

*Aksi dan  
Kolaborasi*

# Pay & Transfer

## Manage Template

TUTORIALOCTOBIZ2024



## Pay & Transfer – Manage Template

**Manage Template** This function is used to manage (create, edit, delete) payment templates

MANAGE TEMPLATE

# Website Version

TUTORIALOCTOBIZ2024

KEJAR MIMPI



LIVE  
AN  
EPICC  
LIFE

# Manage Template

1. Add
2. Modify
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1. [1] [Maker] Login using **Company ID & Maker 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 reads "Important Notices | CIMB is available 7 days a week, from 12.15am to 12am". The main content area features a large image of a person looking out a window at a city at night. Overlaid on this image is a graphic with a "24" in a circle and a gear icon, with the text "Need to submit your OCTO Biz Maintenance Request? Just email us." and "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." A red button labeled "Find Out More" is positioned below the text. On the right side of the page 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 large red button labeled "Next". At the bottom of the form are two links: "Forgot Password/Unlock User >" and "Lost or Damaged Secure Token >". A red box highlights the "Company ID" and "User ID" fields, with a red circle containing the number "1" and the text "Fill in the Company ID & Maker ID". Another red box highlights the "Next" button, with a red circle containing the number "2" and the text "Click Next". At the bottom left of the page is a warning icon and the 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", along with a copyright notice: "All rights reserved. Copyright © 2024, CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

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

The screenshot shows the OCTO Biz login page. On the left, there is a promotional banner for maintenance requests with a 'Find Out More' button. On the right, the login card is displayed. The card shows the user 'SpaceMan' and a 'SecureWord' field. A red box highlights the password input field, with a callout '1 Fill in the Password'. Another red box highlights the 'Proceed' button, with a callout '2 Click Proceed'. At the bottom of the card, there are links for 'Forgot Password/Unlock User' and 'Lost or Damaged Security Token'. A warning message at the bottom left of the page states: 'Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link.'

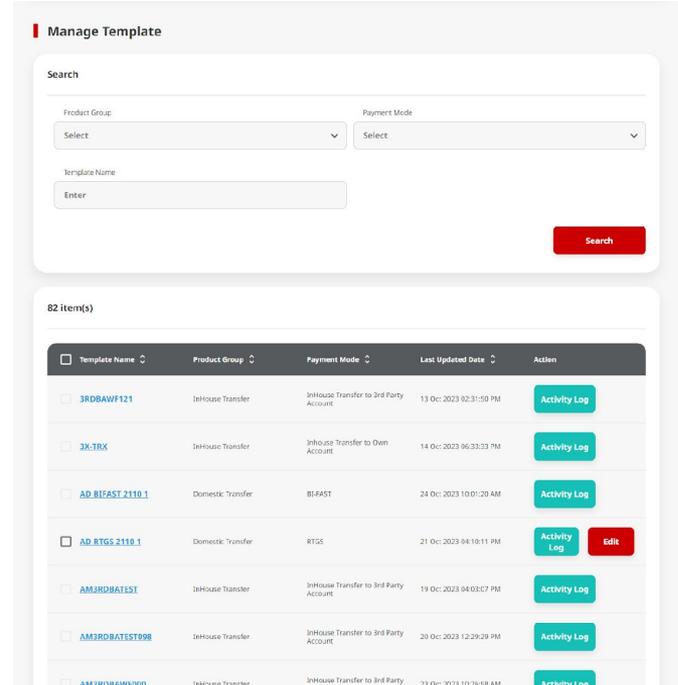
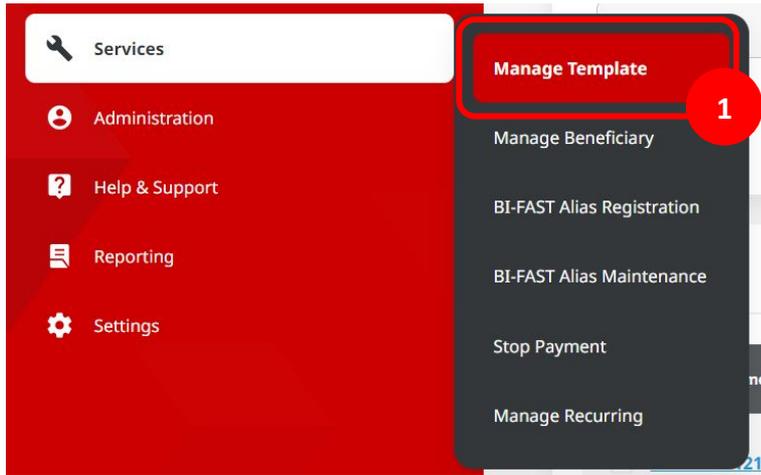
**1** Fill in the **Password**

**2** Click **Proceed**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Maker] [1] Navigate to **Services** > Click **Manage Template**



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 4: [Maker] [1] To create new transaction template, Click **Add**

<input type="checkbox"/>	<a href="#">IHT3RDPARTYB</a>	Transfer within CIMB	In House Transfer to Third Party	22 Dec 2023 10:46:13 AM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">IIA240227000000012_VALUEDATE</a>	Transfer within CIMB Niaga	Own Account	27 Feb 2024 02:02:45 PM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">IZ_RTGS_BULK</a>	Domestic Transfer	RTGS	20 Jan 2024 01:29:04 PM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">IZZ 26112023</a>	Transfer to Other Banks	BI-FAST	30 Jan 2024 10:59:28 AM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">IZZ 3RD 26112023</a>	Transfer within CIMB	In House Transfer to Third Party	26 Nov 2023 02:41:39 PM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">IZZU3RDPARTY 10</a>	InHouse Transfer	Inhouse Transfer to 3rd Party Account	04 Jan 2024 11:56:36 AM	

< 1 of 4 >

[Download](#) [Delete Selected](#) [Add](#)

1

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 5: [Maker] [1] on **Manage Template** > Add Page, Fill in the '**Template Name**'.

