

The OCTO Biz logo is positioned in the upper right area. 'OCTO' is written in a large, bold, white, rounded sans-serif font. 'Biz' is written in a smaller, white, sans-serif font to its right. A bright white starburst effect is located between the logo and the main title.

Transaction

Bulk Payment - MPN Upload

TUTORIALOCTOBIZ2025

KEJAR MIMPI

Transaction

Bulk Payment - MPN Upload

Transaction – Bulk Payment - MPN Upload 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

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

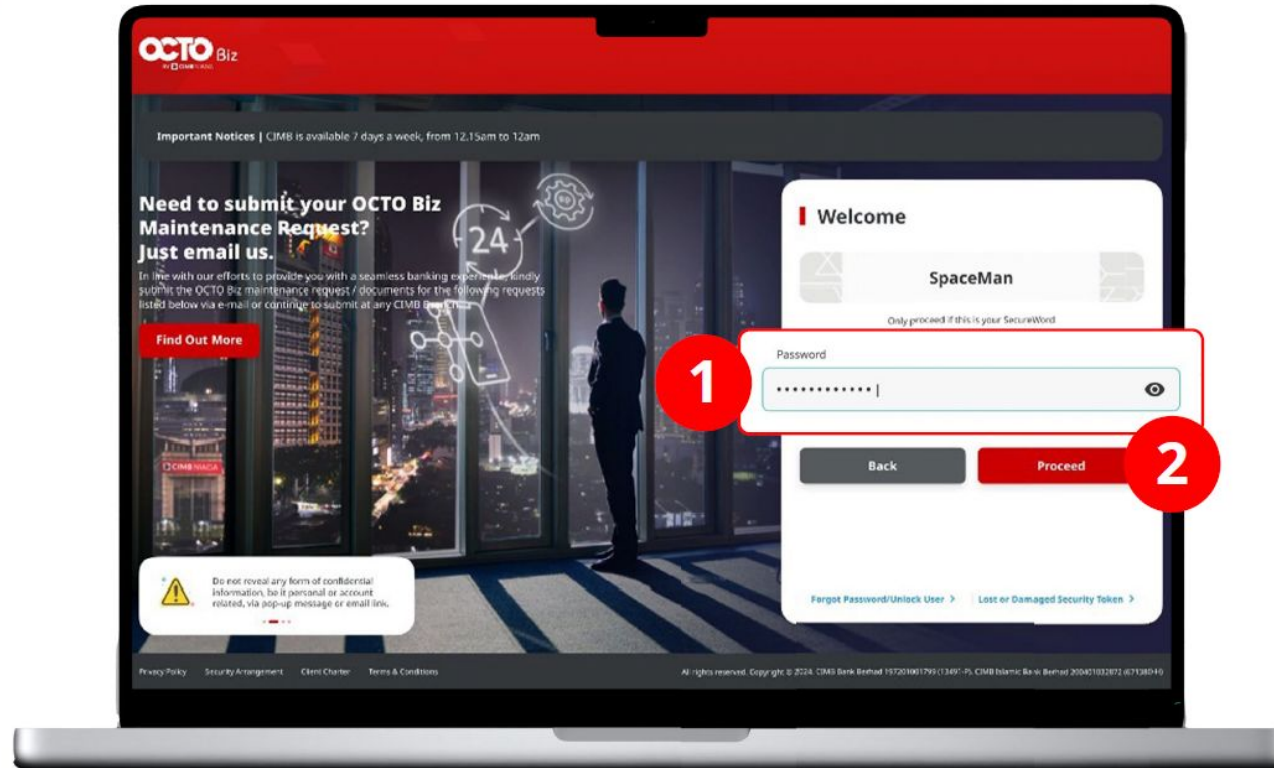
MPN Upload

Single Access User



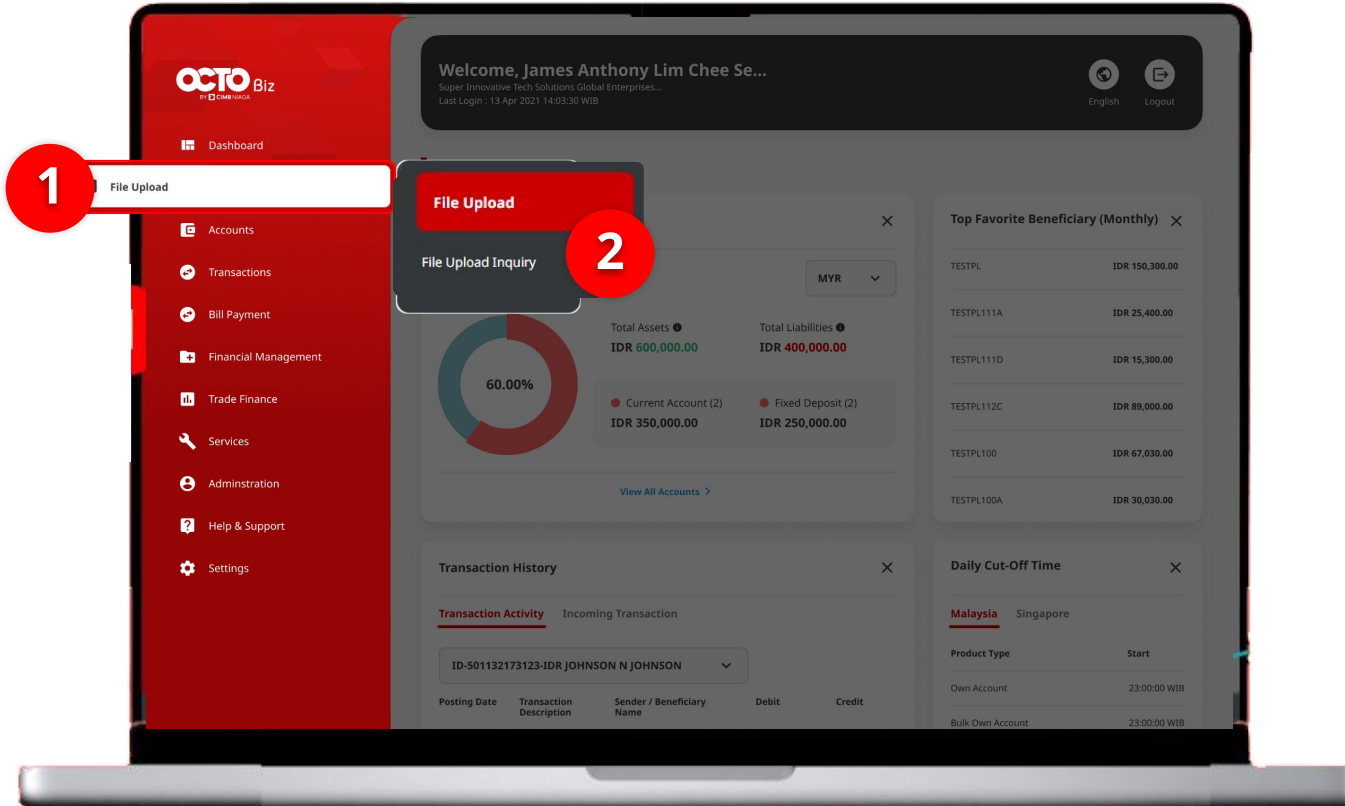
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

2 Klik ***File Upload***

Sistem akan **menampilkan halaman *Bulk File Upload***

- 1 Pilih **MPN Upload** 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]

Sistem akan menampilkan bagian tambahan

1 Lengkapi bagian ***Mandatory***

Bulk File Upload

File Upload

Transaction Group *

MPN Upload

File Format *

Create Tax Billing ID and Payment CSV Encrypted

Payment Date *

26 Mar 2025

Attachment *

Choose File

1

Search

Upload

Maximum size of 15 MB, please upload a file with correct extension and format.

Proceed

Name	Date modified
Bulk Domestic Online CSV	25/3/2025 11:2
Bulk Multi Source CSV	24/3/2025 11:3
Bulk Multi Source TXT	24/3/2025 11:3
Bulk Payment BIFAST CSV	24/3/2025 11:3
Bulk Payment BIFAST TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll CIMB Niaga Acc TXT	24/3/2025 11:3
