CIMB NIAGA

OCTO Biz

Transaction

Bulk Payment - Bill Payment

TUTORIALOCTOBIZ2025

KEJAR MIMPI

OCTO Biz BY CIMB NIAGA

Transaction

Bulk Payment - Bill Payment

Transaction – Bulk Payment - Bill Payment adalah modul untuk melakukan pembuatan Transfer dengan menggunakan metode ***Upload File***

CATATAN PENTING:
Bulk File Upload mengandung **DATA SENSITIF**. **Jangan Lupa** untuk **mengatur tipe *user*** apa saja yang dapat **mengakses data sensitif** ini

Pengaturan User Dapat dilakukan Melalui Modul **Manage Company**:
User Group > Details > Action List > View Sensitive Data

cimb.id/tb/panduanumumoctobiz

05 ***Single-Access User***

32 ***Maker-Approver Flow***

KEJAR MIMPI

File Format

Bulk Payment

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- BI-FAST CSV Encrypted
- BI-FAST TXT Encrypted
- BI-FAST CSV Non-Encrypted
- BI-FAST TXT Non-Encrypted
- Domestic Online CSV Encrypted
- Domestic Online CSV Non-Encrypted
- Domestic Online TXT Encrypted
- Domestic Online TXT Non-Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

File Format

Payroll

- CIMB Niaga Account CSV Encrypted
- CIMB Niaga Account TXT Encrypted
- CIMB Niaga Account CSV Non-Encrypted
- CIMB Niaga Account TXT Non-Encrypted
- SKN CSV Encrypted
- SKN TXT Encrypted
- SKN CSV Non-Encrypted
- SKN TXT Non-Encrypted
- RTGS CSV Encrypted
- RTGS TXT Encrypted
- RTGS CSV Non-Encrypted
- RTGS TXT Non-Encrypted

Bulk File Upload

Payroll

Single Access User

KEJAR MIMPI

LANGKAH

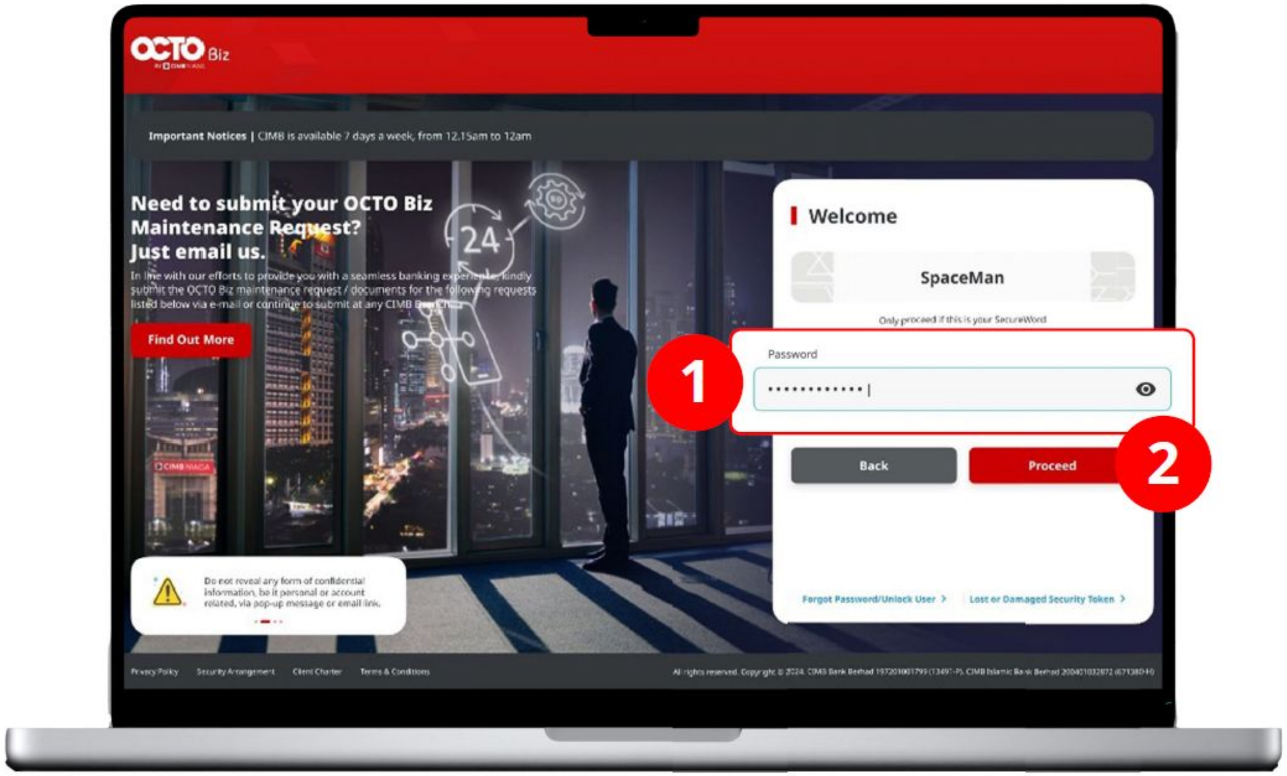
01

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

2 Klik ***Next***

LANGKAH

02

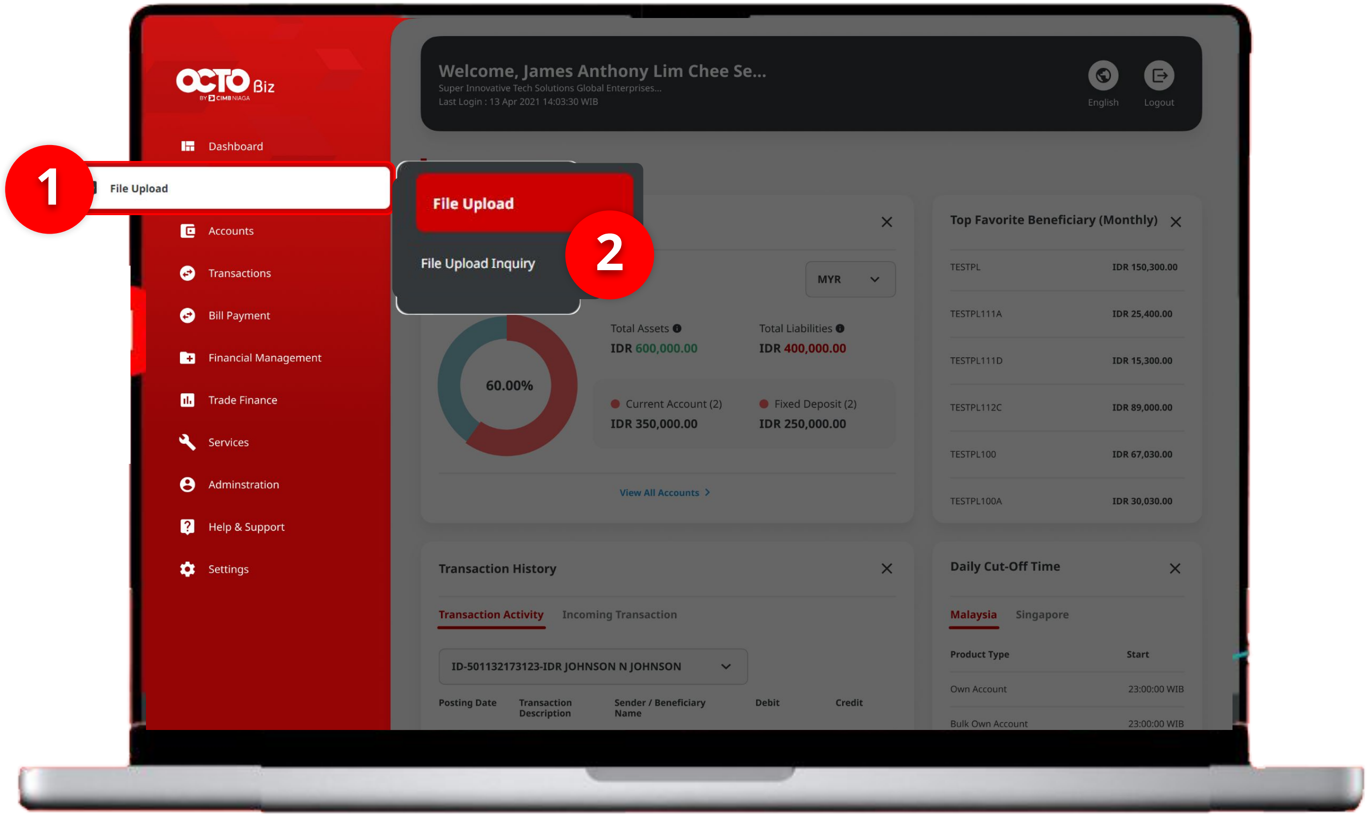


1 Isi ***Password***

2 Klik ***Proceed***

LANGKAH

03



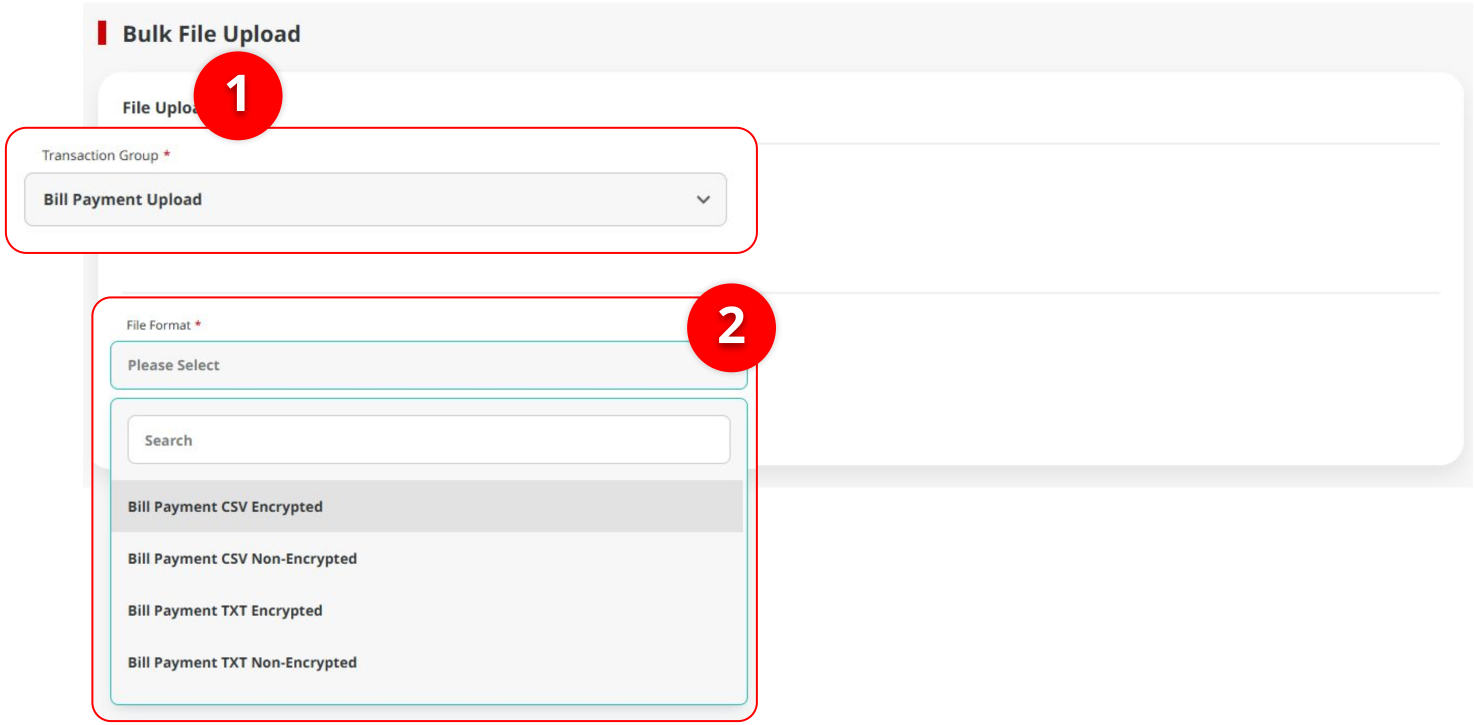
Sistem akan menampilkan Halaman ***Dashboard***