Manage Template > Add

**Template Details**

Template Name \*

IHT\_FAV\_TEMPLATE1

**Product Group**

Product Group \*

InHouse Transfer

**Sender Details**

Your Account \*

IDR D utchlady ACCT 0111C-4555354534

Payment Mode \*

Select

Back

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 6: [Maker] [1] Fill in the **Product Group** > [2] Fill in the **Sender Details**.

The screenshot shows a web form titled "Manage Template > Add". It is divided into three main sections:

- Template Details:** Contains a "Template Name \*" field with the value "IHT\_FAV\_TEMPLATE1".
- Product Group:** Contains a "Product Group \*" dropdown menu with the selected value "InHouse Transfer". A red circle with the number "1" is positioned to the right of this dropdown, and a red line connects it to the "Sender Details" section below.
- Sender Details:** Contains two fields: "Your Account \*" with the value "IDR D utchldy ACCT 0111C-4555354534" and a search icon, and "Payment Mode \*" with the value "Select". A red circle with the number "2" is positioned to the right of this section, and a red line connects it to the "Product Group" dropdown above.

At the bottom left of the form is a "Back" button.

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 7: [Maker] After *Maker* choose the payment method, system will show the mandatory parts that needed to complete > **[1]** Fill in the mandatory fields

The image displays two side-by-side screenshots of the 'Manage Template > Add' form. The left screenshot shows the 'Beneficiary Details' field highlighted with a red box and a red circle containing the number '1'. The right screenshot shows the 'Transaction Details' field highlighted with a red box and a red circle containing the number '1'. Both screenshots show the form with fields for Template Name, Product Group, Sender Account, Payment Mode, Beneficiary Account, Transaction Currency, Amount, Customer Reference No., and Other Payment Details. The 'Payment Advice' section has 'No Advice' and 'Simple Advice' buttons.

**Catatan :** Lihat panduan pengguna masing-masing mode pembayaran untuk informasi lebih lanjut.

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

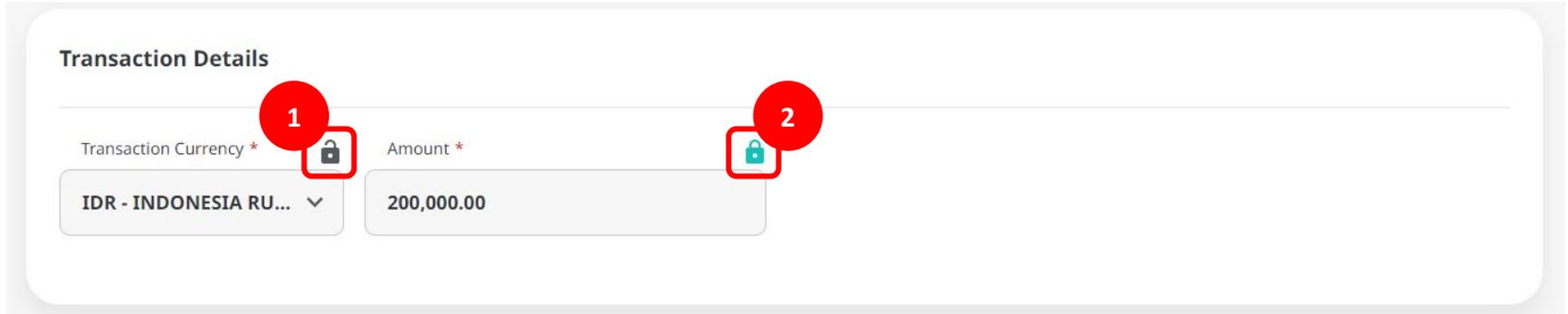
Step 8a (Optional): *[Maker]* Click Key parts to lock or unlock each part

If maker want to edit the details, Maker can Click Key parts to open the edit parts **[1]**

Or, maker can make any parts into Locked parts **[2]**

### Transaction Details

Transaction Currency *	Amount *
IDR - INDONESIA RU... ▼	200,000.00

The screenshot shows a 'Transaction Details' form with two input fields. The first field is 'Transaction Currency \*' with a dropdown menu showing 'IDR - INDONESIA RU...'. The second field is 'Amount \*' with the value '200,000.00'. Both fields have a lock icon. A red circle with the number '1' is positioned over the lock icon of the currency field, and a red circle with the number '2' is positioned over the lock icon of the amount field.

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 8b (Optional): [Maker] [1] Click **Add Another Transaction** to choose **online batch mode**

Payment Advice

No Advice Simple Advice

Back Add Another Transaction Save as Draft Next

Manage Template > Add

Template Details

Template Name \*  
BHT\_FAK\_TEMPLATE1

Product Group  
Business Transfer

Sender Details

Your Account \*  
IDR - FREE FILE WITHOUT UCI FOR FIXED DEPOSIT CAN BE UPDATED

Payment Mode \*  
Beneficiary Transfer to Own Account  
New Change (P/04)

Beneficiary Details

To Account \*  
Select

Transaction Details

Transaction Currency \*  
IDR - INDONESIA RU...