Bulk Payment or Payroll RTGS CSV	24/3/2025 11:3
Bulk Payment or Payroll RTGS TXT	24/3/2025 11:3
Bulk Payment or Payroll SKN CSV - Copy1	25/3/2025 6:22

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**

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- 1 Sistem akan secara otomatis memasukkan **attachment** ke **box**
- 2 Klik tombol **Upload**

Bulk File Upload

File Upload

Transaction Group *

MPN Upload

File Format *

Create Tax Billing ID and Payment CSV Non-Encrypted

Payment Date *

26 Mar 2025

For more details on the file format and other information, download the guideline [here](#).

Attachment *

Choose File

Upload

Maximum size of 15 MB, please upload a file with correct extension as per selected File Format.

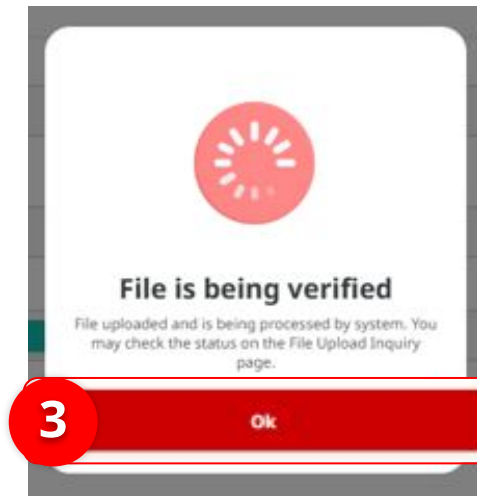
Attachment

Bulk Payment or Payroll SKN_CSV_Testing.csv

0KB

26 Mar 2025

Proceed



1 Sistem akan menampilkan **file attachment**

2 Klik tombol **Proceed**

Sistem akan menampilkan **Pop-up Verified**

3 Klik tombol **OK**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group *
Bulk Payment (Multi Source)

File Name
Enter

File Reference No.
Enter

File Upload Status
Select

File Upload Date From *
26 Mar 2025

To *
26 Mar 2025

Payment Date
Select

Maker Name/ID
Enter

2 Search

Listing

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250218000000171	Bulk Payment (Multi Source)	Bulk Multi Source CSV - Copy.csv	Multi Source CSV Non-Encrypted	26 Mar 2025 17:09:24 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

