



Pay & Transfer

Stop Payment

TUTORIALOCTOBIZ2024

KEJAR MIMPI

*Aksi dan
Kolaborasi*



Pay & Transfer – Stop Payment

Stop Payment adalah modul yang digunakan untuk menghentikan pembayaran bertanggal mendatang

STOP PAYMENT

Website Version

TUTORIALOCTOBIZ2024

KEJAR MIMPI

LIVE
AN
EPICC
LIFE



Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan *User* untuk menghentikan transaksi di tanggal mendatang

1. Membuat transaksi di tanggal mendatang di dalam modul *Pay & Transfer*

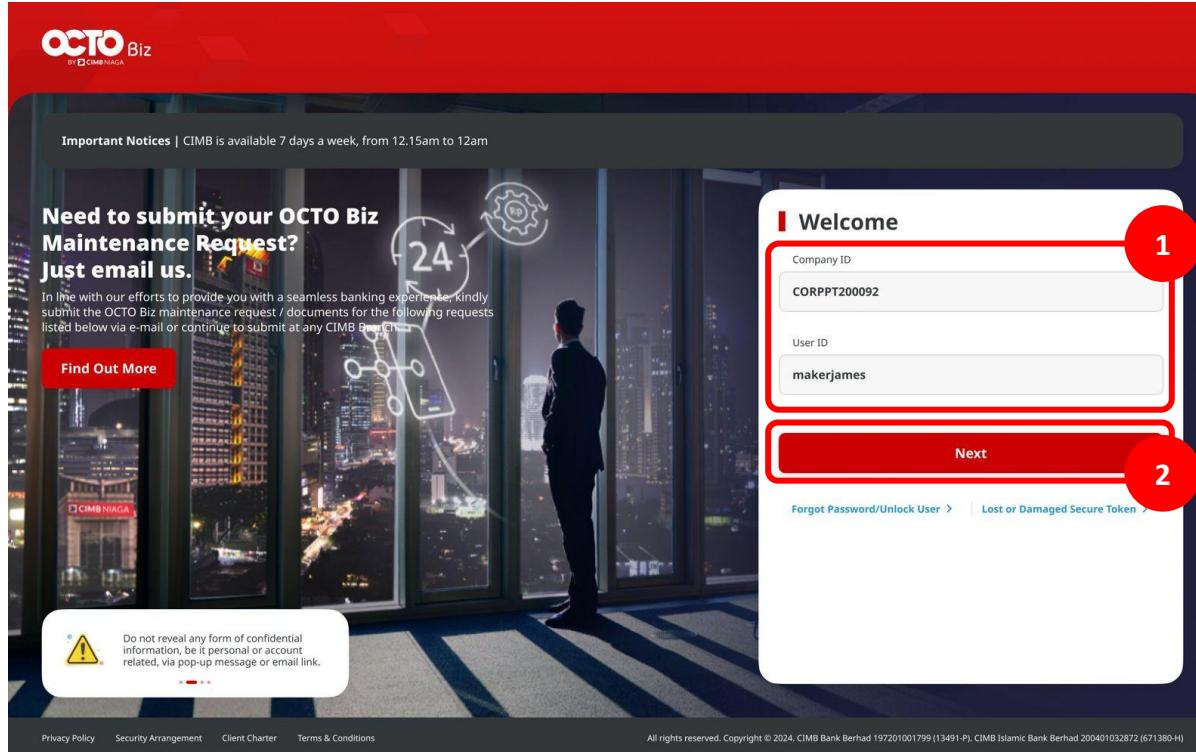
2. Menghentikan transaksi di tanggal mendatang di dalam modul *Stop Payment*