Amount \*  
Enter

Other Details

Customer Reference No.  
Enter

Other Payment Detail  
Enter

Payment Advice  
No Advice Simple Advice

Add Another Transaction

1 ITEM(S)

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges	Action
70507580100	ANAK ASAMUCI HERHANTO	IDR 200.000,00	IDR 0,00	Cancel Edit

Back Save as Draft Next

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 9: [Maker] [1] Click **Next** > [2] Click **Submit**

**Manage Template > Add**

**Template Details**

Template Name \*

IHT.FAV.TEMPLATE1

**Product Group**

Product Group \*

InHouse Transfer

**Sender Details**

Your Account \*

IDR 0 utchidy ACCT 0111C-455354534

Payment Mode \*

Inhouse Transfer to Own Account

Bank Charges: IDR 0.00

**Beneficiary Details**

To Account \*

IDR : 70357606100

**Transaction Details**

Transaction Currency \*

IDR - INDONESIA RUPIAH

Amount \*

200,000.00

Bank Charges

IDR 0.00

**Other Details**

Customer Reference No. \*

Enter

Other Payment Details \*

Enter

Payment Advice

No Advice | Simple Advice

Back | Add Another Transaction | Save as Draft | **Next** 1

**Manage Template > Review Details**

**Template Details**

Template Name

IHT.FAV.TEMPLATE1

**Product Group**

Product Group

InHouse Transfer

**Sender Details**

Your Account

IDR GL ACCT 04 - 4999977878

Payment Mode

Inhouse Transfer to Own Account

**Beneficiary Details**

To Account

IDR ANJAR ASMORO HERVANTO-70357606100

**Transaction Details**

Transaction Currency

IDR - INDONESIA RUPIAH

Amount

200,000.00

Bank Charges

IDR 0.00

**Other Details**

Customer Reference No.

\*

Other Payment Details

\*

Back | **Submit** 2

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

## Step 10: System will show the **acknowledgement** page

Manage Template > Acknowledgement

**Submitted for approval**

Reference No. : 011231107000001696 Submitted On : 07 Nov 2023 14:30:05 WIB

**Template Details**

Template Name	Creation Date
IHT_FAV_TEMPLATE1	07 Nov 2023 14:30:04 WIB

**Product Group**

Product Group
InHouse Transfer

**Sender Details**

Your Account	Payment Mode
IDR GL ACCT 04 - 499997878	Inhouse Transfer to Own Account

**Beneficiary Details**

To Account
IDR ANJAR ASMORO HERYANTO-703057606100

**Transaction Details**

Transaction Currency	Amount	Bank Charges
IDR - INDONESIA RUPIAH	200,000.00	IDR 0.00

**Other Details**

Customer Reference No.	Other Payment Details
-	-

Print Done

## Manage Template

1. Add
2. **Modify**
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1: Login as Maker, and navigate to Manage Template page

Step 2: [Maker] **[1]** On the manage template page, Click **edit** on the template that needed to modify

<input type="checkbox"/>	<a href="#">DT-BIFAST-BACTH-2</a>	Domestic Transfer	BI-FAST	08 Nov 2023 09:49:13 AM	Edit
<input type="checkbox"/>	<a href="#">DT-RTGS-SINGLE</a>	Domestic Transfer	RTGS	12 Jan 2024 05:08:52 PM	
<input type="checkbox"/>	<a href="#">GG123</a>	Transfer within CIMB	Own Account	02 Feb 2024 09:41:34 AM	<b>Edit</b> <b>1</b>
<input type="checkbox"/>	<a href="#">GG4</a>	Transfer to Other Banks	BI-FAST	02 Feb 2024 10:07:16 AM	Edit
<input type="checkbox"/>	<a href="#">HELLO ALDY TL</a>	Transfer to Other Banks	BI-FAST	05 Feb 2024 11:34:53 AM	Edit

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Maker] [1] Edit parts > [2] Click **Next** > [3] On **Review Details** page, Click **Submit**

Manage Template > Edit

Template Details

Template Name  
ALTESTSAU3RD01

Creation Date  
01 Nov 2023 10:30:58 +08

Product Group

Product Group  
InHouse Transfer

Sender Details

Your Account  
IDR GL ACCT 2030-80000332500

Payment Mode  
Inhouse Transfer to 3rd Party Account  
down transfer 3rd party

Beneficiary Details Save Beneficiary

Account Type \*  
OCTO Pay

Mobile No. \*  
+62 81266554433

Beneficiary Name  
MExxxx

MExxxx Address

Transaction Details

Transaction Currency \*  
IDR - INDONESIA RUPIAH

Amount \*  
100,000

Other Details

Customer Reference No.  
Enter

Other Payment Details  
Enter

Payment Advice  
No Advice Simple Advice

Back Add Another Transaction Save as Draft **Next**

Manage Template > Review Details

Template Details

Template Name  
ALTESTSAU3RD01

Creation Date  
01 Nov 2023 09:30:58 WIB

Product Group

Product Group  
InHouse Transfer

Sender Details

Your Account  
IDR GL ACCT 2030 - 800000332500

Payment Mode  
Inhouse Transfer to 3rd Party Account

Beneficiary Details

Account Type  
OCTO Pay

Mobile No.  
+62 81266554433

Beneficiary Name  
MExxxx

MExxxx

Transaction Details

Transaction Currency  
IDR - INDONESIA RUPIAH

Amount  
101,000.00

Bank Charges  
IDR 0.00

Other Details

Customer Reference No.  
-

Other Payment Details  
-

Back **Submit**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

## Step 4: System will show the **acknowledgement** page

Manage Template > Acknowledgement

**Submitted for approval** 

Reference No. : 101240304000002750 Submitted On : 04 Mar 2024 14:50:30 WIB

**Template Details**

Template Name	Creation Date
GG123	02 Feb 2024 08:41:34 WIB

**Transaction Group**

Transaction Group
Transfer within CIMB

**Sender Details**

From Account	Payment Mode
IDR [LUPJOLY JPPYJON UUJ0J YOSZOWLX] - 800035032200	Own Account

**3 Item(s)**

Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
703185655500	TB LIABILITY 2	IDR 222,221.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,000.00	IDR 0.00
703185655500	TB LIABILITY 2	IDR 100,001.00	IDR 0.00

Total Amount : IDR 422,222.00 | Total Charges : IDR 0.00

**Print** **Done**

## Manage Template

1. Add
2. Modify
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1: Login as Maker, go to Manage Template page

Step 2: [Maker] **[1]** On manage template page, Click **delete** to **delete** the template

