

TUTORIAL APLIKASI OCTO Biz

PANDUAN UMUM APLIKASI OCTO Biz

OCTO Biz
BY  CIMB NIAGA



Selamat datang di panduan umum aplikasi **OCTO Biz**

Dokumen ini disusun untuk membantu Anda memahami dan menggunakan fitur-fitur penting yang ditawarkan oleh aplikasi **OCTO Biz** dengan lebih efektif.

OCTO Biz merupakan solusi perbankan bisnis yang inovatif, dirancang untuk memenuhi kebutuhan bisnis Anda dalam mengelola transaksi keuangan dengan lebih efisien dan mudah. Dalam panduan ini, Anda akan menemukan langkah-langkah yang jelas dan mudah diikuti untuk berbagai fungsi, mulai dari First Time Login hingga eksekusi transaksi.

Kami harap panduan ini akan berguna bagi Anda dalam menjelajahi fitur-fitur **OCTO Biz**. Jika Anda memiliki pertanyaan, silakan hubungi tim support kami di octobiz.support@cimbniaga.co.id

Salam,
CIMB Niaga

DAFTAR ISI

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TUTORIAL APLIKASI OCTO Biz

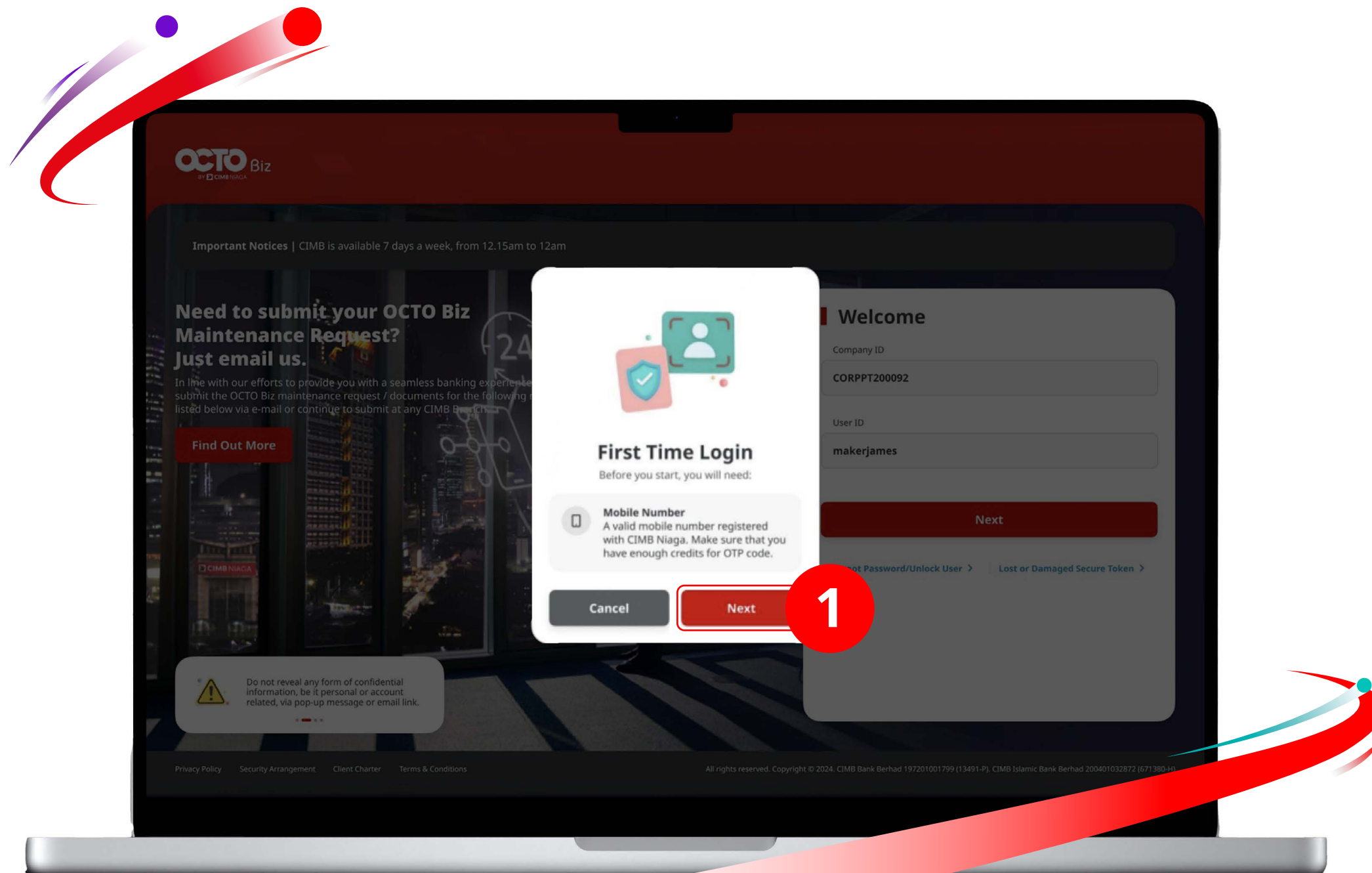
FIRST TIME LOGIN [Website]

Langkah 01



1 Akses halaman login dengan mengisi **Company ID & User ID**

2 Klik tombol **Next**



Akan muncul
Pop-Up Box bertuliskan
First Time Login

1 Klik tombol **Next**



Sistem akan mengirimkan
OTP ke nomor ponsel
yang terdaftar

- 1 Masukkan kode **OTP**
yang dikirimkan

First Time Login

SecureWord

New Password

Confirm New Password

SecureWord

- Length must be 6-12 alphanumeric characters.
- SecureWord should not be the same as Password.

Password

- Must contain 1 uppercase, 1 lowercase, and 1 special character (-!@#\$%^&*._+~|000-~<>.,7).
- Length must be 8 - 12 alphanumeric characters.

I agree and accept the [Terms and Conditions](#)

Submit

[Back to Login >](#)

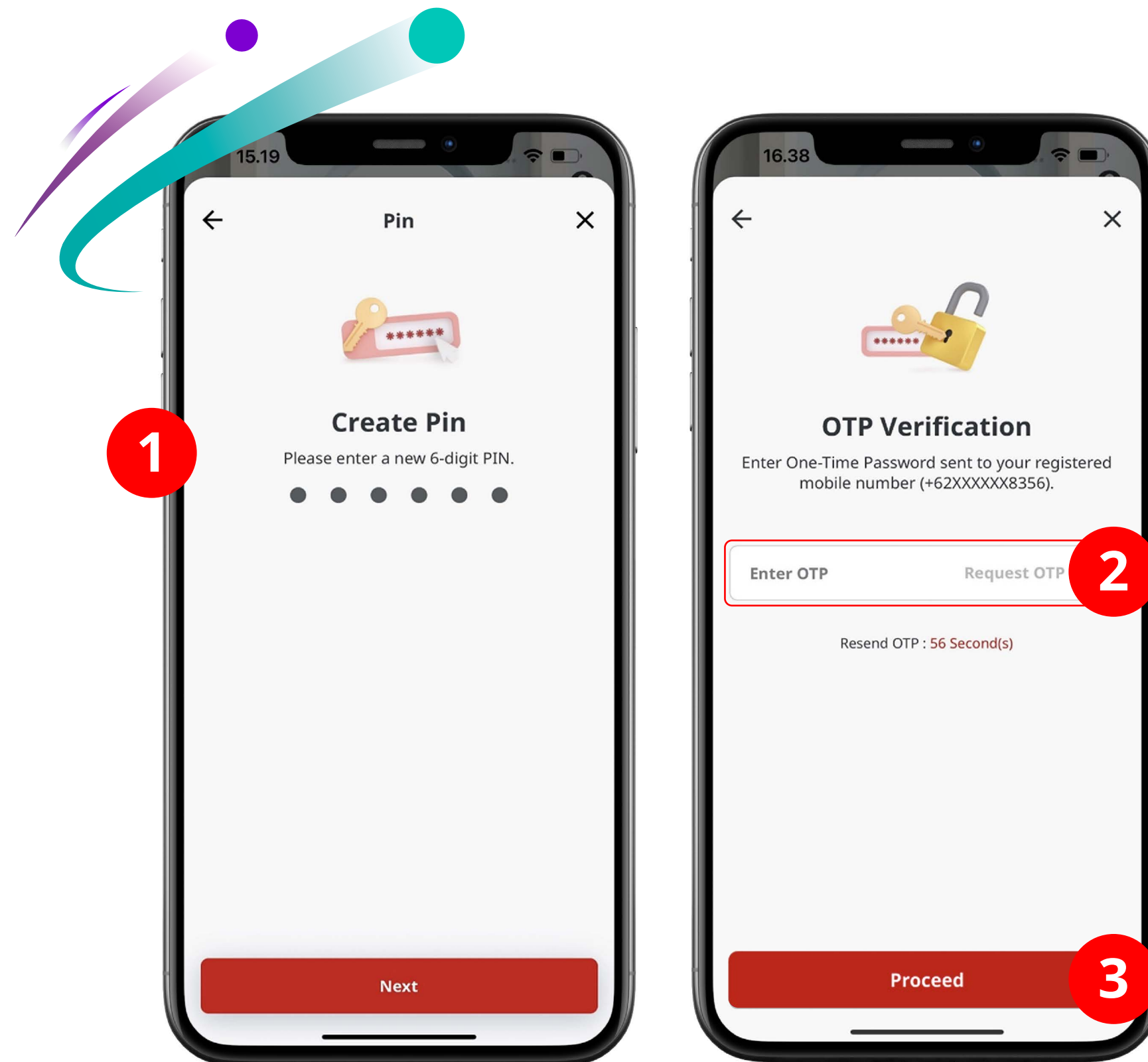
- 1 Sistem akan mengarahkan kembali **ke halaman login**, lalu buatlah **Secure Word**
- 2 dan **New Password**
- 3 Klik tombol **Submit**



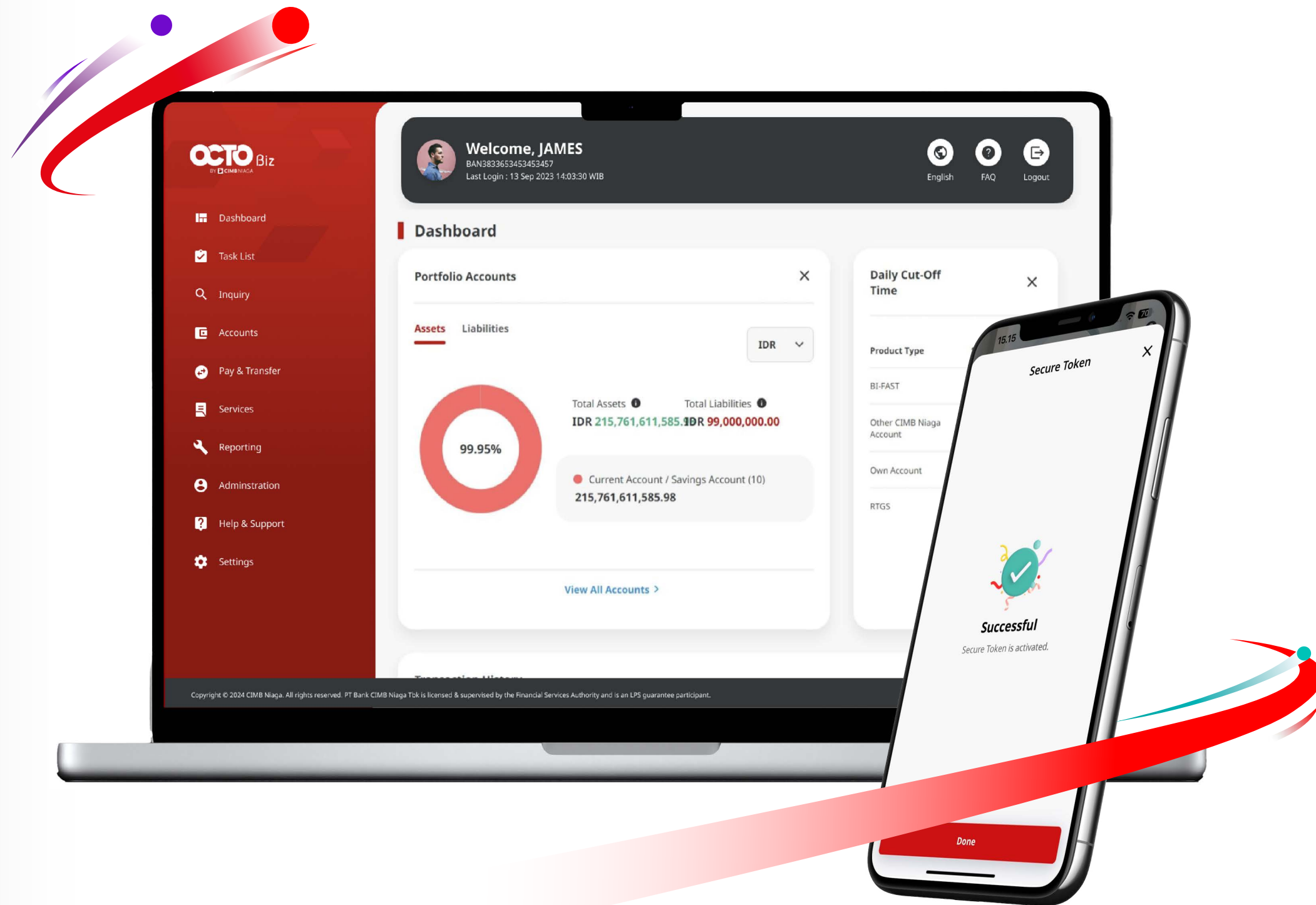
Setelah berhasil, sistem akan memunculkan ***Security Token Activation***

- 1 ***Download OCTO Biz app melalui*** Play Store/App Store
- 2 Buka ***OCTO Biz App*** dan klik tombol ***'Secure Token'*** di halaman login
- 3 ***Scan QR Code*** yang terdapat di halaman ***'Security Token Activation'*** pada halaman ***OCTO Biz website***

Langkah
06



- 1 Setelah Scan QR berhasil, **Buat pin**
- 2 Lakukan **verifikasi OTP**
- 3 Lalu klik **Proceed**

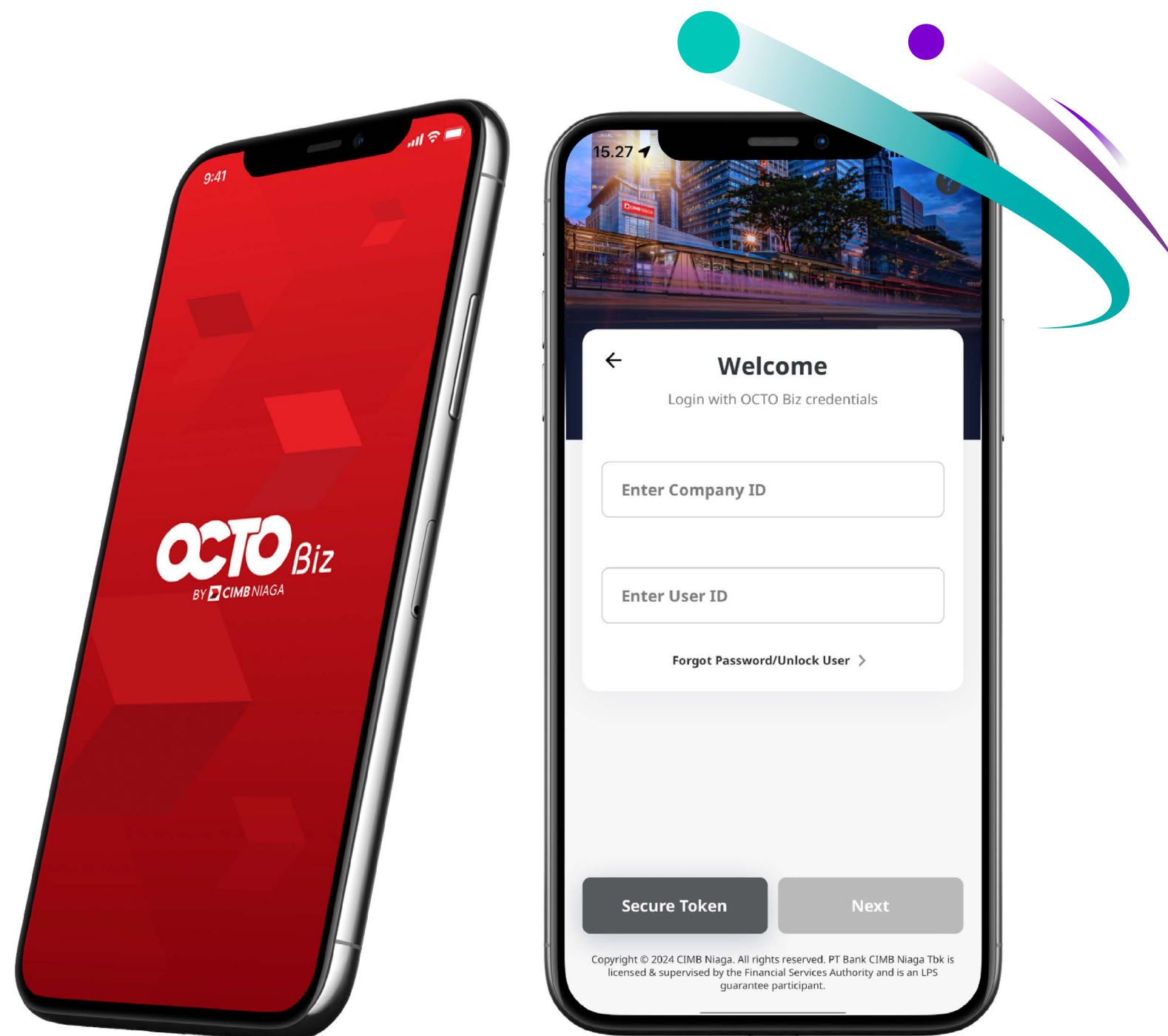


Setelah **secure token** berhasil **diaktivasi**, nasabah dapat melakukan login dan melakukan aktivitas transaksi melalui **OCTO Biz website** maupun **mobile apps**



TUTORIAL APLIKASI OCTO Biz

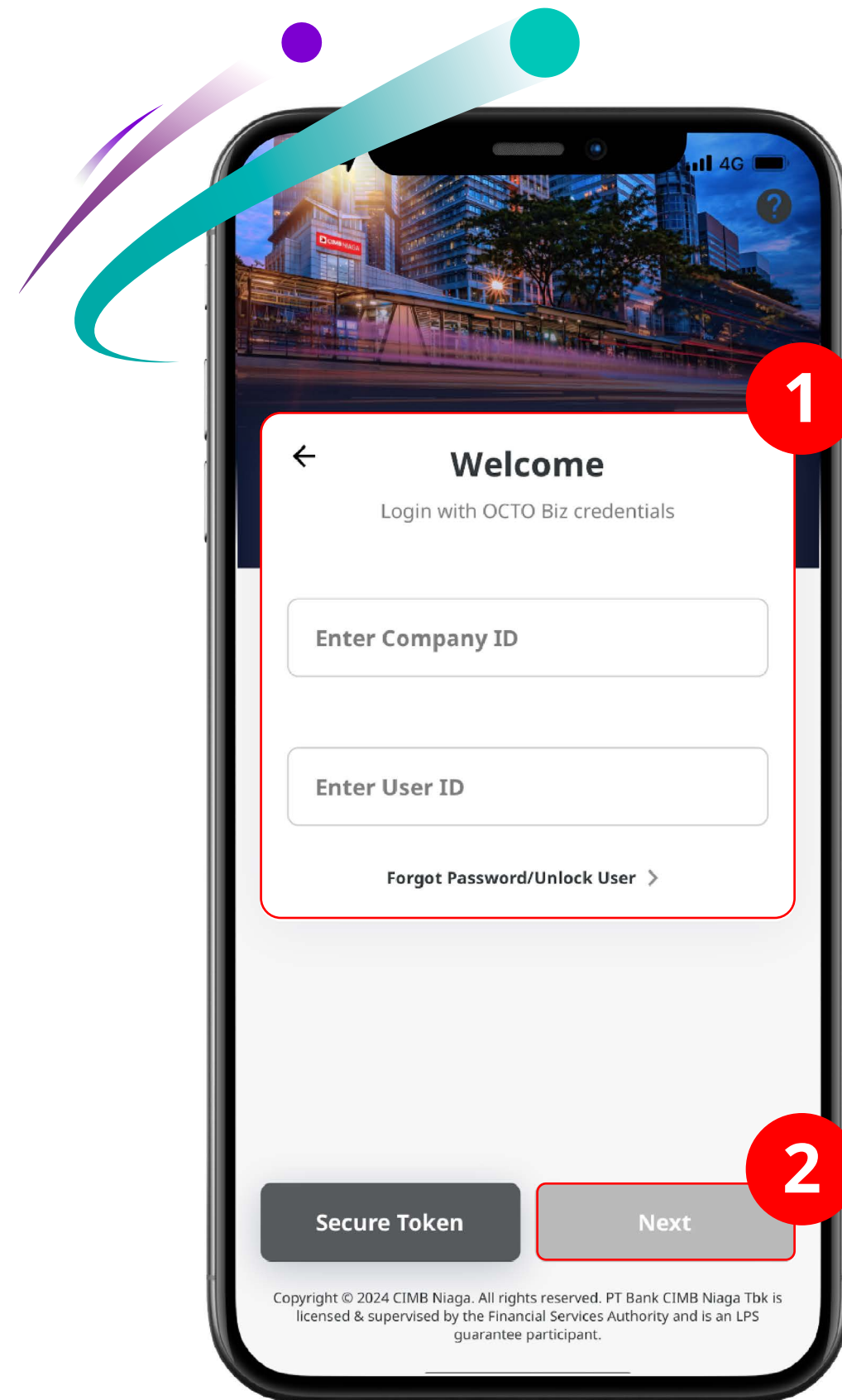
FIRST TIME LOGIN [Mobile]



Download OCTO Biz app
melalui *Play Store / App Store*

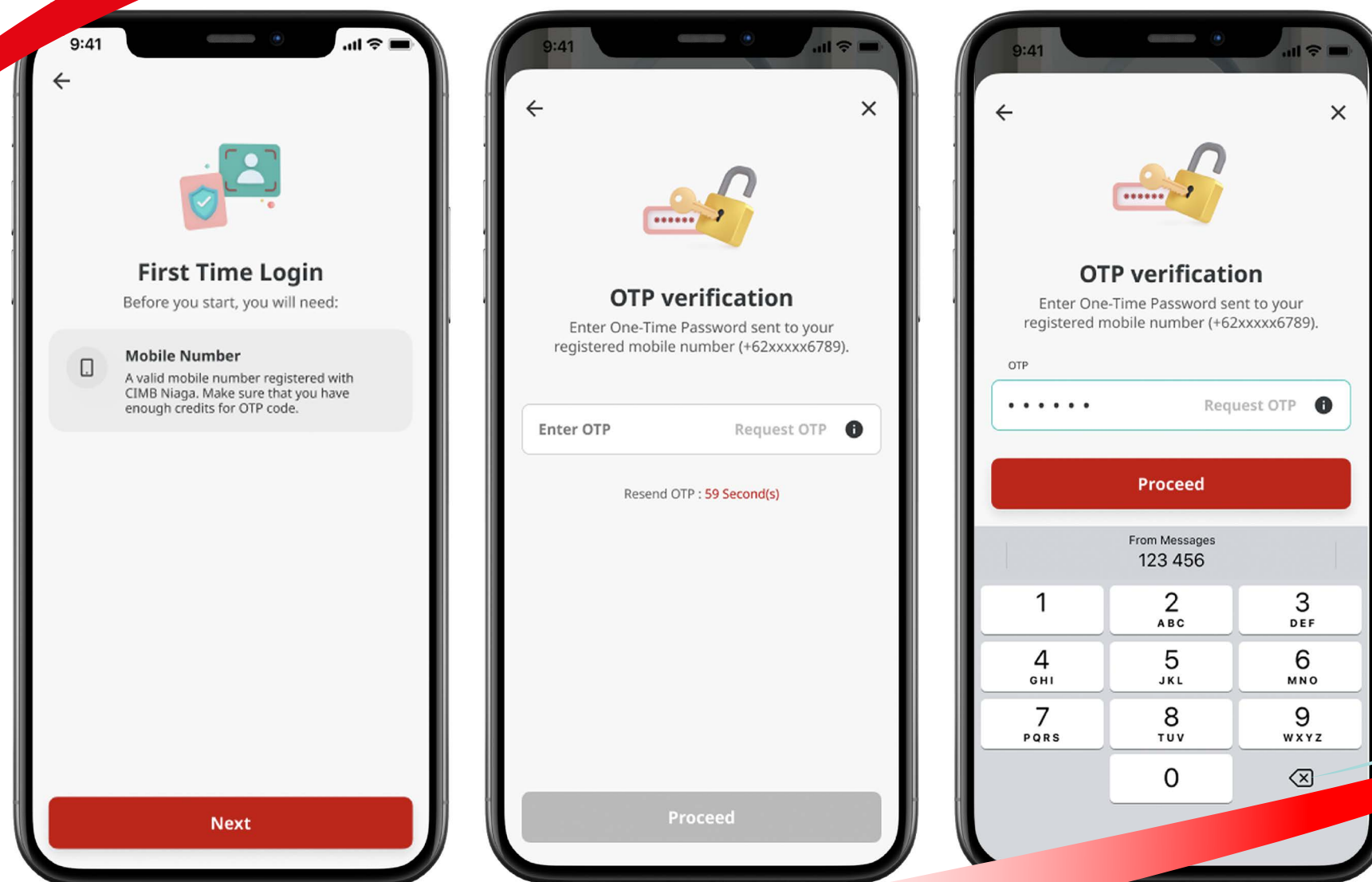
Buka OCTO Biz di ponsel

Langkah 02



1 Masukkan **Company & User ID**

2 Klik tombol **Next**



- 1 Setelah login akan muncul box FTL, klik tombol **Next**
- 2 Sistem akan **mengirimkan OTP** ke nomor ponsel yang terdaftar lalu **masukkan kode OTP**
- 3 Klik tombol **Proceed**

The image shows a smartphone screen with the 'First Time Login' form. The form has three main sections highlighted with red boxes and numbered callouts:

- 1**: A red box around the 'SecureWord' input field, which contains the text 'secureword'.
- 2**: A red box around the 'New Password' and 'Confirm Password' input fields, both of which are empty.
- 3**: A red box around the red 'Submit' button at the bottom of the form.

Below the input fields, there is a 'Note' section with the following text:

Note
Your SecureWord must contain:

- Length must be 6 - 12 alphanumeric characters
- SecureWord should not be the same as Password

Your Password must contain:

- Must contain 1 uppercase, 1 lowercase, and 1 special character (-!@#%&*_+|=|\(){}[];:<>.,?/)
- Length must be 8 - 12 alphanumeric characters

Below the note is a 'Declaration' section:

Declaration
By submitting this, I confirm that I have read and understood, and I accept and agree to be bound by all the [Terms & Conditions](#) herein.

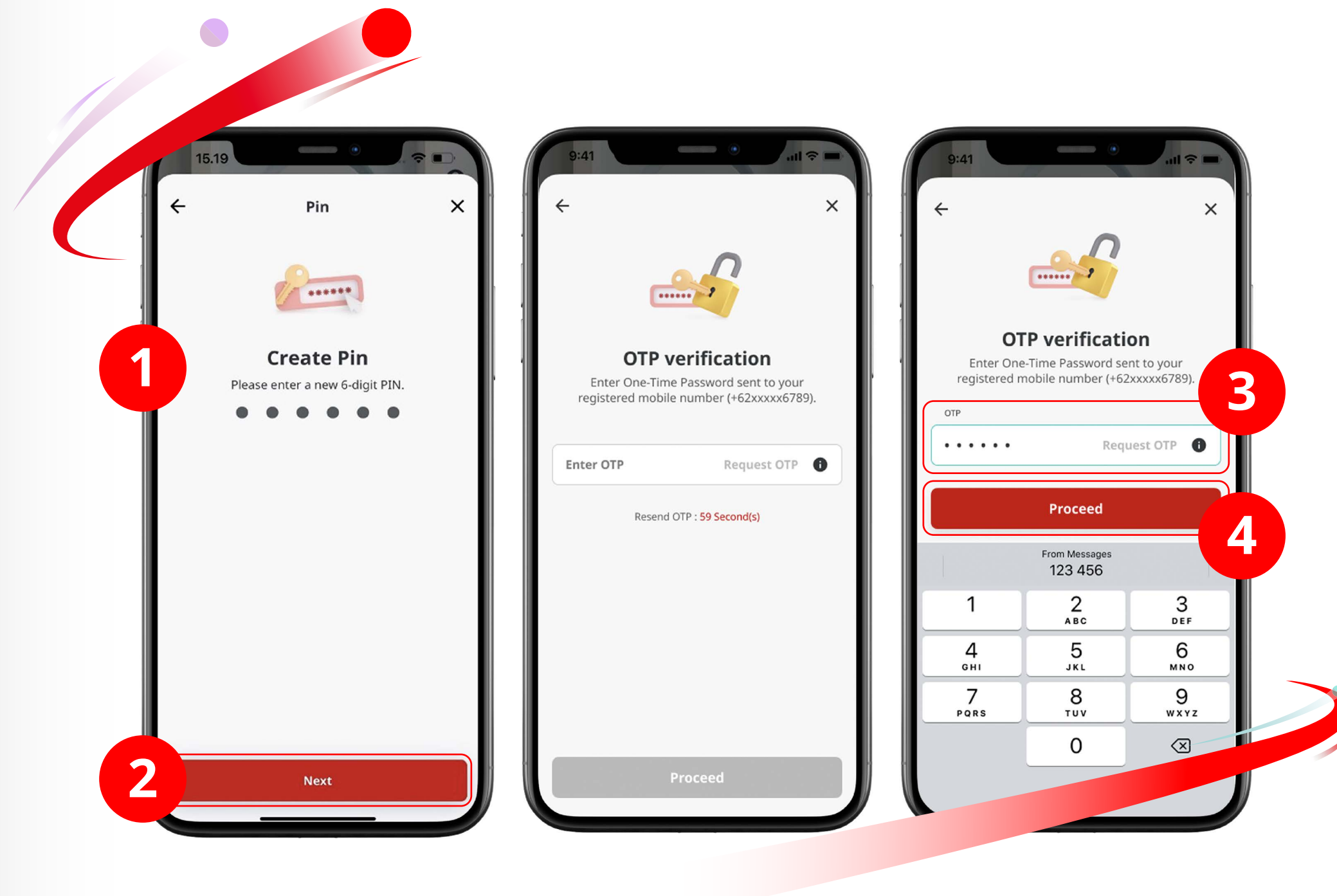
- 1** Buat **Secure Word**
- 2** Buat dan konfirmasi **Password**
- 3** Klik tombol **Submit**



Setelah berhasil, untuk ***Single Access User dan Approver,*** sistem akan memunculkan halaman ***Secure Token Activation***

- 1 Klik tombol ***Next***

Langkah 06



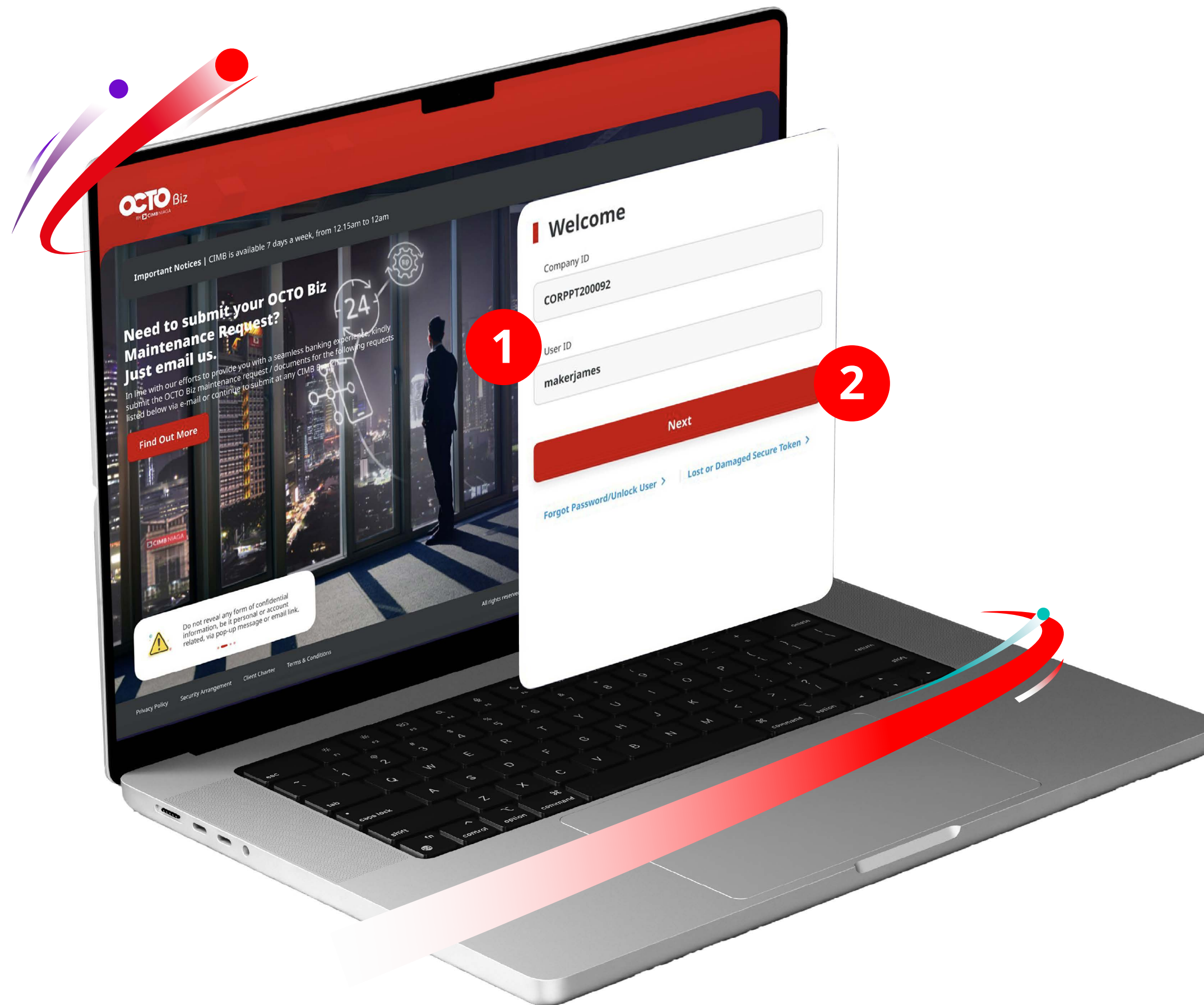
- 1 Sistem akan mengarahkan pada halaman **Create pin**. Buat **6-Digit Pin**
- 2 Klik tombol **Next**, lalu akan masuk ke halaman **OTP Verification**
- 3 **Masukkan OTP** yang telah dikirim
- 4 Klik tombol **Proceed**



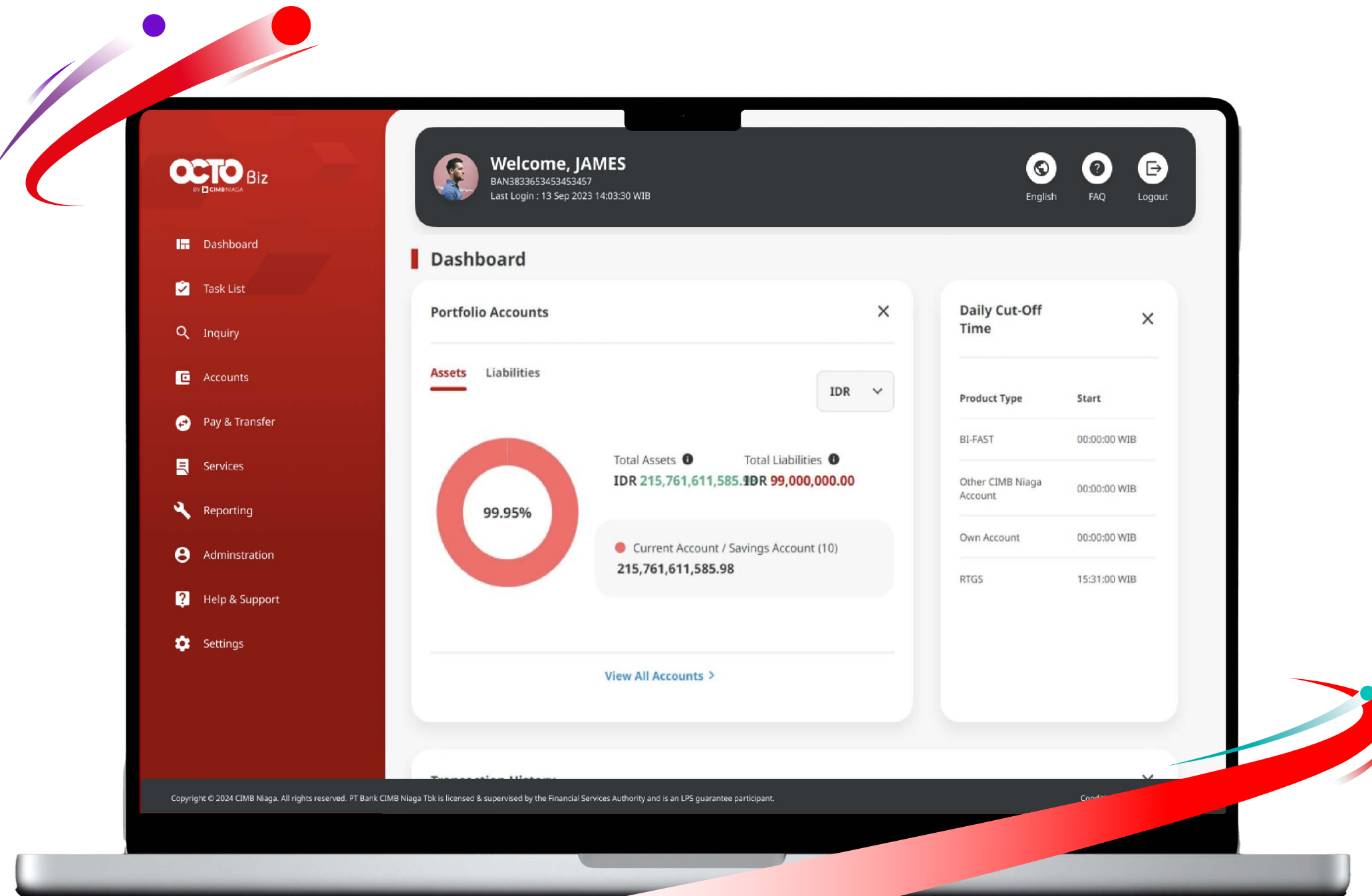
Setelah **Secure Token** berhasil diaktivasi, nasabah dapat melakukan login dan melakukan aktivitas transaksi melalui **OCTO Biz website** maupun **mobile app**

TUTORIAL APLIKASI OCTO Biz

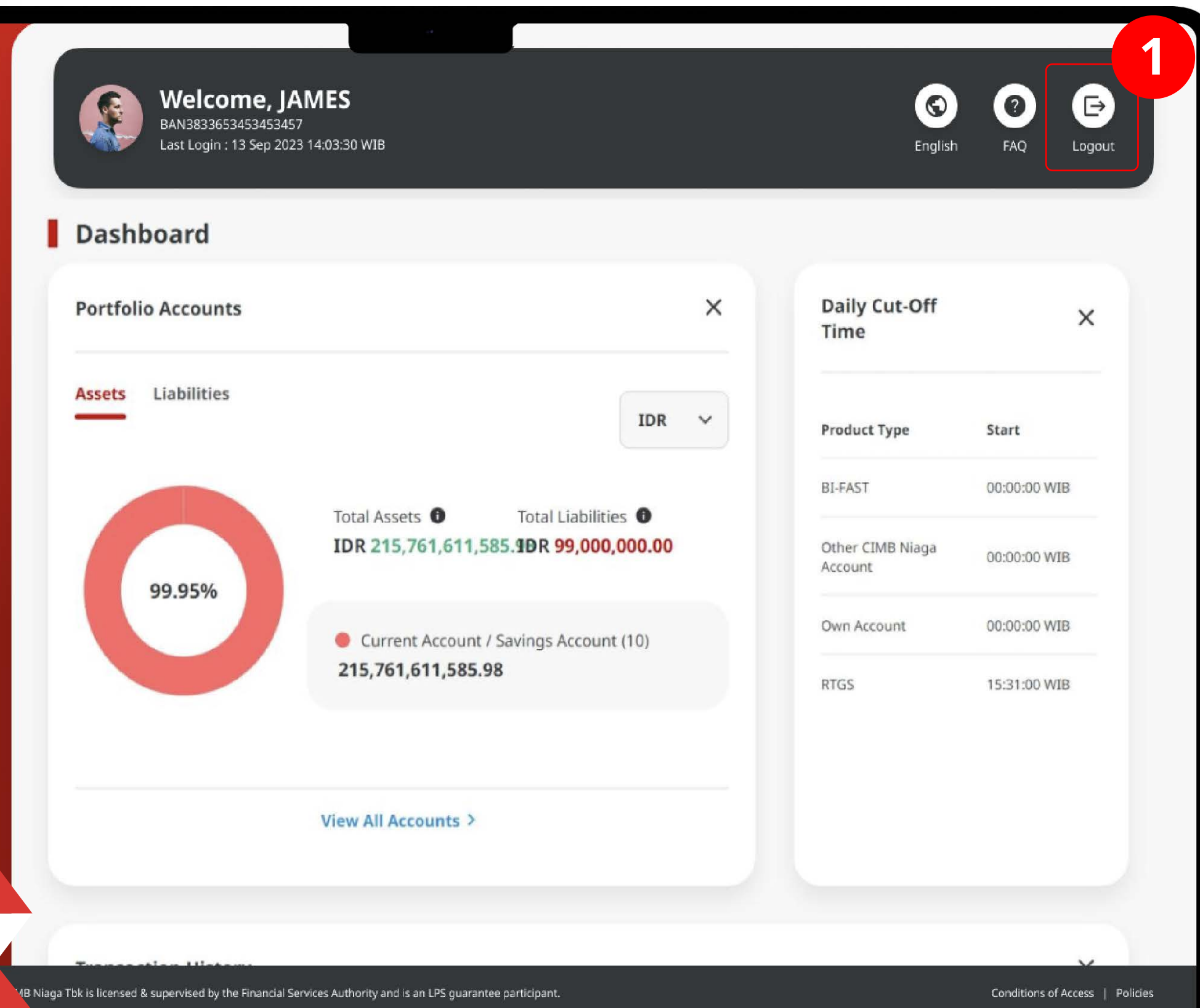
LOGIN & LOGOUT [Website]



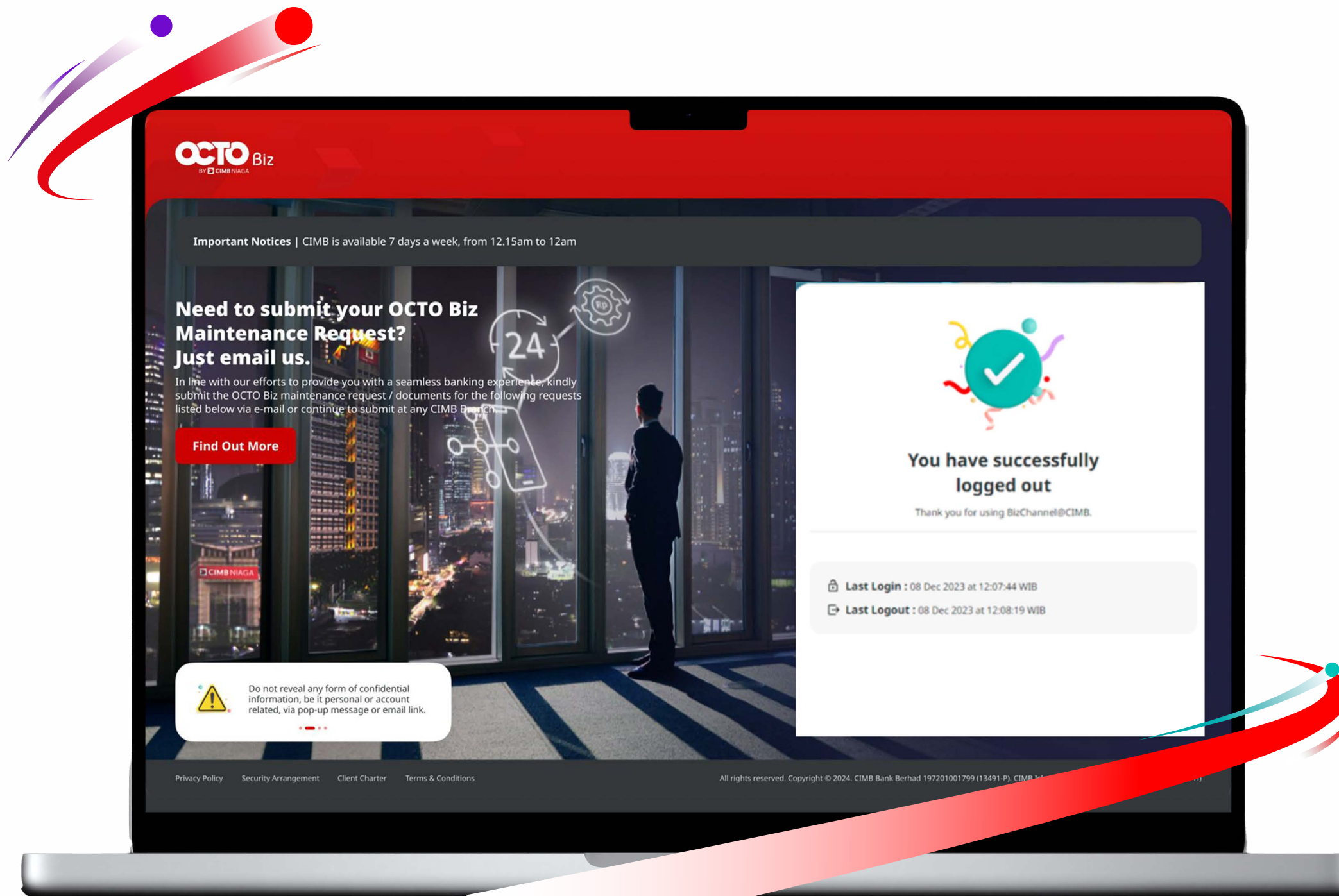
- 1 Akses halaman login dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**



Sistem akan memunculkan halaman **Dashboard User**



- 1 Jika ingin melakukan Log Out, Klik tombol **“Logout”**



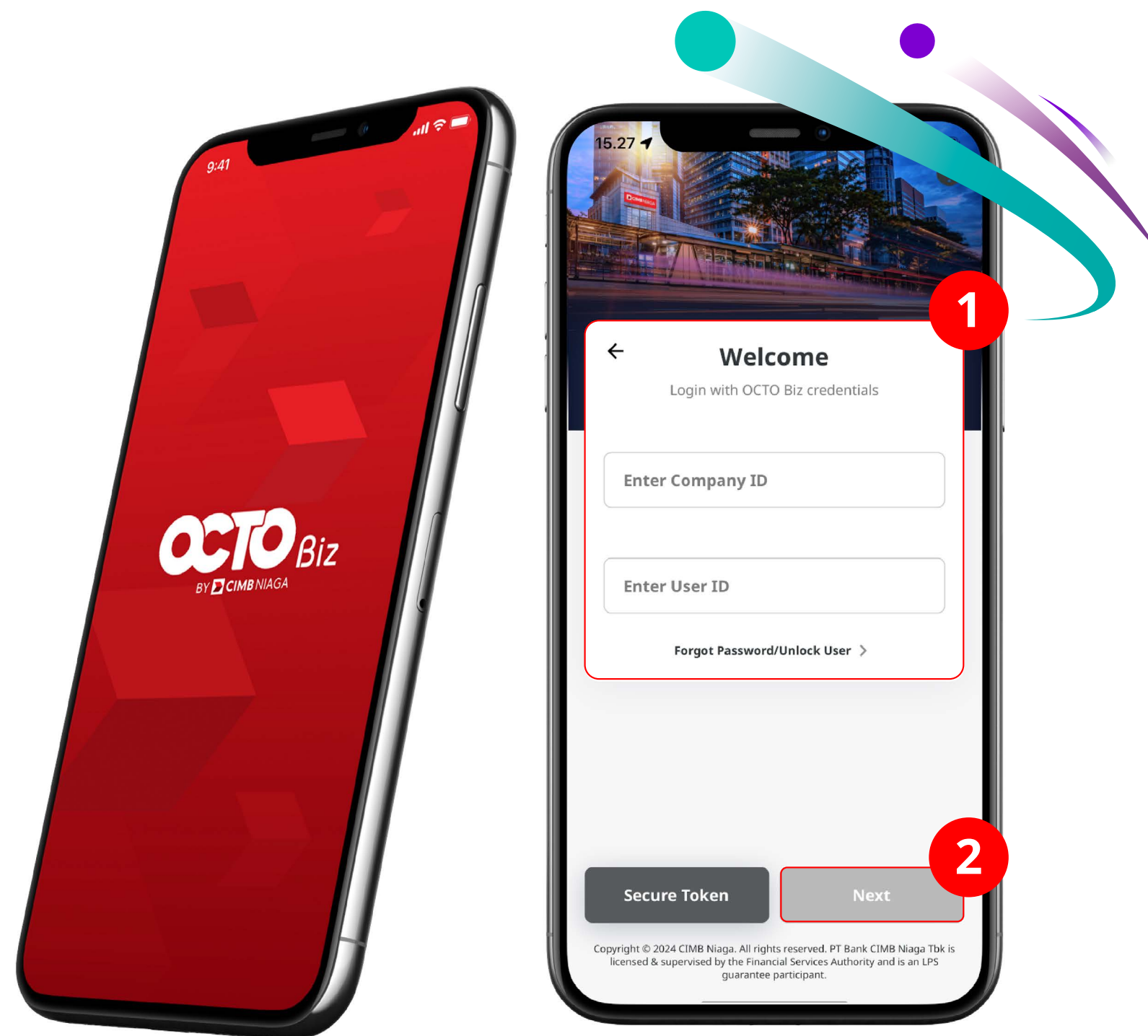
Sistem mengarahkan ke halaman **Logout**



TUTORIAL APLIKASI OCTO Biz

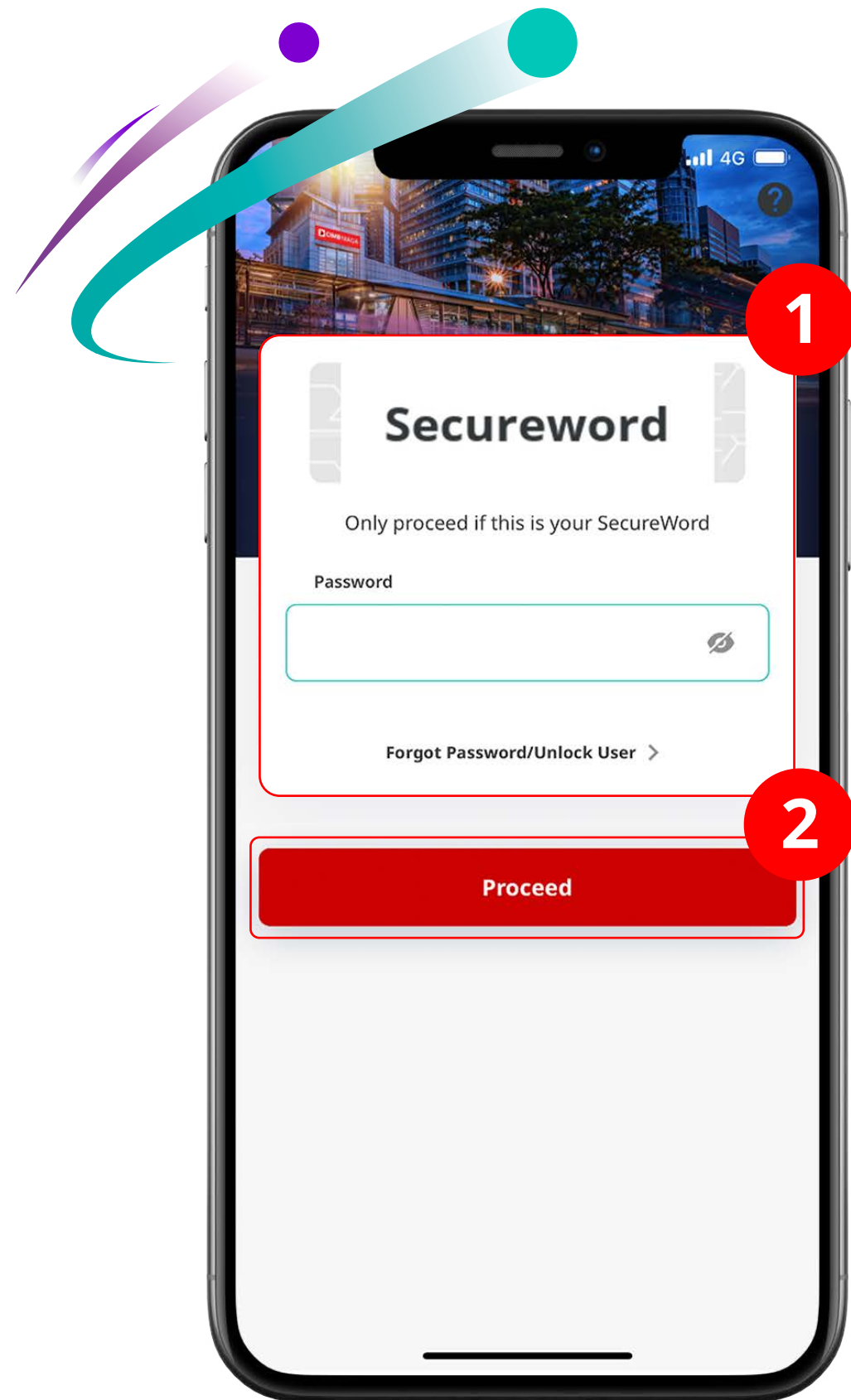
LOGIN & LOGOUT [Mobile]

Langkah 01



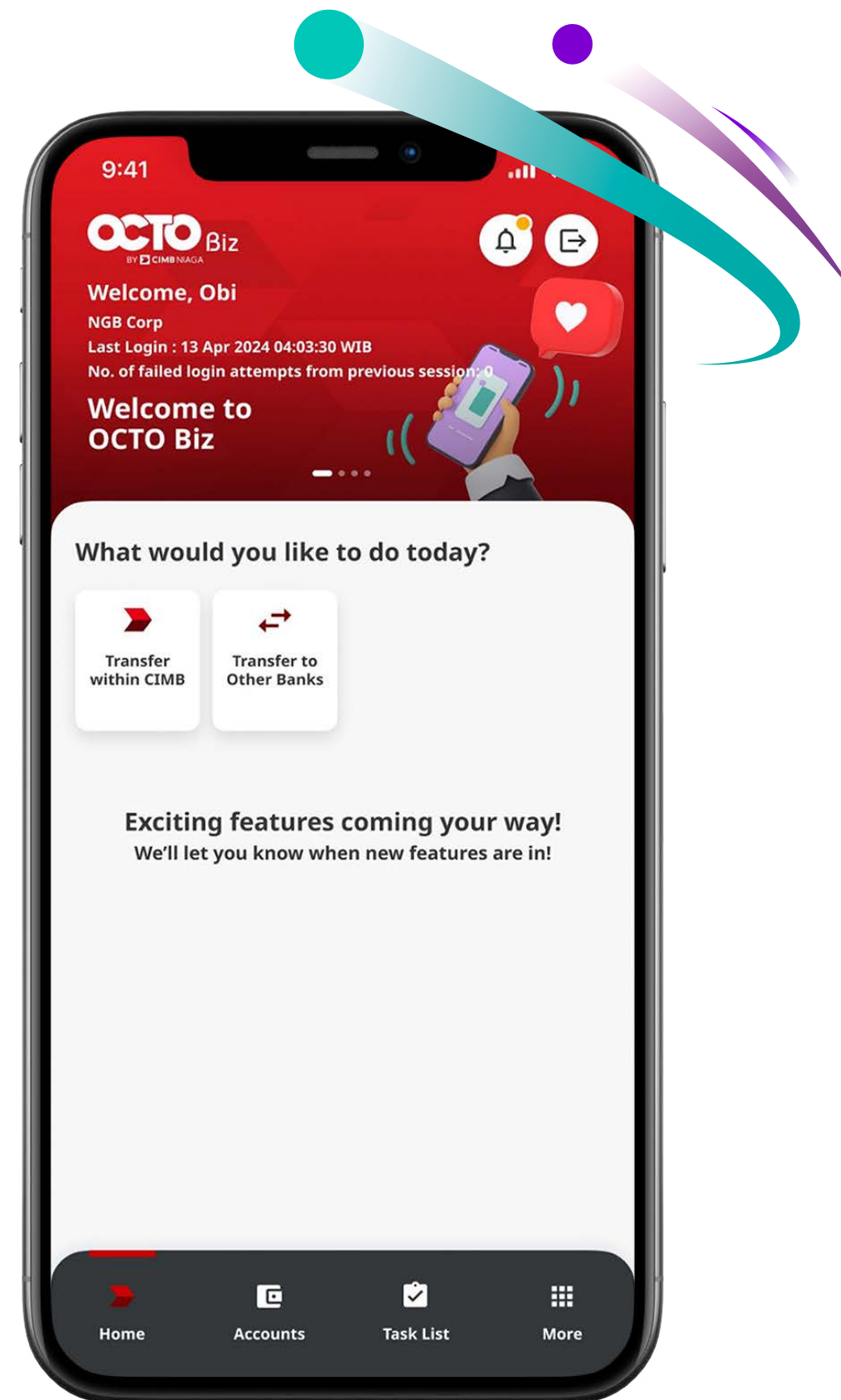
- 1 Akses halaman login, isi **Company & User ID**
- 2 Klik tombol **Next**

Langkah
02



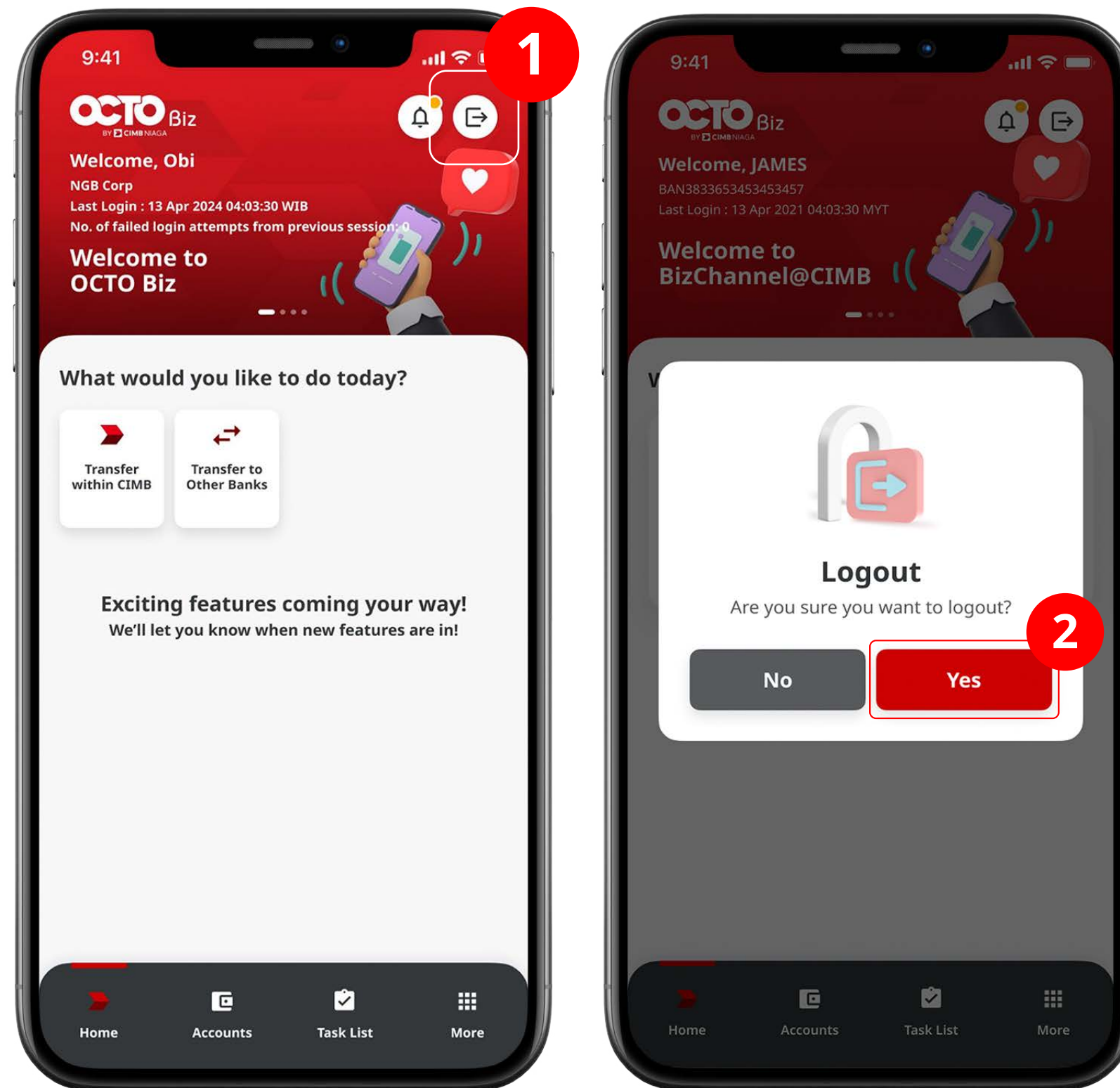
1 Masukkan **Password**

2 Klik tombol **Proceed**



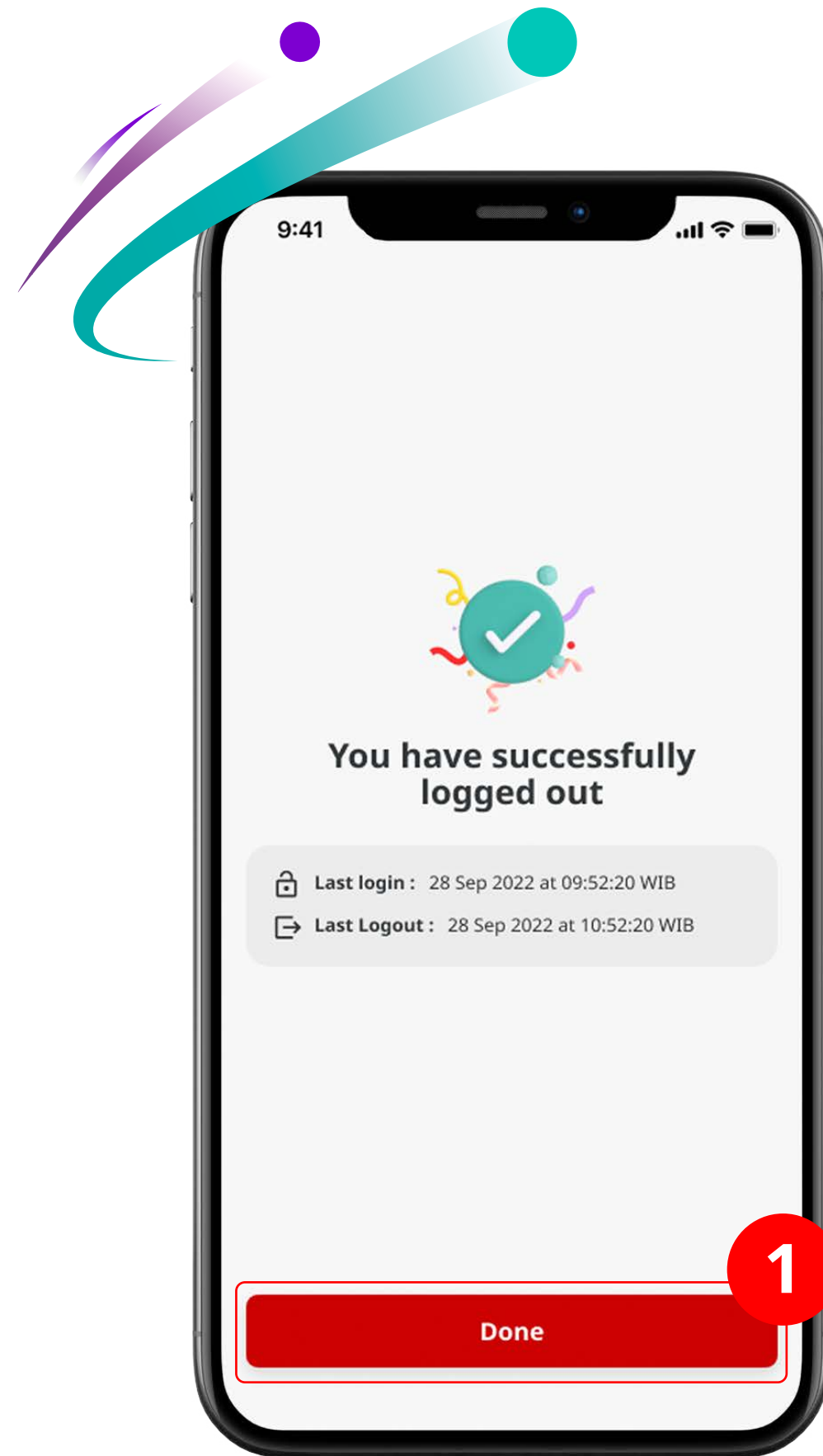
Sistem mengarahkan ke halaman **Home**

Langkah 04



- 1 Klik pada tombol **logout** di halaman **Home** bagian kanan atas
- 2 Klik tombol **Yes**

Langkah
05



Sistem akan mengarahkan ke halaman **logout**

- 1 Klik tombol **Done**

TUTORIAL APLIKASI OCTO Biz

TRANSFER TO OWN ACCOUNT [Website]

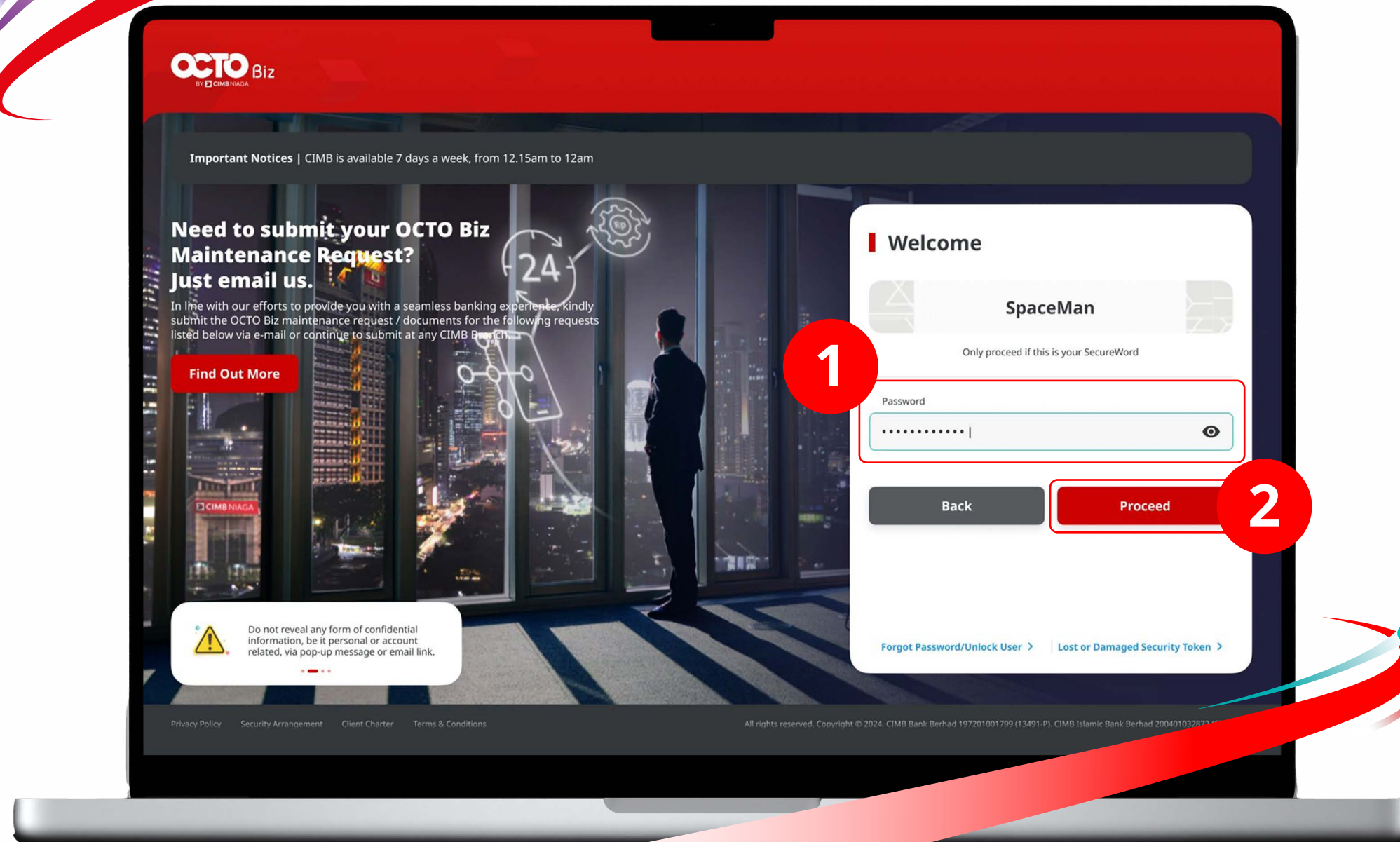
Maker-Approver Flow

Langkah 01



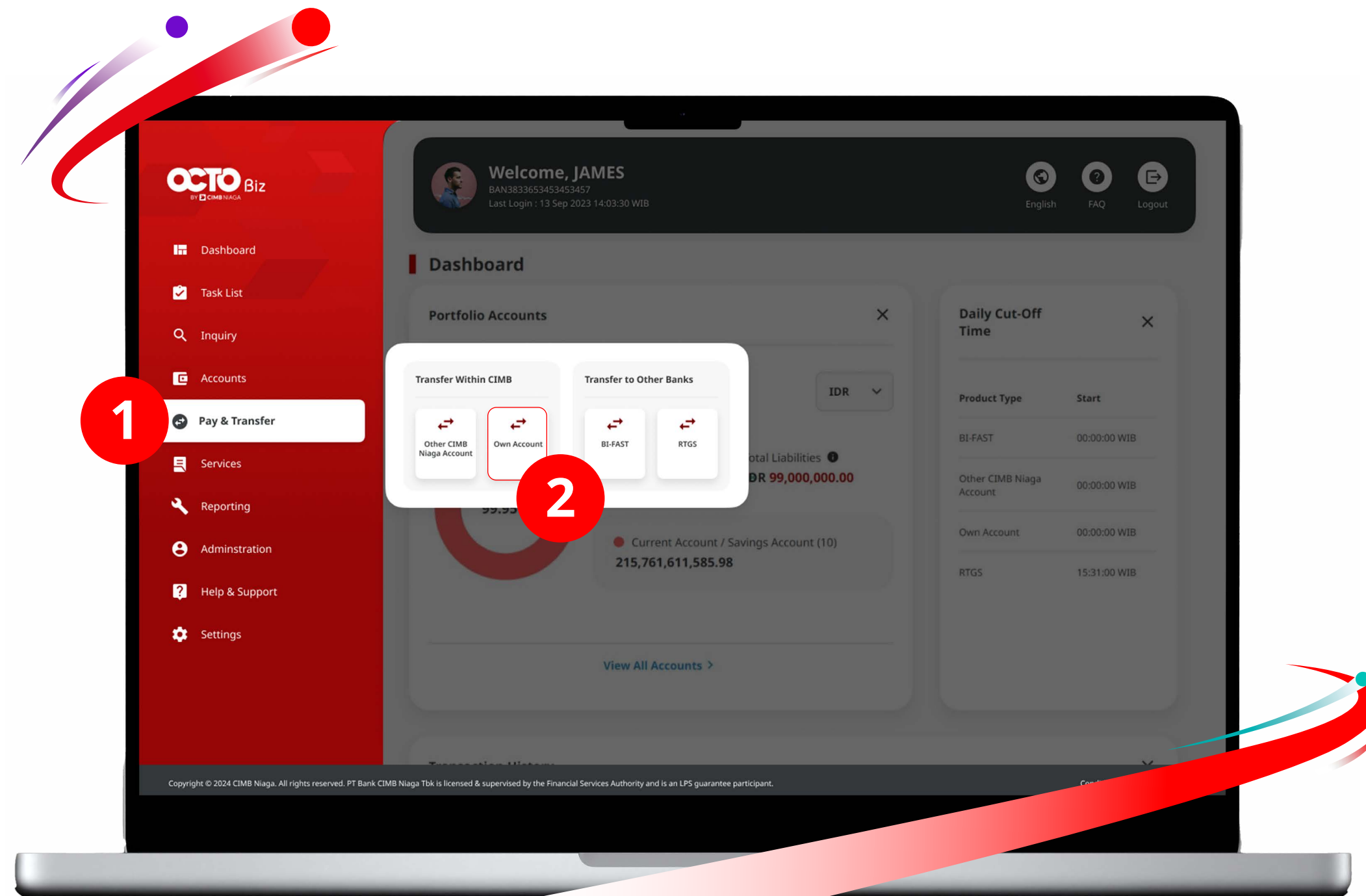
- 1 Akses halaman login dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

Langkah 02



1 Isi **Password**

2 Klik tombol **Proceed**



1 Arahkan kursor pada
Pay & Transfer

2 Klik ***Own Account***

Langkah 04

Own Account

Transaction Group: InHouse Transfer

Sender Details: From Account * (Own Account), Payment Mode * (Own Account), Payment Date * (11 Sep 2023), Recurring transfer (checkbox)

Beneficiary Details: To Account * (Select)

Transaction Details: Transaction Currency * (IDR - INDONESIA RU...), Amount * (Enter)

Other Details: Customer Reference No. (Enter), Other Payment Details (Enter), Payment Advice (No Advice / Simple Advice)

Buttons: Add Another Transaction, Save as Draft, Next

From Account Listing

Search by: Account Name, Account No., Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> INGB ID SIT FUNG LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYHUPZSYF	700005177400	IDR 0.00
<input type="radio"/> JNTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,839,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.89
<input type="radio"/> GL ACCT 0111E	760940251100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

Buttons: Cancel, Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 05

Own Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACC

Payment Mode *
Inhouse Transfer to Own Account

Payment Date *
11 Sep 2023 Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

1 Pilih *tanggal yang sesuai*

Langkah 06

Own Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACCI

Payment Mode *
Own Account

Payment Date *
11 Sep 2023 Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Payment Advice
 No Advice Simple Advice

To Account Listing

Search By
Account Name Account No.

Account Name	Account No.	Account Balance
<input checked="" type="radio"/> DEALHUB CURRENT ACCT 14	13123123	IDR 0.00
<input type="radio"/> MULYUPTZSY	700035177400	IDR 0.00
<input type="radio"/> INTEN WIRHYU	703057506100	IDR 1.883.242.330.088.76
<input type="radio"/> GL ACCT 0111D	703089337800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185605500	IDR 47.030.875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34.015.308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506.642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703195578000	IDR 101.877.644.48
<input type="radio"/> WEWEN LUKMAN FEBRIANTO	703196735600	IDR 4.112.341.47
<input type="radio"/> BANGUN PERSADA SEKALI	703197754700	IDR 1.140.157.00
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72.333.185.05
<input type="radio"/> BANGUN PERSADA SEKALI	76037442500	IDR 8.920.812.563.065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> Industrial ACCT 123	800000318700	IDR 43.279.877.36
<input type="radio"/> GL ACCT 20D	80000032502	IDR 0.00

1

2

3

- 1 Klik **To Account**
- 2 Pilih **Crediting Account** yang diinginkan
- 3 Klik tombol **Next**

Langkah 07

Own Account

Transaction Group Save Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
703057606100- IDR INTBM WAHYU

Payment Mode *
Own Account

Payment Date *
11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *
IDR GL ACCT 201D - 70318565500

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
500,000.00

Other Details

Customer Reference No. *
Reference

Other Payment Details *
OPD

Payment Advice

Own Account > Review Details

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account
IDR INTBM WAHYU - 703057606100

Payment Mode
Own Account

Payment Date
11 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-70318565500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	500,000.00	IDR 0.00

Other Details

Customer Reference No.
Reference

Other Payment Details
OPD

- 1 Isi kolom **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 08

Own Account > Acknowledgement

Task has been sent for approval
Reference No. : IIA230911000000119 Submitted On : 11 Sep 2023 17:56:45 WIB

Transaction Group
Transaction Group
InHouse Transfer

Sender Details
From Account: IDR INTBM WAHYU - 703057606100
Payment Mode: Own Account
Payment Date: 11 Sep 2023

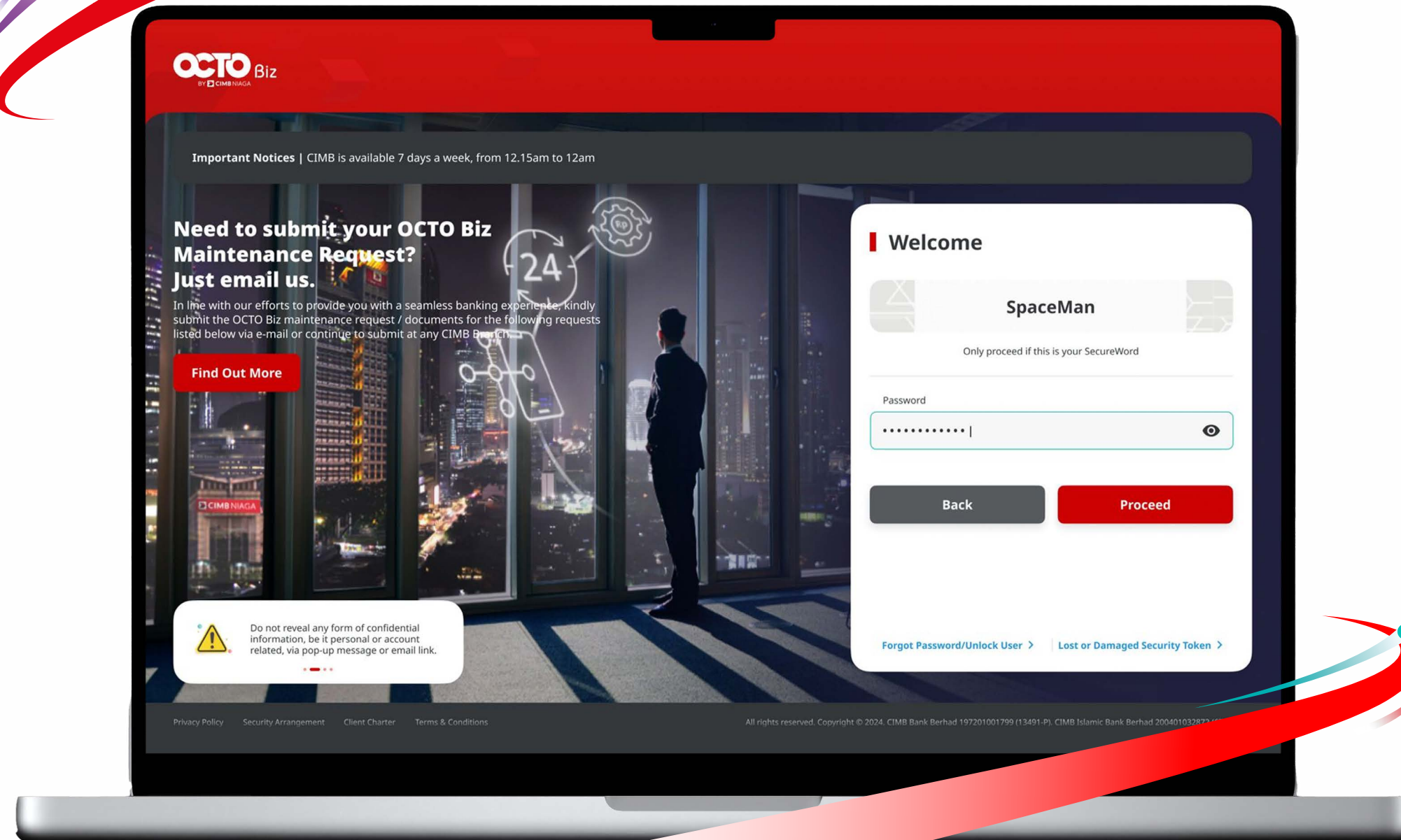
Beneficiary Details
To Account: IDR GL ACCT 201D-703185655500

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH
Amount: 500,000.00
Bank Charges: IDR 0.00

Other Details
Customer Reference No.: Reference
Other Payment Details: OPD

Print Save As Template Make Another Transaction

Sistem akan mengarahkan pada halaman **Acknowledgment** setelah **Submit** berhasil



Login sebagai **Approver**

Langkah 10

1 Arahkan pada menu disamping, Klik **Task List**

2 Klik pada **hyperlink transaksi** yang telah dikirim

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname	Status Account No.	Action
Transfer to Own CIMB Account IIA23091300000038	IDR 101.00	-	NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	GL ACCT 201D 70318565500	Pending Approval	Return Reject Approve
BI-FAST IBI230913000005178	IDR 10,000.00	BANK DANAMON INDONESIA 003400185983	DORISNO	BANGUN PERSADA SEKALI 760937442500	Pending Approval	Return Reject Approve
Transfer to Own CIMB Account IIA230913000000037	IDR 500,000.00 13 Sep 2023	70318565500	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Own CIMB Account IIA230913000000036	IDR 123.00 13 Sep 2023	-	NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
BI-FAST IBI230913000005170	IDR 10,000.00 13 Sep 2023	BPD JABAR BANTEN +62818888777666	JOHN SMITH	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
BI-FAST IBI230913000005177	IDR 100.00 13 Sep 2023	null +62818888777666	JOHN SMITH	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
BI-FAST IBI230913000005176	IDR 20,000.00 13 Sep 2023	BANK DANAMON INDONESIA 003400185983	DORISNO	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Own CIMB Account IIA230913000000035	IDR 500.00 13 Sep 2023	-	NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IFL230912000000071	IDR 150,000.00 12 Sep 2023	-	-	INTBM WAHYU 703057606100	Draft	

- 1 Arahkan pada menu disamping, Klik **Task List**
- 2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 2023-09-13 15:14:15 WIB | Reference No.: IIA23091300000037

Transaction Group
Transaction Group: InHouse Transfer

Sender Details
From Account: IDR INTBM WAHYU - 703057606100 | Payment Mode: Own Account | Payment Date: 13 Sep 2023

Beneficiary Details
To Account: IDR GL ACCT 201D-703185655500

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH | Amount: 500,000.00 | Bank Charges: IDR 0.00

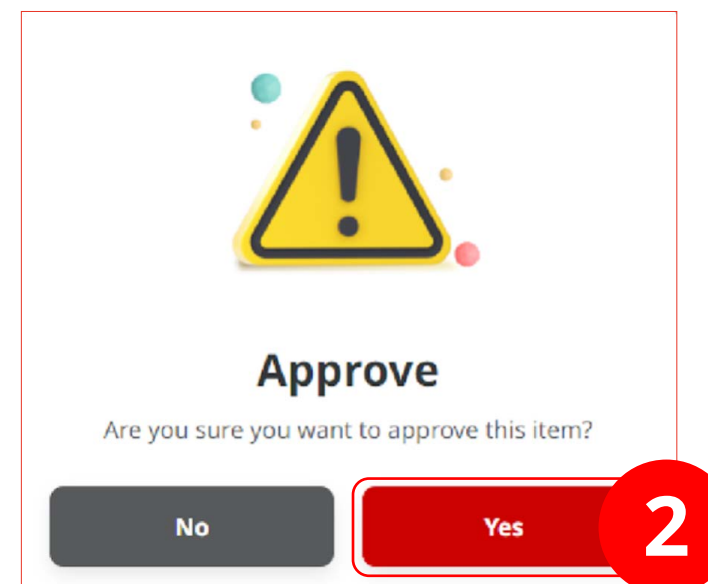
Other Details
Customer Reference No.: Reference | Other Payment Details: OPD

User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	13 Sep 2023 15:14:15 WIB	

Remark
Remarks: Approved
Maximum 100 characters


Buttons: Back, Return, Reject, **Approve** (1)



- 1 Tinjau ulang detail transaksi yang telah dikirim oleh **Maker** dan klik tombol **Approve**
- 2 Klik tombol **Yes**

Langkah 12

1



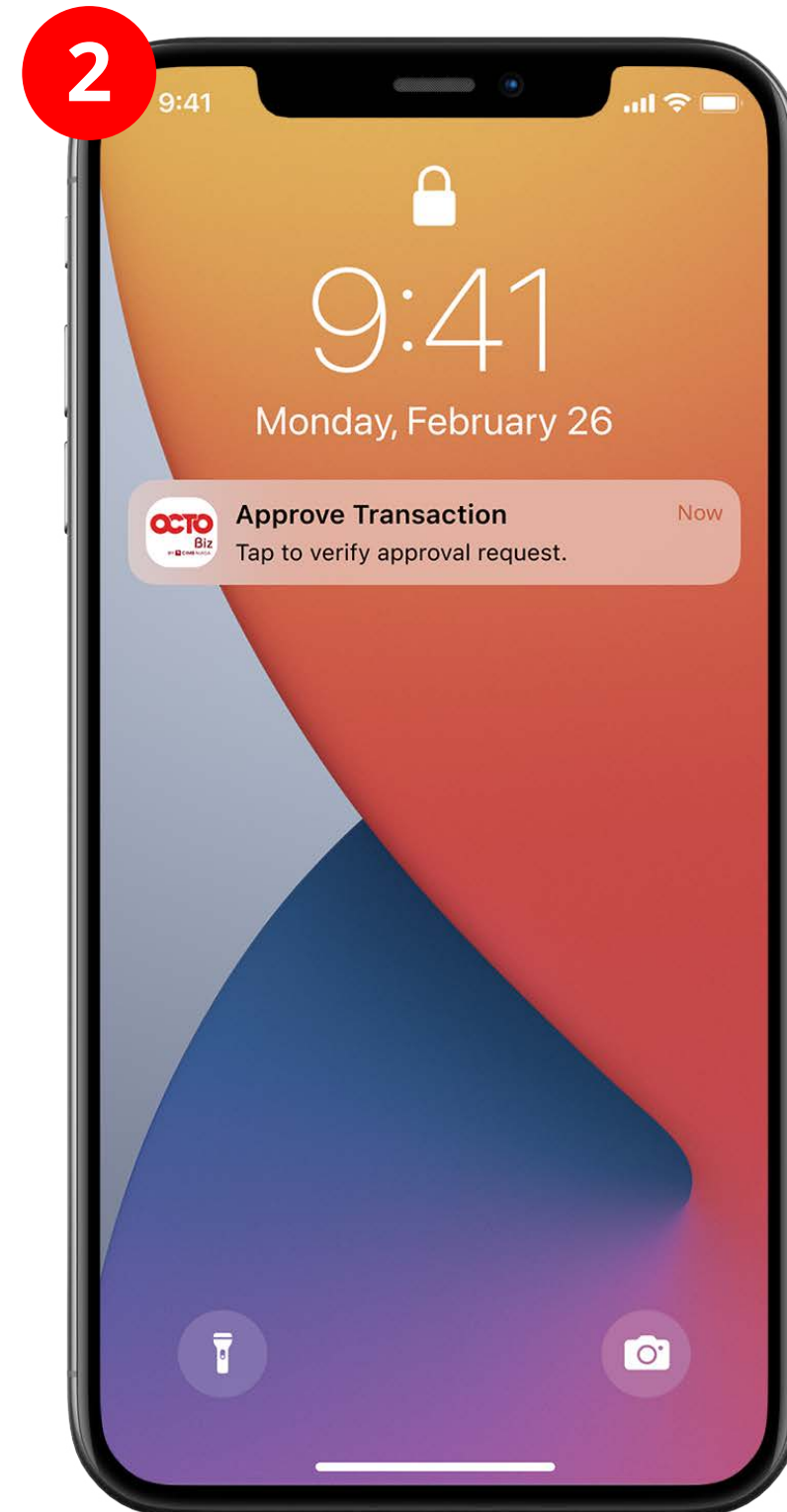
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

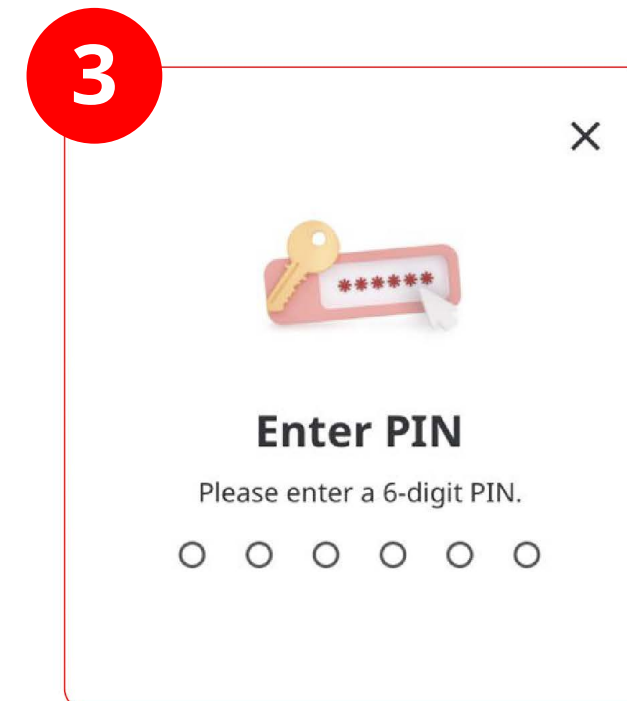
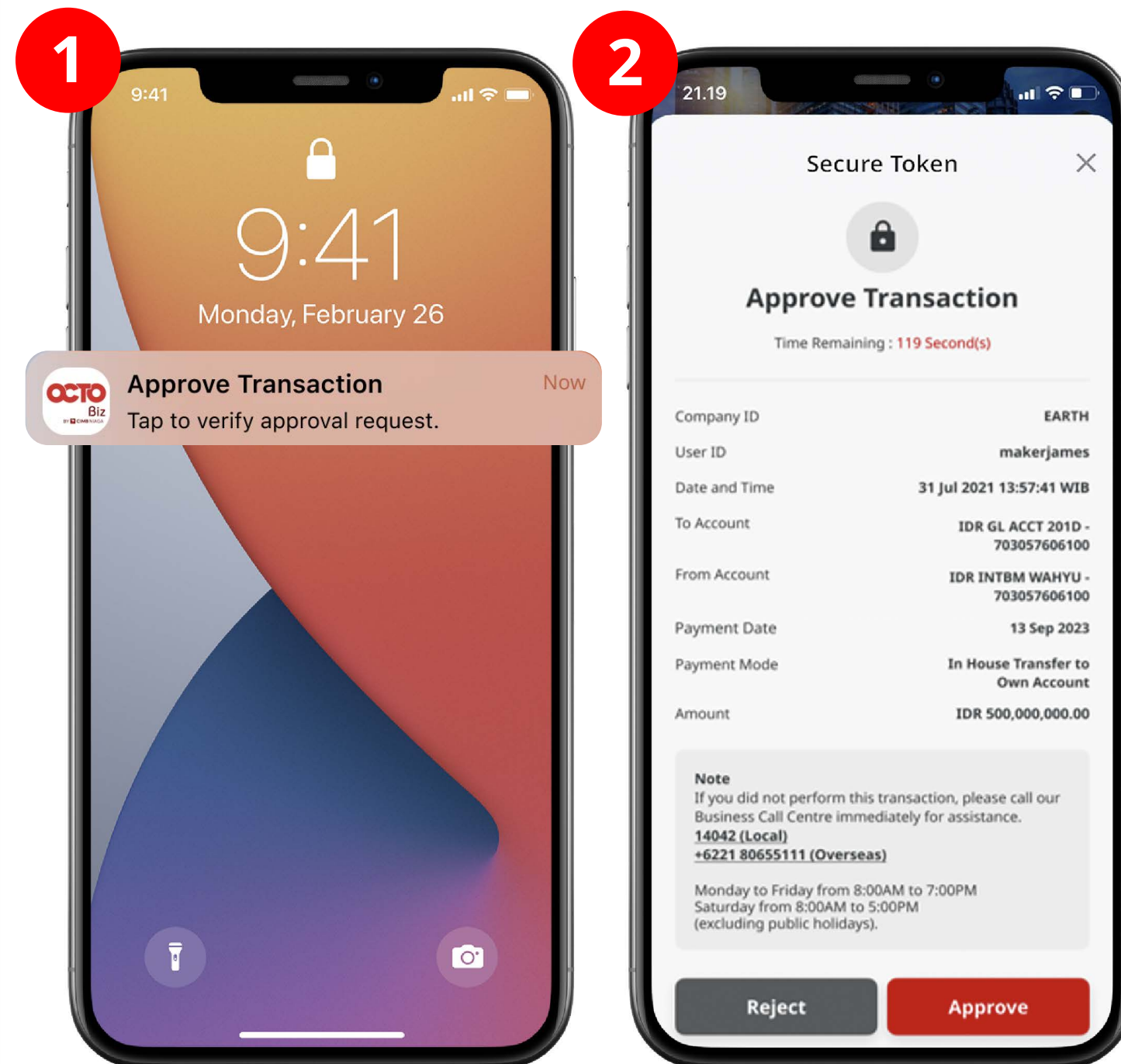
Time Remaining : 59 Second(s)

Cancel **Resend**



- 1** Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2** Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 13




- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 15

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : **Authorised**

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

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Inhouse Transfer to Own Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details


Customer Reference No.	Other Payment Details
Reference	OPD

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

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

Langkah 16

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA23091300000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : **Successful**

Note: View details on this item via Transaction Status Inquiry.