3. Proses *Approval* untuk menghentikan transaksi

Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

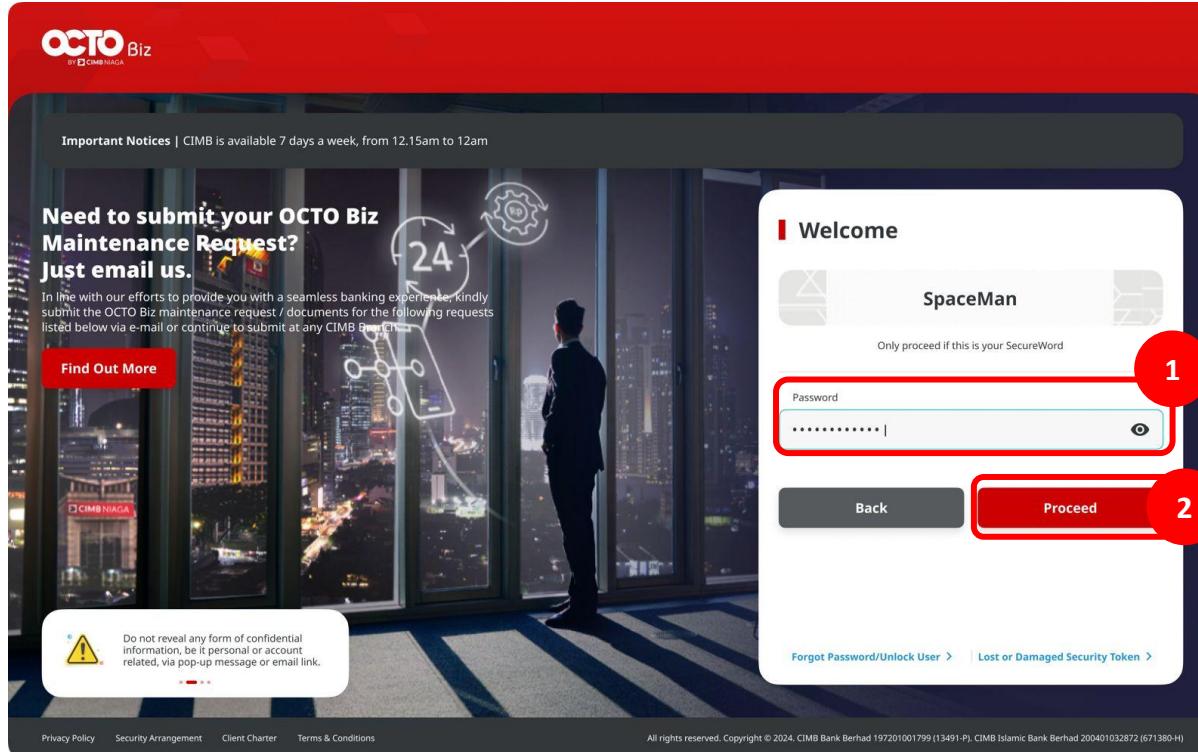
Langkah 1: [1] [User] Mengakses halaman Login dengan mengisi **Company ID & User ID** > [2] Klik tombol **Next**



Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

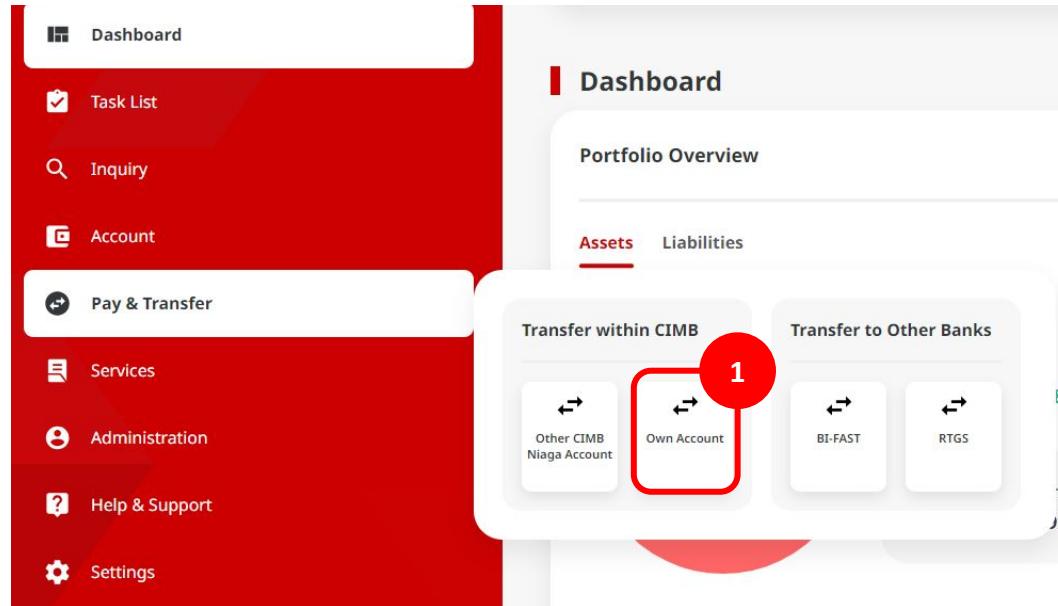
Langkah 2: [1] [User] Memasukan kata sandi > [2] Klik tombol **Proceed**



Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 3: [1] [User Maker] Arahkan kursor ke **Pay & Transfer** > Klik metode pembayaran yang diinginkan (Contoh: **Own Account**)



Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 4: [User Maker] Pada halaman entri data *In House Transfer to Own Account* > [1] Klik **Your Account** > pilih sumber akun yang diinginkan > [3]

Klik tombol **Next**

1

Own Account

Transaction Group * Transfer within CIMB

From Account * **Your Account**

30 Nov 2023 Recurring transfer

To Account *

Transaction Details Transaction Currency * IDR - INDONESIA RUPIAH Amount * Enter

Other Details Customer Reference No. Other Payment Details
Enter Enter

Payment Advice

Add Another Transaction Save as Draft Next

2

Your Account Listing

Account Name	Account No.	Account Balance
NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	12321312213456	IDR 0.00
NULLNPUSD	70005177400	IDR 0.00
INTIBI RAYU	70209160100	IDR 1,883,242,391,088.76
GL.ACCT.01110	703089333800	IDR 0.00
GL.ACCT.2010	70319188400	IDR 47,030,875.15
GL.ACCT.204	70319188400	IDR 34,015,398.00
GL.ACCT.208	703191891600	IDR 566,642.00
BANGIN PERSADA SEKALI	703196374000	IDR 101,877,644.48
IDR.ACCT.01	769591613000	IDR 72,333,185.05
BANGIN PERSADA SEKALI	769937442100	IDR 8,936,812,561,065.69
GL.ACCT.0111E	76094331100	IDR 0.00
GL.ACCT.01110	800000332501	IDR 0.00
GL.ACCT.200	800000332502	IDR 0.00

3

Cancel Next

Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 5: [User Maker] [1] Pilih tanggal transaksi yang diinginkan

Sender Details

Your Account *

703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode *

In House Transfer to Own Account

Value Date * ⓘ

15 Dec 2023

December 2023

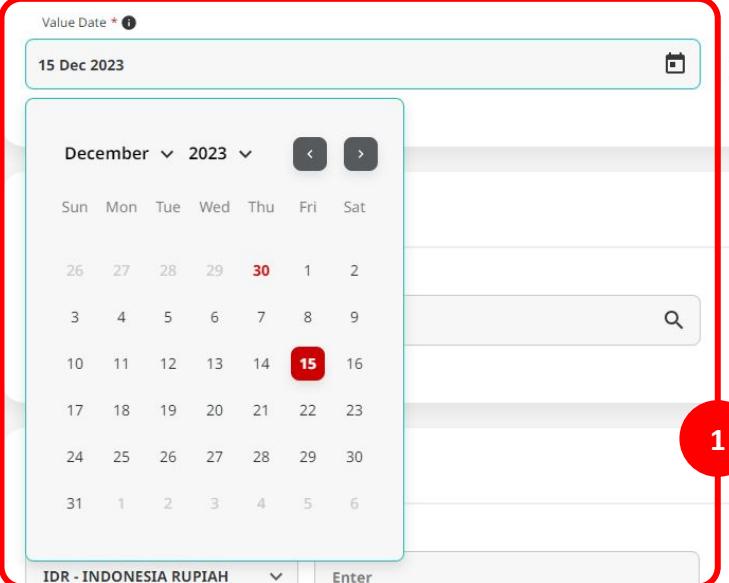
Sun Mon Tue Wed Thu Fri Sat

26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

IDR - INDONESIA RUPIAH

Enter

1



Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 6: [User Maker] [1] Lengkapi seluruh *mandatory fields* > [2] Klik tombol **Next** > [3] Klik tombol **Submit**

Own Account

Transaction Group: Transfer within CIMB

Sender Details:

- From Account: 703057006100-IDR ANJAR ASMORO HERYANTO
- Payment Mode: Own Account
- Payment Date: 15 Dec 2023
- Recurring transfer:

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

Transaction Details

Transaction Currency: IDR - INDONESIA RUPIL... Amount: 200,000.00

Other Details

Customer Reference No.: Enter Other Payment Details: Enter

Payment Advice: **No Advice** **Simple Advice**

Next

Own Account > Review Details

Transaction Group: Transfer within CIMB

From Account: IDR ANJAR ASMORO HERYANTO - 703057006100

Payment Mode: Own Account

Payment Date: 15 Dec 2023

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

Transaction Details

Transaction Currency: IDR Amount: 200,000.00 Bank Charges: IDR 0.00

Other Details

Customer Reference No.: Other Payment Details: Enter

Back **Submit**

Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 7: [User Maker] Sistem akan mengarahkan ke halaman *acknowledgement*