75 item(s)

<input type="checkbox"/>	Template Name	Transaction Group	Payment Mode	Last Updated Date	Action
<input type="checkbox"/>	<a href="#">1231231222AAAAAAAAA22</a>	Transfer to Other Banks	BI-FAST	22 Dec 2023 07:19:46 AM	
<input type="checkbox"/>	<a href="#">991</a>	InHouse Transfer	Inhouse Transfer to 3rd Party Account	08 Jan 2024 01:34:48 PM	
<input type="checkbox"/>	<a href="#">ANJAR TEMPLATE WITH OTHER DETAILS</a>	Transfer to Other Banks	RTGS	19 Jan 2024 10:55:27 AM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">AQQ</a>	Transfer to Other Banks	RTGS	26 Jan 2024 02:06:20 PM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BATCH 1220 MIX V INV</a>	Transfer to Other Banks	BI-FAST	15 Jan 2024 05:20:14 PM	
<input type="checkbox"/>	<a href="#">BI-FAST AF1</a>	Transfer to Other Banks	BI-FAST	25 Nov 2023 03:00:23 PM	<a href="#">Edit</a>
<input type="checkbox"/>	<a href="#">BIFASTTRUY</a>	Transfer to Other Banks	BI-FAST	24 Jan 2024 10:23:02 AM	<a href="#">Edit</a>

1

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Maker] [1] At the **Details Page**, Click **Delete** > [2] Click **Yes** on the *pop-up box*

Manage Template > Details

**Template Details**

Template Name	Creation Date
DTRTGS-SINGLE	08 Nov 2023 09:41:50 WIB

**Product Group**

Product Group
Domestic Transfer

**Sender Details**

Your Account	Payment Mode
IDR_RUPJOLY (PPYJON UJQJ) YOSZOWLYJ - 800035032200	RTGS

**Beneficiary Details**

Beneficiary Bank Name	Beneficiary Account No.	Beneficiary Name
Bank Kehidupan - 310723	234324233335	DENNY
Beneficiary Citizenship	Beneficiary Resident Status	Beneficiary Type
Indonesian	Resident	Individual
Beneficiary Address	Beneficiary City / District	
JAKARTA BARAT	0300 - JAKARTA	

**Transaction Details**

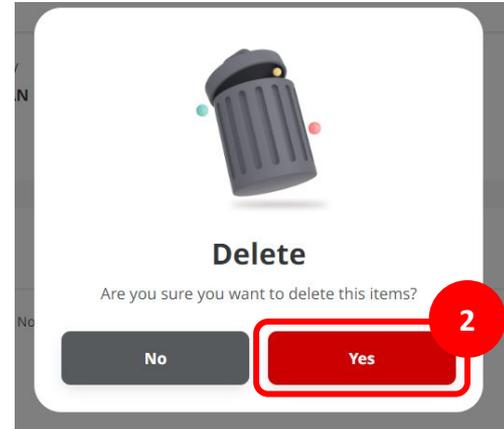
Transaction Currency	Amount	Bank Charges
IDR - INDOONESIAN RUPIAH	123,456,789.00	IDR 0.00

**Other Details**

Customer Reference No.	Other Payment Details	Charges Borne by
-	-	-
Payment Advice		
No Advice		

Back Delete Edit

1



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

## Step 4: System will show the Acknowledgement Page

Manage Template > Acknowledgement

Item(s) Deleted ✓

Reference No. : 101240304000007151 | Submitted On: 14 Mar 2024 14:54:46 WIB

**Template Details**

Template Name	Creation Date
ANJAK TEMPLATE WITH OTHER DETAILS	14 Jan 2024 12:48:23 WIB

**Transaction Group**

Transaction Group

Transfer to Other Banks

**Sender Details**

Bank Account	Payment Mode
IDR TO LIABILITY 2 - 70318565500	RTGS

**Beneficiary Details**

Beneficiary Bank Name	Beneficiary Account No.
BANK KYAUSA INDONESIA - BSM001SA	80000322500
Beneficiary Name	Beneficiary Relationship
Arjar Almansa Haryanto	Indonesia
Beneficiary Resident Status	Beneficiary Type
Resident	Individual
Beneficiary Address	Beneficiary City/State
Jln. Baturaden No.42	0900 - JAWA TENGAH

**Transaction Details**

Transaction Currency	Amount	Bank Charge
IDR - INDONESIA RUPIAH	145,000,000.00	IDR 30,000.00

**Other Details**

Customer Reference No.	Other Payment Details
AJR-42156-2024	Sample Aja
Charges Borne by	
Applicant (DUK)	

**Payment Advice**

Beneficiary Email Address	Message to Beneficiary
NSB1@mylab.local	Haló ts mwa aja

Print Done

## Manage Template

1. *Add*
2. *Modify*
3. *Delete*
4. **Pay & Transfer - Saved Template**
5. *Pay & Transfer - Save As Template*
6. *Approval*

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1. [1] [Maker] Login using **Company ID & Maker 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 reads "Important Notices | CIMB is available 7 days a week, from 12.15am to 12am". The main content area features a large image of a person looking out a window at a city at night. Overlaid on this image is a graphic with a gear, a 24-hour clock, and a document icon, with the text "Need to submit your OCTO Biz Maintenance Request? Just email us." and "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." A red button labeled "Find Out More" is positioned below the text. On the right side, a white login form titled "Welcome" contains two input fields: "Company ID" with the value "CORPPT200092" and "User ID" with the value "makerjames". A red button labeled "Next" is located below the input fields. At the bottom of the form are two links: "Forgot Password/Unlock User >" and "Lost or Damaged Secure Token >". A red circle with the number "1" points to the input fields, and another red circle with the number "2" points to the "Next" button. A warning icon and text at the bottom left of the form state: "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 **Company ID & Maker ID**

