

The OCTO Biz logo, with 'OCTO' in a large, bold, white sans-serif font and 'Biz' in a smaller, white sans-serif font.

Account & Dashboard

Liquidity Management - Cash Sweeps

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Liquidity Management - Cash Sweeps

Account & Dashboard – Liquidity Management - Cash Sweeps merupakan salah satu fitur pada Octobiz yang dapat digunakan oleh Perusahaan untuk mengelola arus kas (cash flow), saldo rekening, dan kebutuhan dana harian secara otomatis dan efisien.

Fitur ini memudahkan untuk mengatur ketersediaan dana untuk operasional Perusahaan, serta mengoptimalkan kelebihan dana pada suatu rekening agar tidak menganggur

Account & Dashboard – Liquidity Management Cash Sweeps is one of the features in OCTO Biz that can be used by companies to automatically and efficiently manage cash flow, account balances, and daily funding needs.

This feature helps ensure the availability of funds for company operations and optimizes excess funds in an account so they do not remain idle.

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

Visit OCTO Biz Website on:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

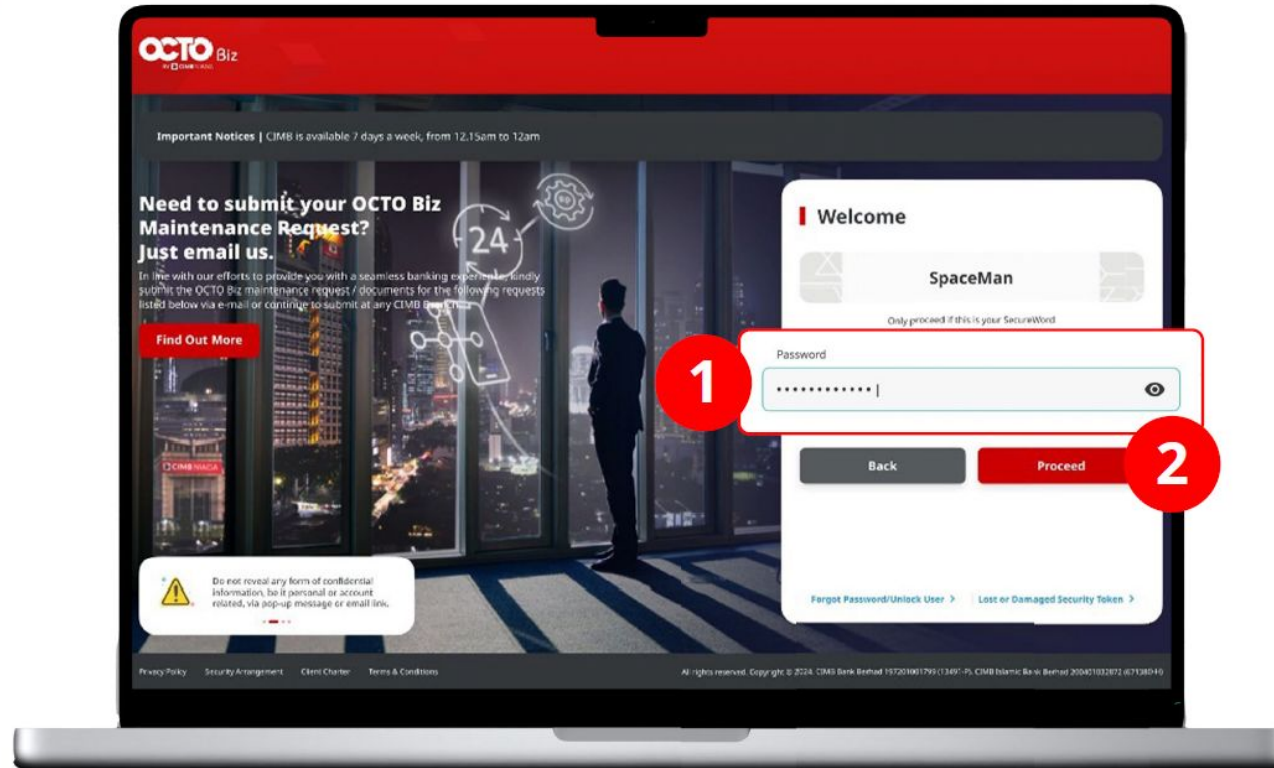
- 3 Klik **Next**

Click **Next**

LANGKAH

02

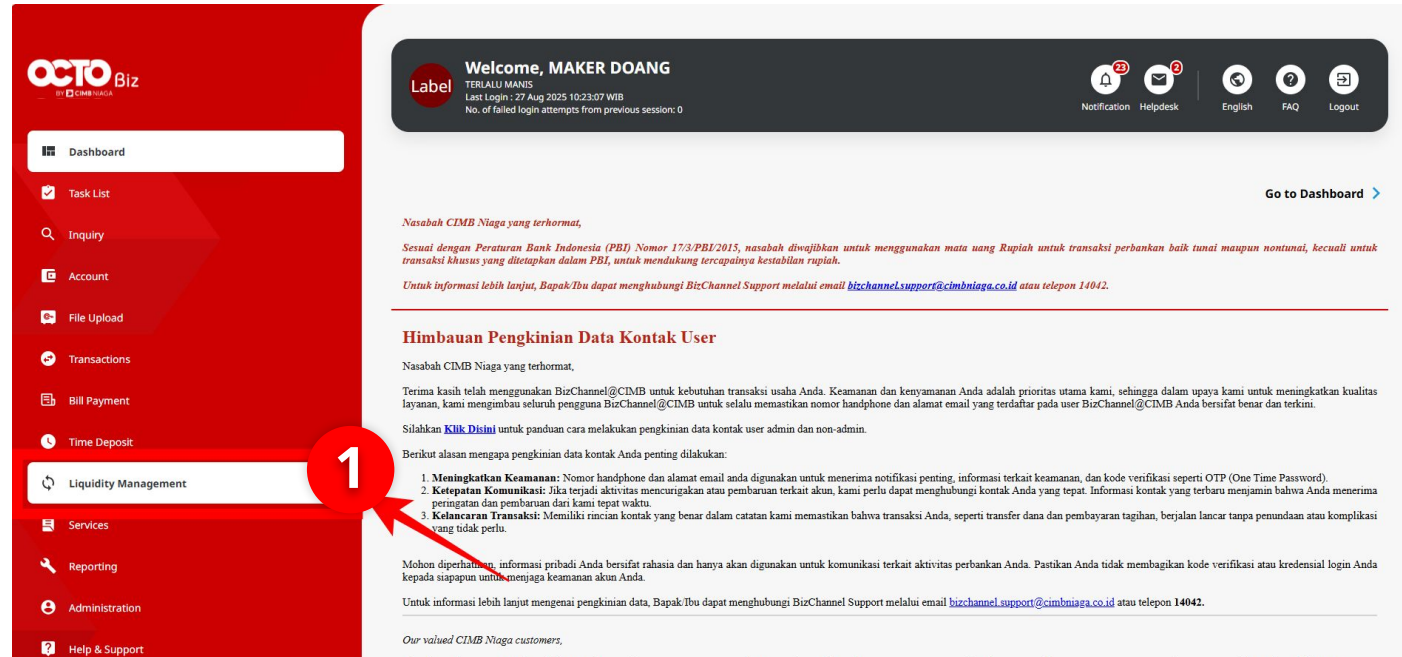
MAKER

**1** Isi **Password***Input Password***2** Klik **Proceed***Click Proceed*

LANGKAH

03

MAKER



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard page**

1 Arahkan Kursor ke bagian **Liquidity Management**

Navigate **Liquidity Management page**

The screenshot shows the 'Cash Sweeps' interface in the OCTO Biz system. It includes a sidebar with navigation options like Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management, Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and contains several sections: 'Main Account' (with a search bar and a red box