In House Transfer to Own Account > Acknowledgement

Submitted for approval

Reference No.: IIA2311390000000452 Submitted On: 30 Nov 2023 14:08:25 WIB



Product Group

Product Group
Transfer within CIMB

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Value Date: 15 Dec 2023
Payment Mode: In House Transfer to Own Account

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

Transaction Details

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

Other Details

Customer Reference No.: Other Payment Details:

Buttons

Print Save As Template Make Another Transaction

Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 8: *Login sebagai User Approver (Lihat langkah 1 – 2)*

Langkah 9: [User Approver] Pada menu samping, [1] Arahkan cursor ke Klik **Task List** > [2] Cari transaksi yang harus di-approve dan Klik *hyperlink* transaksi tersebut

The screenshot shows the CIMB Clicks mobile application interface. On the left, a vertical sidebar menu is displayed with the following options:

- Dashboard
- Task List** (highlighted with a red circle containing the number 1)
- Inquiry
- Account
- Pay & Transfer
- Services
- Administration
- Help & Support
- Settings

The main content area is titled "Task List". At the top, there are search and filter options: "1956 result(s)", "Transaction Type All", "Filter by Status", and "Advanced Search". Below this is a header row for the table, including columns for Transaction Type, Amount, Beneficiary Bank, Beneficiary Name, Account Nickname, Status, and Action.

Three transaction rows are listed:

Transaction Type	Amount	Beneficiary Bank	Beneficiary Name	Account Nickname	Status	Action
Transfer to Own CIMB Account	IDR 200,000.00	NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	GL ACCT 201D	Pending Approval	Return Reject Approve	
BL-FAST	IDR 101,000.00	BANK DANAMON INDONESIA	DORISNO	BANGUN PERSADA SEKALI	Pending Approval	Return Reject Approve
Transfer to Own CIMB Account	IDR 500,000.00	INTBM WAHYU	703185655500	Pending Approval	Return Reject Approve	

A red circle containing the number 2 is placed over the first transaction row, highlighting the "Transfer to Own CIMB Account" entry.

Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

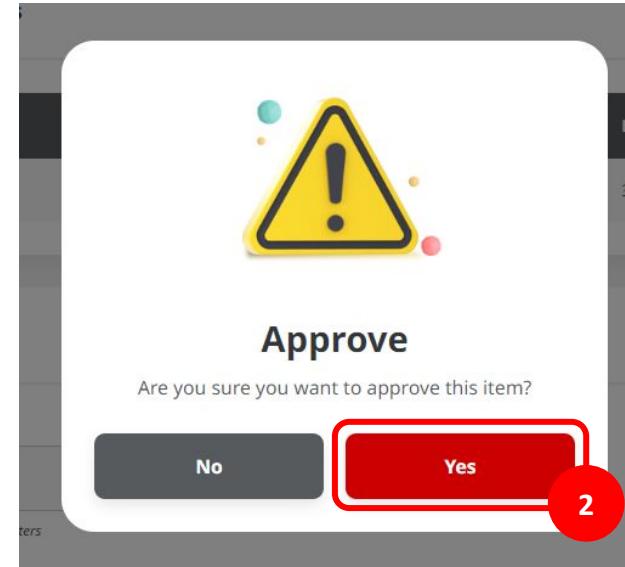
Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukkan User untuk menghentikan transaksi di tanggal mendatang

Langkah 10: [User Approver] [1] Tinjau ulang Task List Details, Klik tombol **Approve** > [2] Klik tombol **Yes** di pop-up box

The screenshot shows the 'Task List > Details' page. Key details include:

- Transaction Status:** Pending Approval
- Creation Date:** 07 Dec 2023 09:00:04 WIB
- Product Group:** Transfer within CIMB
- Sender Details:** Name: IDR ANJAR ASMORO HERIYANTO - 783057606100, Account: 15 Dec 2023
- Beneficiary Details:** To Account: IDR BANDUN PERSADA SEKALU-703196574000
- Transaction Details:** Transaction Currency: IDR, Amount: 200.000,00, Bank Charge: IDR 0,00
- Other Details:** Customer Reference No.: 703196574000
- User Activities:** A table showing a single entry: User: ZINCOMPAER1, Activity: Submit, Date and Time: 07 Dec 2023 09:00:04 WIB.
- Remark:** Remarks: Enter, Maximum 100 characters.

