

A tall, modern skyscraper with many lit windows, viewed from a low angle. The building is partially obscured by a red diagonal graphic element that runs from the top left towards the center.

# OCTO Biz

Account & Dashboard

## Standard Reports

TUTORIALOCTOBIZ2025

KEJAR MIMPI

## Account & Dashboard

# Standard Reports

***Account & Dashboard – Standard Reports*** merupakan modul untuk **melihat** dan melakukan **download account summary** (Termasuk *Portfolio, Account Details, Loan Details, & E-Statement*)

***Standard Reports*** - menu to **see and download the account summary** (include *Portfolio, Account Details, Loan Details, & E-Statement*)

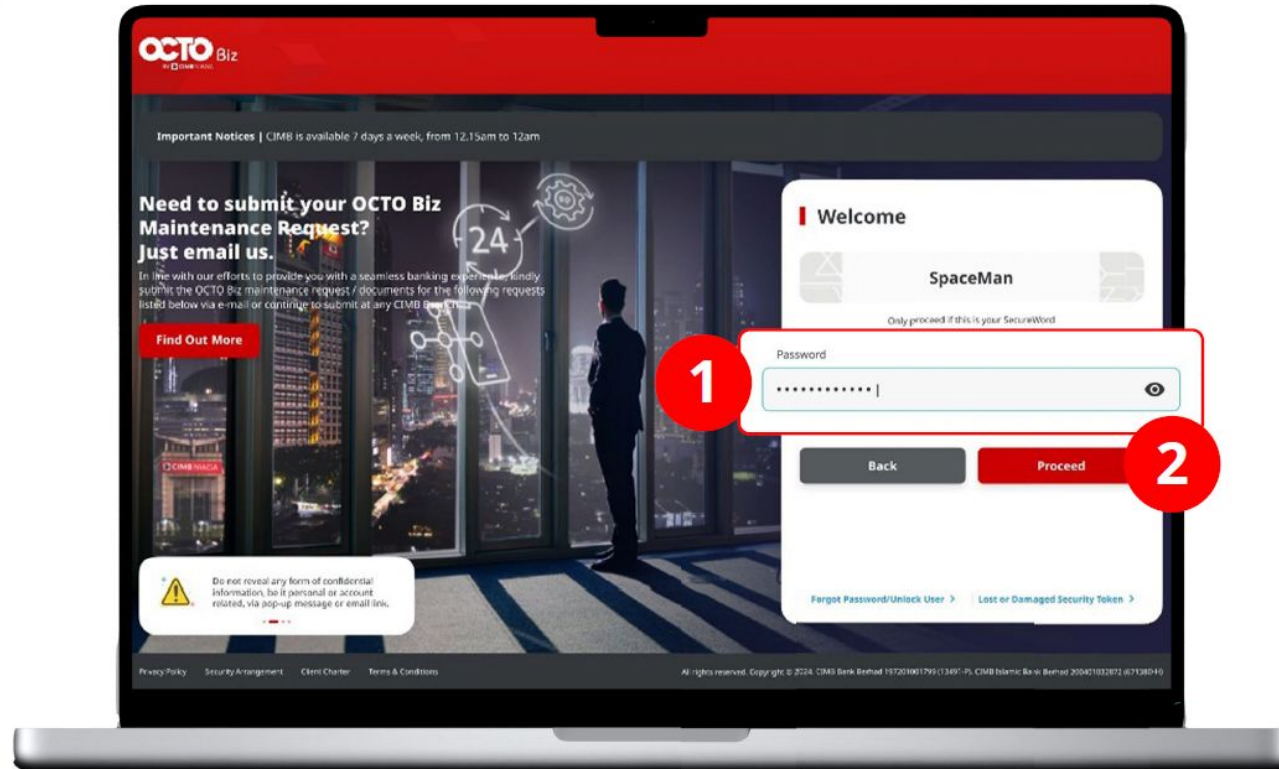


- 1 Masuk dengan menggunakan **User & Company ID**

*Login using **User & Company ID***

- 2 Klik **Next**

*Click **Next***



1 Isi **Password**

Input **Password**

2 Klik **Proceed**

Click **Proceed**



- 1 Arahkan kursor ke **Reporting**

*Navigate to Reporting*

- 2 Klik **Generate Reports**

*Click Generate Reports*

Tipe **Report** yang tersedia

| Report Type | Report Name         | Deskripsi                                                                                                                                                                                                                                                                                                                                  |
|-------------|---------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Transaction | Transaction Details | <b>Report content</b> (Payment Creation Date, Payment Date, Company Name, Bulk Upload File Name, Transaction ID, Beneficiary Name, Alias Name, Debit Account, Debit Amount, Beneficiary Bank, Beneficiary Crediting Account, Beneficiary Crediting Amount, Transaction Group, Payment Mode, Status, Reason, Equivalent Amount, Created By) |
|             | Charges             | <b>Report content</b> (Provider Transaction Group, Payment Mode, Company ID, Company Name, Transaction ID, Batch ID, Debit/Credit Account, Charge Type, Charge Category, Charges, Charges (Beneficiary/Biling Organization) Total Batch Charges, Charges Borne By, Status, Reason, Created By)                                             |

Sistem akan menampilkan halaman ***Inquiry & Listing***

*System will show the ***Inquiry & Listing*** page*

Sebagai contoh untuk ***Charges Report***

*For Example ***Charges Report****

The screenshot shows a web interface for generating reports. At the top, it says 'Generate Reports > Inquiry & Listing'. Below this is a search bar. The main area contains several input fields and a search button, each highlighted with a red circle and a number:

- 1**: Report Type \* dropdown menu, currently showing 'Transaction'.
- 2**: Report Name \* text input field, currently showing 'Charges'.
- 3**: Charge Category dropdown menu, currently showing 'Select'. The dropdown is open, showing options: 'Please Select', 'One Time Charges', and 'Transactional Charges'.
- 4**: Charge Date \* and To date range selector, currently showing '28 Feb 2024' to '29 Feb 2024'.
- 5**: Search button.

**1** Pilih Transaction sebagai ***Report Type***

*Choose Transaction as ***Report Type****