labeled '1'), 'Sweep Back Account Options' (with 'To One Account' and 'To Debited Account' buttons), 'Execution Date' (with a date picker and a red box labeled '2'), 'Sub Account Information' (with 'Liquidity Options' and 'Cash Distribution' buttons, and a red box labeled '3'), and 'Participant Sweep Priority' (with a search bar). At the bottom, there are buttons for 'Add Another Sub Account', 'Save as Draft', and 'Next'.

Sistem akan menampilkan halaman **Cash Sweeps**

System will show the **Cash Sweeps** page

- 1 Pilih **Main Account** yang digunakan sebagai rekening penyalur

Select the **Main Account** that will be used as the **disbursement account**

- 2 Pilih **Execution Option***

Choose **Execution Option**

- 3 Pilih **opsi likuiditas** yang akan digunakan

Choose the **Liquidity options**

CATATAN:

* **One time Transaction** untuk **satu kali** eksekusi transaksi, dan **Recurring transaction** untuk **transaksi berulang**, sesuai dengan pilihan opsi (harian, bulanan, dan akhir bulan)

NOTE:

* **One-Time Transaction** is used for a **single execution** of a transaction, and **Recurring Transaction** is used for **repeated transactions** according to the selected option (daily, monthly, or end of month).

The screenshot shows the 'Cash Sweeps' form in the OCTO Biz interface. The form is divided into several sections: 'Main Account Information', 'Execution Date', and 'Sub Account Information'. Red circles with numbers 1, 2, and 3 highlight specific fields: 1 points to the 'Sub Account' field, 2 points to the 'Minimum Balance' and 'Maximum Balance' fields, and 3 points to the 'Next' button at the bottom right.

1 Sub Account *

800151977900-IDR ADXXKARDSATY

2 Minimum Balance *

1,000,000.00

3 Next

1 Untuk opsi *Cash Sweeps*, pilih ***Sub Account***

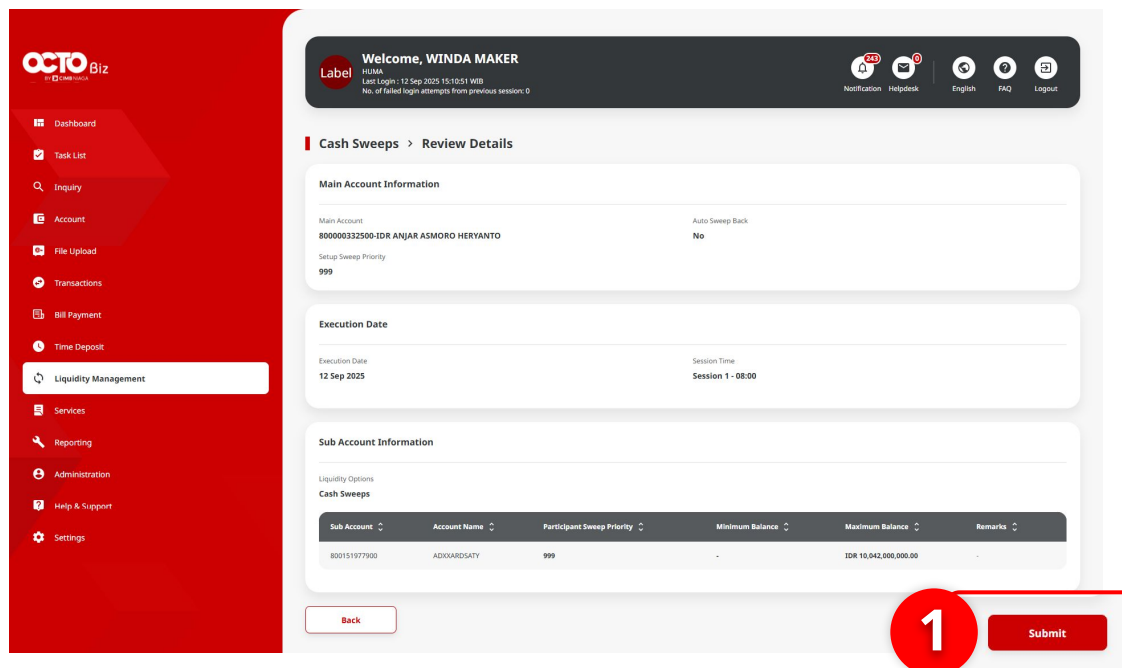
*For Cash Sweeps option, click ***Sub Account****