1 Arahkan **Kursor ke *File Upload***

2 Klik ***FIle Upload***

LANGKAH

04



Sistem akan **menampilkan halaman *Bulk FIle Upload***

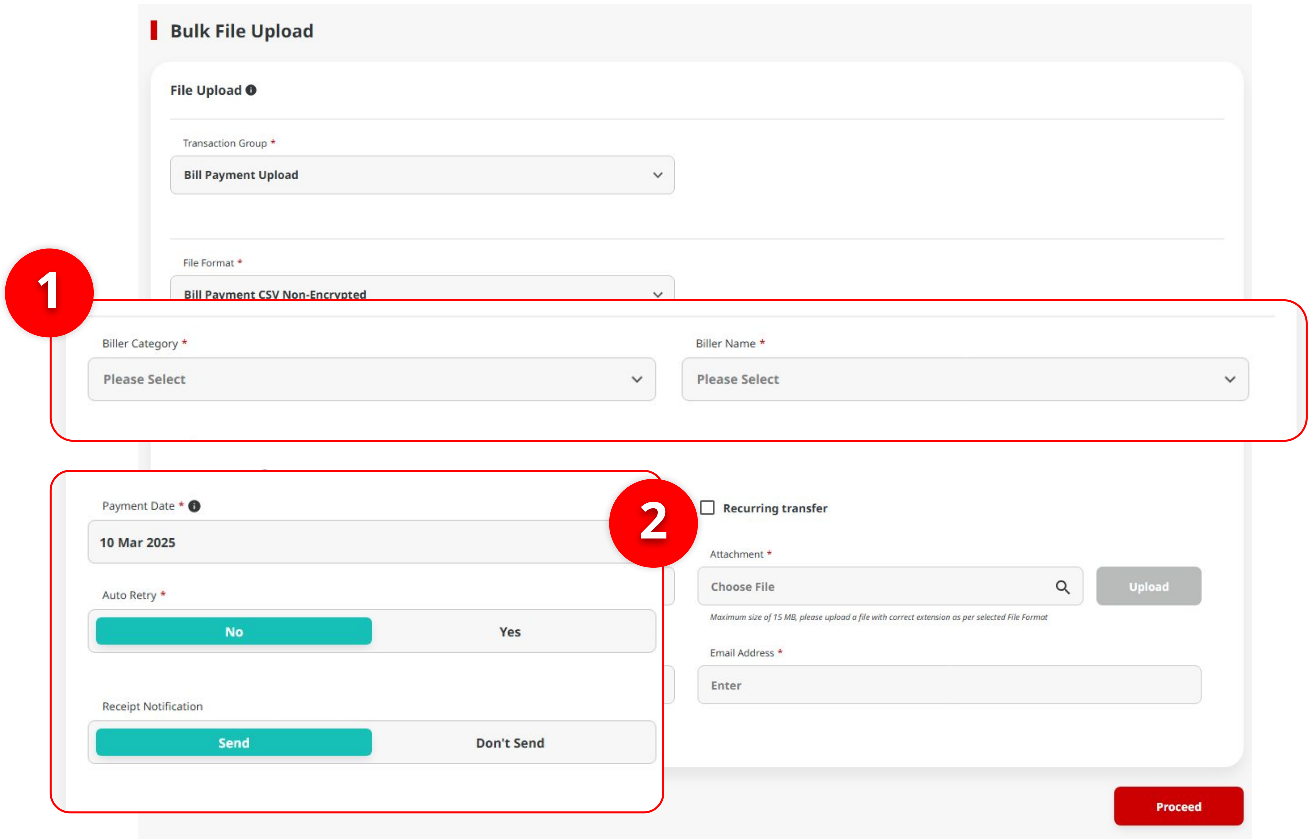
1. Pilih ***Bill Payment* sebagai *Transaction Group***

2. Sistem akan menampilkan bagian ***FIle Format***, Klik dan pilih ***Format*** yang **digunakan**

CATATAN: untuk ***template file*** yang akan di *upload*, silahkan klik "***Here***" pada bagian bawah ***box file format*** **[2]**

LANGKAH

05

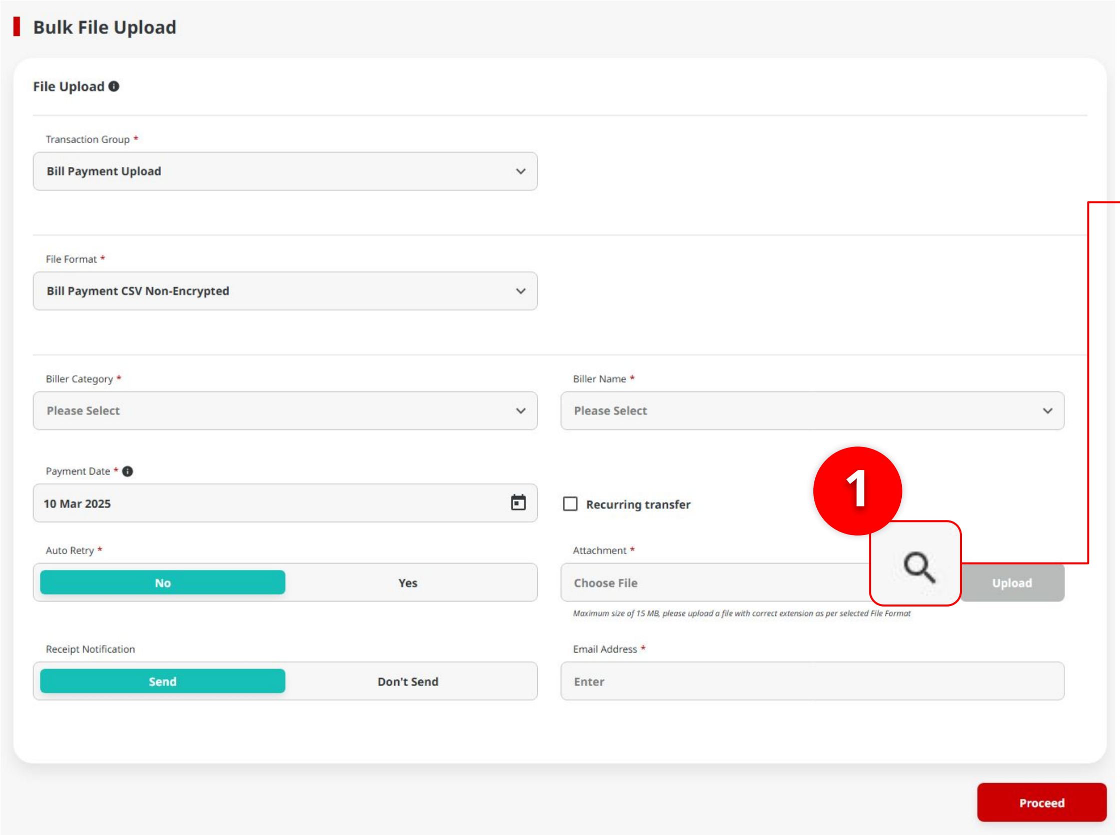


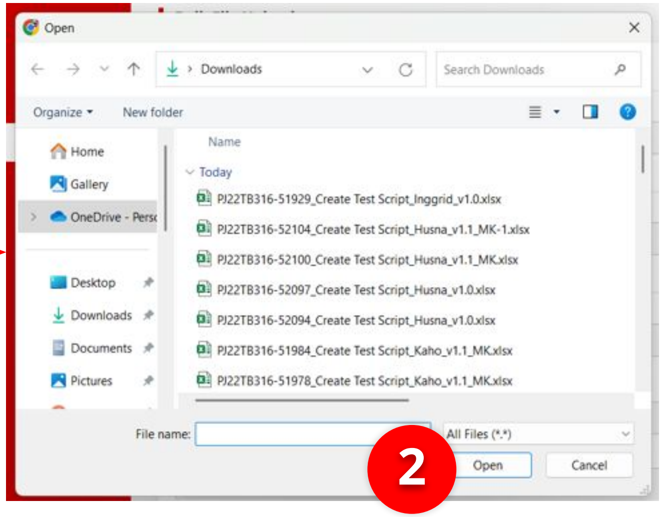
1 Pilih ***Biller Category***, dan ***Biller Name***

2 Lengkapi bagian ***Mandatory***

LANGKAH

06



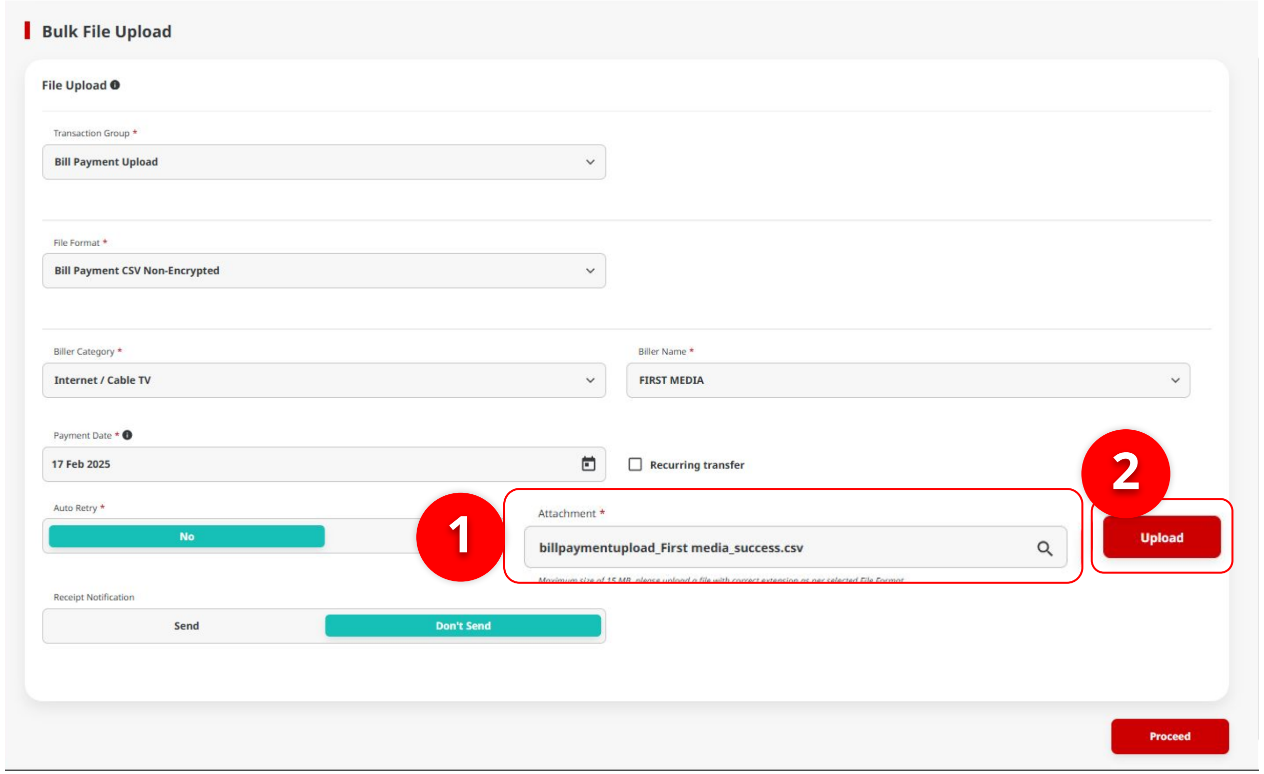


Sistem akan menampilkan halaman ***Review Details***

1. Klik tombol ***Search***, dan sistem akan menampilkan ***pop-up*** untuk ***file explorer***
2. Pilih ***File*** terkait, Lalu klik ***Open***

LANGKAH

07

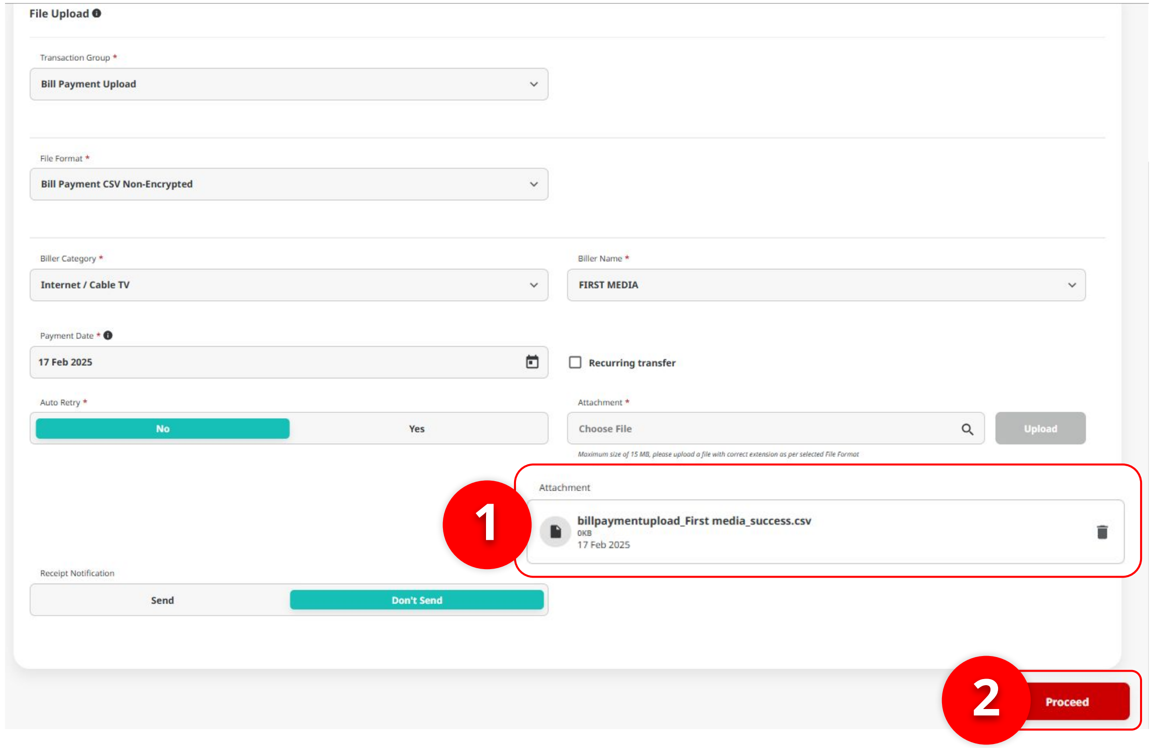


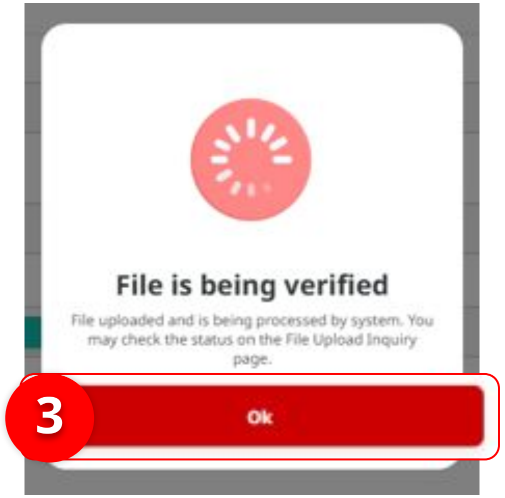
1 Sistem akan secara otomatis memasukan ***attachment*** ke ***box***

