

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

Portfolio Foreign Currency Account

Website

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Account & Dashboard

Portfolio Foreign Currency Account

Account & Dashboard – Portfolio Foreign Currency Account berfungsi untuk memeriksa akun ***Foreign Currency*** pada Portfolio

Account & Dashboard - Portfolio Foreign Currency Account is used to check the ***Foreign Currency Account*** activity on portfolio



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

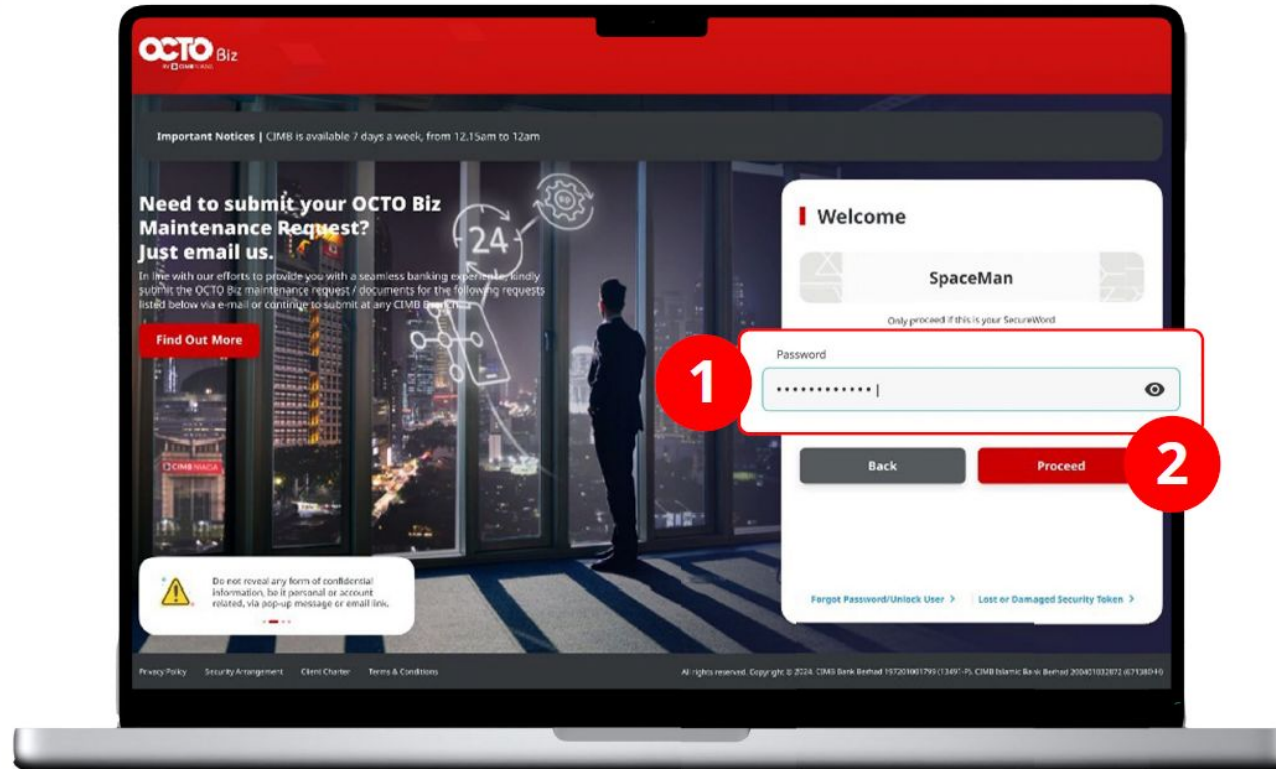
Visit OCTO Biz website on:
www.octobiz.co.id

- 2 Masuk dengan menggunakan
User & Company ID

Login using **User & Company ID**

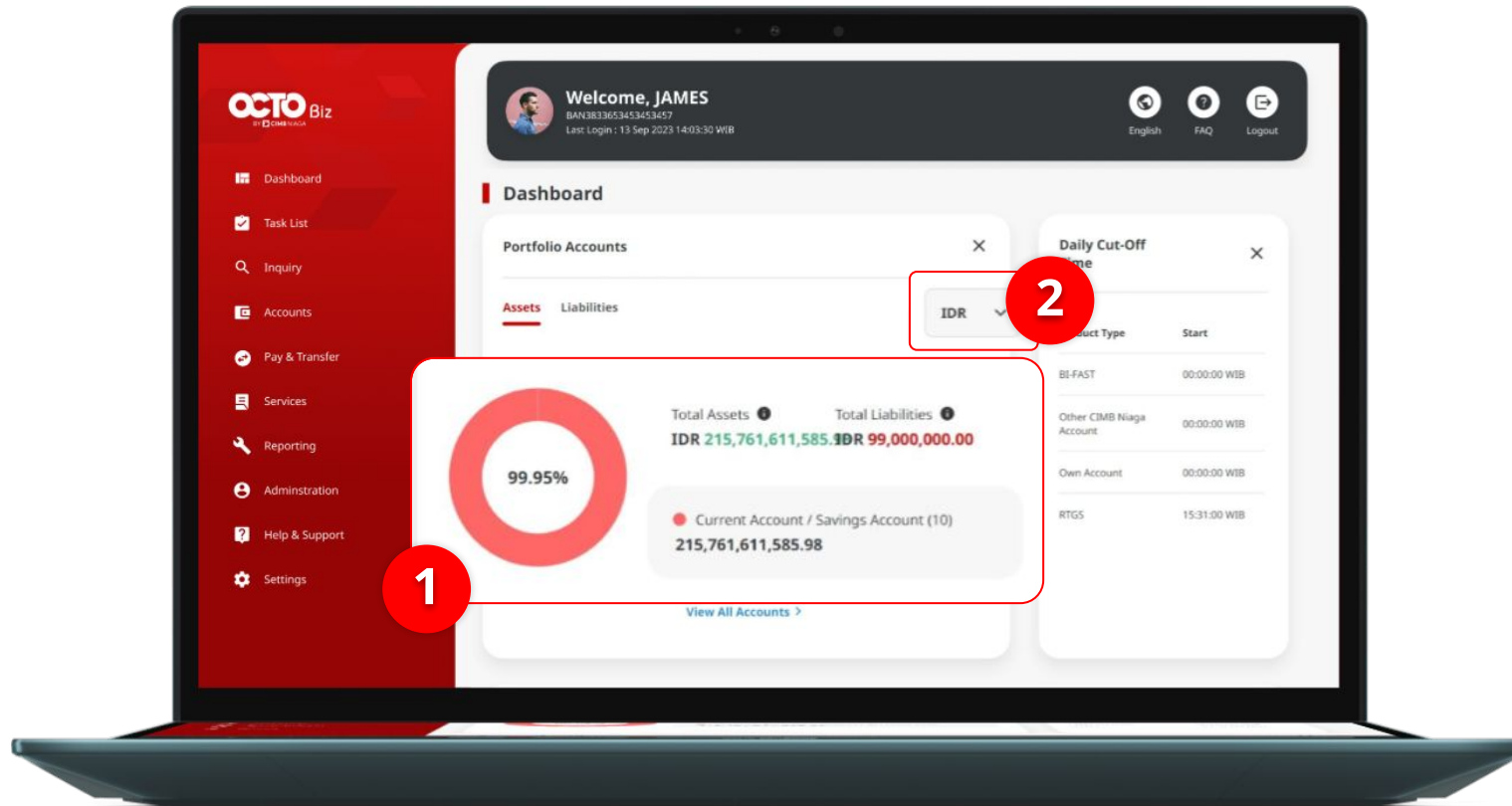
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show **dashboard** page

- 1 Sistem akan menampilkan **Portfolio Summary** pada **Dashboard**

System will show **Portfolio summary** on **Dashboard**

- 2 User dapat mengganti **Currency** sesuai dengan kebutuhan

User can change the **currency**

Portfolio Overview

Konversi Currency

Assets Tab

Liabilities Tab

Portfolio Overview

Konversi Currency

Assets Tab

Catatan: Setelah pengguna mengubah **Currency** lalu berpindah-pindah tab di modul **Accounts**, maka mata uang akan tetap **sesuai perubahan**. Kecuali saat **mengubah menu** dan kembali ke halaman **dashboard**, maka mata uang akan **kembali ke IDR**

NOTES: After the user changes the **Currency** and then switches between tabs in the **Accounts module**, the **selected currency will remain as updated**. However, when **switching to another menu** and returning to the **dashboard page**, the currency will **reset back to IDR**.