2 Input **minimum** dan atau **maksimum *balance***

*Input **minimum &/ Maximum *balance****

3 Jika sudah sesuai, klik ***Next***

*Click ***Next****



Sistem akan menampilkan halaman **Review Details**

System will show the **Review Details** page

1 Periksa seluruh **detail**, jika sudah sesuai klik **Submit**

Check all details, click **Submit**

WELCOME, WINDA MAKER

Label HUMAN
Last Login: 12 Sep 2025 15:10:51 WIB
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Cash Sweeps > Acknowledgement

Submitted for approval ✓

Reference No.: 1LS250912000001824 Submitted On: 12 Sep 2025 18:06:29 WIB

Liquidity Reference No.
1LS250912000000264

Main Account Information

Main Account: 80000332500-IDR ANJAR ASMORO HERYANTO Auto Sweep Back: No
Setup Sweep Priority: 999

Execution Date

Execution Date: 12 Sep 2025 Session Time: Session 1 - 08:00

Sub Account Information

Liquidity Options
Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks	Status	Reason
1LS2509120000002320	80015197700	ADXXARDSATY	999	-	IDR 10,042,000,000.00	-	Pending Approval	-

Print Save As Template Make Another Transaction

Sistem akan menampilkan halaman **acknowledgement**

*System will show the **acknowledgement** page*

Untuk melakukan **approval transaksi** kunjungi:

*To **Approve transaction**, visit **page**:*

20 Mobile Approval

42 Website Approval

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction



- 1 Kunjungi Website OCTO Biz di:
www.octobiz.co.id

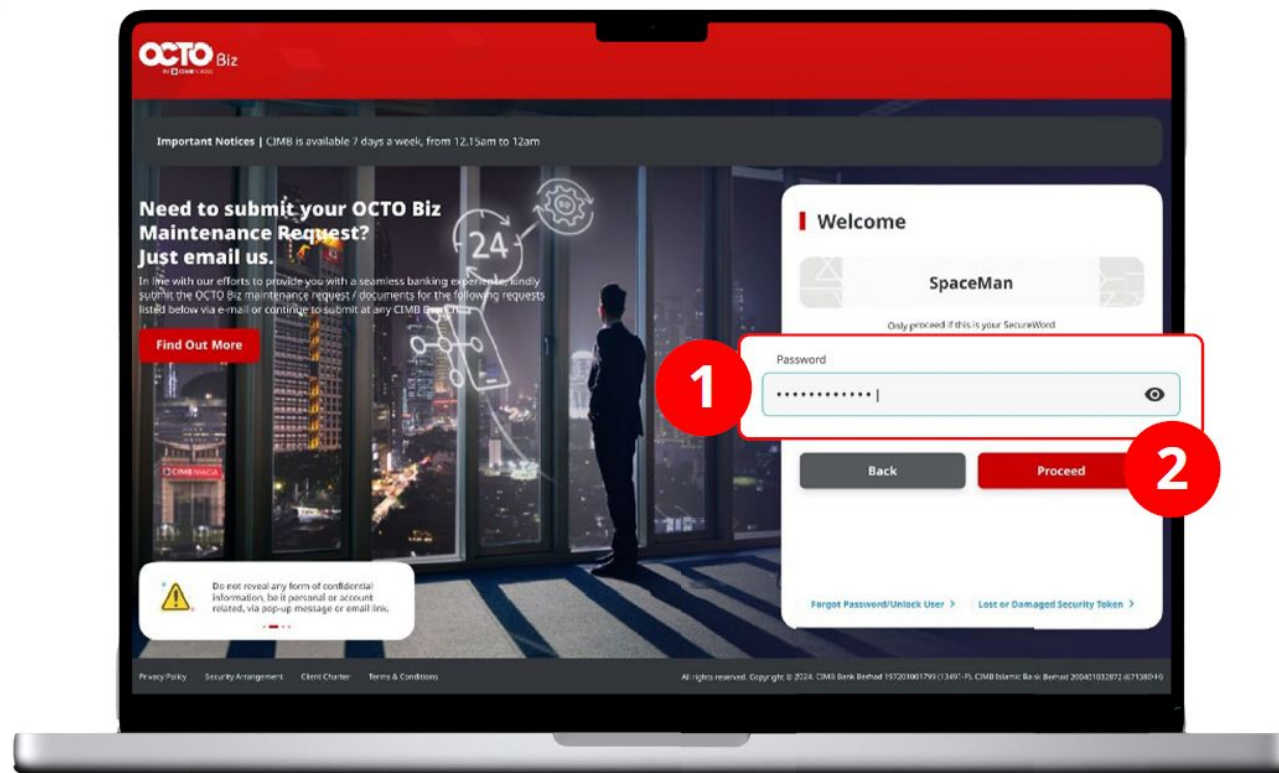
Visit OCTO Biz Website on:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