**2** Click **Next**

[Privacy Policy](#) | [Security Arrangement](#) | [Client Charter](#) | [Terms & Conditions](#)

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# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

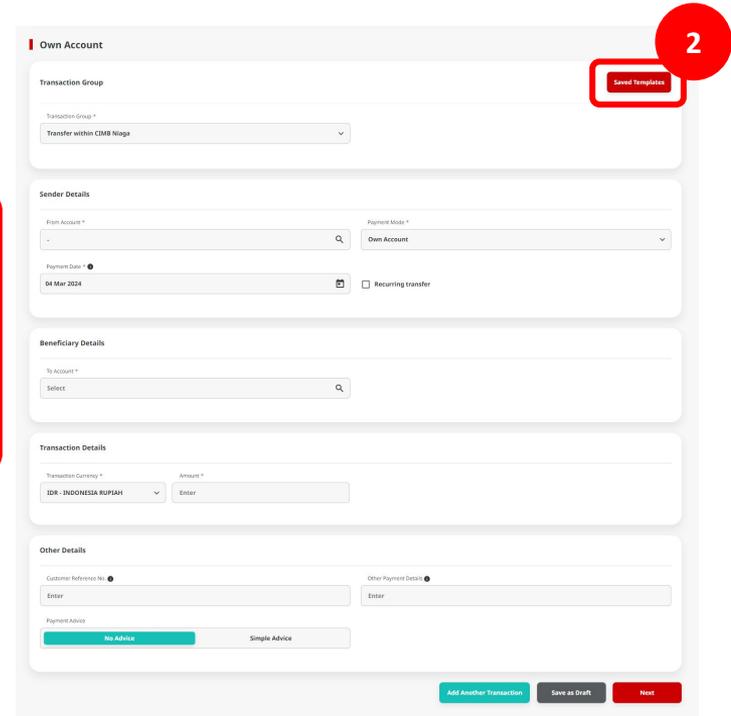
Step 2. [1] [Maker] Fill in the **Password** > [2] Click **Proceed**

The screenshot shows the OCTO Biz login page. The header includes the OCTO Biz logo and a notice: "Important Notices | CIMB is available 7 days a week, from 12.15am to 12am". The main content area features a promotional message: "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The login form is titled "Welcome" and displays the username "SpaceMan". Below the username, it says "Only proceed if this is your SecureWord". The password field is highlighted with a red box and labeled "1" with the instruction "Fill in the Password". The "Proceed" button is also highlighted with a red box and labeled "2" with the instruction "Click Proceed". At the bottom of the login form, there are links for "Forgot Password/Unlock User" and "Lost or Damaged Security Token". 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."

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Maker] [1] Navigate to **Pay & Transfer** > Click on the payment method > [2] Click **Saved Template**



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 4: [Maker] On the **Saved Template** pop-up box [1] Choose **template** > [2] Click **Load**

Saved Template

Payment Mode: Own Account

Template Name: Enter

Search

Template Name	Transaction Group	Payment Mode	Date
<input type="radio"/> SINGLE_LOCK	Transfer within CIMB	Own Account	20 Jan 2024

[View Past Transactions >](#) | [View All Template >](#)

Cancel Load

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 5a (Optional): [Maker] [1] Fill in the **Template Name** and Click Search to filter using template name

Saved Template

Payment Mode

Inhouse Transfer to Own Account

Template Name

IHT

Search

Template Name	Provider Product Group	Payment Mode	Date
TESTIHTOWNAL04	InHouse Transfer	Inhouse Transfer to Own Account	02 Nov 2023

[View Past Transactions](#) | [View All Template](#)

Cancel Load



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 5c (Optional): [Maker] **[1]** Click **View All Template** go to Manage Template page

Saved Template

Payment Mode: Inhouse Transfer to Own Account

Template Name: IHT

Search

Template Name	Provider Product Group	Payment Mode	Date
TESTIHTOWNALD4	InHouse Transfer	Inhouse Transfer to Own Account	02 Nov 2023

View Past Transactions > View All Template > 1

Cancel Load

Manage Template

Search

Product Group: Select

Payment Mode: Select

Template Name: Enter

Search

82 item(s)

Template Name	Product Group	Payment Mode	Last Updated Date	Action
3RDBAWF121	Inhouse Transfer	Inhouse Transfer to 3rd Party Account	13 Oct 2023 02:31:50 PM	Activity Log
3X-TRX	Inhouse Transfer	Inhouse Transfer to Own Account	14 Oct 2023 06:33:33 PM	Activity Log
AD_BIFAST_2110_1	Domestic Transfer	BIFAST	24 Oct 2023 10:01:20 AM	Activity Log
AD_RTGS_2110_1	Domestic Transfer	RTGS	21 Oct 2023 04:10:11 PM	Activity Log Edit
AM3RDBALST	Inhouse Transfer	Inhouse Transfer to 3rd Party Account	19 Oct 2023 04:03:07 PM	Activity Log
AM3RDB/TEST098	Inhouse Transfer	Inhouse Transfer to 3rd Party Account	20 Oct 2023 12:29:29 PM	Activity Log

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 6: [Maker] After Click **Load**, template detail will show

### Own Account

Transaction Group

Transaction Group \*

Transfer within CMB Niaga

Saved Templates

#### Sender Details

From Account \*

70318565500-IDR TB LIABILITY 2

Payment Mode \*

Own Account

Payment Date \*

04 Mar 2024

Recurring transfer

#### Beneficiary Details

To Account \*

IDR\_PLUPJOLY JPPYJON URJGJ Y002DHWLY - 800039102200

#### Transaction Details

Transaction Currency \*

IDR - INDONESIA RUPIAH

Amount \*

500,000

#### Other Details

Customer Reference No. \*

REF

Other Payment Detail \*

OTR

Payment Advice

No Advice  Simple Advice

Beneficiary Email Address \*

erwin@cimbniaga.co.id

Message to beneficiary

123abc

Review Payment Advice

[Add Another Transaction](#) [Save as Draft](#) [Next](#)

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 6 (Cont'): [Maker] If the part is unlocked, it is the edit able part [1] and vice versa[2]

**Transaction Details**

---

Transaction Currency \*  Amount \* 

IDR - INDONESIA RU...