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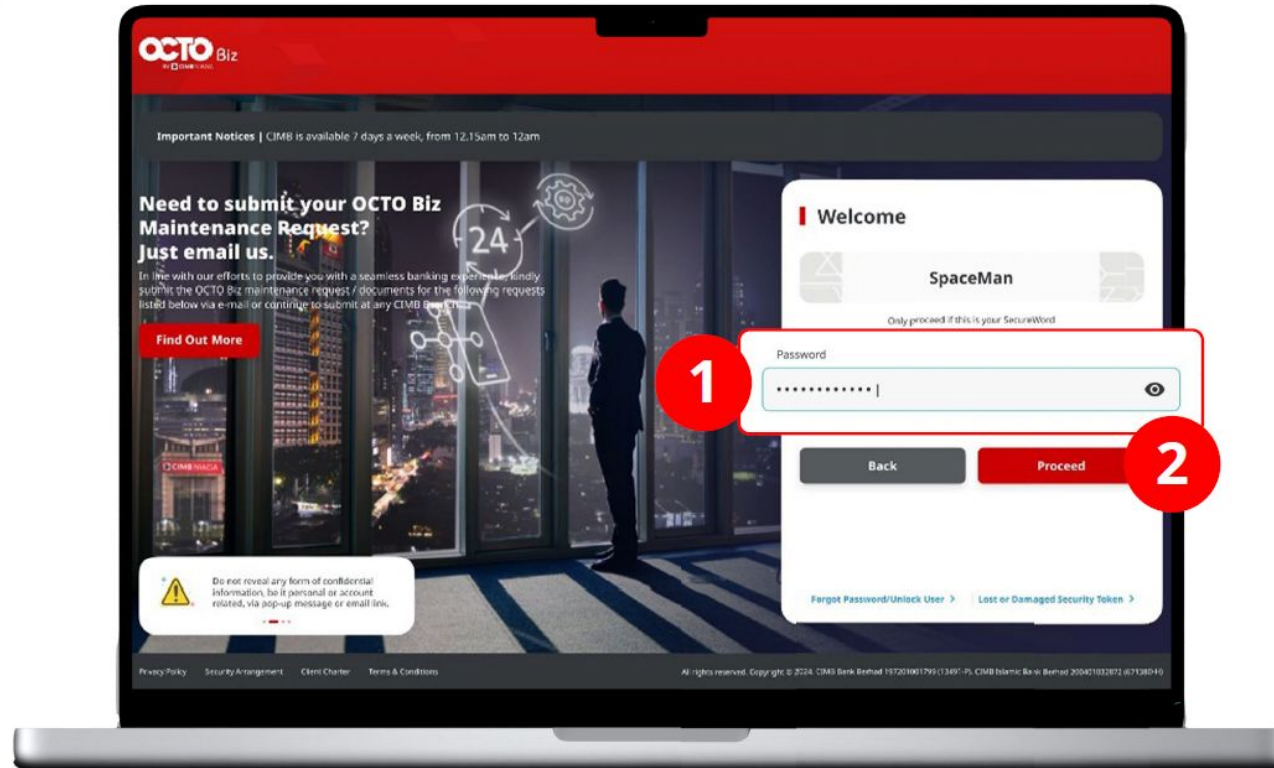
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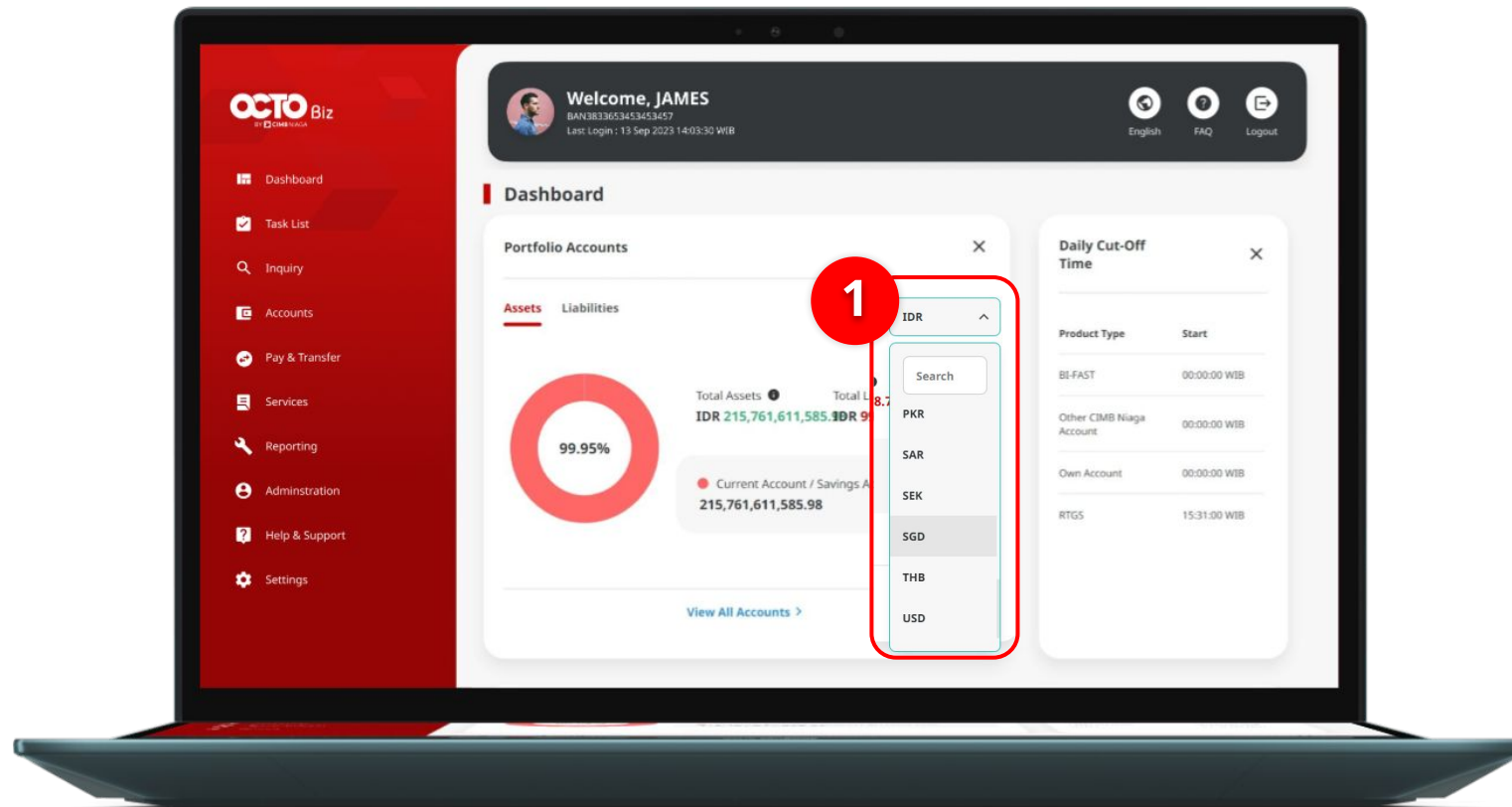
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

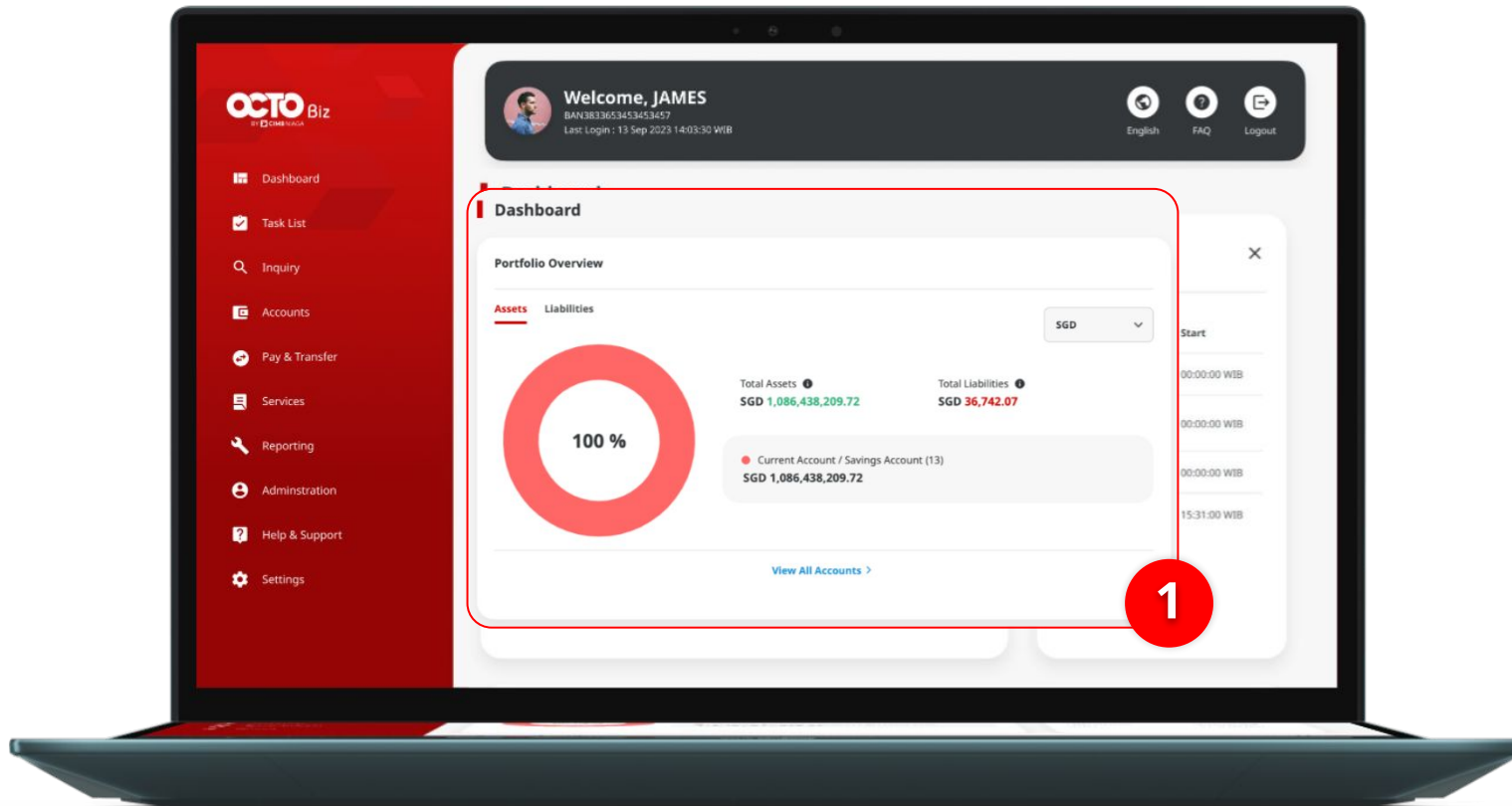
System will show the **Dashboard** page

1 Pilih **Currency** pada **List Dropdown**

Choose **Currency** in **Dropdown List**

Catatan: Sampel untuk SGD

Notes: Sample for SGD



Sistem akan kembali **menampilkan halaman Dashboard**

*System will show the **Dashboard** page*

- 1 Sistem akan melakukan **konversi** pada **total Value**

*System will show the **conversion rate** on **Total Value***

Catatan: Konversi *Currency* **hanya applicable** untuk **Total Amount** (Total aset, total **Liabilities**, **Current Account/Saving Account** dan **Financing**)

*Note: Currency conversion is **only applicable** to the **Total Amount** (Total Assets, Total Liabilities, **Current Account/Savings Account**, and **Financing**).*

Portfolio Overview

Konversi Currency

Liabilities Tab

Catatan: Setelah pengguna mengubah **Currency** lalu berpindah-pindah tab di modul **Accounts**, maka mata uang akan tetap **sesuai perubahan**. Kecuali saat **mengubah menu** dan kembali ke halaman **dashboard**, maka mata uang akan **kembali ke IDR**

NOTES: After the user changes the **Currency** and then switches between tabs in the **Accounts module**, the **selected currency will remain as updated**. However, when **switching to another menu** and returning to the **dashboard page**, the currency will **reset back to IDR**.



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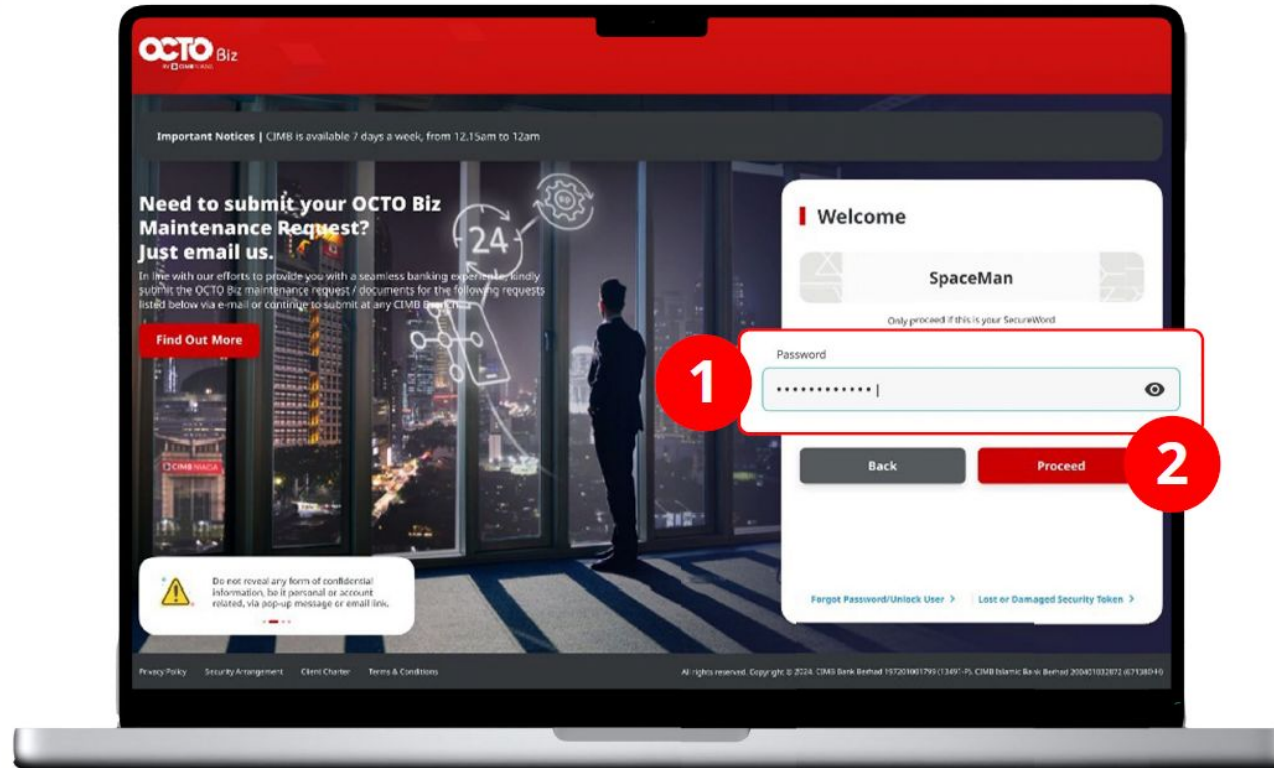
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Login using **User & Company ID**

