

*Aksi dan
Kolaborasi*

Pay & Transfer

Manage Recurring

TUTORIALOCTOBIZ2024



Pay & Transfer – Manage Recurring

Manage Recurring is a module used to stop recurring payments



Transfer to Own Account

Website Version

TUTORIALOCTOBIZ2024

LIVE
AN
EPICC
LIFE



Payment Type Based on User Role

1. **Create Recurring Transaction in Pay & Transfer module**
2. *Stop Recurring Transaction on Manage Recurring*
3. Approval Process on Manage Recurring

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 1. [1] [Maker] Login as **Maker** using **Company ID & User ID** > [2] Click **Next**

The screenshot shows the OCTO Biz login page. At the top left is the OCTO Biz logo. Below it, a banner for 'Important Notices' states 'CIMB is available 7 days a week, from 12.15am to 12am'. The main content area features a large image of a person in a suit looking out a window at a city at night. Overlaid on this image is a graphic with '24' and a gear icon, and text that reads: 'Need to submit your OCTO Biz Maintenance Request? Just email us. In line with our efforts to provide you with a seamless banking experience, kindly submit the OCTO Biz maintenance request / documents for the following requests listed below via e-mail or continue to submit at any CIMB Branch. Find Out More'. To the right of the image is a white login form titled 'Welcome'. The form has two input fields: 'Company ID' with the value 'CORPPT200092' and 'User ID' with the value 'makerjames'. Below these fields is a red 'Next' button. At the bottom of the form are two links: 'Forgot Password/Unlock User >' and 'Lost or Damaged Secure Token >'. A red box highlights the input fields and the 'Next' button. Two red circles with numbers '1' and '2' are placed to the right of the form. Red lines connect circle '1' to the input fields and circle '2' to the 'Next' button. Text next to circle '1' says 'Fill in the Company ID & User ID' and text next to circle '2' says 'Click Next'. At the bottom left of the page is a warning icon and text: 'Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.' At the bottom of the page are links for 'Privacy Policy', 'Security Arrangement', 'Client Charter', and 'Terms & Conditions', followed by a copyright notice: 'All rights reserved. Copyright © 2024, CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)'. A large red arrow graphic is on the left side of the page.

1 Fill in the **Company ID & User ID**

2 Click **Next**

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 2. [1] [Maker] Fill in the **Password** > [2] Click **Proceed**

The screenshot displays the OCTO Biz login screen. On the left, there is a promotional banner for maintenance requests with a 'Find Out More' button. On the right, the login form is titled 'Welcome' and identifies the user as 'SpaceMan'. A red box highlights the password input field, with a callout '1' and the text 'Fill in the Password'. Another red box highlights the 'Proceed' button, with a callout '2' and the text 'Click Proceed'. A warning message at the bottom left states: 'Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.'