3

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

- 1 Pilih **Domestic Online Upload** sebagai *Transaction group*
- 2 Klik tombol **Search**
- 3 Pilih **Task Hyperlink**

Detail Inquiry

File Name

MPN Upload TI CSV - Copy1.csv

File Ref. No

IFL250326000000021

File Upload Date

26 Mar 2025 16:09:12 WIB

Maker Name/ID

RICKYSAU - Ricky SAU

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

MPN Upload

File Format

Create Tax Billing ID and Payment CSV Non-Encrypted

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000006	-	Create Tax Billing ID and Payment	IDR 50,000,000.00	2	Draft
Total			IDR 50,000,000.00	2	

Continue in Task List >

Close

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

2 Workflow status **"Draft"**

3 Klik **Continue in Task List**

Task List

Viewing Transactions

1 result(s)

Transaction Group All

Filter by Status All

Advanced Search

☐	Transaction Group Payment Mode	From Account / File Reference No. Account No.	Beneficiary Name / File Name Reference No.	Beneficiary Bank Account No. / Billing ID	Amount Payment Date	Status	Action
☐	MPN Upload Create Tax Billing ID and Payment	IFL250326000000021	MPN Upload TI CSV - Copy1.csv IDB2503260000000006	-	IDR 50,000,000.00 26 Mar 2025	Draft	Delete Submit

Delete Selected

Submit Selected

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

Task List > Details

Transaction Status : Draft

Creation Date: 26 Mar 2025 16:09:23 WIB | Reference No.: 1DB250326000000006 | File Reference No.: 1FL2503260000000021

Transaction Group

Transaction Group: MPN Upload | File Name: MPN Upload T1 CSV - Copy1.csv | File Format: Create Tax Billing ID and Payment CSV Non-Encrypted

Sender Details

Payment Mode: Create Tax Billing ID and Payment | Payment Date: 26 Mar 2025

2 item(s)

Reference No.	From Account	NPWP	Tax Payer Name	Tax Account Code	Deposit Type	Amount	Status	Reason
IT12503260000000967	IDR CIKI - 703200873600	199103121091045 2	NAMA0413165234 647000	411211 - Domestic VAT	103 - Self-developed Activity of Properties	IDR 40,000,000.00	Draft	-
IT12503260000000968	IDR CIKI - 703200873600	199103121091045 2	NAMA0413165234 647000	411211 - Domestic VAT	103 - Self-developed Activity of Properties	IDR 10,000,000.00	Draft	-

Total Amount IDR 50,000,000.00

User Activities

User	Activities	Date / Time	Remark
RICKYSAU - Ricky SAU	Save	26 Mar 2025 16:09:23 WIB	-

Buttons: Back, Delete, **Submit** (1)



Tinjau ulang transaksi

1 Jika sudah sesuai,
klik *Submit*

2 Klik **Yes**

LANGKAH

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Task List > Acknowledgement

Your transaction is being processed

Reference No. : IDB25032600000005

Approved On : 26 Mar 2025 16:02:59 WIB

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

Transaction Group

Transaction Group

File Name

File Format

MPN Upload

MPN Upload TI CSV - Copy.csv

Create Tax Billing ID and Payment CSV Non-Encrypted

Sender Details

Payment Mode

Payment Date

Create Tax Billing ID and Payment

26 Mar 2025

2 item(s)

Reference No.	From Account	NPWP	Tax Payer Name	Tax Account Code	Deposit Type	Amount	Status	Reason
ITI250326000000965	IDR CIKI - 703200873600	109103121091045	NAMA0413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 40,000,000.00	Authorised	-
ITI250326000000966	IDR CIKI - 703200873600	109103121091045	NAMA0413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 10,000,000.00	Authorised	-
Total Amount IDR 50,000,000.00								

User Activities

User	Activities	Date / Time	Remark
RICKYSAU - Ricky SAU	Save	26 Mar 2025 13:58:03 WIB	-
RICKYSAU - Ricky SAU	Submit	26 Mar 2025 15:15:05 WIB	-

Print

1

Done

Sistem akan menampilkan halaman **Acknowledgement**

1 Klik tombol **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group *
MPN Upload

File Name
Enter

File Upload Status
Select

File Upload Date From *
26 Mar 2025

To *
26 Mar 2025

Payment Date
Select

Maker Name/ID
Enter

1

2 Search

Listing

File Ref. No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
IFL250305000000039	MPN Upload	MPN Upload TI CSV - Copy1 .csv	Create Tax Billing ID and Payment CSV Non-Encrypted	26 Mar 2025 16:09:12 WIB	Uploaded successfully	RICKYSAU - Ricky SAU
IFL250326000000015	MPN Upload	MPN Upload TI CSV - Copy. csv	Create Tax Billing ID and Payment CSV Non-Encrypted	26 Mar 2025 15:29:07 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