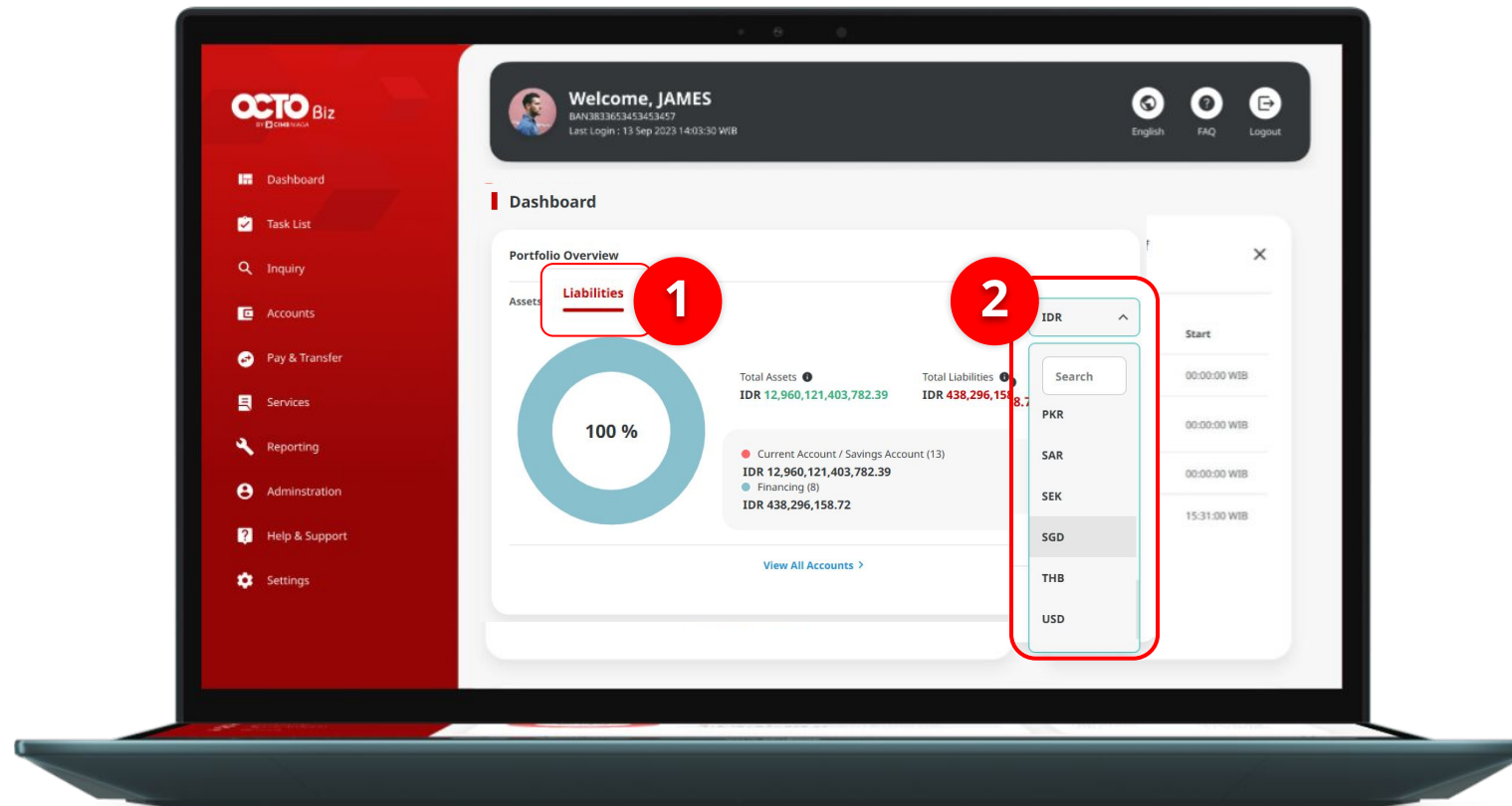
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Klik **Liabilities** pada **Portfolio Overview**

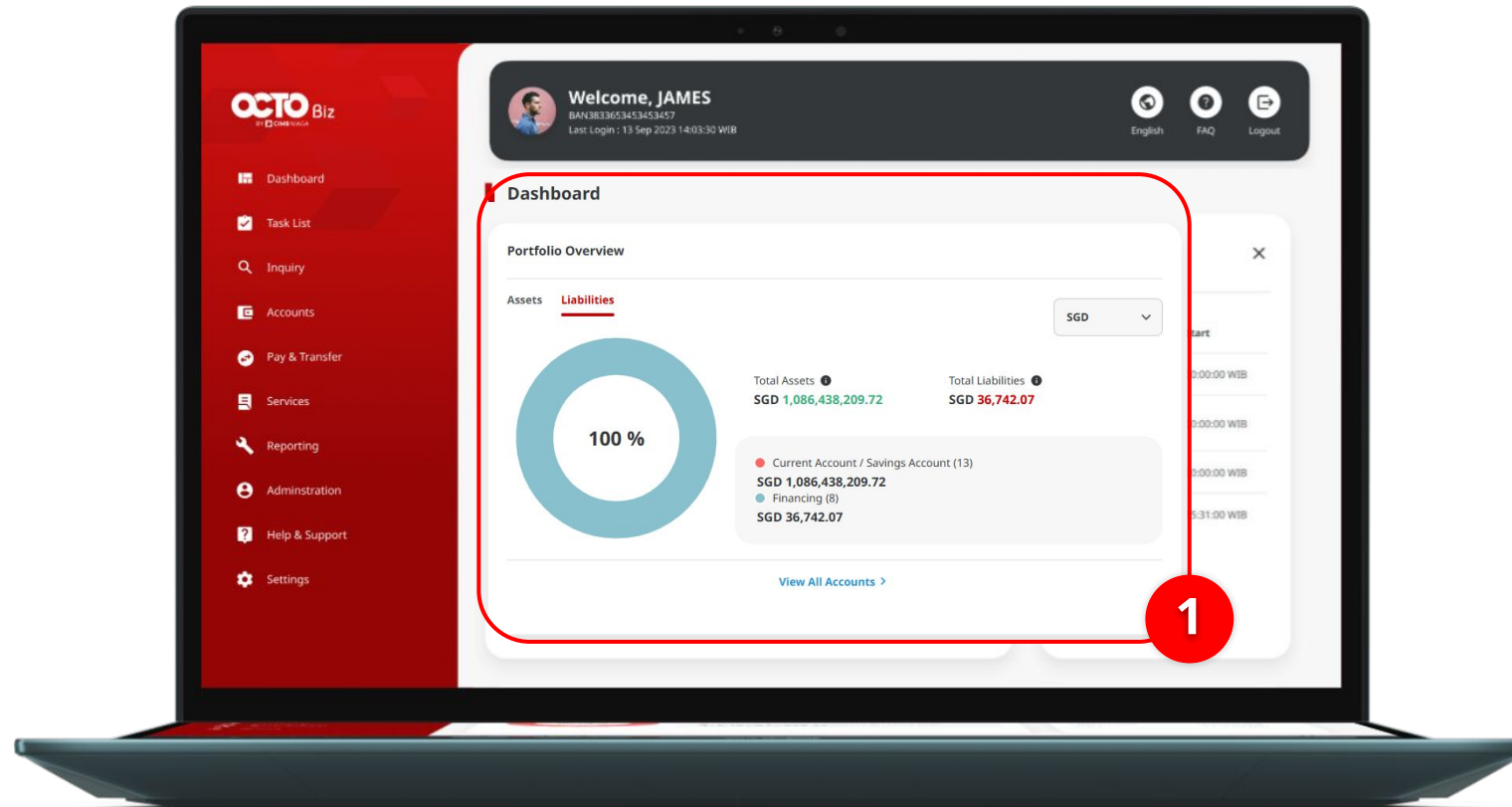
Choose **Liabilities** on the **Portfolio Overview**

2 Pilih **Currency** pada **List Dropdown**

Choose **Currency** on the **Dropdown List**

Catatan: Sampel untuk SGD

Notes: Sample for SGD



Sistem akan kembali **menampilkan halaman Dashboard**

*System will show the **Dashboard** page*

1 Sistem akan melakukan **konversi** pada **total Value**

*System will show the conversion on **Total Value***

Catatan: Konversi *Currency* **hanya applicable** untuk **Total Amount** (Total aset, total **Liabilities**, **Current Account/Saving Account** dan **Financing**)

*NOTE: Currency conversion is **only applicable** to the **Total Amount** (Total Assets, Total **Liabilities**, **Current Account/Savings Account**, and **Financing**).*