2 Klik tombol ***Upload***

LANGKAH

08





1 Sistem akan menampilkan ***file attachment***

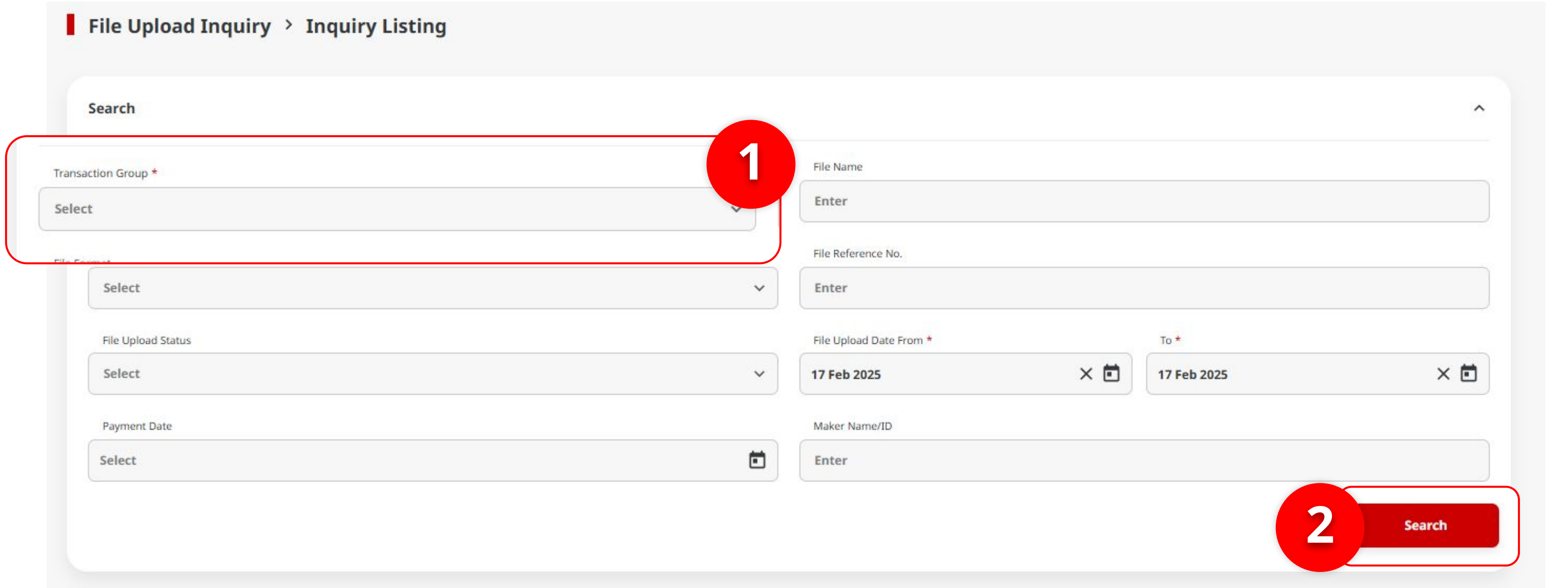
2 Klik tombol ***Proceed***

Sistem akan menampilkan ***Pop-up Verified***

3 Klik tombol ***OK***

LANGKAH

09

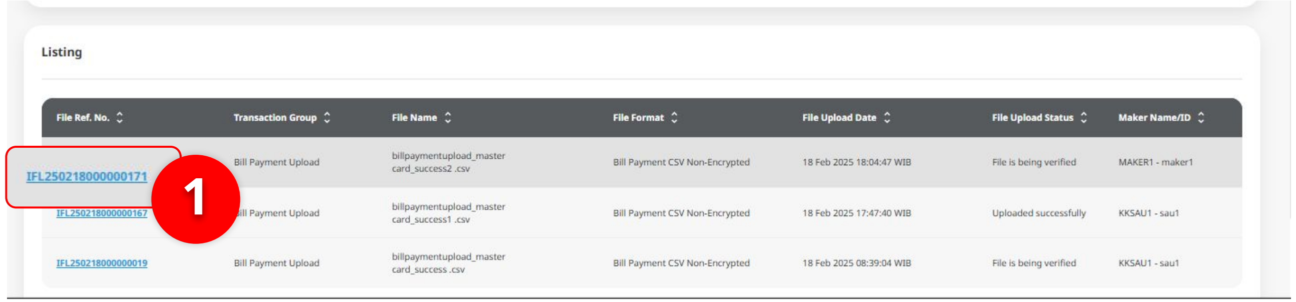


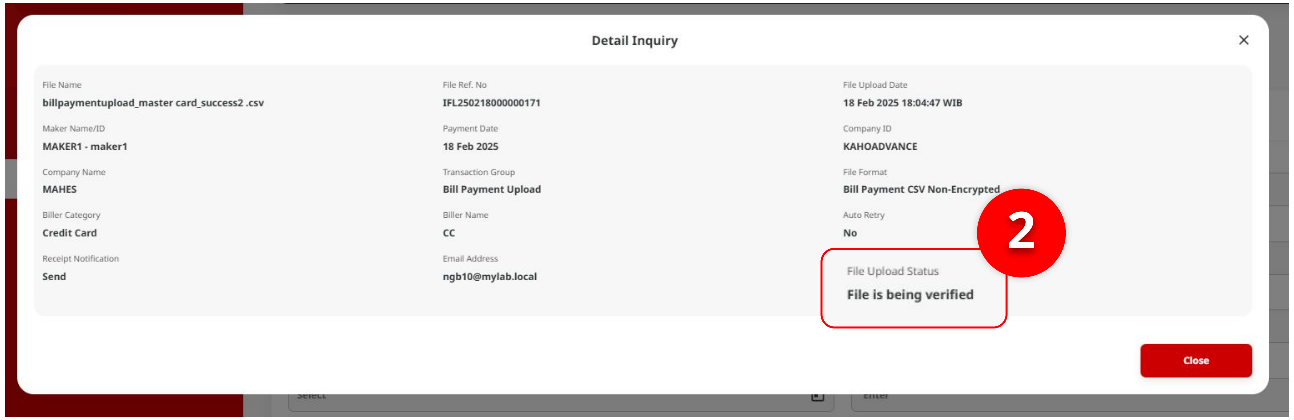
Sistem akan menampilkan halaman ***File upload Inquiry***

1. Pilih ***Bill Payment Upload*** sebagai *Transaction group*
2. Klik tombol ***Search***

LANGKAH

10





Sistem akan menampilkan ***Listing***

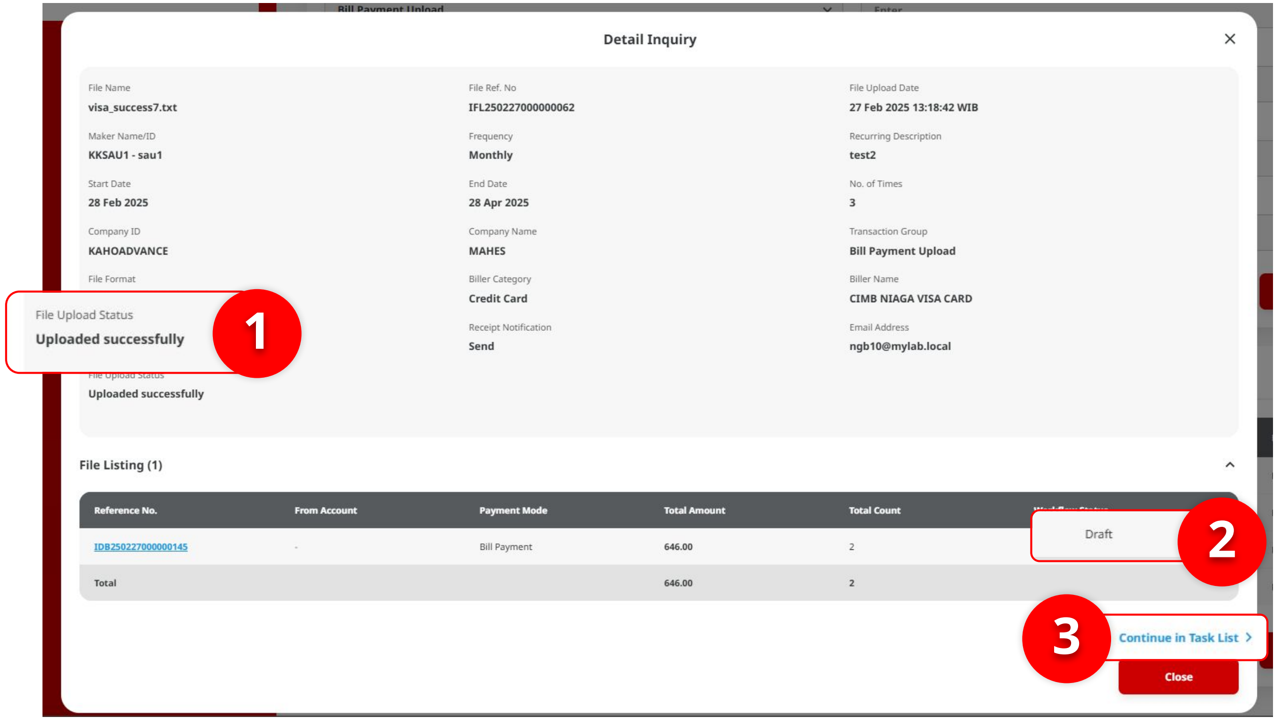
1 Pilih ***Task Hyperlink***

Sistem akan menampilkan Box berisi *detail Inquiry*

2 User dapat melihat ***File Status "Uploaded Successfully"***

LANGKAH

11



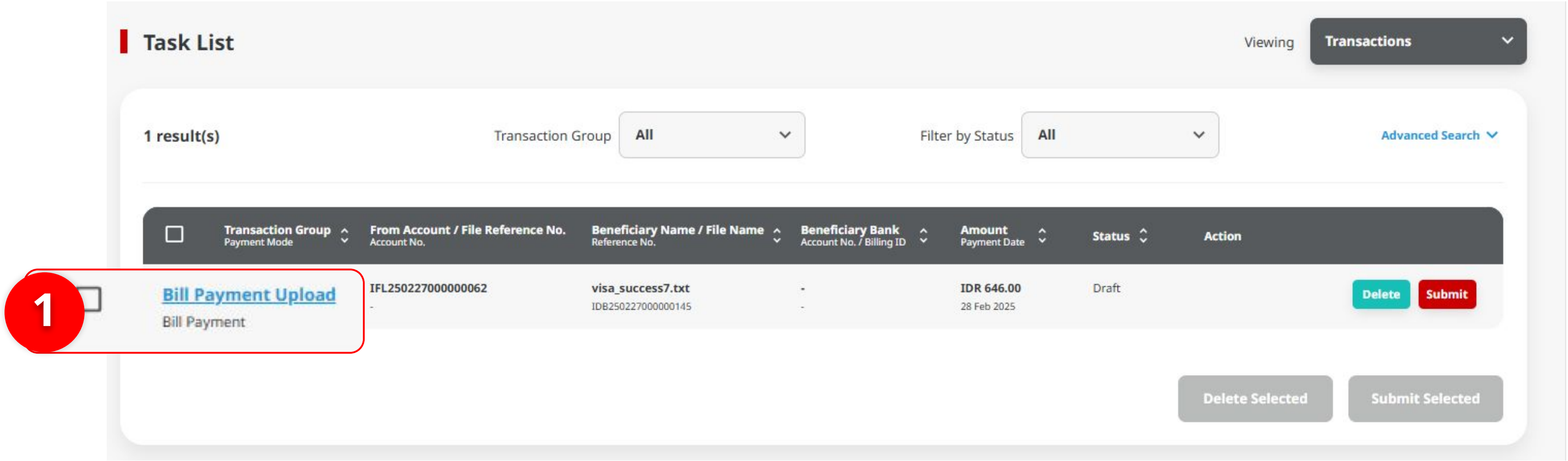
1 *File Status Upload* berubah menjadi ***"Uploaded Successfully"***