3

Print Download

Sistem akan menampilkan halaman **File upload Inquiry**

- 1 Pilih *Transaction group*
- 2 Klik tombol **Search**
- 3 Sistem akan menampilkan *listing*, klik **Hyperlink Transaksi**

Detail Inquiry

File Name

MPN Upload TI CSV - Copy1.csv

File Ref. No

IFL250326000000021

File Upload Date

26 Mar 2025 16:09:12 WIB

Maker Name/ID

RICKYSAU - Ricky SAU

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

MPN Upload

File Format

Create Tax Billing ID and Payment CSV Non-Encrypted

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000006	-	Create Tax Billing ID and Payment	IDR 50,000,000.00	2	Successful
Total			IDR 50,000,000.00	2	

Close

Sistem akan menampilkan Box berisi **detail Inquiry**

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

Bulk File Upload

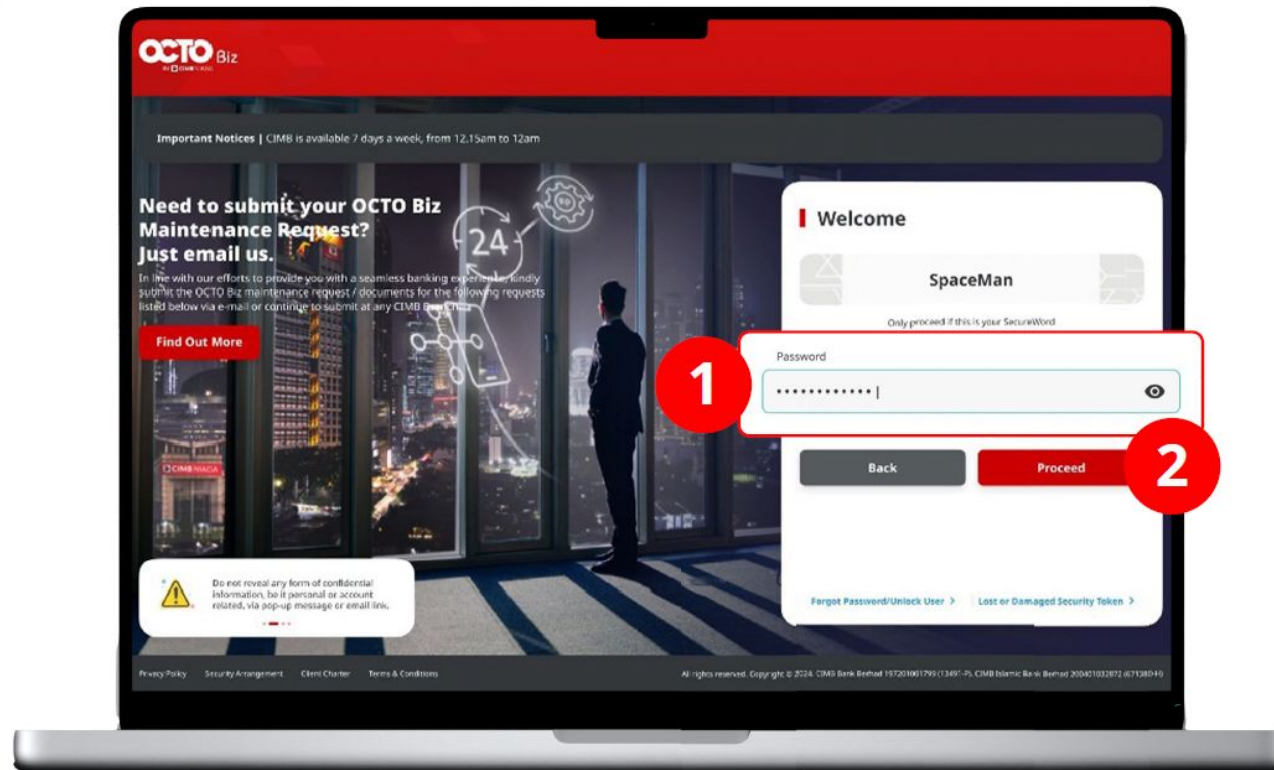
Domestic Online

Maker-Approver Flow



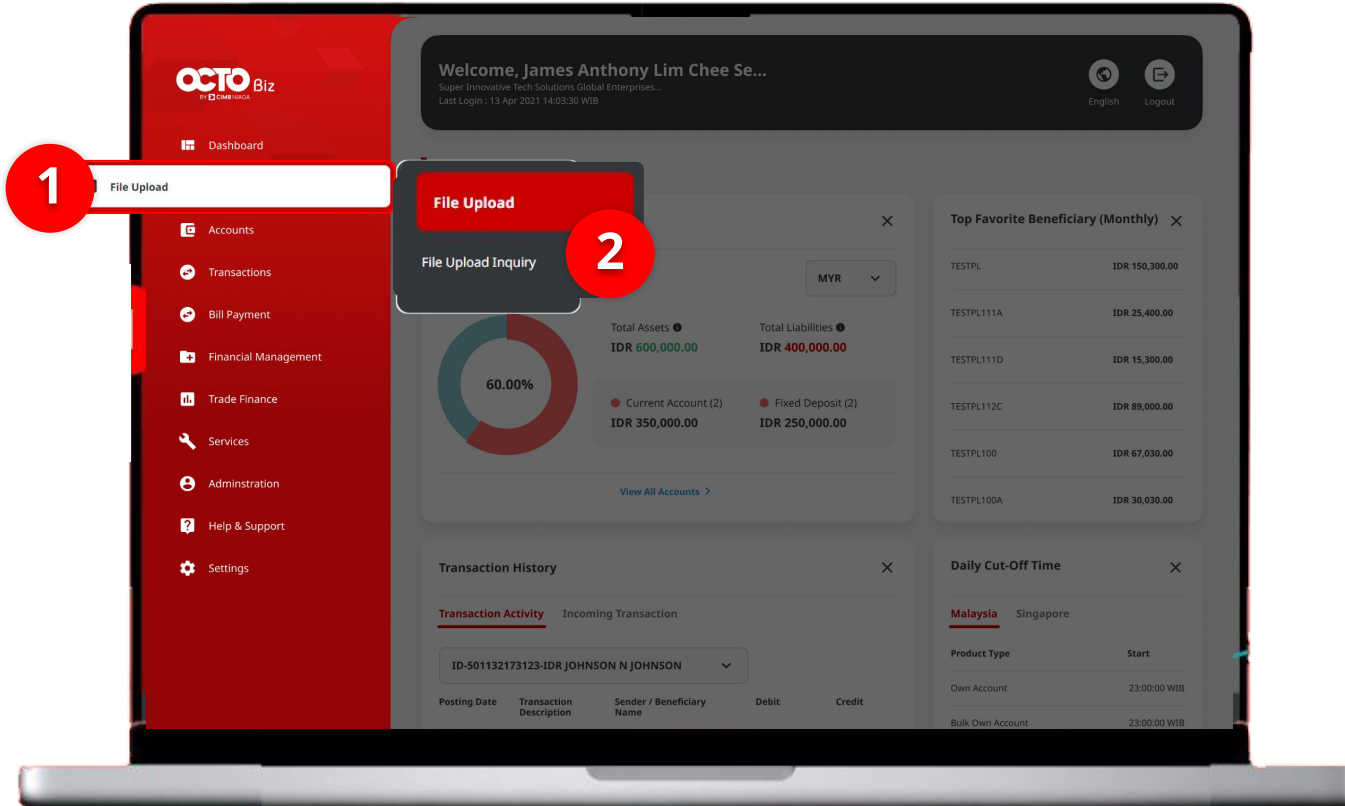
1 **Maker** Masuk dengan menggunakan **User & Company ID**

2 Klik **Next**



1 Isi **Password**

2 Klik **Proceed**



Sistem akan menampilkan Halaman ***Dashboard***

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

2 Klik ***File Upload***

Bulk File Upload

File Upload ⓘ