1 Fill in the Password

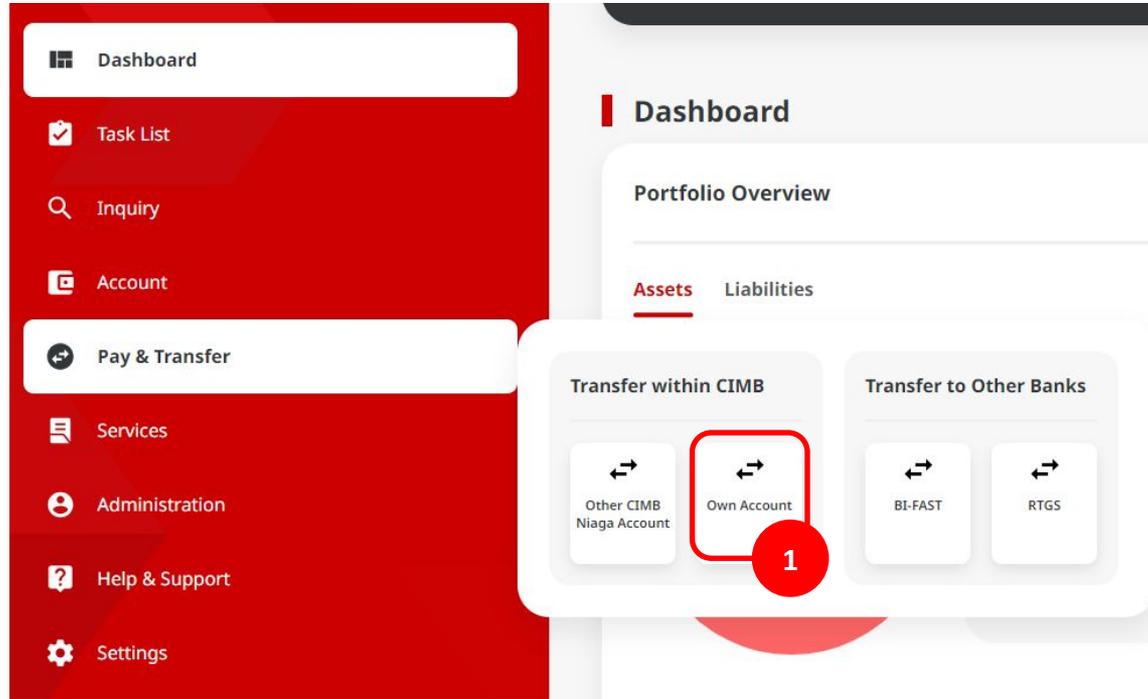
2 Click Proceed

Privacy Policy | Security Arrangement | Client Charter | Terms & Conditions | All rights reserved. Copyright © 2024. CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 3. [Maker] [1] Navigate to **Pay & Transfer** > Click on Payment method, ex: Own Account



Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 4. [Maker] On Payment Data Entry page, [1] Click **Your Account** > [2] Choose source of funds > [3] Click **Next**

Own Account

Transaction Group Save Templates

Transaction Group *
Transfer within CIMB

Sender Details

From Account * Owner Mode *
- Own Account

Payment Date *
30 Nov 2023 Recurring transfer

Beneficiary Details

To Account *
Select

Transaction Details

Transaction Currency *
IDR - INDONESIA RUPE...

Other Details

Customer Reference No. * Other Payment Details *

Payment Advice

From Account Listing

Search By

Account Name	Account No.	Account Balance
<input type="radio"/> NGB ID SIF PLUNC LONG DESCRIPTION ACCOUNT	1232313123213456	IDR 0.00
<input type="radio"/> NULNUP2SY	70005177400	IDR 0.00
<input checked="" type="radio"/> INTISA WAHYU	702057005100	IDR 1.883.242.330.088.76
<input type="radio"/> GL ACCT 0111D	703089333800	IDR 0.00
<input type="radio"/> GL ACCT 201D	703185605000	IDR 47.630.875.15
<input type="radio"/> GL ACCT 20A	703191586400	IDR 34.915.308.00
<input type="radio"/> GL ACCT 20B	703191691600	IDR 506.642.00
<input type="radio"/> BANGUN PERSADA SEKALI	703195574000	IDR 101.677.644.48
<input type="radio"/> IDR ACCT 01	760935613000	IDR 72.333.185.05
<input type="radio"/> BANGUN PERSADA SEKALI	760937442300	IDR 8.926.812.563.065.69
<input type="radio"/> GL ACCT 0111E	7609402651100	IDR 0.00
<input type="radio"/> GL ACCT 0111D	80000032501	IDR 0.00
<input type="radio"/> GL ACCT 20D	80000032502	IDR 0.00



Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 5. [Maker] [1] tick the **Recurring transfer box**

Own Account

Transaction Group Saved Templates

Transaction Group *

Transfer within CIMB

Sender Details

From Account *

703057666100-IDR ANJAR ASMORO HERYANTO

Payment Mode *

Own Account

Payment Date *

30 Nov 2023

Recurring transfer **1**

Beneficiary Details

To Account *

Select

Transaction Details

Transaction Currency *

IDR - INDONESIA BIUPL...

Amount *

Enter

Other Details

Customer Reference No. *

Enter

Other Payment Details *

Enter

Payment Advice

No Advice Simple Advice

Add Another Transaction Save as Draft Next

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 6. [Maker] While checking Recurring transfer, system will add column for **Recurring Settings**

Sender Details

From Account *
703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode *
Own Account

Payment Date *
Select

Frequency *
Daily

Start Date *
01-12-2023

End Date *
Select

No. Of Times
Enter

Recurring transfer

Recurring Description ⓘ
Enter

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 7. [Maker] [1] Choose Recurring Transaction frequency

Sender Details

Your Account *
703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode *
In House Transfer to Own Account