**2** Pilih Charges sebagai ***Report Name***

*Choose Charges as ***Report Name****

**3** Pilih ***Charges Category***

*Choose ***Charges Category****

**4** Pilih periode ***Report***

*Choose ***Report Period****

**5** Klik ***Search***

*Click ***Search****

Listing

| Transaction Group       | Payment Mode | Company ID | Company Name | Transaction ID     | Batch ID            | Debit/Credit Account | Charge Type    | Charge Category       | Charge (Applicant) | Charge (Beneficiary/Billing Organization) | Total Batch Charges | Charges Borne By | Status  |
|-------------------------|--------------|------------|--------------|--------------------|---------------------|----------------------|----------------|-----------------------|--------------------|-------------------------------------------|---------------------|------------------|---------|
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240229000404131 | IFL2402290000000002 | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Success |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240229000404132 | IFL2402290000000002 | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Success |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240203000393797 | -                   | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Failed  |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240203000393769 | -                   | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Failed  |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240203000393771 | -                   | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Failed  |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240203000393778 | IFL2402030000000005 | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Failed  |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240203000393777 | IFL2402030000000005 | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Failed  |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240131000387588 | -                   | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Success |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240226000404118 | -                   | 703057606100         | Service Charge | Transactional Charges | IDR 3,000.00       | -                                         | IDR 3,000.00        | Applicant        | Success |
| Transfer to Other Banks | BI-FAST      | ZKORP2     | ANGIN TOLAK  | IBI240229000404141 | IFL2402290000000004 | 703196574000         | Service Charge | Transactional Charges | IDR 5,000.00       | -                                         | IDR 5,000.00        | Applicant        | Success |

1 of 4

1 Generate Report

Sistem akan menampilkan halaman **Listing**

System will show the **Listing** page

1 Klik **Generate Reports**

Click **Generate Reports**

Sistem akan menampilkan **Download Format box**

System will show the **Download format box**

2 Pilih **format file** yang dibutuhkan

Choose **File Format**

3 Klik **Download**

Click **Download**

Download Format

2

☐ .CSV

☐ .TXT

3

Cancel Download

**Generate Reports > Inquiry & Listing**

 Report successfully generated. Go to Reporting > Download Reports to retrieve this report.