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement



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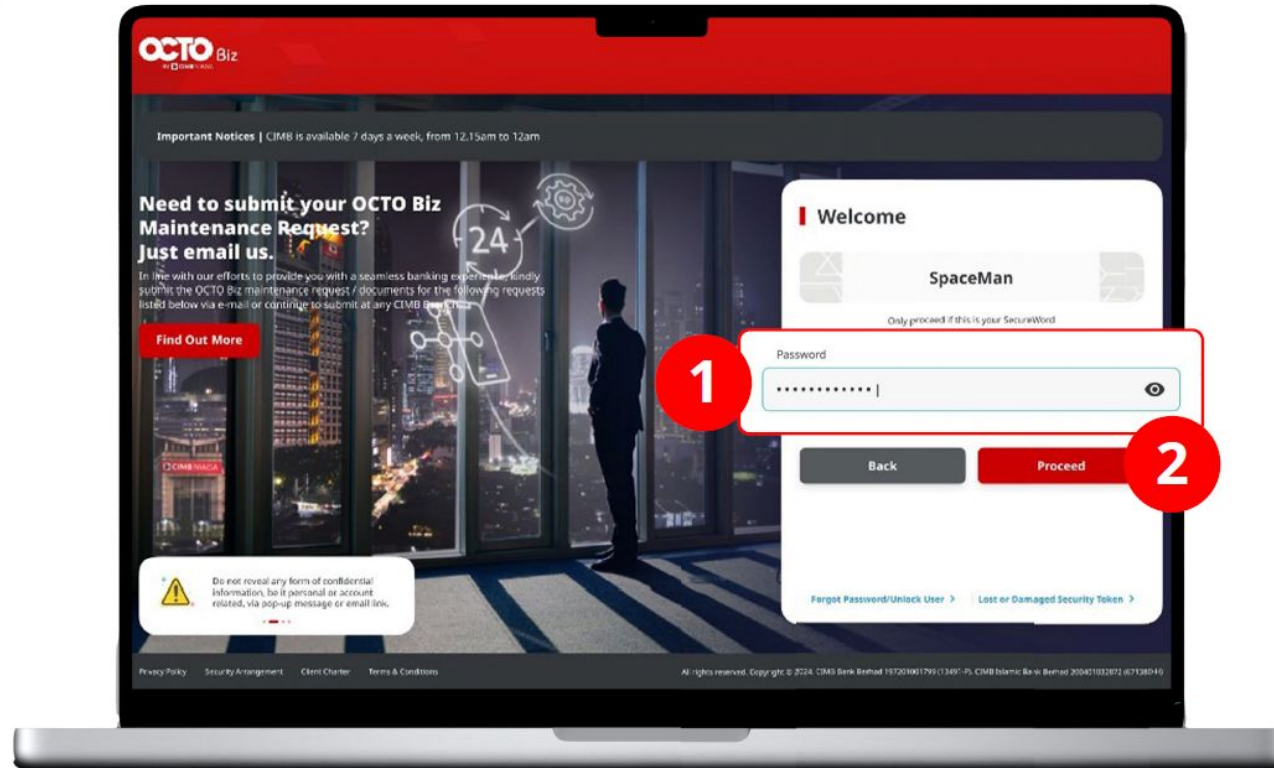
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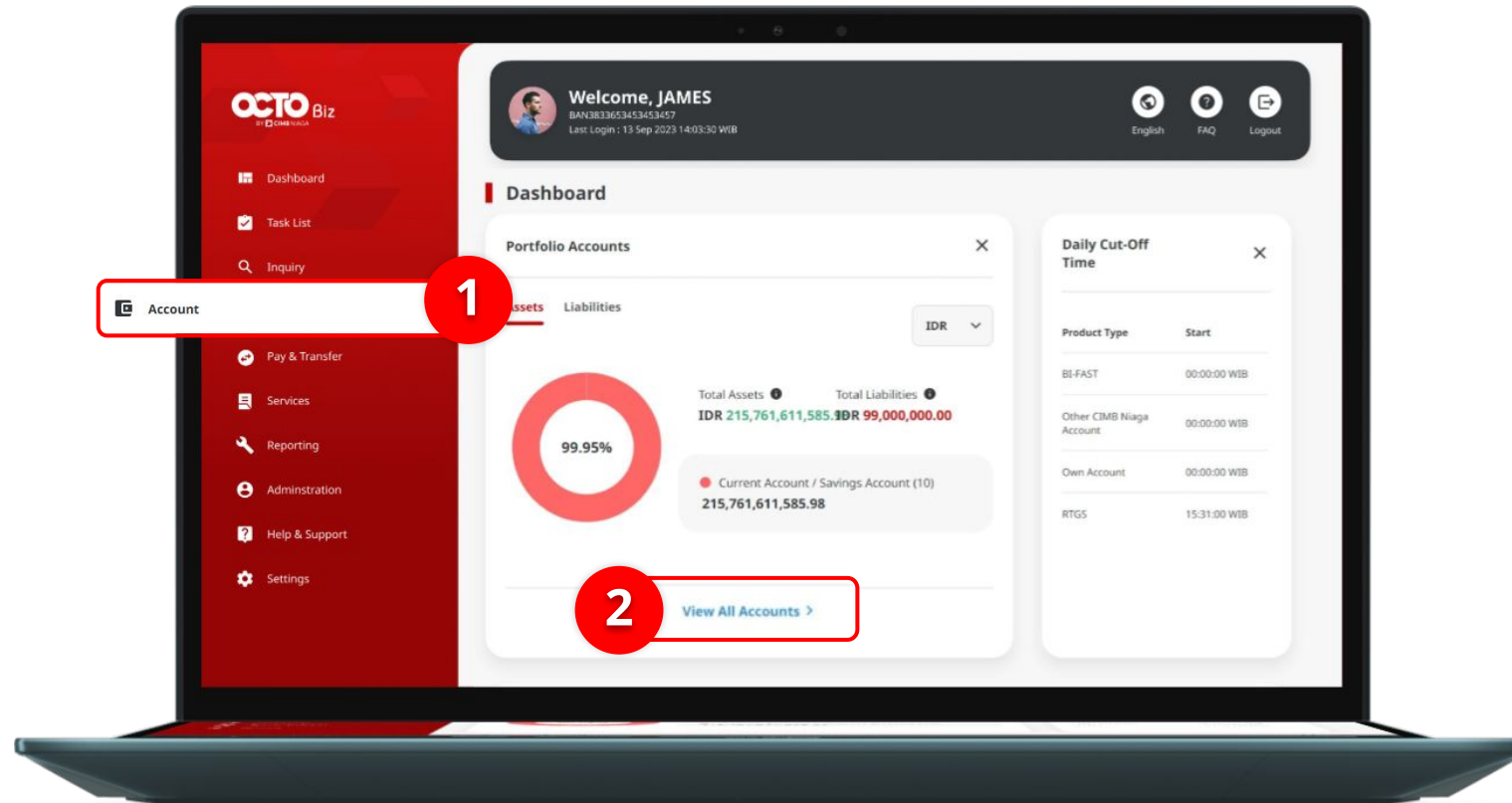
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

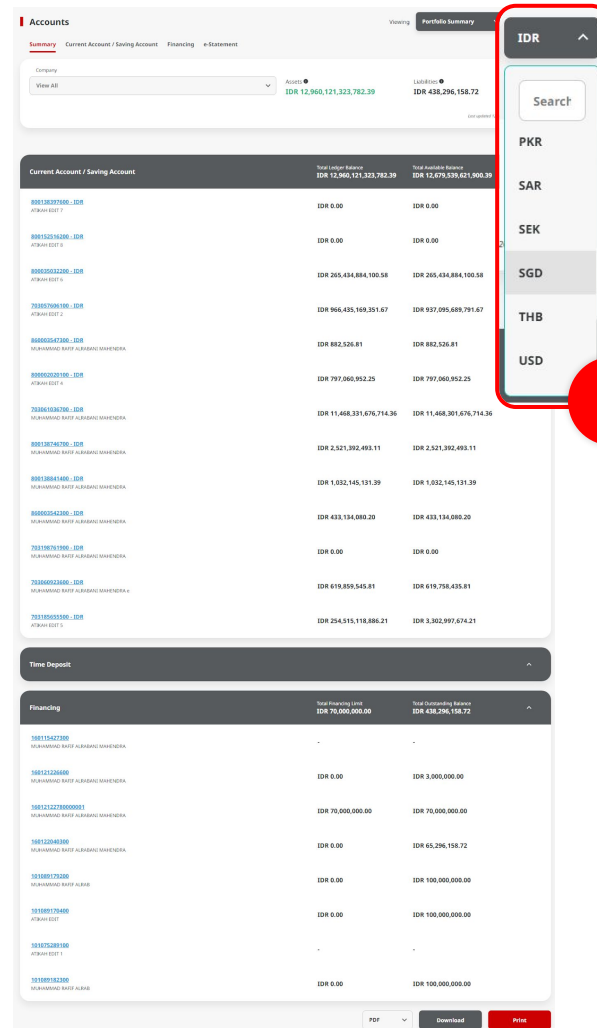
*System will show the **Dashboard** page*

1 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on *portfolio overview* page*



Sistem akan menampilkan halaman **Account**

System will show the *Account page*

1 Pilih **Currency** untuk di konversi

Choose *currency*

Accounts Viewing: Portfolio Summary JPY

Summary Current Account / Saving Account Financing e-Statement

Company: View All Assets: JPY 59,665,215,451.60 Liabilities: JPY 17,209,387,614.95

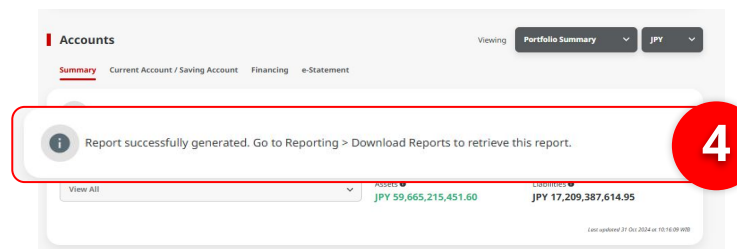
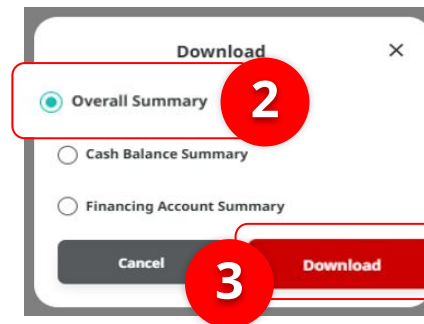
Last updated: 27 Oct 2024 at 10:16:09 WIB

Collapse All

Current Account / Saving Account		Total Current Balance	Total Available Balance
		JPY 59,665,215,451.60	JPY 17,209,387,614.95
78320050400 - IDR AAAA MANAP	IDR 0.00	IDR 0.00	
800132462200 - IDR AAAA MANAP	IDR -1,623,169,434.54	IDR -1,623,169,434.54	
78320054200 - IDR AAAA MANAP	IDR 0.00	IDR 0.00	
800054810800 - IDR AAAA MANAP	IDR 860,503,316.74	IDR 859,845,316.74	
783166615440 - USD AAAA MANAP	USD 307,682,623.17	USD 307,682,623.17	
783167638502 - SGD TERALU MANIS	SGD 217,157,214.95	SGD 217,157,214.95	
783070729502 - SGD TEST GANTI NAMA CLICKS	SGD 10,946,679.46	SGD 10,946,112.23	

Financing		Total Financing Limit	Total Outstanding Balance
		JPY 17,535,007.04	JPY 17,209,387,614.95
101120980400 AAAA MANAP	IDR 0.00	IDR 46,292,016.83	
1011287664000001 AAAA MANAP	USD 133,333.28	USD 366,666.72	
1011287664000003 AAAA MANAP	USD 0.00	USD 200,000.00	
10112938492000001 BANANA NASCOPIAL	JPY 0.00	JPY 10,000,000.00	
101130724100 TERALU MANIS	IDR 16,666,666.00	IDR 83,333,334.00	
101130727202 TERALU MANIS	SGD 0.00	SGD 100,000,000.00	
101130728902 TERALU MANIS	SGD 0.00	SGD 100,000,000.00	

1 Download Print



1 Pilih **Currency** untuk di konversi

Choose **currency**

2 Pilih **Jenis Summary**

Choose **Summary Type**

3 Klik tombol **Download**

Click **Download**

4 Sistem akan menampilkan **Notifikasi Acknowledgement**

System will show **Notification Acknowledgement**

LANGKAH

06

Download Report pada menu **Reporting**

Download Report on **Reporting** menu

PORTFOLIO_SUMMARY_REPORT (3).PDF

1 / 3 89%

OCTO Biz

Search Criteria
Company ID FAICORP_BASIC
Company Name AAAAA MANTAP
User ID MAKER_E

Portfolio Overall Summary Report

Company	FAICORP_BASIC	Assets	Liabilities
Viewing	JPY	59531103300.82	17171290569.14

Current Account	Total Ledger Balance	Total Available Balance
703200050400-IDR	0.00	0.00
AAAAA MANTAP		
800152462200-IDR	-1623169434.54	-1623169434.54
AAAAA MANTAP		
703200054200-IDR	0.00	0.00
AAAAA MANTAP		
860004810800-IDR	8600503316.74	859845316.74
AAAAA MANTAP		

