] Klik Next

Product Group  matcr Group *  Sender Details  Tour Annor *  Product *  Produc	**************************************	in any in any in any in any in any in any in any in any in any in any in any in any in any in any in any in any in a	A Transfer Same	Account Name Accou	Account No.	Acoust Balance 206 5.00
Mach Claure *  Informe *  Sender Details  Track was *  Sender Details  Track was *  Promet Claury Details  Fixewer*  Fixed Claure *  Fixed Cla	v	into resp ⊂ trans O Aren into area into area	ancial Mana de Finance vices p & Support o Support	Account Name Account Name Account Name Account Name Account Name	Account No.	Accust Balance 108 8.00 108 8.00
Enders Details True Ansame 14 Details True Ansame 14 Details True Ansame 14 Details True Ansame 14 Details True Details Tr	×	⊂ Trang Q serv ⊖ Aran ₩ Hepp ¢ serve	de Finance vices p. & Support chigs chigs c	Account Name © Nois In Stat Functions description Account NoistRategy	Avenuel No. 0 121231122213065 200303177403	Account Balance
Sender Details Two knaws* Sender Details Two knaws* Sender Details Turbene Transfort 60 Den Account Antopyo Intel Turbene Transfort 60 Den Account Pereficiary Octable Turbene		de sen ⊖ Ann © insy ¢ sens	vices nivistration p & Support C		Accessed No. 0 1222313122213465 202000317482	Account Balance 108.8.00 108.8.00
Sender Details           two knows*         Faguers table *           Select         Obesa Transfer & Own Account           Integration         Microsoft           Integration         Integration	v)	😁 Anter 😡 Hesp Sense	nielistration p & Support O tings O		Access196. 0	Account Balance
ther knows* Select   The select	•	БД нер Ф Serie	p & Support	NUER ID SIT FUNC LONIS DESCRIPTION ACCOUNT	122211122213454	IDR 8.00
Select Q Debuse Transfer to Our Account Marcour Debus Transfer to Our Account 11 Sep 2032 C Records Under Selection Eccertificary Details Noticest *	v	🗢 Seen		NULYNUPZERY	700000177400	10R 0.00
Beneficiary Details  Reserved  Account *				NULYNUPZSJY	700005177400	1DR 0.00
11 Sep 222   Recerring transfer  Beneficiary Details  Indexes*			0			
Beneficiary Details				INTEM WHIMU	703057606100	IDR 1,883,342,330,088.76
To Account *		a ser	rices O	GLACCT 01110	703089333800	10R 0.00
to account -		😝 Adm		GL ACCT 2010	703185655500	IDR 47.030,875.15
Select Q		i Hela	p & Support			
		🔅 Sect	O	GL ACCT 2DA	703191586400	IDR 34,015,308.00
Transaction Details			0	GLACCT 208	203191691600	IDR 506,642,00
Transaction Currency * Amount *			0	BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
IDR - INDONESIA RU_ Y Enter		🕸 Secti	tings O	IDR ACCT 01	760933613000	109 72,333,185.05
Other Details			0	BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,045.69
Customer Reference No. 🌑 Other Payment Details 🕲			0	GLACCT 01118	760940351100	IDR 0.00
Enter Enter			0	GLACCT 0111D	80000332501	1DR 8.00
Paymers Advice Simple Advice		🕅 Нер	p & Support			
		🗘 Section	ings O	GLACCT 310	800000332502	IDR 0.00
					< 1 of 2 >	

Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

#### Langkah 5: [Maker] [1] Pilih value date

Product Group		Saved Templa
Product Group *		
InHouse Transfer	~	
Sender Details		
Your Account *		Payment Mode *
1232313123213456-IDR NGB ID	SIT FUNC LONG DESCRIPTION ACC Q	Inhouse Transfer to Own Account
Value Date * 🕤		Bank Cherges: JDR 0.00
11 Sep 2023	Ē	Recurring transfer
Transaction Details		
Transaction Details	Amount *	
Transaction Details Transaction Currency * IDR - INDONESIA RU v	Amount * Enter	
Transaction Details Transaction Corrency * IDR - INDONESIA RU   Other Details	Amount * Enter	
Transaction Details Transaction Corrercy * DR - INDONESIA RU   Other Details Custamer Reference No.	Amount * Enter	Other Payment Decisio
Transaction Details Transation Currery * ID- INDONESIA RU ~ Other Details Conteme Reference Its. Enter	Amount * Enter	Other Payment Decisit Enter
Transaction Details Transation Currenge * IDR - INDONESIA RU V Other Details Costomer Reference No. Enter Payment Adoles	Amount * Enter	Other Paymert Decisits
Transaction Details Instantion Currency * DR-INDONESIA RU_ > Other Details Customer Reference No.  Enter Paperent Advice Instantion	Anourt * Enter Simple Advice	Other Payment Decisits