At the bottom, there are buttons: Back, Return, Reject, and Approve (highlighted with a red circle and labeled '1').



Membuat transaksi di tanggal mendatang di dalam modul Pay & Transfer

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 11: [User Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-approve

Task List > Acknowledgement

Transaction(s) approved

Reference No.: IBIZ23013000015032 Approved On: 13 Oct 2023 23:08:38 WIB



Product Group

Product Group: Transfer within CIMB

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Value Date: 15 Dec 2023

Payment Mode: In House Transfer to Own Account

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

Transaction Details

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

Other Details

Customer Reference No.:

Other Payment Details:

Print **Done**

Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan *User* untuk menghentikan transaksi di tanggal mendatang

1. Membuat transaksi di tanggal mendatang di dalam modul *Pay & Transfer*
- 2. Menghentikan transaksi di tanggal mendatang di dalam modul *Stop Payment***
3. Proses *Approval* untuk menghentikan transaksi

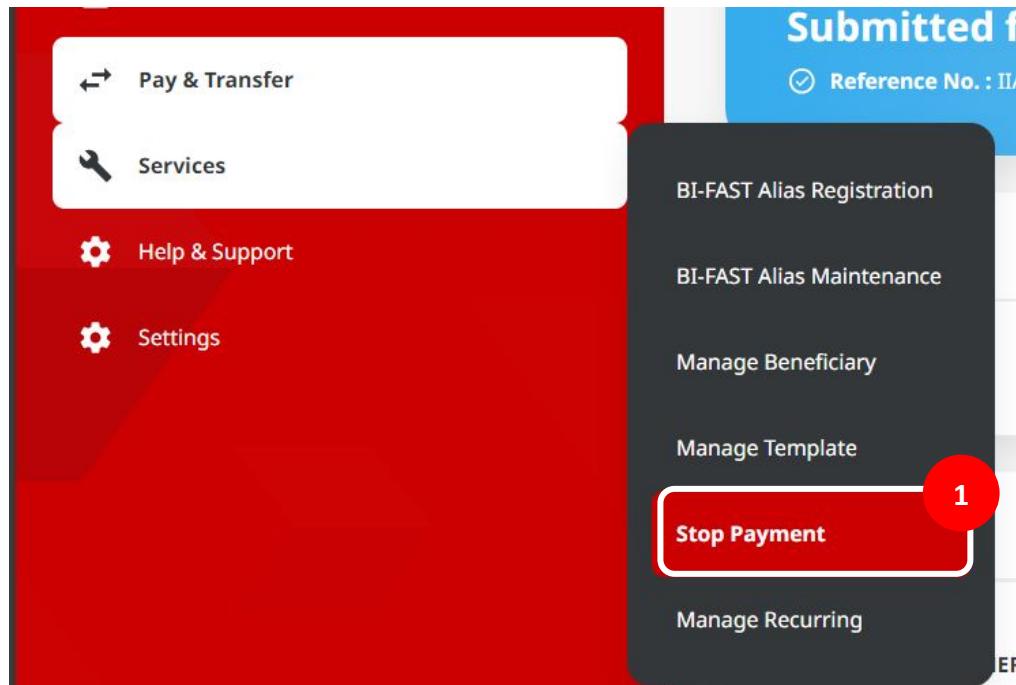


Menghentikan transaksi di tanggal mendatang di dalam modul Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan *User* untuk menghentikan transaksi di tanggal mendatang

Langkah 1: *Login* sebagai *User Maker* (Lihat langkah 1 – 2)

Langkah 2: [User Maker] [1] Arahkan kursor ke **Services** > Klik **Stop Payment**



Menghentikan transaksi di tanggal mendatang di dalam modul Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 3: [User Maker] Pada halaman **Stop Payment Inquiry and Listing** [1] Cari transaksi yang ingin dihentikan dan Klik *hyperlink* transaksi tersebut

Stop Payment > Inquiry and Listing

Search

Product Group * Debit Account No.

Transfer within CIMB Select

Bank Product Reference No.

Select Enter

Value Date From To

Select Select

Search

Listing

Note: Only transactions which have yet to be processed can be stopped.