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Own Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details
Reference	OPD

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

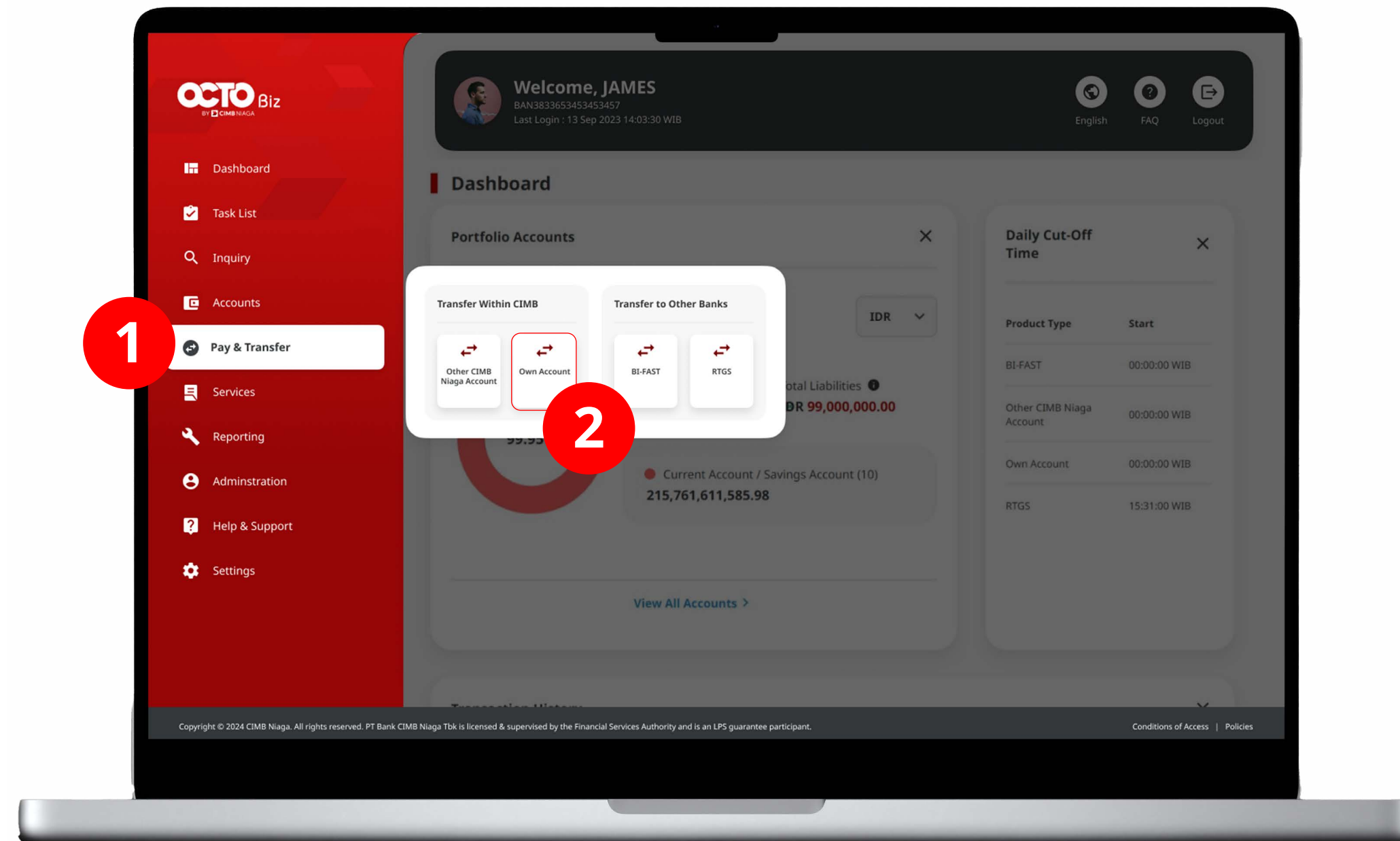
Ketika proses *payment* selesai, status akan berubah menjadi **“Successful”**



TUTORIAL APLIKASI OCTO Biz

TRANSFER TO OWN ACCOUNT [Website]

Single Access User Flow



- 1 Setelah Login, arahkan kursor pada **Pay & Transfer**
- 2 Klik **Own Account**

Langkah 02

Own Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
Select

Payment Mode *
Own Account

Payment Date *
11 Sep 2023

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Payment Advice
No Advice Simple Advice

Add Another Transaction Save as Draft Next

From Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FLUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZSJY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	76093613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940251100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

1 of 2

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 03

Own Account Saved Templates

Transaction Group

Transaction Group *

InHouse Transfer

Sender Details

From Account *

1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACC

Payment Mode *

Inhouse Transfer to Own Account

Payment Date *

11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

1

1 Pilih *tanggal yang sesuai*

Langkah 04

Own Account

Transaction Group Save Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACCI

Payment Mode *
Own Account

Payment Date *
11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Payment Advice

To Account Listing

Search By
Account Name Account No. Search

Account Name	Account No.	Account Balance
<input checked="" type="radio"/> DEALHUB CURRENT ACCT 14	13123123	IDR 0.00
<input type="radio"/> NULYUPZ23Y	70005177400	IDR 0.00
<input type="radio"/> INTBM WAIYU	70205700100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	70308933800	IDR 0.00
<input type="radio"/> GL ACCT 201D	70318545500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	70319574000	IDR 101,677,644.48
<input type="radio"/> WIRWIN LUHMAN-FEBRIANTO	703196735600	IDR 4,112,341.47
<input type="radio"/> BANGUN PERSADA SEKALI	70319754700	IDR 1,140,157.00
<input type="radio"/> IDR ACCT 01	700935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	700937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	700940351100	IDR 0.00
<input type="radio"/> Industri ACCT 123	800000316700	IDR 43,279,877.36
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

1 Klik **To Account**

2 Pilih **Crediting Account** yang diinginkan

3 Klik tombol **Next**

Langkah 05

Own Account

Transaction Group Save Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

703057606100-INTBM WAHYU

Payment Mode *

Own Account

Payment Date *

11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *

IDR GL ACCT 201D - 70318565500

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

500,000.00

Other Details

Customer Reference No. *

Reference

Other Payment Details *

OPD

Payment Advice

No Advice Simple Advice

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

Own Account > Review Details

Transaction Group

Transaction Group

InHouse Transfer

Sender Details

From Account

IDR INTBM WAHYU - 703057606100

Payment Mode

Own Account

Payment Date

11 Sep 2023

Beneficiary Details

To Account

IDR GL ACCT 201D-70318565500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	500,000.00	IDR 0.00

Other Details

Customer Reference No.

Reference

Other Payment Details

OPD

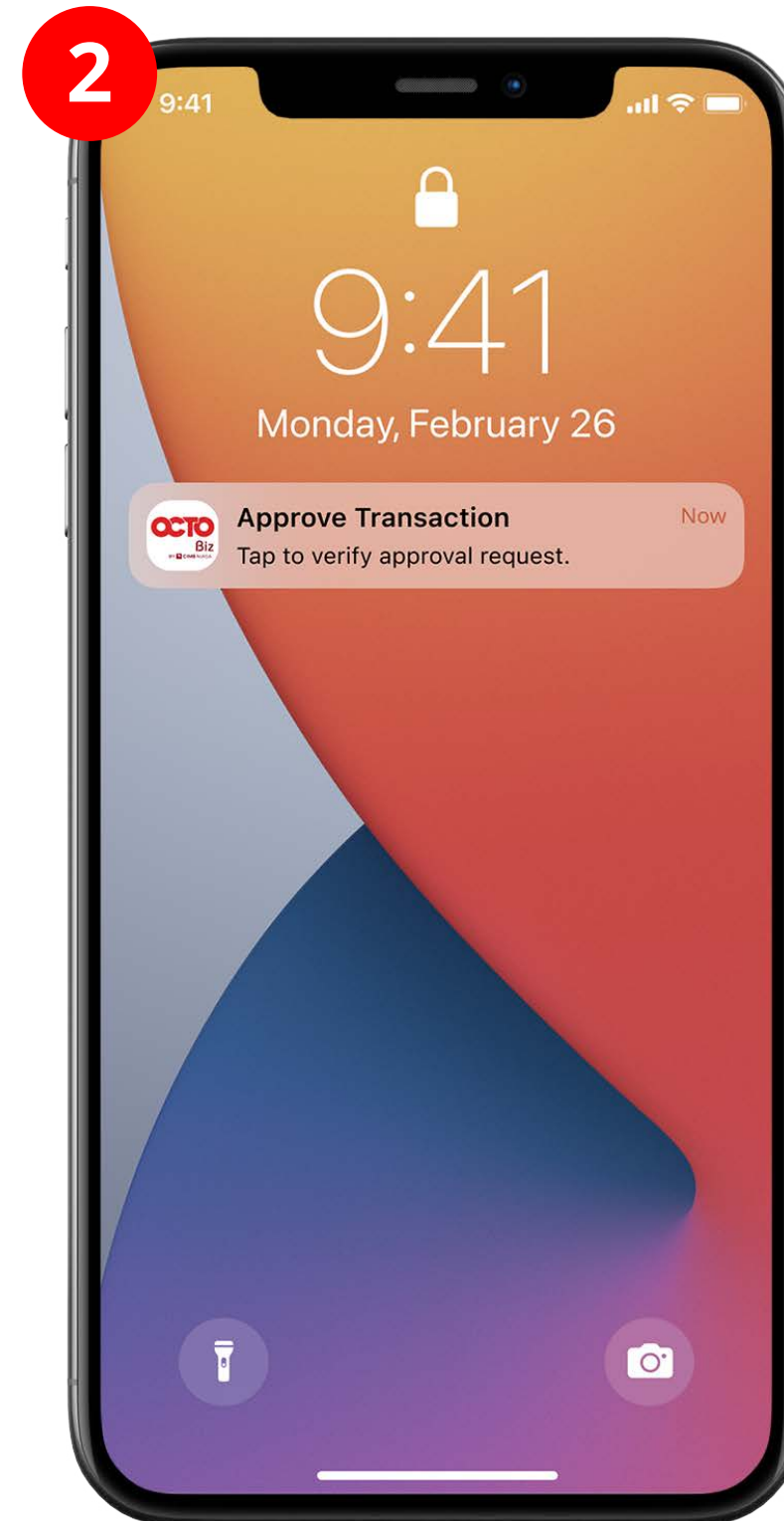
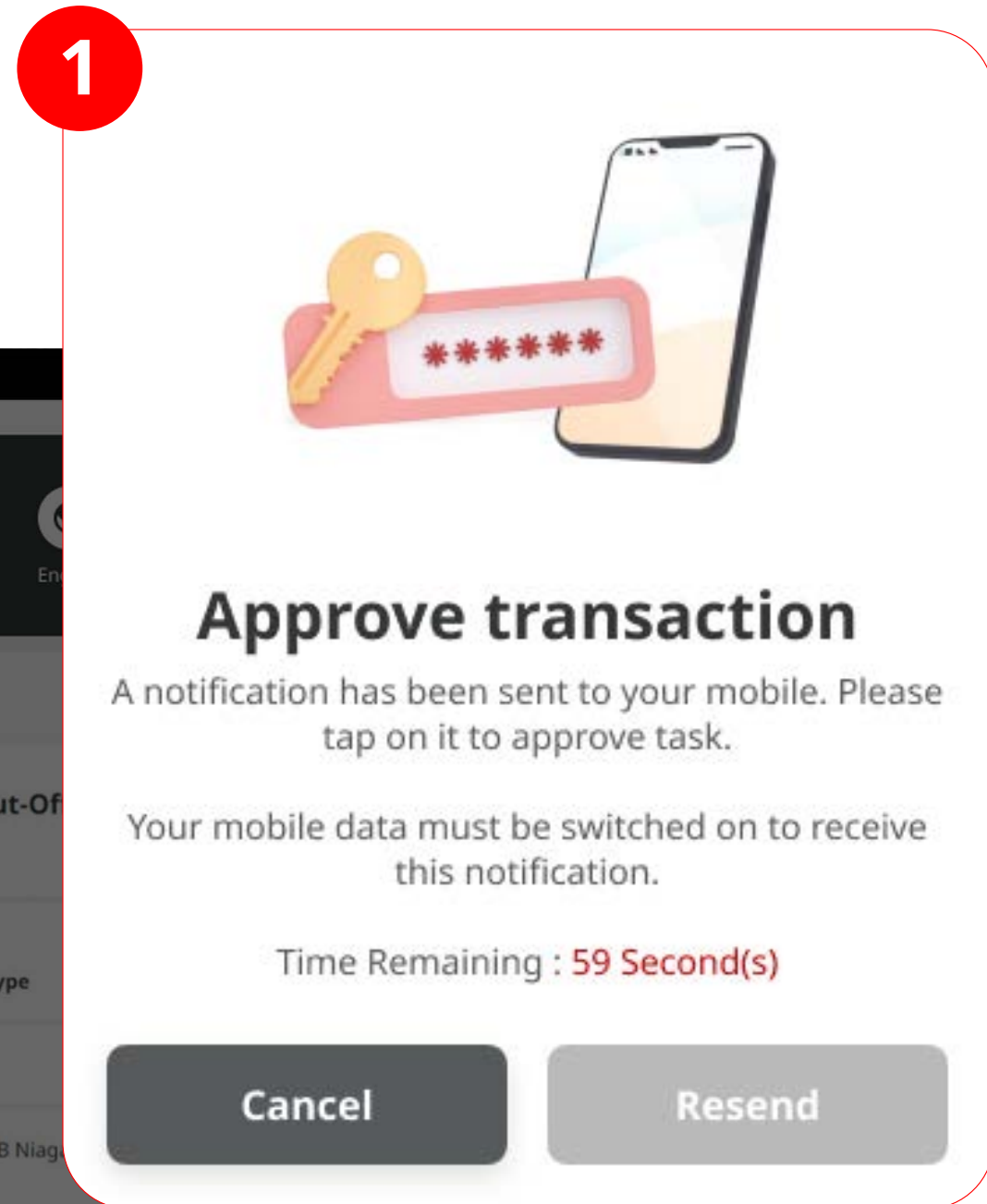
Submit

1 Isi kolom **Mandatory Fields** yang tersisa

2 Klik tombol **Next**

3 Klik tombol **Submit**

Langkah 06



- 1 Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2 Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 07




- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 09

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : Authorised

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

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Inhouse Transfer to Own Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details


Customer Reference No.	Other Payment Details
Reference	OPD

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

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

Langkah 10

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA23091300000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Own Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details
Reference	OPD

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

Ketika proses *payment* selesai, status akan berubah menjadi **“Successful”**

TUTORIAL APLIKASI OCTO Biz

TRANSFER TO OWN ACCOUNT [Website]

Multiple Beneficiary
Submission

Langkah
01



Login sebagai **Maker**,
dan masuk ke **Menu
BI-FAST Data Entry Page**

Langkah 02

In House Transfer to Own Account Saved Templates

Product Group
Product Group *
InHouse Transfer

Sender Details
Your Account *
Select
Payment Mode *
Inhouse Transfer to Own Account
Value Date *
11 Sep 2023
Recurring transfer

Beneficiary Details
To Account *
Select

Transaction Details
Transaction Currency *
IDR - INDONESIA RU...
Amount *
Enter

Other Details
Customer Reference No.
Enter
Other Payment Details
Enter
Payment Advice
No Advice Simple Advice

Add Another Transaction Save as Draft Next

From Account Listing

Search By
Account Name Account No. Account Name
Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZS	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185055500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

1 of 2
Cancel Next

- 1 Pada halaman *input data pembayaran*, klik **From Account**
- 2 Pilih **Sumber Dana**
- 3 Klik tombol **Next**

Own Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACC

Payment Mode *

Inhouse Transfer to Own Account

Payment Date *

11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

Enter

Other Details

Customer Reference No. 1

Enter

Other Payment Details 1

Enter

Payment Advice

1 Pilih *tanggal yang sesuai*

Own Account

Transaction Group Save Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
1232313123213456-IDR NGB ID SIT FUNC LONG DESCRIPTION ACC

Payment Mode *
Own Account

Payment Date *
11 Sep 2023 Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Payment Advice
 No Advice Simple Advice

Add Another Transaction Save as Draft Next

To Account Listing

Search By
Account Name Account No. Search

Account Name	Account No.	Account Balance
<input checked="" type="radio"/> DEALHUB CURRENT ACCT 14	13123123	IDR 0.00
<input type="radio"/> NULYINPZSIV	700005177400	IDR 0.00
<input type="radio"/> INTIM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089232800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185855500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20R	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> WWIN LUKMAN FEBRIANTO	703190735600	IDR 4,112,341.47
<input type="radio"/> BANGUN PERSADA SEKALI	703197754700	IDR 1,140,157.00
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760927442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> Industrial ACCT 123	800000318700	IDR 43,279,877.36
<input type="radio"/> GL ACCT 20D	800000322502	IDR 0.00

Cancel Next

- 1 Klik **To Account**
- 2 Pilih **Crediting Account** yang diinginkan
- 3 Klik tombol **Next**

Langkah 05

Own Account

Transaction Group Saved Templates

Transaction Group *

InHouse Transfer

Sender Details

From Account *

703057606100-IDR INTBM WAHYU

Payment Mode *

Own Account

Payment Date *

11 Sep 2023

Recurring transfer

Beneficiary Details

To Account *

IDR GL ACCT 201D - 703185655500

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

500,000.00

Other Details

Customer Reference No. ⓘ

Reference

Other Payment Details ⓘ

OPD

Payment Advice

No Advice Simple Advice

2 Add Another Transaction Save as Draft Next

1 Isi kolom ***Beneficiary Details*** dan seluruh kolom ***Mandatory Fields***

2 Klik tombol ***Add Another Transaction***

Langkah 06

Own Account (Multiple)

Transaction Group: InHouse Transfer

Sender Details: From Account: 703057666100-IDR INTBAM WAHYU; Payment Mode: Own Account; Payment Date: 13 Sep 2023; Recurring transfer:

Beneficiary Details

To Account: Select

Transaction Details: Transaction Currency: IDR - INDONESIA RU...; Amount: Enter

Other Details: Customer Reference No.: Enter; Other Payment Details: Enter; Payment Advice:

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
703131681800	GL ACCT 208	IDR 500,000.00	IDR 0.00	Delete Edit

Own Account (Multiple)

Transaction Group: InHouse Transfer

Sender Details: From Account: 703057666100-IDR INTBAM WAHYU; Payment Mode: Own Account; Payment Date: 13 Sep 2023; Recurring transfer:

Beneficiary Details: To Account: Select

Transaction Details: Transaction Currency: IDR - INDONESIA RU...; Amount: Enter

Other Details: Customer Reference No.: Enter; Other Payment Details: Enter; Payment Advice:

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
703131681800	GL ACCT 208	IDR 300,000.00	IDR 0.00	Delete Edit
703131681800	GL ACCT 208	IDR 500,000.00	IDR 0.00	Delete Edit

Jika penambahan akun berhasil, sistem akan masuk ke **mode batch online**

- 1 Lengkapi detail untuk **Beneficiary Account** selanjutnya
- 2 Klik tombol **Add Another Transaction**

The screenshot displays the OCTO Biz interface for a transfer to own account. It features a 'Transaction Details' modal window and a main list of beneficiaries. The modal window shows the following information:

- Beneficiary Details:** To Account: IDR GL ACCT 20A-703191586400
- Transaction Details:**

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	300,000.00	IDR 0.00
- Other Details:** Customer Reference No.: RR, Other Payment Details: OPD

The main interface shows a list of 2 items with the following table:

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00	Delete Edit
703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00	Delete Edit

Buttons for 'Save as Draft' and 'Next' are visible at the bottom of the list.

1 Klik tombol **Beneficiary Record Hyperlink** untuk melihat detail transaksi

The screenshot displays the 'Edit Transaction Details' modal and a list of beneficiary accounts. The modal is titled 'Edit Transaction Details' and contains the following sections:

- Beneficiary Details:** A search bar for 'To Account' with the value 'IDR GL ACCT 20A-703191586400'.
- Transaction Details:** Fields for 'Transaction Currency' (IDR - INDONESIA RUP...) and 'Amount' (300,000.00).
- Other Details:** Fields for 'Customer Reference No.' (RR) and 'Other Payment Details' (OPD).
- Payment Advice:** Buttons for 'No Advice' and 'Simple Advice'.
- Buttons:** 'Close' and 'Done' buttons at the bottom right.

Below the modal, a list of 2 item(s) is shown:

<input type="checkbox"/>	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
<input type="checkbox"/>	703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00	Delete Edit

At the bottom of the list, there are buttons for 'Save as Draft' and 'Next'. A red circle with the number '1' highlights the 'Edit' button in the 'Action' column of the first row.

- 1 Jika terdapat kekeliruan data, klik tombol **Edit** untuk **melakukan perbaikan** pada **Transaction Details**

Other Details

Customer Reference No. ? Other Payment Details

Payment Advice

Delete

Are you sure you want to delete this items?

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. ↕	Beneficiary Name ↕	Amount ↕	Bank Charges ↕	Action
<input type="checkbox"/>	703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/>	703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

- 1 Klik tombol **Delete**
- 2 Klik **Yes** untuk **menghapus Beneficiary Record**

The screenshot displays the 'Other Details' section of the OCTO Biz interface. It includes input fields for 'Customer Reference No.' and 'Other Payment Details', both with 'Enter' placeholders. Below these are 'Payment Advice' options: 'No Advice' (highlighted in teal) and 'Simple Advice'. A 'Delete' dialog box is overlaid on the screen, featuring a trash can icon, the text 'Delete', and the question 'Are you sure you want to delete this items?'. The dialog has 'No' and 'Yes' buttons, with the 'Yes' button highlighted in red and marked with a '3'. Below the dialog, a table lists two items with checkboxes, and a 'Delete Selected' button is highlighted in red and marked with a '2'. At the bottom of the form, there are 'Save as Draft' and 'Next' buttons.

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

No Advice Simple Advice

2 item(s)

<input type="checkbox"/>	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
<input checked="" type="checkbox"/>	703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00	Delete Edit

1 Klik **Checkboxes**

2 Klik tombol **Delete Selection**

3 Klik tombol **Yes** pada **Box Konfirmasi** untuk **menghapus List Data Penerima**

Langkah 08

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

No Advice Simple Advice

[Add Another Transaction](#)

2 item(s)

<input type="checkbox"/> Beneficiary Account No. ⌵	<input type="checkbox"/> Beneficiary Name ⌵	<input type="checkbox"/> Amount ⌵	<input type="checkbox"/> Bank Charges ⌵	Action
<input type="checkbox"/> 703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/> 703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00	Delete Edit

[Save as Draft](#) [Next](#)

1

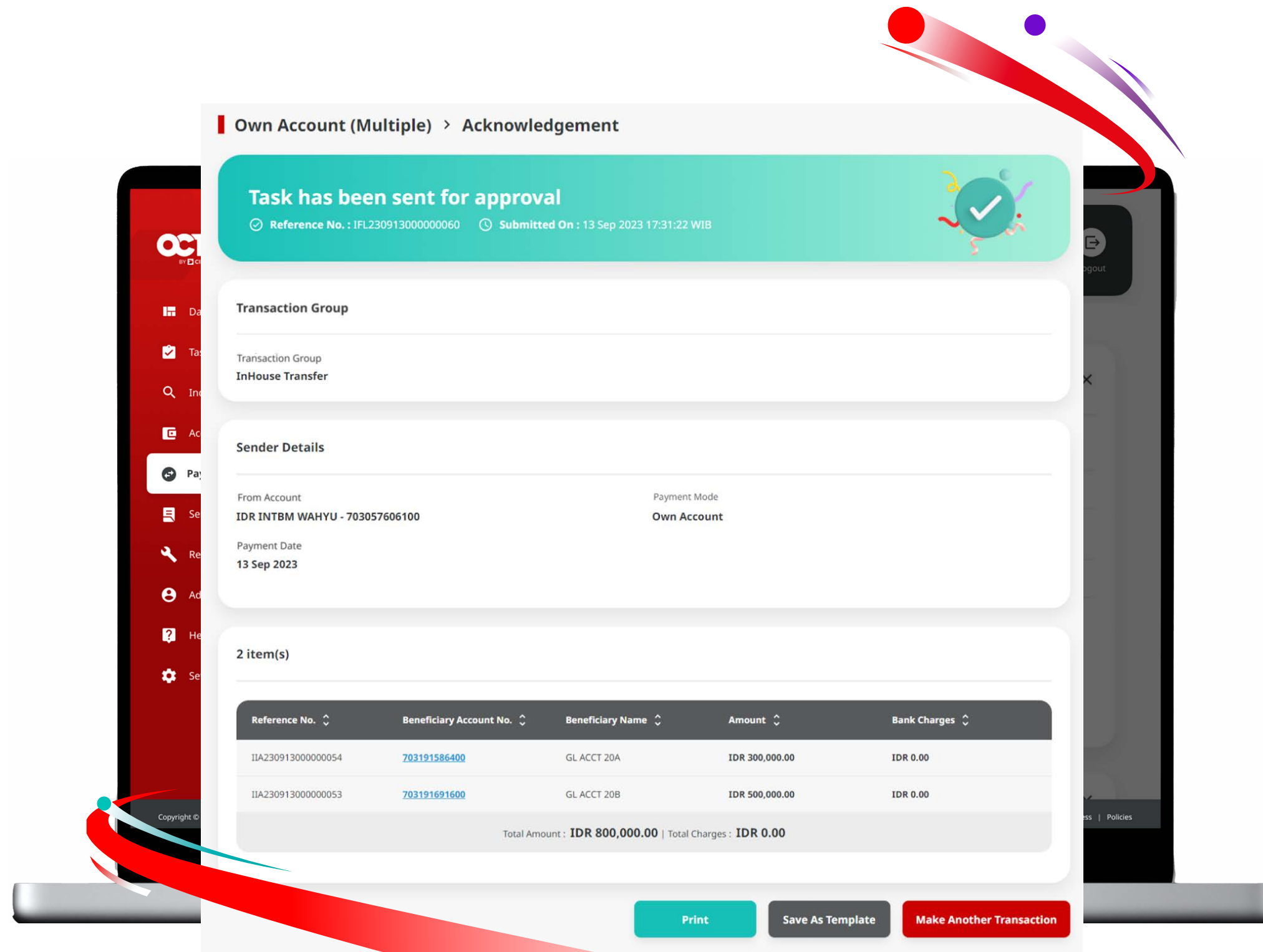
<input type="checkbox"/> Beneficiary Account No. ⌵	<input type="checkbox"/> Beneficiary Name ⌵	<input type="checkbox"/> Amount ⌵	<input type="checkbox"/> Bank Charges ⌵
703191586400	GL ACCT 20A	IDR 300,000.00	IDR 0.00
703191691600	GL ACCT 20B	IDR 500,000.00	IDR 0.00

Total Amount: **IDR 800,000.00** | Total Charges: **IDR 0.00**

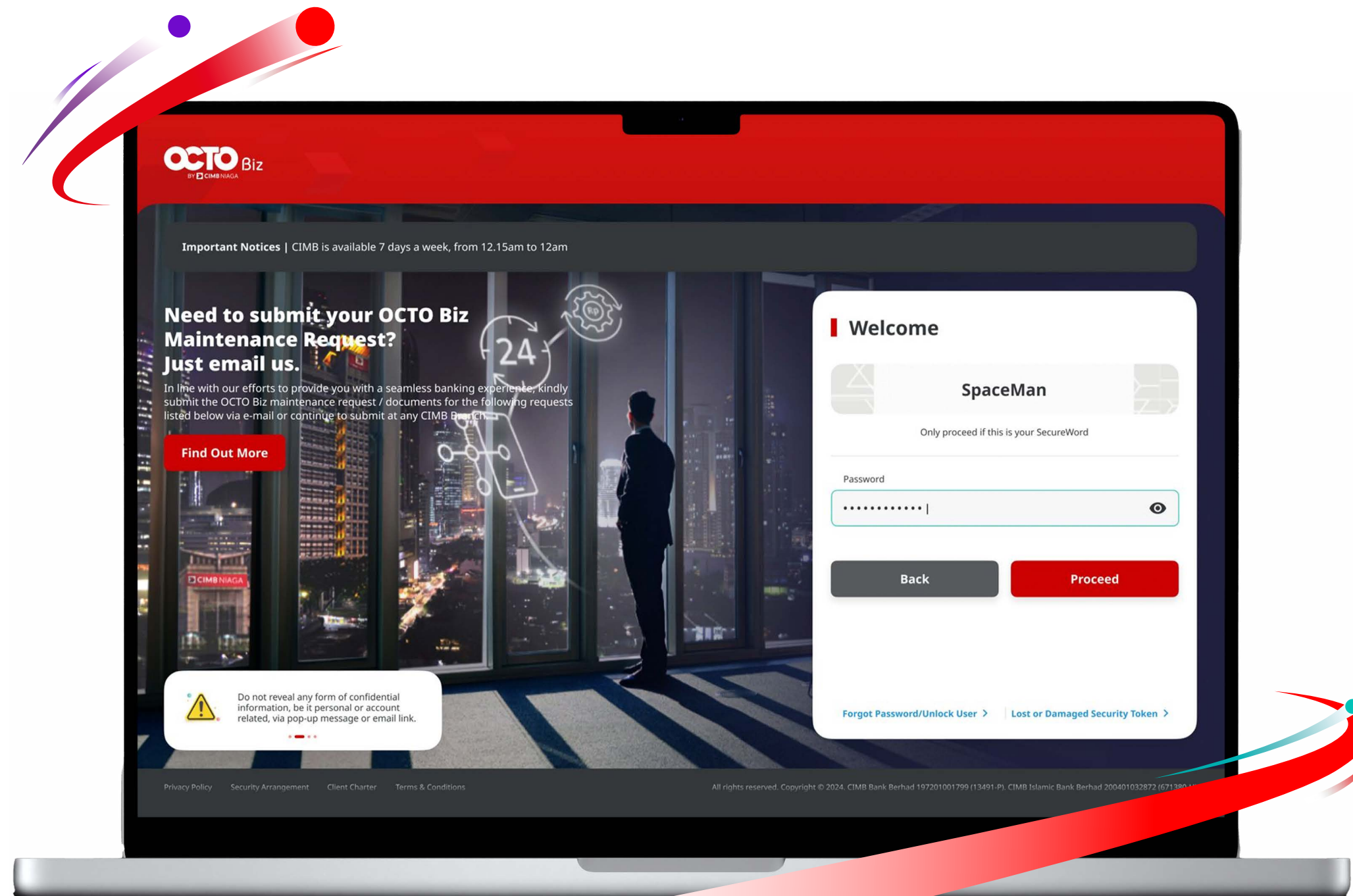
[Back](#) [Submit](#)

2

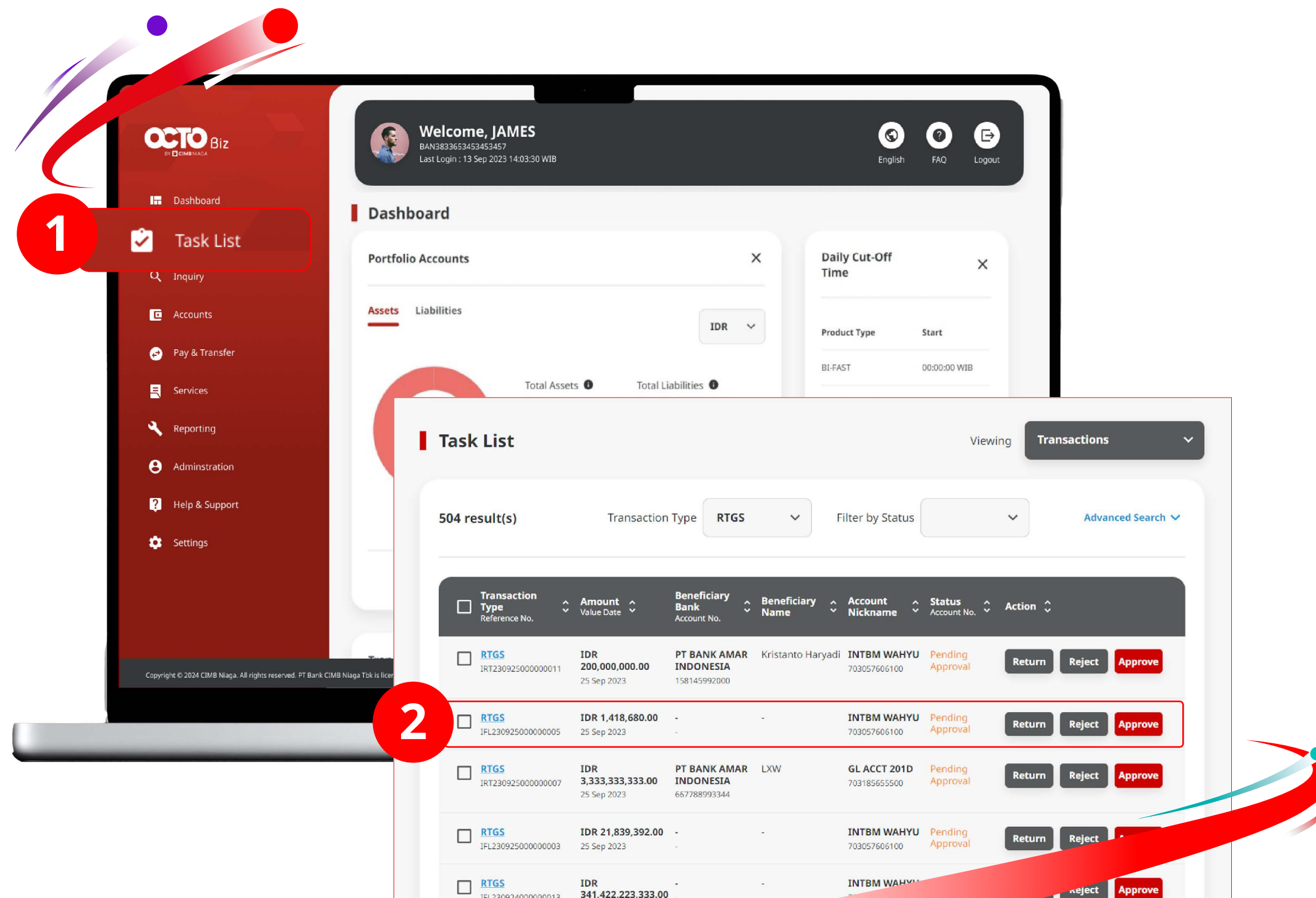
- 1 Klik tombol **Next** untuk memproses data
- 2 Klik tombol **Submit**



Sistem akan mengarahkan pada halaman **Acknowledgment**



Login sebagai **Approver**



1 Arahkan kursor pada menu samping
Klik **Task List**

2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 12

The screenshot displays a 'Task List > Details' page for a transaction. The transaction status is 'Pending Approval'. Key details include the creation date (2023-09-25 13:16:52 WIB) and reference number (IBI230925000008738). The transaction group is 'Domestic Transfer'. Sender details show the account '703057606100- IDR INTBM WAHYU' and payment mode 'RTGS' on '25 Sep 2023'. A table lists two beneficiary items:

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount
IRT230925000000020	1232313123213456	PT BANK AMAR INDONESIA - LOMAJD1	Kristanto Haryadi	IDR 200,000,000.00
IRT230925000000019	6417770945	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00


Total Amount: IDR 1,200,000,000.00 | Total Charges: IDR 0.00

User Activities table shows a 'Submit' action by user 'MAKER7' on '25 Sep 2023 13:16:53 WIB'. A 'Remark' field is present with a placeholder 'Enter'. At the bottom, there are buttons for 'Back', 'Return', 'Reject', and 'Approve'. A red circle with the number '1' highlights the 'Approve' button.

An 'Approve' modal is overlaid on the screen, featuring a yellow warning icon and the text 'Approve Are you sure you want to approve this item?'. It has two buttons: 'No' and 'Yes'. A red circle with the number '2' highlights the 'Yes' button.

- 1 Tinjau ulang detail transaksi yang telah di kirim oleh **Maker** dan klik tombol **Approve**
- 2 Klik tombol **Yes**

1



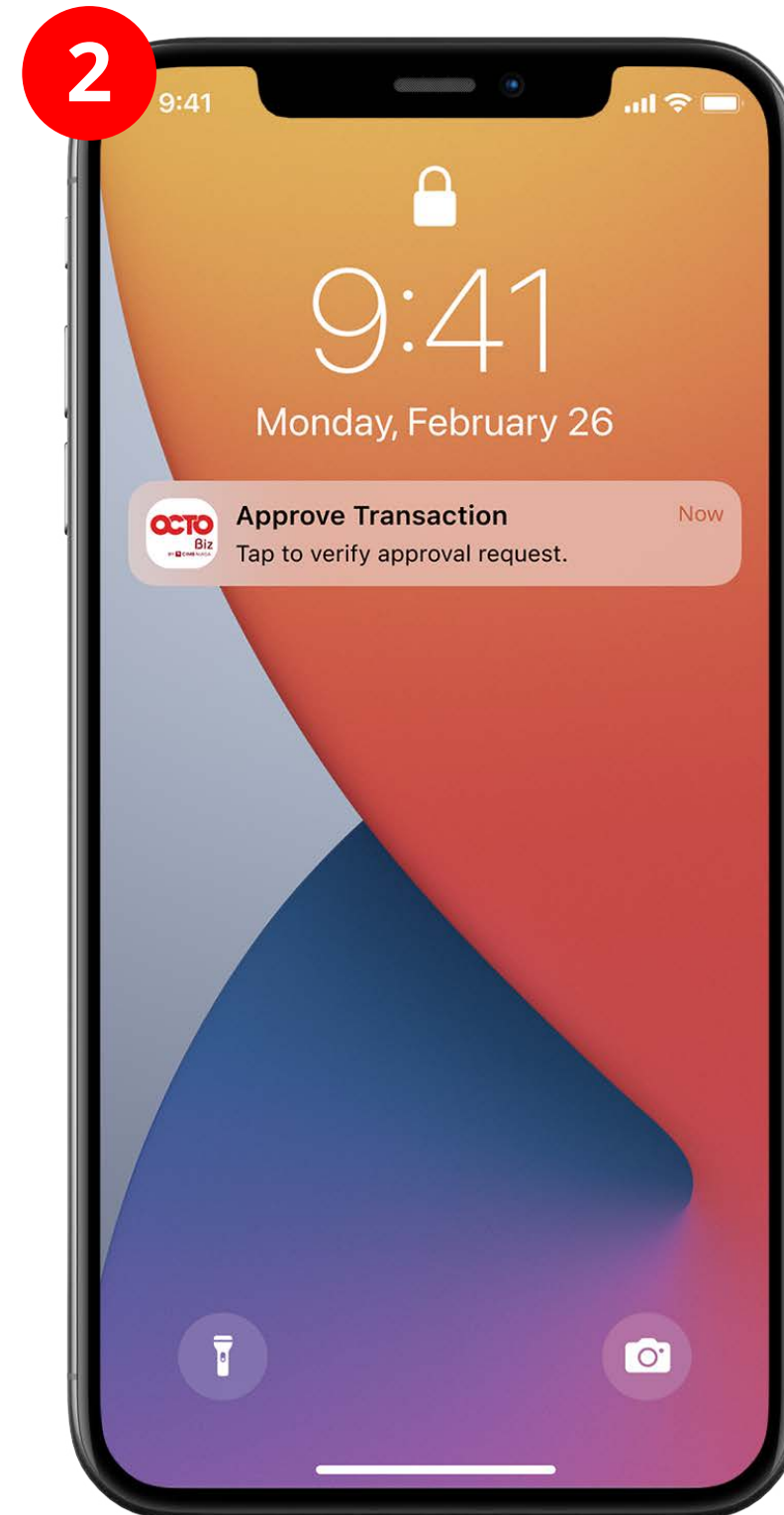
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

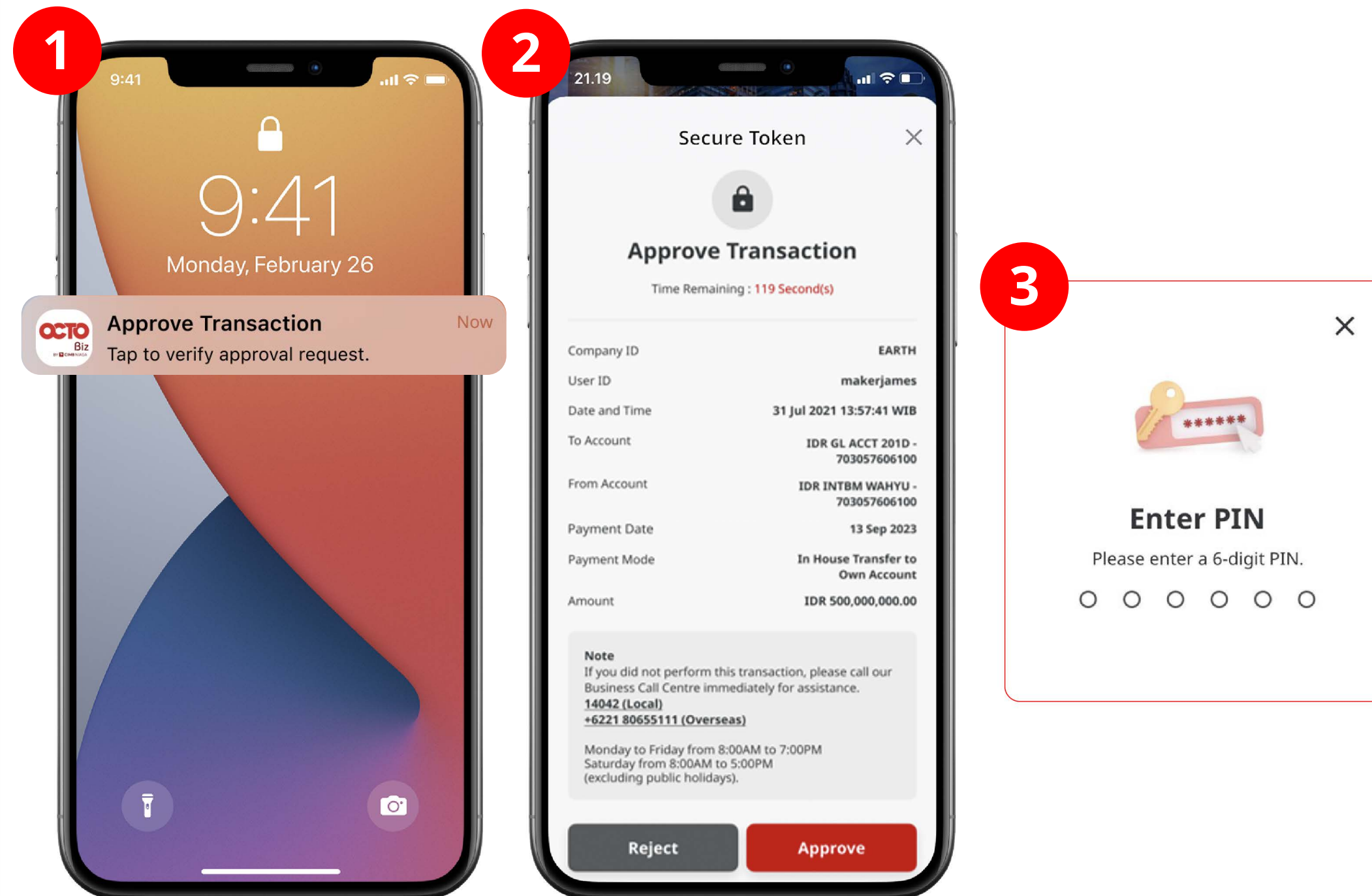
Time Remaining : 59 Second(s)

Cancel Resend



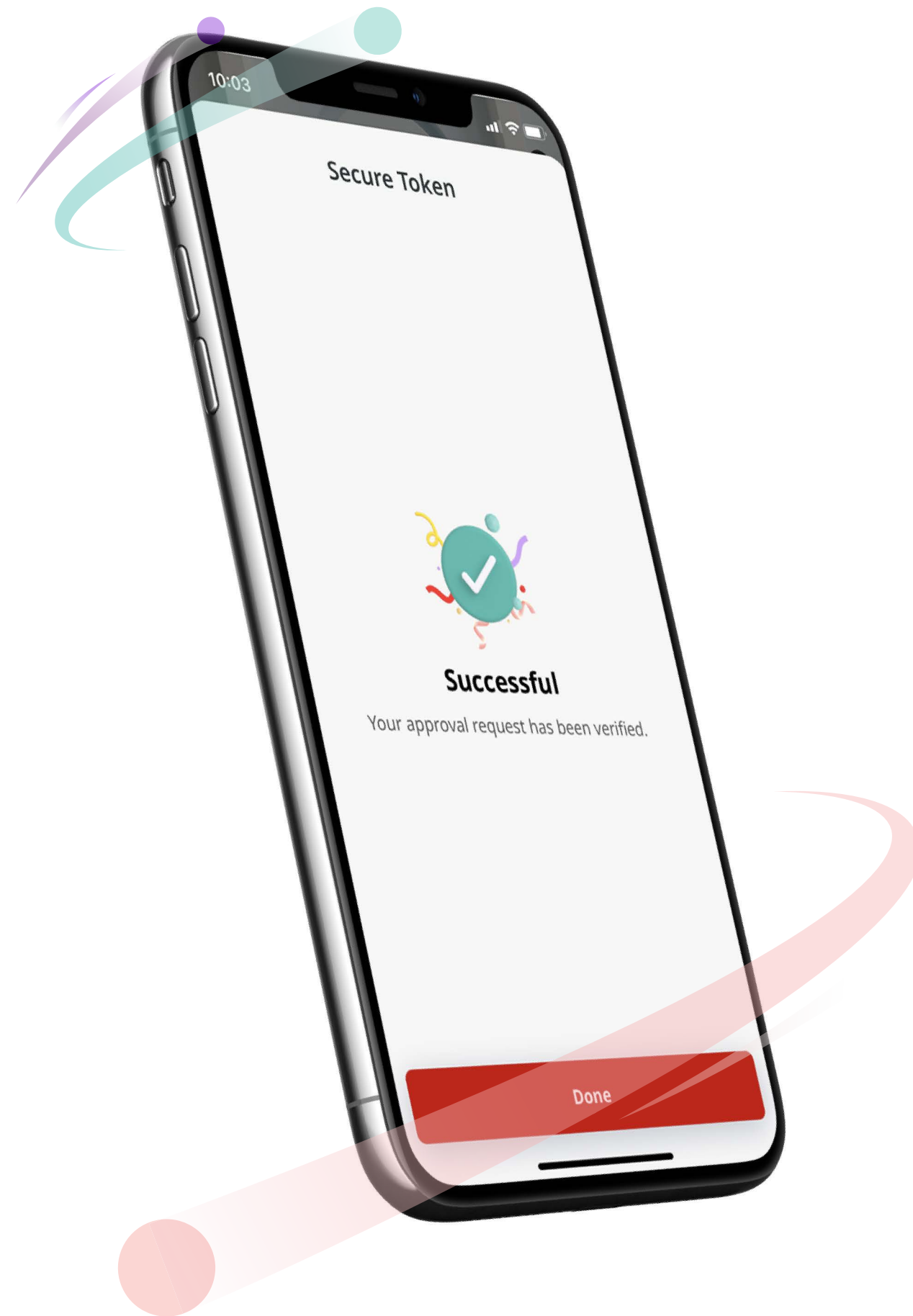
- 1** Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2** Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 14



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
15



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi Acknowledgement** di perangkat *mobile*

Langkah 16

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA23091300000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status: Authorised

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

Transaction Group

Transaction Group
Transfer to Other Banks

Sender Details

From Account: 703057606100-IDR ANJAR ASMORO HERYANTO
Payment Mode: RTGS
Payment Date: 01 Dec 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
IRT231201000000033	700000718420	PT BANK SHINHAN INDONESIA - MEEKIDJ1	SHI	IDR 200,000,000.00	IDR 0.00	Authorised	-
IRT231201000000034	7273000481	UOB INDONESIA - BBIJDJA	UOB	IDR 1,000,000,000.00	IDR 0.00	Authorised	-

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

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

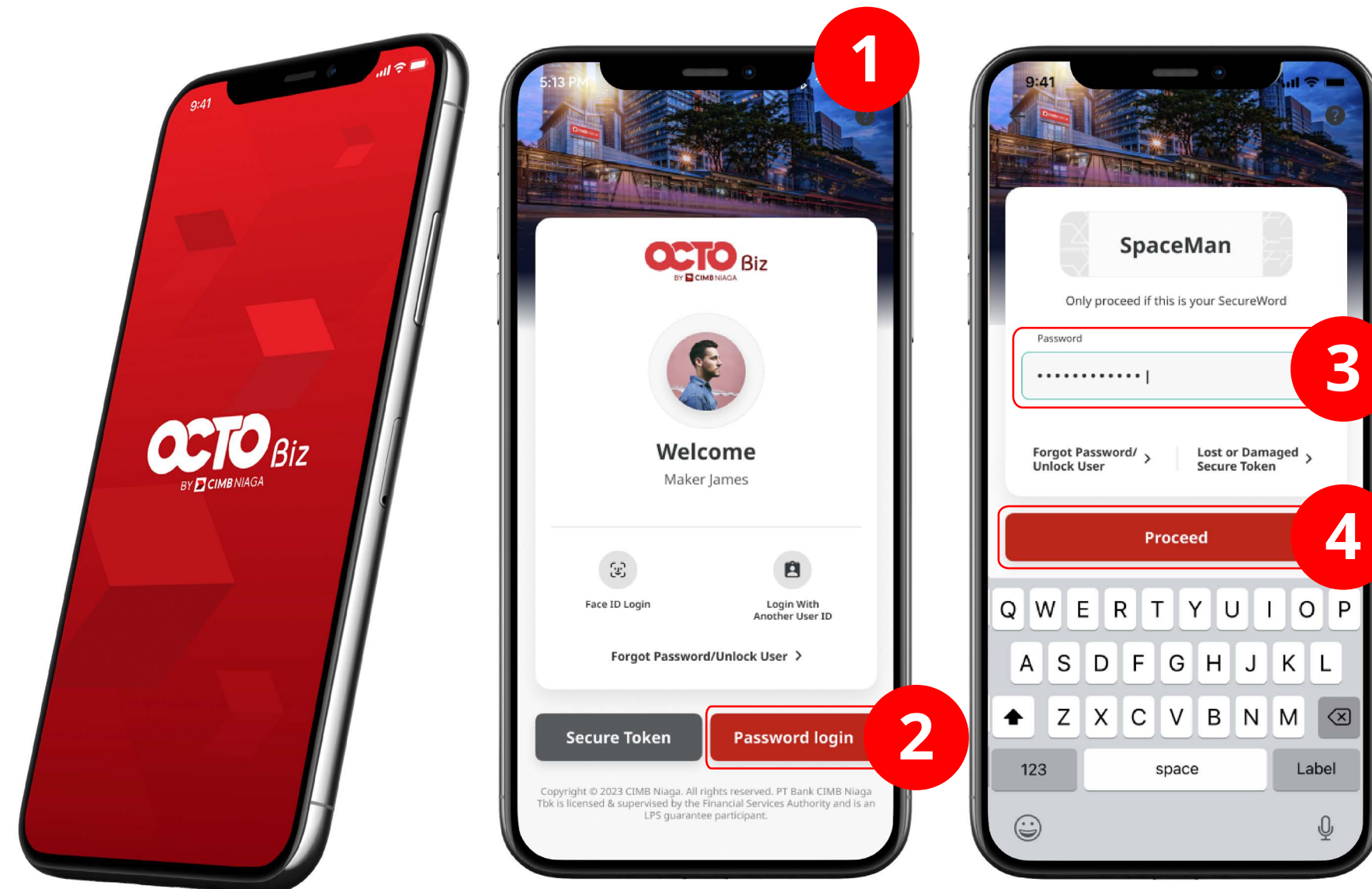
Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*



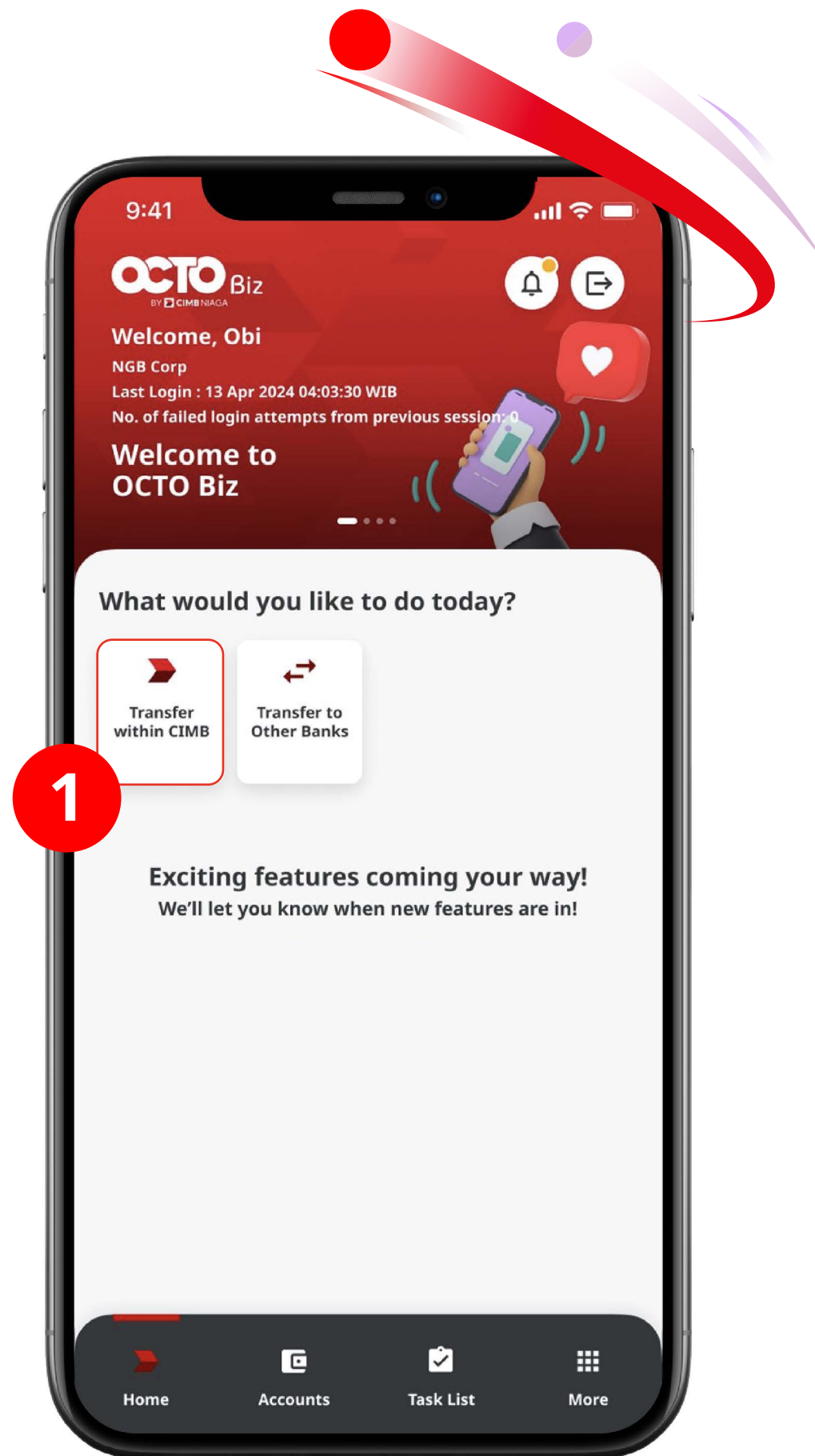
TUTORIAL APLIKASI OCTO Biz

TRANSFER TO OWN ACCOUNT [Mobile]

Langkah 01

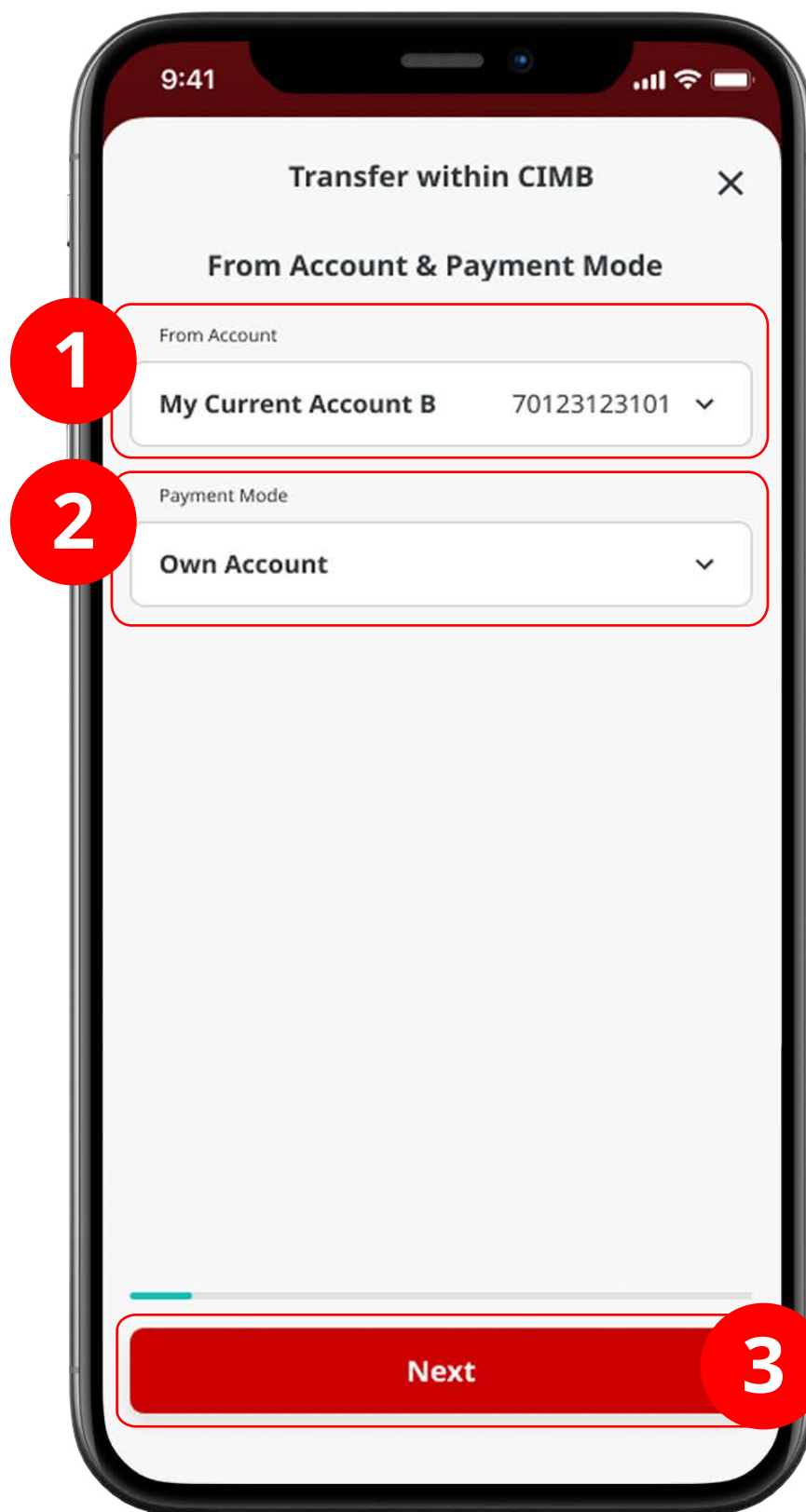
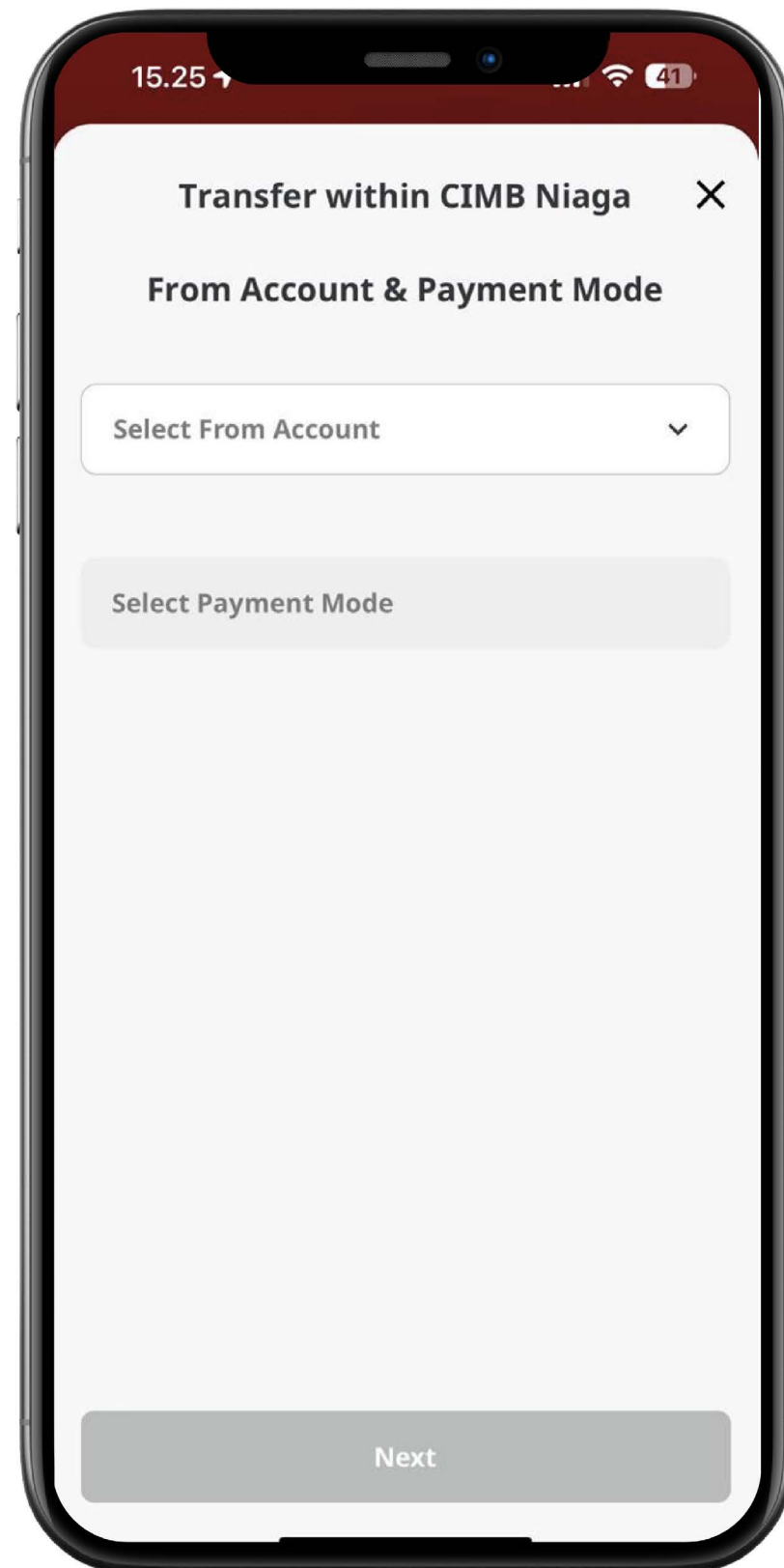


- 1 Login sebagai **Maker**
- 2 Klik tombol **Password Login**
- 3 Masukkan **Password**
- 4 Klik tombol **Proceed**

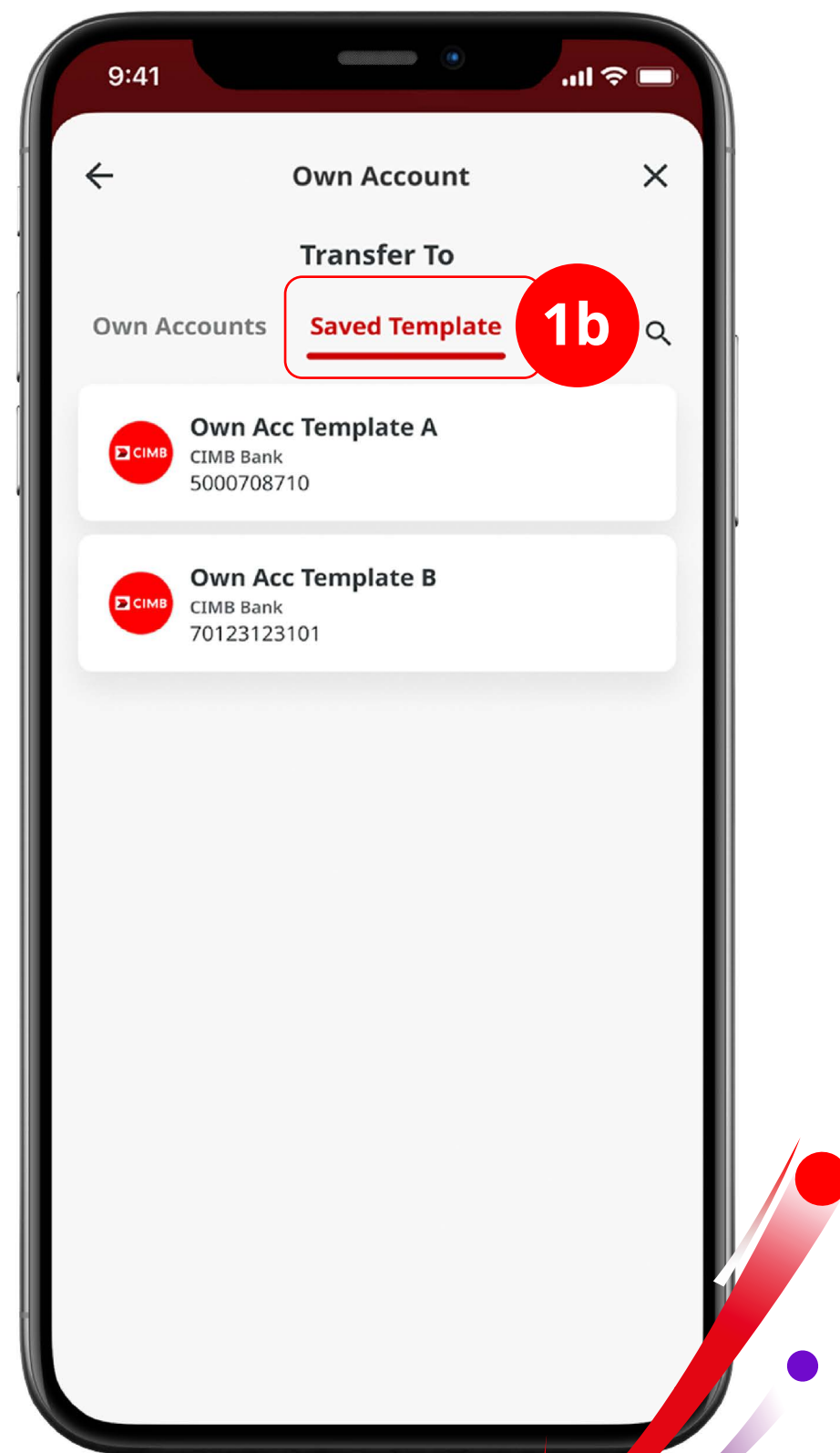
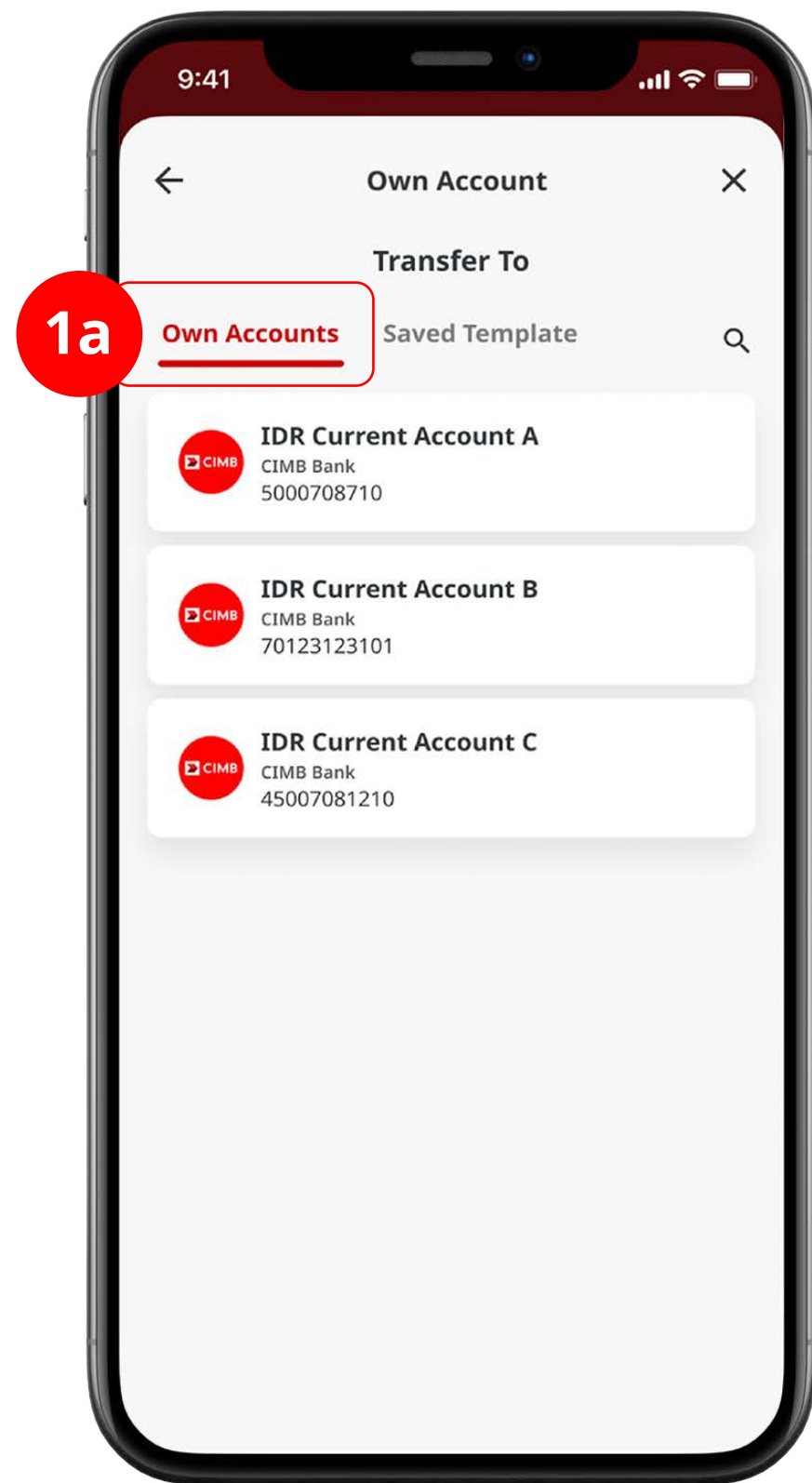


1 Pilih *Transfer within CIMB*

Langkah
03

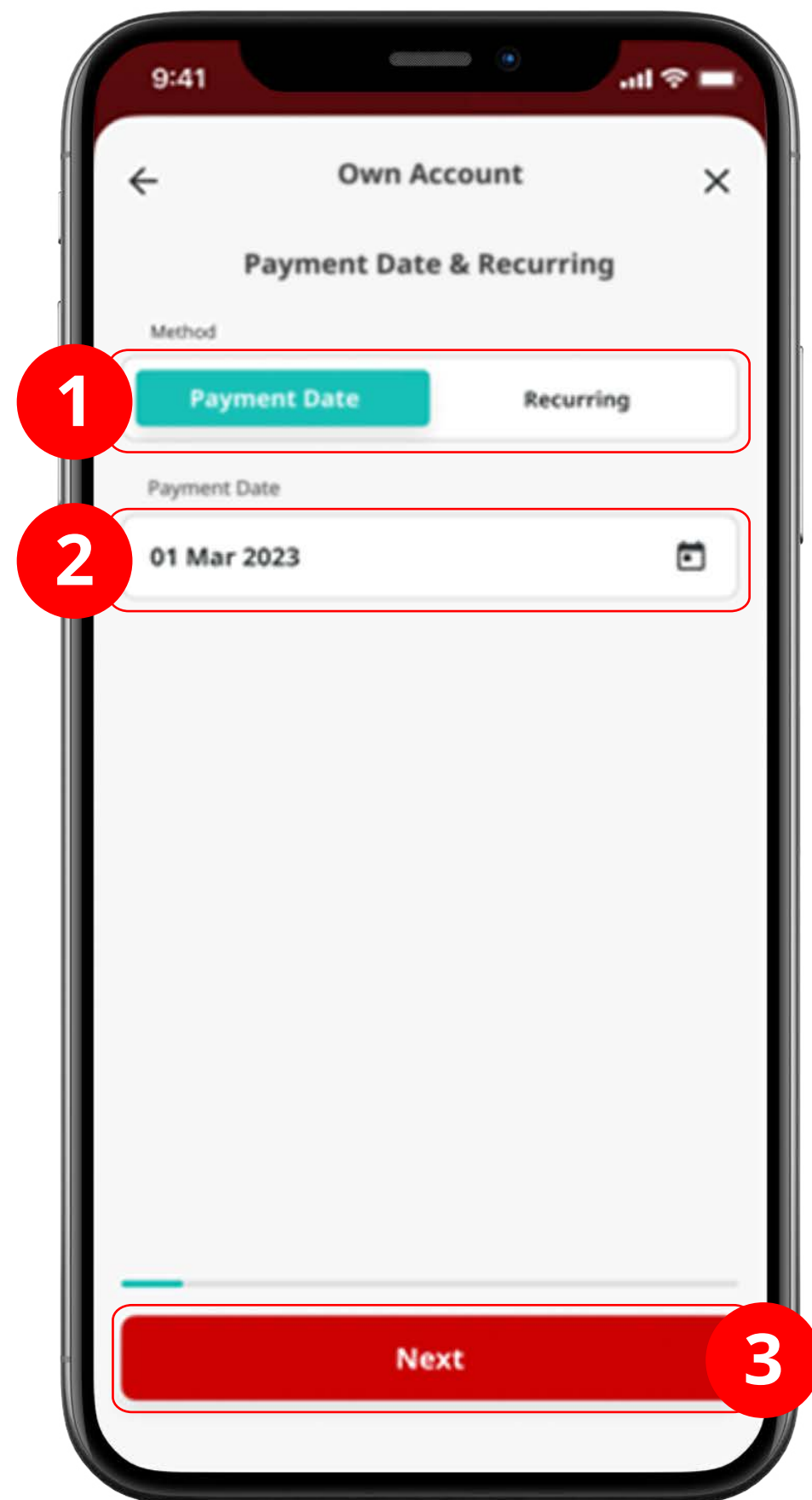


- 1 Pilih ***From Account***
- 2 Pilih ***Transaction Type (Inhouse Transfer To Own Account)***
- 3 Klik tombol ***Next***



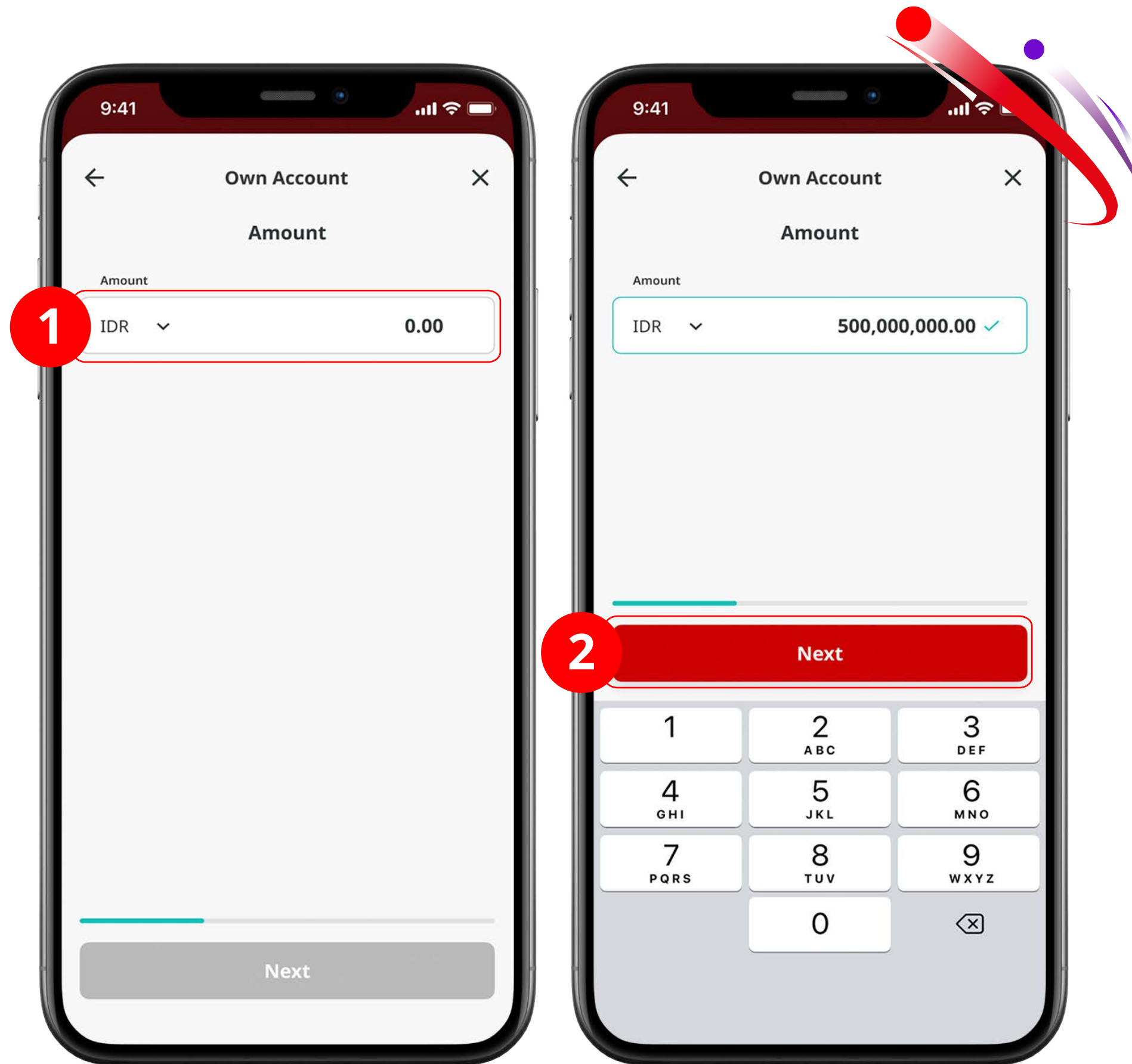
- 1a Pilih *Transfer To Account from Own Accounts*
- 1b atau *Saved Template listing*

Langkah
05



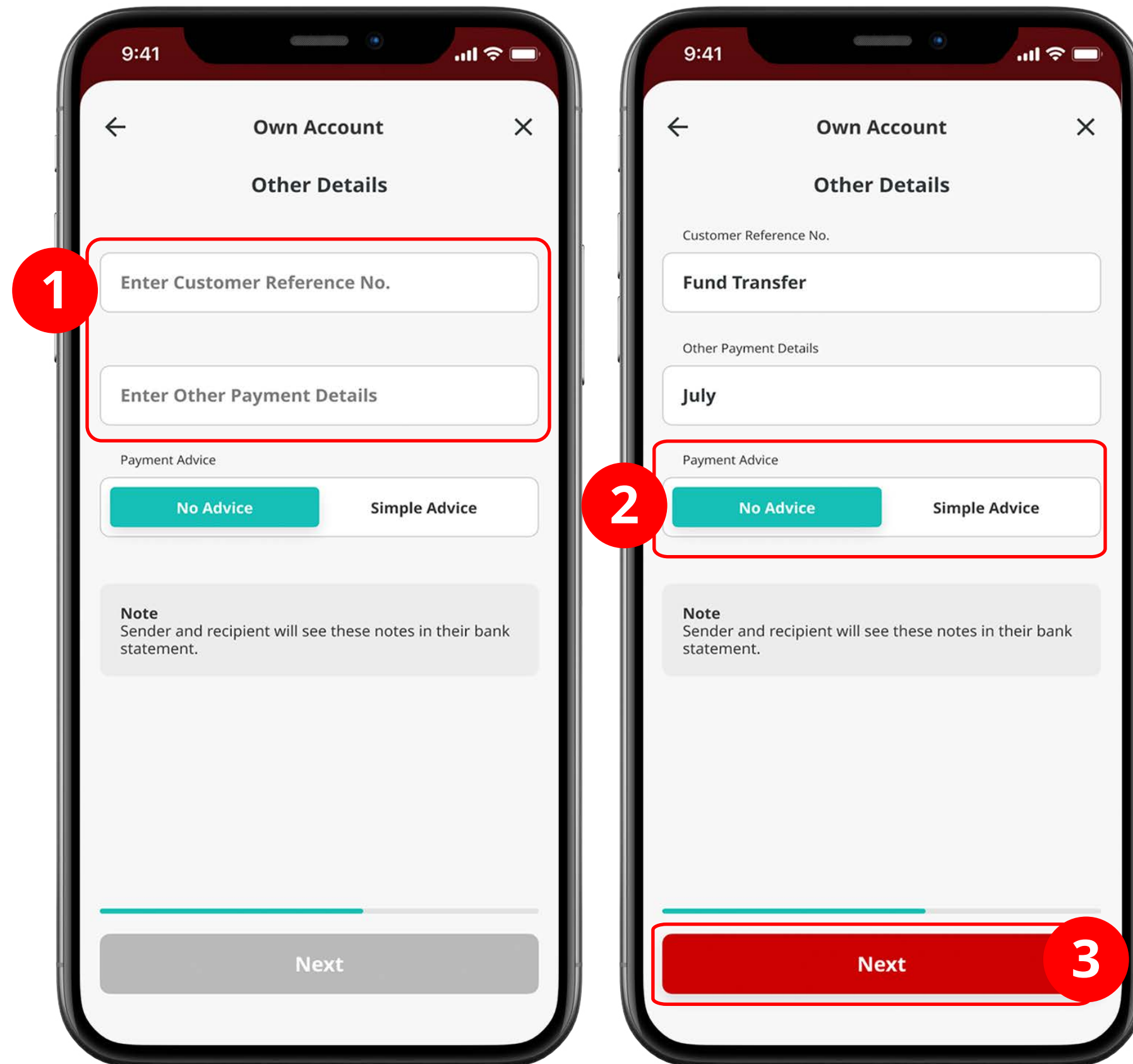
- 1 Pilih **Method**
- 2 Pilih **Payment Date**
- 3 Klik tombol **Next**