#### Langkah 6: [*Maker*] [1] Klik kolom 'To Account' > [2] Pilih Crediting Account yang diinginkan > [3] Klik Next

					To Account Li	isting	
roduct Group	Saved Templates						
Product Group *			Search	Account Name	Account No.	Account Name	
InHouse Transfer			_			_	
							Search
				Account Name 🗘	Account No. 0	Account Balance	
ender Details			•	DEALHUB CURRENT ACCT 14	13123123	3DW 0.60	2
Your Account *	Payment Mode *				200000 1 72400	129.046	
1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACC $Q$	Inhouse Transfer to Own Account			AUCHOPAGY	100000177000	SUR COD	
Value Date * 🕐	Bank Charges: 10R 0.00	C		INTEM WAHYU	703057606100	104 1,883,242,330,088.76	
11 Sep 2023	Recurring transfer	c		GL ACCT 0111D	703089333800	308 0.60	
		c	)	GL ACCT 2010	703185655500	IDR 47,030,875.15	
eneficiary Details	1	C		GL ACCT 20A	703191586400	104 34,015,388.00	
To Account *		c	>	GL ACCT 208	203191691600	108 506,642.00	
	J	c	)	BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644,48	
ransaction Details		C	)	WINDN LUKMAN FEBRUANTO	703196735600	108.4,112,341.47	
Transaction Currency * Amount *		C	)	BANGUN PERSADA SEKALI	703197754700	1014 1,140,157.00	
IDR - INDONESIA RU V Enter		C		IDR ACCT 01	760935613000	108 72,333,185.05	
		c	)	BANGUN PERSADA SEKALI	760937442500	104 8,926,912,563,065,69	
		C		GL ACCT 01118	760940351100	108 0.00	
ther Details							
tther Details Customer Inference No:	Other Payment Details 🔮	c		Industrial ACCT 123	800000318700	108 43,279,877.36	
ther Details Custome Indexence Inc. Enter Paymons Advis	Difter Payment Details  Enter		) )	Industrial ACCT 123 GL ACCT 200	800000318700	10R 43,279,877.36	
ther Details Calcianar Rufereze No. Enter Payman Advice No. Advice Simple Advice	Other Phyment Details  Enter	c	) )	Industral ACCT 123	800000336700 800000335502 < 1 of	104 43.275,977.26 2011 0.66	

Langkah 7: [Maker] [1] Lengkapi kolom mandatory > [2] klik Save as Draft

Product Group		Saved Templates
Product Group *		
InHouse Transfer	~	
Sonder Details		
Your Account * 703057606100-IDR INTEM WAHYU	Q	Payment Mode *
		Bank Charger: 2019 455, 000.00
Volue Date * 0		
15 Sep 2023		Kecurring transfer
Ronoficiary Dotalic		1
beneficiary becans		
To Account *		
IDR GL ACCT 201D - 703185655500	۹	
Transaction Details		
Transaction Currency * Amount *		
IDR - INDONESIA RU > 450,000.00		
Other Details		
Customer Reference No. 🕐		Other Payment Details
RR		OPD
Payment Advice		
No Advice Simple Advice		

Langkah 8: [Maker] Sistem akan mengarahkan ke halaman acknowledgement ketika sudah berhasil disubmit

Draft saved © Reference No. : IIA230915000000075 ③ Submitted	0n : 15 Sep 2023	182751 W8	-Qi
Product Group			Saved Templates
Product Group *			
InHouse Transfer	*		
Sender Details			
Your Account *		Payment Mode *	
703057606100-IDR INTBM WAHYU	۹	Inhouse Transfer to Own Account	~
Volue Date * 🜑		Bank Charges: 708-450,000.00	
15 Sep 2023		Recurring transfer	
To Account * IDR GL ACCT 201D - 703185655500	٩		
Transaction Details			
Transaction Currency * Amount *			
IDR - INDONESIA RU V 450,000.00			
Other Details			
Customer Reference No. 0		Other Payment Details	
RR		OPD	
Payment Advice			
No Advice Simple Adv	lice		