Transaction Group *

Bulk Payment

File Format *

Please Select

Search

- Create Tax Billing ID and Payment CSV Encrypted
- Create Tax Billing ID and Payment CSV Non-Encrypted
- Create Tax Billing ID and Payment TXT Encrypted
- Create Tax Billing ID and Payment TXT Non-Encrypted
- Tax Payment via Billing ID CSV Encrypted
- Tax Payment via Billing ID CSV Non-Encrypted

Sistem akan menampilkan halaman **Bulk File Upload**

- 1 Pilih **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]**

Sistem akan menampilkan bagian tambahan

1 Lengkapi bagian ***Mandatory***

Bulk File Upload

File Upload

Transaction Group *

MPN Upload

File Format *

Create Tax Billing ID and Payment CSV Encrypted

Payment Date *

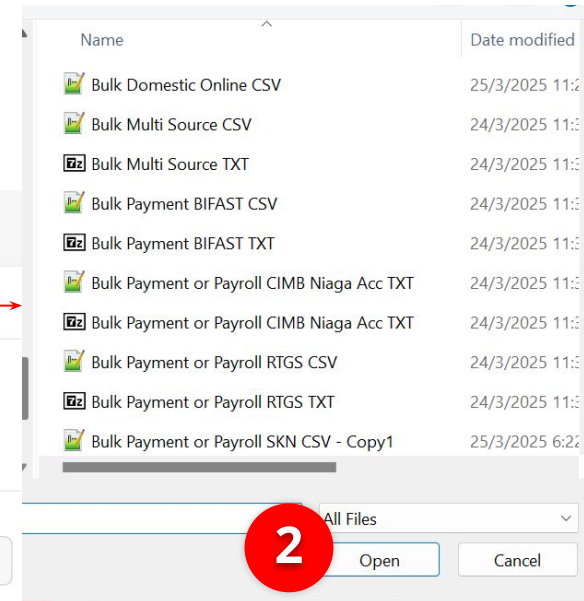
26 Mar 2025

Attachment *

Choose File

Upload

Proceed



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**

Bulk File Upload

File Upload ⓘ

Transaction Group *

MPN Upload

File Format *

Create Tax Billing ID and Payment CSV Non-Encrypted

Payment Date * ⓘ

26 Mar 2025

Attachment *

Bulk Payment or Payroll SKN CSV_Testing.csv

Upload

Proceed

For more details on the file format and other information, download the guideline [here](#).