2 *Workflow status* ***"Draft"***

3 Klik ***Continue in Task List***

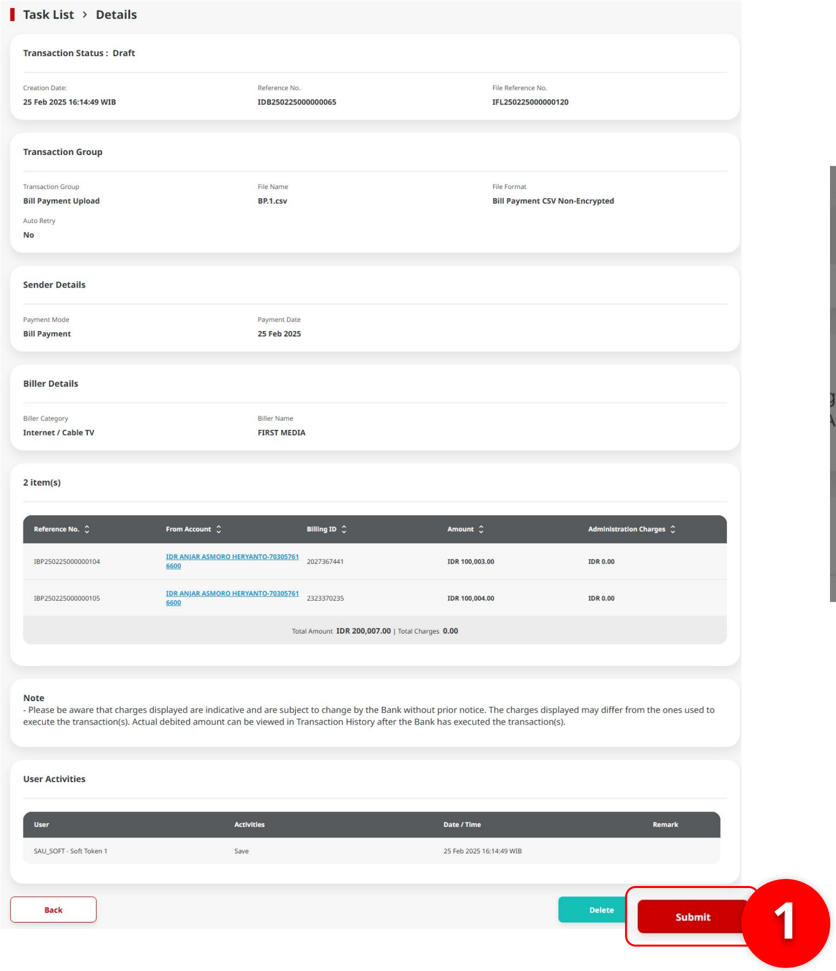
LANGKAH

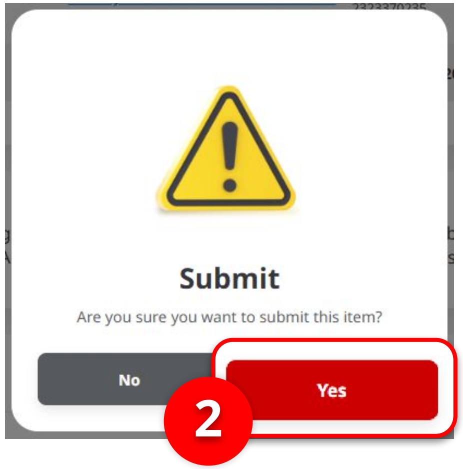
12



1 Sistem akan menampilkan halaman Task List, Klik ***Task Hyperlink***

LANGKAH
13



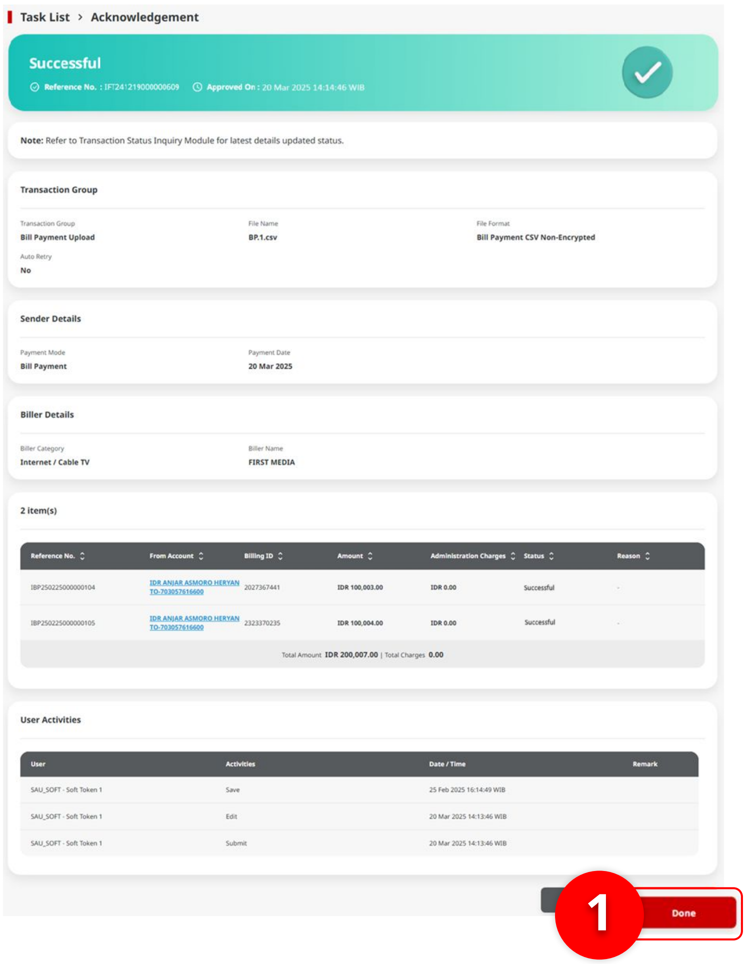


Tinjau ulang transaksi

1. Jika sudah sesuai, **klik *Submit***
2. Klik ***Yes***

LANGKAH

14

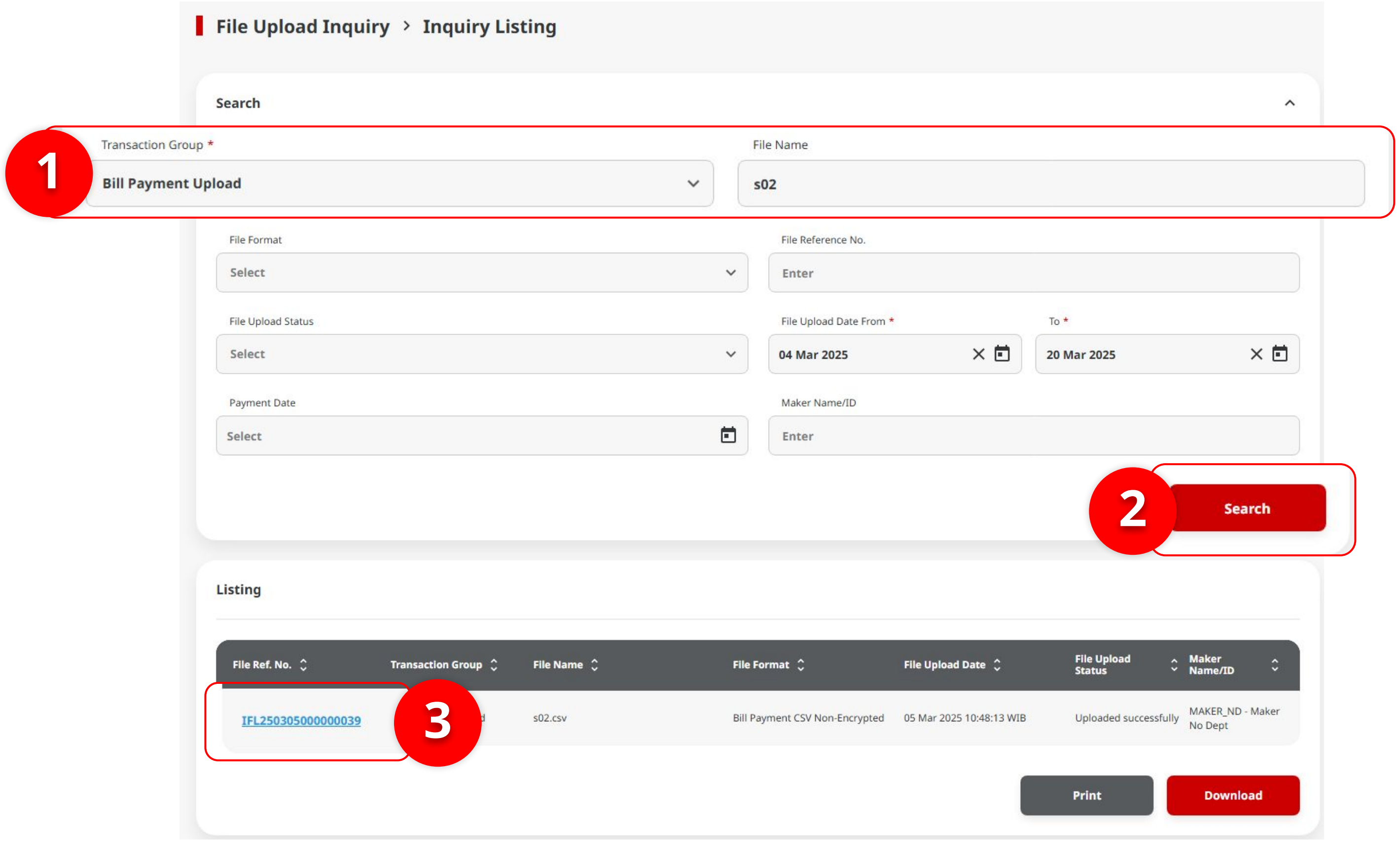


Sistem akan menampilkan halaman ***Acknowledgement***

1 Klik tombol ***Done***

LANGKAH

15

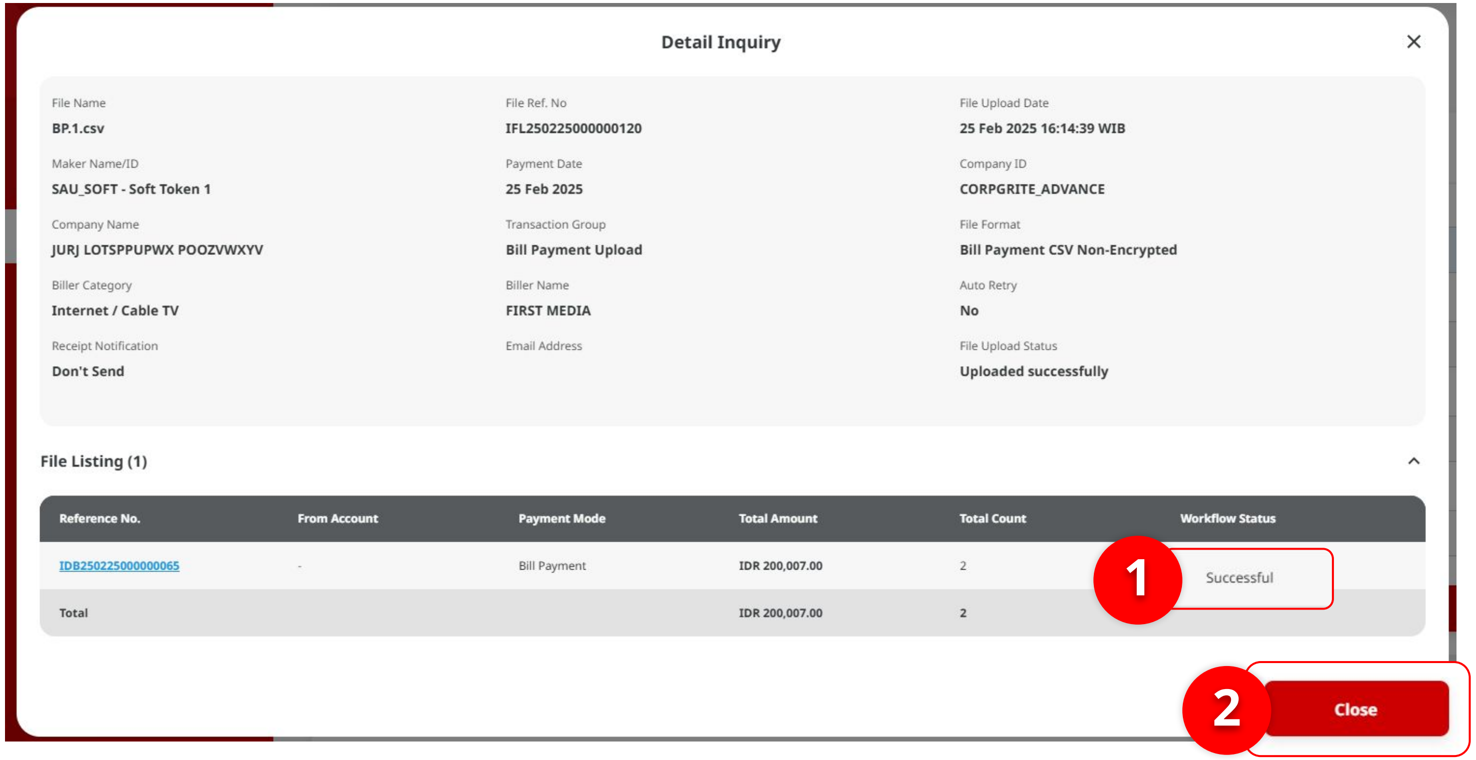


Sistem akan menampilkan halaman ***File upload Inquiry***

1. Pilih ***Bill Payment Upload*** sebagai *Transaction group*
2. Klik tombol ***Search***
3. Sistem akan menampilkan *listing*, klik ***Hyperlink*** **Transaksi**

LANGKAH

16



Sistem akan menampilkan Box berisi ***detail Inquiry***

1. *Workflow Status* berubah menjadi ***"Successful"***
2. *Klik tombol* ***"Close"***