**Search**

Report Type \*  
Transaction

Report Name \*  
Charges

Charge Category  
Select

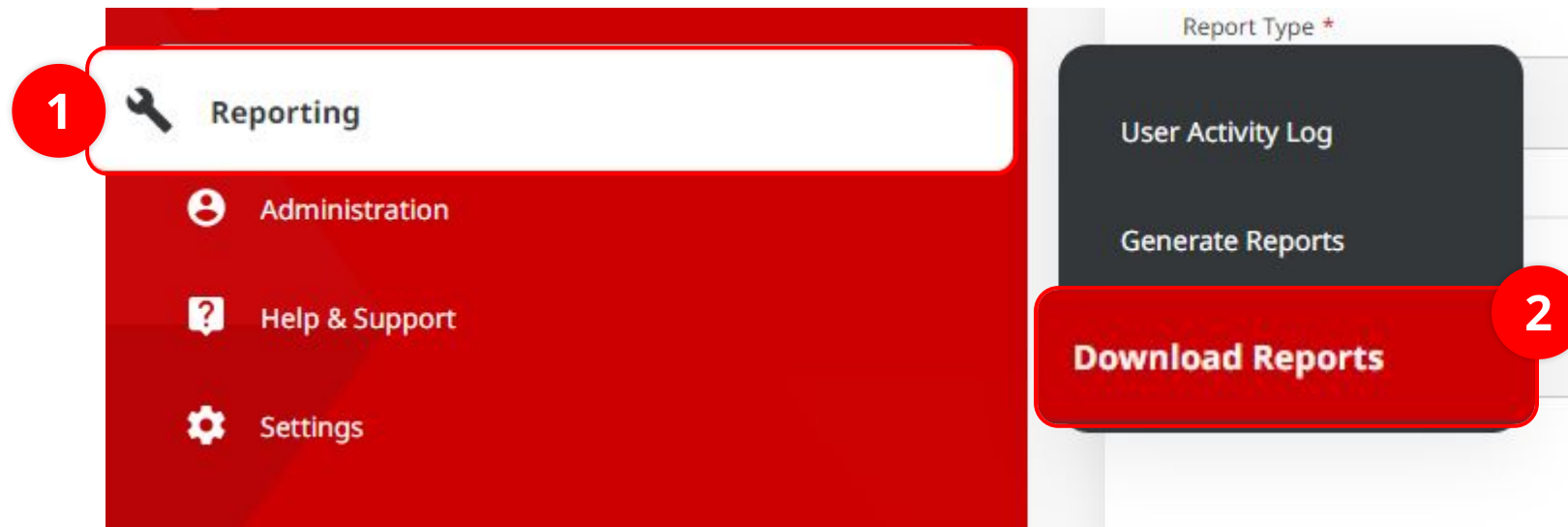
Charge Date \*  
01 Feb 2024

To  
29 Feb 2024

Search

- 1 Sistem akan menampilkan **pop up report** pada halaman *inquiry & Listing*

*System will show **Report pop-up on Inquiry & Listing Page***



- 1 Arahkan kursor ke **Reporting**

*Navigate to  
Reporting*

- 2 Klik **Download Reports**

*Click Download  
Reports*

The screenshot shows a web interface for downloading reports. The breadcrumb trail is 'Download Reports > Inquiry & Listing'. The form includes several fields: 'Company ID' (with 'ZKCORP2' entered), 'Report Name \*' (a dropdown menu with 'Charges' selected, highlighted by a red box with a '1'), 'Report Type \*' (a dropdown menu with 'Transaction' selected, highlighted by a red box with a '2'), 'File Type' (a dropdown menu with 'Select' selected), 'Report Date \*' (with a date picker showing '28 Feb 2024'), 'To' (with a date picker showing '29 Feb 2024'), 'Account Number' (a dropdown menu with 'Select' selected), and 'Created By' (a dropdown menu with 'Select' selected). A red box with a '3' highlights the 'Search' button at the bottom right.