Value Date * ⓘ
Select

Recurring transfer

Frequency *
Daily

No. Of Times
Enter

Recurring Description ⓘ
Enter

Daily

Weekly

Monthly

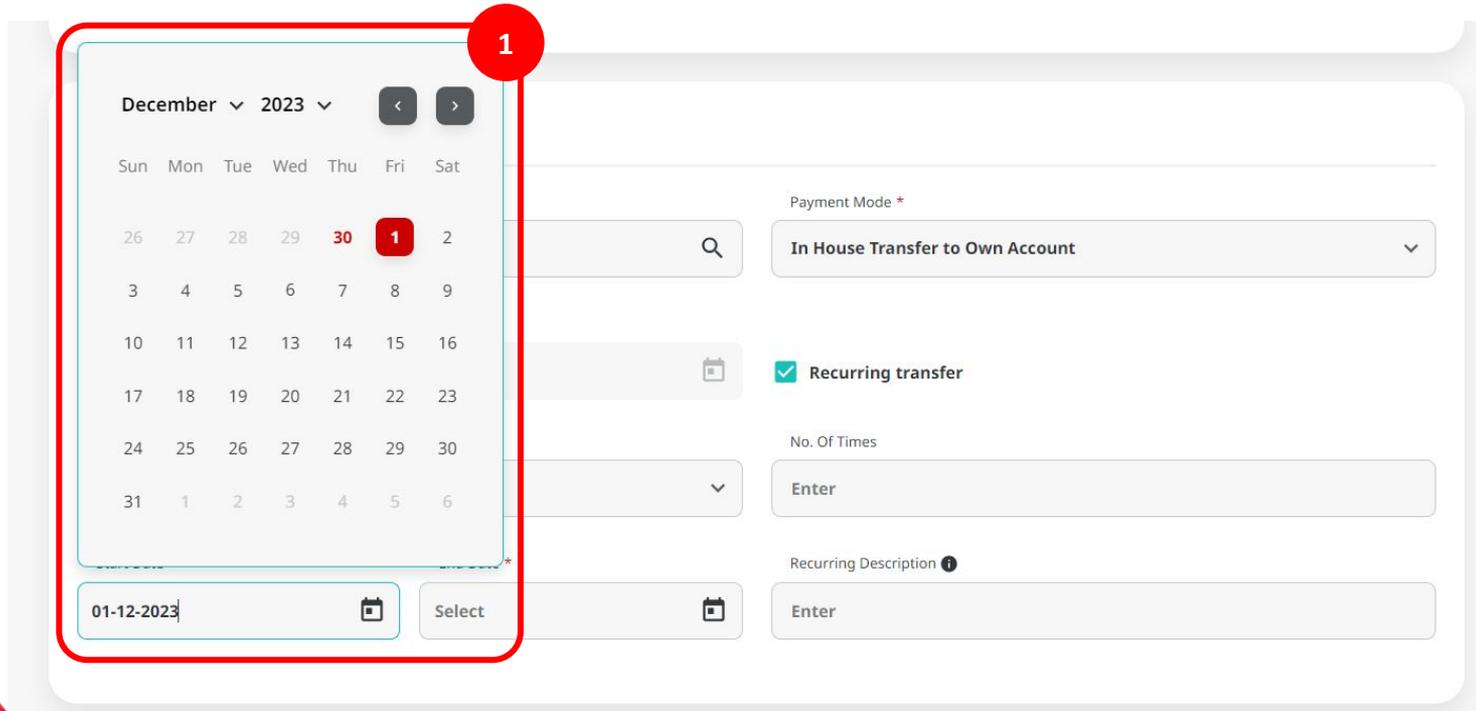
End of Month

1

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 8. [Maker] [1] Choose date on which the first recurring transaction must be made



The screenshot shows a form for creating a recurring transaction. A calendar overlay is open, showing December 2023. The date 01-12-2023 is selected and highlighted with a red circle containing the number '1'. The form fields are as follows:

- Payment Mode ***: In House Transfer to Own Account
- Recurring transfer**:
- No. Of Times**: Enter
- Recurring Description ⓘ**: Enter

The date input field at the bottom left shows '01-12-2023' and a 'Select' button.

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

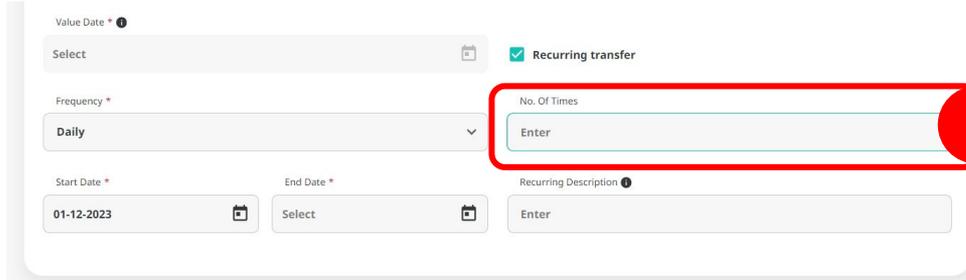
Step 9a (Optional). [Maker] [1] Choose “End date” for Recurring Transaction. [2] System will automatically count the total of “Number of times”