Bulk File Upload

Payroll

Maker-Approver Flow

KEJAR MIMPI

LANGKAH

01

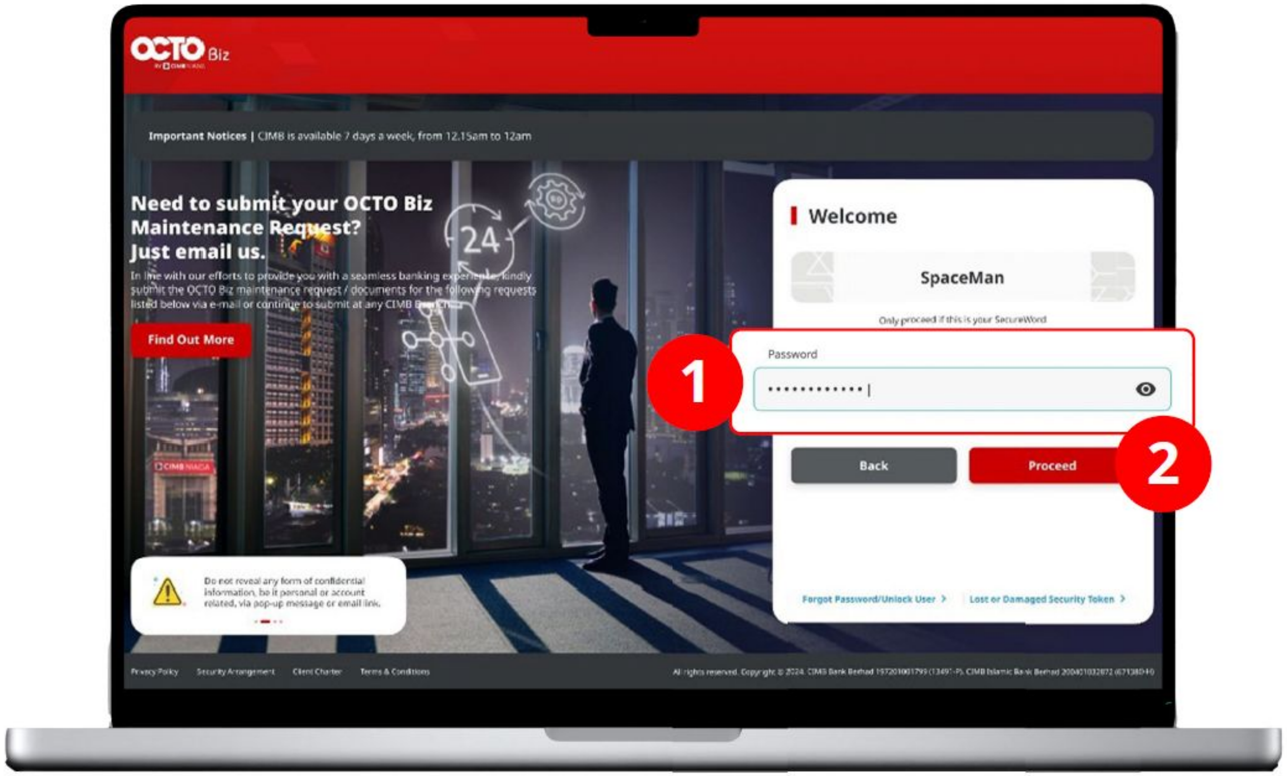
MAKER

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

2 Klik ***Next***

LANGKAH

02



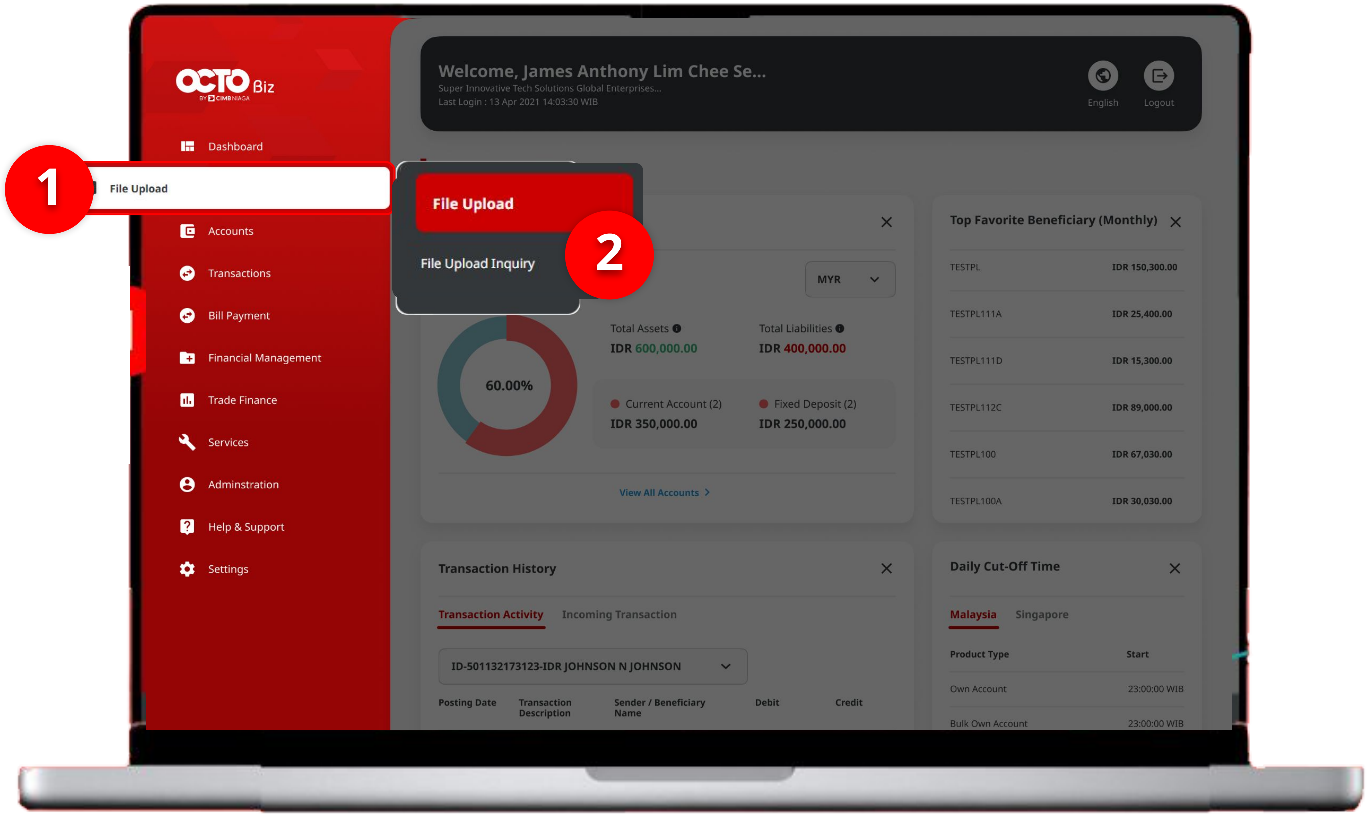
1 Isi ***Password***

2 Klik ***Proceed***

LANGKAH

03

MAKER



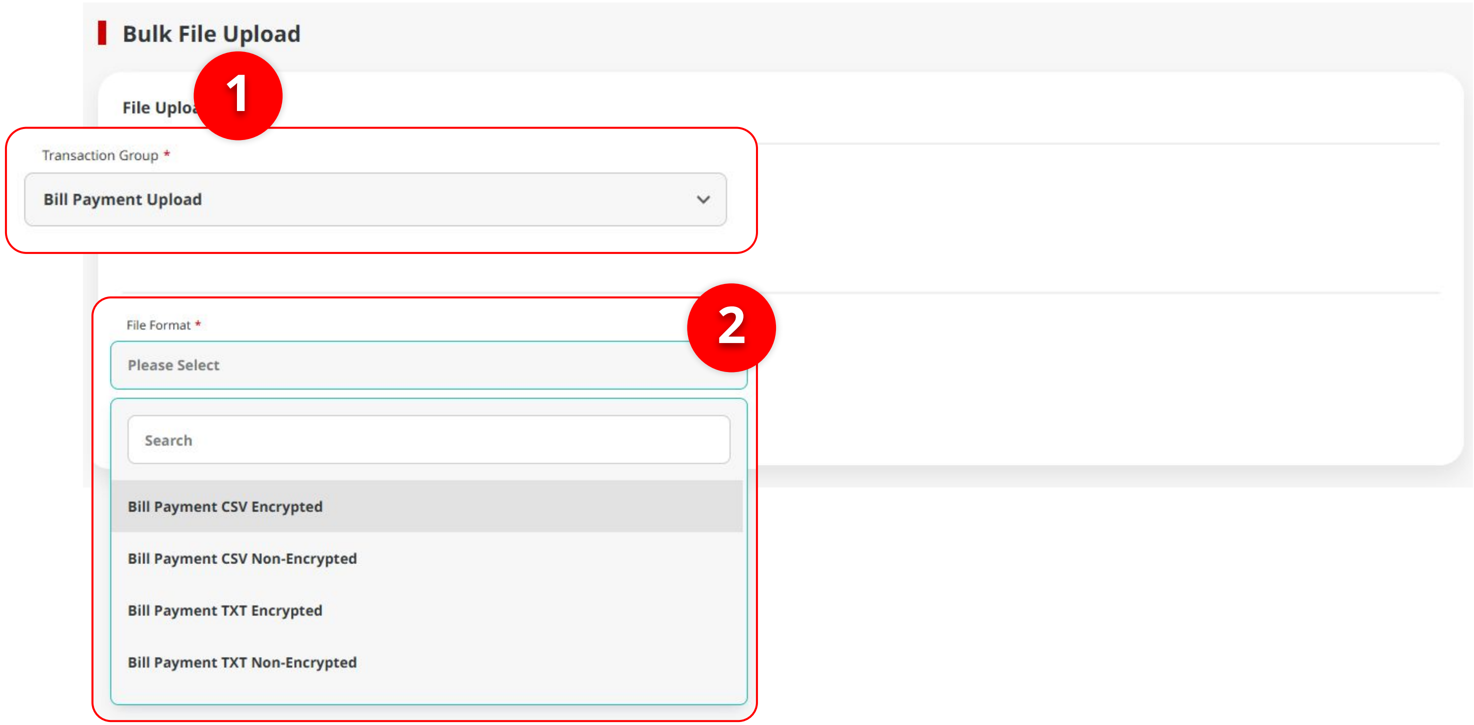
Sistem akan menampilkan Halaman ***Dashboard***

1. Arahkan **Kursor ke *File Upload***
2. Klik ***FIle Upload***

LANGKAH

04

MAKER



Sistem akan **menampilkan halaman *Bulk FIle Upload***

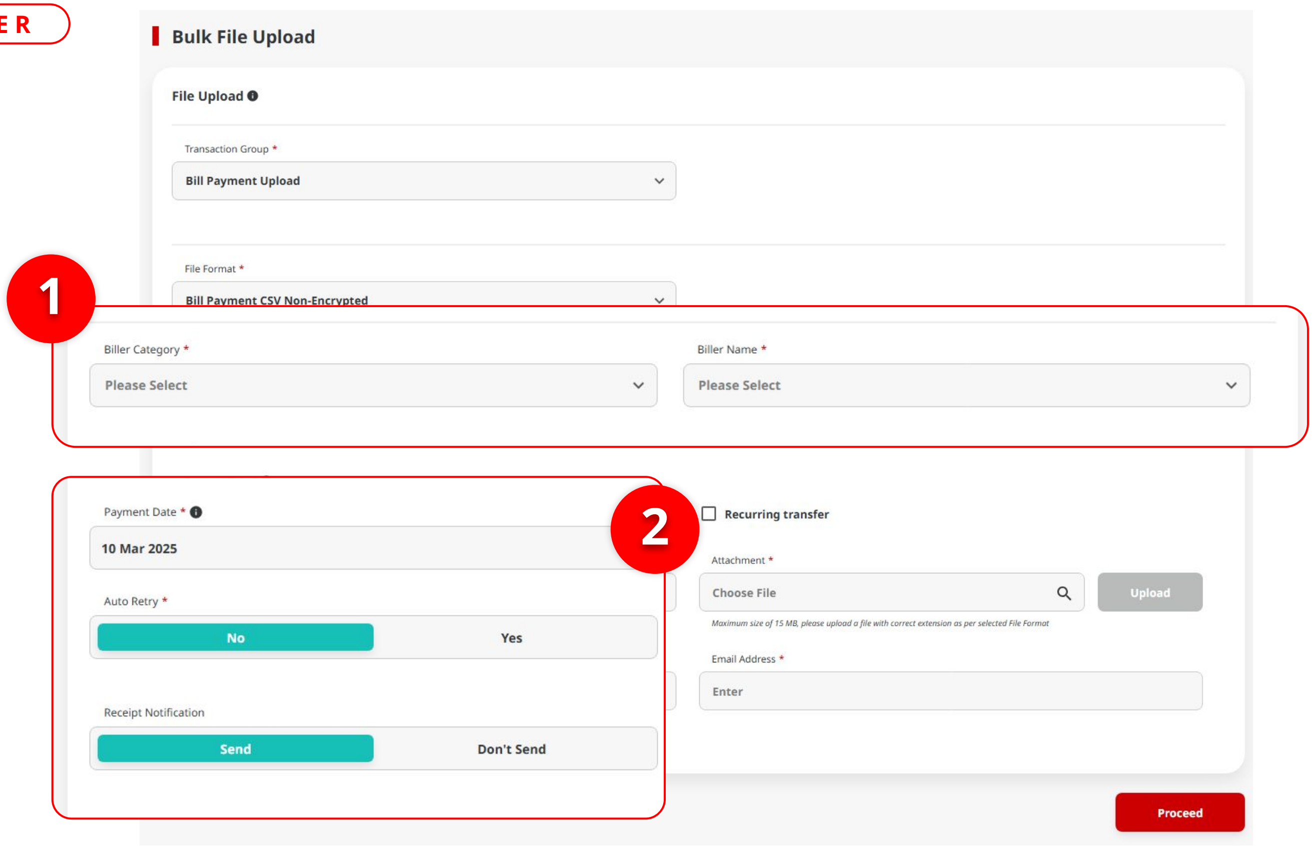
1. Pilih ***Payroll / Bulk Payment* sebagai *Transaction Group***
2. Sistem akan menampilkan bagian ***FIle Format***, Klik dan pilih ***Format*** yang **digunakan**