- 1 Sistem akan secara otomatis memasukkan **attachment** ke **box**
- 2 Klik tombol **Upload**

Bulk File Upload

File Upload ⓘ

Transaction Group *
MPN Upload

File Format *
Create Tax Billing ID and Payment CSV Non-Encrypted

Payment Date * ⓘ
26 Mar 2025

For more details on the file format and other information, download the guideline [here](#).

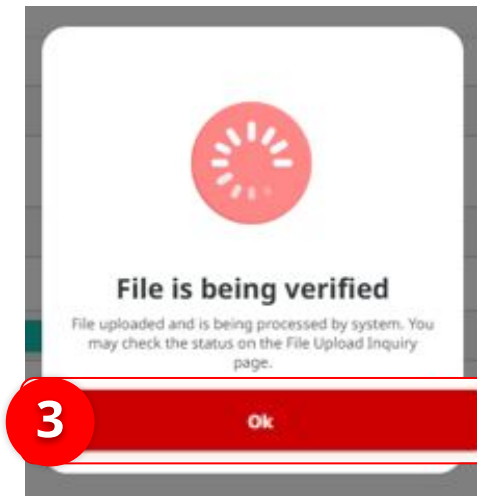
Attachment *
Choose File Upload

Maximum size of 15 MB, please upload a file with correct extension as per selected File Format.

Attachment

Bulk Payment or Payroll SKN_CSV_Testing.csv
0KB
26 Mar 2025

Proceed



1 Sistem akan menampilkan **file attachment**

2 Klik tombol **Proceed**

Sistem akan menampilkan **Pop-up Verified**

3 Klik tombol **OK**

File Upload Inquiry > Inquiry Listing

Search

1 **Transaction Group ***
Bulk Payment (Multi Source) ▼

File Name
Enter

File Reference No.
Enter

File Format
Select ▼

File Upload Status
Select ▼

File Upload Date From * 26 Mar 2025 × To * 26 Mar 2025 ×

Payment Date
Select

Maker Name/ID
Enter

2 **Search**

Listing

File Ref. No. ⌵	Transaction Group ⌵	File Name ⌵	File Format ⌵	File Upload Date ⌵	File Upload Status ⌵	Maker Name/ID ⌵
3 IFL250218000000171	Bulk Payment (Multi Source)	Bulk Multi Source CSV - Copy.csv	Multi Source CSV Non-Encrypted	26 Mar 2025 17:09:24 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

Print Download

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**

Detail Inquiry

File Name

Bulk Multi Source CSV - Copy.csv

File Ref. No

IFL250326000000022

File Upload Date

26 Mar 2025 17:09:24 WIB

Maker Name/ID

RICKYMAKER - Ricky Maker

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

Bulk Payment (Multi Source)

File Format

Multi Source CSV Non-Encrypted

Auto Retry

No

Beneficiary Type

Individual

Charges Borne by (If Any)

Applicant (OUR)

File Upload Status

Uploaded successfully

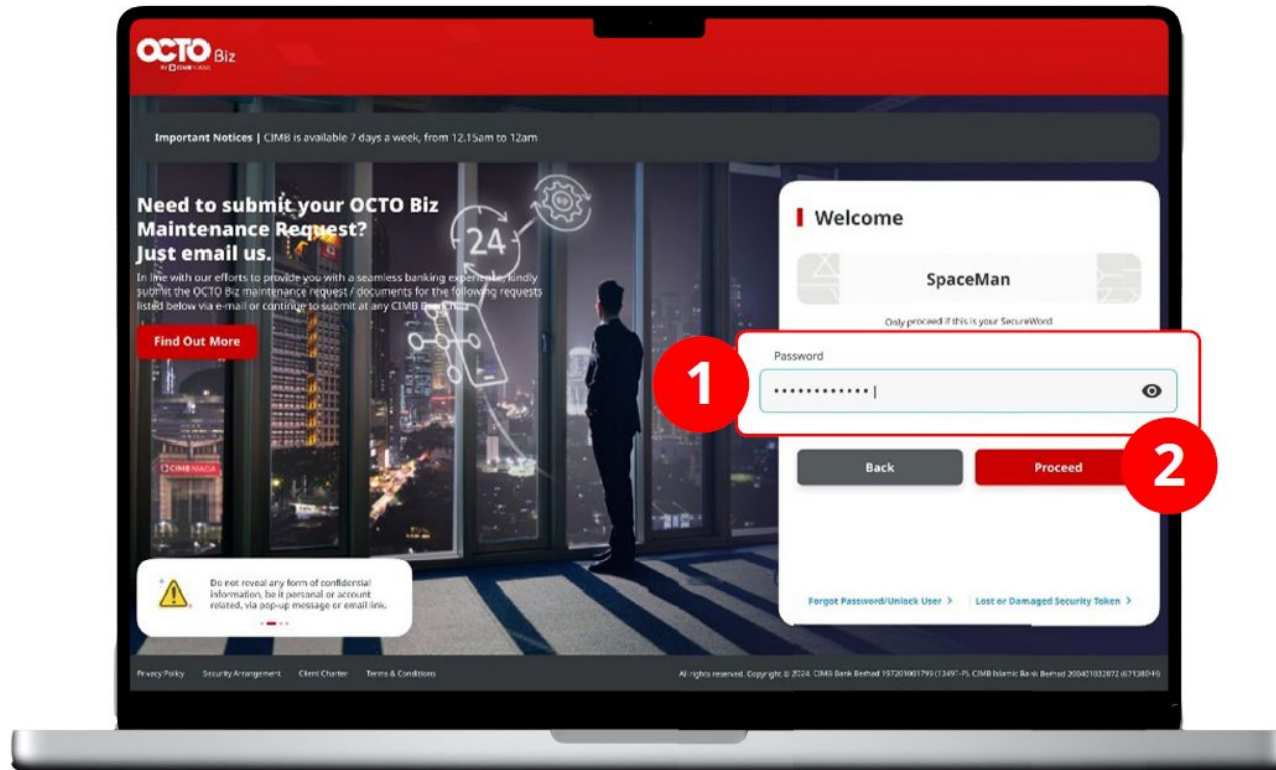
File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000007	-	-	IDR 200,010,000.00	5	Pending Approval
Total			IDR 200,010,000.00	5	