Langkah
06



- 1 Pilih **Jumlah dan Currency**
- 2 Klik tombol **Next**

Langkah 07

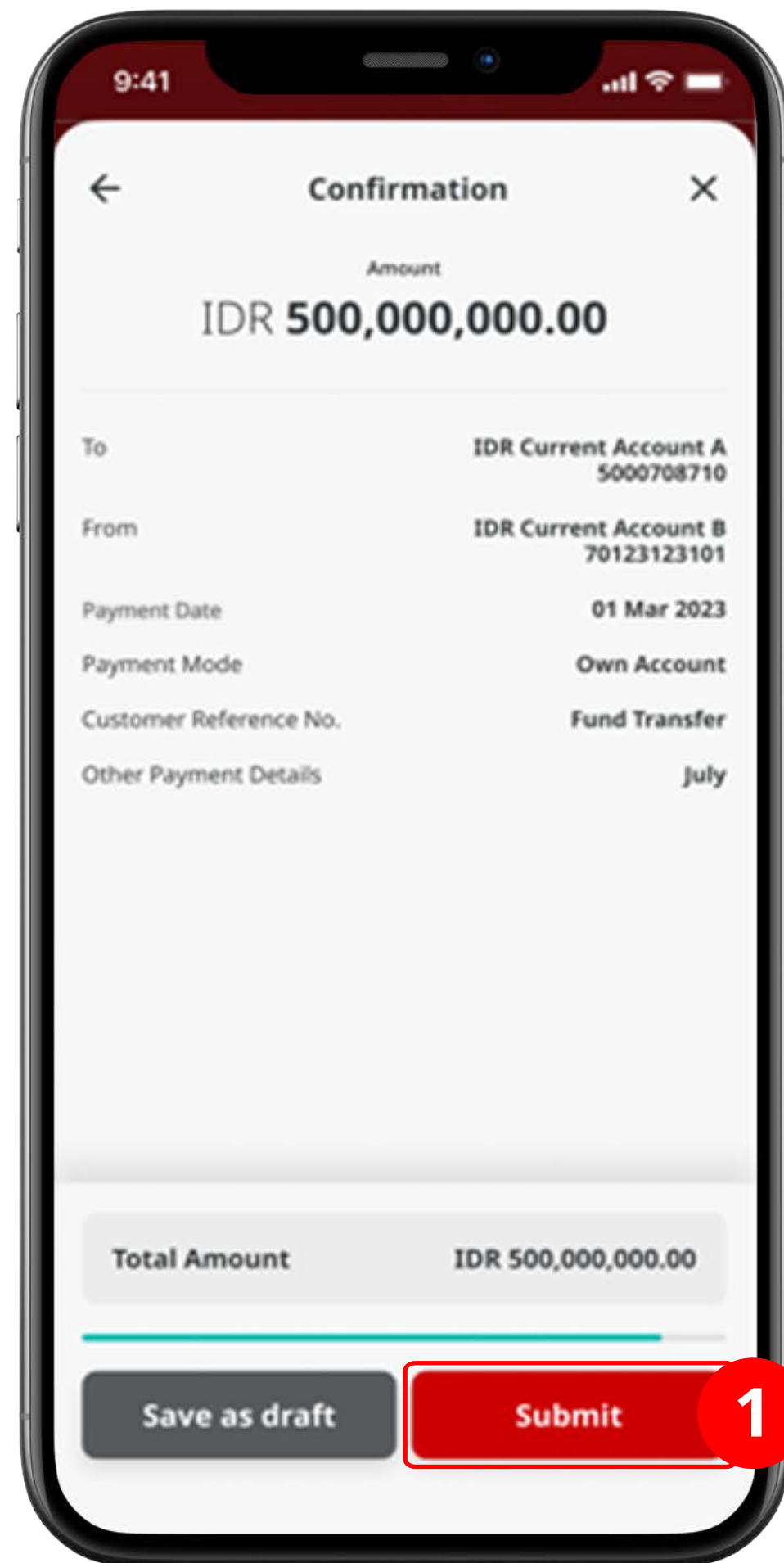


1 Lengkapi **Other Details**

2 Pilih **Payment Advice**

3 Klik **Next**

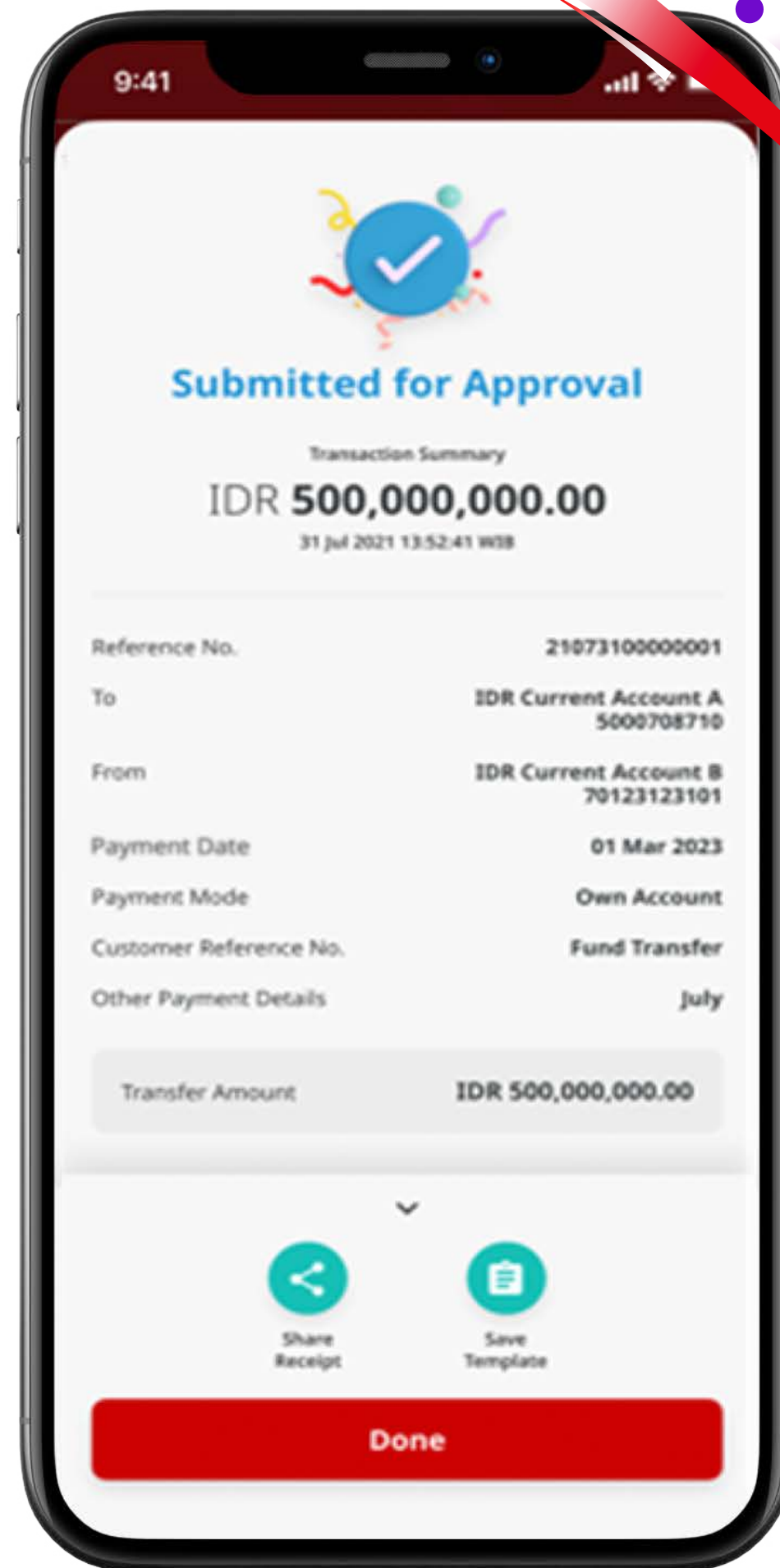
Langkah
08



Verifikasi detail pada halaman **Confirmation**

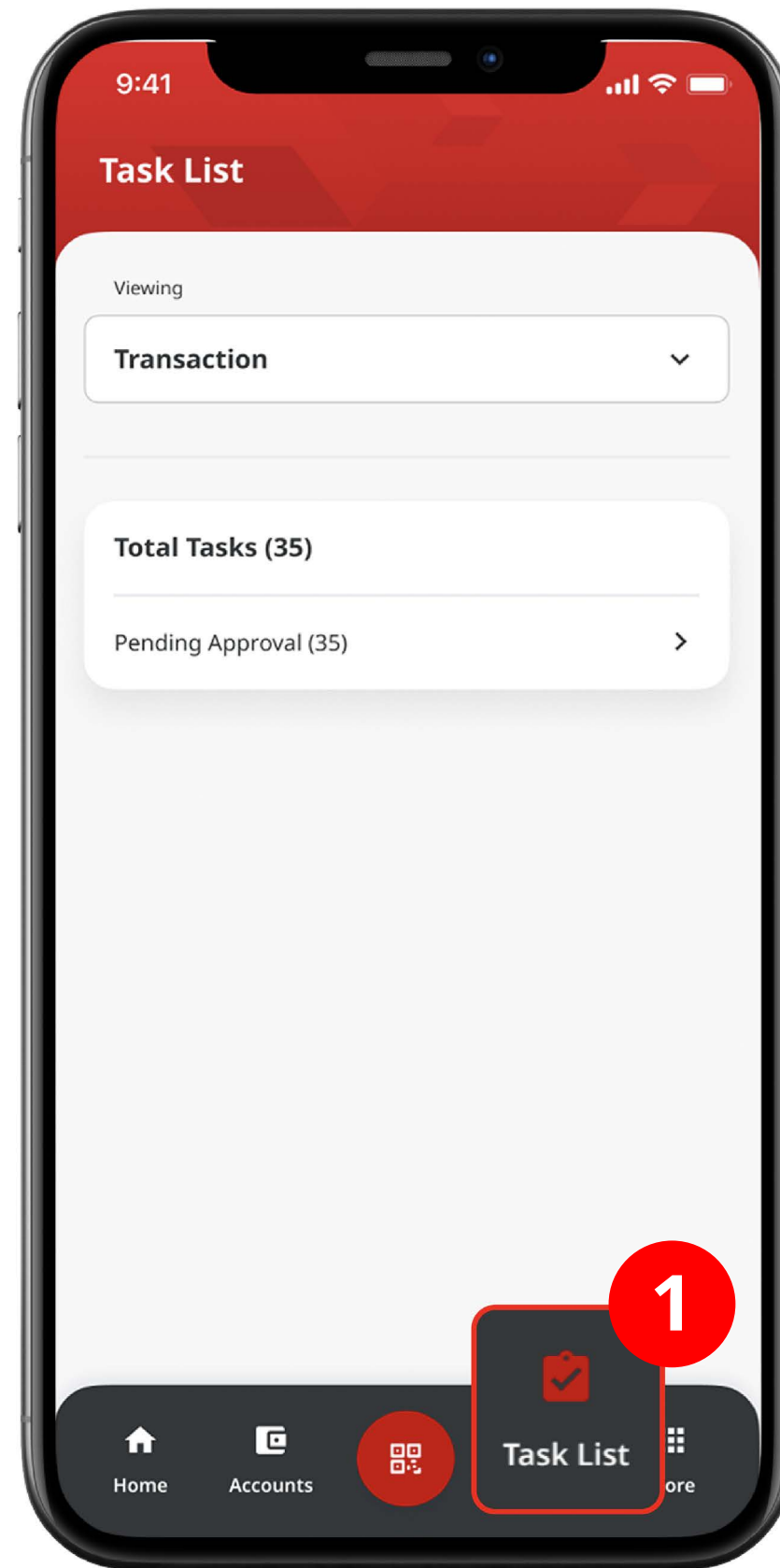
- 1 Klik tombol **Submit**

Langkah
09

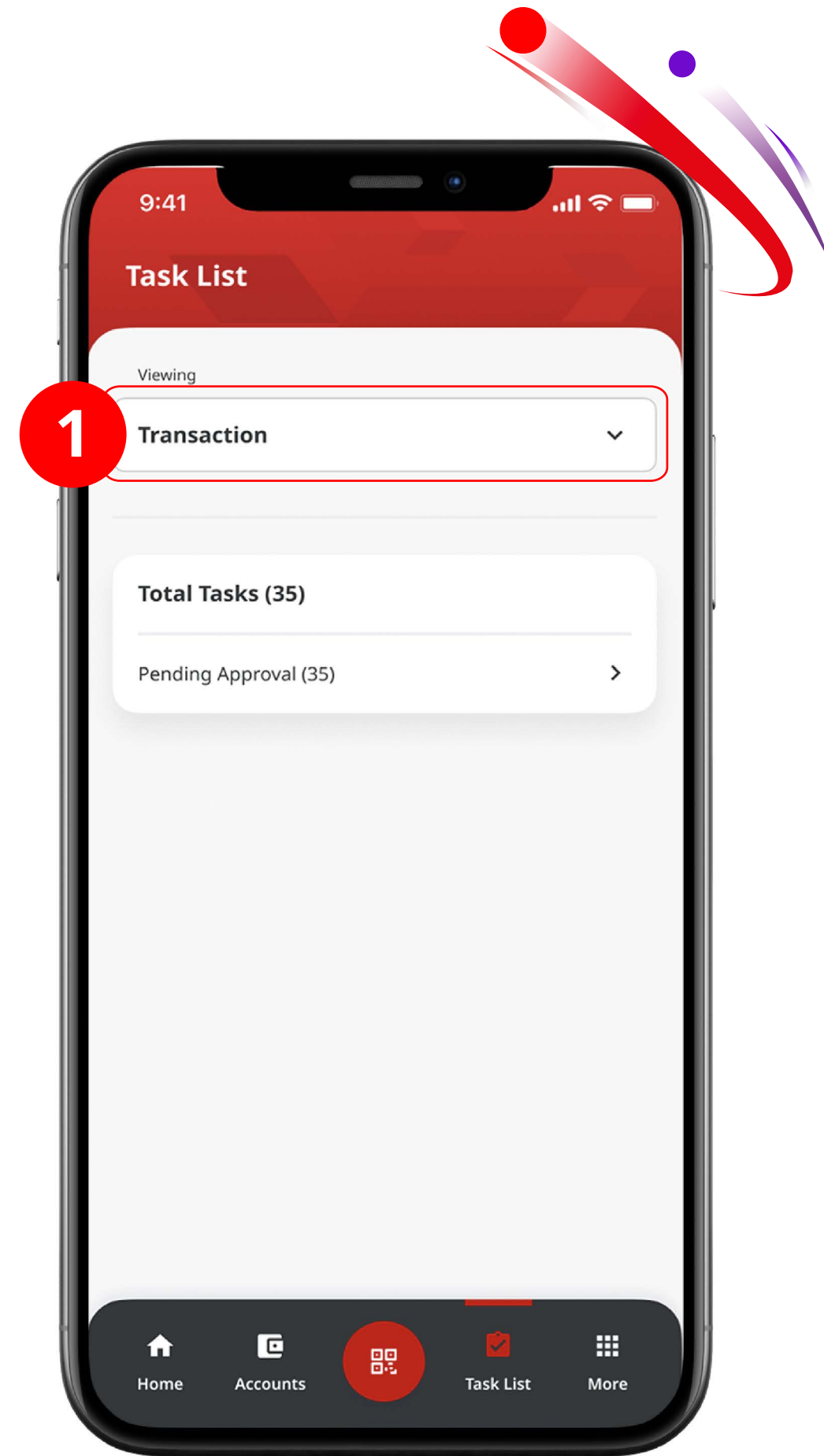


Akan muncul halaman **Acknowledgement**

Langkah
10

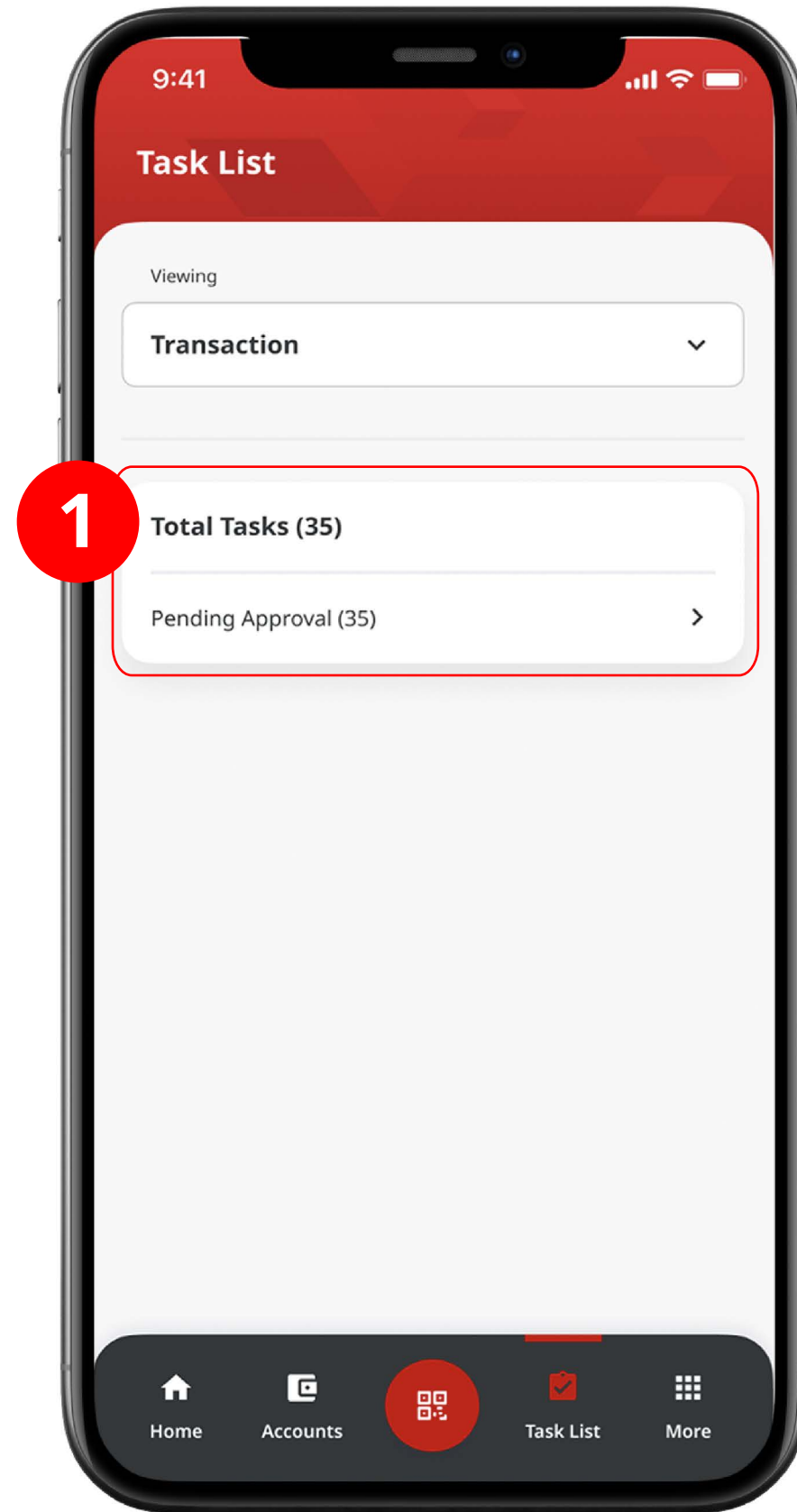


- 1 Login sebagai **Approver**
Klik **Task List**

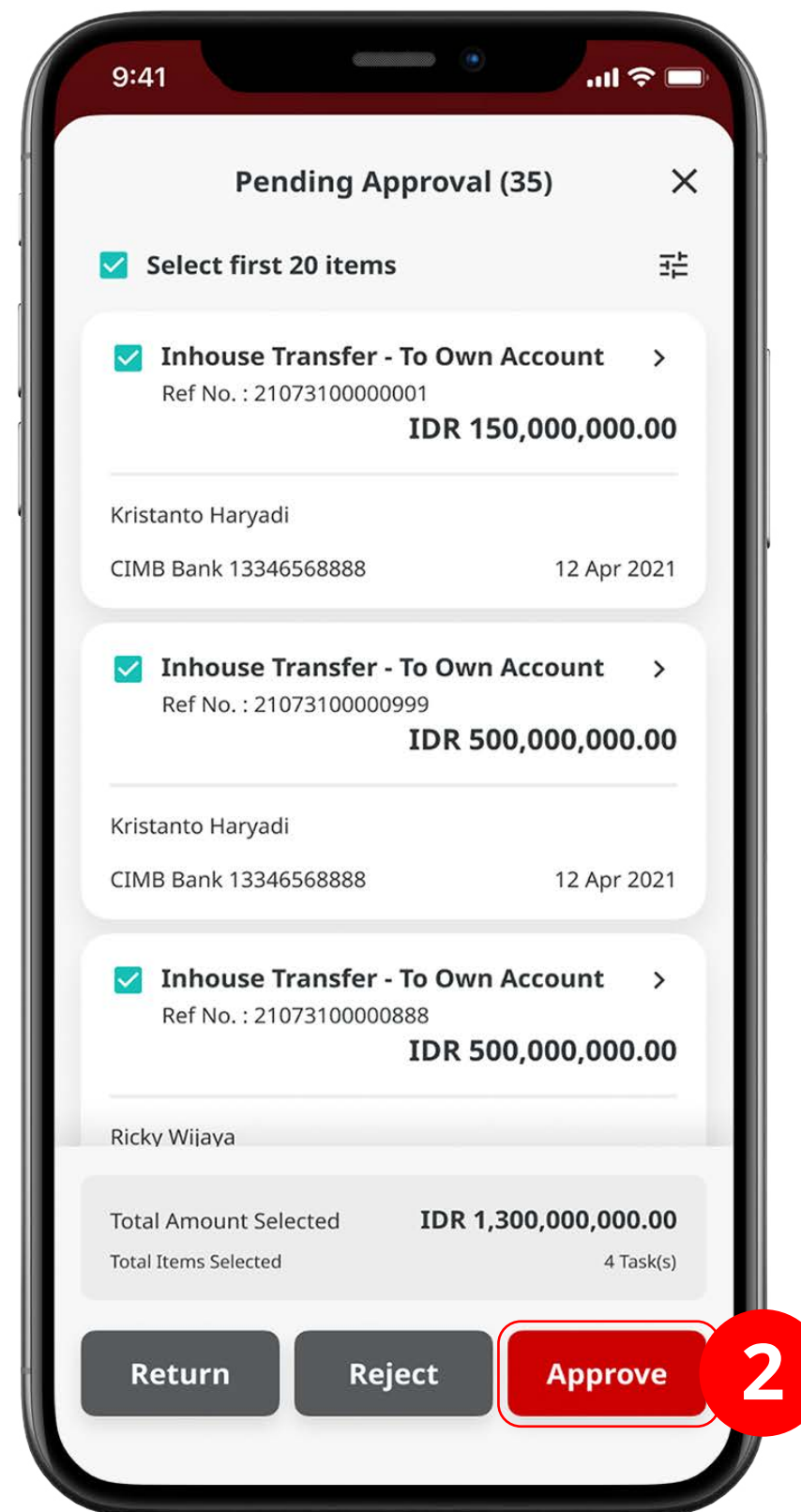
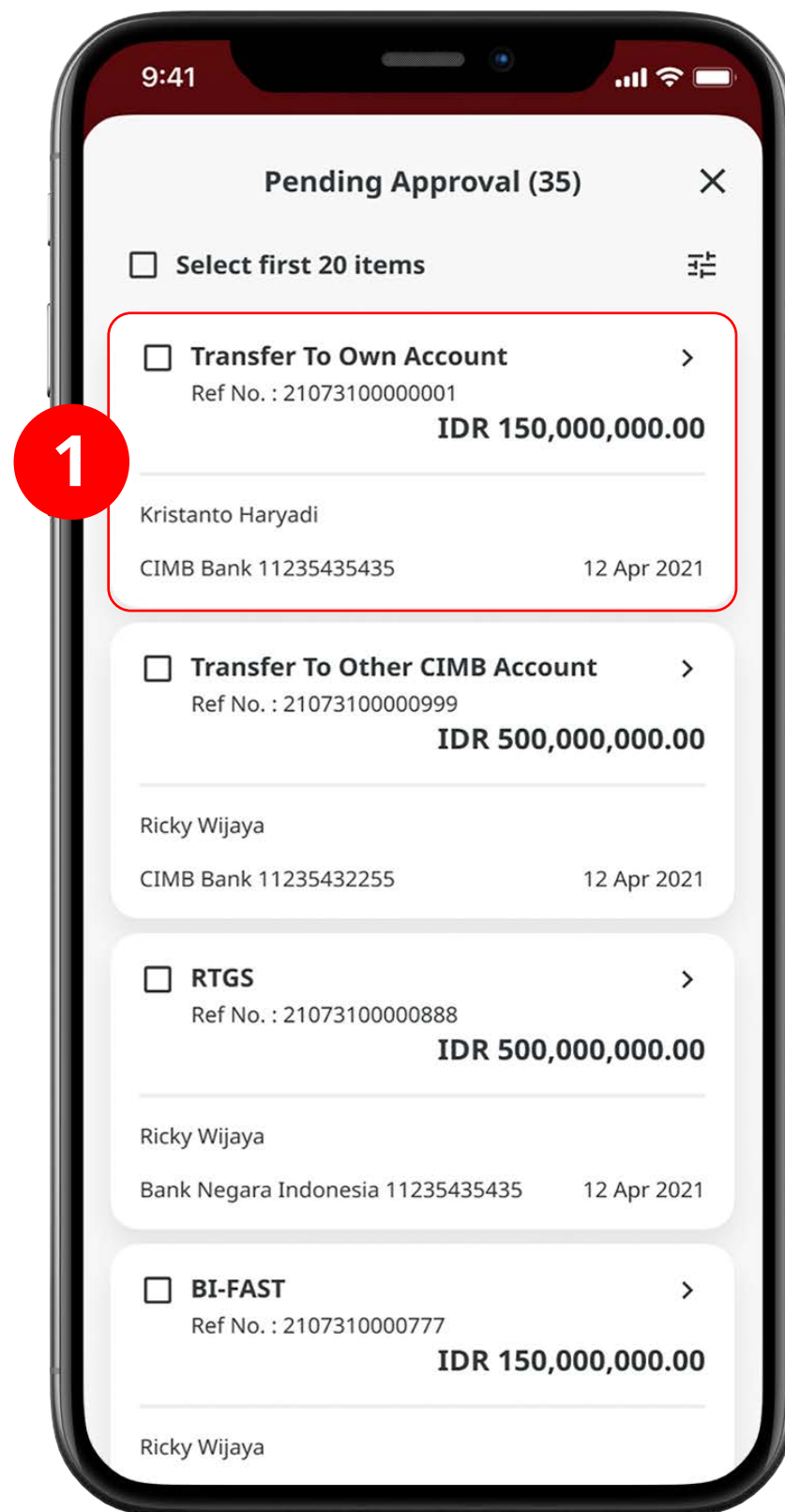


1 Pilih *Transaction*

Langkah
12

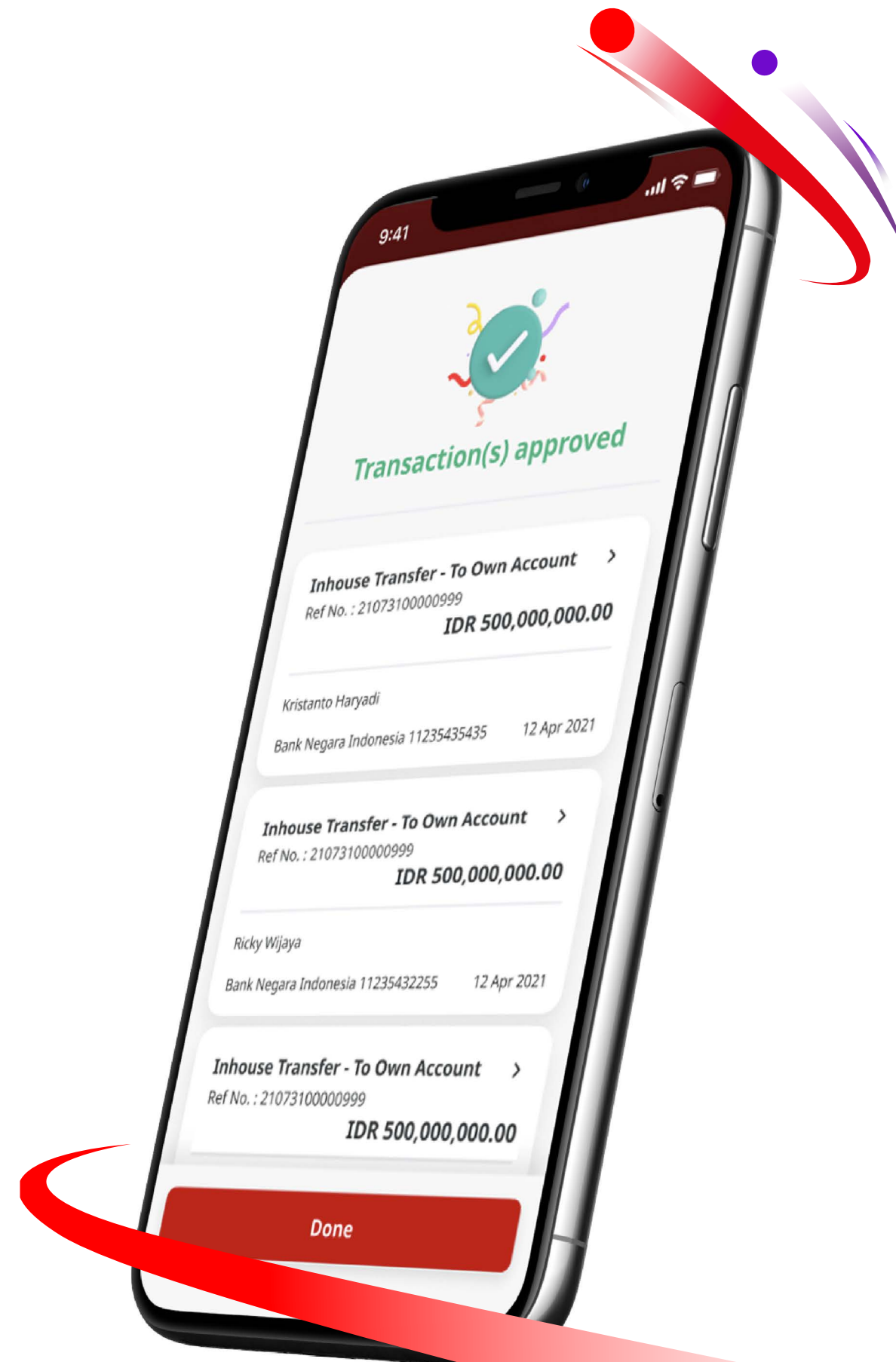


1 Pilih *Pending Approval*



1 Pilih **Submitted Task**

2 Klik tombol **Approve**



Akan muncul halaman **Acknowledgement**

TUTORIAL APLIKASI OCTO Biz

TRANSFER TO 3RD PARTY ACCOUNT

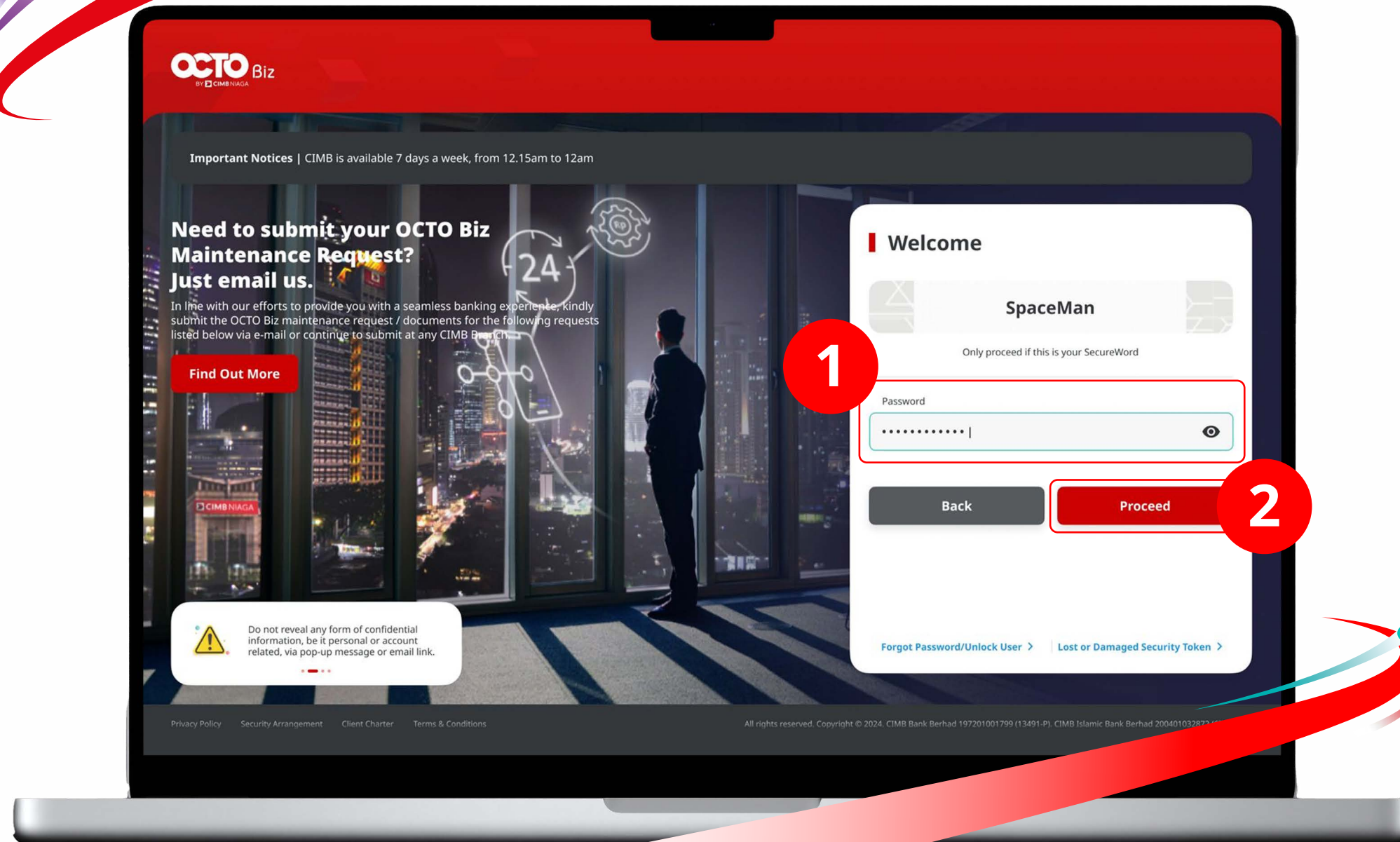
Maker-Approver Flow

Langkah 01



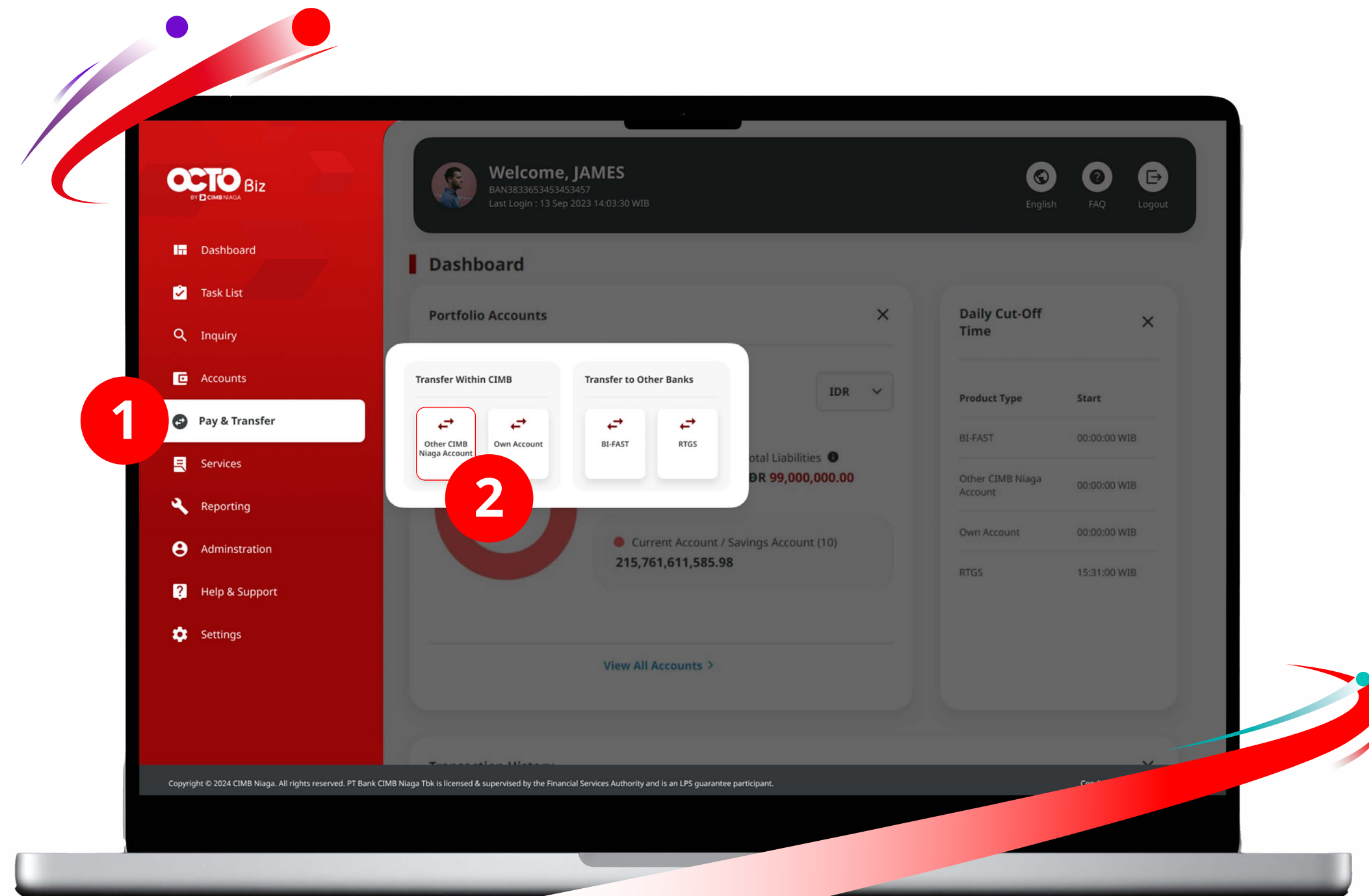
- 1 Akses halaman login sebagai **Maker** dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

Langkah 02



1 Isi **Password**

2 Klik tombol **Proceed**



1 Arahkan kursor pada
Pay & Transfer

2 Klik ***Other
CIMB Niaga Account***

Langkah 04

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
Select

Payment Mode *
Other CIMB Niaga Account

Payment Date *
07 Nov 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. ●
Enter

Other Payment Details ●
Enter

Payment Advice
 No Advice Simple Advice

Add Another Transaction Save as Draft Next

From Account Listing

Search By

Account Name Account No.

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUP2SJIY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 05

1

Payment Date *
14 Sep 2023

Recurring transfer

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Beneficiary Account No. *

Other Details

Customer Reference No. 1
Enter

Other Payment Details 1
Enter

Payment Advice

1 Pilih *tanggal yang sesuai*

Langkah
06

Beneficiary Details Saved Beneficiary

Account Type * **1**

CIMB Niaga Account

CIMB Niaga Account

OCTO Pay

Beneficiary Account No. *

Transaction Currency * Amount *

IDR - INDONESIA RU... Enter

1 Pilih *Beneficiary Account Type*

Langkah 06a

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

1

Jika tipe akun=
CIMB Niaga Account

- 1 Isi ***Beneficiary Account Number***

Langkah 06b

Beneficiary Details Saved Beneficiary

Account Type *
OCTO Pay

Mobile No. *
+62

1

Product Type	Start
BI-FAST	00:00:00 WIB
Other CIMB Niaga Account	00:00:00 WIB
Own Account	00:00:00 WIB
RTGS	15:31:00 WIB

Conditions of Access | Policies

Jika tipe akun=
OCTO Pay

1 Isi **Mobile Number**

Langkah 07

Other CIMB Niaga Account Saved Templates

Transaction Group
Transaction Group *
InHouse Transfer

Sender Details
From Account *
703057606100-IDR INTBM WAHYU
Payment Mode *
Other CIMB Niaga Account
Payment Date *
14 Sep 2023
 Recurring transfer

Beneficiary Details Saved Beneficiary
Account Type *
CIMB Niaga Account
Beneficiary Account No. *
800152204200
Beneficiary Name
BANGUN PERSADA SEKALI
Beneficiary Account Currency
IDR - INDONESIAN RUPIAH

Transaction Details
Transaction Currency *
IDR - INDONESIA RU...
Amount *
600,000.00

Other Details
Customer Reference No. *
RR
Other Payment Details *
OPD
Payment Advice

Add Another Transaction Save as Draft Next

Other CIMB Niaga Account > Review Details

Transaction Group
Transaction Group
InHouse Transfer

Sender Details
From Account
IDR INTBM WAHYU - 703057606100
Payment Mode
Other CIMB Niaga Account
Payment Date
14 Sep 2023

Beneficiary Details
Account Type
CIMB Niaga Account
Beneficiary Name
BANGUN PERSADA SEKALI
Beneficiary Account No.
IDR 800152204200
Beneficiary Account Currency
IDR - INDONESIAN RUPIAH

Transaction Details
Transaction Currency
IDR - INDONESIAN RUPIAH
Amount
600,000.00
Bank Charges
IDR 0.00

Other Details
Customer Reference No.
RR
Other Payment Details
OPD

Back Submit

- 1 Lengkapi **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 08

Other CIMB Niaga Account > Acknowledgement

Task has been sent for approval
Reference No.: IIT23091400000083 Submitted On : 14 Sep 2023 17:41:09 WIB

Transaction Group
Transaction Group
InHouse Transfer

Sender Details
From Account: IDR INTBM WAHYU - 703057606100
Payment Mode: Other CIMB Niaga Account
Payment Date: 14 Sep 2023

Beneficiary Details
Account Type: CIMB Niaga Account
Beneficiary Account No.: IDR 800152204200
Beneficiary Name: BANGUN PERSADA SEKALI
Beneficiary Account Currency: IDR - INDONESIAN RUPIAH

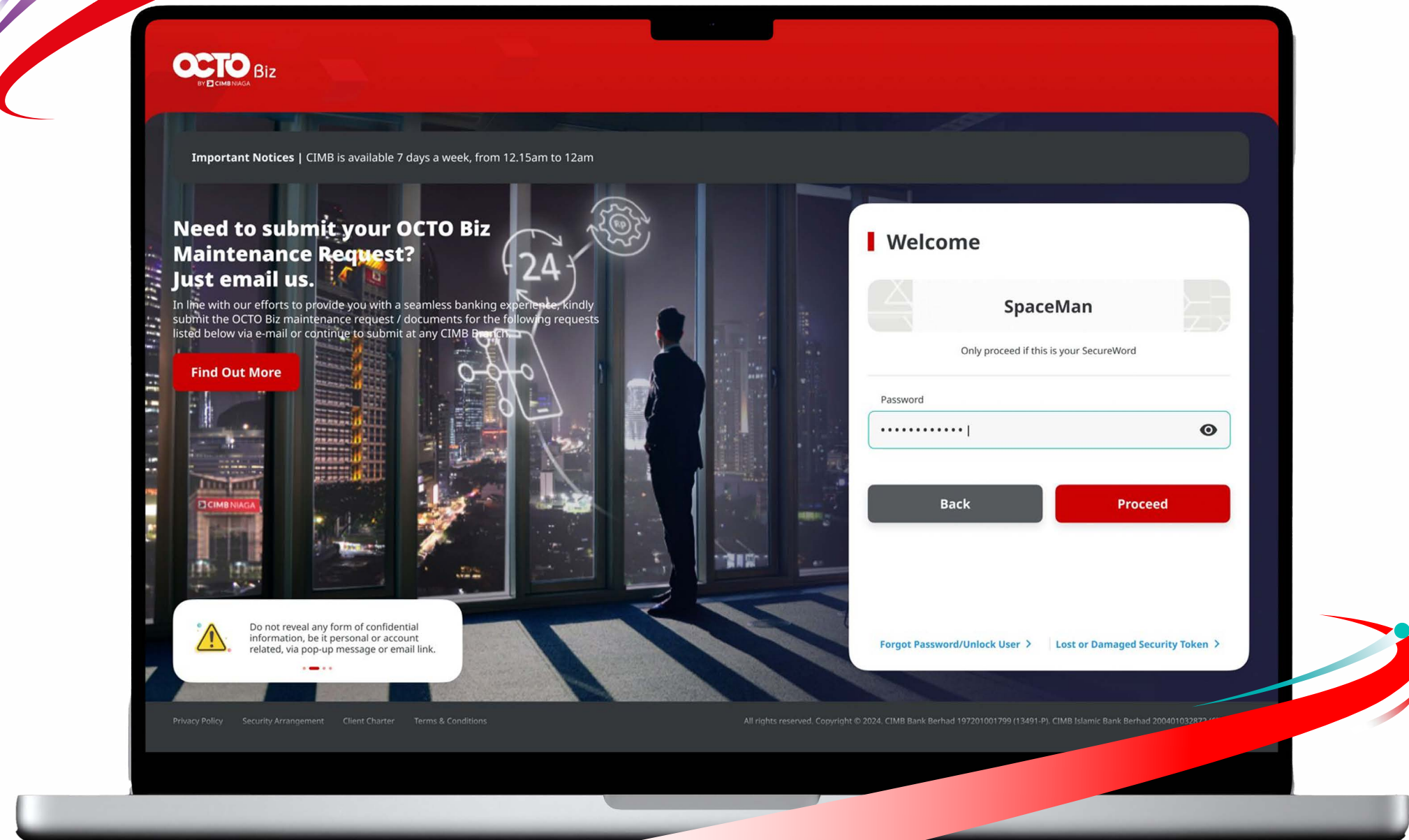
Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH
Amount: 600,000.00
Bank Charges: IDR 0.00

Other Details
Customer Reference No.: RR
Other Payment Details: OPD

[Print](#) [Save As Template](#) [Save As Beneficiary](#) [Make Another Transaction](#)

Sistem akan mengarahkan pada halaman **Acknowledgment** setelah **Submit** berhasil

Langkah 09



Login sebagai **Approver**

Langkah 10

1 Arahkan pada menu disamping, Klik **Task List**

2 Klik pada **hyperlink transaksi** yang telah dikirim

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname	Status Account No.	Action
Transfer to Other CIMB Account IIT230914000000083	IDR 600,000.00 14 Sep 2023	CIMB Niaga 800152204200	BANGUN PERSADA SEKALI	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IIT230914000000081	IDR 131,313.00 14 Sep 2023	CIMB Niaga 800000332500	KEMBANG KUNCUP	INTBM WAHYU 703057606100	Draft	
Transfer to Other CIMB Account IIT230914000000080	IDR 131,313.00 14 Sep 2023	CIMB Niaga 800000332500	KEMBANG KUNCUP	INTBM WAHYU 703057606100	Draft	
Transfer to Other CIMB Account IIT230914000000069	IDR 10,000.00 14 Sep 2023	CIMB Niaga 800000332500	KEMBANG KUNCUP	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IIT230914000000066	IDR 10,000.00 14 Sep 2023	CIMB Niaga 800000332500	KEMBANG KUNCUP	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IIT230914000000065	IDR 20,000.00 14 Sep 2023	CIMB Niaga 800000332500	KEMBANG KUNCUP	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IFL230914000000038	IDR 218,431.00 14 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IFL230914000000037	IDR 89,011.00 14 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IFL230914000000035	IDR 89,011.00 13 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
Transfer to Other CIMB Account IFL230907000000017	IDR 2,786.00 07 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve

- 1 Arahkan pada menu disamping, Klik **Task List**
- 2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 2023-09-14 17:41:09 WIB | Reference No: IIT230914000000083

Transaction Group
Transaction Group: InHouse Transfer

Sender Details
From Account: IDR INTBM WAHYU - 703057606100 | Payment Mode: Other CIMB Niaga Account | Payment Date: 14 Sep 2023

Beneficiary Details
Account Type: CIMB Niaga Account | Beneficiary Account No: IDR 800152204200 | Beneficiary Name: BANGUN PERSADA SEKALI
Beneficiary Account Currency: IDR - INDONESIAN RUPIAH

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH | Amount: 600.000.00 | Bank Charges: IDR 0.00

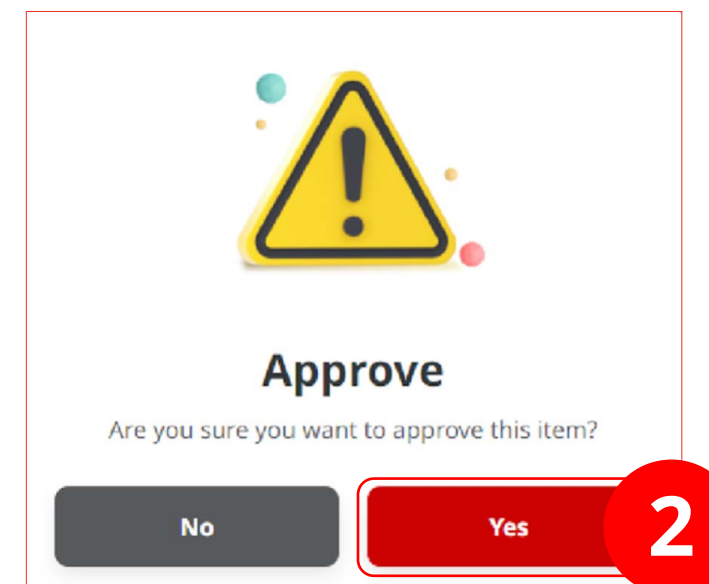
Other Details
Customer Reference No: RR | Other Payment Details: OPD

User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	14 Sep 2023 17:41:09 WIB	

Remark
Remarks: Approved
Maximum 100 characters


Buttons: Back, Return, Reject, **Approve** (1)



- 1 Tinjau ulang detail transaksi yang telah dikirim oleh **Maker** dan klik tombol **Approve**
- 2 Klik tombol **Yes**

Langkah 12

1



Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

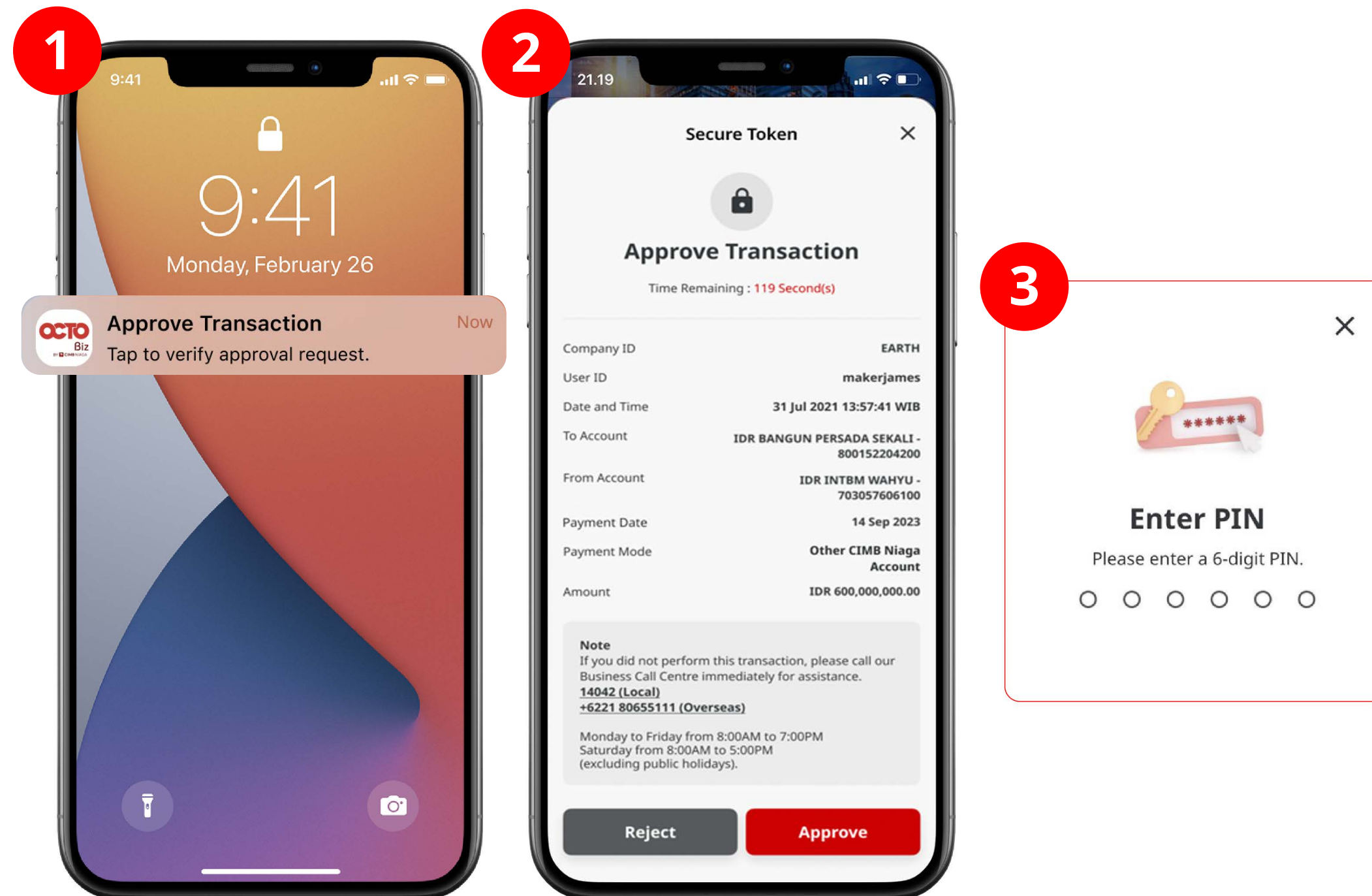
Time Remaining : 59 Second(s)

Cancel **Resend**



- 1** Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2** Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 13



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
14



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 15

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA23091300000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : **Authorised**

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

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Other CIMB Niaga Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details


Customer Reference No.	Other Payment Details
Reference	OPD

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

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

Langkah 16

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IJA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account	Payment Mode	Payment Date
IDR INTBM WAHYU - 703057606100	Other CIMB Niaga Account	13 Sep 2023

Beneficiary Details

To Account
IDR GL ACCT 201D-703185655500

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	500,000.00	IDR 0.00

Other Details

Customer Reference No.	Other Payment Details
Reference	OPD

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

*Ketika proses payment selesai, status akan berubah menjadi **“Successful”***

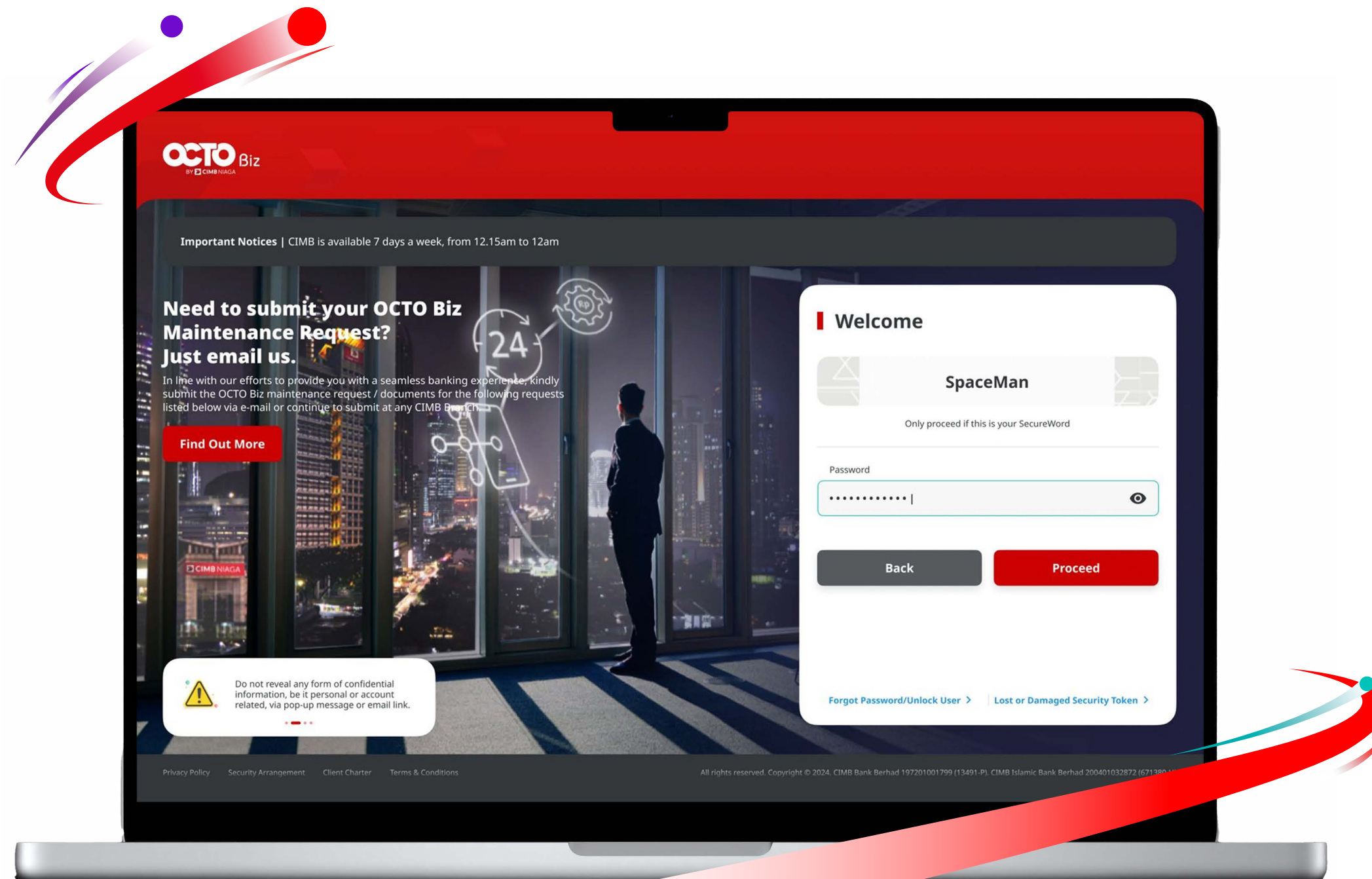


TUTORIAL APLIKASI OCTO Biz

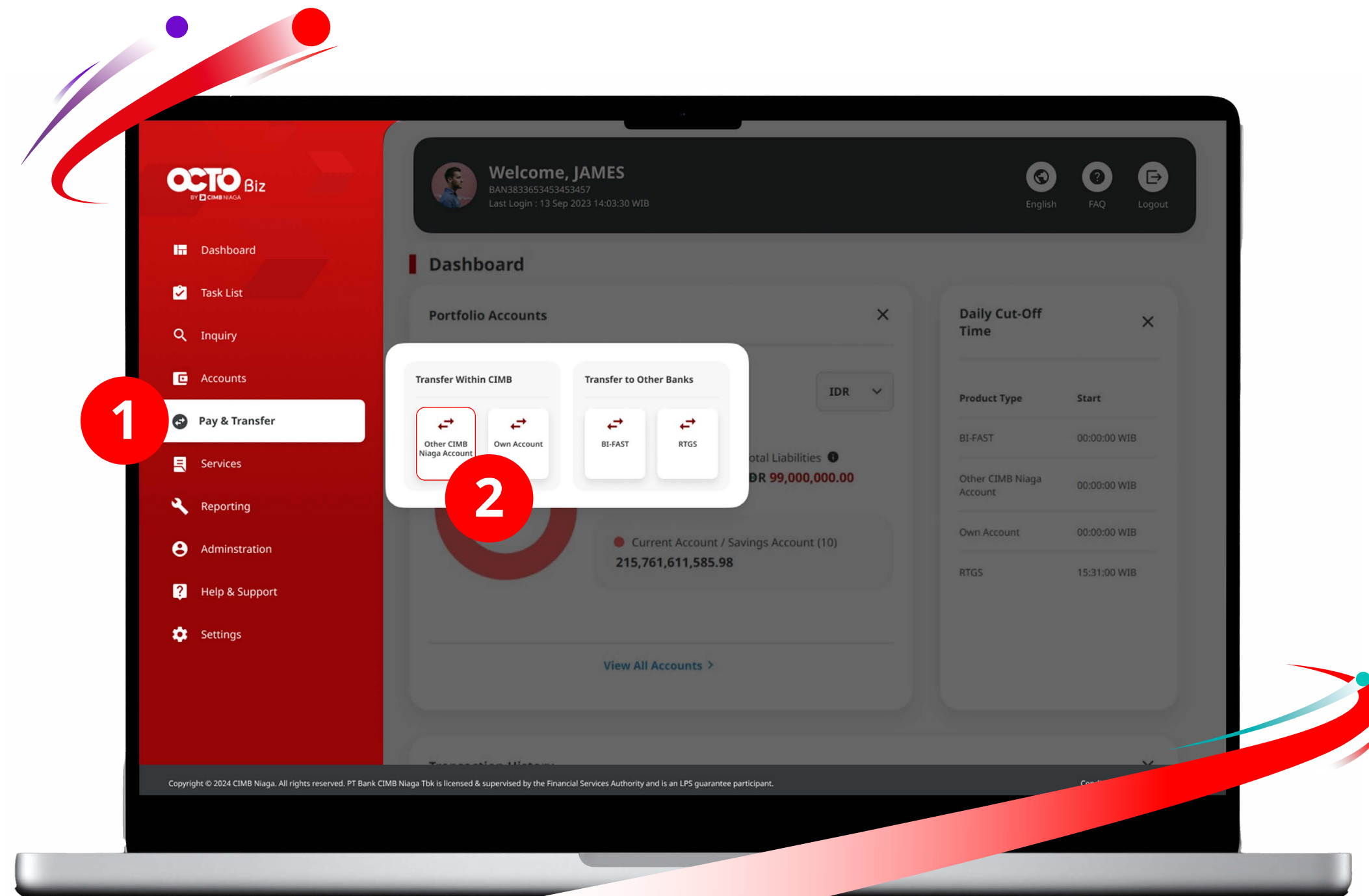
TRANSFER TO 3RD PARTY ACCOUNT

Single Access User Flow

Langkah 01



Login sebagai
Single Access User



- 1 Arahkan kursor pada ***Pay & Transfer***
- 2 Klik ***Other CIMB Niaga Account***

Langkah 03

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account * Select Payment Mode * Other CIMB Niaga Account

Payment Date *
07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU... Amount *
Enter

Other Details

Customer Reference No. * Other Payment Details *
Enter

Payment Advice

From Account Listing

Search By

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZSJY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 04

1

Payment Date *

14 Sep 2023

Recurring transfer

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Beneficiary Account No. *

Other Details

Customer Reference No.

Other Payment Details

Payment Advice

1 Pilih *tanggal yang sesuai*

Langkah 05

Beneficiary Details Saved Beneficiary

Account Type * 1

CIMB Niaga Account

CIMB Niaga Account

OCTO Pay

Beneficiary Account No. *

Transaction Currency * Amount *

IDR - INDONESIA RU... Enter

1 Pilih *Beneficiary Account Type*

Langkah 05a

Beneficiary Details Saved Beneficiary

Account Type *

CIMB Niaga Account

Beneficiary Account No. *

1

Product Type	Start
BI-FAST	00:00:00 WIB
Other CIMB Niaga Account	00:00:00 WIB
Own Account	00:00:00 WIB
RTGS	15:31:00 WIB

Jika tipe akun=
CIMB Niaga Account

- 1 Isi ***Beneficiary Account Number***

Langkah 05b

Beneficiary Details Saved Beneficiary

Account Type *
OCTO Pay

Mobile No. *
+62

1

Product Type	Start
BI-FAST	00:00:00 WIB
Other CIMB Niaga Account	00:00:00 WIB
Own Account	00:00:00 WIB
RTGS	15:31:00 WIB

Conditions of Access | Policies

Jika tipe akun=
OCTO Pay

1 Isi **Mobile Number**

Langkah 06

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
Other CIMB Niaga Account

Payment Date *
14 Sep 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *
800152204200

Beneficiary Name
BANGUN PERSADA SEKALI

Beneficiary Account Currency
IDR - INDONESIAN RUPIAH

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
600,000.00

Other Details

Customer Reference No. *
RR

Other Payment Details *
OPD

Payment Advice

Other CIMB Niaga Account > Review Details

Transaction Group
InHouse Transfer

Sender Details

From Account
IDR INTBM WAHYU - 703057606100

Payment Mode
Other CIMB Niaga Account

Payment Date
14 Sep 2023

Beneficiary Details

Account Type
CIMB Niaga Account

Beneficiary Account No.
IDR 800152204200

Beneficiary Name
BANGUN PERSADA SEKALI

Beneficiary Account Currency
IDR - INDONESIAN RUPIAH

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	600,000.00	IDR 0.00

Other Details


Customer Reference No.
RR

Other Payment Details
OPD

- 1 Lengkapi **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 07

1



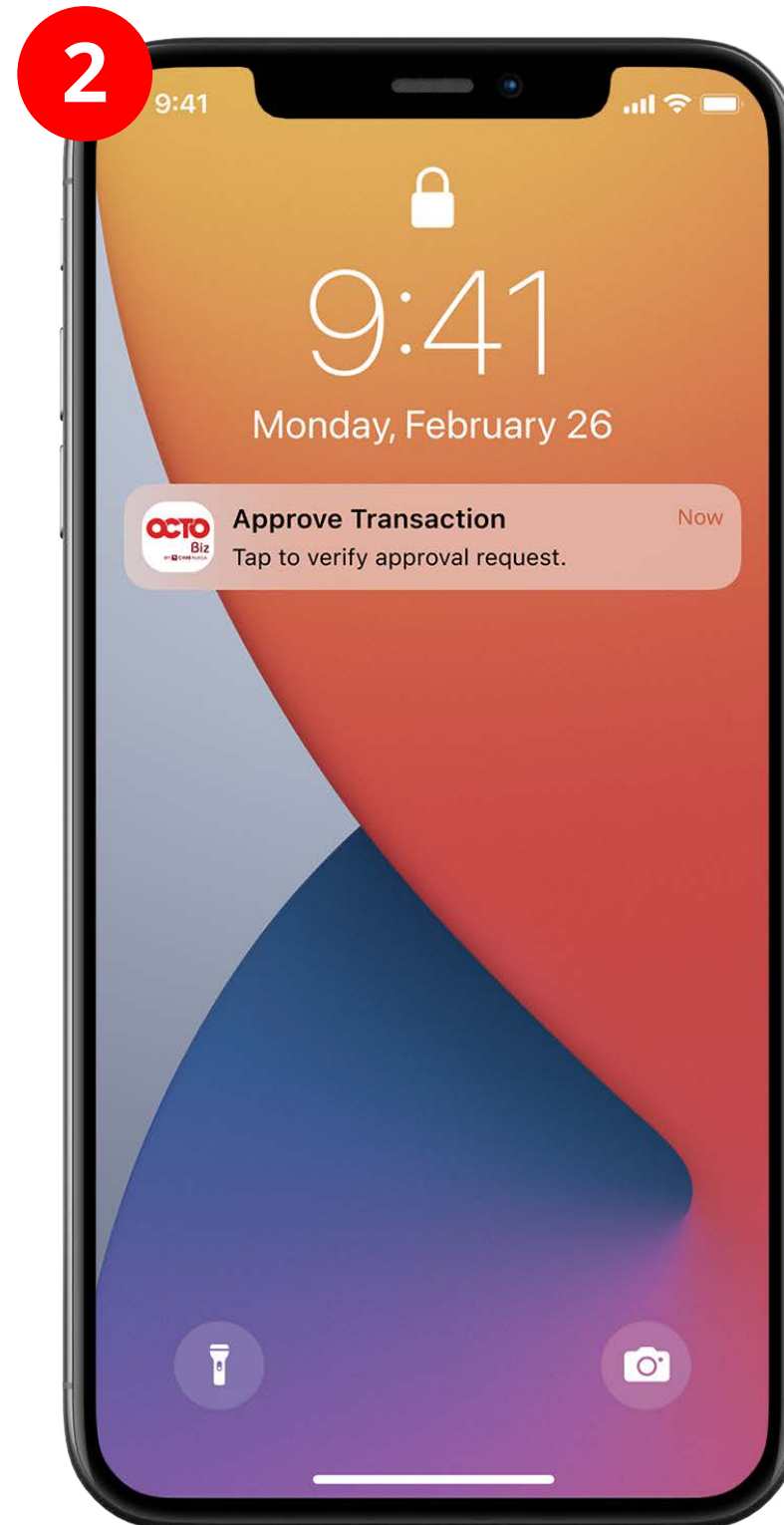
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

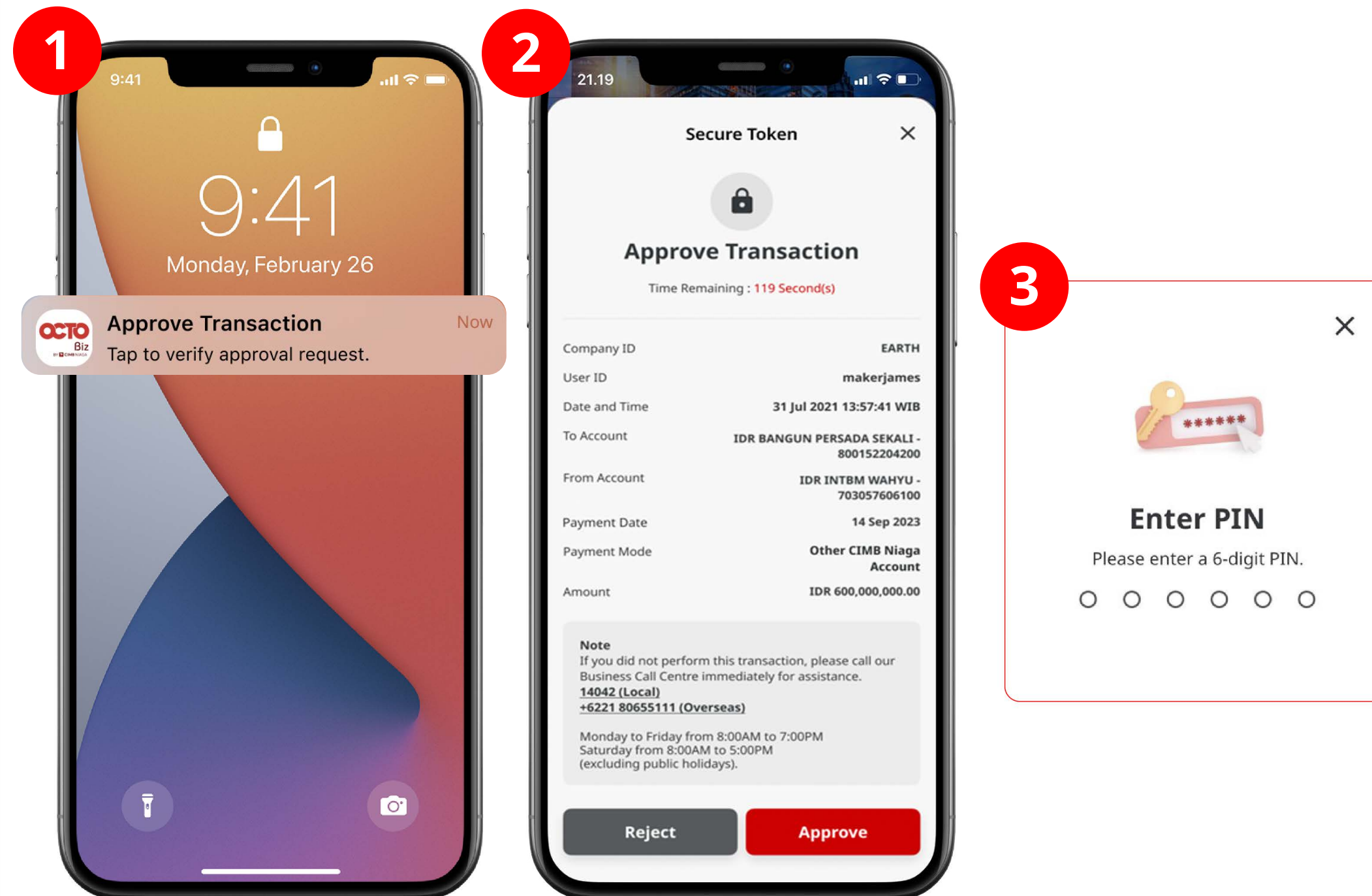
Time Remaining : 59 Second(s)

Cancel Resend



- 1 Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2 Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 08



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 10

Other CIMB Niaga Account > Acknowledgement

Successful
Reference No. : IIT23091400000089 Submitted On : 14 Sep 2023 18:38:29 WIB

Status : **Successful**

Note: View details on this item via Transaction Status Inquiry.

Transaction Group
Transaction Group
InHouse Transfer

Sender Details

From Account IDR INTBM WAHYU - 703057606100	Payment Mode Other CIMB Niaga Account
Payment Date 14 Sep 2023	

Beneficiary Details

Account Type OCTO Pay	Mobile No. +62 87723456789
Beneficiary Name ANYA FORGER	

Transaction Details

Transaction Currency IDR - INDONESIAN RUPIAH	Amount 40,000.00	Bank Charges IDR 0.00
---	---------------------	--------------------------

Other Details

Customer Reference No. RR	Other Payment Details OPD
------------------------------	------------------------------

Print Save As Template Save As Beneficiary Make Another Transaction

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

TUTORIAL APLIKASI OCTO Biz

TRANSFER TO 3RD PARTY ACCOUNT [Website]

Multiple Beneficiary
Submission

Langkah
01



Login sebagai **Maker**,
dan masuk ke **Menu
BI-FAST Data Entry Page**

Langkah 02

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account * Payment Mode *
Select Other CIMB Niaga Account

Payment Date *
07 Nov 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU... Amount *
Enter

Other Details

Customer Reference No. Other Payment Details
Enter Enter

Payment Advice
 No Advice Simple Advice

Add Another Transaction Save as Draft Next

From Account Listing

Search By
 Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZSJY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

Cancel Next

- 1 Pada halaman *input data pembayaran*, klik **From Account**
- 2 Pilih **Sumber Dana**
- 3 Klik tombol **Next**

Langkah 03

Other CIMB Niaga Account

Transaction Group Saved Templates

Transaction Group *
InHouse Transfer

Sender Details

From Account * 703057606100-IDR INTBM WAHYU Payment Mode * Other CIMB Niaga Account

Payment Date * 14 Sep 2023 Recurring transfer

Beneficiary Details Saved Beneficiary

Account Type * CIMB Niaga Account Beneficiary Account No. * 800152204200

Beneficiary Name BANGUN PERSADA SEKALI Beneficiary Account Currency IDR - INDONESIA RUPIAH

Transaction Details

Transaction Currency * IDR - INDONESIA RU... Amount * 600,000.00

Other Details

Customer Reference No. * RR Other Payment Details * OPD

Payment Advice

2

- 1 Isi kolom ***Beneficiary Details*** dan seluruh kolom ***Mandatory Fields***
- 2 Klik tombol ***Add Another Transaction***

Langkah 04

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. 1
Enter

Other Payment Details 1
Enter

Payment Advice

Add Another Transaction

1 item(s)

Beneficiary Account No. /Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/> 800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Save as Draft Next

Beneficiary Details Saved Beneficiary

Account Type *
CIMB Niaga Account

Beneficiary Account No. *

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. 1
Enter

Other Payment Details 1
Enter

Payment Advice

Add Another Transaction

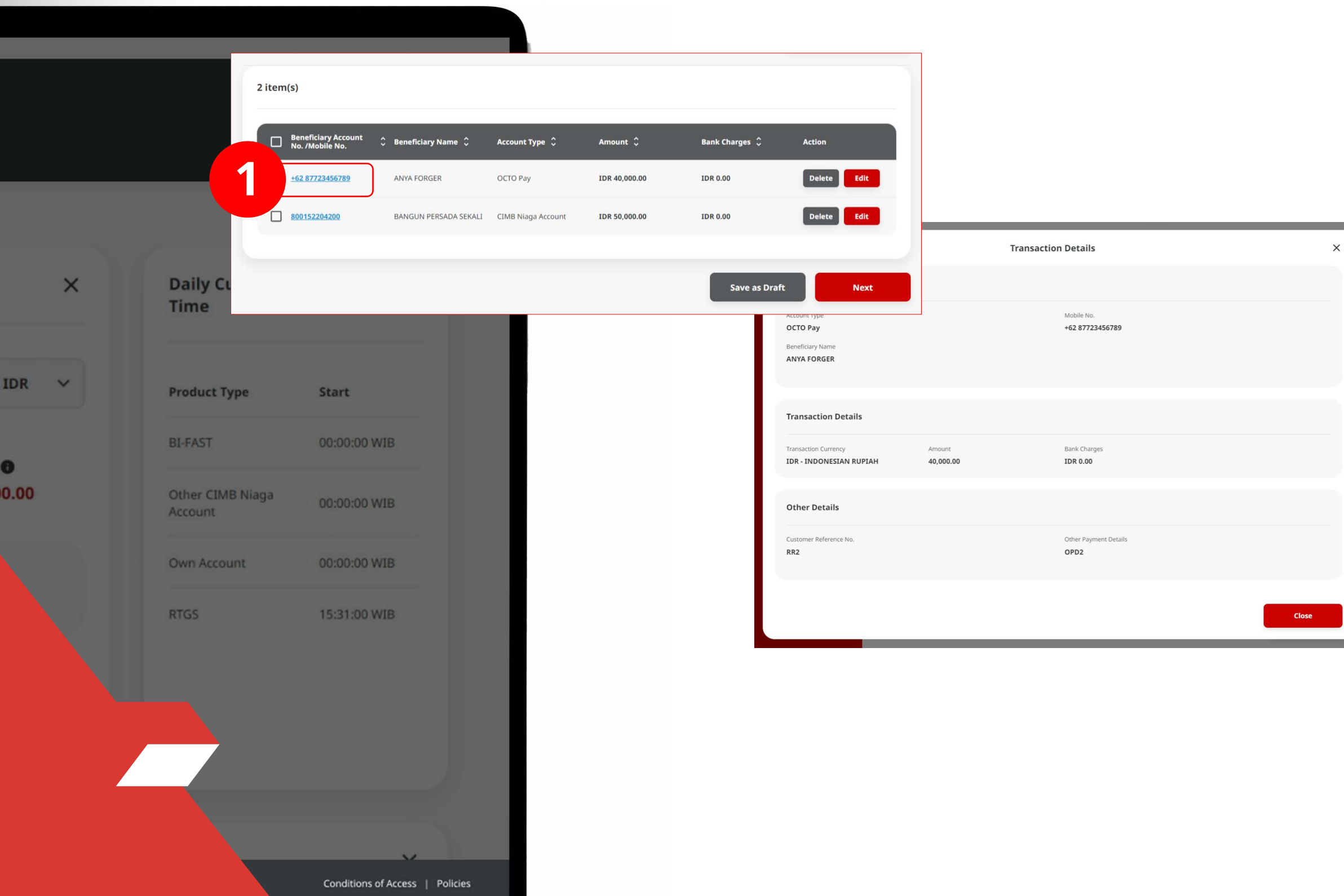
2 item(s)

Beneficiary Account No. /Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/> +62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	<input type="button" value="Delete"/> <input type="button" value="Edit"/>
<input type="checkbox"/> 800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	<input type="button" value="Delete"/> <input type="button" value="Edit"/>

Save as Draft Next

Jika penambahan akun berhasil, sistem akan masuk ke mode **batch online**

- 1 Lengkapi detail untuk **beneficiary Account** selanjutnya
- 2 Klik tombol **Add Another Transaction**



1 Klik tombol **Beneficiary Record Hyperlink** untuk melihat **detail transaksi**

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. /Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/>	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

Save as Draft Next

Mobile No. *

+62 87723456789

Beneficiary Name

ANYA FORGER

Transaction Details

Transaction Currency * Amount *

IDR - INDONESIA RUP... 40,000.00

Other Details

Customer Reference No. * Other Payment Details *

RR2 OPD2

Payment Advice

No Advice Simple Advice

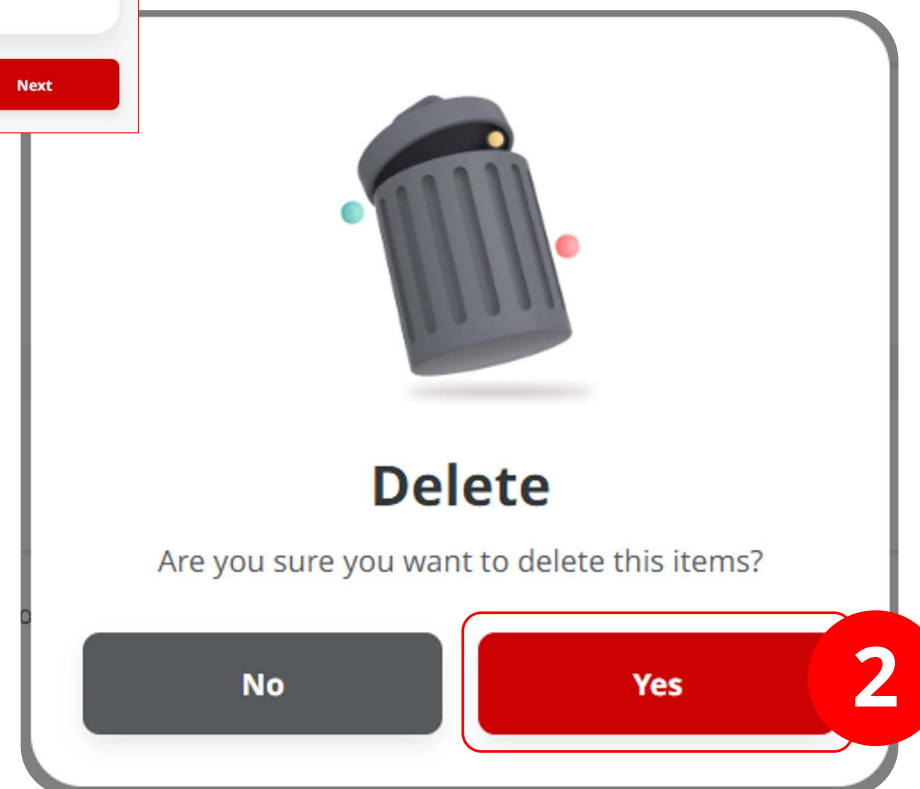
Close Done

- 1 Jika terdapat kekeliruan data, klik tombol **Edit** untuk melakukan perbaikan pada **Transaction Details**

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. /Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/>	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete 1
<input type="checkbox"/>	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

Save as Draft Next



- 1** Klik tombol **Delete**
- 2** Klik tombol **Yes** untuk menghapus **Beneficiary Record**

The screenshot displays a web interface for managing beneficiaries. A table lists two items, with the second one selected. A confirmation dialog is open, asking for confirmation to delete the selected items. Red circles and boxes highlight the checkboxes, the 'Delete Selected' button, and the 'Yes' button in the confirmation dialog.

Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/> +62.87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
<input checked="" type="checkbox"/> 800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

2 item(s)

Save as Draft Next

Delete Selected

Delete

Are you sure you want to delete this items?

No Yes

- 1 Klik **Checkboxes**
- 2 Klik tombol **Delete Selection**
- 3 Klik tombol **Yes** pada **Box Konfirmasi** untuk **menghapus list data penerima**

Langkah 06

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges	Action
<input type="checkbox"/>	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00	Delete Edit
<input checked="" type="checkbox"/>	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00	Delete Edit

Save as Draft Next

1

1 Klik tombol **Next** untuk memproses data

2 Klik tombol **Submit**

Other CIMB Niaga Account (Multiple) > Review Details

Transaction Group
Transaction Group
InHouse Transfer

Sender Details
From Account
IDR INTBM WAHYU - 703057606100
Payment Mode
Other CIMB Niaga Account
Payment Date
14 Sep 2023

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges
<input type="checkbox"/>	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00
<input type="checkbox"/>	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00


Total Amount : IDR 90,000.00 | Total Charges : IDR 0.00

Back Submit

1

Langkah 07

Other CIMB Niaga Account (Multiple) > Acknowledgement

Task has been sent for approval 

Reference No. : IFL230914000000084 Submitted On : 14 Sep 2023 18:33:22 WIB

Transaction Group

Transaction Group
InHouse Transfer

Sender Details

From Account: IDR INTBM WAHYU - 703057606100 Payment Mode: Other CIMB Niaga Account
Payment Date: 14 Sep 2023

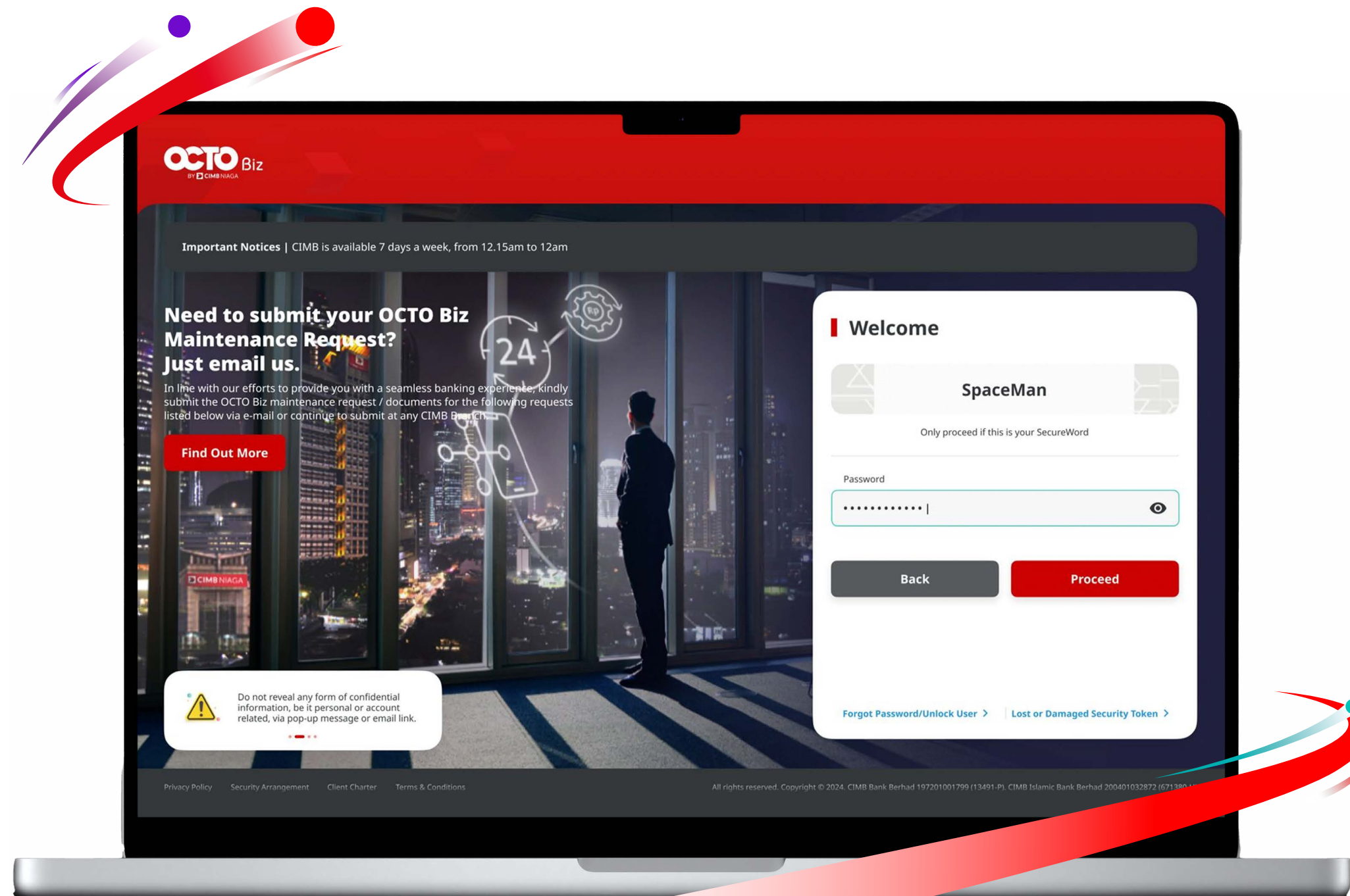
2 item(s)

Reference No.	Beneficiary Account No. /Mobile No.	Beneficiary Name	Account Type	Amount	Bank Charges
IIT230914000000088	+62 87723456789	ANYA FORGER	OCTO Pay	IDR 40,000.00	IDR 0.00
IIT230914000000087	800152204200	BANGUN PERSADA SEKALI	CIMB Niaga Account	IDR 50,000.00	IDR 0.00

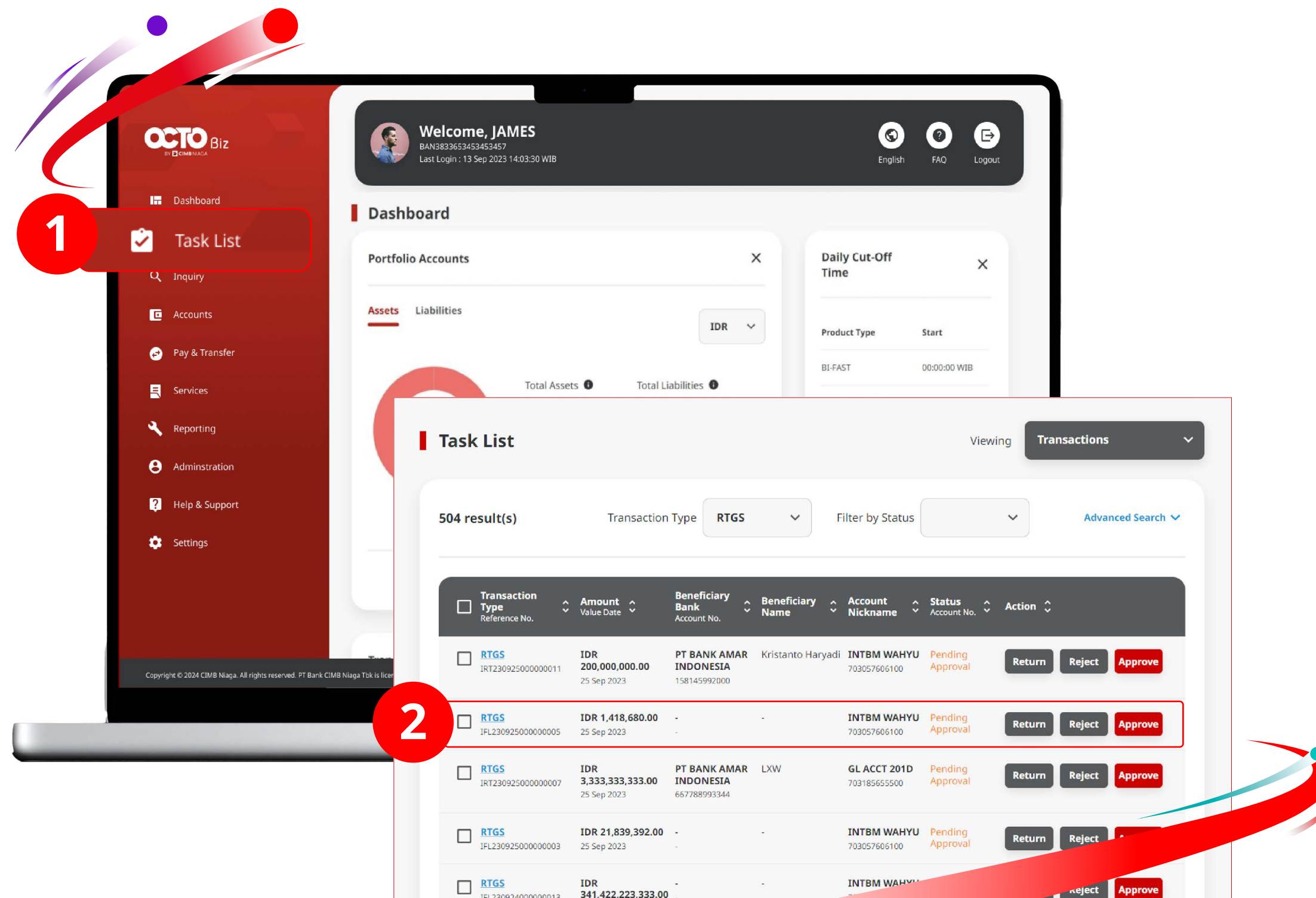
Total Amount : IDR 90,000.00 | Total Charges : IDR 0.00

[Print](#) [Save As Template](#) [Make Another Transaction](#)

Sistem akan mengarahkan pada halaman **Acknowledgment**



Login sebagai **Approver**



1 Arahkan kursor pada menu samping
Klik **Task List**

2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 10

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 2023-09-25 13:16:52 WIB | Reference No.: IB1230925000008738

Transaction Group

Transaction Group: Domestic Transfer

Sender Details

From Account: 703057606100- IDR INTBM WAHYU | Payment Mode: RTGS
Payment Date: 25 Sep 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount
IRT230925000000020	1232313123213456	PT BANK AMAR INDONESIA - LOMAJD1	Kristanto Haryadi	IDR 200,000,000.00
IRT230925000000019	6417770945	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

User Activities

User	Activities	Date / Time
MAKER7	Submit	25 Sep 2023 13:16:53 WIB

Remark

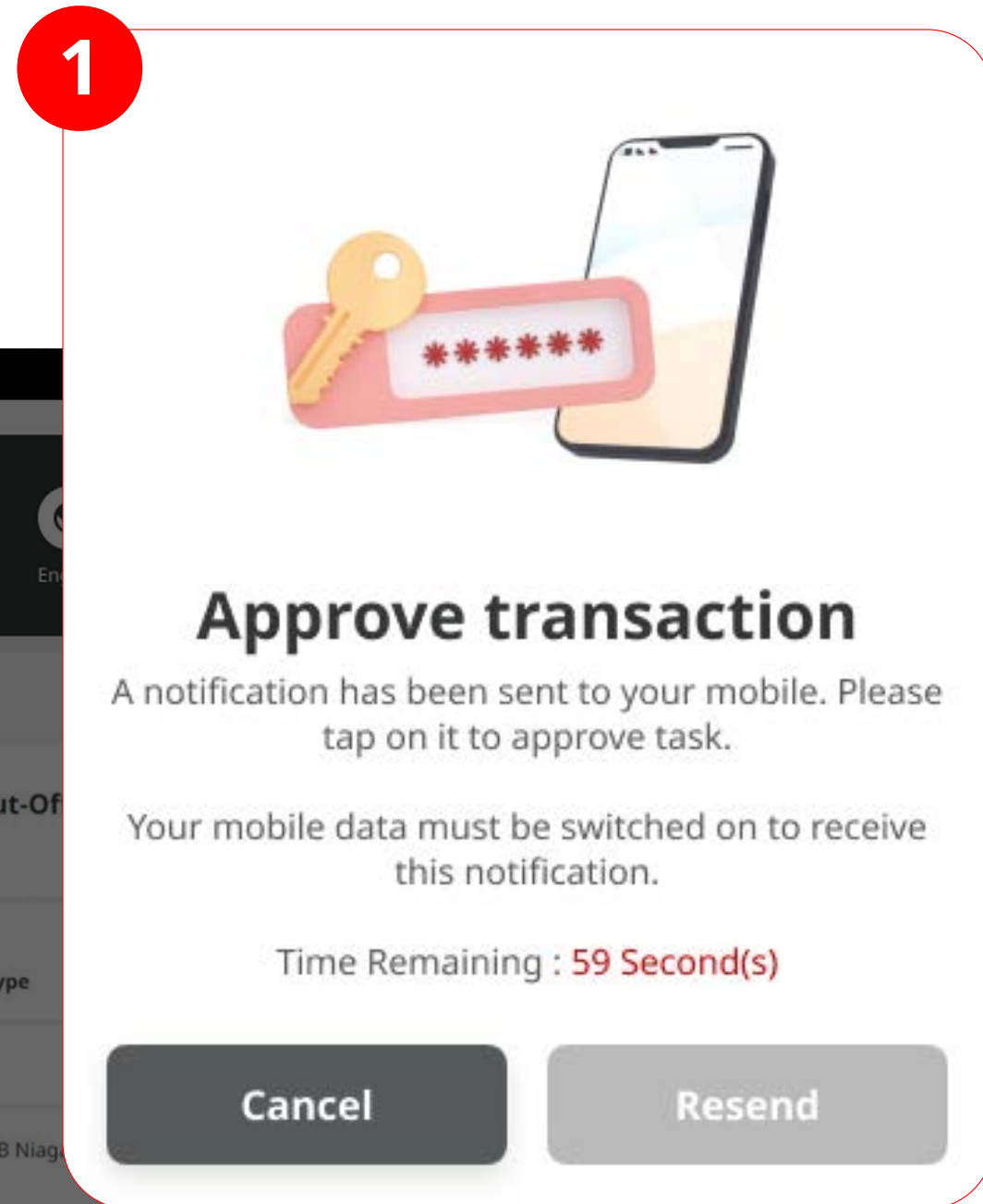
Remarks: Enter
Maximum 100 characters

Buttons: Back, Return, Reject, **Approve** (1)



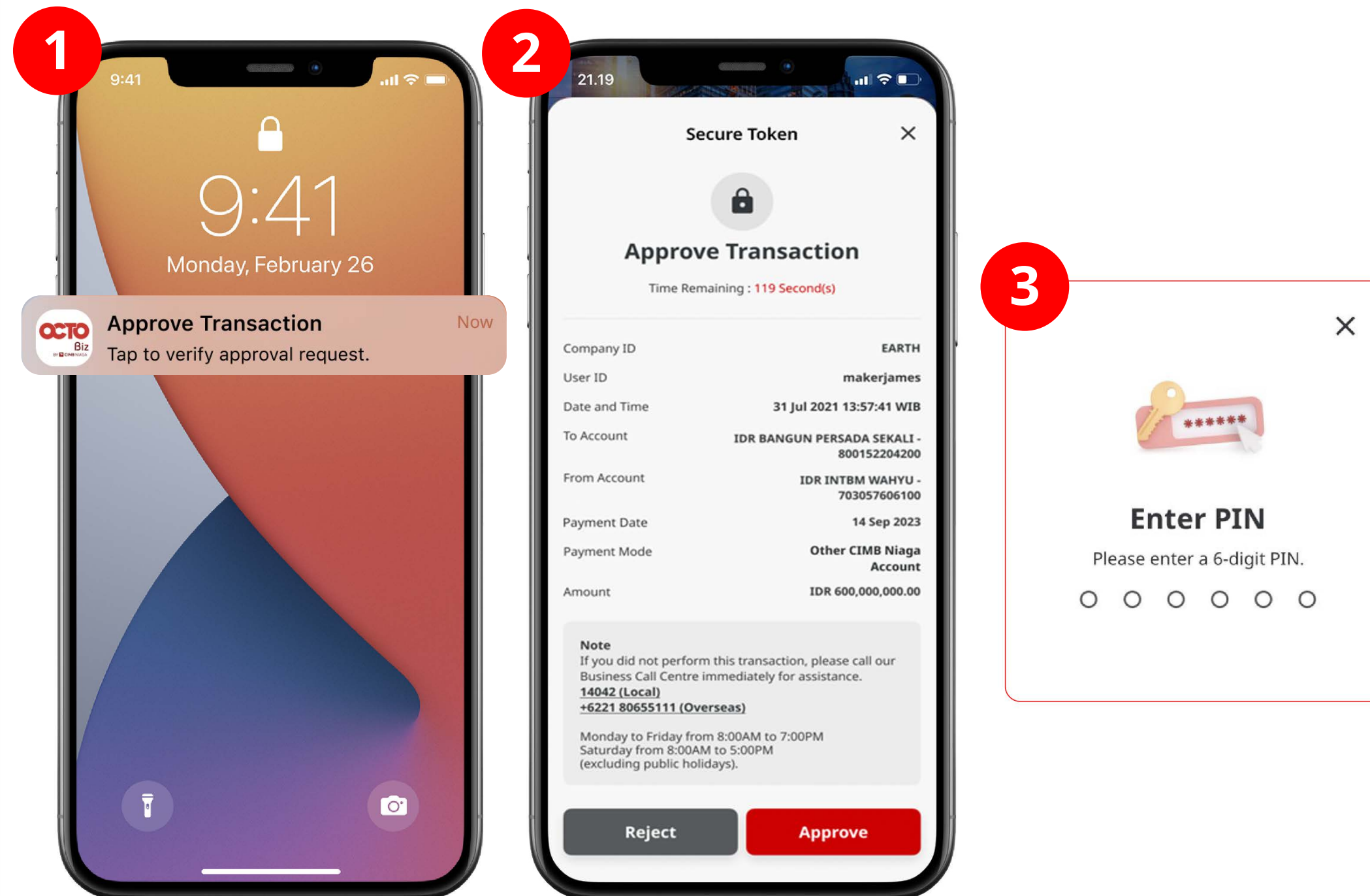
- 1 **Tinjau ulang** detail transaksi yang telah di kirim oleh **Maker** dan klik tombol **Approve**
- 2 **Klik tombol Yes**

Langkah 11



- 1 Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2 Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 12



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
13



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 14

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : **Authorised**

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

Transaction Group

Transaction Group
Transfer to Other Banks

Sender Details

From Account: 703057606100-IDR ANJAR ASMORO HERYANTO Payment Mode: RTGS
Payment Date: 01 Dec 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
IRT231201000000033	700000718420	PT BANK SHINHAN INDONESIA - MEEKIDJ1	SHI	IDR 200,000,000.00	IDR 0.00	Authorised	-
IRT231201000000034	7273000481	UOB INDONESIA - BBIJIDJA	UOB	IDR 1,000,000,000.00	IDR 0.00	Authorised	-

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

Print Done

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

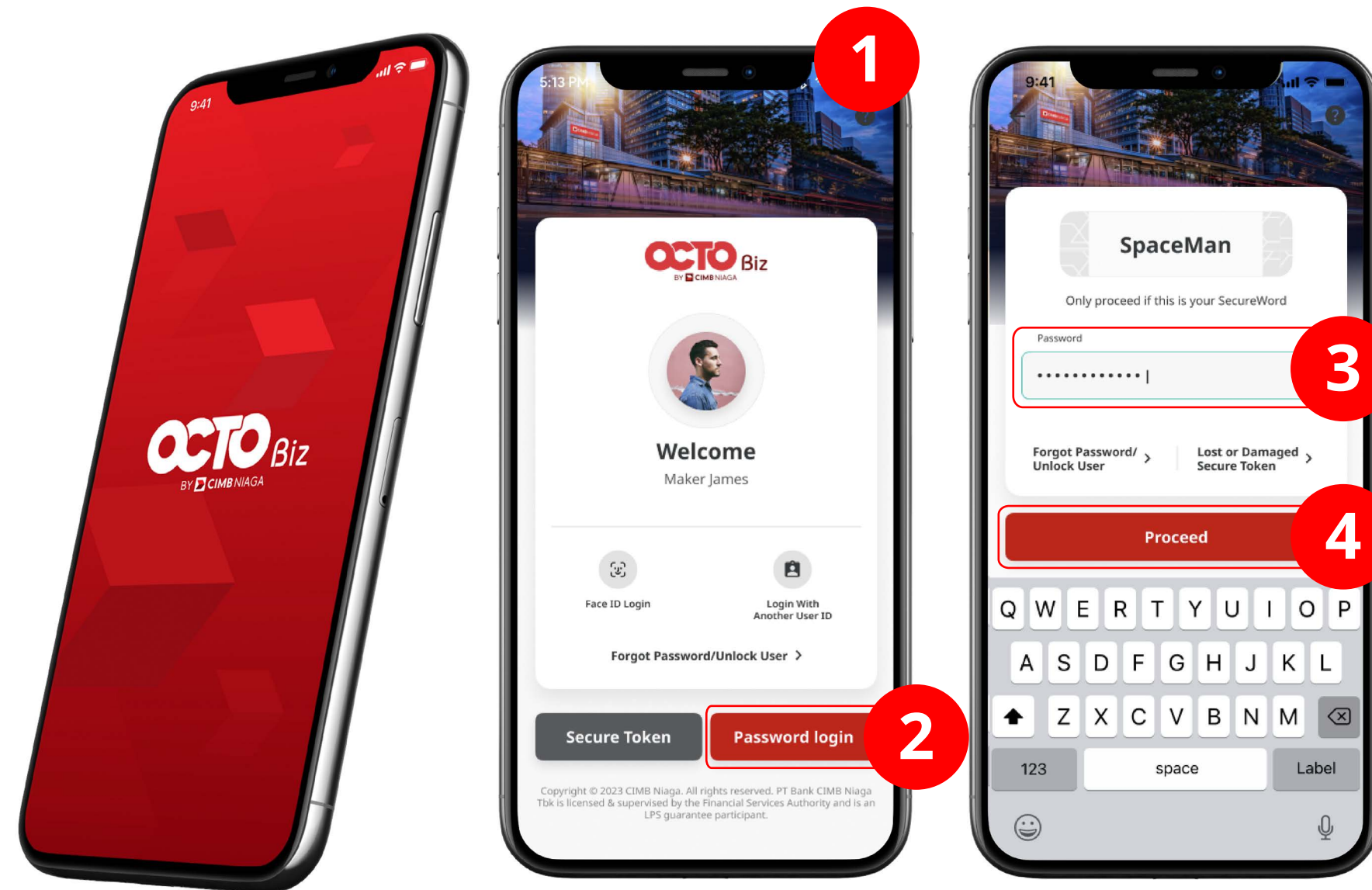


TUTORIAL APLIKASI OCTO Biz

TRANSFER TO 3RD PARTY ACCOUNT [Mobile]