- 1. Menyimpan transaksi dengan satu *Beneficiary*
- 2. Menyimpan transaksi dengan banyak Beneficiaries
- 3. Langkah yang dapat dilakukan pada transaksi yang telah di-Saved
  - Submit
  - Edit
  - Delete

Langkah 1: Login sebagai Maker, ke bagian data entry Pay & Transfer (Merujuk ke Save as Draft Langkah 1 – Langkah 3)

Langkah 2: [Maker] [1] Lengkapi seluruh kolom mandatory > [2] klik Add Another Transaction

Product Group				Saved Templates
Product Group *				
InHouse Transfer		~		
Sender Details				- [1
Your Account *			Payment Mode *	
703057606100-IDR INTBM WAH	mu	Q	Inhouse Transfer to Own Account	~
Value Date * 0			Benil Charges: 308.450,000.00	
15 Sep 2023			Recurring transfer	
Yansaction Details Transaction Currency * IDR - INDONESIA RU v	Amount * 450,000.00			
Dther Details				
Customer Reference No.			Other Payment Details	
Payment Advice No Advice	Simp	le Advice		J
		6	Add Another Transaction Save as Draft	Next

Langkah 3: [Maker] Jika sudah sukses, sistem akan menampilkan halaman entri **Online Batch** > [1] Lengkapi details pada **second beneficiary** > [2] Klik **Add Another Transaction** 

Product Group					Saved Terr	plates
Product Group *						
InHouse Transfer		~				
Sender Details						
Your Account *			Payment Mode *			
703057506100-IDR INTEM WARYU		Q	Inhouse Transfe	r to Own Account		~
Volue Date * 0			Bunil Charges: 1080-80			
15 Sep 2023		ē	Recurring trai	nsfer		
Value Date will be applied for all the assumes.						
						4
Beneficiary Details						
To Account *						Y
Select		Q,				
Transaction Details						
Transaction Currency* Amo	nt *					
IDR - INDONESIA RU V Ente	r					
Other Details						п.
Customer Reference No.			Other Payment Deta	ata <b>0</b>		- 1
Enter			Enter			
Payment Advice						
No Advice	Simple Advice					
					Add Another tran	saction
1 item(s)						
		_				_
Beneficiary Account No. 🗘	koeficiary Name 🗘	Arroun	ŧ 0	Bank Charges 💲	Action	
703385655588	3L ACCT 2010	10R 500	00.000	10 R 0.00	Delete	

Langkah 4: [Maker] Ulangi langkah sebelumnya hingga seluruh kolom terisi > [1] Klik Save as Draft

					Saved Template
Product Group *					
InHouse Transfer		~			
Sender Details					
Your Account *			Payment Mode *		
703057606100-0DR INTBM WARY	ru	Q,	Inhouse Transfer t	o Own Account	~
Notes Derect C			Soni Charger (DR 3.00		
15 Sep 2023		Ē	Recurring trans	ler	
Value Date wit be applied for all the botches.			L		
Beneficiary Details					
To Account *					
Select		Q			
Transaction Details					
Transaction Currency *	Arrowst *				
IDR - INDONESIA RU 🗸	Enter				
Other Details					
Customer Reference No. 0			Other Payment Details	0	
Enter			Enter		
Payment Advice					
No Advice	Simple Advice				
					Add Another Transacti
2 item(s)					
Beneficiary Account No. 🗘	Beneficiary Name 🗘	hrrour	# C	Bank Charges 💲	Action
	BANGUN PERSADA SEKALI	IDR 60	0,000.00	1DR 0.00	Delete
203196524000					
78276627608           78216662568	GLACCT 2010	IDR 50	3,900.00	1DR 0.00	Delete Edit

Langkah 5: [Maker] Jika save berhasil, sistem akan menampilkan pesan acknowledgement