<input type="checkbox"/> Product Group	Bank Product	Value Date	Debit Name / Account No.	File Ref No / Batch Ref. No.	Transaction Reference No.	Beneficiary Name / Account No.	Transaction Amount	Status
<input type="checkbox"/> InHouse Transfer	In House Transfer to Own Account	03 Jan 2024	INTBM WAHYU 703057606100 (IDR)	-	IIA231106000000001	GL ACCT 201D 703185655500	IDR 1,188.11	AUTHORISED
<input type="checkbox"/> InHouse Transfer	In House Transfer to Own Account	02 Jan 2024	INTBM WAHYU 703057606100 (IDR)	-	IIA231105000000439	GL ACCT 201D 703185655500	IDR 1,188.11	AUTHORISED
<input type="checkbox"/> InHouse Transfer	In House Transfer to Own Account	02 Jan 2024	INTBM WAHYU 703057606100 (IDR)	-	IIA231025000000164	GL ACCT 201D 703185655500	IDR 1,188.11	AUTHORISED
<input type="checkbox"/> InHouse Transfer	In House Transfer to Own Account	02 Jan 2024	INTBM WAHYU 703057606100 (IDR)	-	IIA231025000000162	GL ACCT 201D 703185655500	IDR 1,188.11	AUTHORISED
<input type="checkbox"/> InHouse Transfer	In House Transfer to Own Account	02 Jan 2024	INTBM WAHYU 703057606100 (IDR)	-	IIA231025000000161	GL ACCT 201D 703185655500	IDR 1,188.11	AUTHORISED

1

Menghentikan transaksi di tanggal mendatang di dalam modul Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 4: [User Maker] Pada halaman **Stop Payment Details** [1] Klik tombol **Stop Payment** > [2] Klik tombol **Yes** di pop-up box

Stop Payment > Details

Product Group

Product Group: Transfer within CIMB
Reference No.: IIIA231130000000452

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100
Payment Mode: In House Transfer to Own Account
Value Date: 15 Dec 2023

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

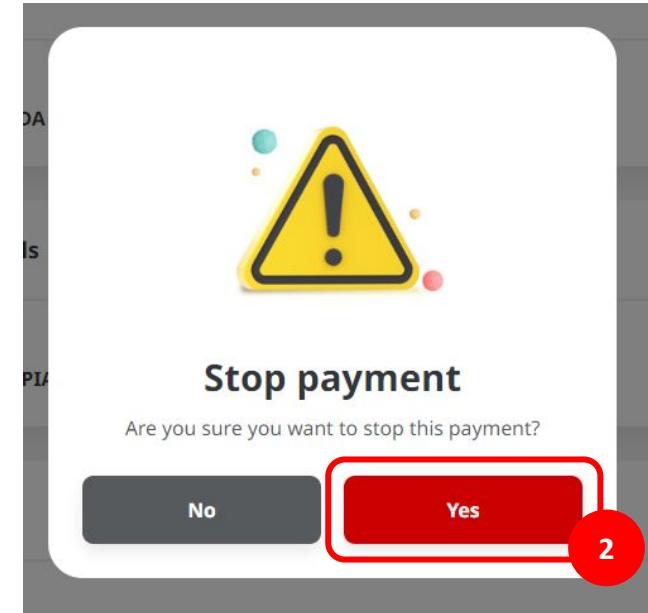
Transaction Details

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

Other Details

Customer Reference No.:
Other Payment Details:

Back 1 Stop Payment



Menghentikan transaksi di tanggal mendatang di dalam modul Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 5: [User Maker] Pada halaman **Stop Payment Details** [1] Klik tombol **Stop Payment** > [2] Klik tombol **Yes** di pop-up box

Stop Payment > Review Details

Product Group

Product Group: Transfer within CIMB Reference No.: IIA231130000000452

Sender Details

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100 Payment Mode: In House Transfer to Own Account