Generated By MAKER_E
Generated On 31 Oct 2024 10:17:47 Page 1 of 3

Overall Summary Report

PORTFOLIO_SUMMARY_REPORT (4).PDF

1 / 2 89%

OCTO Biz

Search Criteria
Company ID FAICORP_BASIC
Company Name AAAAA MANTAP
User ID MAKER_E

Cash Balance Summary Report

Company	FAICORP_BASIC	Assets
Viewing	JPY	59531103300.82

Current Account	Total Ledger Balance	Total Available Balance
703200050400-IDR	0.00	0.00
AAAAA MANTAP		
800152462200-IDR	-1623169434.54	-1623169434.54
AAAAA MANTAP		
703200054200-IDR	0.00	0.00
AAAAA MANTAP		
860004810800-IDR	8600503316.74	859845316.74
AAAAA MANTAP		

Generated By MAKER_E
Generated On 31 Oct 2024 10:18:08 Page 1 of 2

Cash Balance Summary Report

PORTFOLIO_SUMMARY_REPORT (5).PDF

1 / 2 89%

OCTO Biz

Search Criteria
Company ID FAICORP_BASIC
Company Name AAAAA MANTAP
User ID MAKER_E

Financing Account Summary Report

Company	FAICORP_BASIC	Liabilities
Viewing	JPY	17171290569.14

Financing	Limit	Outstanding Amount
101120898400	0.00	4625016.83
AAAAA MANTAP		
10112876684000001	133333.28	366666.72
AAAAA MANTAP		
10112876684000003	0.00	200000.00
AAAAA MANTAP		
10112838462000001	0.00	10000000.00
BANANA NASIONAL		

Generated By MAKER_E
Generated On 31 Oct 2024 10:18:18 Page 1 of 2

Financing Account Summary Report

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement



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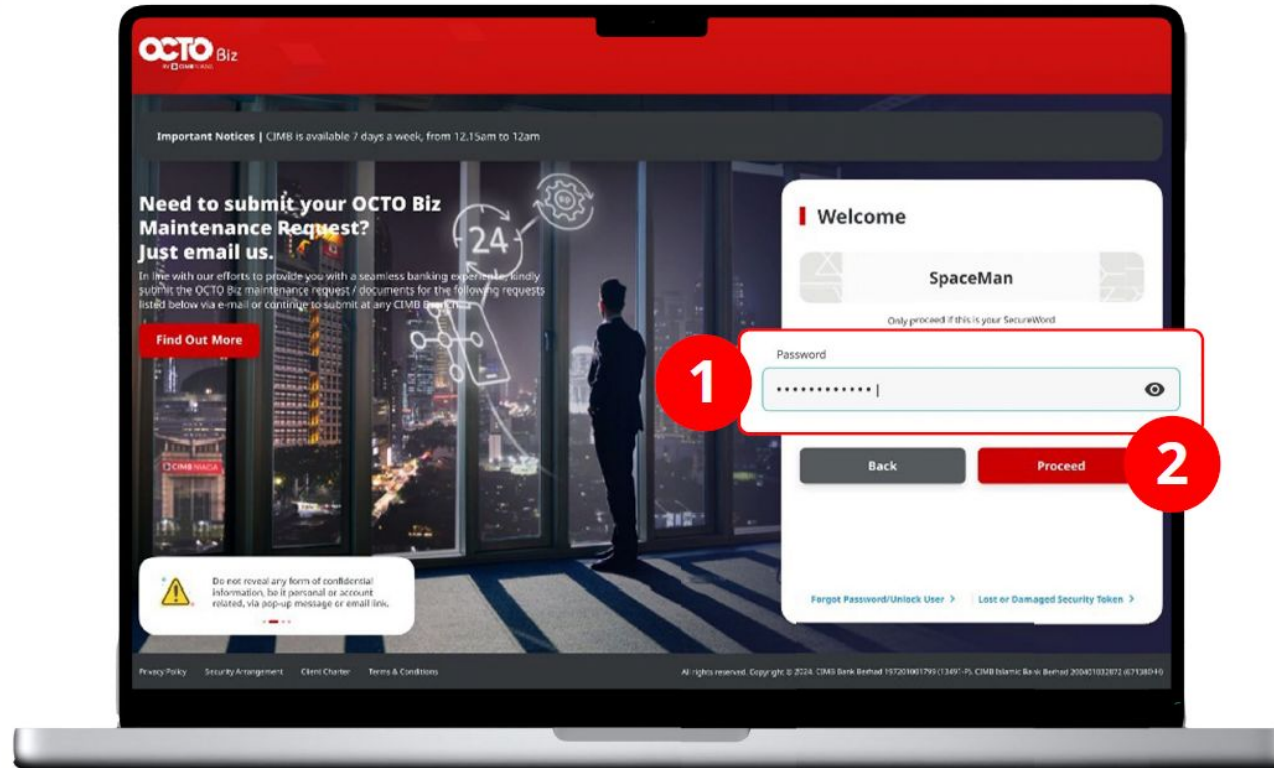
Visit OCTO Biz website on:
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Login using **User & Company ID**

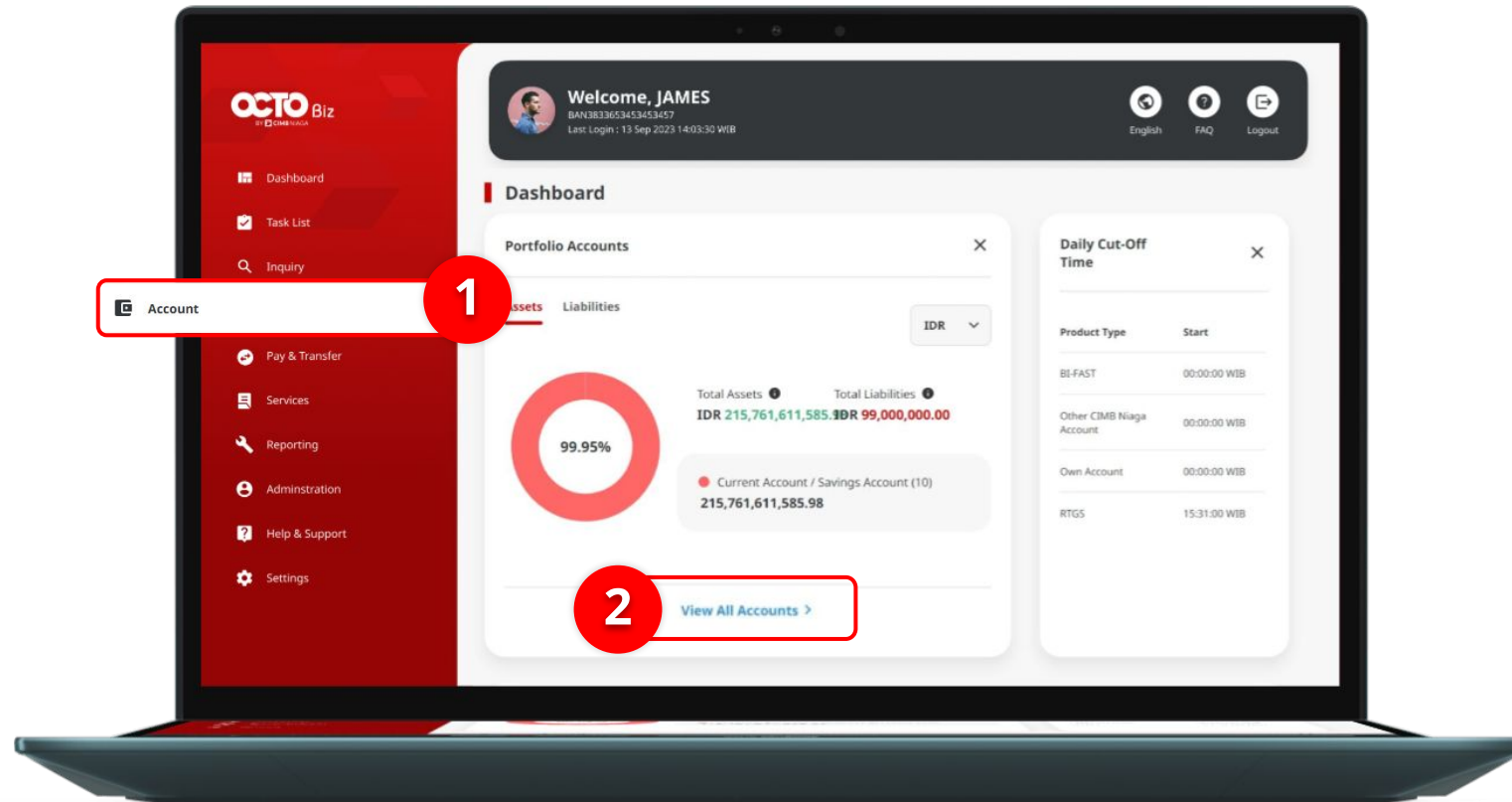
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

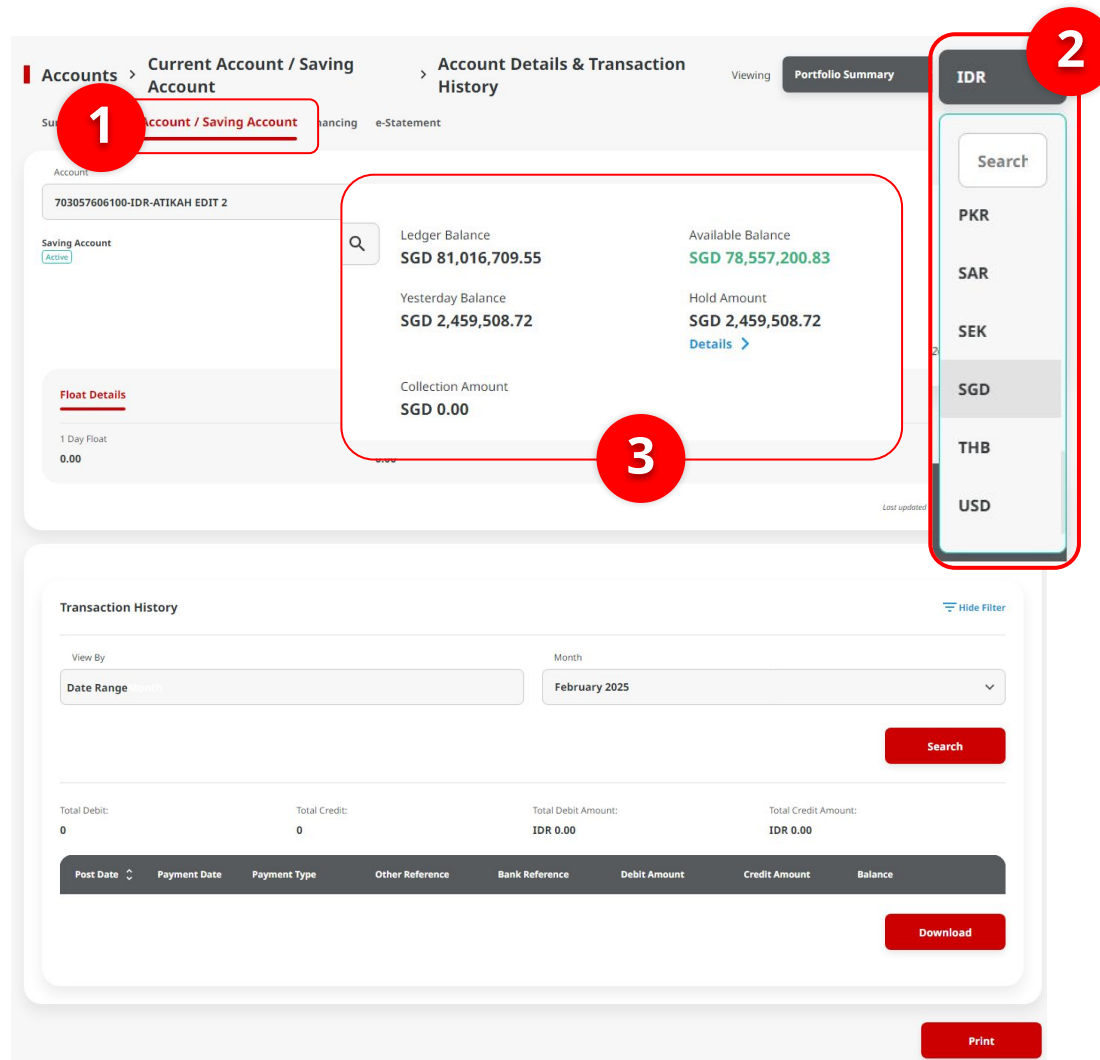
*System will show the **Dashboard** page*