**Transaction Details**

---

 Transaction Currency \*   

## Manage Template

1. Add
2. Modify
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. Approval

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1. [1] [Maker] Login using **Company ID & Maker 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 reads "Important Notices | CIMB is available 7 days a week, from 12.15am to 12am". The main content area features a large image of a person looking out a window at a city at night. Overlaid on this image is a graphic with a "24" in a circle and a gear icon, with the text "Need to submit your OCTO Biz Maintenance Request? Just email us." and a "Find Out More" button. 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 "Company ID" and "User ID" fields, with a red circle containing the number "1" and an arrow pointing to the text "Fill in the Company ID & Maker ID". Another red box highlights the "Next" button, with a red circle containing the number "2" and an arrow pointing to the text "Click Next". At the bottom left of the page, there is a warning icon and the 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, there is a footer with "Privacy Policy", "Security Arrangement", "Client Charter", "Terms & Conditions", and "All rights reserved. Copyright © 2024, CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

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

The screenshot displays the OCTO Biz mobile application interface. At the top left, the logo reads "OCTO Biz BY CIMB NIAGA". Below the logo, a banner for "Important Notices" states "CIMB is available 7 days a week, from 12.15am to 12am". The main content area is split into two panels. The left panel features a promotional message: "Need to submit your OCTO Biz Maintenance Request? Just email us." with a "Find Out More" button. The right panel is a login screen titled "Welcome" for a user named "SpaceMan". It includes a password input field with a red box around it and a "Proceed" button also highlighted with a red box. A "Back" button is visible below the password field. At the bottom of the login panel, there are links for "Forgot Password/Unlock User" and "Lost or Damaged Security Token". A warning message at the bottom left of the app screen 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**

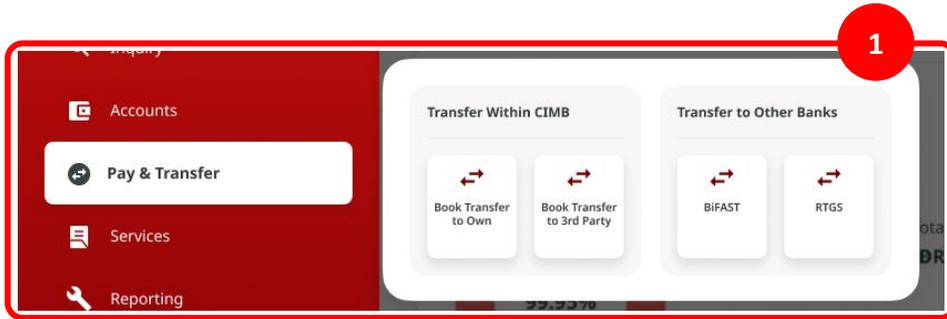
2

Click **Proceed**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Maker] [1] Navigate to **Pay & Transfer** > Click on Payment method > Fill in the **mandatory fields**



Catatan: Lihat panduan pengguna masing-masing mode pembayaran untuk informasi lebih lanjut.

A screenshot of a 'Own Account' payment template form. The form is divided into several sections: 'Transaction Group' with a dropdown menu set to 'Transfer within CIMB Niaga' and a 'Send Templates' button; 'Sender Details' with fields for 'From Account \*' (set to 'Own Account'), 'Payment Mode \*' (set to 'Own Account'), 'Payment Date \*' (set to '04 Mar 2024'), and a 'Recurring transfer' checkbox; 'Beneficiary Details' with a 'To Account \*' dropdown set to 'Select'; 'Transaction Details' with 'Transaction Currency \*' set to 'IDR - INDONESIA RUPIAH' and an 'Amount \*' field; and 'Other Details' with 'Customer Reference No.' and 'Other Payment Details' fields, and a 'Payment Advice' section with 'No Advice' and 'Simple Advice' buttons. At the bottom right, there are three buttons: 'Add Another Transaction', 'Save as Draft', and 'Next'.

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 4: [Maker] [1] Click **Next** > [2] On Review Details page, Click **Submit**

**In House Transfer to Own Account** Saved Templates

Product Group  
Product Group \*  
InHouse Transfer

Sender Details  
Your Account \*  
703057606100-IDR ANJAR ASMORO HERYANTO  
Payment Mode \*  
Inhouse Transfer to Own Account  
Value Date \*  
08 Nov 2023  
Recurring transfer

Beneficiary Details  
To Account \*  
IDR JLUPJOLY JPPYJON UUJJOJ YOSZOWLYJ : 800035032200

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

Other Details  
Customer Reference No. \*  
Enter  
Other Payment Details \*  
Enter  
Payment Advice  
No Advice Simple Advice

Add Another Transaction Save as Draft Next

**In House Transfer to Own Account > Review Details**

Product Group  
Product Group  
InHouse Transfer

Sender Details  
Your Account  
IDR ANJAR ASMORO HERYANTO - 703057606100  
Payment Mode  
Inhouse Transfer to Own Account  
Value Date  
08 Nov 2023

Beneficiary Details  
To Account  
IDR JLUPJOLY JPPYJON UUJJOJ YOSZOWLYJ:800035032200

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

Other Details  
Customer Reference No.  
-  
Other Payment Details  
-

Back Submit

1

2

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 5: [Maker] **[1]** After the submission process are success, Click **Save As Template** on the Acknowledgement page