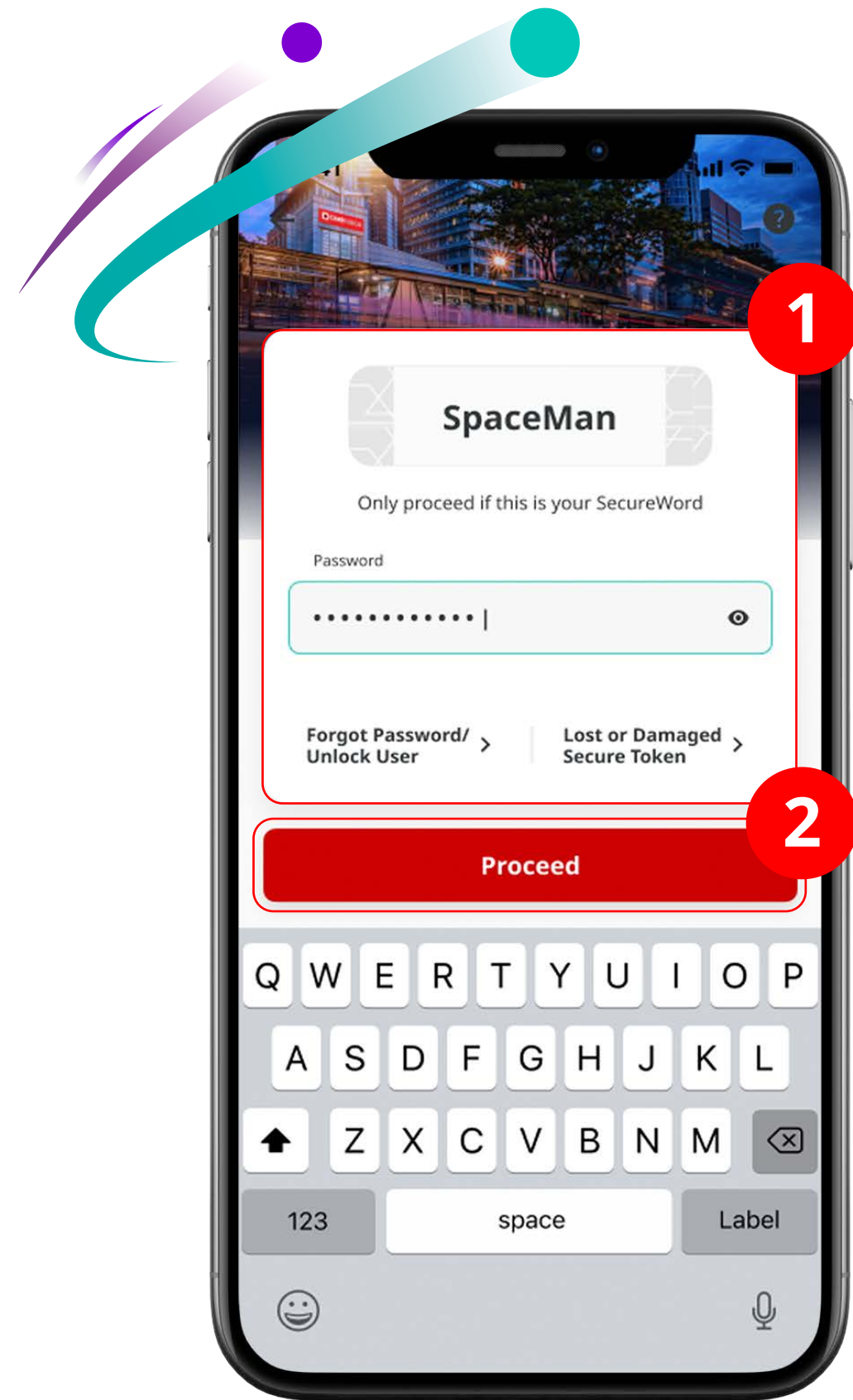
Other CIMB Niaga Account

Langkah 01



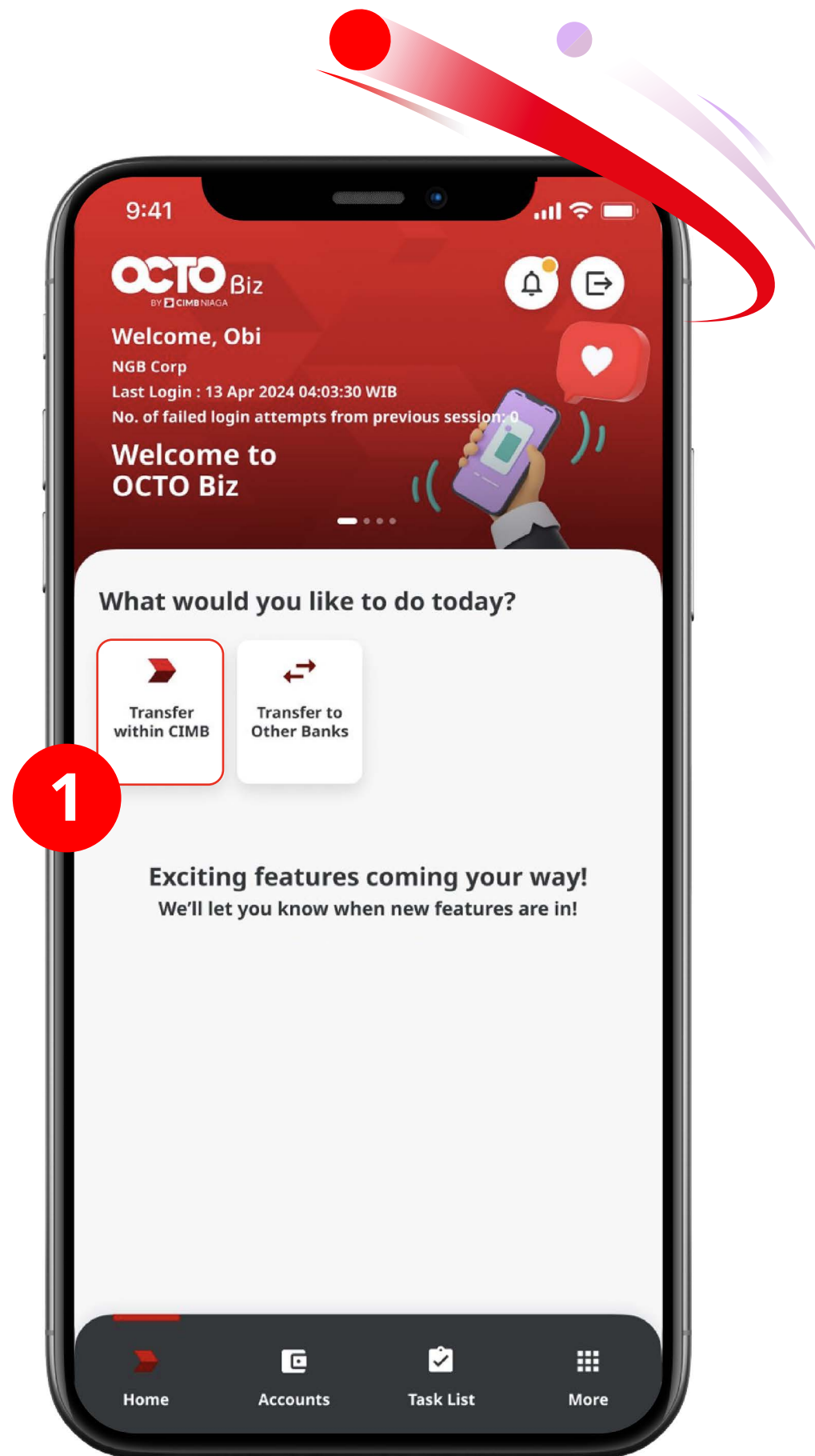
- 1 Login sebagai **Maker**
- 2 Klik tombol **Password Login**
- 3 Masukkan **Password**
- 4 Klik tombol **Proceed**

Langkah
02



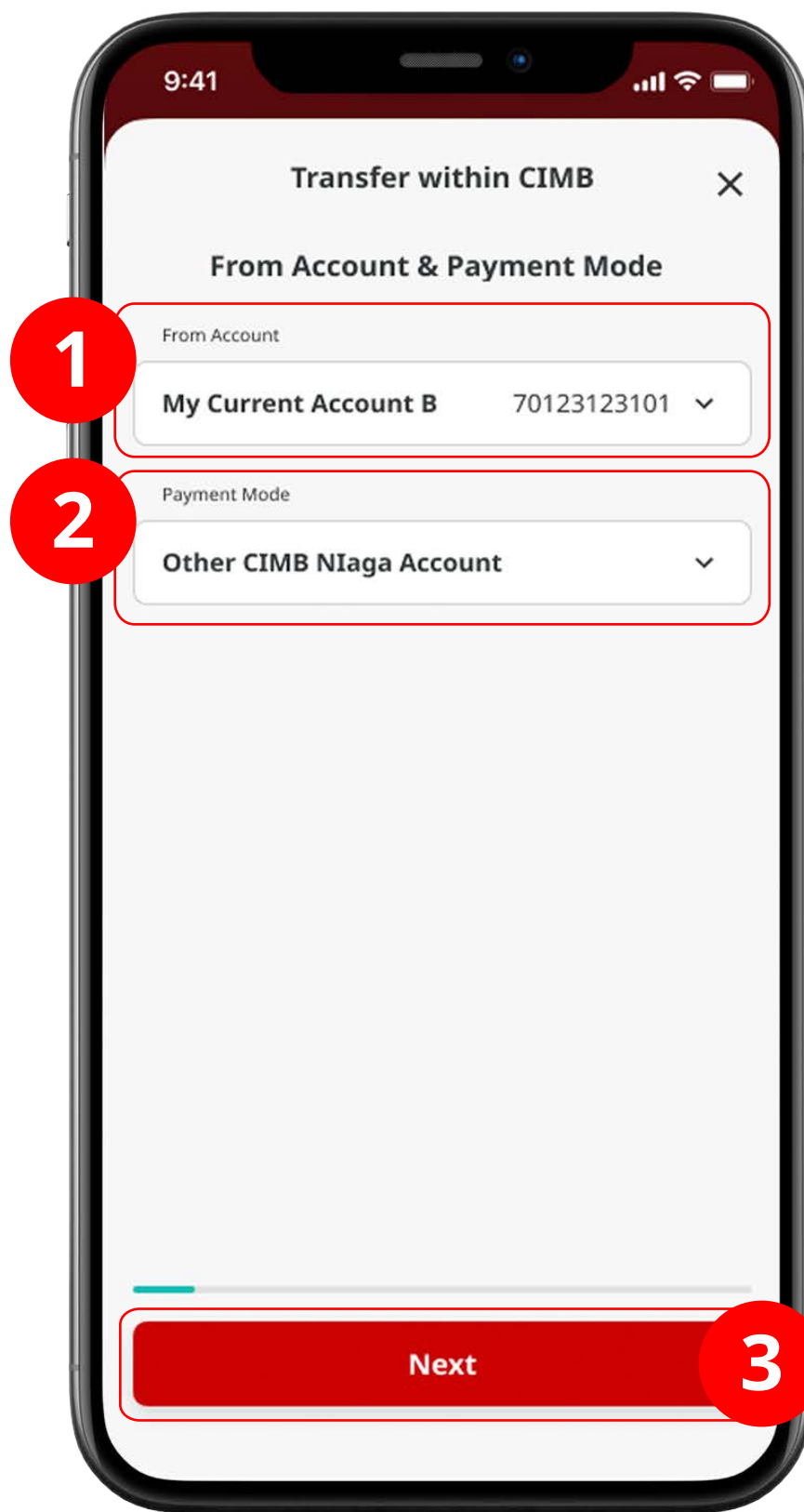
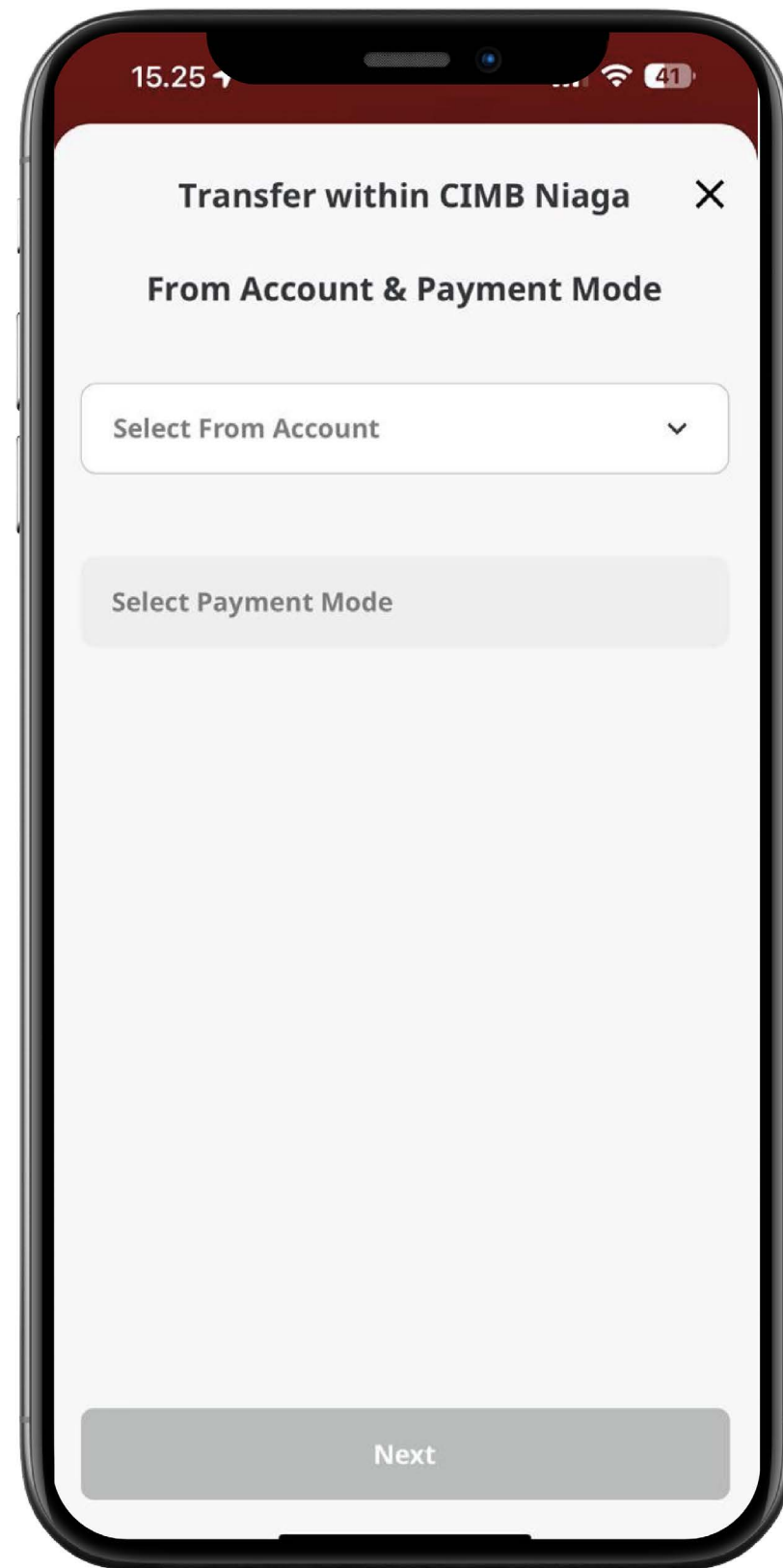
- 1 Masukkan **Password**
- 2 Klik tombol **Proceed**

Langkah
03



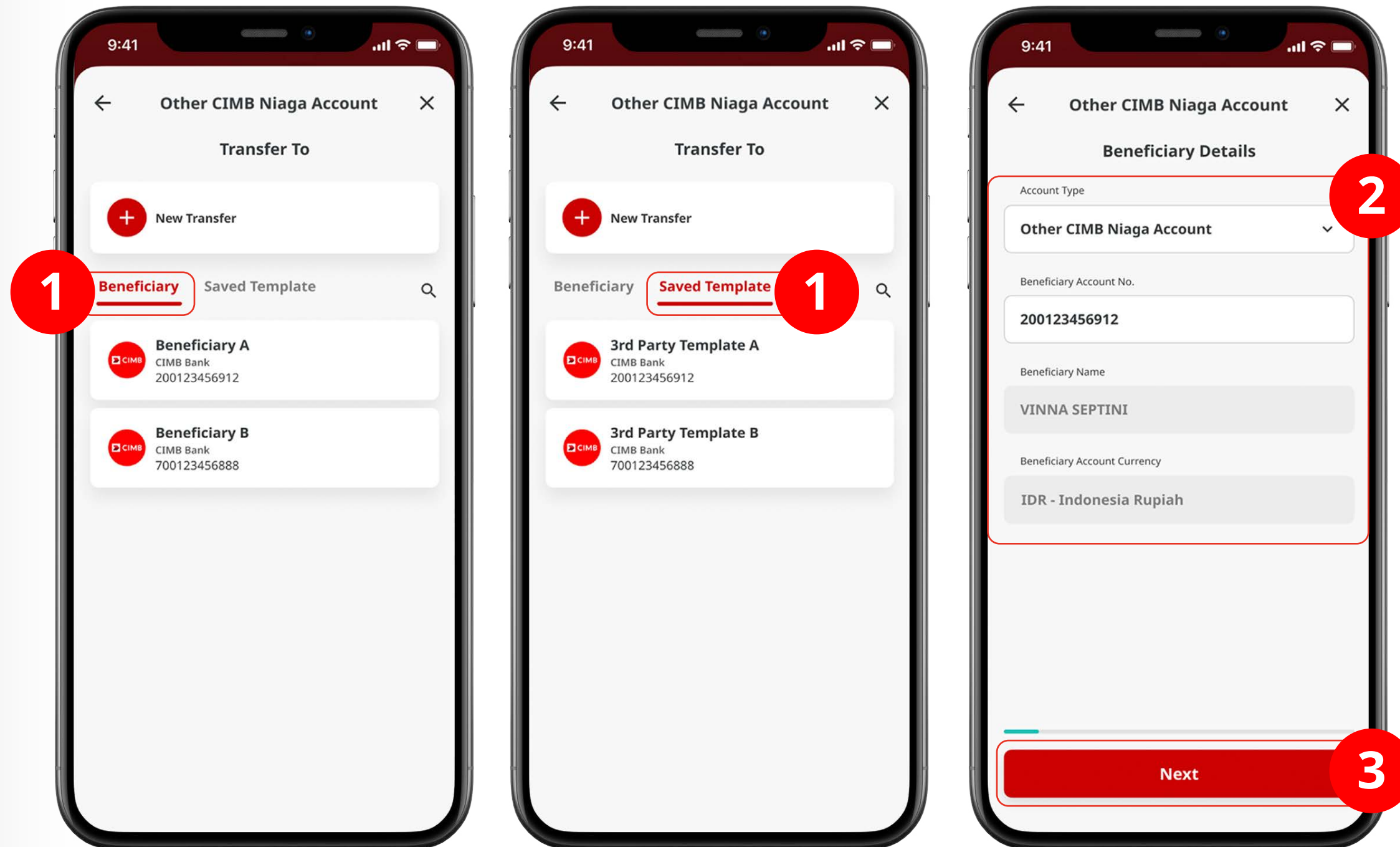
1 Pilih *Transfer within CIMB*

Langkah
04



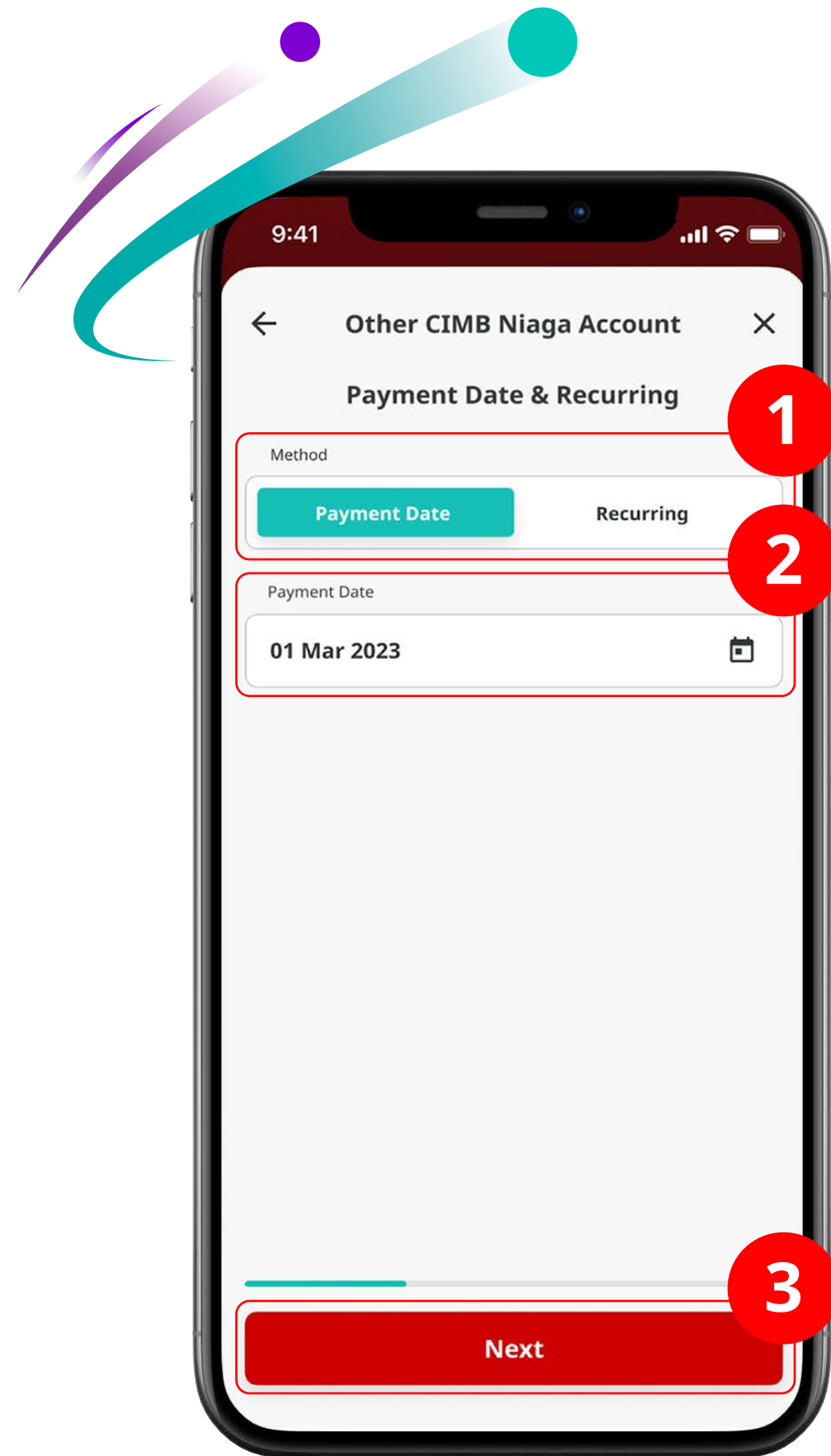
- 1 Pilih ***From Account***
- 2 Pilih ***Payment Mode (Other CIMB Niaga Account)***
- 3 Klik tombol ***Next***

Langkah 05



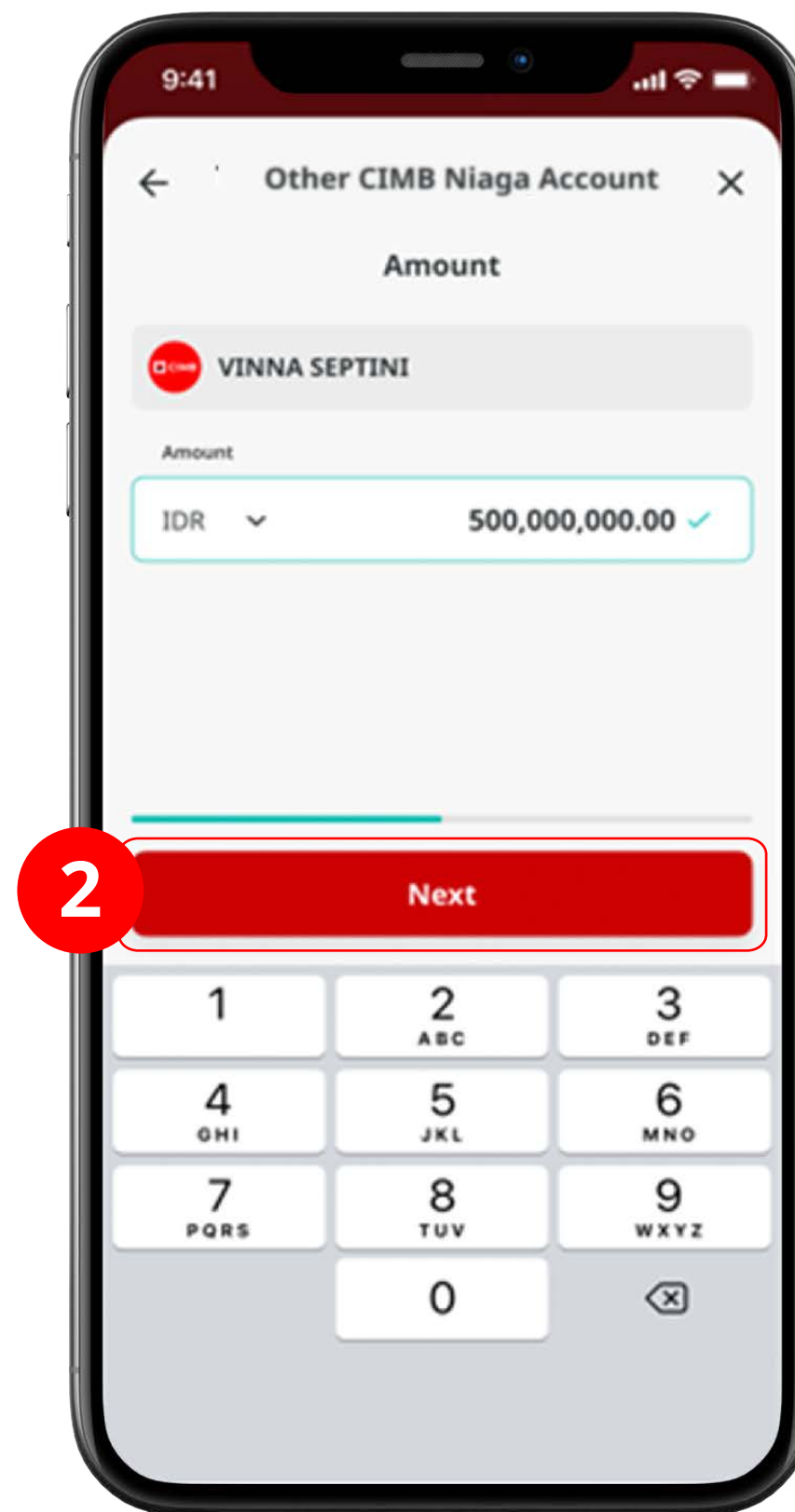
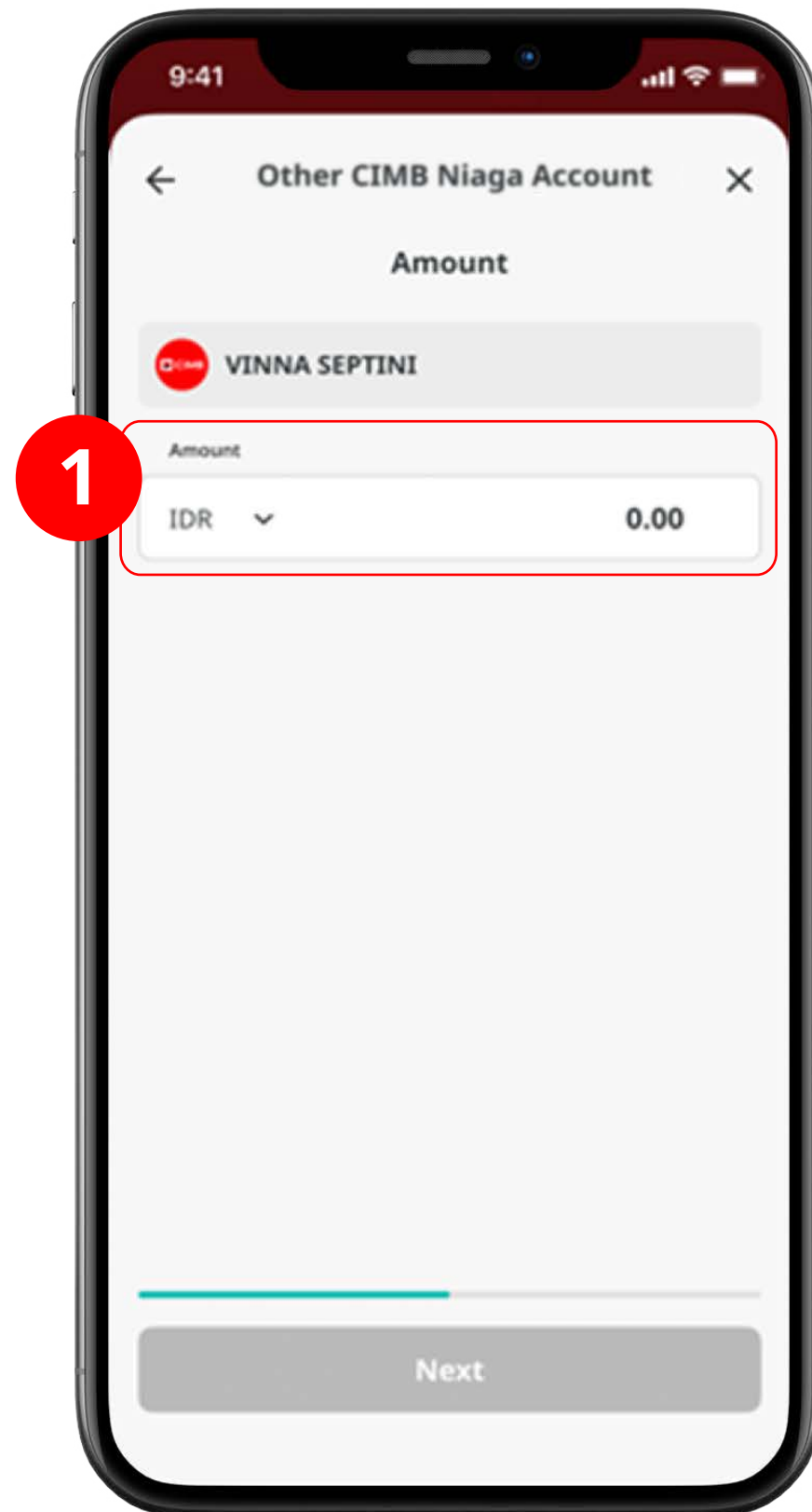
- 1 Pilih **Beneficiary** atau **Saved Template**
- 2 Lengkapi **Details**
- 3 Klik tombol **Next**

Langkah
06



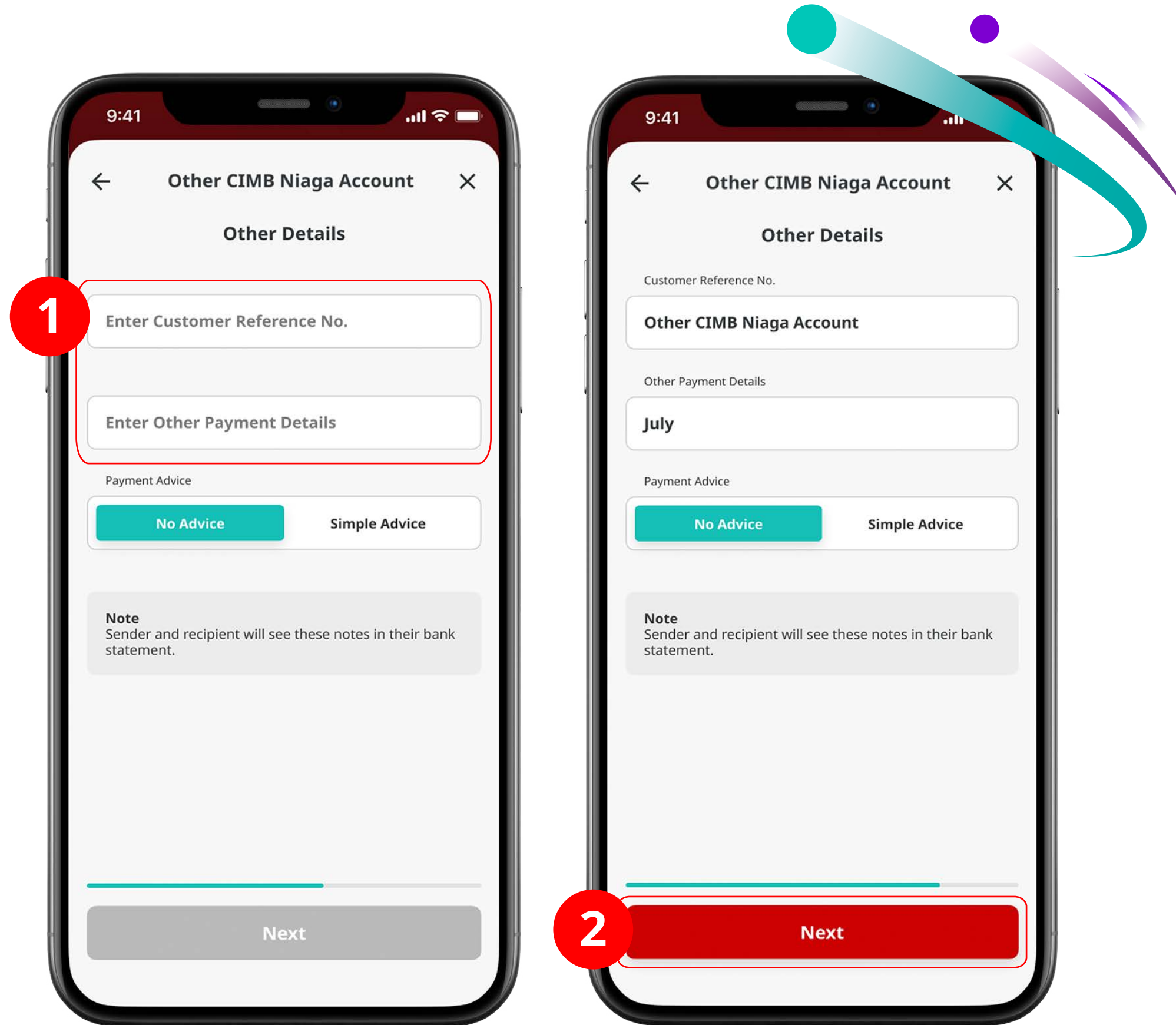
- 1 Pilih **Method**
- 2 Pilih **Payment Date**
- 3 Klik tombol **Next**

Langkah 07



- 1 Pilih **Jumlah Currency**
- 2 Klik tombol **Next**

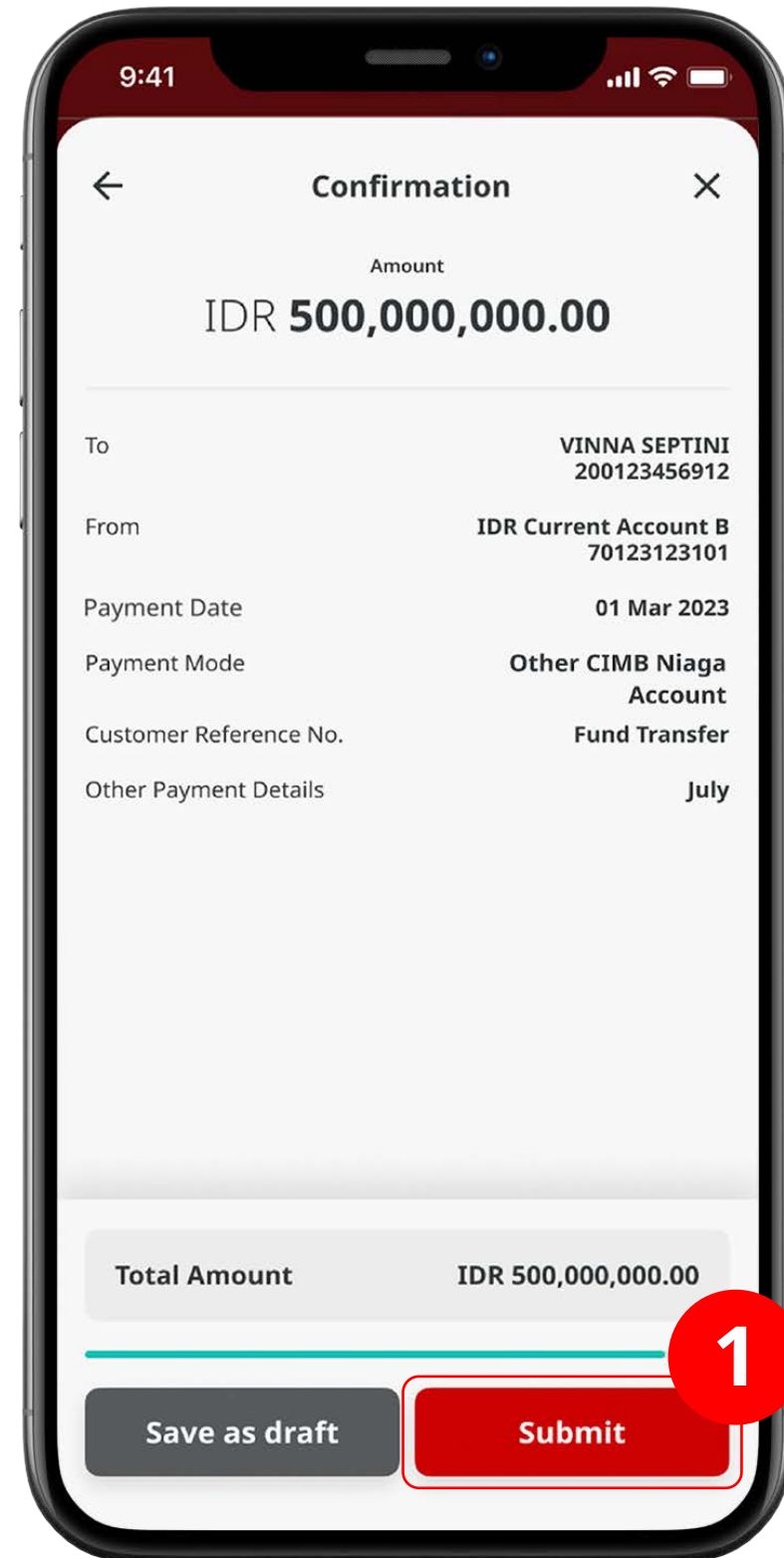
Langkah
08



1 Pilih *Other Details*

2 Klik tombol *Next*

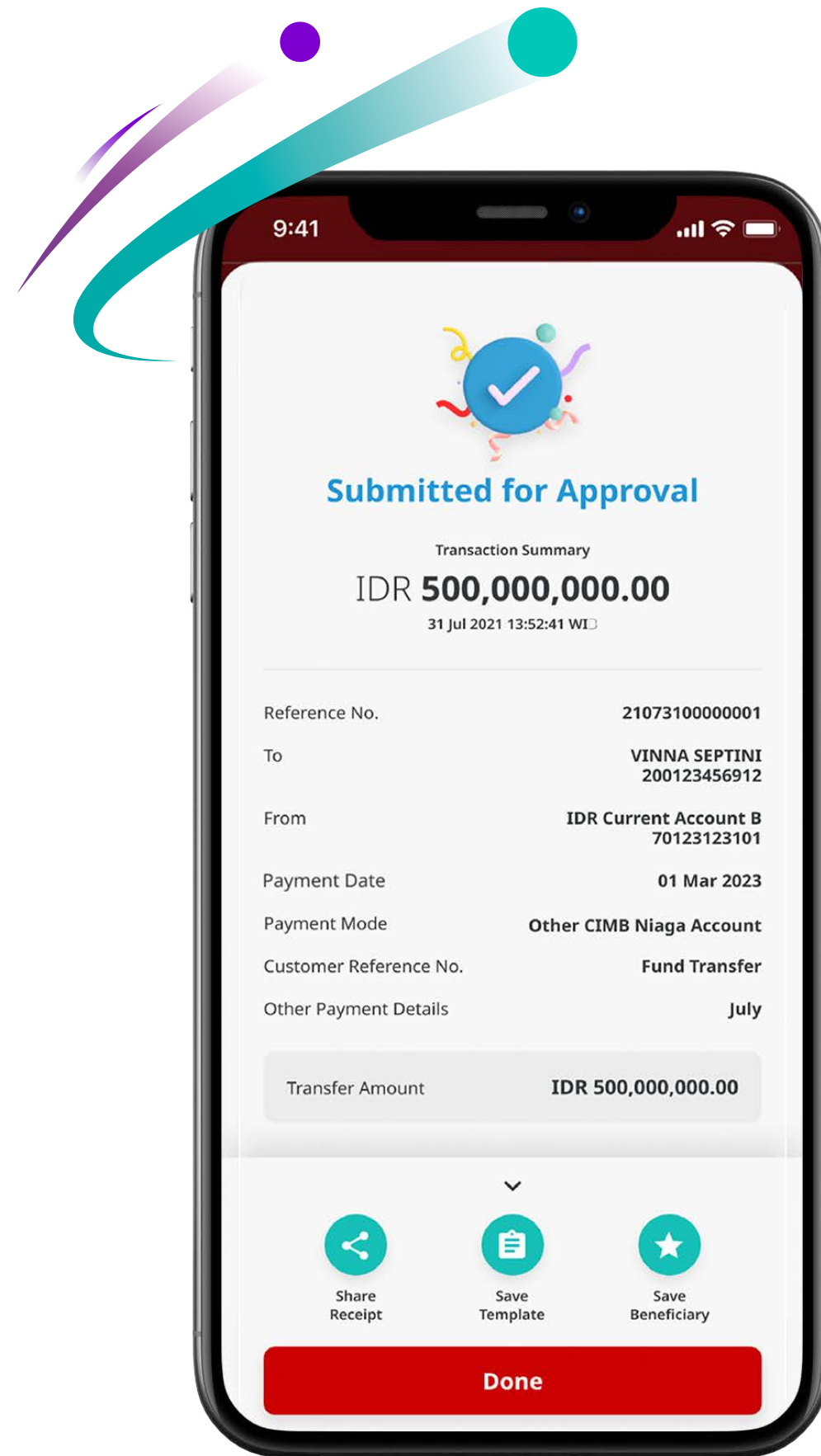
Langkah
09



Verifikasi Detail pada halaman **Confirmation**

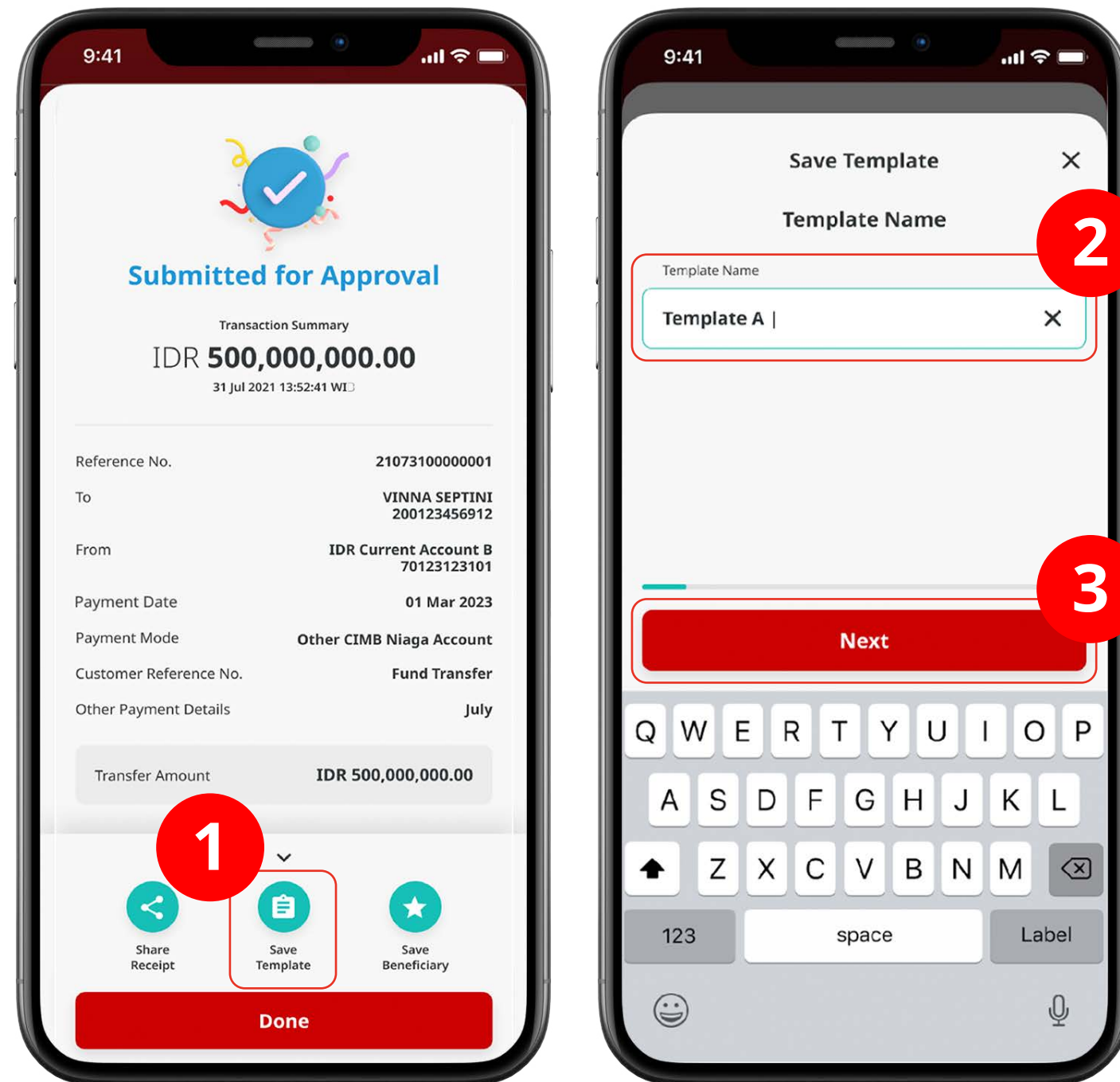
1 Klik tombol **Submit**

Langkah
10

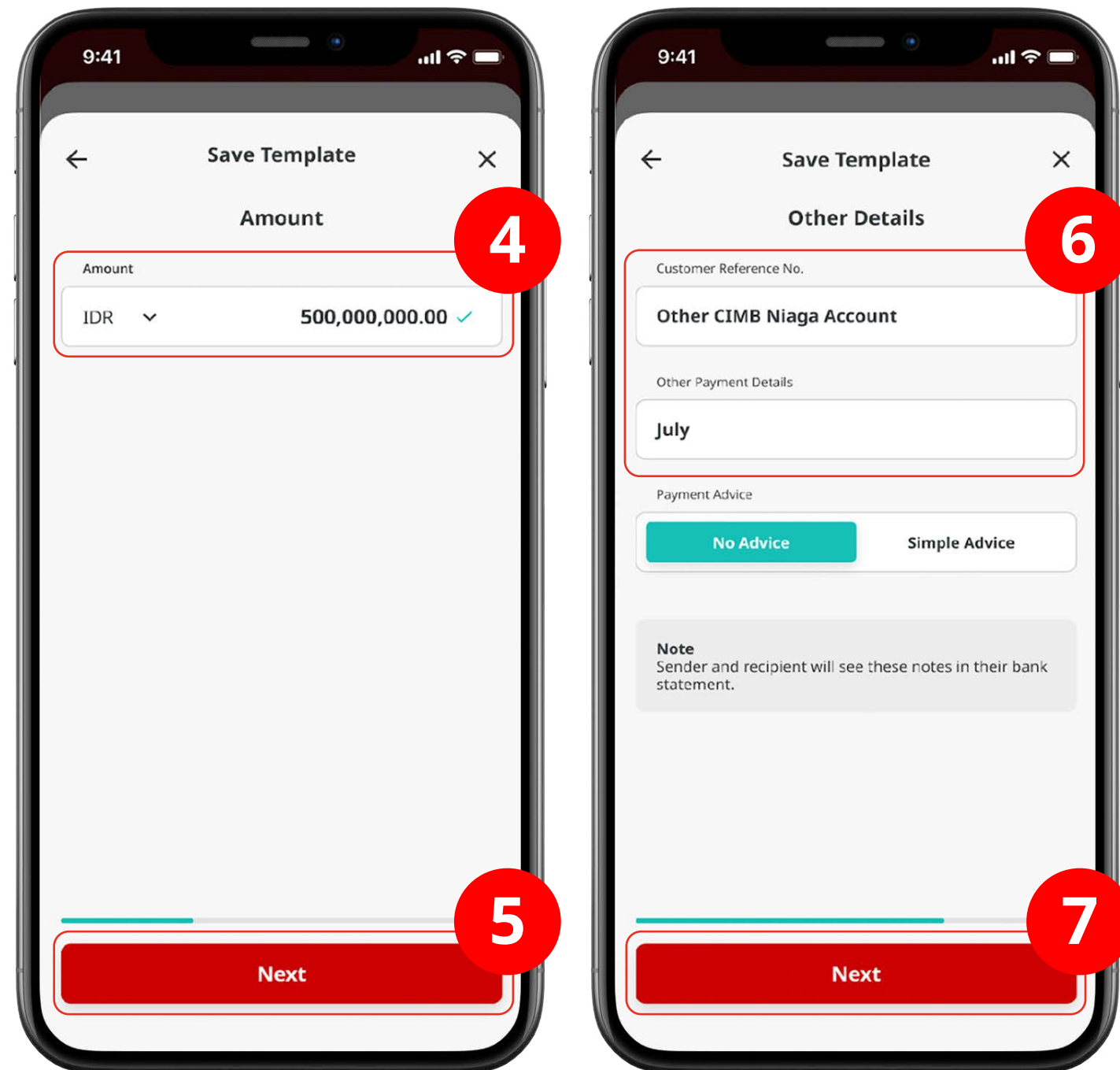


Akan muncul halaman **Acknowledgement**

Langkah 11

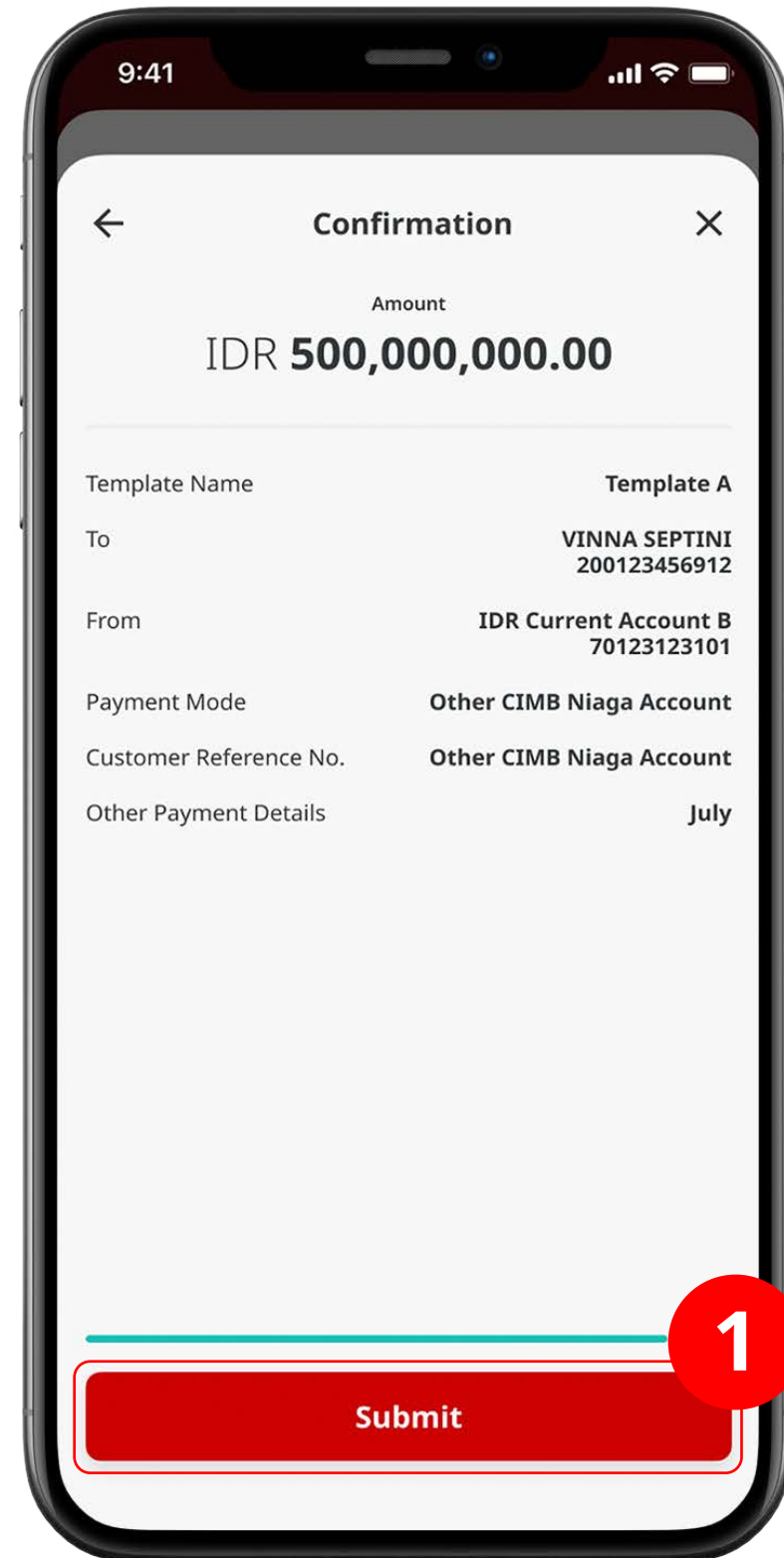


- 1 Klik tombol **"Save As Template"**
- 2 Input **Template Name**
- 3 Klik tombol **Next**



- 4 Masukkan **Amount**
- 5 Klik tombol **Next**
- 6 Lengkapi bagian **Other Details**
- 7 Klik tombol **Next**

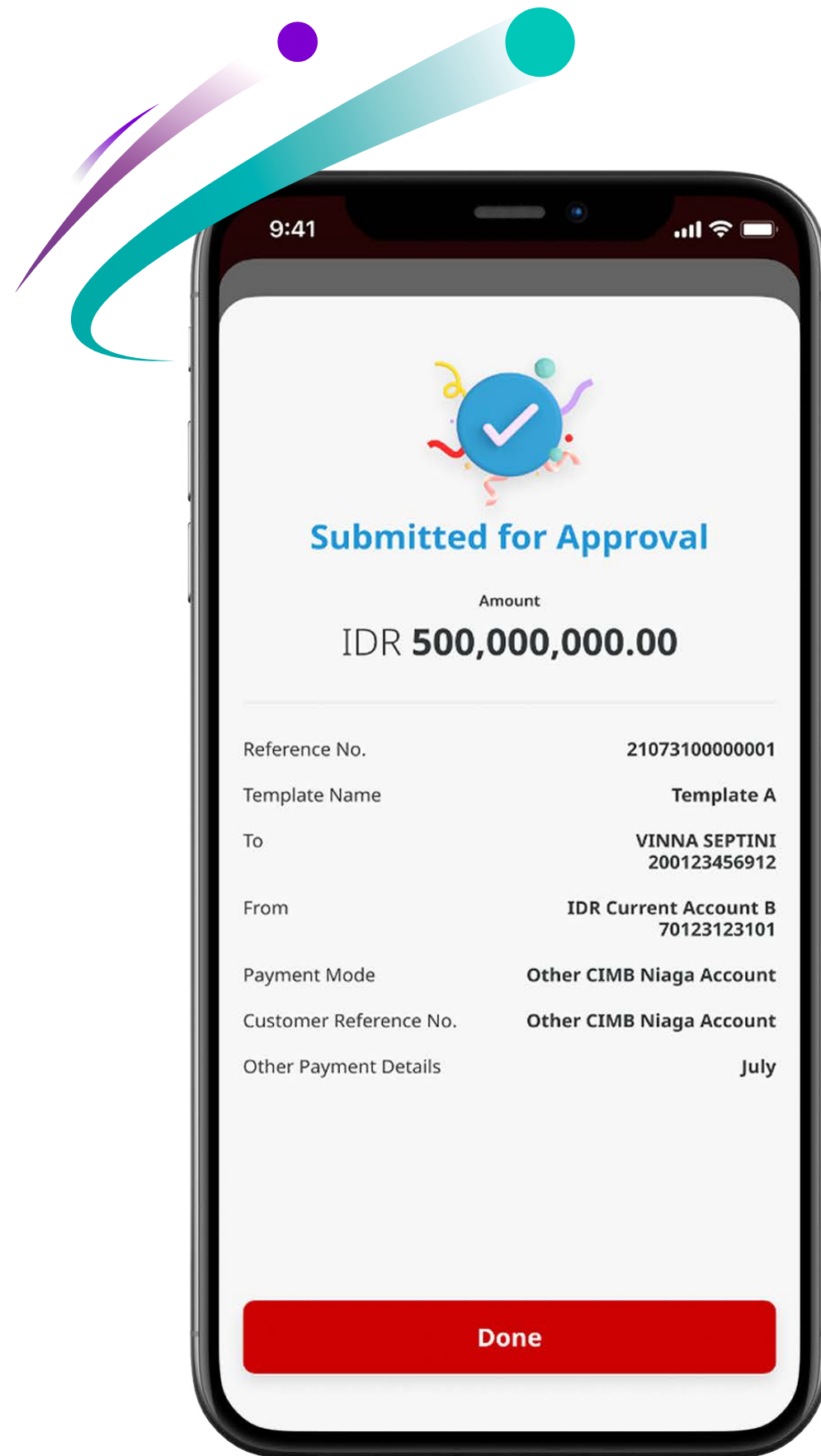
Langkah
12



Verifikasi Detail pada halaman **Confirmation**

1 Klik tombol **Submit**

Langkah
10



Akan muncul halaman **Acknowledgement**

TUTORIAL APLIKASI OCTO Biz

TRANSFER TO 3RD PARTY ACCOUNT [Mobile]

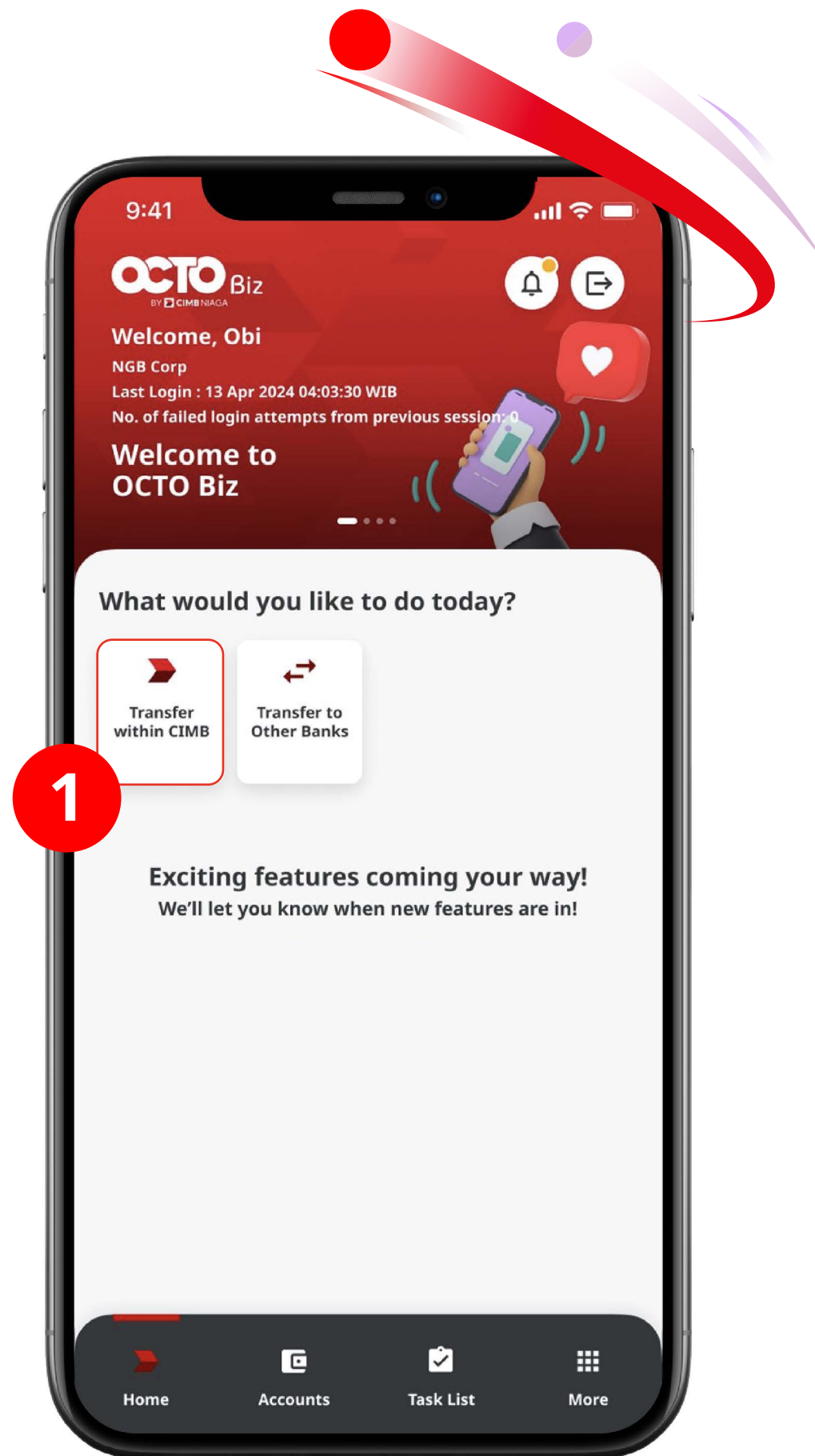
OCTO Pay

Langkah
01

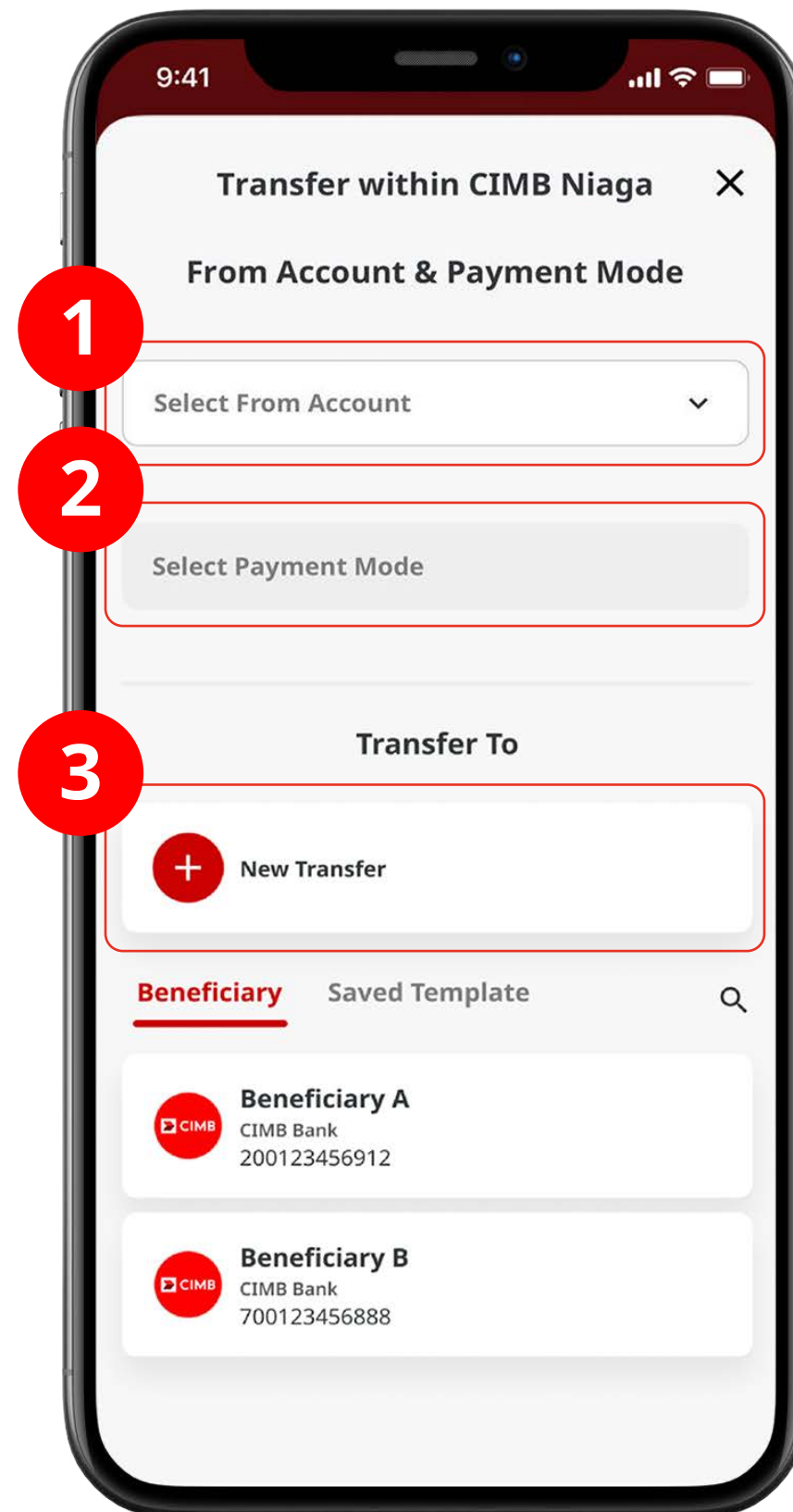


1 Login sebagai *Maker*

Langkah
02



1 Pilih *Transfer within CIMB*

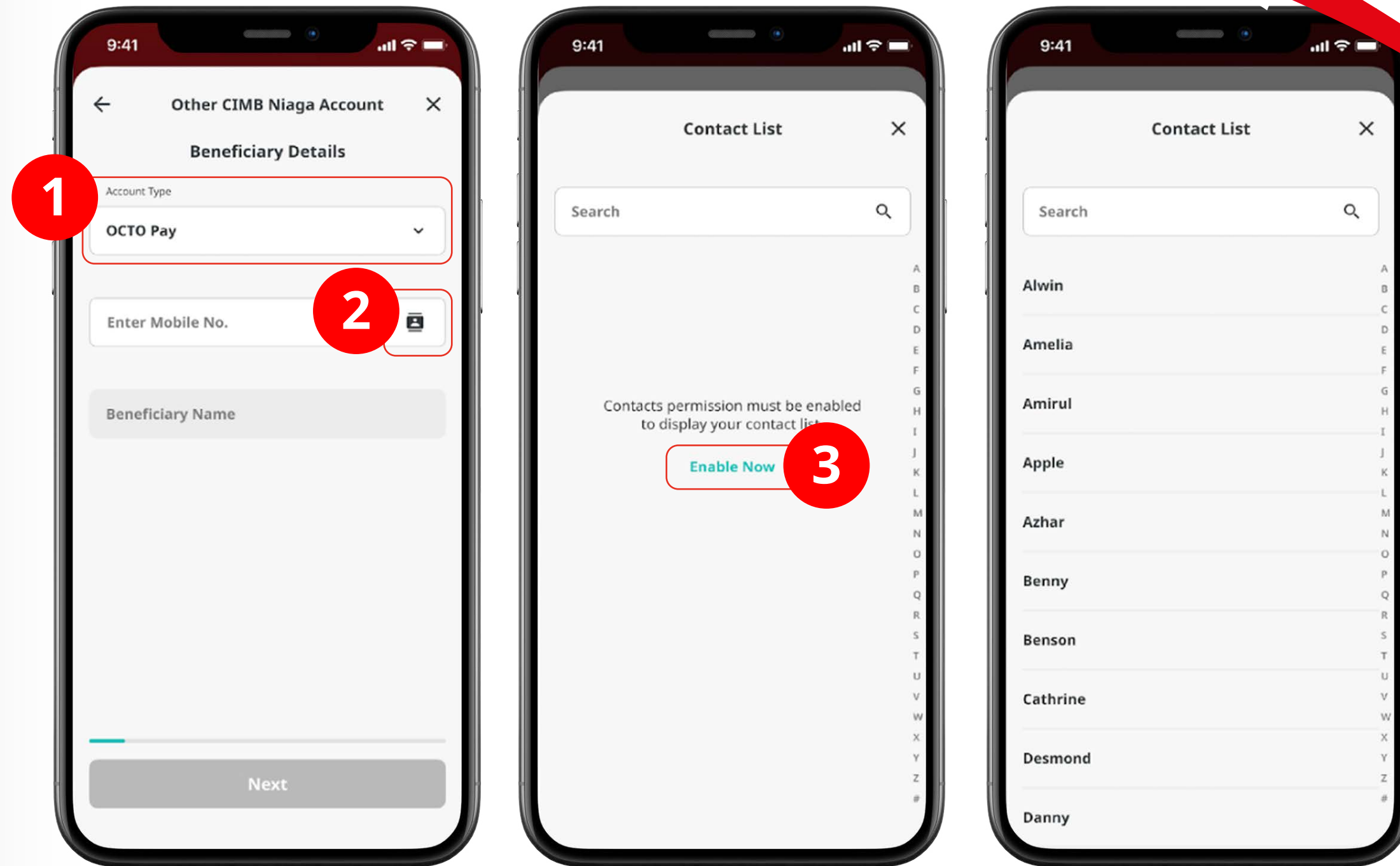


1 Pilih ***From Account***

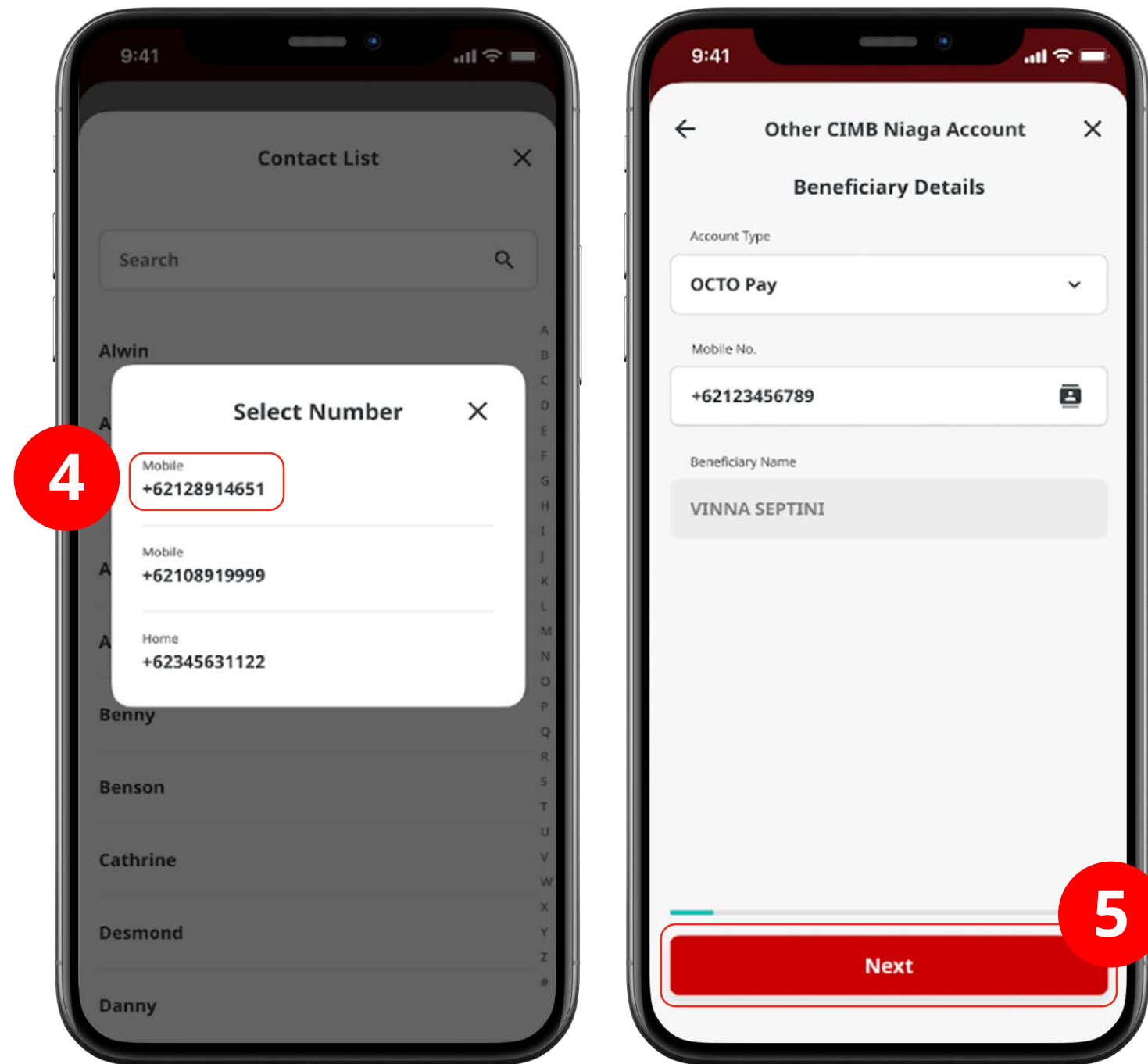
2 Pilih ***Transaction Type***
(Other CIMB Niaga Account)

3 Select ***Transfer To***

Langkah
04



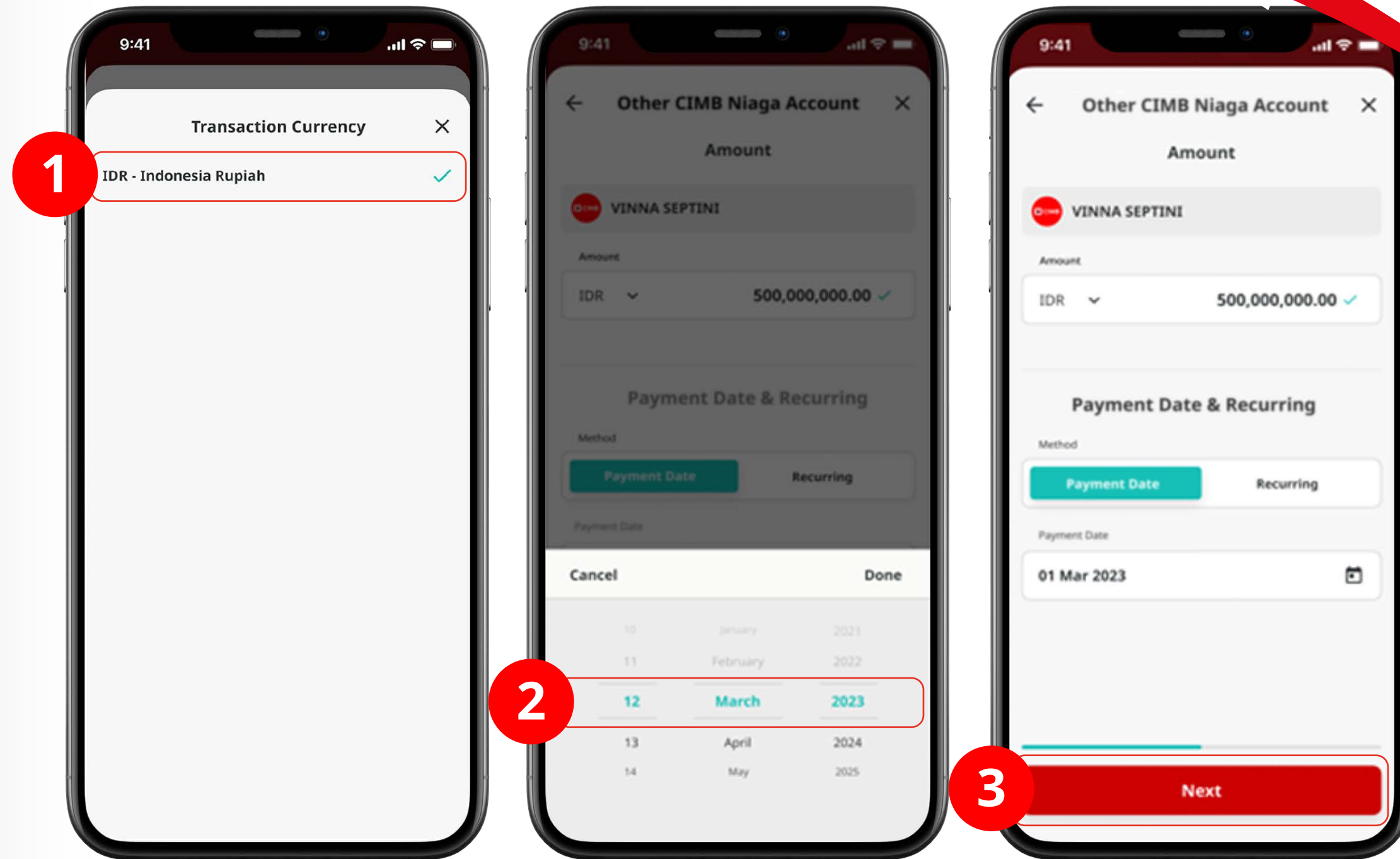
- 1 Pilih **Account Type** = **OCTO Pay**
- 2 Klik ikon **Contact List**
- 3 Klik **Enable Now**



4 Pilih **Nomor**

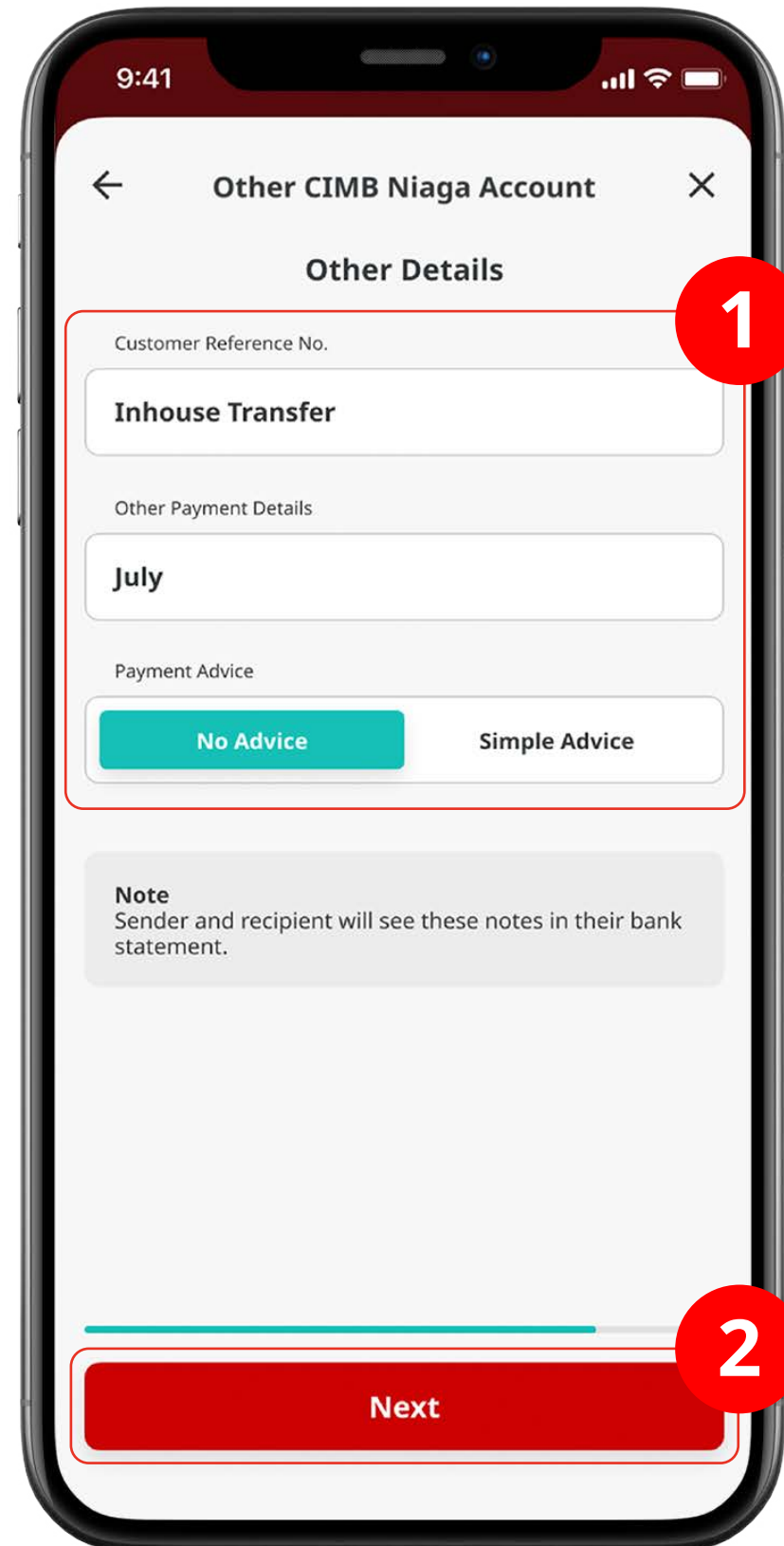
5 Klik tombol **Next**

Langkah 05



- 1 Pilih **currency** dan input **Amount**
- 2 Pilih **tanggal pengiriman**
- 3 Klik tombol **Next**

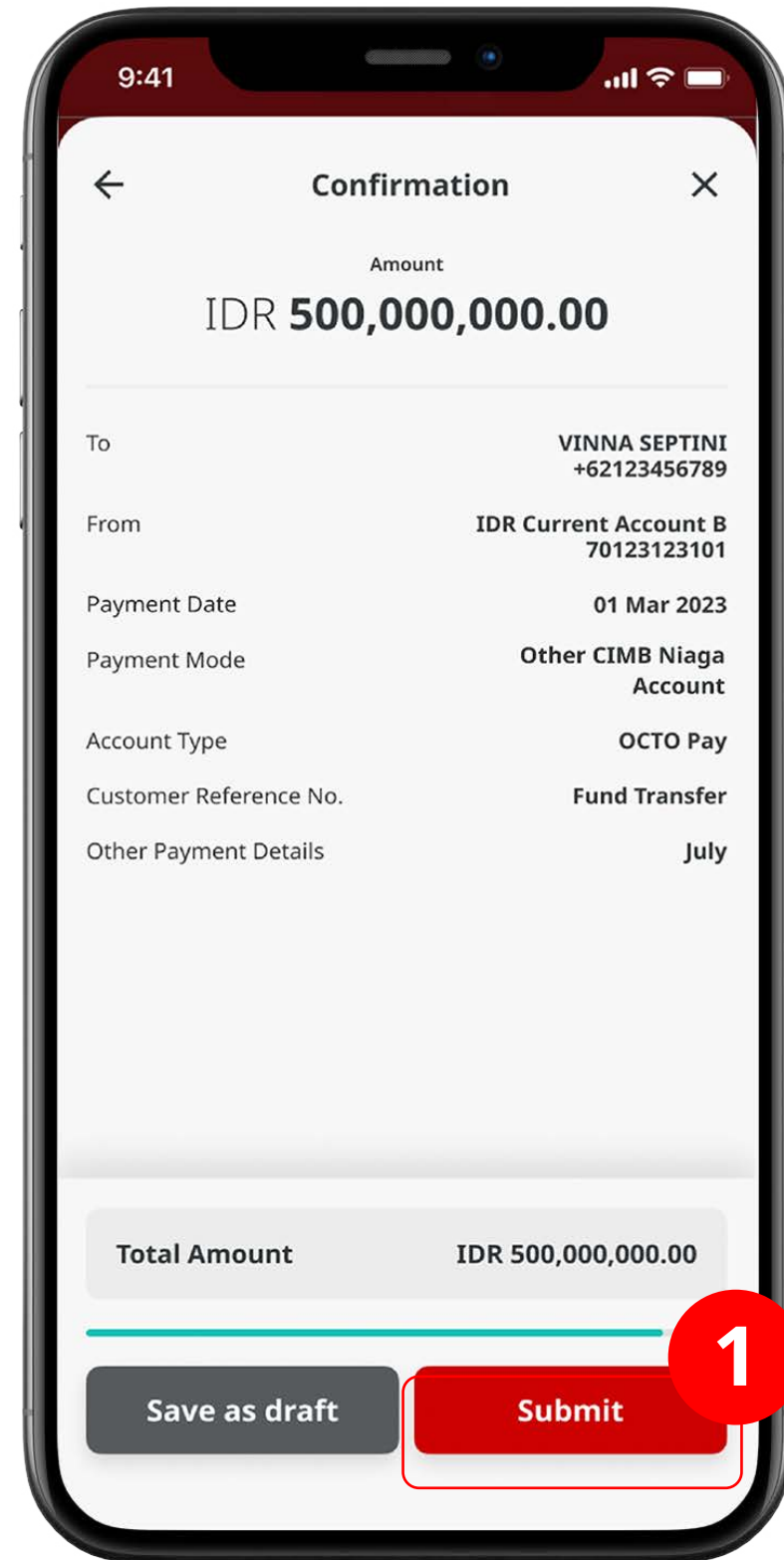
Langkah
06



1 Lengkapi ***Other details***

2 Pilih tombol ***Next***

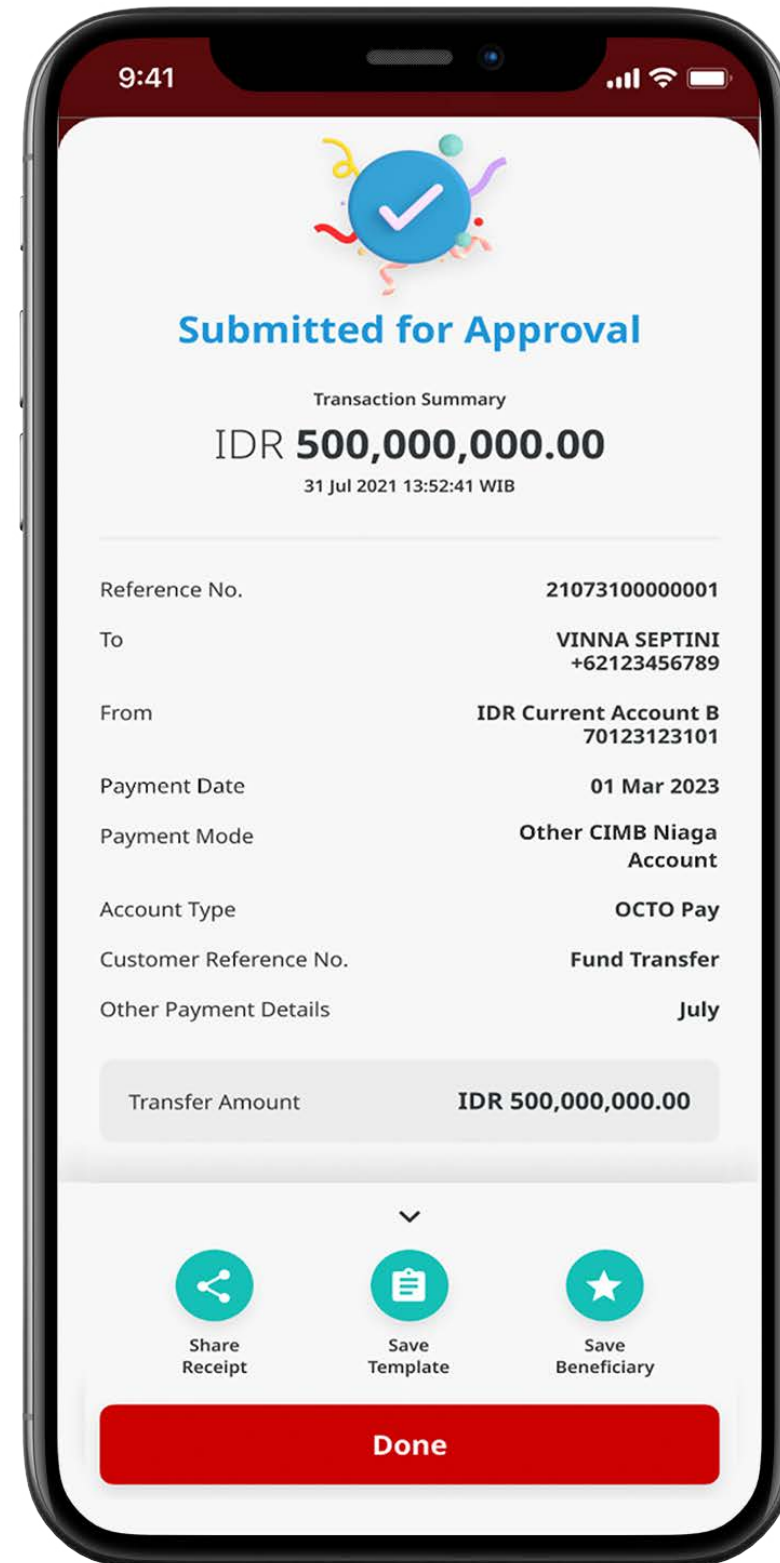
Langkah
07



Verifikasi Detail pada halaman **Confirmation**

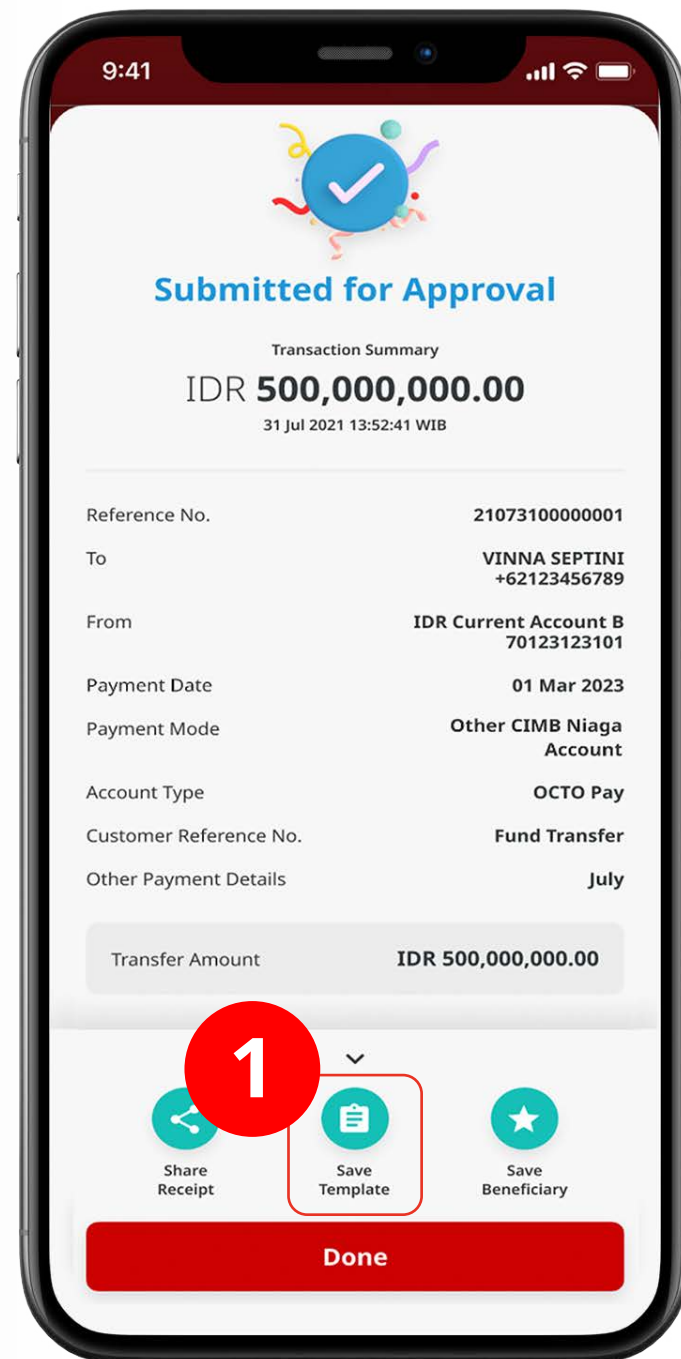
1 Klik tombol **Submit**

Langkah
08

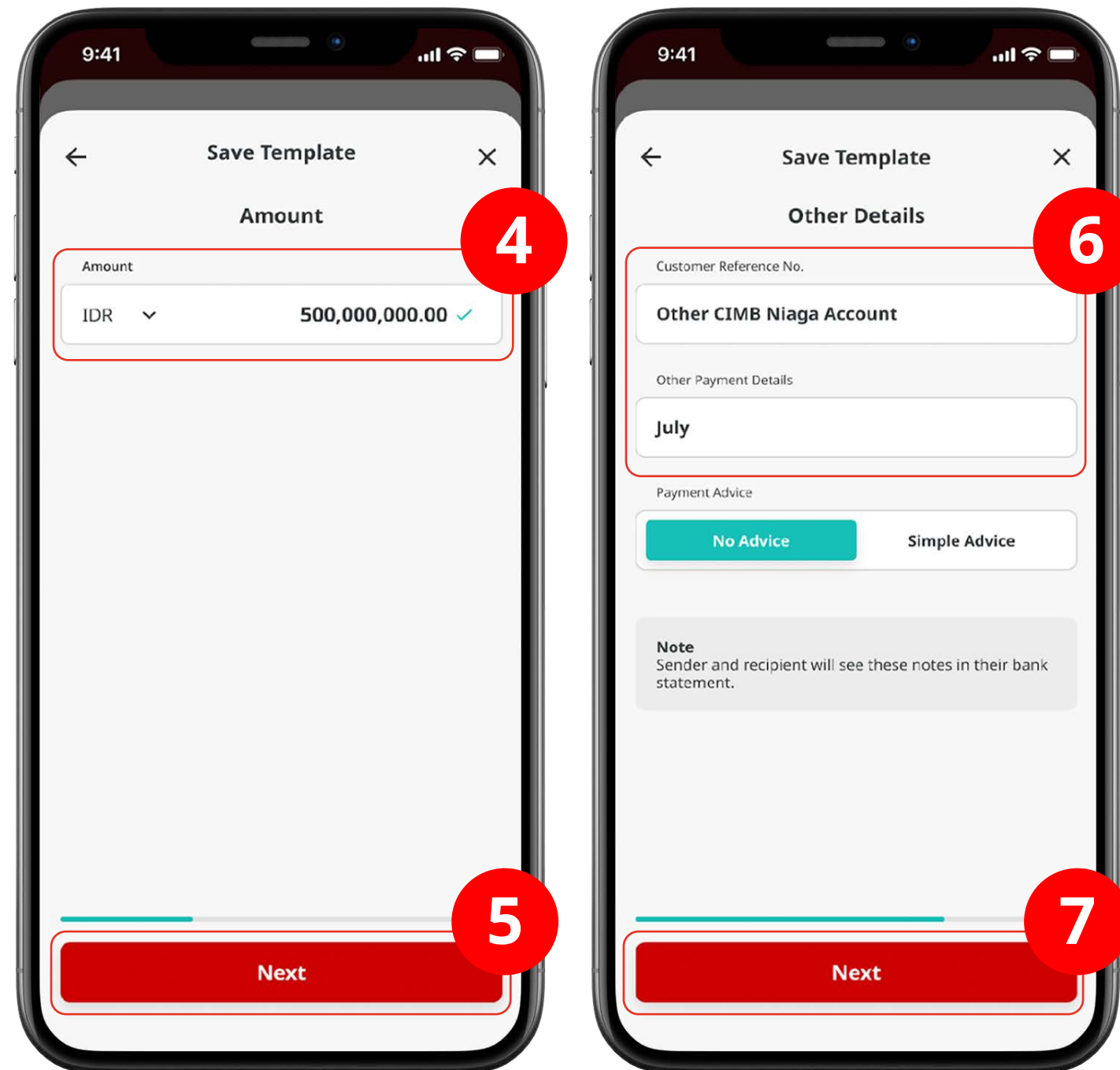


Akan muncul halaman **Acknowledgement**

Langkah 09

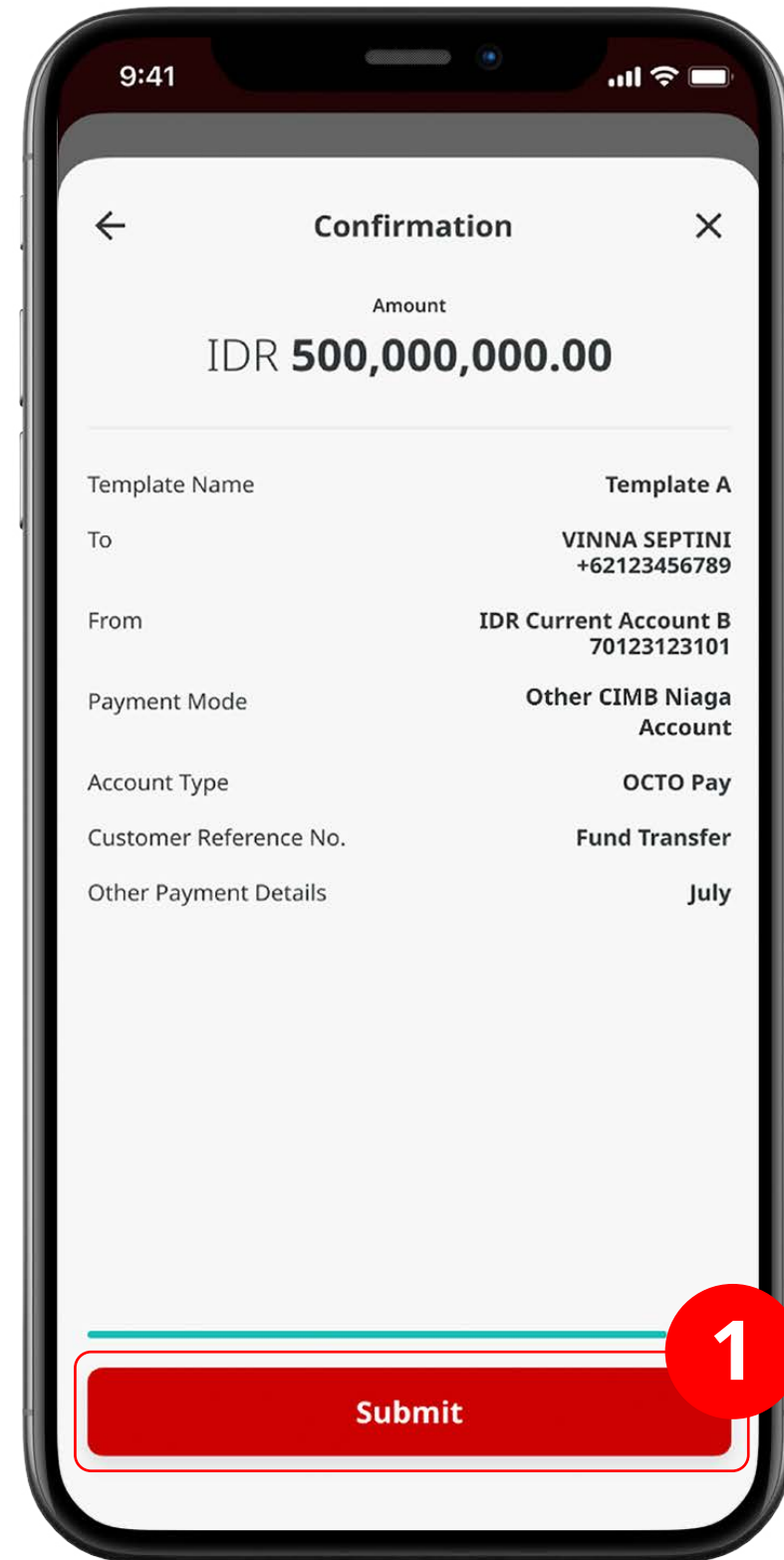


- 1 Klik tombol **"Save As Template"**
- 2 Input **Template Name**
- 3 Klik tombol **Next**