1 Klik **Account** pada *side menu*

*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on *portfolio overview* page*



Sistem akan menampilkan halaman **Account**

System will show **Account** page

1 Pilih **Current Account/Saving Account Tab**

Choose **Current Account/ Saving Account** tab

2 Pilih **Currency** untuk di konversi

Choose **Currency**

3 Konversi **Currency** hanya applicable untuk **amount total** (Ledger Balance, Available Balance, Yesterday Balance, Hold Amount, dan Collection Amount)

Currency conversion is **only applicable** to the **total amount** (Ledger Balance, Available Balance, Yesterday Balance, Hold Amount, and Collection Amount).

Sistem akan **menampilkan halaman Account**

*System will show the **Account** page*

Accounts > Current Account / Saving Account > Account Details & Transaction History

Summary Current Account / Saving Account Financing e-Statement

Account: 703057606100-IDR-ATIKAH EDIT 2

Ledger Balance: SGD 81,016,570.27
Available Balance: SGD 78,557,061.55
Yesterday Balance: SGD 2,459,508.72
Hold Amount: SGD 2,459,508.72
Collection Amount: SGD 0.00

Float Details

1 Day Float: 0.00
2 Day Float: 0.00

Transaction History

View By: Date Range: February 2025

Total Debit: 0
Total Credit: 0
Total Debit Amount: IDR 0.00
Total Credit Amount: IDR 0.00

Post Date | Payment Date | Payment Type | Other Reference | Bank Reference | Debit Amount | Credit Amount | Balance

Account Number Search

Search By: Account No. Account Name

Account No. Listing

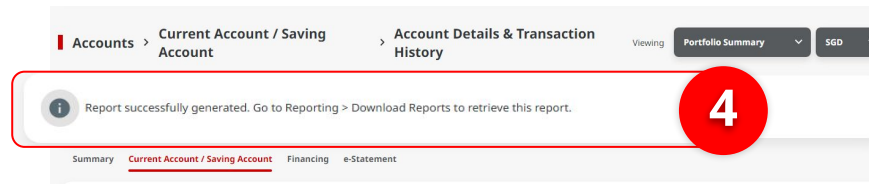
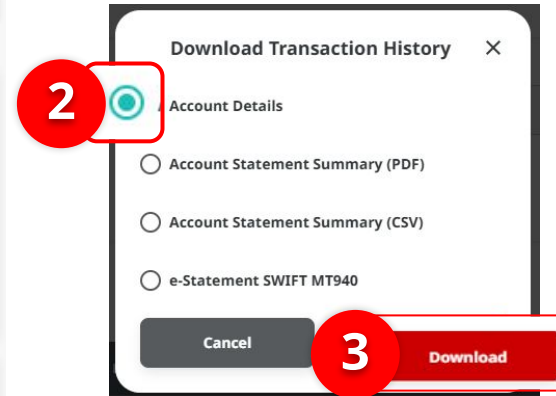
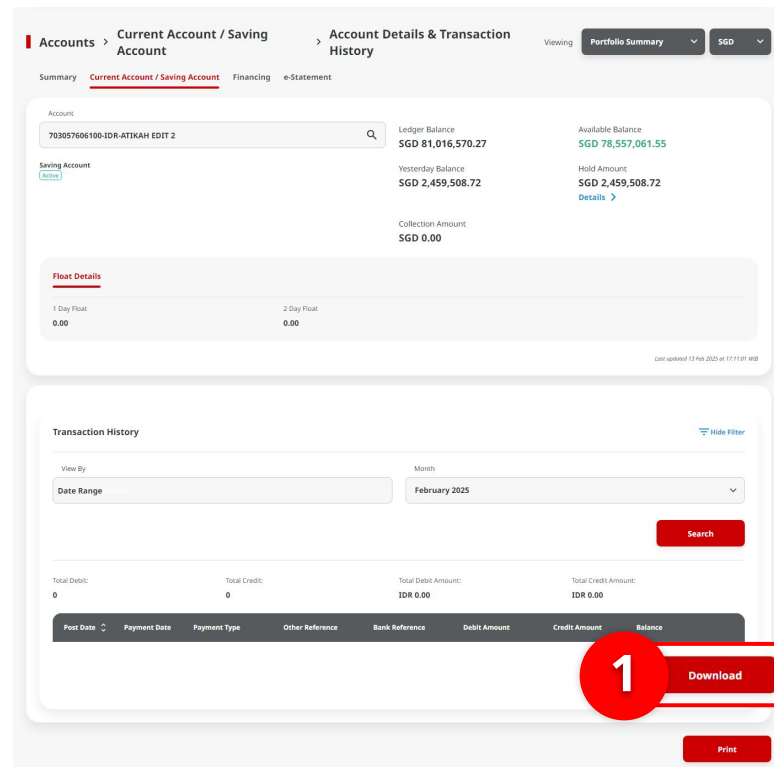
Account No.	Currency	Account Name
703057606100	IDR	HOKI2472
703145421000	IDR	RIANAZ
703147200000	IDR	TESUH TEST 1
703149306700	IDR	ADY PRASETYO
800054060700	IDR	YODHUS PRINAW UNWYWTW
800090930100	IDR	OTMSEKZP HZZZPWSPUP LAUZWWSLP
800104132000	IDR	NOHITY XWU PRINAW KXUNL
800156034000	IDR	YOLA A
800156814000	USD	NOHIVANTO DWA CPIC
800156814000	USD	NOHIVANTO DWA CPIC

- 1 Jika **akun yang dipilih memiliki Foreign Currency Account**, maka sistem akan **menampilkan Foreign Currency Account** didalam *list*

*If the **selected account has a Foreign Currency Account**, the system will display the **Foreign Currency Account** in the list.*

- 2 List Account berdasarkan **account tagging** dari **Onboarding /Company Maintenance /Manage Company Module**

*The Account List is **based on account tagging** from the **Onboarding / Company Maintenance / Manage Company module**.*



1 Pilih **Currency** untuk di **konversi**

*Choose **Currency***

2 Pilih **Jenis Summary**

*Choose **Summary Type***

3 Klik tombol **Download**

*Click **Download***

4 Sistem akan menampilkan **Notifikasi Acknowledgement**

*System will show the **Acknowledgement Notification***

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement



- 1 Kunjungi Website OCTO Biz di:
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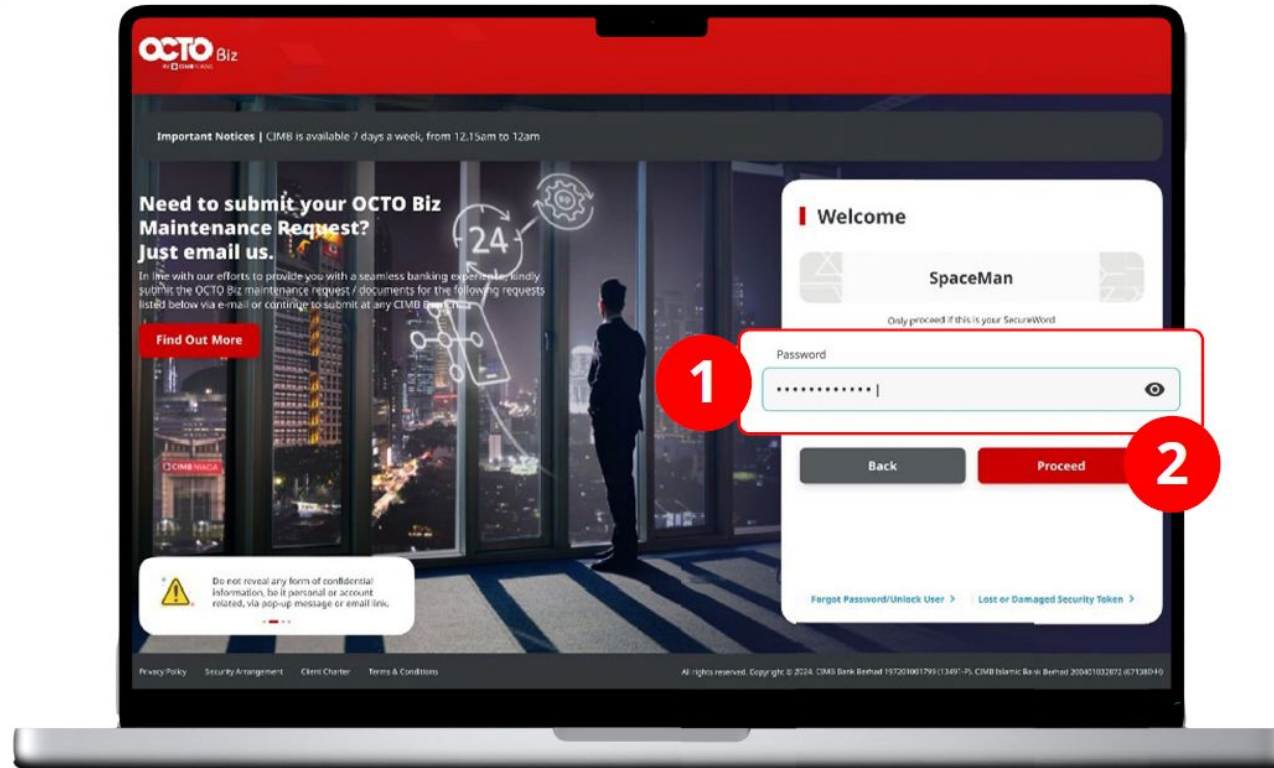
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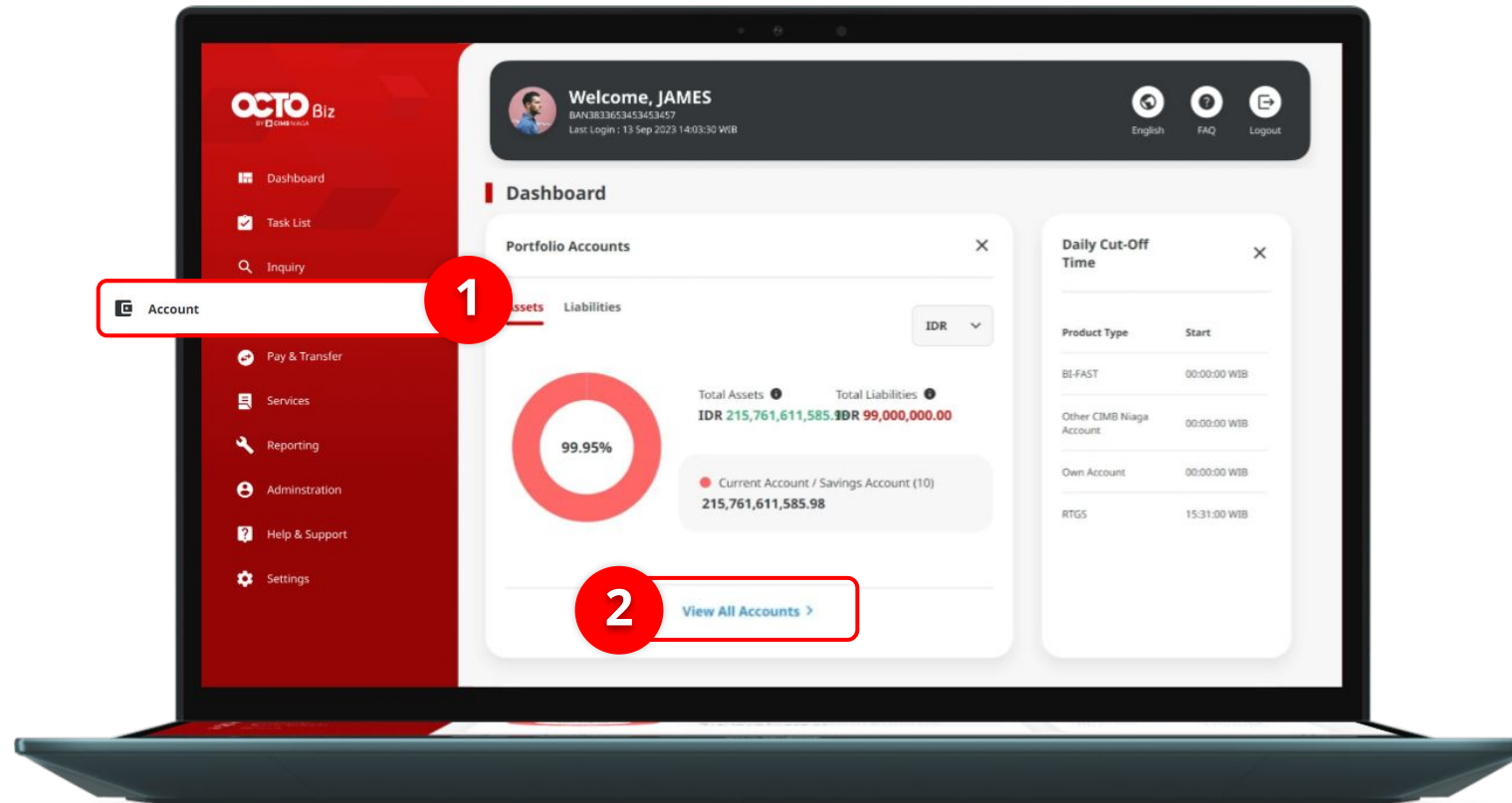
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