CATATAN: untuk ***template file*** yang akan di *upload*, silahkan klik "***Here***" pada bagian bawah ***box file format*** [2]

LANGKAH

05

MAKER

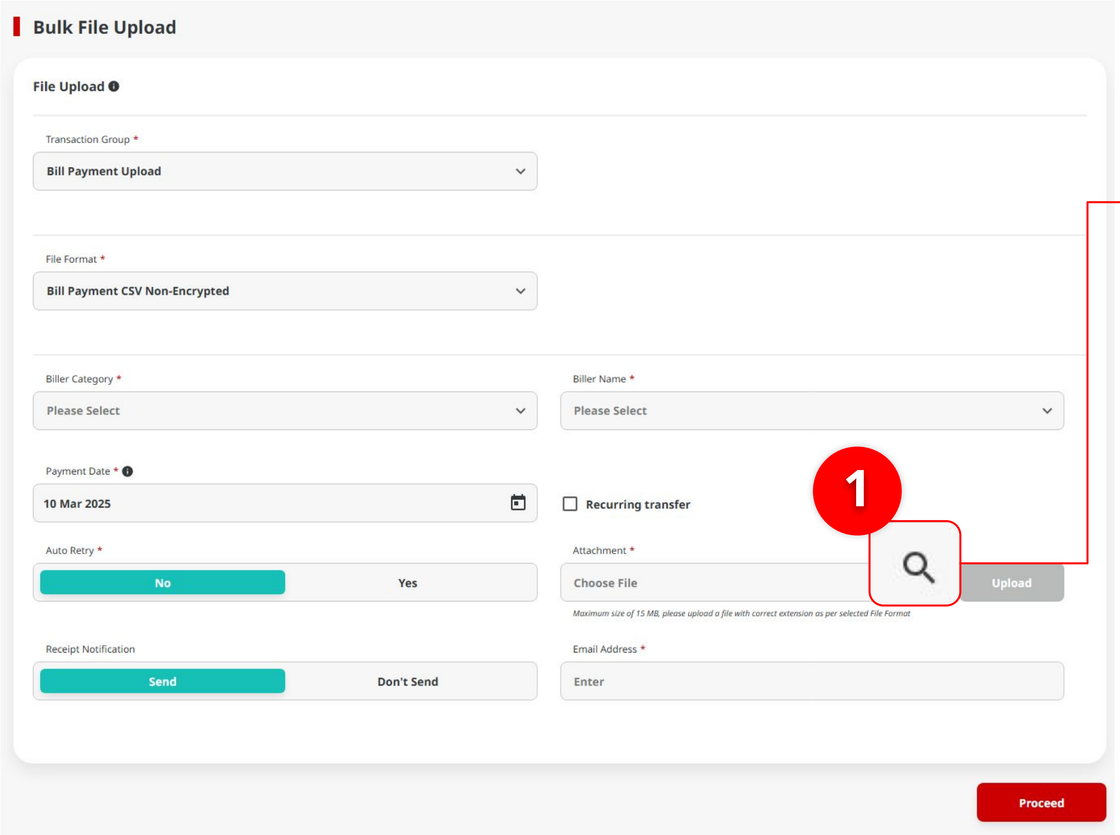


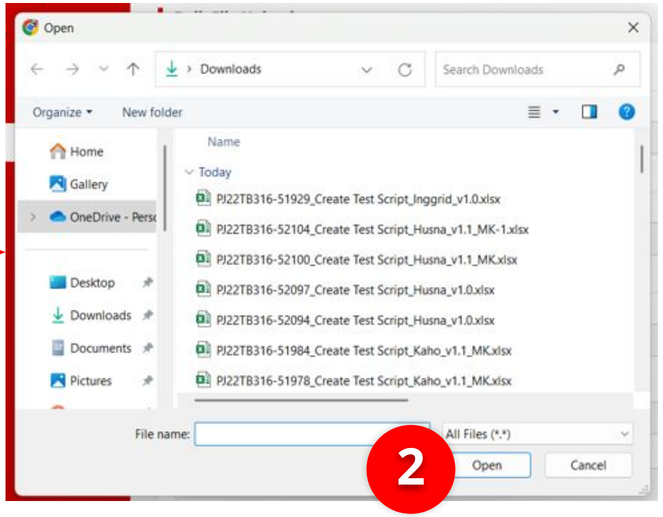
1. Pilih ***Biller Category***, dan ***Biller Name***
2. Lengkapi bagian ***Mandatory***

LANGKAH

06

MAKER





Sistem akan menampilkan halaman ***Review Details***

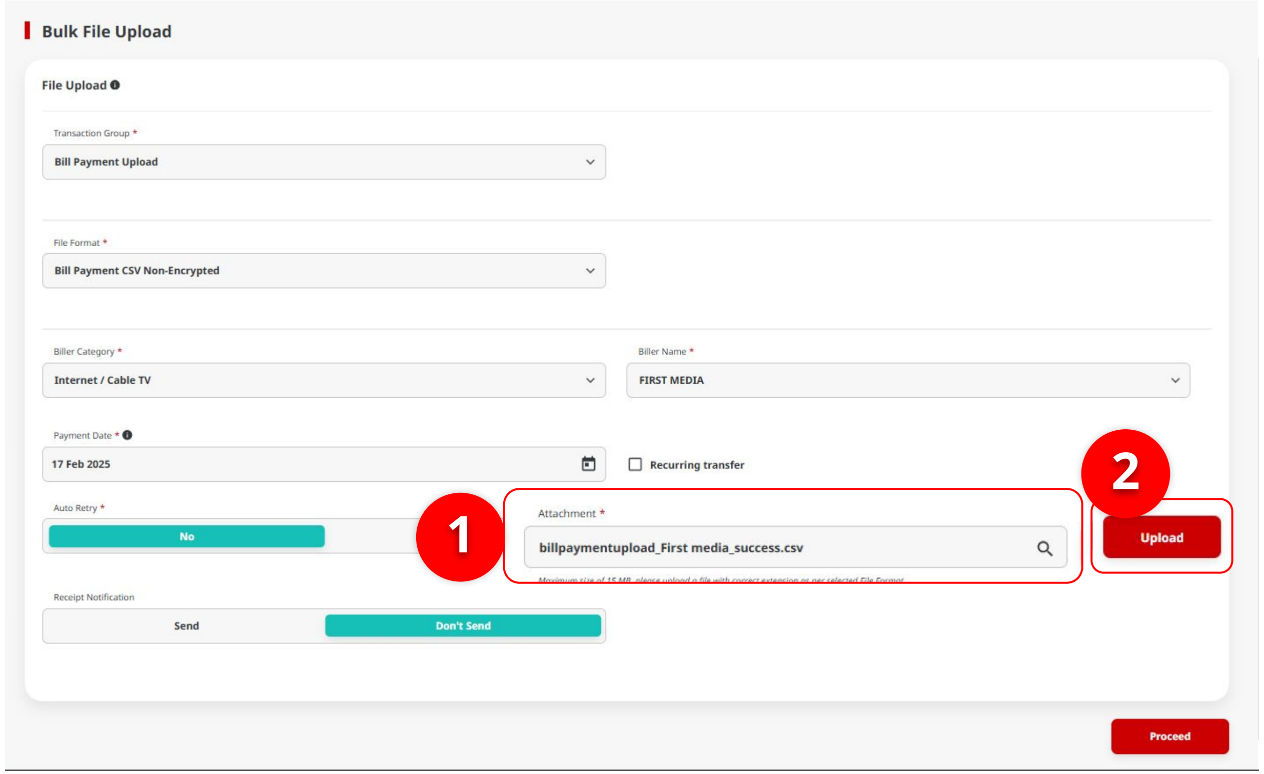
1. Klik tombol ***Search***, dan sistem akan menampilkan ***pop-up*** untuk ***file explorer***

2. Pilih ***File*** terkait, Lalu klik ***Open***

LANGKAH

07

MAKER



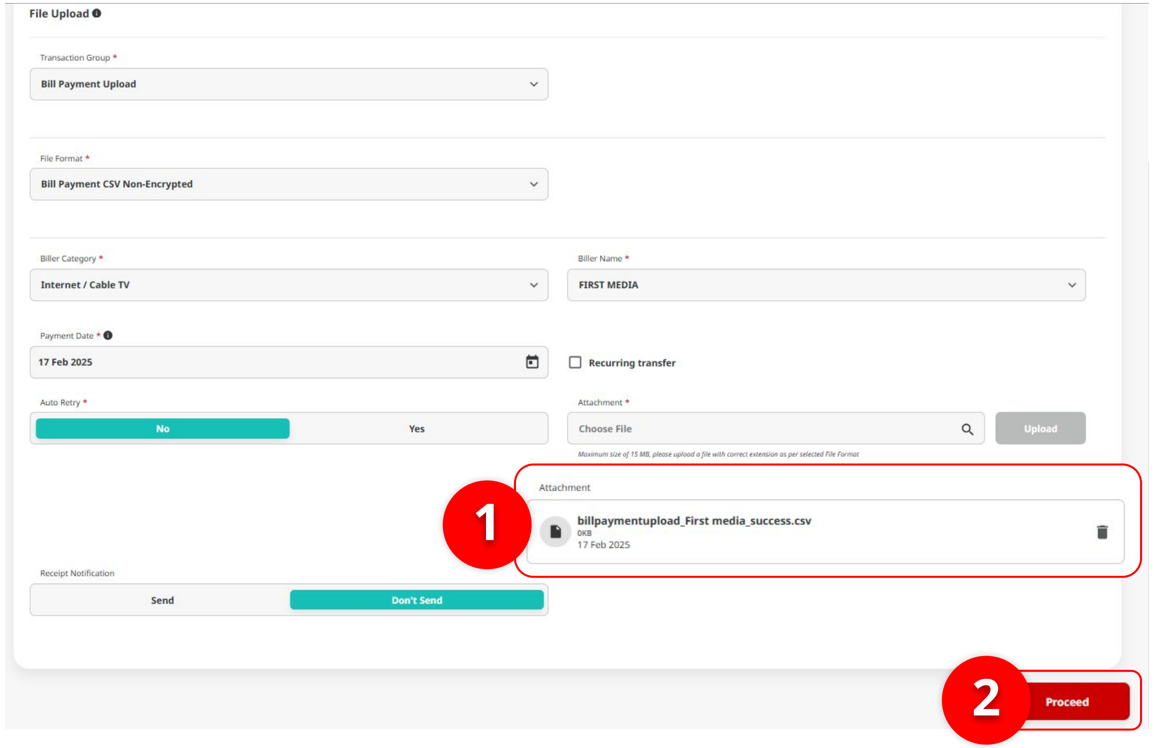
1 Sistem akan secara otomatis memasukan ***attachment*** ke ***box***