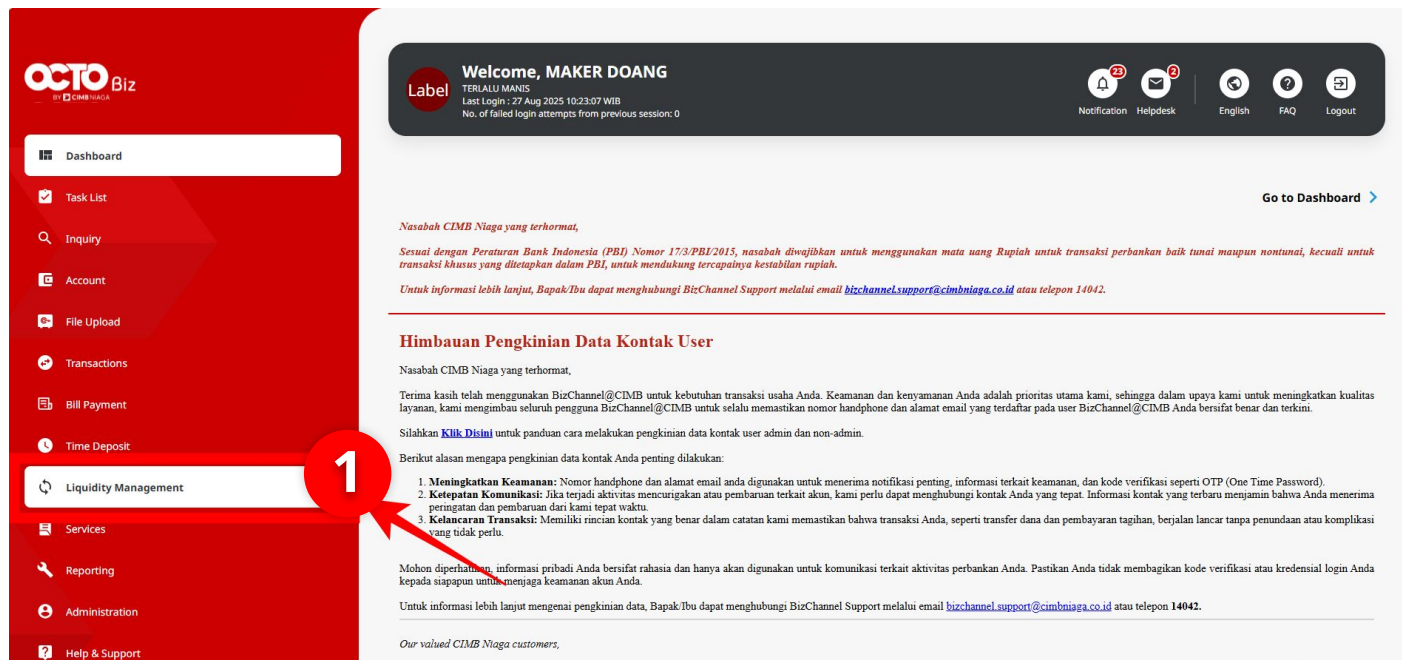


1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show **Dashboard page**

1 Arahkan Kursor ke bagian **Liquidity Management**

Navigate to **Liquidity Management**

The screenshot shows the OCTO Biz interface for creating Cash Sweeps. The left sidebar contains a menu with items like Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management (highlighted), Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and includes a 'Saved Template' button. It is divided into sections: 'Main Account Information' with a 'Main Account' field (containing '800000332500-IDR ANJAR ASMORO HERYANTO') and an 'Auto Sweep Back' checkbox; 'Sweep Back Account Options' with 'To One Account' and 'To Debited Account' tabs, a 'Sweep Back Account' field (containing '800010500100-IDR ERNA ERNAAAA'), and a 'Setup Sweep Priority' field; 'Options' with 'One Time Transaction' and 'Recurring Transaction' tabs; 'Sub Account Information' with 'Liquidity Options' (containing 'Cash Sweeps' and 'Cash Distribution'), 'Sub Account' field (containing '800147731000-IDR MUCACA MUCO'), 'Participant Sweep Priority' field, 'Currency' and 'Minimum Balance' fields (both set to 'IDR - INDONESIA R...' and '140,000.00'), and 'Currency' and 'Maximum Balance' fields (both set to 'IDR - INDONESIA R...' and 'Enter'). There is also a 'Remarks' field. At the bottom, there are buttons for 'Add Another Sub Account', 'Save as Draft', and 'Next'.

Sistem akan menampilkan halaman **Cash Sweeps**

System will show the **Cash Sweeps** page

- 1 Pilih **Main Account** yang digunakan sebagai rekening penyalur dan centang bagian **Auto Sweep Back**

Choose **Main Account** that used by the **disbursement account** and tick on **Auto Sweep Back** part

- 2 Masukkan **detail Sweep back Account**

Input the **Sweep Back Account** detail

- 3 Pilih **Execution Option***

Choose **Execution Option***

CATATAN:

* **One time Transaction** untuk **satu kali** eksekusi transaksi, dan **Recurring transaction** untuk **transaksi berulang**, sesuai dengan pilihan opsi (harian, bulanan, dan akhir bulan)

NOTE:

* **One-Time Transaction** is used for a **single execution** of a transaction, and **Recurring Transaction** is used for **repeated transactions** according to the selected option (daily, monthly, or end of month).

The screenshot shows the OCTO Biz Cash Sweeps interface. The left sidebar contains a menu with options: Dashboard, Task List, Inquiry, Account, File Upload, Transactions, Bill Payment, Time Deposit, Liquidity Management (highlighted), Services, Reporting, Administration, Help & Support, and Settings. The main content area is titled 'Cash Sweeps' and includes a 'Saved Template' button. The interface is divided into several sections: 'Main Account Information' with a 'Main Account' field (800000332500-IDR ANJAR ASMORO HERYANTO) and an 'Auto Sweep Back' checkbox; 'Sweep Back Account Options' with 'To One Account' and 'To Debited Account' buttons; 'Sweep Back Account' field (80010500100-IDR ERNA ERNAAA) and 'Setup Sweep Priority' dropdown; 'Execution Date' section with 'Options' (One Time Transaction, Recurring Transaction) and 'Execution Date' (13 Sep 2025); 'Sub Account Information' section with 'Liquidity Options' (Cash Sweeps, Cash Distribution) and 'Sub Account' field (800147731000-IDR MUCACA MUCO); 'Currency' and 'Minimum Balance' fields (IDR - INDONESIA R., 140,000.00); and 'Currency' and 'Maximum Balance' fields (IDR - INDONESIA R., Enter). At the bottom, there are buttons for 'Add Another Sub Account', 'Save as Draft', and 'Next' (highlighted with a red circle and the number 4).