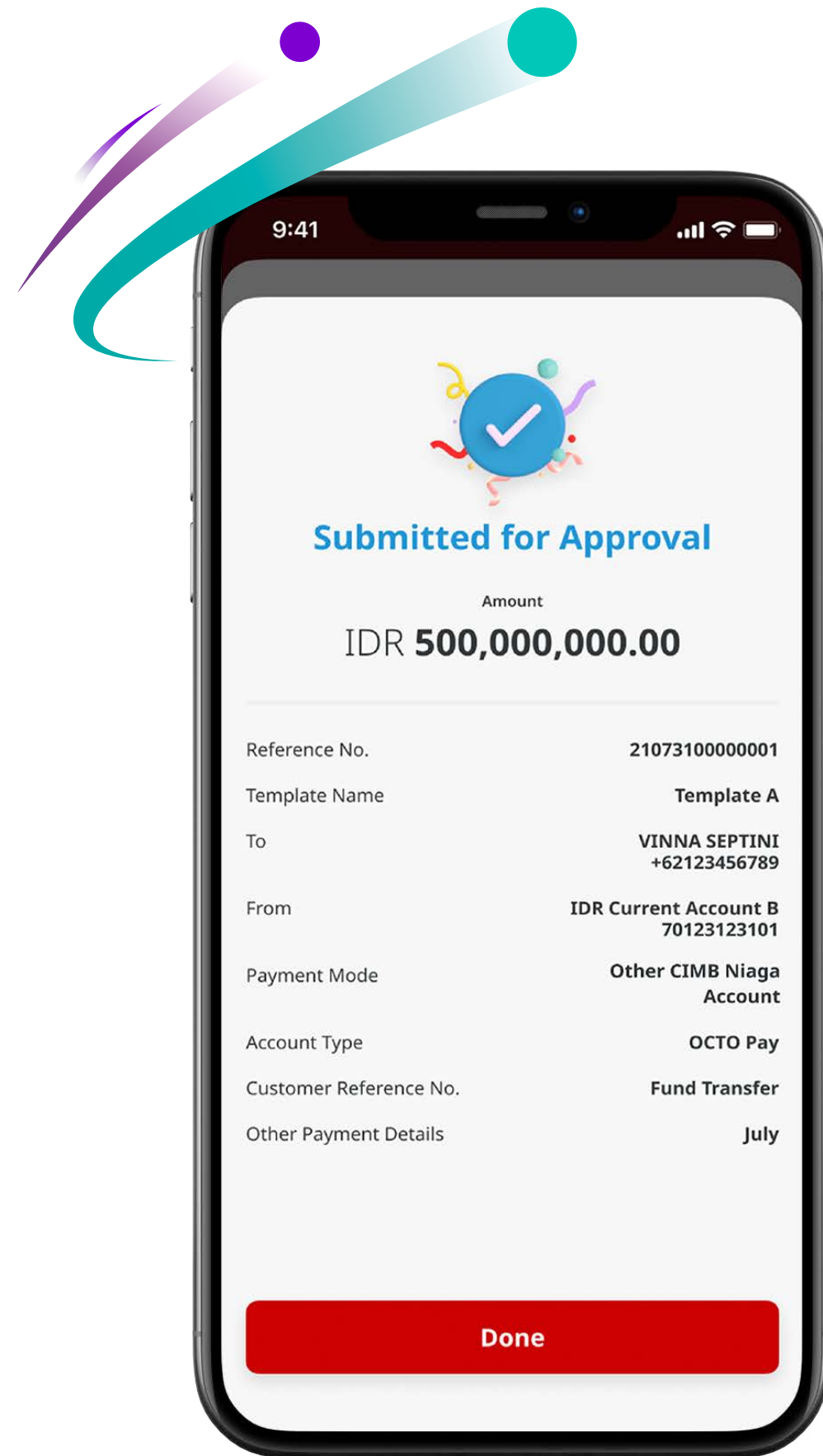
- 4 Masukkan **Amount**
- 5 Klik tombol **Next**
- 6 Lengkapi bagian **Other Details**
- 7 Klik tombol **Next**

Langkah
10



Verifikasi Detail pada halaman **Confirmation**

1 Klik tombol **Submit**



Akan muncul halaman **Acknowledgement**

TUTORIAL APLIKASI OCTO Biz

RTGS [Website]

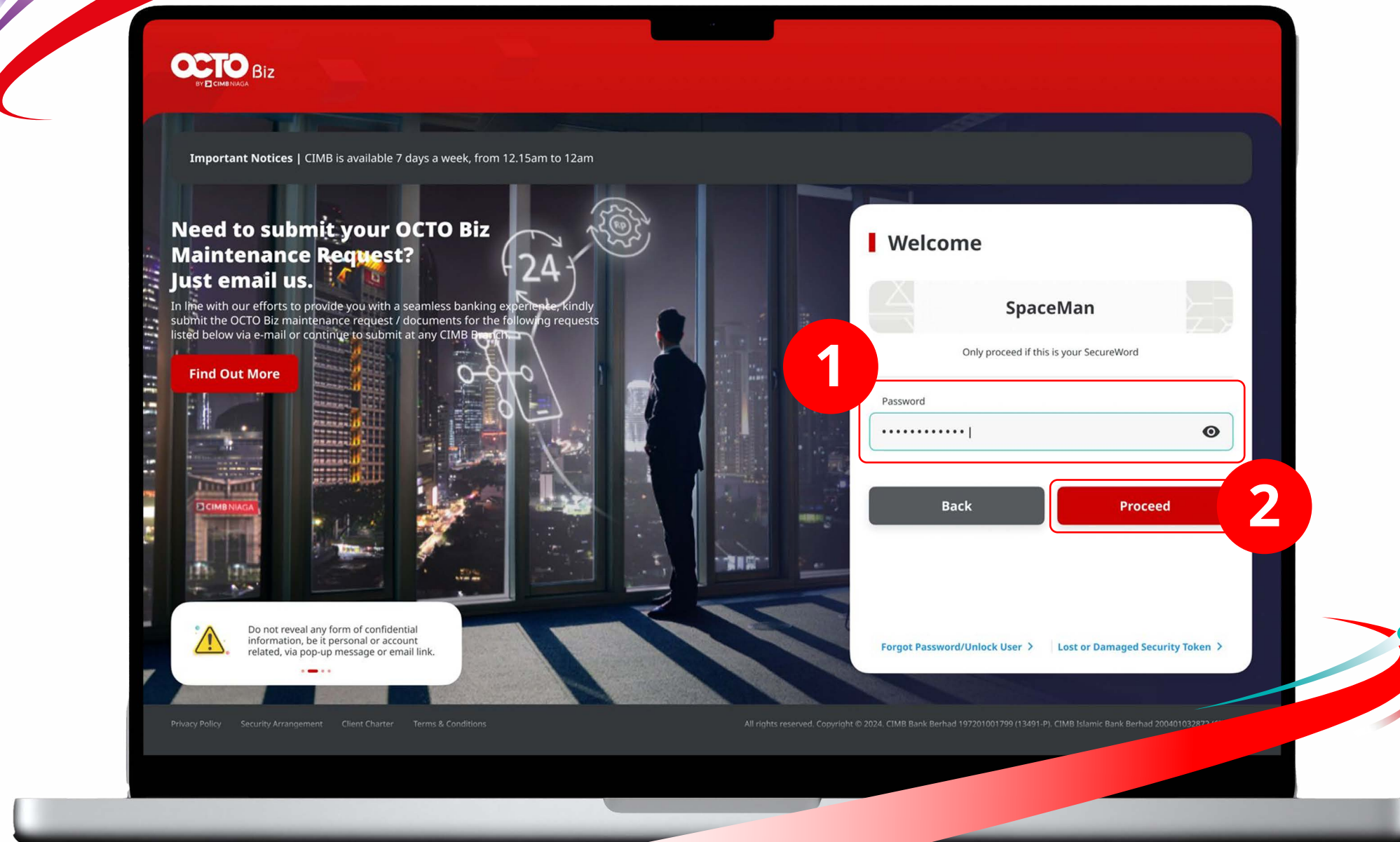
Maker-Approver Flow

Langkah 01



- 1 Akses halaman login dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

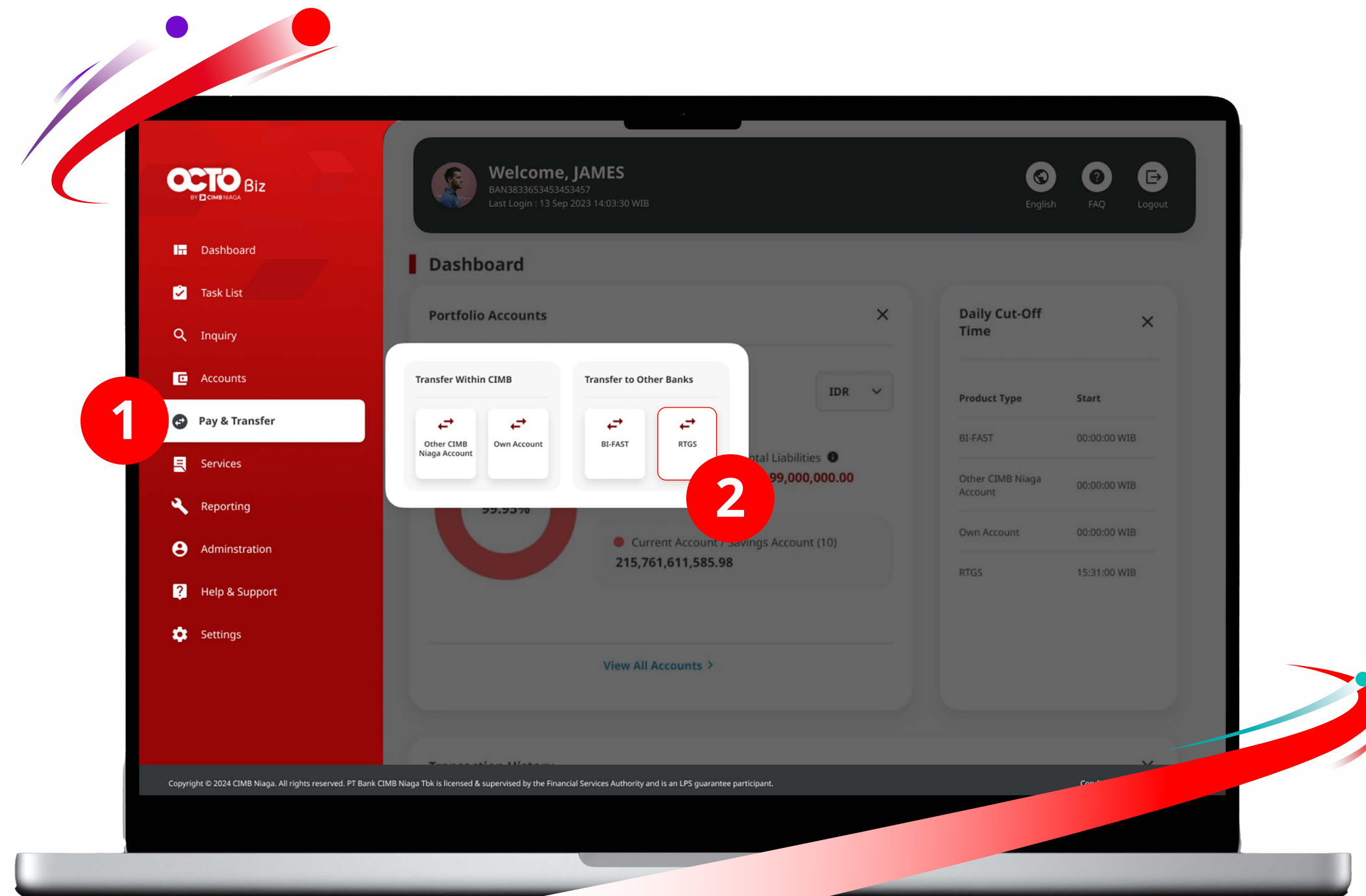
Langkah 02



1 Isi **Password**

2 Klik tombol **Proceed**

Langkah 03



1 Arahkan kursor pada
Pay & Transfer

2 Klik ***RTGS***

Langkah 04

RTGS

Transaction Group Saved Templates

Transaction Group *
Domestic Transfer

Sender Details

From Account *
Select

Payment Mode *
RTGS

Payment Date *
25 Sep 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

From Account Listing

Search By
Account Name Account No. Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZSJY	700005177400	IDR 0.00
<input checked="" type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,544.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,563,065.89
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	800000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	800000332502	IDR 0.00

1 of 2

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 05

Sender Details

From Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
RTGS

Payment Date *
25 Sep 2023

Recurring transfer

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
					1	2
	3	4	5	6	7	8
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Resident Non Resident

Beneficiary Account No. *
Enter

Beneficiary Citizenship *
Indonesian Foreign Citizenship

Beneficiary Type *
Individual Company Government

Saved Beneficiary

1 Pilih *tanggal yang sesuai*

1

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name *
PT BANK AMAR INDONESIA - LOMAIDJ1

Beneficiary Account No. *
158145992000

Beneficiary Name *
Kristanto Haryadi

Beneficiary Citizenship *
Indonesian Foreign Citizenship

Beneficiary Resident Status *
Resident Non Resident

Beneficiary Type *
Individual Company Government

Beneficiary Address *
C-11-3, XYZ Street, Town A

Beneficiary City / District *
00002 - Tangerang Selatan

Lengkapi **Beneficiary Details**

Langkah 06a

Beneficiary Name *

Kristanto Haryadi

Beneficiary Citizenship *

Indonesian Foreign Citizenship

Beneficiary Resident Status *

Resident Non Resident

Beneficiary Type *

Individual Company Government

Jika ***Citizenship*** Indonesia

- 1 Pilih resident sebagai ***Beneficiary Resident Status***

Langkah 06b

The screenshot shows a form for selecting a beneficiary. The fields are as follows:

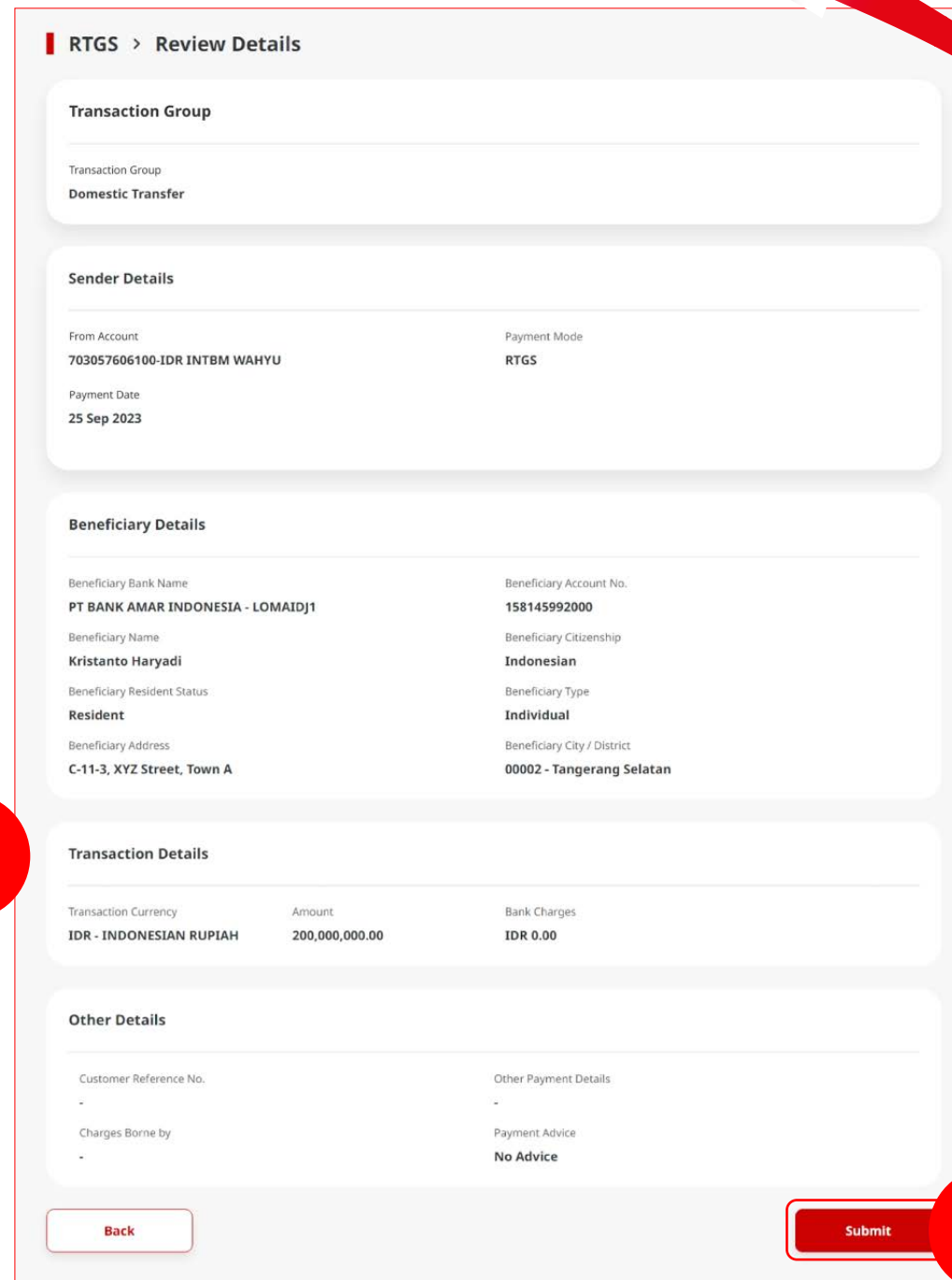
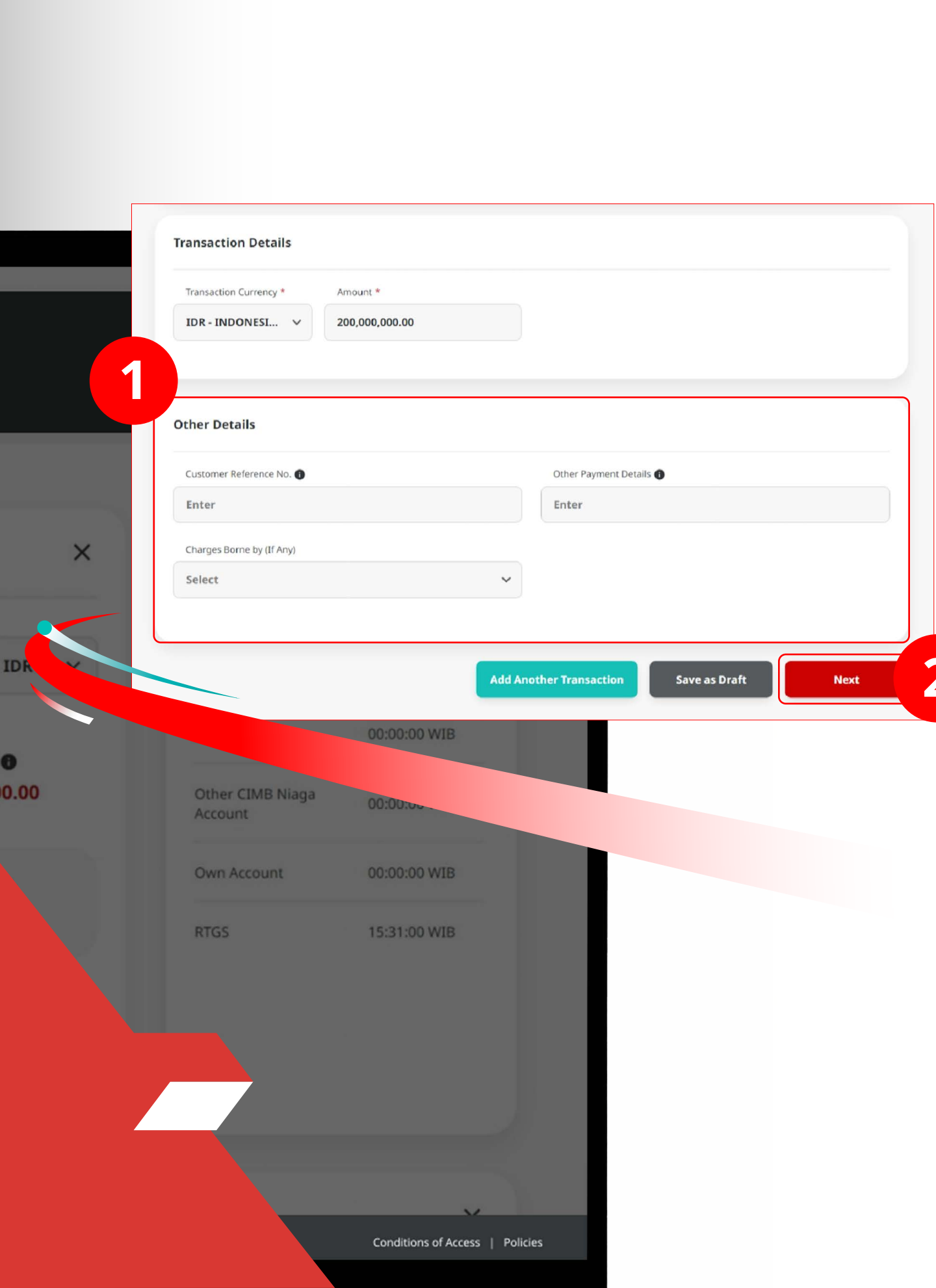
- Beneficiary Name ***: Kristanto Haryadi
- Beneficiary Citizenship ***: Indonesian (selected), Foreign Citizenship (highlighted in teal)
- Beneficiary Resident Status ***: Resident, Non Resident (highlighted in teal)
- Beneficiary Type ***: Individual (highlighted in teal), Company, Government

Below the form, there is a dropdown menu for the beneficiary's country, currently set to MALAYSIA.

Jika ***Citizenship bukan Indonesia***

- 1 Pilih ***Non Resident*** untuk ***Beneficiary Resident Status***, dan akan muncul *dropdown* untuk memilih negara

Langkah 07



- 1 Lengkapi **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 08

RTGS > Acknowledgement

Task has been sent for approval
Reference No. : IRT23092500000011 Submitted On : 25 Sep 2023 10:04:33 WIB

Transaction Group

Transaction Group
Domestic Transfer

Sender Details

From Account: 703057606100-IDR INTBM WAHYU
Payment Mode: RTGS
Payment Date: 25 Sep 2023

Beneficiary Details

Beneficiary Bank Name: PT BANK AMAR INDONESIA - LOMAJD1
Beneficiary Account No.: 158145992000
Beneficiary Name: Kristanto Haryadi
Beneficiary Citizenship: Indonesian
Beneficiary Resident Status: Resident
Beneficiary Type: Individual
Beneficiary Address: C-11-3, XYZ Street, Town A
Beneficiary City / District: 00002 - Tangerang Selatan

Transaction Details

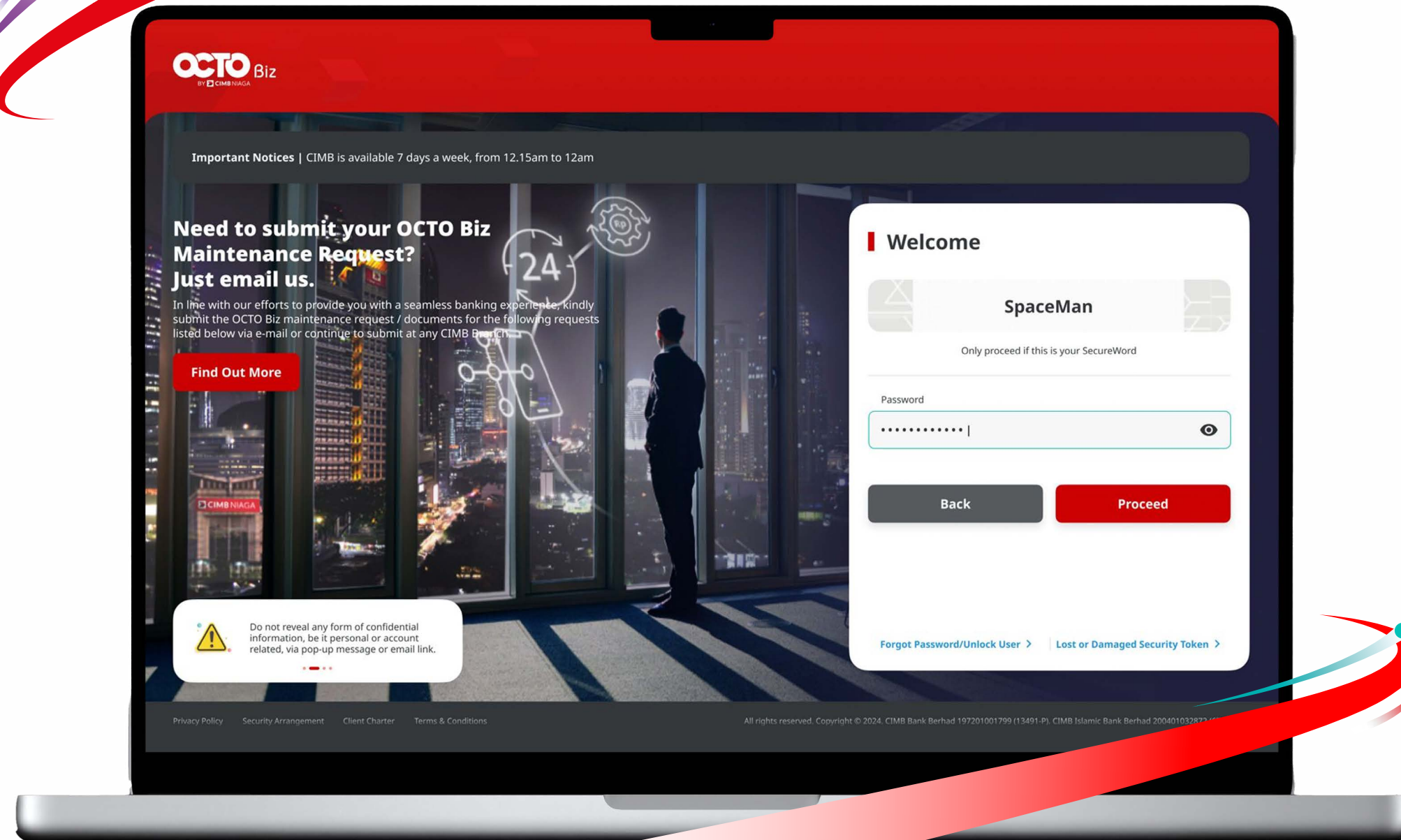
Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	200,000,000.00	IDR 0.00

Other Details

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

[Print](#) [Save As Template](#) [Save As Beneficiary](#) [Make Another Transaction](#)

Sistem akan mengarahkan pada halaman **Acknowledgment** setelah **Submit** berhasil



Login sebagai **Approver**

Langkah 10

Task List Viewing Transactions

504 result(s) Transaction Type RTGS Filter by Status Advanced Search

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname	Status Account No.	Action
RTGS IRT230925000000011	IDR 200,000,000.00 25 Sep 2023	PT BANK AMAR INDONESIA 158145992000	Kristanto Haryadi	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IFL230925000000005	IDR 1,418,680.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IRT230925000000007	IDR 3,333,333,333.00 25 Sep 2023	PT BANK AMAR INDONESIA 667788993344	LXW	GL ACCT 201D 703185655500	Pending Approval	Return Reject Approve
RTGS IFL230925000000003	IDR 21,839,392.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IFL230924000000013	IDR 341,422,223,333.00	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve

- 1 Arahkan pada menu disamping, Klik **Task List**
- 2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 2023-09-25 10:04:33 WIB | Reference No.: IRT23092500000011

Transaction Group
Transaction Group: Domestic Transfer

Sender Details
From Account: 703057606100-IDR INTBM WAHYU | Payment Made: RTGS | Payment Date: 25 Sep 2023

Beneficiary Details
Beneficiary Bank Name: PT BANK AMAR INDONESIA - LOMAJD1 | Beneficiary Account No.: 158145992000 | Beneficiary Name: Kristanto Haryadi
Beneficiary Citizenship: Indonesian | Beneficiary Resident Status: Resident | Beneficiary Type: Individual
Beneficiary Address: C-11-3, XYZ Street, Town A | Beneficiary City / District: 00002 - Tangerang Selatan

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH | Amount: 200,000,000.00 | Bank Charges: IDR 0.00

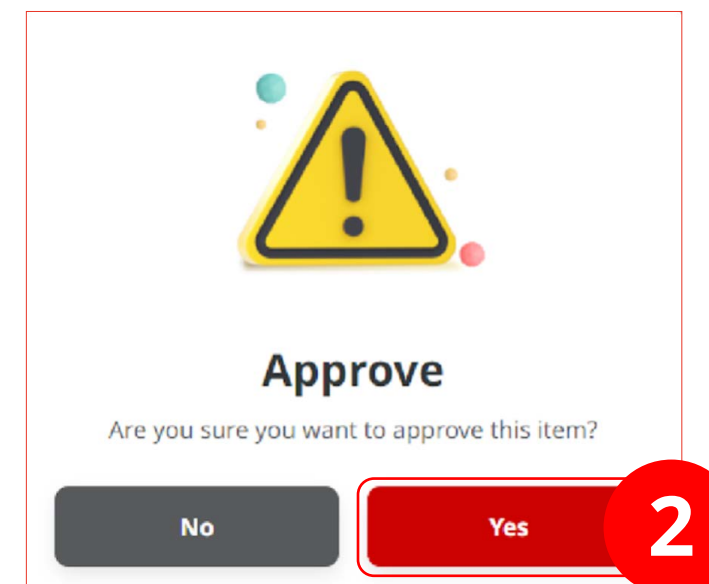
Other Details
Customer Reference No.: - | Other Payment Details: - | Charges Borne by: -
Payment Advice: No Advice

User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	25 Sep 2023 10:04:33 WIB	

Remark
Remarks: Enter (Maximum 100 characters)


Buttons: Back, Return, Reject, **Approve** (1)



- 1 Tinjau ulang detail transaksi yang telah dikirim oleh **Maker** dan klik tombol **Approve**
- 2 Klik tombol **Yes**

Langkah 12

1



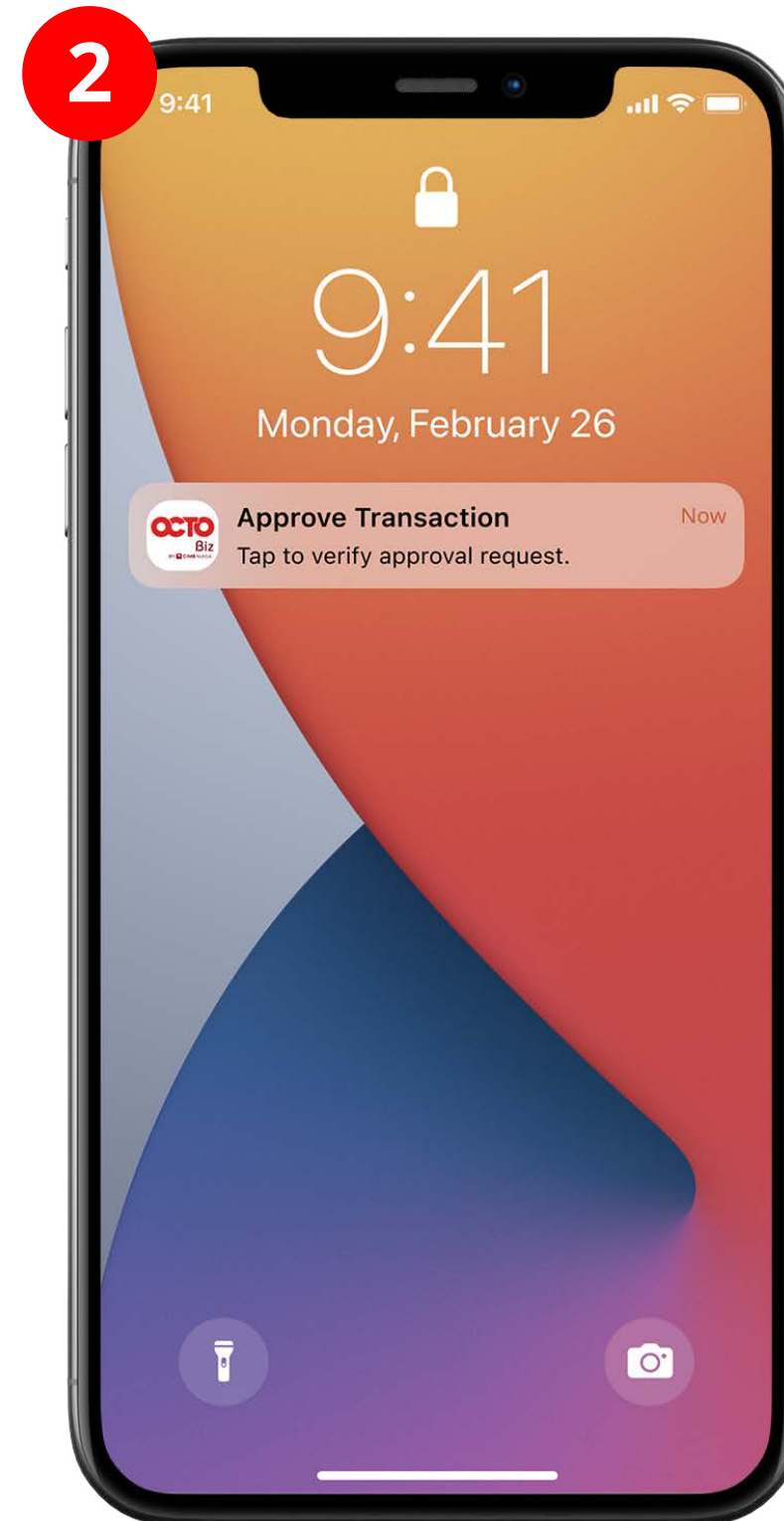
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

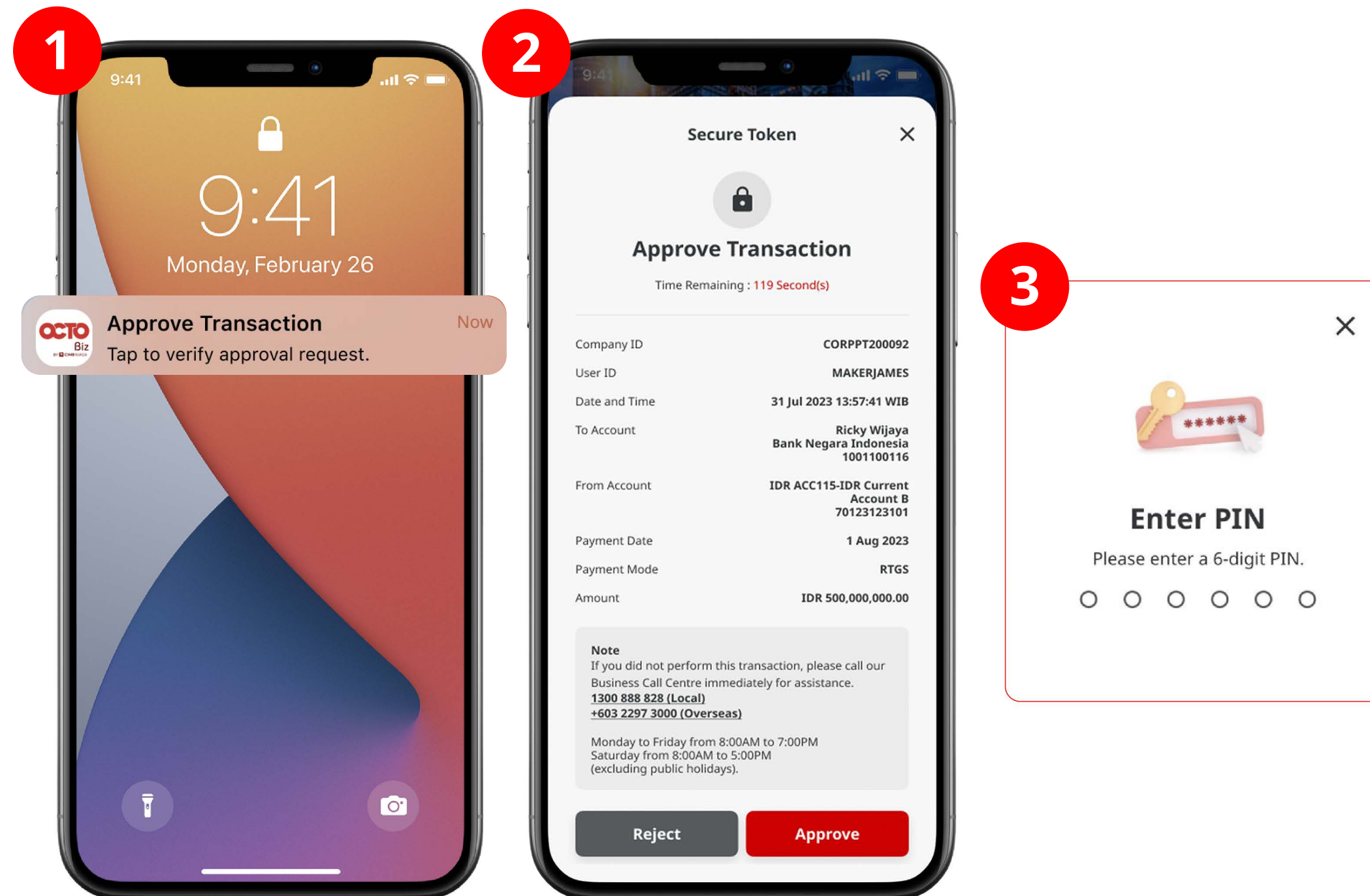
Time Remaining : 59 Second(s)

Cancel Resend



- 1 Sistem akan memunculkan *pop up* “**Approve Transaction**” pada *website*
- 2 Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 13



- 1** Klik notifikasi untuk membuka **Secure Token**
- 2** Klik tombol **Approve**
- 3** Isi **6-digit PIN**



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 15

Task List > Acknowledgement

Transaction(s) approved
Reference No. : IRT23092500000011 Approved On : 25 Sep 2023 11:17:28 WIB

Status : **Successful**

Note: View details on this item via Transaction Status Inquiry.

Product Group
Product Group
Domestic Transfer

Sender Details

Your Account	Payment Mode	Value Date
703057606100-IDR INTBM WAHYU	RTGS	25 Sep 2023

Beneficiary Details

Beneficiary Bank Name	Beneficiary Account No.	Beneficiary Name
PT BANK AMAR INDONESIA - LOMAJ1	158145992000	Kristanto Haryadi
Beneficiary Citizenship	Beneficiary Resident Status	Beneficiary Type
Indonesian	Resident	Individual
Beneficiary Address	Beneficiary City / District	
C-11-3, XYZ Street, Town A	00002 - Tangerang Selatan	

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	200,000,000.00	IDR 0.00

Other Details

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

Print Done

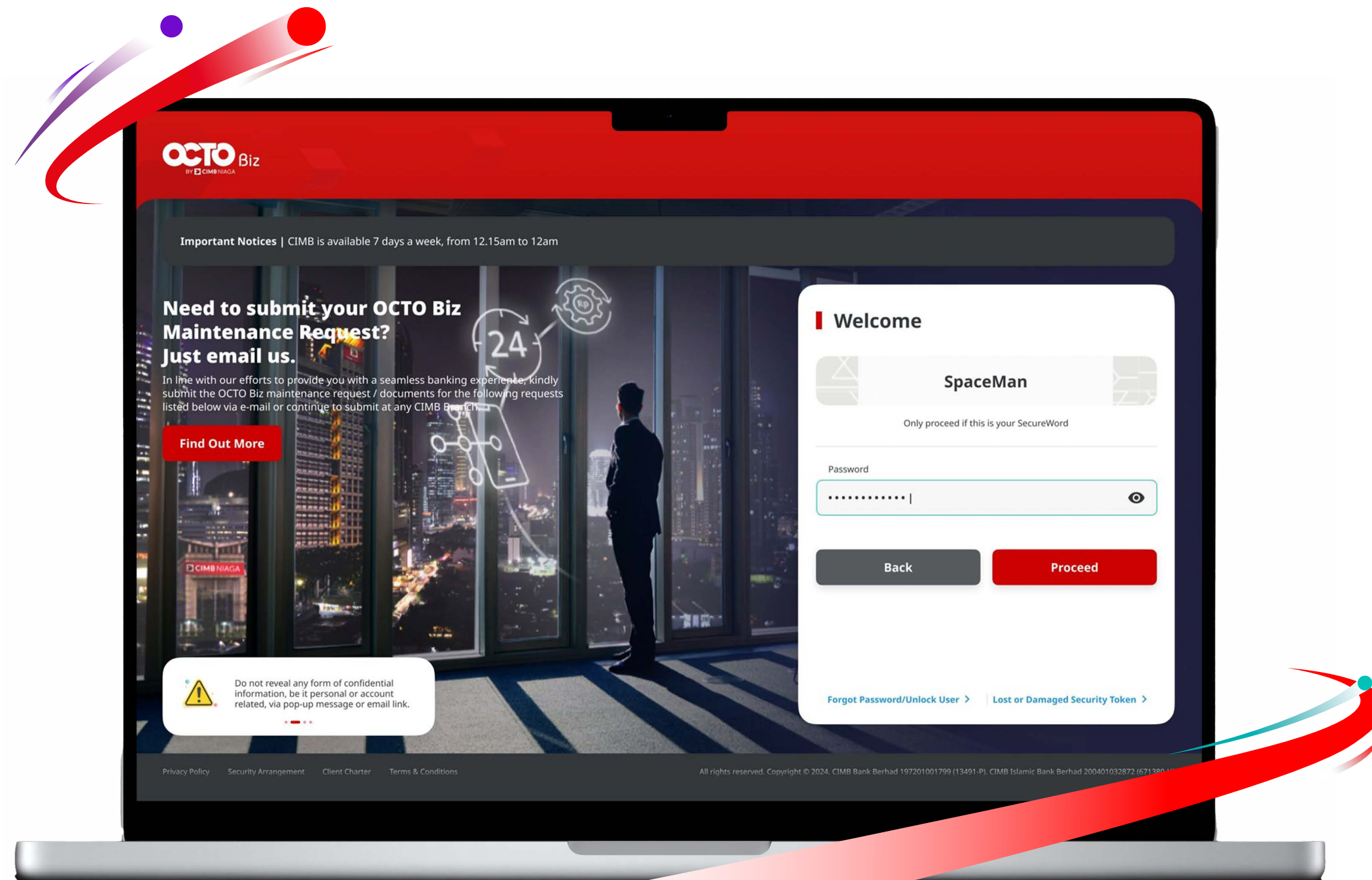
Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*



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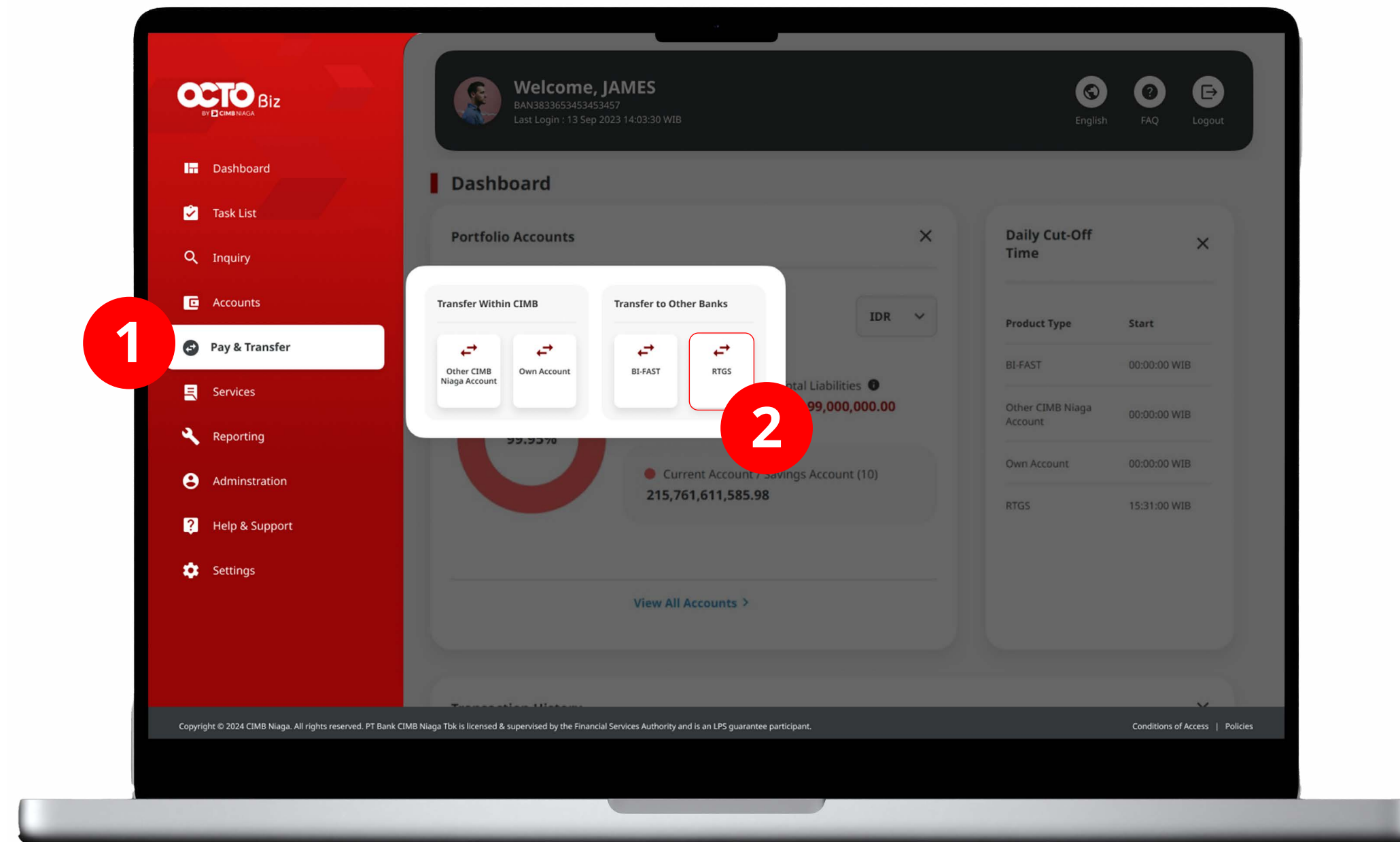
RTGS [Website]

Single Access User Flow



Login sebagai
Single Access User

Langkah 02



1 Arahkan kursor pada **Pay & Transfer**

2 Klik **Menu RTGS**

Langkah 03

RTGS

Transaction Group Saved Templates

Transaction Group *
Domestic Transfer

Sender Details

From Account *
Select

Payment Mode *
RTGS

Payment Date *
25 Sep 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

From Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUZSIY	70005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,926,812,543,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 04

Sender Details

From Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
RTGS

Payment Date *
25 Sep 2023

Recurring transfer

1

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Beneficiary Account No. *
Enter

Beneficiary Citizenship *
Indonesian Foreign Citizenship

Beneficiary Type *
Resident Non Resident Individual Company Government

Saved Beneficiary

1 Pilih *tanggal yang sesuai*

Langkah 05

1

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name * Beneficiary Account No. *

Beneficiary Name * Beneficiary Citizenship * Indonesian Foreign Citizenship

Beneficiary Resident Status * Resident Non Resident Beneficiary Type * Individual Company Government

Beneficiary Address * Beneficiary City / District *

Transaction Details

Transaction Currency * Amount *

Other Details

Customer Reference No. Other Payment Details

Charges Borne by (If Any)

2

RTGS > Review Details

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account
703057606100-IDR INTBM WAHYU
Value Date
25 Sep 2023

Payment Mode
RTGS

Beneficiary Details

Beneficiary Bank Name
PT BANK AMAR INDONESIA - LOMAJDI

Beneficiary Account No.
641770045

Beneficiary Name
Yip Wan San

Beneficiary Citizenship
Foreign Citizenship (SINGAPORE)

Beneficiary Resident Status
Non Resident (SINGAPORE)

Beneficiary Type
Individual

Beneficiary Address
1, Jalan XYZ, Bandar ABC

Beneficiary City / District
03000 - JAKARTA PUSAT

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	1,000,000,000.00	IDR 0.00

Other Details

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


3

Next **Submit**

- 1** Pilih **Detail Penerima** dan isi seluruh kolom **Mandatory**
- 2** Klik tombol **Next**
- 3** Klik tombol **Submit**

Langkah 06

1



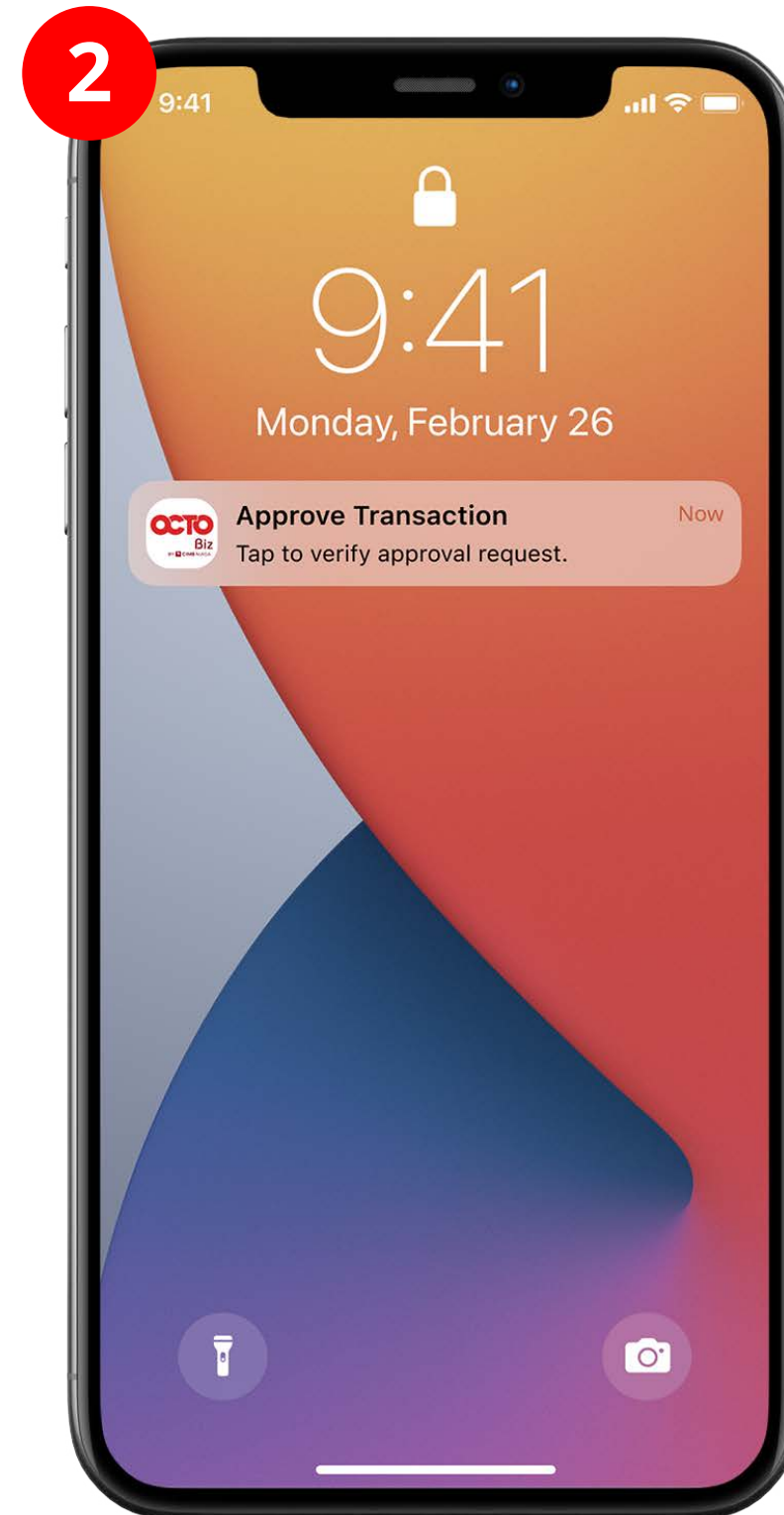
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

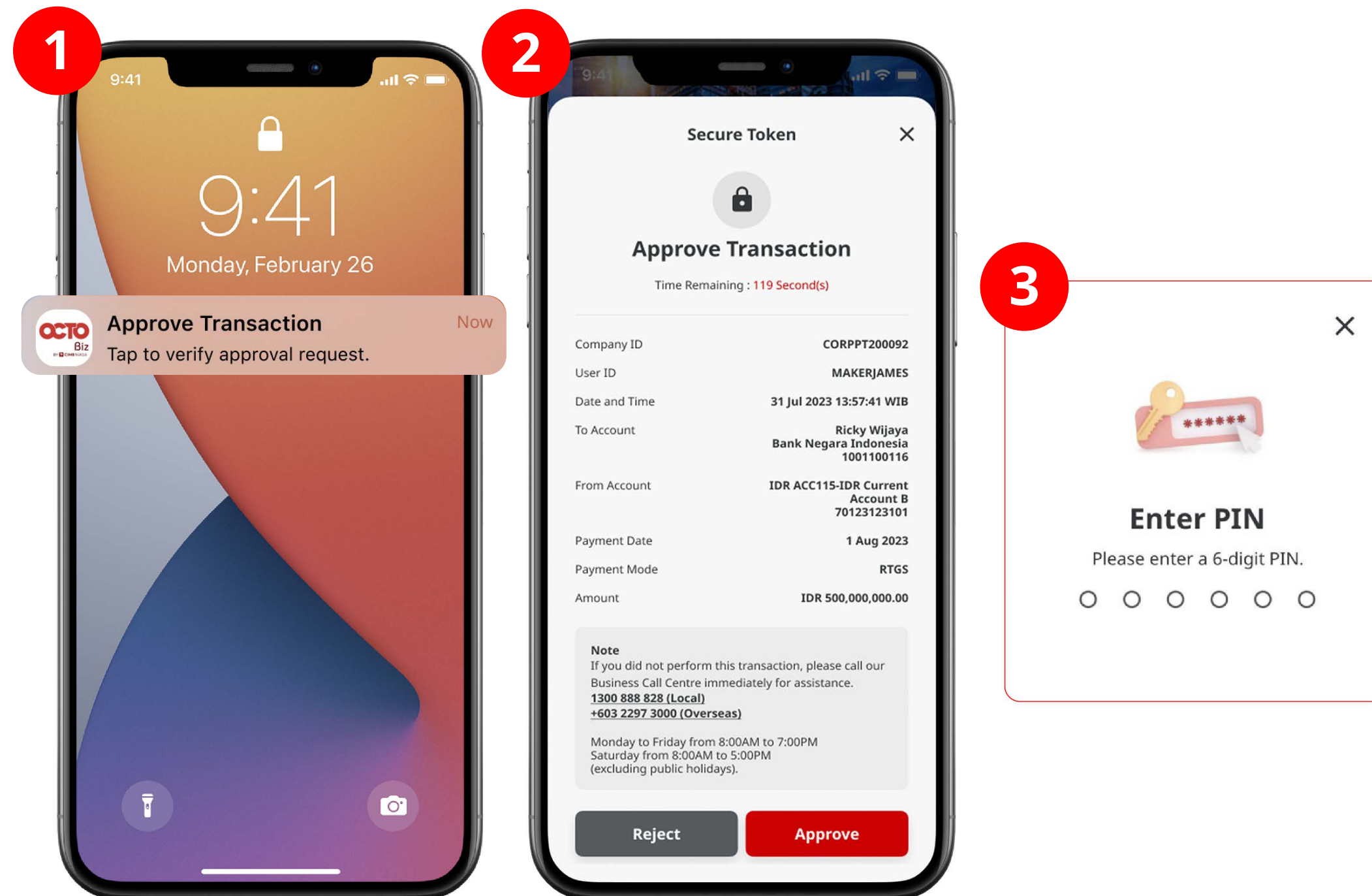
Time Remaining : 59 Second(s)

Cancel Resend



- 1 Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2 Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 07



- 1** Klik notifikasi untuk membuka **Secure Token**
- 2** Klik tombol **Approve**
- 3** Isi **6-digit PIN**



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat *mobile*

Langkah 09

RTGS > Acknowledgement

Successful

Reference No. : IRT23092500000018 Submitted On : 25 Sep 2023 11:30:08 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account 703057606100-IBR INTBM WAHYU	Payment Mode RTGS
Value Date 25 Sep 2023	

Beneficiary Details

Beneficiary Bank Name PT BANK AMAR INDONESIA - LOMAIDJ1	Beneficiary Account No. 6417770045
Beneficiary Name Yip Wan San	Beneficiary Citizenship Foreign Citizenship (SINGAPORE)
Beneficiary Resident Status Non Resident (SINGAPORE)	Beneficiary Type Individual
Beneficiary Address 1, Jalan XYZ, Bandar ABC	Beneficiary City / District 03000 - JAKARTA PUSAT

Transaction Details

Transaction Currency IDR - INDONESIAN RUPIAH	Amount 1,000,000,000.00	Bank Charges IDR 0.00
---	----------------------------	--------------------------

Other Details

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

Print Save As Template Save As Beneficiary Make Another Transaction

Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*

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RTGS [Website]

Multiple Beneficiary Submission

Langkah
01



Login sebagai **Maker**,
dan masuk ke **Menu
RTGS Data Entry Page**

Langkah 02

RTGS

Transaction Group Saved Templates

Transaction Group *

Domestic Transfer

Sender Details

From Account * Payment Mode *

Select RTGS

Payment Date * Recurring transfer

25 Sep 2023

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name * Beneficiary Account No. *

From Account Listing

Search By

Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYNUPZSJJY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	703057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,526,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

1 of 2

Cancel Next

- 1 Pada halaman *input data pembayaran*, klik **From Account**
- 2 Pilih **Sumber Dana**
- 3 Klik tombol **Next**

Langkah 03

Sender Details

From Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
RTGS

Payment Date *
25 Sep 2023

Recurring transfer

1

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Resident Non Resident

Beneficiary Account No. *
Enter

Beneficiary Citizenship *
Indonesian Foreign Citizenship

Beneficiary Type *
Individual Company Government

Saved Beneficiary

1 Pilih *tanggal yang sesuai*

1

Beneficiary Details Saved Beneficiary

Beneficiary Bank Name *
PT BANK AMAR INDONESIA - LOMAIDJ1

Beneficiary Account No. *
6417770045

Beneficiary Name *
Yip Wan San

Beneficiary Citizenship *
Indonesian Foreign Citizenship

Beneficiary Resident Status *
Resident Non Resident

Beneficiary Type *
Individual Company Government

Beneficiary Address *
1, Jalan XYZ, Bandar ABC

Beneficiary City / District *
03000 - JAKARTA PUSAT

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
1,000,000,000.00

Other Details

Customer Reference No. ⓘ
Enter

Other Payment Details ⓘ
Enter

Charges Borne by (If Any)
Select

2 Add Another Transaction Save as Draft Next

- 1 Isi kolom ***Beneficiary Details*** dan seluruh kolom ***Mandatory Fields***
- 2 Klik tombol ***Add Another Transaction***

Langkah 05

Add Another Transaction

1 item(s)

<input type="checkbox"/>	Beneficiary Account No. ▾	Beneficiary Bank Name ▾	Beneficiary Name ▾	Amount ▾	Bank Charges ▾	Action
<input type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

Save as Draft Next

Add Another Transaction

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. ▾	Beneficiary Bank Name ▾	Beneficiary Name ▾	Amount ▾	Bank Charges ▾	Action
<input type="checkbox"/>	1232313123213456	PT BANK AMAR INDONESIA - LOMAJD1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

Save as Draft Next

Jika penambahan akun berhasil, sistem akan masuk ke ***mode batch online***

Ulangi langkah sebelumnya untuk menambahkan akun penerima berikutnya

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. ↕	Beneficiary Bank Name ↕	Beneficiary Name ↕	Amount ↕	Bank Charges ↕	Action
<input type="checkbox"/>	1232313123213456	PT BANK AMAR INDONESIA - LOMAJD1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete Edit
<input type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

Buttons: Add Another Transaction, Save as Draft, Next

1 Klik tombol **Beneficiary Record Hyperlink** untuk melihat detail transaksi

Transaction Details

Beneficiary Details

Beneficiary Bank Name	Beneficiary Account No.
PT BANK AMAR INDONESIA - LOMAJD1	1232313123213456
Beneficiary Name	Beneficiary Citizenship
Kristanto Haryadi	Indonesian
Beneficiary Resident Status	Beneficiary Type
Resident	Individual
Beneficiary Address	Beneficiary City / District
11, Jalan ABC, Bandar PQR	00002 - Tangerang Selatan

Transaction Details

Transaction Currency	Amount	Bank Charges
IDR - INDONESIAN RUPIAH	200,000,000.00	IDR 0.00

Other Details

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

Close

Langkah

06b

OPSIONAL

The screenshot displays the RTGS website interface. At the top right, there is a red button labeled "Add Another Transaction". Below it, a list of transactions is shown with the following columns: Beneficiary Account No., Beneficiary Bank Name, Beneficiary Name, Amount, Bank Charges, and Action. Two transactions are listed:

Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Action
1232313123213456	PT BANK AMAR INDONESIA - LOMAIDJ1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete Edit
6417770045	PT BANK AMAR INDONESIA - LOMAIDJ1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

A red circle with the number "1" highlights the "Edit" button for the first transaction. Below the list, there is a "Save as Draft" button. An "Edit Transaction Details" modal is open, showing the following fields:

- Beneficiary Details:**
 - Beneficiary Bank Name: PT BANK AMAR INDONESIA - LOMAIDJ1
 - Beneficiary Account No.: 1232313123213456
 - Beneficiary Name: Kristanto Haryadi
 - Beneficiary Citizenship: Indonesian
 - Beneficiary Resident Status: Resident
 - Beneficiary Type: Individual
 - Beneficiary Address: 11, Jalan ABC, Bandar PQR
 - Beneficiary City / District: 00002 - Tangerang Selatan
- Transaction Details:**
 - Transaction Currency: IDR - INDONESIA RUP...
 - Amount: 200,000,000.00
- Other Details:**
 - Customer Reference No.: Enter
 - Other Payment Details: Enter
 - Charges Borne by (If Any): Select

At the bottom of the modal, there are "Close" and "Done" buttons.

1 Jika terdapat kekeliruan data, klik tombol **Edit** untuk **melakukan perbaikan** pada **Transaction Details**



Delete

Are you sure you want to delete this items?

No

Yes

2 item(s)

<input type="checkbox"/>	Beneficiary Account No. ↕	Beneficiary Bank Name ↕	Beneficiary Name ↕	Amount ↕	Bank Charges ↕	Action
<input type="checkbox"/>	1232313123213456	PT BANK AMAR INDONESIA - LOMAJ1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete 1
<input type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAJ1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

Save as Draft

Next

- 1 Klik tombol **Delete**
- 2 Klik **Yes** untuk **menghapus Beneficiary Record**

- 1 Klik **Checkboxes**
- 2 Klik tombol **Delete Selection**
- 3 Klik tombol **Yes** pada **Box Konfirmasi** untuk **menghapus List Data Penerima**

The screenshot displays a web interface for managing RTGS beneficiaries. At the top, it indicates '2 item(s)'. Below this is a table with columns for 'Beneficiary Account No.', 'Beneficiary Bank Name', 'Beneficiary Name', and 'Amount'. Two rows are visible, both for 'PT BANK AMAR INDONESIA - LOMAIDJ1'. The first row has an amount of IDR 200,000,000.00 and the name 'Kristanto Haryadi'. The second row has an amount of IDR 1,000,000,000.00 and the name 'Yip Wan San'. Each row has 'Delete' and 'Edit' buttons. A red circle with the number '1' highlights the checkboxes in the first column. Below the table is a 'Delete Selected' button, highlighted with a red circle and the number '2'. At the bottom of the interface are 'Save as Draft' and 'Next' buttons. A modal dialog box is overlaid on the right side, featuring a trash can icon, the title 'Delete', and the question 'Are you sure you want to delete this items?'. It contains 'No' and 'Yes' buttons, with the 'Yes' button highlighted by a red circle and the number '3'.

<input type="checkbox"/>	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Delete	Edit
<input type="checkbox"/>	1232313123213456	PT BANK AMAR INDONESIA - LOMAIDJ1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete Edit
<input checked="" type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAIDJ1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

Langkah 07

RTGS (Multiple) > Review Details

Transaction Group

Transaction Group
Domestic Transfer

Sender Details

From Account: 703057606100-**IDR INTBM WAHYU** Payment Mode: **RTGS**
Payment Date: 25 Sep 2023

2 item(s)

Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges
1232313123213456	PT BANK AMAR INDONESIA - LOMAJ1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00
6417770045	PT BANK AMAR INDONESIA - LOMAJ1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00

Total Amount : **IDR 1,200,000,000.00** | Total Charges : **IDR 0.00**

[Back](#) [Submit](#)

1 Klik tombol **Next** untuk memproses data

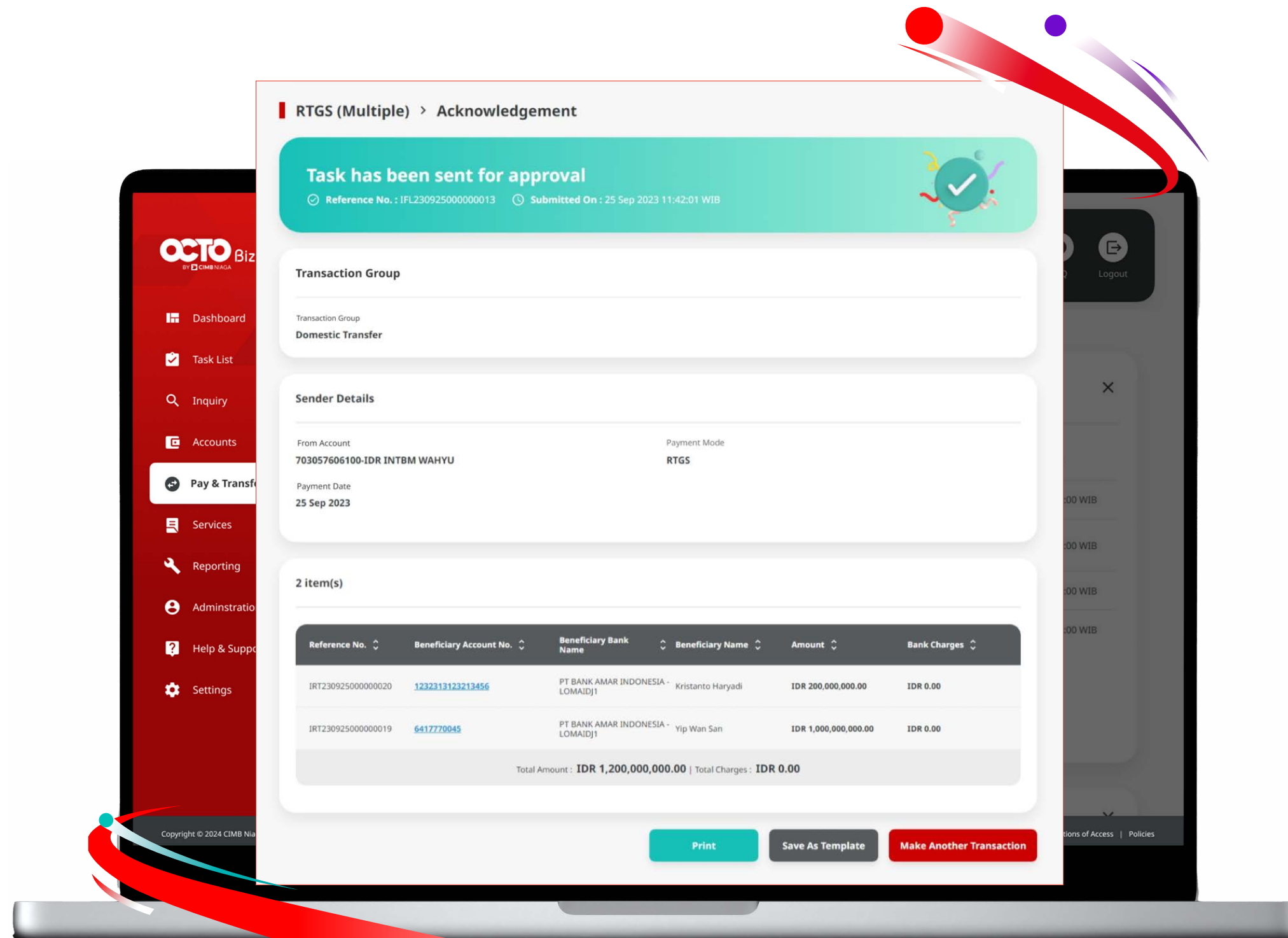
2 Klik tombol **Submit**

2 item(s)

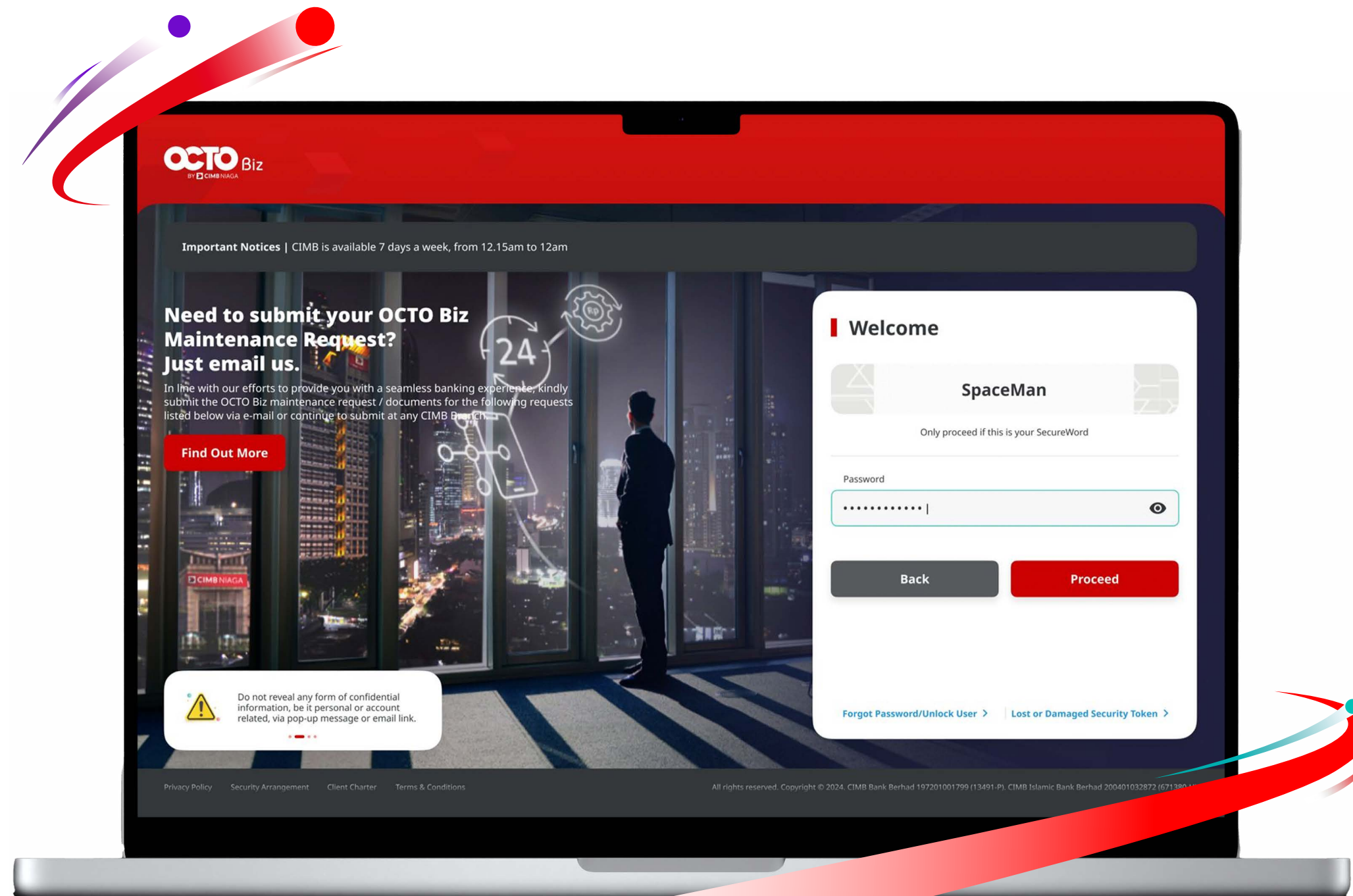
<input type="checkbox"/>	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Action
<input type="checkbox"/>	1232313123213456	PT BANK AMAR INDONESIA - LOMAJ1	Kristanto Haryadi	IDR 200,000,000.00	IDR 0.00	Delete
<input type="checkbox"/>	6417770045	PT BANK AMAR INDONESIA - LOMAJ1	Yip Wan San	IDR 1,000,000,000.00	IDR 0.00	Delete Edit

[Save as Draft](#) [Next](#)

Langkah 08



Sistem akan mengarahkan pada halaman **Acknowledgment**



Login sebagai **Approver**

Langkah 10

The screenshot displays the OCTO Biz website interface. On the left, a sidebar menu is visible with the 'Task List' option highlighted by a red circle and the number '1'. The main content area shows a 'Dashboard' for user JAMES, with a 'Task List' section below it. A red circle and the number '2' highlight a specific transaction in the list. The transaction list includes columns for Transaction Type, Amount, Value Date, Beneficiary Bank, Beneficiary Name, Account Nickname, Status, and Action.