Close

Sistem akan menampilkan Box berisi **detail Inquiry**

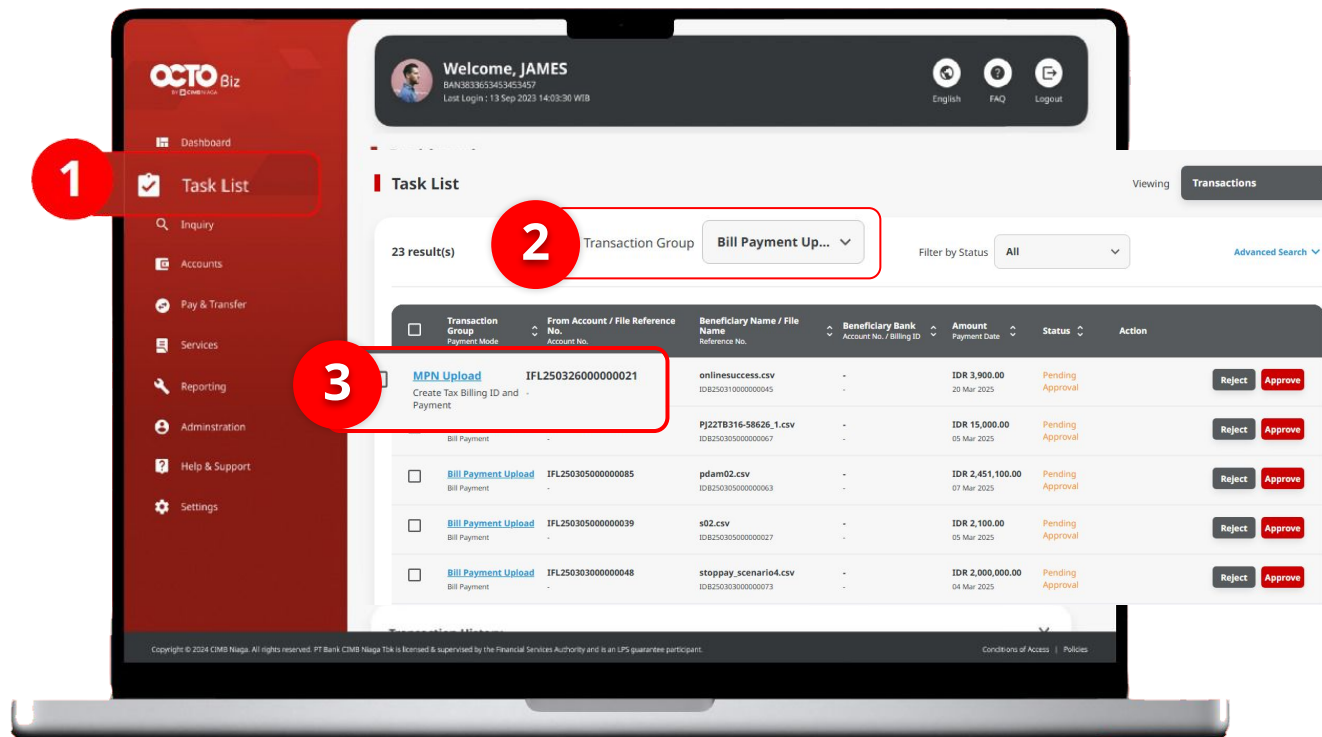
- File Status berubah menjadi **"Uploaded Successfully"**
- Workflow Status berubah menjadi **"Pending Approval"**



Login sebagai **Approver**

1 Isi **Password**

2 Klik **Proceed**



- 1 Arahkan pada menu disamping, **klik Task List**
- 2 Pilih **Bulk Payment Upload** sebagai **Transaction Group**
- 3 Klik **Hyperlink** transaksi yang diinginkan

Task List > Details

Transaction Status : Pending Approval

Creation Date

Reference No.