1 Pilih **opsi likuiditas** yang akan digunakan

*Choose the **Liquidity option***

2 Untuk opsi **Cash Sweeps**, pilih **Sub Account**

*For **Cash Sweeps** option, choose **Sub Account***

3 Input **minimum** dan atau **maksimum balance**

*Input **minimum &/ Maximum balance***

4 Jika sudah sesuai, klik **Next**

*Click **Next***

OCTO Biz
BY CIMB NIAGA

Dashboard
Task List
Inquiry
Account
File Upload
Transactions
Bill Payment
Time Deposit
Liquidity Management
Services
Reporting
Administration
Help & Support
Settings

Welcome, WINDA MAKER
HUMA
Last Login : 13 Sep 2025 01:43:30 WIB
No. of failed login attempts from previous session: 0

Notification Helpdesk English FAQ Logout

Cash Sweeps > Review Details

Main Account Information

Main Account: 800000332500-IDR ANJAR ASMORO HERYANTO
Auto Sweep Back: Yes

Sweep Back Account Options:
To One Account
Sweep Back Account: 800010500100-IDR ERNA ERNAAAA
Setup Sweep Priority: 999

Execution Date

Execution Date: 13 Sep 2025

Sub Account Information

Liquidity Options
Cash Sweeps

Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks
800147731000	MUCACA MUCO	999	IDR 140,000.00	-	-

Back Submit

Sistem akan menampilkan halaman **Review Details**

System will show the **Review Details** page

1 Periksa seluruh **detail**, jika sudah sesuai klik **Submit**

Check all details, click **Submit**

WELCOME, WINDA MAKER

Cash Sweeps > Acknowledgement

Submitted for approval ✓

Reference No. : ILM2509130000006345 Submitted On : 13 Sep 2025 23:31:41 WIB

Liquidity Reference No.
ILS2509130000000006

Main Account Information

Main Account 800000332500-IDR ANJAR ASMORO HERVANTO	Auto Sweep Back Yes
Sweep Back Account Options	
To One Account	
Sweep Back Account 800010500100-IDR ERNA ERNAAAA	Setup Sweep Priority 999

Execution Date

Execution Date:
13 Sep 2025

Sub Account Information

Liquidity Options
Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks	Status	Reason
ILS2509130000000006	800147731000	MUCACA MUCO	999	IDR 140,000.00	-	-	Pending Approval	-

Print Save As Template Make Another Transaction

Sistem akan menampilkan halaman **acknowledgement**

*System will show the **acknowledgement** page*

Untuk melakukan **approval transaksi** kunjungi:

*To **Approve transaction**, visit **page**:*

20 Mobile Approval

42 Website Approval

Account & Dashboard

Liquidity Management - Cash Sweeps

Create Cash Sweeps

Create Cash Sweeps - Sweep back

Approve Transaction

Account & Dashboard

Liquidity Management - Cash Sweeps

Approve Transaction

*Website
Approval*

*Mobile
Approval*



- 1 Kunjungi Website OCTO Biz di:
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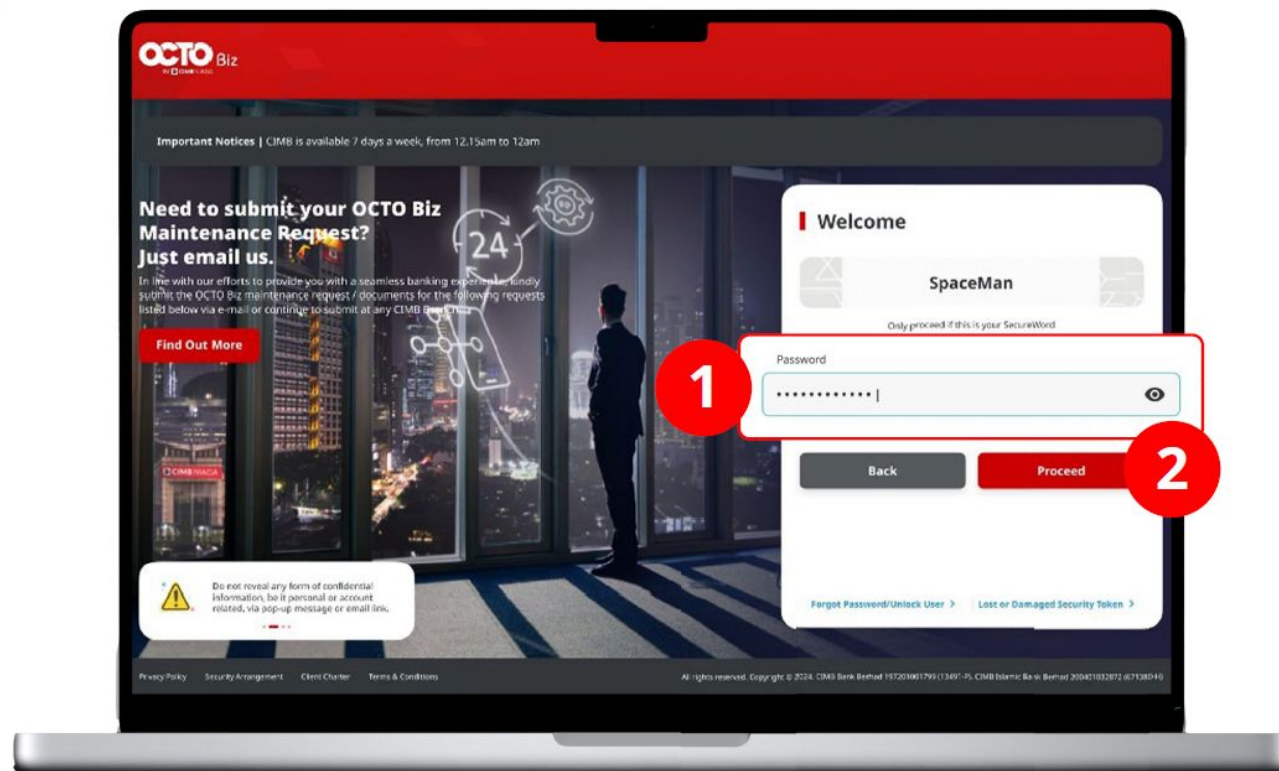
Visit OCTO Biz Website on:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