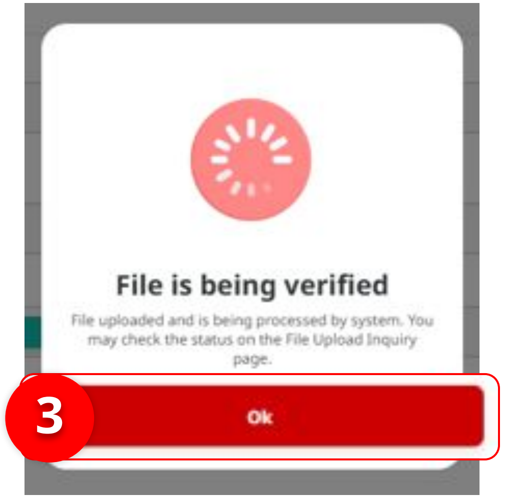
2 Klik tombol ***Upload***

LANGKAH

08

MAKER





1 Sistem akan menampilkan ***file attachment***

2 Klik tombol ***Proceed***

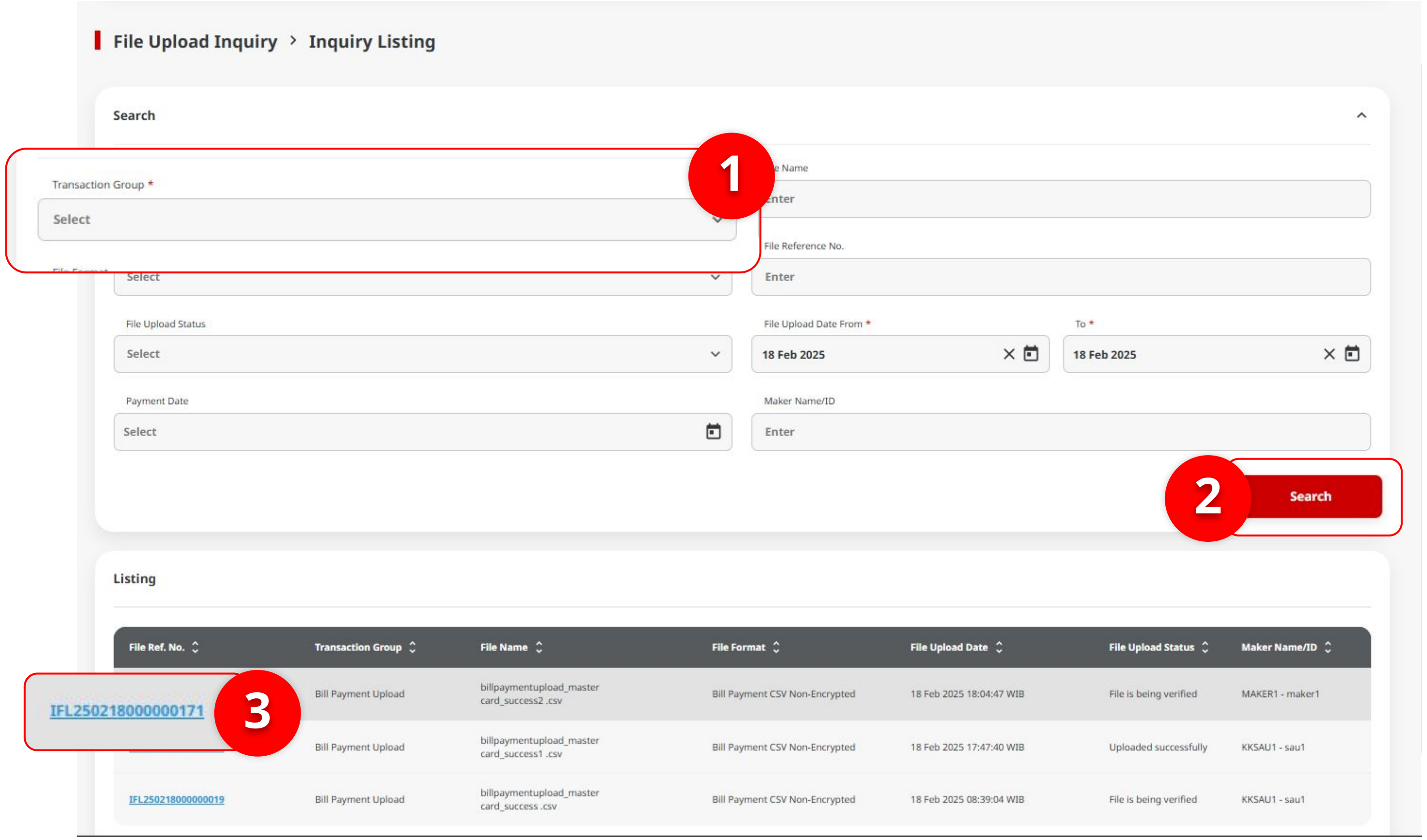
Sistem akan menampilkan ***Pop-up Verified***

3 Klik tombol ***OK***

LANGKAH

09

MAKER



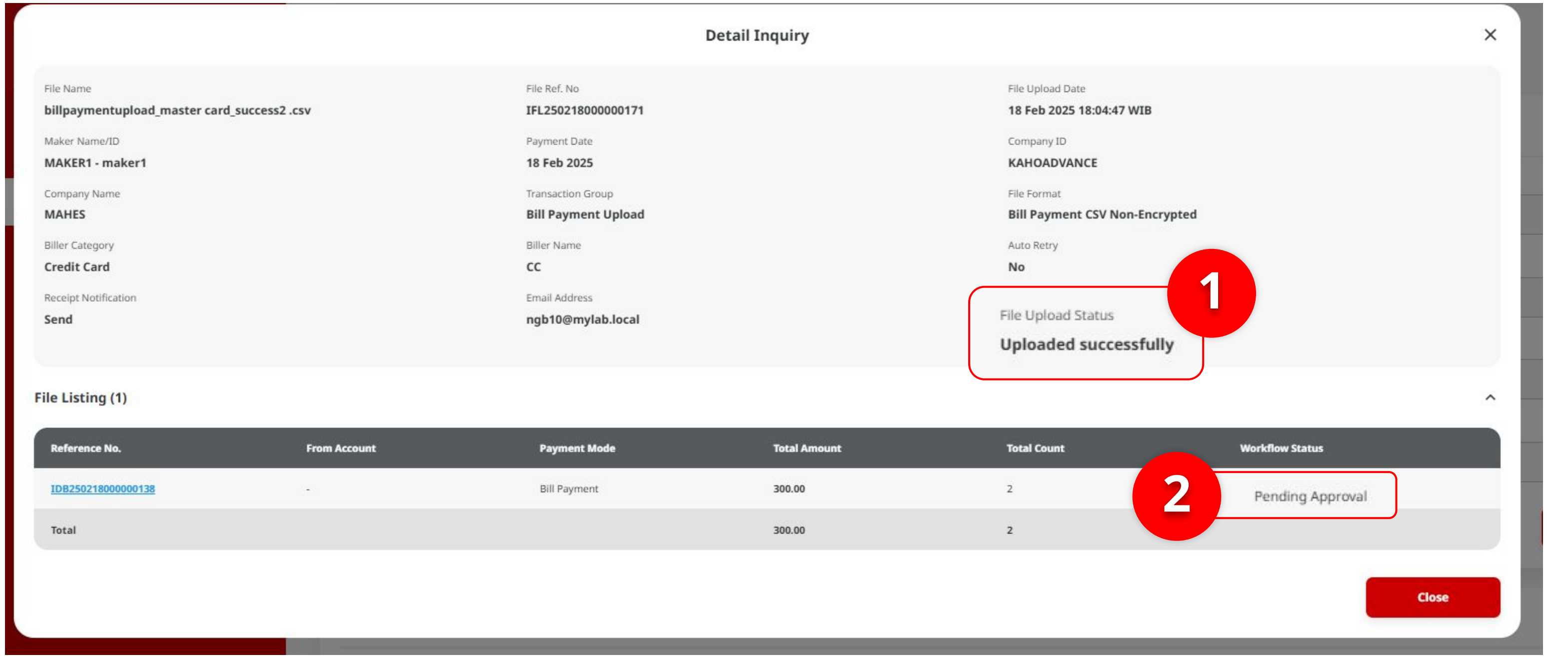
Sistem akan menampilkan halaman ***File upload Inquiry***

1. Pilih ***Bill Payment Upload*** sebagai *Transaction group*
2. Klik tombol ***Search***
3. Sistem akan menampilkan *listing*, klik ***Hyperlink*** **Transaksi**

LANGKAH

10

MAKER



Sistem akan menampilkan Box berisi ***detail Inquiry***

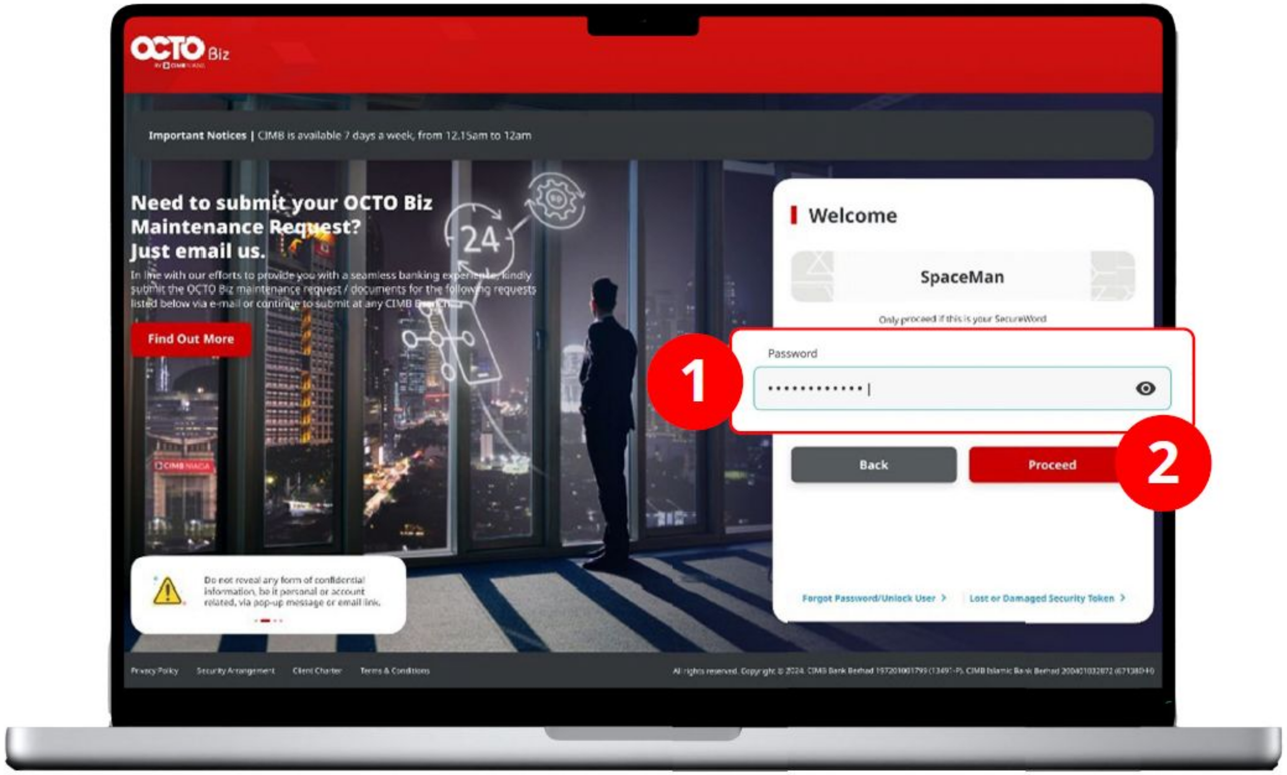
1. File Status berubah menjadi ***"Uploaded Successfully"***