The image shows a screenshot of a software interface for creating a recurring transaction. A red box labeled '1' highlights a calendar widget for December 2023, where the 30th is selected. Below this, another red box labeled '2' highlights the 'No. Of Times' input field, which contains the number '7'. The interface includes fields for 'Sender Details', 'Your Account', 'Value Date', 'Frequency' (set to 'Daily'), 'Start Date' (01-12-2023), 'End Date' (07-12-2023), and a checked 'Recurring transfer' option. The 'Recurring Description' field is also visible.

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 9b (Optional). [Maker] [1] Fill in the 'No. of Times' for Recurring Transaction [2] System will automatically count the "End Date"



Value Date * ⓘ
Select

Recurring transfer

Frequency *
Daily

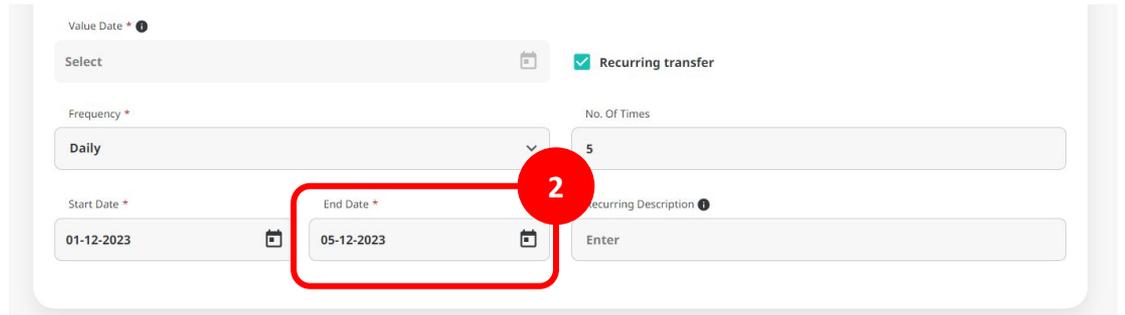
No. Of Times
Enter

Start Date * 01-12-2023

End Date * Select

Recurring Description ⓘ
Enter

A red circle with the number '1' is positioned over the 'No. Of Times' input field, which is also highlighted with a red rectangular border.



Value Date * ⓘ
Select

Recurring transfer

Frequency *
Daily

No. Of Times
5

Start Date * 01-12-2023

End Date * 05-12-2023

Recurring Description ⓘ
Enter

A red circle with the number '2' is positioned over the 'End Date' input field, which is also highlighted with a red rectangular border.

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 10 (Optional). [Maker] [1] Complete the **Recurring Description**. If it blank, System will automatically fill in the Recurring Description

Value Date * 

Select 

Recurring transfer

Frequency *

Daily 

No. Of Times

5

Start Date * 

01-12-2023

End Date * 

05-12-2023

Recurring Description 

my daily recurring 001 

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 11. [Maker] [1] Fill in the **Mandatory Fields** > [2] Click **Next** > [3] Click **Submit**

Own Account

Transaction Group Save Template

Transaction Group*
Transfer within CIMB

Sender Details

From Account* 703057606100- IDR ANJAR ASMORO HERWANTO Payments Mode* Own Account

Payment Date* Recurring transfer

Select

Frequency* Daily No. Of Times 5

Start Date* 01-12-2023 End Date* 05-12-2023 Recurring Description my daily recurring 001

Beneficiary Details

To Account*
IDR TB LIABILITY 2 - 70318565500

Transaction Details

Transaction Currency* IDR - INDONESIA RUP... Amount* 100,000.00

Other Details

Customer Reference No. Other Payment Details

Enter Enter

Payment Advice

Own Account > Review Details

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account
IDR ANJAR ASMORO HERWANTO - 703057606100

Payments Mode
Own Account

Frequency
Daily

No. Of Times
5

Start Date
01 Dec 2023

End Date
05 Dec 2023

Recurring Description
my daily recurring 001

Beneficiary Details

To Account
IDR TB LIABILITY 2-70318565500

Transaction Details

Transaction Currency
IDR -

Amount
100,000.00

Bank Charges
IDR 0.00

Other Details

Customer Reference No.
-

Other Payment Details
-

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 12. System will navigate to acknowledgement page