- 3 Klik **Next**

Click **Next**

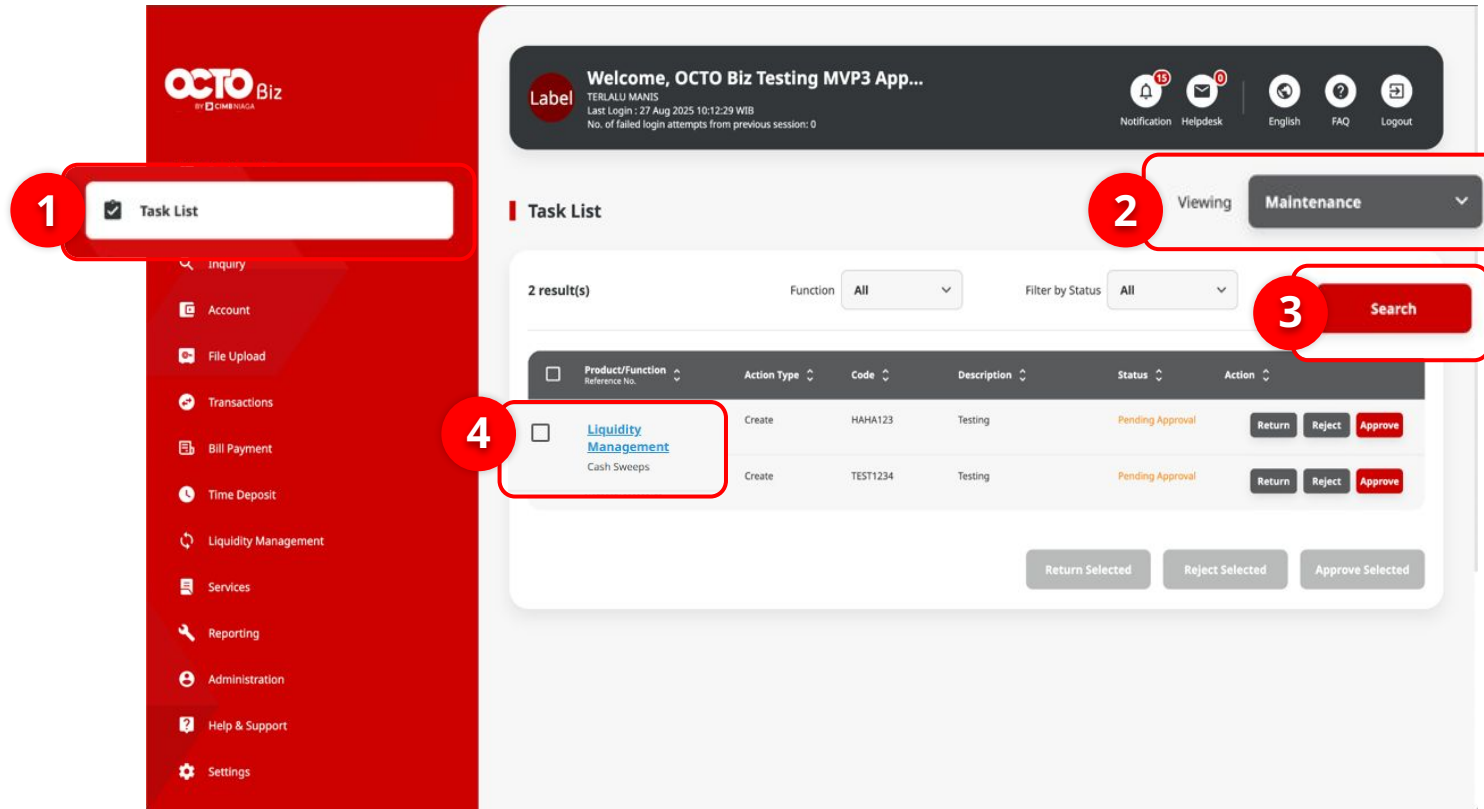


- 1 Isi **Password**
Input password
- 2 Klik **Proceed**
Click Proceed

LANGKAH

03

APPROVER



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Klik **Task List**

Click **Task List**

2 Pilih **Maintenance** sebagai **viewing**

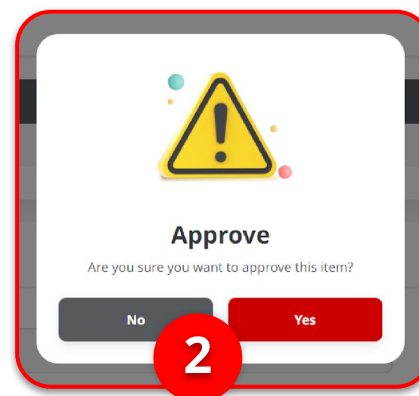
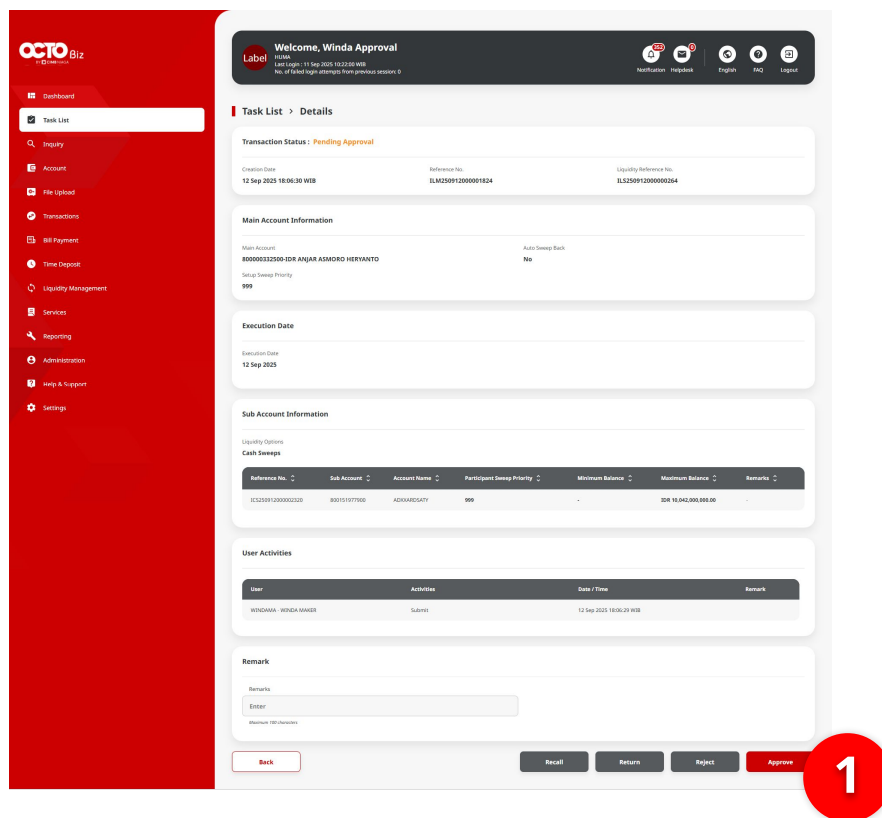
Choose **Maintenance** as **Viewing**