Value Date: 15 Dec 2023

Beneficiary Details

To Account: IDR BANGUN PERSADA SEKALI-703196574000

Transaction Details

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

Other Details

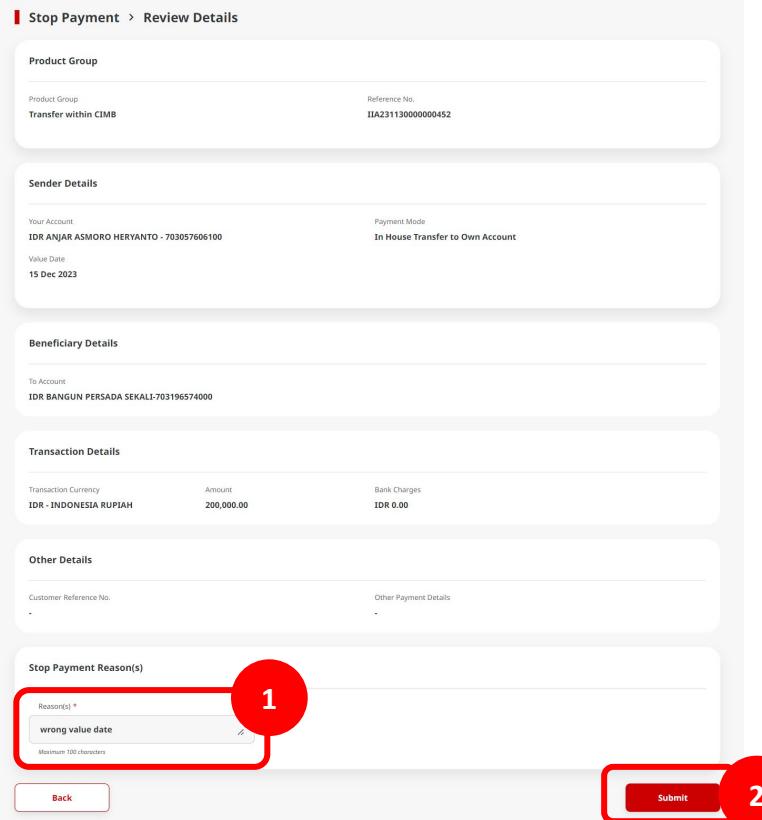
Customer Reference No.: Other Payment Details:

Stop Payment Reason(s)

Reason(s) *: wrong value date

Maximum 100 characters

Back Submit



Menghentikan transaksi di tanggal mendatang di dalam modul Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 6: [User Maker] Sistem akan mengarahkan ke halaman *acknowledgment*.

Stop Payment > Acknowledgement

Submitted for approval
Submitted On : 07 Dec 2023 09:00:04 WIB

Product Group

Product Group : Transfer within CIMB
Reference No. : IIA23112900000215

Sender Details

Your Account : IDR ANJAR ASMORO HERYANTO - 703057606100
Payment Mode : In House Transfer to Own Account
Value Date : 12 Dec 2023

Beneficiary Details

To Account : IDR JUJUOLY JPPYJON UUJD YOSZOWLY-800035032200

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	800,000.00	IDR 0.00

Other Details

Customer Reference No. :
Other Payment Details : IHT Own Account - Single

Stop Payment Reason(s)

Reason(s) : wrong value date

Print **Done**

Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan *User* untuk menghentikan transaksi di tanggal mendatang

Catatan:

- Modul **Stop Payment** tersedia untuk semua metode pembayaran.
- *User Maker* dapat menghentikan transaksi di tanggal mendatang yang berdiri sendiri maupun dari transaksi *recurring*.
- *User Maker* dapat menghentikan seluruh rangkaian transaksi *recurring* melalui modul **Manage Recurring** (Lihat panduan **Manage Recurring**).

Stop Payment

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan *User* untuk menghentikan transaksi di tanggal mendatang

1. Membuat transaksi di tanggal mendatang di dalam modul *Pay & Transfer*
2. Menghentikan transaksi di tanggal mendatang di dalam modul *Stop Payment*
- 3. Proses *Approval* untuk menghentikan transaksi**

Proses Approval untuk menghentikan transaksi

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 1: *Login sebagai User Approver (Lihat langkah 1 – 2)*

Langkah 2: [User Approver] Pada menu samping, [1] Arahkan cursor ke **Task List** > [2] Cari transaksi yang harus di-approve dan Klik *hyperlink* transaksi tersebut

The Task List screen displays the following transaction details:

Action	Product Group	Amount	Beneficiary Bank	Beneficiary Name	Account Nickname	Status	Action
<input type="checkbox"/>	Stop_Payment	IDR 800,000.00	CIMB Niaga	JLUPJOLY (PPYJON UUJOJ YOSZOWLY)	ANJAR ASMORO HERYANTO	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	Transfer to Other Banks	IDR 100,000,000.00	BANK DAMANON INDONESIA	TEST SINGLE	TB LIABILITY 2	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	Transfer within CIMB	IDR 111,222.00	CIMB Niaga	JLUPJOLY (PPYJON UUJOJ YOSZOWLY)	ANJAR ASMORO HERYANTO	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	Transfer within CIMB	IDR 342,123.00	CIMB Niaga	JLUPJOLY (PPYJON UUJOJ YOSZOWLY)	ANJAR ASMORO HERYANTO	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>
<input type="checkbox"/>	Transfer within CIMB	IDR 123,421.00	CIMB Niaga	JLUPJOLY (PPYJON UUJOJ YOSZOWLY)	TB LIABILITY 2	Pending Approval	<button>Return</button> <button>Reject</button> <button>Approve</button>