File Reference No.

26 Mar 2025 15:29:19 WIB

IDB25032600000005

IFL250326000000015

Transaction Group

Transaction Group

File Name

File Format

MPN Upload

MPN Upload T1 CSV - Copy.csv

Create Tax Billing ID and Payment CSV Non-Encrypted

Sender Details

Payment Mode

Payment Date

Create Tax Billing ID and Payment

26 Mar 2025

2 Item(s)

Reference No.	From Account	NPWP	Tax Payer Name	Tax Account Code	Deposit Type	Amount	Status	Reason
IT1250326000000965	IDR CHK - 703200873600	109103121091045	NAMAD413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 40,000,000.00	Pending Approval	
IT1250326000000966	IDR CHK - 703200873600	109103121091045	NAMAD413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 10,000,000.00	Pending Approval	

Total Amount IDR 50,000,000.00

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Mar 2025 15:29:19 WIB	

Remark

Remarks

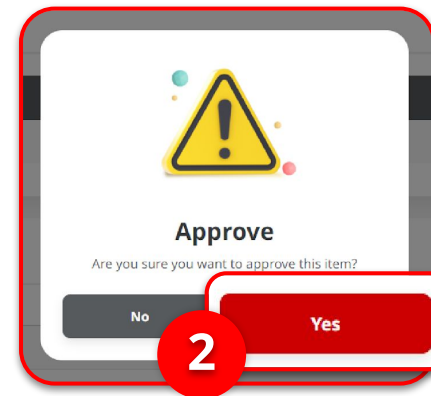
Enter

Maximum 100 characters

Back

Rej

Approve



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

- 1 Jika sudah sesuai, klik **Approve**
- 2 Klik **Yes**

Task List > Acknowledgement

Your transaction is being processed

Reference No. : ID8250326000000005
Approved On : 26 Mar 2025 16:02:59 WIB

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

Transaction Group

Transaction Group	File Name	File Format
MPN Upload	MPN Upload TI CSV - Copy.csv	Create Tax Billing ID and Payment CSV Non-Encrypted

Sender Details

Payment Mode	Payment Date
Create Tax Billing ID and Payment	26 Mar 2025

2 Item(s)

Reference No.	From Account	NPWP	Tax Payer Name	Tax Account Code	Deposit Type	Amount	Status	Reason
IT12503260000000965	IDR CHK - 703200873600	109103121091045	NAMAA0413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 40,000,000.00	Authorised	-
IT12503260000000966	IDR CHK - 703200873600	109103121091045	NAMAA0413165234 647000	411211 - Domestic VAT	103 - Self-development Activity of Properties	IDR 10,000,000.00	Authorised	-
Total Amount IDR 50,000,000.00								

User Activities

User	Activities	Date / Time	Remark
RICKYMAKER - Ricky Maker	Submit	26 Mar 2025 15:29:19 WIB	-
RICKYAPPROVER - Ricky Approver	Approve	26 Mar 2025 16:02:59 WIB	-

1

Print

Done

Sistem akan menampilkan halaman **Acknowledgement**

1 Klik tombol **Done**

File Upload Inquiry > Inquiry Listing

Search

Transaction Group * **1**
MPN Upload

File Name
Enter

File Format
Select

File Reference No.
Enter

File Upload Status
Select

File Upload Date From * To *
26 Mar 2025 26 Mar 2025

Payment Date
Select

Maker Name/ID
Enter

2 **Search**

Listing

File Ref No.	Transaction Group	File Name	File Format	File Upload Date	File Upload Status	Maker Name/ID
3 IFL250305000000039	MPN Upload	MPN Upload TI CSV - Copy.csv	Create Tax Billing ID and Payment CSV Non-Encrypted	26 Mar 2025 15:29:07 WIB	Uploaded successfully	RICKYMAKER - Ricky Maker

Print **Download**

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**

Detail Inquiry

File Name

MPN Upload TI CSV - Copy.csv

File Ref. No

IFL250326000000015

File Upload Date

26 Mar 2025 15:29:07 WIB

Maker Name/ID

RICKYMAKER - Ricky Maker

Payment Date

26 Mar 2025

Company ID

ZKCORP

Company Name

ANGIN TOLAK

Transaction Group

MPN Upload

File Format

Create Tax Billing ID and Payment CSV Non-Encrypted

File Upload Status

Uploaded successfully

File Listing (1)

Reference No.	From Account	Payment Mode	Total Amount	Total Count	Workflow Status
IDB250326000000005	-	Create Tax Billing ID and Payment	IDR 50,000,000.00	2	Successful
Total			IDR 50,000,000.00	2	

Close

Sistem akan menampilkan Box berisi **detail Inquiry**

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



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