Own Account > Acknowledgement

Submitted for approval

Reference No. : 11A23113000000337 Submitted On : 30 Nov 2023 10:29:29 WIB

Transaction Group

Transaction Group
Transfer within CIMB

Sender Details

From Account IDR ANJAR ASMORO HERYANTO - 703057606100	Payment Mode Own Account
Frequency Daily	No. Of Times 5
Start Date 01 Dec 2023	End Date 05 Dec 2023
	Recurring Description my daily recurring 001

Beneficiary Details

To Account
IDR TB LIABILITY 2-703185655500

Transaction Details

Transaction Currency IDR -	Amount 100,000.00	Bank Charges IDR 0.00
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Other Details

Customer Reference No. -	Other Payment Details -
-----------------------------	----------------------------

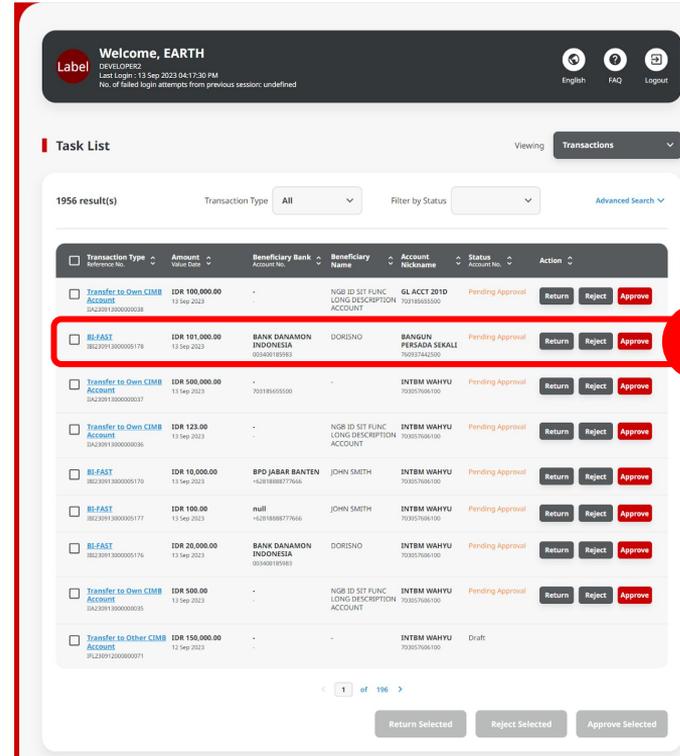
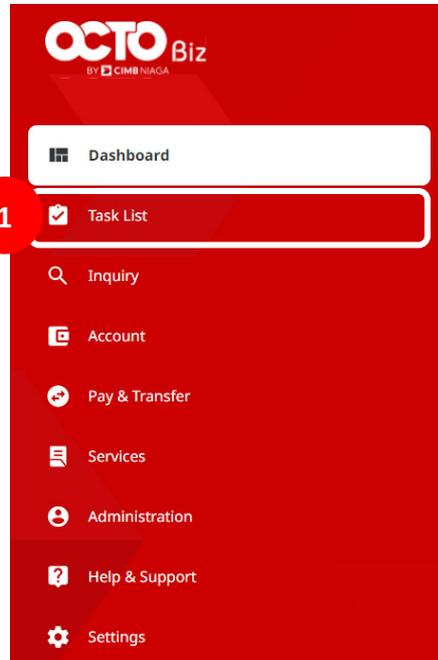
Print Save As Template Make Another Transaction

Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 13: Login to CFO as Approver

Step 14. [Approver] [1] Navigate to Side menu > Click **Task List** > [2] search recurring transaction that needed to approve and Click hyperlink



Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 15. [Approver] [1] Review Transaction, Click Approve > [2] Click Yes

Task List > Details

Transaction Status : Pending Approval

Creation Date
07 Dec 2023 09:00:04 WIB

Transaction Group
Transfer within CMB

Sender Details

From Account IDR ANJAR ASDORO HERWANTO - 703057000100	Payment Mode Own Account
Frequency Daily	No. Of Times 5
Start Date 01 Dec 2023	End Date 05 Dec 2023
	Recurring Description my daily recurring 001

Beneficiary Details

To Account
IDR TB LIABILITY 2-703190505500

Transaction Details

Transaction Currency IDR	Amount 100.000.00	Bank Charge IDR 0.00
-----------------------------	----------------------	-------------------------