**In House Transfer to Own Account > Acknowledgement**

**Submitted for approval** 

Reference No. : IA231108000000026 Submitted On : 08 Nov 2023 15:20:11 WIB

**Product Group**

Product Group  
InHouse Transfer

**Sender Details**

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100  
Payment Mode: Inhouse Transfer to Own Account  
Value Date: 08 Nov 2023

**Beneficiary Details**

To Account: IDR JLUPJOLYJPPYJON UUJGJ YOSZOWLYJ-800035032200

**Transaction Details**

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

**Other Details**

Customer Reference No. :  
Other Payment Details : -

[Print](#) [Save As Template](#) [Make Another Transaction](#)

**1**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 6: [Maker] Template detail will automatically shown, fill in the **Template Name [1]**

### Save As Template

Template Name \*  
Enter **1**

---

**Sender Details**

Your Account \* 703057605100-IDR ANJAR ASMORO HERYANTO 🔍

Payment Mode \* Inhouse Transfer to Own Account

---

**Beneficiary Details**

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

To Account \*  
IDR\_JLUPJOLYJPPYJON UIUJOJ YOSZOWLYJ - 800035032200 🔍

---

**Transaction Details**

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Transaction Currency \* IDR - INDONESIA RUP... 🔒

Amount \* 100,000.00 🔒

---

**Other Details**

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Customer Reference No. \* Enter 🔒

Other Payment Details \* Enter 🔒

Close Submit

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 7 (Optional): [Maker] [1] Modify the column that needed to be locked or not

The screenshot shows a 'Save As Template' dialog box with the following sections:

- Template Name \***: A text input field with the placeholder 'Enter'.
- Sender Details**:
  - Your Account \***: A dropdown menu showing '703057606100-IDR ANJAR ASMORO HERYANTO' with a search icon.
  - Payment Mode \***: A dropdown menu showing 'Inhouse Transfer to Own Account'.
- Beneficiary Details**:
  - To Account \***: A dropdown menu showing 'IDR\_RLUPJOLVJPPYJON UHJQJ YS2ZOWLYJ - 800035032200' with a search icon and a lock icon.
- Transaction Details**:
  - Transaction Currency \***: A dropdown menu showing 'IDR - INDONESIA RUP...' with a lock icon.
  - Amount \***: A text input field showing '100.000.00' with a lock icon.
- Other Details**:
  - Customer Reference No. \***: A text input field with the placeholder 'Enter' and a lock icon.
  - Other Payment Details \***: A text input field with the placeholder 'Enter' and a lock icon.

At the bottom right, there are 'Close' and 'Submit' buttons.

Catatan: *Save as Template* adalah alternatif dari *Add Template*, rujuk ke *Add Template* untuk detail yang lebih lengkap

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 8: [Maker] [1] Click **Submit**. System will show the submission *pop up box*

Save As Template

Template Name \*

Enter

Sender Details

Your Account \*

703057606100-IDR ANJAR ASMORO HERYANTO

Payment Mode \*

Inhouse Transfer to Own Account

Beneficiary Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

To Account \*

IDR JLUPJOLY JPPJON UUIJY YOSZOWLJ - 800035032200

Transaction Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Transaction Currency \*

IDR - INDONESIA RUP...

Amount \*

100,000.00

Other Details

Note: Click on the lock icon to lock a field so that it's non-editable when you load the template for subsequent transaction.

Customer Reference No. \*

Enter

Other Payment Details \*

Enter

Close Submit 1

Save As Template

Submitted for approval

Reference No. : 201240304000002752 Submitted On : 04 Mar 2024 15:03:28 WIB

Beneficiary Details

Template Name

SAVEASTEMP

Creation Date

04 Mar 2024 03:03:28 PM

Sender Details

From Account

IDR TS LIABILITY 2 - 70318565500

Payment Mode

Own Account

Payment Date

04 Mar 2024

Beneficiary Details

To Account

IDR JLUPJOLY JPPJON UUIJY YOSZOWLJ - 800035032200

Transaction Details

Transaction Currency

IDR - INDONESIA RUPEAH

Amount

22,222.00

Bank Charges

IDR 0.00

Other Details

Customer Reference No.

-

Other Payment Details

-

Done

# Manage Template

1. Add
2. Modify
3. Delete
4. Pay & Transfer - Saved Template
5. Pay & Transfer - Save As Template
6. **Approval**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Similar to other features in the system, the approval workflow for managing templates only applies to Multiple Access Makers, Simple Workflow.

For Single Access Makers, changes will occur when the Maker submits Add/Modify/Delete Template directly.

The following slide explains the approval flow for Multiple Access Makers

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 1. [1] [Approver] Login using **Company ID & Maker 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 reads "Important Notices | 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 a gear, a 24-hour clock, and a document icon, with the text "Need to submit your OCTO Biz Maintenance Request? Just email us." and a "Find Out More" button. Below this 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." On the right side, there is a white login box titled "Welcome". It contains 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 login box are two links: "Forgot Password/Unlock User >" and "Lost or Damaged Secure Token >".

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

2 Click **Next**

[Privacy Policy](#) [Security Arrangement](#) [Client Charter](#) [Terms & Conditions](#)

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# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

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

The screenshot displays the OCTO Biz mobile application interface. At the top left, the logo reads "OCTO Biz BY CIMB NIAGA". Below the logo, a banner features a man in a suit looking out a window at a city skyline at night. Text on the banner says "Need to submit your OCTO Biz Maintenance Request? Just email us." and "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". A "Find Out More" button is present. A warning icon and text at the bottom left of the banner state: "Do not reveal any form of confidential information, be it personal or account related, via pop-up message or email link." The main content area shows a "Welcome" screen for a user named "SpaceMan". Below the name, it says "Only proceed if this is your SecureWord". There is a "Password" input field with a red box around it and a red circle with the number "1" pointing to it. Below the password field are two buttons: "Back" and "Proceed", with a red box around the "Proceed" button and a red circle with the number "2" pointing to it. At the bottom of the screen, there are links for "Forgot Password/Unlock User" and "Lost or Damaged Security Token". The footer contains "Privacy Policy", "Security Arrangement", "Client Charter", "Terms & Conditions", and "All rights reserved. Copyright © 2024. CIMB Bank Berhad 197201001799 (13491-P), CIMB Islamic Bank Berhad 200401032872 (671380-H)".