Transaction Type	Amount	Value Date	Beneficiary Bank	Beneficiary Name	Account Nickname	Status	Action
RTGS	IDR 200,000,000.00	25 Sep 2023	PT BANK AMAR INDONESIA	Kristanto Haryadi	INTBM WAHYU	Pending Approval	Return Reject Approve
RTGS	IDR 1,418,680.00	25 Sep 2023	-	-	INTBM WAHYU	Pending Approval	Return Reject Approve
RTGS	IDR 3,333,333,333.00	25 Sep 2023	PT BANK AMAR INDONESIA	LXW	GL ACCT 201D	Pending Approval	Return Reject Approve
RTGS	IDR 21,839,392.00	25 Sep 2023	-	-	INTBM WAHYU	Pending Approval	Return Reject Approve
RTGS	IDR 341,422,223,333.00	-	-	-	INTBM WAHYU	-	Return Reject Approve

1 Arahkan kursor pada menu samping
Klik **Task List**

2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status : **Pending Approval**

Creation Date: 2023-09-25 13:16:52 WIB | Reference No.: IB1230925000008738

Transaction Group

Transaction Group: Domestic Transfer

Sender Details

From Account: 703057606100- IDR INTBM WAHYU | Payment Mode: RTGS
Payment Date: 25 Sep 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount
IRT230925000000020	123231232123456	PT BANK AMAR INDONESIA - LOMAJD1	Kristanto Haryadi	IDR 200,000,000.00
IRT230925000000019	6417770945	PT BANK AMAR INDONESIA - LOMAJD1	Yip Wan San	IDR 1,000,000,000.00

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

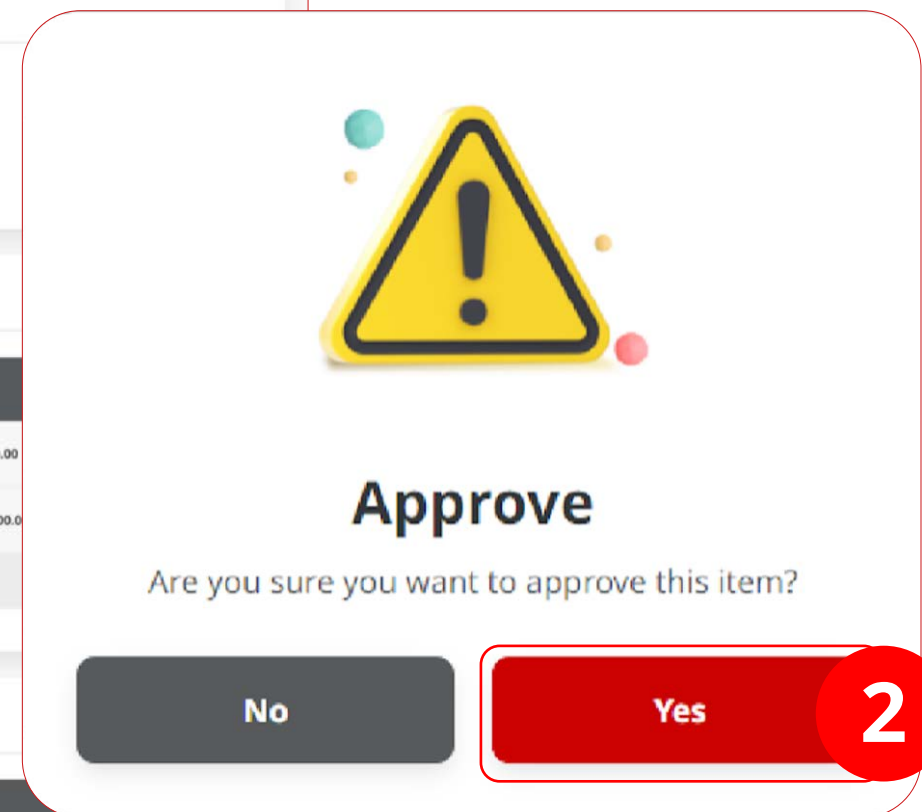
User Activities

User	Activities	Date / Time
MAKER7	Submit	25 Sep 2023 13:16:53 WIB

Remark

Remarks: Enter
Maximum 100 characters


Buttons: Back, Return, Reject, **Approve** (1)



- 1 **Tinjau ulang** detail transaksi yang telah di kirim oleh **Maker** dan klik tombol **Approve**
- 2 **Klik tombol Yes**

Langkah 12

1



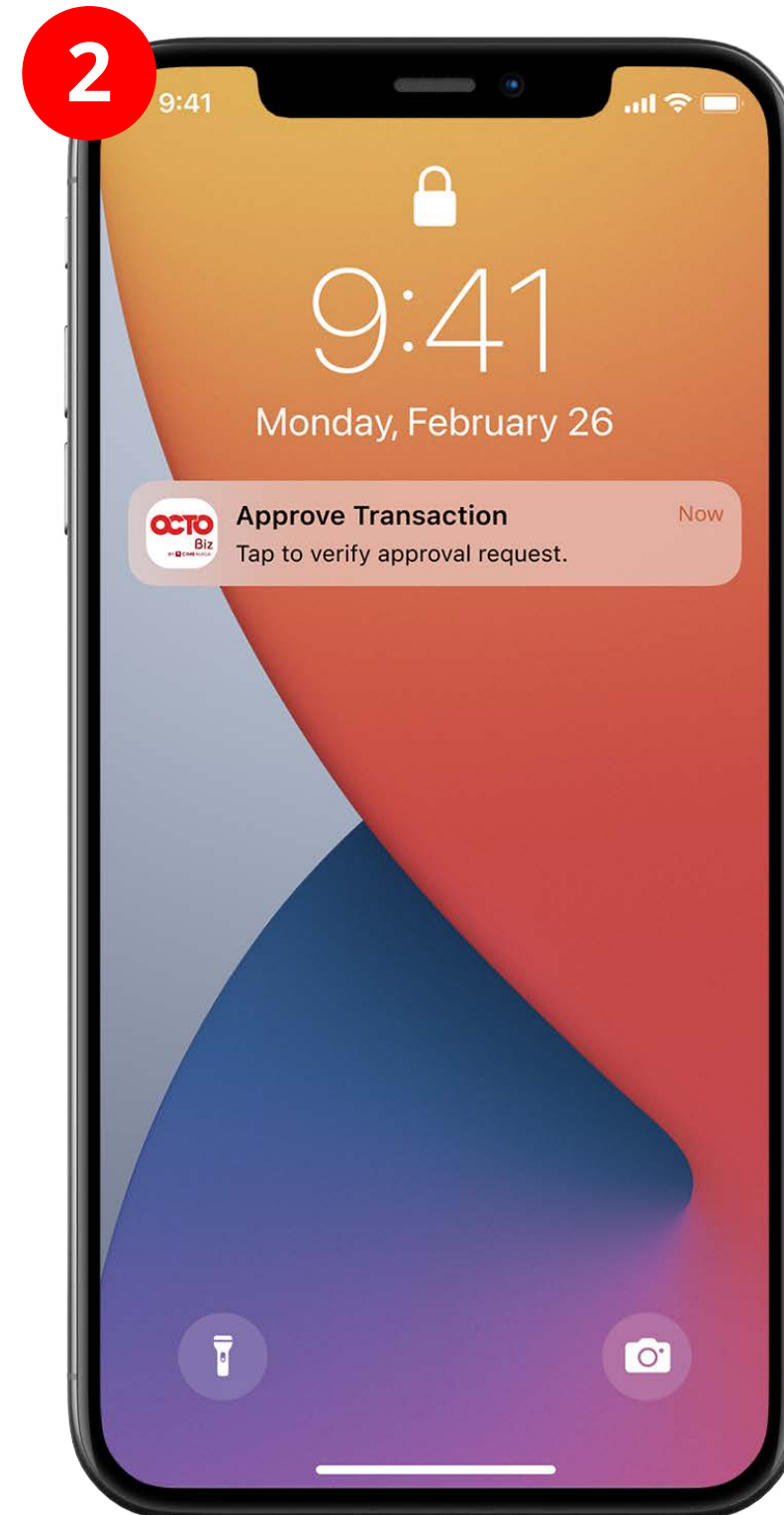
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

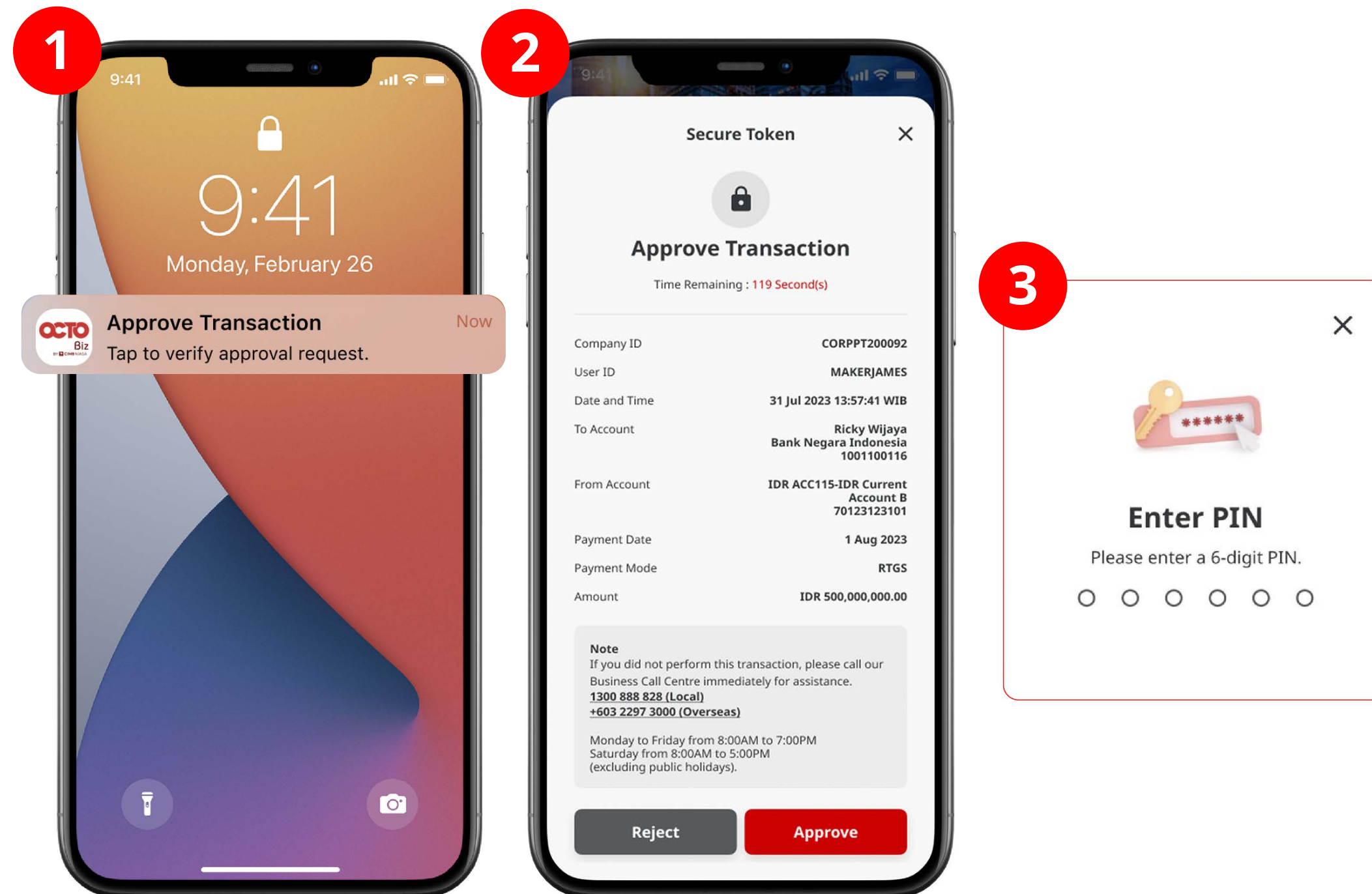
Time Remaining : 59 Second(s)

Cancel Resend



- 1** Sistem akan memunculkan *pop up* **“Approve Transaction”** pada *website*
- 2** Dan mengirim **notifikasi persetujuan transaksi** ke perangkat *mobile*

Langkah 13



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
14



Jika ***transaksi sukses***, sistem akan memberikan **pesan notifikasi Acknowledgement** di perangkat *mobile*

Langkah 15

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IIA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : Authorised

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

Transaction Group

Transaction Group
Transfer to Other Banks

Sender Details

From Account: 703057606100-IDR ANJAR ASMORO HERYANTO Payment Mode: RTGS
Payment Date: 01 Dec 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
IRT231201000000033	70000718420	PT BANK SHINHAN INDONESIA - MEEKIDJ1	SHI	IDR 200,000,000.00	IDR 0.00	Authorised	-
IRT231201000000034	7273000481	UOB INDONESIA - BBIJIDJA	UOB	IDR 1,000,000,000.00	IDR 0.00	Authorised	-

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

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

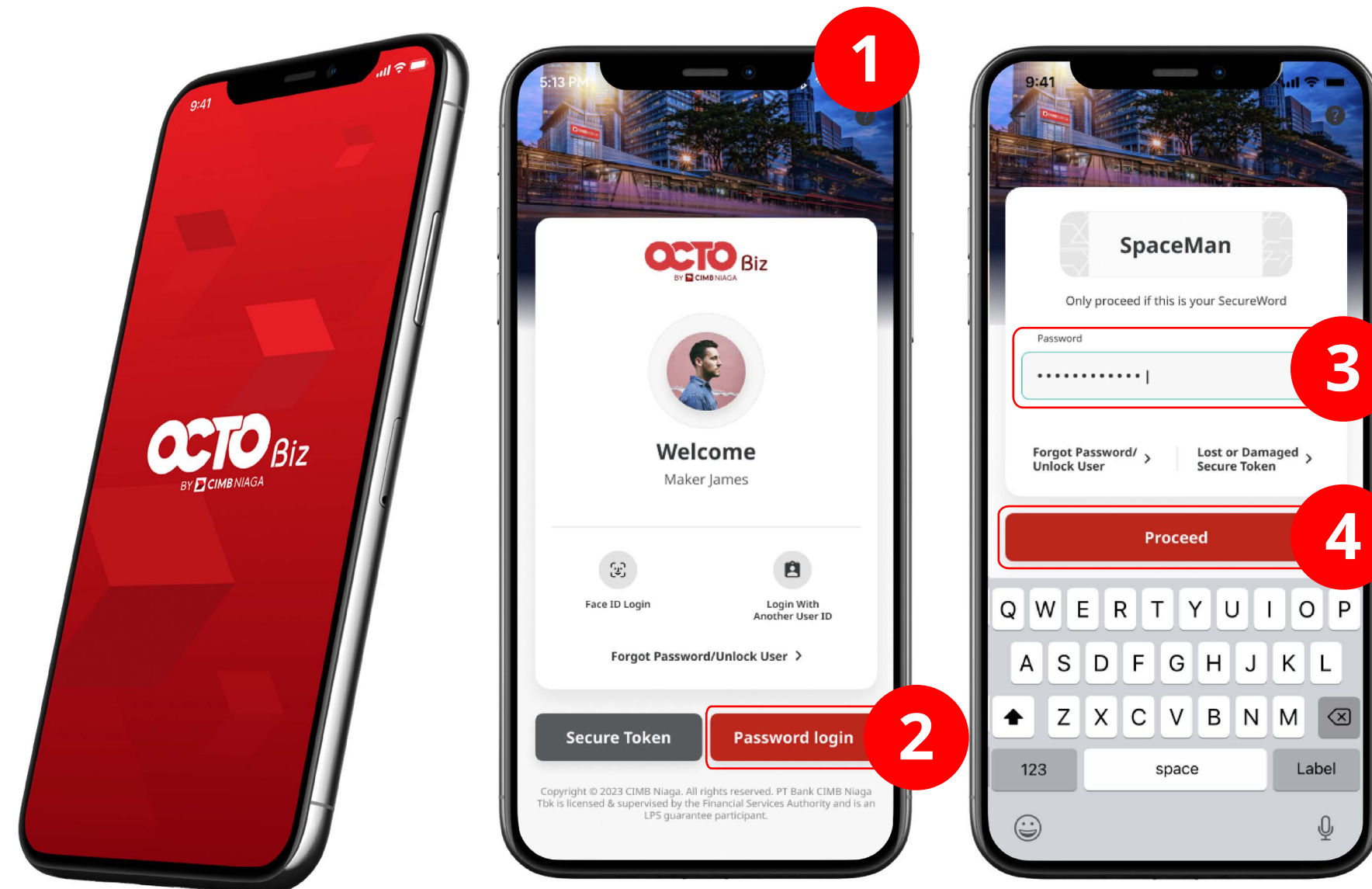
Sistem juga akan mengarahkan ke **halaman Acknowledgment** pada *website*



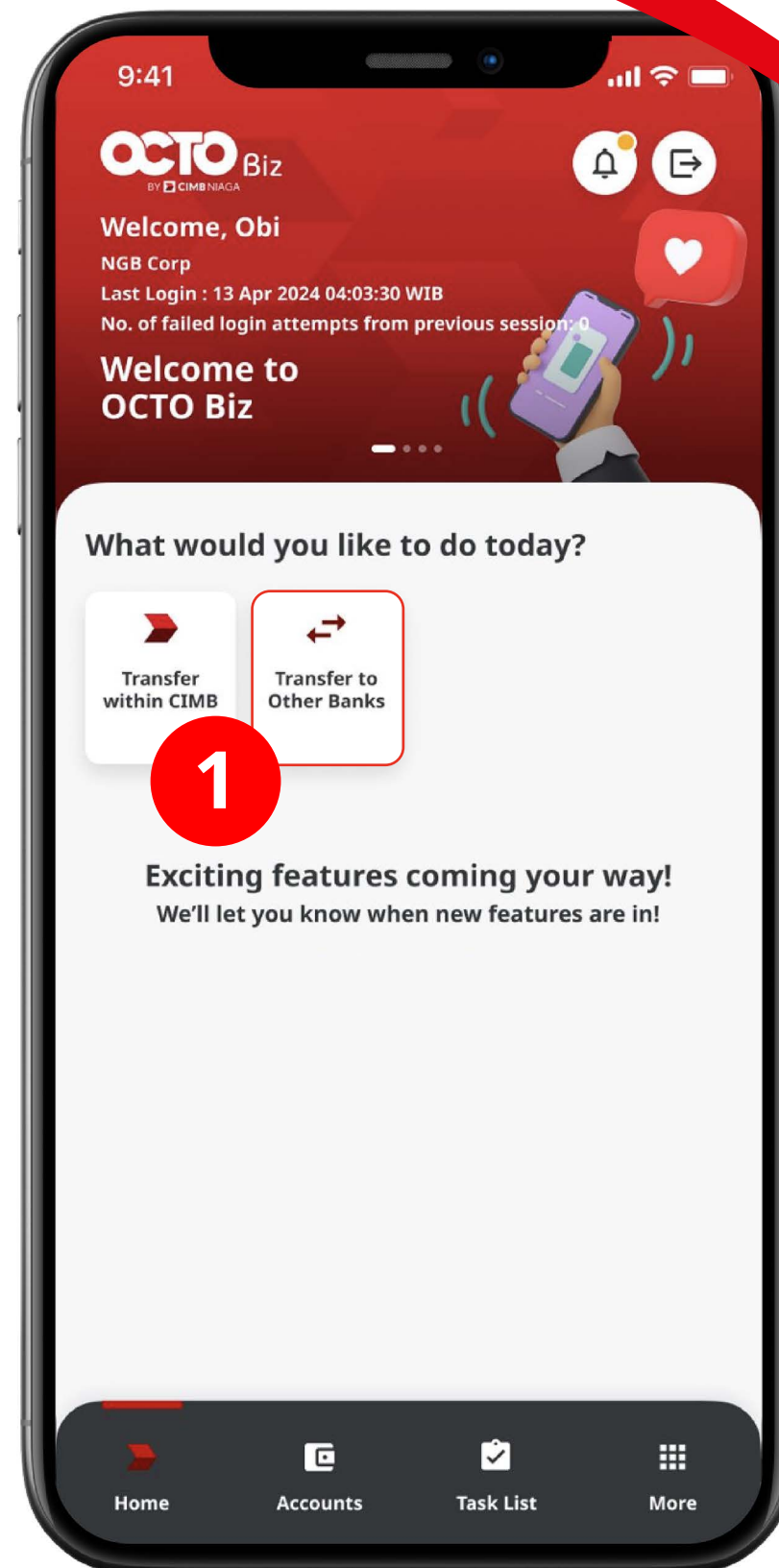
TUTORIAL APLIKASI OCTO Biz

RTGS [Mobile]

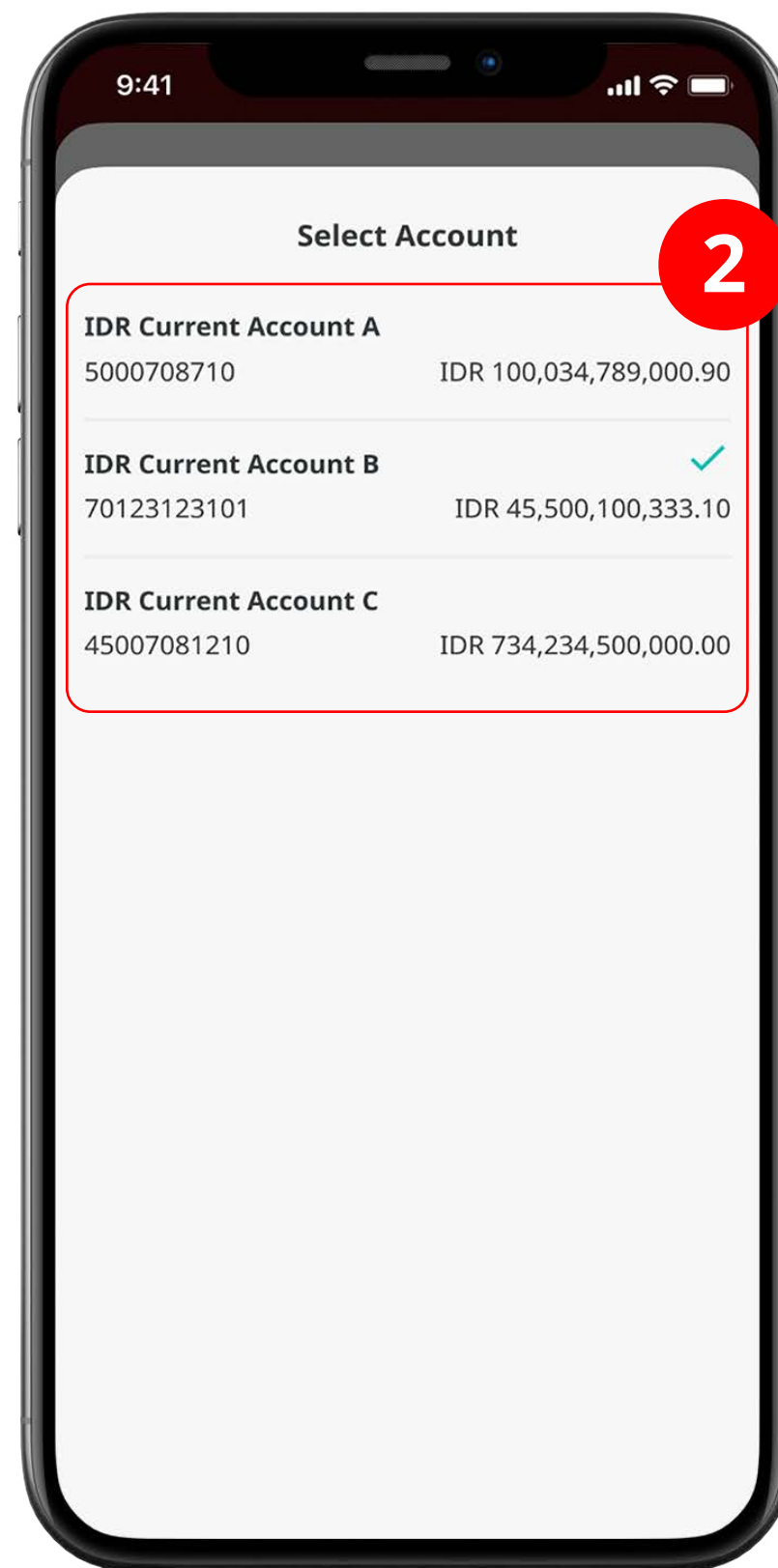
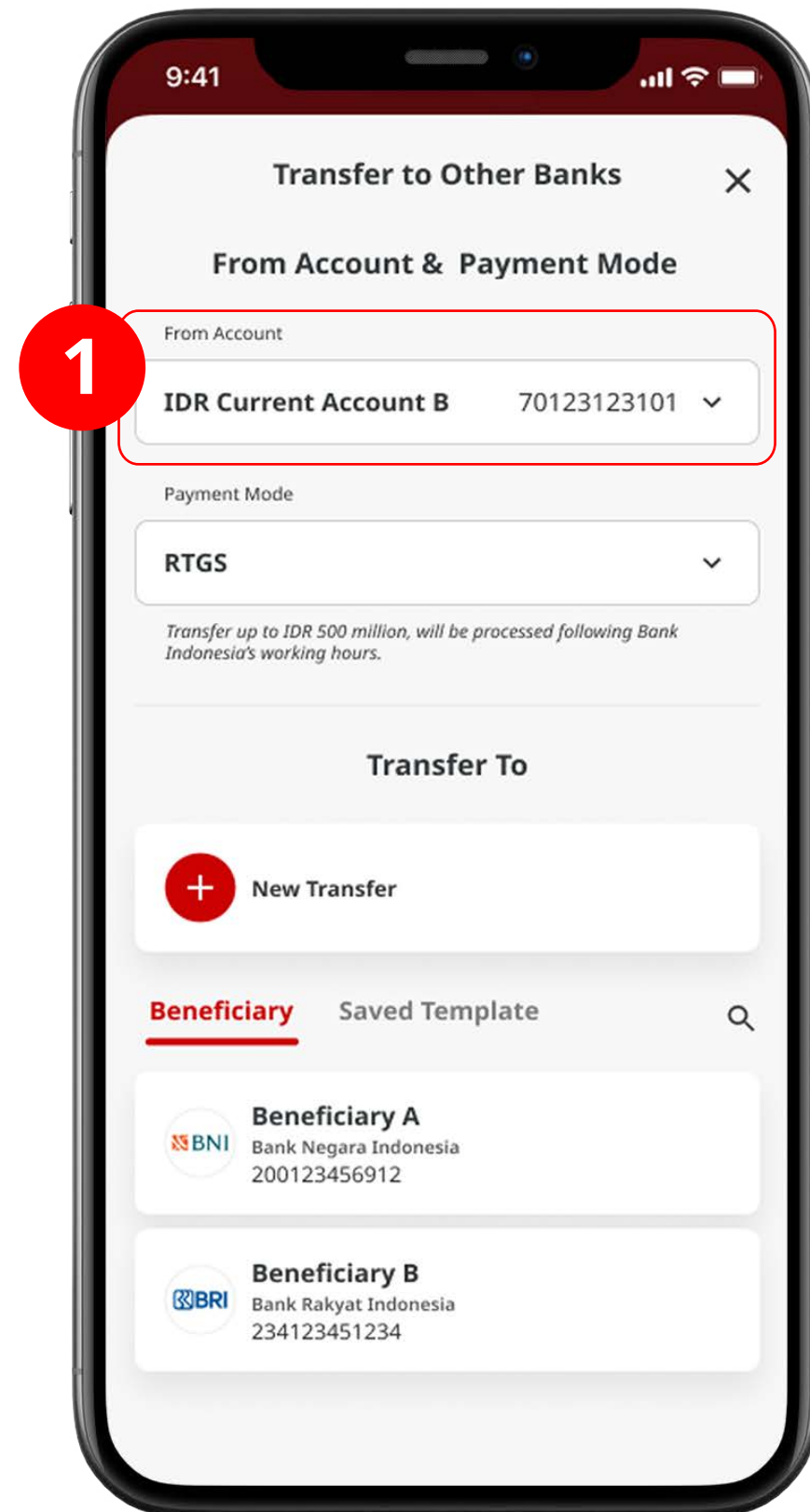
Langkah 01



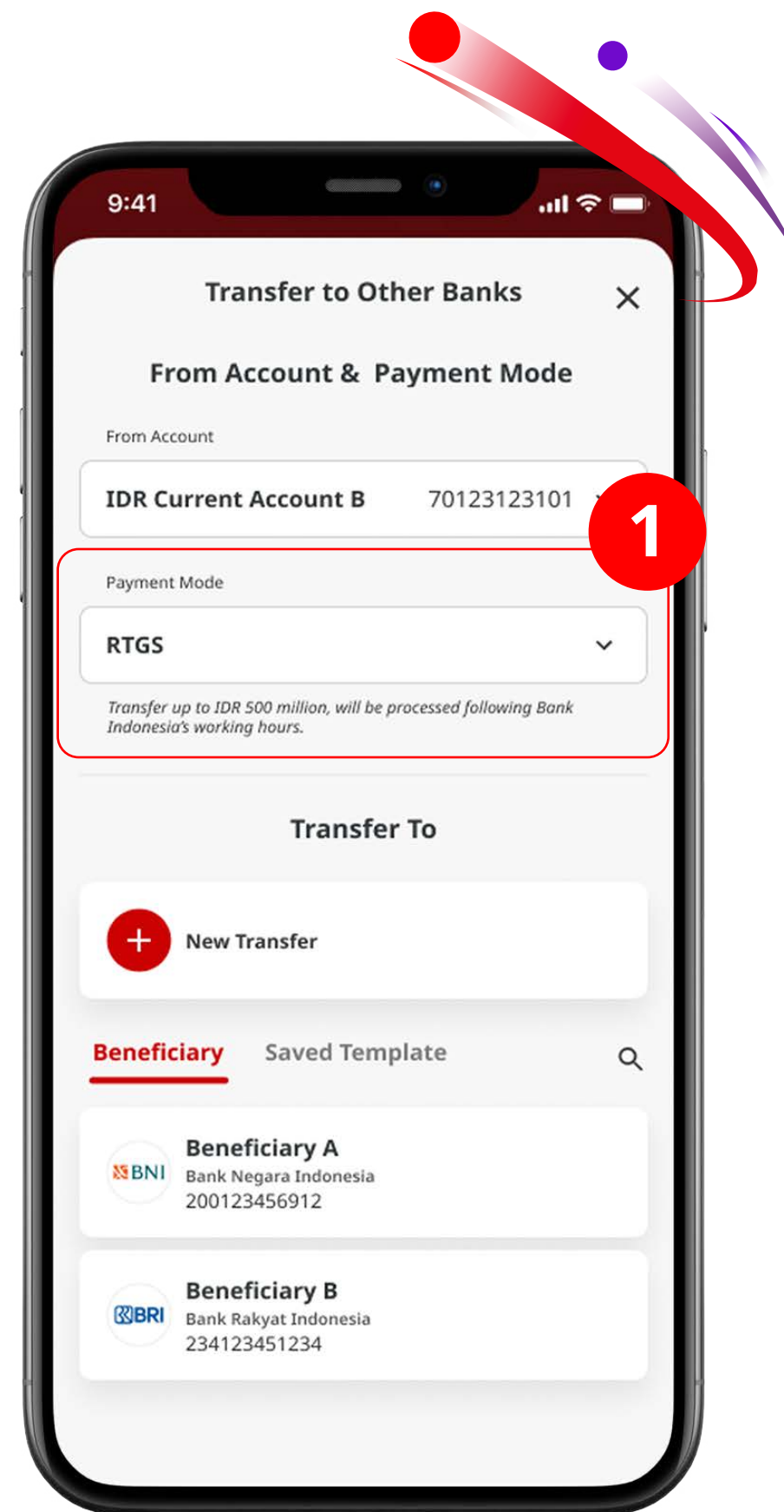
- 1 Login sebagai **Maker**
- 2 Klik tombol **Password Login**
- 3 Masukkan **Password**
- 4 Klik tombol **Proceed**



1 Pilih *Transfer to Other Bank*

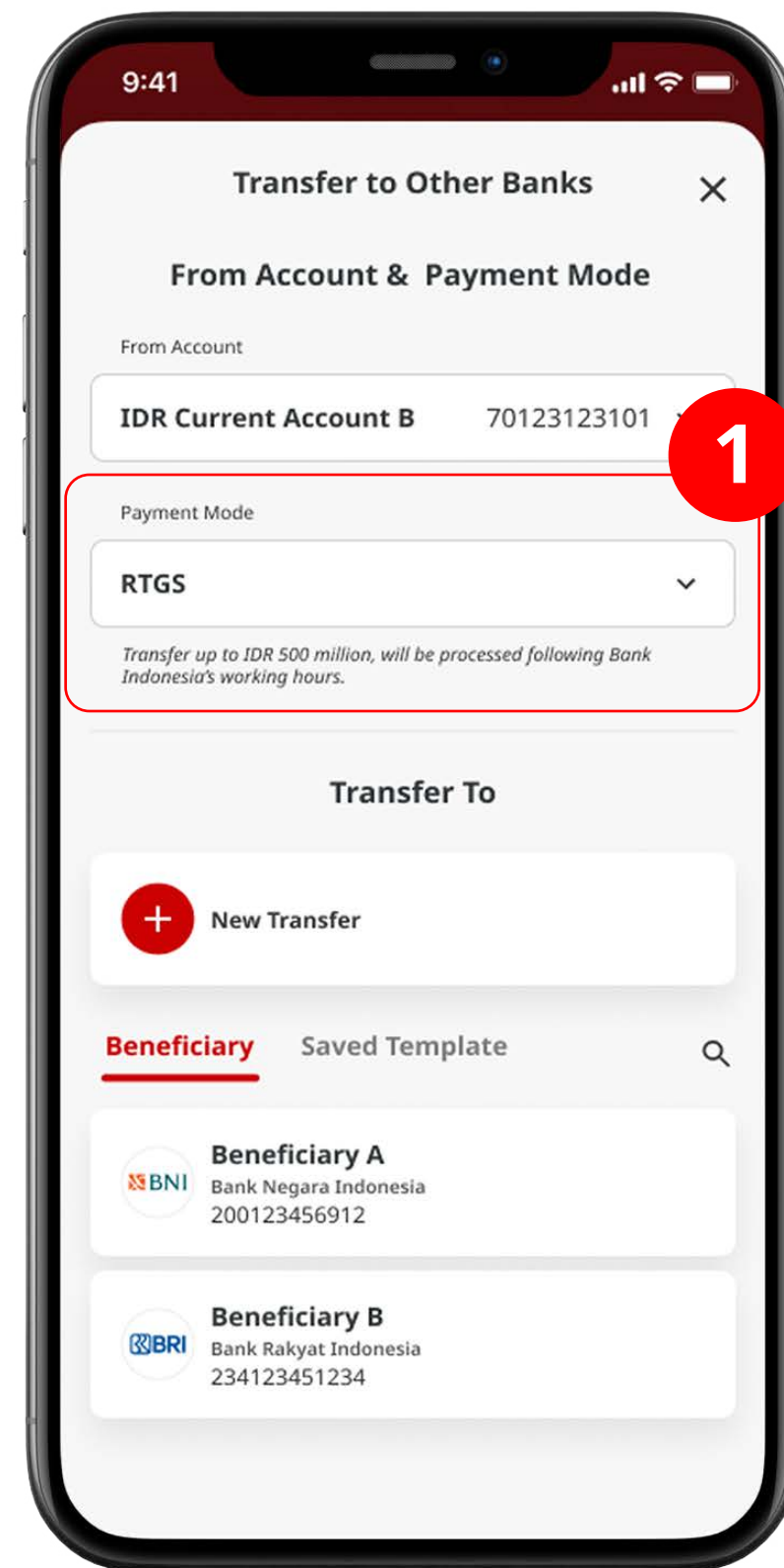


1 Pilih Sumber Dana



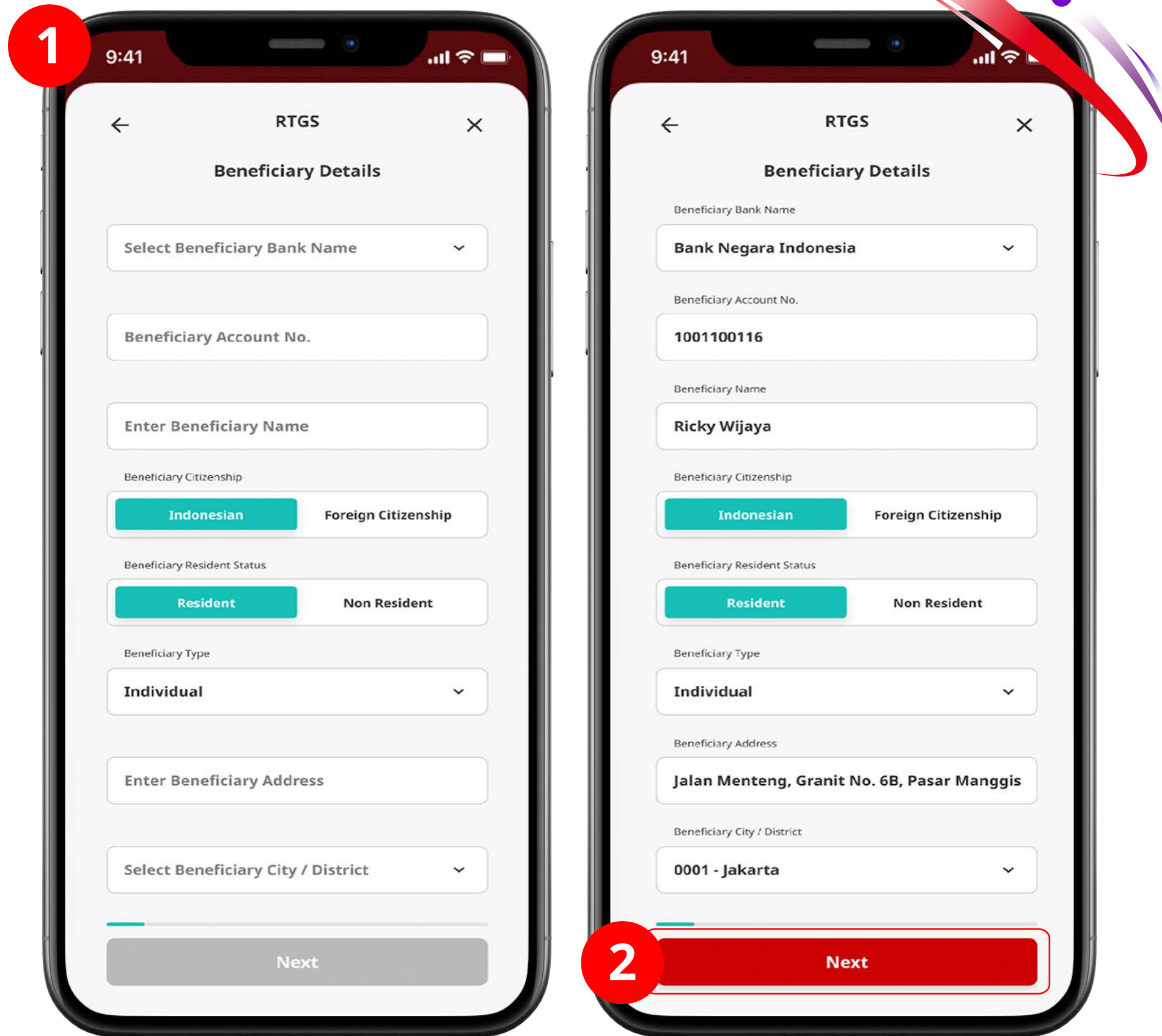
1 Pilih *Transaction Type = RTGS*

Langkah
05



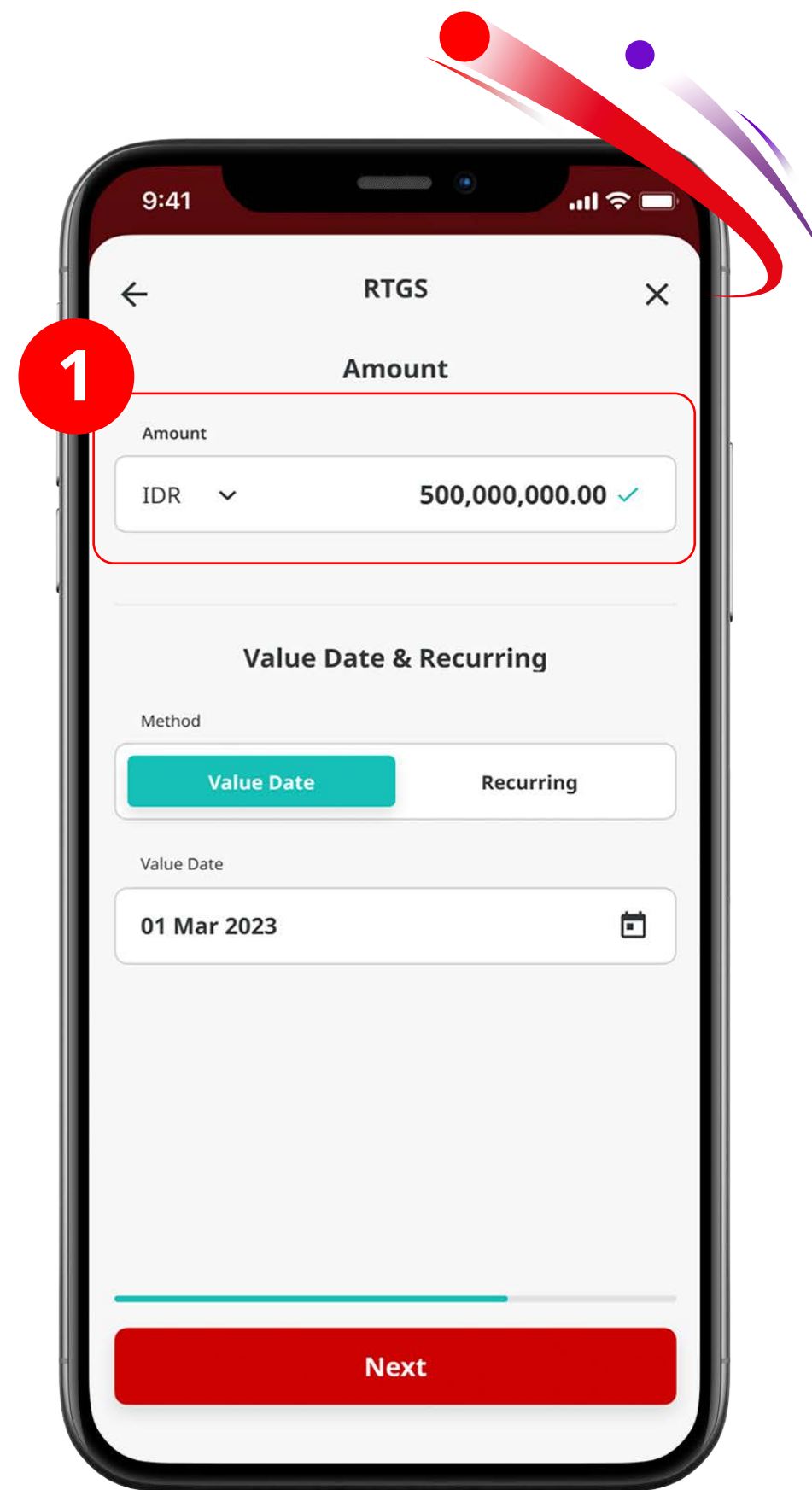
1 Pilih *Transfer To*

Langkah
06



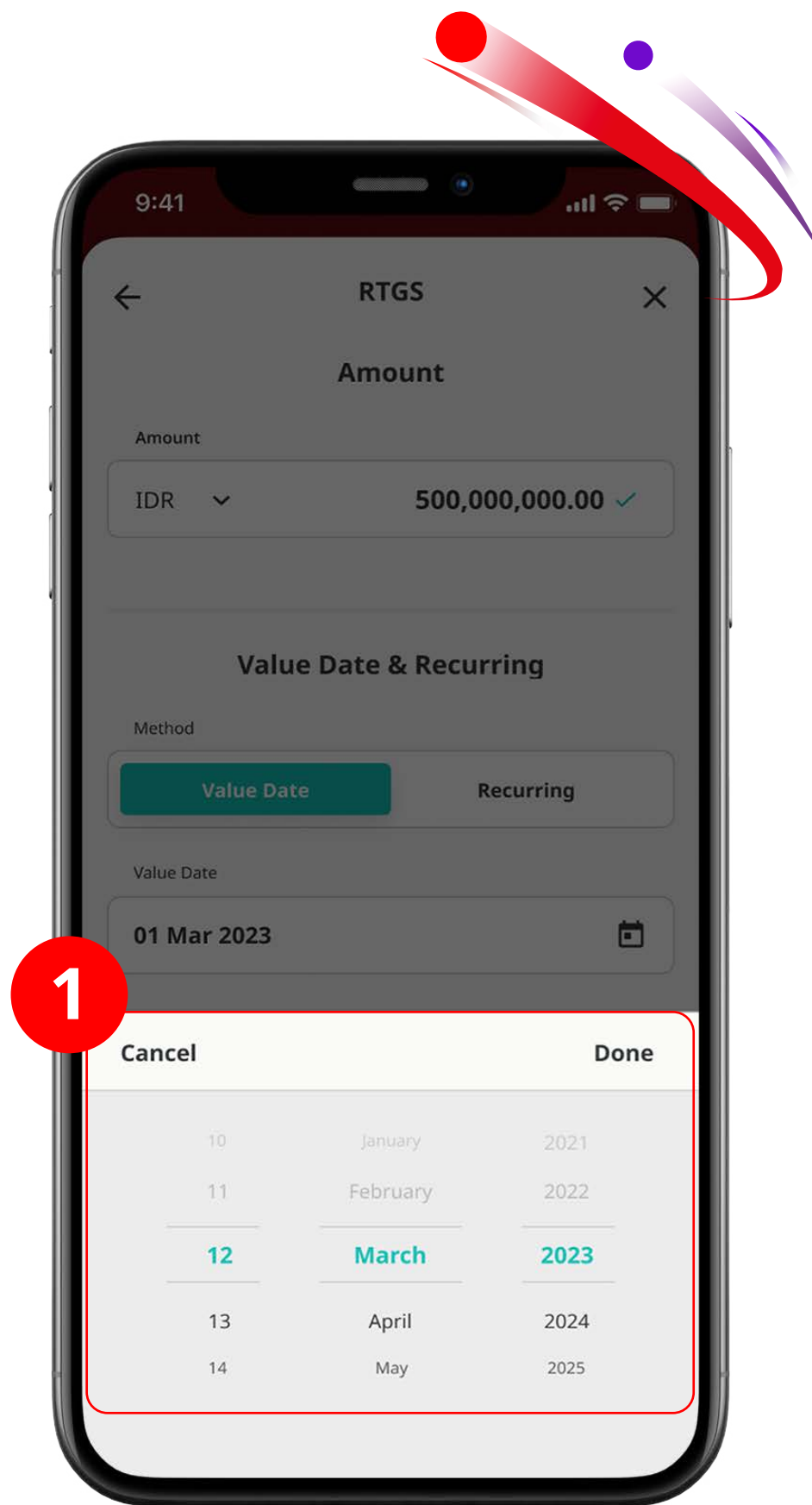
- 1 Lengkapi **Beneficiary Details**
- 2 Klik tombol **Next**

Langkah
07



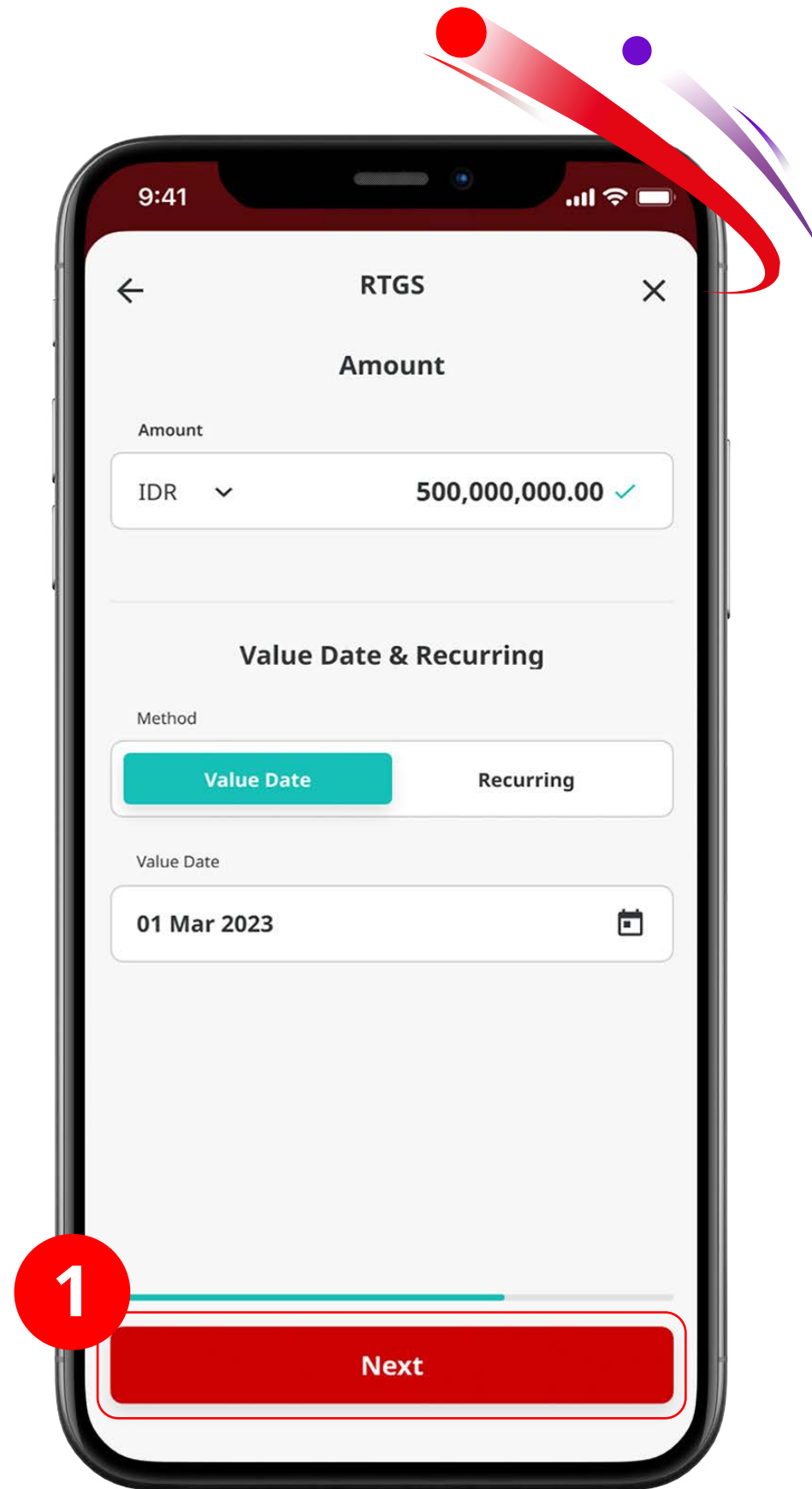
1 Masukkan *Nominal Transfer*

Langkah
08



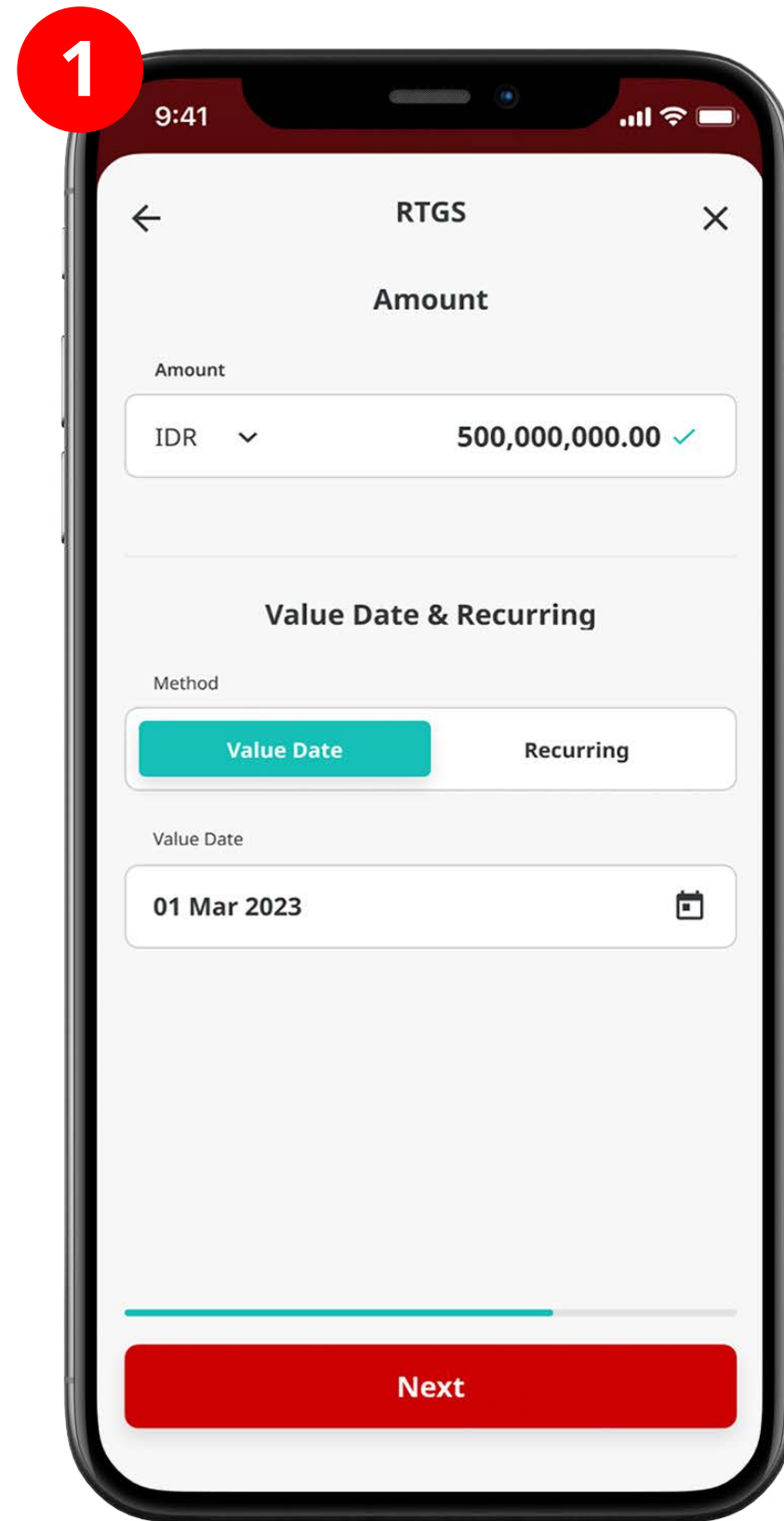
1 Pilih *Tanggal Pengiriman*

Langkah
09

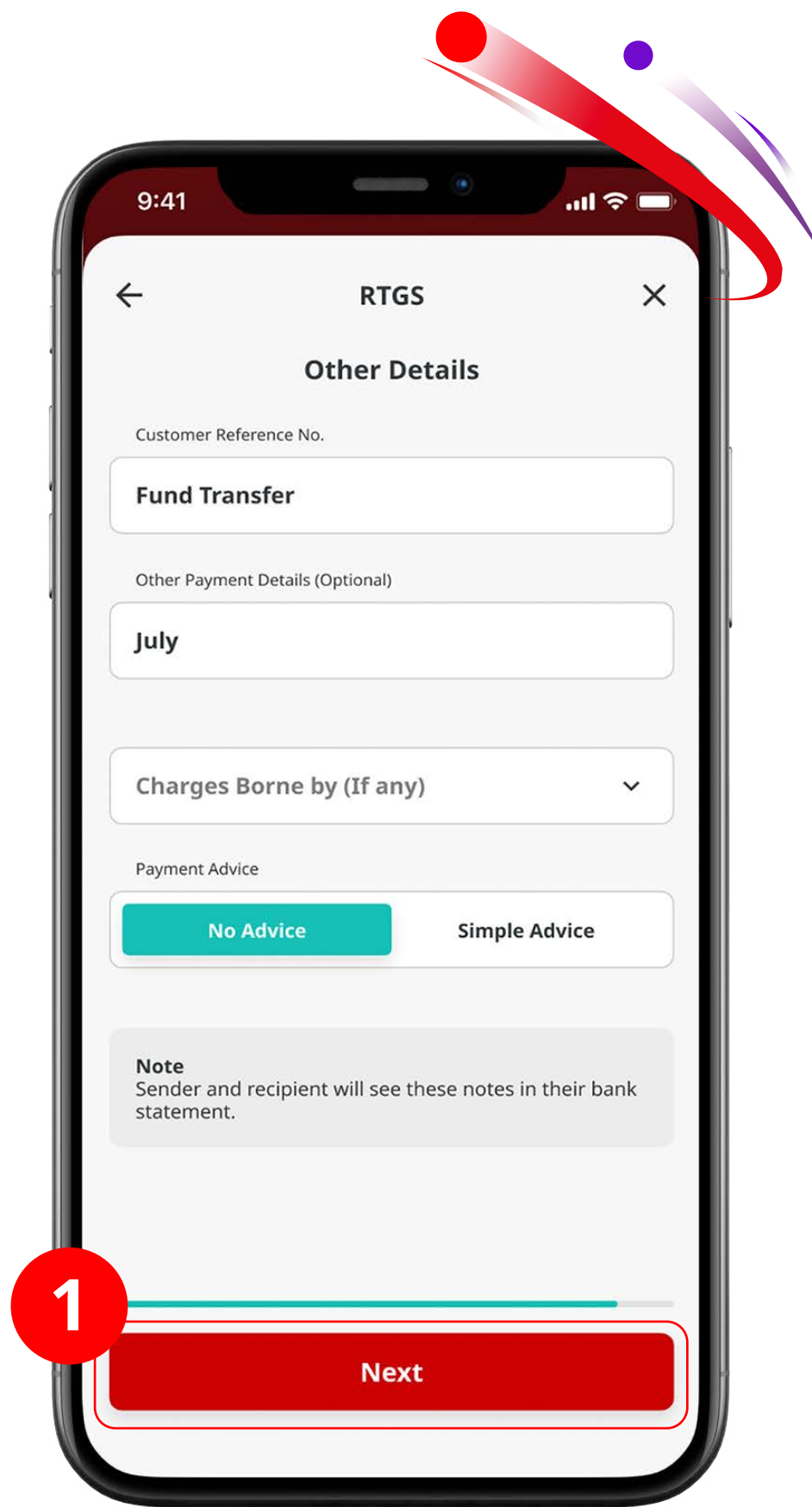


1 Klik tombol *Next*

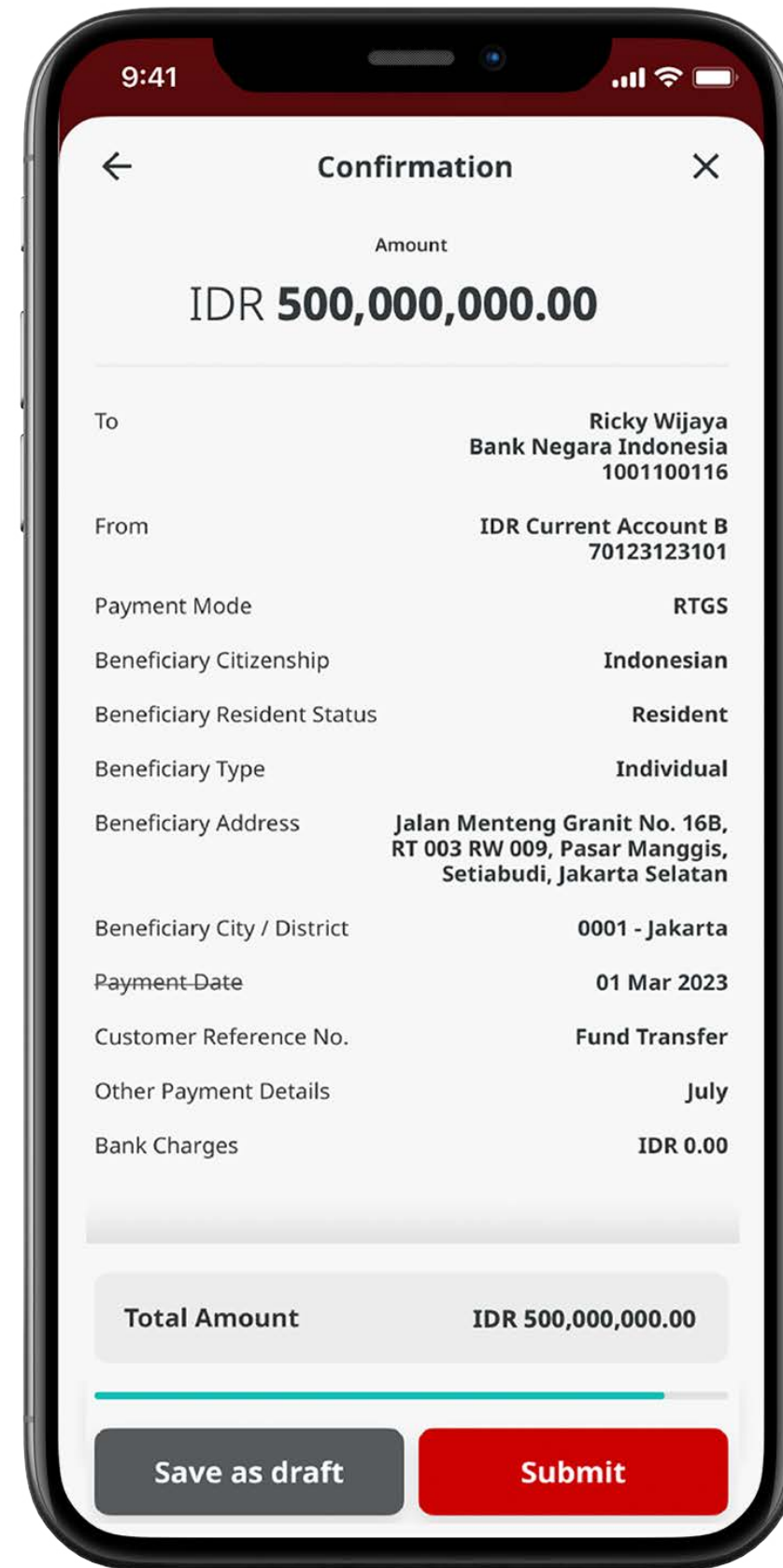
Langkah
10



1 Lengkapi bagian *Other Details*



1 Klik tombol **Next**



Verifikasi detail pada
halaman konfirmasi

Langkah
13

9:41

Confirmation

Amount
IDR 500,000,000.00

To Ricky Wijaya
Bank Negara Indonesia
1001100116

From IDR Current Account B
70123123101

Payment Mode RTGS

Beneficiary Citizenship Indonesian

Beneficiary Resident Status Resident

Beneficiary Type Individual

Beneficiary Address Jalan Menteng Granit No. 16B,
RT 003 RW 009, Pasar Manggis,
Setiabudi, Jakarta Selatan

Beneficiary City / District 0001 - Jakarta

Payment Date 01 Mar 2023

Customer Reference No. Fund Transfer

Other Payment Details July

Bank Charges IDR 0.00

Total Amount IDR 500,000,000.00

Save as draft **2** Submit

9:41

Successful task saved

Transaction Summary
IDR 500,000,000.00
01 Mar 2023 13:52:41 MYT

Reference No. 21073100000001

To Kristanto Haryadi
Bank Negara Indonesia
112354354353425

From IDR Current Account B
70123123101

Payment Mode BI-FAST

Value Date 01 Mar 2023

Customer Reference No. Fund Transfer

Other Payment Details July

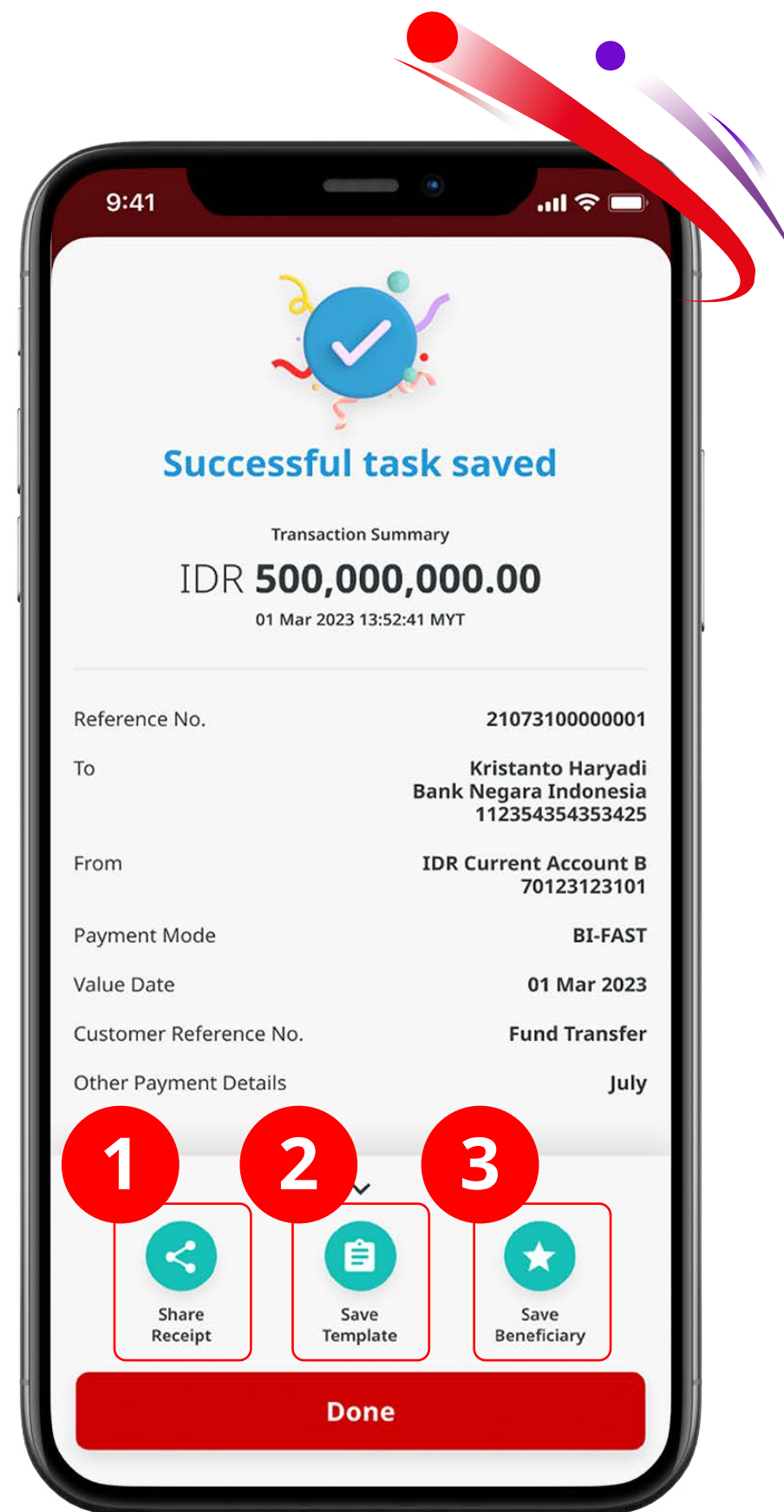
Category Purpose Code PC001 - Food and live
animals

Transfer Amount IDR 500,000,000.00

Bank Charges IDR 0.00

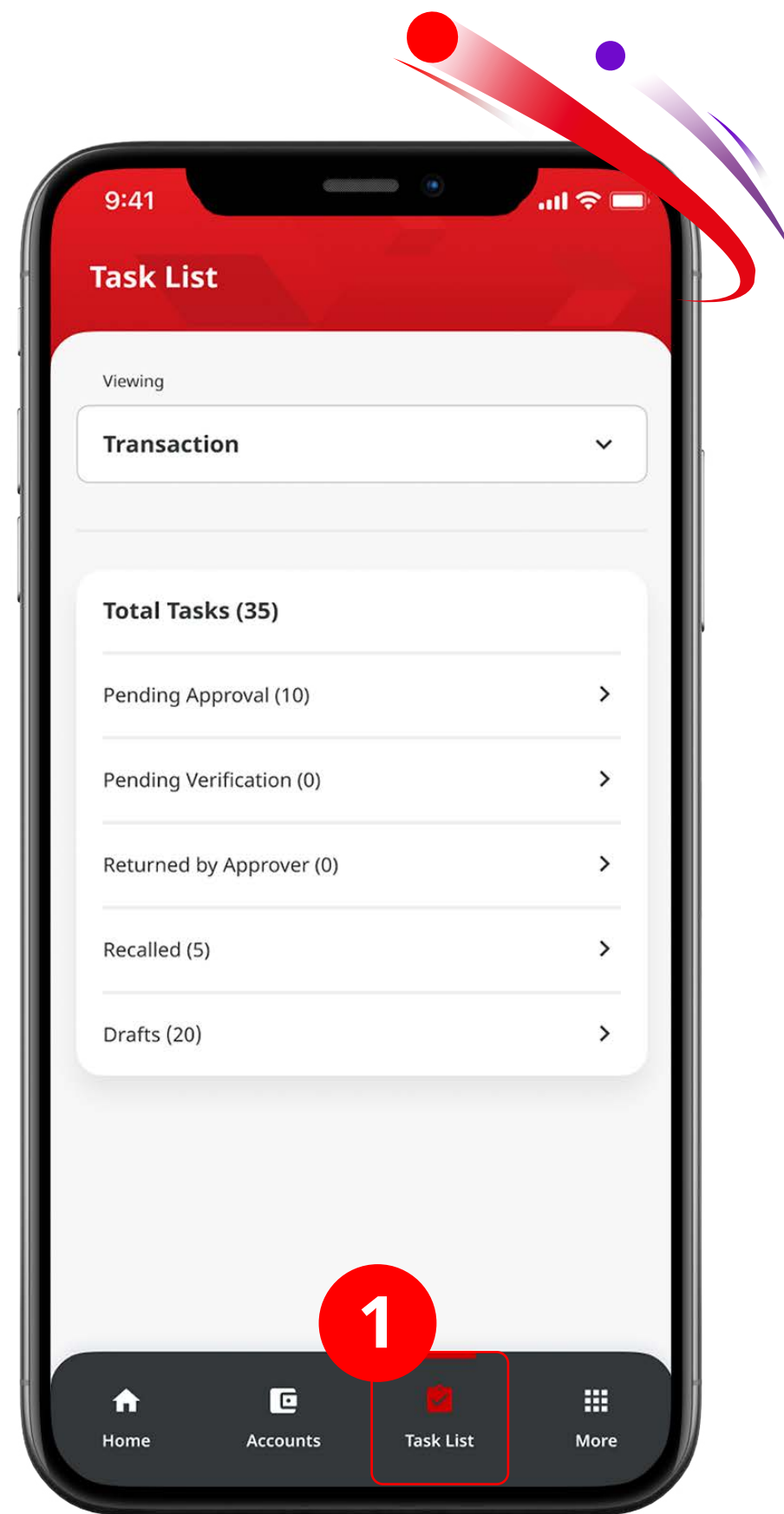
Done

1 Klik tombol **Submit**



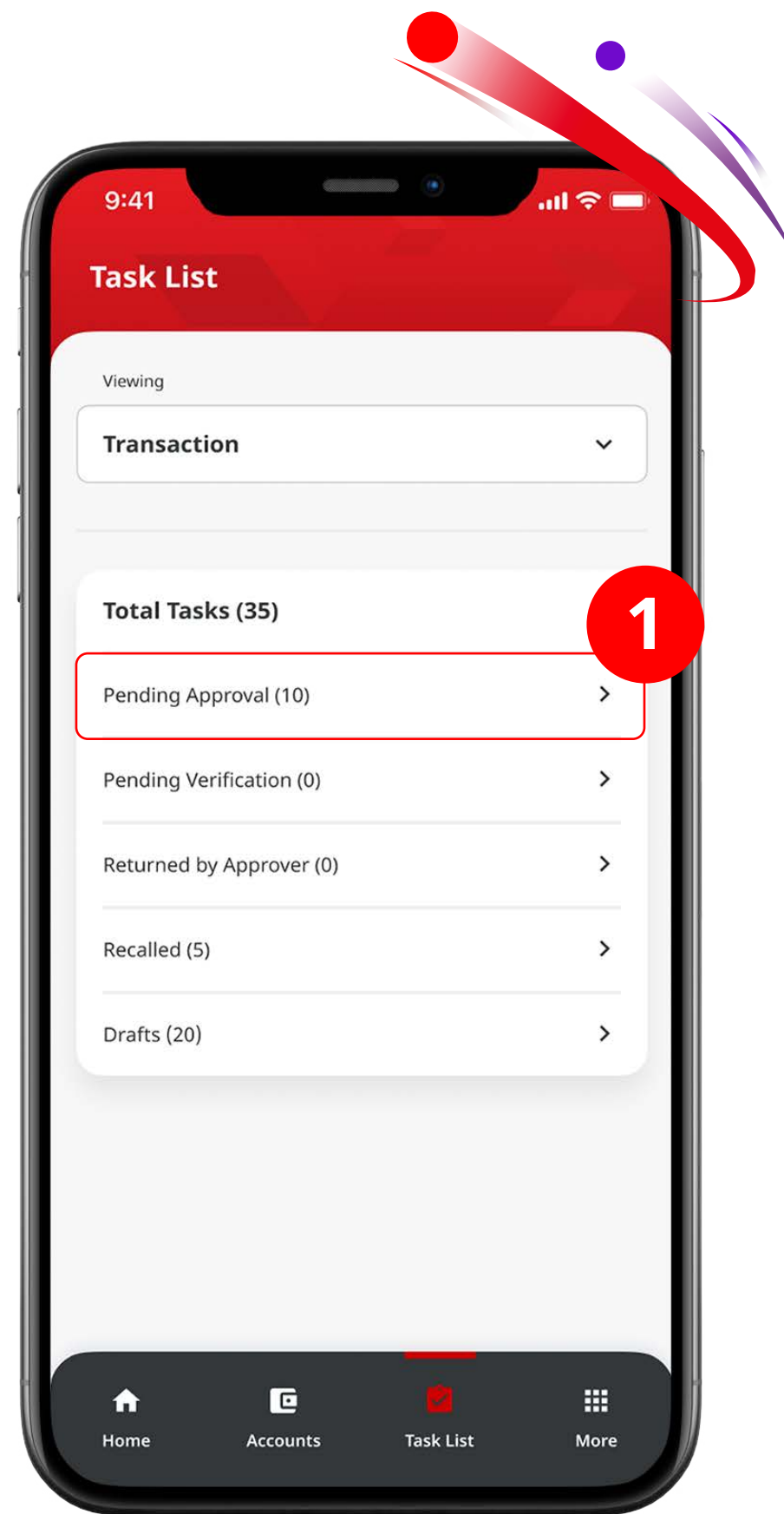
Sistem akan mengarahkan pada halaman **Acknowledgment**

- 1 Tombol ini akan mengarahkan ke halaman **Share Receipt**
- 2 Tombol ini akan mengarahkan ke halaman **Save Template**
- 3 Tombol ini akan mengarahkan ke halaman **Save Beneficiary**



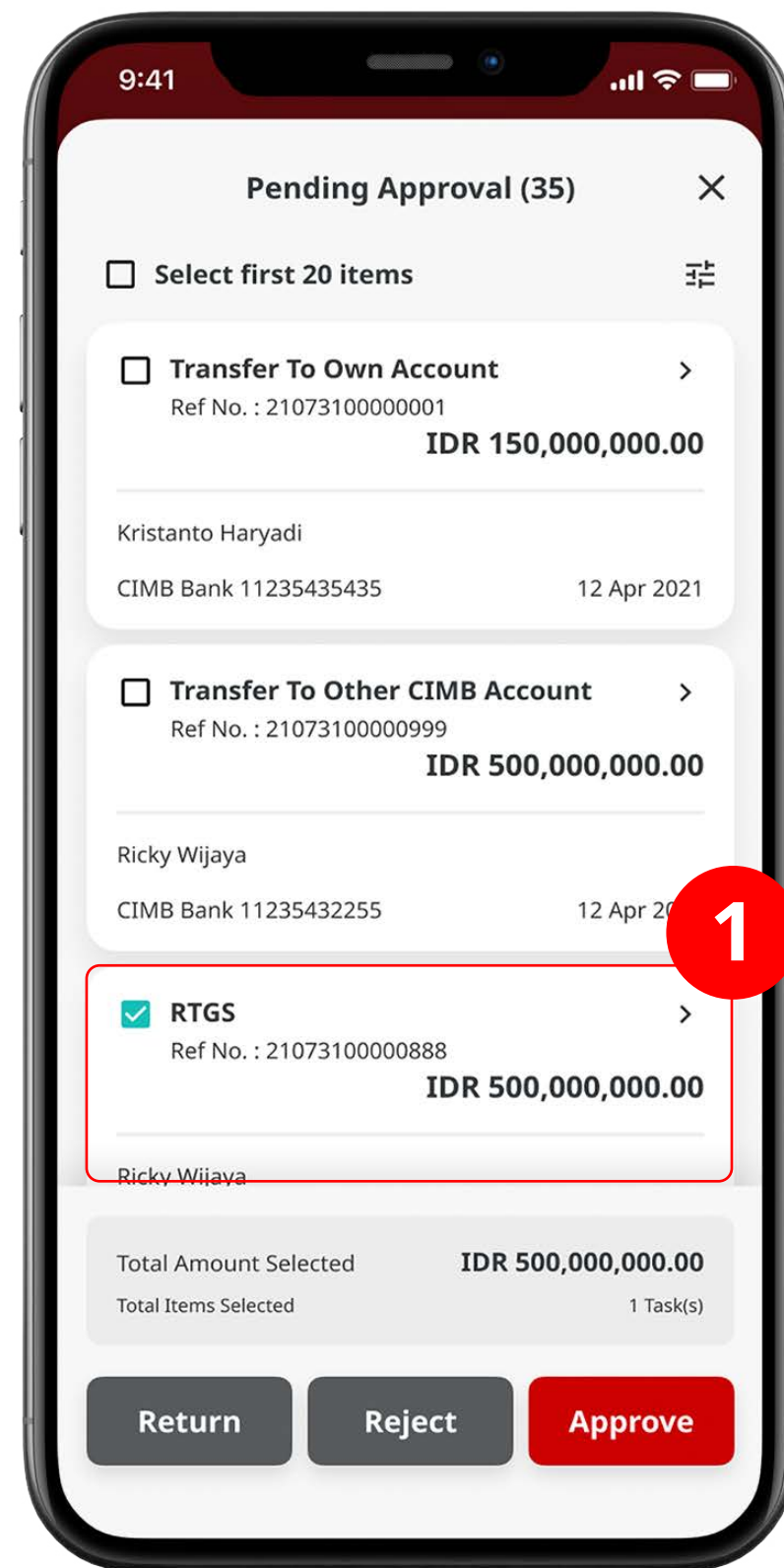
Login sebagai **Approver**

- 1 Arahkan ke halaman **Task List**



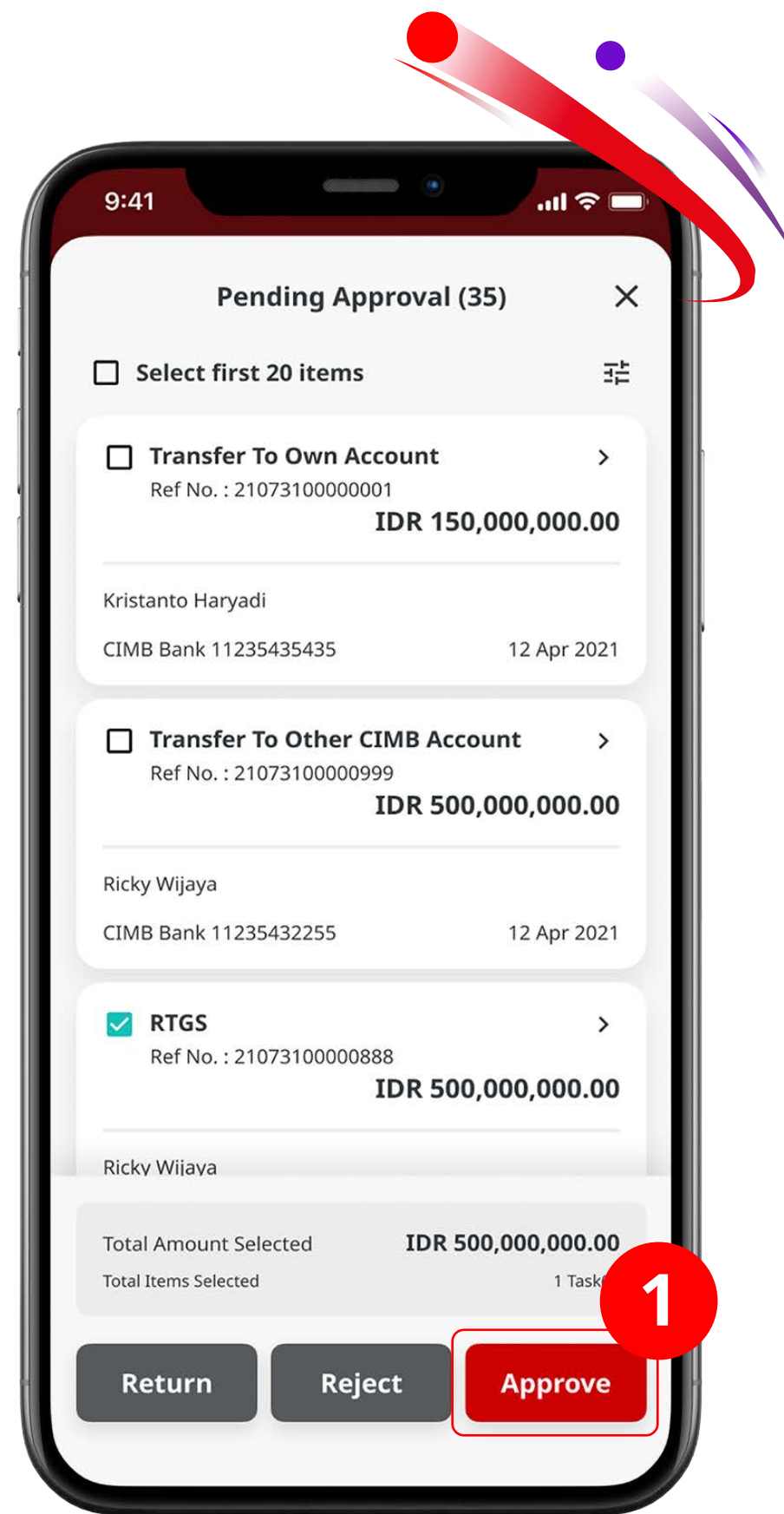
1 Klik tombol *Pending Approval tasks*

Langkah
17

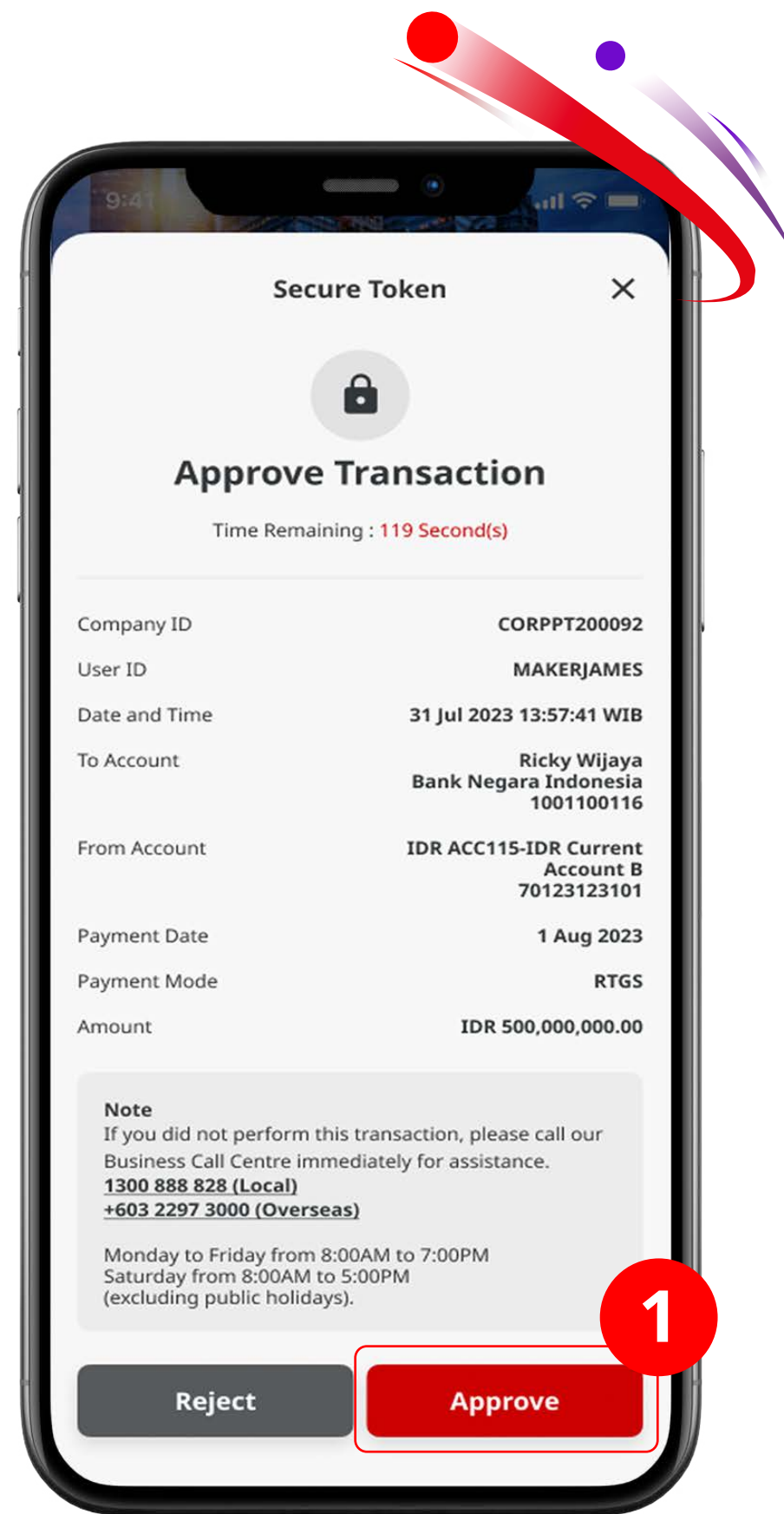


1 Pilih *task* dalam *list*

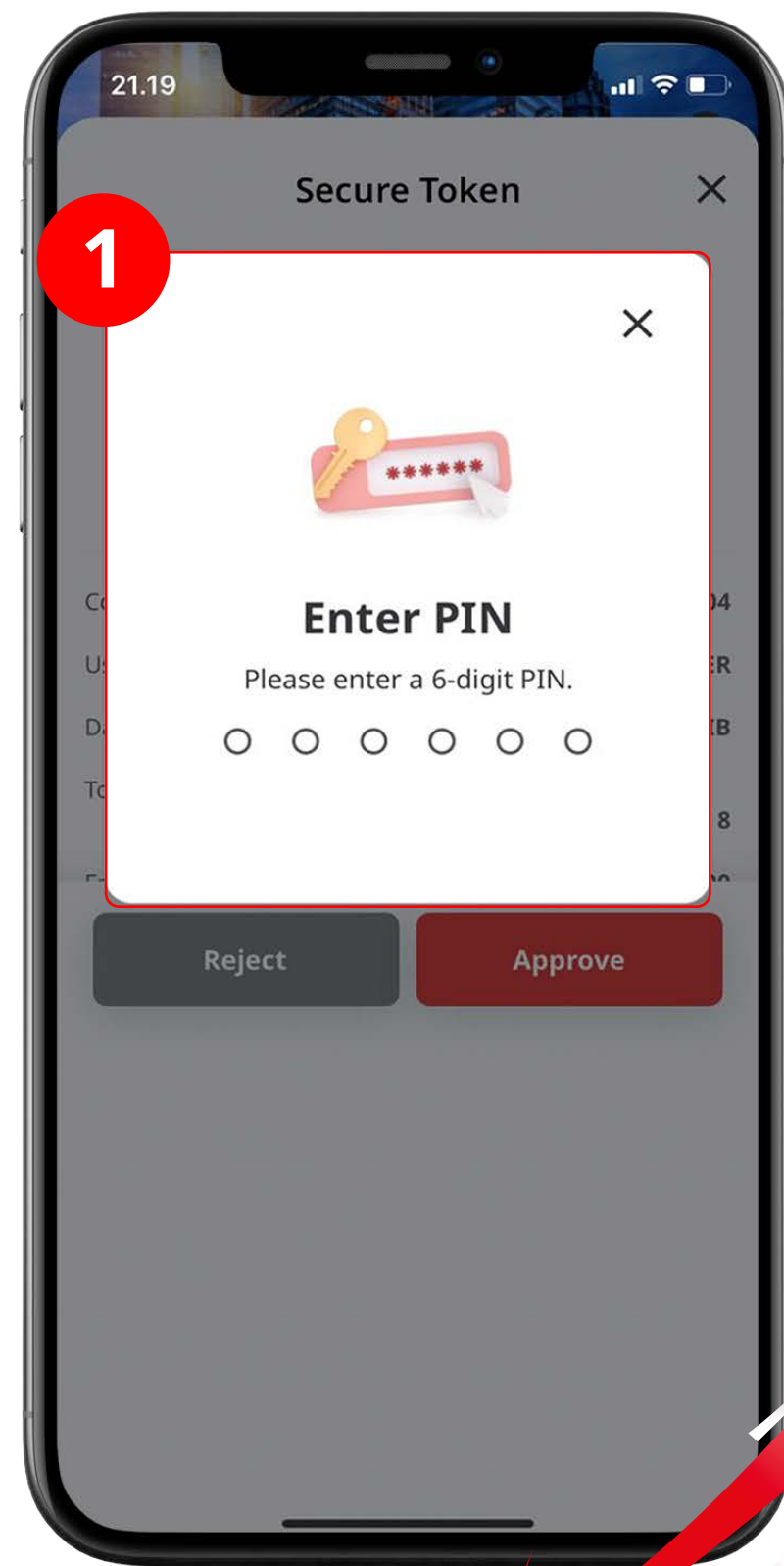
Langkah
18



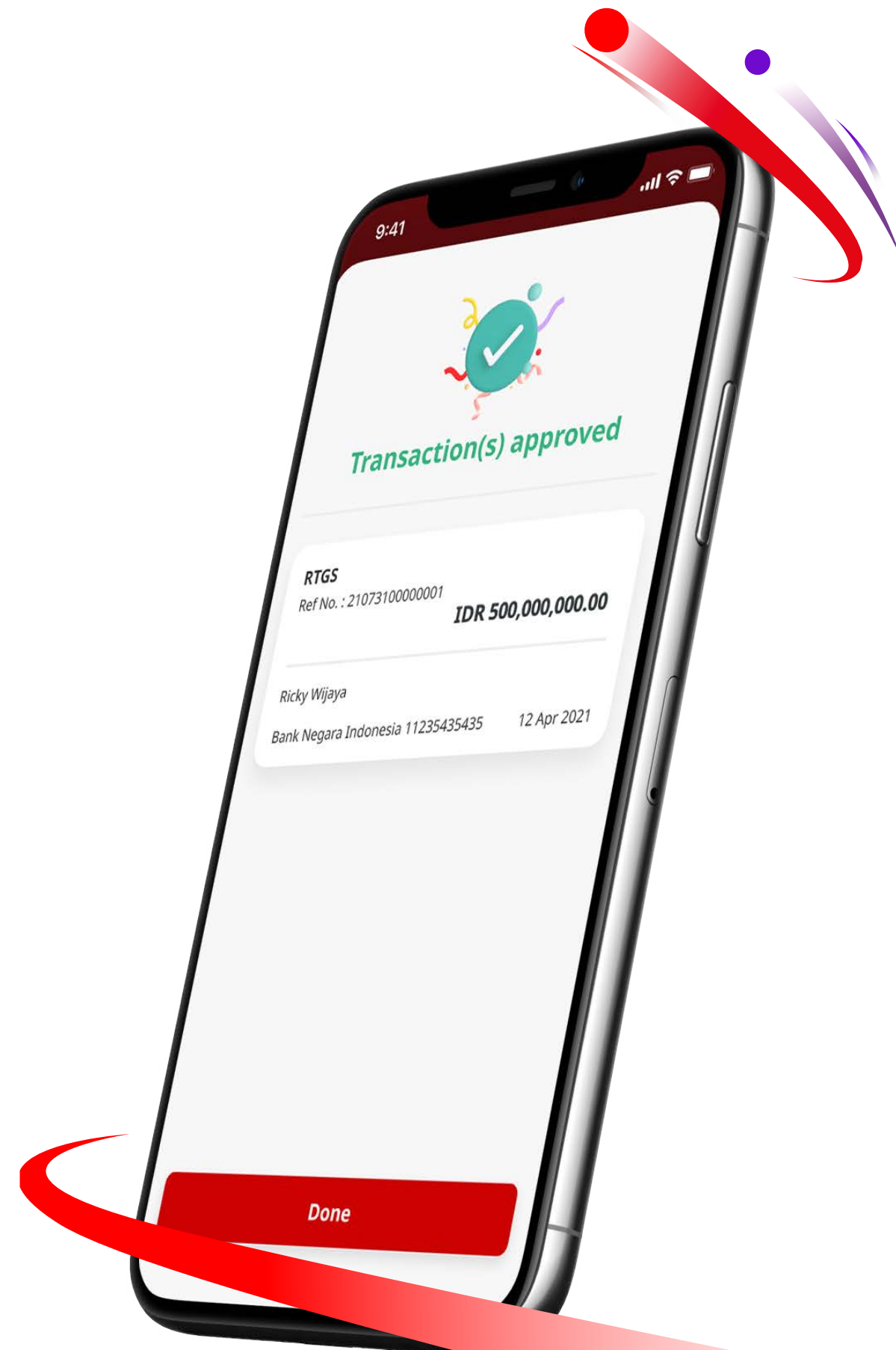
1 Klik tombol *Approve*



1 Klik tombol **Approve** pada halaman **Transaction Signing**



1 Masukkan **6-digit PIN**



Akan muncul halaman **Acknowledgement**

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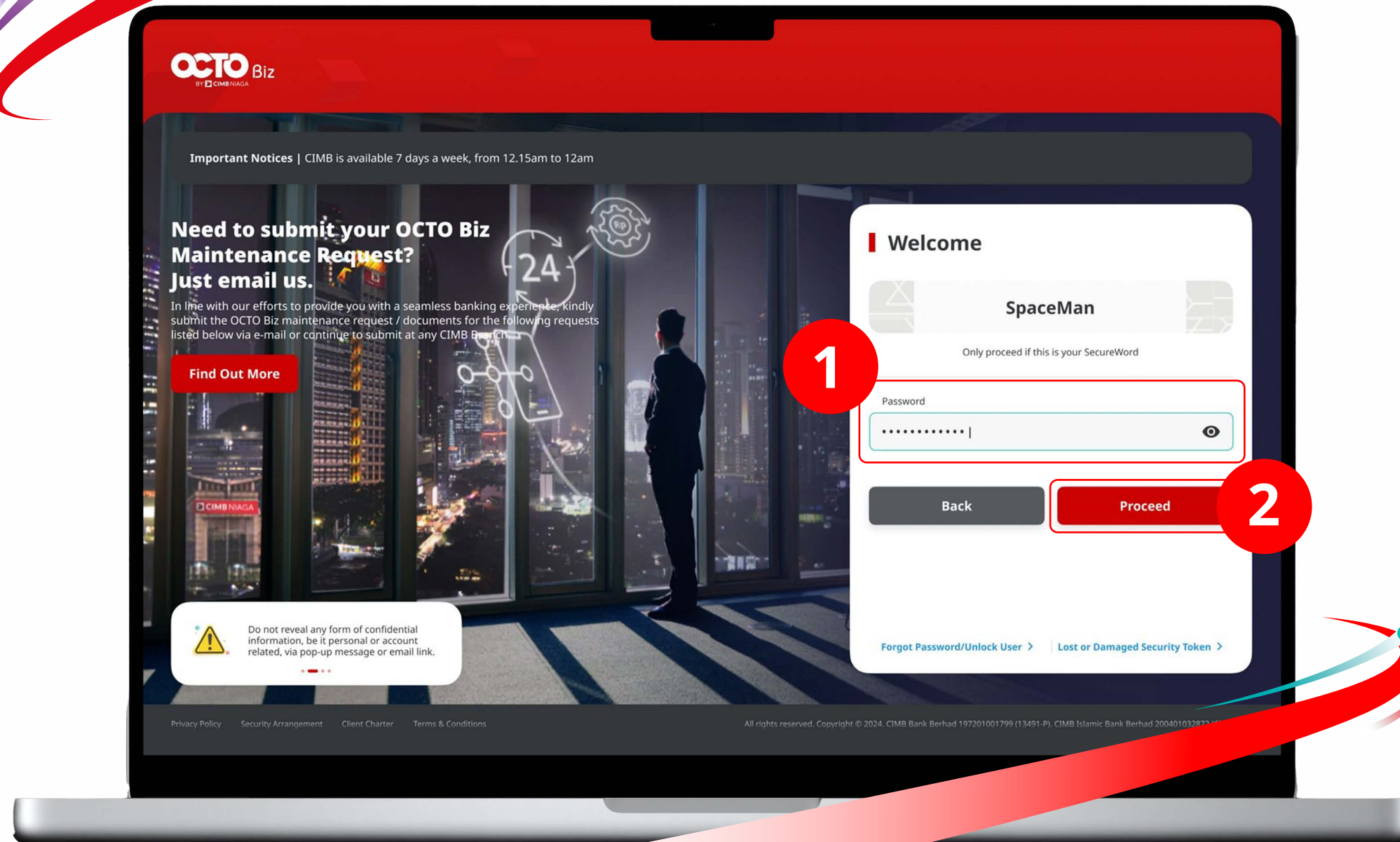
BI-FAST [Website] Maker-Approver Flow

Langkah 01



- 1 Akses halaman login sebagai **Maker** dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

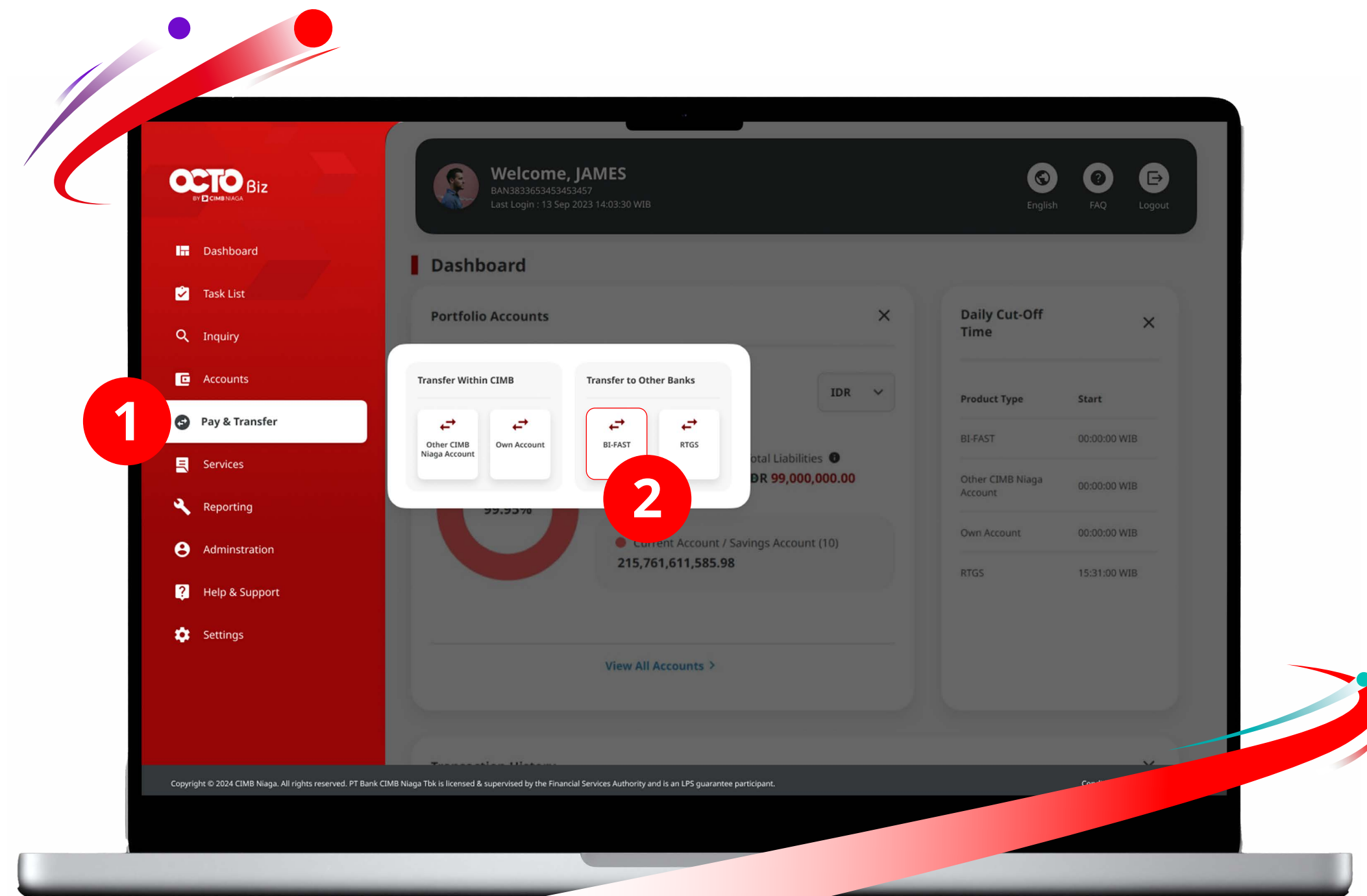
Langkah 02



1 Isi **Password**

2 Klik tombol **Proceed**

Langkah 03



1 Arahkan kursor pada
Pay & Transfer

2 Klik ***BI-Fast***

Langkah 04

BI-FAST

Product Group Save Templates

Product Group *
Domestic Transfer

Sender Details

Your Account *
Select

Payment Mode *
BI-FAST

Value Date *
25 Sep 2023

Recurring transfer

Beneficiary Details Save Beneficiary

Transfer Money Via *
Bank Account

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Category Purpose Code *
02 - Transfer of Wealth

Charges Borne by (If Any)
Select

From Account Listing

Search By
Account Name Account No. Account Name

Search

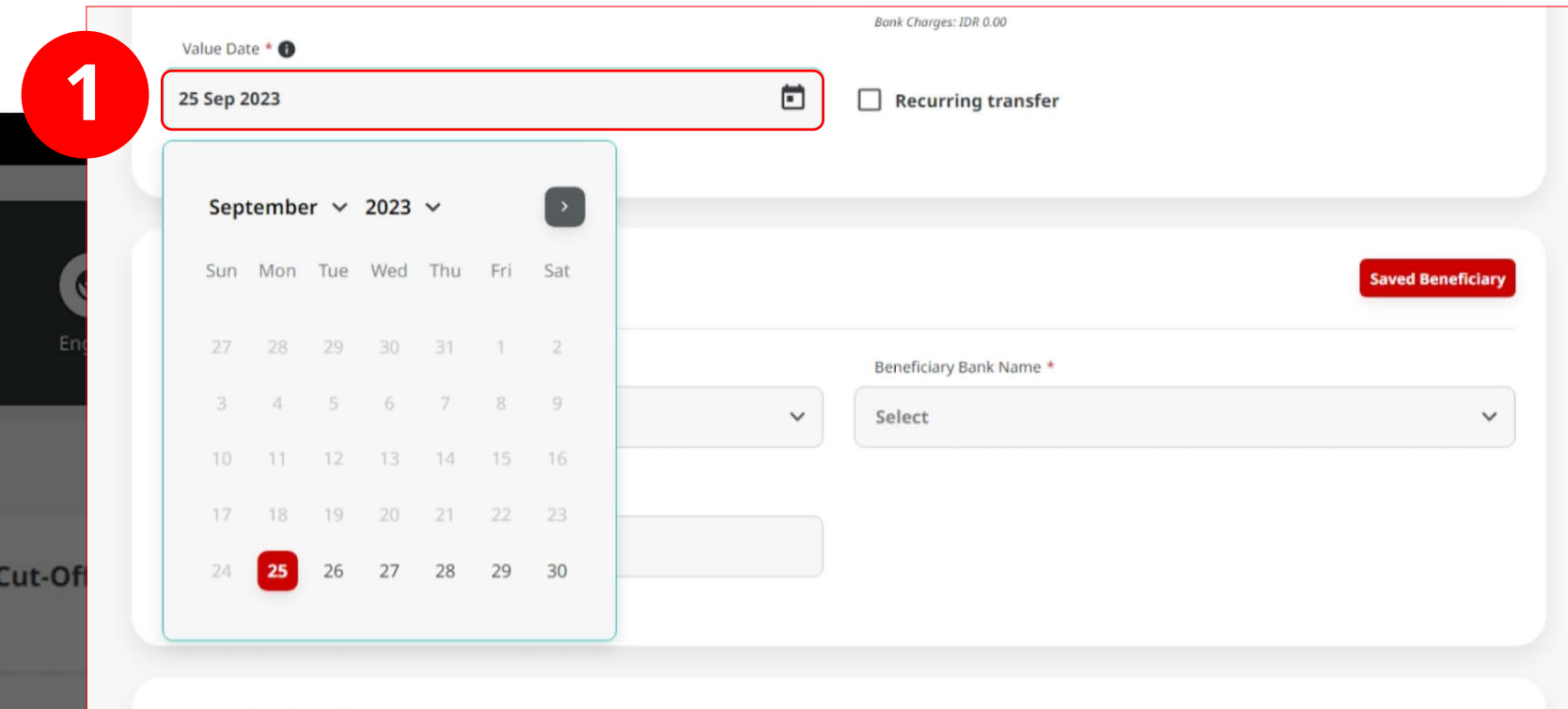
Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FLUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYHUP23QY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	702057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	702089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	702185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	702191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	702191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	702196574000	IDR 101,677,544.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,526,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

1 of 2

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 05



Value Date * Bank Charges: IDR 0.00

25 Sep 2023 Recurring transfer

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Beneficiary Bank Name *
Select

1

1 Pilih *tanggal yang sesuai*

Langkah 06

The screenshot displays the BI-FAST website interface. The 'Beneficiary Details' section is highlighted with a red box and a red circle containing the number 1. The interface includes the following sections:

- Product Group:** A dropdown menu with 'Domestic Transfer' selected. A 'Saved Templates' button is visible in the top right corner.
- Sender Details:** Includes 'Your Account' (703057606100-IDR INTBM WAHYU), 'Payment Mode' (BI-FAST), 'Value Date' (25 Sep 2023), and a 'Recurring transfer' checkbox.
- Beneficiary Details:** The 'Transfer Money Via' dropdown is open, showing 'Bank Account' as the selected option. Other options include 'Mobile No.' and 'Email Address'. The 'Beneficiary Bank Name' dropdown is set to 'Select'. A 'Saved Beneficiary' button is in the top right corner.
- Transaction Details:** Includes 'Transaction Currency' (IDR - INDONESIA RU...) and 'Amount' (Enter).
- Other Details:** Includes 'Customer Reference No.' (Enter), 'Other Payment Details' (Enter), 'Category Purpose Code' (02 - Transfer of Wealth), and 'Charges Borne by (If Any)' (Select).