3 Klik **Search**

Click **Search**

4 Klik **hyperlink** Transaksi

Click **Transaction Hyperlink**



Tinjau ulang transaksi yang telah di kirim **Maker**,

Review Transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

2 Klik **Yes**

Click Yes

LANGKAH

05

APPROVER

OCTOBiz

by CIMB NIAGA

Dashboard

Task List

Inquiry

Account

File Upload

Transactions

Bill Payment

Time Deposit

Liquidity Management

Services

Reporting

Administration

Help & Support

Settings

Welcome, Winda Approval

Winda

Last Login: 13 Sep 2025 01:42:28 WIB

No. of Failed Login attempts from previous session: 0

Notification

Helpdesk

English

FAQ

Logout

Task List > Acknowledgement

Successful

Reference No. : ILK250913000000045

Approved On : 13 Sep 2025 23:53:42 WIB

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

Note: System will perform sweep back of successful transaction, please ensure the account(s) have sufficient funds. Refer to the Transaction Status Inquiry for the latest updated details.

Creation Date

13 Sep 2025 23:31:41 WIB

Liquidity Reference No.

ILK250913000000006

Main Account Information

Main Account

800000332506-IDR ANJAR ASMORO HERVANTO

Auto Sweep Back

Yes

Sweep Back Account Options

To One Account

Sweep Back Account

800010500100-IDR ERNA ERNAAAA

Setup Sweep Priority

999

Execution Date

Execution Date

13 Sep 2025

Sub Account Information - 2 Item(s)

Liquidity System

Cash Sweeps

Reference No.	Sub Account	Account Name	Participant Sweep Priority	Minimum Balance	Maximum Balance	Remarks	Status	Reason
ILK250913000000006	800147731000	MUKJKA MUJO	999	IDR 140,000.00	-	-	Successful	-
ILK250913000000007	800147731000	MUKJKA MUJO	999	IDR 140,000.00	-	-	In Progress	Create Reverse Sweep

User Activities

User	Activities	Date / Time	Remark
WINDAAGA - WINDA MAKER	Submit	13 Sep 2025 23:31:41 WIB	
WINDA98 - Winda Approval	Approve	13 Sep 2025 23:53:42 WIB	