Other Details

Customer Reference No.
-

Other Payment Details
-

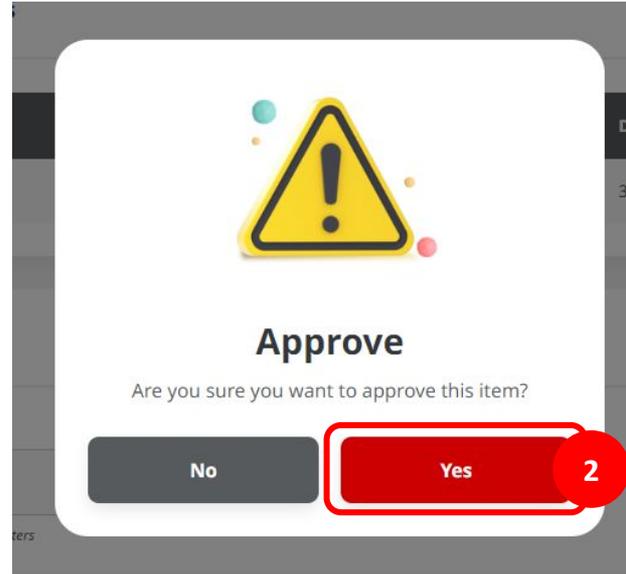
User Activities

User	Action	Date and Time	Remark
ZKCDPMAK01	Submit	07 Dec 2023 09:00:04 WIB	-

Remark

Remarks
Enter
Whom? TB.liability

Back Return Reject Approve



Create Recurring Transaction in Pay & Transfer module

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 16. System will show the acknowledgement page

Task List > Acknowledgement

Transaction(s) approved

Reference No. : IBZ231013000015032 Approved On : 13 Oct 2023 23:08:38 WIB

Product Group

Product Group
Transfer within CIMB

Sender Details

Your Account IDR ANJAR ASMORO HERYANTO - 703057606100	Payment Mode In House Transfer to Own Account
Frequency Daily	No. Of Times 5
Start Date 01 Dec 2023	End Date 05 Dec 2023
Recurring Description my daily recurring 001	

Beneficiary Details

To Account
IDR TB LIABILITY 2-703185655900

Transaction Details

Transaction Currency IDR -	Amount 100,000.00	Bank Charges IDR 0.00
--------------------------------------	-----------------------------	---------------------------------

Other Details

Customer Reference No. -	Other Payment Details -
-----------------------------	----------------------------

Print Done

Payment Type Based on User Role

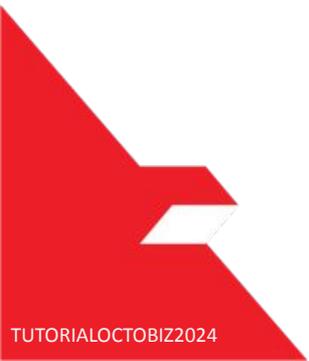
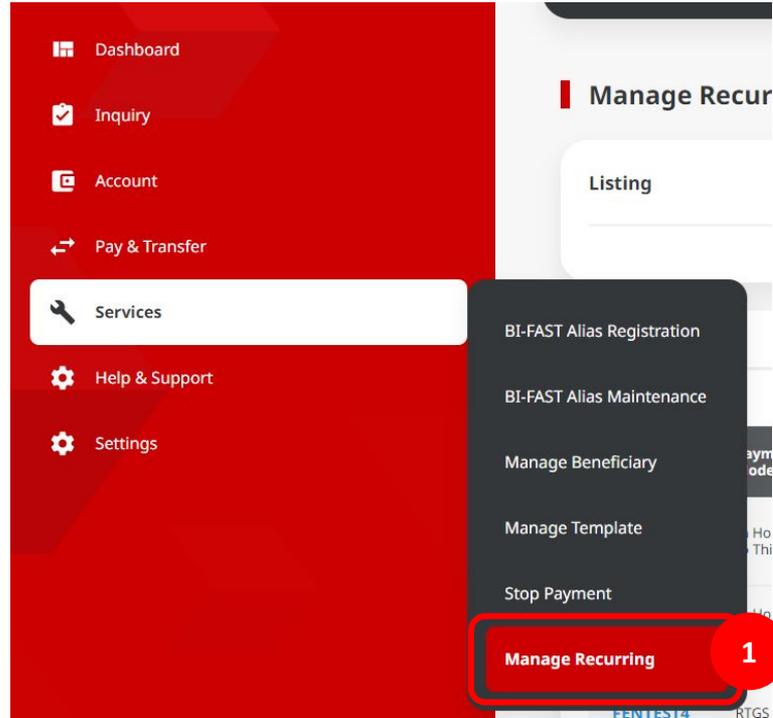
1. Create Recurring Transaction in Pay & Transfer module
2. ***Stop Recurring Transaction on Manage Recurring***
3. Approval Process on Manage Recurring