Draft saved ⊘ Reference No.: 01.230915					-
Product Group					
					_
Product Group *		~			
Sender Details					
Your Account *			Payment Made *		
703057606100-3DR INTEM WA	umu	Q	Inhouse Transfer	to Own Account	
Value Date * 🔿			donk Charges (Bill 0-00		
15 Sep 2023			Recurring tran	nfer	
thise Date will be applied for eithe batches					
Beneficiary Details					
To become a					
Select		٩			
Transaction Details					
IDR - INDONESIA RU.,	Enter				
Other Details					
Custamer Reference No. 0			Other Payment Deta		
Enter			Enter		
Payment Advice					
No Advice	Simple Advice				
					Add Anothe
2 item(s)					
Exceliciary Account No. (	Beneficiary Name 🗘	Arreant 0		Bark Charges 🗘	Action
	DANGUN PERSADA SDIALI	IDR 680,000	.00	IDR 0.00	Oelete
202106574080					_
200106574000	GL ACCT 2010	IDR 500,000	.00	IDR 0.06	Oelete

- 1. Menyimpan transaksi dengan satu Beneficiary
- 2. Menyimpan transaksi dengan banyak *Beneficiaries*
- 3. Langkah yang dapat dilakukan pada transaksi yang telah *di-Saved* 
  - Submit
  - Edit
  - Delete



Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

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



Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

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



Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

#### Langkah 3: [1] Arahkan kursor pada Menu: Inquiry > Klik *Task List*



#### Langkah 4: [Maker] [1] Check saved transaction dan Klik task's hyperlink untuk menavigasi ke halaman Task Detail

Task	List					Viewing	Transactions
636 re:	sult(s)	Transaction T	ype Transfe	r to 🗸	Filter by Status	~	Advanced Search 🗸
	Transaction Type A Reference No.	Amount A Value Date Y	Beneficiary Bank Account No.	∧ Beneficiary ≚ Name	Account Account Nickname	Status A	ction \$
	Transfer to Own CIMB Account IIA23091500000075	DR 450,000.00	- 703185655500	-	INTBM WAHYU 703057606100	Draft	Delete Edit Submit
	Transfer to Own Cl Account IIA230915000000071	1	- 703185655500		INTBM WAHYU 703057606100	Pending Approval	Recall

Task List > Details		
Transaction Status : Draft		
Creation Date 2023-09-15 18:27:51 WIB	Reference No. IIA23091500000	0075
Product Group		
Product Group InHouse Transfer		
Sender Details		
Your Account IDR INTBM WAHYU - 703057606100	Payment Mode Inhouse Transfer to Own Account	Value Dute 15 Sep 2023
Beneficiary Details		
To Account IDR GL ACCT 201D-703185655500		
Transaction Details		
Transaction Currency Amount IDR - INDONESIAN 450,000.00 RUPIAH	Bank Charges IDR 0.00	
Other Details		
Customer Reference No. RR	Other Payment Details OPD	
User Activities		
User Ac	ctivities E	Date / Time Remark
MAKER7 Sa	ve 1	5 Sep 2023 18:27:51 WIB
Back		Delete Edit Submit

Menu : Pay & Transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Langkah 5: [Maker] [1] Klik Submit > [2] klik Yes pada pop-up box

sk List > Details						
action Status : Draft						
ation Date 23-09-15 18:27:51 WIB	Reference No. IIA23091500000075	3				
oduct Group				IDR - INDONESIAN	450,000.00	IDR 0.00
duct Group House Transfer				KOFIAN		
Details				Other Data IIa		
	Descent Made	Miles Pate		Other Details		
R INTBM WAHYU - 703057606100	Inhouse Transfer to Own Account	15 Sep 2023		Customer Deference No.		Ν.
				RR		
neficiary Details						
Account						
GL ACCI 2010-703185655500				User Activities	Sub	mit
ansaction Details					Are you sure you wan	t to submit this item?
nsaction Currency Amount	Bank Charges				No	Var
R - INDONESIAN 450,000.00 PIAH	IDR 0.00			User		165
				MAKER7	58	ve
her Details						
zomer Reference No.	Other Payment Details OPD					
er Activities						
Liser	Activities Date	/Time Red	emark			
MAKER7	Save 15 Sep	a 2023 18:27:51 WIB				
			1			
ack	Delet	Edit	Submit			

Langkah 6: [Maker] Pada submission yang , sistem akan mengarah pada halaman acknowledgement

	al	
Product Group		
Product Group InHouse Transfer		
Sender Details		
Your Account IDR INTBM WAHYU - 703057606100	Payment Mode Inhouse Transfer to Own Account	Value Date 15 Sep 2023
To Account		
IDR GL ACCT 201D-703185655500		
IDR GL ACCT 201D-703185655500		
IDR GL ACCT 2010-703185655500 Transaction Details Transaction Currency Amount Transaction Currency 450,000,00 RVPIAH	Bank Charges IDR 8.00	
DR GLACCT 2010-703183653500 Transaction Details Transaction Clampo Driver Transaction Advances University Advances Other Details	Bark Charges I DR 6.00	

Catatan:Lihat Panduan Pengguna masing-masing Mode Pembayaran/Proses Persetujuan untuk detail lebih lanjut mengenai alur persetujuan.