1

Fill in the **Password**

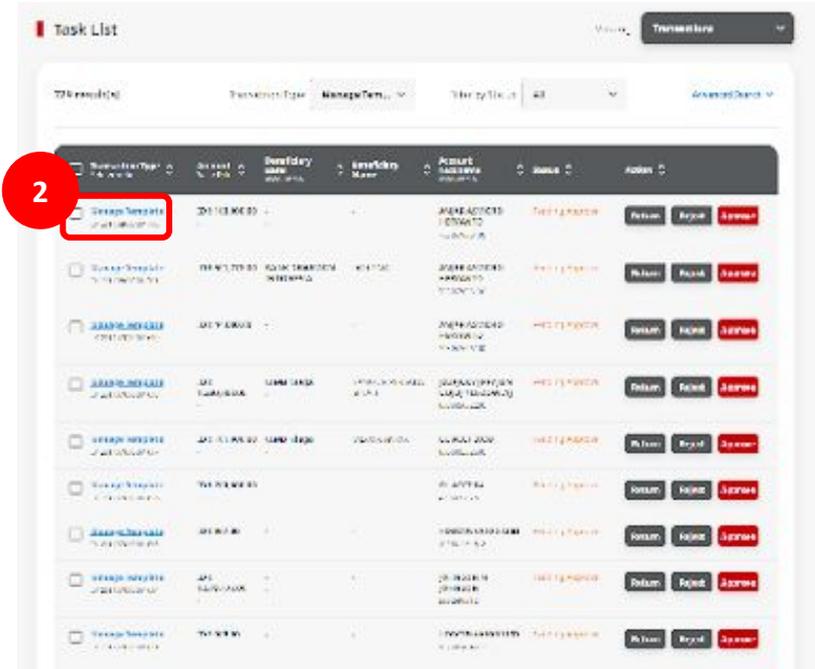
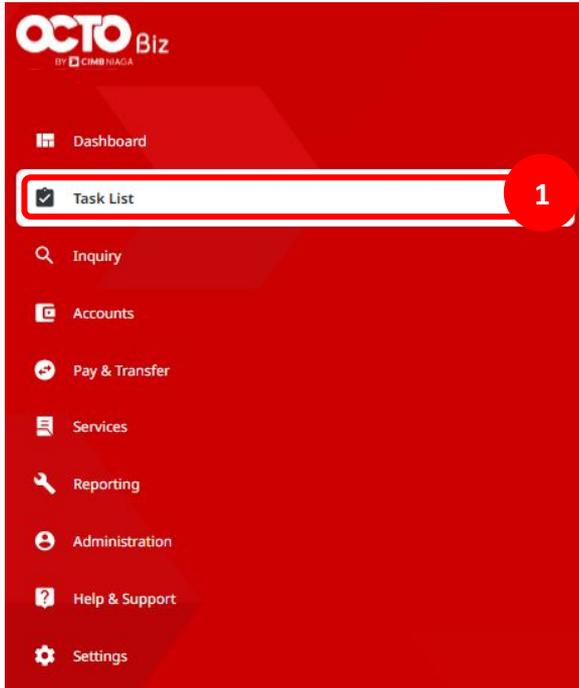
2

Click **Proceed**

# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 3: [Approver] [1] Navigate to Inquiry > Click Task List > [2] Find the task that needed to be approved, click Task Hyperlink



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 4: [Approver] **[1]** On the task detail page, Click Approve > **[2]** Click Yes

Task List > Details

**Template Details**

Template Name: BATCH 3HT OWN WIN      Creation Date: 07 Nov 2023 15:05:30 WIB

**Product Group**

Product Group: Inhouse Transfer

**Sender Details**

Your Account: IDR ANJAR ASMORO HERIYANTO - 703057006100      Payment Mode: Inhouse Transfer to Own Account

**2 Item(s)**

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charge
3A23187000000042	80005032209	BUPDOL PIPPOH UJESI POSIDOWE	IDR 21,000.00	IDR 0.00
3A23187000000041	80005032209	BUPDOL PIPPOH UJESI POSIDOWE	IDR 21,000.00	IDR 0.00
Total Amount:			44,000.00	Total Charge: 0.00

**User Activities**

User	Activities	Date / Time	Remark
SARTIRANG0814	Submit	07 Nov 2023 15:05:30 WIB	

**Remark**

Remarks

Enter

Maximum 100 characters

**1**



# Manage Template

Menu : Services > Manage Template | Description: This function is used to manage (create, edit, delete) payment templates

Step 5: [Approver] System will show the acknowledgement page

Manage Template > Acknowledgement

**Transaction(s) approved**

Reference No.: 101231107000001699 Approved On : 08 Nov 2023 15:09:08 WIB

**Template Details**

Template Name: BATCH IHT OWN WIN  
Creation Date: 07 Nov 2023 15:05:30 WIB

**Product Group**

Product Group: InHouse Transfer

**Sender Details**

Your Account: IDR ANJAR ASMORO HERYANTO - 703057606100  
Payment Made: Inhouse Transfer to Own Account

**2 item(s)**

Reference No.	Beneficiary Account No.	Beneficiary Name	Amount	Bank Charges
IIA231107000000042	808035032200	[LUPOLY PPIYGN LUJDI YOSOWLJ]	IDR 23,000.00	IDR 0.00
IIA231107000000041	808035032200	[LUPOLY PPIYGN LUJDI YOSOWLJ]	IDR 21,000.00	IDR 0.00
Total Amount :		44,000.00	Total Charges :	0.00

Print