*System will show the **Dashboard** page*

1 Klik **Account** pada *side menu*

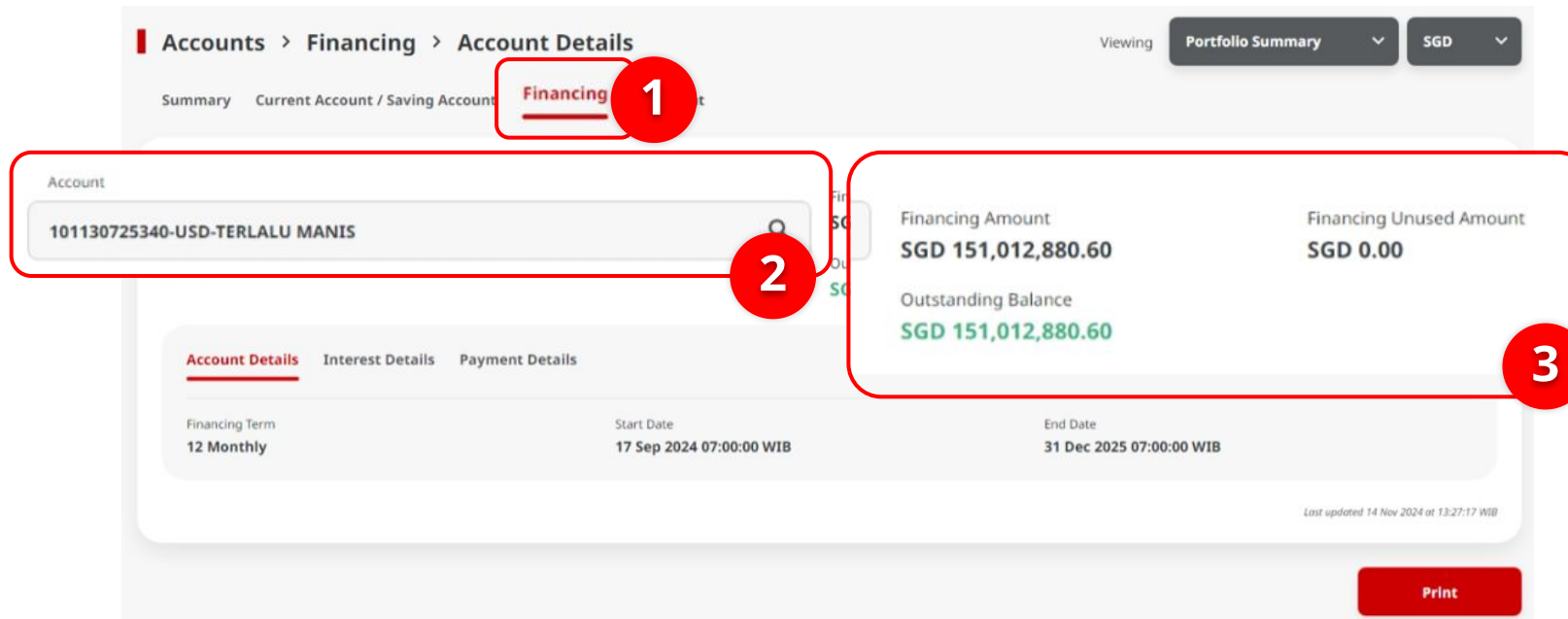
*Click **Account** on **Side menu***

2 Atau Klik **View All Account** pada *Portfolio Overview*

*Or Click **View All Account** on *portfolio overview* page*

Sistem akan **menampilkan halaman Account**

*System will show the **Account** page*



1 Klik **Financing Tab**

*Click **Financing Tab***

2 Konversi **Currency** hanya berlaku untuk **Total Amount (Financing Account, Financing Unused Amount, and Outstanding Balance)**

*Currency conversion is **only applicable** to the **Total Amount (Financing Account, Financing Unused Amount, and Outstanding Balance)**.*

3 **Account** yang dipilih akan menampilkan **Foreign Account** dalam list

*The **selected account** will display the **Foreign Account** in the list.*

Tab Pada

Portfolio Overview

Summary

Current Account/Saving Account

Financing

E-Statement



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www.octobiz.co.id

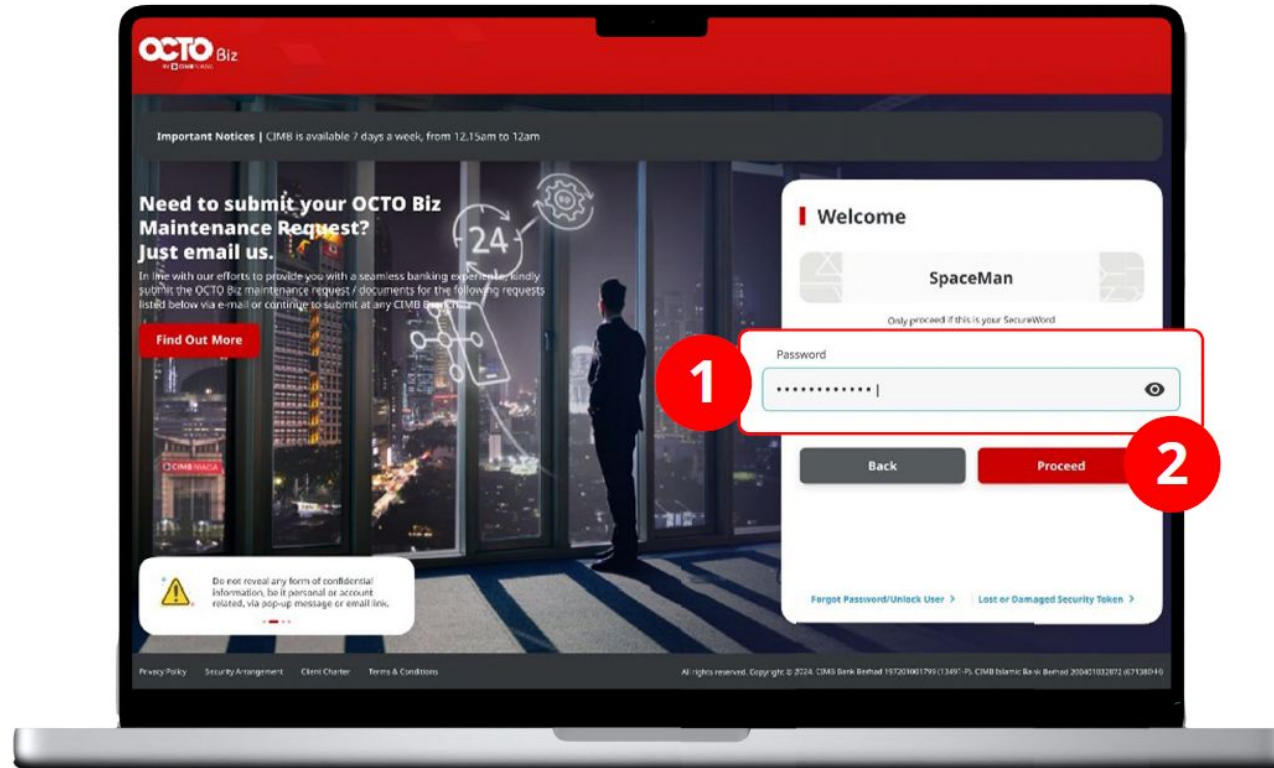
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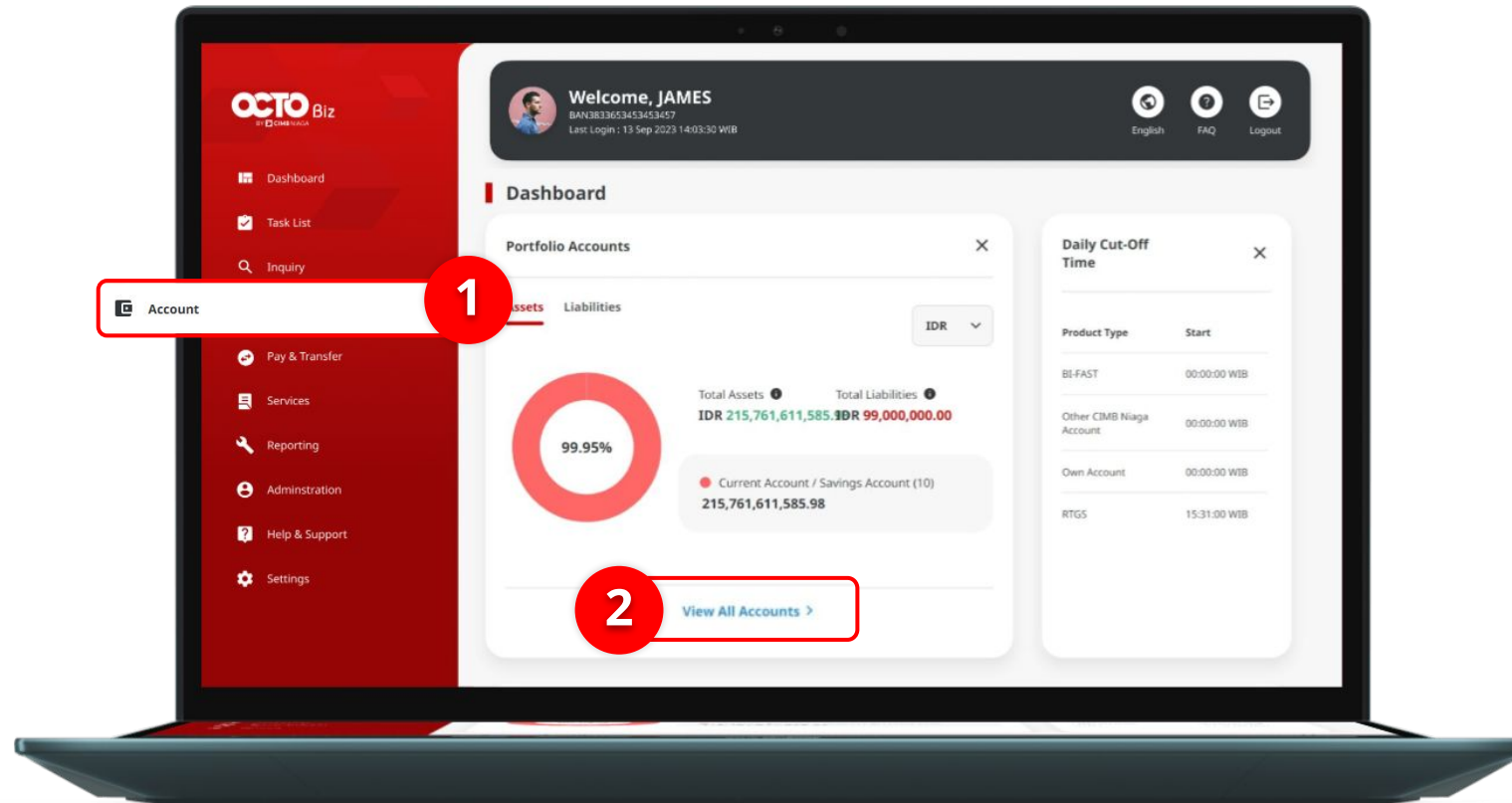
- 3 Klik **Next**