Catatan: *Approval* hanya diperlukan untuk *Multiple Users, Simple Workflow*

Proses Approval untuk menghentikan transaksi

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 3: [User Approver] [1] Tinjau ulang Task List Details, Klik tombol **Approve** > [2] Klik tombol **Yes** di pop-up box

Task List > Details

Transaction Status: Pending Approval

Created Date: 07 Dec 2023 09:00:04 WIB

Product Group:

Product Code: Transfer within CMB

Product Name: SIA231128000000215

Sender Details:

Name Receiver: IDR ANUAR ASMORO HERIYANTO - 703957606100

From Account: IDR JLU/PDV/PPJ/DN UUQD YOSZQWLT-800035932200

From Name: In House Transfer to Own Account

Value Date: 12 Dec 2023

Beneficiary Details:

To Account: IDR JLU/PDV/PPJ/DN UUQD YOSZQWLT-800035932200

Transaction Details:

Transaction Currency: IDR - INDONESIA RUPAH

Amount: 800.000,00

Bank Charges: IDR 0,00

Other Details:

Customer Reference No.: -

Other Payment Details: InH Own Account - Single

Stop Payment Reason(s):

wrong value date

User Activities:

User	Activities	Date and Time	Remark
DESPAYMENT	Submit	07 Dec 2023 09:00:04 WIB	-

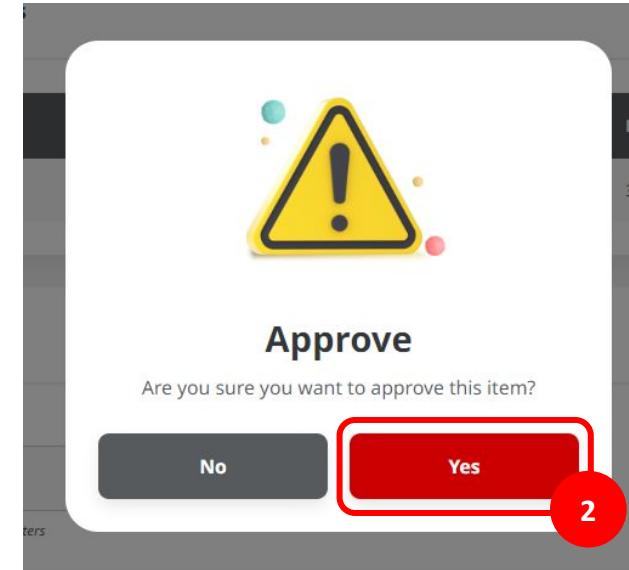
Remark:

Remarks: Enter

Message: Maxlen 100 characters

Buttons: Back, Reject, Approve

1



Proses Approval untuk menghentikan transaksi

Menu : Pay & Transfer | Deskripsi: Fungsi ini menunjukan User untuk menghentikan transaksi di tanggal mendatang

Langkah 4: [User Approver] Halaman *acknowledgement* akan muncul setelah transaksi berhasil di-*approve*

Task List > Acknowledgement

Transaction(s) approved

Approved On: 07 Dec 2023 09:36:44 WIB

Status: Stopped

Note: Refer to Transaction Status Inquiry Module for latest details updated status.

Product Group

Product Group: Transfer within CIMB
Reference No.: 002112000000215

Sender Details

Your Account: IDR ANJAR ASMOHO HERVANTO - 763057606100
Payment Mode: In House Transfer to Own Account
Value Date: 12 Dec 2023

Beneficiary Details

To Account: IDR JUPPOLY (PPYTHON UIUJO) YOSDOLVJ 89089953200

Transaction Details

Transaction Currency: IDR - INDONESIA RUPAH Amount: 800.000,00 Bank Charges: IDR 0,00

Other Details

Customer Reference No.: Other Payment Details: In House Account - Single

Stop Payment Reason(s)

Reason(s): wrong value date

User Activities

User	Activities	Date and Time	Remark
ZHAMMERS1	Submit	07 Dec 2023 09:36:44 WIB	-

Print Done