At the bottom of the form, there are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'.

- 1 Pilih jenis penerima di ***“Transfer Money Via”***

Langkah 06a

The screenshot displays the BI-FAST website interface for a transfer. The form is divided into several sections: Product Group, Sender Details, Beneficiary Details, Transaction Details, and Other Details. Red callouts are used to highlight specific steps: callout 1 points to the 'Beneficiary Bank Name' dropdown menu, and callout 2 points to the 'Beneficiary Account No.' input field. The 'Beneficiary Bank Name' dropdown is open, showing options like 'BANK DANAMON INDONESIA - BDINIDJA' and 'BANK DANAMON SYARIAH - SYBDIDJ1'. The 'Beneficiary Account No.' field contains the number '003400078155'. At the bottom of the form, there are buttons for 'Add Another Transaction', 'Save as Draft', and 'Next'.

Untuk transfer via **Bank Account**

- 1 Pilih bank akun tujuan dengan klik **Beneficiary Bank Name**
- 2 Isi nomor akun penerima di kolom **Beneficiary Account No.**

Langkah 06b

BI-FAST

Product Group Saved Templates

Product Group *

Domestic Transfer

Sender Details

Your Account *

703057606100-IDR INTBM WAHYU

Payment Mode *

BI-FAST

Bank Charges: IDR 200,000.00

Value Date *

25 Sep 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Transfer Money Via *

Mobile No.

Mobile No. *

+62 Enter

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction Save as Draft Next

1

Untuk transfer
via **Mobile No.**

- 1 Isi nomor telepon penerima

Langkah 06c

BI-FAST

Product Group Saved Templates

Product Group *

Domestic Transfer

Sender Details

Your Account *

703057606100-IDR INTBM WAHYU

Payment Mode *

BI-FAST

Bank Charges: IDR 200,000.00

Value Date *

25 Sep 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Transfer Money Via *

Email Address

Email Address *

Enter

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction Save as Draft Next

1

Untuk transfer
via **Email Address**

- 1 Isi alamat email penerima

Langkah 07

BI-FAST

Product Group Save Template

Product Group *
Domestic Transfer

Sender Details

Your Account *
703057606100-IDR INTBM WAHYU

Payment Mode *
BI-FAST

Value Date *
25 Sep 2023

Bank Charges: IDR 200.000.00

Recurring transfer

Beneficiary Details Save Beneficiary

Transfer Money Via *
Bank Account

Beneficiary Bank Name *
BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Account No. *
003400078155

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

Category Purpose Code *
02 - Transfer of Wealth

Charges Borne by (If Any)
Select

Add Another Transaction Next

BI-FAST > Review Details

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account
IDR INTBM WAHYU - 703057606100

Payment Mode
BI-FAST

Value Date
25 Sep 2023

Beneficiary Details

Transfer Money Via
Bank Account

Beneficiary Bank Name
BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Account No.
IDR 003400078155

Beneficiary Name
M KHANAFI

Transaction Details

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

Other Details

Customer Reference No.
-

Other Payment Details
-

Category Purpose Code
02 - Transfer of Wealth


Payment Advice
No Advice

Back Submit

- 1 Isi kolom **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 08

BI-FAST > Acknowledgement

Task has been sent for approval 

Reference No. : IBI230925000008738 Submitted On : 25 Sep 2023 13:16:53 WIB

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account: IDR INTBM WAHYU - 703057606100 Payment Mode: BI-FAST
Value Date: 25 Sep 2023

Beneficiary Details

Transfer Money Via: Bank Account: BANK DANAMON INDONESIA - BDINIDJA
Beneficiary Account No.: IDR 003400078155 Beneficiary Name: M KHANAFI

Transaction Details

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

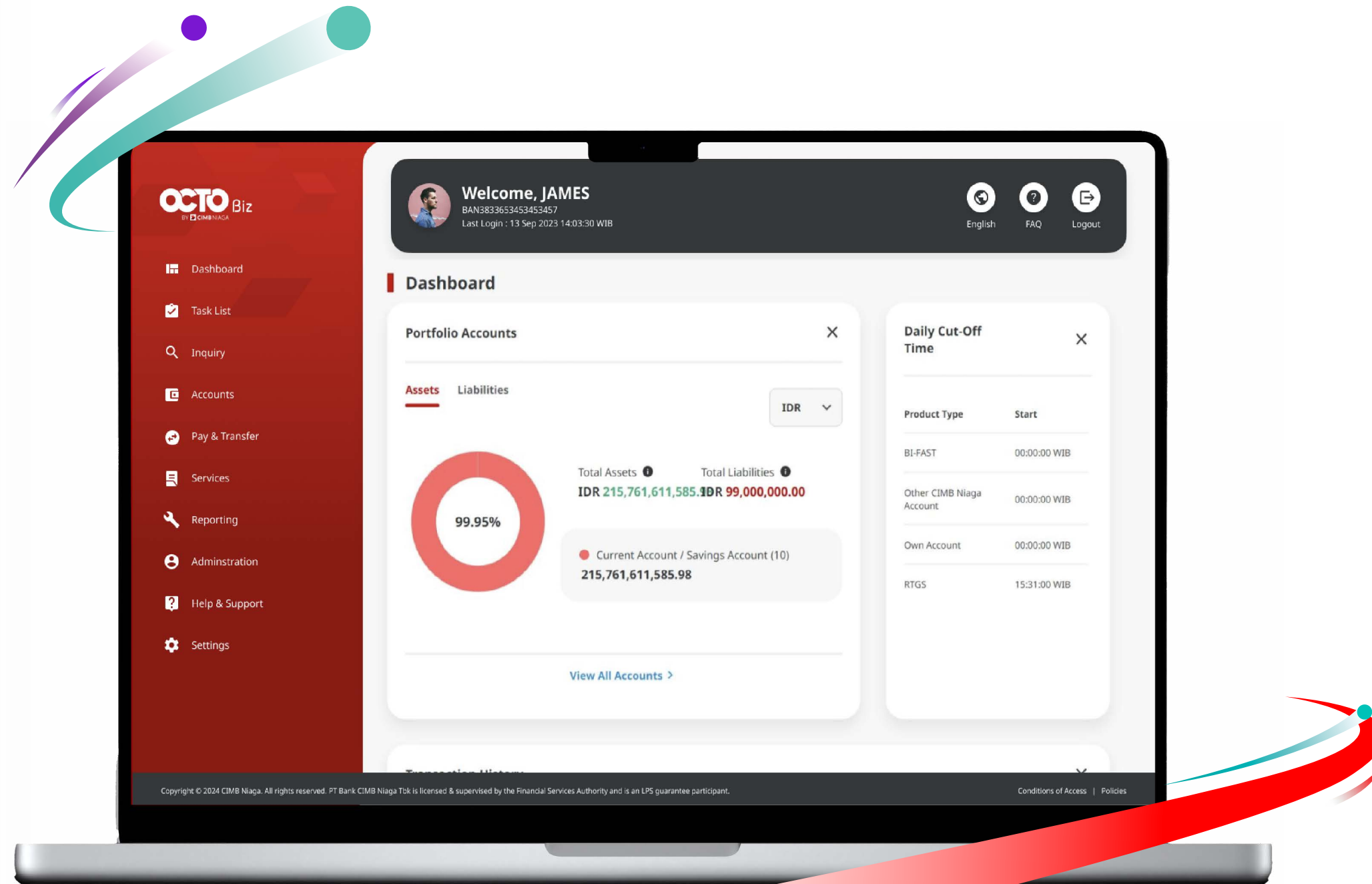
Other Details

Customer Reference No.: - Other Payment Details: -
Category Purpose Code: 02 - Transfer of Wealth Payment Advice: No Advice

[Print](#) [Save As Template](#) [Save As Beneficiary](#) [Make Another Transaction](#)

Sistem akan mengarahkan pada halaman **Acknowledgment** setelah **Submit** berhasil

Langkah 09



Login sebagai
User Approver

Langkah 10

The screenshot displays the OCTO Biz website interface. On the left, a red sidebar menu contains various options, with 'Task List' highlighted and marked with a red circle containing the number '1'. The main content area shows a dashboard for 'JAMES' with a 'Portfolio Accounts' section displaying a 99.95% ratio and a 'Task List' section. The 'Task List' section shows 680 results for 'BI-FAST' transactions. A red circle with the number '2' highlights the first transaction row in the table.

Transaction Type	Amount	Beneficiary Bank	Beneficiary Name	Account Nickname	Status	Action
BI-FAST IFL230925000000016	IDR 500,000.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
BI-FAST IBI2309250000008738	IDR 200,000.00 25 Sep 2023	BANK DANAMON INDONESIA 003400078155	M KHANAFI	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
BI-FAST IFL2309250000000012	IDR 15,769.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve

- 1 Arahkan pada menu disamping, klik **Task List**
- 2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status: **Pending Approval**

Creation Date: 2023-09-25 13:16:52 WIB | Reference No: IB1230925000006738

Product Group
Product Group: Domestic Transfer

Sender Details
Your Account: IDR INTBM WAHYU - 703057606100 | Payment Mode: BI-FAST

Beneficiary Details
Transfer Money Via: Bank Account | Beneficiary Bank Name: BANK DANAMON INDONESIA - BDINDIJA
Beneficiary Name: M KHANAFI

Transaction Details
Transaction Currency: IDR - INDONESIAN RUPIAH | Amount: 200.000.00 | Bank Charges: IDR 0.00


Other Details
Customer Reference No.: | Other Payment Details: | Payment Advice: No Advice

User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	25 Sep 2023 13:16:53 WIB	

Remark
Remarks: Enter
Maximum: 100 characters

Buttons: Back, Return, **Approve** (1)



Approve


Are you sure you want to approve this item?

No (2) Yes

- 1 **Tinjau ulang** detail transaksi yang telah di kirim oleh **User Maker** dan klik tombol **Approve**
- 2 Klik tombol **Yes**

Langkah 12

1



Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

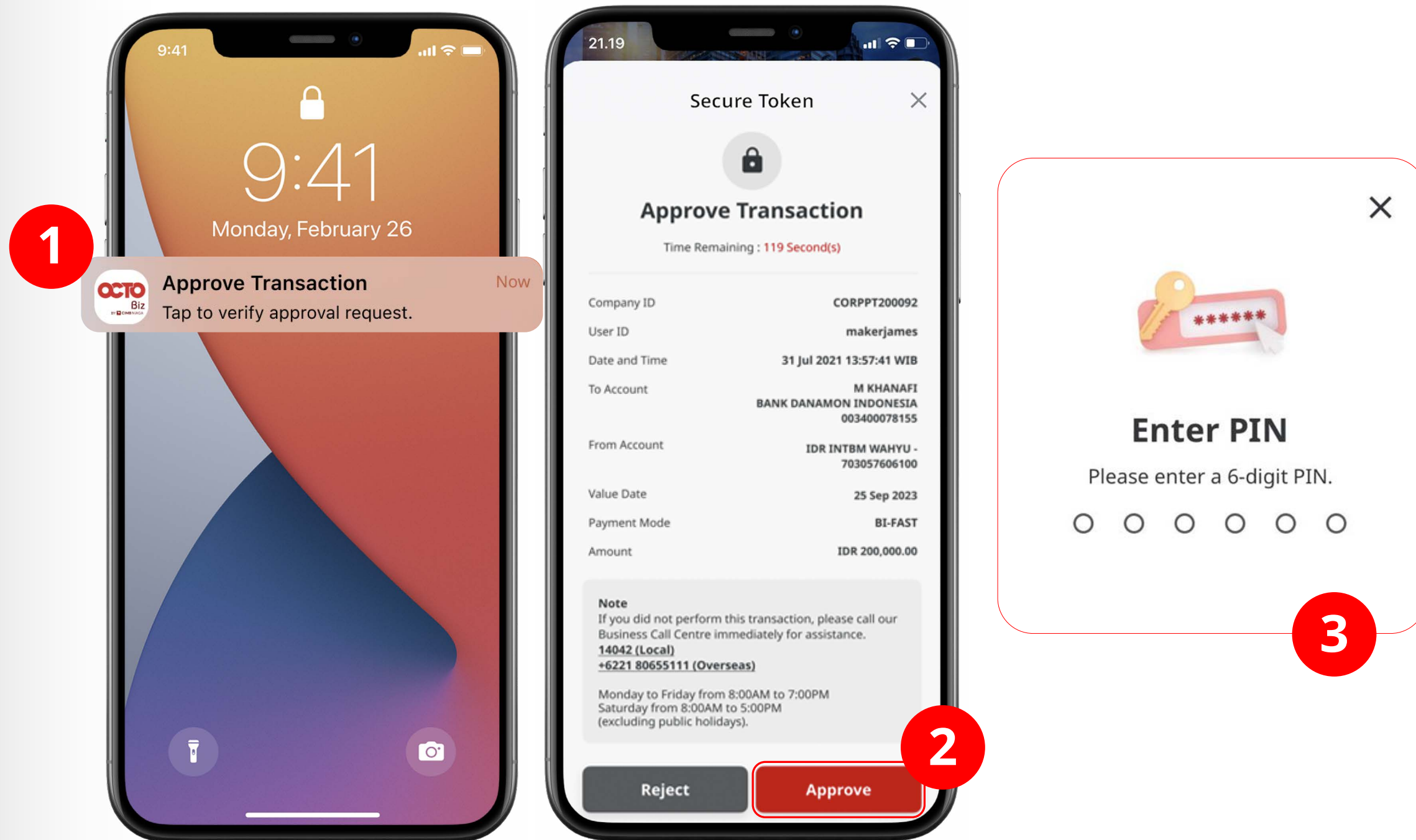
Time Remaining : 59 Second(s)

Cancel Resend



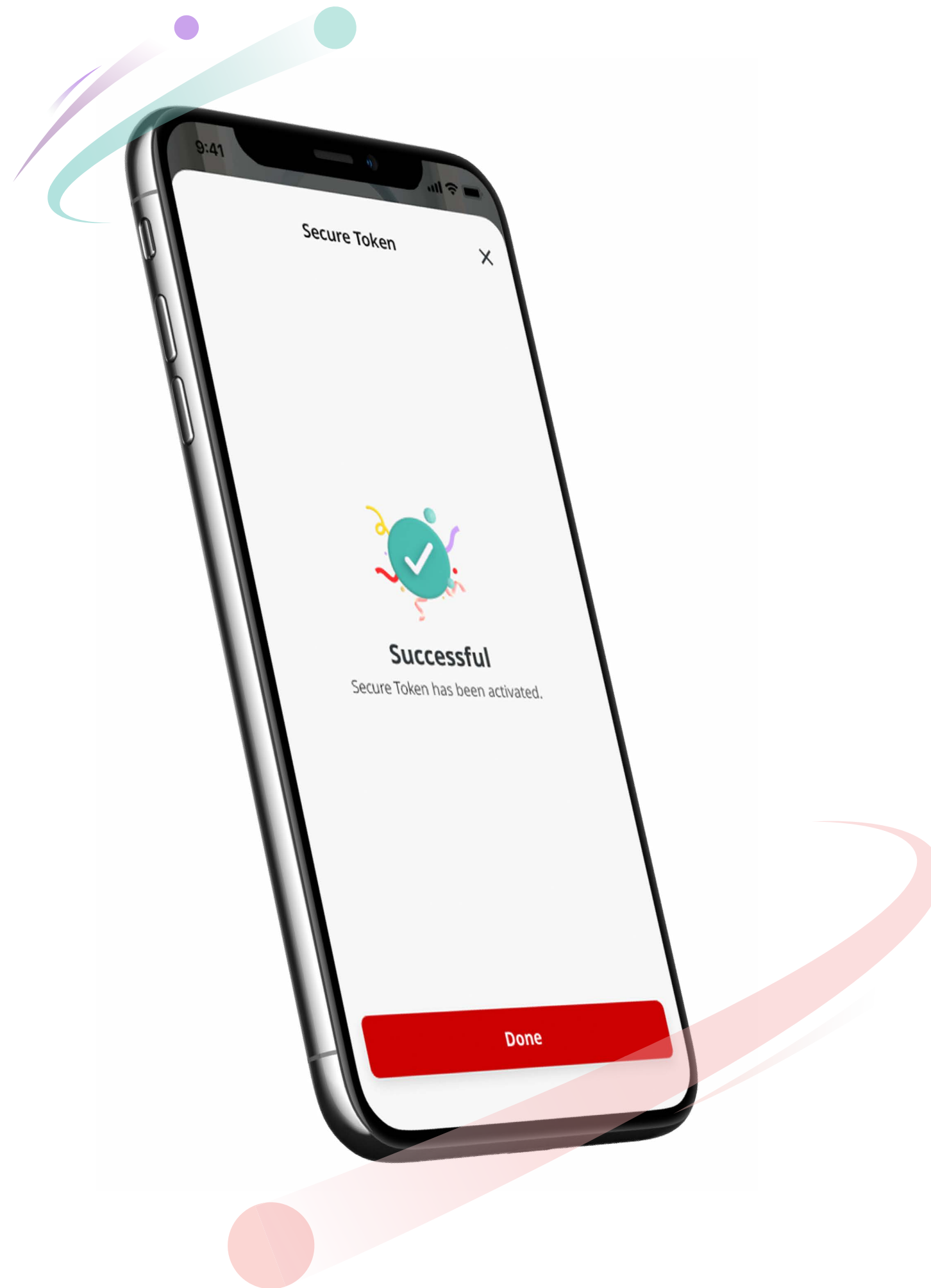
- 1 Sistem akan memunculkan pop up **"Approve Transaction"** pada website
- 2 dan mengirim **notifikasi persetujuan transaksi** ke perangkat *Mobile*

Langkah 13



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
14



Jika **transaksi sukses**, Sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat **Mobile**

Langkah 15

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IBI230925000008738 Approved On : 25 Sep 2023 14:40:26 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account IDR INTBM WAHYU - 703057606100	Payment Mode BI-FAST	Value Date 25 Sep 2023
--	-------------------------	---------------------------

Beneficiary Details

Transfer Money Via Bank Account	Beneficiary Bank Name BANK DANAMON INDONESIA - BDINIDJA	Beneficiary Account No. IDR 003400078155
Beneficiary Name M KHANAFI		

Transaction Details

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

Other Details

Customer Reference No. -	Other Payment Details -	Category Purpose Code 02 - Transfer of Wealth
Payment Advice No Advice		

Print Done

Sistem juga akan mengarahkan ke halaman **Acknowledgment** pada Web

Langkah 16

Task List > Acknowledgement

Transaction(s) approved
Reference No. : IBI230925000008738 Approved On : 25 Sep 2023 14:40:26 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Product Group
Product Group
Domestic Transfer

Sender Details

Your Account IDR INTBM WAHYU - 703057606100	Payment Mode BI-FAST	Value Date 25 Sep 2023
--	-------------------------	---------------------------

Beneficiary Details

Transfer Money Via Bank Account	Beneficiary Bank Name BANK DANAMON INDONESIA - BDINIDJA	Beneficiary Account No. IDR 003400078155
Beneficiary Name M KHANAFI		

Transaction Details

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

Other Details

Customer Reference No. -	Other Payment Details -	Category Purpose Code 02 - Transfer of Wealth
Payment Advice No Advice		

Print Done

Ketika proses payment selesai, status akan berubah menjadi **“Successful”**

TUTORIAL APLIKASI OCTO Biz

BI-FAST [Website]

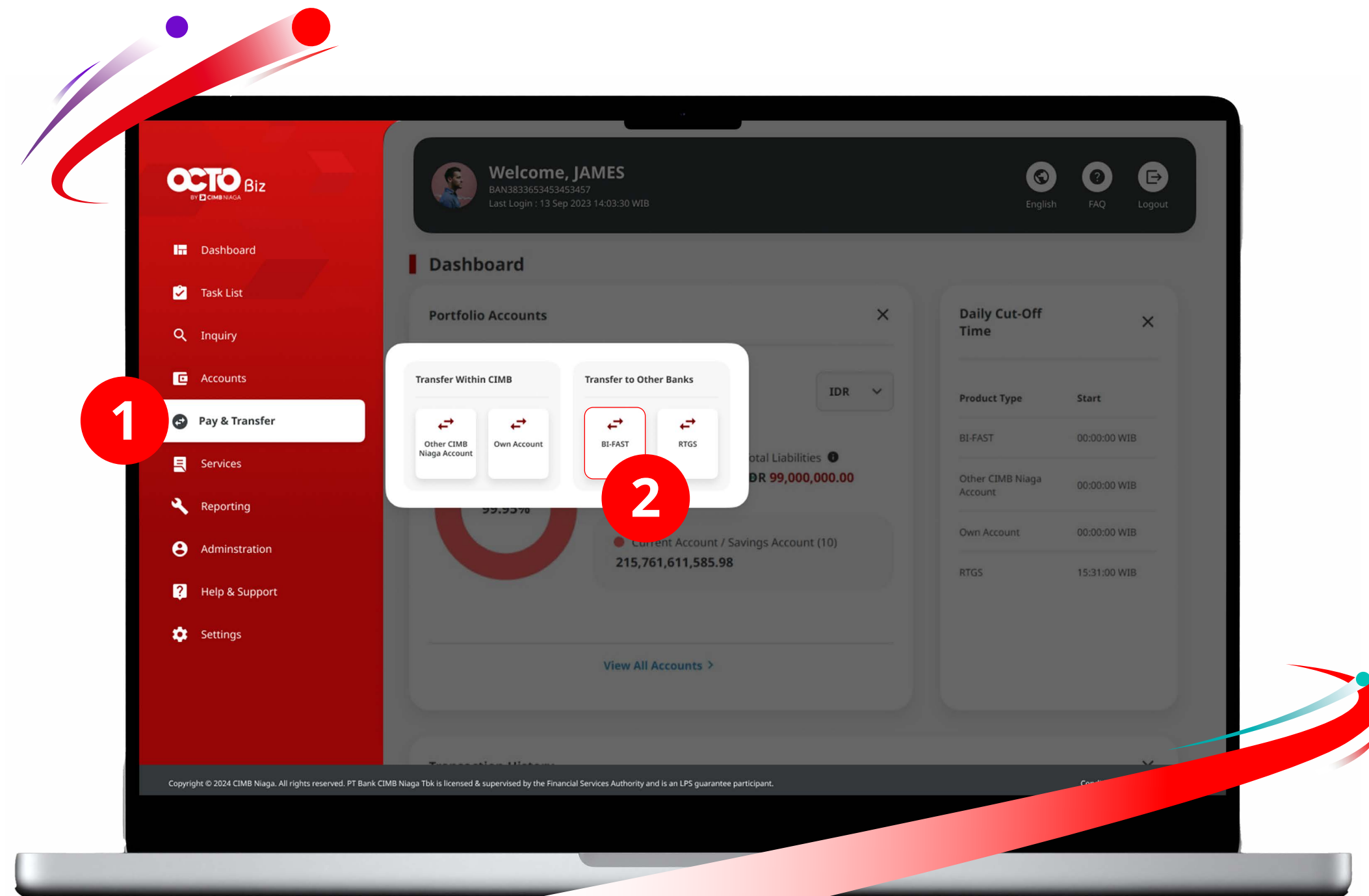
Single Access User Flow

Langkah 01



- 1 Akses halaman login sebagai **Maker** dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

Langkah 02



1 Arahkan kursor pada
Pay & Transfer

2 Klik **BI-Fast**

Langkah 03

BI-FAST

Product Group Save Templates

Product Group *
Domestic Transfer

Sender Details

Your Account *
Select

Payment Mode *
BI-FAST

Value Date *
25 Sep 2023

Recurring transfer

Beneficiary Details Save Beneficiary

Transfer Money Via *
Bank Account

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Category Purpose Code *
02 - Transfer of Wealth

Charges Borne by (If Any)
Select

From Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FLUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYHUP23QY	700005177400	IDR 0.00
<input type="radio"/> INTBM WAHYU	702057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703196574000	IDR 101,677,544.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442500	IDR 8,526,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **From Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 04

The screenshot shows a web form for a BI-FAST transfer. A red circle with the number '1' highlights the 'Value Date' field, which is currently set to '25 Sep 2023'. A calendar dropdown is open, showing the month of September 2023, with the 25th selected. The form also includes a 'Recurring transfer' checkbox, a 'Bank Charges: IDR 0.00' note, a 'Saved Beneficiary' button, and a 'Beneficiary Bank Name' dropdown menu.

1 Pilih *tanggal yang sesuai*

Langkah 05

BI-FAST

Product Group Save Template

Product Group *

Domestic Transfer

Sender Details

Your Account *

703057606100-IDR INTBM WAHYU

Payment Mode *

BI-FAST

Value Date *

25 Sep 2023

Bank Charges: IDR 200.000.00

Recurring transfer

Beneficiary Details Save Beneficiary

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Account No. *

003400078155

Transaction Details

Transaction Currency *

IDR - INDONESIA RUPIAH

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

Add Another Transaction Next

BI-FAST > Review Details

Product Group

Product Group

Domestic Transfer

Sender Details

Your Account

IDR INTBM WAHYU - 703057606100

Payment Mode

BI-FAST

Value Date

25 Sep 2023

Beneficiary Details

Transfer Money Via

Bank Account

Beneficiary Bank Name

BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Account No.

IDR 003400078155

Beneficiary Name

M KHANAFI

Transaction Details

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

Other Details

Customer Reference No.

-

Other Payment Details

-

Category Purpose Code

02 - Transfer of Wealth


Payment Advice

No Advice

Back Submit

- 1 Isi kolom **Mandatory Fields** yang tersisa
- 2 Klik tombol **Next**
- 3 Klik tombol **Submit**

Langkah 06



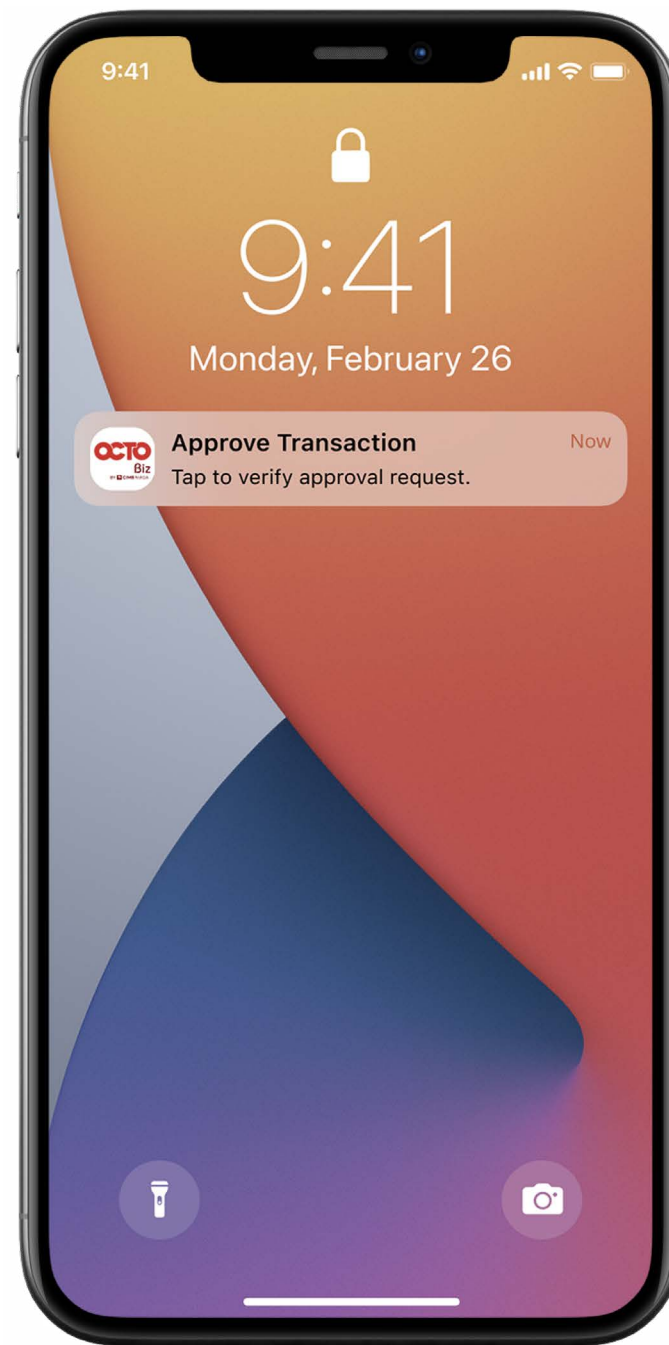
Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

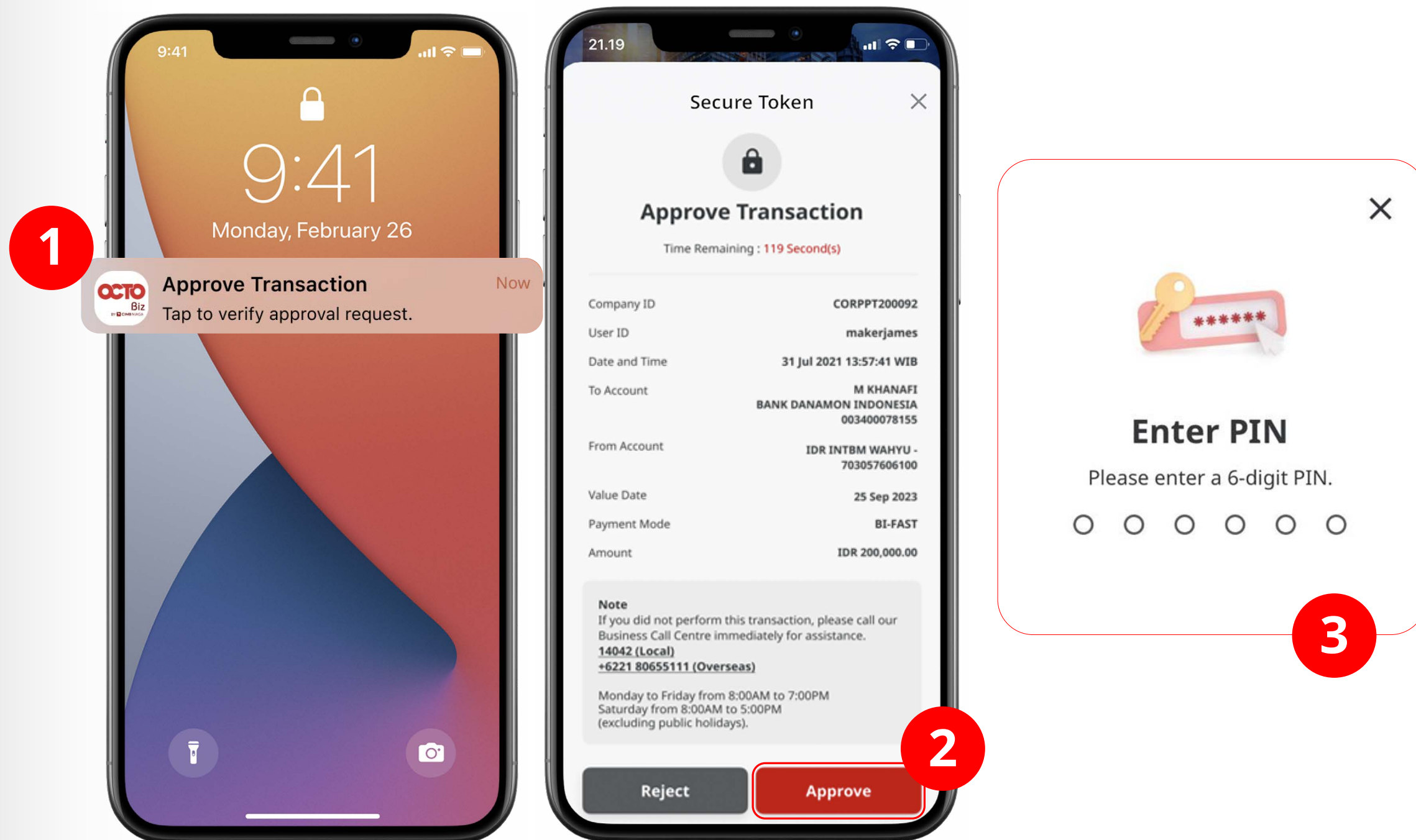
Time Remaining : 59 Second(s)

Cancel **Resend**



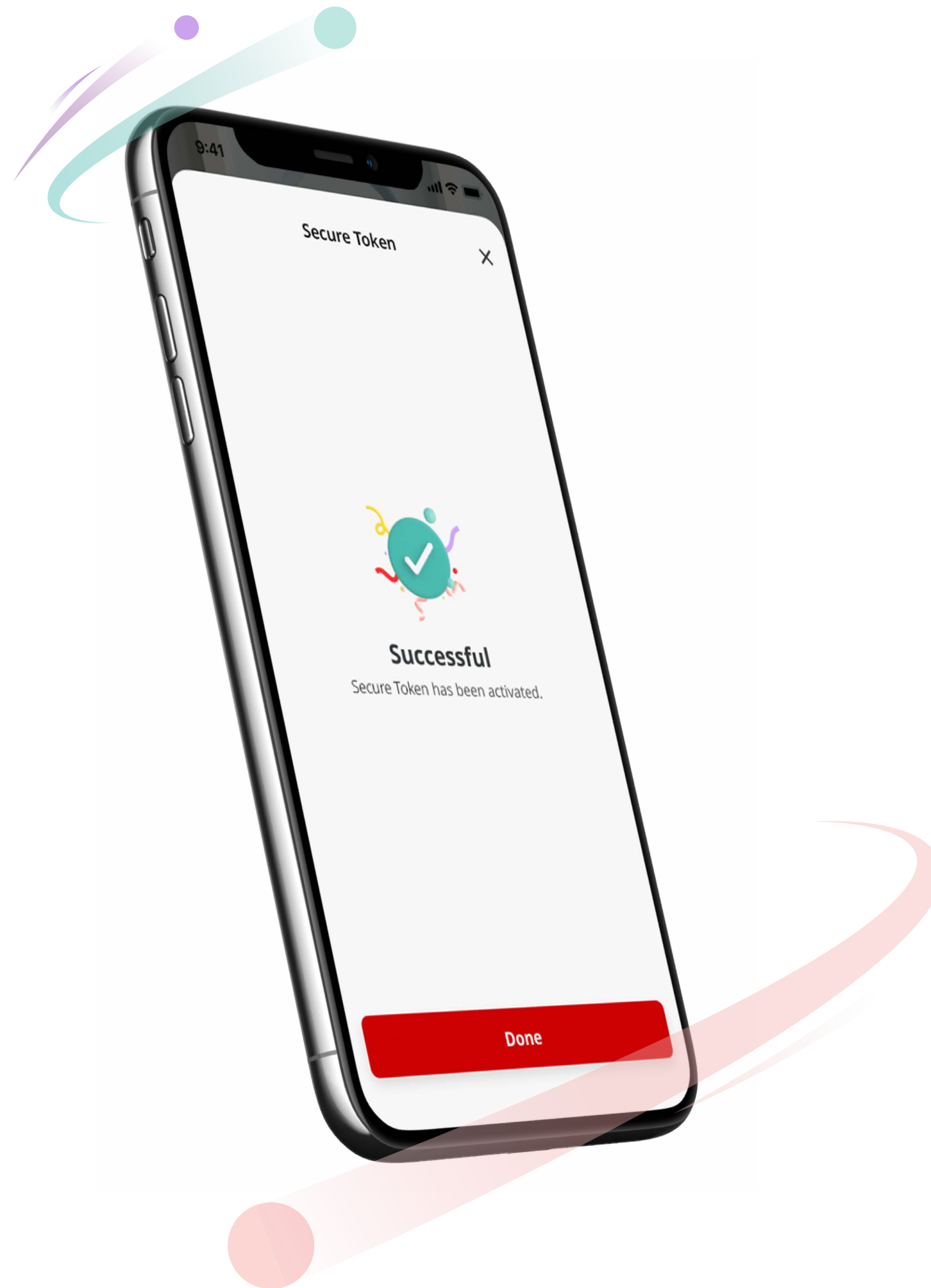
- 1 Sistem akan memunculkan pop up **“Approve Transaction”** pada website
- 2 dan mengirim **notifikasi persetujuan transaksi** ke perangkat *Mobile*

Langkah 07



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**


Langkah
08



Jika **transaksi sukses**, Sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat ***Mobile***

Langkah 09

Task List > Acknowledgement

Transaction(s) approved 

Reference No. : IBI230925000008738 Approved On : 25 Sep 2023 14:40:26 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account IDR INTBM WAHYU - 703057606100	Payment Mode BI-FAST	Value Date 25 Sep 2023
--	-------------------------	---------------------------

Beneficiary Details

Transfer Money Via Bank Account	Beneficiary Bank Name BANK DANAMON INDONESIA - BDINIDJA	Beneficiary Account No. IDR 003400078155
Beneficiary Name M KHANAFI		

Transaction Details

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

Other Details

Customer Reference No. -	Other Payment Details -	Category Purpose Code 02 - Transfer of Wealth
Payment Advice No Advice		

Print Done

Sistem juga akan mengarahkan ke halaman **Acknowledgment** pada Web

Langkah 10

Task List > Acknowledgement

Transaction(s) approved
Reference No. : IBI230925000008738 Approved On : 25 Sep 2023 14:40:26 WIB

Status : Successful

Note: View details on this item via Transaction Status Inquiry.

Product Group
Product Group
Domestic Transfer

Sender Details

Your Account IDR INTBM WAHYU - 703057606100	Payment Mode BI-FAST	Value Date 25 Sep 2023
--	-------------------------	---------------------------

Beneficiary Details

Transfer Money Via Bank Account	Beneficiary Bank Name BANK DANAMON INDONESIA - BDINIDJA	Beneficiary Account No. IDR 003400078155
Beneficiary Name M KHANAFI		

Transaction Details

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

Other Details

Customer Reference No. -	Other Payment Details -	Category Purpose Code 02 - Transfer of Wealth
Payment Advice No Advice		

Print Done

Ketika proses payment selesai, status akan berubah menjadi **“Successful”**

TUTORIAL APLIKASI OCTO Biz

BI-FAST [Website]

Multiple Beneficiary Submission

Langkah 01



- 1 **Login** sebagai **Maker**, dan masuk ke **Menu BI-FAST Data Entry Page**

Langkah 02

BI-FAST

Product Group Save Templates

Product Group *
Domestic Transfer

Sender Details

Your Account *
Select

Payment Mode *
BI-FAST

Value Date *
25 Sep 2023

Recurring transfer

Beneficiary Details Save Beneficiary

Transfer Money Via *
Bank Account

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. *
Enter

Other Payment Details *
Enter

Category Purpose Code *
02 - Transfer of Wealth

Charges Borne by (If Any):
Select

From Account Listing

Search By
Account Name Account No. Account Name

Search

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIT FLUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULYHUP23QY	700005177400	IDR 0.00
<input checked="" type="radio"/> INTBM WAHYU	702057606100	IDR 1,883,242,330,088.76
<input type="radio"/> GL ACCT 0111D	702089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	702185655500	IDR 47,030,875.15
<input type="radio"/> GL ACCT 20A	702191586400	IDR 34,015,308.00
<input type="radio"/> GL ACCT 20B	702191691600	IDR 506,642.00
<input type="radio"/> BANGUN PERSADA SEKALI	702196574000	IDR 101,677,544.48
<input type="radio"/> IDR ACCT 01	76033613000	IDR 72,333,185.05
<input type="radio"/> BANGUN PERSADA SEKALI	76037442500	IDR 8,526,812,563,065.69
<input type="radio"/> GL ACCT 0111E	760940351100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000332501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000332502	IDR 0.00

1 of 2

Cancel Next

- 1 Pada halaman **Payment Data Entry**, klik **Your Account**
- 2 Pilih sumber dana
- 3 Klik tombol **Next**

Langkah 03

Value Date * Bank Charges: IDR 0.00

25 Sep 2023 Recurring transfer

September 2023

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	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

Beneficiary Bank Name *
Select

Saved Beneficiary

1 Pilih *tanggal yang sesuai*

Langkah 04

BI-FAST

Product Group Saved Templates

Product Group *

Domestic Transfer

Sender Details

Your Account *

703057606100-IDR INTBM WAHYU

Payment Mode *

BI-FAST

Bank Charges: IDR 200,000.00

Value Date *

25 Sep 2023

Recurring transfer

Beneficiary Details Saved Beneficiary

Transfer Money Via *

Bank Account

Beneficiary Bank Name *

BANK DANAMON INDONESIA - BDINIDJA

Beneficiary Account No. *

003400078155

Transaction Details

Transaction Currency *

IDR - INDONESIA RU...

Amount *

200,000.00

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Category Purpose Code *

02 - Transfer of Wealth

Charges Borne by (If Any)

Select

2 Add Another Transaction Save as Draft Next

- 1 Isi kolom **Beneficiary Details** dan seluruh kolom **Mandatory Fields**
- 2 Klik tombol **Add Another Transaction**

Langkah 05

Beneficiary Details

Saved Beneficiary

Transfer Money Via *
Bank Account

Beneficiary Bank Name *
Select

Beneficiary Account No. *
Enter

Transaction Details

Transaction Currency *
IDR - INDONESIA RU...

Amount *
Enter

Other Details

Customer Reference No. ?
Enter

Other Payment Details ?
Enter

Category Purpose Code * ?
02 - Transfer of Wealth

Charges Borne by (If Any)
Select

Add Another Transaction

1 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
<input type="checkbox"/>	+62.89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Save as Draft Next

Jika penambahan akun berhasil, sistem akan masuk ke mode **batch online**. Ulangi langkah sebelumnya untuk menambahkan akun penerima berikutnya.

Langkah 06a

OPSIONAL

The screenshot shows a web interface for submitting multiple beneficiaries. At the top right, there is a red button labeled "Add Another Transaction". Below it, a list of 3 items is displayed in a table. A red circle with the number "1" highlights the first row's "Beneficiary Account No. / Mobile No. / Email Address" column, which contains the value "003400078155".

Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
003400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Below the list, a "Transaction Details" modal is open, showing the following information:

- Beneficiary Details:**
 - Transfer Money Via: Bank Account
 - Beneficiary Bank Name: BANK DANAMON INDONESIA - BDINIDJA
 - Beneficiary Account No.: IDR 003400078155
 - Beneficiary Name: M KHANAFI
- Transaction Details:**
 - Transaction Currency: IDR - INDONESIAN RUPIAH
 - Amount: 200,000.00
 - Bank Charges: IDR 0.00
- Other Details:**
 - Customer Reference No.: -
 - Other Payment Details: -
 - Category Purpose Code: 02 - Transfer of Wealth
 - Payment Advice: No Advice

A red "Close" button is located at the bottom right of the modal.

1 Klik tombol **Beneficiary record hyperlink** untuk melihat **detail transaksi**.

Langkah
06b
OPSIONAL

The screenshot displays a web interface for managing transactions. At the top right, there is a red button labeled "Add Another Transaction". Below it, a list of 3 items is shown in a table format. The table has columns for "Beneficiary Account No. / Mobile No. / Email Address", "Beneficiary Name", "Transfer Money Via", "Amount", and "Action". The first row is highlighted, and a red circle with the number "1" is placed over the "Edit" button in the "Action" column. Below the table, a modal window titled "Edit Transaction Details" is open. The modal is divided into three sections: "Beneficiary Details", "Transaction Details", and "Other Details". The "Beneficiary Details" section includes fields for "Transfer Money Via" (set to "Bank Account"), "Beneficiary Bank Name" (set to "BANK DANAMON INDONESIA - BDINIDJA"), "Beneficiary Account No." (set to "003400078155"), and "Beneficiary Name" (set to "M KHANAFI"). The "Transaction Details" section includes "Transaction Currency" (set to "IDR - INDONESIA RUP...") and "Amount" (set to "200,000.00"). The "Other Details" section includes "Customer Reference No.", "Other Payment Details", "Category Purpose Code" (set to "02-Transfer of Wealth"), and "Charges Borne by (If Any)". At the bottom of the modal, there are "Close" and "Done" buttons.

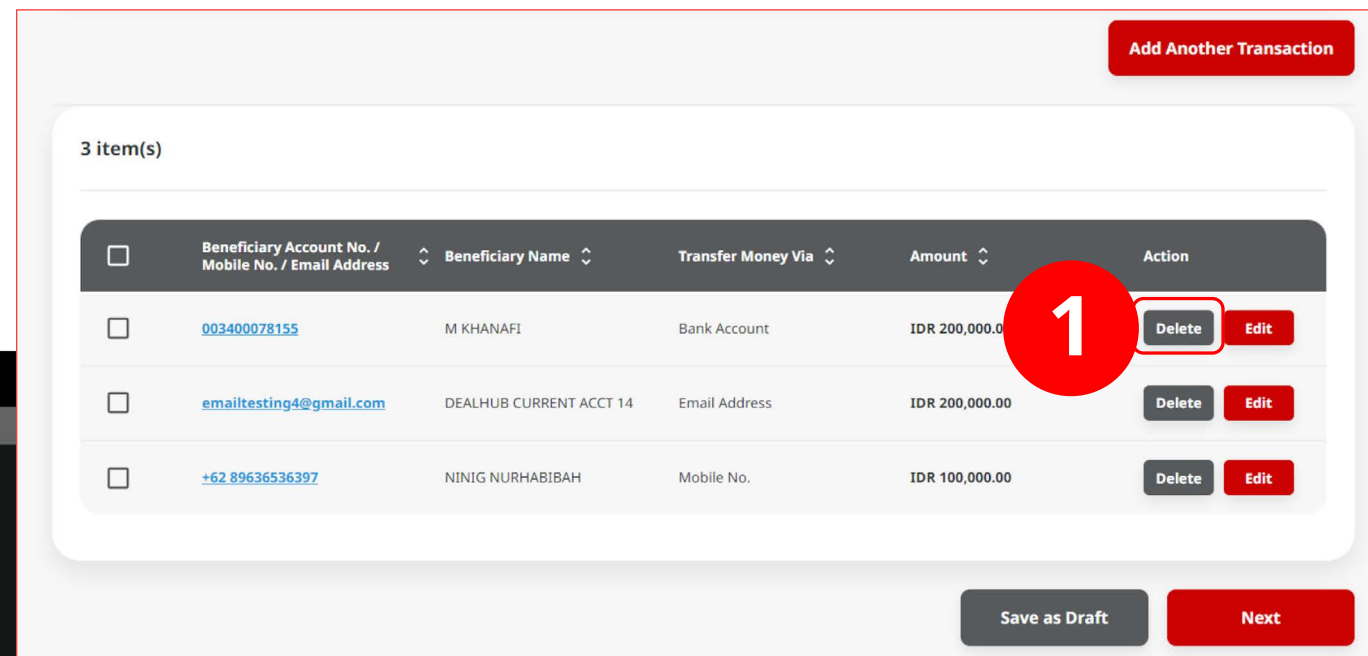
Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
003400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

1 Jika terdapat kekeliruan data, klik **tombol Edit** untuk **melakukan perbaikan** pada **Transaction Details**.

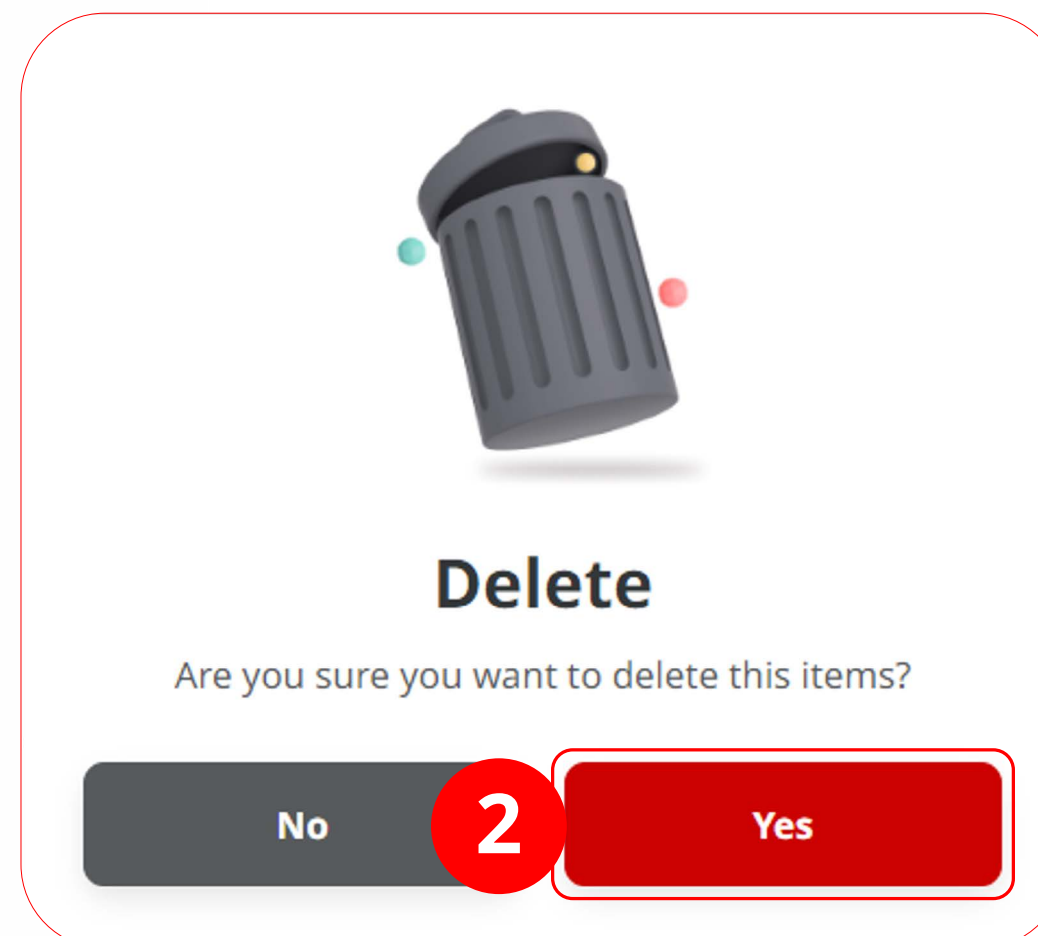
Langkah

06c

OPSIONAL



- 1 Klik tombol **Delete**
- 2 Klik **Yes** untuk **menghapus Beneficiary Record**




Langkah
06d
OPSIONAL

3 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
<input type="checkbox"/>	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
<input type="checkbox"/>	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
<input checked="" type="checkbox"/>	+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

1

2 Delete Selected



Delete

Are you sure you want to delete this items?

No Yes

3

- 1 Klik **Checkboxes**
- 2 klik tombol **Delete Selection**
- 3 Klik tombol **Yes** pada **Box** Konfirmasi untuk menghapus **list Data** penerima.

Langkah 07

Add Another Transaction

3 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Action
<input type="checkbox"/>	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	Delete Edit
<input type="checkbox"/>	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	Delete Edit
<input type="checkbox"/>	+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	Delete Edit

Save **1** Next

1 Klik Tombol *Next* untuk Memproses Data

2 Klik tombol *Submit*

BI-FAST (Multiple) > Review Details

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account
IDR INTBM WAHYU - 703057606100

Payment Mode
BI-FAST

Value Date
25 Sep 2023

3 item(s)

<input type="checkbox"/>	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Bank Charges
<input type="checkbox"/>	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	IDR 0.00
<input type="checkbox"/>	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	IDR 0.00
<input type="checkbox"/>	+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	IDR 0.00

Total Amount : IDR 500,000.00 | Total Charges : IDR 0.00

Back **2** Submit

Langkah 08

BI-FAST (Multiple) > Acknowledgement

Task has been sent for approval

Reference No. : IFL23092500000016 Submitted On : 25 Sep 2023 13:42:08 WIB

Product Group

Product Group
Domestic Transfer

Sender Details

Your Account
IDR INTBM WAHYU - 703057606100

Payment Mode
BI-FAST

Value Date
25 Sep 2023

3 item(s)

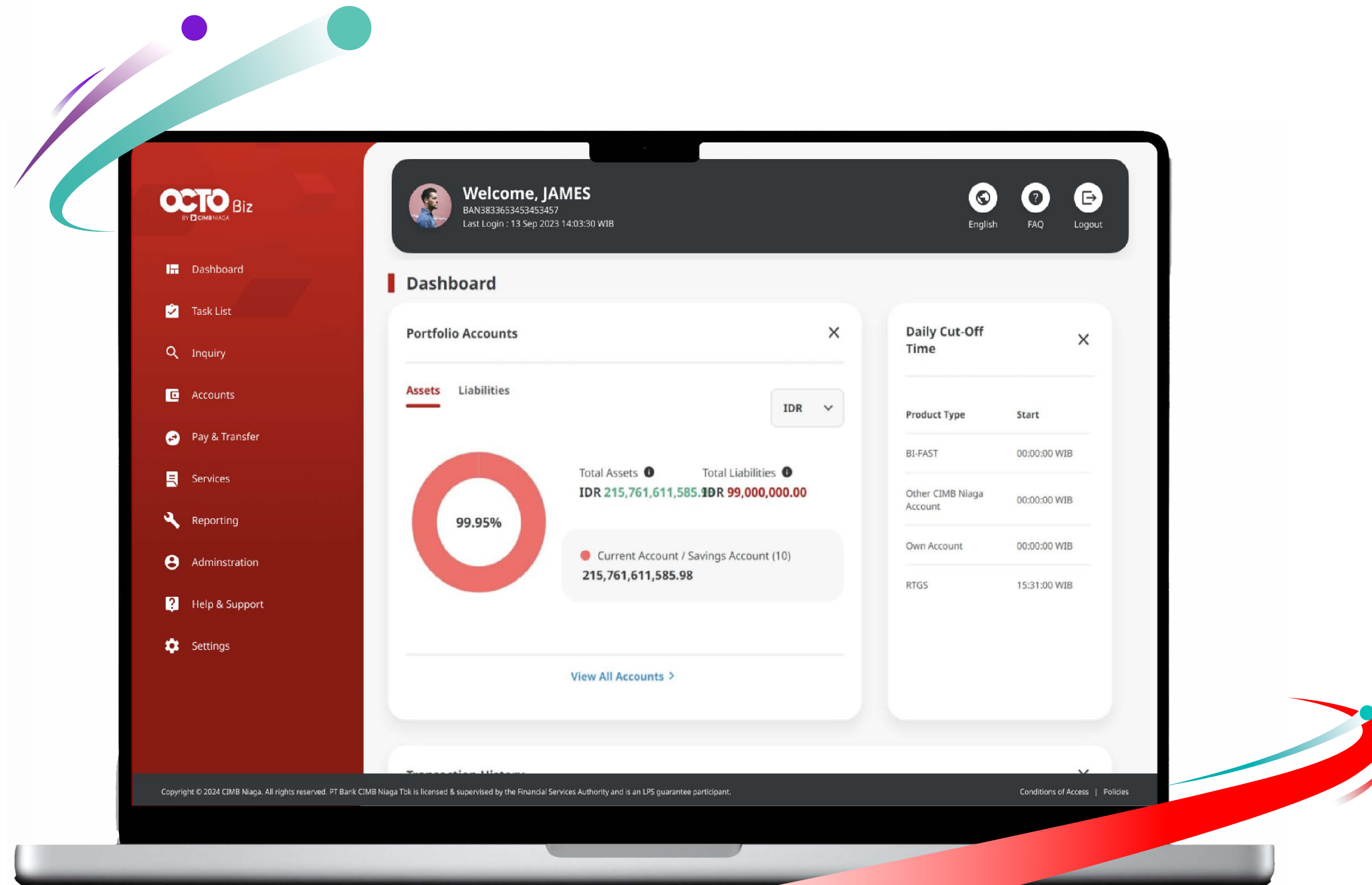
Reference No.	Beneficiary Account No. / Mobile No. / Email Address	Beneficiary Name	Transfer Money Via	Amount	Bank Charges
IBI230925000008747	003400078155	M KHANAFI	Bank Account	IDR 200,000.00	IDR 0.00
IBI230925000008746	emailtesting4@gmail.com	DEALHUB CURRENT ACCT 14	Email Address	IDR 200,000.00	IDR 0.00
IBI230925000008745	+62 89636536397	NINIG NURHABIBAH	Mobile No.	IDR 100,000.00	IDR 0.00

Total Amount : IDR 500,000.00 | Total Charges : IDR 0.00

Print Save As Template Make Another Transaction

Sistem akan mengarahkan pada halaman **Acknowledgment**

Langkah 09



Login sebagai
User Approver

Langkah 10

The screenshot displays the OCTO Biz website interface. On the left, a dark red sidebar menu contains various options, with 'Task List' highlighted and marked with a red circle containing the number '1'. The main content area shows a dashboard for a user named JAMES, with a 'Task List' section below it. The 'Task List' section is marked with a red circle containing the number '2'. It displays a table of transactions with columns for Transaction Type, Amount, Beneficiary Bank, Beneficiary Name, Account Nickname, Status, and Action. The table shows 504 results, filtered by Transaction Type 'RTGS'. The second row of the table is highlighted with a red border.

Transaction Type Reference No.	Amount Value Date	Beneficiary Bank Account No.	Beneficiary Name	Account Nickname	Status Account No.	Action
RTGS IRT230925000000011	IDR 200,000,000.00 25 Sep 2023	PT BANK AMAR INDONESIA 158145992000	Kristanto Haryadi	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IFL230925000000005	IDR 1,418,680.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IRT230925000000007	IDR 3,333,333,333.00 25 Sep 2023	PT BANK AMAR INDONESIA 667788993344	LXW	GL ACCT 201D 703185655500	Pending Approval	Return Reject Approve
RTGS IFL230925000000003	IDR 21,839,392.00 25 Sep 2023	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve
RTGS IFL230924000000013	IDR 341,422,223,333.00	-	-	INTBM WAHYU 703057606100	Pending Approval	Return Reject Approve

- 1 Arahkan pada menu disamping, klik **Task List**
- 2 Klik pada **hyperlink transaksi** yang telah dikirim

Langkah 11

Task List > Details

Transaction Status: **Pending Approval**

Creation Date: 2023-09-25 13:16:52 WIB | Reference No.: IB1230925000008738

Transaction Group

Transaction Group: Domestic Transfer

Sender Details

From Account: 703057606100- IDR INTBM WAHYU | Payment Mode: RTGS
Payment Date: 25 Sep 2023

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name
IRT230925000000020	1232313123212456	PT BANK AMAR INDONESIA - LOMAJDI	Kristanto Haryadi
IRT230925000000019	6417270043	PT BANK AMAR INDONESIA - LOMAJDI	Yip Wan San

Total Amount: IDR 1,200,000,000.00 | Total Charges: IDR 0.00

User Activities

User	Activities	Date / Time	Remark
MAKER7	Submit	25 Sep 2023 13:16:53 WIB	

Remark

Remarks: Enter (Maximum 700 characters)

Buttons: Back, Return, **1** Approve



Approve


Are you sure you want to approve this item?

Buttons: No, **2** Yes

- 1** Tinjau ulang detail transaksi yang telah di kirim oleh **User Maker** dan klik tombol **Approve**
- 2** Klik tombol **Yes**

Langkah 12

1



Approve transaction

A notification has been sent to your mobile. Please tap on it to approve task.

Your mobile data must be switched on to receive this notification.

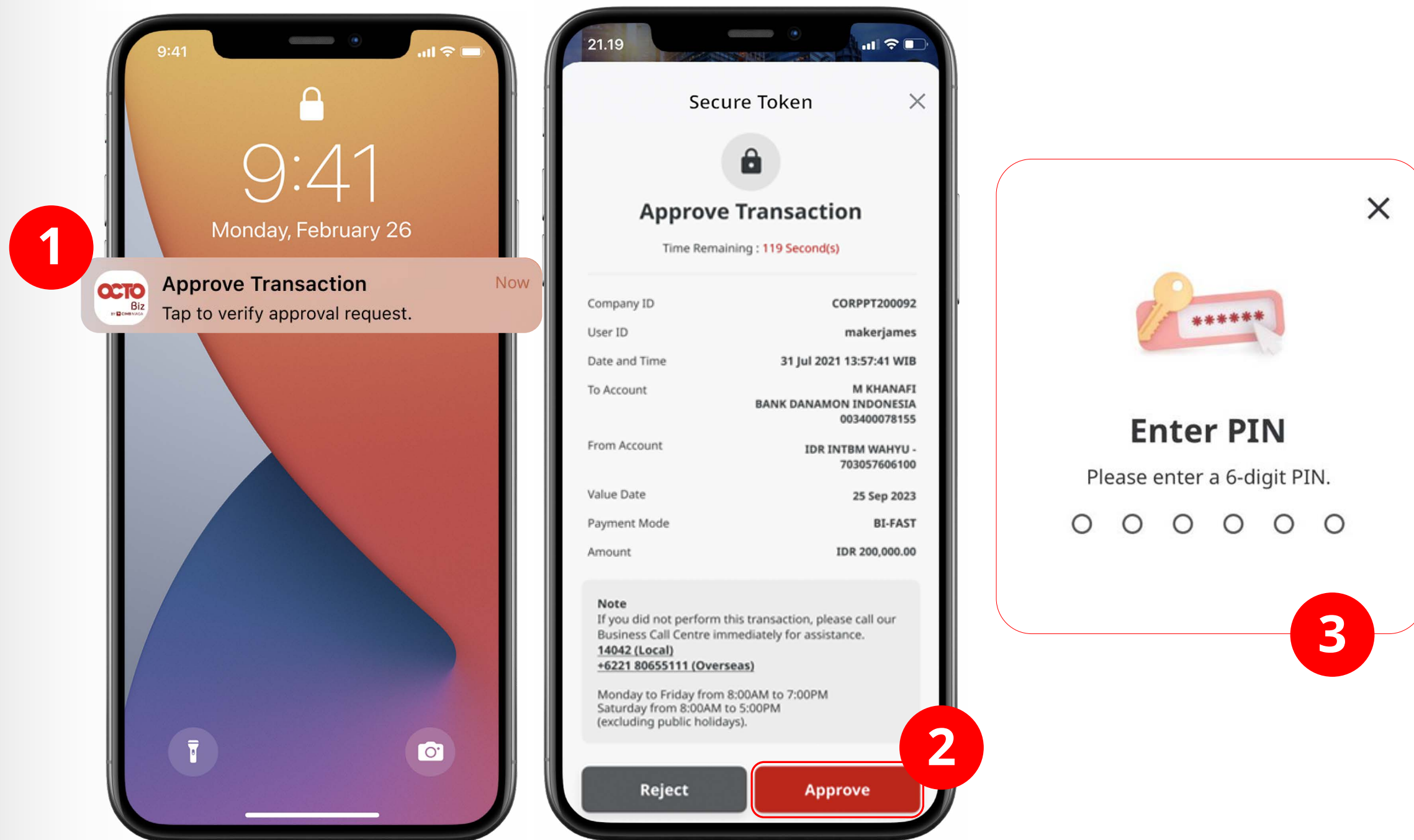
Time Remaining : 59 Second(s)

Cancel Resend



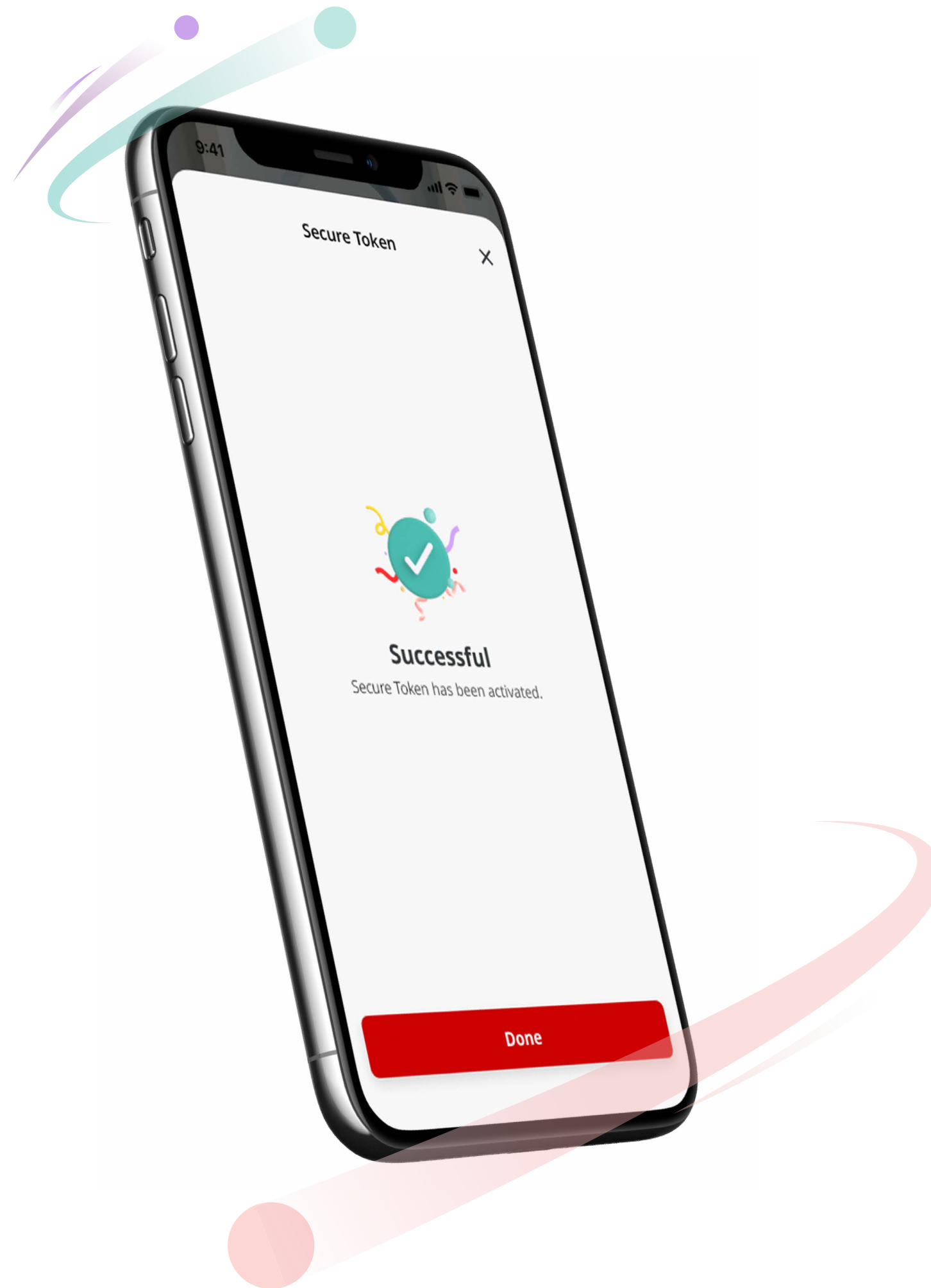
- 1 Sistem akan memunculkan pop up **"Approve Transaction"** pada website
- 2 dan mengirim **notifikasi persetujuan transaksi** ke perangkat *Mobile*

Langkah 13



- 1 Klik notifikasi untuk membuka **Secure Token**
- 2 Klik tombol **Approve**
- 3 Isi **6-digit PIN**

Langkah
14



Jika **transaksi sukses**, Sistem akan memberikan **pesan notifikasi *Acknowledgement*** di perangkat ***Mobile***

Langkah 15

Task List > Acknowledgement

Transaction(s) approved

Reference No. : IIA230913000000037 Approved On : 13 Sep 2023 15:52:38 WIB

Status : Authorised

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

Transaction Group

Transaction Group
Transfer to Other Banks

Sender Details

From Account 703057606100-IDR ANJAR ASMORO HERYANTO	Payment Mode RTGS
Payment Date 01 Dec 2023	

2 item(s)

Reference No.	Beneficiary Account No.	Beneficiary Bank Name	Beneficiary Name	Amount	Bank Charges	Status	Reason
IRT231201000000033	700000718420	PT BANK SHINHAN INDONESIA - MEEKIDJ1	SHI	IDR 200,000,000.00	IDR 0.00	Authorised	-
IRT231201000000034	7273000481	UOB INDONESIA - BBIJIDJA	UOB	IDR 1,000,000,000.00	IDR 0.00	Authorised	-

Total Amount : IDR 1,200,000,000.00 | Total Charges : IDR 0.00

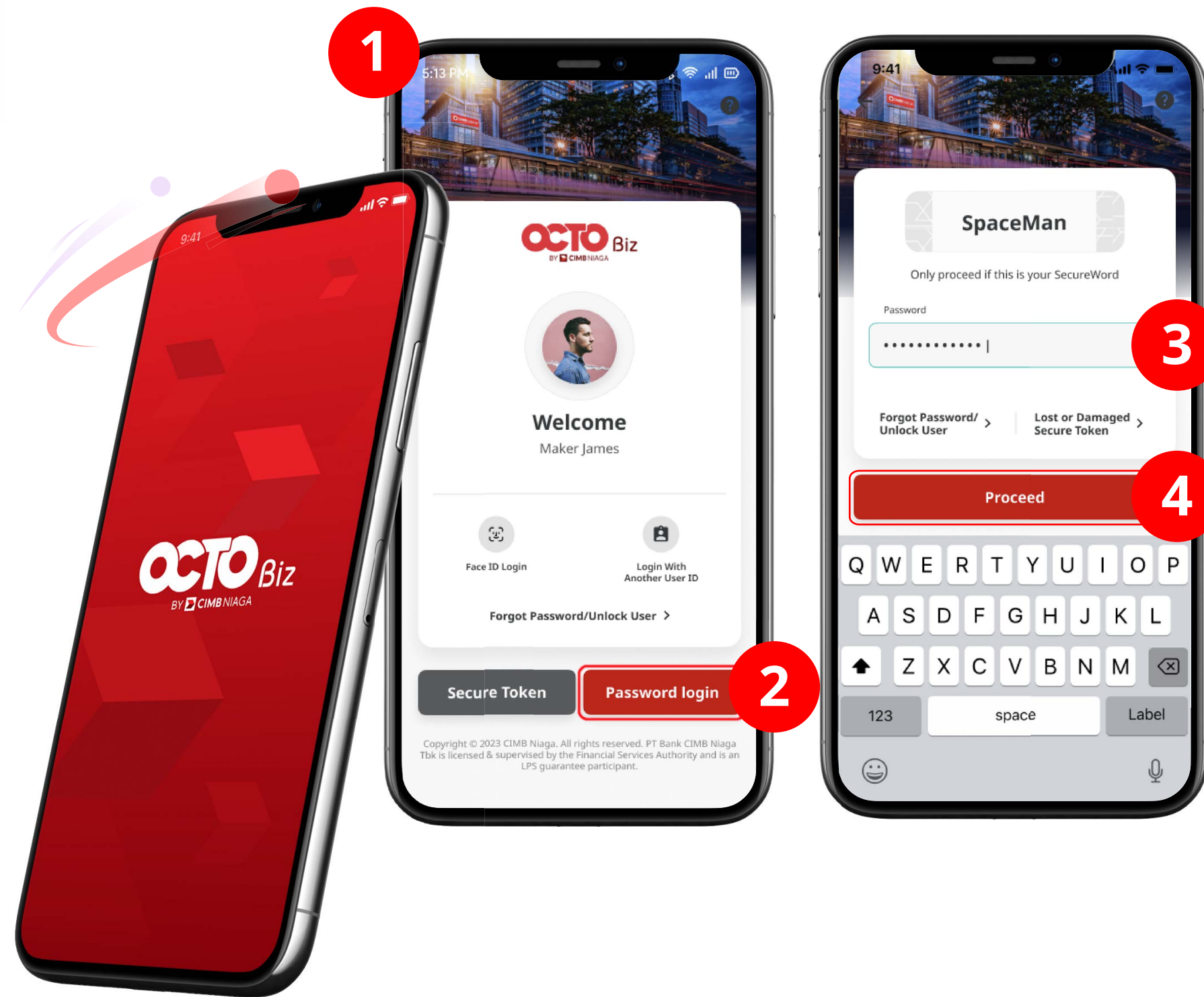
[Print](#) [Done](#)

Sistem juga akan mengarahkan ke halaman **Acknowledgment** pada Web

TUTORIAL APLIKASI OCTO Biz

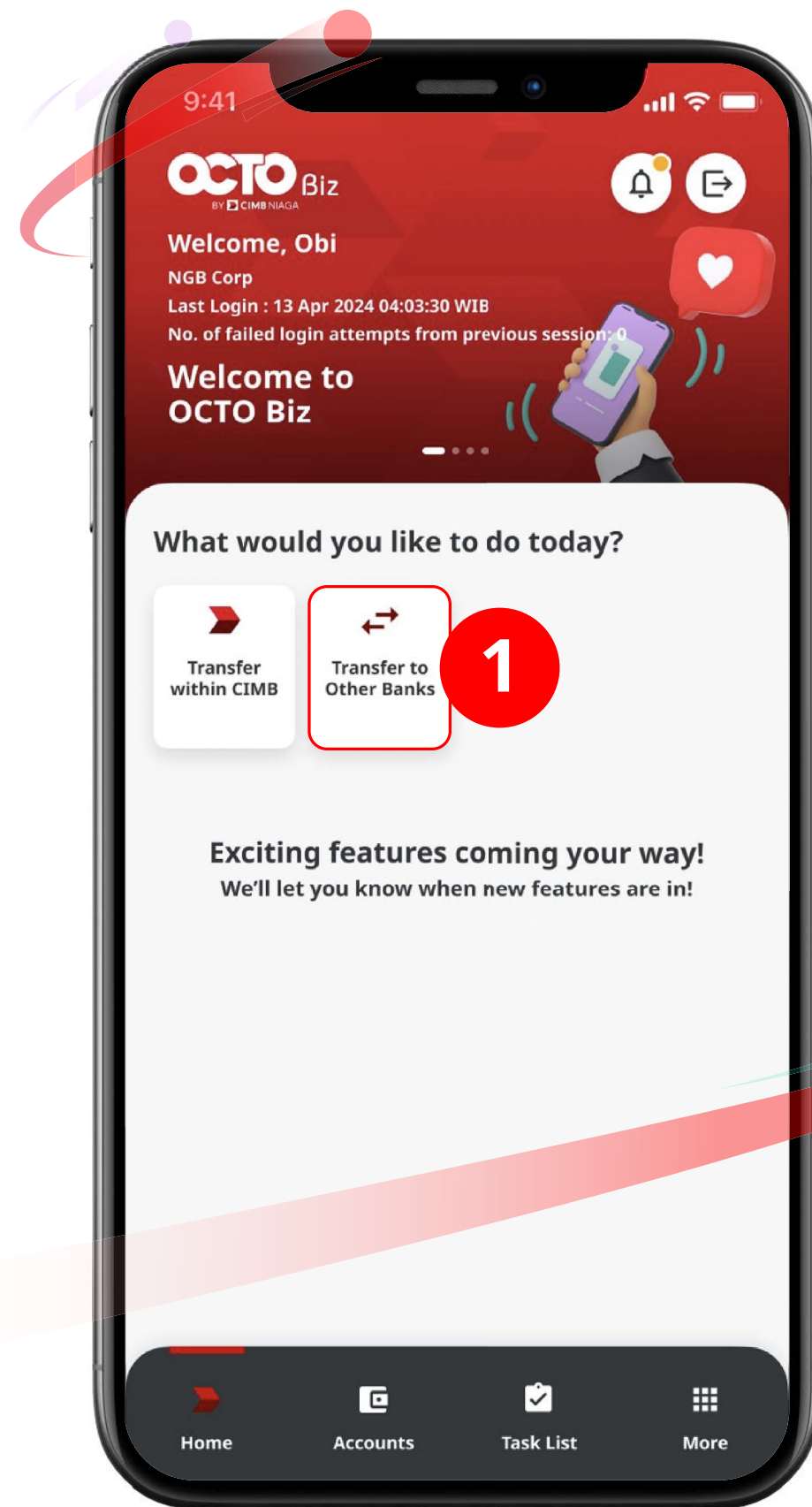
BI-FAST [Mobile]

Langkah 01

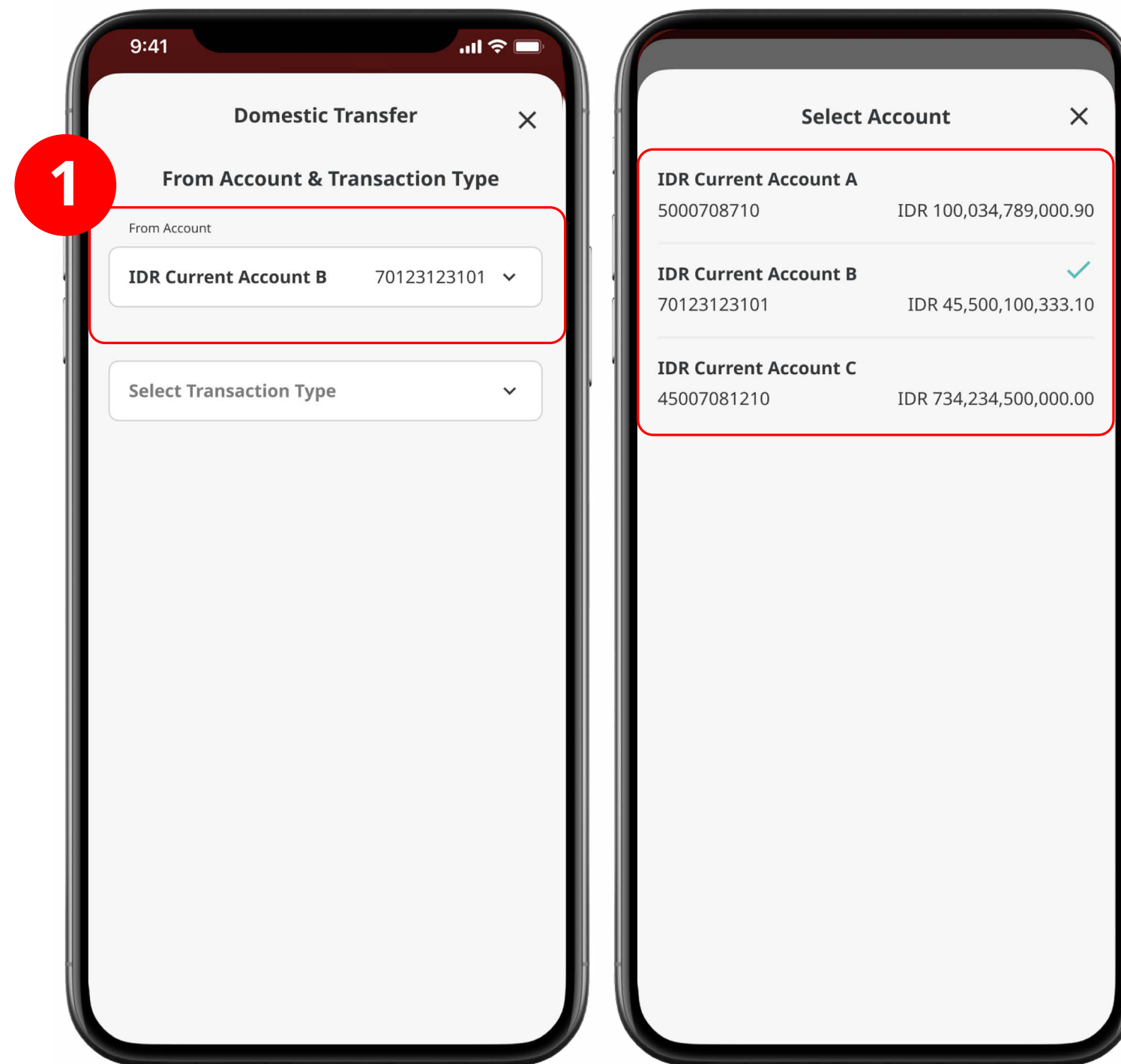


- 1 Login sebagai **Maker**
- 2 Klik tombol **Password Login**
- 3 Masukkan **Password**
- 4 Klik tombol **Proceed**

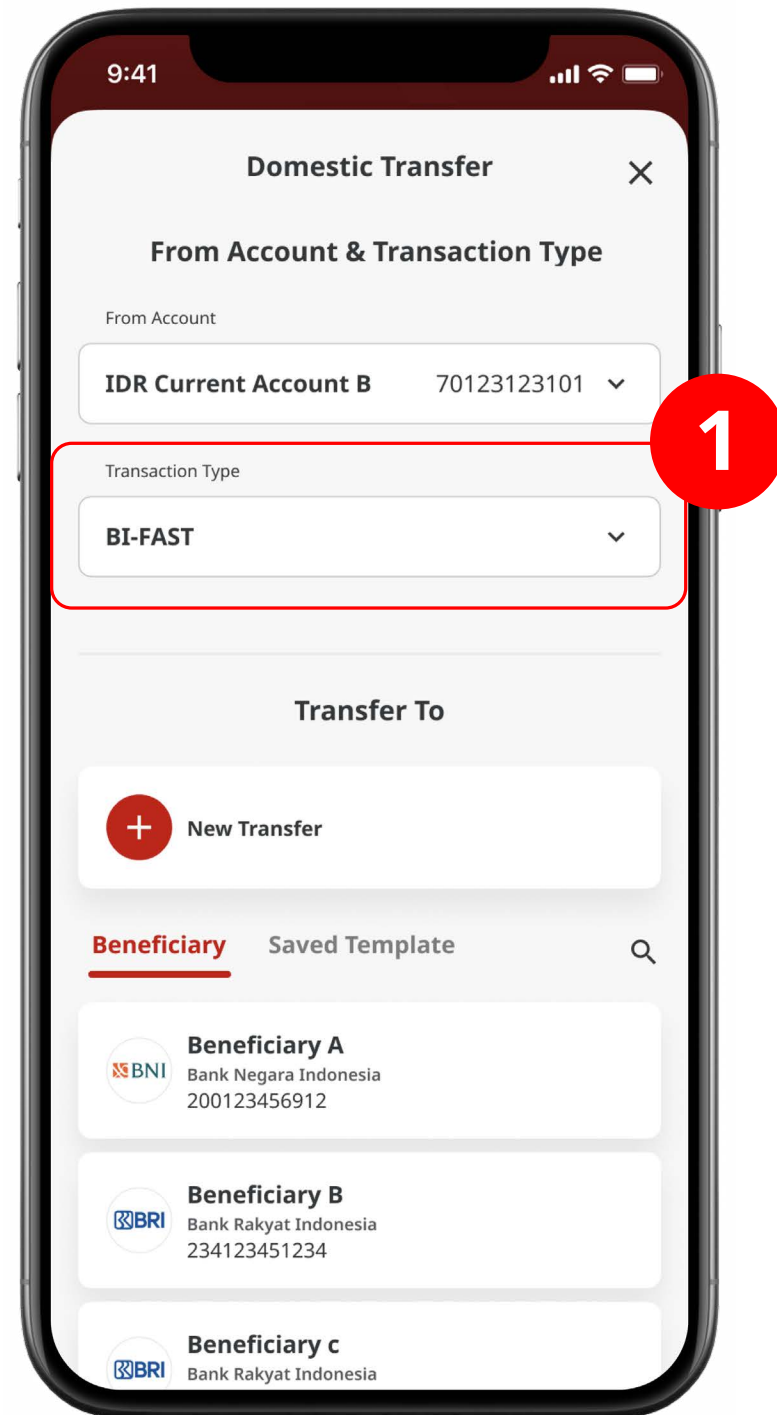
Langkah
02



1 Pilih *Transfer to Other Bank*

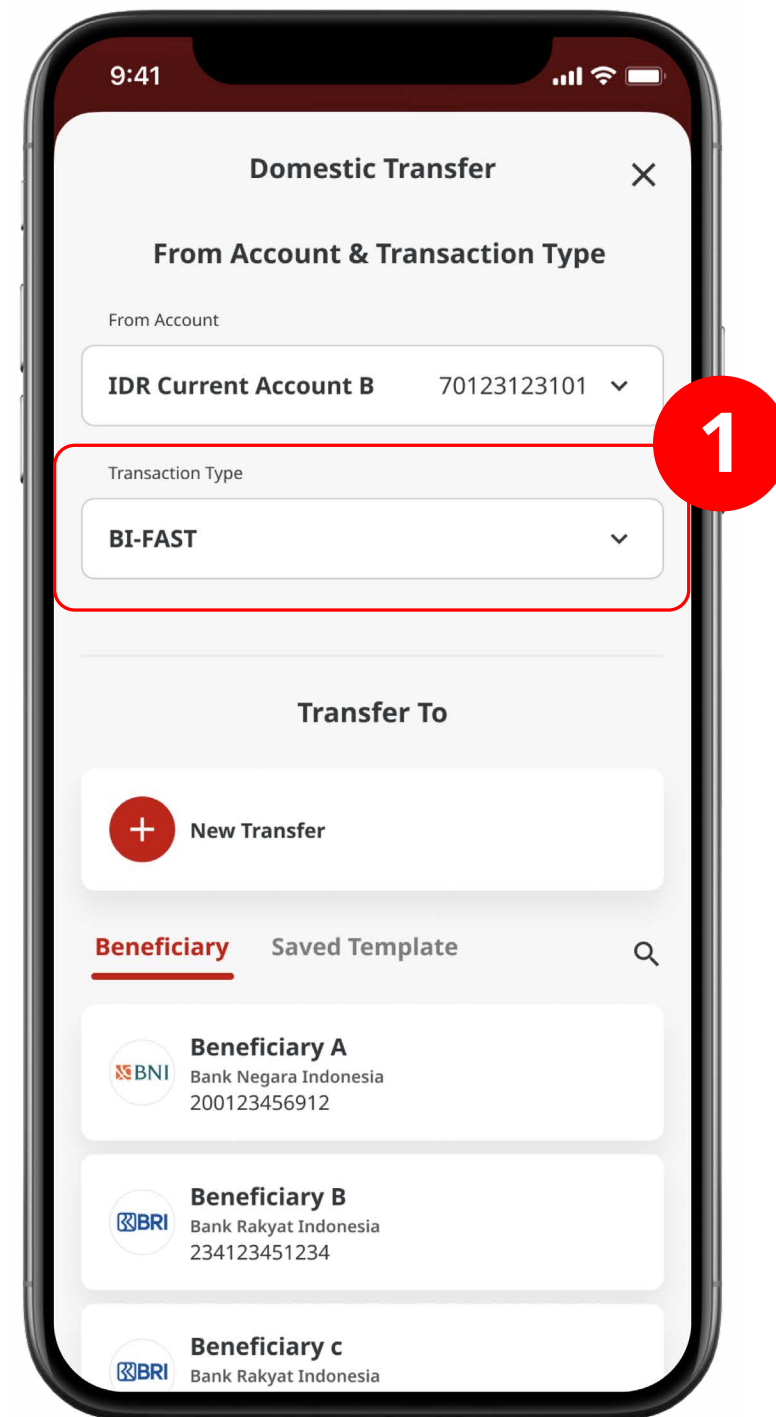


- 1 Pilih ***From Account*** dan pilih **sumber dana**

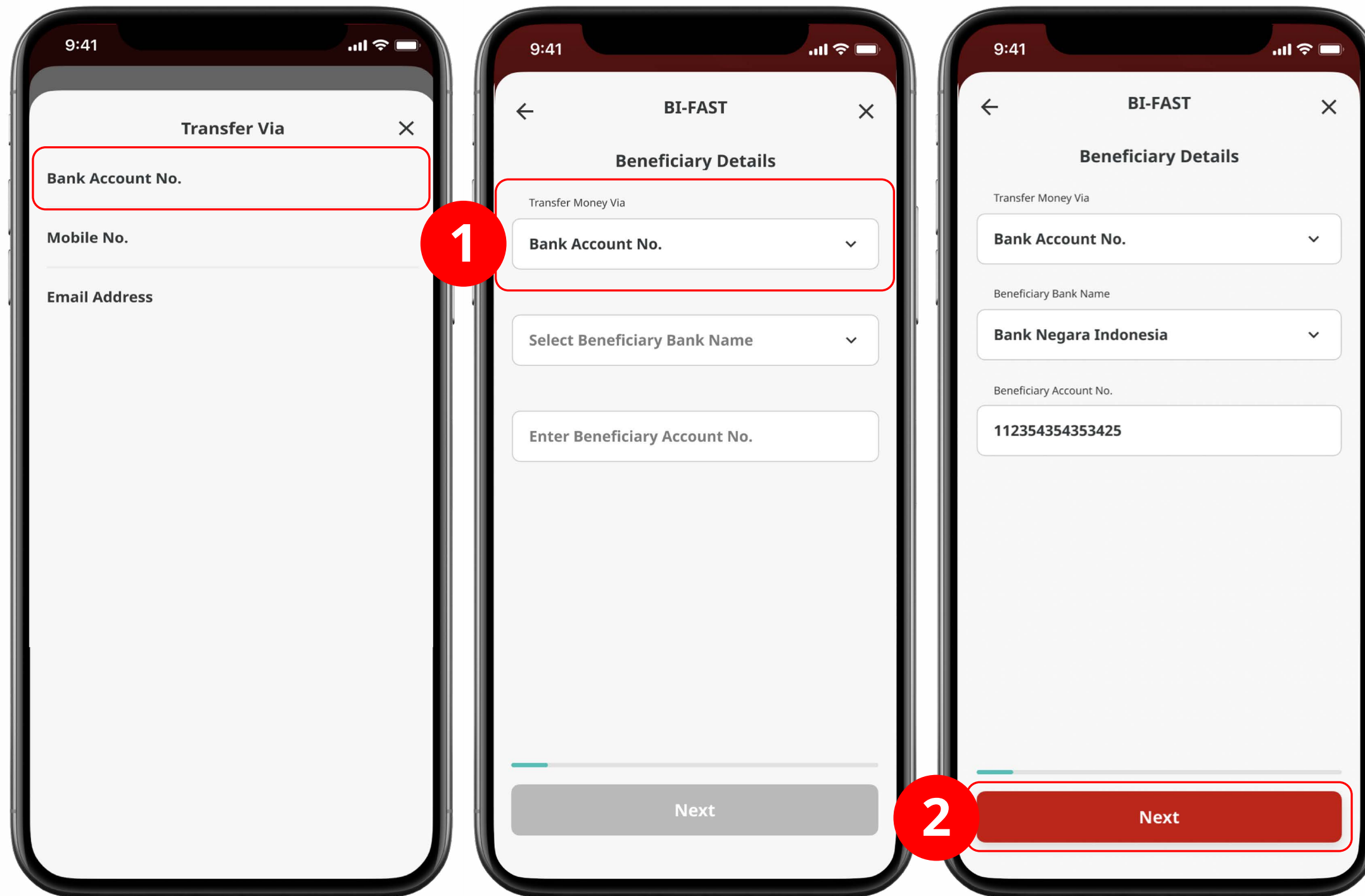


1 Pilih *Transaction Type*
(BI-FAST)

Langkah
05

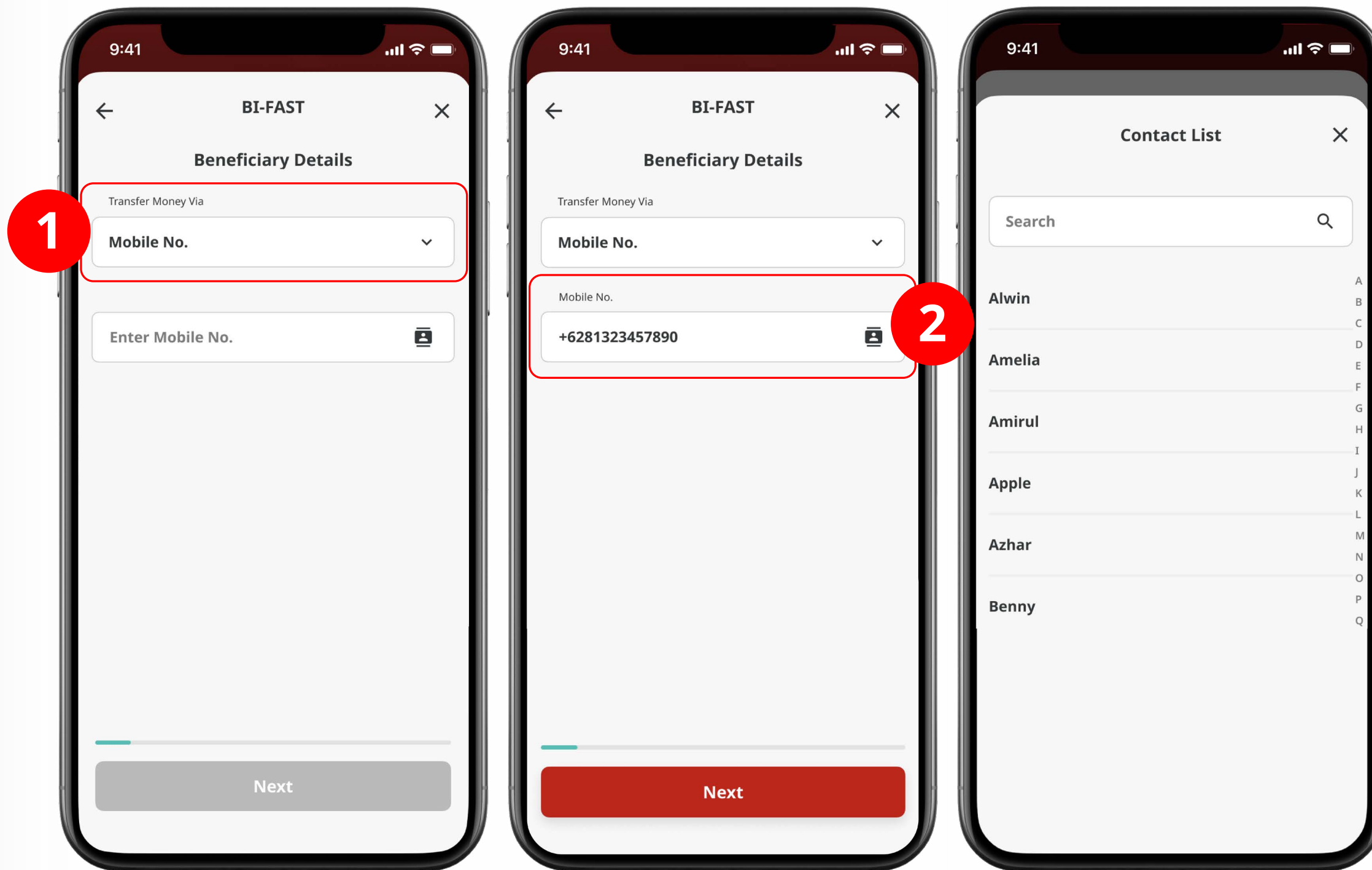


1 Pilih *Transfer to/Crediting Account*



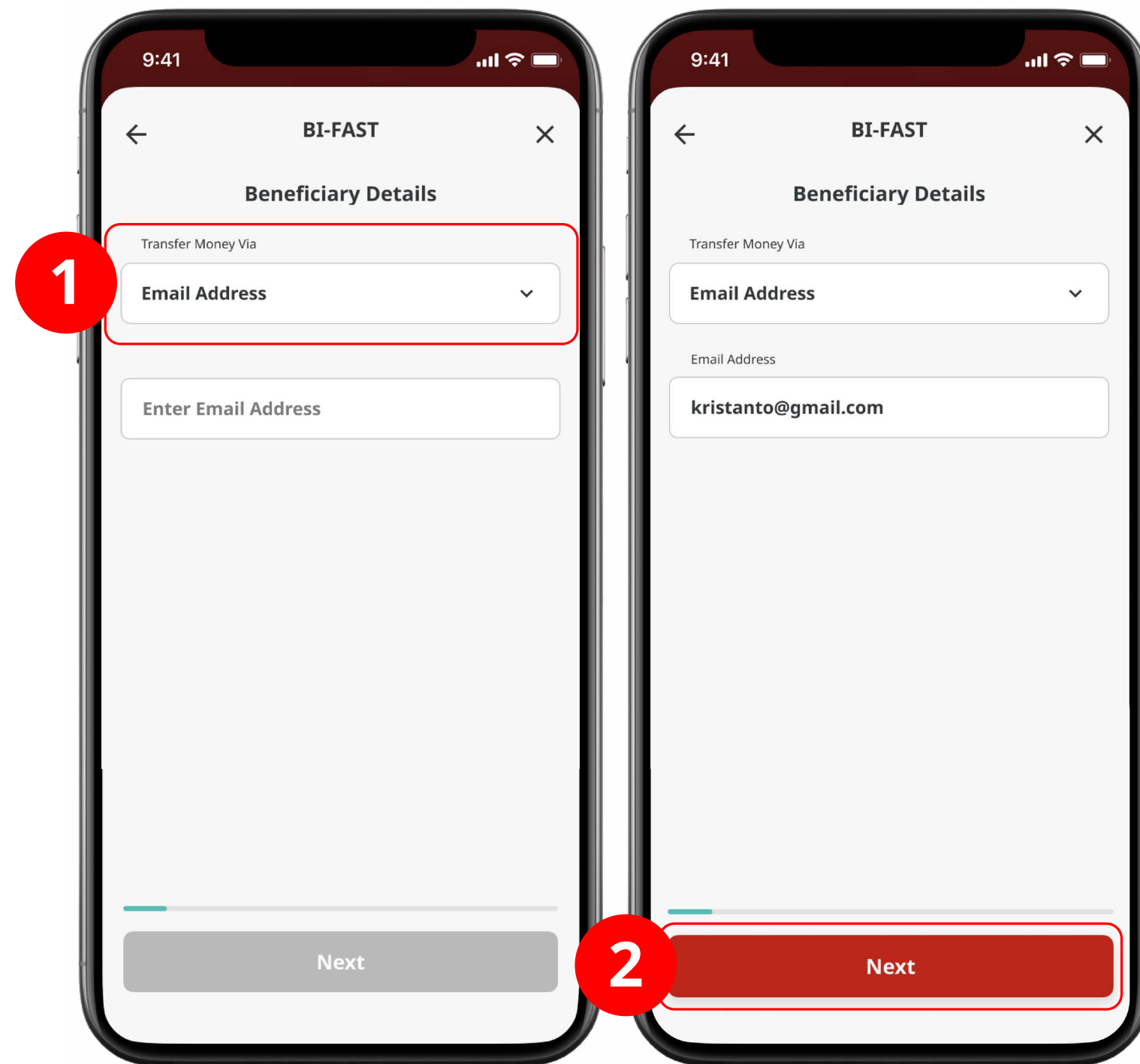
Jika Via **Bank Account No.**

- 1 Pilih **Transfer Via Bank Account No.**
- 2 Klik **Next**



Jika Via *Mobile No.*

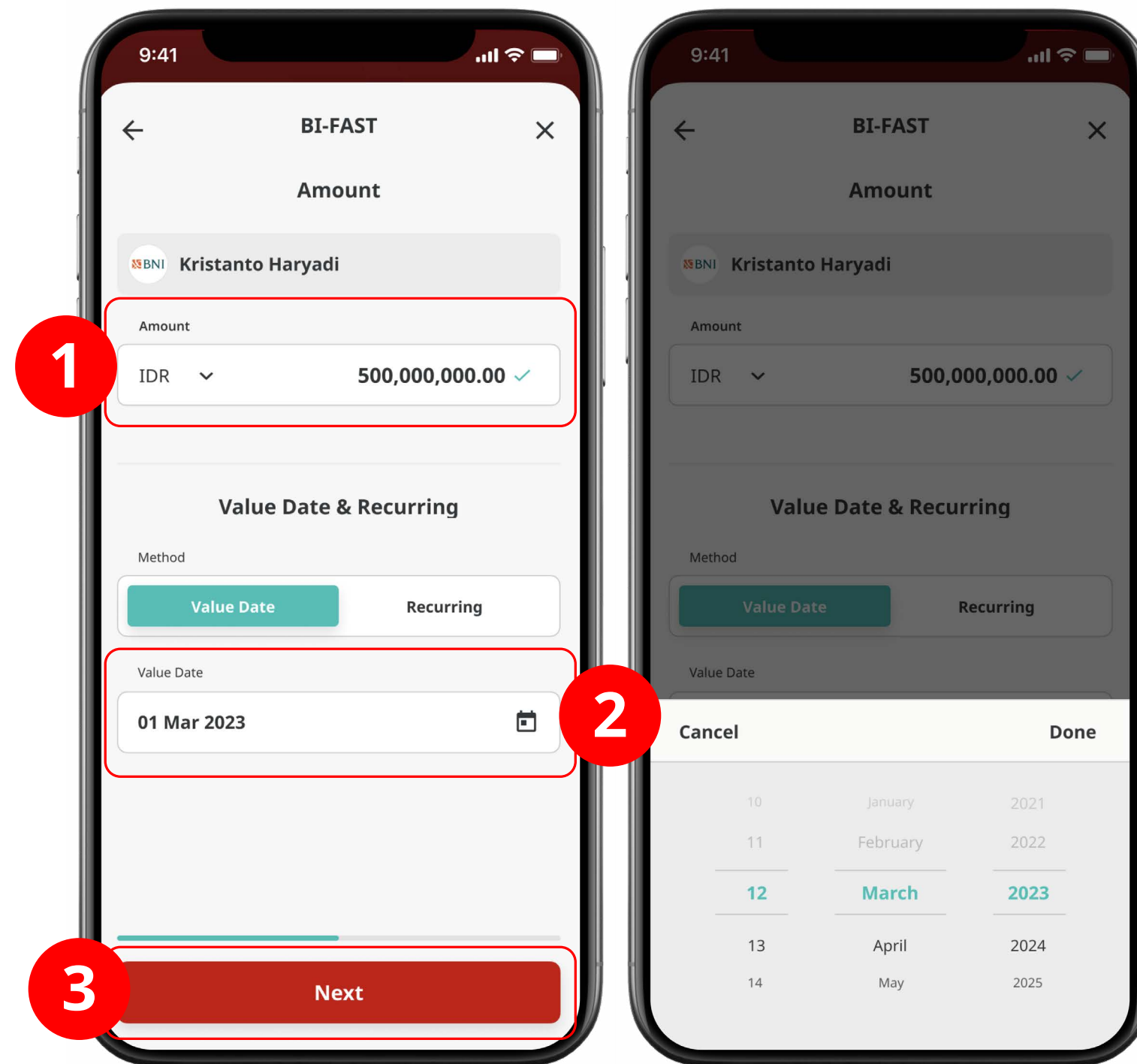
- 1 Untuk memakai nomor *mobile phone*, pilih ***Transfer Via Mobile No.***
- 2 Pilih nomor telepon tujuan dengan memilih ***Mobile No.***