Print

Done

Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

Once succeed, system will show the acknowledgement page

OCTOBiz
BY CIMB NIAGA

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Account & Dashboard

Liquidity Management - Cash Sweeps

Approve Transaction

*Website
Approval*

*Mobile
Approval*

LANGKAH

01

APPROVER



- 1 **Login** sebagai **approver** dengan
Klik **Password Login**

*Login as **approver** using click
Password Login*

- 2 Masukkan **Password**

*Input **Password***

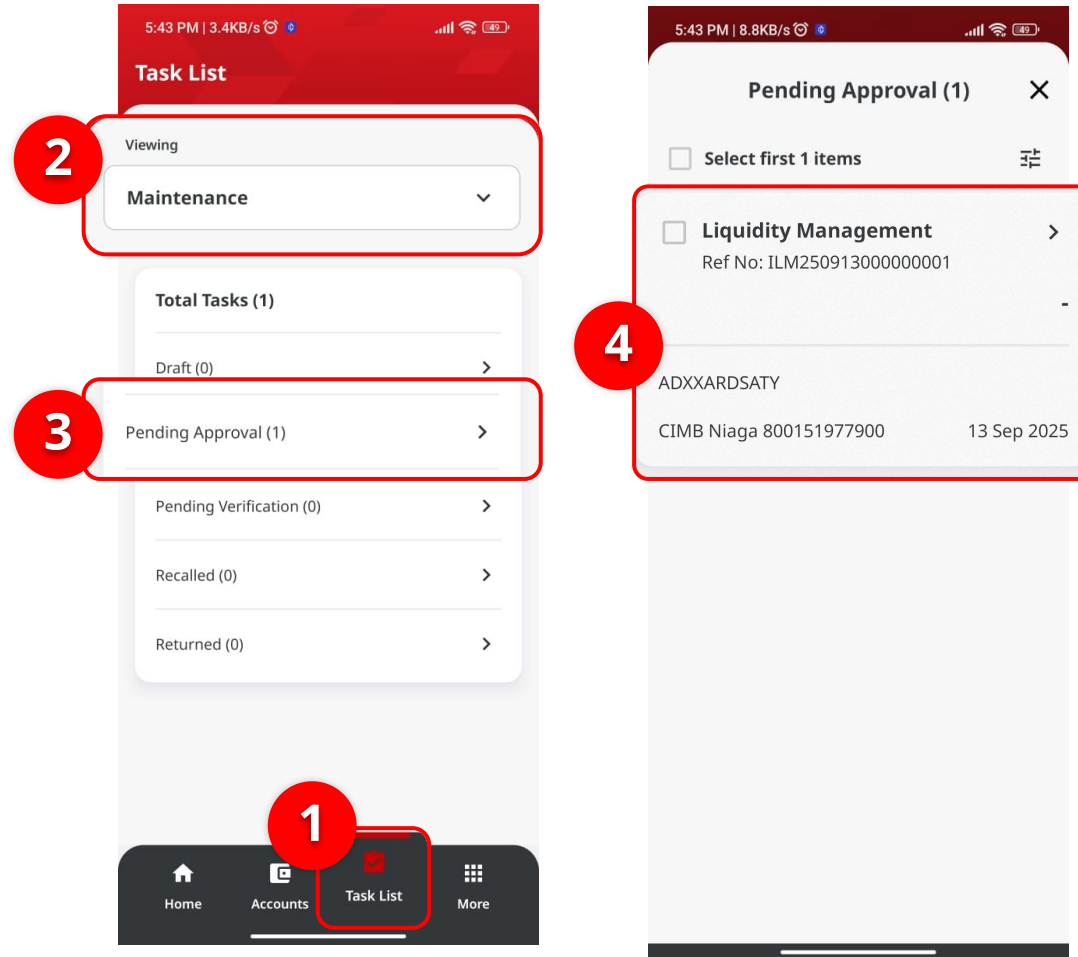
- 3 Klik **Proceed**

*Click **Proceed***

LANGKAH

02

APPROVER



1 Klik **Task list**

Click Task List

2 Pilih **Transaction** sebagai **viewing**

Choose Transaction as viewing

3 Klik **Pending Approval**

Click Pending Approval

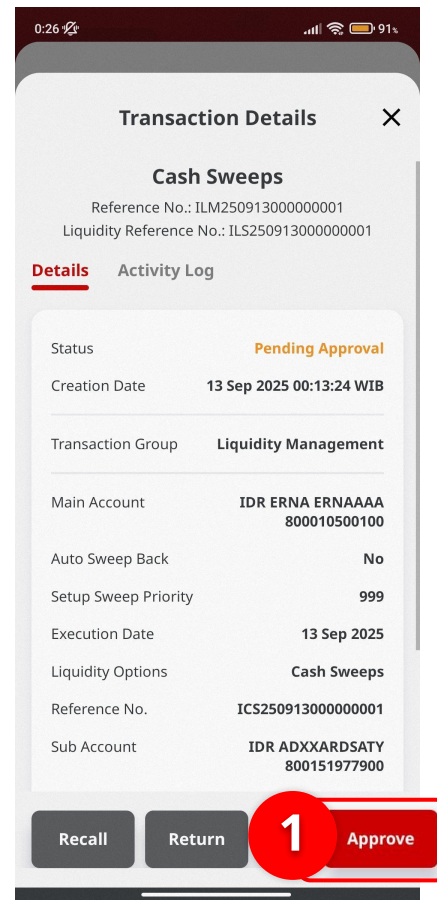
4 Klik **transaksi** yang akan di **approve**

Choose Transaction

LANGKAH

03

APPROVER



Tinjau ulang transaksi yang telah di kirim **maker**,

Review transaction

1 Jika sudah sesuai, klik **Approve**

Click Approve

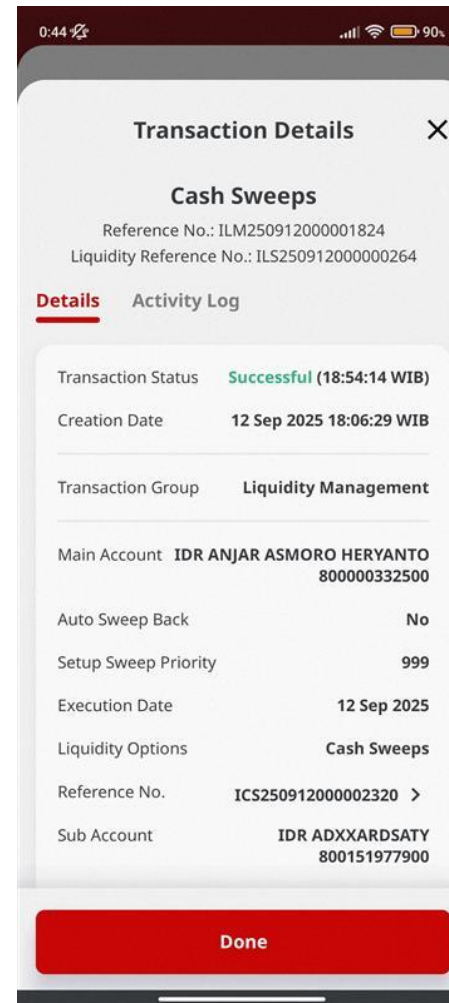
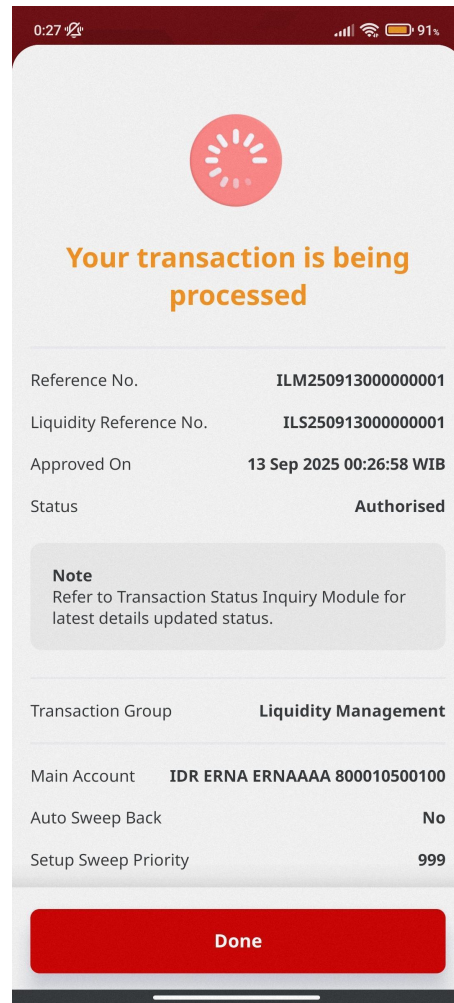
2 Klik **Yes**

Click Yes

LANGKAH

04

APPROVER



Jika transaksi Berhasil, sistem akan menampilkan **halaman Acknowledgement**

Once succeed, system will show the acknowledgement page



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BY  **CIMB NIAGA**