- 1. Menyimpan transaksi dengan satu Beneficiary
- 2. Menyimpan transaksi dengan banyak *Beneficiaries*
- 3. Langkah yang dapat dilakukan pada transaksi yang telah *di-Saved* 
  - Submit
  - Edit
  - Delete

Langkah 1: Login to CFO sebagai Maker, navigasi ke halaman Task Details bagian Saved Transaction (Merujuk ke Save as Draft Langkah 1 – Langkah 3)

Langkah 2: [Maker] [1] Pada halaman Task Details, Klik Edit

Transaction Status :	Draft			
Creation Date 2023-09-15 18:27:51 WI	1	Reference No IIA2300150		
Product Group				
Product Group InHouse Transfer				
Sender Details				
Your Account IDR INTBM WAHYU - 70	3057606100	Payment Wode Inhouse Transfer to Own Account	Value Date 15 Sep 2023	
Beneficiary Details				
To Account IDR GL ACCT 201D-7031	85655500			
Transaction Details				
Transaction Currency IDR - INDONESIAN RUPIAH	Amount 450,000.00	Bank Charges IDR 0.00		
Other Details				
Customer Reference No. RR		Other Poyment Details OPD		
User Activities				
User		Activities	Date / Time	
MAKER7		Save	15 Sep 2023 18:27:51 WIB	1

Langkah 3: [Maker] Sistem akan menampilkan halaman Data Entry, seluruh kolom akan menyesuaikan sesuai halaman Task List Details, [1] Edit field jika dibutuhkan

Product Group			Saved Templat
Product Group *			
InHouse Transfer	~		
Sender Details			
Your Account *		Payment Mode *	
703057606100-IDR INTEM WAHYU	۹	Inhouse Transfer to Own Account	
Value Date * 🜒		Bonk Charges: 308-450000.00	
15 Sep 2023	Ē	Recurring transfer	
Beneficiary Details			
To Account *			
IDR GL ACCT 201D - 703185655500	۹		
Transaction Details			
Transaction Currency * Amount *			
IDR - INDONESIA RU V 450,000.00			
Other Details			
Customer Reference No.		Other Payment Details	
RR		OPD	
Payment Advice			
No Advice Simple Advi	ice		

Langkah 4a: [Maker] [1] Untuk menyimpan transaksi kembali, klik Save as Draft

Product Group		Saved Templates
Product Group *		
InHouse Transfer	~	
Sender Details		
Your Account *	0	Payment Mode *
70303700010010K11410M WARTO	~	Bank Charges: IDR 450000.00
Value Date * 0	Ē	Recursion transfer
	5	
Transaction Details		
Transaction Details		
Transaction Details Transaction Currency * Amount * IDR - INDONESIA RU v 450,000.00		
Transaction Details           Transaction Curreng *         Annuart *           IDR - INDONESIA RU_          450,000,000           Other Details		
Transaction Details           Transaction Currency *         Ansure *           IDR - INDONESIA RU		Other Agreent Details
Transaction Details Transaction Curreny * Annuet * TRR -INEONESIA RU		Other Payment Details.
Transaction Details Transaction Corrency * Annuer * IDR - INDONESIA RU V 450.000.00 Other Details Coatoner Informer No. © RR Payment Advice	Simple Advice	Other Payment Details 🕒 OPD
Transaction Details       Transaction Curreny *     Annuet *       IDR - INEONESIA RU	Simple Advice	Other Payment Oscali. • OPD

Langkah 4b: [*Maker*] [1] Untuk menyimpan perubahan klik *Next* > [2] klik **Submit** 