Stop Recurring Transaction on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 1: Login as **maker**

Step 2. [Maker] **[1]** Navigate to side menu, click Services > Click **Manage Recurring**



Stop Recurring Transaction on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 3. [Maker] On *Manage Recurring* page, [1] Click **Recurring Reference** that needed to be stopped

Manage Recurring > Inquiry & Listing

Listing Search ^

Payment Mode: All

Recurring Description:

Frequency: All

Your Account:

Status: All

Amount From: To:

Date From: To:

Search

Recurring Description	Payment Mode	Your Account	Beneficiary Name / Account No.	Transaction Amount	Frequency	Start / End Date	Next Payment Date	Status
RECTESTA	In House Transfer to Third Party	703196574000 - IDR BANGUN PERSADA SEKALI	BANGUN PERSADA SEKALI/703196574000	IDR 10,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
RECTURTEST	In House Transfer to Own Account	703185655500 - IDR TB LIABILITY 2	JLUPOLY JPPYON ULJOI YOSZOWLY/800035032200	IDR 20,000,000.00	Daily	05 Dec 2023 / 06 Dec 2023	06 Dec 2023	Active
RECTESTA	RTGS	800035032200 - IDR JLUPOLY JPPYON ULJOI YOSZOWLY	RECTURTEST/2378237328	IDR 5,000,000.00	Daily	30 Nov 2023 / 01 Dec 2023	01 Dec 2023	Active

1



Stop Recurring Transaction on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 4. [Maker] On detail page, [1] Click **Stop** > [2] Click **Yes**

Manage Recurring > **Details**

Details

Reference No. IRT231124000000023	Product Group Transfer to Other Banks	Your Account 800035032200 - IDR [LUP]JOLY [JPY]ON UUOJ YOSZOWLYJ
Payment Mode RTGS	Amount IDR 5,000,000.00	Frequency Daily
Status Active	Recurring Description FENTEST4	Beneficiary Name / Account No. RECURTEST/2378237328
Start Date 30 Nov 2023	End Date 01 Dec 2023	No. of Times 2
Next Payment Date 01 Dec 2023		

Note

If you would like to stop only the next payment, please navigate to Services > Stop Payment. Clicking the "Stop" button on this screen will result in this recurring payment setup being cancelled completely.

[Back](#) [Stop](#)



Stop Recurring

Are you sure you want to stop the recurring transfer?

[No](#) [Yes](#)

Stop Recurring Transaction on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 5. System will navigate to Acknowledgement page

Manage Recurring > Acknowledgement

Submitted for approval

Reference No. : I04231130000000225 Submitted On : 30 Nov 2023 12:46:10 WIB

Details

Reference No.	Product Group	Your Account
IRT23112400000023	Transfer to Other Banks	800035032200 - IDR JLUPJOLYJPPYJON UUUJY YOSZOWLYJ
Payment Mode	Amount	Frequency
RTGS	IDR 5,000,000.00	Daily
Status	Recurring Description	Beneficiary Name / Account No.
Active	FENTEST4	RECURTEST/2378237328
Start Date	End Date	No. of Times
30 Nov 2023	01 Dec 2023	2
Next Payment Date		
01 Dec 2023		

Print Done

Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Notes:

- The Manage recurring module is available for all payment methods that can use recurring transactions.
- Maker can stop the entire transaction series of a recurring transaction
- To stop a specific series of a series of recurring transactions, makers can do so via the stop payment module.