2. Workflow Status berubah menjadi ***"Pending Approval"***

LANGKAH

11

APPROVER



Login sebagai ***Approver***

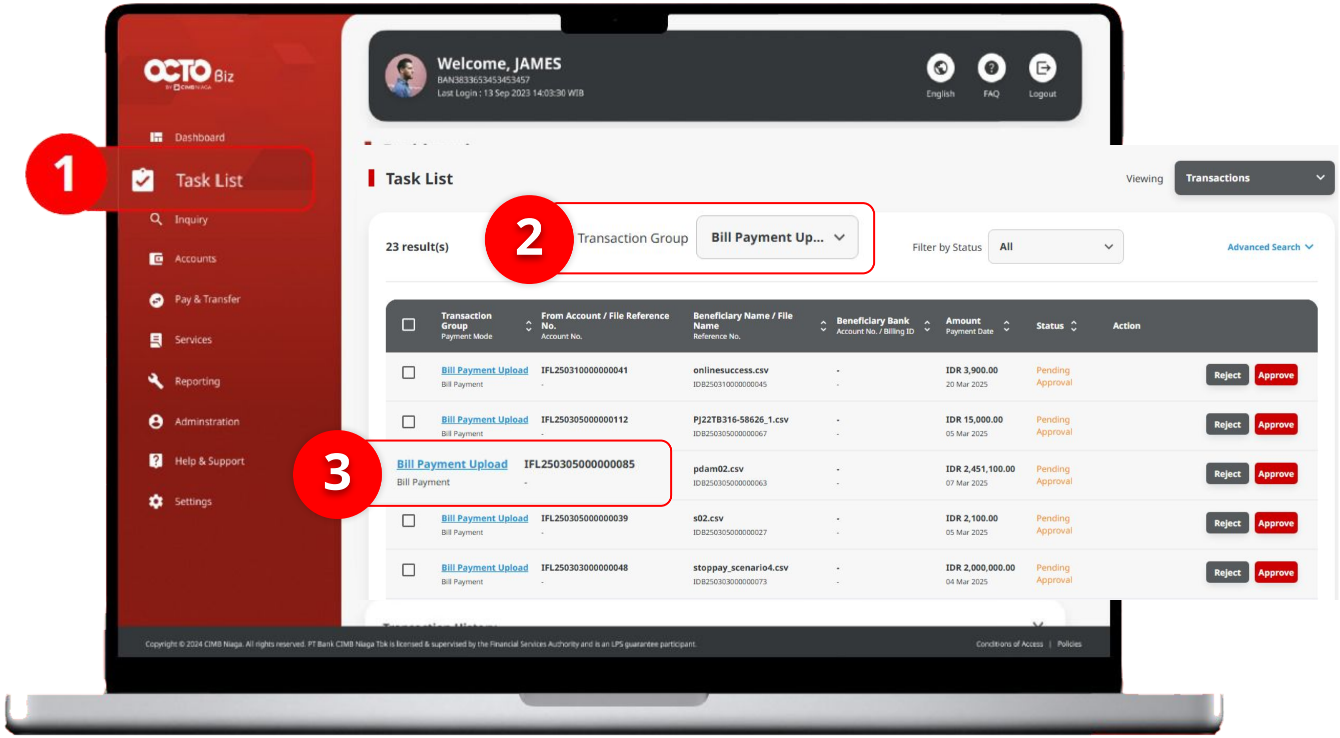
1 Isi ***Password***

2 Klik ***Proceed***

LANGKAH

12

APPROVER



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

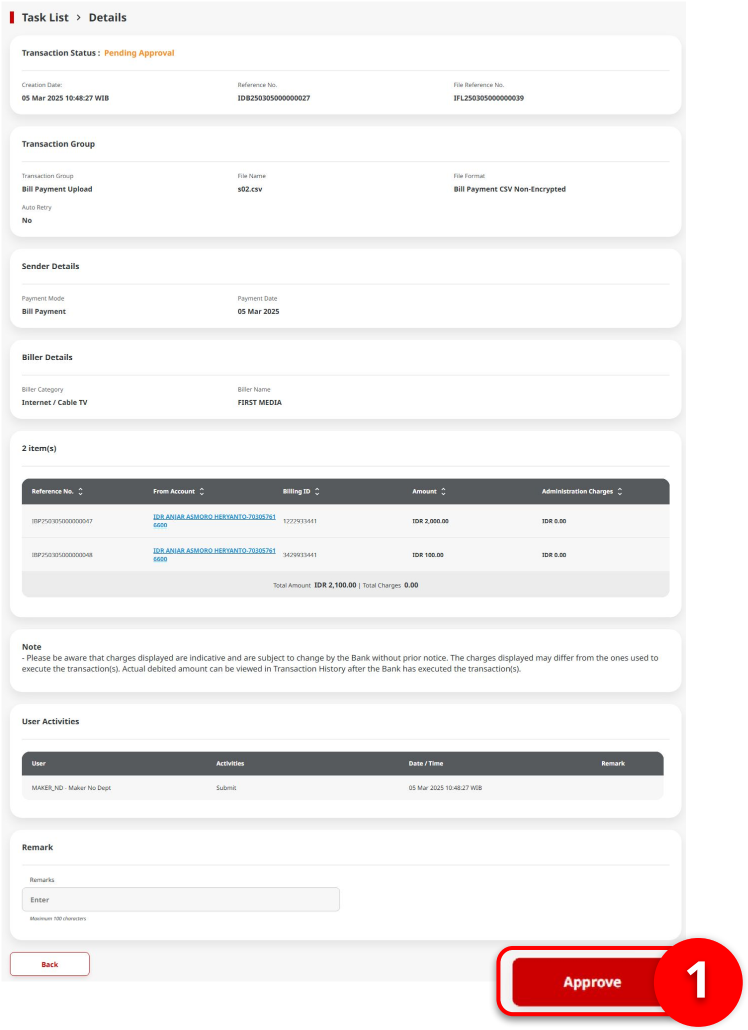
2 Pilih ***Bill Payment Upload*** sebagai ***Transaction Group***

3 Klik ***Hyperlink*** transaksi yang diinginkan

LANGKAH

13

APPROVER



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

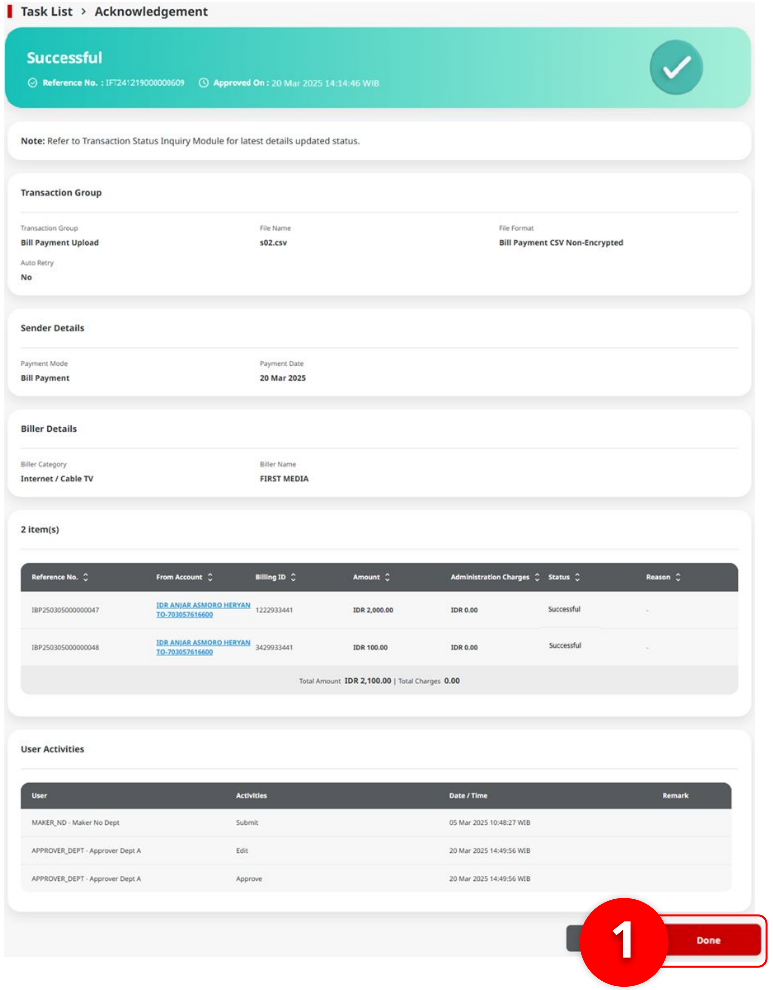
1 Jika sudah sesuai, **klik *Approve***

2 Klik ***Yes***

LANGKAH

14

APPROVER



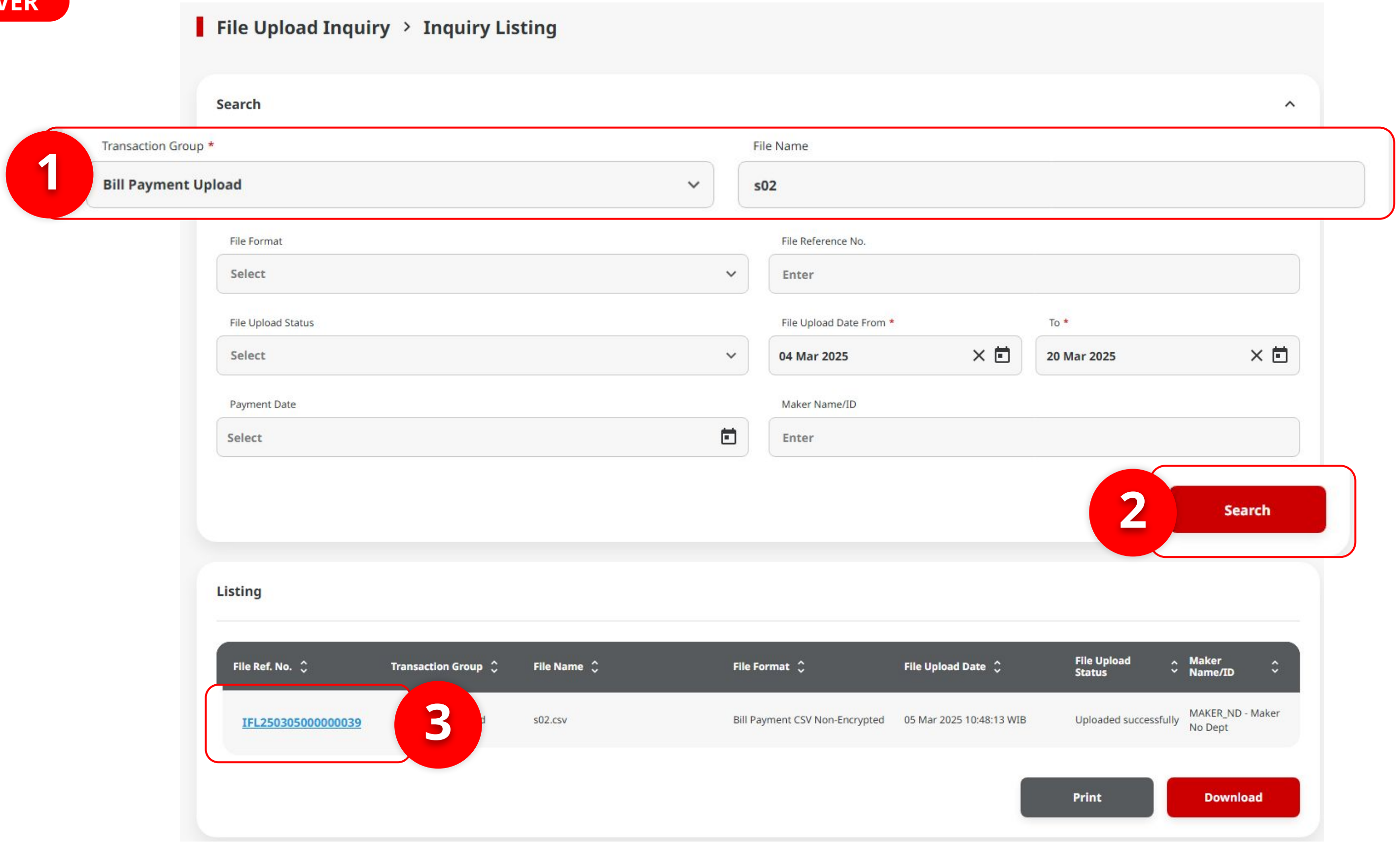
Sistem akan menampilkan halaman ***Acknowledgement***

1 Klik tombol ***Done***

LANGKAH

15

APPROVER



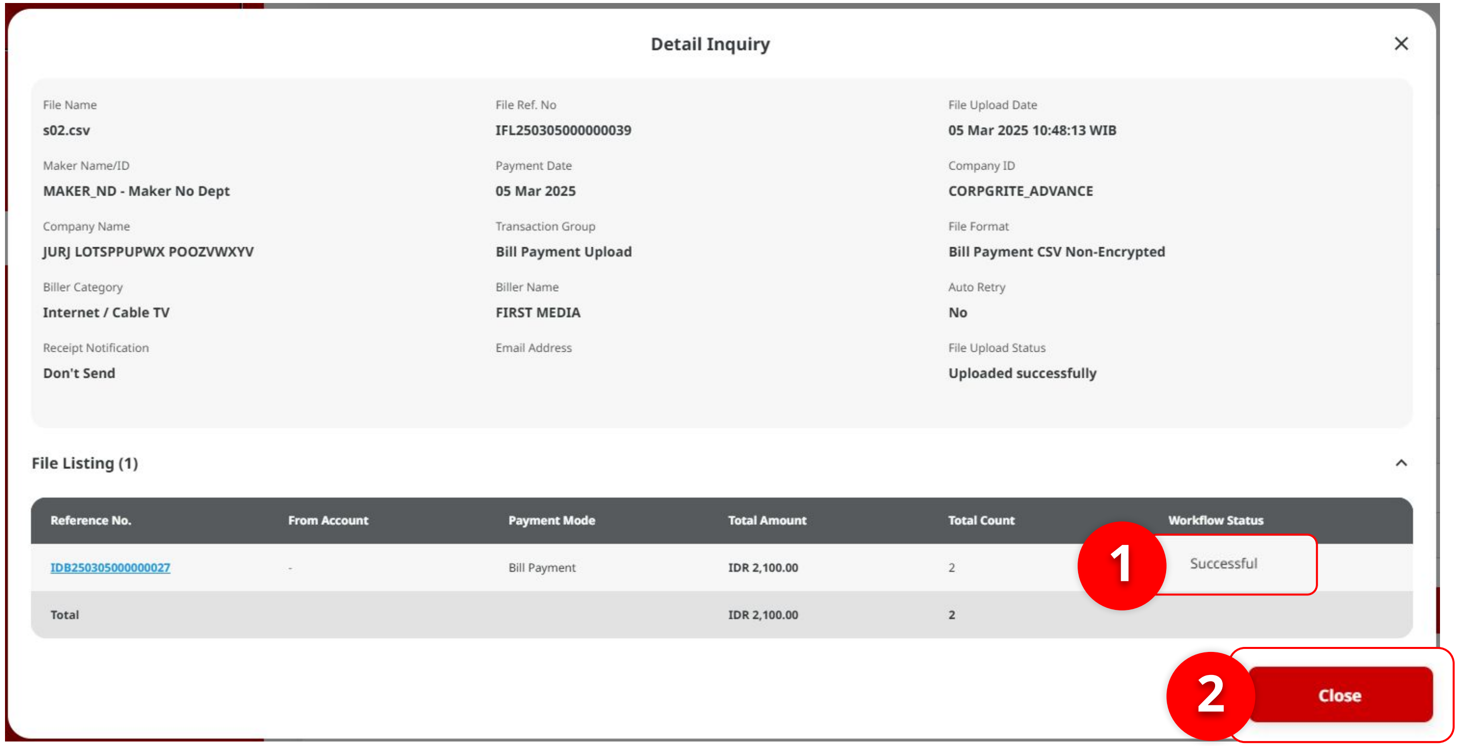
Sistem akan menampilkan halaman ***File upload Inquiry***

1. Pilih ***Bill Payment Upload*** sebagai *Transaction group*
2. Klik tombol ***Search***
3. Sistem akan menampilkan *listing*, klik ***Hyperlink* Transaksi**

LANGKAH

16

APPROVER



Sistem akan menampilkan Box berisi ***detail Inquiry***

1. *Workflow Status* berubah menjadi ***"Successful"***
2. *Klik tombol* ***"Close"***

OCTO Biz

BY CIMB NIAGA