Click **Next**



1 Isi **Password**
Input **Password**

2 Klik **Proceed**
Click **Proceed**



Sistem akan menampilkan halaman **Dashboard**

System will show the **Dashboard** page

1 Klik **Account** pada *side menu*

Click **Account** on *Side menu*

2 Atau Klik **View All Account** pada *Portfolio Overview*

Or Click **View All Account** on *portfolio overview* page

Accounts > e-Statement Viewing **Portfolio Summary**

Summary Current Account / Saving Account Financing **e-Statement** 1

Search e-Statement

Account No * 2 Select Account Type * Current Account / Saving Account

2024 April Download

Account Number Search

Search By Account No. Account Name Enter

3 Search

Account Number Listing

Account No.	Currency	Account Name
4 800004449340	USD	WEILA MUMU

Sistem akan **menampilkan halaman Account**

System will show Account page

- 1 Klik **E-Statement**
Click E-Statement
- 2 Klik **Account No**
Click Account No
- 3 Klik **Search**
Click Search
- 4 Pilih **akun**
Choose Account

Accounts > e-Statement

Summary Current Account / Saving Account Financing **e-Statement**

Viewing Portfolio Summary

Search e-Statement

Account No * 800004449340-USD-WEILA MUMU

Account Type * Current Account / Saving Account

Year * 2024 Month * April

Download

1 Masukkan **Account No**

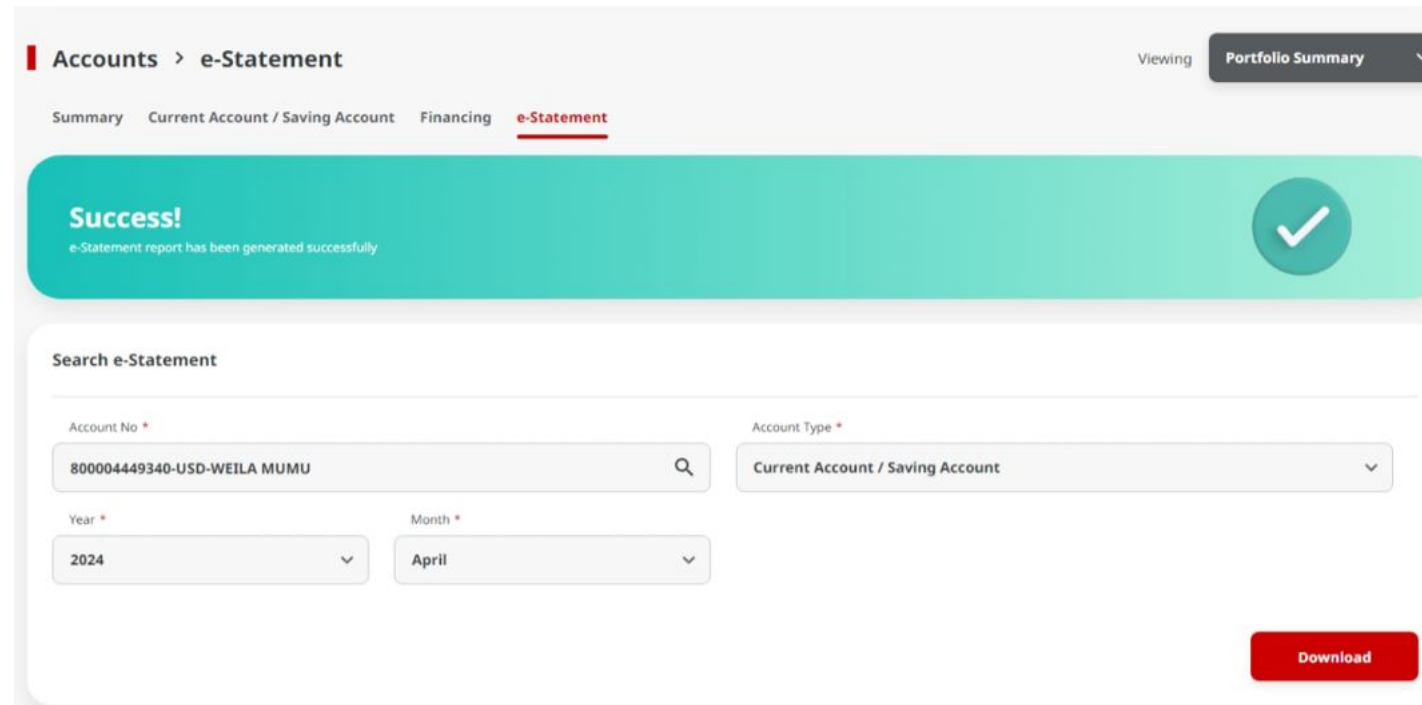
Input Account No

2 Klik tombol **Download**

Click Download

Sistem akan menampilkan ***banner Success, File akan otomatis terdownload***

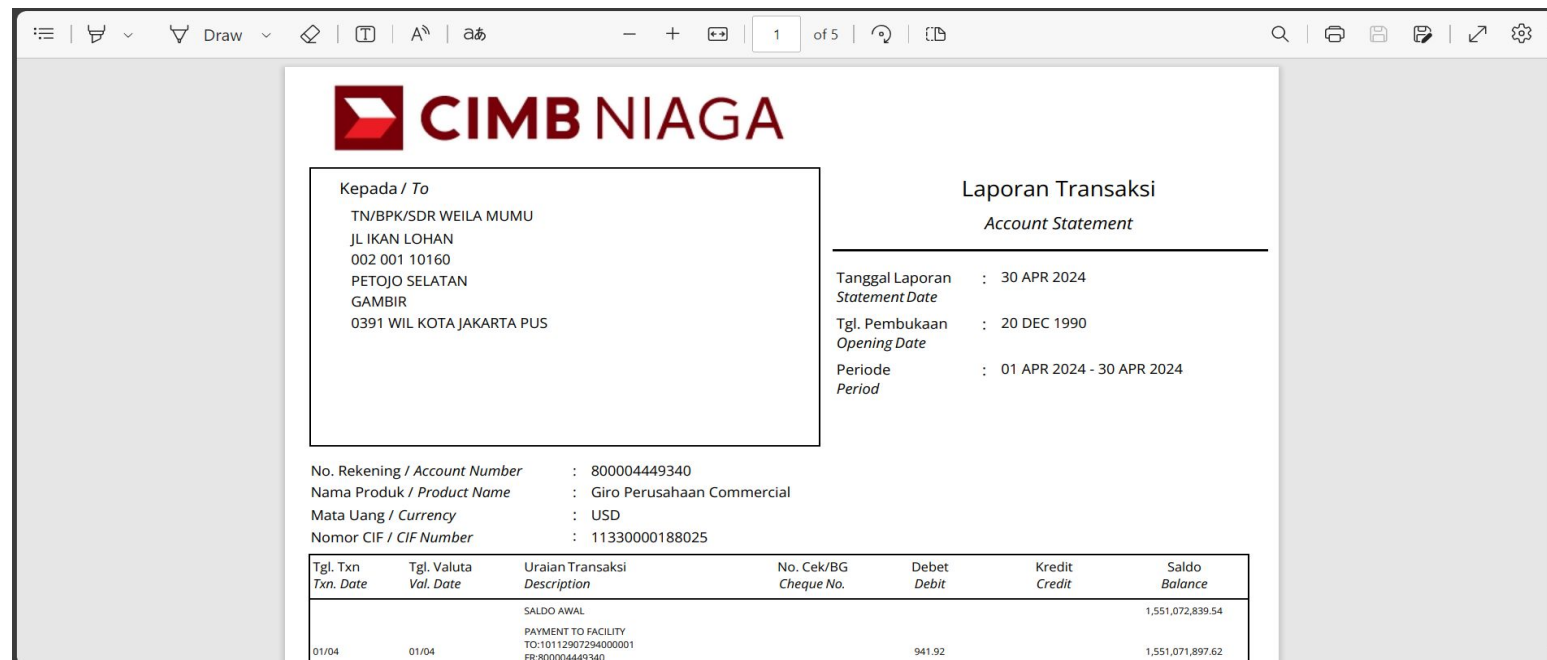
*System will show **Success Banner**, file will **automatically downloaded** by system*



The screenshot shows the 'Accounts > e-Statement' section of the OCTO Biz app. A teal success banner at the top reads 'Success! e-Statement report has been generated successfully' with a green checkmark icon. Below the banner is a 'Search e-Statement' section with the following fields:

- Account No ***: A text input field containing '800004449340-USD-WEILA MUMU' and a search icon.
- Account Type ***: A dropdown menu showing 'Current Account / Saving Account'.
- Year ***: A dropdown menu showing '2024'.
- Month ***: A dropdown menu showing 'April'.

A red 'Download' button is located at the bottom right of the search section.





OCTO Biz
BY  **CIMB NIAGA**