Product Group	Save	d Templates			
Product Group *		Product Group			
InHouse Transfer	×				
		InHouse Transfer			
Sender Details					
		Sender Details			
703057606100-IDR INTBM WAHYU	Q Inhouse Transfer to Own Account	Your Account		Payment Mode	
	dank Charger: IDR 450000.00	IDR INTBM WAHYU - 703057	606100	Inhouse Transfer to Own Account	
15 Sep 2023	Recurring transfer	Value Date 11 Sep 2023			
Beneficiary Details		Beneficiary Details			
To Account *		To Arrount			
IDR GL ACCT 201D - 703185655500	٩	IDR GL ACCT 201D-70318565	5500		
Transaction Details		Transaction Details			
Transaction Currency * Amount *		Transaction Currency	Amount	Bank Charges	
IDR - INDONESIA RU V 450,000.00		IDR - INDONESIAN RUPIAH	450,000.00	IDR 0.00	
		Other Details			
Other Details					
		Customer Reference No.		Other Payment Details OPD	
RR	Other Payment Decars				
Payment Advice		Back			Submit
No Advice Simple Advice					

Langkah 4b (Lanjutan): System akan mengarah pada halaman acknowledgement



- 1. Menyimpan transaksi dengan satu *Beneficiary*
- 2. Menyimpan transaksi dengan banyak Beneficiaries
- 3. Langkah yang dapat dilakukan pada transaksi yang telah *di-Saved* 
  - Submit
  - Edit
  - Delete



Langkah 1: Login to CFO sebagai Maker, navigasi ke halaman Task Details bagian Saved Transaction (Merujuk ke Save as Draft Langkah 1 – Langkah 3)

Langkah 2: [Maker] [1] Pada halaman Task Details, Klik Delete > [2] klik Yes pada pop-up box

Name   Name   Name   Name   Name   Sector bank   Name   Nam	ansaction Status : Draft				
Abstraction   Break results   Stare results   Break results   <	eation Date Nov 2023 12:16:41 WIB	Reference No. IIA231121000000030			
ntarding Tarding and the classic section of	oduct Group				
Sender Details   Warder Details   Aver Details Aver Details Aver Details Aver Details Aver Details Aver Details Aver Details Aver Det	aduct Group ansfer within CIMB				
Avade Payment Mail   Bit ANJANANDO DETARTIO - 79205706100 In thoses Transfers	nder Details		Sender Details		
IDE ANJAR ASMORK   IN WA 2023     Renficiary Details     Maxman	ur Account	Payment Mode	Your Account		Payment Mode
In Normal     Beneficiary Details   In Support pryport Usign of Sciences     Transaction Details     Other Primet Back   Other Primet Back   Coher Primet Back     Coher Primet Back	lue Date		IDR ANJAR ASMORC		In House Transfer
Beneficiary Details   Intraction Details   Details   Details   Differ Details	1009 2023		Value Date	•	
harder ter Jurger yer you vuge you source you want to delete this item? Transaction Details thread to the present black the result of the present black the resu	eneficiary Details				
List μurgery per you tuge you course, you source source and the performance of the perf	Account				
Transaction Details   Other Details   Other Details   User Activities     Differ Details     Transaction Details     Transaction Details     User Activities     Differ Details     Transaction Details     Differ Details     Differ Activities     Differ Details     Transaction Details     Transaction Currency     Amount     Bank Charges   IDR - INDONESIA     100,000.00     IDR - INDONESIA     Transaction Currency     Amount     Bank Charges	R JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ-800035032200		Ponoficiany Data	Delete	
Transaction Currency Amount Bank Charges User Activities User Activities Determined and the second	ansaction Details		beneficiary beta	Are you sure you want to delete this iter	772
IDE IN DOMESTA 100,000.00 IDE 0.00 Other Details 	insaction Currency Amount Bank Charges		To Account		
Other Details Contern Information Contern Information Contern Information Contern Information Contern Information Conternation Conternatio Conternation Conternation Conternation Conternation Conternat	R - INDONESIA 100,000.00 IDR 0.00 IPIAH		IDR JLUPJOLY JPPYJ	No Yes	2
Uter Activities Cote Proversion Cote Proversio					
User Activities Ober Zeiner Sauk Transaction De Carlins Transaction De Carlins Transaction De Carlins Transaction Currency Amount Bank Charges IDR - INDONESIA 100,000.00 IDR 0.00	ther Details		Transaction Details		
User Activities Transaction Currency Amount Bank Charges	storner Reference No.	Other Payment Details			
IDR - INDONESIA 100,000.00 IDR 0.00			Transaction Currency	Amount Bank Charges	
	ser Activities		IDR - INDONESIA	100,000.00 IDR 0.00	
	EARTHMAKER2 Sove	21 Nov			