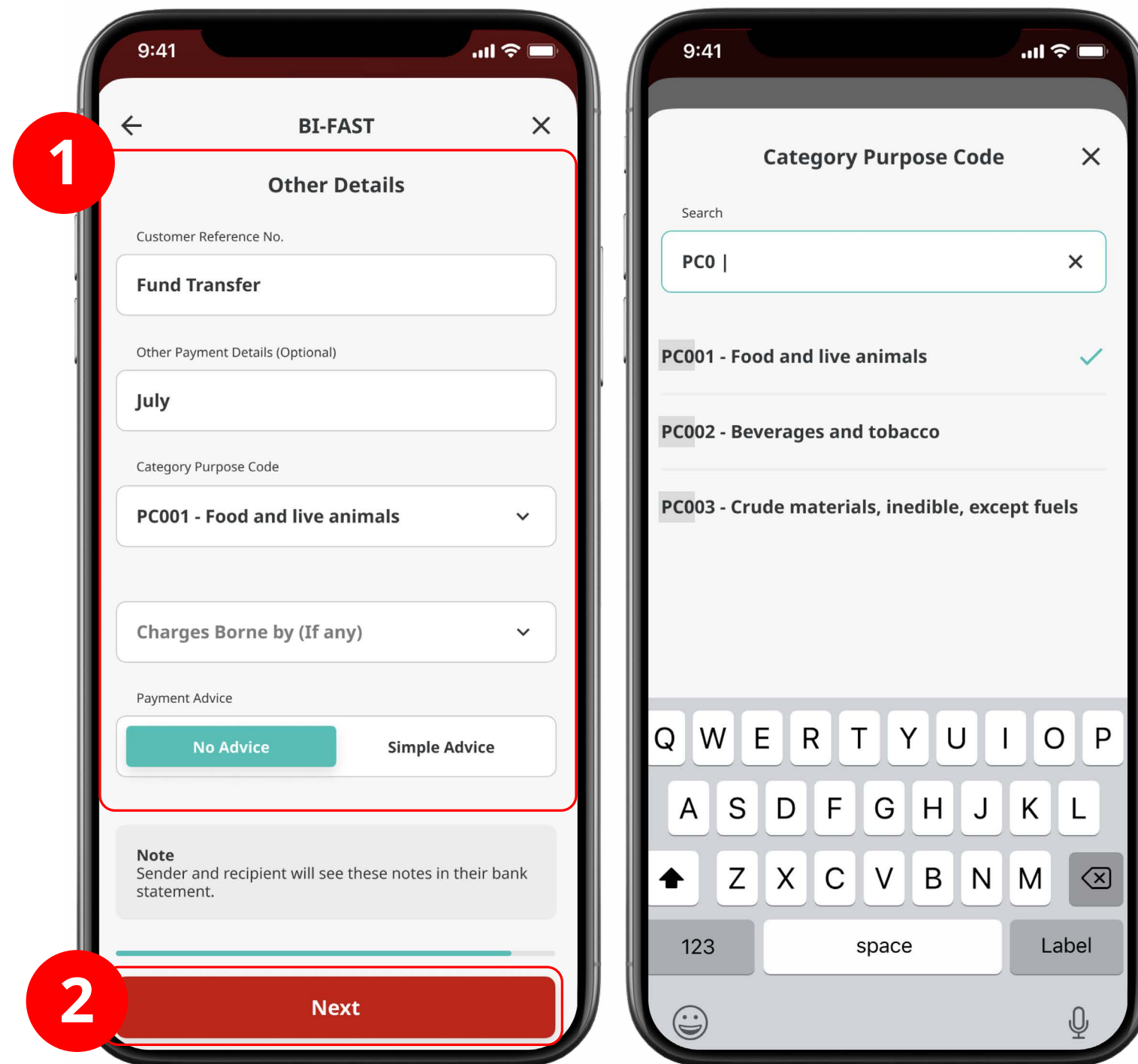
Jika Via *Email Address*

- 1 Untuk memakai *email address*, pilih **Transfer Via Email Address**
- 2 Klik tombol **Next** setelah mengisi halaman *Beneficiary Details*

Langkah 07



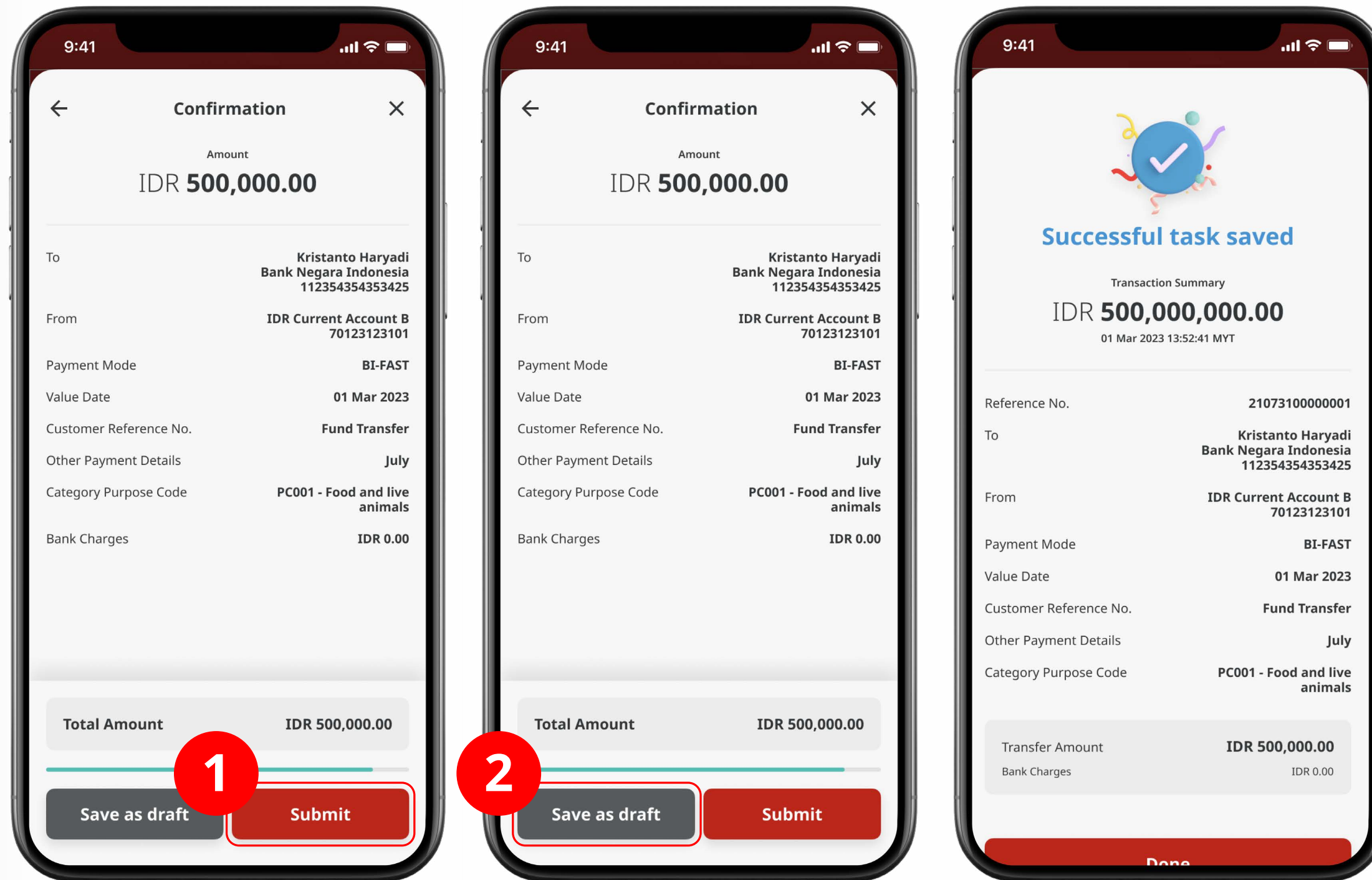
- 1 Isi jumlah yang ingin dikirim di kolom **Amount**
- 2 Dan pilih tanggal pengiriman di **Value Date**
- 3 Klik tombol **Next**



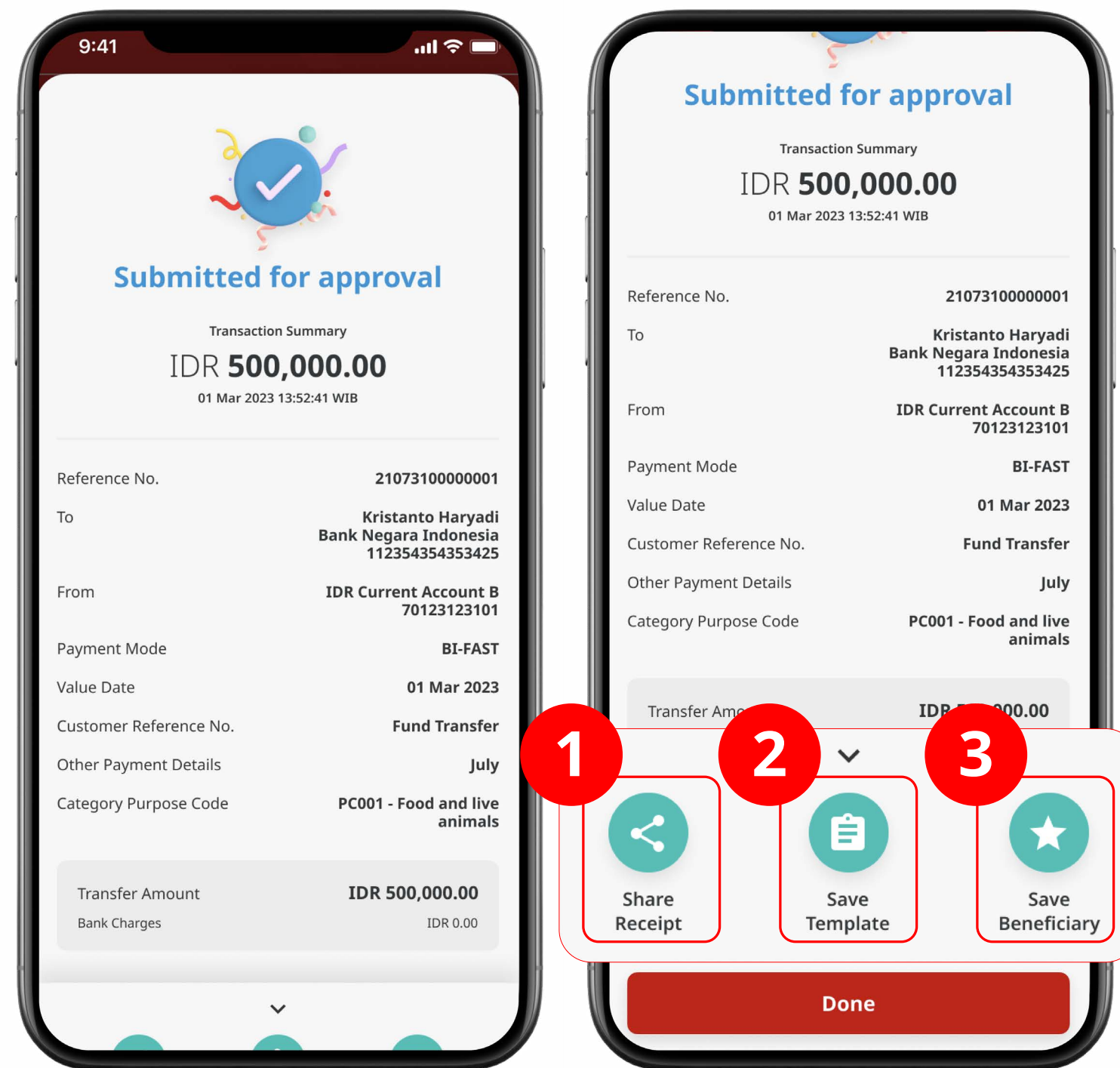
1 Lengkapi bagian
Other Details

2 Pilih ***Next***

Langkah 09

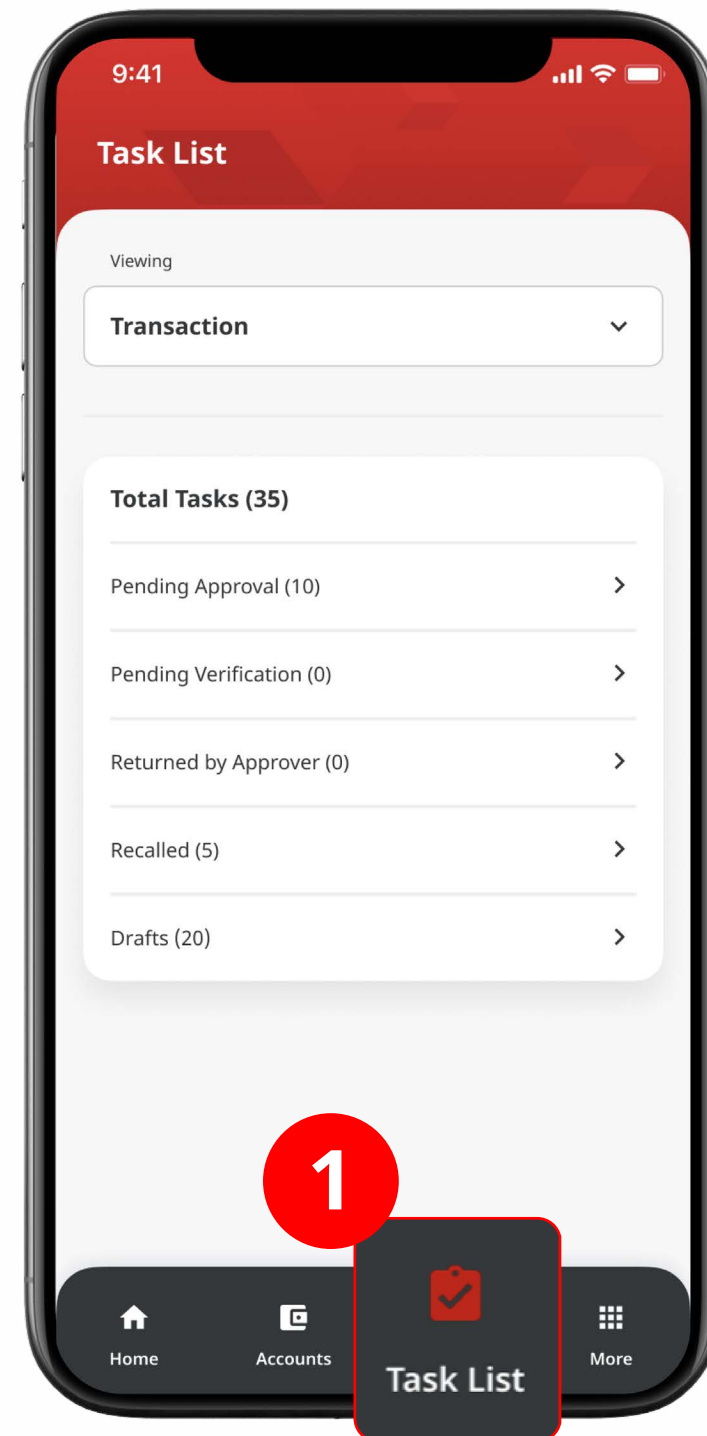


- 1 Untuk menyelesaikan transaksi, Klik Tombol **Submit**
- 2 Anda bisa menyimpan transaksi terlebih dahulu dengan memilih **Save as Draft**

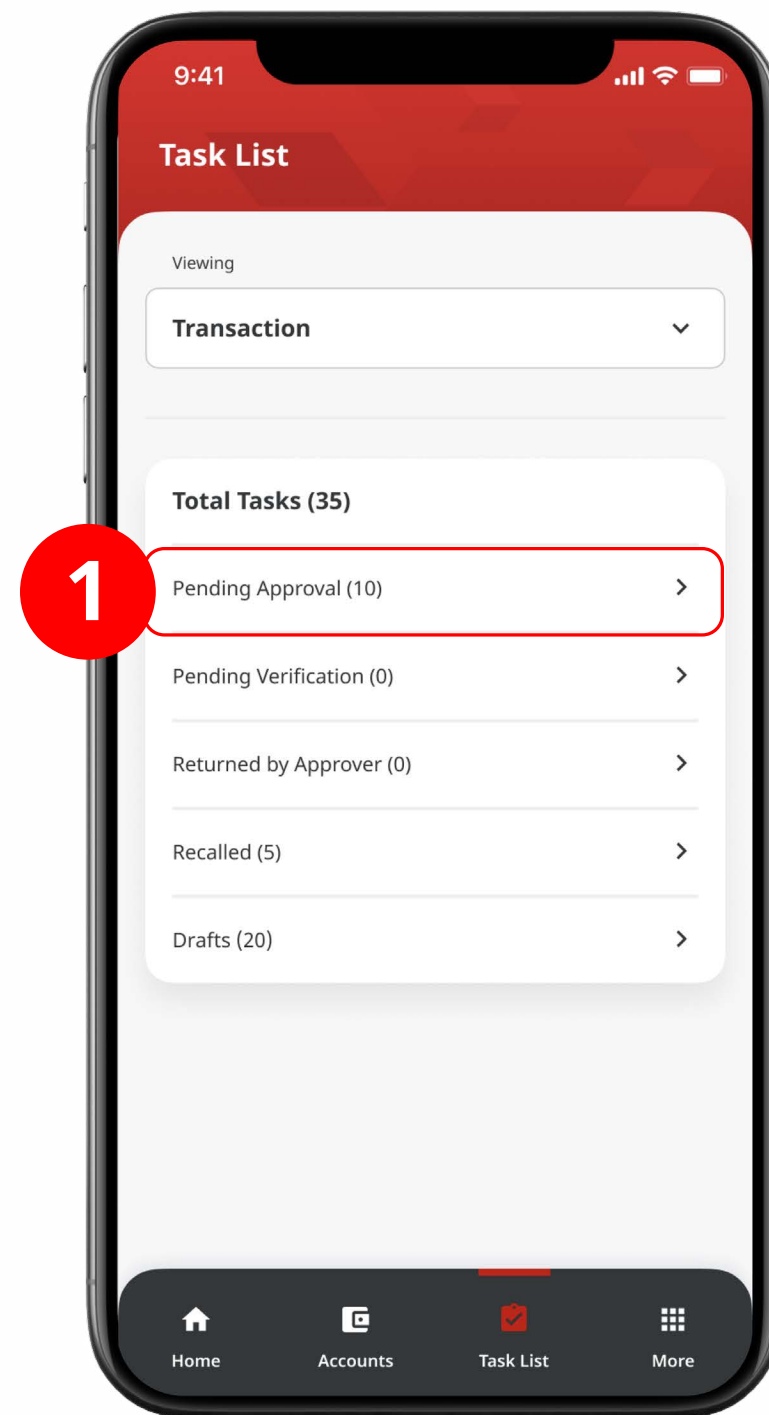


Sistem akan mengarahkan anda pada halaman **Acknowledgment**

- 1 Jika anda ingin membagikan *receipt*, pilih tombol **Share Receipt**
- 2 Untuk merekam seluruh proses untuk diulang lain kali, pilih **Save Template**
- 3 Untuk menyimpan data penerima, pilih **Save Beneficiary**

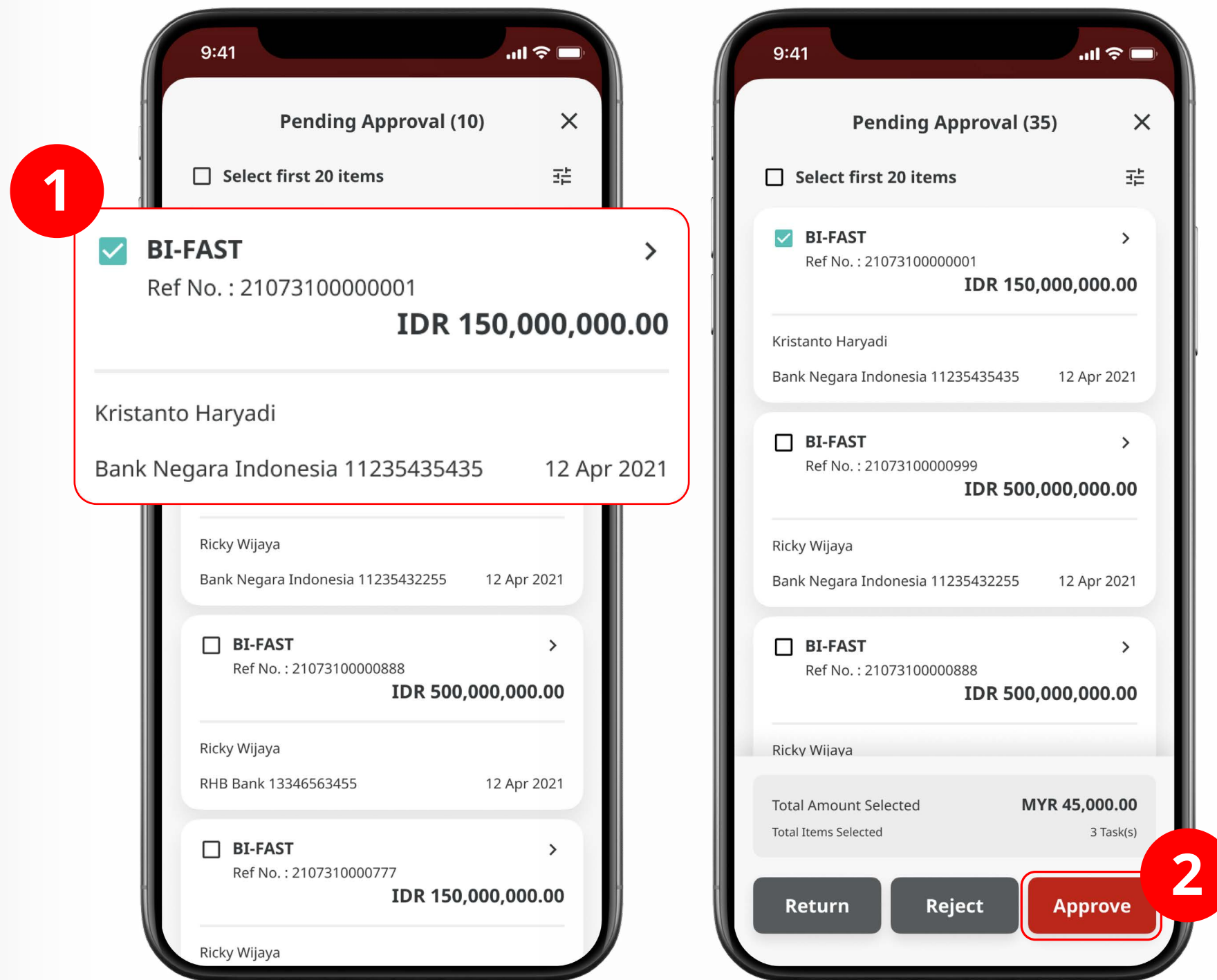


- 1 Login sebagai **User Approver** dan pilih **Task List**



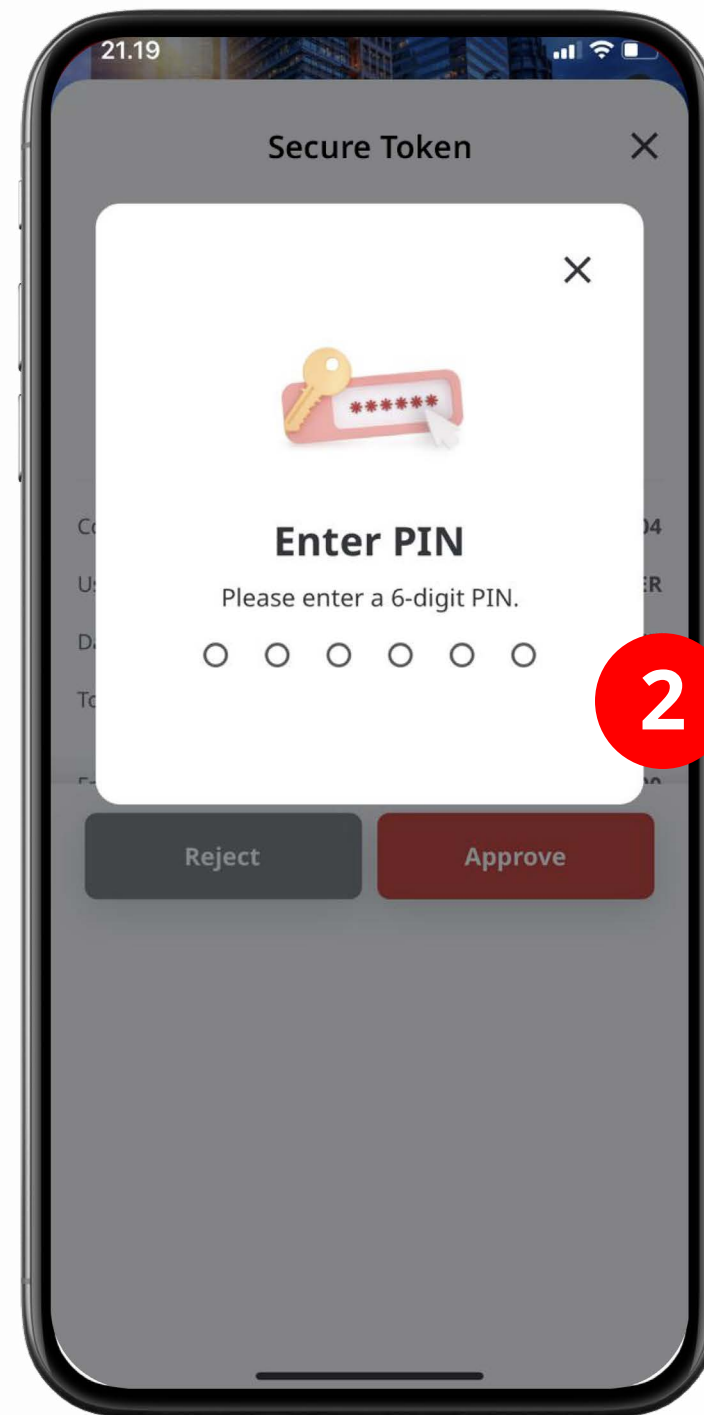
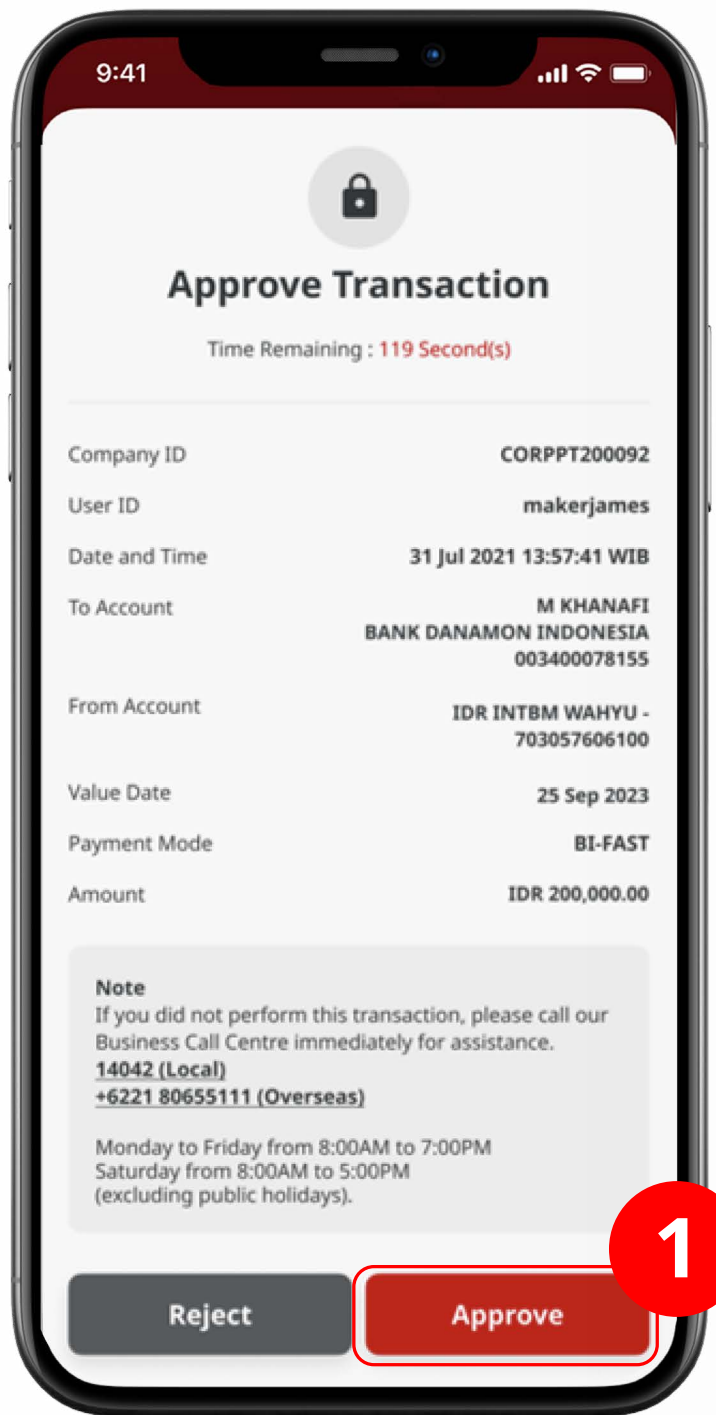
1 Pilih *Pending Approval*

Langkah 13

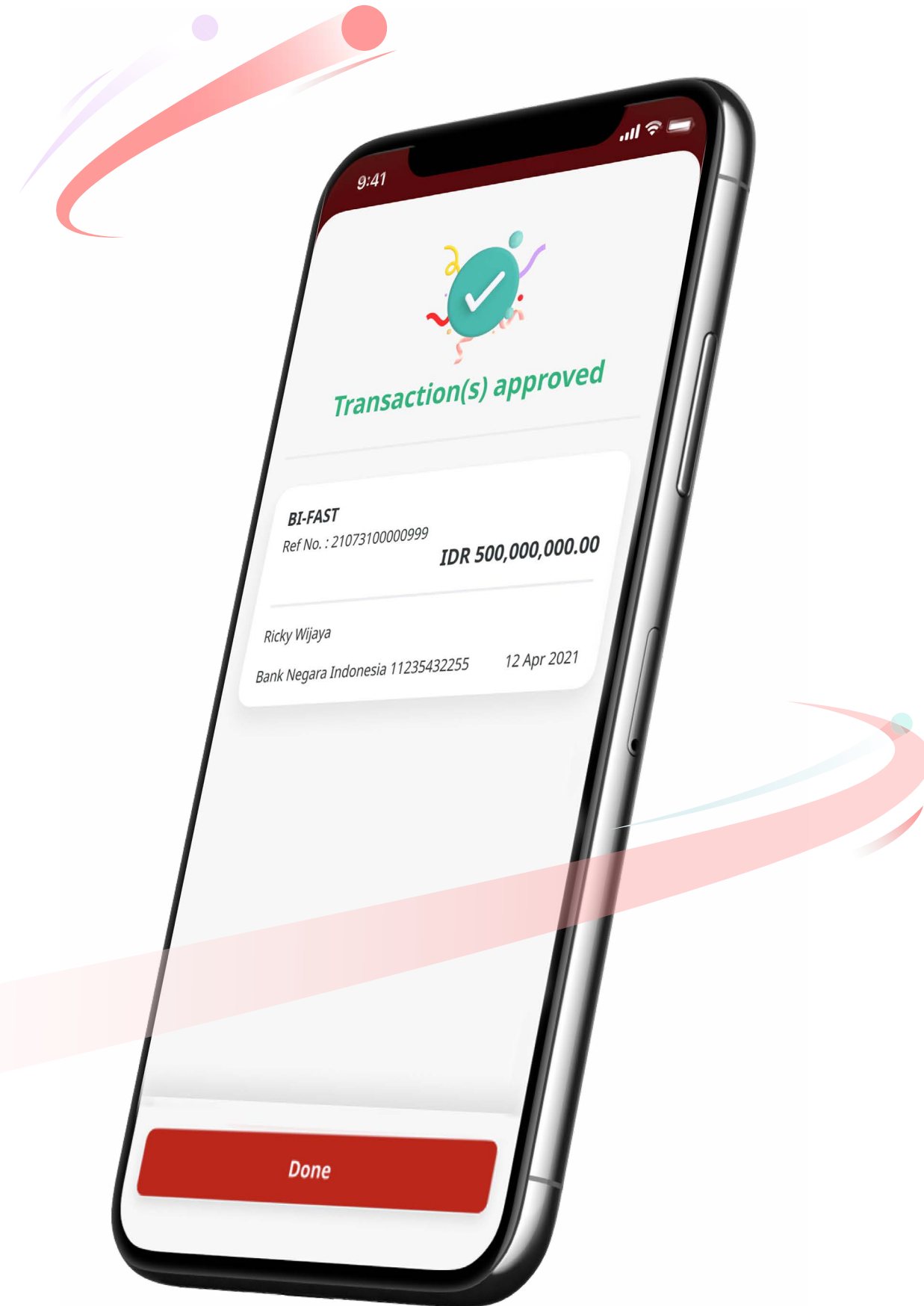


1 Pilih *Task*

2 Klik tombol *Approve*



- 1 Klik Tombol **Approve** pada halaman **Transaction Signing**
- 2 Masukkan **Pin**



Akan muncul halaman
Acknowledgement

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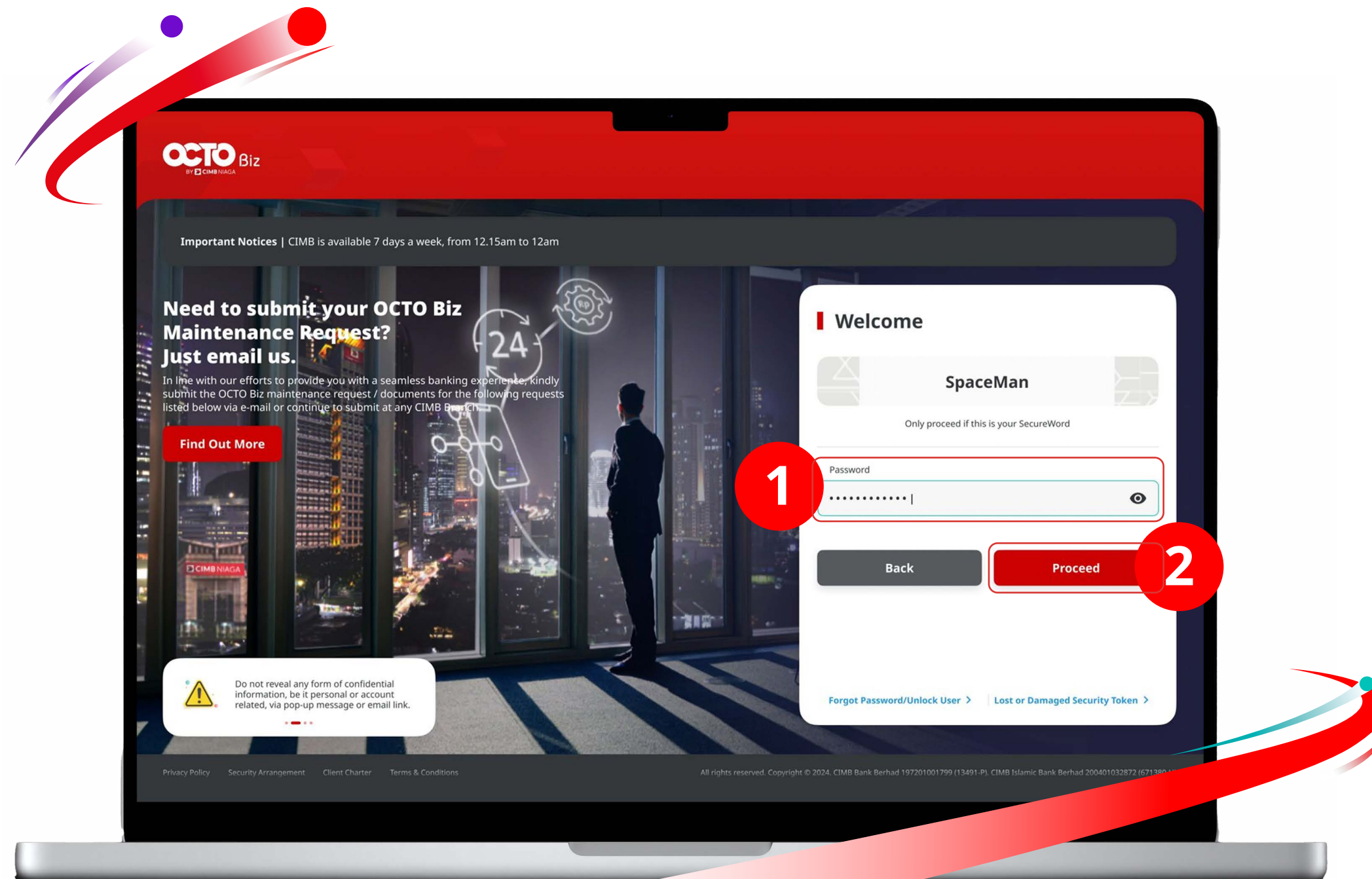
MOBILE SECURE TOKEN ACTIVATION [Website]

Langkah 01



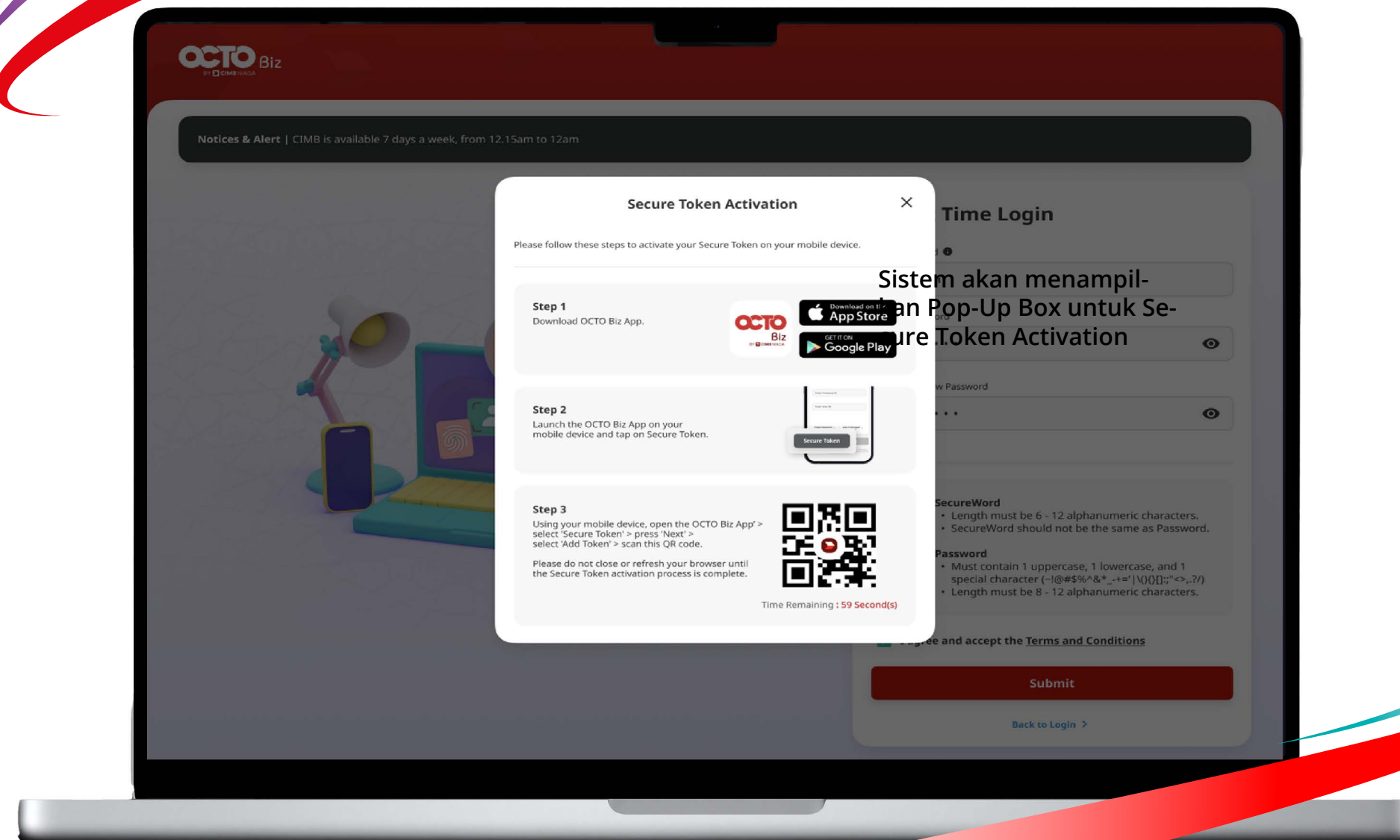
- 1 Akses halaman login dengan mengisi **Company ID & User ID**
- 2 Klik tombol **Next**

Langkah 02



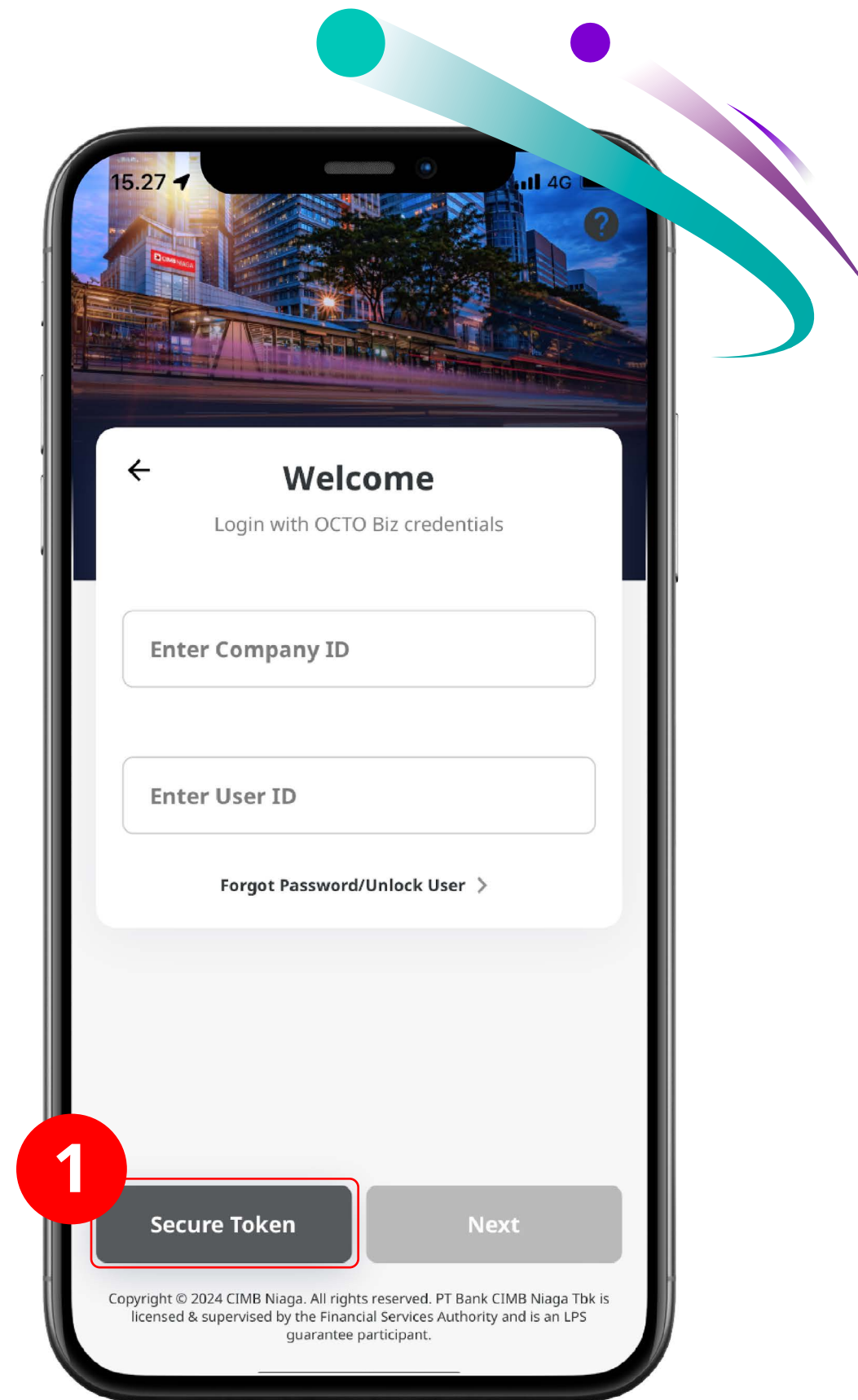
1 **Isi Password**

2 **Klik tombol Proceed**



Sistem akan menampilkan
Pop-Up Box untuk
Secure Token Activation

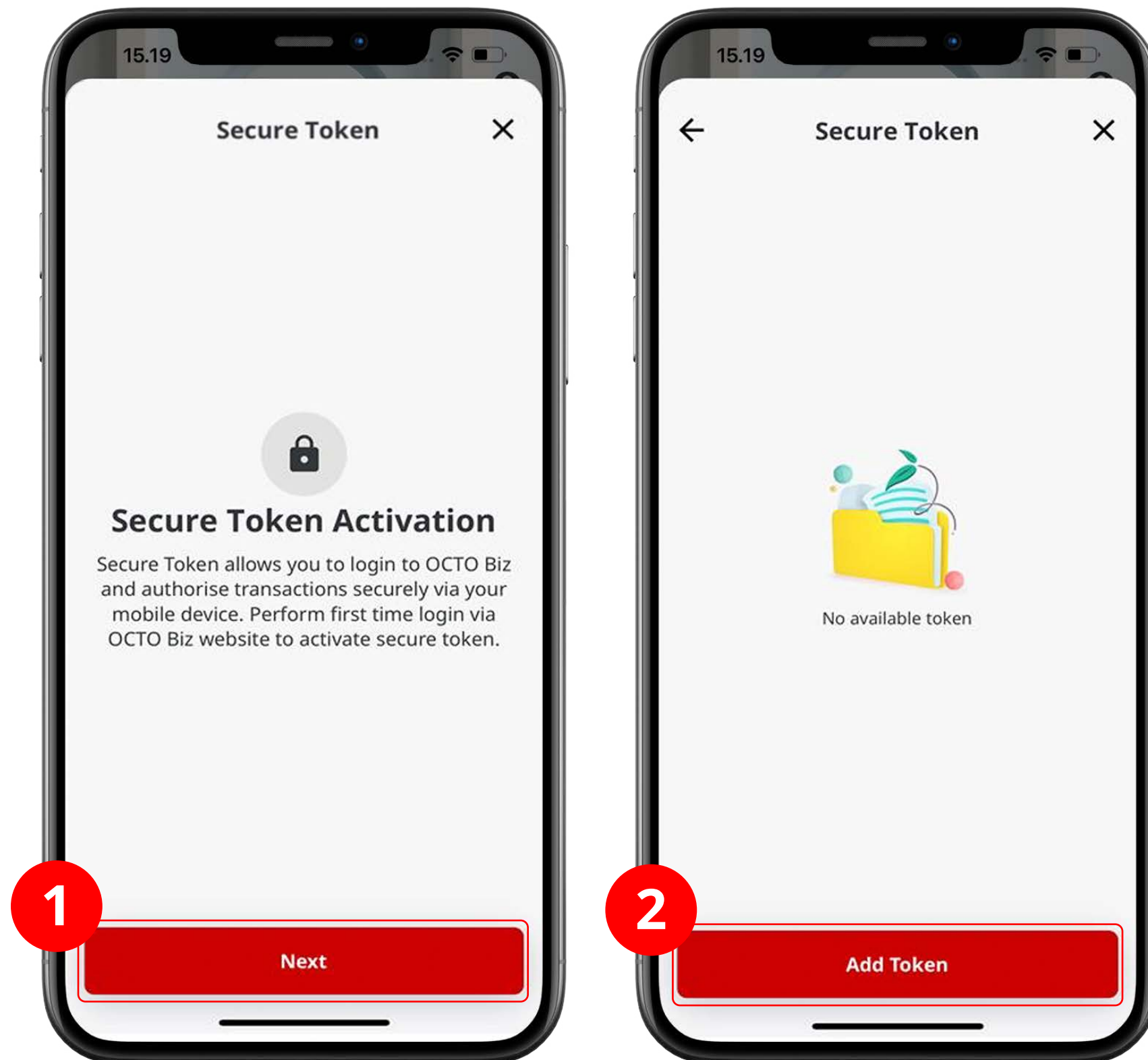
Langkah
04



Buka aplikasi **OCTO Biz** di ponsel,

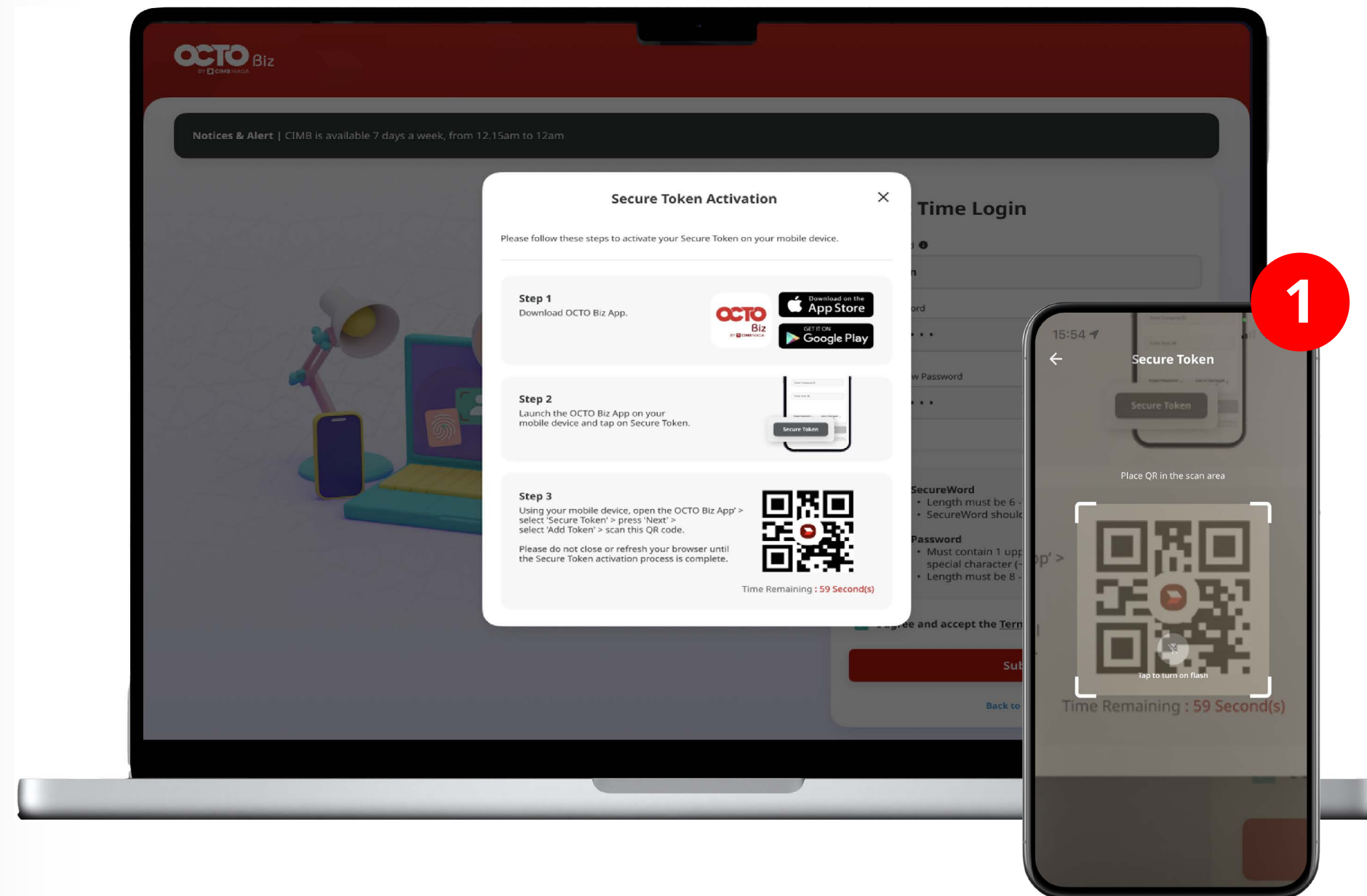
- 1 Klik tombol ***Secure Token***

Langkah
05



Sistem akan menampilkan halaman *Pop-Up* untuk ***Secure Token Activation***

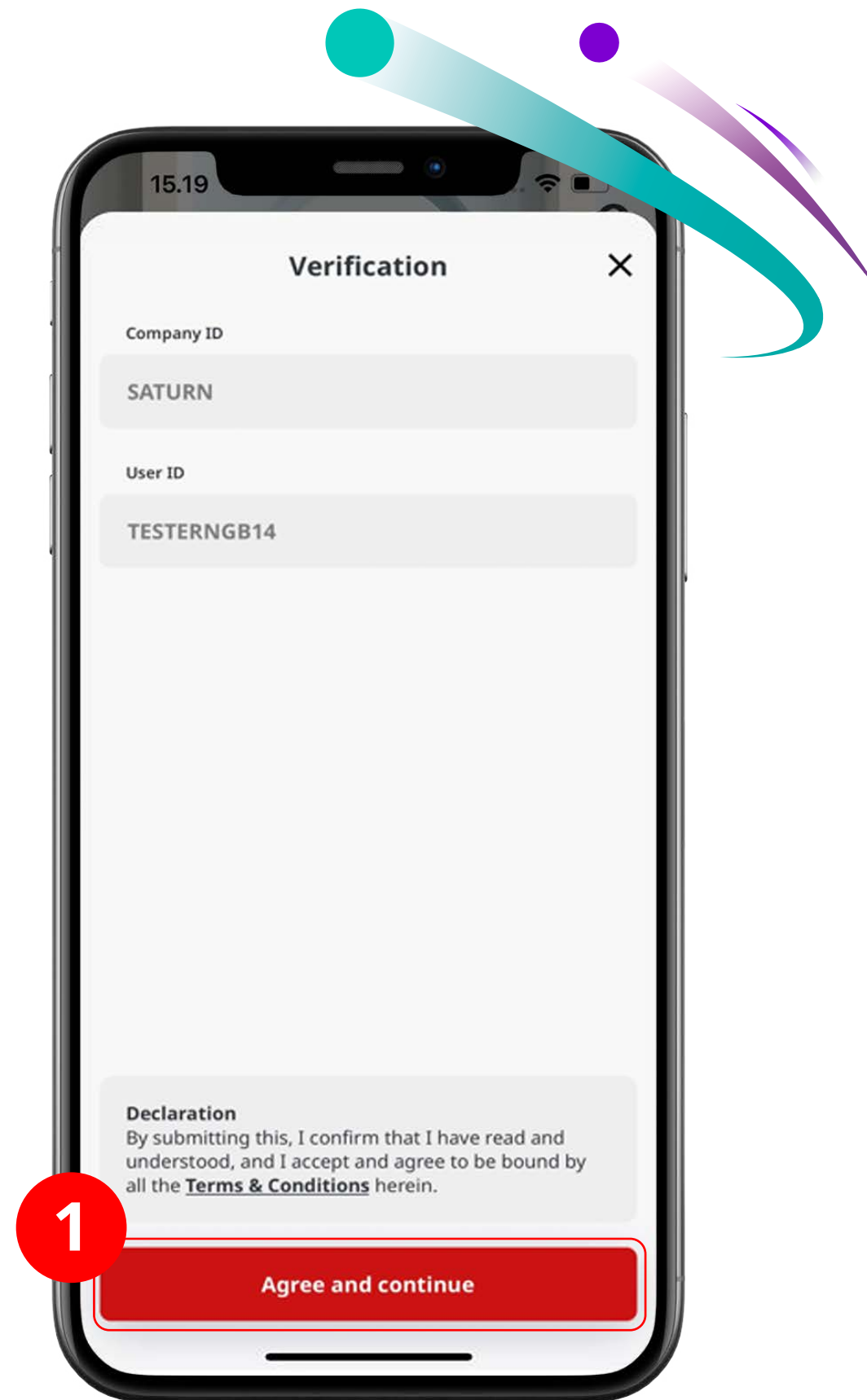
- 1 Klik tombol ***Next***
- 2 Klik ***Add Token***



Sistem akan menavigasikan ke halaman kamera

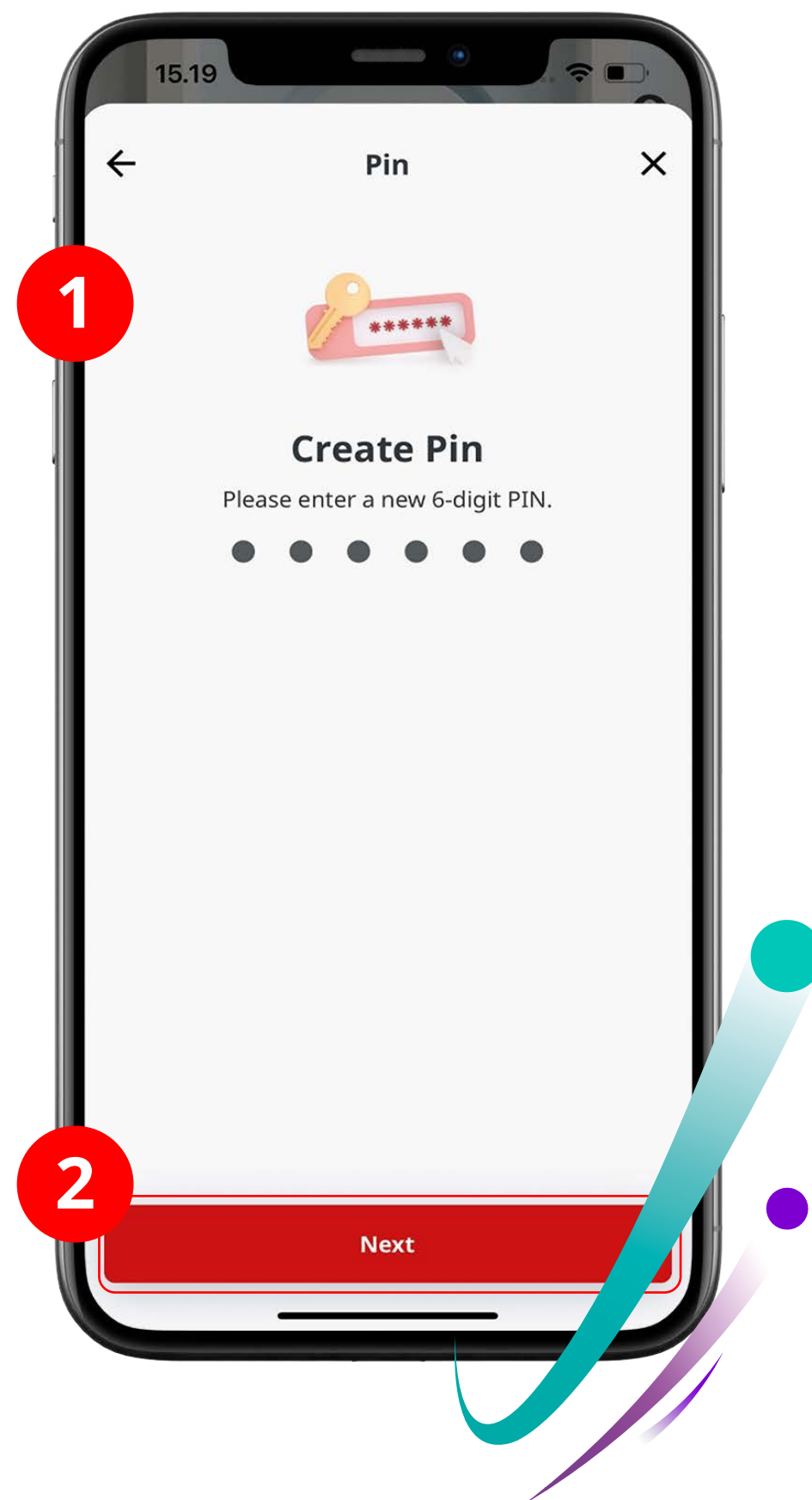
- 1 Sistem akan langsung mengarahkan ke halaman kamera untuk melakukan **scan QR Code** pada *pop-up* di *website*

Langkah
07



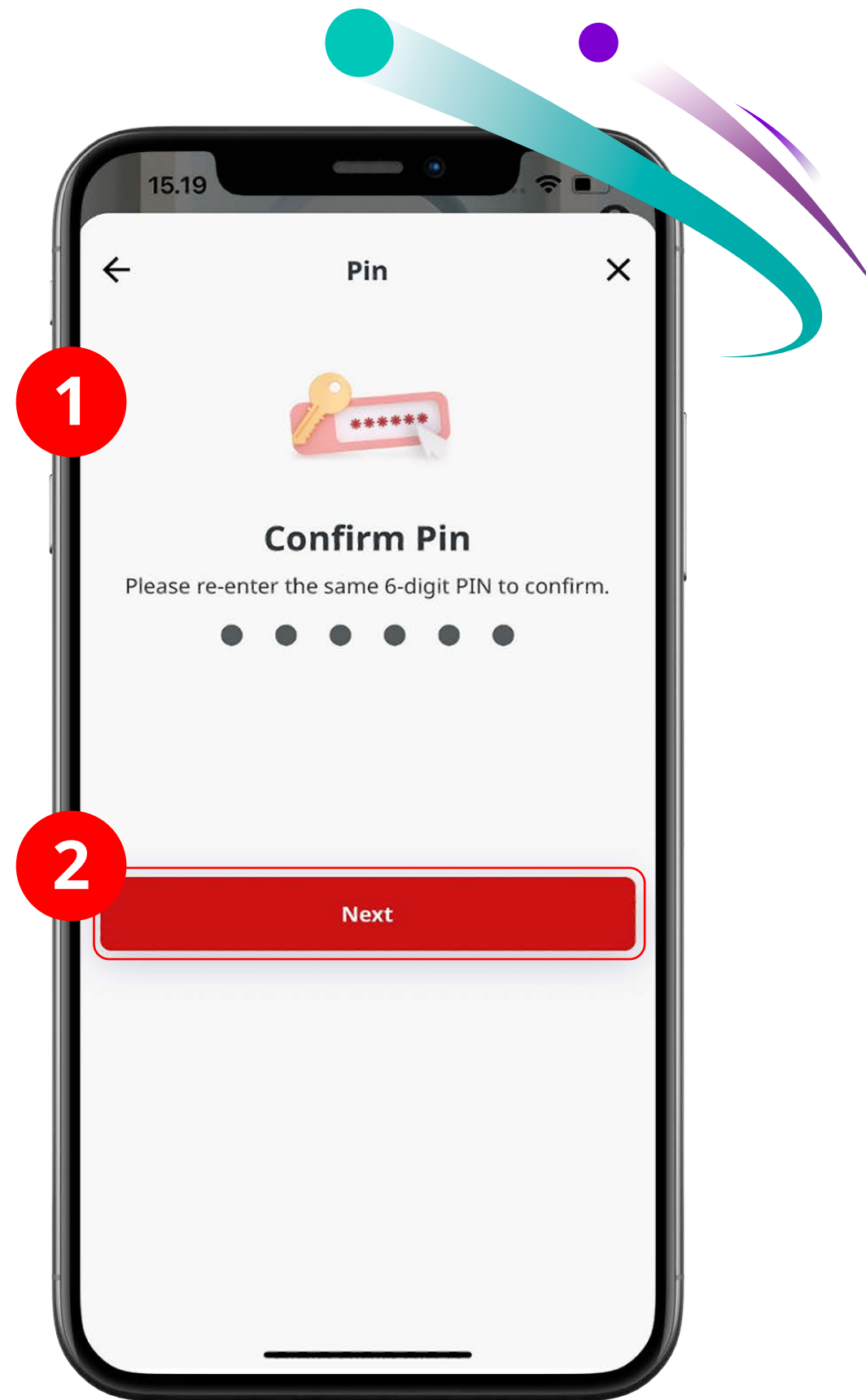
Sistem akan menampilkan halaman *Verification*

- 1 Klik tombol ***Agree and Continue***



Sistem akan menavigasikan ke halaman *Create Pin*

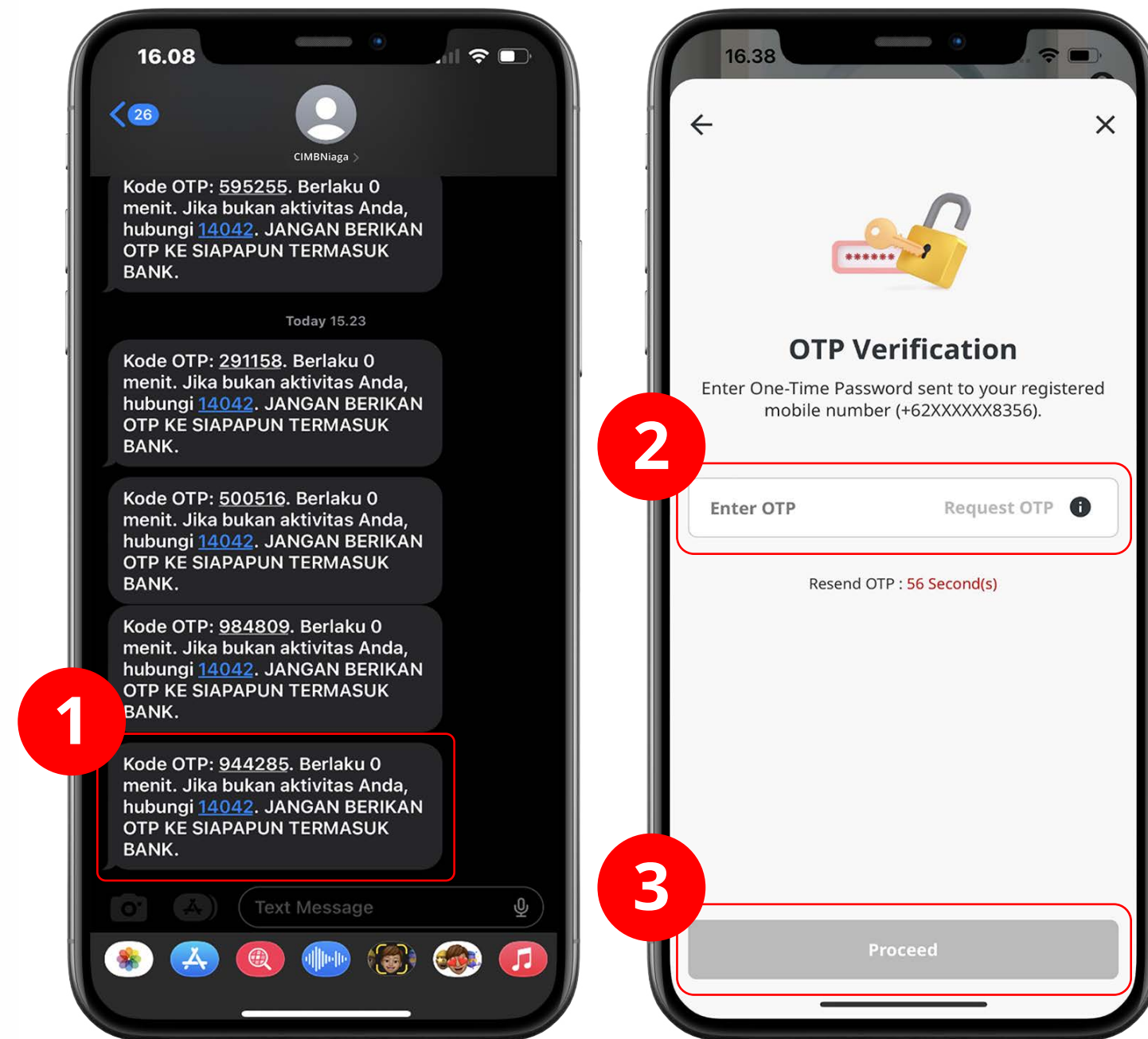
- 1 Masukkan ***Pin***
- 2 Klik tombol ***Next***



Sistem akan menavigasikan ke halaman *Confirm Pin*

- 1 Masukkan ***Pin*** yang sama
- 2 Klik tombol ***Next***

Langkah 10



Sistem akan menavigasikan ke halaman **OTP Verification**. Kode OTP akan dikirimkan ke nomor *mobile* yang terdaftar

- 1 Buka bagian pesan pada perangkat mobile untuk mendapatkan **OTP Code**
- 2 Isi bagian **OTP**
- 3 Klik tombol **Proceed**



Sistem akan menampilkan halaman **Successful**

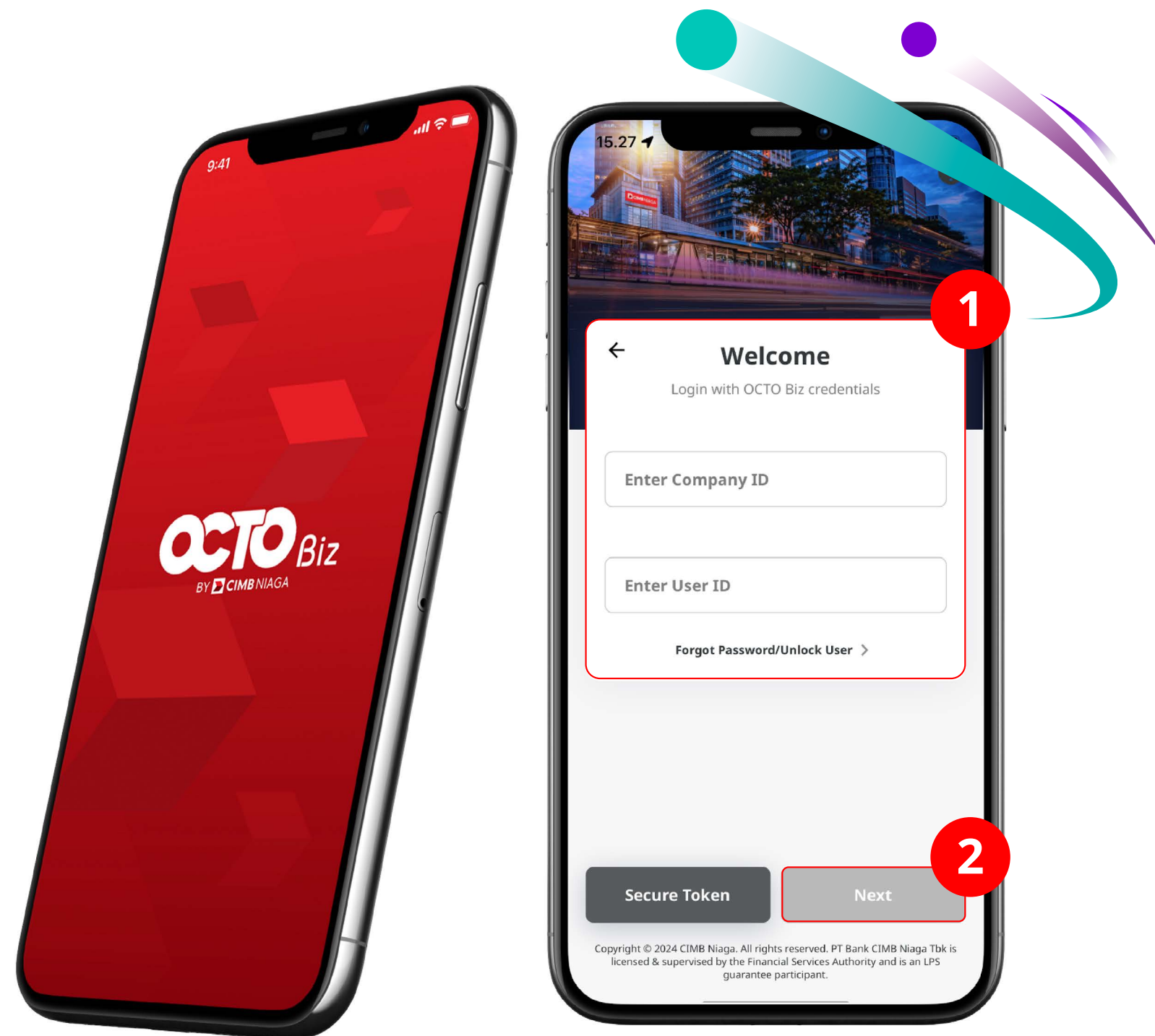
- 1 Klik tombol **Done**



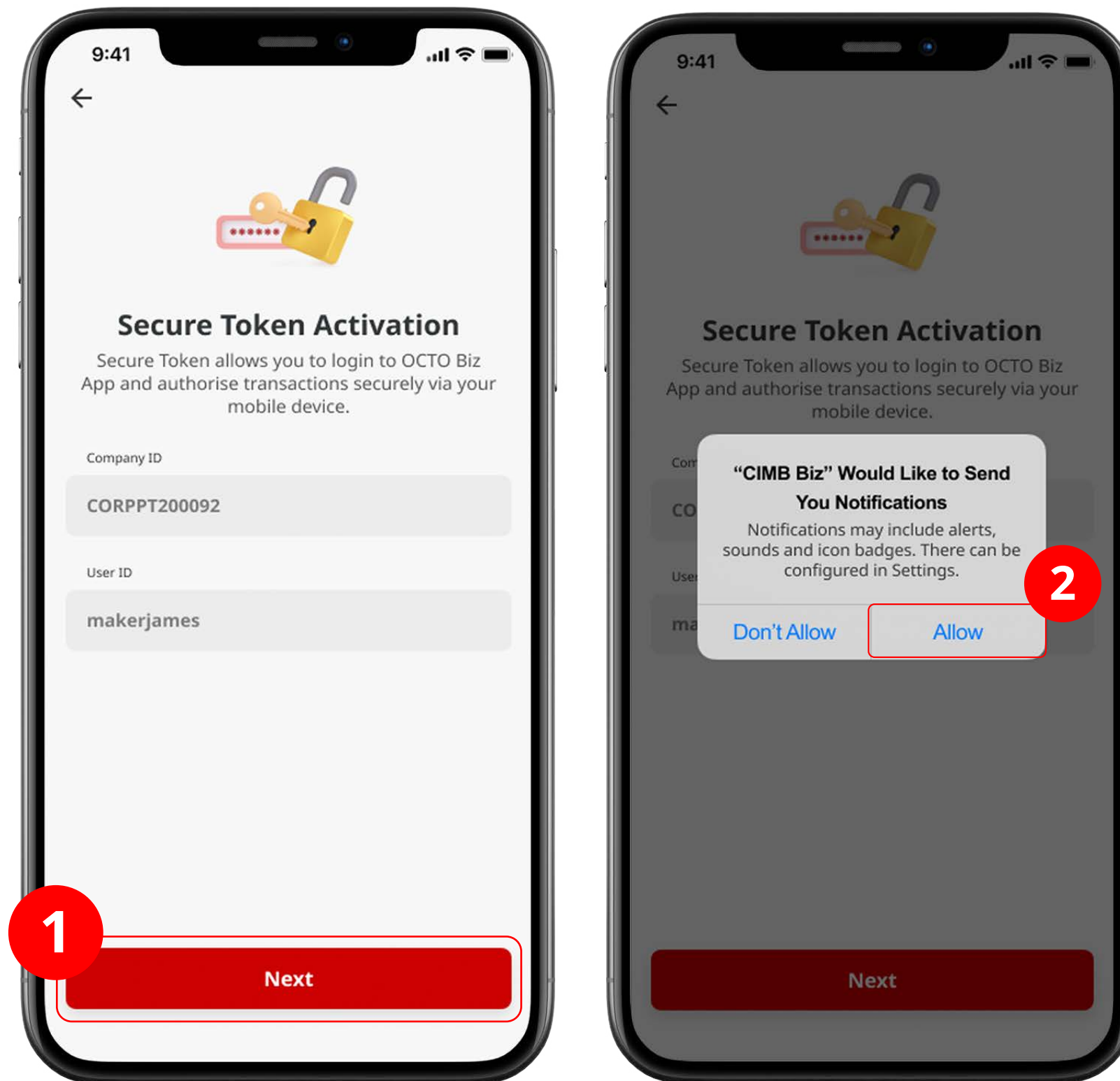
TUTORIAL APLIKASI OCTO Biz

MOBILE SECURE TOKEN ACTIVATION [Mobile]

Langkah 01



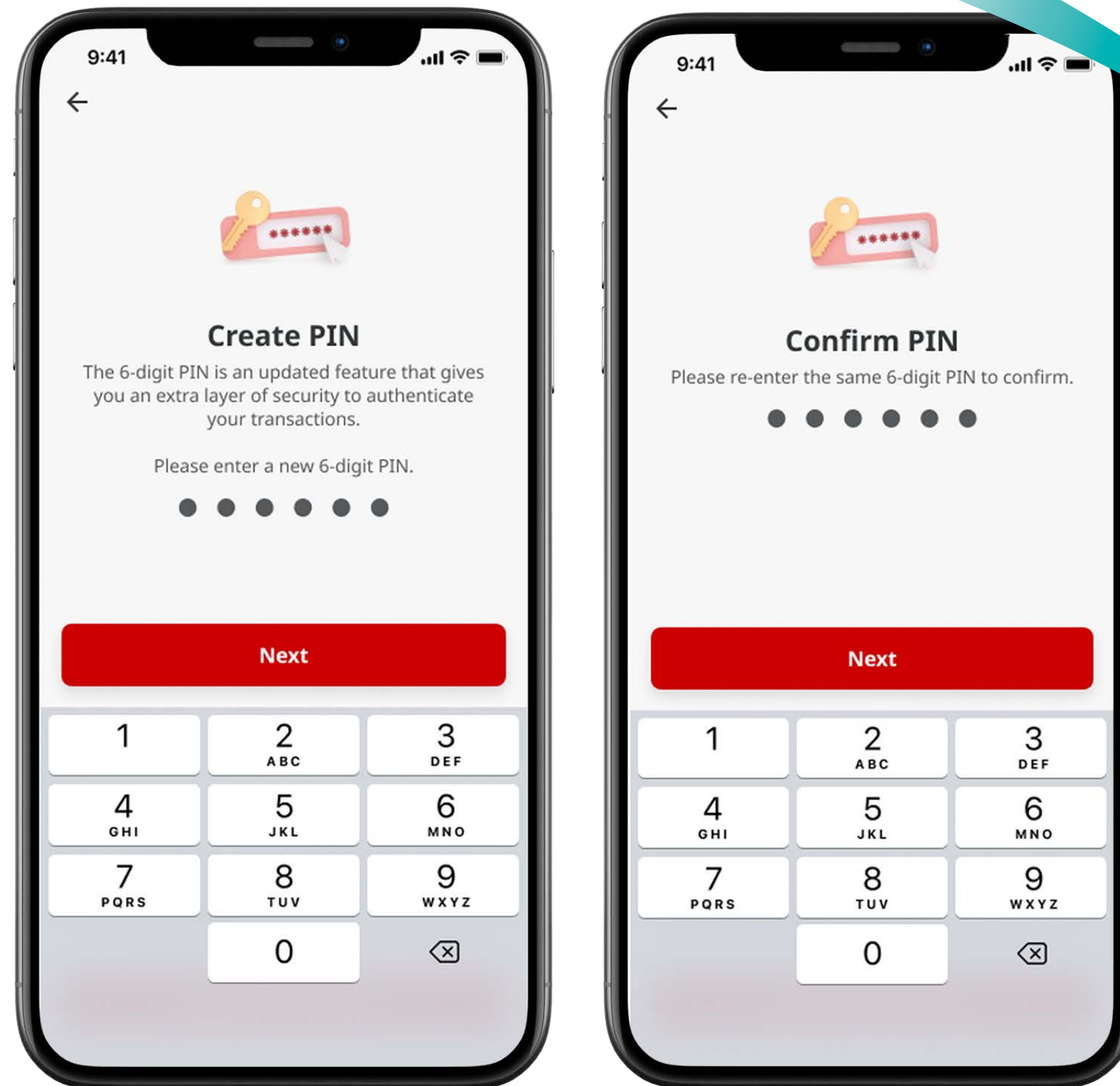
- 1 Akses halaman login, isi **Company & User ID**
- 2 Klik tombol **Next**



Sistem secara otomatis memunculkan halaman **secure token**

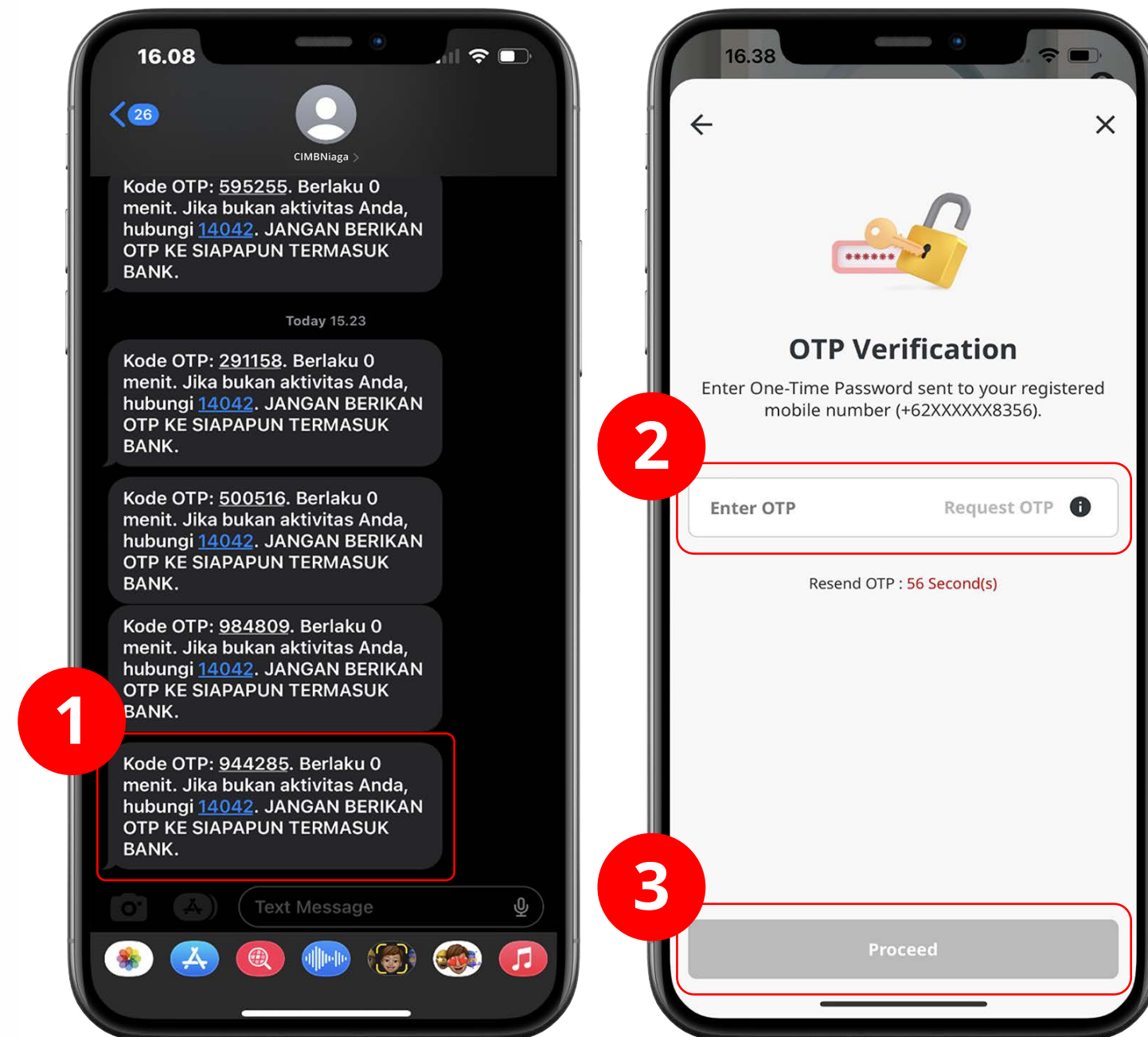
- 1 Klik tombol **Next**
- 2 Klik **Allow** untuk **Enable Push Notifications**

Langkah
03



Buat dan konfirmasi *Pin*

Langkah 04



Sistem akan menavigasikan ke halaman **OTP Verification**. Kode OTP akan dikirimkan ke nomor *mobile* yang terdaftar

- 1 Buka bagian pesan pada perangkat mobile untuk mendapatkan **OTP Code**
- 2 Isi bagian **OTP**
- 3 Klik tombol **Proceed**

Langkah
05



Sistem akan menampilkan halaman **Successful**

- 1 Klik tombol **Done**



OCTO Biz

BY  **CIMB NIAGA**