Payment Type Based on User Role

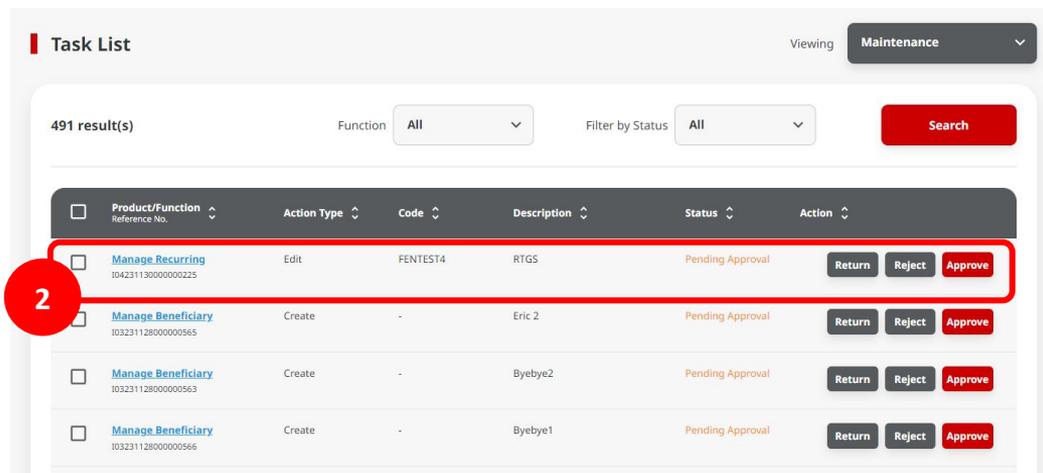
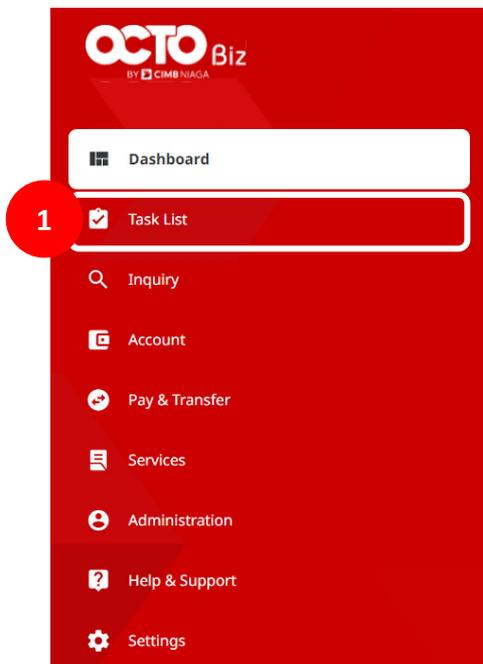
1. Create Recurring Transaction in Pay & Transfer module
2. *Stop Recurring Transaction on Manage Recurring*
3. **Approval Process on Manage Recurring**

Approval Process on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 1: Login as approver

Step 2. [Approver] [1] Navigate to side menu, click Inquiry > Click **Task List** > [2] Tick the task Manage Recurring that needed to be approve and Click **hyperlink**



Catatan: Persetujuan hanya diperlukan untuk Beberapa Pengguna, Alur Kerja Sederhana

Approval Process on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 3. [Approver] [1] Review the detail task, Click **Approve** > [2] Click **Yes** on pop-up box

Task List > Details

Transaction Status: Pending Approval

Creation Date: 30 Nov 2023 12:46:10 WIB | Workflow Type: edit | Reference No.: J0423113000000025

Details

Reference No.	Product Group	Your Account
IRT23112400000023	Transfer to Other Banks	80035032200 - IDR [LUPJOLY [PPYJON UUIJO] YOSZOWLY]
Payment Mode	Amount	Frequency
RTGS	IDR 5,000,000.00	Daily
Status	Recurring Description	Beneficiary Name / Account No.
Active	FENTEST4	RECURTEST/2378237328
Start Date	End Date	No. of Times
30 Nov 2023	01 Dec 2023	2
Next Payment Date		
01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKAMAU001	666	30 Nov 2023 12:46:10 WIB	

Remark

Remarks

Enter

Maximum 100 characters

1

Back Return Reject **Approve**

Approve

Are you sure you want to approve this item?

No **Yes** **2**



Approval Process on Manage Recurring

Menu : Pay & Transfer | Description: This Function used to stop Recurring Payments

Step 4. System will show the Acknowledgement page

Task List > Acknowledgement

Request successfully approved

🕒 Reference No. : 10423113000000225 ⌚ Approved On : 30 Nov 2023 13:07:15 WIB



Details

Reference No.	Product Group	Your Account
IRT23112400000023	Transfer to Other Banks	800035032200 - IDR JLUPJOLY JPPYJON UUJOJ YOSZOWLYJ
Payment Mode	Amount	Frequency
RTGS	IDR 5,000,000.00	Daily
Status	Recurring Description	Beneficiary Name / Account No.
Active	FENTEST4	RECURTEST/2378237328
Start Date	End Date	No. of Times
30 Nov 2023	01 Dec 2023	2
Next Payment Date		
01 Dec 2023		

User Activities

User	Activities	Date / Time	Remark
ZKMAUSER1	Edit	30 Nov 2023 12:46:10 WIB	

Done