Sistem akan menampilkan halaman ***Inquiry & Listing***

*System will show the **Inquiry & Listing** page*

- 1 Pilih **Transaction** sebagai **Report Type**

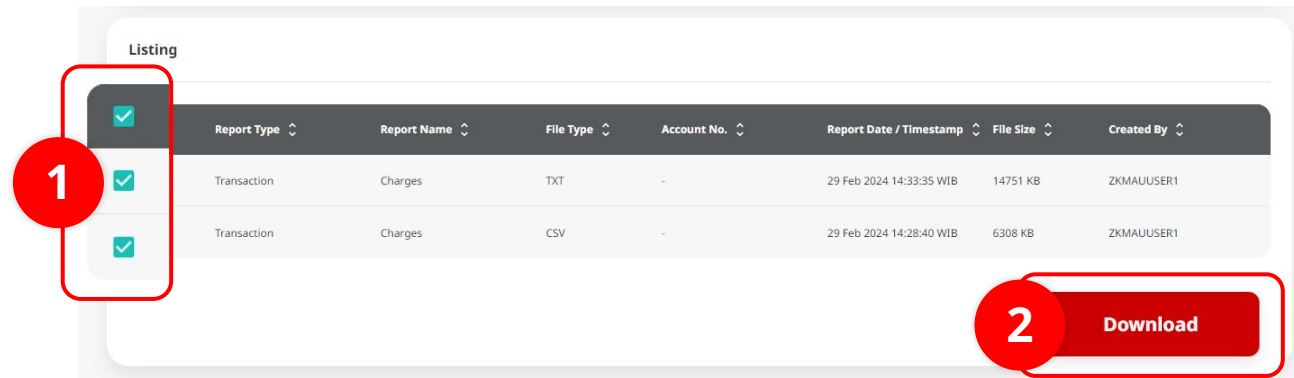
*Choose **Transaction** as **Report Type***

- 2 Pilih **Charges** sebagai **Report Name**

*Choose **Charges** as **Report Name***

- 3 Klik **Search**

*Click **Search***



Sistem akan menampilkan  
**Listing**

*System will show Listing*

**1** Pilih **Report**  
*Choose Report*

**2** Klik **Download**  
*Click Download*

## Contoh TXT Report

[illegible]

29022024\_ZKCORP2\_ID\_Charge\_29022024143335.txt - Notepad

File Edit Format View Help

| Provider Transaction Group | Payment Mode   | Company ID            | Company Name        | Transaction ID                              | Batch ID           | Debit/ |
|----------------------------|----------------|-----------------------|---------------------|---------------------------------------------|--------------------|--------|
| Credit Account             | Charge Type    | Category              | Charges (Applicant) | Charges (Beneficiary/ Billing Organization) |                    |        |
| Total Batch Charges        | Borne By       | Status                | Reason              | Created By                                  |                    |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240229000404131                          | IFL240229000000002 |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Successful            | -                   |                                             | ZKCORPMAKER1       |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240229000404132                          | IFL240229000000002 |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Successful            | -                   |                                             | ZKCORPMAKER1       |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240230000393797                          | -                  |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Failed                | Invalid transaction |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240230000393769                          | -                  |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Failed                | Invalid transaction |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240230000393771                          | -                  |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Failed                | Invalid transaction |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240230000393778                          | IFL240230000000005 |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Failed                | Invalid transaction |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240230000393777                          | IFL240230000000005 |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Failed                | Invalid transaction |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI24013100037588                           | -                  |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Successful            | -                   |                                             | ZKCORPMAKER1       |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240226000404118                          | -                  |        |
| 703057606100               | Service Charge | Transactional Charges | IDR 3000.00         | -                                           |                    |        |
| IDR 3000.00                | Applicant      | Successful            | -                   |                                             | ZKCORPSAU1         |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240229000404141                          | IFL240229000000004 |        |
| 703196574000               | Service Charge | Transactional Charges | IDR 5000.00         | -                                           |                    |        |
| IDR 5000.00                | Applicant      | Successful            | -                   |                                             | ZKCORPMAKER1       |        |
| Transfer to Other Banks    | BI-FAST        | ZKCORP2               | ANGIN TOLAK         | IBI240229000404138                          | IFL240229000000003 |        |
| 703196574000               | Service Charge | Transactional Charges | IDR 5000.00         | -                                           |                    |        |

Ln 1 Col 1 100% Windows (Ctrl) LITE-8



**OCTO** Biz  
BY  **CIMB NIAGA**