Back

Langkah 3: System akan mengarah pada halaman acknowledgement





# Transfer to Own Account Mobile Version

LIVE

**EPICC** 

LIFE

AN

**TUTORIALOCTOBIZ2024** 

**KEJAR MIMPI** 

Langkah 1: [1] Login sebagai Maker > [2] Klik Tombol Password Login > [3] Masukan Password > [4] Klik Tombol Proceed



Menu : Homepage > In-House transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Langkah 2: [Maker] [1] Klik Domestic Transfer

Langkah 3: [Maker] [2] Lengkapi From Account dan Transaction Type

Langkah 4: [Maker][3] Pilih New Transfer pada Transfer To section



TUTORIALOCTOBIZ2024

.ul 🕆 🗖

9:41

Langkah 5: [Maker] [1] Lengkapi Beneficiary details [halaman ini akan tampil ketika user Klik New Transfer] > [2] klik Next



Remark: Klik "Saved Beneficiary" akan mengarahkan pada halaman di atas dengan data yang sudah diisi. Jika klik "New Transfer", perlu menginput data data di atas secara manual

Langkah 6: [Maker] [1] Lengkapi Amount details > [2] Lengkapi Value Date > [3] klik Next



#### Langkah 7: [Maker] [1] Lengkapi Other Details > [2] Klik Next



Langkah 8: [Maker] Verifikasi detail pada halaman Confirmation> [1] klik Save as Draft

rmation X	← Conf		
Amount IDR <b>500,000.00</b>			
Ricky Wijaya Bank Negara Indonesia 1001100116	То		
IDR Current Account B 70123123101	From		
RTGS	Payment Mode		
Indonesian	Beneficiary Citizenship		
Resident	Beneficiary Resident Status		
Individual	Beneficiary Type		
Jalan Menteng Granit No. 16B, RT 003 RW 009, Pasar Manggis, Setiabudi, Jakarta Selatan	Beneficiary Address		
0001 - Jakarta	Beneficiary City / District		
01 Mar 2023	Value Date		
Fund Transfer	Customer Reference No.		
July	Other Payment Details		
IDR 0.00	Bank Charges		
IDR 500,000.00	Total Amount		

Menu : Homepage > In-House transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Lanjutan' Langkah 8: Halaman Acknowledgement Page akan muncul



Menu : Homepage > In-House transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Langkah 9: [Maker] [1] Navigasi ke Task List dari meni

Langkah 10: [Maker] [2] Klik Drafts tab

Langkah 11: [Maker] [3] Temukan saved transaction pada halaman listing

Langkah 12: [Maker] [4] Pilih saved record > klik Submit



Menu : Homepage > In-House transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Langkah 13: [Maker] [1] klik Yes pada pop up box

Langkah 14: [Maker] [2] Halaman acknowledgement akan muncul



Menu : Homepage > In-House transfer | Deskripsi: Fungsi ini adalah untuk menyimpan data transaksi sebelum dilakukan submission

Langkah 15: Login sebagai CFO Approve > [1] mengarah ke halaman Task List

Langkah 16: [CFO Approve] [2] Mengarah pada halaman Pending Approval > [3] Pilih on a task > [4] klik Approve > [5] klik Yes on Confirmation Page

9:41	9:41 atl 🗢 🗖	9:41 atl 🗢 👘
Task List	Pending Approval (35)	Pending Approval (35) 🛛 🗙
Viewing	Select first 20 items	🖬 Select first 20 items 🛛 🛱
Transaction v	Manage Beneficiary > Ref No. : 21073104500001	Manage Beneficiary > Ref No. :21073104500001
Total Tasks (35)	Action Type : Create	Action Type : Create
Pending Approval (35)	Ref No.: 21073104500001	<b>`</b>
	Action Type : Create	<u>∠:&gt;</u> .
	Manage Beneficiary > Ref No. : 21073104500001	Approve Are you sure you want to approve all the selected items?
	Action Type : Create	No Yes 5
	Manage Beneficiary > Ref No.: 21073104500001	
	Action Type : Create 3	Action Type : Create
1	Total Items Selected 4 Task(s)	Total Nems Selected 4 Task(s)
↑     Image: Constraint of the second	Return Reject Approve	Return Reject Approve
		4

Langkah 16: [Approver] Sistem akan menampilkan Halaman Acknowledgement

